

Council Agenda Questions

FEBRUARY 4, 2020, TUESDAY

7:30 p.m. Regular Business Meeting

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| Consent (1) | Approval of Minutes | Executive |
| <u>Councilmember</u> | <u>Question</u> | <u>Staff Response</u> |
| | No questions | |

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| Consent (2) | Approval of Payroll/Direct Deposit and Claims Checks | Finance |
| <u>Councilmember</u> | <u>Question</u> | <u>Staff Response</u> |
| | No questions | |

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| Consent (3) | <u>AM No. 20-014:</u> Acceptance of a State Route (SR) 202 Washington State Transportation Improvement Board Grant, in the Amount of \$2,000,000, for the SR 202 improvements located at 70th Street and at 76th Street | Planning |
| <u>Councilmember</u> | <u>Question</u> | <u>Staff Response</u> |
| Forsythe | 1. Does the city have to do any Right of Way purchasing to ensure this project will be completed as needed? Attachment C Section 7.3.1 – “70 th St. Property” can you confirm status? | Yes. There are some property rights needed on the north side of SR 202/Redmond Way for the 70 th Street and Redmond Way Intersection Improvements. That process is underway and on-schedule. |
| Forsythe | 2. Scope of work on attachment C references multiple projects. | Correct. The Agreement is for all “Betterments” that the City is paying Sound Transit to construct as part of the Downtown Redmond Link Extension Project. Two of the “Betterments” are the SR 202 projects referenced in the memo. |
| Forsythe | 3. Do we anticipate any city incurred expenses for relocation of utilities due to this project? | Yes, and those costs are included in the total project costs for these two projects. |

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| Forsythe | 4. Exhibit E on Attachment C shows a different total cost estimate for the 70 th / 202 portion. Can you please provide insight on the nearly \$1million difference for the 70 th / 202 portion of the project than is laid out on the Agenda Memo? | That is accurate. The Total Cost in Exhibit E for 70 th and SR 202 does not include the ROW cost estimate and some additional private utility work that are the responsibility of the City. |
| Anderson | 5. Are we being asked to agree to 2 contracts? It looks like one is provided for reference (ST). | No. The Sound Transit agreement was previously approved and is just for reference. The Council recommended action is to accept the grant revenues from the TIB. With acceptance of the grant the administration will execute the agreement with the TIB in the amount of \$2 million. |
| Anderson | 6. Are Sound Transit projects eligible under TIB funds – is it because they are defined as betterments belonging eventually to the City? | These are City projects that the City is funding 100%. The TIB funds are awarded to the City and will be used to pay Sound Transit to deliver the projects per the agreement with Sound Transit. |
| Anderson | <p>7. I don't understand how the color of money and allocation works here. The memo suggests that grant funds offset city capital funds and if so where do those funds go? Perhaps I am misunderstanding. On the face of it, it looks like we are receiving funds for road projects that are being put toward a transit project already in construction where we already had obligated funds. It's not clear to me if these projects are fully designed either.</p> <p>If I were to repeat back my understanding of this, it would be – <i>The city allocated 4.23 mil of capital funds toward construction (design and construction?) for the 76th and 70th St projects that are related to the Marymoor station and hired ST to build them for us (design build). Then (or perhaps prior to the DA with ST) the City applied for and received a TIB grant, and that grant can be used for the purposes of building these two shovel-ready projects (already designed). We already have a contractor as a</i></p> | <p>The TIB funds supplant current City Transportation funds allocated to those projects. That will allow the supplanted City Transportation funds to be allocated to other future Transportation projects.</p> <p>The agreement with Sound Transit has a total cost to both design and build these “betterment” projects (not shovel-ready at this time). After the costs from the Sound Transit Design-Builder were known the total cost estimates were assembled into the “Betterment Agreement” that was approved by Council last year.</p> <p>The TIB worked with the City to apply for these grants as the projects meet their criteria and this marks the first time the TIB has provided funding to a Design-Build project.</p> |

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| | <i>design-builder, because we were already intending to spend the city funds, so we don't need to bid out again. Council needs to sign an agreement to take the \$2 million so that we don't need to spend our own money.</i> | |
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| Consent (4) | AM No. 20-015: Approval of a Consultant Agreement with BHC Consultants for the Pressure Reducing Valve (PRV) Replacement Phase 2 Project, in the Amount of \$662,000, and Authorize Staff to Negotiate and Acquire Property Rights as Needed | Public Works |
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| <u>Councilmember</u> | <u>Question</u> | <u>Staff Response</u> |
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| Forsythe | 1. What measures do we have in place to ensure property owners are getting fairly compensated for land/property right usage? | <p>When the City of Redmond negotiates and acquires property rights, staff follows the requirements of the Revised Code of Washington - RCW 8.26.180 "Acquisition Procedures". I have attached the entire RCW section, but subpart (3) specifically describes the valuation process as follows:</p> <p>(3) Before the initiation of negotiations for real property, the acquiring agency shall establish an amount which it believes to be just compensation therefore and shall make a prompt offer to acquire the property for the full amount so established. In no event shall such amount be less than the agency's approved appraisal of the fair market value of such property. Any decrease or increase in the fair market value of the real property to be acquired prior to the date of valuation caused by the public improvement for which such property is acquired, or by the likelihood that the property would be acquired for such improvement, other than that due to physical deterioration within the reasonable control of the owner, will be disregarded in determining the compensation for the property. The acquiring agency shall provide the owner of real property to be acquired with a written statement of, and summary of the basis for, the amount it established as just compensation. Where appropriate the just compensation for the real property</p> |

