City of Kenmore

City of Kenmore - 18120 68th Avenue NE - P.O. Box 82607 - Kenmore, WA 98028
Phone: 425-398-8900 - Fax: 425-481-3236 - E-mail: cityhall@kenmorewa.gov

City of Kenmore
City Council Special Meeting Agenda
6:00 p.m., Monday, October 6, 2014
Kenmore City Hall, Council Chambers
18120 68th Ave. NE, Kenmore, WA 98028

If you have any questions or to confirm agenda items prior to the meeting, or if you require special accommodations, please call the City Clerk at 425-398-8900. You may also stop by City Hall at 18120 68th Avenue NE, Kenmore. Council agendas are also available on our website at www.kenmorewa.gov.

I. 6:00 p.m. - CALL SPECIAL MEETING TO ORDER

II. EXECUTIVE SESSION
Pursuant to RCW 42.310.110(1)(I), Potential Litigation and RCW 42.30.110(1)(c), Property Disposition

III. POSSIBLE ACTION RELATING TO EXECUTIVE SESSION

IV. 7:00 p.m. - CONSENT AGENDA

A. Receive and File City of Kenmore August 2014 Financial Report
Agenda Bill & Attachment

V. BUSINESS AGENDA

A. Presentation of the Resource Alignment Diagnostic Tool by the Center for Priority Based Budgeting - Joanne Gregory, Finance & Administration Director, with Jon Johnson and Chris Fabian, Co-Founders of CPBB
Agenda Bill
Resource Alignment Diagnostic Model - Kenmore
PowerPoint Presentation

B. Estimates of Revenue and Expenditures for Current 2013-2014 Budget and Preliminary 2015-2016 Budget - Joanne Gregory, Finance & Administration Director, and Rob Karlinsey, City Manager
Agenda Bill

C. Approve Revised Puget Sound Clean Air Agency Agreement, Contract No. 14-C1261 - Bryan Hampson, Development Services Director
Agenda Bill & Attachment

VI. STAFF REPORT

VII. COUNCILMEMBER REPORTS & COMMENTS

VIII. ADJOURNMENT

Upcoming Meetings:

Tues., October 7, 2014	Planning Commission Regular Meeting	7:00 p.m.
Mon., October 13, 2014	City Council Special & Regular Meeting	6:30 p.m.
Tues., October 14, 2014	Planning Commission Regular Meeting	7:00 p.m.
Thurs., October 16, 2014	Meet the Town Green Developer	7:30-8:30 p.m.

City Council Business Agenda Item
City of Kenmore, WA

Subject/Topic: August 2014 Financial Report Presentation	For Council Meeting Agenda of: October 6, 2014 Department: Finance and Administration Prepared by: Joanne Gregory Initial & Date Approved by Department Head: JMG 9/25/14 Approved by City Attorney: Approved by Finance Director: JMG 9/25/14 Approved by City Manager:
Proposed Council Action/Motion: Receive and File August 2014 Financial Report for the City of Kenmore, Washington	Exhibits/Attachments: August 2014 Financial Report for the City of Kenmore, Washington.

Expenditure Required N/A	Amount Budgeted $53,651,122 Revenues, as amended $55,617,808 Expenditures, as amended	Appropriation Required N/A

INFORMATION/BACKGROUND:
The August 2014 monthly financial report is presented for Council review. This provides the opportunity for the City Council and the community to receive information on the City of Kenmore's biennium to date revenues and expenditures in comparison to the City's 2013-2014 amended biennial budget. The adopted budget was amended on March 25, 2013, December 2, 2013, and May 12, 2014 and this report reflects the amended appropriations. It also provides an opportunity to identify any potential variances or fluctuations from the budget.

FISCAL CONSIDERATION:
August marks the 20th month of the 24 month 2013-2014 biennium and, as a benchmark, the City is 83% through the budget period. The monthly schedules attached include the Transportation Benefit District Fund for informational purposes although it is a separate entity.
As of the end of August, the national unemployment rate was 6.1% and the Dow Jones closed down from June at 17,097.

COUNCIL GOAL/BUDGET OBJECTIVE BEING ADDRESSED:
Kenmore Budget Policy 9a: A revenue/expenditure report will be produced monthly so that it can be directly compared to the actual results of the fiscal year to date. Kenmore Budget Policy 9b: All budget amendments, both revenues and expenditures, will be noted in the monthly report.

i:\admin & finance\monthly reports\2014\aug ab summary.docx

The City of Kenmore
PO Box 82607
Kenmore, Washington 98028

MEMORANDUM

TO: Rob Karlinsey, City Manager
FROM: Joanne Gregory, Finance Director
DATE: September 16, 2014
RE: August 2014 Financial Reports for the City of Kenmore, Washington

August 2014 financial information is presented for your review and delivery to the City Council. Attached you will find the following reports:

- General Fund Summary
- General Fund Revenue Graphs
- General Fund Expenditure Graphs
- All Funds Cash Summary
- Street Fund Summary - New
- Other Funds Monthly Activity
- Cash and Investment Report
- Schedule of Investments
- Sales Tax Receipts by Business Type
- Retail Sales and Use Tax Distribution
- Real Estate Excise Tax Report
- Monthly Report for Kenmore Village
- Report for Transportation Benefit District

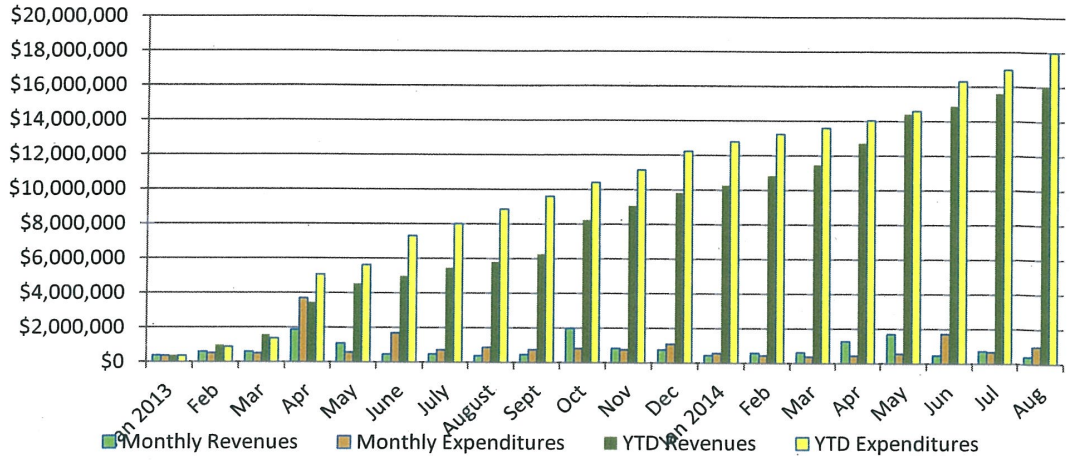
If you would like additional information or have any questions regarding the financial reports, please feel free to contact me.

GENERAL FUND

The first section of the monthly financial report is a review of the General Fund. This fund accounts for operational activities and includes all financial resources except those required or elected to be accounted for in another fund. Revenues include various taxes, per capita distributions from the State, fines and forfeitures, permits and licenses, and fees for service. In the context of the biennial budget, August is the twentieth month (83%) of the 2013-2014 biennial budget period. For the month of August, expenditures exceeded revenues in the General Fund by $582,762. Biennium expenditures exceed revenue by $1,973,518, however removing the one-time $2.5M transfer to the Strategic Opportunities Fund from the comparison shows that biennium to date revenues exceed expenditures by $526,482.

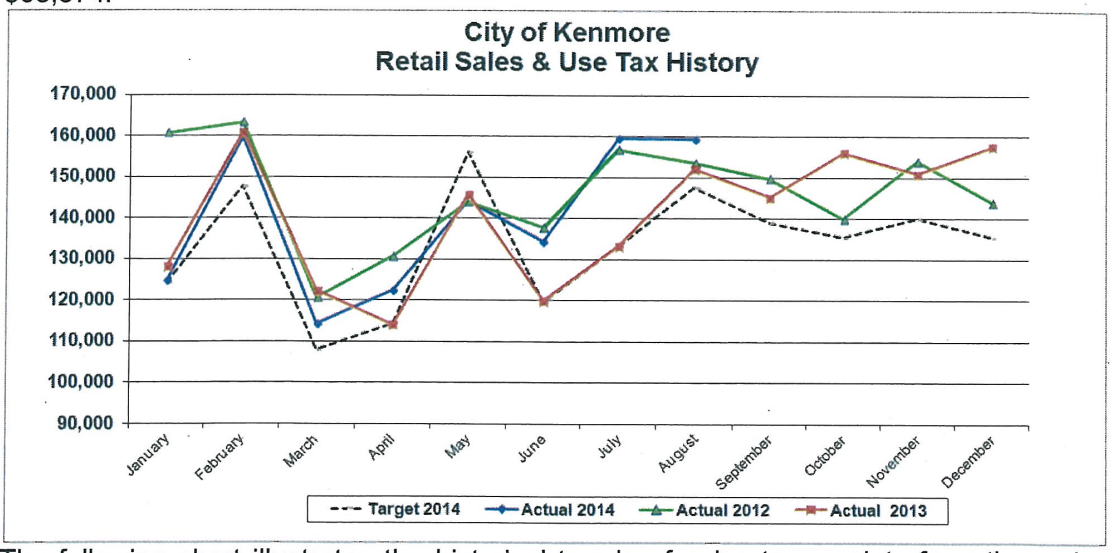
The following chart illustrates the monthly revenue and expenditure activity in the General Fund through August 2014.

City of Kenmore, Washington
Monthly Financial Report
August 2014



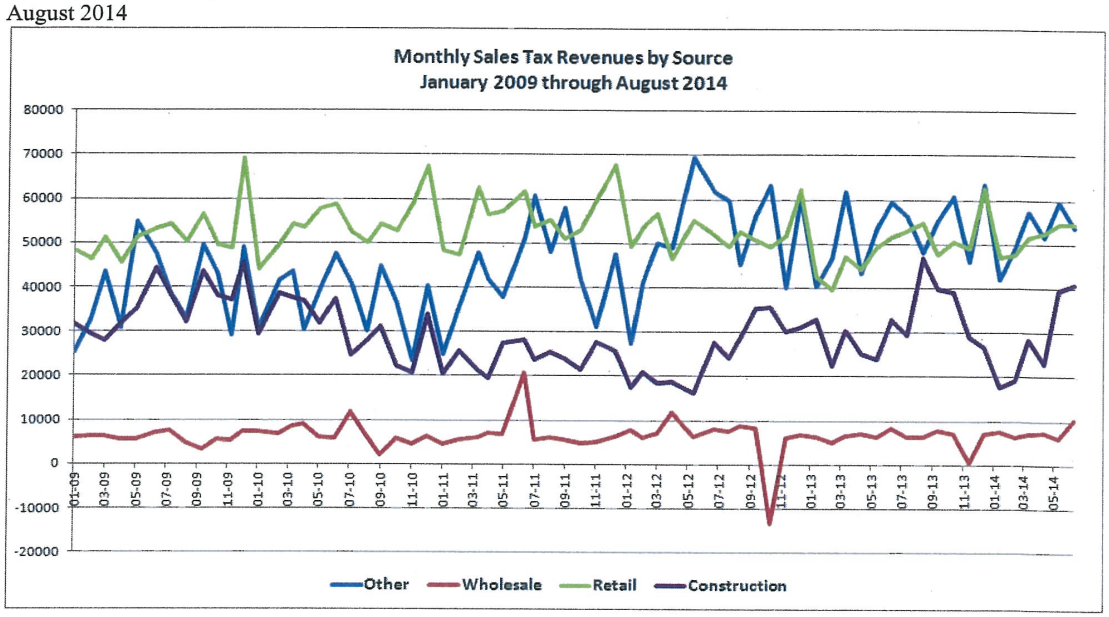
Total **revenues** for the month were **$411,515.** Biennium to date revenues are $16,016,479 which is 83% of the budgeted revenues of $19,234,471. Primary sources of revenue for the month included property taxes in the amount of $17,774, development fees & permits in the amount of $93,969, retail sales and use taxes in the amount of $159,390, and utility taxes in the amount of $92,549.

A summary of sales tax revenues received in August is attached. These receipts are based on June sales activity. The chart below gives a historical perspective of monthly sales tax receipts over the last several years. The black dotted Target 2014 line is a monthly average of actual receipts during 2011, 2012, and 2013. The blue line represents 2014 actual receipts, which are $43,459 above 2013, and ahead of budget by $68,374.

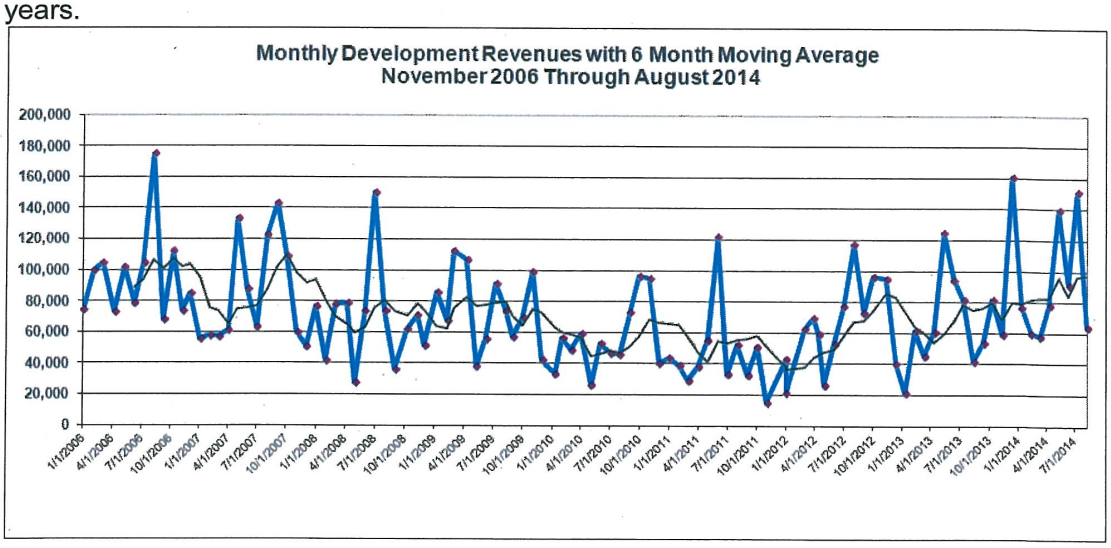


The following chart illustrates the historical trends of sales tax receipts from the major segments: construction, retail, wholesale, other (agriculture, services, manufacturing, transportation and utilities) from January 2009 through August 2014.

City of Kenmore, Washington
Monthly Financial Report
August 2014



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



August 2014 expenditures were **$994,277.** Biennium to date expenditures are $17,989,997, which is 81% of the amended budget expenditures of $22,156,570, a high percentage due to the $3M interfund transfers recorded in April 2013. Removing the one-time $2.5M transfer to the Strategic Opportunities Fund from the expenditure balance indicates that expenditures are right at 70% of the biennial budget.

The August cash activity for all funds is presented on the attached All Funds Cash Summary. Total City cash ($7,307,953) and long term investments ($11,064,893), at the end of August, totaled $18,372,846. The Other Funds Monthly Activity graphs compare biennium to date revenues and expenditures to the 2013-2014 biennial budget.

Total non-General Fund revenues were $185,698 and total non-General Fund expenditures were $1,730,617.

In the **Street Fund** revenue from gas tax distributions was $36,515. The attached Street Fund Summary Report is a new report that illustrates the monthly and budget-to-date activity of the fund. There was $36,342 in overlay expenditures and $103,681 in expenditures for the Rectangular Rapid Flashing Beacons (RRFB) located throughout the City.

In the **Transportation Capital Fund** there was $669,682 in SR 522 West A expenditures for purchasing ROW & easements in the construction area. There was also $219,511 of expenditures for Citywide Safety Improvement projects.

There was $2,537 in revenues for the **Park Impact Fee** fund during the month of August. The revenues are at 126% of the budget.

There was $8,434 in revenues for the **Transportation Impact Fee** fund during the month of August. The revenues are at 97% of the budget. There are adequate funds available for the projects currently budgeted and proposed in the CIP.

The **Real Estate Excise Tax** Fund received $92,932 of real estate excise taxes (REET) in August from sales activity that occurred in July. 57 transactions were reported this month. Biennial to date revenue exceeds the 2013-14 budget by $541,303.

The **Transportation Benefit District** Fund received $22,592 in vehicle license fees during the month bringing the biennium to date revenues to $368,652 which is 69% of the $535,000 budgeted for biennium.

The **Surface Water Fund** revenues are tracking ahead of budget (78%) and operating expenditures are at 54%.

SUMMARY

This concludes the financial report for the City of Kenmore as of **August 31, 2014**. I appreciate your feedback and encourage you to contact me if you have any questions prior to the City Council meeting.

City of Kenmore, Washington
General Fund Summary Report
August 31, 2014

	CURRENT PERIOD 2013-2014				PRIOR PERIOD 2011-2012			
	MONTH August 2014	BIENNIUM TO DATE 2013-2014	% of BUDGET	BUDGET 2013-2014	CURRENT August 2012	BIENNIUM TO DATE 2011-2012	% of BUDGET	BIENNIUM BUDGET 2011-2012
REVENUES								
Beginning Fund Balance		5,539,954		5,338,942				4,941,884
Property Taxes	17,774	6,649,513	77.8%	8,542,053	7,444	6,376,049	77.2%	8,254,387
Sales and Use Taxes	204,689	3,596,725	90.8%	3,960,331	192,059	3,578,397	82.5%	4,339,202
Utility Taxes	92,549	2,302,824	78.3%	2,942,395	96,034	2,403,103	80.0%	3,002,082
Other Taxes	11,792	85,495	139.5%	61,300	8,963	56,784	54.5%	104,104
Development Fees & Permits	63,969	1,608,155	109.8%	1,465,185	117,112	1,046,309	72.7%	1,439,095
Franchise Fees	0	605,947	61.1%	992,405	6,982	603,513	92.8%	650,588
Intergovernmental and Grants	8,760	585,558	91.5%	639,866	12,436	638,144	83.8%	761,476
Investment Interest	4,941	116,375	199.3%	58,400	45,025	129,654	231.5%	56,000
Fines and Forfeitures	-98	-2,598	0.0%	0	100	769	n/a	0
Transfers and Other Revenues	7,139	468,485	81.8%	572,536	1,213	216,609	64.0%	338,662
Total Revenues	411,515	16,016,479	83.3%	19,234,471	487,367	15,049,330	79.4%	18,945,596
Total Revenues & Beginning Fund Balance		21,556,433		24,573,413				23,887,480

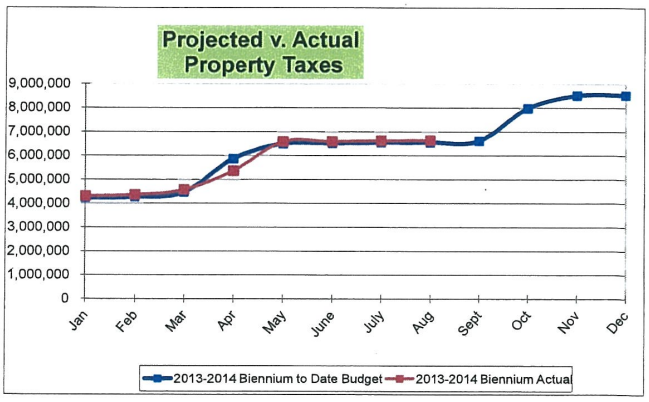
	CURRENT PERIOD 2013-2014				PRIOR PERIOD 2011-2012			
	MONTH August	BIENNIUM TO DATE 2013-2014	% of BUDGET	BUDGET 2013-2014	CURRENT August	BIENNIUM TO DATE 2011-2012	% of BUDGET	BIENNIUM BUDGET 2011-2012
EXPENDITURES								
Cost Center								
City Council	9,723	180,469	84.4%	213,950	13,511	209,496	96.3%	217,644
City Manager	93,692	1,782,668	81.9%	2,176,804	114,148	1,656,006	92.2%	1,796,600
City Clerk	15,417	175,163	72.0%	243,139	13,646	434,072	80.9%	536,261
Finance	34,907	543,579	70.2%	773,929	29,779	528,133	82.6%	639,213
Legal	44,607	370,625	77.2%	480,000	37,678	481,573	97.4%	494,285
Non-Departmental	78,139	1,351,929	84.9%	1,592,487	22,670	1,603,756	104.6%	1,532,818
Interfund Transfers*	0	3,316,000	81.8%	4,056,101	0	1,247,000	79.7%	1,564,000
Public Safety	447,638	6,110,102	80.4%	7,600,348	291,806	5,467,307	76.2%	7,179,563
Engineering	113,551	1,220,050	89.6%	1,361,385	47,988	923,818	88.3%	1,045,741
Planning &Community Dev	35,410	787,160	83.8%	939,441	29,714	555,168	77.9%	712,632
Land Dev & Permitting	52,198	1,062,755	78.0%	1,361,715	56,047	948,465	63.2%	1,501,147
Parks & Facility Maintenance	68,995	1,089,498	80.3%	1,357,271	56,929	1,102,949	65.1%	1,695,042
Total Expenditures	994,277	17,989,997	81.2%	22,156,570	713,915	15,157,742	80.1%	18,914,946
Ending Fund Balance		3,566,436		2,416,843			0.0%	4,972,534
Total Expenditures and Ending Fund Balance		21,556,433		24,573,413				23,887,480

*Interfund Transfers in 2013 include one time $2.5M transfer to Strategic Opportunities Fund.

