

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

Council Chambers, City Hall  
Tuesday, March 20, 2012

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**Council**

John Stilin, Chair  
Hank Margeson  
Hank Myers  
Pat Vache (*Attending Council Member*)

**Staff**

Craig Larsen, Parks and Recreation Director  
Kerry Sievers, Human Resources Director  
Malisa Files, Deputy Finance Director  
Michelle M. McGehee, MMC, City Clerk

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Convened: 4:30 p.m.

Adjourned: 6:10 p.m.

**MEETING SUMMARY**

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

**Amendment of 2012 Non-Union Pay Plan to Accommodate New Classifications as a Result of Departmental Reorganizations**

Ms. Kerry Sievers, Human Resources Director, and Mr. Craig Larsen, Parks and Recreation Director, reported regarding changes to the Parks Department organization, and the addition of a Parks Planning Programs/Cultural Arts position. Mr. Larsen noted this is not a new position, and that four employees would be reporting to this position.

**Monthly Financial Report**

Chair Stilin advised there would be no February report.

**Report from Budget Results Teams**

Ms. Malisa Files, Deputy Finance Director, hosted a presentation from the Budgeting by Priorities (BP) Results Teams, as they presented their Requests for Offers (RFOs).

Each Results Team conducted their presentation. Members of the teams were introduced and each team overviewed their purchasing strategies, factors that affect the RFOs, and their cause and effect maps.

Members of the Committee thanked all participating Results Team Members and staff for their hard work and participation in the process.

Key "take-aways" were:

- with regards to the CIP team/RFOs - Councilmember Myers spoke regarding making sure funding has been identified for the 6-year CIP planning period (to make sure the money is actually programmed and available);

- with regards to the bidding process - Councilmember Myers asked if the City is able to put a number of projects out there, get responses, and then pick and choose the projects the City wishes to move forward with based on the responses received and available funding; and
- with regards to the wrap up - Councilmember Stilin asked if the common themes in each respective RFO could be extracted and compiled (ex. communication; customer service; etc.).

Councilmember Myers expressed his concern regarding duplication/overlap that existed from RFO to RFO.

### **2013-14 Budget Communication Plan**

*(This item was carried forward to the April 2012 committee meeting.)*