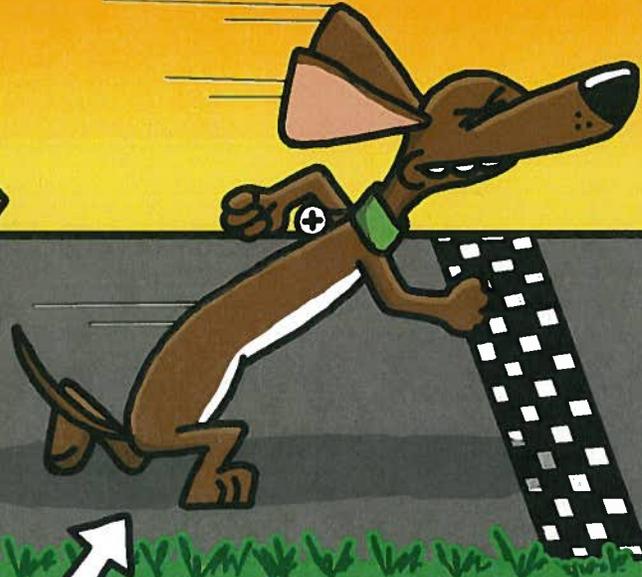


CITY OF KENMORE, WASHINGTON

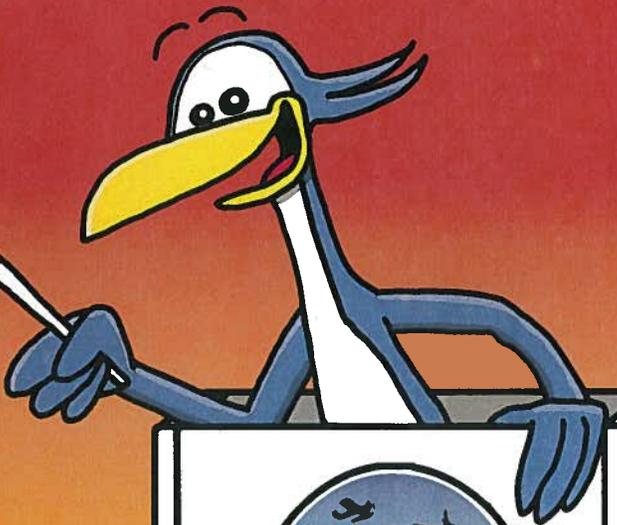
2017-18 BIENNIAL BUDGET

PRELIMINARY

EXPENSES



REVENUES





City of Kenmore, Washington

2017-2018 Proposed Preliminary Budget

David Baker, Mayor
Allan Van Ness, Deputy Mayor
Milton Curtis, Councilmember
Stacey Denuski, Councilmember
Nigel Herbig, Councilmember
Brent Smith, Councilmember
Laurie Sperry, Councilmember

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

For the Period January 1, 2017 – December 31, 2018

Copies of the 2015-2016 Adopted Budget are available for viewing on the City's website www.kenmorewa.gov, at City Hall, and the Kenmore Library

The cover image used in the preliminary budget document was designed by Mr. Kent Vaughan, Senior Engineer in the City of Kenmore Public Works Department.

City of Kenmore, Washington
2017-2018 Preliminary Budget
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City of Kenmore, Washington

Introduction

City of Kenmore, Washington

Reader's Guide to the Budget

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

Organization of the Budget Document:

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

Introduction:

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

It includes the following:

- Reader's Guide to the Budget
- The City Manager's Budget Message
- City Results Maps for Priority Based Budgeting

City Profile:

This section tells the reader more about the City of Kenmore, the organization of the City, and the goals, and work plans that accomplish the work of the City.

It includes an organizational chart, the City's Vision, Mission Statement and Goals, work plans, a profile of the City and maps.

Budget Guide:

This section provides information about how the budget is developed and describes the City's financial policies.

It includes the steps in the budget preparation process, policies, accounting and budgeting information and details about debt.

Executive Summary:

This section provides a broad review of revenues and expenditures for all of the City's funds in a variety of tables and graphs to help the reader further understand the budget as a whole. It also includes information about changes in personnel.

Operating Budget:

In this section summary information about the General Fund budget is presented. The General Fund budget is the operating budget of the City.

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

City of Kenmore, Washington

Reader's Guide to the Budget

Other Funds' Budgets:

Information about the budgets for the other funds of the City is included here and describes the purpose of each fund, prior achievements, 2015-2016 objectives, budget highlights, and detailed revenue and expenditure budgets.

Capital Program:

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

Appendix:

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

- Ordinance Amending the 2015-2016 Biennial Budget
- Employee Position Classification and Monthly Salary Schedule for 2016
- 2016 Fee Resolution and Schedule
- The Investment Policy
- Glossary and Acronyms



City Of Kenmore, Washington

October 24, 2016

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

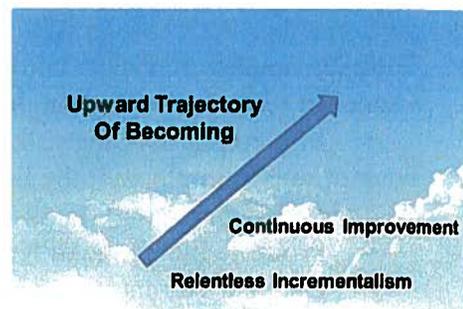
Honorable Mayor and City Council:

We are thrilled to present the City of Kenmore Preliminary 2017-2018 Biennial Budget for your review and consideration. Once again, your leadership and clear direction have given us the guidance we need to draft a two-year budget that will provide the resources to make great progress in advancing toward the City's 20-year vision, achieving your goals, and improving quality of life in Kenmore.

As an organization, we know that providing essential services such as law enforcement, safety for multiple transportation modes, and environmental protection are important and should be our first dollars invested in the budget—and they are. This budget proposes to continue to invest heavily in basic, vital services that set the foundation for a strong and healthy Kenmore.

We also know that our job does not stop there. Cities like Kenmore can go beyond being just functional and providing basic public safety. Cities can play a key role in prosperity and human flourishing. In other words, it's not just about preventing suffering and undue hardship, which is important; our job is also about creating opportunities and clearing the path for our residents, businesses, and visitors to play, find fulfillment, and connect with each other as a community. This preliminary budget allocates resources and priorities to that end as well.

To be on that path toward human flourishing, I believe our city organization and our community as a whole embrace a culture of continuous improvement or what I call "being on the upward trajectory of becoming." Especially for Kenmore, the way to make progress on that upward trajectory is through continuous improvement or "relentless incrementalism." The overwhelming majority of our progress will be through the seemingly small, one-step-at-a-time improvements we make to our city. All of these incremental improvements add up over time to make a big difference. They involve both the software and the hardware of the community and include such things as:



- Constructing a town square and creating a year-round gathering space for the community

- Building a new neighborhood park and “community-build” playground
- Constructing a new sidewalk and bike lanes
- Holding a downtown block party
- Working with property and business owners to bring new retail, services, jobs, and other private sector amenities to the community
- Painting a mural and other kinds of art
- Connecting two public waterfronts with a pedestrian bridge over a stream
- Installing a new skate court
- Building a new trail that connects neighborhoods together
- Organizing a “play day” event for kids in the park
- Improving wheel chair accessibility on our sidewalks and at other public areas
- Building a strong volunteer program that recruits and trains volunteers to help with events and care for our parks and byways
- Establishing planning policies for good design and diverse, connected neighborhoods
- Providing opportunities for residents to learn how they can help plug into the natural environment and do their part to improve water quality and ecosystems
- Running emergency preparedness classes and events that encourage residents to engage with and strengthen their neighborhoods

We are excited to be involved in all of the above and much more, and this budget lays out the plans and resources to do so. That said, the City’s budget has finite resources, and while we have the wherewithal to accomplish a great deal, we are finding that our financial resources are staying relatively flat compared to the continuously rising cost of doing business. Later in this budget message I will discuss this challenge, including how it impacts the budget and how to confront it. Before we go there, let’s take a look at the highlights of the preliminary budget and how they relate to the City Council’s goals and the priority-based results we want to achieve.

2017-2018 Budget Highlights

This budget is goal and priority driven. The City Council, as the elected representatives of the citizens of Kenmore, has adopted a set of major goals. These goals are as follows:

2016-2017 City Council Goals

1. To focus on and emphasize multimodal transportation safety in the City of Kenmore with a specific focus on pedestrian, bicycle, and other means of travel.
 - Implement the Sidewalk Plan
2. To continue to implement the Economic Development Plan, with an emphasis on the following key points:
 - Promote the image of Kenmore
 - Create a vibrant, walkable downtown
 - Support existing businesses
 - Advance the public’s access and connection to the waterfront
3. To continue to seek funding and mitigation for State impacts on the City’s transportation system.
4. To continue to seek opportunities to complete a successful Lakepointe project.

5. To actively pursue Sound Transit 3 projects for SR 522.
6. To continue to implement a Parks Improvement and Financial Plan.
7. To address watershed and water quality issues affecting the City.
8. To continue to establish a contemporary Information Technology Program

In addition to Council goals, we based our budgeting on a broader set of criteria called priority based budgeting results. Like Council goals, these results were set by the City Council early on in the budgeting process. These results include:

1. Access to quality cultural, recreational, educational and leisure opportunities
2. Attractive, well-planned, enduring and desirable place to live and work
3. Connected, involved and family-oriented community that values diversity
4. Effective mobility and connected, reliable transportation systems
5. Prosperous, vibrant and sustainable economy
6. Safe and secure community
7. Sustainable, healthy environment and the preservation of natural resources
8. Good Governance:
 - Fosters open, responsive and transparent government by ensuring accountability, efficiency, effectiveness, and integrity in all operations
 - Protects, manages, optimizes and invests in its financial, human, physical, and technology resources
 - Supports decision making with timely and accurate short term and long range analysis that enhances vision and planning
 - Provides assurance of regulatory and policy compliance
 - Attracts, motivates, develops, and retains a high quality, engaged, and productive workforce
 - Provides responsive and accessible leadership, focused community priorities, and facilitates timely, well utilized two-way communication and input with all stakeholders

In building the budget, we used Priority Based Budgeting methodology to score and prioritize all of our programs using the results listed above.

Our other guides in building the budget include Council-adopted policies such as the City's 20-Year Vision Statement and Comprehensive Plan as well as more specific policies such as the Target Zero Resolution for pedestrian and bicycle safety.

Using the City Council's goals, priority based results, and other adopted policies to guide the way, the following budget discussion focuses on highlights for the upcoming biennium.

As mentioned earlier, this budget continues to invest heavily in the City's core functions, including public safety (police, criminal justice, and building and code compliance), transportation, and parks. For example, we will continue to invest funds and leverage grants to preserve the pavement of our roads. We will continue to strive to meet or exceed the pavement condition score of 82 or "very good."

The City's emphasis on public safety is realized through a high quality police department and its officers. The City receives its police services from the King County Sheriff's Office, and through that contract with King County, the City is providing solid police coverage of at least two officers on duty 24 hours per day, seven days per week, with additional police coverage often at peak call volume times. We also have excellent mutual aid relationships with our neighboring jurisdictions. Traffic enforcement continues to be a top priority of our police department, including our recently added motorcycle patrol especially tailored to crosswalk enforcement, an emphasis on DUIs, and speeding in general.

Public safety includes more than police and criminal justice. Building and code requirements, infrastructure investments, and citizen outreach and education also are important to a safe community. This preliminary budget includes funding for all of these programs, including the Target Zero outreach initiative which has been well-received by our schools at the community at large.

Emphasis on Pedestrian and Bicycle Safety

Pedestrian and bicycle safety continues to be a top priority as demonstrated by the City Council's Number 1 priority goal "to focus on and emphasize multimodal transportation safety in the City of Kenmore with a specific focus on pedestrian, bicycle, and other means of travel." This goal includes implementing the Sidewalk Plan.

When it comes to multimodal safety, this City puts its money where its mouth is. The recent completion of the "West A" segment of Bothell Way from 61st Avenue to 65th Avenue is a prime example. In addition, the cumulative, decade-long investment of over \$85 million on all of Bothell Way further drives home the point that the City has made multimodal safety a very high priority for a very long time. Based on before-and-after data, the channelization improvements and new sidewalks have produced noticeable reductions in crashes; as a bonus, the aesthetic improvements—new landscaped medians and sidewalks as well as utility undergrounding—have beautified the highway. In addition to Bothell Way, there are numerous other multimodal safety improvements that the city has recently made, including a long list of neighborhood traffic calming improvements, new sidewalks on streets like 181st, and more.

This two-year budget builds upon this pedestrian and bicycle safety momentum. City Council Resolution No. 14-235 adopting a "Target Zero" goal for no pedestrian and bicycle deaths or fatalities from collisions with motorized vehicles continues to provide a good vision for what we are trying to accomplish. Keeping this Target Zero goal in mind, the main components of the 2017-2018 biennium budget's pedestrian and bicycle safety initiative are as follows:

Pedestrian and Bicycle Safety Infrastructure

1. Some of the proposed sidewalks and trail improvements for 2017 and 2018 include the following:
 - The long anticipated improvements to the Tolt Trail between 68th Avenue and 71st Avenue.
 - New sidewalk and traffic calming circles and 62nd Avenue between 181st Street and 185th

- 202nd Street from 198th Street to 66th Avenue
- Several sidewalk gaps
- Design for sidewalks and buffered bike lanes on Juanita Drive and 68th Avenue from the City's southern boundary to its northern boundary, assuming passage of the Proposition 1 bond measure on November 8, 2016.

All of the above sidewalk and trail projects are funded in the Capital Improvement Plan, also a part of this budget. These sidewalk sections are funded by a mixture of state and federal grants, real estate excise tax, transportation impact fees, surface water revenue, and in the case of Juanita Drive and 68th Avenue, a voter approved bond measure.

In addition to the above sidewalk projects, this proposed budget includes continuation of the traffic engineer position as well as funding for more neighborhood traffic calming measures and other physical improvements for bicycle and pedestrian safety.

Pedestrian and Bicycle Safety Education and Outreach

The City Manager's Office will continue to lead the City's education and outreach effort, including getting into the schools and having a presence at events. Our Target Zero outreach and communication strategy for pedestrian and bicycle safety will continue to be implemented. Providing educational, fun, and interactive learning experiences continues to be a key component to this program.



Pedestrian and Bicycle Safety Enforcement

Our police department has and will continue to enforce traffic laws. The recent addition of the police motorcycle to the fleet provides another tool in crosswalk enforcement. Priority will continue to be on slowing vehicle speeds and pedestrian and bicycle safety, and we have an overtime budget built into the police department budget for special traffic enforcement emphasis patrols.

Economic Development

As demonstrated in Council Goal Number 2, Economic Development continues to be a top priority for the City. This proposed budget continues to allocate resources to economic

development efforts that revolve around implementing the City's adopted Economic Development Strategy. The four goals of this Strategy are:

- I. Promote Kenmore's Image
- II. Support Existing Businesses and Expand Employment
- III. Create a Multi-Use, Vibrant, and Walkable Downtown
- IV. Advance the Community's Connection to the Waterfront

Various economic development initiatives and projects are underway and even nearing completion, including what was formerly known as Kenmore Village. The redevelopment of Kenmore Village has resulted in more than \$70 million of private sector investment into the core of our downtown. If you combine the private sector investments with the recent public sector investments of City Hall, the Library, and the Town Square, more than \$100 million is being invested in the bull's eye of our downtown—all within one block of the main intersection at City Hall.

Other economic development initiatives are in place and making progress. A cohesive marketing and media relations strategy has brought positive exposure for Kenmore in business publications at the regional and even international levels. Over 800 Kenmore businesses are registered through the Kenmore Business Registration Program and the accompanying Kenmore Business Directory is experiencing about 3,000 online visits per month.

The Kenmore Business Alliance, in partnership with the Greater Bothell Chamber, continues to meet regularly and we have a solid group of Kenmore business owners who form the backbone of this group. We continue our work with Bastyr University and the Economic Development Council of Seattle-King County on promoting a Natural Health Hub in our area. The proposed economic development budget also includes funding for some new business recruitment efforts, especially given the opportunities for new employers as plans for Lakepointe's commercial component develop.

The Kenmore Business Incubator has been in operation for almost four years, bringing new energy and jobs into the City. I am also pleased to see the Virtual Incubator as well as our business development courses further support and help our existing local businesses be successful. The incubator program sends a message to the business community that the City wants to attract new jobs, that it rolls out the red carpet for startups, and that supporting existing businesses is important as well. This proposed budget continues to fund the incubator programs in the Strategic Opportunities Fund.

Lakepointe is the last undeveloped site of its kind on Lake Washington and has the potential to transform our downtown, provide new housing, office, and retail service options for our community, and produce unprecedented new public open space, waterfront access, and other recreational opportunities. Lakepointe can be a true urban village right in the heart of our city.

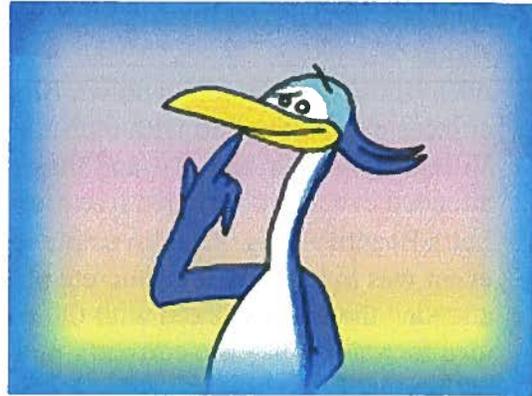
However, Lakepointe is not without its challenges. How to mitigate traffic impacts and how to deal with the extraordinary costs associated with developing this unique site are chief among the project's challenges. We are in regular communications with a potential developer who has been



investigating the site and could be coming in for permits and/or a development agreement in the next two years. Lakepointe redevelopment will not happen overnight—getting to ground breaking could take five years or more. Once under construction, the project could phase in over ten years or more. That said, our “man on the moon” goal set in 2013 is still achievable: to see the project under construction by the year 2023.

Where's the Fun?

At the beginning of this budget message, I stated that to fully prosper and help citizens thrive, cities need to be more than just functional and safe. A functional and safe city provides the basic necessities—a police force, clean water, and an adequate transportation network.



Safe and functional continues to be at our forefront as evidenced by the strong public safety multimodal safety investments in this budget—but in order to help our citizens and businesses thrive and be invested in our city and our quality of life, we need to go beyond functional; we need to build what *Happy City* author Charles Montgomery calls “emotional infrastructure,” where tools such as urban design and great public spaces create opportunities for citizens to become emotionally tied to and have a sense of ownership in their community. In his 2011 book, *For the Love of Cities*, Peter Kageyama takes it one step further and asserts that cities and their citizens actually need to have an emotional connection, or what he calls a love affair.

Over the years, the City has been making strides in both focusing on and going beyond functional and safe, including major civic investments in the downtown; growing volunteerism and community participation; improving mobility for pedestrians and cyclists; sponsoring events such as concerts in the park and the hydroplane cup; providing more waterfront recreation opportunities; and adding new parks and park amenities. I believe we are headed in the right direction! I also believe that there is a lot more to do.

On this journey to a happy, thriving, and not just functional city, we need to be smart about how we spend the City's limited dollars, but also how we tap into the vast human resources that reside right here in Kenmore. An example of uncovering this potential happened at the April 2015 For the Love of Kenmore event where we asked ourselves, “Where's the Fun?” The resulting “love

notes” from the community that spawned from the event were incredible and exceeded my expectations. Several of the resulting love notes are as follows:

- The new mural on the St. Vincent DePaul façade on 73rd Avenue. This mural was truly a community-based love note that required countless hours and many donations to make it happen. The mural is reportedly the longest mural in the County.
- Art on fire hydrants. Local artists worked with the utility district, the fire department, and the city to obtain permission to paint fun art on fire hydrants in the downtown.
- Parking Lot Parklet. After attending the For the Love of Kenmore event, local developer MainStreet property group decided to install a temporary “parklet” in the parking lot of its soon-to-be-redeveloped strip mall. The parklet included synthetic turf, flower tubs, outdoor furniture, and games.
- #WhyILoveKenmore Downtown Block Party. Less than three months after the event, two citizens moved forward with their idea to hold a downtown block party. The Kenmore Village developer, the city, and these two energetic citizens partnered to pull off a well-attended event that included live music, a beer garden, food trucks, and activities for kids.
- Let’s Beautify This. One love note idea that came out of the For the Love of Kenmore event was to beautify the concrete plant’s cement silos on Bothell Way. Residents who attended the event worked with the concrete company and the community to move this idea forward. They are currently in the fundraising stage and plan to beautify the silos with art in the next year.
- Seaplane Fly-In. The president of Kenmore Air attended the event and was inspired to create his own love note to the community. In May of 2016, Kenmore Air held a Sea-Plane Fly-In event. This well attended event commemorated Kenmore Air’s 75-year history and provided seaplane flights, tours, music, free t-shirts, and more.
- Hank Heron. The City’s very own senior project engineer, Kent Vaughan, is a talented cartoonist and has developed a cartoon mascot for the City. Pictured on the previous page, Hank has been featured in the city’s newsletter, on construction signage, and even on the cover page of this biennial budget!



For the Love of Kenmore’s purpose was to send a strong message to the community that they can be “co-creators” and that they have our permission (not that they need it) and support to produce “love notes” by going after things like beauty, good design, art, connecting with each other, and yes, fun. As part of his teachings at the For the Love of Kenmore event, Peter Kageyama helped give us the vocabulary (“co-creators” and “love notes” for example) to help the city and our citizens connect emotionally and ask ourselves, “Where’s the fun?”

This proposed budget includes funding to bring Peter Kageyama back for another “For the Love of Kenmore” event in the spring of 2017. At this event, Peter will give us a refresher course on

loving our city, help us celebrate our successes and progress, and take us to that next level of empowering our citizens and taking Kenmore further upward on the trajectory of thriving and flourishing.

To continue the For the Love of Kenmore momentum, we also plan to bring back the Why I Love Kenmore downtown block party in the first half of both 2017 and 2018, with the new Town Square as party headquarters. We also plan on bringing the new Town Square and Hangar building (i.e., the new community building on the Town Square) fully on line in early 2017. We are excited to have this key public amenity in the bull's eye of our downtown and as a year-round gathering space for the community. This budget includes plans for programming both the indoor and outdoor spaces, including summer movies on the Town Square.

Downtown Sense of Place

Speaking of our downtown, the City's Downtown Strategy adopted back in 2003 is still relevant and will continue to play a key role in propelling us forward on this path to happy and thriving. Creating that true sense of downtown—that elusive sense of place where citizens can walk, gather, and interact as well as meet their daily needs and have a strong sense of community—has been a central strategy ever since incorporation.

The Town Square and Hangar building are important pieces in the puzzle of creating a real downtown and a sense of “downtown place” for Kenmore. The Town Square and Hangar building will be beautiful, and they will be an attraction in and of themselves. Discovery is an important design component. The Town Square will contain interesting amenities to surprise and delight the senses. These features include an interactive, kinetic water feature, heated rocks, art, and other fun surprises. The Hangar building will feature abundant glass to give it a lantern effect in the evening and an inviting, two-sided fireplace for warmth, coffee, and conversation in the chillier months of the year. A large bay door that will open up the building's western end to the Town Square is also included and will blur the line between the indoor and outdoor elements of the site.

We have a business plan for the Town Square and Hangar building. This plan includes maintaining and operating the site, providing programming and gathering opportunities for the community, and a retail tenant to help us activate the site and provide income for operating the site.

Improving walkability (and “bikability” for bicycles) is also a central strategy for our downtown and getting us further along toward a true sense of place and thriving. New downtown sidewalk and trail enhancements are funded in this budget (described earlier), including finishing up new sidewalks connecting 68th Avenue NE to 73rd Avenue NE on NE 181st Street and Tolt Trail improvements to make the trail more user-friendly and inviting. The Kenmore Village developer is being required to complete the new sidewalk connection on the west side of 68th Avenue NE, connecting NE 181st Street to NE 182nd Street. Bicycle amenities are being included in both the Town Square and the adjacent mixed use development.

Long-term, we should not give up on connecting our downtown with our waterfront and providing a less intimidating way for our pedestrians and bicyclists to get across Bothell Way. The ad hoc Pedestrian and Bicycle Safety Committee's recommendation in 2014 to provide a pedestrian crossing over (or under) Bothell Way is still spot on, and we need to allocate resources to finding the best method, location, and funding for a grade separated crossing. This biennium budget assumes grant funding for a crossing study and conceptual design. The ultimate location, design, timing, and additional funding needed to construct a Bothell Way crossing will hopefully materialize as the Lakepointe project progresses.

The widened pedestrian and bike path planned for the new southbound 68th Avenue bridge across the Sammamish River will be another important facility that will improve walkability and bikability, especially as it relates to getting non-motorized users across the river and connecting the north and south halves of our City. This project is currently under design, and \$20 million in grant funding has been secured.

Lastly, the biennium budget assumes passage of the Proposition 1 Walkways & Waterways ballot measure this November. If approved by the voters, Proposition 1 improve north-south pedestrian and bicycle connectivity on the City's main north-south arterial.

The Waterfront

As affirmed in Council Goal #2, a key component of a prosperous Kenmore is how we turn toward the Lake and leverage this powerful asset. Our waterfront on beautiful Lake Washington is a precious resource that few cities have.

During our Parks, Recreation and Open Space (PROS) Plan update in 2013 and also throughout our Imagine Kenmore community outreach initiative in 2015 and 2016, we heard clearly from the public that public access to the water is one of their highest priorities. We have heard "get me to the water" repeatedly in our surveys, community meetings, and other forms of input.

Kenmore can bring the vision of its citizens to fruition and become a waterfront destination in its own right; not just a place to launch or store your boat—a place where boaters and visitors intentionally go to tour and have fun. In other words, Kenmore can become known for its beautiful waterfront and the public access it provides.



Over the last several years, we have seen progress toward that end, including the acquisition of a new waterfront property next to (and now an extension of) Squire's Landing Park and at the confluence of the Sammamish River

and Swamp Creek. This property is available to the public and has been activated through a private-public partnership. Under this partnership, the Kenmore Waterfront Activities Center (KWAC) provides hand powered watercraft programming (instruction, coaching, classes) in return for using the property's detached garage for storage. KWAC provides canoeing, kayaking, rowing, Standup paddleboarding, and Dragon Boating activities and events at Squire's Landing Park.

The Imagine Kenmore initiative resulted in three waterfront projects proposed on the Proposition 1 Walkways & Waterways bond measure. If approved by the voters, this measure will fund just over \$9 million of waterfront access and natural open space improvements at Log Boom Park, Rhododendron Park, and Squire's Landing Park.



By creatively and aggressively pursuing a course similar to what I have outlined above, we can 1) respond to our citizens' repeated requests to get them to the water and 2) put Kenmore on the map as a water access and recreation destination.

State Transportation Impacts and Sound Transit 3

Another City Council goal pertains to traffic congestion and how it affects local multimodal mobility. Our state and federal legislative agendas confront the cumulative impacts of state transportation decisions (e.g. 520 bridge tolling) and inability of state highways to handle regional traffic and the resulting congestion on local roads in Kenmore. For example, we are asking for assistance for funding a grade separated crossing going north-south over Bothell Way. An improvement like this will be an incremental (though not insignificant) improvement in alleviating local congestion caused by the heavily traveled Bothell Way.

With significant regional growth projected for the foreseeable future, automobile congestion on state highways, including Bothell Way through Kenmore, will continue and probably worsen. As a result, alternate modes of transportation is the name of the game from this point out, including dedicated through lanes for bus rapid transit. Over the last year, Kenmore, in partnership with its neighboring cities, successfully advocated for bus rapid transit (BRT) on the

Bothell Way & 145th Street corridor to be included in this November's Sound Transit 3 ballot measure package. If approved, bus rapid transit through Kenmore will connect the major I-405 BRT artery with the future light rail station at I-5 and 145th Street on the light rail spine in Shoreline. This project will provide another choice to automobiles and should improve both speed and reliability on an ever increasingly corridor congested with automobiles.

The Budget Picture

All of the above highlights for the next biennium are significant, will propel us on that upward trajectory, and improve the City's safety, economy, and quality of life. Yet these highlights are only a portion of what our City will accomplish in the next biennium. Daily operations—responding to 9-1-1 calls, investigating crimes, fixing potholes, issuing land use and building permits, inspecting new construction and work in the right-of-way, long range planning, responding to code complaints, cleaning catch basins, mowing lawns, inspecting and maintaining surface water facilities (ponds, tanks, conveyance systems, etc.), and managing contracts (court, jail, animal control, etc.), and more—make up our basic operational services and are the bulk of what our budget funds.

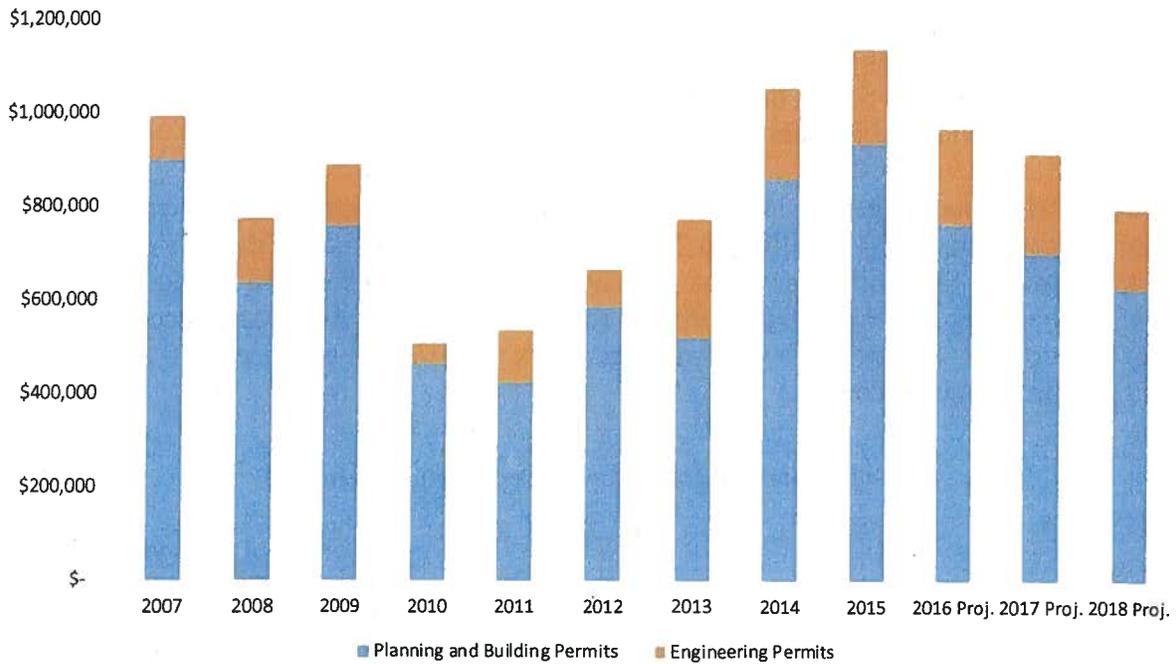
Funding these operational functions combined with knowing what new investments to make in capital and economic development programs have been at the core of building this budget. With key revenue and expenditure assumptions in place, we believe we have built a budget that achieves a strong balance of making new investments and keeping operational services fully funded.

For historical context, the City's General Fund revenues saw declines for several years during the great recession. The years 2007 and 2008 saw General Fund revenues peak at \$10.4 million for each of those two years. Then General Fund's total revenues declined thereafter, hitting the low point of \$9.3 million in 2011. We have since been seeing modest increases in each year thereafter, with sales tax and permit fees leading the way and the new water and sewer utility franchise fee being implemented in the second half of 2013.

Property tax, on the other hand, has seen relatively slow growth compared to the rising costs of doing business. Because of the state imposed cap on property tax revenue growth, we are forecasting a 2.26% increase in 2017 and a 1.5% increase for this revenue in 2018 (note that these increases included revenue from new construction). We are anticipating reductions in permit fee revenue and sales tax—we are not expecting the same level of new commercial construction activity to sustain this year's level of permit revenues; similarly, sales tax from new construction is expected to drop off because larger projects such as Spencer68 and the LINQ building at Spencer Square are not expected to continue much beyond early 2017.

Historical development permit revenue is shown in the following graph:

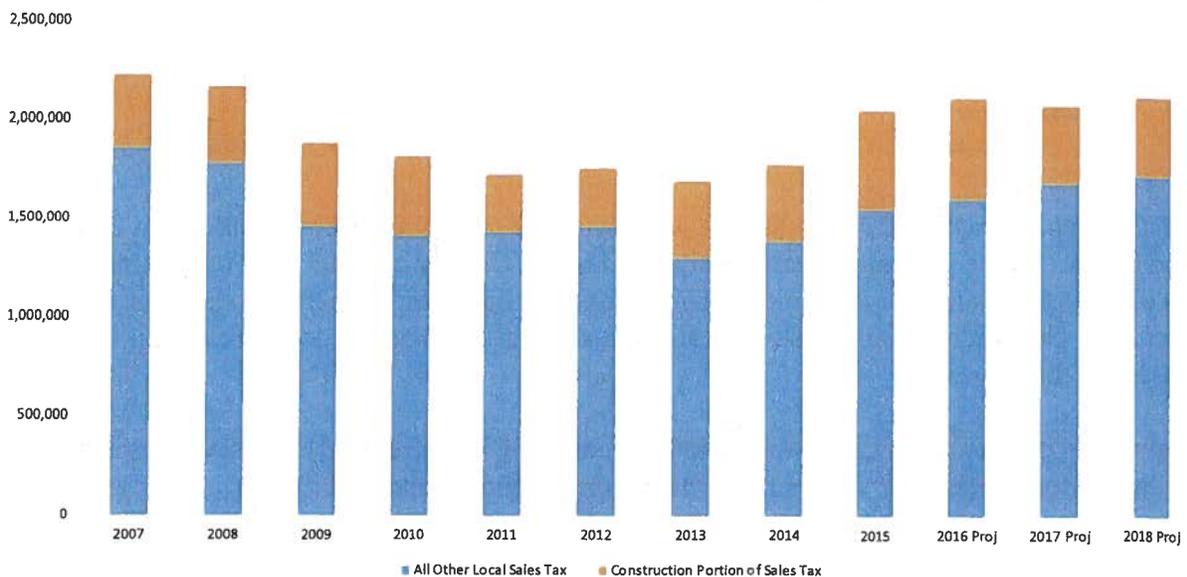
**City of Kenmore
Permit Fee Revenue: 2007 through 2018 Projected**



While not at the low of 2010, permit revenue is showing signs of decreasing, mainly due to lack of significant new development projects in the permit pipeline.

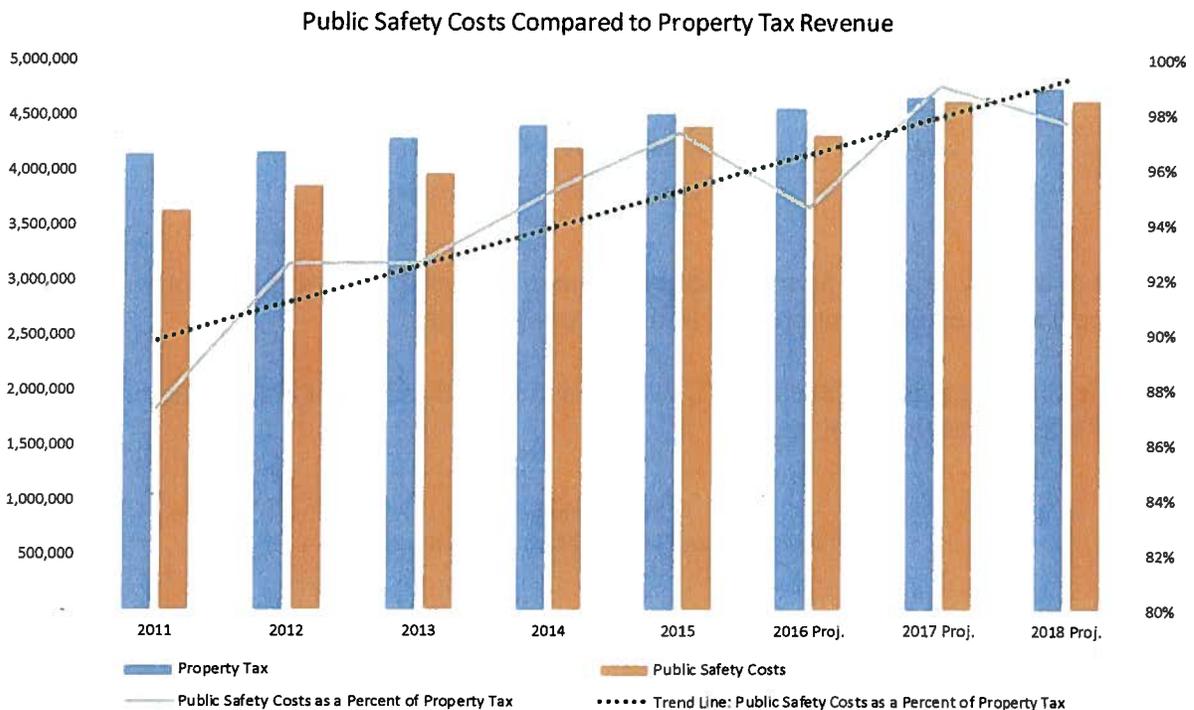
Sales tax is showing signs of leveling off, with an anticipated reduction in the construction portion of sales tax as the main culprit:

**City of Kenmore
Local Share of Sales Tax: 2007 through 2018 Projected**



While we are anticipating relatively flat and even some declining revenues, we cannot say the same about expenditures. Ongoing programs, with no new positions or additions, are experiencing cost increases that are outpacing revenues. The largest example of this phenomenon is the Public Safety budget, comprising police, jail, court services and consuming almost 50% of the General Fund budget.

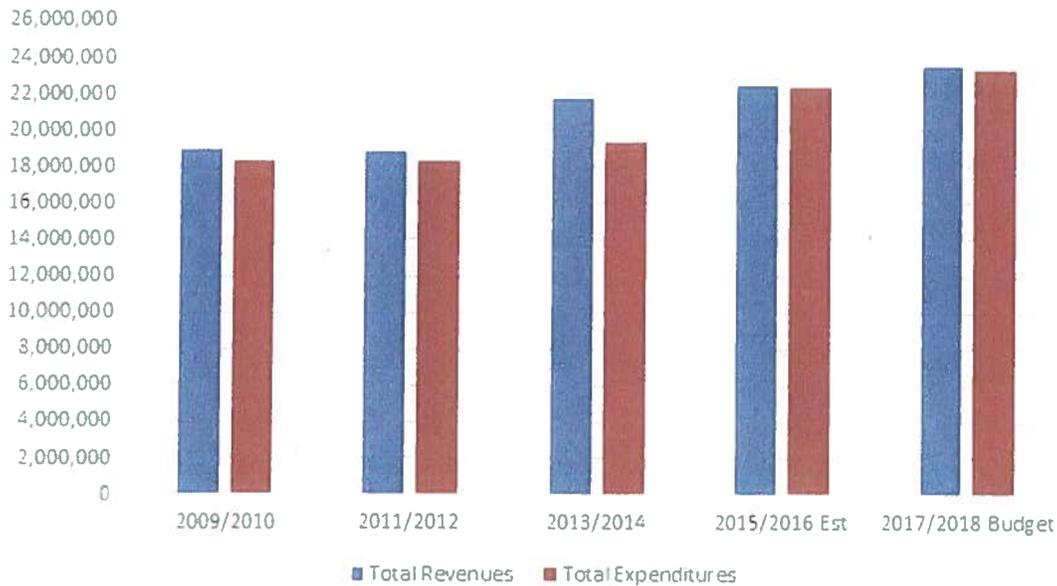
The Public Safety budget is about \$4.3 million per year and is expected to grow, with no new positions or programs, to \$4.6 million in 2017. For comparison purposes, the City's property tax revenue is just over \$4.5 million per year. As shown in the chart below, the Public Safety budget is growing at a faster rate than the property tax revenue. In 2011, Public Safety accounted for 87% of property tax, has grown to 95% of property tax in 2016, and is expected to reach 98% of property tax in the next biennium:



When it comes to the public safety budget, we have little control over costs aside from cutting service levels. Police, jail, and court are provided to the City by contract with other agencies. These contracts contain cost allocation formulas and are based on the actual costs of providing the services. Cost increases in these contracts are also based on actual costs are driven largely by increases in labor costs.

The following graph shows the relationship between the City's General Fund revenues and expenditures for the last four biennia and the upcoming biennium:

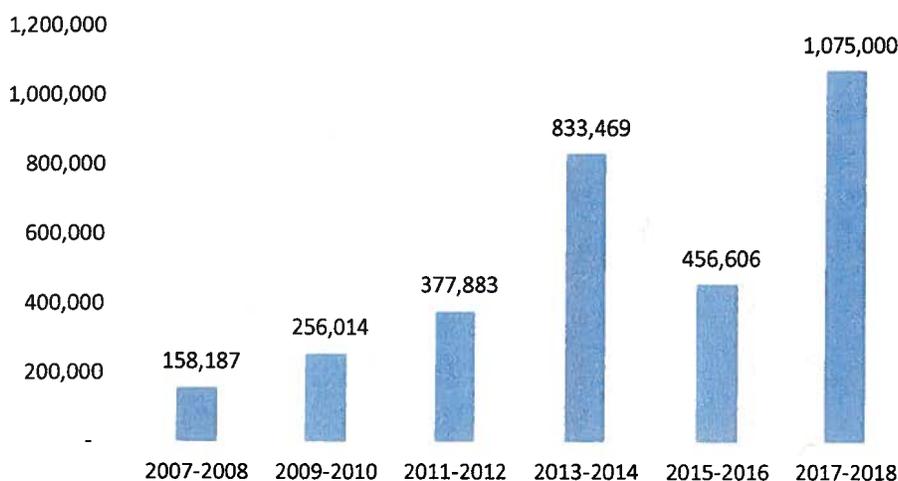
City of Kenmore General Fund Revenues and Expenditures



As shown by the above graph, the City has kept General Fund operating expenditures lower than revenues, thereby keeping the fund balance healthy at more than 25% of the Fund’s operating expenditures (which is higher than our established policy of 20%). Note that the above graph does not show the one-time transfers from the General Fund to the Strategic Opportunities Fund, but it does include transfers to other funds such as the Street Fund and capital project funds.

While revenues such as property tax, sales tax, and permit fees are expected to be relatively flat or down for the next biennium, the above Revenues and Expenditures graph shows total revenues in the 2017-2018 biennium actually increasing. One reason for this increase is that we are assuming passage of Proposition 1 which includes a new parks project manager position funded in the General Fund but reimbursed from the Parks Capital Fund. Another yet similar reason is that we are more aggressively reimbursing the General Fund from other funds. At a higher rate than before, Surface Water Management and capital project funds will reimburse the General Fund for General Fund resources spent (staff time, for example) for projects and services in those other funds. The following graph illustrates the proposed increase in reimbursements back to the General Fund:

Reimbursements back to the General Fund



Of the \$1,017,321 increase in General Fund revenues from the 2015-2016 biennium to the 2017-2018 biennium, just over \$600,000 is from the increase in reimbursements back to the General Fund.

Back to the expenditure side of the General Fund equation, the addition of operational positions and programs in prior years has added to our costs. Examples include the 2011 addition of a police officer position to respond to the loss of police coverage caused by the recent Kirkland annexation; increasing a 1/2 detective position to one full detective in 2011; an added position in 2011 in the Finance Department; a new maintenance/custodian position in 2012; and the Bastyr ball field annual contribution that began in 2010, and the addition of a full time volunteer and event supervisor and a full time traffic engineer in the last biennium.

While all of these operational additions are important and will contribute to a better Kenmore, they will impact our bottom line and will affect our ability to contribute General Fund resources to one-time projects. In fact, this coming biennium proposes a reduction in General Fund transfers to other funds—from \$3.3 million in 2015-2016 down to \$1.3 million in 2017-2018.

Human Services Funding and ARCH Capital Funding. In preparing the budget for the 2015-2016 biennium, we landed on \$7.53 per capita for human services funding, which was higher than the average for surrounding area cities. Staying with \$7.53 per capita and taking into account our latest population estimate of 22,320 from the State Office of Financial Management, this budget includes a human services budget increase from \$161,000 per year to \$168,070 per year.

This coming biennium maintains our capital contribution to A Regional Coalition for Housing (ARCH) at \$30,000 per year. When we reviewed this amount for the last biennium, this amount appeared to be in line with what other cities of our size and means are paying. The City's annual ARCH membership fee assumes an increase from \$26,000 per year to \$28,000 per year.

Personnel. I continue believe that our employees are this organization's most important asset. I am impressed with the high caliber of people working at City Hall, and I believe it is vital to compensate them competitively and fairly.

Our health insurance rate increases continue to be in the single digits, with a 4.5% increase planned for 2017. These single digit rate increases, though still higher than inflation and revenue growth, are a welcome sight compared to the double digit annual increases of the previous two decades.

The proposed January 1, 2017 cost of living wage adjustment is based on June CPI for the Seattle area and is 1.1%.

Proposed personnel changes are as follows:

- Change the City Hall custodian position to a higher level facility technician position in order to cover a wider range of facility maintenance duties with the new addition of the Town Square and Hangar building.
- Create a 0.40 FTE (two days per week) maintenance custodian position to provide weekend coverage for the Town Square and Hangar building. This position will also be given tasks for City Hall and other facilities.
- Continue a temporary plans examiner/building inspector as the peak workload for new construction continues.
- Assuming passage of Proposition 1 Walkways & Waterways, include a temporary parks project manager and a regular parks project manager. The temporary parks project manager (already included in the 2015-2016 biennium) will complete parks projects already approved and currently in the pipeline, and the regular parks project manager will be funded by the bond and will manage the Waterways projects if the bond is approved by the voters.

Two four-year positions added in the last biennium will continue through this biennium:

- Project Manager for the West Sammamish River Bridge and other projects
- Traffic Engineer

General Fund Balance and Reserve Funds.

At the end of 2012, the General Fund Balance was a substantial \$5.3 million—more than 50% of operating revenues; our budget policy sets minimum balance at 20%. The City took this opportunity to create a Strategic Opportunities Fund with a \$2.5 million transfer from the General Fund balance. The purpose of this new Strategic Opportunities Fund, established in 2013, was to have resources available for key investments or to take advantage of strategic opportunities as they presented themselves.

The General Fund ending fund balance for 2016 is \$3.1 million which exceeds the amended budget ending fund balance of \$2.5 million by over \$600,000. At the end of 2016, with the budgeted expenditures outlined previously, the Strategic Opportunities ending fund balance is expected to exceed \$1.9 million. Also after the end of 2016, I will likely recommend transferring

General Fund balance in excess of \$2.5 million over to the Strategic Opportunities Fund—this transfer amount is to be determined after the end of 2016 and is therefore not included in this current budget proposal.

The City also has continued to maintain a \$1.2 million Strategic Reserve Fund (not to be confused with the Strategic Opportunities Fund) balance. Set aside for emergencies and rainy days, this fund is limited by growth in City assessed valuation which declined during the recent recession. As a result, no transfers were made to the Fund. If assessed valuation continues to increase over the next several years, the City may be able to add to this fund.

Projecting forward to the end of the 2017-2018 biennium, with the combination of \$3.3 million of reserves estimated for the General Fund, \$1.3 million in the Strategic Opportunities Fund, and \$1.2 million in the Strategic Reserve Fund, the City will still have ending fund balance reserves of \$6.4 million.

Six-Year Financial Plan and Economic Outlook

We are once again in the process of updating the six-year financial plan. While this adopted biennial budget is balanced and our reserves are substantial (discussed above), we need our budget picture to be sustainable well beyond this next biennium. Added programs and positions over the last decade combined with flat or declining revenues and rising fixed costs will put pressure on our long-term budget picture, and the update to the six-year forecast will shed more light on these impacts.

While it is good to know that we have the dark days of the Great Recession behind us, the current recovery and economic expansion is relatively mature compared to other economic expansions. A recent Wall Street Journal survey of economists reported that economic downturn is 60% likely to happen in the next four years. (Wall Street Journal October 13, 2016 by Josh Zumbrun)

Commenting on this Wall Street Journal survey, business analyst Jill Schlesinger recently reported that the expansion currently underway is just over seven years old and may still have some life in it compared to the last three economic upturns:

“The current expansion, which began in July 2009, has lasted 87 months through September. That may seem like a long time, but it is not crazy. The previous three expansions (1982-1990, 1991-2001 and 2001-2007) lasted 92, 120 and 73 months respectively. That said, making a prediction that we could see a recession over the next four years does not seem particularly like going out on a limb.”
(JillonMoney.com, October 15, 2016)

Regardless of how long the current economic upturn will sustain itself, local governments like Kenmore continue to be in a structural financial problem where revenues, because of State-imposed growth limits and outdated tax systems, are not keeping pace with fixed costs. I believe local governments are part of an obsolete tax structure from a bygone era. The shift from a

manufacturing to a service economy and the ongoing transition from a bricks-and-mortar to an online economy have significantly changed how local governments receive revenue.

To add to the problem, the State-imposed 1% growth limit on property tax collections is not sustainable over the long run. I illustrated this problem earlier in this budget message when I compared growth in public safety costs to growth in property tax. While household income and the cost of doing business continue to rise at a higher rate, the amount of property tax actually paid remains relatively flat and is not keeping pace with rising prices or the electorate’s ability to pay.

Using my own home as an example, since 2009 the City share of annual property tax paid on my home has gone up by only 1.0% (\$6.07) while the Consumer Price Index for the Seattle area has risen by 10.4%. Furthermore, in just four years (2010 to 2014), growth in median household income has outpaced growth in the city property tax for this home by almost ten-fold:

	2009	2016	% Increase
City Share of Property Tax Paid	\$ 590.24	\$ 596.31	1.0%
STB CPI-U, January	224.73	250.94	11.7%

	2010	2014	% Increase
Median Household Income	\$ 80,658	\$ 88,472	9.7%

Source: US Census Bureau American Community Survey

This analysis only examines one home—because of the way city-wide values are assessed and property taxes are calculated, it is difficult to generate the “average” hypothetical home when comparing property taxes over time. However, the home used in this example is arguably a typical Kenmore home with no remodel work or new additions and reasonably close to the median price range for single family homes in Kenmore.

While the property tax story varies from house to house, I believe that in general, the actual city share of property taxes paid on existing homes have not kept pace with inflation, nor have they kept pace with household income. While Kenmore’s household income has risen by almost ten percent in a four-year period, the City share of property tax paid on existing homes has, on average, lagged significantly behind.

As we update the financial forecast and update our strategy for a sustainable long-term financial plan, the City should consider whether to access a portion of its “banked” property tax capacity. Banked capacity is unused levy authority from prior years when the City chose to not take the allowable 1% property tax increase. This banked capacity has cumulatively grown to over \$500,000 per year in foregone property taxes. While I am not proposing to access banked capacity in this budget, I recommend that in future budgets, we should consider utilizing a portion of banked capacity or other unused taxing authority to further stabilize our budget and improve its long-term sustainability.

Conclusion

In conclusion, this preliminary budget proposal for the 2017-2018 is a pleasure to present. We have many meaningful services and projects planned that will sustain and even boost our momentum on Kenmore's upward trajectory of becoming.

Our budget is balanced with resources in place to retain professional, high caliber City staff to get the job done. Our focus continues to be on advancing the City Council's goals as well as the results identified in our priority based budgeting process.

Lastly, spending our first dollars on being safe and functional while also taking our community to happy and flourishing is what it's all about. I know we can continue to tap into and empower our citizen "co-creators" to produce lasting "love notes" that will connect us together, bring Kenmore that much closer to realizing the City's 20-year vision, and even get an answer to that quintessential question, Where's the Fun?

Sincerely,



Rob Karlinsey
City Manager
City of Kenmore

City of Kenmore Priority Based Budgeting

COMMUNITY RESULTS

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

GOVERNANCE RESULTS

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

BASIC PROGRAM ATTRIBUTES

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

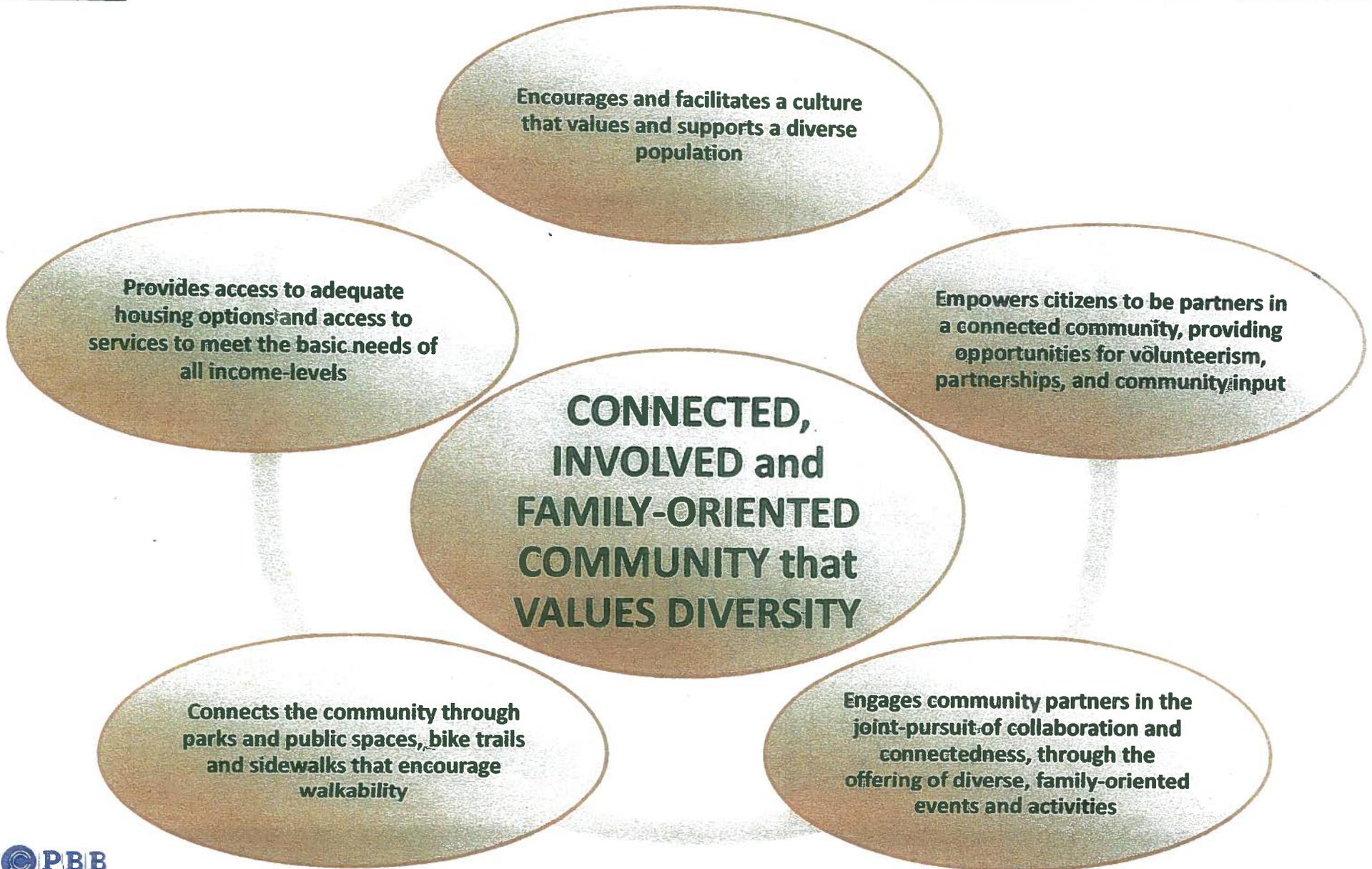


The City of Kenmore



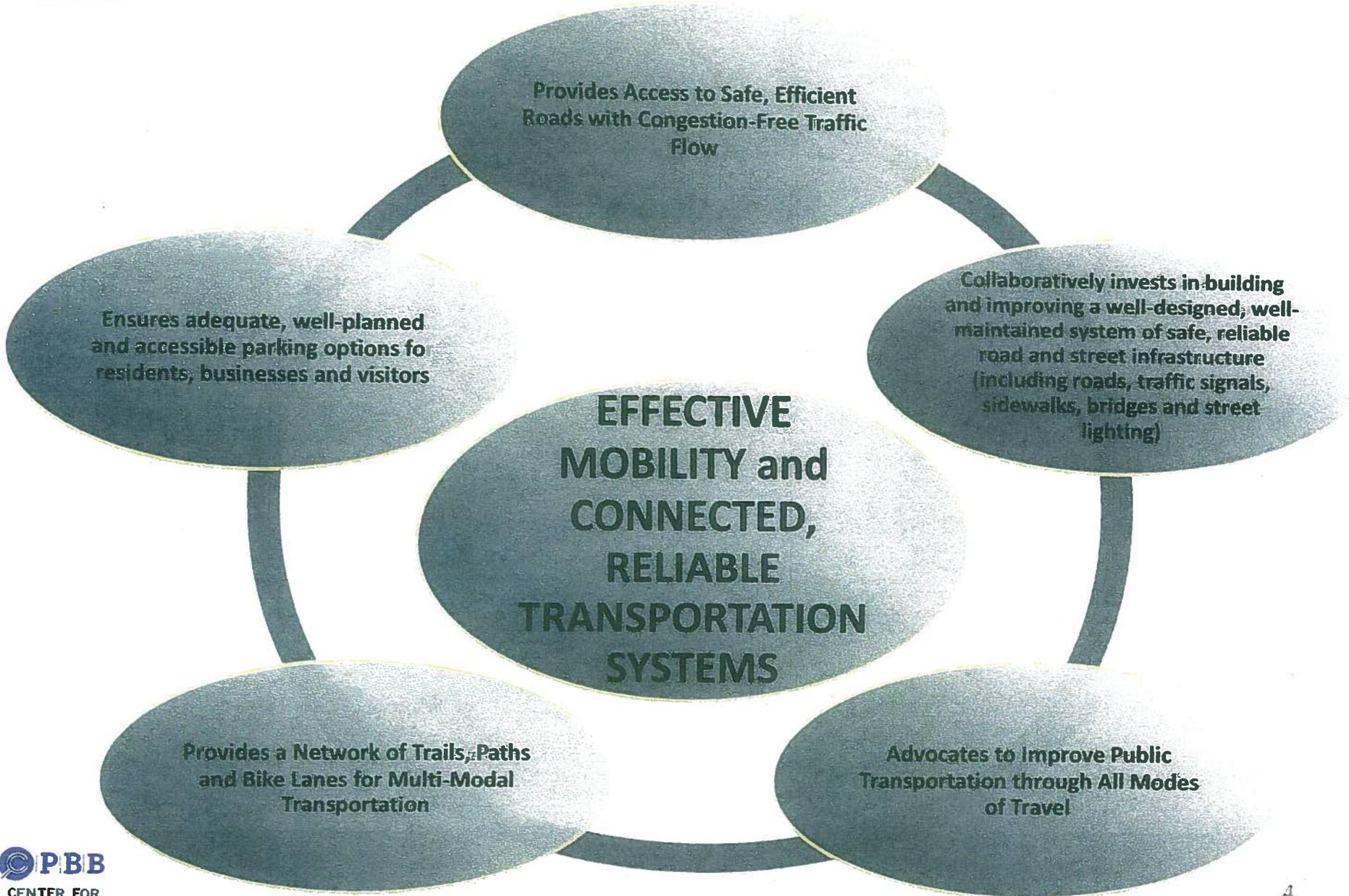


The City of Kenmore



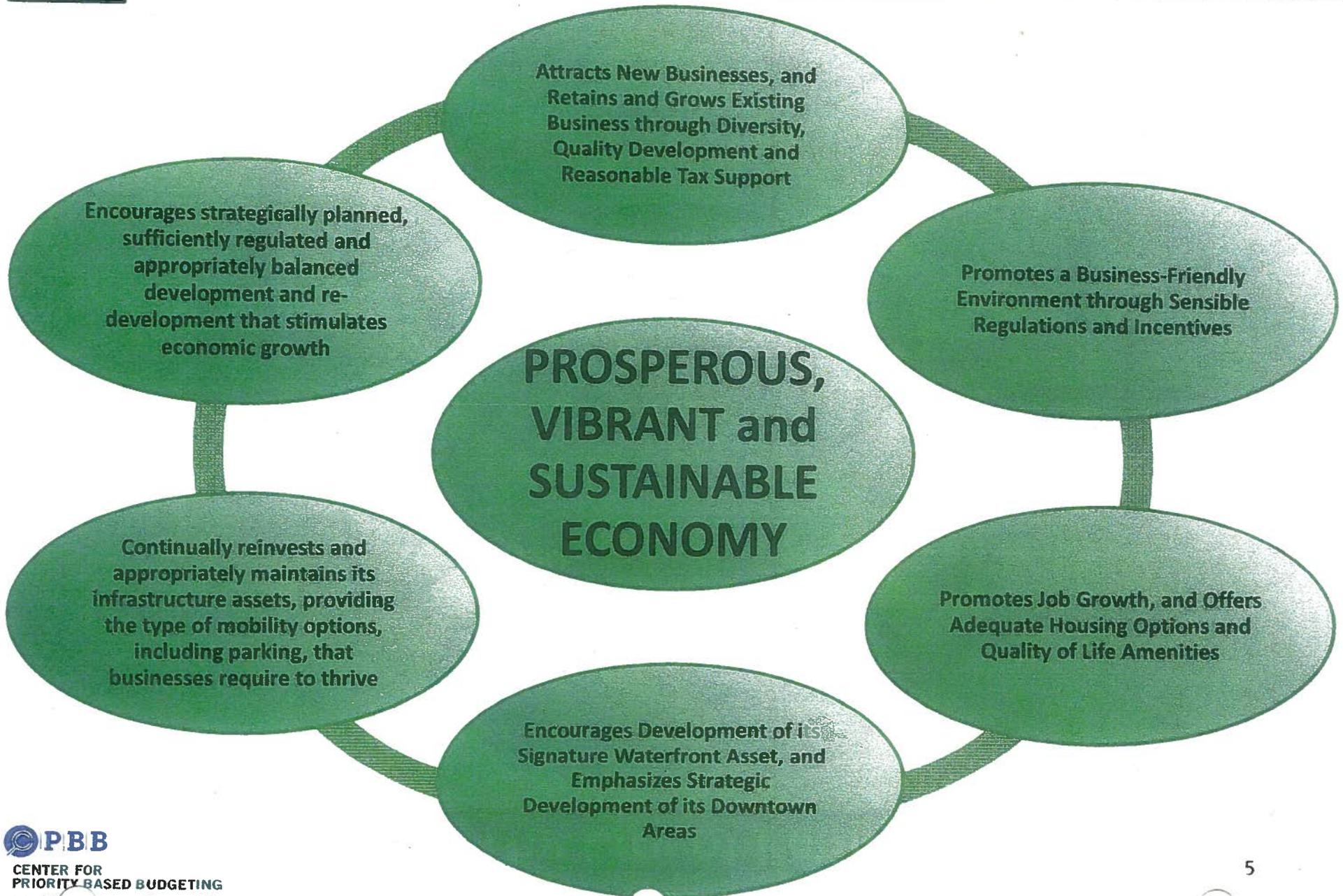


The City of Kenmore





The City of Kenmore



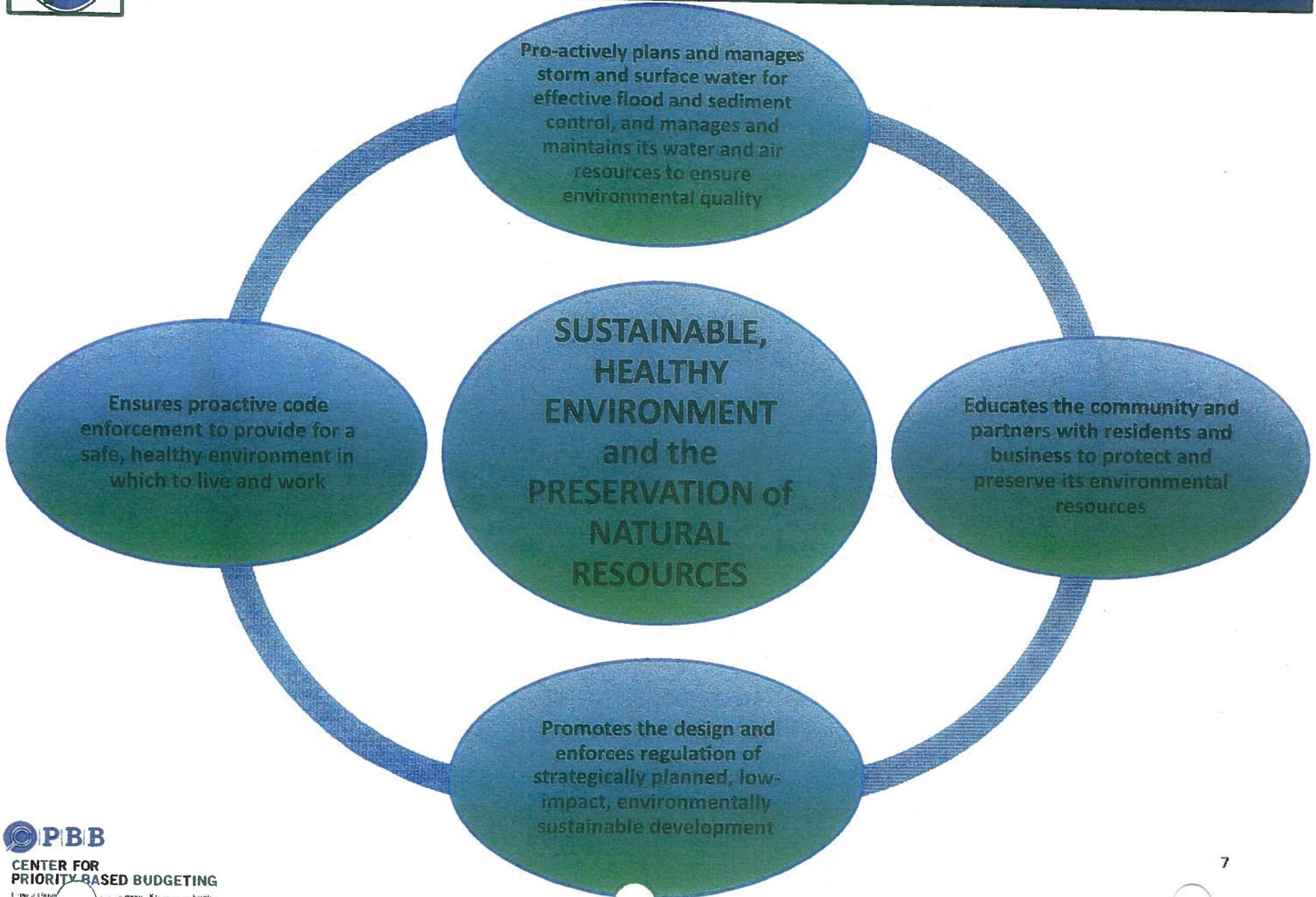


The City of Kenmore





The City of Kenmore





The City of Kenmore



City of Kenmore Final Program Scores - Community Programs

Type	Program #	Department	Program	Final Score	Quartile Rank
Community	273	Development Services	Land-use Review	88.84	1
Community	61	Community Development	Comprehensive Plan Implementation	84.82	1
Community	270	Development Services	Engineering Permit Review	82.44	1
Community	60	Community Development	Comprehensive Plan Amendments Preparation	81.55	1
Community	15	Engineering	Development Inspection	80.8	1
Community	16	Engineering	Development Review	80.8	1
Community	21	Engineering	Transportation Element Update/Concurrency	77.23	1
Community	74	Community Development	Transportation Planning	76.19	1
Community	45	Community Development	PROS Plan Implementation	71.88	1
Community	331	Community Development	imagine kenmore	71.88	1
Community	334	Community Development	planning commission support	71.88	1
Community	260	Development Services	Building Permit Review	71.13	1
Community	272	Development Services	Lakepointe Strategic Planning	70.54	1
Community	10	Engineering	CIP Project Design/Environmental	70.24	1
Community	46	Community Development	Park Capital Improvement Program (CIP) Development	68.15	1
Community	28	Surface Water	Long Range Planning and Updates	68.01	1
Community	9	Engineering	CIP Project Construction Management/Inspection	67.56	1
Community	262	Development Services	Development Review Team Meetings	67.26	1
Community	19	Engineering	Target Zero	66.52	1
Community	109	Public Works	Bridge Maintenance	66.07	1
Community	277	Development Services	Right-of-way Permit Review	66.07	1
Community	48	Community Development	Park Master Plan Development, Update and Implementa	65.48	1
Community	278	Development Services	Saint Edwards Seminary Strategic Planning	65.18	1
Community	137	City Manager	Target Zero	64.43	1
Community	280	Development Services	Building Inspections	64.29	1
Community	185	City Manager	Lakepointe Strategic Planning	64.14	1
Community	117	Public Works	Snow and Ice Removal	63.99	1
Community	124	Public Works	Signal Maintenance and Operations	63.39	1
Community	333	Community Development	lakepointe strategic planning	63.39	1
Community	115	Public Works	Roadway Maintenance	62.95	1
Community	71	Community Development	Public Participation and Outreach	62.8	1
Community	314	Engineering	Lakepointe Development	62.8	1
Community	340	Finance and Administration	Imagine Kenmore	62.8	1
Community	154	City Manager	Downtown Development	62.65	1
Community	72	Community Development	Regulations and Other Municipal Codes Development an	62.35	1
Community	11	Engineering	CIP Project Grant Applications/Funding Management	62.2	1
Community	36	Surface Water	Surface Water Capital Improvement Projects	62.05	1
Community	127	City Council	Federal and State Government Relations	61.9	1
Community	184	City Manager	Kenmore Village Revitalization	61.9	1
Community	148	City Manager	Economic Development Strategy Update	61.76	1
Community	271	Development Services	Hearing Examiner	61.31	1
Community	110	Public Works	Service Requests	60.86	1
Community	52	Community Development	Parks Project Management: Design and Permitting	60.71	1
Community	56	Community Development	Downtown Plan Implementation and Updates	60.71	1
Community	159	City Manager	Emergency Management	60.57	1
Community	12	Engineering	CIP Project Right of Way Acquisition	60.12	1
Community	29	Surface Water	Municipal Stormwater Permit (National Pollutant Discha	59.97	1
Community	128	City Council	King County Government Relations	59.82	1
Community	311	Engineering	Imagine Kenmore	59.23	1
Community	39	Surface Water	Surface Water Utility Charge	58.48	1
Community	300	Development Services	SEPA Management	58.48	1
Community	166	City Manager	Utilities Franchise Agreement Management	58.33	1

City of Kenmore Final Program Scores - Community Programs

Type	Program #	Department	Program	Final Score	Quartile Rank
Community	183	City Manager	Saint Edward Seminary Building Strategic Planning	57.59	2
Community	315	Public Works	Contract Management	57.59	2
Community	320	Development Services	Code Development	57.44	2
Community	35	Surface Water	Stormwater Conveyance System Maintenance	57.29	2
Community	97	Public Works	Playground Maintenance	56.4	2
Community	68	Community Development	Master Plan Recommendations	55.51	2
Community	337	City Manager	Imagine Kenmore	55.36	2
Community	113	Public Works	Overlay Program	54.91	2
Community	332	Community Development	saint edward seminary building strategic planning	54.91	2
Community	34	Surface Water	Stormwater Conveyance System Inspections	54.61	2
Community	123	Public Works	Roadway Markings	54.32	2
Community	125	Public Works	Street Signs Management	54.32	2
Community	51	Community Development	Parks Project Management: Construction Inspection	54.17	2
Community	108	Public Works	Bridge Inspections	53.72	2
Community	299	Development Services	Land-use Inspections	53.72	2
Community	66	Community Development	Grant Preparation and Administration	53.27	2
Community	8	Engineering	American with Disability Act (ADA) Inventory: Phase 1 - R	53.12	2
Community	59	Community Development	Sustainability/Low Impact Development plan prep and U	52.83	2
Community	69	Community Development	Planning Policy Issues Recommendations	52.83	2
Community	73	Community Development	Shoreline Master Program Implementation and Updates	52.68	2
Community	194	City Manager	Waterfront Development Strategic Planning	52.38	2
Community	38	Surface Water	Surface Water Small Works Projects	51.93	2
Community	295	Development Services	Permit Intake and Management	51.93	2
Community	120	Public Works	Surface Water Repair Work	51.79	2
Community	32	Surface Water	Public Stormwater Facility Inspections	51.49	2
Community	33	Surface Water	Public Stormwater Facility Maintenance	51.49	2
Community	151	City Manager	Business Registration	51.49	2
Community	162	City Manager	City Organized Events	51.19	2
Community	287	Development Services	Buildings and Structures	50.74	2
Community	54	Community Development	Public Participation and Outreach - Parks	50.6	2
Community	118	Public Works	Street Sweeping	50.6	2
Community	306	Surface Water	CIP Project Construction Management/Inspection	50.45	2
Community	307	Surface Water	CIP Project Design/Environmental	50.45	2
Community	62	Community Development	Critical Area Regulations Updates and Implementation	50	2
Community	91	Public Works	Landscape Maintenance	49.55	2
Community	139	City Manager	Advertising and Promotion	49.55	2
Community	145	City Manager	Social Media & Website	49.55	2
Community	22	Surface Water	Service Request	49.4	2
Community	133	City Manager	Affordable Housing	49.11	2
Community	171	City Manager	King County and Neighboring Cities Intergovernmental R	49.11	2
Community	2	Engineering	Service Requests	48.96	2
Community	49	Community Development	Parks Grant Preparation and Administration	48.96	2
Community	309	Surface Water	CIP Project Right of Way Acquisition	48.81	2
Community	114	Public Works	Pavement Management	48.66	2
Community	47	Community Development	Park Land and Open Space Acquisitions Advice and Supp	48.51	2
Community	264	Development Services	Emergency Management	48.21	2
Community	44	Community Development	Regional and Interagency Relations - Policy and Planning	48.07	2
Community	37	Surface Water	Surface Water Manuals	47.77	2
Community	305	Surface Water	Regional Coordination	47.77	2
Community	308	Surface Water	CIP Project Grant Applications/Funding Management	47.77	2

City of Kenmore Final Program Scores - Community Programs

Type	Program #	Department	Program	Final Score	Quartile Rank
Community	87	Public Works	Service Requests	47.47	2
Community	93	Public Works	Parks CIP Support	47.47	2
Community	130	City Council	Appointments to Regional and State Boards and Commis	47.47	2
Community	289	Development Services	Code Enforcement	47.32	2
Community	18	Engineering	Development: Pre Application Program	46.88	2
Community	55	Community Development	Recreational Use and Parks Facilities Programming Coorc	46.88	2
Community	101	Public Works	Franchise Utility Permit Application Review	46.88	2
Community	142	City Manager	General Public Information	46.88	2
Community	296	Development Services	Affordable Housing	46.88	2
Community	165	City Manager	Communications Franchise Agreement Management	46.58	2
Community	41	Community Development	Emergency Management	46.13	2
Community	77	Public Works	Service Requests	45.83	2
Community	92	Public Works	Restroom Maintenance	45.83	2
Community	327	Community Development	contract management	45.83	2
Community	78	Public Works	Franchise Utility Right of Way Permits	45.68	2
Community	24	Surface Water	Education and Outreach - Surface Water Management	45.54	2
Community	30	Surface Water	Private Stormwater Facility Inspections	45.54	2
Community	31	Surface Water	Private Stormwater Facility Maintenance	45.54	2
Community	26	Surface Water	Illicit Discharge Detection and Elimination	45.09	2
Community	57	Community Development	(State Environmental Policy Act Environmental Reporting	44.64	2
Community	250	Police	Police Patrol	44.49	2
Community	103	Public Works	Landscape and Vegetation Maintenance	44.35	2
Community	43	Community Development	Planning Policy and Park Issues Interdepartmental Suppc	44.2	2
Community	104	Public Works	Franchise Utility Right of Way Inspections	44.2	2
Community	141	City Manager	City Newsletter	44.2	2
Community	282	Development Services	Fire Prevention Services	43.6	2
Community	170	City Manager	Kenmore Navigation Channel	43.3	2
Community	164	City Manager	City Support for External Events	43.15	2
Community	298	Development Services	Historic Preservation	43.15	2
Community	310	Engineering	Arterial Improvements	43.15	2
Community	342	Engineering	Town Green Construction	43.15	2
Community	65	Community Development	Federal and State Regulations Compliance	43.01	2
Community	70	Community Development	Policy and Planning Research	42.11	2
Community	297	Development Services	Planning Consulting Services	42.11	2
Community	27	Surface Water	Legal and Code Enforcement Assistance	41.96	2
Community	58	Community Development	Development Projects Advice and Review	41.52	2
Community	132	City Manager	Animal Services	41.37	2
Community	89	Public Works	Site Maintenance	40.62	2
Community	312	Engineering	Regional Transit Coordination	40.48	2
Community	339	Finance and Administration	Town Green	40.48	2
Community	136	City Manager	Historic Preservation	40.03	2
Community	156	City Manager	Kenmore Business Directory	39.73	2
Community	155	City Manager	Kenmore Business Alliance, Chamber, Rotary Support et	39.43	2
Community	6	Engineering	Title VI Reporting	39.29	2
Community	313	Engineering	Emergency Management	39.29	2
Community	257	Police	Traffic Enforcement	39.14	2

