



Office of the Washington State Auditor
Pat McCarthy

**Financial Statements and Federal Single Audit
Report**
City of Kenmore

For the period January 1, 2018 through December 31, 2018

Published September 26, 2019

Report No. 1024680





**Office of the Washington State Auditor
Pat McCarthy**

September 26, 2019

Council
City of Kenmore
Kenmore, Washington

Report on Financial Statements and Federal Single Audit

Please find attached our report on the City of Kenmore's financial statements and compliance with federal laws and regulations.

We are issuing this report in order to provide information on the City's financial condition.

Sincerely,

Pat McCarthy
State Auditor
Olympia, WA

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SCHEDULE OF FINDINGS AND QUESTIONED COSTS

City of Kenmore January 1, 2018 through December 31, 2018

SECTION I – SUMMARY OF AUDITOR’S RESULTS

The results of our audit of the City of Kenmore are summarized below in accordance with Title 2 U.S. Code of Federal Regulations (CFR) Part 200, *Uniform Administrative Requirements, Cost Principles, and Audit Requirements for Federal Awards* (Uniform Guidance).

Financial Statements

We issued an unmodified opinion on the fair presentation of the City’s financial statements in accordance with its regulatory basis of accounting. Separately, we issued an adverse opinion on the fair presentation with regard to accounting principles generally accepted in the United States of America (GAAP) because the financial statements are prepared using a basis of accounting other than GAAP.

Internal Control over Financial Reporting:

- *Significant Deficiencies:* We reported no deficiencies in the design or operation of internal control over financial reporting that we consider to be significant deficiencies.
- *Material Weaknesses:* We identified no deficiencies that we consider to be material weaknesses.

We noted no instances of noncompliance that were material to the financial statements of the City.

Federal Awards

Internal Control over Major Programs:

- *Significant Deficiencies:* We reported no deficiencies in the design or operation of internal control over major federal programs that we consider to be significant deficiencies.
- *Material Weaknesses:* We identified no deficiencies that we consider to be material weaknesses.

We issued an unmodified opinion on the City's compliance with requirements applicable to its major federal program.

We reported no findings that are required to be disclosed in accordance with 2 CFR 200.516(a).

Identification of Major Federal Programs

The following program was selected as a major program in our audit of compliance in accordance with the Uniform Guidance.

<u>CFDA No.</u>	<u>Program or Cluster Title</u>
20.205	Highway Planning and Construction Cluster – Highway Planning and Construction

The dollar threshold used to distinguish between Type A and Type B programs, as prescribed by the Uniform Guidance, was \$750,000.

The City did not qualify as a low-risk auditee under the Uniform Guidance.

SECTION II – FINANCIAL STATEMENT FINDINGS

None reported.

SECTION III – FEDERAL AWARD FINDINGS AND QUESTIONED COSTS

None reported.

**INDEPENDENT AUDITOR'S REPORT ON INTERNAL CONTROL
OVER FINANCIAL REPORTING AND ON COMPLIANCE AND
OTHER MATTERS BASED ON AN AUDIT OF FINANCIAL
STATEMENTS PERFORMED IN ACCORDANCE WITH
GOVERNMENT AUDITING STANDARDS**

**City of Kenmore
January 1, 2018 through December 31, 2018**

Council
City of Kenmore
Kenmore, Washington

We have audited, in accordance with auditing standards generally accepted in the United States of America and the standards applicable to financial audits contained in *Government Auditing Standards*, issued by the Comptroller General of the United States, the financial statements of the City of Kenmore, as of and for the year ended December 31, 2018, and the related notes to the financial statements, which collectively comprise the City's financial statements, and have issued our report thereon dated September 25, 2019.

We issued an unmodified opinion on the fair presentation of the City's financial statements in accordance with its regulatory basis of accounting. We issued an adverse opinion on the fair presentation with regard to accounting principles generally accepted in the United States of America (GAAP) because the financial statements are prepared by the City using accounting practices prescribed by Washington State statutes and the State Auditor's *Budgeting, Accounting and Reporting System* (BARS) manual described in Note 1, which is a basis of accounting other than GAAP. The effects on the financial statements of the variances between the basis of accounting described in Note 1 and accounting principles generally accepted in the United States of America, although not reasonably determinable, are presumed to be material.

INTERNAL CONTROL OVER FINANCIAL REPORTING

In planning and performing our audit of the financial statements, we considered the City's internal control over financial reporting (internal control) to determine the audit procedures that are appropriate in the circumstances for the purpose of expressing our opinions on the financial statements, but not for the purpose of expressing an opinion on the effectiveness of the City's

internal control. Accordingly, we do not express an opinion on the effectiveness of the City's internal control.

A *deficiency in internal control* exists when the design or operation of a control does not allow management or employees, in the normal course of performing their assigned functions, to prevent, or detect and correct, misstatements on a timely basis. A *material weakness* is a deficiency, or a combination of deficiencies, in internal control such that there is a reasonable possibility that a material misstatement of the City's financial statements will not be prevented, or detected and corrected on a timely basis. A *significant deficiency* is a deficiency, or a combination of deficiencies, in internal control that is less severe than a material weakness, yet important enough to merit attention by those charged with governance.

Our consideration of internal control was for the limited purpose described in the first paragraph of this section and was not designed to identify all deficiencies in internal control that might be material weaknesses or significant deficiencies. Given these limitations, during our audit we did not identify any deficiencies in internal control that we consider to be material weaknesses. However, material weaknesses may exist that have not been identified.

COMPLIANCE AND OTHER MATTERS

As part of obtaining reasonable assurance about whether the City's financial statements are free from material misstatement, we performed tests of the City's compliance with certain provisions of laws, regulations, contracts and grant agreements, noncompliance with which could have a direct and material effect on the determination of financial statement amounts. However, providing an opinion on compliance with those provisions was not an objective of our audit, and accordingly, we do not express such an opinion.

The results of our tests disclosed no instances of noncompliance or other matters that are required to be reported under *Government Auditing Standards*.

PURPOSE OF THIS REPORT

The purpose of this report is solely to describe the scope of our testing of internal control and compliance and the results of that testing, and not to provide an opinion on the effectiveness of the City's internal control or on compliance. This report is an integral part of an audit performed in accordance with *Government Auditing Standards* in considering the City's internal control and compliance. Accordingly, this communication is not suitable for any other purpose. However,

this report is a matter of public record and its distribution is not limited. It also serves to disseminate information to the public as a reporting tool to help citizens assess government operations.

A handwritten signature in black ink that reads "Pat McCarthy". The signature is written in a cursive, flowing style.

Pat McCarthy

State Auditor

Olympia, WA

September 25, 2019

**INDEPENDENT AUDITOR'S REPORT ON COMPLIANCE FOR
EACH MAJOR FEDERAL PROGRAM AND REPORT ON
INTERNAL CONTROL OVER COMPLIANCE IN ACCORDANCE
WITH THE UNIFORM GUIDANCE**

**City of Kenmore
January 1, 2018 through December 31, 2018**

Council
City of Kenmore
Kenmore, Washington

**REPORT ON COMPLIANCE FOR EACH MAJOR FEDERAL
PROGRAM**

We have audited the compliance of the City of Kenmore, with the types of compliance requirements described in the U.S. *Office of Management and Budget (OMB) Compliance Supplement* that could have a direct and material effect on each of the City's major federal programs for the year ended December 31, 2018. The City's major federal programs are identified in the accompanying Schedule of Findings and Questioned Costs.

Management's Responsibility

Management is responsible for compliance with federal statutes, regulations, and the terms and conditions of its federal awards applicable to its federal programs.

