



City of Tukwila  
**Finance Committee**

- ◆ Verna Seal, Chair
- ◆ Kathy Hougardy
- ◆ Thomas McLeod

<u>Distribution:</u>	
V. Seal	Mayor Ekberg
K. Hougardy	D. Cline
T. McLeod	C. O'Flaherty
D. Robertson	L. Humphrey

# AGENDA

**TUESDAY, DECEMBER 5, 2017 – 5:30 PM**  
**HAZELNUT CONFERENCE ROOM**  
 (At east entrance of City Hall)

Item	Recommended Action	Page
<b>1. PRESENTATION(S)</b>		
<b>2. BUSINESS AGENDA</b>		
a. A contract for health care broker services. <i>Stephanie Brown, Human Resources Director</i>	a. Forward to 12/11 Special Meeting Consent Agenda.	<b>Pg.1</b>
b. Report on 2017 3rd Quarter sales tax and miscellaneous revenue. <i>Vicky Carlsen, Deputy Finance Director</i>	b. Information only.	<b>Pg.11</b>
c. Technology & Innovation Services Department quarterly report. <i>Joseph Todd, Technology &amp; Innovation Services Director</i>	c. Forward to 12/11 C.O.W.	<b>Pg.21</b>
<b>3. ANNOUNCEMENTS</b>		
<b>4. MISCELLANEOUS</b>		

**Next Scheduled Meeting:** *January 2018*



The City of Tukwila strives to accommodate individuals with disabilities.  
 Please contact the City Clerk's Office at **206-433-1800** ([TukwilaCityClerk@TukwilaWA.gov](mailto:TukwilaCityClerk@TukwilaWA.gov)) for assistance.





## **INFORMATIONAL MEMORANDUM**

**TO: Finance Committee**

**FROM: Stephanie Brown, Human Resources Director**

**BY: Erika Eddins, Human Resources Analyst**

**CC: Mayor Ekberg**

**DATE: November 29, 2017**

**SUBJECT: Healthcare Broker Services  
Contract for R.L. Evans, Broker of Record**

### **ISSUE**

Execute a contract with R.L. Evans in the amount of \$51,250 for healthcare brokerage services regarding the active employee and LEOFF 1 retiree health plans in 2018.

### **BACKGROUND**

The City of Tukwila's self-funded health insurance program was started in 1990. R.L. Evans has been our broker since that time, helping the City to manage the costs of both the retiree and active employee health insurance plans, as well as, negotiating competitive prices on Life, Long-term Disability, and Stop-Loss Insurance.

### **DISCUSSION**

City staff have been pleased with the expertise and the high level of customer service that the R.L. Evans company provides given their depth of experience in self-funded plan management. We have found through research that there are not many brokerage firms that have the extensive experience in self-funded plans as the R.L. Evans Company. We are confident that their ongoing service will assist the City in continuing to operate a cost effective and comprehensive benefits plan.

### **FINANCIAL IMPACT**

A one-year guarantee for 2018 provides for a 2.5% increase over 2017 for an overall fee of \$51,250. It is expected that any fees and commissions collected in 2017 will offset against the fees that occur in 2018. The contract expenses will be within 2018 budgeted amounts.

### **RECOMMENDATION**

The Committee is being asked to approve the contract with R.L. Evans for Healthcare Broker Services and forward this item to the December 11, 2017 Special Meeting Consent Agenda.

### **ATTACHMENTS**

R.L. Evans Contract with Exhibits A and B: Scope of Services and Method of Payment





## City of Tukwila

6200 Southcenter Boulevard, Tukwila WA 98188

Contract Number:

### CONTRACT FOR SERVICES

This Agreement is entered into by and between the City of Tukwila, Washington, a non-charter optional municipal code city hereinafter referred to as "the City," and **R.L. Evans Company, Inc.**, hereinafter referred to as "the Contractor," whose principal office is located at **3535 Factoria Blvd. SE Suite 120, Bellevue, WA 98006**.

**WHEREAS**, the City has determined the need to have certain services performed for its citizens but does not have the manpower or expertise to perform such services; and

**WHEREAS**, the City desires to have the Contractor perform such services pursuant to certain terms and conditions; now, therefore,

**IN CONSIDERATION OF** the mutual benefits and conditions hereinafter contained, the parties hereto agree as follows:

- 1. Scope and Schedule of Services to be Performed by Contractor.** The Contractor shall perform those services described on Exhibit A attached hereto and incorporated herein by this reference as if fully set forth. In performing such services, the Contractor shall at all times comply with all Federal, State, and local statutes, rules and ordinances applicable to the performance of such services and the handling of any funds used in connection therewith. The Contractor shall request and obtain prior written approval from the City if the scope or schedule is to be modified in any way.
- 2. Compensation and Method of Payment.** The City shall pay the Contractor for services rendered according to the rate and method set forth on Exhibit B attached hereto and incorporated herein by this reference. The total amount to be paid shall not exceed **\$51,250 per year** at a rate of -.
- 3. Contractor Budget.** The Contractor shall apply the funds received under this Agreement within the maximum limits set forth in this Agreement. The Contractor shall request prior approval from the City whenever the Contractor desires to amend its budget in any way.
- 4. Duration of Agreement.** This Agreement shall be in full force and effect for a period commencing **January 1, 2018**, and ending **December 31, 2018**, unless sooner terminated under the provisions hereinafter specified.
- 5. Independent Contractor.** Contractor and City agree that Contractor is an independent contractor with respect to the services provided pursuant to this Agreement. Nothing in this Agreement shall be considered to create the relationship of employer and employee between the parties hereto. Neither Contractor nor any employee of Contractor shall be entitled to any benefits accorded City employees by virtue of the services provided under this Agreement. The City shall not be responsible for withholding or otherwise deducting federal income tax or social security or contributing to the State Industrial Insurance Program, or otherwise assuming the duties of an employer with respect to the Contractor, or any employee of the Contractor.

6. **Indemnification.** The Contractor shall defend, indemnify and hold the Public Entity, its officers, officials, employees and volunteers harmless from any and all claims, injuries, damages, losses or suits including attorney fees, arising out of or in connection with the performance of this Agreement, except for injuries and damages caused by the sole negligence of the Public Entity.

Should a court of competent jurisdiction determine that this Agreement is subject to RCW 4.24.115, then, in the event of liability for damages arising out of bodily injury to persons or damages to property caused by or resulting from the concurrent negligence of the Contractor and the Public Entity, its officers, officials, employees, and volunteers, the Contractor's liability hereunder shall be only to the extent of the Contractor's negligence. It is further specifically and expressly understood that the indemnification provided herein constitutes the Contractor's waiver of immunity under Industrial Insurance, Title 51 RCW, solely for the purposes of this indemnification. This waiver has been mutually negotiated by the parties. The provisions of this section shall survive the expiration or termination of this Agreement.

7. **Insurance.** The Contractor shall procure and maintain for the duration of the Agreement, insurance against claims for injuries to persons or damage to property which may arise from or in connection with the performance of the work hereunder by the Contractor, their agents, representatives, employees or subcontractors. Contractor's maintenance of insurance, its scope of coverage and limits as required herein shall not be construed to limit the liability of the Contractor to the coverage provided by such insurance, or otherwise limit the City's recourse to any remedy available at law or in equity.

A. **Minimum Scope of Insurance.** Contractor shall obtain insurance of the types and with the limits described below:

1. Automobile Liability insurance with a minimum combined single limit for bodily injury and property damage of \$1,000,000 per accident. Automobile liability insurance shall cover all owned, non-owned, hired and leased vehicles. Coverage shall be written on Insurance Services Office (ISO) form CA 00 01 or a substitute form providing equivalent liability coverage. If necessary, the policy shall be endorsed to provide contractual liability coverage.
2. Commercial General Liability insurance with limits no less than \$1,000,000 each occurrence, \$2,000,000 general aggregate and \$2,000,000 products-completed operations aggregate limit. Commercial General Liability insurance shall be as least at broad as ISO occurrence form CG 00 01 and shall cover liability arising from premises, operations, independent contractors, products-completed operations, stop gap liability, personal injury and advertising injury, and liability assumed under an insured contract. The Commercial General Liability insurance shall be endorsed to provide a per project general aggregate limit using ISO form CG 25 03 05 09 or an equivalent endorsement. There shall be no exclusion for liability arising from explosion, collapse or underground property damage. The City shall be named as an additional insured under the Contractor's Commercial General Liability insurance policy with respect to the work performed for the City using ISO Additional Insured endorsement CG 20 10 10 01 and Additional Insured-Completed Operations endorsement CG 20 37 10 01 or substitute endorsements providing at least as broad coverage.
3. Workers' Compensation coverage as required by the Industrial Insurance laws of the State of Washington.

