

City of Redmond



Agenda

Tuesday, June 23, 2026

4:30 PM

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

Committee of the Whole - Parks and Environmental Sustainability

Committee Members

Menka Soni, Presiding Officer

Jessica Forsythe

Vanessa Kritzer

Angie Nuevacamina

Sayna Parsi

Vivek Prakriya

Melissa Stuart

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

AGENDA

ROLL CALL

A. Action Items - 5 minutes

1. Memorandum of Understanding (MOU) with Eastrail [CM 26-399](#)
Regional Advisory Council

[Attachment A: Revised Eastrail RAC MOU](#)

Department: Parks and Recreation, 5 minutes

Requested Action: Consent, July 7th

B. Feedback for Study Session - N/A

C. Informational - 10 minutes

1. Environmental Sustainability Action Plan Partnerships [CM 26-394](#)
Overview

[Attachment A: Partnerships Overview](#)

Department: Executive, 10 minutes

Requested Action: Informational

D. Read Only - N/A

E. Items from Other Committees - 20 minutes

1. Grant Threshold [CM 26-403](#)

[Attachment A: Resolution No. 1503](#)

[Attachment B: Draft Resolution](#)

[Attachment C: Grant Pre-Application Form](#)

[Attachment D: Presentation](#)

[Attachment E: Grant Threshold Council Questions Matrix](#)

Department: Executive, 10 minutes

Requested Action: Consent, July 7th

Legislative History

6/9/26

City Council

referred to the Committee of the Whole -
Parks and Environmental Sustainability

2. 2026 TIS Infrastructure and Operations Update

[CM 26-372](#)

Department: Technology and Information Services, 10 minutes

Requested Action: Informational

ADJOURNMENT

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



Memorandum

Date: 6/23/2026

Meeting of: Committee of the Whole - Parks and Environmental Sustainability

File No. CM 26-399

Type: Committee Memo

TO: Committee of the Whole - Parks and Environmental Sustainability

FROM: Mayor Angela Birney

DEPARTMENT DIRECTOR CONTACT(S):

Parks	Loreen Hamilton	425-979-8280
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DEPARTMENT STAFF:

Parks	Lindsey Falkenburg	Parks Planning Manager
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TITLE:

Memorandum of Understanding (MOU) with Eastrail Regional Advisory Council

OVERVIEW STATEMENT:

Eastrail is a 42-mile corridor that extends from Snohomish to Renton, passing through Renton, Kirkland, Bellevue, Woodinville, Redmond and King and Snohomish Counties. King County Council originally established the governance structure for the Eastside Rail Corridor (ERC) in 2013, the MOU was updated again in 2017 and again in 2022 and this update includes the departure of the Eastrail Greenway Alliance (EGA) from the RAC. The decision for EGA to depart from the RAC was achieved by consensus in October of 2025. Council Member Forsythe acts as the Eastrail RAC co-chair and has confirmed that Redmond agrees with the revision of the RAC membership to reflect EGAs’ departure. City Council is requested to approve the Mayor to sign an updated MOU with the Eastrail Regional Advisory Council.

Additional Background Information/Description of Proposal Attached

REQUESTED ACTION:

- Receive Information
- Provide Direction
- Approve

REQUEST RATIONALE:

- **Relevant Plans/Policies:**
PARCC Plan, Redmond 2050
- **Required:**
Per Washington State Law (RCW 39.34.030(1)) all interlocal agreements (MOUs/MOAs) must be approved by City Council
- **Council Request:**
N/A
- **Other Key Facts:**
N/A

OUTCOMES:

The Eastrail RAC provides a forum to maintain a collaborative, regional planning process for the Eastrail that helps to achieve connectivity, multiple use and maximize public benefit. Eastrail Partners builds on that effort by engaging the community and local business in support of completing and activating the Eastrail.

COMMUNITY/STAKEHOLDER OUTREACH AND INVOLVEMENT:

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

BUDGET IMPACT:

Total Cost:
N/A

Approved in current biennial budget: Yes No N/A

Budget Offer Number:
N/A

Budget Priority:
N/A

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

If yes, explain:
N/A

Funding source(s):
N/A

Budget/Funding Constraints:
N/A

Additional budget details attached

COUNCIL REVIEW:

Previous Contact(s)

Date	Meeting	Requested Action
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Date: 6/23/2026

Meeting of: Committee of the Whole - Parks and Environmental Sustainability

File No. CM 26-399

Type: Committee Memo

5/3/2022	Business Meeting	Approve
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Proposed Upcoming Contact(s)

Date	Meeting	Requested Action
7/7/2026	Business Meeting	Approve

Time Constraints:

N/A

ANTICIPATED RESULT IF NOT APPROVED:

The Eastrail Regional Advisory Council approved via consensus, but if not approved by City Council Redmond would not be a formal signatory of the MOU.

ATTACHMENTS:

Attachment A: Eastrail RAC MOU 2026 Revised

MEMORANDUM OF UNDERSTANDING
Regarding the Organization of the
Eastrail Regional Advisory Council
March 2026

This MEMORANDUM OF UNDERSTANDING (MOU) is made by and among KING COUNTY, SNOHOMISH COUNTY, THE CITY OF KIRKLAND, THE CITY OF REDMOND, CENTRAL PUGET SOUND REGIONAL TRANSIT AUTHORITY (SOUND TRANSIT), PUGET SOUND ENERGY (PSE), THE CITY OF BELLEVUE, THE CITY OF WOODINVILLE, and THE CITY OF RENTON (collectively, the “Parties”). This MOU sets forth the Parties’ mutual understanding regarding, and intent to structure the Eastrail Regional Advisory Council (RAC).