City of Kenmore Final Program Scores - Community Programs

Type	Program #	Department	Program	Final Score	Quartile Rank
Community	135	City Manager	Reception Desk	38.84	3
Community	102	Public Works	Service Request	38.39	3
Community	168	City Manager	Shared Governance of Regional Organizations	38.39	3
Community	336	City Manager	Aquatic Weeds Management	38.39	3
Community	105	Public Works	Non-Franchise ROW Permits	37.95	3
Community	40	Surface Water	Total Maximum Daily Load	37.5	3
Community	150	City Manager	Business Recruitment	37.35	3
Community	261	Development Services	Service Requests	37.2	3
Community	214	Police	Communications & Dispatch	37.05	3
Community	174	City Manager	State Legislative Agenda, Government Relations Contract	36.9	3
Community	42	Community Development	Affordable housing	36.76	3
Community	86	Public Works	Special Events Permits	36.76	3
Community	111	Public Works	Crack Sealing Program	36.76	3
Community	173	City Manager	Relationship Building with Special Districts, Schools, and	36.76	3
Community	341	Engineering	Neighborhood Transportation Plan	36.76	3
Community	23	Surface Water	Cityworks	36.61	3
Community	63	Community Development	Data Collection and Forecasting	36.61	3
Community	322	Development Services	Trees	36.61	3
Community	85	Public Works	Senior Center Building Maintenance	36.31	3
Community	131	City Council	Appointments to National Boards and Commissions	36.31	3
Community	7	Engineering	Traffic Accident Data	35.71	3
Community	95	Public Works	Parks Volunteer Programs	35.71	3
Community	279	Development Services	Building Consulting Services	35.71	3
Community	50	Community Development	Parks Project Management: Bid Preparation and Contract	35.57	3
Community	134	City Manager	City Hall Use Policies, LEED rating, and Tours	35.12	3
Community	119	Public Works	Transportation CIP Support	34.67	3
Community	169	City Manager	Federal Legislative Agenda and Government Relations	34.23	3
Community	187	City Manager	Adopt A Programs	34.23	3
Community	67	Community Development	Historical Preservation Policy Development and Grant Ap	34.08	3
Community	144	City Manager	Marketing and Media Relations	33.63	3
Community	172	City Manager	King County Ferry District Advocacy	33.63	3
Community	99	Public Works	Seasonal Park Worker Program	33.04	3
Community	152	City Manager	Business Seminars and Events	32.44	3
Community	107	Public Works	Surface Water Utility Locates	31.85	3
Community	191	City Manager	Park Volunteers	31.55	3
Community	283	Development Services	Engineering Consulting Services	30.95	3
Community	25	Surface Water	Geographical Information System (GIS)	30.8	3
Community	81	Public Works	Utility Locate Service	30.8	3
Community	274	Development Services	MyBuildingPermit.com	30.65	3
Community	129	City Council	Special Events and Presentations	30.36	3
Community	167	City Manager	Buck Stops Here Communication w/ Citizens	30.36	3
Community	321	Development Services	Engineering Inspections	30.06	3
Community	14	Engineering	City Property Management	29.76	3

City of Kenmore Final Program Scores - Community Programs

Type	Program #	Department	Program	Final Score	Quartile Rank
Community	82	Public Works	Service Requests	29.32	3
Community	335	City Manager	Service Requests	28.72	3
Community	20	Engineering	Traffic Counts	28.27	3
Community	338	City Manager	Saint Edward Ballfields	28.27	3
Community	301	Public Works	Recycling Event Management	28.12	3
Community	17	Engineering	Development Warranty Management and Release	27.98	3
Community	284	Development Services	Animal Control	27.68	3
Community	84	Public Works	Landscape Mainenance	27.23	3
Community	158	City Manager	Natural Health Hub	27.23	3
Community	288	Development Services	Business License Program	27.08	3
Community	319	Development Services	Reception Desk	27.08	3
Community	106	Public Works	Street Banners	26.64	3
Community	175	City Manager	Human Services	26.64	3
Community	189	City Manager	Emergency Volunteer Team	26.19	3
Community	190	City Manager	Kenmore Events Team	26.19	3
Community	240	Police	Home Security Survey	26.19	3
Community	94	Public Works	Parks Signage	26.04	3
Community	249	Police	Officer Training	25.89	3
Community	263	Development Services	Art, Education and Outreach Program	25.15	3
Community	100	Public Works	Special Events Support	25	3
Community	242	Police	Jail Services	24.85	3
Community	149	City Manager	Arts of Kenmore Gallery and Arts Fund Management	24.55	3
Community	220	Police	Major Accident Response and Reconstruction	23.96	3
Community	318	Development Services	GIS	23.96	3
Community	138	City Manager	Public Records Requests	23.66	3
Community	324	Development Services	Addressing	23.66	3
Community	186	City Manager	Administrative Volunteer	23.51	3
Community	213	Police	Civil Process	23.21	3
Community	226	Police	Sex Offender Registration	23.21	3
Community	326	Community Development	Reception Desk	22.92	3
Community	198	Police	Civil Filings (up to \$75K)	22.62	3
Community	202	Police	Hearings-Misdemeanor	22.62	3
Community	200	Police	DV and anti Harassment Orders	22.17	3
Community	212	Police	Burglary/Larceny Investigations	22.17	3
Community	227	Police	Sexual Assault investigation	22.17	3
Community	246	Police	Major Crime Investigation	22.17	3
Community	231	Police	Block Watch	21.88	3
Community	276	Development Services	Trakit	21.73	3
Community	317	Development Services	Training/Conference	20.83	3
Community	140	City Manager	City Hall Inbox	20.68	3
Community	157	City Manager	Kenmore Business Incubator	20.68	3
Community	224	Police	Records Unit	20.54	3

City of Kenmore Final Program Scores - Community Programs

Type	Program #	Department	Program	Final Score	Quartile Rank
Community	215	Police	Community Crime Prevention	20.09	4
Community	259	Development Services	Public Records Requests	19.79	4
Community	83	Public Works	Facility Rentals and Set-Up	19.64	4
Community	201	Police	Hearings-Civil Infraction Hearings	19.49	4
Community	206	Police	Probation Services	19.49	4
Community	216	Police	Fire Investigations Unit	19.49	4
Community	218	Police	Internal investigations Unit	19.49	4
Community	233	Police	Conflict Defense	19.49	4
Community	235	Police	Custody Defense	19.49	4
Community	236	Police	Domestic Violence Advocate Services	19.49	4
Community	238	Police	Fraud investigations	19.49	4
Community	247	Police	Misdemeanor Crime Prosecution	19.49	4
Community	4	Engineering	Reception Desk	19.05	4
Community	221	Police	Marine Patrol	19.05	4
Community	143	City Manager	Graphic Design and Photography	18.6	4
Community	195	Finance and Administration	Business Registration	18.45	4
Community	210	Police	Automated Fingerprint Identification System (AFIS)	18.45	4
Community	153	City Manager	Community Awards and Recognition Programs	18.15	4
Community	199	Police	District Court Call Center	16.82	4
Community	203	Police	Interpreters, Jury and Witness Management	16.82	4
Community	223	Police	Property and Evidence Room	16.82	4
Community	241	Police	Indigent Defense Screening	16.82	4
Community	252	Police	Public Defense for Misdemeanor Crimes	16.82	4
Community	228	Police	SWAT Team;	15.92	4
Community	80	Public Works	Public Records Request	15.62	4
Community	329	Community Development	public records request	15.62	4
Community	248	Police	National Night Out Against Crime BBQ	15.48	4
Community	254	Police	School Crossing Guard Academy	15.48	4
Community	208	Police	Advanced Training Unit	15.33	4
Community	211	Police	Bomb Unit	15.33	4
Community	225	Police	Search and Rescue	15.33	4
Community	253	Police	Range Unit	15.33	4
Community	5	Engineering	Public Records Request	15.18	4
Community	294	Development Services	Facility Rental	14.88	4
Community	207	Police	Small Claims and Dispute Resolution	14.73	4
Community	323	Development Services	Special Events	14.73	4
Community	232	Police	Business Security Survey	13.84	4
Community	75	City Attorney	Special Counsel	13.69	4
Community	209	Police	Air Support Unit	13.24	4
Community	217	Police	Hostage Negotiation Team	13.24	4
Community	219	Police	K-9 Unit	13.24	4
Community	234	Police	Criminal and Civil Warrants Unit	13.24	4
Community	258	Police	Vacation House Check	12.8	4
Community	275	Development Services	NWMaps.net	12.65	4
Community	3	Engineering	Document Management	12.05	4
Community	255	Police	School Resource Officer	11.16	4
Community	222	Police	Photography Lab	10.57	4
Community	229	Police	Vehicle Tow Coordinator	10.57	4
Community	230	Police	Appeal Hearing Officer	10.57	4
Community	243	Police	Junior High Dance Sponsorship	10.57	4
Community	239	Police	High School DUI Re-enactment Drill	10.12	4
Community	79	Public Works	Front Desk Support	9.52	4
Community	205	Police	Payment Center	8.48	4
Community	237	Police	Eight Grade Drug and Alcohol Education	7.44	4
Community	244	Police	Junior High Student Academy	7.44	4
Community	251	Police	Prescription Drug Box Drop Off	7.44	4
Community	256	Police	Sixth Grade Drug Awareness and Safety	7.44	4
Community	330	Community Development	wellness	6.25	4
Community	196	Finance and Administration	Emergency Management	4.76	4
Community	204	Police	Passport Services	3.12	4
Community	316	Development Services	Administrative	0	4

City of Kenmore Final Program Scores - Governance Programs

Type	Program #	Department	Program	Final Score	Quartile Rank
Governance	9021	City Council	Strategic Goal and Direction Setting	82.29	1
Governance	9022	City Manager	Budget Management	75	1
Governance	9019	City Council	City Manager Oversight	72.92	1
Governance	9002	City Attorney	Policy and Procedural Development	71.88	1
Governance	9024	City Manager	Leadership and Direction to Organization	71.88	1
Governance	9028	Finance and Administration	Budget Monitoring and Amendment	71.88	1
Governance	9041	Finance and Administration	Capital Improvement Program Development	69.79	1
Governance	9102	City Council	Council Meetings	69.79	1
Governance	9025	City Manager	Policy Development	68.75	1
Governance	9038	Finance and Administration	Biennial Budget Development and Preparation	66.67	1
Governance	9084	Finance and Administration	Council Meeting Management & Support	61.46	1
Governance	1011	City Manager	ADMINISTRATIVE - City Manager's Office Administrative	60.42	1
Governance	1012	City Manager	ADMINISTRATIVE - Council Administrative Support	60.42	1
Governance	9031	Finance and Administration	Annual Audit	59.38	1
Governance	9004	City Attorney	Executive Session Support	58.33	1
Governance	9006	City Attorney	Contracts and Agreements	57.29	1
Governance	9001	City Attorney	Internal Legal Support and Advisement	55.21	2
Governance	9023	City Manager	Contract Management	55.21	2
Governance	9049	Finance and Administration	City-wide Strategic Planning	55.21	2
Governance	9005	City Attorney	Public Records Requests	52.08	2
Governance	9073	Finance and Administration	Priority Based Budgeting Update	50	2
Governance	9037	Finance and Administration	Banking and Treasury Management	48.96	2
Governance	9003	City Attorney	Council Meeting Support	46.88	2
Governance	9047	Finance and Administration	City-wide Policy Development and Interpretation	46.88	2
Governance	9083	Finance and Administration	Contract and Legal Document Management	46.88	2
Governance	9033	Finance and Administration	Risk Management	45.83	2
Governance	9070	Finance and Administration	Payroll Processing	45.83	2
Governance	9086	Finance and Administration	Legal Notice Publication	44.79	2
Governance	9090	Finance and Administration	Records Archive Management	44.79	2
Governance	9091	Finance and Administration	Records Management	44.79	2
Governance	9067	Finance and Administration	Long Range Forecasting and Projections Model	43.75	2
Governance	9087	Finance and Administration	Legal Recording of Documents	43.75	2
Governance	9095	Finance and Administration	Records Archive Management	42.71	2
Governance	9101	Finance and Administration	Public Records Requests	42.71	2
Governance	9034	Finance and Administration	Annual Tax Levy Preparation	41.67	2
Governance	9082	Finance and Administration	City Council Training and Orientation	41.67	2
Governance	9018	City Council	Informal Informational Meetings	40.62	2
Governance	9085	Finance and Administration	Kenmore Municipal Code Codification	39.58	2
Governance	9020	City Council	Citizen Point of Contact	38.54	3
Governance	9030	Finance and Administration	Accounts Payable	38.54	3
Governance	9032	Finance and Administration	Annual Financial Report	37.5	3
Governance	9027	City Manager	Professional Organizations	36.46	3
Governance	9054	Finance and Administration	Employee Compensation and Benefits Review	36.46	3
Governance	9026	City Manager	Priority Project Intervention	35.42	3
Governance	9064	Finance and Administration	IT Governance Committee	35.42	3
Governance	9010	Public Works	Contract Management	34.38	3
Governance	9050	Finance and Administration	Contract Oversight	34.38	3
Governance	9063	Finance and Administration	Internal Reporting and Financial Support to all Department	34.38	3
Governance	9068	Finance and Administration	Workers Compensation Program	34.38	3
Governance	9100	Public Works	City Hall Repairs	34.38	3
Governance	9048	Finance and Administration	City-Wide Staff Training Coordination	33.33	3
Governance	9055	Finance and Administration	Employee Recruitment	33.33	3
Governance	9092	Finance and Administration	Tort Claims Processing	33.33	3
Governance	9043	Finance and Administration	Cell Phone, Mobile Device and Telephone System Overs	32.29	3
Governance	9045	Finance and Administration	Wellness	32.29	3
Governance	9062	Finance and Administration	Interim Financial Reporting	31.25	3
Governance	9066	Finance and Administration	IT Planning and Procurement	31.25	3
Governance	9057	Finance and Administration	Fixed Asset Accountability	30.21	3
Governance	9011	Public Works	Custodial Maintenance	29.17	3
Governance	9053	Finance and Administration	Employee Benefits Administration	29.17	3
Governance	9040	Finance and Administration	Building Security	28.12	3
Governance	9065	Finance and Administration	IT Network Administration (IT) Oversight	28.12	3
Governance	9078	Finance and Administration	Safety Committee	28.12	3
Governance	9093	Finance and Administration	Financial Software Upgrade	27.08	3

City of Kenmore Final Program Scores - Governance Programs

Type	Program #	Department	Program	Final Score	Quartile Rank
Governance	9017	Public Works	Fleet Maintenance and Operations	25	3
Governance	9059	Finance and Administration	General Ledger Maintenance	25	3
Governance	9071	Finance and Administration	Personnel Files Maintenance	25	3
Governance	9096	Finance and Administration	Cost Allocation Plan	25	3
Governance	9016	Public Works	Building Systems Maintenance	23.96	3
Governance	9081	Finance and Administration	Tuition Reimbursement	23.96	3
Governance	9051	Finance and Administration	Council Agenda Bill Review	22.92	3
Governance	9072	Finance and Administration	Price of Government Initiative	22.92	3
Governance	9074	Finance and Administration	Property Insurance Administration	21.88	3
Governance	9058	Finance and Administration	Reception Desk	19.79	4
Governance	9029	Finance and Administration	Budget at a Glance Production	18.75	4
Governance	9039	Finance and Administration	Miscellaneous Billing	18.75	4
Governance	9098	Finance and Administration	B&O Tax Development	18.75	4
Governance	9056	Finance and Administration	Financial Software Maintenance	17.71	4
Governance	9079	Finance and Administration	Salary and Benefit Surveys	17.71	4
Governance	9069	Finance and Administration	New Hire Set-up	16.67	4
Governance	9099	Finance and Administration	Gambling Tax Collection	16.67	4
Governance	9044	Finance and Administration	Central Office Supply Inventory	15.62	4
Governance	9060	Finance and Administration	GFOA Award for Budget Excellence	15.62	4
Governance	9076	Finance and Administration	Purchase Order Management	15.62	4
Governance	9089	Finance and Administration	Office Equipment Management	14.58	4
Governance	9103	Finance and Administration	Administrative	12.5	4
Governance	9097	Finance and Administration	BYU Student Project	6.25	4
Governance	9088	Finance and Administration	Notary Services	5.21	4

City of Kenmore, Washington

City Profile



GOVERNMENT FINANCE OFFICERS ASSOCIATION

*Distinguished
Budget Presentation
Award*

PRESENTED TO

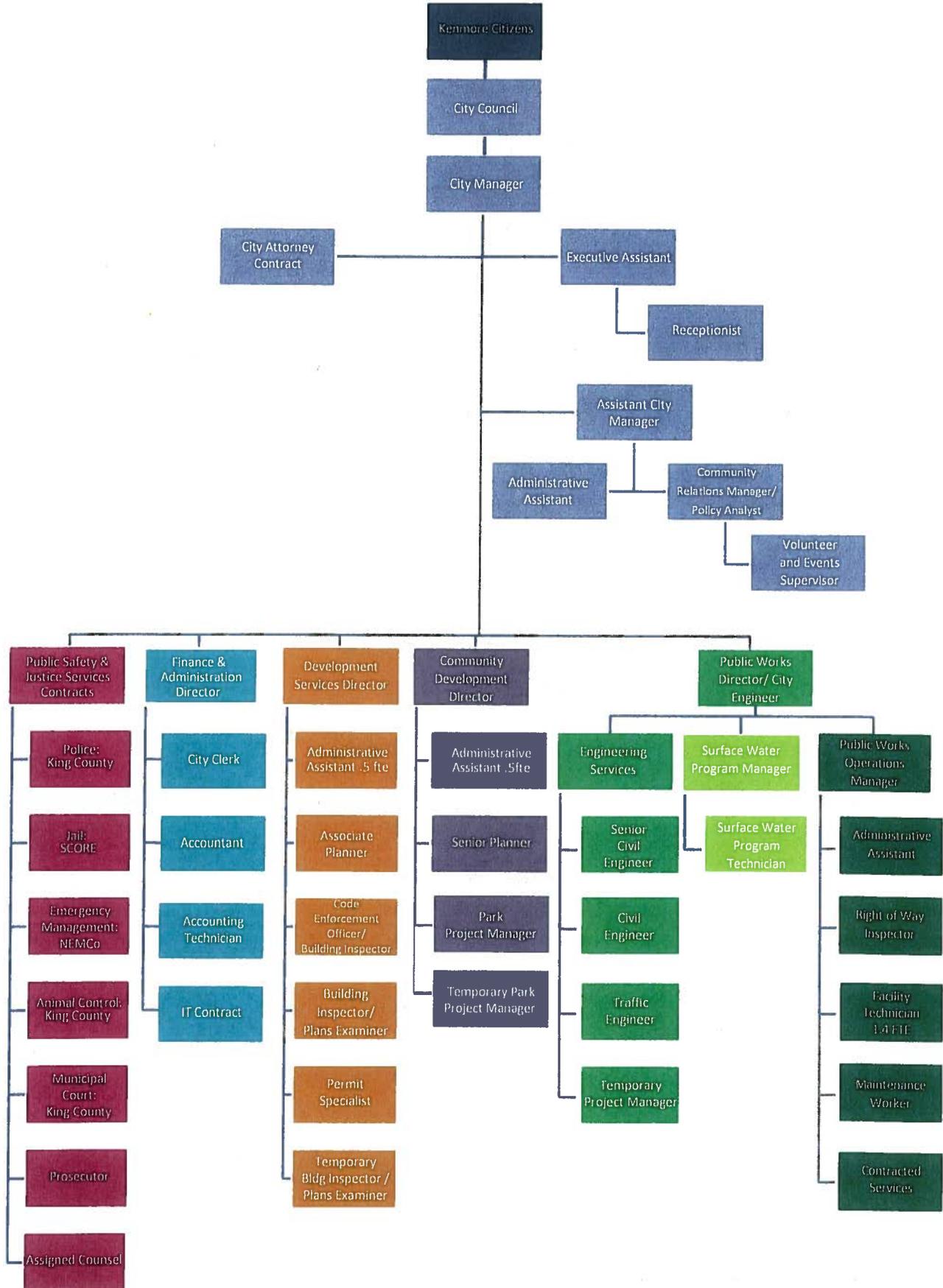
**City of Kenmore
Washington**

For the Biennium Beginning

January 1, 2015

Executive Director

2017-2018 Organizational Chart





City of Kenmore, Washington

ELECTED OFFICIALS

David Baker, Mayor
Position #5, Term 2016-2019

Allan Van Ness, Deputy Mayor
Position #6, Term 2014-2017

Brent Smith
Position #1, Term 2016-2019

Laurie Sperry
Position #2, Term 2014-2017

Milton Curtis
Position #3, Term 2016-2019

Nigel Herbig
Position #4, Term 2014-2017

Stacey Denuski
Position #7, Term 2016-2019

CITY MANAGEMENT TEAM

Rob Karlinsey, City Manager

Nancy Ousley, Assistant City Manager

Joanne Gregory, CPA, Finance and Administration Director

Debbie Bent, Community Development Director

Kris Overleese, Public Works Director

Jennifer Gordon, Public Works Operations Manager

Bryan Hampson, Development Services Director

Patty Safrin, City Clerk

Cliff Sether, Chief of Police

Rod Kaseguma, City Attorney



City of Kenmore, Washington

ADVISORY BOARDS AND COMMISSIONS

Planning Commission

Terms That Expire December 31, 2017:

Carol Baker

Michael Mulcare

Scott McDonald

Terms That Expire December 31, 2018:

Douglas Nugent

Dennis Olson

Michael Vanderlinde

Mark Ohrenschall

Library Advisory Board

Ellen Traxel Stein, President

William McCoy, Vice President

Chandrika Kaul, Secretary

Lisa Keller

Mathew Martin

Marilyn White

Paige Almond, Youth Member

Karen Hardiman, Liaison from King County Libraries

Laurie Sperry, Liaison from Kenmore City Council

City of Kenmore, Washington

20-Year Vision Statement

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

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

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

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

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

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

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

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

supports the character of its single family residential neighborhoods

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

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

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

supports and encourages education and quality schools

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

supports local arts, culture and history

To achieve this vision, responsible commitments in planning and resources will be made. We share and support this vision for Kenmore.

Kenmore Mission Statement

With integrity as its cornerstone, Kenmore is a city that will meet its obligations by providing:

- ~ Effective and efficient services
- ~ Public safety
- ~ Forum for citizen participation and involvement
- ~ A community-generated plan for the future
- ~ Fair and friendly services responsive to the diverse needs of the citizens
- ~ Representation of Kenmore's interests in local and regional partnerships

... Leaving a sustainable legacy



City of Kenmore Washington

2016 - 2017 City Council Goals

1. **To focus on and emphasize multimodal transportation safety in the City of Kenmore with a specific focus on pedestrian, bicycle, and other means of travel.**
 - **Implement the Sidewalk Plan**
2. **To continue to implement the Economic Development Plan, with an emphasis on the following key points:**
 - **Promote the image of Kenmore**
 - **Create a vibrant, walkable downtown**
 - **Support existing businesses**
 - **Advance the public's access and connection to the waterfront**
3. **To continue to seek funding and mitigation for State impacts on the City's transportation system.**
4. **To continue to seek opportunities to complete a successful Lakepointe project.**
5. **To actively pursue Sound Transit 3 projects for SR 522.**
6. **To continue to implement a Parks Improvement and Financial Plan.**
7. **To address watershed and water quality issues affecting the City.**
8. **To continue to establish a contemporary Information Technology Program.**

City of Kenmore

Employee Values Statement

We, the employees of the City of Kenmore, strive to create a happy and healthy organization through:

Responsive Customer Service: We engage positively with our customers, from single individuals to the broader general public, through effective communication and by performing timely, proactive, and quality service.

Professionalism: We demonstrate respect for and are accountable to our citizens, colleagues, visitors, and elected and appointed officials.

Integrity: We are honest, ethical, and responsible in our work and in the way we deal with others.

Teamwork: We build enduring internal and external relationships, joining with colleagues across organizational boundaries to improve programs and services provided.

Continual Improvement: We embrace change, creativity, continuous learning, and personal and professional development. We incorporate new ideas, technology and methods to improve programs and services.

City of Kenmore, Washington

Community Profile

About Kenmore

Founded in 1901, Kenmore was primarily a dense forest, mostly owned by investors, for many years. One of these investors, Philo Remington (inventor of Remington guns) sold some of the investment property to Watson C. Squire (his son-in-law). Squire was the last territorial governor of Washington State and one of the State's first United States Senators. He erected a water tower and the availability of water attracted water squatters. Shirl Squire, his sister, a landscape architect in Massachusetts, planned to make it into a residential waterfront park complete with lagoons, but Squire died in 1926 before he was able to build it.

Kenmore was named by John McMasters. He and his wife, Annie, were originally from the small town of Kenmore, Canada, located 40 miles south of Ottawa. They arrived in Puget Sound in 1889, leased land at Kenmore from Squire, and named the area after their old home town. He took control of a mill started by Fir Lumber in 1903. At first he was partnered with Chris Kruse, but assumed full ownership in 1905. Kenmore was only the mill, the cookhouse, the manager's house, a bunkhouse and a few worker shacks. The mill was at the edge of Lake Washington, where logs were floated to be made into shingles for roofs and the sides of houses. The mill, located east of the present Premix plant on the flat land beside the river, employed 35 - 40 men. The mill burned down in 1923.

Sportsmen enjoyed hunting in the area of the marsh at the mouth of the Sammamish and a boathouse and resort house accommodated them at Peterson's Landing, near the present highway bridge. There was a houseboat hotel with a saloon and floats for mooring. In fact, there were duck clubs up the river, usually small cabins owned by small groups of well-to-do citizens from Kirkland. Weekends were known to be rowdy and busy. Places with names such as the 'Bucket of Blood' existed as late as 1940 at the location of the present Rite Aid parking lot. 'The Blind Pig' was only accessible to boats and was named because, during Prohibition, it was easy to dump evidence in the lake during a raid.

The Red Brick Highway, first called Squire Boulevard, became Bothell Brick Road, which opened in 1913 and stimulated growth in Kenmore. After the end of World War I, the Puget Mill Company (Pope & Talbot) offered small tracts of land. Homes were built north of the highway and between the main intersection and Swamp Creek. The Moorlands also grew after a bridge was constructed across the river in about 1918. The Mitchell family built a store in 1919 at the Kenmore crossroads, and the first service station was completed the following year.

Kenmore maintained its own school district for many years, and constructed its first school building in 1914. In 1916 the district consolidated with Bothell. The children were picked up in a milk truck, with benches placed in the truck every morning and again in the afternoon. It was not until 1920 that the school obtained an actual school bus. The original school faced what is now NE 181st Street. From 1925 until 1930, the building was used by the Kenmore Community Club.

During the second half of the 20th century, the population grew quickly and had reached 16,874 at the time Kenmore incorporated on August 31, 1998. Today, Kenmore, also known as Kenmore by the Lake, has a population of 22,320 and enjoys an affluent, suburban character at its location on the northernmost shore of Lake Washington. Kenmore features spectacular local and State parks, a regional 18-mile paved trail, beautiful neighborhoods, award-winning businesses,

City of Kenmore, Washington Community Profile

and a highly-recognized school district. In 2009, Kenmore was ranked #1 by *Seattle Magazine* for "Best Metropolitan Neighborhoods to Live" and named by *Family Circle Magazine* as "One of the 10 Best Towns for Families."



City of Kenmore, Washington Community Profile

Located at the northern tip of Lake Washington, Kenmore is an economically healthy city in King County where innovative businesses soar without limits. Kenmore is building an innovation hub to attract and support health care and technology start-ups, as well as help existing multigenerational businesses seeking to expand. Celebrating its 17-year in 2015, Kenmore is the best-kept secret in the Puget Sound. Kenmore has many benefits including: family-friendly neighborhoods; abundant parks and natural spaces; a variety of cultural activities; award-winning public school system; access to higher education; and the finest close-in medical care. The city's central location and ease of access by highway, seaplane or boat, make it an easy place to live and work. www.kenmorewa.gov

LOCATION

The City of Kenmore is located at the north end of Lake Washington, in the northern part of King County adjacent to the cities of Lake Forest Park, Bothell, Kirkland, and Brier (in Snohomish County), and is accessible from I-5 and I-405 on SR-522 (Bothell Way).



LEGISLATIVE REPRESENTATION

King County District 1

Councilmember Rod Dembowski

State Legislative District 46

Senator David Frockt
Representative Gerry Pollet
Representative Jessyn Farrell

US Congress

Senator Patty Murray
Senator Maria Cantwell
Representative Suzan DelBene (Dist. 1)

MUNICIPAL SERVICES

Law Enforcement:

The City of Kenmore contracts with the King County's Sheriff's Office for law enforcement services. The City also contracts with South Correctional Entity (SCORE) and King County for jail services, and King County for court services.

Fire Protection:

The City of Kenmore voters approved annexation to the Northshore Fire District (#16) for fire protection services. The District is a separate taxing entity.

Library Services:

The King County Library System (KCLS), a separate taxing entity, provides library services.

Public Works:

The City of Kenmore contracts with the City of Lake Forest Park for park and street maintenance support. The City also contracts with King County and other private vendors for street and traffic maintenance services and surface water maintenance.

Animal Control:

The City of Kenmore contracts with King County and PAWS for animal control services.

Parks:

The City of Kenmore maintains parks within the community, with the exception of St. Edward State Park and the Kenmore Boat Launch, which are operated by the State and the Burke Gilman Trail which is operated by King County.

City of Kenmore, Washington Community Profile

City Parks

- Log Boom Park (12 acres)
(NE 175th Street & 61st Ave NE)
- Rhododendron Park (12.5 acres)
(Simonds Road & Juanita Drive)
- Wallace Swamp Creek Park (25 acres)
(73rd Ave NE between NE 198th & NE 195th St)
- Linwood Park (1.4 acres)
(NE 193rd Street & 56th Ave NE)
- Moorlands Park (3.5 acres)
(84th Ave & NE 153rd Street)
- Squires Landing Park (42.15 acres)
(NE 175th Street @ 75th Ave NE)
- Northshore Summit (3.72 acres)

County Parks

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

State Parks

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

School District:

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

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

University:

Bastyr University (14500 Juanita Drive NE).

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

Utility Services:

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

Top Employers:

Bastyr University
Kenmore Air Harbor
Safeway
Plywood Supply

Top Ten Companies ranked by 2015

Retail Sales, Category

- * GenCap Construction
- * James G. Murphy Co., Auctioneer Services
- * Safeway, Retail Grocery
- * Kenmore Camera, Retail Trade
- * MyHabit, Retail Trade
- * SkiMasters Watersports
- * Inglewood Golf Club, Golf Course Services
- * Washington State Department of Licensing, Public Services
- * Les Schwab Tire Center #421, Retail Trade
- * Thrifty Payless, Inc. Retail Trade
- * Verizon Wireless

Demographics *

<i>Square Miles</i>	6.1
<i>Population</i>	22,320 (2016)
<i>Occupied Housing Units</i>	7,984 (2010)
<i>Miles of Paved Streets</i>	63
<i>Gender and age (2010 Census)</i>	
Male	49.6%
Female	50.4
Median age (years)	39.5
Under 5 years	6.7%
5 to 9 years	6.0
10 to 14 years	6.2
15 to 19 years	6.1
20 to 24 years	5.3
25 to 29 years	6.3
30 to 34 years	6.8
35 to 39 years	7.5
40 to 44 years	7.6
45 to 49 years	8.1
50 to 54 years	8.3
55 to 59 years	7.4
60 to 64 years	5.8
65 to 69 years	3.7
70 to 74 years	2.6
75 to 79 years	2.2
80 to 84 years	1.6
85 years and older	1.8

Race (2010 Census)

White	76.2%
Black or African American	1.6
American Indian or Alaska Native	0.4
Asian	10.4
Pacific Islander	0.3
Hispanic	7.0
Other	4.1

City of Kenmore, Washington Community Profile

Household by Type (2010 Census)

Total Households 7,984

Households with individuals under 18 years 33.5%

Households with individuals 65 years and over
21.8%

Family Households	68.7%
With own children under 18	31.5
Husband-Wife family	55.3
With own children under 18	24.6
Male householder, no wife present	4.3
With own children under 18	2.1
Female householder, no husband present	9.1
With own children under 18 years	4.8
Non-family households	31.3
Householder living alone	23.4
Male	10.4
65 years and over	2.0
Female	13.1
65 years and over	5.9

Average Household size 2.55

Average Family size 3.01

Educational Attainment (2010 Census)

Less than 9 th grade	2.4%
9 th to 12 th grade, no diploma	4.0
High School Grad or Equivalent	14.7
Some college, no degree	24.2
Associate Degree	7.6
Bachelor's Degree	29.8
Graduate or Professional Degree	17.3

Housing Tenure (2010 Census)

Total Housing Units 8,569

Occupied units 7,984

Owner-occupied units 73.6%

 Population in units 15,447

 Average household size 2.63

Renter-occupied units 26.4%

 Population in units 4,890

 Average household size 2.32

* Source: U.S. Bureau of the Census, Census 2010

City of Kenmore, Washington
Budget Guide

City of Kenmore, Washington
2017-2018 Budget Calendar

Major Task	2016 Target Date and/or Deadline
City Council Review and Validation of Priority Based Budget (PBB) Results	January 10
Departments Update PBB Program Inventories	April - May
Departments Update PBB Personnel Allocations	May - June
City Council Budget Retreat and Update on Priority Based Budgeting	June 20
Departments Update PBB Program Costs	June - July
Departments Participate in PBB Program Scoring Process	August
Staff Teams Participate in PBB Peer Reviews of Program Scores	September
Call to Budget to all Departments	September 10
City Finalizes PBB Peer Review and Program Costs	September 16
Develop PBB Final Program Scores and Quartile Rankings	September 20
Departments Review "PBB Peer Review Exception Report"	September 21
Create PBB Model: Resource Alignment Diagnostic Tool	September 22
Present PBB Model to City Council	September 26
Department Estimates of Revenues and Expenditures For 2017-2018	September 28
City Manager Reviews Estimates of Revenues and Expenditures	September 26-October 7
2015-2016 Estimates of Revenue and Overview of 2017-2018 Proposed Preliminary Budget to City Council	October 10

City of Kenmore, Washington
2017-2018 Budget Calendar

City Clerk Publishes Notice of Filing of Proposed Preliminary Budget and Notice of Public Hearing on Revenues and Proposed Preliminary Budget (scheduled for Oct 24, Nov 14 and 28)	October 14 Publish once a week for two consecutive weeks for Hearings in October & November
Review of 2017-2022 Capital Improvement Program	October 17
Adopt 2017-2022 Capital Improvement Program Review of 2017-2018 Proposed Biennial Budget	October 24
Preliminary Budget and City Manager's Budget Message are filed with the City Clerk and distributed to the City Council	October 24
Copies of Preliminary Budget Document are made Available to the Public	October 31
Public Hearing on Property Tax Levy for 2017	November 7
Review of 2017-2018 Proposed Biennial Budget Revenue, finance, clerk, dev services city manager, police	November 7
Review of 2017-2018 Proposed Biennial Budget Public Hearing on 2017-2018 Proposed Biennial Budget Engineering, Comm Dev, PW maint, Street	November 14
Review 2015-2016 Budget Amendments Review of 2017-2018 Proposed Biennial Budget Swm, KV, SO, impact fees, tbd, other	November 21
Public Hearing On 2017-2018 Final Biennial Budget and 2017 Property Tax Levy Adopt 2017 Property Tax Levy by Ordinance	November 28 (Nov 30 filing deadline)
Review of 2017-2018 Proposed Biennial Budget	December 5 (as needed)
Adopt 2015-2016 Budget Amendment Ordinance Adopt 2017-2018 Biennial Budget by Ordinance	December 12

City of Kenmore, Washington

The Budget and the Budget Process

The budget includes the financial planning and legal authority to obligate public funds. The budget is the policy direction by the City Council to the administrative organization. The City Council, the Administration, and the public are all involved in establishing the budget for the City of Kenmore.

The budget provides four functions:

1. A Policy Document

The budget functions as a policy document. The decisions made as a result of the budget will reflect the principles or plans that guide future actions. As a policy document, the budget links goals and policy to the actual day-to-day activities of the organization.

2. An Operational Guide

The budget of the City finances day-to-day operations and capital projects. Activities and costs of each City function are described in the following sections. The budget also addresses debt management, current and budgeted personnel levels, long-range planning, capital spending plans, and the tax base and its relationship to the provision of services.

3. A Communications Device

The budget is an opportunity to encourage public review of City operations. The budget describes the activities of the City, the reason or cause for those activities, future implications, and the direct relationship to the citizenry.

4. A Legally Required Financial Planning Tool

The budget is a financial planning tool, its most traditional use. Preparing and adopting a budget is a State law requirement of all cities, Title 35A of the Revised Code of Washington (RCW). A balanced budget must be adopted prior to the expenditure of any City funds. The budget is the legal authority to expend public moneys and controls those expenditures by setting the amount of the appropriation at the fund level. The revenues of the City are estimated, along with available cash carry-forward, to indicate funds available. The budget also takes into account unforeseen contingencies, and provides for the need for periodic adjustments. As stated in RCW 35A.33.075 "Appropriations shall be limited to the total estimated revenues contained therein, including the amount to be raised by ad valorem taxes and the unencumbered fund balances estimated to be available at the close of the current fiscal year."

The budget process for the City of Kenmore is a year-round activity. The formal budget planning for 2017-2018 began in January 2016 during the Council retreat. The Council held a budget retreat again in June, 2016. The City Manager and the Department Directors prepared the preliminary proposed biennial budget June into October. The City Council reviews the budget during October and November.

The City of Kenmore budget procedures are mandated by RCW 35A.33.135. The first requirement is for the City Manager to submit estimated revenues and expenditures to the

City of Kenmore, Washington The Budget and the Budget Process

City Council on or before the first Monday in October. Although State law requires that the City Manager present the balanced preliminary budget to the City Council in November, the City Manager presents the balanced proposed preliminary budget along with estimated revenues and expenditures in October. Public hearings are held to obtain public comments. Revisions, as applicable, are made during Council discussion. The Council makes its adjustments to the budget and adopts by ordinance a balanced budget no later than December 31. The operating budget as adopted is published, distributed, and made available to the public during the first three months of the following year.

The City established a two-year biennial budget by Ordinance in 2008, in accordance with RCW 35A.34.040 and its first biennial budget period was 2009-2010. About 37 Washington cities currently use biennial budgets.

As provided for in the RCW, the City must conduct a mid-biennium review and modification of the biennial budget no sooner than eight months after the start, nor later than the conclusion of the first year, of the fiscal biennium. The budget modification shall be approved by ordinance in the same manner as are other ordinances of the City. At other times, when the City Council determines it is in the best interest of the City to increase or decrease the appropriation for a particular fund, the Council may only do so by ordinance approved by a majority of the Council after holding a public hearing. This is usually performed after the mid-biennium review, prior to close of the two-year budget period.

The City Manager is authorized to transfer budgeted amounts within a fund; however, any revisions that alter the total expenditures of a fund, or that affect the number of authorized employee positions, salary ranges, or monetary benefits must be approved by the City Council.

City of Kenmore, Washington

Financial Policies

1) OPERATING BUDGET - OVERALL

- a) The budget should be a performance, financing and spending plan, agreed to by a majority of the City Council. It should contain information and data regarding expected revenues, expected expenditures and expected performance.
- b) The City Manager will prepare and refine written policies and goals to guide the preparation of performance, financing and spending plans for the City budget. Adopted budgets will comply with the adopted budget policies and City Council priorities.
- c) As a comprehensive business plan, the budget should provide the following critical elements recommended by the Government Finance Officers Association: public policies, financial plan, operations guide and communications device.
- d) The City's budget presentation should display the City's service/delivery performance plan in a Council constituent-friendly format. Therefore, the City will use a program budgeting format to convey the policies for and purposes of City operations. In 2014 the City began a priority-based budgeting (PBB) process that informed the development of the 2015-2016 biennial budget.
- e) Decision making for capital improvements will be coordinated with the operating budget to make effective use of the City's limited resources for operating and maintaining facilities.
- f) The City Manager has primary responsibility for: a) formulating budget proposals in line with City Council priority directions; and b) implementing those proposals once they are approved.

2) FISCAL INTEGRITY

- a) Ongoing operating costs will not exceed the amount of ongoing revenue to finance these costs. New program costs will have identified ongoing revenues.
- b) Any available carryover balance will only be used to offset one-time or nonrecurring costs. Cash balances in excess of the amount required to maintain strategic reserves will be used to fund one-time or nonrecurring costs.
- c) The City will maintain the fiscal integrity of its operating, debt service and capital improvement budgets, which provide services and maintain certain public facilities, streets and utilities. It is the City's intent to maximize the level of public goods and services while minimizing the level of debt.
- d) Mitigation fees shall be used only for the project or purpose for which they are intended.
- e) The City will maintain a balanced budget, which is defined as planned funds available equal planned expenditures and ending fund balance.

3) CONTINGENT ACCOUNTS

- a) It will be the policy of the City to maintain General Fund balance reserves at a level at least equal to twenty-percent (20%) of the total General Fund budgeted revenue, excluding fund balance, building permits, land use & mitigation fees, and any significant one-time revenue (i.e. State or Federal grants). These operating reserves shall be maintained to offset revenue shortfalls; provide payment of approved expenditures due to cash flow shortages; and provide funding for unanticipated emergencies.

City of Kenmore, Washington Financial Policies

- b) For purposes of calculating adequate reserve levels, the General Fund cash balance will be used, net of any designated amounts.
- c) The City will maintain a building permit reserve in the General Fund to provide for completion of building permit obligations in the event of a decline in development activity. This reserve shall be equal to twenty-five percent (25%) of the annual building inspection and review costs.

The 2017 and 2018 calculations are shown below:

2017		
2015 Budgeted Revenues		\$11,803,470
Less Development Fees:		
Building Permits	(368,533)	
Land Use and Plan Review	(307,439)	(675,972)
Less One-Time Items:		
Interfund Transfers	(0)	
State Grants	(86,500)	(86,500)
Net Revenues		11,040,998
Multiplied by 20%		2,208,199
Permit Reserve Calculation:		
Development Fees (above)		675,972
Multiplied by 25%		<u>168,993</u>
Minimum General Fund Balance Reserve Required for 2017		\$2,377,192

2018		
2016 Budgeted Revenues		\$11,729,704
Less Development Fees:		
Building and Other Permits	(325,383)	
Land Use and Plan Review	(279,223)	(604,606)
Less One-Time Items:		
Interfund Transfers	(0)	
State Grants	(65,000)	(65,000)
Net Revenues		(11,060,098)
Multiplied by 20%		2,212,019
Permit Reserve Calculation:		
Development Fees (above)		(874,826)
Multiplied by 25%		<u>151,151</u>
Minimum General Fund Balance Reserve Required for 2018		\$2,363,171

City of Kenmore, Washington Financial Policies

- d) The City will maintain a twenty-percent (20%) operating expense reserve for the Surface Water Management Fund. This operating reserve shall be created and maintained to provide sufficient cash flow to meet daily financial needs and will be based on total operating expenses. For budget purposes, operating expenses will be calculated on the fund's total budgeted expenses, excluding capital purchases. This calculation will exclude any amounts received from the King County Memorandum of Agreement (MOA):

<u>Surface Water Management Fund</u>	
2017 Operating Expenses	\$1,634,371
Multiplied by 20% = Policy Reserve	\$326,874

<u>Surface Water Management Fund</u>	
2018 Operating Expenses	\$1,647,031
Multiplied by 20% = Policy Reserve	\$329,406

- e) The City shall maintain the Equipment Replacement Fund for the replacement of equipment, furniture, computers and vehicles. The equipment reserve funds will be maintained at a level sufficient to meet scheduled equipment replacement so as to sustain an acceptable level of municipal services and prevent physical deterioration of City assets.

4) REVENUES

- a) Revenue estimates shall not assume any growth rates in excess of inflation. Real growth that occurs will be recognized through budgetary adjustments only after it takes place. This minimizes the likelihood of either a reduction in force or service level in the event revenues would be less than anticipated.
- b) Investment income earned through the City's investment pool shall be budgeted on the allocation methodology, i.e., the projected average monthly balance of each participating fund.

5) INTERNAL GOVERNMENTAL SERVICE (INTERFUND) CHARGES

Depreciation of equipment, furnishings and computer software will be included in the service charges paid by City departments to the Equipment Replacement Funds. This will permit the accumulation of cash to cost effectively replace these assets and smooth out budgetary impacts.

City of Kenmore, Washington

Financial Policies

6) CONTRACTUAL SERVICES

The City will thoroughly investigate the feasibility of contracting certain public services, recognizing that the City Council's policy is to contract services versus conducting those services in-house.

7) MINIMIZATION OF ADMINISTRATIVE COSTS

An appropriate balance will be maintained between resources allocated for direct services to the public and resources allocated to ensure sound management, internal controls and legal compliance.

8) RETIREMENT

The budget shall provide for funding of the City's share of the employee Social Security Substitute Plan and Public Employees Retirement System (PERS).

9) MONTHLY REPORT

- a) A revenue/expenditure report will be produced monthly so that it can be directly compared to the actual results of the fiscal year to date.
- b) All budget amendments, both revenues and expenditures, will be noted in the monthly report.

10) MULTI-YEAR FORECAST

- a) Each year, the City will update revenue and expenditure projections for the next six years. Projections will include estimated operating costs for future capital improvements that are included in the capital budget.
- b) This budget data will be presented to the City Council in a form that will facilitate annual budget decisions, based on a multi-year strategic planning perspective.

11) QUARTERLY REPORT

- a) The budget will be produced so that it can be directly compared to the actual results of the fiscal year and presented in a timely quarterly report.
- b) All budget amendments will be noted in the report.

12) CITIZEN INVOLVEMENT

- a) Citizen involvement during the budget process shall be encouraged through public hearings and public workshops.
- b) Involvement shall also be facilitated through any Council appointed boards, task forces and commissions which shall serve in advisory capacity to the Council and staff. Citizens can also be involved by attending community meetings and public forums.

13) FEES

- a) Fees shall be phased toward covering 100% of the cost of service delivery, unless such amount prevents an individual from obtaining essential services. Fees or service charges should not be established to generate money in excess of the cost of providing service.
- b) Fees may be less than 100% if other factors, e.g., market forces, competitive position, etc., need to be recognized.

City of Kenmore, Washington

Financial Policies

14) CAPITAL BUDGET - FISCAL POLICIES

- a) Capital project proposals should include as complete, reliable and attainable cost estimates as possible. Project cost estimates for the Capital Budget should be based upon a thorough analysis of the project and are expected to be as reliable as the level of detail known about the project. Project cost estimates for a six-year plan should be as reliable as possible, recognizing that earlier project cost estimates will be more reliable than cost estimates in the later years.
- b) Capital projects should include a comprehensive resource plan. This plan should include the amount and type of resources required, and the funding and financing strategies to be employed. The specific fund and timing should be outlined. The plan should indicate resources necessary to complete any given phase of the project, e.g., design, rights-of-way acquisition, construction, project management, etc.
- c) All proposals for capital projects will be presented to Council within the framework of a Capital Budget. No consideration will be given to the commitment of capital funds outside the presentation of the entire Capital Budget, except that emergency capital projects may be committed outside the normal review procedure.
- d) Major changes in project cost estimates should be presented to Council for review and approval. Major changes are defined as fifteen percent (15%) for capital projects up to \$999,999, two percent (2%) for projects over \$1,000,000.
- e) Capital project proposals shall include operating and maintenance costs necessary for the project over the estimated project life.
- f) At the time of project award, each project shall have reasonable contingencies also budgeted:
 - i) The amount set aside for contingencies shall correspond with industry standards and shall not exceed ten percent (10%), or a percentage of the contract as otherwise determined by Council.
 - ii) Project contingencies may, unless otherwise determined by Council, be used only to compensate for unforeseen circumstances requiring additional funds to complete the project within the original project scope and identified needs.
 - iii) For budgeting purposes, project contingencies are a reasonable estimating tool. At the time of contract award, the project cost will be replaced with an appropriation that includes the contingency as developed above.
- g) Staff shall seek ways of ensuring administrative costs of implementing the Capital Budget are kept at appropriate levels.
- h) The Capital Budget shall contain only those projects that can be reasonably expected to be accomplished during the budget period. The detail sheet for each project shall contain a project schedule with milestones indicated.
- i) Capital projects that are neither expensed nor encumbered during budget period will be rebudgeted or carried over to the next fiscal period except as reported to Council for its approval. Multi-year projects with unencumbered or unexpended funds will be carried over to the next fiscal period.

City of Kenmore, Washington

Financial Policies

- j) If a proposed capital project will have a direct negative effect on other publicly-owned facilities and/or property, mitigation of the negative impact will become part of the proposed capital projects cost.
- k) A capital project will not be budgeted unless there is a reasonable expectation that a funding source(s) is available to finance the project.

15) DEBT POLICIES

- a) Debt will not be used to finance operating costs.
- b) Whenever possible, the City shall identify alternative sources of funding and shall examine the availability of these sources in order to minimize the use of debt financing.
- c) Whenever possible, the City shall use special assessment, revenue or other self-supporting debt instead of general obligation debt.
- d) Tax Anticipation Notes (TANS) will be issued only when the City's ability to implement approved programs and projects is seriously hampered by temporary cash flow shortages.
- e) Long-term general obligation debt will be issued when necessary to acquire land and/or fixed assets, based upon the City's ability to pay. Long-term general obligation debt will be limited to those capital projects that cannot be financed from existing revenues and only when there is an existing or near-term need for the acquisition or project. The acquisition or project should also be integrated with the City's long-term financial plan and the Capital Project Plan.
- f) The maturity date for any debt issued for acquisition or project will not exceed the estimated useful life of the financed acquisition or project.
- g) Fifty percent (50%) of the principal of any long-term debt should be retired within the first ten (10) years of maturity.
- h) Current revenues shall be set aside to pay for the subsequent year's debt service payments. This is intended to immunize the City's bondholders from any short-term volatility in revenues.
- i) The City shall establish affordability guidelines in order to preserve credit quality. One such guideline, which may be suspended for emergency purposes or unusual circumstances, is as follows: debt service as a percent of the City's operating budget should not exceed eight percent (8%).

16) CAPITAL FACILITIES PLAN (CFP) POLICIES

- a) Citizen participation in the CFP is a priority for Council and staff. Among the activities which shall be conducted to address this priority are:
 - i) The CFP shall be provided to Council in a timely manner to provide Council-members the opportunity to review the proposed CFP with their constituents before it is considered for adoption. The City Council will play an active role in the process of developing the CFP.
 - ii) The CFP will be scheduled for Council review, and the Council meeting(s) shall be advertised and public input at the meeting(s) encouraged.

City of Kenmore, Washington Financial Policies

- iii) Prior to adoption of the CFP, the Council shall conduct a public hearing(s) to provide the public with the opportunity to offer their opinions on the proposed plan.
- b) All projects included in the CFP shall be consistent with the City's Comprehensive Plan. The goals and policies for levels of service, facilities and transportation should be followed in the development of the CFP.
- c) Capital projects shall be financed to the greatest extent possible by user fees and/or benefit districts when direct benefit to users results from construction of the project.
- d) Projects that involve intergovernmental cooperation in planning and funding should be established by an agreement that sets forth the basic responsibilities of the parties involved.
- e) The Council will annually review and establish criteria against which capital proposals should be measured. Included among, but not limited to, those factors which should be considered for priority ranking of CFP are:
 - i) Projects which have a positive impact on the operating budget through reduced expenditures, or increased revenues;
 - ii) Projects which are programmed in the six-year Operating Budget estimate; and,
 - iii) Projects which can be completed or significantly advanced during the year they are scheduled.

City of Kenmore, Washington

Basis of Accounting and Budgeting

ACCOUNTING

Accounting records for the City are maintained in accordance with methods prescribed by the State Auditor using the revenue and expenditure classifications contained in the *Cash Basis Budgeting, Accounting and Reporting System (BARS)* manual. This basis of accounting and reporting is another comprehensive basis of accounting (OCBOA) that is prescribed by the State Auditor's Office under the authority of Washington State law, Chapter 43.09 RCW.

BASIS OF PRESENTATION – FUND ACCOUNTING

The accounts of the City of Kenmore are organized on the basis of funds, each of which is considered a separate accounting entity. Each fund is accounted for with a separate set of double-entry accounts that comprise its cash, investments, revenues and expenditures, as appropriate. The City's resources are allocated to and accounted for in individual funds depending on their intended purpose. The following are the fund types used by the City of Kenmore:

GOVERNMENTAL FUND TYPES

Governmental funds are used to account for activities typically associated with state and local government operations. All governmental fund types are accounted for on a spending or "financial flows" measurement focus, which means that typically only current assets and current liabilities are included on related balance sheets. The operating statements of governmental funds measure changes in financial position, rather than net income. They present increases (revenues and other financing sources) and decreases (expenditures and other financing uses) in net current assets. There are three governmental fund types used by the City of Kenmore:

General Fund

This fund is the primary fund of the City of Kenmore. It accounts for all financial resources except those required or elected to be accounted for in another fund (General Fund).

Special Revenue Funds

These funds account for revenues that are legally restricted or designated to finance particular activities of the City of Kenmore (Street Fund, Public Art Fund, Park Impact Fee Fund, Transportation Impact Fee Fund, Strategic Reserve Fund, Strategic Opportunities Fund).

Transportation Benefit District Fund

This fund was created under the authority of the Transportation Benefit District (TBD) which is a separate entity. The City Council serves as the District Board and the purpose of this fund is to collect and distribute the \$20 vehicle license fees that were approved by the Board in November, 2012. The TBD budget was adopted by Resolution 2012-009 which is included in the Appendix.

For managerial oversight and accounting purposes, it is included here as a Special Revenue Fund and is also included in the budget document, charts, and tables.

City of Kenmore, Washington

Basis of Accounting and Budgeting

Capital Project Funds

These funds account for financial resources, which are designated for the acquisition or construction of general government capital projects (Real Estate Excise Tax Fund, Kenmore Village Fund, Parks Capital Fund, the Sammamish River Bridge Fund and the Transportation Capital Fund).

PROPRIETARY FUND TYPES

Proprietary funds are used to account for activities similar to those found in the private sector where the intent of the governing body is to finance the full cost of providing services primarily through user charges.

Enterprise Funds

These funds account for operations that provide goods or services to the general public and are supported primarily by user charges (Surface Water Management Fund, the Surface Water Capital Fund, and the Swamp Creek Basin Fund).

Internal Service Fund

This fund accounts for operations that provide goods or services to other departments or funds of the City (Equipment Replacement Fund).

FIDUCIARY FUND TYPES

Fiduciary funds account for assets held by the City of Kenmore in a trustee capacity or as an agent on behalf of others.

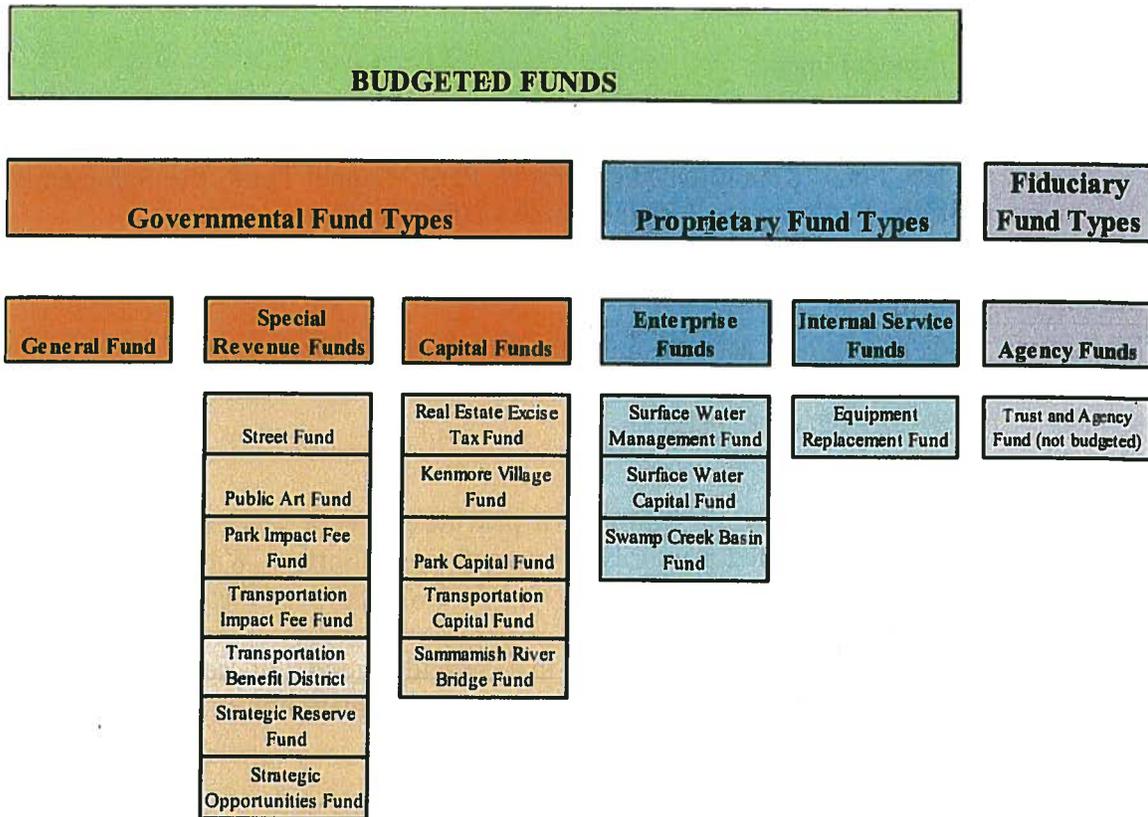
Agency Fund

These funds are used to account for assets that the City holds for others in an agency capacity. The City has one trust/agency fund which accounts for refundable deposits, animal license fees that will be remitted to the County, and rental security deposits. This fund is not budgeted.

The chart below illustrates how the City funds are categorized:

City of Kenmore, Washington

Basis of Accounting and Budgeting



Basis of Accounting

Basis of accounting refers to when revenues and expenditures are recognized in the accounts and reported in the financial statements. The City of Kenmore uses double-entry, cash basis accounting which is a departure from generally accepted accounting principles (GAAP). Under this accounting basis, revenues are recognized only when cash is received and expenditures are recognized when paid, including those properly chargeable against the report year(s) budget appropriations as required by state law (See Budget Glossary section for definition).

Purchases of fixed assets are expensed during the year of acquisition. There is no capitalization of fixed assets, nor allocation of depreciation expense. Inventory is expensed when purchased.

Budgets and Budgetary Accounting

Annual appropriated budgets are adopted for all funds except the Agency Fund. These funds are budgeted on the cash basis of accounting which matches the City's accounting basis. The financial statements include budgetary comparisons for applicable funds:

Budgets are adopted at the fund level that constitutes the legal authority for expenditures. Annual appropriations for all funds lapse at the fiscal period end.

City of Kenmore, Washington Debt Obligations and Debt Calculations

In March 2002, the City of Kenmore received approval for a Public Works Trust Fund Loan from Washington State's Department of Community Development. The last payment on this loan was made in 2007. The \$1,000,000 loan was a general obligation of the City and funded pre-construction costs associated with the SR-522 Phase I Transportation Improvement Project.

In August 2003 the City purchased property (Kenmore Village) through the issuance of \$5,000,000 in taxable Bond Anticipation Notes (BAN). This was a three-year BAN which matured August 15, 2006. In November 2005, in order to save approximately \$37,000 of interest expense versus interest income, the City Council approved staff's recommendation to pay off the BAN using cash reserves from the Capital Projects Fund.

The City had a short-term debt obligation that was inherited from King County upon incorporation in 1998. These debt payments are for the City's portion of debt service on County surface water bonds that were approved countywide in 1993 and 1996. Interest and principal payments on these bonds were approximately \$47,740 annually. This debt service obligation was paid off in 2016.

In 2009 the City Council authorized a 5 year, 3.89% interest, \$4,000,000 note for construction of the new city hall. The \$4,000,000 was drawn in 2010 as construction progressed which made other cash reserves available for any unanticipated needs. By the end of 2010 it was apparent that the cash was not needed and the note was repaid in December 2010.

Walkways & Waterways, Proposition 1, to authorize the issuance of general obligation bonds in the amount of \$19,750,000, will be on the ballot in November, 2016. If the voters approve this ballot measure, a series of bonds in the expected amount of \$9,750,000 will be issued in December 2016; and a second series, in the amount of \$10,000,000 is expected to be issued in 2019. Debt service over the term of the bonds will be approximately \$1,200,000 annually.

According to the Revised Code of Washington (RCW) 39.36.020, there are four categories of general obligation (debt which is secured by the full faith and credit of the city) debt available to the City to finance large projects. One category (#1) requires a City Council super majority vote (majority plus one) and three categories require a 60% vote of the City electorate. The City's 2017 preliminary assessed valuation of \$3,903,423,117 was used for the calculations below. The four categories of debt are described below.

1. General Purpose Non Voted Debt: This requires only a vote of the City Council and debt must be paid from operational revenue sources. The Council can levy up to 1.5% of the City's assessed value or \$58,551,346 for 2017.
2. General Purpose Voted Debt: This requires a 60% vote of the City electorate. Debt would be paid from an increase to the City's property tax levy. An amount up to 2.5% of the City's assessed value can be levied or \$97,585,578 for 2017. The total

City of Kenmore, Washington Debt Obligations and Debt Calculations

General Purpose Councilmanic Debt and General Purpose Voted Debt cannot exceed 2.5% of the City's assessed value.

3. Parks and Open Space Debt: This requires a 60% vote of the City electorate. Debt would be paid from an increase to the City's property tax levy for acquiring or developing open space and park facilities. An amount up to 2.5% of the City's assessed value can be levied or \$97,585,578 for 2017.
4. Utility Purpose Debt: This requires a 60% vote of the City electorate. Debt would be paid from an increase to the City's property tax levy for utility purposed of a utility is owned and controlled by the City. An amount up to 2.5% of the City's assessed value can be levied or \$97,585,578 for 2017.

A total of 7.5% of the City's assessed valuation may be issued in bonds. The calculation for the City's Debt Capacity as of January 1, 2017 is as follows:

2017 Preliminary Assessed Value for 2017 taxes	\$3,903,423,117
Debt limit – 7.5% of total assessed value	\$292,756,734
Less: Total Outstanding Debt	0
Total Remaining Debt Capacity	\$292,756,734

If voters approve Proposition 1, Walkways & Waterways, in November, 2016 the table below would reflect that outstanding debt as follows:

2017 Preliminary Assessed Value for 2017 taxes	\$3,903,423,117
Debt limit – 7.5% of total assessed value	\$292,756,734
Less: Total Outstanding Debt	\$9,750,000
Total Remaining Debt Capacity	\$283,006,734

These limits do not apply to revenue bonds that are not general obligations (RCW 39.46.150) and are secured on the basis of dedicated revenues rather than taxes, or to special assessment (RCW 35.45.070) bonds created by the formation of local improvement districts and are secured by assessments against property benefited by the proceeds of such bonds.

City of Kenmore, Washington
Net Direct and Overlapping Debt

The calculations below are based on the assumption that the voters will approve Proposition 1, Walkways & Waterways, in the amount of \$9,750,000 in November, 2016.

Direct Debt of the City of Kenmore:

Outstanding General Obligation Debt:	
Outstanding Unlimited Tax General Obligation Debt	\$9,750,000
Outstanding Limited Tax General Obligation Debt	0
Total Net Direct Debt	<u>\$9,750,000</u>

Overlapping Debt (1):

	Overlapping Debt
King County	\$6,009,423
King County Library	1,788,245
Evergreen Hospital District #2	9,937,168
Lake Washington School District #414	10,815
Northshore Park & Recreation	433,754
Port of Seattle	2,321,039
Northshore School District	65,334,553
 Total Overlapping Debt	 <u>\$85,834,999</u>
 Total Net Direct and Overlapping Debt	 <u>\$95,584,999</u>

BONDED DEBT RATIOS

2017 Preliminary Assessed Valuation (A.V.)	\$ 3,903,423,117
2016 Population	22,320
Ratio of:	
Net Direct Debt to Assessed Value	0.25%
Net Direct Debt and Overlapping Debt to A.V.	2.44%
Per Capita:	
Net Direct Debt	\$437
Net Direct Debt and Overlapping Debt	\$4,282
Assessed Value	\$174,884

(1) Source: King County Treasury Division Office

This is the amount of debt owed by jurisdictions with boundaries that overlap the City of Kenmore. The information for other taxing agencies was obtained from King County as of December 31, 2014.

PRELIMINARY

LEVY LIMIT WORKSHEET - 2017 Tax Roll

TAXING DISTRICT: City of Kenmore

The following determination of your regular levy limit for 2017 property taxes is provided by the King County Assessor pursuant to RCW 84.55.100.

Annexed to Fire District 16 Estimated Fire rate: 0.78563
 Annexed to Library District (Note 1) Estimated Library rate: 0.40190

Using Limit Factor For District	Calculation of Limit Factor Levy	Using Implicit Price Deflator
5,125,232	Levy basis for calculation: (2016 Limit Factor) (Note 2)	5,125,232
1.0100	x Limit Factor	1.0095
5,176,484	= Levy	5,174,075
68,830,743	Local new construction	68,830,743
0	+ Increase in utility value (Note 3)	0
68,830,743	= Total new construction	68,830,743
1.25804	x Last year's regular levy rate	1.25804
86,592	= New construction levy	86,592
5,263,076	Total Limit Factor Levy	5,260,667
Annexation Levy		
0	Omitted assessment levy (Note 4)	0
5,263,076	Total Limit Factor Levy + new lid lifts	5,260,667
3,903,423,117	÷ Regular levy assessed value less annexations	3,903,423,117
1.34832	= Annexation rate (cannot exceed statutory maximum rate)	1.34771
0	x Annexation assessed value	0
0	= Annexation Levy	0
Lid lifts, Refunds and Total		
0	+ First year lid lifts	0
5,263,076	+ Limit Factor Levy	5,260,667
5,263,076	= Total RCW 84.55 levy	5,260,667
7,153	+ Relevy for prior year refunds (Note 5)	7,153
5,270,229	= Total RCW 84.55 levy + refunds	5,267,820
	Levy Correction: Year of Error (±)	
5,270,229	ALLOWABLE LEVY (Note 6)	5,267,820
Increase Information (Note 7)		
1.35016	Levy rate based on allowable levy	1.34954
4,537,138	Last year's ACTUAL regular levy	4,537,138
639,346	Dollar increase over last year other than N/C - Annex	636,937
14.09%	Percent increase over last year other than N/C - Annex	14.04%
Calculation of statutory levy		
	Regular levy assessed value (Note 8)	3,903,423,117
	x Maximum statutory rate	2.41247
	= Maximum statutory levy	9,416,891
	+Omitted assessments levy	0
	=Maximum statutory levy	9,416,891
	Limit factor needed for statutory levy	Not usable

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

City of Kenmore, Washington
Executive Summary

City of Kenmore, Washington Historical Revenue Review

As a code city, the City of Kenmore has statutory authority to levy or assess all revenues generally available to all classes of cities and towns in Washington State. This section analyzes the major revenues utilized and available to the City.

A Word on Voter Initiatives

Voters have approved for the ballot and subsequently passed a series of initiatives aimed at reducing and limiting the future growth of governmental revenues (or taxes, depending on your perspective). Here are the recently approved initiatives:

- **Initiative 695** – November 1999
 - Reduced motor vehicle excise taxes to \$30
 - Required voter approval of future tax increases
 - Ruled unconstitutional by the Washington State Supreme Court
 - Motor vehicle excise tax subsequently reduced by State legislature
 - \$1,500,000 annual tax reduction in Kenmore
 - Kenmore increased the utility tax rate on gas, electric, telephone and cell phone revenues to 6.0% from 1.5% in December 1999 to offset the annual reduction by \$750,000
- **Initiative 722** – November 2000
 - Would have repealed any tax or fee increases in the last half of 1999
 - Limited property tax growth to 2% per year
 - Ruled unconstitutional by the Washington State Supreme Court
 - The initiative had no effect on these matters since the State Supreme Court overturned it.
- **Initiative 747** – November 2001
 - Establishes the new property tax “limit factors”
 - 1% or Implicit Price Deflator (IPD) increase, whichever is less, over the highest of the district’s three previous annual property tax levies
 - Taxing districts could levy higher than the limit factor with voter approval.
 - “Banked capacity” still available
- **Initiative 776** – November 2002
 - Limits total motor vehicle license fees to \$30
 - Reduces transportation funding (about \$172,000 annually in Kenmore)

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

City of Kenmore, Washington
Personnel Summary 2011 -2018

<u>Cost Center</u>	<u>2011 Actual</u>	<u>2012 Actual</u>	<u>2013 Actual</u>	<u>2014 Actual</u>	<u>2015 Actual</u>	<u>2016 Actual</u>	<u>2017 Preliminary</u>	<u>2018 Preliminary</u>
City Manager*	4.00	5.00	6.55	6.55	6.75	7.00	7.00	7.00
Finance and Administration **	6.00	5.00	4.00	4.00	4.00	4.00	4.00	4.00
Community Development***	2.50	2.50	3.50	3.50	2.90	3.50	4.50	4.50
Development Services	5.50	5.50	5.50	5.50	5.50	5.50	6.50	6.50
Public Works****	4.50	4.50	4.50	4.50	5.50	5.50	4.05	4.05
Parks and Facility Maintenance *****	1.00	1.00	1.00	1.00	2.40	2.40	3.20	3.20
Street Fund****	1.50	1.50	1.50	1.50	2.60	2.60	2.60	2.60
Surface Water Management Fund	1.00	2.00	2.00	2.00	2.00	2.00	2.00	2.00
Totals	26.00	27.00	28.55	28.55	31.65	32.50	33.85	33.85

* Positions were reclassified as follows:

Receptionist was transferred from Finance in 2013 and
Administrative Assistant position was added in 2012.

.55 FTE Volunteer and Events Supervisor was increased to .75 FTE in 2015, increased to 1.0 FTE in 2016

** 1 Accounting Technician position was added in 2011, Receptionist was transferred to City Manager cost center in 2013,

Administrative Assistant position was eliminated in 2013.

*** A two year term, one FTE Parks Project Manager, was added; a second Parks Project Manager was added for 2017 funded by Park Capital Projects

**** Sr Engineering Tech moved from Public Works to Street Fund, Admin Asst increased .1 FTE and reduced in Eng .1 FTE.

added one Traffic Engineer and one Capital Projects Engineer

***** 2015 added 1FTE maintenance worker and one 4.FTE maintenance worker; in 2017 added one .4 FTE Building Technician

City of Kenmore, Washington
 Summary of All Revenues and Expenditures By Fund
 2015/2016 to 2017/2018

Revenues by Fund:	2015-2016 Adopted Budget	2015-2016 Amended Budget	2015 Actual	2016 Estimated	2015-2016 Biennium Total	2017 Preliminary	2018 Preliminary	2017-2018 Preliminary Budget
General Fund	\$ 20,553,270	\$ 21,048,270	\$10,765,643	\$11,750,210	\$22,515,853	\$ 11,803,470	\$ 11,729,704	\$ 23,533,174
Street Fund	2,359,531	2,359,531	1,315,650	1,399,138	2,714,788	1,466,652	1,445,652	2,912,304
Public Art Fund	200	200	351	300	651	150	0	150
Park Impact Fee Fund	234,063	234,063	396,247	455,000	851,247	257,000	155,000	412,000
Transportation Impact Fee Fund	1,397,257	1,397,257	1,413,467	1,000,500	2,413,967	503,500	402,000	905,500
Transportation Benefit District	630,200	630,200	334,634	335,400	670,034	340,400	340,400	680,800
Strategic Reserve Fund	0	0	0	0	0	0	0	0
Strategic Opportunities Fund	37,161	1,217,946	1,211,827	27,986	1,239,813	140,000	140,000	280,000
Sammamish River Bridge Fund	0	0	0	0	0	2,098,962	910,999	3,009,961
Real Estate Excise Tax Fund	1,827,000	1,827,000	1,464,657	1,204,000	2,668,657	802,000	601,000	1,403,000
Kenmore Village Fund	1,326,900	2,246,900	939,763	1,506,700	2,446,463	273,351	151,277	424,628
Park Capital Fund	1,240,400	1,605,174	521,437	750,958	1,272,395	1,900,095	2,431,925	4,332,020
Transportation Capital Fund	17,208,172	21,850,956	8,831,143	9,155,418	17,986,561	4,256,360	4,852,851	9,109,211
Surface Water Management Fund	3,540,000	3,540,000	1,915,280	1,789,611	3,704,891	1,786,400	1,757,000	3,543,400
Surface Water Capital Fund	2,139,500	2,139,500	204,826	855,674	1,060,500	1,562,634	2,063,000	3,625,634
Swamp Creek Basin Fund	20,000	20,000	7,271	7,000	14,271	7,000	7,000	14,000
Equipment Replacement Fund	206,000	206,000	89,227	116,914	206,141	105,493	105,493	210,986
Total Revenues	\$52,719,654	\$60,322,997	\$29,411,423	\$30,354,809	\$59,766,232	\$27,303,467	\$27,093,301	\$54,396,768
Less Interfund Transactions	(10,972,104)	(14,425,322)	(7,323,427)	(6,246,953)	(13,570,380)	(4,472,497)	(3,179,309)	(7,651,806)
Net Revenues	\$ 41,747,550	\$ 45,897,675	\$ 22,087,996	\$ 24,107,856	\$ 46,195,852	\$ 22,830,970	\$ 23,913,992	\$ 46,744,962

Expenditures by Fund:	2015-2016 Adopted Budget	2015-2016 Amended Budget	2015 Actual	2016 Estimated	2015-2016 Biennium Total	2017 Preliminary	2018 Preliminary	2017-2018 Preliminary Budget
General Fund	\$ 20,538,937	\$ 22,772,720	\$ 11,553,825	\$ 12,051,816	\$ 23,605,641	\$ 11,612,596	\$ 11,754,025	\$ 23,366,621
Street Fund	2,371,277	2,771,277	1,389,911	1,458,931	2,848,842	1,465,836	1,443,173	2,909,009
Public Art Fund	1,000	1,000	548	544	1,092	60,500	500	61,000
Park Impact Fee Fund	490,000	703,416	0	441,918	441,918	639,500	115,000	754,500
Transportation Impact Fee Fund	2,760,000	2,760,000	2,360,000	200,000	2,560,000	122,310	21,090	143,400
Transportation Benefit District	630,000	630,000	309,500	320,500	630,000	345,000	324,000	669,000
Strategic Reserve Fund	0	0	0	0	0	0	0	0
Strategic Opportunities Fund	911,200	1,571,200	247,741	1,212,227	1,459,968	110,000	195,000	305,000
Sammamish River Bridge Fund	0	0	0	0	0	2,098,962	910,999	3,009,961
Real Estate Excise Tax Fund	3,528,719	3,987,306	2,484,359	960,178	3,444,537	1,075,156	1,109,739	2,184,895
Kenmore Village Fund	3,517,240	4,631,169	1,003,897	3,608,856	4,612,753	145,151	147,077	292,228
Park Capital Fund	1,238,000	1,691,233	437,372	629,376	1,066,748	2,112,031	2,381,925	4,493,956
Transportation Capital Fund	17,308,172	21,842,377	8,637,373	7,250,726	15,888,099	4,714,560	4,712,000	9,426,560
Surface Water Management Fund	4,652,276	3,965,776	1,115,683	2,387,739	3,503,422	2,519,456	2,210,031	4,729,487
Surface Water Capital Fund	2,209,500	2,209,500	176,312	162,128	338,440	1,395,634	2,063,000	3,458,634
Swamp Creek Basin Fund	0	0	0	0	0	0	0	0
Equipment Replacement Fund	224,000	358,375	173,486	73,944	247,430	78,500	40,500	119,000
Total Expenditures	\$60,380,321	\$69,895,349	\$29,890,007	\$30,758,883	\$60,648,890	\$28,495,192	\$27,428,059	\$55,923,251
Less Interfund Transactions	(10,972,104)	(14,425,322)	(7,323,427)	(6,246,953)	(13,570,380)	(4,472,497)	(3,179,309)	(7,651,806)
Net Expenditures	\$ 49,408,217	\$ 55,470,027	\$ 22,566,580	\$ 24,511,930	\$ 47,078,510	\$ 24,022,695	\$ 24,248,750	\$ 48,271,445

City of Kenmore, Washington

Operating Budget

City of Kenmore, Washington
 Summary of General Fund Revenues
 2015-2016 to 2017-2018

	2015-2016 Adopted Budget	2015-2016 Amended Budget	2015 Actual	2016 Projected	2015-2016 Biennium Total	2017 Preliminary Budget	2018 Preliminary Budget	2017-2018 Total Preliminary Budget
REVENUES								
Beginning Fund Balance	\$2,682,689	\$4,221,475	\$4,221,475	\$3,433,293	\$4,221,475	\$3,131,687	\$3,322,562	\$3,131,687
Property Taxes	8,948,766	8,948,766	4,511,047	4,565,307	9,076,354	4,668,509	4,740,194	9,408,704
Sales Tax	3,449,580	3,749,580	2,045,788	2,115,282	4,161,070	2,075,374	2,116,882	4,192,256
Crim. Justice 1/10 Sales Tax	950,952	950,952	546,287	561,570	1,107,857	586,156	597,879	1,184,035
Electric Utility Tax	1,027,280	1,027,280	463,563	581,017	1,044,580	557,874	569,032	1,126,906
Gas Utility Tax	516,028	516,028	203,671	284,685	488,356	249,062	254,043	503,104
Telephone/Cellphone Utility Tax	1,220,082	1,220,082	499,794	527,798	1,027,592	538,354	549,121	1,087,475
Gambling Tax-Pulltabs & Games	101,720	101,720	55,779	125,331	181,110	91,856	91,856	183,713
Other Taxes	11,000	11,000	20,057	-8,846	11,211	17,350	17,350	34,700
Total Taxes	16,225,408	16,525,408	8,345,986	8,752,144	17,098,130	8,784,536	8,936,357	17,720,893
Cable Franchise fees	622,160	622,160	317,450	324,440	641,890	330,929	337,547	668,476
Water/Sewer Franchise fees	800,000	800,000	485,430	516,780	1,002,210	500,000	500,000	1,000,000
Business Licenses/Registration	24,000	24,000	12,374	12,420	24,794	11,830	11,830	23,660
Right Of Way Permits	12,000	12,000	4,899	6,636	11,535	5,000	5,000	10,000
Building Permits	604,004	734,004	515,462	472,337	987,799	368,533	325,383	693,916
Development Fees	49,466	49,466	31,500	30,841	62,341	26,456	23,108	49,564
Total Licenses & Permits	2,111,630	2,241,630	1,367,115	1,363,454	2,730,569	1,242,748	1,202,868	2,445,616
State and Federal Grants	19,000	19,000	8,661	55,661	64,322	36,500	15,000	51,500
Recycling Grants	80,900	80,900	38,000	62,000	100,000	50,000	50,000	100,000
Criminal Justice Distributions	115,400	115,400	62,832	63,931	126,763	64,000	64,000	128,000
DUI/Other State Assistance	7,640	7,640	9,729	-3,125	6,604	3,350	3,350	6,700
Northshore School District SRO	0	0	0	0	0	35,000	35,000	70,000
Streamlined Sales Tax Mitigation	45,600	45,600	21,309	18,958	40,267	20,000	20,000	40,000
Liquor Excise Tax	64,000	64,000	58,181	95,983	154,164	102,740	103,767	206,507
Liquor Board Profits	374,830	374,830	187,250	185,081	372,331	171,704	171,704	343,408
Total Intergovernmental	707,370	707,370	385,962	478,489	864,451	483,294	462,821	946,115
Reimbursement of Direct/Indirect Costs	340,000	340,000	0	356,606	356,606	716,315	622,197	1,338,512
Land Use Fees	301,677	301,677	141,115	159,269	300,384	108,903	143,548	252,451
Review and Inspection Fees	765,285	830,285	449,975	422,114	872,089	408,925	303,162	712,087
Total Charges for Services	1,406,962	1,471,962	591,090	937,989	1,529,079	1,234,143	1,068,907	2,303,050
Total Investment Interest	50,700	50,700	30,653	30,000	60,653	26,000	26,000	52,000
Fines & Forfeitures	0	0	-4,360	10,812	6,452	0	0	0
Donations/Sponsorships	33,800	33,800	28,052	24,675	52,727	26,250	26,250	52,500
Miscellaneous/Rents	17,400	17,400	21,145	152,647	173,792	6,500	6,500	13,000
Total Miscellaneous	51,200	51,200	44,837	188,134	232,971	32,750	32,750	65,500
Total General Fund Revenues	20,553,270	21,048,270	10,765,643	11,750,210	22,515,853	11,803,470	11,729,704	23,533,174
Total Revenues and Beginning Fund Balance	\$23,235,959	\$25,269,745	\$14,987,118	\$15,183,503	\$26,737,328	\$14,935,158	\$15,052,265	\$26,664,861

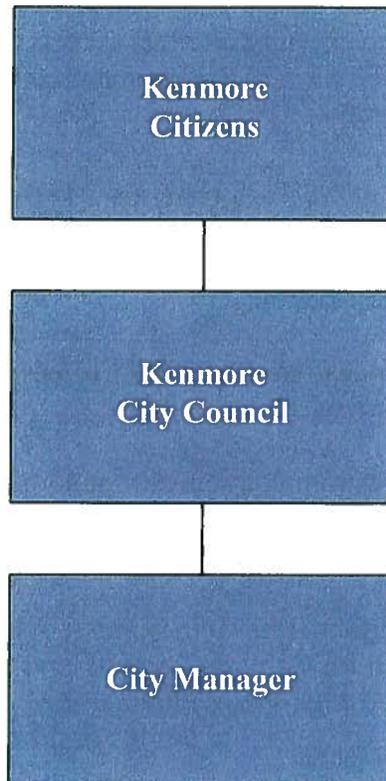
City of Kenmore, Washington
 Summary of General Fund Expenditures
 2015-2016 to 2017-2018

	2015-2016 Adopted Budget	2015-2016 Amended Budget	2015 Actual	2016 Projected	2015-2016 Biennium Total	2017 Preliminary Budget	2018 Preliminary Budget	2017-2018 Total Preliminary Budget
EXPENDITURES								
<u>Cost Center</u>								
City Council	\$302,299	\$302,299	\$156,134	\$146,866	\$303,000	\$164,713	\$164,713	\$329,426
City Manager	2,984,223	3,049,223	1,482,545	1,509,734	2,992,279	1,643,289	1,685,008	3,328,297
Finance and Administration	1,746,559	1,746,559	909,181	864,343	1,773,524	989,960	1,014,258	2,004,218
Legal	440,000	440,000	189,956	470,044	660,000	300,000	200,000	500,000
Non Dept: Transfers to Other Funds	1,033,885	3,202,671	1,666,216	1,681,780	3,347,996	733,151	595,077	1,328,228
Public Safety	8,076,115	8,076,115	4,152,023	4,009,934	8,161,957	4,378,152	4,378,152	8,756,304
Public Works	1,527,950	1,527,950	937,886	973,536	1,911,422	694,010	721,001	1,415,011
Community Development	830,030	830,030	401,776	476,012	877,788	737,951	977,559	1,715,510
Development Services	1,643,467	1,643,467	855,249	959,228	1,814,477	1,017,664	1,053,624	2,071,288
Public Works Maintenance	1,954,409	1,954,409	802,859	960,339	1,763,198	953,706	964,633	1,918,339
Total Expenditures	\$20,538,937	\$22,772,723	\$11,553,825	\$12,051,816	\$23,605,641	\$11,612,596	\$11,754,025	\$23,366,621
Ending Fund Balance	2,697,022	2,497,022	3,433,293	3,131,687	3,131,687	3,322,562	3,298,240	3,298,240
Total Expenditures and Ending Fund Balance	\$23,235,959	\$25,269,745	\$14,987,118	\$15,183,503	\$26,737,328	\$14,935,158	\$15,052,265	\$26,664,861

City of Kenmore, Washington
General Fund Department Budgets

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

The City Council is the legislative branch of City government and serves as the policy making body. The Council enacts ordinances and resolutions, adopt policies and regulations, approve contracts, and sets rates and fees for services provided to the citizens. The Council consists of seven Councilmembers who, in turn, select the mayor for a two-year term to serve as their chairperson.



