

City of Kenmore  
Financial Sustainability Plan Task Force  
Meeting Minutes  
March 20, 2024

The seventh 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  
Mary Sullivan  
Tiffany Stoner

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

Presenters: Melinda Merrell/ Finance and Administration Director  
Edouard Lasalle/Task Force Member

**Balancing Act Tool Demonstration**

Finance and Administration Director, Melinda Merrell shared the Balancing Act Tool which is incorporated into Engagement HQ on the SpeakUpKenmore site. She shared the questions, options, and scenarios on the site. City Manager, Rob Karlinsey had requested that program focused questions be used on the expenditure side using Service Level Budgeting. Ideas for scenarios, changes and additions were discussed as well as including information on programs that are a City Council priority. Melinda will incorporate some of the ideas discussed and any other agreed upon changes can be made later. She also brought up another revenue source option could be a .1 percent sales tax addition for public safety, subject to voter approval.

**Guiding Principles Reviewed**

Task Force Member, Holly Koelling discussed the updates that were made to the guiding principles based on discussion and ideas from the prior meeting and input received in the last week. The Task Force Members were asked to review the updated document for input. They agreed on a few changes to the language.

## April 3<sup>rd</sup> Town Hall Discussion

Task Force Member, Edouard Lasalle introduced a power point presentation which he created showing an idea of how they could have an approximately 15-minute educational overview at the beginning of the Town Hall to provide the community with information of why they are here, who the Task Force is, what the objectives are, and how the process takes place, which includes receiving input from the Kenmore community. A description of City services, costs, revenues, and programs will help community members understand the goal. They will show in the presentation the focus on revenues, expenditures, the Council priorities, and the top general fund line items and breakdowns. Also included are the guiding principles. More than one Task Force Member will take part in giving the presentation, after which groups will go to round tables where information on how to participate in the Balancing Act will be provided. Post-it notes for ideas, suggestions and questions will be available and collected for continuing work on recommendations. They will focus on getting attendees to have productive and meaningful conversation and provide information on what their vision of Kenmore is. Discussion was also had about ideas for simplification and making it clear that the Task Force Members are not experts or elected officials but are community members whose task is to create recommendations for the City Manager and Council. Edouard Lasalle will take the feedback from the other Task Force Members and make some suggested revisions to the presentation. The City Manager or Finance and Administration Director will introduce the Task Force at the opening of the Town Hall.

## Task Force Analysis and Deliberations

It was decided that an additional meeting will be held on April 10<sup>th</sup> to consider community input provided from the April 3<sup>rd</sup> Town Hall and information collected from the Balancing Act tool which closes April 8<sup>th</sup>. They will use the Town Hall and Balancing Act feedback to help in the deliberation of recommendations to be made on April 17<sup>th</sup>.

**Adjournment:** The meeting concluded at approximately 8:40 p.m.

Approved:

Melinda Merrell  
Melinda Merrell (Apr 2, 2024 12:49 PDT)

Melinda Merrell, Finance and Administration Director