

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

Council Chamber
15670 NE 85th Street, Redmond, Washington

Tuesday, May 28, 2019

Council

Hank Margeson, Presiding Officer
Jeralee Anderson (4:33 p.m.)
Angela Birney
David Carson (4:35 p.m.)
Steve Fields
Hank Myers
Tanika Padhye

Staff

Malisa Files, Finance Director
Cathryn Laird, Acting Human Resources Director
Michelle Hart, MMC, City Clerk
Jonny Chambers, Director of Technology and
Information Services
Kelley Cochran, Deputy Finance Director
Nicole Bruce, Senior Human Resources Analyst
Jill Smith, Communications and Marketing
Supervisor
Maxine Whattam, Chief Operating Officer
Erika Vandenbrande, Director of Planning and
Community Development
Jeff Churchill, Transportation Strategic Advisor
Don Cairns, Engineering Manager
Cheryl Xanthos, CMC, Deputy City Clerk

Convened: 4:30 p.m.

Adjourned: 5:25 p.m.

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

Monthly Financial Report

Ms. Kelley Cochran, Deputy Finance Director, stated that sales tax for construction is continuing to come in higher than expected; expenditures is running lower; the Executive Department is over budget due to election costs; Public Works is over budget due to storm response; there is a shift lower in permitting; and CIP spending is lower than expected.

General discussion ensued regarding staffing issues and not getting work completed.

Communications Update

Ms. Jill Smith, Communications and Marketing Supervisor, reported regarding the design for the Council booth at Derby Days; the next Neighborhood Conversation will be held on June 20, 2019 at Audubon Elementary School; public outreach regarding the Neighborhood Conversation will include a neighborhood postcard mailing and Facebook marketing; and the online open house project is not ready for a demonstration and will be presented next month.

General discussion ensued throughout regarding having an interactive booth, providing questions in other languages; Councilmember trivia; asking how attendees heard about the Neighborhood Conversations; when advertising will begin; and Community Connections and the timeframe for response to the survey.

Third-Party Administrator for RedMed Benefit Plans

Ms. Nicole Bruce, Senior Human Resources Analyst, stated that the City is self-insured, and will be going out for a RFP to see if a new vendor should be chosen to administer the program. If a new vendor is chosen, the change will take place in January 2020. This item will go forward for Council approval in July.

General discussion ensued regarding any impacts to the budget; vendor performance; and EBAC recommendation.

Sound Transit 3: Surplus Property Resolution; Transit Way Agreement; and Construction Services Agreement

Mr. Jeff Churchill, Transportation Strategic Advisor, and Mr. Don Cairns, Engineering Manager, provided an update:

- surplus property resolution and public hearing to be held on June 18, 2019;
- Sound Transit needs utility easements and two City-owned non-utility properties;
- approval of an agreement to allow for light rail to operate in the City on July 16, 2019;
- no at-grade street crossings in the City limits; and
- approval of construction services agreement for betterments on July 16, 2019.

General discussion ensued throughout regarding changes to the design; no proposed betterments that didn't reach agreement; cost estimates; public hearing; and avoiding construction delays.

City Council Administrative LEAN Projects

Ms. Michelle Hart, MMC, City Clerk, provided an update:

- ombudsperson process and enhancements to the website;
- a staff report will be provided at the regular business meeting on June 18, 2019;
- chambers A/V upgrades;
- finalized requirements documents for the Enterprise Content Management project and have received the statement of work;
- records management ordinance is being created by the new Program Coordinator; and
- Council handbook and public participation guide update will be presented at the study session this evening.

General discussion ensued regarding Chambers A/V availability in June.