

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

Council Chamber
15670 NE 85th Street, Redmond, Washington

Tuesday, February 26, 2019

Council

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

Staff

Malisa Files, Finance Director
Cathryn Laird, Acting Human Resources Director
Maxine Whattam, Chief Operating Officer
Lisa Mahar, Communications and Marketing
Manager
Jill Smith, Communications and Marketing
Supervisor
Jonny Chambers, Director of Technology and
Information Services
Nicole Bruce, Senior Human Resources Analyst
Cheryl Xanthos, CMC, Deputy City Clerk

Convened: 4:30 p.m.

Adjourned: 5:22 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, stated that this is the first month of the biennium; some departments appear over-budget, and will even out over the year; all other funds are running as expected; sales tax continues to increase; the numbers may change at the end of the year; and any significant changes will be brought to the Council's attention.

General discussion ensued regarding the Auditor's Office visit, and providing a rolling 12-month look at revenues and expenditures.

Communications Update – Snow Event Communications Recap

Ms. Lisa Mahar, Communications and Marketing Manager, provided a recap regarding Communications and the snow event:

- Facebook – 63 posts, Twitter – 64 tweets, and were retweeted by news agencies;
- many thank you's to staff;
- E-newsletter, with a 40 percent open rate;
- videos from the Mayor with 13,000 views;
- over 200 QAlert requests for service;
- need guidelines regarding the timeline for communicating;
- many questions were asked through social media;

- Public Information Officer to provide internal and external communications;
- created templates to use going forward; and
- determining what to do if City staff does not have power.

General discussion ensued regarding the City handled the weather emergency well; process to answer questions; power outages; response rate; building on this for creating a better communication platform for the City; garbage collection; plowing private streets; providing information on when streets will be plowed; and providing information prior to winter storms.

Communications Update - 2019 Neighborhood Conversations

Ms. Jill Smith, Communications and Marketing Supervisor, provided the proposed dates and locations. Councilmembers provided feedback and discussed the feasibility of the dates and times. Alternate dates will be proposed by staff.

TIS Strategic Plan

Mr. Jonny Chambers, Director of Technology and Information Services, stated that a study session will be provided on March 12, 2019. Topics to be covered during the study session includes: pillars of the strategy, modernization, and innovation; snow event response; and the big four projects: Laserfiche, Workforce Management, Dynamics, and the new City website.

General discussion ensued regarding new software to utilize; GIS; modernization; engagement with citizens; and integration with other departments.

Revisions to the 2019 RCHEA Pay Plan to Accommodate New Classifications for TIS Department

Ms. Cathryn Laird, Acting Human Resources Director, stated that four positions were included in the budget, and HR did a market analysis. The positions will be added to the RCHEA pay plan. The positions will focus on Workforce Management and the Dynamics projects. This item is on the consent agenda for the March 5, 2019, regular business meeting.

Health Reimbursement Arrangement Voluntary Employees Beneficiary Association (HRA VEBA)

Ms. Nicole Bruce, Senior Human Resources Analyst, and Ms. Files stated that the HRA VEBA is like a health savings account. The proposal is to establish this plan for City employees, due to the excess reserves. This is the best use of the funds, as it provides many options to employees. This is one-time money. Qualified medical expenses can be used from this fund, and can be used to pay for premiums in retirement. Employees can decide how they will invest the funds.

General discussion ensued regarding source of the additional funds in the account; best use of City funds; monitoring premium increases; money is reserved for benefits and will be redesignated; and this item will go forward for Council approval.

Council President Birney stated that the committee work plans are due next week.