

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 Regular Meeting Agenda
and Planning Commission Special Meeting Agenda
7:00 p.m., Monday, October 21, 2013
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. City Council agendas are also available on our website at www.kenmorewa.gov.

I. CALL MEETING TO ORDER

II. ROLL CALL

III. FLAG SALUTE

IV. AGENDA APPROVAL

V. PRESENTATION

A. Art Presentation & Event Proposal - A. Gaul Culley

VI. CITIZEN COMMENTS

This is an opportunity to express your views on issues that are important to you and to the community. Please limit your comments to three (3) minutes.

VII. CONSENT AGENDA

- A. Adopt Minutes for the September 9, 2013 City Council Regular & Special Meeting
- B. Approve Check Nos. 28557 - 28657 in the Amount of \$678,344.08 and Electronically Transferred Payroll Funds Totaling \$66,953.04 and Payroll Check No. 210620 in the Amount of \$65.06
- C. Receive and File August 2013 Financial Report

VIII. BUSINESS AGENDA

- A. City of Kenmore Volunteer Policy - Plan and Overview - Leslie Harris, Management Analyst, and Cindy Shelton, Special Events Coordinator
- B. Playground Equipment for Northshore Summit Park, Contract No. 13-C1216 - Debbie Bent, Community Development Director, and Marc Connelly, Parks Projects Manager

IX. JOINT PLANNING COMMISSION SPECIAL MEETING AGENDA

- A. Parks, Recreation and Open Space (PROS) Plan - Planning Commission Presentation and Discussion - Debbie Bent, Community Development Director, and Marc Connelly, Parks Projects Manager

<http://www.kenmorewa.gov/Page.aspx?cid=648>

X. STAFF REPORT

XI. COUNCILMEMBER REPORTS & COMMENTS

XII. COUNCILMEMBER INITIATIVES

XIII. ADJOURNMENT

Upcoming Meetings:

Monday, October 28, 2013	City Council Regular Meeting	7:00 p.m.
Monday, October 28, 2013	Transporation Benefit District Board Meeting	8:30 p.m.
Monday, November 4, 2013	City Council Special Executive Session	6:30 p.m.
Tuesday, November 5, 2013	Planning Commission Regular Meeting	7:00 p.m.

**City of Kenmore, Washington
City Council Special & Regular Meeting
Minutes
September 9, 2013**

CALL TO ORDER – The special meeting of the Kenmore City Council was called to order by Mayor David Baker at 6:30 p.m.

EXECUTIVE SESSION

Mayor Baker adjourned the special meeting at 6:30 p.m. to an executive session to discuss Litigation, pursuant to RCW 42.30.110(1)(i). He stated that the executive session will last for approximately 30 minutes and that no action is anticipated when the meeting is reconvened.

ADJOURNMENT – Mayor Baker adjourned the special meeting at 6:50 p.m.

CALL TO ORDER – Mayor Baker called the regular meeting to order at 7:00 p.m.

Councilmembers present: Mayor David Baker, Deputy Mayor Bob Hensel, and Councilmembers Brent Smith, Laurie Sperry, Allan Van Ness, Milton Curtis, and Glenn Rogers

Staff present: Rob Karlinsey, City Manager; Nancy Ousley, Assistant City Manager; Joanne Gregory, Finance & Administration Director; Kris Overleese, Engineering & Environmental Services Director; Debbie Bent, Director of Community Development; Jennifer Gordon, Public Works Operations Manager; Leslie Harris, Management Analyst; Rod Kaseguma, City Attorney; and Patty Safrin, City Clerk

FLAG SALUTE

Mayor Baker led the flag salute.

AGENDA APPROVAL

It was Council consensus to approve the agenda as submitted.

HAPPY 100th BIRTHDAY to all Kenmore residents turning 100 or more in 2013 – Mr. Al Schaffler was present to receive congratulations from the City Council on turning 100 this year.

PRESENTATION

Coverage is Here, King County – Chrissy Russillo, Chief of Policy, Community Partnerships and Communications at Public Health, Seattle & King County, was present to brief the City Council on new health insurance enrollment efforts. She stated that over 2,000, or 17% of people in the City, are without health insurance. She distributed a fact sheet and provided a PowerPoint presentation. The presentation detailed new affordable coverage options in Washington and strategies for reaching the uninsured, including the new Health Benefit Exchange, called the Washington HealthPlanFinder. Enrollment will begin on October 1, 2013, and insurance coverage will begin on January 1, 2014. In Kenmore, Center for Human Services, Open Arms Perinatal, Solid Ground, and Washington CAN will provide in-person enrollment assistance from October 2013 through March 2014. Ms. Russillo was also available to answer any questions.

PROCLAMATIONS

Day of Concern for Hunger – September 28, 2013 – Mayor Baker read the proclamation into the record, and Brian Anderson, Operations Director for the Emergency Feeding Program, was present to accept the proclamation.

National Preparedness Month Proclamation – September 2013 – Mayor Baker read the proclamation into the record.

CITIZEN COMMENTS

Ken Smith, 15816 70th Avenue NE, Kenmore, was present to state his concerns regarding the City's financial position.

Mayor Baker thanked the citizen for his comments.

CONSENT AGENDA

Councilmember Rogers moved to approve the consent agenda as submitted. Mayor Baker seconded the motion to Adopt the Minutes for the August 16, 2013 City Council Special Meeting; Approve Check Nos. 28332 - 28404 in the Amount of \$873,977.14 and Electronically Transferred Payroll Funds Totaling \$66,138.34 and Payroll Check Nos. 210479 – 210481 Totaling \$700.99 for the Period Ending August 20, 2013. The motion passed unanimously.

BUSINESS AGENDA

June 2013 Financial Report Presentation – Joanne Gregory, Finance & Administration Director, was present to give a brief staff report in which she noted that expenses were on track for the period, with the exception of legal expenses, which staff is working to reduce. She stated that overall general fund revenues are at 103% of projections, with sales tax close to budget; water and sewer fees lagging a bit, pending negotiation of the franchise agreement; development fees ahead of projections; real estate excise tax trending upward; and impact fees on target. In response to a Councilmember question, she stated that the only debt the City has is approximately \$240,000 in surface water debt which we inherited from King County upon incorporation. She stated that the debt will be paid in full in 2016.

West Sammamish Bridge Update – Kris Overleese, Engineering & Environmental Services Director, and Kevin Kim of Jacobs Engineering, provided a PowerPoint presentation. They reviewed the history of the East Sammamish Bridge and West Sammamish Bridge since October 2012, including monitoring and inspection activities. They also reviewed initial findings by Jacobs Engineering and stated that Jacobs is recommending the City take no action at this time. They detailed the next steps, including having Jacobs complete their studies and continuing to monitor the bridge. They were also available to answer any questions.

Resolution No. 13-221 Recommending Light Rail Station at NE 145th Street and I-5 – Kris Overleese, Engineering & Environmental Services Director, was present to give a brief staff report regarding the resolution, which supports Shoreline's desire for a light rail station at this location. She stated that other locations are being considered by Sound Transit, and that the NE 145th Street and I-5 location is the easiest for Kenmore residents to get to, as well as having the biggest potential for transit-oriented development. She was also available to answer any questions.

It was Council consensus that the resolution be modified to add language regarding Sound Transit making every effort to ensure that bus service will be available to the station from Kenmore. Council requested that the modified resolution be brought back for Council approval on the September 23, 2013 consent agenda.

STAFF REPORT

Drive-Through Regulations in the Downtown Commercial Zone – Debbie Bent, Community Development Director, was present to provide information to the Council on the existing regulations. She stated that the intent of the regulations when passed in 2003 was to try to limit vehicle uses and encourage more pedestrian-friendly and transit-oriented development. It was also intended that existing business drive-throughs would phase out over time and that drive-through usage is discouraged for the downtown area. City Manager Karlinsey asked the Council for direction as to whether this issue should be brought back to Council to explore options for changing the regulations. Director Bent discussed some options for changing the regulations and what that might mean.

It was Council direction that staff should bring back some options for Council to consider.

City Manager Karlinsey asked Council if the City would be able to spend some money to promote a City Council Candidates Forum being held by the Kenmore Business Alliance on October 8th at 6:30 p.m. at Bastyr University.

It was Council consensus that the City should not promote the Kenmore Business Alliance/Chamber of Commerce event with City funds.

CITY COUNCILMEMBER COMMENTS/REPORTS

Councilmember Smith stated that the City Manager and Assistant City Manager did a great job on the legislative wrap-up event.

Councilmember Rogers noted that Mercer Island is utilizing a vehicle with laser beams to drive through the city and gather information about infrastructure.

Deputy Mayor Hensel thanked the staff for a great fireworks event on the 4th of July.

Mayor Baker announced that the City received \$20,000 from KaBOOM! He noted that he went in front of the State Liquor Control Board to state the City's concerns, and had several interview requests following that. He stated that he attended a great meeting last week with our three State Representatives, Farrell, Pollet and Frockt. He noted that the State Senate Transportation Committee is currently holding hearings throughout the State, and that Council needs to be present and visible at these meetings.

ADJOURNMENT

Mayor Baker adjourned the regular meeting at 9:07 p.m.

David Baker, Mayor

ATTEST:

Patty Safrin, City Clerk

City of Kenmore Voucher Certification and Approval

I, the undersigned, do hereby certify under penalty of perjury that the materials have been furnished, the services rendered or the labor performed as described herein and that the following claims, paid by checks 28557-28657 which total \$678,344.08 and electronically transferred payroll funds totalling \$66,953.04 and payroll check #210620 in the amount of \$65.06 are just, due and unpaid obligations against the City of Kenmore/King County/Washington, and that I am authorized to authenticate and certify to said claims.

 10/10/13
City Manager Date

 9/30/13
Finance Director Date

Check #	Vendor Name	Description	Check Amt
28557	REPUBLIC SERVICES	Aug. City Hall/Rhod. Park Trash Svc	910.00
28558	PUGET SOUND ENERGY	8/1-8/29 Street Light/ Electric Bills	10,292.47
28559	FRONTIER	City Hall Phone Svc 8/28-9/27/13	957.99
28560	CANTEEN REFRESHMENT SERVICES	Coffee Order - August & Sept.	214.80
28561	NATIONWIDE FINANCIAL 401a	Social Security Replacement Plan	10,063.48
28562	NATIONWIDE RETIREMENT SOLUTIONS 457	Deferred Comp Payroll Deduction	200.00
28563	ICMA RETIREMENT TRUST 457 - 304745	Deferred Comp Payroll Deduction	2,594.83
28564	DRS 457	Deferred Comp Payroll Deduction	1,783.33
28565	AFLAC	Flexible Spending Medical Plans	458.90
28566	CITY OF KENMORE FS	Flexible Spending Medical Plans	253.08
28567	BANK OF AMERICA 941	Payroll Taxes	14,959.58
28568	DEPARTMENT OF LABOR AND INDUSTRIES	Worker's Compensation	3,250.87
28569	UNITED WAY OF KING COUNTY	Employee Charitable Contribution	274.00
28570	NATIONAL LIFE OF VERMONT	Life Insurance	234.89
28571	AMERICAN GENERAL	Life Insurance	530.79
28572	STATE OF FLORIDA DISBURSEMENT UNIT	Payroll Deduction	275.00
28573	DEPARTMENT OF RETIREMENT SYSTEMS	Payroll Entry	12,466.62
28574	BANANA ENTERPRISES, INC.	Utility, Sidewalk, Const. Easement	8,200.00
28575	AWC EMPLOYEE BENEFITS	Employee Health Insurance	39,665.08
28576	BONOMI, ANGELO	9/17-9/19 Mileage/Lodging Expenses	545.04
28577	CASCADE PEST CONTROL	Rhododendron Park Rodent Control	142.35
28578	CITY OF BELLEVUE	4th Qtr 2013 ARCH Contribution	6,391.00
28579	CITY OF LAKE FOREST PARK	August Contract Charges	69,006.02
28580	COASTWIDE LABORATORIES	City Hall Maintenance Supplies	406.60
28581	CODE PUBLISHING COMPANY	Kenmore Municipal Code Updates	3,404.90
28582	CROWN PRODUCTS LLC	Dog Waste Bags for Waste Stations	608.49
28583	INSLEE, BEST, DOEZIE & RYDER, P.S.	July Legal Services	29,948.21

VIIB. Approve Check Nos. 28557 - 28657 in the Amount of
\$678,344.08 and Electronically Transferred Payroll Funds Totalling

28584	KING COUNTY DISTRICT COURT	2012 City Contract Reconciliation	46,337.00
28585	KING COUNTY FINANCE	Road Maint/Drainage/Signs/Signals	50,842.29
28586	KING COUNTY FINANCE	Dumped Shelf Unit & Door Disposal	28.02
28587	KING COUNTY FINANCE	CWP July Adult/Juvenile Detention	5,418.00
28588	SOUND PUBLISHING, INC.	Summer Events Publishing	542.25
28589	KING COUNTY OFFICE OF FINANCE	Aug Public Defense Indigency Svcs	874.53
28590	KING COUNTY SHERIFF	August, 2013 Police Services	253,518.67
28591	LIGHTHOUSE CONSULTING INC	August IT Svcs & Software Licenses	3,615.47
28592	MEEHAN, NANCY	Exp. Reimbursement for Mtg Supplies	135.83
28593	MR. T'S TROPHIES	Plaque for Gardenia Donated	20.37
28594	NORTHSHORE FIRE DEPT	Fire Protection Svc Park-N-Ride	3,519.00
28595	NORTHSHORE UTILITY DIST	Water/ Sewer Bills	5,868.18
28596	NORTHSHORE UTILITY DIST	August Vehicle Fuel & Maintenance	2,387.36
28597	NORTHSHORE UTILITY DIST	Resolution of Claims 61st/181st Signal	1,087.53
28598	HONEY BUCKET	Summer Concerts - Rentals	382.31
28599	OFFICE MAX	Office Supplies/ Toner	842.16
28600	OFFICE TEAM	Receptionist Conversion Fee/Temp Svc	5,990.75
28601	OLYMPIC ENVIRONMENTAL RESOURCES INC	9/11/13 Business Recycling Event	3,087.40
28602	PACIFIC TOPSOILS	7/26-8/23 Material Disposal	749.61
28603	PEOPLES STORAGE	Oct. Storage Unit Rent #C304	184.00
28604	PUGET SOUND ENERGY	8/14-9/12 Electric, Signal & Light Bills	2,212.12
28605	SEATTLE TIMES	Legal Ad - Northshore Summit Park	229.69
28606	STATE AUDITOR'S OFFICE	August Audit Services	1,922.80
28607	TOTAL LANDSCAPE CORP	Sept. Landscaping Parks/City Hall	5,002.61
28608	WA FINANCE OFFICERS ASSOCIATION	WFOA Conference Registration	425.00
28609	WA STATE CONSOLIDATED TECH SVCS	August ListServ	175.00
28610	WA STATE DEPT OF TRANSPORTATION	Aug. Chgs 61st/181st Signal	211.56
28611	COLUMBIA RIDGE LANDFILL	Dump Fees - for August	1,021.66
28612	ACF WEST INC	Sand Bags	394.20
28613	BERK & ASSOCIATES	August Svc-Kenmore Market Analalysis	11,656.95
28614	NATIONAL LEAGUE OF CITIES	NLC Membership	1,489.00
28615	SNOHOMISH COUNTY	Aug. Solid Waste - Vactor Disposal Chg	2,412.00
28616	MAIL FINANCE	Postage Machine Lease 10/14-11/13	250.76
28617	BANNER BANK LD	Parking/Electronic Newsletter	98.98
28618	BANNER BANK CS	Printer	208.04
28619	NATIONAL IMPRINT CORPORATION	Police Dept. Supplies/ Pencils	292.30
28620	BANNER BANK DB	Conference Registration, Webinar	673.00
28621	BANNER BANK NO	Lodging, Bus. Expenses, Dues	626.04
28622	CURTIS, DR. MILTON	Facility Rental Sec.Deposit Refund	250.00
28623	BANNER BANK JG	Computer & Wellness Activity Supplies	183.03
28624	BANNER BANK KENMORE	Mtg Exp/Check Printer/Supplies	1,486.03
28625	BANNER BANK KENMORE	Supplies for Events & City Hall, Mtgs.	1,376.55
28626	BANNER BANK JGORDON	Mirror for Parking Garage Safety	71.41
28627	ALCALDE & FAY	8/15-9/15 Govt. Affairs Consulting	5,014.63
28628	ZUMAR	Pet/Critical Area Signs	881.44
28629	SUNBELT	Facility Maintenance Supplies	384.08
28630	COMCAST	9/14-10/13 City Hall Internet	130.80
28631	PASSPORT TRAVEL AND TOURS	Amtrak for PNWA Conf.	122.00
28632	GORDON THOMAS HONEYWELL	Aug. Govt. Affairs Consulting	3,768.76

VIIB. Approve Check Nos. 28557 - 28657 in the Amount of
\$678,344.08 and Electronically Transferred Payroll Funds Totaling

