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

Council Chambers, City Hall Monday, June 18, 2012

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

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

Hank Myers Craig Larsen, Parks Director

Pat Vache (Attending Council Member) Malisa Files, Deputy Finance Director

Jeri Rowe-Curtis, Communications Manager Patrick Hirsch, A/V Operations Manager Carolyn Hope, Senior Parks Planner Michelle M. McGehee, MMC, City Clerk

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

#### **MEETING SUMMARY**

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

## **Monthly Financial Report**

Finance and Information Services Director Mike Bailey advised that the monthly report is as expected to be. Cash flows in the General Fund continue to out-perform budget. Some expenses are at budget; and overall expenses are 7.3 percent below budget. Expenses are being controlled in the water/sewer fund. Mr. Bailey provided an "All Fund" chart within the report. He concluded that General Government Major Maintenance is above budget, and the City is waiting to collect approximately \$50,000 in funds for Advanced Life Support.

## Parks Project Update/Planned Budget Amendment

Mr. Bailey reported regarding:

- the Downtown park surrounding leases are wrapping up and the City will then proceed with taking down the necessary structures around the area;
- the City is proceeding with surplusing the triangle-shaped property so that the park will not split the road; and
- plans to remove the rest of the rail tracks in the area.

Mr. Craig Larsen, Parks Director, spoke regarding interim steps the City can take to make the park usable in the short-term. Plans are also to rebuild intersections and some planned signal work.

Senior Parks Planner Carolyn Hope spoke regarding phase one of interim development, specific to Cleveland Street Scape demolition; removal of tracks, ties, and signals; and clearing tracks by Willows Road due to safety concerns.

Discussion ensued regarding:

- rail salvage;
- public engagement planned for demolition; and
- the use of REET funds to accomplish the requested work.

Councilmember Stilin requested a staff report to the full Council on this matter prior to proceeding with consideration of the requested budget amendment to accomplish the work.

## **Clerk's Report**

City Clerk Michelle McGehee provided an update to the Members of the Committee with regards to current projects in the Clerk's Office, Division of Finance.

## **Comcast Franchise Agreement**

A/V Manager Patrick Hirsch and Communications Manager Jeri Rowe spoke regarding the expiration of the Comcast Cable Franchise Agreement in December 2012. Discussion ensued regarding:

- past franchise negotiations;
- potential length of the agreement; and
- staff's desire to contract with a consultant for negotiation services.

Mr. Hirsch advised that a Consent Agenda memo would be forthcoming for Council consideration to secure the consultant services late July/early August.

### **Price of Government and Preliminary Revenue Forecast**

Mr. Bailey advised that on July 10, 2012, he, Ms. Malisa Files, and Ms. Kelley Cochran of Public Works will go through the data with the Members of the Council and will look at economic forecasting; City of Redmond policies; property taxes and the impact on a typical Redmond resident; utility rates; etc. Mr. Bailey asked that any questions about the data be submitted to staff in advance of the session. He also noted a subsequent study session would be held on July 24, 2012, with the purpose of discussing any questions brought up during the July 10<sup>th</sup> session. Revenue estimates will be distributed on July 10<sup>th</sup>.

## **Council Input on Budget Process and Discussion**

Members of the Committee noted areas of discussion during the budget process:

- scalability;
- performance measures;
- follow-up on revenue estimates;
- outsourcing offers/services;
- format of presentations;
- placement of cross-tabs in the preliminary budget book with the goal of showing how different departments are growing; and
- making the budget offers smaller.