

City of Kenmore
Financial Sustainability Plan Task Force
Meeting Minutes
January 17, 2024

The second meeting of the Task Force began @ approximately 6:35 p.m. and was in person and open to the public with no public comment. This meeting was recorded.

PRESENT:

Task Force Members: Vincent Keane
Holly Koelling
Edouard Lasalle
Alinafe Matenda
Jeff Pooley
Katrina Rose
Tiffany Stoner

Staff: City Manager, Rob Karlinsey
Finance and Administration Director, Melinda Merrell
Admin/Financial Services Manager, Carla Schnee

Presenters: John Vicente, City Engineer/Engineering Director
Debbie Bent, Community Development Director
Melinda Merrell, Finance and Administration Director

Opening discussion was held regarding the possibility of having to reschedule the February 7th meeting and alternate dates that might work for the group.

Contract City Overview

City Manager, Rob Karlinsey discussed what it means to be a contract city and the differences with other full-service cities who may have their own Police, Fire or Utility Services in house. Kenmore contracts with King County for Police and court services and has a separate contract for a prosecuting attorney. Kenmore is also serviced by the Northshore Fire District and Northshore Utility District.

City Budget 101

Finance Director, Melinda Merrell discussed the biennial budget cycle and the need to plan for the period of 2025-2030. The next two-year budget must be adopted by the end of this year. The difference between cash basis and accrual accounting systems was explained. Also discussed were the different funds and departments as well as the main sources of revenue and expenses for the General Fund.

Engineering Department Presentation

City Engineer/Engineering Director, John Vicente presented a description of the tasks, duties, and budget of the Engineering Department, which include safe and effective operations in the right of way, traffic and crash data analysis, road standards and pavement management. The department assures that the City has responsibly built roads, sidewalks, bridges and right of ways. They also manage pedestrian/bicycle and ADA projects as well as perform grant writing and applications.

Community Development Department Presentation

Community Development Director, Debbie Bent presented a description of the tasks, duties, and budget of the Community Development Department, which include the Comprehensive Plan update which guides what Kenmore sees itself as being and what kinds of public facilities and infrastructure are needed to support that. It is a state mandated document for goals, policies, and objectives. The department also maintains the Shoreline Master Program which is subject to State rules and regulations. Park's planning, capital improvement projects, the downtown plan, art policies, and emergency management are all functions of Community Development.

Finance Department Presentation

Finance and Administration Director, Melinda Merrell presented a description of the tasks, duties, and budget of the Finance Department, which include budget preparation and oversight, financial reporting, working with the State Auditors, fixed asset management and internal controls. The Finance Department processes accounts payable, accounts receivable and manages cash receipts. Other functions include treasury and investment management, risk management, IT, and human resources.

Adjournment: The meeting concluded at approximately 9:10 p.m.

Approved:

Melinda Merrell

Melinda Merrell (Jan 22, 2024 10:25 PST)

Melinda Merrell, Finance and Administration Director