



**Redmond**  
WASHINGTON

Committee of the Whole –  
Finance, Administration, and Communications

2025 Work Plan

**Presiding Officer:** Councilmember Steve Fields

**Directors:** Malisa Files, Executive; Kelley Cochran, Finance; Michael Marchand, Technology and Information Services (TIS); Cathryn Laird, Human Resources

Quarter	Executive/ Communications	Finance	TIS	Human Resources
<b>1</b>  <b>Jan.</b> <b>Feb.</b> <b>Mar.</b>	<b>Updates</b> <ul style="list-style-type: none"><li>Quarterly Communications Update</li></ul> <b>Contracts/Agreements</b> <ul style="list-style-type: none"><li>REDI Contract</li><li>Crisis Communication Contract</li></ul>	<b>Updates</b> <ul style="list-style-type: none"><li>Quarterly Overtime Report</li><li>2025-2026 Budget Process: Feedback Survey for Council</li><li>Fiscal Policies</li><li>Long Range Financial Strategy</li></ul> <b>Special Meetings:</b> <ul style="list-style-type: none"><li>2023 Financial Audit Entrance Conference</li><li>2023 Finance Audit Exit Conference</li></ul> <b>As Needed:</b> <ul style="list-style-type: none"><li>2025-2026 Budget Adjustments</li><li>Real Property Items</li></ul>	<b>Updates</b> <ul style="list-style-type: none"><li>TIS Strategic Plan update</li><li>Customer Care program update</li></ul>	<b>Updates</b> <ul style="list-style-type: none"><li>Update on anticipated 2025 decisions from HR work plan</li></ul>
<b>2</b>	<b>Updates</b>	<b>Updates</b>	<b>Updates</b>	<b>Updates</b> <ul style="list-style-type: none"><li>If Necessary:</li></ul>



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<b>Apr. May Jun.</b>	<ul style="list-style-type: none"><li>• Quarterly Communications Update</li><li>• Council community outreach</li></ul>	<ul style="list-style-type: none"><li>• 2025-2026 Budget Process: Feedback Survey for Council – Results Follow-Up</li><li>• Quarterly Overtime Report</li><li>• Fiscal Policies</li><li>• Long-Range Financial Strategy</li><li>• Beginning Fund Balances/Cleanup/Adjustment</li></ul> <p><b>Special Meetings:</b></p> <ul style="list-style-type: none"><li>• 2024 Financial Audit Entrance Conference</li><li>• 2024 Finance Audit Exit Conference</li></ul> <p><b>As Needed:</b></p> <ul style="list-style-type: none"><li>• 2025-2026 Budget Adjustments</li><li>• Real Property Items</li></ul>	<ul style="list-style-type: none"><li>• BTIP project status update</li><li>• Technology infrastructure update</li></ul>	<ul style="list-style-type: none"><li>○ Mid-year pay plan/classification changes</li><li>○ Human Capital Management (Workforce Dimensions) status update</li><li>○ Union tentative agreements approvals</li></ul>
<b>3 Jul. Aug. Sept.</b>	<p><b>Updates</b></p> <ul style="list-style-type: none"><li>• Quarterly Communications Update</li></ul>	<p><b>Updates</b></p> <ul style="list-style-type: none"><li>• Quarterly Overtime Report</li><li>• Fiscal Policies</li><li>• Long Range Financial Strategy</li></ul>	<p><b>Updates</b></p> <ul style="list-style-type: none"><li>• BSOL program update</li></ul> <p><b>New Items</b></p> <ul style="list-style-type: none"><li>• EDM/GIS Program Overview</li></ul>	<ul style="list-style-type: none"><li>• Benefit changes approval (tentative)</li><li>• Human Capital Management (Workforce Dimensions) status update</li></ul>



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		<ul style="list-style-type: none"><li>Reappointments to CFD 2014-01 Board of Supervisors</li></ul> <p><b>As Needed:</b></p> <ul style="list-style-type: none"><li>2025-2026 Budget Adjustments</li><li>Real Property Items</li></ul>		
<b>4</b>  <b>Oct.</b> <b>Nov.</b> <b>Dec.</b>	<p><b>Updates</b></p> <ul style="list-style-type: none"><li>Quarterly Communications Update</li></ul>	<p><b>Updates</b></p> <ul style="list-style-type: none"><li>Updates to Property Tax Ordinance</li><li>Business License Fee Ordinance</li><li>Quarterly Overtime Report</li><li>Fiscal Policies</li><li>Long Range Financial Strategy</li></ul> <p><b>New Items</b></p> <ul style="list-style-type: none"><li>2027-2028 Budget Process</li></ul> <p><b>As Needed:</b></p> <ul style="list-style-type: none"><li>2025-2026 Budget Adjustments</li><li>Real Property Items</li></ul>	<p><b>Updates</b></p> <ul style="list-style-type: none"><li>BTIP project status update</li><li>TIS Security &amp; Compliance program update</li></ul>	<p><b>Updates</b></p> <ul style="list-style-type: none"><li>Human Capital Management (Workforce Dimensions) update/go-live status update</li><li>Policy revisions approval</li><li>COLA/Pay Plan/Classification changes approval</li><li>Union tentative agreements approvals</li></ul>