



Operations Committee

Agenda

Chair - Les Thomas
Bill Boyce- Dennis Higgins
Tuesday, February 19, 2019
4:00 p.m.

<u>Item</u>	<u>Description</u>	<u>Action</u>	<u>Speaker</u>	<u>Time</u>
1.	Call to Order		Chair	01 MIN.
2.	Roll Call		Chair	01 MIN.
3.	Changes to the Agenda		Chair	01 MIN.
4.	Approval of February 5, 2019 Minutes	YES	Chair	05 MIN.
5.	Approval of Check Summary Report Dated 1/16/2019 - 1/31/2019	YES		05 MIN.
6.	Consolidating Budget Adjustment Ordinance for Adjustments on December 31, 2018	YES	Interim Finance Director Barbara Lopez	05 MIN.
7.	Adjournment		Chair	01 MIN.

Unless otherwise noted, the Operations Committee meets at 4 p.m. on the first and third Tuesday of each month in Kent City Hall, Council Chambers East, 220 Fourth Avenue South, Kent, WA 98032.

For additional information please contact Cathie Everett at 253-856-5705, or via email at CEverett@KentWA.gov.

Any person requiring a disability accommodation should contact the City Clerk's Office at 253-856-5725 in advance. For TDD relay service call Washington Telecommunications Relay Service at 7-1-1.



Pending Approval
Operations Committee
CC Ops Regular Meeting
Minutes
February 5, 2019

Date: February 5, 2019
Time: 4:00 p.m.
Place: Chambers
Attending: Les Thomas, Committee Chair
Bill Boyce, Councilmember
Dennis Higgins, Councilmember

Agenda:

1. **Call to Order 4:00 p.m.**
2. **Roll Call**

Attendee Name	Title	Status	Arrived
Les Thomas	Committee Chair	Present	
Bill Boyce	Councilmember	Present	
Dennis Higgins	Councilmember	Present	

3. **Changes to the Agenda**

There were no changes to the agenda.

4. **Approval of Minutes dated January 15, 2019**

MOTION: Move to approve the Minutes dated January 15, 2019

RESULT: APPROVED [UNANIMOUS]
MOVER: Dennis Higgins, Councilmember
SECONDER: Bill Boyce, Councilmember
AYES: Thomas, Boyce, Higgins

5. **Approval of Check Summary**

MOTION: Move to approve the check summary report dated 1/1/2019 through 1/15/2019.

RESULT: APPROVED [UNANIMOUS]
MOVER: Dennis Higgins, Councilmember
SECONDER: Bill Boyce, Councilmember
AYES: Thomas, Boyce, Higgins

6. **Stop Loss Insurance Contract**

Benefits Manager Laura Horea presented a request recommending Council authorize the Mayor to approve renewal of the City's contract for Stop Loss Insurance with LifeWise. Three competitive bids were received and LifeWise presented the best offer. The offer includes a 19.1% increase over last year

and factors in a discount provided by Premera on the stop loss integration fee. Questions regarding how much of an increase last year's contract included and how much of an increase we would have seen with the other two companies were asked. Ms. Horea will get back to committee members with those answers.

MOTION: Recommend Council authorize the Mayor to approve renewal of the City's contract for Stop Loss Insurance with LifeWise for one year, subject to approval of final terms and conditions by the Human Resources Director and the City Attorney.

RESULT: RECOMMENDED TO COUNCIL [UNANIMOUS]Next: 2/5/2019 7:00 PM
MOVER: Dennis Higgins, Councilmember
SECONDER: Bill Boyce, Councilmember
AYES: Thomas, Boyce, Higgins

7. Vitality Wellness Program Contract

Benefits Manager Laura Horea presented a request recommending Council authorize the Mayor to sign a contract with the Vitality Group, LLC to provide a wellness platform and wellness program. The previous vendor was not meeting the needs of the City. Members of the Wellness committee, the Human Resources team and the city's benefits broker have partnered in the vendor selection process for a new vendor. Four finalists were selected and, of those four, Vitality was selected by the review committee as the best qualified to meet our needs. The cost of the contract with the previous vendor was \$57,023. The cost of the new contract will be \$58,095. With that cost increase we will see an increase in the services provided. A question was asked regarding whether there are other cities using this company. Ms. Horea will check on that and follow up with committee members. We did receive good references from another public entity.

