

City of Redmond



Agenda

Tuesday, April 9, 2024

4:30 PM

**City Hall: 15670 NE 85th St; Remote: Comcast Ch. 21/321, Ziplify Ch. 34,
Facebook (@CityofRedmond), Redmond.gov/rctvlive, or 510-335-7371**

Committee of the Whole - Finance, Administration, and Communications

Committee Members

Steve Fields, Presiding Officer

Jeralene Anderson

Jessica Forsythe

Vanessa Kritzer

Angie Nuevacamina

Osman Salahuddin

Melissa Stuart

Meetings can be attended in person, viewed live on RCTV (redmond.gov/rctlive), Comcast Channel 21/321, Ziplly Channel 34, Facebook/YouTube (@CityofRedmond), or listen live at 510-335-7371

AGENDA

ROLL CALL

1. Approval for Amendment to Lease Agreement with LWSD for [CM 24-151](#)
Old Redmond Schoolhouse in the Amount of \$13,463

[Attachment A: Contract](#)

Department: Parks and Recreation, 10 minutes

Requested Action: Consent, April 16th

2. Enterprise Data and GIS Program Update [CM 24-098](#)

Department: Technology and Information Services, 10 minutes

Requested Action: Informational

3. Repealing RMC 3.44, Advance Travel Revolving Fund [CM 24-152](#)

[Attachment A: Ordinance Repealing RMC 3.44, Advance Travel Revolving Fund](#)

Department: Finance, 5 minutes

Requested Action: Consent, April 16th

4. 2023-2024 Budget Adjustment #4 [CM 24-153](#)

[Attachment A: Ordinance: 2023-2024 Budget Adjustment #4](#)

[Exhibit 1: Summary of 2023-2024 Budget Adjustments #1-4](#)

Department: Finance, 10 minutes

Requested Action: Consent, April 16th

5. 2025-2026 Budget Process Monthly Update [CM 24-124](#)

Department: Finance, 15 minutes

Requested Action: Informational

ADJOURNMENT

Meeting videos are usually posted by 12 p.m. the day following the meeting at redmond.legistar.com, and can be viewed anytime on Facebook/YouTube (@CityofRedmond) and OnDemand at redmond.gov/OnDemand



Memorandum

Date: 4/9/2024

Meeting of: Committee of the Whole - Finance, Administration, and Communications

File No. CM 24-151

Type: Committee Memo

TO: Committee of the Whole - Finance, Administration, and Communications

FROM: Mayor Angela Birney

DEPARTMENT DIRECTOR CONTACT(S):

Parks	Loreen Hamilton	425-556-2336
Finance	Kelley Cochran	425-556-2748

DEPARTMENT STAFF:

Parks	Zach Houvener	Deputy Director
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TITLE:

Approval for Amendment to Lease Agreement with LWSD for Old Redmond Schoolhouse in the Amount of \$13,463

OVERVIEW STATEMENT:

In 2021, the City entered into a 5-year lease agreement with Lake Washington School District for a portion of the Old Redmond Schoolhouse for community recreation programming. Section 4.1 detailed that the parties would meet after 2 years of the agreement to assess utility and janitorial actual costs for the leased space. It was determined that for 2024, the increase for annual janitorial and utility costs is \$13,463. The amount for 2025 will be determined after year end of 2024. The lease will be renegotiated at the end of year 5 (2025).

☐ **Additional Background Information/Description of Proposal Attached**

REQUESTED ACTION:

☐ **Receive Information**

☒ **Provide Direction**

☐ **Approve**

REQUEST RATIONALE:

- **Relevant Plans/Policies:**
2018 Community Centers Stakeholder Report
PARCC Plan
- **Required:**
N/A
- **Council Request:**
This lease agreement was approved by City Council in 2020. Changes to the amount of the contract must be approved by Council to increase spending authority.
- **Other Key Facts:**
N/A

OUTCOMES:

Utilizing the Old Redmond Schoolhouse provides vital recreation space for programming, classes, active recreation (youth basketball, drop in pickleball, etc), and the Redmond Historical Society which subleases space from the City of Redmond.

COMMUNITY/STAKEHOLDER OUTREACH AND INVOLVEMENT:

- **Timeline (previous or planned):**
N/A
- **Outreach Methods and Results:**
N/A
- **Feedback Summary:**
N/A

BUDGET IMPACT:**Total Cost:**

\$50,000

Approved in current biennial budget:

☐ Yes

☒ No

☐ N/A

Budget Offer Number:

0000008 - Community Recreation

Budget Priority:

Healthy & Sustainable

Other budget impacts or additional costs:

☒ Yes

☐ No

☐ N/A

If yes, explain:

The increase for 2024 to this contract is \$13,463. This will be paid from the Recreation Activity Fund. This will be paid by revenues collected from programming the Old Redmond Schoolhouse.

Funding source(s):

Recreation Activity Fund (RAF)

Budget/Funding Constraints:

N/A

☐ **Additional budget details attached**

Date: 4/9/2024

Meeting of: Committee of the Whole - Finance, Administration, and Communications

File No. CM 24-151

Type: Committee Memo

COUNCIL REVIEW:

Previous Contact(s)

Date	Meeting	Requested Action
12/1/2020	Business Meeting	Approve

Proposed Upcoming Contact(s)

Date	Meeting	Requested Action
4/16/2024	Business Meeting	Approve

Time Constraints:

Payment for 2024 lease is due to LWSD. If we do not pay, we may be unable to continue programming in these spaces.

ANTICIPATED RESULT IF NOT APPROVED:

Payment for 2024 lease is due to LWSD. If we do not pay, we may be unable to continue programming in these spaces.

ATTACHMENTS:

Attachment A: ORSH Lease



City Contract Routing Form

City Contract #: _____

Section 1 – Attach Contract Documents



(multiple files can be uploaded)

Is an insurance certificate attached?

☐ Yes☒ No/Not applicableComments: ORSH Lease

Section 2 – Fill Out Contract Details

Date: 12/07/2020 Department: Parks and Recreation Division: Recreation Mail Stop: 4NPKProject Administrator Name: Jeff Hagen Extension: 2312

Project Manager Name (if different than above): _____ Extension: _____

Contract Type: Interlocal/Intergovernmental If other, please indicate: _____Contract Title: ORSH LeaseContractor/Consultant Business Name: Lake Washington School DistrictContract Description: Lease of space at the ORSH for recreation programsProject ID #: _____ Budget/Account #: 110.51100.00450.57121Council Approval Date: 12/01/20 Council Agenda Memo #: AM No 20-161 RFP/IFB/RFQ #: _____ NIGP #: 97100☐ New Contract

Total Amount: _____

Start Date: _____ End Date: _____

Renewal Option (Y/N): _____ If yes, how many? _____

☒ Amendment/Renewal/Change Order #: 1-2020 Original CC #: 8654New Start Date: 01/01/2021 New End Date: 01/01/2025Current Contract Amount (including all previous amendments/change orders): 162,500Amount of this Amendment/Change Order (proposed increase/decrease): No ChangeNew/Cumulative Contract Amount: 162,500

Section 3 – Route Contract for Signatures and Approvals

☒ Department Director:  Date: 12/8/2020 Comments: _____

☐ TIS Director: _____ Date: _____ Comments: _____

☒ City Attorney:  Date: 12/8/2020 Comments: _____

☒ Risk Manager:  Date: 12/14/2020 Comments: _____

☒ Mayor or Designee:  Date: 12/14/2020 Comments: _____

☒ City Clerk's Office: _____ Date: _____ Comments: _____

☒ Purchasing: no signature required – for copy only

LEASE AGREEMENT
PORTION OF OLD REDMOND SCHOOL HOUSE

THIS LEASE AGREEMENT ("Lease") is made by and between LAKE WASHINGTON SCHOOL DISTRICT NO. 414, a municipal corporation (hereinafter "Landlord"), and the CITY OF REDMOND, a municipal corporation (hereinafter "Tenant").

W I T N E S S E T H

FOR AND IN CONSIDERATION of the rents herein reserved and in further consideration of the mutual promises, terms and conditions hereof, the parties hereby agree as follows:

1. PREMISES

Landlord hereby leases to Tenant, and Tenant hereby leases from Landlord, that certain area (the "Premises") described in the floor plan(s) attached hereto as *Exhibit A*, being a part of the Old Redmond School House (the "Building") located at 16600 NE 80th Street, Redmond, Washington 98052. The Premises contain approximately 9,785 square feet. The Building contains approximately 45,400 square feet. Landlord reserves the right to make changes in the Building as Landlord deems necessary and to establish reasonable rules and regulations for the use the Building.

2. USE

The Premises are to be used solely for the City of Redmond's Community Programs and its visitors and community public uses, and for no other purpose without the written consent of Landlord. For the purposes of this Lease, "public uses" includes use by private groups and organizations participating in recreational, cultural, educational, and complimentary business activities sponsored or otherwise permitted by the Tenant.

3. TERM

This term of this lease shall commence on January 1, 2021. The term shall continue for five (5) consecutive years and shall terminate at midnight on date of signature unless the term is extended by mutual agreement of the parties or is sooner terminated as provided herein.

4. RENT

4.1 Tenant covenants and agrees to pay Landlord, as rental for the Premises, a first year rental of \$25,000.00, second year rental of \$28,750.00, third-year rental of \$32,500.00, fourth year rental of \$36,250.00, and fifth year rental of \$40,000.00 dollars. The annual rental will also be adjusted each year based on the CPI for the Greater Seattle Area. The Tenant will pay the

first year's rent within twenty (20) days of the effective date of this Lease and subsequent annual payments on the anniversary date of this Lease.

Annual rent is intended to cover the costs of utilities and custodial services for Tenant's portion of the use of the building. After two years the parties will review actual costs and meet to discuss in good faith in order to come to a mutual agreement regarding appropriate future adjustments, if any, in the annual rental amount.