- B. **Other Insurance Provision.** The Contractor's Automobile Liability and Commercial General Liability insurance policies are to contain, or be endorsed to contain that they shall be primary insurance with respect to the City. Any insurance, self-insurance, or insurance pool coverage maintained by the City shall be excess of the Contractor's insurance and shall not contribute with it.
- C. **Acceptability of Insurers.** Insurance is to be placed with insurers with a current A.M. Best rating of not less than A: VII.
- D. **Verification of Coverage.** Contractor shall furnish the City with original certificates and a copy of the amendatory endorsements, including but not necessarily limited to the additional insured endorsement, evidencing the insurance requirements of the Contractor before commencement of the work. Upon request by the City, the Contractor shall furnish certified copies of all required insurance policies, including endorsements, required in this Agreement and evidence of all subcontractors' coverage.
- E. **Subcontractors.** The Contractor shall have sole responsibility for determining the insurance coverage and limits required, if any, to be obtained by subcontractors, which determination shall be made in accordance with reasonable and prudent business practices.
- F. **Notice of Cancellation.** The Contractor shall provide the City and all Additional Insureds for this work with written notice of any policy cancellation, within two business days of their receipt of such notice.
- G. **Failure to Maintain Insurance.** Failure on the part of the Contractor to maintain the insurance as required shall constitute a material breach of contract, upon which the City may, after giving five business days notice to the Contractor to correct the breach, immediately terminate the contract or, at its discretion, procure or renew such insurance and pay any and all premiums in connection therewith, with any sums so expended to be repaid to the City on demand, or at the sole discretion of the City, offset against funds due the Contractor from the City.
8. **Record Keeping and Reporting.**
- A. The Contractor shall maintain accounts and records, including personnel, property, financial and programmatic records which sufficiently and properly reflect all direct and indirect costs of any nature expended and services performed in the performance of this Agreement and other such records as may be deemed necessary by the City to ensure the performance of this Agreement.
- B. These records shall be maintained for a period of seven (7) years after termination hereof unless permission to destroy them is granted by the office of the archivist in accordance with RCW Chapter 40.14 and by the City.
9. **Audits and Inspections.** The records and documents with respect to all matters covered by this Agreement shall be subject at all times to inspection, review or audit by law during the performance of this Agreement.
10. **Termination.** This Agreement may at any time be terminated by the City giving to the Contractor thirty (30) days written notice of the City's intention to terminate the same. Failure to provide products on schedule may result in contract termination. If the Contractor's insurance coverage is canceled for any reason, the City shall have the right to terminate this Agreement immediately.
11. **Discrimination Prohibited.** The Consultant, with regard to the work performed by it under this Agreement, will not discriminate on the grounds of race, religion, creed, color, national origin, age, veteran status, sex, sexual orientation, gender identity, marital status, political affiliation, the presence of any disability, or any other protected class status under state or federal law, in the selection and retention of employees or procurement of materials or supplies.

12. **Assignment and Subcontract.** The Contractor shall not assign or subcontract any portion of the services contemplated by this Agreement without the written consent of the City.

13. **Entire Agreement; Modification.** This Agreement, together with attachments or addenda, represents the entire and integrated Agreement between the City and the Contractor and supersedes all prior negotiations, representations, or agreements written or oral. No amendment or modification of this Agreement shall be of any force or effect unless it is in writing and signed by the parties.

14. **Severability and Survival.** If any term, condition or provision of this Agreement is declared void or unenforceable or limited in its application or effect, such event shall not affect any other provisions hereof and all other provisions shall remain fully enforceable. The provisions of this Agreement, which by their sense and context are reasonably intended to survive the completion, expiration or cancellation of this Agreement, shall survive termination of this Agreement.

15. **Notices.** Notices to the City of Tukwila shall be sent to the following address:

City Clerk, City of Tukwila  
6200 Southcenter Blvd.  
Tukwila, Washington 98188

Notices to the Contractor shall be sent to the address provided by the Contractor upon the signature line below.

16. **Applicable Law; Venue; Attorney's Fees.** This Agreement shall be governed by and construed in accordance with the laws of the State of Washington. In the event any suit, arbitration, or other proceeding is instituted to enforce any term of this Agreement, the parties specifically understand and agree that venue shall be properly laid in King County, Washington. The prevailing party in any such action shall be entitled to its attorney's fees and costs of suit.

DATED this \_\_\_\_ day of \_\_\_\_\_, 20\_\_.

CITY OF TUKWILA

CONTRACTOR

\_\_\_\_\_  
Allan Ekberg, Mayor

By: \_\_\_\_\_  
Douglas Evans, President

ATTEST/AUTHENTICATED:

\_\_\_\_\_  
City Clerk, Christy O'Flaherty

Address: 3535 Factoria Blvd., Suite 120  
Bellevue, WA 98006

APPROVED AS TO FORM:

\_\_\_\_\_  
Office of the City Attorney



## **EXHIBIT A. SCOPE OF SERVICES For Active and Retiree Plans**

The Scope of Services for this contract includes the following coverages or programs:

Medical/Rx	Individual/Aggregate Stop Loss
Dental	Third Party Administrative (TPA) Services
Vision	Group Life & AD&D and Dependent Life
Long Term Disability (LTD)	
HMO (Kaiser Permanente)	

The following are representative of the basic services the BROKER will provide with respect to the CITY'S benefit plans:

1. Current Plan Review
  - Review in-force contracts, plans, benefit design
  - Review funding agreements
  - Review claims data and plan benefit design
  - Assist with renewal contract negotiations
  
2. Bidding the In-Force Lines of Coverage
  - Prepare bid specifications for underwriters
  - Research insurance markets on CITY'S (Plan Sponsor's) behalf
  - Analyze proposals and make recommendations
  
3. Plan Administration
  - Evaluate current/prospective TPA's
  - Assist with billing and eligibility problems
  - Assist with plan installation
  - Monitor TPA for compliance with contract terms
  
4. Benefit Communication
  - Plan and organize employee meetings
  - Develop benefit summaries
  - Assist with preparation of Summary Plan Descriptions
  
5. Assist the City (Plan Sponsor) to Comply with Federal Laws Impacting Benefit Plans
  - COBRA compliance
  - PPACA compliance
  - TEFRA compliance
  - HIPAA compliance

## 6. Other Services

- Act as an advocate of the participants and CITY in resolving difficult claims and administrative problems
- Meet, at least quarterly with Health Care Committee, and as desired, with City representatives to discuss claims experience, administration services, cost containment ideas, benefit design, new programs and other employee benefit plan issues and problems.
- Assist in providing detailed annual financial accountings
- Review and analyze claims data and make recommendations
- Review industry trends and advise the City of Tukwila
- Assist the CITY in strategic benefit planning
- Other special projects agreed to between the CITY and BROKER

**EXHIBIT B. METHOD OF PAYMENT  
ACTIVE (4024) and RETIREE (5024) PLANS**

The Broker Commission Fee payable to R.L. Evans is \$4,270.83 per month. This contract is not to exceed \$51,250.00 in a year. The fee is reduced by any standard agent fees or commissions that R.L. Evans receives during the year and will provide a full accounting at year-end.





