

REDMOND CITY COUNCIL
PUBLIC ADMINISTRATION AND FINANCE COMMITTEE MEETING
SUMMARY/SPECIAL COUNCIL MEETING
Council Conference Room, City Hall
Thursday, July 15, 2010

Council

Hank Margeson, Chair
Kim Allen
Hank Myers
John Stilin (*Attending Council Member*)

Staff

Mike Bailey, Finance and Information Services Director
Bill Campbell, Public Works Director
Craig Larsen, Parks and Recreation Director
Nina Rivkin, Chief Policy Advisor
Mike Paul, Public Works Engineering Manager
Carolyn Hope, Parks Senior Planner
Michelle M. McGehee, CMC, City Clerk

Convened: 4:30 p.m.

Adjourned: 5:19 p.m.

MEETING SUMMARY

Monthly Financial Report

Mr. Mike Bailey, Finance and Information Services Director, provided a report to the members of the Committee. The report addressed:

- cash flow – trending above budget;
- general revenues – behind 5.8 percent; improvement over last month;
- forecasted monthly collection rates – increase later in biennium;
 - Intergovernmental will steepen for example; and
 - Miscellaneous Fund – we accrue interest earnings, but these are not received until December;
- increase in the Fines and Forfeitures Fund;
- expenditures;
 - continuing to improve; and
 - the City is trending below budget;
- general fund – behaving as the City had hoped it would;
- budget amendments needed in the future;
 - Operating Reserve Fund;
 - LID debt is always showing a deficit;
 - negative cash flow showing in Advanced Life Support Fund; City is currently expecting quarterly payment from King County;
 - Parks/Maintenance Operations; and
 - budget amendment anticipated in August or September; proposal will be brought back to committee at that time.

Animal Control Contract with King County/Fees

Ms. Nina Rivkin, Chief Policy Advisor, provided a report to the members of the Committee. Ms. Rivkin advised that an ordinance and resolution would be coming forward for Council consideration at the July 20, 2010, regular Council meeting to make the City of Redmond's Municipal Code and fees comply with King County animal control codes and fees. This is a result of King County's current restructuring of its animal control services. The ordinance and resolution will refer to King County's codes and fees as the controlling authority for City of Redmond animal control activities. The proposed ordinance will retain a few provisions in its current code to outline exceptions to the King County Code. Ms. Rivkin reviewed the King County fee structure in comparison to the City's current fees. The City of Redmond will no longer require a fee schedule of its own, as King County fees will govern. The resolution proposed will also ratify previous administrative action which modified City of Redmond animal control fees at the time King County modified its fees.

Discussion ensued regarding:

- the City's ability to adopt its own exceptions to the King County Code;
- King County's efforts to identify unlicensed pets; and
- the topic of adopting a 'Pooper Scooper' law at the City of Redmond – discussion for the Public Safety Committee.

Adoption of the aforementioned ordinance and resolution will be before the Council at the July 20, 2010, regular Council meeting, Consent Agenda.

Small Works Roster/Contracting Process

Mr. Mike Paul, Public Works Engineering Manager, provided a report to the members of the Committee. The report addressed:

- the Public Works Department's efforts to revise its current bidding procedures in order to implement the use of a Small Works Roster for projects at the City;
- staff's desire to utilize the E-Gov Alliance roster for projects up to \$300,000 as a more efficient and standardized process for City bidders;
- bidders qualifications for being listed on the roster;
- rosters are free to vendors;
- the City's current architect and engineering roster would no longer be needed;
- the Mayor's current authority to award and accept public works construction contracts up to the limits of the Revised Code of Washington in the amount of \$300,000;
- Council's ability and desire to stay informed of projects if the Mayor's authority is increased;
- the Mayor's current authority with regard to Professional Services at \$25,000 – the proposal is to increase this amount to \$65,000; and
- the Mayor's ability to declare an emergency and move forward with sole source bids in answer to City emergencies – Councilmember Allen requested that the Council ratification of emergency action taken in this regard by the Mayor be included in the proposal.

This item will also go before the Planning and Public Works Committee in August for further discussion.

Members of the Public Administration and Finance Committee requested that the item as well be brought forward for a Council study session for further discussion.

Contract for Railroad Attorney

Mr. Craig Larsen, Parks and Recreation Director, provided a report to the members of the Committee. The report addressed:

- AM No. 10-153, to be presented to the Council for consideration at the July 20, 2010, regular Council meeting, to increase/continue the legal contract with Stoel Rives, LLP, railroad attorney, in order to address additional legal work related to the acquisition of the BNSF rail corridor through Redmond; and
- an additional \$100,000 anticipated to be needed prior to the end of 2010 to fund the additional attorney services needed.

Staff will evaluate the status of the project and the need for continued legal services at the end of 2010, and will report back to the Council at that time. The proposal for the legal services will be presented on the Consent Agenda at the July 20, 2010, Council meeting.

Insurance Broker

Mr. Bailey advised that a new insurance broker for the City (Bannon Carlson & Kessel, Inc.) has recently been selected, as the City was no longer able to participate without risk in the CIAW insurance pool. He spoke regarding the RFP and selection process for new brokerage services over the past few months. The City's previous broker (Public Risk Underwriters) did not offer a proposal, as they were interested in competing for the City's services as an underwriter.

Members of the Committee discussed their desire to know the City's risk tolerance. Mr. Bailey stated that he would provide additional data with regard to risk tolerance and pricing.

Councilmember Margeson will report regarding the City's new insurance broker at the next regular Council meeting.