4.2 In addition to the rental specified in Section 4.1 above, Tenant shall pay to Landlord monthly, in advance, on the first day of each calendar month, the leasehold excise tax assessed pursuant to RCW 82.29A against Tenant in respect of the monthly rent paid pursuant to paragraph 4.1 above unless the leasehold interest created under this lease is exempt from the tax. Said leasehold tax is currently equal to twelve point eighty-four percent (12.84%) of the taxable rent paid to the Landlord. Tenant shall in addition pay to Landlord when due the leasehold excise tax in respect of any payment or obligation hereunder which is deemed to be taxable rent.

5. UTILITIES AND SERVICE

5.1 During the term of this Lease, Landlord agrees to cause to be furnished to the Premises during customary business hours and during generally recognized business days the following utilities and services. Expenses for heat, electricity and utilities incurred by Landlord due to Tenant's use will be paid by Landlord. Landlord reserves the right to levy an Energy Surcharge as needed to recover excessive energy costs as described in paragraph 5.1.

- a. Electricity, water, gas and sewer service;
- b. Heat to such extent and to such levels as, in Landlord's judgment, is reasonably required for the comfortable use and occupancy of the Premises while the Premises also are occupied by Landlord's educational programs; and
- c. Janitorial service to and appropriate maintenance and repair of the Premises.

5.2 Tenant shall, at its own cost, provide the following with respect to the Premises only:

Telephone connection, but not including telephone stations and equipment (it being expressly understood and agreed that Tenant shall be responsible for the ordering and installation of telephone lines and equipment which pertain to the Premises).

5.3 Tenant shall arrange for and shall pay the entire cost and expense of all telephone stations, equipment and use charges, electric light bulbs and all other materials and services not expressly required to be provided and paid by Landlord pursuant to the provisions of paragraph 5.1 above.

5.4 Tenant shall provide for weekend garbage removal and cleaning.

5.5 Tenant shall provide for appropriate repair and maintenance for equipment used within the Premises (e.g. kiln, basketball nets, court, etc.)

5.6 Tenant shall not, without the written consent of Landlord, use any apparatus or device on the Premises (including, but without limitation thereto, electronic data processing machines, computers or machines using current in excess of 110 volts) which will in any way increase the amount of electricity or water usually supplied at the Premises. Tenant shall not connect with electrical current, except through existing electrical outlets in the Premises. If Tenant requires water or electric current in excess of that usually supplied at the Premises, Tenant shall first procure the written consent of Landlord for the use thereof. Landlord may cause a water meter or electric current meter to be installed in the Premises. The cost of such meters and of installation, maintenance and repair thereof shall be paid by Tenant. Tenant further agrees to pay Landlord promptly upon demand for all such excess water and electric current consumed by Tenant at the rates charged for such services by Puget Power or the local public utility, plus any additional expense incurred by Landlord in keeping account of the water and electric current so consumed.

5.6 Landlord shall not be liable for and Tenant shall not be entitled to terminate this Lease or to effectuate any abatement or reduction of rent by reason of Landlord's failure to provide or furnish any of the foregoing utilities or services if such failure was reasonably beyond the control of Landlord.

6. ACCEPTANCE AND CARE OF PREMISES

6.1 Tenant has inspected the Premises and accepts the Premises "AS IS" in its present condition. During the term of this Lease and any extension thereof, Tenant, at Tenant's sole cost, shall keep the Premises in a neat, clean, and sanitary condition and shall make all necessary repairs related to maintaining equipment used within the Premises.

Tenant shall maintain the Premises including, in good and proper repair, and in accordance with all applicable statutes, city ordinances and directions or regulations of the proper public authorities. Tenant shall not be required to make any repairs in respect to structural defects in the walls, foundation or roof of the Premises.

6.2 In the event Tenant fails to maintain the Premises in good order, condition and repair, Landlord shall give Tenant notice to do such acts as are reasonably required to so maintain the Premises. In the event Tenant fails to commence such work within ten (10) days of notice and to diligently prosecute it to completion, then Landlord shall have the right, at its option and in addition to all other remedies, to do such acts and expend such funds to maintain the Premises.

6.3 Tenant acknowledges and agrees that Landlord shall have no obligation whatsoever to make any alterations, additions, renovations or improvements to the Premises or to

determine if any alterations are necessary in order for Tenant to conduct its business as set forth in Section 2 above. In the event that any federal, state or city department or agency determines that certain alterations, additions, renovations or improvements are required to permit Tenant to use the Premises for the purpose(s) set forth in Section 2 above, Landlord shall have no obligation to make such changes. If Tenant is unable to make such changes, then this Lease shall be terminated and both parties relieved of all rights and obligations hereunder, save for the parties' respective duties under paragraphs 12.1, 14, 15, and 24.

7. WAIVER OF SUBROGATION

Landlord and Tenant do each herewith and hereby release and relieve the other from responsibility for, and waive their entire claim of recovery for, any loss or damage to the real or personal property of either located anywhere in the Premises or the Building, arising out of or incident to the occurrence of any of the perils which are covered by any insurance policy obtained by Tenant or Landlord. Each party shall obtain any special endorsements, if required by its insurer, to evidence this waiver of the insurer's right to subrogation against the indemnities.

8. LIABILITY INSURANCE

All personal property on the leased Premises shall be at the risk of Tenant. Except for the negligence of Landlord or Landlord's agent, Landlord shall not be liable for any damage, either to persons or property, sustained by Tenant or others, caused by any defects now on said Premises or hereafter occurring therein, or from any act or neglect of employees, or any other persons or Landlord's agents due to the happening of any accident from whatever cause in and about said Premises.

Tenant covenants that it shall, during the entire Lease term, keep in full force and effect a policy of public liability and property damage insurance with respect to the Premises, sidewalks on the leased Premises and the use and business operated by Tenant. Policy limits shall not be less than One Million Dollars (\$1,000,000) per person and Two Million Dollars (\$2,000,000) per accident, and Five Hundred Thousand (\$500,000) for property damage liability. The policy shall name the Landlord and any persons designated by Landlord as an additional insured and shall contain a clause that the insurer will not cancel or change insurance without giving Landlord thirty (30) days' prior written notice. The insurance shall be placed with a reputable insurance company and shall have an A.M. Best's rating of A-10 or better. A Certificate of Insurance shall be promptly delivered to the Landlord upon acquisition of such insurance. Tenant may elect to be self-insured.

Tenant covenants that it will not keep, have or sell in or upon the leased Premises any article which may be prohibited by any standard form or fire insurance policy. This includes any hazardous materials. Tenant agrees to pay an increase in premiums for fire and extended coverage insurance that may be charged on the Building during the term of this Lease resulting from the nature of Tenant's occupancy or from the type of merchandise stocked, manufactured, maintained or sold by the Tenant in the leased Premises, whether or not Landlord has consented to the same. Tenant may elect to be self-insured.

9. ALTERATIONS OR IMPROVEMENTS

Tenant shall not make any alterations, additions, renovations or improvements in or to the Premises without first obtaining the written consent of Landlord. All alterations, additions, renovations and improvements which shall be made shall be at the sole cost and expense of Tenant and shall become a part of the real property and belong to Landlord and shall remain in and be surrendered with the Premises by Tenant at the sole discretion of Landlord. Tenant further agrees to indemnify and hold Landlord and the Premises free and harmless from, and against, any and all damages, injuries, losses, liens, costs or expenses (including attorneys' fees) incurred, claimed or arising out of said work. Landlord reserves the right to review and approve Tenants' plans, specifications and contractor and, further, Landlord reserves the right to impose such restrictions or conditions upon its consent to the above work, including the requirement that Tenant appropriately bond the same, as Landlord may deem reasonably appropriate. Landlord further reserves the right to make any alterations, additions or improvements to the Premises which, in Landlord's sole discretion, are necessary or appropriate for the Premises.

10. DAMAGE OR DESTRUCTION

In the event the Premises or the Building are partially or wholly destroyed or damaged by fire, earthquake, or other casualty, it shall be optional with Landlord to repair or rebuild the same, and in the meantime the rental shall be abated in the same proportion as the untenable portion of the Premises bears to the tenantable portion thereof. Unless Landlord within sixty (60) days after the happening of any such damage or casualty shall notify Tenant of its election to restore said Premises or Building, this Lease shall thereupon terminate. If Landlord does not terminate this Lease, it shall remain in full force and effect. Landlord shall not be required to repair or restore any damage or injury nor replace any equipment, inventory, fixtures or other personal property of Tenant or others located on the Premises. Any proceeds payable to Landlord from insurance policies carried by Landlord and covering the Premises or the Building shall be the sole and exclusive property of Landlord.

11. CONDEMNATION

If any part of the Premises or the Building shall be taken or condemned, and a part thereof remains which is susceptible of occupation hereunder, this Lease shall, as to the part so taken, terminate as of the date title shall vest in the condemnor, and the rental payable hereunder shall be adjusted so that Tenant shall be required to pay for the remainder of the term only such portion of such rent as the number of square feet in the part remaining after the condemnation bears to the number of square feet of the entire Premises at the date of condemnation; but in such event Landlord shall have the option to terminate this Lease by written notice to Tenant within thirty (30) days of the date when title to the part so condemned vests in the condemnor. If part or all of the Premises or the Building be taken or condemned, all compensation awarded upon such condemnation or taking shall go to Landlord and Tenant shall have no claim thereto, and Tenant hereby irrevocably assigns and transfers to Landlord any right to compensation or damages to which Landlord may be entitled during the term hereof by reason of the condemnation of all or a part of the Premises.