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| | | acquired, for damages to remaining real property, and for benefits to remaining real property shall be separately stated. |
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| Consent (5) | AM No. 20-016: Adoption of an Ordinance Updating Job Classifications in Pay Plan “N” (Non-Represented) and Pay Plan “N-S” (Non-Represented Supplemental) | Human Resources |
| Councilmember | Question | Staff Response |
| Forsythe | 1. Is there a job description written / posted / available for review for this role? | Yes, there is a job description. It will be posted on the City of Redmond Careers webpage after it is approved by Council. |
| Anderson | 2. Why would we eliminate a named common position/title of Executive Assistant (as opposed to leave it unfilled)? | The Executive Assistant classification is not a common position, but is a unique position that if filled by one employee who supports the Mayor. HR is eliminating this position because the body of work has been modified to reflect the support needs of the Mayor and no other employees hold this classification. It is a common practice to remove positions that are no longer being used, which ensures the existing classifications are current and valid. It is possible to add the position back into the “N” pay plan at a later date, if necessary. |
| Anderson | 3. Is the position of Executive Assistant similar in comp and duties across all departments (hence my concern about eliminating it – are there other executives with EAs?)? | No, as indicated above, there are no other Executive Assistants within the City, because this position only supported the Mayor within the Executive Office. |
| Anderson | 4. How did salary range get determined for the Executive Analyst position? The memo mentions it is “slightly higher” comp than the position it is replacing. How does that impact current budget? I am looking for if this process is consistent throughout the city and how it works for represented and non-represented plans. | <p>A market analysis was conducted on this position to determine the appropriate salary range. In this case, the market data was primarily other positions within local cities that support a Mayor or City Manager.</p> <p>Whenever a department reclassifies a position and it is at a higher range, the department will need to fund the difference. The Executive Department will be able to fund the new classification increase through salary savings. This is because the Executive Assistant position was budgeted, and the previous incumbent was paid, at the maximum of the range. The new incumbent will be</p> |

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| | | placed into the new classification lower than the previous incumbent such that the salary savings will occur. |
| Anderson | 5. Generally, a bit of explanation here would be helpful for me because I remember we went through a market study within my term on council for resetting compensation rates and am not clear how this proposed change fits into that scheme, or what we were able to learn from that. | <p>Council members salaries can only be changed through a recommendation by the Salary Commission. The Salary Commission is an external body made up of Redmond citizens, who look at external compensation data and they discuss the merits of making a change to Council's salary. Once the commission is in agreement, they recommend what pay change should occur, if any.</p> <p>Conversely, HR conducts a market analysis on our classifications and based upon the data obtained, will adjust the salary range if necessary and as appropriate. HR ensures adjustments are consistent with past practice and if the pay ranges are in the union, will discuss with the union before bringing before Council for approval.</p> |

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| Staff Report (a) | AM No. 20-017: 2019 Fourth Quarter Financial Report | Finance |
| <u>Councilmember</u> | <u>Question</u> | <u>Staff Response</u> |
| Forsythe | 1. Presentation references monitoring funds that are mostly weather dependent. Can you elaborate? | The largest fund that is weather dependent is the City's Water Fund as the revenue mostly depends on the sale of Water. Should the City have a wet year, as we are experiencing now, the water revenues will decline due to a decrease in the demand for water for lawns and landscaping. |
| Forsythe | 2. Possibly a question for a different presentation, but, it has been brought to Council's attention that we are over spent in the area of overtime distributions. What action is being taken to ensure we are not burning out our staff? | <p>Per the quarterly overtime report presented to FAC Committee of the Whole on January 25, overtime is over projected targets in several areas, including Police and Fire. Some of the citywide overtime is due to the recent snow storm experienced by the City which is considered an extraordinary circumstance.</p> <p>However, police and fire do have overtime policies, due to the nature of their duties, to guard against staff burn out. The policies are stated below:</p> |

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| | | <p>Fire: All personnel who are assigned to shift work in the fire stations work a 48-hour shift. Fire have policies that limit the number of continuous hours personnel can work.</p> <ul style="list-style-type: none">• Paramedics are permitted to work 60 continuous hours before being required to take at least 12 hours off.• Firefighters are permitted to work 72 continuous hours before being required to take at least 12 hours off. <p>Each company officer is responsible for monitoring the condition of their personnel to assure they are fit for duty. If an employee is found not to be fit for duty, they will be immediately relieved of duty. This is a rare occurrence. The majority of overtime experienced is on a voluntary basis. However, there are times when overtime is mandatory to meet minimum staffing requirements, in this situation the above rules apply.</p> <p>Police: All employees in the Police Department shall be mentally and physically fit for duty. Police has the normal safeguards for burnout, such as supervisory observation, peer team support, early warning in the Internal Affairs system. Police is currently working on added language that would enumerate specific hours similar to Fire's policy.</p> |
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