



Memorandum

Date: 5/6/2025
Meeting of: City Council

File No. AM No. 25-068
Type: Consent Item

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

Parks	Loreen Hamilton	425-556-2336
-------	-----------------	--------------

DEPARTMENT STAFF:

Parks	Erica Chua	Recreation Manager
Parks	Zach Houvener	Recreation Deputy Director

TITLE:

Award of the Recreation Program Plan Contract to PROS Consulting, Inc., in the Amount of \$74,255

OVERVIEW STATEMENT:

The City Council is being asked to award a contract to PROS Consulting, Inc. to provide professional services in the development of a Comprehensive Recreation Program Plan. This plan will include a thorough assessment of current programs, as well as robust community engagement to ensure the plan aligns with the recreation program needs, Cost of Service Policy (adopted by Council in 2022), PARCC Plan, and interests of Redmond residents. PROS Consulting, Inc. will guide the city through a collaborative process to create a strategic framework for future recreation programming.

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

REQUESTED ACTION:

☐ **Receive Information** ☐ **Provide Direction** ☒ **Approve**

REQUEST RATIONALE:

- **Relevant Plans/Policies:**
2017/2023 PARCC Plan , Redmond 2050, Cost of Service Policy
- **Required:**
Council provides authorization for the Mayor or designee to sign.
- **Council Request:**
N/A
- **Other Key Facts:**
N/A

OUTCOMES:

The PROS Consulting, Inc. contract outlines an agreement to provide professional services in the development of a comprehensive Recreation Program Plan. This plan will include a thorough assessment of current programs, as well as robust community engagement to ensure the plan aligns with the recreation program needs, Cost of Service Policy, PARCC Plan, and interests of Redmond residents. PROS Consulting, Inc. will guide the city through a collaborative process to create a strategic framework for future recreation.

COMMUNITY/STAKEHOLDER OUTREACH AND INVOLVEMENT:

- **Timeline (previous or planned):**
May 2025: Contract Approval by City Council
June 2025: Kick Off of Recreation Program Plan Project
June-October 2025: Community Engagement
October-November 2025: Program Analysis
November-December 2025: Recreation Program Plan Implementation
- **Outreach Methods and Results:**
N/A
- **Feedback Summary:**
N/A

BUDGET IMPACT:

Total Cost:
\$74,255

Approved in current biennial budget: ☒ Yes ☐ No ☐ N/A

Budget Offer Number:
0000311

Budget Priority:
One-Time Service Enhancements

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

Funding source(s):
General Fund

Budget/Funding Constraints:
Completed within the 2025-26 Biennium

☐ **Additional budget details attached**

COUNCIL REVIEW:

Previous Contact(s)

Date	Meeting	Requested Action
4/22/2025	Committee of the Whole - Parks and Environmental Sustainability	Provide Direction

Proposed Upcoming Contact(s)

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

Time Constraints:

This item is a one-time service enhancement in the 2025-2026 budget. Completion in this timeframe dictates a commencement of work by the end of the 2nd quarter of 2025. Delays could push this work into the next biennium.

ANTICIPATED RESULT IF NOT APPROVED:

If not approved, the Recreation Division would be unable to ensure a citywide, comprehensive approach that provides alignment with the PARCC Plan, Cost of Service Policy, and Redmond 2050.

ATTACHMENTS:

Attachment A: Bid Submittal from PROS Consulting, Inc.
Attachment B: Consulting Services Agreement