Auditor's Responsibility

Our responsibility is to express an opinion on compliance for each of the City's major federal programs based on our audit of the types of compliance requirements referred to above. We conducted our audit of compliance in accordance with auditing standards generally accepted in the United States of America; the standards applicable to financial audits contained in *Government Auditing Standards*, issued by the Comptroller General of the United States; and the audit requirements of Title 2 *U.S. Code of Federal Regulations* Part 200, *Uniform Administrative Requirements, Cost Principles, and Audit Requirements for Federal Awards* (Uniform Guidance). Those standards and the Uniform Guidance require that we plan and perform the audit to obtain reasonable assurance about whether noncompliance with the types of compliance requirements

referred to above that could have a direct and material effect on a major federal program occurred. An audit includes examining, on a test basis, evidence about the City's compliance with those requirements and performing such other procedures as we considered necessary in the circumstances.

We believe that our audit provides a reasonable basis for our opinion on compliance for each major federal program. Our audit does not provide a legal determination on the City's compliance.

Opinion on Each Major Federal Program

In our opinion, the City complied, in all material respects, with the types of compliance requirements referred to above that could have a direct and material effect on each of its major federal programs for the year ended December 31, 2018.

REPORT ON INTERNAL CONTROL OVER COMPLIANCE


Management of the City is responsible for establishing and maintaining effective internal control over compliance with the types of compliance requirements referred to above. In planning and performing our audit of compliance, we considered the City's internal control over compliance with the types of requirements that could have a direct and material effect on each major federal program in order to determine the auditing procedures that are appropriate in the circumstances for the purpose of expressing an opinion on compliance for each major federal program and to test and report on internal control over compliance in accordance with the Uniform Guidance, but not for the purpose of expressing an opinion on the effectiveness of internal control over compliance. Accordingly, we do not express an opinion on the effectiveness of the City's internal control over compliance.

A deficiency in internal control over compliance exists when the design or operation of a control over compliance does not allow management or employees, in the normal course of performing their assigned functions, to prevent, or detect and correct, noncompliance with a type of compliance requirement of a federal program on a timely basis. *A material weakness in internal control over compliance* is a deficiency, or combination of deficiencies, in internal control over compliance, such that there is a reasonable possibility that material noncompliance with a type of compliance requirement of a federal program will not be prevented, or detected and corrected, on a timely basis. *A significant deficiency in internal control over compliance* is a deficiency, or a combination of deficiencies, in internal control over compliance with a type of compliance requirement of a federal program that is less severe than a material weakness in internal control over compliance, yet important enough to merit attention by those charged with governance.

Our consideration of internal control over compliance was for the limited purpose described in the first paragraph of this section and was not designed to identify all deficiencies in internal control that might be material weaknesses or significant deficiencies. We did not identify any deficiencies in internal control over compliance that we consider to be material weaknesses. However, material weaknesses may exist that have not been identified.

Purpose of this Report

The purpose of this report on internal control over compliance is solely to describe the scope of our testing of internal control over compliance and the results of that testing based on the requirements of the Uniform Guidance. Accordingly, this report is not suitable for any other purpose. However, this report is a matter of public record and its distribution is not limited. It also serves to disseminate information to the public as a reporting tool to help citizens assess government operations.

A handwritten signature in black ink that reads "Pat McCarthy". The signature is written in a cursive style with a large, stylized "P" and "M".

Pat McCarthy
State Auditor
Olympia, WA

September 25, 2019

INDEPENDENT AUDITOR'S REPORT ON FINANCIAL STATEMENTS

City of Kenmore January 1, 2018 through December 31, 2018

Council
City of Kenmore
Kenmore, Washington

REPORT ON THE FINANCIAL STATEMENTS

We have audited the accompanying financial statements of the City of Kenmore, for the year ended December 31, 2018, and the related notes to the financial statements, which collectively comprise the City's financial statements, as listed on page 15.

Management's Responsibility for the Financial Statements

Management is responsible for the preparation and fair presentation of these financial statements in accordance with the financial reporting provisions of Washington State statutes and the *Budgeting, Accounting and Reporting System* (BARS) manual prescribed by the State Auditor described in Note 1. This includes determining that the basis of accounting is acceptable for the presentation of the financial statements in the circumstances. Management is also responsible for the design, implementation and maintenance of internal control relevant to the preparation and fair presentation of financial statements that are free from material misstatement, whether due to fraud or error.

Auditor's Responsibility

Our responsibility is to express opinions on these financial statements based on our audit. We conducted our audit in accordance with auditing standards generally accepted in the United States of America and the standards applicable to financial audits contained in *Government Auditing Standards*, issued by the Comptroller General of the United States. Those standards require that we plan and perform the audit to obtain reasonable assurance about whether the financial statements are free from material misstatement.

An audit involves performing procedures to obtain audit evidence about the amounts and disclosures in the financial statements. The procedures selected depend on the auditor's judgment, including the assessment of the risks of material misstatement of the financial statements, whether

due to fraud or error. In making those risk assessments, the auditor considers internal control relevant to the City's preparation and fair presentation of the financial statements in order to design audit procedures that are appropriate in the circumstances, but not for the purpose of expressing an opinion on the effectiveness of the City's internal control. Accordingly, we express no such opinion. An audit also includes evaluating the appropriateness of accounting policies used and the reasonableness of significant accounting estimates made by management, as well as evaluating the overall presentation of the financial statements.

We believe that the audit evidence we have obtained is sufficient and appropriate to provide a basis for our audit opinions.

Unmodified Opinion on Regulatory Basis of Accounting (BARS Manual)

As described in Note 1, the City of Kenmore has prepared these financial statements to meet the financial reporting requirements of Washington State statutes using accounting practices prescribed by the State Auditor's *Budgeting, Accounting and Reporting System* (BARS) manual. Those accounting practices differ from accounting principles generally accepted in the United States of America (GAAP). The differences in these accounting practices are also described in Note 1.

In our opinion, the financial statements referred to above present fairly, in all material respects, the cash and investments of the City of Kenmore, and its changes in cash and investments, for the year ended December 31, 2018, on the basis of accounting described in Note 1.

Basis for Adverse Opinion on U.S. GAAP

Auditing standards issued by the American Institute of Certified Public Accountants (AICPA) require auditors to formally acknowledge when governments do not prepare their financial statements, intended for general use, in accordance with GAAP. The effects on the financial statements of the variances between GAAP and the accounting practices the City used, as described in Note 1, although not reasonably determinable, are presumed to be material. As a result, we are required to issue an adverse opinion on whether the financial statements are presented fairly, in all material respects, in accordance with GAAP.

Adverse Opinion on U.S. GAAP

The financial statements referred to above were not intended to, and in our opinion they do not, present fairly, in accordance with accounting principles generally accepted in the United States of America, the financial position of the City of Kenmore, as of December 31, 2018, or the changes in financial position or cash flows for the year then ended, due to the significance of the matter discussed in the above "Basis for Adverse Opinion on U.S. GAAP" paragraph.

Other Matters

Supplementary and Other Information

Our audit was conducted for the purpose of forming an opinion on the financial statements taken as a whole. The Schedule of Expenditures of Federal Awards is presented for purposes of additional analysis as required by Title 2 *U.S. Code of Federal Regulations* (CFR) Part 200, *Uniform Administrative Requirements, Cost Principles, and Audit Requirements for Federal Awards* (Uniform Guidance). The Schedule of Liabilities is presented for purposes of additional analysis, as required by the prescribed BARS manual. These schedules are not a required part of the financial statements. Such information is the responsibility of management and was derived from and relates directly to the underlying accounting and other records used to prepare the financial statements. The information has been subjected to the auditing procedures applied in the audit of the financial statements and certain additional procedures, including comparing and reconciling such information directly to the underlying accounting and other records used to prepare the financial statements or to the financial statements themselves, and other additional procedures in accordance with auditing standards generally accepted in the United States of America. In our opinion, the information is fairly stated, in all material respects, in relation to the financial statements taken as a whole.

