



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

### City Council Regular Meeting

**ON-SITE**

**MONDAY, JULY 10, 2023 - 7:00 PM**

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

**ZOOM LINK: <https://kenmorewa-gov.zoom.us/j/81397703966>**

Or One tap Mobile: US: +12532050468,,81397703966#

Or Telephone Dial US: +1 253 205 0468

Callers please dial \*9 to raise and lower hand

Webinar ID: 813 9770 3966

**If you are having difficulty accessing the meeting virtually, please contact [mkang@kenmorewa.gov](mailto:mkang@kenmorewa.gov).**

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

#### **I. CALL REGULAR MEETING TO ORDER - 7:00 PM**

#### **II. ROLL CALL**

#### **III. FLAG SALUTE**

#### **IV. AGENDA APPROVAL**

#### **V. PRESENTATIONS**

##### **A. Legislative Session Wrap-Up (7:00 - 7:30 PM)**

- Recognizing the work during the 2023 Legislative Session - Representative Davina Duerr, Representative Shelley Kloba, and Senator Derek Stanford
- Brief break for cake provided for the public

##### **B. Sammamish River Regional Coordination Plan - Capital Investment Strategy (CIS) Project Update, presented by Environmental Services Director Richard Sawyer, King County Flood Control District Executive Director Michelle Clark, King County Capital Project Manager Kate Akyuz, and King County Councilmember Rod Dembowski**

[Agenda Bill - Sammamish River Capital Investment Strategy \(CIS\) Project Update](#)

[Presentation - Sammamish River Capital Investment Strategy \(CIS\)](#)

#### **VI. WHERE'S THE FUN?**

#### **VII. PUBLIC COMMENTS**

- A. We welcome our community members to the Council's meeting. In this forum, the Council does not engage or dialogue with the public; the primary role of the Council is to listen. We will hear from our on-site guests first, followed by our virtual guests. If you're online, please use the "raise hand" feature now if you wish to speak. All guests must address comments to the Mayor and City Council. The Clerk will acknowledge your request and call your name when it is your turn. Your time will start when we confirm that we can hear you. Please state your name and city of residence for the record and keep your comments to the allotted time. We will not split your time with others or reset your time except by express approval of the Presiding Officer. Screen-sharing is not allowed; you can submit materials to the Council or Clerk in advance. Please do not comment about pending development projects on which the Council will make future decisions as those are quasi-judicial matters, and Councilmembers must limit their communications about such matters. This meeting is being recorded. Thank you for taking the time to express your comments.

#### **VIII. CONSENT AGENDA** **APPROVED UNANIMOUSLY**

- A. Approve City Council Special and Regular Meeting Minutes from June 12, 2023.  
[City Council Special and Regular Meeting Minutes from June 12, 2023](#)
- B. Approve City Council Regular Meeting Minutes from June 26, 2023.  
[City Council Regular Meeting Minutes from June 26, 2023](#)
- C. Approve Total Check #s 52298 through 52396 totaling \$833,727.08 and Total Payroll/Taxes/Flexible Spending/Retirement & Health Savings Account Electronic Deposits Dated 06/16/2023 in the amount totaling \$243,022.29 and ACH Payment to KBA, Inc. in the amount of \$1,836.55, and Payroll Check #s 10233 through 10241 in the amount of \$5,107.41.  
[Voucher Certification and Approval 06/10/23 - 06/23/23](#)
- D. Receive and File January 2023 Financial Report for the City of Kenmore, Washington.  
[Agenda Bill and Attachment - January 2023 Financial Report](#)
- E. Receive and File February 2023 Financial Report for the City of Kenmore, Washington.  
[Agenda Bill and Attachment - February 2023 Financial Report](#)
- F. Receive and File March 2023 Financial Report for the City of Kenmore, Washington.  
[Agenda Bill and Attachment - March 2023 Financial Report](#)

- G. Receive and File April 2023 Financial Report for the City of Kenmore, Washington.

[Agenda Bill and Attachment - April 2023 Financial Report](#)

- H. Authorize the City Manager to execute Contract No. 23-C2950 with Northend Excavating, Inc. in an amount not to exceed \$150,000.

[Agenda Bill - Contract No. 23-C2950 Northend Excavating, Inc.](#)

## IX. BUSINESS AGENDA

### RESOLUTION IN SUPPORT APPROVED UNANIMOUSLY

#### A. King County

##### Proposition No. 1

##### Veterans, Seniors, and Human Services Levy

The King County Council passed Ordinance 19604 concerning replacement of an expiring veterans, seniors and human services levy. If approved, this proposition would fund capital facilities and services for veterans, servicemembers, and their families; seniors and caregivers; and resilient communities susceptible to reduced health, housing, financial, or social stability outcomes. It would authorize an additional six-year property tax levy for collection beginning in 2024 at \$0.10 per \$1,000 of assessed valuation, with the 2024 levy amount being the base for calculating annual increases by 3.5% in 2025-2029; and exempt eligible seniors, veterans and disabled persons under RCW 84.36.381. Should this proposition be:

Approved

Rejected

- Presentation by Kelly Rider, Chief of Staff and Penny Lipsou, Government Relations Manager - King County Department of Community & Human Services
- Questions and Comments from Councilmembers
- **Public Comment Period:** Opportunity to share support or opposition. Members of the public are afforded an approximately equal opportunity for the expression of an opposing view (RCW 42.17A.555(1))
- Proposed Resolution No. 23-401

[From King County - VSHSL Kenmore City Council Presentation](#)

[From King County - VSHSL One-Pager](#)

[Agenda Bill - King County Proposition No. 1 Veterans, Seniors, and Human Services Levy](#)

[Attachment 1 - Proposed Resolution No. 23-401](#)

## X. STAFF REPORTS

- A. Land Acknowledgement Update, presented by Diversity, Equity, Inclusion, and Accessibility (DEIA) Consultant Chanin Kelly-Rae
- B. Climate Action Element Comprehensive Plan Amendments Update and Climate Action Plan Implementation Update, presented by Environmental Services Director Richard Sawyer and Climate Action Plan Program Manager Nina Rasmussen  
[Memo - Climate Action Element Comprehensive Plan Amendments Update and Climate Action Plan Implementation Update](#)
- C. Affordable Housing Update, presented by Deputy City Manager Stephanie Lucash, Housing and Human Services Manager Tambi Cork, along with Elizabeth Murphy and Karen Peterson from Plymouth Housing  
[Presentation - Affordable Housing Staff Update - July 2023](#)

#### **XI. COUNCILMEMBER REPORTS & COMMENTS**

**The Council agreed to discuss designating Arts of Kenmore as the Official Arts organization for the City at a future September meeting**

#### **XII. ADJOURNMENT**

##### **UPCOMING MEETINGS**

- A. City Council Regular Meeting of July 17, 2023 7:00 PM  
City Council Regular Meeting of July 24, 2023 7:00 PM  
**TENTATIVE** - August Recess: Regular Meetings in August are canceled.  
City Council Special Meeting of August 15, 2023 at 12:00 Noon

##### **NOTICE OF POTENTIAL QUORUMS**

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



## City Council Agenda Bill City of Kenmore, WA

<p><b>Subject/Topic:</b> Sammamish River Capital Investment Strategy (CIS) project update.</p> <p><b>Proposed Council Action/Motion:</b> No Council action is required.</p>	<p><b>For Council Meeting Agenda of:</b></p> <p><b>Department:</b> Environmental Services</p> <p><b>Prepared by:</b> Richard Sawyer, ES Director</p> <table><thead><tr><th></th><th><u>Initial &amp; Date</u></th></tr></thead><tbody><tr><td><b>Approved by Department Head:</b></td><td>RS</td></tr><tr><td><b>Approved by City Attorney:</b></td><td>N/A</td></tr><tr><td><b>Approved by Finance Director:</b></td><td>N/A</td></tr><tr><td><b>Approved by City Manager:</b></td><td>RK</td></tr></tbody></table> <p><b>Exhibits/Attachments:</b> N/A</p>		<u>Initial &amp; Date</u>	<b>Approved by Department Head:</b>	RS	<b>Approved by City Attorney:</b>	N/A	<b>Approved by Finance Director:</b>	N/A	<b>Approved by City Manager:</b>	RK
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<b>Approved by City Attorney:</b>	N/A										
<b>Approved by Finance Director:</b>	N/A										
<b>Approved by City Manager:</b>	RK										
<p><b>Summary:</b></p> <p>Provide Council an update on the Sammamish River Capital Investment Strategy (CIS) project.</p>											
<p><b>Information/Background:</b></p> <p>As the most downstream jurisdiction on the Sammamish River, Kenmore is interested in collaborating with upstream partners on issues such as aquatic weed management, restoration, flood control, water quality and sedimentation. In 2020, Forterra (a local environmental nonprofit) received a WaterWorks grant from King County to start planning a project for Sammamish River similar to the recent restoration project they were involved with on the Cedar River, which had been very successful in engaging riverside property owners and restoring the river. The project would rely on municipal partnerships and community engagement throughout the watershed, therefore, Forterra provided a presentation to City Council in summer 2020 outlining the program. However, as time went on, the City learned that Forterra's efforts were combined into a larger King County led capital project called the Sammamish River Capital Investment Strategy (CIS), which is currently under development.</p> <p>The CIS is a developing King County project, funded by the King County Flood Control District, and relies on partnerships with Sammamish River jurisdictions, the public, businesses, tribes, state agencies, and the Army Corps of Engineers (USACE). The CIS has several goals, including:</p> <ul style="list-style-type: none"><li>• Working with the USACE to update the 1964 Operations and Maintenance (O&amp;M) Manual to bring maintenance practices up to date with current laws.</li><li>• Provide an updated multi-benefit capital investment and maintenance strategy that plans for and addresses current and future conditions.</li><li>• Work with partners to determine an implementation strategy for projects and help get some of the projects started.</li></ul> <p>V B. Sammamish River Regional Coordination Plan - Capital Investment St...</p>											

The King County Flood Control District provided King County \$1.2M for the project in 2022. The project is managed by Kate Akyuz, a Capital Project Manager with King County. King County has also hired several consultants to assist with various aspects of the project.

### Achieving CIS Goals

- The Sammamish River is considered a federal flood project, which was completed in 1964. The USACE established rules for managing the “flood project” in an O&M manual, which is still in use today. Many of the requirements in the manual are no longer practical because they impair water quality and damage habitat for protected Chinook salmon and aren’t supported by modern understanding of how the riparian environment functions. For instance, the manual requires mowing of all vegetation on the banks (no trees), repairing erosion or slumping banks with rock, and requiring extermination of beavers if found. The O&M manual is primarily intended to protect agricultural land use, residences and public infrastructure. Through this project, King County will work with USACE and update standards to align with current regulations pertaining to not only flood control, but also water quality, endangered species protection and habitat protection/restoration. Once updated, King County and its partners will be better situated to qualify for funding and receive project authorizations.
- Study conditions, values and activities associated with the river corridor.
- King County held meetings earlier in 2023 to identify planned and completed projects along the river corridor. All of the river jurisdictions were represented at these meetings by staff and provided input to produce an up-to-date snapshot along the entire river corridor.
- King County and its partners are identifying “early action” eligible projects that are near ready or easy to start for potential partnerships or possible funding opportunities in the near future.
- King County and its partners are working to prioritize near-, mid- and long-term projects for possible funding.
- King County and its partners are identifying partnership opportunities for projects that include habitat or recreation elements.
- King County and its partners are conducting intensive community engagement to inform the public about the project, gather their input and utilize it during the development of the CIS. Currently, the public can participate in an online survey through July 31, 2023 at <https://publicinput.com/n7875>.
- Deliverables will include an updated Sammamish River O&M Manual and a Sammamish River CIS Report, which will include a prioritized list of projects and programmatic actions for maintaining the river.

### Sammamish River CIS Schedule

Sammamish River CIS Planning	2022
Plan Development	2023-2024
District Review and Approval	2024
Project Implementation	2025-2045

Staff will continue working with King County and the other partners involved with the project and keep Council updated on any developments. Staff will continue promoting all public engagement opportunities to the Kenmore community for the project as they are available.

**Fiscal Consideration:**

N/A

**City Council Priority or Budget Objective Being Addressed:**

City Council Priority 1: Implement the adopted Climate Action Plan and promote environmental stewardship, including water, air, forest, and habitat restoration and preservation.

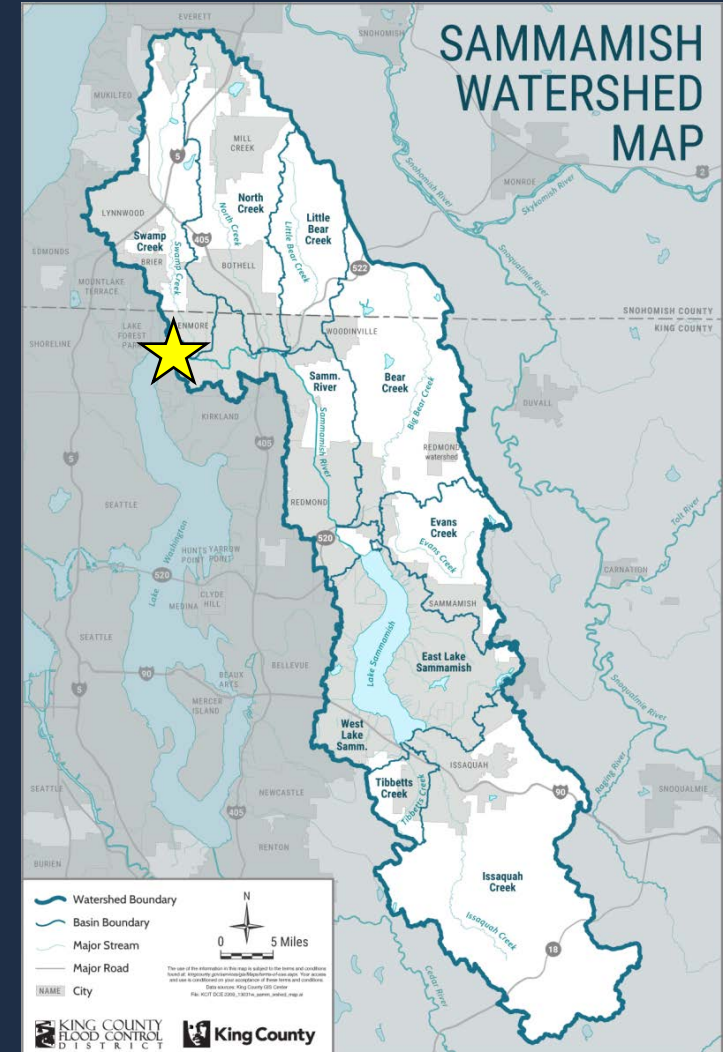


# Sammamish River Capital Investment Strategy (CIS)



# Sammamish River CIS

- King County is working with river management partners, including cities, tribes, state agencies, U.S. Army Corps of Engineers and the public to develop the CIS
- Funding approved by King County Flood Control District
- King County has hired dedicated staff and consultants to develop CIS



# Sammamish River CIS Goals

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- Update the USACE 1964 Operations and Maintenance (O&M) Manual to bring maintenance practices up to date with current laws.
- Provide an updated multi-benefit capital investment and maintenance strategy that plans for and addresses current and future conditions.
- Work with partners to determine an implementation strategy for projects and help get some of the projects started.



# Sammamish River CIS Workplan

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- Work with USACE on updating the Sammamish River O&M Manual
- Meet with river partners to identify planned and completed projects along river
- Identify “early action” projects
- Develop and implement prioritization process for projects
- Produce final report





# Sammamish River CIS Schedule

- Sammamish River CIS Planning 2022
- Plan Development 2023-2024
- District Review and Approval 2024
- Project Implementation 2025-2045



# Thank you

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## Questions/Comments

Richard Sawyer, Environmental Services Director, City of Kenmore

Kate Akyuz, Capital Project Manager, King County

Michelle Clark, Executive Director, King County Flood Control District

## Project Webpage

<https://publicinput.com/n7875#0>

(Public survey is open through July 31, 2023)

**City of Kenmore  
City Council Meeting  
Special & Regular Meeting Minutes  
Monday, June 12, 2023**

These minutes are created to capture Council action. This is not a verbatim transcript.  
Meeting video and audio is available on the City YouTube channel.

**PRESENT:**

Councilmembers: Mayor Nigel Herbig  
Deputy Mayor Melanie O’Cain  
Councilmember David Baker  
Councilmember Joe Marshall  
Councilmember Angela Kugler  
Councilmember Debra Srebnik – Virtual Attendance  
Councilmember Corina Pfeil

Staff: City Manager Rob Karlinsey  
Deputy City Manager Stephanie Lucash  
City Attorney Dawn Reitan  
City Clerk Anastasiya Warhol  
Code Enforcement Officer Bridgit Baker  
Deputy City Clerk Michelle Kang  
Community Development Director Debbie Bent  
ARPA Management Analyst Janet Quinn

Speaking Guests: Alivia Chambers, Inglemoor High School, Proclamation Recipient  
Aliana Taylor, Inglemoor High School, Proclamation Recipient  
Lillie Tsegay, Inglemoor High School, Proclamation Recipient  
Omar Omar, Inglemoor High School Teacher, Proclamation Recipient  
Crystal Ellerbe, Senior Vice President of Federal Relations Strategies 360  
Tylynn Gordon, Executive Vice President, Strategies 360  
Matt Gall, Vice President of Federal Relations, Strategies 360  
Michelle Auster, Public Engagement Specialist, PRR  
Kyana Wheeler, Senior Director of DEI, PRR  
Clay White, Director of Planning, LDC Corp

Public Comments Speaking Guests:

Patrick O'Brien, Kenmore Resident  
Lisa Wood, Kenmore Resident  
Richard Konieczka, Bothell Resident  
Glenn Rogers, Kenmore Resident  
Carl Michelman, Kenmore Business Owner, and Brier Resident  
Elizabeth Mooney, Kenmore Resident  
Jim Meyers, Kenmore Resident  
Janet Hays, Kenmore Resident  
Victoria Grayland, Kenmore Resident  
Stacey Valenzuela, Kenmore Resident

**CALL SPECIAL MEETING TO ORDER**

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

**EXECUTIVE SESSION**

Pursuant to RCW 42.30.110(1)(i), the City Council entered an executive session to discuss pending or potential litigation. Mayor Herbig announced that the session would last approximately 60 minutes, to conclude at 7:00 PM.

**POSSIBLE ACTION RELATING TO EXECUTIVE SESSION**

No action from the executive session.

**ADJOURN SPECIAL MEETING**

Mayor Herbig adjourned the special meeting at approximately 7:00 PM.

**CALL REGULAR MEETING TO ORDER**

Mayor Herbig called the regular meeting to order at 7:00 PM.

**FLAG SALUTE**

Mayor Herbig led the Council in the flag salute.

**AGENDA APPROVAL**

The agenda was approved as presented.

**PROCLAMATION**

Mayor Herbig issued a proclamation in honor of Juneteenth. Alivia Chambers, IHS Senior, BSU President; Aliana Taylor, IHS Senior, BSU Secretary; Lillie Tsegay, IHS Junior, Incoming BSU President; and Omar Omar, IHS Teacher & BSU Advisor/Mentor accepted the proclamation on behalf of Inglemoor High School's Black Student Union.

## Juneteenth Proclamation

### **PRESENTATION**

City Manager Karlinsey explained that the City Council directed staff to reengage a federal lobbying firm (the City does have a state lobbyist group; Gordon Thomas Honeywell) and approved the partnership with Strategies 360. Mr. Karlinsey introduced the team:

- Crystal Ellerbe, Senior Vice President of Federal Relations
- Tylynn Gordon, Executive Vice President
- Matt Gall, Vice President of Federal Relations

Crystal Ellerbe gave a brief overview of the firm, the team, and the services they will offer to the City. She reiterated that the City of Kenmore's Federal legislative priorities are as follows:

- Fiscal Year 2024 Community Project funding request for the Swam Creek Tributary Fish-Friendly culvert – 1.3 million dollars.
- Climate Action Plan Funding
- Housing & Human Services Funding
- Multi-Modal Transportation Funding
- Limiting Flight Restrictions During Presidential Visits

### **WHERE'S THE FUN?**

City Manager Rob Karlinsey showed the Council photos from recent events, including the opening day of Kenmore's Farmers Market.

### **PUBLIC COMMENTS**

The City Council took comments from the public. Ten people gave comments.

Timestamped link here:

[https://www.youtube.com/live/x7KHA13Tp\\_Q?feature=share&t=5046](https://www.youtube.com/live/x7KHA13Tp_Q?feature=share&t=5046)

### **CONSENT AGENDA**

- A. Approve the City Council Regular Meeting Minutes from May 15, 2023.  
[City Council Regular Meeting Minutes from May 15, 2023](#)
- B. Approve the City Council Regular Meeting Minutes from May 22, 2023.  
[City Council Regular Meeting Minutes from May 22, 2023](#)
- C. Approve Total Check #s 52113 through 52209 totaling \$671,574.41 and Total Payroll/Taxes/Flexible Spending/Retirement & Health Savings Account Electronic Deposits Dated 05/19/2023 in the amount totaling \$226,737.29 and ACH Payment to Thomco Construction, Inc. in the amount of \$258,626.52, and ACH Payments to US Bank in the amount of



\$32,501.11, and ACH Payment to Washington Federal Bank in the amount of \$4,882.12, and Payroll Checks #10225 through 10227 dated 05/19/23 in the amount of \$4,096.80.

[Voucher Certification and Approval 05/13/23 - 05/26/23](#)

- D. Authorize the City Manager to execute Contract No. 23-C2902 with Always Active Services for an amount up to \$246,000, which includes 20% construction contingency for the NE 175th Wayfinding Channelization Improvements project.

[Agenda Bill - Construction Award 23-C2902](#)

- E. Authorize the City Manager to execute and submit a signed letter of intent, to negotiate and execute a site host agreement, and take any further actions necessary to site on-street electric vehicle charging stations at the locations described in the agenda bill.

[Agenda Bill - ZEVIP Fast Charge EV Charging Letter of Intent](#)

[Attachment 1 - Sample Letter of Intent](#)

**MOTION:** Councilmember Marshall moved to approve the consent agenda outlined above. Mayor Herbig seconded the motion.

**VOTE:** Consent Agenda was approved by UNANIMOUS CONSENT.

## **BUSINESS AGENDA**

- A. Consultant PRR Presentation on Missing Middle Housing Finds: Policy and Regulation Analysis; Public Engagement and Racial Equity Analysis, presented by Community Development Director Debbie Bent, PRR Public Engagement Specialist Michelle Auster, PRR Senior Director of Diversity, Equity, and Inclusion Kyana Wheeler, and LDC Corp Director of Planning Clay White, *for Discussion*

[Agenda Bill - Missing Middle Housing Findings](#)

[Attachment 1 - Presentation](#)

Community Development Director Debbie Bent explained that the City must adopt regulation changes by June 30, 2025, to comply with recent state legislation, mainly House Bill 1110 (dealing with Missing Middle housing), and House Bill 1337 (dealing with accessory dwelling units). In addition, the Comprehensive Plan must also be reflective of regulatory changes. A strategy and options for implementation will be brought forward for Council consideration for inclusion in the 2024 work program.

Ms. Bent introduced the PRR project team. Michelle Auster, Public Engagement Specialist provided brief background. PRR partnered with the City on the Missing Middle project funded by a Department of Commerce Grant. Missing Middle housing is alternative style housing such as duplexes, triplexes, townhomes, and multiplex

buildings which are “missing” from the terrain of detached single-family homes and mid-rise housing/apartments. The focus of the work was to engage the community in discussing Missing Middle housing, provide a policy review, provide a Racial Equity analysis, and propose other strategies to encourage Missing Middle housing. In gathering feedback through community engagement, attendees expressed the following priorities as the City considers how to add Missing Middle housing to Kenmore:

1. Green Space
2. Supportive Infrastructure
3. Variety in home offerings and affordability

PRR previewed the “Discovery Report” and three discussions for addressing missing middle housing:

1. Permit Duplexes and Triplexes in R-6 zone within ¼ mile of High-Capacity Transit
2. Expand Missing Middle Housing Options for R-1, R-4, and R-6 Zones
3. House Bill 1110 and House Bill 1337 implementation.

The PRR team explained that they will produce a Missing Middle Housing Report to present to the City Council. PRR noted that recent legislation will impact proposed options. City Staff will bring options for implementation for Council consideration for inclusion in the 2024 Work program in the coming months.

Some Councilmembers expressed a hesitation to make any judgments until the formal findings and report have been presented. City Staff committed to returning in the future with more information as the analyses conclude.

## **STAFF REPORTS**

### **ARPA Business/Nonprofit Assistance Program**

Janet Quinn ARPA Management Analyst provided an update on the ARPA Business/Nonprofit Assistance Program. She explained that \$185,000 is available to be disbursed to selected commercial, home-based, or nonprofit businesses. They must have been in operation prior to the pandemic and must demonstrate pandemic-related impact to be eligible to apply for funds. After a series of public outreach efforts to attract applicants, the City received 42 unique applications. Staff will interview applicants, and the Finance Department will provide additional application review. No decisions will be made until the vetting and interview process conclude (possibly mid-July).

### **Diversity, Equity, Inclusion and Accessibility**

City Manager Karlinsey explained that staff continue working on the DEIA Strategic Plan and 5-Year Roadmap. Draft documents have been routed for review to the DEIA Advisory Committee. Staff hope to present the strategic plan in the coming months.

Kenmore Farmers Market

Mr. Karlinsey explained that over 2,000 people attended the opening day of the Farmers Market.

**ADJOURNMENT**

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

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Nigel Herbig, Mayor

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Anastasiya Warhol, City Clerk

**City of Kenmore  
City Council Meeting  
Regular Meeting Minutes  
Monday, June 26, 2023**

These minutes are created to capture Council action. This is not a verbatim transcript.  
Meeting video and audio is available on the City YouTube channel.

**PRESENT:**

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

Staff: Acting City Manager Stephanie Lucash  
City Attorney Curtis Chambers  
Deputy City Clerk Michelle Kang  
Co-Clerk Brian Randall  
Development Services Director Samantha Loyuk  
Building Official Bryan Hampson

Speaking Guests: Owen Jones, Eagle Scout Troop #582

Public Comments Speaking Guests:  
Geoffrey Chism, Kenmore Resident  
Milton Curtis, Kenmore Resident  
Patrik O’Brien, Kenmore Resident  
Laurie Sperry, Kenmore Resident  
Glenn Rogers, Kenmore Resident  
Van Sperry, Kenmore Resident  
Janet Hays, Kenmore Resident  
Stacey Valenzuela, Kenmore Resident  
Vicki Grayland, Kenmore Resident  
Elizabeth Mooney, Kenmore Resident

**CALL REGULAR MEETING TO ORDER**

Mayor Herbig called the regular meeting to order at 7:00 PM.

### **FLAG SALUTE**

Mayor Herbig led the Council in the flag salute.

### **AGENDA APPROVAL**

The agenda was approved as presented.

### **PRESENTATION**

Development Services Director Samantha Loyuk welcomed back former employee Bryan Hampson. He will be working as the City's Building Official.

Owen Jones, an Eagle Scout in Troop 582, presented his Life Jacket Loaner Station project which he installed to honor his friend who drowned in Lake Washington.

### **WHERE'S THE FUN?**

Acting City Manager Stephanie Lucash explained that Kenmore's first annual Juneteenth Celebration was held in conjunction with the Farmers Market this past Wednesday. There was terrific community involvement. Ayva Thomas, the Director of Racial and Educational Justice from Northshore School District attended. The local library brought buckets of black authored books to lend. Inglemoor High's Black Student Union offered face painting. Arts of Kenmore, Step it up, Kenmore Heritage Society, and King County iVote had booths at the event. Dounia Djembe Drum Circle and Dane Group and the Kenmore Elementary African Drum and Gyul Student Group performed. The City's DEIA Advisory Committee attended the event and helped capture why our residents love the City.

### **PUBLIC COMMENTS**

The City Council took comments from the public. Ten people gave comments.

Timestamped link here:

<https://www.youtube.com/live/G4QbBurNaUQ?feature=share&t=453>

### **CONSENT AGENDA**

- A. Approve the City Council Special Meeting Minutes from June 5, 2023.  
[City Council Special Meeting Minutes from June 5, 2023](#)
- B. Authorize the City Manager to execute Contract No. 23-C2930 with Center for Human Services for mental and behavioral health counseling services to be provided from July 1, 2023, until June 30, 2025.  
[Agenda Bill - Contract No. 23-C2930 ARPA Mental and Behavioral Health Counseling Program](#)  
[Attachment 1 - Contract No. 23-C2930](#)

- C. Approve Total Check #s 52210 through 52297 totaling \$270,032.49 and Total Payroll/Taxes/Flexible Spending/Retirement & Health Savings Account Electronic Deposits Dated 06/02/2023 in the amount totaling \$234,613.18 and ACH Payment to KBA, Inc. in the amount of \$29,505.41, and Payroll Check #s 10228 through 10232 dated 06/02/2023 in the amount of \$6,676.20.  
[Voucher Certification and Approval 05/27/23 - 06/09/23](#)
- D. Adopt Resolution No. 23-399 to reduce the speed limit on NE 73rd Avenue between NE 192nd Street and NE Bothell Way from 35 MPH to 30 MPH.  
[Agenda Bill - Resolution No. 23-399](#)  
[Attachment A - Proposed Resolution No. 23-399](#)  
[Attachment B - Speed Limit Reduction Map](#)
- E. Accept \$2,766,455 of Safe Routes to Schools funding for the Arrowhead Sidewalk and NE 192nd St. Sidewalk Projects, and \$2,222,636 of Ped/Bike funding for the 80th Ave NE Ped/Bike Project and authorize the City Manager to execute the appropriate agreements with WSDOT.  
[Agenda Bill - Washington State Department for Transportation Grant Acceptance](#)
- F. Authorize City Staff to initiate/apply for a Boundary Line Adjustment (BLA) process for the property located at 6532 NE Bothell Way (parcel numbers 794630-0195 and 794630-0196), sign the BLA application, and take all actions necessary to process the same.  
[Agenda Bill - Boundary Line Adjustment for Plymouth Affordable Housing](#)  
[Attachment A - Parcel Map](#)

**MOTION:** Councilmember Baker moved to approve the consent agenda items A-F outlined above. Councilmember Pfeil seconded the motion.  
**VOTE:** Consent Agenda was approved by UNANIMOUS CONSENT.

## **BUSINESS AGENDA**

- A. Resolution No. 23-400, adopting Kenmore's 2023 Fee Resolution - Version 2, waiving permit fees for new accessory dwelling units (ADUs), presented by Development Services Director Samantha Loyuk, *for Adoption*  
[Agenda Bill - Revised 2023 Fee Resolution No. 23-400](#)  
[Attachment 1 - Resolution No. 23-400 Fee Schedule - Version 2](#)  
[Attachment 2 - Exhibit A: 2023 Fee Schedule - ADU permit fees waived](#)

Development Services Director Samantha Loyuk explained that the purpose of the proposed fee update is to encourage the building of Accessory Dwelling Units (ADUs) by waiving certain permit fees. Accessory Dwelling Units are already exempt from impact fees, and this would waive an additional fee. The Council may choose to make changes to the resolution when it comes up for annual review, typically in November.

The Council showed support and raised the following questions:

- Is this fiscally responsible?
- How many permits is the city expecting to get in over the next year?
- Was there a study done to see how our fees compare to other cities?

**MOTION:** Councilmember Pfeil moved to approve Resolution No. 23-400 (adopting the City of Kenmore's 2023 Fee Resolution). Councilmember Srebnik seconded the motion.  
**VOTE:** 5 For, 2 Against, 0 Abstain. Motion Carried.

### **STAFF REPORTS**

Acting City Manager Stephanie Lucash explained that Kenmore was represented well at the AWC Conference. Acting City Manager Stephanie Lucash also joined the Board of Directors. Ms. Lucash also reiterated that the City is gearing up for the Council retreat, scheduled for Friday and Saturday (June 30- July 1).

### **COUNCIL INITIATIVES**

There was Council consensus to bring a Resolution of support of the King County Proposition No. 1, Veterans, Seniors, and Human Services Levy to the July 10<sup>th</sup> Meeting.

As with all ballot measures, members of the public and Council will be afforded approximately equal opportunity for the expression of an opposing view.

### **ADJOURNMENT**

Mayor Herbig adjourned the meeting at approximately 8:03 PM.

---

Nigel Herbig, Mayor

---

Anastasiya Warhol, City Clerk



## Voucher Certification and Approval

City of Kenmore  
DATE RANGE:  
06/10/23 - 06/23/23

I, the undersigned, do hereby certify under penalty of perjury that the materials have been furnished, the services rendered or the labor performed as described herein, that any advance payment is due and payable pursuant to a contract or is available as an option for full or partial fulfillment of a contractual obligation, and the the claim is a just, due and unpaid obligation against the City of Kenmore and that I am authorized to authenticate and certify to said claim. The following checks and electronic payments are approved for payment:

Total Check #s 52298 through 52396: \$833,727.08

Total Payroll/Taxes/Flex Spending/Retirement & Health Savings Acct Electronic Deposits Dated: 06/16/2023 \$243,022.29

ACH Payment - KBA, Inc.: \$1,836.55

Payroll Checks #10233-10241 dated \$5,107.41

Rob Karlinsey

Rob Karlinsey (Jun 26, 2023 09:39 PDT)

Jun 26, 2023

City Manager / Date

Melinda Merrell

Melinda Merrell (Jun 26, 2023 08:46 PDT)

Jun 26, 2023

Finance & Administrative Services Director / Date

Vendor Name	Check #	Date	Description	Amount
KBA INC.	1383	06/23/2023	23-C2939 5/22-5/27 TI' awh-ah-dees Waterfront Proj	1,836.55
AFLAC	52298	06/16/2023	Employee Medical/Disability Plans	209.04
LINCOLN NATIONAL LIFE INSURANCE	52299	06/16/2023	Life Ins/ADD & LTD	1,846.92
MISSION SQUARE / 109964	52300	06/16/2023	City of Kenmore 401a	25,870.28
MISSION SQUARE 457 / 304745	52301	06/16/2023	ICMA 457 Deferred Comp	5,182.59
NATIONAL LIFE OF VERMONT	52302	06/16/2023	Life Insurance	123.17
AWC EMPLOYEE BENEFIT TRUST	52303	06/23/2023	Employee Health Insurance	95,934.58
AWC EMPLOYEE BENEFIT TRUST	52304	06/23/2023	Void	-
AWC EMPLOYEE BENEFIT TRUST	52305	06/23/2023	Void	-
AM TEST, INC	52305	06/23/2023	Swamp Creek Water Sample Testing	210.00
AMADOR FARMS	52306	06/23/2023	6/8 & 6/15 SNAP/EBT Reimbursements	100.00
ASPECT CONSULTING LLC	52307	06/23/2023	Boyd's Dry Cleaners Site Remediation	640.00
ASSOCIATION OF WA CITIES	52308	06/23/2023	Consortium Tier 2 Annual GIS Consulting Svcs	7,715.00
AURORA RENTS	52309	06/23/2023	Scissor Lift Rental for City Hall	1,052.26
BCN TELECOM, INC.	52310	06/23/2023	6/15-7/14 City Hall Phones	801.30
BROTHER'S FARMS	52311	06/23/2023	6/8 SNAP/EBT Reimbursement	37.00

VIII. C. Approve

Total Check #s 52298 through 52396 totaling \$833,727.08...



BROTHER'S FARMS	52312	06/23/2023	6/15 SNAP/EBT Reimbursement	20.00
BUILDERS EXCHANGE OF WASHINGTON INC	52313	06/23/2023	Online Project Publishing	48.40
CALICO COOKIES - ERIN CALI	52314	06/23/2023	6/15/23 SNAP Reimbursement	10.00
CASCADE PEST CONTROL	52315	06/23/2023	Monthly Rhododendron Park Pest Control	154.58
CASCADIA CONSULTING GROUP, INC.	52316	06/23/2023	4/26-6/15 Climate Action Element Project	27,375.00
COMCAST	52317	06/23/2023	June City Hall & Hangar Internet	2,071.68
COMCAST BUSINESS	52318	06/23/2023	6/14-7/13 City Hall Internet & Cable	167.40
COMCAST BUSINESS	52319	06/23/2023	6/10-7/9 TI' awh-ah-dees Internet	81.95
CONFLUENCE ENVIRONMENTAL COMPANY	52320	06/23/2023	23-C2932 May Log Boom Park Waterfront Project	1,666.25
COSTCO WHOLESALE MEMBERSHIP	52321	06/23/2023	Membership Renewal	60.00
CUTE DUMPLINGS	52322	06/23/2023	6/8, 6/15 & 6/22 Farmer's Market Volunteer Meals	160.00
DAILY JOURNAL OF COMMERCE	52323	06/23/2023	68th & Simonds Rd. Project Ads	254.40
ERGOLOGY LLC	52324	06/23/2023	Ergonomic Evaluations 6/12, 6/15 & 6/20	825.00
GCP WW HOLDCO, LLC	52325	06/23/2023	Public Works Boots & Rain Gear	583.44
GCP WW HOLDCO, LLC	52326	06/23/2023	Public Works Boots & Rain Gear	453.84
GEOFFREY JOHNSON	52327	06/23/2023	Hangar Reservation Deposit Refund	100.00
GRAINGER	52328	06/23/2023	Surface Water Equipment	187.06
HDR ENGINEERING, INC	52329	06/23/2023	5/7-6/3 Juanita Dr. Ped/Bike Project	2,656.39
HILLIS CLARK MARTIN & PETERSON P.S.	52330	06/23/2023	5/15-5/24 Boyd's Dry Cleaners Cleanup	487.50
HOME DEPOT CREDIT SERVICES	52331	06/23/2023	Supplies for Public Works Operations Facility	181.31
HORIZON DISTRIBUTORS INC	52332	06/23/2023	Irrigation Supplies for Parks & ROW	488.23
JESSICA'S UNIQUE BITE	52333	06/23/2023	6/8 Farmer's Market Volunteer Meals	162.00
JET CITY PRINTING	52334	06/23/2023	Fireworks Prohibited Signs	871.99
JET CITY PRINTING	52335	06/23/2023	Fireworks Prohibited Signs	483.34
JET CITY PRINTING	52336	06/23/2023	Special Events Sponsor Banners	170.66
JET CITY PRINTING	52337	06/23/2023	Farmers Market Signage	1,027.23
JET CITY PRINTING	52338	06/23/2023	"Love Where You Live" Banner Printing	203.69
KENMORE ELEMENTARY	52339	06/23/2023	6/21 Student African Drumming Performance	100.00
KING COUNTY FINANCE	52340	06/23/2023	May Surface Water Materials Purchased	871.03
KING COUNTY FINANCE	52341	06/23/2023	May Road Services - Signs/W. Samm. Bridge	1,094.23
KLB CONSTRUCTION, INC.	52342	06/23/2023	20-C2143 May 68th Ave Ped/Bike Project	47,548.23
KVO INDUSTRIES, INC	52343	06/23/2023	TI' awh-ah-dees & Log Boom Sign Panels	2,833.00
LK CITY PARTNERS ENDING HOMELESSNESS	52344	06/23/2023	1st Quarter ARPA Response Funding	12,500.00
LIGHTHOUSE CONSULTING INC	52345	06/23/2023	April IT Services	2,906.54
LIGHTHOUSE CONSULTING INC	52346	06/23/2023	May Site Protector/Web Hosting/Backup/Archiving	10,934.86

## VIII. C. Approve

Total Check #s 52298 through 52396 totaling \$833,727.08...

LIGHTHOUSE CONSULTING INC	52347	06/23/2023	Apr Site Protector/Backup/Svc License/Web Hosting	10,634.28
LIGHTHOUSE CONSULTING INC	52348	06/23/2023	May IT Services	4,557.69
LITTLE JACK FLOWER FARM	52349	06/23/2023	Refund for Farmers Market Season	235.00
MANIMOU CAMARA	52350	06/23/2023	6/21 African Drumming Performance	600.00
MINUTEMAN PRESS	52351	06/23/2023	Mailer & Postage for 73rd Overlay Project	600.98
MORGAN SOUND INC	52352	06/23/2023	4th of July Sound Services	4,274.30
NATIONAL BARRICADE CO., LLC	52353	06/23/2023	Arrowboard Sign Rental	385.88
NELSON ELECTRIC, INC.	52354	06/23/2023	Electrical Work at City Hall	1,945.92
NORTHSHORE UTILITY DIST	52355	06/23/2023	3/31-6/1/23 Parks W/S - ROW Irrigation	5,496.58
NORTHSHORE UTILITY DIST	52356	06/23/2023	3/31-6/1/23 73rd/SR522 ROW Irrigaiton	2,762.28
NORTHSHORE UTILITY DIST	52357	06/23/2023	3/31-6/1/23 77th/SR522 ROW Irrigation	1,456.04
NORTHSHORE UTILITY DIST	52358	06/23/2023	3/31-6/1/23 61st/SR522 ROW Irrigation	1,555.33
NORTHSHORE UTILITY DIST	52359	06/23/2023	May Fleet Fuel & Maintenance	9,398.45
NORTHWEST ARBORICULTURE LLC	52360	06/23/2023	73rd/175th Tree Assessment	726.75
OFFICE DEPOT	52361	06/23/2023	Misc. Office Supplies	54.26
OFFICE DEPOT	52362	06/23/2023	Tape for Label Maker	12.53
OFFICE DEPOT	52363	06/23/2023	Misc. Office Supplies	106.74
OSBORN CONSULTING INC.	52364	06/23/2023	19-C2012 4/1-5/13 Citywide Fish Barrier Svcs	5,968.96
OUR FAMILY FARM	52365	06/23/2023	6/15 Farmers Market SNAP Reimbursement	11.00
PACIFIC AIR CONTROL, INC.	52366	06/23/2023	City Hall HVAC Quarterly Maintenance	2,423.30
PAO DE QUEIJO	52367	06/23/2023	Farmers Market Volunteer Meals	62.50
PAWS	52368	06/23/2023	April Animal Sheltering Services	220.00
PENDLETON CONSULTING LLC	52369	06/23/2023	Council Member Consulting Svcs	175.00
PERFORMANCE SYSTEMS INTEGRATION LL	52370	06/23/2023	Fire Extinguisher Service at City Hall	93.59
PRR, INC	52371	06/23/2023	22-C2845 May Missing Middle Housing Svcs	21,336.28
PRR, INC	52372	06/23/2023	22-C2845 April Missing Middle Housing Svcs	27,269.79
PUERTO ENSENADA	52373	06/23/2023	Farmers Market Volunteer Meal Reimbursements	138.00
PUGET SOUND ENERGY	52374	06/23/2023	May Street Lights/City Hall/Parks Electricity	29,464.72
RED BARN ENGINEERING, INC.	52375	06/23/2023	21-C2666 3/31-5/15 On-Call Engineering Svcs	4,302.00
RRJ COMPANY, LLC	52376	06/23/2023	22-C2862 4/24-5/31 73rd Overlay/Sidewalk Proj.	371,830.79
SCHEMATA WORKSHOP INC.	52377	06/23/2023	Land Development Architectural Services	5,376.92
SCORE	52378	06/23/2023	May Inmate Booking/Housing/Mental Health	21,011.66
SMS CLEANING, INC.	52379	06/23/2023	June City Hall/PW Office/Hangar Janitorial	6,495.00
SNOHOMISH COUNTY	52380	06/23/2023	May Solid Waste Chgs for Drainage Maint. Disposal	1,007.00

## VIII. C. Approve

Total Check #s 52298 through 52396 totaling \$833,727.08...

SOUND SAFETY PRODUCTS CO.	52381	06/23/2023	Work Boots for SWM Interns	287.23
SOUND SAFETY PRODUCTS CO.	52382	06/23/2023	Work Boots for Environmental Svcs Technician	216.57
STAPLES ADVANTAGE	52383	06/23/2023	Parks Supplies	264.20
STAPLES ADVANTAGE	52384	06/23/2023	Toilet Tissue for Parks	94.62
SUNRISE LOCAL BERRIES FARM, LLC	52385	06/23/2023	6/15/23 SNAP Reimbursement	20.00
T MOBILE USA, INC.	52386	06/23/2023	Staff Cell Phones & Data Plans	1,466.67
T MOBILE USA, INC.	52387	06/23/2023	Staff Cell Phones & Data Plans	1,464.99
TOTAL LANDSCAPE CORP	52388	06/23/2023	NS Summit/TI' awh-ah dees/Moorlands Landscaping	4,514.10
TOTAL LANDSCAPE CORP	52389	06/23/2023	City Hall & Parks Landscaping	5,030.02
VERIZON WIRELESS	52390	06/23/2023	Staff Cell Phones & Data Plans	80.08
VERIZON WIRELESS	52391	06/23/2023	Staff Cell Phones & Data Plans	80.12
WASHINGTON ST. FARMERS MARKET ASSC	52392	06/23/2023	Dues for May 2023 - April 2024	350.00
WESTERN DISPLAY FIREWORKS, LTD.	52393	06/23/2023	Final Payment for 4th of July Fireworks Display	13,750.00
XEROX CORPORATION	52394	06/23/2023	City Hall 1st Floor Copier B/W & Color May Chgs	375.07
SHI INTERNATIONAL CORP.	52395	06/23/2023	Adobe License Renewal - M. Colaizzi	182.93
SOFTWAREONE, INC.	52396	06/23/2023	GIS Server Licenses & MS 365 Licenses	4,099.59
DRS 457	DFT0001609	06/16/2023	DRS 457 Deferred Comp	655.00
AVIDIA HEALTH	DFT0001610	06/16/2023	Employee Health Savings Contribution	142.30
DEPARTMENT OF RETIREMENT SYSTEMS	DFT0001611-18	06/16/2023	Public Employees Retirement	35,603.52
NAVIA	DFT0001619	06/16/2023	Employee Flexible Spending Account	1,300.34
BANK OF AMERICA 941	DFT0001620	06/16/2023	Federal Taxes	34,039.21
COOPER, CALEB	10233	06/16/2023	Payroll Check	580.67
CRUMBAUGH, SAMANTHA	10234	06/16/2023	Payroll Check	568.59
FOWLER, LUCAS	10235	06/16/2023	Payroll Check	116.19
HILL, TAEKYUNG	10236	06/16/2023	Payroll Check	289.48
HOTOVITSKY, AARON	10237	06/16/2023	Payroll Check	503.61
PATTEN, DANE	10238	06/16/2023	Payroll Check	653.72
PEABODY, SANDRA	10239	06/16/2023	Payroll Check	471.96
RECTOR, WYATT	10240	06/16/2023	Payroll Check	479.83
TAUMOEFOLAU, POOI	10241	06/16/2023	Payroll Check	1,443.36
PAYROLL	Electronic Dep.	6/16/2023	Direct Deposit	171,281.92
TOTAL				<u><u>\$ 1,083,693.33</u></u>

## VIII. C. Approve

Total Check #s 52298 through 52396 totaling \$833,727.08...



City of Kenmore

# Vendor Purchasing Report

Page 28 of 158  
For Date Range 06/10/2023 - 06/23/2023

## Vendor Set: Vendor Set 01

Vendor	Name	Volume
0022	ASSOCIATION OF WA CITIES	7715
0064	CASCADE PEST CONTROL	154.58
0076	CITY OF BELLEVUE	3121.96
0103	COSTCO WHOLESALE MEMBERSHIP	60
0197	JET CITY PRINTING	1729.68
0219	KING COUNTY FINANCE	871.03
0265	MORGAN SOUND INC	4274.3
0328	PUGET SOUND ENERGY	817.33
0365	TOTAL LANDSCAPE CORP	5030.02
0424	MISSION SQUARE 457 / 304745	5182.59
0425	DRS 457	655
0426	AFLAC	209.04
0428	BANK OF AMERICA 941	34039.21
0429	AWC EMPLOYEE BENEFIT TRUST	93137.19
0431	DEPARTMENT OF RETIREMENT SYSTEMS	35603.52
0436	NATIONAL LIFE OF VERMONT	123.17
0692	HDR ENGINEERING, INC	2656.39
0913	KENMORE ELEMENTARY	100
0941	KVO INDUSTRIES, INC	2833
1045	HORIZON DISTRIBUTORS INC	488.23
1123	AM TEST, INC	210
1331	KBA INC.	1836.55
1504	SCORE	21011.66
1555	LINCOLN NATIONAL LIFE INSURANCE	1846.92
1629	WESTERN DISPLAY FIREWORKS, LTD.	13750
1711	SOFTWAREONE, INC.	2325.99
1731	NORTHWEST ARBORICULTURE LLC	726.75
1816	NAVIA	1300.34
1838	AVIDIA HEALTH	142.3
1900	ASPECT CONSULTING LLC	640
1930	T MOBILE USA, INC.	1466.67
1994	LAKE CITY PARTNERS ENDING HOMELESSNESS	12500
2048	SMS CLEANING, INC.	6495
2142	MISSION SQUARE / 109964	25870.28
2194	CONFLUENCE ENVIRONMENTAL COMPANY	1666.25
2327	PACIFIC AIR CONTROL, INC.	2423.3
2530	CASCADIA CONSULTING GROUP, INC.	27375
2531	BCN TELECOM, INC.	801.3
2561	PRR, INC	21336.28
2573	GCP WW HOLDCO, LLC	1037.28
2782	HILLIS CLARK MARTIN & PETERSON P.S.	487.5
2793	ERGOLOGY LLC	825
2802	AMADOR FARMS	100
2804	BROTHER'S FARMS	20
2805	CALICO COOKIES - ERIN CALI	10
2806	CUTE DUMPLINGS	160
2809	MANIMOU CAMARA	600
2810	PAO DE QUEIJO	62.5
2811	PUERTO ENSENADA	138
2813	OUR FAMILY FARM	11
2815	SUNRISE LOCAL BERRIES FARM, LLC	20

VIII. C. Approve  
Total Check #s 52298 through 52396 totaling \$833,727.08...

Vendor Set Vendor Set 01 Total:	345997.11
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## City Council Business Agenda Item City of Kenmore, WA

<p><b>Subject/Topic:</b> January 2023 Financial Report</p> <p><b>Proposed Council Action/Motion:</b> Receive &amp; File: January 2023 Financial Report for the City of Kenmore, WA</p>	<p><b>For Council Meeting Agenda of:</b> July 10, 2023</p> <p><b>Department:</b> Finance &amp; Administration</p> <p><b>Prepared by:</b> Melinda Merrell, Finance Director</p> <table border="0"><thead><tr><th></th><th><u>Initial &amp; Date</u></th></tr></thead><tbody><tr><td><b>Approved by Department Head:</b></td><td>MM</td></tr><tr><td><b>Approved by City Attorney:</b></td><td>N/A</td></tr><tr><td><b>Approved by Finance Director:</b></td><td>MM</td></tr><tr><td><b>Approved by City Manager:</b></td><td>RK</td></tr></tbody></table> <p><b>Exhibits/Attachments:</b> January 2023 Financial Report for the City of Kenmore, WA</p>		<u>Initial &amp; Date</u>	<b>Approved by Department Head:</b>	MM	<b>Approved by City Attorney:</b>	N/A	<b>Approved by Finance Director:</b>	MM	<b>Approved by City Manager:</b>	RK
	<u>Initial &amp; Date</u>										
<b>Approved by Department Head:</b>	MM										
<b>Approved by City Attorney:</b>	N/A										
<b>Approved by Finance Director:</b>	MM										
<b>Approved by City Manager:</b>	RK										
<p><b>Summary:</b></p> <p>The January 2023 monthly financial report is presented for Council review.</p>											
<p><b>Information/Background:</b></p> <p>This monthly report provides the opportunity for the City Council and the community to receive information on the City of Kenmore's biennium to date revenues and expenditures in comparison to the City's 2023-2024 adopted biennial budget. The budget was adopted on November 21, 2022.</p>											
<p><b>Fiscal Consideration:</b></p> <p>January 2023 is the first (1st) month of the 2023-2024 biennium budget period with only 4% of the biennium budget elapsed.</p> <p><u>General Fund:</u></p> <p>As of January 2023, the biennium to date expenditures exceeded revenues by \$12,974. Revenues were \$981,317 while expenditures were \$994,291. Revenues (3.1%) and expenditures (3.2%) for the month both came in below the annualized target of 4%.</p> <p>Property taxes, the major revenue source for the City, is cyclical with due dates in April and October each year. As such, only \$13,440 was received in January. Property taxes are expected to bring in \$11.4M in revenue for the biennium.</p> <p>\$249K in franchise fees reflects 4<sup>th</sup> quarter payments from Comcast (\$68K) and Northshore Utility (\$181K) which were received in January. This puts Kenmore slightly ahead of target for the biennium.</p> <p>VIII. D. Receive and File January 2023 Financial Report for the City of ...</p>											

Utility taxes totaled \$163,946 or 5.5% of the budgeted amount.

With the uptick in the interest rates, our investment interest is ahead of target coming in at \$11,024 for the month. This is 16.5% of the budgeted biennium amount of \$66,903.

Dues payments for Sound Cities and AWC (\$37K) puts the City Council expenditures at 11.2% of target. This will self-correct over the course of the year. Our annual payment to the WCIA (\$490K) put the Finance department expenditures at 20.6% of target. This too will correct itself during the year.

