

	REDMOND CITY COUNCIL COMMITTEE OF THE WHOLE – FINANCE, ADMINISTRATION, AND COMMUNICATIONS MEETING SUMMARY July 14, 2026, 4:30 p.m.
	Current and past meeting agendas and materials: https://redmond.legistar.com/Calendar.aspx

Presiding Officer 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:

- ☒ Vanessa Kritzer, Presiding Officer
- ☒ Jessica Forsythe
- ☒ Angie Nuevacamina
- ☒ Sayna Parsi
- ☒ Vivek Prakriya
- ☒ Menka Soni
- ☒ Melissa Stuart

Action Items

1. Adoption of an Ordinance for the 2025-2026 Budget Adjustment #7

Department: Finance

Action: Consent, July 21st

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

- New revenues related to grants;
- Reimbursements;
- Landscaping improvements; and
- Transfer of rental income.

Discussion ensued regarding: transfer item; approval of the project; City priorities; and following up.

2. Approval of Pre-Membership in the Washington Cities Insurance Authority (WCIA) and the Pre-Membership Interlocal Agreement

Department: Finance

Action: Consent, August 3rd

Kelley Cochran, Finance Director, and, Kelly Hsi, Risk Program Manager, reported to the Members of the Committee:

- Past costly renewal;
- Opportunity to reduce cost and increase benefits;
- Availability to join WCIA;
- Other jurisdictions of similar size and complexity are members;

- Comprehensive coverage; and
- Robust risk management and prevention control support.

Discussion ensued regarding: neighboring jurisdictions; WSIA; performance metrics; response time; alternatives; pre-membership process; refunds; and fit with the organization.

Feedback for Study Session

1. Budget Process Update: Long-Range Financial Strategy, Fiscal Policies, Budget Ground Rules, and Communications and Engagement Plan

Department: Finance

Action: Study Session, July 28th

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

- Updated matrix;
- Community engagement plan;
- Holistic plan;
- Conversations with Boards and Commissions;
- Budget questionnaire; and
- Council ground rules.

Discussion and topics for the upcoming Study Session: timing of materials provided; Study Session items; civic results team and public participation; changes; and approving the ground rules.

Informational

1. Finance BTIP Projects Update

Department: Finance

Action: Informational

Kelley Cochran, Finance Director, Wanda Norman, Technology Project Manager, and Jay Freeland, Senior Business Systems Analyst, reported to the Members of the Committee:

- Statements;
- Automating payables;
- Communication to City vendors;
- Comprehensive financial report;
- Cost and staff hours saved from automation; and
- Outsourcing the check runs.

Discussion ensued regarding: addressing risk; reducing fraud; financial transparency portals; and tracking improvements.

2. Respect, Equity, Diversity, and Inclusion (REDI) Program Update

Department: Executive

Action: Informational

Zach Houvener, Deputy Director of Equity & Strategic Services, reported to the Members of the Committee:

- Introduced Theresa Lee as the new REDI Program Administrator; and
- REDI Program Administrator meeting with Directors and staff, Council and community members.

Discussion ensued regarding: success in the role.

3. City Communications Strategy Update and Council Engagement Update

Department: Executive

Action: Informational

Zach Houvener, Deputy Director of Equity & Strategic Services, and Kelly Schutz, Communications Manager, reported to the Members of the Committee:

- Supporting Council connecting with the community;
- Improving resources and opportunities;
- Council talking points;
- Focus newsletter;
- Council Conversations events;
- Derby Days and DRAW;
- Looking for additional opportunities;
- City E-news;
- Consistent opportunities;
- Growing demands and increased staffing;
- Increase in communications project requests;
- Engagement with departments;
- Communications plan;
- Formal social media strategy; and
- Equity and accessibility.

Discussion ensued regarding: posting on all social media platforms; outline of City Council communications with the public; news and timely topics;

4. Regional Animal Services Licensing Update

Department: Executive

Action: Informational

Amy Tsai, Chief Policy Advisor, was joined by a representative from King County Regional Animal Services, reported to the Members of the Committee:

- Pet licensing;
- Interlocal agreement ending;
- Volunteers at the animal shelters;
- Public shelter;
- New animal shelter in Kent;
- Financial pressure;
- Options to bring in new revenue;

- Vaccination data;
- Educating pet owners; and
- Waiting for authorization to enter into a contract for Cities.

Discussion ensued regarding: not disincentivizing people from licensing; lower income areas; final authority for changing fees; and taking an educational approach.

Read Only - N/A

Meeting adjourned at 5:44 p.m.