

REDMOND CITY COUNCIL
PUBLIC ADMINISTRATION AND FINANCE COMMITTEE MEETING SUMMARY
Council Conference Room, City Hall
Tuesday, April 12, 2011

Council

Hank Margeson, Chair
Kim Allen
Hank Myers (*Arriving at 4:33 p.m.*)
Richard Cole (*Attending Council Member*)
John Stilin (*Attending Council Member*)
Pat Vache (*Attending Council Member*)

Staff

Malisa Files, Financial Planning Manager
Kerry Sievers, Human Resources Director
Lori Brown, Human Resources Program Manager
Patrick Koenig, Human Resources Safety Coordinator
Michelle M. McGehee, CMC, City Clerk

Convened: 4:30 p.m.

Adjourned: 5:13 p.m.

MEETING SUMMARY

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

Quarterly/Monthly Financial Report

Ms. Malisa Files, Financial Planning Manager, provided the monthly financial report to the members of the Committee. The report addressed the following:

- a monthly report will be available to Council at the May 3 Council meeting;
- all departments are underexpended to-date for the year; and
- January sales tax only is available at this time; reporting in at \$200,000 over last January.

Recap 2009 – 10 Biennium End Report

Ms. Files provided a report regarding the recap, including the following information:

- biennium-end numbers are still fluctuating;
- \$2 mil has been set aside for economic contingencies in the current biennium;
- \$1.5 mil was left after Information Services projects – that funding was also carried forward; and
- \$1.5 mil has been set aside until the City knows more with regards to what is happening with benefit/salary issues.

Performance Management System/Performance Leadership Team

Ms. Files spoke regarding the steps needed to establish a system internally. She noted a Performance Leadership Team will work to lay the foundation for a system based on a pyramid that includes the Council dashboard at the top. Ms. Files reviewed the pyramid. The team will consist of two Council members, two citizens, two department directors, and 2 senior managers. Staff is anticipating holding the first meeting in May to review the team's charter and to organize.

Discussion ensued regarding:

- timeframe for completion – prior to 2011 year-end;
- tying measures back to the budget;
- how the dashboard will feed into the annual Community Indicators Report – if at all?; and
- identifying duplicate measures in the system.

Fire Equipment Replacement

Ms. Files provided a report regarding the status of the City's fire equipment replacement fund with regarding to structure due to fiscal policy mandates. She advised current policy mandates three replacement funds. Discussion ensued regarding:

- 2010 reserve levels;
- performing a 20-year cash flow analysis every biennium;
- rising costs of equipment and the need to budget accordingly;
- the return of funding to departments when the internal service fund is over-funded;
- fire – funded through both the General Fund and the Capital Improvement Program; and
- policy consideration – how to fund fire in the future; replacement of equipment would come from the General Fund, and departments would be responsible for budgeting for it.

Members of the Committee requested staff come back to the full Council regarding this matter in the form of a staff report.

Capital Investment Strategy

Ms. Files provided a follow-up forum regarding a previous study session held with Planning staff and the full Council. Ms. Files noted her availability to answer any questions in follow-up to the study session. She noted staff is still working out the strategy, and that any additional questions can be sent directly to her; Senior Planner Pete Sullivan, or Planning Policy Manager Lori Peckol.

Request for Proposals Re: Benefits Broker

Ms. Kerry Sievers, Human Resources Director; and Ms. Lori Brown, Human Resources Program Manager, provided a report noting that a Request for Proposals has been published seeking bidders on the City's benefits broker contract. Proposals are due on April 18, 2011, and screening of applicants will begin after that time. The current provider's scope includes managing the City's plan, advising on special issues like health care reform, oversees actuarials, and negotiates on behalf of the City when needed.

Adoption of General Severability Language in the City Code

Michelle M. McGehee, CMC, City Clerk, informed of a housekeeping ordinance to codify general severability language for all enacting City ordinance, in cases where a severability clause has been omitted from the legislation. The matter will be coming forward on the Consent Agenda at the Council's next regular meeting.