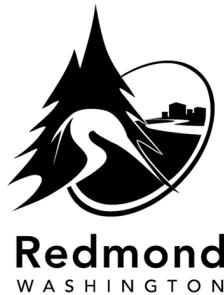


City of Redmond



Agenda

Tuesday, February 10, 2026

4:30 PM

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

Committee of the Whole - Finance, Administration, and Communications Committee Members

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

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

AGENDA

ROLL CALL

A. Action Items - 45 minutes

1. Approval of the 2026 Finance, Administration, and [CM 26-068](#)
Communications Committee of the Whole Workplan

[Attachment A: 2026 Finance Administration and Communications
Workplan](#)

Council, 5 minutes

Requested Action: Consent, February 17th

2. Draft Amendment to the Council Rules of Procedure [CM 26-070](#)

[Attachment A: Draft 8th Amendment Rules of Procedure](#)

Council, 10 minutes

Requested Action: Consent, February 17th

3. Delegated Contract Authority - Grant Threshold [CM 26-056](#)

[Attachment A: Grant Threshold](#)

[Attachment B: December 9, 2025 Committee Meeting Grant Update Notes](#)

Department: Executive, 10 minutes

Requested Action: Consent, February 17th

4. Approval of Annual CUES GraniteNET Contract [CM 26-051](#)

[Attachment A: CUES GraniteNET Contract](#)

Department: Technology Information Services, 5 minutes

Requested Action: Consent, February 17th

5. 2027-2028 Council Budget Calendar [CM 26-020](#)

[Attachment A: Draft 2027-2028 Council Budget Calendar](#)

Department: Finance, 15 minutes

Requested Action: Consent, March 3rd

B. Feedback for Study Session - N/A

C. Informational - 15 minutes

1. Respect, Equity, Diversity, and Inclusion (REDI) Program [CM 26-053](#)
Update

[Attachment A: REDI Strategic Plan Implementation Update](#)

[Attachment B: REDI Strategic Plan](#)

Department: Executive, 15 minutes

Requested Action: Informational

D. Read Only - N/A

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



City of Redmond

15670 NE 85th Street
Redmond, WA

Memorandum

Date: 2/10/2026

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

File No. CM 26-068

Type: Committee Memo

Approval of the 2026 Finance, Administration, and Communications Committee of the Whole Workplan



Redmond
WASHINGTON

Committee of the Whole -
Finance, Administration, and Communications

2026 Work Plan

Presiding Officer: Councilmember Kritzer

Directors: Malisa Files, Executive; Kelley Cochran, Finance; Michael Marchand, Technology and Information Services (TIS); Cathryn Laird, Human Resources

Quarter	Executive	Finance	TIS	Human Resources
1 Jan. Feb. Mar.	Updates <ul style="list-style-type: none">Grants Approval ThresholdsR.E.D.I (monthly)New Communications InvestmentCouncil Engagement (quarterly)	Updates <ul style="list-style-type: none">Long-Range Financial StrategyFiscal PoliciesBudget Process OverviewBudget Calendar Special Meetings: <ul style="list-style-type: none">2024 Financial Audit Entrance Conference As Needed: <ul style="list-style-type: none">Budget UpdatesBudget AdjustmentReal Property Management/Transactions	Updates <ul style="list-style-type: none">BTIP Project Status UpdatesData Governance UpdateEDM/GIS Program Update	Updates <ul style="list-style-type: none">Update on anticipated 2026 decisions from HR work plan Anticipated Consent Items <ul style="list-style-type: none">2025 Union tentative agreements approvals (3 CBAs)Consulting contract amendment approval
2 Apr. May Jun.	Updates <ul style="list-style-type: none">Community Strategic PlanGrant Management (bi-annual)R.E.D.I (monthly)	Updates <ul style="list-style-type: none">Community Results TeamCFD 2016-01 Board of Supervisors Reappointments	Updates <ul style="list-style-type: none">Technology Infrastructure UpdateCustomer Care Program Update	Updates <ul style="list-style-type: none">Salary Commission Council salary decision



Redmond
WASHINGTON

Committee of the Whole -
Finance, Administration, and Communications

2026 Work Plan

	<ul style="list-style-type: none">• City Communications Strategy• Citywide Communications (bi-annual)• Council Engagement (quarterly)	<ul style="list-style-type: none">• Purchasing Improvement Update• CIP - Annual Impact Fee Report for 2024 (Read Only) <p>Special Meetings:</p> <ul style="list-style-type: none">• 2024 Financial Audit Exit Conference <p>As Needed:</p> <ul style="list-style-type: none">• Budget Updates• Budget Adjustment• Real Property Management/Transactions		
3 Jul. Aug. Sept.	Updates <ul style="list-style-type: none">• R.E.D.I (monthly)• Council Engagement (quarterly)	Updates <ul style="list-style-type: none">• Budget Updates <p>Special Meetings:</p> <ul style="list-style-type: none">• 2025 Financial Audit Entrance Conference <p>As Needed:</p> <ul style="list-style-type: none">• Budget Updates• Budget Adjustment• Real Property Management/Transactions	Updates <ul style="list-style-type: none">• BSOL Program Update• Data Governance Policy	Updates <ul style="list-style-type: none">• <p>Anticipated Consent Items</p> <ul style="list-style-type: none">• Benefit changes approval (tentative)• Salary Commission candidate selection (3 vacancies)
4	Updates	Updates	Updates	Updates



Redmond
WASHINGTON

Committee of the Whole -
Finance, Administration, and Communications

2026 Work Plan

Oct.	<ul style="list-style-type: none">• Grants Management (bi-annual)• R.E.D.I (monthly)• Council Engagement (quarterly)• Citywide Communications (bi-annual)	<ul style="list-style-type: none">• Unclaimed Property Report (Read-Only)• Business License Fee for 2027• Property Tax for 2027• CIP - Annual Impact Fee Report for 2025 (Read Only)	<ul style="list-style-type: none">• TIS Security & Compliance Program Update	<ul style="list-style-type: none">• Anticipated Consent Items
Nov.		<p>Special Meetings:</p> <ul style="list-style-type: none">• 2025 Financial Audit Exit Conference		<ul style="list-style-type: none">• COLA/Pay Plan/ Classification changes approval• Personnel Manual benefit changes approval (tentative)
Dec.		<p>As Needed:</p> <ul style="list-style-type: none">• Budget Updates• Budget Adjustment• Real Property Management/ Transactions		



City of Redmond

15670 NE 85th Street
Redmond, WA

Memorandum

Date: 2/10/2026

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

File No. CM 26-070

Type: Committee Memo

Draft Amendment to the Council Rules of Procedure

REDMOND CITY COUNCIL



Redmond
WASHINGTON

RULES OF PROCEDURE

Table of Contents

I.	SCOPE	5
A.	Name.....	5
B.	Purpose.	5
II.	PARLIAMENTARY AUTHORITY.....	6
A.	Robert's Rules of Order Newly Revised.....	6
III.	MEMBERS AND OFFICERS	7
A.	Members.....	7
B.	Officers	11
IV.	MEETINGS	12
A.	Meetings Public.....	12
B.	Voting.....	12
C.	Debate Limited.....	13
D.	Questions of Order.	13
E.	Meeting Participation	13
F.	Regular Business Meetings.....	14
G.	Special Meetings.....	18
H.	Study Sessions.....	19
I.	Executive Sessions.	19
J.	Quasi-judicial Matters.....	20
K.	Public Participation	22
L.	Enforcement of Rules Attendees.....	23
V.	COMMITTEE OF THE WHOLE	25
A.	Establishment and Scope.....	28
B.	Membership.....	28
C.	Calling of Meetings.	28
D.	Meetings and Quorum.....	28
E.	Duties and Responsibilities.....	28

F. Reports.....	29
G. Staffing.....	29
VI. COUNCIL COMMUNICATIONS.....	32
A. Email.....	32
B. Use of Electronic Devices During Council Meetings	32
VII. COUNCIL CONTINGENCY FUND	34
A. Fund Allocations.....	34
VIII. AMENDMENTS TO RULES OF PROCEDURE	35
A. Amendments.....	35

Appendices

Appendix A. Council Values 2020-2021	32
Appendix B. Glossary of Terms.....	33
Appendix C. Roles & Responsibilities	36

PREFACE

The City of Redmond is a non-charter code City governed by RCW 35A.12 and the Redmond Code of Ordinances. The Council of any Code City organized under the Mayor-Council plan of government provided in this chapter shall have the powers and authority granted to the legislative bodies of cities governed by this title, as more particularly described in Chapter 35A.11 RCW. The following Rules of Procedure are adopted for the sole benefit of the Members of the City Council in order to assist in the orderly conduct of Council business, to ensure their presence at all times during business meetings and are enforceable only by the Members of the Council themselves. The City Council's failure to adhere to or otherwise follow these rules shall not result in any liability to the City, its officers, employees or agents, and shall not result in the invalidation of any Council act. The City Council may, implicitly or by majority vote, determine to temporarily waive any of the provisions herein. Council action taken in disregard of or nonconformity with these rules shall be construed as an implicit waiver thereof.

REVISIONS

November 21, 2017	Amendment No. 1, passed by Resolution No. 1485
March 27, 2018	Amendment No. 2, passed by AM No. 18-046
July 21, 2020	Amendment No. 3, passed by AM No. 20-095
December 8, 2020	Amendment No. 4, passed by AM No. 20-170, Effective January 1, 2021
November 16, 2021	Amendment No. 5, passed by AM No. 21-170, Effective January 1, 2022
September 19, 2023	Amendment No. 6, passed by AM No. 23-129
May 7, 2024	Amendment No. 7, passed by AM No. 24-064
(DATE)	Amendment No. 8

I. SCOPE

A. Name.

The name of the body subject to this Rules of Procedure document is the Redmond City Council.

B. Purpose.

The members of the City Council shall establish rules for its proceedings. The order of procedure and business herein contained shall govern deliberations and meetings of the City Council except as the same may be in conflict with Chapter 35A.12 RCW.

II. PARLIAMENTARY AUTHORITY

A. Robert's Rules of Order Newly Revised.

Robert's Rules of Order, Revised, shall govern the deliberations of the Council, except when in conflict with any of the foregoing rules.

DRAFT

III. MEMBERS AND OFFICERS

A. Members.

1. Eligibility to Hold Office.

No person shall be eligible to hold elective office under the Mayor-Council plan of government unless the person is a registered voter of the City at the time of filing his or her declaration of candidacy and has been a resident of the City for a period of at least one year next preceding his or her election. Residence and voting within the limits of any territory which has been included in, annexed to, or consolidated with such City is construed to have been residence within the City. A Mayor or Council member shall hold within the City government no other public office or employment except as permitted under the provisions of Chapter 42.23 RCW. (RCW 35A.12.030)

2. Terms of Members.

Officers shall be elected at biennial municipal elections to be conducted as provided in chapter 35A.29 RCW. The Mayor and the Councilmembers shall be elected for four-year terms of office and until their successors are elected and qualified and assume office in accordance with RCW 29A.60.280. At any first election upon reorganization, Councilmembers shall be elected as provided in RCW 35A.02.050. Thereafter the requisite number of Councilmembers shall be elected biennially as the terms of their predecessors expire and shall serve for terms of four years. The positions to be filled on the City Council shall be designated by consecutive numbers and shall be dealt with as separate offices for all election purposes. Election to positions on the Council shall be by majority vote from the City at large, unless provision is made by charter or ordinance for election by wards. The Mayor and Councilmembers shall qualify by taking an oath or affirmation of office and as may be provided by law, charter, or ordinance.

3. Attendance of Members.

All members are required to attend all regular meetings of the Council, unless otherwise noticed and excused by majority of the Council.

- a. In order for a Councilmember to request an excused absence from any regular meeting, the Councilmember must notify the entire Council via email and copy the City Clerk. This notice shall be made at least 48 hours before the scheduled start time for the meeting or as soon as reasonably possible.

- b. At the discretion of the meeting Chair, the Council vote on the excused absence may be taken by unanimous consent. Upon the objection of any Councilmember, a voice vote must be taken.

4. Vacancies.

The office of Council member shall become vacant if the person who is elected or appointed to that position fails to qualify as provided by law, fails to enter upon the duties of that office at the time fixed by law without a justifiable reason, or as provided in RCW 35A.12.060 or 42.12.010. A vacancy in the office of Mayor or in the Council shall be filled as provided in chapter 42.12 RCW. An incumbent Council member is eligible to be appointed to fill a vacancy in the office of Mayor.

5. Vacancies for Nonattendance.

A Council position shall become vacant if the Council member fails to attend three consecutive regular meetings of the Council without being excused by the Council.

6. Filling a Council Vacancy.

- a. A "vacancy" occurs when any event identified in RCW 42.12.010, as amended, which includes resignation, removal, forfeiture, permanent incapacity, or death of a Councilmember.
- b. From the effective date of the vacancy, the remaining Councilmembers, by a simple majority vote, shall fill the vacant position within 90 days as required by state law.
- c. Prior to the call for applications, during an open public meeting, the Council will determine criteria, short answer application questions, and interview questions.
- c. Applications to Fill the Vacancy.
 - i. When a vacancy needs to be filled, Council Leadership will work with City Administration to begin the Council vacancy application process and establish an interview and appointment schedule for the expeditious filling of the vacancy.
 - ii. Council Leadership will collaborate with the Human Resources Director or designee to prepare and approve an announcement of the vacancy. The announcement will be published on the City's

website, issued as a press release, and be sent via the City's other regular communication channels (including email and social media). The announcement will include the requirements necessary to be appointed, the process for submitting an application, the application due date, and any other information determined by the City Council that is needed for consideration of the applicants. It will also contain a notice that all submitted documents are public records and subject to disclosure.

iii. A qualified applicant must be a registered voter and have a one-year continuous period of residency in the City of Redmond. Applicants must be able to provide additional documentation to verify their required one-year continuous period of residency in the City of Redmond. This verification must be provided upon request from the Human Resources Director or designee and within the timeline provided.

iv. Candidates will be disqualified if they don't meet the voter or residency requirements or follow the timeline set by the City. Any disqualified candidates will be immediately notified and will not continue to an interview.

v. The Human Resources Director or designee shall distribute to all Councilmembers the applications from the qualified applicants received by the deadline.

d. Initial Screening and Interview.

i. Councilmembers will score the applications using the criteria matrix as a guide. Approximately the top one-third of applicants, based on the scoring matrix, will go forward to the initial interview with the City Council.

ii. The Human Resources Director or designee shall notify the selected applicants of the location, date, and time of City Council interviews. Each applicant will have the same amount of interview time.

iii. The applicant's order of appearance shall be determined by a random lot drawing performed by the City Clerk's Office.

- iv. Upon completion of the initial interviews, Councilmembers may convene into Executive Session to evaluate the qualifications of the applicants; however, all interviews, nominations and votes taken by the Councilmembers shall be in open public session.
 - v. Following the Executive Session, during the open public meeting, the Council will nominate the top 2-3 candidates to go forward to the final round of interviews.
- e. Final Interview.
- i. The length of the final interviews will be determined by the Council in an open public meeting prior to the interviews. Each applicant will have the same amount of interview time and Councilmembers may ask any question(s) they deem necessary to finalize their appointment decision.
 - ii. The applicant's order of appearance shall be determined by a random lot drawing performed by the City Clerk's Office.
 - iii. The Human Resources Director or designee shall notify the selected applicants of the location, date, and time of final interviews.
 - iv. Upon completion of the final interviews, Councilmembers may convene into Executive Session to evaluate the qualifications of the applicants. Voting will take place in an open public meeting.
- f. Voting.
- i. The Council vacancy shall be filled by the applicant who receives a majority vote of the remaining members of the City Council. The voting process shall follow Roberts Rules of Order:
 1. All nominations are be accepted prior to voting;
 2. Debate on the qualifications of the nominees;
 3. Voting commences in the order the candidates were nominated;
 4. The first candidate to receive a majority vote will be appointed to the vacant Councilmember position.

- ii. The Chair shall declare the first candidate receiving a majority vote as the new Councilmember, and they shall be sworn into office and take their seat at the dais.
 - iii. If the successful candidate holds any other public office or employment in the City of Redmond, that position will become vacant immediately following the oath of office being administered.
- g. Term of Office.
 - i. The appointed Councilmember shall serve the portion of the unexpired term until the next City election, pursuant to State law.
 - h. Records.
 - i. All records generated through the Council vacancy process, including materials submitted to the City by applicants, and Councilmember notes taken either electronically or written, are public records. These records must be provided upon receipt of a public records request.

B. Officers

1. President.

Biennially, and also whenever the position comes vacant, the Council shall elect from its members a President.

2. Vice-President

Biennially, and also whenever the position comes vacant, the Council shall elect from its members a Vice-president.

IV. MEETINGS

A. Meetings Public.

All regular and special meetings of the Council shall be open to the public. Meetings are defined per RMC 2.08. The Council may hold executive sessions from which the public may be excluded for those purposes set forth in RCW 42.30.110 (Open Meeting Law), may order the removal of individuals who are interrupting the meeting as provided in RCW 42.30.050.

B. Voting.

1. Quorum – Absent Members.

A majority of the members of the Council shall constitute a quorum at all meetings of the Council, and a lower number may adjourn from time to time. Once a meeting has been constituted and called to order, no member present shall absent himself from the same without leave of the presiding officer or a majority of the Council.

2. Passage of Ordinances, Grants or Revocations of Franchise or License, and any Resolution for the Payment of Money.

Shall require the affirmative vote of at least a majority of the whole membership of the Council.

3. Conflict of Interest.

Each member present must vote on all questions put to the Council, except as to matters with respect to which the Council member may have a conflict of interest or where voting by the Council member would violate the appearance of fairness doctrine. Where a Council member has a conflict of interest or where voting by the Council member would violate the appearance of fairness doctrine, the remaining members of the Council may, by majority vote, compel the Council member to recuse himself or herself from participating in the proceedings or vote. On the passage of every ordinance or resolution, on the appointment of any officer, and upon the award of any bid, the vote shall be taken by ayes and nays and entered in full upon the record. The vote shall be for or against the pending ordinance or resolution, and not on the report submitted thereon.

4. Tie Votes.

In case of a tie vote on any question, the question shall be considered lost subject to the authority of the Mayor to cast a tie-breaking vote as provided

in RCW 35A.12.100. Members abstaining because of a conflict of interest shall be recorded as not having voted.

5. Recording of Votes.

The Clerk shall keep a correct journal of all proceedings and, at the desire of any member, the ayes and nays shall be taken on any question and entered in the journal.

C. Debate Limited.

The presiding officer of the meeting may from time to time establish reasonable, procedurally fair, and equitable limits on debate to ensure an expedient meeting and provides each Councilmember at least one opportunity to ask questions and/or make a statement in favor or against a particular item. Any limits on debate must be clearly stated at the start of the meeting.

D. Questions of Order.

All questions of order shall be decided by the presiding officer of the Council, with the right of appeal to the Council by any member.

E. Meeting Participation via Teleconference, Video Conference, or Other Electronic Means

1. Council members may attend regular business meetings, special meetings, study sessions, and committee of the whole meetings by telephone, by video conference, or by other electronic means.

- a.** Councilmembers may attend regular meetings remotely up to two days per quarter unless otherwise approved by a vote of the Council.
- b.** At the discretion of the meeting Chair, the Council vote on the request for remote attendance in excess of the two days per quarter, may be taken by unanimous consent. Upon the objection of any Councilmember, a voice vote must be taken.

2. Notice of attendance by telephone, video conference, or other electronic means must be provided to the City Clerk's Office and the Council not less than 48 hours before the scheduled start time for the meeting or as soon as reasonably possible.

3. At any meeting where a Council member is attending by telephone, video conference, or other electronic means, there shall be a device that allows the voice of the Council member on the to be heard by everyone present in the meeting room and that allows the Council member to identify himself or

herself before speaking. The Councilmember attending remotely should have their camera on a majority of the time during any remote attendance, unless not possible. When possible, the Council member shall notify the others prior to disconnecting from the call, conference, or other communication medium. A Council member who is connected remotely shall be considered to be actually present at that meeting for the period of time so connected, and that presence shall count toward a quorum of the Council for all purposes. The quorum is reduced in number as the member disconnects from the meeting.

F. Regular Business Meetings.

1. When Held.

Regular business meetings of the City Council are held on the first and third Tuesdays of every month at 7:00 p.m. in the Redmond City Hall Council Chambers, unless otherwise duly noticed.

2. Time Certain for Adjournment.

No business shall be considered after 10:30 p.m. of each meeting except by leave of a majority of the Council members present. Notwithstanding the foregoing, the City Council may complete deliberations and vote on any motion which was pending before the body at 10:30 p.m. without the necessity of seeking leave of the majority of the Council members to continue.

3. Agenda – Order of Business.

The order of business for any regular Council business meeting is defined as follows:

a. Preparation of Agenda.

An agenda of all regular business meetings shall be prepared by the City Clerk and transmitted to the Mayor and Council members at least ninety-six hours prior to the time of the meeting. The agenda shall consist of the business to come before the City Council, and shall not preclude the Council from considering matters in addition to those set forth on said agenda. The heads of the various departments of the City should report agenda matters and deliver copies of supporting materials to the City Clerk in sufficient time for their inclusion on the agenda.

b. Consent Agenda.

1. Each agenda shall include a consent agenda in the order of business. Consent agenda items may include, and shall not be

limited by this reference, approval of all Council minutes, acceptance of all advisory board and commission minutes, final approval of leases and contracts, final acceptance of grants, deeds or easements, setting dates for public hearings, approval of change orders, acknowledging receipt of claims for damages against the City, passage of resolutions and/or ordinances requiring no further public hearing and which the Council has given directions to prepare, and such other routine items as the Mayor and/or City Clerk may deem appropriate to be placed upon such a consent agenda.

2. The reference material for all matters listed within the consent agenda shall be distributed to each member of the City Council for his/her review prior to the meeting. Matters on such consent agenda shall be considered to be routine and may be enacted by a single motion of the Council with no separate discussion unless removed from the consent agenda as hereafter provided.

3. If separate discussion of any consent agenda item is desired, that item may be removed from the consent agenda at the request of any individual Council member. At the conclusion of passage of the consent agenda, those items removed at the request of any individual Council member shall either be discussed and acted upon before proceeding to the next item of business on the agenda or shall be set to a later position on the agenda for that meeting.

c. Audience Participation.

Items from the audience, limited to a maximum of three minutes per speaker, will be received during the meeting at the appropriate place on the agenda to encourage citizen input and participation in Council meetings. Citizens may, at the end of the meeting, continue to address the Council.

d. Order of Business.

The order of business shall follow as nearly as possible the order of the agenda as follows:

- I. Special Orders of the Day
- II. Items from the Audience
- III. Consent Agenda
 - Including approval of minutes and voucher and warrant approval.
 - A. Consent Agenda
 - B. Items Removed from the Consent Agendas
- IV. Hearings and Reports
 - A. Public Hearings
 - B. Reports
 - 1. Staff Reports
 - 2. Ombudsperson Report
 - 3. Committee Reports
- When it is determined that the City Council needs to vote on a committee report item other than to establish a meeting date or direct the committee to study any issue, the City Council shall place the item needing a vote on the Council agenda for a subsequent City Council meeting under unfinished or new business)
- V. Unfinished Business
- VI. New Business
- VII. Executive Session
- VIII. Adjournment

The order of business set forth in this section is a guideline and shall not be construed in any way as to limit the order in which the Council may elect to proceed with its business.