MOTION: Recommend Council authorize the Mayor to sign a contract with The Vitality Group, LLC to provide a wellness platform and wellness program for an initial term of 3 years with the option to renew automatically for a successive period of 1 year, subject to approval of final terms and conditions by the Human Resources Director and the City Attorney.

RESULT:	RECOMMENDED TO COUNCIL [UNANIMOUS]	Next: 2/19/2019
	7:00 PM	
MOVER:	Bill Boyce, Councilmember	
SECONDER:	Dennis Higgins, Councilmember	
AYES:	Thomas, Boyce, Higgins	

8. Barokas Communications Contract - PR & Marketing for Economic Growth and Business Travel

Economic Development Marketing Manager Michelle Wilmot presented a contract to be recommended to Council with Barokas Communications to provide public/media relations and marketing services to promote the Kent Valley as a business destination. This firm is an award winning firm with the industry expertise and the local and national media relationships to successfully tell Kent's story. Council President Boyce recognized Ms. Wilmot and Chief Economic Development Officer Bill Ellis for their efforts in bringing about this opportunity.

MOTION: Recommend Council approve a contract with Barokas Communications to provide public/media relations and marketing services to promote the Kent Valley as a business destination.

RESULT:	RECOMMENDED TO COUNCIL [UNANIMOUS]	Next: 2/19/2019
	7:00 PM	
MOVER:	Dennis Higgins, Councilmember	
SECONDER:	Bill Boyce, Councilmember	
AYES:	Thomas, Boyce, Higgins	

9. Annexation Sales Tax Credit Certification

Deputy Finance Director Barbara Lopez presented a resolution certifying the Panther Lake annexation sales tax credit of \$6,051,710 for the period of July 1, 2019 through June 30, 2020. This certification period is the final year the City will receive the annexation sales tax credit, which expires June 30, 2020.

MOTION: Recommend Council approve the resolution certifying the Panther Lake annexation sales tax credit of \$6,051,710 for the period July 1, 2019 through June 30, 2020.

RESULT:	RECOMMENDED TO COUNCIL [UNANIMOUS]	Next: 2/19/2019
	7:00 PM	
MOVER:	Bill Boyce, Councilmember	
SECONDER:	Dennis Higgins, Councilmember	
AYES:	Thomas, Boyce, Higgins	

10. S. 224th/228th Street Corridor Funding

Deputy Finance Director Barbara Lopez provided a report on financing recommendations for the S. 224th/228th St. Corridor Project. The estimated

total cost of the project is \$55.3 million. There is currently \$48.7 million in funding, leaving about a \$6.6 million gap. An analysis has been completed to determine alternatives for the remaining funding needed. It was determined that issuing bonds of about \$6.6 million is the best alternative to provide the remaining funding.

11. Adjournment 4:31 p.m.

The meeting was adjourned at 4:31 p.m.

Cathie Everett

Committee Secretary



OPERATIONS COMMITTEE
Derek Matheson, Chief Administrative Officer

220 Fourth Ave S
Kent, WA 98032
256-856-5712

DATE: February 19, 2019
TO: Operations Committee
SUBJECT: **Approval of Check Summary Report Dated 1/16/2019 -
1/31/2019**

**MOTION: Move to approve the check summary report dated January 16,
2019 through January 31, 2019.**

SUPPORTS STRATEGIC PLAN GOAL:
Sustainable Services

RECOMMENDED BY: Aaron BeMiller



OPERATIONS COMMITTEE
Derek Matheson, Chief Administrative Officer

220 Fourth Ave S
Kent, WA 98032
256-856-5712

DATE: February 19, 2019
TO: Operations Committee
SUBJECT: **Consolidating Budget Adjustment Ordinance for Adjustments on December 31, 2018**

MOTION: Recommend Council approve the consolidating budget adjustment ordinance for adjustments made on December 31, 2018, reflecting an overall budget increase of \$110,560.

SUMMARY:

Authorization is requested to approve the technical gross budget adjustment ordinance reflecting an overall budget increase of \$110,560.