City of Kenmore, Washington
General Fund Revenue Graphs
August 31, 2014

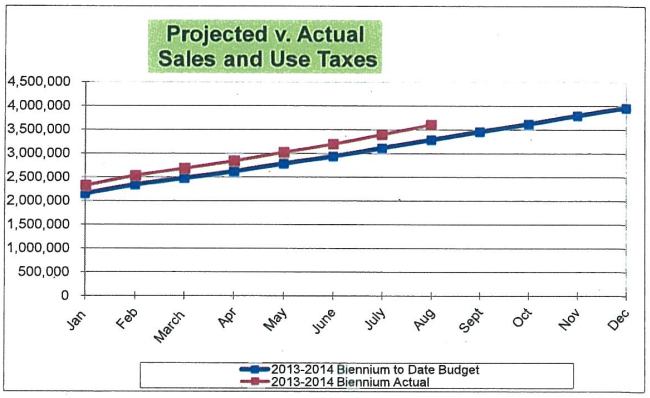
PROPERTY TAXES

	2013-2014 Biennium to Date Budget	2013-2014 Biennium Actual
2013	4,213,917	4,286,383
Jan	4,225,990	4,303,470
Feb	4,273,536	4,360,664
Mar	4,467,727	4,576,272
Apr	5,875,364	5,369,199
May	6,501,422	6,589,051
June	6,526,310	6,605,360
July	6,554,092	6,631,739
Aug	6,561,697	6,649,513
Sept	6,622,547	
Oct	7,984,205	
Nov	8,521,972	
Dec	8,542,053	
Year To Date Actual v. Projected		101%



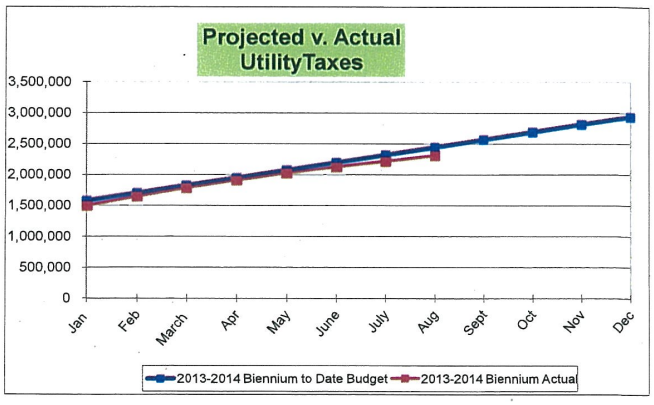
SALES, USE, CRIM JUSTICE TAXES

	2013-2014 Biennium to Date Budget	2013-2014 Biennium Actual
2013	1,975,227	2,151,641
Jan	2,151,044	2,315,482
Feb	2,338,721	2,524,411
March	2,475,114	2,675,389
Apr	2,621,639	2,833,010
May	2,785,165	3,017,826
June	2,939,366	3,191,490
July	3,114,057	3,392,036
Aug	3,288,505	3,596,725
Sept	3,458,591	
Oct	3,620,443	
Nov	3,796,178	
Dec	3,960,331	
Year To Date Actual v. Projected		109%



UTILITY TAXES

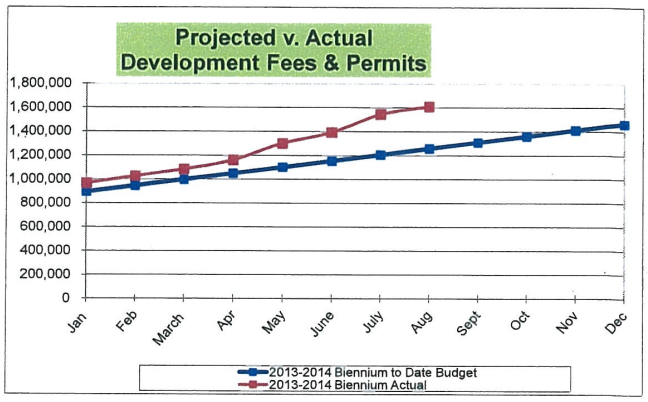
	2013-2014 Biennium to Date Budget	2013-2014 Biennium Actual
2013	1,458,389	1,352,891
Jan	1,582,056	1,489,689
Feb	1,705,723	1,639,874
March	1,829,391	1,776,666
Apr	1,953,058	1,902,958
May	2,076,725	2,019,052
June	2,200,392	2,119,115
July	2,324,059	2,210,275
Aug	2,447,726	2,302,824
Sept	2,571,394	
Oct	2,695,061	
Nov	2,818,728	
Dec	2,942,395	
Year To Date Actual v. Projected		94%



City of Kenmore, Washington
General Fund Revenue Graphs
August 31, 2014

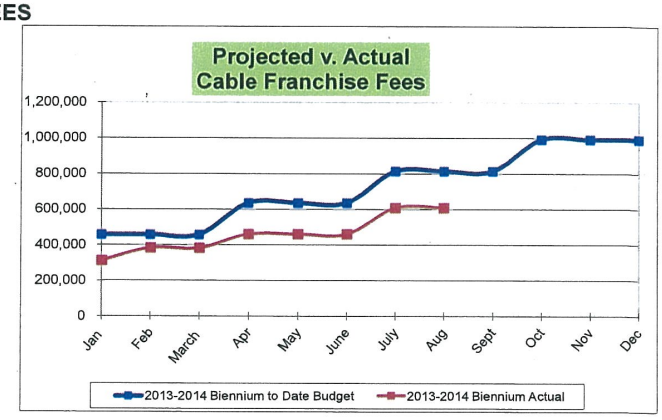
DEVELOPMENT FEES & PERMITS

	2013-2014 Biennium to Date Budget	2013-2014 Biennium Actual
2013	842,335	888,463
Jan	894,239	965,292
Feb	946,143	1,025,424
March	998,048	1,083,266
Apr	1,049,952	1,161,337
May	1,101,856	1,301,298
June	1,153,760	1,392,794
July	1,205,664	1,544,185
Aug	1,257,568	1,608,155
Sept	1,309,473	
Oct	1,361,377	
Nov	1,413,281	
Dec	1,465,185	
Year To Date Actual v. Projected		128%



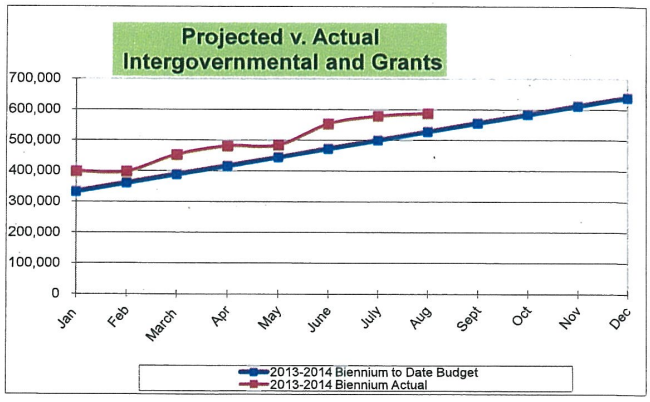
CABLE/WATER/SEWER FRANCHISE FEES

	2013-2014 Biennium to Date Budget	2013-2014 Biennium Actual
2013	280,537	303,218
Jan	458,504	309,382
Feb	458,504	380,667
March	458,504	380,667
Apr	636,471	458,319
May	636,471	458,319
June	636,471	458,319
July	814,438	605,947
Aug	814,438	605,947
Sept	814,438	
Oct	992,405	
Nov	992,405	
Dec	992,405	
Year To Date Actual v. Projected		74%



INTERGOVERNMENTAL & GRANTS

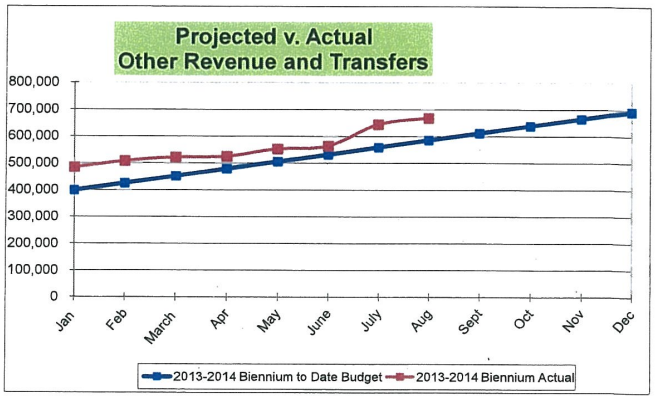
	2013-2014 Biennium to Date Budget	2013-2014 Biennium Actual
2013	305,882	366,889
Jan	333,714	396,495
Feb	361,546	396,495
March	389,378	451,412
Apr	417,210	479,277
May	445,042	482,627
June	472,874	551,289
July	500,706	576,798
Aug	528,538	585,558
Sept	556,370	
Oct	584,202	
Nov	612,034	
Dec	639,866	
Year To Date Actual v. Projected		111%



City of Kenmore, Washington
General Fund Revenue Graphs
August 31, 2014

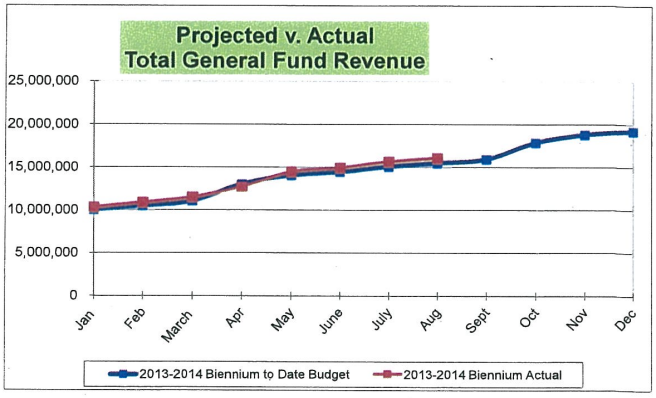
OTHER REVENUES AND TRANSFERS

	2013-2014 Biennium to Date Budget	2013-2014 Biennium Actual
2013	371,901	472,991
Jan	398,596	483,827
Feb	425,290	507,647
March	451,985	521,850
Apr	478,679	525,425
May	505,374	552,680
June	532,069	563,874
July	558,763	643,985
Aug	585,458	667,758
Sept	612,152	
Oct	638,847	
Nov	665,541	
Dec	692,236	
Year To Date Actual v. Projected		114%



TOTAL GENERAL FUND REVENUE

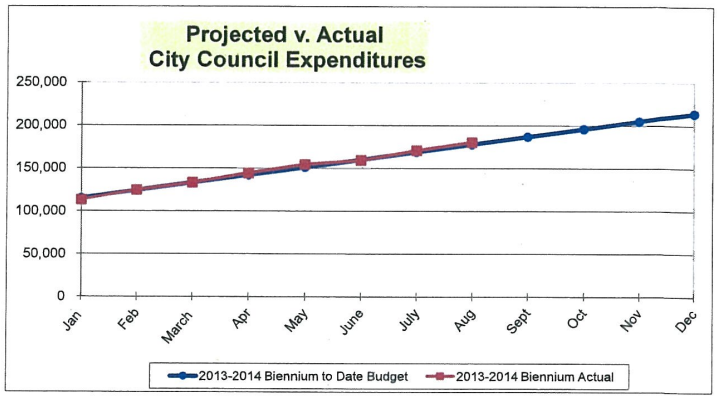
	2013-2014 Biennium to Date Budget	2013-2014 Biennium Actual
Jan	10,044,143	10,263,636
Feb	10,509,463	10,835,183
March	11,070,146	11,465,523
Apr	13,032,373	12,729,526
May	14,052,055	14,420,853
June	14,461,242	14,882,242
July	15,071,779	15,604,965
Aug	15,483,930	16,016,479
Sept	15,944,965	
Oct	17,876,540	
Nov	18,820,139	
Dec	19,234,470	
Year To Date Actual v. Projected		103%



City of Kenmore, Washington
General Fund Expenditure Graphs
August 31, 2014

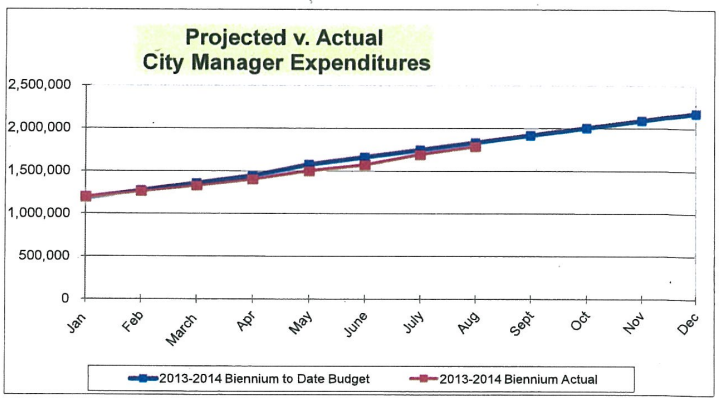
CITY COUNCIL

	2013-2014 Biennium to Date Budget	2013-2014 Biennium Actual
2013	106,114	105,395
Jan	115,100	113,127
Feb	124,087	124,585
March	133,073	133,214
Apr	142,059	144,162
May	151,046	154,451
June	160,032	159,280
July	169,018	170,746
Aug	178,005	180,469
Sept	186,991	
Oct	195,977	
Nov	204,964	
Dec	213,950	
Year To Date Actual v. Projected		101%



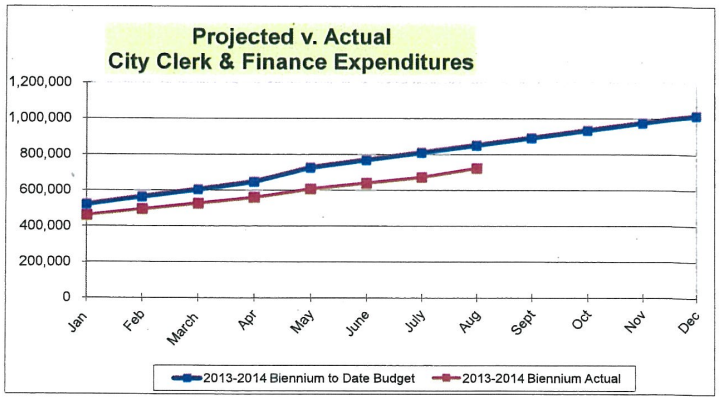
CITY MANAGER

	2013-2014 Biennium to Date Budget	2013-2014 Biennium Actual
2013	1,097,895	1,130,965
Jan	1,183,852	1,189,496
Feb	1,269,809	1,257,866
March	1,355,766	1,324,359
Apr	1,441,723	1,398,892
May	1,575,105	1,495,261
June	1,661,062	1,566,463
July	1,747,019	1,688,976
Aug	1,832,976	1,782,669
Sept	1,918,933	
Oct	2,004,890	
Nov	2,090,847	
Dec	2,176,804	
Year To Date Actual v. Projected		97%



CITY CLERK & FINANCE

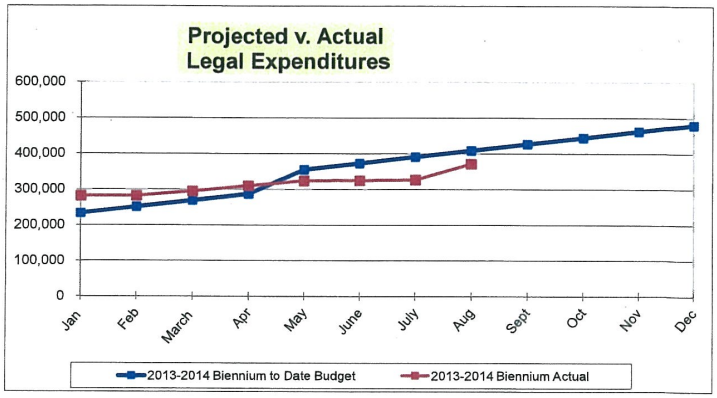
	2013-2014 Biennium to Date Budget	2013-2014 Biennium Actual
2013	480,650	425,025
Jan	522,143	457,052
Feb	563,636	490,739
March	605,130	523,431
Apr	646,623	556,263
May	726,616	602,975
June	768,109	636,138
July	809,602	668,418
Aug	851,095	718,742
Sept	892,589	
Oct	934,082	
Nov	975,575	
Dec	1,017,068	
Year To Date Actual v. Projected		84%



City of Kenmore, Washington
General Fund Expenditure Graphs
August 31, 2014

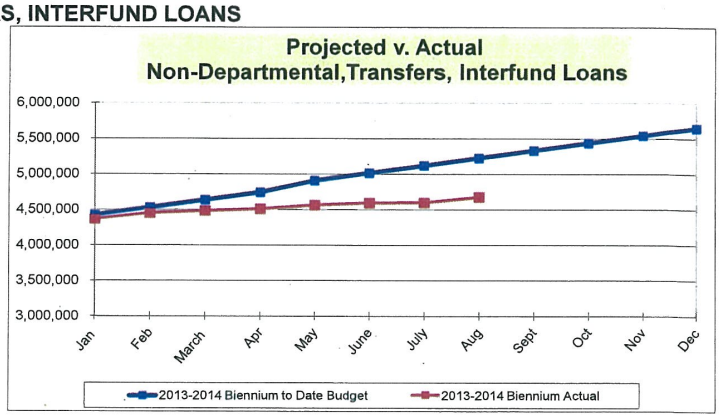
LEGAL

	2013-2014 Biennium to Date Budget	2013-2014 Biennium Actual
2013	215,000	281,017
Jan	232,917	281,092
Feb	250,833	281,317
March	268,750	294,026
Apr	286,667	309,629
May	354,583	323,120
June	372,500	324,136
July	390,417	326,017
Aug	408,333	370,625
Sept	426,250	
Oct	444,167	
Nov	462,083	
Dec	480,000	
Year To Date Actual v. Projected		91%



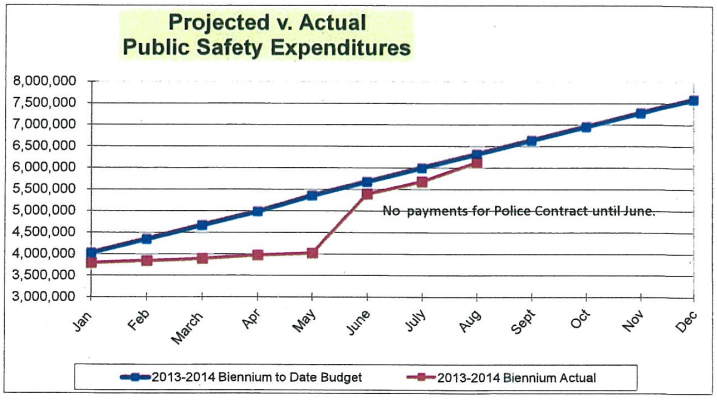
NON-DEPARTMENTAL, TRANSFERS, INTERFUND LOANS