4. Motions, Resolutions, Ordinances in Writing.

The presiding officer and any member of the Council may require a motion to be reduced to writing prior to a vote upon the same. All resolutions and ordinances shall be in writing before being introduced at the meeting for adoption and shall be assigned a number by the City Clerk when introduced. It shall be sufficient for the Mayor or Mayor's designee to orally read the title of the resolution or ordinance at the meeting to present the same to the Council for its consideration prior to its voting on the question of adoption of the ordinance or resolution; provided, that a majority of the Council may require

the entire resolution or ordinance or any part thereof to be read aloud at the meeting prior to its consideration.

5. Motion to Lay on the Table.

Motions to lay any matter on the table shall be first in order. On all questions the last amendment, the most distant day, and the largest sum shall be put first. A motion to lay on the table shall preclude all amendments or debate of the subject under consideration. If the motion shall prevail, the consideration of the subject may be resumed only upon motion of a member voting with the majority and with the consent of two-thirds of the members present. This motion shall not be confused with the **Motion to Postpone to a Time Certain, or a Motion to Postpone Indefinitely**, which do require a majority vote to pass, and do not require a separate motion to remove the item from the table to resume discussion on the item.

6. Reconsideration of Non-Quasi-Judicial Items.

- a. Any person, including any member of the Council, may request that the Council reconsider a decision on a matter which is not quasi-judicial in nature. Any request or motion for reconsideration of a City Council action which is not quasi-judicial must be made in writing to the City Clerk or orally to the City Council in an open public meeting. The procedure for reconsideration shall be governed by the latest edition of Robert's Rules of Order and shall require that a motion to reconsider be made by a Council member who voted in the majority on the original action for which reconsideration is sought. The motion may be seconded by any other Council member, whether or not that member voted in the majority. A motion to reconsider an action shall be out of order and shall not be acted upon unless made prior to taking up the new business portion of the City Council agenda at the next regular City Council meeting following the meeting at which the action for which reconsideration is sought was taken. "Action" shall mean the vote of the City Council expressing a decision even though followed at a later date by passage of an ordinance or resolution. If anything that the City Council cannot reverse has been done as the result of the Council's vote, e.g., an ordinance voted on has become effective or a contract voted on has been signed by all parties, then the vote cannot be reconsidered.

- b. In the event that the City Council votes to reconsider an action which is not quasi-judicial in nature, the effect of the vote is to place the matter back before the Council as if no action had been taken. When a motion to reconsider is passed at a meeting other than the meeting at which the original action was taken, the Council shall not take new action on the reconsidered matter at that meeting, and shall set the matter over to the next regular City Council meeting following the meeting at which reconsideration was voted upon. The agenda for the Council meeting at which any reconsidered action will be taken up for final action shall reflect that the matter has been brought before the Council upon reconsideration of an earlier action. Public notice provided concerning the agenda shall reflect the nature of the action. No public hearing shall be required on reconsideration of any non-quasi-judicial action, and the Council may allow public input on the reconsidered matter if it so desires. Any matter which the Council has voted to reconsider shall be placed under “unfinished business” on the agenda. Once the Council takes final action on the reconsidered matter, no further reconsideration may take place.
 - c. The City Council may, by majority vote of the entire membership, suspend the requirement for deferring action on any reconsidered matter to the next regular business meeting when the Council determines that sooner action is required to avoid undue hardship to the City or any interested person.
 - d. As used in this section, “regular business meeting” shall mean any regularly scheduled meeting of the City Council at which final action may be taken. Council study sessions, committee of the whole, and special meetings of the Council shall not be considered regular meetings of the City Council for purposes of this section.
 - e. Procedural matters not governed by this section shall be governed by the current edition of Robert’s Rules of Order.

G. Special Meetings.

Special meetings may be called by the Mayor or by a majority of the Council by written notice delivered personally or by mail to each Council member and the Mayor at least twenty-four hours prior to the time set for the meeting as specified in the notice. The

requirements of the “open meeting law,” RCW Chapter 42.30 shall apply in all respects to special meetings of the Council. No business shall be considered after 10:30 p.m. of each meeting except by leave of a majority of the Council members present. Notwithstanding the foregoing, the City Council may complete deliberations and vote on any motion which was pending before the body at 10:30 p.m. without the necessity of seeking leave of the majority of the Council members to continue.

H. Study Sessions.

Study Sessions of the City Council are held on the second and fourth Tuesdays of every month at 7:00 p.m. in the Redmond City Hall Council Chambers, unless otherwise duly noticed. No study session item shall be considered after 10:30 p.m. of each meeting except by leave of a majority of the Council members present. Notwithstanding the foregoing, the City Council may complete deliberations on any item which was under deliberation before the body at 10:30 p.m. without the necessity of seeking leave of the majority of the Council members to continue. The City Council may choose to schedule an additional study session for any fifth Tuesday presenting in a month. The City Council shall not take a final vote on any item that comes before it at such a session. Participation by members of the audience at any designated workshop or study session of the Council shall be permitted only upon the concurrence of a majority of the Council members present.

I. Executive Sessions.

Before convening in executive session, the Mayor shall publicly announce the purpose for excluding the public from the meeting place, and the time when the executive session will be concluded. The executive session may be extended to a stated later time by announcement of the Mayor.

1. Privileged Discussion.

Discussions held in Executive Session are privileged and shall not be shared with any person not party to the Executive Session. Per RCW [42.23.070\(4\)](#), "No municipal officer may disclose confidential information gained by reason of the officers position, nor may the officer otherwise use such information for his or her personal gain or benefit."

2. Executive Sessions Held.

An executive session may be held during any regular business or special meeting of the City Council.

3. Legal Rationale for Entering Session.

The Council may only enter into Executive Session for specific reasons allowed by State Statute. Those rationale are found at [\(RCW 42.30.110\)](#).

J. Quasi-judicial Matters.

1. It is the policy of the City Council that its members should not attend meetings of other City boards and commissions concerning quasi-judicial matters which are then pending before the City and which will ultimately be decided by the Council.
2. Whenever a quasi-judicial matter pending before the City Council involves a specific site, each member of the Council may visit the site prior to the making of a final decision in order to better understand the evidence to be presented. What the members of the Council observe at the site is not evidence and Council members are to rely solely on the record presented to them during the proceedings before the Council in deciding issues regarding the quasi-judicial matter. During the site visit, the Council may not ask questions or discuss the site with any other person present, including other Council members. If the Council is to consider the matter in an open record public hearing, Council members should disclose what information was observed during any site visit at the outset of the hearing.
3. Whenever a quasi-judicial matter pending before the City Council has been the subject of a public hearing before the Hearing Examiner or Planning Commission, the Council shall allow each side (proponents and opponents) to speak for a maximum of ten minutes each. No new evidence may be presented by either speaker, and testimony shall be limited to argument based upon the Hearing Examiner's or Planning Commission's record. All quasi-judicial items shall be noted on the agenda as being quasi-judicial and a statement shall appear on the agenda indicating that each side may speak for a maximum of ten minutes each.
4. Whenever the Council holds a public hearing on a quasi-judicial matter, each speaker testifying before the Council shall be allowed to speak for a maximum of three minutes, provided, that the Council may, in its discretion, allow additional time where the complexity of issues involved requires more time in order to give the speaker a reasonable opportunity to be heard on the matter.
5. **Reconsideration of Quasi-judicial Actions.**

- a. Any request for reconsideration of a quasi-judicial action of the City Council made by a party to the proceeding must be made in writing to the City Clerk. A motion to reconsider made by a Council member does not need to be in writing. A motion to reconsider a quasi-judicial action shall be out of order and shall not be acted upon unless made by a Council member who voted in the majority prior to taking up the new business portion of the City Council agenda at the next regular City Council meeting following the meeting at which the action was taken. Any Council member may second the motion, whether or not that Council member voted in the majority. During the reconsideration period, no ex parte communication shall be made to any City Council member concerning the quasi-judicial action. "Action" shall mean the written decision by the City Council.
- b. The effect of passing a motion for reconsideration is to place the original motion on the matter back before the City Council. In the event the City Council elects to reconsider a quasi-judicial action, no revision to the action shall be made prior to giving those parties directly affected by the proposed revision notice of the proposed revision and a reasonable opportunity to be heard concerning it.
- c. No quasi-judicial action of the City Council shall be final for any purpose until completion of the period for reconsideration established by subsection (1) of this section.
- d. As used in this section, "regular business meeting" shall mean any regularly scheduled meeting of the City Council at which final action may be taken. Council study sessions, committee of the whole, and special meetings of the Council shall not be considered regular meetings of the City Council for purposes of this section.
- e. Procedural matters not governed by this section shall be governed by the current edition of Roberts Rules of Order.

6. Appearance of Fairness Doctrine.

The appearance of fairness doctrine is a rule of law requiring government decision-makers to conduct non-court hearings and proceedings in a way that is fair and unbiased in both appearance and fact. It was developed by the

courts as a method of insuring that due process protections, which normally apply in courtroom settings, extend to certain types of administrative decision-making hearings, such as rezones of specific property. The doctrine attempts to make sure that all parties to an argument receive fair and equitable treatment. The doctrine requires that adjudicatory or quasi-judicial public hearings meet two requirements:

- a. they must be procedurally fair, and
- b. they must appear to be conducted by impartial decision-makers.

K. Public Participation

1. Anyone may address the City Council, during any regular business meeting, under the Items from the Audience section of the agenda. Such public comment must pertain to City Business. Anyone wishing to provide public comment must identify the matter of City Business they wish to comment upon on the sign-in sheet prior to providing public comment. City business is considered something germane to the ongoing and regular operations of the City and/or topics which would routinely involve the government of the City of Redmond. When there is confusion with a member of the public who is new to speaking at the Council meeting, the Chair, or any Councilmember as a point of order, may ask the member of the public what their intent is, help them understand the norms, and may allow a one-time exception and allow them to speak at the end of the items from the audience list. The decision to allow an exemption is at the discretion of the Chair, whose decision may be overturned by a majority vote of the Council, per Robert's Rules of Order.

Public commenters may not provide any comments which would be considered incitement (*comments where such advocacy is directed to inciting or producing imminent lawless action and is likely to incite or produce such action*), fighting words (*words likely to provoke the average person to retaliation, and thereby cause a breach of the peace*), true threats (*occur when the speaker "means to communicate a serious expression of an intent to commit an act of unlawful violence to a particular individual or group of individuals*), obscenity (*material which appeals to the prurient interest in sex, depict or describe sexual conduct in a patently offensive way, and lacks serious literary, artistic, political, or scientific value*), or any other type of speech which is not legally protected speech under the First Amendment of the Constitution

of the United States. The explanations provided are examples only and the true scope of those prohibited topics is based on then-current controlling law.

If a commenter fails to directly associate their comments with City Business or such comments stray from the City Business initially identified on the sign-in sheet, or they speak to topics prohibited by these rules, the speaker will be provided one opportunity to correct the identified issue with their comments. If the public comment continues to be in violation of these rules, the public comment will be deemed to be disruptive and the commenter's opportunity for public comment will be terminated.

Public comments will be invited, for a maximum of three minutes per person, unless otherwise prohibited in this section. All speakers must conclude their public comments when the applicable time-period ends. Any public comments made after the conclusion of the provided time are considered disruptive and may result in removal of the speaker from the meeting.

The City requests that public commenters avoid conduct which is unreasonably loud, disruptive, or discourteous.

The Items from the Audience portion of the meeting is designed to allow for public comment made to the Council through the Mayor. Public comment should not directly address staff or the audience.

The City respects and values a diversity of opinions and perspectives and asks that all comments be free from hate, harassment, obscenities, or other derogatory language about other people or groups based on age, race, ethnicity, country of origin, sexual orientation, gender identity, ability, religion, income, political persuasion, or cultural practices.

2. Members of the public shall present all testimony from the testimony podium and shall not approach the dais unless requested.
3. All paper materials submitted by the public during testimony may be handed to the City Clerk for possible further distribution to the Council. The City Clerk and Chair of the meeting will review the materials for safety before distribution to Council. No other item types will be distributed to City Council.
4. Unruly, disruptive behavior shall not be permitted by any person attending a Council meeting and shall result in removal of said person from the premises. Per RCW 42.30.050, in the event that any meeting is interrupted by a group or

groups of persons so as to render the orderly conduct of such meeting unfeasible and order cannot be restored by the removal of individuals who are interrupting the meeting, the members of the governing body conducting the meeting may order the meeting room cleared and continue in session or may adjourn the meeting and reconvene at another location selected by majority vote of the members. In such a session, final disposition may be taken only on matters appearing on the agenda. Representatives of the press or other news media, except those participating in the disturbance, shall be allowed to attend any session held pursuant to this section. Nothing in this section shall prohibit the governing body from establishing a procedure for readmitting an individual or individuals not responsible for disturbing the orderly conduct of the meeting.

5. General Prohibition on Use of Public Facilities.

RCW 42.17A.555 prohibits the use of facilities of a public office to support or oppose a ballot measure or an election campaign for public office. This provision applies to all units of local government and their officials and employees. The term "public facilities" is defined to include the use of stationery, postage, equipment, use of employees during working hours, vehicles, office space, publications of the office, or lists of persons served by the local government. This prohibition means that elective or appointed personnel of local governments may not work to support or oppose a ballot proposition during work time or allow public facilities to be used for that purpose. This provision includes, and is not limited to, the use of the "Items from the Audience" section of regular Council business meetings for members of the public to speak in support or opposition of any campaign or ballot proposition.

a. Exceptions:

- i. The City Council may vote on a motion or resolution to express support or opposition to a ballot proposition provided that: (1) the notice for the meeting must include the title and number of the ballot proposition and (2) Members of the Council and members of the public must be allowed an approximately equal opportunity to express an opposing view;
- ii. A Member of the Council may make a statement at an open press conference in support or opposition to a ballot proposition or in response to a specific inquiry;

- iii. Where the City prepares an objective and neutral presentation of facts concerning a ballot measure (example: details could be provided to citizens concerning the financial impacts of an initiative on the local government, such as how revenues would be affected by its passage; care must be taken that information is presented in a fair and objective manner)

*Note: Many local governments allow use of meeting room facilities on a nondiscriminatory, equal access basis to the public, usually for a rental fee. If this is the case, it would be allowable to hold a public forum for citizens with pro and con representatives discussing an initiative in a public meeting hall.

*Note: RCW 42.17A.555 does not restrict the right of an individual, whether that person is an elective or appointed public official or a public employee, to express his or her personal views supporting or opposing a ballot proposition so long as that expression does not involve using public facilities. This means that elected officials and appointed staff may campaign on their own time, using their own supplies and equipment, for or against a ballot proposition by preparing brochures, mailings, doorbelling, and other such activities.

- 6. Testimony or public comment on quasi-judicial matters pending before the City Council shall be heard only as provided in Rule IV(J) above and may not be presented under Items from the Audience.

L. Enforcement of Rules - Attendees

- 1. The Chair of the meeting shall preserve the order and decorum of meeting at all times. If an individual fails to comply with these rules, the Chair of the meeting, or any council member may, by way of a point of order to the chair of the meeting, issue a warning to the individual that the individual's behavior is out of order. If the individual continues to engage in activity that these rules prohibit, the Chair of the meeting may:
 - a. Terminate the individual's comment period;
 - b. Direct security staff to assist an individual to the individual's seat; or

- c. Direct security staff to remove the individual from the meeting room.
- 2. Any individual ordered to be removed from a meeting pursuant to this rule shall be excluded from returning to that same meeting from which the individual was removed.
- 3. If an individual fails to comply with the requirements of these rules over the course of two or more meetings occurring within a 30-day time period, or over the course of two or more consecutive meetings of the same body, the Chair of the meeting, or any council member, by way of point of order to the Chair, may propose to exclude the individual from participation in future public comment periods before the Council, or exclude the individual from attendance at future meetings by a majority vote of the council.
 - a. The individual shall be informed of the specific reason for, and the specific terms of, the exclusion.
 - b. An initial and any subsequent exclusion of an individual from future participation in public comment periods or future attendance at meetings may be issued for up to 28 calendar days.
 - c. If an individual is subject to an exclusion from future attendance at meetings for a period of 28 calendar days, and further engages in activity that violates these rules, within 60 days after the termination of the exclusion period, an additional exclusion from future attendance at meetings may be issued for up to 90 calendar days.
 - d. If an individual is subject to an exclusion from future attendance at meetings for a period of 90 or more calendar days, and further engages in activity that violates these rules, within 60 days after the termination of the exclusion period, an additional exclusion from future attendance at meetings may be issued for up to 180 calendar days.
 - e. The length of the period of any exclusion may depend upon the seriousness of the disruption, the number of disruptions, and the individual's prior record with conduct at meetings.
 - f. When excluded from future public comment periods, or from future attendance at meetings, the excluded individual may submit written comments to the City Clerk for distribution to the Council at future public comment periods.

4. Any decision to issue a warning or impose a sanction or exclusion for disruptive activity may be overruled by a majority vote of those council members in attendance either at the meeting where the disruption takes place or at the next regularly scheduled City Council business meeting.
5. Any individual excluded from participation in future public comment periods or from attendance at future meetings for a period of more than two calendar days may appeal the exclusion by submitting a written appeal to the City Council within five business days after receiving notice of the exclusion. Upon receipt of a written appeal, the City Council shall consider the appeal at its next regularly scheduled business meeting. The individual's exclusion from public comment periods or from attendance at meetings shall remain in effect during the Council's consideration of the appeal.

V. COMMITTEE OF THE WHOLE

A. Establishment and Scope.

Committee of the Whole (“Committee”) is hereby established as regular meetings of the Council with the purpose of studying matters of Parks and Environmental Sustainability; Planning and Public Works; Public Safety and Human Services; and Finance, Administration, and Communications, as codified in RCW 2.08 and 2.32.

B. Membership.

Committee of the Whole shall consist of the Members of the City Council.

C. Calling of Meetings.

Committee of the Whole meetings are regularly held per RMC 2.08. Special meetings of the Committee of the Whole may be called by the Mayor or three Council members, and shall follow the noticing procedures for special meetings provided for in RCW 42.30.080. No final action shall be taken in special meetings of Committee of the Whole. Committee of the Whole meetings shall be presided over by a designated member(s) of the Council, as selected by the Council President and confirmed by a majority vote of the Council at a regular business meeting, such designation(s) to occur every other year in January following a regular election.

D. Meetings and Quorum.

The date, time and place of each meeting shall be the first four Tuesdays of each month at 4:30 p.m., at Redmond City Hall, unless otherwise noticed. The Committee of the Whole may be called as needed to discuss regional affairs matters, such meetings shall be advertised as special meetings of the committee. Notice of meetings shall be given in compliance with RCW Chapter 42.30, the Open Public Meetings Act. At their first meeting in each year the Committee of the Whole should adopt annual committee goals identifying what the committee intends to accomplish. A majority of the committee shall be the quorum necessary for the transaction of business. In the event a quorum cannot be sustained for a committee meeting, the meeting shall convene on the record and cancel for lack of quorum.

E. Duties and Responsibilities.

1. The Committee of the Whole shall consider and review matters referred to it. The Mayor and boards and commissions are encouraged to suggest items to the Committee of the Whole for review or study. The scope of authority of the committee is defined in RCW 2.32 to investigate, collect, and review appropriate information for the formulation of possible Council action.

Agendas for meetings are set by designated presiding officers in coordination with City staff. Final action shall not be taken in Committee of the Whole.

2. In carrying out its duties and responsibilities, the committee shall have the power and authority to examine all records, registers, minutes and papers pertaining to the subject matter under review or consideration, including those kept by boards and commissions of the City. The City officers, department heads, board and commission chairpersons shall cooperate with and assist the committee in carrying out its duties and responsibilities and in furnishing necessary information, except where prohibited by law or excluded under Section 31, Chapter 1, Laws of 1973; provided, that in the event any City officer, department head or board or commission chairperson deems the release of requested information not in the best interests of the City, authority for that release shall be vested in the Mayor.

F. Reports.

At the Council meeting immediately following each committee meeting, in the appropriate place on the Council agenda, a report from the Committee of the Whole presiding officer, or designated alternate shall be made. A minority report may be given by any Committee of the Whole member who dissents from the report by the majority. Oral reports shall be sufficient, unless a Council majority feels that a written report should be furnished.

G. Staffing.

When needed, staff assistance to the committee shall be assigned by the Mayor.

H. Summary of Meetings.

Minutes of Committee of the Whole meetings shall be produced in summary format and shall not require formal approval.

VI. COUNCIL SUBCOMMITTEES

A. Establishment and Scope

The Council may periodically choose to establish a subcommittee to address a specific problem or policy topic. A subcommittee may be formed as a response to a policy proposal form, during a Council retreat, or as a follow-up to a study session. The subcommittee's charter must be established in open session with agreement from a majority of the Council.

B. Membership

1. A subcommittee may have up to three Councilmembers. If more than three Councilmembers express interest in a particular subcommittee, Council Leadership is authorized to choose the members from among those interested.
2. If a subcommittee member is no longer able to participate, they must notify Council Leadership as soon as possible.
3. In order to abide by the Open Public Meetings Act, the subcommittee must report all of their work to date in open session before a new member can be appointed.

C. Calling of Meetings

The first meeting of any subcommittee shall be called to establish clarity for their work, initial staff questions, and appoint a subcommittee chair. The subcommittee chair shall preside over the meetings and take the lead role in the scheduling of the subcommittee with the legislative coordinator and other relevant staff.

D. Meetings and Quorum

The subcommittee shall determine their meeting schedule in partnership with any relevant staff. The Open Public Meetings Act does not apply to these meetings and do not have to be noticed to the public as long as:

1. the meetings do not include a quorum of the Redmond City Council; and
2. the subcommittee does not act on behalf of the full Council, conduct hearings, take testimony or public comment.

The subcommittee may spend initial meetings gathering information from staff and then begin to work to fulfil their charter.

E. Duties and Responsibilities

Subcommittees are expected to focus their work on the established charter. Amendments to subcommittee charters should be agreed upon by the majority of the Council.

F. Reports

The subcommittee will provide regular brief updates to Council during regularly scheduled Council Talk Time, or other meeting as determined by Council Leadership.

Periodically, when a subcommittee needs provide a more thorough update or receive Council feedback, the subcommittee may schedule time on the relevant Committee of the Whole agenda.

DRAFT

VI. COUNCIL COMMUNICATIONS

A. Email.

1. All City Council email correspondence shall be sent through a designated City email account.
2. All City Council email shall be copied to the City Clerk for preservation in the Council records archive.
3. Email correspondence sent via the designated Council Ombudsperson shall be copied to the Mayor and all members of the Council in the original reply to sender.
4. No Council member shall send correspondence from a City email account that purports to represent the views of the Council, unless the Council has, by majority vote, established the same as the Council's position. Council Members may use City email accounts to state the position of the individual Council Member as long as it is made clear that the position is that of the individual Council Member and that the Council Member is not speaking on behalf of the entire Council.
5. Members of the City Council will not use email to transact business of the Council in violation of the Open Meetings Act.