2015-2016 Achievements:

- The City Council took important steps to improve transportation infrastructure, advance downtown redevelopment, and promote economic development.
- With the completion of the West B Segment of the SR 522 project, the City has transformed the streetscape from 61th Ave NE to the eastern city limits. Traffic flow is more efficient and the environment for pedestrians and bicyclists on SR 522 has been significantly improved.
- Through the direct efforts of the Mayor and City Council, State and Federal funding was obtained for the SR522 corridor project and the West Sammamish Bridge. The US Army Corps of Engineers completed Kenmore Navigation Channel sediment analysis and environmental review, which are required actions in order for maintenance dredging to proceed. The sediment testing was a result of the Council's advocacy with the Congressional Delegation and the US Army Corps of Engineers.

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

- The Council provided policy direction to influence the future of downtown Kenmore. The Spencer 68 residential project and Linq mixed use development in the former Kenmore Village property and public amenities such as the Town Green, Pavilion and Skate Court are transforming downtown.
- The Council supported improved pedestrian and bicycle safety measures, and approved taking the City's first ballot measure to the voters for Walkways and Waterways investments.
- The Council advocated for community interests in requiring enhanced protections for demolition activities of the old SR 520 Bridge and insisting that Puget Sound Energy improve power reliability in Kenmore.
- Councilmembers are active in regional, state and federal level organizations and committees, including the National League of Cities, Association of Washington Cities, King County Board of Health, Eastside Transportation Partnership, Seattle/King County Economic Development Council and Sound Cities Association.
- The Council convened Town Hall meetings and Coffee with Council informal discussions and information exchange with citizens.
- The Council spearheaded and promoted annual Kenmore Play Day events to encourage physical activity and wellness for young people, in conjunction with KaBOOM! This effort resulted in Kenmore being named a Playful City USA.
- The Council accepted important statewide awards: Association of Washington Cities 2015 Municipal Excellence Award for Coolest City Hall; and Governor's 2016 Smart Communities Award for Kenmore Village Public-Private Partnership

2017-2018 Objectives:

- Support further progress on the pedestrian and bicycle safety; economic development; waterfront access, Lakepointe redevelopment and other Council Goals.
- Secure additional transportation funding for the West Sammamish River Bridge and grade separated, multimodal crossing of SR 522 to improve connections between Kenmore's downtown and the lakefront. Advocate for funding in US Army Corps of Engineers budget for Kenmore Navigation Channel maintenance dredging.
- Continue and increase involvement in regional issues, including transportation initiatives such as SR-520 tolling and its impact on SR-522. Promote State Legislation to provide redevelopment incentives for Lakepointe, recognizing the property's support role for major regional transportation projects.

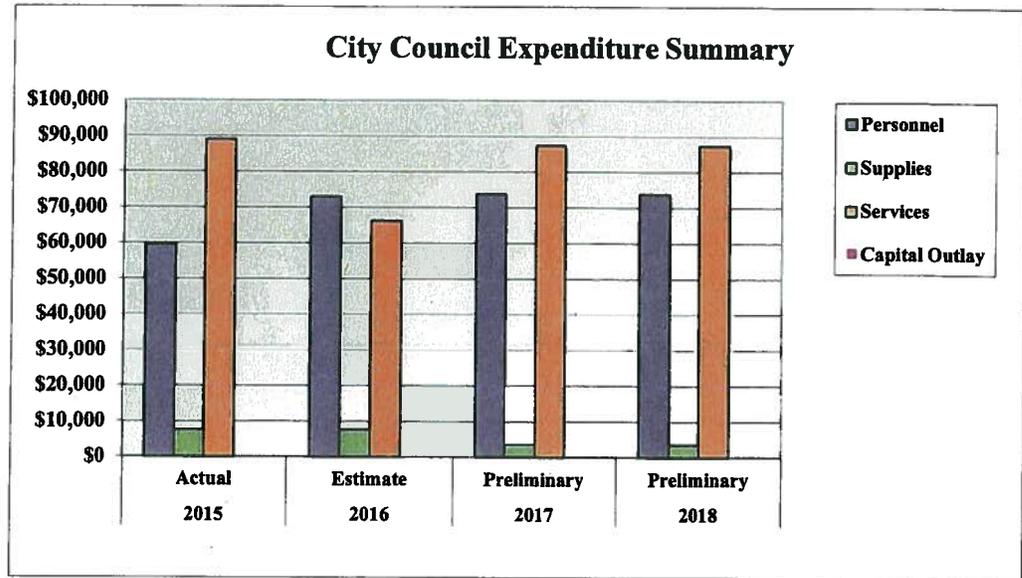
City of Kenmore, Washington
General Fund: City Council Cost Center

2017-2018 Budget Highlights:

- The 2017-2018 personnel costs reflect Salary Commission action that was effective in 2016.
- Continued emphasis on intergovernmental relations and securing infrastructure funding will continue to require Mayor and City Council involvement.

General Fund City Council

Expenditure Summary City Council	2015-2016			2015-2016			2017-2018
	Adopted Budget	2015 Actual	2016 Estimate	Total Biennium	2017 Preliminary	2018 Preliminary	Preliminary Budget
Personnel	\$120,690	\$59,587	\$73,025	\$132,612	\$73,758	\$73,758	\$147,516
Supplies	10,844	7,603	7,603	15,206	3,572	3,572	7,144
Services	170,765	88,944	66,238	155,182	87,383	87,383	174,766
Capital Outlay	0	0	0	0	0	0	0
Total Program Costs	\$302,299	\$156,134	\$146,866	\$303,000	\$164,713	\$164,713	\$329,426



Employee Summary City Council Positions	2015-2016			2015-2016			2017-2018
	Adopted Budget	2015 Actual	2016 Estimate	Total Biennium	2017 Preliminary	2018 Preliminary	Preliminary Budget
Mayor	1	1	1	1	1	1	1
Deputy Mayor	1	1	1	1	1	1	1
Councilmembers	5	5	5	5	5	5	5
Total Positions	7	7	7	7	7	7	7

City of Kenmore

Fund **General Fund**
Department **City Council**
Division **All Divisions**

PRIORITY BASED BUDGETING NON PERSONNEL PROGRAM COSTS

Account **All Accounts**

#	Department	Program	FTE	2017 Cost
127	City Council	Federal and State Government Relations	0.070	\$16,461
128	City Council	King County Government Relations	0.210	\$15,200
129	City Council	Special Events and Presentations	0.700	\$6,049
130	City Council	Appointments to Regional and State Boards a	0.280	\$12,782
131	City Council	Appointments to National Boards and Commi	0.280	\$1,620
9018	City Council	Informal Informational Meetings	0.910	\$5,264
9019	City Council	City Manager Oversight	0.630	\$3,644
9020	City Council	Citizen Point of Contact	0.700	\$4,049
9021	City Council	Strategic Goal and Direction Setting	0.560	\$12,239
9102	City Council	Council Meetings	2.660	\$15,387
Total			7.000	\$92,695

City of Kenmore

Fund **General Fund**
Department **City Council**
Division **All Divisions**

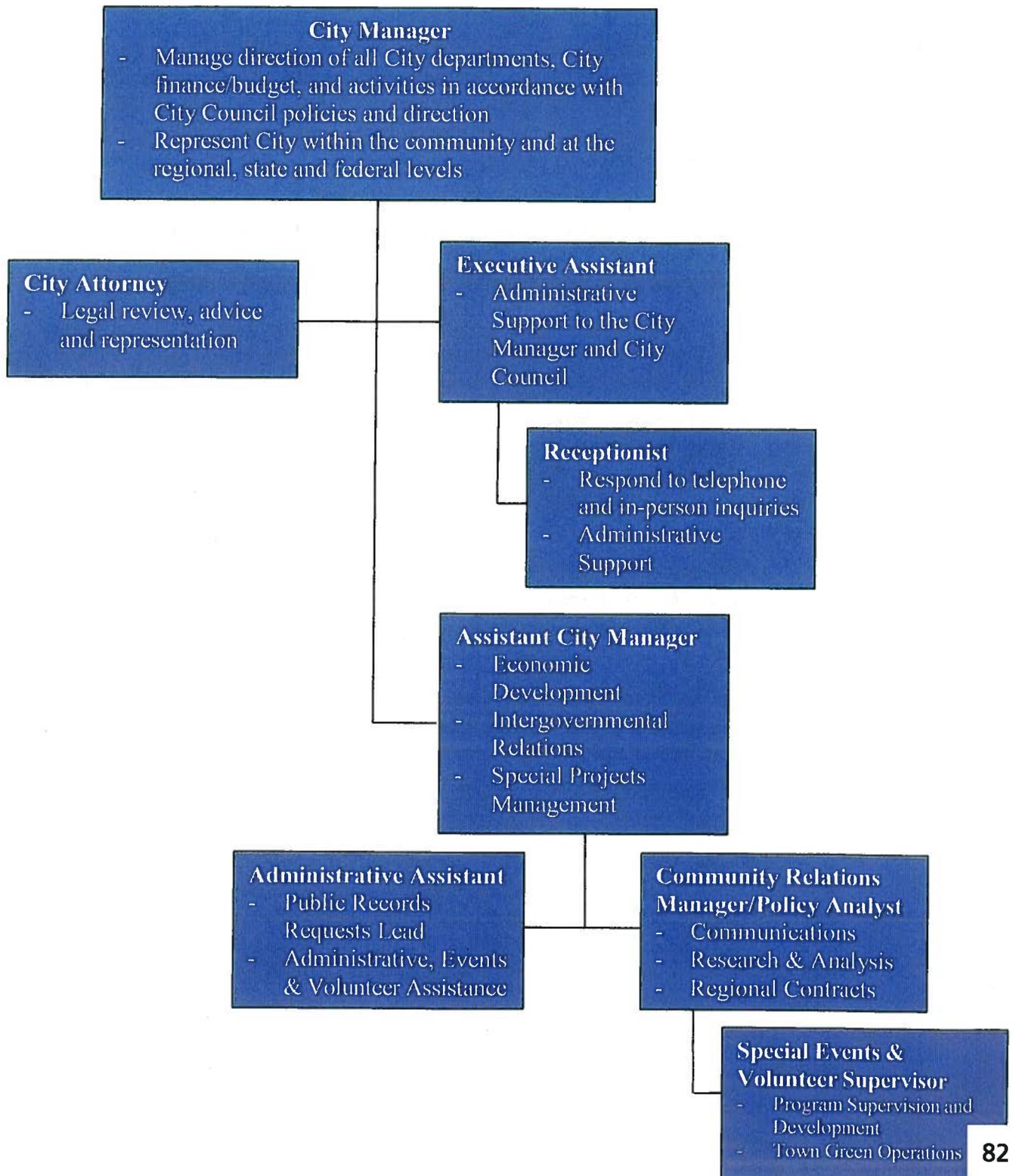
PRIORITY BASED BUDGETING NON PERSONNEL PROGRAM COSTS

Account **All Accounts**

#	Department	Program	FTE	2018 Cost
127	City Council	Federal and State Government Relations	0.070	\$16,411
128	City Council	King County Government Relations	0.210	\$15,050
129	City Council	Special Events and Presentations	0.700	\$5,549
130	City Council	Appointments to Regional and State Boards a	0.280	\$12,582
131	City Council	Appointments to National Boards and Commi	0.280	\$1,420
9018	City Council	Informal Informational Meetings	0.910	\$4,614
9019	City Council	City Manager Oversight	0.630	\$3,194
9020	City Council	Citizen Point of Contact	0.700	\$3,549
9021	City Council	Strategic Goal and Direction Setting	0.560	\$11,839
9102	City Council	Council Meetings	2.660	\$13,487
Total			7.000	\$87,695

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

The City Manager is appointed by the City Council and serves at the Council's pleasure. The City Manager's office provides (1) management direction of all City departments and activities in accordance with City Council policies and direction, (2) administrative support to the City Council and (3) representing the City within the community and at the regional, state and federal levels to advance Kenmore's priorities and interests. The City Manager's Office also provides Economic Development programs and oversees marketing, public relations, public records requests, events and volunteer programs for the City.



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

2015-2016 Achievements:

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

- Continued to guide the transformation of downtown Kenmore by finalizing and implementing a Development Agreement for the Main Street Properties commercial/residential development of the former Kenmore Village property.
- Oversaw the final design details and construction of the public Town Square and Hangar project in the bull's eye of the downtown. The Town Square will be a signature public gathering space to complement new redevelopment in Kenmore's Downtown. This includes recruiting a retail tenant for the building and negotiating a lease. Prepared a detailed Business Plan and Operations strategy for the complex.
- Successfully advocated for \$20 million in the State transportation package, including \$12 million for the West B segment of Bothell Way and \$8 million for the West Sammamish River bridge (southbound 68th Avenue) replacement. Successfully advocated for state legislation regarding the lease terms and rehabilitation of the St. Edward seminary building.
- Led the Imagine Kenmore effort to study funding options, feasibility, and citizen preferences for a voter approved measure for pedestrian/bicycle safety and/or parks. The Walkways and Waterways \$19.75M bond measure is on the November 2016 General Election ballot.
- Harnessed community support for improved transit to successfully advocate for the Sound Transit 3 ballot measure to include investments in Bus Rapid Transit, parking structures and light rail studies for the SR 522 Corridor. This effort included leading a coalition of five cities and convening a joint meeting of five City Councils to speak with one voice in support of these investments.
- Mobilized to ensure that demolition activities of the old SR 520 Bridge in Kenmore conformed to land use and environmental regulations by negotiating a settlement agreement with Kiewit General Manson that specified hours of work, air quality measures and haul routes, among other requirements.
- Continued progress in supporting redevelopment of the 45-acre signature Lakepointe property by leading a team of senior management to engage with support technical studies with the developer and help the project progress toward permit submittal and beyond.
- Oversaw the continued progress on SR 522 improvements and advocated for federal and state funding on SR 522 between 61st Ave NE and 65th Ave NE.
- Advocated for federal funding and completion of maintenance dredging of the Kenmore Navigation Channel through frequent contacts with the Congressional delegation and the US Army Corps of Engineers at the district, division and headquarter levels. The US Army Corps of Engineers conducted sediment testing of the Channel and environmental assessment, which was completed in early 2015. Test results revealed that open water disposal of the dredged material would not be permitted.
- Economic Development: The **Kenmore Business Incubator**, which opened in early 2013, provides low cost work space and business mentoring support to promising early stage and

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

established companies (see Strategic Opportunities Fund for program accomplishments). The Council adopted an Ordinance in 2013 creating a **Business Registration** required program for local businesses, which is administered in partnership with the Washington Department of Revenue. Over 800 Kenmore businesses are registered, which has vastly increased our ability to communicate with, and learn more about the local business community. Registered businesses have the option to be listed in the online **Kenmore Business Directory** FindKenmore.org, which debuted in 2014, now has over 100 listings and attracts an average of 3,000 visits per month. Business Registration revenues support the **Kenmore Business Alliance** and regularly scheduled **Business Networking Events**.

- Business Recruitment efforts and incentives have been instrumental in a growing craft brewing area along the Burke Gilman Trail. In partnership with the Port of Seattle, the City is offering Business Acceleration training and consultation to selected local businesses to support their revenue and job growth.
- Oversee the Kenmore Water Activities Center (KWAC), which is operated by a community-based nonprofit organization, provides equipment rental, lessons and events.
- Oversaw numerous capital and operational improvements to City parks.
- Led Target Zero initiative to improve Pedestrian and Bicycle Safety in Kenmore, including traffic safety improvements, neighborhood traffic calming measures, and a comprehensive public information and education program.
- Led an effort with Bastyr University, the Economic Development Council of Seattle-King County and private/public partners to grow a natural health business cluster in the area. Produced targeted marketing materials and attended major industry events.
- Launched an impressive media relations and marketing effort, which has brought attention to Kenmore in regional, national and international business publications.
- Sponsored and supported a diverse lineup of successful community-building events, including the Fourth of July Fireworks Festival, Summer Concert Series, Kenmore Play Day, Halloween at the Hall, Christmas Tree Lighting Festival, Kenmore Hydroplane Cup, and food trucks.
- Hosted for the Love of Kenmore in 2015, which launched an initiative to encourage community co-creators to contribute to community spirit. Examples of community-generated "love notes" are: Mural project, #WhyILoveKenmore Summer Party, 522 beautification project. This innovative initiative was the feature article in the July/August 2016 issue of AWC's CityVision magazine.
- Continued an expanded Volunteer Program featuring Park Stewards, Kenmore Events Team and Adopt a Street volunteer activities. Volunteer hours continued to grow through efforts at park cleanups, special events, adopt a programs, Adult Transition program, and High School internships.
- With the City Council, pursued City policy position with the Washington State Parks Commission supporting the rehabilitation of the historic Saint Edward Seminary in Saint Edward State Park and maintaining the natural features of the Park as an important enhancement to the community's economic and cultural condition. Commission decisions on a lease/rehabilitation proposal are expected in late 2016 or early 2017.
- Proposed and advocated leasing and improving the existing sports field at Saint Edward State Park to enhance outdoor sports facilities in the city.

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

- Updated the City's website to improve navigation and access to information.
- The City continued to be recognized as a top performer by statewide organizations: The Association of Washington Cities bestowed a 2015 Municipal Excellence Award to Kenmore for Coolest City Hall. This was the third consecutive year that Kenmore was a Municipal Excellence Award winner—an achievement unmatched among Washington cities. In addition, the City and MainStreet were presented with the 2016 Governor's Smart Communities "Smart Partnership" Award for the Kenmore Village Mixed-Use Development Project.
- Processed over 630 Public Records Requests, ensuring that responses to requests were provided within the required timelines.
- The Kenmore Community Club was designated as a Local Landmark by the Kenmore Landmarks Commission—the first landmark designation since Kenmore's incorporation.
- Enhanced the City's profile in social media to inform the public on City issues and events.
- Launched electronic newsletter.
- Hired contractor to address aquatic weeds in areas of Sammamish River and Lake Washington. Successfully applied for and executed a Department of Ecology grant to fund more holistic planning efforts for aquatic weed control at the north end of Lake Washington and the Sammamish River.
- Represented the City's interests in intergovernmental organizations such as A Regional Coalition for Housing (ARCH) and the E-City Gov Alliance.

2017-2018 Objectives:

- The City Manager will assist the Council in establishing annual goals, based on the Council's adopted vision and mission and support a January City Council Priority Setting Workshop and a June Program Review and Budget Workshop.
- Continue to place a priority on pedestrian and bicycle safety.
- Move forward on Lakepointe redevelopment by negotiating a development agreement with the project developer Weidner and advocating for state incentives to support the project.
- Oversee the startup, retail tenant lease and tenant improvements, and operation/programming of the Town Square and Hangar in Kenmore Village.
- Support other downtown redevelopment, including improved access to the lakefront. Propose strategic investments for downtown amenities.
- Continue to implement the Economic Development Strategy including: increasing business registration and managing the FindKenmore business directory (in conjunction with the State Department of Revenue); business recruitment; business incentives; business incubator project; and a sustained, effective marketing campaign. The City Manager's Office will work with Bastyr University and the Seattle/King County Economic Development Council to build a natural health business cluster (Natural Health Hub). The City Manager's Office will also support efforts to organize the local business community and will sponsor Business After Hours events and seminars for local businesses.

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

- Continue implementation of the SR 522 transportation project, and West Lake Sammamish Bridge replacement, working with the State Legislature, Governor’s Office and Congressional delegation to maintain existing support and obtain additional support.
- Support efforts to rehabilitate the Saint Edward Seminary and complete a lease with State Parks for the Saint Edward Ballfield; proceed with planned improvements to the field
- Oversee Historic Preservation activities, which will be managed by Community Development and Development Services Departments, to identify grant funding opportunities, provide information on historic preservation programs to the community and encourage nomination of local properties for landmark status.
- Support participation in key regional and state policy discussions to ensure that Kenmore’s interests are well represented.
- Administer special events and community building opportunities; partner with local businesses in sponsoring summer concerts and other community events. Add movies in the park and the #WhyILoveKenmore event at the Town Square.
- Promote City activities through communications channels, including website, social media and publications.

2017-2018 Budget Highlights:

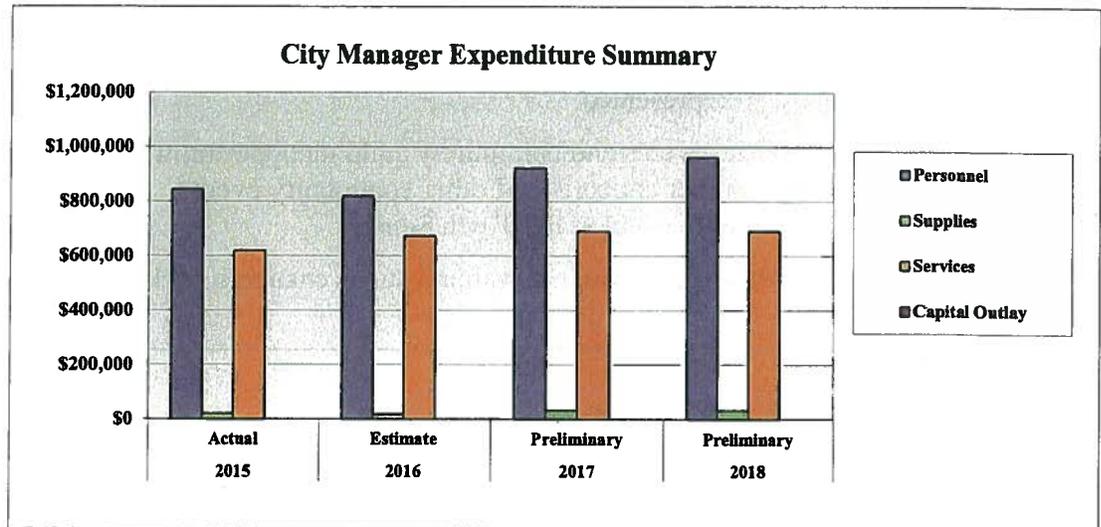
- Town Square and Hangar finalization and startup
- Lakepointe Development progress, including development incentives

Workload Measure	2015 Actual	2016 Estimate	2017 Estimate	2018 Estimate
Population Served	21,583	22,320	22,643	22,967
Public Records Requests Processed	265	350	300	300
Inquiries to Front Desk (phone & in-person)	306/week	350/week	325/week	325/week
Business Open Houses/Seminars	10	13	10	10

Performance Measure	2015 Actual	2016 Estimate	2017 Estimate	2018 Estimate
Positive Media Stories on Kenmore	150	120	140	140
Hits to City Website	41,000	38,000	40,000	40,000
Facebook “Likes”	897	1,300	1,450	1,600
Public records requests closed during the period (not previously tracked)	n/a	325	300	300
Event Sponsorship	\$20,975	\$21,150	\$20,000	\$20,000

General Fund City Manager

Expenditure Summary City Manager	2015-2016	2015-2017	2015-2016					2017-2018
	Adopted Budget	Amended Budget	2015 Actual	2016 Estimate	Total Biennium	2017 Preliminary	2018 Preliminary	Preliminary Budget
Personnel	\$1,590,404	\$1,590,404	\$843,883	\$818,964	\$1,662,847	\$921,062	\$962,781	\$1,883,843
Supplies	37,300	37,300	20,483	17,412	37,895	32,050	32,050	64,100
Services	1,356,519	1,421,519	618,179	673,358	1,291,537	690,177	690,177	1,380,354
Capital Outlay	0	0	0	0	0	0	0	0
Program Costs	\$2,984,223	\$3,049,223	\$1,482,545	\$1,509,734	\$2,992,279	\$1,643,289	\$1,685,008	\$3,328,297



Employee Summary City Manager Positions	2015-2016	2015-2016	2015-2016					2017-2018
	Adopted Budget	Amended Budget	2015 Actual	2016 Estimate	Total Biennium	2017 Preliminary	2018 Preliminary	Preliminary Budget
City Manager	1	1	1	1	1	1	1	1
Assistant City Manager	1	1	1	1	1	1	1	1
Community Relations Manager/Policy Analyst	1	1	1	1	1	1	1	1
Executive Assistant	1	1	1	1	1	1	1	1
Administrative Assistant	1	1	1	1	1	1	1	1
Receptionist	1	1	1	1	1	1	1	1
Events & Volunteer Supervisor	0.75	1	0.75	1	1	1	1	1
Total Positions	6.75	7	6.75	7	7	7	7	7

City of Kenmore

Fund General Fund

Department City Manager

Division All Divisions

PRIORITY BASED BUDGETING NON PERSONNEL PROGRAM COSTS

Account All Accounts

#	Department	Program	FTE	2017 Cost
132	City Manager	Animal Services	0.150	\$5,192
133	City Manager	Affordable Housing	0.000	\$58,207
134	City Manager	City Hall Use Policies, LEED rating, and Tours	0.000	\$0
135	City Manager	Reception Desk	0.800	\$5,025
136	City Manager	Historic Preservation	0.000	\$5,000
137	City Manager	Target Zero	0.150	\$7,192
138	City Manager	Public Records Requests	0.750	\$6,711
139	City Manager	Advertising and Promotion	0.050	\$8,564
140	City Manager	City Hall Inbox	0.100	\$628
141	City Manager	City Newsletter	0.050	\$20,314
142	City Manager	General Public Information	0.150	\$942
143	City Manager	Graphic Design and Photography	0.050	\$7,814
144	City Manager	Marketing and Media Relations	0.200	\$47,456
145	City Manager	Social Media & Website	0.100	\$19,128
148	City Manager	Economic Development Strategy Update	0.000	\$20,000
149	City Manager	Arts of Kenmore Gallery and Arts Fund Mana	0.000	\$3,800
150	City Manager	Business Recruitment	0.100	\$22,428
151	City Manager	Business Registration	0.050	\$4,314
152	City Manager	Business Seminars and Events	0.150	\$6,242
153	City Manager	Community Awards and Recognition Program	0.000	\$0
154	City Manager	Downtown Development	0.100	\$628
155	City Manager	Kenmore Business Alliance, Chamber, Rotary	0.000	\$2,900
156	City Manager	Kenmore Business Directory	0.050	\$2,564
157	City Manager	Kenmore Business Incubator	0.200	\$1,256
158	City Manager	Natural Health Hub	0.050	\$7,314
159	City Manager	Emergency Management	0.000	\$0
162	City Manager	City Organized Events	0.438	\$85,248
164	City Manager	City Support for External Events	0.088	\$10,550
165	City Manager	Communications Franchise Agreement Mana	0.000	\$0
166	City Manager	Utilities Franchise Agreement Management	0.050	\$314
167	City Manager	Buck Stops Here Communication w/ Citizens	0.050	\$314
168	City Manager	Shared Governance of Regional Organization	0.000	\$32,000
169	City Manager	Federal Legislative Agenda and Government I	0.050	\$61,514
170	City Manager	Kenmore Navigation Channel	0.050	\$314
171	City Manager	King County and Neighboring Cities Intergove	0.000	\$0
172	City Manager	King County Ferry District Advocacy	0.050	\$314
173	City Manager	Relationship Building with Special Districts, Sr	0.050	\$314
174	City Manager	State Legislative Agenda, Government Relatic	0.100	\$53,428
175	City Manager	Human Services	0.050	\$169,934
183	City Manager	Saint Edward Seminary Building Strategic Pla	0.150	\$942
184	City Manager	Kenmore Village Revitalization	0.100	\$628
185	City Manager	Lakepointe Strategic Planning	0.100	\$628
186	City Manager	Administrative Volunteer	0.163	\$5,521
187	City Manager	Adopt A Programs	0.038	\$236
189	City Manager	Emergency Volunteer Team	0.038	\$236
190	City Manager	Kenmore Events Team	0.038	\$236
191	City Manager	Park Volunteers	0.150	\$942
194	City Manager	Waterfront Development Strategic Planning	0.050	\$314
335	City Manager	Service Requests	0.100	\$628
336	City Manager	Aquatic Weeds Management	0.000	\$0
337	City Manager	Imagine Kenmore	0.150	\$942
338	City Manager	Saint Edward Ballfields	0.050	\$314
1011	City Manager	ADMINISTRATIVE - City Manager's Office Adn	0.750	\$4,711
1012	City Manager	ADMINISTRATIVE - Council Administrative Su	0.150	\$942
9022	City Manager	Budget Management	0.050	\$314
9023	City Manager	Contract Management	0.100	\$628
9024	City Manager	Leadership and Direction to Organization	0.200	\$1,256
9025	City Manager	Policy Development	0.100	\$19,628
9026	City Manager	Priority Project Intervention	0.050	\$314
9027	City Manager	Professional Organizations	0.000	\$5,000
Total			6.750	\$722,227

City of Kenmore
Fund General Fund
Department City Manager
Division All Divisions

PRIORITY BASED BUDGETING NON PERSONNEL PROGRAM COSTS

Account All Accounts

#	Department	Program	FTE	2018 Cost
132	City Manager	Animal Services	0.150	\$5,192
133	City Manager	Affordable Housing	0.000	\$58,207
134	City Manager	City Hall Use Policies, LEED rating, and Tours	0.000	\$0
135	City Manager	Reception Desk	0.800	\$5,025
136	City Manager	Historic Preservation	0.000	\$5,000
137	City Manager	Target Zero	0.150	\$7,192
138	City Manager	Public Records Requests	0.750	\$6,711
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140	City Manager	City Hall Inbox	0.100	\$628
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152	City Manager	Business Seminars and Events	0.150	\$6,242
153	City Manager	Community Awards and Recognition Prograrr	0.000	\$0
154	City Manager	Downtown Development	0.100	\$628
155	City Manager	Kenmore Business Alliance, Chamber, Rotary	0.000	\$2,900
156	City Manager	Kenmore Business Directory	0.050	\$2,564
157	City Manager	Kenmore Business Incubator	0.200	\$1,256
158	City Manager	Natural Health Hub	0.050	\$7,314
159	City Manager	Emergency Management	0.000	\$0
162	City Manager	City Organized Events	0.438	\$85,248
164	City Manager	City Support for External Events	0.088	\$10,550
165	City Manager	Communications Franchise Agreement Mana	0.000	\$0
166	City Manager	Utilities Franchise Agreement Management	0.050	\$314
167	City Manager	Buck Stops Here Communication w/ Citizens	0.050	\$314
168	City Manager	Shared Governance of Regional Organization	0.000	\$32,000
169	City Manager	Federal Legislative Agenda and Government I	0.050	\$61,514
170	City Manager	Kenmore Navigation Channel	0.050	\$314
171	City Manager	King County and Neighboring Cities Intergove	0.000	\$0
172	City Manager	King County Ferry District Advocacy	0.050	\$314
173	City Manager	Relationship Building with Special Districts, St	0.050	\$314
174	City Manager	State Legislative Agenda, Government Relatic	0.100	\$53,428
175	City Manager	Human Services	0.050	\$169,934
183	City Manager	Saint Edward Seminary Building Strategic Pla	0.150	\$942
184	City Manager	Kenmore Village Revitalization	0.100	\$628
185	City Manager	Lakepointe Strategic Planning	0.100	\$628
186	City Manager	Administrative Volunteer	0.163	\$5,521
187	City Manager	Adopt A Programs	0.038	\$236
189	City Manager	Emergency Volunteer Team	0.038	\$236
190	City Manager	Kenmore Events Team	0.038	\$236
191	City Manager	Park Volunteers	0.150	\$942
194	City Manager	Waterfront Development Strategic Planning	0.050	\$314
335	City Manager	Service Requests	0.100	\$628
336	City Manager	Aquatic Weeds Management	0.000	\$0
337	City Manager	Imagine Kenmore	0.150	\$942
338	City Manager	Saint Edward Ballfields	0.050	\$314
1011	City Manager	ADMINISTRATIVE - City Manager's Office Adn	0.750	\$4,711
1012	City Manager	ADMINISTRATIVE - Council Administrative Su	0.150	\$942
9022	City Manager	Budget Management	0.050	\$314
9023	City Manager	Contract Management	0.100	\$628
9024	City Manager	Leadership and Direction to Organization	0.200	\$1,256
9025	City Manager	Policy Development	0.100	\$19,628
9026	City Manager	Priority Project Intervention	0.050	\$314
9027	City Manager	Professional Organizations	0.000	\$5,000
Total			6.750	\$722,227

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

The Finance and Administration department consists of the financial and city clerk functions which provide the following services.

Financial and Accounting Services:

Budget preparation and oversight, financial reporting and audit, accounts payable and accounts receivable, payroll and benefits administration, fixed asset tracking, cash receipting and collections, cash and investment management, grant management, debt management, evaluation and implementation of internal controls.

Personnel Services:

Human resources management and administration of employee benefits.

Risk Management:

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

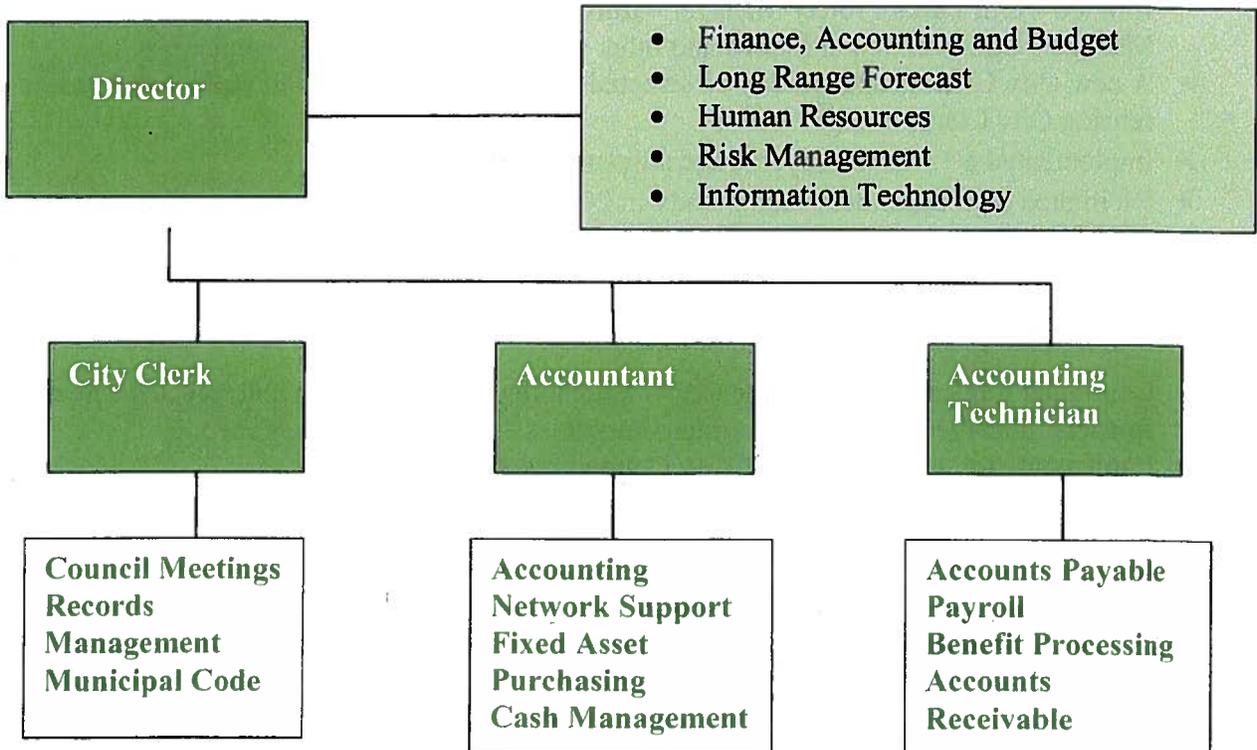
Network Administration:

Oversight of City computer network

City Clerk Services:

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

Organization Chart:



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

2015-2016 Achievements:

Finance and Budget

- For the 11th consecutive year, the City received the Distinguished Budget Presentation Award from the Government Finance Officers Association of the United States and Canada (GFOA) for its 2015-2016 Biennial Budget.
- Managed the City's biennial budget with minimal mid biennium adjustments.
- The City received "unqualified" (clean) audit reports for 2013 and 2014 from the State Auditor's Office. The audits also included a single audit review of the federal financial award expenditures and the Transportation Benefit District.
- Maintained the City's status as a Well City which resulted in a 2% medical insurance premium reduction for 2015 and 2016.
- Completed an update of the City's 6 year Capital Improvement Program.
- Implemented a Business & Occupation Tax on Heavy Industry in the City.
- Managed the Priority Based Budgeting process for development of the 2017-2018 Biennial Budget.
- Participated in the Imagine Kenmore community outreach process and subsequent development of the Walkways & Waterways ballot measure.

Human Resources

- Successfully recruited and hired a Limited Term Traffic Engineer, Public Works Permit and Administrative Specialist, Permit Specialist, one full-time and one part-time Maintenance Worker, Limited Term Capital Projects Manager, Building/Code Inspector, On Call Building Inspector, Limited Term Development Review Engineer, Limited Term Parks Project Manager, Administrative Assistance, Volunteer and Events Manager, eight Municipal Interns and other seasonal and temporary employees.
- A new City Clerk is expected to be selected by the end of the year to replace the current retiring City Clerk.
- Implemented a 1.1% employee wage adjustment in 2015.
- Facilitated an independent salary study in 2015 which is anticipated to be complete by the end of 2016.

Information Technology

- Continued implementation of the City's Technology Strategic Plan and selected a new financial management software system known as Tyler Technologies Incode.
- Implemented video recording of City Council meetings.
- Implemented an email archiving software solution.
- Assisted with fiber optic upgrades to City facility internet connections.
- Replaced City Council and Management iPads with Surface Pro 4.
- Upgraded computers and laptops to Windows 8 and 10.
- Completed upgrade of Microsoft Office to version 365.

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

City Clerk

- Successfully continued records management efforts which included processing over 60 boxes of records eligible for destruction and 20 boxes to be transferred to the State Archivist.
- Implemented an email archiver to capture and store incoming and outgoing City emails for preservation of public records.

Finance and Administration Department

<u>Workload Measures</u>	2015 Actual	2016 as of June	2017 Estimate	2018 Estimate
Ordinances processed, including codification	18	19	20	20
Council and Transportation Benefit District meetings supported	34	15	34	34
Number of invoices paid	1,984	1,591	3,000	3,000
Number of checks processed	1,274	970	1,800	1,800
FTE positions recruited and filled	13	11	5	5
Contracts processed	135	100	130	130
Number of registered voters	14,110	14,376	14,500	14,500
Computer and servers maintained	71	76	76	78
Number of network users supported	53	54	55	55
Number of tort claims filed	13	12	12	12

<u>Performance Measures</u>	2015 Actual	2016 as of June	2017 Estimate	2018 Estimate
% of Council meeting minutes presented for approval at Council meeting within 30 days of meeting	84%	100%	100%	100%
% of Council meeting minutes posted to web within 48 hours of approval	52%	95%	100%	100%
% of Council meeting audio posted to web within 2 business days of meeting	75%	83%	100%	100%
Monthly financial reports to Council within 45 days	33% (4 reports)	33% (2 of 6 reports)	100%	100%
Clean audit report received	Yes	Audit not yet performed	Yes	Yes
Number of years City has received Distinguished budget awards received from GFOA	11	11	12	12
Received Well City Award	Yes	Yes	Yes	Yes

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

2017-2018 Objectives:

- Continue to improve records management processes through electronic imaging, storage, retrieval, and destruction program assistance for all department records which have retention value.
- Continue implementation of the Tyler Technologies Incode financial management software system.
- Continue to achieve an unqualified audit opinion with no findings.
- Continue and improve long term financial planning efforts.

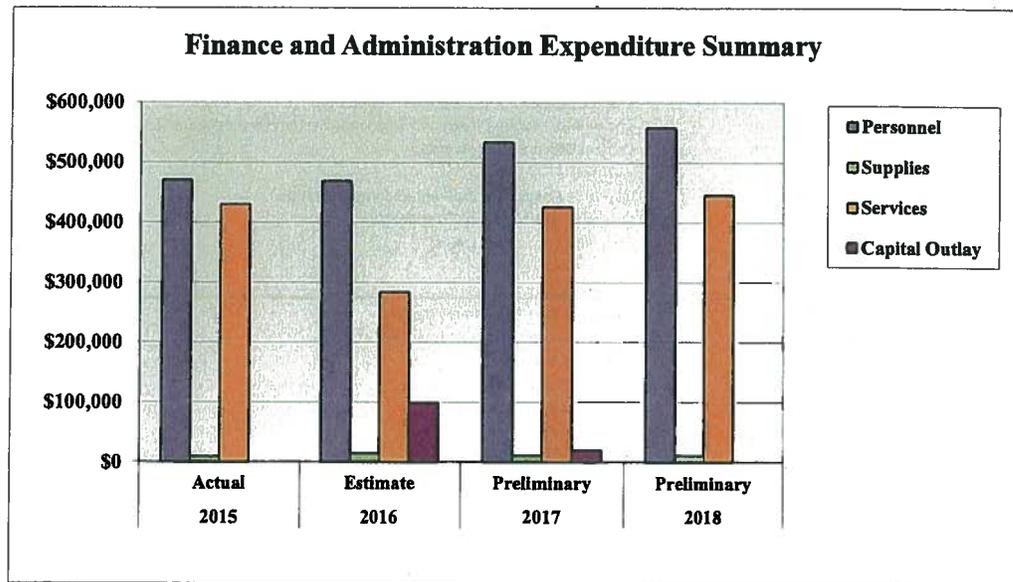
Budget Highlights:

Capital Outlay costs in 2016 and 2017 reflect the Tyler Technologies financial software system that was approved in 2016 and implemented over the 2016-2017 period.

General Fund

Finance and Administration

Expenditure Summary Finance and Administration	2015-2016			2015-2016			2017-2018
	Adopted Budget	2015 Actual	2016 Estimate	Total Biennium	2017 Preliminary	2018 Preliminary	Preliminary Budget
Personnel	\$946,699	\$470,682	\$469,006	\$939,688	\$533,761	\$558,059	\$1,091,820
Supplies	84,520	8,692	13,872	22,564	10,705	10,705	21,410
Services	708,240	429,807	283,767	713,574	425,887	445,494	871,381
Capital Outlay	7,100	0	97,698	97,698	19,607	0	19,607
Total Program Costs	\$1,746,559	\$909,181	\$864,343	\$1,773,524	\$989,960	\$1,014,258	2,004,218



Employee Summary Finance and Administration	2015-2016			2015-2016			2017-2018
	Adopted Budget	2015 Actual	2016 Estimate	Total Biennium	2017 Preliminary	2018 Preliminary	Preliminary Budget
Finance Director	1	1	1	1	1	1	1
City Clerk	1	1	1	1	1	1	1
Accountant	1	1	1	1	1	1	1
Accounting Technician	1	1	1	1	1	1	1
Office Assistant II	0	0	0	0	0	0	0
Office Assistant	0	0	0	0	0	0	0
Total Positions	4	4	4	4	4	4	4

City of Kenmore

Fund General Fund

Department Finance and Administration

PRIORITY BASED BUDGETING NON PERSONNEL PROGRAM COSTS

Division All Divisions

Account All Accounts

#	Department	Program	FTE	2017 Cost
195	Finance and Administration	Business Registration	0.000	\$0
196	Finance and Administration	Emergency Management	0.010	\$1,150
339	Finance and Administration	Town Green	0.010	\$1,150
340	Finance and Administration	Imagine Kenmore	0.050	\$5,752
9028	Finance and Administration	Budget Monitoring and Amendment	0.050	\$5,752
9029	Finance and Administration	Budget at a Glance Production	0.000	\$0
9030	Finance and Administration	Accounts Payable	0.340	\$39,114
9031	Finance and Administration	Annual Audit	0.080	\$9,203
9032	Finance and Administration	Annual Financial Report	0.110	\$12,654
9033	Finance and Administration	Risk Management	0.010	\$1,150
9034	Finance and Administration	Annual Tax Levy Preparation	0.000	\$0
9037	Finance and Administration	Banking and Treasury Management	0.100	\$11,504
9038	Finance and Administration	Biennial Budget Development and Preparation	0.200	\$23,008
9039	Finance and Administration	Miscellaneous Billing	0.100	\$11,504
9040	Finance and Administration	Building Security	0.000	\$0
9041	Finance and Administration	Capital Improvement Program Development	0.100	\$11,504
9043	Finance and Administration	Cell Phone, Mobile Device and Telephone System Oversight and Support	0.020	\$2,301
9044	Finance and Administration	Central Office Supply Inventory	0.060	\$6,902
9045	Finance and Administration	Wellness	0.100	\$11,504
9047	Finance and Administration	City-wide Policy Development and Interpretation	0.010	\$1,150
9048	Finance and Administration	City-Wide Staff Training Coordination	0.000	\$0
9049	Finance and Administration	City-wide Strategic Planning	0.000	\$0
9050	Finance and Administration	Contract Oversight	0.000	\$0
9051	Finance and Administration	Council Agenda Bill Review	0.010	\$1,150
9053	Finance and Administration	Employee Benefits Administration	0.150	\$17,256
9054	Finance and Administration	Employee Compensation and Benefits Review	0.010	\$1,150
9055	Finance and Administration	Employee Recruitment	0.030	\$3,451
9056	Finance and Administration	Financial Software Maintenance	0.040	\$4,602
9057	Finance and Administration	Fixed Asset Accountability	0.020	\$2,301
9058	Finance and Administration	Reception Desk	0.040	\$4,602
9059	Finance and Administration	General Ledger Maintenance	0.100	\$11,504
9060	Finance and Administration	GFOA Award for Budget Excellence	0.000	\$0
9062	Finance and Administration	Interim Financial Reporting	0.020	\$2,301
9063	Finance and Administration	Internal Reporting and Financial Support to all Departments	0.050	\$5,752
9064	Finance and Administration	IT Governance Committee	0.020	\$2,301
9065	Finance and Administration	IT Network Administration (IT) Oversight	0.010	\$1,150
9066	Finance and Administration	IT Planning and Procurement	0.000	\$0
9067	Finance and Administration	Long Range Forecasting and Projections Model	0.030	\$3,451
9068	Finance and Administration	Workers Compensation Program	0.000	\$0
9069	Finance and Administration	New Hire Set-up	0.010	\$1,150
9070	Finance and Administration	Payroll Processing	0.170	\$19,557
9071	Finance and Administration	Personnel Files Maintenance	0.020	\$2,301
9072	Finance and Administration	Price of Government Initiative	0.000	\$0
9073	Finance and Administration	Priority Based Budgeting Update	0.120	\$13,805
9074	Finance and Administration	Property Insurance Administration	0.000	\$0
9076	Finance and Administration	Purchase Order Management	0.010	\$1,150
9078	Finance and Administration	Safety Committee	0.000	\$0
9079	Finance and Administration	Salary and Benefit Surveys	0.000	\$0
9081	Finance and Administration	Tuition Reimbursement	0.000	\$0
9082	Finance and Administration/City Clerk	City Council Training and Orientation	0.000	\$0
9083	Finance and Administration/City Clerk	Contract and Legal Document Management	0.120	\$13,805
9084	Finance and Administration/City Clerk	Council Meeting Management & Support	0.530	\$60,971
9085	Finance and Administration/City Clerk	Kenmore Municipal Code Codification	0.010	\$1,150
9086	Finance and Administration/City Clerk	Legal Notice Publication	0.010	\$1,150
9087	Finance and Administration/City Clerk	Legal Recording of Documents	0.000	\$0
9088	Finance and Administration/City Clerk	Notary Services	0.000	\$0
9089	Finance and Administration/City Clerk	Office Equipment Management	0.000	\$0
9090	Finance and Administration/City Clerk	Records Archive Management	0.040	\$4,602
9091	Finance and Administration/City Clerk	Records Management	0.150	\$17,256
9092	Finance and Administration/City Clerk	Tort Claims Processing	0.000	\$0
9093	Finance and Administration	Financial Software Upgrade	0.200	\$23,008
9095	Finance and Administration	Records Archive Management	0.000	\$0
9096	Finance and Administration	Cost Allocation Plan	0.000	\$0
9097	Finance and Administration	BYU Student Project	0.010	\$1,150
9098	Finance and Administration	B&O Tax Development	0.010	\$1,150
9099	Finance and Administration	Gambling Tax Collection	0.020	\$2,301
9101	Finance and Administration	Public Records Requests	0.030	\$3,451
9103	Finance and Administration	Administrative	0.660	\$75,927
Total			4.000	\$460,162

City of Kenmore

Fund General Fund

Department Finance and Administration

Division All Divisions

Account All Accounts

PRIORITY BASED BUDGETING NON PERSONNEL PROGRAM COSTS

#	Department	Program	FTE	2018 Cost
195	Finance and Administration	Business Registration	0.000	\$0
196	Finance and Administration	Emergency Management	0.010	\$1,131
339	Finance and Administration	Town Green	0.010	\$1,131
340	Finance and Administration	Imagine Kenmore	0.050	\$5,653
9028	Finance and Administration	Budget Monitoring and Amendment	0.050	\$5,653
9029	Finance and Administration	Budget at a Glance Production	0.000	\$0
9030	Finance and Administration	Accounts Payable	0.340	\$38,440
9031	Finance and Administration	Annual Audit	0.080	\$9,045
9032	Finance and Administration	Annual Financial Report	0.110	\$12,436
9033	Finance and Administration	Risk Management	0.010	\$1,131
9034	Finance and Administration	Annual Tax Levy Preparation	0.000	\$0
9037	Finance and Administration	Banking and Treasury Management	0.100	\$11,306
9038	Finance and Administration	Biennial Budget Development and Preparation	0.200	\$22,612
9039	Finance and Administration	Miscellaneous Billing	0.100	\$11,306
9040	Finance and Administration	Building Security	0.000	\$0
9041	Finance and Administration	Capital Improvement Program Development	0.100	\$11,306
9043	Finance and Administration	Cell Phone, Mobile Device and Telephone System Oversight and Support	0.020	\$2,261
9044	Finance and Administration	Central Office Supply Inventory	0.060	\$6,784
9045	Finance and Administration	Wellness	0.100	\$11,306
9047	Finance and Administration	City-wide Policy Development and Interpretation	0.010	\$1,131
9048	Finance and Administration	City-Wide Staff Training Coordination	0.000	\$0
9049	Finance and Administration	City-wide Strategic Planning	0.000	\$0
9050	Finance and Administration	Contract Oversight	0.000	\$0
9051	Finance and Administration	Council Agenda Bill Review	0.010	\$1,131
9053	Finance and Administration	Employee Benefits Administration	0.150	\$16,959
9054	Finance and Administration	Employee Compensation and Benefits Review	0.010	\$1,131
9055	Finance and Administration	Employee Recruitment	0.030	\$3,392
9056	Finance and Administration	Financial Software Maintenance	0.040	\$4,522
9057	Finance and Administration	Fixed Asset Accountability	0.020	\$2,261
9058	Finance and Administration	Reception Desk	0.040	\$4,522
9059	Finance and Administration	General Ledger Maintenance	0.100	\$11,306
9060	Finance and Administration	GFOA Award for Budget Excellence	0.000	\$0
9062	Finance and Administration	Interim Financial Reporting	0.020	\$2,261
9063	Finance and Administration	Internal Reporting and Financial Support to all Departments	0.050	\$5,653
9064	Finance and Administration	IT Governance Committee	0.020	\$2,261
9065	Finance and Administration	IT Network Administration (IT) Oversight	0.010	\$1,131
9066	Finance and Administration	IT Planning and Procurement	0.000	\$0
9067	Finance and Administration	Long Range Forecasting and Projections Model	0.030	\$3,392
9068	Finance and Administration	Workers Compensation Program	0.000	\$0
9069	Finance and Administration	New Hire Set-up	0.010	\$1,131
9070	Finance and Administration	Payroll Processing	0.170	\$19,220
9071	Finance and Administration	Personnel Files Maintenance	0.020	\$2,261
9072	Finance and Administration	Price of Government Initiative	0.000	\$0
9073	Finance and Administration	Priority Based Budgeting Update	0.120	\$13,567
9074	Finance and Administration	Property Insurance Administration	0.000	\$0
9076	Finance and Administration	Purchase Order Management	0.010	\$1,131
9078	Finance and Administration	Safety Committee	0.000	\$0
9079	Finance and Administration	Salary and Benefit Surveys	0.000	\$0
9081	Finance and Administration	Tuition Reimbursement	0.000	\$0
9082	Finance and Administration	City Council Training and Orientation	0.000	\$0
9083	Finance and Administration	Contract and Legal Document Management	0.120	\$13,567
9084	Finance and Administration	Council Meeting Management & Support	0.530	\$59,921
9085	Finance and Administration	Kenmore Municipal Code Codification	0.010	\$1,131
9086	Finance and Administration	Legal Notice Publication	0.010	\$1,131
9087	Finance and Administration	Legal Recording of Documents	0.000	\$0
9088	Finance and Administration	Notary Services	0.000	\$0
9089	Finance and Administration	Office Equipment Management	0.000	\$0
9090	Finance and Administration	Records Archive Management	0.040	\$4,522
9091	Finance and Administration	Records Management	0.150	\$16,959
9092	Finance and Administration	Tort Claims Processing	0.000	\$0
9093	Finance and Administration	Financial Software Upgrade	0.200	\$22,612
9095	Finance and Administration	Records Archive Management	0.000	\$0
9096	Finance and Administration	Cost Allocation Plan	0.000	\$0
9097	Finance and Administration	BYU Student Project	0.010	\$1,131
9098	Finance and Administration	B&O Tax Development	0.010	\$1,131
9099	Finance and Administration	Gambling Tax Collection	0.020	\$2,261
9101	Finance and Administration	Public Records Requests	0.030	\$3,392
9103	Finance and Administration	Administrative	0.660	\$74,619
Total			4.000	\$452,236

City of Kenmore, Washington
General Fund: Legal Services Cost Center

This cost center accounts for civil legal services to the City Council and City administration, as well costs associated with hearing examiner services. Prosecution and public defense are included in the Public Safety cost center. The civil legal services (also known as City Attorney services) are provided by contract through Inslee, Best, Doezie & Ryder, P.S. Specialized legal counsel from other firms is used as needed.

The City Attorney is the City's chief legal advisor. Dedicated to a philosophy of proactive and early intervention, the City Attorney provides legal guidance and support for elected City officials, City Manager, City departments, and boards and commissions; and represents the City before judicial and administrative bodies in civil proceedings.

2015-2016 Achievements:

The City Attorney continued to support the City Council and administration on land use, contracts and intergovernmental agreements, and other subjects, and assisted the City in drafting ordinances and resolutions for City Council consideration. Special Counsel assisted with environmental issues.

2017-2018 Program Objectives:

The City Attorney's office will provide the following programs identified during Priority Based Budgeting:

Internal Legal Support and Advisement

Advise and Support City Staff and Council in legal matters

Policy and Procedural Development

Aid in the development of policy and procedure

Council Meeting Support

Provide advice and support for the City in council meetings

Executive Session Support

Provide advice and support for the City in executive sessions

Public Records Requests

Provide legal support for public records requests

Contracts and Agreements

Draft and review contracts and agreements

Special Counsel

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

City of Kenmore, Washington
General Fund: Legal Services Cost Center

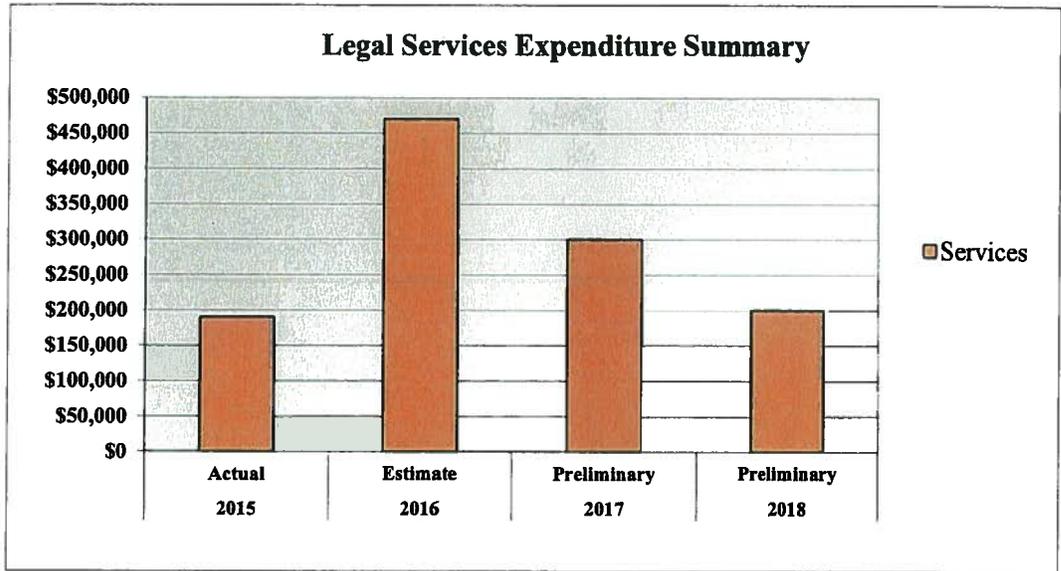
Budget Highlights:

- Due to the increase in City Attorney services required in several large code enforcement situations, the 2015-2016 projected expenditures are higher than anticipated and the 2017-2018 biennial budget has been increased accordingly.

General Fund

Legal Services

Expenditure Summary	2015-2016			2015-2016		2017-2018	
	Adopted Budget	2015 Actual	2016 Estimate	Total Biennium	2017 Preliminary	2018 Preliminary	2017-2018 Preliminary Budget
Legal Services							
Personnel	\$0	\$0	\$0	\$0	\$0	\$0	\$0
Supplies	0	0	0	0	0	0	0
Services	440,000	189,956	470,044	660,000	300,000	200,000	500,000
Capital Outlay	0	0	0	0	0	0	0
Total Program Costs	\$440,000	\$189,956	\$470,044	\$660,000	\$300,000	\$200,000	\$500,000



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

City of Kenmore

Fund General Fund
Department Legal Services
Division All Divisions
Account All Accounts

PRIORITY BASED BUDGETING NON PERSONNEL PROGRAM COSTS

#	Department	Program	FTE	2017 Cost
75	City Attorney	Special Counsel	0.000	\$34,070
9001	City Attorney	Internal Legal Support and Advisement	0.000	\$97,150
9002	City Attorney	Policy and Procedural Development	0.000	\$24,070
9003	City Attorney	Council Meeting Support	0.000	\$72,500
9004	City Attorney	Executive Session Support	0.000	\$24,070
9005	City Attorney	Public Records Requests	0.000	\$24,070
9006	City Attorney	Contracts and Agreements	0.000	\$24,070
Total				\$300,000

City of Kenmore

Fund General Fund
Department Legal Services
Division All Divisions

Account All Accounts

PRIORITY BASED BUDGETING NON PERSONNEL PROGRAM COSTS

#	Department	Program	FTE	2018 Cost
75	City Attorney	Special Counsel	0.000	\$25,960
9001	City Attorney	Internal Legal Support and Advisement	0.000	\$62,700
9002	City Attorney	Policy and Procedural Development	0.000	\$15,960
9003	City Attorney	Council Meeting Support	0.000	\$47,500
9004	City Attorney	Executive Session Support	0.000	\$15,960
9005	City Attorney	Public Records Requests	0.000	\$15,960
9006	City Attorney	Contracts and Agreements	0.000	\$15,960
Total				\$200,000

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

Prior to development of the 2015-2016 Biennial Budget, activities of a general nature, not directly associated with a specific service function were grouped together in the Non-Departmental cost center. As a result of a priority based budgeting (PBB) approach for the 2015-2016 Budget and the 2017-2018 Budget, all costs are now associated with operating department programs and distributed across the City. Only the General Fund ending fund balance and transfers from the General Fund to other funds are accounted for in this Non-Departmental cost center.

Expenditures previously accounted for in the Non-Departmental Cost Center were:

- Audit expenses; now in Finance and Administration
- Voter and election costs; now in City Clerk (Finance and Administration)
- Association memberships; now in City Council
- Liability and property insurance assessments; now in Finance and Administration
- Computer network administration; now in Finance and Administration
- Support for human service organizations; now in City Manager
- Animal control contracts; now in City Manager
- Emergency preparedness; now in Development Services

2015-2016 Budget Highlights:

Interfund Transfers:

- One time transfer of General Fund excess reserves to Strategic Opportunities Fund in the amount of \$1,180,786.
- \$1,002,210 to the City Street Fund to support street maintenance.
- \$800,000 to the Kenmore Village Town Green and pavilion project construction.
- \$216,000 to the Kenmore Village Fund for operational support and tenant improvements.

The 2016 Projected Ending Fund Balance is \$3,131,587

2017-2018 Budget Highlights:

Transfers to other funds are budgeted as follows:

- \$1,000,000 to the Street fund for street maintenance, funded by Water/Sewer franchise fees.
- \$203,228 to the Kenmore Village Fund for operational support of Town Square and Hangar.
- \$125,000 to the Kenmore Village Fund for Town Green art.

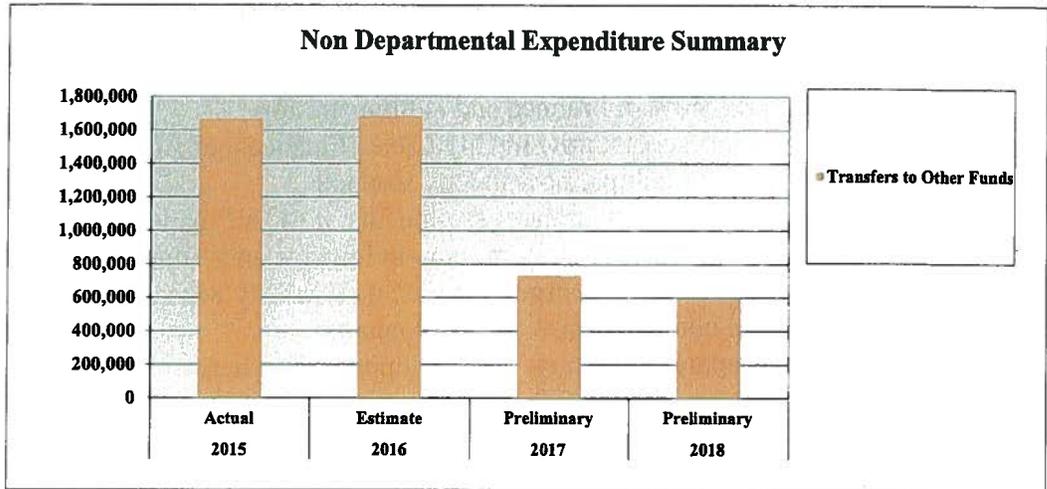
The 2017 Projected Ending Fund Balance is \$3,327,632

The 2018 Projected Ending Fund Balance is \$3,308,380

General Fund
Non Departmental

Expenditure Summary
Non Departmental
Transfers to Other Funds
Total

2015-2016	2015-2017			2015-2016			2017-2018
Adopted	Amended	2015	2016	Total	2017	2018	Preliminary
Budget	Budget	Actual	Estimate	Biennium	Preliminary	Preliminary	Budget
\$1,033,885	\$3,202,671	\$1,666,216	\$1,681,780	\$3,347,996	\$733,151	\$595,077	\$1,328,228
\$1,033,885	\$3,202,671	\$1,666,216	\$1,681,780	\$3,347,996	\$733,151	\$595,077	\$1,328,228



2015 Transfers to Other Funds:
2016 Transfers to Other Funds:
2017 Transfers to Other Funds:
2018 Transfers to Other Funds:

2015 \$485,430 to Street Fund; \$1,180,786 to Strategic Opportunities Fund
2016 \$483,780 to Street Fund, \$1,010,000 to Kenmore Village Fund, \$188,000 to Transportation Capital Fund
2017 \$500,000 to Street Fund, \$233,151 to Kenmore Village Fund
2018 \$500,000 to Street Fund, \$95,077 to Kenmore Village Fund

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

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

The Public Safety cost center contains the expenditures for police, jail, court, prosecution and public defense services. Police services are provided through contract with King County and misdemeanor jail services are provided through a contract with South Correctional Entity Regional Jail (SCORE). The Kenmore Police Department is responsible for the enforcement of State and local laws. The Department's goals are to provide high quality, cost effective law enforcement services and to develop an active partnership with citizens, embracing the philosophy of community-oriented policing and problem-solving to reduce crime and the fear of crime.

2015-2016 Achievements:

- The Public Safety contract through King County authorized 14 deputy sheriffs (twelve patrol officers, a burglary/larceny detective, and a sergeant). The sergeant serves as Kenmore's police chief. The contract also provided the following additional services: dispatch, search and rescue (SAR), dive team, bomb squad, canine, SWAT, marine patrol, Major Accident Response and Reconstruction (MARR) investigations and major crimes investigations..
- Kenmore Police and Northshore Fire hosted "National Night Out," which is an annual event that brings neighborhoods together to take a stand against crime. The event was held at City Hall with information booths featuring crime and safety tips from various agencies, fingerprinting of children and a free BBQ.
- The Kenmore Police sponsored several teen activities, which included Halloween and Valentine dances at Kenmore Junior and Northshore Junior High and several ice cream socials at Inglemoor High School. The dances were held with music provided by disc jockeys from Action Entertainment. Mall gift cards were awarded to the best male/female Halloween costumes. These activities promote an opportunity for positive interaction between local teens and their police officers.
- The Kenmore Police Department realized the need to step up traffic enforcement efforts to support the Cities "Target Zero" initiative, to achieve zero pedestrian and bicycle fatalities and serious injury accidents by 2025. Kenmore proposed to the Sheriff's Office to take one patrol position and make it into a half motor officer/patrol position. This concept had never been done before and the proposal was approved in March 2016 and has successfully been implemented.

2017-2018 Objectives:

- 2016 Public Safety services will continue to be provided through contract with King County at the staffing level provided above.
- Kenmore Police will continue to conduct "Active Shooter and Patrol" (ASAP) training with patrol officers to maintain proficiency in current tactics and techniques to ensure the safety of our children in our schools.
- Kenmore Police Officers will continue to participate in the following programs:

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

1. School Resource Officer (SRO) program at Inglemoor High and Kenmore Junior High, \$35,000 per year directly provided by Northshore School District,
2. Sixth grade Student Drug Awareness Program,
3. Neighborhood Block Watch Program,
4. Home Security Surveys,
5. Junior High Academy,
6. School Crossing Guard Academy,
7. Vacation House Check Program,
8. Police Volunteer Program and
9. Sponsoring Teen Dances

<u>Workload Measures</u>	2015 Actual	2016 Actual (thru June)	2017 Estimate	2018 Estimate
Dispatch calls for service	3628	1894	3660	3680
Jail housing days	5959	1858	6000	6100
Work release days	0	0	0	0
Arrests: Felonies	91	45	100	120
Arrests: Misdemeanors	576	181	375	400

<u>Performance Measures</u>	2015 Actual	2016 Actual(thru June)	2017 Estimate	2018 Estimate
Reduce traffic accidents in the city by 1% per year through education and enforcement	267 accidents .96%	141 accidents no reduction	275 accidents	275 accidents
Identify and lift 100% of latent prints at all burglaries	92 Lifted 100%	43 Lifted 100%	90 Lifted 100%	95 Lifted 100%
Close 60% of all assigned cases	94%	45%	60%	60%
Priority X response times, in minutes: "Priority X" designates critical dispatches. These are incidents that pose an obvious danger to life of an officer or citizen. It is used for felony crimes in-progress where the possibility of confrontation between a victim and suspect exists. Examples include shooting, stabbings, robberies or burglaries.	2.48 minutes	3.70 minutes	2.78 minutes	2.79 minutes

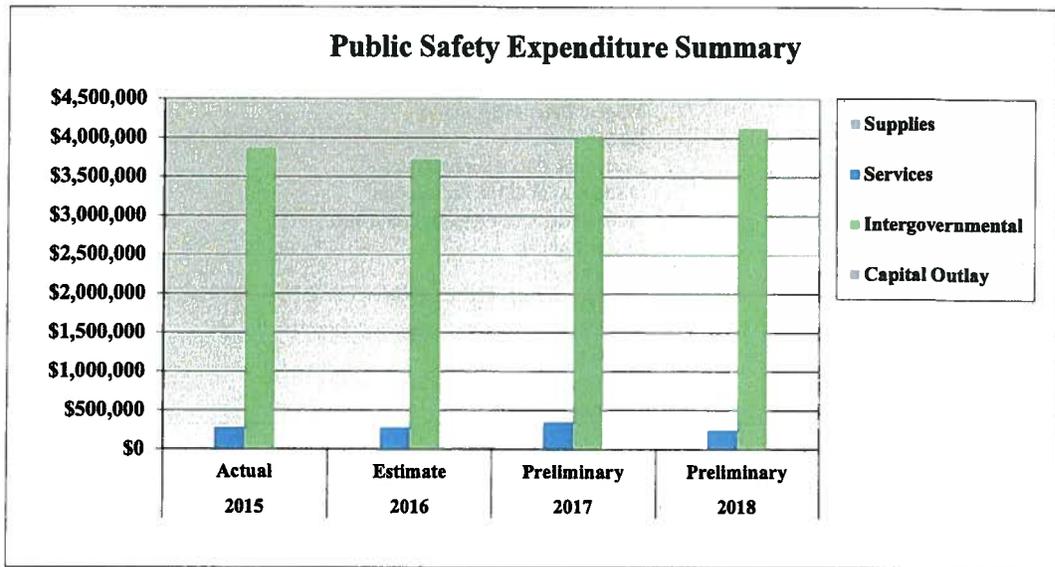
Budget Highlights:

- The 2017-2018 Biennial Budget has no new programs or personnel and reflects only inflation costs increases.

General Fund

Public Safety

Expenditure Summary	2015-2016			2015-2016		2017-2018	
	Adopted Budget	2015 Actual	2016 Estimate	Total Biennium	2017 Preliminary	2018 Preliminary	2017-2018 Preliminary Budget
Public Safety							
Supplies	\$22,290	\$2,029	\$2,080	\$4,109	\$1,900	\$1,900	\$3,800
Services	640,600	278,160	276,283	554,443	349,578	249,774	599,352
Intergovernmental	7,408,225	3,863,700	3,722,123	7,585,823	4,024,174	4,123,978	8,148,152
Capital Outlay	5,000	8,134	9,448	17,582	2,500	2,500	5,000
Total Program Costs	\$8,076,115	\$4,152,023	\$4,009,934	\$8,161,957	\$4,378,152	\$4,378,152	\$8,756,304



Public Safety Services are provided by contract.

The Contract provides for one Chief, one Detective and 12 Officers to provide service to the City of Kenmore.