	2013-2014 Biennium to Date Budget	2013-2014 Biennium Actual
2013	4,318,276	4,104,765
Jan	4,424,219	4,357,541
Feb	4,530,161	4,443,879
March	4,636,104	4,475,316
Apr	4,742,047	4,500,992
May	4,906,989	4,554,891
June	5,012,932	4,585,459
July	5,118,875	4,589,791
Aug	5,224,817	4,667,930
Sept	5,330,760	
Oct	5,436,703	
Nov	5,542,645	
Dec	5,648,588	
Year To Date Actual v. Projected		89%



PUBLIC SAFETY

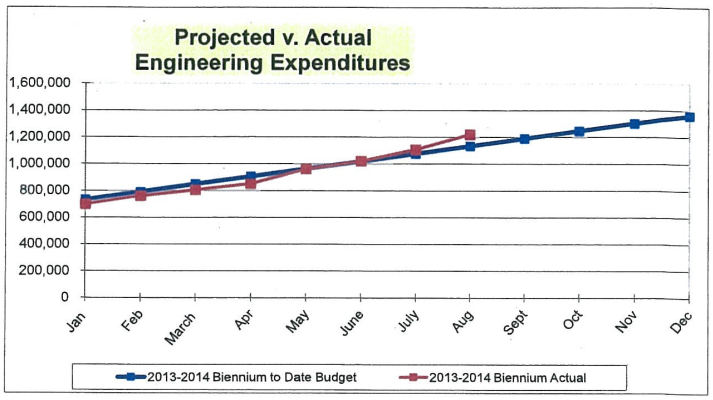
	2013-2014 Biennium to Date Budget	2013-2014 Biennium Actual
2013	3,707,398	3,758,635
Jan	4,027,894	3,779,350
Feb	4,348,390	3,826,193
March	4,668,886	3,879,765
Apr	4,989,381	3,958,434
May	5,356,877	4,002,791
June	5,677,373	5,374,259
July	5,997,869	5,662,464
Aug	6,318,365	6,110,101
Sept	6,638,861	
Oct	6,959,356	
Nov	7,279,852	
Dec	7,600,348	
Year To Date Actual v. Projected		97%



City of Kenmore, Washington
General Fund Expenditure Graphs
August 31, 2014

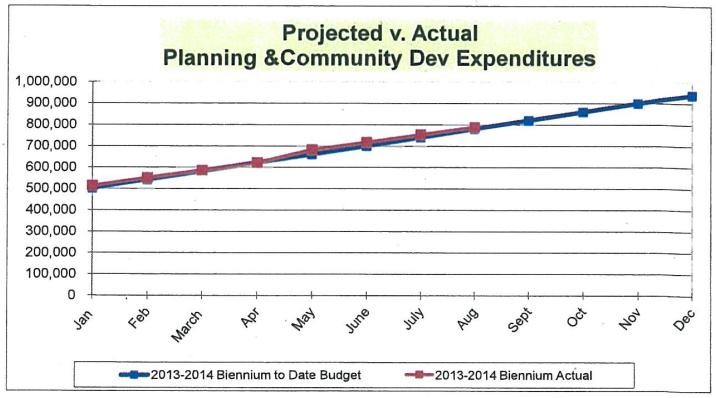
ENGINEERING

	2013-2014 Biennium to Date Budget	2013-2014 Biennium Actual
2013	676,151	654,546
Jan	733,254	698,559
Feb	790,357	759,345
March	847,460	803,854
Apr	904,562	850,150
May	961,665	960,052
June	1,018,768	1,021,417
July	1,075,871	1,106,498
Aug	1,132,974	1,220,049
Sept	1,190,077	
Oct	1,247,179	
Nov	1,304,282	
Dec	1,361,385	
Year To Date Actual v. Projected		108%



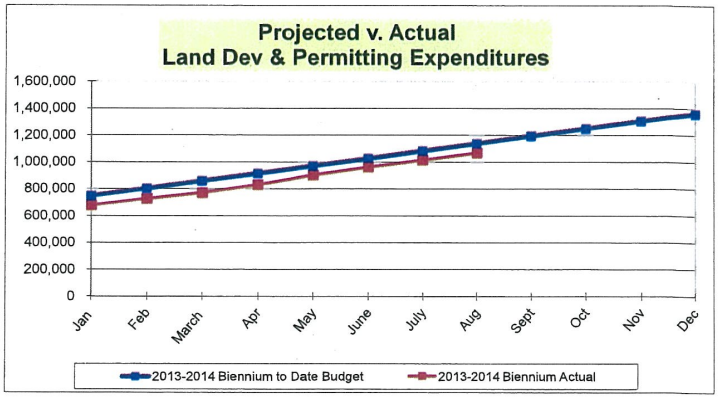
PLANNING & COMMUNITY DEV

	2013-2014 Biennium to Date Budget	2013-2014 Biennium Actual
2013	462,482	477,890
Jan	502,229	512,492
Feb	541,975	549,038
March	581,722	583,810
Apr	621,468	619,806
May	661,215	680,519
June	700,962	716,522
July	740,708	751,750
Aug	780,455	787,160
Sept	820,201	
Oct	859,948	
Nov	899,694	
Dec	939,441	
Year To Date Actual v. Projected		101%



LAND DEV & PERMITTING

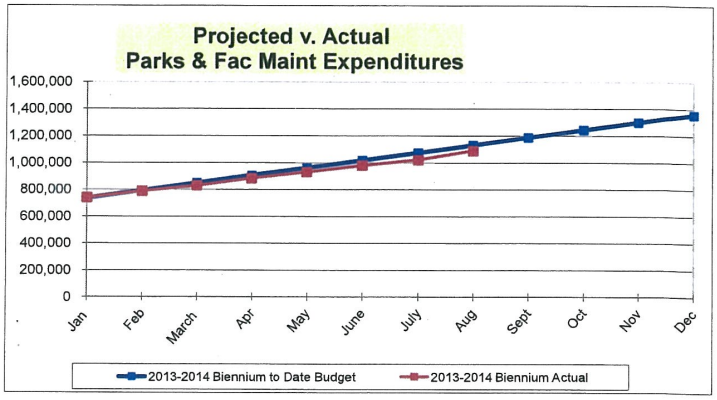
	2013-2014 Biennium to Date Budget	2013-2014 Biennium Actual
2013	691,577	629,252
Jan	747,422	672,655
Feb	803,267	721,497
March	859,112	764,921
Apr	914,956	824,980
May	970,801	897,667
June	1,026,646	957,320
July	1,082,491	1,010,558
Aug	1,138,336	1,062,755
Sept	1,194,181	
Oct	1,250,025	
Nov	1,305,870	
Dec	1,361,715	
Year To Date Actual v. Projected		93%



City of Kenmore, Washington
General Fund Expenditure Graphs
August 31, 2014

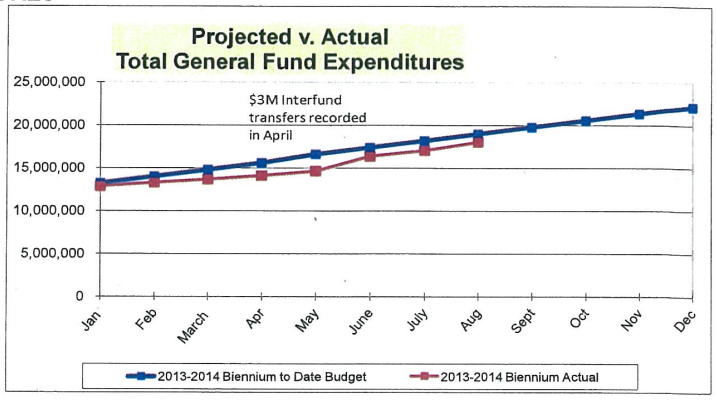
PARKS & FACILITY MAINT

	2013-2014 Biennium to Date Budget	2013-2014 Biennium Actual
2013	678,530	671,352
Jan	735,092	738,323
Feb	791,654	787,241
March	848,215	828,858
Apr	904,777	882,640
May	961,339	930,174
June	1,017,901	979,434
July	1,074,462	1,020,503
Aug	1,131,024	1,089,498
Sept	1,187,586	
Oct	1,244,148	
Nov	1,300,709	
Dec	1,357,271	
Year To Date Actual v. Projected		96%



TOTAL GENERAL FUND EXPENDITURES

	2013-2014 Biennium to Date Budget	2013-2014 Biennium Actual
Jan	13,224,121	12,799,687
Feb	14,014,168	13,241,700
March	14,804,216	13,611,555
Apr	15,594,264	14,045,948
May	16,626,236	14,601,902
June	17,416,284	16,320,430
July	18,206,332	16,995,721
Aug	18,996,379	17,989,997
Sept	19,786,427	
Oct	20,576,475	
Nov	21,366,522	
Dec	22,156,570	
2013-2014	21,914,645	
Year To Date Actual v. Projected		95%



City of Kenmore, Washington
All Funds Cash Summary
August 31, 2014

	2011-2012 BIENNIUM TO DATE	BUDGET	August	2013-2014 BIENNIUM TO DATE
GENERAL FUND				
Beginning Cash	4,941,884	4,337,249		4,337,249
Interfund Loan Repayment	0	0		1,200,000
Revenues	18,860,927	19,234,470	411,515	16,016,479
Total Sources	23,802,811	23,571,719	411,515	21,553,728
Interfund Loans	1,200,000	0		0
Expenditures	18,262,857	22,156,570	994,277	17,989,997
Ending Cash	4,339,954	1,415,149		3,563,731
Total Uses	23,802,811	23,571,719	994,277	21,553,728
STREET FUND				
Beginning Cash	2,040,582	1,513,938		1,513,938
Interfund Loan	0	0		0
Revenues	2,144,716	3,514,173	36,515	2,115,500
Total Sources	4,185,298	5,028,111	36,515	3,629,438
Expenditures	2,672,835	3,534,126	226,934	2,065,022
Ending Cash	1,512,463	1,493,985		1,564,416
Total Uses	4,185,298	5,028,111	226,934	3,629,438
TRANSPORTATION CAPITAL FUND				
Beginning Cash	1,209,197	427,539		427,539
Revenues	4,657,682	12,656,875	0	2,370,522
Total Sources	5,866,879	13,084,414	0	2,798,061
Expenditures	4,447,557	12,246,837	979,455	3,770,299
Ending Cash	1,419,322	837,577		(972,238)
Total Uses	5,866,879	13,084,414	979,455	2,798,061
PUBLIC ART FUND				
Beginning Cash	68,244	68,540		68,540
Revenues	1,296	600	0	447
Total Sources	69,540	69,140	0	68,987
Expenditures	1,000	1,766	0	1,557
Ending Cash	68,540	67,374		67,430
Total Uses	69,540	69,140	0	68,987
PARK IMPACT FEE FUND				
Beginning Cash	1,354,455	1,610,440		1,610,440
Revenues	285,604	346,567	2,537	437,626
Total Sources	1,640,059	1,957,007	2,537	2,048,065
Expenditures	29,620	1,105,000	0	659,000
Ending Cash	1,610,439	852,007		1,389,065
Total Uses	1,640,059	1,957,007	0	2,048,065
TRANSPORTATION IMPACT FEE FUND				
Beginning Cash	545,655	240,535		240,535
Revenues	916,135	876,670	8,434	853,451
Total Sources	1,461,790	1,117,205	8,434	1,093,986
Expenditures	1,221,255	822,500	0	248,000
Ending Cash	240,535	294,705		845,986
Total Uses	1,461,790	1,117,205	0	1,093,986
SWAMP CREEK BASIN FUND				
Beginning Cash	1,762,640	1,581,067		1,581,067
Revenues	16,536	16,000	0	10,057
Total Sources	1,779,176	1,597,067	0	1,591,124
Expenditures	198,109	160,000	92,493	202,365
Ending Cash	1,581,067	1,437,067		1,388,759
Total Uses	1,779,176	1,597,067	92,493	1,591,124
TRANSPORTATION BENEFIT DISTRICT FUND				
Beginning Cash	0	0		0
Revenues	0	535,000	22,592	368,652
Total Sources	0	535,000	22,592	368,652
Expenditures	0	535,000	0	7,500
Ending Cash	0	0		361,152
Total Uses	0	535,000	0	368,652
SAMMAMISH BRIDGE REPLACEMENT FUND				
Beginning Cash	0	0		0
Revenues	0	80,000	0	80,264
Total Sources	0	80,000	0	80,264
Expenditures	0	80,000	0	0
Ending Cash	0	0		80,264
Total Uses	0	80,000	0	80,264

City of Kenmore, Washington
All Funds Cash Summary
August 31, 2014

	2011-2012 BIENNIUM TO DATE	BUDGET	August	2013-2014 BIENNIUM TO DATE
REAL ESTATE EXCISE TAX FUND				
Beginning Cash	1,866,318	1,965,806		1,965,806
Revenues	1,497,557	1,147,317	92,932	1,496,004
Total Sources	3,363,874	3,113,123	92,932	3,461,810
Expenditures	2,386,812	2,757,050	0	1,181,929
Ending Cash	977,062	356,073		2,279,881
Total Uses	3,363,874	3,113,123	0	3,461,810
KENMORE VILLAGE FUND				
Beginning Cash	60,725	163,588		163,588
Interfund Loan	1,200,000			0
Revenues	555,153	4,576,500	102	4,627,525
Total Sources	1,815,878	4,740,088	102	4,791,113
Interfund Loans	0	0		1,200,000
Expenditures	1,663,002	2,500,646	23,279	340,640
Ending Cash	152,875	2,239,442		3,250,473
Total Uses	1,815,878	4,740,088	23,279	4,791,113
PARK CAPITAL FUND				
Beginning Cash	0	0		0
Revenues	0	1,916,534	217	839,365
Total Sources	0	1,916,534	217	839,365
Expenditures	0	1,873,000	52,679	1,724,670
Ending Cash	0	43,534		(885,305)
Total Uses	0	1,916,534	52,679	839,365
SURFACE WATER MANAGEMENT FUND				
Beginning Cash	1,590,280	1,419,392		1,419,392
Revenues	3,739,336	3,824,176	4,570	2,989,827
Total Sources	5,329,616	5,243,568	4,570	4,409,218
Expenditures	3,908,437	4,908,887	137,474	2,671,431
Ending Cash	1,421,179	334,681		1,737,787
Total Uses	5,329,616	5,243,568	137,474	4,409,218
SURFACE WATER CAPITAL FUND				
Beginning Cash	0	0		0
Revenues	0	1,988,261	0	493,045
Total Sources	0	1,988,261	0	493,045
Expenditures	0	1,988,261	172,100	430,915
Ending Cash	0	0		62,130
Total Uses	0	1,988,261	172,100	493,045
STRATEGIC RESERVE FUND				
Beginning Cash	1,264,464	1,264,464		1,264,464
Interfund Loan Repayment	0		0	0
Revenues	0	0	0	0
Total Sources	1,264,464	1,264,464	0	1,264,464
Interfund Loans	0			0
Expenditures	0	0	0	0
Ending Cash	1,264,464	1,264,464		1,264,464
Total Uses	1,264,464	1,264,464	0	1,264,464
STRATEGIC OPPORTUNITIES FUND				
Beginning Cash	0	0		0
Revenues	0	3,301,862	2,100	2,534,534
Total Sources	0	3,301,862	2,100	2,534,534
Expenditures	0	1,190,900	14,397	984,227
Ending Cash	0	2,110,962		1,550,307
Total Uses	0	3,301,862	14,397	2,534,534
EQUIPMENT REPLACEMENT FUND				
Beginning Cash	524,310	490,603		490,603
Revenues	188,365	155,142	0	52,858
Total Sources	712,675	645,745	0	543,461
Expenditures	222,072	276,250	24,307	112,990
Ending Cash	490,603	369,495		430,471
Total Uses	712,675	645,745	24,307	543,461
TRUST AND AGENCY (NON BUDGETED FUND)*				
Beginning Cash	278,859	247,209		247,209
Revenues	122,994	0	15,700	181,301
Total Sources	401,854	247,209	15,700	428,510
Expenditures	154,645	0	7,500	34,838
Ending Cash	247,209	247,209		393,672
Total Uses	401,854	247,209	7,500	428,510
TOTALS				
Beginning Cash	17,507,613	15,330,369		15,330,369
Interfund Loan	0	0		1,200,000
Revenues	32,986,301	54,170,147	597,213	35,467,455
Total Sources	50,493,914	69,500,516	597,213	51,997,824
Interfund Loan	1,200,000	0		1,200,000
Expenditures	34,970,092	56,136,793	2,724,894	32,425,379
Ending Cash	15,325,713	13,363,723		18,372,445
Total Uses	51,495,805	69	2,724,894	51,997,824

I:\Admin & Finance\Monthly Reports\2014\August.xlsxAll Funds

City of Kenmore, Washington
Street Fund Summary Report
August 31, 2014

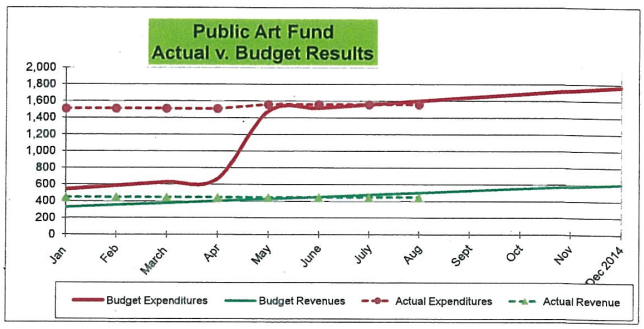
REVENUES	MONTH August 2014	BIENNIUM TO DATE 2013-2014	% of BUDGET	BUDGET 2013-2014
Beginning Fund Balance		**1,512,154**		**1,513,938**
Fuel Tax	36,515	716,996	85.0%	843,072
FEMA Assistance	0	100	-	0
Brightwater Mitigation	0	250,000	-	250,000
Investment Interest	0	11,941	59.7%	20,000
Miscellaneous	0	462	-	0
Transfer from General Fund	0	736,000	49.9%	1,476,101
Transfer from REET	0	400,000	100.0%	400,000
Transfer from TBD	0	0	0.0%	525,000
Total Revenues	36,515	2,115,499	60.2%	3,514,173
Total Revenues & Beginning Fund Balance		3,627,653		5,028,111

EXPENDITURES	MONTH August	BIENNIUM TO DATE 2013-2014	% of BUDGET	BUDGET 2013-2014
Salary and Benefits	17,391	302,783	80.6%	375,821
Maintenance & Operations	68,817	1,234,308	78.1%	1,581,305
Overlay	36,342	363,962	26.3%	1,386,000
Capital (Wayfinding and Banners	104,385	138,967	347.4%	40,000
Transfer to Transportation Capital	0	0	0.0%	86,000
Transfer to Surface Water Mgt.	0	25,000	100.0%	25,000
Total Expenditures	226,934	2,065,021	59.1%	3,494,126
Ending Fund Balance		**1,562,632**		**1,533,985**
Total Expenditures and Ending Fund Balance		3,627,653		5,028,111

City of Kenmore, Washington
Other Funds Monthly Activity
August 31, 2014

PUBLIC ART FUND

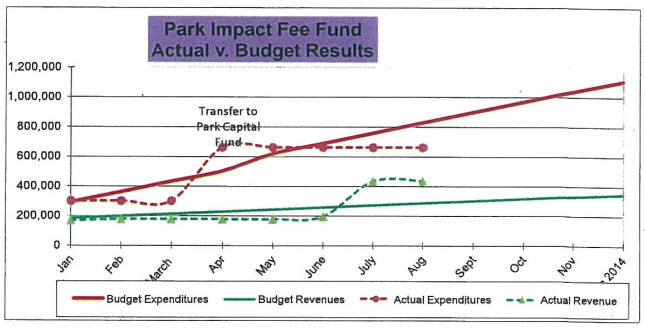
	2013-2014 Budget Expenditures	2013-2014 Actual Expenditures	2013-2014 Budget Revenue	2013-2014 Actual Revenue
2013	500	1,507	300	447
Jan	542	1,507	325	447
Feb	583	1,507	350	447
March	625	1,507	375	447
Apr	667	1,507	400	447
May	1,474	1,557	425	447
June	1,516	1,557	450	447
July	1,558	1,557	475	447
Aug	1,599	1,557	500	447
Sept	1,641		525	
Oct	1,683		550	
Nov	1,724		575	
Dec 2014	1,766		600	
2013-2014	1,000		600	
Total Actual to Date vs Total Budget		156%		75%



This fund accounts for public art authorized by Ordinance 01-0115. One percent (1%) of public project construction contracts is contributed to this fund to provide for public art displays or performing arts events as authorized by the City Council.

