

**REDMOND CITY COUNCIL
FINANCE, ADMINISTRATION, AND COMMUNICATIONS COMMITTEE
MEETING SUMMARY**

Council Chamber
15670 NE 85th Street, Redmond, Washington

Tuesday, June 25, 2019

Council

Hank Margeson, Presiding Officer
Jeralee Anderson
Angela Birney
David Carson
Steve Fields (*not in attendance*)
Hank Myers (*not in attendance*)
Tanika Padhye (*not in attendance*)

Staff

Malisa Files, Finance Director
Cathryn Laird, Acting Human Resources Director
Maria O'Neill, Technology Project Manager
Jonny Chambers, Director of Technology and
Information Services
Kelley Cochran, Deputy Finance Director
Don Cairns, Engineering Manager
Jill Smith, Communications and Marketing
Supervisor
Lisa Maher, Communications and Marketing
Manager
Erika Vandenbrande, Director of Planning and
Community Development
Cheryl Xanthos, CMC, Interim City Clerk

Convened: 4:30 p.m.

Adjourned: 5:16 p.m.

Presiding Officer Hank Margeson called the meeting to order, reviewed attendance, and overviewed the agenda.

Monthly Financial Report

Ms. Malisa Files, Finance Director, and Ms. Kelley Cochran, Deputy Finance Director, stated that revenues are up 17 percent; the first installment of property taxes comes in May; department budgets are on track; impacts from capital projects will be provided in July; forecast updating; and providing the quarterly report in a study session.

Communications Update

Ms. Lisa Maher, Communications and Marketing Manager, and Ms. Jill Smith, Communications and Marketing Supervisor, stated that:

- Council Members need to sign up for the Council booth at Derby Days;
- community outreach is utilized to notify the community of activities;
- community involvement is having two-way communications with the community;
- the new online tool will allow people to provide input at any time;
- an overview of the community involvement guidebook was provided; and
- the online open house called Let's Connect was presented.

General discussion ensued throughout regarding staffing the Council booth with board/commission members and collecting and reporting on the survey results.

Third-Party Administrator for RedMed Benefit Plans

Ms. Cathryn Laird, Acting Human Resources Director, stated that four providers were interviewed and Premera was chosen to be the administrator. This item is approved to go forward on the July 16, 2019 regular business meeting agenda.

Amendments to Non-Represented and Fire Support Pay Plans

Ms. Laird stated that two positions are being requested: deputy public works director and a department administrative coordinator in the Fire Department. This item is approved to go forward at the July 2, 2019 regular business meeting.

Workforce Management Contract Acceptance and Project Update

Ms. Maria O'Neill, Technology Project Manager, and Mr. Jonny Chambers, Technology and Information Services Director, stated that there are contracts that need to go forward for Council approval for Kronos. There have been changes to the software and the project team. They are working on ensuring all of the requirements will be met by the new software and the scope of work is being reviewed.

General discussion ensued regarding what is going to be included in the contract that is recommended to be approved; deployment schedule; timekeeping solution; the cost of add-ons to the project; providing a demo; return on investment; and sunsetting outdated systems.

ST3: Downtown Redmond Link Extension and Construction Services Agreement

Mr. Don Cairns, Engineering Manager, and Ms. Erika Vandenbrande, Director of Planning and Community Development, stated that this is one of five agreements that need to be executed with Sound Transit for completion of the light rail extension to Downtown. This contract includes City betterments that the City is funding and Sound Transit will build. The draft agreement was provided. Additional contingency is being increased in case there are unexpected costs. This item is being requested to be approved at the July 16, 2019 regular business meeting.

152nd Avenue Main Street Funding Agreements

Mr. Peter Dane, Senior Planner, stated that the City will be accepting a grant from the Puget Sound Regional Council in the amount of \$4.4 million, and Sound Transit is amending a funding agreement. This item is approved to go forward on the agenda at the July 16, 2019 regular business meeting.