OTHER REPORTING REQUIRED BY GOVERNMENT AUDITING STANDARDS

In accordance with *Government Auditing Standards*, we have also issued our report dated September 25, 2019 on our consideration of the City's internal control over financial reporting and on our tests of its compliance with certain provisions of laws, regulations, contracts and grant agreements and other matters. The purpose of that report is to describe the scope of our testing of internal control over financial reporting and compliance and the results of that testing, and not to provide an opinion on internal control over financial reporting or on compliance. That report is an integral part of an audit performed in accordance with *Government Auditing Standards* in considering the City's internal control over financial reporting and compliance.



Pat McCarthy

State Auditor

Olympia, WA

September 25, 2019

FINANCIAL SECTION

City of Kenmore January 1, 2018 through December 31, 2018

FINANCIAL STATEMENTS

Fund Resources and Uses Arising from Cash Transactions – 2018
Fiduciary Fund Resources and Uses Arising from Cash Transactions – 2018
Notes to the Financial Statements – 2018

SUPPLEMENTARY AND OTHER INFORMATION

Schedule of Liabilities – 2018
Schedule of Expenditures of Federal Awards – 2018
Notes to the Schedule of Expenditures of Federal Awards – 2018

City of Kenmore
Fund Resources and Uses Arising from Cash Transactions
For the Year Ended December 31, 2018

		Total for All Funds (Memo Only)	001 General	101 Street	110 Public Arts
Beginning Cash and Investments					
30810	Reserved	17,294,819	124,145	677,898	68,287
30880	Unreserved	7,335,464	7,335,464	-	-
388 / 588	Prior Period Adjustments, Net	-	-	-	-
Revenues					
310	Taxes	12,274,332	9,182,828	-	-
320	Licenses and Permits	1,508,221	1,508,221	-	-
330	Intergovernmental Revenues	4,364,499	566,531	526,107	-
340	Charges for Goods and Services	4,118,140	643,647	168,660	-
350	Fines and Penalties	132,779	132,779	-	-
360	Miscellaneous Revenues	892,267	505,453	10,907	1,227
Total Revenues:		23,290,239	12,539,459	705,674	1,227
Expenditures					
510	General Government	4,153,632	4,151,040	-	-
520	Public Safety	3,976,740	3,976,740	-	-
530	Utilities	1,468,528	-	-	-
540	Transportation	2,337,627	601,705	1,297,425	-
550	Natural and Economic Environment	2,239,983	2,239,983	-	-
560	Social Services	-	-	-	-
570	Culture and Recreation	604,921	604,921	-	-
Total Expenditures:		14,781,432	11,574,390	1,297,425	-
Excess (Deficiency) Revenues over Expenditures:		8,508,807	965,069	(591,751)	1,227
Other Increases in Fund Resources					
391-393, 596	Debt Proceeds	-	-	-	-
397	Transfers-In	6,421,734	717,224	882,686	-
385	Special or Extraordinary Items	-	-	-	-
386 / 389	Custodial Activities	8,276	8,276	-	-
381, 395, 398	Other Resources	22,185	20,900	1,285	-
Total Other Increases in Fund Resources:		6,452,194	746,400	883,971	-
Other Decreases in Fund Resources					
594-595	Capital Expenditures	5,596,136	174,130	41,683	-
591-593, 599	Debt Service	1,221,750	-	-	-
597	Transfers-Out	6,421,734	579,089	-	-
585	Special or Extraordinary Items	-	-	-	-
586 / 589	Custodial Activities	4,933	4,933	-	-
581	Other Uses	-	-	-	-
Total Other Decreases in Fund Resources:		13,244,554	758,152	41,683	-
Increase (Decrease) in Cash and Investments:		1,716,448	953,318	250,537	1,227
Ending Cash and Investments					
5081000	Reserved	18,057,950	124,145	928,435	69,514
5088000	Unreserved	8,288,781	8,288,781	-	-
Total Ending Cash and Investments		26,346,731	8,412,926	928,435	69,514

The accompanying notes are an integral part of this statement.

City of Kenmore
Fund Resources and Uses Arising from Cash Transactions
For the Year Ended December 31, 2018

		120 Park Impact	121 Transportation Impact	150 Transportation Benefit District	200 Debt Service Fund
Beginning Cash and Investments					
30810	Reserved	455,353	1,281,169	85,687	164,770
30880	Unreserved	-	-	-	-
388 / 588	Prior Period Adjustments, Net	-	-	-	-
Revenues					
310	Taxes	-	-	359,834	1,246,943
320	Licenses and Permits	-	-	-	-
330	Intergovernmental Revenues	-	-	-	-
340	Charges for Goods and Services	207,210	1,102,660	-	-
350	Fines and Penalties	-	-	-	-
360	Miscellaneous Revenues	10,875	42,148	3,340	-
Total Revenues:		218,085	1,144,808	363,173	1,246,943
Expenditures					
510	General Government	-	-	-	-
520	Public Safety	-	-	-	-
530	Utilities	-	-	-	-
540	Transportation	-	-	-	-
550	Natural and Economic Environment	-	-	-	-
560	Social Services	-	-	-	-
570	Culture and Recreation	-	-	-	-
Total Expenditures:		-	-	-	-
Excess (Deficiency) Revenues over Expenditures:		218,085	1,144,808	363,174	1,246,943
Other Increases in Fund Resources					
391-393, 596	Debt Proceeds	-	-	-	-
397	Transfers-In	-	350,000	-	-
385	Special or Extraordinary Items	-	-	-	-
386 / 389	Custodial Activities	-	-	-	-
381, 395, 398	Other Resources	-	-	-	-
Total Other Increases in Fund Resources:		-	350,000	-	-
Other Decreases in Fund Resources					
594-595	Capital Expenditures	-	-	-	-
591-593, 599	Debt Service	-	-	-	1,221,750
597	Transfers-Out	82,924	64,010	334,500	-
585	Special or Extraordinary Items	-	-	-	-
586 / 589	Custodial Activities	-	-	-	-
581	Other Uses	-	-	-	-
Total Other Decreases in Fund Resources:		82,924	64,010	334,500	1,221,750
Increase (Decrease) in Cash and Investments:		135,161	1,430,798	28,674	25,193
Ending Cash and Investments					
5081000	Reserved	590,514	2,711,967	114,360	189,963
5088000	Unreserved	-	-	-	-
Total Ending Cash and Investments		590,514	2,711,967	114,360	189,963

City of Kenmore
Fund Resources and Uses Arising from Cash Transactions
For the Year Ended December 31, 2018

