

# Certificate of Achievement for Excellence in Financial Reporting

Presented to

The City of Redmond  
Washington

For its Comprehensive Annual  
Financial Report  
for the Fiscal Year Ended  
December 31, 2007

A Certificate of Achievement for Excellence in Financial Reporting is presented by the Government Finance Officers Association of the United States and Canada to government units and public employee retirement systems whose comprehensive annual financial reports (CAFRs) achieve the highest standards in government accounting and financial reporting.



President

Executive Director

## CITY OF REDMOND ELECTED OFFICIALS



**MAYOR**  
John Marchione



John Marchione

## COUNCIL



Nancy McCormick  
President



John "Pat" Vache  
Vice President



Kim Allen



David Carson



Richard Cole



Hank Margeson



Hank Myers

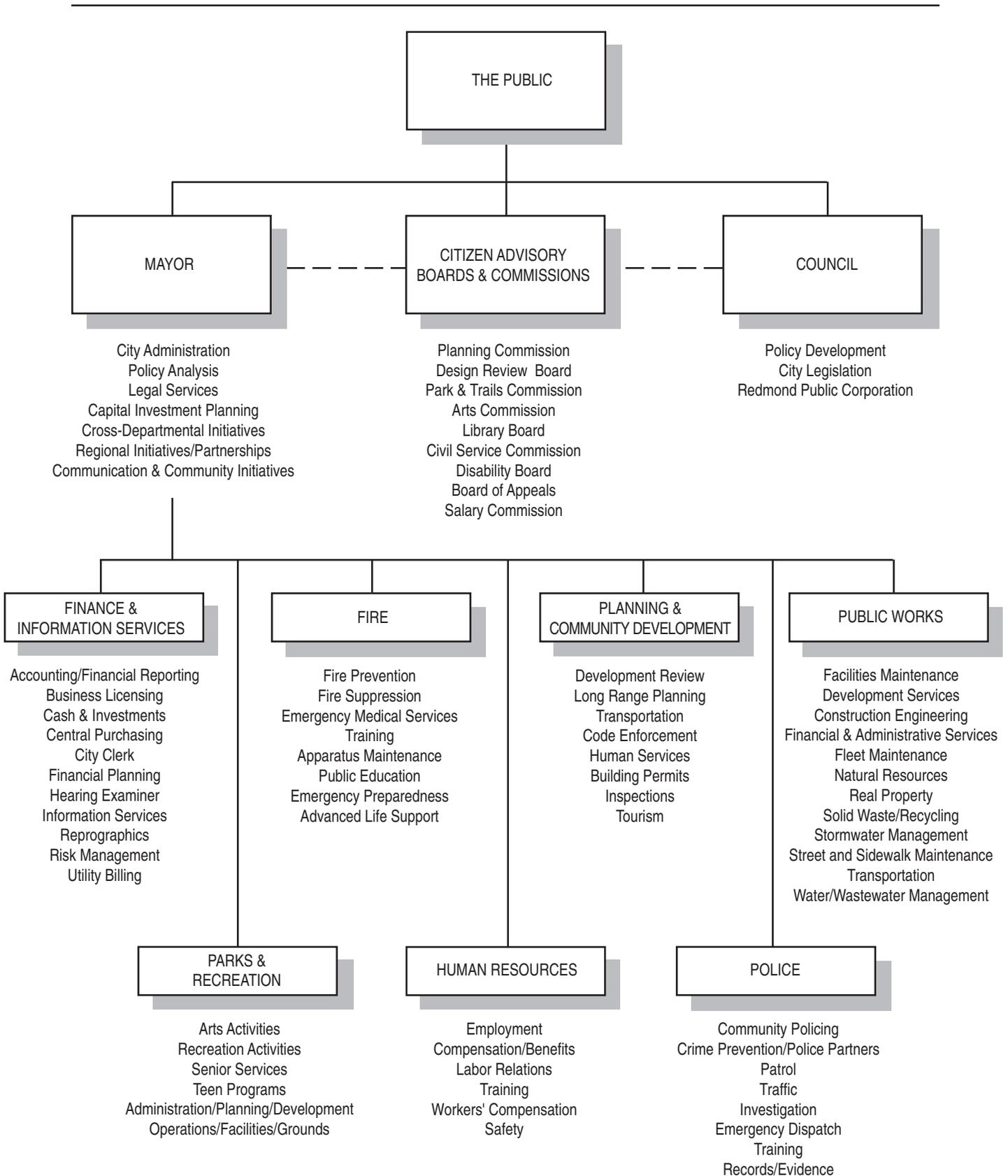
## EXECUTIVE STAFF AND LEGAL COUNSEL

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Assistant to the Mayor  
Finance and Information Services Director  
Fire Chief  
Human Resources Director  
Parks and Recreation Director  
Planning and Community Development Director  
Police Chief  
Public Works Director  
City Attorney  
Bond Attorney  
Prosecutor

