

# City of Redmond



## Agenda

Tuesday, June 11, 2024

4:30 PM

City Hall: 15670 NE 85th St; Remote: Comcast Ch. 21/321, Ziplly Ch. 34,  
Facebook (@CityofRedmond), Redmond.gov/rctvlive, or 510-335-7371

## **Committee of the Whole - Finance, Administration, and Communications**

### **Committee Members**

*Steve Fields, Presiding Officer*

*Jeralae Anderson*

*Jessica Forsythe*

*Vanessa Kritzer*

*Angie Nuevacamina*

*Osman Salahuddin*

*Melissa Stuart*

*Meetings can be attended in person, viewed live on RCTV (redmond.gov/rctlive), Comcast Channel 21/321, Ziply Channel 34, Facebook/YouTube (@CityofRedmond), or listen live at 510-335-7371*

## **AGENDA**

### ROLL CALL

1. 2025-2026 Budget Process Monthly Update [CM 24-250](#)

[Attachment A: Presentation](#)

*Department: Finance, 35 minutes*

*Requested Action: Informational*

2. Development Services Platform Modernization (Energov) [CM 24-277](#)  
Project

[Attachment A: Statement of Work for Proof-of-Concept](#)

*Department: Technology and Information Services, 5 minutes*

*Requested Action: Consent, June 18th*

3. 2024 Process for Updating Council Benefits and Mayor's [CM 24-260](#)  
Salary

*Department: Human Resources, 5 minutes*

*Requested Action: Study Session, June 25th*

4. Quarterly Overtime Report, January 1, 2023, through March [CM 24-271](#)  
31, 2024

[Attachment A: Quarterly Overtime Report](#)

*Department: Finance, 15 minutes*

*Requested Action: Informational*

### ADJOURNMENT

*Meeting videos are usually posted by 12 p.m. the day following the meeting at redmond.legistar.com, and can be viewed anytime on Facebook/YouTube (@CityofRedmond) and OnDemand at redmond.gov/OnDemand*



## Memorandum

**Date:** 6/11/2024

**Meeting of:** Committee of the Whole - Finance, Administration, and Communications

**File No.** CM 24-250

**Type:** Committee Memo

**TO:** Committee of the Whole - Finance, Administration, and Communications

**FROM:** Mayor Angela Birney

**DEPARTMENT DIRECTOR CONTACT(S):**

Finance	Kelley Cochran	425-556-2748
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**DEPARTMENT STAFF:**

Finance	Haritha Narra	Financial Planning Manager
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**TITLE:**

2025-2026 Budget Process Monthly Update

**OVERVIEW STATEMENT:**

Council will be provided with timely and consistent updates related to the development of the 2025-2026 budget. Updates will be provided monthly until final budget adoption and will cover the forecast, internal processes, and community involvement and engagement. Other updates will be provided as requested by Council or as needed by staff.

☐ **Additional Background Information/Description of Proposal Attached**

**REQUESTED ACTION:**

☐ **Receive Information**

☒ **Provide Direction**

☐ **Approve**

**REQUEST RATIONALE:**

- **Relevant Plans/Policies:**  
N/A
- **Required:**  
N/A
- **Council Request:**  
N/A
- **Other Key Facts:**  
N/A

**OUTCOMES:**

The following information will be reviewed and discussed with Council:

1. Process update
2. Capital Investment Program (CIP)

**Date:** 6/11/2024

**Meeting of:** Committee of the Whole - Finance, Administration, and Communications

**File No.** CM 24-250

**Type:** Committee Memo

- a. Forecast update
  - b. Financial recommendations
3. General Fund
  - a. 1<sup>st</sup> Quarter Update
  - b. Forecast update
  - c. Funding recommendations

**COMMUNITY/STAKEHOLDER OUTREACH AND INVOLVEMENT:**

- **Timeline (previous or planned):**  
N/A
- **Outreach Methods and Results:**  
N/A
- **Feedback Summary:**  
N/A

**BUDGET IMPACT:**

**Total Cost:**

N/A

**Approved in current biennial budget:**

☐ Yes

☐ No

☒ N/A

**Budget Offer Number:**

N/A

**Budget Priority:**

Strategic and Responsive

**Other budget impacts or additional costs:**

☐ Yes

☐ No

☒ N/A

*If yes, explain:*

N/A

**Funding source(s):**

N/A

**Budget/Funding Constraints:**

N/A

☐ Additional budget details attached

**COUNCIL REVIEW:**

**Previous Contact(s)**

Date	Meeting	Requested Action
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**Date:** 6/11/2024

**Meeting of:** Committee of the Whole - Finance, Administration, and Communications

**File No.** CM 24-250

**Type:** Committee Memo

2/13/2024	Committee of the Whole - Finance, Administration, and Communications	Provide Direction
2/27/2024	Study Session	Provide Direction
3/19/2024	Committee of the Whole - Public Safety and Human Services	Provide Direction
4/9/2024	Committee of the Whole - Finance, Administration, and Communications	Provide Direction
4/23/2024	Study Session	Provide Direction
5/28/2024	Committee of the Whole - Parks and Environmental Sustainability	Provide Direction

**Proposed Upcoming Contact(s)**

Date	Meeting	Requested Action
6/25/2024	Study Session	Provide Direction

**Time Constraints:**

N/A

**ANTICIPATED RESULT IF NOT APPROVED:**

N/A

**ATTACHMENTS:**

Attachment A: Presentation Budget & Forecast Update City Council 6-11-2024



# Budget Process Update - June 2024

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Committee of the Whole - FAC

Kelley Cochran, Finance Director

Haritha Narra, Financial Planning Manager



# Agenda

- Process Update
- Capital Investment Process Update:
  - Preliminary Forecast
  - Recommendations
- General Fund:
  - Actuals through 1<sup>st</sup> Quarter 2024
  - Forecast development
  - Recommendations
  - Next steps

# Budget Process Milestones



## Forecast & Budget Process Update

- Budget process development
  - Calendar
  - Results Team
  - Enhancements & Reductions
  - Budgeting for Equity
- Forecast update
  - General Fund
  - Water/Wastewater
  - Stormwater
  - Other major funds
- Internal rate setting
  - Indirect costs
  - Fleet
  - Medical
  - Worker Comp
- Position Budgeting
- City Council
  - Retreat
  - Long-Range Financial Strategy
  - FAC updates



## Capital & Business Technology Investments

- Needs identification
  - Department/program meetings
  - Business case submittals
  - Cost determinations
- Forecast update
  - General Fund 5%
  - REET
  - Business License
  - Impact Fees/Connection Charges
  - Grants
- 6-Year program development
  - Project sequencing
  - Staff resources
  - Project funding
  - Governance Committee approval
- City Council Study Sessions and FAC updates
- Community Engagement
  - Public Hearings
  - OneRedmond



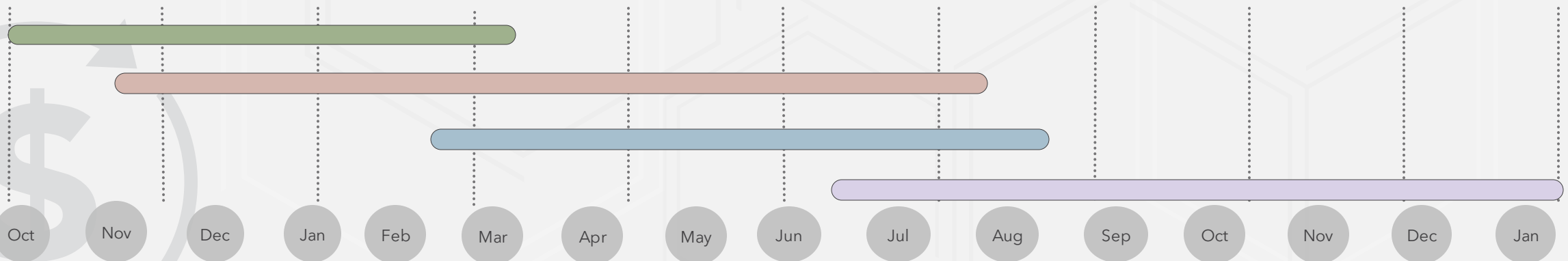
## Operating Budgets

- Needs identification
  - Department/program meetings
  - Director's Team meetings & retreats
  - Baseline budget development
  - Budgeting for Equity
  - Service enhancements & reductions
  - Performance measures
- Forecast update
  - General Fund
  - General Fund Sub-Funds
  - Special Revenue Funds
  - Utility Enterprise Funds
  - Internal Service Funds
- Results Team Processes
  - Deputy Director's
  - Civic Results Team
  - Welcoming committee
- Budget Balancing
- Budget Questionnaire
- City Council Study Sessions and FAC updates