		300 Transportation Capital	301 REET Fund	303 Parks Capital	304 Walkways & Waterways Project
Beginning Cash and Investments					
30810	Reserved	918,060	2,413,983	33,486	7,843,790
30880	Unreserved	-	-	-	-
388 / 588	Prior Period Adjustments, Net	-	-	-	-
Revenues					
310	Taxes	-	1,484,728	-	-
320	Licenses and Permits	-	-	-	-
330	Intergovernmental Revenues	785,601	-	424,429	-
340	Charges for Goods and Services	-	-	-	-
350	Fines and Penalties	-	-	-	-
360	Miscellaneous Revenues	23,386	62,361	-	154,182
Total Revenues:		808,987	1,547,089	424,429	154,182
Expenditures					
510	General Government	-	-	-	-
520	Public Safety	-	-	-	-
530	Utilities	-	-	-	-
540	Transportation	438,497	-	-	-
550	Natural and Economic Environment	-	-	-	-
560	Social Services	-	-	-	-
570	Culture and Recreation	-	-	-	-
Total Expenditures:		438,497	-	-	-
Excess (Deficiency) Revenues over Expenditures:		370,490	1,547,089	424,429	154,182
Other Increases in Fund Resources					
391-393, 596	Debt Proceeds	-	-	-	-
397	Transfers-In	1,762,053	-	707,218	-
385	Special or Extraordinary Items	-	-	-	-
386 / 389	Custodial Activities	-	-	-	-
381, 395, 398	Other Resources	-	-	-	-
Total Other Increases in Fund Resources:		1,762,053	-	707,218	-
Other Decreases in Fund Resources					
594-595	Capital Expenditures	1,742,732	-	1,034,929	-
591-593, 599	Debt Service	-	-	-	-
597	Transfers-Out	-	3,189,807	-	1,204,180
585	Special or Extraordinary Items	-	-	-	-
586 / 589	Custodial Activities	-	-	-	-
581	Other Uses	-	-	-	-
Total Other Decreases in Fund Resources:		1,742,732	3,189,807	1,034,929	1,204,180
Increase (Decrease) in Cash and Investments:		389,811	(1,642,718)	96,718	(1,049,998)
Ending Cash and Investments					
5081000	Reserved	1,307,871	771,265	130,204	6,793,792
5088000	Unreserved	-	-	-	-
Total Ending Cash and Investments		1,307,871	771,265	130,204	6,793,792

City of Kenmore
Fund Resources and Uses Arising from Cash Transactions
For the Year Ended December 31, 2018

		306 Sammamish Bridge	401 Surface Water Management	501 Equipment Replacement
Beginning Cash and Investments				
30810	Reserved	18,313	2,758,119	451,759
30880	Unreserved	-	-	-
388 / 588	Prior Period Adjustments, Net	-	-	-
Revenues				
310	Taxes	-	-	-
320	Licenses and Permits	-	-	-
330	Intergovernmental Revenues	2,061,830	-	-
340	Charges for Goods and Services	-	1,892,242	103,722
350	Fines and Penalties	-	-	-
360	Miscellaneous Revenues	-	69,675	8,713
Total Revenues:		2,061,830	1,961,917	112,435
Expenditures				
510	General Government	-	2,592	-
520	Public Safety	-	-	-
530	Utilities	-	1,468,528	-
540	Transportation	-	-	-
550	Natural and Economic Environment	-	-	-
560	Social Services	-	-	-
570	Culture and Recreation	-	-	-
Total Expenditures:		-	1,471,120	-
Excess (Deficiency) Revenues over Expenditures:		2,061,830	490,797	112,435
Other Increases in Fund Resources				
391-393, 596	Debt Proceeds	-	-	-
397	Transfers-In	2,002,553	-	-
385	Special or Extraordinary Items	-	-	-
386 / 389	Custodial Activities	-	-	-
381, 395, 398	Other Resources	-	-	-
Total Other Increases in Fund Resources:		2,002,553	-	-
Other Decreases in Fund Resources				
594-595	Capital Expenditures	2,310,246	246,873	45,543
591-593, 599	Debt Service	-	-	-
597	Transfers-Out	350,000	617,224	-
585	Special or Extraordinary Items	-	-	-
586 / 589	Custodial Activities	-	-	-
581	Other Uses	-	-	-
Total Other Decreases in Fund Resources:		2,660,246	864,097	45,543
Increase (Decrease) in Cash and Investments:		1,404,137	(373,300)	66,892
Ending Cash and Investments				
5081000	Reserved	1,422,450	2,384,819	518,651
5088000	Unreserved	-	-	-
Total Ending Cash and Investments		1,422,450	2,384,819	518,651

City of Kenmore
Fiduciary Fund Resources and Uses Arising from Cash Transactions
For the Year Ended December 31, 2018

		Total for All Funds (Memo Only)	Agency
308	Beginning Cash and Investments	638,721	638,721
388 & 588	Prior Period Adjustment, Net	-	-
310-390	Additions	326,467	326,467
510-590	Deductions	139,026	139,026
	Net Increase (Decrease) in Cash and Investments:	187,441	187,441
508	Ending Cash and Investments	826,162	826,162

The accompanying notes are an integral part of this statement.

CITY OF KENMORE
NOTES TO THE FINANCIAL STATEMENTS
FOR THE YEAR ENDING DECEMBER 31, 2018

NOTE 1 – SUMMARY OF SIGNIFICANT ACCOUNTING POLICIES

The City of Kenmore was incorporated on August 31, 1998 and operates under the laws of the state of Washington applicable to an optional municipal code city with a council-manager form of government. The City of Kenmore is a general purpose government and provides public safety, development services, land use and planning, street maintenance and improvements, parks maintenance and improvements, and general administrative services.

The City of Kenmore reports financial activity in accordance with the *Cash Basis Budgeting, Accounting and Reporting System* (BARS) manual prescribed by the State Auditor's Office under the authority of Washington State law, Chapter 43.09 RCW. This manual prescribes a financial reporting framework that differs from generally accepted accounting principles (GAAP) in the following manner:

- Financial transactions are recognized on a cash basis of accounting as described below.
- Component units are required to be disclosed, but are not included in the financial statements.
- Government-wide statements, as defined in GAAP, are not presented.
- All funds are presented, rather than a focus on major funds.
- The *Schedule of Liabilities* is required to be presented with the financial statements as supplementary information.
- Supplementary information required by GAAP is not presented.
- Ending balances are not presented using the classifications defined in GAAP.

A. **Fund Accounting**

Financial transactions of the government are reported in individual funds. Each fund uses a separate set of self-balancing accounts that comprise its cash, investments, revenues and expenditures. The City's resources are allocated to and accounted for in individual funds depending on their intended purpose. Each fund is reported as a separate column in the financial statements. The following are the fund types used by the City of Kenmore:

GOVERNMENTAL FUND TYPES:

General Fund

This fund is the primary operating fund of the City of Kenmore. It accounts for all financial resources except those required or elected to be accounted for in another fund. The Strategic Reserve Fund was created to serve as the City's emergency reserve Fund and is combined with the General Fund for financial reporting purposes. The Strategic Opportunities Fund was created in 2013 to provide resources that would enable the City to make key investments or take advantage of strategic opportunities as they present themselves. The Kenmore Village Fund, is primarily a property management activity with non-restricted revenues. These funds are combined with the General Fund for financial reporting purposes.

Special Revenue Funds

These funds account for specific revenue sources that are restricted or committed to expenditures for specified purposes of the City of Kenmore. The Arterial Street Fund had previously been classified as a Special Revenue Fund. Beginning in 2011 it has been reclassified as a Capital Project Fund because it is used to account for all resources and expenditures related to transportation capital projects and in 2013 was renamed as the Transportation Capital Fund. The Park Impact Fee Fund and the Transportation Impact Fee Fund had been classified as Special Revenue Funds through 2016 and are now classified as Capital Project Funds. The Special Revenue Funds as of 2017 are the Street Fund, the Transportation Benefit District Fund (as of December 7, 2016) and the Public Art Fund.

CITY OF KENMORE
NOTES TO THE FINANCIAL STATEMENTS
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Debt Service Funds

In 2017 the 2016 UTGO Debt Service Fund was created and accounts for the financial resources that are restricted, committed, or assigned to expenditures for principal, interest and related costs on general long-term debt related to the Walkways and Waterways Bond Issue.

Capital Project Funds

These funds account for financial resources which are restricted, committed, or assigned for the acquisition or construction of capital facilities or other capital assets. The Transportation Capital Fund (previously known as the Arterial Street Fund) has been reclassified to a Capital Project Fund because it is used to account for all resources and expenditures related to transportation capital projects. Other Capital Project Funds are the Park Impact Fee Fund, the Transportation Impact Fee Fund, the Real Estate Excise Tax Fund, Walkways & Waterways Bond Project Fund, the Sammamish Bridge Replacement Fund and the Park Capital Fund.

