# REDMOND CITY COUNCIL PUBLIC ADMINISTRATION AND FINANCE COMMITTEE MEETINGSUMMARY

Council Conference Room 15670 NE 85<sup>th</sup> Street, Redmond, Washington

Tuesday, November 20, 2012 4:30 p.m.

**Council** Staff

John Stilin, Chair Mike Bailey, Finance and Information Services

Hank Margeson Director

Hank Myers (not in attendance)

Tim Fuller, Public Works Director

Pat Vache

Malisa Files, Deputy Finance Director

Nancy Violante, Senior Financial Planner

Elizabeth M. Adkisson, CMC, Deputy City Clerk

Convened: 4:30 p.m. Adjourned: 5:15 p.m.

#### **MEETING SUMMARY**

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

#### **Monthly Financial Report**

Mr. Mike Bailey, Finance and Information Services Director, presented the Monthly Financial Report; specifically touching on the following notes of interest:

- recognition of procurement card payments by general ledger (new additions; actual expenses better represented); and
- there will be an upcoming budget adjustment to resolve issues represented on the Monthly All Funds Recap (re Expenditures and Ending Balance).

General discussion ensued regarding reporting, and the addition of beginning balances.

## **2012 Budget Adjustment**

Ms. Malisa Files, Deputy Finance Director, and Ms. Nancy Violante, Senior Financial Planner, reported on the 2011-2012 Budget Adjustment, which includes four adjustments, and will be before the Council for approval on December 4, 2012. General discussion ensued regarding the nature of the adjustments – namely, to update the budget to reflect actual expenditures.

#### Overview of 2013-14 Biennial Budget Adoption Memo

Ms. Files presented an overview of the 2013-14 Biennial Budget Adoption Memorandum and Legislation, which will be presented for Council approval on December 4, 2012. The package will include the following items: Budget Adoption Ordinance and Exhibits, Property Tax Ordinance, Financial Policy Revisions, Water Utility Tax Ordinance, Water/Wastewater Utility Rate Increases Ordinance, Transportation Improvement Program Resolution, and Impact Fee Indexing Ordinance.

General discussion ensued regarding the order of items to be presented; addition of comments to the final adopted budget document; and the tracking of the Issues Table and Public Comments received.

# Fleet Study

Mr. Bailey and Mr. Tim Fuller, Public Works Director, provided an update on the Fleet Study; items addressed included: utilizing the fleet study to develop a strategy; exploration of alternative fuels; competitive recruitment of a Fleet Manager; creation of a fleet policy/regulations, etc.; and fleet consolidations (especially between Fire, Police, and Public Works Departments).

General discussion ensued regarding consolidation (inventory, maintenance, management, facilities, budgeting, etc.), technologies available to aid in fleet management, and next steps in the process.

# **December Meeting Planning**

Mr. Bailey opened discussion regarding the December committee meeting; at this time there is only one pending item for discussion – an update to the Public Defender Contract for 2013. Committee members agreed to review the memo via email, and cancel the December meeting. The item is scheduled to be before the Council for approval on January 15, 2013.

# Miscellaneous

A general discussion was held on the 2013-14 Budget, including the following matters: changes to budget offers/language for the Final Budget; holding a budget re-cap at the January committee meeting; and building a work plan for 2013.