# REDMOND CITY COUNCIL PUBLIC ADMINISTRATION AND FINANCE COMMITTEE/ SPECIAL MEETING SUMMARY

Council Chambers, City Hall Tuesday, April 17, 2012

<u>Council</u> <u>Staff</u>

John Stilin, Chair

Hank Margeson

Hank Myers

Pat Vache (Attending Council Member)

Mike Bailey, Finance and IS Director

Kerry Sievers, Human Resources Director

Julie Howe, Compensation Programs Manager

Pamela Holtgeerts, Senior Human Resource

Analyst

Malisa Files, Deputy Finance Director

Kim Dietz, Senior Planner

Connie Allen, Purchasing Manager

Mark Hickok, Recreation Division Manager Michelle M. McGehee, MMC, City Clerk

Convened: 4:30 p.m. Adjourned: 5:34 p.m.

#### **MEETING SUMMARY**

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

### **Quarterly Financial Report**

Mr. Bailey, Finance and Information Services Director, provided the monthly financial report for March. Discussed were: data anomalies, revenue categories, miscellaneous revenues, a transfer from the water utility to the General Fund to pay for water services, the legislative budget, the General Fund overall – so far the City is a little under in revenues; expenditures are tracking 7 percent under budget, and the City continues to settle out the data with respect to the new financial system. Revenues are covering expenses in the Recreation Activity Fund and the water utility is under on revenues and also on expenditures.

Discussion ensued regarding when State-shared revenues for liquor taxes will cease. Mr. Bailey advised this will take place on July 1, 2012, and the City anticipates losing \$130,000 this year, \$260,000 annually on a moving forward basis.

# **Wellness Update**

Ms. Julie Howe, Compensation Programs Manager, and Ms. Pamella Holtgeerts, Senior Human Resource Analyst, provided a report to the Members of the Committee regarding the City's Wellness Program. They reported the City has refocused its efforts with respect to the Wellness Program and a Request for Information (RFI) posted mid-January. A Wellness Team has been assembled and they are meeting weekly regarding the program. A wellness survey has been created and is available to City employees online. The survey information has been

disseminated and has been incorporated in a Request for Proposals (RFP), which will close May 2, 2012. The submittals will be evaluated at that time and recommendations formulated.

Discussion ensued regarding the Police and Fire Departments physical fitness programs and whether or not those will be taken into account with regards to the RFP. Ms. Holtgeerts confirmed that all resources will be taken into consideration. Discussion continued regarding savings to the City in terms of reduced health care costs.

## **2012 Neighborhood Network Meeting and Budgeting by Priorities**

Discussion took place regarding Neighborhood Network meetings held and budgeting by priorities information that was shared during those meetings. Mr. Bailey opined that the themes heard at the time of those meetings were consistent with the notions the City has been using with respect to the budgeting process to-date. Staff and Members of the Committee discussed the comments received during the neighborhood meetings. Councilmember Stilin spoke regarding collecting data from the community and whether or not responses received are statistically sound with respect to use of a survey.

# **Recreation Services Contracting**

Ms. Connie Allen, Purchasing Manager, and Mr. Mark Hickok, Recreation Division Manager, provided a report to the Members of the Committee regarding recreation instructional services contracts exceeding the Council's \$25,000 threshold.

Discussion ensued regarding:

- giving additional authority to staff regarding the maximum amount of contract approval prior to needing Council approval;
- contracts with 100 percent cost recovery could go to the Mayor for approval without having to go to the Council for approval; and
- all contracts come at different times, and there is no way to know at what point in time a contract will exceed the current threshold until it actually does.

A study session will be scheduled with respect to these instructional services contracts.

#### How to Access/View Budget Data

Mr. Bailey and Members of the Committee discussed how to access and view budget data for the upcoming 2013-14 Budget. Discussion consisted of: access through the website and different ways of cross-tabbing budget information.

#### **Budgeting by Priorities Communications Plan**

Committee Chair Stilin inquired if there is any data to present on the communications plan at this time. Mr. Bailey responded regarding the transition currently taking place at the City with respect to communications overall. Members of the Committee discussed the budget talks held during the Neighborhood Network meetings. Chair Stilin advocated for continued work on communicating the budget process to the community.