

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

Council Conference Room  
15670 NE 85<sup>th</sup> Street, Redmond, Washington

Tuesday, January 15, 2013  
4:30 p.m.

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**Council**

John Stilin, Chair  
Hank Margeson  
Hank Myers

**Staff**

Mike Bailey, Finance and Information Services  
Director  
Michelle M. McGehee, MMC, City Clerk

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Convened: 4:30 p.m.

Adjourned: 5:10 p.m.

**MEETING SUMMARY**

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

**Monthly Financial Report**

Mr. Mike Bailey, Finance and Information Services Director, noted the most updated financial report to be the November report. Year-end data will be available by mid-February. There are no unanticipated activities at this time. Mr. Bailey further noted that March may be a better time to present the quarterly financial report due to year-end activity accumulation.

**Quarterly Report on Overtime**

Mr. Bailey reviewed the quarterly overtime report with the Members of the Committee. Members of the Committee and Mr. Bailey discussed format of the report at length and ways in which the members would like the data presented. It was concluded that the report would represent department information, percentage of pay, and rolling-year information.

**BP Process Implementation Work Schedule**

Mr. Bailey reported:

- staff has debriefed with all groups involved in the BP process and will have a summary of the feedback received in the near future;
- he will forward a copy of a letter received from a citizen on one of the results teams with respect to his feedback;
- every group raised common observations;
- they will be discussing this information at the February 19, 2013, meeting and will come back to Council in May to discuss proposed changes to high priority items;
- a pre-budget summit will be held; and

- the Price of Government book will be provided to all results team members going forward.

### **Committee Work Plan Revisited**

Members of the Committee and staff discussed the current work plan and modifications that should be made for 2013. Budgeting items will fall off of the current work plan. Other items discussed for placement on the work plan included: financials with respect to Vision Blueprint; budget process parking lot items; follow-up aspects with respect to the fleet study; implementation updates on the Wellness Program; communications plan for the City; clerk's reports; update to the IT Strategic Plan, budget performance measures, and quarterly reporting on overtime.