PROPRIETARY FUND TYPES:

Enterprise Funds

These funds account for operations that provide goods or services to the general public and are supported primarily with user charges. The Surface Water Management Fund is an Enterprise Fund and includes the Surface Water Capital Fund and the Swamp Creek Basin Fund.

Internal Service Funds

These funds account for operations that provide goods or services to other departments or funds of the City on a cost reimbursement basis. The Equipment Replacement Fund is an Internal Service Fund.

FIDUCIARY FUND TYPES:

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

Agency Funds

These funds are used to account for assets that the City holds for others in an agency capacity. The City's Trust and Agency Fund, and the Flexible Spending Fund are agency funds of the Fiduciary Fund type.

B. Basis of Accounting and Measurement Focus

Financial statements are prepared using the cash basis of accounting and measurement focus. Revenues are recognized when cash is received and expenditures are recognized when paid.

In accordance with state law, the City of Kenmore also recognizes expenditures paid during twenty days after the close of the fiscal year for claims incurred during the previous period.

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

C. Budgets

The City of Kenmore adopts biennial appropriated budgets for all funds except the Trust and Agency Fund and the Flexible Spending Fund. These budgets are appropriated at the fund level.

CITY OF KENMORE
NOTES TO THE FINANCIAL STATEMENTS
FOR THE YEAR ENDING DECEMBER 31, 2018

The budget constitutes the legal authority for expenditures at that level. Biennial appropriations for all funds lapse at the end of the two year fiscal period.

Biennial appropriated budgets are adopted on the same basis of accounting as used for financial reporting.

For the purpose of financial reporting, certain budgeted funds are rolled up to the applicable financial statement funds as follows:

Budgeted Funds	Financial Statement Funds
General Fund Strategic Reserve Fund Strategic Opportunities Fund Kenmore Village Fund	General Fund
Surface Water Management Fund Surface Water Capital Fund Swamp Creek Basin Fund	Surface Water Management Fund

Interfund activity between funds combined for financial statement purposes has been eliminated.

The 2017-2018 biennial budgeted expenditures, as amended on July 17, 2017, November 27, 2017, and November 26, 2018 are as follows:

Fund	2017-2018 Budget as Amended 11/27/17	2018 Budget Amendments	2017-2018 Amended Biennium Budget
General Fund	\$24,636,740	\$1,046,150	\$25,682,890
Street Fund	2,909,009	345,200	3,254,209
Public Art Fund	11,000	0	11,000
Transportation Benefit District	669,000	0	669,000
2016 UTGO Debt Service Fund	2,358,253	0	2,358,253
Transportation Capital Fund	9,529,005	0	9,529,005
Real Estate Excise Tax Fund	3,622,825	2,000,000	5,622,825
W & W Bond Project Fund	5,575,000	0	5,575,000
Park Capital Fund	8,446,832	50,000	8,496,832
Park Impact Fee Fund	1,271,876	0	1,271,876
Transportation Impact Fee Fund	533,783	0	533,783
Sammamish River Bridge Fund	3,009,961	500,000	3,509,961
Surface Water Management Fund	8,474,121	0	8,474,121
Equipment Replacement Fund	119,000	0	119,000

CITY OF KENMORE
NOTES TO THE FINANCIAL STATEMENTS
FOR THE YEAR ENDING DECEMBER 31, 2018

The appropriated and actual expenditures for the legally adopted budgets were as follows:

Fund	2017-2018 Amended Biennium Budget as of 12/31/2018	2017 Actual Expenditures	2018 Actual Expenditures	Variance
General Fund	\$25,682,890	\$11,553,525	\$12,332,542	\$1,796,823
Street Fund	3,254,209	1,609,400	1,339,107	305,702
Public Art Fund	11,000	0	0	11,000
Transportation Benefit District	669,000	334,500	334,500	0
2016 UTGO Debt Service Fund	2,358,253	1,136,503	1,221,750	0
Transportation Capital Fund	9,529,005	3,962,154	2,181,230	3,385,621
Real Estate Excise Tax Fund	5,622,825	2,027,786	3,189,807	405,232
W & W Bond Project Fund	5,575,000	2,111,671	1,204,180	2,259,149
Park Capital Fund	8,496,832	4,014,258	1,034,929	3,447,645
Park Impact Fee Fund	1,271,876	881,377	82,924	307,575
Transportation Impact Fee Fund	533,783	350,000	64,010	119,773
Sammamish River Bridge Fund	3,509,961	730,007	2,660,246	119,708
Surface Water Management Fund	8,474,121	2,789,688	2,335,217	3,349,216
Equipment Replacement Fund	119,000	24,882	45,543	48,575

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

D. Cash and Investments

See Note 3. Deposits and Investments

E. Capital Assets

Capital assets are long-lived assets of the City with an initial cost of \$15,000 or more and are recorded as expenditures when purchased.

F. Compensated Absences

Vacation leave may be accumulated up to 30 days and is payable upon termination, resignation, retirement or death.

Sick leave may be accumulated indefinitely and is payable at the rate of 1 hour of pay per 5 hours unused sick leave upon layoff or resignation in good status and at the rate of 1 hour of pay per 2 hours unused sick leave upon retirement or death, with a maximum amount of 720 paid hours. Payments are recognized as expenditures when paid.

The projected December 31, 2018 liability for compensated absences is \$296,594.

G. Long-Term Debt

See Note 6, Debt Service Requirements

CITY OF KENMORE
NOTES TO THE FINANCIAL STATEMENTS
FOR THE YEAR ENDING DECEMBER 31, 2018

H. Other Financing Sources or Uses

The City's "Other Financing Sources or Uses" consist of operating transfers in, operating transfers out, insurance recoveries, and sale of property.

Operating transfers were made in accordance with the adopted biennial budget. The following table displays interfund transfers during 2018:

Transfers From:		Transfers To:	
General Fund	\$579,089	Street Fund	\$882,686
Transportation Benefit District	334,500	Transportation Capital Fund	1,762,053
Park Impact Fee Fund	82,924	Park Capital Fund	707,218
Transportation Impact Fee Fund	64,010	Sammamish River Bridge Fund	2,002,553
Real Estate Excise Tax Fund	3,189,807	General Fund	717,224
W & W Bond Project Fund	1,204,180	Transportation Impact Fee Fund	350,000
Sammamish River Bridge Fund	350,000		
Surface Water Mgt Fund	617,224		
TOTAL	\$6,421,734	TOTAL	\$6,421,734

I. Risk Management

The city of Kenmore is a member of the Washington Cities Insurance Authority (WCIA). Utilizing Chapter 48.62 RCW (self-insurance regulation) and Chapter 39.34 RCW (Interlocal Cooperation Act), nine cities originally formed WCIA on January 1, 1981. WCIA was created for the purpose of providing a pooling mechanism for jointly purchasing insurance, jointly self-insuring, and / or jointly contracting for risk management services. WCIA has a total of 160 members.

New members initially contract for a three-year term, and thereafter automatically renew on an annual basis. A one-year withdrawal notice is required before membership can be terminated. Termination does not relieve a former member from its unresolved loss history incurred during membership.

Liability coverage is written on an occurrence basis, without deductibles. Coverage includes general, automobile, police, errors or omissions, stop gap, employment practices and employee benefits liability. Limits are \$4 million per occurrence in the self-insured layer, and \$16 million in limits above the self-insured layer is provided by reinsurance. Total limits are \$20 million per occurrence subject to aggregates and sublimits. The Board of Directors determines the limits and terms of coverage annually.