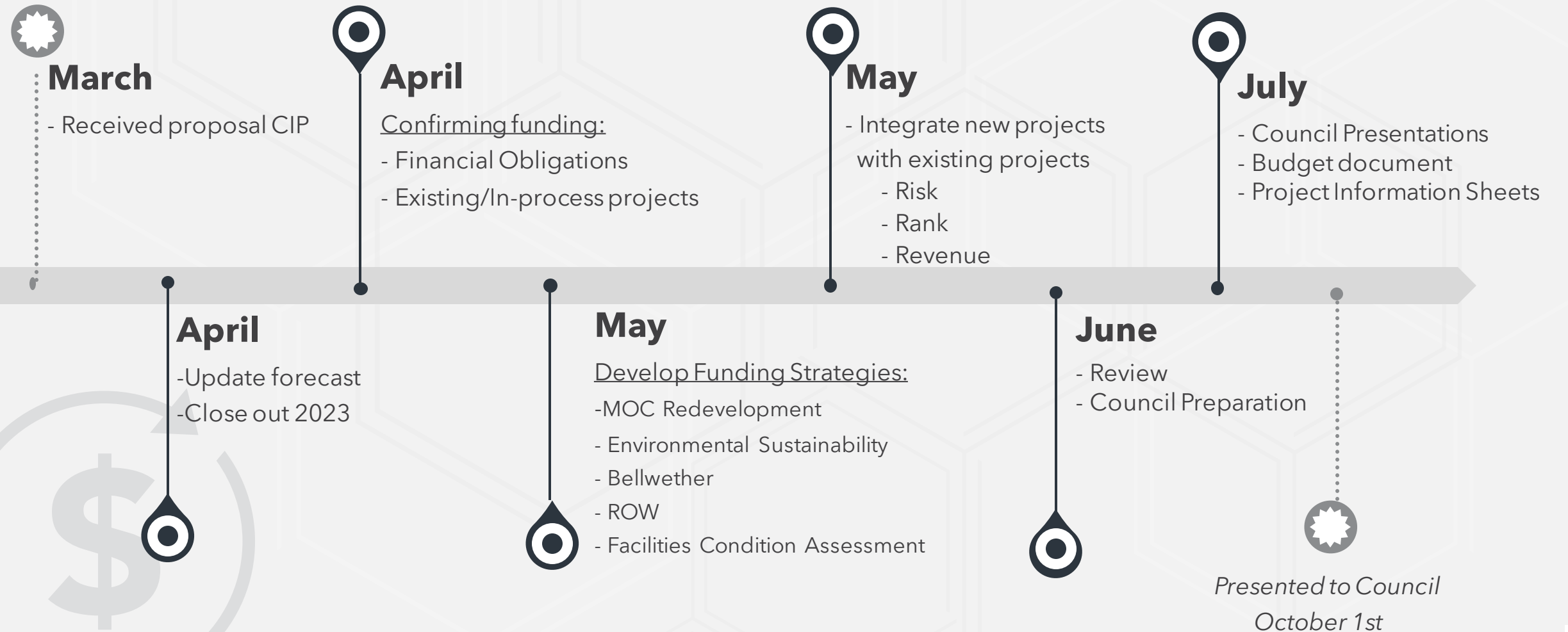


## Budget Adoption

- Final reconciliations
- Preliminary Budget Document
  - Final budgets
  - Budget financial overview
  - Budget highlights
  - Staffing authorizations
  - Policies
- City Council presentations
  - FAC updates
  - Forecast
  - Deliberations overview
  - Community engagement
- Communication with union leadership
- Clerk's Office filing
- City staff updated
- Results Teams recognition and thank you
- Preliminary Budget presentation
- City Council Deliberations
- Public Hearings
- Budget Adoption