28633	TOWNE CENTRE HARDWARE	Public Works/ City Hall Supplies	404.47
28634	INTEGRA TELECOM	9/8-10/7 City Hall Phone Svc	799.48
28635	AM TEST, INC	TMDL Sampling	200.00
28636	PAWS	August Animal Sheltering Svcs	1,155.00
28637	INDEPENDENT STATIONERS	Office Supplies	55.01
28638	SNOHOMISH COUNTY SHERIFF'S OFFICE	August, 2013 Inmate Medical Billing	12.00
28639	BANNER BANK BH	Archive Room Shelving, Registration	1,257.58
28640	MILLER STEPHENS, MARY	August Snohomish Cty Public Defender	1,250.00
28641	NORTH COAST ELECTRIC	City Hall Lights	94.18
28642	KENMORE AIR	Security Deposit & 3.5 hr. Refund	337.50
28643	ROD STEVENS	5/17-9/15 Downtown/Kenmore Village	2,269.80
28644	FRAUSE	cs	3,326.53
28645	BANNER BANK BAKER	Travel, Bus. Mtgs, Kenmore Play Day	1,364.71
28646	JOYCE ZIKER PARKINSON	August Legal Advice/ Former Shell Site	2,032.50
28647	KBA INC.	Final Bill 61/18st Signal/Culvert	741.11
28648	WELWEST CONSTRUCTION INC.	Retainage Release	5,319.51
28649	WAGE WORKS	Aug. Flex Plan Administrative Fee	50.00
28650	KENMORE COMMERCIAL LLC	October Lease 12-C1083 Incubator Bld	2,856.00
28651	ALPHAGRAPHICS US718	Business Cards	263.80
28652	INNOVAC	Emergency Response Illicit Discharge	1,994.54
28653	WEISBAND, BARRY	August Bus. Incubator Consulting	3,000.00
28654	KEATING, BUCKLIN & MCCORMACK	F.S. Lawsuit - 8/16-9/15 Legal Charges	1,187.75
28655	ARC - PACIFIC NORTHWEST	Bid Document Dist. N. Shore Summit	237.52
28656	FOUR PARK AVENUE	Play Day Transportation/Shuttle	363.07
28657	KING COUNTY FINANCE	Road Maint/ Drainage	1,332.53
210620	Garcia, Spencer	Payroll Check	65.06
9/20/2013	PAYROLL	Direct Deposit	66,953.04
			745,362.18

VIIB. Approve Check Nos. 28557 - 28657 in the Amount of
\$678,344.08 and Electronically Transferred Payroll Funds Totaling



City Council Business Agenda Item
City of Kenmore, WA

Subject/Topic: August 2013 Financial Report		For Council Meeting Agenda of: October 21, 2013	
		Department: Finance and Administration	
		Prepared by: Joanne Gregory	
Proposed Council Action/Motion: Receive and File August 2013 Financial Report for the City of Kenmore, Washington		<u>Initial & Date</u>	
		Approved by Department Head: [Signature] 10/10/13	
		Approved by City Attorney: [Signature]	
		Approved by Finance Director: [Signature] 10/10/13	
		Approved by City Manager: [Signature] FOK	
Exhibits/Attachments: August 2013 Financial Report for the City of Kenmore, Washington.			
Expenditure Required N/A		Amount Budgeted	
		\$47,793,286 Revenues	
		\$49,274,877 Expenditures	
		Appropriation Required N/A	
<u>INFORMATION/BACKGROUND:</u> The August 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 and this report reflects the amended appropriations. It also provides an opportunity to identify any potential variances or fluctuations from the budget.			
<u>FISCAL CONSIDERATION:</u> August marks the eighth month of the 24 month 2013-2014 biennium. The monthly schedules attached include the Transportation Benefit District Fund for informational purposes although it is a separate entity. On the national level, the unemployment rate dropped from 7.4% in July to 7.3% in August, the lowest in almost 5 years. The Dow Jones dropped back down to 14,810 from its July close of 15,503.			
<u>COUNCIL GOAL/BUDGET OBJECTIVE BEING ADDRESSED:</u> 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.			



The City of Kenmore

PO Box 82607
KENMORE, WASHINGTON 98028

MEMORANDUM

TO: Rob Karlinsey, City Manager
FROM: Joanne Gregory, Finance Director
DATE: October 8, 2013
RE: August 2013 Financial Reports for the City of Kenmore, Washington

August 2013 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
- 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
- SR 522 Phase I Revenue and Expenditure History
- SR 522 Phase II Revenue and Expenditure History

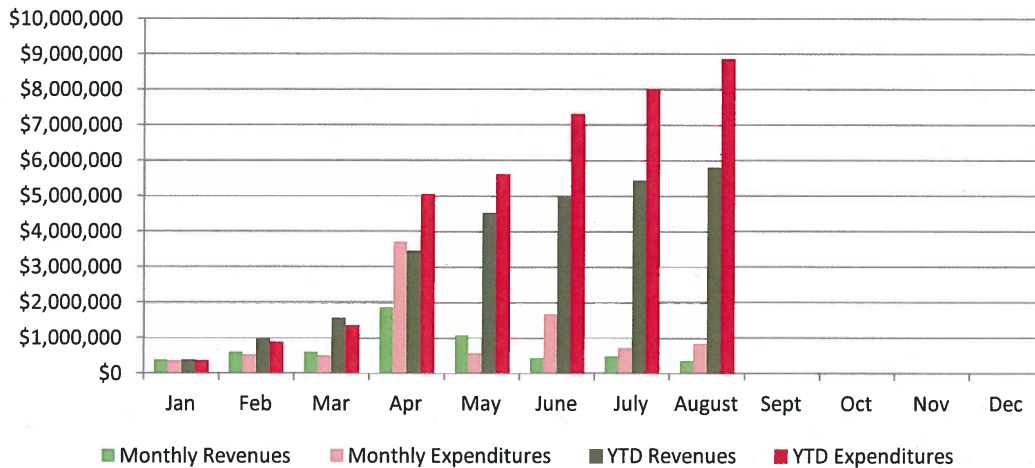
If you would like additional information or have any questions regarding the financial reports, please feel free to contact me.

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 eighth month (33%) of the 2013-2014 biennial budget period. For the month of August, expenditures exceeded revenues in the General Fund by \$488,547.

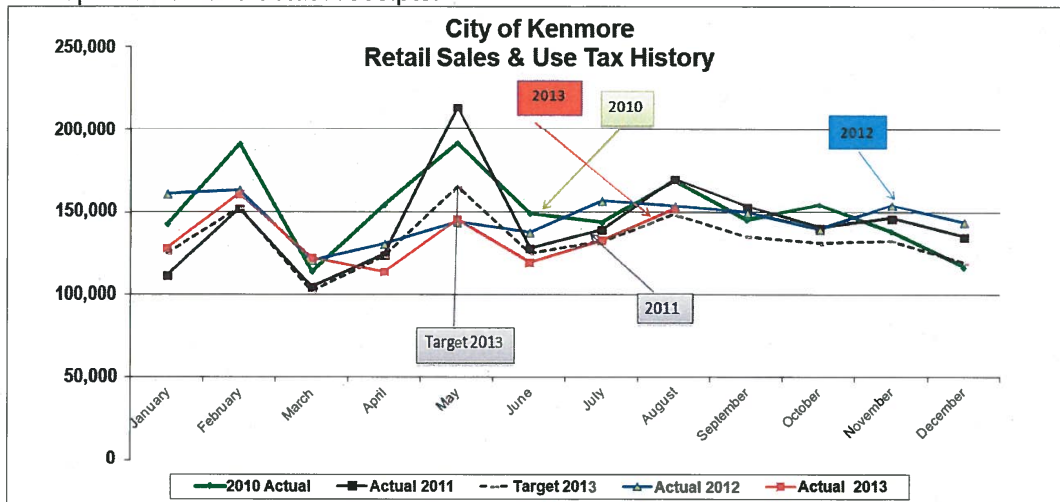
The following chart illustrates the monthly revenue and expenditure activity in the General Fund through August 2013.

City of Kenmore, Washington
Monthly Financial Report
August 2013



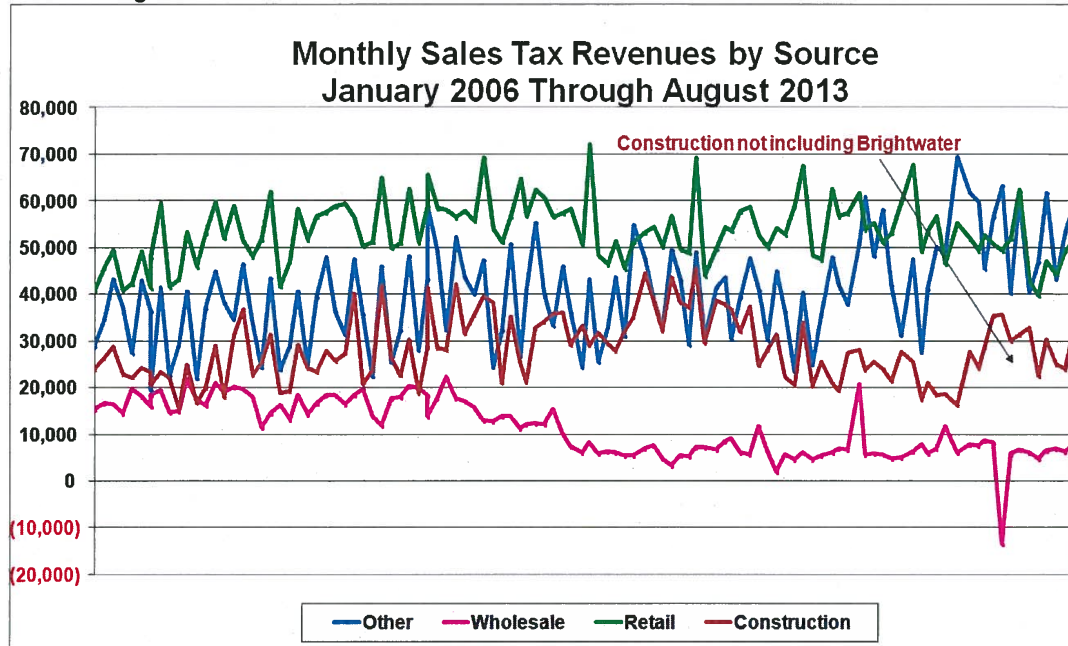
Total **revenues** for the month were **\$365,349**. Biennium to date revenues are \$5,810,554, which is 30% of the budgeted revenues of \$19,241,695. Primary sources of revenue for the month included property taxes in the amount of \$17,595, development fees & permits in the amount of \$42,261, retail sales and use taxes in the amount of \$151,949, and utility taxes in the amount of \$94,854.

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 2013 line is a monthly average of actual receipts by month during 2010, 2011, and 2012. The Orange line represents 2013 actual receipts.

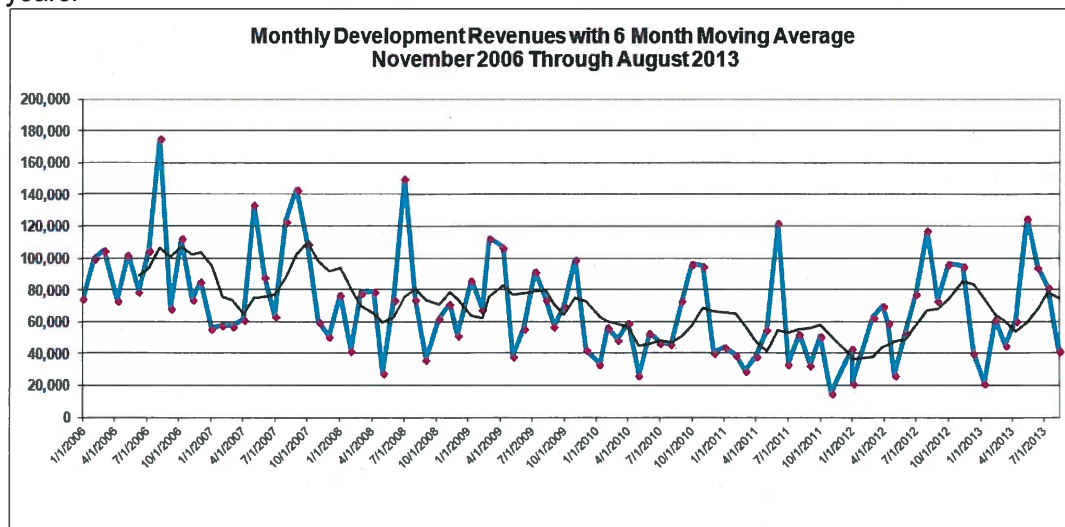


The following chart illustrates the historical trends of sales tax receipts from the major segments: construction, retail, wholesale, other (agriculture, services, manufacturing, transportation and utilities) from January 2006 through August 2013. Construction sales taxes are shown without the benefit of the Brightwater construction project. This category previously had the benefit of the city hall, Bastyr dorms, fire station and library

construction projects which have been completed. The construction segment and "Other" (includes agriculture, services, manufacturing, transportation and utilities) are showing a positive trend of improvement recently. In December, \$20,000 was deducted from the City's sales tax receipts by Department of Revenue to correct a prior error (see the dip in the wholesale line). The \$20k adjustment was related to a refund request received by the Department of Revenue to reclassify income from retailing to wholesaling.



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



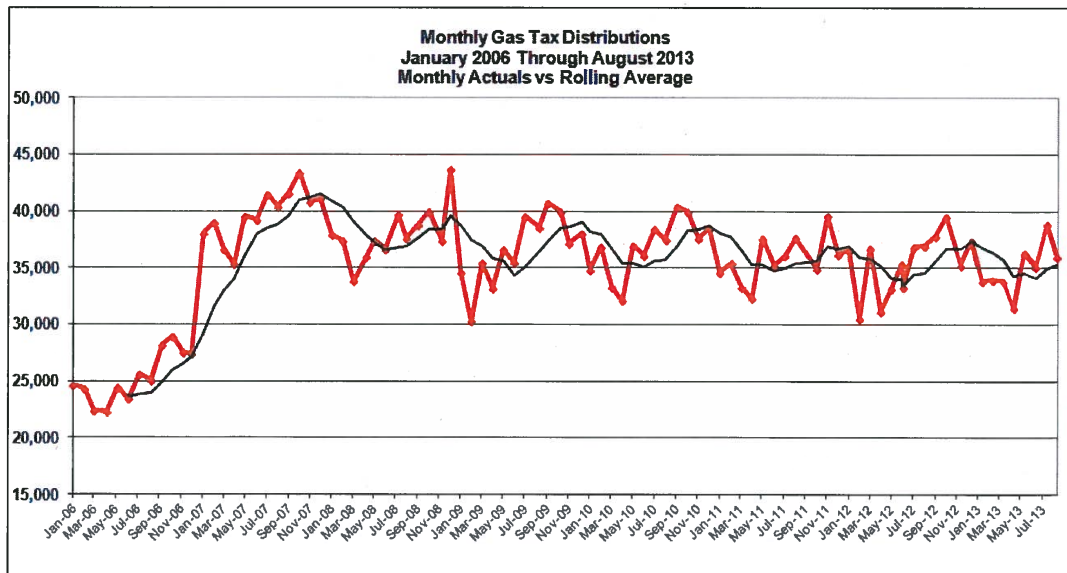
August 2013 expenditures were **\$853,896**. Biennium to date expenditures are \$8,865,502, which is 40.6% of the amended budget expenditures of \$21,857,666, a high percentage due to the \$3M interfund transfers recorded in April.

OTHER FUNDS

The August cash activity for all funds is presented on the attached All Funds Cash Summary. Total City cash and investments, at the end of August, totaled \$16,586,577. The Other Funds Monthly Activity graphs compare biennium to date revenues and expenditures to the 2013-2014 biennial budget.

The following transactions and activities were of note during the month of August. Total non General Fund revenues were \$222,469 and total non-General Fund expenditures were \$719,044.

In the **Street Fund** revenue from gas tax distributions was \$36,062. The following chart shows recent gas tax receipts through August 2013. The revenues reflect economizing by the public and increased use of fuel efficient vehicles.

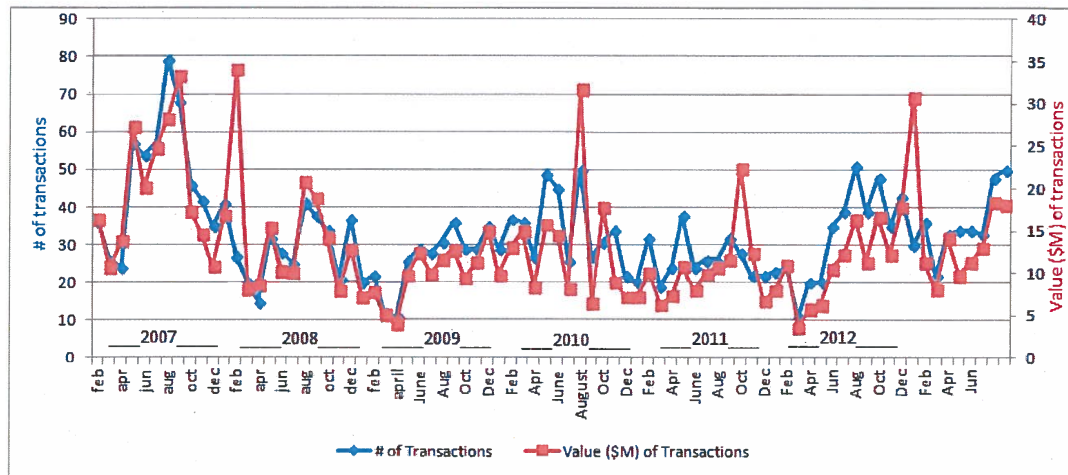


In the **Transportation Capital** the expenditures consisted of \$131,328 being expended on the SR 522 West A Project (61st Ave NE – 65th Ave. NE).

The **Real Estate Excise Tax** Fund received \$89,496 of real estate excise taxes (REET) in August from sales activity that occurred in July. 50 transactions were reported this month.

City of Kenmore, Washington
 Monthly Financial Report
 August 2013

The attached Real Estate Excise Tax Report shows the monthly activity since 2007. Below is a chart that shows both the number of real estate transactions and the value of those transactions for the years 2007, 2008, 2009, 2010, 2011, 2012, and 2013.



The **Transportation Benefit District** Fund received \$23,938 in vehicle license fees during the month.