Insurance for property, automobile physical damage, fidelity, inland marine, and boiler and machinery coverage are purchased on a group basis. Various deductibles apply by type of coverage. Property coverage is self-funded from the members' deductible to \$750,000, for all perils other than flood and earthquake, and insured above that to \$300 million per occurrence subject to aggregates and sublimits. Automobile physical damage coverage is self-funded from the members' deductible to \$250,000 and insured above that to \$100 million per occurrence subject to aggregates and sublimits.

In-house services include risk management consultation, loss control field services, and claims and litigation administration. WCIA contracts for certain claims investigations, consultants for personnel and land use issues, insurance brokerage, actuarial, and lobbyist services.

WCIA is fully funded by its members, who make annual assessments on a prospectively rated basis, as determined by an outside, independent actuary. The assessment covers loss, loss adjustment, reinsurance

CITY OF KENMORE
NOTES TO THE FINANCIAL STATEMENTS
FOR THE YEAR ENDING DECEMBER 31, 2018

and other administrative expenses. As outlined in the interlocal, WCIA retains the right to additionally assess the membership for any funding shortfall.

An investment committee, using investment brokers, produces additional revenue by investment of WCIA's assets in financial instruments which comply with all State guidelines.

A Board of Directors governs WCIA, which is comprised of one designated representative from each member. The Board elects an Executive Committee and appoints a Treasurer to provide general policy direction for the organization. The WCIA Executive Director reports to the Executive Committee and is responsible for conducting the day to day operations of WCIA.

J. Reserved Portion of Ending Cash and Investments

Beginning and Ending Cash and Investments is reported as reserved when it is subject to restrictions on use imposed by external parties or due to internal commitments established by the City Council. When expenditures that meet restrictions are incurred, the City intends to use reserved resources first before using unreserved amounts.

The General Fund Balance includes a reservation of \$124,145. This amount was received on June 2, 2010 as proceeds from sale of jail property that is restricted per the Proceeds Distribution and Hold Harmless Agreement between the City of Kenmore and the City of Bellevue. These funds are to contribute to the cost of building secure capacity or contracting for secure capacity or building or contracting for alternative corrections facilities sufficient to enable the Contract Cities to meet the final step of the jail population reduction schedule.

NOTE 2 – COMPLIANCE AND ACCOUNTABILITY

There have been no material violations of finance-related legal or contractual provisions.

NOTE 3 – DEPOSITS AND INVESTMENTS

It is the City's policy to invest all temporary cash surpluses. The interest on these investments is prorated to the various funds.

All deposits and certificates of deposit are covered by the Federal Deposit Insurance Corporation and the Washington Public Deposit Protection Commission. All investments are insured, registered or held by the City or its agent in the City's name. There were no investments held by the City of Kenmore as an agent for other local governments, individuals, or private organizations.

Investments are reported at original cost. Cash and Investments by type as of December 31, 2018 are as follows:

<u>Investments</u>	City of Kenmore's Cash/Investments	Investments held by City of Kenmore as an Agent	<u>Total</u>
U.S. Government Securities	\$8,986,113	\$ 0	\$8,986,113
Certificates of Deposit	<u>1,000,000</u>	<u>0</u>	<u>1,000,000</u>
Total	\$9,986,113	\$ 0	\$9,986,113
 <u>Cash</u>			
Local Govt. Investment Pool	\$11,897,723	\$ 0	\$11,897,723

CITY OF KENMORE
NOTES TO THE FINANCIAL STATEMENTS
FOR THE YEAR ENDING DECEMBER 31, 2018

Bank and petty cash balance	<u>4,463,527</u>	<u>826,161</u>	<u>5,289,688</u>
Total	\$16,361,250	\$826,161	\$17,187,411
 Total Cash & Investments	 <u>\$26,347,363</u>	 <u>\$826,161</u>	 <u>\$27,173,524</u>

NOTE 4 – PROPERTY TAXES

The county treasurer acts as an agent to collect property tax levied in the county for all taxing authorities. Collections are distributed by electronic transfer to the City's bank account as they are collected by the County.

Property Tax Calendar

January 1	Taxes are levied and become an enforceable lien against properties.
February 14	Tax bills are mailed.
April 30	First of two equal installment payments is due.
May 31	Assessed value of property established for next year's levy at 100 percent of market value.
October 31	Second installment is due.

Property tax revenues are recognized when cash is received by the City. Delinquent taxes are considered fully collectible because a lien affixes to the property after taxes are levied.

The City's regular levy for 2018 was \$1.13979 per \$1,000 of an assessed valuation of \$4,268,537,451 (after exemptions) for a total regular levy of \$4,837,624.

In 2018 the City also levied \$0.29650 per \$1,000 for repayment of the Walkways & Waterways Bonds issued in December 2016 for a total additional levy of \$1,250,005.

NOTE 5 – INTERFUND LOANS AND ADVANCES

There were no interfund loans or advances in 2018.

NOTE 6 – DEBT SERVICE REQUIREMENTS

General obligation bonds were issued in 2016 and are being repaid from a voter-approved excess property tax levy. The bonds were issued to pay for constructing, developing, equipping, upgrading, acquiring, and improving arterial walkways and waterfront access in the City and to pay for costs of issuance of the bonds. All principal and interest payments on this general obligation debt, beginning in 2017, are recorded as expenditures in a debt service fund.

Purpose	Maturity Range	Interest Rate	Issued Amount	Outstanding 12/31/2018
Unlimited Tax General Obligation Bonds, 2016	2017-2036	2.0% -4.0%	\$9,220,000	\$7,445,000

The debt service requirements for the 2016 General Obligation Bonds are as follows:

CITY OF KENMORE
NOTES TO THE FINANCIAL STATEMENTS
FOR THE YEAR ENDING DECEMBER 31, 2018

Year	Principal	Interest	Total
2019	950,000	273,150	1,223,150
2020	285,000	244,650	529,650
2021	295,000	236,100	531,100
2022	305,000	227,250	532,250
2023	310,000	218,100	528,100
2024-2028	1,730,000	924,000	2,654,000
2029-2033	2,100,000	552,800	2,652,800
2034-2036	1,470,000	119,200	1,589,200
Totals	7,445,000	2,795,250	10,240,250

The accompanying Schedule of Liabilities (09) provides more details of the outstanding debt and liabilities of the City and summarizes the City's debt transactions for year ended December 31, 2018.

NOTE 7 – PENSION PLANS

State Sponsored Pension Plan

Substantially all City of Kenmore full-time and qualifying part-time employees participate in the following statewide retirement systems administered by the Washington State Department of Retirement Systems (DRS), under cost-sharing multiple-employer public employee defined benefit and defined contribution retirement plans.

The State Legislature establishes, and amends, laws pertaining to the creation and administration of all public retirement systems.

The Department of Retirement Systems, a department within the primary government of the State of Washington, issues a publicly available comprehensive annual financial report (CAFR) that includes financial statements and required supplementary information for each plan. The DRS CAFR may be obtained by writing to:

Department of Retirement Systems
Communications Unit
P.O. Box 48380
Olympia, WA 98504-8380

Also, the DRS CAFR may be downloaded from the DRS website at www.drs.wa.gov.

At June 30, 2018 the City of Kenmore's proportionate share of the collective net pension liabilities, as reported on the Schedule 09, is shown on the following table. The City does not participate in the Public Safety ERS 2, SERS 2, 3, TRS 1, 2, 3, or LEOFF 1, 2 plans.

