

REDMOND CITY COUNCIL
PUBLIC ADMINISTRATION AND FINANCE COMMITTEE MEETING
SUMMARY/SPECIAL COUNCIL MEETING
Council Conference Room, City Hall
Thursday, September 16, 2010

Council

Hank Margeson, Chair
Kim Allen
Hank Myers (*Absent*)
Richard Cole (*Attending Council Member*)

Staff

Mike Bailey, Finance and Information Services Director
Malisa Files, Financial Planning Manager
Linda Hermanson, Information Services Manager
Michelle M. McGehee, CMC, City Clerk

Mayor

John Marchione

Convened: 4:30 p.m.

Adjourned: 5:15 p.m.

MEETING SUMMARY

Committee chairman 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 statistics presented in August:

- Revenues:
 - there has been a change in revenue from budget to-date to actual to-date; reflects that the gap is narrowing;
 - Sales Tax is decreasing; retail tax has improved, and construction continues to be down;
 - Licenses/Permits – a large refund was processed due to an overpayment of business licensing, which is now reflected in the current report – there has been no change in the forecast;
 - the gap has also narrowed in the Intergovernmental Fund;
 - Charges for Service is tracking below budget;
 - Fines and Forfeitures is tracking above budget; and
 - Miscellaneous Revenue continues to be under-collected.
- Expenses:
 - expenses are being managed proactively;
 - a savings is currently reflected in the Information Services budget; and
 - all departments are tracking below budget.

Review of Budget Study Session Topics

Ms. Malisa Files, Financial Planning Manager, presented the Members of the Committee with a 2011-12 Budget Study Sessions Proposed Schedule of Topics for their information, and commentary. Ms. Files advised that budget study sessions will begin on October 26, 2010, with

the Mayor's budget comments, Councilmember Margeson's budget comments, and presentations from the Business Community and Responsible Government priorities.

Members of the Committee and staff discussed the general format for the study sessions, as well as creating a 'parking lot' of issues to be addressed if needed after adoption of the budget. Mr. Bailey noted the financial forecast will receive update at the October 5, 2010, Council meeting.

Councilmember Margeson requested that Mr. Bailey share with the Council the 'worst case scenario' impact the proposed initiatives and propositions for the November election will have in the community.

Mayor Marchione stated the budget will receive an update after the election has concluded, if necessary.

The conversation concluded with the topic of scalability and how this will be presented to them at the time of the study sessions; scalability summaries will be provided.

IS Strategic Plan Update

Ms. Linda Hermanson, Information Services Manager, updated the Committee on the status of the IS Strategic Plan projects. Projects discussed in the update included:

- Redesign of City's Website;
 - currently doing user experience testing
 - content migration in progress
 - on track for an early December go-live
- Participation in the System Enhanced Network Design (SEND) initiative;
 - project in partnership with King County and ALS
- NORCOM Technical Development Phase for Fire;
 - technical consultant contract recently extended through late summer next year
 - project go-live is scheduled for Summer 2011
- Regional Permit System Selection Project;
 - joined a group of five cities last August
 - went through the system selection process and contract negotiation jointly
 - cumulated in the selection of EnerGov Land Management in April by five of the six cities participating
- Implementation of an improvement program for the City's finance and human resource management system;
 - partnered with Microsoft and Tyler Technologies to help develop and implement Dynamics AX6 finance and human resources system
 - original go-live date has slipped; anticipating new schedule in October
- Evaluation and implementation of an enhanced permitting system;
 - EnerGov Land Management selected
 - project implementation has been aligned with the Permit Process Improvement Team
 - kick-off of first phase began last week
 - preliminary go-live in June 2011

- Procurement and implementation of a Maintenance Management System;
 - originally scheduled to begin earlier this year but the Governance Team decided to push this back in favor of selecting a Fleet Management System
 - initial RFP to select a consultant to help with requirements gathering is being reviewed
 - expectation is to select a system first quarter 2011 and start implementation
- Integration of the GIS with business applications;
 - interactive maps will be part of website rollout
 - first significant integration will be with EnerGov Land Management followed closely by Asset Management
- Enhancement of City's Intranet and collaboration tools;
 - upgraded to SharePoint 2010 for collaboration
 - remainder of project will be addressed in 2011 due to higher priority items
- Establishment of an IT steering team and implementation of a structured IT decision-making model;
 - Governance Team began meeting in summer of last year
- Implementation of a formal approach to IT service management;
 - some initial work has been done in this area but it is lagging behind
- Centralization of IT support services;
 - Webmaster and Technical Systems Specialist moved to IS
 - additional staff will be moved if and when appropriate
- Consolidation of Data Centers;
 - while no significant consolidation of data centers has occurred as yet, servers have been virtualized to reduce power and cooling requirements
 - consolidation planning slated to begin in October
- Increase of wide area network bandwidth;
 - looking to take a broader view of this project in conjunction with creating a wireless network and participation in Fiber Consortium
- Deployment of field and remote access for mobile workers;
 - building inspectors have had remote access for nearly two years
 - currently piloting GPS equipment with Natural Resources
 - field and remote equipment is being evaluated as part of bigger projects, i.e. EnerGov, Asset Management
- Development of a formal IT Disaster Recovery Program; and
 - Project slated to begin third quarter 2010
 - Server virtualization part of disaster recovery/business continuity
- Development of a citywide IT security plan
 - delayed until 2011.

Members of the Committee discussed the City's energy reduction through efficiency efforts and the monetary impact of efficiency measures from 2009/10.