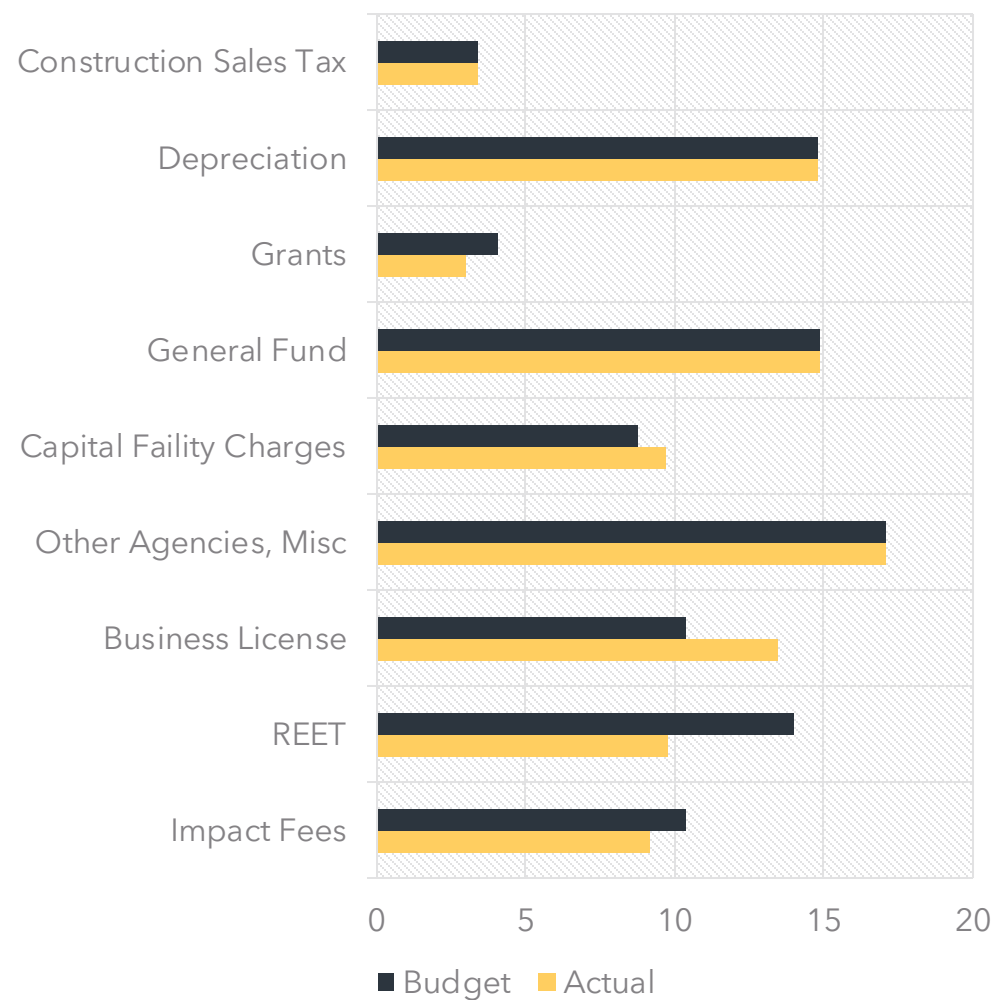


# 2025-2030 - Preliminary CIP Funding Process

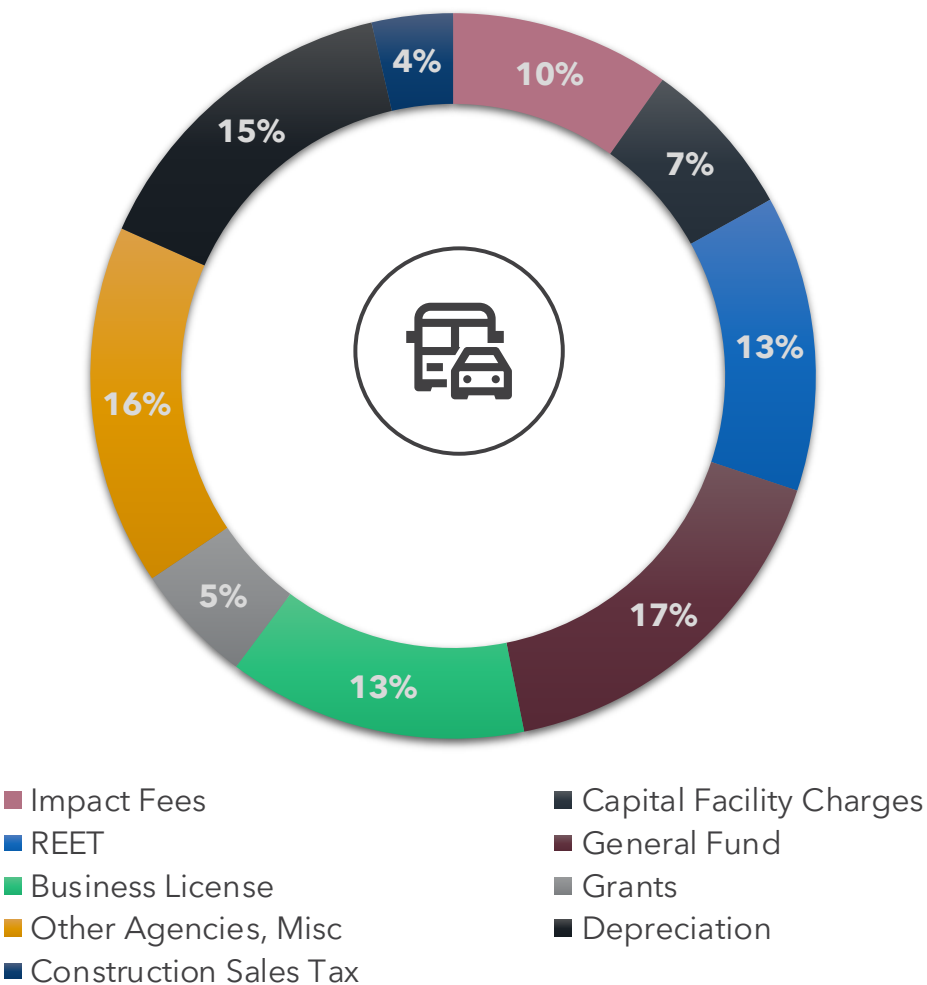


# Capital Investment Program - Revenue Forecast

2023-2024 Budget vs. Actual

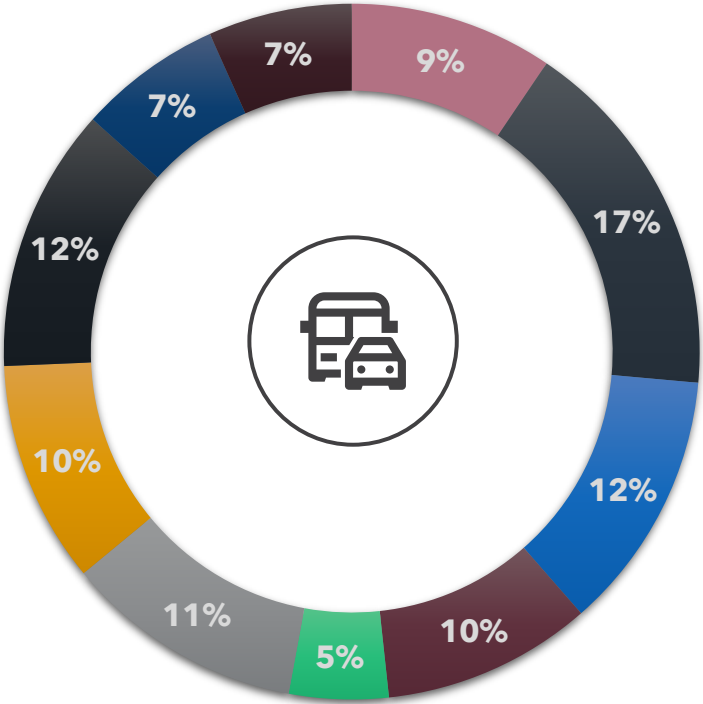


Preliminary 2025-2030 - \$330.1M



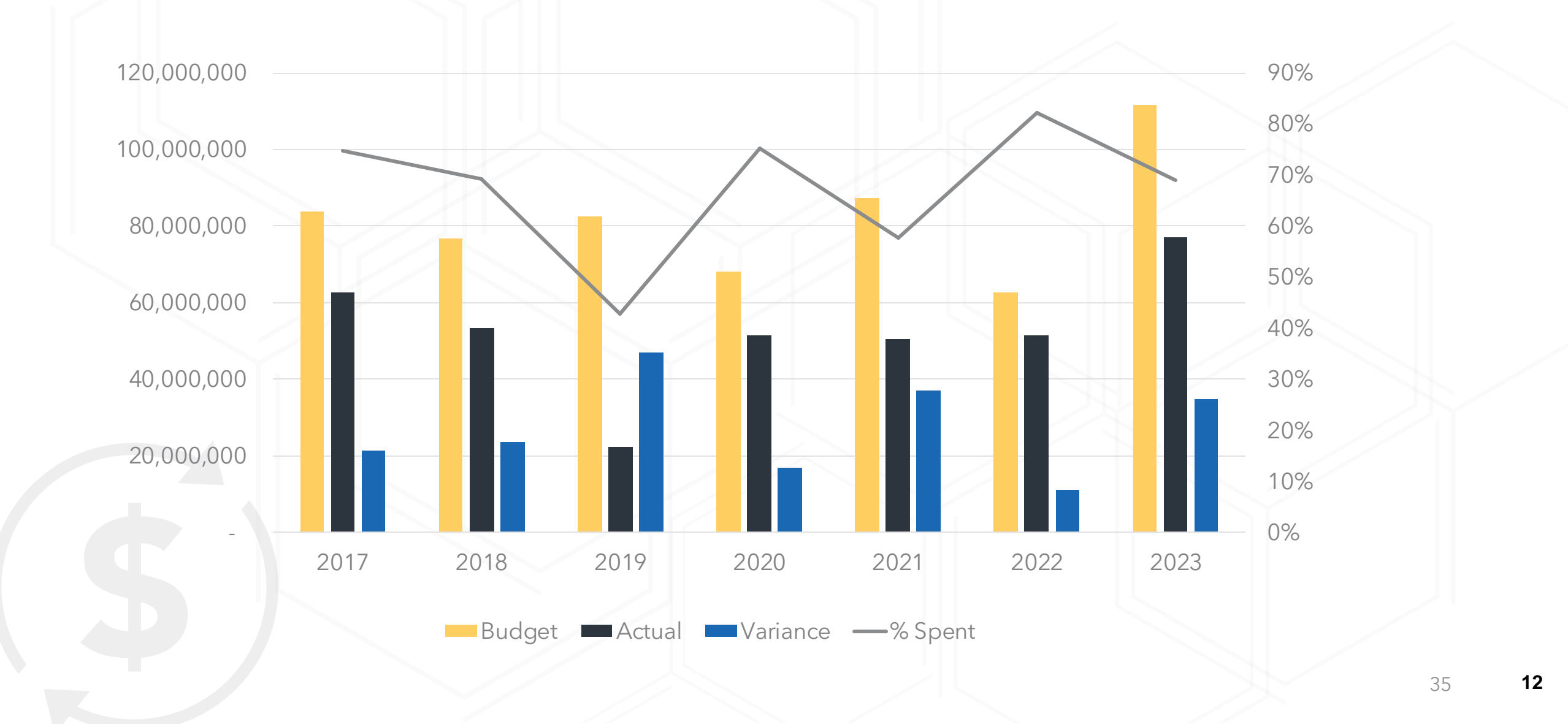
# Capital Investment Program - Revenue Allocation

Preliminary 2025-2030 - \$392.5M



- Impact Fees
- REET
- General Fund
- Business License
- Grants
- Other Agencies, Misc
- Construction Sales Tax
- Water Utility
- Wastewater Utility
- Stormwater Utility

# Capital Investment Program - Expenditures



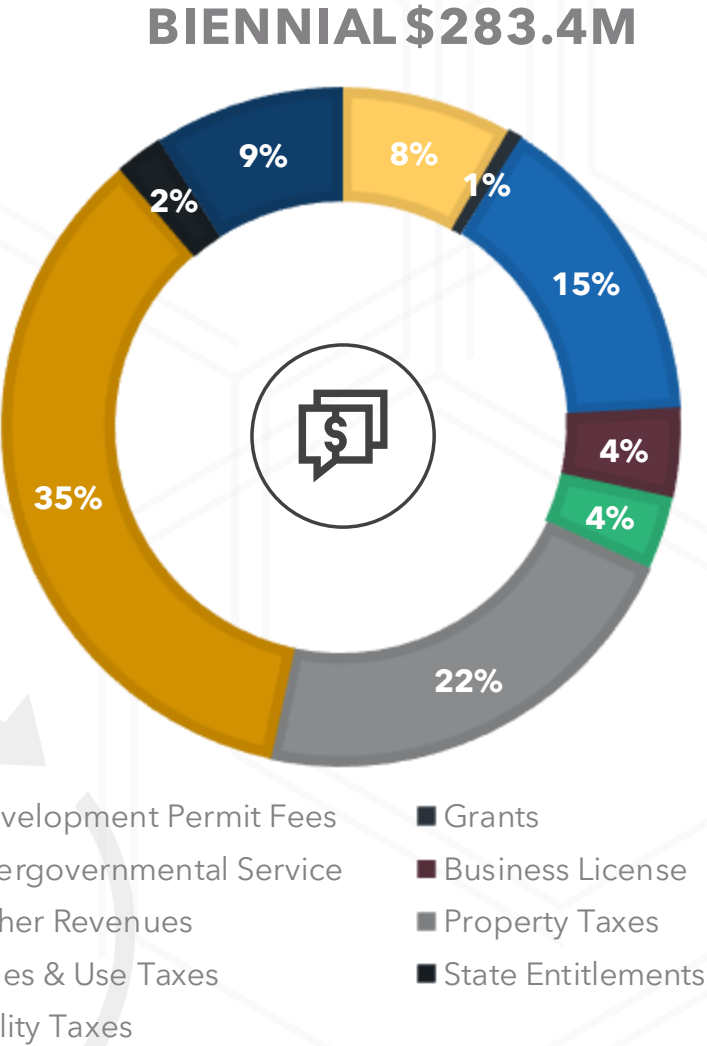
## Capital Investment Program - Program & Policy Changes/Recommendations