B. Use of Electronic Devices During Council Meetings

1. Council Members shall not access, send, or receive electronic communications concerning any matter pending before the Council during a Council meeting. Exceptions to this Rule are:
 - a. Accessing Council meeting-specific agenda and packet information;
 - b. Accessing meeting notes and/or resource or research material specific to matters pending before the Council;
 - c. Reporting to the official record regarding Ombudsperson citizen comments received;
 - d. Family or emergency situations that may time to time arise. With respect to this exception, a Council Member shall take an at-ease from

- the meeting to avoid distraction of other Members from discussions, should such interaction exceed more than a few moments in length; or
- e. Local, state, or federal news alerts, announcements, and matters when deemed appropriate.
 2. Council Members shall not use electronic communication/media/applications to review or access information regarding matters not in consideration before the Council during a Council meeting.
 3. The use of electronic communications/media/applications for personal, non-City business, during Council meetings, is expressly prohibited. Official meeting breaks are excluded from this provision. Violation of these rules by any member may result in an official Motion to Censure of said member by the Council, per Roberts Rules of Order.

VII. COUNCIL CONTINGENCY FUND

A. Fund Allocations.

The Council Contingency Fund, if budgeted, is used at the sole discretion of the City Council. The fund can be designated for any use deemed necessary by a majority of the Council. Reoccurring requests for funding from this account shall not be granted to outside groups or organizations, and rather, the budget process should be explored for an appropriate place to allocate funds for such ongoing requests.

VIII. AMENDMENTS TO RULES OF PROCEDURE

A. Amendments.

Any amendments to these Rules of Procedure shall be made through a majority vote of the City Council.

DRAFT

Appendix A

Council Values – 2020-2021

The Redmond City Council for the 2020-2021 biennium adopts the following five values sourced from the suggestions of all seven Councilmembers.

- **Perspective**
- **Dialogue**
- **Respect**
- **Preparation**
- **Inclusiveness**

Appendix B

Glossary of Terms

This Appendix to the Council Rules of Procedure defines some commonly used terms to enable clear communications between the City Council and Mayor. Rules of engagement and business procedures are defined by the adopted Rules of Procedure.

Action. The transaction of the official business of the City Council including but not limited to receipt of public testimony, deliberations, discussions, considerations, reviews, evaluations, and final actions; [RCW 42.30.020\(3\)](#).

Agenda item. An action that requires specific consideration, discussion, and a decision of the body made at a regular business meeting of the City Council. This decision constitutes a “formal” action of the City Council.

Call for, calling for. To schedule.

Conflict of Interest. A City Council member may not vote in the authorization, approval, or ratification of a contract in which they are beneficially interested, above that of any other member of the general public. Conflicts must be disclosed to the governing body and noted in the official minutes or similar records. [see RCW 42.23.030](#). *Also see Prohibited Acts.*

Consent Agenda. Consists of routine items for which a staff recommendation has been prepared, and which do not require further Council discussion.

Emergency. An urgent situation or issue that poses an immediate, serious and/or dangerous risk to health, life, property, or environment requiring urgent interventions, mitigation, and recovery.

Executive Sessions. Executive sessions are meetings that are closed to the public for special purposes identified in [RCW 42.30.110](#).

Ex-officio. By virtue of office, role, or position.

Final action. A decision or vote by a majority of the members of the City Council, positive or negative, on a motion, proposal, resolution, order, or ordinance that directs the Mayor and Administration, enabling successful execution of the decision, according to a majority vote of the Council; [RCW 42.30.020\(3\)](#).

Items From The Audience. An agenda item that provides an opportunity for community members to address the Council on items of City business.

Meetings public. Per RMC 2.08.

New Business. Subjects which have not previously been considered by the Council and which may require discussion and action.

Ombudsperson. An Official appointed to investigate individuals' complaints about City services and administration, especially that of public authorities.

Ordinances. Legislative acts or local laws. They are the most permanent and binding form of Council action and may be changed or repealed only by a subsequent ordinance. Ordinances normally become effective five days after they are published in the City's official newspaper.

Procedural action. A decision of the City Council that is administrative in nature and necessary to conduct or process Council business in an orderly manner according to these Rules that may or may not be followed separately by a final action at the same or later meeting. Examples of procedural actions are adoption of agendas, referring actions to or from committees, setting a public hearing, suspension of these Rules to enable special accommodations during a meeting.

Prohibited Acts. No City Council member may use their position to secure special privileges or exemptions, or directly or indirectly give, receive, or agree to receive any compensation, gift, reward, or gratuity for a matter connected to their role unless otherwise noted by law; see [RCW 42.23.070](#).

Public Hearings. Opportunities for the Council to receive public comment on important issues and/or issues requiring a public hearing by State statute.

Quasi-Judicial proceedings. Closed record proceedings or open record public hearings. Proceedings are those in which the City Council determines the rights or privileges of specific parties (Council Rules of Procedure, Section IV., J).

Regular business meeting. Any regularly scheduled meeting of the City Council at which final action may be taken per RMC 2.08.

Resolutions. Expressions of Council policy or statements by the Council to direct certain types of administrative action. A resolution may be changed by adoption of a subsequent resolution.

Serial meeting (also serial communications). A series of private meetings or communications by which a majority of the members of a legislative body commit to a decision or engage in collective deliberation concerning public business in violation of an open public meeting.

Special meeting. Any irregularly scheduled meeting of the City Council at which Final Action may be taken per RMC 2.08.

Staff Reports. Presentations or prepared memos to the Council by the department directors on issues of interest to the Council which do not require Council action.

Unfinished Business. Business or subjects returning to the Council for additional discussion or resolution.

Virtual meeting. A virtual meeting is one where at least one Councilmember is participating via teleconference, video conference, or other electronic means enabling real-time interaction in the meeting.

Written. A tangible document, where required by applicable law, or electronic written communication, such as email, word processing documents or other written communication.

Appendix C

Roles & Responsibilities

This Appendix to the Council Rules of Procedure outlines the roles and responsibilities of the City Council and Mayor. Rules of engagement and procedures for the conduct of business are defined by the adopted Rules of Procedure. This addendum is intended to clarify who is responsible for managing and implementing the operating procedures in normal and emergency conditions. This section is intended as a plain language explanation of existing law incorporated by References for routine use and quick reference, and is not intended to supersede any legal requirements.

- It explains the separation of powers between the Council and Administration, including in times of emergency as defined in these rules.
- It also describes different roles the Mayor, individual Councilmembers, Council as a body, and presiding officers may play based on the most common situations as well as in an emergency.

A. POWERS RESERVED FOR THE COUNCIL

- **Legislation.** Passage of any ordinance or resolution.
- **Authorization.** Granting or revocation of franchise or licenses.
- **Approval.** Confirmation of key administration positions and appointments to boards and commissions reporting to the body.
- **Appropriations.** Acceptance of funds, resolutions, and ordinances for the payment of money.
- **Land use.** Real property actions, transfer, sale, surplus of assets of the City.
- **One voice.** When Council acts as a body, it speaks with the voice of the majority through the Council President.
- **Override veto.** An action vetoed by the Mayor may be overturned with a majority plus one vote of the Council.

B. POWERS OF A COUNCILMEMBER

- **One vote.** Councilmembers shall vote in support or in opposition of an action, unless recused.
- **One perspective.** Each Councilmember has equal privileges for the floor during deliberations and meetings.
- **Initiative.** A Councilmember may introduce new business for Council consideration.

C. POWERS RESERVED FOR THE MAYOR

- **Personnel.** Management and supervision of staff, including hiring and removal of key administration positions.
- **Operations.** Supervise the administration of City government and all City interests.
- **Safety.** Maintain law and order, life safety, and preserve and protect the health, wellbeing, and quality of the community and environment.
- **Approval.** Approval of official bonds and bonds of contractors.
- **Execution.** Execution of contracts and agreements made with the City or for its use and benefit within the limits on authority.
- **Oversight.** Ensure satisfactory performance of all contracts and agreements made with the City or for its use and benefit.
- **Litigation.** Cause any legal proceedings to be instituted and prosecuted in the name of the City, subject to approval by majority vote of all members of the Council.
- **Veto.** The Mayor may veto certain actions taken by Council within 10 days of taking effect.
- **Tie-breaking vote.** In the case of a tie vote from Council, the Mayor may vote on a matter other than the passage of an ordinance, the grant or revocation of a franchise or license, or resolution for the payment of money.

D. DUTIES OF THE MAYOR IN COUNCIL BUSINESS

- **Duty of care.** Avoid any behaviors or omissions that could reasonably be foreseen to cause harm to others or the interests of the City.
- **Duty of loyalty.** Make all decisions in their powers as fiduciaries without conflict of interest.
- **Duty of obedience.** Abiding by all applicable laws and regulations and do not engage in illegal or unauthorized activities.
- **Facilitation.** Preside over regular business meetings of the Council according to the Council Rules of Procedure.
- **Information.** Report to the Council concerning the affairs of the City and its financial and other needs on a regular basis.
- **Leadership.** Make recommendations for Council consideration and action.
- **Budget.** Prepare and submit to the Council a proposed budget biennially as required by law.
- **Spokesperson.** Serve as the official and ceremonial head of the City.
- **Oversight.** Ensure due diligence is completed by staff prior to placing an item before the Council.

- **Communication.** Provide an open, transparent, and timely line of communication between the Council and the Administration.
- **Recommend.** Recommend policy for adoption by the Council.
- **Execution.** Represent and implement the majority voice of the Council.
- **Responsiveness.** Ensure timely follow-up and appropriate responses are delivered by Administration staff for items presented to the Council during Items from the Audience.

E. DUTIES OF THE COUNCIL IN THE ADMINISTRATION OF CITY BUSINESS

- **Input.** Provide advice and support to the Mayor as relates to routine business of the City, when such advice and support is solicited or otherwise welcomed.
- **Oversight.** Ask questions and participate in conversations regarding City business during meetings and establish reasonable controls.
- **Empower.** Proactively remove barriers in legislation to enable policy initiatives.
- **Support.** Volunteer when asked by staff if available and act under the direction of staff.

F. DUTIES OF A COUNCILMEMBER

- **Duty of Care.** Avoid any behaviors or omissions that could reasonably be foreseen to cause harm to others or the interests of the City.
- **Duty of Loyalty.** Make all decisions in their powers as fiduciaries without conflict of interest.
- **Duty of Obedience.** Abiding by all applicable laws and regulations and do not engage in illegal or unauthorized activities.
- **Advocacy.** Accurately convey decisions made by present and past Councils when communicating externally to the best of your knowledge and understanding.
- **Input.** Provide comment and advice on issues through the Mayor or their delegate and support staff when invited or assigned.
- **Initiative.** Proactively seek opportunities to develop or modify City legislation for the betterment of the community.
- **Lobby.** When an issue is outside of City regulations or control, and when acting in the best interest of our community, Councilmembers may lobby their State and Federal representatives.
- **Accountability.** Councilmembers should hold each other and the Mayor accountable to the highest level of service to the community.
- **Delegate.** Assist the Council President and Vice President in the execution of their duties or Council business as requested.

- **Ambassador.** Represent the community's voice during Council decisions and share information with the community.

G. DUTIES OF THE COUNCIL PRESIDENT

- **Leadership.** Provide leadership to the Council and be an advocate for the majority position of the body at all times.
- **Facilitator.** Actively explore policy viability when asked by a Councilmember and provide opportunities for conversation with the body.
- **Stewardship.** Observe and uphold all rules adopted by the Council for its governance and operations.
- **Programming.** Schedule Council meetings and the Annual Retreat, determine topics to explore at study sessions within the powers of the body, and review the Administration proposals for operations items for regular meeting.
- **Appointments.** Appoint from the body presiding officers of Committees of the Whole (committee chairs) considering Councilmembers' requests, individual strengths, and experience for these appointments.
- **Assignments.** Assign at least four members to each committee of the whole to ensure quorum responsibilities are known.
- **Strategic Direction.** Advance and organize the priorities in the strategic plan, in partnership with the Mayor and Administration staff.
- **Communication.** Represent the Council at biweekly meetings with the Mayor and relay key information to the Council.
- **Spokesperson.** Represent the Mayor and Council at important functions in absence of the Mayor.
- **Scheduling.** Establish a biennial calendar of Council Advocate for each month of the respective biennium and a Council calendar of events.
- **Coordination.** Keep track of items and due dates that are referred to committee by the Council or such other items on which the Council requests follow-up actions.
- **Strategic Plan.** Lead on the development and execution of the Council Strategic Plan and ensure its satisfactory achievement in collaboration with the body and City Administration.
- **Mayor Pro-Tem.** Resolution No. 789, adopted February 21, 1989, designates the Council President to serve as Mayor Pro Tempore in the Mayor's absence.

H. DUTIES OF THE COUNCIL VICE PRESIDENT

- **Assistance.** Assist the Council President in the execution of their duties as requested.

- **Alternate Presiding Officer.** Serve as Presiding Officer in the absence of the Council President.
- **Alternate Mayor Pro-Tem.** Serve in the absence of both the Mayor and Council President as Mayor Pro-Tem.

I. DUTIES OF A PRESIDING OFFICER, COMMITTEES

- **Facilitation.** Preside over meetings of the Committee of the Whole according to the Council Rules of Procedure.
- **Discussion.** Determine how business is to be conducted during the meeting at the start of each committee meeting.
- **Planning.** Work in collaboration with appropriate City staff and Council leadership to propose committee work plans and agendas for which they preside within their committee scope for approval by the committee and adoption by the Council.
- **Reporting.** Briefly summarize committee activities during regular business meetings.
- **Leadership.** Make recommendations for Council consideration and action within the scope of their committee.

J. EMERGENCY POWERS & DUTIES OF THE BODY

During an emergency, the Council maintains its powers of the body. Procedural exceptions apply to ensure timely addressing of the situation. Examples are exceptions to public notice requirements for certain legislation and funding appropriations that apply outside of normal business operations.

- **Preparedness.** Ensure the City is adequately prepared for emergencies through setting aside funds ahead of time during the biennial budget process.
- **Confirm.** Give advice and consent to the Mayor on new appointments to the Emergency Preparedness Council.
- **Cooperation.** Work with the Mayor to address the emergency.
- **Collaboration.** Approve mutual aid agreements.
- **Declarations.** Adopt a Declaration of Emergency by resolution or by ordinance, as deemed necessary by the body for the protection of the public health, public safety, public property, public peace, and the public environment. Emergency declarations by Council shall take effect and be in full force immediately upon adoption and shall be time bound.
- **Leadership.** Provide visible leadership to the community.
- **Ratification.** Promptly approve, after their issuance, rules and regulations that are reasonably related to the protection of life and property, which is affected

by an incident. Such rules and regulations having been made and issued by the Emergency Preparedness Director.

- **Emergency Expenditures.** Appropriate funds to provide emergency preparedness programs and mitigation activities within the City. Council may permit emergency expenditures to exceed budgeted amounts by adopting ordinances stating the facts justifying the emergency passed by a majority plus one of the entire Council.
- **Emergency Reserves.** Council may authorize emergency expenditures from any funds designated as emergency reserves by adopting ordinances stating the facts justifying the emergency passed by a majority vote of the entire Council.
- **Notice Waived.** Budget amendment ordinances to address certain emergencies may optionally have no notice or public hearing.
- **Procedures Waived.** If necessary, Mayor or designee will declare an emergency and waive competitive bidding and award all necessary contracts for purchases and public works construction pursuant to RCW 39.04.280. Should competitive bidding be waived under this section, the Council or its designee must make a written finding of emergency within two weeks after the contract is awarded.
- **Oversight.** Approve and adopt the Comprehensive Emergency Management Plan (CEMP).

K. EMERGENCY POWERS & DUTIES OF THE MAYOR

During an emergency, the Mayor maintains their powers. Some procedural exceptions apply to ensure timely addressing of the situation. Some actions that normally come to Council as recommendations before action is taken may be reported to Council and then ratified by Council after executive action, including examples of acceptance of funds and waiving of competitive bidding requirements to enable a prompt response.

- **Key Contact.** Provide leadership to the community, act as spokesperson in communicating incident-related information to the public and accompany visiting officials from other jurisdictions and levels of government.
- **Coordination.** Serve as Chair of the Emergency Preparedness Council.
- **Cooperation.** Work with the Council to address the emergency and increase communication frequency with the Council or provide access to means for Council to receive information through the Council President.
- **Initiative.** Propose policies and strategies to address emergency public needs.
- **Proclaim Emergency.** Sign a State of Emergency, Declaration of Emergency, and Delegation of Authority as deemed necessary for the protection of the public health, public safety, public property, public peace, and the public

environment. The proclamation shall take effect and be in full force immediately, shall be time bound with terms for extension.

- **Emergency Orders.** Proclaim special emergency orders as prepared by the Director of Emergency Preparedness, i.e., curfews, street use, etc. to protect public safety.
- **Competitive Bidding Waived.** If necessary, waive competitive bidding and award all necessary contracts for purchases and public works construction. Report to Council if this action occurs.
- **Execution.** Sign mutual aid agreements with other municipalities, the County and other governmental subdivisions, which have been approved by the City Council.
- **Fund Acceptance.** Accept and use gifts, grants and loans of state and federal funds, services, equipment and supplies on behalf of the City. These actions must be reported to and ratified by Council.
- **Command.** Enlist the service and equipment of citizens.

L. EMERGENCY POWERS & DUTIES OF OFFICERS

Additional responsibilities apply in emergency situations.

- **Communication.** The Council President, or their Councilmember delegate or successor, shall make reasonable attempts to contact all Councilmembers to ensure their safety and report to the Mayor.
- **Coordination.** The Council President, or their Councilmember delegate or successor, shall work with the Mayor and the Administration during an emergency to assign individual Councilmembers to support activities necessary for the routine operations of City business.
- **Meetings.** The Council President may call for additional meetings of the Council to enable emergency action by Council.
- **Assignments.** The Presiding officer of a meeting shall authorize and assign a designated recordkeeper in absence of the Clerk and shall not designate themselves as recordkeeper.
- **Notice.** The Presiding officer is responsible for reasonable meeting notice requirements where feasible.

M. EMERGENCY DUTIES OF INDIVIDUAL COUNCILMEMBERS

Additional responsibilities apply in emergency situations.

- **Notification.** Report their location and safety to the Council President, Mayor and City Clerk as soon as possible.
- **Leadership.** Provide visible leadership to the community.

- **Volunteer.** Individual Councilmembers may voluntarily accept direct assignments from the Council President, the Mayor and the Administration during an emergency.

N. REFERENCES FOR THIS SECTION

- Matson v. Clark County Board of Commissioners, 79 Wn. App. 641, 904 P.2d 317 (1995)
- Municipal Research Services Center and Association of Washington Cities, Mayor & Councilmember Handbook, MRSC Report No. 44. (2019 ed.) Available at <http://mrsc.org/getmedia/034f13b6-7ec2-4594-b60b-efaf61dd7d10/Mayor-And-Councilmember-Handbook.pdf.aspx?ext=.pdf>
- Ogden, Murphy, Wallace. Letter from City Attorney to Mayor and Council Re: Emergency Powers of Mayor and Council dated 31 March 2020.

Redmond Municipal Code

- RMC Chapter 2.08. Council Meetings.
- RMC Chapter 2.20 Emergency Preparedness.

Revised Code of Washington

- RCW 35A.11 Laws governing noncharter code cities and charter code cities—powers
- RCW 35A.11.020 Powers vested in legislative bodies of noncharter and charter code cities.
- RCW 35A.12.100 Duties and authority of the Mayor – Veto – Tie Breaking Vote
- RCW 35A.12.130 Ordinances – Style – Requisites – Veto.
- RCW 35A.12.190 Powers of Council.
- RCW 35A.34 Biennial Budgets
- RCW 35A.34.140 Emergency expenditures – Nondebatable emergencies.
- RCW 35A.34.150 Emergency expenditures – Other emergencies – Hearing.
- RCW 35A.34.160 Emergency expenditures – Warrants – payment.
- RCW 35A.34.200 Funds – Limitations on expenditures – Transfers and adjustments.
- RCW 35A.34.210 Liabilities incurred in excess of budget.
- RCW 38.52.020 Declaration of policy and purpose
- RCW 38.52.070 Local organizations and joint local organizations authorized—Establishment, operation—Emergency powers, procedures—Communication plans.

- RCW 38.52.100 Appropriations-Acceptance of funds, services, etc.
- RCW 38.52.110 Use of existing services and facilities—Impressment of citizenry—First informer broadcasters.
- RCW 39.04.280 Competitive bidding requirements – Exemptions.

DRAFT



City of Redmond

15670 NE 85th Street
Redmond, WA

Memorandum

Date: 2/10/2026

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

File No. CM 26-056

Type: Committee Memo

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

FROM: Mayor Angela Birney

DEPARTMENT DIRECTOR CONTACT(S):

Executive	Lisa Maher, Assistant COO - Executive Department	425-556-2427
-----------	--	--------------

DEPARTMENT STAFF:

Executive	Lauren Thompson	Grant Supervisor
-----------	-----------------	------------------

TITLE:

Delegated Contract Authority - Grant Threshold

OVERVIEW STATEMENT:

Staff will provide Council with key data, comparative practices, and threshold options to support an informed decision on establishing a grant approval limit under delegated contract authority.

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:

The current policy results in prolonged approval timelines, missed opportunities for smaller, quick-turnaround grants, and increased administrative inefficiencies that place a disproportionate workload on staff for low-value grants.

OUTCOMES:

The City benefits from establishing a grant threshold by streamlining grant approvals, reducing administrative delays,

Date: 2/10/2026

File No. CM 26-056

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

Type: Committee Memo

and ensuring timely access to funding opportunities while maintaining transparency and oversight.

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:

0000304

Budget Priority:

Vibrant & Connected

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
12/9/2025	Committee of the Whole - Finance, Administration, and Communications	Receive Information

Proposed Upcoming Contact(s)

Date: 2/10/2026

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

File No. CM 26-056

Type: Committee Memo

Date	Meeting	Requested Action
2/17/2026	Business Meeting	Approve

Time Constraints:

N/A

ANTICIPATED RESULT IF NOT APPROVED:

If not approved, the city will continue operating under the current policy of no threshold, resulting in prolonged approval timelines, missed opportunities for smaller, quick-turnaround grants, and increased administrative inefficiencies that place a disproportionate workload on staff for low-value grants.

ATTACHMENTS:

Attachment A: Grant Threshold

Attachment B: December 9, 2025 Committee Meeting Grant Update Notes

Grant Threshold (FAC 2.10.26)

Why Consider a Grant Threshold

Councils typically delegate contract authority for routine, low-dollar agreements to avoid inefficiencies. Without a threshold, even minor grants (e.g., \$5,000) require full routing and council approval, creating delays and administrative costs.

Best Practices from GFOA (Government Finance Officers Association) and industry guidance – establish a formal grants policy that includes delegated authority thresholds, internal controls for compliance and reporting, and clear procedures for council ratification of all grants, regardless of size. ([Establishing an Effective Grants Policy](#))

City Grant revenue averages between \$7 - 10M annually (40% Operating and 60% CIP). Grant awards typically range between \$5,000 - \$1M (Operating) and \$200,000 - \$2M (CIP). The City manages approximately 45 grants annually and receives an average of 18 new grant awards each year (see table below – based on 8680.™ 8680 average).

\$0 - \$25k	\$25,001 - \$50k	\$50,001 - \$75k	\$75,001 - \$100k	\$100,001 - \$150k	\$150,001 +
4	1	1	1	1	10

Council Approval Thresholds in other Puget Sound Cities (13)

- None – also do not have internal Grants Management Policies or Procedures (4)
- \$30,000 – for private grants + all government grants go to Council (1)
- \$50,000 (2)
- \$75,000 (1)
- \$100,000 (1)
- \$100,000 – must get permission to apply if there is an unbudgeted match (1)
- \$125,000 – for Operating grants & \$350,000 for CIP grants (1)
- \$300,000 – if no match or ongoing costs (1)
- \$350,000 (1)

Threshold Options for Council Consideration

- Blanket dollar amount for any grant
- Dollar amount for Operating & Dollar amount for CIP grants
- Blanket dollar amount for any grant + criteria (e.g., unbudgeted match, ongoing costs)

Key Safeguards

- Require **quarterly reporting** to Council on all grants executed under the delegated authority threshold.
- Maintain **formal acceptance and appropriation** by Council for all grants, regardless of award amount.
- Internal **Grant Management Policy and Procedures** implemented by City Grants Team.