City of Kenmore

Fund General Fund

Department Public Safety

Division All Divisions

PRIORITY BASED BUDGETING NON PERSONNEL PROGRAM COSTS

Account All Accounts

#	Department	Program	FTE	2017 Cost
199	Police	District Court	0.000	\$135,785
212	Police	Burglary/Larceny Investigations	0.750	\$180,327
231	Police	Block Watch	0.050	\$12,022
237	Police	Eight Grade Drug and Alcohol Education	0.600	\$144,262
238	Police	Fraud investigations	0.030	\$7,213
239	Police	High School DUI Re-enactment Drill	0.360	\$86,557
241	Police	Indigent Defense Screening	0.000	\$6,250
242	Police	Jail Services	0.000	\$563,500
243	Police	Junior High Dance Sponsorship	0.100	\$24,044
247	Police	Misdemeanor Crime Prosecution	0.000	\$127,296
248	Police	National Night Out Against Crime BBQ	0.110	\$26,448
249	Police	Officer Training	2.100	\$504,916
250	Police	Police Patrol	7.190	\$1,728,737
251	Police	Prescription Drug Box Drop Off	0.030	\$7,213
252	Police	Public Defense for Misdemeanor Crimes	0.000	\$79,310
255	Police	School Resource Officer	0.000	\$50,000
256	Police	Sixth Grade Drug Awareness and Safety	0.130	\$31,257
257	Police	Traffic Enforcement	2.550	\$613,113
Total			14.000	\$4,328,250

City of Kenmore

Fund General Fund

Department Public Safety

Division All Divisions

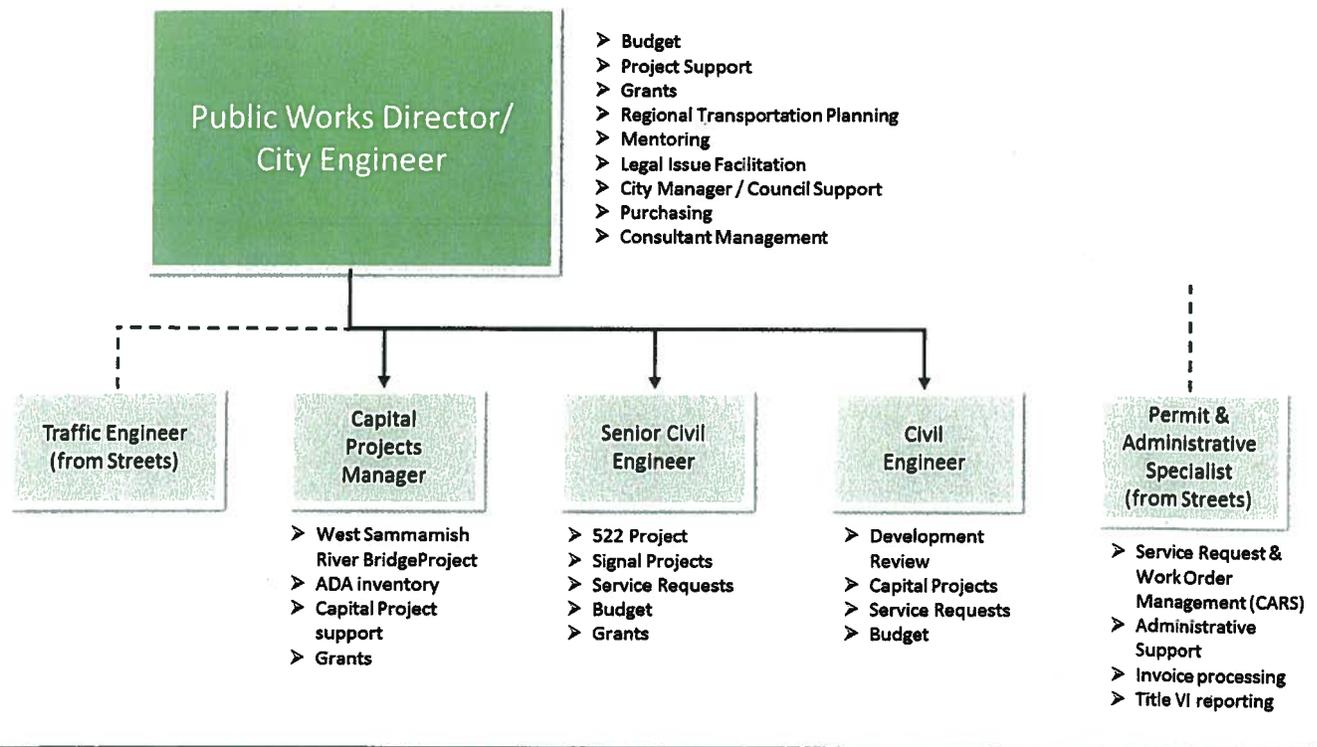
PRIORITY BASED BUDGETING NON PERSONNEL PROGRAM COSTS

Account All Accounts

#	Department	Program	FTE	2018 Cost
199	Police	District Court	0.000	\$135,785
212	Police	Burglary/Larceny Investigations	0.750	\$185,674
231	Police	Block Watch	0.050	\$12,378
237	Police	Eight Grade Drug and Alcohol Education	0.600	\$148,539
238	Police	Fraud investigations	0.030	\$7,427
239	Police	High School DUI Re-enactment Drill	0.360	\$89,123
241	Police	Indigent Defense Screening	0.000	\$6,250
242	Police	Jail Services	0.000	\$563,500
243	Police	Junior High Dance Sponsorship	0.100	\$24,757
247	Police	Misdemeanor Crime Prosecution	0.000	\$127,296
248	Police	National Night Out Against Crime BBQ	0.110	\$27,232
249	Police	Officer Training	2.100	\$519,887
250	Police	Police Patrol	7.190	\$1,779,994
251	Police	Prescription Drug Box Drop Off	0.030	\$7,427
252	Police	Public Defense for Misdemeanor Crimes	0.000	\$79,310
255	Police	School Resource Officer	0.000	\$50,000
256	Police	Sixth Grade Drug Awareness and Safety	0.130	\$32,183
257	Police	Traffic Enforcement	2.550	\$631,291
Total			14.000	\$4,428,054

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

The Engineering Division of the Public Works Department is responsible for project management of capital improvement projects, Traffic Engineering and multimodal traffic monitoring and improvements, managing the six-year transportation improvement program, Target Zero support, development review and site inspection (see Development Services Center), and assisting other City staff on issues related to engineering. Oversight of capital projects is provided to ensure timely delivery, cost effective designs and quality construction. Engineering review is conducted to ensure that designs meet City, County and State standards and protect the City's interest during construction.



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

2015-2016 Achievements:

- Adopted a significant update to the City's Road Standards.
- Hired the City's first Traffic Engineer (temporary position)
- Implemented the Neighborhood Transportation Plan Program. Met with 15 neighborhoods, collaborated with citizens to create improvement Plans for neighborhoods and began implementation of improvements: signage, striping, vegetation removal, lighting, traffic circles and chicanes.
- Expanded traffic count and monitoring program with updated technologies allowing for more efficient data collection.
- Completed the SR 522 West A Project (61st to 65th Avenues NE). The project includes: underground utilities, sidewalks, signal upgrade, new lighting, access management, walls, vegetation and irrigation.
- West Sammamish River Bridge: Hired the West Sammamish River Bridge Capital Projects Manager. Secured \$12 Million in federal funds from the Bridge Replacement Advisory Committee (BRAC) and \$8 Million from the 2015 State Transportation Package. Design and permitting started. Monitoring and weight restriction enforcement continues.
- Capital Projects:
 - NE 181st Street South Side (68th to 73rd Avenues NE) design and construction completed utilizing grant and City funds.
 - NE 181st Street North Side (68th to 73rd Avenues NE) design completed and construction started using grant and City funds.
 - NE 62nd Avenue Sidewalks (NE 182nd to NE 187th) including traffic circles: design begun, construction anticipated in 2017.
 - NE 202nd Street Sidewalks (NE 198th Street to 66th Avenue/Kenmore Junior High: design underway, construction anticipated for 2017.
 - Juanita Drive at NE 155th Place Barrier Replacement
- Development Review associated work on over 25 Pre-application meetings, 19 Land-use permits, 13 Engineer/Grading Permits, 180 Building Permits, 21 right-of-way permits (for the biennium through Q32016).
- Completed un-planned repairs on voids discovered under 61st Ave NE Sidewalk, using over 9 tons of rock to fill hidden voids beneath the surface.
- Participated in regional technical committees and planning including the Eastside Transportation Partnership (ETP), King County Project Evaluation Committee (KPEC) and Puget Sound Regional Council Bicycle and Pedestrian Advisory Committee (PSRC BPAC).

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

- The Public Works Director was appointed as an alternative to the Puget Sound Regional Council's Regional Project Evaluation Committee (RPEC). Continue regional coordination for Sound Transit efforts and King County METRO transit improvements.
- Coordination with Northshore School District transportation and school staff on transportation issues within Kenmore. Extensive coordination with Arrowhead Elementary to improve traffic safety for students walking to school. Coordination with Inglemoor High School resulting in re-routing of school drop off traffic to improve safety and circulation.
- Rechannelization of NE 170th Street and Simonds Avenue to add bicycle lanes and accommodate trailer parking near Rhododendron Park.
- Aggressively pursued grants through the following programs:
 - 2 Puget Sound Regional Council (Federal funds) applications: Juanita design and SR 522 Crossing Study
 - 1 Puget Sound Regional Council (Federal funds) for Simonds Overlay
 - 4 Transportation Improvement Board (TIB) applications for downtown sidewalks
 - 3 Safe Routes to School sidewalk applications: NE 202nd Street, Arrowhead Drive, and NE 153rd Street
 - 2 Pedestrian and Bicycle Program sidewalk application: SR 522 Crossing Study and Juanita Drive

2017-2018 Objectives

- Construct the 62nd Avenue NE and NE 202nd Street Sidewalk Projects.
- West Sammamish River Bridge Project: complete design, permitting, and right of way acquisition. Coordinate design, as appropriate, with the Lakepointe Project.
- Aggressively seek funding for City sidewalk projects.
- Assist the Public Works Operations Division with responding to traffic, drainage, and development related Service Requests.
- Complete an update of the City's 6-year Capital Improvement Program and the Transportation Improvement Plan.
- Collect and update traffic volume information on City streets to assist in monitoring potential problems and prioritizing improvements.
- Maintain City's accident record system to identify potential problems and assist with prioritizing improvements.
- Ongoing design review, construction and maintenance inspection of new development proposals.

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

- Continue coordination with the Northshore School District to improve traffic safety around schools.
- Engineering support for the City's Complete Streets and Target Zero programs.
- Participate in regional technical committees including Eastside Transportation Partnership (ETP), King County Project Evaluation Committee (KPEC), Regional Project Evaluation Committee (RPEC), and King County METRO Transit Planning.

Budget Highlights:

The 2017-2018 Biennial Budget includes the following changes:

- The General Consulting budget includes resources to 1) write and support grant applications for multimodal transportation and Complete Streets, 2) assist the City with an inventory of City buildings and parks regarding the Americans with Disability Act (ADA), 3) traffic engineering support and 4) service request investigation support.

Workload and Performance Measures:

Workload Measures	2015 Actual	2016 Actual	2017 Estimate	2018 Estimate
Dollar Value of CIP Projects Managed	\$7.40M	\$8.15M	\$6.05M	\$5.78M
Number of Grant/Loan Applications Completed	1*	12**	4	5
Performance Measures	2015 Actual	2016 Actual	2017 Estimate/Goal	2018 Estimate/Goal
Funding Secured for CIP Projects			\$2.75M	\$5.0M

* 61st St Roundabout

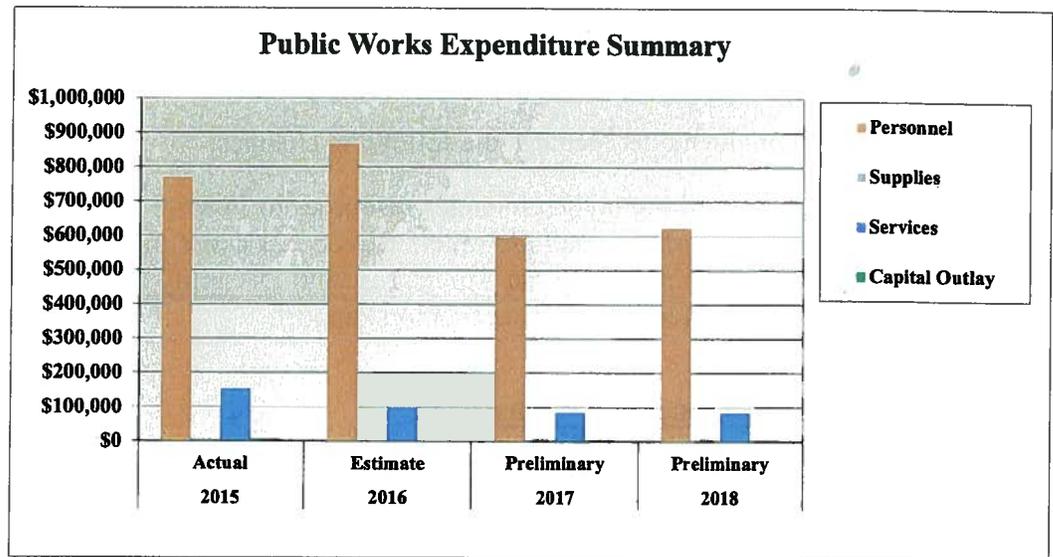
** Juanita Avenue, SR522 Pedestrian Crossing, Simonds Overlay, 68th Sidewalks at NE 185th St, NE 181st West Downtown Sidewalk, Arrowhead Dr Sidewalks, NE 153rd Place Sidewalks, NE 202nd (63rd Ave-66th Ave) Sidewalks, TIB Complete Streets program

General Fund

Public Works

Engineering

Expenditure Summary Public Works Engineering	2015-2016			2015-2016			2017-2018
	Adopted Budget	2015 Actual	2016 Estimate	Total Biennium	2017 Preliminary	2018 Preliminary	Preliminary Budget
Personnel	\$1,111,029	\$769,390	\$866,703	\$1,636,093	\$595,485	\$622,476	\$1,217,961
Supplies	14,320	8,422	6,720	15,142	7,550	7,550	15,100
Services	391,800	152,469	98,718	251,187	84,975	84,975	169,950
Capital Outlay	10,800	7,605	1,395	9,000	6,000	6,000	12,000
Total Program Costs	\$1,527,949	\$937,886	\$973,536	\$1,911,422	\$694,010	\$721,001	\$1,415,011



Employee Summary Public Works/Eng Positions	2015-2016			2015-2016			2017-2018
	Adopted Budget	2015 Actual	2016 Estimate	Total Biennium	2017 Preliminary	2018 Preliminary	Preliminary Budget
Director of Public Works	1	1	1	1	1	1	1
Senior Engineer	1	1	1	1	1	1	1
Traffic Engineer *	1	1	1	1	0	0	0
Capital Projects Manager	1	1	1	1	1	1	1
Civil Engineer	1	1	1	1	1	1	1
Permit & Admin Specialist**	0.4	0.4	0.4	0.4	0.05	0.05	0.05
Total Positions	5.4	5.4	5.4	5.4	4.05	4.05	4.05

* This position is charged to Street Fund effective with 2017-2018 Budget

** This position is reallocated to other cost centers that it supports: Public Works Maintenance, Street Fund, and Surface Water Management Fund

City of Kenmore

Fund General Fund

Department Public Works

Division Engineering

PRIORITY BASED BUDGETING NON PERSONNEL PROGRAM COSTS

Account All Accounts

#	Department	Program	FTE	2017 Cost
2	Engineering	Service Requests	0.398	\$12,181
3	Engineering	Document Management	0.000	\$0
4	Engineering	Reception Desk	0.040	\$220
5	Engineering	Public Records Request	0.100	\$549
6	Engineering	Title VI Reporting	0.100	\$549
7	Engineering	Traffic Accident Data	0.050	\$774
8	Engineering	American with Disability Act (ADA) Inventory	0.116	\$5,639
9	Engineering	CIP Project Construction Management/Inspection	0.433	\$2,378
10	Engineering	CIP Project Design/Environmental	1.211	\$19,144
11	Engineering	CIP Project Grant Applications/Funding Management	0.171	\$15,938
12	Engineering	CIP Project Right of Way Acquisition	0.106	\$584
14	Engineering	City Property Management	0.016	\$90
15	Engineering	Development Inspection	0.285	\$1,814
16	Engineering	Development Review	0.285	\$1,564
17	Engineering	Development Warranty Management and Release	0.067	\$365
18	Engineering	Development: Pre Application Program	0.076	\$417
19	Engineering	Target Zero	0.232	\$1,273
20	Engineering	Traffic Counts	0.100	\$3,549
21	Engineering	Transportation Element Update/Concurrency	0.041	\$5,225
310	Engineering	Arterial Improvements	0.191	\$1,048
311	Engineering	Imagine Kenmore	0.123	\$675
312	Engineering	Regional Transit Coordination	0.164	\$3,900
313	Engineering	Emergency Management	0.016	\$90
314	Engineering	Lakepointe Development	0.057	\$315
341	Engineering	Neighborhood Transportation Plan	0.391	\$2,146
342	Engineering	Town Green Construction	0.200	\$1,098
new	Engineering	Road Standards Updates/creation	tbd	\$2,000
new	Engineering	Bothell 522 coordination	tbd	\$5,000
new	Engineering	Row evaluations (survey, geotech, gpr)	tbd	\$10,000
Total			4.970	\$98,525

City of Kenmore

Fund General Fund
 Department Public Works
 Division Engineering

PRIORITY BASED BUDGETING NON PERSONNEL PROGRAM COSTS

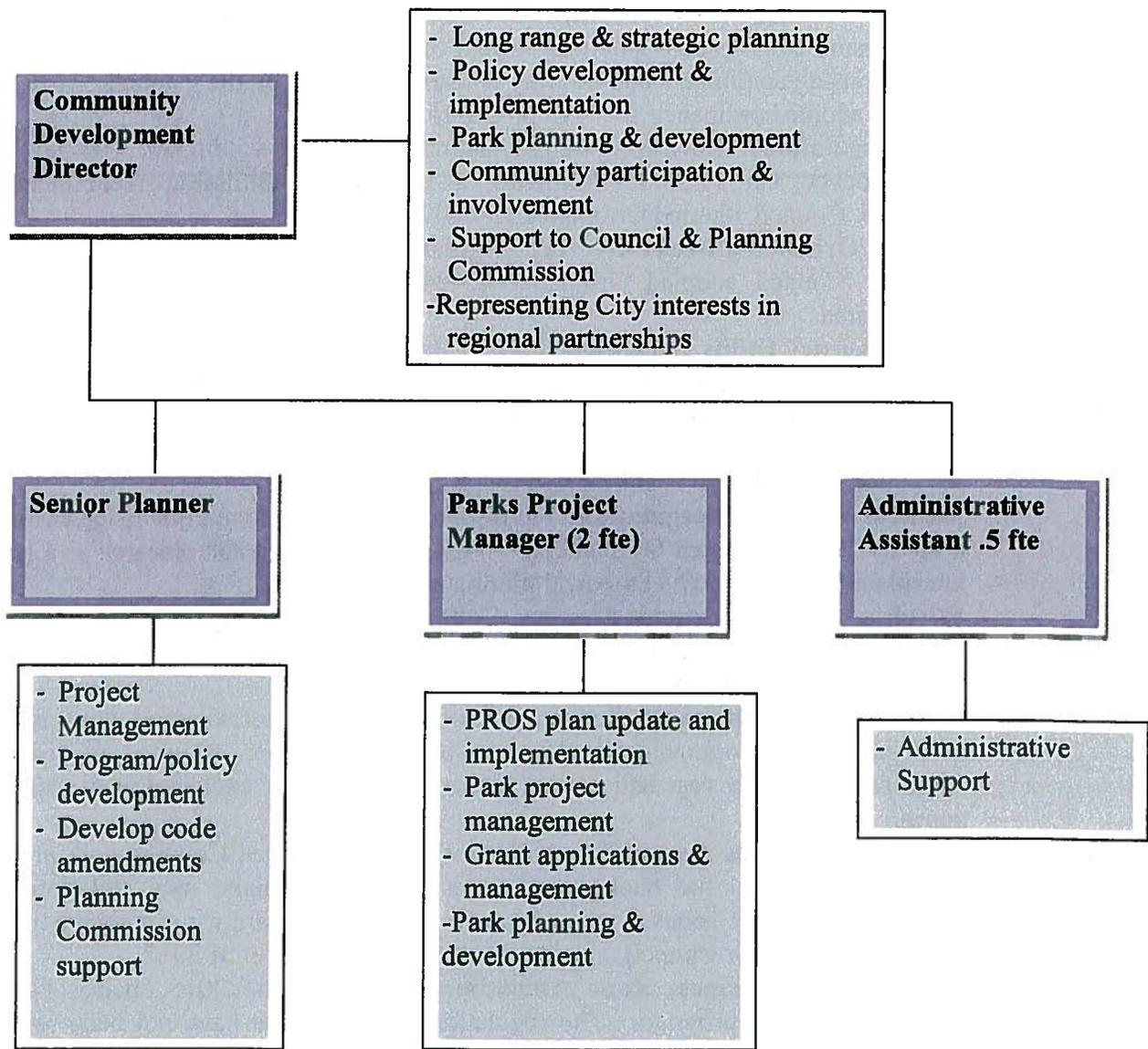
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new	Engineering	Row evaluations (survey, geotech, gpr)	tbd	\$10,000
Total			4.970	\$98,525

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

The Department is responsible for providing leadership in the development and implementation of innovative policies, programs, services and funding strategies that realize the community generated vision for Kenmore. Such responsibilities include but are not limited to: The Comprehensive Plan (and related development regulations); Downtown Plan; Parks, Recreation, and Open Space (PROS) Plan; Shoreline Master Program; park capital improvement program (CIP) and project management; housing programs and affordable housing targets; strategies to support downtown development and economic development. To meet these responsibilities, the Department must ensure there is a forum for citizen participation and involvement. The Department must ensure Kenmore's compliance with state, regional and other development agency mandates, regulations and policies as well as representing Kenmore's interest in regional partnerships.

Department Organization and Responsibilities:



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

2015-2016 Achievements:

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

- **2015 Comprehensive Plan Update:** The State mandated 2015 update to the Comprehensive Plan was due 6/30/15. Planning Commission review was part of the 2015 docket. On 6/22/15 Council adopted Ordinance 15-0339. Since the 2001 original Comprehensive Plan adoption the Council has regularly updated elements. The focus of the 2015 update was on the housing element, utilities element and vision statement with a limited number of new policies on health active living, sustainability and regional transportation. Background information in all chapters was updated with minor policy amendments for consistency.
- **Micro Housing/Tiny Housing Development Regulations:** The Planning Commission considered regulations as part of the 2015 docket with review limited to micro housing apartments and not tiny houses as directed by the Council on 10/26/15. Council adopted ordinance 16-0415 on 2/1/16.
- **Tree Regulations:** Reviewing tree regulations related to “windthrow” was part of the 2015 docket. On 11/23/15 following a Planning Commission recommendation 10/23/15, Council adopted Ordinance 15-0409 on 11/23/15.
- **Transit Oriented District Overlay Regulations:** On 10/12/15 following a Public Hearing, Council adopted Ordinance 15-0406 for a new transit oriented district overlay area.
- **Public Agency Utility Exception (PAUE) Regulations:** On 3/28/16 Council adopted Ordinance 16-0418, providing clarifying amendments to PAUE regulations for allowing exceptions to critical area regulations for certain public agency or public utility projects. On 5/31/16 an appeal was filed with the State Growth Board, resolution of the appeal is anticipated by year end 2016.
- **Medical Marijuana Regulations:** In response to 2015 State marijuana legislation, on 6/13/16 Council adopted Ordinance 16-0421 to allow marijuana research as a type of marijuana business and ban medical marijuana cooperatives.
- **Wireless Communications Chapter Update:** Review of wireless communication regulations was part of the 2015 docket, continued into 2016. Council adopted Ordinance 16-0426 on 10/10/16.
- **Apartments in Residential Zones:** Part of the 2016 docket, Council work program. Staff providing recommendations to the Council in October. Council anticipated to adopt regulations by year end to clarify that apartments are excluded from residential zones.
- **Standardizing Uses Across Zones:** Part of the 2016 docket, Council work program. Staff completed all the background work in 2016 to make uses and definitions consistent across all zones. Staff anticipates bringing forward a recommendation and policy discussion for Council consideration in the first quarter of 2017.
- **Neighborhood Business Zone Amendments:** Part of the 2016 docket, Planning Commission work program. The regulations for this zone have not been reviewed since incorporation. The Planning Commission review and recommendation and Council action may be deferred until the 2017 docket.

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

- **Development Agreement Amendments:** On 2/9/15 Council passed Ordinance 15-0395 requiring a super majority for decisions related to development agreements.

- **Policy and Strategy Development/Implementation**
 - **Housing Strategy:** Developing a housing strategy is an implementation measure for the Housing Element of the Comprehensive Plan. Developing a strategy was included on the 2016 docket. The Planning Commission recommendation to Council is anticipated year end 2016. Council action on the strategy anticipated first quarter 2017.

- **Downtown Development/Economic Development**
 - **Kenmore Village:** Staff was part of the Kenmore Village staff team, working towards implementation of the action plan including oversight for construction of the town green project.
 - **Downtown Properties:** Staff was part of the Lakepointe staff team. Staff also provided feedback on consistency with comprehensive plan policies for other downtown projects.

- **Park Capital Improvement Program and Other Park Projects:** Staff was responsible for managing parks projects adopted in the 2015-2020 parks capital improvement program and other park related projects.
 - **Twin Springs Interim Use Plan:** In 2015 and 2016 staff managed the development of documents needed to transfer the Twin Springs property from King County to City ownership. On 5/23/16 the Twin Springs property was transferred to the City. On 6/27/16 Council direction was to keep the park closed to the public pending development and implementation of an interim use plan in 2017.
 - **Tolt Pipeline Trail Phase 1:** Trail construction on the City of Seattle property on 185th Street between 68th Ave NE and the asphalt sidewalk adjacent to the Northshore Townhomes. In 2015 permits were obtained. In 2015 and 2016 staff negotiated an agreement with Seattle Public Utilities to allow trail development. The Kenmore Council authorized execution of the agreement 9/12/16 and the Seattle Council will authorize execution by year end. The bid process and construction are anticipated in 2017.
 - **Moorlands Park Improvements (master plan updates):** Construct park improvements consistent with the adopted 2006 Master Plan. On 4/18/16 grant agreements executed (2014 grant) with the State Recreation and Conservation Office (RCO). In 2016 refining park design with public outreach in the fall of 2016. Construction in 2017 with park opening in 2018 (except ballfield which will not be available for play until 2019).
 - **Log Boom Park Pedestrian Bridge:** New pedestrian bridge spanning the outfall of Stream 0056. Permits were obtained in 2015. Bid process and contract award spring 2016. Construction September through December 2016.
 - **Rhododendron Park Boardwalk:** New boardwalk/trail connecting the existing park improvements through the wetland to the Sammamish River along with improvements to the access drive to provide additional parking. A shoreline permit was issued in

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

2015. The project is included in the Walkways & Waterways November 2016 ballot measure. Assuming the bond measure passes, in 2017 obtaining engineering permit approval with a bid process and construction estimated in 2018.
- **Rhododendron Park Dock/Float:** New dock/float on City park property located approximately 15-foot east of the Sammamish River bridge on 68th Ave NE. A shoreline permit was issued 12/10/15. 2016/2017 obtaining other agency permits. Construction in 2017 dependent on obtaining required permits. Grant applications submitted in 2016 for State RCO funds.
 - **Squires Landing Float:** Replace the existing float and ramp and improve the pathway connection from the ADA parking stall to the float. Shoreline permit submitted August 2016. Grant application submitted in 2016 for State RCO funds. Obtain shoreline permit and other agency permits in 2017. Construction in 2017 dependent on obtaining permits.
 - **Squires Landing Park Concept:** Project to enhance water access to the Sammamish River including parking, restroom, pocket beach, plaza, floats, boardwalks and trails and habitat restoration. Concepts developed in 2015 with Council selecting a preferred concept on 12/14/15. The project is included in the Walkways & Waterways November 2016 ballot measure. Assuming the ballot measure passes, design and permitting will take several years.
 - **Log Boom Park Concept:** Project to enhance water access to Lake Washington including beach expansion, new trails, boat facilities, shoreline enhancement and mitigation. Concepts developed in 2015 with Council selecting a preferred concept on 12/14/15. The project is included in the Walkways & Waterways November 2016 ballot measure. Assuming the ballot measure passes, design and permitting will take several years.
 - **Downtown Kenmore Town Green:** New public gathering space in downtown consisting of an outdoor plaza and community building. Completing permitting and contractor selection 2015. Construction November 2015 through September 2016. Plaza open to the public estimated November 2016. Working with JSH properties in 2015 and 2016 to find a retail tenant. If a tenant is selected in fall 2016, assume tenant improvement completion first quarter 2017 and community building open to the public
 - **City Hall Park Phase 1 Skate Park Improvements:** New skate court on the north end of the City Hall property. Permitting and construction completed in 2015. Park dedication event 10/10/15.
 - **St. Edward Park Ballfield Renovation:** Renovate the existing ballfields including turf, perimeter walkway, parking and potential field lighting. Permit submittal August 2016. Obtaining a lease with the Washington State Park Commission estimated November 2016. Grant application submitted in 2016 for RCO grant funding. Construction dependent on obtaining permits, lease and funding. Construction anticipated in 2018.
- **Grant Opportunities/Working with Outside Agencies:** Identifying grant opportunities and assessing these opportunities in terms of alignment with City goals and projects is an ongoing objective.

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

- **Grant Application \$500,000 for St. Edward Ballfield Renovation Project:** 2016 Washington Wildlife and Recreation Program (WWRP) Local Parks Category, application through the Washington State Recreation and Conservation Office (RCO)
- **Grant Application \$250,000 for St. Edward Ballfield Renovation Project:** 2016 Youth Athletic Field (YAF) category, application through the RCO.
- **Grant Application \$82,000 for the Squires Landing Float Replacement Project:** 2016 Washington Wildlife and Recreation Program (WWRP) Water Access grant category, application through RCO.
- **Grant Application \$400,000 for the Rhododendron Park Float and Boardwalk Project:** 2016 Washington Wildlife and Recreation Program (WWRP) Water Access grant category, application through RCO.
- **Grant Application \$400,000 for the Rhododendron Park Float and Boardwalk Project:** 2016 Aquatic Lands Enhancement (ALEA) grant category, application through RCO.

Outside Agencies: The following are examples of staff's work with outside agencies.

- **Updating the Hazard Mitigation Plan:** In April 2015 staff submitted the Kenmore Annex to the County who then forwarded it to the Federal Emergency Management Agency. Council approved Resolution 15-266 on 11/23/15 adopting the King County Regional Hazard Mitigation Update.
- **Updating the City's Comprehensive Plan:** Working with Puget Sound Regional Council (PSRC) and the State Department of Commerce on review and certification of the City's proposed amendments to the Comprehensive Plan.
- **Affordable Housing Funding:** Staff reviews funding applications to A Regional Coalition for Housing (ARCH) for affordable housing projects and provides the ARCH recommendation to Council.
- **Transit/Regional Transportation:** Staff provided comments to King County Metro on Kenmore's needs, issues and plans for long term transit service.
- **Historic Preservation:** Staff is part of an internal staff team working on the development and implementation of a historic preservation strategy and exploring grant opportunities.

2017/2018 Objectives:

- **Comprehensive Plan Implementation/Development Regulation Amendments:** Staff will support the Planning Commission and Council on the 2017 and 2018 docket work program related to comprehensive plan amendments and amendments to development regulations.
- **Policy and Strategy Development/Implementation:** Staff will continue to identify opportunities to develop, update and implement policies and strategies that further the community's long term vision and council goals.
- **Downtown Development/Economic Development:** Staff will continue to be part of the Downtown Kenmore staff team and assisting the administration with implementation of the town green project. Staff will continue to be part of the Lakepointe staff team working towards a strategy to complete phases of a high quality sustainable project by 2023.
- **Park Capital Improvement Program and Other Park Projects:** Staff is responsible for managing park projects adopted in the six-year park capital improvement program.
- **Grant Opportunities/Working with Outside Agencies:** Identifying, assessing and applying for grant opportunities and partnerships with outside agencies

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

Budget Highlights:

The 2017-2018 biennial budget includes the following changes:

- Authorizing a full-time Parks Project Manager, changing from a temporary to a permanent position.
- Addition of second full-time Parks Project Manager if Walkways & Waterways Proposition 1 is approved by the voters in November.

Workload and Performance Measures

Workload Measures	2015 Actual	2016 As of June	2017 estimate	2018 estimate
Number of park capital projects managed	9	10	9	9
Number of new initiatives identified (policies, programs, services, funding strategies)	1	0	1	1
Number of meetings with council and planning commission (related to department objectives/work program)	33	17	33	33
Number of grants identified/applications submitted	1	5	1	5
Number of work program projects managed	9	9	9	9

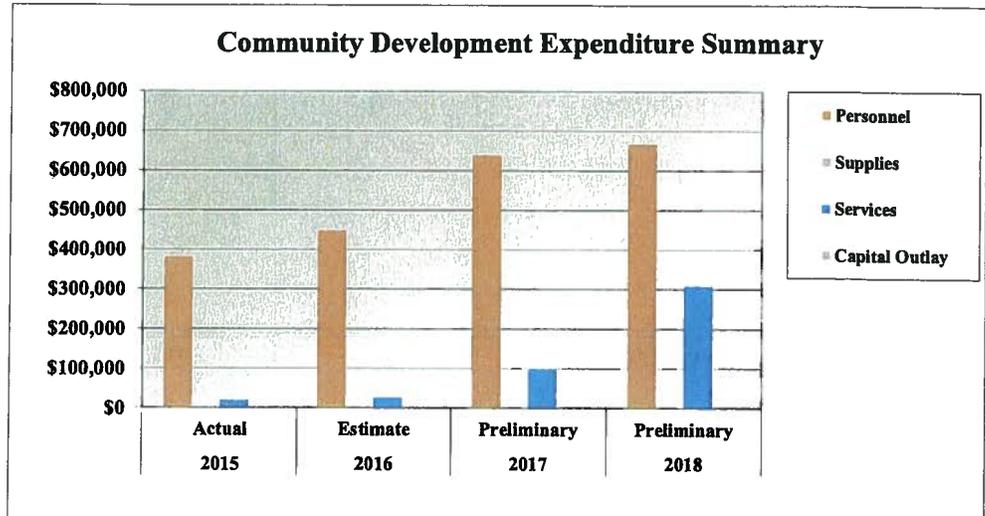
City of Kenmore, Washington
General Fund: Community Development Cost Center

Performance Measures	2015 Actual	2016 As of June	2017 Estimate	2018 estimate
% of park capital projects within scope, on time and within budget	90	100	100	100
Number of new initiatives brought forward for implementation	0	0	1	1
% of planning commission recommendations & council decisions consistent with options presented by staff	90	90	90	90
Number of grant applications awarded	3	3	2	1
% of work program projects meeting deadlines	90	90	90	90

General Fund Community Development

Expenditure Summary Community Development

	2015-2016			2015-2016			2017-2018
	Adopted Budget	2015 Actual	2016 Estimate	Total Biennium	2017 Preliminary	2018 Preliminary	Preliminary Budget
Personnel	733,300	\$380,106	\$447,070	\$827,176	\$637,586	\$666,894	\$1,304,480
Supplies	8,980	1,973	2,157	4,130	2,165	2,165	4,330
Services	87,750	19,697	26,785	46,482	98,200	308,500	406,700
Capital Outlay	0	0	0	0	0	0	0
Total	\$830,030	\$401,776	\$476,012	\$877,788	\$737,951	\$977,559	\$1,715,510



Employee Summary

Community Development Positions

	2015-2016			2015-2016			2017-2018
	Adopted Budget	2015 Actual	2016 Estimate	Total Biennium	2017 Preliminary	2018 Preliminary	Preliminary Budget
Community Development Director	1	1	1	1	1	1	1
Senior Planner	1	1	1	1	1	1	1
Park Project Manager*	0.4	0.4	1	1	2	2	2
Administrative Assistant	0.5	0.5	0.5	0.5	0.5	0.5	0.5
Total Positions	2.9	2.9	3.5	3.5	4.5	4.5	4.5

* One Limited Term Position Added in 2017-2018

City of Kenmore

Fund General Fund

Department Community Development PRIORITY BASED BUDGETING NON PERSONNEL PROGRAM COSTS

Division All Divisions

Account All Accounts

#	Department	Program	FTE	2017 Cost
41	Community Development	Emergency Management	0.045	\$390
42	Community Development	Affordable housing	0.100	\$868
43	Community Development	Planning Policy and Park Issues Interdepartmental Support	0.080	\$694
44	Community Development	Regional and Interagency Relations - Policy and Planning Issues	0.060	\$521
45	Community Development	PROS Plan Implementation	0.150	\$7,301
46	Community Development	Park Capital Improvement Program (CIP) Development	0.100	\$868
47	Community Development	Park Land and Open Space Acquisitions Advice and Support	0.100	\$2,868
48	Community Development	Park Master Plan Development, Update and Implementation	0.150	\$1,301
49	Community Development	Parks Grant Preparation and Administration	0.050	\$434
50	Community Development	Parks Project Management: Bid Preparation and Contract Award	0.130	\$1,128
51	Community Development	Parks Project Management: Construction Inspection	0.150	\$1,301
52	Community Development	Parks Project Management: Design and Permitting	0.150	\$1,301
54	Community Development	Public Participation and Outreach - Parks	0.055	\$2,477
55	Community Development	Recreational Use and Parks Facilities Programming Coordination	0.020	\$174
56	Community Development	Downtown Plan Implementation and Updates	0.040	\$347
57	Community Development	(State Environmental Policy Act Environmental Reporting & Documentation	0.020	\$174
58	Community Development	Development Projects Advice and Review	0.040	\$347
59	Community Development	Sustainability/Low Impact Development plan prep and Updates	0.010	\$87
60	Community Development	Comprehensive Plan Amendments Preparation	0.175	\$1,518
61	Community Development	Comprehensive Plan Implementation	0.050	\$434
62	Community Development	Critical Area Regulations Updates and Implementation	0.050	\$434
63	Community Development	Data Collection and Forecasting	0.010	\$87
65	Community Development	Federal and State Regulations Compliance	0.020	\$174
66	Community Development	Grant Preparation and Administration	0.360	\$3,123
67	Community Development	Historical Preservation Policy Development and Grant Applications	0.020	\$174
68	Community Development	Master Plan Recommendations	0.000	\$0
69	Community Development	Planning Policy Issues Recommendations	0.030	\$260
70	Community Development	Policy and Planning Research	0.170	\$1,475
71	Community Development	Public Participation and Outreach	0.145	\$1,258
72	Community Development	Regulations and Other Municipal Codes Development and Amendment	0.225	\$11,952
73	Community Development	Shoreline Master Program Implementation and Updates	0.020	\$174
74	Community Development	Transportation Planning	0.030	\$260
326	Community Development	Reception Desk	0.075	\$651
327	Community Development	contract management	0.170	\$1,475
329	Community Development	public records request	0.105	\$911
330	Community Development	wellness	0.055	\$477
331	Community Development	imagine kenmore	0.050	\$434
332	Community Development	saint edward seminary building strategic planning	0.020	\$174
333	Community Development	lakepointe strategic planning	0.060	\$521
334	Community Development	planning commission support	0.210	\$1,822
new	Community Development	Park Impact Fee Study	tbd	\$50,000
Total			3.500	\$100,365

City of Kenmore

Fund General Fund

Department Community Development PRIORITY BASED BUDGETING NON PERSONNEL PROGRAM COSTS

Division All Divisions

Account All Accounts

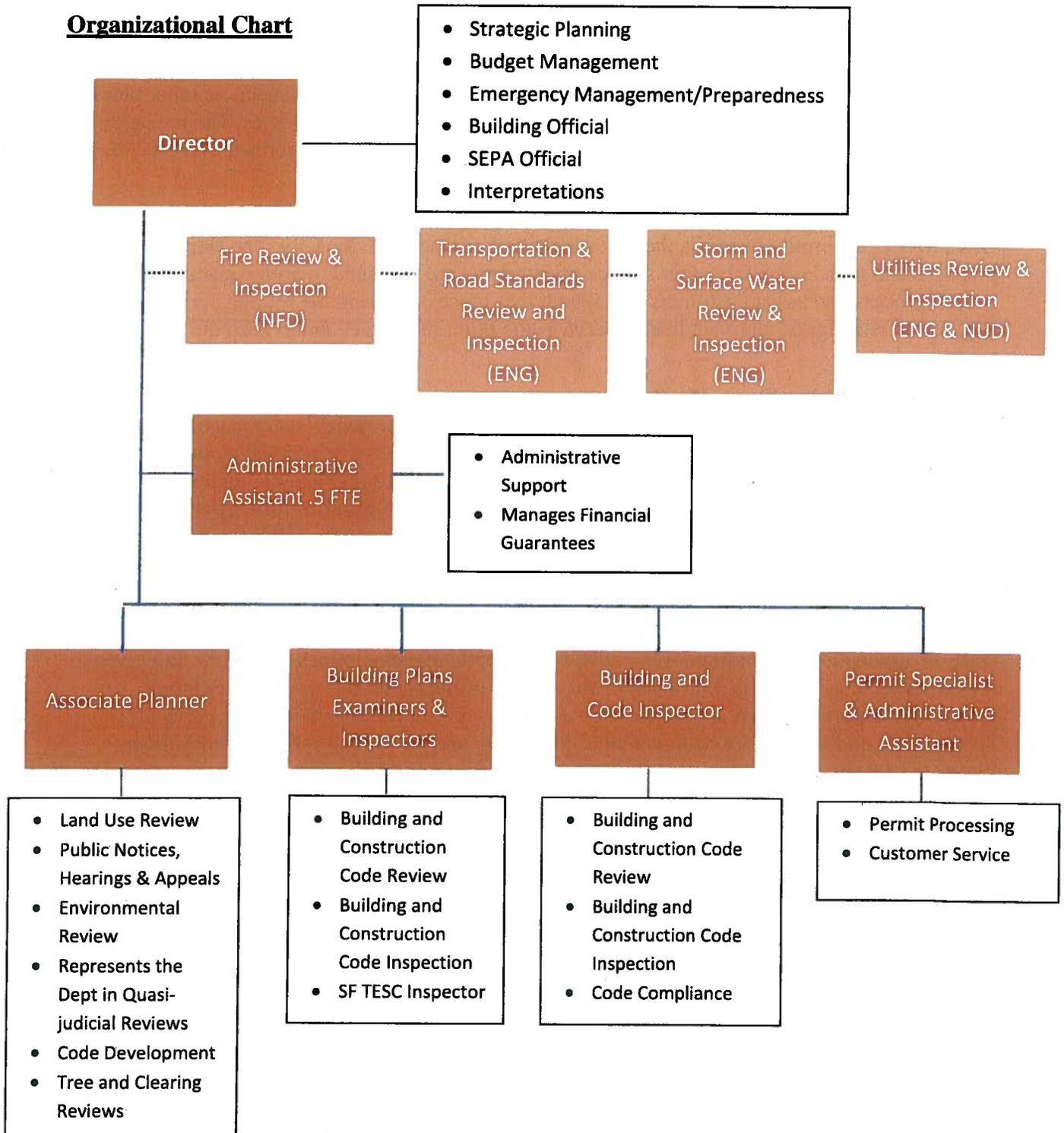
#	Department	Program	FTE	2018 Cost
41	Community Development	Emergency Management	0.045	\$394
42	Community Development	Affordable housing	0.100	\$876
43	Community Development	Planning Policy and Park Issues Interdepartmental Support	0.080	\$701
44	Community Development	Regional and Interagency Relations - Policy and Planning Issues	0.060	\$526
45	Community Development	PROS Plan Implementation	0.150	\$51,314
46	Community Development	Park Capital Improvement Program (CIP) Development	0.100	\$876
47	Community Development	Park Land and Open Space Acquisitions Advice and Support	0.100	\$876
48	Community Development	Park Master Plan Development, Update and Implementation	0.150	\$1,314
49	Community Development	Parks Grant Preparation and Administration	0.050	\$30,438
50	Community Development	Parks Project Management: Bid Preparation and Contract Award	0.130	\$1,139
51	Community Development	Parks Project Management: Construction Inspection	0.150	\$1,314
52	Community Development	Parks Project Management: Design and Permitting	0.150	\$1,314
54	Community Development	Public Participation and Outreach - Parks	0.055	\$482
55	Community Development	Recreational Use and Parks Facilities Programming Coordination	0.020	\$175
56	Community Development	Downtown Plan Implementation and Updates	0.040	\$350
57	Community Development	(State Environmental Policy Act Environmental Reporting & Documentation	0.020	\$175
58	Community Development	Development Projects Advice and Review	0.040	\$350
59	Community Development	Sustainability/Low Impact Development plan prep and Updates	0.010	\$88
60	Community Development	Comprehensive Plan Amendments Preparation	0.175	\$1,533
61	Community Development	Comprehensive Plan Implementation	0.050	\$438
62	Community Development	Critical Area Regulations Updates and Implementation	0.050	\$125,438
63	Community Development	Data Collection and Forecasting	0.010	\$88
65	Community Development	Federal and State Regulations Compliance	0.020	\$175
66	Community Development	Grant Preparation and Administration	0.360	\$3,154
67	Community Development	Historical Preservation Policy Development and Grant Applications	0.020	\$175
68	Community Development	Master Plan Recommendations	0.000	\$0
69	Community Development	Planning Policy Issues Recommendations	0.030	\$263
70	Community Development	Policy and Planning Research	0.170	\$1,489
71	Community Development	Public Participation and Outreach	0.145	\$1,270
72	Community Development	Regulations and Other Municipal Codes Development and Amendment	0.225	\$1,971
73	Community Development	Shoreline Master Program Implementation and Updates	0.020	\$75,175
74	Community Development	Transportation Planning	0.030	\$263
326	Community Development	Reception Desk	0.075	\$657
327	Community Development	contract management	0.170	\$1,489
329	Community Development	public records request	0.105	\$920
330	Community Development	wellness	0.055	\$482
331	Community Development	imagine kenmore	0.050	\$438
332	Community Development	saint edward seminary building strategic planning	0.020	\$175
333	Community Development	lakepointe strategic planning	0.060	\$526
334	Community Development	planning commission support	0.210	\$1,840
Total			3.500	\$310,665

City of Kenmore, Washington

General Fund: Development Services

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

Organizational Chart



City of Kenmore, Washington General Fund: Development Services

Development Services plays a pivotal role in helping to achieve this vision through six core functions: (1) Permit intake and management; (2) Development review team meetings; (3) Permit review; (4) Construction inspections; (5) Monitoring projects after completion; and (6) Code compliance. These core functions provide assistance to developers, investors and home owners alike.

The objective of the process used by Development Services is to continue to provide applicants and their design teams with clear, accurate, and consistent project review and permitting information in a timely and efficient manner. Each Development Services team member plays a unique role that is equally important in the success of the permitting processes. The process used by the Department and the goals of different phases of the process are described in more detail below.

Permit Intake and Management

Often times the permit counter is the customer's first contact with the City. The Department's practices and policies are customer service oriented and are designed to both streamline the overall process and assist customers throughout that process. During the routing period each application is assigned a project lead to serve as the point of contact and to keep the project on track.

Development Review Team Meetings

The development review meeting process includes development review team meetings and an open and effective line of communication. The structure that we have adopted includes meetings that occur at pivotal points throughout the project, including: pre-application, review and pre-occupancy phases. These meetings are designed to provide opportunities for two-way communication between the City's Development Services team and the applicant's design and construction team to resolve complex issues that may occur with development; with the goal of making the City's permitting and review process more expeditious and user friendly.

Permit Review,

Once an application is submitted it is routed to the applicable disciplines for review and given a review target date, typically 3 or 4 weeks for smaller projects and 6 to 8 weeks for larger projects. There are up to six separate review functions that may apply to a single project: (1) Zoning and Land-use; (2) Environmental; (3) Clearing and Grading; (4) Storm and Surface Water; (5) Traffic and Parking; and (6) Building and Structures. The development review team reviews project documents and inspects construction in accordance with applicable codes, laws and regulations; and coordinates with other reviewing agencies, as appropriate.

Construction Inspections and Monitoring Projects after Completion

Projects don't always end when the permit is issued. There are inspections that occur throughout the building process as well as a monitoring period for improvements that the City will inherit, or associated with mitigation for a critical area other site improvement activities as required. This is to ensure that improvements perform or work as they were designed to. Examples of improvements that require monitoring include: roads, stormwater facilities, street trees, and wetland restoration. Monitoring periods, including financial guarantees, can vary from 2 to 5 years and need to be managed regularly throughout the monitoring period.

City of Kenmore, Washington
General Fund: Development Services

2015-2016 Achievements:

- **Implemented a Process for Home Owner's to Obtain Constructions Plans.** The department now offers the building plans to home owners before they destroy them.
- **Local Historical Landmark Nomination** – Successfully added the Kenmore Community Club to the local landmark historical preservation list.
- **Implemented a Cooperative Odor Complaint Program** – Agreement with the Puget Sound Clean Air Agency to coordinate odor complaints.
- **Issued Permits for Kenmore Village Commercial.** After the City selected and executed a purchase and sale agreement with the MainStreet Property Group for the commercial portion of the Kenmore Village, the department processed and issued a site plan application, a development agreement, an engineering permit and a building permit with associated plumbing and mechanical work for the Linq building. The Linq building is a five story building with a basement and lofts, 94 dwelling units with commercial/retail on the first floor. Construction is underway and is expected to receive occupancy approval next year.
- **Reviewing Land-use and Environmental Applications for the Lodge at Saint Edward State Park.** The City received and is in the process of reviewing a Site Plan permit application and Environmental Impact Statement for the rehabilitation of the existing Saint Edward Seminary building for use as a lodge-type hotel with up to 100 guest rooms, meeting/conference rooms, an exercise facility/wellness spa, restaurant, and a café.
- **Implemented a New Permit Tracking System.** The department implemented a new permit tracking software system that consisted of configuration, based on our business practices, testing, staff training, integration with mybuildingpermit.com and implementation.
- **Updated Various Code Sections.** Participated in the update of the following code regulations: integrated transportation system (concurrency); Traffic Impact fees; 2016 Road Standards; Wireless communication facilities; Massage practitioner's business license; Alcohol in parks; Heavy manufacturing; and Micro-housing.
- **Updated Departments Informational Handouts and Maps.** The department updated all of its informational handout and maps.
- **Updated Department's Webpage.** The department updated its webpage.
- **Adopted the 2015 Editions of the Washington State Building Code.** This effort included working together with Northshore Fire District, Northshore Utility District and other

City of Kenmore, Washington
General Fund: Development Services

building departments to draft local amendments to the State Building Code. The State Building Code consists of the International Building Code, International Residential Code, International Mechanical Code, Uniform Plumbing Code, International Energy Efficiency Code, International Fuel Gas Code, and International Fire Code.

- **Experienced an Upward Trend in Development Activities.** The department once again experienced an increase in permitting activities this biennium compared to the previous biennium. Land-use applications are expected to be up 37% and building permits are expected to be up 29% by the end of this biennium.

- **The following is a highlight of the projects the team worked on during 15-16:**
 - **Kerala Townhomes** - This project began in 2007 and was delayed multiple times by the developer due to economic constraints. The project includes 6 separate townhouse buildings with a total of 26 residential units and is located at 18244 73rd Ave NE.
 - **Spencer68 Phase 2** – Consisting of four new buildings and 85 dwelling units.
 - **Kenmore Air Loading Station** – Permits to construct new grated pier and reconfigure existing pier. Consisted of shoreline substantial development permit, SEPA review and building permit.
 - **Speedy Reedy** – Change of use and tenant improvement for a new bicycle retail shop, located at 6620 NE 181st St.
 - **Value Driven Mixed use and Townhomes** – 2 new buildings located at 6229 NE 181st St. Building 1 is a 3- story, mixed use with 3,000 square foot of commercial space on the 1st floor and 8 residential units above. Building 2 consists of 4 three-story townhouses. Building and engineering applications received 8/30/2013, reviewed and approved in 19 weeks.
 - **Library Townhomes** - The project is located at 18138 73rd Ave NE and consists of 2 new buildings with 5 units each, for a total of 10 units. The project is valued at \$1.8 million.
 - **Cooley Smiles** – Change of use and tenant improvements for new dentist office located at 6541 NE 181st ST.
 - **Jimmy Johns** – Tenant improvement project at the old Tully’s building located at 6702 NE Bothell Way.
 - **Domino’s Pizza** – Tenant improvement project in the old Jet City Pizza space located at 6830 NE Bothell Way.

City of Kenmore, Washington
General Fund: Development Services

- **Kenmore Family Housing** – Addition, interior alteration and exterior renovation to an existing transitional housing facility. Consisted of a conditional use permit and building permit.
- **Kenmore Air Hangar** – New 14,400 sf aircraft hangar for Kenmore Air Harbor. Consisted of shoreline substantial development permit, SEPA review and building permit.
- **Cairn Brewing**- Processed a building permit for the new brewery and taproom located at 7204 NE 175th St.
- **Guesthouse Restaurant** - A new restaurant located at 6810 NE 153rd PL (the old “Hoagy’s Corner” sandwich shop), the “Guest House Restaurant” has applied for a tenant improvement permit.
- **Town Green** – Community building and exterior space located at 6728 NE 181st ST.
- **Refino Six Townhomes** – New 6 unit townhouses located at 18101 62nd Ave NE. Demo, Engineering and Building applications approved in 6 months.
- **Spencer Square** – Development agreement and site plan for Spencer Square, the development on the commercial properties at Kenmore Village. The development includes 3 buildings: a mixed use building with structured parking, medical office, and 94 residential units above; a commercial building of up to 20,000 square foot; and a sit-down restaurant of up to 5,000 square feet adjacent to the future town green. The developer, Main Street Property Group, anticipates beginning demolition of existing buildings and site work in mid-August.
- **Kenmore Village Binding Site Plan** - A condition of closing related to the purchase and sale agreement with MainStreet Property Group.
- **Linq at Spencer Square** – Building permit for the mixed use building with structured parking, medical office, and 94 residential units above.
- **Capps Club** – Tenant improvement for a new restaurant and night club in the old Mia Roma building located at 7620 NE Bothell Way.
- **East Creek Village** - Land development for a 60 lot plat located at 80th Ave NE and NE 198th St. Engineering application reviewed and approved in 3 months. Final plat issued and homes are currently under construction.
- **Reserve at Inglemoor** – Land development for a 12 lot plat located at 16615 76th Ave NE.

City of Kenmore, Washington
General Fund: Development Services

- **The Arbors at Wallace Creek** – Land development for an 18 lot plat located at 20116 73rd Ave NE.
- **Northshore Ridge** – Land development for a 12 lot plat located at 84th Ave Ne and 166th ST.
- **Emerald Vue** – Land development for a 14 lot plat located at 88th and 145th Ave NE.
- **Dahlia Court**- Land development for a 13 lot plat located at 163rd and Simonds Road.
- **Northlake Landing** – Land development for a 11 lot plat located at 16707 74th Ave NE.

2017-2018 Objectives:

- Continue to implement the City Council’s vision of providing a safe and secure community; sustainable, healthy environment; and a desirable place to work and live;
- Continue to facilitate the permitting process in a timely manner;
- Continue to provide predictable, efficient and straightforward services;
- Continue to improve the Department’s services; and
- Promote the City and the City’s development services.

2017-2018 Budget Highlights:

- Continue to exceed customer’s expectations by providing exceptional customer service.
- Complete and issue Certificate of Occupancies for the Kenmore Village property development (i.e. Spencer68 Phase 2, The Linq at Spencer Square and the Town Green building).
- It is anticipated that the Lakepointe project will begin securing entitlements, such as, a new Site Plan application, Shoreline Substantial Development Permit, and Transportation Mitigation Analysis. As such, we will assist with the Lakepointe property development negotiations and process the associated permits and agreements.
- Continue to process and review land-use, environmental and building permits for the rehabilitation of the existing Saint Edward Seminary building; and
- Update Flood Plain Regulations.

City of Kenmore, Washington
General Fund: Development Services

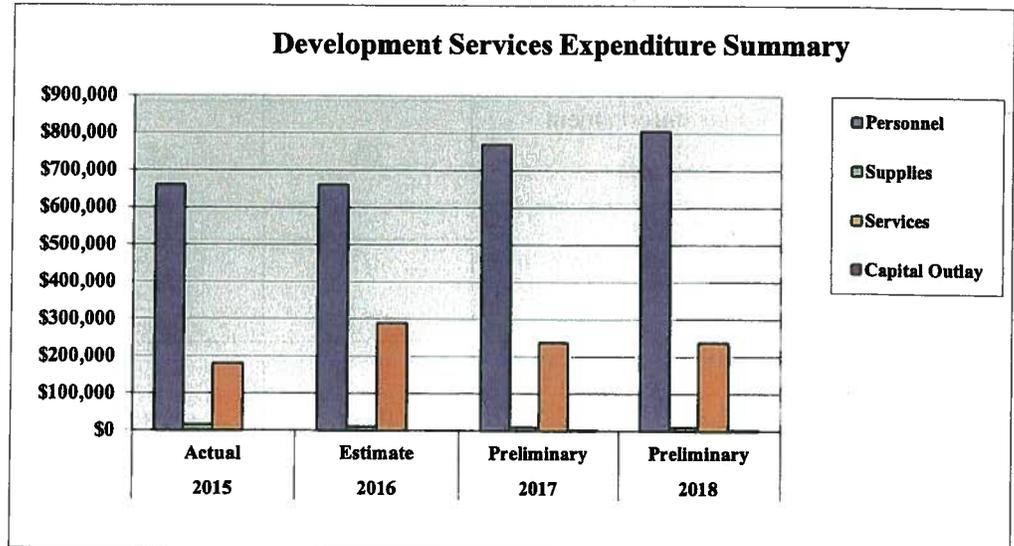
Work Load and Performance Measures:

<u>Workload Measures</u>	2015 Actual	2016 Projected	2017 Estimate	2018 Estimate
Land-use applications processed	105	94	72	79
Construction permits processed	819	921	849	791
Construction inspections performed	3856	3952	3866	3759
Number of code enforcement cases	68	45	50	50

<u>Performance Measures</u>				
% of customers rating review and development services as excellent or good	98%	99%	99%	99%
% of applications processed on time	95%	97%	99%	99%
% of inspections performed on the day requested	99%	99%	99%	99%
% of total applications applied for on-line	32%	35%	50%	50%
% of violations resolved through voluntary compliance methods	98%	99%	98%	98%

General Fund Development Services

Expenditure Summary Development Services	2015-2016			2015-2016			2017-2018
	Adopted Budget	2015 Actual	2016 Estimate	Total Biennium	2017 Preliminary	2018 Preliminary	Preliminary Budget
Personnel	\$1,238,962	\$660,391	\$660,588	\$1,320,979	\$769,439	\$805,399	\$1,574,838
Supplies	34,418	14,923	9,386	24,309	9,000	9,000	18,000
Services	370,087	179,935	289,254	469,189	236,725	236,725	473,450
Capital Outlay	0	0	0	0	2,500	2,500	5,000
Total	\$1,643,467	\$855,249	\$959,228	\$1,814,477	\$1,017,664	\$1,053,624	\$2,071,288



Employee Summary Development Services Positions	2015-2016			2015-2016			2017-2018
	Adopted Budget	2015 Actual	2016 Estimate	Total Biennium	2017 Preliminary	2018 Preliminary	Preliminary Budget
Development Services Director	1	1	1	1	1	1	1
Planner	1	1	1	1	1	0	0
Associate Planner	0	0	0	0	1	1	1
Building Insp/Plans Examiner	1	1	1	1	1	1	1
On Call Building Insp/Plans Examiner	0	0	0	0	1	1	1
Building/Code Inspector	1	1	1	1	1	1	1
Permit & Administrative Specialist	1	1	1	1	1	1	1
Administrative Assistant	0.5	0.5	0.5	0.5	0.5	0.5	0.5
Total Positions	5.5	5.5	5.5	5.5	6.5	6.5	6.5

City of Kenmore

Fund All Funds

Department Development Services

Division All Divisions

PRIORITY BASED BUDGETING NON PERSONNEL PROGRAM COSTS

Account All Accounts

#	Department	Program	FTE	2017 Cost
259	Development Services	Public Records Requests	0.100	\$324
260	Development Services	Building Permit Review	0.330	\$3,569
261	Development Services	Service Requests	0.215	\$696
262	Development Services	Development Review Team Meetings	0.160	\$518
263	Development Services	Art, Education and Outreach Program	0.010	\$532
264	Development Services	Emergency Management	0.050	\$52,012
270	Development Services	Engineering Permit Review	0.000	\$0
271	Development Services	Hearing Examiner	0.125	\$10,405
272	Development Services	Lakepointe Strategic Planning	0.010	\$25,032
273	Development Services	Land-use Review	0.700	\$14,267
274	Development Services	MyBuildingPermit.com	0.060	\$16,744
275	Development Services	NWMaps.net	0.010	\$32
276	Development Services	Trakit	0.475	\$16,538
277	Development Services	Right-of-way Permit Review	0.000	\$0
278	Development Services	Saint Edwards Seminary Strategic Planning	0.030	\$97
279	Development Services	Building Consulting Services	0.020	\$2,565
280	Development Services	Building Inspections	0.590	\$3,611
282	Development Services	Fire Prevention Services	0.000	\$0
283	Development Services	Engineering Consulting Services	0.000	\$15,000
284	Development Services	Animal Control	0.000	\$0
287	Development Services	Buildings and Structures	0.000	\$0
288	Development Services	Business License Program	0.100	\$324
289	Development Services	Code Enforcement	0.310	\$1,604
294	Development Services	Facility Rental	0.050	\$162
295	Development Services	Permit Intake and Management	0.940	\$25,544
296	Development Services	Affordable Housing	0.020	\$65
297	Development Services	Planning Consulting Services	0.000	\$25,000
298	Development Services	Historic Preservation	0.040	\$1,380
299	Development Services	Land-use Inspections	0.020	\$65
300	Development Services	SEPA Management	0.000	\$0
316	Development Services	Administrative	1.530	\$25,055
317	Development Services	Training/Conference	0.395	\$6,404
318	Development Services	GIS	0.000	\$0
319	Development Services	Reception Desk	0.005	\$16
320	Development Services	Code Development	0.050	\$162
321	Development Services	Engineering Inspections	0.000	\$0
322	Development Services	Trees	0.070	\$227
323	Development Services	Special Events	0.040	\$130
324	Development Services	Addressing	0.045	\$146
Total			6.500	\$248,225

City of Kenmore

Fund All Funds

Department Development Services

Division All Divisions

PRIORITY BASED BUDGETING NON PERSONNEL PROGRAM COSTS

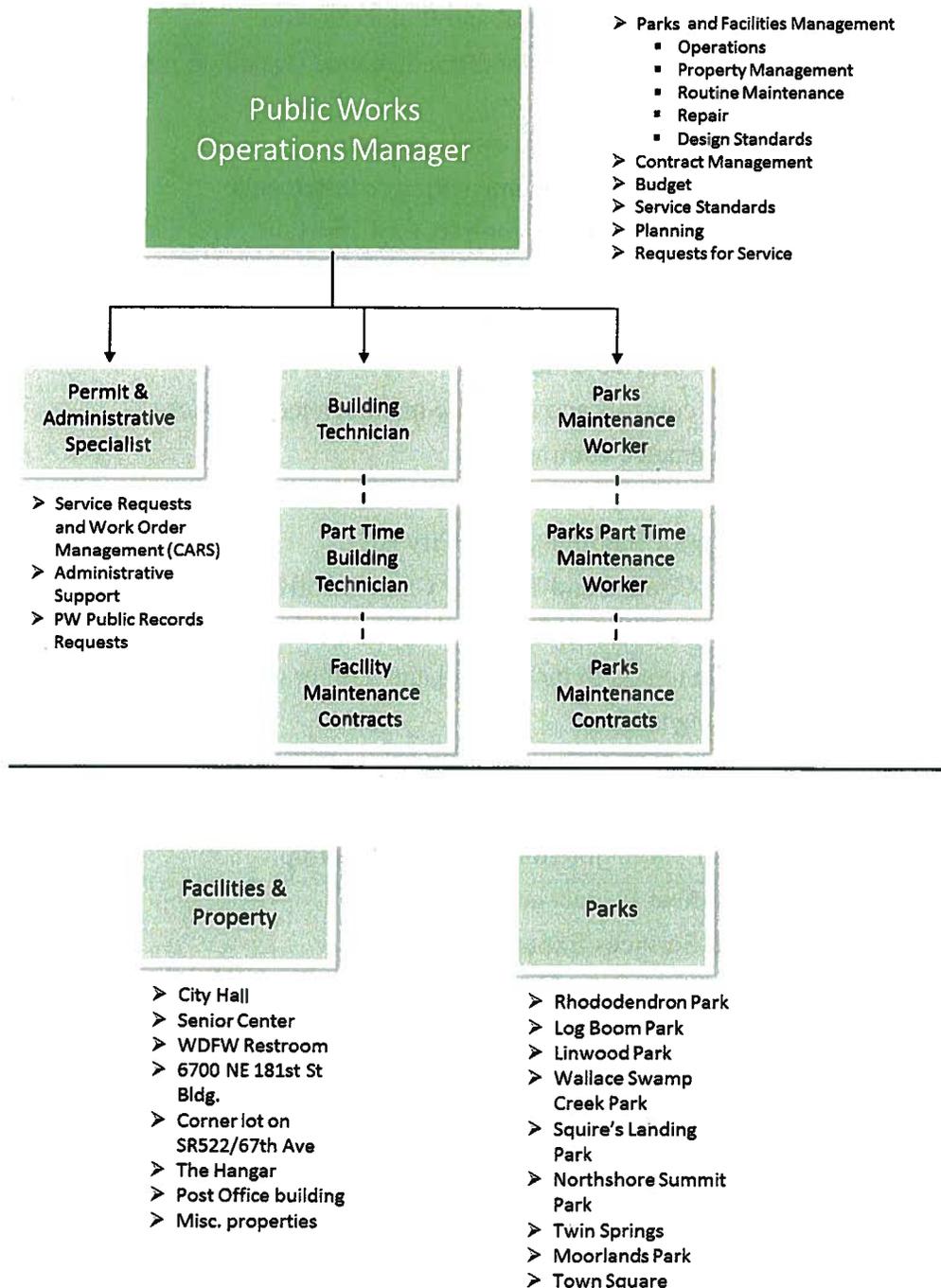
Account All Accounts

#	Department	Program	FTE	2018 Cost
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260	Development Services	Building Permit Review	0.330	\$3,569
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270	Development Services	Engineering Permit Review	0.000	\$0
271	Development Services	Hearing Examiner	0.125	\$10,405
272	Development Services	Lakepointe Strategic Planning	0.010	\$25,032
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275	Development Services	NWMaps.net	0.010	\$32
276	Development Services	Trakit	0.475	\$16,538
277	Development Services	Right-of-way Permit Review	0.000	\$0
278	Development Services	Saint Edwards Seminary Strategic Planning	0.030	\$97
279	Development Services	Building Consulting Services	0.020	\$2,565
280	Development Services	Building Inspections	0.590	\$3,611
282	Development Services	Fire Prevention Services	0.000	\$0
283	Development Services	Engineering Consulting Services	0.000	\$15,000
284	Development Services	Animal Control	0.000	\$0
287	Development Services	Buildings and Structures	0.000	\$0
288	Development Services	Business License Program	0.100	\$324
289	Development Services	Code Enforcement	0.310	\$1,604
294	Development Services	Facility Rental	0.050	\$162
295	Development Services	Permit Intake and Management	0.940	\$25,544
296	Development Services	Affordable Housing	0.020	\$65
297	Development Services	Planning Consulting Services	0.000	\$25,000
298	Development Services	Historic Preservation	0.040	\$1,380
299	Development Services	Land-use Inspections	0.020	\$65
300	Development Services	SEPA Management	0.000	\$0
316	Development Services	Administrative	1.530	\$25,055
317	Development Services	Training/Conference	0.395	\$6,404
318	Development Services	GIS	0.000	\$0
319	Development Services	Reception Desk	0.005	\$16
320	Development Services	Code Development	0.050	\$162
321	Development Services	Engineering Inspections	0.000	\$0
322	Development Services	Trees	0.070	\$227
323	Development Services	Special Events	0.040	\$130
324	Development Services	Addressing	0.045	\$146
Total			6.500	\$248,225

City of Kenmore, Washington

General Fund: Public Works Parks and Facilities Maintenance

The Public Works Parks and Facilities Maintenance cost center accounts for the operation, maintenance, and repair of the City's public parks and facilities, as well as all City owned properties. This budget funds all labor and materials related to landscape maintenance; trails, sidewalks; inspection and repair of play structures; restroom maintenance; sprinkler system maintenance; vandalism repair; litter control; parking lot maintenance, custodial services, utilities, and supplies; routine systems maintenance and inspections (Fire, HVAC, Access Control, Elevator, and Generator).



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

2015-2016 Achievements:

- Hosted a total of four residential grant funded recycling events.
- Routine maintenance performed on Parks and Facilities.
- Take on maintenance for new parks properties or facilities: City Hall Park/Jack Crawford Skate Park and Twin Springs Park.
- City Hall Park amenities and signage installation.
- Squire's Landing Twedt property addition maintenance projects.
- Extended service contracts for Electrical and Plumbing work.
- Kenmore Business Incubator support and maintenance (executed new janitorial contract in 2015).
- City Hall Lobby Conference Room enclosure project.
- City Hall green roof maintenance documentation requirements.
- Executed temporary janitorial service contract for City Hall.
- Executed contract for City Hall and ROW tree holiday lighting.
- Executed service contracts for arborist work.
- Executed a new elevator service contract.
- Executed a new HVAC controls and software maintenance contract.
- Extended HVAC maintenance contract.
- HVAC systems repairs.
- Installed additional exterior flag lighting at City Hall.
- Executed a new Access Control and Security Camera software and maintenance contract.
- Playground inspections and maintenance.
- Purchase of new vehicle to add to motor pool and 3 other replacement vehicles.
- Purchase of new watering trailer.
- Log Boom Park seasonal float (annual installation and removal).
- Kinnaird Memorial Bench at Log Boom Park.
- Wallace Swamp Creek Park major storm damage clean-up.
- Park Steward and Volunteer Project support.
- City Hall Furniture and Services Expansion Project.
- City Hall Roof repair project.
- Ergonomic Desk procurement.
- Full Time and Part Time Maintenance Worker recruitment.
- Front Desk Panic Button Installation.
- Fire Panel Radio Communication Installation.

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

- Event support for City event (Summer Concerts, 4th of July celebrations, Kenmore Playday, Jack Crawford Day and other parks volunteer events, National Night Out events, and Tree Lightings) and Rhododendron Park shelter rentals.

2017-2018 Objectives:

- Public Works Services Analysis.
- Manage parks and facilities maintenance and repair program through contracted services with the City of Lake Forest Park Public Works Department and other private companies.
- Implement a new contract for landscaping services for parks and facilities.
- Implement an asset management program for parks and facilities through Cityworks.
- Operation planning for future parks.
- Continue to host residential community recycling events.

2017-2018 Budget Highlights:

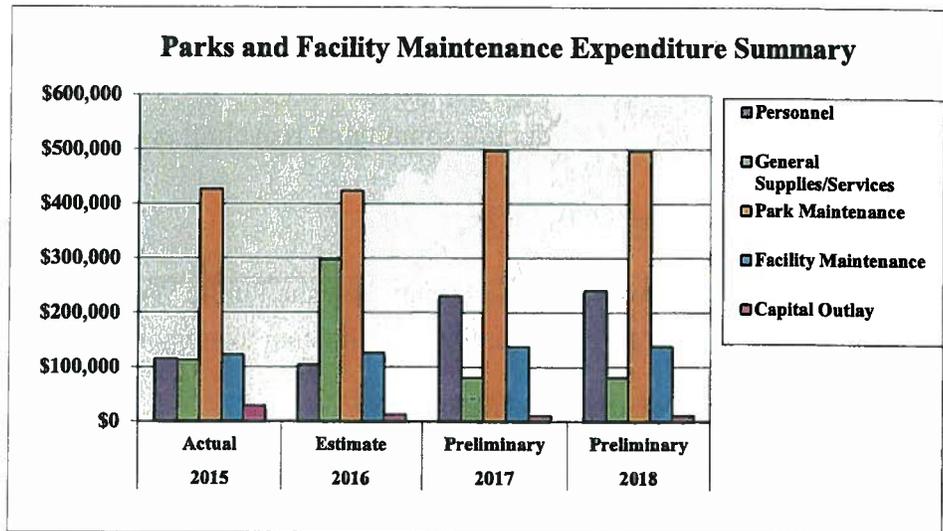
- Increased consulting budget to include the Public Works Services Analysis.
- Addition of Part Time Building Technician to support the opening of The Hangar.

Work Load and Performance Measures:

<u>Workload Measures</u>	2015 Actual	2016 Actual	2017 Estimate	2018 Estimate
Number of Service Requests and Work Orders Logged	1644	1633 as of 9/27	1800	1800
Special Events Applications	20	17 as of 9/27	20	20
Facility Rental Applications	27	25 as of 9/27	30	30
<u>Performance Measures</u>				
Parks Volunteer Events				

General Fund
Public Works
Parks and Facility Maintenance

Expenditure Summary Parks and Facility Maintenance	2015-2016			2015-2016			2017-2018
	Adopted Budget	2015 Actual	2016 Estimate	Total Biennium	2017 Preliminary	2018 Preliminary	Preliminary Budget
Personnel	\$361,109	\$115,184	\$103,070	\$218,254	\$229,631	\$240,558	\$470,189
General Supplies/Services	179,000	112,338	296,837	409,175	80,075	80,075	160,150
Park Maintenance	993,800	426,233	423,407	849,640	497,000	497,000	994,000
Facility Maintenance	380,500	121,537	124,592	246,129	137,000	137,000	274,000
Capital Outlay	40,000	27,567	12,433	40,000	10,000	10,000	20,000
Total	\$1,954,409	\$802,859	\$960,339	\$1,763,198	\$953,706	\$964,633	\$1,918,339



Employee Summary Parks and Facility Maintenance	2015-2016			2015-2016			2017-2018
	Adopted Budget	2015 Actual	2016 Estimate	Total Biennium	2017 Preliminary	2018 Preliminary	Preliminary Budget
Maintenance Worker	1	1	1	1	1	1	1
PT Maintenance Worker	0.4	0.4	0.4	0.4	0.4	0.4	0.4
Building Technician**	1	1	1	1	1	1	1
PT Building Technician*	0	0	0	0	0.4	0.4	0.4
Permit & Admin Specialist .4FTE	0	0	0	0	0.4	0.4	0.4
Total Positions	2.4	2.4	2.4	2.4	3.2	3.2	3.2

*New positions for 2017-2018
 ** Previously Maintenance Custodian

City of Kenmore

Fund 01-General Fund

Department Public Works

Division Park and Facility Maintenance PRIORITY BASED BUDGETING NON PERSONNEL PROGRAM COSTS

Account All Accounts

#	Department	Program	FTE	2017 Cost
82	Public Works Facilities	Service Requests	0.000	\$5,000
83	Public Works Facilities	Facility Rentals and Set-Up	0.170	\$815
84	Public Works Facilities	Landscape Mainenance	0.090	\$16,931
85	Public Works Facilities	Senior Center Building Maintenance	0.050	\$5,690
87	Public Works Parks	Service Requests	0.130	\$49,923
89	Public Works Parks	Site Maintenance	0.220	\$169,005
91	Public Works Parks	Landscape Maintenance	0.170	\$137,815
92	Public Works Parks	Restroom Maintenance	0.270	\$27,794
93	Public Works Parks	Parks CIP Support	0.030	\$144
94	Public Works Parks	Parks Signage	0.000	\$3,500
95	Public Works Parks	Parks Volunteer Programs	0.130	\$4,623
97	Public Works Parks	Playground Maintenance	0.100	\$6,979
99	Public Works Parks	Seasonal Park Worker Program	0.020	\$96
100	Public Works Parks	Special Events Support	0.020	\$10,096
301	Public Works	Recycling Event Management	0.000	\$50,000
9010	Public Works Parks	Contract Management	0.650	\$16,616
9011	Public Works Facilities	Custodial Maintenance	0.100	\$32,979
9016	Public Works Facilities	Building Systems Maintenance	0.050	\$75,990
9017	Public Works Facilities	Fleet Maintenance and Operations	0.100	\$7,829
9100	Public Works Facilities	City Hall Repairs	tbd	\$32,500
new	Public Works Facilities	Site Maintenance	tbd	\$19,750
new	Public Works Parks	Recreational Programs	tbd	\$50,000
Total			2.300	\$724,075

City of Kenmore

Fund 01-General Fund

Department Public Works

Division Park and Facility Maintenance PRIORITY BASED BUDGETING NON PERSONNEL PROGRAM COSTS

Account All Accounts

#	Department	Program	FTE	2018 Cost
82	Public Works Facilities	Service Requests	0.000	\$5,000
83	Public Works Facilities	Facility Rentals and Set-Up	0.170	\$815
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9017	Public Works Facilities	Fleet Maintenance and Operations	0.100	\$7,829
9100	Public Works Facilities	City Hall Repairs	tbd	\$32,500
new	Public Works Facilities	Site Maintenance	tbd	\$19,750
new	Public Works Parks	Recreational Programs	tbd	\$50,000
Total			2.30	\$724,075

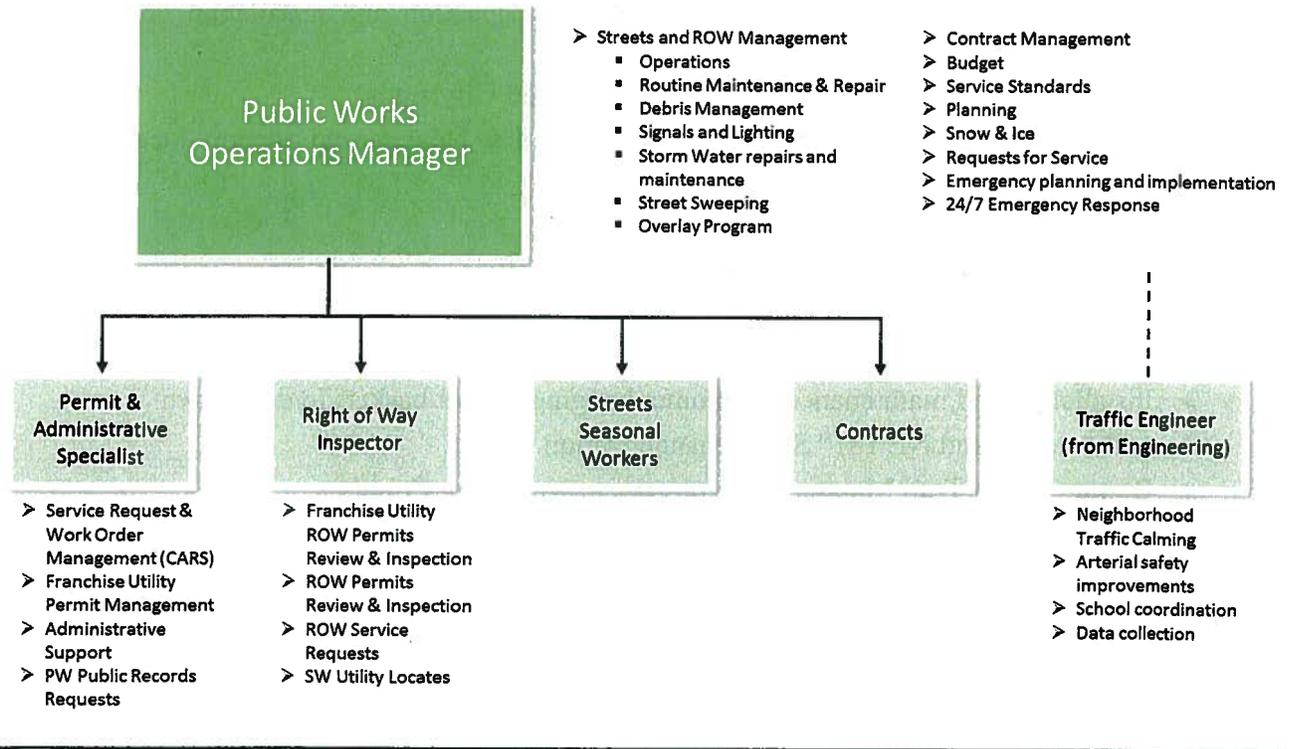
City of Kenmore, Washington

Other Funds' Budgets

City of Kenmore, Washington

Street Fund

The Street Fund accounts for traffic engineering and maintenance expenditures on street, traffic control devices, sidewalks and right of way maintenance. Traffic engineering responsibilities include management of the Neighborhood Traffic Program, traffic calming requests and projects. Maintenance responsibilities include pavement management, overlay project management, snow and ice control, sign maintenance, landscape maintenance, and other non-specialized services. Maintenance is provided through contracts with King County, the City of Lake Forest Park and private vendors. Major revenue sources include the State's gas tax on motor vehicle fuels and transfers from other funds. The goal of the operation is to protect and preserve the health, safety and well being of the citizens through effective and efficient maintenance and operation of the City's transportation



City of Kenmore, Washington
Street Fund

2015-2016 Achievements:

- 68th Ave NE Overlay (approximately .85 miles); Upgraded ADA ramps, 2015.
- NE 170th St/Simonds Overlay (approximately .80 miles); Upgraded ADA ramps, 2016.
- Secured Simonds Overlay Preservation Grant for 2017-2018.
- Completion of the initial RRFB installation, 2015.
- Completed lighting improvements to the RRFB locations, 2015.
- Completed enhanced crosswalk and ADA ramps on Juanita, 2015.
- Completed annual striping and thermoplastic inspection and installation on over 133 roadway lane miles.
- Completed annual night inspections for over 2,000 City signs.
- Street banner program, including the new holiday banners and support local business banners.
- Heron bike rack installation on 522.
- West Samm Bridge expansion joint repairs in 2016.
- West Samm Bridge pressure washing.
- Increase Right-of-Way landscaping level of service.
- Installation and maintenance of summer hanging flower baskets in downtown.
- 68th Ave NE and NE 181st St Re-channelization.
- Burke Gilman Trail Maintenance Agreement with King County.
- Designation of Small Works Roster (MSRC).
- % increase in Surface Water Locates
- Franchise and Non-Franchise ROW permit application intake, review, and inspection.

