

**REDMOND CITY COUNCIL**  
**PUBLIC ADMINISTRATION AND FINANCE COMMITTEE/**  
**SPECIAL MEETING SUMMARY**  
Council Conference Room, City Hall  
Tuesday, February 21, 2012

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**Council**

John Stilin, Chair  
Hank Margeson  
Hank Myers  
Pat Vache (*attending Councilmember*)

**Staff**

Mike Bailey, Finance and Information Services Director  
Kerry Sievers, Human Resources Director  
Malisa Files, Deputy Finance Director  
Linda Hermanson, IS Manager  
Lori Brown, Human Resources Program Manager  
Roman Ris, Senior Systems Analyst, IS  
Elizabeth M. Adkisson, CMC, Deputy City Clerk

Convened: 4:30 p.m.

Adjourned: 5:20 p.m.

**MEETING SUMMARY**

Committee Chairman John Stilin called the meeting to order and overviewed the agenda.

**Monthly Financial Report**

Mr. Mike Bailey, Finance and Information Services Director, stated that the most recent quarterly report was presented to Council at the February 7, 2012, regular meeting, with information through December 2011; and no monthly financial reports are available for January 2012 as of yet. Mr. Bailey presented recent Sales Tax Summary information for September 2011 - in general, percentages are trending upward an average of 7.8 percent, and November 2011 - in general, percentages trending upward an average of 38 percent. Some anomalies exist in the data, therefore the trends are not considered sustainable. The 2012 first quarter financial report will include the first new information on 2012 financials - to be presented in March 2012.

General discussion ensued regarding anomaly categories in the Sales Tax Summary data.

**Proposed 2013-2014 Budget Calendar**

Ms. Malisa Files, Deputy Finance Director, presented information on the Proposed 2013-2014 Budget Calendar:

- a study session on the topic will be held on February 28, 2012;
- the item is on the agenda for the full Council's consideration at the regular meeting on March 6, 2012;
- draft calendar includes:
  - three required public hearings (June 19, October 16, November 20);
  - three neighborhood/community meetings (February 23, March 1 and 7);
  - date preliminary budget to be distributed to Council (October 9);
  - budget study session schedule (beginning October 25); and
  - proposed budget and CIP adoption date (December 4).

General discussion ensued regarding schedule, assigning specific topics to study sessions dates (prior to October), and the ability to adopt the budget ahead of schedule, if prepared to do so.

### **Budget Adjustment**

Ms. Malisa Files presented information on the proposed 2011-2012 Budget Adjustment:

- the item is on the agenda for the full Council's consideration at the regular meeting on March 6, 2012;
- the adjustment covers the mechanics behind the Fire District No. 34 service modifications (due to annexation and relative service level reductions);
- reductions in staffing include: limit of Fire Station No. 13 to Aid Car only response, and reduction of minimum staffing level from 25 to 22 (reducing three FTE's – accommodated by three existing vacancies within the department); and
- this adjustment has been previously discussed in the Public Safety Committee on November 22, 2011.

General discussion ensued regarding the location of Fire Station No. 13.

### **Fleet Study**

Mr. Bailey presented information on the City of Redmond Self-Assessment on Managing Fleet Operations, including:

- the study is a part of the City's on-going budget efforts to find efficiencies in its operations;
- a nationally-recognized firm (FCS) was hired using a competitive process to conduct the independent study;
- the study concluded in the fall of 2011;
- includes a review of recommendations and corresponding actions; and
- this information will be utilized during the upcoming budget process/offers.

General discussion ensued regarding additional fleet options for consideration (example: zip cars), gas consumption relative to fleet choices, and ways to address efficiency and effectiveness of fleet.

### **Update Re: Enterprise Asset Management Project**

Mr. Roman Ris, Senior Systems Analyst, IS, presented an update on the Enterprise Asset Management Project:

- seven vendor responses were received and ranked;
- three candidates were invited for eight hours of demonstrations, and ranked;
- top two candidates selected for further demonstrations (four hours), and ranked;
- top candidate has been determined;
- process improvement team is finalizing reference check documents, and selecting reference cities; then will proceed with reference check; and
- the project contract is in draft; upon vendor selection completion, the final contract is to come before Council for approval in April or May 2012.

## **Approval of Consultant to Assist with Identifying Utility Billing System Requirements**

Mr. Bailey presented information on the Utility Billing (UB) System:

- currently looking into updating the UB system; the existing system is not web-enabled;
- the update was a proposed 2011-12 budget offer, which was not passed;
- currently seeking assistance to assess available options and recommend a replacement system; an RFI was issued and a consultant selected to assist with information gathering; and
- the item is on the agenda for the full Council's consideration at the regular meeting on March 6, 2012.

General discussion ensued regarding the benefits to a web-enabled system, the specific niche of a UB system, and funding for the system.

## **Committee Work Plan**

Chairman Stilin led the group in a review of the DRAFT 2012 Committee Work Plan. Members discussed the format, classification and tracking of items, and potential additional items. Chairman Stilin indicated he would work directly with staff to populate the work plan further, and disseminate for final committee member review prior to adoption.