General Fund ending fund balance as of January 31, 2023, was \$4.6 million.

**City Council Priority or Budget Objective Being Addressed:**

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

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

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



# City of Kenmore, Washington

## Memorandum

Date: June 1, 2023

To: Rob Karlinsey, City Manager

From: Melinda Merrell, Finance Director

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

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

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

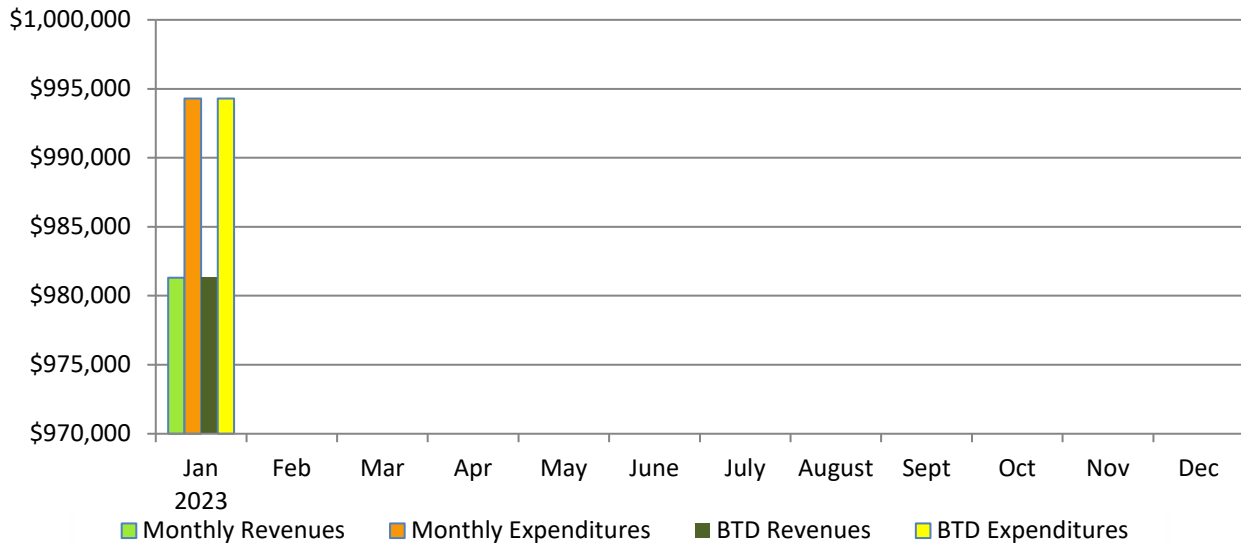
If you would like additional information or have any questions regarding the financial reports, please feel free to contact me.

### GENERAL FUND

The first section of the monthly financial report is a review of the General Fund. This fund accounts for operational activities and includes all financial resources except those required or elected to be accounted for in another fund. Revenues include various taxes, per capita distributions from the State, fines and forfeitures, permits and licenses, and fees for service. In the context of the biennial budget, January is the first month (4%) of the 2023-2024 biennial budget period. For the month of January, expenditures exceeded revenues in the General Fund by \$12,974.

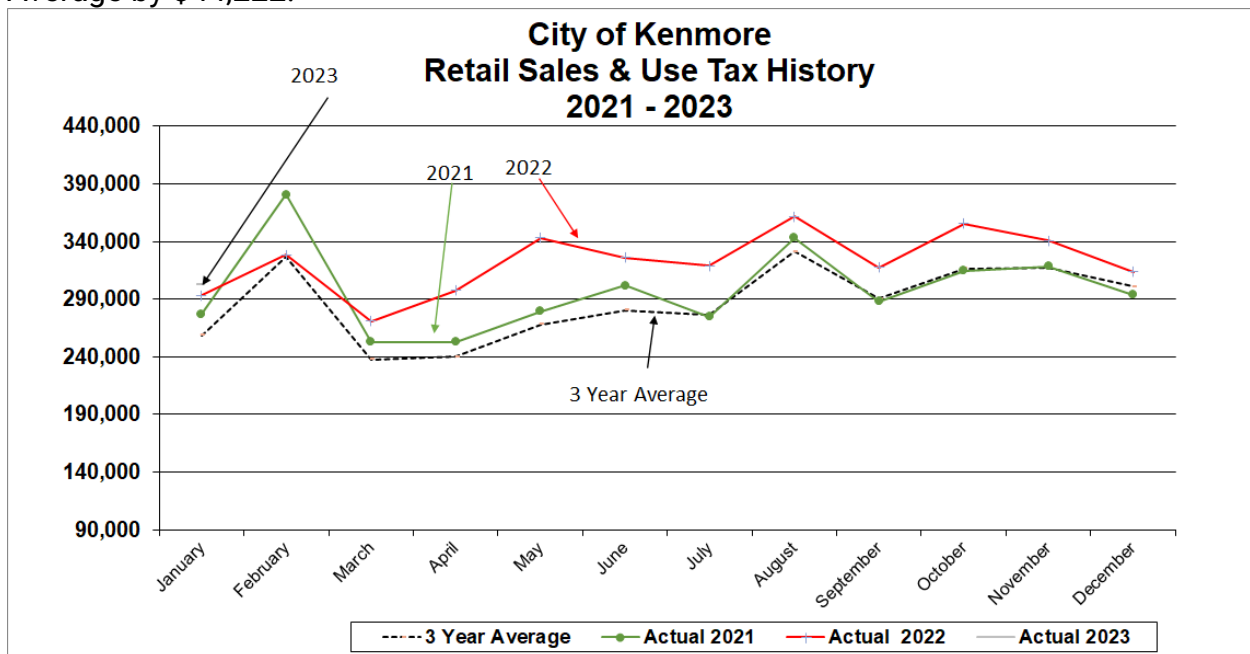
The following chart illustrates the monthly revenue and expenditure activity in the General Fund through January 2023.



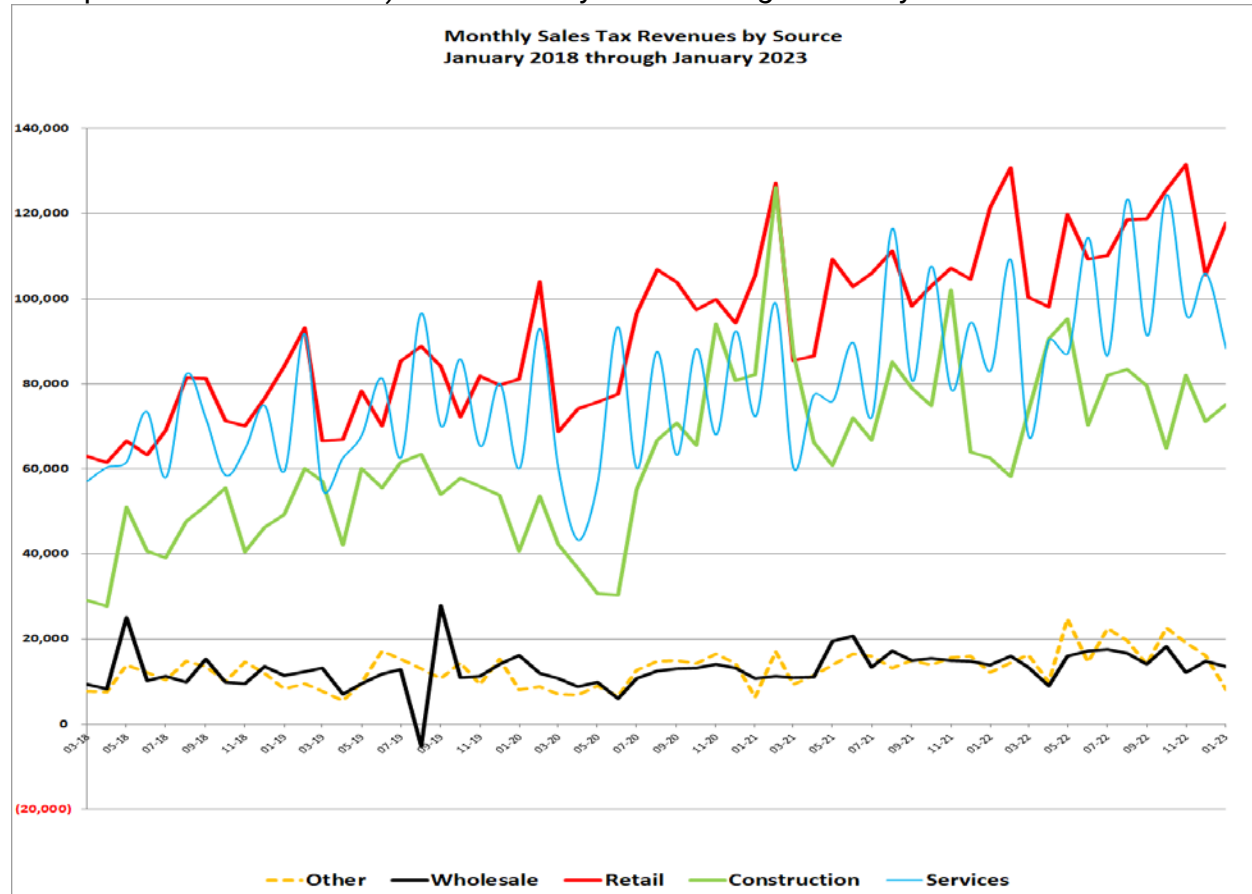


Total **revenues** for the month were **\$981,317** which is 3% of the budgeted revenues of \$31,305,131. Primary sources of revenue for the month included \$13,440 in property taxes, \$73,064 in development fees & permits, \$303,019 in retail sales and use taxes, intergovernmental & grants in the amount of \$150,000, franchise fees in the amount of \$248,923, and utility taxes in the amount of \$163,946.

A summary of sales tax revenues received in **January** is attached. These receipts are based on **November** sales activity. The chart below gives a historical perspective of monthly sales tax receipts over the last several years. The black dotted 3 Year Average line is a monthly average of actual receipts during 2020, 2021, and 2022. The gray line represents 2023 actual receipts, which are \$9,885 above 2022 and ahead of the 3 Year Average by \$44,222.



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

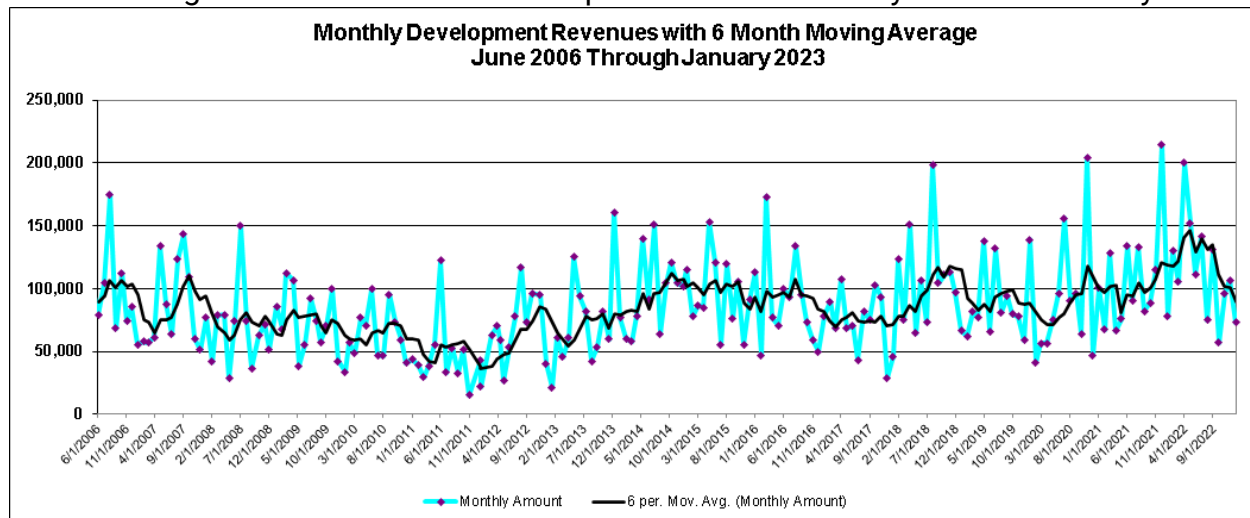


In January, the top 506 sales tax remitters, accounting for 85% or \$258,763 of total remittances, were reviewed for internet sales activity.

Of the \$258,763 of sales tax remitted by these companies in January, \$69,434 (27% of the total) was generated from internet-based companies. Below is a chart that illustrates the amount of internet based sales tax in the major segments that include it:

	Top Sales Tax Remitters in January	Internet Based Companies	% of Total Internet Sales Tax Collected
Retail Trade	\$99,137	\$47,290	48%
Information	8,173	3,052	37%
Services	69,656	17,413	25%
Wholesale	9,462	1,679	18%
Other	72,335	0	0%
	<b>\$258,763</b>	<b>\$69,434</b>	

The following chart illustrates the development revenue activity over the last 15 years.



**January 2023 expenditures** were **\$994,291** which is 3% of the biennial budget expenditures of \$31,252,425. Expenditures are high in the month of January due to the \$490,000 annual insurance payment to the WCIA.

City cash, \$21,715,728, and long-term investments, \$6,563,118, at the end of January, totaled \$28,278,846. Proposition 1 levy funds and ARPA Recovery Funds are included in this cash balance.

### **OTHER FUNDS**

Total non-General Fund revenues in January were \$757,284 and total non-General Fund expenditures were \$335,589.

In the **Street Fund**, revenues from gas tax distributions were \$33,078 while \$73,266 was expended for maintenance and operations during the month.

The **Sammamish Bridge Replacement Fund** had no expenditures during January but received \$400,594 in bridge grant reimbursements related to expenses in 2022.

The **Real Estate Excise Tax Fund** received \$205,517 of real estate excise taxes (REET) in January from sales activity that occurred in December. Forty-two (42) transactions were reported during the month. The 2023 year to date revenue is higher than the 2022 revenue by \$77,254.

The **Transportation Benefit District Fund** received \$26,456 in vehicle license fees during the month.

### **SUMMARY**

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

VIII.D: Receive and File January 2023 Financial Report for City of Kenmore, Washington  
General Fund Summary Report  
January 31, 2023



	CURRENT PERIOD 2023-2024				PREVIOUS PERIOD 2021-2022			
	MONTH	BIENNIUM	% of	BIENNIUM BUDGET	MONTH	BIENNIUM	% of	AMENDED BIENNIUM BUDGET
	<u>January 2023</u>	<u>2023-2024</u>	<u>BUDGET</u>	<u>2023-2024</u>	<u>January 2021</u>	<u>2021-2022</u>	<u>BUDGET</u>	<u>2021-2022</u>
<b>REVENUES</b>								
<b>Beginning Fund Balance</b>		<b>4,634,521</b>		<b>4,634,521</b>		<b>4,934,368</b>		<b>4,934,368</b>
Property Taxes	13,440	13,440	0.1%	11,403,392	20,302	20,302	0.2%	10,865,654
Sales and Use Taxes	303,019	303,019	4.0%	7,543,271	276,941	276,941	4.1%	6,754,280
Utility Taxes	163,946	163,946	5.5%	2,956,579	118,064	118,064	4.9%	2,399,290
Other Taxes	16,989	16,989	5.1%	335,010	24	24	0.0%	182,200
Development Fees & Permits	73,064	73,064	3.2%	2,283,416	100,365	100,365	5.8%	1,720,003
Franchise Fees	248,923	248,923	14.6%	1,707,003	237,631	237,631	13.6%	1,746,569
Intergovernmental and Grants	150,000	150,000	4.8%	3,099,112	115,861	115,861	4.0%	2,902,594
Investment Interest	11,024	11,024	16.5%	66,903	74,663	74,663	113.1%	66,000
Fines and Forfeitures	0	0	0.0%	0	2,336	2,336	0.0%	0
Transfers and Other Revenues	913	913	0.0%	1,910,445	11,523	11,523	0.2%	5,203,180
<b>Total Revenues</b>	<b>981,317</b>	<b>981,317</b>	<b>3.1%</b>	<b>31,305,131</b>	<b>957,711</b>	<b>957,711</b>	<b>3.0%</b>	<b>31,839,770</b>

**City of Kenmore, Washington**  
**General Fund Summary Report**  
**January 31, 2023**



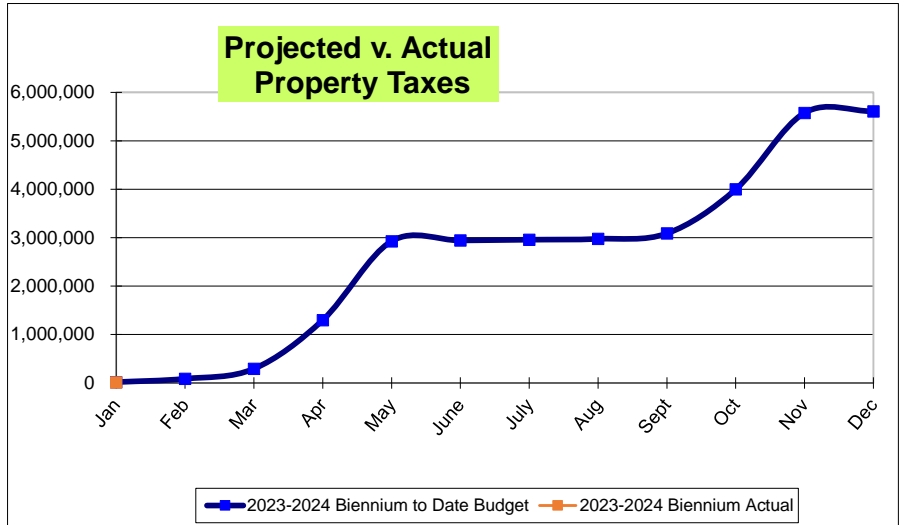
	CURRENT PERIOD 2023-2024				PREVIOUS PERIOD 2021-2022			
	MONTH	BIENNIUM TO DATE	% of	BIENNIUM BUDGET	MONTH	BIENNIUM TO DATE	% of	AMENDED BIENNIUM BUDGET
	<u>January 2023</u>	<u>2023-2024</u>	<u>BUDGET</u>	<u>2023-2024</u>	<u>January 2021</u>	<u>2021-2022</u>	<u>BUDGET</u>	<u>2021-2022</u>
<b>EXPENDITURES</b>								
Cost Center								
City Council	45,175	45,175	11.2%	405,013	41,298	41,298	12.4%	332,711
City Manager	107,862	107,862	3.0%	3,640,924	100,082	100,082	3.2%	3,121,846
City Clerk	9,839	9,839	1.0%	978,750	10,399	10,399	1.1%	937,052
Finance	519,779	519,779	20.6%	2,527,861	373,814	373,814	16.9%	2,212,820
Human Resources	13,247	13,247	0.0%	510,304	0	0	0.0%	319,432
Legal	0	0	0.0%	700,000	0	0	0.0%	565,000
Interfund Transfers/Non Department	0	0	0.0%	1,950,513	0	0	0.0%	6,830,617
Public Safety	50	50	0.0%	9,666,950	230	230	0.0%	9,152,371
Engineering & Environmental Services	55,943	55,943	3.2%	1,745,035	47,917	47,917	2.8%	1,689,574
Community Development	65,630	65,630	3.2%	2,038,723	60,865	60,865	3.6%	1,695,828
Developmental Services	79,459	79,459	2.4%	3,371,076	153,789	153,789	5.4%	2,845,428
Parks & Facility Maintenance	97,307	97,307	2.6%	3,717,276	39,100	39,100	1.5%	2,676,904
Total Expenditures	994,291	994,291	3.2%	31,252,425	827,494	827,494	2.6%	32,379,582
Revenues over Expenditures	(12,974)	(12,974)		52,706	130,217	130,217		(539,812)
<b>Ending Fund Balance</b>		<b>4,621,547</b>		<b>4,687,227</b>		<b>5,064,585</b>		<b>4,394,556</b>

City of Kenmore, Washington  
General Fund Revenue Graphs  
January 31, 2023

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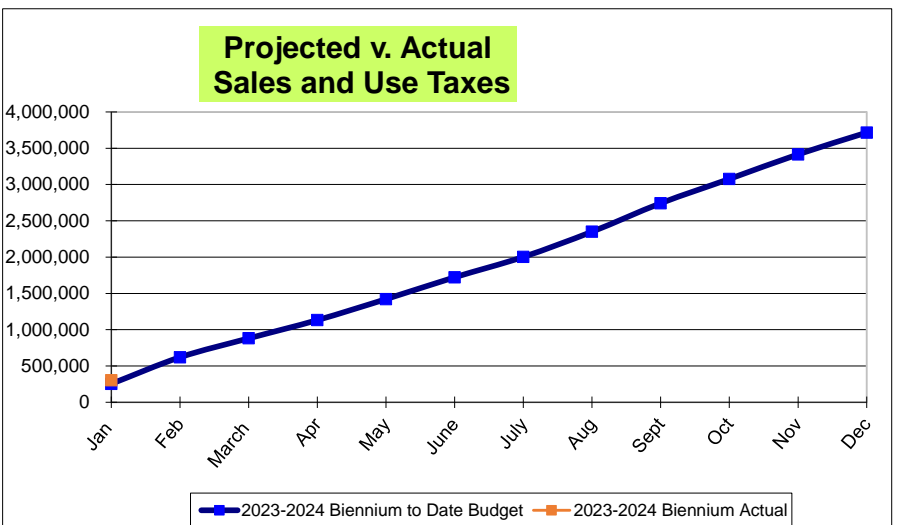
**PROPERTY TAXES**

	2023-2024 Biennium to Date Budget	2023-2024 Biennium Actual
Jan	18,023	13,440
Feb	87,435	
Mar	293,557	
Apr	1,298,526	
May	2,927,195	
June	2,942,875	
July	2,958,422	
Aug	2,974,945	
Sept	3,087,795	
Oct	3,998,387	
Nov	5,577,742	
Dec	5,609,623	
2023-24	11,403,392	
Year To Date		
Actual v. Projected		75%



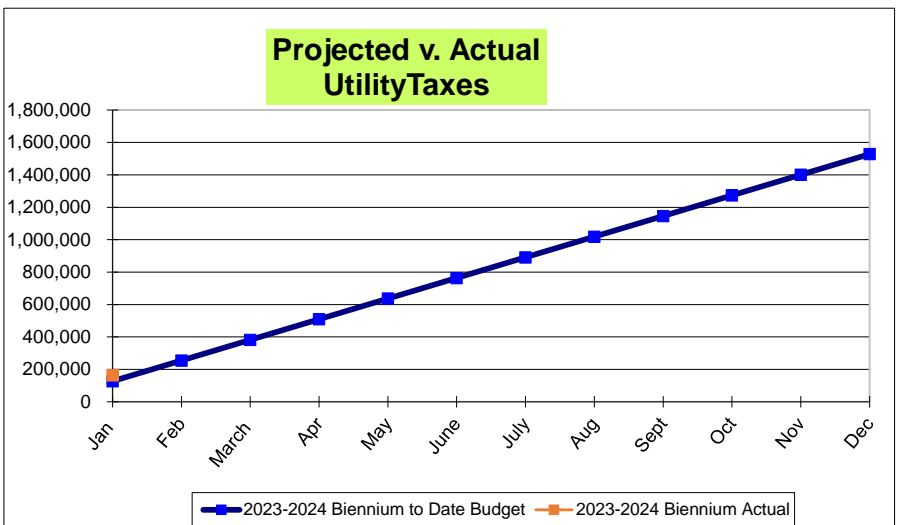
**SALES & USE TAXES**

	2023-2024 Biennium to Date Budget	2023-2024 Biennium Actual
Jan	254,083	303,019
Feb	620,044	
March	880,509	
Apr	1,131,954	
May	1,421,084	
June	1,722,281	
July	2,002,774	
Aug	2,350,069	
Sept	2,742,149	
Oct	3,076,757	
Nov	3,415,256	
Dec	3,715,897	
2023-24	7,543,271	
Year To Date		
Actual v. Projected		119%



**UTILITY TAXES**

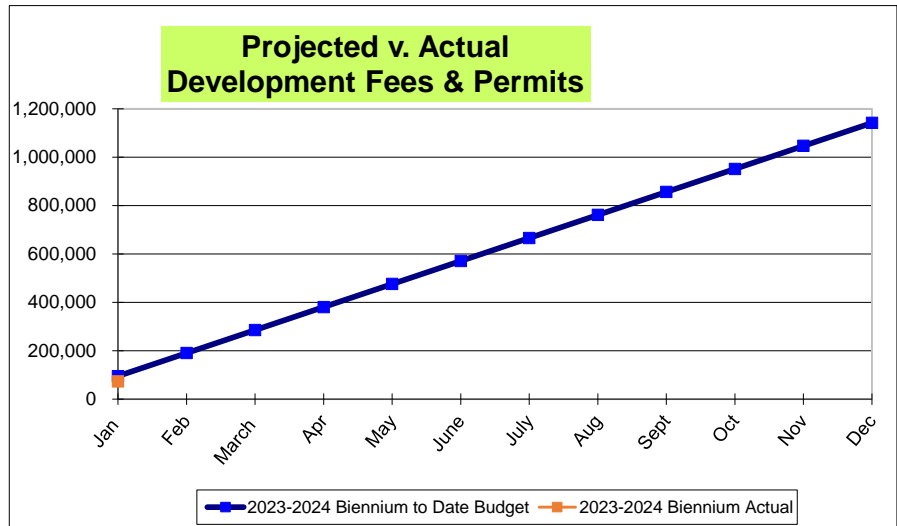
	2023-2024 Biennium to Date Budget	2023-2024 Biennium Actual
Jan	127,357	163,946
Feb	254,714	
March	382,071	
Apr	509,428	
May	636,785	
June	764,142	
July	891,499	
Aug	1,018,856	
Sept	1,146,213	
Oct	1,273,570	
Nov	1,400,927	
Dec	1,528,284	
2023-24	2,956,579	
Year To Date		
Actual v. Projected		129%



M:\Departments (V)\Admin and Finance\Monthly Reports\2023\January 2023General Fund Rev Graphs

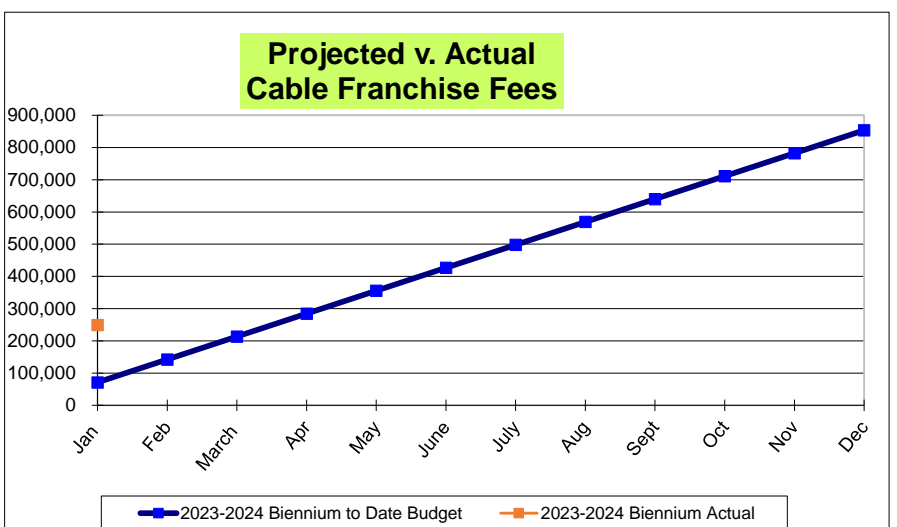
## DEVELOPMENT FEES & PERMITS

	2023-2024 Biennium to Date Budget	2023-2024 Biennium Actual
Jan	95,142	73,064
Feb	190,284	
March	285,426	
Apr	380,568	
May	475,710	
June	570,852	
July	665,994	
Aug	761,136	
Sept	856,278	
Oct	951,420	
Nov	1,046,562	
Dec	1,141,704	
'2023-24	2,283,416	
Year To Date		
Actual v. Projected		77%



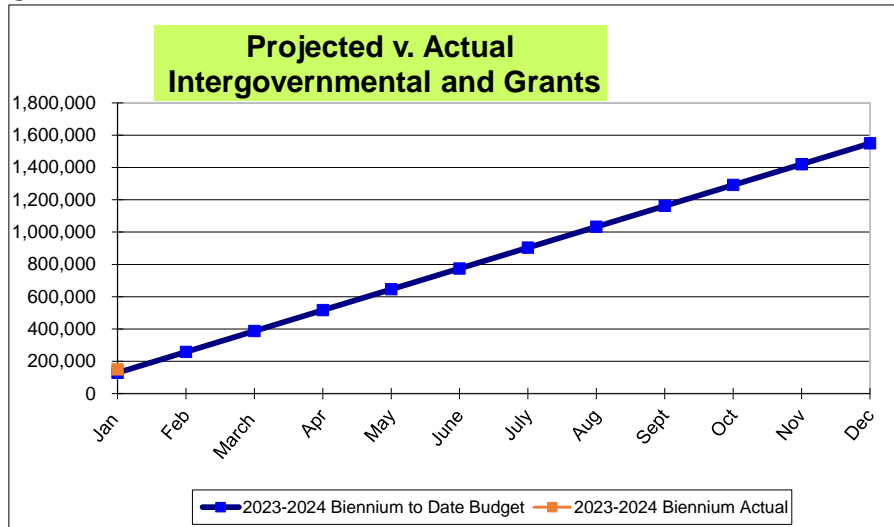
## CABLE/WATER/SEWER FRANCHISE FEES

	2023-2024 Biennium to Date Budget	2023-2024 Biennium Actual
Jan	71,125	248,923
Feb	142,250	
March	213,375	
Apr	284,500	
May	355,625	
June	426,750	
July	497,875	
Aug	569,000	
Sept	640,125	
Oct	711,250	
Nov	782,375	
Dec	853,500	
'2023-24	1,707,003	
Year To Date		
Actual v. Projected		350%



## INTERGOVERNMENTAL & GRANTS

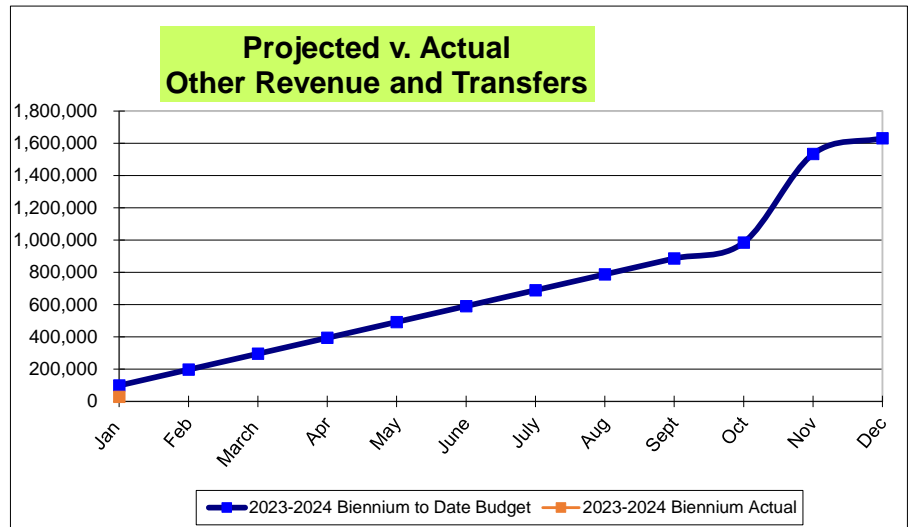
	2023-2024 Biennium to Date Budget	2023-2024 Biennium Actual
Jan	129,130	150,000
Feb	258,260	
March	387,390	
Apr	516,520	
May	645,650	
June	774,780	
July	903,910	
Aug	1,033,040	
Sept	1,162,170	
Oct	1,291,300	
Nov	1,420,430	
Dec	1,549,560	
'2023-24	3,099,112	
Year To Date		
Actual v. Projected		116%





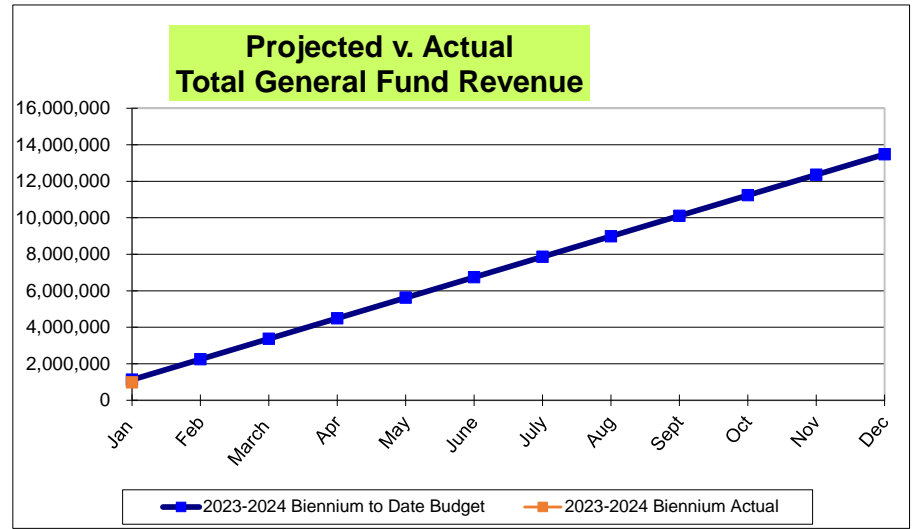
## OTHER REVENUES AND TRANSFERS

	2023-2024 Biennium to Date Budget	2023-2024 Biennium Actual
Jan	98,495	28,926
Feb	196,990	
March	295,485	
Apr	393,979	
May	492,474	
June	590,969	
July	689,464	
Aug	787,959	
Sept	886,454	
Oct	984,948	
Nov	1,533,443	
Dec	1,631,938	
'2023-24 Year To Date	2,312,358	
Actual v. Projected		29%



## TOTAL GENERAL FUND REVENUE

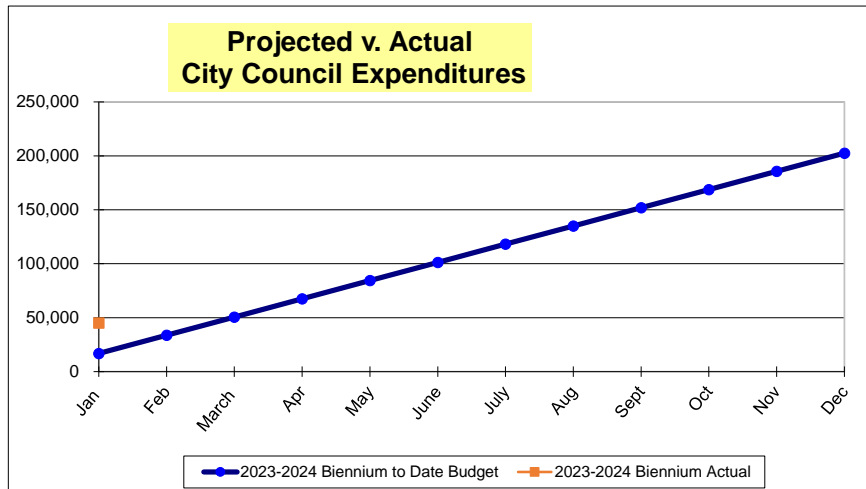
	2023-2024 Biennium to Date Budget	2023-2024 Biennium Actual
Jan	1,123,141	981,317
Feb	2,246,282	
March	3,369,424	
Apr	4,492,565	
May	5,615,706	
June	6,738,847	
July	7,861,988	
Aug	8,985,129	
Sept	10,108,271	
Oct	11,231,412	
Nov	12,354,553	
Dec	13,477,694	
'2023-24 Year To Date	31,305,131	
Actual v. Projected		87%



**City of Kenmore, Washington**  
**General Fund Expenditure Graphs**  
**January 31, 2023**

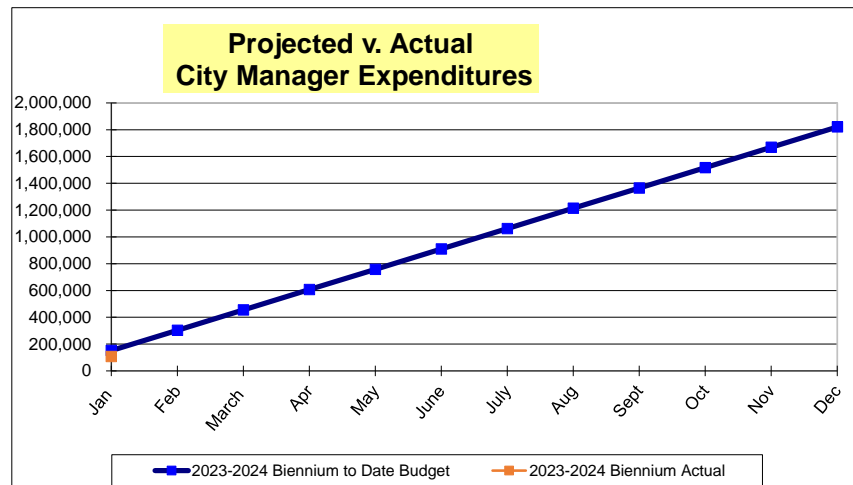
**CITY COUNCIL**

	2023-2024 Biennium to Date Budget	2023-2024 Biennium Actual
Jan	16,876	45,175
Feb	33,752	
March	50,628	
Apr	67,504	
May	84,380	
June	101,256	
July	118,132	
Aug	135,008	
Sept	151,884	
Oct	168,760	
Nov	185,636	
Dec	202,512	
2023-24 Year To Date	405,013	
Actual v. Projected		268%



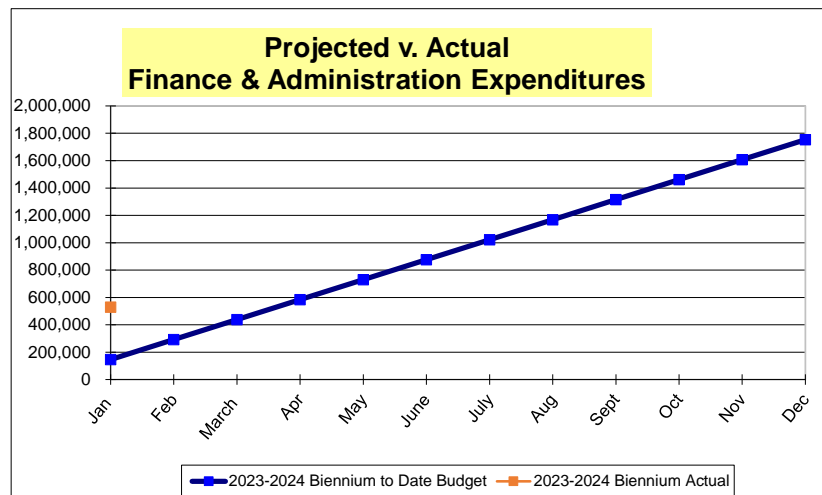
**CITY MANAGER**

	2023-2024 Biennium to Date Budget	2023-2024 Biennium Actual
Jan	151,705	107,862
Feb	303,410	
March	455,115	
Apr	606,820	
May	758,525	
June	910,230	
July	1,061,935	
Aug	1,213,640	
Sept	1,365,345	
Oct	1,517,050	
Nov	1,668,755	
Dec	1,820,460	
2023-24 Year To Date	3,640,924	
Actual v. Projected		71%



**FINANCE & ADMINISTRATION**

	2023-2024 Biennium to Date Budget	2023-2024 Biennium Actual
Jan	146,109	529,618
Feb	292,218	
March	438,327	
Apr	584,436	
May	730,545	
June	876,654	
July	1,022,763	
Aug	1,168,872	
Sept	1,314,981	
Oct	1,461,090	
Nov	1,607,199	
Dec	1,753,308	
2023-24 Year To Date	3,506,611	
Actual v. Projected		362%

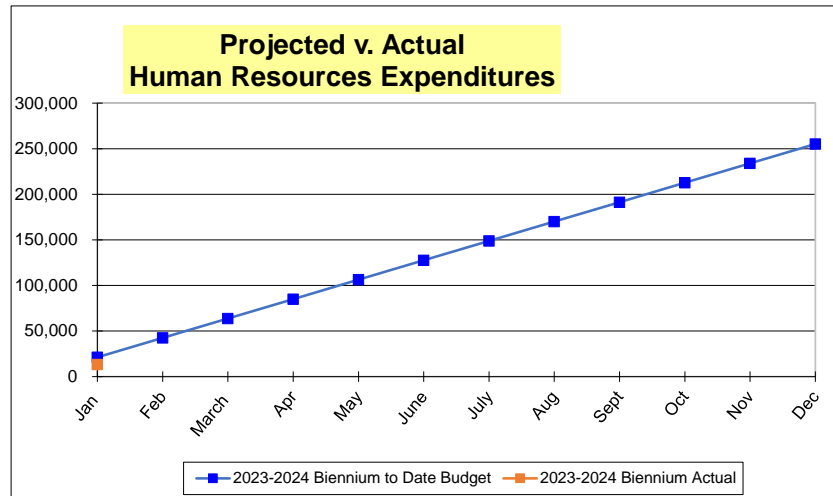


**City of Kenmore, Washington**  
**General Fund Expenditure Graphs**  
**January 31, 2023**

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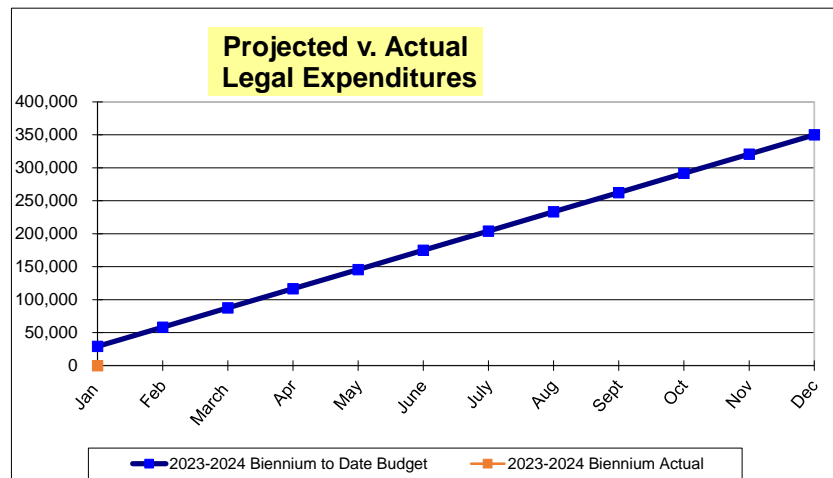
**HUMAN RESOURCES**

	2023-2024 Biennium to Date Budget	2023-2024 Biennium Actual
Jan	21,263	13,247
Feb	42,526	
March	63,789	
Apr	85,052	
May	106,315	
June	127,578	
July	148,841	
Aug	170,104	
Sept	191,367	
Oct	212,630	
Nov	233,893	
Dec	255,156	
2023-24	510,304	
Year To Date		
Actual v. Projected		62%



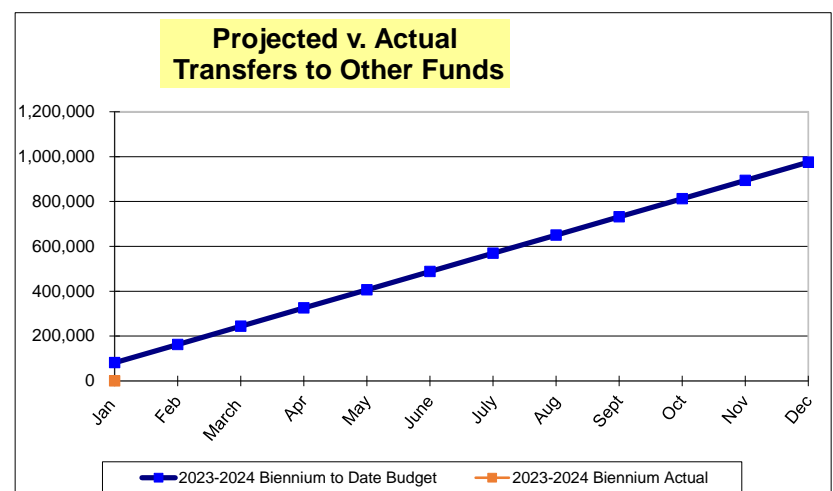
**LEGAL**

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



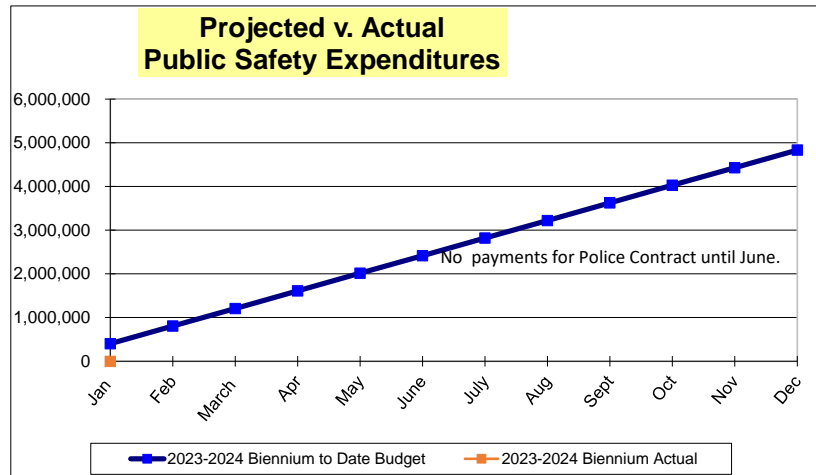
**TRANSFERS TO OTHER FUNDS**

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



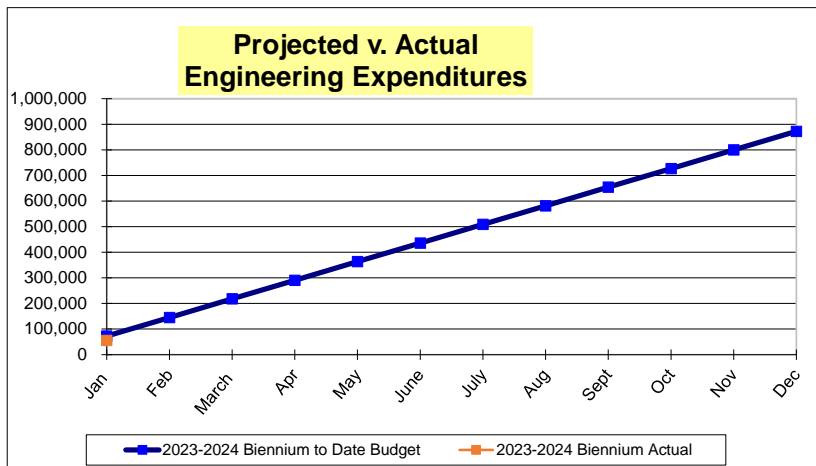
## PUBLIC SAFETY

	2023-2024 Biennium to Date Budget	2023-2024 Biennium Actual
Jan	402,790	50
Feb	805,580	
March	1,208,370	
Apr	1,611,160	
May	2,013,950	
June	2,416,740	
July	2,819,530	
Aug	3,222,320	
Sept	3,625,110	
Oct	4,027,900	
Nov	4,430,690	
Dec	4,833,480	
2023-24	9,666,950	
Year To Date		
Actual v. Projected		0%



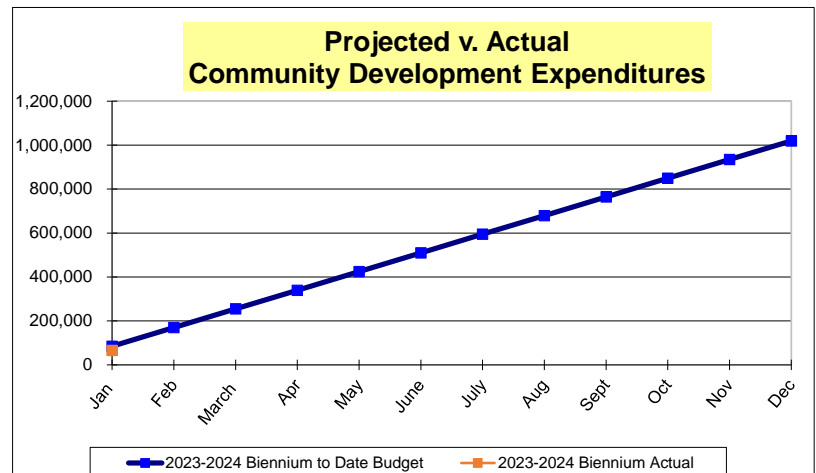
## ENGINEERING

	2023-2024 Biennium to Date Budget	2023-2024 Biennium Actual
Jan	72,710	55,943
Feb	145,420	
March	218,130	
Apr	290,840	
May	363,550	
June	436,260	
July	508,970	
Aug	581,680	
Sept	654,390	
Oct	727,100	
Nov	799,810	
Dec	872,520	
2023-24	1,745,035	
Year To Date		
Actual v. Projected		77%



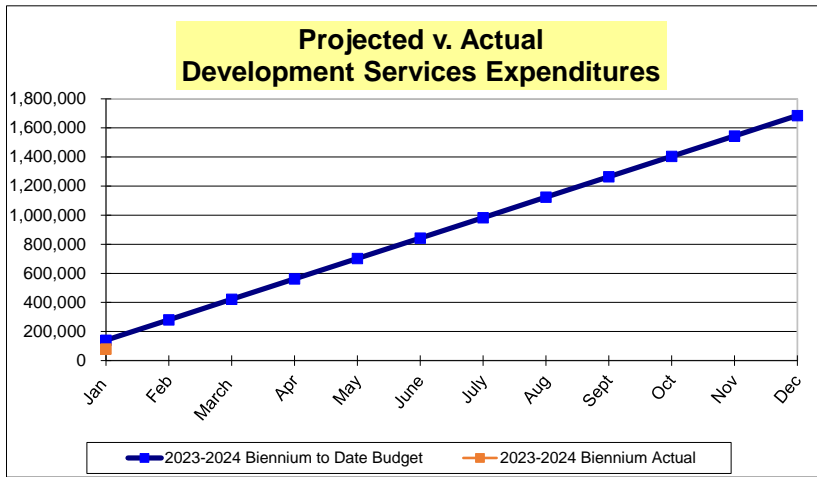
## COMMUNITY DEVELOPMENT

	2023-2024 Biennium to Date Budget	2023-2024 Biennium Actual
Jan	84,947	65,630
Feb	169,894	
March	254,841	
Apr	339,788	
May	424,735	
June	509,682	
July	594,629	
Aug	679,576	
Sept	764,523	
Oct	849,470	
Nov	934,417	
Dec	1,019,364	
2023-24	2,038,723	
Year To Date		
Actual v. Projected		77%



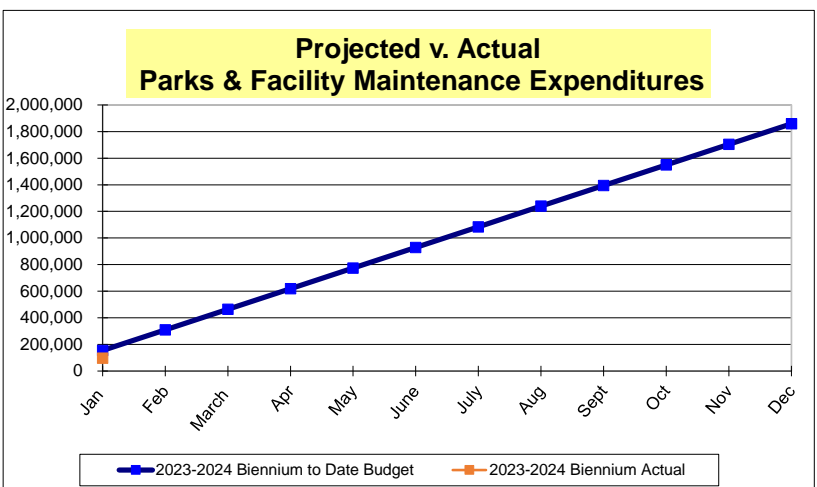
### DEVELOPMENT SERVICES

	2023-2024 Biennium to Date Budget	2023-2024 Biennium Actual
Jan	140,462	79,459
Feb	280,924	
March	421,386	
Apr	561,848	
May	702,310	
June	842,772	
July	983,234	
Aug	1,123,696	
Sept	1,264,158	
Oct	1,404,620	
Nov	1,545,082	
Dec	1,685,544	
2023-24	3,371,076	
Year To Date		
Actual v. Projected		57%



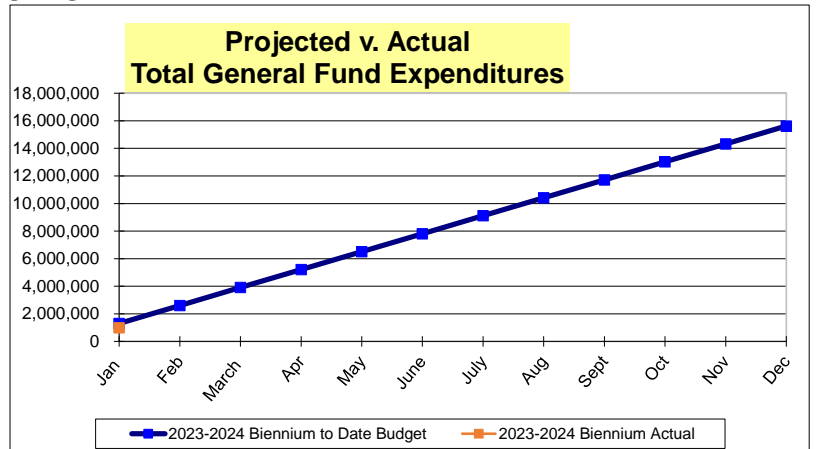
### PARKS & FACILITY MAINTENANCE

	2023-2024 Biennium to Date Budget	2023-2024 Biennium Actual
Jan	154,887	97,307
Feb	309,774	
March	464,661	
Apr	619,548	
May	774,435	
June	929,322	
July	1,084,209	
Aug	1,239,096	
Sept	1,393,983	
Oct	1,548,870	
Nov	1,703,757	
Dec	1,858,644	
2023-24	3,717,276	
Year To Date		
Actual v. Projected		63%



### TOTAL GENERAL FUND EXPENDITURES

	2023-2024 Biennium to Date Budget	2023-2024 Biennium Actual
Jan	1,302,184	994,291
Feb	2,604,368	
March	3,906,552	
Apr	5,208,736	
May	6,510,920	
June	7,813,104	
July	9,115,288	
Aug	10,417,472	
Sept	11,719,656	
Oct	13,021,840	
Nov	14,324,024	
Dec	15,626,208	
2023-24	31,252,425	
Year To Date		
Actual v. Projected		76%



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



2023 - 2024				
	MONTH	BIENNIUM TO DATE	% of	BUDGET
	<u>January 2023</u>	<u>2023-2024</u>	<u>BUDGET</u>	<u>2023-2024</u>
<b>REVENUES</b>				
Beginning Fund Balance		2,270,562		2,270,562
Fuel Tax	33,078	33,078	3.6%	917,905
Investment Interest	2,636	2,636	13.2%	20,000
Miscellaneous	0	0	0.0%	46,602
ROW Permit Fees/Inspections	5,000	5,000	2.1%	243,612
Multimodal Transportation	0	0	0.0%	63,948
MVA Transpo City	0	0	0.0%	0
Transfer from General Fund	0	0	0.0%	1,858,313
Transfer from TBD	0	0	0.0%	700,000
Total Revenues	40,714	40,714	1.1%	3,850,380

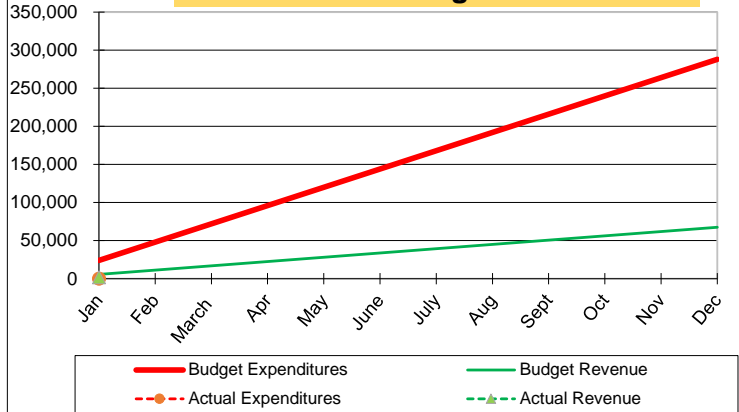
2023 - 2024				
	MONTH	BIENNIUM TO DATE	% of	BUDGET
	<u>January 2023</u>	<u>2023-2024</u>	<u>BUDGET</u>	<u>2023-2024</u>
<b>EXPENDITURES</b>				
Salary and Benefits	63,714	63,714	4.0%	1,575,300
Maintenance & Operations	73,266	73,266	3.7%	2,001,300
Capital	0	0	0.0%	52,500
Transfer to PW Shop Fund	0	0	0.0%	175,880
Total Expenditures	136,980	136,980	3.6%	3,804,980
Revenues over Expenditures	(96,266)	(96,266)		45,400
Ending Fund Balance		2,174,296		2,315,962

January 31, 2023

### STRATEGIC OPPORTUNITIES FUND

	2023-2024 Budget Expenditures	2023-2024 Actual Expenditures	2023-2024 Budget Revenue	2023-2024 Actual Revenue
Jan	24,000	0	5,626	1,809
Feb	48,000		11,252	
March	72,000		16,878	
Apr	96,000		22,504	
May	120,000		28,130	
June	144,000		33,756	
July	168,000		39,382	
Aug	192,000		45,008	
Sept	216,000		50,634	
Oct	240,000		56,260	
Nov	264,000		61,886	
Dec	288,000		67,512	
2023-24	576,000		135,018	
Total Actual to Date vs Total Budget		0%		1%

### STRATEGIC OPPORTUNITIES FUND Actual v. Budget Results

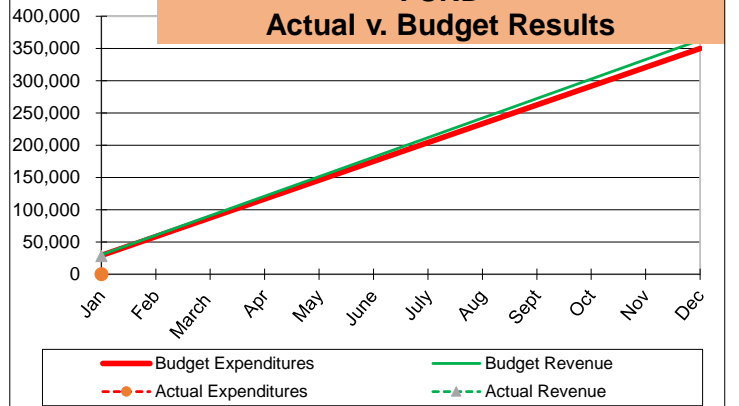


The purpose of the Strategic Opportunities Fund is to have funds available for the City to make key investments or take advantage of strategic opportunities as they present themselves.

