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

Council Chambers, City Hall Monday, July 23, 2012

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

John Stilin, Chair Mike Bailey, Finance and Information Services Hank Margeson Director

Hank Myers Kerry Sievers, Human Resource Director Pat Vache (Attending Council Member) Malisa Files, Deputy Finance Director

Julie Howe, Compensation Programs Manager

Pamella Holtgeerts, Senior HR Analyst Roman Ris, Senior IS Systems Analyst Michelle M. McGehee, MMC, City Clerk

Convened: 4:30 p.m. Adjourned: 5:28 p.m.

#### **MEETING SUMMARY**

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

## **Wellness Update**

Ms. Pamella Holtgeerts, Senior HR Analyst, provided an update to the Members of the Committee regarding the City's Wellness Program. Ms. Holtgeerts advised that the RFP process did not yield responsive results that could be utilized by the City; Human Resources worked with Purchasing on an acceptable method in determining a wellness vendor; and the staff has selected their preferred vendor, "Worksite Wellness." The City still needs to determine a range of employee incentives for participation in the program. A memo for selection of the vendor will come before the City Council under the Consent Agenda on August 21, 2012.

## **Position Maintenance Program**

Ms. Julie Howe, Compensation Programs Manager, and Ms. Kerry Sievers, Human Resource Director, provided a report to the Members of the Committee regarding their department's efforts to undertake a review of city employee classifications. Ms. Howe updated the members with respect to progress in the review; and stated that the City would like to add a few new classifications to the program. The City will need to negotiate those positions that are represented. Discussion ensued regarding the City's current analysis process and striking internal equity among the classifications.

#### <u>Asset Maintenance and Management System Project Update</u>

Mr. Roman Ris, Senior IS Systems Analyst, provided a report to the Members of the Committee regarding the status of the Asset Maintenance and Management Systems project. He noted staff is currently working on defining a detailed scope of work and implementation plan. Staff will be

soliciting contract approval from the Council in September. A proposed delay of implementation is requested due to a number of recently vacated employee positions that would affect the project. Implementation delay is requested in order to staff the pertinent positions. Start date is anticipated in the first quarter of 2013.

# **Debt Team**

Mr. Mike Bailey, Finance and Information Services Director, spoke to the Committee and noted changes in the City's Debt Team. The request is for the Council to adopt an agenda memo accepting the new people into their roles. Formal adoption of the team is recommended due to federal regulatory actions.

Councilmember John Stilin requested that a summary of the process undertaken and the credential of those selected be included in the agenda memo for presentation on the Consent Agenda.

Mr. Bailey noted that this information would be available by the time of the Council's study session related to bonds in September.

#### **Budgeting by Priorities: Briefing on Upcoming Study Sessions/Discussions**

Ms. Malisa Files, Deputy Finance Director, provided the Committee with updates regarding the upcoming Council budget study session calendar.

Members of the Committee requested:

- a study session on Financial Policies be held in the near future and placed on the budget schedule;
- the study sessions be broken down in discussion by priority; and
- the Mayor's Executive Summary from the preliminary budget book be placed online for the public's ease in access.

## **Adoption of New Standards for Indigent Defense and Certificate of Compliance**

Ms. Michelle M. McGehee, MMC, City Clerk, provided an update to the Committee with regards to newly adopted Indigent Defense Standards; changes currently being made in Redmond's process to account for the new standards; and the collection of data as it applies to case-weighting for the Public Defender firm contracted by the City. Ms. McGehee advised that a resolution would be coming forward to the Council at the August 21, 2012, meeting for the adoption of the new standards.