Grant Update Notes for City Council (from 12/9/25 FAC)

The Grant Supervisor position was established to develop and implement a citywide grant program designed to strengthen how the City identifies, secures, and manages grant funding. Key objectives include:

- Developing strategies to increase grant revenues.
- Streamlining processes for greater efficiency.
- Improving compliance, reporting, and overall grant management across all departments.

To support these efforts, the City's Grants Team—comprised of the Grant Supervisor and the Grant Analyst (within the Finance Department), provides leadership and oversight to ensure consistent, efficient, and accountable grant practices citywide. The Grant Analyst is responsible for managing grant financials, reporting, and compliance support for both capital projects and operating grants.

As an initial step, the Grants Team conducted a citywide assessment to evaluate current grant management practices across departments. Through staff interviews and a review of existing policies and systems, the team identified several opportunities to strengthen coordination, consistency, and transparency in the City's grant management framework.

Key Initiatives and Progress:

- **Established Grant Oversight Committee (GOC):**
 - Brings together key leaders to improve alignment and strengthen accountability.
 - Builds upon existing departmental review and approval processes.
 - Creates a consistent and transparent framework for managing grants citywide.
- **Launched Pre-Application Approval Process:**
 - Applies to operating grants.
 - Ensures proposals align with City priorities and available resources before submission.
 - Promotes strategic and efficient use of staff and funding.
- **Created Grants Team SharePoint Site:**
 - Serves as a central hub for resources, templates, and visibility into grant activity.
 - Features include:
 - Centralized document library.
 - Citywide Grants Pipeline for tracking grants at all stages.
 - Dashboard for improved collaboration and coordination, especially for multi-department grants.
- **Streamlined Internal Tracking & Reporting Systems:**
 - Enhances transparency and reduces risk.
 - Lays groundwork for implementing dedicated grant management software.
- **Strengthened Communication & Collaboration:**
 - **Quarterly Check-Ins** with Mayor Birney and COO Files for executive-level visibility.
 - Internal support for:
 - Preparing competitive applications.
 - Developing implementation plans.
 - Ensuring accurate and timely grant reimbursements.
- **Formed Regional Collaboration:**
 - Formed a regional grant network with 15 Puget Sound cities.
 - Group of 30 grant professionals meets quarterly to share best practices and explore collaboration.
- **Optimized Finance Alignment:**
 - Working closely with Finance to align budget and council approval processes for accepting and spending grant funds.

Next Steps: Internal Policy Implementation

The next major milestone will be implementing the City's first internal **Grant Management Policy & Procedures**, which will provide clear, consistent guidance on compliance, budgeting, and reporting for all departments.

With this strengthened foundation—enhanced governance, improved processes, and new tools for staff—the next key initiative is establishing a **grant threshold under the City's Delegated Contract Authority**.

Purpose of the Threshold:

To improve administrative efficiency by allowing the Mayor or designee to execute smaller, routine grant agreements immediately, rather than waiting for Council approval prior to execution. This approach will:

- Reduce unnecessary staff time and administrative costs.
- Preserve Council oversight, as all grants—regardless of size—will still require formal Council approval at a later date.

Current Context:

The City manages approximately 45 grants annually, with about 15% under \$50,000 (30% under \$100,000). These smaller operating grants currently require the same routing, legal review, and Council approval as larger awards, creating administrative bottlenecks and delays without proportional benefit.

Benefits of Establishing a Threshold:

- **Cost Efficiency:** Administrative effort will be proportional to the grant's value. Even a \$5,000 grant currently requires significant staff time.
- **Time Savings:** Quick-turnaround grants can be executed immediately, avoiding the 5–6-week Council approval process that can delay project starts or risk losing awards.
- **Opportunity Maximization:** Departments are more likely to pursue smaller grants when the administrative burden is reasonable.



City of Redmond

15670 NE 85th Street
Redmond, WA

Memorandum

Date: 2/10/2026

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

File No. CM 26-051

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
-------------------------------------	------------------	----------------

DEPARTMENT STAFF:

Technology and Information Services	Jeremy Mikkola	Business Solutions Manager
-------------------------------------	----------------	----------------------------

TITLE:

Approval of Annual CUES GraniteNET Contract

OVERVIEW STATEMENT:

Approve the Mayor to sign an updated contract with CUES, in the Amount of \$146,788, to support Stormwater and Wastewater pipe inspection program.

Additional Background Information/Description of Proposal Attached

REQUESTED ACTION:

Receive Information **Provide Direction** **Approve**

REQUEST RATIONALE:

- **Relevant Plans/Policies:**
N/A
- **Required:**
Council approval is required for contracts that exceed \$50,000.
- **Council Request:**
N/A
- **Other Key Facts:**
N/A

OUTCOMES:

This contract provides the City with a modern platform to support wastewater and stormwater pipe inspections, enhancing the existing staff-led inspection practices with an additional layer of review supported by AI-enabled analysis.

Implementation of CUES GraniteNET defect coding and prescriptive planning increases consistency and operational

efficiency in inspection review, supports timely identification of asset conditions, and reduces the risk of undetected issues.

These capabilities strengthen proactive asset management, extend the useful life of critical utility assets, and promote reliable service delivery to the community.

GraniteNET positions the City to continue evolving its asset management practices while enabling data informed maintenance planning and long-term asset stewardship.

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:

\$146,788

Approved in current biennial budget:

Yes

No

N/A

Budget Offer Number:

315

Budget Priority:

Healthy and Sustainable

Other budget impacts or additional costs:

Yes

No

N/A

If yes, explain:

Ongoing operational cost is \$121,550 plus potential 3% increase each year.

Funding source(s):

Stormwater and Wastewater Utility Funds

Budget/Funding Constraints:

N/A

Additional budget details attached

COUNCIL REVIEW:

Date: 2/10/2026

File No. CM 26-051

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

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
2/17/2026	Business Meeting	Approve

Time Constraints:

N/A

ANTICIPATED RESULT IF NOT APPROVED:

If not approved, the City would continue relying on existing inspection processes without the added analytical capabilities provided by GraniteNET. This would limit the City's ability to further improve consistency, operational efficiency, and insight across inspection reviews. Opportunities to further strengthen long-term asset stewardship and inspection insight could be impacted.

ATTACHMENTS:

Attachment A: CUES GraniteNET Contract

GRANITENET SOFTWARE CLOUD SERVICE SUBSCRIPTION AGREEMENT

This **GRANITENET SOFTWARE CLOUD SERVICE SUBSCRIPTION AGREEMENT** ("Agreement") by and between **CUES, Inc.** a Delaware corporation, located at 3600 Rio Vista Ave, Orlando, Florida 32805 ("Provider"), and the City of Redmond Wastewater Division, located at 18080 NE 76th Street Redmond, WA 98052, ("Subscriber") Hereinafter, the Provider and Subscriber may be collectively referred to as "the Parties" or where appropriate singularly, as a "Party".

WHEREAS, Provider desires to provide Subscriber with access to Provider's GraniteNet Software Cloud Service (referred to herein as "GNET Cloud") hosted on the Amazon Web Services ("AWS") platform; and

AND WHEREAS, Subscriber desires to subscribe to Provider's Services (defined below) pursuant to this Agreement at the rates and terms set forth in the Products and Service Order defined in Section 1 and attached hereto and incorporated in this Agreement.

NOW THEREFORE, In consideration of the mutual covenants, promises, terms, and conditions contained herein, and for other good and valuable consideration, the receipt and sufficiency of which are hereby acknowledged, intending to be legally bound hereby, Provider and Subscriber agree as follows:

Contract Documents. The Agreement between the Parties includes the following exhibits which are attached hereto are hereby incorporated in this Agreement.

1. Product and Service Order (**Exhibit 1**)
2. CUES Representations about GraniteNet Cloud Security & SLA's (**Exhibit 2**).

1. Definitions

- 1.1 "AWS" means the Amazon Web Services Platform on which the Provider's Services are hosted.
- 1.2 "Documentation" means certain Provider documentation that describes the use, functions, features, or purpose of the Services or any component thereof, in any medium, which is delivered to Subscriber by Provider under this Agreement, including, but not limited to, Provider's user manuals, recommended best practices, training materials, instructions, and complete or partial copies of the foregoing.
- 1.3 "Effective Date" means the date on which the Subscriber's responsible designee signs this Agreement.
- 1.4 "GNET Access" means the process by which Provider enables its subscribers to access the AWS Platform.
- 1.5 "Initial Subscription Term" means the period of time specified on the Product and Service Order.
- 1.6 "Intellectual Property Rights" means patent, copyright, trade secret, know-how, trademark, trade dress rights, and any other intellectual property or proprietary rights in the Services, Software, and all processes and facilities utilized by or on behalf of Provider to provide the services contemplated herein.
- 1.7 "Product and Service Order" (hereinafter "Order" or "Exhibit 1") means the Products and Service Order, attached hereto as Exhibit 1, that sets forth the software and subscription details to which the Agreement applies, and any unique product-specific terms applicable to Subscriber's

subscription, which may be updated from time-to-time with additional Products and Services as requested by the Subscriber to the Provider in writing according to the terms of this Agreement.

- 1.8 "Permitted Users" means (a) Subscriber's employees (including temporary employees and contract employees) authorized by Subscriber, in a writing with Provider, to access and use the Services on Subscriber's behalf, and (b) Subscriber's service providers that need to access to the Services, provided such third parties are subject to written restrictions comparable to the restrictions on use in this Agreement and may only use the Services for purposes of providing Services to Subscriber. The acts and omissions of Permitted Users shall be deemed the acts and omissions of Subscriber.
- 1.9 "Renewal Subscription Term" means any extension to this Agreement, commencing upon the expiration of the Initial Subscription Term or any extensions thereto, as provided in this Agreement or otherwise in the Order as defined herein.
- 1.10 "Services" means the hosted cloud solution provided to the Subscriber for use by Permitted Users, which may include GNET WebOffice, WebSync and WebInspect software applications and other desired GNET Cloud Products, depending upon what applications are included in the Order (Exhibit 1).
- 1.11 "Subscriber Content" or "Subscriber Data" (used interchangeably) means the data or content Subscriber collects or stores using GNET Cloud and any data entered into and/or generated by Subscriber and its Permitted Users using the Services.
- 1.12 "Subscription Fees" means Subscriber's fees for various packages and options of different services pursuant to the applicable sales offering as set forth in the Order, which is paid by Subscriber for access to the Services.
- 1.13 "Subscription Term" means the Initial Subscription Term together with any renewal Subscription Terms.
- 1.14 "Term" means the term of the Agreement, which begins on the Effective Date and continues until: (i) this Agreement is terminated by a Party as provided herein or (ii) this Agreement expires as provided herein, whichever is earlier.
- 1.15 "Usage Observations" has the meaning set out in Section 6.9.

2. Access Rights, License and Services

2.1. Access. Subject to the terms of this Agreement and during the Subscription Term, Provider grants to Subscriber non-exclusive, non-transferable access rights for each Permitted User using GNET Access to access and use the Services specified in the Order, which may include: GraniteNet "WebOffice", "WebSync", "WebInspect" and other desired GNET Cloud products available through the Provider and accessible on the Amazon Web Services (AWS) Platform.

2.2. Adding Permitted Users and/or Modifying Services. In the event that the Subscriber desires to increase the Services being purchased, the Subscriber and Provider must enter into an agreed amendment to the Order to provide for the additional modified Services and corresponding Subscription Fees. In the event that Subscriber desires to add Permitted Users, the Subscriber

must (a) first pay a one-time User Activation fee to Provider to set up and configure a user account for each such requested Permitted User; and (b) enter into an agreed amendment to the Order to pay for the additional Subscription Fees. Any amendments to the Order shall be in writing, reflect the new scope and Subscription Fee(s) and be agreed to by both Parties. Notwithstanding anything herein to the contrary, amendments to the Order may also be accomplished by the issuance of an additional purchase order by the Subscriber and accepted, in writing, by the Provider, with the understanding between the Parties that, beyond updates to the quantity of Permitted Users, revised Subscription Fees, and/or any additional Services purchased by Subscriber, no new terms or conditions will be introduced into this Agreement via this method.

2.3. AWS Platform. Subscriber understands and acknowledges that the Services are hosted by AWS within a cloud environment owned and operated by AWS.

2.4. Obligations, Responsibilities and Restrictions of Subscriber and Permitted Users: Log-In Credentials provided by the Provider are for Subscriber's internal use only by Permitted Users performing work on Subscriber's behalf in accordance with the subsections below, and Subscriber shall not sell, transfer or otherwise provide Log-In Credentials to or allow access to the Services by any other entity or person. Permitted Users of Subscriber will be required to comply with Amazon Web Services (AWS) Terms of Use and/or Privacy Policies, as applicable, available at <http://aws.amazon.com/aup/> and <http://aws.amazon.com/privacy/> in order to gain access the Services.

2.4.1. Subscriber is responsible for all activities that occur under Subscriber's account, unless such activities are due to the gross negligence or willful misconduct of Provider.

2.4.2. Subscriber may allow Permitted Users to use the Services as intended, including, as applicable, rights to upload, download, store, view, retrieve, query, serve, and execute Subscriber Data, and use GraniteNet WebSync Modules and the WebInspect application to upload Subscriber Data, provided such Subscriber Data is owned, licensed or lawfully obtained by the Subscriber. Subscriber is solely responsible for the introduction and use of its associated Subscriber Content stored within the GNET Cloud. Subscriber is responsible for ensuring that its Subscriber Data and use of the Services by Subscriber and its Permitted Users complies with the terms of this Agreement as well as any applicable third party provider terms and all applicable laws, including data protection and export control laws.

2.4.3. Subscriber shall not, and shall not permit any Authorized User to, without the express written consent of Provider: (a) reverse engineer, reverse assemble, decompile, or disassemble any technology or software included or used in the underlying the Services; (b) otherwise attempt to discover the source code to any underlying technology or software included in the Services; (c) translate or migrate any of the underlying technology or software underlying the Services into another format, language, or hardware platform; (d) make the Services available to anyone other than Permitted Users; (e) alter or remove any copyright, trademark or other proprietary notices on or within the Services, underlying software or Documentation; (f) create derivative works based upon the Services or underlying software in whole or in part; (g) develop or modify any software based on ideas, processes or materials incorporated into the Services or (h) knowingly permit any third party to do any of the foregoing.

2.4.4. The Services may be unavailable and/or their performance may be negatively affected by scheduled and unscheduled maintenance. Provider will use reasonable efforts to notify Subscriber in advance of scheduled maintenance, but Provider may be unable to provide advance notice of unscheduled or emergency maintenance. Notwithstanding the foregoing, the Provider shall use commercially reasonable efforts to provide the Services in accordance with the provisions contained in Exhibit 2 attached hereto and incorporated herein.

3. Payment

3.1. **Subscription Fees.** Subscriber shall pay Provider the undisputed Fees ("Subscription Fees") set forth in the Order. Such Subscription Fees may include the following:

3.1.1. **Implementation Fee.** This fee is a one-time fee for the set-up and implementation of the Services.

3.1.2. **Annual Subscription Fee.** This fee is payable annually in advance for Subscriber's access to the Services. The annual Subscription Fees for the first year of the Subscription Term will be invoiced upon the commencement of the Subscription Term. The annual Subscription Fees for all subsequent years of the Subscription Term will be payable prior to the anniversary date of the start of the Subscription Term.

3.1.3. **User Activation Fee.** This fee is a one-time fee for the Provider to set up each Permitted User to be provisioned to use the Services in accordance with this Agreement.

3.1.4. **Fees for Additional Services.** In the event that Subscriber increases the scope of Services, Provider shall invoice Subscriber the applicable fees as identified in an updated Order.

3.1.5. During any Subscription Term, Provider shall have the right, in its sole discretion, to increase the Subscription Fees by up to three percent (3%) for any Renewal Subscription Term by providing Subscriber with at least thirty [30] days' notice before the end of the then-current Subscription Term.

3.2. **Taxes.** Fees stated in any Order do not include applicable taxes. Unless Subscriber is a tax-exempt entity and provides Provider with reasonable documentation demonstrating tax-exempt status, Subscriber agrees to pay all taxes required of it by law.

3.3. **Invoice Terms.** Subscriber shall pay in full all undisputed amounts owed in an invoice within thirty (30) days from the invoice date except as otherwise provided in an Order.

4. Term and Termination

4.1. **Initial Subscription Term.** The Services will be provided for the Initial Subscription Term agreed to between the Parties and stated in the Order. In no event, however, shall the Initial Subscription Term be less than one year.

- 4.2. Renewal Subscription Term. Upon the expiration of the Initial Subscription Term, the Agreement shall be automatically renewed for consecutive one (1) year periods, unless at least sixty (60) days prior to the renewal date, either Party gives the other Party written notice of its intent not to renew the Agreement. During any renewal term of the Agreement, the terms, conditions and provisions set forth in this Agreement shall remain in effect unless modified in accordance with the terms of this Agreement.
- 4.3. Material Breach by Provider. Subscriber may terminate this Agreement, including any and all access and usage rights for the Services provided herein, upon written notice, for a material breach by the Provider that is not cured within thirty (30) days after written notice of such material breach is provided. If Subscriber terminates this Agreement in accordance with this Section 4.3, and if such termination occurs within the first twelve (12) months of the Initial Term of this Agreement, Subscriber shall be entitled to receive a refund of its Implementation Fee, as well as, a prorated refund of its Service Fees within 30 days of termination.
- 4.4. Material Breach by Subscriber. Provider may terminate this Agreement and all access and usage rights for the Services in the event of a material breach by the Subscriber that is not cured within thirty (30) days after written notice of such material breach is provided. Subscriber's failure to pay any undisputed invoiced Subscription Fees or taxes when due is a material breach.
- 4.5. Other Grounds for Termination. Either Party may, upon the provision of written notice, immediately terminate this Agreement and or suspend its performance thereunder, if the other Party (i) files for bankruptcy, (ii) becomes insolvent, (iii) ceases to do business, or (iv) violates any terms of use of this Agreement, any third party providers terms of use and/or any violation of laws.
- 4.6. Termination by Provider. Provider may terminate this Agreement, on written notice, if: (i) the Parties agree that the provision of the Services to Subscriber is no longer commercially viable, (ii) the Services are deemed, or Provider reasonably believes the Services, or any portion thereof, violate an applicable local, state, or federal law or regulation, (iii) Provider has a reasonable belief that the continued provision of Services puts Provider, or its systems at any operational or security risk, or (iv) the underlying software or technology is no longer used in connection with the Services. If such an event happens within the first twelve (12) months of the Initial Term of the Agreement, Subscriber shall be entitled to receive a refund of its one-time Implementation Fee, as well as, a prorated refund of remaining Subscription Fees and Additional Service Fees within 30 days of termination.
- 4.7. Effect of Termination. Access and usage rights for the Services will automatically terminate upon termination of this Agreement. Notwithstanding anything to the contrary in the Agreement, after the termination or expiry of this Agreement, except as otherwise provided herein, the Subscriber, at no additional cost to the Subscriber, shall be allowed up to thirty (30) calendar days to retrieve its Subscriber Data from storage. Subscriber will have no further right to access or use the Services. After thirty (30) calendar days from the termination date, Subscriber Content may be deleted or inaccessible to Subscriber. Provider shall reasonably cooperate with Subscriber to facilitate export of Subscriber's Data with an understanding that should Subscriber's Data exceed its monthly download quota as defined in the Order, an additional charge may be incurred. Within thirty (30) calendar days from termination, Subscriber will immediately return or, if instructed by Provider, destroy all GNET cloud materials, documents related to the Provider's Services, Documentation, and/or any other Provider Confidential Information.

4.8. If this Agreement expires or is terminated for any reason, Subscriber may continue to utilize the Services for a "Transition Period" of up to thirty (30) days after expiration or termination of this Agreement, subject to payment of all undisputed applicable Subscription Fees ("the "Transition Period"). Should Subscriber require further assistance during the Transition Period, Provider may, in its sole discretion, offer additional transition services at Provider's then-current rates. In any event, upon request from Subscriber, Provider shall reasonably cooperate with Subscriber to export Subscriber's Data with an understanding that should Subscriber's Data exceed its monthly download quota, additional charges may be incurred.

5. Confidential Information

- 5.1. "Confidential Information" means any trade secret or other information of Provider or Subscriber, whether of a technical, business, or other nature, which is disclosed by one Party ("Discloser") to the other Party ("Recipient") orally or in writing and that is of a nature that a reasonable person would understand to be confidential, but specifically excludes any anonymized data.
- 5.2. Provider Confidential Information specifically includes, but is not limited to: Documentation, GNET Cloud Materials, Usage Observations, and suggestions concerning the GNET Cloud Service, or any other information about or involving the GNET Cloud Service. Subscriber shall not disclose (including, but not limited to, in a press release or other public statement) any Provider Confidential Information, except as agreed by Provider in writing in advance of such disclosure.
- 5.3. Confidential Information does not include any information that: (a) was known to Recipient before receiving it from the Discloser; (b) is independently developed by Recipient without use of or reference to any Confidential Information of the Discloser; (c) is received from a third party who had a lawful right to disclose such information (without corresponding confidentiality obligations) to it; or (d) is or becomes part of the public domain through no fault or action of the Recipient.
- 5.4. Recipient will: (a) use the Confidential Information of the Discloser solely for the purpose(s) for which it is provided; (b) not disclose Confidential Information to competitors of the Discloser, (c) not disclose such Confidential Information to any third party, and (d) protect such Confidential Information from unauthorized use and disclosure to the same extent that it protects its own Confidential Information of a similar nature, but using no less than a reasonable degree of care in consideration of the nature of the Confidential Information. However, Recipient may disclose Confidential Information to its employees, agents or contractors who need to know such Confidential Information in order to obtain or provide the Services hereunder so long as Recipient limits the scope of disclosure of Confidential Information to only that which is necessary under the circumstances. Recipient shall ensure that any employees, agents, or contractors to whom it discloses Confidential Information are bound by obligations of confidentiality and use restrictions that are no less protective than those set forth in this Agreement, and that such individuals use the Confidential Information solely for the purpose of providing or receiving the Services. Each Party will be responsible for any improper disclosure of Confidential Information by such Party's employees, agents, or contractors.
- 5.5. Recipient may disclose Confidential Information of Discloser to the extent required to satisfy any legal requirement of a competent governmental or regulatory authority, provided that (to the extent permitted by law) it promptly advises Discloser prior to making such disclosure and

provides Discloser a reasonable opportunity to object to such disclosure or take such other action as it considers appropriate to protect the Confidential Information.

Provider recognizes the Subscriber is a municipal entity subject to the Washington State Public Records Act, Chapter 42.56 RCW, and that Subscriber is obligated to disclose records upon request unless a specific exemption from disclosure exists. Nothing in the Agreement is intended to prevent the Subscriber's compliance with the Public Records Act, and Subscriber shall not be liable to Provider due to Subscriber's compliance with any law or court order requiring the release of public records.