12. ACCIDENTS AND INDEMNIFICATION

12.1 Tenant shall defend, indemnify, and hold Landlord harmless from and against any and all suits, actions, damages, claims, liability and expense, including attorneys' fees, in connection with loss of life, bodily or personal injury, or property damage arising from or out of any occurrence in, upon, at or from the Premises, or the occupancy or use by Tenant of the Premises or any part thereof, or occasioned wholly or in part by any act or omission of Tenant, its agents, contractors, employees, servants, invitees, licensees, or concessionaires, except for the comparative negligence of Landlord or Landlord's agent.

12.2 Landlord shall defend, indemnify and hold harmless Tenant harmless from and against any and all suits, actions, damages, claims, liability and expense, including attorneys' fees, in connection with loss of life, bodily or personal injury, or property damage arising from or out of any breach or violation of this Lease by Landlord, or any negligent act or omission of Landlord, except for the comparative negligence of Tenant or Tenant's agent.

12.3 Landlord shall not be responsible or liable at any time for any loss or damage to Tenant's personal property or to Tenant's business that may be occasioned by or through the acts or omissions of persons occupying adjacent, connecting or adjoining space.

The provisions of this Section 12 shall survive the expiration or termination of this Lease.

13. COMPLIANCE WITH LAWS

Tenant shall comply fully with all federal and state statutes and city ordinances now or hereafter in force in respect to the Premises and Tenant's activities therein. Tenant warrants and represents to Landlord that Tenant shall use the Premises only for lawful purposes.

14. SIGNS OR ADVERTISING

Tenant will not inscribe, post, place, or in any manner display any sign, notice, picture, poster or any advertising matter whatsoever anywhere in or about the Premises, without first obtaining Landlord's written consent thereto. Any consent so obtained from Landlord shall be with the understanding and agreement that Tenant will remove same at the termination of the tenancy herein created and repair any damage or injury to the Premises or the Building caused thereby.

15. WASTE AND UNLAWFUL USE

Tenant will not commit or suffer any waste upon the Premises, or disturb the quiet enjoyment of any other occupants of the Building by making or suffering any nuisance, undue or unseemly noise, or otherwise, and will not do or permit to be done in or about the Premises

anything which is illegal or unlawful, or which will be dangerous to life or limb, or which will increase any insurance rate upon the Premises or the Building.

16. COSTS AND ATTORNEYS' FEES

If, by reason of any default or breach hereunder by Landlord or by Tenant, it becomes necessary to institute a lawsuit, the prevailing party in such action shall be entitled to recover, as part of any judgment, such amount as the court shall determine reasonable as attorneys' fees for the prevailing party in such lawsuit, together with taxable costs.

17. NONWAIVER OF BREACH

The failure of Landlord to insist upon strict performance of any of the covenants and agreements of this Lease or to exercise any option herein conferred in any one or more instances shall not be construed to be a waiver or relinquishment of any such or of any other covenant or agreement, but the same shall be and remain in full force and effect.

18. REMOVAL OF PROPERTY

In the event of any entry in, or taking possession of, the Premises upon the termination of this Lease, Landlord shall have the right, but not the obligation, to remove from the Premises all personal property located therein, and may store the same in any place selected by Landlord, including but not limited to a public warehouse, at the expense and risk of the owners thereof, with the right to sell such stored property, without notice to Tenant, after it has been stored for a period of thirty (30) days or more. The proceeds of such sale shall be applied first to the cost of such sale, second to the payment of the charges for storage, if any, and third to the payment of any other sums of money which may then be due from Tenant to Landlord under any of the terms hereof, with the balance, if any, to be paid to Tenant.

19. HOLDOVER

If Tenant shall, without the written consent of Landlord, hold over after the expiration of the term of this Lease, such tenancy shall be for an indefinite period of time on a month-to-month tenancy, which tenancy may be terminated as provided by the laws of the State of Washington. During such tenancy, Tenant agrees to pay to Landlord the same rate of rental as set forth herein, unless a different rate is agreed upon, and to be bound by all the terms, covenants and conditions as herein specified, so far as applicable.

20. COOPERATION PROVISION

Both parties agree to cooperate to carry out the terms of this Lease. Each of the parties agree to execute, acknowledge, and deliver upon request of either party any document which requesting party reasonably deems necessary or desirable to evidence or effectuate the rights herein conferred or to implement or consummate the purposes and intents hereof, so long as such imposes no different or greater burden upon such party that is otherwise imposed hereunder.

21. ASSIGNMENT AND SUBLETTING

21.1 Tenant shall not transfer, assign, mortgage or hypothecate this Lease, in whole or in part, or permit the use of the Premises by any person or persons other than Tenant, or sublet the Premises, or any part thereof, without the prior written consent of Landlord in each instance. Such prohibition against assigning or subletting shall include any assignment or subletting by operation of law.

21.2 Any assignment or subletting without Landlord's consent shall be void, and shall constitute a default hereunder which, at the option of Landlord, shall result in the termination of this Lease or exercise of Landlord's other remedies hereunder. Consent to any assignment or subletting shall not operate as a waiver of the necessity for consent to any subsequent assignment or subletting, and the terms of such consent shall be binding upon any person holding by, under, or through Tenant.

22. NOTICES

All notices, statements, demands, requests, consents, approvals, authorization, agreements, or designations under this Lease by either party to the other shall be in writing and shall be sufficiently given and served upon the other party if sent by certified mail, return receipt requested, postage prepaid, and addressed as follows:

To Tenant: Written notice directly to the Mayor of the City of Redmond;

To Landlord: Addressed to Landlord in care of Barbara Posthumus, Associate Superintendent, Business and Support Services, Lake Washington School District No. 414, PO Box 97039, Redmond, WA, 98073;

And to: David A. Alskog, PRK Livengood, PLLC, 1850 Skyline Tower, 10900 NE 4th Street, Bellevue, WA, 98004.

23. LIENS AND ENCUMBRANCES

Tenant shall keep the Premises free and clear of any liens and encumbrances arising out of the use and occupancy of the Premises by Tenant. At Landlord's request Tenant shall furnish Landlord with written proof of payment of any item which, if not paid, would or might constitute the basis for such a lien on the Premises.

24. BREACH BY TENANT

In the event that the Tenant defaults in the performance of any of the terms, provisions, covenants and agreements on the Tenant's part to be kept, observed and performed, and such default is not corrected within thirty (30) days after the receipt of notice thereof from the Landlord, or such shorter period as may be reasonable under the circumstances; or if the Tenant shall abandon, desert, vacate or remove from the Premises; then, in such event, the Landlord, at its option at any time thereafter, may terminate this Lease together with all of the estate, right and title thereby granted to or vested in the Tenant by giving twenty (20) days' notice in writing of such election, by certified mail addressed to the Tenant at the address specified in this Lease, and at the expiration of such twenty (20) day period, this Lease and all of the estate, right, title and interest thereby granted to or vested in the Tenant shall then cease and terminate, and the Landlord may re-enter said Premises using such force as may be required. Notwithstanding such re-entry by the Landlord and anything to the contrary in this agreement, the liability of the Tenant for the rent provided for herein shall not be extinguished for the balance of the term of this Lease. The Landlord shall have the right to determine the existence of any default in performance or other breach or violation of the terms and conditions hereof on the part of the Tenant.

In the event of a default by Tenant, Landlord, in addition to other rights or remedies that it may have, shall have the right to either terminate this Lease or from time to time, without terminating this Lease, relet the Premises or other part thereof, for any such term or terms and conditions as Landlord in its sole discretion may deem advisable with the right to make alterations and repairs to the Premises. Tenant shall pay to Landlord, as soon as ascertained, the costs and expenses incurred by Landlord in such reletting or in making such alterations and repairs. Rentals received by Landlord from such reletting shall be applied: First, to the payment of any indebtedness, other than rental, due hereunder from Tenant to Landlord; second, to the payment of the cost of any alterations and repairs to the Premises necessary to return the Premises to good condition, normal wear and tear excepted, for uses permitted by this Lease and the cost of storing any of Tenant's property left on the Premises at the time of reletting; third, to the payment of rental due and unpaid hereunder and the residue, if any, shall be held by Landlord and applied in payment of future rent or damages in the event of termination as the same may become due and payable hereunder and the balance, if any, at the end of the term of this Lease shall be paid to Tenant. Should such rental received from time to time from such reletting during any month be less than that agreed to be paid during that month by Tenant hereunder, Tenant shall pay such deficiency to Landlord. Such deficiency shall be calculated and paid monthly.

25. TERMINATION

Landlord may terminate this Lease for default as provided above. In addition, Landlord may also, upon twelve (12) months' written notice, terminate this Lease if it needs the subject Premises for student or staff capacity needs; provided, that as a condition preceding to acquiring the interest of Tenant in terminating the Lease herein, Landlord shall be required to pay the undepreciated value of the improvements made to the subject Premises by Tenant. Rules of eminent domain will apply for determining the depreciative value of the improvements and the amounts to be paid pursuant to this provision, if and when exercised by Landlord.

After two (2) years from the Commencement Date hereof, Tenant may terminate this Lease at any time, with or without cause, upon giving six (6) months' written notice. On termination of the Lease, Tenant shall restore the property into an equal or better condition than it was at the time of the Effective Date of the Lease. Termination shall not relieve either party from any indemnity or other obligation related to events occurring either prior to or during the Effective Date of this Lease or during this Lease.

26. MISCELLANEOUS

26.1 The paragraph and section headings hereof are for convenience only and shall not be used to expand or interpret the meaning of any part of this Lease.

26.2 Time is of the essence hereof.

26.3 If any portion of this Lease shall be deemed void, illegal or unenforceable, the balance of this Lease shall not be affected thereby.

26.4 This Lease shall be interpreted under the laws of the State of Washington.

26.5 The parties agree that the Superior Court of the State of Washington for King County shall have sole jurisdiction over any question, claim, loss or injury arising hereunder.

