



Memorandum

Date: 12/3/2024  
Meeting of: City Council

File No. AM No. 24-194  
Type: Staff Report

TO: Members of the City Council  
FROM: Mayor Angela Birney  
DEPARTMENT DIRECTOR CONTACT(S):

Executive	Lisa Maher	425.556.2427
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DEPARTMENT STAFF:

Executive	Jenny Lybeck	Sustainability Program Manager
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**TITLE:**  
Overview of Environmental Substantiality Action Plan 2025 Update

**OVERVIEW STATEMENT:**  
In 2025, Redmond will update the 2020 Environmental Sustainability Action Plan (ESAP). The goal of the update process is to prioritize actionable strategies for the next five years, recalibrate the ESAP in alignment with Redmond 2050, and conduct inclusive engagement to catalyze community action.

During this item, staff will review the proposed scope for the 2025 ESAP update and solicit feedback from Council.

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

**REQUESTED ACTION:**

Receive Information       Provide Direction       Approve

**REQUEST RATIONALE:**

- **Relevant Plans/Policies:**  
Environmental Sustainability Action Plan, Climate Emergency Declaration, Redmond 2050 Climate Resilience and Sustainability Element
- **Required:**  
N/A
- **Council Request:**  
Council requested an update at the September PES meeting.
- **Other Key Facts:**
  - The 2020 ESAP commits Redmond to refresh the plan every five years. This allows the City to evaluate new strategies and reprioritize efforts based on key performance indicator progress.
  - The City will leverage professional services for a portion of the update process. This is expected to include the technical analysis, facilitation, and plan writing. See the draft professional services scope of

work in Attachment A for more details.

- Additional project components include outreach and engagement support/capacity
- Key objectives for the Plan update include:
  - Align with Redmond 2050 and the Climate Resilience and Sustainability Element.
  - Co-create a prioritized, actionable 5-year workplan in partnership with community.
  - Establish a long-term plan to meet 2040 and 2050 sustainability goals.
  - Strengthen partnerships with stakeholders across the community to accelerate progress.
  - Improve transparency and community understanding of the ESAP in implementation.

**OUTCOMES:**

Staff anticipates the update process will conclude Q4 2025, and include an updated plan document, a dashboard or visualization of the plan, and tools to effectively communicate the plan.

**COMMUNITY/STAKEHOLDER OUTREACH AND INVOLVEMENT:**

- **Timeline (previous):**
  - 5/23/2024: Environmental Sustainability Advisory Committee (ESAC)
  - 10/16/2024: ESAC
  - 10/31/2024: ESAC Office Hours
  - 11/13/2024: ESAC Sub-Committee Meeting
- **Outreach Methods and Results:**  
Environmental Sustainability Advisory Committee (ESAC) meetings, Office Hours
- **Feedback Summary:**  
The ESAC serves as the advisory body informing the Plan update. Feedback from the ESAC to date includes a desire to leverage the update process to build community understanding and engagement; produce a clear report that helps all stakeholders understand their role in implementation; generate a plan and reporting structure that is user-friendly and increases transparency; and develop a plan that’s accessible to community members.

**BUDGET IMPACT:**

**Total Cost:**

\$175,000

**Approved in current biennial budget:**       Yes       No       N/A

**Budget Offer Number:**

2025/2026 Environmental Sustainability

**Budget Priority:**

Healthy and Sustainable

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

If yes, explain:

N/A

Funding source(s):  
General Fund, grants

Budget/Funding Constraints:  
N/A

Additional budget details attached

**COUNCIL REVIEW:**

**Previous Contact(s)**

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

**Proposed Upcoming Contact(s)**

Date	Meeting	Requested Action
1/28/2025	Committee of the Whole - Parks and Environmental Sustainability	Receive Information

**Time Constraints:**

To meet the target adoption date of Q4 2025, staff must begin work as soon as possible.

**ANTICIPATED RESULT IF NOT APPROVED:**

Staff is soliciting feedback; approval is not being requested at this time.

**ATTACHMENTS:**

Attachment A: Draft Scope of Work

Attachment B: Presentation