PARK IMPACT FEE FUND

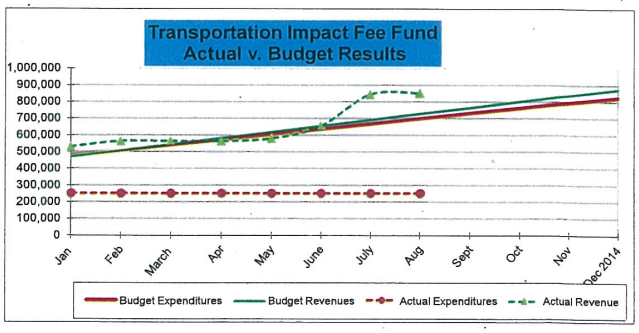
	2013-2014 Budget Expenditures	2013-2014 Actual Expenditures	2013-2014 Budget Revenue	2013-2014 Actual Revenue
2013	220,000	297,921	172,214	145,576
Jan	289,917	297,921	186,743	170,556
Feb	359,833	297,921	201,273	180,704
March	429,750	297,921	215,802	180,704
Apr	499,667	659,000	230,332	180,704
May	615,583	659,000	244,861	180,704
June	685,500	659,000	259,391	198,463
July	755,417	659,000	273,920	435,089
Aug	825,333	659,000	288,449	437,626
Sept	895,250		302,979	
Oct	965,167		317,508	
Nov	1,035,083		332,038	
Dec 2014	1,105,000		346,567	
2013-2014	1,059,000		346,567	
Total Actual to Date vs Total Budget		62%		126%



This fund accounts for City imposed park impact fees on new development. Expenditures are for public park acquisitions and improvements. In the 2011-2012 budget, expenditures represent transfers to Muncipal Capital Fund for improvements to City parks.

TRANSPORTATION IMPACT FEE FUND

	2013-2014 Budget Expenditures	2013-2014 Actual Expenditures	2013-2014 Budget Revenue	2013-2014 Actual Revenue
2013	442,500	248,000	435,973	423,858
Jan	474,167	248,000	472,698	532,620
Feb	505,833	248,000	509,423	566,356
March	537,500	248,000	546,147	566,356
Apr	569,167	248,000	582,872	566,356
May	600,833	248,000	619,597	581,691
June	632,500	248,000	656,322	656,063
July	664,167	248,000	693,046	845,017
Aug	695,833	248,000	729,771	853,451
Sept	727,500		766,496	
Oct	759,167		803,221	
Nov	790,833		839,945	
Dec 2014	822,500		876,670	
2013-2014	822,500		876,670	
Total Actual to Date vs Total Budget		30%		97%

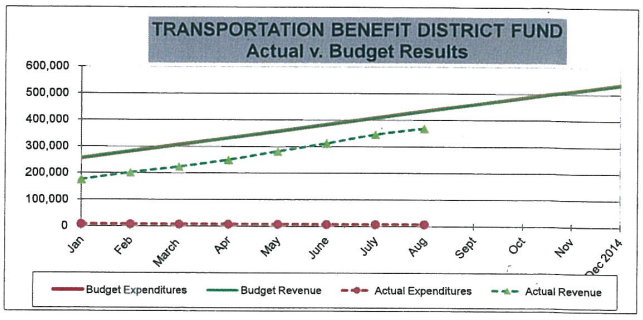


This fund accounts for City imposed transportation impact fees on new development. Expenditures are for public transportation improvements.

City of Kenmore, Washington
Other Funds Monthly Activity
August 31, 2014

TRANSPORTATION BENEFIT DISTRICT FUND

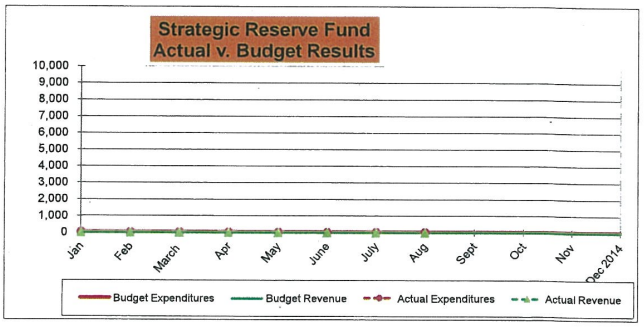
	2013-2014 Budget Expenditures	2013-2014 Actual Expenditures	2013-2014 Budget Revenue	2013-2014 Actual Revenue
2013	230,000	5,000	230,000	151,178
Jan	255,417	7,500	255,417	175,714
Feb	280,833	7,500	280,833	201,632
March	306,250	7,500	306,250	224,211
Apr	331,667	7,500	331,667	250,268
May	357,083	7,500	357,083	282,106
June	382,500	7,500	382,500	312,341
July	407,917	7,500	407,917	346,060
Aug	433,333	7,500	433,333	368,652
Sept	458,750		458,750	
Oct	484,167		484,167	
Nov	509,583		509,583	
Dec 2014	535,000		535,000	
2013-2014	535,000		535,000	
Total Actual to Date vs Total Budget		1%		69%



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

STRATEGIC RESERVE FUND

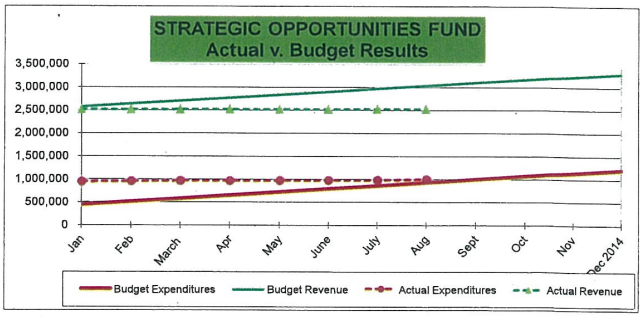
	2013-2014 Budget Expenditures	2013-2014 Actual Expenditures	2013-2014 Budget Revenue	2013-2014 Actual Revenue
2013	0	0	0	0
Jan	0	0	0	0
Feb	0	0	0	0
March	0	0	0	0
Apr	0	0	0	0
May	0	0	0	0
June	0	0	0	0
July	0	0	0	0
Aug	0	0	0	0
Sept	0		0	
Oct	0		0	
Nov	0		0	
Dec 2014	0		0	
2013-2014	0		0	
Total Actual to Date vs Total Budget		0%		0%



This fund was created to serve as the City's emergency reserve fund. Per State Statute, the fund cannot exceed $.375 per $1,000 of the City's assessed value and is fully funded at $1,264,464 for 2011. No expenditures are anticipated or have been budgeted at this time.

STRATEGIC OPPORTUNITIES FUND

	2013-2014 Budget Expenditures	2013-2014 Actual Expenditures	2013-2014 Budget Revenue	2013-2014 Actual Revenue
2013	364,100	928,553	2,512,500	2,521,694
Jan	433,000	932,712	2,578,280	2,522,844
Feb	501,900	941,850	2,644,060	2,523,544
March	570,800	953,684	2,709,841	2,525,844
Apr	639,700	952,558	2,775,621	2,527,934
May	708,600	957,849	2,841,401	2,529,084
June	777,500	965,388	2,907,181	2,530,934
July	846,400	969,831	2,972,961	2,532,434
Aug	915,300	984,227	3,038,741	2,534,534
Sept	984,200		3,104,522	
Oct	1,053,100		3,170,302	
Nov	1,122,000		3,236,082	
Dec 2014	1,190,900		3,301,862	
2013-2014	1,190,900		3,301,862	
Total Actual to Date vs Total Budget		83%		77%

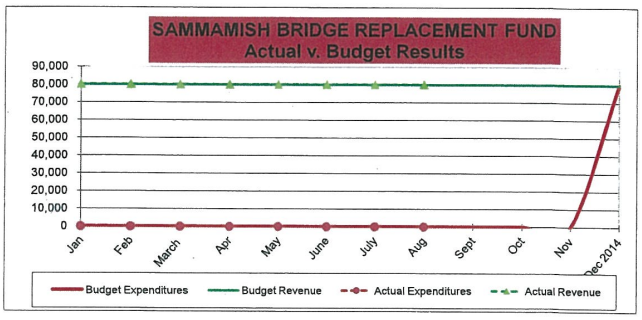


The purpose of the Strategic Opportunities Fund is to have funds available for the City to make key investments or take advantage of strategic opportunities as they present themselves. For 2013-14, the Business Incubator expenditures are budgeted in this fund.

City of Kenmore, Washington
Other Funds Monthly Activity
August 31, 2014

SAMMAMISH BRIDGE REPLACEMENT FUND

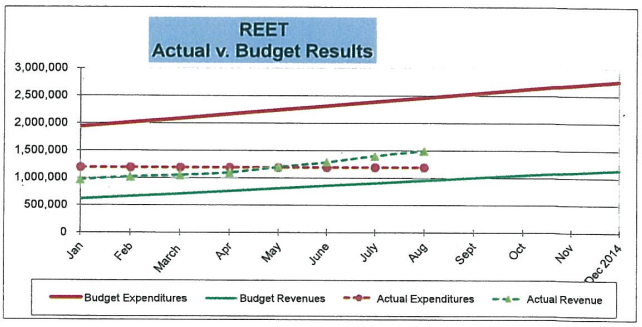
	2013-2014 Budget Expenditures	2013-2014 Actual Expenditures	2013-2014 Budget Revenue	2013-2014 Actual Revenue
2013	0	0	80,000	80,264
Jan	0	0	80,000	80,264
Feb	0	0	80,000	80,264
March	0	0	80,000	80,264
Apr	0	0	80,000	80,264
May	0	0	80,000	80,264
June	0	0	80,000	80,264
July	0	0	80,000	80,264
Aug	0	0	80,000	80,264
Sept	0		80,000	
Oct	0		80,000	
Nov	0		80,000	
Dec 2014	80,000		80,000	
2013-2014	80,000		80,000	
Total Actual to Date vs Total Budget		0%		100%



The Sammamish Bridge Replacement fund is a fund used to put money aside for the replacement of the West Sammamish bridge.

REAL ESTATE EXCISE TAX FUND

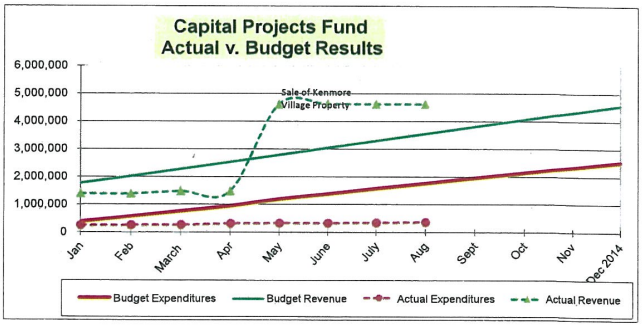
	2013-2014 Budget Expenditures	2013-2014 Actual Expenditures	2013-2014 Budget Revenue	2013-2014 Actual Revenue
2013	1,852,050	1,181,929	569,468	894,198
Jan	1,927,467	1,181,929	617,622	966,304
Feb	2,002,883	1,181,929	665,776	1,020,343
March	2,078,300	1,181,929	713,930	1,050,769
Apr	2,153,717	1,181,929	762,084	1,095,886
May	2,229,133	1,181,929	810,238	1,198,143
June	2,304,550	1,181,929	858,393	1,286,214
July	2,379,967	1,181,929	906,547	1,403,072
Aug	2,455,383	1,181,929	954,701	1,496,004
Sept	2,530,800		1,002,855	
Oct	2,606,217		1,051,009	
Nov	2,681,633		1,099,163	
Dec 2014	2,757,050		1,147,317	
2013-2014	2,757,050		1,147,317	
Total Actual to Date vs Total Budget		43%		130%



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

KENMORE VILLAGE FUND

	2013-2014 Budget Expenditures	2013-2014 Actual Expenditures	2013-2014 Budget Revenue	2013-2014 Actual Revenue
2013	161,600	223,689	1,523,020	1,403,543
Jan	352,357	228,343	1,777,477	1,403,543
Feb	543,114	232,785	2,031,933	1,404,293
March	733,872	240,111	2,286,390	1,495,043
Apr	924,629	287,786	2,540,847	1,496,055
May	1,165,346	300,610	2,795,303	4,626,943
June	1,356,103	303,418	3,049,760	4,627,422
July	1,546,860	317,360	3,304,217	4,627,422
Aug	1,737,617	340,640	3,558,673	4,627,524
Sept	1,928,375		3,813,130	
Oct	2,119,132		4,067,587	
Nov	2,309,889		4,322,043	
Dec 2014	2,500,646		4,576,500	
2013-2014	2,450,686		4,576,500	
Total Actual to Date vs Total Budget		14%		101%

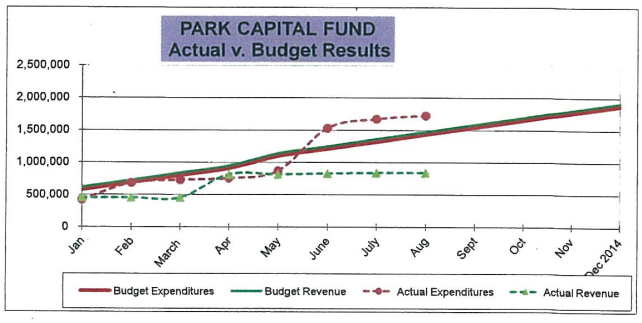


The Kenmore Village Fund accounts for leasing activity and property transactions within Kenmore Village

City of Kenmore, Washington
Other Funds Monthly Activity
August 31, 2014

PARK CAPITAL FUND

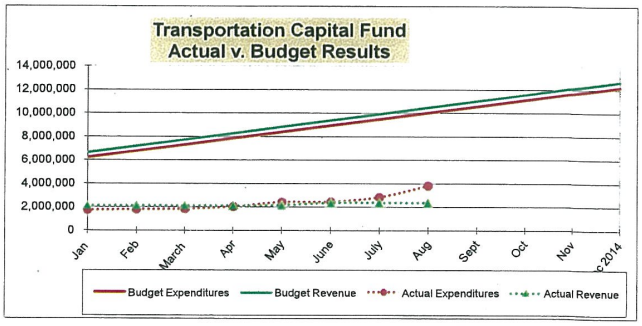
	2013-2014 Budget Expenditures	2013-2014 Actual Expenditures	2013-2014 Budget Revenue	2013-2014 Actual Revenue
2013	460,000	416,605	503,534	435,869
Jan	571,417	416,605	614,951	453,684
Feb	682,833	681,756	726,367	453,684
March	794,250	727,532	837,784	453,684
Apr	905,667	754,427	949,201	814,763
May	1,093,083	867,757	1,136,617	814,763
June	1,204,500	1,528,642	1,248,034	830,479
July	1,315,917	1,671,991	1,359,451	839,148
Aug	1,427,333	1,724,670	1,470,867	839,365
Sept	1,538,750		1,582,284	
Oct	1,650,167		1,693,701	
Nov	1,761,583		1,805,117	
Dec 2014	1,873,000		1,916,534	
2013-2014	1,797,000		1,840,534	
Total Actual to Date vs Total Budget		96%		46%



The Park Capital fund will account for Park Capital Projects formerly included in the Municipal Capital fund. In addition, distributions from the King County Proposition 2 Parks Expansion Levy will be receipted into this fund

TRANSPORTATION CAPITAL FUND

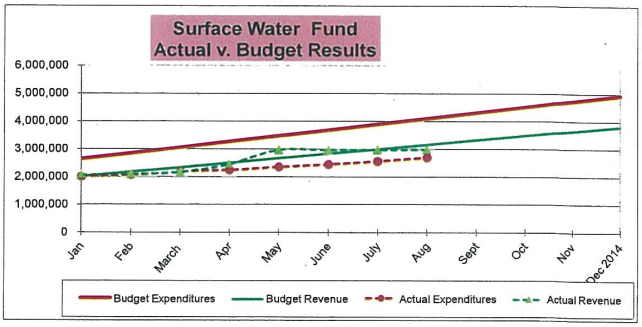
	2013-2014 Budget Expenditures	2013-2014 Actual Expenditures	2013-2014 Budget Revenue	2013-2014 Actual Revenue
2013	5,635,750	1,671,348	6,081,950	2,127,659
Jan	6,179,174	1,679,339	6,629,860	2,127,659
Feb	6,722,598	1,739,110	7,177,771	2,127,659
March	7,266,022	1,794,315	7,725,681	2,127,659
Apr	7,809,446	1,990,022	8,273,592	2,127,659
May	8,352,870	2,365,172	8,821,502	2,166,383
June	8,896,294	2,401,009	9,369,413	2,370,522
July	9,439,717	2,790,845	9,917,323	2,370,522
Aug	9,983,141	3,770,300	10,465,233	2,370,522
Sept	10,526,565		11,013,144	
Oct	11,069,989		11,561,054	
Nov	11,613,413		12,108,965	
Dec 2014	12,156,837		12,656,875	
2013-2014	12,156,837		12,656,875	
Total Actual to Date vs Total Budget		31%		19%



The Transportation Capital Fund accounts for capital improvements to the City's streets and SR 522, funded by various grants plus City resources from real estate excise tax and transportation impact fees. All phases of improvements to SR 522 are now accounted for in this fund. There is a time lag between project expenditures and reimbursements from grants; this accounts for the lower revenues compared to the expenditures.

SURFACE WATER MANAGEMENT FUND

	2013-2014 Budget Expenditures	2013-2014 Actual Expenditures	2013-2014 Budget Revenue	2013-2014 Actual Revenue
2013	2,407,615	1,947,517	1,859,138	2,068,281
Jan	2,616,054	1,984,043	2,022,891	2,072,887
Feb	2,824,494	2,048,468	2,186,644	2,100,032
March	3,032,933	2,174,549	2,350,398	2,180,736
Apr	3,241,372	2,214,282	2,514,151	2,460,553
May	3,449,812	2,328,898	2,677,904	2,975,029
June	3,658,251	2,419,536	2,841,657	2,979,292
July	3,866,690	2,533,957	3,005,410	2,985,256
Aug	4,075,130	2,671,431	3,169,163	2,989,826
Sept	4,283,569		3,332,917	
Oct	4,492,008		3,496,670	
Nov	4,700,448		3,660,423	
Dec 2014	4,908,887		3,824,176	
2013-2014	4,908,887		3,824,176	
Total Actual to Date vs Total Budget		54%		78%



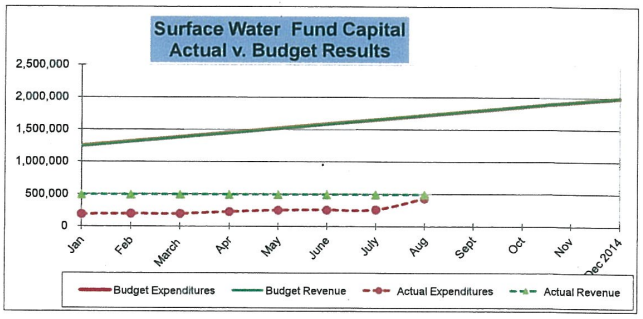
This fund accounts for receipts from surface water assessments. The assessments are collected through the property tax billings; the majority of the receipts are collected in May and November. Expenditures are for surface water maintenance activities such as sweeping and drainage as well as capital improvements.