### TRANSPORTATION BENEFIT DISTRICT FUND

	2023-2024 Budget Expenditures	2023-2024 Actual Expenditures	2023-2024 Budget Revenue	2023-2024 Actual Revenue
Jan	29,167	0	30,263	27,898
Feb	58,334		60,526	
March	87,501		90,789	
Apr	116,668		121,052	
May	145,835		151,315	
June	175,002		181,578	
July	204,169		211,841	
Aug	233,336		242,104	
Sept	262,503		272,367	
Oct	291,670		302,630	
Nov	320,837		332,893	
Dec	349,996		363,156	
2023-24	700,000		726,305	
Total Actual to Date vs Total Budget		0%		4%

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

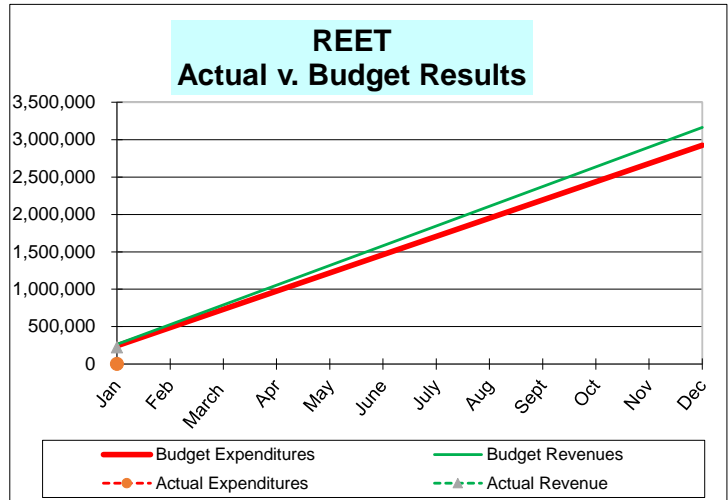


The Transportation Benefit District fund accounts for the \$20 vehicle license tab fees levied on vehicles located in the Kenmore city limits. The revenue generated will be used in maintaining the City's transportation system.

January 31, 2023

**REAL ESTATE EXCISE TAX FUND**

	2023-2024 Budget Expenditures	2023-2024 Actual Expenditures	2023-2024 Budget Revenue	2023-2024 Actual Revenue
Jan	243,704	0	263,590	223,695
Feb	487,408		527,180	
March	731,112		790,770	
Apr	974,816		1,054,360	
May	1,218,520		1,317,950	
June	1,462,224		1,581,540	
July	1,705,928		1,845,130	
Aug	1,949,632		2,108,720	
Sept	2,193,336		2,372,310	
Oct	2,437,040		2,635,900	
Nov	2,680,744		2,899,490	
Dec	2,924,448		3,163,080	
2023-24	5,848,900		6,326,171	
Total Actual to Date vs Total Budget		0%		4%

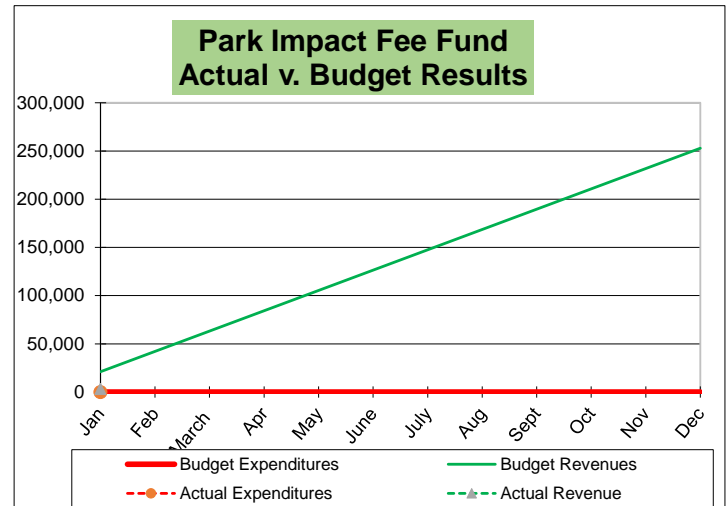


The Real Estate Excise Tax Fund accounts for the 1/2% real estate excise taxes levied by the City which are restricted to capital projects and improvements. Expenditures include transfers to the Park Capital Fund for park improvements and Transportation Capital Fund for transportation improvements. include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

and Transportation Capital Fund for transportation improvements.

**PARK IMPACT FEE FUND**

	2023-2024 Budget Expenditures	2023-2024 Actual Expenditures	2023-2024 Budget Revenue	2023-2024 Actual Revenue
Jan	0	0	21,070	3,147
Feb	0		42,140	
March	0		63,210	
Apr	0		84,280	
May	0		105,350	
June	0		126,420	
July	0		147,490	
Aug	0		168,560	
Sept	0		189,630	
Oct	0		210,700	
Nov	0		231,770	
Dec	0		252,840	
2023-24	0		505,670	
Total Actual to Date vs Total Budget		0%		1%



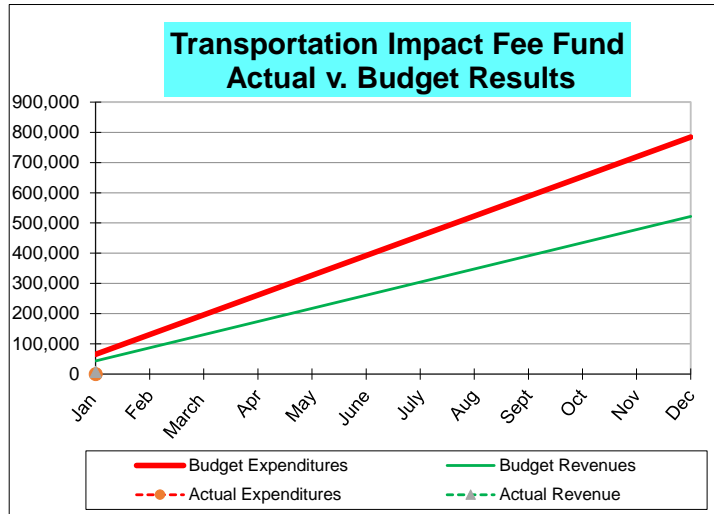
This fund accounts for City imposed park impact fees on new development. Expenditures are for public park acquisitions and improvements.



January 31, 2023

### TRANSPORTATION IMPACT FEE FUND

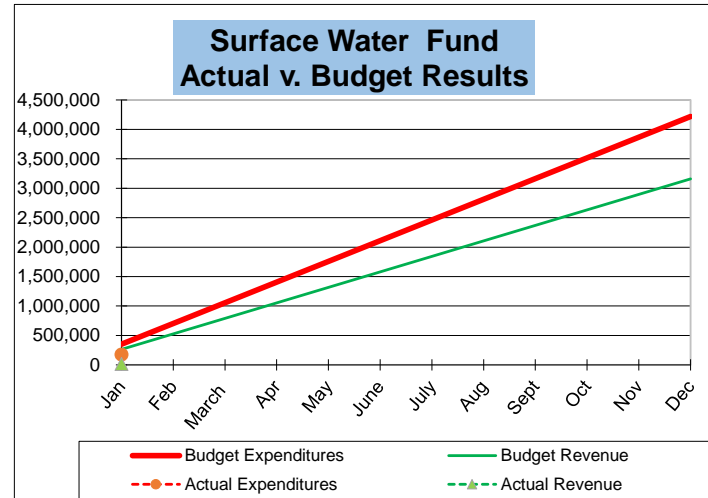
	2023-2024 Budget Expenditures	2023-2024 Actual Expenditures	2023-2024 Budget Revenue	2023-2024 Actual Revenue
Jan	65,358	0	43,472	7,562
Feb	130,716		86,944	
March	196,074		130,416	
Apr	261,432		173,888	
May	326,790		217,360	
June	392,148		260,832	
July	457,506		304,304	
Aug	522,864		347,776	
Sept	588,222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



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

### SURFACE WATER MANAGEMENT FUND

	2023-2024 Budget Expenditures	2023-2024 Actual Expenditures	2023-2024 Budget Revenue	2023-2024 Actual Revenue
Jan	351,574	177,516	263,276	17,517
Feb	703,148		526,552	
March	1,054,722		789,828	
Apr	1,406,296		1,053,104	
May	1,757,870		1,316,380	
June	2,109,444		1,579,656	
July	2,461,018		1,842,932	
Aug	2,812,592		2,106,208	
Sept	3,164,166		2,369,484	
Oct	3,515,740		2,632,760	
Nov	3,867,314		2,896,036	
Dec	4,218,888		3,159,312	
2023-24	8,467,779		6,318,615	
Total Actual to Date vs Total Budget		2%		0%



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

**City of Kenmore, Washington**  
**Cash and Investment Report**  
**January 31, 2023**

Page 50 of 158



<u>Fund</u>	<u>Beg. Cash &amp; Inv.</u> <u>from Prev. Mo.</u>	<u>Monthly</u> <u>Revenues</u>	<u>Monthly</u> <u>Expenditures</u>	<u>End. Cash &amp; Inv.</u> <u>Current Month</u>
General	\$3,719,934	\$989,817	\$994,291	3,715,460
Street	2,270,562	40,714	136,980	2,174,296
Transportation Capital	2,443,877	0	0	2,443,877
Public Art	119,725	327	0	120,052
Park Impact Fee	94,931	3,147	0	98,078
Transportation Impact Fee	360,027	7,562	0	367,589
Swamp Creek Basin	450,390	2,120	0	452,510
Transportation Benefit District	151,523	27,898	0	179,421
ARPA Fiscal Recovery Fund	5,135,532	0	20,419	5,115,113
Sammamish Bridge Replacement	617,654	400,594	0	1,018,249
Walkways & Waterways Debt Service	176,713	2,493	0	179,207
Real Estate Excise Tax	2,951,067	223,695	0	3,174,762
Park Capital	1,604,872	0	0	1,604,872
Walkways & Waterways Bond	59,961	23,627	0	83,588
Surface Water Management	1,844,656	17,517	177,516	1,684,657
Surface Water Capital	1,768,341	0	0	1,768,341
Public Works Shop Fund	429,799	0	0	429,799
Strategic Reserve	1,365,195	3,728	0	1,368,924
Strategic Opportunities	799,756	1,809	0	801,565
Equipment Replacement	690,534	1,883	924	691,493
Trust & Agency	807,658	168	-250	808,076
Totals	\$27,862,707	\$1,747,102	\$1,329,880	\$28,279,929

<u>Fund</u>	<u>Cash, Savings,</u> <u>Local Govt Investment Pool</u>	<u>(&gt; One Year)</u> <u>Fixed</u> <u>Investments</u>	<u>Total</u>
General	\$2,286,539	\$1,428,118	3,714,657
Street	1,324,181	850,000	2,174,181
Transportation Capital	2,443,877	0	2,443,877
Public Art	105,052	15,000	120,052
Park Impact Fee	-831,922	930,000	98,078
Transportation Impact Fee	337,589	30,000	367,589
Swamp Creek Basin	-947,490	1,400,000	452,510
Transportation Benefit District	179,421	0	179,421
ARPA Fiscal Recovery Fund	5,115,080	0	5,115,080
Sammamish Bridge Replacement	1,018,249	0	1,018,249
Walkways & Waterways Debt Service	179,206	0	179,206
Real Estate Excise Tax	3,174,762	0	3,174,762
Park Capital	1,604,872	0	1,604,872
Walkways & Waterways Bond	83,588	0	83,588
Surface Water Management	1,174,526	510,000	1,684,526
Surface Water Capital	1,768,341	0	1,768,341
Public Works Shop Fund	429,799	0	429,799
Strategic Reserve	518,925	850,000	1,368,925
Strategic Opportunities	801,565	0	801,565
Equipment Replacement	241,493	450,000	691,493
Trust & Agency	708,076	100,000	808,076
Totals	\$21,715,728	\$6,563,118	\$28,278,846

note: negative balances are due to pending transfers from other funds, not yet recorded.

**City of Kenmore, Washington**  
**Investment Schedule**  
**January 31, 2023**



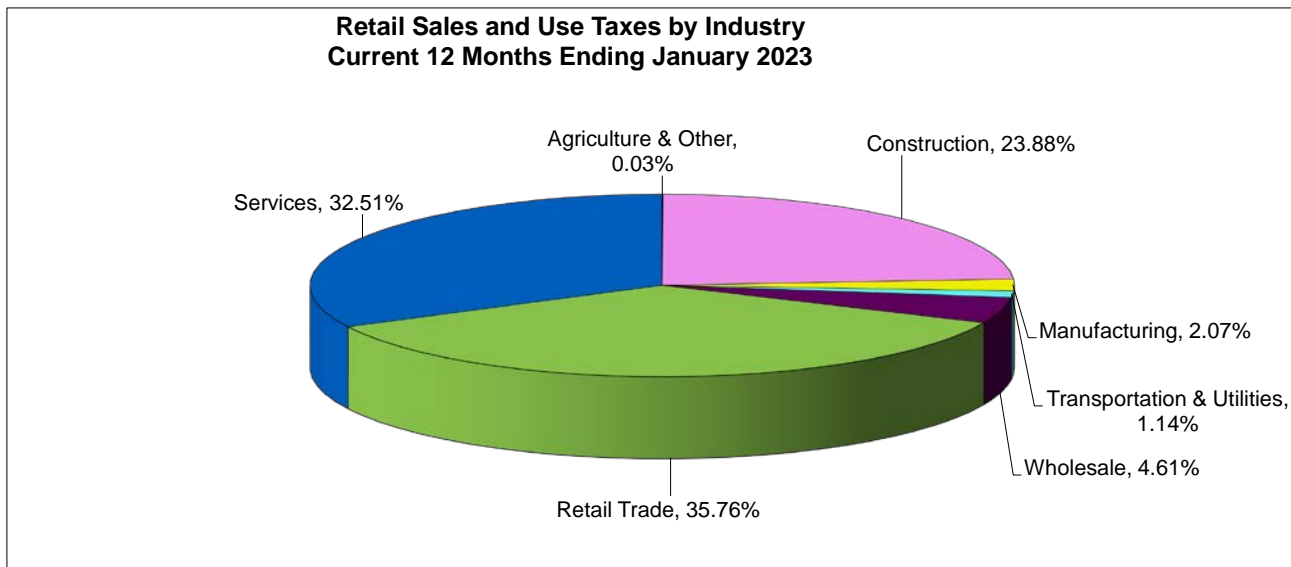
ad File January 2023 Financial Report for the City of ...

Average Yield to Maturity-Securities										Overall Average Yield	0.55%
										2.67%	
	Investment #	Type	Purchase Date		Maturity Date	Rate	Yield		Principal or Balance	Yield Equivalents	
Time Value Investments											
	3135G05G4	FNMA	11/9/2020		7/10/2023	0.20%	0.20%		1,501,588.50	3,003.18	
	3133EMHL9	FFCB	11/24/2020		11/30/2023	0.30%	0.30%		1,501,500.00	4,504.50	
	3133EMMN9	FFCB	1/25/2021		1/11/2024	0.19%	0.19%		1,000,000.00	1,900.00	
	3130AQTTO	FHLB	3/2/2022		2/28/2025	1.67%	1.67%		1,494,768.00	24,962.63	
	9128286Z8	US TREAS	1/25/2021		6/30/2024	0.18%	0.18%		1,065,261.38	1,917.47	
Total TVI Purchases									6,563,117.88	36,287.77	
CD's											
										-	
Total CD's									0.00	0.00	
TOTAL ALL SECURITIES									\$ 6,563,117.88	\$ 36,287.77	
Banner Checking and Savings							0.02%		2,029,170.09	405.83	
Pacific Premier Savings							3.03%		3,210,370.98	97,113.72	
LGIP - Primary Account							3.76%		10,123,137.12	380,893.16	
LGIP - Bond Proceeds Account							3.76%		6,353,049.53	239,039.84	
Total Accounts									\$ 28,278,845.60	753,740.33	

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

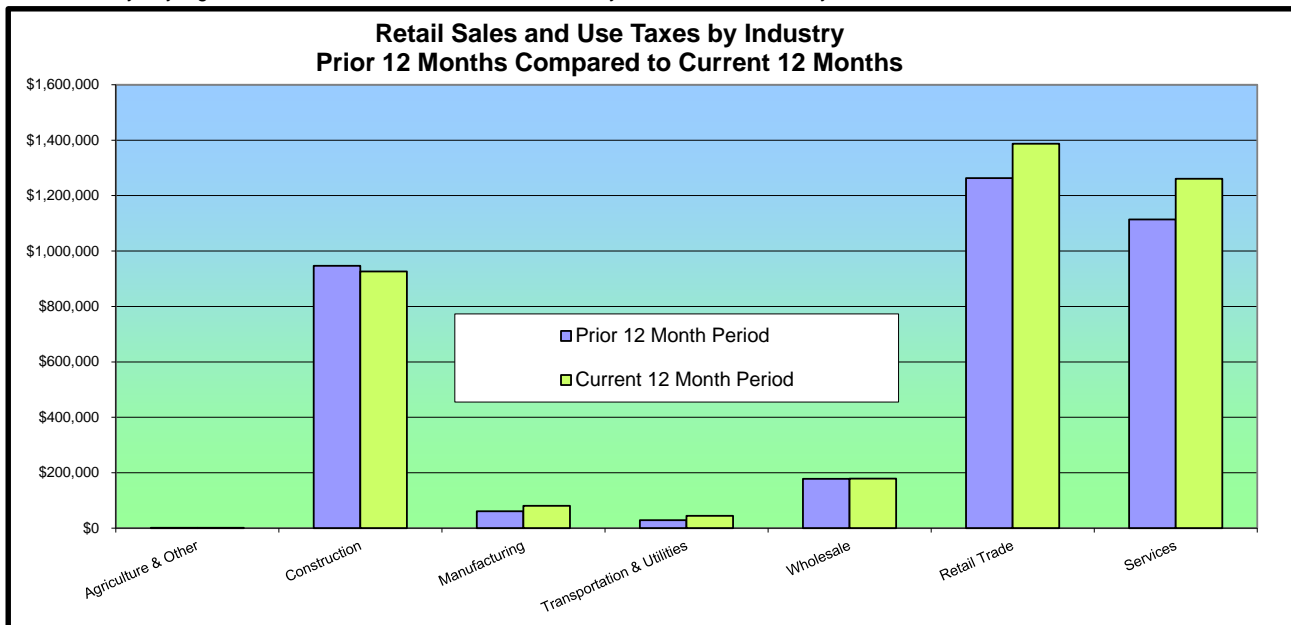


Industry	Prior 12 Months ending January 2022	Current 12 Months ending January 2023	% Increase/ (Decrease)	% of Total
Agriculture & Other (Landscaping, Animal Hospitals)	\$1,113	\$1,053	-5.36%	0.03%
Construction	946,595	925,961	-2.18%	23.88%
Manufacturing (Printing, Publishing, Other Manuf.)	61,029	80,418	31.77%	2.07%
Transp/Comm/Utilities (Telecomm., Air Transport.)	29,090	44,304	52.30%	1.14%
Wholesale (Lumber, Other Wholesale)	177,953	178,949	0.56%	4.61%
Retail Trade (Eating, Merchandise, Food Stores)	1,263,292	1,386,778	9.77%	35.76%
Services (Auction, Recreation, Auto Repair, Financial)	1,114,226	1,260,569	13.13%	32.51%
Totals	<u>\$3,593,298</u>	<u>\$3,878,031</u>	<u>7.92%</u>	100%
Increase/(Decrease)		<u>\$284,733</u>	<u>7.92%</u>	



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

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



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



	Actual 2015	Actual 2016	Actual 2017	Actual 2018	Actual 2019	Actual 2020	Actual 2021	Actual 2022	Actual 2023	3 Year Average	Over (Under) Target	Over (Under) 2022
January	147,430	155,767	183,686	189,714	212,512	206,314	276,941	293,134	303,019	258,797	44,222	9,885
February	202,329	229,546	242,293	212,833	266,881	271,363	380,689	328,417		326,823	(326,823)	(328,417)
March	142,567	163,676	167,464	166,245	199,904	188,827	252,964	271,188		237,660	(237,660)	(271,188)
April	149,181	156,098	161,451	165,619	184,173	169,696	252,692	297,790		240,059	(240,059)	(297,790)
May	154,761	178,226	190,582	218,195	225,702	182,215	279,497	343,261		268,324	(268,324)	(343,261)
June	171,438	191,343	172,177	199,727	236,078	213,794	301,742	325,842		280,459	(280,459)	(325,842)
July	176,794	173,737	187,114	187,663	237,778	235,288	274,557	318,993		276,279	(276,279)	(318,993)
August	193,832	218,824	225,046	235,886	256,744	288,358	343,181	361,803		331,114	(331,114)	(361,803)
September	187,454	259,234	163,473	233,272	246,655	265,718	287,846	317,663		290,409	(290,409)	(317,663)
October	165,890	211,887	205,522	205,300	241,117	278,793	314,852	355,668		316,438	(316,438)	(355,668)
November	183,083	213,098	201,799	199,451	223,471	292,554	318,463	340,848		317,288	(317,288)	(340,848)
December	171,029	188,590	183,873	223,263	243,075	294,835	293,680	313,538		300,684	(300,684)	(313,538)
	2,045,788	2,340,024	2,284,480	2,437,168	2,774,091	2,887,755	3,577,105	3,868,146	303,019	3,444,335	(3,141,316)	(3,565,127)



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

<p><b>Subject/Topic:</b> February 2023 Financial Report</p> <p><b>Proposed Council Action/Motion:</b> Receive &amp; File: February 2023 Financial Report for the City of Kenmore, WA</p>	<p><b>For Council Meeting Agenda of:</b> July 10, 2023</p> <p><b>Department:</b> Finance &amp; Administration</p> <p><b>Prepared by:</b> Melinda Merrell, Finance Director</p> <table border="0"><thead><tr><th></th><th><u>Initial &amp; Date</u></th></tr></thead><tbody><tr><td><b>Approved by Department Head:</b></td><td>MM</td></tr><tr><td><b>Approved by City Attorney:</b></td><td>N/A</td></tr><tr><td><b>Approved by Finance Director:</b></td><td>MM</td></tr><tr><td><b>Approved by City Manager:</b></td><td>RK</td></tr></tbody></table> <p><b>Exhibits/Attachments:</b> February 2023 Financial Report for the City of Kenmore, WA</p>		<u>Initial &amp; Date</u>	<b>Approved by Department Head:</b>	MM	<b>Approved by City Attorney:</b>	N/A	<b>Approved by Finance Director:</b>	MM	<b>Approved by City Manager:</b>	RK
	<u>Initial &amp; Date</u>										
<b>Approved by Department Head:</b>	MM										
<b>Approved by City Attorney:</b>	N/A										
<b>Approved by Finance Director:</b>	MM										
<b>Approved by City Manager:</b>	RK										
<p><b>Summary:</b></p> <p>The February 2023 monthly financial report is presented for Council review.</p>											
<p><b>Information/Background:</b></p> <p>This monthly report provides the opportunity for the City Council and the community to receive information on the City of Kenmore's biennium to date revenues and expenditures in comparison to the City's 2023-2024 adopted biennial budget. The budget was adopted on November 21, 2022.</p>											
<p><b>Fiscal Consideration:</b></p> <p>February 2023 is the second (2nd) month of the 2023-2024 biennium budget period with 8% of the biennium elapsed.</p> <p><u>General Fund:</u></p> <p>As of February 2023, the biennium to date revenues exceeded expenditures by \$186,372. Revenues were \$1.8 million while expenditures were \$1.62 million. Revenues (5.8%) and expenditures (5.2%) both came in below the annualized target of 8%.</p> <p>Property taxes, the major revenue source for the City, is cyclical with due dates in April and October each year. As such, only \$67,043 has been received through February. Property taxes are expected to bring in \$11.4 million in revenue for the biennium.</p> <p>Sales tax revenue generated \$649,273 through February. This represents 8.6% of the amount budgeted for the biennium (\$7.5 million).</p> <p>VIII. E. Receive and File February 2023 Financial Report for the City of...</p>											

Utility taxes totaled \$301,045 or 10.2% of the budgeted amount.

Development fees & permits revenue totaled \$230,047 or 10.1% of the budgeted amount.

With the uptick in the interest rates, our investment interest is ahead of target coming in at \$21,478 through February. This is 32.1% of the budgeted biennium amount of \$66,903.

January dues payments for Sound Cities and AWC (\$37K) puts the YTD City Council expenditures at 14.1% of target. This will self-correct over the course of the year. Our annual payment to the WCIA (\$490K), also in January, put the Finance department expenditures at 22.2% of target. This too will correct itself during the year.

General Fund ending fund balance as of February 28, 2023, was \$4.8 million.

**City Council Priority or Budget Objective Being Addressed:**

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

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

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



# City of Kenmore, Washington

## Memorandum

Date: June 8, 2023

To: Rob Karlinsey, City Manager

From: Melinda Merrell, Finance Director

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

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

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

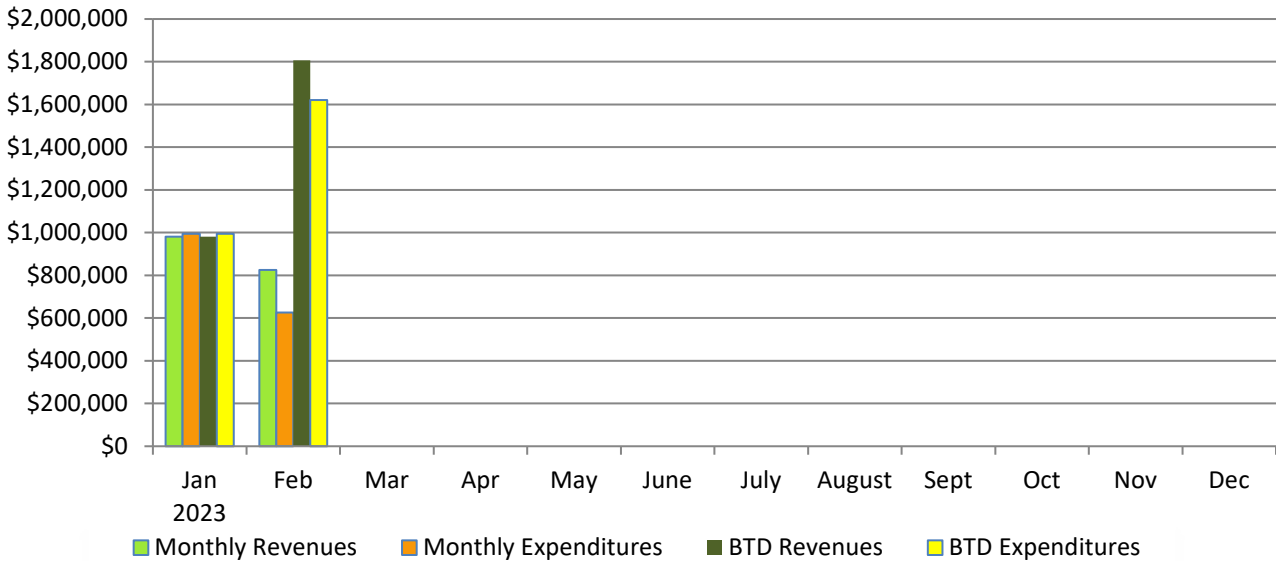
If you would like additional information or have any questions regarding the financial reports, please feel free to contact me.

### GENERAL FUND

The first section of the monthly financial report is a review of the General Fund. This fund accounts for operational activities and includes all financial resources except those required or elected to be accounted for in another fund. Revenues include various taxes, per capita distributions from the State, fines and forfeitures, permits and licenses, and fees for service. In the context of the biennial budget, February is the second month (8%) of the 2023-2024 biennial budget period. For the month of February, revenues exceeded expenditures in the General Fund by \$199,346. Biennium to date, revenues exceed expenditures by \$186,372.

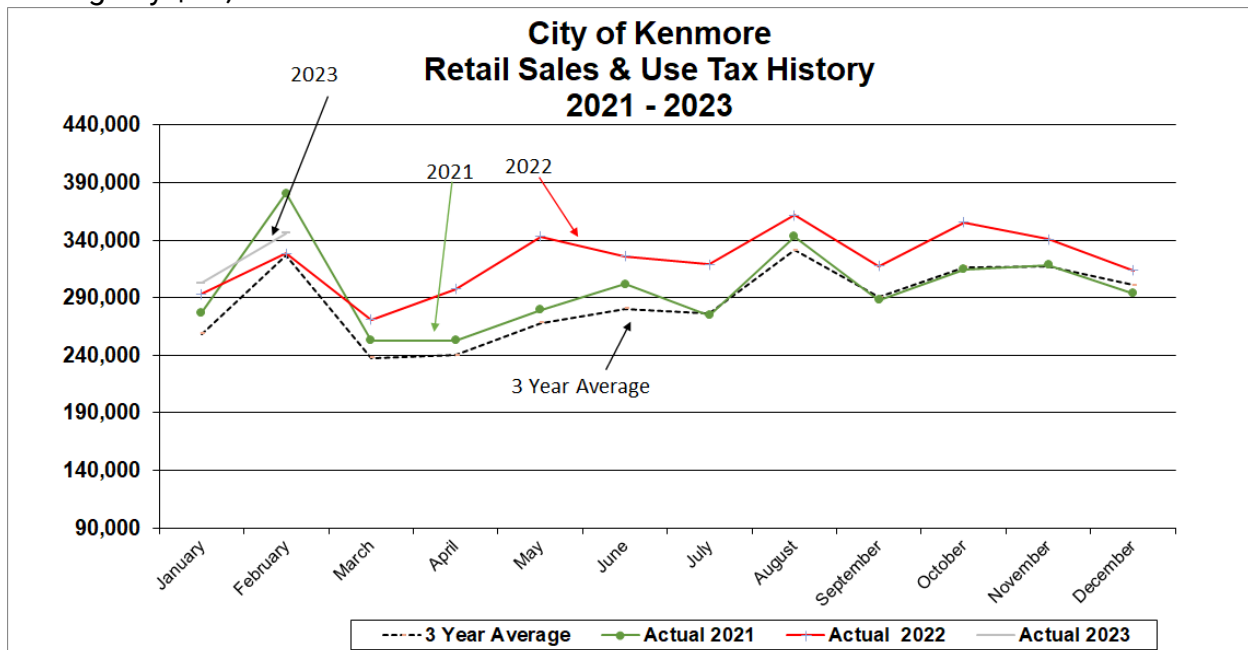
The following chart illustrates the monthly revenue and expenditure activity in the General Fund through February 2023.



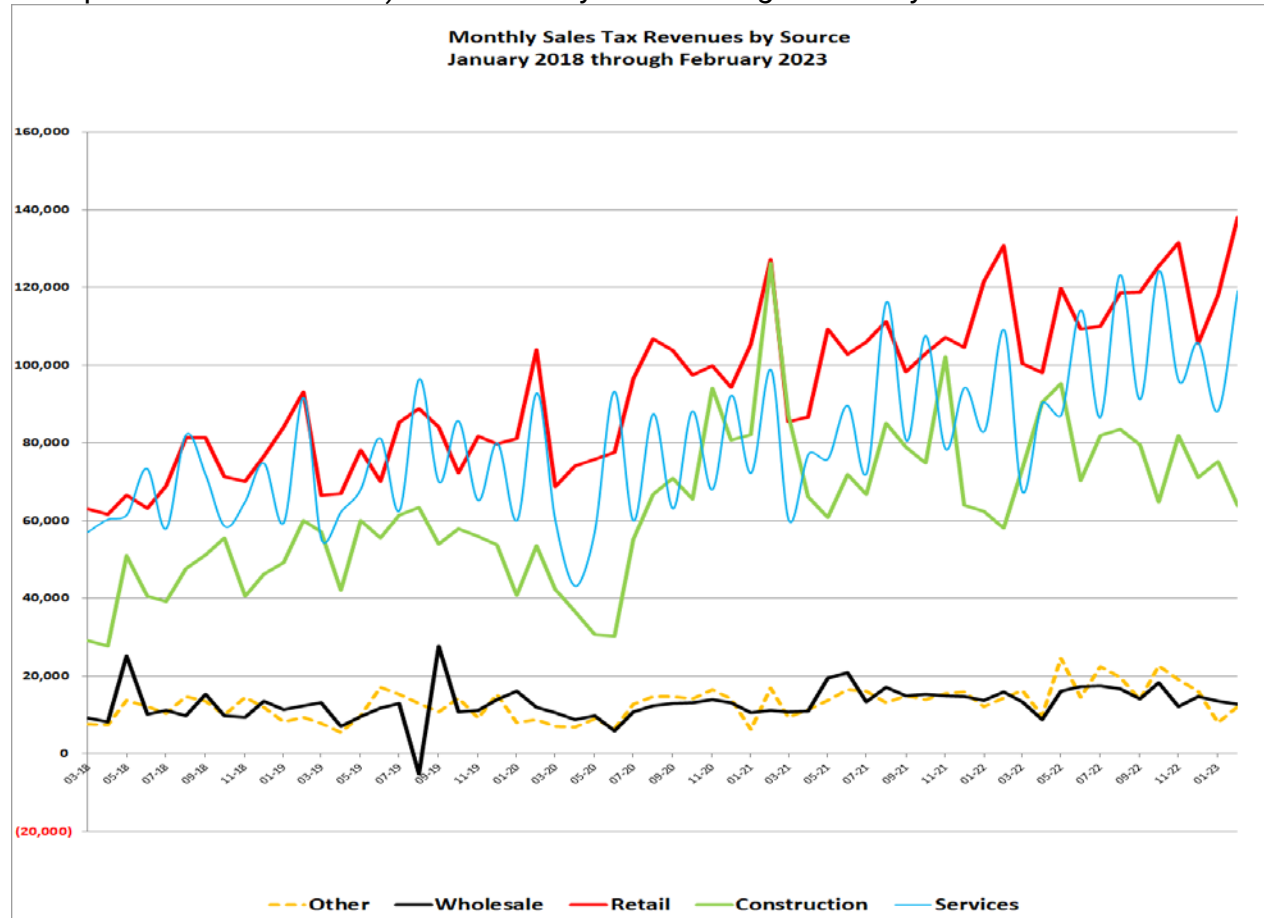


Total **revenues** for the month were **\$825,309**. Biennium to date revenues are \$1,806,626 which is 6% of the budgeted revenues of \$31,305,131. Primary sources of revenue for the month included property taxes in the amount of \$53,603, development fees & permits in the amount of \$156,983, retail sales and use taxes in the amount of \$346,254, intergovernmental & grants in the amount of \$94,116, and utility taxes in the amount of \$137,098.

A summary of sales tax revenues received in **February** is attached. These receipts are based on **December** sales activity. The chart below gives a historical perspective of monthly sales tax receipts over the last several years. The black dotted 3 Year Average line is a monthly average of actual receipts during 2020, 2021, and 2022. The gray line represents 2023 actual receipts, which are \$27,721 above 2022 and ahead of the 3 Year Average by \$63,653.



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

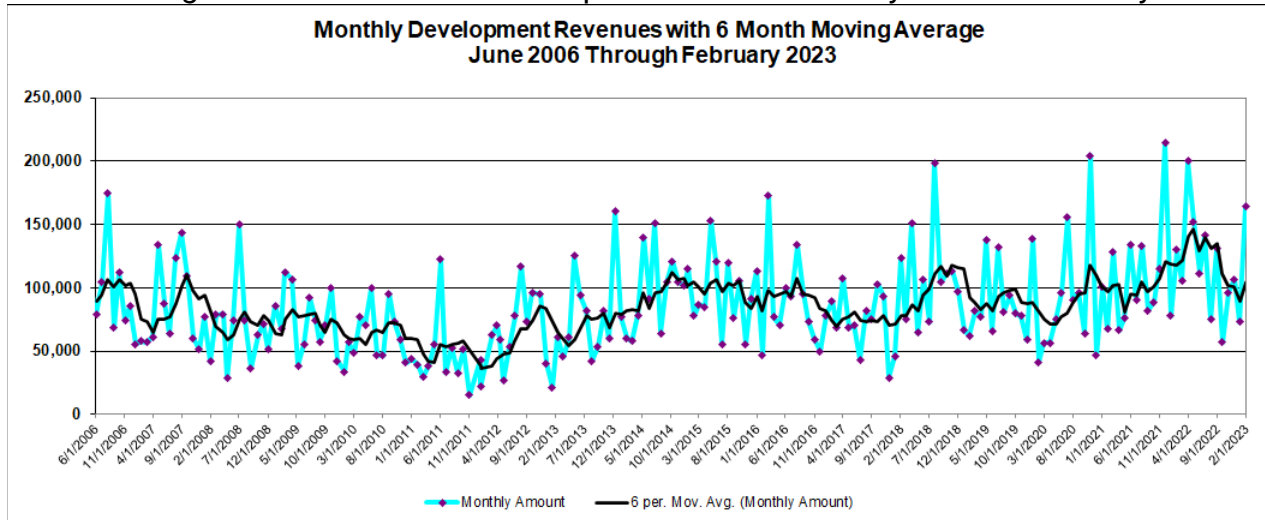


In February, the top 506 sales tax remitters, accounting for 86% or \$296,572 of total remittances, were reviewed for internet sales activity.

Of the \$296,572 of sales tax remitted by these companies in February, \$77,659 (26% of the total) was generated from internet-based companies. Below is a chart that illustrates the amount of internet based sales tax in the major segments that include it:

	Top Sales Tax Remitters in February	Internet Based Companies	% of Total Internet Sales Tax Collected
Retail Trade	\$115,350	\$54,502	47%
Information	10,265	3,458	34%
Services	95,239	18,025	19%
Wholesale	9,462	1,674	18%
Other	66,256	0	0%
	<b>\$296,572</b>	<b>\$77,659</b>	

The following chart illustrates the development revenue activity over the last 15 years.



**February 2023 expenditures** were **\$625,963**. Biennium to date expenditures were \$1,620,254 which is 5% of the amended biennial budget expenditures of \$31,252,425.

City cash, \$22,276,691, and long-term investments, \$6,563,118, at the end of February, totaled \$28,839,809. Proposition 1 levy funds and ARPA Recovery Funds are included in this cash balance.

### **OTHER FUNDS**

Total non-General Fund revenues for February were \$1,202,859 and total non-General Fund expenditures were \$833,001.

In the **Street Fund**, revenues from gas tax distributions were \$31,262 while \$68,782 was expended for maintenance and operations during the month.

In the **Transportation Capital Fund**, there were expenditures in the amount of \$16,470 on pedestrian safety projects & street maintenance. The fund received \$719,442 in grant reimbursements during the month.

In February, the **Sammamish Bridge Replacement Fund** had \$230,837 in expenditures and received \$147,279 in bridge grant reimbursements.

The **Real Estate Excise Tax Fund** received \$80,508 of real estate excise taxes (REET) in February from sales activity that occurred in January. Twenty (20) transactions were reported during the month. The 2023 year to date revenue is \$78,949 higher than the 2022 revenue.

The **Park Capital Fund** had \$271,366 in Park improvement expenditures during the month. The fund received \$50,000 in grant reimbursements during the month.

In February, the **Walkways & Waterways Debt Service Fund** collected \$10,081 in property taxes related to the Prop 1 Bond for a biennium to date total revenue of \$12,575.

The **Transportation Benefit District Fund** received \$29,423 in vehicle license fees during the month.

### **SUMMARY**

This concludes the financial report for the City of Kenmore as of **February 28, 2023**. I appreciate your feedback and encourage you to contact me if you have any questions prior to the City Council meeting.