INFORMATIONAL MEMORANDUM

TO: Finance Committee  
 FROM: Peggy McCarthy, Finance Director  
 BY: Lily Jue, Fiscal Coordinator  
 CC: Mayor Ekberg  
 DATE: December 5, 2017  
 SUBJECT: Sales Tax and Miscellaneous Revenue Report – 3<sup>rd</sup> Quarter 2017

Schedule I - Sales Tax

in \$1,000's

----- YEAR OVER YEAR COMPARISON -----													
		2016 Actual			2017 Actual			YOY Change					
-- Month -- Collect- ed	Rec'd	Construc- tion	Other Industries	Total	Construc- tion	Other Industries	Total	Construction		Other Industries		Total	
								Amount	%	Amount	%	Amount	%
Jan	Mar	\$ 99	\$ 1,190	\$ 1,289	\$ 123	\$ 1,149	\$ 1,272	\$ 24	24%	\$ (41)	-3%	\$ (17)	-1%
Feb	Apr	97	1,231	1,328	83	1,123	1,206	(14)	-14%	(108)	-9%	(122)	-9%
Mar	May	105	1,413	1,518	120	1,664	1,784	15	14%	251	18%	266	18%
Q-1 Totals		\$ 301	3,834	\$ 4,135	\$ 326	3,936	\$ 4,262	\$ 25	8%	102	3%	\$ 127	3%
Apr	Jun	105	1,336	1,440	92	1,316	1,408	(13)	-12%	(20)	-1%	(33)	-2%
May	Jul	119	1,361	1,480	106	1,315	1,421	(12)	-10%	(46)	-3%	(59)	-4%
Jun	Aug	139	1,553	1,692	119	1,387	1,506	(20)	-14%	(166)	-11%	(185)	-11%
Q-2 Totals		\$ 362	4,250	\$ 4,612	\$ 317	4,018	\$ 4,335	\$ (45)	-12%	(232)	-5%	\$ (277)	-6%
Jul	Sep	109	1,428	1,537	131	1,376	1,508	22	20%	(52)	-4%	(30)	-2%
Aug	Oct	111	1,438	1,549	126	1,345	1,471	15	13%	(93)	-6%	(78)	-5%
Sep	Nov	115	1,444	1,559	140	1,473	1,613	25	22%	29	2%	54	3%
Q-3 Totals		\$ 335	4,310	\$ 4,645	\$ 397	4,194	\$ 4,591	\$ 62	19%	(116)	-3%	\$ (54)	-1%
Oct	Dec	143	1,263	1,406	-	-	-	-	-	-	-	-	-
Nov	Jan	126	1,368	1,494	-	-	-	-	-	-	-	-	-
Dec	Feb	118	1,852	1,970	-	-	-	-	-	-	-	-	-
Q-4 Totals		\$ 386	4,484	\$ 4,870	\$ -	-	\$ -	\$ -	-	-	-	\$ -	-
Totals		\$ 1,385	16,878	\$ 18,262	\$ 1,040	12,148	\$ 13,188	\$ 42		(246)		\$ (204)	

Third quarter sales tax collections decreased by approximately \$54K, or (1%) when compared with the same period in 2016. There was an increase in construction sales tax of \$62K over the same quarter last year, or up by 19%. Sales tax from other industries decreased by \$116K, or down by 3%.

**Budget to Actual – Sales Tax in \$1,000’s**

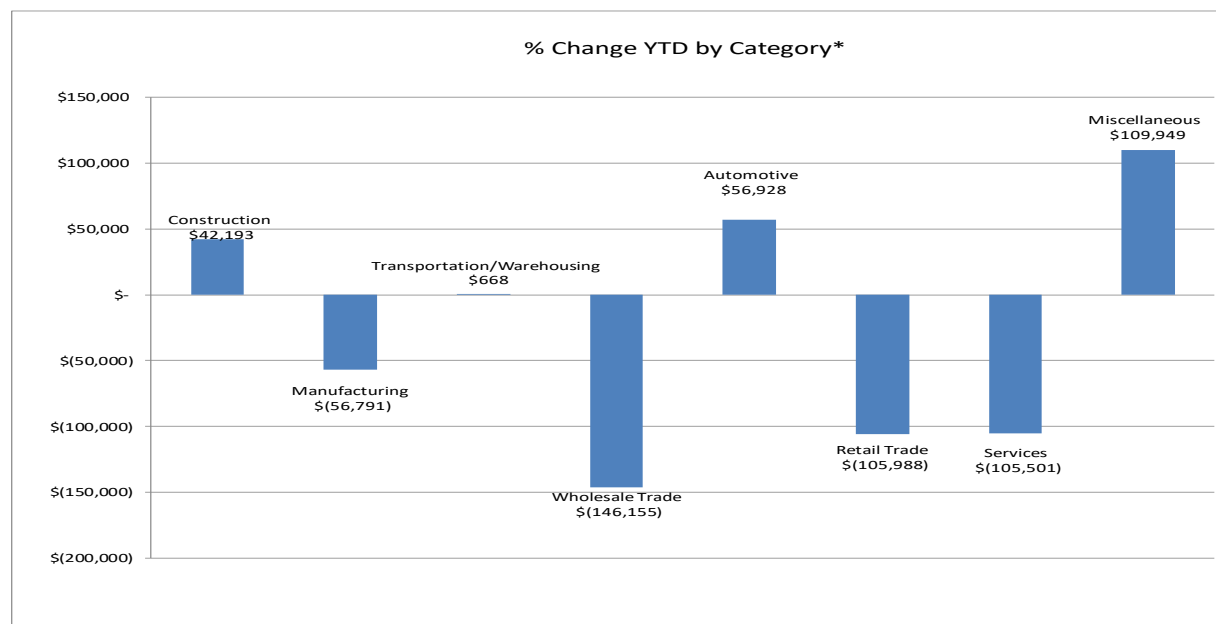
**Schedule I - Sales Tax**

----- BUDGET TO ACTUAL -----						
		2016	2017			
-- Month -- Collect- ed	Rec'd	Actual	Allocated Budget	Actual	Variance [Actual Over (Under) Original Budget]	
					Amt	%
Jan	Mar	\$ 1,289	\$ 1,366	\$ 1,272	(94)	-7%
Feb	Apr	1,328	\$ 1,407	1,206	(201)	-14%
Mar	May	1,518	\$ 1,609	1,784	175	11%
Q-1 Totals		<b>\$ 4,135</b>	<b>\$ 4,382</b>	<b>\$ 4,262</b>	<b>\$ (120)</b>	<b>-3%</b>
Apr	Jun	1,440	\$ 1,526	1,408	(119)	-8%
May	Jul	1,480	\$ 1,568	1,421	(147)	-9%
Jun	Aug	1,692	\$ 1,793	1,506	(286)	-16%
Q-2 Totals		<b>\$ 4,612</b>	<b>\$ 4,887</b>	<b>\$ 4,335</b>	<b>\$ (552)</b>	<b>-11%</b>
Jul	Sep	1,537	\$ 1,629	1,508	(121)	-7%
Aug	Oct	1,549	\$ 1,642	1,471	(171)	-10%
Sep	Nov	1,559	\$ 1,652	1,613	(39)	-2%
Q-3 Totals		<b>\$ 4,645</b>	<b>\$ 4,923</b>	<b>\$ 4,591</b>	<b>\$ (331)</b>	<b>-7%</b>
Oct	Dec	1,406	\$ 1,490	-	-	-
Nov	Jan	1,494	\$ 1,583	-	-	-
Dec	Feb	1,970	\$ 2,089	-	-	-
Q-4 Totals		<b>\$ 4,870</b>	<b>\$ 5,162</b>	<b>\$ -</b>	<b>\$ -</b>	<b>-</b>
Totals		<b>\$ 18,262</b>	<b>\$ 19,352</b>	<b>\$ 13,188</b>	<b>\$ (1,003)</b>	

Actual revenue from sales tax collections received through third quarter is less than anticipated by \$1 million, or a 7% variance from budgeted estimates.

Third quarter actual sales tax revenue from all the various industries in the categories of Manufacturing, Wholesale Trade, Retail Trade, Services and Miscellaneous have experienced a decrease, collectively, in sales tax collections by approximately \$248K due primarily to reductions in reported gross sales activity.

Below is a graph of sales tax collections by type of industry showing annual change in revenue receipts from 2016 to 2017.



Total Construction increased by \$42K, or up by 4% through third quarter. Construction of Buildings had an increase in sales tax activity of \$42K, or up by 7.5%. Likewise, the area of Heavy & Civil Construction also experienced an increase in sales tax activity of \$24K, or up by 41%, while the area of Specialty Trade Contractors had a decrease in sales tax activity of \$24K, or down by 6%.

The decrease of \$57K, or (29%) in the Manufacturing category is mostly attributable to a reduction in sales tax activity for the Transportation Equipment Manufacturing area of \$68K, or down by 77%.

The continued overall decline of \$146K, or a fall of nearly 15% in the Wholesale Trade category is due to a reduction in sales activity in the area of Wholesale Durable Goods of \$143K which is down by 16% while the Automotive industry experienced an increase of \$57K, or is up by 10% due to increased sales tax activity mainly in the area of Motor Vehicle & Parts Dealers.

