

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

Council Chamber
15670 NE 85th Street, Redmond, Washington

Tuesday, May 24, 2016

Council

John Stilin, Chair
Angela Birney, Member
David Carson, Member
Hank Margeson (*Attending Council Member*)
Byron Shutz (*Attending Council Member*)

Staff

Erika Vandenbrande, Deputy City Administrator
Linda Hermanson, Information Services Manager
Melody Matthes, Human Resources Director
Rob Odle, Director of Planning and Community
Development
Kelley Cochran, Financial Planning Manager
Julie Elsom, Senior Financial Analyst
Allison Gordon, Administrative Specialist

Convened: 4:00 p.m.

Adjourned: 4:59 p.m.

Committee Chair John Stilin called the meeting to order, reviewed attendance, and overviewed the agenda.

Monthly Financial Report

The Monthly Financial Report was previously provided to the Committee. The Committee had no questions regarding the report.

Surge

Mr. Rob Odle, Director of Planning and Community Development, stated that:

- three years ago there was surge staffing due to an increase in construction;
- construction has proceeded unabated in the City;
- performance levels increased with the last round of surge staffing;
- additional staff is needed due to the increase in the volume of the workload in both permits and inspections;
- approximately \$900,000 in additional revenue is expected that was not budgeted;
- the increase in staffing is in addition to the special services contracts with Sound Transit and Microsoft;
- the request is for an additional 4.5 full-time employees; and
- when the surge subsides, the positions will be eliminated.

General discussion ensued regarding layoffs and retirements; resources for an increase in Fire Department inspections; and placing the item on New Business on the Council agenda.

Physical Security System Replacement Update and Change Order

Ms. Linda Hermanson, Information Services Manager, stated that:

- The replacement of the physical security system began about a year ago.
- The Public Safety Building is the last to be upgraded.
- Many of the card readers are not at ADA level standards and will have to be lowered.
- Most of the contingency in the contract has been used.
- One of the water towers has a flexible conduit that will have to be replaced for approximately \$20,000.
- The funds will be added to the contract to get the water tower added to the security system.
- The contract will go over by approximately ten percent.

General discussion ensued regarding placing the contract increase on the Council agenda.

Job Classifications

Ms. Mellody Matthes, Human Resources Director, provided the following update:

- Police Civilian Services Manager and Customer Service Manager positions will be added;
- reclassification of positions in the Communications Department;
- position reclassifications will go to the Council for approval;
- creating a new classification for a transportation position from Principal Planner to an appropriate title;
- post and fill the Homelessness Outreach Specialist position; and
- positions created due to the staffing agreement with Microsoft will be filled in the fall.

General discussion ensued regarding who the Customer Service Manager will report to; where customer service will be located in City Hall; and hiring for the Microsoft positions.

Performance Appraisal Update

Ms. Matthes provided an update on the new performance appraisal form:

- NeoGov is the software system that houses the performance appraisals;
- a committee was convened two years ago to look at the criteria and align the performance appraisals with the City's Mission, Vision and Values;
- training has been provided to City staff in using the system;
- there have been no concerns or complaints regarding the criteria;
- RCHEA has an unfair labor practice suit filed against the City for the implementation of the new performance appraisal form;
- cities across the state have asked to review Redmond's performance appraisal model; and
- providing consistency across all departments.

General discussion ensued regarding review process timeline throughout the year; ratings curve and competitiveness; schedule flexibility; having a balanced team; and work/life balance.

Communications Update

Ms. Erika Vandenbrande, Deputy City Administrator, provided an update on Communications topics:

- staff help in answering questions generated at the Neighborhood Conversation meetings;
- One-Pagers are on the Council page on the City of Redmond's webpage;
- weekly updates regarding the construction Downtown will be provided via email;
- the Mayor's State of the City address was given at OneRedmond; and
- Derby Days Council booth.

General discussion ensued throughout regarding unanswered questions and follow-up; submitting cards with questions; providing more time for answering questions; providing handouts at local businesses; maps highlighting routes to get around town; and conversation starters or games at the Council booth.

Ms. Kelley Cochran, Financial Planning Manager, introduced a new employee, Ms. Julie Elsom, Senior Financial Analyst, to the Committee.