26.6 Tenant acknowledges that except as expressly set forth in this Lease, neither Landlord nor any other person has made any representation or warranty with respect to the Premises or any other portion of the Building. Specifically, but not in limitation of the foregoing, no representation has been made or relied on with respect to the suitability of the Premises or any other portion of the Building for the conduct of Tenant's business.

26.7 Landlord does not by this Lease, in any way or for any purpose, become a partner or joint venturer of Tenant in the conduct of its business or otherwise.

26.8 Landlord shall be excused for the period of any delay in the performance of any obligations hereunder when prevented from so doing by cause or causes beyond Landlord's control, including labor disputes, civil commotion, war, governmental regulations or controls, fire or other casualty, inability to obtain any material or service, or acts of God.

26.9 This Lease and the exhibits, riders and/or addenda, if any, attached hereto, constitute the entire agreement between the parties. All exhibits, riders or addenda mentioned in this Lease are incorporated herein by reference. Any prior conversations or writings are merged herein and extinguished. No subsequent amendment to this Lease shall be binding upon Landlord or Tenant unless reduced to writing and signed. Submission of this Lease for examination does not constitute an option for the Premises and becomes effective as a lease only upon approval of this Lease by the Lake Washington School District Board, or its designee, and execution and delivery of this Lease by Landlord to Tenant. If any provision contained in a rider or addenda is


inconsistent with a provision in the body of this Lease, the provision contained in said rider or addenda shall control. The captions and paragraph numbers appearing herein are inserted only as a matter of convenience and are not intended to define, limit, construe or describe the scope or intent of any paragraph.

Landlord:

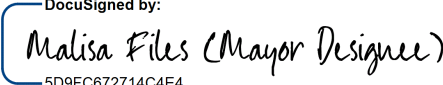
Tenant:

LAKE WASHINGTON SCHOOL
DISTRICT NO. 414

CITY OF REDMOND

By 
25C2280CD8BA474
Barbara Posthumus, Associate
Superintendent

Date 12/8/2020

By 
5D9FC672714C4E4...
Angela Birney, Mayor

Date 12/14/2020

STATE OF WASHINGTON)

: ss.

County of King)

I certify that I know or have satisfactory evidence that Barbara Posthumus signed this Lease, on oath stated that she was authorized to execute the Lease and acknowledged it as the Director of Business Services of Lake Washington School District No. 414 to be the free and voluntary act of such party for the uses and purposes mentioned in the Lease.

SUBSCRIBED and SWORN to before me this _____ day of ____ 2020.

Print Name: _____
NOTARY PUBLIC in and for the State of
Washington, residing at _____
My Commission Expires: _____

STATE OF WASHINGTON)

: ss.

County of King)

I certify that I know or have satisfactory evidence that Angela Birney signed this Lease, on oath stated that he was authorized to execute the Lease and acknowledged it as the Mayor of the City of Redmond to be the free and voluntary act of such party for the uses and purposes mentioned in the Lease.

SUBSCRIBED and SWORN to before me this _____ day of _____ 2020.

Print Name: _____
NOTARY PUBLIC in and for the State of
Washington, residing at _____
My Commission Expires: _____

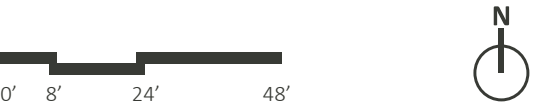


BASEMENT AREA	1,642 SF
FIRST FLOOR AREA	29,564 SF
SECOND FLOOR AREA	14,194 SF
TOTAL BUILDING AREA	45,400 SF

LWSD PRESCHOOL AREA	12,494 SF
CITY OF REDMOND LEASABLE AREA	9,785 SF
LWSD COMMON AREA	7,285 SF
TOTAL FIRST FLOOR AREA	29,564 SF

LEGEND

- City of Redmond Leasable Area
- Lake Washington School District Area



FIRST FLOOR AREA DIAGRAM

OLD REDMOND SCHOOLHOUSE
LAKE WASHINGTON SCHOOL DISTRICT
6 MARCH 2018



Memorandum

Date: 4/9/2024

Meeting of: Committee of the Whole - Finance, Administration, and Communications

File No. CM 24-098

Type: Committee Memo

TO: Committee of the Whole - Finance, Administration, and Communications

FROM: Mayor Angela Birney

DEPARTMENT DIRECTOR CONTACT(S):

Technology and Information Services	Michael Marchand	425-556-2173
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DEPARTMENT STAFF:

Technology and Information Services	Melissa Brady	Information Services Manager, Enterprise Data and GIS
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TITLE:

Enterprise Data and GIS Program Update

OVERVIEW STATEMENT:

The Enterprise Data Management and Geographic Information System (EDM/GIS) group is part of the City of Redmond's Technology and Information Services Department. The EDM/GIS Group is tasked with developing, maintaining and administrating the City's enterprise data programs. We would like to provide Council an overview of major 2023 Enterprise Data and GIS Program accomplishments and to also highlight some current work that is being done in 2024. Partners are noted in parenthesis.

Major 2023 Accomplishments

Demographics Dashboard Phase 1 and 2 (Planning)

- Interactive Dashboard released in 6/2023 on Redmond.gov
- Dashboard shows Population and Housing data, Covered Employment data
- [Demographics and Statistics | Redmond, WA <https://www.redmond.gov/818/Demographics-and-Statistics>](https://www.redmond.gov/818/Demographics-and-Statistics)

Environmental Sustainability Dashboard Phase 2 (Executive)

- Interactive Dashboard originally released in March 2022
- Phase 2 data included Fish Barrier on Class 2 Streams and Stream Length Complexity Good or Better
- Phase 1 data refreshed in 2023
- [Environmental Sustainability Data Dashboard | Redmond, WA <https://www.redmond.gov/1726/Environmental-Sustainability-Data-Dashbo>](https://www.redmond.gov/1726/Environmental-Sustainability-Data-Dashbo)

D365/Dynamics AX Reporting Platform (Finance)

- Internal Reporting Platform developed for financial data merging our legacy Dynamics AX and D365
- Migrated from Excel reports to modern Microsoft Power BI
- Reports include Budget vs. Actuals, Voucher Transactions, Project Reports, Purchase Requisitions and more.
- Future phases include publishing financial reports to Redmond.gov

Fire Prevention EnerGOV Reporting Platform (Fire)

- Operational Reports for Fire Prevention from EnerGOV permitting system
- Reports include Development Permit Intake, Development Inspection Performance, Incomplete Review, Completed Review, Review Overdue Amount, Inspection Status

Redmond 2050 Story Map: From Suburb to City Story Map (Planning)

- Interactive Story Map showing developed alternatives for how the City can accommodate anticipated growth.
- [From suburb to city \(arcgis.com\)](https://storymaps.arcgis.com/stories/c54dd73333b3497295a675a599e0be98)
<<https://storymaps.arcgis.com/stories/c54dd73333b3497295a675a599e0be98>>

Redmond 2050 Story Map: Complete Neighborhoods Story Map (Planning)

- Interactive Story Map to support helping making neighborhoods more complete by meeting basic needs by walking or rolling close to home.
- [Complete Neighborhoods \(arcgis.com\)](https://storymaps.arcgis.com/stories/738194955943407c9740f380a661577d)
<<https://storymaps.arcgis.com/stories/738194955943407c9740f380a661577d>>

Redmond Traffic Viewer Updates (PW)

- Enhanced the Redmond Traffic Viewer to include Travel Congestion and better imagery
- [Redmond Traffic and Alerts Viewer](https://gis.redmond.gov/traffic) <<https://gis.redmond.gov/traffic>>

Notable Upcoming 2024 Projects:**Redmond 2050: Zoning Code Story Map (Planning)**

- Develop an interactive story map to help the public understand the changes coming to the City's zoning code.

Community Health Dashboard (Planning, Fire, Police, Executive)

- Interactive dashboard to display data from multiple systems that highlights our client care activities and monitor performance measures.

Lead Inventory Application (PW)

- Implement an application to allow the Public Works Maintenance and Operation Center to inventory lead service lines in the City as required by the Environmental Protection Agency.

Snow Plow Tracker (PW)

- Develop an interactive webmap for the public to track our snow plows during winter storm events.

CCTV Application (PW)

- Develop an application to allow easy access to wastewater and stormwater pipe TV inspection data from the Closed Circuit Television (CCTV) trucks allowing for better capital replacement planning.

EV Study Support (Planning)

- Provide GIS support to the EV Study allowing our consultants to collaborate with staff through an online private GIS portal.

Stormwater Assessment (PW)

- Provide GIS support to the Stormwater Assessment Study allowing our consultants to collaborate with staff through an online private GIS portal.

EnerGOV SB 5290 reporting (Planning)

- Develop reports and dashboards to support the Washington SB 5290 that aims to increase the timeliness and predictability of local project review.

FireGauge PCR (Fire)

- Support the development of a Patient Care Record (PCR) quality control dashboard that will help Redmond Fire ensure that our data is accurate and meeting high quality standards.

