

City of Kenmore
Financial Sustainability Plan Task Force
Meeting Minutes
March 14, 2024

The sixth 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
Jeff Pooley
Katrina Rose
Tiffany Stoner

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

Presenters: Melinda Merrell/ Finance and Administration Director
Jeff Pooley/Task Force Member
Vincent Keane/Task Force Member

Ideas for Town Hall on April 3rd

Finance and Administration Director, Melinda Merrell presented options on how to set up the Town Hall, either as round table groups or as a panel type style, where Task Force Members would be at the front of the room facing the audience. The Task Force members discussed their objectives and what they hope to achieve. Round tables would be a way to start conversations where they could take questions and ideas back to the City. They can share information on what they have learned and be informed moderators and they can also promote SpeakUpKenmore and the City FSP web page for additional information and a place to share ideas and ask questions. Discussion was had regarding current and planned communication efforts and ideas to reach as many residents as possible regarding the Financial Sustainability Task Force Town Hall.

Guiding Principles Reviewed

Finance and Administration Director, Melinda Merrell handed out copies of the guiding principles from 2020 as well as the City's equity framework tool. The Task Force discussed simplicity, maximizing financial impact and that Kenmore is adapting to the needs of its' citizens due to community and economic conditions, needs, and interests. Using the equity framework tool, it was decided that some more work on the language would be done outside of the meeting in a shared document due to time constraints.

Balancing Act Tool Demonstration

Finance and Administration Director, Melinda Merrell shared the Balancing Act Tool which will be incorporated into Engagement HQ on the SpeakUpKenmore site. A hypothetical scenario of a two-million-dollar deficit will be presented for the community to consider when using the tool to advise on revenue increases and expenditure reductions to balance a budget. This information will be used to assist the FSP Task Force and Council with what the community feels is important. More work will be done on expense reduction scenarios using the Service Level Budgeting ideology before the tool is launched. Melinda asked the Task Force to post questions on the Engagement HQ platform to get conversations started and asked for someone to video a demonstration of how to find the site and use the tool.

Task Force Analysis and Deliberations/Review Shared Document

Task Force member, Jeff Pooley shared his spreadsheets with budget strategies and ideas such as tax increases, parking enforcement, event donations and fundraising, picnic shelter fees, the KAPE program, lodging tax, increasing the B & O tax for heavy industry, a rental vehicle tax, and savings from inhouse work that could be done rather than relying on King County once the Public Works Operations Center is complete. Other ideas for expense reductions were discussed such as shifting some costs for a Parks Project Manager to Capital Improvements, the costs of events, the City's annual Insurance policy rates and the quarterly newsletter. Task Force member, Vincent Keane presented a handout and described how a levy lid lift to fund public safety could increase revenues due to the increasing costs for police services. His spreadsheet detailed what the effect would be of assessing a six-year levy lid lift at \$0.04 per \$1000 of assessed value and the impact that would have on the median value household in Kenmore. The option of a levy lid lift at \$0.04 and \$0.06 per \$1000 of assessed value to be added as scenario options on the Balancing Act was decided. Also discussed were options of monetizing some of the City owned properties through leasing or development as well as any additional sites that could be purchased. Economic Development ideas were also a topic of discussion.

Adjournment: The meeting concluded at approximately 8:50 p.m.

Approved:


Melinda Merrell (Mar 20, 2024 10:51 PDT)

Melinda Merrell, Finance and Administration Director






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Final Audit Report

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