

**REDMOND CITY COUNCIL  
FINANCE, ADMINISTRATION, AND COMMUNICATIONS COMMITTEE  
MEETING SUMMARY**

Council Chamber  
15670 NE 85<sup>th</sup> Street, Redmond, Washington

Tuesday, July 26, 2016

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**Council**

John Stilin, Chair  
Angela Birney, Member (*not in attendance*)  
David Carson, Member (*not in attendance*)  
Hank Margeson (*Attending Council Member*)  
Byron Shutz (*Attending Council Member*)

**Staff**

Lisa Rhodes, Communications and Marketing  
Administrator  
Malisa Files, Deputy Finance Director  
Linda Hermanson, Information Services Manager  
Tommy Smith, Fire Chief  
Nancy Violante, Senior Financial Analyst  
Mike Bailey, Finance and Information Services  
Director  
Cheryl Xanthos, Deputy City Clerk

Convened: 4:30 p.m.

Adjourned: 5:20 p.m.

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Committee Chair John Stilin called the meeting to order, reviewed attendance, and overviewed the agenda.

**Monthly Financial Report**

Mr. Mike Bailey, Finance and Information Services Director, stated that the report was provided to the Council Members a few days ago and is posted on the website.

General discussion ensued regarding utility taxes.

**Monthly Communications Update**

Ms. Lisa Rhodes, Communications and Marketing Administrator, provided an update on Communications:

- one-pagers providing information on property taxes and the Redmond Central Connector Phase II;
- mobile file cabinet for the Council Members; and
- talking points for National Night Out.

General discussion ensued throughout regarding placing QR codes on projects in the City and locating and using the Project Viewer on the City website.

**Technology Update**

Ms. Linda Hermanson, Information Services Manager, provided an update:

- finishing the security system upgrade;

- replacement of intercom system in the Public Safety Building;
- upgrades to the Public Safety Building;
- replacement of the Storage Area Network;
- readiness assessment for Office 2016 and Windows 10;
- SQL Consultant Selection:
  - ManageForce was selected from the Request for Proposals;
  - providing upgrades and ongoing maintenance;
  - proactive and reactive support; and
  - will be used as needed.

General discussion ensued regarding the wide range in pricing from the responses to the Request for Proposals; listing of the databases; and consolidation.

### **Quarterly Overtime Report**

Ms. Malisa Files, Deputy Finance Director, stated that the Fire Department is over budget in overtime.

Mr. Tommy Smith, Fire Chief, stated that overtime will be reduced through: 11 new recruits starting the academy; two firefighters are returning from paramedic school and one joining the department through the lateral process; recommending not changing the minimum staffing requirement with the addition of the new employees; and tracking sick leave.

General discussion ensued regarding managing the workload.

### **2015-2016 Budget Adjustment**

Ms. Nancy Violante, Senior Financial Analyst, stated that the budget adjustment includes a LEOFF pension liability; sale of property; employees hired for the development surge; Emergency Management Performance Grant; and additional cost in the Waste Management contract.

### **Council Budget Offer and Logic Model 2016**

General discussion ensued regarding:

- factors that determine the logic model goals;
- having realistic targets;
- rewording survey questions to address policy;
- measurable results;
- engagement with the community; and
- hold a study session for further discussion with the full Council.