I:\Admin & Finance\Monthly Reports\2014\August.xlsxOther Funds Graphs

City of Kenmore, Washington
Other Funds Monthly Activity
August 31, 2014

SURFACE WATER CAPITAL FUND

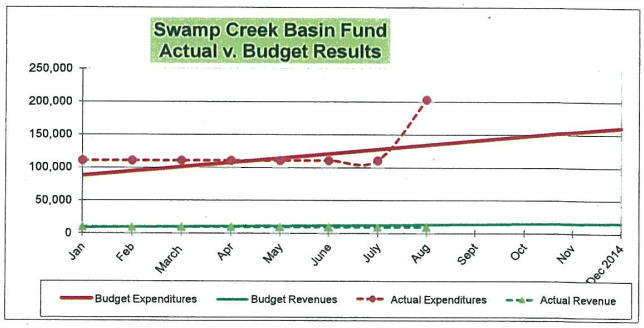
	2013-2014 Budget Expenditures	2013-2014 Actual Expenditures	2013-2014 Budget Revenue	2013-2014 Actual Revenue
2013	1,175,250	178,118	1,175,250	493,045
Jan	1,243,001	186,350	1,243,001	493,045
Feb	1,310,752	192,993	1,310,752	493,045
March	1,378,503	193,047	1,378,503	493,045
Apr	1,446,254	224,776	1,446,254	493,045
May	1,514,005	249,094	1,514,005	493,045
June	1,581,756	252,775	1,581,756	493,045
July	1,649,506	258,815	1,649,506	493,045
Aug	1,717,257	430,915	1,717,257	493,045
Sept	1,785,008		1,785,008	
Oct	1,852,759		1,852,759	
Nov	1,920,510		1,920,510	
Dec 2014	1,988,261		1,988,261	
2013-2014	1,988,261		1,988,261	
Total Actual to Date vs Total Budget		22%		25%



This fund accounts for the 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.

SWAMP CREEK BASIN FUND

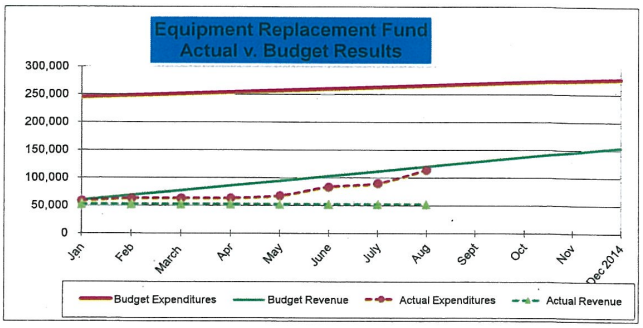
	2013-2014 Budget Expenditures	2013-2014 Actual Expenditures	2013-2014 Budget Revenue	2013-2014 Actual Revenue
2013	80,000	109,873	8,200	10,057
Jan	86,667	109,873	8,850	10,057
Feb	93,333	109,873	9,500	10,057
March	100,000	109,873	10,150	10,057
Apr	106,667	109,873	10,800	10,057
May	113,333	109,873	11,450	10,057
June	120,000	109,873	12,100	10,057
July	126,667	109,873	12,750	10,057
Aug	133,333	202,366	13,400	10,057
Sept	140,000		14,050	
Oct	146,667		14,700	
Nov	153,333		15,350	
Dec 2014	160,000		16,000	
2013-2014	160,000		16,000	
Total Actual to Date vs Total Budget		126%		63%



This fund accounts for the Memorandum of Agreement with King County which provided funds reserved for surface water projects, improvements, and maintenance within the Swamp Creek Basin.

EQUIPMENT REPLACEMENT FUND

	2013-2014 Budget Expenditures	2013-2014 Actual Expenditures	2013-2014 Budget Revenue	2013-2014 Actual Revenue
2013	241,250	57,389	51,850	52,858
Jan	244,167	57,389	60,458	52,858
Feb	247,083	61,687	69,065	52,858
March	250,000	61,687	77,673	52,858
Apr	252,917	62,104	86,281	52,858
May	255,833	66,341	94,888	52,858
June	258,750	81,873	103,496	52,858
July	261,667	88,682	112,104	52,858
Aug	264,583	112,989	120,711	52,858
Sept	267,500		129,319	
Oct	270,417		137,927	
Nov	273,333		146,534	
Dec 2014	276,250		155,142	
2013-2014	276,250		155,142	
Total Actual to Date vs Total Budget		41%		34%



This fund is used to maintain a reserve for future replacement of equipment, including, but not limited to furniture, computers and vehicles. Payments are received from various operating departments and funds that benefit from or use the assets.

City of Kenmore, Washington
Cash and Investment Report
August 31, 2014

Fund	Beg. Cash & Inv. from Prev. Mo.	Monthly Revenues	Monthly Expenditures	End. Cash & Inv. Current Month
General	$4,147,189	$411,515	$994,277	3,564,427
Street	1,753,360	36,515	226,934	1,562,940
Transportation Capital	999,001	0	979,455	19,546
Public Art	67,431	0	0	67,431
Park Impact Fee	1,391,187	2,537	0	1,393,724
Transportation Impact Fee	837,553	8,434	0	845,987
Swamp Creek Basin	1,481,252	0	92,493	1,388,759
Transportation Benefit District	338,560	22,592	0	361,152
Sammamish Bridge Replacement	80,264	0	0	80,264
Real Estate Excise Tax	1,198,203	92,932	0	1,291,135
Kenmore Village	3,262,934	102	23,279	3,239,757
Park Capital	-832,842	217	52,679	(885,305)
Surface Water Management	1,872,479	4,570	137,474	1,739,575
Surface Water Capital	234,230	0	172,100	62,130
Strategic Reserve	1,264,465	0	0	1,264,465
Strategic Opportunities	1,562,603	2,100	14,397	1,550,307
Equipment Replacement	454,777	0	24,307	430,470
Trust & Agency	385,468	15,700	7,500	393,668
Totals	$20,498,115	$597,213	$2,724,894	$18,370,434

Fund	Cash, Savings, Local Govt Investment Pool	(> One Year) Fixed Investments	Total
General	-$1,901,785	$5,479,894	3,578,109
Street	712,941	850,000	1,562,941
Transportation Capital	-972,237	0	(972,237)
Public Art	52,431	15,000	67,431
Park Impact Fee	459,067	930,000	1,389,067
Transportation Impact Fee	815,988	30,000	845,988
Swamp Creek Basin	-11,241	1,400,000	1,388,759
Transportation Benefit District	361,152	0	361,152
Sammamish Bridge Replacement	80,264	0	80,264
Real Estate Excise Tax	2,279,879	0	2,279,879
Kenmore Village	2,787,970	450,000	3,237,970
Park Capital	-885,305	0	(885,305)
Surface Water Management	1,227,788	510,000	1,737,788
Surface Water Capital	62,130	0	62,130
Strategic Reserve	414,465	850,000	1,264,465
Strategic Opportunities	1,550,307	0	1,550,307
Equipment Replacement	-19,529	450,000	430,471
Trust & Agency	293,668	100,000	393,668
Totals	$7,307,955	$11,064,894	$18,372,848

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City of Kenmore, Washington
Schedule of Investments
August 31, 2014

Report by Security	Investment #	Type	Maturity Date	Purchase Date	Rate	Yield	Possible Call Date	Principal or Balance	Yield Equivalents
		Average Yield to Maturity-Securities						Overall Average Yield	0.65%
Piper Jaffray									
	313371PC4	FHLB	12/12/2014	6/7/2011	0.88%	0.88%	no call	991,238.90	8,722.90
	31771J4M9	FICO	9/26/2017	8/14/2012	1.13%	1.13%	non callable	894,731.88	10,137.31
Total Piper Jaffrey Purchases								**1,885,970.78**	**18,860.21**
Time Value Investments									
	3136G1BT5	FNMA	8/7/2017	7/2/2013	1.30%	1.30%	8/7/2013	982,099.00	12,767.29
	3135G0XK4	FNMA	5/25/2018	11/25/2013	1.38%	1.38%	2/25/2014	985,750.00	13,583.64
	3135G0XK4	FNMA	5/25/2018	2/27/2014	1.30%	1.30%	2/25/2014	989,691.00	12,865.98
	3134G43V8	FHLB	5/15/2018	7/23/2014	1.36%	1.36%	8/15/2014	988,450.00	13,462.69
	3133EA5T1	FFCB	1/23/2019	7/23/2014	1.59%	1.59%	7/28/2014	984,270.00	15,689.26
	31359MEL3	FNMA	4/22/2017	10/22/2012	0.86%	0.86%	no call	999,468.08	8,595.43
Total TVI Purchases								**5,929,728.08**	**76,964.28**
Banner Bank CD's									
	5740005425	CD	2/6/2016	2/6/2014	0.32%	0.32%		1,000,000.00	3,200.00
Total Banner Bank CD's								**1,000,000.00**	**3,200.00**
Sound Community Bank CD's									
	18299229	CD	2/11/2016	2/14/2014	0.80%	0.80%		1,000,000.00	8,000.00
Total Sound Community Bank CD's								**1,000,000.00**	**8,000.00**
Opus Bank CD's									
	280140042	CD	3/16/2015	3/15/2011	1.15%	1.15%		249,194.49	2,865.74
	11495975	CD	8/10/2015	2/10/2014	0.35%	0.35%		1,000,000.00	3,500.00
Total Cascade Bank CD's								**1,249,194.49**	**6,365.74**
TOTAL ALL SECURITIES								**$ 11,064,893.35**	**$ 113,390.23**
		Banner Checking and Savings				**0.07% Banner**		**1,563,586.28**	1,094.51
		Cash						**1,005.00**	-
		Local Government Investment Pool				**0.09% LGIP**		**5,743,362.02**	5,415.99
									-
				Total Accounts				**$ 18,372,846.65**	**119,900.74**

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City of Kenmore, Washington

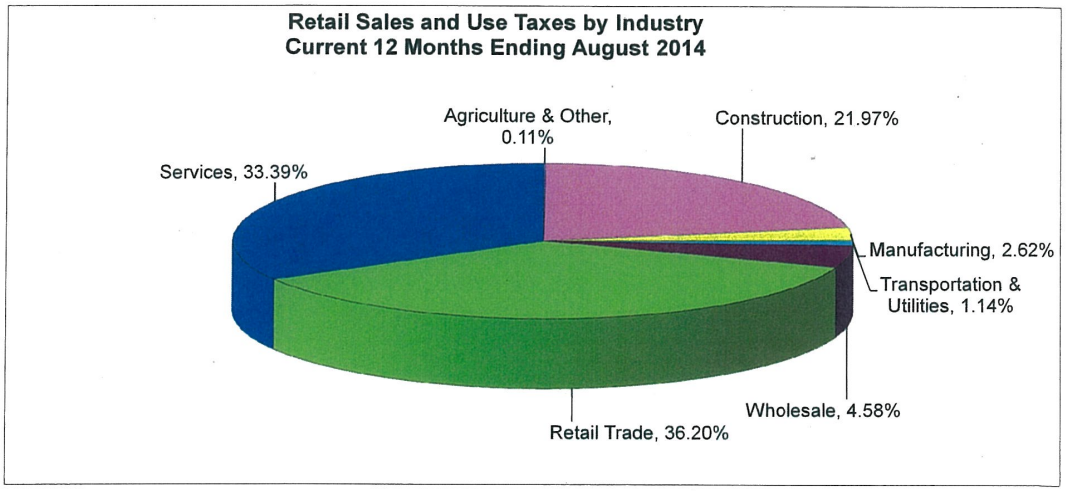
SALES TAX RECEIPTS BY BUSINESS TYPE

August 2014

	SALES TAX	USE TAX	TOTAL	PERCENT
AGRICULTURE & OTHER	400.26	0.81	401.07	0.3%
CONSTRUCTION	40,558.38	252.67	40,811.05	25.6%
MANUFACTURING	4,677.43	13.75	4,691.19	2.9%
TRANSPORTATION & UTILITIES	1,116.86	1,090.65	2,207.51	1.4%
WHOLESALE	10,098.65	103.31	10,201.95	6.4%
RETAIL TRADE	54,316.56	199.45	54,516.01	34.2%
SERVICES	35,591.24	601.23	36,192.46	22.7%
INFORMATION	7,915.25	191.54	8,106.80	5.1%
PUBLIC SERVICES	4.80	2,257.18	2,261.98	1.4%
	154,679.44	4,710.58	159,390.02	100.0%

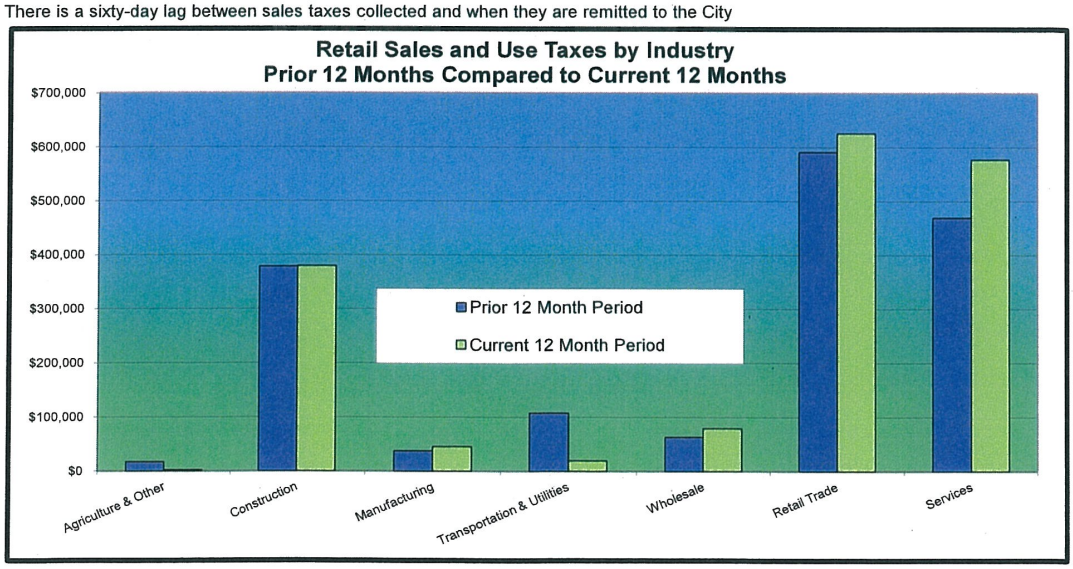
City of Kenmore, Washington
Retail Sales and Use Tax Distribution
August 31, 2014

Industry	Prior 12 Months ending August 2013	Current 12 Months ending August 2014		% Increase/ (Decrease)	% of Total
Agriculture & Other (Landscaping, Animal Hospitals)	$16,930	$1,885		-88.87%	0.11%
Construction	378,508	379,672	*	0.31%	21.97%
Manufacturing (Printing, Publishing, Other Manuf.)	37,348	45,210		21.05%	2.62%
Transp/Comm/Utilities (Telecomm., Air Transport.)	107,387	19,647		-81.70%	1.14%
Wholesale (Lumber, Other Wholesale)	63,136	79,153		25.37%	4.58%
Retail Trade (Eating, Merchandise, Food Stores)	591,042	625,753		5.87%	36.20%
Services (Auction, Recreation, Auto Repair, Financial)	469,291	577,170		22.99%	33.39%
Totals	$1,663,642	$1,728,490		3.90%	100%
Increase/(Decrease)		$64,848		3.90%	



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

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



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City of Kenmore, Washington
Real Estate Excise Tax Report
August 31, 2014

Real Estate Excise Taxes (REET)
2011 - 2014 Monthly Receipts

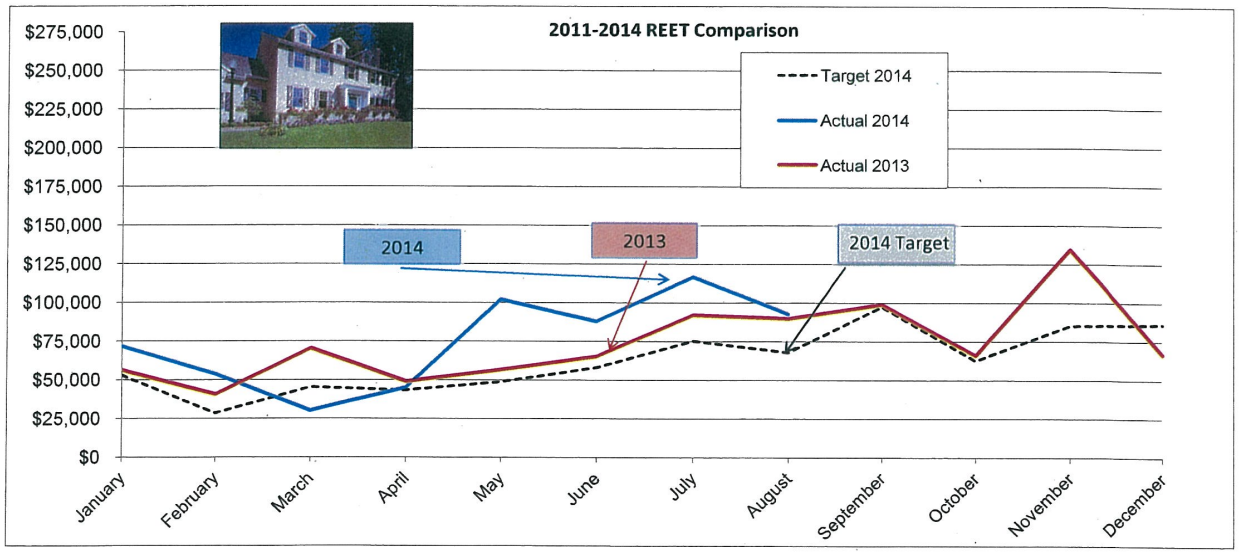
	Actual 2011	Actual 2012	Actual 2013	Actual 2014	Target 2014
January	48,679	54,359	55,801	72,106	52,921
February	27,294	18,064	40,281	54,038	28,533
March	36,507	29,691	69,946	30,426	45,360
April	50,463	30,662	48,671	45,118	43,245
May	37,671	52,575	56,178	102,257	48,785
June	48,938	60,408	64,938	88,070	58,067
July	53,012	81,316	91,779	116,858	75,333
August	57,471	56,626	89,496	92,932	67,832
September	111,107	82,785	98,573		97,442
October	61,805	60,265	65,596		62,525
November	33,475	88,057	134,286		85,232
December	39,510	152,262	66,342		85,997
	$605,931	$767,070	$881,886		$751,629

For 2014, REET is $84,716 more than the same period last year and more than the 2014 target by $181,730

* NOTE THE 2014 target is computed on a 3 year average (2011-2013) of actual receipts

Real Estate Excise Taxes (REET)
2011 - 2014 Property Sales > $500,000
(The sales actually occur in the prior month; there is a 30 day lag between sales and when the City receives the revenue)

	Taxes from > $500,000 Sale Amounts							
	2011	2012	2013	2014	2011	2012	2013	2014
January	1,046,085	5,515,283	3,380,165	4,699,850	5,178	27,301	16,732	23,264
February	547,257	1,152,000	3,417,500	3,930,920	2,709	5,702	16,917	19,458
March	1,100,000	750,000	3,514,000	2,175,430	5,445	3,713	17,394	10,768
April	1,075,000	870,000	1,570,450	4,266,725	5,321	4,307	7,774	21,120
May	2,372,000	2,796,250	3,634,210	12,347,730	11,741	13,841	17,989	61,121
June	2,605,000	1,215,000	2,761,500	7,353,999	12,895	6,014	13,669	36,402
July	3,354,950	4,196,500	8,478,706	15,071,601	16,607	20,773	41,970	74,604
August	3,045,950	1,756,200	6,131,455	5,882,306	15,077	8,693	30,351	29,117
September	15,691,044	4,859,500	10,911,500		77,671	24,055	54,012	0
October	7,873,950	3,087,500	5,568,400		38,976	15,283	27,564	0
November	875,000	8,334,960	18,620,230		4,331	41,258	92,170	0
December	2,189,000	23,033,200	4,606,450		10,836	114,014	22,802	0
	$41,775,236	$57,566,393	$72,594,566	$55,728,561	206,787	284,954	359,344	275,854



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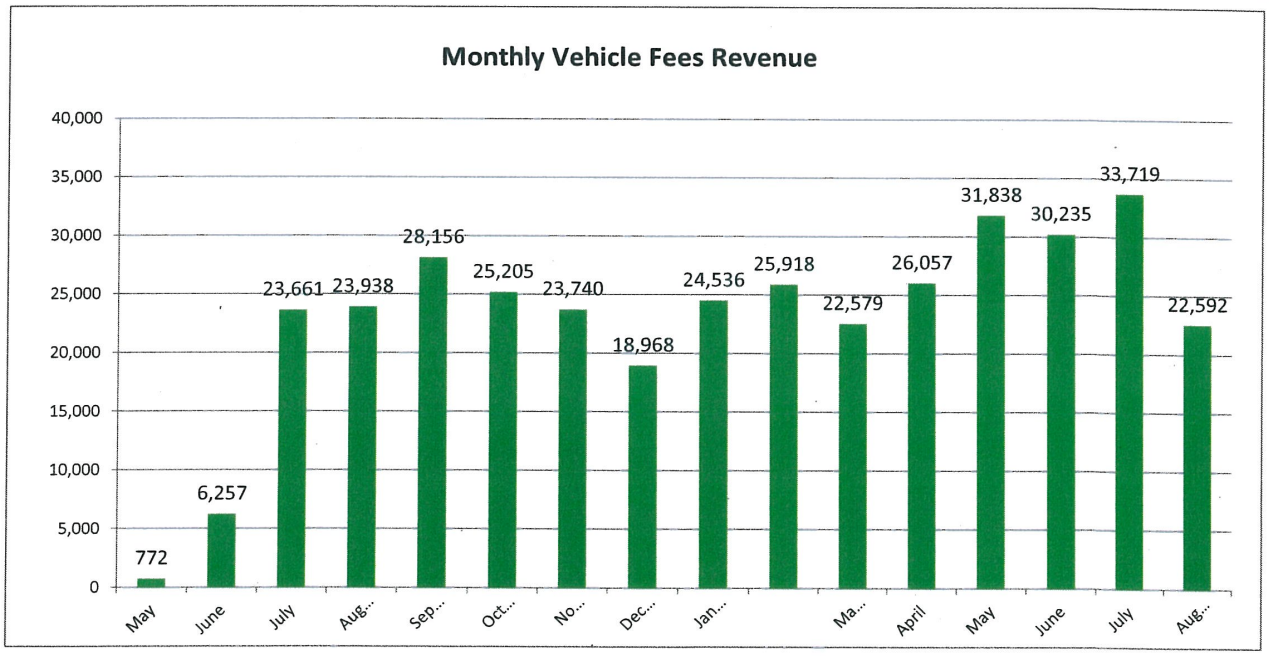
City of Kenmore, Washington
Monthly Report for Kenmore Village Fund
August 31, 2014

Revenues	August 2014	Biennium-to-Date	Biennium Budget
Lease Income (USPS & Kenmore Village)	0	50,750	102,100
Return of Security Deposit	0	0	0
Other Rent Income	0	15,100	15,000
Landlord Expense (CAM*) Reimbursement	0	0	0
Investment Interest	0	933	4,500
Sale of Property	0	4,555,922	4,440,000
Leasehold Excise Returned	102	4,820	14,900
Total Revenues	102	4,627,525	4,576,500
Expenditures			
6700 Building Improvements		0	11,000
Downtown Plan Services	21,740	236,492	228,168
Property Management		3,263	43,200
Utilities and Insurance - Kenmore Village		44,965	6,600
Repairs, Maintenance, Other Services	1,539	39,497	34,918
Transfers to Other Funds		0	926,800
Total Expenditures	23,279	324,217	1,250,686
Net Income (Loss)	-23,177	4,303,309	3,325,814

NOTE: This schedule only reflects activity occurring on the City books and does not include the lease revenue and expenditures accounted for by the property management firm.

