REDMOND CITY COUNCIL

PUBLIC ADMINISTRATION AND FINANCE COMMITTEE MEETING SUMMARY

Council Conference Room, City Hall Tuesday, February 8, 2011

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

Hank Margeson, Chair Malisa Files, Financial Planning Manager

Kim Allen Linda Hermanson, Information Services Manager

Hank Myers Patrick Hirsch, A/V Operations Manager

Richard Cole (Attending Council Member) Connie Allen, Purchasing Manager John Stilin (Attending Council Member) Sheila Colyer, Accounting Manager

Kelley Wood, Treasury Manager

Michelle M. McGehee, CMC, City Clerk

Convened: 4:30 p.m. Adjourned: 5:32 p.m.

MEETING SUMMARY

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

Monthly Financial Report

Ms. Malisa Files, Financial Planning Manager, provided the monthly financial report to the members of the Committee. The report addressed:

- a sales tax update with a month-to-month comparison chart distributed to reflect construction and retail trends retail is getting stronger and construction is expected to lag behind; and
- December sales tax numbers being available at the end of February.

Cable Television PEG Fee Reduction

Mr. Patrick Hirsch, Audio/Visual Operations Manager, provided a report to the members of the Committee regarding the City's collection of PEG capital underwriting fees from Comcast and Frontier at a rate of \$1 per month, per subscriber. He spoke regarding how the current rate was established and noted that it has not been evaluated since that establishment. Mr. Hirsch advised that due to ongoing PEG fee reserves, staff proposes decreasing the fee to \$.35 per month, per subscriber. Mr. Hirsch advised that the City will reserve the right to increase the PEG fee in the future if needed in any new negotiated contract.

MOTION: Committee Member Allen moved to recommend to Council the

construction of an ordinance to reduce this fee. The motion was

seconded by Committee Member Margeson.

VOTE: The motion passed without objection.

Windows 7/Office 2010 Roll Out Support

Ms. Linda Hermanson, Information Services Manager, provided a report to the members of the Committee regarding the progress of the City's Windows 7/Office 2010 upgrade. Ms. Hermanson noted challenges with deployment and overviewed deployment tasks. She informed that staff will be coming forward with a contract for assistance with the upgrade, and is anticipating a contract cost of up to \$100,000.

<u>Procurement Cards – Ordinance to Allow Use for Travel</u>

Ms. Connie Allen, Purchasing Manager, provided a report to the members of the Committee regarding staff's recommendation to revise use of City procurement cards to allow for travel expenses. Ms. Allen noted the difficulties involved with using a purchase order for these services, and advised of cost savings that may be realized by allowing this use.

MOTION: Committee Member Allen moved to recommend to Council the

construction of an ordinance to allow Pro Card use for travel purposes. The motion was seconded by Committee Member

Myers.

VOTE: The motion passed without objection.

Tyler Cashiering Software Contract

Ms. Sheila Colyer, Accounting Manager, provided a report to the members of the Committee regarding the City's current needs for a new cash receipting system, as the current system is no longer supported by its maker. She spoke regarding Microsoft's partnership with Tyler and Tyler's ability to support a cash receipting system that will integrate with the new financial system. Ms. Colyer advised that staff will be bringing a contract forward for Council's consideration in this regard in order to move forward with purchase and implementation of the system; approximate cost is \$39,000 with an annual maintenance cost of \$8,200.

Government Finance Officers' Association (GFOA) – Performance Measure Proposal

Ms. Malisa Files advised of the Council's request to revisit this item after the conclusion of their annual retreat. Ms. Files discussed the advantages that using the expertise of the GFOA would provide in producing study results.

Members of the Committee discussed:

- the estimated cost of the study \$50,000;
- unclear deliverables in the scope of the study;
- needing to understand what the 'value added' would be by engaging this association;
- GFOA's access to comparison data available from other jurisdictions; and
- possible placement of a retainer for GFOA's services, as the City's undertakes performance management, as opposed to moving forward with a full contract for their services.

Ms. Files advised that the scope of the study would be refined and brought back for discussion.

Development User Fees

Ms. Files reported regarding the development user fee structure, noting that it is complicated and presents challenges during the implementation of the EnerGov permitting system. Ms. Files advised that the existing fee table is inequitable for small projects and a simplified fee structure is needed prior to the go-live date for EnerGov. She noted that staff may be coming forward to the Council with a consultant contract to look at the fee structure. Ms. Files also reported regarding staff's recommendation to tier the public works plat and short plat fee structure for cost recovery purposes.

Members of the Committee requested that staff bring the matter forward to the full Council for consideration, as opposed to modifying the fees administratively, for Council's information.

Park Land Acquisition Bond Sale

Ms. Kelley Wood, Treasurer, provided a report to the members of the Committee with regards to the upcoming bond sale ordinance that appears on the City Council's February 15, 2011, meeting agenda. Ms. Wood advised regarding the packaging of the proposed bond sale ordinance for park land acquisition, spoke regarding current market trends, and discussed how bond funds could as well be used for other park projects.