



City of Redmond City Council

Finance, Administration and Communications Committee: Committee Workplan – 2018-19

Quarter	Finance	Administration	Communications	Information Technology
1 st	<ul style="list-style-type: none"> • Monthly Financial Reports • Long Range Financial Plan Update • Quarterly OT Report • Biennial Budget Planning • RFO Presentation (March) • LEAN Update • Performance Measures Review 	<ul style="list-style-type: none"> • Committee Workplan • Council Onboarding Process/Manual • LEAN Supplemental (FEB) • Personnel/HR manual • Retreat Work Items 	<ul style="list-style-type: none"> • Neighborhood Meeting Plans • Monthly Communications Update • Web Site Update (C & IT) • Customer Service Center Update 	<ul style="list-style-type: none"> • Windows 10 Update • Technology Check In
2 nd	<ul style="list-style-type: none"> • Monthly Financial Reports • Quarterly OT Report • BP Budget Update • Utility Fee Review Plan • CIS Update • Preliminary Forecast • LEAN Update • Performance Measures Review 	<ul style="list-style-type: none"> • Onboarding Program for HR • Benefits/Wellness Updates 	<ul style="list-style-type: none"> • Council One Pager Updates • Neighborhood Meeting Recap • Derby Days Prep • Monthly Communications Update • Customer Service Center Update • LTAC Grants Phase 2 	<ul style="list-style-type: none"> • Technology Check In
3 rd	<ul style="list-style-type: none"> • Monthly Financial Reports • Quarterly OT Report • BP Budget Update • LEAN Update • Performance Measures Review 	<ul style="list-style-type: none"> • Benefits Updates • LEAN Supplemental Update • Risk Management Review 	<ul style="list-style-type: none"> • Neighborhood Meeting Plans • Monthly Communications Update • Derby Days Recap • Customer Service Center Update 	<ul style="list-style-type: none"> • Windows 10 check-in • Technology Check In
4 th	<ul style="list-style-type: none"> • Monthly Financial Reports • Quarterly OT Report • Biennial Budget Review Update • LEAN Update • Performance Measures Review 	<ul style="list-style-type: none"> • Committee Holiday Schedule • Committee 2019 Workplan refresh • Onboarding Update HR 	<ul style="list-style-type: none"> • Monthly Communications Update • Customer Service Center Update 	<ul style="list-style-type: none"> • Technology Check In