

City of Kenmore



City of Kenmore - 18120 68th Avenue NE Kenmore, WA 98028 Phone: 425-398-8900
Agendas also available at www.kenmorewa.gov E-mail: cityhall@kenmorewa.gov

MOCK HYBRID MEETING #2 (EXTERNAL)

May 20, 2022 - 11 a.m.

VIA ZOOM - LINK: <https://us02web.zoom.us/j/88174654326>

US: +12532158782,,88174654326# or +13462487799,,88174654326#

Or Telephone: Dial US: +1 253 215 8782

Webinar ID: 881 7465 4326

I. CALL MOCK HYBRID MEETING #2 (EXTERNAL) TO ORDER

II. ROLL CALL

- A. Councilmember Thompson
Councilmember Quinn
Councilmember Karlinsey
Mayor Pfeil

III. FLAG SALUTE

IV. AGENDA APPROVAL

V. PUBLIC COMMENTS

We now move on to public comments. We will be hearing from our on-site guests first, followed by our virtual attendees. If you're on-site please make sure you have been signed-in to speak. This is an opportunity to express your views on issues that are important to you and to the community. Please limit your comments to three (3) minutes. If you're attending virtually, please raise your hand now if you wish to speak.

- A. ON-SITE

- B. VIRTUAL

VI. PRESENTATION

- A. Oral Presentation - Mock Meeting Goal and Requirements - City Clerk Anastasiya Warhol
*Virtual

[Can the Hybrid-Model Work?](#)

VII. BUSINESS AGENDA

- A. Finance Department Slideshow, presented by Accountant Brian Randall, *for Information*

[Finance & Admin Department Presentation](#)

- B. How a Rice Cooker Works, presented by Tobin Bennet-Gold, *for Action*
*Virtual

[Rice Cooker Presentation](#)

- C. Cat Adoption, presented by the Catfather and Policy Analyst Garrett Oppenheim, *for Action*
*Virtual

[Cat Adoption Presentation](#)

- D. Environmental Services Public Service Announcement, presented by Environmental Services Administrative Specialist Sammie Roeun, *for Discussion*

[Environmental Services Presentation](#)

VIII. STAFF REPORT

- A. Mock Hybrid-Meeting De-Brief - presented by the City Clerk Anastasiya Warhol

IX. COUNCILMEMBER REPORTS & COMMENTS

X. ADJOURNMENT

DOES THE HYBRID MEETING MODEL MEASURE UP?

- People should be able to freely join the meeting on-site or remotely.
- The City Clerk should be able to be heard by all.
- The Presiding Officer/Chairman/Mayor should be able to see all other body members to recognize them for motions and speaking.
- All Councilmembers should be heard by all and should be able to engage in discussion by motioning to be recognized.
- On-Site Public Comments should be heard & captured by on-site camera.
- Virtual Public Comments should be heard; **being seen is not a requirement.**
- On-Site Participants should see all presentation material on the projector.
- Virtual Participants should have access to all presentation material by way of attachments to the agenda at minimum, or- as an elevated experience, virtual attendees should see the on-site presentations within their webinar.
- The meeting should be capable of both recording and Live-Streaming. **Live-streaming is not a requirement.**
- Transitions and lag time in speaking, projecting, presenting, or streaming should not be unduly disruptive to a productive flow of the meeting.

FINANCE AND ADMINISTRATION DEPARTMENT

Leticia, Brian, Carla and Anastasiya



Leticia – Finance Director

Duties:

BUDGET AND ACCOUNTING!

Develop 2-year budget

Monitor & Adjust throughout the year

Forecasting

AUDIT / Financial Statements

CIP: Parks, Trans Projects, SWM, Facilities

Investments

Bonds –

bond rating

Review & Approve

Agenda Bills

Payroll and Benefits

Invoice Payments (All payments plus Finance)

RISK MANAGEMENT (INSURANCE)

IT (Network, Technology)

Coordinate with Barak and Brian

Approve technology purchases

Ways you can help:

- Let me know when you have a budget problem





Brian, Accountant

Duties:

ACCOUNTING

- Prepare Monthly & Annual Financial Reports
- Bank Deposits/Banking
- Journal Entries
- Invoicing
- Requisitions/Purchase Orders

TECHNOLOGY/IT

- IT Liaison w/ Lighthouse
- Telephones/Cell Phones
- Maintain Incode

THE REST

- Help Out With:
 - Accounts Payable/Payroll
 - Contract # Assignment

Ways you can help:

- Get things to us on time
- Ask Questions



Carla, Accounts Payable & Benefits and PAYROLL GURU

- Duties:

- Accounts Payable

Reviewing & Processing Invoices for Payment
Checking Amounts & G/L Codes for Accuracy

- Payroll/Benefits

Time Entry Review
Processing & Reconciling Payroll & Benefits
Completing Benefit, Deduction & Salary Changes

- Backup for Brian with Banking, A/R, Cashiering, G/L, Purchase Orders
Assisting H/R with reports & other tasks

- Office Supply Ordering

E-mail me your requests for The 15th & 30th of the Month

Ways you can help:

Submit Invoices on Time – If the backup goes with the check, make an extra copy.
If the average person would not understand what is being paid, please write a description & if no tax is charged: flag it with a note.