☐ **Additional Background Information/Description of Proposal Attached**

REQUESTED ACTION:

☒ Receive Information

☐ Provide Direction

☐ Approve

REQUEST RATIONALE:

- **Relevant Plans/Policies:**
N/A
- **Required:**
N/A
- **Council Request:**
N/A
- **Other Key Facts:**
N/A

OUTCOMES:

N/A

COMMUNITY/STAKEHOLDER OUTREACH AND INVOLVEMENT:

- **Timeline (previous or planned):**
N/A
- **Outreach Methods and Results:**
N/A
- **Feedback Summary:**
N/A

BUDGET IMPACT:

Total Cost:

None

Approved in current biennial budget:

☒ Yes

☐ No

☐ N/A

Budget Offer Number:

Part of TIS Operational Budget

Budget Priority:

Responsible Government

Other budget impacts or additional costs:

☐ Yes

☐ No

☒ N/A

If yes, explain:

Date: 4/9/2024

Meeting of: Committee of the Whole - Finance, Administration, and Communications

File No. CM 24-098

Type: Committee Memo

N/A

Funding source(s):

N/A

Budget/Funding Constraints:

N/A

☐ Additional budget details attached

COUNCIL REVIEW:

Previous Contact(s)

Date	Meeting	Requested Action
N/A	Item has not been presented to Council	N/A

Proposed Upcoming Contact(s)

Date	Meeting	Requested Action
N/A	None proposed at this time	N/A

Time Constraints:

N/A

ANTICIPATED RESULT IF NOT APPROVED:

N/A

ATTACHMENTS:

N/A



Memorandum

Date: 4/9/2024

Meeting of: Committee of the Whole - Finance, Administration, and Communications

File No. CM 24-152

Type: Committee Memo

TO: Committee of the Whole - Finance, Administration, and Communications

FROM: Mayor Angela Birney

DEPARTMENT DIRECTOR CONTACT(S):

Finance	Kelley Cochran	425-556-2748
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DEPARTMENT STAFF:

Finance	Debbie Keranova	Fiscal Services Manager/Treasurer
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TITLE:

Repealing RMC 3.44, Advance Travel Revolving Fund

OVERVIEW STATEMENT:

The City no longer uses its advance travel account and seeks to repeal RMC 3.44, Advance Travel Revolving Fund. In June 2023, the City implemented Concur as the new expense reporting software and replacement for advance travel. City staff are now required to either use a ProCard while traveling or submit an employee reimbursement form through Concur upon return.

☒ **Additional Background Information/Description of Proposal Attached**

REQUESTED ACTION:

☐ **Receive Information**

☒ **Provide Direction**

☐ **Approve**

REQUEST RATIONALE:

- **Relevant Plans/Policies:**
Ordinance No. 685, establishing the Advance Travel Revolving Fund
Ordinance No. 2375, increasing the Advance Travel Fund from \$10,000 to \$20,000
- **Required:**
Council approval is required to change the Redmond Municipal Code.
- **Council Request:**
N/A
- **Other Key Facts:**
RCW 42.24.120-160 provides the authority to establish a revolving fund to be used solely for the purpose of making advance payments of travel expenses. The Treasurer is designated as the custodian of the Advance Travel Expense Revolving Fund and is responsible for opening a checking account for the fund in a local bank in the name of the City of Redmond. The City currently has a checking account with KeyBank for the purpose of advance travel.

OUTCOMES:

The approval to repeal RMC 3.44 will bring city code into alignment with business processes changes. Once approved, the Treasurer will close the advance travel checking account at KeyBank and transfer the full balance of \$20,000 to the City's general (primary) bank account at KeyBank.

COMMUNITY/STAKEHOLDER OUTREACH AND INVOLVEMENT:

- **Timeline (previous or planned):**
N/A
- **Outreach Methods and Results:**
N/A
- **Feedback Summary:**
N/A

BUDGET IMPACT:**Total Cost:**

N/A

Approved in current biennial budget:☐ Yes☐ No☒ N/A**Budget Offer Number:**

N/A

Budget Priority:

N/A

Other budget impacts or additional costs:☐ Yes☐ No☒ N/A***If yes, explain:***

N/A

Funding source(s):

N/A

Budget/Funding Constraints:

N/A

☐ Additional budget details attached**COUNCIL REVIEW:**

Date: 4/9/2024

Meeting of: Committee of the Whole - Finance, Administration, and Communications

File No. CM 24-152

Type: Committee Memo

Previous Contact(s)

Date	Meeting	Requested Action
N/A	Item has not been presented to Council	N/A

Proposed Upcoming Contact(s)

Date	Meeting	Requested Action
4/16/2024	Business Meeting	Approve

Time Constraints:

N/A

ANTICIPATED RESULT IF NOT APPROVED:

If this item is not approved, the City will continue to maintain a bank account for advance travel, which will never be used.

ATTACHMENTS:

Attachment A: Ordinance Repealing RMC 3.44, Advance Travel Revolving Fund

CODE

CITY OF REDMOND
ORDINANCE NO. _____

AN ORDINANCE OF THE CITY OF REDMOND,
WASHINGTON, REPEALING RMC 3.44, ADVANCE TRAVEL
REVOLVING FUND

WHEREAS, on June 17, 1975, the Redmond City Council adopted Ordinance No. 685, RMC 3.44, establishing an Advance Travel Revolving Fund; and

WHEREAS, on December 15, 2007, the Redmond City Council adopted Ordinance No. 2375, amending RMC 3.44, to increase the amount of the advance travel fund and to require submission of travel expense vouchers on or before the 15th day following the travel period; and

WHEREAS, RCW 42.24.120-160 governs procedures in this regard; and

WHEREAS, on June 27, 2023, the City implemented a new expense reporting software and replacement for advance travel and no longer uses the advance travel account; and

WHEREAS, this ordinance is being brought forward to Council, to align the City Code with business process changes.

NOW, THEREFORE, THE CITY COUNCIL OF THE CITY OF REDMOND, WASHINGTON, DO ORDAIN AS FOLLOWS:

Section 1. Classification. This ordinance is of a general and permanent nature and shall become a part of the City Code.

Section 2. Repeal of Chapter. RMC 3.44, Advance Travel Revolving Fund, is hereby repealed in its entirety as follows:

~~{SECTIONS:~~

~~3.44.010 FUND CREATED.~~

~~3.44.020 AMOUNT OF FUND REPLENISHMENT.~~

~~3.44.030 CUSTODIAN OF FUND.~~

~~3.44.040 TRAVEL EXPENSE VOUCHER.~~

~~3.44.050 LIEN AGAINST FUNDS PAYABLE TO OFFICIALS AND
 EMPLOYEES.~~

~~3.44.060 PURPOSE OF TRAVEL EXPENSE ADVANCE NOT
 PERSONAL LOAN.~~

~~3.44.070 RULES AND REGULATIONS FOR FUND MANAGEMENT FORMS.~~

~~**3.44.010 FUND CREATED.**~~

~~PURSUANT TO THE PROVISIONS OF RCW 42.24.120 160, THERE
IS CREATED AND ESTABLISHED A SPECIAL REVOLVING FUND TO
BE KNOWN AS THE "ADVANCE TRAVEL REVOLVING FUND," WHICH
SHALL BE USED FOR MAKING REASONABLE ALLOWANCES TO
OFFICIALS AND EMPLOYEES OF THE CITY IN ADVANCE OF
EXPENDITURES TO BE INCURRED FOR TRAVEL EXPENSES IN~~

~~ACCORDANCE WITH THE RULES AND REGULATIONS PRESCRIBED BY THE STATE AUDITOR. THE REVOLVING FUND SHALL BE USED SOLELY FOR THE PURPOSE OF MAKING ADVANCE PAYMENTS FOR TRAVEL EXPENSES AND WILL BE MAINTAINED IN A BANK AS A SEPARATE CHECKING ACCOUNT AND ALL ADVANCES TO OFFICIALS OR EMPLOYEES SHALL BE MADE BY CHECK.~~

~~3.44.020 AMOUNT OF FUND — REPLENISHMENT.~~

~~MONIES DEPOSITED INTO THE ADVANCE TRAVEL REVOLVING FUND SHALL NOT EXCEED THE SUM OF \$20,000 AND THIS PROVISION SHALL CONSTITUTE AN APPROPRIATION FROM THE VARIOUS FUNDS AND DEPARTMENTS OF THE CITY OF SUCH AMOUNTS AS ARE DETERMINED NECESSARY BY THE MAYOR AND FINANCE DIRECTOR TO INCREASE THE TOTAL DEPOSITS INTO THE FUND UP TO SAID AMOUNT. PERIODICALLY, AS THE FUND IS DEPLETED BY ADVANCE PAYMENTS FOR TRAVEL EXPENSES, THE FUND SHALL BE REPLENISHED BY CHECKS OR BUDGETARY TRANSFERS FROM THE DEPARTMENT OR FUND PROPERLY CHARGED FOR THE TRAVEL EXPENSE OF THE OFFICIAL OR EMPLOYEE TO WHOM ADVANCE TRAVEL EXPENSES HAVE BEEN MADE.~~

~~3.44.030 CUSTODIAN OF FUND.~~

~~THE TREASURER COMPTROLLER IS DESIGNATED AS THE CUSTODIAN OF THE ADVANCE TRAVEL EXPENSE REVOLVING FUND AND WILL BE RESPONSIBLE FOR OPENING A CHECKING ACCOUNT FOR THE FUND~~

~~IN A LOCAL BANK IN THE NAME OF THE CITY OF REDMOND AND
FOR SUPERVISING ALL TRANSACTIONS INVOLVING THE FUND.~~

~~**3.44.040 TRAVEL EXPENSE VOUCHER.**~~

~~ON OR BEFORE THE FIFTEENTH DAY FOLLOWING THE CLOSE OF
THE AUTHORIZED TRAVEL PERIOD FOR WHICH EXPENSES HAVE
BEEN ADVANCED, THE OFFICIAL OR EMPLOYEE SHALL SUBMIT TO
THE FINANCE DIRECTOR A FULLY ITEMIZED TRAVEL EXPENSE
VOUCHER FOR ALL REIMBURSABLE ITEMS LEGALLY EXPENDED,
ACCOMPANIED BY THE UNEXPENDED PORTION OF SUCH ADVANCE,
IF ANY. ANY ADVANCE MADE FOR THIS PURPOSE, OR ANY PORTION
THEREOF, NOT REPAID OR ACCOUNTED FOR IN THE TIME AND
MANNER SPECIFIED HEREIN, SHALL BEAR INTEREST AT THE RATE
OF TEN PERCENT PER YEAR FROM THE DATE OF DEFAULT UNTIL
PAID.~~

