

**REDMOND CITY COUNCIL
PUBLIC ADMINISTRATION AND FINANCE COMMITTEE
MEETING SUMMARY**

Council Conference Room
15670 NE 85th Street, Redmond, Washington

Tuesday, August 20, 2013
4:30 p.m.

Council

John Stilin, Chair
Hank Margeson
Hank Myers
Pat Vache (*Attending Council Member*)

Staff

Malisa Files, Deputy Finance Director, Finance
Mike Bailey, Finance Director, Finance
Jeri Rowe-Curtis, Chief Policy Advisor, Executive
Lori Brown, Human Resources Program Manager,
Human Resources
Patrick McGrath, Planner, Planning
Julie Howe, Compensation Programs Manager,
Human Resources
Kendra Johnson, Administrative Specialist, Human
Resurces
Jules Shepherd, Human Resources Generalist,
Human Resources
Katie Escudero, Intern, Finance
Michelle M. McGehee, MMC, City Clerk

Convened: 4:30 p.m.

Adjourned: 5:30 p.m.

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

Monthly/Quarterly Financial Report

Mr. Mike Bailey, Finance Director, and Ms. Malisa Files, Deputy Finance Director, provided the Monthly/Quarterly Financial Report. Mr. Bailey sent out the numbers last Thursday, August 15, 2013, with some analysis done by Ms. Files.

General discussion ensued regarding is there a spending issue coming up, parks maintenance, and what are the capital project parameters?

Worker's Compensation Actuarial Study

Ms. Lori Brown, Human Resources Program Manager, provided a brief update on the Worker's Compensation Actuarial Study. The purpose is to determine whether to move from self-funded status to the state fund. A Request for Proposals went out in June 2013, and of the ten responses received, seven of the companies were interviewed. Oliver Wyman, located in San Francisco,

was selected. The evaluations were based on price, the study, and the public sector experience. The cost of the study will be \$7,000, and the total cost of the project will be \$19,270. The Actuary has extensive experience in Washington State, and will complete a draft report by October 1, 2013. Ms. Brown will provide a final report and some recommendations in November 2013.

General discussion ensued regarding what conditions have changed to consider going from self-funded to state-funded and would employees see a change?

Market Place or “Exchange” Notice to Employees

Ms. Kendra Johnson, Administration Specialist, stated that the Affordable Care Act requires the Market Place or “Exchange” notices to go out to employees by October 1, 2013, and the changes will take place in 2014. Employees can get healthcare outside of the City of Redmond if they choose. Because it is a state run program, Ms. Johnson doesn’t have many of the details yet. The notice is specific to the City of Redmond employees, and will be mailed to their homes.

General discussion ensued regarding if the notices should contain information about the workshops held by King County.

Position Maintenance Update

Ms. Jules Shepherd, Human Resources Generalist, briefly stated that they have looked at 130 classifications so far, and have 23 classifications left to review. They will be bringing a Consent Agenda in September 2013. When the review is completed they will move on to the market phase and will provide an update to the Council.

General discussion ensued regarding how many more do they have to review, and what is the division of classifications?

Communications Update

Ms. Jeri Rowe-Curtis, Chief Policy Advisor, provided an update on what was accomplished in Communications over the past year and where things are headed. There has been an ongoing effort to restructure how Communications functions and operates. Staffing changes have allowed them to think differently about how they want to move forward. Rather than having people work departmentally and come to Communications for service and support, they are now trying to build in a collaborative team approach to initiatives. They are also looking at what tools they can use to engage people. Outside design firms have been invited, through a Creative Services Request for Proposals, to submit ideas that can help Communications manage their needs and resources.

There have been a number of initiatives launched, videos created, and personnel engagements to help with projects and execute plans. A key piece being worked on is providing the business community with a link to information. Ms. Rowe-Curtis has been looking at how to build on social media, create short videos, and use print media to showcase stories about Redmond.

General discussion ensued regarding how to involve the print media.

Community Engagement/Biennial Survey

Ms. Malisa Files, Deputy Finance Director, has engaged the help of Katie Escudero, an Intern from the University of Washington, to look at and evaluate the biennial survey. Ms. Escudero is determining how staff uses the information from the survey and if the biennial survey is meeting their needs. She is also working on future recommendations.

Ms. Escudero reported that she has been talking to staff about their uses of the biennial survey tool. She presented the findings of internal uses, areas of improvement, and her next steps in terms of the project. The two goals for citizen interaction are:

- Measurement
 - how the City is doing
 - citizen satisfaction with various services
- Engagement
 - getting input on particular projects
 - informing people of the happenings in the City

The survey measures satisfaction, strategy and planning. It helps with budget proposals, and to note trends and attitude changes of the citizens.

Some of the shortcomings of the survey are that it is too high level and broad for staff to react to it, and some staff would like more frequent information.

Preliminary ideas for actions are:

- Coordinating outreach efforts and communication
- Communication guidelines and calendar
- Augmenting existing events
- Monitoring and aligning the existing feedback mechanisms
- Reporting back

A strategy will be recommended by Ms. Escudero in a few weeks.

General discussion ensued regarding what is the reliability of the statistics and should budget decisions be made based on the study, and will Ms. Escudero be talking to any citizens?