

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

Remote Meeting
Tuesday, April 27, 2021

Council

Vanessa Kritzer, Presiding Officer
Jeralee Anderson
David Carson
Steve Fields
Jessica Forsythe
Varisha Khan *(not in attendance)*
Tanika Padhye

Staff

Malisa Files, Chief Operating Officer
Kelley Cochran, Interim Finance Director
Nicole Bruce, Senior Human Resources Analyst
Jill Smith, Communications and Marketing Manager
Angela Birney, Mayor
Cathryn Laird, Human Resources Director
Dawn Johnson, Project Management Office Manager
Cheryl Xanthos, MMC, City Clerk

Convened: 4:30 p.m.

Adjourned: 6:01 p.m.

Presiding Officer Vanessa Kritzer called the meeting to order, reviewed attendance, and overviewed the agenda.

Provide City Council with an Overview of the 2021-2022 Communications and Community Involvement Plan

Jill Smith, Communications and Marketing Manager, reported to the Members of the Committee regarding:

- Vision;
- Platforms;
- Forms of communication;
- New branding and style guide;
- Communications toolbox;
- Work program and strategies;
- Council engagement with the community;
- Inclusion; and
- Feedback.

General discussion ensued regarding interacting with a diverse demographic; engaging with new organizations; gradients and color combinations; engaging with the public virtually; City leadership communications during an emergency; and vaccine roll out.

Approval of the Addition of Executive Deputy Director Position to the Non-Represented Pay Plan

Mayor Angela Birney and Malisa Files, Chief Operating Officer, reported to the Members of the Committee regarding:

- Succession planning;
- Professional advancement;
- Management best practices;
- Chief Operating Officer job description;
- Management of the Executive Office; and
- Reorganization.

General discussion ensued regarding concerns; challenges; span of control; hiring process; market analysis; timing issue; pay rate; working out-of-class; and this item is referred to the Planning and Public Works Committee of the Whole for further discussion.

Approval of a Contract for the Prosecuting Attorney's Electronic Case Management System with Karpel Solutions in the Amount of \$83,420

Dawn Johnson, Project Management Office Manager, reported to the Members of the Committee regarding:

- Component of the Enterprise Content Management project;
- King County District Court has moved to an electronic program;
- Currently it is a time consuming manual process;
- Increase in capacity and customer service; and
- Request that this go forward for Council action on May 4, 2021.

General discussion ensued regarding staff time and capacity; business case; and project management.

Approval of the Flexible Spending Account (FSA) Plan Change Recommendation in Response to the American Rescue Plan Act Signed into Law on March 10, 2021

Nicole Bruce, Senior Human Resources Analyst, reported to the Members of the Committee regarding:

- Benefit provision changes;
- Increase to the dependent care FSA limits;
- Optional provision;
- No cost to the City;
- Match IRS limits; and
- Request that this go forward for Council action on May 4, 2021.

General discussion ensued regarding providing information to employees.

100% Federal COBRA Subsidy and Long-Term Care Benefit Program

Cathryn Laird, Human Resources Director, and Nicole Bruce, Senior Human Resources Analyst, reported to the Members of the Committee regarding:

- Not an impact to benefits;
- Required to be implemented;
- COBRA eligibility;
- Participant notification;

- Payroll tax; and
- Opting out.

General discussion ensued regarding benefit use.

Monthly Financial Report/Quarterly Overtime Report

Kelley Cochran, Interim Finance Director, reported to the Members of the Committee regarding:

- Within forecast;
- Utility tax;
- Revenue;
- Projects;
- Expenditures;
- CIP spending; and
- Overtime and hiring.

General discussion ensued throughout regarding summary balance sheet and funding body cams.