

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

Council Chamber
15670 NE 85th Street, Redmond, Washington

Tuesday, August 28, 2018

Council

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

Staff

Malisa Files, Finance Director
Peter Dane, Planner
Jeff Aken, Senior Planner
Nicole Bruce, Senior Human Resources Analyst
Jane Christenson, Deputy City Administrator
Dawn Johnson, Senior Systems Analyst
Michelle Hart, City Clerk
Terry Marpert, Senior Planner
Cheryl Xanthos, CMC, Deputy City Clerk

Convened: 4:35 p.m.

Adjourned: 5:43 p.m.

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

Transportation Review Acceptance

Mr. Peter Dane, Planner, stated that two grants were received from PSRC and Sound Transit. The grant agreements will be on the consent agenda for Council approval at the September 4, 2018, regular business meeting.

General discussion ensued regarding the need for property acquisition; parking; and changes in scope.

PSE Easement for Farrel-McWhirter Park

Mr. Jeff Aken, Senior Planner, stated that the request is for this item to go to the full Council for approval in September. A power gate will be installed in Farrel-McWhirter Park for ease of access. This item was approved as part of the Innovation Projects. There is not currently an easement for use of the power pole, and the standard easement language needed to be changed.

Benefits/Wellness Update

Ms. Nicole Bruce, Senior Human Resources Analyst, stated that this is an update on employee benefits. This will be brought back to the FAC committee for further updates.

- The reserve funding is being reviewed, as the City is self-insured. There is an excess in funding in that account, and there will be recommendations on how to reduce the amount of funds.

- There will be some clean up in the health plan.
- There is an interest in having a debit card for payment of prescriptions instead of having to pay out of pocket and wait to be reimbursed.
- There may be updates to the vision and dental benefits.

General discussion ensued regarding funding out of the reserves; benefits limitations; Council approval responsibilities; fiscal summary of impacts will be provided; the benefits committee recommends changes; and co-pays for prescriptions.

Monthly Financial Report

Ms. Malisa Files, Finance Director, stated that revenues are four percent over target, and expenses are four percent under target. Sales tax is larger than what is usually received, and the driver is primarily construction activity. This is considered one-time money, and will be monitored to see if the trend continues. The Planning Department is slightly over budget, and there needs to be a budget adjustment.

Information Technology Update

Ms. Files introduced these items and the staff who would be speaking to each of them.

Ms. Dawn Johnson, Senior Systems Analyst, provided an update on Workforce Management:

- The current Human Resources systems are outdated.
- Not all of the systems are able to be integrated with each other.
- There is a high level of risk for the system that is on a platform that has not been supported for several years.
- There was a Request for Proposals issued, and an all-encompassing solution was chosen.
- The project is expected to start on November 5, 2018, and will run for 15 months.
- Short-term alternatives are to only replace the systems that are currently failing.

Ms. Files stated that Tyler Technologies has been the support for the Dynamics program, and now they will no longer provide support. An on-call consultant will be hired to provide this support. The Dynamics On-Call Agreement will be brought to the Council for approval in September.

Ms. Michelle Hart, City Clerk, provided an update on the Records Management System replacement:

- started foundation work;
- a cross-departmental team spent many months with demos for the various Enterprise Content Management vendors;
- the Police Department needs to replace their failing system soon;
- working on scoping, timeline, and budget; and
- the project will start before the end of the year.

General discussion ensued throughout regarding the return on investment; risk mitigation; avoiding a catastrophic failure; end date for the agreement with Tyler Technologies; consequences of budget overruns; the Police Department needs supersede the needs of the other departments; and the state cooperative purchasing agreement.

Citywide Insurance Renewals

Ms. Files stated that:

- the insurance renewals come up every September;
- the City has Travelers Insurance and a broker;
- the insurance will remain the same;
- the cost has gone up by approximately three percent; and
- the City is considered low risk.

General discussion ensued regarding the trend of the rate increases.

Finance Policies

Ms. Files stated that the finance policies were already brought to the Council at a study session. The packet will contain the changes in the purchasing policy.

General discussion ensued regarding reviewing the packet of information that was provided. Ms. Files stated this is a formalization of the discussion at the study session. This is anticipated to go to the Council for approval at the second meeting in September, and the members can contact Ms. Files if there are any serious issues with the document.

Sound Transit Real Property Update

Ms. Jane Christenson, Deputy City Administrator, and Mr. Terry Marpert, Senior Planner, provided an update:

- The conflict with La Bonde is resolved and is no longer an issue.
- There are items that are administrative in nature and don't need the Council's approval.
- The work includes E360 and the DRLE, which will be paid for by Sound Transit, and the pedestrian/bicycle bridge, which will be paid for by Microsoft.
- This will expedite the approval process for minor transactions.
- The different type of transactions will be categorized.

General discussion ensued regarding the impacts to Marymoor Park and the Downtown Station; City-owned property; transparency and oversight; priority list; no changes in the Council's policy direction; and expediting the construction.