REDMOND CITY COUNCIL
PUBLIC ADMINISTRATION AND FINANCE COMMITTEE MEETING SUMMARY
Council Conference Room, City Hall
Tuesday, June 14, 2011

Council
Hank Margeson, Chair
Kim Allen
Hank Myers *(Arriving at 4:33 p.m.)*
Richard Cole *(Attending Council Member)*
John Stilin *(Attending Council Member)*
Pat Vache *(Attending Council Member)*

Staff
Mike Bailey, Finance and Information Services Director
Craig Larsen, Parks and Recreation Director
Jane Christenson, Deputy City Administrator
Sandra Bettencourt, Recreations Division Manager
Lori Brown, Human Resources Program Manager
Sheila Colyer, Finance Accounting Manager
Malisa Files, Financial Planning Manager
Mark Hickok, Parks Business Operations Manager
Helen Howard, Finance Revenue Manager
Phil Day, Senior Engineer, PW
Carolyn Hope, Senior Parks Planner
Scot Rastelli, Finance Intern
Elizabeth Adkisson, Deputy City Clerk

Convened: 4:30 p.m. Adjourned: 5:50 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, provided the Monthly Financial Report to the Committee; reviewing the following items:

- Monthly Cash Flow Summary – General Fund;
- Monthly Revenue Summary – General Fund; and
    - General Fund; Property Tax; Sales Tax; Utility Taxes; Other Taxes; Licenses and Permits; Intergovernmental; Charges for Service; fines and Forfeits; and Miscellaneous;
    - Monthly Expenditure Report;
    - Monthly All Funds Recap;
- all funds are within budget.

General discussion ensued throughout the presentation regarding audit recovery and effects on the Sales Tax Summary, and the Firemen's Pension Fund.

Gilmore Research Contract

Ms. Jane Christenson, Deputy City Administrator, updated the committee members on the Gilmore Research Contract:

- renewal of consultant agreement with Gilmore research for biennial citizen survey;
- will be before council for approval on July 19th;
- have worked with Gilmore for 10-12 years;
- multi-mobile survey;
- goal – to get input from 400 local residents; vehicle of BP process (performance measures); gauge citizen satisfaction on City services;
- draft survey review – July/August;
- survey distributed – September;
- early analysis – late October/November; and
- full review of results – January 2012 (Council Retreat).

General discussion ensued regarding alteration of survey questions based on new performance measures, gathering information from citizens at Derby Days, and survey collection goal.

Award of Contract re: Redmond Central Connector Phase I Design

Ms. Carolyn Hope, Senior Parks Planner, presented information on the Award of Contract re: Redmond Central Connector Phase I Design:

- item will be before Council for approval on the June 21st regular meeting agenda;
- award of contract in an amount of $870,000; 18 percent of total budget;
- in-line with current construction projects; to be coordinated with other Public Works contracts; and
- reasonable timeframe: eight months-permitting/design; bid – Spring 2012; construction – Summer 2012; complete – 2012.

Councilmembers approved of inclusion of this item on the Consent Agenda for the June 21st, regular meeting.

Business License Code Amendments

Ms. Helen Howard, presented information on proposed Business License Code Amendments:

- proposed amendments:
  1. fees for 'special programs and events'; exemptions;
  2. 'master event license' provision for limited-duration events;
  3. optional licensing provision regarding business entities and licensing of independent contractors;
  4. elimination of separate occupation registration and registration fee; and
  5. amendment to RMC 5.04.140(1),Criteria for denial, suspension or revocation of license; add "federal".

General discussion ensued regarding specific examples of each proposed amendment, and effects on events/vendors/contractors/etc.

Systems Software – Tyler Contract Amendment

Mr. Bailey presented information on the Tyler Contract Amendment:

- in regards to financial system licensing purchase;

- modification of contract and expansion of number of users by 100; and
- the original contract was for 65 user licenses; this will bring to a total of 165 licenses; providing increased functionality to a numbers of users.

General discussion ensued regarding the proposed amendment, additional cost, ongoing maintenance, and service provision from Tyler for services and maintenance. Mr. Bailey indicated this item will be on the regular meeting agenda for approval on June 21st.

Review of Development Services Fee Study Timeline

Ms. Malisa Files, Financial Planning Manager, reviewed the Development Services Fee Study Timeline:

- development of fee study; review fee structure and simplify;
- consultant hired to review fee structure and fees;
- 6/14/2011: meet with departments (finalize fees; continue to identify any policy issues); meet with Public Administration and Finance Committee (present timeline);
- 6/21/2011: meet with Planning and Public Works committee (tentative; present timeline);
- 7/12/2011: meet with Public Administration and Finance Committee (introduce recommended fees; discuss policy issues);
- 7/19//2011: meet with Planning and Public Works committee (tentative; introduce recommended fees; discuss policy issues);
- Week of 7/19/2011: stakeholders meeting (introduce recommended fees and policy issues);
- 7/26/2011: City council Study Session (review recommended fees; discuss policy issues); and
- 8/16/2011: City Council Meeting/Public Hearing (conduct public hearing on new fees; approve new development review fees).

General discussion ensued regarding the public hearing (not required), simplification of administrative process, and

Long-Range Financial Strategy

Mr. Bailey facilitated a review of the Six-Year Long-Range Financial Strategy document; pages one through nine were reviewed; edits were discussed and prepared.

General discussion ensued throughout regarding the price of government, level of service, and the addition of appendices and glossaries.

The review and edit of the document will continue at subsequent Public Administration and Finance Committee meetings.