- 5.6. Upon the expiry or termination of this Agreement and at the request of the Discloser, Recipient will promptly return or destroy (and provide certification of such destruction) any materials in any medium that contains or refers to Discloser's Confidential Information and in no event more than thirty (30) days of the request to do so. Subject to the confidentiality obligations herein, Recipient may retain copies of Discloser's Confidential Information to the extent required to document its performance or for compliance with applicable laws or regulations and Provider may also retain Subscriber Data in its backups, archives and disaster recovery systems until such Subscriber Data is deleted in the ordinary course.
- 5.7. Each Party shall take all necessary steps designed to ensure that the provisions of this Section are not violated by any employee, service provider, Permitted User or any other person under Subscriber's control or in its service.

6. Ownership, Restricted Rights, Security

- 6.1. Provider IP Rights. Provider owns and shall retain all rights, title and interests in and to the Services, including all intellectual property rights in and to the Services (including all Usage Observations and any other improvements, enhancements, modifications and derivative works for the Services) and the software incorporated therein, and the Documentation, as the proprietary product of Provider.
- 6.2. Data Ownership. Subscriber shall retain ownership of all Subscriber Data. Subscriber shall have no rights to any data in Provider's proprietary format; however, Provider shall reasonably cooperate with Subscriber to export Subscribers Data from the GNET Cloud in a mutually agreed file format at Subscriber's request in accordance with the terms herein. Subscriber warrants and represents that it has obtained all required consents and/or provided all required notifications to allow Provider to collect, use, process, transfer, store, access, disclose and use Subscriber Data as contemplated under this Agreement.
- 6.3. Anonymized Data License. Subscriber hereby grants Provider a limited right to aggregate and/or anonymize the Subscriber Data during the Term of this Agreement and an unlimited, perpetual and irrevocable rights and permissions as are necessary or useful to use, reproduce, and distribute such aggregated and/or anonymized Subscriber Data for any legal purpose. Provider's rights to collect, use process, transfer, store, access, disclose and use Subscriber Data are limited to those necessary to deliver the Services and as set out herein.
- 6.4. Subscriber's Usage Information. To improve its Services and the technical performance of the Services, Provider shall be permitted to collect information about Subscriber's use of the GNET Cloud, including CPU and GPU utilization, memory usage, IO performance, content type, client

session length, transmission latency, client geographic and network locations, video and audio quality, and error and information messages.

- 6.5. **Subscriber Branded License.** Certain features of the Services may require the use of Subscriber's name, logo, trademarks, and/or tradenames ("Subscriber Branding"). Should Subscriber's use of the Services require Subscriber Branding, upon Subscriber's prior written approval, Subscriber grants Provider a license to reproduce, copy, distribute and use such Subscriber Branding in Provider's provision of the Services. Subscriber represents and warrants

that Subscriber has the necessary rights and consents to grant the use of the Subscriber Branding to Provider.

- 6.6. Provider Intellectual Property. Certain portions of the Services may be branded with Provider's or other third party providers' trademarks, logos and copyright notices. Subscriber agrees that it will not hide, remove, obscure, modify or otherwise change any such trademarks, logos or notices.
- 6.7. Security and Data Privacy. This Agreement permits the Subscriber to store Subscriber Data in the GNET Cloud, which is hosted in a certified data center which is external to the Subscriber's premises. Provider acknowledges that Subscriber's Data is a valuable asset of the Subscriber and that, in entering into this Agreement, the Subscriber is relying upon Provider's representations of the security, availability, and processing within the GNET Cloud to protect through encryption and preserve the confidentiality and privacy of Subscriber's Data.
 - 6.7.1. Subscriber shall be responsible for managing Subscriber Data and the management, operation and verification of local IT controls to access the GNET Cloud and the Services. Subscriber shall be responsible for all activities that occur under its account by its Permitted Users and for unauthorized access due to the fault of Subscriber. Provider shall only be responsible for unauthorized access to Subscriber's account as set forth in this Section 6.
 - 6.7.2. Provider shall be responsible for protecting and securing Subscriber Data from unauthorized access, loss or corruption of Subscriber Data due to the gross negligence or willful misconduct of Provider and in the event thereof, to the extent reasonable, restoration of Subscriber Data. Provider shall be responsible for the security configuration and management tasks within the GNET Cloud Service (including backup of data, updates and security patches), any application software or utilities installed on the instances, the configuration of the firewall (called a security group) on each instance. Unless due to the default of the Subscriber or a party contracted by the Subscriber other than the Provider, Provider shall, in the event of any such loss, corruption or destruction due to the gross negligence or willful misconduct of Provider, restore the Subscriber Data to the restoration point in the last daily backup performed. This restoration will be Provider's sole obligation and liability and Subscriber's sole remedy in the event of loss, corruption or destruction of Subscriber Data.
 - 6.7.3. Subscriber shall be responsible for all activities of persons, employees, subcontractors, customers and service providers that have a direct relationship with Subscriber, including but not limited to those contracted with, operated, maintained, controlled and managed by Subscriber and including Permitted Users and parties with which the Subscriber has a contractual relationship, such as internet service providers, IT subcontractors and data security providers.
 - 6.7.4. Subscriber shall be responsible to ensure Subscriber's Data is free from viruses when uploaded in the GNET Cloud.
- 6.8. Provider Access to Subscriber Content. Provider will not access or use Subscriber's Data except as necessary to maintain or provide the Services, or as necessary to comply with the law or a binding order of a governmental body. Provider will not (a) disclose Subscriber's Data to any government or third party or (b) move Subscriber's Data from the GNET Cloud, except in each case as necessary to comply with the law or a binding order of a governmental body. Unless it would violate applicable law or a binding order of a governmental body, Provider will give Subscriber notice of any legal requirement or order referred to in this Section.

6.9. **Service Improvement.** To improve and enhance the GNET Cloud Service, Provider may request and Subscriber agrees to confidentially provide information relating to Subscriber's access and functional use of the GNET Cloud Service, including observations or information regarding the performance, features and functionality of the GNET Cloud Service, when and in the form reasonably requested by Provider ("Usage Observations"). Provider will own and may use and evaluate all Usage Observations for its own purposes to improve the Service. Subscriber will not use any Usage Observations except for Subscriber's internal business purposes of identifying improvements for the Provider's GNET Cloud Service.

7. Warranties; Disclaimers

- 7.1. Each Party warrants that it has the right and power to enter into this Agreement and to perform its obligations herein. Provider hereby warrants that it has the right to provide the Services and grant access to Subscriber in the manner provided in this Agreement.
- 7.2. Provider warrants that the Services shall materially conform to the specifications in the then-current Documentation. Provider's sole obligation under this warranty (which shall be Subscriber's exclusive remedy) shall be to use reasonable efforts to correct demonstrated material defects in the Services, and supply Subscriber with access to a corrected version of such Services, or a commercially reasonable workaround as soon as practicable after Subscriber has notified Provider of such defects. Provider's warranty obligations hereunder shall not apply to the extent a non-conformity results from use of the Services or Software contrary to the terms of this Agreement or the instructions in any related materials.
- 7.3. EXCEPT AS SPECIFICALLY SET FORTH ABOVE IN SECTIONS 7.1 AND 7.2, TO THE MAXIMUM EXTENT ALLOWED BY LAW, THE SERVICES ARE PROVIDED "AS IS." AND PROVIDER AND ITS LICENSORS, VENDORS AND SERVICE PROVIDERS DO NOT MAKE ANY EXPRESS OR IMPLIED WARRANTIES, INCLUDING BUT NOT LIMITED TO THE WARRANTIES OF DESIGN, MERCHANTABILITY, FITNESS FOR A PARTICULAR PURPOSE, TITLE, OR ARISING FROM A COURSE OF DEALING OR USAGE OF TRADE, AND PROVIDER EXPRESSLY DISCLAIMS ANY AND ALL SUCH WARRANTIES.
- 7.4. PROVIDER DOES NOT WARRANT THAT: (A) OPERATION OF ANY OF THE SERVICES SHALL BE UNINTERRUPTED OR ERROR-FREE OR (B) THAT FUNCTIONS CONTAINED IN THE SERVICES SHALL MEET THE SUBSCRIBER'S REQUIREMENTS.
- 7.5. SUBSCRIBER ACKNOWLEDGES AND AGREES THAT PROVIDER IS NOT RESPONSIBLE FOR: (I) THE ACCURACY OR INTEGRITY OF ANY DATA SUBMITTED BY SUBSCRIBER OR PERMITTED USERS OR (II) THE PERFORMANCE OF SUBSCRIBER'S OR PERMITTED USER'S EQUIPMENT, SUBSCRIBER OR (III) ANY DOWNTIME, LOSS OR CORRUPTION OF, BREACH OF OR LOSS OF DATA THAT OCCURS AS A RESULT OF TRANSMITTING OR RECEIVING DATA OR VIRUSES BY OR FROM SUBSCRIBER VIA THE INTERNET.

8. Infringement Remedy

- 8.1. In the event the Services become, or in Provider's opinion are likely to become, the subject of a claim of infringement of a patent, trade secret or copyright, Provider may, in its sole discretion, (a) procure for Subscriber, at no cost to Subscriber, the right to continue to use the Services, (b) replace or modify the Services, at no cost to Subscriber, to make them non-infringing, provided that substantially the same functionality is provided by the replacement or modified Services, or (c) if in Provider's judgment the right to continue to use the Services cannot be reasonably

procured or the Services cannot reasonably be replaced or modified, terminate the Agreement with respect to all or part of the Services and grant Subscriber a pro-rated refund on any advance Subscription Fees already paid for such terminated Services for the remainder of the Subscription Term paid.

- 8.2. In addition to its obligations under Section 8.1 above, Provider will fully defend, indemnify, and hold Subscriber and Subscriber's Indemnitees (for example council members, officers, partners, employees, and agents) harmless from and against any loss, cost, and expense in connection with a third-party claim that the Services infringe on any trade secret or copyright of others. Provider's obligations under this indemnification are expressly conditioned on the following:
 - 8.2.1. Subscriber must promptly notify Provider in writing of any such claim; and
 - 8.2.2. Provider or its vendor or service providers, as applicable, must have sole control of the defense of any such claim and of all negotiations for its settlement or compromise; and
 - 8.2.3. Subscriber must reasonably cooperate with Provider to facilitate the settlement or defense of the claim.
 - 8.2.4. Provider will have no obligation under this Section 8.2 or otherwise with respect to any infringement claim based on or relating to: (i) any intellectual property provided by Subscriber which is included or embedded in, or interfaces with, the Services; (ii) modification of the Services, or Documentation, by a person other than Provider, or on Provider's behalf; (iii) use of the Services other than in accordance with this Agreement; or (iv) use of the Services in combination with other products or services where such combination or use was not required or approved in writing by Provider.

9. Limitation of Liability

- 9.1. IN NO EVENT WILL SUBSCRIBER OR PROVIDER BE LIABLE TO THE OTHER PARTY FOR SPECIAL, INDIRECT, INCIDENTAL, CONSEQUENTIAL, PUNITIVE, OR EXEMPLARY DAMAGES IN CONNECTION WITH THE PROVISION, USE OR PERFORMANCE OF THE SERVICES OR SOFTWARE REGARDLESS OF THE THEORY OF LIABILITY EVEN IF SUCH PARTY HAS BEEN ADVISED OF THE POSSIBILITY OF SUCH DAMAGES. NEITHER PARTY WILL BE LIABLE TO THE OTHER PARTY FOR ANY LOSS OF PROFITS, LOSS OF REVENUES, OR LOSS OF BUSINESS ARISING UNDER OR IN CONNECTION WITH THIS AGREEMENT.
- 9.2. IN NO EVENT SHALL THE MAXIMUM AGGREGATE LIABILITY OF ANY PARTY EXCEED THE AMOUNT OF SUBSCRIPTION FEES PAID BY SUBSCRIBER DURING THE TWELVE (12) MONTHS PRECEDING THE DATE ON WHICH THE CLAIM FIRST ACCRUED.

10. Miscellaneous

- 10.1. Conflicts. In the event of a conflict between the terms of this Agreement and any Exhibit hereto, the Agreement is controlling.

- 10.2. Public Announcements. Conditional upon Subscriber's prior written approval, Subscriber grants Provider and its affiliates the right to use Subscriber's name, logo, trademarks and/or trade names in press releases, product brochures, internal reports, shareholder reports, proposals and demos indicating that Subscriber is a Subscriber of Provider. Except for disclosures required by public companies, all other public statements or releases shall require the mutual consent of the Parties.
- 10.3. Independent Contractor. The relationship of the Parties hereunder is that of independent contractors, and neither Party shall be considered to be a partner, joint venture, employer or employee of the other under this Agreement. This Agreement creates no agency in either Party, and neither Party has any authority whatsoever to bind the other Party in any transaction or make any representations on behalf of the other Party.
- 10.4. Audit. Provider, in its sole discretion, may audit Subscriber's use of the Services at any time to verify compliance with the terms of this Agreement. Subscriber agrees to cooperate with such audit and provide Provider with reasonable assistance and access to information. If the audit reveals a violation by Subscriber, Subscriber shall pay Provider all undisputed fees actually due and pay all costs and fees for such audit in addition to any other remedy available to Provider under the terms of this Agreement. If Provider determines or reasonably believes any Subscriber Data violates the terms of this Agreement, Provider will notify Subscriber and request that such data be removed from GNET Cloud. If Subscriber fails to remove the data within two (2) business days of its receipt of Provider Notice, Provider shall remove or suspend Subscriber's Services in its sole discretion.
- 10.5. Survival. Neither expiration nor termination of this Agreement shall terminate those obligations and rights of the Parties pursuant to provisions of this Agreement which by their express terms are intended to survive and such provisions shall survive the expiration or termination of this Agreement. Without limiting the foregoing, the respective rights and obligations of the Parties under Sections 5, 6, 7, 8, 9 and 10 shall survive the expiration or termination of this Agreement regardless of when such termination becomes effective.
- 10.6. Amendment. No change or modification of this Agreement shall be valid unless in writing and signed by all Parties to this Agreement; provided, however, Exhibit 1 can be updated as provided in Section 2.2.
- 10.7. Notice. Any claim, payment, demand, invoice, notice or declaration of any kind which must be delivered to the other Party, shall be in writing and served: (i) personally; (ii) by a recognized overnight courier providing a written confirmation of delivery; or (iii) by United States first-class mail (postage prepaid), addressed to the Party at its address set forth below or at such address as either Party may advise the other in writing from time-to-time. Notices given hereunder shall be deemed to have been given on: (i) the date of personal delivery; (ii) the date of delivery as documented by the overnight courier; or (iii) on the third business day after the date of mailing.

To Provider at:

Cues, Inc.
Attn: President & Legal Counsel
3600 Rio Vista Ave
Orlando, FL 32895

To Subscriber at:

City of Redmond
15670 NE 85th St.
Redmond, WA 98052

- 10.8. **Assignment.** Except as otherwise provided in this section, neither Party will assign this Agreement or delegate any of its duties, in whole or in part, without the prior written consent of the other Party. No consent of the other Party will be required when the assignment is to one of the assigning Party's Affiliates, or through a change of control of the assigning Party, including through merger, acquisition, or a sale of all or substantially all of its business related to this Agreement. An authorized assignee of either Party will be subject to and bound by the terms of this Agreement. If any assignee does not agree to be bound by all of the terms and obligations of this Agreement, or if any assignment is made in breach of the terms of this Agreement, then that assignment is and will be null and void and of no force or effect.
- 10.9. **Force Majeure.** Neither Party shall be in default or otherwise liable for any delay in or failure of its performance under this Agreement if such delay or failure arises by any reason beyond its reasonable control, including any act of God or the common enemy or earthquakes, floods, fires, epidemics, pandemics, riots, telecommunications delays, failure of electrical power, lightning, national emergency, war, action of court or public authority, terrorist act, military action, civil disturbance, internet outages, failures or delay in transportation or communications. The Parties will promptly inform and consult with each other as to any of the above causes which in their judgment may or could be the cause of a delay in the performance of this Agreement.
- 10.10. **Waiver.** The waiver by either Party of a breach or violation of any provision of this Agreement shall not operate as, or be construed to be, a waiver of any subsequent breach of the same or any other provision hereof.
- 10.11. **Severability.** In the event any provision of this Agreement is held to be unenforceable for any reason, the unenforceability thereof shall not affect the remainder of this Agreement, which shall remain in full force and effect and enforceable in accordance with its terms. With respect to any unenforceable provision, the applicable arbitrator or court shall deem the provision modified to the extent necessary, in such adjudicator's opinion, as to render such term or provision enforceable, and the rights and obligations of the Parties shall be construed and enforced accordingly, preserving to the fullest permissible extent the intent and agreements of the Parties set forth herein.
- 10.12. **Governing Law and Venue.** The laws of the State of Washington, without regard to conflict of laws principles, will govern all matters relating to or arising out of this Agreement, its subject matter and the transactions it contemplates, including, without limitation, the validity, construction, performance and enforcement of the Agreement and any legal actions relating to its subject matter. Each Party hereto submits to and accepts generally and unconditionally the jurisdiction of those courts with respect to any dispute arising related to this Agreement. Each Party hereby irrevocably waives any objection to the laying of venue of any such action or proceeding in the above-described courts. The prevailing Party to any dispute or litigation concerning or related to

this Agreement shall be entitled to recover its costs, expenses and reasonable attorney fees incurred in connection with the dispute or litigation.

10.13. Dispute Resolution.

10.13.1. **Good Faith Negotiation** –The parties agree to engage in good faith efforts to settle any Disputes (hereinafter “Dispute”) by negotiations between them prior to engaging in arbitration. Such negotiations are to include, at a minimum, (a) written notice by the party asserting a Dispute describing in detail the legal, evidentiary, and business bases of the Dispute and any proposed remedy or solution; (b) a written response to such notice describing in detail the receiving party's disagreements, if any, with the sending party's description of the bases of the Dispute and proposed remedy or solution; and (c) one or more discussions between executives with authority to resolve the Dispute. Unless otherwise mutually agreed by the Parties in writing, the period for negotiation will be deemed ended forty-five (45) days after receipt of the initial written notice. Arbitrator(s) shall have the authority to award sanctions for any party's failure to participate in good faith in these required notices, responses, and negotiations.

10.13.2. **Arbitration**. The parties agree to first utilize good faith efforts to resolve any Dispute informally between the parties in accordance with the terms of this Section 10.13 of this Agreement. Within ten (10) days after good faith attempts to resolve the underlying matter have proven to be unsuccessful, any unresolved controversy or claim arising out of or relating to this Agreement, or breach thereof, shall be referred to nonbinding arbitration administered by the American Arbitration Association in accordance with its Commercial Arbitration Rules. The arbitration shall be conducted as swiftly as is reasonably possible under the circumstances. The arbitration shall be conducted before one neutral arbitrator to be selected in accordance with the Commercial Rules of the American Arbitration Association and shall proceed under the Expedited Procedures of said Rules, irrespective of the amount in dispute. The arbitration shall be held in the venue established in Section 10.12 unless the Parties mutually agree upon another place. In its award, the arbitral authority shall fix and apportion the costs of arbitration. Except as provided in this Agreement, no lawsuit shall be filed prior to the entry of a written award by the arbitral authority. The award of the arbitral authority shall be non-binding, however, if after forty-five (45) days from the date of the award, no party files a separate lawsuit in a court of competent jurisdiction to resolve the dispute, controversy or claim, the award will become final and non-appealable and the award may be enforced by any court having jurisdiction over the Party according to Section 10.12 of this Agreement. Each party will be responsible for its own attorneys' fees and an equal portion of any costs related to the arbitration.

10.14. **Data Access.** Subscriber shall have access to Subscriber Data via a Structure Query Language (SQL) backup file, subject to the terms of this Agreement.

10.14.1. Access Method. Data access will be provided through [describe method, e.g., Secure FTP, etc.] at a frequency of [describe how often this SQL backup file will be made available].

10.14.2. Access Levels. Subscriber's access will be limited to [describe any limitations, e.g., administrative account(s), etc.]

11. Insurance. Provider shall maintain cyber liability insurance coverage with a limit of liability of at least \$1,000,000.00 USD per occurrence and in the aggregate during the term of this Agreement. Provider shall deliver to Subscriber a certificate of insurance evidencing such coverage and shall promptly notify Subscriber in writing of any cancellation, non-renewal, material change in coverage, or change in the insurance provider. In the event of such change or cancellation, Provider shall ensure that equivalent coverage is maintained without interruption.

12. Counterparts. This Agreement may be signed and delivered by the Parties in counterparts, with the same effect as if each of the Parties had signed and delivered the same document, and that execution and delivery will be valid and legally effective.

SIGNATURES TO FOLLOW ON NEXT PAGE

IN WITNESS WHEREOF, the Parties hereto have caused this Agreement to be executed by their properly and duly authorized officers or representatives as of the date first set forth below.

SUBSCRIBER

CUES, INC.

Signature

Signature

Printed Name

Printed Name

Title

Title

Date

Date

Business Tax Certificate No.
(As applicable)

Approved as to form and legality:

Entity's Attorney Signature
(As applicable)

Date



EXHIBIT 1

Product and Service Order

10/23/2025

Quote#Q-05759

Brandon Beuhler
REDMOND, CITY OF (WA) WASTEWATER (MAIN)
WASTEWATER DIVISION
18080 NE 76TH STREET
REDMOND WA 98052-5023
UNITED STATES
Office: 425-556-2272
bbuehler@redmond.gov

Brandon Beuhler:

Thank you for the opportunity to quote the GraniteNet Asset Inspection and Decision Support software platform from CUES, the most trusted brand in North America for pipeline inspection technology.

For more than two decades, CUES has supplied the industry with the most innovative and extensible software platform available to help utilities and contractors alike achieve their regulatory and productivity goals. Our clients demand software that is able to be customized to meet their needs while supporting the process flows unique to their organization. GraniteNet offers unmatched flexibility to create many different types of inspections in addition to CCTV assessments such as cleaning inspections, smoke test inspections, GPS surveys, inclination surveys, hydrant inspections, light pole inspections etc. Additionally, this new software platform offers a very simple User Interface to allow people to quickly become proficient users, often in a matter of minutes.

For those organizations that desire more advanced capabilities such as GIS map (ESRI/Cartograph) integration, CMMS integration (Cityworks, Maximo, Infor Hansen), User Management controls, enterprise database support (Oracle & SQL), a Web-based Portal, custom Scoring formulas, etc., the CUES GraniteNet software platform can meet the needs of the REDMOND, CITY OF (WA) WASTEWATER (MAIN) now or in the future as the requirements evolve.

The following is a short description of each GraniteNet software package and the suggested optional modules to be included in the software package for the REDMOND, CITY OF (WA) WASTEWATER (MAIN).

Please feel free to contact me with any questions, comments or concerns.

Sincerely,
Nino Rivas
nrivas@cuesinc.com
Office:(407) 795-2791
Mobile:(407) 795-2791



GraniteNet Defect Coding As A Service

CUES provides PACP 6 and PACP 7 coding services to carefully evaluate sanitary mainline pipelines so that you and your crews do not have to. Using CUES' proprietary Artificial Intelligence and machine learning algorithms, video inspections are uploaded to the CUES Cloud where they are processed by its "AI machine". After the machine has rendered its evaluation with PACP defect codes associated to the frames within the video stream where the defects are located, each inspection is routed to a certified PACP coder for final review and certification. Once approved, the coded inspections are provided to the customer for review and acceptance.