	Project/Policy	Description	Recommendation
	161 <sup>st</sup> Extension Loan	<ul style="list-style-type: none"> <li>Total Draw: \$1.79M</li> <li>Principal Remaining: \$661,155</li> <li>Maturity Date: 6/1/2031</li> <li>Annual Payment: \$95,000</li> </ul>	<ul style="list-style-type: none"> <li>Pay in full 2025</li> <li>Transportation Impact Fees</li> <li>Interest Savings: \$6,500</li> </ul>
	Redmond Way Water Quality Facility Loan	<ul style="list-style-type: none"> <li>Total Draw: \$4.412M</li> <li>Principal Remaining: \$2.672M</li> <li>Maturity Date: 6/30/2035</li> <li>Annual Payment: \$300,000</li> </ul>	<ul style="list-style-type: none"> <li>Pay in full 2025</li> <li>Stormwater CIP Fund Balance</li> <li>Interest Savings: \$475,000</li> </ul>
	2015 Transportation LTGO Bonds 2016 Transportation LTGO Bonds	<ul style="list-style-type: none"> <li>Principal Remaining: \$13.05M</li> <li>Redemption Date: 12/1/2025</li> <li>Annual Payment: \$3.1M</li> </ul>	<ul style="list-style-type: none"> <li>Call bonds in 2025</li> <li>Business Tax 84%/Impact Fees 16%</li> <li>Interest Savings: \$1,945,400</li> </ul>
	Capital Program Overhead	<ul style="list-style-type: none"> <li>Indirect salaries &amp; benefits</li> <li>Inequitable to small projects</li> <li>Difficult to forecast</li> <li>Not best practice</li> </ul>	<ul style="list-style-type: none"> <li>Effective 2023 Change</li> <li>Not applied to projects</li> <li>Expensed from major maintenance/operating funds</li> <li>Same process functional areas/Construction division</li> <li>Budgeted CIP charging will be expensed</li> </ul>
	Engineering Contingency	<ul style="list-style-type: none"> <li>Flexibility for opportunities/emergencies</li> <li>Accountability measures in D365/CIP System</li> </ul>	<ul style="list-style-type: none"> <li>Begin phasing in 2025</li> <li>General Fund Surplus possibility</li> <li>Possible utility rate impacts</li> </ul>
	Reserves	<ul style="list-style-type: none"> <li>Best practice 1% of asset value</li> <li>Security/opportunity</li> </ul>	<ul style="list-style-type: none"> <li>Begin phasing in 2025</li> <li>General Fund Surplus possibility</li> <li>Possible utility rate impacts</li> </ul>

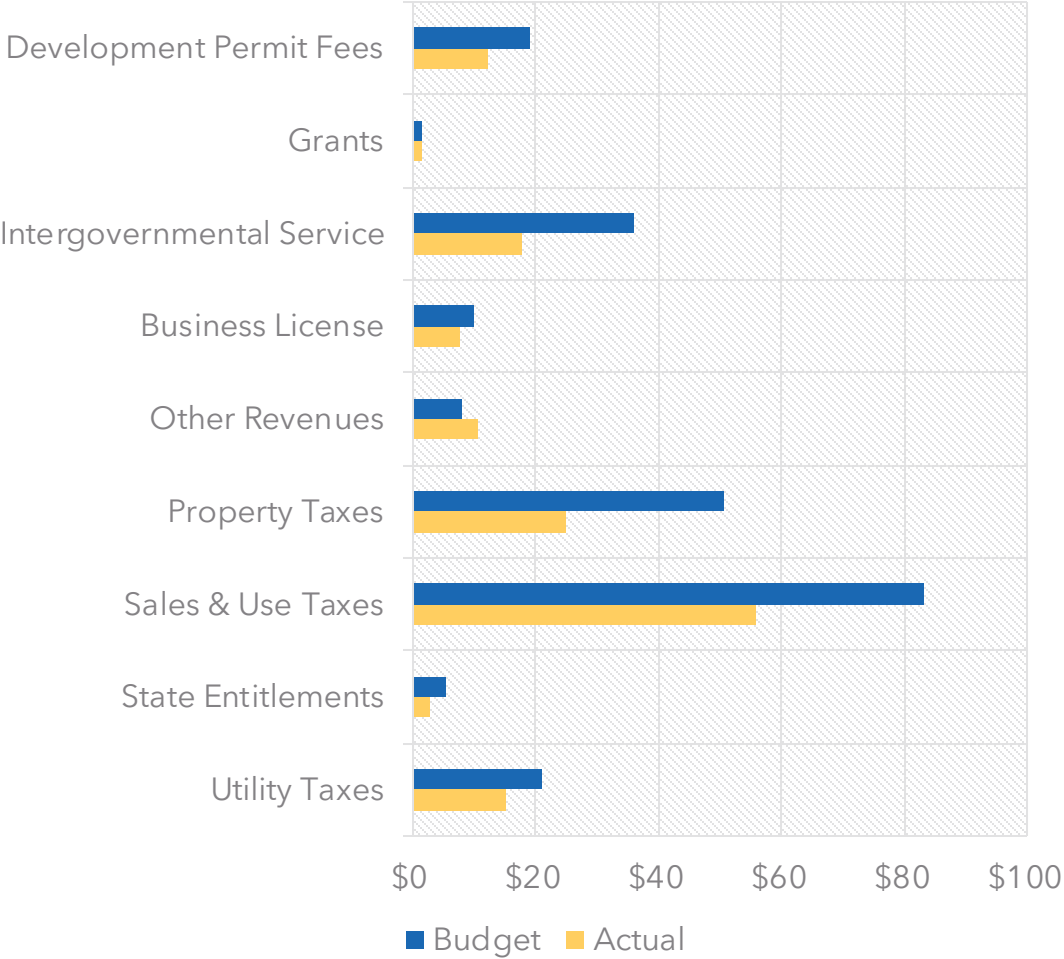
## Study Sessions

Date	Item (Topic)	Department(s)	Requested Council Action
2/27	<ul style="list-style-type: none"> <li>Preliminary Forecast</li> <li>2025-2026 Budget Process</li> </ul>	Finance	<ul style="list-style-type: none"> <li>Receive information</li> <li>Provide direction</li> </ul>
4/23	Budgeting for Equity <b>(New)</b>	Finance Executive	<ul style="list-style-type: none"> <li>Receive information</li> </ul>
6/25	Department Budget Overviews <b>(New)</b> <ul style="list-style-type: none"> <li>See example</li> </ul>	All departments	<ul style="list-style-type: none"> <li>Receive information</li> </ul>
7/9	Capital Investment Program <ul style="list-style-type: none"> <li>Water</li> <li>Wastewater</li> <li>Stormwater</li> <li>General Government</li> <li>Parks</li> <li>Transportation</li> </ul>	Finance Public Works Parks Planning	<ul style="list-style-type: none"> <li>Receive information</li> <li>Provide preliminary approval</li> </ul>
7/9	Business Technology Investment Program (BTIP)	Finance TIS	<ul style="list-style-type: none"> <li>Receive information</li> <li>Provide preliminary approval</li> </ul>

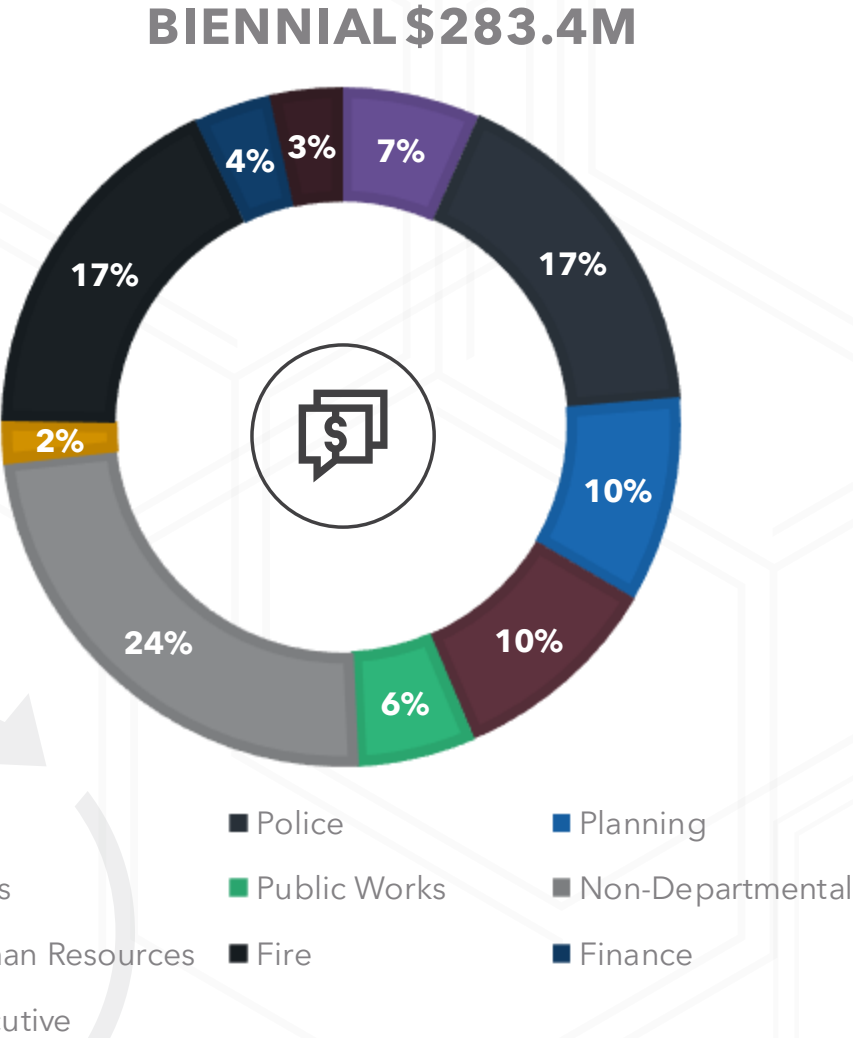
# General Fund Revenue - 1<sup>st</sup> Quarter 2024



