# REDMOND CITY COUNCIL PUBLIC ADMINISTRATION AND FINANCE COMMITTEE MEETING SUMMARY

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

> Tuesday, April 16, 2013 4:30 p.m.

Council	<u>Staff</u>
John Stilin, Chair	Malisa

Hank Margeson Hank Myers

Tom Flynn (Attending Council Member)

Pat Vache (Attending Council Member)

Malisa Files, Deputy Finance Director

Nancy Violante, Senior Financial Analyst, Finance Corey Smith, Applications Services Mgr, Finance

Michelle M. McGehee, MMC, City Clerk

Convened: 4:30 p.m. Adjourned: 5:25 p.m.

#### MEETING SUMMARY

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

# **Monthly Financial Report**

Ms. Malisa Files, Deputy Finance Director, discussed the monthly financial report.

#### Revenues

- General fund is showing about 1% underspent;
- Property taxes have not shown much activity because they are collected in May and October;
- Sales tax is at 1.6 % from January. February numbers won't be in until next week therefore, February and March are forecasted numbers;
- Utilities and other taxes are below budget; however, will wait until June to see if it is an issue:
- Licenses and Permits have brought in \$3.4 million;
- Intergovernmental Revenue, which is mainly Fire District 34 (71% of the total), pays in June and December. The other revenue is from police dispatch and basic life support from King County;
- Fines and Forfeitures are lower because of the way the police do their work; and
- The Miscellaneous account is running higher because the interest revenue was more than anticipated.

### Expenditures

- Total General Fund is 9% underspent;
- Non-Departmental Fund is monthly transfer funds;
- The Legislative account pays for committee salary and benefits;

- Executive pays out merit increases at the first of the year, and then it evens out as the year goes on;
- All other departments are underspent because it takes time to ramp up and spend those funds;
- Recreation and Activity Fund's expenses are running below their operating revenue at this point;
- Water/Wastewater Fund's operating revenue is in line with expenses; and
- Advanced Life Support Fund is reimbursable from King County.

General discussion ensued regarding business licenses, other funds to include in the summary, and whether or not to include employment numbers.

### 2013-2014 Budget Adjustment

Ms. Nancy Violante, Senior Financial Analyst, requested to formally sync up the budget and actual beginning fund balances. The largest issues are the timing of capital project expenditures, slower than anticipated vehicle replacement, lower medical insurance claims, and higher real estate activity. The other item is the removal of two underground fuel tanks at Fire Station No. 11, as discussed by the Public Safety Committee on February 26<sup>th,</sup> 2013. Funding is provided by unanticipated real estate excise tax.

General discussion ensued regarding the changing of the budget and if it is typical from year to year.

### Open Data Site, Objectives, and Next Steps

Mr. Corey Smith, Application Services Manager, explained that there was a budget offer in 2012 for an open data repository. The initial release went live last week. The goal is to increase transparency, support the Open Records Initiative, enable people to analyze and share the data easily, and to make sure that some data is better with some value add to it. The information for the repository will be released in data sets.

General discussion ensued regarding how the public will generate reports; how frequently the data will be updated; whether or not Open Data will cut down on public records requests; what information will be released; how the public will know what information is available; and what to do about the misuse of data.