



**Date:** July 16, 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 July 2, 2019**

**MOTION: Move to approve the Minutes dated July 2, 2019**

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

- 5. **Approval of Check Summary Report Dated June 16 through June 30, 2019**

**MOTION:** Move to approve the check summary report dated June 16 through June 30, 2019.

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

- 6. **Consultant Services Agreement with Robert Half International - Authorize**

IT Director Mike Carrington and PMO Supervisor Brian Rambonga presented a request to recommend council authorize the Mayor to sign an agreement

with Robert Half International to provide information technology professionals in project and contract to hire positions as needed. The Information Technology department will leverage contractor work through Robert Half that is currently expected to cost no more than \$2,499,226.49.

**MOTION: Authorize the Mayor to sign all necessary documents to enter into agreement with Robert Half International Inc., subject to final terms and conditions acceptable to the Information Technology Director and the City Attorney, for a total amount not to exceed \$2,499,226.49.**

<b>RESULT:</b>	<b>RECOMMENDED TO COUNCIL [UNANIMOUS]Next: 8/6/2019 5:00 PM</b>
<b>MOVER:</b>	Dennis Higgins, Councilmember
<b>SECONDER:</b>	Bill Boyce, Councilmember
<b>AYES:</b>	Thomas, Boyce, Higgins

**7. Consolidating Budget Adjustment Ordinance for Adjustments Between March 1, 2019 and June 30, 2019 - Adopt**

Interim Finance Director Barbara Lopez presented a request to authorize council to approve the consolidating budget adjustment ordinance for adjustments made between March 1 and June 30, 2019 reflecting an overall budget increase of \$15,871,920. Adjustments totaling \$11,285,320 have previously been approved by Council. The remaining adjustments totaling \$4,586,600 have not been previously approved by Council. Some of the highlights include \$1,880,000 for software, system integrations and contingency, \$320,000 for two term-limited positions to backfill HR and Payroll staff, \$140,000 increase to budgeted unemployment claims based on year-to-date costs and \$45,000 for HR/Finance Director search. These expenditures are funded by grants, existing fund balance, or other new revenues.

**MOTION: Adopt Ordinance No. 4330, approving the consolidating budget adjustment ordinance for adjustments made between March 1, 2019 and June 30, 2019, reflecting an overall budget increase of \$15,871,920.**

<b>RESULT:</b>	<b>RECOMMENDED TO COUNCIL [UNANIMOUS]Next: 8/6/2019 5:00 PM</b>
<b>MOVER:</b>	Bill Boyce, Councilmember
<b>SECONDER:</b>	Dennis Higgins, Councilmember
<b>AYES:</b>	Thomas, Boyce, Higgins

**8. Debit/Credit Card Payment Changes**

Interim Finance Director Barbara Lopez, IT Project Manager Annette Pape and Customer Service Manager Patty Roseto brought an information only item to the committee explaining a new process that will be implemented to

mitigate the merchant bankcard fees currently being paid by the City. The City paid \$781,000 in merchant bankcard fees in 2018. It was recommended to Administration that a 2.65% service fee be added to the customer for all card payments taken by Customer Service and via the City of Kent Portal, which will cover the cost of the merchant bankcard fees. Approval was given to implement the service fee at the Customer Service location when the new cashiering and card processing systems come on-line later this year. Fees will be re-evaluated annually to ensure the service fee continues to cover the merchant bankcard fees without costing the customer more than is necessary. Staff has developed a communication plan which includes a Kent Now video with Mayor Ralph, Information posted on the website and Customer Service counter and scripts for staff to ensure consistent communication. The committee requested that Finance make the process of re-evaluating the amount of this fee each year an official process. Ms. Lopez will work with the Legal Department to make this a formal process.

**9. Adjournment 4:28 p.m.**

*Cathie Everett*

Committee Secretary