REDMOND CITY COUNCIL
PUBLIC ADMINISTRATION AND FINANCE COMMITTEE/
SPECIAL MEETING SUMMARY
Council Conference Room, City Hall
Tuesday, October 11, 2011

Council	**Staff**
Hank Margeson, Chair	Mike Bailey, Finance and Information Services Director
Kim Allen	Lisa Rhodes, Recreation Program Administrator
Hank Myers	Linda Hermanson, IS Manager
Richard Cole *(Attending Council Member)*	Michelle M. McGehee, MMC, City Clerk

Convened: 4:30 p.m. Adjourned: 5:30 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 a report to the Committee; reviewing the following items:

- the September monthly report is not available as of yet;
- June sales tax data; July data continues to reflect the same trends;
- Construction sales tax continues to fall; retail tax continues to rise; and
- sales tax revenues from internet sales.

Centennial Budget Request

Ms. Lisa Rhodes, Recreation Program Administrator, provided a report to the committee regarding the Centennial Committee's budget request. She reported:

- adjustments were made to move monies into staffing for the events;
- the committee is requesting $125,000, with $50,000 designated to arts;
- a brief outline of event costs;
- regarding the date on which to hold the final centennial event; December 30th;
- regarding using pieces of the Redmond Central Connector old rail for incorporation into an art piece; and
- programming of monies for the centennial events at the time of the bid-biennial review.

Discussion ensued regarding providing matching funds for a community art project/piece.

IT Strategic Plan Implementation Update

Ms. Linda Hermanson, IS Manager, provided a report to the Members of the Committee regarding the status of the IT Strategic Plan implementation and respective projects. Projects discussed included:

- deployment of document/records management citywide;
    - the original intent was to expand the use of the document/records management system currently in use in PD; as mentioned previously, changes in the licensing of this product may make this cost prohibitive;
    - until an alternative can be found, I.S. and the Clerk's Office are partnering on the selection of an email archival tool that will provide functionality to support the rapidly increasing number of records requests for email;
- investigation of options for wireless access throughout the City;
    - initial work has begun on expanding the wireless network in City Hall to all City buildings; at a minimum, all common areas will be covered (i.e. conference rooms); the Public Safety Building and Fire bays will be first on the list;
- crime mapping;
    - the first interactive map went live on the City's website in spring. Enhancements have already been requested;
- National Incident Based Reporting System;
    - this is a Police reporting system for the State;
    - training begins next week;
- WebTrends Analytics project;
    - the City's existing website analytics tools was upgraded to a version that could track activity on our existing website, our externally hosted sites and social media sites and activity;
- participation in the System Enhanced Network Design (SEND) initiative;
    - with the NORCOM go-live, data is being transmitted through SEND; some data refinements are in process;
    - automated data transfers to the hospitals are still being built;
    - Evergreen will be the first to begin using this technology;
    - negotiations are in progress with other hospitals;
    - next meeting will be late October;
- NORCOM development phase for Fire;
    - NORCOM go-live occurred September 25/26, 2011; as expected, there were some issues which were quickly worked out; despite concerns, the go-live was pretty successful;
    - a number of issues occurred with the mobile technology but there is some indication those had started to stabilize until this past weekend;
    - as of 11:00 a.m., October 11, NORCOM reverted back to using TriTech for both Fire and Police dispatch and they are working with New World on rolling back the upgrade to the New World system so the Police agencies can return to using the previous version of New World;
- participation in the Fiber Consortium;
    - it appears the Fiber Consortium has completed its work on the new ILA; IS Manager will be contacting them to find out the details of joining;
    - Kirkland is now connected to Bellevue through Redmond and LWSD;
- Issaquah Dispatch Center back-up site;
    - Redmond PD and IS have been working with Issaquah to provide a backup site for them in Redmond; final tasks will begin on that this month;
- regional imagery project;
    - King County is inviting interested agencies to participate in a regional orthophotography project in 2012; the goal is to keep costs manageable for all participants, and, if successful, to establish regularly scheduled imagery flights;

