

REDMOND CITY COUNCIL
PUBLIC ADMINISTRATION AND FINANCE COMMITTEE MEETING
SUMMARY/SPECIAL COUNCIL MEETING
Council Conference Room, City Hall
Thursday, February 25, 2010

Council

Hank Margeson, Chair
Kim Allen
Hank Myers
John Stilin (*Attending Council Member*)

Staff

Mike Bailey, Finance and Information Services
Director
Bill Campbell, Public Works Director
Malisa Files, Financial Planning Manager
Kelley Cochran, Public Works Management Analyst
Scott Thomasson, Water/Wastewater Engineering
Manager
Christine Clarke, Public Works Business Operations
Manager
Michelle M. McGehee, CMC, City Clerk

Convened: 4 p.m.

Adjourned: 4:45 p.m.

MEETING SUMMARY

Monthly Financial Report

Mr. Mike Bailey, Finance and Information Services Director, reported that the most current report is still December 2009; January is just closing. The December report includes a three-month sales tax summary that shows that the rate of decline is lessening.

Committee Chair Margeson opined that the sales tax report is useful on a quarterly basis.

2011/12 Budget Development – Budget Calendar

Ms. Malisa Files, Financial Planning Manager, reported the budget calendar to the members of the Committee. She noted that the preliminary budget is scheduled to be released on October 12, 2010, and public hearing dates have been scheduled.

Chair Margeson noted that the budget calendar would be brought forward to the Council for approval on March 16, 2010.

Members of the Committee did agree to move the preliminary budget distribution date to October 5, 2010.

Fiscal Policy Revisions

Mr. Bailey reported that the staff and Council began looking at the fiscal policies two years ago and that staff is looking at the policies this year ahead of the budgeting process. The revisions presented include: wordsmithing; CIP conversations about fund allocations, etc.; incorporation of

the framework of the Budgeting by Priorities process; and the inclusion of elements of regional cooperation.

Councilmember Myers stated that he felt the regional cooperation piece was initially ‘mushy’ and anticipated that general activities of government would be included, but didn’t expect the element to be included in the budget process. Mayor Marchione stated that the policies are responding to Council’s desire to expand on regional partnerships.

Members of the Committee agreed to bring the policy revisions to the full Council in staff report form, with Council adoption thereafter.

IS Strategic Plan Project Updates

Mr. Bailey reviewed the plan progress, noting that the Governance Team is now meeting every other month. IS is reviewing the service desk to ascertain if we can do a better job of queuing customer needs and are developing a service catalog. He provided an update on the new accounting system, replacement of the permit system, and advised that the evaluation of Wi-Fi in the downtown area is slipping. Mr. Bailey stated that the format of future committee meetings will include updates of these Strategic Plan projects.

Discussion ensued regarding:

- hardware needs;
- looking at what the City can do offsite “in the cloud”; and
- Fire Station No. 17 connectivity.

Citywide Records Management – City Inventory and Purge

Mr. Bailey advised that the City does have a Records Management program currently in use by the Police Department. He stated that the City Clerk has worked with the IS Department to construct an RFP to determine the City’s inventory of records and the status of those records with respect to retention and structure.

Water/Wastewater

Mr. Bill Campbell, Public Works Director, reported regarding the City’s water/wastewater study started in early 2009 to address issues identified in ‘*Lane v. Seattle*’.

Ms. Kelly Cochran, Public Works Analyst, reported that:

- the argument of ‘*Lane v. Seattle*’ is “What is the cost of fire protection for the City?;”
- the item will come forward to the Council at the March 23, 2010, study session for further discussion; and
- items discussed at the study session will include:
 - (1) How should costs be allocated to the general fund?
 - (2) When should the change be effective?
 - (3) How should the general fund respond to providing fire protection – possible utility tax of approximately 8 percent?
 - (4) Should the City charge rates for private fire protection systems? – staff recommends not to at this time.