REDMOND CITY COUNCIL
PUBLIC ADMINISTRATION AND FINANCE COMMITTEE
MEETING SUMMARY

Council Conference Room
15670 NE 85th Street, Redmond, Washington

Tuesday, September 17, 2013
4:30 p.m.

Council	**Staff**
John Stilin, Chair	Malisa Files, Deputy Finance Director, Finance
Hank Margeson	Mike Bailey, Finance Director, Finance
Hank Myers	Jeri Rowe-Curtis, Chief Policy Advisor, Executive
	Kelley Wood, Revenue & Treasury Manager, Finance
	Michelle M. Hart, MMC, City Clerk

Convened: 4:30 p.m.   Adjourned: 5:35 p.m.

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

Monthly Financial Report

Mr. Mike Bailey, Finance Director, presented the monthly financial report. For expenditures, the Executive Fund is trending higher than the budget because it includes legal costs, and may need a budgetary solution later in the biennium. The other item to report is the expiration of a twenty-year-old special levy that still has some minor wrap-up costs. It will be resolved by money being moved into that budget.

Property, General Liability, and Other Misc Insurance

Mr. Mike Bailey, Finance Director, stated that the current insurance policy is expiring and he recommends moving to Traveler's insurance because it has a better property insurance proposal. He also recommends the earthquake and flood insurance limit be set at five million dollars.

Unclaimed Property Report

Ms. Kelley Wood, Revenue and Treasury Manager, provided a list of unclaimed checks from April 2011 to July 2012. Letters have been sent to notify the payees. The unclaimed checks will be sent to the State of Washington, as required by law, and the money will go to the State General Fund if not claimed in the set time period.

Waiver of Competitive Bidding for the Business Intelligence Software

Ms. Malisa Files, Deputy Finance Director, presented a Council memo to waive the competitive bidding requirement to acquire business intelligence software from Zap. Tyler Technologies, the City's partner with the Dynamics project, has completely vetted many different business intelligence software companies, and has decided to go with Zap as their business intelligence solution for the Dynamics package. Zap created a proprietary data warehouse called CubeXpress, which can mine the over 4,000 tables in Dynamics AX. The contract is still in negotiations, but it should be for approximately $60,000, and will be presented to the Council in October 2013.

General discussion ensued regarding the reason for waiving the competitive process and the legal requirements of doing so.

Budgeting by Priorities Process Review

Ms. Malisa Files, Deputy Finance Director, provided an outline of changes to the Budgeting by Priorities process.
- Community engagement
    - annual baseline survey
    - focus groups for qualitative information
    - targeted surveys for specific information
    - partnership with DigiPen
- Council Retreat/Policy Direction
    - logic models to demonstrate performance measures
- Budget Priorities Review
    - making priorities more understandable
- Budget Priorities Structure Review
    - focus ranking on one criteria, not on dollars
    - consistency in evaluations
- Citizen Role
    - improve recruitment effort
    - use students or Council/Director's Team alumni
    - compare/contrast ranking with staff team
- Structure of Offers
    - focus on results
    - consistency in administrative costs
- Budget Priorities "Roadshow"
    - remind stakeholders the importance of this process

General discussion ensued regarding the role of citizens in this process; whether they would work with staff or use budget dollars in their decisions; and how citizens would provide results without using a budget to rank what is most important.