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

Council Conference Room, City Hall Thursday, August 18, 2010

Council	Staff

Hank Margeson, Chair

Mike Bailey, Finance and Information Services Director

Lori Proven Human Pagarage Program Managar

Kim Allen Lori Brown, Human Resources Program Manager Hank Myers Sheila Colyer, Accounting Manager

John Stilin (Attending Council Member) Malisa Files, Financial Planning Manager

Pat Vache (Attending Council Member) Marta Gronlund, Communications Program Manager

Linda Hermanson, Information Services Manager

Mayor Corey Smith, Application Services Manager

John Marchione Shannon Carr, Financial Analyst

Karen Conrad, Webmaster

Elizabeth Adkisson, Deputy City Clerk

Convened: 4:30 p.m. Adjourned: 5:22 p.m.

#### **MEETING SUMMARY**

Committee Chair Margeson called the meeting to order and overviewed the agenda.

# **Monthly Financial Report**

Mr. Mike Bailey, Finance and Information Services Director, reported on the monthly financial report:

- July report reflecting May 2010 sales tax data;
  - o worst month in recent history in sales tax mostly due to an adjustment/credit taken by a large Redmond company;
- non-general funds some budget adjustments will be made; monthly report may look a little different than past reports; however, all-in-all still reflecting a continuation of trends to-date; and
- June 2010 data will be available soon for review hoping to see some economic turn-around reflected by those numbers.

# Consultant Agreement Re: Scontrino-Powell; Amendment for Process Improvement Facilitator Training

Ms. Lori Brown, Human Resources Program Manager, updated the committee on an amendment to the process improvement facilitator training consultant agreement:

- 2009 began customer service initiative;
- chose the continuous process improvement model;
- hired a consultant (Scontrino-Powell) to conduct facilitator training for 20 employees over a five-day workshop, services totally \$20,000;

- trained facilitators have been working with five process improvement teams on customer service initiatives; information on these teams can be accessed on the City's internal website:
- would like to train additional employees to be facilitators; and
- requesting approval to amend the current agreement by adding another \$11,400 for further facilitator training with Scontrino-Powell.

General discussion ensued; the committee recommended placement of the item on the Tuesday, September 7, 2010, regular meeting consent agenda.

# **Review of Web Site Progress**

Ms. Marta Gronlund, Communications Program Manager, updated the committee on the status of the website; currently slated for roll-out by the end of 2010:

- PTI report approved in 2009 has been used as the model for development of the new site;
- the City has been working with a consultant, Intrafinity, since June 2010 on the design and architecture of the new site; to be revealed in December 2010;
- reviewed the PTI recommendations and status of each (categorized as: "recommendation satisfied", "recommendation will be satisfied, but need third party vendor", and "recommendation will be satisfied over time as business process changes and software upgrades are completed"; and
- reviewed the general design of the new site; including homepage, navigation options, links, etc.

General discussion ensued regarding printability of new pages, usability testing – 30 days, possibility of a soft launch with Council and Council requests:

- regarding park mapping to add addresses to maps, not just link to visual; and
- the ability for people to register for notifications.

#### **Fund Structure**

Mr. Bailey updated the Council on changes to City of Redmond fund structure:

- new Generally Accepted Accounting Principles (GAAP) requirements regarding special revenue fund category, need to make changes to the current fund structure to comply;
- certain funds will be moved from the special revenue category and listed under the general government category; however, funds will still be maintained separately from the general fund; examples: Fire, Police, and Parks Levy Funds;
- other changes:
  - o Fire Equipment Fund: may be listed under the general government category potential change based on study to be completed;
  - o Development Fund, LID Control Fund (non-budgeted) and LID Guaranty Fund (non-budgeted) will become dormant after 12/31/2010; and
  - o Seizure Fund will be combined with Drug Enforcement Fund;
- major funds (representing approximately 10% or more of the total budget each year:
  - o General Fund;
  - o Transportation Capital Projects; and
  - o Water/Wastewater Utility.