Submit ESS on Time – best way to enter is daily!

Supervisors – look at what you are approving. Does it make sense?

Ask Questions – I am always willing to help.





Anastasiya Warhol, City Clerk

Supporting grassroots Democracy



About the Clerk:

Primary Support for Council Meetings

- Attend Council Meetings
- Take minutes
- Council packets
- Draft Proclamations
- Assist the Council
- Agenda Forecast

Steward Authorizing/Governing Documents

- Municipal Code
- Ordinances
- Resolutions
- Proclamations
- Contracts (contracts@kenmorewa.gov)
-  Adopted Plans & Programs
- **Policies & Procedures**

Assist with Risk Management

- Process Claims for Damages

How I can Help:

- Publish your Agenda Bills
- Assign
 - Contract #
 - Ordinance #
 - Resolution #
- Process Claims for Damages
- Publish your RFPs/ RFQs/ Bids Online
- Send formal Notices and publish them
 - Public Hearings
 - Ordinance Adoption
 - RFP/RFQ/Bids
- Point of Contact for Official Bid Opening
- Receive Legal Tender
- Point you to the Records Retention Schedule
- Brainstorm Records Retention Questions with you
- Update the Council/Finance/Police Web Page

Quiz Time!



Want a 100 Grand? Lets see how much you know about the Finance and Administration Department?

READY.....



Question:

When are approved timecards due to Carla?



Answer:

MONDAY OF PAYROLL WEEK!



Question:

Who do you email when you have a IT question, issue, problem, comment, etc?

Answer:

helpdesk@lhseattle.com or





Question:

How do you know how long to keep a record?

Answer: consult your Records Schedule to find **DAN!**

[https://www.sos.wa.gov/assets/archives/recordsmanagement/local-government-common-records-retention-schedule-core-v.4.2-\(august-2021\).pdf](https://www.sos.wa.gov/assets/archives/recordsmanagement/local-government-common-records-retention-schedule-core-v.4.2-(august-2021).pdf)



Question..

When are invoices due to Carla? (with all signatures and correct account codes)

Answer:

Wednesday at 1:00 p.m. on check week.

Tip: Check the Invoice & ESS Due Date Calendar that was e-mailed in Nov.!



Question:

What do you do with a complete, fully executed original contract?

Answer:

Remit to Contracts@kenmorewa.gov
(don't forget W-9 when necessary)



Question:

What do you do when you realize you need to work overtime?

Answer:

You get written approval (can be by e-mail) from your Supervisor! And make sure PAYROLL gets a copy.



Question:

When are agenda bills due to Rob and Leticia for review for Council meetings? (Looking for the amount of days)

Answer:

***15 days before the Council Meeting!**
Packets are published 10 days prior to a meeting.



Question:

How much vacation can you carry over annually?

Answer:

240 hours!

TIP: USE IT OR LOSE IT!

Questions for us?



RICE COOKER



HOW DOES
IT WORK?



JUST A RICE COOKER!

MY GRANDMA USED IT A
HUNDRED YEARS AGO!

- COOKS ANY AMOUNT OF RICE
- DOESN'T NEED A TIMER
- ALWAYS PERFECT
- ANY KIND OF RICE
- COMPLETELY MECHANICAL!

**NO BRAINS! NO
SETTINGS!**

ONLY A SWITCH!

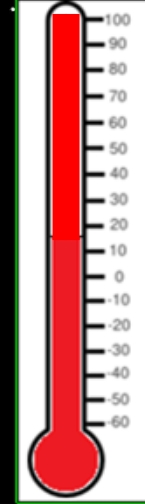


HOW DOES IT WORK?