SUMMARY

This concludes the financial report for the City of Kenmore as of **August 31, 2013**. 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, 2013



	CURRENT PERIOD 2013-2014				PRIOR PERIOD 2011-2012			
	MONTH August 2013	BIENNIUM TO DATE 2013-2014	% of BUDGET	BUDGET 2013-2014	MONTH August 2011	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	17,595	2,306,878	27.2%	8,469,973	22,267	2,221,494	26.9%	8,254,387
Sales and Use Taxes	192,731	1,377,962	34.8%	3,960,331	208,062	1,420,527	32.7%	4,339,202
Utility Taxes	94,854	952,855	32.4%	2,942,395	148,038	1,006,409	33.5%	3,002,082
Other Taxes	5,322	36,120	58.9%	61,300	6,207	21,411	20.6%	104,104
Development Fees & Permits	42,261	532,694	43.4%	1,227,303	52,736	414,990	28.8%	1,439,095
Franchise Fees	0	225,909	17.3%	1,309,591	7,256	330,421	50.8%	650,588
Intergovernmental and Grants	0	201,722	31.5%	639,866	0	229,826	30.2%	761,476
Investment Interest	7,929	89,053	152.5%	58,400	10,714	53,365	95.3%	56,000
Fines and Forfeitures	-203	-267	0.0%	0	19	664	n/a	0
Transfers and Other Revenues	4,860	87,628	15.3%	572,536	465	13,667	4.0%	338,662
Total Revenues	365,349	5,810,554	30.2%	19,241,695	455,764	5,712,774	30.2%	18,945,596
Total Revenues & Beginning Fund Balance		11,350,508		24,580,637				23,887,480

	CURRENT PERIOD 2013-2014				PRIOR PERIOD 2011-2012			
	MONTH August	BIENNIUM TO DATE 2013-2014	% of BUDGET	BUDGET 2013-2014	MONTH August	BIENNIUM TO DATE 2011-2012	% of BUDGET	BIENNIUM BUDGET 2011-2012
EXPENDITURES								
Cost Center								
City Council	7,134	69,838	32.6%	213,950	13,154	75,252	34.6%	217,644
City Manager	124,177	716,589	33.7%	2,129,379	103,277	607,849	33.8%	1,796,600
City Clerk	6,696	61,012	25.1%	243,139	18,873	161,332	30.1%	536,261
Finance	25,905	212,135	28.8%	735,429	19,499	172,965	27.1%	639,213
Legal	37,395	203,315	47.3%	430,000	21,678	185,238	37.5%	494,285
Non-Departmental	137,643	579,621	37.8%	1,533,487	78,503	488,378	31.9%	1,532,818
Interfund Transfers	0	3,316,000	81.8%	4,056,101	600,000	600,000	38.4%	1,564,000
Public Safety	319,267	2,191,937	29.0%	7,553,348	499,641	1,982,156	27.6%	7,179,563
Engineering	46,032	396,489	29.1%	1,361,385	40,098	317,607	30.4%	1,045,741
Planning & Community Dev	44,855	305,073	32.5%	939,441	25,237	215,483	30.2%	712,632
Land Dev & Permitting	46,971	394,658	30.2%	1,304,736	41,223	359,625	24.0%	1,501,147
Parks & Facility Maintenance	57,822	418,836	30.9%	1,357,271	47,388	564,547	33.3%	1,695,042
Total Expenditures	853,896	8,865,502	40.6%	21,857,666	1,508,571	5,730,432	30.3%	18,914,946
Ending Fund Balance		2,485,006		2,722,971			0.0%	4,972,534
Total Expenditures and Ending Fund Balance		11,350,508		24,580,637				23,887,480

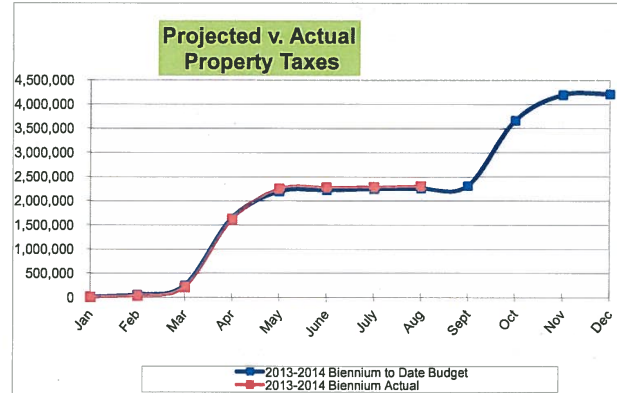
**City of Kenmore, Washington
General Fund Revenue Graphs
August 31, 2013**

PROPERTY TAXES

	2013-2014 Biennium to Date Budget	2013-2014 Biennium Actual
Jan	11,954	5,892
Feb	59,028	34,243
Mar	251,297	220,879
Apr	1,644,997	1,622,899
May	2,193,491	2,254,841
June	2,218,132	2,282,513
July	2,245,638	2,289,283
Aug	2,253,168	2,306,878
Sept	2,313,416	
Oct	3,661,593	
Nov	4,194,035	
Dec	4,213,917	
2013	4,213,917	

Year To Date
Actual v. Projected

102%

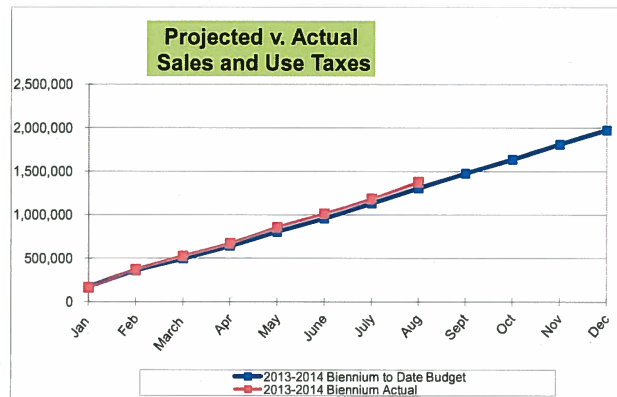


SALES, USE, CRIM JUSTICE TAXES

	2013-2014 Biennium to Date Budget	2013-2014 Biennium Actual
Jan	174,942	165,280
Feb	361,685	371,653
March	497,400	527,785
Apr	643,196	674,402
May	805,908	858,526
June	959,342	1,014,013
July	1,133,164	1,185,231
Aug	1,306,744	1,377,962
Sept	1,475,984	
Oct	1,637,030	
Nov	1,811,890	
Dec	1,975,227	
2013	1,975,227	

Year To Date
Actual v. Projected

105%

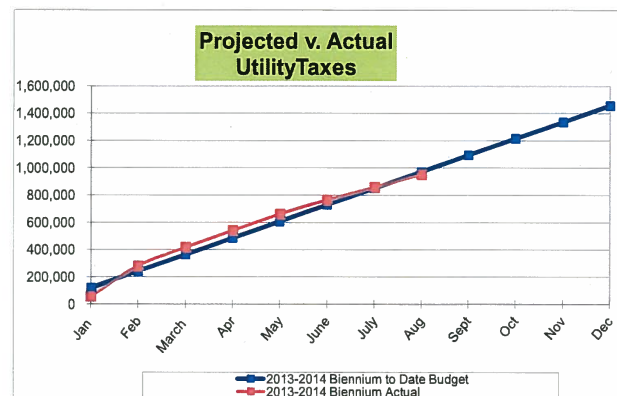


UTILITY TAXES

	2013-2014 Biennium to Date Budget	2013-2014 Biennium Actual
Jan	121,532	56,742
Feb	243,065	281,331
March	364,597	417,703
Apr	486,130	540,614
May	607,662	662,265
June	729,195	764,596
July	850,727	858,001
Aug	972,259	952,855
Sept	1,093,792	
Oct	1,215,324	
Nov	1,336,857	
Dec	1,458,389	
2013	1,458,389	

Year To Date
Actual v. Projected

98%



**City of Kenmore, Washington
General Fund Revenue Graphs
August 31, 2013**

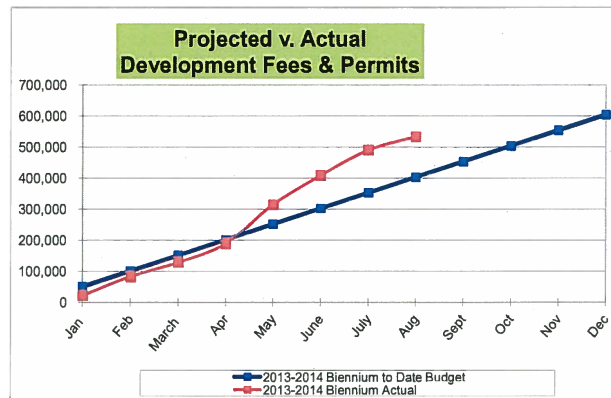
DEVELOPMENT FEES & PERMITS

	2013-2014 Biennium to Date Budget	2013-2014 Biennium Actual
Jan	50,371	21,332
Feb	100,742	82,718
March	151,113	128,247
Apr	201,484	189,092
May	251,855	314,404
June	302,227	408,466
July	352,598	490,433
Aug	402,969	532,694
Sept	453,340	
Oct	503,711	
Nov	554,082	
Dec	604,453	
2013	604,453	

Year To Date

Actual v. Projected

132%



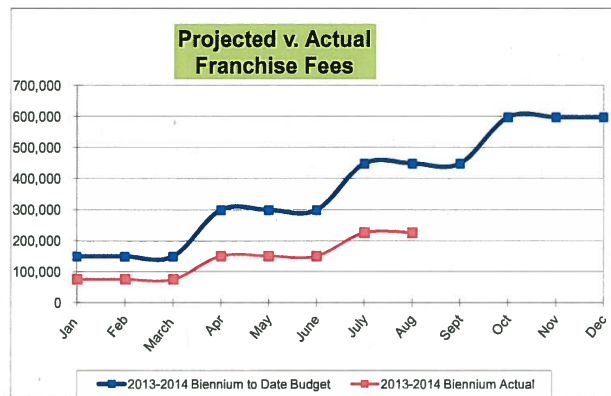
FRANCHISE FEES

	2013-2014 Biennium to Date Budget	2013-2014 Biennium Actual
Jan	149,431	75,656
Feb	149,431	75,656
March	149,431	75,656
Apr	298,862	150,633
May	298,862	150,633
June	298,862	150,633
July	448,292	225,909
Aug	448,292	225,909
Sept	448,292	
Oct	597,723	
Nov	597,723	
Dec	597,723	
2013	597,723	

Year To Date

Actual v. Projected

50%



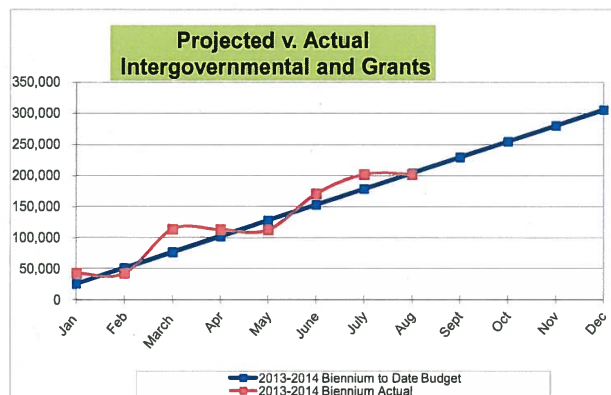
INTERGOVERNMENTAL & GRANTS

	2013-2014 Biennium to Date Budget	2013-2014 Biennium Actual
Jan	25,490	42,428
Feb	50,980	42,428
March	76,471	113,326
Apr	101,961	112,627
May	127,451	112,627
June	152,941	170,380
July	178,431	201,722
Aug	203,921	201,722
Sept	229,412	
Oct	254,902	
Nov	280,392	
Dec	305,882	
2013	305,882	

Year To Date

Actual v. Projected

99%



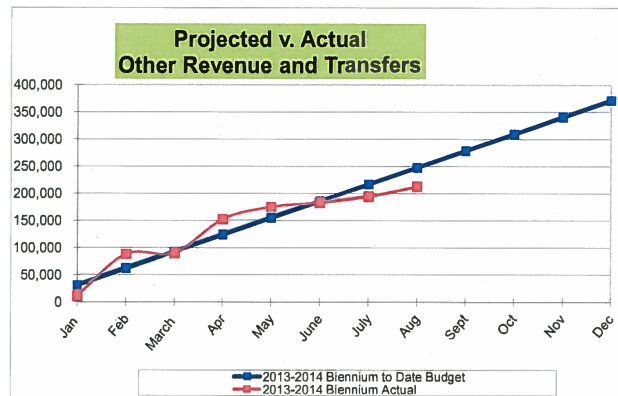
**City of Kenmore, Washington
General Fund Revenue Graphs
August 31, 2013**

OTHER REVENUES AND TRANSFERS

	2013-2014 Biennium to Date Budget	2013-2014 Biennium Actual
Jan	30,992	11,617
Feb	61,984	87,759
March	92,975	89,956
Apr	123,967	152,398
May	154,959	174,826
June	185,951	183,258
July	216,942	194,627
Aug	247,934	212,534
Sept	278,926	
Oct	309,918	
Nov	340,909	
Dec	371,901	
2013	371,901	

Year To Date
Actual v. Projected

86%

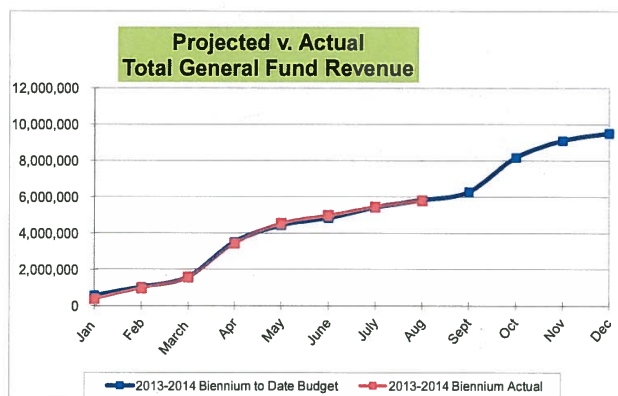


TOTAL GENERAL FUND REVENUE

	2013-2014 Biennium to Date Budget	2013-2014 Biennium Actual
Jan	564,712	378,947
Feb	1,026,915	975,789
March	1,583,284	1,573,552
Apr	3,500,596	3,442,666
May	4,440,187	4,528,121
June	4,846,648	4,973,858
July	5,425,792	5,445,205
Aug	5,835,288	5,810,554
Sept	6,293,161	
Oct	8,180,200	
Nov	9,115,888	
Dec	9,527,491	
2013	9,527,491	

Year To Date
Actual v. Projected

100%



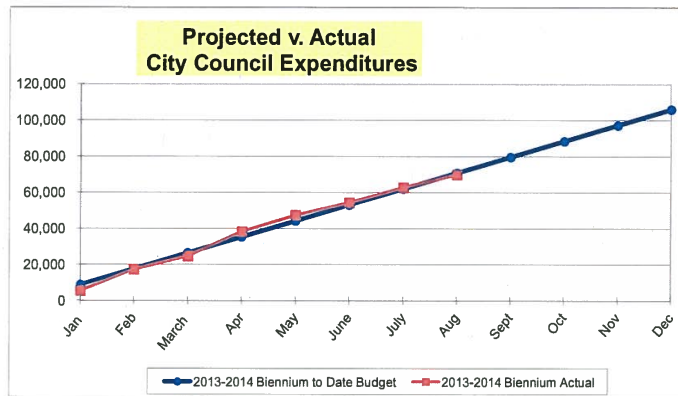
**City of Kenmore, Washington
General Fund Expenditure Graphs
August 31, 2013**

CITY COUNCIL

	2013-2014 Biennium to Date Budget	2013-2014 Biennium Actual
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Jan	8,843	5,410
Feb	17,686	17,346
March	26,529	24,746
Apr	35,371	38,240
May	44,214	47,402
June	53,057	54,296
July	61,900	62,704
Aug	70,743	69,838
Sept	79,586	
Oct	88,428	
Nov	97,271	
Dec	106,114	
2013	106,114	

Year To Date
Actual v. Projected 99%

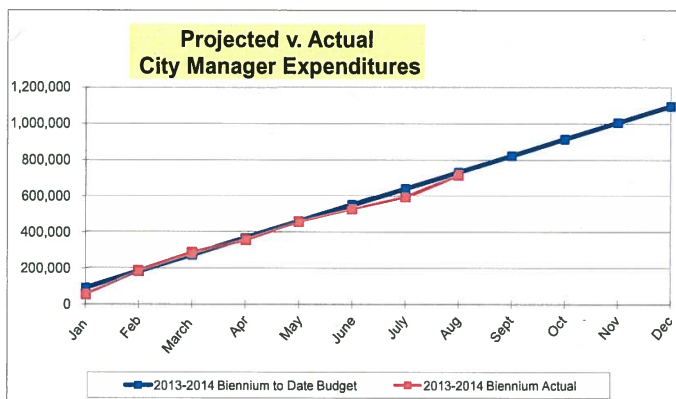


CITY MANAGER

	2013-2014 Biennium to Date Budget	2013-2014 Biennium Actual
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Jan	91,491	56,142
Feb	182,983	185,503
March	274,474	285,244
Apr	365,965	358,096
May	457,456	456,223
June	548,948	526,145
July	640,439	592,412
Aug	731,930	716,589
Sept	823,421	
Oct	914,913	
Nov	1,006,404	
Dec	1,097,895	
2013	1,097,895	

Year To Date
Actual v. Projected 98%

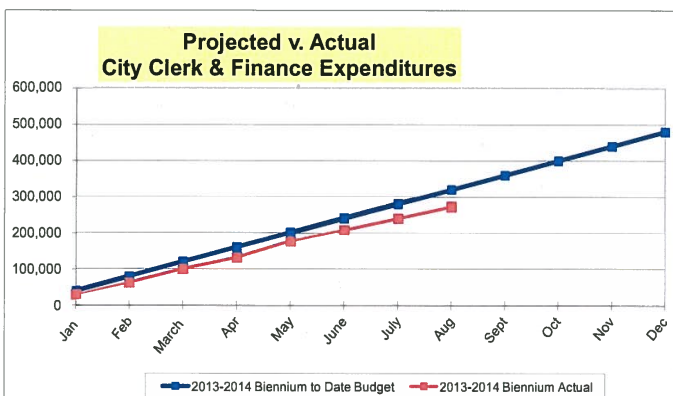


CITY CLERK & FINANCE

	2013-2014 Biennium to Date Budget	2013-2014 Biennium Actual
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Jan	40,054	30,652
Feb	80,108	62,343
March	120,163	100,274
Apr	160,217	132,079
May	200,271	177,097
June	240,325	208,229
July	280,379	240,545
Aug	320,433	273,147
Sept	360,488	
Oct	400,542	
Nov	440,596	
Dec	480,650	
2013	480,650	