Total Retail Trade decreased by \$106K, or fell by nearly 2% due primarily to a decline in sales tax activity for Electronics & Appliances of \$93K, or down by 11%. While the area of Nonstore Retailers experienced an increase in sales tax activity of \$77K, or up by 72%. The areas of Sporting Goods/Hobby/Books and General Mdse Stores are down by \$50K and \$58K, or have fallen by 12% and 4%, respectively.

The Services category which shows a decrease of \$105K, or down by 2.5% is mostly attributable to a collective decline in sales tax activity in the areas of Information, Finance & Insurance, Real Estate/Rental/Leasing and Health Care Social Assistance by \$275K, or a decrease of 18%. However, the areas of Professional/Scientific/Technology, Administrative Support, Arts & Entertainment, Accommodation & Food Svcs, Public Administration, and Other Svcs are showing collective increases of \$169K, or up by 6%.

The miscellaneous category remains favorable through third quarter due primarily to the annual use tax filings in the Nonclassifiable Establishments related to artwork from earlier in the year.

INFORMATIONAL MEMO

Page 4

Schedule II shows current year-to-date sales tax collected from the top ten industry classifications. Food Services/Drinking Places in the NAICS 722 category has the highest year over year increase at \$81K due to growth in overall gross sales over the same quarter previous year. This is followed by an increase of \$55K in the category of Motor Vehicle & Parts Dealer, Construction of Buildings with an increase of \$42K, and then Building Material & Garden by \$40K during the current quarter due to overall increases in reported sales tax activity.

**Schedule II**

Group	Name	YTD Current	YTD Prior	Dollar Diff.	% Diff.
452	General Merchandise Stores	\$ 1,521,737	\$ 1,579,747	\$ (58,010)	-3.67%
448	Clothing and Accessories	\$ 1,445,559	\$ 1,460,601	\$ (15,042)	-1.03%
722	Food Services, Drinking Places	\$ 1,388,565	\$ 1,307,450	\$ 81,115	6.20%
443	Electronics and Appliances	\$ 754,936	\$ 847,619	\$ (92,683)	-10.93%
423	Wholesale Trade, Durable Goods	\$ 729,926	\$ 873,039	\$ (143,113)	-16.39%
236	Construction of Buildings	\$ 606,447	\$ 564,015	\$ 42,433	7.52%
444	Building Material and Garden	\$ 602,949	\$ 562,956	\$ 39,993	7.10%
441	Motor Vehicle and Parts Dealer	\$ 534,900	\$ 479,810	\$ 55,091	11.48%
721	Accommodation	\$ 517,003	\$ 520,183	\$ (3,180)	-0.61%
453	Miscellaneous Store Retailers	\$ 515,893	\$ 509,872	\$ 6,021	1.18%

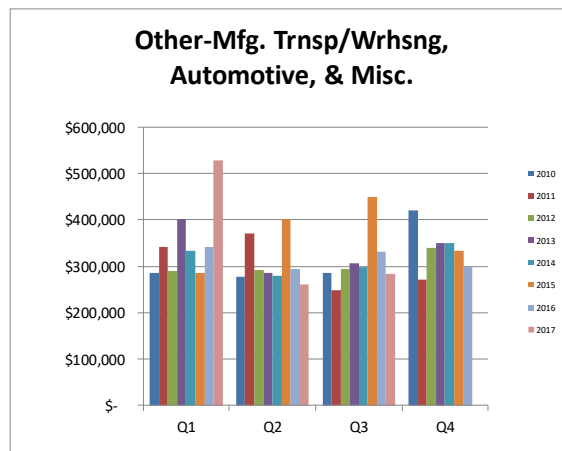
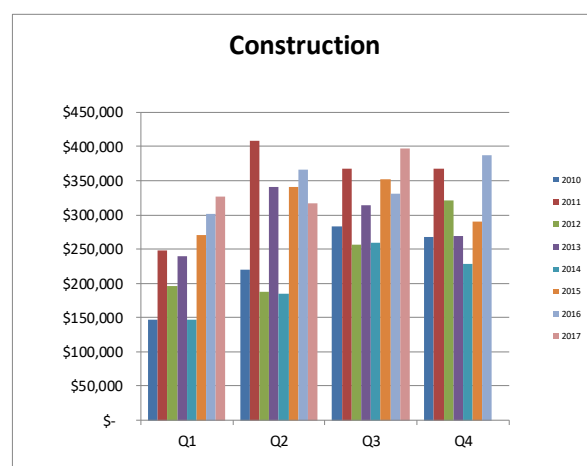
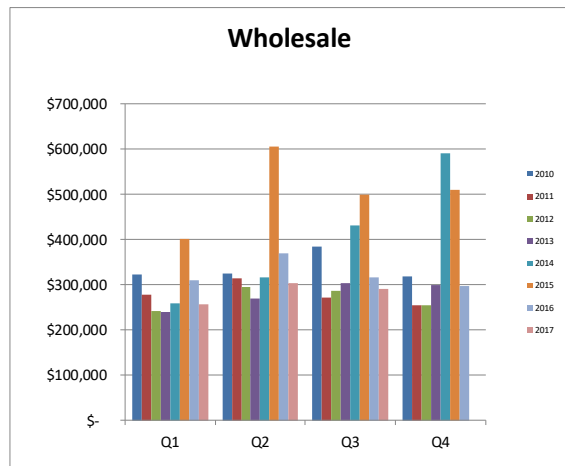
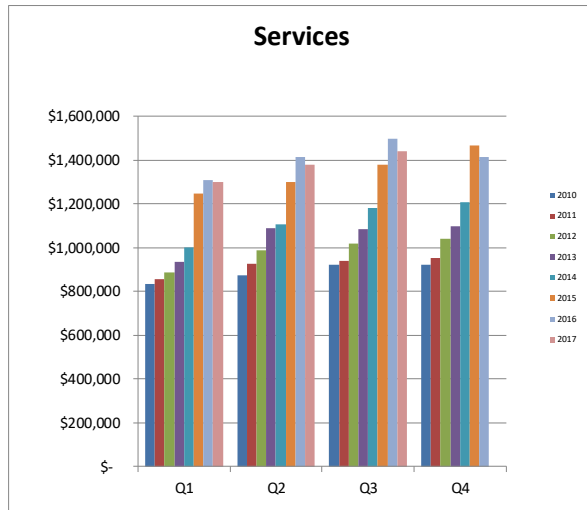
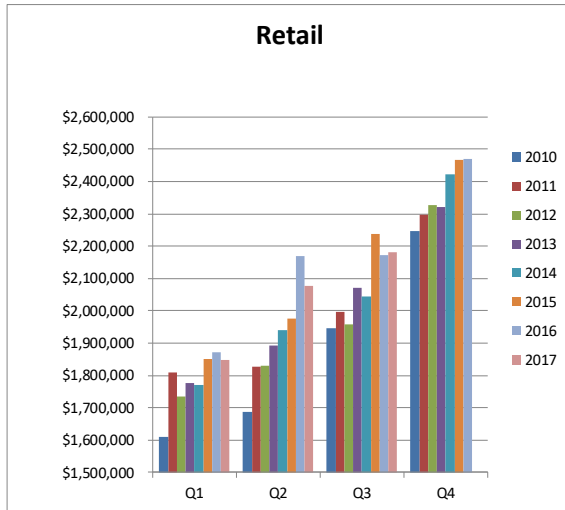
Schedule III shows the ten largest declines in sales tax revenue by dollar difference for industries collected year-to-date. While the NAICS category 621 for Ambulatory Health Care Service experienced a current quarter decrease in sales tax collections of \$164K, the NAICS category 336 for Transportation Equipment Manufacturing experienced a 77% decrease in sales tax activity over the previous year.