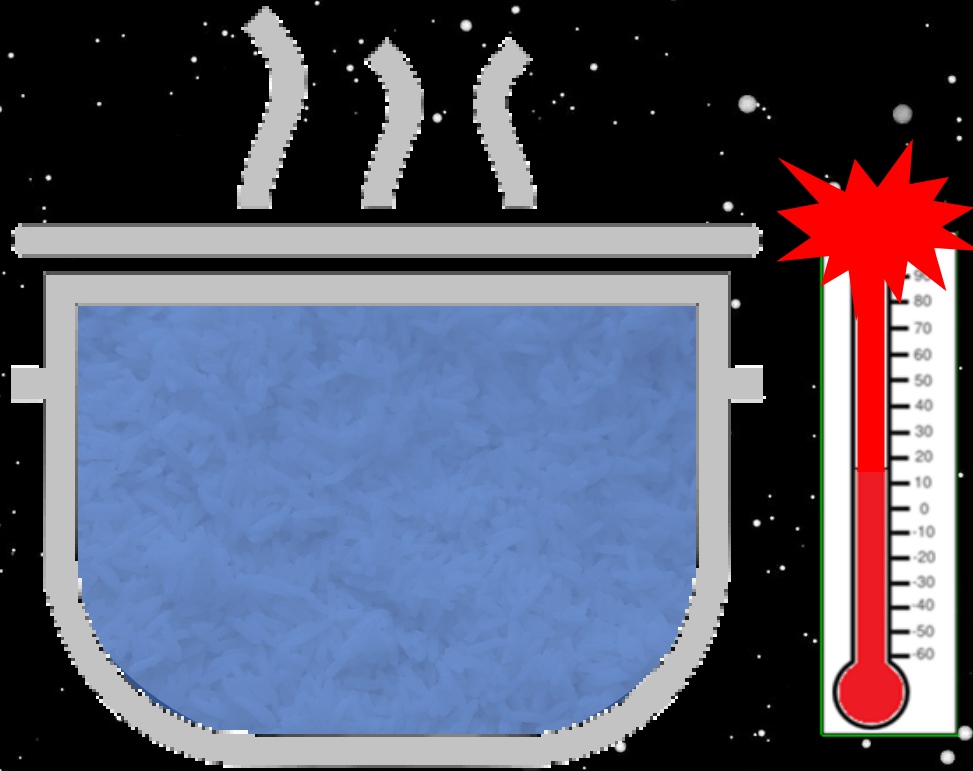
🔥 BUT RICE CAN
GET HOTTER! 🔥



WATER CANNOT GET
HOTTER THAN 100 C



HOW DOES IT WORK?



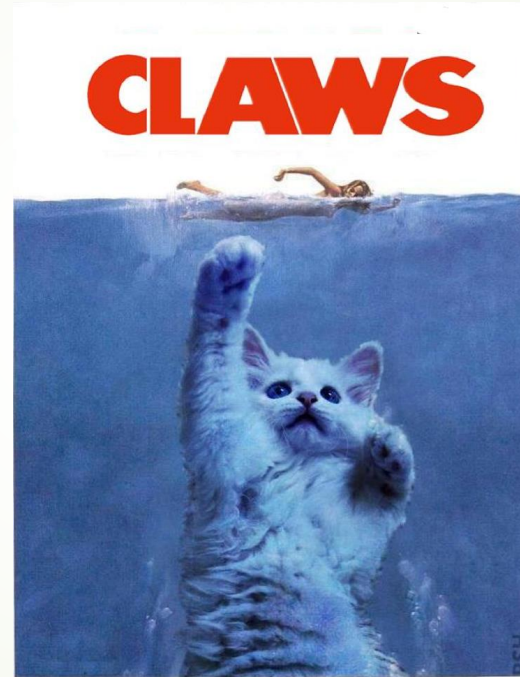
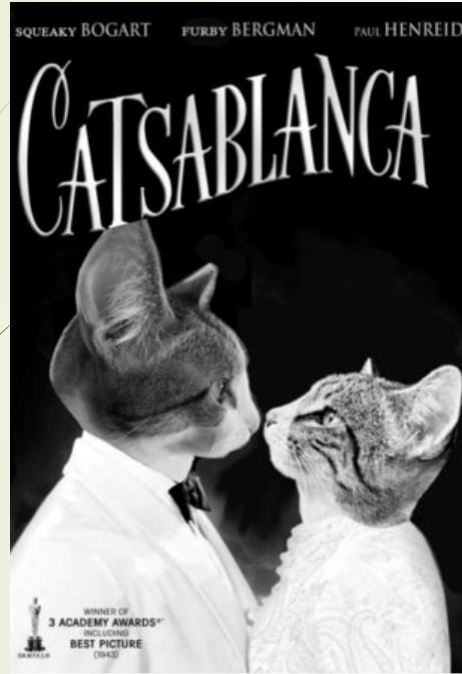


CAT ADOPTION



We're gonna make you an
offer you can't refuse.

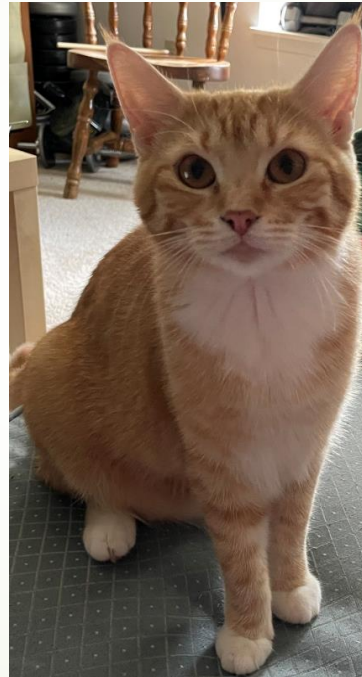
Classic memories to last a lifetime.



Starring....



Steven Spielpurrg



Diane Kitten



Robpurrrt Redfurd
&
Paw Newcat



Council Action

- Request to approve a Cat Adoption Event at City Hall on Funday Smarch 12, 2104.

City of Kenmore Environmental Services

formerly SWM but we still do that work too

ESD Team



RICHARD

Environmental Services Manager



ART

Environmental Services Technician



ASHLEY

Environmental Services Technician



SAMMIE

Administrative Specialist
Climate Action Plan Support

How can you help us?



SPILL RESPONSE HOTLINE

THE RIGHT THING
TO DO IS TO CALL
RIGHT AWAY!

Business hours: (425) 398-8900
After Hours: (253) 274-6330