~~**3.44.050 LIEN AGAINST FUNDS PAYABLE TO OFFICIALS AND
EMPLOYEES.**~~

~~TO PROTECT THE CITY FROM ANY LOSSES ON ACCOUNT OF TRAVEL
EXPENSE ADVANCES, THE CITY SHALL HAVE A PRIOR LIEN
AGAINST AND A RIGHT TO WITHHOLD ANY AND ALL FUNDS PAYABLE
OR TO BECOME PAYABLE BY THE CITY TO ANY OFFICIAL OR
EMPLOYEE TO WHOM SUCH ADVANCE HAS BEEN GIVEN UP TO THE
AMOUNT OF SUCH ADVANCE AND INTEREST AT THE RATE OF TEN
PERCENT PER YEAR UNTIL SUCH TIME AS REPAYMENT OR~~

~~JUSTIFICATION HAS BEEN MADE. NO FURTHER TRAVEL EXPENSE ADVANCE OF ANY KIND MAY BE MADE TO ANY OFFICIAL OR EMPLOYEE AT ANY TIME WHEN SUCH OFFICIAL OR EMPLOYEE IS DELINQUENT IN ACCOUNTING FOR OR REPAYING A PRIOR ADVANCE.~~

~~**3.44.060 PURPOSE OF TRAVEL EXPENSE ADVANCE — NOT PERSONAL LOAN.**~~

~~A TRAVEL EXPENSE ADVANCE SHALL BE CONSIDERED AS HAVING BEEN MADE TO A CITY OFFICIAL OR EMPLOYEE TO BE EXPENDED AS AN AGENT OF THE CITY AND FOR THE CITY'S PURPOSES ONLY, AND SPECIFICALLY TO DEFRAY NECESSARY COSTS IN THE PERFORMANCE OF OFFICIAL DUTIES. NO SUCH ADVANCE SHALL BE CONSIDERED AS A PERSONAL LOAN TO SUCH OFFICIAL OR EMPLOYEE AND ANY EXPENDITURE THEREOF, OTHER THAN FOR OFFICIAL BUSINESS PURPOSES, SHALL BE CONSIDERED A MISAPPROPRIATION OF PUBLIC FUNDS.~~

~~**3.44.070 RULES AND REGULATIONS FOR FUND MANAGEMENT — FORMS.**~~

~~THE TREASURER-COMPTROLLER IS AUTHORIZED TO ADOPT REASONABLE RULES AND REGULATIONS FOR THE OPERATION AND MANAGEMENT OF THE ADVANCE TRAVEL EXPENSE REVOLVING FUND AND TO PREPARE APPROPRIATE FORMS FOR TRANSACTIONS INVOLVING SUCH FUND.~~

Section 3. Severability. If any section, sentence, clause or phrase of this ordinance should be held to be invalid or unconstitutional by a court of competent jurisdiction, such invalidity or unconstitutionality shall not affect the validity or constitutionality of any other section, sentence, clause or phrase of this ordinance.

Section 4. Effective date. This ordinance shall become effective five days after its publication, or publication of a summary thereof, in the city's official newspaper, or as otherwise provided by law.

ADOPTED by the Redmond City Council this _____ day of _____, 2024.

CITY OF REDMOND

ANGELA BIRNEY, MAYOR

ATTEST:

CHERYL XANTHOS, MMC, CITY CLERK

(SEAL)

APPROVED AS TO FORM:

DANIEL P. KENNY, CITY ATTORNEY

FILED WITH THE CITY CLERK:
PASSED BY THE CITY COUNCIL:
SIGNED BY THE MAYOR:
PUBLISHED:
EFFECTIVE DATE:
ORDINANCE NO.



Memorandum

Date: 4/9/2024

Meeting of: Committee of the Whole - Finance, Administration, and Communications

File No. CM 24-153

Type: Committee Memo

TO: Committee of the Whole - Finance, Administration, and Communications

FROM: Mayor Angela Birney

DEPARTMENT DIRECTOR CONTACT(S):

Finance	Kelley Cochran	425-556-2748
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DEPARTMENT STAFF:

Finance	Haritha Narra	Financial Planning Manager
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TITLE:

2023-2024 Budget Adjustment #4

OVERVIEW STATEMENT:

An Ordinance amending Ordinance No. 3110, 3129, 3130, and 3135 by adjusting the City's 2023-2024 Biennial Budget to recognize new and increased revenue sources, appropriate funds for projects and programs previously approved by Council, and make minor corrections identified throughout the biennium.

General Fund (100): \$1,283,275

a) Solar Plus Energy Grant - \$100,000

On January 14, 2024 (AM No. 24-003), Council approved a grant from the Department of Commerce to finance a feasibility study. The goal of this study is to provide insights into potential future solar and battery storage prospects at five City of Redmond facilities. It will encompass load profiles, resource scenarios, site configurations, economic evaluations, and suggestions for facilities most suitable for implementation. Utilizing solar energy in conjunction with battery storage represents a crucial sustainability tactic to enhance resilience, boost locally-generated clean energy, and alleviate strain on the utility grid.

b) Eastside Climate Partnership Interlocal Agreement - \$23,609

On January 1, 2023 (AM No. 23-005), Council approved the Eastside Climate Partnership Interlocal Agreement (ILA), fostering structured cooperation and resource sharing for initiatives such as the Energy Smart Eastside Heat Pump program and future programs aligned with the Cities' collective climate and clean energy objectives. Cities involved in the Eastside Climate Partnership are Bellevue, Kirkland, Issaquah, Mercer Island, and Redmond. The total grant amount is \$47,219, and it is split between the solid waste fund (140) and the general fund (100).

c) Early Implementation Climate Planning Grant - \$66,100

On October 4, 2022 (AM No. 22-144), Council approved the Early Implementation Climate Planning Grant from the Washington State Department of Commerce. This grant aims to aid in the assessment of resilient stormwater infrastructure design and to conduct a pilot test of preferred routes within a 1/2-mile radius of future light rail stations.

d) National Opioid Settlements - \$371,958.18

In September 2022 and March 2023, Council granted approval for participation in the One Washington Memorandum of Understanding (MOU), aimed at joining the settlement agreement against opioid distributors and retailers. The One Washington MOU specified the necessity of establishing a regional Opioid Abatement Council (OAC) to oversee distributions, expenditures, reallocations, and disputes concerning the settlement funds. King County established the OAC in collaboration with the City of Redmond. The City engaged in settlements with Teva, Allergen, CVS, Walgreens, Distributor, and Janssen, and will soon conclude a settlement with Johnson & Johnson. These settlement payments are structured over a 15-year period, extending until 2038.

e) Willow Run/Facebook Building X - \$40,100.30

On December 1, 2020 (AM No. 20-160), Council approved a three-party agreement concerning the Willow Run, LLC/Building X Contract for the external technical review and inspection of performance-based design components. This contract concluded on December 31, 2023.

f) Emergency Management Performance Grant - \$126,628.66

On October 17, 2023 (AM No. 23-151), Council approved a grant from the Washington State Military Department and the U.S. Department of Homeland Security. This grant will facilitate operations and planning for continuity of government, including the recruitment of subject matter experts for targeted projects. Additionally, it will provide resources and guidance needed to fulfill requirements of the Emergency Management Accreditation Program.

g) Wildland Fire - \$255,130.16

Wildland fire season has become a year-round reality in the United States. Annually, fire fighters from the City of Redmond are dispatched to neighboring counties and cities to assist in fire and life safety operations both at base camps and on the front lines. Their responsibilities include providing medical care for fire crews and community members affected by the fires. The expenses incurred during these deployments are reimbursed by the respective cities and counties, including but not limited to Yakima County, Archie Creek in Oregon, and Snohomish County.

h) Greater Puget Sound Financial Fraud and Identity Theft Task Force Grant - \$124,748

On November 2, 2020 (AM No. 20-143), Council approved a grant from the Washington State Department of Commerce. This grant authorizes funding for one (1) full-time Crime Analyst position, encompassing wages, benefits, overtime, and training. This agreement becomes effective upon the signature of both parties and automatically renews until June 30, 2030. The annual grant cycle spans from July through June.

i) National League of Cities Advancing Economic Mobility Grant - \$15,000

On September 9, 2023 (AM No. 23-125), Council approved a grant for engaging a consultant to collaborate with a coalition of partners. This collaboration is intended to establish a Multicultural Eastside Small Business Hub within the Bellwether Housing Overlake Village light rail station transit-oriented development (TOD).

j) Puget Sound Regional Council - Safer Streets for All (SS4A) Action Plan Grant- \$160,000

On September 19, 2023 (AM No. 23-125), Council approved a subaward agreement with the Puget Sound Regional Council (PSRC) concerning the Redmond segment of the SS4A Action Plan Grant. The PSRC holds the primary agreement with the Federal Highway Administration. This funding is intended to aid the City in hiring a consultant to facilitate community outreach efforts and formulate a Safety Action Plan.

Fire Equipment Reserve Fund (020): \$75,000

k) Private Donation from Amazon.com, Inc - \$75,000

The Fire Department received a donation from Amazon.com, Inc to support the purchase of an electric fire engine to support Redmond's vision for carbon neutrality.

Solid Waste Fund (140): \$23,609**l) Eastside Climate Partnership Interlocal Agreement - \$23,609**

On January 1, 2023 (AM No. 23-005), Council approved the Eastside Climate Partnership Interlocal Agreement (ILA), fostering structured cooperation and resource sharing for initiatives such as the Energy Smart Eastside Heat Pump program and future programs aligned with the Cities' collective climate and clean energy objectives. Cities involved in the Eastside Climate Partnership are Bellevue, Kirkland, Issaquah, Mercer Island, and Redmond. The total grant amount is \$47,219, and it is split between the solid waste fund (140) and the general fund (100).