**Schedule III**

Group	Name	YTD Current	YTD Prior	Dollar Diff.	% Diff.
621	Ambulatory Health Care Service	\$ 64,870	\$ 229,327	\$ (164,457)	-71.71%
423	Wholesale Trade, Durable Goods	\$ 729,926	\$ 873,039	\$ (143,113)	-16.39%
443	Electronics and Appliances	\$ 754,936	\$ 847,619	\$ (92,683)	-10.93%
336	Transportation Equipment Man	\$ 19,543	\$ 87,430	\$ (67,888)	-77.65%
452	General Merchandise Stores	\$ 1,521,737	\$ 1,579,747	\$ (58,010)	-3.67%
451	Sporting Goods, Hobby, Books	\$ 356,909	\$ 407,224	\$ (50,315)	-12.36%
518	Internet Service Providers	\$ 23,963	\$ 64,111	\$ (40,148)	-62.62%
517	Telecommunications	\$ 454,923	\$ 484,952	\$ (30,030)	-6.19%
238	Specialty Trade Contractors	\$ 351,617	\$ 375,619	\$ (24,002)	-6.39%
442	Furniture and Home Furnishings	\$ 324,405	\$ 347,577	\$ (23,172)	-6.67%



The following charts show sales tax receipts the City collected from major industries from 2010 through third quarter of the current year. These categories include retail, services, wholesale, construction, and other consisting of manufacturing, transportation & warehousing, automotive, and miscellaneous.



Below is Schedule IV which shows quarterly gambling tax earned in 2017 compared to 2016.

**Schedule IV - Gambling Tax** <sup>(a)</sup>

Quarter Earned	2016 Actual	(d) 2017 Actual	2017 Allocated Budget	INCREASE (DECREASE)			
				YEAR OVER YEAR		BUDGET VARIANCE	
				Amount	%	Amount	%
Q1	\$ 950,379	\$ 977,003	\$ 989,745	\$ 26,624	3%	\$ (12,742)	-1%
Q2	867,047	983,322	902,961	116,276	13%	80,361	9%
Q3	927,316	951,991	965,727	24,675	3%	(13,735)	-1%
Q4	934,269	-	972,968	-	-	-	-
<b>Totals</b>	<b>\$ 3,679,011</b>	<b>\$ 2,912,316</b>	<b>\$ 3,831,400</b>	<b>\$ 167,574</b>	<b>-</b>	<b>\$ 53,884</b>	<b>-</b>

Gambling tax revenue for third quarter 2017 came in above the previous year by \$25K, or up by 3%. As a result, overall year-to-date gambling tax revenue is up by a total of \$168K, or has increased nearly 7% when compared with 2016 and has exceeded year-to-date allocated budget by nearly \$54K, or up by approximately 2%. Casinos within the City continue to do well.

Schedule V shows monthly admissions tax receipts for the prior year and current year to date.

**Schedule V - Admissions Tax** <sup>(b)</sup>

Quarter Earned	2016 Actual	(d) 2017 Actual	2017 Allocated Budget	INCREASE (DECREASE)			
				YEAR OVER YEAR		BUDGET VARIANCE	
				Amount	%	Amount	%
Q1	\$ 161,269	\$ 166,003	\$ 178,187	\$ 4,734	3%	\$ (12,183)	-7%
Q2	156,588	157,574	173,014	986	1%	(15,441)	-9%
Q3	157,862	117,422	174,422	(40,440)	-26%	(57,000)	-33%
Q4	157,821	-	174,377	-	-	-	-
<b>Totals</b>	<b>\$ 633,540</b>	<b>\$ 440,999</b>	<b>\$ 700,000</b>	<b>\$ (34,720)</b>	<b>-</b>	<b>\$ (84,624)</b>	<b>-</b>

Third quarter 2017 admissions tax revenue received was \$40K, or 26% less than previous year same quarter actual due to a taxpayer reporting less gross sales activity during the months of August and September than anticipated. As a result, total year-to-date revenue is down by nearly \$35K, or approximately 7% lower than 2016.

Schedule VI shows monthly telecommunications utility tax receipts for 2017 compared to 2016.

**Schedule VI - Telecommunications Utility Tax** <sup>(c)</sup>

Quarter Earned	2016 Actual	(d) 2017 Actual	2017 Allocated Budget	INCREASE (DECREASE)			
				YEAR OVER YEAR		BUDGET VARIANCE	
				Amount	%	Amount	%
Q1	\$ 348,156	\$ 323,708	\$ 339,620	\$ (24,448)	-7%	\$ (15,912)	-5%
Q2	321,852	312,456	313,961	(9,397)	-3%	(1,505)	0%
Q3	317,156	388,433	309,380	71,278	22%	79,053	26%
Q4	343,515	-	335,093	-	-	-	-
<b>Totals</b>	<b>\$ 1,330,679</b>	<b>\$ 1,024,597</b>	<b>\$ 1,298,053</b>	<b>\$ 37,433</b>	<b>-</b>	<b>\$ 61,636</b>	<b>-</b>

Current third quarter 2017 telecommunications utility tax received was \$71K, or 22% more than previous year same quarter actual. This is due to a taxpayer who filed returns from prior years of \$80K on behalf of their merger company. As a result, total year-to-date revenue is up by \$37K, or has increased by 4%.

- (a) Gambling tax currently includes card games, punch boards, pull tabs, and amusement games.
- (b) Excludes golf course admissions tax.
- (c) Telecommunications Utility tax currently includes cellular, pager and telephone usage.
- (d) Actuals reflected in Schedules IV, V and VI are amounts *earned* for the quarter.