Jane Christenson  
Michael Bailey  
Tim K. Fuller  
Kerry Sievers  
Craig E. Larsen  
Rob Odle  
Steven R. Harris  
William Campbell  
James Haney, Ogden Murphy Wallace  
Gottlieb Fisher PLLC  
Richard L. Mitchell

# CITY OF REDMOND ORGANIZATIONAL STRUCTURE





June 12, 2009

Mayor Marchione,  
The Redmond City Council, and  
Citizens of Redmond, Washington:

I am pleased to provide the Comprehensive Annual Financial Report of the City of Redmond for the fiscal year ended December 31, 2008. This report is published annually as the official annual financial report and complies with State law (RCW 43.09.230) requiring annual reports for Washington municipal governments to be certified and filed with the State Auditor's Office in a timely fashion.

As management for the City, we are responsible for both the accuracy of the data, and the completeness and fairness of the presentation, including all related disclosures. The City operates under a system of accounting internal controls that are concerned with the safeguarding of assets and the reliability of financial records. The definition of accounting control assumes reasonable, but not absolute, assurance that the objectives expressed in it will be accomplished by the system. The concept of reasonable assurance recognizes that the cost of internal control should not exceed the benefits expected to be derived.

Cities and counties of the State of Washington use the Budgeting, Accounting and Reporting System (BARS) developed and prescribed by the Office of the State Auditor. State law provides for an annual independent audit to be conducted by the Office of the State Auditor.

As a recipient of federal, state, and county financial assistance the City is required to undergo an annual single audit in conformity with the provisions of the Single Audit Act Amendments of 1996, Budget Circular A-133, *Audits of State and Local Governments*, and the March 2006 Compliance Supplement. This audit is conducted by the State Auditor's Office in conjunction with the City's annual independent audit. The results of the City's single annual audit for the fiscal year ended December 31, 2008 provided no deficiencies in the design or operation of internal control over major federal programs.

Generally Accepted Accounting Principles (GAAP) requires that management provide a narrative introduction, overview and analysis to accompany the basic financial statements in the form of *Management's Discussion and Analysis (MD&A)*. This letter of transmittal is designed to complement the MD&A and should be read in conjunction with it. The City of Redmond's MD&A can be found immediately following the independent auditor's report.

## **Profile of the Government**

Incorporated in 1912, Redmond is the sixteenth largest city in the state of Washington encompassing an area of 16.94 square miles east of downtown Seattle on the east side of Lake Washington. Redmond has grown from a population of 1,453 in 1960 to a 2008 population of 51,320.

Redmond is a non-charter code city, operating under Section 35A of the Revised Code of Washington. It has a Mayor/Council form of government. The Mayor and the seven member City Council are elected for staggered four-year terms and are elected at-large. Members of the City Council are responsible for establishing the general direction and policies for the City and for providing the resources necessary to carry out those policies. As the City's chief administrator, the Mayor is responsible for carrying out the policy and direction set by the

## **CITY OF REDMOND**

City Council. This includes the enforcement of laws and ordinances, the execution of contracts and agreements, and maintenance of peace and order in the City.

The City of Redmond provides a full range of municipal services, including police and fire, emergency medical services, planning and zoning, street maintenance and construction, parks and recreation, and general administrative services. The City operates enterprise funds for water and wastewater services and stormwater management.

This report includes all funds, agencies, and boards and commissions that are controlled by, or dependent on, the City's executive and legislative departments. Included as part of the reporting entity are the Redmond Public Corporation and Redmond Community Properties. Additional information on these entities can be found in the Notes to the Financial Statements.

The City prepares a biennial budget on the modified accrual basis in accordance with the Revised Code of Washington (RCW) 35A.34. Biennial budgets must be adopted by the City Council prior to the first of each odd-numbered calendar year. Reviews are conducted at mid-biennium and any changes for the second half of the biennium are adopted by the City Council.

The biennial budget serves as the foundation for the City of Redmond's financial planning and control. The budget is prepared by fund and department. A budget increase or decrease to a fund must be authorized by the City Council. Appropriation changes within a fund may be authorized by the Mayor.

## **Local Economy**

Redmond has evolved from a small town with logging and farming as its chief industries into a city of very diverse industries. Led by the technology industry, the local economy also includes light manufacturing, business parks, and a large outdoor mall adjacent to the downtown retail core. The largest employer in Redmond is Microsoft which has its world headquarters and about 40,000 employees located in the City. Other significant employers in our city include Genie Industries, Volt Technical Resources, AT&T Mobility, and Nintendo of America.