A brief discussion ensued regarding business tax surcharge, head tax, and special revenue funds.

Ms. Malisa Files, Financial Planning Manager, stated that in addition to the previously stated changes, the transportation, fire, and police funds will need to be split into maintenance vs. construction funds – for reporting only.

# **Interlocal Agreement Re: Fiber Consortium**

Ms. Linda Hermanson, Information Services Manager, updated the Committee regarding the Regional Fiber Consortium:

- proposition to join the Regional Fiber Consortium;
- regional membership includes: Bellevue College; Bellevue, Lake Washington (LWSD) and Renton School Districts; Evergreen Hospital; the Cities of Algona, Auburn, Bellevue, Federal Way, Kent, Kirkland, Pacific, Puyallup, Renton, Seattle, and Tukwila; University of Washington and Valley Communications Center;
- background:
  - o started in 2003 joint fiber project between LWSD and Kirkland pooled resources and created a network;
  - o find opportunities to build out the fiber network on the eastside of Lake Washington to 'ring the Lake'; the addition of Redmond would help complete the loop;
  - o current focus: extend to south King County and 'expand the valley', with the addition of Auburn and other cities;
  - o have built over 35 miles of fiber optic cable, creating strategic connection points along the way; and
- voluntary participation; no cost to join; low risk; membership is through an interlocal government agreement agree to participate in projects and work cooperatively as opportunities arise.

Mr. Bailey stated that resiliency and redundancy in our current network is an ongoing issue – participation in the fiber consortium would help resolve these issues; participation in the fiber consortium requires Council approval, and staff seeks Council direction for next steps.

Councilmembers recommended the item come before the entire Council via staff report at a regular meeting (proposed for Tuesday, September 7, 2010); and then for approval via the consent agenda (proposed for Tuesday, September 21, 2010).

General discussion ensued regarding benefit to the City of Redmond – staff report for the regular meeting should address this, a Redmond specific map with the proposed network, and the possibility of Wi-Fi in Redmond parks.

# **Performance Measures Dashboard**

Ms. Files queried when the Committee would like to address this issue – staff will be coming to the committee with recommendations on community indicators report connections and measurements. Councilmembers recommended addressing this item in the first quarter of 2011, as Long Range Financial Strategy discussions will begin end of 2010. The item will be added to the 2011 work plan.

### **Budget Adjustment**

Ms. Files queried whether the Councilmembers had any questions on the proposed budget adjustment for the regular meeting on Tuesday, September 7, 2010. Hearing none, Ms. Files confirmed the item will be on the consent agenda for approval.

# **CIP Format**

Ms. Files reviewed the conceptual layout for the Capital Improvement Projects (CIP) portion of the 2011-12 Budget:

- goal: align the CIP with overall budget vision;
- a seventh results team was created to review CIPs;
- considered in the context of the comprehensive plan, the two urban visions Overlake and Downtown, maintenance projects maintain infrastructure, and other projects already in progress in Redmond;
- looked at the wealth of CIP projects in the 2011-12 Budget and determine if each project aligns with vision; if so, in which of the three categories does it fall;
- dividing the CIP project into three divisions:
  - 1. Overlake CIP category;
  - 2. Downtown CIP category;
  - 3. 'other' CIP category (to be named);
- budget will include: an overview of the three categories; CIP matrix will include: project description, timeline, priority item fits into, monetary amounts; a map of each project; provide offers; cash flow spreadsheets provided in addendum to the budget;
- look at CIP in a new way, and be sure it aligns with plans adopted by the City;
- will talk more about this at the study session on Tuesday, August 31, 2010; and
- would like input on anything else the Council would like to see in the study session presentation.

Discussion ensued regarding the inclusion of more information of other existing neighborhoods – how spending money in each neighborhood, and how to link/view budget offers/projects with mapping/layers.