

City of Kenmore
Financial Sustainability Plan Task Force
Meeting Minutes of February 7, 2024

The third meeting of the Task Force began @ approximately 6:15 p.m. and was in person and open to the public with no public comment. This meeting was recorded.

PRESENT:

Task Force Members: Holly Koelling
Edouard Lasalle
Alinafe Matenda
Jeff Pooley
Katrina Rose
Tiffany Stoner
Mary Sullivan
Michael Vanderlinde

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

Presenters: Brandon Moen, Police Chief
Samantha Loyuk, Development Services Director
Jennifer Gordon, Public Works Operations Director
Richard Sawyer, Environmental Services Director
City Manager, Rob Karlinsey
Melinda Merrell, Finance and Administration Director
Lauren Chomiak, Communications Specialist

Climate Action Plan & Housing and Human Services Programs

City Manager, Rob Karlinsey, discussed how these programs came about in 2022. After positive citizen input and outreach to the public, the programs were adopted by the City Council. A budget amendment was done in 2023 to incorporate these programs in the 2023-2024 budget. The City Manager explained that new revenue sources from a solid waste tax, natural gas tax increase and an increase in vehicle licensing fees would pay for these new programs. The City Manager distributed copies of the 2022 City Manager's budget letter to the Task Force members.

Police Department Presentation

Police Chief, Brandon Moen, discussed the City of Kenmore's contract with King County for police services. Slides were presented showing the budget for basic services as well as costs for the prosecuting attorney and jail services. Noted were the increased costs due to staffing and increased liability insurance rates as factors. The City currently has the second lowest number of officers per capita of those cities contracted with King County while still maintaining a low crime rate.

Development Services Department Presentation

Development Services Director, Samantha Loyuk, discussed the functions of the department regarding land development and construction. The department handles the permitting process, plan reviews, and inspections. Also under Development Services are code enforcement and code development. A slide show was presented showing the department budget including revenues and expenses as well as the staff and their positions.

Public Works Department Presentation

Public Works Operations Director, Jennifer Gordon, discussed how the department has developed since 2018 when the City of Lake Forest Park ended their contract to provide services to Kenmore. Along with park and street maintenance, the department also manages volunteer and event programs as well as recreation programs. Slides were presented showing the department organization along with the budget which encompasses several funds. Also brought up was how the department works in conjunction with other City departments.

Environmental Services Department Presentation

Environmental Services Director, Richard Sawyer, discussed the main functions of the department which include managing the City's stormwater utility and surface water; comprised of catch basins, culverts, ditches, and drainage ponds. In his presentation data was presented on the numbers of catch basins and drainage facilities and miles of culverts and ditches. Kenmore must comply with NPDES (the Clean Water Act). The department also manages the Climate Action Program. The staff organizational chart and budget were also presented.

City Manager's Department Presentation

City Manager, Rob Karlinsey, discussed the functions of the department and described the staff roles. A slide show of the budget and department organization was presented. The department is responsible for economic development, communications and community engagement, diversity equity and inclusion, as well as housing and human services. The City Clerk and Deputy City Clerk along with ARPA (American Rescue Plan) staff are also part of the City Manager's Department. The Department also manages organizational health, public records requests and public safety and regional partnerships.

Updated Financial Forecast

Finance and Administration Director, Melinda Merrell, discussed changes to the Financial Forecast and explained the changes stemming from a hard coded number entered in 2021. The updated graph and spreadsheets were handed out. Questions were asked and discussion was had on possible ways to mitigate the deficit.

Community Engagement Tool

Communications Specialist, Lauren Chomiak, presented an online community engagement tool, Engagement HQ. It is an interactive platform to be posted to the City website at a later date. Lauren described the features and options of the platform. It will contain links to the Financial Sustainability website and documents. Moderation of the site and ground rules were discussed.

Community Survey

City Manager, Rob Karlinsey briefly reviewed the results of a statistically valid community survey of 300 residents conducted by EMC research. The full results will be presented at the February 12th Council Meeting.

Adjournment: The meeting concluded at approximately 9:30 p.m.

(Department presentation slides will be linked to the agenda for this meeting on the City's FSP website)

Approved:


Melinda Merrell (Feb 14, 2024 14:07 PST)

Melinda Merrell, Finance and Administration Director

