

REDMOND CITY COUNCIL
PUBLIC ADMINISTRATION AND FINANCE COMMITTEE MEETING SUMMARY
Council Conference Room, City Hall
Tuesday, January 11, 2011

Council

Hank Margeson, Chair
Kim Allen
Hank Myers
Richard Cole (*Attending Council Member*)
Pat Vache (*Attending Council Member*)

Staff

Mike Bailey, Finance and Information Services Director
Malisa Files, Financial Planning Manager
Linda Hermanson, Information Services Manager
Corey Smith, Application Services Manager
Michelle M. McGehee, CMC, City Clerk

Convened: 4:30 p.m.

Adjourned: 5:23 p.m.

MEETING SUMMARY

Committee Chairman Margeson called the meeting to order and overviewed the agenda.

Monthly Financial Report

Mr. Mike Bailey, Finance and Information Services Director; and Ms. Malisa Files, Financial Planning Manager, reported regarding:

- staff working to finalize the 2010 financial data, which will be final at the end of March;
- the year-end financial results so far, and how they compare with the City's financial forecast;
- sales tax data being available within the next two months;
- revenues vs. forecasted numbers and projected expenditures vs. forecasted numbers;
- utility taxes continuing to lag behind – 8 percent under the revised forecast;
- telephone tax refund claim resulting in a different base, which is reflected in the bottom line numbers;
- informing agencies when annexations to the City take place;
- the status of development revenue – it is in line with the revised forecast; and
- economic contingencies that have been accounted for in the 2011-12 budget, and the need for a budget adjustment to move any additional funds into contingency accounts.

Technology Plan Update

Ms. Linda Hermanson, Information Services Manager; and Mr. Corey Smith, Application Services Manager, provided a report to the members of the Committee addressing:

- Information Services Strategic Plan goals/projects current and pending;
- status of the new website rollout and feedback being received;
- status of the Energov project for permitting and other uses; and
- status of the asset management system and utility billing systems.

Members of the Committee spoke further regarding the City's new website, specifically in regards to improved search capabilities. Members of the Committee asked staff to provide an

update to the full Council on the continued status of the website rollout some time before the end of the first quarter, 2011.

Government Finance Officers Association (GFOA) – Performance Management Next Steps

Mr. Bailey and Ms. Files provided a report to the members of the Committee with regards to a potential Performance Management study to be performed by GFOA. Discussion ensued regarding:

- a governance group that would be built to guide the work efforts of the GFOA to build out the performance management piece;
- building mechanisms to continue successful management of the process along the way – focus of the scope with the GFOA; and
- the scope including interviews with stakeholders.

Members of the Committee discussed/inquired regarding:

- taking up the conversation of performance measures and management during the upcoming Council retreat;
- what performance measures look like when they are successful;
- costs associated with the GFOA study being already budgeted;
- reasons that this level of contract is necessary; and
- incorporating/modifying the deliverables of the study based on the upcoming retreat discussion.