The requested increase is related to the city's bank account balance held at Heritage Bank, which is used by SMG for ShoWare operations. On at least an annual basis, per accounting rules, the balance in the bank account must be reconciled to the cash balance recorded in the ShoWare Operating Fund and the amount recorded in the fund adjusted to match the bank balance.

For 2018, this adjustment reflects a reduction in the bank balance of \$110,560 for amounts that were spent by SMG in 2018, but not previously expensed by the City. A budget increase is needed to provide sufficient budget authority for this required reconciliation adjustment.

To help alleviate such large year-end adjustments, the City will perform this reconciliation on a monthly basis beginning in 2019.

BUDGET IMPACT:

These expenditures are within existing fund balance.

SUPPORTS STRATEGIC PLAN GOAL:

Sustainable Services

RECOMMENDED BY: Barbara Lopez

ATTACHMENTS:

1. Budget Adjustment Ordinance YE 2018 Supp (PDF)
2. YE 2018 Budget Adjustment Exhibit A & detail (PDF)

ORDINANCE NO. _____

AN ORDINANCE of the City Council of the City of Kent, Washington, approving the consolidating budget adjustments made on December 31, 2018, reflecting an overall budget increase of \$110,560.

RECITALS

A. Expenditures as classified in the final, adopted budget constitute the city's appropriations for that year. After adoption, there are a variety of events that will precipitate the need to amend the adopted budget, such as grant awards, bonds issuance, collective bargaining agreements and additional budget requests coming through Council committees. These modifications are periodically consolidated into a supplemental budget adjustment ordinance amending the original adopted budget.

NOW THEREFORE, THE CITY COUNCIL OF THE CITY OF KENT, WASHINGTON, DOES HEREBY ORDAIN AS FOLLOWS:

ORDINANCE

SECTION 1. - *Budget Adjustments.* The 2017-2018 biennial budget is amended to include a budget fund adjustment for the final month of 2018 made on December 31, 2018, as set forth in Exhibit "A," which is attached and incorporated into this ordinance. Except as amended by this ordinance, all terms and provisions of the 2017-2018

1 **2017-2018 Budget Adjustment
December 2018**

biennial budget Ordinance No. 4230, as amended by Ordinance Nos. 4245, 4251, 4258, 4266, 4270, 4284, 4301, and 4307 shall remain unchanged.

SECTION 2. - Severability. If any one or more section, subsection, or sentence of this ordinance is held to be unconstitutional or invalid, such decision shall not affect the validity of the remaining portion of this ordinance and the same shall remain in full force and effect.

SECTION 3. - Corrections by City Clerk or Code Reviser. Upon approval of the city attorney, the city clerk and the code reviser are authorized to make necessary corrections to this ordinance, including the correction of clerical errors; ordinance, section, or subsection numbering; or references to other local, state, or federal laws, codes, rules, or regulations.

SECTION 4. - Effective Date. This ordinance shall take effect and be in force five days after publication, as provided by law.

DANA RALPH, MAYOR

Date Approved

ATTEST:

KIMBERLEY A. KOMOTO, CITY CLERK

Date Adopted

Date Published

APPROVED AS TO FORM:

ARTHUR "PAT" FITZPATRICK, CITY ATTORNEY

**Exhibit A
City of Kent
Budget Adjustment Ordinance
Adjustments December 31, 2018**

Fund Title	Previously Approved	Approval Requested	Total Adjustment Ordinance
Kent Events Center Fund	-	110,560	110,560
Total	-	110,560	110,560
	-	-	-

Attachment: YE 2018 Budget Adjustment Exhibit A & detail (1618 : Consolidating Budget Adjustment Ordinance for Adjustments on December

**Budget Adjustment Detail for Budget Changes
December 31, 2018**

	Approval Date or Other Fund	Previously Approved by Council	Not Previously Approved by Council	Total Adjustment Ordinance
Kent Events Center				
Bank adjustment to reconcile City's cash balance to ShoWare bank account			110,560	110,560
Total Kent Events Center		-	110,560	110,560
Grand Total All Funds		-	110,560	110,560

Attachment: YE 2018 Budget Adjustment Exhibit A & detail (1618 : Consolidating Budget Adjustment Ordinance for Adjustments on December