*See attached Sales Tax Summary Main Chart – 3<sup>rd</sup> Qtr 2017*



# SALES TAX SUMMARY

## 3rd Quarter 2017 (Received in March 2017 - November 2017)

NAICS	CONSTRUCTION	16 TOTAL	16 YTD	17 YTD	YTD % Diff
236	Construction of Buildings	761,107	564,015	606,447	7.5%
237	Heavy & Civil Construction	81,491	57,907	81,669	41.0%
238	Specialty Trade Contractors	539,624	375,619	351,617	-6.4%
	<b>TOTAL CONSTRUCTION</b>	<b>\$ 1,382,222</b>	<b>\$ 997,541</b>	<b>\$ 1,039,734</b>	<b>4.2%</b>
	<i>Overall Construction Change from Previous Year</i>				
NAICS	MANUFACTURING	16 TOTAL	16 YTD	17 YTD	YTD % Diff
311	Food Manufacturing	9,420	6,173	8,891	44.0%
312	Beverage & Tobacco Products	5,217	2,720	8,876	226.3%
313	Textile Mills	222	169	366	116.6%
314	Textile Product Mills	11,406	8,154	10,154	24.5%
315	Apparel Manufacturing	1,024	810	686	-15.4%
316	Leather & Allied Products	54	28	53	85.2%
321	Wood Product Manufacturing	3,257	2,070	2,709	30.9%
322	Paper Manufacturing	27,243	20,410	18,257	-10.6%
323	Printing & Related Support	28,709	20,390	20,872	2.4%
324	Petroleum & Coal Products	19	15	19	26.1%
325	Chemical Manufacturing	-22	-2,262	1,873	-182.8%
326	Plastic & Rubber Products	6,454	5,628	3,157	-43.9%
327	Nonmetallic Mineral Products	3,615	1,761	3,446	95.7%
331	Primary Metal Manufacturing	2,008	1,729	1,213	-29.9%
332	Fabricated Metal Mfg Products	10,978	8,656	5,931	-31.5%
333	Machinery Manufacturing	10,555	9,896	3,544	-64.2%
334	Computer & Electronic Products	5,490	3,711	7,877	112.2%
335	Electric Equipment, Appliances	2,588	2,131	2,960	38.9%
336	Transportation Equipment Mfg	115,102	87,430	19,543	-77.6%
337	Furniture & Related Products	5,608	3,824	7,549	97.4%
339	Miscellaneous Manufacturing	19,790	13,427	12,107	-9.8%
	<b>TOTAL MANUFACTURING</b>	<b>\$ 268,737</b>	<b>\$ 196,872</b>	<b>\$ 140,081</b>	<b>-28.8%</b>
	<i>Overall Manufacturing Change from Previous Year</i>				
NAICS	TRANSPORTATION & WAREHOUSING	16 TOTAL	16 YTD	17 YTD	YTD % Diff
481	Air Transportation	0	0	11	0.0%
482	Rail Transportation	44	36	97	174.3%
483	Water Transportation	269	236	61	-74.3%
484	Truck Transportation	2,679	1,648	1,380	-16.3%
485	Transit and Ground Passengers	664	247	151	-38.9%
487	Scenic and Sightseeing Tran	2,058	2,022	57	-97.2%
488	Transportation Support	48,851	36,197	39,305	8.6%
491	Postal Services	811	536	673	25.5%
492	Couriers & Messengers	2,139	2,048	1,413	-31.0%
493	Warehousing & Storage	1,161	842	1,332	58.3%
	<b>TOTAL TRANSP &amp; WHSING</b>	<b>\$ 58,677</b>	<b>\$ 43,811</b>	<b>\$ 44,479</b>	<b>1.5%</b>
	<i>Overall Transportation Change from Previous Year</i>				
NAICS	WHOLESALE TRADE	16 TOTAL	16 YTD	17 YTD	YTD % Diff
423	Wholesale Trade-Durable Goods	1,132,580	873,039	729,926	-16.4%
424	Wholesale Trade-Nondurable Goods	157,285	121,414	118,357	-2.5%
425	Wholesale Electronic Markets	2,988	1,868	1,883	0.8%
	<b>WHOLESALE TRADE TOTAL</b>	<b>\$ 1,292,853</b>	<b>\$ 996,321</b>	<b>\$ 850,166</b>	<b>-14.7%</b>
	<i>Overall Wholesale Change from Previous Year</i>				
NAICS	AUTOMOTIVE	16 TOTAL	16 YTD	17 YTD	YTD % Diff
441	Motor Vehicle & Parts Dealer	654,125	479,810	534,900	11.5%
447	Gasoline Stations	88,489	67,083	68,920	2.7%
	<b>TOTAL AUTOMOTIVE</b>	<b>\$ 742,614</b>	<b>\$ 546,892</b>	<b>\$ 603,820</b>	<b>10.4%</b>
	<i>Overall Automotive Change from Previous Year</i>				
NAICS	RETAIL TRADE	16 TOTAL	16 YTD	17 YTD	YTD % Diff
442	Furniture & Home Furnishings	475,117	347,577	324,405	-6.7%
443	Electronics & Appliances	1,181,336	847,619	754,936	-10.9%
444	Building Material & Garden	734,089	562,956	602,949	7.1%
445	Food & Beverage Stores	236,576	189,115	187,119	10.6%
446	Health & Personal Care	306,652	220,068	212,365	-3.5%
448	Clothing & Accessories	2,089,128	1,460,601	1,445,559	-1.0%
451	Sporting Goods, Hobby, Books	573,709	407,224	356,909	-12.4%
452	General Merchandise Stores	2,202,158	1,579,747	1,521,737	-3.7%
453	Miscellaneous Store Retailers	727,568	509,872	515,893	1.2%
454	Nonstore Retailers	156,093	107,418	184,336	71.6%
	<b>TOTAL RETAIL TRADE</b>	<b>\$ 8,682,425</b>	<b>\$ 6,212,198</b>	<b>\$ 6,106,210</b>	<b>-1.7%</b>
	<i>Overall General Retail Change from Previous Year</i>				
NAICS	SERVICES	16 TOTAL	16 YTD	17 YTD	YTD % Diff
51X	Information	858,379	641,692	580,066	-9.6%
52X	Finance & Insurance	117,529	102,066	76,701	-24.9%
53X	Real Estate, Rental, Leasing	657,600	483,317	454,951	-5.9%
541	Professional, Scientific, Tech	586,373	399,598	412,456	3.2%
551	Company Management	5	5	0	0.0%
56X	Admin, Supp, Flmed Svcs	155,622	104,785	121,094	15.6%
611	Educational Services	11,320	7,432	8,617	15.9%
62X	Health Care Social Assistance	325,504	252,382	92,427	-63.4%
71X	Arts & Entertainment	245,035	191,706	201,276	5.0%
72X	Accommodation & Food Svcs	2,401,994	1,827,633	1,905,568	4.3%
81X	Other Services	214,562	163,570	197,986	21.0%
92X	Public Administration	68,626	50,690	68,223	34.6%
	<b>TOTAL SERVICES</b>	<b>\$ 5,642,550</b>	<b>\$ 4,224,865</b>	<b>\$ 4,119,365</b>	<b>-2.5%</b>
	<i>Overall Services Change from Previous Year</i>				
NAICS	MISCELLANEOUS	16 TOTAL	16 YTD	17 YTD	YTD % Diff
000	Unknown	0	0	0	0.0%
111-115	Agriculture, Forestry, Fishing	514	257	382	48.8%
211-221	Mining & Utilities	133	-62	351	-661.3%
999	Unclassifiable Establishments	191,819	174,429	283,839	62.7%
	<b>MISCELLANEOUS TOTAL</b>	<b>\$ 192,466</b>	<b>\$ 174,623</b>	<b>\$ 284,572</b>	<b>63.0%</b>
	<i>Overall Miscellaneous Change from Previous Year</i>				
NAICS	GRAND TOTALS	16 TOTAL	16 YTD	17 YTD	YTD % Diff
	<b>GRAND TOTALS</b>	<b>\$18,282,544</b>	<b>\$13,393,123</b>	<b>\$13,188,426</b>	<b>-1.5%</b>
	<i>Grand Total Change from Previous Year</i>				
	<b>GRAND TOTAL Change from Previous Year - Without New Construction</b>			<b>(\$246,890)</b>	<b>-1.96%</b>





## INFORMATIONAL MEMORANDUM

TO: City Council

FROM: TIS Department

BY: Joseph Todd Technology and Innovation Services Director

CC: Mayor Ekberg

DATE: 12/11/2017

SUBJECT: Technology and Innovation Services Quarterly Report, Q3 2017

### ISSUE

During the 2017/2018 biennial budget process, Technology and Innovation Services (TIS) committed to City Council to provide a quarterly report on the status of the City's new investments in technology.

### DISCUSSION

In 2016, Technology and Innovation Services, along with departmental stakeholders, developed a technology strategy that required new investments from the City General Fund. These investments are funding 5 key technology initiatives that are critical to the implementation of the City's technology strategy. As a refresher, here are the **5 key initiatives**:

1. Transition to the cloud (**transition on premises applications and infrastructure to the to the cloud**)
2. Connected city and network infrastructure changes (**invest in robust security measures, increased bandwidth, city and facility wide Wi-Fi, and scalable infrastructure**)
3. Contract Helpdesk Support, Training, IT Service Management, and FTE Increases (**hire tier 1 and 2 contract help desk support, deliver onsite and webinar based training, transition city to IT service management model, increase staff through internal transfers**)
4. GIS services expansion and integrated data services (**expand GIS services to cover city wide addressing, asset management, and back in integration with city wide records management systems**)
5. End user computing refresh (**update end user computers with new leased computing model**)

As part of City Council's approval of the new technology investments, TIS was asked to provide a quarterly report outlining the status of the 5 key initiatives in both progress and budget expenditure.

**FINANCIAL IMPACT**

**Initiatives Budget**

Initiative	2015	2016	2017	2018	2017/2018 Total
Transition to the cloud	X	X	\$ 77,000.00	\$ 77,000.00	\$ 154,000.00
Connected city and network infrastructure changes	\$ 34,417.00	\$ 10,000.00	\$ 43,000.00	X	\$ 43,000.00
Help Desk Support, Training, IT Service Management	X	\$ 73,000.00	\$ 124,000.00	\$ 124,000.00	\$ 248,000.00
GIS services expansion and integrated data services	X	X	\$ 90,000.00	\$ 90,000.00	\$ 180,000.00
End user computing refresh	\$ 29,657.00	\$ 18,596.00	\$ 123,000.00	\$ 123,000.00	\$ 246,000.00

**FTE Transfers**

FTE	2015	2016	2017	2018	
Police Tech Admin transfer			1	1	
GIS Cordinator transfer			1	1	
Deputy Public Works Director transfer			1	1	
	6	6	9	9	IT Staff Total

