REDMOND CITY COUNCIL PUBLIC ADMINISTRATION AND FINANCE COMMITTEE MEETINGSUMMARY

Council Conference Room 15670 NE 85th Street, Redmond, Washington

Tuesday, July 16, 2013 4:30 p.m.

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

John Stilin, Chair Hank Margeson Hank Myers Tom Flynn (Attending Council Member)

Pat Vache (Attending Council Member)

Mike Bailey, Finance and IS Director Malisa Files, Deputy Finance Director Elizabeth M. Smoot, CMC, Deputy City Clerk

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

MEETING SUMMARY

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

Monthly/Quarterly Financial Report

Mr. Mike Bailey, Finance and Information Services Director, provided an overview of the Monthly Financial Report. Discussion ensued regarding Finance expenditures for legal matters; and a possible budget amendment forthcoming regarding these expenditures.

Quarterly Overtime Report

Ms. Malisa Files, Deputy Finance Director, reported on Citywide Overtime Statistics (Second Quarter 2013-20-13 Biennium); including total overtime of all funds (2005A-2014B), total overtime as a percent of salaries (2005A-2014B), and overtime by department (for the quarter ending 06/30/2013). Ms. Files reported on drivers for overtime (mostly in the Police and Fire Departments), including maternity leave and a development surge (increasing staff in prevention). Discussion ensued regarding Fire Prevention staffing; and an increase in internal controls of scheduling, which has resulted in the downward trends in overtime.

Agenda Management Project

Mr. Bailey provided an update on the City Clerk's Office Agenda Management Project; a contract with SIRE/Hyland is currently in finalization; proposed date for Council approval – July 30, 2013; roughly \$62,000 and travel (funding from the IT Strategic Plan); and implementation will begin as soon as possible after approval (August 2013).

Business Intelligence Reporting Project

Mr. Bailey provided an update on the Business Intelligence Reporting Project; to improve reporting in the financial system (Microsoft Dynamics AX). Staff is partnering with Tyler Technologies to continue refinement of the reporting tool; and looking into the use of the 'ZAP' tool to assist with data collection and reporting. This will be a pilot program for use of the tool in the public sector; roughly \$50,000; and a single-source contract will be forthcoming before the full Council for approval.

Risk Policy Draft

Mr. Bailey reported on the Risk Policy Draft; providing background on risk management at the City of Redmond; and current procedures. Currently, property and casualty insurance/claims are managed by Finance, and worker's compensation insurance/claims are managed by Human Resources; insurance coverage is provided by Travelers and Affiliated Insurance. The current Risk Policy is in need of updating; areas to review include: definition of terms, procedures for responding to claims/lawsuits, for the coordination of and authorization to negotiate settlements, and for management of funds/information sharing. Mr. Bailey also spoke regarding the monitoring of and training of staff on 'preventable damages'.

General discussion ensued regarding preventable damages, types of claims received, benchmarking risk numbers against other cities, and reporting on claims/trends/preventables. Mr. Bailey stated a resolution addressing changes to the risk policy will be forthcoming.

Overview of July 30, 2013, Performance Measure/Logic Model Study Session Topic

Ms. Files provided an overview of the July 30, 2013, Performance Measure/Logic Model study session topic. Staff will be utilizing the State Auditor's Logic Model Process to present projects/performance measures for review. Goals of the session include: to show the use of measures to monitor performance, to link measures to the Dashboard, and to gather feedback on this approach for the future. Two subsequent study sessions will be held to look at additional offers through this model.

General discussion ensued regarding future sessions and priorities to be addressed (examples from each); feedback to be gathered regarding this process, and how it can improve budget offers. Ms. Files and Mr. Bailey also stated that budget-related community engagement, surveys, and outreach processes will also be evaluated.