

REDMOND CITY COUNCIL
PUBLIC ADMINISTRATION AND FINANCE COMMITTEE MEETING SUMMARY
Council Conference Room, City Hall
Tuesday, March 8, 2011

Council

Hank Margeson, Chair
Kim Allen (*Not in Attendance*)
Hank Myers
Richard Cole (*Attending Council Member*)

Staff

Mike Bailey, Finance and Information Services Director
Malisa Files, Financial Planning Manager
Linda Hermanson, Information Services Manager
Nancy Bean, Public Works Fleet Manager
Lori Peckol, Planning Policy Manager
Pete Sullivan, Senior Planner
Elizabeth Adkisson, Deputy City Clerk

Convened: 4:30 p.m.

Adjourned: 5:35 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, provided the monthly financial report to the members of the Committee. The monthly report for the month of April is to include a discussion regarding the format of the monthly report with respect to what funds are shown as a graphical breakdown, and which funds are to be consolidated.

Windows 7 and Office 2010 Roll Out – Proposed Scope of Work

Ms. Linda Hermanson, Information Services Manager, provided an update on the status of the City upgrade. Ms. Hermanson relayed the item is scheduled to come before the City Council for consideration on the March 15, 2011, Consent Agenda.

Framework for Performance Management System

Ms. Malisa Files, Financial Planning Manager, provided an update regarding establishing a proposed framework for a performance management system for the City. She overviewed the last conversation held on the matter, stating that the City would still like to partner with a consultant to assist in the establishment of a framework. Discussed were the tasks, deliverables, responsibilities, and costs, associated with the project. Members of the Committee expressed their concerns with regard to the costs associated with working with a consultant and opined that \$25,000 would be a more comfortable figure for consideration.

Committee Chair Margeson stated that he would share the information presented with Committee Member Allen upon her return, and expressed that the Committee would like more time to consider the proposal.

Citywide Fleet Assessment Strategy/Fleet Management System

Ms. Files provided a draft Fleet Strategy Assessment Scope of Work to the Members of the Committee for their information. She also provided background information related to the status of the review, including the establishment and working schedule of the cross-departmental fleet team tasked with fact-finding and strategy development. The study will look at, among other things, whether or not combining the City's fire and fleet teams is feasible and cost effective. Ms. Files noted the Fleet Management System proposal will be coming forward to Council for consideration on April 5, 2011.

Creation of Title 4 – Boards and Commissions

Mr. Bailey informed the Members of the Committee that an ordinance will be brought forward for the full Council's consideration at the March 15, 2011, meeting regarding this housekeeping item. The Finance Department is proposing all boards and commissions currently codified in the City Code be moved into one title. The ordinance also proposes general board procedures to be applicable when specific provisions do not already exist in each respective board/commission ordinance. No substantive changes are proposed to any board/commission ordinance.

Citywide Capital Investment Strategy

Ms. Lori Peckol, Planning Policy Manager, and Mr. Pete Sullivan, Senior Planner, provided a report regarding a citywide capital investment strategy. They provided background information, noting the discussion was generated from the BP budgeting process. Moving forward staff will develop a core team of eight members, representing Planning, Public Works, Parks, Finance, Police, and Fire, who will meet weekly. The first kick-off meeting will be held in March 2011. Next steps include completing the project scope, work plan, and schedule by June 2011, and developing the strategy; work to be completed by the end of 2011. Members of the committee requested a study session be scheduled with the full Council in order to discuss the matter more comprehensively. Ms. Peckol and Mr. Sullivan noted they will work to schedule the study session.