Year To Date
Actual v. Projected 85%

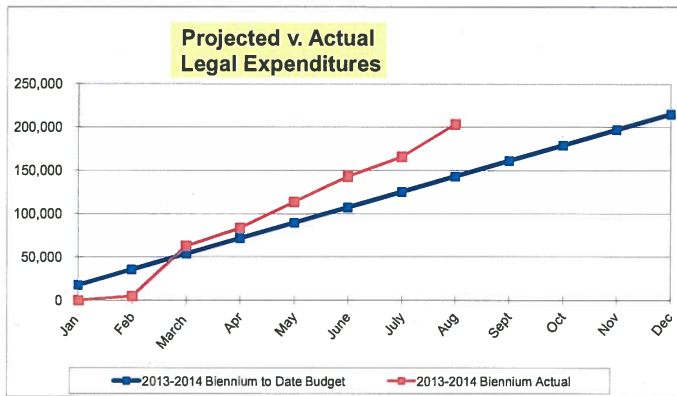


**City of Kenmore, Washington
General Fund Expenditure Graphs
August 31, 2013**

LEGAL

	2013-2014 Biennium to Date Budget	2013-2014 Biennium Actual
Jan	17,917	0
Feb	35,833	4,956
March	53,750	62,981
Apr	71,667	83,627
May	89,583	113,901
June	107,500	143,005
July	125,417	165,919
Aug	143,333	203,315
Sept	161,250	
Oct	179,167	
Nov	197,083	
Dec	215,000	
2013	215,000	

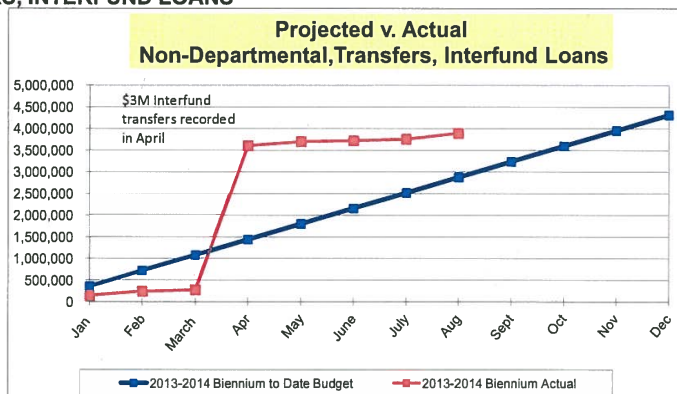
Year To Date
Actual v. Projected 142%



NON-DEPARTMENTAL, TRANSFERS, INTERFUND LOANS

	2013-2014 Biennium to Date Budget	2013-2014 Biennium Actual
Jan	359,856	142,864
Feb	719,713	240,538
March	1,079,569	277,232
Apr	1,439,425	3,606,644
May	1,799,282	3,700,514
June	2,159,138	3,723,691
July	2,518,994	3,757,978
Aug	2,878,851	3,895,621
Sept	3,238,707	
Oct	3,598,563	
Nov	3,958,420	
Dec	4,318,276	
2013	4,318,276	

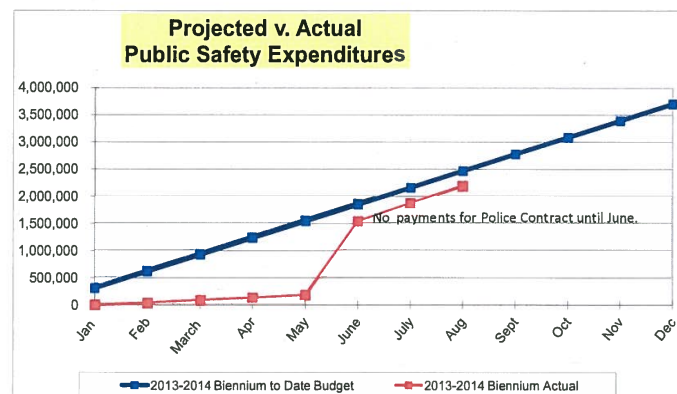
Year To Date
Actual v. Projected 135%



PUBLIC SAFETY

	2013-2014 Biennium to Date Budget	2013-2014 Biennium Actual
Jan	308,950	537
Feb	617,900	35,598
March	926,850	87,710
Apr	1,235,799	130,739
May	1,544,749	183,224
June	1,853,699	1,537,280
July	2,162,649	1,872,670
Aug	2,471,599	2,191,937
Sept	2,780,549	
Oct	3,089,498	
Nov	3,398,448	
Dec	3,707,398	
2013	3,707,398	

Year To Date
Actual v. Projected 89%

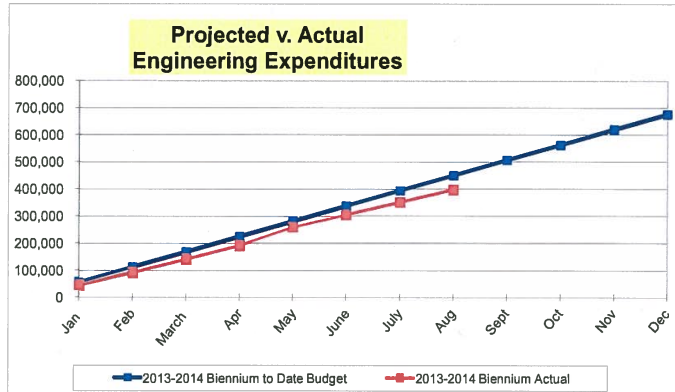


**City of Kenmore, Washington
General Fund Expenditure Graphs
August 31, 2013**

ENGINEERING

	2013-2014 Biennium to Date Budget	2013-2014 Biennium Actual
Jan	56,346	45,402
Feb	112,692	92,037
March	169,038	141,604
Apr	225,384	192,328
May	281,730	258,476
June	338,076	304,242
July	394,421	350,457
Aug	450,767	396,489
Sept	507,113	
Oct	563,459	
Nov	619,805	
Dec	676,151	
2013	676,151	

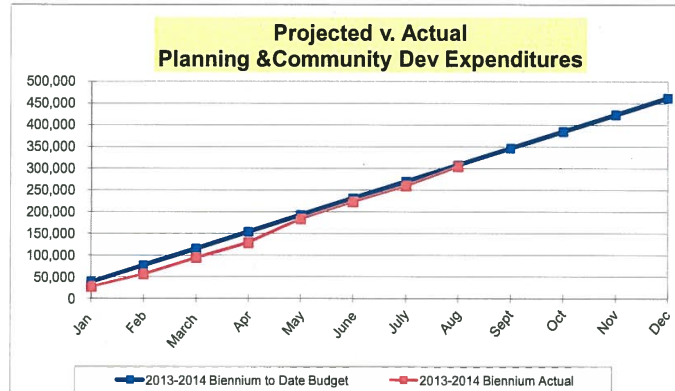
Year To Date
Actual v. Projected 88%



PLANNING & COMMUNITY DEV

	2013-2014 Biennium to Date Budget	2013-2014 Biennium Actual
Jan	38,540	27,290
Feb	77,080	56,350
March	115,621	94,369
Apr	154,161	128,628
May	192,701	183,613
June	231,241	223,359
July	269,781	260,218
Aug	308,321	305,073
Sept	346,862	
Oct	385,402	
Nov	423,942	
Dec	462,482	
2013	462,482	

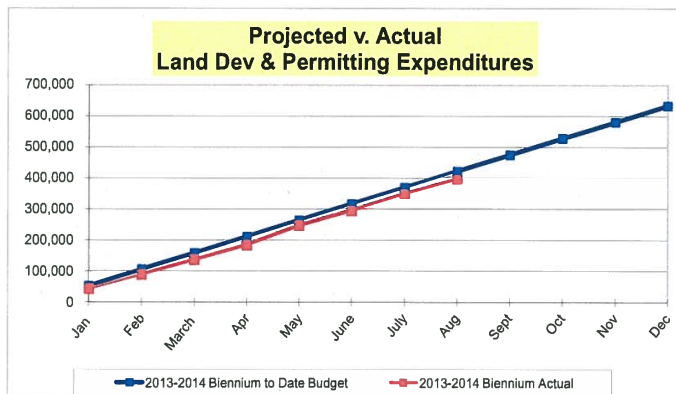
Year To Date
Actual v. Projected 99%



LAND DEV & PERMITTING

	2013-2014 Biennium to Date Budget	2013-2014 Biennium Actual
Jan	52,883	43,452
Feb	105,766	89,527
March	158,650	137,049
Apr	211,533	184,360
May	264,416	247,076
June	317,299	294,559
July	370,182	347,687
Aug	423,065	394,658
Sept	475,949	
Oct	528,832	
Nov	581,715	
Dec	634,598	
2013	634,598	

Year To Date
Actual v. Projected 93%



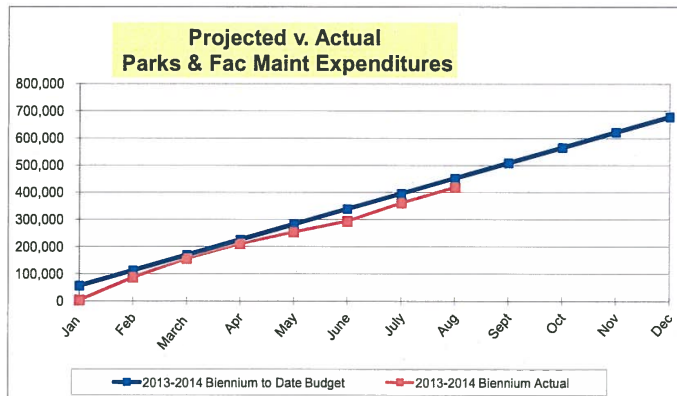
City of Kenmore, Washington
General Fund Expenditure Graphs
August 31, 2013

PARKS & FACILITY MAINT

	2013-2014 Biennium to Date Budget	2013-2014 Biennium Actual
Jan	56,544	3,386
Feb	113,088	87,019
March	169,633	156,047
Apr	226,177	210,704
May	282,721	253,744
June	339,265	293,489
July	395,809	361,014
Aug	452,353	418,836
Sept	508,898	
Oct	565,442	
Nov	621,986	
Dec	678,530	
2013	678,530	

Year To Date
 Actual v. Projected

93%

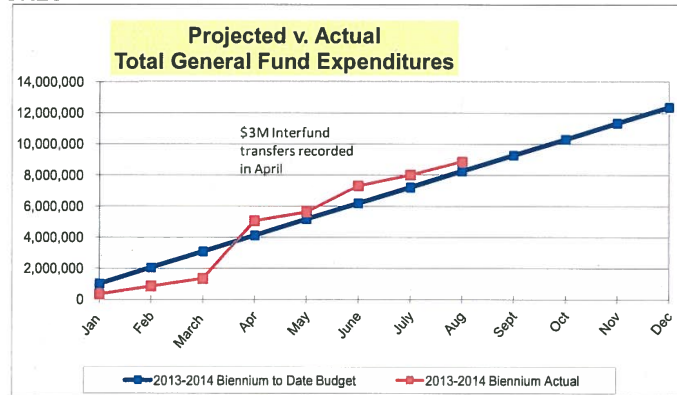


TOTAL GENERAL FUND EXPENDITURES

	2013-2014 Biennium to Date Budget	2013-2014 Biennium Actual
Jan	1,031,425	355,135
Feb	2,062,849	871,215
March	3,094,274	1,367,258
Apr	4,125,698	5,065,445
May	5,157,123	5,621,271
June	6,188,547	7,308,294
July	7,219,972	8,011,606
Aug	8,251,396	8,865,502
Sept	9,282,821	
Oct	10,314,245	
Nov	11,345,670	
Dec	12,377,094	
2013	12,377,094	

Year To Date
 Actual v. Projected

107%



City of Kenmore, Washington
All Funds Cash Summary
August 31, 2013



	2011-2012			2013-2014
	BIENNIUM TO DATE	BUDGET	AUGUST	BIENNIUM TO DATE
GENERAL FUND				
Beginning Cash	4,941,884	4,351,224		4,351,224
Interfund Loan Repayment	0	0		1,200,000
Revenues	18,860,927	19,241,694	365,349	5,810,554
Total Sources	23,802,811	23,592,918	365,349	11,361,778
Interfund Loans	1,200,000	0		0
Expenditures	18,262,857	21,857,666	853,896	8,865,502
Ending Cash	4,339,954	1,735,252		2,496,276
Total Uses	23,802,811	23,592,918	853,896	11,361,778
STREET FUND				
Beginning Cash	2,040,582	1,512,463		1,512,463
Interfund Loan	0	0		0
Revenues	2,144,716	3,264,173	36,062	1,666,097
Total Sources	4,185,298	4,776,636	36,062	3,178,560
Expenditures	2,672,835	3,279,126	124,459	781,453
Ending Cash	1,512,463	1,497,510		2,397,108
Total Uses	4,185,298	4,776,636	124,459	3,178,560
TRANSPORTATION CAPITAL FUND				
Beginning Cash	1,209,197	427,539		427,539
Revenues	4,657,682	11,600,750	0	1,733,008
Total Sources	5,866,879	12,028,289	0	2,160,547
Expenditures	4,447,557	11,665,837	223,619	1,246,115
Ending Cash	1,419,322	362,452		914,432
Total Uses	5,866,879	12,028,289	223,619	2,160,547
PUBLIC ART FUND				
Beginning Cash	68,244	68,540		68,540
Revenues	1,296	600	0	0
Total Sources	69,540	69,140	0	68,540
Expenditures	1,000	1,000	0	767
Ending Cash	68,540	68,140		67,774
Total Uses	69,540	69,140	0	68,540
PARK IMPACT FEE FUND				
Beginning Cash	1,354,455	1,610,440		1,610,440
Revenues	285,604	346,567	0	93,869
Total Sources	1,640,059	1,957,007	0	1,704,309
Expenditures	24,963	220,000	0	190,000
Ending Cash	1,615,096	1,737,007		1,514,309
Total Uses	1,640,059	1,957,007	0	1,704,309
TRANSPORTATION IMPACT FEE FUND				
Beginning Cash	545,655	240,535		240,535
Revenues	916,135	876,670	0	312,059
Total Sources	1,461,790	1,117,205	0	552,594
Expenditures	1,221,255	822,500	0	248,000
Ending Cash	240,535	294,705		304,594
Total Uses	1,461,790	1,117,205	0	552,594
SWAMP CREEK BASIN FUND				
Beginning Cash	1,762,640	1,581,067		1,581,067
Revenues	16,536	16,000	0	0
Total Sources	1,779,176	1,597,067	0	1,581,067
Expenditures	198,109	160,000	101,071	104,553
Ending Cash	1,581,067	1,437,067		1,476,514
Total Uses	1,779,176	1,597,067	101,071	1,581,067
TRANSPORTATION BENEFIT DISTRICT FUND				
Beginning Cash	0	0		0
Revenues	0	535,000	23,938	54,628
Total Sources	0	535,000	23,938	54,628
Expenditures	0	535,000	0	5,000
Ending Cash	0	0		49,628
Total Uses	0	535,000	0	54,628
SAMMAMISH BRIDGE REPLACEMENT FUND				
Beginning Cash	0	0		0
Revenues	0	80,000	0	80,000
Total Sources	0	80,000	0	80,000
Expenditures	0	0	0	0
Ending Cash	0	80,000		80,000
Total Uses	0	80,000	0	80,000

City of Kenmore, Washington
All Funds Cash Summary
August 31, 2013

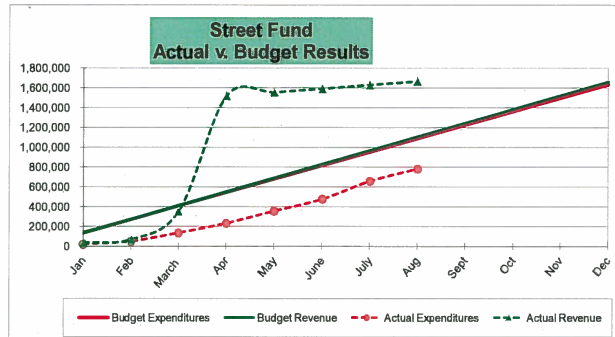


	2011-2012 BIENNIIUM TO DATE	BUDGET	AUGUST	2013-2014 BIENNIIUM TO DATE
REAL ESTATE EXCISE TAX FUND				
Beginning Cash	1,866,318	1,965,806		1,965,806
Revenues	1,497,557	1,147,317	89,496	517,090
Total Sources	3,363,874	3,113,123	89,496	2,482,896
Expenditures	2,386,812	2,365,050	0	1,076,956
Ending Cash	977,062	748,073		1,405,940
Total Uses	3,363,874	3,113,123	0	2,482,896
KENMORE VILLAGE FUND				
Beginning Cash	60,725	151,088		151,088
Interfund Loan	1,200,000			0
Revenues	555,153	1,692,340	4,241	1,365,020
Total Sources	1,815,878	1,843,428	4,241	1,516,108
Interfund Loans	0	0		1,200,000
Expenditures	1,663,002	339,200	23,523	131,984
Ending Cash	152,875	1,504,228		184,125
Total Uses	1,815,878	1,843,428	23,523	1,516,108
PARK CAPITAL FUND				
Beginning Cash	0	0		0
Revenues	0	678,534	509	213,319
Total Sources	0	678,534	509	213,319
Expenditures	0	635,000	40,067	96,559
Ending Cash	0	43,534		116,761
Total Uses	0	678,534	40,067	213,319
SURFACE WATER MANAGEMENT FUND				
Beginning Cash	1,590,280	1,419,392		1,419,392
Revenues	3,739,336	3,799,176	58,162	1,291,532
Total Sources	5,329,616	5,218,568	58,162	2,710,924
Expenditures	3,908,437	4,919,887	11,444	1,103,730
Ending Cash	1,421,179	298,681		1,607,194
Total Uses	5,329,616	5,218,568	11,444	2,710,924
SURFACE WATER CAPITAL FUND				
Beginning Cash	0	0		0
Revenues	0	2,369,261	0	492,011
Total Sources	0	2,369,261	0	492,011
Expenditures	0	2,369,261	158,341	170,027
Ending Cash	0	0		321,984
Total Uses	0	2,369,261	158,341	492,011
STRATEGIC RESERVE FUND				
Beginning Cash	1,264,464	1,264,464		1,264,464
Interfund Loan Repayment	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	2,525,062	1,560	2,507,162
Total Sources	0	2,525,062	1,560	2,507,162
Expenditures	0	364,100	11,216	871,509
Ending Cash	0	2,160,962		1,635,652
Total Uses	0	2,525,062	11,216	2,507,162
EQUIPMENT REPLACEMENT FUND				
Beginning Cash	524,310	490,603		490,603
Revenues	188,365	155,142	0	0
Total Sources	712,675	645,745	0	490,603
Expenditures	222,072	276,250	23,908	43,616
Ending Cash	490,603	369,495		446,987
Total Uses	712,675	645,745	23,908	490,603
TRUST AND AGENCY (NON BUDGETED FUND)*				
Beginning Cash	278,859	247,209		247,209
Revenues	122,994	0	8,502	60,428
Total Sources	401,854	247,209	8,502	307,637
Expenditures	154,645	0	850	5,200
Ending Cash	247,209	247,209		302,437
Total Uses	401,854	247,209	850	307,637
TOTALS				
Beginning Cash	17,507,613	15,330,369		15,330,369
Interfund Loan	0	0	0	1,200,000
Revenues	32,986,301	48,328,286	587,818	16,196,777
Total Sources	50,493,914	63,658,655	587,818	32,727,146
Interfund Loans	1,200,000	0	0	1,200,000
Expenditures	34,965,435	49,809,877	1,572,393	14,940,970
Ending Cash	15,330,370	13,848,778		16,586,176
Total Uses	51,495,805	63,658,655	1,572,393	32,727,146

