

**City of Kenmore
City Council Meeting
Special Meeting Minutes
Thursday, November 7, 2024**

These minutes are created to capture Council action. This is not a verbatim transcript.
Meeting video and audio is available on the City YouTube channel.

PRESENT:

Councilmembers: Mayor Nigel Herbig (virtual)
Deputy Mayor Melanie O’Cain
Councilmember Joe Marshall
Councilmember Debra Srebnik
Councilmember Valerie Sasson
Councilmember Jon Culver (excused)
Councilmember Nathan Loutsis

Staff: City Manager Rob Karlinsey
Deputy City Manager Stephanie Lucash
City Attorney Dawn Reitan
Deputy City Clerk Michelle Kang
Co-Clerk Elly Gallo
Finance & Administration Director Melinda Merrell
Community Development Director Debbie Bent
Environmental Services Director Richard Sawyer

Public Comments Speaking Guests:
Patrick O’Brien, Kenmore Resident
Stacey Valenzuela, Kenmore Resident (virtual)

CALL SPECIAL MEETING TO ORDER

Deputy Mayor O’Cain called the special meeting to order at 7:00 PM.

LAND ACKNOWLEDGEMENT

Deputy Mayor O’Cain read the Land Acknowledgement Honoring First Peoples.

FLAG SALUTE

Deputy Mayor O’Cain led the Council in the Pledge of Allegiance.

WHERE'S THE FUN?

Deputy City Manager Stephanie Lucash highlighted Staff's annual pumpkin decorating contest and last Saturday's Día de los Muertos event that took place at the Hangar.

PUBLIC COMMENTS

The City Council took comments from the public.

Timestamped link here:

<https://www.youtube.com/live/pN2N6oHqN5U?si=tqUdmsRQMcEeRGaO&t=446>

BUSINESS AGENDA

- A. Business Presentations: General Fund, Strategic Reserve, Strategic Opportunities, Transportation Benefit District, UTGO Debt Service, Real Estate Excise Tax, Walkways & Waterways, Transportation Impact Fee, Public Works Operations Center, Affordable Housing, Surface Water Management (SWM), SWM Capital, Swamp Creek, and Equipment Replacement, presented by Department Heads and Staff, *for discussion and possible action/direction*

[Agenda Bill - Budget Presentations](#)

[Attachment 1 - Budget Presentations \(updated 11/18\)](#)

Finance & Administration Director Melinda Merrell presented to the Council the last of three Budget Presentations. In addition to the remaining funds being discussed, additional staff positions funded through the General Fund have been recommended for the 2025-2026 biennial budget: Budget/Finance Manager and Public Works Manager. Ms. Merrell has also recommended that the City spend \$90,000 in 2025 on an Information Technology (IT) Assessment of our IT systems to include hardware and software, data storage, security, service delivery, and evolving technologies. The City is overdue for an IT assessment, the last assessment having taken place in 2007.

Next Tuesday, November 12, 2024, the City Council will hold its first of two public hearings for the 2025-2026 Biennial Budget. The second public hearing will be held on Monday, November 25, 2024, with a potential adoption also taking place that night.

- B. Proposed Ordinance No. 24-0617, Amendments to the 2023-2024 Biennial Budget, presented by Finance & Administration Director Melinda Merrell, *for discussion and possible action/direction*

[Agenda Bill - 2023-2024 Budget Amendments \(updated 11/1\)](#)

[Attachment 1 - 2024 Year End Recommended Budget Adjustments Presentation - 2023-2024 Budget Amendments \(updated 11/1\)](#)

Finance & Administration Director Melinda Merrell presented the proposed amendments to the 2023-2024 biennial budget. Prior to closing the current budget period, adjustments need to be made to ensure that expenditures do not exceed legally adopted budgets.

The proposed adjustments affect the General Fund, Surface Water Management (SWM) Fund, Lakepointe Fund, Kenmore Automated Photo Enforcement (KAPE) Fund, Public Art Fund, and ARPA Fund.

A public hearing and potential adoption for the proposed ordinance will be held on Tuesday, November 12, 2024.

ADJOURNMENT

Deputy Mayor O'Cain adjourned the meeting at approximately 8:11 PM.


Nigel G. Herbig (Nov 25, 2024 21:49 PST)

Nigel Herbig, Mayor


Michelle Kang (Nov 25, 2024 21:45 PST)

Michelle Kang, Deputy City Clerk

City Council Special Meeting Minutes from November 7, 2024

Final Audit Report

2024-11-26

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