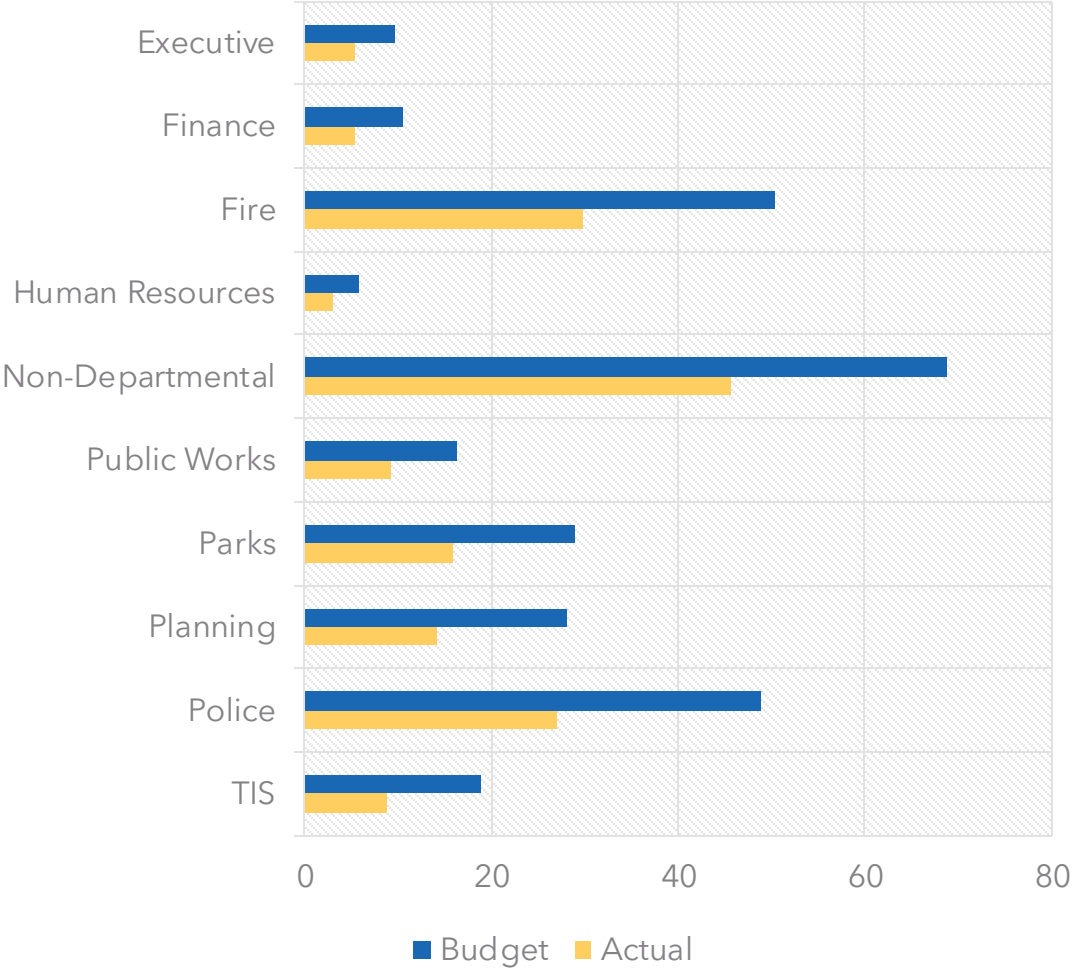
## Budget vs Actual



# General Fund Expenditure - 1<sup>st</sup> Quarter 2024



Budget vs Actual



# 2025-2026 General Fund Recommendations

- Arts Program Funding
- Human Services Funding



# Next Steps

- July FAC:
  - Community Involvement and Engagement
  - Forecast Update
    - General Fund
    - Utilities



# **Thank you**

Any Questions?





## Memorandum

**Date:** 6/11/2024

**Meeting of:** Committee of the Whole - Finance, Administration, and Communications

**File No.** CM 24-277

**Type:** Committee Memo

**TO:** Committee of the Whole - Finance, Administration, and Communications

**FROM:** Mayor Angela Birney

**DEPARTMENT DIRECTOR CONTACT(S):**

Technology and Information Services	Michael Marchand	425-556-2173
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**DEPARTMENT STAFF:**

Technology and Information Services	Wanda Norman	Technology Project Manager
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**TITLE:**

Development Services Platform Modernization (Energov) Project

**OVERVIEW STATEMENT:**

Project Scope: Upgrade and shift the Energov platform to a cloud-based solution to modernize support and to improve the process and scope of permitting processes.

Energov is our permitting software and teams are working on a proof of concept for simplifying permitting processes. The proof-of-concept sandbox should be complete by end of year, and we will evaluate our next phase based on that assessment.

To proceed with the proof-of-concept, I will need the vendor SOW quote approved.

☒ **Additional Background Information/Description of Proposal Attached**

**REQUESTED ACTION:**

☐ **Receive Information**

☒ **Provide Direction**

☐ **Approve**

**REQUEST RATIONALE:**

- **Relevant Plans/Policies:**  
This project is in the BTIP Plan.
- **Required:**  
N/A
- **Council Request:**  
N/A
- **Other Key Facts:**  
The vendor SOW quote for proof-of-concept exceeds 50K.

**OUTCOMES:**

The proof-of-concept sandbox will enable City to test and evaluate how effective the Energov Cloud Solution will meet City of Redmond's requirements prior to moving forward with a contract to move off current On-Premises Environment.

**COMMUNITY/STAKEHOLDER OUTREACH AND INVOLVEMENT:**

- **Timeline (previous or planned):**  
Proof-of-concept should be completed by end of 2024.
- **Outreach Methods and Results:**  
N/A
- **Feedback Summary:**  
N/A

**BUDGET IMPACT:****Total Cost:**

\$73,239

**Approved in current biennial budget:**

☒ Yes

☐ No

☐ N/A

**Budget Offer Number:**

BTIP

**Budget Priority:**

Vibrant and connected.

**Other budget impacts or additional costs:**

☐ Yes

☐ No

☒ N/A

***If yes, explain:***

N/A

**Funding source(s):**

BTIP Budget

**Budget/Funding Constraints:**

N/A

☐ Additional budget details attached

**COUNCIL REVIEW:****Previous Contact(s)**

Date	Meeting	Requested Action
N/A	This item has not been presented to Council	N/A

**Proposed Upcoming Contact(s)**

Date	Meeting	Requested Action
6/18/2024	Business Meeting	Approve

**Time Constraints:**

N/A

**ANTICIPATED RESULT IF NOT APPROVED:**

It will delay the assessment to modernize support and to improve the process and scope of permitting processes.

**ATTACHMENTS:**

Tyler Technologies Statement of Work for Proof-of-Concept



Quoted By:  
Quote Expiration:  
Quote Name:

Andrew Meyer  
11/2/24  
Proof of Concept (Phase 1)

**Sales Quotation For:**

City of Redmond  
15670 NE 85th St  
Redmond WA 98052-3584  
Phone: +1 (425) 556-2186

**Professional Services**

Description	Quantity	Unit Price	Extended Price	Maintenance
Professional Services				
Professional Implementation Services - Onsite (3 Processes)	24	\$ 225	\$ 5,400	\$ 0
Professional Implementation Services - Onsite (6 Additional Processes)	72	\$ 225	\$ 16,200	\$ 0
Professional Implementation Services - Remote (3 Processes)	36	\$ 200	\$ 7,200	\$ 0
Professional Implementation Services - Remote (6 Additional Processes)	108	\$ 200	\$ 21,600	\$ 0
Project Management Services - Remote (3 Processes)	10	\$ 200	\$ 2,000	\$ 0
Project Management Services - Remote (6 Additional Processes)	30	\$ 200	\$ 6,000	\$ 0
TOTAL:			\$ 58,400	\$ 0

Summary	One Time Fees	Recurring Fees
Total Services	\$ 58,400	\$ 0
Total Third-Party Hardware, Software, Services	\$ 0	\$ 0
<b>Summary Total</b>	<b>\$ 58,400</b>	<b>\$ 0</b>
<b>Contract Total</b>	<b>\$ 58,400</b>	
<b>Estimated Travel Expenses</b>	<b>\$ 8,000</b>	

Customer Approval: \_\_\_\_\_ Date: \_\_\_\_\_

Print Name: \_\_\_\_\_ P.O.#: \_\_\_\_\_

Client agrees that items in this sales quotation are, upon Client's signature or approval of same, hereby added to the existing agreement ("Agreement") between the parties and subject to its terms. Additionally, payment for said items, as applicable but subject to any listed assumptions herein, shall conform to the following terms:

- License fees for Tyler and third party software are invoiced upon the earlier of (i) delivery of the license key or (ii) when Tyler makes such software available for download by the Client;
- Fees for hardware are invoiced upon delivery;
- Fees for year one of hardware maintenance are invoiced upon delivery of the hardware;
- Annual Maintenance and Support fees, SaaS fees, Hosting fees, and Subscription fees are first payable when Tyler makes the software available for download by the Client (for Maintenance) or on the first day of the month following the date this quotation was signed (for SaaS, Hosting, and Subscription), and any such fees are prorated to align with the applicable term under the Agreement, with renewals invoiced annually thereafter in accord with the Agreement.

- Fees for services included in this sales quotation shall be invoiced as indicated below.
  - Implementation and other professional services fees shall be invoiced as delivered.
- Expenses associated with onsite services are invoiced as incurred.

## Comments

SaaS Monthly Fees are rounded to the nearest dollar. The Annual Fee value represents the cost to the customer.

