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

Remote Meeting
Tuesday, October 27, 2020

Council	**Staff**
Vanessa Kritzer, Presiding Officer	Malisa Files, Finance Director
Jeralee Anderson	Cathryn Laird, Human Resources Director
David Carson	Tim Gately, Police Captain
Steve Fields	Jonny Chambers, Technology and Information
Jessica Forsythe	Services Director
Varisha Khan	Darrell Lowe, Police Chief
Tanika Padhye *(not in attendance)*	Dawn Johnson, PMO Manager
	Rebecca Mueller, Prosecuting Attorney's Office
	Cheryl Xanthos, MMC, City Clerk

Convened: 4:30 p.m.   Adjourned: 5:35 p.m.

Presiding Officer Vanessa Kritzer called the meeting to order, reviewed attendance, and overviewed the agenda.

2021 COLA and Pay Plan Updates

Ms. Cathryn Laird, Human Resources Director, reported to the Members of the Committee regarding: this will come back to the committee in November; seven unions in the City; 11 pay plans will need to be updated; COLA's are included in the individual contracts; and the non-represented and supplemental COLA will be requested to be a two percent increase.

General discussion ensued regarding negotiations and the budget deficit.

Prosecuting Attorney's Electronic Case Management System, a Component of ECM

Mr. Jonny Chambers, Technology and Information Services Director, Ms. Dawn Johnson, PMO Manager, and Ms. Rebecca Mueller, Prosecuting Attorney's Office, reported to the Members of the Committee regarding:
- ECM Program Roadmap;
- Case Management system integration with King County Courts;
- Electronic filing will be required starting in November 2020;
- Streamline process;
- Using paper files;
- No remote access to files;
- Workflow processes;
- Improve efficiency in customer service;
- Established a business case and an RFP was released; and
- Requesting that this go forward for approval on the Consent Agenda.

General discussion ensued regarding budget; project process; records digitalization; business case; and reducing future cost.

Greater Puget Sound Financial Fraud and Identity Theft Crimes Task Force (FFIT) Grant Program Interlocal Agreement

Mr. Tim Gately, Police Captain, reported to the Members of the Committee regarding: agreement since 2009; pays for the employee; renewal through 2030; and this is under the safety priority of the budget.

General discussion ensued regarding the need in the community; funding and other costs; and this item is approved to go forward for Council action on the November 2, 2020 consent agenda.

2019 Financial Statement Audit Update

Ms. Malisa Files, Finance Director, reported to the Members of the Committee regarding:
- Audit timeline;
- There were three findings and they have been appealed;
- No effect on bond rating;
- Sale of property;
- Interpretation of a GASB ruling;
- Booking of revenue; and
- Exit conference will be scheduled with the Council.

General discussion ensued regarding the audit findings; impacts of losing the appeals; budget impacts; corrective actions; corrections have been made; providing information to the Council; and changes in processes going forward.

Adoption of an Ordinance Making Adjustments to the City's 2019-2020 Biennial Budget

Ms. Files, reported to the Members of the Committee regarding: second and final budget adjustment for the 2019-2020 budget; revenues from the CARES Act; reimbursements from FEMA; Mobile Integrated Health Unit; adjustments between funds; and staff requests that this goes forward for Council action on the November 17th consent agenda.

Monthly Financial Report

Ms. Files reported to the Members of the Committee regarding: revenues and expenditures; one-time sales tax on construction is still strong and property taxes are on target; some revenues lagging behind; recreation activity fund is at zero; utility funds are on target; overtime report; COVID expenditures; and seeking FEMA reimbursement.

General discussion ensued regarding revenue forecast; impacts of COVID on sales tax revenue; and the overtime budget.