

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

Remote Meeting  
Tuesday, April 27, 2021

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**Council**

Vanessa Kritzer, Presiding Officer  
Jeralae 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.