

 <p><b>Redmond</b> WASHINGTON</p>	<p style="text-align: center;"><b>REDMOND CITY COUNCIL COMMITTEE OF THE WHOLE - FINANCE, ADMINISTRATION, AND COMMUNICATIONS MEETING SUMMARY</b></p> <p style="text-align: center;">February 13, 2024, 4:30 p.m.</p>
	<p style="text-align: center;">Current and past meeting agendas and materials: <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
- ☒ Osman Salahuddin
- ☒ Melissa Stuart

**1. Introduction of the New Communications Manager and Legislative Analyst/Volunteer Coordinator**

*Department: Executive*

*Action: Informational*

Malisa Files, Chief Operating Officer, introduced Derek Wing, Communications Manager, and Julian Bravo, Legislative Analyst/Volunteer Coordinator, to the Members of the Committee, and spoke regarding their background and education.

**2. Ordinance Amending Redmond Municipal Code (RMC) Chapters 2.38 and 4.47 for the Redmond Salary Commission**

*Department: Executive*

*Action: Study Session, April 9th*

Malisa Files, Chief Operating Officer, reported to the Members of the Committee:

- Establish the Salary Commission for this year;
- Code change needed;
- Flexibility in timing;
- In sync with the City budget;
- Additional options; and
- Membership, term expiration, and role clarity.

Discussion ensued regarding: budget year timing; meeting frequency; number of commissioners; removal of commissioners; scope of work; Councilmember responsibilities; CPI adjustments; making adjustments to the code; retro pay; and having continued discussions.

**3. Acquisition of King County Parcel 252605-9203 from King County Property Services**

*Department: Finance*

*Action: Consent, February 20th*

Kelley Cochran, Finance Director, and David Amble, Real Property Specialist, reported to the Members of the Committee: the property was in foreclosure for \$3,500.

Discussion ensued regarding: no lien on the property.

**4. Quarterly Overtime Report, January 1, 2023 through December 31, 2023**

*Department: Finance*

*Action: Informational*

Kelley Cochran, Finance Director, and Marissa Violante, Senior Financial Analyst, reported to the Members of the Committee:

- Fire Department COLA;
- Citywide overtime; and
- Underbudgeted for events.

Discussion ensued regarding: overtime trends; reimbursements; causes for overtime; right-sizing overtime; regular salaries; and events staffing budgeting.

**5. Budget Process Update and Financial Report Review**

*Department: Finance*

*Action: Informational*

Kelley Cochran, Finance Director, and Haritha Narra, Financial Planning Manager, reported to the Members of the Committee:

- Monthly financial report;
- No significant concerns;
- One-time sales tax revenue process;
- Forecasting;
- Automating costing out employees;
- Process improvements;
- Updates to Council;
- Dedicated time for the budget process; and
- Study Session topics.

Discussion ensued regarding: using one-time funding for ongoing expenses; effect of interest rates; quarterly forecast; funding for Public Safety; budget process; and providing an overview of the CIP.

**6. Adoption of an Ordinance for Amendments to the Redmond Fire Code**

*Department: Fire*

*Action: Consent, February 20th*

Rich Gieseke, Assistant Fire Marshal, reported to the Members of the Committee:

- Update of the State Fire Code;

- City changes to the State code; and
- State adoption on March 15, 2024

Discussion ensued regarding:

Meeting adjourned at 5:34 p.m.