**Implementation and other professional services fees shall be invoiced as delivered. No other software fees will be billed with this proposal, only one-time implementation services.**

## Phase1: POC

1. Tyler will configure 3 business processes in a SaaS vanilla environment using Tyler's best practices.
2. The City will then evaluate the results.
  - a. Planning will be an initial go/no-go decision-maker for the POC in the cloud. If their evaluation of the POC passes, then
  - b. Fire, Parks and Public Works will test their new workflows

The City will make a decision if we want to continue with the full-scope EG analysis and re-implementation effort

## Additional processes quoted:

- 3 Parks workflows
- 3 Public Works workflows



## Memorandum

**Date:** 6/11/2024

**Meeting of:** Committee of the Whole - Finance, Administration, and Communications

**File No.** CM 24-260

**Type:** Committee Memo

**TO:** Committee of the Whole - Finance, Administration, and Communications

**FROM:** Mayor Angela Birney

**DEPARTMENT DIRECTOR CONTACT(S):**

Human Resources	Cathryn Laird	425-556-2125
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**DEPARTMENT STAFF:**

Human Resources	Nicole Bruce (Council Benefits)	Program Manager
Human Resources	Mary Grady (Mayor's Salary)	Senior Human Resources Analyst

**TITLE:**

2024 Process for Updating Council Benefits and Mayor's Salary

**OVERVIEW STATEMENT:**

During an upcoming Study Session, targeted for June 25, 2024, the City will provide a recommendation for benefit enhancements for Councilmembers and a recommendation for an increase to the Mayor's salary. Both recommended changes will be based on comparable external data, with changes effective January 1, 2025.

☐ **Additional Background Information/Description of Proposal Attached**

**REQUESTED ACTION:**

☒ **Receive Information**

☐ **Provide Direction**

☐ **Approve**

**REQUEST RATIONALE:**

- **Relevant Plans/Policies:**  
Ordinance 1638 was approved by Council in 1991 to provide health benefits to Council Members.  
Ordinance 3166 was approved by Council on May 7, 2024 to set a new schedule to review the Mayor's salary commensurate with the City's biennial budget.
- **Required:**  
The City of Redmond Personnel Manual, Section 1.40, requires Council approval of benefit changes.  
In 2005, Ordinance 2262 removed the Mayor's salary from jurisdiction of the Redmond Salary Commission to have Mayor pay set by Council.
- **Council Request:**  
N/A

- **Other Key Facts:**

N/A

**OUTCOMES:**

Data gathered so far for 2024 includes the following:

**Council Benefits** (*Compares what Redmond Councilmembers receive to comparable local cities*):

- Health benefits provided
- Car/transportation allowance
- Childcare allowance
- Housing stipend
- Technology stipend

**Mayor's Salary** (*Compares Mayor's current base salary to comparable local cities that have a Mayor/Council form of government*):

- 2023 population, 2023 assessed valuation, and employee population
- City services provided
- Mayor's 2024 salary
- Benefits (health and other) provided
- If they have a Chief Administrative or Operating Officer

In preparation for the Study Session on June 25, staff is asking Council if there is any other information they would like collected. A reminder email of this request will be provided to Council following the June 11 FAC. All data collected and staff's recommendations will be presented to Council via email prior to the Study Session, with the intent to discuss during the Study Session.

**COMMUNITY/STAKEHOLDER OUTREACH AND INVOLVEMENT:**

- **Timeline (previous or planned):**

Study Session: June 25, 2024

Business Meeting Consent: Following final approval of council salary by the Salary Commission (anticipated to be October 2024), seeking consent at a future Business Meeting on approximately November 4, 2024 to approve Council benefits and Mayor Salary changes.

- **Outreach Methods and Results:**

N/A

- **Feedback Summary:**

N/A

**BUDGET IMPACT:**

**Total Cost:**

The cost will be determined by outcome of the Council's review and recommendation.

**Approved in current biennial budget:**

☐ Yes

☐ No

☒ N/A

**Date:** 6/11/2024

**Meeting of:** Committee of the Whole - Finance, Administration, and Communications

**File No.** CM 24-260

**Type:** Committee Memo

**Budget Offer Number:**

N/A

**Budget Priority:**

Strategic and responsive.

**Other budget impacts or additional costs:**

☐ Yes

☐ No

☒ N/A

**If yes, explain:**

N/A

**Funding source(s):**

General Fund

**Budget/Funding Constraints:**

N/A

☐ Additional budget details attached

**COUNCIL REVIEW:**

**Previous Contact(s)**

Date	Meeting	Requested Action
N/A	Item has not been presented to Council	N/A

**Proposed Upcoming Contact(s)**

Date	Meeting	Requested Action
6/25/2024	Study Session	Provide Direction
11/4/2024	Business Meeting	Approve

**Time Constraints:**

Approve Council Benefit and Mayor Salary changes in 2024, to be effective January 1, 2025.

**ANTICIPATED RESULT IF NOT APPROVED:**

Council benefits and Mayor's salary will remain the same.

**ATTACHMENTS:**

N/A



## Memorandum

**Date:** 6/11/2024

**Meeting of:** Committee of the Whole - Finance, Administration, and Communications

**File No.** CM 24-271

**Type:** Committee Memo

**TO:** Committee of the Whole - Finance, Administration, and Communications

**FROM:** Mayor Angela Birney

**DEPARTMENT DIRECTOR CONTACT(S):**

Finance	Kelley Cochran	425-556-2748
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**DEPARTMENT STAFF:**

Finance	Haritha Narra	Financial Planning Manager
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**TITLE:**

Quarterly Overtime Report, January 1, 2023, through March 31, 2024

**OVERVIEW STATEMENT:**

For Council's review in Attachment A is the Quarterly Overtime Report that provides data from January 1, 2023, through March 31, 2024.

☒ **Additional Background Information/Description of Proposal Attached**

**REQUESTED ACTION:**

☒ **Receive Information**

☐ **Provide Direction**

☐ **Approve**

**REQUEST RATIONALE:**

- **Relevant Plans/Policies:**  
N/A
- **Required:**  
N/A
- **Council Request:**  
N/A
- **Other Key Facts:**  
N/A

**OUTCOMES:**

Key highlights from the Quarterly Overtime Report include the following:

- **Citywide** overtime costs total \$7.5 million and are 24.9% ahead of budget expectations.
- **Total Salaries**, including regular salaries and overtime, are trending 3.3% or \$6.07 million under budget.
- **Fire Department** overtime costs total \$5.3 million and are trending 22.6% ahead of budget expectations

Date: 6/11/2024

Meeting of: Committee of the Whole - Finance, Administration, and Communications

File No. CM 24-271

Type: Committee Memo

primarily driven by firefighter backfill while new recruits attend the Fire Academy.

- **Police Department** overtime costs total \$1.54 million and are trending 51.8% ahead of budget expectations primarily driven by significant position vacancies resulting in regular salary savings of \$1.32 million.
- **All Other Departments'** overtime costs total \$663 thousand and are trending 3.5% ahead of budget expectations, driven, in part, by staffing at special events, lack of need for winter storm response, and the Right of Way (ROW) inspection workload, which has been in excess of what can be completed in a regular work week.

**COMMUNITY/STAKEHOLDER OUTREACH AND INVOLVEMENT:**

- **Timeline (previous or planned):**  
N/A
- **Outreach Methods and Results:**  
N/A
- **Feedback Summary:**  
N/A

**BUDGET IMPACT:**

**Total Cost:**

N/A

**Approved in current biennial budget:**

☐ Yes

☐ No

☒ N/A

**Budget Offer Number:**

N/A

**Budget Priority:**

Healthy and Sustainable, Safe and Resilient, Strategic and Responsive, and Vibrant and Connected

**Other budget impacts or additional costs:**

☐ Yes

☐ No

☒ N/A

*If yes, explain:*

N/A

**Funding source(s):**

N/A

**Budget/Funding Constraints:**

N/A

☐ Additional budget details attached

**COUNCIL REVIEW:**

**Previous Contact(s)**

Date	Meeting	Requested Action
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**Date:** 6/11/2024

**Meeting of:** Committee of the Whole - Finance, Administration, and Communications

**File No.** CM 24-271

**Type:** Committee Memo

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N/A	Item has not been presented to Council	N/A
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**Proposed Upcoming Contact(s)**