**ATTACHMENTS**

Quarterly report



Projects KPI (Key Performance Indicators)	Transition to the cloud	Connected City and Network Infrastructure Changes	Help Desk Support, Training, ITSM, Increase FTE	GIS and Integrated Data Services	Computing Refresh
Schedule Q1 – Q4 2017	<b>60%</b> <span style="background-color: green; color: white; padding: 2px 5px;">G</span>	<b>70%</b> <span style="background-color: green; color: white; padding: 2px 5px;">G</span>	<b>90%</b> <span style="background-color: green; color: white; padding: 2px 5px;">G</span>	<b>65%</b> <span style="background-color: green; color: white; padding: 2px 5px;">G</span>	<b>95%</b> <span style="background-color: green; color: white; padding: 2px 5px;">G</span>
Budget	\$166,000 Other IT Budget Actual	\$43,000 IT Budget Actual	\$133,249 IT Budget Actual	\$301,000 Other IT Budget Actual	\$150,000 IT Budget Actual
Resources	= 1.70 IT	= 1.50 IT	= 2.00 IT	= 2.00 IT	= 1.80 IT
Achievements	<ul style="list-style-type: none"> <li>✓ Implement I-map in Esri online services</li> <li>✓ Working with MS on POC for moving to cloud database services</li> <li>✓ Perfect Mind Go-Live (Aug 1)</li> <li>✓ Tukwila I-map go live (Apr. 30)</li> <li>✓ Signed contract with Zayo for express route (Sept)</li> <li>✓ Phase I transition SharePoint completed</li> <li>✓ Azure Cloud Environment Provisioned</li> </ul>	<ul style="list-style-type: none"> <li>✓ Made new investment in threat protection and data loss protection</li> <li>✓ Deployed Wi-Fi infrastructure to all fire and maintenance city facilities</li> <li>✓ Started Process of delivering Wi-Fi infrastructure for community connection to the internet</li> <li>✓ Implemented full network monitoring</li> </ul>	<ul style="list-style-type: none"> <li>✓ Implemented Vitalyst Help Desk Service</li> <li>✓ Implemented Self-service training hub</li> <li>✓ Implemented Service Desk Hub</li> <li>✓ Hired Police Technology Support</li> </ul>	<ul style="list-style-type: none"> <li>✓ Transition GIS Coordinator IT</li> <li>✓ Made Key Investments in GIS software City Engine and ESRI Analytics</li> <li>✓ Implemented ESRI Online Services</li> <li>✓ Deployed Tukwila I-Map</li> <li>✓ Transition GIS Coordinator to IT</li> </ul>	<ul style="list-style-type: none"> <li>✓ Negotiated laptop Lease and Service contract with Dell</li> <li>✓ Council Approved Leased</li> <li>✓ Signed PO and contract by Mayor</li> <li>✓ Dell started Manufacturing Process</li> <li>✓ Device refresh 90% complete</li> </ul>
Key Milestones	<ul style="list-style-type: none"> <li>◆ Upgrade Network Backbone Speed</li> </ul>	<ul style="list-style-type: none"> <li>◆ Upgrade Network Backbone Speed</li> <li>◆ Client Based VPN Testing</li> <li>◆ Wi-Fi connect City Zone 1</li> <li>◆ Wi-Fi connected City Zone 2</li> </ul>	<ul style="list-style-type: none"> <li>◆ Hired Integration Manager</li> </ul>	<ul style="list-style-type: none"> <li>◆ Building out additional layers for online self-service GIS</li> <li>◆ ADA project with PW</li> <li>◆ Re-classify DBA to Project Analyst</li> </ul>	<ul style="list-style-type: none"> <li>◆ Re-purpose newer computer systems for Point of Sale refresh</li> <li>◆ Complete device refresh</li> </ul>
<b>Legend:</b>	<b>Project Status :</b> <span style="background-color: green; color: white; padding: 2px 5px;">G</span> <span style="background-color: yellow; color: black; padding: 2px 5px;">Y</span> <span style="background-color: orange; color: black; padding: 2px 5px;">O</span> <span style="background-color: red; color: white; padding: 2px 5px;">R</span> <span style="background-color: darkred; color: white; padding: 2px 5px;">C</span> <span style="background-color: darkblue; color: white; padding: 2px 5px;">S</span>	<b>Complete FTE :</b>	<b>Work Stopped</b>	<b>Off Plan</b>	<b>On Schedule</b>
<b>Percent Complete Schedule: %</b>					<b>Milestone :</b> <span style="color: orange;">◆</span>

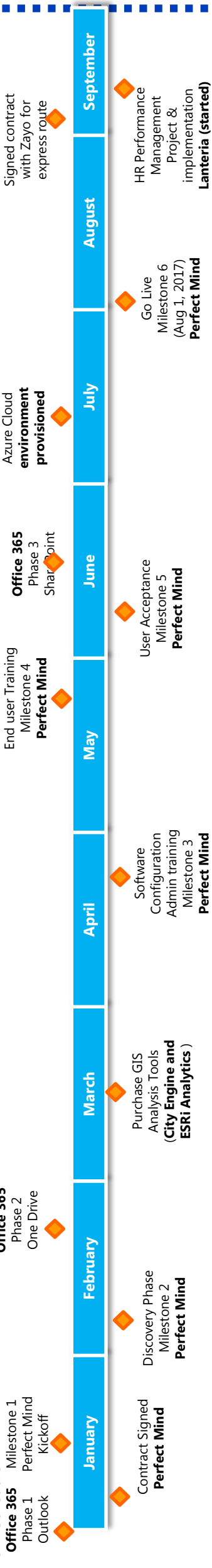
Manager: Joseph Todd

Project Manager: Tami Eberle, Roman Linsao, Bao Trinh

**Project Description:** Implement new parks and recreation cloud based business management system. Deploy Office 365 work loads: SharePoint, One Drive, Single Sign On, Two Factor Authentication, GIS Online, Online Services for DCD and Public Works

**City Benefit:** Transition to cloud applications to create more reliable scalable systems and implement out of region disaster recovery plan.

**2017 Schedule**



**Overall Status:**

- Perfect Mind implementation completed
- Office 365 Phase 1 and 2 complete. Phase 3 currently underway with training and planning for SharePoint transition
- RFP process for cloud timekeeping/staff scheduling software
- HR Performance management software implementation in process
- Express route and Internet lines waiting for Zayo to provision

**Accomplishments:**

- Perfect mind project site created, kick-off, discovery, training, implementation
- Had high level discussion with Zayo on our transition from VMWare to Azure cloud.
- Locked in price for 1Gbps Express Route to Microsoft datacenter as well as increasing our Internet bandwidth
- Working with En Pointe and Microsoft on Cloud PBX pricing
- Phase 1 of users clearing out network shares has been completed.

**Risks & Mitigation Plan Organization/Program level:**

**G**

**Project level:**

Issues:

Actions:

**Technical Plan**

**G**

Issues:  
No Issues on plan

Actions:

**Budget**

**G**

	P & R
\$100,000	
\$77,000	IT
\$16,000	DCD
\$50,000	Fire

**Schedule**

**G**

Issues:

No issues

Actions:

**Legend:**

**G** On Schedule

**Y** Off Plan

**R** Work Stopped

**C** Complete

**Current Date :**

**Milestone :**



# Connected City and Network Infrastructure Changes

**Manager:** Joseph Todd

**Project Manager:** Bao Trinh

**Project Description:** Implement Network 2.0 extending access to TUK-Public, refresh network infrastructure, provide access points, increase network speed, provide end user virtual private network solution, add additional layer of network security, Provide free public access to internet with City excess bandwidth.

**City Benefit :** Transform our network infrastructure to be scalable, reliable, and better positioned for catastrophic events.

**2017 Schedule**

Replaced Firewall for public safety (PD, FD) with added features of Proxy, Antivirus, and Botnet detection

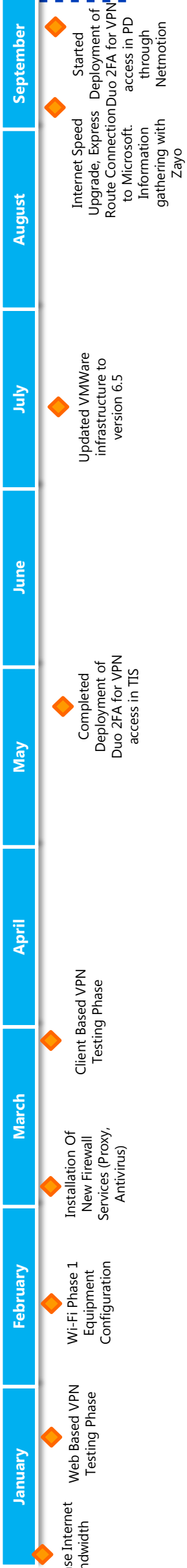
Upgrade Network Backbone Speed  
Phase 1:  
Information Gathering

Wi-Fi Phase 1 Installation Of Equipment at FD

New Web Proxy Testing Phase

Password Reset Portal

Received Quotes to replace Cisco 4507 chasis and add 10Mbps capability



**Overall Status:**

- Started Wi-Fi access extension throughout city owned buildings. Phase 1 is in progress.
- Testing Network Security investments
- Web and client based VPN configuration and testing phases.