CITY OF KENMORE
NOTES TO THE FINANCIAL STATEMENTS
FOR THE YEAR ENDING DECEMBER 31, 2018

Plan	DRS-Schedule of Employer and Nonemployer Allocations		DRS-Schedule of Collective Pension Amounts	Ending Balance 12/31/2018
	Employer Contributions	Allocation Percentage		
PERS 1	\$ 29,687	0.004441%	4,466,034,000	\$ 198,336.57
PERS 1 UAAL	\$ 134,620	0.020140%	4,466,034,000	\$ 899,459.25
PERS 2 and 3	\$ 199,464	0.025850%	1,707,411,000	\$ 441,365.74
Public Safety ERS 2	0.00	0.000000%	1,239,000	-
SERS 2 and 3	0.00	0.000000%	299,062,000	-
TRS 1	0.00	0.000000%	2,920,592,000	-
TRS 2 and 3	0.00	0.000000%	450,114,000	-
	\$363,771	<i>Total Net Pension Liability (Schedule 09)</i>		\$ 1,539,161.56
LEOFF 1	0.00	0.000000%	(1,815,502,000)	-
LEOFF 2	0.00	0.000000%	(2,030,218,000)	-
				-

NOTE 8 – PRIOR YEAR ADJUSTMENT

There were no prior year adjustments in 2018.

NOTE 9 – JOINT VENTURES AND RELATED PARTIES

A Regional Coalition for Housing

In November 1992, King County and the cities of Bellevue, Redmond, and Kirkland joined together to establish A Regional Coalition for Housing (ARCH). Since its inception, the Cities of Beau Arts Village, Bothell, Clyde Hill, Hunts Point, Issaquah, Kenmore, Mercer Island, Newcastle, Sammamish, Woodinville, and Yarrow Point have joined ARCH.

The purpose of ARCH is to cooperatively formulate affordable housing goals and policies and to foster efforts to provide affordable housing by combining public funding with private-sector resources. Operating funding is provided by the member cities. ARCH identifies and prioritizes projects which the member cities fund directly through their own grants, Community Development Block Grants, and HUD grants. ARCH is governed by an Executive Board composed of the chief executive officer from each member. The Executive Board is responsible for review and approval of all budgetary, financial, policy, and contractual matters. The Board is assisted by an administrative staff and a Citizen Advisory Board. Each member city is responsible for contributing operating revenues as determined from the ARCH annual budget. Contributions from the member cities are based on each member's population. The City of Kenmore's contribution was \$28,771 in 2018 (4.1 percent of the Coalition's \$699,324 budget).

Members withdrawing from the agreement relinquish all rights to any reserve funds, equipment, or material purchased. Upon dissolution the agreement, as amended, provides for distribution of net position among members based on the percentage of the total annual contributions during the period of the Agreement paid by each member. The City's share of cash or investments is deemed immaterial and thus is not reflected in the financial statements.

Budget monitoring information can be obtained from ARCH, c/o Lindsay Masters, 16225 NE 87th Street, Redmond, WA 98052.

CITY OF KENMORE
NOTES TO THE FINANCIAL STATEMENTS
FOR THE YEAR ENDING DECEMBER 31, 2018

eCityGov Alliance

On March 25, 2002, the City of Bellevue City Council unanimously adopted a resolution establishing the eCityGov Alliance between the City of Bellevue and the Cities of Bothell, Issaquah, Kenmore, Kirkland, Mercer Island, Sammamish and Snoqualmie. Since then, additional cities and agencies have joined. The Alliance establishes on-line services through a jointly operated internet portal. In 2014 eCityGov Alliance became a non-profit corporation.

Expenditures consist of capital and operations costs as specified in the budget adopted by the eCityGov Alliance Executive Board, and Bellevue's administrative costs associated with performing duties as the Alliance's fiscal agent. Revenues consist of annual membership fees from the members of the eCityGov Alliance. The City of Kenmore paid membership dues of \$25,146 in 2018.

The interlocal agreement may be terminated if Principals holding at least 66% of the weighted vote of all of the Principals are in concurrence. Upon termination, all property acquired shall be disposed of as follows: (1) property contributed without charge by any member shall revert to the contributor; (2) all property purchased after the effective date of the interlocal agreement shall be distributed to the Principals based upon each Principal's proportional ownership interest at the time of the sale of the property. The City's share of assets is deemed immaterial and thus not reflected in the financial statements.

Budget monitoring information may be obtained from City of Bellevue, Information Technology Department, c/o Mollie Purcell, P.O. Box 90012, Bellevue, WA 98009-9012

Interlocal Agreement for Regional Emergency Management

An interlocal agreement for regional emergency management was entered into between the City of Kenmore, the City of Lake Forest Park, King County Fire District 16, and Northshore Utility District. The agreement was effective December 11, 2015 for a 12 month period. The agreement established a joint operation called the Northshore Emergency Management Coalition (NEMC).

Lake Forest Park served as the Lead Agency for the Parties and a decision making body, called the NEMC Committee, governed and administered the agreement. The budget for the one-year duration of the agreement was \$65,000 and the maximum financial commitment for the City of Kenmore was \$25,000.

A successor agreement, effective January 1 2017, was negotiated and executed in December 2016. This agreement is for a three year term and establishes Kenmore's cost sharing responsibility to be 30.75% or \$42,511 for 2018.

Kenmore Waterfront Activities Center

In 2018 The City entered into an agreement with the Northshore Canoe and Kayak Club (NCKC) for public recreational programming. The agreement grants NCKC the right to utilize City park property to provide rowing, paddling and similar recreational programming and instruction as well as store equipment and boats. The City agreed to contribute up to \$40,100 for acquisition, repair, and maintenance of boats and equipment; \$31,047 was expended in 2018. The agreement is for the period April 1, 2018 to December 31, 2020.

NOTE 10 – OTHER DISCLOSURES AND SUBSEQUENT EVENTS

Health & Welfare

CITY OF KENMORE
NOTES TO THE FINANCIAL STATEMENTS
FOR THE YEAR ENDING DECEMBER 31, 2018

The City of Kenmore is a member of the Association of Washington Cities Employee Benefit Trust Health Care Program (AWC Trust HCP). Chapter 48.62 RCW provides that two or more local government entities may, by Interlocal agreement under Chapter 39.34 RCW, form together or join a pool or organization for the joint purchasing of insurance, and/or joint self-insurance, to the same extent that they may individually purchase insurance, or self-insure.

An agreement to form a pooling arrangement was made pursuant to the provisions of Chapter 39.34 RCW, the Interlocal Cooperation Act. The AWC Trust HCP was formed on January 1, 2014 when participating cities, towns, and non-city entities of the AWC Employee Benefit Trust in the State of Washington joined together by signing an Interlocal Governmental Agreement to jointly self-insure certain health benefit plans and programs for participating employees, their covered dependents and other beneficiaries through a designated account within the Trust.

As of December 31, 2018, 257 cities/towns/non-city entities participate in the AWC Trust HCP.

The AWC Trust HCP allows members to establish a program of joint insurance and provides health and welfare services to all participating members. The AWC Trust HCP pools claims without regard to individual member experience. The pool is actuarially rated each year with the assumption of projected claims run-out for all current members. The AWC Trust HCP includes medical, dental and vision insurance through the following carriers: Kaiser Foundation Health Plan of Washington, Kaiser Foundation Health Plan of Washington Options, Inc., Regence BlueShield, Asuris Northwest Health, Delta Dental of Washington, and Vision Service Plan. Eligible members are cities and towns within the state of Washington. Non-City Entities (public agency, public corporation, intergovernmental agency, or political subdivision within the state of Washington) are eligible to apply for coverage into the AWC Trust HCP, submitting application to the Board of Trustees for review as required in the Trust Agreement.

Participating employers pay monthly premiums to the AWC Trust HCP. The AWC Trust HCP is responsible for payment of all covered claims. In 2018, the AWC Trust HCP purchased stop loss insurance for Regence/Asuris plans at an Individual Stop Loss (ISL) of \$1.5 million through Life Map, and Kaiser ISL at \$1 million with Companion Life through ASG Risk Management. The aggregate policy is for 200% of expected medical claims.