Date	Meeting	Requested Action
N/A	None proposed at this time	N/A

**Time Constraints:**

N/A

**ANTICIPATED RESULT IF NOT APPROVED:**

N/A

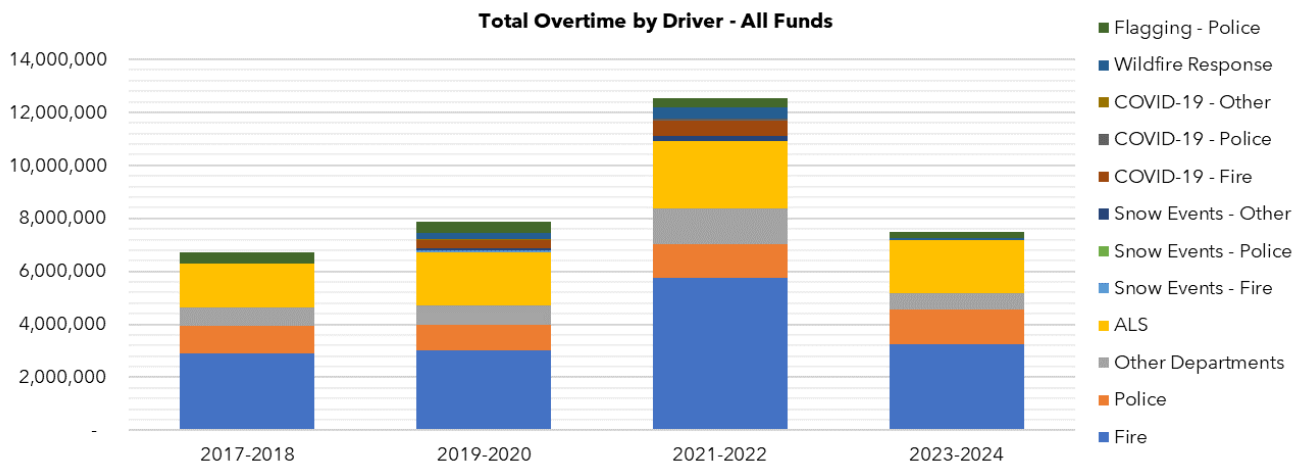
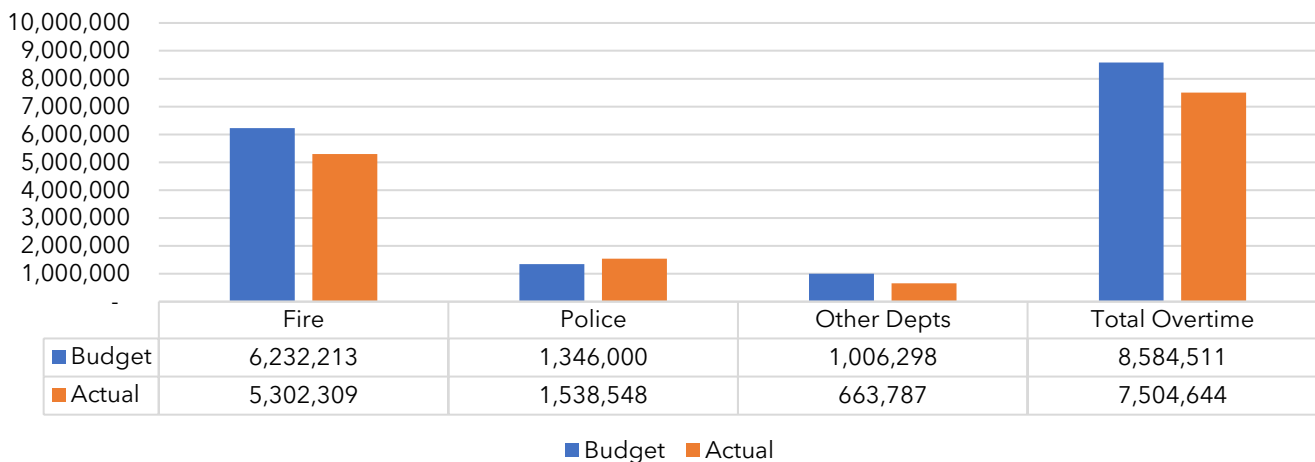
**ATTACHMENTS:**

Attachment A: Quarterly Overtime Report - January 1, 2023, through March 31, 2024

## Quarterly Overtime Report January 1, 2023 Through March 31, 2024

Citywide overtime costs total \$7.5 million through the first quarter of 2024 and are trending 24.9% ahead of budget expectations. Excluding overtime costs that are fully reimbursable (i.e., including but not limited to Police Flagging , Fire Prevention, and Wildland Deployment), citywide overtime costs are \$1.87 million or 24.4% ahead of budget expectations. Total salaries, including regular salaries and overtime, are trending 3.3% or \$6.07 million under budget. Explanations by department are provided below.

**2023-2024 Overtime Expenditures Through March 31,2024**



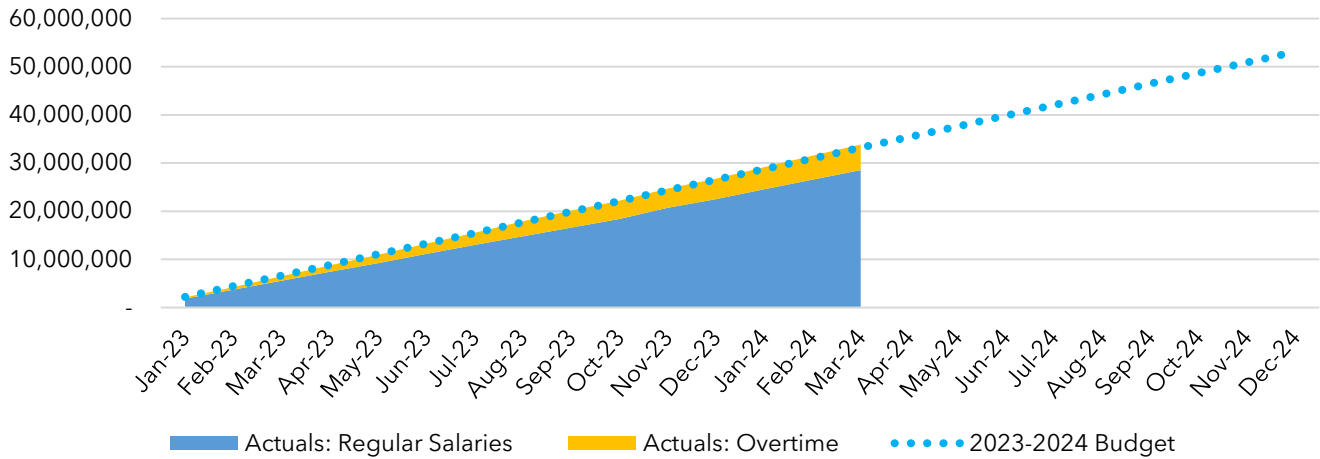
### Fire Department

Overtime costs total \$5.3 million and are trending 22.6% ahead of budget expectations primarily due to the following:

- The Fire Suppression overtime is trending \$1.74 million or 161% ahead of budget expectations and can be attributed to the following:

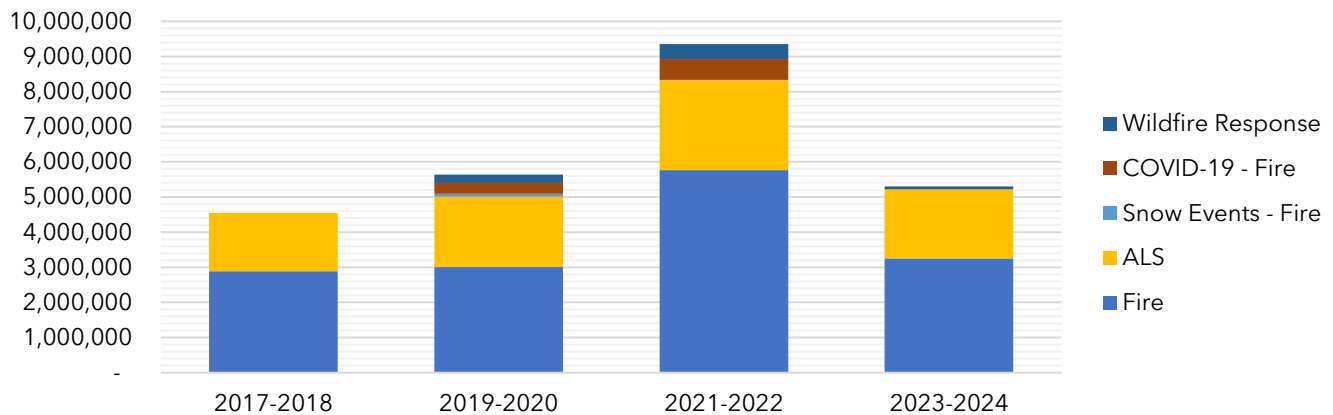
- The Fire Department has filled a higher than typical number of vacancies in 2023-2024, leaving less salary savings to offset the overtime overage. Fire Fighter recruits are paid while attending the Fire Academy, and since they are not yet working on the line, overtime by other staff is required to meet minimum staffing levels.
  - *The Fire Department is actively working to minimize overtime expenses for the remainder of the biennium while ensuring proper staffing levels. We are currently in negotiations with the bargaining unit to find efficiencies.*
  - Fire Fighters from participating Eastside Metro Training Group (EMTG) agencies, including Redmond, serve as trainers and are unavailable to serve on the line when working in this capacity, thereby requiring overtime backfill. The cost of these trainers is fully reimbursed.
- The Advanced Life Support (ALS) Levy-funded overtime is trending \$13,423 or 0.4% ahead of budget. There have been \$1.97 million in reimbursable overtime costs related to ALS operations, the Mobile Integrated Health Program, and Fire Fighters enrolled in the University of Washington/Harborview Medical Center Paramedic Training Program.
  - The Fire Prevention overtime is trending \$109,088 or 109% ahead of budget. There have been \$171,588 in reimbursable overtime costs related to after-hours work performed by Fire Prevention, and \$85,112 in reimbursable costs from Wildland Deployment.
  - Several Fire personnel are serving on light or modified duty mainly due to injuries. While these staff continue to support department work, their unavailability for line service increases overtime costs.
  - Regular and overtime salaries costs combined are 63.7% of budget relative to a 62.5% target through the first quarter of 2024 as shown below.

