

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

Council Chamber  
15670 NE 85<sup>th</sup> Street, Redmond, Washington

Tuesday, November 27, 2018

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**Council**

Hank Margeson, Presiding Officer  
Jeralee Anderson  
Angela Birney  
David Carson  
Steve Fields (4:35 p.m.)  
Hank Myers (not in attendance.)  
Tanika Padhye (not in attendance.)

**Staff**

Malisa Files, Finance Director  
Terry Marpert, Senior Planner  
Debby Wilson, Project Administrator  
Jane Christenson, Deputy City Administrator  
Michelle M. Hart, MMC, City Clerk  
Jonny Chambers, Director of Technology and  
Information Services  
Maxine Whattam, Chief Operating Officer  
Kelly Cochran, Financial Planning Manager  
Cheryl Xanthos, CMC, Deputy City Clerk

Convened: 4:30 p.m.

Adjourned: 5:19 p.m.

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

**Monthly Financial Report**

Ms. Malisa Files, Finance Director, overviewed the monthly financial report and stated that usually expenditures are higher in December.

**Contract Amendment, Contract Land Staff, LLC Agreement**

Mr. Terry Marpert, Senior Planner, stated that this is an amendment to add \$75,000 to a contract for Microsoft Refresh related projects, and will be reimbursed by Microsoft. This will be going to the full Council for approval at the January 15, 2018, regular business meeting.

General discussion ensued regarding the scope of the initial contract.

**Street Vacation Resolution**

Ms. Debby Wilson, Project Administrator, stated that the City has received a vacation petition. A public hearing date will be set by resolution through the Council.

General discussion ensued regarding the timeline for holding the public hearing and approval.

### **Approval of Sound Transit Reimbursement Agreements for City Real Property Services - Sound Transit 2 (E360) and 3 (DRLE) Projects**

Ms. Jane Christenson, Deputy City Administrator, stated that Sound Transit will reimburse the City for these costs of legal review and real property services. This item will go forward for approval at the December 4, 2018, regular business meeting.

General discussion ensued regarding items spanning more than one Mayoral administration.

### **Public Defense Indigency Screening Interlocal Agreement**

Ms. Michelle Hart, City Clerk, stated that this is regarding the screening process to determine eligibility to get a public defender; there are some recoupment costs; this is part of the biennial budget; and the cost has dropped due to telephonic screening.

General discussion ensued regarding being happy with the process.

### **City Council Administrative LEAN Projects and the City's ECM Project**

Ms. Hart, Ms. Maxine Whattam, Chief Operating Officer, and Mr. Jonny Chambers, Director of Technology and Information Services, overviewed these projects.

General discussion ensued regarding scope and having frequent check-ins on the ECM project; full Council input on the projects; public education; providing options to the Council; a demonstration of a paperless packet for the Council was provided; creating one packet and linking the attachments; issues using PDF's; and linking to previous memos.

### **Biennial Review of Investment Policy**

Ms. Files stated that this is required to be reviewed with the Council every two years. There are no recommended changes. Investments can be made through authorized investors. It is benchmarked based on treasury notes.

General discussion ensued regarding the investment oversight committee; monthly investment reports are provided; and third-party review of results.

### **Miscellaneous**

Presiding Officer Margeson stated that this is the last meeting of the year.

### **2019-2020 Budget Adjustment**

Ms. Kelly Cochran, Financial Planning Manager, stated that this is a rather large budget adjustment and reviewed the items.

General discussion ensued regarding recognizing expenditures; no large claims are currently pending; and funding for affordable housing.