GraniteNet Cloud SaaS WebOffice

The **GraniteNet SAAS Cloud Hosting Service**, powered by Amazon Web Services, is a complete solution provided by CUES to enable each organization to transform their on-premise infrastructure to the Cloud to build an effective business and technology strategy. CUES, as an Amazon Technology Partner, provides a turnkey solution comprised of Wastewater/Public Works asset management software - and hosting - that can be implemented by CUES cloud specialists in amazingly fast turnaround times. The GraniteNet SAAS Cloud Service is offered as a one year contract which includes by default a dedicated virtual database server, a web server, a 5 TB storage volume for inspection media, a 1 TB monthly data download capacity from the Cloud, and access for 1 administrative Permitted User. Increased Permitted Users, storage capacity or monthly download capacities can be added for an additional annual cost as needed. CUES Cloud customers immediately gain access to and redundancy from the AWS infrastructure that CUES configures for its Cloud customers including back-ups, server patch maintenance and OS upgrades. CUES and AWS are responsible for protecting the infrastructure that runs all of the services offered in the AWS Cloud, commonly referred to as "Security of the Cloud". GraniteNet's Web applications are secured via Amazon Security Groups and an Amazon Web Application Firewall (WAF). The GraniteNet SAAS Cloud Service will substantially carry forward AWS' standard service level commitment policies published online.

The complete Cloud Hosting service also includes the **GraniteNet WebOffice (Viewer)** solution which is a browser-based, read only Web Application built for assessing infrastructure, videos and statuses about assets from virtually any portable device (iPad, Android, Chrome Book, Surface Pro, smart phone, etc.) with an internet connection. It streamlines operations by enabling real time, map-driven views into the condition of utility infrastructure as well as the status of tasks assigned to crews for greater efficiency and productivity. No software needs to be installed by end users. Simply log in and view productivity dashboards, review inspections, run filtered reports, and generate PDF's to share to others from virtually any internet-connected device.

By default the Cloud SAAS service also provides **GraniteNet WebSync** which is a powerful connectivity tool that enables entities with vehicular field crews to use encrypted internet connectivity to transmit inspection data and video from the field (such as trucks, mobile inspectors, etc.) wirelessly to the Cloud SAAS. There's no need for carrying storage drives. Inspectors simply finish their inspection and the transfer will begin automatically in the background while new inspections are started or while crews move to the next location.

Unlike some inferior methods being used by others, WebSync is unique in that it truly synchronizes data instead of merely making a copy of a file at a location such as Drop Box or Google Docs - which requires a manual two-step process susceptible to human error. Whether synching out new, incomplete inspection tasks to the field trucks from WebOffice or synching in data from the field to the Cloud, WebSync happens at the database level to ensure precise, up-to-the-minute statuses that do not require human intervention. Additionally with growing cyber threats, many organizations can no longer afford to risk intrusions that can happen when portable media devices are connected to the network. WebSync is highly secure because it uses Web API's that provide Secure Sockets Layer (SSL) security that can be encrypted. Data exchange happens quickly so that QA/QC reviewers do not have to wait for inspectors to physically return with storage drives.

SaaS Terms and Conditions:



The CUES SaaS solution is provided under the GraniteNet Software Cloud Service Terms and Conditions available in the following link: [SaaS Terms:https://saasterms.granitenetweb.com](https://saasterms.granitenetweb.com) These terms are specifically aligned with the scope of services outlined in this Sales Order and it is CUES expectation that upon receipt of a corresponding Purchase Order, these Terms will prevail in the event of any conflict. During any Subscription Term, Provider shall have the right, in its sole discretion, to increase the Subscription Fees by up to three percent (3%) for any Renewal Subscription Term by providing Subscriber with at least thirty [30] days' notice before the end of the then-current Subscription Term.

WebOffice Edit User Activation

For activation of user for use on GraniteNet WebOffice.

GraniteNet WebOffice Edit User Annual Subscription

GraniteNet WebOffice Edit User is an annual subscription which enables a user to connect from any computer to securely log in to the GraniteNet Web environment with the ability to perform the following tasks:

- Create, edit and delete objects
- Edit media of objects (take snapshot, link observations)
- Calculate scores
- Accept/reject tasks

GraniteNet WebSync Module

The GraniteNet WebSync Module allows users to transfer encrypted inspection data, asset information, and media, via the internet, back and forth between a GraniteNet license in the field and the office.

GraniteNet Annual Prescriptive Planning Service (PPS)

The PPS is an annual service that provides automated decision support recommendations that prescribe rehabilitation/ replacement actions to take against pipeline assets based on the types and severities of PACP observation codes. Using a CUES proprietary and customizable formula within the GraniteNet inspection software, the service will evaluate each inspection and, when required, its decision matrix will automatically suggest the decision(s) to be taken to repair or replace assets based on an out-of-the-box set of rules that CUES has defined with input from customers. These "suggestions" can be modified based on the Engineering Department's requirements as an additional professional service. The PPS decision matrix is based on a pipeline's observation codes (only) including their count (major codes, minor codes, how many codes per inspection, etc.) to arrive at an automated decision for rehabilitation/replacement courses of action such as "Replace within one year", "Replace immediately – imminent failure likely", "Point repair – Severe", "Full Lining", "Dig and Replace", "Heavy Clean and CIPP", "Re-inspect (5 yrs)", "Re-inspect (10 yrs)", etc. The PPS does not perform mathematical calculations such as "Grade 5" or "Grade 10", but it's formula embedded in GraniteNet's Prescriptive Planning Module determines courses of action to take based on the noted observation codes and the categories they fall into. The suggested actions are output from the GraniteNet Cloud in the form of scheduled reports or viewable in online dashboards to streamline operations and made visible in GIS (exported to GIS or created as Dynamic Layers created via the GraniteNet desktop software) for planning and scheduling for in-house crews and contractors. Both the NASSCO PACP and Formula Fields Modules are prerequisites to utilize this Service delivered via the CUES Cloud. Additional Artificial Intelligence and PACP certified Defect Coding services can be combined with the overall deliverable to clients of the CUES Cloud as well.



During any Subscription Term, Provider shall have the right, in its sole discretion, to increase the Subscription Fees by up to three percent (3%) for any Renewal Subscription Term by providing Subscriber with at least thirty [30] days' notice before the end of the then-current Subscription Term.


Software

PART #	GraniteNet Software & Services	Asset Id	PRICE	QTY	Subtotal	Actual
GF101	GraniteNet Defect Coding As A Service		\$0.32	250,000	\$0.32	\$80,000.00
GY111	GraniteNet Cloud SaaS WebOffice		\$20,600.00	1	\$20,600.00	\$20,600.00
GN615	WebOffice Edit User Activation		\$1,040.00	1	\$1,040.00	\$1,040.00
GY107	GraniteNet WebOffice Edit User Annual Subscription		\$500.00	1	\$500.00	\$500.00
GN600	GraniteNet WebSync Module		\$1,560.00	2	\$1,560.00	\$3,120.00
GY108	GraniteNet Annual Prescriptive Planning Service		\$9,000.00	1	\$9,000.00	\$9,000.00

Software TOTAL: \$114,260.00

TOTAL: \$114,260.00

Total Estimated Annual Recurring Costs for additions below: \$110,100

Includes:

GY113 SaaS WebOffice Cloud Service \$20,600

Defect Coding Contract Annually @250,000k -.32PLF – \$80,000 (billed per linear foot monthly)

GY108: GraniteNet Prescriptive Planning Service \$9,000

GY107 WebOffice Edit Per User Subscription \$ (1x \$500)

* We will make sure the SQL database backup is made available for your access per the Agreement.

The pricing outlined above pertains to the procurement of the CUES AI Defect Coding Service for a total linear footage of 250,000 feet designated for Redmond, WA. The quoted rate for Defect Coding Services stands at 32 cents (\$0.32) per linear foot, as indicated in the provided pricing details. Defect Coding Services will be invoiced on a monthly basis, calculated based on the actual linear feet processed during the billing period.

Additionally, this quote includes our GraniteNet Prescriptive Planning service for all existing and ongoing inspections. GraniteNet Prescriptive Planning is an annual service, requiring yearly renewal.

As the steward for the Recipient's data, CUES invests significant overhead to ensure that every inspection is cataloged and tracked in detail. Inherent in its performance of processing video to identify defects, there is a certain baseline "minimum length" of 40 linear feet expected to justify CUES infrastructure costs.

For inspections that are partially processed by the AI service but are discovered to not meet the quality standards required by NASSCO (blurry video, lighting loss, camera under water, etc.), at ten dollar (\$10) Rejected Fee will be charged for the inspection. For clients who supply stand alone video files independent from an asset inventory which rely upon video titling information to link the "orphaned" video to a known asset ID or address, a ten dollar (\$10) Orphaned Video fee will be charged per inspection. It is understood that the CUES DCAAS service will create a defect tied to the video's frame counter (without the availability of actual distance encoder values) to estimate distance traveled in the pipeline using a time-based, frame counting method. Finally, if the client's video format is not in the MPEG4.H264 streaming video format, CUES can offer a service to convert the video so that it's AI can process the video. The cost of the conversion depends on the quantity of videos to convert and will be defined in the Service Order as deemed necessary by the CUES salesperson upfront.

For Additional information, please review the CUES AI DEFECT CODING AS A SERVICE TERMS AND CONDITIONS DISCLOSURE document. Please contact your CUES Software Sales Representative for any questions or clarifications.



This Quotation is valid for 90 days for the itemized products and services listed herein and is subject to the following Terms and Conditions. Delivery of a purchase order by Subscriber pursuant to this quotation shall be deemed to be an acceptance by Subscriber of these Terms and Conditions. Pro-rata payments shall become due upon the shipment of goods and/or delivery of services. Provider shall not be liable or penalized for any delays beyond its reasonable control, including but not limited to acts of God, acts of Subscriber, carrier delays, accidents, etc. In the event of any such delay, delivery or performance shall be extended accordingly and shall not relieve Subscriber of its obligation to accept and make payment net 30 days from the date deliverables are provided. Past due invoices are subject to 1.5% per month (18% APR) charge or as permitted by applicable law. Payments made by credit card may be subject to an additional 3% finance fee at the time of processing. No merchandise will be acceptable for return without a Material Return Authorization Number written on the outside of the package. No returns will be accepted on used electrical parts. This quote is provided in US dollars and does not include tax.



10/7/2025
Quote#Q-05760

Brandon Beuhler
REDMOND, CITY OF (WA) WASTEWATER (MAIN)
WASTEWATER DIVISION
18080 NE 76TH STREET
REDMOND WA 98052-5023
UNITED STATES
Office: 425-556-2272
bbuehler@redmond.gov

Brandon Beuhler:

Thank you for the opportunity to quote the GraniteNet Asset Inspection and Decision Support software platform from CUES, the most trusted brand in North America for pipeline inspection technology.

For more than two decades, CUES has supplied the industry with the most innovative and extensible software platform available to help utilities and contractors alike achieve their regulatory and productivity goals. Our clients demand software that is able to be customized to meet their needs while supporting the process flows unique to their organization. GraniteNet offers unmatched flexibility to create many different types of inspections in addition to CCTV assessments such as cleaning inspections, smoke test inspections, GPS surveys, inclination surveys, hydrant inspections, light pole inspections etc. Additionally, this new software platform offers a very simple User Interface to allow people to quickly become proficient users, often in a matter of minutes.

For those organizations that desire more advanced capabilities such as GIS map (ESRI/Cartograph) integration, CMMS integration (Cityworks, Maximo, Infor Hansen), User Management controls, enterprise database support (Oracle & SQL), a Web-based Portal, custom Scoring formulas, etc., the CUES GraniteNet software platform can meet the needs of the REDMOND, CITY OF (WA) WASTEWATER (MAIN) now or in the future as the requirements evolve.

The following is a short description of each GraniteNet software package and the suggested optional modules to be included in the software package for the REDMOND, CITY OF (WA) WASTEWATER (MAIN).

Please feel free to contact me with any questions, comments or concerns.

Sincerely,
Nino Rivas
nrivas@cuesinc.com
Office:(407) 795-2791
Mobile:(407) 795-2791

GraniteNet ESRI Implementation

The implementation service of ESRI maps and map data within CCTV operations includes integration consultation, documentation, and training with the client's office staff by a CUES software division implementation specialist in accordance with the unique business requirements of the organization. An ESRI Implementation service with GraniteNet is required for any organization that has not defined, or has changed, their GIS mapping profiles which allow for the seamless import and export of GIS data. CUES shall provide integration consultation, documentation, and training with the client's office staff through a series of guided instruction sessions performed via a remote virtual meeting tool called Zoom. CUES will work with an appointed resource/project manager from the organization to define the goals and then collaboratively create the standard operating procedures desired by the organization. As a best practice, initiating the Implementation Service well in advance of receiving a vehicle/field equipment is critical to ensure a smooth deployment, often with basic field training, that leverages the integration. Before a CUES technical resource is assigned to the implementation project, a GraniteNet ESRI Pre-Implementation Checklist must be completed by the client and submitted to CUES. Once it is received by CUES and verified that all prerequisites are met to begin the work, the client's Implementation Service request will be placed into a queue where CUES will assign the appropriate implementation specialist Project Manager based on the order in which the Checklist was received. Due to the fluctuating availability of resources needed by both parties to complete the implementation, the actual start date for the project may vary.

The Checklist requests that a "Readiness Date" be provided which means the date the customer will be ready to start the implementation work with CUES. CUES will plan its resource availability around this important date so that it can establish the date for the completion of the work which shall be within forty five (45) business days from the Readiness Date. For each business day the implementation extends beyond the Readiness Date due to the Organization's failure to complete its key tasks or other Organization delays impacting the implementation, a "Time Extension Fee" will be applied on the 46th business day following the Organization's readiness date in the amount of fifty dollars (\$50) per business day, invoiced monthly, until the implementation is completed.

GraniteNet Web Server Implementation

The GraniteNet Web Server Implementation Includes the following provided by a CUES Web Software Implementation Specialist:

- Dedicated project management for installation and configuration of Web Server
- Remote web sessions to plan, execute, and test implementation of Web Server into GraniteNet Office Environment and GIS maps (if available)
- Office training and access to follow-up sessions as needed

Before a CUES technical resource is assigned to the implementation project, a Pre-Implementation Checklist must be completed by the client and submitted to CUES. Once it is received by CUES and verified that all prerequisites are met to begin the work, the client's Implementation Service request will be placed into a queue where CUES will assign the appropriate implementation specialist Project Manager based on the order in which the Checklist was received. Due to the fluctuating availability of resources needed by both parties to complete the implementation, the actual start date for the project may vary.

The Checklist requests that a "Readiness Date" be provided which means the date the customer will be ready to start the implementation work with CUES. CUES will plan its resource availability around this important date so that it can establish the date for the completion of the work which shall be within forty five (45) business days from the Readiness Date. For each business day the implementation extends beyond the Readiness Date due to the Organization's failure to complete its key tasks or other Organization delays impacting the implementation, a "Time Extension Fee" will be applied on the 46th business day following the Organization's readiness date in the amount of fifty dollars (\$50) per business day, invoiced monthly, until the implementation is completed.

DCAAS Implementation

Our AI-enhanced defect coding service provides a streamlined, turnkey process for converting your inspection footage into fully coded, NASSCO-compliant reports. Once footage is submitted, our system automatically processes each inspection, applies certified defect codes, and performs quality checks to ensure accuracy and consistency. Completed results are delivered directly back into GraniteNet—organized, review-ready, and immediately usable for planning, reporting, and asset management workflows. The implementation requires no added software, no workflow changes, and minimal training, allowing your team to begin submitting inspections and receiving coded results within days.


Software

PART #	GraniteNet Software & Services	Asset Id	PRICE	QTY	Subtotal	Actual
GN576	GraniteNet ESRI Implementation		\$7,270.00	1	\$7,270.00	\$7,270.00
GN579	GraniteNet Web Server Implementation		\$6,230.00	1	\$6,230.00	\$6,230.00
GN618	DCAAS Implementation		\$5,200.00	1	\$5,200.00	\$5,200.00
Software TOTAL:						\$18,700.00

TOTAL: \$18,700.00

This Quotation is valid for 90 days for the itemized products and services listed herein and is subject to the following Terms and Conditions. Delivery of a purchase order by Subscriber pursuant to this quotation shall be deemed to be an acceptance by Subscriber of these Terms and Conditions. Pro-rata payments shall become due upon the shipment of goods and/or delivery of services. Provider shall not be liable or penalized for any delays beyond its reasonable control, including but not limited to acts of God, acts of Subscriber, carrier delays, accidents, etc. In the event of any such delay, delivery or performance shall be extended accordingly and shall not relieve Subscriber of its obligation to accept and make payment net 30 days from the date deliverables are provided. Past due invoices are subject to 1.5% per month (18% APR) charge or as permitted by applicable law. Payments made by credit card may be subject to an additional 3% finance fee at the time of processing. No merchandise will be acceptable for return without a Material Return Authorization Number written on the outside of the package. No returns will be accepted on used electrical parts. This quote is provided in US dollars and does not include tax.



EXHIBIT 2

CUES Representations about GraniteNet Cloud Security and SLA's

CUES is an Amazon Technology Partner that provides software and connectivity services on AWS.

As a customer of CUES, you (the "Subscriber") gain access to Cloud hosted infrastructure that CUES will configure for you that will run GraniteNet software using AWS services specified within the GraniteNet Cloud service Product and Service Order. This "Representations" document is intended to be made a part of your **GRANITENET SOFTWARE CLOUD SERVICE SUBSCRIPTION AGREEMENT** (the "Agreement") with CUES. It is expected that detailed technical evaluations and demonstrations have been completed previously through a customer's internal due diligence process. Furthermore, it is understood that that you are solely responsible for limiting the sharing of your organization's sensitive data, adhering to your organization's security requirements, and complying with all applicable laws and regulations. You are responsible for any personal data that you transmit into or out of the GraniteNet Cloud. For more detailed "Security and Data Privacy" legal information please review the relevant sections of the above referenced Agreement. The following representations shall set forth at a high level the technical safeguards that CUES implements to protect its Subscriber's Content within the GraniteNet Cloud.

Security and Data Protection

CUES and AWS are responsible for protecting the infrastructure that runs all of the services offered in the AWS Cloud, commonly referred to as "Security of the Cloud". However, Security and Compliance are a shared responsibility among all of the parties who utilize the Cloud.

Cloud security is a high priority for CUES to provide to its customers. As a Technology Partner of the largest Cloud infrastructure provider in the world, GraniteNet Cloud leverages the certifications that AWS has gained for compliance with ISO/IEC 27001:2013, 27017:2015, 27018:2019, and ISO/IEC 9001:2015 and CSA STAR CCM v3.0.1.

These certifications are performed by independent third-party auditors on behalf of AWS and this widely-recognized international security standard specifies that AWS:

- Systematically evaluates its information security risks, taking into account the impact of threats and vulnerabilities.
- Designs and implements a comprehensive suite of information security controls and other forms of risk management to address customer and architecture security risks.
- Executes an overarching management process to ensure that the information security controls meet AWS's needs on an ongoing basis.



Certification for compliance with ISO/IEC has been achieved by AWS for the following components used in the GraniteNet Cloud:

Amazon Elastic Compute Cloud (EC2)	AWS Backup
Amazon CloudWatch	Amazon Virtual Private Cloud (VPC)
Amazon Elastic Block Store (EBS)	Amazon Route 53
AWS Web Application Firewall (WAF)	Elastic Load Balancing (ELB)

In addition to providing the software, infrastructure and services for the GraniteNet Cloud, CUES also implements a pre-defined set of AWS blueprints and guardrails to help CUES customers adopt Security Best Practices. The GraniteNet Cloud leverages the robust AWS toolsets noted below to govern and enforce policies and to detect violations for a comprehensive and layered security posture:

Amazon Control Tower

Amazon Config

Amazon Security Hub

AWS GuardDuty & Guardrails

Password Management, Authentication Controls and Encryption

While CUES is responsible for providing continuous oversight over the data hosted on the infrastructure it provides, you as the customer (“Subscriber”), assume responsibility for any activities that occur under the Log-In Credentials issued to your Permitted Users by CUES (“Provider”), regardless of whether such activities are undertaken by you, your employees, agents, subcontractors, or any other third party. You are responsible for maintaining the secrecy and security of the Log-In Credentials provided to you.

CUES provides you with application-level User Access Controls via the GraniteNet User Management Module to set up groups, roles and privileges for GraniteNet Permitted Users. Additionally, to access the GraniteNet Cloud, CUES shall provision Log-In access to enable Permitted Users to use the GraniteNet Cloud service that runs the GraniteNet suite of applications. You are responsible for the security of both of these separate User Account Log-Ins and you should never provide or share your credentials with a third party. CUES will deploy a password policy that will regularly require users to create and regularly change complex passwords.

CUES uses AWS encryption solutions by default for industry-standard Transport Layer Security (TLS) encryption to encrypt Subscriber Content in transit for transport layer security via web communication sessions. Additionally by default, CUES uses encryption at rest with a minimum encryption protocol of Advanced Encryption Standard (AES) 256-bit encryption. In addition, CUES also provides by default additional layers of protection through encryption for backups and snapshots within the GraniteNet Cloud service.

Service Commitments:

As a Technology Partner of AWS, CUES will honor and follow the service commitment policies detailed for each of the services provided within the GraniteNet Cloud service as published online by AWS for failure to meet the service commitments and hourly commitments specified. Several examples are provided below and any can be referenced online as needed.

Since Amazon AppStream 2.0 is the primary connectivity service that CUES will provide, it uses commercially reasonable efforts to make AppStream available to you with a Monthly Uptime Percentage of at least 99.9% during any monthly billing cycle. CUES will follow the policies detailed in the Amazon AppStream Service Level Agreement published online by Amazon should it fail to meet its Service Commitment. [\[AppStream SLA\]](#)

Under the Amazon Compute Service Level Agreement for single EC2 Instances, CUES will use commercially reasonable efforts to ensure that each individual Amazon EC2 instance (“Single EC2 Instance”) has an Hourly Uptime Percentage of at least 90% of the time in which that Single EC2 Instance is deployed during each clock hour (the “Hourly Commitment”). In the event any Single EC2 Instance does not meet the Hourly Commitment, you will not be charged for that instance hour of Single EC2 Instance usage. [\[AWS EC2 SLA\]](#)

Central to GraniteNet Cloud is Amazon S3, an object storage built to store and retrieve any amount of data from anywhere on the Internet. It’s a simple storage service that offers industry leading durability, availability, performance, security, and virtually unlimited scalability at very low costs. The S3 Standard storage class is designed for 99.99% availability, the S3 Standard-IA storage class is designed for 99.9% availability. Please refer to its SLA published online. [\[AWS S3 SLA\]](#) For more detailed information please contact your technical resource at CUES.



City of Redmond

15670 NE 85th Street
Redmond, WA

Memorandum

Date: 2/10/2026

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

File No. CM 26-020

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
---------	----------------	--------------

DEPARTMENT STAFF:

Finance	Haritha Narra	Deputy Finance Director
Finance	Hailey Zurcher	Financial Planning Manager

TITLE:

2027-2028 Council Budget Calendar

OVERVIEW STATEMENT:

At the beginning of each budget process, the Council is asked to approve a budget calendar that details the dates and activities that will occur up to and including budget adoption in late 2026. Staff is proposing the Council budget calendar be adopted at the March 3, 2026, Council business meeting.

Additional Background Information/Description of Proposal Attached

REQUESTED ACTION:

Receive Information

Provide Direction

Approve

REQUEST RATIONALE:

- **Relevant Plans/Policies:**

N/A

- **Required:**

Per the City of Redmond's Long-Range Financial Strategy, each biennial budget cycle begins with Council's adoption of a budget calendar that outlines the timeline for key milestones.