City of Kenmore, Washington  
General Fund Summary Report  
February 28, 2023



CURRENT PERIOD 2023-2024					PREVIOUS PERIOD 2021-2022			
	MONTH	BIENNIUM TO DATE	% of	BIENNIUM BUDGET	MONTH	BIENNIUM TO DATE	% of	AMENDED BIENNIUM BUDGET
	<u>February 2023</u>	<u>2023-2024</u>	<u>BUDGET</u>	<u>2023-2024</u>	<u>February 2021</u>	<u>2021-2022</u>	<u>BUDGET</u>	<u>2021-2022</u>
<b>REVENUES</b>								
<b>Beginning Fund Balance</b>		<b>4,634,521</b>		<b>4,634,521</b>		<b>4,934,368</b>		<b>4,934,368</b>
Property Taxes	53,603	67,043	0.6%	11,403,392	94,142	114,444	1.1%	10,865,654
Sales and Use Taxes	346,254	649,273	8.6%	7,543,271	380,689	657,631	9.7%	6,754,280
Utility Taxes	137,098	301,045	10.2%	2,956,579	95,165	213,229	8.9%	2,399,290
Other Taxes	13,991	30,981	9.2%	335,010	18,237	18,261	10.0%	182,200
Development Fees & Permits	156,983	230,047	10.1%	2,283,416	67,277	167,642	9.7%	1,720,003
Franchise Fees	2,114	251,037	14.7%	1,707,003	0	237,631	13.6%	1,746,569
Intergovernmental and Grants	94,116	244,116	7.9%	3,099,112	84,485	200,346	6.9%	2,902,594
Investment Interest	10,454	21,478	32.1%	66,903	639	75,302	114.1%	66,000
Fines and Forfeitures	2	2	0.0%	0	0	2,336	0.0%	0
Transfers and Other Revenues	10,693	11,606	0.6%	1,910,445	2,126	13,649	0.3%	5,203,180
<b>Total Revenues</b>	<b>825,309</b>	<b>1,806,626</b>	<b>5.8%</b>	<b>31,305,131</b>	<b>742,759</b>	<b>1,700,470</b>	<b>5.3%</b>	<b>31,839,770</b>

VIII. E. Receive and File February 2023 Financial Report for the City of Kenmore, Washington  
General Fund Summary Report  
February 28, 2023



CURRENT PERIOD 2023-2024				PREVIOUS PERIOD 2021-2022			
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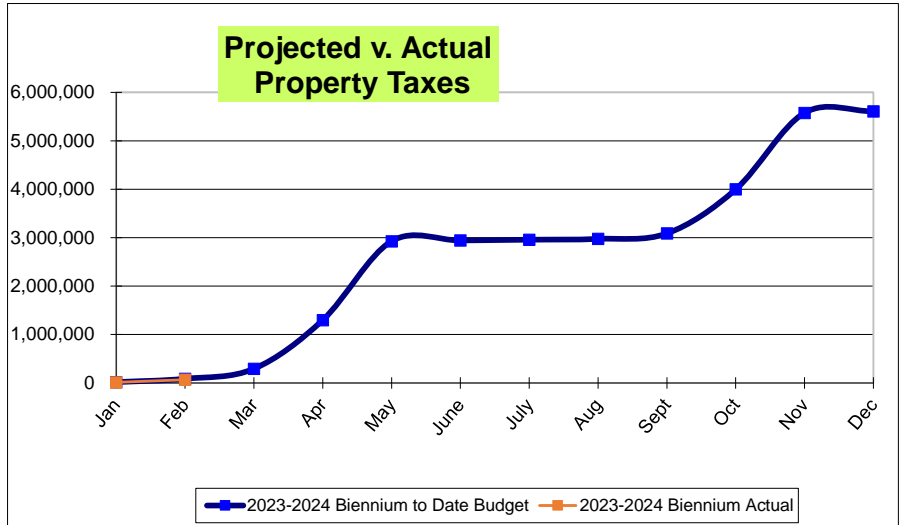
MONTH	BIENNIUM TO DATE	% of	BIENNIUM BUDGET	MONTH	BIENNIUM TO DATE	% of	AMENDED BIENNIUM BUDGET
<u>February 2023</u>	<u>2023-2024</u>	<u>BUDGET</u>	<u>2023-2024</u>	<u>February 2021</u>	<u>2021-2022</u>	<u>BUDGET</u>	<u>2021-2022</u>

	11,753	56,928	14.1%	405,013	6,726	48,025	14.4%	332,711
	164,893	272,756	7.5%	3,640,924	89,316	189,398	6.1%	3,121,846
	15,675	25,514	2.6%	978,750	23,286	33,685	3.6%	937,052
	41,750	561,529	22.2%	2,527,861	42,257	416,071	18.8%	2,212,820
	18,187	31,434	0.0%	510,304	0	0	0.0%	319,432
	0	0	0.0%	700,000	28,346	28,346	5.0%	565,000
	0	0	0.0%	1,950,513	0	0	0.0%	6,830,617
	6,303	6,353	0.1%	9,666,950	22,485	22,715	0.2%	9,152,371
	53,025	108,968	6.2%	1,745,035	49,558	97,475	5.8%	1,689,574
	67,256	132,886	6.5%	2,038,723	58,620	119,485	7.0%	1,695,828
	164,791	244,251	7.2%	3,371,076	79,563	233,352	8.2%	2,845,428
	82,329	179,636	4.8%	3,717,276	136,965	176,065	6.6%	2,676,904
	625,963	1,620,254	5.2%	31,252,425	537,122	1,364,616	4.2%	32,379,582
	199,346	186,372		52,706	205,637	335,854		(539,812)
	4,820,893			4,687,227	205,637	5,270,223		4,394,556

City of Kenmore, Washington  
General Fund Revenue Graphs  
February 28, 2023

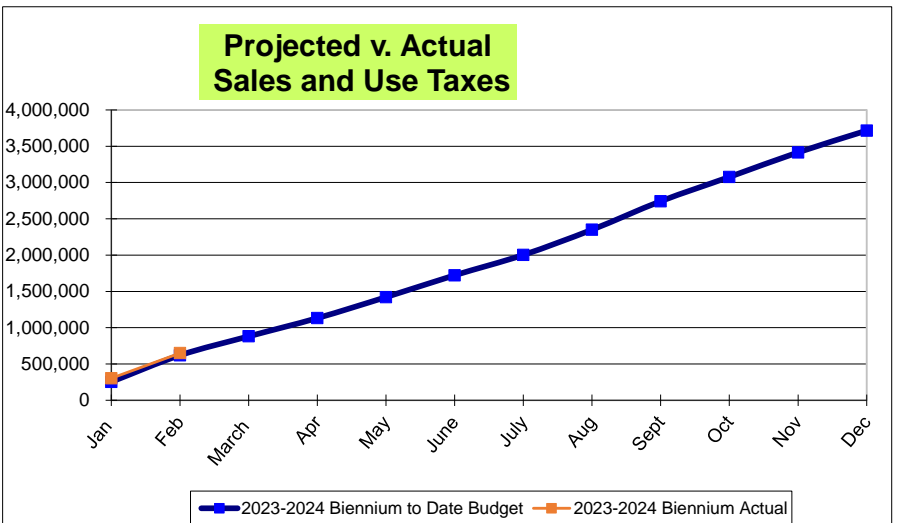
**PROPERTY TAXES**

	2023-2024 Biennium to Date Budget	2023-2024 Biennium Actual
Jan	18,023	13,440
Feb	87,435	67,043
Mar	293,557	
Apr	1,298,526	
May	2,927,195	
June	2,942,875	
July	2,958,422	
Aug	2,974,945	
Sept	3,087,795	
Oct	3,998,387	
Nov	5,577,742	
Dec	5,609,623	
2023-24	11,403,392	
Year To Date		
Actual v. Projected		77%



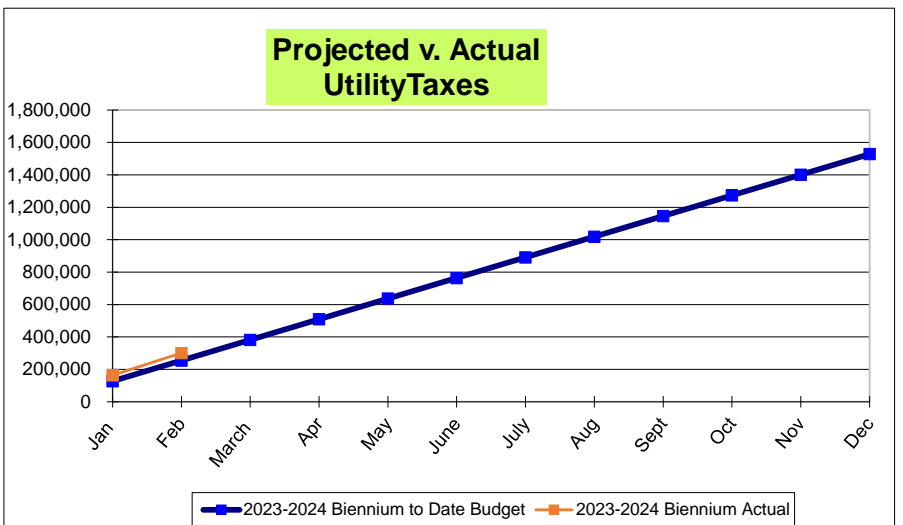
**SALES & USE TAXES**

	2023-2024 Biennium to Date Budget	2023-2024 Biennium Actual
Jan	254,083	303,019
Feb	620,044	649,273
March	880,509	
Apr	1,131,954	
May	1,421,084	
June	1,722,281	
July	2,002,774	
Aug	2,350,069	
Sept	2,742,149	
Oct	3,076,757	
Nov	3,415,256	
Dec	3,715,897	
2023-24	7,543,271	
Year To Date		
Actual v. Projected		105%



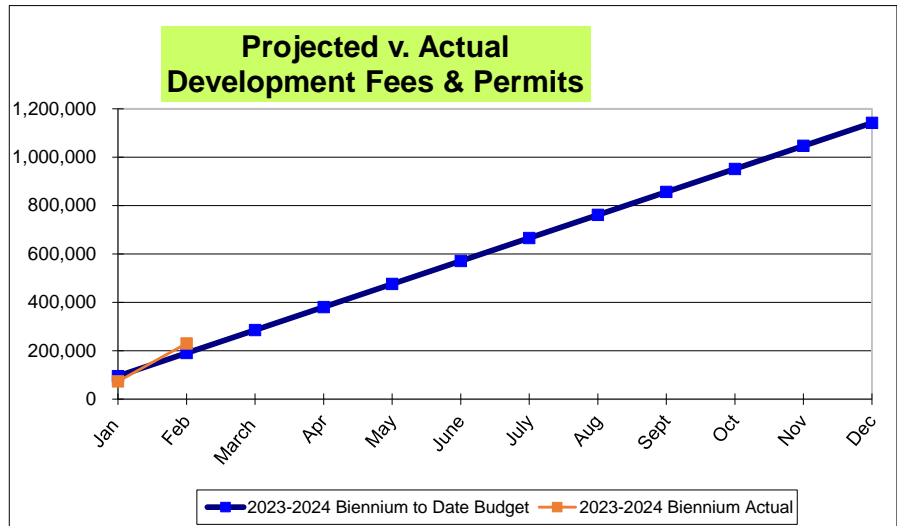
**UTILITY TAXES**

	2023-2024 Biennium to Date Budget	2023-2024 Biennium Actual
Jan	127,357	163,946
Feb	254,714	301,045
March	382,071	
Apr	509,428	
May	636,785	
June	764,142	
July	891,499	
Aug	1,018,856	
Sept	1,146,213	
Oct	1,273,570	
Nov	1,400,927	
Dec	1,528,284	
2023-24	2,956,579	
Year To Date		
Actual v. Projected		118%



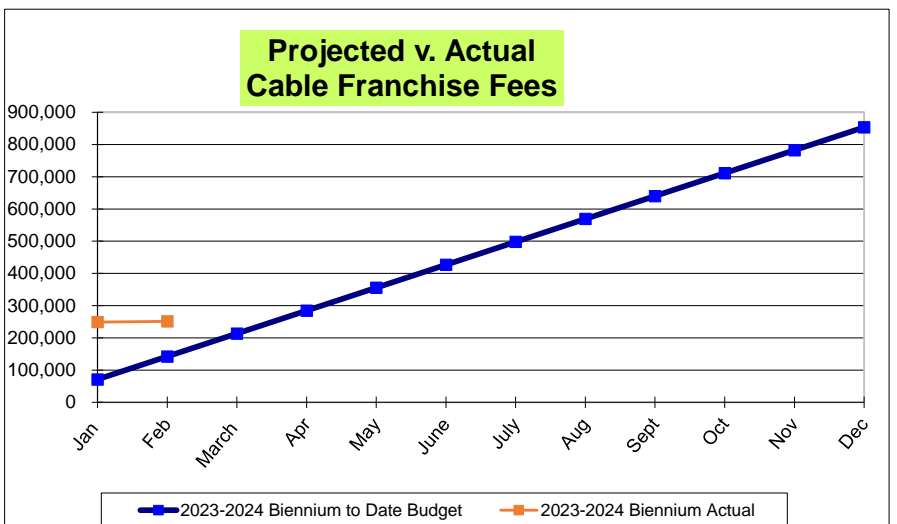
## DEVELOPMENT FEES & PERMITS

	2023-2024 Biennium to Date Budget	2023-2024 Biennium Actual
Jan	95,142	73,064
Feb	190,284	230,047
March	285,426	
Apr	380,568	
May	475,710	
June	570,852	
July	665,994	
Aug	761,136	
Sept	856,278	
Oct	951,420	
Nov	1,046,562	
Dec	1,141,704	
'2023-24	2,283,416	
Year To Date		
Actual v. Projected		121%



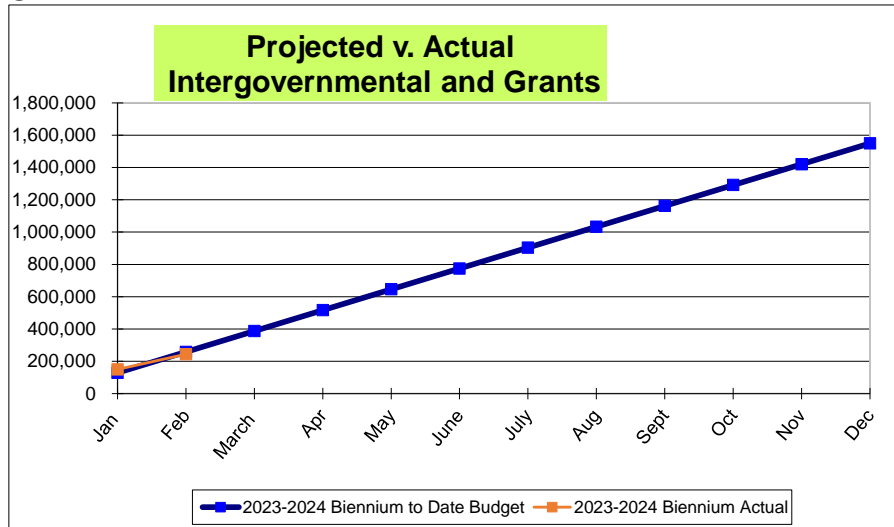
## CABLE/WATER/SEWER FRANCHISE FEES

	2023-2024 Biennium to Date Budget	2023-2024 Biennium Actual
Jan	71,125	248,923
Feb	142,250	251,037
March	213,375	
Apr	284,500	
May	355,625	
June	426,750	
July	497,875	
Aug	569,000	
Sept	640,125	
Oct	711,250	
Nov	782,375	
Dec	853,500	
'2023-24	1,707,003	
Year To Date		
Actual v. Projected		176%



## INTERGOVERNMENTAL & GRANTS

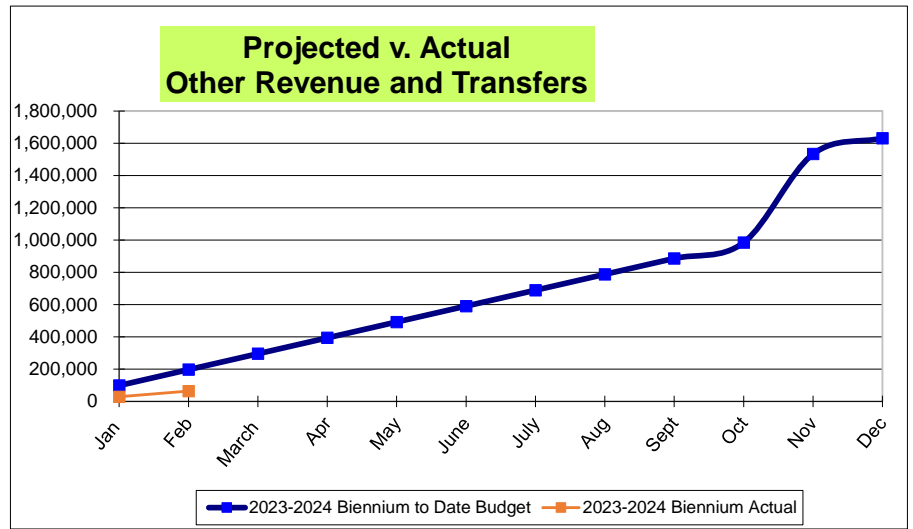
	2023-2024 Biennium to Date Budget	2023-2024 Biennium Actual
Jan	129,130	150,000
Feb	258,260	244,116
March	387,390	
Apr	516,520	
May	645,650	
June	774,780	
July	903,910	
Aug	1,033,040	
Sept	1,162,170	
Oct	1,291,300	
Nov	1,420,430	
Dec	1,549,560	
'2023-24	3,099,112	
Year To Date		
Actual v. Projected		95%





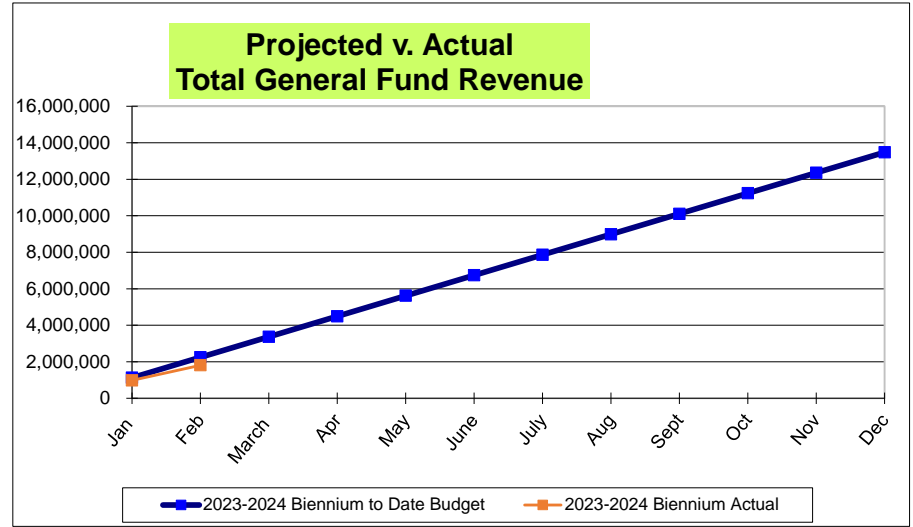
## OTHER REVENUES AND TRANSFERS

	2023-2024 Biennium to Date Budget	2023-2024 Biennium Actual
Jan	98,495	28,926
Feb	196,990	64,066
March	295,485	
Apr	393,979	
May	492,474	
June	590,969	
July	689,464	
Aug	787,959	
Sept	886,454	
Oct	984,948	
Nov	1,533,443	
Dec	1,631,938	
'2023-24 Year To Date	2,312,358	
Actual v. Projected		33%



## TOTAL GENERAL FUND REVENUE

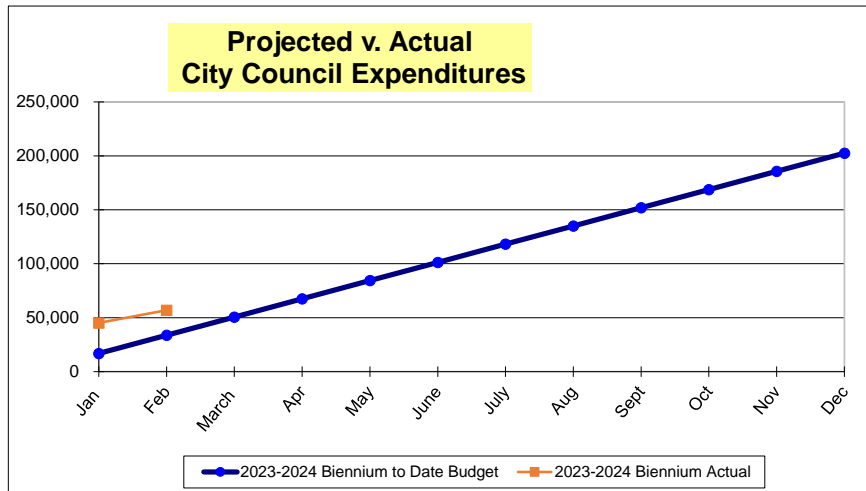
	2023-2024 Biennium to Date Budget	2023-2024 Biennium Actual
Jan	1,123,141	981,317
Feb	2,246,282	1,806,626
March	3,369,424	
Apr	4,492,565	
May	5,615,706	
June	6,738,847	
July	7,861,988	
Aug	8,985,129	
Sept	10,108,271	
Oct	11,231,412	
Nov	12,354,553	
Dec	13,477,694	
'2023-24 Year To Date	31,305,131	
Actual v. Projected		80%



**City of Kenmore, Washington**  
**General Fund Expenditure Graphs**  
**February 28, 2023**

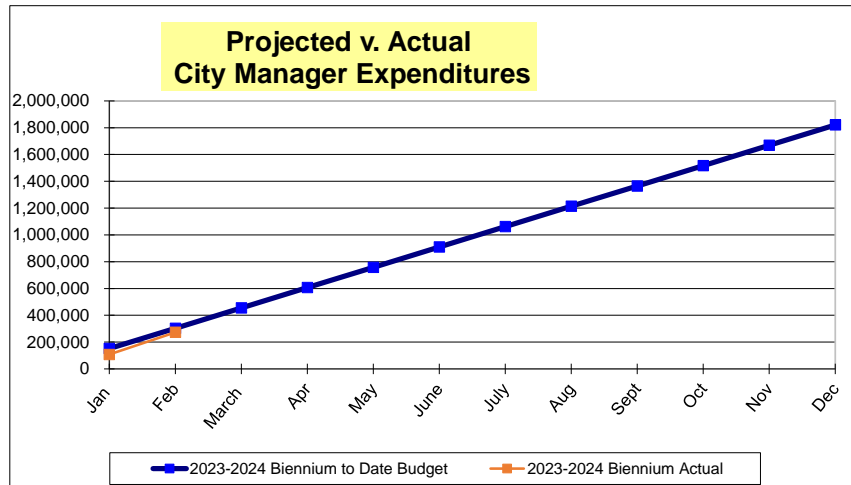
**CITY COUNCIL**

	2023-2024 Biennium to Date Budget	2023-2024 Biennium Actual
Jan	16,876	45,175
Feb	33,752	56,928
March	50,628	
Apr	67,504	
May	84,380	
June	101,256	
July	118,132	
Aug	135,008	
Sept	151,884	
Oct	168,760	
Nov	185,636	
Dec	202,512	
2023-24 Year To Date	405,013	
Actual v. Projected		169%



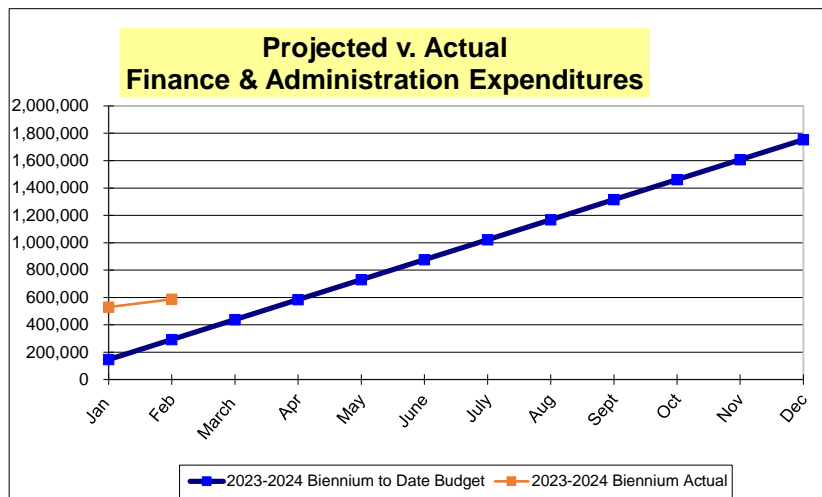
**CITY MANAGER**

	2023-2024 Biennium to Date Budget	2023-2024 Biennium Actual
Jan	151,705	107,862
Feb	303,410	272,756
March	455,115	
Apr	606,820	
May	758,525	
June	910,230	
July	1,061,935	
Aug	1,213,640	
Sept	1,365,345	
Oct	1,517,050	
Nov	1,668,755	
Dec	1,820,460	
2023-24 Year To Date	3,640,924	
Actual v. Projected		90%



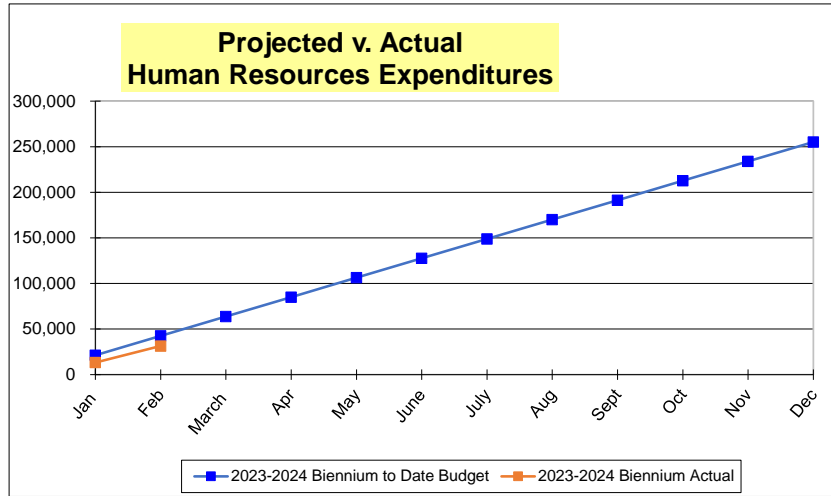
**FINANCE & ADMINISTRATION**

	2023-2024 Biennium to Date Budget	2023-2024 Biennium Actual
Jan	146,109	529,618
Feb	292,218	587,043
March	438,327	
Apr	584,436	
May	730,545	
June	876,654	
July	1,022,763	
Aug	1,168,872	
Sept	1,314,981	
Oct	1,461,090	
Nov	1,607,199	
Dec	1,753,308	
2023-24 Year To Date	3,506,611	
Actual v. Projected		201%



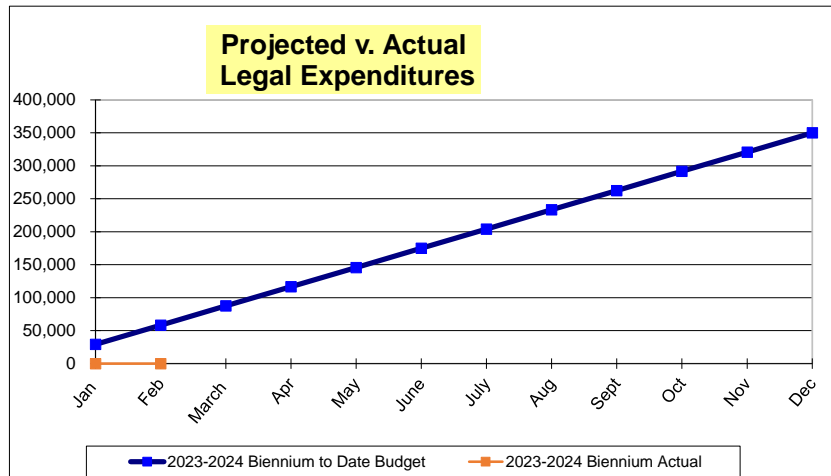
### HUMAN RESOURCES

	2023-2024 Biennium to Date Budget	2023-2024 Biennium Actual
Jan	21,263	13,247
Feb	42,526	31,434
March	63,789	
Apr	85,052	
May	106,315	
June	127,578	
July	148,841	
Aug	170,104	
Sept	191,367	
Oct	212,630	
Nov	233,893	
Dec	255,156	
2023-24	510,304	
Year To Date		
Actual v. Projected		74%



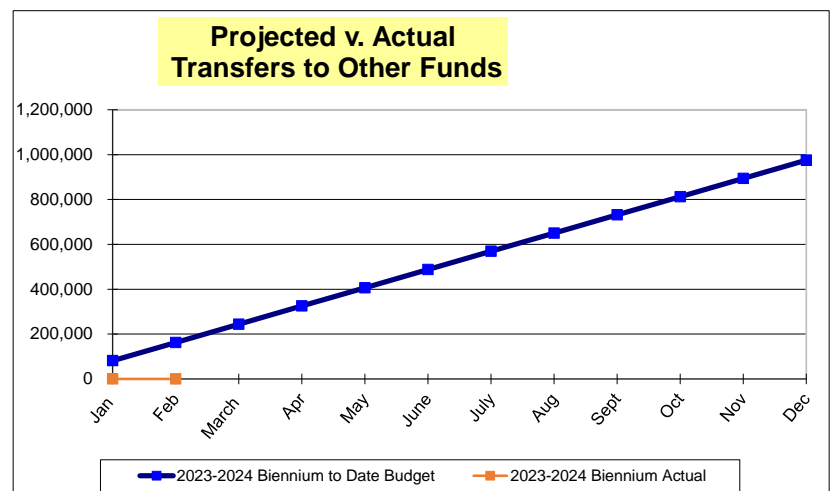
### LEGAL

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



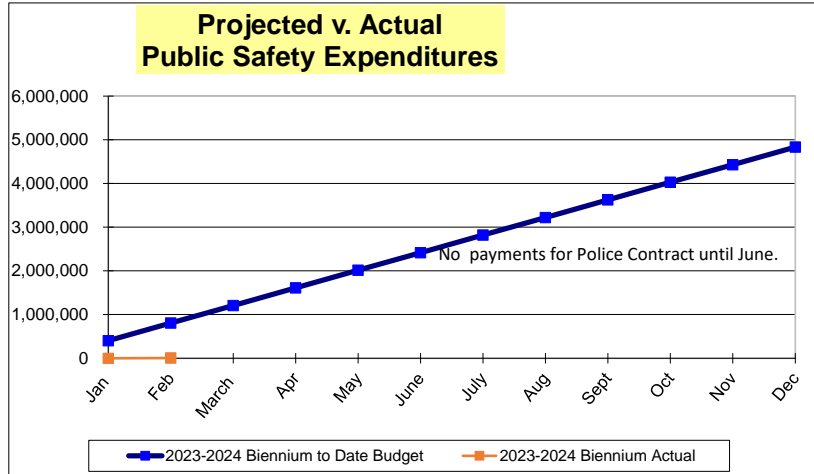
### TRANSFERS TO OTHER FUNDS

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



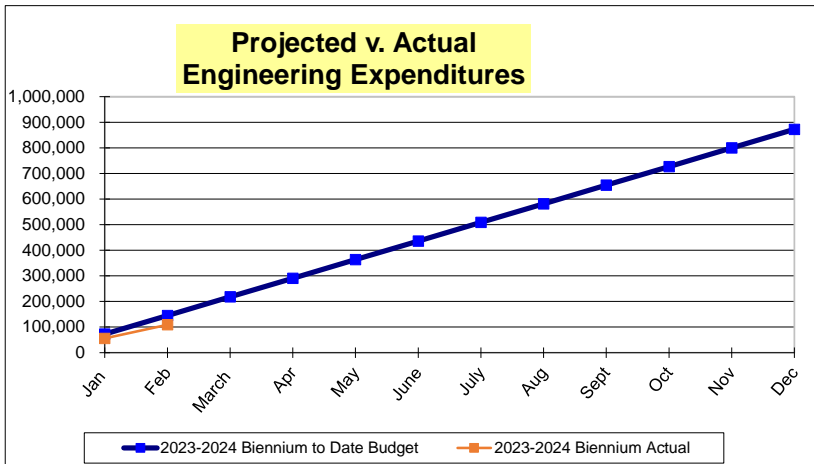
## PUBLIC SAFETY

	2023-2024 Biennium to Date Budget	2023-2024 Biennium Actual
Jan	402,790	50
Feb	805,580	6,353
March	1,208,370	
Apr	1,611,160	
May	2,013,950	
June	2,416,740	
July	2,819,530	
Aug	3,222,320	
Sept	3,625,110	
Oct	4,027,900	
Nov	4,430,690	
Dec	4,833,480	
2023-24	9,666,950	
Year To Date		
Actual v. Projected		1%



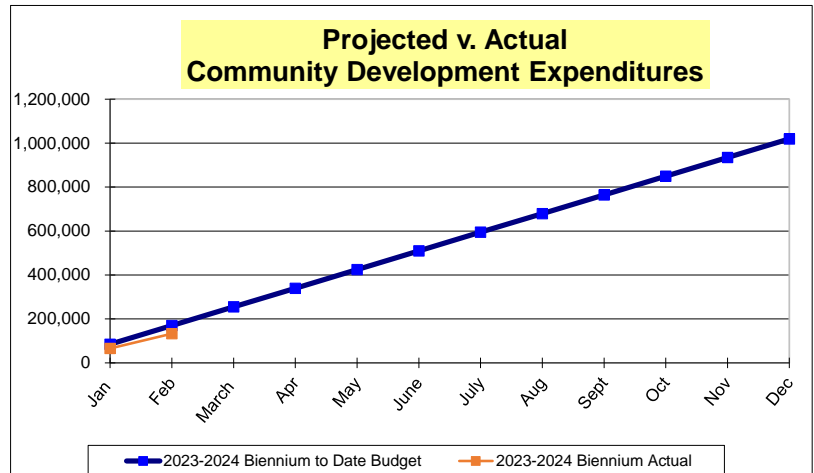
## ENGINEERING

	2023-2024 Biennium to Date Budget	2023-2024 Biennium Actual
Jan	72,710	55,943
Feb	145,420	108,968
March	218,130	
Apr	290,840	
May	363,550	
June	436,260	
July	508,970	
Aug	581,680	
Sept	654,390	
Oct	727,100	
Nov	799,810	
Dec	872,520	
2023-24	1,745,035	
Year To Date		
Actual v. Projected		75%



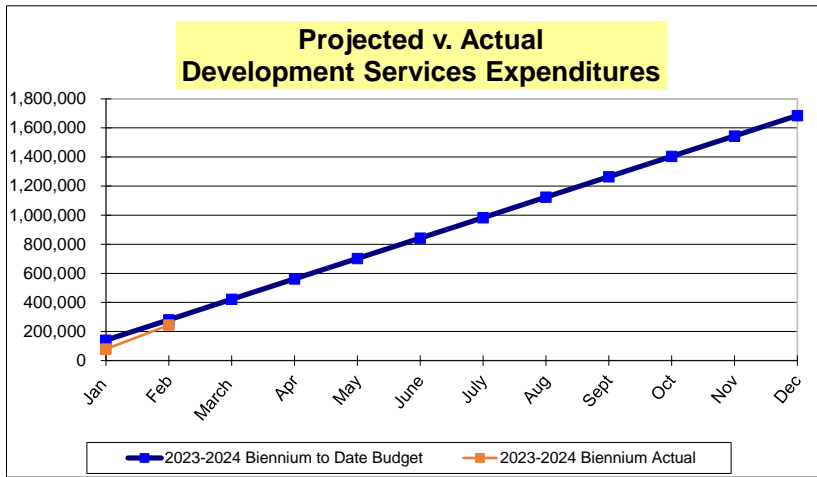
## COMMUNITY DEVELOPMENT

	2023-2024 Biennium to Date Budget	2023-2024 Biennium Actual
Jan	84,947	65,630
Feb	169,894	132,886
March	254,841	
Apr	339,788	
May	424,735	
June	509,682	
July	594,629	
Aug	679,576	
Sept	764,523	
Oct	849,470	
Nov	934,417	
Dec	1,019,364	
2023-24	2,038,723	
Year To Date		
Actual v. Projected		78%



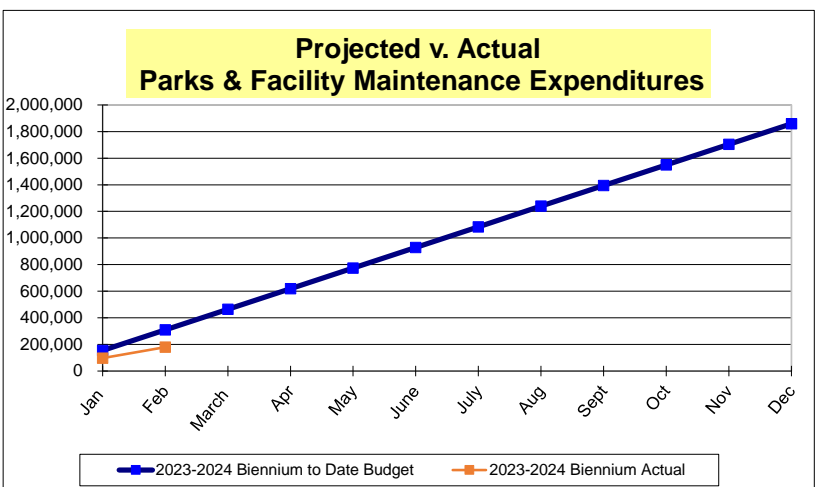
### DEVELOPMENT SERVICES

	2023-2024 Biennium to Date Budget	2023-2024 Biennium Actual
Jan	140,462	79,459
Feb	280,924	244,251
March	421,386	
Apr	561,848	
May	702,310	
June	842,772	
July	983,234	
Aug	1,123,696	
Sept	1,264,158	
Oct	1,404,620	
Nov	1,545,082	
Dec	1,685,544	
2023-24 Year To Date Actual v. Projected	3,371,076	87%



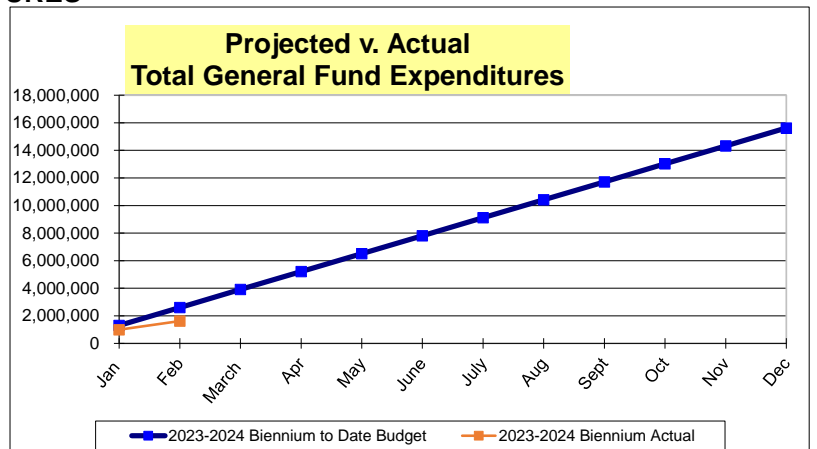
### PARKS & FACILITY MAINTENANCE

	2023-2024 Biennium to Date Budget	2023-2024 Biennium Actual
Jan	154,887	97,307
Feb	309,774	179,636
March	464,661	
Apr	619,548	
May	774,435	
June	929,322	
July	1,084,209	
Aug	1,239,096	
Sept	1,393,983	
Oct	1,548,870	
Nov	1,703,757	
Dec	1,858,644	
2023-24 Year To Date Actual v. Projected	3,717,276	58%



### TOTAL GENERAL FUND EXPENDITURES

	2023-2024 Biennium to Date Budget	2023-2024 Biennium Actual
Jan	1,302,184	994,291
Feb	2,604,368	1,620,254
March	3,906,552	
Apr	5,208,736	
May	6,510,920	
June	7,813,104	
July	9,115,288	
Aug	10,417,472	
Sept	11,719,656	
Oct	13,021,840	
Nov	14,324,024	
Dec	15,626,208	
2023-24 Year To Date Actual v. Projected	31,252,425	62%



City of Kenmore, Washington  
Street Fund Summary Report  
February 28, 2023



2023 - 2024				
	MONTH	BIENNIUM TO DATE	% of	BUDGET
	<u>February 2023</u>	<u>2023-2024</u>	<u>BUDGET</u>	<u>2023-2024</u>
<b>REVENUES</b>				
Beginning Fund Balance		2,270,562		2,270,562
Fuel Tax	31,262	64,340	7.0%	917,905
Investment Interest	2,259	4,895	24.5%	20,000
Miscellaneous	8,279	8,279	17.8%	46,602
ROW Permit Fees/Inspections	30,260	35,260	14.5%	243,612
Multimodal Transportation	0	0	0.0%	63,948
MVA Transpo City	0	0	0.0%	0
Transfer from General Fund	0	0	0.0%	1,858,313
Transfer from TBD	0	0	0.0%	700,000
Total Revenues	72,059	112,773	2.9%	3,850,380

2023 - 2024				
	MONTH	BIENNIUM TO DATE	% of	BUDGET
	<u>February 2023</u>	<u>2023-2024</u>	<u>BUDGET</u>	<u>2023-2024</u>
<b>EXPENDITURES</b>				
Salary and Benefits	58,085	121,799	7.7%	1,575,300
Maintenance & Operations	68,782	142,047	7.1%	2,001,300
Capital	876	876	1.7%	52,500
Transfer to PW Shop Fund	0	0	0.0%	175,880
Total Expenditures	127,742	264,722	7.0%	3,804,980
Revenues over Expenditures	(55,684)	(151,949)		45,400
Ending Fund Balance		2,118,613		2,315,962

February 28, 2023

### STRATEGIC OPPORTUNITIES FUND

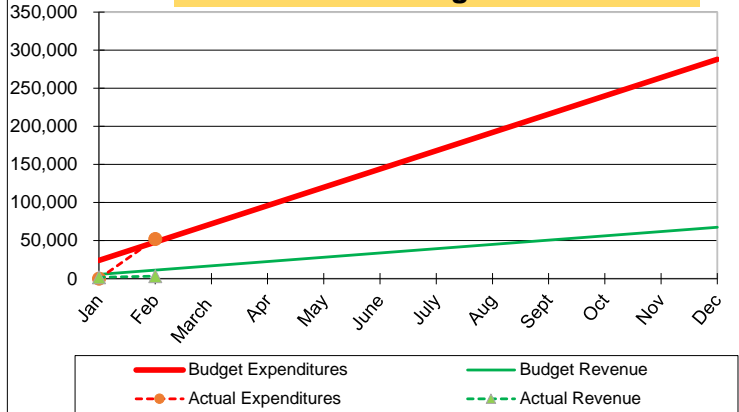
	2023-2024 Budget Expenditures	2023-2024 Actual Expenditures	2023-2024 Budget Revenue	2023-2024 Actual Revenue
Jan	24,000	0	5,626	1,809
Feb	48,000	52,075	11,252	3,330
March	72,000		16,878	
Apr	96,000		22,504	
May	120,000		28,130	
June	144,000		33,756	
July	168,000		39,382	
Aug	192,000		45,008	
Sept	216,000		50,634	
Oct	240,000		56,260	
Nov	264,000		61,886	
Dec	288,000		67,512	
2023-24	576,000		135,018	

Total Actual to Date vs  
Total Budget

9%

2%

### STRATEGIC OPPORTUNITIES FUND Actual v. Budget Results



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

### TRANSPORTATION BENEFIT DISTRICT FUND

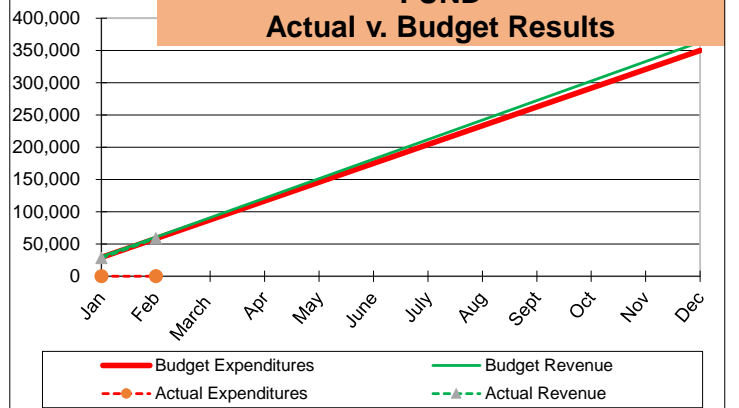
	2023-2024 Budget Expenditures	2023-2024 Actual Expenditures	2023-2024 Budget Revenue	2023-2024 Actual Revenue
Jan	29,167	0	30,263	27,898
Feb	58,334	0	60,526	58,709
March	87,501		90,789	
Apr	116,668		121,052	
May	145,835		151,315	
June	175,002		181,578	
July	204,169		211,841	
Aug	233,336		242,104	
Sept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

Total Actual to Date vs  
Total Budget

0%

8%

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

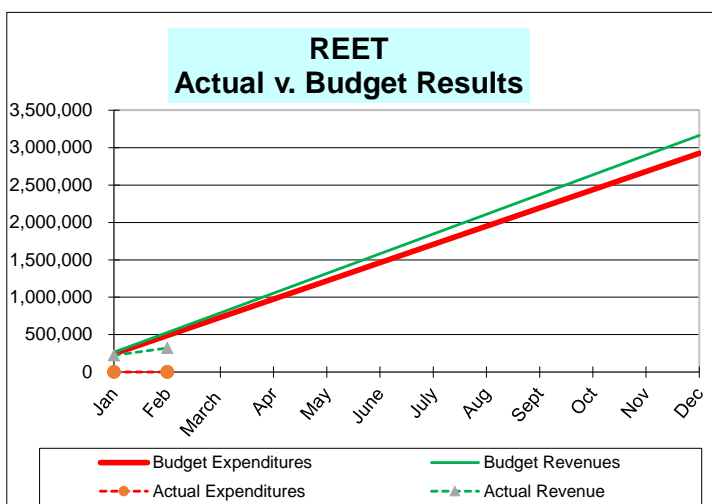


The Transportation Benefit District fund accounts for the \$20 vehicle license tab fees levied on vehicles located in the Kenmore city limits. The revenue generated will be used in maintaining the City's transportation system.

February 28, 2023

### REAL ESTATE EXCISE TAX FUND

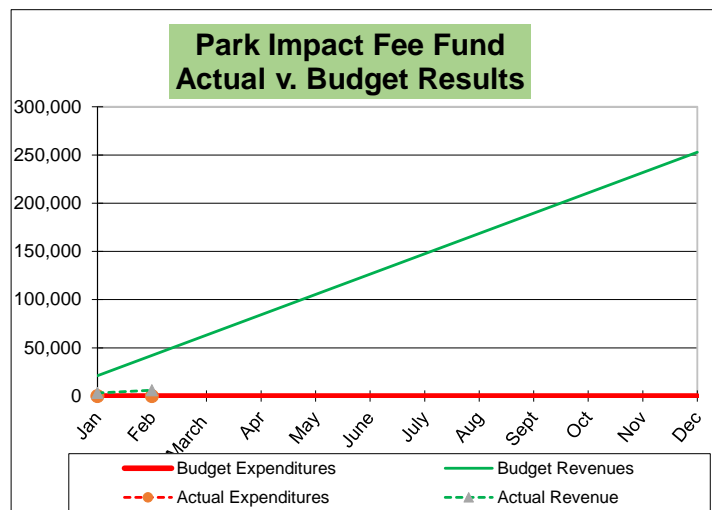
	2023-2024 Budget Expenditures	2023-2024 Actual Expenditures	2023-2024 Budget Revenue	2023-2024 Actual Revenue
Jan	243,704	0	263,590	223,695
Feb	487,408	0	527,180	320,826
March	731,112		790,770	
Apr	974,816		1,054,360	
May	1,218,520		1,317,950	
June	1,462,224		1,581,540	
July	1,705,928		1,845,130	
Aug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



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

### PARK IMPACT FEE FUND

	2023-2024 Budget Expenditures	2023-2024 Actual Expenditures	2023-2024 Budget Revenue	2023-2024 Actual Revenue
Jan	0	0	21,070	3,147
Feb	0	0	42,140	6,018
March	0		63,210	
Apr	0		84,280	
May	0		105,350	
June	0		126,420	
July	0		147,490	
Aug	0		168,560	
Sept	0		189,630	
Oct	0		210,700	
Nov	0		231,770	
Dec	0		252,840	
2023-24	0		505,670	
Total Actual to Date vs Total Budget		0%		1%



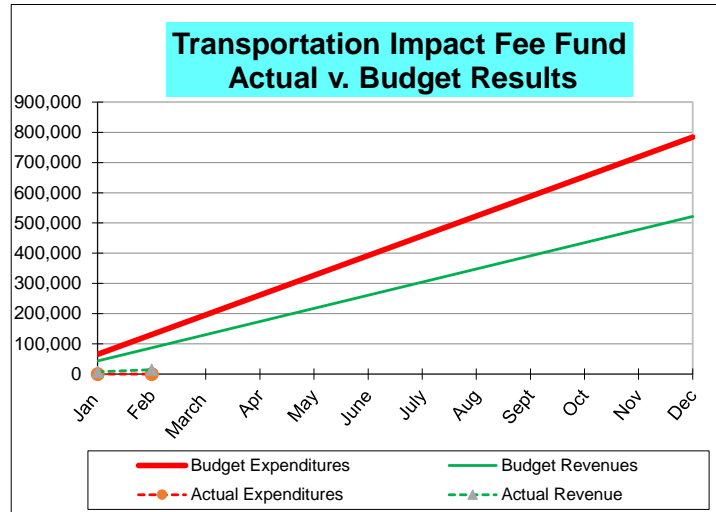
This fund accounts for City imposed park impact fees on new development. Expenditures are for public park acquisitions and improvements.



February 28, 2023

### TRANSPORTATION IMPACT FEE FUND

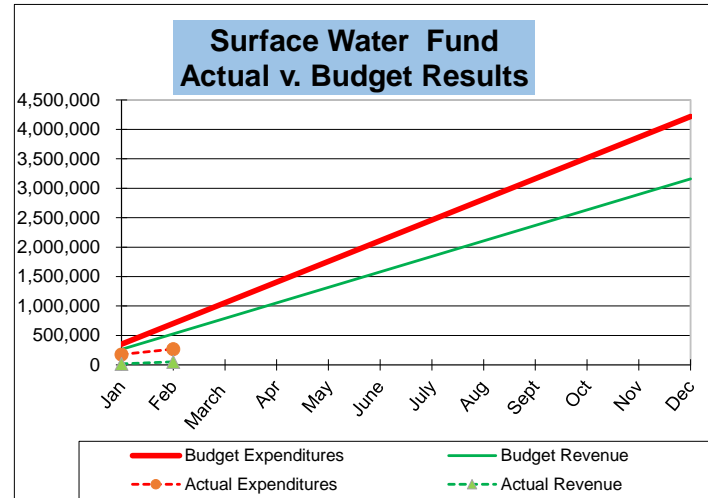
	2023-2024 Budget Expenditures	2023-2024 Actual Expenditures	2023-2024 Budget Revenue	2023-2024 Actual Revenue
Jan	65,358	0	43,472	7,562
Feb	130,716	0	86,944	14,461
March	196,074		130,416	
Apr	261,432		173,888	
May	326,790		217,360	
June	392,148		260,832	
July	457,506		304,304	
Aug	522,864		347,776	
Sept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



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

### SURFACE WATER MANAGEMENT FUND

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



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

**City of Kenmore, Washington**  
**Cash and Investment Report**  
**February 28, 2023**

Page 74 of 158



<u>Fund</u>	<u>Beg. Cash &amp; Inv.</u> <u>from Prev. Mo.</u>	<u>Monthly</u> <u>Revenues</u>	<u>Monthly</u> <u>Expenditures</u>	<u>End. Cash &amp; Inv.</u> <u>Current Month</u>
General	\$3,715,460	\$825,859	\$634,513	3,906,806
Street	2,174,296	72,059	127,742	2,118,612
Transportation Capital	2,443,877	719,442	16,470	3,146,850
Public Art	120,052	298	0	120,350
Park Impact Fee	98,078	2,871	0	100,949
Transportation Impact Fee	367,589	6,899	0	374,488
Swamp Creek Basin	452,510	1,934	0	454,444
Transportation Benefit District	179,421	30,811	0	210,232
ARPA Fiscal Recovery Fund	5,115,113	0	19,782	5,095,331
Sammamish Bridge Replacement	1,018,249	147,279	230,837	934,691
Walkways & Waterways Debt Service	179,207	10,081	0	189,288
Real Estate Excise Tax	3,174,762	97,131	0	3,271,892
Park Capital	1,604,872	50,000	271,366	1,383,506
Walkways & Waterways Bond	83,588	22,463	1,019	105,031
Surface Water Management	1,684,657	34,585	90,845	1,628,398
Surface Water Capital	1,768,341	0	6,101	1,762,240
Public Works Shop Fund	429,799	0	569	429,230
Strategic Reserve	1,368,924	3,401	0	1,372,325
Strategic Opportunities	801,565	1,521	52,075	751,011
Equipment Replacement	691,493	1,678	16,135	677,036
Trust & Agency	808,076	405	60	808,421
Totals	\$28,279,929	\$2,028,718	\$1,467,514	\$28,841,132

<u>Fund</u>	<u>Cash, Savings,</u> <u>Local Govt Investment Pool</u>	<u>(&gt; One Year)</u> <u>Fixed</u> <u>Investments</u>	<u>Total</u>
General	\$2,477,716	\$1,428,118	3,905,834
Street	1,268,468	850,000	2,118,468
Transportation Capital	3,146,850	0	3,146,850
Public Art	105,350	15,000	120,350
Park Impact Fee	-829,051	930,000	100,949
Transportation Impact Fee	344,488	30,000	374,488
Swamp Creek Basin	-945,556	1,400,000	454,444
Transportation Benefit District	210,232	0	210,232
ARPA Fiscal Recovery Fund	5,095,290	0	5,095,290
Sammamish Bridge Replacement	934,691	0	934,691
Walkways & Waterways Debt Service	189,288	0	189,288
Real Estate Excise Tax	3,271,892	0	3,271,892
Park Capital	1,383,506	0	1,383,506
Walkways & Waterways Bond	105,031	0	105,031
Surface Water Management	1,118,233	510,000	1,628,233
Surface Water Capital	1,762,240	0	1,762,240
Public Works Shop Fund	429,230	0	429,230
Strategic Reserve	522,326	850,000	1,372,326
Strategic Opportunities	751,011	0	751,011
Equipment Replacement	227,035	450,000	677,035
Trust & Agency	708,421	100,000	808,421
Totals	\$22,276,691	\$6,563,118	\$28,839,810

note: negative balances are due to pending transfers from other funds, not yet recorded.