I:\Admin & Finance\Monthly Reports\2013\Aug.xlsx\All Funds

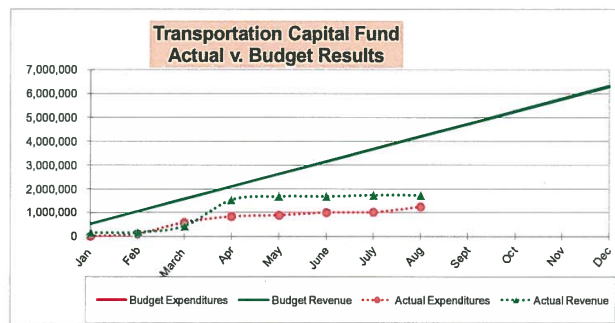
**City of Kenmore, Washington
Other Funds Monthly Activity
August 31, 2013**

STREET FUND				
	2013-2014 Budget Expenditures	2013-2014 Actual Expenditures	2013-2014 Budget Revenue	2013-2014 Actual Revenue
Jan	136,066	20,826	138,310	33,895
Feb	272,131	50,658	276,620	67,931
March	408,197	135,152	414,931	351,822
Apr	544,263	232,266	553,241	1,519,322
May	680,328	355,188	691,551	1,555,856
June	816,394	475,859	829,861	1,591,157
July	952,460	656,994	968,171	1,630,035
Aug	1,088,525	781,453	1,106,481	1,666,097
Sept	1,224,591		1,244,792	
Oct	1,360,657		1,383,102	
Nov	1,496,722		1,521,412	
Dec	1,632,788		1,659,722	
2013-2014	3,279,126		3,264,173	
Total Actual to Date vs Total Budget		24%		51%



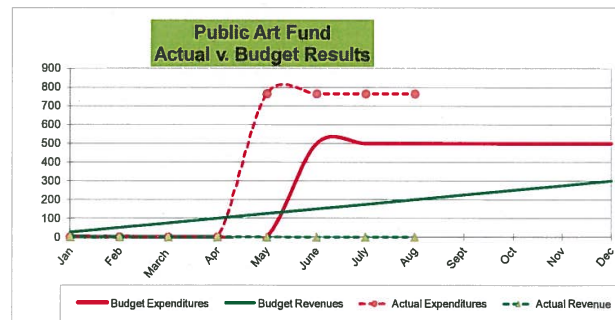
The Street Fund accounts for street maintenance operations, funded by the State's fuel tax and transfers from the General Fund.

TRANSPORTATION CAPITAL FUND				
	2013-2014 Budget Expenditures	2013-2014 Actual Expenditures	2013-2014 Budget Revenue	2013-2014 Actual Revenue
Jan	525,903	0	524,563	143,512
Feb	1,051,806	108,258	1,049,125	166,545
March	1,577,709	580,440	1,573,688	428,039
Apr	2,103,612	830,508	2,098,250	1,531,290
May	2,629,515	887,923	2,622,813	1,681,290
June	3,155,419	1,002,868	3,147,375	1,681,290
July	3,681,322	1,022,496	3,671,938	1,733,008
Aug	4,207,225	1,246,115	4,196,500	1,733,008
Sept	4,733,128		4,721,063	
Oct	5,259,031		5,245,625	
Nov	5,784,934		5,770,188	
Dec	6,310,837		6,294,750	
2013-2014	11,575,837		11,600,750	
Total Actual to Date vs Total Budget		11%		15%



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.

PUBLIC ART FUND				
	2013-2014 Budget Expenditures	2013-2014 Actual Expenditures	2013-2014 Budget Revenue	2013-2014 Actual Revenue
Jan	0	0	25	0
Feb	0	0	50	0
March	0	0	75	0
Apr	0	0	100	0
May	0	767	125	0
June	500	767	150	0
July	500	767	175	0
Aug	500	767	200	0
Sept	500		225	
Oct	500		250	
Nov	500		275	
Dec	500		300	
2013-2014	1,000		600	
Total Actual to Date vs Total Budget		77%		0%

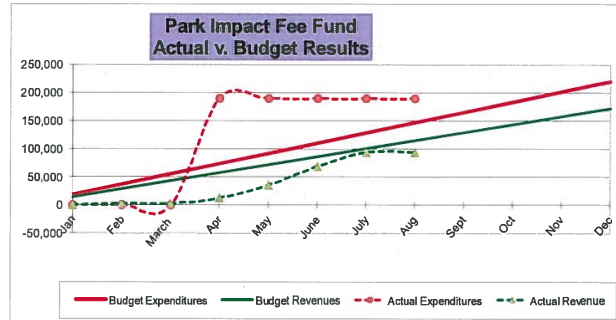


This fund accounts for public art authorized by Ordinance 01-0115. One percent (1%) of public project construction contracts is contributed to this fund to provide for public art displays or performing arts events as authorized by the City Council.

**City of Kenmore, Washington
Other Funds Monthly Activity
August 31, 2013**

PARK IMPACT FEE FUND

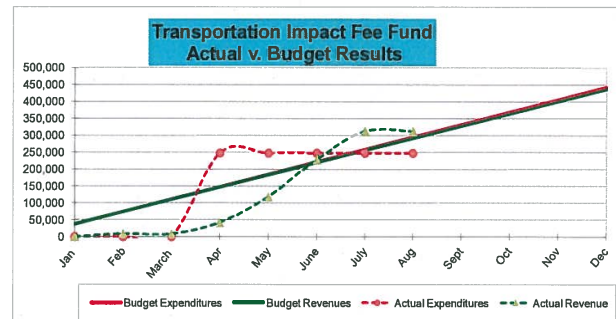
	2013-2014 Budget Expenditures	2013-2014 Actual Expenditures	2013-2014 Budget Revenue	2013-2014 Actual Revenue
Jan	18,333	0	14,351	0
Feb	36,667	0	28,702	2,537
March	55,000	0	43,054	2,537
Apr	73,333	190,000	57,405	12,685
May	91,667	190,000	71,756	35,518
June	110,000	190,000	86,107	68,499
July	128,333	190,000	100,458	93,869
Aug	146,667	190,000	114,809	93,869
Sept	165,000		129,161	
Oct	183,333		143,512	
Nov	201,667		157,863	
Dec	220,000		172,214	
2013-2014	220,000		346,567	
Total Actual to Date vs Total Budget		86%		27%



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 Municipal Capital Fund for improvements to City parks.

TRANSPORTATION IMPACT FEE FUND

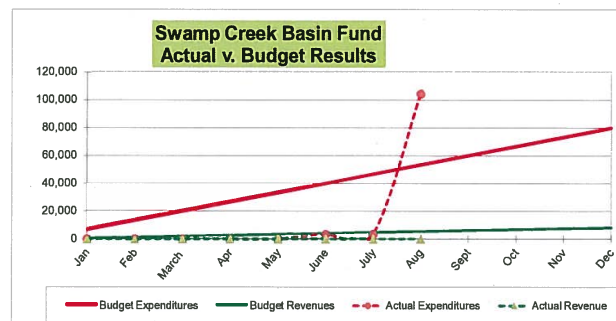
	2013-2014 Budget Expenditures	2013-2014 Actual Expenditures	2013-2014 Budget Revenue	2013-2014 Actual Revenue
Jan	36,875	0	36,331	0
Feb	73,750	0	72,662	8,434
March	110,625	0	108,993	8,434
Apr	147,500	248,000	145,324	42,170
May	184,375	248,000	181,655	118,076
June	221,250	248,000	217,987	227,719
July	258,125	248,000	254,318	312,059
Aug	295,000	248,000	290,649	312,059
Sept	331,875		326,980	
Oct	368,750		363,311	
Nov	405,625		399,642	
Dec	442,500		435,973	
2013-2014	822,500		876,670	
Total Actual to Date vs Total Budget		30%		36%



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

SWAMP CREEK BASIN FUND

	2013-2014 Budget Expenditures	2013-2014 Actual Expenditures	2013-2014 Budget Revenue	2013-2014 Actual Revenue
Jan	6,667	0	683	0
Feb	13,333	0	1,367	0
March	20,000	0	2,050	0
Apr	26,667	0	2,733	0
May	33,333	0	3,417	0
June	40,000	3,483	4,100	0
July	46,667	3,483	4,783	0
Aug	53,333	104,553	5,467	0
Sept	60,000		6,150	
Oct	66,667		6,833	
Nov	73,333		7,517	
Dec	80,000		8,200	
2013-2014	160,000		16,000	
Total Actual to Date vs Total Budget		65%		0%

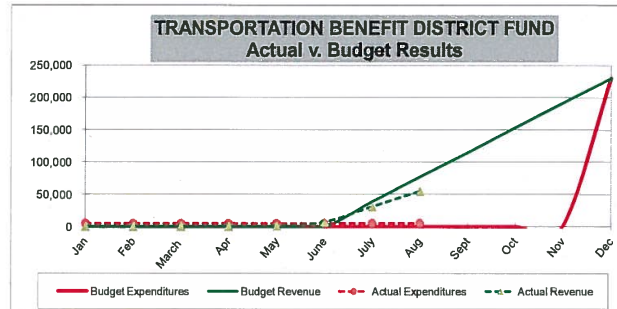


This fund accounts for the Memorandum of Agreement with King County which provided funds reserved for surface water projects, improvements, and maintenance within the Swamp Creek Basin.

City of Kenmore, Washington
Other Funds Monthly Activity
August 31, 2013

TRANSPORTATION BENEFIT DISTRICT FUND

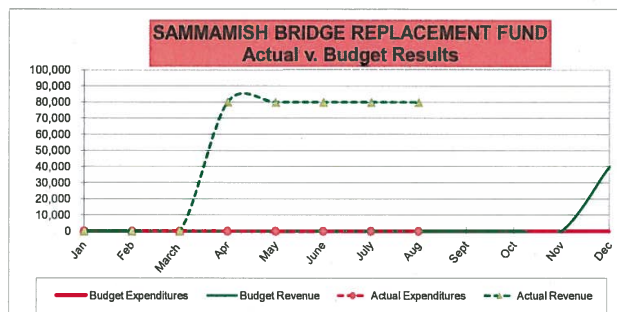
	2013-2014 Budget Expenditures	2013-2014 Actual Expenditures	2013-2014 Budget Revenue	2013-2014 Actual Revenue
Jan	0	5,000	0	0
Feb	0	5,000	0	0
March	0	5,000	0	0
Apr	0	5,000	0	0
May	0	5,000	0	772
June	0	5,000	0	7,029
July	0	5,000	38,333	30,690
Aug	0	5,000	76,666	54,628
Sept	0		114,999	
Oct	0		153,332	
Nov	0		191,665	
Dec	230,000		230,000	
2013-2014	535,000		535,000	
Total Actual to Date vs Total Budget		1%		10%



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.

SAMMAMISH BRIDGE REPLACEMENT FUND

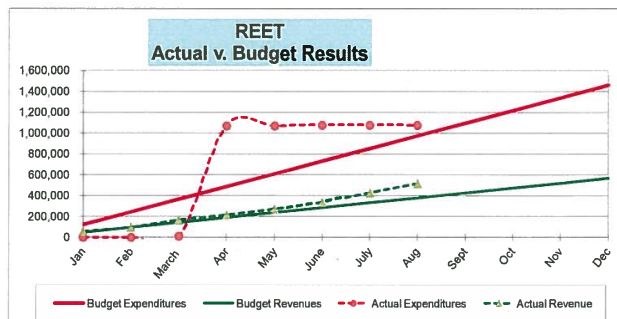
	2013-2014 Budget Expenditures	2013-2014 Actual Expenditures	2013-2014 Budget Revenue	2013-2014 Actual Revenue
Jan	0	0	0	0
Feb	0	0	0	0
March	0	0	0	0
Apr	0	0	0	80,000
May	0	0	0	80,000
June	0	0	0	80,000
July	0	0	0	80,000
Aug	0	0	0	80,000
Sept	0		0	
Oct	0		0	
Nov	0		0	
Dec	0		40,000	
2013-2014	0		80,000	
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
Jan	121,671	0	47,456	55,801
Feb	243,342	0	94,911	96,082
March	365,013	9,610	142,367	166,028
Apr	486,683	1,070,100	189,823	214,700
May	608,354	1,070,100	237,278	270,878
June	730,025	1,076,956	284,734	335,816
July	851,696	1,076,956	332,190	427,594
Aug	973,367	1,076,956	379,645	517,090
Sept	1,095,038		427,101	
Oct	1,216,708		474,557	
Nov	1,338,379		522,012	
Dec	1,460,050		569,468	
2013-2014	2,365,050		1,147,317	
Total Actual to Date vs Total Budget		46%		45%



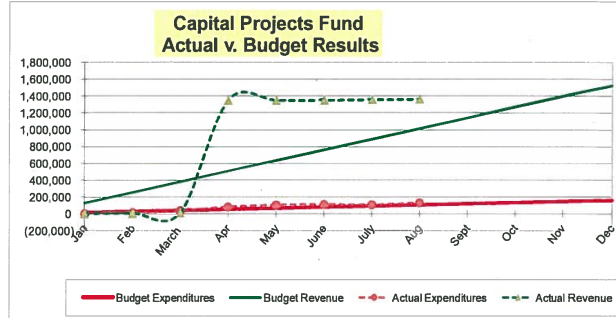
The Real Estate Excise Tax Fund accounts for the 1/2% real estate excise taxes levied by the City which are restricted to capital projects and improvements. Expenditures include park improvements and transfers to the Transportation Capital Fund for transportation improvements.

**City of Kenmore, Washington
Other Funds Monthly Activity
August 31, 2013**

KENMORE VILLAGE FUND

	2013-2014 Budget Expenditures	2013-2014 Actual Expenditures	2013-2014 Budget Revenue	2013-2014 Actual Revenue
Jan	13,467	3,120	126,918	2,050
Feb	26,933	14,302	253,837	4,650
March	40,400	38,391	380,755	9,641
Apr	53,867	82,954	507,673	1,347,548
May	67,333	105,120	634,592	1,348,848
June	80,800	112,981	761,510	1,353,497
July	94,267	108,461	888,428	1,360,779
Aug	107,733	131,984	1,015,347	1,365,020
Sept	121,200		1,142,265	
Oct	134,667		1,269,183	
Nov	148,133		1,396,102	
Dec	161,600		1,523,020	
2013-2014	339,200		1,692,340	
Total Actual to Date vs Total Budget		39%		81%

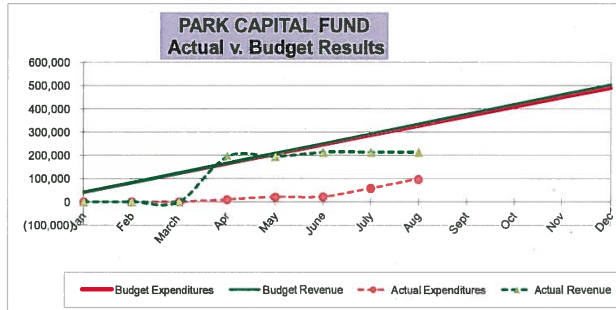
The Kenmore Village Fund accounts for leasing activity within Kenmore Village



PARK CAPITAL FUND

	2013-2014 Budget Expenditures	2013-2014 Actual Expenditures	2013-2014 Budget Revenue	2013-2014 Actual Revenue
Jan	40,833	0	41,961	0
Feb	81,667	0	83,922	340
March	122,500	0	125,884	340
Apr	163,333	9,952	167,845	194,803
May	204,167	20,823	209,806	194,803
June	245,000	21,888	251,767	212,810
July	285,833	56,492	293,728	212,810
Aug	326,667	96,559	335,689	213,319
Sept	367,500		377,651	
Oct	408,333		419,612	
Nov	449,167		461,573	
Dec	490,000		503,534	
2013-2014	650,000		663,534	
Total Actual to Date vs Total Budget		15%		32%

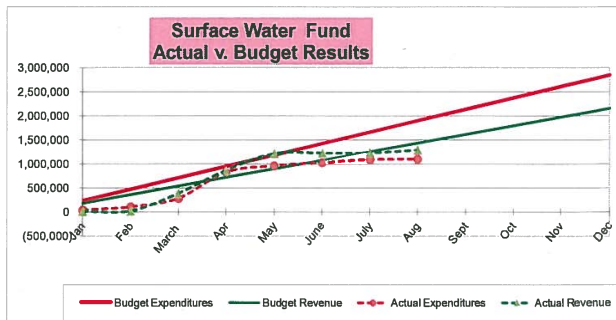
The Park Capital fund will account for Park Capital Projects formerly included in the Municipal Capital fund. In addition, distributions from the King County Proposition 2 Parks Expansion Levy will be receipted into this fund



SURFACE WATER MANAGEMENT FUND

	2013-2014 Budget Expenditures	2013-2014 Actual Expenditures	2013-2014 Budget Revenue	2013-2014 Actual Revenue
Jan	237,469	40,806	179,928	11,144
Feb	474,938	109,357	359,856	20,625
March	712,407	284,556	539,784	384,041
Apr	949,875	829,064	719,712	869,859
May	1,187,344	964,357	899,640	1,216,519
June	1,424,813	1,030,493	1,079,569	1,230,077
July	1,662,282	1,092,286	1,259,497	1,233,370
Aug	1,899,751	1,103,730	1,439,425	1,291,532
Sept	2,137,220		1,619,353	
Oct	2,374,688		1,799,281	
Nov	2,612,157		1,979,209	
Dec	2,849,626		2,159,137	
2013-2014	4,919,887		3,799,176	
Total Actual to Date vs Total Budget		22%		34%

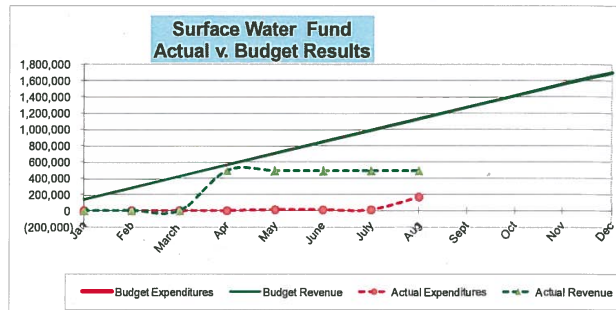
This fund accounts for receipts from surface water assessments. The assessments are collected through the property tax billings; the majority of the receipts are collected in May and November. Expenditures are for surface water maintenance activities such as sweeping and drainage as well as capital improvements.