- **Council Request:**

N/A

- **Other Key Facts:**

N/A

OUTCOMES:

The attached timeline was developed taking into consideration comments received last biennium regarding the fall schedule for Council review and deliberations, the need to focus on the quality performance measures and reporting, and the anticipated workload impacts associated with World Cup activities. The timeline incorporates the Community Results Team process, including updates to the City's budget outcome maps and the evaluation of city programs and priorities. Other notable activities include completion of significant updates to the Long-Range Financial Strategy and Fiscal Policies, as well as development of a comprehensive Performance Report. The budget development process will continue to include a community budget questionnaire and provide an additional public hearing beyond those legally required.

COMMUNITY/STAKEHOLDER OUTREACH AND INVOLVEMENT:

- **Timeline (previous or planned):**

For community outreach and involvement for the 2027-2028 budget process, Community Results Team work is anticipated to take place in Q1 and Q2 2026.

- **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

COUNCIL REVIEW:

Date: 2/10/2026

File No. CM 26-020

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

Type: Committee Memo

Previous Contact(s)

Date	Meeting	Requested Action
N/A	N/A	N/A

Proposed Upcoming Contact(s)

Date	Meeting	Requested Action
3/3/2026	Business Meeting • <i>Adoption of the Council Budget Calendar</i>	Approve

Time Constraints:

The development of the 2027-2028 budget encompasses most of 2026 and requires considerable Council time during FAC meetings, study sessions, business meetings, and special meetings. Council approval of the budget calendar ensures the budget process can proceed in a timely manner.

ANTICIPATED RESULT IF NOT APPROVED:

The Council is required to hold public hearings on the proposed budget and to review and adopt a budget, which can only be accomplished by developing a budget calendar.

ATTACHMENTS:

Attachment A: Draft 2027-2028 Council Budget Calendar

DRAFT CITY COUNCIL BUDGET CALENDAR
2027-2028 BIENNIAL BUDGET



Task	Meeting Type	2026 Meeting Date
Outcome Maps Review - Healthy & Sustainable - Strategic & Responsive	Study Session	January 27
Council Retreat	Special Meeting	January 31
Review Draft 2027-2028 Council Budget Calendar	COTW-FAC	February 10
Outcome Maps Review - Safe & Resilient - Vibrant & Connected	Study Session	February 10
Community Involvement and Engagement		March - November
Adoption of 2027-2028 Council Budget Calendar	Business Meeting	March 3
Budget Document Review - Long-Range Financial Strategy - Fiscal Policies	COTW-FAC	March 10
Departmental Budget Overview - Parks and Recreation	Study Session	March 24
Community Involvement and Engagement (Community Results Team) Updates	COTW-FAC	April 14
Departmental Budget Overview - Executive - Finance - Human Resources - Technology & Information Services	Study Session	April 14
Departmental Budget Overview - Fire - Police	Study Session	April 28
Community Results Team Feedback	COTW-FAC	May 12
Departmental Budget Overview - Planning and Community Development - Public Works	Study Session	May 12
Budget Balancing with Mayor/Department Directors		July-August
Development of Preliminary Biennial Budget Document		August-September
Capital Investment Program (CIP) - Facilities, General Government, Parks, Transportation, Water, Wastewater, Stormwater	Study Session	September 8

DRAFT CITY COUNCIL BUDGET CALENDAR
2027-2028 BIENNIAL BUDGET



Task	Meeting Type	2026 Meeting Date
Public Hearing #1 (CIP)	Business Meeting	September 15
- Business Technology Investment Program (BTIP) - 2027-2032 Financial Forecast	Study Session	September 22
Preliminary Budget Presented to Council	Business Meeting	October 6
Public Hearing #2	Business Meeting	October 6
Council Briefing on Budget Process - Overview of Process for Facilitating Budget Deliberations	COTW-FAC	October 13
Public Hearing #3	Business Meeting	October 20
Council Budget Deliberations #1 <ul style="list-style-type: none"> • Changes/Updates: <ul style="list-style-type: none"> - Revenues - Capital Investment Program - Business Technology Investment Program • Service Enhancements and Reductions: <ul style="list-style-type: none"> - Healthy & Sustainable - Safe & Resilient 	Special Meeting	October 22 (Time TBD)
Council Budget Deliberations #2 <ul style="list-style-type: none"> • Service Enhancements and Reductions: <ul style="list-style-type: none"> - Strategic & Responsive - Vibrant & Connected 	Study Session	October 27
Council Budget Deliberations #3 <ul style="list-style-type: none"> - Deliberation Matrix - Public Comment Matrix - Parking Lot Items 	Special Meeting	October 29 (Time TBD)
Public Hearing #4	Special Meeting	November 2
Council Adoption of the Biennial Budget	Special Meeting	November 10 (Time TBD)



City of Redmond

15670 NE 85th Street
Redmond, WA

Memorandum

Date: 2/10/2026

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

File No. CM 26-053

Type: Committee Memo

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

FROM: Mayor Angela Birney

DEPARTMENT DIRECTOR CONTACT(S):

Executive	Lisa Maher, Assistant COO	425-5562427
-----------	---------------------------	-------------

DEPARTMENT STAFF:

N/A	N/A	N/A
-----	-----	-----

TITLE:

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

OVERVIEW STATEMENT:

Staff will provide Council with an informational update on implementation activities completed over the past two quarters in support of the REDI Strategic Plan including:

- Staff recruitment timeline
- REDI Ambassadors
- REDI training program

Additional Background Information/Description of Proposal Attached

REQUESTED ACTION:

Receive Information **Provide Direction** **Approve**

REQUEST RATIONALE:

- **Relevant Plans/Policies:**
Community Strategic Plan, REDI Strategic Plan, and Redmond 2050.
- **Required:**
N/A
- **Council Request:**
Council requested regular updates on the REDI work during previous discussions.
- **Other Key Facts:**
As part of the focus on instilling a culture of respect among City employees and implementation of the REDI

Date: 2/10/2026

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

File No. CM 26-053

Type: Committee Memo

Strategic Plan, the City continued the work with Edge Advisory Group to implement the roll out the REDI training plan by implementing REDI Ambassador facilitator training and the pilot of a new City staff training module.

OUTCOMES:

See Attachment A for a summary of implementation highlights

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:

00295

Budget Priority:

Strategic and Responsive

Other budget impacts or additional costs: Yes No N/A

If yes, explain:

N/A

Funding source(s):

General Fund

Budget/Funding Constraints:

N/A

Additional budget details attached

COUNCIL REVIEW:

Previous Contact(s)

Date: 2/10/2026

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

File No. CM 26-053

Type: Committee Memo

Date	Meeting	Requested Action
6/24/2025	Study Session	Receive Information

Proposed Upcoming Contact(s)

Date	Meeting	Requested Action
3/10/2026	Committee of the Whole - Finance, Administration, and Communications	Receive Information

Time Constraints:

N/A

ANTICIPATED RESULT IF NOT APPROVED:

N/A

ATTACHMENTS:

Attachment A: REDI Strategic Plan Implementation Update

Attachment B: REDI Strategic Plan

Background

This document provides a high-level update of monthly implementation activities for the REDI Strategic Plan. The REDI Plan is a citywide effort to define the goals, objectives, and key results to create a culturally competent organization that celebrates individual differences. The five goals outlined in the REDI Strategic Plan include:

- Transparent and Consistent Leadership
- Respect and Belonging
- Effective Program Support
- Pro-Equity, Anti-Racism Implementation (PEAR)
- Community (Stakeholder) Engagement

Updates

Working Title and Recruitment Plan for the Deputy Director:

At the January 6, 2026, Committee of the Whole – Planning and Public Works meeting, the City Council requested that the word “Equity” be included in the working title of the Deputy Executive Director position. The working title will now be Deputy – Equity and Strategic Services. This position will now report to the Assistant Chief Operating Officer and will oversee the following divisions of the Executive department: REDI, Communications, Environmental Sustainability, City Clerk’s Office, and Grant Management.

The Deputy position was posted for recruitment on January 27, closed on February 8, and applicant review is now underway. Council will receive another recruitment update at the March Committee of the Whole – Finance, Administration, and Communications meeting.

REDI Ambassadors:

Last Fall, seven staff members stepped forward to become REDI Ambassadors and trained facilitators. As facilitators, they will deliver training content and support learning by creating an inclusive space for healthy dialogue, enabling participants to connect the dots between critical REDI concepts and their practical application in our everyday work and lives.

REDI Training:

Facilitators tested their new skills and piloted an all-day REDI training last October for over 50 staff members across three sessions. Facilitators collected feedback from participants and are using that feedback to tailor and improve the overall REDI training program. The updated training and a new participant and facilitator guide will be introduced in late March or early April.

Next Steps

Monthly Committee of the Whole Updates: next month a recruitment, training, and programming update will be provided.



CITY OF REDMOND

Respect, Equity, Diversity, and Inclusion Strategic Plan



CONTENTS

MAYOR'S LETTER	3
OVERVIEW	4
GOAL 1: TRANSPARENT & CONSISTENT LEADERSHIP	7
GOAL 2: RESPECT & BELONGING.....	10
GOAL 3: EFFECTIVE PROGRAM SUPPORT	12
GOAL 4: PRO-EQUITY, ANTI-RACISM IMPLEMENTATION (PEAR)	14
GOAL 5: COMMUNITY (STAKEHOLDER) ENGAGEMENT	16
GLOSSARY.....	19



Connected Community

Enhanced Livability

Environmental Sustainability

Redmond City Council and Staff,

I am honored to present the City of Redmond's Respect, Equity, Diversity, and Inclusion (REDI) Strategic Plan. Inclusion and welcoming are the foundation of this plan, which began in 2014 and continues through the present work of building a culture of respect. The City of Redmond's vision is to embrace our differences and create a premier organization by sustaining a culture of respect that promotes belonging, access, and opportunity.

Redmond's transition from a suburb to a city has fueled a citywide effort to define the goals, objectives, and key results to create a culturally competent organization that celebrates individual differences. The five goals outlined in the REDI Strategic Plan, include:

- Transparent and Consistent Leadership
- Respect and Belonging
- Effective Program Support
- Pro-Equity, Anti-Racism Implementation (PEAR)
- Community (Stakeholder) Engagement

Efforts toward these goals will be vital in continuing to provide access, meaningful services, and improved outcomes for all community members.

Through training, practice, and proactive actions, I will call on Redmond staff to continue to ensure government policies and practices do not infringe upon equal treatment and opportunity for all people in the Redmond community. Since respect is paramount to organizational health and effectiveness, our focus will be to build a culture that embraces the values of respect, diversity, equity, inclusion, access, and belonging throughout city departments and divisions.

I look forward to continuing our REDI journey with the Council, staff, and the community.

Sincerely,

Mayor Angela Birney

City Hall

PO Box 97010

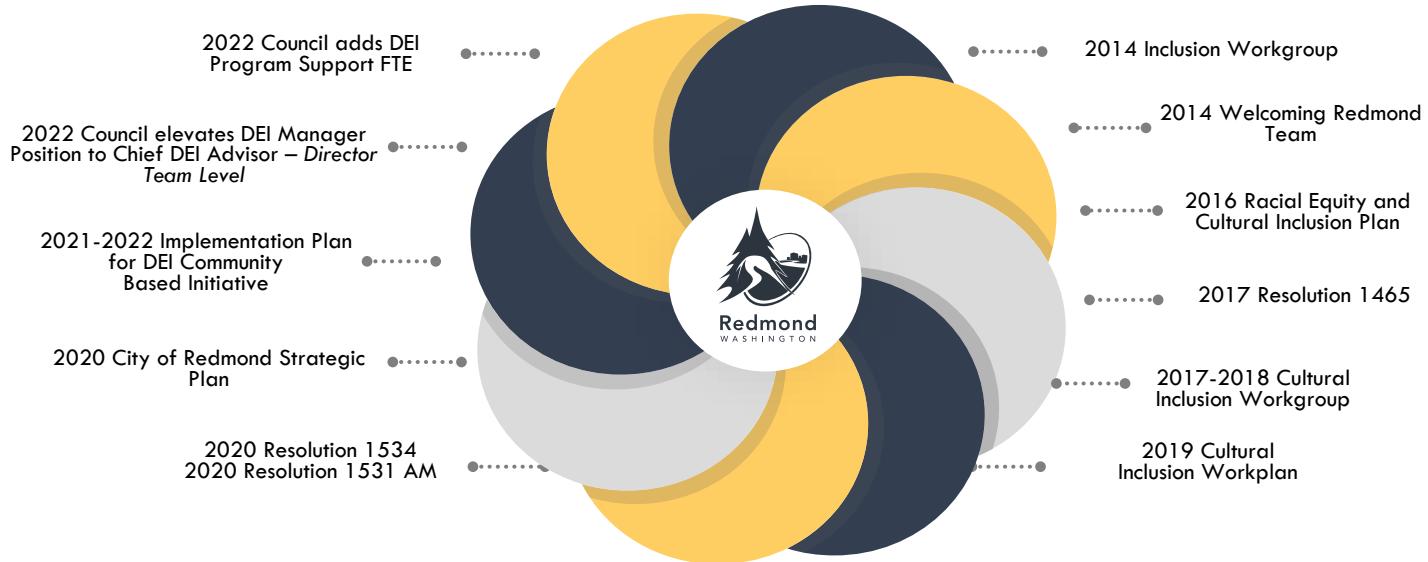
15670 NE 85th Street

Redmond, WA

98073 -9710

OVERVIEW

Redmond is a global city that attracts residents from around the world. We value and embrace the principles of equity, diversity, and inclusion. We pride ourselves on being a welcoming and culturally inclusive community. We envision a Redmond where residents can fully and effectively access city services, influence city policy and direction, and feel a sense of belonging and safety. We have demonstrated our commitment to this work for over a decade.



The City of Redmond's vision of respect, equity, diversity, and inclusion (REDI) is to embrace our differences and create a premier organization by sustaining a culture of respect that promotes belonging, access, and opportunity. Within this lens, each individual and the talents and skills they bring will be respected. As a government agency, it is essential for the City to demonstrate a message of diversity, equity and inclusion, as well as take steps to ensure government policies and practices do not infringe upon the equal treatment and opportunity of all people who are a part of the Redmond community.

In Redmond, we have the opportunity to shape our City by hearing the many diverse voices in the community and ensuring those voices help create a future that respects all individuals. Internally, we believe building a culture of respect is vital to organizational health and effectiveness. Redmond will pursue five goals to reach our objectives, including:

- Transparent and consistent leadership
- Respect and belonging
- Effective program support
- Pro-equity, anti-racism implementation (PEAR)
- Community (Stakeholder) engagement

In this plan, you will see how Redmond's culture of respect is affirmed with our REDI Strategic Plan goals and objectives. These goals and objectives build on past work and will chart a path to the future as we continue our respect, equity, diversity, and inclusion journey.

REDI VALUES

Respect – We sustain the dignity of individuals by proactively celebrating their differences, experiences, perspectives, and backgrounds.

Equity – We treat people fairly and provide access to opportunities, resources, and decision-making processes, regardless of identity.

Diversity – We respect and appreciate the individual differences of our colleagues, including but not limited to race, ethnicity, gender, sexual orientation, age, religion, and disability.

Inclusion – We foster a culture where employees are appreciated and actively engaged, and diverse perspectives are encouraged.

Access – Our organization is accessible and accommodating.

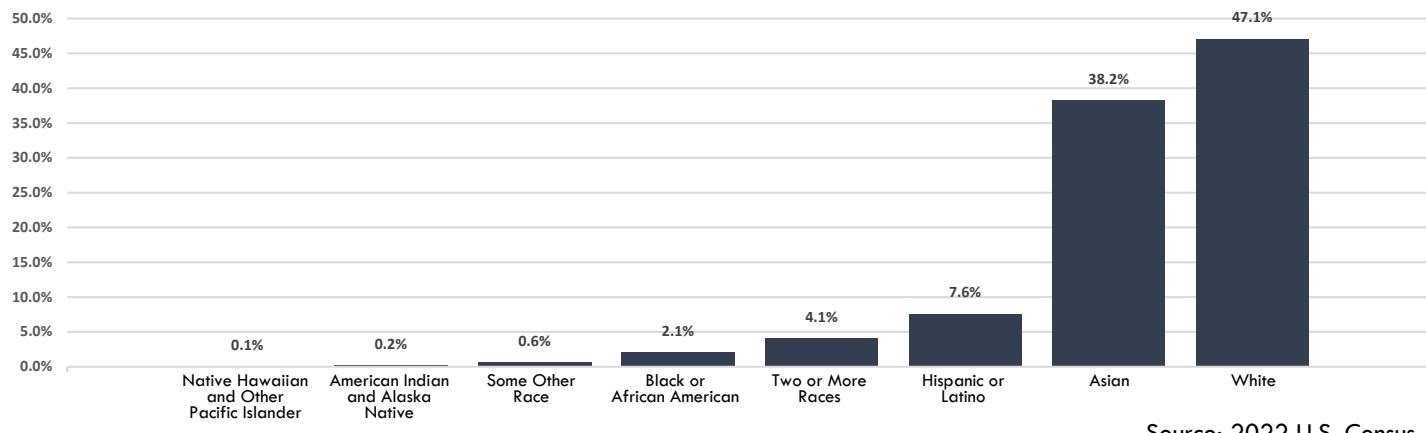
Belonging – We create an environment where individuals feel a sense of connection, acceptance, and purpose.



DEMOGRAPHICS

RACE AND ETHNICITY

The City of Redmond is diverse, as evidenced by the 2022 U.S. Census data that shows the majority of community members identify as non-white. Redmond's population is currently 52.9% people of color.



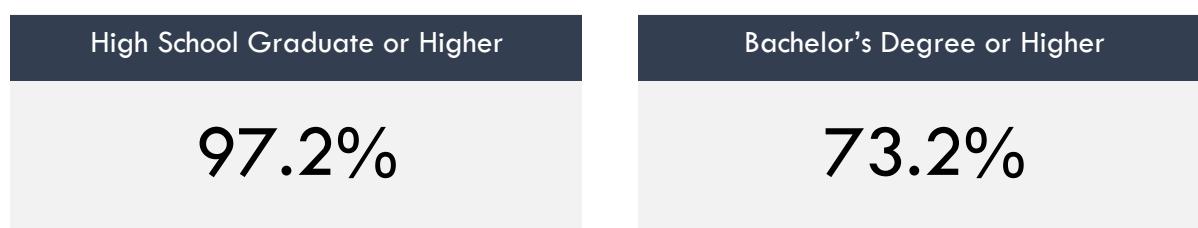
Consistent with this trend 47% of households in Redmond speak another language other than English, with over 139 languages spoken citywide.

Speak only English	53%
Other Asian and Pacific Island languages	11%
Other Indo-European languages	11%
Chinese (including. Mandarin, Cantonese)	10%
Spanish	5%
Russian, Polish, or other Slavic languages	4%
Other unspecified languages	2%
Arabic	1%
French, Haitian, or Cajun	1%
German or other West Germanic languages	1%
Korean	1%
Tagalog (including Filipino)	0%
Vietnamese	0%

Source: 2022 U.S. Census

Redmond is a highly educated city. Over 97% of people have high school diplomas. Nearly three-quarters of community members hold a bachelor's degree or higher, as contrasted with the state of Washington where 36.7% of the population 25 years or older hold the same level of educational attainment.

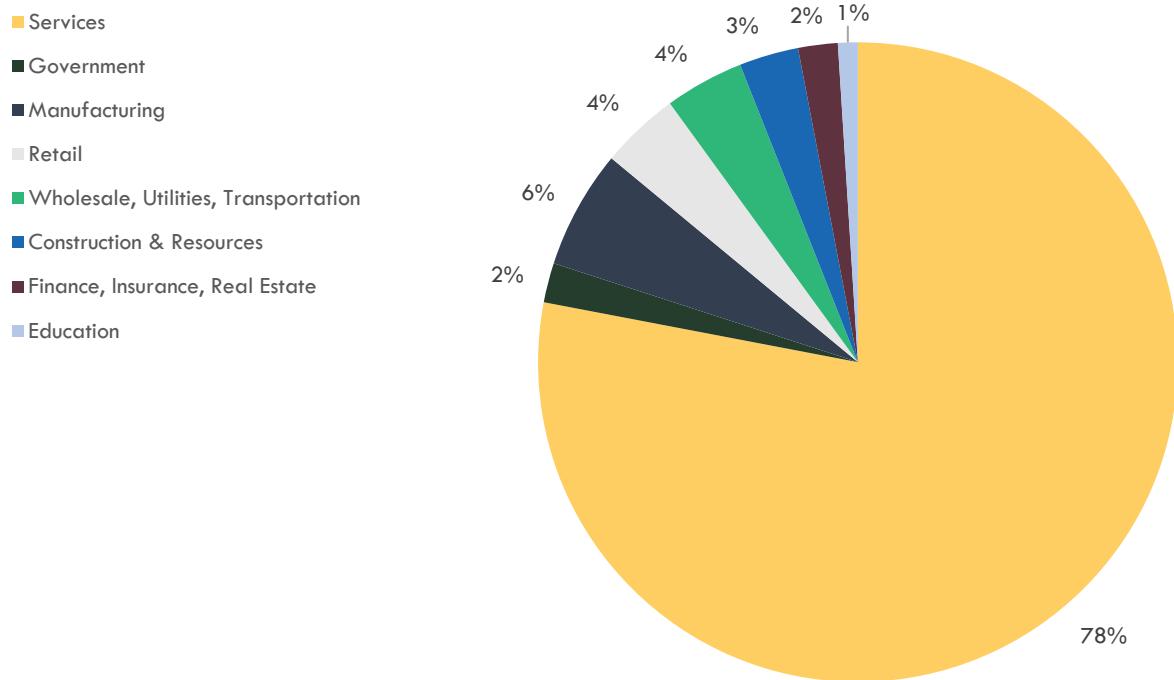
EDUCATIONAL ATTAINMENT – POPULATION 25 YEARS AND OLDER



Source: 2022 U.S. Census

One driver of the educational statistic is the types of industries housed within the City. The services sector which includes technology and space industries makes up over 70% of Redmond businesses.

REDMOND COVERED EMPLOYMENT BY SECTOR (2022)



Source: 2022 U.S. Census

Redmond's vision is to create a community in which all people can fully and effectively access city services, influence city policy and direction, and feel a sense of belonging. Redmond strives to be a place where all people are heard, celebrated, and welcomed.

GOAL 1: TRANSPARENT & CONSISTENT LEADERSHIP

OBJECTIVE

Create and lead a resilient culture where expectations are known, the staff is supported, and accountability is demonstrated at all levels.