**City of Kenmore, Washington**  
**Investment Schedule**  
February 28, 2023

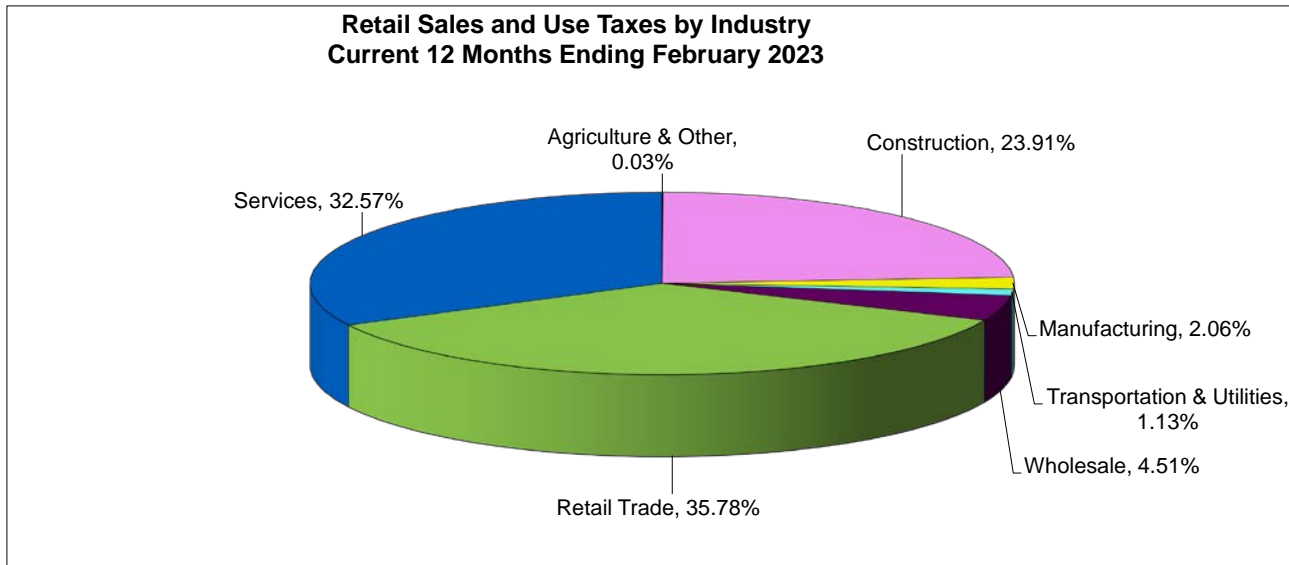


Average Yield to Maturity-Securities								Overall Average Yield	0.55% 3.26%
Investment #	Type	Purchase Date	Maturity Date	Rate	Yield	Principal or Balance	Yield Equivalents		
<b>Time Value Investments</b>									
3135G05G4	FNMA	11/9/2020	7/10/2023	0.20%	0.20%	1,501,588.50	3,003.18		
3133EMHL9	FFCB	11/24/2020	11/30/2023	0.30%	0.30%	1,501,500.00	4,504.50		
3133EMMN9	FFCB	1/25/2021	1/11/2024	0.19%	0.19%	1,000,000.00	1,900.00		
3130AQTTO	FHLB	3/2/2022	2/28/2025	1.67%	1.67%	1,494,768.00	24,962.63		
9128286Z8	US TREAS	1/25/2021	6/30/2024	0.18%	0.18%	1,065,261.38	1,917.47		
<b>Total TVI Purchases</b>						<b>6,563,117.88</b>	<b>36,287.77</b>		
<b>CD's</b>									
							-		
<b>Total CD's</b>						<b>0.00</b>	<b>0.00</b>		
<b>TOTAL ALL SECURITIES</b>								<b>\$ 6,563,117.88</b>	<b>\$ 36,287.77</b>
<b>Banner Checking and Savings</b>				<b>0.02%</b>		<b>2,521,056.84</b>	504.21		
<b>Pacific Premier Savings</b>				<b>4.39%</b>		<b>3,221,192.61</b>	141,313.72		
<b>LGIP - Primary Account</b>				<b>4.61%</b>		<b>10,158,929.78</b>	468,235.23		
<b>LGIP - Bond Proceeds Account</b>				<b>4.61%</b>		<b>6,375,512.19</b>	293,853.73		
<b>Total Accounts</b>								<b>\$ 28,839,809.30</b>	<b>940,194.67</b>

**City of Kenmore, Washington**  
**Retail Sales and Use Tax Distribution**  
**February 28, 2023**

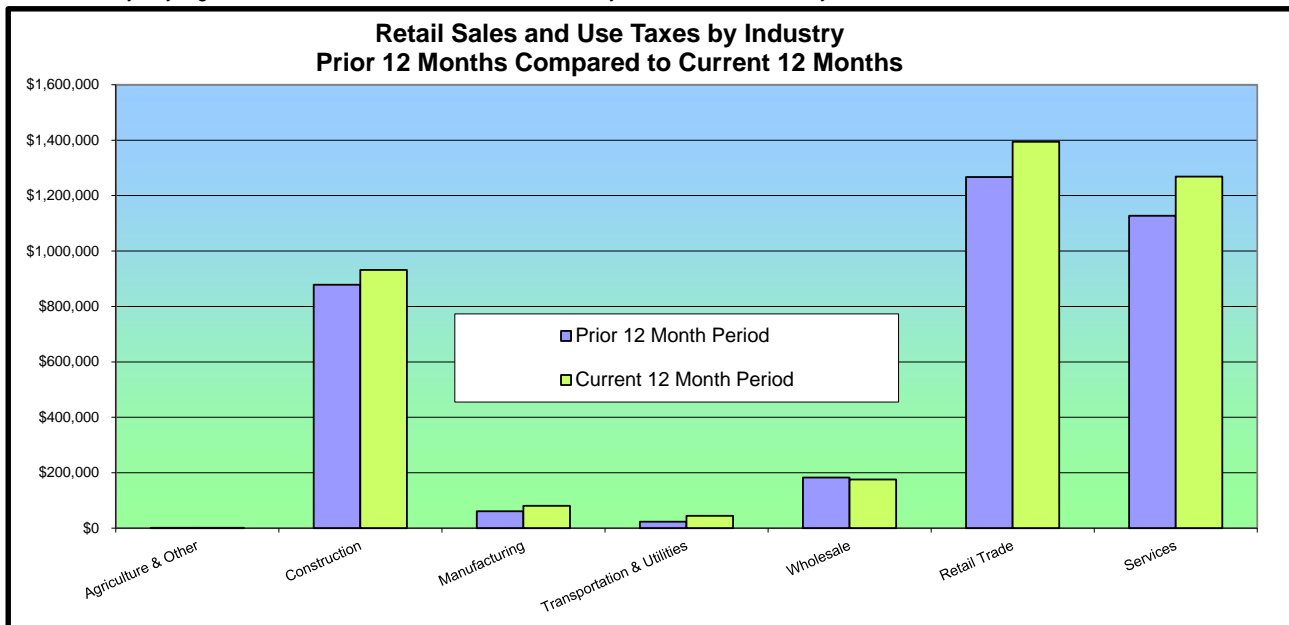


Industry	Prior 12 Months ending February 2022	Current 12 Months ending February 2023	% Increase/ (Decrease)	% of Total
Agriculture & Other (Landscaping, Animal Hospitals)	\$1,125	\$1,034	-8.09%	0.03%
Construction	878,521	931,643	6.05%	23.91%
Manufacturing (Printing, Publishing, Other Manuf.)	61,012	80,361	31.72%	2.06%
Transp/Comm/Utilities (Telecomm., Air Transport.)	23,558	44,189	87.58%	1.13%
Wholesale (Lumber, Other Wholesale)	182,682	175,707	-3.82%	4.51%
Retail Trade (Eating, Merchandise, Food Stores)	1,266,865	1,394,125	10.05%	35.78%
Services (Auction, Recreation, Auto Repair, Financial)	1,127,264	1,268,808	12.56%	32.57%
Totals	<u>\$3,541,026</u>	<u>\$3,895,867</u>	<u>10.02%</u>	100%
Increase/(Decrease)		<u>\$354,841</u>	<u>10.02%</u>	



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

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



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



	Actual 2015	Actual 2016	Actual 2017	Actual 2018	Actual 2019	Actual 2020	Actual 2021	Actual 2022	Actual 2023	3 Year Average	Over (Under) Target	Over (Under) 2022
January	147,430	155,767	183,686	189,714	212,512	206,314	276,941	293,134	303,019	258,797	44,222	9,885
February	202,329	229,546	242,293	212,833	266,881	271,363	380,689	328,417	346,254	326,823	19,431	17,836
March	142,567	163,676	167,464	166,245	199,904	188,827	252,964	271,188		237,660	(237,660)	(271,188)
April	149,181	156,098	161,451	165,619	184,173	169,696	252,692	297,790		240,059	(240,059)	(297,790)
May	154,761	178,226	190,582	218,195	225,702	182,215	279,497	343,261		268,324	(268,324)	(343,261)
June	171,438	191,343	172,177	199,727	236,078	213,794	301,742	325,842		280,459	(280,459)	(325,842)
July	176,794	173,737	187,114	187,663	237,778	235,288	274,557	318,993		276,279	(276,279)	(318,993)
August	193,832	218,824	225,046	235,886	256,744	288,358	343,181	361,803		331,114	(331,114)	(361,803)
September	187,454	259,234	163,473	233,272	246,655	265,718	287,846	317,663		290,409	(290,409)	(317,663)
October	165,890	211,887	205,522	205,300	241,117	278,793	314,852	355,668		316,438	(316,438)	(355,668)
November	183,083	213,098	201,799	199,451	223,471	292,554	318,463	340,848		317,288	(317,288)	(340,848)
December	171,029	188,590	183,873	223,263	243,075	294,835	293,680	313,538		300,684	(300,684)	(313,538)
	2,045,788	2,340,024	2,284,480	2,437,168	2,774,091	2,887,755	3,577,105	3,868,146	649,273	3,444,335	(2,795,063)	(3,218,873)



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

<p><b>Subject/Topic:</b> March 2023 Financial Report</p> <p><b>Proposed Council Action/Motion:</b> Receive &amp; File: March 2023 Financial Report for the City of Kenmore, WA</p>	<p><b>For Council Meeting Agenda of:</b> July 10, 2023</p> <p><b>Department:</b> Finance &amp; Administration</p> <p><b>Prepared by:</b> Melinda Merrell, Finance Director</p> <table border="0"><thead><tr><th></th><th><u>Initial &amp; Date</u></th></tr></thead><tbody><tr><td><b>Approved by Department Head:</b></td><td>MM</td></tr><tr><td><b>Approved by City Attorney:</b></td><td>N/A</td></tr><tr><td><b>Approved by Finance Director:</b></td><td>MM</td></tr><tr><td><b>Approved by City Manager:</b></td><td>RK</td></tr></tbody></table> <p><b>Exhibits/Attachments:</b> March 2023 Financial Report for the City of Kenmore, WA</p>		<u>Initial &amp; Date</u>	<b>Approved by Department Head:</b>	MM	<b>Approved by City Attorney:</b>	N/A	<b>Approved by Finance Director:</b>	MM	<b>Approved by City Manager:</b>	RK
	<u>Initial &amp; Date</u>										
<b>Approved by Department Head:</b>	MM										
<b>Approved by City Attorney:</b>	N/A										
<b>Approved by Finance Director:</b>	MM										
<b>Approved by City Manager:</b>	RK										
<p><b>Summary:</b></p> <p>The March 2023 monthly financial report is presented for Council review.</p>											
<p><b>Information/Background:</b></p> <p>This monthly report provides the opportunity for the City Council and the community to receive information on the City of Kenmore's biennium to date revenues and expenditures in comparison to the City's 2023-2024 adopted biennial budget. The budget was adopted on November 21, 2022.</p>											
<p><b>Fiscal Consideration:</b></p> <p>March 2023 is the third (3rd) month of the 2023-2024 biennium budget period with 12.5% of the biennium budget elapsed.</p> <p><u>General Fund:</u></p> <p>As of March 2023, the biennium to date revenues exceeded expenditures by \$161,470. Revenues were \$2.75 million while expenditures were \$2.59 million. Revenues (8.8%) and expenditures (8.3%) both came in below the annualized target of 12.5%.</p> <p>Property taxes, the major revenue source for the City, is cyclical with due dates in April and October each year. As such, only \$314,577 has been received through March. Property taxes are expected to bring in \$11.4 million in revenue for the biennium.</p> <p>Sales tax revenue generated \$916,214 through March. This represents 12.1% of the amount budgeted for the biennium (\$7.5 million).</p> <p>VIII. F. Receive and File March 2023 Financial Report for the City of Ke...</p>											

Utility taxes totaled \$468,055 or 15.8% of the budgeted amount.

Development fees & permits revenue totaled \$360,853 or 15.8% of the budgeted amount.

With the uptick in the interest rates, our investment interest is ahead of target coming in at \$28,886 through March. This is 43.2% of the budgeted biennium amount of \$66,903.

January dues payments for Sound Cities and AWC (\$37K) puts the YTD City Council expenditures at 18.1% of target. This will self-correct over the course of the year. Our annual payment to the WCIA (\$490K), also in January, put the Finance department expenditures at 24.3% of target. This too will correct itself during the year.

General Fund ending fund balance as of March 31, 2023, was \$4.8M.

**City Council Priority or Budget Objective Being Addressed:**

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

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

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



# City of Kenmore, Washington

## Memorandum

Date: June 12, 2023

To: Rob Karlinsey, City Manager

From: Melinda Merrell, Finance Director

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

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

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

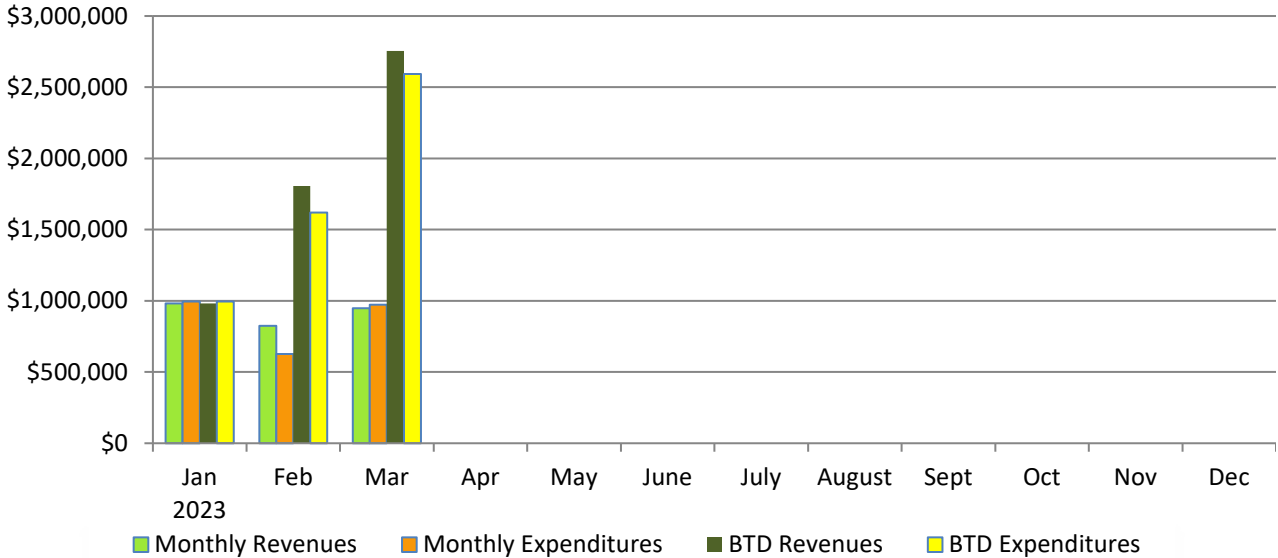
If you would like additional information or have any questions regarding the financial reports, please feel free to contact me.

### GENERAL FUND

The first section of the monthly financial report is a review of the General Fund. This fund accounts for operational activities and includes all financial resources except those required or elected to be accounted for in another fund. Revenues include various taxes, per capita distributions from the State, fines and forfeitures, permits and licenses, and fees for service. In the context of the biennial budget, March is the third month (12%) of the 2023-2024 biennial budget period. For the month of March, expenditures exceeded revenues in the General Fund by \$24,903. Biennium to date, revenues exceed expenditures by \$161,470.

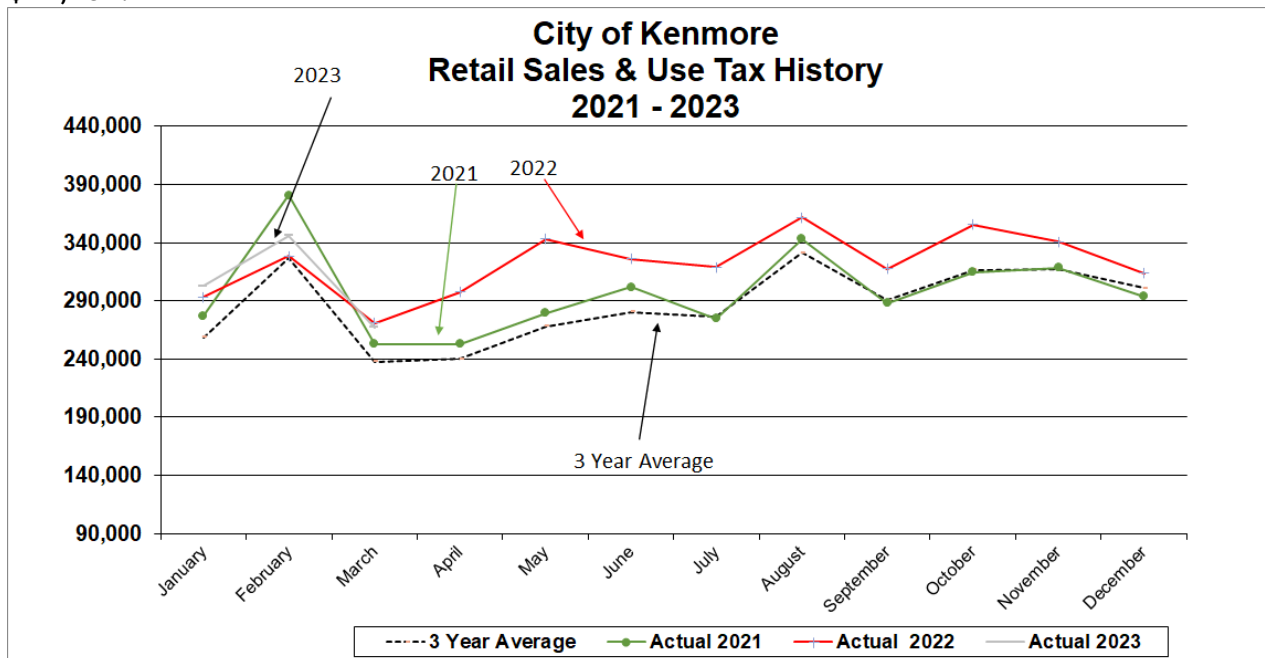
The following chart illustrates the monthly revenue and expenditure activity in the General Fund through March 2023.



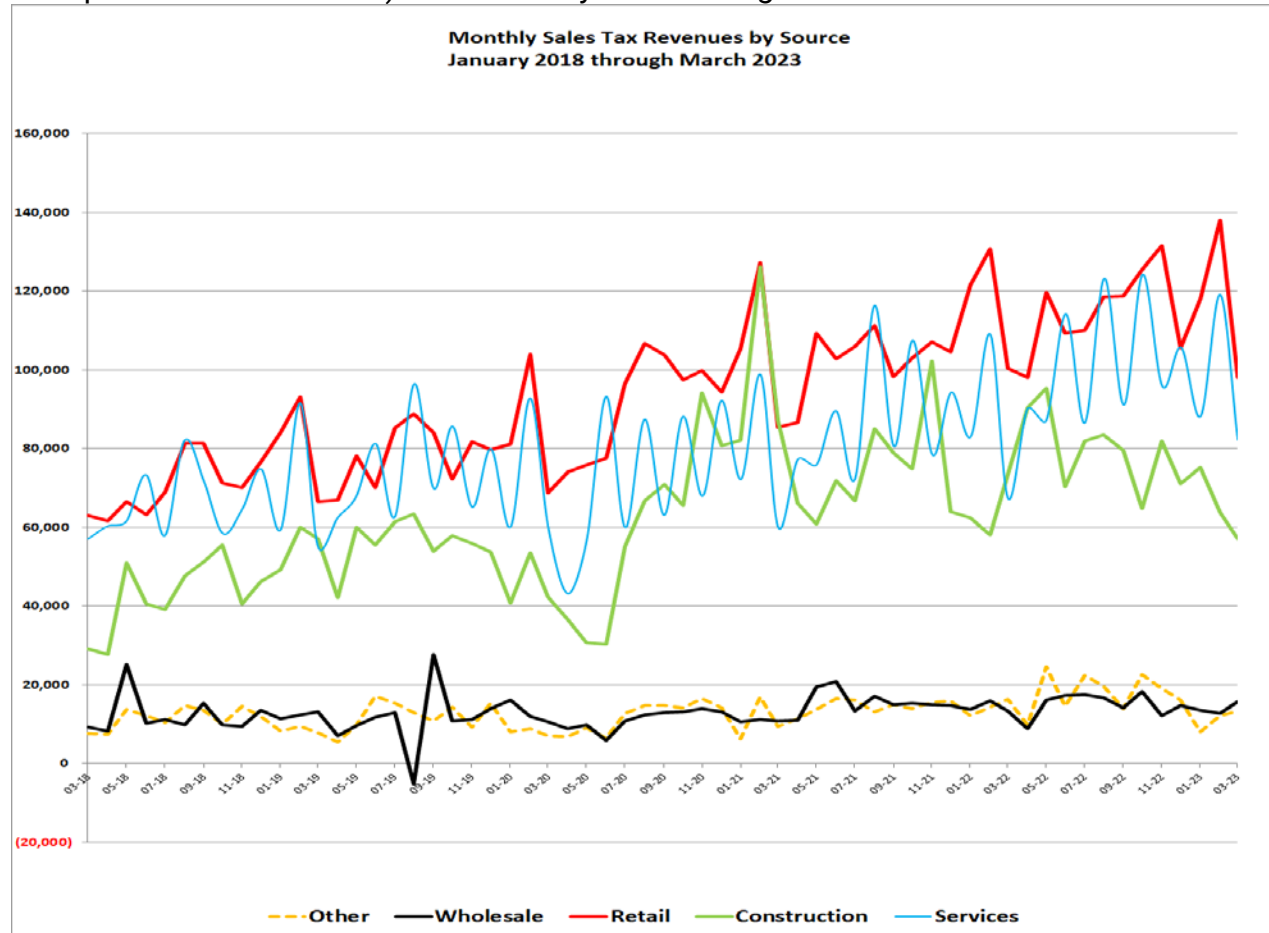


Total **revenues** for the month were **\$947,217**. Biennium to date revenues were \$2,753,843 which is 8.8% of the budgeted revenues of \$31.3M. Primary sources of revenue for the month included \$247,534 in property taxes, \$130,806 in development fees & permits, \$266,941 in retail sales and use taxes, \$124,361 in intergovernmental & grants, and \$167,010 in utility taxes.

A summary of sales tax revenues received in **March** is attached. These receipts are based on **January** sales activity. The chart below gives a historical perspective of monthly sales tax receipts over the last several years. The black dotted 3 Year Average line is a monthly average of actual receipts during 2020, 2021, and 2022. The gray line represents 2023 actual receipts, which are \$23,474 above 2022 and ahead of the 3 Year Average by \$92,934.



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

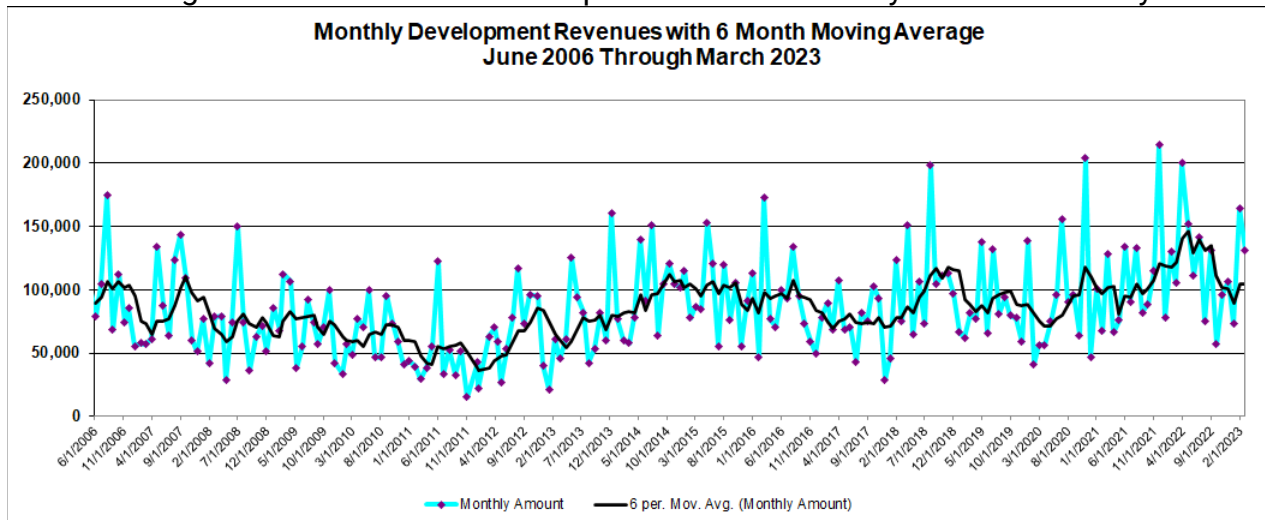


In March, the top 506 sales tax remitters, accounting for 86% or \$229,694 of total remittances, were reviewed for internet sales activity.

Of the \$229,694 of sales tax remitted by these companies in March, \$54,171 (24% of the total) was generated from internet-based companies. Below is a chart that illustrates the amount of internet based sales tax in the major segments that include it:

	Top Sales Tax Remitters in March	Internet Based Companies	% of Total Internet Sales Tax Collected
Retail Trade	\$83,076	\$35,924	43%
Information	8,458	2,726	32%
Services	63,659	13,824	22%
Wholesale	12,266	1,697	14%
Other	62,235	0	0%
	<b>\$229,694</b>	<b>\$54,171</b>	

The following chart illustrates the development revenue activity over the last 15 years.



**March 2023 expenditures** were **\$972,120**. Biennium to date expenditures were \$2,592,374 which is 8% of the biennial budget expenditures of \$31,252,425.

City cash, \$21,259,804, and long-term investments, \$6,563,118, at the end of March, totaled \$27,822,922. Proposition 1 levy funds and ARPA Recovery Funds are included in this cash balance.

### **OTHER FUNDS**

Total non-General Fund revenues for March were \$994,578 and total non-General Fund expenditures were \$1,959,822.

In the **Street Fund**, revenues from gas tax distributions were \$30,977. \$50,197 was expended for maintenance and operations during the month.

In March, the **Transportation Capital Fund** had expenditures in the amount of \$1,006,011 on pedestrian safety projects & street maintenance. The fund received \$581 in grant reimbursements during the month.

The **Sammamish Bridge Replacement Fund** had \$49,896 in expenditures during the month and received \$219,590 in bridge grant reimbursements.

The **Park Impact Fee Fund** received \$28,908 in revenues during the month.

In March, there were \$75,264 in revenues for the **Transportation Impact Fee Fund**.

The **Real Estate Excise Tax Fund** received \$118,339 of real estate excise taxes (REET) in March from sales activity that occurred in February. Twenty-four (24) transactions were reported.

The **Park Capital Fund** had \$130,693 in Park improvement expenditures during the month. The fund received \$0 in grant reimbursements during the month.

The **Walkways & Waterways Debt Service Fund** collected \$44,978 in property taxes related to the Prop 1 Bond for a biennium to date total revenue of \$57,553.

The **Transportation Benefit District Fund** received \$27,185 in vehicle license fees during the month.

### **SUMMARY**

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

VIII. F. Receive and File March 2023 Financials in the City of Kenmore

**City of Kenmore, Washington**  
**General Fund Summary Report**  
**March 31, 2023**



	CURRENT PERIOD 2023-2024				PREVIOUS PERIOD 2021-2022			
	MONTH	BIENNIUM	% of	BIENNIUM	MONTH	BIENNIUM	% of	AMENDED BIENNIUM
	<u>March 2023</u>	<u>2023-2024</u>	<u>BUDGET</u>	<u>2023-2024</u>	<u>March 2021</u>	<u>2021-2022</u>	<u>BUDGET</u>	<u>2021-2022</u>
<b>REVENUES</b>								
<b>Beginning Fund Balance</b>		<b>4,634,521</b>		<b>4,634,521</b>		<b>4,934,368</b>		<b>4,934,368</b>
Property Taxes	247,534	314,577	2.8%	11,403,392	243,676	358,120	3.3%	10,865,654
Sales and Use Taxes	266,941	916,214	12.1%	7,543,271	252,964	910,595	13.5%	6,754,280
Utility Taxes	167,010	468,055	15.8%	2,956,579	109,535	322,764	13.5%	2,399,290
Other Taxes	115	31,095	9.3%	335,010	2,195	20,456	11.2%	182,200
Development Fees & Permits	130,806	360,853	15.8%	2,283,416	128,426	296,069	17.2%	1,720,003
Franchise Fees	0	251,037	14.7%	1,707,003	3,077	240,707	13.8%	1,746,569
Intergovernmental and Grants	124,361	368,477	11.9%	3,099,112	117,870	318,216	11.0%	2,902,594
Investment Interest	7,408	28,886	43.2%	66,903	702	76,003	115.2%	66,000
Fines and Forfeitures	2	4	0.0%	0	0	2,336	0.0%	0
Transfers and Other Revenues	3,041	14,647	0.8%	1,910,445	8,449	22,098	0.4%	5,203,180
<b>Total Revenues</b>	<b>947,217</b>	<b>2,753,843</b>	<b>8.8%</b>	<b>31,305,131</b>	<b>866,893</b>	<b>2,567,363</b>	<b>8.1%</b>	<b>31,839,770</b>

VIII. Finance  
 Receive and File March 2023 Financial Report for the City of Kenmore

**City of Kenmore, Washington**  
**General Fund Summary Report**  
**March 31, 2023**

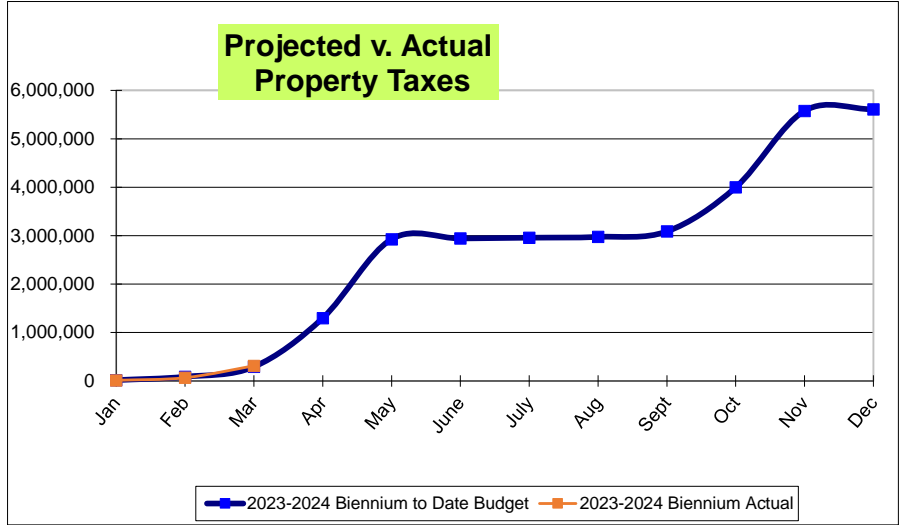


	CURRENT PERIOD 2023-2024				PREVIOUS PERIOD 2021-2022			
	MONTH	BIENNIUM TO DATE	% of	BIENNIUM BUDGET	MONTH	BIENNIUM TO DATE	% of	AMENDED BIENNIUM BUDGET
	<u>March 2023</u>	<u>2023-2024</u>	<u>BUDGET</u>	<u>2023-2024</u>	<u>March 2021</u>	<u>2021-2022</u>	<u>BUDGET</u>	<u>2021-2022</u>
<b>EXPENDITURES</b>								
Cost Center								
City Council	16,483	73,410	18.1%	405,013	10,501	58,526	17.6%	332,711
City Manager	162,885	435,641	12.0%	3,640,924	115,639	305,038	9.8%	3,121,846
City Clerk	148,422	173,937	17.8%	978,750	9,579	43,264	4.6%	937,052
Finance	52,649	614,178	24.3%	2,527,861	51,647	467,718	21.1%	2,212,820
Human Resources	15,977	47,411	0.0%	510,304	0	0	0.0%	319,432
Legal	37,307	37,307	5.3%	700,000	54,310	82,657	14.6%	565,000
Interfund Transfers/Non Department	0	0	0.0%	1,950,513	0	0	0.0%	6,830,617
Public Safety	32,544	38,897	0.4%	9,666,950	25,018	47,733	0.5%	9,152,371
Engineering & Environmental Services	79,275	188,243	10.8%	1,745,035	45,626	143,101	8.5%	1,689,574
Community Development	89,945	222,832	10.9%	2,038,723	59,152	178,637	10.5%	1,695,828
Developmental Services	146,042	390,292	11.6%	3,371,076	100,617	333,970	11.7%	2,845,428
Parks & Facility Maintenance	190,590	370,226	10.0%	3,717,276	126,763	302,828	11.3%	2,676,904
Total Expenditures	972,120	2,592,374	8.3%	31,252,425	598,854	1,963,470	6.1%	32,379,582
Revenues over Expenditures	(24,903)	161,470		52,706	268,039	603,893		(539,812)
<b>Ending Fund Balance</b>		<b>4,795,991</b>		<b>4,687,227</b>	<b>268,039</b>	<b>5,538,262</b>		<b>4,394,556</b>

City of Kenmore, Washington  
General Fund Revenue Graphs  
March 31, 2023

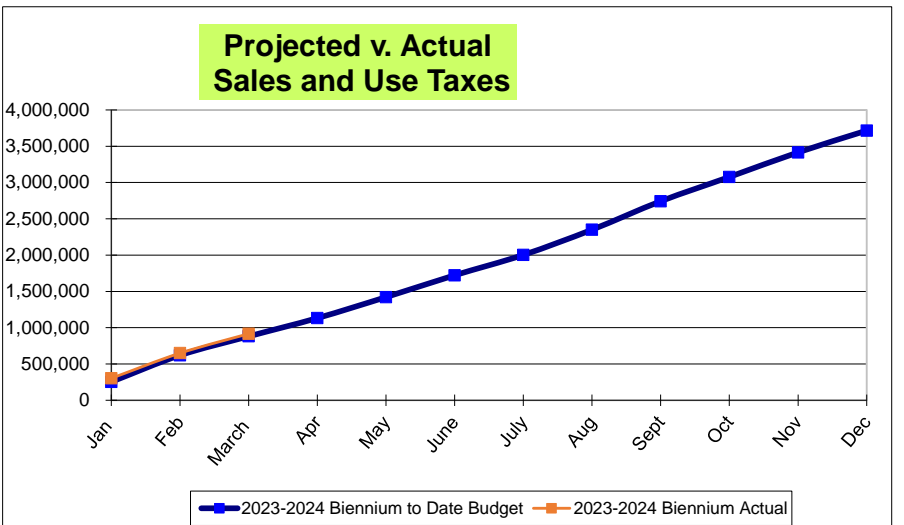
**PROPERTY TAXES**

	2023-2024 Biennium to Date Budget	2023-2024 Biennium Actual
Jan	18,023	13,440
Feb	87,435	67,043
Mar	293,557	314,577
Apr	1,298,526	
May	2,927,195	
June	2,942,875	
July	2,958,422	
Aug	2,974,945	
Sept	3,087,795	
Oct	3,998,387	
Nov	5,577,742	
Dec	5,609,623	
2023-24	11,403,392	
Year To Date		
Actual v. Projected		107%



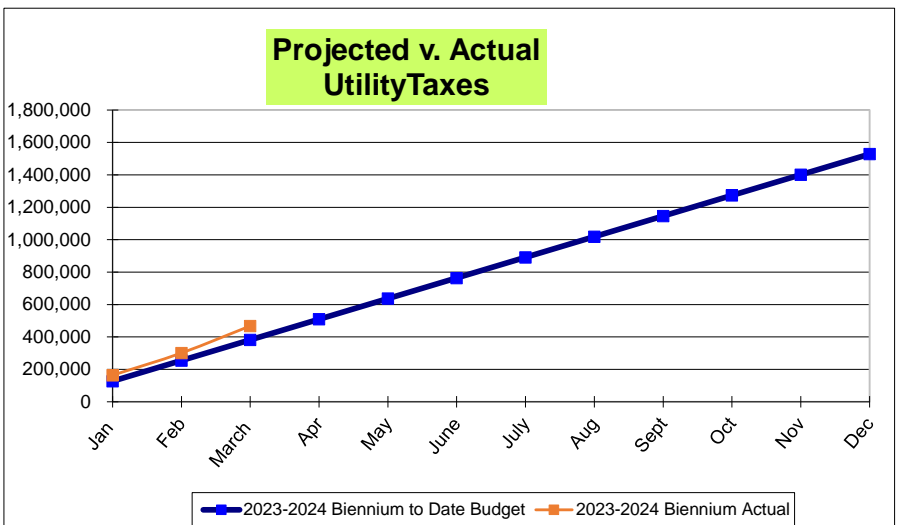
**SALES & USE TAXES**

	2023-2024 Biennium to Date Budget	2023-2024 Biennium Actual
Jan	254,083	303,019
Feb	620,044	649,273
March	880,509	916,214
Apr	1,131,954	
May	1,421,084	
June	1,722,281	
July	2,002,774	
Aug	2,350,069	
Sept	2,742,149	
Oct	3,076,757	
Nov	3,415,256	
Dec	3,715,897	
2023-24	7,543,271	
Year To Date		
Actual v. Projected		104%



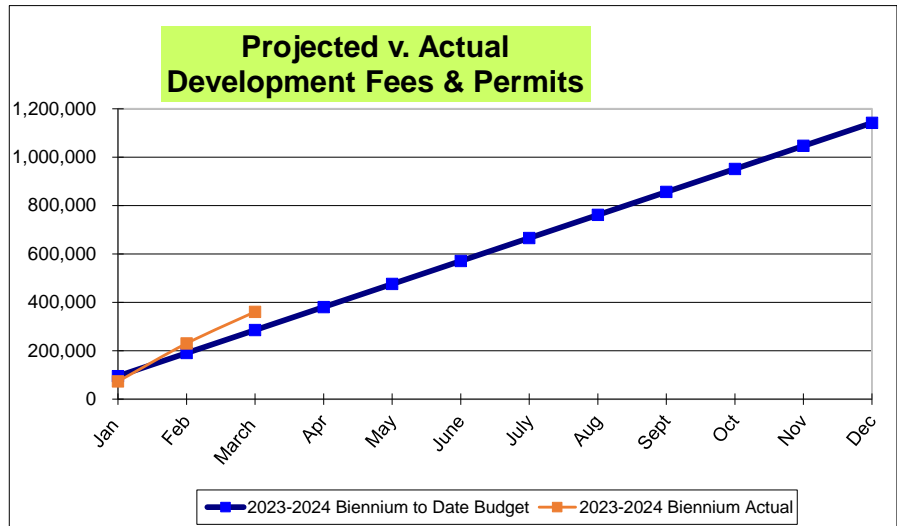
**UTILITY TAXES**

	2023-2024 Biennium to Date Budget	2023-2024 Biennium Actual
Jan	127,357	163,946
Feb	254,714	301,045
March	382,071	468,055
Apr	509,428	
May	636,785	
June	764,142	
July	891,499	
Aug	1,018,856	
Sept	1,146,213	
Oct	1,273,570	
Nov	1,400,927	
Dec	1,528,284	
2023-24	2,956,579	
Year To Date		
Actual v. Projected		123%



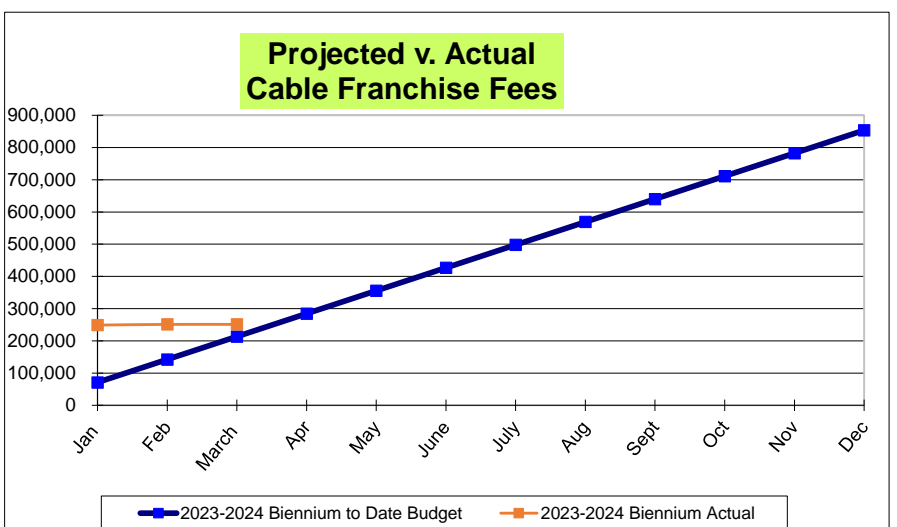
## DEVELOPMENT FEES & PERMITS

	2023-2024 Biennium to Date Budget	2023-2024 Biennium Actual
Jan	95,142	73,064
Feb	190,284	230,047
March	285,426	360,853
Apr	380,568	
May	475,710	
June	570,852	
July	665,994	
Aug	761,136	
Sept	856,278	
Oct	951,420	
Nov	1,046,562	
Dec	1,141,704	
'2023-24	2,283,416	
Year To Date		
Actual v. Projected		126%



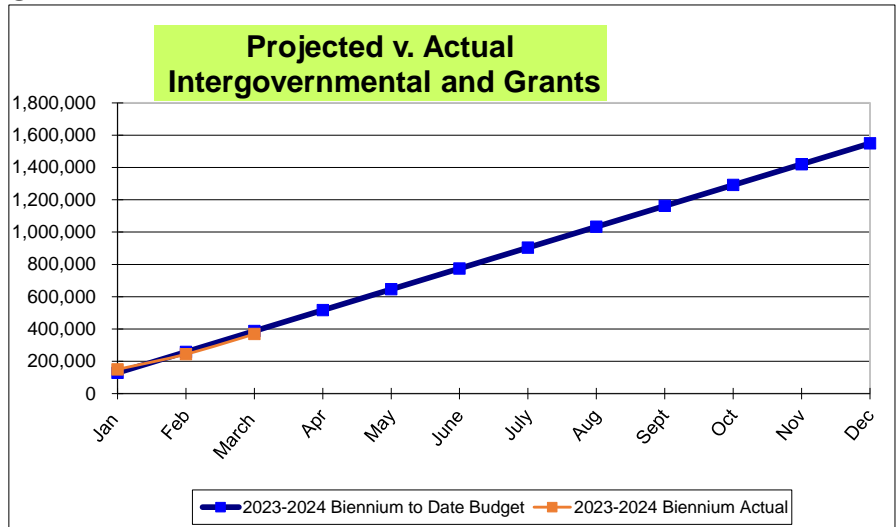
## CABLE/WATER/SEWER FRANCHISE FEES

	2023-2024 Biennium to Date Budget	2023-2024 Biennium Actual
Jan	71,125	248,923
Feb	142,250	251,037
March	213,375	251,037
Apr	284,500	
May	355,625	
June	426,750	
July	497,875	
Aug	569,000	
Sept	640,125	
Oct	711,250	
Nov	782,375	
Dec	853,500	
'2023-24	1,707,003	
Year To Date		
Actual v. Projected		118%



## INTERGOVERNMENTAL & GRANTS

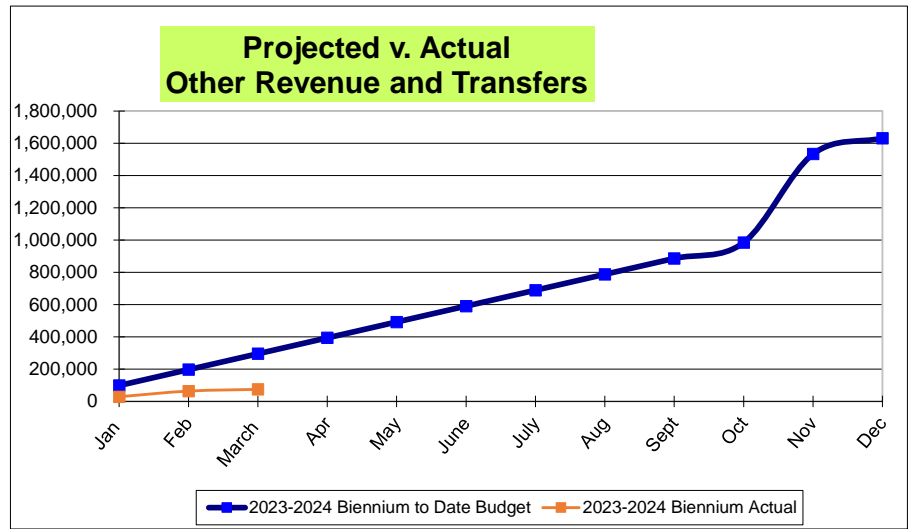
	2023-2024 Biennium to Date Budget	2023-2024 Biennium Actual
Jan	129,130	150,000
Feb	258,260	244,116
March	387,390	368,477
Apr	516,520	
May	645,650	
June	774,780	
July	903,910	
Aug	1,033,040	
Sept	1,162,170	
Oct	1,291,300	
Nov	1,420,430	
Dec	1,549,560	
'2023-24	3,099,112	
Year To Date		
Actual v. Projected		95%





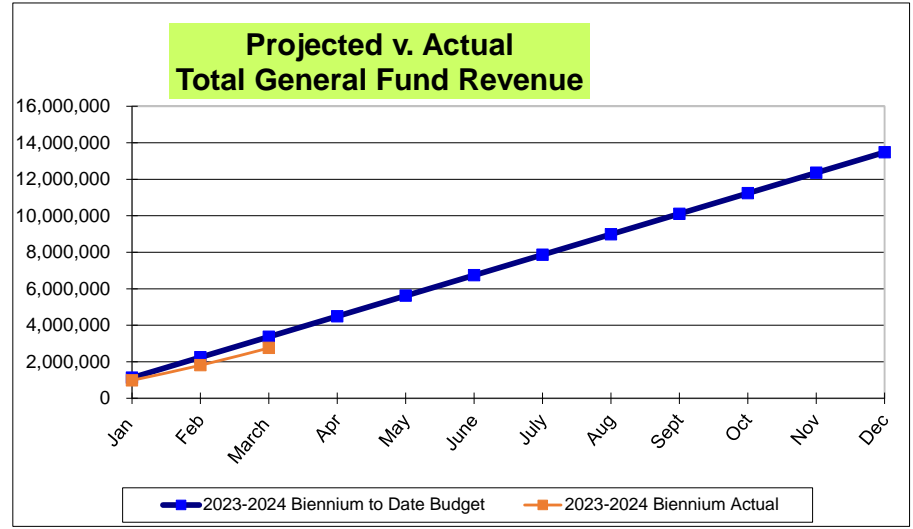
## OTHER REVENUES AND TRANSFERS

	2023-2024 Biennium to Date Budget	2023-2024 Biennium Actual
Jan	98,495	28,926
Feb	196,990	64,066
March	295,485	74,632
Apr	393,979	
May	492,474	
June	590,969	
July	689,464	
Aug	787,959	
Sept	886,454	
Oct	984,948	
Nov	1,533,443	
Dec	1,631,938	
'2023-24 Year To Date	2,312,358	
Actual v. Projected		25%



## TOTAL GENERAL FUND REVENUE

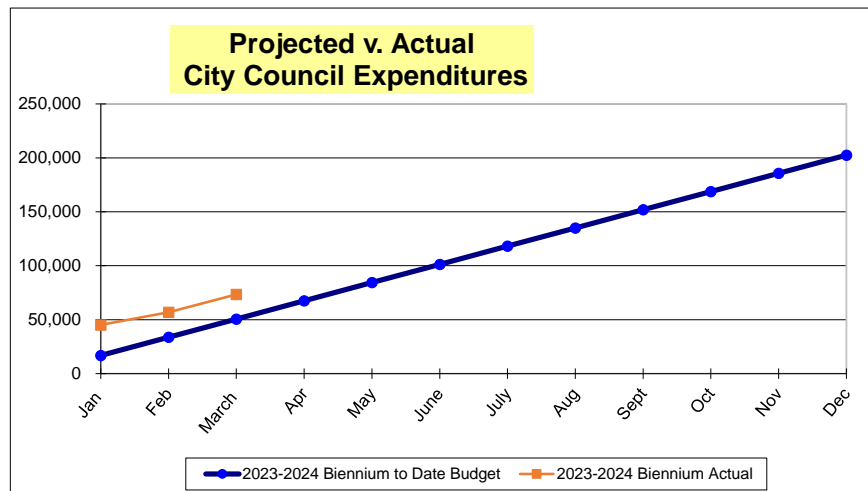
	2023-2024 Biennium to Date Budget	2023-2024 Biennium Actual
Jan	1,123,141	981,317
Feb	2,246,282	1,806,626
March	3,369,424	2,753,843
Apr	4,492,565	
May	5,615,706	
June	6,738,847	
July	7,861,988	
Aug	8,985,129	
Sept	10,108,271	
Oct	11,231,412	
Nov	12,354,553	
Dec	13,477,694	
'2023-24 Year To Date	31,305,131	
Actual v. Projected		82%



**City of Kenmore, Washington**  
**General Fund Expenditure Graphs**  
**March 31, 2023**

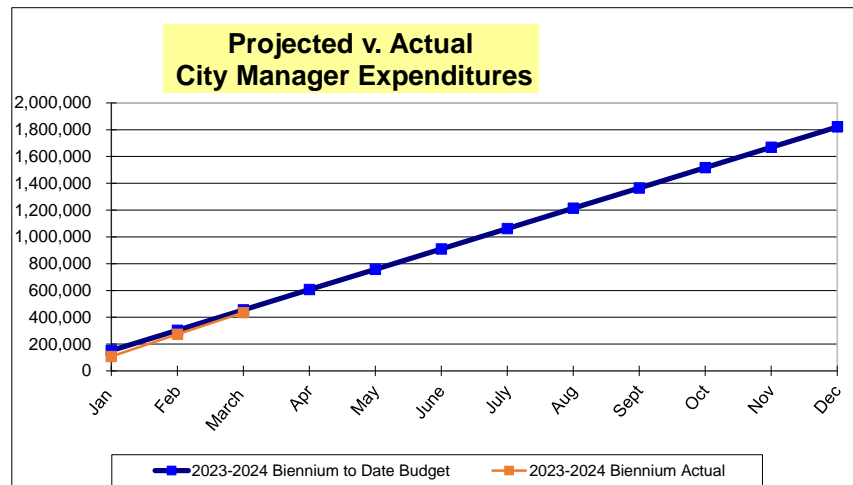
**CITY COUNCIL**

	2023-2024 Biennium to Date Budget	2023-2024 Biennium Actual
Jan	16,876	45,175
Feb	33,752	56,928
March	50,628	73,410
Apr	67,504	
May	84,380	
June	101,256	
July	118,132	
Aug	135,008	
Sept	151,884	
Oct	168,760	
Nov	185,636	
Dec	202,512	
2023-24 Year To Date	405,013	
Actual v. Projected		145%



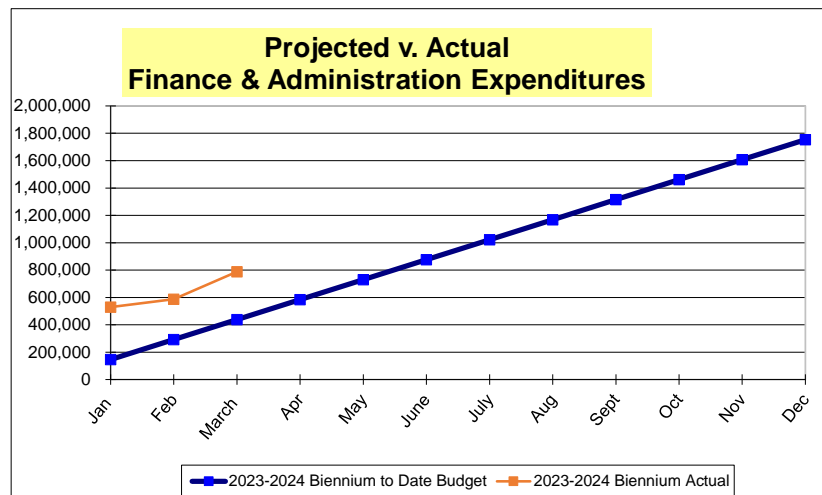
**CITY MANAGER**

	2023-2024 Biennium to Date Budget	2023-2024 Biennium Actual
Jan	151,705	107,862
Feb	303,410	272,756
March	455,115	435,641
Apr	606,820	
May	758,525	
June	910,230	
July	1,061,935	
Aug	1,213,640	
Sept	1,365,345	
Oct	1,517,050	
Nov	1,668,755	
Dec	1,820,460	
2023-24 Year To Date	3,640,924	
Actual v. Projected		96%



**FINANCE & ADMINISTRATION**

	2023-2024 Biennium to Date Budget	2023-2024 Biennium Actual
Jan	146,109	529,618
Feb	292,218	587,043
March	438,327	788,114
Apr	584,436	
May	730,545	
June	876,654	
July	1,022,763	
Aug	1,168,872	
Sept	1,314,981	
Oct	1,461,090	
Nov	1,607,199	
Dec	1,753,308	
2023-24 Year To Date	3,506,611	
Actual v. Projected		180%

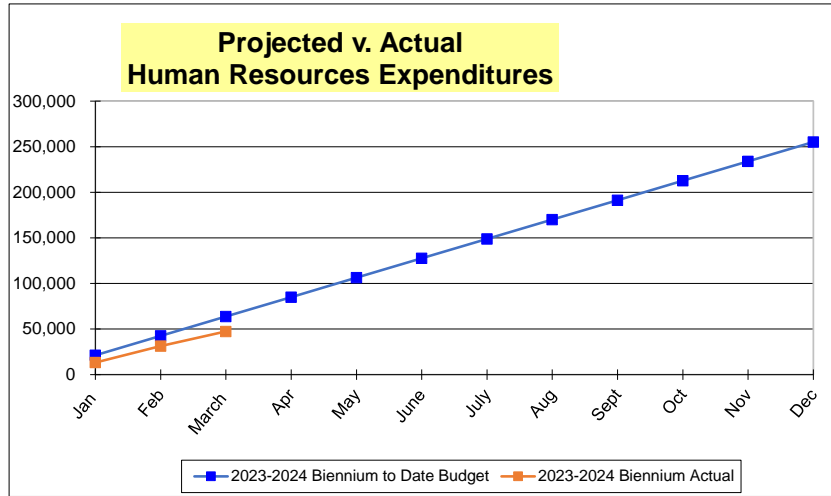


**City of Kenmore, Washington**  
**General Fund Expenditure Graphs**  
**March 31, 2023**

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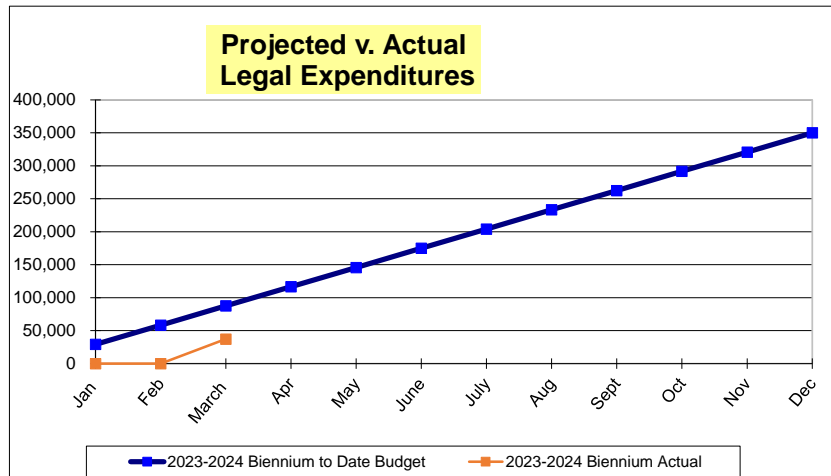
**HUMAN RESOURCES**

	2023-2024 Biennium to Date Budget	2023-2024 Biennium Actual
Jan	21,263	13,247
Feb	42,526	31,434
March	63,789	47,411
Apr	85,052	
May	106,315	
June	127,578	
July	148,841	
Aug	170,104	
Sept	191,367	
Oct	212,630	
Nov	233,893	
Dec	255,156	
2023-24	510,304	
Year To Date		
Actual v. Projected		74%



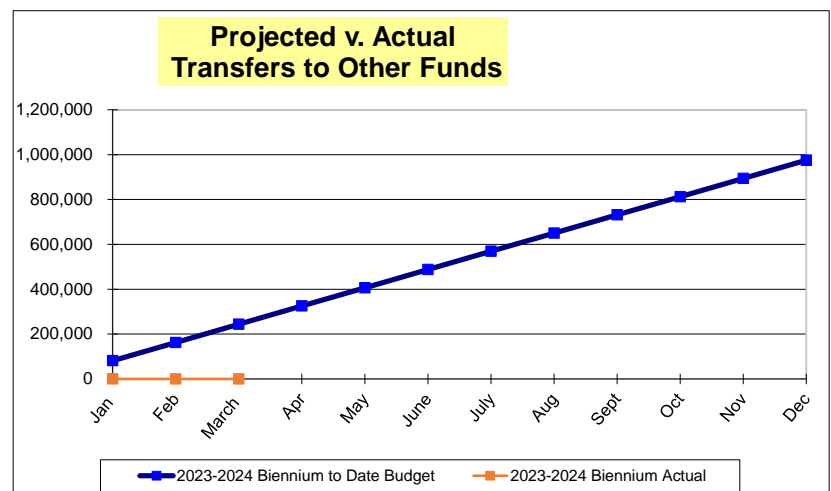
**LEGAL**

	2023-2024 Biennium to Date Budget	2023-2024 Biennium Actual
Jan	29,167	0
Feb	58,334	0
March	87,501	37,307
Apr	116,668	
May	145,835	
June	175,002	
July	204,169	
Aug	233,336	
Sept	262,503	
Oct	291,670	
Nov	320,837	
Dec	350,004	
2023-24	700,000	
Year To Date		
Actual v. Projected		43%