City of Kenmore, Washington
Other Funds Monthly Activity
August 31, 2013

SURFACE WATER CAPITAL FUND

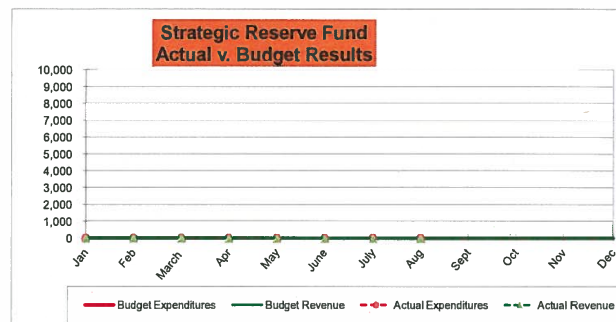
	2013-2014 Budget Expenditures	2013-2014 Actual Expenditures	2013-2014 Budget Revenue	2013-2014 Actual Revenue
Jan	141,438	0	141,438	0
Feb	282,877	0	282,877	0
March	424,315	632	424,315	0
Apr	565,754	632	565,754	492,011
May	707,192	11,686	707,192	492,011
June	848,631	11,686	848,631	492,011
July	990,069	11,686	990,069	492,011
Aug	1,131,507	170,027	1,131,507	492,011
Sept	1,272,946		1,272,946	
Oct	1,414,384		1,414,384	
Nov	1,555,823		1,555,823	
Dec	1,697,261		1,697,261	
2013-2014	2,369,261		2,369,261	
Total Actual to Date vs Total Budget		7%		21%



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.

STRATEGIC RESERVE FUND

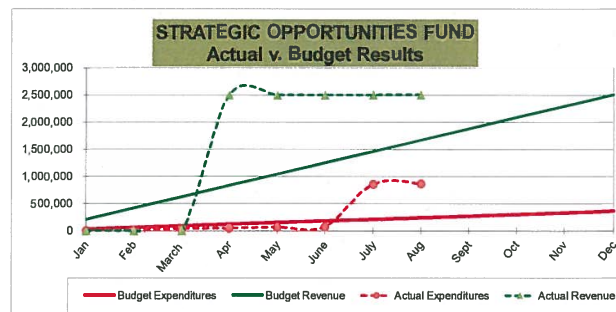
	2013-2014 Budget Expenditures	2013-2014 Actual Expenditures	2013-2014 Budget Revenue	2013-2014 Actual Revenue
Jan	0	0	0	0
Feb	0	0	0	0
March	0	0	0	0
Apr	0	0	0	0
May	0	0	0	0
June	0	0	0	0
July	0	0	0	0
Aug	0	0	0	0
Sept	0	0	0	0
Oct	0	0	0	0
Nov	0	0	0	0
Dec	0	0	0	0
2013-2014	0	0	0	0
Total Actual to Date vs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

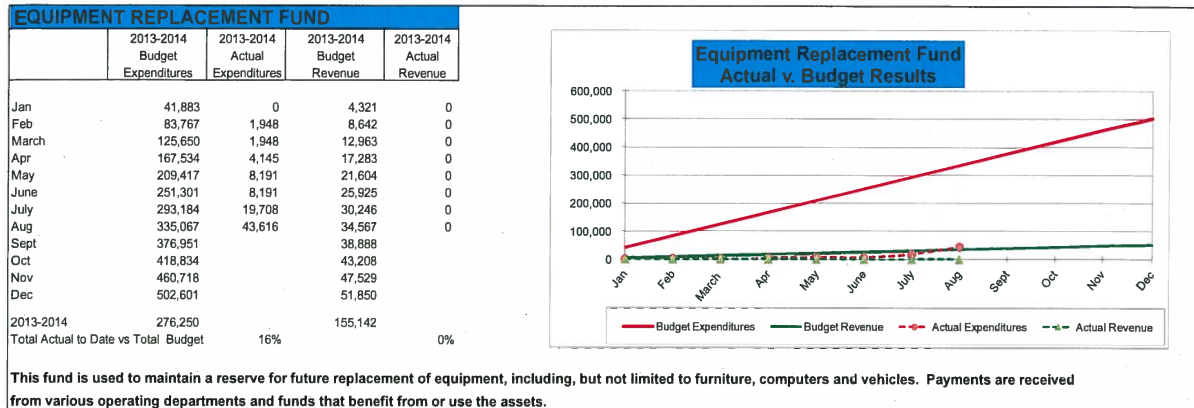
STRATEGIC OPPORTUNITIES FUND

	2013-2014 Budget Expenditures	2013-2014 Actual Expenditures	2013-2014 Budget Revenue	2013-2014 Actual Revenue
Jan	30,342	2,856	209,375	0
Feb	60,683	16,847	418,750	1,502
March	91,025	40,110	628,125	1,502
Apr	121,367	51,688	837,500	2,502,352
May	151,708	69,644	1,046,875	2,503,552
June	182,050	77,510	1,256,250	2,504,402
July	212,392	860,293	1,465,625	2,505,602
Aug	242,733	871,509	1,675,000	2,507,162
Sept	273,075		1,884,375	
Oct	303,417		2,093,750	
Nov	333,758		2,303,125	
Dec	364,100		2,512,500	
2013-2014	364,100		2,525,062	
Total Actual to Date vs Total Budget		239%		99%



The purpose of the Strategic Opportunities Fund is to have funds available for "rainy days" and 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, 2013**



City of Kenmore, Washington
Cash and Investment Report
August 31, 2013



Fund	Beg. Cash & Inv.	Monthly	Monthly	End. Cash & Inv.
	from Prev. Mo.	Revenues	Expenditures	Current Month
General	\$2,971,545	\$365,349	\$853,896	2,482,998
Street	2,485,503	36,062	124,459	2,397,107
Transportation Capital	2,129,835	0	223,619	1,906,216
Public Art	67,775	0	0	67,775
Park Impact Fee	1,518,967	0	0	1,518,967
Transp Impact Fee	304,595	0	0	304,595
Swamp Creek Basin	1,577,584	0	101,071	1,476,514
Transportation Benefit District	25,690	23,938	0	49,628
Sammamish Bridge Replacement	80,000	0	0	80,000
Real Estate Excise Tax	327,699	89,496	0	417,195
Kenmore Village	205,191	4,241	23,523	185,909
Park Capital	156,318	509	40,067	116,761
Surface Water Management	1,562,264	58,162	11,444	1,608,982
Surface Water Capital	480,325	0	158,341	321,984
Strategic Reserve	1,264,465	0	0	1,264,465
Strategic Opportunities	1,645,308	1,560	11,216	1,635,652
Equipment Replacement	470,894	0	23,908	446,986
Trust & Agency	294,781	8,502	850	302,433
Totals	\$17,568,739	\$587,818	\$1,572,393	\$16,584,165

Fund	Cash, Savings, Local Govt Investment Pool	(> One Year) Fixed Investments	Total
General	-\$5,226,632	\$7,723,311	2,496,679
Street	1,547,107	850,000	2,397,107
Transportation Capital	914,433	0	914,433
Public Art	52,774	15,000	67,774
Park Impact Fee	584,311	930,000	1,514,311
Transp Impact Fee	274,596	30,000	304,596
Swamp Creek Basin	76,514	1,400,000	1,476,514
Transportation Benefit District	49,628	0	49,628
Sammamish Bridge Replacement	80,000	0	80,000
Real Estate Excise Tax	1,405,939	0	1,405,939
Kenmore Village	-265,878	450,000	184,122
Park Capital	116,761	0	116,761
Surface Water Management	1,097,195	510,000	1,607,195
Surface Water Capital	321,984	0	321,984
Strategic Reserve	414,465	850,000	1,264,465
Strategic Opportunities	1,635,652	0	1,635,652
Equipment Replacement	-3,014	450,000	446,986
Trust & Agency	202,433	100,000	302,433
Totals	\$3,278,268	\$13,308,311	\$16,586,579

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City of Kenmore, Washington
Schedule of Investments
August 31, 2013



Average Yield to Maturity-Securities								Overall Average Yield		0.62%
Report by Security	Investment #	Type	Maturity Date	Purchase Date	Rate	Yield	Possible Call Date	Principal or Balance	Yield Equivalents	
Piper Jaffray										
	313371PC4	FHLB	12/12/2014	6/7/2011	0.88%	0.88%	no call	991,238.90	8,722.90	
	3136G0QY0	FNMA	7/25/2017	7/25/2012	0.75%	0.75%	7/25/2013	1,000,000.00	7,500.00	
	313383MV0	FHLB	7/10/2018	7/10/2013	1.00%	1.00%	10/10/2013	1,000,000.00	10,000.00	
	31771J4M9	FICO	9/26/2017	8/14/2012	1.13%	1.13%	non callable	894,731.88	10,137.31	
Total Piper Jaffrey Purchases								3,885,970.78	36,360.21	
Morgan Stanley										
	3134G4CY2	FDMC	10/25/2016	7/25/2013	1.00%	1.00%	10/25/2013	1,000,000.00	10,000.00	
								-	-	
								1,000,000.00	10,000.00	
Time Value Investments										
	313586QR3	FNMA	7/5/2014	6/7/2011	1.00%	compounds	no call	998,858.37	9,988.58	
	31398A4N9	FNMA	10/15/2013	12/8/2010	1.00%	1.00%	4/15/2011	999,990.00	9,999.90	
	3136G1BT5	FNMA	8/7/2017	7/2/2013	1.30%	1.30%	8/7/2013	982,099.00	12,767.29	
	3135GOVB6	FNMA	3/28/2016	7/1/2013	0.70%	0.70%	8/28/2013	998,644.00	6,990.51	
	3136G1T25	FNMA	8/26/2016	8/26/2013	0.90%	0.90%	2/26/2014	998,500.00		
	31359MEL3	FNMA	4/22/2017	10/22/2012	0.86%	0.86%	no call	999,468.08	8,595.43	
Total TVI Purchases								5,977,559.45	48,341.70	
Banner Bank CD's										
	5740005425	CD	2/6/2014	2/6/2013	0.45%	0.45%		1,195,585.97	5,380.14	
Total Banner Bank CD's								1,195,585.97	5,380.14	
Sound Community Bank CD's										
	18299229	CD	2/11/2014	8/17/2012	0.65%	0.65%		1,000,000.00	6,500.00	
Total Sound Community Bank CD's								1,000,000.00	6,500.00	
Opus Bank CD's										
	280140042	CD	3/16/2015	3/15/2011	1.15%	1.15%		249,194.49	2,865.74	
Total Cascade Bank CD's								249,194.49	2,865.74	
TOTAL ALL SECURITIES								\$ 13,308,310.69	\$ 99,447.79	
Banner Checking and Savings						0.07%	Banner	2,025,180.43	1,417.63	
Opus Bank						0.20%		11,093.17	22.19	
Cash								1,005.00	-	
Local Government Investment Pool						0.13%	LGIP	1,240,988.15	1,664.17	
								-	-	
Total Accounts								\$ 16,586,577.44	102,551.77	

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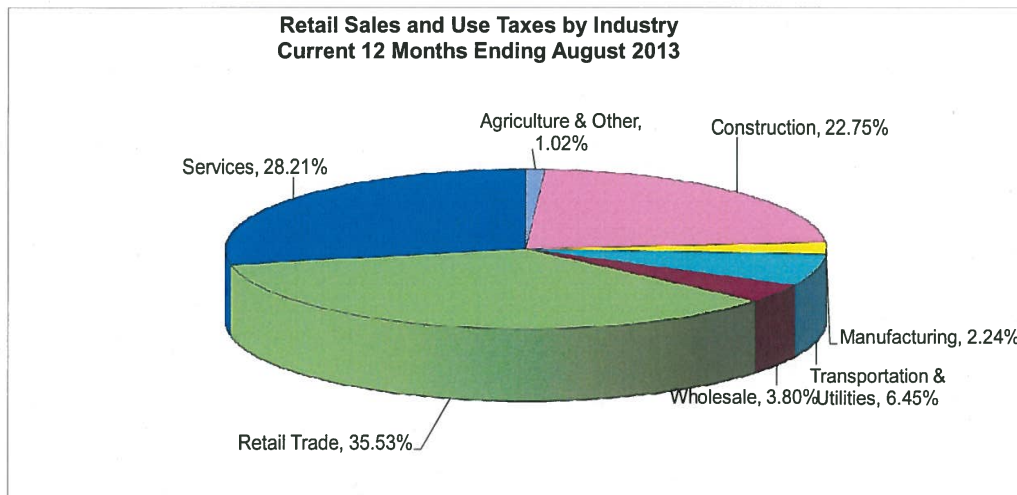
City of Kenmore, Washington
SALES TAX RECEIPTS BY BUSINESS TYPE
August 2013

	SALES TAX	USE TAX	TOTAL	PERCENT
AGRICULTURE & OTHER	496.64	1.27	497.92	0.3%
CONSTRUCTION	32,709.20	101.04	32,810.25	21.6%
MANUFACTURING	3,364.71	18.56	3,383.27	2.2%
TRANSPORTATION & UTILITIES	828.75	1,058.05	1,886.80	1.2%
WHOLESALE	7,110.02	1,068.63	8,178.65	5.4%
RETAIL TRADE	51,163.33	351.73	51,515.06	33.9%
SERVICES	42,803.12	1,555.90	44,359.03	29.2%
INFORMATION	6,967.33	67.84	7,035.16	4.6%
PUBLIC SERVICES	2.01	2,280.53	2,282.54	1.5%
	145,445.12	6,503.56	151,948.68	100.0%

City of Kenmore, Washington
Retail Sales and Use Tax Distribution
August 31, 2013



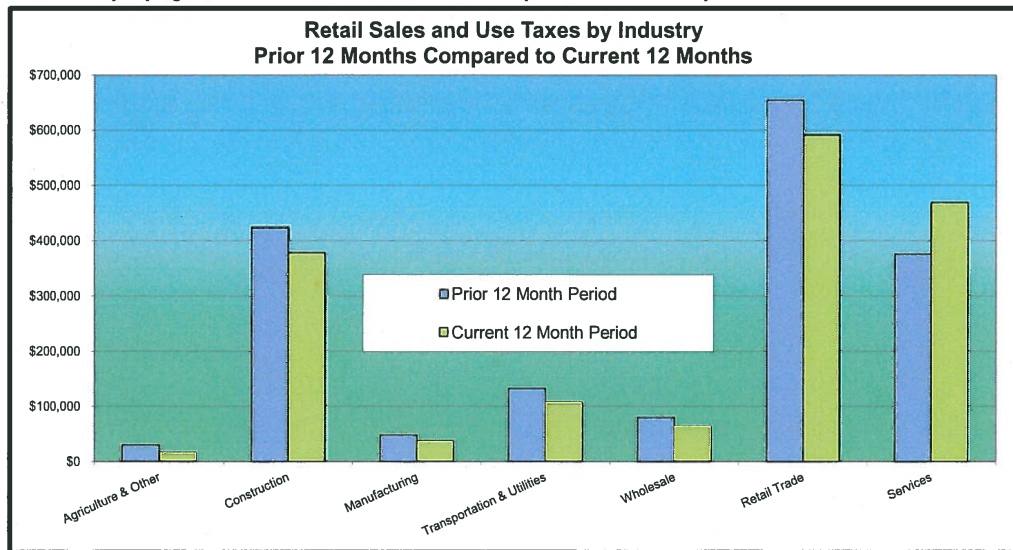
<u>Industry</u>	<u>Prior 12 Months ending Aug 2012</u>	<u>Current 12 Months ending Aug 2013</u>	<u>% Increase/ (Decrease)</u>	<u>% of Total</u>
Agriculture & Other (Landscaping, Animal Hospitals)	\$29,771	\$16,930	-43.13%	1.02%
Construction	423,208	378,508 *	-10.56%	22.75%
Manufacturing (Printing, Publishing, Other Manuf.)	48,327	37,348	-22.72%	2.24%
Transp/Comm/Utilities (Telecomm., Air Transport.)	132,564	107,387	-18.99%	6.45%
Wholesale (Lumber, Other Wholesale)	80,014	63,136	-21.09%	3.80%
Retail Trade (Eating, Merchandise, Food Stores)	654,538	591,042	-9.70%	35.53%
Services (Auction, Recreation, Auto Repair, Financial)	375,950	469,291	24.83%	28.21%
Totals	\$1,744,373	\$1,663,642	-4.63%	100%
Increase/(Decrease)		(\$80,731)	-4.63%	



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

* Approximately 10% of this is due to the Brightwater project.

