

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

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

Tuesday, June 28, 2016

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**Council**

John Stilin, Chair  
Angela Birney, Member (*not in attendance*)  
David Carson, Member  
Hank Margeson (*Attending Council Member*)  
Byron Shutz (*Attending Council Member*)

**Staff**

Lisa Rhodes, Communications and Marketing  
Administrator  
Malisa Files, Deputy Finance Director  
Carol Lewis, Development Services Center  
Supervisor  
Kelley Cochran, Financial Planning Manager  
Mark Anderson, Human Resources Program and  
Policy Advisor  
Mike Bailey, Finance and Information Services  
Director  
Cheryl Xanthos, Deputy City Clerk

Convened: 4:30 p.m.

Adjourned: 5:32 p.m.

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

**Communications Update**

Ms. Lisa Rhodes, Communications and Marketing Administrator, provided an update on Communications:

- provided the newest one-pagers on homelessness, transportation, and affordable housing;
- three more one-pagers on demographics, Redmond Central Connector II, and property taxes will be provided soon;
- a demographics presentation will be provided each year;
- staffing and the Council booth at Derby Days; and
- Council meeting updates.

General discussion ensued regarding shifts at the Council booth and messaging out Council meeting updates.

**Business License LEAN Update**

Ms. Carol Lewis, Development Services Center Supervisor, provided an update on the Business License LEAN process:

- in the implementation phase;
- go live is August 1, 2016;
- payment processor has changed;

- changes need to be made regarding business that have multiple locations;
- numbering scheme will change;
- full-sized sheet;
- outreach to businesses;
- second phase will focus on contractor business license process; and
- ordinance changes

General discussion ensued regarding what the number will be used for; renewal date; and number of issued licenses.

### **Personnel Manual Update**

Mr. Mark Anderson, Human Resources Program and Policy Advisor, provided an update on the Personnel Manual:

- in 2014, he was tasked with updating the Personnel Manual;
- last updated in the 1980's;
- the proposed revisions were reviewed;
- policy questions were taken to the Mayor and the Directors;
- the labor unions reviewed the updates and are in negotiations; and
- the new Personnel Manual should be in place by the end of the year.

General discussion ensued regarding Council review of the manual; benefit changes; administrative changes; and compliance.

### **Labor Negotiations Update**

Mr. Anderson stated that most of the bargaining units are completed. RCHEA contract is set to expire, and negotiations will begin soon.

### **Monthly Financial Report**

Mr. Mike Bailey, Finance and Information Services Director, stated that sales tax continues to improve, and being potentially caught-up by the end of the biennium.

### **Annual Impact Fee Report**

Mr. Bailey stated that a staff report will be provided at the July 5, 2016, regular business meeting.

General discussion ensued regarding development paying for development through fees.

### **Replacement of File/data Storage Infrastructure -Storage Area Network**

Mr. Bailey advised the committee members that some data elements have been moved to the cloud, reducing the size of the Storage Area Network. It is at end of life and needs to be replaced.

General discussion ensued regarding on premise and modular storage.

### **Frontier Communications Franchise PEG Fee**

Mr. Bailey stated that an agenda memo has been prepared to eliminate the PEG fee for the Frontier Communications Franchise.

### **Approve Contract for Insurance Consultant Services**

Mr. Bailey stated that an RFP was conducted last year for a broker consultant. There were three responses. The incumbent's fees are lower, so the recommendation is to continue with that consultant. In August, the committee will discuss insurance coverage.

### **Community Facilities District Nos. 2014-1 and 2016-1 Updates**

Ms. Malisa Files, Deputy Finance Director, stated that the reappointments for Community Facilities District No. 2014-1 will be on July 19, 2016. The Council just approved the formation of Community Facilities District No. 2016-1. The administrative timeline is being established.

General discussion ensued regarding meeting dates.

### **Budget Update and Review of Fiscal Policies**

Ms. Files, Mr. Bailey, and Ms. Kelley Cochran, Financial Planning Manager, provided an update on the budget and a review of fiscal policies:

- the full Council will receive a forecast presentation at the July 26, 2016, study session;
- staff and consultants are working on a probability model to run some of the revenues through;
- identifies the risks that are in the forecast and the impact;
- utilizing other agency forecasts;
- civic results teams have ranked the offers;
- the next step is for the staff results teams to rank the offers;
- final offers are due on Friday by 5 p.m.;
- allocating resources;
- increasing the Capital Improvement Program threshold;
- charging staff to projects;
- applying for grants only for priority projects; and
- staying on the budget plan.

General discussion ensued throughout regarding state shared revenues; moving allocations based on community values; offers reacting to community feedback; and City assets.