**TRANSFERS TO OTHER FUNDS**

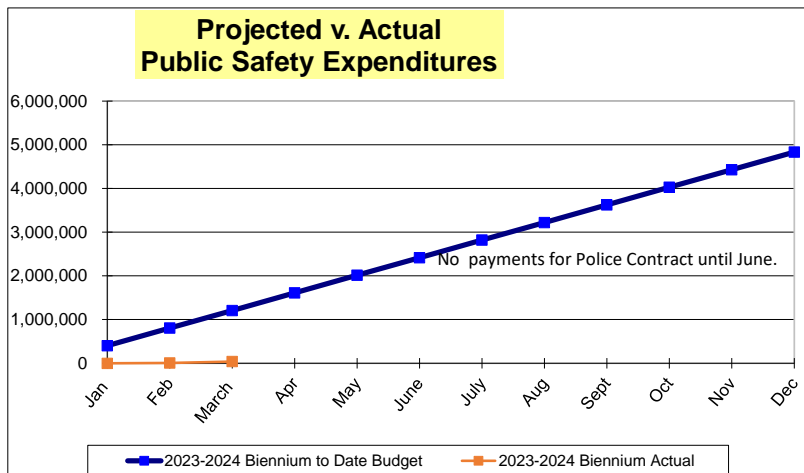
	2023-2024 Biennium to Date Budget	2023-2024 Biennium Actual
Jan	81,271	0
Feb	162,542	0
March	243,813	0
Apr	325,084	
May	406,355	
June	487,626	
July	568,897	
Aug	650,168	
Sept	731,439	
Oct	812,710	
Nov	893,981	
Dec	975,252	
2023-24	1,950,513	
Year To Date		
Actual v. Projected		0%



## PUBLIC SAFETY

	2023-2024 Biennium to Date Budget	2023-2024 Biennium Actual
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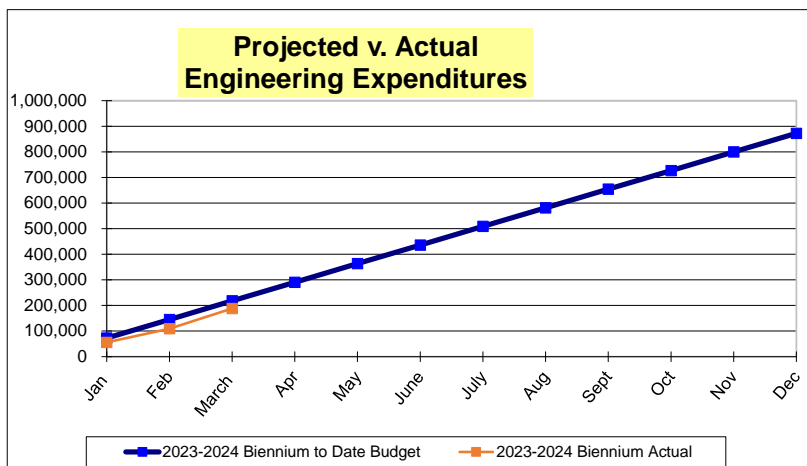
Jan	402,790	50
Feb	805,580	6,353
March	1,208,370	38,897
Apr	1,611,160	
May	2,013,950	
June	2,416,740	
July	2,819,530	
Aug	3,222,320	
Sept	3,625,110	
Oct	4,027,900	
Nov	4,430,690	
Dec	4,833,480	
2023-24	9,666,950	
Year To Date		
Actual v. Projected		3%



## ENGINEERING

	2023-2024 Biennium to Date Budget	2023-2024 Biennium Actual
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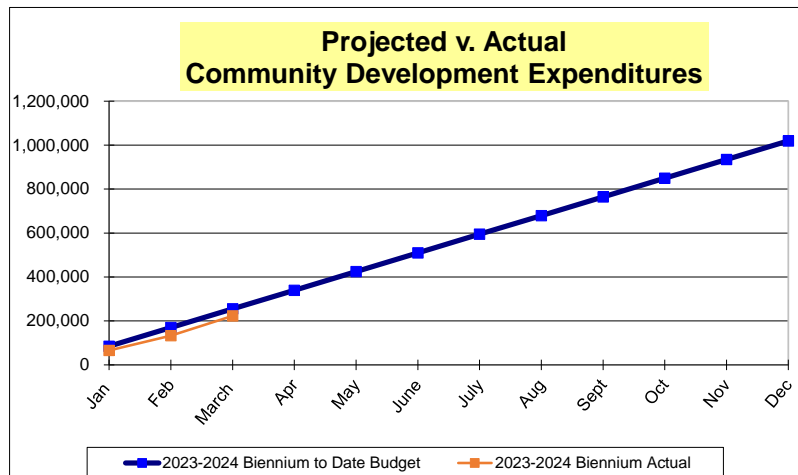
Jan	72,710	55,943
Feb	145,420	108,968
March	218,130	188,243
Apr	290,840	
May	363,550	
June	436,260	
July	508,970	
Aug	581,680	
Sept	654,390	
Oct	727,100	
Nov	799,810	
Dec	872,520	
2023-24	1,745,035	
Year To Date		
Actual v. Projected		86%



## COMMUNITY DEVELOPMENT

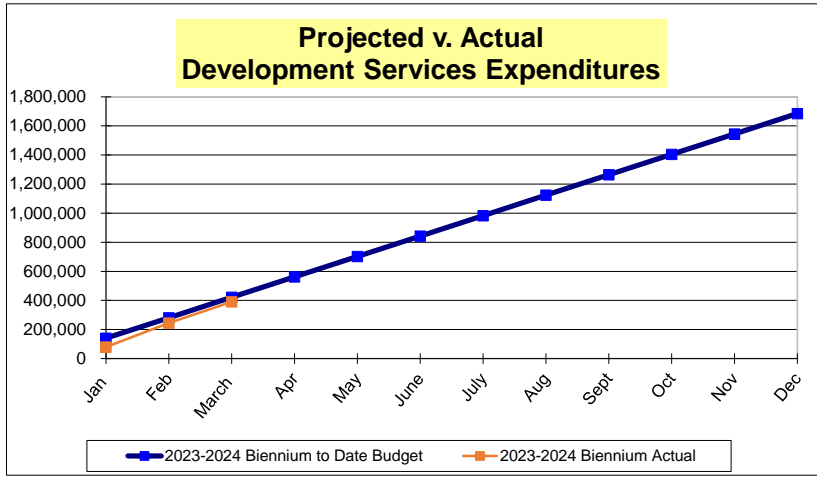
	2023-2024 Biennium to Date Budget	2023-2024 Biennium Actual
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Jan	84,947	65,630
Feb	169,894	132,886
March	254,841	222,832
Apr	339,788	
May	424,735	
June	509,682	
July	594,629	
Aug	679,576	
Sept	764,523	
Oct	849,470	
Nov	934,417	
Dec	1,019,364	
2023-24	2,038,723	
Year To Date		
Actual v. Projected		87%



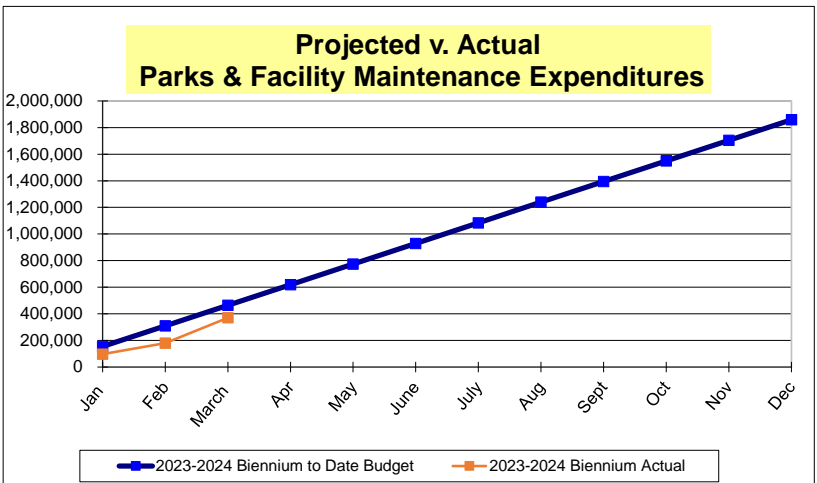
### DEVELOPMENT SERVICES

	2023-2024 Biennium to Date Budget	2023-2024 Biennium Actual
Jan	140,462	79,459
Feb	280,924	244,251
March	421,386	390,292
Apr	561,848	
May	702,310	
June	842,772	
July	983,234	
Aug	1,123,696	
Sept	1,264,158	
Oct	1,404,620	
Nov	1,545,082	
Dec	1,685,544	
2023-24 Year To Date	3,371,076	
Actual v. Projected		93%



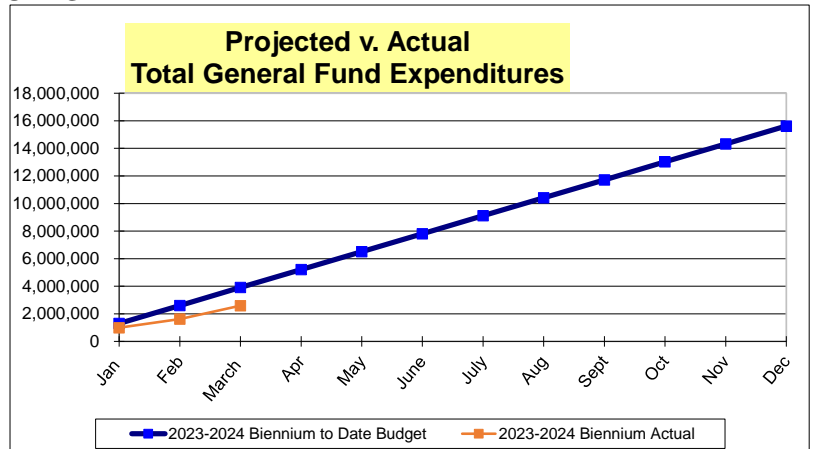
### PARKS & FACILITY MAINTENANCE

	2023-2024 Biennium to Date Budget	2023-2024 Biennium Actual
Jan	154,887	97,307
Feb	309,774	179,636
March	464,661	370,226
Apr	619,548	
May	774,435	
June	929,322	
July	1,084,209	
Aug	1,239,096	
Sept	1,393,983	
Oct	1,548,870	
Nov	1,703,757	
Dec	1,858,644	
2023-24 Year To Date	3,717,276	
Actual v. Projected		80%



### TOTAL GENERAL FUND EXPENDITURES

	2023-2024 Biennium to Date Budget	2023-2024 Biennium Actual
Jan	1,302,184	994,291
Feb	2,604,368	1,620,254
March	3,906,552	2,592,374
Apr	5,208,736	
May	6,510,920	
June	7,813,104	
July	9,115,288	
Aug	10,417,472	
Sept	11,719,656	
Oct	13,021,840	
Nov	14,324,024	
Dec	15,626,208	
2023-24 Year To Date	31,252,425	
Actual v. Projected		66%



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



2023 - 2024				
	MONTH	BIENNIUM TO DATE	% of	BUDGET
	<u>March 2023</u>	<u>2023-2024</u>	<u>BUDGET</u>	<u>2023-2024</u>
<b>REVENUES</b>				
Beginning Fund Balance		2,270,562		2,270,562
Fuel Tax	30,977	95,317	10.4%	917,905
Investment Interest	4,805	9,700	48.5%	20,000
Miscellaneous	0	8,279	17.8%	46,602
ROW Permit Fees/Inspections	1,937	37,197	15.3%	243,612
Multimodal Transportation	7,819	7,819	12.2%	63,948
MVA Transpo City	6,842	6,842	0.0%	0
Transfer from General Fund	0	0	0.0%	1,858,313
Transfer from TBD	0	0	0.0%	700,000
Total Revenues	52,381	165,154	4.3%	3,850,380

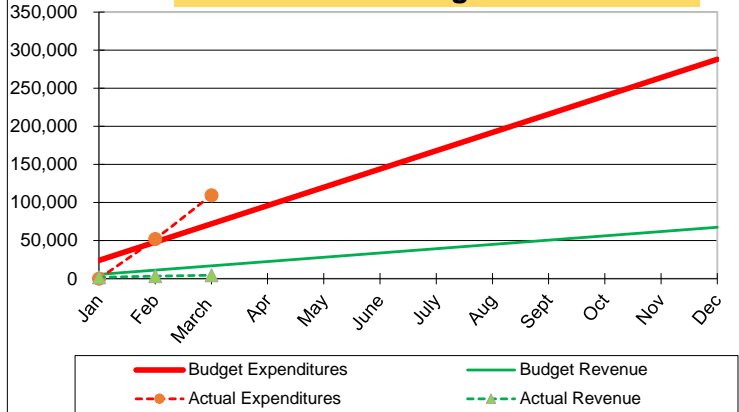
2023 - 2024				
	MONTH	BIENNIUM TO DATE	% of	BUDGET
	<u>March 2023</u>	<u>2023-2024</u>	<u>BUDGET</u>	<u>2023-2024</u>
<b>EXPENDITURES</b>				
Salary and Benefits	58,528	180,327	11.4%	1,575,300
Maintenance & Operations	50,197	192,244	9.6%	2,001,300
Capital	15,449	16,325	31.1%	52,500
Transfer to PW Shop Fund	0	0	0.0%	175,880
Total Expenditures	124,174	388,896	10.2%	3,804,980
Revenues over Expenditures	(71,793)	(223,743)		45,400
Ending Fund Balance		2,046,819		2,315,962

March 31, 2023

**STRATEGIC OPPORTUNITIES FUND**

	2023-2024 Budget Expenditures	2023-2024 Actual Expenditures	2023-2024 Budget Revenue	2023-2024 Actual Revenue
Jan	24,000	0	5,626	1,809
Feb	48,000	52,075	11,252	3,330
March	72,000	109,645	16,878	4,536
Apr	96,000		22,504	
May	120,000		28,130	
June	144,000		33,756	
July	168,000		39,382	
Aug	192,000		45,008	
Sept	216,000		50,634	
Oct	240,000		56,260	
Nov	264,000		61,886	
Dec	288,000		67,512	
2023-24	576,000		135,018	
Total Actual to Date vs Total Budget		19%	3%	

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

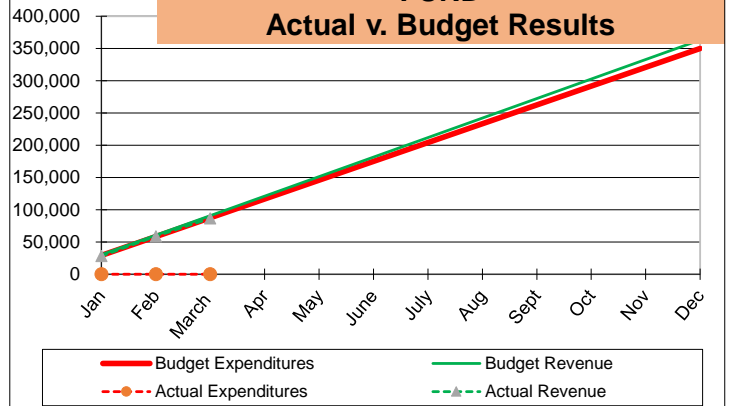


The purpose of the Strategic Opportunities Fund is to have funds available for the City to make key investments or take advantage of strategic opportunities as they present themselves.

**TRANSPORTATION BENEFIT DISTRICT FUND**

	2023-2024 Budget Expenditures	2023-2024 Actual Expenditures	2023-2024 Budget Revenue	2023-2024 Actual Revenue
Jan	29,167	0	30,263	27,898
Feb	58,334	0	60,526	58,709
March	87,501	0	90,789	86,440
Apr	116,668		121,052	
May	145,835		151,315	
June	175,002		181,578	
July	204,169		211,841	
Aug	233,336		242,104	
Sept	262,503		272,367	
Oct	291,670		302,630	
Nov	320,837		332,893	
Dec	349,996		363,156	
2023-24	700,000		726,305	
Total Actual to Date vs Total Budget		0%	12%	

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

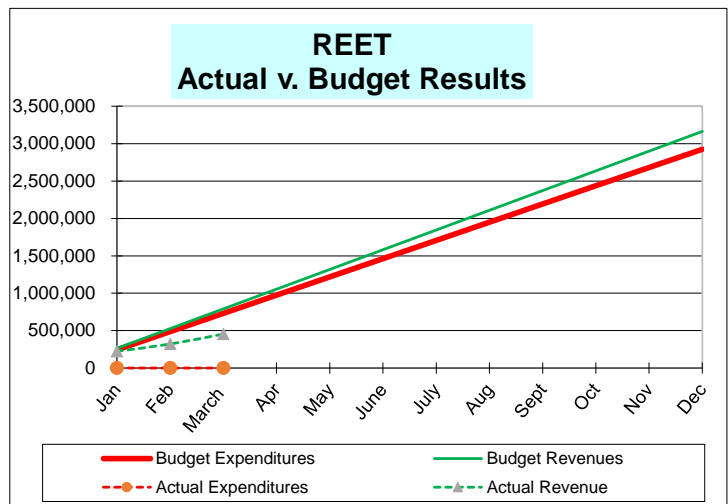


The Transportation Benefit District fund accounts for the \$20 vehicle license tab fees levied on vehicles located in the Kenmore city limits. The revenue generated will be used in maintaining the City's transportation system.

March 31, 2023

### REAL ESTATE EXCISE TAX FUND

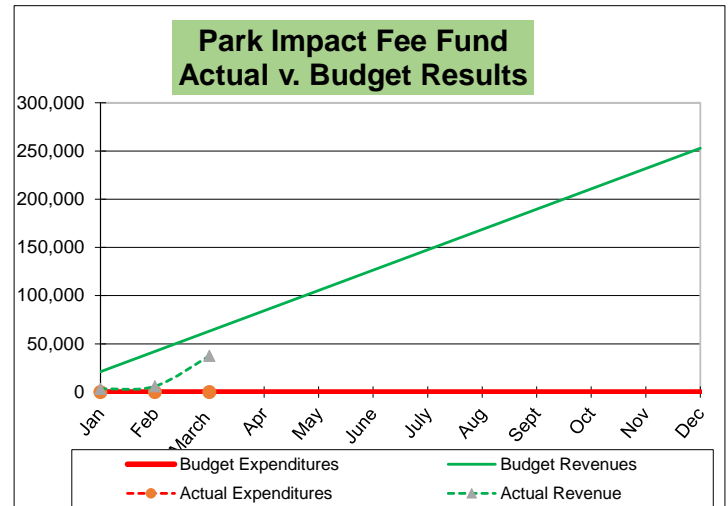
	2023-2024 Budget Expenditures	2023-2024 Actual Expenditures	2023-2024 Budget Revenue	2023-2024 Actual Revenue
Jan	243,704	0	263,590	223,695
Feb	487,408	0	527,180	320,826
March	731,112	0	790,770	454,752
Apr	974,816		1,054,360	
May	1,218,520		1,317,950	
June	1,462,224		1,581,540	
July	1,705,928		1,845,130	
Aug	1,949,632		2,108,720	
Sept	2,193,336		2,372,310	
Oct	2,437,040		2,635,900	
Nov	2,680,744		2,899,490	
Dec	2,924,448		3,163,080	
2023-24	5,848,900		6,326,171	
Total Actual to Date vs Total Budget		0%		7%



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

### PARK IMPACT FEE FUND

	2023-2024 Budget Expenditures	2023-2024 Actual Expenditures	2023-2024 Budget Revenue	2023-2024 Actual Revenue
Jan	0	0	21,070	3,147
Feb	0	0	42,140	6,018
March	0	0	63,210	37,652
Apr	0		84,280	
May	0		105,350	
June	0		126,420	
July	0		147,490	
Aug	0		168,560	
Sept	0		189,630	
Oct	0		210,700	
Nov	0		231,770	
Dec	0		252,840	
2023-24	0		505,670	
Total Actual to Date vs Total Budget		0%		7%



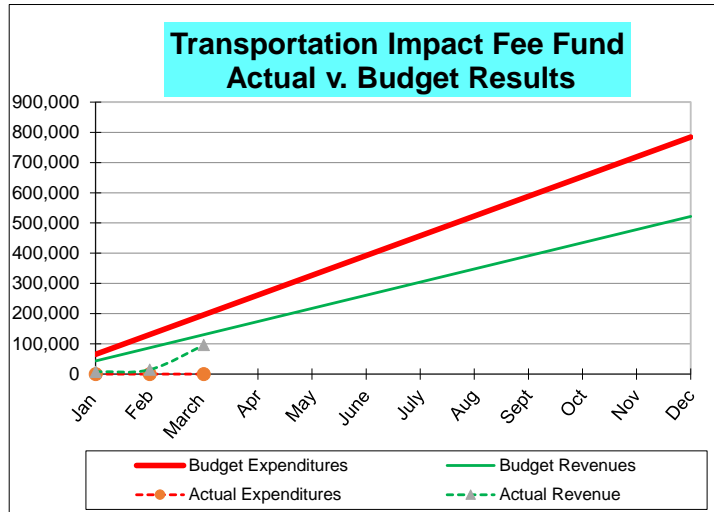
This fund accounts for City imposed park impact fees on new development. Expenditures are for public park acquisitions and improvements.



March 31, 2023

**TRANSPORTATION IMPACT FEE FUND**

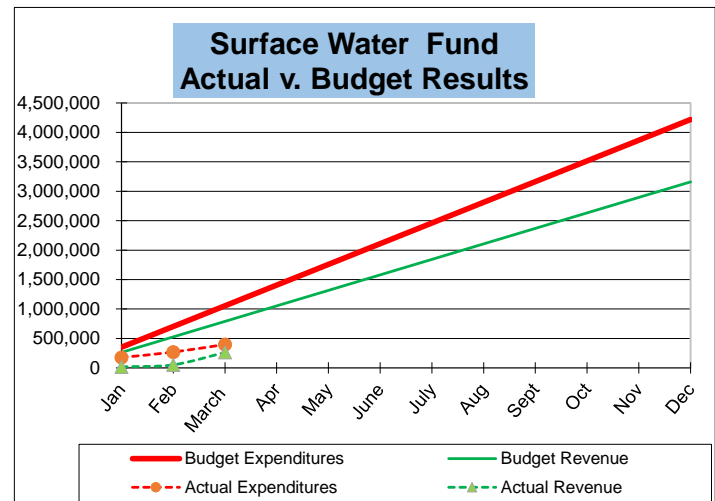
	2023-2024 Budget Expenditures	2023-2024 Actual Expenditures	2023-2024 Budget Revenue	2023-2024 Actual Revenue
Jan	65,358	0	43,472	7,562
Feb	130,716	0	86,944	14,461
March	196,074	0	130,416	96,287
Apr	261,432		173,888	
May	326,790		217,360	
June	392,148		260,832	
July	457,506		304,304	
Aug	522,864		347,776	
Sept	588,222		391,248	
Oct	653,580		434,720	
Nov	718,938		478,192	
Dec	784,296		521,664	
2023-24	1,568,596		1,043,334	
Total Actual to Date vs Total Budget		0%		9%



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

**SURFACE WATER MANAGEMENT FUND**

	2023-2024 Budget Expenditures	2023-2024 Actual Expenditures	2023-2024 Budget Revenue	2023-2024 Actual Revenue
Jan	351,574	177,516	263,276	17,517
Feb	703,148	268,361	526,552	52,102
March	1,054,722	398,377	789,828	263,203
Apr	1,406,296		1,053,104	
May	1,757,870		1,316,380	
June	2,109,444		1,579,656	
July	2,461,018		1,842,932	
Aug	2,812,592		2,106,208	
Sept	3,164,166		2,369,484	
Oct	3,515,740		2,632,760	
Nov	3,867,314		2,896,036	
Dec	4,218,888		3,159,312	
2023-24	8,467,779		6,318,615	
Total Actual to Date vs Total Budget		5%		4%



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

**City of Kenmore, Washington**  
**Cash and Investment Report**  
**March 31, 2023**

Page 98 of 158



<u>Fund</u>	Beg. Cash & Inv. from Prev. Mo.	Monthly Revenues	Monthly Expenditures	End. Cash & Inv. Current Month
General	\$3,904,952	\$954,967	\$1,005,318	3,854,602
Street	2,118,301	52,381	124,174	2,046,508
Transportation Capital	3,146,850	581	1,006,011	2,141,420
Public Art	120,350	276	0	120,626
Park Impact Fee	100,949	31,634	0	132,584
Transportation Impact Fee	374,488	81,827	0	456,315
Swamp Creek Basin	454,444	1,792	0	456,236
Transportation Benefit District	210,232	27,730	0	237,963
ARPA Fiscal Recovery Fund	5,095,240	0	19,875	5,075,365
Sammamish Bridge Replacement	934,691	219,590	435,634	718,647
Walkways & Waterways Debt Service	189,288	44,978	0	234,266
Real Estate Excise Tax	3,271,892	133,926	0	3,405,819
Park Capital	1,383,506	0	130,693	1,252,813
Walkways & Waterways Bond	105,031	25,761	0	130,793
Surface Water Management	1,628,040	211,101	130,017	1,709,124
Surface Water Capital	1,762,240	24,500	2,624	1,784,116
Public Works Shop Fund	429,230	0	49,896	379,334
Strategic Reserve	1,372,325	3,151	0	1,375,476
Strategic Opportunities	751,011	1,206	57,570	694,647
Equipment Replacement	677,036	1,547	3,189	675,394
Trust & Agency	808,421	132,597	140	940,878
Totals	\$28,838,518	\$1,949,545	\$2,965,140	\$27,822,923

<u>Fund</u>	Cash, Savings, Local Govt Investment Pool	(> One Year) Fixed Investments	Total
General	\$2,426,483	\$1,428,118	3,854,601
Street	1,196,508	850,000	2,046,508
Transportation Capital	2,141,420	0	2,141,420
Public Art	105,626	15,000	120,626
Park Impact Fee	-797,416	930,000	132,584
Transportation Impact Fee	426,315	30,000	456,315
Swamp Creek Basin	-943,764	1,400,000	456,236
Transportation Benefit District	237,962	0	237,962
ARPA Fiscal Recovery Fund	5,075,365	0	5,075,365
Sammamish Bridge Replacement	718,647	0	718,647
Walkways & Waterways Debt Service	234,266	0	234,266
Real Estate Excise Tax	3,405,819	0	3,405,819
Park Capital	1,252,813	0	1,252,813
Walkways & Waterways Bond	130,793	0	130,793
Surface Water Management	1,199,124	510,000	1,709,124
Surface Water Capital	1,784,116	0	1,784,116
Public Works Shop Fund	379,334	0	379,334
Strategic Reserve	525,477	850,000	1,375,477
Strategic Opportunities	694,647	0	694,647
Equipment Replacement	225,394	450,000	675,394
Trust & Agency	840,878	100,000	940,878
Totals	\$21,259,804	\$6,563,118	\$27,822,922

note: negative balances are due to pending transfers from other funds, not yet recorded.

**City of Kenmore, Washington**  
**Investment Schedule**  
 March 31, 2023

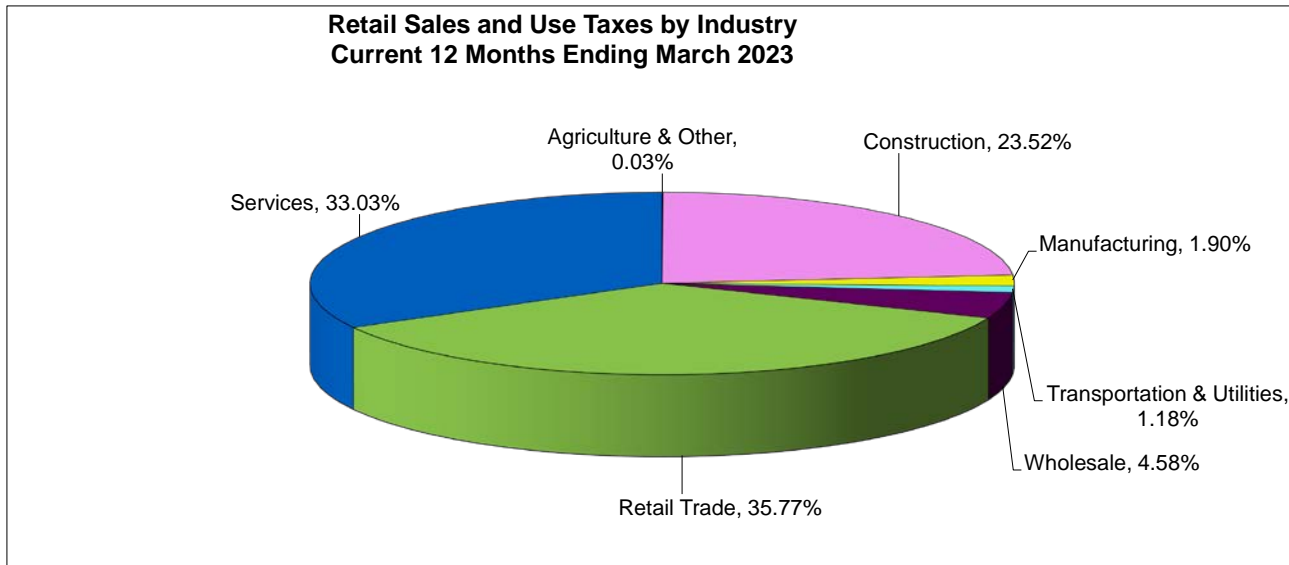


Average Yield to Maturity-Securities								Overall Average Yield	0.55% 3.50%
Investment #	Type	Purchase Date	Maturity Date	Rate	Yield	Principal or Balance	Yield Equivalents		
<b>Time Value Investments</b>									
3135G05G4	FNMA	11/9/2020	7/10/2023	0.20%	0.20%	1,501,588.50	3,003.18		
3133EMHL9	FFCB	11/24/2020	11/30/2023	0.30%	0.30%	1,501,500.00	4,504.50		
3133EMMN9	FFCB	1/25/2021	1/11/2024	0.19%	0.19%	1,000,000.00	1,900.00		
3130AQTTO	FHLB	3/2/2022	2/28/2025	1.67%	1.67%	1,494,768.00	24,962.63		
9128286Z8	US TREAS	1/25/2021	6/30/2024	0.18%	0.18%	1,065,261.38	1,917.47		
<b>Total TVI Purchases</b>						<b>6,563,117.88</b>	<b>36,287.77</b>		
<b>CD's</b>									
							-		
<b>Total CD's</b>						<b>0.00</b>	<b>0.00</b>		
<b>TOTAL ALL SECURITIES</b>								<b>\$ 6,563,117.88</b>	<b>\$ 36,287.77</b>
<b>Banner Checking and Savings</b>				<b>0.02%</b>		<b>1,424,759.74</b>	284.95		
<b>Pacific Premier Savings</b>				<b>4.60%</b>		<b>3,233,791.81</b>	148,644.47		
<b>LGIP - Primary Account</b>				<b>4.75%</b>		<b>10,199,978.76</b>	484,978.39		
<b>LGIP - Bond Proceeds Account</b>				<b>4.75%</b>		<b>6,401,273.59</b>	304,361.36		
<b>Total Accounts</b>								<b>\$ 27,822,921.78</b>	<b>974,556.94</b>

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

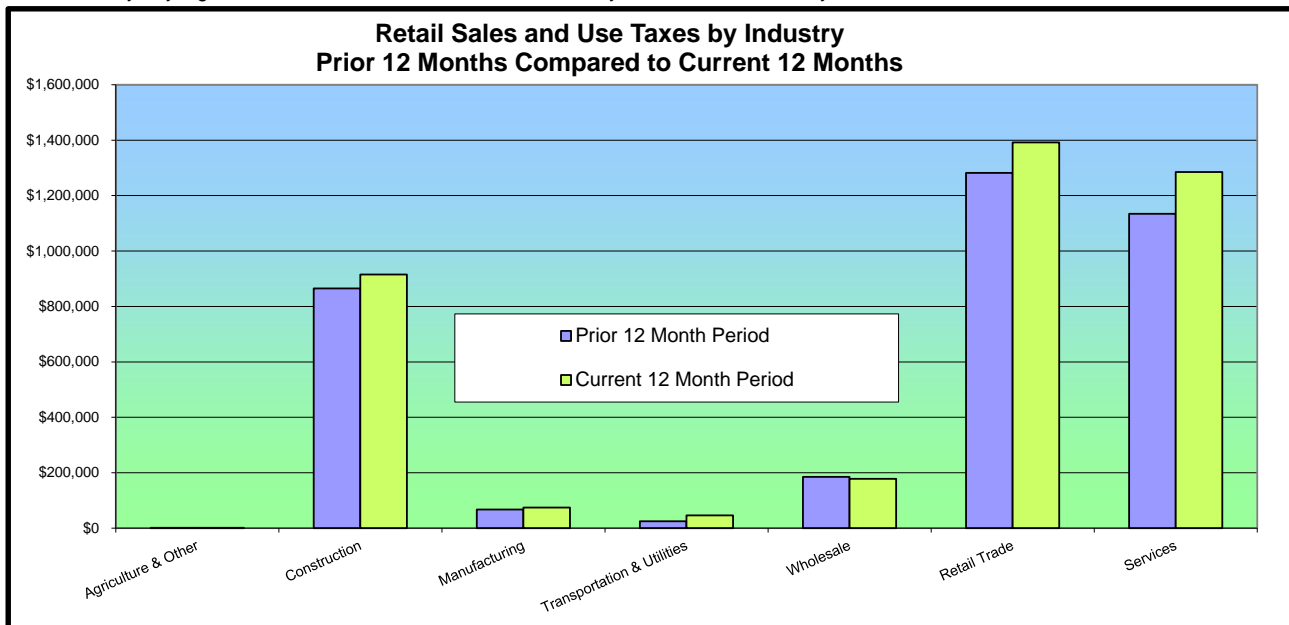


Industry	Prior 12 Months ending March 2022	Current 12 Months ending March 2023	% Increase/ (Decrease)	% of Total
Agriculture & Other (Landscaping, Animal Hospitals)	\$1,128	\$1,085	-3.81%	0.03%
Construction	864,762	915,438	5.86%	23.52%
Manufacturing (Printing, Publishing, Other Manuf.)	67,063	73,982	10.32%	1.90%
Transp/Comm/Utilities (Telecomm., Air Transport.)	24,634	45,869	86.20%	1.18%
Wholesale (Lumber, Other Wholesale)	185,282	178,097	-3.88%	4.58%
Retail Trade (Eating, Merchandise, Food Stores)	1,281,856	1,391,890	8.58%	35.77%
Services (Auction, Recreation, Auto Repair, Financial)	1,134,525	1,285,259	13.29%	33.03%
Totals	<u>\$3,559,250</u>	<u>\$3,891,620</u>	<u>9.34%</u>	100%
Increase/(Decrease)		<u>\$332,370</u>	<u>9.34%</u>	



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

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



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



	Actual 2015	Actual 2016	Actual 2017	Actual 2018	Actual 2019	Actual 2020	Actual 2021	Actual 2022	Actual 2023	3 Year Average	Over (Under) Target	Over (Under) 2022
January	147,430	155,767	183,686	189,714	212,512	206,314	276,941	293,134	303,019	258,797	44,222	9,885
February	202,329	229,546	242,293	212,833	266,881	271,363	380,689	328,417	346,254	326,823	19,431	17,836
March	142,567	163,676	167,464	166,245	199,904	188,827	252,964	271,188	266,941	237,660	29,281	(4,247)
April	149,181	156,098	161,451	165,619	184,173	169,696	252,692	297,790		240,059	(240,059)	(297,790)
May	154,761	178,226	190,582	218,195	225,702	182,215	279,497	343,261		268,324	(268,324)	(343,261)
June	171,438	191,343	172,177	199,727	236,078	213,794	301,742	325,842		280,459	(280,459)	(325,842)
July	176,794	173,737	187,114	187,663	237,778	235,288	274,557	318,993		276,279	(276,279)	(318,993)
August	193,832	218,824	225,046	235,886	256,744	288,358	343,181	361,803		331,114	(331,114)	(361,803)
September	187,454	259,234	163,473	233,272	246,655	265,718	287,846	317,663		290,409	(290,409)	(317,663)
October	165,890	211,887	205,522	205,300	241,117	278,793	314,852	355,668		316,438	(316,438)	(355,668)
November	183,083	213,098	201,799	199,451	223,471	292,554	318,463	340,848		317,288	(317,288)	(340,848)
December	171,029	188,590	183,873	223,263	243,075	294,835	293,680	313,538		300,684	(300,684)	(313,538)
	2,045,788	2,340,024	2,284,480	2,437,168	2,774,091	2,887,755	3,577,105	3,868,146	916,214	3,444,335	(2,528,122)	(2,951,932)

Video Conference and File April 2023 Financial Report for the City of Ke...

Sales tax revenue generated \$1.2 million through April. This represents 15.5% of the amount budgeted for the biennium (\$7.5 million).

Utility taxes totaled \$614,374 or 20.8% of the budgeted amount.

Development fees & permits revenue totaled \$499,064 or 21.9% of the budgeted amount.

With the uptick in the interest rates, our investment interest is ahead of target coming in at \$43,169 through April. This is 64.5% of the budgeted biennium amount of \$66,903.

January dues payments for Sound Cities and AWC (\$37K) puts the YTD City Council expenditures at 22.6% of target. This will self-correct over the course of the year. Our annual payment to the WCIA (\$490K), also in January, put the Finance department expenditures at 26.7% of target. This too will correct itself during the year.

General Fund ending fund balance as of April 31, 2023, was \$6.98 million. As noted above, this is higher because no contract payment has been made yet on the police contract.

**City Council Priority or Budget Objective Being Addressed:**

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

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

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



# City of Kenmore, Washington

## Memorandum

Date: June 14, 2023

To: Rob Karlinsey, City Manager

From: Melinda Merrell, Finance Director

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

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

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

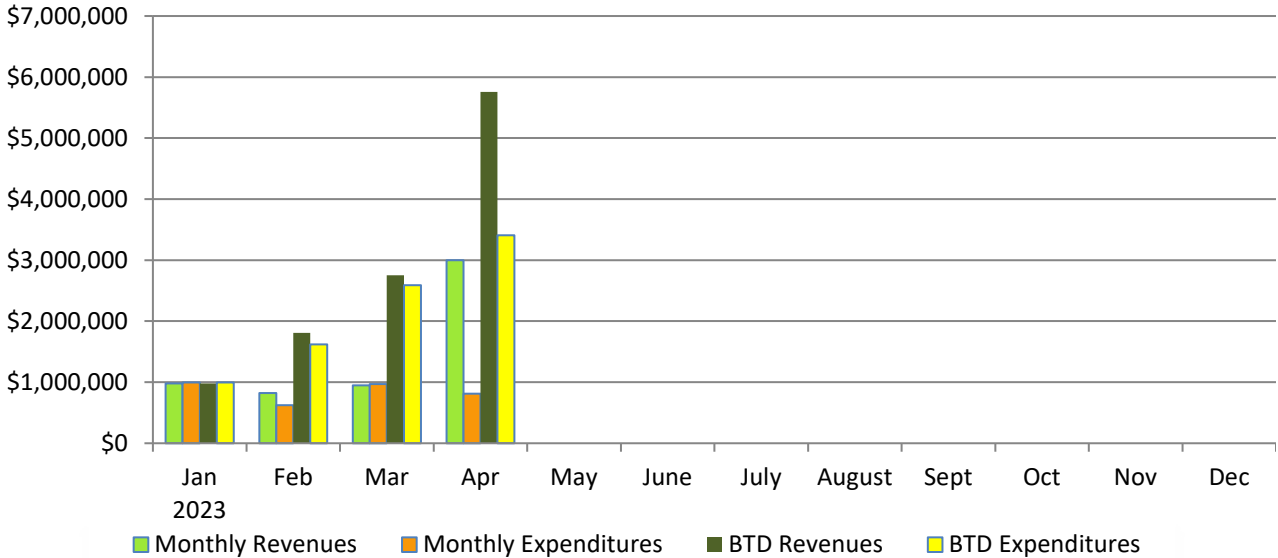
If you would like additional information or have any questions regarding the financial reports, please feel free to contact me.

### GENERAL FUND

The first section of the monthly financial report is a review of the General Fund. This fund accounts for operational activities and includes all financial resources except those required or elected to be accounted for in another fund. Revenues include various taxes, per capita distributions from the State, fines and forfeitures, permits and licenses, and fees for service. In the context of the biennial budget, April is the fourth month (16.7%) of the 2023-2024 biennial budget period. For the month of April, revenues exceeded expenditures in the General Fund by \$2,186,810. Biennium to date, revenues exceed expenditures by \$2,348,279.

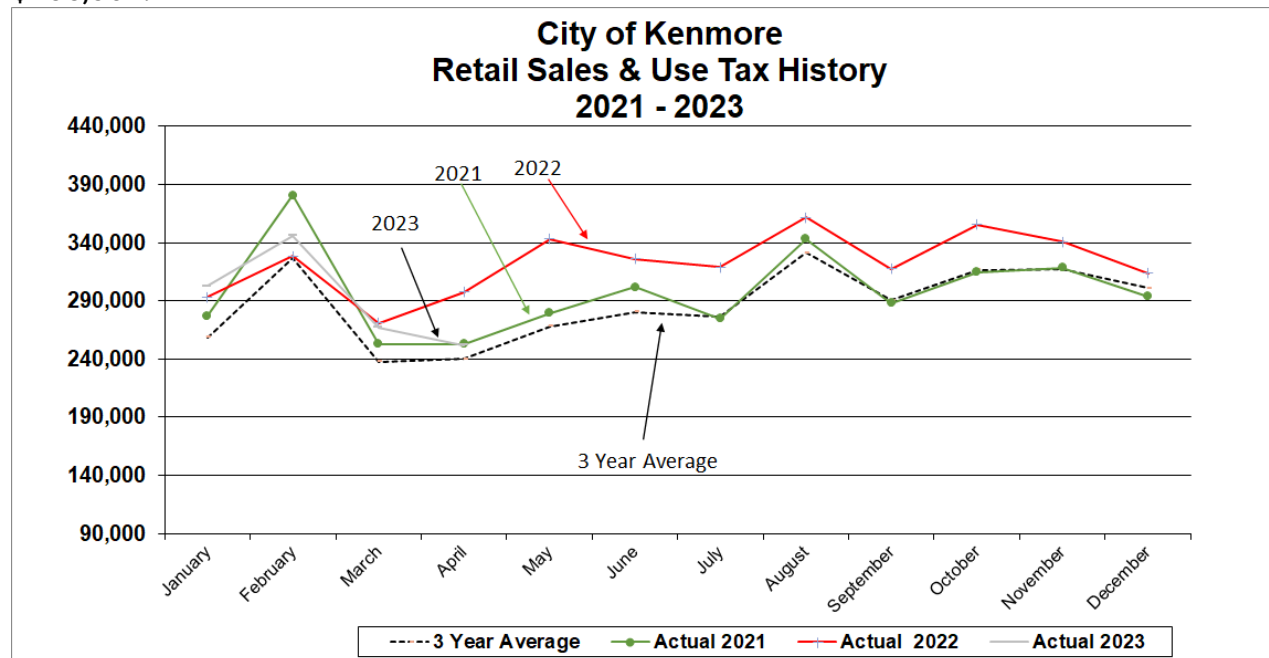
The following chart illustrates the monthly revenue and expenditure activity in the General Fund through April 2023.



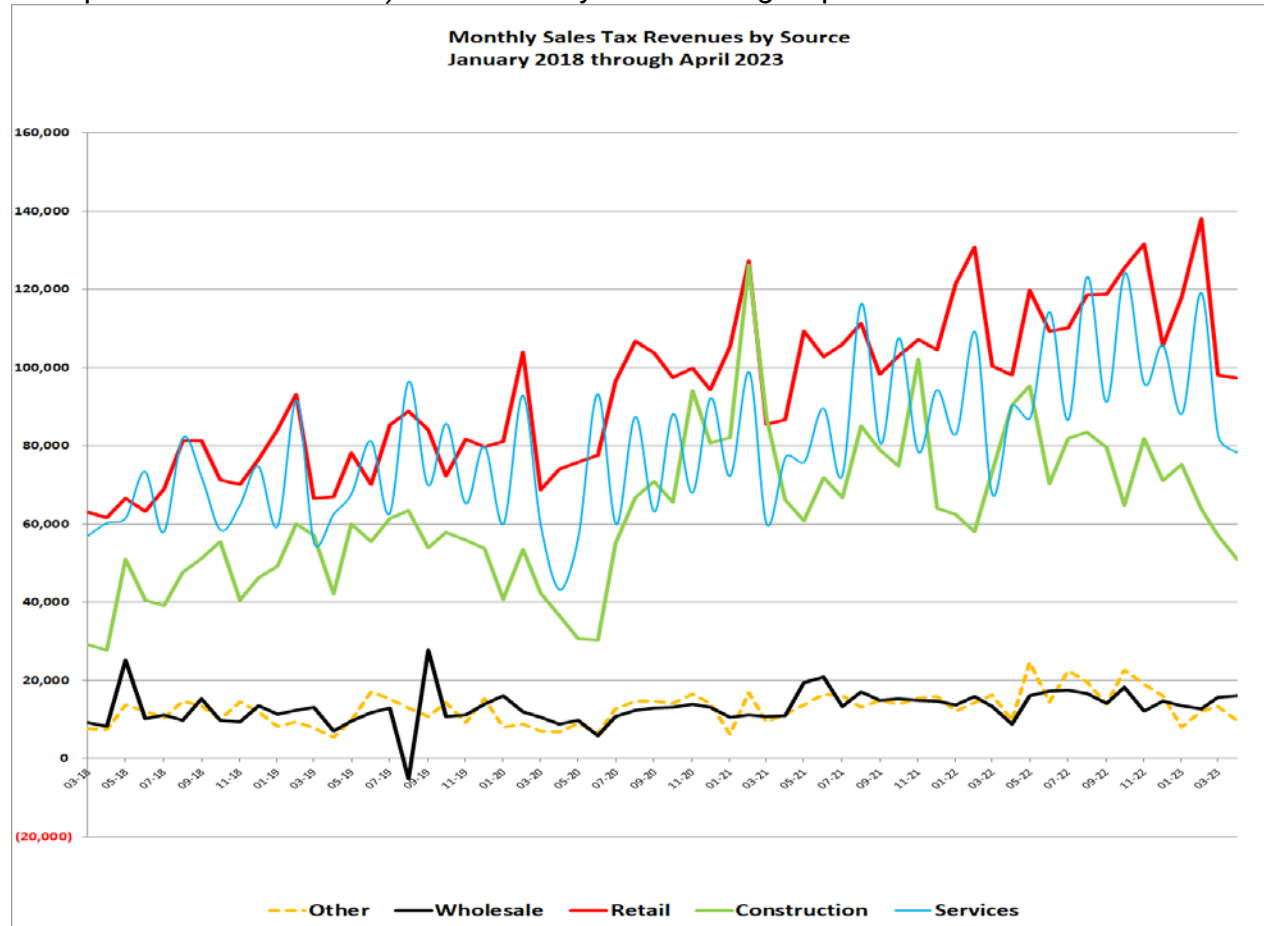


Total **revenues** for the month were **\$3,000,278**. Biennium to date revenues are \$5,754,122 which is 18.4% of the budgeted revenues of \$31,305,131. Primary sources of revenue for the month included \$2.1 million property taxes, \$138,212 in development fees & permits, \$252,194 in retail sales and use taxes, \$191,677 in franchise fees, \$129,843 in intergovernmental & grants, and \$146,320 in utility taxes.

A summary of sales tax revenues received in **April** is attached. These receipts are based on **February** sales activity. The chart below gives a historical perspective of monthly sales tax receipts over the last several years. The black dotted 3 Year Average line is a monthly average of actual receipts during 2020, 2021, and 2022. The gray line represents 2023 actual receipts, which are \$22,122 below 2022 and ahead of the 3 Year Average by \$105,069.



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

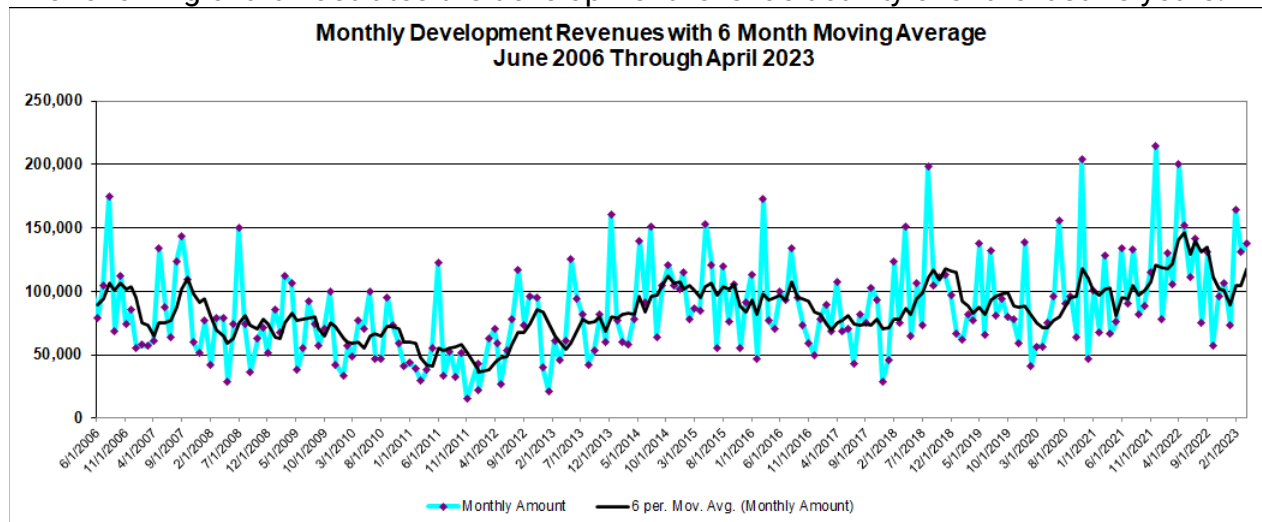


In April, the top 506 sales tax remitters, accounting for 86% or \$216,647 of total remittances, were reviewed for internet sales activity.

Of the \$216,647 of sales tax remitted by these companies in April, \$51,085 (24% of the total) was generated from internet-based companies. Below is a chart that illustrates the amount of internet-based sales tax in the major segments that include it:

	Top Sales Tax Remitters in April	Internet Based Companies	% of Total Internet Sales Tax Collected
Retail Trade	\$79,819	\$34,327	43%
Information	8,683	2,814	32%
Services	59,589	12,714	21%
Wholesale	13,018	1,230	9%
Other	55,538	0	0%
	<b>\$216,647</b>	<b>\$51,085</b>	

The following chart illustrates the development revenue activity over the last 15 years.



**April 2023 expenditures** were **\$813,469**. Biennium to date expenditures were \$3,405,842 which is 11% of the biennial budget expenditures of \$31,252,425.

City cash, \$24,948,014, and long-term investments, \$6,563,118, at the end of April, totaled \$31,511,132. Proposition 1 levy funds and ARPA Recovery Funds are included in this cash balance.

### **OTHER FUNDS**

Total non-General Fund revenues for the month were \$1,958,835 and total non-General Fund expenditures were \$446,092.

In the **Street Fund**, expenses are outpacing revenues year to date as transfers from the General Fund and Transportation Benefit District have not yet been recorded. Overall, expenses are slightly lower than expected at 13% for the biennium vs the 16% target.

The **Real Estate Excise Tax Fund** received \$184,870 of real estate excise taxes (REET) in April from sales activity that occurred in March. Thirty-six (36) transactions were reported.

The **Park Capital Fund** had \$110,297 in Park improvement expenditures during April. The fund received \$0 in grant reimbursements during the month.

In April, the **Walkways & Waterways Debt Service Fund** collected \$391,194 in property taxes related to the Prop 1 Bond for a biennium to date total revenue of \$448,746.

The **Transportation Benefit District Fund** received \$31,126 in vehicle license fees during the month.

### **SUMMARY**

This concludes the financial report for the City of Kenmore as of **April 30, 2023**. I appreciate your feedback and encourage you to contact me if you have any questions prior to the City Council meeting.