2017-2018 Objectives:

- Complete the Public Works Services Analysis.
- Management of annual overlay program.
- Continue to maintain over 2,000 street signs throughout the City.
- Continue with road marking maintenance.
- Pothole and road repair as needed.
- Continue annual bridge inspections, maintenance and repair work.
- Continue with street banner program.
- Support Transportation CIP and transition to maintenance.
- Respond to traffic related Service Requests.
- Collect and update traffic volume information on City streets to assist in monitoring potential problems and prioritizing improvements.
- Maintain City's accident record system to identify potential problems and assist with prioritizing improvements.

City of Kenmore, Washington
Street Fund

- Continue coordination with the Northshore School District to improve traffic safety around schools.
- Engineering support for the City's Complete Streets and Target Zero programs.

<u>Workload Measures</u>	2015 Actual	2016 Actual	2017 Estimate	2018 Estimate
Number of ROW* Franchise Utility Permits Applications processed	238		225	225
ROW Permit Applications (non franchise)	16	19 as of 9/27	20	20
811 Utility Locate Calls Tickets	1630		1600	1600
<u>Performance Measures</u>	2015 Actual	2016 Actual	2017 Estimate	2018 Estimate
Annual Pavement Rehabilitation Program	\$587,443		\$450K	\$805K*
Process ROW Franchise Utility Permit Applications within 7 business days of receipt	92%		90%	90%

ROW = Right of Way

*Including \$355K Federal Preservation Grant Funding

2016-2017 Budget Highlights:

- Federal Road Preservation Grant to fund \$355K of Simonds Road Overlay Phase II Project.
- Traffic engineering support is provided by the Traffic Engineer position included in this budget for 2017-2018.

City of Kenmore

Fund 10-Street

Department Public Works

Division All Divisions Street and ROW PRIORITY BASED BUDGETING NON PERSONNEL PROGRAM COSTS

Account All Accounts

#	Department	Program	FTE	2017 Cost
101	Public Works ROW	Franchise Utility Permits	0.170	\$5,826
102	Public Works ROW	Service Request	0.250	\$82,391
103	Public Works ROW	Landscape and Vegetation Maintenance	0.050	\$213,478
104	Public Works ROW	Franchise Utility Right of Way Inspections	0.250	\$4,891
105	Public Works ROW	Non-Franchise ROW Permits	0.100	\$1,956
106	Public Works ROW	Street Banners	0.000	\$20,000
107	Public Works ROW	Surface Water Utility Locates	0.200	\$6,913
108	Public Works Streets	Bridge Inspections	0.000	\$15,000
109	Public Works Streets	Bridge Maintenance	0.000	\$30,000
110	Public Works Streets	Service Requests	0.090	\$52,761
111	Public Works Streets	Crack Sealing Program	0.000	\$30,000
113	Public Works Streets	Overlay Program	0.100	\$2,956
114	Public Works Streets	Pavement Management	0.000	\$31,000
115	Public Works Streets	Roadway Maintenance	0.000	\$72,500
117	Public Works Streets	Snow and Ice Removal	0.000	\$0
119	Public Works Streets	Transportation CIP Support	0.050	\$978
123	Public Works Streets	Roadway Markings	0.000	\$25,000
124	Public Works Streets	Signal Maintenance and Operations	0.000	\$60,000
125	Public Works Streets	Street Signs Management	0.000	\$85,000
9016	Public Works Fleet	Fleet Maintenance and Operations	0.000	\$39,000
new	Public Works ROW	Pedestrian Facilities	0.000	\$35,000
new	Public Works ROW	Hardscapes	0.000	\$25,000
new	Public Works ROW	Street Lights	0.000	\$110,000
new	Public Works Streets	Traffic Engineering	0.000	\$36,000
Total			1.260	\$985,650

City of Kenmore

Fund 10-Street

Department Public Works

Division All Divisions Street and ROW

PRIORITY BASED BUDGETING NON PERSONNEL PROGRAM COSTS

Account All Accounts

#	Department	Program	FTE	2018 Cost
101	Public Works ROW	Franchise Utility Permits	0.170	\$5,826
102	Public Works ROW	Service Request	0.250	\$82,391
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105	Public Works ROW	Non-Franchise ROW Permits	0.100	\$1,956
106	Public Works ROW	Street Banners	0.000	\$20,000
107	Public Works ROW	Surface Water Utility Locates	0.200	\$6,913
108	Public Works Streets	Bridge Inspections	0.000	\$15,000
109	Public Works Streets	Bridge Maintenance	0.000	\$30,000
110	Public Works Streets	Service Requests	0.090	\$52,761
111	Public Works Streets	Crack Sealing Program	0.000	\$30,000
113	Public Works Streets	Overlay Program	0.100	\$2,956
114	Public Works Streets	Pavement Management	0.000	\$31,000
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117	Public Works Streets	Snow and Ice Removal	0.000	\$0
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125	Public Works Streets	Street Signs Management	0.000	\$85,000
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new	Public Works ROW	Pedestrian Facilities	0.000	\$35,000
new	Public Works ROW	Hardscapes	0.000	\$25,000
new	Public Works ROW	Street Lights	0.000	\$110,000
new	Public Works Streets	Traffic Engineering	0.000	\$36,000
Total			1.260	\$985,650

STREET FUND REVENUES

	2015-2016 Adopted Budget	2015-2016 Amended Budget	2015 Actual	2016 Projected	2015-2016 Biennium Total	2017 Preliminary	2018 Preliminary	2017-2018 Preliminary Budget
REVENUES								
Beginning Fund Balance	\$463,500	\$899,288	\$899,288	\$825,027	\$899,288	\$765,235	\$766,051	\$765,235
Fuel Tax	871,531	871,531	450,308	467,854	918,162	484,802	484,802	969,604
Multi-modal Distribution	0	0	0	22,990	22,990	23,100	23,100	46,200
Investment Interest	0	0	4,458	3,000	7,458	3,000	3,000	6,000
ROW Permit fees	180,000	180,000	142,040	108,238	250,278	110,000	110,000	220,000
Plat Signs/Misc	0	0	1,414	4,486	5,900	750	750	1,500
Transfer from General Fund	833,000	833,000	485,430	549,570	1,035,000	500,000	500,000	1,000,000
Transfer from TBD	475,000	475,000	232,000	243,000	475,000	345,000	324,000	669,000
Total Revenues	2,359,531	2,359,531	1,315,650	1,399,138	2,714,788	1,466,652	1,445,652	2,912,304
Total Street Fund	\$2,823,031	\$3,258,819	\$2,214,938	\$2,224,165	\$3,614,076	\$2,231,887	\$2,211,703	\$3,677,539

STREET FUND EXPENDITURES

	2015-2016 Adopted Budget	2015-2016 Amended Budget	2015 Actual	2016 Projected	2015-2016 Biennium Total	2017 Preliminary	2018 Preliminary	2017-2018 Preliminary Budget
EXPENDITURES								
Salary and Benefits	577,783	577,783	288,875	371,130	660,005	457,936	479,773	937,708
Maintenance & Operations	1,665,047	1,665,047	752,723	991,114	1,743,837	987,900	943,400	1,931,300
Pedestrian Safety Program	95,447	95,447	0	0	0	0	0	0
Capital (Wayfinding and Banners)	33,000	33,000	27,716	17,284	45,000	20,000	20,000	40,000
Transfer to Transportation Capital	0	400,000	320,597	79,403	400,000	0	0	0
Total Expenditures	2,371,277	2,771,277	1,389,911	1,458,931	2,848,842	1,465,836	1,443,173	2,909,008
Ending Fund Balance	451,754	487,542	825,027	765,235	765,235	766,051	768,530	768,530
Total Expenditures and Ending Fund Balance	\$2,823,031	\$3,258,819	\$2,214,938	\$2,224,165	\$3,614,076	\$2,231,887	\$2,211,703	\$3,677,539

City of Kenmore, Washington Public Art Fund

This fund accounts for public art displays (or performing arts events) as authorized by the City Council. Per Kenmore Municipal Code Chapter 3.50, the revenues for financing projects are received from other City funds that have contributed toward a public capital project. The ordinance states that at least one-percent (1%) of the awarded construction contract will be deposited in this fund. From time to time the City Council can convene an ad hoc committee to recommend criteria for expenditures from this fund, which will be approved by the City Council.

2015-2016 Achievements:

- The City continued its association with the Arts of Kenmore by jointly funding an acquisition for the City's public art collection from the annual Kenmore Art Show.
- The Arts of Kenmore Gallery @ Kenmore City Hall featured a number of shows that were on display for 3 months each, with the opportunity for the public to purchase art pieces in each show. The City assisted the Arts of Kenmore with the cost of Opening Receptions for each show. As outlined in a 2012 agreement, the Arts of Kenmore is responsible for call for artists, art selection, mounting exhibits, sales transactions and opening receptions.

2017-2018 Objectives:

- Continue to work with the Arts of Kenmore to implement the Agreement approved in 2012 for art exhibits in the City Hall lobby.
- Build the City's public art collection through annual acquisitions from the Kenmore Art Show which are jointly funded by the Arts of Kenmore and the City's Public Art Fund.
- Incorporate public art in the Kenmore Village park/gathering space design and identify other potential downtown locations for public art.

Budget Highlights:

- \$500 per year is budgeted for annual public art acquisition from the Kenmore Arts Show
- \$60,000 has been budgeted as follows:
 - \$10,000 has been allocated for a concrete wall etching on the wall at the 181st and 61st intersection
 - \$50,000 has been allocated for an art metal 2 dimensional relief on the SR522 "church wall"

PUBLIC ART FUND REVENUES

	2015-2016 Adopted Budget	2015 Actual	2016 Projected	2015-2016 Biennium Total	2017 Preliminary	2018 Preliminary	2017-2018 Preliminary Budget
Beginning Fund Balance	\$67,131	\$67,849	\$67,652	\$67,849	\$67,408	\$7,058	\$67,408
Beginning Fund Balance	67,131	67,849	67,652	67,849	67,408	7,058	67,408
Contributions from Capital Projects	0	0	0	0	0	0	0
Investment Interest	200	351	300	651	150	0	150
Total Revenues	200	351	300	651	150	0	150
Total Public Art Fund	\$67,331	\$68,200	\$67,952	\$68,500	\$67,558	\$7,058	\$67,558

PUBLIC ART FUND EXPENDITURES

	2015-2016 Adopted Budget	2015 Actual	2016 Projected	2015-2016 Biennium Total	2017 Preliminary	2018 Preliminary	2017-2018 Preliminary Budget
Ending Fund Balance	\$66,331	\$67,652	\$67,408	\$67,408	\$7,058	\$6,558	\$6,558
Ending Fund Balance	66,331	67,652	67,408	67,408	7,058	6,558	6,558
1% for Arts Program	1,000	548	544	1,092	60,500	500	61,000
Services/Capital	1,000	548	544	1,092	60,500	500	61,000
Total Expenditures	1,000	548	544	1,092	60,500	500	61,000
Total Public Art Fund	\$67,331	\$68,200	\$67,952	\$68,500	\$67,558	\$7,058	\$67,558

City of Kenmore, Washington
Park Impact Fee Fund

This fund accounts for City-imposed park impact fees. The revenues are received from new development activity that creates additional demand and need for public parks. The 2016 park impact fee for a single-family residence was \$2,565 and the fee remains unchanged at this time. The fee may be increased annually based on the October to October CPI-W for Seattle.

Expenditures from this fund will be spent for public improvements including, but not limited to: planning for parks that will reasonably benefit new development, land acquisition, improvements, construction, engineering, architectural, permitting, financing and administrative expenses, applicable impact or mitigation costs and capital equipment pertaining to park facilities.

2015-2016 Achievements:

- The balance of impact fees carried forward to 2015 was \$752,774.
- Impact fee revenues of \$841,313 are anticipated for this biennium.
- \$11,996 is anticipated to be spent toward the expansion of the Squire’s Landing park property.
- \$264,922 was expended for the Log Boom Park new pedestrian bridge.
- \$15,000 is projected to be spent on the Rhododendron Park float.
- \$100,000 is allocated for Moorlands Park improvements, and
- \$50,000 was allocated for the Log Boom Park concept in this biennium.

2017-2018 Objectives:

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

2017-2018 Budget Highlights:

- The 2017-2018 biennial budget anticipates a beginning fund balance of \$1,196,496 and receipts of \$400,000. Transfers to the Park Capital Fund in the amount of \$754,500 have been budgeted as follows:

Uses of Funds:	
Tolt Pipeline Trail	\$25,000
Moorlands Park	\$359,500
Rhododendron Park float	\$175,000
Improvements to new Squires Landing property	\$195,000

- Park Impact fees will be budgeted by project, in accordance with the approved capital facilities plan, and transferred to the Park Capital Fund as a resource for park improvements.

City of Kenmore, Washington
Park Impact Fee Fund

- The following table shows the accumulated and available Park Impact Fees by year received as projected to the end of 2018:

2016 Estimate	441,996
2017 Budget	257,000
2018 Budget	155,000

Total Ending Balance 2018 \$853,996

PARK IMPACT FEE FUND

REVENUES

	2015-2016 Adopted Budget	2015-2016 Amended Budget	2015 Actual	2016 Projected	2015-2016 Biennium Total	2017 Preliminary	2018 Preliminary	2017-2018 Preliminary Budget
Beginning Fund Balance	\$531,408	\$752,774	\$752,774	\$1,149,021	\$752,774	\$1,162,103	\$779,603	\$1,162,103
Total Beginning Fund Balance	531,408	752,774	752,774	1,149,021	752,774	1,162,103	779,603	1,162,103
Park Impact Fees	229,600	229,600	391,313	450,000	841,313	250,000	150,000	400,000
Investment Interest	4,463	4,463	4,934	5,000	9,934	7,000	5,000	12,000
Total Revenues	234,063	234,063	396,247	455,000	851,247	257,000	155,000	412,000
Total Park Impact Fee Fund	\$765,471	\$986,837	\$1,149,021	\$1,604,021	\$1,604,021	\$1,419,103	\$934,603	\$1,574,103

PARK IMPACT FEE FUND

EXPENDITURES

	2015-2016 Adopted Budget	2015-2016 Amended Budget	2015 Actual	2016 Projected	2015-2016 Biennium Total	2017 Preliminary	2018 Preliminary	2017-2018 Preliminary Budget
Ending Fund Balance	\$275,471	\$283,421	\$1,149,021	\$1,162,103	\$1,162,103	\$779,603	\$819,603	\$819,603
Total Ending Fund Balance	275,471	283,421	1,149,021	1,162,103	1,162,103	779,603	819,603	819,603
Transfer to Park Capital Fund	490,000	703,416	0	441,918	441,918	639,500	115,000	754,500
Total Transfers	490,000	703,416	0	441,918	441,918	639,500	115,000	754,500
Total Expenditures	490,000	703,416	0	441,918	441,918	639,500	115,000	754,500
Total Park Impact Fee Fund	\$765,471	\$986,837	\$1,149,021	\$1,604,021	\$1,604,021	\$1,419,103	\$934,603	\$1,574,103

City of Kenmore, Washington
Transportation Impact Fee Fund

This fund accounts for City-imposed transportation impact fees. The revenues are received from new development activity that creates additional demand and need for transportation improvements. The 2016 transportation impact fee for a single-family residence was \$8,434.02 and is unchanged at this time. The fee may be increased annually based on the October to October CPI-W for Seattle.

Expenditures from this fund will be spent for public improvements including, but not limited to planning, land acquisition, improvements, construction, engineering, architectural, permitting, financing and administrative expenses, applicable impact or mitigation costs and any other expenses which can be capitalized.

2015-2016 Achievements:

- The beginning fund balanced carried forward to 2015 was \$1,162,934.
- \$2,409,888 of transportation impact fee revenues are estimated to be received in this biennium.
- \$2,360,000 was transferred to the Transportation Capital Fund in 2015 in support of the SR522 West A construction project.
- \$200,000 is estimated to be spent in this biennium for the West Samm Bridge project.
- The estimated 2016 ending fund balance is \$1,016,401.

2016-2018 Objectives:

- \$900,000 of transportation impact fees revenues are projected to be received in this biennium.
- The fund will contribute \$143,400 toward the West Samm Bridge project.
- \$838,698 will fund and provide grant matches for various sidewalk projects throughout the City.
- The projected ending fund balance for 2018 is \$934,303.

Budget Highlights:

Transportation impact fees are transferred to the Transportation Capital Fund to support transportation projects as needed.

- The following table shows the accumulated and available Transportation Impact Fees by year received as projected to the end of 2018:

2016 Estimate	34,303
2017 Budget	500,000
2018 Budget	400,000

Total Ending Balance 2018 \$934,303

TRANSPORTATION IMPACT FEE FUND REVENUES

	2015-2016			2015-2016			2017-2018
	Adopted Budget	2015 Actual	2016 Projected	Biennium Total	2017 Preliminary	2018 Preliminary	Preliminary Budget
Beginning Fund Balance	\$1,427,493	\$1,162,930	\$216,397	\$1,162,930	\$1,016,897	\$825,792	\$1,016,897
Total Beginning Fund Balance	1,427,493	1,162,930	216,397	1,162,930	1,016,897	825,792	1,016,897
Transportation Impact Fees	1,383,257	1,409,888	1,000,000	2,409,888	500,000	400,000	900,000
Investment Interest	14,000	3,579	500	4,079	3,500	2,000	5,500
Total Revenues	1,397,257	1,413,467	1,000,500	2,413,967	503,500	402,000	905,500
Total Transportation Impact Fee Fund	\$2,824,750	\$2,576,397	\$1,216,897	\$3,576,897	\$1,520,397	\$1,227,792	\$1,922,397

TRANSPORTATION IMPACT FEE FUND EXPENDITURES

	2015-2016			2015-2016			2017-2018
	Adopted Budget	2015 Actual	2016 Projected	Biennium Total	2017 Preliminary	2018 Preliminary	Preliminary Budget
Ending Fund Balance	\$64,750	\$216,397	\$1,016,897	\$1,016,897	\$825,792	\$940,299	\$940,299
Total Ending Fund Balance	64,750	216,397	1,016,897	1,016,897	825,792	940,299	940,299
Transfer to Transportation Capital Fund T6	2,360,000	2,360,000	0	2,360,000	0	0	0
Transfer to Transportation Capital Fund:							
T 27: NE 202nd Sidewalk	0	0	0	0	503,995	10,640	514,635
T 27: Arrowhead Sidewalk	0	0	0	0	6,100	33,130	39,230
T 27: NE 153rd Sidewalk	0	0	0	0	6,100	32,730	38,830
T 27: NE 181st 65-67 Sidewalk	0	0	0	0	56,100	189,903	246,003
Transfer to Transportation Capital Fund T37	400,000	0	200,000	200,000	122,310	21,090	143,400
Total Transfers	2,760,000	2,360,000	200,000	2,560,000	694,605	287,493	982,098
Total Expenditures	2,760,000	2,360,000	200,000	2,560,000	694,605	287,493	982,098
Total Transportation Impact Fee Fund	\$2,824,750	\$2,576,397	\$1,216,897	\$3,576,897	\$1,520,397	\$1,227,792	\$1,922,397

KENMORE, WASHINGTON
Transportation Benefit District Fund

The Transportation Benefit District (TBD) Fund, created in the 2013-2014 biennium, accounts for revenues received from the \$20 vehicle fee imposed on vehicles licensed in the City of Kenmore. The revenues collected from the vehicle license fee will be used for the purposes authorized by Resolution No. 2012-008, which establishes the vehicle fee, and for the cost and expense of administering and operating the TBD. The purpose of the District is to support transportation improvements and road preservation efforts within the district that are consistent with state, regional and local transportation plans and necessitated by existing or reasonably foreseeable congestion levels.

2015-2016 Accomplishments:

- \$8,928 was carried forward as the 2015 beginning fund balance.
- Fees of \$669,523 were expected to be received in this biennium.
- \$5,000 was expended for District liability insurance premiums.
- \$150,000 was transferred to the Transportation Capital Fund for the arterial overlay project.
- \$475,000 was transferred to the Street Fund for road maintenance purposes.

An audit of the Transportation Benefit District was performed in 2016 and covered the period from inception (April, 2012) through 2015. No findings or other material exceptions were noted.

2017-2018 Budget Highlights:

- \$48,962 is expected to be carried forward as the 2017 beginning fund balance.
- 680,000 is expected to be collected and distributed as follows:
 - \$669,000 transferred to the Street fund for road maintenance purposes.

TRANSPORTATION BENEFIT DISTRICT REVENUES

	2015-2016 Adopted Budget	2015 Actual	2016 Projected	2015-2016 Biennium Total	2017 Preliminary	2018 Preliminary	2017-2018 Preliminary Budget
Beginning Fund Balance	\$180	\$8,928	\$34,062	\$8,928	\$48,962	\$44,362	\$48,962
Total Beginning Fund Balance	180	8,928	34,062	8,928	48,962	44,362	48,962
Vehicle Fees	630,000	334,523	335,000	669,523	340,000	340,000	680,000
Investment Interest	200	111	400	511	400	400	800
Total Revenues	630,200	334,634	335,400	670,034	340,400	340,400	680,800
Total Transportation Benefit District Fund	\$630,380	\$343,562	\$369,462	\$678,962	\$389,362	\$384,762	\$729,762

TRANSPORTATION BENEFIT DISTRICT EXPENDITURES

	2015-2016 Adopted Budget	2015 Actual	2016 Projected	2015-2016 Biennium Total	2017 Preliminary	2018 Preliminary	2017-2018 Preliminary Budget
Ending Fund Balance	\$380	\$34,062	\$48,962	\$48,962	\$44,362	\$60,762	\$60,762
Total Ending Fund Balance	380	34,062	48,962	48,962	44,362	60,762	60,762
WCIA Insurance	5,000	2,500	2,500	5,000	0	0	0
Total Services	5,000	2,500	2,500	5,000	0	0	0
Overlay	150,000	75,000	75,000	150,000	0	0	0
Transfer to Street Fund	475,000	232,000	243,000	475,000	345,000	324,000	669,000
Total Intergovernmental	625,000	307,000	318,000	625,000	345,000	324,000	669,000
Total Expenditures	630,000	309,500	320,500	630,000	345,000	324,000	669,000
Total Transportation Benefit District Fund	\$630,380	\$343,562	\$369,462	\$678,962	\$389,362	\$384,762	\$729,762

City of Kenmore, Washington
Strategic Reserve Fund

This fund was created to serve as the City's emergency reserve fund. Per State Statute, RCW 35A.33.145, the Fund cannot exceed \$.375 per \$1,000 assessed value. Based on a 2017 preliminary assessed value of \$3,903,423,117, the fund could be increased to \$1,463,783, its statutory limit.

2014-2015 Achievements:

- Maintained the reserve at \$1,264,464.

2017-2018 Objectives:

- Maintain the reserve at no less than its current balance. The preliminary assessed value for 2017 is \$3,903,423,117 which allows a reserve fund limit of \$1,463,783. The current balance, which is lower, is based on the funding limit established with the 2009 assessed value of \$3,346,634,810.
- No expenditures are proposed from this fund.

STRATEGIC RESERVE FUND

REVENUES

	2015-2016 Adopted Budget	2015 Actual	2016 Projected	2015-2016 Biennium Total	2017 Preliminary	2018 Preliminary	2017-2018 Preliminary Budget
Beginning Fund Balance	\$1,264,465	\$1,264,471	\$1,264,471	\$1,264,471	\$1,264,471	\$1,264,471	\$1,264,471
Beginning Fund Balance	1,264,465	1,264,471	1,264,471	1,264,471	1,264,471	1,264,471	1,264,471
Investment Interest	0	0	0	0	0	0	0
Annual Transfer from General Fund	0	0	0	0	0	0	0
Revenues	0	0	0	0	0	0	0
Total Strategic Reserve Fund	\$1,264,465	\$1,264,471	\$1,264,471	\$1,264,471	\$1,264,471	\$1,264,471	\$1,264,471

STRATEGIC RESERVE FUND

EXPENDITURES

	2015-2016 Adopted Budget	2015 Actual	2016 Projected	2015-2016 Biennium Total	2017 Preliminary	2018 Preliminary	2017-2018 Preliminary Budget
Ending Fund Balance	\$1,264,475	\$1,264,471	\$1,264,471	\$1,264,471	\$1,264,471	\$1,264,471	\$1,264,471
Total Ending Fund Balance	1,264,475	1,264,471	1,264,471	1,264,471	1,264,471	1,264,471	1,264,471
Expenditures	0	0	0	0	0	0	0
Total Strategic Reserve	\$1,264,475	\$1,264,471	\$1,264,471	\$1,264,471	\$1,264,471	\$1,264,471	\$1,264,471

City of Kenmore, Washington **Strategic Opportunities Fund**

This fund was established in 2013 and was created to have resources available for the City to make key investments or take advantage of strategic opportunities as they present themselves.

2015-2016 Accomplishments:

- The Kenmore Business Incubator Program, established in 2013, has provided business development consultation and affordable work space to 17 total businesses since its inception. The Virtual Incubator component was added in 2015 and offers business development consultation to businesses who don't need work space. The Port of Seattle provided grant support for Business Acceleration Training in 2016, which will be completed in early 2017. The two six-week training and consultation series will serve an additional 20 businesses. The KBI is emblematic of Kenmore's support for local business development, and by virtue of its prominent location, sends an effective marketing message to thousands of people each day.
- This fund supported the process to obtain public input on what public projects might be included in a voter-approved tax measure by funding potential project cost estimates and conceptual designs. This work, along with public outreach and random, scientific citizen surveys were instrumental in forming the project list for the Walkways and Waterways bond measure on the November 2016 ballot.
- Provided local matching funds for a WSDOT Safe Routes to School grant to construct sidewalks on NE 202nd Street between NE 198th Street and 66th Avenue NE and along 66th Avenue NE
- Funded, combined with other sources, Rectangular Rapid Flashing Beacon (RRFB) enhanced crosswalks identified through the Neighborhood Transportation Plan program and Citizen Action Requests at:
 - 68th Avenue and NE 195th Street
 - 68th Avenue and NE 190th Street
 - 84th Avenue and Simonds Road
 - 61st Avenue and NE 197th Street
 - 73rd Avenue and NE 185th Street
 - Moorlands Elementary and 84th Avenue NE
- Funded illumination and "LOOK" graphic upgrades at all RRFB-enhanced marked crosswalks in the City
- Funded relocation and enhancement of school zone signage on Juanita Drive near Arrowhead Elementary

City of Kenmore, Washington
Strategic Opportunities Fund

2017-2018 Objectives:

- Continue Kenmore Business Incubator program, with enhanced fiber connectivity for in-house client companies, and grow the Virtual and in-house Incubator client base. Complete the Business Acceleration Training and Consultation series for 20 local businesses that is funded with Port of Seattle Economic Development Partnership funds, along with a City match.

- Complete the Rhododendron Park Float project.

STRATEGIC OPPORTUNITIES FUND REVENUES

	2015-2016 Adopted Budget	2015-2016 Amended Budget	2015 Actual	2016 Projected	2015-2016 Biennium Total	2017 Preliminary	2018 Preliminary	2017-2018 Preliminary Budget
Beginning Fund Balance	\$2,942,864	\$2,146,887	\$2,146,887	\$3,110,973	\$2,146,887	\$1,926,732	\$1,956,732	\$1,926,732
Beginning Fund Balance	2,942,864	2,146,887	2,146,887	3,110,973	2,146,887	1,926,732	1,956,732	1,926,732
Investment Interest	5,161	5,161	13,641	14,000	27,641	10,000	10,000	20,000
Incubator Leases	32,000	32,000	17,400	13,986	31,386	30,000	30,000	60,000
Transfer from REET	0	0	0	0	0	100,000	100,000	200,000
Transfer from General Fund	0	1,180,786	1,180,786	0	1,180,786	0	0	0
Revenues	37,161	1,217,947	1,211,827	27,986	1,239,813	140,000	140,000	280,000
Total Strategic Opportunities Fund	\$2,980,025	\$3,364,834	\$3,358,714	\$3,138,959	\$3,386,700	\$2,066,732	\$2,096,732	\$2,206,732

STRATEGIC OPPORTUNITIES FUND EXPENDITURES

	2015-2016 Adopted Budget	2015-2016 Amended Budget	2015 Actual	2016 Projected	2015-2016 Biennium Total	2017 Preliminary	2018 Preliminary	2017-2018 Preliminary Budget
Ending Fund Balance	\$2,068,825	\$1,793,634	\$3,110,973	\$1,926,732	\$1,926,732	\$1,956,732	\$1,901,732	\$1,901,732
Total Ending Fund Balance	2,068,825	1,793,634	3,110,973	1,926,732	1,926,732	1,956,732	1,901,732	1,901,732
Business Incubator Program	226,200	226,200	99,968	100,000	199,968	110,000	110,000	220,000
Transfer to Park Capital Projects	85,000	135,000	0	50,000	50,000	0	85,000	85,000
Transfer to Kenmore Village Fund		100,000	0	100,000	100,000	0	0	0
Transfer to Transportation Capital Projects		764,000	0	764,000	764,000	0	0	0
Pedestrian Safety Improvements	350,000	146,000	64,805	81,195	146,000	0	0	0
Public Input Process for Tax Measure	250,000	200,000	82,968	117,032	200,000	0	0	0
Expenditures	911,200	1,571,200	247,741	1,212,227	1,459,968	110,000	195,000	305,000
Total Strategic Opportunities Fund	\$2,980,025	\$3,364,834	\$3,358,714	\$3,138,959	\$3,386,700	\$2,066,732	\$2,096,732	\$2,206,732

KENMORE, WASHINGTON **Sammamish River Bridge Fund**

The Sammamish River Bridge Fund was created with the 2013-2014 Biennial Budget with an initial transfer from the General Fund of \$80,000. The West Sammamish River Bridge was constructed in the 1930's and the East Sammamish River Bridge was constructed in the 1980's. Recent studies show that the West Bridge has increased cracking and tilting that require additional investigation and evaluation. This fund which originally was intended to provide for maintenance, study, and evaluation is now the fund that accounts for funding, design and replacement of the Bridge.

2015-2016 Accomplishments:

- Hired the West Sammamish River Bridge Capital Projects Manager.
- Secured \$12 Million in federal funds from the Bridge Replacement Advisory Committee (BRAC).
- Awarded \$8 Million from the 2015 State Transportation Package.
- Awarded \$1,060,000 in Surface Transportation Program Funds
- Design and permitting started. Monitoring and weight restriction enforcement continues.

2017-2018 Budget Highlights:

- Complete design, permitting, and right of way acquisition. Coordinate design, as appropriate, with the Lakepointe Project.

SAMMAMISH RIVER BRIDGE FUND REVENUES

	2015-2016 Adopted Budget	2015 Actual	2016 Projected	2015-2016 Biennium Total	2017 Preliminary	2018 Preliminary	2017-2018 Preliminary Budget
Beginning Fund Balance (note 1)	\$0	\$0	\$0	\$0	\$0	\$0	\$0
Total Beginning Fund Balance	0	0	0	0	0	0	0
Federal BRAC Grant	0	0	0	0	674,754	703,448	1,378,202
Federal STP Grant	0	0	0	0	1,063,994	0	1,063,994
Connecting WA Funds	0	0	0	0	237,904	186,461	424,365
Intergovernmental	0	0	0	0	1,976,652	889,909	2,866,561
0							
Transfer from Transportation Impact Fees	0	0	0	0	122,310	21,090	143,400
Total Interfund Transfers	0	0	0	0	122,310	21,090	143,400
Investment Interest	0	0	0	0	0	0	0
Total Revenues	0	0	0	0	2,098,962	910,999	3,009,961
Total Sammamish River Bridge Fund Revenues	\$0	\$0	\$0	\$0	\$2,098,962	\$910,999	\$3,009,961

note 1: This capital project was previously accounted for in the Transportation Capital Fund (through 2016)

SAMMAMISH RIVER BRIDGE FUND EXPENDITURES

	2015-2016 Adopted Budget	2015 Actual	2016 Projected	2015-2016 Biennium Total	2017 Preliminary	2018 Preliminary	2017-2018 Preliminary Budget
Ending Fund Balance	\$0	\$0	\$0	\$0	\$0	\$0	\$0
Total Ending Fund Balance	0	0	0	0	0	0	0
T 37 West Samm Bridge: (note 1)							
Project Administration	0	0	0	0	137,630	134,825	272,455
Design	0	0	0	0	939,085	776,174	1,715,259
Right of Way Acquisition	0	0	0	0	1,022,247	0	1,022,247
Total Capital Outlay	0	0	0	0	2,098,962	910,999	3,009,961
Total Expenditures	0	0	0	0	2,098,962	910,999	3,009,961
Total Sammamish River Bridge Fund Expenditures	\$0	\$0	\$0	\$0	\$2,098,962	\$1,821,998	\$3,009,961

City of Kenmore, Washington
Real Estate Excise Tax Fund

The Real Estate Excise Tax Fund accounts for the collections and appropriation of the two, one-quarter percent (total of .5%) real estate excise tax revenues (REET) levied by the City. These monies can only be used for capital expenditures following adoption of a Capital Facilities Plan (CFP).

2015-2016 Accomplishments:

- The beginning fund balance for the 2015-2016 biennium was \$2,414,214 and real estate excise tax receipts were \$2,654,776.
- Transfers to support park capital projects were \$357,231.
- \$87,699 remaining of King County Trail Levy funds were transferred to the Park Capital Fund where they are now accounted for.
- Transfers to the Transportation Capital Fund were \$2,999,607 for arterial overlay, SR 522 West A and sidewalk projects.

2017-2018 Budget Highlights:

- The 2017-2018 biennial budget anticipates a beginning fund balance of \$1,638,334 and real estate excise tax receipts of \$1,400,000.
- Transfers of \$380,000 in 2018 support the Moorlands Park capital project.
- \$200,000 is programmed to repay the Strategic Opportunity Fund for funds advanced in 2015-2016 for a variety of sidewalk projects.
- Transfers for other transportation capital projects include:

○ SR522 West A	\$399,500
○ 62 nd Ave NE Sidewalk	77,641
○ Arterial Overlay	900,000
○ Traffic Calming Improvements	110,000
○ SR522 Pedestrian Crossing Study	27,750
○ 61st Ave Survey and Conceptual Plan	<u>90,000</u>
	\$1,604,891

REAL ESTATE EXCISE TAX FUND REVENUES

	2015-2016 Adopted Budget	2015-2016 Amended Budget	2015 Actual	2016 Projected	2015-2016 Biennium Total	2017 Preliminary	2018 Preliminary	2017-2018 Preliminary Budget
Beginning Fund Balance	\$1,947,280	\$2,414,214	\$2,414,214	\$1,394,512	\$2,414,214	\$1,638,334	\$1,365,178	\$1,638,334
Beginning Fund Balance	1,947,280	2,414,214	2,414,214	1,394,512	2,414,214	1,638,334	1,365,178	1,638,334
Real Estate Excise Taxes	1,809,000	1,809,000	1,454,776	1,200,000	2,654,776	800,000	600,000	1,400,000
Intergovernmental	1,809,000	1,809,000	1,454,776	1,200,000	2,654,776	800,000	600,000	1,400,000
Investment Interest	18,000	18,000	9,881	4,000	13,881	2,000	1,000	3,000
Other Revenues	18,000	18,000	9,881	4,000	13,881	2,000	1,000	3,000
Total Revenues	1,827,000	1,827,000	1,464,657	1,204,000	2,668,657	802,000	601,000	1,403,000
Total Real Estate Excise Tax Fund	\$3,774,280	\$4,241,214	\$3,878,871	\$2,598,512	\$5,082,871	\$2,440,334	\$1,966,178	\$3,041,334

REAL ESTATE EXCISE TAX FUND EXPENDITURES

	2015-2016 Adopted Budget	2015-2016 Amended Budget	2015 Actual	2016 Projected	2015-2016 Biennium Total	2017 Preliminary	2018 Preliminary	2017-2018 Preliminary Budget
Ending Fund Balance	\$245,561	\$253,908	\$1,394,512	\$1,638,334	\$1,638,334	\$1,365,178	\$856,439	\$856,439
Ending Fund Balance	245,561	253,908	1,394,512	1,638,334	1,638,334	1,365,178	856,439	856,439
Transfer to Park Capital Fund	350,000	350,000	336,640	20,591	357,231	0	380,000	380,000
Transfer Levy Funds to Park Capital Fund	0	87,699	0	87,699	87,699	0	0	0
Park Capital and Transfers	350,000	437,699	336,640	108,290	444,930	0	380,000	380,000
Strategic Opportunity Fund Repayments	0	0	0	0	0	100,000	100,000	200,000
Transfer to Transportation Capital Fund	2,628,719	2,999,607	2,147,719	851,888	2,999,607	975,156	629,739	1,604,895
Transportation Transfers	3,178,719	3,549,607	2,147,719	851,888	2,999,607	1,075,156	729,739	1,804,895
Total Expenditures	3,528,719	3,987,306	2,484,359	960,178	3,444,537	1,075,156	1,109,739	2,184,895
Total Real Estate Excise Tax Fund	\$3,774,280	\$4,241,214	\$3,878,871	\$2,598,512	\$5,082,871	\$2,440,334	\$1,966,178	\$3,041,334

City of Kenmore, Washington

Kenmore Village Fund

The Kenmore Village Fund accounts for general operations and development of the downtown area formerly known as Kenmore Village. With the sale of most of the Kenmore Village acreage to the private sector for redevelopment, the City-owned properties managed and accounted under this fund now include the US Post Office building and the Town Square, including the Hangar community building. The revenues for financing projects and operations in the fund may come from transfers from tenant rent, the General Fund, grant awards, and/or sale of properties.

2015-2016 Achievements:

- Subdivided and closed on the remaining commercial portions of the Kenmore Village properties. Negotiated and executed a development agreement with MainStreet Property Group for the development of the commercial properties. Sold approximately three acres to MainStreet Property Group; MainStreet construction is almost complete on the LINQ mixed use building that includes structured parking, 20,000 square feet of office, and 90 units of residential. MainStreet completed phase I of the Spencer68 residential project and began and completed portions of phase II of Spencer68. MainStreet has an option to purchase the “restaurant pad” on the west end of the Town Square and can only exercise that option when they have a lease with a sit-down restaurant; this purchase option expires in March of 17 with the potential for MainStreet to extend the expiration date in return for an additional option price determined in the development agreement.
- Completed design and substantial construction on Town Square and Hangar community building. Construction should be complete by the end of this year. Retail tenant should be in and ready for business in the first part of 2017. Completed and began implementation of a Town Square business plan to guide maintenance, operations, and programming of the indoor and outdoor spaces.
- Obtained a settlement agreement with the former Dry Cleaners of the adjacent strip mall to the west of the City-owned US Post Office building. Settlement requires continued progress toward cleanup of the groundwater contamination with the goal of receiving a No Further Action letter from the Department of Ecology for the City-owned US Post Office building.
- Completed major roof replacement of the US Post Office building.

2017-2018 Objectives:

- Finalize construction and punch list items of the Town Green and Hangar community building.
- Commence operations and programming for the Town Square and Hangar community building, including the new retail tenant.
- Continue as owner and lessor of the United State Post Office Building.

City of Kenmore, Washington
Kenmore Village Fund

2017-2018 Budget Highlights:

Any one-time capital costs of the Town Square and Hangar building will be tracked and accounted for in the Kenmore Village Fund. Day-to-day operations of the Town Square and the US Post Office will also be accounted for in this fund.

The sale of the commercial portion of Kenmore Village and resulting new development combined with the creation of new Town Square will bring the community several large steps closer to realizing the community vision for the downtown. Commencing operations and programming of the Town Square and Hangar building will be the top priority for the City's downtown efforts.

KENMORE VILLAGE FUND

REVENUES

	2015-2016 Adopted Budget	2015-2016 Amended Budget	2015 Actual	2016 Projected	2015-2016 Biennium Total	2017 Preliminary	2018 Preliminary	2017-2018 Preliminary Budget
Beginning Fund Balance	\$2,352,795	\$2,386,249	\$2,386,249	\$2,322,115	\$2,386,249	\$219,959	\$348,159	\$219,959
Total Beginning Fund Balance	2,352,795	2,386,249	2,386,249	2,322,115	2,386,249	219,959	348,159	219,959
Leasehold Excise Taxes	2,400	2,400	1,246	1,200	2,446	1,200	1,200	2,400
Taxes	2,400	2,400	1,246	1,200	2,446	1,200	1,200	2,400
Grant for Public Square	270,000	290,000	0	290,000	290,000	0	0	0
Total Intergovernmental	270,000	290,000	0	290,000	290,000	0	0	0
Lease Income Net of Mgt Fees	67,000	67,000	25,000	30,000	55,000	37,000	52,000	89,000
Event Sponsorship	1,500	1,500	0	1,500	1,500	0	0	0
Sale of Property-Kenmore Village Settlements	903,000	903,000	901,302	0	901,302	0	0	0
Investment Interest	23,000	23,000	12,215	20,000	32,215	2,000	3,000	5,000
Total Miscellaneous	994,500	994,500	938,517	105,500	1,044,017	39,000	55,000	94,000
Transfer from Strategic Opp Fund	0	100,000	0	100,000	100,000	0	0	0
Transfer from General Fund	60,000	860,000	0	1,010,000	1,010,000	233,151	95,077	328,228
	60,000	960,000	0	1,110,000	1,110,000	233,151	95,077	328,228
Total Revenues	1,326,900	2,246,900	939,763	1,506,700	2,446,463	273,351	151,277	424,628
Total Kenmore Village Fund	\$3,679,695	\$4,633,149	\$3,326,012	\$3,828,815	\$4,832,712	\$493,310	\$499,436	\$644,587

KENMORE VILLAGE FUND

EXPENDITURES

	2015-2016 Adopted Budget	2015-2016 Amended Budget	2015 Actual	2016 Projected	2015-2016 Biennium Total	2017 Preliminary	2018 Preliminary	2017-2018 Preliminary Budget
Ending Fund Balance	\$162,455	\$1,980	\$2,322,115	\$219,959	\$219,959	\$348,159	\$352,359	\$352,359
Ending Fund Balance	162,455	1,980	2,322,115	219,959	219,959	348,159	352,359	352,359
Property/Asset Management	19,000	19,000	2,349	16,651	19,000	0	0	0
6700 Building Maintenance	0	79,000	83,226	2,500	85,726	0	0	0
Kenmore Village Maintenance	35,000	35,000	4,896	30,104	35,000	0	0	0
Downtown Development Costs	0	0	52,000	0	52,000	0	0	0
Town Square & Hangar:	56,400	56,400	0	20,000	20,000	0	0	0
Exterior Maintenance:								
Landscape Maintenance	0	0	0	0	0	6,500	6,500	13,000
Utilities	0	0	0	0	0	4,800	4,800	9,600
Maintenance and Repairs	0	0	0	0	0	4,800	4,800	9,600
Supplies and Miscellaneous	0	0	0	0	0	3,500	3,500	7,000
Interior Maintenance & Operations:								
Janitorial	0	0	0	0	0	25,000	25,000	50,000
Utilities and Common Area Maint	0	0	0	0	0	27,300	27,300	54,600
Leasehold Excise Tax	0	0	0	0	0	4,751	6,677	11,428
Interior Miscellaneous Costs	0	0	0	0	0	4,000	4,000	8,000
Events & Programming:	41,840	41,840	0	0	0	0	0	0
Programming Coordinator	0	0	0	0	0	30,000	30,000	60,000
Advertising	0	0	0	0	0	2,500	2,500	5,000
Facility Scheduling Software	0	0	0	0	0	10,000	10,000	20,000
Why I Love Kenmore Event	0	0	0	0	0	10,000	10,000	20,000
Summer Movies	0	0	0	0	0	10,000	10,000	20,000
Miscellaneous	0	0	0	0	0	2,000	2,000	4,000
Services	152,240	231,240	142,471	69,255	211,726	145,151	147,077	292,228
Transfer to Park Capital Fund	0	134,929	134,929	0	134,929	0	0	0
Kenmore Village Public Square	3,365,000	4,265,000	726,497	3,539,601	4,266,098	0	0	0
Capital Outlay	3,365,000	4,399,929	861,426	3,539,601	4,401,027	0	0	0
Total Expenditures	3,517,240	4,631,169	1,003,897	3,608,856	4,612,753	145,151	147,077	292,228
Total Kenmore Village Fund	\$3,679,695	\$4,633,149	\$3,326,012	\$3,828,815	\$4,832,712	\$493,310	\$499,436	\$644,587

CITY OF KENMORE, WASHINGTON

Park Capital Fund

The Park Capital Fund accounts for expenditures for park acquisition and improvements. Revenue sources for this fund include a variety of federal, state or local grants, King County Park Levy fees, and City resources from real estate excise tax and park impact fees. If Proposition 1 on the November 2016 ballot for Walkways & Waterways improvements passes, bonds funds will be allocated to several park projects. The City expends monies from this fund based on the adopted Capital Facilities Plan and the Park Recreation and Open Space Plan.

2015-2016 Achievements:

The amended 2015-2020 Park Capital Improvement Program (CIP) adopted November 23, 2015, included nine projects with \$3,029,233 estimated in total project costs and \$1,691,233 allocated in the 2015-2016 biennium. A Temporary Parks Project Manager was hired in 2013 to manage park capital projects, develop a Park Recreation and Open Space (PROS) plan and apply for applicable grant funding for park projects. \$163,000 allocated in the CIP in 2015-2016 for the Temporary Parks Manager position. The Temporary Parks Project Manager Position term is currently through 3/2/18.

- P1 Twin Springs Park – Interim Use: In 2015 \$40,000 was allocated to develop an interim park use plan. Funds were not expended. Interim park uses remain until the City can fund a master plan to identify long-term park improvements. On 5/23/16 the Twin Springs property was transferred to the City from King County. On 6/27/16 Council direction was to keep the park closed to the public pending development and implementation of an interim use plan anticipated in 2017.
- P2 Tolt Pipeline Trail Phase 1: In 2015 \$234,294 was allocated to improve trail entrances at 68th Ave NE and 71st Ave NE and connections to existing paved sidewalk/trail. Permitting was completed in 2015 and 2016. In 2015 through 2016 staff negotiated an agreement with Seattle Public Utilities to allow trail development. The Kenmore Council authorized execution of the agreement 9/12/16 and the Seattle Council will authorize execution by year end 2106. The bid process and construction are anticipated in 2017.
- P6 Moorlands Park Improvements: For 2015-2017 \$1,424,00 was allocated to complete, design, permitting and construction of park improvements consistent with the adopted 2006 Master Plan. On 4/18/16 Council authorized execution of grant agreements (2014 RCO grant award) with the Washington State Recreation and Conservation Office (RCO) in the amount of \$637,520. Public outreach on an updated design and permit submittal (SEPA, engineering and building permits) estimated fall 2016. Construction start anticipated summer 2017. In fall 2016 negotiations underway with the Northshore School district regarding terms of an agreement for use and maintenance of the park property.
- P11 Logboom Park New Pedestrian Bridge: In 2015 \$242,146 was allocated for construction of a new pedestrian bridge over the outfall of Stream 0056 that provides public access from the park property to the public portion of the adjoining marina property. A shoreline permit was issued July 2015 and an appeal was resolved in November 2015. Bid award April 2016 and construction September through December 2016.
- P13 City Hall Park Ph1: Skate Park Improvements: In 2015 \$350,000 was allocated for project design, permitting and construction. The project was completed in 2015.
- P18a Rhododendron Park Float/Dock: In 2015-2016 \$145,000 was allocated to complete the final design, permitting and construction of a new dock on the Sammamish River on park property

CITY OF KENMORE, WASHINGTON

Park Capital Fund

east of the Sammamish River Bridge. A Shoreline Conditional Use Permit was issued 12/10/15. In 2016 steps began to obtain other agency permits and a City building permit. Permit completion estimated by year end 2017. Bid process and construction timing dependent on obtaining permits. Construction estimated 2018. In 2016 the City applied for a \$400,000 Washington Wildlife and Recreation (WWRP) Water Access grant through the State Recreation and Conservation Office (RCO) for the Rhododendron dock/float project and boardwalk project. In 2016 the City applied for a \$400,000 Aquatic Lands Enhancement (ALEA) grant through RCO for both the float/dock and a new boardwalk. The Rhododendron Park boardwalk project is part of Proposition 1 the Walkways & Waterways November 2016 ballot measure, with an estimated cost of \$800,000

- **P26 Squires Landing Dock/Float:** For 2015-2016 \$165,793 was allocated to replace the existing float and ramp. Design began in 2015 and permit submittal 2016. Permitting estimated to be complete in 2017. In 2016 the City applied for an \$82,000 Washington Wildlife and Recreation (WWRP) Water Access grant. Construction timing is dependent on obtaining City and other agency permits.
- **P27 Squires Landing Concept:** In 2015 \$100,000 was allocated to develop a concept plan. On 12/14/15 Council gave direction on a preferred concept with improvements including new trails, boardwalks, floats, parking, restroom and habitat restoration. The project is proposed in the Proposition 1, November 2016 ballot measure for Walkways & Waterways improvements, with a cost of \$5,150,000.
- **P28 Log Boom Park Concept:** In 2015 \$100,000 was allocated to develop a concept plan. On 12/14/15 Council gave direction on a preferred concept with improvements including beach expansion, new trails, overlook, boat facilities, and shoreline enhancement. The project is proposed in the Proposition 1, November 2016 ballot measure for Walkways & Waterways improvements, with a cost of \$3,200,000.

2017-2018 Objectives:

The following projects are included in the 2017-2022 Park Capital Improvement Program with total funding allocations of \$11,238,956. The 2017-2018 capital budget allocates \$4,493,956. The temporary Parks Project Manager position is currently through 3/2/18 and this position may be designated as a permanent position.

- **P1 Twin Springs Park – Interim Use:** In 2017 \$40,000 (King County Park Levy funds) is allocated to develop an interim park use plan. Interim park uses remain until the City can fund a master plan to identify long-term park improvements. On 6/27/16 Council direction was to keep the park closed to the public pending development and implementation of an interim use plan. Estimate public outreach first quarter 2017. Depending on the type of improvements, any permitting requirements, cost to implement, implementation, park possibly open fall 2017.
- **P2 Tolt Pipeline Trail Phase 1:** In 2017 \$206,936 (\$181,936 King County Park Levy funds and \$25,000 Park Impact Fees) is allocated for project construction to improve trail entrances at 68th Ave NE and 71st Ave NE and provide a paved trail connection to existing paved sidewalk/trail. The bid process estimated early 2017 with construction start estimated in May 2017. Project completion and closeout fall 2017.

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- P6 Moorlands Park Improvements: In 2017-2018 \$1,567,020 (\$637,520 RCO grant funds, \$40,000 King County Park Levy funds, \$150,000 Strategic Opportunity funds, \$359,500 park impact fee funds, \$380,000 REET funds) is allocated to complete permitting, bid process and construction of park improvements including ballfield renovation, restroom, perimeter pathway, and play equipment. Completing permitting and bid process first two quarters 2017 with a construction start summer 2017. Construction completion year end 2017 or early 2018. Field not playable for a year to allow time for the grass to grow.
- P18 Rhododendron Park Waterfront Project: This project is part of Proposition 1 the Walkways & Waterways November 2016 ballot measure, with an estimated cost of \$800,000. The project would provide a new boardwalk/trail connecting the existing park improvements through the wetland to the Sammamish River. The access project will also include improvements to the access drive and parking near the river, as well as environmental enhancements to the shoreline and wetland. \$795,000 of bond funds are allocated between 2017-2022 to complete the project. The City applied for 2016 RCO grant funds, but grant funds are not assumed in project funding. \$160,000 is allocated in 2017 to complete project design to 100% and obtain remaining agency permits. \$615,000 is allocated in 2018 for bid process and construction. \$20,000 allocated between 2019 to 2022 related to monitoring required environmental mitigation.
- P18a Rhododendron Park Float/Dock: 2017-2019 \$285,000 is allocated including park impact fee funds (\$60,000 in 2017, \$115,000 in 2018 and \$25,000 in 2019) and REET funds (\$85,000 in 2018) to complete the final design, permitting and construction of a new dock on the Sammamish River on park property east of the Sammamish River Bridge. Permit completion estimated by year end 2017. Bid process and construction timing dependent on obtaining permits. Construction estimated 2018. The City applied for 2016 State RCO grant funds, but grant funds are not assumed in project funding.
- P26 Squires Landing Dock/Float: \$195,000 (park impact fee funds) is allocated in 2017 to complete permitting and construction of a new dock/float to replace the existing dock, to serve hand carry watercraft users. The City applied for 2016 State RCO grant funds, but grant funds are not assumed in project funding. Permitting and construction are estimated in 2017.
- P27 Squires Landing Waterfront Project: The project is proposed in the Proposition 1, November 2016 ballot measure for Walkways & Waterways improvements, with a cost of \$5,150,000. \$4,975,000 of bond funds are allocated between 2017-2022 to complete the project. Project improvements include new trails, boardwalks, floats, parking, restroom and habitat restoration. \$850,000 is allocated (\$250,000 in 2017 and \$600,000 in 2018) for moving the project from a conceptual level into project design including survey work, and environmental assessment. Construction estimated 2021-2022.
- P28 Log Boom Park Waterfront Project: The project is proposed in the Proposition 1, November 2016 ballot measure for Walkways & Waterways improvements with a cost of \$3,200,000. \$3,175,000 of bond funds are allocated between 2017-2022 to complete the project. Project improvements beach expansion, new trails, overlook, boat facilities, and shoreline enhancement. \$600,000 is allocated (\$200,000 in 2017 and \$400,000 in 2018) for moving the project from a conceptual level into project design including survey work, and environmental assessment. Construction estimated 2021-2022.

CITY OF KENMORE, WASHINGTON

Park Capital Fund

- **P29 St. Edward Ballfield Improvements:** A budget has not yet been established for this project. Improvements may include field renovation to two turf fields, field lighting, perimeter pathways, dugouts and covered bleachers, parking and wetland/buffer enhancement. Construction timing is dependent on obtaining a long term lease with the Washington State Park Commission (estimated January 2017), permitting and funding, which could result in a 2018 or 2019 construction schedule.

Budget Highlights:

Capital park improvements included in the 2017-2018 biennial budget are funded as follows:

- **Park Impact Fee Fund \$779,500:** The 2017-2018 capital budget includes transfers from the Park Impact Fee Fund of \$779,500. In 2017 \$941,400 of park impact funds are allocated for the following projects: \$65,000 allocated for the Parks Project Manager, \$25,000 for P2 Tolt Pipeline Trail Project, \$395,500 for P9 Moorlands Park Improvements, \$60,000 for P18a Rhododendron Park Float, \$195,000 for the Squires Landing Float. In 2018 \$115,000 of park impact fee funds is allocated for P18a the Rhododendron Park Float Project.
- **Real Estate Excise Tax (REET) \$380,000:** In 2018 \$380,000 is allocated for P6 Moorlands Park Improvement Project.
- **Strategic Opportunity Fund \$235,000:** In 2018 \$235,000 is allocated including \$150,000 for P6 Moorlands Park Improvement Project and \$85,000 for P18a Rhododendron Park Float Project.
- **RCO Grant Funds \$637,520:** In 2017 \$600,595 is allocated for P6 Moorlands Park Improvement Project. In 2018 \$36,925 allocated for P6 Moorlands Park Improvement Project.
- **King County Trail Levy \$181,936:** In 2017 \$181,936 allocated for P2 Tolt Pipeline Trail Phase One Project.
- **King County Park Levy \$80,000:** In 2017 \$80,000 allocated for the following projects: \$40,000 for P2 Twin Springs Interim Use Plan and \$40,000 for P6 Moorlands Park Improvement Project.
- **Walkways & Waterways Bond Measure \$2,225,000:** In 2017 \$610,000 allocated for the following projects: \$160,000 for P18 Rhododendron Waterfront Project, \$250,000 for P27 Squires Landing Waterfront Project and \$200,000 for P28 Log Boom Park Waterfront Project. In 2018 \$1,615,000 is allocated for the following projects: \$615,000 for P18 Rhododendron Waterfront Project, \$600,000 for P27 Squires Landing Waterfront Project and \$400,000 for P28 Log Boom Waterfront Project.

PARK CAPITAL FUND REVENUES

	2015-2016 Adopted Budget	2015-2016 Amended Budget	2015 Actual	2016 Projected	2015-2016 Biennium Total	2017 Preliminary	2018 Preliminary	2017-2018 Preliminary Budget
Beginning Fund Balance	\$223,919	\$567	\$215,775	\$299,840	\$215,775	\$421,422	\$209,486	\$421,422
Beginning Fund Balance	223,919	567	215,775	299,840	215,775	421,422	209,486	421,422
Park Levy Proceeds	128,000	92,000	49,868	50,000	99,868	50,000	50,000	100,000
Walkways & Waterways Levy Proceeds	0	0	0	0	0	610,000	1,615,000	2,225,000
RCO Grant Reimbursement (Twedt/Squires)	0	100,000	0	100,000	100,000	0	0	0
Park Grants	0	0	0	0	0	600,595	36,925	637,520
Intergovernmental	128,000	192,000	49,868	150,000	199,868	1,260,595	1,701,925	2,962,520
Investment Interest	2,400	2,400	0	750	750	0	0	0
Other Revenues	2,400	2,400	0	750	750	0	0	0
Transfers of Trail Levy Funds from REET Fund	185,000	87,699	0	87,699	87,699	0	0	0
Transfers from Real Estate Excise Tax Fund	350,000	350,000	336,640	20,591	357,231	0	380,000	380,000
Transfers from Kenmore Village Fund	0	134,929	134,929	0	134,929	0	0	0
Transfers from Strategic Opps Fund	85,000	135,000	0	50,000	50,000	0	235,000	235,000
Transfers from Park Impact Fees	490,000	703,146	0	441,918	441,918	639,500	115,000	754,500
Transfers	1,110,000	1,410,774	471,569	600,208	1,071,777	639,500	730,000	1,369,500
Total Revenues	1,240,400	1,605,174	521,437	750,958	1,272,395	1,900,095	2,431,925	4,332,020
Total Park Capital Fund	\$1,464,319	\$1,605,741	\$737,212	\$1,050,798	\$1,488,170	\$2,321,517	\$2,641,411	\$4,753,442

PARK CAPITAL FUND

EXPENDITURES

	2015-2016 Adopted Budget	2015-2016 Amended Budget	2015 Actual	2016 Projected	2015-2016 Biennium Total	2017 Preliminary	2018 Preliminary	2017-2018 Preliminary Budget
Ending Fund Balance	\$226,319	(\$85,492)	\$299,840	\$421,422	\$421,422	\$209,486	\$259,486	\$259,486
Ending Fund Balance	\$226,319	(\$85,492)	\$299,840	\$421,422	\$421,422	\$209,486	\$259,486	\$259,486
Park Project Management	163,000	163,000	0	0	0	0	0	0
P 1 Twin Springs Interim Use Plan	40,000	40,000	0	0	0	40,000	0	40,000
P 2 Tolt Pipeline Trail Ph I	210,000	234,294	14,991	54,596	69,587	206,936	0	206,936
P 6 Moorlands Park Improvements	30,000	151,000	231	43,064	43,295	1,000,095	566,925	1,567,020
P 11 Log Boom Park Ped Bridge	200,000	242,146	28,203	236,719	264,922	0	0	0
Log Boom Park Restoration	0	0	0	3,026	3,026	0	0	0
P 13 Skate Park	350,000	350,000	336,641	20,591	357,232	0	0	0
P 18 Rhododendron Park Waterfront	0	0	0	3,400	3,400	160,000	615,000	775,000
P 18a Rhododendron Park Float	145,000	145,000	0	17,957	17,957	60,000	200,000	260,000
P 26 Squires Landing Park Expansion	100,000	165,793	10,959	30,524	41,483	195,000	0	195,000
P 27 Squire's Landing Park Waterfront	0	100,000	22,738	34,562	57,300	250,000	600,000	850,000
P 28 Log Boom Park Waterfront	0	100,000	22,349	35,051	57,400	200,000	400,000	600,000
P 29 St. Edward Ballfields	0	0	1,260	149,886	151,146	0	0	0
Capital Outlay	1,238,000	1,691,233	437,372	629,376	1,066,748	2,112,031	2,381,925	4,493,956
Total Expenditures	1,238,000	1,691,233	437,372	629,376	1,066,748	2,112,031	2,381,925	4,493,956
Total Park Capital Fund	\$1,464,319	\$1,605,741	\$737,212	\$1,050,798	\$1,488,170	\$2,321,517	\$2,641,411	\$4,753,442

CITY OF KENMORE, WASHINGTON

Transportation Capital Fund

The Transportation Capital Fund accounts for expenditures on capital projects constructed on the City's streets. Revenue sources for this fund include a wide variety of federal, state and local grants in addition to City resources from real estate excise tax and transportation impact fees. Resources from the Transportation Benefit District (TBD) can also be utilized on projects within the fund. The City expends monies from this fund based on the adopted Capital Facilities Plan and the Transportation Improvement Program.

2015-2016 Achievements:

- Hired the City's first Traffic Engineer (temporary position)
- Implemented the Neighborhood Transportation Plan Program. Met with 15 neighborhoods, collaborated with citizens to create improvement Plans for neighborhoods and began implementation of improvements: signage, striping, vegetation removal, lighting, traffic circles and chicanes.
- Completed the SR 522 West A Project (61st to 65th Avenues NE). The project includes: underground utilities, sidewalks, signal upgrade, new lighting, access management, walls, vegetation and irrigation.
- West Sammamish River Bridge: Hired the West Sammamish River Bridge Capital Projects Manager. Secured \$12 Million in federal funds from the Bridge Replacement Advisory Committee (BRAC) and \$8 Million from the 2015 State Transportation Package. Design and permitting started. Monitoring and weight restriction enforcement continues.
- Capital Projects:
 - NE 181st Street South Side (68th to 73rd Avenues NE) design and construction completed utilizing grant and City funds.
 - NE 181st Street North Side (68th to 73rd Avenues NE) design completed and construction started using grant and City funds.
 - NE 62nd Avenue Sidewalks (NE 182nd to NE 187th) including traffic circles: design begun, construction anticipated in 2017.
 - NE 202nd Street Sidewalks (NE 198th Street to 66th Avenue/Kenmore Junior High: design underway, construction anticipated for 2017.
 - Juanita Drive at NE 155th Place Barrier Replacement

2017-2018 Objectives:

- Construct the 62nd Avenue NE and NE 202nd Street Sidewalk Projects.
- West Sammamish River Bridge Project: complete design, permitting, and right of way acquisition. Coordinate design, as appropriate, with the Lakepointe Project.
- Aggressively seek funding for City sidewalk projects.

CITY OF KENMORE, WASHINGTON
Transportation Capital Fund

- Complete an update of the City's 6-year Capital Improvement Program and the Transportation Improvement Plan.
- Collect and update traffic volume information on City streets to assist in monitoring potential problems and prioritizing improvements.
- Maintain City's accident record system to identify potential problems and assist with prioritizing improvements.
- Continue coordination with the Northshore School District to improve traffic safety around schools.
- Participate in regional technical committees including Eastside Transportation Partnership (ETP), King County Project Evaluation Committee (KPEC), Regional Project Evaluation Committee (RPEC), and King County METRO Transit Planning.

Budget Highlights:

See the Transportation Capital section of the budget for project description sheets regarding projects anticipated in 2017-2018:

T 6 SR 522 West A 61st-65th

T 27 Sidewalks:

NE 181st Northside Sidewalk

NE 181st Southside Sidewalk

62nd Ave NE Sidewalk

NE 202nd St Sidewalk

Arrowhead Drive Sidewalk

NE 153rd Pl Sidewalk

NE 181st (65th-67th) Sidewalk

T 35 Arterial Overlay

T 39 Neighborhood Transportation Plans

T 41 Juanita Drive Pedestrian & Bicycle Safety Project*

T 42 68th Ave Pedestrian & Bicycle Safety Project*

T 43 SR 522 Pedestrian Crossing Study

T 44 61st Ave Survey and Conceptual Plan

*Projects T41 and T42 will be funded by the Walkways & Waterways Proposition 1 if approved by the voters in November 2016.

TRANSPORTATION CAPITAL FUND

REVENUES

	2015-2016 Adopted Budget	2015-2016 Amended Budget	2015 Actual	2016 Projected	2015-2016 Biennium Total	2017 Preliminary	2018 Preliminary	2017-2018 Preliminary Budget
Beginning Fund Balance	\$892,645	\$398	\$398	\$194,168	\$398	\$2,098,860	\$1,640,660	\$2,098,860
Total Beginning Fund Balance	892,645	398	398	194,168	398	2,098,860	1,640,660	2,098,860
SR522 Ph I Stage II ROW Federal Allocation	458,920	458,920	302,235	812	303,047	0	0	0
SR522 Ph I Stage II Const Federal Allocation	0	587,100	823,343	171,946	995,289	0	67,300	67,300
Federal Transportation Funding 61st Signal	1,100,000	1,100,000	0	817,524	817,524	0	0	0
State TIB SR 522 61st-65th	4,432,358	4,932,358	1,798,550	2,879,434	4,677,984	0	0	0
Federal Preservation Grant	471,000	471,000	0	0	0	0	355,351	355,351
Federal TAPP Grant-NE 181st Sidewalk, south	666,915	92,970	0	0	0	0	0	0
CDBG NE 181st Sidewalk, south side	0	254,960	57,648	165,569	223,217	0	0	0
State TIB Sidewalks	0	189,793	21,270	629	21,899	97,330	478,572	575,902
Department of Ecology Grant for T6	427,875	427,875	273,187	218,711	491,898	0	0	0
West Samm Bridge Replacements Grants	2,769,000	2,769,000	80,293	393,047	473,340	0	0	0
WSDOT Safe Routes to School	0	814,056	561	96,399	96,960	686,315	199,340	885,655
WSDOT Federal Highway Safety Impr	0	813,200	9,217	88,907	98,124	707,864	0	707,864
Federal Grant Safety Improvements	0	0	193,472	0	193,472	0	0	0
WSDOT 522 West A	0	50,000	50,000	0	50,000	0	0	0
TIB (Application) Roundabout	0	284,732	0	0	0	0	0	0
Walkways & Waterways Levy Proceeds	0	0	0	0	0	850,000	2,252,000	3,102,000
WA Pedestrian and Bicycle Safety	0	0	0	0	0	0	254,750	254,750
Unsecured Grant Match Juanita Drive	0	0	0	0	0	0	235,000	235,000
Intergovernmental	10,326,068	13,245,964	3,609,776	4,832,978	8,442,754	2,341,509	3,842,313	6,183,822
Reimbursements from Other Agencies	0	0	149,776	259,074	408,850	28,500	0	28,500
Settlements	0	0	0	450,000	450,000	0	0	0
Bastyr Contribution to 145th St Signal	37,000	37,000	18,500	18,500	37,000	18,500	18,500	37,000
Other Revenues	37,000	37,000	168,276	727,574	895,850	47,000	18,500	65,500
Transfer from Impact Fee Fund	2,760,000	2,760,000	2,360,000	400,000	2,760,000	572,295	266,403	838,698
Transfer from General Fund	140,885	328,885	0	0	0	267,900	59,900	327,800
Transfer From Street Fund	0	400,000	320,597	79,403	400,000	0	0	0
Transfer From Strategic Opportunities Fund	0	764,000	0	764,000	764,000	0	0	0
Transfer From Transportation Benefit District	150,000	150,000	75,000	75,000	150,000	0	0	0
Transfer From Surface Water Mgt Fund	603,500	603,500	0	603,500	603,500	0	0	0
Transfer from Real Estate Excise Tax Fund	3,178,719	3,549,607	2,147,718	1,401,889	3,549,607	975,156	629,735	1,604,891
Transfers	6,833,104	8,555,992	4,903,315	3,323,792	8,227,107	1,815,351	956,038	2,771,389
Investment Interest	12,000	12,000	0	12,000	12,000	24,000	36,000	60,000
Total Revenues	17,208,172	21,850,956	8,831,143	9,155,418	17,986,561	4,256,360	4,852,851	9,109,211
Total Transportation Capital Fund	\$18,100,817	\$21,851,354	\$8,831,541	\$9,349,586	\$17,986,959	\$6,355,220	\$6,493,511	\$11,208,071

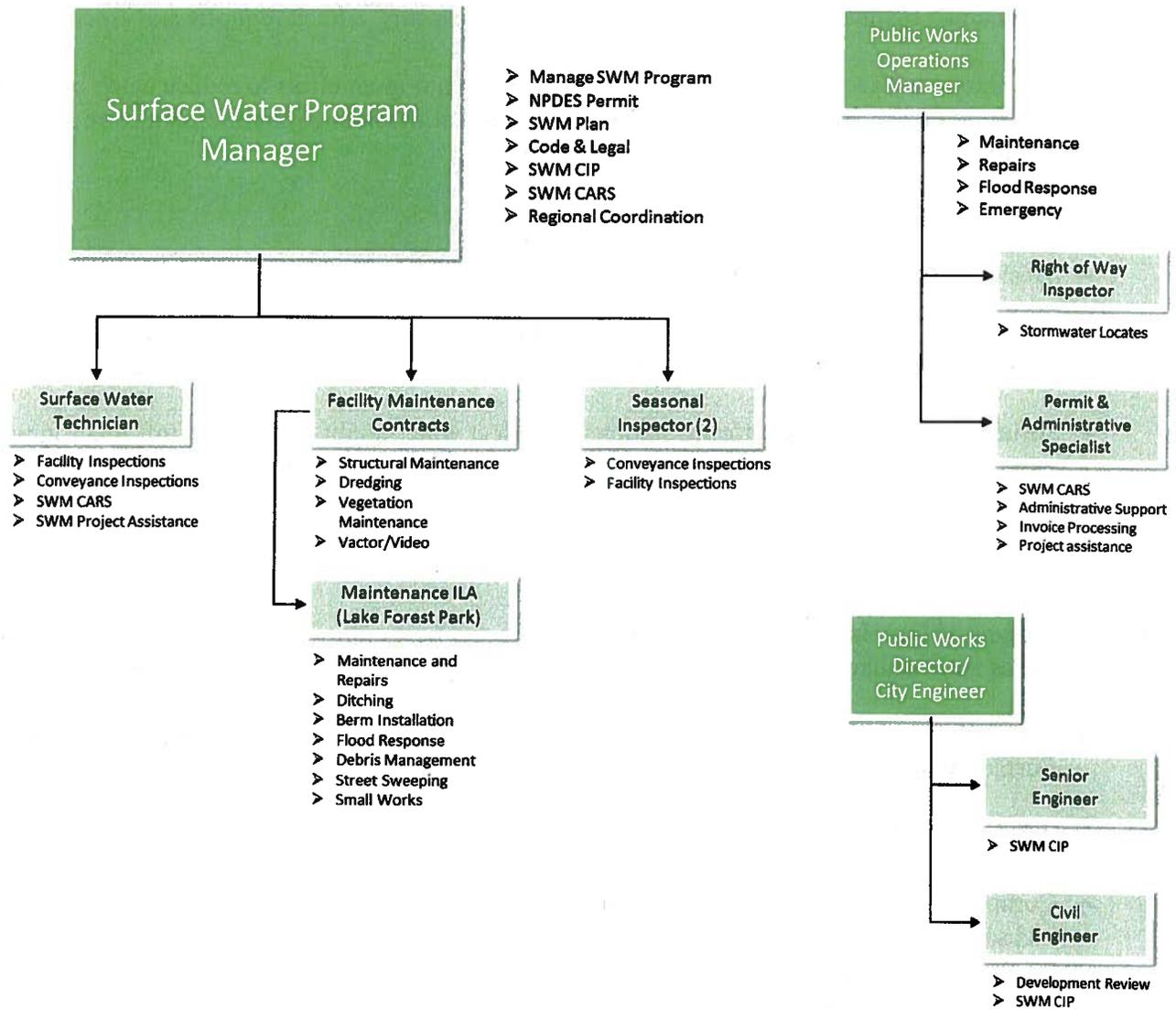
TRANSPORTATION CAPITAL FUND EXPENDITURES

	2015-2016 Adopted Budget	2015-2016 Amended Budget	2015 Actual	2016 Projected	2015-2016 Biennium Total	2017 Preliminary	2018 Preliminary	2017-2018 Preliminary Budget
Ending Fund Balance	\$792,645	\$8,977	\$194,168	\$2,098,860	\$2,098,860	\$1,640,660	\$1,781,511	\$1,781,511
Ending Fund Balance	792,645	8,977	194,168	2,098,860	2,098,860	1,640,660	1,781,511	1,781,511
T 6 SR 522 West A 61st -65th	10,986,257	12,546,357	7,327,195	5,207,139	12,534,334	667,400	127,200	794,600
T 7 61st Ave NE&181st Traffic Signal	0	0	0	14,674	14,674	0	0	0
T 27 Sidewalk Program	1,026,915	0	0	0	0	0	0	0
Contingency and Undergrounding		700,000	0	700,000	700,000	0	0	0
Sidewalk Gaps	0	160,000	89,935	0	89,935	0	0	0
NE 181 St Northside	0	277,524	33,628	27,939	61,567	181,800	0	181,800
NE 181 St Southside	0	597,306	93,991	684,145	778,136	123,600	0	123,600
62nd Ave NE	0	828,000	35,317	53,078	88,395	778,520	6,985	785,505
NE 202nd St	0	1,017,570	48,542	64,923	113,465	1,180,310	10,640	1,190,950
Arrowhead Dr	0	0	0	0	0	11,100	132,800	143,900
NE 153rd Pl	0	0	0	0	0	11,100	132,400	143,500
NE 181st (65th- 67th)	0	0	0	0	0	136,730	668,475	805,205
T 31 City Safety Improvements	0	0	1,139	0	1,139	0	0	0
T 35 Overlay (previously in Street Fund)	1,170,000	1,170,000	587,443	29,232	616,675	450,000	450,000	900,000
T 37 West Samm Bridge (note 1)	3,550,000	3,550,000	401,285	221,572	622,857	0	0	0
T 38 175th St Swamp Creek Bridge Study	75,000	75,000	15,217		15,217			0
T 39 Neighborhood Transportation Plans	350,000	350,000	3,681	48,024	51,705	55,000	55,000	110,000
T 40 Roundabout 61st NE/193rd	0	420,620	0	0	0	0	0	0
T 41 Juanita Dr Pedestrian & Bicycle Safety	0	0	0	0	0	600,000	1,500,000	2,100,000
T 42 68th Ave Pedestrian & Bicycle Safety	0	0	0	0	0	250,000	987,000	1,237,000
T 43 SR 522 Pedestrian Crossing Study	0	0	0	0	0	0	282,500	282,500
T 44 61 Ave Survey and Conceptual Plan	0	0	0	0	0	0	90,000	90,000
Total Capital Outlay	17,158,172	21,692,377	8,637,373	7,050,726	15,688,099	4,445,560	4,443,000	8,888,560
Reimbursement to General Fund	150,000	150,000	0	200,000	200,000	269,000	269,000	538,000
Transfer to Public Art Fund	0	0	0	0	0	0	0	0
Transfers	150,000	150,000	0	200,000	200,000	269,000	269,000	538,000
Total Expenditures	17,308,172	21,842,377	8,637,373	7,250,726	15,888,099	4,714,560	4,712,000	9,426,560
Total Transportation Capital Fund	\$18,100,817	\$21,851,354	\$8,831,541	\$9,349,586	\$17,986,959	\$6,355,220	\$6,493,511	\$11,208,071

note 1: This project is now budgeted and accounted for in Sammamish River Bridge Fund effective 2017-2018

City of Kenmore, Washington Surface Water Management Fund

This fund accounts for the surface water funds received primarily through assessments imposed on each developed parcel in the City. King County collects the assessment as part of the property tax collection process and remits the proceeds to the City. Property owners of single family homes and properties with 10% or less of impervious surface pay \$167.40 per year. The charge for multi-family, commercial and industrial properties varies based on the size of the parcel and the area of impervious surface. The goal of surface water management is to develop, maintain, manage and improve a surface water system that serves the community, enhances the quality of life and protects the environment.



