

City of Kenmore  
Financial Sustainability Plan Task Force  
Meeting Minutes  
April 10, 2024

The eighth 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  
Mary Sullivan  
Tiffany Stoner  
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

**Agenda Review**

Finance and Administration Director, Melinda Merrell, opened the meeting by reviewing the agenda and asking if there was anything else that needed to be added to the debrief of community feedback and the continued formulation of recommendations.

**Town Hall Community Feedback Discussion**

The Task Force discussed the feedback and ideas received from the attendees of the April 3<sup>rd</sup> Town Hall. They shared the topics, ideas and questions brought up by community members, such as economic development, city events, volunteerism, and taxes. They relayed the struggles that some have with increasing taxes and the desire of some to have more businesses, community activities, and services. They also discussed the task at hand and to consider if the feedback has changed any of their views or ideas for recommendations.

**Balancing Act Tool**

Finance and Administration Director, Melinda Merrell, presented the submissions received from the Balancing Act Tool and comments received. She will compile the information together to share with the Task Force in the next few days. The Task Force also discussed the need for further community education as well as the slow decrease that has occurred since 2017 in the amount of property tax received by the City on an inflationary adjusted basis.

## Planning for Recommendations and Next Steps

Discussion was had regarding surplus funds and ideas for investing reserves or having a rainy-day fund for unforeseen costs. Task Force member, Jeff Pooley, presented the list of close to fifty options that had been compiled for possible expense reductions and revenue increases. The Task Force shortened the list by removing options that were not likely to be viable or could not be quantified and kept others that they agreed on to be discussed further. They also discussed which items should be added as addendums. The Task Force members will be able to begin scoring and commenting on the remaining items individually before reconvening at the next meeting for formal recommendations. At the next meeting the Task Force will work on completing the spreadsheet focusing on the potential of success, DEI, and other considerations which will then be presented to the City Manager along with a memorandum summarizing their recommendations to take forward to the City Council. If more time is needed, another meeting may be scheduled for the following week.

City Manager, Rob Karlinsey discussed potential uses for remaining ARPA funds including a utility tax refund pilot program. Council discussion of ARPA fund utilization will probably occur in June. He also discussed the possibility of the City purchasing a portion of the Lakepointe property and applying for grant funds, establishing a Metropolitan Park District and a possible property tax measure to go to the voters to help with the costs.

**Adjournment:** The meeting concluded at approximately 9:00 p.m.

Approved:

  
Melinda Merrell (Apr 15, 2024 13:44 PDT)

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Melinda Merrell, Finance and Administration Director