Parks Capital Investment Improvement Program Fund (315): \$3,700,000**m) Redmond Senior & Community Center Project - \$3,700,000**

On February 20, 2024 (AM No. 24-026), Council approved a budget increase for the Redmond Senior & Community Center. This increase in budget is necessitated by inflation and a bustling construction market, which have led to escalated construction expenses. The increased funding is coming from real estate excise tax revenue.

☒ **Additional Background Information/Description of Proposal Attached**

REQUESTED ACTION:

☐ **Receive Information**

☒ **Provide Direction**

☐ **Approve**

REQUEST RATIONALE:

- **Relevant Plans/Policies:**
Fiscal Policies
- **Required:**
RCW 35A.33.120 Funds-Limitations on expenditures-Transfers and adjustments.
- **Council Request:**
N/A
- **Other Key Facts:**
N/A

OUTCOMES:

This budget adjustment is necessary to align city financial records to account for Council decisions and corrections to the existing budget.

COMMUNITY/STAKEHOLDER OUTREACH AND INVOLVEMENT:

Date: 4/9/2024

Meeting of: Committee of the Whole - Finance, Administration, and Communications

File No. CM 24-153

Type: Committee Memo

- **Timeline (previous or planned):**
N/A
- **Outreach Methods and Results:**
N/A
- **Feedback Summary:**
N/A

BUDGET IMPACT:

Total Cost:

\$5,081,884

Approved in current biennial budget:

☐ Yes

☒ No

☐ N/A

Budget Offer Number:

N/A

Budget Priority:

N/A

Other budget impacts or additional costs:

☐ Yes

☒ No

☐ N/A

If yes, explain:

N/A

Funding source(s):

N/A

Budget/Funding Constraints:

N/A

☒ Additional budget details attached

COUNCIL REVIEW:

Previous Contact(s)

Date	Meeting	Requested Action
N/A	Item has not been presented to Council	N/A

Proposed Upcoming Contact(s)

Date	Meeting	Requested Action
4/16/2024	Business Meeting	Approve

Time Constraints:

All budget adjustments for the 2023-2024 biennium must be approved no later than December 31, 2024.

ANTICIPATED RESULT IF NOT APPROVED:

The adopted budget would not align city financial records with decisions made and corrections in budgeted funds.

ATTACHMENTS:

Attachment A: Ordinance: 2023-2024 Budget Adjustment #4

Exhibit 1: Summary of 2023-2024 Budget Adjustments #1-4

NON-CODE

CITY OF REDMOND
ORDINANCE NO. _____

AN ORDINANCE OF THE CITY COUNCIL OF THE CITY
OF REDMOND, WASHINGTON, AMENDING ORDINANCE NO.
3110, 3129, 3130, and 3135 BY MAKING
ADJUSTMENTS TO THE CITY'S 2023-2024 BIENNIAL
BUDGET, IN EXHIBIT 1.

WHEREAS, the Finance Director has identified the need to make certain revisions to the 2023-2024 biennial City budget; and

WHEREAS, the City Council has reviewed the proposed adjustments to the budget and has determined that they should be made.

NOW, THEREFORE, THE CITY COUNCIL OF THE CITY OF REDMOND, WASHINGTON, DO ORDAIN AS FOLLOWS:

Section 1. Ordinance No. 3110 adopting the 2023-2024 biennial budget, passed by the City Council on December 6, 2022, and Ordinance No. 3129 and 3130 amending the 2023-2024 biennial budget, passed by the City Council on October 3, 2023, and Ordinance No. 3135 amending the biennial budget to recognize revenue and expenditure for Transportation Benefit District program and staffing, is hereby amended to recognize new and increased revenue sources, appropriate funds for projects and programs previously approved by Council, and make minor corrections identified throughout the biennium.

Section 2. Severability. If any section, sentence, clause, or phrase of this ordinance should be held to be invalid or unconstitutional by a court of competent jurisdiction, such

invalidity or unconstitutionality shall not affect the validity of any other section, sentence, clause, or phrase of this ordinance.

Section 3. Effective date. This ordinance shall take effect five (5) days after passage and publication of an approved summary thereof consisting of the title.

ADOPTED by the Redmond City Council this _____ day of _____, 20XX.

CITY OF REDMOND

ANGELA BIRNEY, MAYOR

ATTEST:

CHERYL XANTHOS, MMC, CITY CLERK

(SEAL)

APPROVED AS TO FORM:

DANIEL P. KENNY, CITY ATTORNEY

FILED WITH THE CITY CLERK:
PASSED BY THE CITY COUNCIL:
SIGNED BY THE MAYOR:
PUBLISHED:
EFFECTIVE DATE:
ORDINANCE NO.

EXHIBIT 1

Summary of 2023-2024 Budget Adjustments

Fund Number	Fund Name	2023-2024 Adopted Budget (Ord 3110)	#1 Beginning Fund Balances Adjustment (Ord 3129)	#2 Clean-Up Adjustment (Ord 3130)	#3 Transportation Benefit District (Ord 3135)	#4A Solar Plus Energy Grant	#4B Eastside Climate Partnership ILA
100	General Fund	\$ 281,104,253	\$ -	\$ 966,750	\$ -	\$ 100,000	\$ 23,609
011	Arts Activity	750,907	167,399	-	-	-	-
012	Parks Maintenance & Operations	4,448,771	108,377	-	-	-	-
013	Community Events	1,243,403	82,869	-	-	-	-
019	Human Services Grant Fund	5,253,344	898,757	-	-	-	-
020	Fire Equipment Reserve	5,970,809	2,200,627	-	-	-	-
021	Operating Reserve	7,846,892	(36,629)	-	-	-	-
025	COVID Recovery Fund	313,593	-	-	-	-	-
027	Capital Replacement Reserve	11,253,196	175,610	-	-	-	-
030	Business Tax	6,556,013	2,971,216	-	-	-	-
031	Real Property Fund	13,661,011	(45,582)	-	-	-	-
035	Public Safety Levy Fund	10,102,614	347,287	-	-	-	-
037	Parks Levy Fund	6,703,241	215,392	-	-	-	-
095	Parks Maintenance Projects	2,354,225	161,588	-	-	-	-
096	Transportation Maintenance Project	11,872,944	4,832,177	(2,500,000)	2,192,432	-	-
099	General Governmental Maint	17,258,926	3,391,818	569,590	-	-	-
110	Recreation Activity	16,419,835	193,920	-	-	-	-
115	Development Review	10,501,630	(240,066)	-	-	-	-
117	Cable Access Fund	8,384,514	(25,183)	-	-	-	-
118	Operating Grants	625,412	91,280	-	-	-	-
122	Advanced Life Support	2,341,751	(2,174,992)	-	-	-	-
124	Fire Donations Fund	24,047,089	79,274	-	-	-	-
125	Real Estate Excise Tax	38,173,102	928,700	-	-	-	-
126	Drug Enforcement	32,704	1,640	-	-	-	-
131	Tourism (Hotel/Motel Tax)	1,769,325	27,452	-	-	-	-
140	Solid Waste Recycling	3,802,288	97,052	-	-	-	23,609
150	Transportation Benefit District			-	5,500,000	-	-
233	Non-Voted GO Bonds - Parks	12,124,311	27,314	-	-	-	-
315	Parks Capital Projects	50,804,051	6,880,139	39,401	-	-	-
316	Transportation Capital Project	57,869,857	20,029,027	4,270,000	-	-	-
319	General Governmental Capital	22,634,673	(1,432,374)	(550,000)	-	-	-
361	CFD 2014-1	6,830,878	-	-	-	-	-
362	CFD 2016-1	9,295,888	-	-	-	-	-
401	Water/Wastewater	111,634,126	1,597,113	-	-	-	-
402	UPD - Water/Wastewater	25,927,473	(55,091)	-	-	-	-
403	Water/Wastewater Capital Proj	28,870,554	5,982,759	-	-	-	-
404	Wastewater Capital Project	9,924,698	2,636,299	-	-	-	-
405	Stormwater Management	38,426,702	2,881,803	181,000	-	-	-
406	Stormwater Management Capital	49,041,912	7,350,524	-	-	-	-
407	UPD - Capital Projects	15,210,439	854,619	-	-	-	-
408	UPD Wastewater Capital Project	16,805,410	169,459	-	-	-	-
501	Fleet Maintenance	12,966,840	(393,250)	12,552	20,000	-	-
510	Insurance Claims & Reserves	6,993,307	648,044	(1,000)	-	-	-
511	Medical Self Insurance	37,823,262	759,163	-	-	-	-
512	Worker's Compensation	6,518,965	880,056	-	-	-	-
520	Information Technology	27,317,539	1,497,655	150,000	-	-	-
		\$ 1,039,812,678	\$ 64,763,244	\$ 3,138,293	\$ 7,712,432	\$ 100,000	\$ 47,219

Notes:

Ordinance #3110 establishing the 2023-2024 budget was approved by Council on December 6, 2022.

Ordinance #3129 amending the 2023-2024 budget was approved by Council on October 3, 2023.

Ordinance #3130 amending the 2023-2024 budget was approved by Council on October 3, 2023.

Ordinance #3135 amending the 2023-2024 budget was approved by Council on November 21, 2023.