### Fire Department Regular & Overtime Salaries



Fire Department	2023-2024 Budget	2023-2024 Actual	% Spent	% Over (Under) Expected	\$ Over (Under) Expected
Regular Salaries	\$ 46,865,797	\$ 28,530,970	60.9%	-1.6%	\$ (760,153)
Overtime Salaries	6,232,213	5,302,309	85.1%	22.6%	\$ 1,407,176
Total Salaries	\$ 53,098,010	\$ 33,833,279	63.7%	1.2%	\$ 647,022

### Fire Department Overtime by Driver



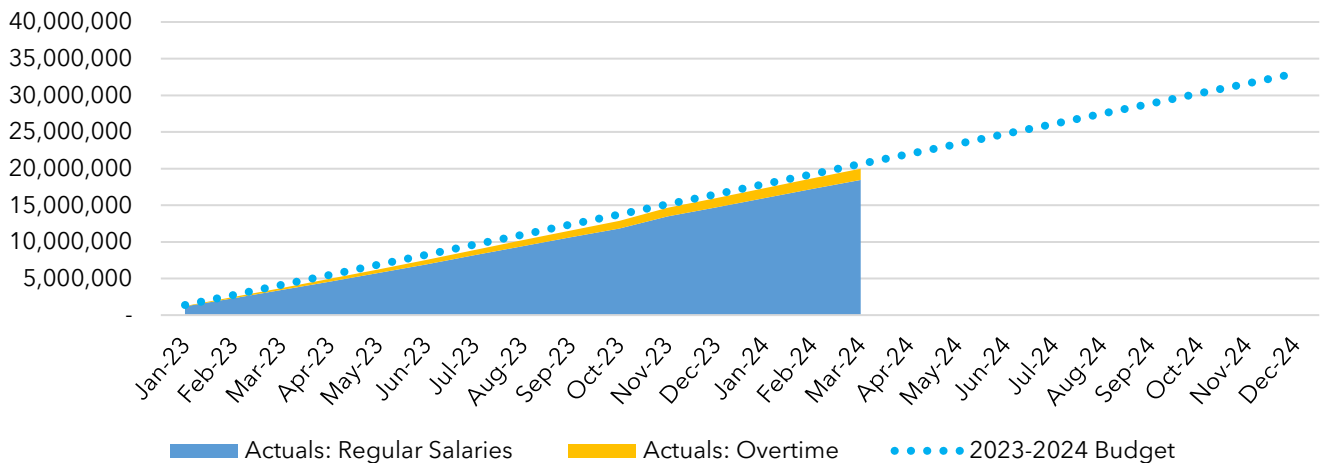
## Police Department

Overtime costs total \$1.54 million and are trending 51.8% ahead of budget expectations due to the following:

- The Police Department has experienced significant position vacancies due to the length of time required between hire, training, academy, and certifications. The vacancies have resulted in overtime costs for existing staff, and regular salary savings to offset the overtime overage.

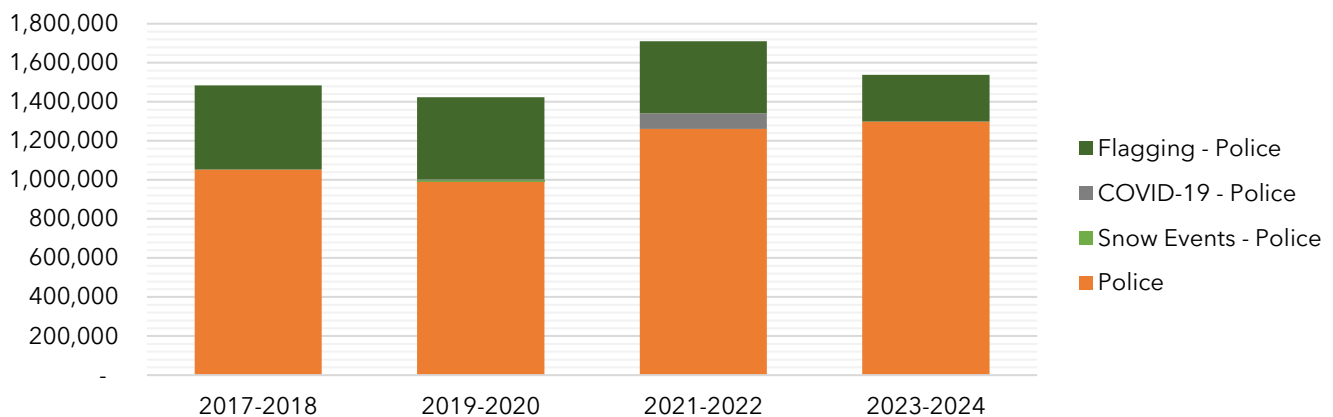
- Police overtime is offset by flagging reimbursement revenues of \$239,394. Regular and overtime salaries costs combined are 59.9% of budget relative to a 62.5% target through the first quarter of 2024 as shown below.
- Police overtime is offset by reimbursement received from the Washington State Criminal Justice Training Commission for Redmond officers conducting training for them and reimbursement for Duvall dispatch calls. The total received is \$334,203 for the biennium through March 2024.

**Police Department Regular & Overtime Salaries**



Police Department	2023-2024 Budget	2023-2024 Actual	% Spent	% Over (Under) Expected	\$ Over (Under) Expected
Regular Salaries	\$ 31,635,057	\$ 18,217,968	57.6%	-4.9%	\$ (1,553,942)
Overtime Salaries	1,346,000	1,538,548	114.3%	51.8%	\$ 697,298
Total Salaries	\$ 32,981,057	\$ 19,756,516	59.9%	-2.6%	\$ (856,644)

**Police Department Overtime by Driver**



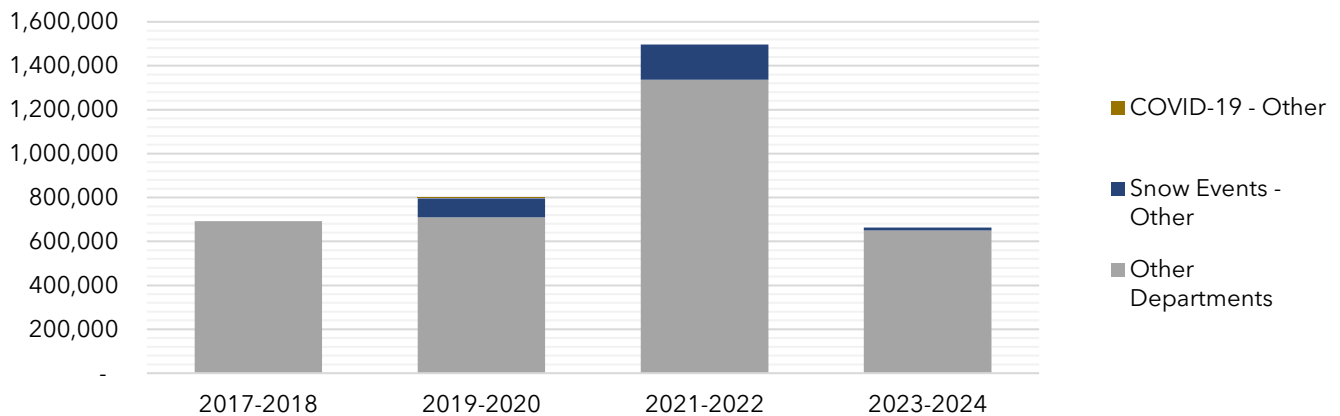
## All Other Departments

Overtime costs for all other departments total \$663,787 and are trending 3.5% ahead of budget expectations.

- Regular and overtime salaries combined are 56.7% of budget relative to a 62.5% target through the first quarter of 2024 as shown below.

All Other Departments	2023-2024 Budget	2023-2024 Actual	% Spent	% Over (Under) Expected	\$ Over (Under) Expected
Regular Salaries	\$ 99,385,378	\$ 56,221,956	56.6%	-5.9%	\$(5,893,906)
Overtime Salaries	1,006,298	663,787	66.0%	3.5%	\$ 34,851
Total Salaries	\$ 100,391,676	\$ 56,885,743	56.7%	-5.8%	\$(5,859,055)

**All Other Departments Overtime by Driver**



- Public Works Department overtime costs total \$396,527 and are trending 8.5% under budget expectations.
  - The Right of Way (ROW) inspection workload has been in excess of what can be completed in a regular work week and there have been a significant number of night work inspection requirements.
  - The largest overtime savings are in the Streets division due to a lack need for winter storm response overtime.
  - The upgrades to multiple lift stations have also led to a considerable decrease in overtime call outs.
  - Regular and overtime salaries combined for the department are 57.4% of budget, relative to a 62.5% target through the first quarter of 2024.
- Parks and Recreation Department overtime costs total \$107,390 and are trending 46.7% ahead of budget expectations due to Parks Operations, Events, and Customer Service staff working overtime at signature City events including Derby Days and

Redmond Lights. Regular and overtime salaries combined for the Parks Department are 62.8% of budget, relative to a 62.5% target through the first quarter of 2024.

- Planning Department overtime costs total \$56,195 and are 26.7% below budget expectations. Regular and overtime salaries combined are 56.5% of budget, relative to a 62.5% target through the first quarter of 2024. Reimbursements in the amount of \$27,450 have been received for after-hours inspections.