**Accomplishments:**

- Completed self help password reset portal
- Internet bandwidth increased by a factor of 10.
- Increased Network Security Capabilities
- Deployed Wi-Fi to all fire facilities

**Risks & Mitigation Plan Organization/Program level:**

**Project level:**  
Issues: Proactive Detection of Internet related security risks.  
Actions: We are implementing additional firewall based security measures which include virus checking, malware sandboxing, and intrusion detection.

**Technical Plan**

Issues: No Issues on plan  
Actions:

**Budget:**

43,000	IT
--------	----

Issues: No issues  
Actions:

**Schedule**

Issues: No current issues  
Actions:

**Legend:**

**Project Status :** G On Schedule

Y Off Plan

R Work Stopped

C Complete

**Current Date :** ■ ■ ■ **Milestone :** ◆

# IT Help Desk Support, Training, IT Service Management

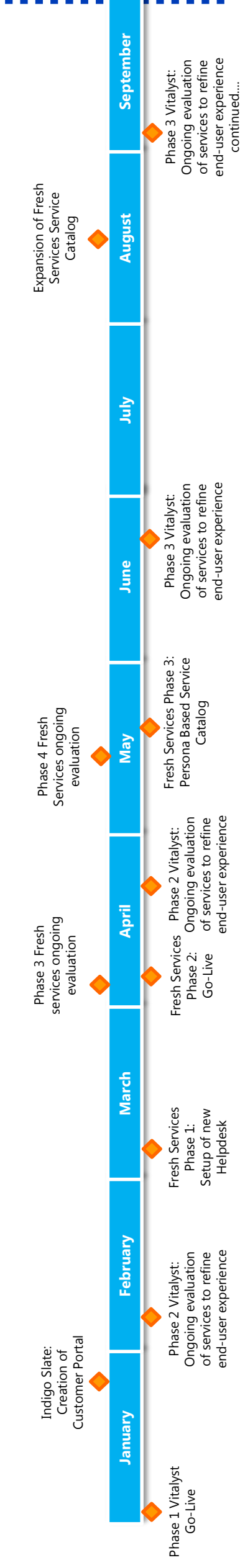
Manager: Joseph Todd

Project Manager: Mike Marcum

**Project Description:** Provide a better framework for consuming IT services. This includes ITSM, IT Service Management, Help Desk Portal, Customer Portal and persona driven IT service, Vitalyst Help Desk Services, Improved access to data

**City Benefit :** City employees can receive end user training, immediate support, and tracking of software and services so they can focus on citizens not on broken computing

## 2017 Schedule



## Overall Status:

- Overall all plan is on schedule
  - Ongoing expansion of the Service Catalog
- Accomplishments:**
- Went live with live with fresh services and TIS customer portal
  - Vitalyst Implementation is complete
  - Fresh Services Implementation is complete
  - Refined Vitalyst workflows, increasing efficiency while decreasing end-user time impacts

## Risks & Mitigation Plan

Organization/Program level: **G**

## Project level:

Issues: No Risks to report  
Actions:

## Technical Plan:

Issues: No Issues on plan  
Actions:

## Budget:

\$133,000

IT

Issues: No issues  
Actions:

## Schedule:

Issues: No Issues on schedule  
Actions:

## Legend:

Project Status : **G** On Schedule

**Y** Off Plan

**R** Work Stopped

**C** Complete

Current Date : Milestone : **◆**

# GIS Integrated Data and Services

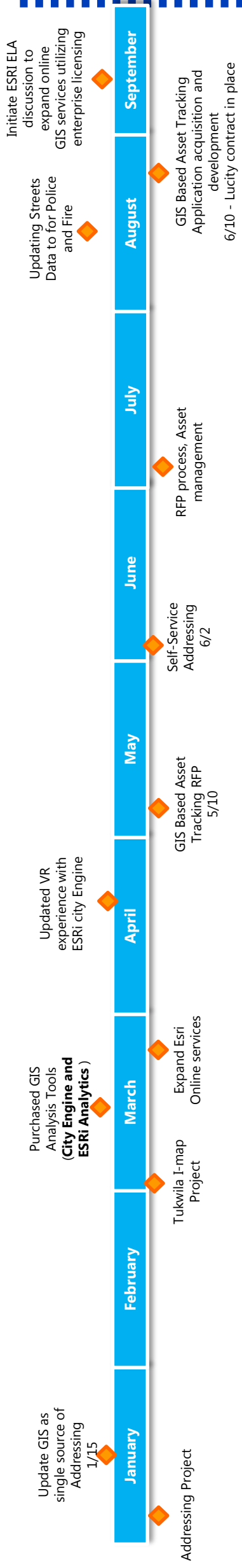
Manager: Joseph Todd

Project Manager: Tami Eberle and Roman Linsao

**Project Description:** All departments pulling integrated mapping, assets, streets, parcel, and addressing data from single location.

**City Benefit :** Expanded GIS data services provides one integrated source for all department business and emergency systems to be synced with one source of city detailed latitude and longitude data. This increases accuracy of emergency response information, crime data transparency ,city topography transparency, economic development detail maps for city marketing and central source for all city addressing and mapping needs.

## 2017 Schedule



## Overall Status:

- Working with finance, Public Works, DCD, Police and Fire to establish phase 2 process for updating the GIS data warehouse
- Lucy Asset Management selected, contract in place, kick-off scheduled Q4 2017
- Building out GIS layers to support self-service, including ADA, Parks Assets, PW Assets

## Accomplishments:

- Reconciled addressing with a mailing successes right of 99.6%
- Self service mailing list generator completed and in use
- Corrections to address points completed

## Risks & Mitigation Plan Organization/Program level:

**Project level:**

Issues:  
No Risks to report

Actions:



## Technical Plan

Issues:  
No Issues on plan

Actions:

## Budget:

\$ 90,000	IT
\$ 301,000	PW

## Schedule:

Issues: No issues

Actions:

## Legend:

**Project Status :**

**G** On Schedule

**Y** Off Plan

**R** Work Stopped

**C** Complete

**Current Date :**

**Milestone :**

# Computing Refresh

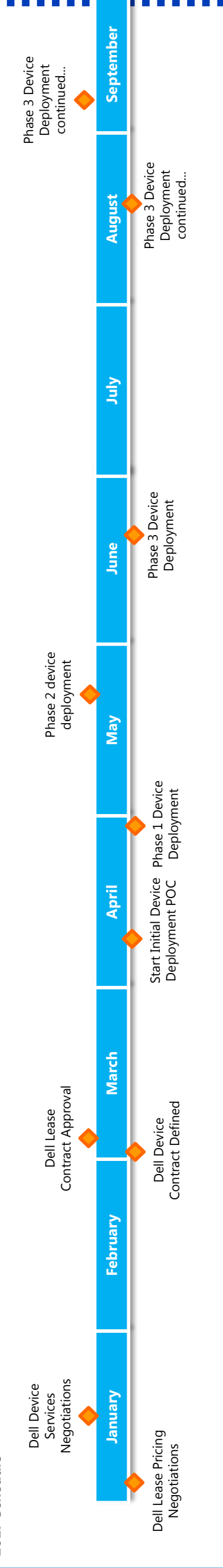
Manager: Joseph Todd

Project Manager: Mike Marcum

**Project Description:** Refresh aging computers, peripherals, and laptops in all departments

**City Benefit :** New computers have the processing powering needed to run new software packages, Laptops can be used to ensure business continuity during a major disaster event, Vendor imaging, deployment, and easier replacement, Our public works, fire, police, and dcd teams gain mobility allowing them to stay out in the field longer to meet increasing public demand

## 2017 Schedule



## Overall Status:

- Lease has been signed dell is currently manufacturing equipment
- Deployments are 90% complete

## Accomplishments:

- Lease has been signed Dell is manufacturing product
- Images created
- Deployment Schedule established
- Systematically rolled out 90% of laptop deployments to all divisions of the city

## Risks & Mitigation Plan

**Organization/Program level:**

### Project level:

**Issues:** Current computing is 3 years over computer utilization bench mark  
**Actions:**

**Technical Plan**

**Issues:** No Issues on plan  
**Actions:**

**Budget:**

\$150,000	IT
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**Issues:** No issues  
**Actions:**

**Schedule**

**Issues:**  
**Actions:**

## Legend:

**Project Status :**

**G** On Schedule

**Y** Off Plan

**R** Work Stopped

**C** Complete

**Current Date :**

**Milestone :**