EXHIBIT 1

Summary of 2023-2024 Budget Adjustment:

Fund Number	Fund Name	#4C Early Implementation Climate Planning Grant	#4D National Opioid Settlement	#4E Contribution for Electric Fire Engine	#4F Aegis Engineering Contract	#4G Emergency Management Performance Grant (EMPG)	#4H Wildland Fire
100	General Fund	\$ 66,100	\$ 371,958	\$ -	\$ 40,100	\$ 126,629	\$ 255,130
011	Arts Activity	-	-	-	-	-	-
012	Parks Maintenance & Operations	-	-	-	-	-	-
013	Community Events	-	-	-	-	-	-
019	Human Services Grant Fund	-	-	-	-	-	-
020	Fire Equipment Reserve	-	-	75,000	-	-	-
021	Operating Reserve	-	-	-	-	-	-
025	COVID Recovery Fund	-	-	-	-	-	-
027	Capital Replacement Reserve	-	-	-	-	-	-
030	Business Tax	-	-	-	-	-	-
031	Real Property Fund	-	-	-	-	-	-
035	Public Safety Levy Fund	-	-	-	-	-	-
037	Parks Levy Fund	-	-	-	-	-	-
095	Parks Maintenance Projects	-	-	-	-	-	-
096	Transportation Maintenance Project	-	-	-	-	-	-
099	General Governmental Maint	-	-	-	-	-	-
110	Recreation Activity	-	-	-	-	-	-
115	Development Review	-	-	-	-	-	-
117	Cable Access Fund	-	-	-	-	-	-
118	Operating Grants	-	-	-	-	-	-
122	Advanced Life Support	-	-	-	-	-	-
124	Fire Donations Fund	-	-	-	-	-	-
125	Real Estate Excise Tax	-	-	-	-	-	-
126	Drug Enforcement	-	-	-	-	-	-
131	Tourism (Hotel/Motel Tax)	-	-	-	-	-	-
140	Solid Waste Recycling	-	-	-	-	-	-
150	Transportation Benefit District	-	-	-	-	-	-
233	Non-Voted GO Bonds - Parks	-	-	-	-	-	-
315	Parks Capital Projects	-	-	-	-	-	-
316	Transportation Capital Project	-	-	-	-	-	-
319	General Governmental Capital	-	-	-	-	-	-
361	CFD 2014-1	-	-	-	-	-	-
362	CFD 2016-1	-	-	-	-	-	-
401	Water/Wastewater	-	-	-	-	-	-
402	UPD - Water/Wastewater	-	-	-	-	-	-
403	Water/Wastewater Capital Proj	-	-	-	-	-	-
404	Wastewater Capital Project	-	-	-	-	-	-
405	Stormwater Management	-	-	-	-	-	-
406	Stormwater Management Capital	-	-	-	-	-	-
407	UPD - Capital Projects	-	-	-	-	-	-
408	UPD Wastewater Capital Project	-	-	-	-	-	-
501	Fleet Maintenance	-	-	-	-	-	-
510	Insurance Claims & Reserves	-	-	-	-	-	-
511	Medical Self Insurance	-	-	-	-	-	-
512	Worker's Compensation	-	-	-	-	-	-
520	Information Technology	-	-	-	-	-	-
		\$ 66,100	\$ 371,958	\$ 75,000	\$ 40,100	\$ 126,629	\$ 255,130

Notes:

Ordinance #3110 establishing the 2023-2024 budget was approved by Council on December 6, 2022.

Ordinance #3129 amending the 2023-2024 budget was approved by Council on October 3, 2023.

Ordinance #3130 amending the 2023-2024 budget was approved by Council on October 3, 2023.

Ordinance #3135 amending the 2023-2024 budget was approved by Council on November 21, 2023.

EXHIBIT 1

Summary of 2023-2024 Budget Adjustment:

Fund Number	Fund Name	#4I GIS-FFIT Grant	#4J Economic Development National League	#4K Puget Sound Regional Council - SS4A Grant	#4L Redmond Senior & Community Center	Revised 2023-2024 Budget
100	General Fund	\$ 124,748	\$ 15,000	\$ 160,000	\$ -	\$ 283,354,278
011	Arts Activity	-	-	-	-	918,306
012	Parks Maintenance & Operations	-	-	-	-	4,557,148
013	Community Events	-	-	-	-	1,326,272
019	Human Services Grant Fund	-	-	-	-	6,152,101
020	Fire Equipment Reserve	-	-	-	-	8,246,436
021	Operating Reserve	-	-	-	-	7,810,263
025	COVID Recovery Fund	-	-	-	-	313,593
027	Capital Replacement Reserve	-	-	-	-	11,428,806
030	Business Tax	-	-	-	-	9,527,229
031	Real Property Fund	-	-	-	-	13,615,429
035	Public Safety Levy Fund	-	-	-	-	10,449,901
037	Parks Levy Fund	-	-	-	-	6,918,633
095	Parks Maintenance Projects	-	-	-	-	2,515,812
096	Transportation Maintenance Project	-	-	-	-	16,397,553
099	General Governmental Maint	-	-	-	-	21,220,334
110	Recreation Activity	-	-	-	-	16,613,755
115	Development Review	-	-	-	-	10,261,564
117	Cable Access Fund	-	-	-	-	8,359,331
118	Operating Grants	-	-	-	-	716,692
122	Advanced Life Support	-	-	-	-	166,759
124	Fire Donations Fund	-	-	-	-	24,126,364
125	Real Estate Excise Tax	-	-	-	-	39,101,802
126	Drug Enforcement	-	-	-	-	34,344
131	Tourism (Hotel/Motel Tax)	-	-	-	-	1,796,777
140	Solid Waste Recycling	-	-	-	-	3,922,949
150	Transportation Benefit District	-	-	-	-	5,500,000
233	Non-Voted GO Bonds - Parks	-	-	-	-	12,151,625
315	Parks Capital Projects	-	-	-	3,700,000	61,423,591
316	Transportation Capital Project	-	-	-	-	82,168,884
319	General Governmental Capital	-	-	-	-	20,652,299
361	CFD 2014-1	-	-	-	-	6,830,878
362	CFD 2016-1	-	-	-	-	9,295,888
401	Water/Wastewater	-	-	-	-	113,231,239
402	UPD - Water/Wastewater	-	-	-	-	25,872,382
403	Water/Wastewater Capital Proj	-	-	-	-	34,853,314
404	Wastewater Capital Project	-	-	-	-	12,560,997
405	Stormwater Management	-	-	-	-	41,489,505
406	Stormwater Management Capital	-	-	-	-	56,392,436
407	UPD - Capital Projects	-	-	-	-	16,065,058
408	UPD Wastewater Capital Project	-	-	-	-	16,974,869
501	Fleet Maintenance	-	-	-	-	12,606,142
510	Insurance Claims & Reserves	-	-	-	-	7,640,351
511	Medical Self Insurance	-	-	-	-	38,582,425
512	Worker's Compensation	-	-	-	-	7,399,021
520	Information Technology	-	-	-	-	28,965,194
		\$ 124,748	\$ 15,000	\$ 160,000	\$ 3,700,000	\$ 1,120,508,531

Notes:

Ordinance #3110 establishing the 2023-2024 budget was approved by Council on December 6, 2022.

Ordinance #3129 amending the 2023-2024 budget was approved by Council on October 3, 2023.

Ordinance #3130 amending the 2023-2024 budget was approved by Council on October 3, 2023.

Ordinance #3135 amending the 2023-2024 budget was approved by Council on November 21, 2023.



Memorandum

Date: 4/9/2024

Meeting of: Committee of the Whole - Finance, Administration, and Communications

File No. CM 24-124

Type: Committee Memo

TO: Committee of the Whole - Finance, Administration, and Communications

FROM: Mayor Angela Birney

DEPARTMENT DIRECTOR CONTACT(S):

Finance	Kelley Cochran	425-556-2748
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DEPARTMENT STAFF:

Finance	Haritha Narra	Financial Planning Manager
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TITLE:

2025-2026 Budget Process Monthly Update

OVERVIEW STATEMENT:

Council will be provided with timely and consistent updates related to the development of the 2025-2026 budget. Updates will be provided monthly until final budget adoption and will cover the forecast, internal processes, and community involvement and engagement. Other updates will be provided as requested by Council or as needed by staff.

☐ **Additional Background Information/Description of Proposal Attached**

REQUESTED ACTION:

☐ **Receive Information**

☒ **Provide Direction**

☐ **Approve**

REQUEST RATIONALE:

- **Relevant Plans/Policies:**
N/A
- **Required:**
N/A
- **Council Request:**
N/A
- **Other Key Facts:**
N/A

OUTCOMES:

The following information will be reviewed and discussed with Council:

1. Council budget funding priorities that were developed at the Council retreat have been received by staff, and

they wish to review and discuss with Council to ensure expectations are understood.

- a. Ongoing
- b. One-time
- c. Capital

2. Review of forecasted expenditures:

- a. Salaries and benefits
- b. Indirect costs
- c. Fleet rates

3. Updated 2023 financial results for primary funding sources and expenditures

COMMUNITY/STAKEHOLDER OUTREACH AND INVOLVEMENT:

- **Timeline (previous or planned):**
N/A
- **Outreach Methods and Results:**
N/A
- **Feedback Summary:**
N/A

BUDGET IMPACT:

Total Cost:

N/A

Approved in current biennial budget:

☐ Yes

☐ No

☒ N/A

Budget Offer Number:

N/A

Budget Priority:

Strategic and Responsive

Other budget impacts or additional costs:

☐ Yes

☐ No

☒ N/A

If yes, explain:

N/A

Funding source(s):

N/A

Budget/Funding Constraints:

N/A

☐ Additional budget details attached

Date: 4/9/2024

Meeting of: Committee of the Whole - Finance, Administration, and Communications

File No. CM 24-124

Type: Committee Memo

COUNCIL REVIEW:

Previous Contact(s)

Date	Meeting	Requested Action
2/13/2024	Committee of the Whole - Finance, Administration, and Communications	Provide Direction
2/27/2024	Study Session	Provide Direction
3/19/2024	Committee of the Whole - Public Safety and Human Services	Provide Direction

Proposed Upcoming Contact(s)

Date	Meeting	Requested Action
4/23/2024	Study Session	Provide Direction

Time Constraints:

N/A

ANTICIPATED RESULT IF NOT APPROVED:

N/A

ATTACHMENTS:

N/A