

City of Kenmore
Financial Sustainability Plan Task Force
Meeting Minutes
March 6, 2024

The fifth meeting of the Task Force began @ approximately 6:30 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 Lassalle
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: Melinda Merrell/ Finance and Administration Director
Jeff Pooley/ Task Force Member

Update of 6-year Financial Forecast

Finance and Administration Director, Melinda Merrell presented an updated forecast showing the corrections due to a 2.3-million-dollar loan in 2020 that the General Fund gave to the West Sammamish Bridge Fund as an advance prior to receiving their other funding. That loan was repaid to the General Fund in 2021 but had not been posted in the forecast. This extends the timeline to 2029 at which point expenses will exceed revenues assuming no new funding sources or rate increases. A handout was distributed showing previous and budgeted rate increases as well as expenses.

Reminder to Use Budget Book as a Tool

Finance and Administration Director, Melinda Merrell reviewed the 2023-2024 City Budget Book, which is linked to the agenda, pointing out the key sections. The Budget Book starts out with information on programs, the City's history, accomplishments, and profile. It shows the financial policies, budget process, and explains service level budgeting. Debt, obligation debt, personnel (the

organization chart), revenue, and expenditures are all shown. It then shows revenues and expenditures by fund and operating budget details of each department along with employee count per department.

Upcoming Community Engagement Activities and Engagement HQ Demonstration

Finance and Administration Director, Melinda Merrell discussed the community engagement sources that have been used, such as the FSP page on the City website, E-news, Quarterly newsletter and the Kenmore Top4. The Engagement HQ platform has been launched on the site: speakupkenmore.com. She demonstrated where the site is and how to access it. There was discussion regarding the ground rules and FAQs. A mailer will go out mid-March to remind citizens about the Town Hall on April 3rd as well as the Balancing Act tool that will be launched March 15th.

Ideas for Revenue and Cost Saving Suggestions from Departments

Finance and Administration Director, Melinda Merrell shared a power point presentation of information from each department within the City and their suggestions for revenues, decreasing general fund expenditures, and long-term strategic needs. Specific budget amounts listed were for the two-year biennium. The link to this presentation is in the Agenda from March 6th.

Scoring Slides from 2020 Task Force Recommendations

Task Force Member, Jeff Pooley presented the spreadsheets that he had created in 2020 as a member of the previous Task Force, which included a scoring system for revenues and expenses from zero to three based on twenty-seven potential items to be addressed. Each item showed the annual dollar impact and potential for success as well as if it required voter approval or could be achieved by a councilmanic decision. Category three items were to pursue as a priority, two was to pursue as a secondary priority, one was to pursue as a last resort and zero was to not pursue at all. Each Task Force member in 2020 submitted their ranking which included an option to include explanatory comments. After scores were averaged, those ranking at a three were able to meet the budgetary shortfall. This same structure can be used again to show fiscal impacts and potential of success. The Task Force will begin working on a shared document to provide suggestions and ideas and request information needed from staff members.

Adjournment: The meeting concluded at approximately 8:55 p.m.

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

Approved:

Melinda Merrell, Finance and Administration Director