Participating employers' contract to remain in the AWC HCP for a minimum of three years. Participating employers with over 250 employees must provide written notice of termination of all coverage a minimum of 12 months in advance of the termination date, and participating employers with under 250 employees must provide written notice of termination of all coverage a minimum of 6 months in advance of termination date. When all coverage is being terminated, termination will only occur on December 31. Participating employers terminating a group or line of coverage must notify the HCP a minimum of 60 days prior to termination. A participating employer's termination will not obligate that member to past debts, or further contributions to the HCP. Similarly, the terminating member forfeits all rights and interest to the HCP Account.

The operations of the Health Care Program are managed by the Board of Trustees or its delegates. The Board of Trustees is comprised of four regionally elected officials from Trust member cities or towns, the Employee Benefit Advisory Committee Chair and Vice Chair, and two appointed individuals from the AWC Board of Directors, who are from Trust member cities or towns. The Trustees or its appointed delegates review and analyze Health Care Program related matters and make operational decisions regarding premium contributions, reserves, plan options and benefits in compliance with Chapter 48.62 RCW. The Board of Trustees has decision authority consistent with the Trust Agreement, Health Care Program policies, Chapter 48.62 RCW and Chapter 200-110-WAC.

CITY OF KENMORE
NOTES TO THE FINANCIAL STATEMENTS
FOR THE YEAR ENDING DECEMBER 31, 2018

The accounting records of the Trust HCP are maintained in accordance with methods prescribed by the State Auditor's office under the authority of Chapter 43.09 RCW. The Trust HCP also follows applicable accounting standards established by the Governmental Accounting Standards Board ("GASB"). In 2018, the retiree medical plan subsidy was eliminated, and is noted as such in this report. Year-end financial reporting is done on an accrual basis and submitted to the Office of the State Auditor as required by Chapter 200-110 WAC. The audit report for the AWC Trust HCP is available from the Washington State Auditor's office.

Kenmore Village

In July 2013, the City and MainStreet Property Group LLC entered into a purchase and sale agreement in the amount of \$3.6M for the 4.75 acre upper lot of Kenmore Village, formerly the King County Park & Ride. The sale closed in May 2014. MainStreet has developed over 200 units of quality multifamily apartments, a portion of which is affordable housing.

A purchase and sale agreement with Benaroya Company and Real Property Investors for the remainder 3.3 acres of the Kenmore Village lower lot was approved by the City Council in June, 2013. Early in 2014 a Rescission of Purchase and Sale Agreement was executed by both parties resulting in termination of the agreement. In March 2015, several remaining parcels of the lower lot were sold to MainStreet Property Group LLC for \$970,000 where a mixed-use development was constructed.

The City retained the corner parcel of Kenmore Village and constructed the Town Square and Hangar building which opened in 2017.

In October of 2017 the City sold the parcel of land just west of the Town Square to MainStreet Property Group for \$158,192. A restaurant is currently located on that parcel.

The financial transactions associated with the Kenmore Village properties are accounted for in a separate fund that is combined with the General Fund for reporting purposes.

Construction Commitments

The City had no significant liabilities outstanding for construction projects as of December 31, 2018.

City of Kenmore
Schedule of Liabilities
For the Year Ended December 31, 2018

ID. No.	Description	Due Date	Beginning Balance	Additions	Reductions	Ending Balance
General Obligation Debt/Liabilities						
251.12	Voted General Obligation Bond	12/1/2036	8,375,000	-	930,000	7,445,000
	Total General Obligation Debt/Liabilities:		8,375,000	-	930,000	7,445,000
Revenue and Other (non G.O.) Debt/Liabilities						
259.12	Compensated Absences		292,954	3,640	-	296,594
264.30	Net Pension Liability		2,082,880	-	543,718	1,539,162
	Total Revenue and Other (non G.O.) Debt/Liabilities:		2,375,834	3,640	543,718	1,835,756
	Total Liabilities:		10,750,834	3,640	1,473,718	9,280,756

City of Kenmore
Schedule of Expenditures of Federal Awards
For the Year Ended December 31, 2018

Federal Agency (Pass-Through Agency)		Expenditures				Passed through to Subrecipients	Note
		Federal Program	CFDA Number	Other Award Number	From Pass- Through Awards		
Highway Planning and Construction Cluster							
None; (via WA State Department of Transportation)	Highway Planning and Construction	20.205	LA-8652 W. Sammamish Bridge-BRAC	1,717,960	-	1,717,960	1,2,3
	Highway Planning and Construction	20.205	LA-8652 W. Sammamish Bridge-STP	179,072	-	179,072	1,2,4
	Highway Planning and Construction	20.205	LA-8651 62nd Ave. NE Improvements	9,358	-	9,358	1,2,3
Total Highway Planning and Construction Cluster:				1,906,390	-	1,906,390	-
Highway Safety Cluster							
None; (via WA Traffic Safety Commission)	State and Community Highway Safety	20.600	Motorcycle Emphasis	602	-	602	1,2,3
None; (via WA Traffic Safety Commission)	National Priority Safety Programs	20.616	Seatbelt Emphasis	1,542	-	1,542	1,2,3
Total Highway Safety Cluster:				2,144	-	2,144	-
None; (via City of Lake Forest Park)	Emergency Management Performance Grants	97.042	E17-144 EMPG Grant	10,011	-	10,011	1,2,3
Total Federal Awards Expended:				1,918,545	-	1,918,545	-

The accompanying notes are an integral part of this schedule.

KING COUNTY, WASHINGTON
City of Kenmore

NOTES TO THE SCHEDULE OF EXPENDITURES OF FEDERAL AWARDS
For the Year Ended December 31, 2018

NOTE 1 - BASIS OF ACCOUNTING

This schedule is prepared on the same basis of accounting as the City of Kenmore's financial statements. The City of Kenmore uses the cash basis of accounting.

NOTE 2 - PROGRAM COSTS

The amounts shown as current year expenditures represent only the federal grant portion of the program costs. Entire program costs, including the City of Kenmore's portion, are more than shown.

NOTE 3 – Indirect Cost Rate

The City of Kenmore has not elected to use the 10-percent de minimis indirect cost rate allowed under the Uniform Guidance.

NOTE 4 – Indirect Cost Rate

The City of Kenmore has elected to use the 10-percent de minimis indirect cost rate allowed under the Uniform Guidance.

ABOUT THE STATE AUDITOR'S OFFICE

The State Auditor's Office is established in the state's Constitution and is part of the executive branch of state government. The State Auditor is elected by the citizens of Washington and serves four-year terms.

We work with our audit clients and citizens to achieve our vision of government that works for citizens, by helping governments work better, cost less, deliver higher value, and earn greater public trust.

In fulfilling our mission to hold state and local governments accountable for the use of public resources, we also hold ourselves accountable by continually improving our audit quality and operational efficiency and developing highly engaged and committed employees.

As an elected agency, the State Auditor's Office has the independence necessary to objectively perform audits and investigations. Our audits are designed to comply with professional standards as well as to satisfy the requirements of federal, state, and local laws.

Our audits look at financial information and compliance with state, federal and local laws on the part of all local governments, including schools, and all state agencies, including institutions of higher education. In addition, we conduct performance audits of state agencies and local governments as well as [fraud](#), state [whistleblower](#) and [citizen hotline](#) investigations.

The results of our work are widely distributed through a variety of reports, which are available on our [website](#) and through our free, electronic [subscription](#) service.

We take our role as partners in accountability seriously, and provide training and technical assistance to governments, and have an extensive quality assurance program.

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