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|  <p><b>Redmond</b><br/>WASHINGTON</p> | <p>REDMOND CITY COUNCIL<br/>COMMITTEE OF THE WHOLE -<br/>FINANCE, ADMINISTRATION, AND COMMUNICATIONS<br/>MEETING SUMMARY</p> <p>December 9, 2025, 4:30 p.m.</p> |
|  | <p>Current and past meeting agendas and materials:<br/><a href="https://redmond.legistar.com/Calendar.aspx">https://redmond.legistar.com/Calendar.aspx</a></p>  |

Council President Vanessa Kritzer called the meeting to order, reviewed attendance, and overviewed the agenda. The meeting was held in Redmond City Hall Council Chambers.

Committee Members present and establishing a quorum:

- Jeralee Anderson
- Steve Fields
- Jessica Forsythe
- Vanessa Kritzer
- Angie Nuevacamina
- Melissa Stuart
- Vacant

**Guest Presenter**

**1. 2023 Financial Audit Exit Conference**

*Department: Finance*

*Action: Consent, Informational*

Haritha Narra, Deputy Finance Director, and Nida, Financial Planning Manager, introduced the team from the State Auditor’s Office, Haji Adams, Pricilla Wong, and Angela Funamori. The audit was for fiscal year 2023.

The auditors discussed the scope of the audit. In the areas that were reviewed, no internal control deficiencies were identified, no material deficiencies or noncompliance. The Federal Grant Compliance Audit was clean. The audit costs were provided; the next audit for 2024; information regarding online resources were overviewed; and the report will be published on the State Auditor’s website.

**Action Items**

**1. Approval of HSO Contract**

*Department: Technology and Information Services*

*Action: Consent, January 6th*

Michael Marchand, Chief Technology Officer, reported to the Members of the Committee: Request for Qualifications process and this company received the highest score.

Discussion ensued regarding: reason to choose this company.

## **2. Proposed Updates to the 2026 Pay Plans**

*Department: Human Resources*

*Action: New Business, January 6th*

Malisa Files, Chief Operating Officer, and Cathryn Laird, Human Resources Director, reported to the Members of the Committee: E and N pay plans.

Discussion ensued regarding: changes to the Executive Department; REDI program; Director role; consultant research; nomenclature; timeline for the pay plans; budget; flowchart; fiscal impact; DEI staff priority; outcomes; COLA; and pay ranges.

### **Feedback for Special Meeting**

#### **1. Council Vacancy Appointment Process Update**

*Department: Executive/Human Resources*

*Action: Special Meeting, January 13th*

Malisa Files, Chief Operating Officer, and Cathryn Laird, Human Resources Director, reported to the Members of the Committee:

- Applications due in by noon January 2nd;
- Council review and ranking of the applications;
- 10 applicants will go forward for interviews at a Special Meeting;
- Executive Session will be held to discuss qualifications of applicants;
- Narrow down to 2-3 candidates in open session;
- Top candidates will be interviewed a second time;
- Executive Session will be held to discuss qualifications of applicants;
- Decision and swearing in at the Business Meeting; and
- Interview questions.

Discussion ensued regarding: three continuous hours of interviewing; being decisive throughout the process; representation; randomizing the order; researching Council meetings prior to applying.

### **Informational**

#### **1. Citywide Grant Program Update**

*Department: Executive*

*Action: Informational*

Lisa Maher, Executive Deputy Director, and Lauren Thompson, Grant Supervisor, reported to the Members of the Committee:

- Strategies for grant revenue;
- Policies for grant management;
- Leadership and oversight;
- Citywide assessment;
- Strengthen coordination and consistency;
- Areas of improvement;

- Grant Oversight Committee;
- Preapplication approval process;
- SharePoint site resources;
- Internal tracking and reporting;
- Regional grant network;
- Align budget and Council approval process;
- Policies and procedures;
- Establish a grant threshold for Mayor approval;
- Threshold establishment benefits; and
- Next steps.

Discussion ensued regarding: important grant decisions; reporting to Council; providing a written proposal for establishing a minimum threshold; and grant revenue growth.

## 2. Police Parking Enforcement Program

*Department: Police*

*Action: Informational*

Darrell Lowe, Police Chief, Brian Coats, Deputy Police Chief, and Jason Lassiter, reported to the Members of the Committee:

- Enforcement areas;
- In house enforcement unit;
- Parking Management Platform;
- Continuous enforcement coverage;
- Customer service and communications;
- Additional areas for enforcement;
- Extended permit options;
- Other parking enforcement;
- Fee study;
- Personnel plan; and
- Available parking app.

Discussion ensued regarding: implementing Redmond 2050; World Cup impacts; position funding; technology options; wayfinding; permit income limits; shared parking study; no parking enforcement on private lots; parking pay apps; timeline; permit flexibility; car moving requirements; towing regulations; needed Council decisions; and parking on city property and in parks.

### Read Only - N/A

## 1. 2023 Impact Fee Collection and Distribution Report

*Department: Finance*

*Action: Informational*

This item was not commented on.

**For the good of the order:**

- Processes to add to the Council Rules of Procedure;
  - Subcommittee management;
  - Vacancy process;
  - Attendance;
- Council Leadership;
- Councilmembers last meeting; and
- Legislative Coordinator role.

Meeting adjourned at 6:42 p.m.