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, 2013

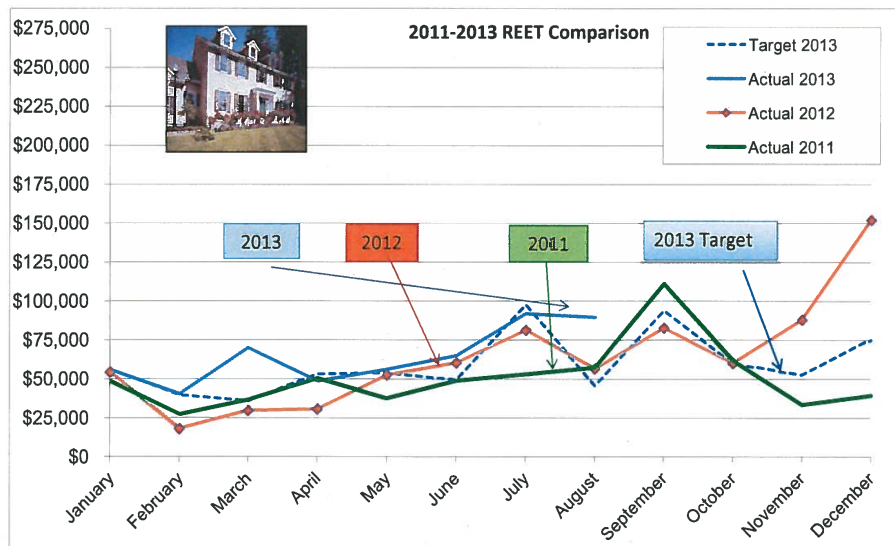


	Actual 2010	Actual 2011	Actual 2012	Actual 2013	Target 2013
January	64,792	48,679	54,359	55,801	55,943
February	73,383	27,294	18,064	40,281	39,580
March	41,445	36,507	29,691	69,946	35,881
April	78,233	50,463	30,662	48,671	53,119
May	71,622	37,671	52,575	56,178	53,956
June	38,919	48,938	60,408	64,938	49,422
July	158,221	53,012	81,316	91,779	97,516
August	23,033	57,471	56,626	89,496	45,710
September	87,734	111,107	82,785		93,875
October	57,761	61,805	60,265		59,944
November	35,585	33,475	88,057		52,372
December	32,962	39,510	152,262		74,911
	\$763,689	\$605,931	\$767,070	\$517,090	\$712,230

For 2013, REET is \$133,388 more than the same period last year and more than the 2013 target by \$85,963

* NOTE THE 2013 target is computed on a 3 year average (2010-2012) of actual receipts

sales actually occur in the prior month; there is a 30 day lag between sales and when the City receives the rev							
	2010	2011	2012	2013	Taxes from > \$500,000 Sale Amounts		
	2010	2011	2012	2013	2010	2011	2012
January	3,790,500	1,046,085	5,515,283	3,380,165	18,763	5,178	27,301
February	4,805,000	547,257	1,152,000	3,417,500	23,785	2,709	5,702
March	1,149,000	1,100,000	750,000	3,514,000	5,688	5,445	3,713
April	1,779,000	1,075,000	870,000	1,570,450	8,806	5,321	4,307
May	1,859,000	2,372,000	2,796,250	3,634,210	9,202	11,741	13,841
June	540,000	2,605,000	1,215,000	2,761,500	2,673	12,895	6,014
July	18,013,000	3,354,950	4,196,500	8,478,706	89,164	16,607	20,773
August	1,020,000	3,045,950	1,756,200	6,131,455	5,049	15,077	8,693
September	11,276,760	15,691,044	4,859,500		55,820	77,671	24,055
October	610,000	7,873,950	3,087,500		3,020	38,976	15,283
November	1,020,000	875,000	8,334,960		5,049	4,331	41,258
December	2,178,000	2,189,000	23,033,200		10,781	10,836	114,014
	\$48,040,260	\$41,775,236	\$57,566,393	\$32,887,986	237,800	206,787	284,954
							162,796



City of Kenmore, Washington
Monthly Report for Kenmore Village
August 31, 2013



<u>Revenues</u>	<u>August 2013</u>	<u>Biennium-to- Date</u>	<u>Biennium Budget</u>
Lease Income (USPS & Kenmore Village)	\$ 4,241	\$ 16,965	\$ 317,940
Return of Security Deposit	-	0	0
Other Rent Income	-	10,900	15,000
Landlord Expense (CAM*) Reimbursement	-	0	0
Insurance Proceeds	-	0	0
Sale of Property	-	1,335,034	1,250,000
Leasehold Excise Returned	-	2,121	14,900
Total Revenues	<u>\$ 4,241</u>	<u>\$ 1,365,021</u>	<u>1,597,840</u>
<u>Expenditures</u>			
6700 Building Improvements	\$ -	\$ -	11,000
Property Management	-	3,263	43,200
Utilities and Insurance - Kenmore Village	-	32,006	103,400
Repairs, Maintenance, Other Services	-	-	-
Total Expenditures	<u>\$ -</u>	<u>\$ 35,269</u>	<u>157,600</u>
Net Income (Loss)	<u>\$ 4,241</u>	<u>\$ 1,329,752</u>	<u>\$ 1,440,240</u>

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.

City of Kenmore, Washington
SR 522 Phase I Revenue and Expenditure History
as of August 31, 2013

Phase I

Stage 3 Burke Gilman Trail @ 73rd Ave NE-nearing completion
Stage 1 SR 522 Central Segment 65th to 73rd and other improvements, in construction
Stage 2 SR 522 West Segment 57th to 65th and other improvements, pending funding

****Actuals Received on Cash Basis****

		Cumulative through 2008	2009	2010	2011	Year to Date 2012	August 2013	Year to Date 2013	Life to Date
Revenues:									
Secured:									
Wa State Transportation Improve. Board:									
to Street Fund	5,047,000	851,786	0	0	0	0	0	0	851,786
to Arterial Street Fund	0	148,214	2,545,308	1,501,692	0	0	0	0	4,195,214
Wa State Gas Tax	4,663,620	3,119,047	1,765,416	0	0	0	0	0	4,884,463
Federal Surface Transportation Prog	12,045,444	1,708,895	8,535,460	1,781,817	0	55	0	0	12,026,227
Brightwater	15,000	15,000	0	0	0	0	0	0	15,000
Federal: Wa State Dept of Trans Signal	357,914	0	0	546,862	0	0	0	0	546,862
King County Parks	906,500	514,616	201,467	0	0	0	0	0	716,083
King County Roads	350,000	350,000	0	0	0	0	0	0	350,000
Northshore Utility District Reimb	432,400	80,559	0	0	0	259,387	0	0	339,946
Puget Sound Energy Reimb	264,100	0	0	0	0	0	0	0	0
Northshore School Dist Reimb	22,258	0	0	0	0	0	0	0	0
Library Reimb	10,000	0	0	0	0	0	0	0	0
Comcast Reimb	168,800	88,620	0	0	0	113,383	0	0	202,003
Urban Partners	75,000	0	25,000	54,438	0	0	0	0	79,438
Fire District Reim	49,000	0	0	0	0	63,245	0	0	63,245
City Art Fund	126,486	0	0	0	0	0	0	0	0
BWR St. 1 Ph. 1 Settlement	0	0	0	0	0	0	0	0	0
HDR St. 1 Ph. 1 Settlement	0	0	0	0	0	0	0	150,000	150,000
U of WA IT Reimbursement	0	0	0	0	0	26,113	0	0	26,113
City Light Reimbursement	0	0	0	0	0	0	0	23,033	23,033
City Funds:	5,607,250	0	0	0	0	200,000	0	0	200,000
Transfer from REET Muni Cap		1,083,250	0	3,290,000	0	0	0	0	4,373,250
Transfer from Street Fund		0	0	521,870	0	0	0	0	521,870
Stage 1/181st Transfer from REET Muni Cap		0	334,000	0	0	0	0	0	334,000
Stage 2 Transfer from REET Muni Cap	700,000	0	700,000	0	470,174	157,468	0	0	1,327,642
Transfer from Trans Impact Fees		900,000	0	0	0	0	0	0	900,000
								0	0
Total Revenues	30,840,772	8,859,987	14,106,651	7,696,679	470,174	819,651	0	173,033	32,126,175
Expenditures:									
Street Fund		15,148,961	1,090	0	0	0	0	0	15,150,051
Street-Interfund Loan Interest		0	0	0	0	0	0	0	0
1% Art Fund		0	0	0	0	0	0	0	0
Arterial Street Fund		253,860	11,708,313	2,874,519	154,162	418,047	0	11,082	15,419,983
Stage 2 Design Arterial Street Fund			483,830	435,358	132,834	102,132	0	1,108	1,155,263
Muni Cap Fund		46,782	0	0	0	0	0	0	46,782
Total Expenditures		15,449,603	12,193,233	3,309,877	352,046	520,179	0	12,191	31,772,079

City of Kenmore, Washington
SR 522 Phase II Revenue and Expenditure History
as of August 31, 2013

Phase II

SR 522 East Segment, 73rd to 83rd, nearing completion

****Actuals Received on Cash Basis****

Revenues:

	Secured:	Cumulative through 2008	2009	2010	2011	2012	August 2013	Year to Date 2013	Life to Date
Wa State Transportation Improve. Board:	3,450,000	3,145,975	131,526	172,500	0	0	0	0	3,450,000
Sound Transit	8,192,307	8,192,307	0	0	0	0	0	0	8,192,307
Brightwater	250,000	0	0	0	0	0	0	250,000	250,000
Federal Grant via WSDOT	697,312	578,381	91,120	0	6,683	0	0	0	676,184
Federal: WSDOT Signal/Overlay	683,608	185,272	498,322	0	0	0	0	0	683,594
Regional Mobility WSDOT	1,800,000	1,441,827	358,173	0	0	0	0	0	1,800,000
King County Metro	400,000	0	0	400,000	0	0	0	0	400,000
Wa State Gas Tax Grant	8,336,380	4,636,717	2,951,182	439,620	0	0	0	0	8,027,519
Comcast Reimb	147,770	92,680	0	55,090	0	0	0	0	147,770
Northshore Utility District Reimb	1,621,486	1,024,376	441,836	0	0	112,124	0	11,494	1,701,954
Northshore School District Reimb	28,914	0	0	0	2,694	2,444	0	0	5,138
PSE Reimbursement	150,000	0	0	0	0	0	0	0	0
Integra Reimbursement		0	0	0	0	9,144	0	0	9,144
City: Art Fund	161,006	0	0	0	0	0	0	0	0
City:	2,870,793			0	0	0	0	0	0
Investment Earnings		92,191	15,331	2,532	0	0	0	0	110,054
Fuel Tax		274,153	0	0	0	0	0	0	274,153
Transfer of Trans Impact Fees		512,000	430,698	450,000	387,500	0	0	0	1,392,698
Transfer from Street Fund		0	0	1,000,000	0	0	0	0	1,000,000
Transfer of REET		1,096,420	0	0	215,307	0	0	0	1,096,420
Total Revenues	28,789,576	21,272,299	4,918,188	2,519,742	612,184	123,712	0	261,494	29,216,936

Expenditures:

Arterial Street	22,497,211	4,671,626	1,068,152	1,403,237	48,234	0	38,431	29,726,890
Interfund Loan Interest	127,175	0	0	0	0	0	0	127,175
Art 1%	0	0	0	0	0	0	0	0
Transportation Impact Fee Fund	100,000	0	0	0	0	0	0	100,000
Total Expenditures	22,724,386	4,671,626	1,068,152	1,403,237	48,234	0	38,431	29,954,065



Business of the City Council
City of Kenmore, WA

Subject: City of Kenmore Resolution No. 13-223 Volunteer Policies and Procedures	For Council Meeting Agenda of: <u>October 21, 2013</u> Department: Executive Prepared by: Cindy Shelton (Volunteer & Events Coordinator) <u>Initial & Date</u> Approved by City Manager: <u>PSK</u> Approved by City Attorney: _____ Approved by Finance Director: _____ Approved by Department Head: _____ Exhibits/Attachments: Attachment 1: Resolution No. 13-223 Attachment 2: Volunteer Policies and Procedures of the City of Kenmore	
Proposed Council Action/Motion: Move to pass Resolution No. 13-223 authorizing the implementation of City of Kenmore Volunteer Policies and Procedures		
Expenditure Required N/A	Amount Budgeted \$5,000 (2013-2014)	Appropriation Required N/A

INFORMATION/BACKGROUND:

City of Kenmore has operated the existing volunteer program using the King County Adopt-a-Street model. An administrative Adopt-a-Street Program Policy was drafted and volunteer agreements developed and reviewed by WCIA in 2011. City Administrative Policy and Directives, Section 8 Working with Community Volunteers, provided policy and guidelines on volunteer applications, scope of volunteer, service, background checks, liability coverage, personal injuries, waivers, documentation of training, provision of personal protective equipment, and termination of volunteer service. This program structure has functioned adequately to support the small number of volunteers that the City has utilized to assist with park and street maintenance and community special events over the past two years.

In 2013, City Council directed additional resources to expand and diversify the existing City of Kenmore Volunteer Program. Proposed Resolution No 13-223 builds on the 2011 adopted policies and procedures to provide additional policy and structure to guide staff as the City expands the City of Kenmore Volunteer Program.

Resolution No 13-223 revises the existing City Administrative Policy and Directives (Section 8) to include:

- Role of the Volunteer & Events Coordinator
- Types of volunteer opportunities
- The use of volunteer position descriptions for on-goings volunteers
- System for internal volunteer request and development of new volunteer opportunities
- Application process and forms - Background checks clarified and expanded to include DOL driving abstract and RCW Disclosure Form
- Revised procedure for minor volunteers under the age of 14
- The right to reject volunteer service
- Volunteer Identification
- Vehicle use or specialty equipment use by volunteers
- Recruitment, retention and recognition strategies
- Safety and welfare of volunteers, including training program to develop key volunteers
- Volunteer management software and records documentation strategy
- Methods of volunteer program reporting

Attachment to Resolution No. 13-223 summarizes the above mentioned revisions.

COUNCIL GOAL/BUDGET OBJECTIVE BEING ADDRESSED:

The City recognizes the advantages of incorporating the rich skills and talents of the community and the community's desire to enhance their way of life. The objective is connect Kenmore citizens to their local government and to allow these volunteers and organizations to benefit the community as a whole in such a way that projects and services which would not normally be available due to lack of City resources can be provided through the volunteer program.

CITY OF KENMORE

WASHINGTON

RESOLUTION NO. 13-223

A RESOLUTION OF THE CITY COUNCIL OF KENMORE, WASHINGTON, ESTABLISHING VOLUNTEER POLICIES AND PROCEDURES.

WHEREAS, the City of Kenmore Volunteer Program was established in 2011 with the original mission to implement the Adopt-A-Street Program and to develop a community involvement program that brings citizens and citizen volunteer groups into partnership with the City of Kenmore to enhance roadside and neighborhood appearance.

WHEREAS, the City of Kenmore desires to expand volunteer opportunities and formalize the existing volunteer program by adopting a City of Kenmore "Volunteer Policies and Procedures" via Resolution No. 13-233; and

WHEREAS, the City of Kenmore strives to offer an efficient, safe, and user friendly volunteer program that will provide meaningful volunteer opportunities in order to build community spirit; and

WHEREAS, the City of Kenmore is committed to developing a vibrant volunteer program that will engage citizens in local government, provide efficient and expanded service delivery to the City organization and the community; and

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

Section 1. Adoption of the Plan. The City Council hereby adopts the Resolution No. 13-223, establishing Volunteer Policies and Procedures of the City of Kenmore, as set forth in Attachment A.

Section 2. Review. The City Council hereby directs the City Manager to regularly review the plan and authorizes the City Manager to amend the Volunteer Policies and Procedures in keeping with City Council goals and priorities.

PASSED BY THE CITY COUNCIL OF THE CITY OF KENMORE, WASHINGTON, AT A REGULAR MEETING THEREOF THIS ____ DAY OF _____, 201_.

CITY OF KENMORE

David Baker, Mayor

ATTEST/AUTHENTICATED:

Patty Safrin, City Clerk

City of Kenmore Volunteer Policies and Procedures Summary

Section 1. General

- A. The City of Kenmore Volunteer Program strives to provide efficient and expanded city service delivery to the community, build community spirit, and engage citizens in local government. Active participation in the volunteer program by community citizens will help citizens learn more about their local government, feel more ownership in their community, and help citizens connect with each other.
- B. The purpose of the Volunteer Policies and Procedures is to provide guidance and direction to city staff. These policies are intended for internal management of volunteers and do not constitute a binding contract or personnel agreement.
- C. City Councilmembers, commission and committee members, and staff members are encouraged to support productive roles and meaningful experiences for City volunteers.
- D. It is the mission of the City to provide an opportunity for all persons to participate in the City's Volunteer Program. All volunteers who meet eligibility requirements for volunteer position descriptions are welcome to volunteer. The City will provide reasonable accommodation to qualified, disabled volunteers.

Section 2. Role of the Volunteer Coordinator

The Volunteer & Events Coordinator is responsible for implementation of the City of Kenmore Volunteer Program. This program resides in the Department deemed appropriate by the City Manager. The Volunteer and Events Coordinator will meet regularly with members from each City department to determine effectiveness of current volunteer programs and to collaborate on the development of new volunteer programs and projects to help meet the City's service goals. With the exception of Council-appointed committee and commission members, all non-employee workers will be directed through the Volunteer Coordinator in order to ensure compliance with City policy and volunteer program procedures.