Kenmore Transportation Benefit District
Monthly Report
August 31, 2014

Revenues	August 2014	Biennium-to-Date	Biennium Budget
Vehicle Fees			
Total Revenues	$ 22,592	$368,171	$535,000
Expenditures			
WCIA Insurance	0	7,500	10,000
Reimbursement to Street Fund	0	0	525,000
Total Expenditures	0	7,500	535,000
Net Income (Loss)		$360,671	$0



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City Council Business Agenda Item
City of Kenmore, WA

Subject/Topic: Presentation of the Resource Alignment Diagnostic Tool by the Center for Priority Based Budgeting	**For Council Meeting Agenda of:** October 6, 2014 **Department:** Executive Department Finance and Administration **Prepared by:** Joanne Gregory **Initial & Date** **Approved by Department Head:** 9/30/14 **Approved by City Attorney:** **Approved by Finance Director:** 9/30/14 **Approved by City Manager:**
Proposed Council Action/Motion: Receive Presentation of the Resource Alignment Diagnostic Tool by the Center for Priority Based Budgeting	**Exhibits/Attachments:** None-The Resource Alignment Diagnostic Tool will be presented at the October 6, 2014 City Council meeting

Expenditure Required N/A **Amount Budgeted** $0 **Appropriation Required** $0

INFORMATION/BACKGROUND:

In June 2014 the City Council authorized the City Manager to execute a contract with the Center for Priority Based Budgeting (CPBB)to implement a priority based budgeting process in preparation of the 2015-2016 biennial budget. Having received the City's program inventories and the program scoring and costing worksheets developed during this process, the CPBB has developed a model known as the Resource Alignment Diagnostic Tool which can be utilized by the City in 1) assessing its spending profile in terms of aligning resources with identified priorities; 2) developing "target budgets" for departments based on their individual prioritized spending profile and 3) analyzing programs using the "Resource Alignment Diagnostic Tool's" unique filtering capabilities.

FISCAL CONSIDERATION:

The Resource Alignment Diagnostic Tool will inform and guide the City Council and staff as the 2015-2016 biennial budget is further developed and refined over the next few months.

COUNCIL GOAL/BUDGET OBJECTIVE BEING ADDRESSED:

Vision statement: Clear public priorities: that efficiently and effectively utilizes its public resources.

i:\admin & finance\budget\2015-2016\ab summary resource alloc diag tool.docx

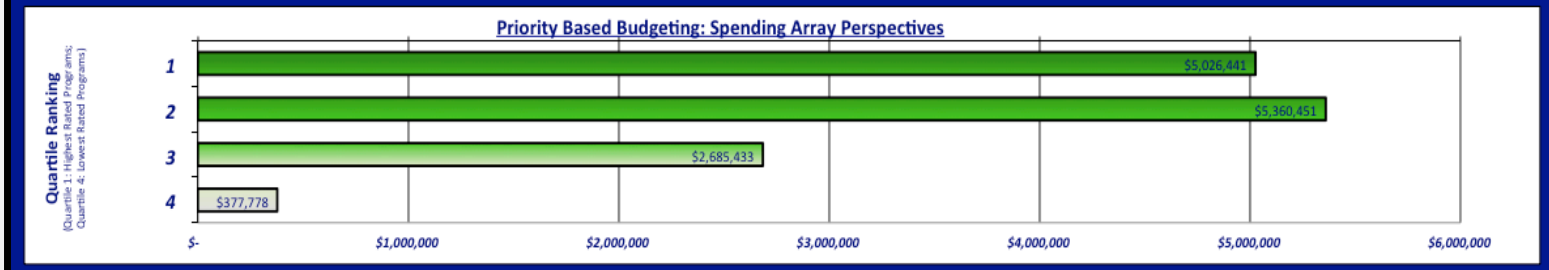
Resource Alignment Diagnostic Tool

©

City of Kenmore, Washington "Resource Alignment Diagnostic Tool"

Program Type: (All Programs, Governance, Community-oriented)	Fund Perspective: (All or Individual Funds)	Department / Division Perspective: Department / Division	Funding Perspective: (Revenue Source; Direct/Indirect Costs)
Every City Program	City-wide	All Departments	Total Estimated Budget

October, 2014



Quartile Ranking	Prior Year Budget	2014 Budget	Increase (Reduce) %	Impact	2015 Target Budget	# of Programs
Qrt 1	$0	$5,026,441	0.00%	$0	$5,026,441	98
Qrt 2	$0	$5,360,451	0.00%	$0	$5,360,451	107
Qrt 3	$0	$2,685,433	0.00%	$0	$2,685,433	120
Qrt 4	$0	$377,778	0.00%	$0	$377,778	74
Fixed Costs	$0	$53,003	0.00%	$0	$53,003	1
Allocated Costs	$0	$0	0.00%	$0	$0	0
TOTALS	$0	$13,503,106	0.00%	$0	$13,503,106	400

Generate List of Programs

Total City Budget	% Of Total City Budget	% of Total Programs	Total Programs
$ 13,503,106	100.00%	94.34%	424

Prioritization Driven Budget | Criteria Filter | Data Filter | Scorecard – Community Programs | Scorecard –Governance Progr

CENTER FOR PRIORITY BASED BUDGETING
Using a Unique Lens to Focus Community Resources on Results

Priority Based Budgeting

Presentation of

"Resource Alignment Diagnostic Tool"

City of Kenmore, Washington

Jon Johnson & Chris Fabian

October 6, 2014

CENTER FOR PRIORITY BASED BUDGETING

Using a Unique Lens to Focus Community Resources on Results

BRINGING VISION INTO FOCUS WITH A NEW "LENS"

CENTER FOR PRIORITY BASED BUDGETING
Using a Unique Lens to Focus Community Resources on Results

STEPS to SUCCESS – Priority Based Budgeting

1. *Determine Results*

- Accurate prioritization of programs, reflecting the organization's stated objectives, depends on the comprehensive identification of the *Results* it is in business to achieve

2. *Clarify Result Definitions*

- Precision in prioritization depends on the articulation of the cause and effect relationship between a program and a *Result*
- Using clearly defined "***Result Maps***", detailing the factors that influence the way *Results* are achieved, the organization can minimize subjectivity in the process of linking programs with its *Results*

3. *Identify Programs and Services*

- Comparing individual programs and services as opposed to comparing departments that provide those services allows for better prioritization

4. *Value Programs Based on Results*

- With the right *Results* that are clearly defined, the organization can more accurately "value" a program relative to its influence on achieving *Results*

5. *Allocate Resources Based on Priorities*

- Using "***Resource Alignment Diagnostic Tool***"

CENTER FOR PRIORITY BASED BUDGETING
Using a Unique Lens to Focus Community Resources on Results

City of Kenmore's

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 System*
- *Prosperous, Vibrant and Sustainable Economy*
- *Safe and Secure Community*
- *Sustainable, Healthy Environment and the Preservation of Natural Resources*

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Using a Unique Lens to Focus Community Resources on Results

City of Kenmore's
Good 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*

CPBB
CENTER FOR PRIORITY BASED BUDGETING
Using a Unique Lens to Focus Community Resources on Results

City of Kenmore, Washington

ACCESS to QUALITY CULTURAL, RECREATIONAL, EDUCATIONAL and LEISURE OPPORTUNTIES

- Collaboratively encourages and supports opportunities to focus on the arts, advance cultural enrichment, cultivate historic preservation, offer community events and provide life-long learning opportunities
- Enhances access to, and opportunities and activities to enjoy the City's waterfront region
- Offers a safe, well-planned community with convenient access to public gathering spaces, emphasizing the City's unique downtown, it's parks, trails and open spaces
- Partners and promotes community events and activities that encourage healthy, active lifestyles and provide entertainment
- Actively seeks out and leverages it's public, private, and non-profit community partners and volunteers to support the recreational and educational needs of it's community
- Attracts visitors and businesses by creating and advertising a safe, clean, conveniently traversable community with unique tourist amenities

CENTER FOR PRIORITY BASED BUDGETING
Using a Unique Lens to Focus Community Resources on Results

City of Kenmore, Washington

ATTRACTIVE, WELL-PLANNED, ENDURING and DESIRABLE PLACE TO LIVE and WORK

- Develops, maintains and consistently regulates neighborhoods that are safe, attractive and clean
- Offers a variety of shopping and entertainment experiences that attract residents and visitors, and stimulates job growth
- Plans strategically to encourage targeted development, supported by consistently applied design standards, and facilitated by efficient and appropriate review processes
- Provides, maintains and invests in well-planned public infrastructure, focusing on a transportation network and public facilities that accommodate the long-range growth needs of the community
- Provides for convenient modes of mobility, through safe, well-marked and well-maintained roads with the capacity to minimize congestion, and paths, trails and sidewalks to promote a walkable community
- Actively markets the City's assets, unique culture and image to attract visitors and community investment
- Builds a strong sense of community togetherness through partnerships and events that stimulate public involvement

CENTER FOR PRIORITY BASED BUDGETING
Using a Unique Lens to Focus Community Resources on Results

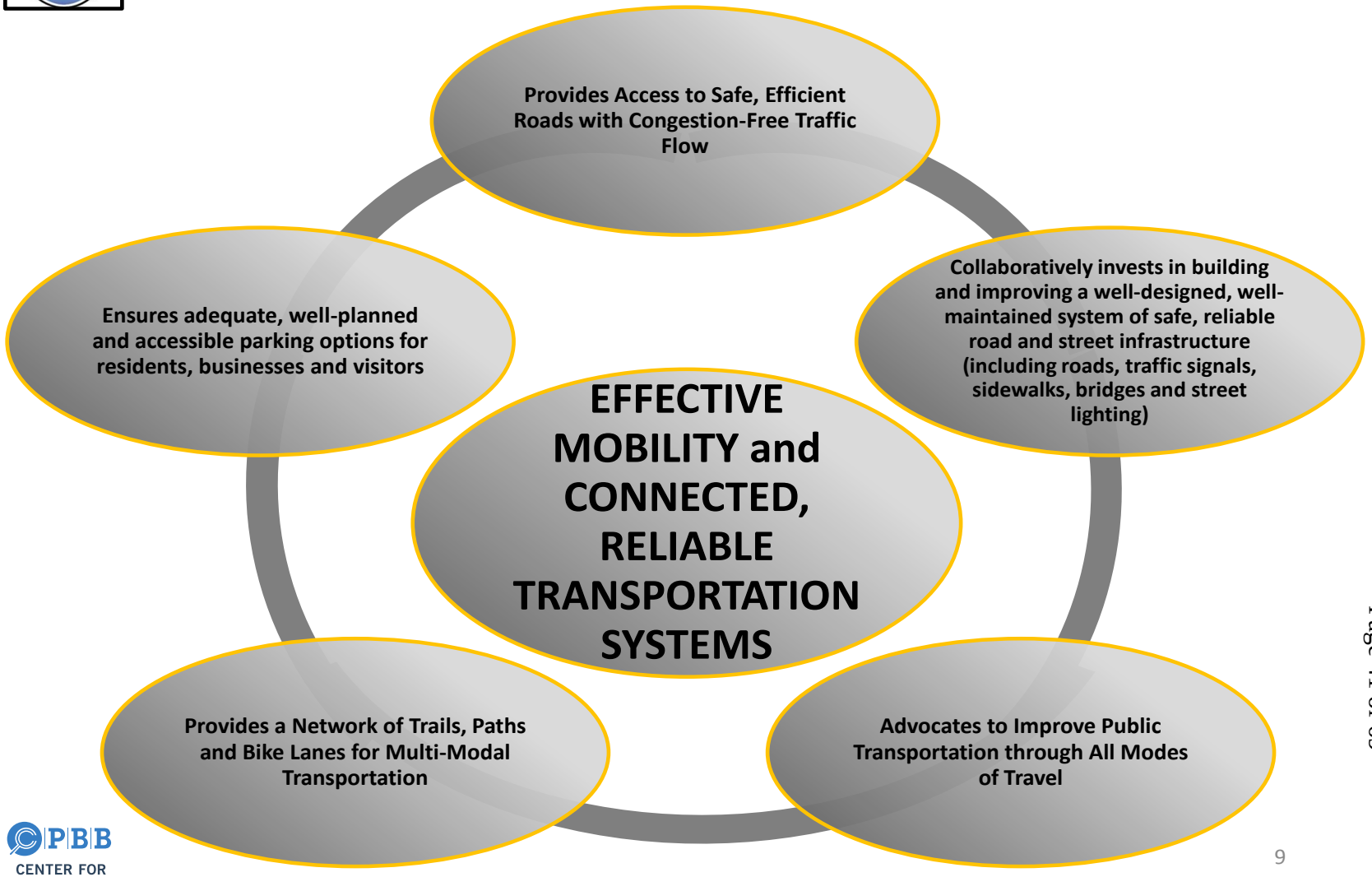
City of Kenmore, Washington

CONNECTED, INVOLVED and FAMILY-ORIENTED COMMUNTIY that VALUES DIVERSITY

- Encourages and facilitates a culture that values and supports a diverse population
- Empowers citizens to be partners in a connected community, providing opportunities for volunteerism, partnerships, and community input
- Engages community partners in the joint-pursuit of collaboration and connectedness, through the offering of diverse, family-oriented events and activities
- Connects the community through parks and public spaces, bike trails and sidewalks that encourage walkability
- Provides access to adequate housing options and access to services to meet the basic needs of all income-levels

CENTER FOR PRIORITY BASED BUDGETING
Using a Unique Lens to Focus Community Resources on Results

City of Kenmore, Washington



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Using a Unique Lens to Focus Community Resources on Results

City of Kenmore, Washington

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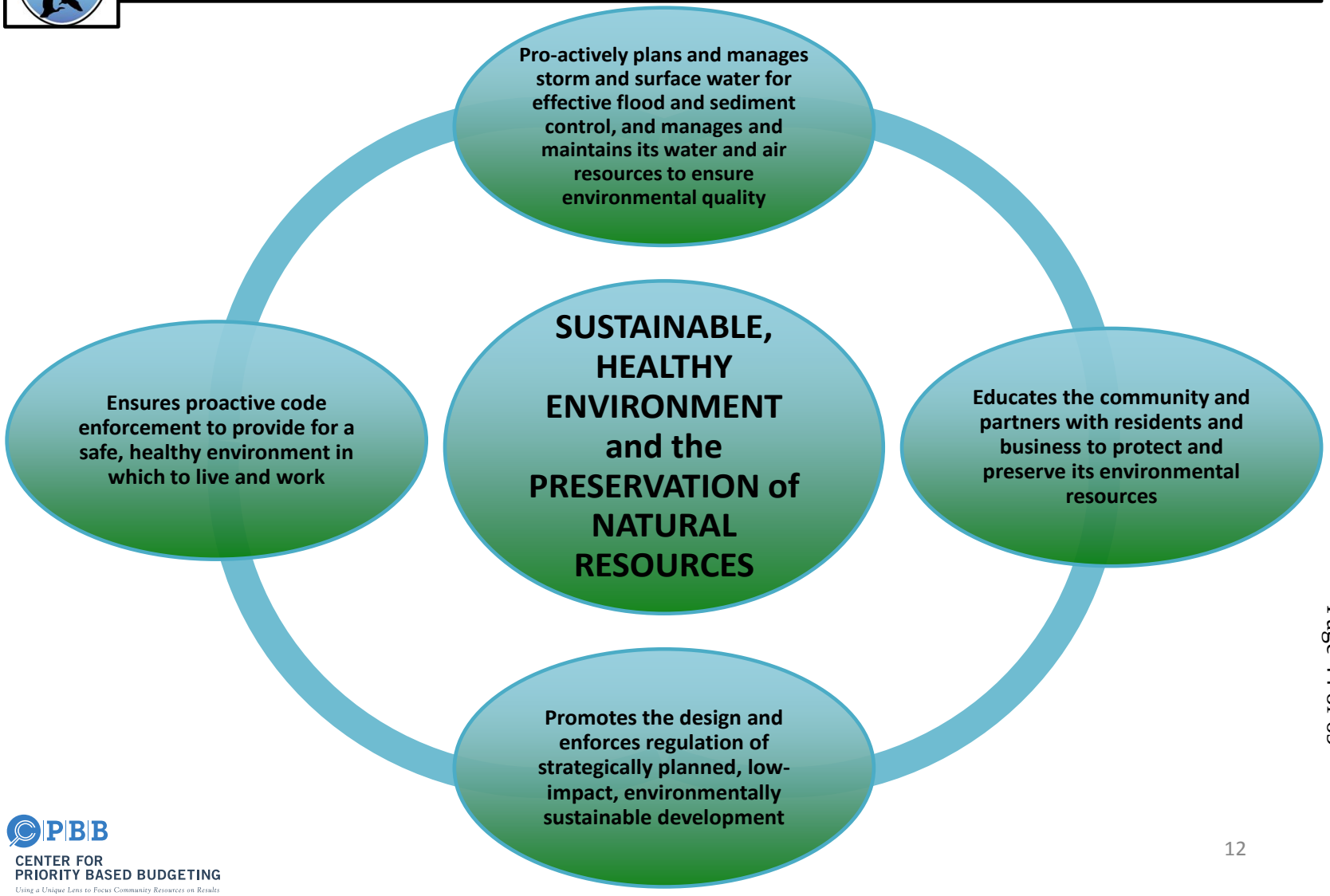
City of Kenmore, Washington



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Using a Unique Lens to Focus Community Resources on Results

City of Kenmore, Washington

CENTER FOR PRIORITY BASED BUDGETING
Using a Unique Lens to Focus Community Resources on Results

Identifying Programs & Program Costs

"Inventorying all of a government's services into a list of programs is the most difficult part of the process, but for many, it is the most illuminating. By costing out and rethinking the budget in terms of what specific services a government provides, decision-makers gain valuable information about what they actually do and how much each unit costs to produce."