City of Kenmore, Washington Surface Water Management Fund

2015-2016 Achievements:

Maintenance

- Conducted annual inspections of approximately 100 private drainage facilities, 155 public drainage facilities, 4,000 catch basins and 80 linear miles of pipes and ditches.
- Conducted annual maintenance on public drainage facilities, catch basins and conveyance systems identified during inspections.
- Conducted maintenance, as needed, in response to storms, citizen requests and emergencies.
- Continued with an aggressive street sweeping program in an effort to reduce catch basin and drainage facility maintenance and proactively protect the natural environment from sediment, debris and pollutants.

Small Works Projects

- Designed NE Arrowhead DR drainage improvement project.
- Began evaluation of erosion and flow characteristics in Sammamish Tributary 02 to address sedimentation issues impacting public drainage facilities and Sammamish River.
- Installed two stream monitoring stations to collect water quality data. The information will assist staff in implementing the City's Swamp Creek TMDL and provide an educational opportunity for the public to learn about local streams.

Programs

- Integrated Low Impact Development principles and best management practices into the City's codes and standards.
- Updated Title 13 Kenmore Municipal Code to address policy issues discussed during the 2015 Surface Water Master Plan update.
- Adopted the 2016 King County Surface Water Design Manual.
- Complied with the requirements set forth in the City's Municipal Stormwater Permit, which included public involvement and participation, public education and outreach, operations and maintenance, illicit discharge detection and elimination (IDDE), development and total maximum daily load (TMDL) monitoring in Swamp Creek.

City of Kenmore, Washington Surface Water Management Fund

2017-2018 Objectives:

Maintenance

- Conduct annual surface water inspections for publicly and privately maintained stormwater facilities and public conveyance systems.
- Conduct maintenance, based on the annual inspection programs, on the public stormwater conveyance system and public stormwater facilities.
- Conduct an aggressive street sweeping program in an effort to reduce catch basin and drainage facility maintenance.
- Dredge the Wallace Swamp Creek Park sediment pond as needed.

Small Works Projects

- Address conveyance system issues impacting 61ST AVE NE near 185TH.
- Address groundwater issue impacting 64TH AVE NE and NE 198TH ST.
- Address conveyance system issues impacting NE 182ND ST and 68TH AVE NE.
- Address surface water facility access issue at NE 175TH ST and 61ST AVE NE.

Programs

- Implement the 2013-2018 Municipal Stormwater Permit.
- Implement low impact development regulations, which were recently integrated into City codes and policies.
- Evaluate erosion and flow characteristics in Tributary 0057 to address erosion and sedimentation issues impacting public drainage facilities and Tributary 0057.
- Evaluate the adjacent wall, sidewalk and roadway along Tributary 0056 along 61ST AVE NE south of NE 190TH ST to NE 181ST ST for potentially hazardous conditions associated with stream and stormwater erosion.
- Continue development and implementation of SIMS, which includes the City's surface water GIS mapping program, surface water asset and maintenance tracking system and citizen action request tracking.
- Continue managing Swamp Creek flooding and sedimentation issues.
- Conduct a surface water service charge analysis to evaluate the current and projected budget needs of the surface water management program.

City of Kenmore, Washington
Surface Water Management Fund

Budget Highlights:

The primary revenue source for the Surface Water Management Fund is the surface water service charge, which is collected from each developed parcel in the City and is based upon land use, parcel size and impervious coverage. The service charge had incremental increases from 2009 through 2012 to account for budget gaps identified in the City's 2008 Surface Water Master Plan update. Service charges have not increased since 2013. A surface water service charge analysis is scheduled for this biennium. Additional revenue sources expected during this biennium budget include grant funds from the King County Flood Control District and the Washington State Department of Ecology, but other sources may be pursued as opportunities emerge.

Shortly after the City's incorporation in 1998, the City entered into a Memorandum of Agreement (MOA) with King County that included a County disbursement of \$10.75 million to the City in order to conduct surface water improvements along 73RD AVE NE and Swamp Creek. The large sum of money inflated the surface water fund balance for several years until MOA funded projects were concluded around 2006. In 2007, the City was issued its first Municipal Stormwater Permit as part of the federal and state National Pollutant Discharge Elimination System (NPDES) program. The City was required to increase surface water service charges to parcel owners within the City to accommodate increased program costs as a result of Permit requirements. More information regarding Surface Water Management programs can be found in the City's Surface Water Master Plan. Since 2009, annual surface water management fund balances have ranged between \$1.4 million to \$1.9 million.

City of Kenmore, Washington
Surface Water Management Fund

Workload Measures	2015 Actual	2016 Actual	2017 Estimate	2018 Estimate
Number of Grant/Loan Applications Completed	2	1	1	1

Workload Measures				
Number of Public Facilities	165	177	187	197
Performance Measures				
Number of Public Facilities Inspected	165	175	187	197
Public Facilities Requiring Maintenance	75	75	77	80
Public Facilities Receiving Maintenance	75	75	77	80

Workload Measures	2015 Actual	2016 Actual	2017 Estimate	2018 Estimate
Number of Private Facilities	102	113	129	135
Performance Measures				
Number of Facilities Inspected	100	113	129	135
Facilities Requiring Maintenance	66	48	60	60
Facilities Re-inspected	66	48	50	50
Enforcement Actions	2	1	1	1

Workload Measures	2015 Actual	2016 Actual	2017 Estimate	2018 Estimate
Number of Public Catch Basins	4,159	4,159	4,200	4,200
Number of Private Catch Basins	2,272	2,272	2,400	2,500
Number of Public Manholes	335	335	350	350
Number of Private Manholes	115	115	120	120
Feet of Public Open Conveyance	69,863	69,863	70,500	70,500
Feet of Private Open Conveyance	31,936	31,936	32,000	32,000
Feet of Public Enclosed Conveyance	362,816	362,816	363,000	363,000
Feet of Private Enclosed Conveyance	249,582	249,582	250,000	250,000
Performance Measures				
Number of Catch Basins Inspected	4,775	4,775	4,850	4,850
Number of Manholes Inspected	158	335	350	350

City of Kenmore, Washington
Surface Water Management Fund

Workload Measures	2015 Actual	2016 Actual <i>as of 9/30/2016</i>	2017 Estimate	2018 Estimate
Surface Water Service Requests Initiated	129	88	140	145
Surface Water Service Requests Closed	96	112	120	125
Surface Water Work Orders Initiated	348	634	650	675
Surface Water Work Orders Closed	469	620	630	640
Performance Measures				

City of Kenmore

Fund Surface Water Management Fund
Department Surface Water Management PRIORITY BASED BUDGETING NON PERSONNEL PROGRAM COSTS
Division All Divisions

Account All Accounts

#	Department	Program	FTE	2017 Cost
22	Surface Water	Service Request	0.404	\$73,120
23	Surface Water	Cityworks	0.050	\$6,296
24	Surface Water	Education and Outreach - Surface Water Management	0.050	\$23,796
25	Surface Water	Geographical Information System (GIS)	0.120	\$20,110
26	Surface Water	Illicit Discharge Detection and Elimination	0.020	\$10,018
27	Surface Water	Legal and Code Enforcement Assistance	0.150	\$18,887
28	Surface Water	Long Range Planning and Updates	0.068	\$8,562
29	Surface Water	Municipal Stormwater Permit (National Pollutant Discharge	0.030	\$17,777
30	Surface Water	Private Stormwater Facility Inspections	0.370	\$46,589
31	Surface Water	Private Stormwater Facility Maintenance	0.000	\$0
32	Surface Water	Public Stormwater Facility Inspections	0.200	\$40,183
33	Surface Water	Public Stormwater Facility Maintenance	0.070	\$278,814
34	Surface Water	Stormwater Conveyance System Inspections	0.050	\$19,296
35	Surface Water	Stormwater Conveyance System Maintenance	0.070	\$603,314
36	Surface Water	Surface Water Capital Improvement Projects	0.050	\$730,338
37	Surface Water	Surface Water Manuals	0.050	\$6,296
38	Surface Water	Surface Water Small Works Projects	0.168	\$21,154
39	Surface Water	Surface Water Utility Charge	0.020	\$2,518
40	Surface Water	Total Maximum Daily Load	0.050	\$9,296
305	Surface Water	Regional Coordination	0.100	\$58,942
306	Surface Water	CIP Project Construction Management/Inspection	0.220	\$27,701
307	Surface Water	CIP Project Design/Environmental	0.074	\$9,318
308	Surface Water	CIP Project Grant Applications/Funding Management	0.046	\$5,792
309	Surface Water	CIP Project Right of Way Acquisition	0.000	\$0
new	Surface Water	SWM Fee Analysis	0.000	\$37,250
new	Surface Water	Public Works Services Analysis	0.000	\$5,000
Totals			2.430	\$2,080,367

City of Kenmore

Fund Surface Water Management Fund
Department Surface Water Management **PRIORITY BASED BUDGETING NON PERSONNEL PROGRAM COSTS**
Division All Divisions

Account All Accounts

#	Department	Program	FTE	2018 Cost
22	Surface Water	Service Request	0.404	\$73,120
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new	Surface Water	SWM Fee Analysis	0.000	\$37,250
new	Surface Water	Public Works Services Analysis	0.000	\$5,000
Totals			2.430	\$2,080,367

SURFACE WATER MANAGEMENT FUND

REVENUES

	2015-2016 Adopted Budget	2015-2016 Amended Budget	2015 Actual	2016 Projected	2015-2016 Biennium Total	2017 Preliminary	2018 Preliminary	2017-2018 Preliminary Budget
Beginning Fund Balance	\$1,222,414	\$1,483,412	\$1,483,413	\$2,283,010	\$1,483,413	\$1,684,882	\$951,826	\$1,684,882
Beginning Fund Balance	1,222,414	1,483,412	1,483,413	2,283,010	1,483,413	1,684,882	951,826	1,684,882
King Conservation District	300,000	300,000	0	0	0	0	0	0
King County Conservation Futures	0	0	0	0	0	0	0	0
King County Flood District	0	0	0	0	0	0	0	0
Aquatic Weeds Grant	0	0	0	0	0	29,400	0	29,400
Department of Ecology Grants	0	0	170,000	25,000	195,000	0	0	0
Intergovernmental	300,000	300,000	170,000	25,000	195,000	29,400	0	29,400
Surface Water Charges	3,200,000	3,200,000	1,712,630	1,733,370	3,446,000	1,725,000	1,725,000	3,450,000
Sweeper Rental Services	30,000	30,000	22,759	21,241	44,000	22,000	22,000	44,000
Charges for Service	3,230,000	3,230,000	1,735,389	1,754,611	3,490,000	1,747,000	1,747,000	3,494,000
Investment Interest	10,000	10,000	9,891	10,000	19,891	10,000	10,000	20,000
Miscellaneous	10,000	10,000	9,891	10,000	19,891	10,000	10,000	20,000
Total Revenues	3,540,000	3,540,000	1,915,280	1,789,611	3,704,891	1,786,400	1,757,000	3,543,400
Total Surface Water Mgt. Fund	\$4,762,414	\$5,023,412	\$3,398,693	\$4,072,621	\$5,188,304	\$3,471,282	\$2,708,826	\$5,228,282

SURFACE WATER MANAGEMENT FUND

EXPENDITURES

	2015-2016 Adopted Budget	2015-2016 Amended Budget	2015 Actual	2016 Projected	2015-2016 Biennium Total	2017 Preliminary	2018 Preliminary	2017-2018 Preliminary Budget
Ending Fund Balance	\$110,138	\$1,057,636	\$2,283,010	\$1,684,882	\$1,684,882	\$951,826	\$498,795	\$498,795
Ending Fund Balance	110,138	1,057,636	2,283,010	1,684,882	1,684,882	951,826	498,795	498,795
Salaries and Wages	316,143	316,143	169,880	171,895	341,775	195,581	203,404	398,985
Benefits	95,787	95,787	52,804	56,575	109,379	80,615	85,452	166,067
Personnel	411,930	411,930	222,684	228,470	451,154	276,196	288,856	565,052
Materials-Drainage	50,000	50,000	16,672	18,328	35,000	25,000	25,000	50,000
Bank Fees/Office Supplies	17,600	17,600	3,102	7,921	11,023	5,500	5,500	11,000
Fuel	20,000	20,000	7,147	7,153	14,300	10,000	10,000	20,000
Equipment Replacement	100,000	100,000	50,000	50,000	100,000	50,000	50,000	100,000
Supplies	187,600	187,600	76,921	83,402	160,323	90,500	90,500	181,000
Travel/Registrations/Business Meetings	6,300	6,300	5,030	910	5,940	4,250	4,250	8,500
Telecommunications	2,500	2,500	1,730	1,651	3,381	1,700	1,700	3,400
Postage/Advertising/Printing	2,000	2,000	113	387	500	5,250	5,250	10,500
Dues/Memberships/Subscriptions	200	200	170	180	350	175	175	350
Vehicle Maintenance	15,000	15,000	16,044	15,956	32,000	16,000	16,000	32,000
Intern	30,000	30,000	0	0	0	0	0	0
Consulting General/City Attorney	100,000	100,000	29,102	120,898	150,000	75,000	75,000	150,000
WRJA	13,500	13,500	6,919	7,081	14,000	7,000	7,000	14,000
Utilities and Dump Fees (Sweeper)	50,000	50,000	17,682	18,318	36,000	25,000	25,000	50,000
Insurance	24,000	24,000	15,199	23,201	38,400	19,200	19,200	38,400
Utilities/Water	4,000	4,000	299	401	700	500	500	1,000
LFP Maintenance	822,000	822,000	393,237	428,763	822,000	429,500	429,500	859,000
Vector/Video Services	200,000	200,000	46,360	148,640	195,000	100,000	100,000	200,000
King County Billing Admin Fee	38,000	38,000	19,381	18,619	38,000	14,000	14,000	28,000
System Maint Contract	300,000	300,000	79,776	80,224	160,000	150,000	150,000	300,000
King County Water Quality Audits	24,000	24,000	456	1,044	1,500	5,000	5,000	10,000
NPDES Ph II Permit Fee	25,500	25,500	6,370	20,518	26,888	14,000	14,000	28,000
Public Education and Outreach	30,000	30,000	4,000	21,000	25,000	15,000	15,000	30,000
Illicit Discharge Detection Elim Monitoring	10,000	10,000	7,875	2,125	10,000	5,000	5,000	10,000
Aerial Imaging	10,000	10,000	2,007	93	2,100	5,000	5,000	10,000
Swamp Creek TMDL Monitoring	6,000	6,000	825	2,350	3,175	3,000	3,000	6,000
Other Monitoring	28,800	28,800	14,223	14,221	28,444	14,350	14,350	28,700
0057 Eval	25,000	25,000	0	0	0	12,500	12,500	25,000
Samm Triv 02 Eval	25,000	25,000	0	0	0	6,250	6,250	12,500
Stream Monitoring Telemetry	25,000	25,000	0	0	0	5,000	5,000	10,000
Trib 0056 /eval	100,000	100,000	0	0	0	0	0	0
Surfacewater Plan Update	0	0	27,121	0	27,121	0	0	0
Swamp Creek Sediment Pond Dredging	240,000	240,000	4,868	132	5,000	120,000	120,000	240,000
Ditch Maintenance	68,000	68,000	0	0	0	40,000	40,000	80,000
Aquatic Weed Control	0	0	0	25,000	25,000	25,000	25,000	50,000
0056 Restoration Mini Grant Program	0	0	0	0	0	15,000	15,000	30,000
Services	2,224,800	2,224,800	698,787	951,712	1,650,499	1,132,675	1,132,675	2,265,350
Debt Service	90,946	90,946	45,473	45,473	90,946	0	0	0
Debt Service	90,946	90,946	45,473	45,473	90,946	0	0	0
Furniture/Equipment/Vehicles	10,000	10,000	0	0	0	5,000	5,000	10,000
Computer Systems	31,000	31,000	23,992	33,008	57,000	30,000	30,000	60,000
Capital Outlay	41,000	41,000	23,992	33,008	57,000	35,000	35,000	70,000

SURFACE WATER MANAGEMENT FUND

EXPENDITURES

	2015-2016 Adopted Budget	2015-2016 Amended Budget	2015 Actual	2016 Projected	2015-2016 Biennium Total	2017 Preliminary	2018 Preliminary	2017-2018 Preliminary Budget
Transfer Out - Surface Water Capital Fund	1,506,000	819,500	47,826	855,674	903,500	885,085	563,000	1,448,085
Transfer to Transportation Capital Fund	0	0	0	0	0	0	0	0
Admin Reimbursement to General Fund	190,000	190,000	0	190,000	190,000	100,000	100,000	200,000
Transfers-Out	1,696,000	1,009,500	47,826	1,045,674	1,093,500	985,085	663,000	1,648,085
Total Expenditures	4,652,276	3,965,776	1,115,683	2,387,739	3,503,422	2,519,456	2,210,031	4,729,487
Total Surface Water Mgt. Fund	\$4,762,414	\$5,023,412	\$3,398,693	\$4,072,621	\$5,188,304	\$3,471,282	\$2,708,826	\$5,228,282

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

The Surface Water Capital Fund accounts for expenditures for surface water capital improvements. Revenue sources for this fund include a variety of federal, state or local grants, surface water management fees transferred from the Surface Water Management Fund and real estate excise taxes. The City expends monies from this fund based on the adopted Capital Facilities Plan and the Surface Water Capital Improvement Program. Each project is described in more detail in the Capital Improvement Program section of this budget.

2015-2016 Achievements:

- Designed NE Arrowhead DR drainage improvement project.
- Began evaluation of erosion and flow characteristics in Sammamish Tributary 02 to address sedimentation issues impacting public drainage facilities and Sammamish River.
- Installed two stream monitoring stations to collect water quality data. The information will assist staff in implementing the City's Swamp Creek TMDL and provide an educational opportunity for the public to learn about local streams.

2017-2018 Objectives:

- Address conveyance system issues impacting 61ST AVE NE near 185TH.
- Address groundwater issue impacting 64TH AVE NE and NE 198TH ST.
- Address conveyance system issues impacting NE 182ND ST and 68TH AVE NE.
- Address surface water facility access issue at NE 175TH ST and 61ST AVE NE.

Budget Highlights:

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

See the Surface Water Capital section of the budget for project description sheets regarding projects anticipated in 2017-2018.

SURFACE WATER CAPITAL FUND

REVENUES

	2015-2016 Adopted Budget	2015 Actual	2016 Projected	2015-2016 Biennium Total	2017 Preliminary	2018 Preliminary	2017-2018 Preliminary Budget
Beginning Fund Balance	\$70,257	(\$16,350)	\$12,164	(\$16,350)	\$102,210	\$269,210	\$102,210
Beginning Fund Balance	70,257	(16,350)	12,164	(16,350)	102,210	269,210	102,210
Surface Water Trust Fund Loan Proceeds	1,000,000	0	0	0	0	1,500,000	1,500,000
Reimbursements from Other Agencies (SW19)	20,000	0	0	0	130,634	0	130,634
King County Flood Control District (SW 19)	0	0	0	0	167,000	0	167,000
King County Flood Control District (SW 30))	0	0	0	0	49,915	0	49,915
King County Flood Control District (SW 19)	0	0	0	0	330,000	0	330,000
King County Flood Control District (0057)	300,000	157,000	0	157,000	0	0	0
Intergovernmental	1,320,000	157,000	0	157,000	677,549	1,500,000	2,177,549
Transfer from Surface Water Mgmt Fund	819,500	47,826	855,674	903,500	885,085	563,000	1,448,085
Transfers	819,500	47,826	855,674	903,500	885,085	563,000	1,448,085
Total Revenues	2,139,500	204,826	855,674	1,060,500	1,562,634	2,063,000	3,625,634
Total Surface WaterCapital Fund	\$2,209,757	\$188,476	\$867,838	\$1,044,150	\$1,664,844	\$2,332,210	\$3,727,844

SURFACE WATER CAPITAL FUND

EXPENDITURES

	2015-2016 Adopted Budget	2015 Actual	2016 Projected	2015-2016 Biennium Total	2017 Preliminary	2018 Preliminary	2017-2018 Preliminary Budget
Ending Fund Balance	\$257	\$12,164	\$102,210	\$102,210	\$269,210	\$269,210	\$269,210
Ending Fund Balance	257	12,164	102,210	102,210	269,210	269,210	269,210
SW 1 Tributary 0057 Channel Relocation	0	18,238	6,762	25,000	0	0	0
SW-8 61st Ave Embankment Repair	1,111,000	0	111,000	111,000	0	1,500,000	1,500,000
SW-19 192nd Culvert Replacement	395,000	129,588	44,366	173,954	885,634	0	885,634
SW-20 Small Works Projects	100,000	28,486	0	28,486	50,000	50,000	100,000
SW-25 Strawberry Hills SW Tank Retrofit	0	0	0	0	100,000	360,000	460,000
SW-29 Infiltration Tank Retrofit 61st/190th St	0	0	0	0	120,000	0	120,000
SW-30 Drainage Imp 153/Arrowhead Dr	0	0	0	0	125,000	0	125,000
SW-31 Drainag/Street Imp 66th/196th	0	0	0	0	115,000	0	115,000
Capital Outlay	1,606,000	176,312	162,128	338,440	1,395,634	1,910,000	3,305,634
Debt Service on PWTFL	0	0	0	0	0	153,000	153,000
Debt Service	0	0	0	0	0	153,000	153,000
Transfer to Transportation Capital Fund	603,500	0	603,500	603,500	0	0	0
Transfers-Out	603,500	0	603,500	603,500	0	0	0
Total Expenditures	2,209,500	176,312	765,628	941,940	1,395,634	2,063,000	3,458,634
Total Surface Water Capital Fund	\$2,209,757	\$188,476	\$867,838	\$1,044,150	\$1,664,844	\$2,332,210	\$3,727,844

City of Kenmore, Washington
Swamp Creek Basin Fund

This fund accounts for balances reserved for surface water projects, improvements, and maintenance within the Swamp Creek Basin which had previously been accounted for in the Surface Water Management Fund.

The projects are included in the City of Kenmore's Comprehensive Plan and are funded by an Memorandum of Agreement (MOA) with King County. Twelve percent (12%) of the King County disbursement to the City of \$10,750,000 was to be reserved for permanent maintenance of projects. This amounts to \$1,290,000.

As of December 31, 2016, the projected fund balance is \$1,404,934 of which \$1,322,363 comprised the permanent maintenance fund (the original \$1,290,000 plus interest); and \$82,571 was available for Sewer System Protection capital projects.

2015-2016 Accomplishments:

- Maintained the balance of the fund with no expenditures. Any dredging of Swamp Creek will be charged to the Surface Water Management Fund.

2017-2018 Objectives:

- To continue to monitor and manage the expenditure of funds toward capital improvements and maintenance of the Swamp Creek Basin in accordance with the terms of the Memorandum of Agreement.
- No funds are budgeted here for dredging activities in 2017-2018 pending review of the Memorandum of Agreement. All dredging of Swamp Creek is currently budgeted in the Surface Water Management Fund.

SWAMP CREEK BASIN FUND

REVENUES

	2015-2016 Adopted Budget	2015 Actual	2016 Projected	2015-2016 Biennium Total	2017 Preliminary	2018 Preliminary	2017-2018 Preliminary Budget
Beginning Fund Balance	\$1,441,125	\$1,397,663	\$1,404,934	\$1,397,663	\$1,411,934	\$1,418,934	\$1,411,934
Total Beginning Fund Balance	1,441,125	1,397,663	1,404,934	1,397,663	1,411,934	1,418,934	1,411,934
Investment Interest	20,000	7,271	7,000	14,271	7,000	7,000	14,000
Total Revenues	20,000	7,271	7,000	14,271	7,000	7,000	14,000
Total Swamp Creek Basin Fund	\$1,461,125	\$1,404,934	\$1,411,934	\$1,411,934	\$1,418,934	\$1,425,934	\$1,425,934

SWAMP CREEK BASIN FUND

EXPENDITURES

	2015-2016 Adopted Budget	2015 Actual	2016 Projected	2015-2016 Biennium Total	2017 Preliminary	2018 Preliminary	2017-2018 Preliminary Budget
Ending Fund Balance	\$1,461,125	\$1,404,934	\$1,411,934	\$1,411,934	\$1,418,934	\$1,425,934	\$1,425,934
Total Ending Fund Balance	1,461,125	1,404,934	1,411,934	1,411,934	1,418,934	1,425,934	1,425,934
Swamp Creek Pond Dredging	0	0	0	0	0	0	0
Total Expenditures	0	0	0	0	0	0	0
Total Swamp Creek Basin Fund	\$1,461,125	\$1,404,934	\$1,411,934	\$1,411,934	\$1,418,934	\$1,425,934	\$1,425,934

City of Kenmore, Washington Equipment Replacement Fund

This fund is used to maintain a reserve for the future replacement of equipment – including, but not limited to furniture, computers and vehicles. Payments are received from various departments and funds that benefit from or use the assets. Each department is charged its prorated share of the replacement costs per year of the replacement equipment assigned. The payments to this fund are determined using the cost of the equipment, the useful life of the asset, and the number of employees in the various cost centers that use each asset. The replacement schedule is updated annually to adjust for new equipment purchases, changes in useful life and inflation rates.

2015-2016 Achievements:

- Funds were used to acquire or replace the following equipment:

2015 Ford F150 Truck	\$31,112
Ford C-Max Vehicles (3)	72,206
Network Server Upgrades	29,249
Permitting Software	89,500
<u>Desktop Computer Hardware and Software Upgrades</u>	<u>25,363</u>
TOTAL	\$247,430

2017-2018 Objectives/Budget Highlights:

- The following equipment is scheduled to be replaced or procured during the 2017-2018 biennium. Prior to replacement, the status of the items will be reviewed to determine if the scheduled replacement is warranted and reasonable.

2016 Ford F250 Truck	\$38,000
Network Server Upgrades	20,000
Virus Protection, Firewall, Backup Software Licenses	40,000
Email Archiving Software (3 yr license)	6,000
<u>Desktop Computer Hardware and Software Upgrades</u>	<u>15,000</u>
TOTAL	\$119,000

EQUIPMENT REPLACEMENT FUND

REVENUES

	2015-2016 Adopted Budget	2015-2016 Amended Budget	2015 Actual	2016 Projected	2015-2016 Biennium Total	2017 Preliminary	2018 Preliminary	2017-2018 Preliminary Budget
Beginning Fund Balance	\$362,417	\$454,673	\$454,673	\$370,414	\$454,673	\$413,384	\$440,377	\$413,384
Beginning Fund Balance	362,417	454,673	454,673	370,414	454,673	413,384	440,377	413,384
Investment Interest	4,000	4,000	2,141	2,000	4,141	2,000	2,000	4,000
Departmental Contributions	202,000	202,000	87,086	114,914	202,000	103,493	103,493	206,986
Revenues	206,000	206,000	89,227	116,914	206,141	105,493	105,493	210,986
Total Equipment Replacement Fund	\$568,417	\$660,673	\$543,900	\$487,328	\$660,814	\$518,877	\$545,870	\$624,370

EQUIPMENT REPLACEMENT FUND

EXPENDITURES

	2015-2016 Adopted Budget	2015-2016 Amended Budget	2015 Actual	2016 Projected	2015-2016 Biennium Total	2017 Preliminary	2018 Preliminary	2017-2018 Preliminary Budget
Ending Fund Balance	\$344,417	\$302,298	\$370,414	\$413,384	\$413,384	\$440,377	\$505,370	\$505,370
Ending Fund Balance	344,417	302,298	370,414	413,384	413,384	440,377	505,370	505,370
Equipment Replacement	224,000	358,375	173,486	73,944	247,430	78,500	40,500	119,000
Expenditures	224,000	358,375	173,486	73,944	247,430	78,500	40,500	119,000
Total Equip Replacement Fund	\$568,417	\$660,673	\$543,900	\$487,328	\$660,814	\$518,877	\$545,870	\$624,370

City of Kenmore, Washington
Capital Program

City of Kenmore Washington

Capital Improvement Program

Introduction

In March 2001, the City Council adopted the City's first Comprehensive Plan. This Plan was amended by the City Council in April 2003, in conjunction with adoption of the Parks and Downtown Master Plans. The Capital Improvement Program has been updated in this document for the 2017-2022 time period.

Upon adoption, this Capital Improvement Program description of revenues, expenditures and tables amends and updates the narrative and six year financing program contained in the Capital Facilities Element of the City's Comprehensive Plan.

Process

The Capital Improvement Program was developed through a multiple step process. The individual projects were identified through analysis of past capital project requests, previously proposed improvements, currently funded projects and recently identified projects. Once projects were identified, a Project Description Sheet, see enclosed Project Description Sheet Guide, was prepared describing the project scope of work and current status. Project costs were updated and known funding identified. Using a collaborative effort City Staff identified the highest priority projects and available funding was allocated to those projects.

Project Revenues

Revenue sources currently used in capital financing consist of:

Pay-As-You-Go: Funds currently available include Arterial Street Fund, motor vehicle fuel tax moneys, Street Fund, interfund transfers from the General Fund, Municipal Capital Reserve (real estate excise taxes), and Transportation and Park Impact fees.

Grants: These may include, but are not limited to Recreation and Conservation Office (RCO), Pedestrian Safety Mobility Program (PSMP), School District contributions, Surface Transportation Program (STP), Hazard Elimination Safety Program (HES), Transportation Enhancement Program (TE), Transportation Improvement Board (TIB), Regional Transit, Washington State Department of Transportation (WSDOT), and Congestion Management and Air Quality (CMAQ), Department of Ecology, and King County Conservation grants.

Bonds/Levies: These are General Obligation Bonds that are either voter-approved or non-voter approved (Councilmanic). Voter-approved bonds will be paid from an increase

in the property tax rate; Non-voter approved bond debt service will be paid from general government operating revenues.

Impact Fees: This revenue source includes impact fees designated for transportation and park improvements. This funding is to partially finance improvements that shall mitigate cumulative impacts of growth and development within the City. These revenues include contributions from private developers. The use of these funds for park improvements will increase the capacity of existing parks to accommodate increased use from growth in the community.

King County Memorandum of Agreement (KC MOA): The KC MOA stipulates that King County provided Kenmore with \$10.75 million as partial mitigation for surface water projects within the Swamp Creek Basin. This agreement was finalized in 2000.

Local Improvement District (LID): This revenue source requires financing by entities other than the City of Kenmore.

User Fees: This revenue source is defined as a payment of a fee for direct receipt of a public service by the person benefiting from the service. Currently, these revenues only include surface water charges.

Expenditures

The City defines a capital improvement project to be any project that possesses all of the following characteristics:

- Cost exceeds \$15,000; and
- Involves construction or remodel of any City building, decorative or commemorative structure; park improvement; renovation of public streets, sidewalks, parking facilities, and water, sewer and storm drainage improvements; and
- Is financed in whole or in part by the City.

Project cost is an estimate of the resources required to take a project from design through construction, generally consisting of the following activities:

- Administration
- Pre-Design/Special Studies
- Design
- Environmental Review
- Right of Way/Property Acquisition
- Construction Management
- Construction Contract

- Construction Other
- Debt Service
- Contingency

Capital Budget Fiscal Policies

- Capital project proposals should include as complete, reliable and attainable cost estimates as possible. Project cost estimates for the Capital Budget should be based upon a thorough analysis of the project and are expected to be as reliable as the level of detail known about the project. Project cost estimates for a six year plan should be as reliable as possible, recognizing that earlier project cost estimates will be more reliable than cost estimates in the later years.
- Capital projects should include a comprehensive resource plan. This plan should include the amount and type of resources required, and the funding and financing strategies to be employed. The specific fund and timing should be outlined. The plan should indicate resources necessary to complete any given phase of the project, e.g., design, rights-of-way acquisition, construction, project management, etc.
- All proposals for capital projects will be presented to Council within the framework of a Capital Budget. No consideration will be given to the commitment of capital funds outside the presentation of the entire Capital Budget, except that emergency capital projects may be committed outside the normal review procedure.
- Major changes in project cost estimates should be presented to Council for review and approval. Major changes are defined as fifteen percent (15%) for capital projects up to \$999,999, two percent (2%) for projects over \$1,000,000.
- Capital project proposals shall include operating and maintenance costs necessary for the project over the estimated project life.
- At the time of project award, each project shall have reasonable contingencies also budgeted:
 - The amount set aside for contingencies shall correspond with industry standards and shall not exceed ten percent (10%), or a percentage of the contract as otherwise determined by Council.
 - Project contingencies may, unless otherwise determined by Council, be used only to compensate for unforeseen circumstances requiring additional funds to complete the project within the original project scope and identified needs.

- For budgeting purposes, project contingencies are a reasonable estimating tool. At the time of contract award, the project cost will be replaced with an appropriation that includes the contingency as developed above.
- City Staff shall seek ways of ensuring administrative costs of implementing the Capital Budget are kept at appropriate levels.
- The Capital Budget shall contain only those projects that can be reasonably expected to be accomplished during the budget period. The detail sheet for each project shall contain a project schedule with milestones indicated.
- Capital projects that are neither expensed nor encumbered during budget period will be re-budgeted or carried over to the next fiscal period except as reported to Council for its approval. Multi-year projects with unencumbered or unexpended funds will be carried over to the next fiscal period.
- If a proposed capital project will have a direct negative effect on other publicly owned facilities and/or property, mitigation of the negative impact will become part of the proposed capital projects cost.
- A capital project will not be budgeted unless there is a reasonable expectation that a funding source(s) is available to finance the project.

City of Kenmore
Capital Improvement Program
Project Description Sheet Guide

Title: Provide a project title that is descriptive of the project location and improvements.

Location: Provide a description of the location. Provide neighborhood if appropriate or significant nearby landmarks.

Background: Describe the history of the project. Describe the impetus for the proposed work, previous City Council actions, legislative or administrative actions by other jurisdictions or State and County agencies. Provide some information on previous public involvement, public testimony, public meetings, and citizen petitions. Describe how this project is consistent with the Comprehensive Plan and particular whether the project is required to meet a level of service deficiency.

Funding Status: Describes the funding resources available or anticipated to be available to support the project.

Environmental Review Status: Three boxes have been provided to summarize the environmental process. These boxes should represent the known or most likely environmental process. The Exempt box should be checked if the project is exempt from the environmental process (even though an environmental checklist may be required). The MDNS should be checked if the process will either result in a Declaration of Non Significance or a Declaration of Non Significance that will require mitigation. The EIS box should be checked if an Environmental Impact Statement is contemplated or completed. Below the boxes describe the status of the environmental process, whether a checklist has been completed or any of other environmental documents. Describe who will approve the environmental process and the time frame if known.

Potential Project Issues: This section should be used to describe potential issues that may significantly delay or alter the scope of work. Examples might include permitting issues, right of way acquisition difficulties, existing conditions that may make it difficult to construct the project, permitting and environmental appeals that may affect scheduling, escalating cost estimates, and potential additions to the scope of work.

Operations: Describe the current maintenance requirements and how these would be altered by the proposed project. Pay particular attention to describing operations or safety benefits that may result from completion of the project.

City of Kenmore

Capital Improvement Program

Definition of Regional Arterials

A principal arterial of regional significance is defined as any roadway that is listed as an arterial street in the City's Comprehensive Plan, Transportation Element and meets at least one of the following three criteria:

1. At least 80% of the traffic carried by the arterial street is regional — that is, no more than 20% of the traffic on an arterial, based on the City's forecast model, originates in a City Transportation Analysis Zone and is destined for another City Transportation Analysis Zone; or
2. Is considered as an alternative route when a major regional facility such as SR 520, I-5, or I-405 are closed or impeded (in Kenmore, Simonds Road NE, Juanita Drive NE, 68th Avenue NE from NE 170th Street to SR 522, and SR 522 each serve in this capacity), or
3. Provide a regional connection to a regional destination inside the City of Kenmore, such as Kenmore by the Lake, Kenmore Air, and Bastyr University.

Using this definition, all of the streets called out in Kenmore's Layered Network could qualify as "regional" including:

- 80th Avenue NE
- 61st Avenue NE
- Simonds Road NE
- 73rd Avenue NE
- The Downtown Loop Road
- 68th Avenue NE to NE 185th Street

Regional Arterial Level of Congestion Defined in Kenmore

The City of Kenmore uses intersection level of service (LOS) as part of its system evaluation within the Comprehensive Plan. The Plan establishes the following LOS standards for roadways in Kenmore:

- Boulevards (Primary Arterials) – LOS E or better
- Urban Avenues, Neighborhood Connections (Minor Arterials) – LOS D or better
- Local Streets (Collectors) – LOS C or better

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

The following maps are attached for illustration:

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

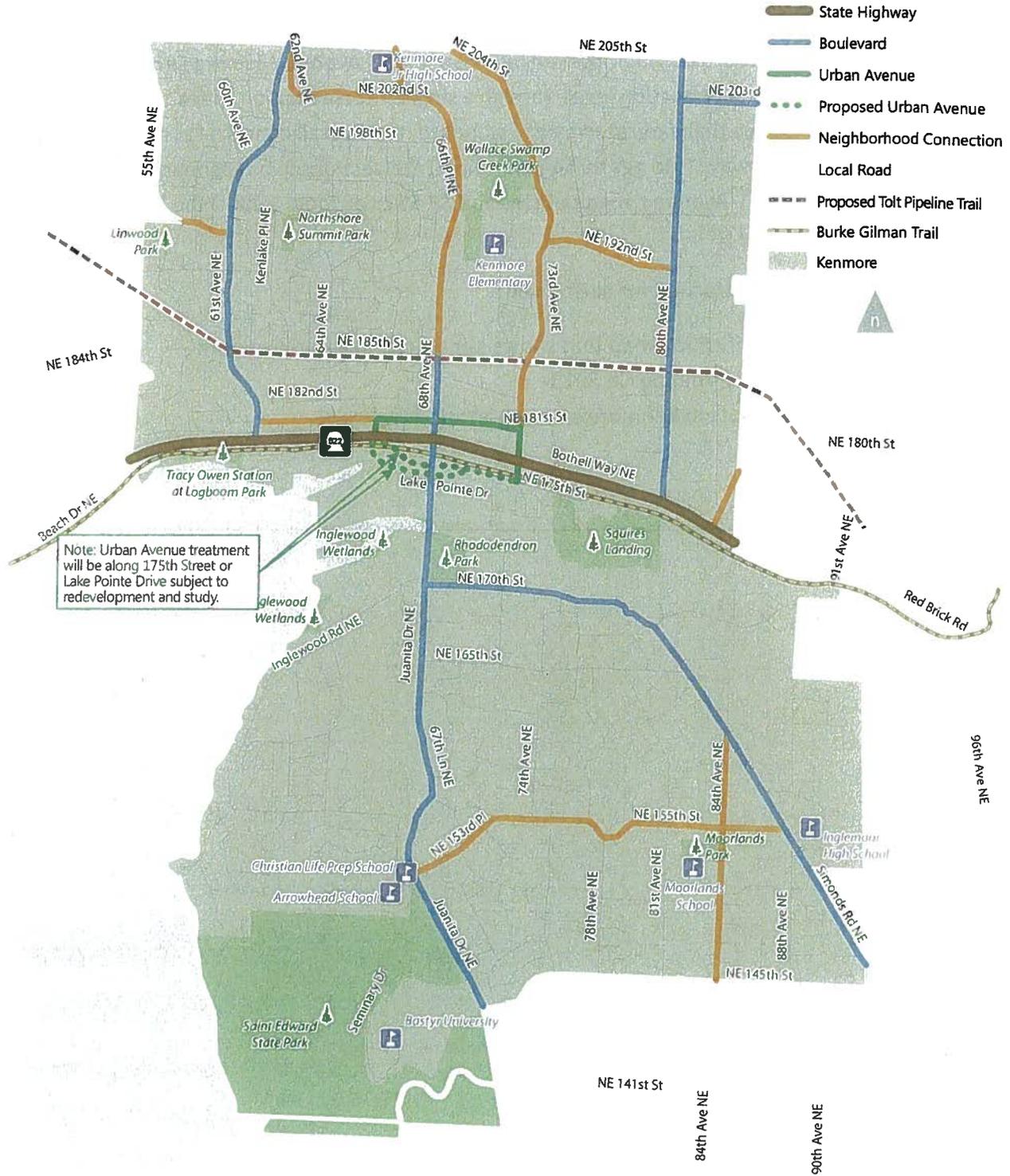


Figure 18.

City's Layered Network

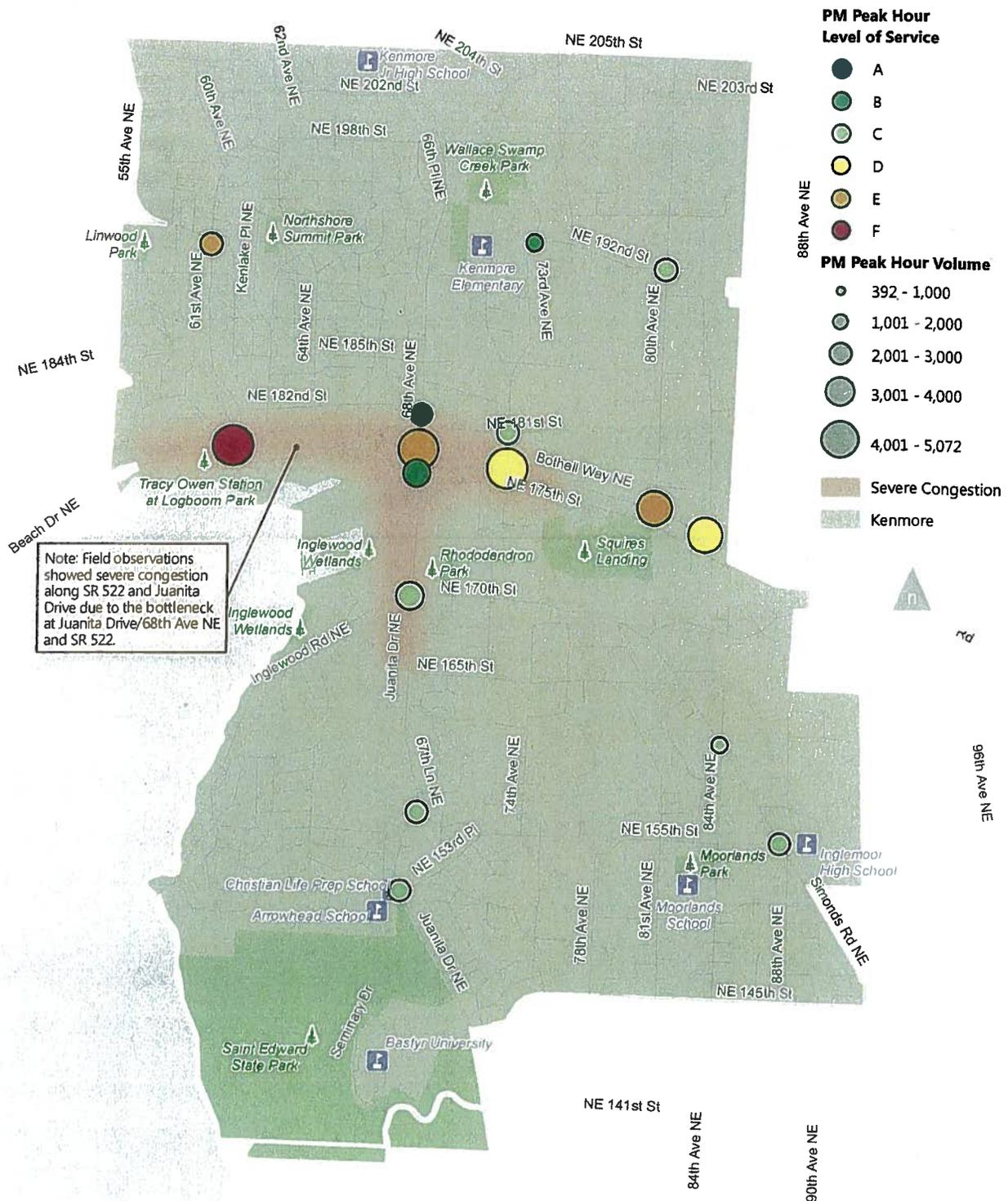


Figure 10.

Auto Level of Service and Volumes



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Capital Improvement Program Glossary of Terms and Acronyms

CBD	Central Business District
CIP	Capital Improvement Program
CFP	Capital Facilities Program
CMP	Corrugated Metal Pipe
DNS	Declaration of Non Significance
EIS	Environmental Impact Statement
FHWA	Federal Highway Administration
GIS	Geographic Information System
GMA	Growth Management Act
HPA	Hydraulic Permit Approval
IMPACT FEES	Payment of money imposed by the City, on development, in order to pay for the public facilities (parks, transportation) needed to serve new growth and development.
IPZ	Innovation Partnership Zone
LID	Low Impact Design
LID	Local Improvement District
LOS	Level of Service
MDNS	Mitigated Determination of Non Significance
NEPA	National Environmental Policy Act
NLW	North Lake Washington
NPDES	National Pollutant Discharge Elimination System
NUD	Northshore Utility District
PAUE	Public Agency Utility Exemption
PROS PLAN	Park Recreation and Open Space Plan
PS & E	Plans, Specifications and Estimate
RBZ	Regional Business Zone
RCO	Recreation and Conservation Office
REET	Real Estate Excise Tax
ROW	Right of Way
SEPA	State Environmental Policy Act
SMP	Shoreline Master Program
SR 522	State Route 522
STP	Surface Transportation Program
SW	Surface Water
SWM	Surface Water Management
TAP	Transportation Alternatives Program
TIB	Transportation Improvement Board
TBD	Transportation Benefit District
TMDL	Total Maximum Daily Load
TOD	Transit Oriented Development
WDFW	Washington State Department of Fish and Wildlife
WRIA	Water Resource Inventory Area
WSDOT	Washington State Department of Transportation

**CITY OF KENMORE
WASHINGTON
ORDINANCE NO. 16-0430**

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

WHEREAS, a Proposed 2017-2022 Six-Year Capital Improvement Program was submitted to the City Council and the City Clerk on October 17, 2016; and

WHEREAS, the City Council scheduled and held a Public Hearing on the Proposed 2017-2022 Six-Year Capital Improvement Program on October 24, 2016,

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

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

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

Section 3. Severability. Should any section, paragraph, sentence, clause or phrase of this Ordinance, or its application to any person or circumstance, be declared unconstitutional or otherwise invalid for any reason, or should any portion of this Ordinance be preempted by State or federal law or regulation, such decision or preemption shall not affect the validity of the remaining portions of this Ordinance or its application to other persons or circumstances.

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

ADOPTED BY THE CITY COUNCIL AT A REGULAR MEETING THEREOF ON THE 24th DAY OF OCTOBER, 2016.

CITY OF KENMORE

Mayor David Baker

Six-Year Capital Improvement Program

ATTEST/AUTHENTICATED:

Patty Safrin, City Clerk

Approved as to form:

Rod P. Kaseguma, City Attorney

FILED WITH THE CITY CLERK:
PASSED BY THE CITY COUNCIL:
PUBLISHED:
EFFECTIVE DATE:
ORDINANCE NO. 16-0430

CITY OF KENMORE, WASHINGTON
PROPOSED CAPITAL IMPROVEMENT PROGRAM
FOR THE YEARS 2017-2022

EXPENDITURES	2017	2018	2019	2020	2021	2022	2017
	Proposed	Proposed	Proposed	Proposed	Proposed	Proposed	2017
PARKS							
P 1 Twin Springs Interim Use Plan	\$40,000	\$0	\$0	\$0	\$0	\$0	\$40,000
P 2 Tolt Pipeline Trail Phase One	206,936	0	0	0	0	0	206,936
P 6 Moorlands Park Improvements	1,000,095	566,925	0	0	0	0	1,567,020
P 18 Rhododendron Park Waterfront & Natural Open Space A	160,000	615,000	5,000	5,000	5,000	5,000	795,000
P18a Rhododendron Park Float	60,000	200,000	25,000	0	0	0	285,000
P 26 Squires Landing Dock/Float	195,000	0	0	0	0	0	195,000
P 27 Squires Landing Park Waterfront & Open Space Access	250,000	600,000	500,000	220,000	1,715,000	1,690,000	4,975,000
P 28 Log Boom Park Waterfront Access and Viewing	200,000	400,000	300,000	120,000	1,090,000	1,065,000	3,175,000
P 29 St Edward Ballfield Improvements & Lighting	TBD	TBD	0	0	0	0	0
Total Parks	\$2,112,031	\$2,381,925	\$830,000	\$345,000	\$2,810,000	\$2,760,000	\$11,238,956
TRANSPORTATION							
T 6 SR 522 West A 61st to 65th	\$667,400	\$127,200	\$0	\$0	\$0	\$0	\$794,600
T 8 SR 522 West B 57th to 61st	0	0	0	600,000	7,400,000	4,000,000	12,000,000
T 27 Sidewalk Program:							0
South side NE 181st ST Construction	123,600	0	0	0	0	0	123,600
North side NE 181st ST	181,800	0	0	0	0	0	181,800
NE 202nd ST (198th -66th)	1,180,310	10,640	0	0	0	0	1,190,950
62nd Ave NE	778,520	6,985	0	0	0	0	785,505
Arrowhead Dr	11,100	132,800	726,133	0	0	0	870,033
NE 153rd Pl	11,100	132,400	604,938	0	0	0	748,438
NE 181st (65th -67th)	136,730	668,475	0	0	0	0	805,205
Sidewalk Gaps	0	0	100,000	100,000	100,000	100,000	400,000
T 35 Overlay	450,000	805,351	450,000	450,000	450,000	450,000	3,055,351
T 37 West Samm Bridge	2,098,962	910,999	7,425,888	7,422,054	3,724,341	33,395	21,615,639
T 39 Neighborhood Traffic Calming Improvements	55,000	55,000	0	0	0	0	110,000
T 41 Juanita Dr Pedestrian & Bicycle Safety All Segments	600,000	1,500,000	4,162,000	2,156,667	2,156,667	2,156,666	12,732,000
T 42 68th Ave Pedestrian & Bicycle Safety All Segments	250,000	987,000	60,000	2,000,000	1,803,000	0	5,100,000
T 43 SR 522 Pedestrian Crossing Study	0	282,500	272,500	0	0	0	555,000
T 44 61st Ave Survey and Conceptual Plan	0	90,000	0	0	0	0	90,000
Total Transportation	\$6,544,522	\$5,709,350	\$13,801,459	\$12,728,721	\$15,634,008	\$6,740,061	\$61,158,121
SURFACE WATER							
SW 8 190th Culvert at 61st	\$1,500,000	\$0	\$0	\$0	\$0	\$0	\$1,500,000
SW 8 Trust Fund Loan Repayment	0	153,000	153,000	153,000	153,000	153,000	765,000
SW 19 NE 192nd St Culvert Replacement	885,634	0	0	0	0	0	885,634
SW 20 Small Works Projects	50,000	50,000	50,000	50,000	50,000	50,000	300,000
SW 25 Strawberry Hills SW Tank Retrofit	100,000	360,000	0	0	0	0	460,000
SW 29 Infiltration Tank Retrofit at 61st Ave NE/NE 190th St	120,000	0	500,000	0	0	0	620,000
SW 30 Drainage Improvements at 153rd/NE Arrowhead Dr	125,000	0	0	0	0	0	125,000
SW 31 Drainage Impr & Street Repair at 66th Ave NE /196th	115,000	0	0	0	0	0	115,000
Total Surface Water	\$2,895,634	\$563,000	\$703,000	\$203,000	\$203,000	\$203,000	\$4,770,634
TOTAL EXPENDITURES	\$11,552,187	\$8,654,275	\$15,334,459	\$13,276,721	\$18,647,008	\$9,703,061	\$77,167,711

**CITY OF KENMORE, WASHINGTON
PROPOSED CAPITAL IMPROVEMENT PROGRAM
FOR THE YEARS 2017-2022**

REVENUES	2017	2018	2019	2020	2021	2022	2017-2022
	Proposed	Proposed	Proposed	Proposed	Proposed	Proposed	Totals
Real Estate Excise Tax (Transportation)	\$1,235,356	\$629,735	\$577,750	\$550,000	\$550,000	\$550,000	\$4,092,841
Real Estate Excise Tax (Parks)	0	380,000	0	0	0	0	380,000
Transportation Impact Fee Revenue	694,605	287,493	107,217	30,620	1,239,060	33,395	2,392,390
Park Impact Fee Revenue	639,500	115,000	25,000	0	0	0	779,500
General Fund	267,900	59,900	0	0	0	0	327,800
Strategic Opportunities Fund	0	235,000	0	0	0	0	235,000
Federal Allocation SR 522 West A ROW/Const	0	67,300	0	0	0	0	67,300
Federal Preservation Grant Simonds Road	0	355,351	0	0	0	0	355,351
TIB Grant - Sidewalks	97,330	478,572	0	0	0	0	575,902
WSDOT Safe Routes to School - Sidewalks	686,315	199,340	1,247,644	0	0	0	2,133,299
Federal Highway Safety Impr Program - Sidewalks	707,864	0	0	0	0	0	707,864
BRAC Grant West Samm Bridge Replacement	674,754	703,448	6,413,800	3,289,378	0	0	11,081,380
STP Funds West Samm Bridge Replacement	1,063,994	0	0	0	0	0	1,063,994
Connecting WA Funds West Samm Bridge Replacement	237,904	186,461	988,298	4,102,056	2,485,281	0	8,000,000
Washington State Pedestrian and Bicycle Safety	0	254,750	244,750	0	0	0	499,500
Washington State LEAP Transportation Bill	0	0	0	600,000	7,400,000	4,000,000	12,000,000
Surface Water Utility Funds	885,085	563,000	703,000	203,000	203,000	203,000	2,760,085
RCO Park Grants	600,595	36,925	0	0	0	0	637,520
King County Park and Trail Levies	261,936	0	0	0	0	0	261,936
King County Flood District Grant	379,915	0	0	0	0	0	379,915
Public Works Trust Fund Loan	1,500,000	0	0	0	0	0	1,500,000
Other Agencies Reimbursements	159,134	0	0	0	0	0	159,134
Walkways & Waterways Bond Measure	1,460,000	3,867,000	2,180,000	2,985,000	3,636,334	4,916,666	19,045,000
Unsecured Grant Match Juanita Drive	0	235,000	2,847,000	1,516,667	3,133,333	0	7,732,000
TOTAL REVENUES	\$11,552,187	\$8,654,275	\$15,334,459	\$13,276,721	\$18,647,008	\$9,703,061	\$77,167,711

**CITY OF KENMORE, WASHINGTON
PROPOSED PARK CAPITAL IMPROVEMENT PROGRAM
FOR THE YEARS 2017-2022**

Project Description	2017 Proposed	2018 Proposed	2019 Proposed	2020 Proposed	2021 Proposed	2022 Proposed	2017-2022 Totals
P 1 Twin Springs Interim Use Plan	\$40,000	\$0	\$0	\$0	\$0	\$0	\$40,000
P 2 Tolt Pipeline Trail Phase One	206,936	0	0	0	0	0	206,936
P 6 Moorlands Park Improvements	1,000,095	566,925	0	0	0	0	1,567,020
P 18 Rhododendron Park Waterfront & Open Space Access	160,000	615,000	5,000	5,000	5,000	5,000	795,000
P 18a Rhododendron Park Float	60,000	200,000	25,000	0	0	0	285,000
P 26 Squires Landing Dock/Float	195,000		0	0	0	0	195,000
P 27 Squires Landing Park Waterfront & Open Space Access	250,000	600,000	500,000	220,000	1,715,000	1,690,000	4,975,000
P 28 Log Boom Park Waterfront Access and Viewing	200,000	400,000	300,000	120,000	1,090,000	1,065,000	3,175,000
P 29 St Edward Ballfield Improvements & Lighting	TBD	TBD	0	0	0	0	0
Total Project Costs	\$2,112,031	\$2,381,925	\$830,000	\$345,000	\$2,810,000	\$2,760,000	\$11,238,956

Funding As Proposed:							
Park Impact Fees	\$639,500	\$115,000	\$25,000	\$0	\$0	\$0	\$779,500
Real Estate Excise Tax	0	380,000	0	0	0	0	380,000
Strategic Opportunity Fund	0	235,000	0	0	0	0	235,000
RCO Grants	600,595	36,925	0	0	0	0	637,520
King County Trail Levy	181,936	0	0	0	0	0	181,936
King County Park Levy	80,000	0	0	0	0	0	80,000
Walkways & Waterways Bond Measure	610,000	1,615,000	805,000	345,000	2,810,000	2,760,000	8,945,000
Total Project Funding	\$2,112,031	\$2,381,925	\$830,000	\$345,000	\$2,810,000	\$2,760,000	\$11,238,956



City of Kenmore Capital Improvement Program
Twin Springs Park – Interim Use
Project P-1

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

Project Manager: Community Development Director/Parks Project Manager

Project Description: In 2017 prepare and implement an interim park use plan. Interim park uses are temporary uses that would remain until the City can fund a master plan to identify long-term park improvements in accordance with the adopted Park Recreation and Open Space (PROS) Plan. Interim use would allow public use of the site but the intent is to minimize the cost of improvements and maintenance.

Background: King County completed the Brightwater Portal 44 project year end 2015. On 5/23/16 the Twin Springs property (approx. 25 acres) was transferred to the City from King County. On 6/27/16 Council direction was to keep the park closed to the public pending development and implementation of an interim use plan. The 2013 adopted Park and Recreation Open Space (PROS) plan identified the site as a future Neighborhood Park which could include for example, parking, sports court, play equipment, open lawn area, trails, restroom, and site furniture. The PROS plan also identified this site as a potential Community Park (if feasible given site environmental constraints) which could include for example, a multi-purpose sports field, picnic shelter, or off-leash dog area. The site could also include Nature Park improvements, for example, interpretive trails, education, and habitat restoration. The PROS plan estimated \$165,000 to complete a master plan and design for a Neighborhood Park with an additional \$1.1m for permitting and construction. The PROS plan estimated \$330,000 to complete a master plan and design for a Community Park with an additional \$2.1 million for permitting and construction.



Environmental Review Status:

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

If impacts to wetlands or buffers can be avoided than the project could be exempt under SEPA depending on the quantity of grading work and/or drainage improvements.

Potential Project Issues: Site constrained by critical areas, providing parking on-site.

Operations: Addition of interim use in fall 2017 will require ongoing maintenance. Depending on the type of interim use improvements, maintenance costs could include: maintenance of a parking area, park access, trash collection, fencing, mowing and other landscape costs. Annual maintenance cost estimate of \$15,000.



City of Kenmore Capital Improvement Program
Twin Springs Park – Interim
Project P-1

CURRENT DOLLARS

Year	Prior Years	2017	2018	2019	2020	2021	2022	Total 2017-2022
Expenses								
Interim Use Plan		\$40,000						\$40,000
Design								
Construction								
Total		\$ 40,000						\$ 40,000
Revenue								
Park Impact Fees								
KC levy		\$ 40,000						\$ 40,000
Total		\$40,000						\$40,000

SCHEDULE

Project Timeline	2017				2018				2019				2020				2021				2022			
	Q1	Q2	Q3	Q4	Q1	Q2	Q3																	
Interim Plan																								
Permitting																								
Final Design																								
Construction																								
Closeout																								



City of Kenmore Capital Improvement Program
Tolt Pipeline Trail – Phase One
Project P-2

Project Location: Tolt pipeline between 68th Avenue NE to 73rd Avenue NE.

Project Manager: Community Development Director/Parks Project Manager

Project Description: Improve trail entrances at 68th Ave NE and 71st Ave NE and connections to existing paved sidewalk/trail.

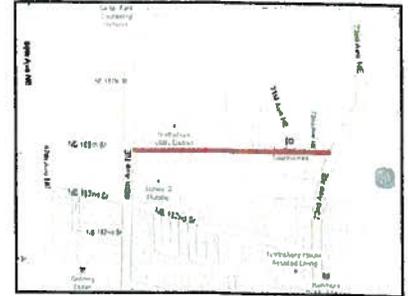
Background: The 2013 Park Recreation and Open Space (PROS) Plan identifies Phase 1 as paved trail improvements between 68th and 73rd Ave NE. Permitting was completed in 2015-2016. Improvements are proposed between 68th Ave NE and 71st Ave NE as a first phase due to project cost increases. In 2016 an agreement was negotiated with the City of Seattle to allow trail development. On 6/27/16 Kenmore Council authorized execution of the agreement and the Seattle Council are expected to authorize execution prior to year end 2016.

Environmental Review Status: Exempt DNS EIS
 SEPA DNS issued in 2015.

Potential Project Issues: If the City of Seattle does not authorize execution of the agreement to allow trail development prior to year-end, this could delay the 2017 bid process and construction schedule.

Operations: Maintenance required starting in fourth quarter of 2017 following completion of improvements. Maintenance includes: Maintenance of new paved surface at trail surfaces trash collection, weed control. Annual maintenance cost estimate of \$5,000.

68th Ave NE to 73rd Ave NE





City of Kenmore Capital Improvement Program
Tolt Pipeline Trail – Phase One
Project P-2

CURRENT DOLLARS

Year	Prior Years	2017	2018	2019	2020	2021	2022	Total
Expenses								
Design	\$42,230							\$ 42,230
Permitting	\$27,358							\$ 27,358
Construction		\$206,936						\$ 206,936
Total	\$ 69,587	\$ 206,936						\$ 276,524
Revenue								
Park Impact Fees		\$25,000						\$ 25,000
Park Levy*	\$ 69,587	\$181,936						\$ 251,523
Total	\$ 69,587	\$ 206,936						\$ 276,523

*King County Proposition 2 Parks Expansion Levy Funds

SCHEDULE

Project Timeline	2017				2018				2019				2020				2021				2022			
	Q1	Q2	Q3	Q4	Q1	Q2	Q3																	
Pre-Design																								
Permitting																								
Final Design																								
Construction																								
Closeout																								



City of Kenmore Capital Improvement Program
Moorlands Park Improvements
Project P-6

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: Community Development Director/Parks Project Manager

Project Description: Improvements include ballfield renovation, restroom, perimeter pathway, play equipment and landscaping

Background: The Moorlands Park master plan was adopted 3/27/06. Design and construction documents for Phase 1 improvements were almost completed in 2008 including renovation of the existing youth sport field, trail improvements, fencing and landscaping. The project was put on hold in 2009 to address maintenance issues with the Northshore School District and the priority for ballfield improvements was refocused to Bastyr University. The 2013 adopted Park Recreation and Open Space (PROS) identifies Moorlands as a Neighborhood Park and estimated \$929,000 to complete improvements. In 2014 the City applied for \$637,520 in grants through the State Recreation and Conservation Office (RCO) to assist with funding the completion of park improvements. The park design was refined in public outreach and permit submittal completed by year end 2016. Negotiations with the Northshore School District for a new interlocal agreement regarding park use and maintenance underway fall 2016. Construction start estimated summer 2017.



Environmental Review Status: Exempt DNS EIS
 Environmental review required based on likely quantity of grading work and drainage review and other proposed improvements.

Potential Project Issues: Negotiating an interlocal agreement with the Northshore School District.

Operations: Completing park improvements in 2018 will require maintenance costs starting in 2018 related to upkeep of a new public amenity and associated improvements. This will be a significant increase in maintenance costs if all maintenance is transferred to the City from the Northshore School District.



City of Kenmore Capital Improvement Program
 Moorlands Park Improvements
 Project P-6

CURRENT DOLLARS

Year	Prior Years	2017	2018	2019	2020	2021	2022	Total
Expenses								
Grant prep								
Design	\$ 43,295							\$ 43,295
Permitting								
Construction		\$1,000,095	\$566,925					\$ 1,567,020
Total		\$ 1,000,095	\$ 566,925					\$ 1,610,315
Revenue								
REET			\$380,000					\$ 380,000
Strategic			\$ 150,000					\$ 150,000
KC Levy		\$ 40,000						\$ 40,000
RCO Grant		\$ 600,595	\$ 36,925					\$ 637,520
Park Impact Fees	\$ 43,295	\$ 359,500						\$ 402,795
Total	\$43,295	\$ 1,000,095	\$ 566,925					\$ 1,610,315

SCHEDULE

	2017				2018				2019				2020				2021				2022		
Project Timeline	Q1	Q2	Q3	Q4	Q1	Q2	Q3																
grant materials/application																							
Permitting																							
Final Design																							
Construction																							
Closeout																							



City of Kenmore Capital Improvement Program
Rhododendron Park Boardwalk
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: Community Development Director/Parks Project Manager

Project Description: A new boardwalk/trail connecting the existing park improvements through the wetland to the Sammamish River. The access driveway would be improved to provide additional parking.

Background: A Shoreline Permit application was submitted July 2014. April 2015 a Shoreline Variance Permit VAR2014-038 was issued for the boardwalk proposal. The City applied for two RCO grants totaling \$800,000 for the new boardwalk/trail improvements and a new dock. The boardwalk/trail is also a project on the November 2016 Walkways & Waterways ballot measure. If the bond measure passes, the City will move forward with obtaining other agency permits and finalizing the design with construction estimated in 2018. A park master plan was adopted 3/27/06. 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; and 2010 new basketball court.



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

Potential Project Issues: Obtaining other agency permits.

Operations: Addition of improvements in 2018 will result in the need for maintenance in 2019, estimate \$5,000 per year. Mitigation monitoring assumed 2019-2022, estimate \$5,000 per year.



City of Kenmore Capital Improvement Program
 Rhododendron Park Boardwalk
 Project P-18

CURRENT DOLLARS

Year	Prior Years	2017	2018	2019	2020	2021	2022	Total
Expenses								
Pre-Design								
Design	\$ 99,024	\$160,000						\$ 259,024
ROW/ Acquisition								
Construction			\$615,000	\$ 5,000	\$5,000	\$ 5,000	\$ 5,000	\$ 635,000
Total	\$ 99,024	\$ 160,000	\$ 615,000	\$ 5,000	\$ 5,000	\$ 5,000	\$ 5,000	\$ 894,024
Revenue								
REET	\$ 99,024	\$ 160,000	\$ 615,000	\$5,000	\$5,000	\$ 5,000	\$ 5,000	\$ 894,024
Bond								
Strategic								
Federal								
Grant								
Park Impact Fees								
Total	\$ 99,024	\$ 160,000	\$ 615,000	\$ 5,000	\$ 5,000	\$ 5,000	\$ 5,000	\$ 894,024

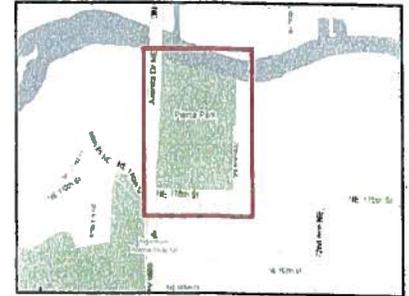
SCHEDULE

	2017				2018				2019				2020				2021				2022			
	Q1	Q2	Q3	Q4	Q1	Q2	Q3																	
Project Timeline																								
Pre-Design																								
Permitting																								
Final Design																								
Construction																								
Closeout																								



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

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: Community Development Director/Parks Project Manager

Project Description: In 2015 complete the final design, permitting and construction of a new dock.

Background: A Shoreline Permit application was submitted August 2014. On December 2015 a Shoreline Conditional Use Permit SCUP2013-086 was issued for a new dock/float serving handcarry watercraft on the southern shoreline of the Sammamish River on park property. Applications for other agency permits related to the new dock were submitted September 2016. The estimate is that remaining permits will be obtained in 2017 with construction in 2018. The City applied for two RCO grants totaling \$800,00 for the new dock and also a new boardwalk. A park master plan was adopted 3/27/06. 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; and 2010 new basketball court.



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

Potential Project Issues: Obtaining other agency permits.

Operations: Addition of new dock in 2018 will require maintenance starting in 2019. \$2500 annual maintenance costs estimated that will increase as facility ages.



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

CURRENT DOLLARS

Year	Prior Years	2017	2018	2019	2020	2021	2022	Total
Expenses								
Pre-Design								
Design	\$ 17,957	\$60,000						\$ 77,957
ROW/ Acquisition								
Construction			\$200,000	\$ 25,000				\$ 225,000
Total	\$ 17,957	\$ 60,000	\$ 200,000	\$ 25,000				\$ 302,957
Revenue								
REET								
Strategic			\$ 85,000					\$ 85,000
Federal								
Grant								
Park Impact Fees	\$ 17,957	\$ 60,000	\$ 115,000	\$ 25,000				\$ 217,957
Total	\$ 17,957	\$ 60,000	\$ 200,000	\$ 25,000				\$ 302,957

SCHEDULE

	2017				2018				2019				2020				2021				2022			
Project Timeline	Q1	Q2	Q3	Q4	Q1	Q2	Q3																	
Pre-Design																								
Permitting																								
Final Design																								
Construction																								
Closeout																								



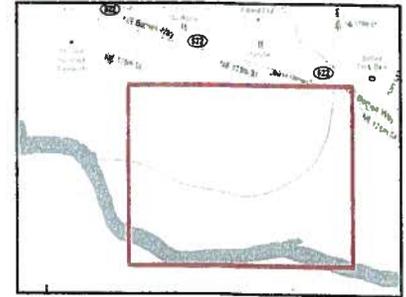
City of Kenmore Capital Improvement Program
Squires Landing Dock/Float
Project P-26

Project Location: Squires Landing Park, located south of NE 175th Street. 7353 NE 175th Street, Kenmore WA.

Project Manager: Community Development Director/Parks Project Manager

Project Description: Replace the existing dock, to serve handcarry watercraft users and provide an ADA accessible trail from ADA parking stall to the dock.

Background: The City acquired the 0.65 acre Twedt property in June 2014 as an expansion to the adjoining Squires Landing park property (40 acres). The City obtained a 2014 RCO grant \$340,485 to assist with acquisition costs. A master plan for Squires Landing was prepared in 2009 but was not adopted by Council in 2010 due to concern about total park construction costs. A three acre restoration project of wetland habitat was completed 2010/2011 partly funded by a \$100,000 King County Conservation grant. In 2015 SnoKing Watershed Council received \$70,000 in grant funds from the Salmon Recovery Funding Board to restore two acres of shoreline including City funding of approximately \$12,000. A conceptual plan was developed for approximately 11 acres of Squires Landing in 2015 to enhance water access and this project is included on the November 2016 ballot measure for Walkways & Waterways. The City applied for an \$82,000 2016 RCO grant for the dock replacement. In September 2016 the City applied for SEPA and a Shoreline Substantial Development Permit.



Environmental Review Status: Exempt DNS EIS
 Environmental review due to critical area and shoreline issues. SEPA application submitted September 2016.

Potential Project Issues: Compliance with critical area and shoreline regulations. Obtaining other agency permits.

Operations: Maintenance costs related to upkeep of a new dock starting in 2016. Estimate \$2,500 annual cost that will increase as the facility ages.



City of Kenmore Capital Improvement Program
 Squires Landing Dock/Float
 Project P-26

CURRENT DOLLARS

Year	Prior Years	2017	2018	2019	2020	2021	2022	Total
Expenses								
design	\$ 31,483							\$ 31,483
Permitting	\$ 10,000							\$ 10,000
Construction		\$195,000						\$ 195,000
Total	\$ 41,483	\$ 195,000						\$ 236,483
Revenue								
REET								
TIB								
Federal								
Private								
Park Impact Fees		\$ 35,000	\$ 195,000					\$ 230,000
Total		\$ 35,000	\$ 195,000					\$ 230,000

SCHEDULE

Project Timeline	2017				2018				2019				2020				2021				2022		
	Q1	Q2	Q3	Q4	Q1	Q2	Q3																
Design																							
Permitting																							
Final Design																							
Construction																							
Closeout																							



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

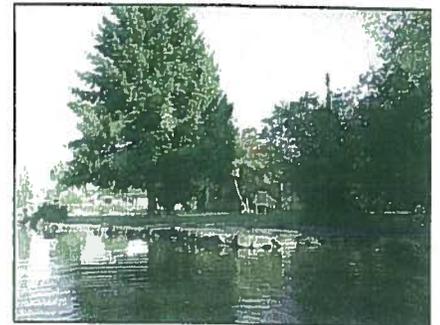
Project Location: Squires Landing Park, located south of NE 175th Street. 7353 NE 175th Street, Kenmore WA.



Project Manager: Community Development/Parks Project Manager

Project Description: Enhance water access to the Sammamish River. Enhancements include parking, restroom, pocket beach, plaza, new floats and boat facilities, trails and boardwalk and environmental enhancements.

Background: The City acquired the 0.65 acre Twedt property in June 2014 as an expansion to the adjoining Squires Landing park property (40 acres). The City obtained a 2014 RCO grant \$340,485 to assist with acquisition costs. The City applied for an \$82,000 2016 RCO grant for the dock replacement on the former Twedt property and in September 2016 the City applied for SEPA and a Shoreline Substantial Development Permit.



A master plan for Squires Landing was prepared in 2009 but was not adopted by Council in 2010 due to concern about total park construction costs. A three acre restoration project of wetland habitat was completed 2010/2011 partly funded by a \$100,000 King County Conservation grant. In 2015 SnoKing Watershed Council received \$70,000 in grant funds from the Salmon Recovery Funding Board to restore two acres of shoreline including City funding of approximately \$12,000.

A conceptual plan was developed for approximately 11 acres of Squires Landing in 2015 to enhance water access. This project is included on the November 2016 ballot measure for Walkways & Waterways.

Environmental Review Status:

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

Environmental review due to critical area and shoreline issues.

Potential Project Issues: Compliance with critical area and shoreline regulations. Obtaining permits.

Operations: Maintenance costs related to upkeep of a new facilities begin 2023. Costs to be determined.



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

CURRENT DOLLARS

Year	Prior Years	2017	2018	2019	2020	2021	2022	Total
Expenses								
design	\$ 57,300	\$250,000	\$ 600,000	\$ 500,000				\$ 1,407,300
Permitting					\$ 220,000			\$ 220,000
Construction						\$ 1,715,000	\$1,690,000	\$ 3,405,000
Total		\$ 250,000	\$ 600,000	\$ 500,000	\$ 220,000	\$ 1,715,000	\$ 1,690,000	\$ 5,032,300
Revenue								
REET								
Bond		\$250,000	\$600,000	\$500,000	\$220,000	\$1,715,000	\$1,690,000	\$ 3,175,000
TIB								
Federal								
Private								
Park Impact Fees	\$ 57,300							
Total	\$ 57,300	\$ 250,000	\$ 600,000	\$ 500,000	\$ 220,000	\$ 1,715,000	\$ 1,690,000	\$ 3,175,000

SCHEDULE

Project Timeline	2017				2018				2019				2020				2021				2022		
	Q1	Q2	Q3	Q4	Q1	Q2	Q3																
Design																							
Permitting																							
Final Design																							
Construction																							
Closeout																							



Log Boom Park Waterfront Project P-28

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

Project Manager: Community Development Director/Parks Project Manager

Project Description: The project will enhance water access to Lake Washington including beach expansion, new trails, overlook, boat facilities, picnic areas and environmental enhancement.

Background: In 2005 a master plan was approved. In 2006 Phase 1 improvements installed including playground equipment, landscaping and walkway. In 2008 a new restroom was installed. In 2011 the City completed shoreline and stream bank stabilization at the outfall of Stream 0056. In 2016 the City installed a pedestrian bridge over Stream 0057 to connect the park to the public boardwalk on the adjacent marina property. An updated conceptual master plan was developed in 2015 related to enhancing water access. This project is included on the November 2016 ballot measure for Walkways & Waterways.



Environmental Review Status:

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

Project will require SEPA review and a Shoreline Permit.

Potential Project Issues: Compliance with critical area and shoreline regulations. Obtaining permits.

Operations: Maintenance costs related to upkeep of a new facilities begin 2023. Costs to be determined.



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

CURRENT DOLLARS

Year	Prior Years	2017	2018	2019	2020	2021	2022	Total
Expenses								
Design	\$ 57,400	\$200,000	\$400,000	\$ 300,000				\$ 957,400
Permitting					\$ 120,000			\$ 120,000
Construction						\$ 1,090,000	\$ 1,065,000	\$ 2,155,000
Total	\$ 57,400	\$ 200,000	\$ 400,000	\$ 300,000	\$ 120,000	\$ 1,090,000	\$ 1,065,000	\$ 3,232,400
Revenue								
REET								
Bond		\$200,000	\$400,000	\$300,000	\$ 120,000	\$ 1,090,000	\$ 1,065,000	\$ 3,175,000
TIB								
Grant								
Private								
Park Impact Fees	\$ 57,400							\$ 57,400
Total	\$ 57,400	\$ 200,000	\$ 400,000	\$ 300,000	\$ 120,000	\$ 1,090,000	\$ 1,065,000	\$ 3,232,400

SCHEDULE

	2017				2018				2019				2020				2021				2022			
Project Timeline	Q1	Q2	Q3	Q4	Q1	Q2	Q3																	
Design	█	█	█	█	█	█	█	█	█	█	█	█												
Permitting													█	█	█	█								
Final Design															█	█								
Construction																	█	█	█	█	█	█	█	
Closeout																								



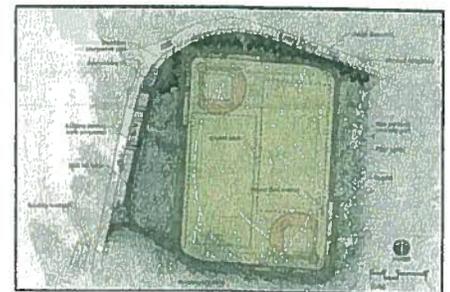
St Edward Park Ballfield Improvements Project P-29

Project Location: St. Edward State Park, 14445 Juanita Drive NE, Kenmore

Project Manager: Community Development Director/Parks Project Manager

Project Description: Renovation of two existing ballfields including: turf fields, perimeter walkway, bleachers, dugouts, landscaping, parking improvements and field lighting

Background: In 2008 the City proposed ballfield improvements including three grass fields. This project did not move forward as the City could not obtain a long-term lease with the Washington State Park Commission. In January 2016 the City executed a Memorandum of Understanding with State Parks to prepare a long term lease whereby the City would improve, manage and maintain the ballfields. State Park Commission action on a long-term lease is estimated early 2017. In 2016 the City applied for two RCO grants totaling \$750,000. In August the City applied for SEPA and a Public Agency Utility Exception (PAUE) land use permit.