Redmond's economy recovered from the economic recession of 2001, albeit at a modest rate. Sales tax revenues, employment growth, and development activity all increased through most of 2008. Late in 2008 Redmond began to see signs of the economic decline that had already begun to be felt by the state and surrounding communities. Without a one-time audit recovery in the 2007 sales tax revenues of just over \$4m, the 2008 growth rate was 1.3%. Development related revenues also stabilized in 2008 while beginning to trend downward toward the end of the year. Employment growth in the Puget Sound region began to stabilize (from a history of growth) and is anticipated to decline slightly over the next year. With unemployment in the Seattle metro area being just 3.5% at this time last year, it is 8.3% as of this writing. Much of the employment growth in Redmond over the past several years has been led by Microsoft. This has stabilized over the past several months as well. Microsoft attracts other technology businesses to the area, which contributed further to the employment growth. Development activity within Redmond is also related to the technology sector with Microsoft investing \$1 billion over the next three years adding 14 new buildings with 3.1 million square feet of office space. Nintendo is replacing and expanding its US headquarters within the City with three new office buildings as well. The jobs related to this development and others like it help to create needs for housing and other support industries. These have propelled the Redmond economy in the past and help to provide stability today. Ongoing revenues such as property tax, sales tax, business license fees and utility taxes should continue to be stable over the long term as a result of the nature of our local economy.

Other significant projects in the downtown area include large condominium developments, a new Group Health facility, a new hotel and a new transit oriented multi-use design development that combines residential, commercial and a downtown transit center which is currently under construction.

## **CITY OF REDMOND**

To ensure the City keeps abreast of and incorporates economic conditions into its financial plans, revenues are projected for the next six years and the forecast is updated annually. Operating expenses are supported by ongoing revenues per City policy.

### **Long-term Financial Planning and Relevant Financial Policies**

In line with the City's financial policy to maintain a diversified and stable revenue system, the financial strategy called for increases in four revenue sources. Three of these revenue sources, utility tax rate, business license fees, and developer fees, were increased by Council vote in 2006. In 2007 voters approved three Levy Lid Lifts to provide additional revenue in 2008. The Fire Levy provides additional firefighters to support fire and aid car operations at the Overlake Fire Station and the North Redmond Fire Station; the Police Levy provides additional police personnel to support police operations and programs; and the Park Levy provides operation and maintenance of park facilities and programs.

Beginning early in 2008, the Mayor and Council initiated a "Budgeting by Priorities" process. This process helped to align community priorities with efficient delivery of city services through the development of the 2009/2010 biennium budget. It also includes indicators to gauge the degree of success in addressing the community priorities with city resources. This process will provide a context for balancing future budgets.

City financial policies restrict the use of borrowed funds to capital improvements that can't be financed from current revenues. Debt is not used for current operations. The City issued bonds in 2008 for significant transportation improvements to support development in the downtown and to improve its utility systems.

Redmond is in a continuous process of both short-term and long-term financial planning. Short-term financial planning is inherent in the development of the City's biennial budget. Concurrent with the biennial budget, the City's long-term capital needs and potential funding sources are assessed. During each biennial budget planning process, initiatives for the next two years are identified. The budget is developed with the goal of attaining these initiatives.

### **Major Initiatives**

The City continues its tradition of significant investments in capital facilities needed to provide services to our community. Construction projects completed in 2008 ranged from significant improvements at Grasslawn Park to improvements in the area used by the Police Department for storage of evidence used in investigations. Within the business-type activities of the water and waste water systems, significant improvements were made to the wells and water storage tanks in 2008.

Two successful ongoing community events were featured in 2008, Derby Days and Redmond Lights. Derby Days, held in mid-July, celebrates the 4<sup>th</sup> of July holiday and Redmond's bicycling heritage. Community events include a carnival, a criterium bicycle race, a children's parade, a variety of live music, and family entertainment from jugglers to reptiles. Redmond Lights is the City's annual year-end holiday celebration, running from early December through early January. This event celebrates holiday traditions from many countries and features music, lights, children's crafts, and a food and toy drive.

### **Awards and Acknowledgments**

The Government Finance Officers Association of the United States and Canada (GFOA) awarded a Certificate of Achievement for Excellence in Financial Reporting to the City of Redmond for its Comprehensive Annual Financial Report for the fiscal year ended December 31, 2007. This was the twenty-third consecutive year that the government has achieved this prestigious award. In order to be awarded a Certificate of Achievement, a government must publish an easily readable and efficiently organized comprehensive annual financial report. This report must satisfy both generally accepted accounting principles and applicable legal requirements.

**CITY OF REDMOND**

The preparation of the Comprehensive Annual Financial Report on a timely basis could not have been accomplished without the efforts and dedication of City staff. I would like to express my appreciation to the staff, including personnel from various departments and agencies who assisted in its preparation. Also, I would like to thank the Mayor and the City Council for their continued interest and support in planning and conducting the financial operations of the City in a dedicated and responsible manner.

Respectfully submitted,

A handwritten signature in black ink, appearing to read "Michael E. Bailey". The signature is written in a cursive style with a large initial "M" and a distinct "B".

Michael E. Bailey, CPA  
Finance Director