Section 3. Types of Volunteer Opportunities

Volunteers will be categorized in the following categories:

- 1. On-Going Volunteers: These positions will include volunteers that have repeating and regular work schedules. Examples of these positions are Park Stewards, Environmental Stewards, Kenmore Events Team (KET), and Adopt-a-Park Ambassador positions. Application process for these

positions include: completion of a volunteer agreement form, an intake interview, reference checks, background checks, photo ID badge, and additional training dependent on position description. Each of these positions are defined by a Volunteer Position Description to clearly identify tasks and responsibilities for these on-going volunteer duties.

2. One-Time Volunteers: These are volunteers that volunteer one time or just a few times sporadically each year. These volunteers include the occasional special event volunteer, park clean-up volunteer, or a special short term project volunteer. These do not require the more formalized screening process as do the on-going volunteer. These volunteers complete a One-Time Volunteer Agreement. Intake interviews and volunteer assignments can occur through email or over the phone. Training is done at the event or project site for these volunteers. There is no Volunteer Position Description for this category of volunteer. These volunteers are typically supervised by City staff or On-going or Key Volunteers and are assigned more support role type tasks.
3. Eagle Scout Project Volunteers: These youth volunteers are typically 15 – 17 years old. All Eagle Scout Project volunteers are processed by the Volunteer Coordinator. The Volunteer Coordinator will schedule an initial intake meeting with the scout to discuss potential scout projects. An Eagle Scout Packet is completed by the scout to clearly identify all elements of their desired scout project. This Eagle Scout Project Packet is presented to the Volunteer Coordinator to facilitate the review and approval process for this project. Acceptance meeting is scheduled once City approves Eagle Scout Project Packet. This meeting finalizes project schedule and provides the scout and his adult supervisor with a volunteer orientation. The Volunteer Coordinator works with City staff to facilitate the implementation of the scout project. Once the scout project is completed, the City provides name plate recognition for the scout at the project site. For scout projects not suited for name plate recognition, a Certificate of Appreciation will be presented to the scout by the City. A general Volunteer Position Description is created for this volunteer category to clearly identify process to scouts. Background check is conducted only on the supervising adult for the Eagle Scout Project. Volunteer Agreement Forms are required of all volunteers 14 years and older that are participating in this scout project.
4. Court-Ordered Community Service Volunteer: The City will accommodate, whenever possible, volunteer opportunities for persons who are directed by a legal authority to complete community service hours. City resources must be adequate to properly supervise this category of volunteer. Court ordered volunteers must be supervised at all times. These volunteers are required to complete a Community Service Statement of Commitment Form. This form clearly identifies the requirements of the volunteer position and the violations of rules that can

lead to termination of the volunteer's assignment. The City may request additional paperwork for court ordered volunteers in order to properly match the volunteer position to the skills and interest of the court ordered volunteer. This position requires a Volunteer Position Description, a Volunteer Agreement Form, a volunteer orientation, and a background check.

5. Youth Volunteers: The City encourages youth volunteerism in order to promote stewardship and community service. Families are encouraged to participate together as well as youth that are 14 years and older to participate individually to build new skills and connect with their local community. Volunteers 14 years to 17 years of age will complete a volunteer agreement form. Volunteers under age 14 years old will be allowed to volunteer with their parents, but will not complete a volunteer agreement form. Instead these young volunteers volunteering alongside their parents will be signed in on an event sign in sheet for minors by their parent at the event or program site. This sign in sheet records the parent name and requires parent to verify that the child has his/her own medical coverage. Hours for these young minor volunteers will not be included in the City's volunteer hour totals, since these young minors are not covered by L&I medical coverage.

Some Volunteer Job Descriptions may not be available for Youth Volunteers. These include the KET Team, Park Stewards, Environmental Stewards, and other leadership roles that include training and supervision of other volunteers. These leadership roles require volunteers be 18 years of age or older. Exceptions to this age requirement are Key Volunteer Positions that are designed to help teens build job and leadership skills. Examples of these types of On-Going Key Volunteers include: Adopt-a-Park Ambassador Program, Volunteer Assistant, and Marketing Assistant Positions. These Key Volunteer positions for youth will require an interview/intake meeting, a reference check, a background check, and other screening or training as required by the Volunteer Position Description. These Key Volunteer positions work closely with City staff to ensure they adequately perform their Volunteer Position Description duties.

6. Council-Appointed Committee and Commission Members: These volunteers will be handled through a separate process. Please refer to the Kenmore Municipal Code. Volunteer hours will be reported to Human Resources Department for use in submitting required L & I reports and to insure L& I coverage for volunteers.

Section 4. Use of Volunteer Position Descriptions

Volunteer Position Descriptions are created for On-Going Volunteers, Eagle Scout Project Volunteers, and Court-Ordered Community Service Volunteers.

The purpose of the Volunteer Position Description is to clearly communicate the duties and responsibilities of the volunteer position. The volunteer will sign the Volunteer Position Description to accept and acknowledge the duties and requirements of the position. This signed Volunteer Position Description will be filed in the volunteer's file.

Section 5. Volunteer Project Development and Internal City Volunteer Requests

Meaningful volunteer opportunities will be developed as needs become identified to the Volunteer Coordinator by City staff. Staff will submit a Volunteer Request Form to the Volunteer & Events Coordinator to seek volunteer assistance on City projects and/or events. The Volunteer Request Form will provide the overall description, number of volunteers needed, special skills and training needed, equipment needs, detailed scope of work, and deadline and desired outcomes for the project. Budgeting for the volunteer project will be the responsibility of the requesting department, with the exception of supplies for volunteers. Volunteer supplies would include safety equipment for volunteers (gloves, eye protective gear, vests, hard hats, first aid kits, transport carts, etc.) food and beverage, shelter, and signage for volunteer projects. Budgeted items from the departments would be project development costs, support staff labor costs, specialty equipment rentals, plants, bark, and rental of additional tools beyond City tool resources. The Volunteer & Events Coordinator will review and clarify volunteer request, recruit volunteers, and work with requesting department to implement project. Volunteer Projects will be prioritized during Department Head meetings when projects exceed hours/resources of the Volunteer Coordinator.

Section 6. Application Process and Requirements for Eligibility

1. Forms and Procedures

City volunteer forms and procedures are developed to ensure proper recording of volunteer information for future contact and emergency information, volunteer hours, to obtain waiver and hold harmless agreements, to gain photo permissions, and to obtain parent permission for minors (if applicable). The City makes every effort to keep forms and procedures simplified in order to create a smooth volunteer registration process. Three volunteer agreement forms will be used to register volunteers: Individual Volunteer Agreement Form, Organizational Volunteer Agreement Form, and the One-Time Volunteer Agreement Form.

- Individual Agreement Forms will be used for On-going Volunteers, Eagle Scout Project Volunteers, and Community Service Volunteers. Individual Agreement Forms are only used for individuals who are 14 years or older.

On-Going Volunteers will be required to complete a volunteer intake meeting (either on phone or in person), complete a volunteer orientation, and go through a background check if the volunteer will be working in leadership positions and with minors (under 16 years of age), vulnerable populations, disabled population groups, or working independently with the public. For volunteer positions that require additional leadership duties or require the use of city or personal vehicles, a driving record check, reference checks of at least 2 references, and additional training will be required.

- Organizational Volunteer Agreement Form will be completed by businesses, school groups, churches, and other organizations bringing in a group of their members, students, or employees to help with a city volunteer project. This form will identify the organization, the lead volunteer for the organization, and liability insurance. Members of this organization will also complete a One-Time Volunteer Agreement form.
- One-time Volunteer Agreement Forms will be used at special event, park clean up events, and one-time event projects. Volunteers will also sign in to agree to the City waiver and hold harmless clause, to provide their photo release, and (if applicable) to give parent permission for their child to volunteer.

Volunteers are only allowed to work on behalf of the City once proper agreement forms, signature sheets are completed and check in is completed through the volunteer coordinator or his/her designee.

2. Background Checks

All volunteers who will work with children under the age of 16 years of age, developmentally disabled individuals, vulnerable adults, or volunteers with non-city staff supervised contact with the public will be required to complete a Washington State Patrol background check. The results of the Washington State Patrol background check are confidential and will be filed within Human Resources Department. A copy of the background check results will be provided to the volunteer.

These volunteers will be required to complete a Request for Criminal History Information Child/Adult Abuse Information Act Form and an RCW Disclosure Form. The Volunteer & Events Coordinator will verify volunteers identify by matching information potential volunteer places on the Request for Criminal History Information form with the information and photo on their Washington State Drivers License.

- ## 3. Liability coverage and medical aid coverage of City volunteers 14 years and older is provided through State Labor and Industries (L & I) coverage.

WCIA covers liability coverage for volunteers. Liability coverage does not include gross acts of misconduct or negligence.

Section 7. Right to Reject Volunteer Service

The City reserves the right to limit the use, or reduce the hours, or reject the service of a volunteer in order to achieve its public purpose and police. Eligibility and screening of volunteers is done in order to protect staff, other city volunteers, and the public. Volunteers can be denied access to volunteer opportunities or be terminated for reasons such as failure to meet background check eligibility, failure to consistently meet requirements of the Volunteer Position Description, or failure to adhere to the City's volunteer policies and requirements as listed on the Volunteer Agreement Form. The Volunteer Coordinator will communicate the reasons for rejection or termination of volunteer service in writing to the volunteer.

The City appreciates the services provided by volunteers, but nothing in these policies should be interpreted as a right to employment or a binding commitment to retain the volunteer's services indefinitely.

Section 8. Identification of Volunteers

All volunteers will be required to wear ID badge to clearly identify them as a City volunteer. All ID badges must be collected at the end of the volunteer's shift with the exception of the Key Volunteers such as KET Team, Park Stewards, Environmental Stewards, etc. that may work more independently and in leadership roles. ID badges are not to be used outside of City business. Jackets, t-shirts, or vest may also be used to identify City volunteers to the public.

Volunteers working in City buildings may be issued a City Key Card in order to navigate through secure areas of the building. Volunteers with this type of access will check in and out their Key Card each day of use with the Volunteer Coordinator or his/her designee. At no time, will Key Cards be taken home with the volunteer.

Section 9. Specialty Equipment and Vehicle Use by Volunteers

For volunteers asked to operate a City vehicle, a Department of Licensing Driving Abstract is required to review the volunteer's driving record and to be placed in the volunteer's paper file. These volunteers must also view a video training on Defensive Driving provided by the City. The City may deny access to City vehicles for poor driving records with past moving violations, reckless driving violations, driving while intoxicated, or past accidents which the volunteer received a traffic or criminal citation and was convicted or entered a pleas of "guilty."

If volunteers are asked to drive their own vehicles for City purposes are required to meet all the requirements of on-going volunteers that drive City vehicles, but additionally must show proof of insurance for the vehicle that they will drive for City use (a copy of this insurance is made and placed in volunteer's paper file). However, volunteers should be aware that their own personal car insurance will apply.

A Request for Volunteer Use of City Vehicle or Use of Personal Vehicle for City Use must be approved by Human Resources. Department Director approval is needed for volunteer's mileage reimbursement.

Use of specialty equipment, such as motorized maintenance or landscape tools, will be limited to adults only. Volunteers 16 years & older that have received training and successfully passed this training by maintenance staff on power tools will be allowed to use low risk power tools. Power Tools Training must be conducted at least 1 day prior to the day of the event or work.

Section 10. Recruitment, Retention, and Recognition Strategies

1. Recruitment of Volunteers

Volunteers shall be recruited without regard to any individual's sex, race, color, religion, national origin, pregnancy, age, marital status, medical condition, disability, sexual orientation, or any other basis prohibited by law.

The City will offer a volunteer page on the City's web page that will list the City of Kenmore volunteer opportunities, volunteer program highlights and offer a section for people to connect to locate on-going volunteer opportunities within non-profit, human service and public service agencies serving the greater Kenmore community. Marketing of other Kenmore organizations and agencies volunteer needs and seeking ways to partner with these agencies results in a better connected community that supports and promotes volunteerism.

The City will recruit volunteers using the following communication tools, such as, but not limited to:

- City Web site, social media, the City Newsletter, and direct email.
- Volunteer Coordinator will schedule meetings with churches, civic clubs, school groups, and other organizations as time allows to develop relationships and partnerships with these organizations that will aid in the recruitment of volunteers. The relationships and partnerships will help connect these organizations to City events and projects, and will allow the City an opportunity to aid these organizations in marketing their volunteer needs to the community via the City Web sites.
- Network with other Volunteer Coordinators in the area through the Municipal Volunteers Network group to cross market volunteer

opportunities through other agencies volunteer email lists or Web sites.

2. Retention of Volunteers

Keeping volunteers active and engaged is the result of providing meaningful volunteer opportunities, well-planned and supplied volunteer projects, fun team building work environment, and providing of appreciation for volunteer efforts. The City will be looking for volunteers to take leadership roles that will allow skilled volunteers to teach and lead other volunteers, make a visible impact in their community, and feel part of a team. The Volunteer Coordinator will develop Volunteer Position Descriptions with this in mind and will work to communicate regularly with volunteers via email in order to keep them feeling part of the overall Kenmore volunteer team.

3. Recognition of Volunteers

Recognition will be provided in a variety of methods during the year to communicate the City's appreciation to volunteers. Methods of recognition may include:

- Thank you letters, emails, and/or verbal thanks which will be given to volunteers following their service to the City.
- Featuring a volunteer and program each quarter on the City web site or in the City newsletter.
- Providing On-Going Volunteers with an annual Volunteer Recognition Event.
- Providing a barbeque lunch after the annual spring Park Appreciation Event.
- Volunteers will be recognized for years of service to help in development of these Key Volunteers and their dedication to volunteerism and service to their Kenmore community.
- Volunteer Award Program. This program awards volunteer hours of service at the City of Kenmore. This award includes recognition reward items such as gift cards or alternative gift items. The Volunteer Award Program presentation will occur at the annual Volunteer Recognition Event. Volunteers who reach the 500 hours and above level will be also recognized at a City Council meeting.

Section II. Training, Safety, and Welfare of Volunteers

The safety of our City volunteers is of utmost importance. In order to achieve this, the City will provide safety training through volunteer orientation training or at the event or project site for one-time volunteers. The City or the City designee (Lead volunteer) will provide a first aid kit, a cell phone to call 911 if needed, proper job specific training, proper tools and safety equipment as needed (gloves, protective eye wear, etc), and staff on-site with first aid training. In the event of an emergency or injury, staff or lead volunteers will

provide aid to volunteer as their training allows and seek additional assistance as needed. An Incident Form will be completed for all injuries or incidents that are reported and require assistance.

Section 12. Volunteer Management Software and Records Documentation Strategy

The City utilizes volunteer management software to help manage volunteers through the entire volunteer cycle. The volunteer management software will provide a secure and safe way to store and utilize volunteer records, allows for job specific volunteer recruitment through email, creates a method of on-going communication and updates to keep volunteers connected and engaged in City projects and volunteer opportunities. The Volunteer Coordinator will be responsible for maintaining all volunteer records including all required forms, dates, hours of service and positions held. Volunteer Coordinator will report volunteer hours logged quarterly to Human Resources Department for use in submitting required L & I reports and to insure L& I coverage for volunteers. Volunteer records will be stored and retained in accordance with State Archive Regulations. Volunteer records may be destroyed after the state-required retention period.

Section 13. Volunteer Program Reporting

A Kenmore Volunteer Program report will be given annually to City Council.

City Council Business Agenda Item
City of Kenmore, WA

Subject/Topic: Northshore Summit Playground purchase and installation.	For Council Meeting Agenda of: 10/21/13	
	Department: Community Development	
	Prepared by: Debbie Bent, Community Development Director	
	<u>Initial & Date</u> Approved by Department Head: DB 10/10/13 Approved by City Attorney: Approved by Finance Director: Joe 10/10/13 Approved by City Manager: [Signature]	
Proposed Council Action/Motion: Authorize the City Manager to enter into an interlocal purchasing agreement (Contract 13-C1216) with the King County Directors Association (KCDA) for the purchase and installation of playground equipment at Northshore Summit Park in an amount not to exceed \$116,000	Exhibits/Attachments: None	
Expenditure Required \$116,000	Amount Budgeted \$659,000	Appropriation Required \$0.00
<u>INFORMATION/BACKGROUND:</u> The City of Kenmore is a member of the KCDA which is an Intergovernmental Purchasing Cooperative. KCDA solicited bids, on the City's behalf, for playground equipment purchase and installation. Northwest Playground was the lowest bidder with a bid of \$116,000. To expedite the project, staff is requesting that Council give authority to the City Manager to sign an interlocal purchasing agreement with the KCDA in an amount not to exceed \$116,000. The City received a \$20,000 Lets Play City Construction Grant from Dr Pepper Snapple Group and national non-profit KaBoom. The grant will be used to offset some of the cost for playground equipment. A requirement of the grant is community involvement during playground installation. Date(s) for a community event for the playground installation have not yet been determined. On 9/23/13 Council authorized the City Manager to award the construction contract (with the exception of playground equipment purchase and installation) for Northshore Summit Park improvements for an amount not to exceed \$452,000. The City received nine bids and Roadway Construction NW of Renton was the low bidder. The City Manager executed a contract with Roadway Construction NW of Renton in the amount of \$375,099.69. The City held a preconstruction meeting 10/9/13. The City anticipates issuing a Notice to Proceed within the next week which means the contractor will begin mobilization. A 45 day construction period is anticipated but starting and completing construction in 2013 is weather dependent. <u>FISCAL CONSIDERATION:</u> The adopted 2013-2018 CIP allocates \$190,000 of Park Impact Fee funds for design and construction costs of Northshore Summit Phase I park improvements. On 7/15/13 the Council passed a motion authorizing an increase of \$469,000 (park impact fee funds) to the project budgeted for construction of all park improvements, bringing the total project budget to \$659,000. The project expenditure is estimated at \$587,099.		

Project Costs:

\$116,000 (staff costs, wetland delineation, survey, engineering/construction drawings, permitting)

\$375,099 (construction)

\$116,000 (playground equipment installation)

\$607,099 (total)

-\$20,000 (Kaboom grant)

\$587,099 (project cost)

COUNCIL GOAL/BUDGET OBJECTIVE BEING ADDRESSED:

Goal 5 – Implement a parks improvement and financial plan.