KEY RESULTS

- Known vision and direction (intersections, clear line of sight, and role clarity)
- Priority setting (with risk assessment and management)
- Consistency of expectations across departments for first-level supervisors, leadership, and community
- Clear, consistent messaging of expectations and values; direct, measurable, and often
- Consistency in how employees are treated and evaluated (policy and process)
- Consistent organizational performance through staff and leadership change
- High levels of employee engagement

Strategic Level Activities	Accountable/Responsible	Schedule	Status
1.1: Establish a clear vision and expectations for REDI	Mayor, COO, Directors Team	By 4Quarter 2024	
Key Performance Indicators	<ul style="list-style-type: none"> • % of leaders who believe they understand how Redmond's culture of respect is defined and demonstrated. • % of leaders who believe the Redmond REDI vision and expectations are clearly communicated. • % of leaders who believe individual performance expectations are clear and have been received in writing. • % of leaders who feel they receive the necessary resources and support to successfully meet expectations. 		
Tactical Level Activities	Accountable/Responsible	Schedule	Status
1.1.a: Create a formal plan of action to roll out the REDI vision and values	COO, Directors, DEI Advisor, Communications		
1.1.b: Establish leadership standards and expectations agreed upon by Mayor, Council and Directors.	Council, Mayor, COO, Directors		
1.1.c: Establish a baseline of REDI and Anti-racism competency levels	COO, Directors, DEI Advisor		
Strategic Level Activities	Accountable/Responsible	Schedule	Status
1.2: Develop leaders to meet leadership standards and expectations	COO, Directors, Deputy Directors		
Key Performance Indicators	<ul style="list-style-type: none"> • % of Leadership and Management Team meetings utilize time for leadership development opportunities and discussions. • % of leaders who are completing identified leadership development opportunities. • # of active coaching/mentorship arrangements. • % completed onboarding for all new Directors, Deputies, Managers, and Supervisors. 		
Tactical Level Activities	Accountable/Responsible	Schedule	Status
1.2.a: Strategic rollout of REDI training for leaders and staff at all levels	COO, Directors, DEI Advisor		
1.2.b: Provide space at Leadership and Management Team meetings for leadership discussions, sharing and learning – cross collaborative	COO, Directors, Deputy Directors, Managers/Supervisors		
1.2.c: Identify and support team and individual leadership development opportunities	COO, Directors, Deputy Directors, Managers/Supervisors		
1.2.d: Provide coaching, mentorship, and other resources to support leader's growth	COO, Directors, Deputy Directors, Managers/Supervisors		
1.2.e: Onboard new leaders early to orient them with REDI and leadership expectations	COO, Directors, Human Resources		
Strategic Level Activities	Accountable/Responsible	Schedule	Status
1.3: Hold leaders accountable for their actions and responsibilities	COO, Directors, Deputy Directors		

Key Performance Indicators	<ul style="list-style-type: none"> • % of staff that have experienced a success and/or deficit in our culture of respect. • % of staff who believe leaders are held accountable for REDI and A/R commitments. • % of staff who think leaders follow through with commitments. • % of staff who feel safe reporting misalignment or conflicts with leadership standards and expectations. • % of leaders who feel they have the opportunity to learn and grow when accountability issues arise. 		
Tactical Level Activities	Accountable/Responsible	Schedule	Status
1.3.a: Incorporate REDI expectations (DEI competencies) into current performance management system and manage performance to them.	COO, Directors, Human Resources		
1.3.b: Establish a regular reporting cadence on REDI metrics to City Council to hold ourselves accountable publicly on pro	Mayor, City Council, Directors		
1.3.c: Create a safe space-process for concerns to be brought forward from staff to peers; i.e., zero tolerance for retaliation	Mayor, COO, Directors, DEI Advisor, Human Resources		
1.3.d: Celebrate success or demonstrations of modeled leadership and learn from deficits through discussions in Leadership and Management Team meetings. Produce a lessons-learned log and other best practices from this safe space for our community of practice.	Mayor, COO Directors, Deputy Directors, DEI Advisor, Managers/Supervisors, Welcoming Team		

GOAL 2: RESPECT & BELONGING

OBJECTIVE

Demonstrate a culture of respect where all staff feel a sense of belonging, their voices are heard, and they contribute to and impact the work of the City.

KEY RESULTS

- Shared understanding of our R.E.D.I. work with role clarity, expectations, and accountability for all
- Focus on workplace mental health and well-being
- Operate as “One City” with a shared set of values, goals, and objectives
- Collaboration and teamwork
- Open, transparent, timely, and safe communication with built-in feedback loops (multi-directional)
- Inclusive model for planning/change management
- Improved decision making with clear line of sight
- Multiple opportunities for people to connect at various levels
- Create, promote, and support employee resource groups
- Strong brand recognition
- Onboarding process to accelerate a sense of belonging at the divisional and organizational level

Strategic Level Activities	Accountable/Responsible	Schedule	Status
2.1: Establish a clear vision and expectations for all staff	Mayor, COO, Directors		
Key Performance Indicators	<ul style="list-style-type: none">• % of staff who believe they understand how Redmond's culture of respect is defined and demonstrated.• % of staff who believe the Redmond REDI vision and expectations are clearly communicated.• % of staff who believe individual performance expectations are clear and have been received in writing.• % of staff who feel they receive the necessary resources and support to successfully meet expectations.		
Tactical Level Activities	Accountable/Responsible	Schedule	Status
2.1.a: Create a formal plan of action to roll out the REDI vision and values	COO, Directors, DEI Advisor, Communications		
2.1.b: Establish and communicate expectations with role clarity	Mayor, COO, Directors, Deputy Directors, Managers/Supervisors		
Strategic Level Activities	Accountable/Responsible	Schedule	Status
2.2: Embed U.S. Surgeon General Five Essential for Workplace Mental Health and Well-Being Framework (centered on worker voice and equity)	COO, Directors, DEI Advisor		
Key Performance Indicators	<ul style="list-style-type: none">• % of staff who feel safe at work.• % of staff who feel they have connection and community.• % of staff who feel they have work-life harmony.• % of staff who feel they matter at work.• % of staff who feel they have opportunity for growth.		
Tactical Level Activities	Accountable/Responsible	Schedule	Status

2.2.a: Prioritize workplace physical and psychological safety	All staff		
2.2.b: Operationalize REDI-anti-racism norms, policies, and programs	Mayor, COO, Directors, DEI Advisor		
2.2.c: Cultivate trusted relationships between leaders and staff at all levels	All Staff		
2.2.d: Foster collaboration and teamwork	Mayor, COO, Directors, Managers/Supervisors		
2.2.e: Make schedules as flexible and predictable as possible	Mayor, COO, Directors		
2.2.f: Ensure access to paid leave	Mayor, COO, Directors, Human Resources	Complete	Paid leave is spelled out in the Personnel Manual
2.2.g: Provide competitive living wage	Mayor, Council, COO, Directors	Complete	Salaries and wage policies are spelled out in the Personnel Manual; Continual compensation studies keep salaries commensurate with the market.
2.2.h: Engage workers in workplace decisions	Mayor, COO, Directors, Managers/Supervisors		
2.2.i: Evaluate and implement appropriate reward systems	Mayor, COO, Directors, Human Resources	Continuing	Reward system policies are spelled out in the Personnel Manual
2.2.j: Connect individual work with organizational mission	Mayor, COO, Directors, Managers/Supervisors		
2.2.k: Offer quality training, education, and mentoring	Mayor, COO, Directors, Managers/Supervisors; Human Resources		
2.2.l: Foster clear, equitable pathways for career advancement	Mayor, COO, Directors		
2.2.m: Ensure relevant, reciprocal feedback	Mayor, COO, Directors; Managers/Supervisors		
Strategic Level Activities		Accountable/Responsible	Schedule
2.3: Develop staff to meet REDI expectations and contribute to the Redmond culture of respect and belonging	Mayor, COO, Directors; Managers/Supervisors; DEI Advisor; Redmond Welcoming Team		
Key Performance Indicators	<ul style="list-style-type: none"> % of staff who believe respect is demonstrated consistently throughout the organization. % of staff who feel they understand how each member positively impacts the REDI culture. % of staff who feel they have the knowledge and tools to contribute to the REDI culture. % of staff who feel comfortable calling out disrespectful, uncivil, or harmful behavior. 		
Tactical Level Activities		Accountable/Responsible	Schedule
2.3.a: Strategic roll-out of REDI training	DEI Advisor; REDI Facilitation Team		
2.3.b: Develop onboarding process for all new hires	COO, Directors, Human Resources		
2.3.c: Embed REDI concepts into current trainings or training requirements where applicable	COO, Directors, Human Resources		

GOAL 3: EFFECTIVE PROGRAM SUPPORT

OBJECTIVE

Provide training, resources, systems, and tools to position staff for success.

KEY RESULTS

- Management matrix to identify role clarity and intersections
- Opportunities for team building, collaboration, professional connections, and fun
- Honor staff voice and support opportunities for staff to contribute input and/or feedback on the work
- Tools that show - not just tell - our work
- Improved staff growth and development
 - Increased staff capacity (depth and breadth)
 - Mentoring opportunities
- Staff development plans include training, point to desired outcomes, and growth opportunities
- Intentional resource allocation (time and money)
- Leverage internal talent for cross-training
 - Succession planning
- Written policies and procedures (not just compliance-based)
- Tools, training, and resources to directly support policy and procedure implementation and management
 - Increased trust from the community

Strategic Level Activities	Accountable/Responsible	Schedule	Status
3.1: Improve internal communications and transparency	Mayor, COO, Directors; Managers/Supervisors; Communications		
Key Performance Indicators	<ul style="list-style-type: none">• % of staff who believe they are provided relevant information in a timely and meaningful way.• % of staff who believe relevant information is made available and accessible in multiple forms.		
Tactical Level Activities	Accountable/Responsible	Schedule	Status
3.1.a: Add structure to the Leadership and Management Team meetings that enhances transparency and information sharing	Mayor, COO, Directors; Managers/Supervisors; Communications		
3.1.b: Utilize multiple opportunities to share information on a regular basis; i.e. division meetings, unit meeting, team meetings, etc.	Mayor, COO, Directors; Managers/Supervisors; Communications		
Strategic Level Activities	Accountable/Responsible	Schedule	Status
3.2: Prioritize staff voice in decision-making processes	Mayor, COO, Directors; Managers/Supervisors		
Key Performance Indicators	<ul style="list-style-type: none">• % of staff who believe they have an opportunity to provide input and feedback on decisions that impact their work.• # of actions that incorporated inclusive change management principles.• # of cross-divisional workgroups and project teams that included divisionwide representation.		
Tactical Level Activities	Accountable/Responsible	Schedule	Status
3.2.a: Incorporate inclusive change management principles			

in decision making whenever possible			
3.2.b: Create space for staff to participate in workgroups and project teams that are working on efforts with outcomes that have impacts on their work or individual experience as a staff member	Mayor, COO, Directors; Managers/Supervisors; DEI Advisor; Redmond Welcoming Team		
3.2.c: Support multiple methods for staff to contribute input on issues that impact them; i.e., questionnaire, email, team discussions, etc.	Mayor, COO, Directors; Managers/Supervisors; DEI Advisor; Redmond Welcoming Team, Communications, Human Resources		
3.2.d: Ensure staff input is acknowledged, responded to, and explained whether it is accepted or not (feedback loop).	Mayor, COO, Directors; Managers/Supervisors; DEI Advisor		
Strategic Level Activities	Account/Responsible	Schedule	Status
3.3: Create more structure and efficiency to organizational operations	Mayor, COO, Directors; Managers/Supervisors		
Key Performance Indicators	<ul style="list-style-type: none"> • % of policies, procedures, and resources updated and/or newly created. • % of staff who believe there are policies, procedures, and resources to support operations. 		
Tactical Level Activities	Accountable/Responsible	Schedule	Status
3.3.a: Maintain a prioritized list of policies, procedures, and resources needed for more efficient operations	Mayor, COO, Directors; Managers/Supervisors;		
3.3.b: Develop needed policies, procedures, and resources for identified core operations and administrative tasks			
3.3.c: Make organizational policies and processes easily accessible on a shared platform	DEI Advisor; Communications		
Strategic Level Activities	Accountable/Responsible	Schedule	Status
3.4: Create opportunities for team building and networking	Mayor, COO, Directors; Managers/Supervisors;		
Key Performance Indicators	<ul style="list-style-type: none"> • % of staff who believe they have opportunities to connect with their team. • % of staff who believe they have opportunities to learn and collaborate with other teams. 		
Tactical Level Activities	Accountable/Responsible	Schedule	Status
3.4.a: Leverage Employee Resource Groups to host monthly connect meetings	DEI Advisor; Redmond Welcoming Team and Staff		
3.4.b: Establish quarterly staff events to celebrate success and demonstrate appreciation	DEI Advisor; Redmond Welcoming Team and Staff		
3.4.c: Coordinate in-person office days and network lunch opportunities	DEI Advisor; Redmond Welcoming Team and Staff		

GOAL 4: PRO-EQUITY, ANTI-RACISM

IMPLEMENTATION (PEAR)

OBJECTIVE

Successfully implement efforts that support our work and growth as an anti-racist organization addressing respect, diversity, equity, and inclusion.

KEY RESULTS

- DEI and Anti-Racism are centered in program delivery
- Budget for equity
- Policies, processes, and procedures align with REDI
- Incorporate appropriate blend of universal policies and strategies, as well as targeted universal policies and strategies
- DEI competencies and metrics are imbedded in employee/leadership expectations
- Increased quality of services and work output
- Hiring and promotion processes consider qualification and educational backgrounds
- Staff demonstrate a commitment to being an anti-racist organization through our work and internal and external professional relationships
- Platforms for accessibility and usability

Strategic Level Activities	Accountable/Responsible	Schedule	Status
4.1: Review Redmond Municipal Code process to review and rewrite where/when equity is not centered			
Key Performance Indicators	<ul style="list-style-type: none">• % of annual processes evaluated through an equity lens.• % of processes and policies revised as a result of equity evaluation.		
Tactical Level Activities	Accountable/Responsible	Schedule	Status
4.1.a: Create policy and process evaluation criteria	DEI Advisor; Redmond Welcoming Team and Staff		
4.1.b: Prioritize policies and procedures for evaluation	DEI Advisor; Redmond Welcoming Team and Staff		
4.1.c: Include information on REDI considerations on all policy recommendations to Council	Mayor, COO, Directors, Deputies, Managers/Supervisors;		
Strategic Level Activities	Accountable/Responsible	Schedule	Status
4.2: Implement the State of Washington Baseline Equity Impact Review (EIR) framework	COO, Directors, Deputies, DEI Advisor, Managers/Supervisors		
Key Performance Indicators	<ul style="list-style-type: none">• % of staff who believe they understand their role in implementing PEAR.• % of staff who believe they have the resources and tools to manage their role in implementation.• # of new community partnerships formed as a result of engagement efforts.• % of community suggestions that are implemented that influence policy decisions.		
Tactical Level Activities	Accountable/Responsible	Schedule	Status
4.2.a: Identify and analyze communities impacted by city services	DEI Advisor		
4.2.b: Engage identified communities and receive feedback	DEI Advisor		

4.2.c: Analyze potential changes that improve pro-equity, racial justice, access, and belonging	DEI Advisor		
4.2.d: Implement identified anti-racism plans	COO, Directors, Deputies, DEI Advisor, Managers/Supervisors, staff		
4.2.e: Commit to equitable continuous improvement	COO, Directors, Deputies, DEI Advisor, Managers/Supervisors, staff		

GOAL 5: COMMUNITY (STAKEHOLDER) ENGAGEMENT

OBJECTIVE

Develop a system of working collaboratively with, and through, community members and partners to offer access to opportunities and resources that reduce disparities and improve equitable outcomes citywide.

KEY RESULTS

- DEI priorities are integrated into the framework of all program delivery, with annual reviews to ensure continuous alignment
- Elimination of common barriers, such as, but not limited to: language, culture, geographic location, intercommunity dynamics, immigrant status, lack of technology, etc.
- Equitable and just distribution of benefits and impacts to all parties across the community (distributional equity)
- Open, equitable, and culturally-sensitive access to decision-making processes so all impacted individuals can influence community and operational outcomes (process equity)
- Leadership and staff actively engage in antiracism training and initiatives, fostering and inclusive and supportive organizational culture
- Current actions concentrate on equitable and just distribution of benefits and burdens across future community and employee generations (cross-generational equity)
- All programs and partnerships are evaluated and confirmed to incorporate and antiracism foundation and DEI principles
- Annually audit alignment of tools and resources to fully support policies and procedures

Strategic Level Activities	Accountable/Responsible	Schedule	Status
5.1: Develop/Adopt/Track demographic composition of the community	DEI Advisor		
Key Performance Indicators	<ul style="list-style-type: none">• # of demographic segments in the City.• Annually collect and report composition of the community (the makeup of the community).• % of decisions that utilize collected community data in the decision-making process.		
Tactical Level Activities	Accountable/Responsible	Schedule	Status
5.1.a: Identify impacted people/populations and locations/geography	DEI Advisor		
5.1.b: Collect missing demographic data	DEI Advisor		
5.1.c: Identify how city services impact people and places using demographic disparities info	DEI Advisor, Welcoming Team, Managers/Supervisors		
Strategic Level Activities	Accountable/Responsible	Schedule	Status
5.2: Through targeted initiatives, improve community and stakeholder engagement by enhancing accessibility, usability, participation, and feedback integration	COO, Directors, Deputies, DEI Advisor		
Key Performance Indicators	<ul style="list-style-type: none">• % of accessible stakeholder engagements.• % of annual increase in participation rates across diverse community segments in engagement activities.• % of actionable feedback from community and stakeholder engagement initiatives integrated into city policy and service development.• % of new or revised policies resulting directly from stakeholder input each year.• # of Council updates each year• % of satisfaction rate among stakeholders regarding the engagement process effectiveness and inclusivity, as measured through post-engagement questionnaires.		

Tactical Level Activities	Accountable/Responsible	Schedule	Status
5.2.a: Develop and implement a tracking system to monitor engagement and feedback from identified demographics and locations	DEI Advisor		
5.2.b: Establish a mechanism for regularly updating and verifying the accuracy of collected demographic data	DEI Advisor, TIS		
5.2.c: Establish review process to measure impact of services on diverse populations, incorporating a continuous feedback loop	COO, DEI Advisor, Communications		
Strategic Level Activities	Accountable/Responsible	Schedule	Status
5.3: Develop an inclusive community engagement framework that prioritizes diversity in shaping city policies and services	COO, DEI Advisor, Communications		
Key Performance Indicators	<ul style="list-style-type: none"> • % of annual increase in participation from diverse community segments in engagement initiatives to ensure broad representation. • # of Council meetings, town halls, listening sessions outside of City Hall per year. • % completion of Councilmember strategy to reach community members who are hard to reach. • 100% of city departments adopt the community engagement framework within the first year, with ongoing reviews for improvement. • % of community feedback incorporated into annual policy and service adjustments. • 100% annual completion of specialized inclusivity and diversity training by city staff involved in community engagement, policymaking, and service provision. • % year-over-year improvement in community satisfaction with how city policies and services reflect diverse needs and priorities. 		
Tactical Level Activities	Accountable/Responsible	Schedule	Status
5.3.a: Annually organize targeted outreach programs to increase participation from underrepresented community segments	COO, DEI Advisor, Communications		
5.3.b: Engage every year in listening session, town hall meetings, and other community conversations	City Council		
5.3.c: Councilmembers and Mayor reach out to key community groups, businesses, and other stakeholders around significant projects/programs to build relationships and trust	Mayor, City Council		
5.3.d: Develop City Council communications and accessibility strategy	City Council		
5.3.e: Clarify criteria for recognition of cultural groups and events at City Council meetings and work to highlight a diversity of community members each year	City Council		
5.3.f: Implement a comprehensive training program on inclusivity and diversity for all city staff and leadership	COO, Directors, DEI Advisor, Human Resources		

5.3.g: Develop and deploy a data collection and analysis system enabling direct integration of community input into policy and services	DEI Advisor, TIS		
5.3.h: Annually assess progress on community engagement goals at a publicly held City Council meeting	Mayor, City Council, Directors		
Strategic Level Activities	Accountable/Responsible	Schedule	Status
5.4: Implement and monitor an inclusive community engagement framework	DEI Advisor		
Key Performance Indicators		<ul style="list-style-type: none"> • % implementation of the inclusive community engagement framework across all city departments annually. • % of city policies revised or newly developed annually to reflect the principles and priorities identified through the community engagement framework. • % improvement in city service delivery as reported by diverse community segments, measured through annual satisfaction surveys. • # of diverse community members actively participating in decision-making processes. • % of recommendations from the community engagement monitoring process that are successfully implemented annually. 	
Tactical Level Activities	Accountable/Responsible	Schedule	Status
5.4.a: Conduct comprehensive training sessions for department directors and staff on implementing and monitoring the inclusive community engagement framework	REDI Ambassadors/Facilitators		
5.4.b: Initiate a series of policy review and development workshops that incorporate community engagement outcomes, aiming to directly translate community feedback into actionable policy improvements and new initiatives	Mayor, COO, Directors, Deputy Directors, DEI Advisor, REDI Ambassadors/Facilitators, Welcoming Team		
5.4.c: Establish a regular review and feedback cycle with community stakeholders to assess the effectiveness of city services and the engagement framework	Mayor, COO, Directors, DEI Advisor, REDI Ambassadors/Facilitators		

GLOSSARY

Belonging – An environment where individuals feel a sense of connection, acceptance, and purpose.

Community engagement - Community engagement is a fundamental practice of public health that supports the Washington State Department of Health's mission to protect and improve the health of all people in Washington State. Community engagement efforts have the potential to advance health equity, promote social connection, strengthen cross-sector partnerships, and build trusting relationships with the communities we serve.

Employee Resource Group (ERG) - Employee Resource Groups are voluntary, employee-led groups whose aim is to foster a diverse, inclusive workplace aligned with the organizations they serve.

Equity – Fair treatment, access to opportunities, resources and decision-making processes regardless of identity.

Equity Impact Review (EIR) - A five-step equity impact assessment process blending numerical (quantitative) data and community voices (qualitative data) to inform agency planning, decision-making, and implementation of actions that achieve equitable access to opportunities and resources that reduce disparities and improve equitable outcomes citywide.

Diversity – Respecting and appreciating the individual differences, including, but not limited to race, ethnicity, gender, sexual orientation, age, religion, and disability.

Inclusion – A culture where all people are appreciated and actively engaged, and where diverse perspectives are encouraged.

Mental Health and Well-being Framework (Surgeon General) – A five-part framework to help organizations develop, institutionalize, and update policies, processes, and practices that best support the mental health and well-being of all workers including, protection from harm, connection and community, work-life harmony, mattering at work, and opportunities for growth.

Minority-majority – the concept that collectively Black, Indigenous, and POC populations will outnumber whites who historically throughout American history have been the largest demographic population.

Pro-Equity/Anti-Racism Framework - Partnership with others to intentionally name and address implicit and explicit bias and all levels of racism, particularly against people who are seen and treated as Black, Indigenous, or People of Color.

Public health - promotes and protects the health of all people and their communities. This science-based, evidence-backed field strives to create a safe place where all people are seen, heard, and valued by 1) improving quality of life, 2) helping children thrive, 3) reducing human suffering, 4) saving money, and 5) declaring racism as a public health crisis.

Respect – Proactive celebration of differences, experiences, perspectives and backgrounds of all individuals.

Respect, Equity, Diversity, Inclusion Plan – A 5-year plan to guide the city to embrace differences and create a premier organization by sustaining a culture of respect that promotes belonging, access, and opportunity.



The City of Redmond assures that no person shall, on the grounds of race, color, national origin, or gender, as provided by Title VI of the Civil Rights Act of 1964 and the Civil Rights Restoration Act of 1987, be excluded from participation in, be denied the benefits of, or be otherwise subjected to discrimination under any program or activity. For more information about Title VI, please visit [无歧视声明可在本市的网址 \[TitleVI\]\(http://redmond.gov>TitleVI 上查阅 | El aviso contra la discriminación está disponible en TitleVI.</p></div><div data-bbox=)