VIII. G. Receive and File April 2023 Financial Report for the City of Kenmore, Washington  
 General Fund Summary Report  
 April 30, 2023



	CURRENT PERIOD 2023-2024				PREVIOUS PERIOD 2021-2022			
	MONTH April 2023	BIENNIUM TO DATE 2023-2024	% of BUDGET	BIENNIUM BUDGET 2023-2024	MONTH April 2021	BIENNIUM TO DATE 2021-2022	% of BUDGET	AMENDED BIENNIUM BUDGET 2021-2022
<b>REVENUES</b>								
<b>Beginning Fund Balance</b>		<b>4,634,521</b>		<b>4,634,521</b>		<b>4,934,368</b>		<b>4,934,368</b>
Property Taxes	2,090,015	2,404,592	21.1%	11,403,392	1,559,728	1,917,848	17.7%	10,865,654
Sales and Use Taxes	252,194	1,168,408	15.5%	7,543,271	252,692	1,163,287	17.2%	6,754,280
Utility Taxes	146,320	614,374	20.8%	2,956,579	15,821	338,584	14.1%	2,399,290
Other Taxes	18,971	50,066	14.9%	335,010	983	21,439	11.8%	182,200
Development Fees & Permits	138,212	499,064	21.9%	2,283,416	66,580	362,649	21.1%	1,720,003
Franchise Fees	191,677	442,714	25.9%	1,707,003	112,830	353,538	20.2%	1,746,569
Intergovernmental and Grants	129,843	498,320	16.1%	3,099,112	115,875	434,090	15.0%	2,902,594
Investment Interest	14,283	43,169	64.5%	66,903	460	76,464	115.9%	66,000
Fines and Forfeitures	17,430	17,434	0.0%	0	0	2,336	0.0%	0
Transfers and Other Revenues	1,334	15,981	0.8%	1,910,445	8,983	31,080	0.6%	5,203,180
<b>Total Revenues</b>	<b>3,000,278</b>	<b>5,754,122</b>	<b>18.4%</b>	<b>31,305,131</b>	<b>2,133,951</b>	<b>4,701,314</b>	<b>14.8%</b>	<b>31,839,770</b>

**City of Kenmore, Washington**  
**General Fund Summary Report**  
**April 30, 2023**



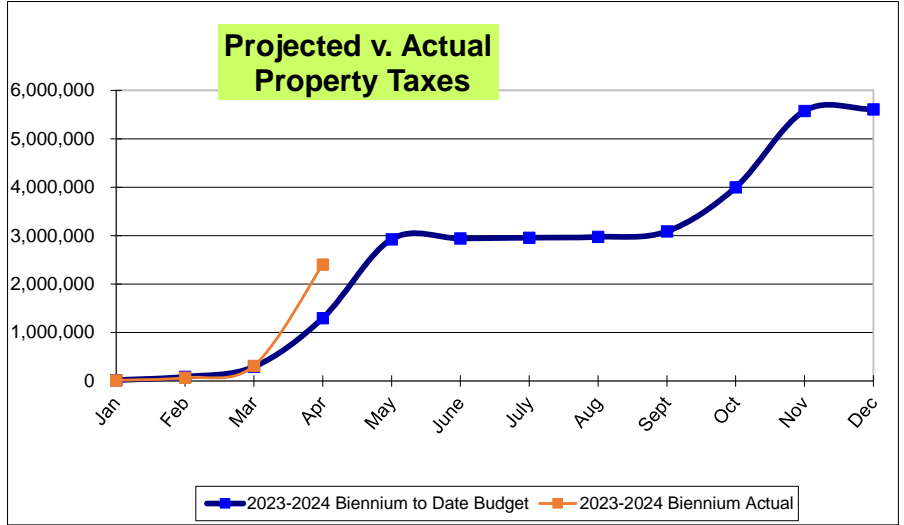
	CURRENT PERIOD 2023-2024				PREVIOUS PERIOD 2021-2022			
	MONTH	BIENNIUM	% of	BIENNIUM	MONTH	BIENNIUM	% of	AMENDED BIENNIUM
	<u>April 2023</u>	<u>2023-2024</u>	<u>BUDGET</u>	<u>2023-2024</u>	<u>April 2021</u>	<u>2021-2022</u>	<u>BUDGET</u>	<u>BUDGET 2021-2022</u>
<b>EXPENDITURES</b>								
Cost Center								
City Council	18,090	91,500	22.6%	405,013	6,725	65,250	19.6%	332,711
City Manager	222,056	657,696	18.1%	3,640,924	99,516	404,553	13.0%	3,121,846
City Clerk	48,040	221,977	22.7%	978,750	66,324	109,588	11.7%	937,052
Finance	60,800	674,978	26.7%	2,527,861	51,278	518,995	23.5%	2,212,820
Human Resources	14,351	61,763	0.0%	510,304	6,773	6,773	0.0%	319,432
Legal	24,596	61,903	8.8%	700,000	45,009	127,665	22.6%	565,000
Interfund Transfers/Non Department	0	0	0.0%	1,950,513	0	0	0.0%	6,830,617
Public Safety	16,698	55,596	0.6%	9,666,950	18,612	66,345	0.7%	9,152,371
Engineering & Environmental Services	63,906	252,150	14.4%	1,745,035	49,094	192,196	11.4%	1,689,574
Community Development	120,408	343,240	16.8%	2,038,723	59,562	238,199	14.0%	1,695,828
Developmental Services	111,492	501,784	14.9%	3,371,076	112,187	446,157	15.7%	2,845,428
Parks & Facility Maintenance	113,031	483,257	13.0%	3,717,276	153,680	456,508	17.1%	2,676,904
Total Expenditures	813,469	3,405,842	10.9%	31,252,425	668,759	2,632,229	8.1%	32,379,582
Revenues over Expenditures	2,186,810	2,348,279		52,706	1,465,192	2,069,086		(539,812)
<b>Ending Fund Balance</b>		<b>6,982,800</b>		<b>4,687,227</b>	<b>1,465,192</b>	<b>7,003,454</b>		<b>4,394,556</b>

City of Kenmore, Washington  
General Fund Revenue Graphs  
April 30, 2023

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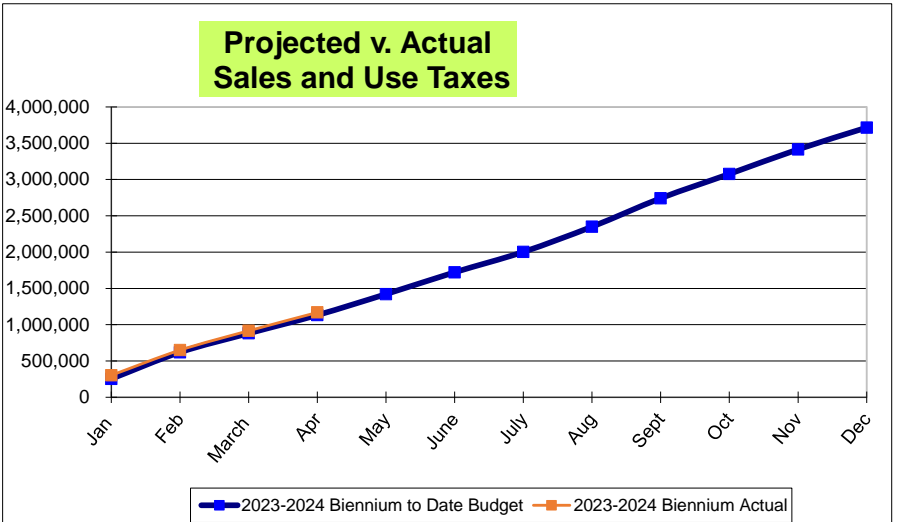
**PROPERTY TAXES**

	2023-2024 Biennium to Date Budget	2023-2024 Biennium Actual
Jan	18,023	13,440
Feb	87,435	67,043
Mar	293,557	314,577
Apr	1,298,526	2,404,592
May	2,927,195	
June	2,942,875	
July	2,958,422	
Aug	2,974,945	
Sept	3,087,795	
Oct	3,998,387	
Nov	5,577,742	
Dec	5,609,623	
2023-24	11,403,392	
Year To Date		
Actual v. Projected		185%



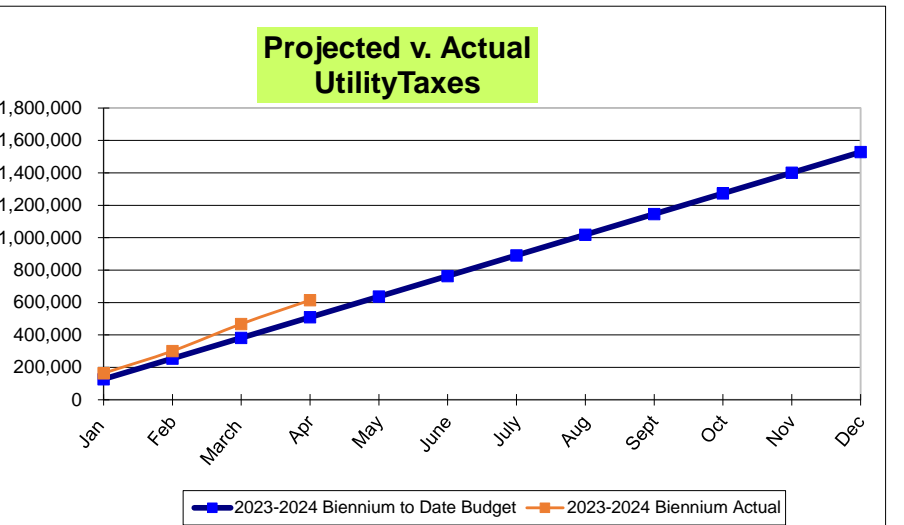
**SALES & USE TAXES**

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



**UTILITY TAXES**

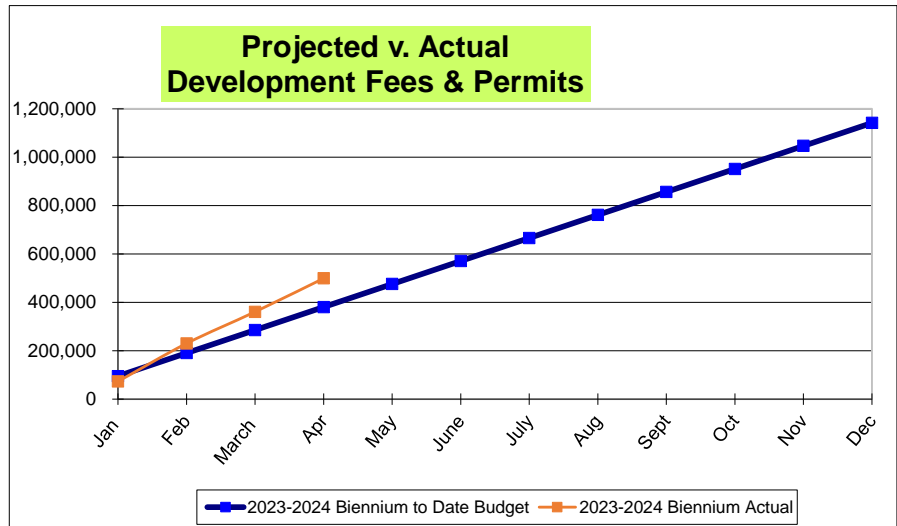
	2023-2024 Biennium to Date Budget	2023-2024 Biennium Actual
Jan	127,357	163,946
Feb	254,714	301,045
March	382,071	468,055
Apr	509,428	614,374
May	636,785	
June	764,142	
July	891,499	
Aug	1,018,856	
Sept	1,146,213	
Oct	1,273,570	
Nov	1,400,927	
Dec	1,528,284	
2023-24	2,956,579	
Year To Date		
Actual v. Projected		121%



M:\Departments (V)\Admin and Finance\Monthly Reports\2023\April 2023General Fund Rev Graphs

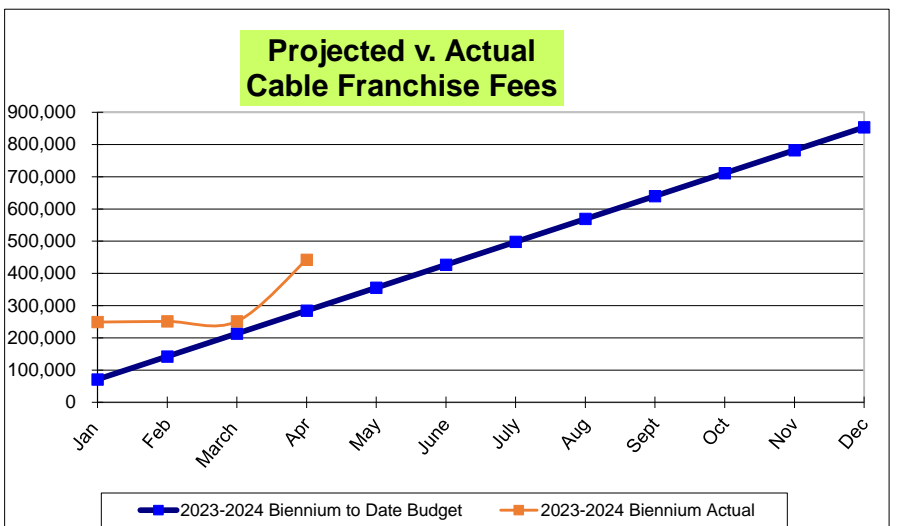
## DEVELOPMENT FEES & PERMITS

	2023-2024 Biennium to Date Budget	2023-2024 Biennium Actual
Jan	95,142	73,064
Feb	190,284	230,047
March	285,426	360,853
Apr	380,568	499,064
May	475,710	
June	570,852	
July	665,994	
Aug	761,136	
Sept	856,278	
Oct	951,420	
Nov	1,046,562	
Dec	1,141,704	
'2023-24	2,283,416	
Year To Date		
Actual v. Projected		131%



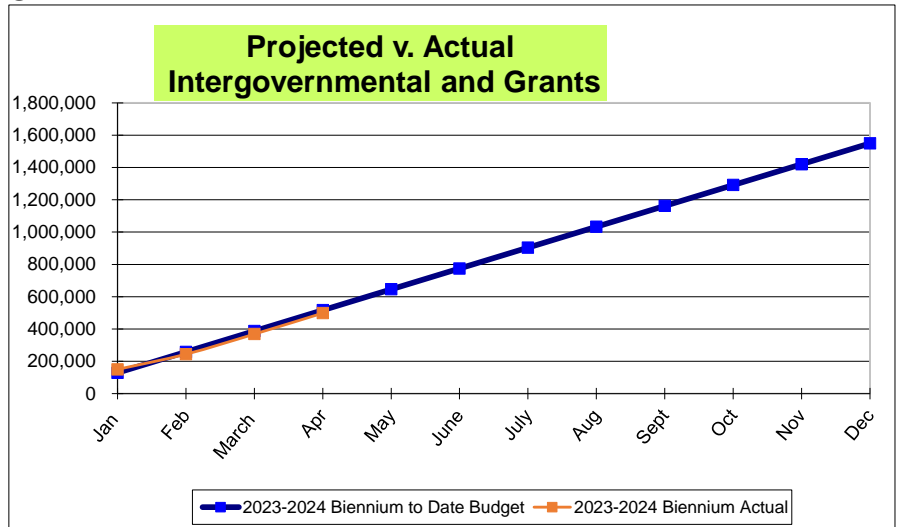
## CABLE/WATER/SEWER FRANCHISE FEES

	2023-2024 Biennium to Date Budget	2023-2024 Biennium Actual
Jan	71,125	248,923
Feb	142,250	251,037
March	213,375	251,037
Apr	284,500	442,714
May	355,625	
June	426,750	
July	497,875	
Aug	569,000	
Sept	640,125	
Oct	711,250	
Nov	782,375	
Dec	853,500	
'2023-24	1,707,003	
Year To Date		
Actual v. Projected		156%



## INTERGOVERNMENTAL & GRANTS

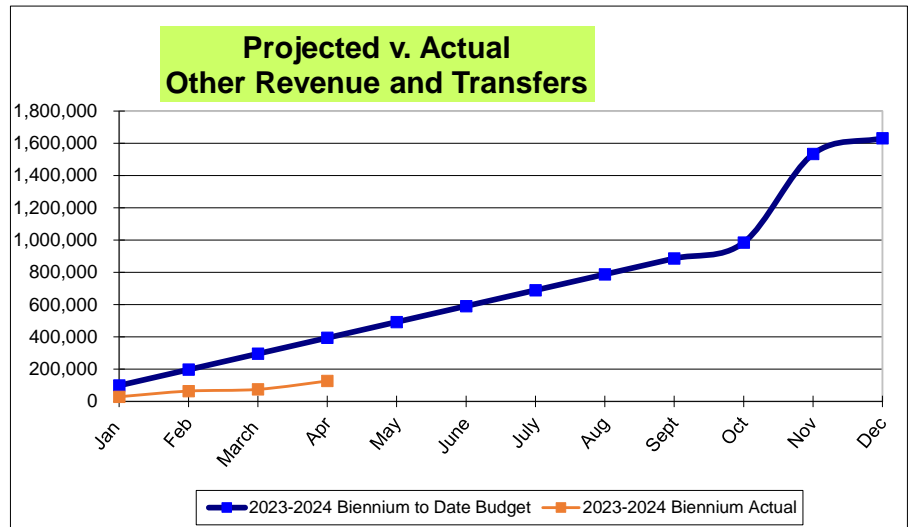
	2023-2024 Biennium to Date Budget	2023-2024 Biennium Actual
Jan	129,130	150,000
Feb	258,260	244,116
March	387,390	368,477
Apr	516,520	498,320
May	645,650	
June	774,780	
July	903,910	
Aug	1,033,040	
Sept	1,162,170	
Oct	1,291,300	
Nov	1,420,430	
Dec	1,549,560	
'2023-24	3,099,112	
Year To Date		
Actual v. Projected		96%





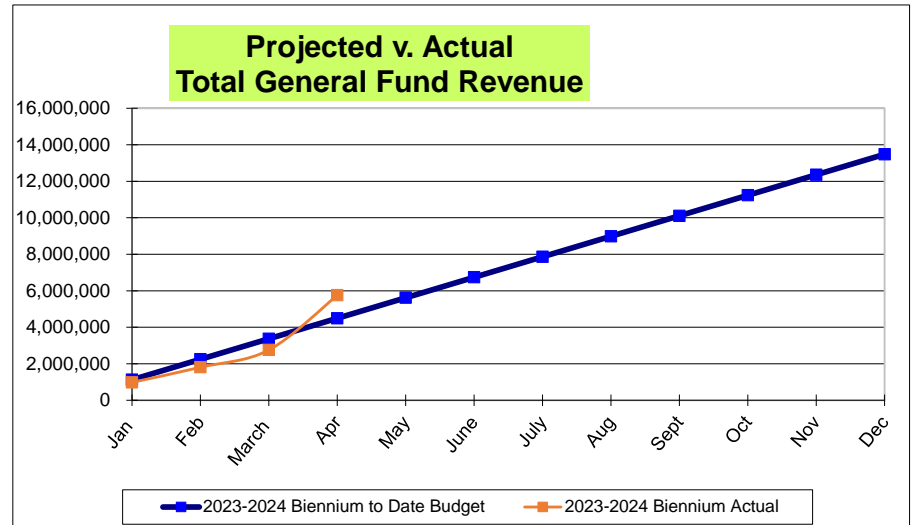
## OTHER REVENUES AND TRANSFERS

	2023-2024 Biennium to Date Budget	2023-2024 Biennium Actual
Jan	98,495	28,926
Feb	196,990	64,066
March	295,485	74,632
Apr	393,979	126,650
May	492,474	
June	590,969	
July	689,464	
Aug	787,959	
Sept	886,454	
Oct	984,948	
Nov	1,533,443	
Dec	1,631,938	
'2023-24 Year To Date	2,312,358	
Actual v. Projected		32%



## TOTAL GENERAL FUND REVENUE

	2023-2024 Biennium to Date Budget	2023-2024 Biennium Actual
Jan	1,123,141	981,317
Feb	2,246,282	1,806,626
March	3,369,424	2,753,843
Apr	4,492,565	5,754,122
May	5,615,706	
June	6,738,847	
July	7,861,988	
Aug	8,985,129	
Sept	10,108,271	
Oct	11,231,412	
Nov	12,354,553	
Dec	13,477,694	
'2023-24 Year To Date	31,305,131	
Actual v. Projected		128%

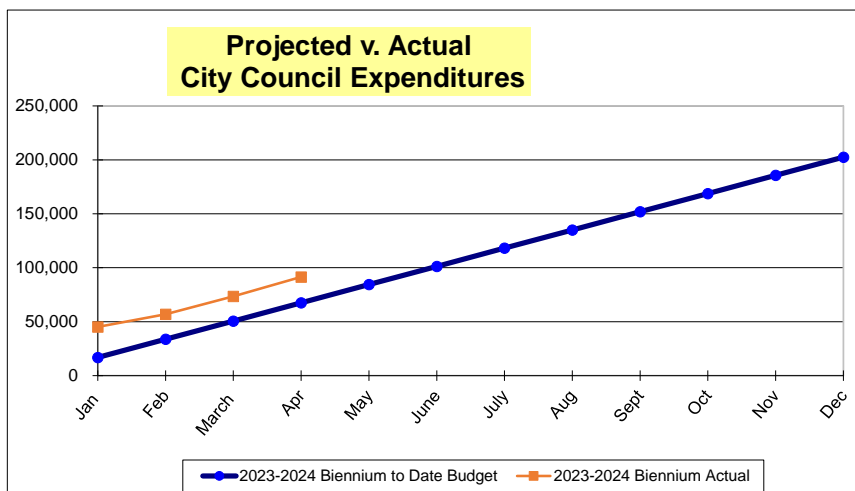


**City of Kenmore, Washington**  
**General Fund Expenditure Graphs**  
**April 30, 2023**

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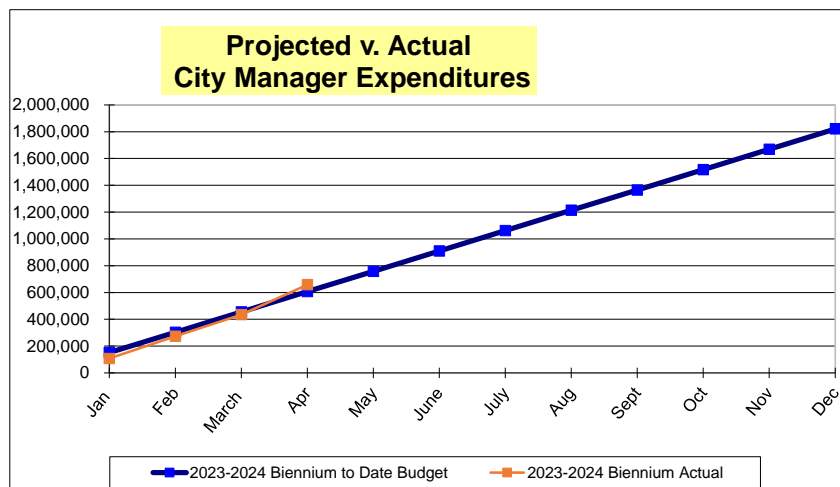
**CITY COUNCIL**

	2023-2024 Biennium to Date Budget	2023-2024 Biennium Actual
Jan	16,876	45,175
Feb	33,752	56,928
March	50,628	73,410
Apr	67,504	91,500
May	84,380	
June	101,256	
July	118,132	
Aug	135,008	
Sept	151,884	
Oct	168,760	
Nov	185,636	
Dec	202,512	
2023-24	405,013	
Year To Date		
Actual v. Projected		136%



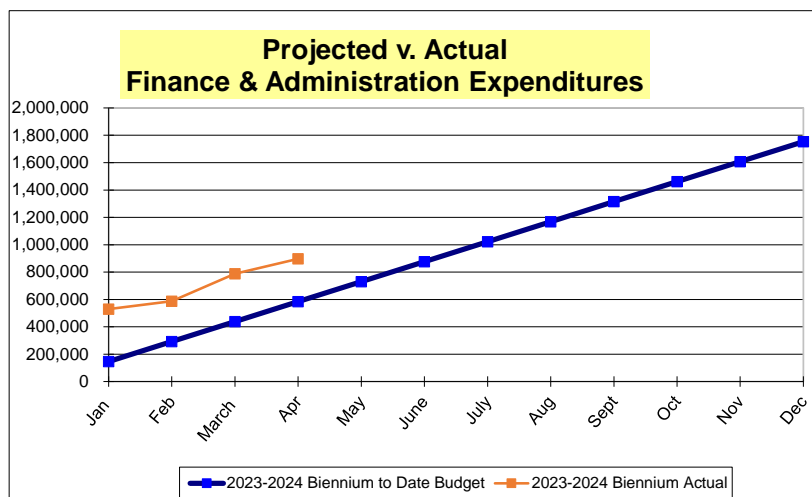
**CITY MANAGER**

	2023-2024 Biennium to Date Budget	2023-2024 Biennium Actual
Jan	151,705	107,862
Feb	303,410	272,756
March	455,115	435,641
Apr	606,820	657,696
May	758,525	
June	910,230	
July	1,061,935	
Aug	1,213,640	
Sept	1,365,345	
Oct	1,517,050	
Nov	1,668,755	
Dec	1,820,460	
2023-24	3,640,924	
Year To Date		
Actual v. Projected		108%



**FINANCE & ADMINISTRATION**

	2023-2024 Biennium to Date Budget	2023-2024 Biennium Actual
Jan	146,109	529,618
Feb	292,218	587,043
March	438,327	788,114
Apr	584,436	896,954
May	730,545	
June	876,654	
July	1,022,763	
Aug	1,168,872	
Sept	1,314,981	
Oct	1,461,090	
Nov	1,607,199	
Dec	1,753,308	
2023-24	3,506,611	
Year To Date		
Actual v. Projected		153%

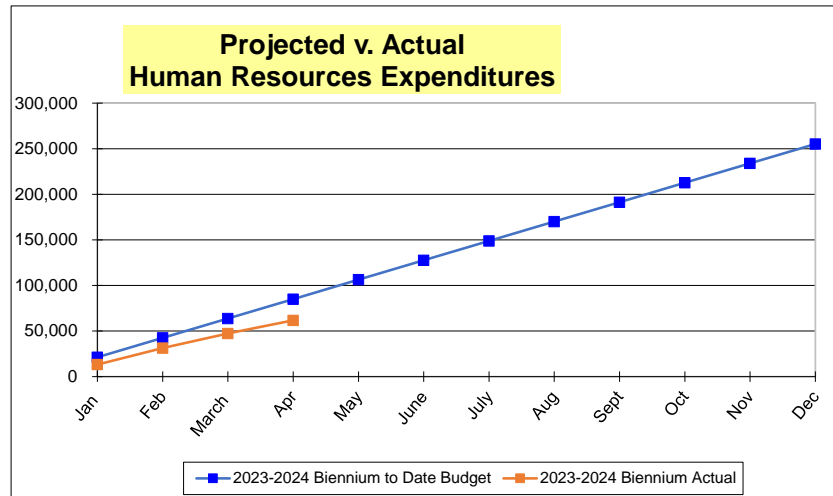


**City of Kenmore, Washington**  
**General Fund Expenditure Graphs**  
**April 30, 2023**

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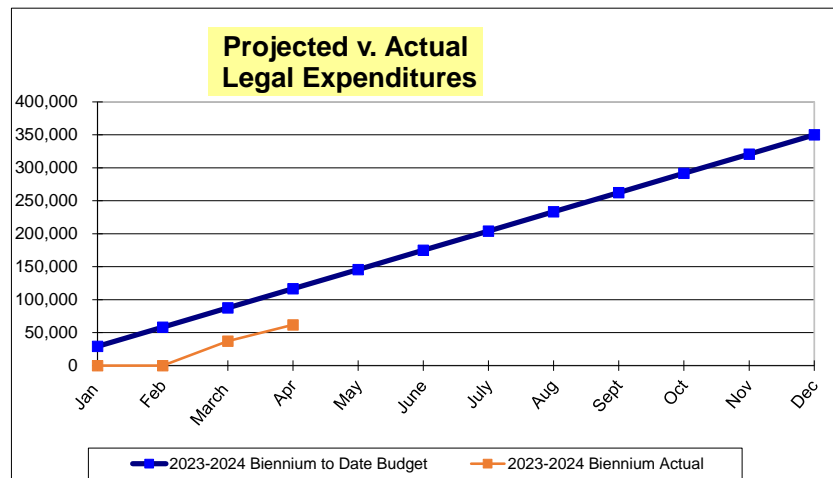
**HUMAN RESOURCES**

	2023-2024 Biennium to Date Budget	2023-2024 Biennium Actual
Jan	21,263	13,247
Feb	42,526	31,434
March	63,789	47,411
Apr	85,052	61,763
May	106,315	
June	127,578	
July	148,841	
Aug	170,104	
Sept	191,367	
Oct	212,630	
Nov	233,893	
Dec	255,156	
2023-24	510,304	
Year To Date		
Actual v. Projected		73%



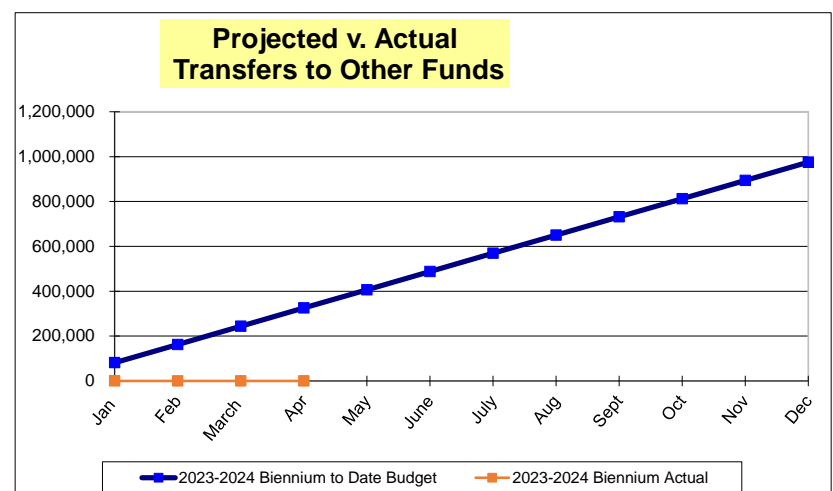
**LEGAL**

	2023-2024 Biennium to Date Budget	2023-2024 Biennium Actual
Jan	29,167	0
Feb	58,334	0
March	87,501	37,307
Apr	116,668	61,903
May	145,835	
June	175,002	
July	204,169	
Aug	233,336	
Sept	262,503	
Oct	291,670	
Nov	320,837	
Dec	350,004	
2023-24	700,000	
Year To Date		
Actual v. Projected		53%



**TRANSFERS TO OTHER FUNDS**

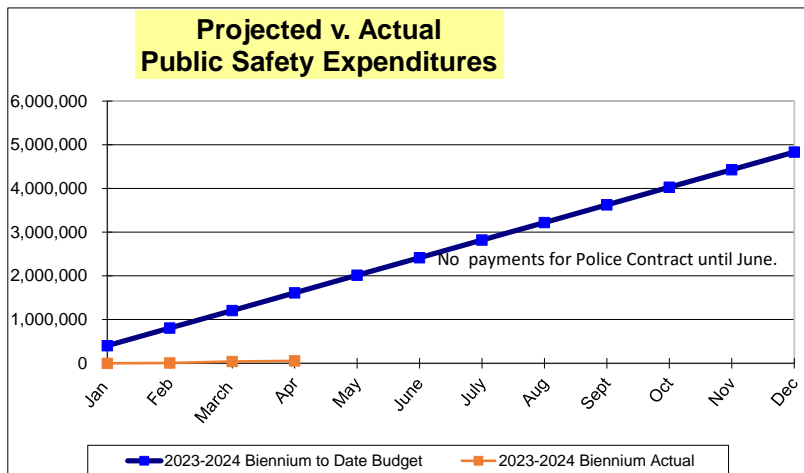
	2023-2024 Biennium to Date Budget	2023-2024 Biennium Actual
Jan	81,271	0
Feb	162,542	0
March	243,813	0
Apr	325,084	0
May	406,355	
June	487,626	
July	568,897	
Aug	650,168	
Sept	731,439	
Oct	812,710	
Nov	893,981	
Dec	975,252	
2023-24	1,950,513	
Year To Date		
Actual v. Projected		0%



## PUBLIC SAFETY

	2023-2024 Biennium to Date Budget	2023-2024 Biennium Actual
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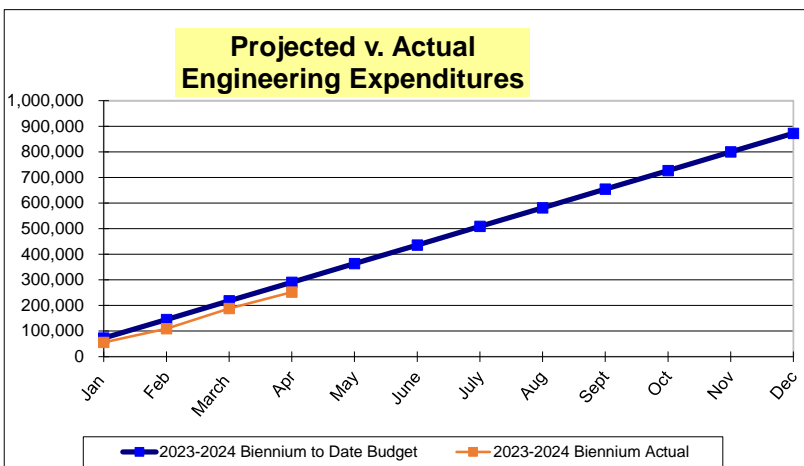
Jan	402,790	50
Feb	805,580	6,353
March	1,208,370	38,897
Apr	1,611,160	55,596
May	2,013,950	
June	2,416,740	
July	2,819,530	
Aug	3,222,320	
Sept	3,625,110	
Oct	4,027,900	
Nov	4,430,690	
Dec	4,833,480	
2023-24	9,666,950	
Year To Date		
Actual v. Projected		3%



## ENGINEERING

	2023-2024 Biennium to Date Budget	2023-2024 Biennium Actual
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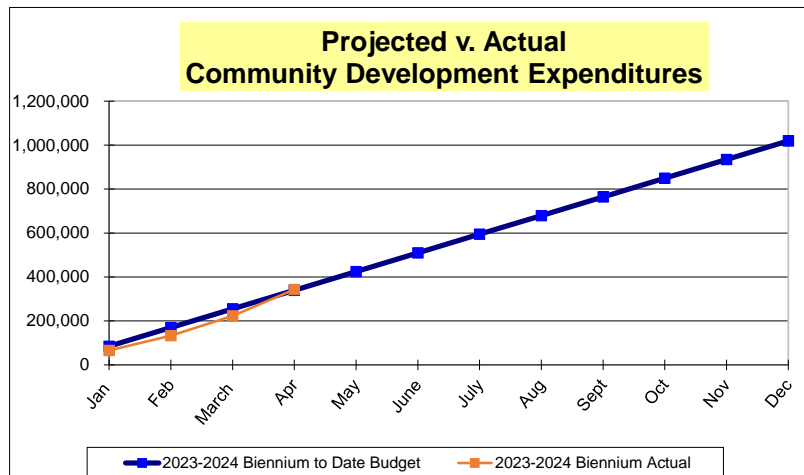
Jan	72,710	55,943
Feb	145,420	108,968
March	218,130	188,243
Apr	290,840	252,150
May	363,550	
June	436,260	
July	508,970	
Aug	581,680	
Sept	654,390	
Oct	727,100	
Nov	799,810	
Dec	872,520	
2023-24	1,745,035	
Year To Date		
Actual v. Projected		87%



## COMMUNITY DEVELOPMENT

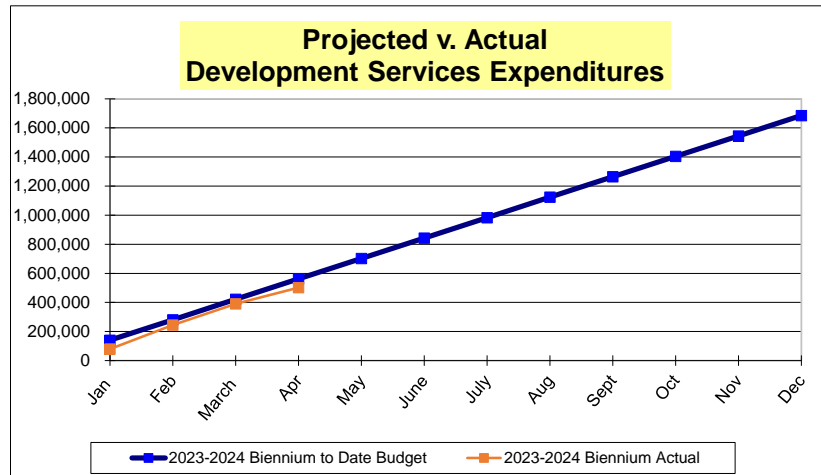
	2023-2024 Biennium to Date Budget	2023-2024 Biennium Actual
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Jan	84,947	65,630
Feb	169,894	132,886
March	254,841	222,832
Apr	339,788	343,240
May	424,735	
June	509,682	
July	594,629	
Aug	679,576	
Sept	764,523	
Oct	849,470	
Nov	934,417	
Dec	1,019,364	
2023-24	2,038,723	
Year To Date		
Actual v. Projected		101%



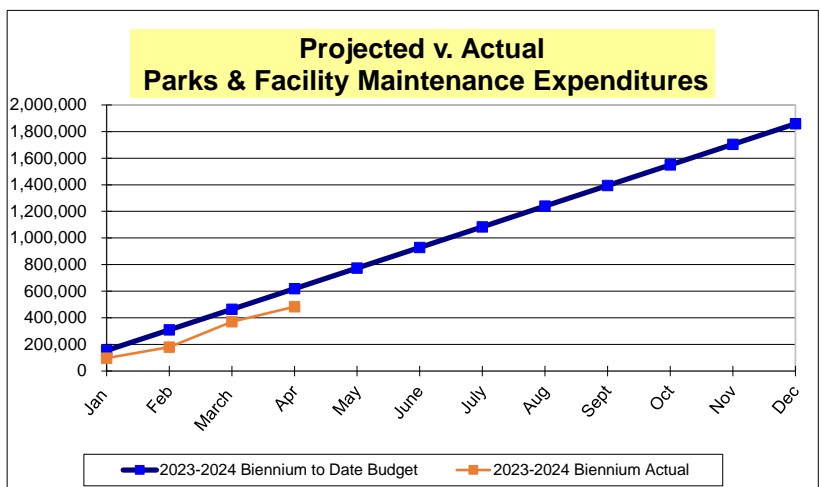
### DEVELOPMENT SERVICES

	2023-2024 Biennium to Date Budget	2023-2024 Biennium Actual
Jan	140,462	79,459
Feb	280,924	244,251
March	421,386	390,292
Apr	561,848	501,784
May	702,310	
June	842,772	
July	983,234	
Aug	1,123,696	
Sept	1,264,158	
Oct	1,404,620	
Nov	1,545,082	
Dec	1,685,544	
2023-24	3,371,076	
Year To Date		
Actual v. Projected		89%



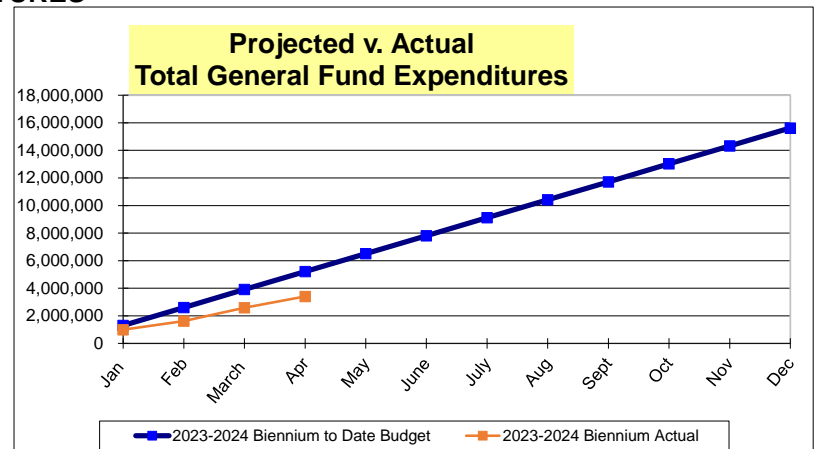
### PARKS & FACILITY MAINTENANCE

	2023-2024 Biennium to Date Budget	2023-2024 Biennium Actual
Jan	154,887	97,307
Feb	309,774	179,636
March	464,661	370,226
Apr	619,548	483,257
May	774,435	
June	929,322	
July	1,084,209	
Aug	1,239,096	
Sept	1,393,983	
Oct	1,548,870	
Nov	1,703,757	
Dec	1,858,644	
2023-24	3,717,276	
Year To Date		
Actual v. Projected		78%



### TOTAL GENERAL FUND EXPENDITURES

	2023-2024 Biennium to Date Budget	2023-2024 Biennium Actual
Jan	1,302,184	994,291
Feb	2,604,368	1,620,254
March	3,906,552	2,592,374
Apr	5,208,736	3,405,842
May	6,510,920	
June	7,813,104	
July	9,115,288	
Aug	10,417,472	
Sept	11,719,656	
Oct	13,021,840	
Nov	14,324,024	
Dec	15,626,208	
2023-24	31,252,425	
Year To Date		
Actual v. Projected		65%



City of Kenmore, Washington  
Street Fund Summary Report  
April 30, 2023

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2023 - 2024				
	MONTH	BIENNIUM TO DATE	% of	BUDGET
	<u>April 2023</u>	<u>2023-2024</u>	<u>BUDGET</u>	<u>2023-2024</u>
<b>REVENUES</b>				
Beginning Fund Balance		2,270,562		2,270,562
Fuel Tax	29,924	125,241	13.6%	917,905
Investment Interest	6,820	16,520	82.6%	20,000
Miscellaneous	0	8,279	17.8%	46,602
ROW Permit Fees/Inspections	25,488	62,685	25.7%	243,612
Multimodal Transportation	0	7,819	12.2%	63,948
MVA Transpo City	0	6,842	0.0%	0
Transfer from General Fund	0	0	0.0%	1,858,313
Transfer from TBD	0	0	0.0%	700,000
Total Revenues	62,232	227,386	5.9%	3,850,380

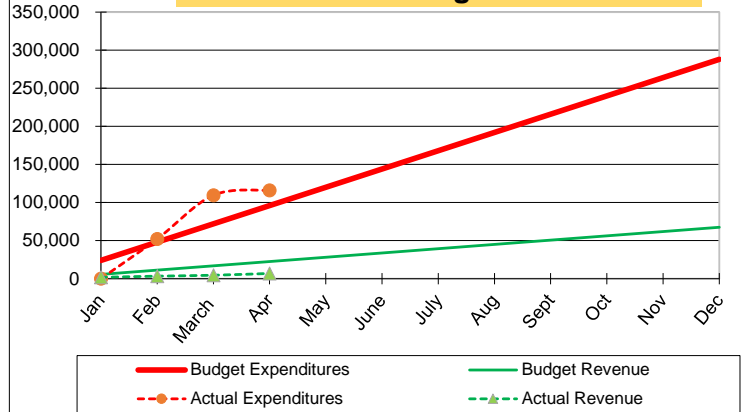
2023 - 2024				
	MONTH	BIENNIUM TO DATE	% of	BUDGET
	<u>April 2023</u>	<u>2023-2024</u>	<u>BUDGET</u>	<u>2023-2024</u>
<b>EXPENDITURES</b>				
Salary and Benefits	57,509	237,835	15.1%	1,575,300
Maintenance & Operations	46,546	238,790	11.9%	2,001,300
Capital	0	16,325	31.1%	52,500
Transfer to PW Shop Fund	0	0	0.0%	175,880
Total Expenditures	104,055	492,951	13.0%	3,804,980
Revenues over Expenditures	(41,823)	(265,565)		45,400
Ending Fund Balance		2,004,997		2,315,962

April 30, 2023

**STRATEGIC OPPORTUNITIES FUND**

	2023-2024 Budget Expenditures	2023-2024 Actual Expenditures	2023-2024 Budget Revenue	2023-2024 Actual Revenue
Jan	24,000	0	5,626	1,809
Feb	48,000	52,075	11,252	3,330
March	72,000	109,645	16,878	4,536
Apr	96,000	116,112	22,504	6,887
May	120,000		28,130	
June	144,000		33,756	
July	168,000		39,382	
Aug	192,000		45,008	
Sept	216,000		50,634	
Oct	240,000		56,260	
Nov	264,000		61,886	
Dec	288,000		67,512	
2023-24	576,000		135,018	
Total Actual to Date vs Total Budget		20%		5%

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

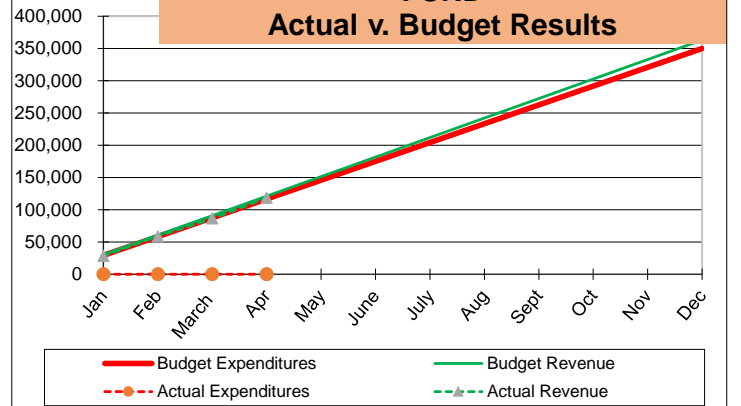


The purpose of the Strategic Opportunities Fund is to have funds available for the City to make key investments or take advantage of strategic opportunities as they present themselves.

**TRANSPORTATION BENEFIT DISTRICT FUND**

	2023-2024 Budget Expenditures	2023-2024 Actual Expenditures	2023-2024 Budget Revenue	2023-2024 Actual Revenue
Jan	29,167	0	30,263	27,898
Feb	58,334	0	60,526	58,709
March	87,501	0	90,789	86,440
Apr	116,668	0	121,052	118,485
May	145,835		151,315	
June	175,002		181,578	
July	204,169		211,841	
Aug	233,336		242,104	
Sept	262,503		272,367	
Oct	291,670		302,630	
Nov	320,837		332,893	
Dec	349,996		363,156	
2023-24	700,000		726,305	
Total Actual to Date vs Total Budget		0%		16%

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

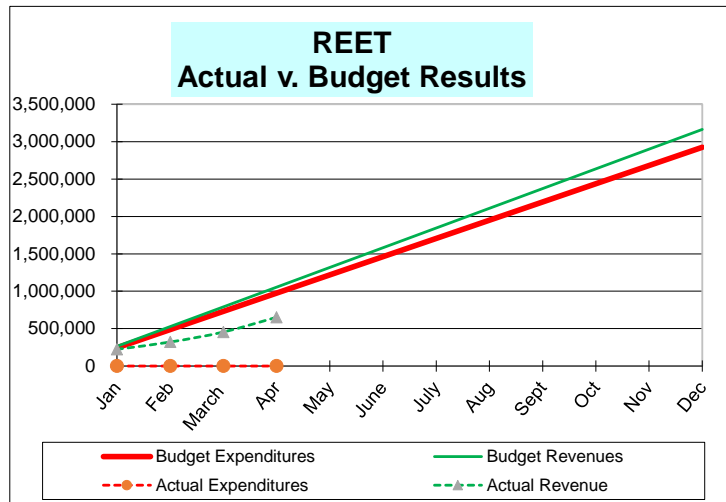


The Transportation Benefit District fund accounts for the \$20 vehicle license tab fees levied on vehicles located in the Kenmore city limits. The revenue generated will be used in maintaining the City's transportation system.

April 30, 2023

**REAL ESTATE EXCISE TAX FUND**

	2023-2024 Budget Expenditures	2023-2024 Actual Expenditures	2023-2024 Budget Revenue	2023-2024 Actual Revenue
Jan	243,704	0	263,590	223,695
Feb	487,408	0	527,180	320,826
March	731,112	0	790,770	454,752
Apr	974,816	0	1,054,360	651,898
May	1,218,520		1,317,950	
June	1,462,224		1,581,540	
July	1,705,928		1,845,130	
Aug	1,949,632		2,108,720	
Sept	2,193,336		2,372,310	
Oct	2,437,040		2,635,900	
Nov	2,680,744		2,899,490	
Dec	2,924,448		3,163,080	
2023-24	5,848,900		6,326,171	
Total Actual to Date vs Total Budget		0%		10%

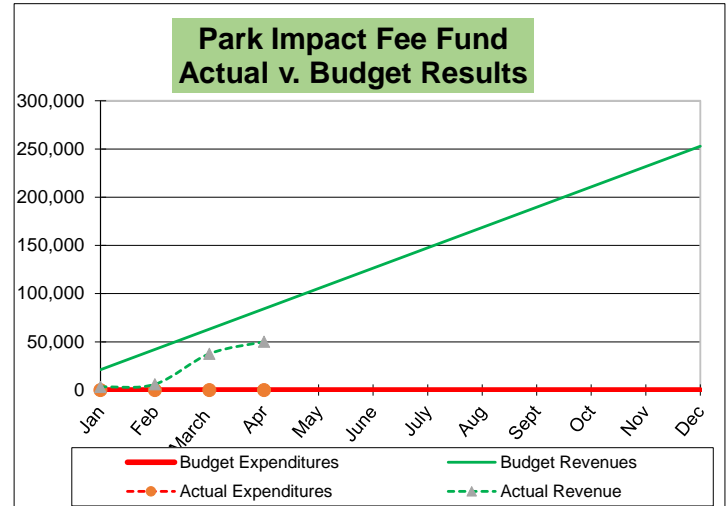


The Real Estate Excise Tax Fund accounts for the 1/2% real estate excise taxes levied by the City which are restricted to capital projects and improvements. Expenditures include transfers to the Park Capital Fund for park improvements and Transportation Capital Fund for transportation improvements. include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

and Transportation Capital Fund for transportation improvements.

**PARK IMPACT FEE FUND**

	2023-2024 Budget Expenditures	2023-2024 Actual Expenditures	2023-2024 Budget Revenue	2023-2024 Actual Revenue
Jan	0	0	21,070	3,147
Feb	0	0	42,140	6,018
March	0	0	63,210	37,652
Apr	0	0	84,280	50,046
May	0		105,350	
June	0		126,420	
July	0		147,490	
Aug	0		168,560	
Sept	0		189,630	
Oct	0		210,700	
Nov	0		231,770	
Dec	0		252,840	
2023-24	0		505,670	
Total Actual to Date vs Total Budget		0%		10%



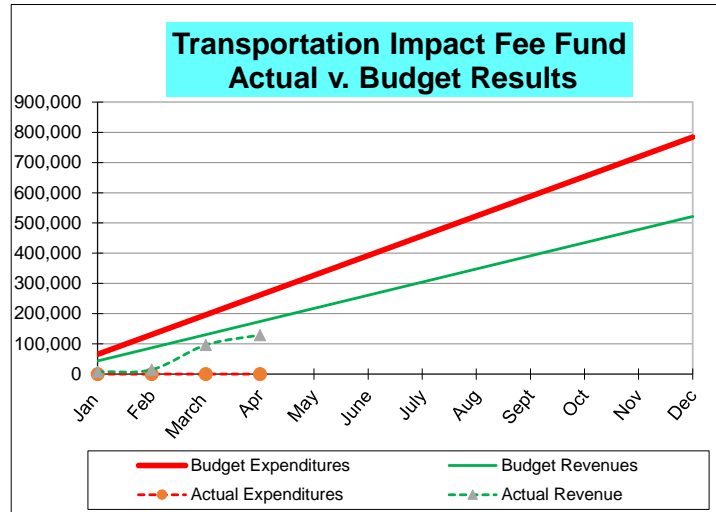
This fund accounts for City imposed park impact fees on new development. Expenditures are for public park acquisitions and improvements.