Environmental Review Status: Exempt DNS EIS
Project requires SEPA review. SEPA application submitted August 2016.

Potential Project Issues: Obtaining a long-term lease with the Washington State Park Commission, obtaining funding and permits.

Operations: Maintenance costs related to upkeep of the facility in 2019 assuming project constructed in 2018. Maintenance costs to be determined.



City of Kenmore Capital Improvement Program
 St Edward Park Ballfield Improvements
 Project P-29

CURRENT DOLLARS

Year	Prior Years	2017	2018	2019	2020	2021	2022	Total
Expenses								
Design	\$ 151,000							\$ 151,000
Permitting								
Construction								
Total	\$ 151,000							\$ 151,000
Revenue								
REET	\$ 151,000							\$ 151,000
Bond								
TIB								
Grant								
Private								
Park Impact Fees								
Total	\$ 151,000							\$ 151,000

SCHEDULE

Project Timeline	2017				2018				2019				2020				2021				2022		
	Q1	Q2	Q3	Q4	Q1	Q2	Q3																
Design																							
Permitting																							
Final Design																							
Construction																							
Closeout																							

**PROPOSED TRANSPORTATION CAPITAL IMPROVEMENT PROGRAM
FOR THE YEARS 2017-2022**

Project Description	2017 Proposed	2018 Proposed	2019 Proposed	2020 Proposed	2021 Proposed	2022 Proposed	2017-2022 Totals
T 6 SR 522 West A 61st to 65th	\$667,400	\$127,200	\$0	\$0	\$0	\$0	\$794,600
T 8 SR 522 West B 57th to 61st	0	0	0	600,000	7,400,000	4,000,000	12,000,000
T 27 Sidewalk Program							
South side NE 181st ST Construction	123,600	0	0	0	0	0	123,600
North side NE 181st ST	181,800	0	0	0	0	0	181,800
NE 202nd ST (198th -66th)	1,180,310	10,640	0	0	0	0	1,190,950
62nd Ave NE	778,520	6,985	0	0	0	0	785,505
Sidewalk Gaps:	0	0	100,000	100,000	100,000	100,000	400,000
Arrowhead Dr	11,100	132,800	726,133	0	0	0	870,033
NE 153rd Pl	11,100	132,400	604,938	0	0	0	748,438
NE 181st (65th -67th)	136,730	668,475	0	0	0	0	805,205
Subtotal	2,423,160	951,300	1,431,071	100,000	100,000	100,000	5,105,531
T 35 Overlay	450,000	805,351	450,000	450,000	450,000	450,000	3,055,351
T 37 West Samm Bridge	2,098,962	910,999	7,425,888	7,422,054	3,724,341	33,395	21,615,639
T 41 Juanita Dr Pedestrian & Bicycle Safety All Segments	600,000	1,500,000	4,162,000	2,156,667	2,156,667	2,156,666	12,732,000
T 42 68th Ave Pedestrian & Bicycle Safety Segments	250,000	987,000	60,000	2,000,000	1,803,000	0	5,100,000
T 43 SR 522 Pedestrian Crossing Study	0	282,500	272,500	0	0	0	555,000
T 44 61 Ave Survey and Conceptual Plan	0	90,000	0	0	0	0	90,000
T 39 Neighborhood Transportation Plans Program	55,000	55,000	0	0	0	0	110,000
Total Project Costs	\$6,544,522	\$5,709,350	\$13,801,459	\$12,728,721	\$15,634,008	\$6,740,061	\$61,158,121

Funding as Proposed:							
Real Estate Excise Tax	\$1,235,356	\$629,735	\$577,750	\$550,000	\$550,000	\$550,000	\$4,092,841
Transportation Impact Fee Revenue	572,295	266,403	83,427	0	0	0	922,125
Transportation Impact Fee Revenue - West Samm Bridge	122,310	21,090	23,790	30,620	1,239,060	33,395	1,470,265
Transportation Benefit District	0	0	0	0	0	0	0
General Fund	267,900	59,900	0	0	0	0	327,800
Federal Transportation Funds SR 522	0	67,300	0	0	0	0	67,300
Federal Preservation Grant - Simonds Road	0	355,351	0	0	0	0	355,351
TIB Grant - Sidewalks	97,330	478,572	0	0	0	0	575,902
WSDOT Safe Routes to School - Sidewalks	686,315	199,340	1,247,644	0	0	0	2,133,299
Federal Highway Safety Impr Program - Sidewalks	707,864	0	0	0	0	0	707,864
Reimbursements from Other Agencies	28,500	0	0	0	0	0	28,500
BRAC Grant West Samm Bridge Replacement	674,754	703,448	6,413,800	3,289,378	0	0	11,081,380
STP Funds West Samm Bridge Replacement	1,063,994	0	0	0	0	0	1,063,994
Connecting WA Funds West Samm Bridge Replacement	237,904	186,461	988,298	4,102,056	2,485,281	0	8,000,000
Walkways & Waterways Bond Measure	850,000	2,252,000	1,375,000	2,640,000	826,334	2,156,666	10,100,000
Washington State Pedestrian and Bicycle Safety	0	254,750	244,750	0	0	0	499,500
Washington State LEAP Transportation Bill	0	0	0	600,000	7,400,000	4,000,000	12,000,000
Unsecured Grant Match Juanita Drive	0	235,000	2,847,000	1,516,667	3,133,333	0	7,732,000
Total Project Funding	\$6,544,522	\$5,709,350	\$13,801,459	\$12,728,721	\$15,634,008	\$6,740,061	\$61,158,121



City of Kenmore Capital Improvement Program

Project Name: SR 522 West A (61st to 65th Avenues NE Including 61st Avenue NE approaches)

Project No. T- 6

Project Location: NE Bothell Way (SR 522) from 61st to 65th Avenues NE, including SR 522 / 61st Avenue NE north and south legs.

Project Manager: Kent Vaughan

Project Description: SR 522 West A project limits include SR 522 from 61st Avenue NE to 65th Avenue NE (0.5 Miles), and 61st Avenue NE from NE 175th Street to NE 181st Street. The West A project includes sidewalks (both sides), raised center median, widened travel and Business Access and Transit (BAT) lanes, additional turning lanes and signal improvements at 61st Avenue intersection, street and pedestrian lighting, re-channelized left/u turns at 61st, 64th and 65th Avenues, storm drainage and water quality improvements, landscaping, and utility undergrounding.

Background: The SR 522 West project was previously known as the SR 522 Phase 1, Stage 2 Project. SR 522 West project limits are 57th Avenue NE to 65th Avenue NE (0.7 Miles) in the City of Kenmore. SR 522 West project is divided into two phases, West A and West B. SR 522 West improvements are intended to improve vehicle and pedestrian safety and mobility.

Funding Status:

The West A project was constructed in 2015-16. Plant establishment and project close-out and associated costs will extend into the 2017-18 budget cycle.

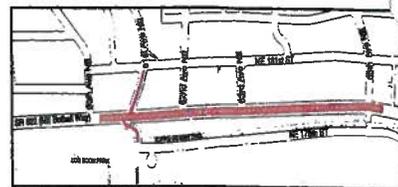
Environmental Review Status:

Exempt Mitigated DNS EIS

The SR 522 West NEPA document was updated and approved by FHWA in 2012. A SEPA addendum was completed and approved by the City in 2013.

Potential Project Issues: None at this time.

Operations: This project will result in increased street lighting electrical and maintenance costs, landscaping maintenance and storm water maintenance, and water for irrigation.





City of Kenmore Capital Improvement Program
Project Name: SR 522 West A (61st to 65th Avenues NE
Including 61st Avenue NE approaches)

CURRENT DOLLARS

Year	Prior Years	2017	2018	2019	2020	2021	2022	Total
Expenses								
Project Administration	\$ 224,000	\$ 7,700	\$ 7,700					\$ 239,400
Design	\$ 817,000							\$ 817,000
ROW/ Acquisition	\$ 1,978,800		\$ 77,800					\$ 2,056,600
Construction	\$ 12,444,000	\$ 659,700	\$ 41,700					\$ 13,145,400
Total	\$ 15,463,800	\$ 667,400	\$ 127,200					\$ 16,258,400
Revenue								
REET	\$ 1,602,600	\$ 399,500						\$ 2,002,100
General	\$ -	\$ 267,900	\$ 59,900					\$ 327,800
Impact Fees	\$ 2,360,000							\$ 2,360,000
State-DOE	\$ 539,000							\$ 539,000
TIB	\$ 5,702,000							\$ 5,702,000
SWM	\$ 633,500							\$ 633,500
Federal Discretionary	\$ 1,821,000							\$ 1,821,000
Federal STP(U) ROW	\$ 1,711,700		\$ 67,300					\$ 1,779,000
Franchise Utilities	\$ 1,044,000							\$ 1,044,000
WSDOT	\$ 50,000							\$ 50,000
Total	\$ 15,463,800	\$ 667,400	\$ 127,200	\$ -	\$ -		\$ -	\$ 16,258,400

SCHEDULE

	2017				2018				2019				2020				2021				2022			
Project Timeline	Q1	Q2	Q3	Q4																				
Right of Way																								
Final Design																								
Construction (Landscaping Establishment Period/ Maintenance)																								
Closeout																								



City of Kenmore Capital Improvement Program
Project Name: SR 522 West B (57th to 61st including Burke-Gilman Trail Wall)
Project No. T-8

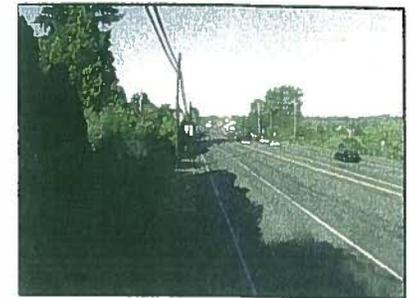
Project Location: SR 522 from 57th Avenue NE to 61st Avenue NE.

Project Manager: Kent Vaughan



Project Description: This project would widen Highway 522 west of 61st Avenue NE to the south to provide dual eastbound to northbound left turn lanes at the 522/61st Avenue NE signal. The widening would require construction of a retaining wall along the north side of the Burke-Gilman Trail.

Background: This project is one of the components of the larger SR 522 West (a.k.a. Phase 1, Stage 2 Corridor Improvement) Project; now called West B. The addition of dual east to north turn lanes at the 522/61st Avenue NE signal would increase efficiency for all legs. West B improvements include sidewalk, roadway widening, drainage facilities, street lights, landscaping, and undergrounding utilities.



The West A Segment (NE 61st to 65th Streets including north and south approaches) was constructed in 2015-16. Right of way acquisition for West B generally consists of utility and temporary construction easements and will be conducted once the design is confirmed.

Funding Status:

This project is fully funded by the Washington State LEAP Transportation Bill (2016).

Environmental Review Status:

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

An environmental impact statement has been completed and approved by WSDOT and FHWA in 2012. It is likely that the NEPA document will need to be updated in 2020 when funds are programmed for this project.

Potential Project Issues:

NEPA and WSDOT channelization plans may need to be updated.

Operations:

This project will result in increased street lighting electrical and maintenance costs.



City of Kenmore Capital Improvement Program

Project Name: SR 522 West B (57th to 61st including Burke Gilman Trail Wall)

Project No. T-8

CURRENT DOLLARS

Year	2017	2018	2019	2020	2021	2022	Total
Expenses							
Project Administration				\$ 50,000	\$ 50,000	\$ 50,000	\$ 150,000
Design				\$ 450,000	\$ 300,000		\$ 750,000
ROW/ Acquisition				\$ 100,000			\$ 100,000
Construction					\$ 7,050,000	\$ 3,950,000	\$ 11,000,000
Total				\$ 600,000	\$ 7,400,000	\$ 4,000,000	\$ 12,000,000
Revenue							
State				\$ 600,000	\$ 7,400,000	\$ 4,000,000	\$ 12,000,000
Total				\$ 600,000	\$ 7,400,000	\$ 4,000,000	\$ 12,000,000

SCHEDULE

Project Timeline	2017				2018				2019				2020				2021				2022			
	Q1	Q2	Q3	Q4																				
Design																								
Right-of-way																								
Construction																								
Closeout																								



City of Kenmore Capital Improvement Program

Project Name: NE 181st Street Sidewalk

Project No. T- 27 Sidewalk Program

Project Location: NE 181st Street (south side) between 68th Avenue NE and 73rd Avenue NE.

Project Manager: Kent Vaughan

Project Description: This project completed the sidewalk gap (approx. 700 feet) between 68th Avenue NE and 73rd Avenue NE on the south side of the roadway. The project will include an 8 foot wide sidewalk, street and pedestrian illumination, drainage improvements, street trees, landscaping and utility conversion from aerial to underground.

Background: As the City's downtown grows, this corridor experiences increased pedestrian and non-motorized use. This project builds upon previously completed improvements to NE 181st Street and fills the existing gap in sidewalk on the south side of NE 181st Street between 68th and 73rd Avenues.

Funding Status:

This project is fully funded and construction nears completion. Construction began in April 2016 and is expected to continue into 2017 to maintain street trees through 1-year establishment period. Funding partners include the City of Kenmore, Puget Sound Regional Council, King County (administrator of federal CDBG funds), and Franchise Utilities.

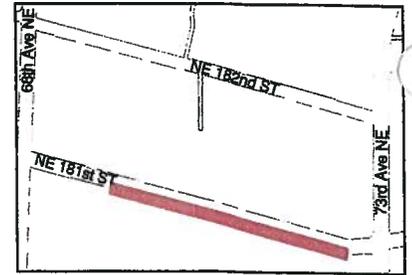
Environmental Review Status:

Exempt Mitigated DNS EIS

NEPA was completed by WSDOT / King County on behalf of the City of Kenmore in 2015.

Potential Project Issues: It is anticipated that close-out of project agreements with franchise utilities may extend into 2017.

Operations: This project will result in increased street lighting electrical and maintenance costs, landscaping maintenance and storm water maintenance, and water for irrigation.





City of Kenmore Capital Improvement Program

Project Name: NE 181st Street Sidewalk

Project No. T- 27 Sidewalk Program

CURRENT DOLLARS

Year	Prior Years	2017	2018	2019	2020	2021	Total
Expenses							
Project Administration	\$ 40,600	\$ 1,600					\$ 42,200
Design	\$ 102,100						\$ 102,100
ROW/ Acquisition							
Construction	\$ 810,000	\$ 122,000					\$ 932,000
Total	\$ 952,700	\$ 123,600	\$ -	\$ -	\$ -	\$ -	\$ 1,076,300
Revenue							
REET	\$ 510,470	\$ 123,600					\$ 634,070
PSRC	\$ 92,970						\$ 92,970
King County (CDBG)	\$ 254,960						\$ 254,960
Franchise Utilities	\$ 94,300						\$ 94,300
							\$ -
							\$ -
							\$ -
							\$ -
Total	\$ 952,700	\$ 123,600	\$ -	\$ -	\$ -	\$ -	\$ 1,076,300

SCHEDULE

	2017				2018				2019				2020				2021				2022			
Project Timeline	Q1	Q2	Q3	Q4																				
Design																								
Right-of-way																								
Construction (Landscaping Maintenance)																								
Closeout																								



City of Kenmore Capital Improvement Program

Project Name: NE 181st Street Sidewalk

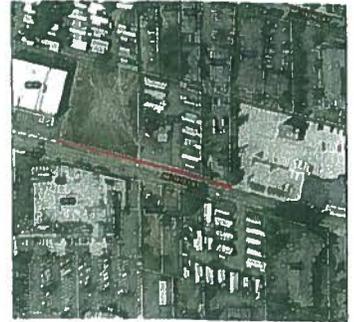
Project No. T- 27 Sidewalk Program

Project Location: NE 181st Street (north side) between 68th Avenue NE and 73rd Avenue NE.

Project Manager: Kent Vaughan

Project Description: This project will construct approximately 400 feet of sidewalk along the north side of NE 181st St between 68th Ave NE and 73rd Ave NE. Proposed improvements also include new drainage, street and pedestrian lighting, street trees, irrigation, and asphalt concrete overlay.

Background: As the City's downtown grows, this corridor continues to see increased pedestrian and non-motorized use. This project builds upon previously completed improvements to NE 181st Street and fills the existing gap in sidewalk on the north side of NE 181st Street between 68th and 73rd Avenues.



Funding Status:

This project is fully funded. Construction began in October 2016 and is expected to continue into 2017. It is anticipated that street light poles and maintenance of street trees will occur into 2017. Funding partners include the City of Kenmore and the Washington State Transportation Improvement Board (TIB).

Environmental Review Status:

No environmental review required.

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

Potential Project Issues: It is anticipated that the custom street light poles will not be ready for installation until 2017.

Operations: This project will result in increased street lighting electrical and maintenance costs, landscaping maintenance and storm water maintenance, and water for irrigation.



City of Kenmore Capital Improvement Program

Project Name: NE 181st Street Sidewalk

Project No. T- 27 Sidewalk Program

CURRENT DOLLARS

Year	Prior Years	2017	2018	2019	2020	2021	Total
Expenses							
Project Administration	\$ 17,400	\$ 3,000					\$ 20,400
Design	\$ 53,000						\$ 53,000
ROW/ Acquisition	\$ 6,000						\$ 6,000
Construction	\$ 264,100	\$ 178,800					\$ 442,900
Total	\$ 340,500	\$ 181,800	\$ -	\$ -	\$ -	\$ -	\$ 522,300
Revenue							
REET	\$ 123,700	\$ 136,600					\$ 260,300
State TIB	\$ 216,800	\$ 16,700					\$ 233,500
Northshore Utility District		\$ 28,500					\$ 28,500
							\$ -
							\$ -
							\$ -
							\$ -
							\$ -
Total	\$ 340,500	\$ 181,800	\$ -	\$ -	\$ -	\$ -	\$ 522,300

SCHEDULE

	2017				2018				2019				2020				2021				2022			
Project Timeline	Q1	Q2	Q3	Q4																				
Design																								
Right-of-way																								
Construction (Landscaping Maintenance)																								
Closeout																								



City of Kenmore Capital Improvement Program

Project Name: NE 202nd Street Sidewalk Project
Project No. T- 27

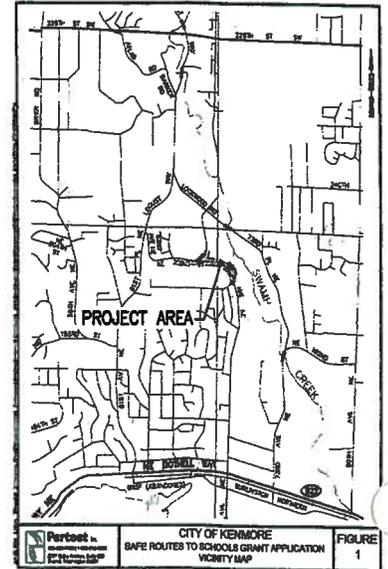
Project Location(s):

NE 202nd St between NE 198th Street and 66th Avenue NE
66th Avenue NE between NE 202nd Street and Kenmore Junior High School;

Project Manager: John Vicente



Project Description: Proposed improvements along NE 202nd St. between NE 198th St. and 66th Ave NE include the construction of sidewalk along the west side of the roadway providing a continuous pedestrian facility to Kenmore Junior High School. The proposed typical roadway section will consist of travel lanes, a bike lane/shoulder on the west side, and a sidewalk on the west side. There will be a new marked pedestrian crossing (north/south) at the NE 202nd St. & 66th Ave NE intersection bringing pedestrians to the NE corner of the intersection. There will also be a new marked pedestrian crossing (east/west) across 66th Ave NE at the intersection bringing pedestrians to/from the west side of 66th Ave NE. A bus pad will be installed approximately 50 feet east of the intersection to provide lift accessibility to the existing eastbound METRO stop. Improvements along 66th Ave NE include a new 5' sidewalk along the west side of the roadway extending from NE 202nd St. to Kenmore Junior High School. Both NE 202nd St. and 66th Ave NE will be restriped to accommodate the proposed channelization.



Background: The proposed improvements along the project corridor will help the City of Kenmore take another step towards completing the key pedestrian corridor linking the central business district, neighborhoods, and Kenmore Junior High School. The City of Kenmore conducted a study in 2008 of the 68th Avenue NE/202nd Street corridor, which extends both to the south and north of the proposed project area, and identified it as a key pedestrian safety corridor. Since that study was completed the City, with support of grant agencies, has systematically been completing the improvements required along the corridor. This section of 202nd St NE from NE 198th St. will significantly improve the pedestrian access and safety for all users, especially the students walking to/from Kenmore Junior High. The project will also add bike facilities along the roadway improving access to all users.

Funding Status:

This project will be funded using grant funds plus matching fund contributions from the Sidewalk Program Fund.

Environmental Review Status:

Exempt Mitigated DNS EIS

N/A

Potential Project Issues: Right of Way acquisition could delay construction start

Operations: These projects will require minimal maintenance upon completion.



City of Kenmore Capital Improvement Program

Project Name: NE 202nd Street Sidewalk Project

Project No. T- 27

CURRENT DOLLARS

Year	Prior Years	2017	2018	2019	2020	2021	2022	Total
Expenses								
Project Administration	\$ 10,445	\$ 12,785	\$ 1,640					\$ 24,870
Design	\$ 132,695	\$ 27,715	\$ -					\$ 160,410
ROW/ Acquisition	\$ 12,315	\$ 67,690	\$ -					\$ 80,005
Construction		\$1,072,120	\$ 9,000					\$ 1,081,120
Total	\$ 155,455	\$1,180,310	\$ 10,640	\$ -				\$ 1,346,405
Revenue								
REET	\$ 17,714	\$ 503,995	\$ 10,640					\$ 532,349
SRTS	\$ 137,741	\$ 676,315	\$ -					\$ 814,056
								\$ -
								\$ -
								\$ -
								\$ -
								\$ -
								\$ -
Total	\$ 155,455	\$1,180,310	\$ 10,640	\$ -	\$ -	\$ -	\$ -	\$ 1,346,405

SCHEDULE

	2017				2018				2019				2020				2021				2022			
Project Timeline	Q1	Q2	Q3	Q4																				
Design	█	█																						
Right-of-way	█																							
Construction			█																					
Closeout/Plant Establishment					█	█	█																	



City of Kenmore Capital Improvement Program

Project Name: 62nd Ave NE Corridor Project

Project No. T- 27

Project Location(s):

62nd Avenue NE between SR522 (Bothell Way) and NE 187th Place

Project Manager: John Vicente

Project Description: This project will enhance mobility and safety by installing a 5-6 wide sidewalk (on the east side of the street) and up to three traffic circles on 62nd Avenue NE from SR 522 to NE 187th Place. Sharrows will be added to the roadway within project limits for an improved bicycle facility.

Background: The project is located on a local road that accesses highway 522. The street is posted for 25 MPH, but the 85th percentile speed is about 32 MPH. Average Daily traffic (ADT) on this roadway is approximately 1200 vehicles per day. This project is designed to enhancing pedestrian and bicycle safety and mobility along the 62nd Avenue NE Corridor, where a pedestrian was struck and killed by a vehicle in 2013.

Funding Status:

This project is largely funded through the State's Highway and Safety Improvement Program with matching fund contributions from the Sidewalk Program fund.

Environmental Review Status:

Exempt Mitigated DNS SEPA/NEPA

Categorical Exclusion was approved for the NEPA process.

Potential Project Issues: None at this time.

Operations: New storm drainage facilities will be installed that will require periodic maintenance.





City of Kenmore Capital Improvement Program

Project Name: 62nd Ave NE Corridor Project

Project No. T- 27

CURRENT DOLLARS

Year	Prior Years	2017	2018	2019	220	2020	2021	2022	Total
Expenses									
Project Administration	\$ 11,380	\$ 8,630	\$ 650						\$ 20,660
Design	\$120,890								\$ 120,890
ROW/ Acquisition									
Construction		\$769,890	\$ 6,335						\$ 776,225
Total	\$132,270	\$778,520	\$ 6,985	\$ -	\$ 917,775				
Revenue									
HSIP	\$105,336	\$707,864							\$ 813,200
REET	\$ 26,934	\$ 70,656	\$ 6,985						\$ 104,575
									\$ -
									\$ -
									\$ -
									\$ -
									\$ -
									\$ -
Total	\$132,270	\$778,520	\$ 6,985	\$ -	\$ 917,775				

SCHEDULE

	2015				2016				2017				2018				2019				2020			
Project Timeline	Q1	Q2	Q3	Q4																				
Design																								
Right-of-way																								
Construction																								
Closeout/Plant Establishment																								



City of Kenmore Capital Improvement Program

Project Name: Sidewalk Gaps

Project No. T- 27 Sidewalk Program

Project Location(s): To Be Determined

Project Manager: To Be Determined

Project Description: These projects are intended to complete gaps in existing sidewalk at the identified locations. Typical projects include 5-6 foot wide sidewalk and ADA ramp improvements.

Background: Filling sidewalk gaps is a cost effective way to improve mobility within the City. Staff will utilize the sidewalk inventory completed in 2015 to identify gaps to propose for projects.

Funding Status:

These projects are locally funded using REET funds set aside for the City's sidewalk program.

Environmental Review Status:

Exempt

Mitigated DNS

EIS

N/A

Potential Project Issues: None at this time.

Operations: These projects will require minimal maintenance upon completion.



City of Kenmore Capital Improvement Program

Project Name: Sidewalk Gaps

Project No. T- 27 Sidewalk Program

CURRENT DOLLARS

Year		2017	2018	2019	2020	2021	2022	Total
Expenses								
Project Administration								
Design				\$ 25,000	\$ 25,000	\$ 25,000	\$ 25,000	\$ 100,000
ROW/ Acquisition				\$ 75,000	\$ 75,000	\$ 75,000	\$ 75,000	\$ 300,000
Construction								
Total	\$ -	\$ -	\$ -	\$ 100,000	\$ 100,000	\$ 100,000	\$ 100,000	\$ 400,000
Revenue								
REET				\$ 100,000	\$ 100,000	\$ 100,000	\$ 100,000	\$ 400,000
								\$ -
Total	\$ -	\$ -	\$ -	\$ 100,000	\$ 100,000	\$ 100,000	\$ 100,000	\$ 400,000

SCHEDULE

	2017				2018				2019				2020				2021				2022		
Project Timeline	Q1	Q2	Q3	Q4	Q1	Q2	Q3																
Design - 2014																							
Construction																							



City of Kenmore Transportation Improvement Program

Project Name: NE Arrowhead Drive Sidewalks

Project No.: T-27 Sidewalk Program

Project Location: NE Arrowhead Drive between NE 151st Street and approximately 1000 feet north.

Project Manager: To Be Determined

Project Description:

This project builds new sidewalks on west side of NE Arrowhead drive from Arrowhead Elementary to approximately 1000 feet north.

Background: The west shoulder of NE Arrowhead Drive varies from 3-foot wide to 5-foot wide with a concrete extruded curb. There is no walkway on the east shoulder of Arrowhead Drive, so this walkway must support two-way pedestrian traffic. NE Arrowhead Drive is a designated walking route for Arrowhead Elementary School students from west of Juanita Drive. 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.



Project Location

Funding Sources:

This project is currently unfunded. A Washington State Department of Transportation (WSDOT) Safe Routes to School (SRTS) grant application for this project was submitted in 2016. A decision on this grant is expected in 2017.

Environmental Review Status:

Exempt Mitigated DNS EIS

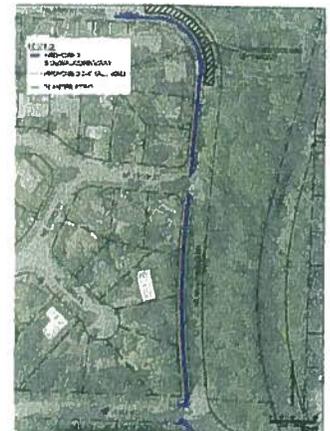
The project may result in the expansion of impervious surface and drainage ditch modifications. Grant funding may be federally tied, requiring a NEPA/SEPA review.

Potential Project Issues: Because of topography, the project will require a number of retaining walls. There may be a need to acquire temporary construction easements outside of the existing right of way. Significant vegetation removal may be necessary in some locations along the length of the project.

Operations: New sidewalks have a long life. No annual maintenance costs are anticipated.

Schedule: The city has applied for grant funding for this project. The program applied to is the WSDOT SRTS program. The application for that grant included the following schedule;

- Design engineering, November 2017 – September 2018
- Advertise and award construction contract, January 2019
- Project open to the public, September 2019



Proposed Improvements



City of Kenmore Transportation Improvement Program

Project Name: NE Arrowhead Drive Sidewalks

Project No.: T-27 Sidewalk Program

Current Dollars:

Year	Prior Years	2017	2018	2019	2020	2021	2022	Total
Expenses								
Pre-Design/ Basin Plan								
Design		\$ 11,100	\$ 126,900					\$ 138,000
ROW/ Acquisition			\$ 5,900					\$ 5,900
Construction				\$ 726,133				\$ 726,133
Total		\$ 11,100	\$ 132,800	\$ 726,133				\$ 870,033
Revenue								
Impact Fees		\$ 6,100	\$ 33,130	\$ 47,773				\$ 87,003
TIB								
State		\$ 5,000	\$ 99,670	\$ 678,360				\$ 783,030
Private								
Other								
Total		\$ 11,100	\$ 132,800	\$ 726,133				\$ 870,033

Schedule:

Project Timeline	2017				2018				2019				2020				2021				2022			
	Q1	Q2	Q3	Q4																				
Design																								
Permitting																								
Right of Way																								
Construction																								
Closeout																								



City of Kenmore Transportation Improvement Program

Project Name: NE 153rd Place Sidewalks

Project No.: T-27 Sidewalk Program

Project Location: NE 153rd Place between Juanita Drive and 70th Avenue NE.

Project Manager: To Be Determined

Project Description:

This project builds new sidewalks on south side of NE 153rd Place from Juanita Drive to 70th Avenue NE.

Background: The south side of NE 153rd Place currently has a variable 2-foot to 6-foot+ wide shoulder for pedestrian use. NE 153rd Place is a designated walking route for Arrowhead Elementary School students coming from east of Juanita Drive. Sidewalks along this road were identified as a priority during the neighborhood meetings as part of the Neighborhood Transportation Program Plan.

Funding Sources:

This project is currently unfunded. A Washington State Department of Transportation Safe Routes to School grant application for this project was submitted in 2016. A decision on this grant is expected in 2017.

Environmental Review Status:

Exempt Mitigated DNS EIS

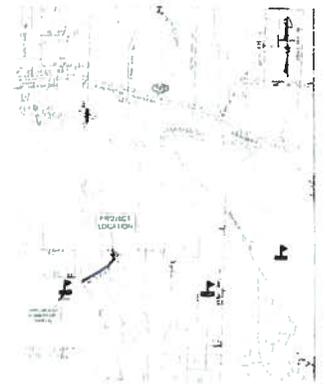
The project may result in the expansion of impervious surface and drainage ditch modifications. Grant funding may be federally tied, requiring a NEPA/SEPA review.

Potential Project Issues: The project will require short retaining walls to avoid modification to an existing drainage ditch. Existing driveway entrances would need to be modified. There may be a need to acquire temporary construction easements outside of the existing right of way.

Operations: New sidewalks have a long life. No annual maintenance costs are anticipated.

Schedule: The city has applied for grant funding for this project. The program applied to is the WSDOT SRTS program. The application for that grant included the following schedule;

- Design engineering, November 2017 – September 2018
- Advertise and award construction contract, January 2019
- Project open to the public, September 2019



Project Location



Proposed Improvements



City of Kenmore Transportation Improvement Program

Project Name: NE 153rd Place Sidewalks

Project No.: T-27 Sidewalk Program

Current Dollars:

Year	Prior Years	2017	2018	2019	2020	2021	2022	Total
Expenses								
Pre-Design/ Basin Plan								
Design		\$ 11,100	\$ 126,900					\$ 138,000
ROW/ Acquisition			\$ 5,500					\$ 5,500
Construction				\$ 604,938				\$ 604,938
Total		\$ 11,100	\$ 132,400	\$ 604,938				\$ 748,438
Revenue								
Impact Fees		\$ 6,100	\$ 32,730	\$ 35,654				\$ 74,484
TIB								
State		\$ 5,000	\$ 99,670	\$ 569,284				\$ 673,954
Private								
Other								
Total		\$ 11,100	\$ 132,400	\$ 604,938				\$ 748,438

Schedule:

	2017				2018				2019				2020				2021				2022			
Project Timeline	Q1	Q2	Q3	Q4																				
Design																								
Permitting																								
Right of Way																								
Construction																								
Closeout																								



City of Kenmore Transportation Improvement Program

Project Name: 181st Street Sidewalks (No. T-27)

Project Location: NE 181st Street between 65th Avenue NE and 67th Avenue NE

Project Manager: To Be Determined

Project Description:

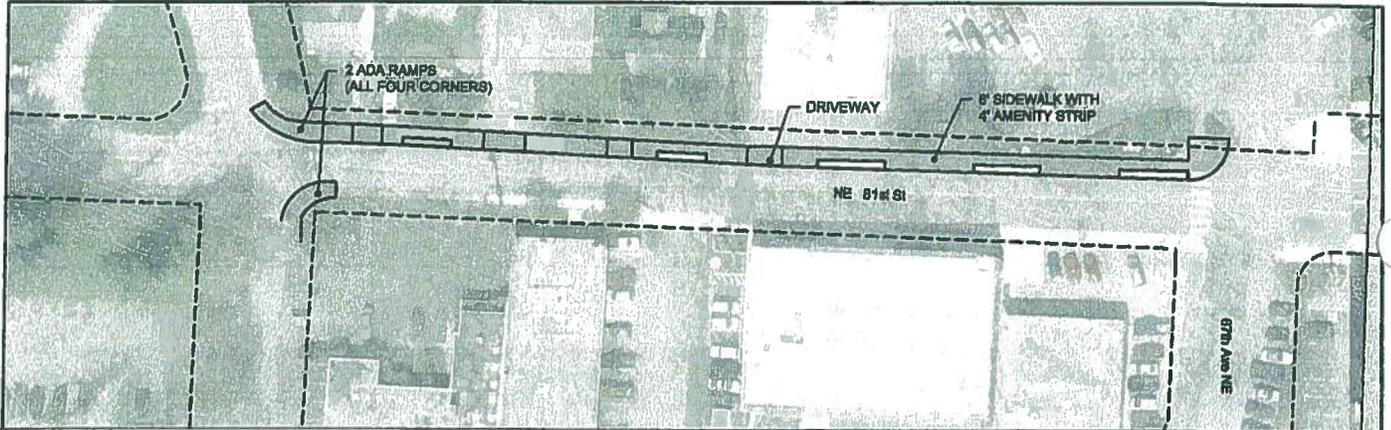
This project builds new sidewalks on north side of NE 181st Street between 65th Avenue NE and 67th Avenue NE. Project may also include on-street parking, roadway and pedestrian lighting and utility undergrounding.

Background: NE 181st St. sidewalk varies from 5-foot wide to 3-foot wide and asphalt shoulder in some locations. Sidewalks have obstructions and curb ramps do not meet American's with Disabilities Act (ADA). This segment of sidewalk is the remaining portion on NE 181st Street within the City's downtown to need sidewalks/ADA upgrades.

Funding Sources:

The City applied for a Transportation Improvement Board Project grant in 2016. If secured, design would start in 2017.

Proposed Improvements:



Existing Conditions





City of Kenmore Transportation Improvement Program

Project Name: NE 181st St Sidewalks (65th-67th)

Project No.: T-27 Sidewalk Program

CURRENT DOLLARS

Year	Prior Years	2017	2018	2019	2020	2021	2022	Total
Expenses								
Project Management		\$ 1,000	\$ 15,900	\$ 9,400	\$ 1,000			\$ 27,300
Design		\$ 5,000	\$ 120,000					\$ 125,000
ROW/ Acquisition			\$ 10,000					\$ 10,000
Construction				\$ 622,850	\$ 6,300			\$ 629,150
Total		\$ 6,000	\$ 145,900	\$ 632,250	\$ 7,300			\$ 791,450
Revenue								
Impact Fees		\$ 1,200	\$ 53,528	\$ 194,290	\$ 7,300			\$ 256,318
TIB		\$ 4,800	\$ 92,372	\$ 437,960				\$ 535,132
State								
Private								
Future Grant								
Total		\$ 6,000	\$ 145,900	\$ 632,250	\$ 7,300			\$ 791,450

SCHEDULE

Project Timeline	2017				2018				2019				2020				2021				2022			
	Q1	Q2	Q3	Q4																				
Design																								
Permitting																								
Right of Way																								
Construction																								
Closeout/Plant Establishment																								



City of Kenmore Capital Improvement Program
2017-2018 Overlay Program
Project No. T-35

Project Locations:

NE 182nd ST (68th Avenue NE to 73rd Avenue NE)
 62nd Avenue NE (NE 187th Street and 63rd Avenue NE)
 Simonds Road NE (NE 163rd Place to NE 155th Street)

Project Manager: Jennifer Gordon

Project Description: The project will reshape pavement by grinding and then overlaying with new HMA on Simonds Road (NE 163rd Place to NE 155th Street), on NE 182nd Street (68th Avenue NE to 73rd Avenue NE), and on 62nd Avenue NE (NE 187th Street to 63rd Avenue NE). The project will include protecting and resetting affected utility covers, lids and inlets and upgrading sidewalks where required to meet ADA requirements. The project will provide appropriate traffic control and field inspection during construction, and re-establish pavement markings when the paving is complete.



Environmental Review Status: Exempt Mitigated DNS EIS

Potential Project Issues: NA

CURRENT DOLLARS

Year	Prior Years	2017	2018	2019	2020	2021	2022	Total
Expenses								
Project Administration								
Design		\$ 125,535						\$ 125,53
ROW								
Construction		\$ 324,465	\$ 805,351					\$ 1,129,81
Total		\$ 450,000	\$ 805,351					\$ 1,255,35
Revenue								
REET		\$ 450,000	\$ 450,000	\$ 450,000	\$ 450,000	\$ 450,000	\$ 450,000	\$ 2,700,00
TBD								
Federal			\$ 355,351					\$ 355,35
Other								
Total		\$ 450,000	\$ 805,351	\$ 450,000	\$ 450,000	\$ 450,000	\$ 450,000	\$ 3,055,35



City of Kenmore Capital Improvement Program
2017-2018 Overlay Program
Project No. T-35

SCHEDULE

	2017				2018				2019				2020				2021				2022		
Project Timeline	Q1	Q2	Q3	Q4	Q1	Q2	Q3																
Design		■	■	■	■	■	■																
Construction			■				■																

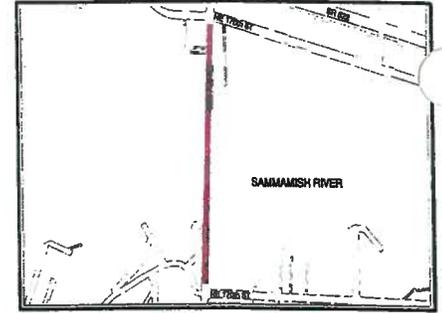


City of Kenmore Capital Improvement Program

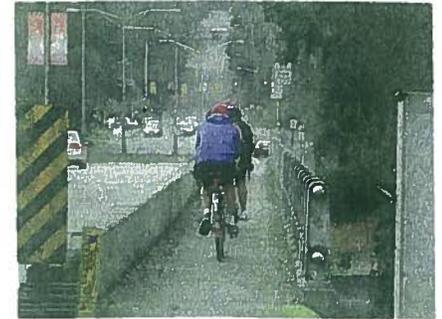
Project Name: West Sammamish River Bridge Replacement
Project No. T- 37

Project Location: 68th Avenue NE (NE 170th to NE 175th Street). Bridge replacement is for southbound structure only.

Project Manager: John Vicente



Project Description: Replace the West Sammamish River Bridge (southbound traffic) that crosses the Sammamish River on 68th Avenue NE. The project will also include improvements to the 68th/NE 170th Street and 68th/NE 175th Street intersections. Between the two intersections, pedestrian and bicycle safety will be improved with a wider facility.



Background: The West Sammamish River Bridge was constructed in the 1930s and is at the end of its life. It is considered to be structurally obsolete. To date, the City has completed a load rating analysis, geotechnical analysis, replace vs. rehabilitation review, and scour analysis on the bridge. The bridge weight limits went into effect in 2014. An enhanced monitoring plan is in place and the City completed an additional underwater inspection in 2014.

Funding Status:

In 2014, the City applied for four grants to begin design to replace the structure. The City was awarded \$12 Million in Bridge Program funds, \$1.06 Million in Surface Transportation Program funds, and \$8 Million in State Connection Washington Funds. The project budget will be evaluated in 2017 to determine if additional funds will be needed.

Environmental Review Status:

Exempt	Mitigated DNS	SEPA/NEPA
<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>

SEPA and NEPA are required as federal funds have been secured. The project will also be reviewed by a number of other agencies given its river impact.

Potential Project Issues: Significant environmental and right of way issues need to be resolved prior to completing design. Efforts are underway to clear these hurdles to construction the project within the proposed timeline.

Operations: This project will result in lower maintenance and inspection costs for structure review and repair. Costs would increase if additional landscaping is added for irrigation and vegetation maintenance.



City of Kenmore Capital Improvement Program

Project Name: West Sammamish River Bridge Replacement

Project No. T- 37

CURRENT DOLLARS

Year	Prior Years	2017	2018	2019	2020	2021	2022	Total
Expenses								
Project Administration	\$ 170,000	\$ 137,630	\$ 134,825	\$ 129,725	\$ 121,395	\$ 124,155	\$ 40,000	\$ 857,730
Pre-Design	\$ 219,052							\$ 219,052
Design*	\$ 696,540	\$ 939,085	\$ 944,435					\$ 2,580,060
ROW/ Acquisition**		\$1,239,000	\$ 113,000					\$ 1,352,000
Construction				\$6,840,040	\$7,039,540	\$3,177,125	\$ 33,400	\$17,090,105
Contingency				\$ 683,605	\$ 683,605	\$ 341,800		\$ 1,709,010
Total	\$1,085,592	\$2,315,715	\$1,192,260	\$7,653,370	\$7,844,540	\$3,643,080	\$ 73,400	\$23,807,957
Revenue								
Impact Fees								\$ -
REET								\$ -
BRAC	\$ 646,661	\$ 805,075	\$ 703,448	\$5,689,483	\$4,155,333			\$12,000,000
STP		\$1,063,994						\$ 1,063,994
City Bridge	\$ 210,000							\$ 210,000
Connect. WA		\$ 237,904	\$ 186,461	\$1,345,592	\$3,099,704	\$3,130,339		\$ 8,000,000
Future Grant				\$ 330,000	\$ 330,000	\$ 104,963		\$ 764,963
Total	\$ 856,661	\$2,106,973	\$ 889,909	\$7,365,075	\$7,585,037	\$3,235,302	\$ -	\$22,038,957

*Does not include inspection/monitoring

SCHEDULE

	2017				2018				2019				2020				2021				2022			
Project Timeline	Q1	Q2	Q3	Q4																				
Design																								
Permitting																								
Right of Way																								
Construction																								
Closeout/Plant Establishment																								



City of Kenmore Capital Improvement Program
Neighborhood Transportation Improvements
Project No. T-39

Project Location: Citywide in Residential Neighborhoods
Project Manager: Kris Overleese



Project Description: This project utilizes citizens within geographically defined areas of the City to develop pre-design documents and alternatives analysis for improvements in residential areas. The resulting improvements included: improved shoulders, traffic circles, chicanes, additional signage/stripping, parking and vegetation management.



Background: The City's current Neighborhood Traffic Safety Program has been in place for several years and is reactive to community concerns. The community desires additional traffic calming measures and bicycle/pedestrian improvements in residential neighborhoods. Staff has met with all neighborhoods and implementation/construction of improvements will continue through 2017 and 2018.

Funding Status:

The proposed resources would pay for design and construction.

Environmental Review Status: Exempt Mitigated DNS EIS

Potential Project Issues: King County is implementing projects for the City and we have overwhelmed their resources. Implementation continues.

Operations: Maintenance costs include striping and signage.

CURRENT DOLLARS

Year	Prior Years	2017	2018	2019	2020	2021	2022	Total
Expenses								
Design								
ROW								
Construction	\$ 240,000	\$ 55,000	\$ 55,000					\$ 350,000
Total	\$ 240,000	\$ 55,000	\$ 55,000					\$ 350,000
Revenue								
REET	\$ 240,000	\$ 55,000	\$ 55,000					\$ 350,000
Other								
Total	\$ 240,000	\$ 55,000	\$ 55,000					\$ 350,000

SCHEDULE

	2017				2018				2019				2020				2021				2022			
	Q1	Q2	Q3	Q4																				
Design																								
Construction																								



City of Kenmore Transportation Improvement Program

Project Name: Juanita Drive Pedestrian and Bicycle Improvements

Project No. T-41

Project Location: Juanita Drive

Segment A: NE 170th St to NE 160th St

Segment B: NE 160th St to NE 1513rd Pl

Segment C: NE 153rd Pl to NE 143rd St

Project Manager: Kent Vaughan

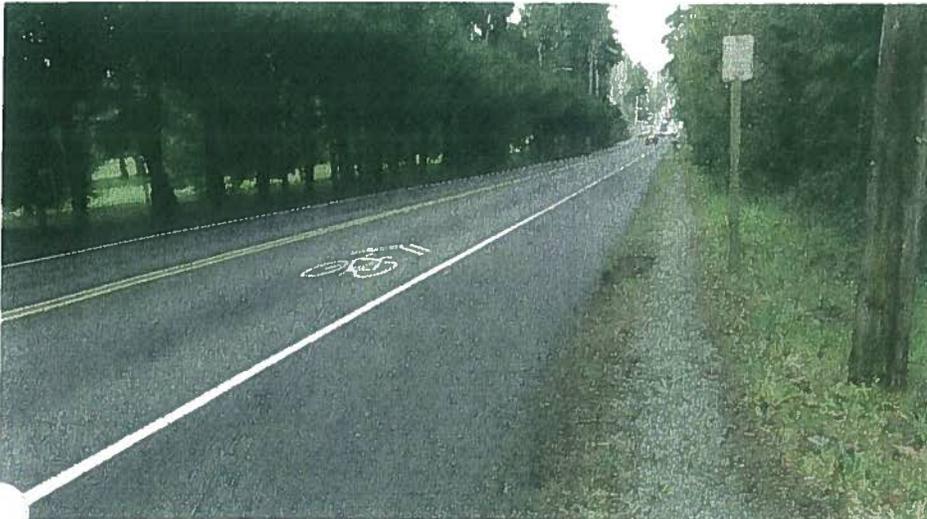
Project Description:

This project adds sidewalks to the east side of Juanita Drive and bike lanes on both sides (with a buffer) from NE 170th Street (Simonds Road) to the southern city limit. The project involves roadway widening and right-of-way acquisition. The project includes evaluation and improvement of left turn opportunities.

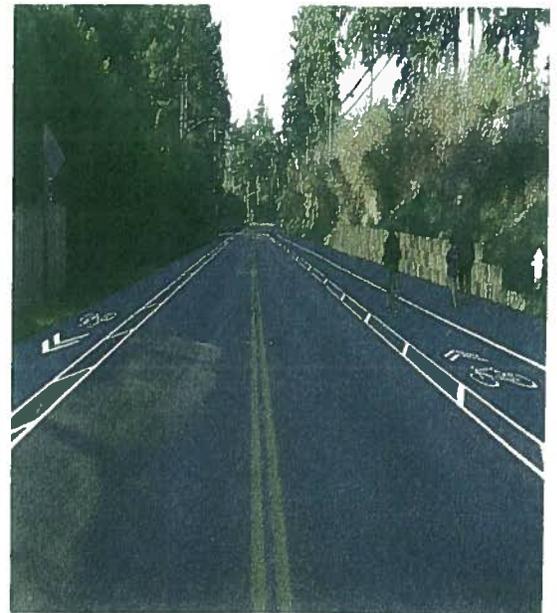
Background: Juanita Drive is a principal arterial that becomes 68th Ave NE at NE 170th Street. Juanita Drive/68th Ave NE runs through the heart of downtown Kenmore and serves as the only roadway within city limits that crosses the Sammamish River, connecting the northern and southern halves of the city. Because of this, there is a considerable amount of vehicles and non-motorized individuals that use the road. The portion of Juanita Drive within the project limits is adjacent to Rhododendron Park, Inglewood Golf Course, Saint Edward State Park, neighborhood businesses, and several single family residences. Juanita Dr/68th Ave NE is a priority pedestrian and bicycle facility route in the City of Kenmore. It provides direct access to the Burke Gilman regional trail for Kenmore residents on the south side of the bridge, Bastyr University, and neighboring communities such as Kirkland and Bothell.

Funding Status:

This project is currently unfunded. Grants will be sought to fund this project. Funding is also pending within the Walkways and Waterways Bond measure.



Existing Conditions on Juanita Drive



Rendering of cross section concept courtesy of the City of Kirkland



CURRENT DOLLARS

Year	2017	2018	2019	2020	2021	2022	Total
Expenses							
Project Administration**							
Design	\$600,000	\$ 1,000,000	\$ 500,000				\$ 2,100,000
ROW/ Acquisition		\$ 500,000	\$ 3,662,000				\$ 4,162,000
Construction				\$ 2,156,667	\$4,313,333		\$ 6,470,000
Total	\$600,000	\$ 1,500,000	\$ 4,162,000	\$ 2,156,667	\$4,313,333		\$ 12,732,000
Revenue*							
Unsecured Grants		\$ 235,000	\$ 2,847,000	\$ 1,516,667	\$3,133,333		\$ 7,732,000
City Walkways & Waterways Bond Measure	\$600,000	\$ 1,265,000	\$ 1,315,000	\$ 640,000	\$1,180,000		\$ 5,000,000
Total	\$600,000	\$ 1,500,000	\$ 4,162,000	\$ 2,156,667	\$4,313,333		\$ 12,732,000

*Assumes 2016 WSDOT Ped Bike and future construction grants are secured.

**Project Administration costs are included in the respective phases.

SCHEDULE

Project Timeline	2017				2018				2019				2020				2021				2022			
	Q1	Q2	Q3	Q4																				
Design																								
Right-of-way																								
Construction																								
Closeout																								



CURRENT DOLLARS

Year	2017	2018	2019	2020	2021	Total
Expenses						
Project Administration**						
Design	\$ 250,000	\$ 487,000	\$ 60,000			\$ 797,000
ROW/ Acquisition						
Construction		\$ 500,000		\$ 2,000,000	\$ 1,803,000	\$ 4,303,000
Total	\$ 250,000	\$ 987,000	\$ 60,000	\$ 2,000,000	\$ 1,803,000	\$ 5,100,000
Revenue*						
Unsecured Grants	\$ 53,700	\$ 340,360		\$ 753,081	\$ 376,540	\$ 1,523,681
City Walkways & Waterways Bond Measure	\$ 196,300	\$ 646,640	\$ 60,000	\$ 1,246,919	\$ 1,426,460	\$ 3,576,319
Total	\$ 250,000	\$ 987,000	\$ 60,000	\$ 2,000,000	\$ 1,803,000	\$ 5,100,000

*Assumes TIB and SRTS grants successful. Bond measure funds will be used if grants are not successful.

**Project Administration costs are included in the respective phases.

SCHEDULE

	2017				2018				2019				2020				2021				2022			
Project Timeline	Q1	Q2	Q3	Q4																				
Segment a & b																								
Design																								
Right-of-way																								
Construction																								
Closeout																								
Segment c & d																								
Design																								
Right-of-way																								
Construction																								
Closeout																								



City of Kenmore Transportation Improvement Program

Project Name: SR 522 Crossing Study

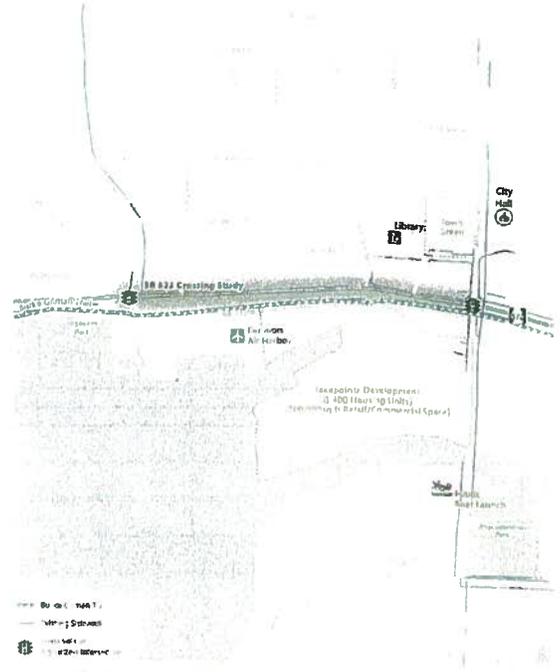
Project No.: T-43 SR 522 Pedestrian Crossing Study

Project Location: State Route 522 between 61st Ave NE and 68th Ave NE

Project Manager: To Be Determined

Project Description: Type, size, and location study to evaluate potential crossing locations of SR 522 between 61st and 68th Avenues. The alternatives will include both grade-separation and at-grade crossing improvements. All options analyzed will consider walking and biking as priority modes.

Background: SR 522 currently has signalized crossings located at 68th Ave NE and 61st Ave NE. No other safe crossings are located between these two intersections, a distance of over 0.5 mile. The north side of SR 522 is composed of several commercial businesses, a mix of single and multi-family housing, the City's downtown and other community destinations (post office, public library, City Hall, parks, etc.). The south side of SR 522 has the Burke-Gilman trail (a regional trail serving several cities and connecting many communities), Kenmore Air, and the future Lakepointe Development (a multifamily/commercial development on 40 acres of lake front property). The proposed crossing would help to connect Downtown Kenmore, community destinations, and the many businesses and residences north of SR 522 with the proposed Lakepointe development, the Burke-Gilman Trail, and Kenmore's waterfront. SR 522 currently serves as a major barrier for north-south mobility in Kenmore, particularly for bicycle and pedestrian travel.



Study Area

Funding Sources:

This project is currently unfunded. A Washington State Pedestrian and Bicycle Safety grant application for this project was submitted in 2016. A decision on this grant is expected in 2017 and funding would be available late 2017.

Environmental Review Status:

N/A.

Exempt

Mitigated DNS

EIS

Potential Project Issues: No anticipated issues.

Operations: No annual maintenance costs.

Schedule: The city has applied for grant funding for this project. The program applied to is the Washington Pedestrian and Bicycle Safety program. The application for that grant included the following schedule;

- Design engineering and alternatives study, April 2018 – December 2019



City of Kenmore Transportation Improvement Program

Project Name: SR 522 Crossing Study

Project No.: T-43 SR 522 Pedestrian Crossing Study

Current Dollars:

Year	Prior Years	2017	2018	2019	2020	2021	2022	Total
Expenses								
Pre-Design/ Basin Plan								
Design			\$ 277,500	\$ 277,500				\$ 555,000
ROW/ Acquisition								
Construction								
Total			\$ 277,500	\$ 277,500				\$ 555,000
Revenue								
REET			\$ 22,750	\$ 32,750				\$ 55,500
TIB								
State			\$ 254,750	\$ 244,750				\$ 499,500
Private								
Other								
Total			\$ 277,500	\$ 277,500				\$ 555,000

Schedule:

	2017				2018				2019				2020				2021				2022			
Project Timeline	Q1	Q2	Q3	Q4																				
Design																								
Permitting																								
Right of Way																								
Construction																								
Closeout																								



City of Kenmore Transportation Improvement Program

Project Name: 61st Avenue Survey and Conceptual Plan
Project No. T-44

Project Location: 61st Avenue NE (NE 190th Street north)

Project Manager: To Be Determined

Project Description:

This project would survey and evaluate NE 61st Avenue for improved sidewalks and intersection control at NE 193rd Street.

Background: 61st Avenue NE is an arterial that runs north to south (north of SR 522). The intersection with NE 193rd Street is a major intersection that could utilize additional control. The sidewalks north of NE 190th Street do not meet American with Disability Act (ADA) compliance and have suffered from street tree damage. This project would survey the corridor and prepare alternatives to improve mobility for all users.

Funding Sources:

This project would be funded with City resources.

Existing Conditions: Traffic volumes on 61st Avenue NE will continue to increase as regional traffic grows. The intersection at 61st Avenue and NE 193rd Street is to be evaluated for improved mobility as well as the 61st Avenue corridor, north to City limits.





CURRENT DOLLARS

Year	2017	2018	2019	2020	2021	Total
Expenses						
Project Administration**		\$ 5,000				\$ 5,000
Design		\$ 85,000				\$ 85,000
ROW/ Acquisition						
Construction						
Total		\$ 90,000				\$ 90,000
Revenue						
REET		\$ 90,000				\$ 90,000
Total		\$ 90,000				\$ 90,000

SCHEDULE

	2017				2018				2019				2020				2021				2022			
Project Timeline	Q1	Q2	Q3	Q4																				
Design																								
Right-of-way																								
Construction																								
Closeout																								

CITY OF KENMORE, WASHINGTON
PROPOSED SURFACE WATER CAPITAL IMPROVEMENT PROGRAM
FOR THE YEARS 2017-2022

Project Description	2017 Proposed	2018 Proposed	2019 Proposed	2020 Proposed	2021 Proposed	2022 Proposed	2017-2022 Totals
SW 8 190th Culvert at 61st	\$1,500,000	\$0	\$0	\$0	\$0	\$0	\$1,500,000
SW 8 Trust Fund Loan Repayment	0	153,000	153,000	153,000	153,000	153,000	765,000
SW 19 NE 192nd ST Culvert Replacement	885,634	0	0	0	0	0	885,634
SW 20 Small Works Projects	50,000	50,000	50,000	50,000	50,000	50,000	300,000
SW 25 Strawberry Hills SW Tank Retrofit	100,000	360,000	0	0	0	0	460,000
SW 29 Infiltration Tank Retrofit at 61st Ave NE/NE 190th St	120,000	0	500,000	0	0	0	620,000
SW 30 Drainage Improvements at 153rd/NE Arrowhead Dr	125,000	0	0	0	0	0	125,000
SW 31 Drainage Impr & Street Repair at 66th Ave NE /196th Pl	115,000	0	0	0	0	0	115,000
Total Project Costs	\$2,895,634	\$563,000	\$703,000	\$203,000	\$203,000	\$203,000	\$4,770,634

Funding As Proposed:							
KC Flood Control District Grant (SW30)	\$49,915	\$0	\$0	\$0	\$0	\$0	\$49,915
KC Flood Control District Grant (SW19) Secured	330,000	0	0	0	0	0	330,000
Reimbursement from Other Agencies	130,634	0	0	0	0	0	130,634
Public Works Trust Fund 10Year Loan (SW8)	1,500,000	0	0	0	0	0	1,500,000
Surface Water Utility Funds	885,085	563,000	703,000	203,000	203,000	203,000	2,760,085
Total Project Funding	\$2,895,634	\$563,000	\$703,000	\$203,000	\$203,000	\$203,000	\$4,770,634

Project:	TRIBUTARY 0056 BOX CULVERT AT NE 190 TH ST		ID: SW-008
Location:	61 ST AVE NE and NE 190 TH ST	Basin	Tributary 0056
Project Type:	<input type="checkbox"/> Water Quality <input checked="" type="checkbox"/> Fish Passage <input type="checkbox"/> Flow Control <input checked="" type="checkbox"/> Erosion <input type="checkbox"/> Drainage <input type="checkbox"/> Flooding	Preliminary Project Cost:	\$1,500,000
Problem:	Falling culvert, headwall and rockery causing erosion and safety concerns		
Narrative	<p>Tributary 0056 flows from north to south along the east side 61st Ave NE. There are three primary problems beginning where Tributary 0056 crosses NE 190th St continuing approximately 155 feet south, including:</p> <ul style="list-style-type: none"> • Rock wall headwalls are at the inlet and outlet of the culvert and protect 61st Ave NE from stream flow. Stream flows have eroded the existing slope and rock headwall north of NE 190th St. resulting in an unstable headwall. Stream flows have been observed bypassing the culvert. It is unknown where the bypassing water goes. • Sidewalk on the northeast side of NE 190th St. is being undermined by runoff from NE 190th St. Runoff concentrates where the sidewalk transitions to gravel, causing the sidewalk to be undermined. • Stream channel bank erosion along a 155 foot section on the west side of Tributary 0056 adjacent to 61st AVE NE. Erosion has caused some of the rockery to collapse into the stream and ground penetrating radar (GPR) indicates that the stream is penetrating the rockery and eroding material under the sidewalk and street. The City confirmed some of the void locations during emergency repairs along 61st in 2015. 		
Conceptual Design	<ul style="list-style-type: none"> • Removal of existing 60" diameter asphalt-lined pipe culvert (approximately 70 feet) and installation of new box culvert • Construction of new headwall at box culvert inlet • Re-grading of stream bed to match new culvert • Removal, repair and stabilization of adjacent rockeries along west side of Tributary 0056 south of the culvert for approximately 155 feet • Roadway and sidewalk repair/restoration 		
Considerations for Implementation	<ul style="list-style-type: none"> • SEPA required • HPA (Fish and Wildlife) required • Army Corp of Engineer permit likely required • Stream bypass and fish exclusion required • Significant traffic control required • Significant erosion and sediment control required • Stream mitigation likely required 		

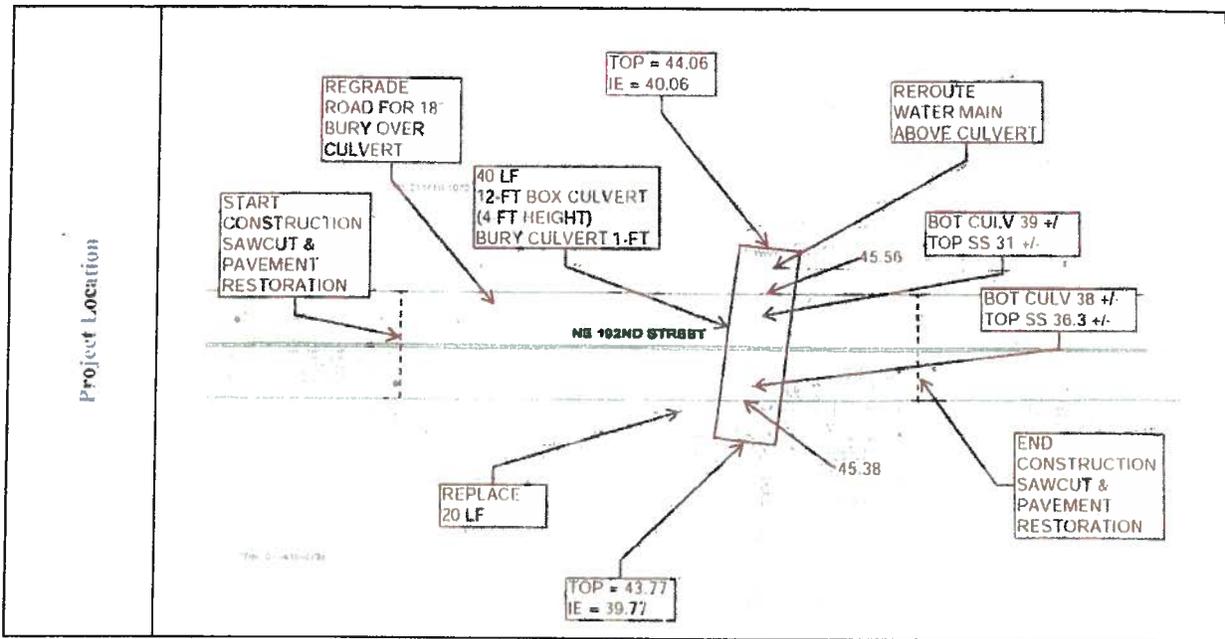


Project Cost Estimate	Item	Unit	Unit Cost	Quantity	Cost
	Design				
City Staff Time					\$100,000
Permitting/Review					\$65,000
ROW/Easement Acquisition					\$10,000
Construction					\$950,000
	Total Cost				\$1,500,000

Schedule	2017												2018											
	JAN	FEB	MAR	APR	MAY	JUN	JUL	AUG	SEP	OCT	NOV	DEC	JAN	FEB	MAR	APR	MAY	JUN	JUL	AUG	SEP	OCT	NOV	DEC
Preliminary Design																								
Permitting																								
Final Design and PS&E																								
Advertise and Contractor Procurement																								
Construction																								

Schedule	2019												2020											
	JAN	FEB	MAR	APR	MAY	JUN	JUL	AUG	SEP	OCT	NOV	DEC	JAN	FEB	MAR	APR	MAY	JUN	JUL	AUG	SEP	OCT	NOV	DEC
Preliminary Design																								
Permitting																								
Final Design and PS&E																								
Advertise and Contractor Procurement																								
Construction																								

Project:	Little Swamp Creek Culvert Replacement at NE 192 nd St.		ID: SW-019
Location:	NE 192 nd St., west of 80 th Ave NE	Basin	Little Swamp Creek
Project Type:	<input checked="" type="checkbox"/> Water Quality <input checked="" type="checkbox"/> Fish Passage <input type="checkbox"/> Flow Control <input checked="" type="checkbox"/> Erosion <input type="checkbox"/> Drainage <input checked="" type="checkbox"/> Flooding	Preliminary Project Cost:	\$1,070,899
Problem:	Flooding at low point in road		
Narrative	<p>Flooding occurs at the NE 192nd St. culvert carrying Little Swamp Creek at the low point in the road. Based on modeling results the road floods at the 25-year event because the culvert is undersized. Flooding was shown to be as high as 1-foot on the roadway in the models. This is the depth at which most cars and SUVs can float.</p> <p>This project was identified by the City in 2006. OCI was contracted in 2014 to develop an Options Analysis as part of the On-Call Contract with the City. (The report is titled "192nd Culvert Final Options Analysis Report, OCI, 2014.")</p> <p>Several options were considered: high-flow bypass, culvert replacement with fish passable culvert, raise the street elevation, and no-build. The preferred solution is to replace the existing culvert with a 12-ft x 3-ft fish passable culvert.</p> <p>Project benefits include flood reduction and improved fish passage.</p> <p>Additional modeling or analysis may need to be performed to determine impacts to downstream Swamp Creek.</p>		
Conceptual Design	<p>Preferred Solution:</p> <ul style="list-style-type: none"> • Install a 12-foot x 3-foot box culvert in place of the existing culvert. <ul style="list-style-type: none"> ◦ This size conveys the 100-year event without flooding or overtopping. <p>Other Solutions Considered:</p> <ul style="list-style-type: none"> • High-flow bypass: <ul style="list-style-type: none"> ◦ A 24-inch bypass culvert was considered in conjunction with a riser structure, which would convey flows in the 25-year event and higher. ◦ This option will likely not be approved by WDFW because it does not meet code requirements for depth required in the culvert. • Raise road elevation by 1-foot: <ul style="list-style-type: none"> ◦ This option is not feasible because the water levels rise more than 5-feet during large storm events. • No-build: <ul style="list-style-type: none"> ◦ This option will allow flooding and debris blockage of the culvert to continue to occur. 		
Considerations for Implementation	<ul style="list-style-type: none"> • Environmental permitting including SEPA checklist, WDFW HPA, and Army Corps permits are required. • A geomorphologic assessment is recommended. • A downstream analysis will be conducted to evaluate how or if downstream infrastructure or properties could be affected by improvements. • Temporary stream bypass and fish exclusion shall be used during construction. • Coordination with the upstream Little Swamp Creek Flooding CIP (included in the SWMP as CIP #7) will need to be conducted to ensure nothing is adversely affected. • No modeling or analysis has been performed to determine impacts of the preferred solution to the downstream system. • Traffic control will be needed. • Cost estimate is from the options analysis report discussed in the narrative above, with the addition of a geomorphologic analysis. 		



Item	Unit	Unit Cost	Quantity	Cost
Project Design (Non-staff)				\$158,231
Project Design (NUD)				\$16,234
Project Design (Staff)				\$10,800
ROW/Easement Acquisition				\$0
Construction Support (Non-staff)				\$62,100
Construction Management (NUD)				\$10,400
Construction Management (Staff)				\$7,200
Culvert Construction				\$621,000
NUD Construction				\$104,000
Construction Contingency (10%)				\$80,934
Total Cost				\$1,070,899

	2016												2017											
	JAN	FEB	MAR	APR	MAY	JUN	JUL	AUG	SEP	OCT	NOV	DEC	JAN	FEB	MAR	APR	MAY	JUN	JUL	AUG	SEP	OCT	NOV	DEC
Preliminary Design																								
Permitting																								
Final Design and PS&E																								
Advertise and Contractor Procurement																								
Construction																								

Project:	Small Works Projects		ID:	SW-020
Location:	VARIOUS		Basin:	VARIOUS
Project Type:	<input checked="" type="checkbox"/> Water Quality <input type="checkbox"/> Fish Passage <input checked="" type="checkbox"/> Flow Control <input checked="" type="checkbox"/> Erosion <input checked="" type="checkbox"/> Drainage <input checked="" type="checkbox"/> Flooding		Preliminary Project Cost:	\$50,000 per year
Problem:	Erosion and drainage problems at various locations			
Narrative	<p>The annual small works projects will consist of an evolving list of projects. New problem areas will be identified each year and evaluated accordingly. Typical small works projects exceed the scope of basic maintenance, but don't meet the scope of a capital improvement project.</p> <p>City crews may occasionally be able to perform components of the work, but contracted crews may also be required. Small Works projects may also require design or technical evaluation by the City's on-call surface water consultants.</p> <p>The annual budget for these types of projects is \$50,000 per year.</p>		Small Works Project Examples	
				
				
				
				

Project:	Strawberry Hills Surface Water Facility Retrofit		ID: SW-025
Location:	72 nd Ave NE and NE 152 nd Pl	Basin:	Tributary 0222
Project Type:	<input checked="" type="checkbox"/> Water Quality <input type="checkbox"/> Fish Passage <input checked="" type="checkbox"/> Flow Control <input type="checkbox"/> Erosion <input checked="" type="checkbox"/> Drainage <input type="checkbox"/> Flooding	Preliminary Project Cost:	\$460,000
Problem:	Failing tank requires replacement		
Narrative	<p>A 120-LF, 60-inch detention tank was installed in 1978 underneath 71st Pl. NE, a private road. In 1980, maintenance of the facility fell to King County. The natural drainage channel which was previously the outfall for the tank was deemed inadequate by King County because of erosion. Therefore, the downstream system was tightlined with two 12-inch CMP pipes to a pond at NE 152nd Ct.</p> <p>CCTV inspection performed by the City showed that the tank is failing. It has collapsed beams and water marks at the top of the pipe. Surface settling has also been reported at the upstream and downstream catch basins. The existing tank does not comply with current (2005 Ecology) flow control standards. The City has received complaints of flooding at the downstream pond.</p> <p>This project was identified by the City through video inspections and maintenance evaluations in 2013.</p> <p>The preferred solution is to replace the failing detention tank with 240 LF of 60-inch detention tank and replace the existing catch basin and restrictor with control structures.</p> <p>Project benefits include improved stormwater flow control. Peak flows are reduced by 80% at the 2-yr storm and 75% at the 50-yr storm compared to the current, undetained condition.</p>		 <p>Detention tank underneath 71st Pl. NE.</p>
Conceptual Design	<p>Preferred Solution:</p> <ul style="list-style-type: none"> • Replace 120-LF failing 60-inch CMP tank with two, 120-LF, 60-inch PVC detention tanks. • Install a new riser and flow control structure. <p>Other Scenarios Considered in WWHM Models (See Appendix for results):</p> <ul style="list-style-type: none"> • Remove detention. This option was used for comparison. • Replace existing detention tank with new tank of the same dimensions. Replace existing catch basin and restrictor with control structure. This option provides minimal detention. • Size pond or tank to pass 2005 Ecology flow control requirements. There is not enough space at the site for this option. 		
Considerations for Implementation	<ul style="list-style-type: none"> • Protect existing homes, structures, and roadway during construction. • Restore driveway to pre-project condition. • CCTV the downstream conveyance system and evaluate the remaining life of those pipes. • Coordinate with homeowners for installation and restoration of tank under private drive. <ul style="list-style-type: none"> ○ 15219 72nd Ave NE ○ 15213 72nd Ave NE ○ 15209 72nd Ave NE • The proposed solution will not provide a full retrofit for the existing basin due to the limited space available. 		