- ***400 Citywide Programs - $13,503,106***
  - *24 Department Administration Programs*
  - *1 Fixed Cost Program*
- ***307 Community Programs - $12,024,255***
  - *89.05% of ongoing City budget*
- ***93 Governance Programs - $1,478,851***
  - *10.95% of ongoing City budget*

PBB
CENTER FOR PRIORITY BASED BUDGETING
Using a Unique Lens to Focus Community Resources on Results

Program Inventories (and Costs) Developed by City

City of Kenmore, Washington
Department Program Inventory Worksheet
June, 2014

DIRECTIONS: Comprehensively identify "what you do" in your department by developing a list of programs /services you offer. Please provide a program name that clearly identifies what the program "does" and provide a brief description, if needed to clarify that programs function. PLEASE AVOID ABBREVIATIONS, ACRONYMS or TERMINOLOGY THAT WOULD BE UNFAMILIAR TO SOMEONE OUTSIDE YOUR DEPARTMENT

Accounting Fund Name	DEPARTMENT NAME	DIVISION NAME	PROGRAM NAME	PROGRAM NUMBER	PROGRAM DESCRIPTION
General	Public Safety	District Court	Civil Filings (up to $75K)	198	
General	Public Safety	District Court	District Court Call Center	199	
General	Public Safety	District Court	DV and anti Harrassment Orders	200	
General	Public Safety	District Court	Hearings-Civil Infraction Hearings	201	
General	Public Safety	District Court	Hearings-Misdemeanor	202	Provide district court judges and the facility to preside over misdemeanor cases; preside over civil infraction hearings; provide court security; conduct small claim hearing, issue protection orders
General	Public Safety	District Court	Interpreters, Jury and Witness Management	203	

Program Scoring :

"***Value***" of Programs based on their influence on Results and Basic Program Attributes

CITY of KENMORE, WASHINGTON

Master Program Scorecard - Community Programs

September, 2014

MASTER PROGRAM SCORECARD

Evaluation Criteria: Community Results and Basic Program Attributes

					Basic Program Attributes										*Community Results*													
					MANDATED to PROVIDE the PROGRAM		RELIANCE on the CITY to PROVIDE the PROGRAM		COST RECOVERY of PROGRAM		PORTION of COMMUNITY SERVED by the PROGRAM		CHANGE in DEMAND for the PROGRAM		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 System		Safe and Secure Community		Sustainable, Healthy Environment and the Preservation of Natural Resources		Prosperous, Vibrant and Sustainable Economy	
					0-4 Scale 4= Fed/State Mandate; 3= Charter 2= City Code, Resolution, Ordinance or Policy; 1=Best Practice; 0=No Mandate		0 to 4 Scale 4= City is sole provider; 3= City is sole provider but other contractors available; 2= other non-profit agency provides; 1 and 0=several other private providers		0-4 Scale Based on Percentage: 4=75% to 100%; 3=50% to 74%; 2=25% to 49%; 1=1% to 24%; 0= no cost recovery		0 to 4 Scale Program serves 4 = Entire community; 3=Substantial part of community; 2 = Significant part of community; 1=Some portion of community; 0= Only small portion of community		0 to 4 Scale Program Experiencing: 4=Substantial; 3=Significant; 2 = Modest; 1=Minimal; 0= No change in demand; -1=Minimal decrease; -2=Modest decrease; -3=significant decrease; -4=Substantial decrease		0 to 4 SCALE 4 = Program is essential to the Result; 3 = Program has a strong influence on the Result; 2 = Program influences the Result; 1 = Program has some influence on the Result, though minimal ; 0 = Program has no influence on the Result													
ACCOUNTING FUND	DEPARTMENT	DIVISION	PROGRAM NAME	PROGRAM NUMBER	Department Score	Peer Review	Department Score	Peer Review	Department Score	Peer Review	Department Score	Peer Review	Department Score	Peer Review	Department Score	Peer Review	Department Score	Peer Review	Department Score	Peer Review	Department Score	Peer Review	Department Score	Peer Review	Department Score	Peer Review	Department Score	Peer Review
General	Engineering & Environmental Services	Administration	Capital Project Program Support	1	2	2	3	3	2	0	4	4	3	3	1	1	3	3	1	1	4	4	2	2	1	1	2	2
General	Engineering & Environmental Services	Administration	Citizen Action Request - Engineering (1)	2	2	2	4	4	0	0	0	0	3	3	1	1	2	2	1	2	2	2	2	3	2	2	1	1
General	Engineering & Environmental Services	Administration	Document Management	3	2	2	4	4	0	0	2	0	1	1	0	1	0	0	0	0	0	0	0	0	0	0	0	0
General	Engineering & Environmental Services	Administration	Front Desk Support	4	1	1	4	3	0	0	1	0	3	2	1	1	1	1	1	0	1	0	1	1	1	0	1	2
General	Engineering & Environmental Services	Administration	Public Records Request	5	4	4	4	4	0	0	1	0	0	0	0	1	0	0	1	0	0	0	0	0	0	0	0	0
General	Engineering & Environmental Services	Administration	Title VI Reporting	6	4	4	4	4	0	0	4	0	0	0	1	1	2	2	2	2	3	2	2	2	0	0	1	2
General	Engineering & Environmental Services	Administration	Traffic Accident Data	7	1	1	2	2	0	0	0	0	2	2	1	1	2	3	1	0	2	3	3	3	0	0	1	1
General	Engineering & Environmental Services	Engineering	American with Disability Act (ADA) Inventory	8	4	4	4	3	0	0	4	0	4	4	1	1	2	2	1	2	4	4	2	2	0	0	2	2
General	Engineering & Environmental Services	Engineering	CIP Project Construction Management/Inspection	9	3	2	3	3	3	3	3	3	2	2	1	1	4	4	1	1	4	4	3	3	2	2	3	3
General	Engineering & Environmental Services	Engineering	CIP Project Design/Environmental	10	3	2	3	3	3	3	3	3	2	2	1	1	4	4	1	1	4	4	3	3	2	2	3	3
General	Engineering & Environmental Services	Engineering	CIP Project Grant Applications/Funding Management	11	3	2	3	3	3	3	3	3	2	2	1	1	4	4	1	1	4	4	3	3	2	2	3	3
General	Engineering & Environmental Services	Engineering	CIP Project Right of Way Acquisition	12	3	2	3	3	3	3	3	1	2	2	1	1	4	4	1	1	4	4	3	3	2	2	3	3
General	Engineering & Environmental Services	Engineering	Citizen Action Request - Engineering (2)	13	2	2	3	3	0	0	0	0	3	3	1	1	2	2	1	2	2	2	2	3	2	2	1	1

CENTER FOR PRIORITY BASED BUDGETING

Using a Unique Lens to Focus Community Resources on Results

Peer Review Process (Quality Control)

©

CITY of KENMORE, WASHINGTON

Priority Based Budgeting

Peer Review of Departmental Program Scoring - September, 2014

Commun Safe & Secure Community

Each department has scored its programs against both the Priority Results and the Basic Attributes. Based on this process, programs were assigned a score between "0" and "4". Peer Review serves as a "quality control" step in the scoring process. Each Peer Review team is asked to review the scores assigned by the department for each program relative only to the Priority Result or Basic Attribute the team is assigned to study. Specifically, each team is asked to:

1) determine whether the team agrees with the departmental score based on how well the program aligns with the Priority Result or meets the scoring criteria for the Basic Attribute (i.e. does the program achieve the Priority Result and to what extent OR does it meet the scoring criteria of the Basic Attribute);
2) request additional information about the program to gain a better understanding of the departmental score, if necessary;
3) based on any additional information and based on the team's discussion, recommend the final score for the program (either higher, lower or the same as the original score.)

Programs are Listed in Order of Score, From High to Low, Relative to this Result or Attribute

ACCOUNTING FUND	DEPARTMENT	DIVISION	PROGRAM NAME	PROGRAM DESCRIPTION	PROGRAM NUMBER	DEPT. SCORE	Agree with Dept. Score? (Yes/No)	Need More Information? (Yes/No)	NOTES	PEER REVIEW FINAL SCORE
General	Community Development	General	City Emergency Operating Center (EOC) Planning		41	4	Yes			4
General	Community Development	Policy and Long Range Planning	Critical Area Regulations Updates and Implementation	Prepare updates and assist with implementation of Critical Area Regulations	62	4	No			3
General	Community Development	Policy and Long Range Planning	Transportation Planning	coordinate with outside agencies on transit planning	74	4	Yes			4
	Public Works	Administration	Citizen Action Request - General	Receive new requests, enter into Cityworks, route to staff, input responses, close requests, add documentation and updates	77	4	Yes			4
Parks/Facilities	Public Works	Parks	Parks Construction/Design Review	Perform design review for new park projects.	93	4	No			3
Parks/Facilities	Public Works	Parks	Pier Inspections and Maintenance	Pier in-water inspections done by contractor; surface inspections, cleaning and maintenance.	96	4	Yes			4
Parks/Facilities	Public Works	Parks	Playground Maintenance	Perform weekly inspections of all playground equipment, make necessary repairs, provide playground inspector certification training to staff, along with routine maintenance of structures and fall protection.	97	4	Yes			4
Parks/Facilities	Public Works	Parks	Seasonal Park Worker Program	Develop position descriptions, advertise and hire.	99	4	No			1
Streets	Public Works	ROW	Franchise Utility Permit Application Review	Intake and review all franchise utility permit applications.	101	4	No			2
Streets	Public Works	ROW	Debris Hauling	Debris clean up, removal of dumped items and haul off.	103	4	No			2

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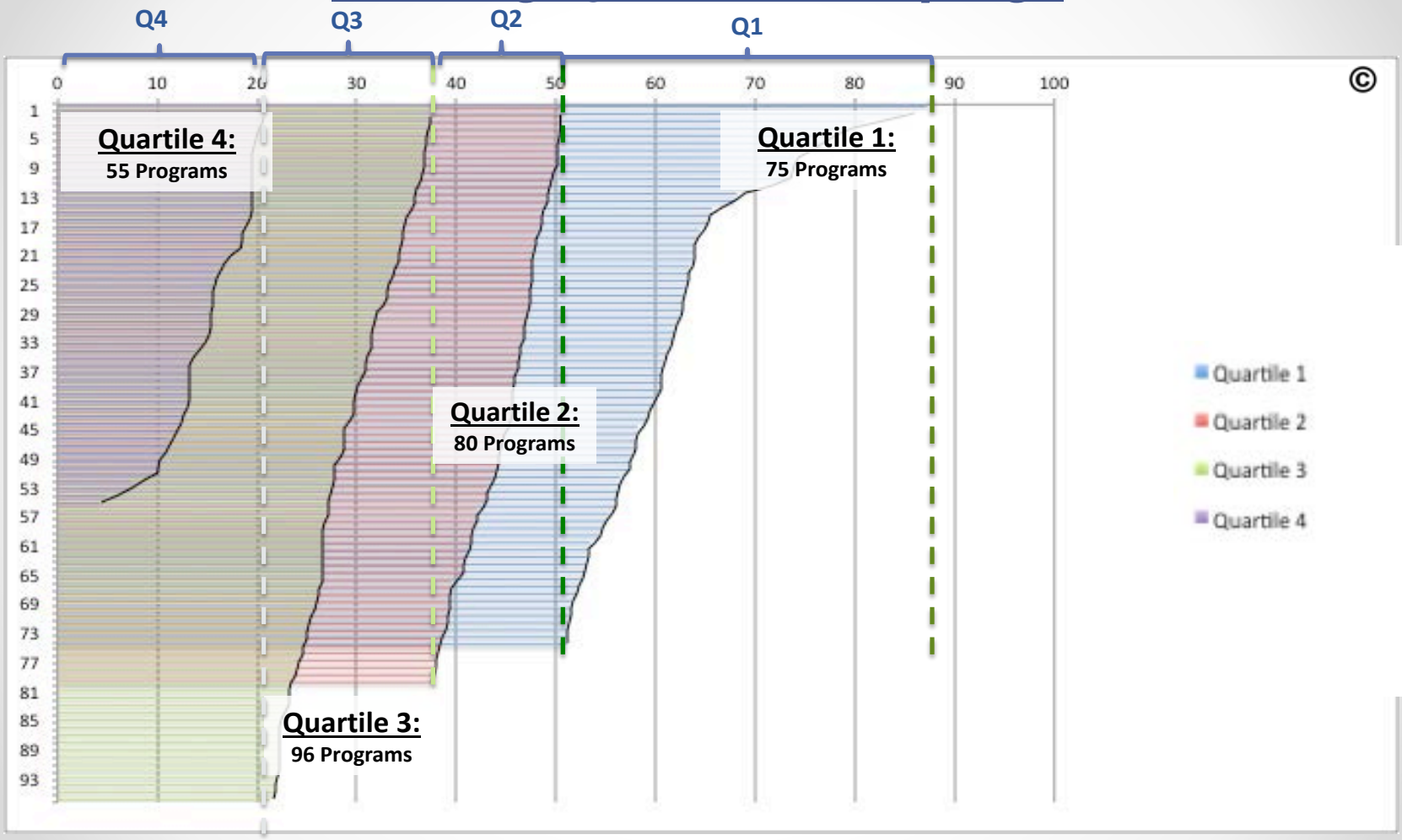
Defining Quartile Groupings



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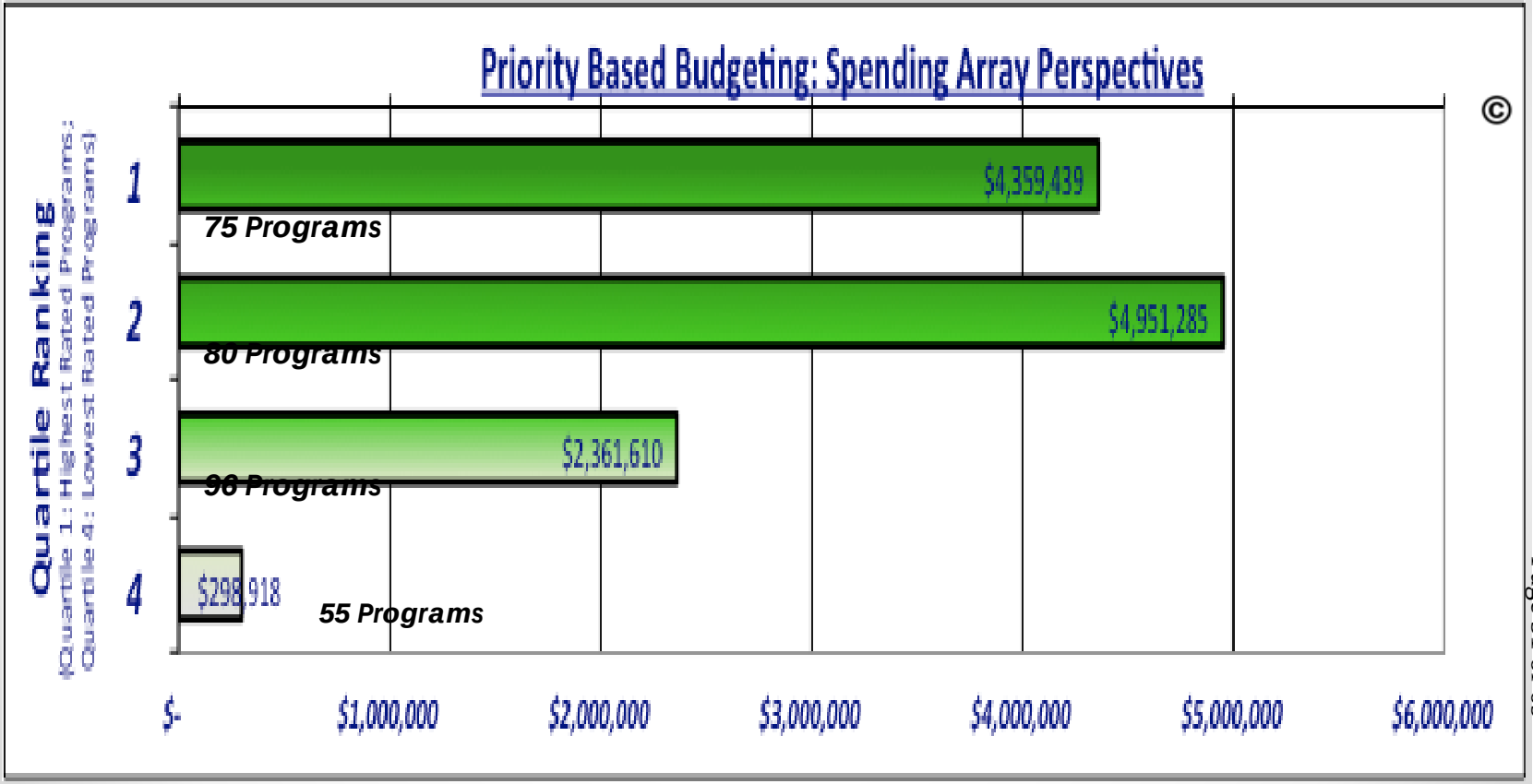
City of Kenmore's Community Oriented Programs

Allocate Resources Based on Prioritization



"Looking Through the "New Lens"

- **Which programs are of the highest priority in terms of achieving what is expected by the community?**
  - ***And which are of lesser importance?***
- **Which programs are truly mandated for us to provide**
  - ***And how much does it cost to provide them?***
- **Which programs are offered because they are "self-imposed" ?**
- **Which programs are offered for which there are no other service providers?**
- **Are there programs might lend themselves to public/private partnerships?**

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"Looking Through the "New Lens"

- **Who in the private sector is offering programs that are similar in nature?**
  - ***And should we consider" getting out of that business"?***
- **Which programs are experiencing an increasing level of demand from the community?**
  - ***And which are experiencing a decreasing need?***
- **Are there programs offered that are not helping us achieve our intended "Results"?**
- **What are we spending to achieve our "Results"?**

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"Resource Alignment Diagnostic Tool"

City of Kenmore, Washington

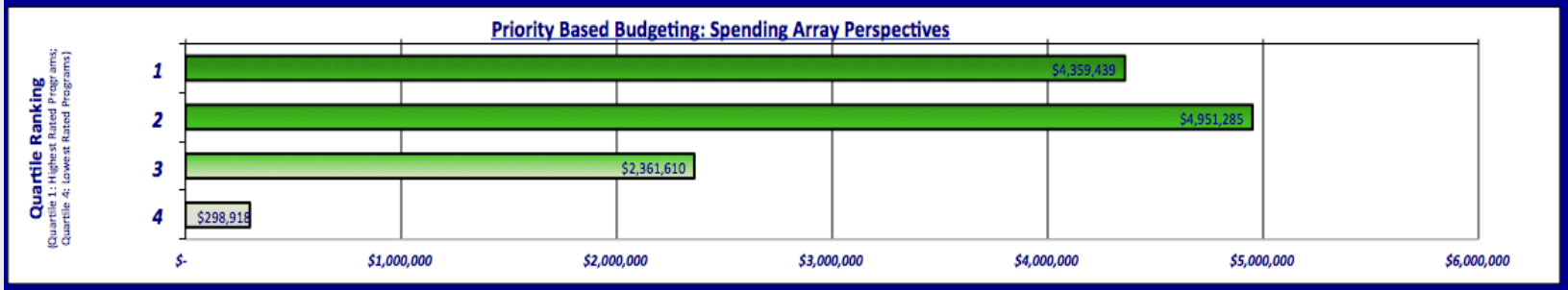
©

City of Kenmore, Washington "Resource Alignment Diagnostic Tool"

Program Type: (All Programs, Governance, Community-oriented)	Fund Perspective: (All or Individual Funds)	Department / Division Perspective: Department / Division	Funding Perspective: (Revenue Source; Direct/Indirect Costs)
Community-Oriented Programs	City-wide	All Departments	Total Estimated Budget

October, 2014

Priority Based Budgeting: Spending Array Perspectives



Quartile Ranking	Prior Year Budget	2014 Budget	Increase (Reduce) %	Impact	2015 Target Budget	# of Programs
Qrt 1	$0	$4,359,439	0.00%	$0	$4,359,439	75
Qrt 2	$0	$4,951,285	0.00%	$0	$4,951,285	80
Qrt 3	$0	$2,361,610	0.00%	$0	$2,361,610	96
Qrt 4	$0	$298,918	0.00%	$0	$298,918	55
Fixed Costs	$0	$53,003	0.00%	$0	$53,003	1
Allocated Costs	$0	$0	0.00%	$0	$0	0
TOTALS	$0	$12,024,255	0.00%	$0	$12,024,255	307

Generate List of Programs

	Total City Budget	% Of Total City Budget	% of Total Programs	Total Programs
$	13,503,106	89.05%	72.41%	424

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QUESTIONS?