- implement an improvement program for the City's finance and human resource management system;
    - Dynamics AX went live on 7/5/2011 as scheduled;
    - many post "go live" issues have been addressed;
    - release to Market (RTM) version will be installed in October and will go live early November;
- EnterpriseOne data warehouse;
    - E1 data is loaded in the data warehouse for historical reporting purposes;
- Tyler/Eden Human Resources/Payroll implementation;
    - HR/Payroll went live with Dynamics;
    - very few issues have occurred in the transition;
- cash receipting system replacement;
    - as part of the Dynamics AX implementation, the existing cash receipting system was also replaced and went live in July;
- evaluation and implementation of an enhanced permitting system;
    - since the May update EnerGov has been delayed twice; the August date was pushed back to October and after reviewing what's necessary for EnerGov to integrate with Dynamics AX, EnerGov recommended delaying the go-live until January 2012;
    - after review by the sponsors, there was agreement the delay was the best course of action;
    - actual go-live is scheduled for Presidents' Day weekend in February;
- procurement and implementation of an Asset Maintenance Management System;
    - the RFP for software selection was released in June;
    - responses are now being reviewed in order to identify a short list of candidate systems;
    - selection should occur by December and implementation should begin early first quarter 2012;
- integration of the GIS with business applications;
    - additional interactive maps projects have been identified and are in progress;
    - additional GIS integration with business systems will occur with EnerGov Land Management followed by Asset Maintenance Management system;
- enhancement of City's Intranet and collaboration tools;
    - as some of the big rollouts are wrapping up, focus will return to moving the I.S. project portfolio into a SharePoint site;
    - IS continues to work with PD on providing the secure infrastructure they need to put their SharePoint site in place;
- implementation of a formal approach to IT service management;
    - the service management focus for 2011/2012 will be on transparency, accountability and operational effectiveness;
    - automated processes were put in place for the Windows 7 project that will be leveraged going forward;
    - Microsoft Premier Support team is scheduled onsite in January to assist in the development of the I.S. service catalog;
- increase of wide area network bandwidth;
    - consideration is being given to pulling fiber to FS 18;
    - with the expansion of the City's fiber network, additional locations will be added;
    - also considering high-speed wireless connections to some locations;

- deployment of field and remote access for mobile workers;
    - field and remote equipment is being evaluated as part of bigger projects, i.e. EnerGov, Asset Management, NORCOM;
    - IS is purchasing tablets in order to begin the pilot for the Council's electronic agenda project;
    - replacement equipment for Police and Fire vehicles is on order and will be deployed in the next few months;
- development of a formal IT Disaster Recovery Plan;
    - focus has been on business continuity;
    - will look into hiring a consultant to assist with this plan before year-end;
- development of a citywide IT Security Plan;
    - security continues to be a focus of the network group;
    - will look into hiring a consultant to assist with this plan as well;
- upgrade from SQL 2000 to SQL 2005/2008;
    - upgrades are taking place in phases due to interdependencies and systems that are retiring;
    - first set of databases were upgrades March 2011;
    - upgrades will occur in concert with replacement projects (i.e. EnerGov);
- evaluation of options for primary/alternative ISP;
    - TW Telecom is now our primary ISP;
    - Frontier is in place as our secondary ISP;
    - IS still needs to investigate other options to access the State rather than King County I-Net;
- upgrade to Exchange 2010;
    - migration to Exchange 2010 completed in May 2011;
    - provided a significant upgrade to OWA and added functionality for Office 2010 and Windows 7;
- Windows 7/Office 2010 Rollout;
    - completed the rollout to as many people as possible; some are still on XP as software will be replaced (Permits Plus) or requires an upgrade to run on Windows 7; those using Permits Plus will move over when EnerGov goes live;
- establishment of an IT steering team and implement a structured IT decision-making model;
    - Governance Team continues to meet on a bi-monthly basis for progress updates, priority setting, and policy decisions;
- centralization of IT support services; and
    - based on recommendations in IT Strategic Plan, this item is complete;
- consolidation of data centers;
    - identified consolidation is complete; additional consolidation will occur as opportunities arise.

Members of the Committee discussed the projects.

Councilmember Stilin commented regarding the functionality associated with tablets for the Council packet, including not being able to track change PDFs or scanned documents.