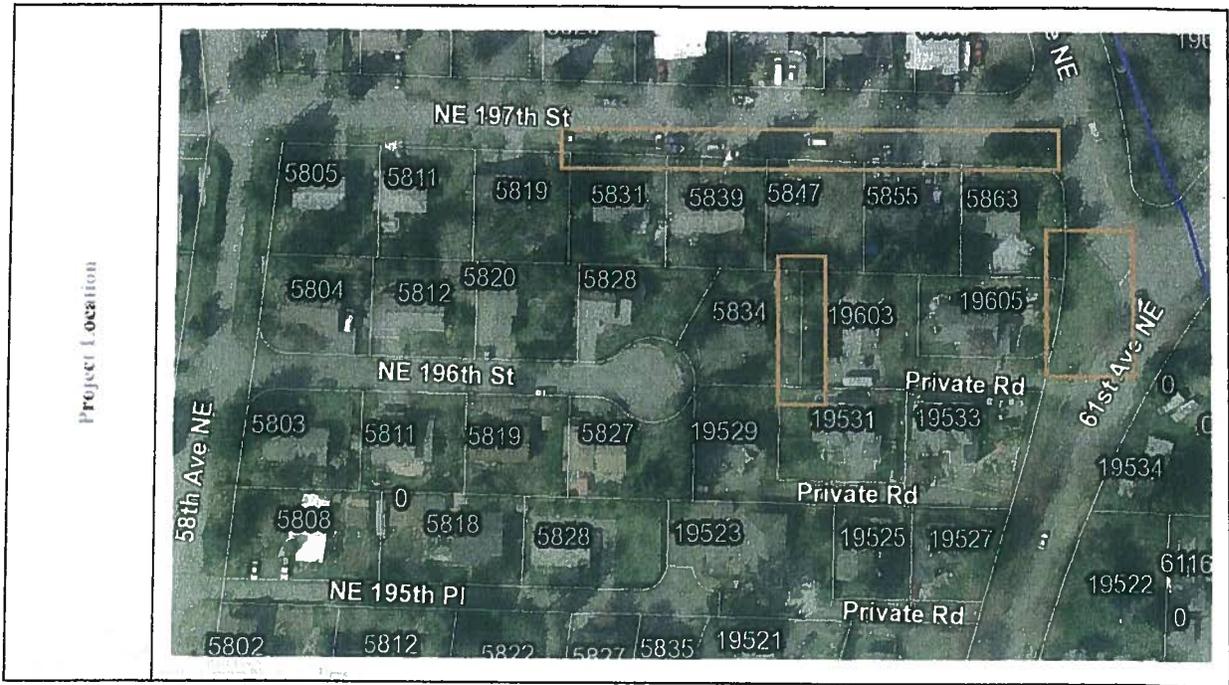
Project Location

Project Cost Estimate

Project Cost Estimate				
Item	Unit	Unit Cost	Quantity	Cost
Water Pollution/Erosion Control	%	5%		\$9,000
SPCC Plan	LS	\$500	1	\$500
Traffic Control	%	7%		\$12,700
Potholing	EST	\$1,000	1	\$1,000
Sawcut Pavement	LF	\$5	290	\$1,450
Remove Asphalt Conc. Pavement	SY	\$28	280	\$7,840
Roadway Excavation Incl. Haul	CY	\$92	650	\$59,800
Shoring or Extra Excavation Class B	SF	\$1	900	\$900
Catch Basin Type 2, 54 In. Diam. Flow Control Structure	EA	\$6,000	1	\$12,000
Schedule A 60" Storm Sewer Pipe	LF	\$260	240	\$62,400
HMA CL 1/2 IN PG 64-22	TON	\$200	96	\$19,200
Subtotal				\$180,790
Contractor overhead, profit, and mobilization				10% \$18,079
Washington State Sales Tax				0.5% \$17,175
Construction Contingency				50% \$90,395
Subtotal construction costs				\$306,439
City Staff Time				10% \$30,288
Administration and engineering design				20% \$61,288
Design Contingency				\$61,588
Total cost				\$460,000

Schedule	2017												2018											
	Jan	Feb	Mar	Apr	May	Jun	Jul	Aug	Sep	Oct	Nov	Dec	Jan	Feb	Mar	Apr	May	Jun	Jul	Aug	Sep	Oct	Nov	Dec
Alternate Analysis																								
Preliminary Design																								
Permitting																								
Final Design and PS&E																								
Advertise and Contractor Procurement																								
Construction																								

Project:	Drainage Facility Retrofit – Kenmore Lane		ID: SW-029
Location:	61 st Ave NE and NE 190 th St.	Basin:	Tributary 0056
Project Type:	<input checked="" type="checkbox"/> Water Quality <input type="checkbox"/> Fish Passage <input checked="" type="checkbox"/> Flow Control <input checked="" type="checkbox"/> Erosion <input checked="" type="checkbox"/> Drainage <input type="checkbox"/> Flooding	Preliminary Project Cost:	\$620,000
Problem:	Failing infiltration tank, failed control structure, difficult location, erosion issues with adjacent conveyance system		
Narrative	<p>Kenmore Lane was developed in the late 1970s and this is the City's oldest public drainage facility. The infiltration tank appears to be failing and needs a complete reconstruction. The control structure needs replacement. Adjacent conveyance systems carry runoff from NE 197th ST and NE 196th ST and erosion has been observed in the open portions of those systems.</p> <p>The existing drainage facility is located within an easement on private property and access from 61st AVE NE is through a private road. Access for inspection and maintenance is difficult.</p> <p>The City is considering alternatives to replacing the system at its current location, which would make access for inspection and maintenance easier as well as enhance the performance of the existing facility to current standards. During the design phase of this project, staff will evaluate possibilities of moving this facility into the right-of-way and altering adjacent conveyance systems to minimize private property impacts and reduce erosion.</p>	 <p>Existing control structure</p>  <p>Facility located in private backyard</p>	
Conceptual Design	<ul style="list-style-type: none"> • Remove existing infiltration drainage facility located within easement on private property • Evaluate nearby right-of-way locations for opportunities for new facility installation • Modify adjacent conveyance systems to reduce private property impacts and erosion issues • Evaluate the use of low impact development to retrofit this facility 		
Considerations for Implementation	<ul style="list-style-type: none"> • Temporary construction easements • Utilities • Traffic control • Erosion and sediment control 		



Project Cost Estimate	Item	Unit	Unit Cost	Quantity	Cost
	Design				
City Staff Time					\$0
Permitting					\$0
ROW/Easement Acquisition					\$0
Construction					\$500,000
Total Cost					\$620,000

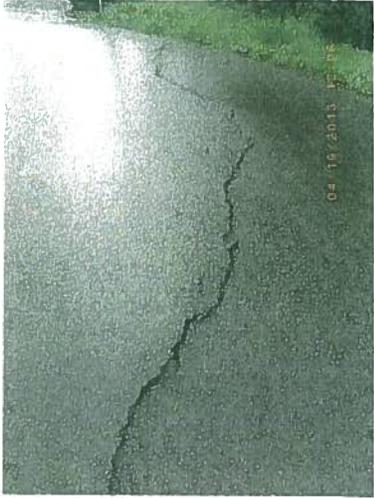
Schedule	2018												2019											
	JAN	FEB	MAR	APR	MAY	JUN	JUL	AUG	SEP	OCT	NOV	DEC	JAN	FEB	MAR	APR	MAY	JUN	JUL	AUG	SEP	OCT	NOV	DEC
Preliminary Design																								
Permitting																								
Final Design and PS&E																								
Advertise and Contractor Procurement																								
Construction																								

Project:	ARROWHEAD AVE NE DRAINAGE IMPROVEMENT		ID: SW-030
Location:	15300 BLOCK OF NE ARROWHEAD DR	Basin	Lake Washington
Project Type:	<input type="checkbox"/> Water Quality <input type="checkbox"/> Fish Passage <input type="checkbox"/> Flow Control <input checked="" type="checkbox"/> Erosion <input checked="" type="checkbox"/> Drainage <input checked="" type="checkbox"/> Flooding	Preliminary Project Cost:	\$150,000
Problem:	NE Arrowhead DR floods during peak rainfall events		
Narrative	<p>The conveyance system along NE Arrowhead DR, starting at the 15300 block and continuing south to its outfall into Lake Washington at 5830 NE Arrowhead DR, overflows during heavy peak rainfall events. An analysis conducted by the City confirmed that the size of the conveyance system needs to be increased to handle larger event storms.</p> <p>When the system overflows, the majority of the flow still reaches the natural discharge location, but water also flows across NE Arrowhead DR and impacts adjacent properties, erodes the edge of roadway and deposits material along the road surface.</p>	 <p>Roadway flooding</p>	
Conceptual Design	<p>Preferred Solution</p> <ul style="list-style-type: none"> • Increase the capacity of the existing conveyance system to handle up to a 100 year storm event by installing an 18" parallel system just west of the existing system. • Upgrade existing catchbasins to larger structures, if needed, to handle additional capacity. • Convey drainage to existing discharge location. <p>Alternate Solution</p> <ul style="list-style-type: none"> • Replace the existing system with a 24" system (location of utilities makes this option less appealing). 		
Considerations for Implementation	<ul style="list-style-type: none"> • Existing utilities are focused along east side of road where existing drainage system is located • Excavation and haul of material will be needed • Traffic control will be needed • Erosion and sediment control will be needed • Coordination with homeowner at discharge location is needed 		



Project Cost Estimate	Item	Unit	Unit Cost	Quantity	Cost
	Design				
Erosion Sediment Control					\$5,000
Traffic Control					\$5,000
Construction					\$115,000
	Total Cost				\$150,000

Schedule	2016												2017											
	JAN	FEB	MAR	APR	MAY	JUN	JUL	AUG	SEP	OCT	NOV	DEC	JAN	FEB	MAR	APR	MAY	JUN	JUL	AUG	SEP	OCT	NOV	DEC
Preliminary Design																								
Permitting																								
Final Design and PS&E																								
Advertise and Contractor Procurement																								
Construction																								

Project:	66TH AVE NE DRAINAGE IMPROVEMENT		ID: SW-031
Location:	66TH AVE NE & NE 196TH PL	Basin	Swamp Creek
Project Type:	<input type="checkbox"/> Water Quality <input type="checkbox"/> Fish Passage <input type="checkbox"/> Flow Control <input checked="" type="checkbox"/> Erosion <input checked="" type="checkbox"/> Drainage <input type="checkbox"/> Flooding	Preliminary Project Cost:	\$135,000
Problem:	Road settlement and groundwater seeps		
Narrative	<p>Staff have observed settlement of 66TH AVE NE and several groundwater seeps at this location. Through interviews with longtime residents, it was determined that the street was likely constructed on poor subgrade material with inadequate controls in place for managing groundwater.</p> <p>Staff developed a plan, with the assistance of the City's on-call geotechnical engineer, to install a new drainage system that will collect and manage groundwater upstream of the curve and then reconstruct the curve. Monitoring of subsurface conditions and movement will occur before construction and likely continue after construction.</p>		 <p style="text-align: center;">Roadway cracking</p>
Conceptual Design	<p>Preferred Solution</p> <ul style="list-style-type: none"> • Monitor ground movement under direction of geotech through 2016/2017 winter. • Install two new 12" perforated pipe west of curve under NE 196TH PL to capture groundwater. • Install new conveyance system to carry water from new perforated system to existing outfall. • Replace existing pipes at curve with new solid 12" pipes and connect to new Type 2 catch basins. • Remove existing asphalt, subgrade, soils and debris at curve and provide compacted subgrade and base course as needed to match existing grade with new asphalt. 		
Considerations for Implementation	<p>Preferred Solution (EXAMPLES)</p> <ul style="list-style-type: none"> • Subsurface monitoring by licensed geotechnical engineer will be needed • Excavation and haul of material will be needed • Traffic control will be needed • Erosion and sediment control will be needed • Continued monitoring will be needed 		



Project Cost Estimate	Item	Unit	Unit Cost	Quantity	Cost
	Design				
Erosion Sediment Control					\$5,000
Traffic Control					\$5,000
Construction					\$105,000
Total Cost					\$135,000

Schedule	2016												2017											
	JAN	FEB	MAR	APR	MAY	JUN	JUL	AUG	SEP	OCT	NOV	DEC	JAN	FEB	MAR	APR	MAY	JUN	JUL	AUG	SEP	OCT	NOV	DEC
Preliminary Design																								
Permitting																								
Final Design and PS&E																								
Advertise and Contractor Procurement																								
Construction																								

City of Kenmore, Washington

Appendix

**CITY OF KENMORE
WASHINGTON
ORDINANCE NO. 15-0413**

AN ORDINANCE OF THE CITY OF KENMORE, WASHINGTON, AMENDING ORDINANCE 14-0389 ADOPTING THE 2015-2016 BIENNIAL BUDGET, TO ADJUST REVENUES AND APPROPRIATIONS FOR THE GENERAL FUND, THE STREET FUND, THE PARK IMPACT FEE FUND, THE STRATEGIC OPPORTUNITIES FUND, THE REAL ESTATE EXCISE TAX FUND, THE KENMORE VILLAGE FUND, THE PARK CAPITAL FUND, THE TRANSPORTATION CAPITAL FUND, THE EQUIPMENT REPLACEMENT FUND, AND THE SURFACE WATER MANAGEMENT FUND; AND ESTABLISHING POSITIONS AND SALARY SCHEDULES FOR 2016; PROVIDING FOR SEVERABILITY; AND ESTABLISHING AN EFFECTIVE DATE.

WHEREAS, the City Council (the "Council") of the City of Kenmore, Washington, (the "City"), is required by applicable State law to finalize its biennial budget prior to the commencement of the first fiscal year of the biennium; and

WHEREAS, the amount of revenue and expenditures can only be estimated at the time of finalization of the budget; and

WHEREAS, the City is required by applicable State law to conduct a mid-biennial review of the budget prior to the end of the first fiscal year of the biennium; and

WHEREAS, the City Council scheduled and held a Public Hearing on the amendments to the 2015-2016 Biennial Budget on November 9, 2015; and

WHEREAS, the City Council finds it in the best interest of the City to adjust revenues and expenditures in the General Fund, the Street Fund, the Park Impact Fee Fund, the Strategic Opportunities Fund, the Real Estate Excise Tax Fund, the Kenmore Village Fund, the Park Capital Fund, the Transportation Capital Fund, the Equipment Replacement Fund, and the Surface Water Management Fund;

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

Section 1. Funds Appropriated. The 2015-2016 Biennial Budget, adopted by Ordinance No. 14-0389, for the period January 1, 2015 through December 31, 2016, is hereby amended by fund to reflect the adjustments to revenues and expenditures as follows:

FUND	2015-2016 Revenue Budget	Change	Amended 2015-2016 Revenue Budget
General Fund	\$20,553,270	\$495,000	\$21,048,270
Street Fund	2,359,531	0	2,359,531
Public Art Fund	200	0	200
Park Impact Fee Fund	234,063	0	234,063
Transportation Impact Fee Fund	1,397,257	0	1,397,257
Strategic Reserve Fund	0	0	0
Strategic Opportunities Fund	37,160	1,180,786	1,217,946
Sammamish River Bridge Fund	0	0	0
Real Estate Excise Tax Fund	1,827,000	0	1,827,000
Kenmore Village Fund	1,326,900	920,000	2,246,900
Park Capital Fund	1,240,400	364,774	1,605,174
Transportation Capital Fund	17,208,172	4,642,784	21,850,956
Surface Water Management Fund	3,540,000	0	3,540,000
Surface Water Capital Fund	2,139,500	0	2,139,500
Swamp Creek Basin Fund	20,000	0	20,000
Equipment Replacement Fund	206,000	0	206,000
Total Budget	\$52,089,453	\$7,603,344	\$59,692,797

FUND	2015-2016 Expenditure Budget	Change	Amended 2015-2016 Expenditure Budget
General Fund	\$20,538,934	\$2,233,786	\$22,772,720
Street Fund	2,371,277	400,000	2,771,277
Public Art Fund	1,000	0	1,000
Park Impact Fee Fund	490,000	213,416	703,416
Transportation Impact Fee Fund	2,760,000	0	2,760,000
Strategic Reserve Fund	0	0	0
Strategic Opportunities Fund	911,200	660,000	1,571,200
Sammamish River Bridge Fund	0	0	0
Real Estate Excise Tax Fund	3,528,719	458,587	3,987,306
Kenmore Village Fund	3,517,240	1,113,929	4,631,169
Park Capital Fund	1,238,000	453,233	1,691,233
Transportation Capital Fund	17,308,172	4,534,205	21,842,377
Surface Water Management Fund	4,652,276	-686,500	3,965,776
Surface Water Capital Fund	2,209,500	0	2,209,500
Swamp Creek Basin Fund	0	0	0
Equipment Replacement Fund	224,000	134,375	358,375
Total Budget	\$59,750,318	\$9,515,031	\$69,265,349

The City Manager is hereby authorized and instructed to effectuate the necessary changes to the 2015-2016 Biennial Budget and to make any necessary and appropriate line item entries and adjustments in order to reflect the amendments of this ordinance.

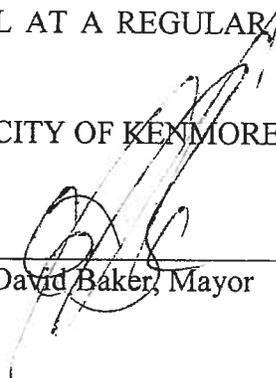
Section 2. Positions and Salary Schedules. The various positions and salary ranges for City employees for 2016 are attached to this Ordinance as Exhibit A.

Section 3. Severability. Should any section, paragraph, sentence, clause or phrase of this Ordinance, or its application to any person or circumstance, be declared unconstitutional or otherwise invalid for any reason, or should any portion of this Ordinance be preempted by State or federal law or regulation, such decision or preemption shall not affect the validity of the remaining portions of this Ordinance or its application to other persons or circumstances.

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

ADOPTED BY THE CITY COUNCIL AT A REGULAR MEETING THEREOF ON THE 23rd DAY OF NOVEMBER, 2015.

CITY OF KENMORE



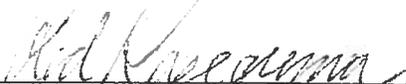
David Baker, Mayor

ATTEST/AUTHENTICATED:



Patty Safrin, City Clerk

Approved as to form:



Rod Kaseguma, City Attorney

Filed with the City Clerk: November 13, 2015
Passed by the City Council: November 23, 2015
Date of Publication: November 27, 2015
Effective Date: December 2, 2015
Ordinance No. 15-0413

Exhibit A

**City of Kenmore
2015-2016 Salary Plan**

**The proposed 2017-2018 Salary Plan
is under review due to the ongoing salary study
and will be provided later in the budget process.**

Classification	2015-2016 Salary Range		
	Low	Mid	High
Finance and Administration Director	8,333	9,920	11,507
Assistant City Manager	8,333	9,920	11,507
Public Works Director/City Engineer	7,906	9,412	10,917
Community Development Director	7,811	9,299	10,786
Development Services Director	7,281	8,668	10,055
Public Works Operations Manager	6,668	7,938	9,208
Senior Engineer	6,235	7,423	8,610
Traffic Engineer - Senior	6,235	7,423	8,610
Project Manager	6,235	7,423	8,610
Senior Planner	5,924	7,052	8,180
Surface Water Program Manager	5,924	7,052	8,180
Civil Engineer	5,693	6,778	7,862
Planner	5,506	6,555	7,604
City Clerk	5,429	6,463	7,497
Building Inspector/Plans Examiner	5,309	6,320	7,332
Community Relations Mgr/Policy Analyst	5,287	6,294	7,301
Associate Civil Engineer	5,152	6,133	7,114
Associate Planner	5,088	6,057	7,026
Accountant	4,838	5,760	6,681
Bldg. Inspector/Code Compliance Officer	4,838	5,760	6,681
Management Analyst	4,687	5,580	6,472
ROW Inspector	4,375	5,208	6,041
Surface Water Technician	4,319	5,142	5,965
Executive Assistant	4,278	5,093	5,908
Assistant Planner	4,261	5,073	5,884
Volunteer & Events Supervisor	4,070	4,846	5,621
Maintenance Worker	3,850	4,583	5,316
Permit and Administrative Specialist	3,806	4,531	5,256
Accounting Technician	3,806	4,531	5,256
Public Records Officer/Administrative Asst.	3,806	4,531	5,256
Administrative Assistant	3,670	4,369	5,068
Receptionist	2,948	3,510	4,071
Maintenance Custodian	2,867	3,414	3,960
Intern	13/hr	14/hr	15/hr
Part time/Seasonal MW	11/hr	13/hr	15/hr

**CITY OF KENMORE
WASHINGTON
RESOLUTION NO. 15-264**

**A RESOLUTION OF THE CITY OF KENMORE,
WASHINGTON, REVISING THE CITY FEE SCHEDULE
AND ADOPTING THE 2016 FEE SCHEDULE.**

WHEREAS, for the convenience of Kenmore residents and other City customers, the City Council has adopted all City fees by resolution; and

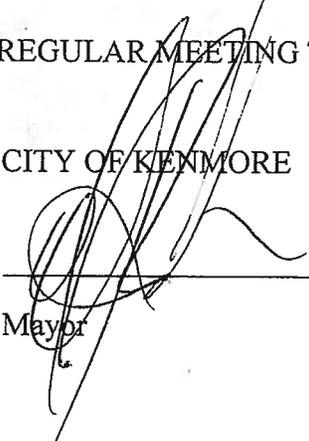
WHEREAS, the City reviews all fees annually and makes adjustments to them as necessary and appropriate; and

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

NOW, THEREFORE, THE CITY COUNCIL OF THE CITY OF KENMORE, WASHINGTON, DOES RESOLVE to adopt the "City of Kenmore, Washington 2016 Fee Schedule", attached as "Exhibit A" to this resolution, which shall be effective on the adoption of this resolution.

PASSED BY THE CITY COUNCIL AT A REGULAR MEETING THEREOF ON THE 12th DAY OF OCTOBER, 2015.

CITY OF KENMORE



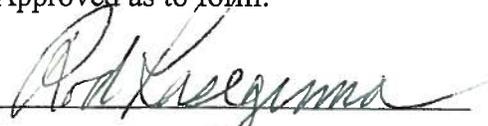
Mayor

ATTEST/AUTHENTICATED:



Patty Safrin, City Clerk

Approved as to form:



Rod Kaseguma, City Attorney

City of Kenmore, Washington
2016 Fee Schedule



Resolution No. 15-264

Effective Date: October 13, 2015

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Note: Solid vertical lines (|) in the margins indicate a change and a plus sign (+) in the margin of the fee schedule indicates a new fee from the previous schedule.

1. BUSINESS REGISTRATION AND LICENCES

Business Registration	2016 Fee
General Business - New Application for a new business	\$10
General Business Renewal	\$10
Home Occupation - New Application for a new business	\$10
Home Occupation Renewal	\$10
The business registration program is managed through Washington State Department of Revenue (DOR). The City registration fee is in addition to the DOR administration fee, which is currently \$19 for new applications and \$11 for renewals.	

Regulatory Business Licenses	2016 Fee
Adult Entertainment	
Device	\$50 each
Operator	\$500/year
Premises	\$200/year
Panoram Manager License	\$50/year
Adult Cabaret	
Operator	\$500/year
Cabaret Manager License	\$50/year
Cabaret Entertainer License	\$50/year
Adult Retail Business License	\$500/year
Heavy Manufacturing Business	\$200/year
Live Entertainment: music (other than mechanical); boxing or wrestling; pool halls; and bowling alleys.	\$200/year \$100/six months \$50/day
Junk Shop License	\$300/year
Junk Wagon License	\$40/year
Marijuana Business License	\$500/year
Massage Business and Public Bathhouse	\$150/year
Massage Practitioner	\$50/year
Theaters	\$100/each screen
Pawnbroker	\$500/year
Peddler/Solicitor	No fee
Secondhand dealer	\$40/year
Renewal of License, registration or permit late penalty	10% of required fee
Transferability of license of permit	\$25

2. CODE ENFORCEMENT

Code Enforcement	2016 Fee
Inspection/Posting	\$50
Re-inspection	\$50
Abatement	Actual City costs
Abatement Hearing	\$360
Hearing Officer	\$215/hour
Notice of Violation Appeal Hearing	\$125
Removal of Declaration	\$20
Violation of a stop work order	\$500

Housing Code Enforcement	2016 Fee
Inspection/Posting	\$255/hour
Re-Inspection plus Notice and Order	\$510
Hourly Rate	\$255
Appeal Fee	\$150/each
Closing Fee	\$255
Contract Abatement Fee	\$15% of the contract
Late Fee	\$25% of amount due
Hearing Officer	\$215/hour

The following fees apply to all enforcement actions:	2016 Fee
Inspection Warrant	\$350/each
Attorney Fees	Rate per hour to be determined as established by the City Attorney contract for legal services
Paralegal Services	\$60/hour
Notary Services	\$10
Abatement	Actual cost of labor

3. COMPREHENSIVE PLAN AND DEVELOPMENT REGULATION AMENDMENTS

Type	2016 Fee
Prescreening/threshold review fee	\$200
Annual amendment cycle fee (applicants whose amendment proposals are approved for consideration by the City Council)	\$400

4. DEVELOPMENT SERVICES

General fees	2016 Fee
Development Review Technology Fee Applies to all fees listed in Section 4. Exception: Items marked with an asterisk "*" are exempt from the technology fee	3%
P-Suffix and other required site plan reviews	
Initial plan review	\$1,090
Each additional review for compliance, including signs and tenant improvements.	\$165
Amend adopted P-suffix conditions	\$2,266
Mobile home park and RV park plan review	\$3,600
Site plan application fee (Land-use permit associated to KMC 18.105)	\$368
Construction permit site plan review	\$101
Landscape and tree management plan review	
Initial plan review based on site area	
0 – 1 site acre	\$213
> 1 – 2 site acres	\$341
> 2 – 5 site acres	\$513
> 5 – 10 site acres	\$683
More than 10 site acres	\$1,367
Each plan revision review	\$328
Request for modification requiring public notice	\$680

Landscape and tree management inspections	
Landscape installation inspection	\$272
Landscape maintenance bond release inspection	\$272
Additional excessive reviews and inspection fees	
Applies to all development permits; additional plan review or inspections required by changes, additions or revisions to the plans or excess reviews of re-submittals will be billed at an hourly rate.	\$101/hour
Hourly fees throughout this section may be billed in ½ hour intervals	

Development Agreement	2016 Fee
Threshold review with City Council	\$200*
Development Agreement requested by the applicant (proposal is approved for consideration by the City Council)	\$5,000 + City Attorney fees
Development Agreement requested by the City	No Fee

Pre-Application	2016 Fee
Pre-application review fee	No Fee

Zoning and Land Use	2016 Fee
Request for site specific rezone	\$3,033
Conditional use permits (CUP) and special use permits (SUP)	
Administrative CUP	\$3,673
SUP with public hearing	\$8,595
Daycare with 24 children or less	\$1,380
Request for time extension	\$147
Variances (including variances from KMC 18.55)	
Application review	\$2,527
Added fee when public hearing required	\$1,644
Request for time extension	\$147
Boundary line adjustment	\$580
Communications facility application fee	\$368
Accessory dwelling unit	\$51
Change of use (zoning only)	\$51
Reuse of closed public school facilities	\$1,415
Land use inspections	\$101/hour
Reasonable use exception	\$2,527
Public agency and utility exception	\$1,974
Zoning letter inquiry/request	\$101
Design review	\$101/hour
Temporary Use Permit	\$101
Public notice mailing fee	\$202*

Subdivision - Preliminary Application Review	2016 Fee
Preliminary short subdivisions	
Short subdivision 4 lots or less	
Base fee	\$1,123

Plus per lot	\$142
Short subdivision 5 to 9 lots	
Base fee	\$7,110
Plus per lot	\$155
Revision to approved preliminary	\$908
Short subdivision alteration	\$1,259
Request for time extension	\$101
Preliminary subdivisions	
Initial application	
50 lots or less	
Base fee	\$13,098
Plus per lot	\$169
More than 50 lots	
Base fee	\$22,452
Plus per lot	\$37
Surcharge for applications utilizing lot clustering or flexible yard provisions (percent of initial fee)	10%
Major revision requiring new public hearing	\$3,909
Minor revisions submitted after preliminary approval (not necessitating additional hearings)	\$935
Request for time extension	\$101
Subdivision alterations or subdivision vacations	
With public hearing	\$3,929
Without public hearing	\$1,965
Supplemental fee – a surcharge for applications involving significant environmentally sensitive areas (percentage of total initial fee)	10%
Supplemental fee – remanded applications (percentage of initial fee)	50%
Binding site plan	
Building permit, as-built or site plan review based plan	\$4,915
Conceptual plan	\$5,796
Revision to a preliminary approved plan	\$1,124
Revision to a final binding site plan	\$2,018

Shoreline Management Permit	2016 Fee
Substantial development permit	
Total cost of proposed development:	
Up to \$10,000	\$1,294
>\$10,000 to \$100,000	\$2,588
>\$100,000 to \$500,000	\$6,469
>\$500,000 to \$1,000,000	\$9,704
>\$1,000,000	\$12,938
Single family joint-use dock	\$2,588
Shoreline conditional use permit	
Non-forest practices	\$7,298

Forest practices	\$1,327
Shoreline variance	
Up to \$10,000 project value	\$2,190
>\$10,000 project value	\$7,298
Shoreline re-designation	
Base fee	\$14,597
Per shoreline lineal foot	\$28
Maximum	\$54,740
Shoreline review of other permits or approvals for conditions	\$179
Shoreline exemption	\$279
Supplemental fees	
Request for an extension of a permit, calculated as a percentage of the original permit	20%
Shoreline permit revision, calculated as a percentage of the original permit	20%
Surcharge when public hearing required	12%
Minimum	\$2,070
Permit compliance inspections	
Hourly rate (including travel time)	\$101/hour
Plus per mile	\$0.51/mile

Special Reviews	2016 Fee
State Environmental Policy Act (SEPA) review	
Environmental checklist	
Base fee	\$601
After six hours	\$101/hour
Supplemental Determination of Nonsignificance (DNS), Mitigated Determination of Nonsignificance (MDNS), or Determination of Significance (DS) review	\$101/hour
MDNS deposit	\$1,327
Environmental Impact Statement (EIS) deposit – a percentage of total estimated cost	33%
Draft Environmental Impact Statement (DEIS), Final Environmental Impact Statement (FEIS), Supplemental Environmental Impact Statement (SEIS) or addenda preparation and review costs – including scoping, writing, editing, publishing, mailing, distributing and contract administration:	
All fixed and contract costs, and time costs, per hour	\$101/hour
Post MDNS, DEIS, FEIS or SEIS publication work preparing or consulting on staff reports, permit conditions or public hearing testimony, per hour	\$101/hour
Critical areas review	
Applicants will be eligible for a refund of the portion of the base fee that is less than the city's costs (including consultants, public notice (as necessary) and other associated expenses).	
Review of residential building permits, shoreline permits, individual short subdivision, boundary line adjustments and right-of-way use permits:	
Site review base fee	\$1,011

Plus, per hour	\$101/hour
Review of commercial building permits, grading permits, engineering permits, subdivisions, PUDs, declassifications, variances, conditional use permits and unclassified use permits:	
Site review base fee	\$1,0011
Plus, per hour	\$101/hour
Flood plain determination – certificate of elevation	\$101
Plus, per hour	\$101/hour
Review of mitigation plan compliance, per hour	\$101/hour
Critical areas inspection	\$101/hour
Inspection and monitoring, per hour	\$101/hour
Appeals	
Appeals to the hearing examiner from decisions of the City	\$126*
Departmental review of non-departmental permits	\$101/hour
Review and monitoring of master drainage plans, per hour	\$101/hour
Legal lot status request	\$202

Engineering: General Permitting & Inspections		2016 Fee
Parking review		
New or additional spaces		
First 0-25 spaces		\$23/each space
Next 26-50		\$21/each space
Next 51-75		\$17/each space
Next 76-150		\$17/each space
Anything above 150		\$12/each space
Minimum fee		\$299
Clearing		
0 – 5 site acres		
Base fee		\$74
Hourly fee		No fee
5.1 site acres or more		
Base fee		\$372
Hourly fee		\$101/hour
Field inspections		\$101/hour
Tree removal		\$74
Drainage review		
Residential drainage requirement review base fee		
Small site drainage review		\$241
Targeted drainage review		\$145
Targeted drainage review		\$237
Full drainage review		
Simplex review		\$296
Complex review		\$683
Commercial drainage plan review base fee		\$576
Total distributed area	Targeted drainage review #1, 2 and 3	Full drainage review and targeted drainage review for #4
0 – .50 site acre	\$905	\$1,131
.51 – 1 site acre	\$1,248	\$1,560
1.1 – 2 site acres	\$2,280	\$2,850
2.1 – 5 site acres	\$5,005	\$6,257
5.1 – 10 site acres	\$6,030	\$7,538

More than 10 acres	\$6,713		\$8,391
Traffic impact analysis review			
Level 1 (10 P.M. peak hour trips or less)			\$341
Level 2 (11-75 P.M. peak hour trips)			\$809
Level 3 (Over 75 P.M. peak hour trips)			\$1,618
Road standards/drainage standards variance			\$202
Grading permits for small projects that do not exceed 500 cubic yards (volume and disturbed area) and that do not require engineered drawings as determined by the director.			\$303
Grading permits –all other grading permits (based on the total of the two tables listed below)			
Table 1			
Volume	Base fee		Per 100 cubic yards
0 to 500 cubic yards	\$0	+	\$28.40
>500 to 3,000 cubic yards	\$55	+	\$39.20
>3,000 to 10,000 cubic yards	\$343	+	\$26.10
>10,000 to 20,000 cubic yards	\$2,183	+	\$7.90
>20,000 to 40,000 cubic yards	\$3,355	+	\$2.10
>40,000 to 80,000 cubic yards	\$3,639	+	\$1.40
>80,000 cubic yards	\$4,286	+	\$0.60
Table 2			
Disturbed Area	Base fee	+	Per acre
Up to 1 acre	\$178	+	\$819.40
1.1 to 10 acres	\$385	+	\$614.30
10.1 to 40 acres	\$2,948	+	\$360.80
40.1 to 120 acres	\$10,543	+	\$176
120.1 to 360 acres	\$23,196	+	\$68.70
360.1 acres or more	\$34,552		\$36
Grading plan revision			
Hourly rate			\$101/hour
Grading permit operation monitoring (inspection fee when not associated to a Bond Quantity Worksheet)			
The operation monitoring fee shall be calculated by adding the applicable amount from the Annual Volume Table (below) to an amount equal to \$215 per acre disturbed and not rehabilitated during the monitoring period, to a maximum of \$10,000.			
Annual Volume Table			
Volume deposited or removed	Base fee		Per 100 cubic yards
0 to 3,000 cubic yards	\$0	+	\$102.20
>3,000 to 10,000 cubic yards	\$2,578	+	\$17.20
>10,000 to 20,000 cubic yards	\$3,801	+	\$5.10
>20,000 to 40,000 cubic yards	\$4,327	+	\$2.50
>40,001 cubic yards	\$4,731	+	\$1.50
Reclamation bond release inspection			\$258
Re-inspection of non-bonded actions			\$227
Construction inspections (when associated to a Bond Quantity Worksheet)			
Bond quantities worksheet amount (line T)	Initial fee + additional fee based on bond		

\$0 – \$30,000	\$215 + \$119 / \$1,000 bond
>\$30,000 – 120,000	\$2,278 + \$51 / \$1,000 bond
>\$120,000	\$6,767 + \$14 / \$1,000 bond
Addition inspection after 1 year	\$101/hour
Maintenance bond inspections	
Bond quantities worksheet amount (line T)	Initial fee + additional fee based on bond
\$0 – \$30,000	\$466 + \$15.30 / \$1,000 bond
>\$30,000 – 120,000	\$778 + \$5 / \$1,000 bond
>\$120,000	\$1,179 + \$1.70 / \$1,000 bond

Engineering, Subdivision Plan Review and Inspections	2016 Fee
Short subdivision engineering plan review	
Short subdivision 4 lots or less	
Base fee	\$2,110
Plus per lot	\$211
Short subdivision 5 to 9 lots	
Base fee	\$4,194
Plus per lot	\$211
Additional review in excess of initial fees	\$101/hour
Subdivision engineering plan review	
Subdivision 30 lots or less	
Base fee	\$6,277
Plus per lot	\$34
Subdivision 31 lots or more	
Base fee	\$6,784
Plus per lot	\$17
Revisions and re-submittals	
Each occurrence	\$120
Additional review in excess of initial fees	\$101/hour
Planned unit development engineering plan review	
30 units or less	
Base fee	\$6,277
Plus per unit	\$47
31 units or more	
Base fee	\$6,987
Plus per unit	\$23
Revisions and re-submittals	
Each occurrence	\$120
Additional review in excess of initial fees	\$101/hour
Conceptual binding site plan (including conceptual commercial binding site plan)	
Plan and profile base fee	\$4,177
Revisions and re-submittals	
Each occurrence	\$120
Additional review in excess of initial fees	\$101/hour
Construction inspections (when associated to a Bond Quantity Worksheet)	
Bond quantities worksheet amount (line T)	Initial fee + additional fee based on bond
\$0 – \$30,000	\$215 + \$119 / \$1,000 bond

\$30,001 – 120,000	\$2,278 + \$51 / \$1,000 bond
\$120,001 or more	\$6,767 + \$14 / \$1,000 bond
Addition inspection after 1 year	\$101/hour
Subdivision final approval	
Final short subdivision 4 lots or less	\$1,943
Final short subdivision 5 to 9 lots	\$3,916
Final short subdivision alteration	\$722
Final subdivision 30 lots or less	
Base fee	\$5,889
Plus per lot	\$70
Final subdivision 31 lots or more	
Base fee	\$6,541
Plus per lot	\$48
Subdivision alteration	\$1,089
Modification of a recorded building envelope	\$547
Request for name change	\$194
Final planned unit development	\$4,580
Request for time extension	\$147
Request for name change	\$194
Final building site plan	\$3,115
Subdivision – post final fees	
Maintenance bond inspection	
Bond amount	Initial fee + additional fee based on bond
\$0 – \$30,000	\$466 + \$15.30 / \$1,000 bond
>\$30,000 – 120,000	\$778 + \$5 / \$1,000 bond
>\$120,000	\$1,179 + \$1.70 / \$1,000 bond

Building Permits		2016 Fee
<p>Building permit fees are based on valuation. The table below establishes the permit fee from the valuation. Valuation is determined by type of construction and square footage or from a contractor's bid. The most recent edition of the Building Safety Journal determines the type of construction and square footage factor.</p>		
Total valuation	fee	
\$1 – \$500	\$24	
>\$500 – \$2,000	\$24 for the first \$500 plus \$3.10 for each additional \$100 or fraction thereof, to and including \$2,000.	
>\$2,000 – \$25,000	\$70 for the first \$2,000 plus \$14 for each additional \$1,000 or fraction thereof, to and including \$25,000.	
>\$25,000 – \$50,000	\$396 for the first \$25,000 plus \$10.20 for each additional \$1,000 or fraction thereof, to and including \$50,000.	
>\$50,000 – \$100,000	\$651 for the first \$50,000 plus \$7.10 for each additional \$1,000 or fraction thereof, to and including \$100,000.	
>\$100,000 – \$500,000	\$1005 for the first \$100,000 plus \$6 for each additional \$1,000 or fraction thereof, to and including \$500,000.	
>\$500,000 – \$1,000,000	\$3,259 for the first \$500,000 plus \$5 for each additional \$1,000 or fraction thereof, to and including \$1,000,000.	

>\$1,000,000	\$5,670 for the first \$1,000,000 plus \$4 for each additional \$1,000 or fraction thereof.
Building plan review	
Plan review fees shall be 65% of the building permit fee (this does not include other review type costs). If the plan is a "basic", as determined by the Building Official, the plan check fee shall be 25% of the permit fee.	
Additional plan review required for changes, additions or revisions to plans (minimum charge ½ hour)	\$101/hour
For use of outside consultants for plan review and inspections	Actual costs
Building code change in use or occupancy	Minimum 2 hour inspection charge (\$202) plus actual inspections at hourly rate (\$101/hour)
Mobile homes	
Mobile home permit	\$218
Temporary mobile home permit	\$266
Temporary mobile home for hardship	\$266
Non-insignia mobile home inspection	\$266
Re-Roof permits	
Single family residential	\$95
Commercial and multi-family	Based on permit per fee valuation table
Special review of oversized buildings	\$140
Condominium conversion review	
Project fee	
1 to 30 units	\$674
31 to 99 units	\$1,683
100 or more units	\$3,369
Plus per unit	\$336
Special plan review	\$101/hour
Pre-inspections	
Fire or flood damage	\$314
Minimum housing or other code compliance	\$314
Relocation of structures	\$314
Demolition inspection	\$95
Re-inspection (Ordinance 00-0098)	\$101/hour
Inspections outside of normal hours	\$101/hour
Inspections for which no fee is specifically indicated	\$101/hour
Billboard alteration or relocation site review	\$674
Certification of permit completion	
Temporary occupancy certificate, per building or tenant space	\$287
Final occupancy certification when more than one building permit, each additional building	\$287
Final occupancy certification for individual condominium or other portions of buildings, per unit	\$129
Letter of completion for shell construction permits when more than one building permit, each additional building	\$287
Extension and renewal	
Extensions for final inspection only	
Single family residential	\$101

All other permits	\$101
All other extensions or renewals (including temporary reinstatement)	
Single family residential and all other permits	\$101
Temporary mobile home	\$132
Temporary hardship mobile home	\$120
State Building Code Council surcharge	\$4.50/ building permit \$2.00 dwelling unit after first
Plumbing Permits	
2016 Fee	
Commercial and Multi-family (Non one- and two-family dwellings and townhouses)	Based on actual valuation of all fixtures materials and installation as submitted and determined by the Building Official. When plan review is required, as determined by the Building Official, the plan review fee for all permits will be 65% of the permit fee.
New one- and two-family dwellings and townhouses	\$227/dwelling
Alterations or additions to one- and two-family dwellings and townhouses	Based on the table below
Base fee	\$24
Plus:	
For each plumbing fixture on one trap or set of fixtures on one trap	\$10/each
Roof drain	\$10/each
Electric water heater	\$10/each
Grease trap	\$10/each
Alteration or repair of water piping or water treating equipment	\$10/each
Back flow devices (other than atmospheric vacuum breakers)	\$10/each
Other	\$10/each

Mechanical Permits	
2016 Fee	
Commercial and Multi-family (Non one- and two-family dwellings and townhouses)	Based on actual valuation of all fixtures materials and installation as submitted and determined by the Building Official. When plan review is required, as determined by the Building Official, the plan review fee for all permits will be 65% of the permit fee.
New one- and two-family dwellings and townhouses	\$227/dwelling
Alterations or additions to one- and two-family dwellings and townhouses	Based on the table below
Base fee	\$24
Plus:	
Furnaces	
For the installation or relocation of each forced-air or gravity-type furnace or burner, including ducts and vents attached to such appliance, up to and including 100,000 Btu/h (29.3 kW)	\$15
For the installation or relocation of each forced-air or gravity-	\$18.40

type furnace or burner, including ducts and vents attached to such appliance, over 100,000 Btu/h (29.3kW)	
For the installation or relocation of each floor furnace, including vent	\$15
For the installation or relocation of each suspended heating, recessed wall heater or floor-mounted unit heater	\$15
Appliance vent	
For the installation, relocation or replacement of each appliance vent installed and not included in an appliance permit	\$7.25
Repairs, alterations and additions	
For the repair or alteration of, or addition to each heating appliance, refrigeration unit, cooling unit, absorption unit, or each heating, cooling, absorption or evaporative cooling system, including installation of controls regulated by the Mechanical Code	\$14
Boilers, compressors and absorption systems	
For the installation and relocation of each boiler or compressor to and including 3 horsepower (10.6 kW) to and including 15 horsepower (52.7 kW), or each absorption system to and including 100,000 Btu/h (29.3 kW)	\$15
For the installation and relocation of each boiler or compressor to and including 3 horsepower (10.6 kW) to and including 15 horsepower (52.7 kW), or each absorption system over 100,000 Btu/h (29.3 kW) to and including 500,000 Btu/h (146.6 kW)	\$27
For the installation and relocation of each boiler or compressor over 15 horsepower (52.7 kW) to and including 30 horsepower (105.5 kW), or each absorption system over 500,000 Btu/h (146.6 kW) to and including 1,000,000 Btu/h (512.9 kW)	\$38
For the installation or relocation of each boiler or compressor over 30 horsepower (105.5 kW) to and including 50 horsepower (176 kW), or each absorption system over 1,00,000 Btu/h (293.1 kW) to and including 1,750,000 Btu/h (512.9 kW)	\$56
For the installation or relocation of each boiler or compressor over 50 horse power (176 kW), or each absorption system over 1,750,000 Btu/h (512.9 kW)	\$94
Air handlers	
For each air-handling unit to and including 10,000 cubic feet per minute (cfm) (4719 Us), including ducts attached thereto. Note: this fee does not apply to an air-handling unit which is a portion of a factory-assembled appliance, cooling unit, evaporative cooler or absorption unit for which a permit is required elsewhere in the Mechanical Code)	\$11
For each air-handling unit over 10,000 cfm (4719 Us)	\$18
Evaporative Coolers	
For each evaporative cooler other than the portable type	\$11
Ventilation and exhaust	
For each ventilation fan connected to a single duct	\$8
For each ventilation system which is not a portion of any heating or air conditioning system authorized by a permit	\$11
For the installation of each hood which is served by mechanical exhaust, including the ducts for such hood	\$11

Incinerators		
	For the installation or relocation of each domestic-type incinerator	\$18.20
	For the installation or relocation of each commercial or industrial-type incinerator	\$15
Gas piping	Gas pipe (1-5 outlets)	\$11
	Gas pipe (outlets over 5)	\$1/each
Miscellaneous		
	For each appliance of piece of equipment regulated by the Mechanical Code but not classed in other appliance categories, or for which no other fee is listed in the table	\$11
	Gas water heater	\$11

Transportation Impact Fees*		ITE Code	2016 Fee
	Single family residence	210	\$8,434.02/unit
	Multi-family	220	\$5,462.31/unit
	Per peak hour trip		
	General light industrial	110	\$11.93/sq. ft.
	Manufacturing	140	\$9.01/sq. ft.
	Mini-warehousing	151	\$3.16/sq. ft.
	Condominium/townhouse	230	\$4,581.29/unit
	Mobile home park	240	\$4,926.81/unit
	Hotel	310	\$5,650/unit
	Motel	320	\$4,500.85/unit
	Marina	420	\$1,411.92/berth
	Golf course	430	\$2,298.31/acre
	Movie Theater	444	\$28.79/sq. ft.
	Racquet club	492	\$4.76/sq. ft.
	High School	530	\$4.61/sq. ft.
	Church	560	\$5.81/sq. ft.
	Hospital	610	\$14.10/sq. ft.
	Nursing home	620	\$1,466.32/bed
	General office building	710	\$18.15/sq. ft.
	Medical-dental building	720	\$42.74/sq. ft.
	Shopping center	820	\$9.30/sq. ft.
	Restaurant	932	\$49.66/sq. ft.
	Fast food restaurant without drive through	933	\$64.58/sq. ft.
	Fast food restaurant with drive through	934	\$83.91/sq. ft.
	Gas station	944	\$33,765.80/pump
	Gas station with convenience store	945	\$25,533.86/pump
	Supermarket	850	\$28.62/sq. ft.
	Convenience market	851	\$62.64/sq. ft.
	Drive-in bank	912	\$83.99/sq. ft.
Park Impact Fees*			2016 Fee
	Single family residence		\$2,565/unit
	Multi-family		\$1,677/unit
	Mobile home		\$797/unit

Fire Department Review*	2016 Fee
The fire review fee will be assessed per the approved contract with the Northshore Fire District #16 for all single family, multi-family and commercial projects.	

Limited Right-of-Way Permits	2016 Fee
<p>Type A permit may be issued for activities within the right-of-way which will alter the surface or subsurface of the right-of-way. Examples include:</p> <ul style="list-style-type: none"> <li style="display: inline-block; width: 45%;">• Open cut trenching <li style="display: inline-block; width: 45%;">• Above ground pedestals or utility boxes <li style="display: inline-block; width: 45%;">• Culvert installation <li style="display: inline-block; width: 45%;">• Paving operations in right-of-way <li style="display: inline-block; width: 45%;">• Driveways <li style="display: inline-block; width: 45%;">• Landscaping <li style="display: inline-block; width: 45%;">• Shoulder improvements <li style="display: inline-block; width: 45%;">• Beautification (no fee) <li style="display: inline-block; width: 45%;">• Sidewalks 	
Application fee (includes review and 1 hour inspection)	\$202
Inspections in excess of 1 hour	\$101/hour
<p>Type B permit may be issued for temporary use of the right-of-way (24 hours or less) for activities that will not alter the right-of-way surface or subsurface. Examples include:</p> <ul style="list-style-type: none"> <li style="display: inline-block; width: 45%;">• Parade <li style="display: inline-block; width: 45%;">• Temporary parking <li style="display: inline-block; width: 45%;">• Block party <li style="display: inline-block; width: 45%;">• Temporary storage of dumpster/storage container 	
Application fee (includes review and inspection)	\$76*
<p>Type C permit may be issued for temporary use of the right-of-way (more than 24 hours) for activities that will not alter the right-of-way surface or subsurface. Also includes activities that require traffic plan and traffic plan review. Examples include:</p> <ul style="list-style-type: none"> <li style="display: inline-block; width: 45%;">• Street closures <li style="display: inline-block; width: 45%;">• Commercial activities in the right-of-way <li style="display: inline-block; width: 45%;">• Extended storage in the right-of-way <li style="display: inline-block; width: 45%;">• Right-of-way used as construction site for private development 	
Application fee (includes 1 hour inspection)	\$152*
Inspection in excess of 1 hour	\$101/hour*
Use fee	Fee = (use area) x \$20 per sq. ft. x days of usage/365 or a minimum of \$100, whichever is greater*

Access Right-of-Way Permits*	2016 Fee
Application fee (includes 1 hour review and 1 hour inspection)	\$202*
Review fee in excess of 1 hour	\$101/hour*
Inspection fee in excess of 1 hour	\$101/hour*
Use fee	
Open to the public	No fee
Limited (not open to the public)	Fee = (use area) x value ¹ x 25% or a minimum of \$100 whichever is greater*

¹ value of adjacent land (in area, sq ft) according to the County Assessor records

Encroachment Right-of-Way Permits	2016 Fee
Application fee (includes 1 hour review and 1 hour inspection)	\$202
Review fee in excess of 1 hour	\$101/hour

Inspection fee in excess of 1 hour	\$101/hour
Use fee	Fee = (use area) x value ¹ x No. of Years x 12% or a minimum of \$100 whichever is greater
¹ value of adjacent land (in area, sq ft) according to the County Assessor records	

Utility franchise Right-of-Way Permits*	2016 Fee
Application fee	\$202
Review fee	\$101/hour
Inspection fee	\$101/hour
Use fee	No fee

Annual Use Payment for Use of Right-of-Way*	2016 Fee
Type of Equipment/Facility within the right-of-way	
Separate support structure (such as a monopole or lattice) used solely for wireless antenna, with antenna/receiver transmitter and/or equipment cabinet	\$5,000/year
Antenna/receiver transmitter (on an existing or replacement pole) and equipment cabinet	\$3,000/year
Antenna/receiver transmitter (on an existing or replacement pole) or equipment cabinet, but not both	\$2,000/year

State Route 522 driveway connection permit*	2016 Fee
<p>Fee structure. The following nonrefundable fee structure is established for the processing, review and inspection of the connection permit application. A description of each category can be found in section 12.85.040 of the KMC. Due to the potential complexity of Category II and Category III connection proposals, and required mitigation measures that may involve construction on SR 522, the city may require a developer agreement in addition to the connection permit. The developer agreement may include, but is not limited to: plans; specifications; maintenance requirements; bonding requirements; inspection requirements; division of costs by the parties, where applicable; and provisions for payment by the applicant of actual costs incurred by the city in the review and administration of the applicant's proposal that exceed the required base fees in the following schedule:</p>	
<p>Category I – Base fee for one connection:</p>	
• Agricultural, forest, utility operation and maintenance	\$50
• Residential dwelling units (up to 10)- single connection	\$50/dwelling
• Other, with 100 average weekday vehicle trip ends	\$500
• Fee per additional connection point	\$50
<p>Category II – Base fee for one connection:</p>	
• Less than 1,000 average weekday vehicle trip ends	\$1,000
• 1,000 to 1,500 average weekday vehicle trip ends	\$1,500
• Fee per additional connection point	\$250
<p>Category III - Base fee for one connection:</p>	
• 1,500 to 2,500 average weekday vehicle trip ends	\$2,500
• Over 2,500 average weekday vehicle trip ends	\$4,000
• Fee per additional connection point	\$1,000
Category IV – Base fee per connection:	\$100

Surety Bond. Prior to the beginning of construction of any connection, the city may require the permit holder to provide a surety bond as specified in WAC 468-34-020(3).

Special Event Permit	2016 Fee
Application fee	\$100*

Memorial Sign	2016 Fee
Application fee and sign	\$300*

5. ANIMAL CARE AND CONTROL

Animal License and Registration	2016 Fee
Pet license – dog or cat	
Unaltered	\$60
Altered	\$30
Juvenile pet license – dog or cat	\$15
Discounted pet license – dog or cat	\$15
Replacement tag	\$5
Transfer fee	\$3
Guard dog registration	\$100
Exotic pet	
New	\$500
Renewal	\$250
Service animal	No fee
K-9 police dog	No fee
Late fees	
Received 45-90 days following license expiration	\$15
Received 90-135 days following license expiration	\$20
Received more than 135 days following license expiration	\$30
Received more than 365 days following license expiration	\$30 plus license fee(s) for any previous year pet was unlicensed

Animal Business and Activity Permits	2016 Fee
Hobby kennel and hobby cattery license	\$50
Private animal placement permit	No fee

Civil Penalties	2016 Fee
General	
No previous similar code violation within one year	\$50
One previous similar code violation within one year	\$100
Two previous similar code violation within one year	Double the rate of the previous penalty, up to a maximum of \$1,000.
Vicious animal or animal cruelty violations	
First violation within one year	\$500
Subsequent violations within one year	\$1,000
Dog leash law violations	
First violation within one year	\$25

Additional violation within one year	\$50
Animal abandonment	\$500
Unlicensed cat or dog	
Altered cat or dog	\$125
Unaltered cat or dog	\$250
Service Fees	2016 Fee
Adoptions –including licensing and spaying or neutering or the animal	\$75-\$250 based upon adoptability/animal
Spay or neutering deposit	\$150/animal
Impound or redemption – dogs, cats or other small animals	
First impound within one year	\$45
Second impound within one year	\$85
Third impound within one year	\$125
Impound or redemption – livestock, small	\$45
Impound or redemption – livestock, large	\$45 or actual cost of sheltering, whichever is greater
Kenneling at King County animal shelter – per 24 hours or portion thereof in-field pick-up of an owner’s deceased unlicensed pet or pick-up of an unlicensed pet released voluntarily to the regional animal service section.	\$20
Owner-requested euthanasia (unlicensed pets)	\$50
Optional micro-chipping for adopted pets	\$25

6. MISCELLANEOUS

Type	2016 Fee
NSF (insufficient check)	\$25
Reports, copies, maps, etc.	
Accident reports, case reports	\$0.15/page
Ordinances, resolutions or findings	\$0.15/page
Copies or computer printouts	\$0.15/page
Audio or Electronic duplications	\$5 per tape or CD (other than budget documents)
Recording documents	Actual costs or \$100 minimum, whichever is greater
Note: any maps, plans, blueprints, as-built maps, or budget documents to be provided at cost. Other items not specifically listed will be charged at a rate that will reimburse the City’s total cost of duplicating that item. Additionally, if any requested items are to be mailed, the cost of the envelope and postage shall be charged to the requestor.	
Use of City owned property, other than right-of-way, for event parking, storage or similar use	\$100/day
City Sponsored Event - Vendor Fees	
Food Vendor	\$30/day
Craft Vendor	\$30/day
Non-Profit Booth or Vendor	\$10/day
Public Safety Fees	
First three false alarms	No fee
Fourth and fifth false alarms	\$50 each
Sixth and additional false alarms	\$100 each



City of Kenmore Investment Policy June, 2001

Purpose

To establish the Official Investment Policy of the City of Kenmore for future operations and guidance.

Policy

It is the policy of the City of Kenmore to invest public funds in a manner consistent with the greatest safety and protection for the City's investments. This investing of funds will, while protecting the safety of the principal investment, produce the highest investment return for meeting cash flow requirements of the City and conform to all Washington State statutes, City ordinances and policies governing the investment of public funds.

Scope

This investment policy applies to all financial assets of the City of Kenmore. These funds are accounted for in the City's budget document and include:

Funds – General, Street Operating, Arterial Street, Municipal Capital, Capital Projects, Surface Water Management, Strategic Reserve, Equipment Replacement, any new funds created by the City Council, unless specifically exempted.

Prudence

The standard of prudence to be applied by the Investment Officer in managing the City's overall portfolio shall be the "Prudent Person Rule" which states:

"Investments shall be made with judgment and care, under circumstances then prevailing, which persons of prudence, discretion and intelligence exercise in the management of their own affairs, not for speculation, but for investment, considering the probable safety of their capital as well as the probable income to be derived."

Investment officers acting in accordance with the investment policy and exercising due diligence shall be relieved of personal responsibility for an individual security's credit risk or market price changes, provided deviations from expectations are reported in a timely manner and appropriate action is taken to control adverse developments.

Public Trust

All participants in the investment process will seek to act responsibly as custodians of the public trust. Investment officials shall recognize that the investment portfolio is subject to public scrutiny and evaluation. In addition, the overall investment program shall be designed and administered with a degree of professionalism worthy of the public trust. Investment officials shall also refrain from any transaction that might knowingly impair public confidence in the City's ability to govern effectively.

Objective

The funds of the City of Kenmore will be invested in accordance with the Constitution of the State of Washington, applicable statutes (Revised Code of Washington (RCW)), City ordinances, resolutions, and Council direction. The objectives are listed below in order of importance:

Safety

Safety of principal is the primary objective of the City's investment program. Investments of the City shall be undertaken in a manner that seeks to ensure the preservation of capital in the overall portfolio. To achieve this objective, some diversification may be required in order that potential losses on individual securities do not exceed the income generated from the remainder of the portfolio.

Liquidity

The City of Kenmore's investment portfolio will remain sufficiently liquid to enable the City of Kenmore to meet all operating requirements which might be reasonable anticipated.

Yield

The City of Kenmore's investment portfolio shall be designed with the objective of attaining a market rate of return (as it relates to the performance standards) throughout budgetary and economic cycles, taking into account the City of Kenmore's investment risk and the cash flow characteristics of the portfolio.

Delegation of Authority

The City Manager delegates management responsibility for the investment program to the Finance Director who will act as the City's Investment Officer. The Finance Director shall establish written procedures consistent with this investment policy. Procedures shall include reference to safekeeping, wire transfer agreements, custody agreements and investment related banking service contracts. Such procedures shall include explicit delegations of authority to persons responsible for investment transactions. No person may engage in an investment transaction except as provided under the terms of this policy and the procedures established by the Finance Director. The Finance Director shall be responsible for all transactions undertaken and shall establish a system of controls to regulate the activities of subordinate officials.

Investment Committee

There is hereby created an Investment Committee consisting of the City Manager and Finance Director. The Investment Committee shall meet periodically to determine general strategies and monitor results.

Ethics and Conflicts of Interest

Officials and employees involved in the investment process shall refrain from personal business activity which could conflict with proper execution of the investment program, or which could impair their ability to make unbiased investment decisions. Employees and investment officials shall disclose to the City Council financial interests over \$5,000 in financial institutions that conduct business for the City, and they shall further disclose personal financial/investment positions that could be related to the performance of the City's portfolio. Employees and officers shall subordinate their investment transactions to those of the City, particularly with regard to the timing of purchases and sales.

Authorized Institutions

Authorized financial institutions will be limited to those that meet one or more of the following:

- Financial institutions approved by the Washington Public Deposit Protection Commission; or
- Primary dealers recognized by the Federal Reserve Bank; or
- Non-primary dealers or institutions qualified under U.S. Securities and Exchange Commission Rule 15c3-1, the Uniform Net Capital Rule, and a certified member of the National Association of Securities Dealers.

The Finance Director will ensure each financial institution meets the above criteria.

Authorized and Suitable Investments

The City of Kenmore is empowered to invest in the following types of securities:

- ◆ U.S. Treasury securities maturing in less than ten years;
- ◆ Short-term obligations of U.S. government agencies and instruments approved for investment purposes by the Investment Committee;
- ◆ Fully insured or collateralized certificates of deposit at commercial banks that are approved by the Washington Public Deposit Protection Commission (WPDPC) committee;
- ◆ Banker's Acceptances, purchased in the secondary market and having received the highest rating on the accepting bank's short-term obligations and the two (2) highest ratings on long-term debt by at least two (2) Nationally Recognized Statistical Ratings Organizations;
- ◆ Bonds or warrants of the State of Washington
- ◆ General obligation or utility revenue bonds of counties/cities located within Washington State; or,
- ◆ The State of Washington Local Government Investment Pool.

Authorized Investment Staff

- The Finance Director will direct the city's investment operations and will obtain written approval from the City Manager prior to transacting any business.

Collateralization

- Only securities authorized in statute for the investment of public funds will be accepted as collateral.
- Collateral will be held by a third party with which the entity has a current custodial agreement. A clearly marked evidence of ownership (safekeeping receipt) must be supplied to the entity and retained.
- The right of substitution is granted only upon approval of the entity.

Safekeeping and Custody

All securities transactions entered into by the City of Kenmore shall be conducted on a delivery-versus-payment (DVP) basis. Securities will be held by a financial institution designated by the Finance Director as primary agent to serve as a custodian acting on the City's behalf. The primary agent shall issue a safekeeping receipt to the City listing the specific instrument, rate, maturity, and all other pertinent information. All securities purchased by the City of Kenmore shall be properly designated as an asset of the city, and no withdrawal of such securities, in whole or in part, shall be made from safekeeping except by the Finance Director as authorized herein, or by the Director's designee.

The City of Kenmore will execute custodial agreements with its banks or other custodial agents, which are chartered by the United States government or the State of Washington. Such agreements will include letters of authority from the City, details as to responsibilities of each party, notification of security purchases, sales and delivery agreements.

Diversification by Financial Institution, Security Type and Maturity

The City of Kenmore will diversify its investments by security type, institution and maturity. Diversification will include the following limits:

Security Type	Portfolio Max. With One Fin. Inst.	Portfolio Max.	Maturity Max.
Banker's Accep. (BA)	10%	20%	Five years
Cert. Of Dep. (CD)	35%	90%	Five years
U.S. Treasuries	100%	90%	Ten years
U.S. Agencies	100%	90%	Five years
State of WA bonds	30%	20%	Five years
Local Govt. Bonds	30%	10%	Five years
State Pool (LGIP)	100%	100%	N/A

The average length of maturity will not exceed two years.

Internal Controls

The Finance Director shall establish an annual process of independent review by the State Auditor's Office or an external auditor. This review will provide internal control by assuring compliance with policies and procedures.

Performance Standards

The investment portfolio will be designed toward conservative and passive investments. The performance shall consider the City's investment risk constraints and cash flow needs. Maturities of investments shall be kept relatively shorter in periods of rising interest rates and relatively longer in periods of declining interest rates. Given this investment strategy, the City will use as investment yield benchmarks, the Federal Funds rate, the six-month U.S. Treasury bill rate, and the average rate of return from the Local Government Investment Pool (LGIP) of the State of Washington. The benchmarks will be the weighted-average of the following:

<i>Portfolio Component</i>	<i>Benchmark</i>
Certificates of Deposit	LGIP
LGIP	Federal Funds rate
Other securities	6-Month T-Bill

Reporting

The Finance Director is charged with the responsibility of including a quarterly market report on the investment activity. The report will include:

1. Recent market conditions;
2. Investment strategies employed in the most recent quarter;
3. Portfolio investment securities, maturities, and other features;
4. Investment return compared to the target rate of return and budgetary expectations.

Investment Policy Adoption

The City of Kenmore's investment policy shall be adopted by resolution of the City Council. Staff shall review the policy at least every two years and proposed changes will be submitted to the City Council.

City of Kenmore, Washington Investment Policy Glossary

BANKER'S ACCEPTANCE (BA): A draft or bill or exchange accepted by a bank or trust company. The accepting institution guarantees payment of the bill, as well as the issuer.

BROKER: A broker brings buyers and sellers together for a commission.

CERTIFICATE OF DEPOSIT (CD): A time deposit with a specific maturity evidenced by a certificate. Large denomination CD's are typically negotiable.

COLLATERAL: Securities, evidence of deposit or other property, which a borrower pledges to secure repayment of a loan. Also refers to securities pledged by a bank to secure deposits of public monies.

DELIVERY VERSUS PAYMENT (DVP): An exchange of money for the securities.

DIVERSIFICATION: Dividing investment funds among a variety of securities offering independent returns.

FEDERAL DEPOSIT INSURANCE CORPORATION (FDIC): A federal agency that insures bank deposits, currently up to \$100,000 per deposit.

FEDERAL FUNDS RATE: The rate of interest at which Fed funds are traded (bank to bank.) This rate is currently pegged by the Federal Reserve throughout openmarket operations.

LIQUIDITY: A liquid asset is one that can be converted easily and rapidly into cash without a substantial loss of value.

LOCAL GOVERNMENT INVESTMENT POOL (LGIP): The aggregate of all funds from political subdivisions that are placed in the custody of the State Treasurer for investment and reinvestment.

MATURITY: The date upon which the principal of an investment becomes due and payable.

PORTFOLIO: Collection of securities held by an investor.

PRUDENT PERSON RULE: An investment standard. This is a legal term that means the trustee may invest in a security if it is one which would be bought by a prudent person of discretion and intelligence seeking a reasonable income and preservation of capital.

QUALIFIED PUBLIC DEPOSITORIES: A financial institution which does not claim exemption from the payment of any sales or compensating use or ad valorem taxes under the laws of this state, which has segregated for the benefit of the commission eligible collateral having a value of not less than its maximum liability and which has been approved by the Public Deposit Protection Commission to hold public deposits.

RATE OF RETURN: The yield obtainable on a security based on its purchase price or its current market price. This may be the amortized yield to maturity on a bond.

City of Kenmore, Washington Investment Policy Glossary

SAFEKEEPING: A service to customers rendered by banks for a fee whereby securities of all types and descriptions are held in the bank's vaults for protection.

SAFETY: Protecting the principal amount of a security; ensuring the loss risk is very low.

SECURITIES & EXCHANGE COMMISSION: An agency created by Congress to protect investors in securities transactions by administering securities legislation.

SEC RULE 15c3-1: See Uniform Net Capital Rule.

TREASURY BILLS: A non-interest bearing discount security issued by the U.S. Treasury to finance the national debt. Most bills are issued at three, six or twelve months.

TREASURY BONDS: Long-term coupon-bearing U.S. Treasury securities issued as direct obligations of the U.S. Government and having initial maturities from two to ten years.

UNIFORM NET CAPITAL RULE: Securities & Exchange Commission requirement that member firms as well as nonmember broker-dealers in securities maintain a maximum ratio of indebtedness to liquid capital of 15 to 1; also call net capital rule and net capital ratio. Indebtedness covers all money owed to a firm, including margin loans and commitments to purchase securities. Liquid capital includes cash and assets easily converted into cash.

YIELD: The rate of annual income return on an investment, expressed as a percentage. Income yield is obtained by dividing the current dollar income by the current market price for the security. The yield to maturity is the current income yield minus any premium or plus any discount from par in the purchase price, with the adjustment spread over the period from the date of purchase to the date of maturity of the bond.

City of Kenmore
Glossary and Acronyms

ACCOUNTING SYSTEM: The total set of records and procedures which are used to record, classify and report information on the financial status and operations of an entity.

ACCRUAL BASIS OF ACCOUNTING: The method of accounting under which revenues are recorded when they are earned (whether or not cash is received at that time) and expenditures are recorded when goods and services are received (whether cash disbursements are made at that time or not).

AD VALOREM TAXES: A tax levied on the assessed value of real property.

ALLOCATION: To set aside or designate funds for specific purposes. An allocation does not authorize the expenditure of funds.

APPROPRIATION: An authorization made by the City Council, which permits officials to incur obligations against, and to make expenditures of governmental resources. Appropriations are usually made for fixed amounts and are typically granted for a one-year period.

APPROPRIATIONS ORDINANCE: The official enactment by the City Council establishing the legal authority for City officials to obligate and expend resources.

ARCH: A Regional Coalition for Housing created by Eastside cities and King County, Washington to preserve and increase the supply of housing for low- and moderate-income households.

ASSESSED VALUATION: The estimated value placed upon real and personal property by the King County Assessor as the basis for levying property taxes.

ASSIGNED FUND BALANCE: Amounts in the *assigned* fund balance classification are intended to be used by the government for specific purposes, but do not meet the criteria to be classified as restricted or committed. In governmental funds other than the general fund, assigned fund balance represents the remaining amount that is not restricted or committed.

AUDIT: A systematic examination of resource utilization concluding in a written report. It is a test of management's internal accounting controls and is intended to: a) ascertain whether financial statements fairly represent the entity's financial position and result of operations; b) test whether transactions have been legally performed; c) identify areas for possible improvements in accounting practices and procedures; d) ascertain whether transactions have been recorded accurately and consistently; and e) ascertain the stewardship of officials responsible for governmental resources.

BARS: Budgeting and Accounting Reporting System for the State of Washington.

BASE BUDGET: Ongoing expense for personnel, contractual services, and the replacement of supplies and equipment required to maintain service levels previously authorized by the City Council.

City of Kenmore
Glossary and Acronyms

BOND ANTICIPATION NOTE (BAN): Notes issued in anticipation of bonds.

BUDGET: (Operating) A plan of financial operation embodying an estimate of proposed expenditures for a given period (typically a fiscal year) and the proposed means of financing them (revenue estimates). The term is also sometimes used to denote the officially approved expenditure limits by which the City and its departments operate.

BUDGET CALENDAR: The schedule of key dates or milestones which the City follows in the preparation and adoption of the budget.

BUDGET DOCUMENT: An official written document which functions as a policy document, an operational guide, a communications device and a legally required financial planning tool for the City Council, the citizens, and other interested parties.

CAPITAL ASSETS: Assets of significant value, usually over \$15,000, and having a useful life of several years. Capital assets are also called fixed assets and may include land, building, equipment, fixtures, furniture and improvements.

CAPITAL IMPROVEMENT PROGRAM (CIP): A plan of proposed capital expenditures and the means of financing them. The capital improvement program may be enacted as part of the complete annual budget, including both operating and capital outlays. The capital improvement program is based on the Capital Facilities Element of the Comprehensive Plan. Also Known as the Capital Facilities Plan (CFP) or Capital Budget.

CAPITAL OUTLAY: Expenditures which result in the acquisition of, or additions to, fixed assets. Examples include: land, buildings, machinery and equipment, and construction projects.

CASH BASIS OF ACCOUNTING: The method of accounting that records revenues only when they are actually received and expenditures only when cash is paid.

COMMITTED FUND BALANCE: Is a classification which includes amounts that can be used only for the specific purposes determined by a formal action of the government's highest level of decision-making authority.

CONGESTION MANAGEMENT & AIR QUALITY (CMAQ). These are federal grant funds that require a twenty-percent (20%) local match. Funds must be used on transportation projects that are intended to improve air quality.

CONTINGENCY: A budgetary reserve for emergencies or unforeseen expenditures for which specific appropriations have not been possible.

CONSUMER PRICE INDEX (CPI): Published by the Bureau of Labor Statistics, it produces monthly data on changes in the prices paid by urban consumers for a representative basket of goods and services.

City of Kenmore
Glossary and Acronyms

COST CENTER: An organizational budget/operating unit or division within the General Fund.

CURRENT EXPENSE FUND: The fund used to pay the expenses and liabilities of the City's general operations, services and programs, commonly called the General Fund.

DEBT LIMITATION: For general municipal purposes, the City is limited to non-voted debt of 1.5% of the value of taxable property within the City. With a 60% majority vote, the City may issue debt of up to 2.5% of the value of taxable property for general purposes. With voter approval, the City may also issue debt of up to an additional 2.5% for municipal utilities, and an additional 2.5% for acquiring or developing open space and parks facilities.

DEFICIT: An excess of expenditures over revenues.

DELINQUENT TAXES: Taxes remaining unpaid on and after the date to which a penalty for nonpayment is attached. Even though the penalty may be subsequently waived and a portion of the taxes may be abated or canceled, the unpaid balances continue to be delinquent taxes until abated, canceled, paid or converted into tax liens.

DESIGNATED FUND BALANCE: A portion of unreserved fund balance designated for a specific future use.

DIRECT DEBT: The sum of total bonded debt plus any unfunded debt for which the City has pledged its full faith and credit. This does not include the debt of overlapping jurisdictions.

DOUBLE BUDGETING: The result of having funds or departments within a government purchase services from one another rather than from outside vendors. When internal purchasing occurs, both funds must budget the expenditure (one to buy the service and the other to add the resources to its budget so they have something to sell). This type of transaction results in inflated budget values because the same expenditure dollar is budgeted twice; once in each fund's budget. The revenue side of both funds is similarly inflated.

ENCUMBRANCE: The legal commitment of appropriated funds to purchase an item or service. To encumber funds means to set aside or commit funds for a future expenditure.

ENDING FUND BALANCE: The cash balance remaining at the end of the year available for appropriation in future years.

ENTERPRISE FUND: A governmental accounting fund in which the services provided are financed and operated similarly to those of a private business.

ESCA: Emergency Services Coordinating Agency whose mission is to coordinate and assist member cities to be better prepared for disaster through mitigation, preparedness, response and recovery activities.

City of Kenmore
Glossary and Acronyms

EXPENDITURES: Where accounts are kept on the accrual or modified accrual basis of accounting, the cost of goods received or services rendered whether cash payments have been made or not. Where accounts are kept on a cash basis, expenditures are recognized only when the cash payments for the above purposes are made.

FEDERAL EMERGENCY MANAGEMENT AGENCY (FEMA): An agency that provides funding for hazard mitigation and disaster recovery.

FIDUCIARY FUND TYPE: The trust and agency funds used to account for assets held by the City in a trustee capacity.

FISCAL YEAR: A twelve (12) month period designated as the operating year by an entity. For the City of Kenmore, the fiscal year is the same as the calendar year (also called budget year).

FIXED ASSETS: Long-lived tangible assets obtained or controlled as a result of past transactions, events or circumstances. Fixed assets include buildings, equipment, improvements other than buildings, and land.

FTE: Full-time equivalent; the number of commensurable hours equivalent to those of a regular, full-time employee (2,080 hours per year).

FUND: An independent fiscal and accounting entity with a self-balancing set of accounts recording cash and/or other resources together with all related liabilities, obligations, reserves, and equities which are segregated for the purpose of carrying on specific activities or attaining certain objectives.

FUND BALANCE: Fund balance (or fund equity) is an accumulation of revenues minus expenditures. Each fund maintained by the city has a fund balance.

GAAP: Generally Accepted Accounting Principles is a term used to refer to the standard framework of guidelines for financial accounting used in any given jurisdiction; generally known as Accounting Standards.

GASB: Governmental Accounting Standards Board whose mission is to establish and improve standards of state and local governmental accounting and financial reporting.

GENERAL FUND: The fund supported by taxes, fees, and other revenues that may be used for any lawful purpose.

GENERAL OBLIGATION BONDS: Also known as GO Bonds, are used to finance a variety of public projects such as streets, buildings, and capital improvements. Bonds are repaid from excess property taxes and are backed by the full faith and credit of the issuing government. The issuance of Unlimited General Obligation Bonds must be submitted to voters for approval. The City can also issue Councilmanic General Obligation Bonds which are non-voted.

City of Kenmore
Glossary and Acronyms

GFOA: Government Finance Officers Association

GRANT: A contribution of assets (usually cash) by one governmental unit or other organization to another. Typically, these contributions are made to local governments from the State and Federal governments. Grants are usually made for specified purposes.

HMA: Hot mix asphalt, a type of asphalt pavement.

IPD: Implicit Price Deflator which is an index used by the State to determine allowable annual growth in inflation for the purposes of property tax calculations.

INFRASTRUCTURE: The underlying foundation, especially the basic installations and facilities, on which the continuance and growth of a jurisdiction depends, i.e., streets, roads, sewer, and water systems.

INTERNAL SERVICE FUND: Funds used to account for the financing of goods or services provided by one department or agency to other departments or agencies of the City, or to other governments, on a cost-reimbursement basis.

KMC: Kenmore Municipal Code.

LEED: Leadership in Energy & Environmental Design is an internationally recognized green building certification system, providing third-party verification that a building or community was designed and built using strategies intended to improve performance in metrics such as energy savings, water efficiency, CO₂ emissions reduction, improved indoor environmental quality, and stewardship of resources and sensitivity to their impacts.

LEVY: (1) To impose taxes, special assessments or service charges for the support of governmental activities. (2) The total amount of taxes, special assessments or service charges imposed by a government.

LEVY LID: A statutory restriction on the annual increase in the amount of property tax a given public jurisdiction can assess on regular or excess levies.

LID: LOCAL IMPROVEMENT DISTRICT is a district formed to provide any improvement it has the authority to provide, impose special assessments on all property specially benefited by the improvement, and issue special assessment bonds or revenue bonds to fund the costs of the transportation improvements.

LID: LOW IMPACT DEVELOPMENT is an approach to land development (or re-development) that works with nature to manage storm water as close to its source as possible.

MILL: The property tax rate, which is based on the valuation of property. A tax rate of one mill produces one dollar (\$1) of taxes on each \$1,000 of property valuation.

City of Kenmore
Glossary and Acronyms

MITIGATION FEES: Contributions made by developers toward future improvements of City facilities resulting from the additional demand on the City's facilities generated from a development.

MODIFIED ACCRUAL BASIS: The basis of accounting under which expenditures (other than accrued interest on long-term debt) are recorded at the time liabilities are incurred, and revenues are recorded when measurable and available to extinguish current liabilities.

MODIFIED CASH BASIS: The cash basis of accounting adjusted for Washington State statutes RCW 35.33.151 and RCW 35A.33.150 that require cities to keep their books open in order to pay December bills by the following January 20.

MRSC: The Municipal Research and Services Center is a private, nonprofit organization based in Seattle, Washington whose mission is to promote excellence in Washington local government through professional consultation, research and information services.

NON-OPERATING EXPENSE: An expense which is not directly related to the provision of the services, such as debt repayments.

NON-OPERATING REVENUE: Revenue which is generated from other sources not directly related to service activities, such as investment interest.

NONSPENDABLE FUND BALANCE: The portion of fund balance represented by amounts such as the value of inventories which are considered to be nonspendable.

NPDES: As authorized by the Clean Water Act, the National Pollutant Discharge Elimination System (NPDES) permit program controls water pollution by regulating point sources that discharge pollutants into waters of the United States.

NPRSA: Northshore Parks & Recreation Service Area.

OPERATING FUNDS: Resources derived from recurring revenue sources used to finance ongoing operating expenditures and pay-as-you-go capital projects.

OPERATING TRANSFER: Routine and/or recurring transfers of assets between funds.

ORDINANCE: A statute or regulation enacted by City Council.

OTHER SERVICES AND CHARGES: A basic classification for services, other than personnel services, which are needed by the City. This item includes professional services, communication, travel, advertising, rentals and leases, insurance, public utility services, repairs and maintenance, and miscellaneous.

PARK IMPACT FEES: A charge to be paid by new development for its "fair share" of the system improvements cost of parks and recreational facilities that are required to serve the development (RCW 82.02.050-090).

City of Kenmore
Glossary and Acronyms

PBB: Priority-based budgeting, a mission- and results-driven process for reassessing budget priorities in order to make sound, long-term funding decisions.

PERFORMANCE MEASURES: Specific quantitative and qualitative measures that provide a means of analyzing the effectiveness and efficiency of a work product.

PERS: Public Employees Retirement System provided by the State of Washington.

PERSONNEL BENEFITS: Those benefits paid by the City as part of the conditions of employment. Examples include insurance and retirement benefits.

PROGRAM: A specific and distinguishable unit of work or service performed.

PROS: Park, Recreation and Open Space Plan

PUBLIC FACILITIES: The capital owned or operated by the City or other governmental entities.

PSRC: Puget Sound Regional Council which is a council of governments representing the Puget Sound region of western Washington to assist member agencies with the administration of government, community development, planning of municipal facilities, and road improvements.

RCW: Revised Code of Washington.

REET: (Real Estate Excise Tax): A tax upon the sale of real property from one person or company to another.

RESERVE: An account used to indicate that a portion of the fund equity is legally restricted for a specific purpose.

RESOLUTION: A formal statement of a decision or expression of an opinion of the City Council.

RESOURCES: Total dollars available for appropriations, including estimated revenues, fund transfers, and beginning fund balances.

RESTRICTED FUND BALANCE: The *restricted* fund balance category includes amounts that can be spent only for the specific purposes stipulated by constitution, external resource providers, or through enabling legislation.

REVENUE: Income received by the City in support of a program of services to the community. It includes such items as property taxes, fees, user charges, grants, fines and forfeits, interest income, and miscellaneous revenue.

City of Kenmore
Glossary and Acronyms

REVENUE ESTIMATE: A formal estimate of how much revenue will be earned from a specific revenue source for some future period; typically, a future fiscal year.

SALARIES AND WAGES: Amounts paid for personal services rendered by employees in accordance with rates, hours, terms and conditions authorized by law or stated in employment contracts. This category also includes overtime and temporary help.

SUPPLEMENTAL APPROPRIATION: An appropriation approved by the Council after the initial budget appropriation.

SUPPLIES: A basic classification of expenditures for articles and commodities purchased for consumption. Examples include office and operating supplies, fuel, power, water, gas, and small tools and equipment.

SURFACE TRANSPORTATION PROGRAM (STP). Available grants for transportation construction projects. These funds are allocated by the State and Federal block grants to cities and counties.

TAP: Transportation Alternatives Program, which provides funding for programs and projects defined as alternatives, such as pedestrian and bicycle facilities, recreational trail program projects, and safe routes to school projects.

TAX: Charge levied by a government to finance services performed for the common benefit.

TAX ANTICIPATION NOTES (TANS): Notes issued in anticipation of taxes, which are retired usually from taxes collected (typically used by school districts).

TAX LEVY ORDINANCE: An ordinance through which taxes are levied.

TBD: Transportation Benefit District is a quasi-municipal corporation with independent taxing authority, including the authority to impose property taxes and impact fees for transportation purposes.

TIB: Transportation Improvement Board.

TIP: Transportation Improvement Plan is required to be prepared annually and prioritizes transportation projects and potential funding sources.

TMDL: Total Maximum Daily Load is a calculation of the maximum amount of a pollutant that a water body can receive and still safely meet water quality standards.

TRANSPORTATION IMPACT FEES: A charge to be paid by new development for its "fair share" of the system improvements cost of parks and recreational facilities that are required to serve the development (RCW 82.02.050-090).

City of Kenmore
Glossary and Acronyms

UNASSIGNED FUND BALANCE: This is the residual classification for the government's general fund and includes all spendable amounts not contained in the other classifications (assigned, unassigned, committed, restricted, nonspendable). In other funds, the unassigned classification should be used only to report a deficit balance resulting from overspending for specific purposes for which amounts had been restricted, committed, or assigned.

WSDOT: Washington State Department of Transportation