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Thank You !

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Phone: 720-361-3710

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Basic Program Attributes

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Basic Program Attributes: Mandated to Provide Program

- *Programs that are mandated by another level of government (i.e. federal, state or county) will receive a higher score for this attribute compared to programs that are mandated solely by the City or have no mandate whatsoever.*
- The grading criterion established to score programs, on a 0 to 4 scale is as follows:
  - **4** = Required by Federal, State or County legislation
  - **3** = Required by Charter or incorporation documents ***OR*** to comply with regulatory agency standards
  - **2** = Required by Code, ordinance, resolution or policy ***OR*** to fulfill executed franchise or contractual agreement
  - **1** = Recommended by national professional organization to meet published standards, other best practice
  - **0** = No requirement or mandate exists

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Basic Program Attributes:
Reliance on City to Provide Program

- *Programs for which residents, businesses and visitors can look only to the City to obtain the service will receive a higher score for this attribute compared to programs that may be similarly obtained from another intergovernmental agency or a private business.*
- The grading criterion established to score programs, on a 0 to 4 scale is as follows:
  - **4** = City is the sole provider of the program and there are **no** other public or private entities that provide this type of service
  - **3** = City is currently the sole provider of the program but there are other public or private entities that could be contracted to provide a similar service
  - **2** = Program is only offered by another governmental, non-profit or civic agency
  - **1** = Program is offered by other private businesses but none are located within the City limits
  - **0** = Program is offered by other private businesses located within the City limits

Basic Program Attributes:
Change in Demand for Program

- *Programs demonstrating an increase in demand or utilization will receive a higher score for this attribute compared to programs that show no growth in demand for the program. Programs demonstrating a decrease in demand or utilization will actually receive a negative score for this attribute.*
- The grading criterion established to score programs, on a -4 to 4 scale is as follows:
  - **4** = Program experiencing a ***SUBSTANTIAL*** increase in demand of 25% or more
  - **3** = Program experiencing a ***SIGNIFICANT*** increase in demand of 15% to 24%
  - **2** = Program experiencing a ***MODEST*** increase in demand of 5% to 14%
  - **1** = Program experiencing a ***MINIMAL*** increase in demand of 1% to 4%
  - **0** = Program experiencing ***NO*** change in demand
  - **-1** = Program experiencing a ***MINIMAL*** decrease in demand of 1% to 4%
  - **-2** =Program experiencing a ***MODEST*** decrease in demand of 5% to 14%
  - **-3** =Program experiencing a ***SIGNIFICANT*** decrease in demand of 15% to 24%
  - **-4** =Program experiencing a ***SUBSTANTIAL*** decrease in demand of 25% or more

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Basic Program Attributes: Cost Recovery of Program

- *Programs that demonstrate the ability to "pay for themselves" through user fees, intergovernmental grants or other user-based charges for services will receive a higher score for this attribute compared to programs that generate limited or no funding to cover their cost.*
- The grading criterion established to score programs, on a 0 to 4 scale is as follows:
  - **4** = Fees generated cover 75% to 100% of the cost to provide the program
  - **3** = Fees generated cover 50% to 74% of the cost to provide the program
  - **2** = Fees generated cover 25% to 49% of the cost to provide the program
  - **1** = Fees generated cover 1% to 24% of the cost to provide the program
  - **0** = No fees are generated that cover the cost to provide the program

Basic Program Attributes:
Portion of Community Served by Program

- *Programs that benefit or serve a larger segment of the City's residents, businesses and/or visitors will receive a higher score for this attribute compared to programs that benefit or serve only a small segment of these populations*.

- The grading criterion established to score programs, on a ***0 to 4*** scale is as follows:
  - **4** = Program benefits/serves the **ENTIRE** community *(100%)*
  - **3** = Program benefits/serves a **SUBSTANTIAL** portion of the community *(at least 75%)*
  - **2** = Program benefits/serves a **SIGNIFICANT** portion of the community *(at least 50%)*
  - **1** = Program benefits/serves **SOME** portion of the community *(at least 10%)*
  - **0** = Program benefits/serves only a **SMALL** portion of the community *(less than 10%)*

CENTER FOR PRIORITY BASED BUDGETING
Using a Unique Lens to Focus Community Resources on Results

City Council Business Agenda Item
City of Kenmore, WA

Subject/Topic: Estimates of Revenue and Expenditures for Current 2013-2014 Budget and Preliminary 2015-2016 Budget	For Council Meeting Agenda of: October 6, 2014 Department: Executive Department Finance and Administration Prepared by: Rob Karlinsey, City Manager Joanne Gregory, Finance Director Initial & Date Approved by Department Head: 9/26/14 Approved by City Attorney: Approved by Finance Director: 9/26/14 Approved by City Manager: RK
Proposed Council Action/Motion: Receive and File Estimates of Revenue and Expenditures for Current 2013-2014 Budget and Preliminary 2015-2016 Budget for the City of Kenmore, Washington	Exhibits/Attachments: Summary of All Revenue and Expenditures by Fund to be distributed at the October 6, 2014 meeting.

Expenditure Required N/A Amount Budgeted $0 Appropriation Required

INFORMATION/BACKGROUND:
The Estimates of Revenue and Expenditures for the current 2013-2014 Budget and the Preliminary 2015-2016 Budget for the City of Kenmore will be provided to the City Council at the October 6 City Council meeting. This provides the opportunity for the City Council and the community to receive information on the City of Kenmore's biennial to date revenues and expenditures in comparison to the City's 2011-2012 amended biennial budget. It also provides an overview of the preliminary 2015-2016 budget and financial program showing expenditures and revenues for each fund.

FISCAL CONSIDERATION:
A Priority Based Budgeting process, for development of the 2015-2016 biennial budget, has been underway since June, 2014. A Resource Alignment Diagnostic Tool will be presented at this meeting which will reveal scored City wide programs with associated program costs. This will provide a calculation of the City's total budget by quartile ranking which will guide all resource allocation calculations based on the prioritization of the programs. Further review and discussion of all program and fund budgets will begin later in October or early November.

COUNCIL GOAL/BUDGET OBJECTIVE BEING ADDRESSED:
Per RCW 35A.33.135, the City Manager must provide the legislative body with current information on estimates of revenues from all sources as adopted in the budget for the current year, no later than the first Monday in October. The City Manager must also provide the legislative body with the preliminary budget setting forth the complete financial program, showing expenditures requested and sources of revenue.

i:\admin & finance\budget\2015-2016\ab summary 10 6 2014.docx

City Council Business Agenda Item
City of Kenmore, WA

Subject/Topic: Authorize City Manager to Execute Contract 14-C1261, an Interlocal Agreement Between the City of Kenmore and Puget Sound Clean Air Agency for Cooperative Odor Complaint Investigations	**For Council Meeting Agenda of:** October 6, 2014 **Department:** Development Services **Prepared by:** Bryan Hampson, Development Services Director **Initial & Date** **Approved by Department Head:** BH 9/24/14 **Approved by City Attorney:** R.K. 9/23/14 BH **Approved by Finance Director:** 9/25/14 **Approved by City Manager:**
Proposed Council Action/Motion: Motion to Authorize City Manager to Execute Contract 14-C1261, an Interlocal Agreement Between the City of Kenmore and Puget Sound Clean Air Agency for Cooperative Odor Complaint Investigations	**Exhibits/Attachments:** Interlocal Agreement Between the City of Kenmore and Puget Sound Clean Air Agency for Cooperative Odor Complaint Investigations

Expenditure Required $NA **Amount Budgeted** $NA **Appropriation Required** $NA

INFORMATION/BACKGROUND:

On May 12, 2014, the Council authorized the City Manager to Execute Contract 14-C1261, an Interlocal Agreement Between the City of Kenmore and Puget Sound Clean Air Agency for Cooperative Odor Complaint Investigations, as long as PSCAA agreed to insert an indemnification and defense section into the Interlocal Agreement. PSCAA refuses to insert such a section into the Agreement. Despite this refusal, staff recommends that the City enter into the Agreement.

As mentioned previously, PSCAA is a special-purpose, regional government agency. Its role is to ensure clean and healthy air throughout King, Kitsap, Pierce and Snohomish Counties. PSCAA's activities and regulatory oversight include asbestos abatement during building demolitions or remodels, outdoor fires, mobile spray coaters working on small vehicle repairs that require paint touch-up, gas station gasoline vapors, and generally improving neighborhood air quality.

PSCAA has adopted regulations to control the emission of air contaminants from all sources within its jurisdiction, to provide for the uniform administration and enforcement, and to carry out the requirements and purposes of the Washington Clean Air Act and the Federal Clean Air Act.

With respect to odor, in order to take enforcement action, PSCAA must have an inspector or duly authorized representative document the odor level and source of the odor, and must receive an affidavit from the person filing the odor complaint. Odor levels range from 0-4, with level 0 being no odor detected to level 4 being an odor so strong that a person does not want to remain present. The affidavit must demonstrate that the complainant has

experienced air contaminant emissions in sufficient quantities and of such characteristics and duration so as to unreasonably interfere with the complainant's enjoyment of life and property.

Unfortunately, PSCAA's inspectors are not always able to respond in time to detect or verify an odor complaint. This Agreement will allow a Kenmore employee to act as a duly authorized representative of PSCAA and conduct odor complaint investigations on behalf of PSCAA. In other words, Kenmore will be authorized, on a non-exclusive basis, as Kenmore staff time and resources permit at the sole discretion of the Kenmore City Manager or his/her designee, to act on behalf of PSCAA to conduct odor complaint investigation activities. PSCAA may still respond to and investigate air quality complaints within Kenmore, however.

After a Kenmore employee completes the investigation, he or she will submit documentation to PSCAA, which then will determine whether or not to initiate an enforcement action. Kenmore will not be responsible for enforcement actions. The cost of an enforcement action will be borne exclusively by PSCAA.
Given that (1) promoting and enforcing air quality is the primary responsibility of PSCAA and not of Kenmore, (2) Kenmore is not mandated by State Law to investigate or enforce air quality complaints on behalf of the Puget Sound Clean Air Agency, (3) Kenmore has limited resources, and (4) the full impact and workload requirement for Kenmore to handle air quality complaint investigations is unknown, this Agreement should be considered a temporary trial arrangement with a fixed end date and with the right of Kenmore or the PSCAA to terminate this Agreement at any time in the manner provided for by the Agreement.

Thus, staff recommends entering into an Interlocal Agreement with PSCAA for an initial period of six months. During this period, the City will evaluate whether to extend the Agreement.

FISCAL CONSIDERATION:
Resources needed to respond and conduct odor complaint investigations.

COUNCIL GOAL/BUDGET OBJECTIVE BEING ADDRESSED:
To continue to improve the quality of life throughout the City.

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INTERLOCAL AGREEMENT FOR COOPERATIVE ODOR COMPLAINT INVESTIGATIONS

City of Kenmore Contract No. 14-C1261

THIS INTERLOCAL AGREEMENT FOR COOPERATIVE ODOR COMPLAINT INVESTIGATIONS is made and entered into on this _____ day of March, 2014, by and between the City of Kenmore [hereinafter "Kenmore"], a municipal corporation, and the Puget Sound Clean Air Agency [hereinafter "PSCAA"], a multicounty public agency.

RECITALS:

A. The PSCAA is a multicounty air pollution control agency organized and activated in accordance with Chapter 70.94 RCW. Kenmore is located within the boundaries and the jurisdiction of the PSCAA.

B. The purpose and the public policy of the PSCAA is to secure and maintain such levels of air quality as will protect human health and safety, to prevent injury to plant and animal life and property, and to foster the comfort and convenience of the area's inhabitants.

C. Pursuant to the authority of RCW 70.94.141, the PSCAA has previously adopted Regulation 1 to control the emission of air contaminants from all sources within the agency's jurisdiction, to provide for the uniform administration and enforcement of said Regulation, and to carry out the requirements and purposes of the Washington Clean Air Act and the Federal Clean Air Act.

D. Section 9.11 of said Regulation 1 states, in part, as follows:

(b) With respect to odor, the Agency may take enforcement action under this section if the Control Officer or a duly authorized representative has documented all of the following:

(1) The detection by the Control Officer or a duly authorized representative of an odor at a level 2 or greater, according to the following odor scale:

level 0 - no odor detected;
level 1 - odor barely detected;
level 2 - odor is distinct and definite, any unpleasant characteristics recognizable;
level 3 - odor is objectionable enough or strong enough to cause attempts at avoidance; and
level 4 - odor is so strong that a person does not want to remain present.

(2) An affidavit from a person making a complaint that demonstrates that they have experienced air contaminant emissions in sufficient quantities and of such characteristics and duration so as to unreasonably interfere with their enjoyment of life and property; and

(3) The source of the odor.

- - - - -

E. Kenmore and the PSCAA have determined that their mutual goal of ensuring clean air for Kenmore's citizens would be more efficiently attained if some of the odor complaint investigations described in Regulation 1, Section 9.11 (b) could be conducted by Kenmore within its jurisdiction, on behalf of the PSCAA.

F. Kenmore and the PSCAA are desirous of entering into an agreement to memorialize the terms and conditions under which Kenmore may conduct said odor complaint investigations on behalf of the PSCAA. In compliance with and under the authority of Chapter 39.34, RCW, the purpose of this Agreement is to specify said terms and conditions.

G. Given that (1) promoting and enforcing air quality is the primary responsibility of the PSCAA and not of Kenmore, (2) Kenmore is not mandated by State Law to investigate or enforce air quality complaints on behalf of the PSCAA, (3) Kenmore has limited resources, and (4) the full impact and workload requirement for Kenmore to handle air quality complaint investigations is unknown, this Agreement should be considered a temporary trial arrangement with a fixed end date and with the right of Kenmore or the PSCAA to terminate this Agreement at any time within the parameters set forth below.

Now, therefore, in consideration of the mutual promises made herein, it is hereby agreed as follows by the parties:

1. Odor Complaint Investigations. The PSCAA hereby authorizes Kenmore, on a non-exclusive basis, as Kenmore staff time and resources permit at the sole discretion of the Kenmore City Manager or his/her designee, and on behalf of the PSCAA, to conduct odor complaint investigation activities detailed in Regulation 1, Section 9.11(b) of the PSCAA, including but not limited to:

1.1 Quantifying the odor detected according to the following scale, on a written form furnished by the PSCAA:

level 0 - no odor detected;
level 1 - odor barely detected;
level 2 - odor is distinct and definite, any unpleasant characteristics recognizable;
level 3 - odor is objectionable enough or strong enough to cause attempts at avoidance; and
level 4 - odor is so strong that a person does not want to remain present.

1.2 Interviewing the complainant(s) and obtaining from him/her/them a signed affidavit or other formal statement which describes the odor, the source of the emission, the person who the complainant believes is responsible for causing or allowing the odor, and distress or ill effects caused by the odor. Said affidavit or statement shall be completed on a form furnished to Kenmore by the PSCAA.

1.3 Determining and documenting the source of the odor, to the best of Kenmore's knowledge.

1.4 Prior to any investigation conducted by Kenmore, PSCAA shall provide all necessary training to Kenmore personnel who are tasked with conducting such investigations.

2. Submittal to PSCAA. With respect to each individual complaint, at such time as Kenmore has completed the investigation activities described in Section 1 above, Kenmore shall submit to the PSCAA any written documentation pertaining to said complaint. In its sole discretion, the PSCAA shall then determine whether or not to initiate any enforcement action.

3. Other Remedies. Nothing in this Agreement shall be construed to impair any cause of action or legal remedy which Kenmore may have for injury or damages arising from the emission of any odor in such place, manner or concentration as to constitute air pollution or a nuisance.

4. Agency Authority. Except as otherwise provided herein, neither party shall have agency authority to act for or bind the other party in any matter. This Agreement does not preclude or discourage the PSCAA from responding to and investigating air quality complaints within Kenmore. The PSCAA recognizes that Kenmore may not have the time and resources, given other competing Kenmore priorities, to respond to all air quality complaints in Kenmore.

5. Responsible Official. The Kenmore official responsible for conducting odor complaint investigations shall be the City Manager or his/ her designees. For purposes of Regulation 1, Section 9.11(b), said official(s) shall be the "duly authorized representative" of the PSCAA referenced therein.

6. Financing. The cost of conducting the odor complaint investigations performed by Kenmore described in Section 1 above shall be borne exclusively by Kenmore. The cost of any enforcement action taken as a result of the investigation shall be borne exclusively by the PSCAA.

7. Administrator. The administrator of this Agreement shall be Mario Pedroza of the PSCAA, or his successor, and he or his successor shall be responsible for administering the cooperative undertaking described herein.

8. Duration and Termination. This Agreement shall continue in full force and effect for a period of six (6) months from the effective date of this Agreement; provided that at any time during this Agreement either party may give the other party thirty (30) days written notice of the former's intent to terminate this Agreement. Upon the termination of this Agreement, Kenmore shall submit to the PSCAA any written documentation secured with respect to an ongoing complaint investigation.

9. Notices. All notices and other communications hereunder shall be deemed to have been duly given if delivered or mailed, certified mail, with postage prepaid (a) if to Kenmore, to:

City of Kenmore
Bryan Hampson
Development Services Director
18120 68th Ave NE
Kenmore, WA 98028

or to such other person or place as Kenmore shall furnish to the PSCAA in writing, or (b) if to the PSCAA, to:

The Puget Sound Clean Air Agency
Mario Pedroza
Supervising Inspector
1904 Third Ave, Ste 105
Seattle, WA 98101

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or to such other person or place as the PSCAA shall furnish to Kenmore in writing.

10. Severability. If any part of this Agreement is held by a court of competent jurisdiction to be invalid, void or unenforceable, the remainder of the provisions shall remain in full force and effect and shall in no way be affected, impaired or invalidated.

11. Counterparts. This Agreement may be signed in two counterparts and, if so signed, shall be deemed one integrated Agreement.

12. Entire Agreement. This Agreement constitutes the entire agreement between the parties with respect to the subject matter of this Agreement. There are no promises, terms, conditions or obligations other than those contained herein, and this Agreement shall supersede all previous communications, negotiations, representations or agreements, either verbal or written, between the parties hereto concerning the subject matter of this Agreement.

13. Amendment. This Agreement may not be modified or amended except by writing signed by both parties hereto.

14. Successors. This Agreement shall inure to the benefit of and be binding upon the parties, their respective successors and assigns, but no right or obligation arising hereunder may be assigned or transferred by any party without the prior written consent of the other party.

15. Governing Law. This Agreement shall be interpreted in accordance with the laws of the state of Washington.

16. Headings. The headings in this Agreement are intended solely for convenience of reference and shall be given no effect in the interpretation of this Agreement.

17. Filing. Pursuant to RCW 39.34.040, this Agreement shall be filed with the King County Division of Records or alternatively, listed by subject on the PSCAA and Kenmore web sites or other electronically retrievable public sources.

IN WITNESS WHEREOF the parties hereto have executed this Agreement on the date first above written.

CITY OF KENMORE	PUGET SOUND CLEAN AIR AGENCY
_____	_____
By: Rob Karlinsey	By: Laurie Halvorson
Title: City Manager	Title: Director – Compliance & Legal
Date: _____	Date: _____
APPROVED AS TO FORM BY:	APPROVED AS TO FORM BY:
_____	_____
Rod Kaseguma, City Attorney	Jennifer Dold, Agency Attorney
Date: _____	Date: _____