April 30, 2023

**TRANSPORTATION IMPACT FEE FUND**

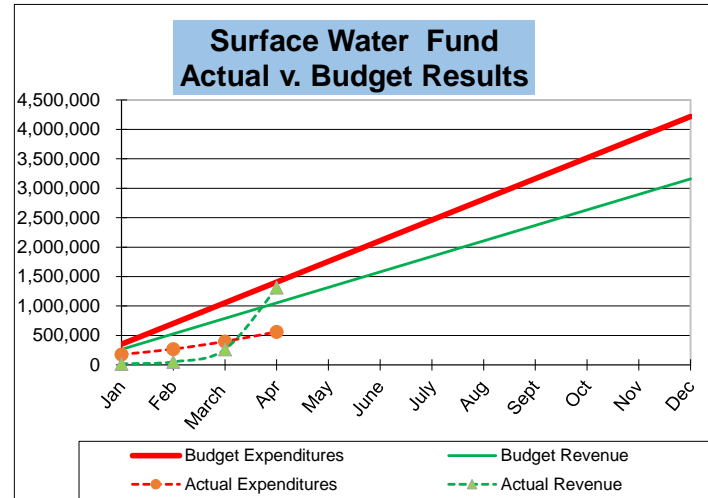
	2023-2024 Budget Expenditures	2023-2024 Actual Expenditures	2023-2024 Budget Revenue	2023-2024 Actual Revenue
Jan	65,358	0	43,472	7,562
Feb	130,716	0	86,944	14,461
March	196,074	0	130,416	96,287
Apr	261,432	0	173,888	128,935
May	326,790		217,360	
June	392,148		260,832	
July	457,506		304,304	
Aug	522,864		347,776	
Sept	588,222		391,248	
Oct	653,580		434,720	
Nov	718,938		478,192	
Dec	784,296		521,664	
2023-24	1,568,596		1,043,334	
Total Actual to Date vs Total Budget		0%		12%



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

**SURFACE WATER MANAGEMENT FUND**

	2023-2024 Budget Expenditures	2023-2024 Actual Expenditures	2023-2024 Budget Revenue	2023-2024 Actual Revenue
Jan	351,574	177,516	263,276	17,517
Feb	703,148	268,361	526,552	52,102
March	1,054,722	398,377	789,828	263,203
Apr	1,406,296	561,906	1,053,104	1,314,101
May	1,757,870		1,316,380	
June	2,109,444		1,579,656	
July	2,461,018		1,842,932	
Aug	2,812,592		2,106,208	
Sept	3,164,166		2,369,484	
Oct	3,515,740		2,632,760	
Nov	3,867,314		2,896,036	
Dec	4,218,888		3,159,312	
2023-24	8,467,779		6,318,615	
Total Actual to Date vs Total Budget		7%		21%



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

**City of Kenmore, Washington**  
**Cash and Investment Report**  
**April 30, 2023**

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<u>Fund</u>	<u>Beg. Cash &amp; Inv.</u> <u>from Prev. Mo.</u>	<u>Monthly</u> <u>Revenues</u>	<u>Monthly</u> <u>Expenditures</u>	<u>End. Cash &amp; Inv.</u> <u>Current Month</u>
General	\$3,854,602	\$3,010,913	\$832,250	6,033,265
Street	2,046,508	62,232	104,055	2,004,685
Transportation Capital	2,141,420	53,187	26,796	2,167,810
KAPE Fund	0	0	165	(165)
Public Art	120,626	412	0	121,039
Park Impact Fee	132,584	12,394	0	144,977
Transportation Impact Fee	456,315	32,647	0	488,962
Swamp Creek Basin	456,236	1,560	0	457,795
Transportation Benefit District	237,963	32,046	0	270,008
ARPA Fiscal Recovery Fund	5,075,365	0	20,187	5,055,178
Sammamish Bridge Replacement	718,647	0	13,592	705,055
Walkways & Waterways Debt Service	234,266	391,194	0	625,460
Real Estate Excise Tax	3,405,819	197,146	0	3,602,965
Park Capital	1,252,813	0	110,297	1,142,516
Walkways & Waterways Bond	130,793	25,924	0	156,717
Surface Water Management	1,709,124	1,050,898	163,528	2,596,494
Surface Water Capital	1,784,116	36,502	272	1,820,346
Public Works Shop Fund	379,334	0	0	379,334
Strategic Reserve	1,375,476	4,702	0	1,380,178
Strategic Opportunities	694,647	2,352	6,467	690,531
Equipment Replacement	675,394	2,309	0	677,703
Trust & Agency	940,878	53,331	733	993,476
<b>Totals</b>	<b>\$27,822,923</b>	<b>\$4,969,749</b>	<b>\$1,278,342</b>	<b>\$31,514,330</b>

<u>Fund</u>	<u>Cash, Savings,</u> <u>Local Govt Investment Pool</u>	<u>(&gt; One Year)</u> <u>Fixed</u> <u>Investments</u>	<u>Total</u>
General	\$4,602,878	\$1,428,118	6,030,996
Street	1,154,305	850,000	2,004,305
Transportation Capital	2,167,810	0	2,167,810
KAPE Fund	-165	0	(165)
Public Art	106,039	15,000	121,039
Park Impact Fee	-785,023	930,000	144,977
Transportation Impact Fee	458,962	30,000	488,962
Swamp Creek Basin	-942,205	1,400,000	457,795
Transportation Benefit District	270,008	0	270,008
ARPA Fiscal Recovery Fund	5,055,069	0	5,055,069
Sammamish Bridge Replacement	705,055	0	705,055
Walkways & Waterways Debt Service	625,459	0	625,459
Real Estate Excise Tax	3,602,965	0	3,602,965
Park Capital	1,142,516	0	1,142,516
Walkways & Waterways Bond	156,717	0	156,717
Surface Water Management	2,086,055	510,000	2,596,055
Surface Water Capital	1,820,346	0	1,820,346
Public Works Shop Fund	379,334	0	379,334
Strategic Reserve	530,179	850,000	1,380,179
Strategic Opportunities	690,531	0	690,531
Equipment Replacement	227,703	450,000	677,703
Trust & Agency	893,476	100,000	993,476
<b>Totals</b>	<b>\$24,948,014</b>	<b>\$6,563,118</b>	<b>\$31,511,132</b>

**City of Kenmore, Washington**  
**Cash and Investment Report**  
**April 30, 2023**

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note: negative balances are due to pending transfers from other funds, not yet recorded.

**City of Kenmore, Washington**  
**Investment Schedule**  
 April 30, 2023



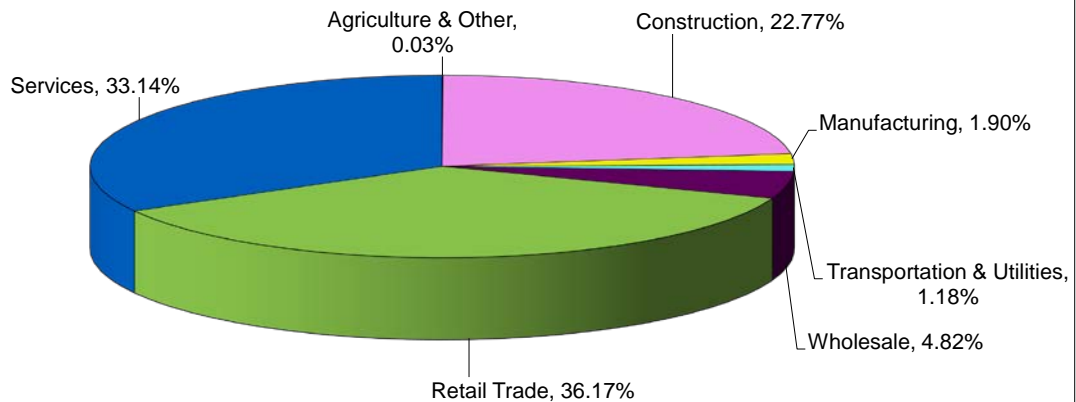
Average Yield to Maturity-Securities								Overall Average Yield	0.55% 3.21%
Investment #	Type	Purchase Date	Maturity Date	Rate	Yield	Principal or Balance	Yield Equivalents		
<b>Time Value Investments</b>									
3135G05G4	FNMA	11/9/2020	7/10/2023	0.20%	0.20%	1,501,588.50	3,003.18		
3133EMHL9	FFCB	11/24/2020	11/30/2023	0.30%	0.30%	1,501,500.00	4,504.50		
3133EMMN9	FFCB	1/25/2021	1/11/2024	0.19%	0.19%	1,000,000.00	1,900.00		
3130AQTTO	FHLB	3/2/2022	2/28/2025	1.67%	1.67%	1,494,768.00	24,962.63		
9128286Z8	US TREAS	1/25/2021	6/30/2024	0.18%	0.18%	1,065,261.38	1,917.47		
<b>Total TVI Purchases</b>						<b>6,563,117.88</b>	<b>36,287.77</b>		
<b>CD's</b>									
							-		
<b>Total CD's</b>						<b>0.00</b>	<b>0.00</b>		
<b>TOTAL ALL SECURITIES</b>								<b>\$ 6,563,117.88</b>	<b>\$ 36,287.77</b>
<b>Banner Checking and Savings</b>				<b>0.02%</b>		<b>5,033,096.92</b>	1,006.62		
<b>Pacific Premier Savings</b>				<b>4.75%</b>		<b>3,246,431.40</b>	154,091.87		
<b>LGIP - Primary Account</b>				<b>4.93%</b>		<b>10,241,287.39</b>	504,618.95		
<b>LGIP - Bond Proceeds Account</b>				<b>4.93%</b>		<b>6,427,197.95</b>	316,687.32		
<b>Total Accounts</b>								<b>\$ 31,511,131.54</b>	<b>1,012,692.54</b>

**City of Kenmore, Washington**  
**Retail Sales and Use Tax Distribution**  
**April 30, 2023**



Industry	Prior 12 Months ending April 2022	Current 12 Months ending April 2023	% Increase/ (Decrease)	% of Total
Agriculture & Other (Landscaping, Animal Hospitals)	\$1,051	\$1,053	0.23%	0.03%
Construction	888,997	875,666	-1.50%	22.77%
Manufacturing (Printing, Publishing, Other Manuf.)	66,863	72,985	9.16%	1.90%
Transp/Comm/Utilities (Telecomm., Air Transport.)	26,375	45,313	71.80%	1.18%
Wholesale (Lumber, Other Wholesale)	183,209	185,369	1.18%	4.82%
Retail Trade (Eating, Merchandise, Food Stores)	1,293,425	1,391,022	7.55%	36.17%
Services (Auction, Recreation, Auto Repair, Financial)	1,144,428	1,274,617	11.38%	33.14%
Totals	<u>\$3,604,348</u>	<u>\$3,846,024</u>	<u>6.71%</u>	100%
Increase/(Decrease)		<u>\$241,676</u>	<u>6.71%</u>	

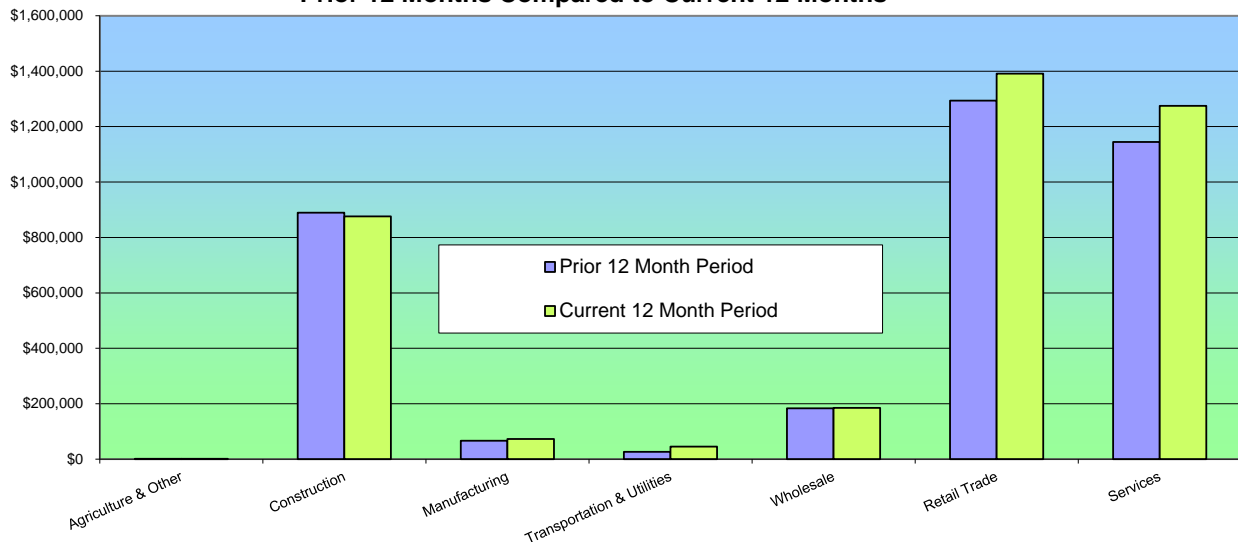
**Retail Sales and Use Taxes by Industry**  
**Current 12 Months Ending April 2023**



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

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

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



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



	Actual 2015	Actual 2016	Actual 2017	Actual 2018	Actual 2019	Actual 2020	Actual 2021	Actual 2022	Actual 2023	3 Year Average	Over (Under) Target	Over (Under) 2022
January	147,430	155,767	183,686	189,714	212,512	206,314	276,941	293,134	303,019	258,797	44,222	9,885
February	202,329	229,546	242,293	212,833	266,881	271,363	380,689	328,417	346,254	326,823	19,431	17,836
March	142,567	163,676	167,464	166,245	199,904	188,827	252,964	271,188	266,941	237,660	29,281	(4,247)
April	149,181	156,098	161,451	165,619	184,173	169,696	252,692	297,790	252,194	240,059	12,135	(45,596)
May	154,761	178,226	190,582	218,195	225,702	182,215	279,497	343,261		268,324	(268,324)	(343,261)
June	171,438	191,343	172,177	199,727	236,078	213,794	301,742	325,842		280,459	(280,459)	(325,842)
July	176,794	173,737	187,114	187,663	237,778	235,288	274,557	318,993		276,279	(276,279)	(318,993)
August	193,832	218,824	225,046	235,886	256,744	288,358	343,181	361,803		331,114	(331,114)	(361,803)
September	187,454	259,234	163,473	233,272	246,655	265,718	287,846	317,663		290,409	(290,409)	(317,663)
October	165,890	211,887	205,522	205,300	241,117	278,793	314,852	355,668		316,438	(316,438)	(355,668)
November	183,083	213,098	201,799	199,451	223,471	292,554	318,463	340,848		317,288	(317,288)	(340,848)
December	171,029	188,590	183,873	223,263	243,075	294,835	293,680	313,538		300,684	(300,684)	(313,538)
	2,045,788	2,340,024	2,284,480	2,437,168	2,774,091	2,887,755	3,577,105	3,868,146	1,168,408	3,444,335	(2,275,928)	(2,699,739)



## City Council Agenda Bill City of Kenmore, WA

<b>Subject/Topic:</b> Demolition of structures at future Public Works Operations Center site.	<b>For Council Meeting Agenda of:</b>  <b>Department:</b> Environmental Services  <b>Prepared by:</b> Richard Sawyer, ES Director  <table><tr><td></td><td><b>Initial &amp; Date</b></td></tr><tr><td><b>Approved by Department Head:</b></td><td>RS</td></tr><tr><td><b>Approved by City Attorney:</b></td><td>N/A</td></tr><tr><td><b>Approved by Finance Director:</b></td><td>MM</td></tr><tr><td><b>Approved by City Manager:</b></td><td>RK</td></tr></table>		<b>Initial &amp; Date</b>	<b>Approved by Department Head:</b>	RS	<b>Approved by City Attorney:</b>	N/A	<b>Approved by Finance Director:</b>	MM	<b>Approved by City Manager:</b>	RK
	<b>Initial &amp; Date</b>										
<b>Approved by Department Head:</b>	RS										
<b>Approved by City Attorney:</b>	N/A										
<b>Approved by Finance Director:</b>	MM										
<b>Approved by City Manager:</b>	RK										
<b>Proposed Council Action/Motion:</b> Authorize City Manager to execute contract 23-C2950 with Northend Excavating Inc. in an amount not to exceed \$150,000.	<b>Exhibits/Attachments:</b> NA										
<b>Summary:</b>  The City is hiring a contractor to demolish structures on three city owned properties on NE 202 <sup>ND</sup> ST at the future location of the Public Works Operations Center.											
<b>Information/Background:</b>  The City acquired three parcels to use as the future site of the Public Works Operations Center (PWOC). The site contains three residential homes, one concrete foundation from a previous home, several detached auxiliary structures and paved areas used for driveways. These structures will be removed by a professional demolition contractor to prepare for the future construction of the PWOC.											
<b>Fiscal Consideration:</b>  Demolition is part of the PWOC Capital Project approved in the 2023-2024 Biennium Budget. Half of the funds are provided from the Surface Water Fund and half from the General Fund.											
<b>City Council Priority or Budget Objective Being Addressed:</b>  The PWOC will support the City's operational and environmental staff, which provide core services critical to the City, including maintenance and operation of transportation infrastructure, facilities, parks, surface water facilities, environmental programs, and more.											



**King County**

**Veterans, Seniors & Human Services Levy**

# Renewal Overview

**July 10<sup>th</sup>, 2023**

**Kelly Rider, Chief of Staff  
King County Department of Community  
& Human Services**



# Veterans, Seniors, and Human Services Levy (VSHSL)

Voter approved x3 since 2005.

Added Seniors in 2017.

Current VSHSL expires at end of 2023.

King County voters will consider  
renewing the levy for 2024-2029 on  
the August 2023 ballot.

Same initial rate

10¢

per \$1,000 of  
assessed value

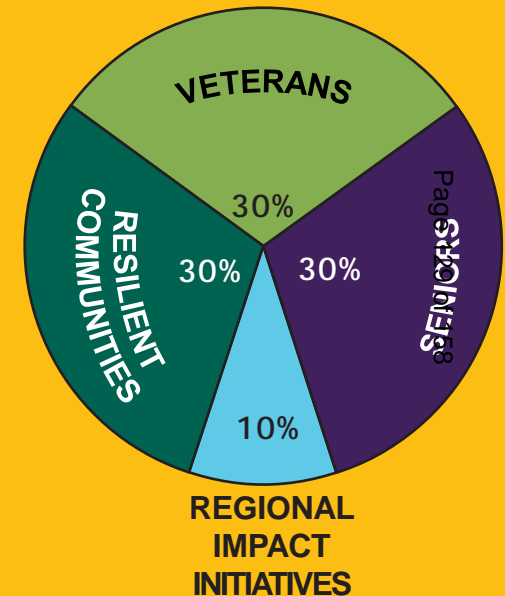
\$83/yr

+\$17/yr

for the County's median  
home value

\$564  
million

over six years  
(2024-2029)



# About the VSHSL

Six-year property tax levy lid lift

## Four funding areas

1. Veterans, servicemembers and their families
2. Older adults and their caregivers
3. Other resilient communities

**NEW** Regional impact initiatives that affect all three populations

## Five result areas:





**185,000+** since 2018,  
*including*  
**27,000+** veterans,  
and **100,000+** seniors



**300+** programs  
led by **150+**  
community-based  
organizations

**Broad impact for tens of thousands of our neighbors  
every year since last renewed**

Built 1200 units of affordable housing and 198 shelter beds

Contributed to a 40% reduction in veteran homelessness



Funded 39 senior centers across the county



Partners used the VSHSL to pivot and adapt services and programming throughout the COVID-19 pandemic



- Helped more than 260 veterans, servicemembers, and family members access more than 15,000 mental health counseling sessions



- **DVHopeline**, a countywide, 24-hour, multi-lingual, multi-modal domestic violence hotline, launches.

- First-in-the-nation pilot program houses homeless veterans. **Collaborative Case Management** blends rental assistance with supportive services to help veterans secure stable housing.



- Funded 55 agencies with 675 bonuses to hire and retain critical human services staff at a time of high turnover and vacancies
- Funded mobile advocacy services for more than 1,200 survivors of gender-based violence



# Measuring VSHSL Impact



Housing  
Stability

80% of VSHSL Housing Stability program outcomes showed positive housing results (such as remaining housed or finding permanent housing).



Financial  
Stability

66% of VSHSL Financial Stability program outcomes showed increases in financial security through employment obtainment, education enrollment, public benefit/veteran assistance, or other progress on financial goals.



Healthy  
Living

76% of VSHSL Healthy Living program outcomes showed improved health and well-being.

*Note: Participant duplication may occur for those enrolled in multiple years of programming.*

# Measuring VSHSL Impact



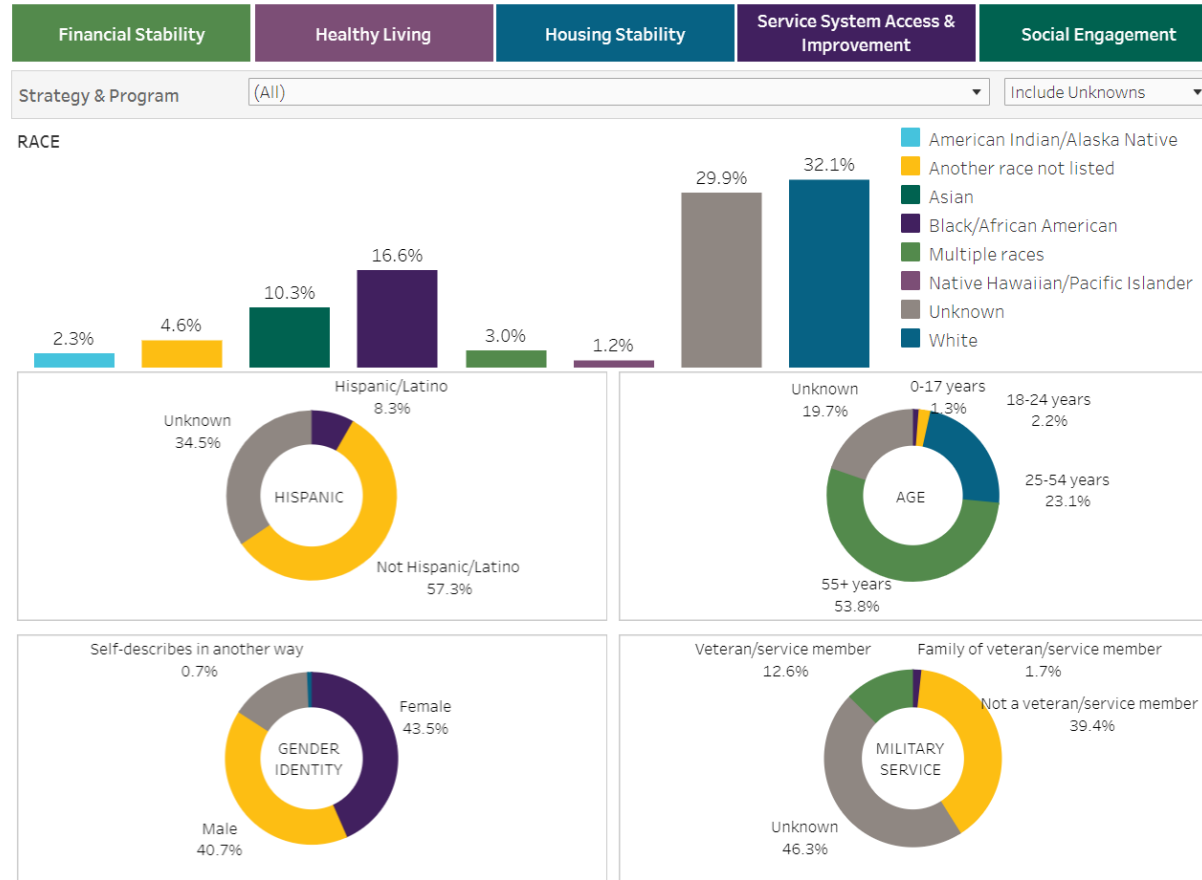
57% of VSHSL Social Engagement program outcomes showed reduced isolation through increased feelings of connection or increased engagement in community.



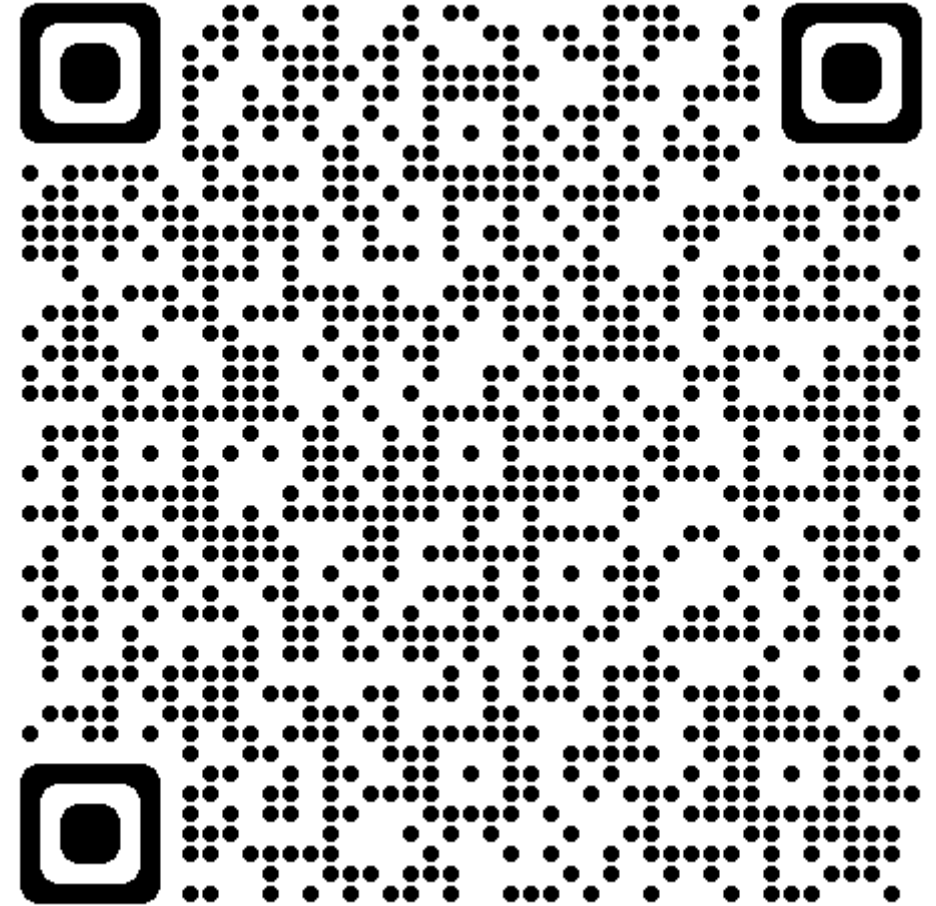
78% of VSHSL Service System Access and Improvement program outcomes showed connection to services through referral or direct service and 66% of VSHSL Gender-Based Violence program outcomes showed survivors made progress or met their self-defined goals each year.

# Interactive Financial Data and Performance Reporting are Publicly Available Online

Use the **buttons** below to view demographic results for a specific VSHSL Result Area. Use the dropdown lists to filter by VSHSL Strategy and Program, and toggle between Unknowns. To reset the filter double click on the result area button.



-Data reflects demographic information for participants receiving services any time between January 1 - December 31, 2021.





# VSHSL Impact in North King County

---

- ▶ Contributed to **130 units** new affordable and supportive housing
- ▶ Created a new service access point for north-end residents by moving King County Veteran Program to Northgate
- ▶ Expanded reach of senior services through innovative senior center partnerships
  - Kenmore Senior Center, Northshore Senior Center, and Peter Kirk Community Center hub partnership
  - Indian American Community Services hosts pop-up community centers

# VSHSL Renewal Community Engagement March 2022 – June 2023



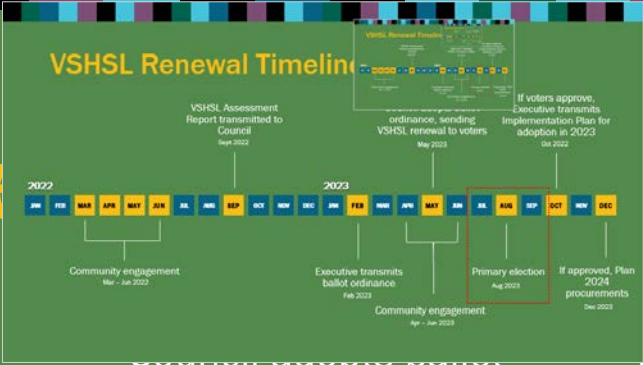
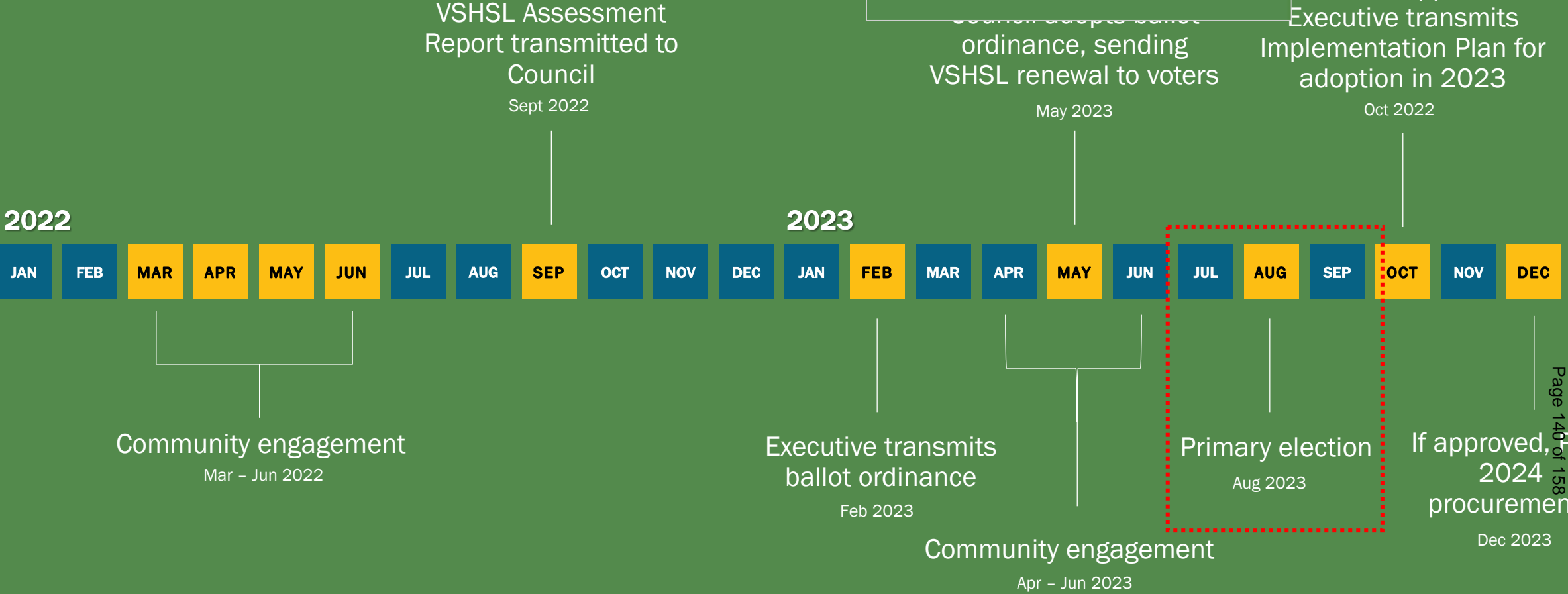
- **20** community conversations
- **20** focus groups/  
listening sessions
- **15+** informational presentations
- **10** open houses
- **2** Summits

# If renewed, the VSHSL would:

- Fund permanent supportive housing, including veteran-specific housing
- Keep reducing veteran homelessness (40% reduction since 2018)
- Expand investments in the human services workforce
- Double current funding for senior centers
- Maintain access to counseling and mental health supports for veterans and seniors
- Deepen community-centered programming for survivors of gender-based violence



# VSHSL Renewal Timeline



# *Questions?*

Learn more at: [bit.ly/VSHSLonepager](https://bit.ly/VSHSLonepager)



# Stay Connected!

- Subscribe to our blog: [DCHSblog.com](https://DCHSblog.com)
- Visit our website:  
[www.kingcounty.gov/VSHSL](https://www.kingcounty.gov/VSHSL)
- Follow us on social media:

  @KingCountyVetsProgram

 @KingCountyDCHS



**King County**

Veterans, Seniors & Human Services Levy





## Veterans, Seniors & Human Services Levy

### ***Ensuring that Veterans, Seniors and Resilient Communities are connected and supported across the region.***

Since 2006, the King County Veterans and Human Services Levy has funded a wide range of programs that connect veterans, military service members and their families, as well as individuals and families in need with affordable housing, employment, behavioral health treatment, and other services. In 2017, voters approved the Veterans, Seniors and Human Services Levy (VSHSL), adding funding for services to King County seniors and their caregivers. The current levy expires in December 2023. The priorities and investment areas detailed below are contingent upon the implementation plan that would be considered and adopted by the King County Council, if voters renew the Veterans, Seniors and Human Services Levy.



### **If renewed, the levy will:**

#### **SUPPORT VETERANS**

##### **Build Nation's Strongest Local Veterans Program**

- The levy sustains and expands innovative partnerships and programming, comprehensive case management, and behavioral health counseling for veterans and their families and caregivers. This includes:
  - Operation of the two King County Veterans Program (KCV) sites at Northgate and Tukwila
  - Providing mental health counseling to veterans, servicemembers and their families

##### **Keep Reducing Veteran Homelessness**

- Over the next six years, the VSHSL strives to further reduce veteran homelessness in the following ways:
  - Creating at least 70 dedicated affordable housing units for veterans, making permanent the Collaborative Case Management program, and funding housing navigators to assist people in their affordable housing search.



#### **EXPAND ACCESSIBILITY FOR SENIORS**

##### **Double Funding for Senior Centers**

- The levy will reinforce senior services that made a difference in the pandemic, strengthen and sustain senior center programming to provide social connection, and invest in green energy improvements like heat pumps, solar panels, and air filtration that help senior centers reduce their carbon footprint, cut utility bills, and provide refuge in extreme weather.

#### **STRENGTHEN COMMUNITIES, BUILD RESILIENCY**

##### **Deepen Investments in Critical Workforce**

- The region's vibrancy requires an effective and sustainable human services workforce that can prevent crises and help solve them in real time. The levy plays a critical role in investing in the people who support those in need, make our communities a place where people can thrive, and ensuring human services are accessible, effective, and equitable.

# Renewing the levy will build on previous work and support ongoing efforts.

Page 144 of 158

## VETERANS

Veterans strengthen our region, and King County is building the nation's strongest local veterans program to support them. Through continued support from the past three levies, the KCVP will expand partnerships with service providers to make a one-stop-shop location for thousands of veterans annually.

Served more than  
**27,000**



veterans, servicemembers and their families by VSHSL with fewer eligibility barriers than many federal programs

## SENIORS

The VSHSL recognizes the essential role of senior centers in our community and will help them become even more accessible and sustainable for the long term.

Funded

**39**



senior centers across the county

Served more than

**100,000**

through expanded senior programming

## BUILD RESILIENCY


The levy will help stabilize the human services workforce, and also invest in the people who help our communities thrive. The levy will also deepen investments for prevention efforts and responses to survivors of gender-based violence.



Funded  
**675** bonuses  
at **55** agencies



Funded  
mobile  
advocacy  
services for more than  
**1,200** survivors of  
gender-based violence

Helped build more than    
**1,000** units of affordable housing  
and **198** new shelter beds

Launched DVHopeline, a countywide, 24-hour multi-lingual and multimodal domestic violence hotline and received

**16,000** calls or texts

and referred nearly  
**7,000** of those to  
additional support



## If renewed, the levy will:

- Fund permanent supportive housing, specifically for veterans
- Keep reducing veteran homelessness
- Expand investments in the human services workforce
- Double current funding for senior centers
- Maintain access to counseling and mental health supports for veterans and seniors
- Dedicate King County staff to strengthen resident and resource connections
- Deepen community-centered programming for survivors of gender-based violence

## Cost to King County Residents

The levy would be assessed at 10 cents per \$1,000 in assessed value, estimated to cost approximately \$83.75 per year based on estimated 2024 home values for a median-valued home. Total revenue is estimated at \$564 million over six years (2024-2029).



**+\$17 more per year  
based on estimated  
2024 home values**

## Timeline

**2023**

- Executive transmits legislation to the Council.
- King County Council expected to vote by May on whether to put the proposal on the August ballot. If approved by voters, the Executive will prepare a detailed implementation plan by October 31, 2023.

**2024**

January 1:  
2024-2029  
VSHSL begins,  
if approved.



King County

DCE: 13119w





## City Council Agenda Bill City of Kenmore, WA

<p><b>Subject/Topic:</b> King County Proposition No. 1 Veterans, Seniors and Human Services Levy (See below for official ballot measure title)</p> <p><b>Proposed Council Action/Motion:</b></p> <p>Pursuant to RCW 42.17A.555(1) members of the public and council will be afforded approximately equal opportunity for the expression of an opposing view.</p> <p>Discussion of Ballot Measure</p> <p>Discussion and potential adoption of Resolution 23-401 in support of King County Proposition No. 1 Veterans, Seniors and Human Services Levy.</p> <p>Motion: Move to adopt Resolution 23-401 expressing support for the King County Ballot Measure Proposition No. 1 Veterans, Seniors and Human Services Levy.</p>	<p><b>For Council Meeting Agenda of: July 10, 2023</b></p> <p><b>Department:</b> City Manager's Office</p> <p><b>Prepared by:</b> Tambi Cork, HHS Manager</p> <table style="width: 100%;"> <tr> <td style="width: 80%;"><b>Approved by Department Head:</b></td> <td style="width: 20%; text-align: center;"><u>SLL</u></td> </tr> <tr> <td><b>Approved by City Attorney:</b></td> <td style="text-align: center;"><u>CC</u></td> </tr> <tr> <td><b>Approved by Finance Director:</b></td> <td style="text-align: center;"><u>N/A</u></td> </tr> <tr> <td><b>Approved by City Manager:</b></td> <td style="text-align: center;"><u>RK</u></td> </tr> </table> <p><b>Exhibits/Attachments:</b> Attachment 1 – Proposed Resolution 23-401</p>	<b>Approved by Department Head:</b>	<u>SLL</u>	<b>Approved by City Attorney:</b>	<u>CC</u>	<b>Approved by Finance Director:</b>	<u>N/A</u>	<b>Approved by City Manager:</b>	<u>RK</u>
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<b>Approved by City Manager:</b>	<u>RK</u>								
<p><b>Information/Background:</b></p> <p>The official ballot measure title and number from King County Elections:</p> <p><b>King County</b> <b>Proposition No. 1</b> <b><u><a href="#">Veterans, Seniors and Human Services Levy</a></u></b></p> <p>The King County Council passed Ordinance 19604 concerning replacement of an expiring veterans, seniors and human services levy. If approved, this proposition would fund capital facilities and services for veterans, servicemembers, and their families; seniors and caregivers; and resilient communities susceptible to reduced health, housing, financial, or social stability outcomes. It would authorize an additional six-year property tax levy for collection beginning in 2024 at \$0.10 per \$1,000 of assessed valuation, with the 2024 levy amount being the base for calculating annual increases by</p>									

3.5% in 2025-2029; and exempt eligible seniors, veterans and disabled persons under RCW 84.36.381. Should this proposition be:

Approved

Rejected

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On May 2, 2023, King County Council passed Ordinance 19604 providing for the submission to the qualified electors of King County at a special election to be held August 1, 2023, of a proposition authorizing a property tax levy in excess of the levy limitation contained in RCW 84.55, for a consecutive six-year period.

Proposition 1 is a renewal of the 2018-2023 Veterans, Seniors and Human Services levy that is set to expire December 2023. Since 2018, more than 185,000 people and 300 programs have been supported by these levy dollars. The Northshore Senior Center was a recipient of a multi-year (2021-2023) grant of more than \$1.3M as part of the Senior Hub program funded by the Veterans, Seniors and Human Services Levy. The Northshore Youth & Family Services programs also received grant funding from the 2018-2023 levy.

RCW 42.17A.555(1) authorizes the City Council to take action to collectively express a decision, or to actually vote upon a motion, proposal, or to support or oppose a ballot measure so long as (a) any required notice of the meeting includes the title and number of the ballot proposition, and (b) members of the public and Councilmembers are afforded an approximately equal opportunity for the expression of an opposing view.

**Fiscal Consideration:**

Kenmore property owners would be among those impacted by the levy. There is no fiscal impact to the City budget.

**City Council Priority or Budget Objective Being Addressed:**

- 2. Increase and preserve the options for affordable housing stock.
- 4. Diversity, Equity, Inclusion, and Accessibility
- 11. Respond to the Pandemic

**CITY OF KENMORE  
WASHINGTON  
RESOLUTION NO. 23-401**

A RESOLUTION OF THE CITY COUNCIL OF KENMORE,  
WASHINGTON, EXPRESSING SUPPORT FOR KING COUNTY BALLOT  
MEASURE PROPOSITION NO. 1 VETERANS, SENIORS, AND HUMAN  
SERVICES LEVY

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WHEREAS, the 2018-2023 Veterans, Seniors, and Human Services Levy has helped more than 185,000 seniors and veterans through more than 300 programs across the region; and

WHEREAS, this funding provides critical support for services in the Kenmore area including the Northshore Senior Center and is set to expire December 2023; and

WHEREAS, King County Elections has identified the official ballot measure title as follows:

**King County**

**Proposition No. 1**

**Veterans, Seniors and Human Services Levy**

The King County Council passed Ordinance 19604 concerning replacement of an expiring veterans, seniors and human services levy.

If approved, this proposition would fund capital facilities and services for veterans, servicemembers, and their families; seniors and caregivers; and resilient communities susceptible to reduced health, housing, financial, or social stability outcomes. It would authorize an additional six-year property tax levy for collection beginning in 2024 at \$0.10 per \$1,000 of assessed valuation, with the 2024 levy amount being the base for calculating annual increases by 3.5% in 2025-2029; and exempt eligible seniors, veterans and disabled persons under RCW 84.36.381. Should this proposition be:

Approved

Rejected

(hereafter "Proposition No. 1"), and Proposition No. 1 is scheduled to go to the voters at the King County Special Election on August 1, 2023; and

WHEREAS, RCW 42.17A.555(1) authorizes the City Council to take action to collectively express a decision, or to actually vote upon a motion, proposal, or to support or oppose a ballot measure so long as (a) any required notice of the meeting includes the title and number of the ballot proposition, and (b) members of the public and Councilmembers are afforded an approximately equal opportunity for the expression of an opposing view.; and

WHEREAS, during the July 10, 2023 Regular Meeting, the City Council afforded members of the public and Council an approximately equal opportunity for expression of an opposing view on Proposition No. 1 and this resolution, pursuant to RCW 42.17A.555(1); and

WHEREAS, the City Council desires to approve this resolution in support of the Proposition No. 1 and authorize the Mayor to execute this resolution.

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

Section 1. The Kenmore City Council adopts this resolution to express its official position in support of the King County Ballot Measure Proposition No. 1 Veterans, Seniors, and Human Services Levy.

PASSED BY THE CITY COUNCIL OF THE CITY OF KENMORE, WASHINGTON AT A REGULAR MEETING THEREOF THIS 10th DAY OF July, 2023.

CITY OF KENMORE

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Nigel Herbig, Mayor

ATTEST/AUTHENTICATED:

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Anastasiya Warhol, City Clerk

APPROVED AS TO FORM:

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Dawn Reitan, City Attorney



## Memorandum

Date: July 3, 2023

To: Rob Karlinsey, City Manager

From: Nina Rasmussen, Climate Action Plan Program Manager  
Richard Sawyer, Environmental Services Director

Regarding: Climate Action Element Comprehensive Plan Amendments Update  
Climate Action Plan Implementation Update

This memorandum provides a brief update on the City's activities, including 1) developing a Climate Action Element for the Comprehensive Plan update, and 2) implementing the City's Climate Action Plan and promoting overall environmental sustainability, including protecting and restoring our natural environment.

### Climate Action Element (CAE) Comprehensive Plan Update

- Over the past several months, staff have worked with Cascadia Consulting to develop a draft CAE for inclusion in Kenmore's Comprehensive Plan update. The Planning Commission has provided several rounds of feedback and refinement. In addition, a public comment period was open online, and a public hearing was held for community feedback. After incorporating all edits, the Planning Commission approved the CAE on June 20, 2023, recommending bringing the CAE to the City Council for consideration in the fall.
- The Washington Department of Commerce awarded funds for this project. Staff was able to complete this work with Cascadia within budget and at no cost to the City (other than staff time).
- The draft CAE includes overarching goals with specific objectives and policies outlined for each. The implementation section provides guidance for actions in conjunction with the Climate Action Plan that will move this work forward.
- The CAE will be brought to City Council in the fall for review and adoption. In the meantime, staff will conduct the State Environmental Policy Act (SEPA) review as well as provide the required notice to the Washington State Department of Commerce in preparation of adoption of the CAE.

### Climate Action Plan (CAP) Update

- Implementation of the CAP is under way. A brief summary of activities to date include:

- Hired our new Climate Action Program Manager, Nina Rasmussen; her start date was May 8, 2023
- Greenhouse gas emissions inventory update in progress for 2021; the GHG update for 2023 will begin the spring of 2024
- Community outreach and engagement at Farmers Markets and other events over the summer
- Working on a proposal for an ad-hoc community climate committee
- Developing branding and materials for better outreach
- Collaborating with cities of Shoreline and Lake Forest Park to present climate and energy related workshops over the summer
- Developing solar campaign for 2024 to encourage residents to convert to solar energy
- Grant research/assessment with the help of a consultant
  - **Zero Emission Vehicle Infrastructure Partnership Grant (ZEVIP)** – regional effort for EV charger placement. The City Council approved a letter of intent for the City of Kenmore to be part of this regional grant application
  - **Climate Pollution Reduction Grant (CPRG)** – funding to reduce GHG emissions; Puget Sound Regional Council and Puget Sound Clean Air Agency taking lead on the planning grant. Applications for the implementation grant are expected to be open by the end of this year.
  - **Energy Efficiency and Conservation Block Grant (EECBG)** – determined the City is not a strong candidate for funding
  - **Charging and Fueling Infrastructure Grant (CFI)** – funds placement of EV chargers for public access on City properties
  - **Washington Department of Commerce EV grant** – funding for electric vehicle charger placement; the City of Kenmore is coordinating a coalition of northend cities to jointly apply for this grant with King County
  - **Greenhouse Gas Reduction Fund** – funding for solar programs for low-income and disadvantaged communities
- Assessing waste management improvements with Republic Services, including recycling and compost education, commercial and residential compost mandates, and commercial and residential recycling mandates
- Researching and assessing the value of joining potential partnerships, including Eastside Climate Challenge.  
<https://eastsideclimatechallenge.org/>

In the fall, we will bring forward proposed path forward to fund the next phases of the CAP and Environmental Stewardship in the context of 1) grant opportunities we have found and 2) partnerships we have concluded are worth joining. In the meantime and in preparation for presenting a path forward, we are accumulating a

list of brainstorm items for both the CAP and Environmental Sustainability into what Rob calls the “CAP basket.” From this “basket,” we will bring forward those actions and programs that we believe will have the most impact on reducing greenhouse gas emissions and sustaining our natural environment.


# Kenmore Affordable Housing Update

Kenmore City Council Meeting  
July 10, 2023





# Affordable Housing is the City Council's #2 Priority

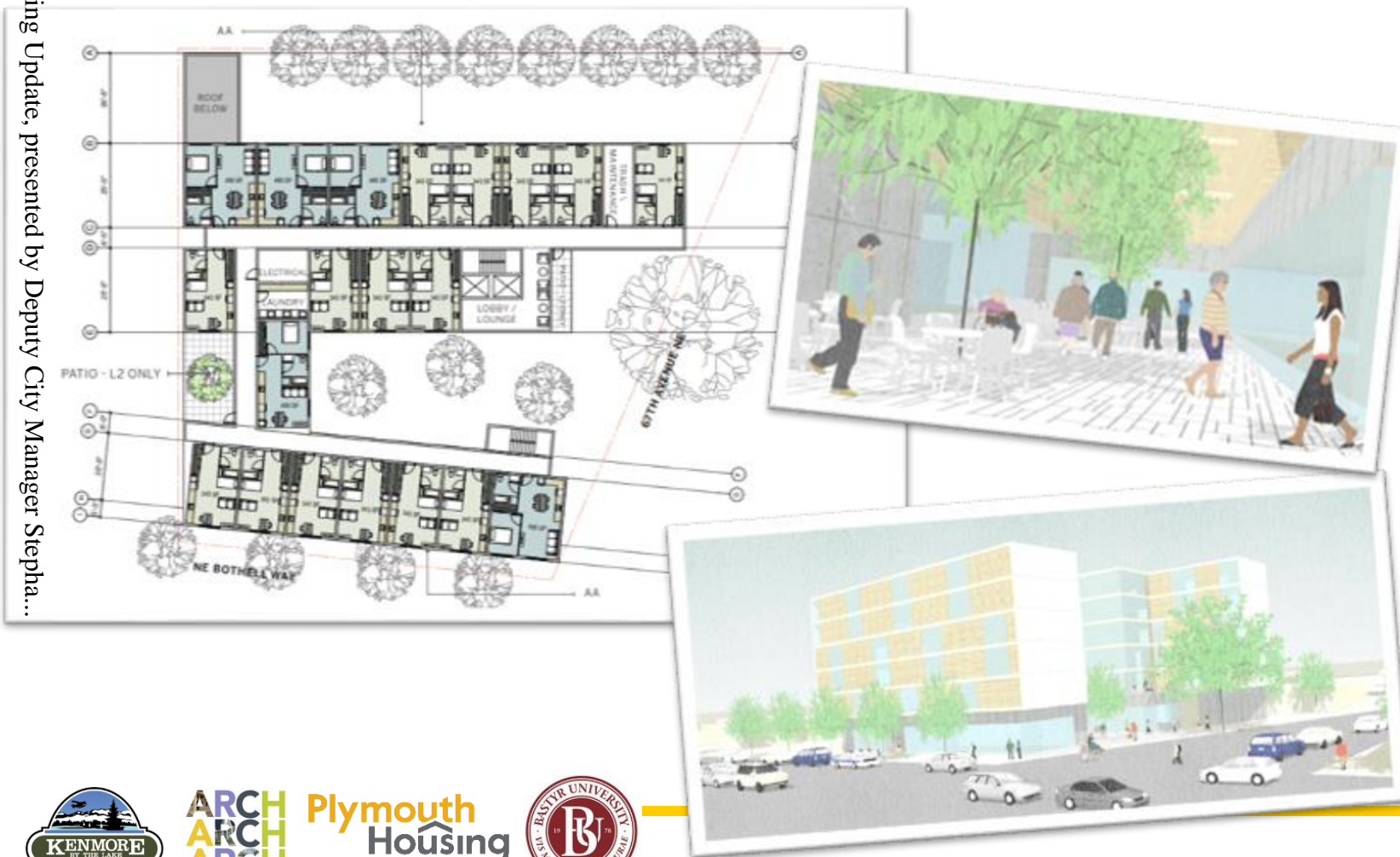


## 2023 -2024 KENMORE CITY COUNCIL PRIORITIES

1. Implement the adopted Climate Action Plan and promote environmental stewardship, including water, air, forest, and habitat restoration and preservation.
2. Increase and preserve the options for affordable housing stock.
3. Enhance multimodal transportation implementation, including pedestrian and bicycle safety:
  - Pedestrian Facilities Plan
  - Target Zero
  - Bus Rapid Transit 522
  - passenger ferry
  - Kenmore Automated Photo Enforcement (KAPE) Program
4. Develop and implement a Diversity, Equity, and Inclusion policy and program.
5. Complete Walkways and Waterways projects.
6. Enhance public safety.
7. Continue to seek opportunities to complete a successful Lakepointe project.
8. Seek opportunities to promote economic development.
9. Foster community engagement and participation.
10. Foster and create fun.
11. Respond to the pandemic.



# Kenmore Supportive Housing

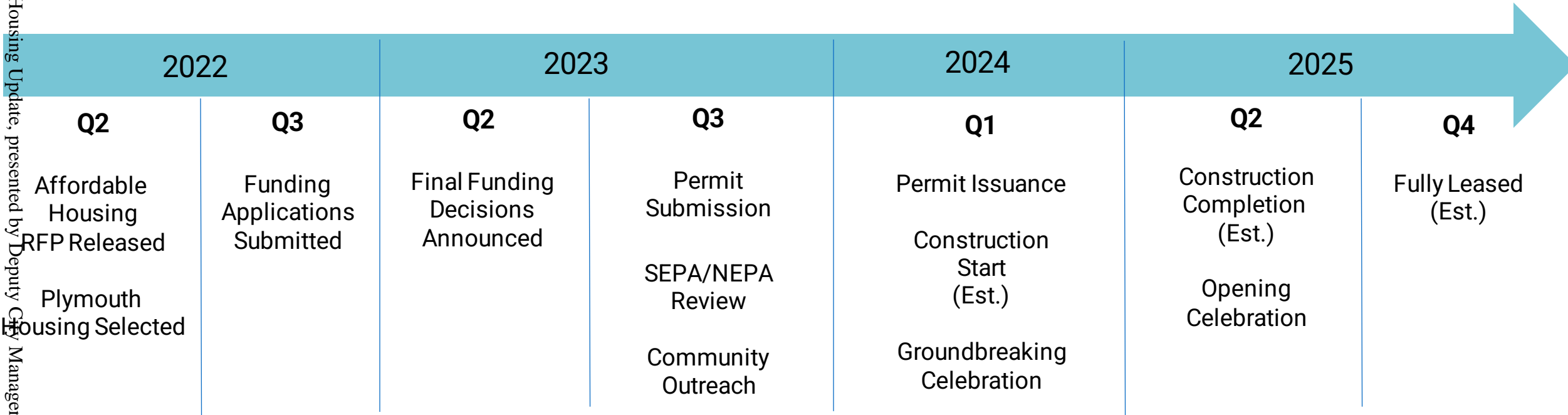


- City parcel at 6532 Bothell Way
- Unique Partnership/Coalition
  - City of Kenmore
  - Plymouth Housing & Development Team
  - A Regional Coalition for Housing
  - Bastyr University
- 100 housing units
- All units for those at 30% AMI
- Target residents are seniors, veterans, individuals with disabilities, and formerly homeless individuals
- Bastyr community wellness clinic and apothecary/tea house

# Bastyr Community Wellness Clinic & Apothecary



# Kenmore Supportive Housing Current Timeline





# Holt Property

- City owns property at 7010 NE 181<sup>st</sup> St NE
- Plan to build new housing at the site with community space on the ground floor
- Working on Request for Proposals for the property
- Would like to see a mix that includes affordable ownership and workforce housing
- Working with ARCH on analysis and possible unit scenarios
- Tentative timeline for RFP:
  - Release RFP this summer
  - Receive responses by October
  - Select partner and proposal in late fall and present to Council for approval



# Thank You and Questions