RECITALS

WHEREAS, the Eastrail (formally known as Eastside Rail Corridor) Regional Advisory Council (RAC) was established as a collaborative group to carry out a regional planning process to coordinate planning and development activities so as to ensure effective use of the railbanked portion of the Eastrail corridor, and

WHEREAS, in 2017 the RAC executed a memorandum of understanding that, among other actions, expanded the membership for the RAC to include

- Three members from the King County council;
- The King County executive, or the executive's designee;
- A representative from Snohomish county;
- A representative from the city of Kirkland;
- A representative from the city of Redmond;
- A representative from the city of Bellevue;
- A representative from the city of Renton;
- A representative from the city of Woodinville;
- A representative from Sound Transit;
- A representative from Puget Sound Energy; and
- A representative from the Eastside Greenway Alliance, and

WHEREAS, the Eastside Greenway Alliance (EGA) has been an active voice for the non-profit and private sector community interested in the potential mobility and recreation options provided by the corridor and as a member of the RAC has provided essential support to achieving outcomes of timely and lasting value to the development of the corridor, and

WHEREAS, on October 14, 2025 EGA notified the RAC Co-Chairs that, in light of having met its objectives in supporting the development of the corridor and serving as a member of

the RAC since 2017, it would be relinquishing its membership in the RAC, and

WHEREAS, at the RAC's quarterly meeting held on October 31, 2025 the other RAC member entities reached consensus that they would support EGA's decision to relinquish its membership in the RAC and take the necessary steps to formalize this change in RAC membership, and

WHEREAS, in 2022 the RAC executed a memorandum of understanding that revised the leadership structure of the RAC to end its use of a Chair/Vice Chair leadership structure and institute a Co-Chair leadership structure, and which this MOU sustains, and

WHEREAS, the parties now wish to replace the 2022 memorandum of understanding and enter into this MOU that reflects the revised membership of the RAC;

THEREFORE, the Parties above have reached the following understanding:

SECTION 1. Purpose of the Eastrail Regional Advisory Council (RAC):

The purposes of the RAC are consistent with the owner and easement holder uses and plans for the corridor, (1) to set and advance the multiple use vision of the Eastrail, as initially set forth in the RAC's Creating Connections report, which emphasized the transportation mobility, utility, recreational and equity benefits of the corridor and (2) to support the implementation of the Eastrail Regional Trail as identified in the King County Trail Master Plan and in corresponding plans developed by certain RAC member jurisdictions. The RAC will also serve as a venue for coordinating efforts of member jurisdictions to advance common goals such as: advocating for the funding and implementation of Trail Master Plan improvements and collaborating to develop a brand identity for the corridor, compatible with existing identities in several RAC member jurisdictions.

The RAC will serve as a venue to jointly:

- Coordinate the planning, development, public engagement, and communications and marketing activities to the extent possible to ensure effective use of the railbanked portion of the corridor.
- Coordinate the partner planning process for the trail, high-capacity transit, and utility uses in the Eastrail.
- Coordinate with affected cities around local planning and development.
- Address both near-term and long-term recommendations.
- Recommend any needed changes to the county's countywide planning policies relative to the corridor.
- Coordinate on funding capital projects and potentially operations.
- Develop legislative agendas and lobbying as it pertains to Eastrail projects and issues.
- Weigh in on Sound Transit and Metro Long Range Plans as related to the Eastrail.

- Approve a work plan and corresponding budget that sets out the work for the RAC for the year. Members will assign staff to participate in coordination and collaboration efforts.

SECTION 2a. RAC Membership:

The RAC membership will be driven by the RAC vision. Members will include owner jurisdictions (King County, City of Kirkland, City of Redmond, Sound Transit, City of Woodinville, and Snohomish County) as well as easement holders (PSE, King County and Sound Transit), and cities directly adjacent to the corridor who hold permitting and land use authority, (City of Bellevue and City of Renton). King County will have four representatives, the King County Executive (or his/her designee), and three members from the County Council. All other parties will have one representative from each party as a member of the RAC.

SECTION 2b. New RAC Membership:

The RAC will add or remove members, membership agencies and jurisdictions based on the following processes:

- Consensus agreement of the current RAC membership.
- Signed letter of interest by all parties acknowledging the change to the membership structure.

SECTION 3. RAC Leadership:

The RAC will have two co-Chairs. One co-Chair will be an elected official from the King County RAC membership, and the other co-Chair will be an elected official from another Eastrail owner jurisdiction. The co-Chair positions will be selected every two (2) years by the ownership jurisdiction members of the RAC. The RAC will operate under a consensus model and will not take votes approving or disapproving any particular item before the RAC. The RAC may establish subcommittees of members and staff as needed to address special and or specific issues related to the work of the RAC.

SECTION 4. RAC Meetings:

The RAC will meet on a quarterly basis. Meetings will take place in a standing time slot mutually agreed upon by the co-Chairs of the RAC, after consultation with other RAC members. The meeting dates for each year will be set in the fourth meeting of the prior year. The RAC meeting frequency can be adjusted by consensus of the Parties.

SECTION 5. RAC Staffing:

The work of the RAC will be supported by a staff group comprised of senior staff from RAC member organizations and invited technical experts, to undertake work addressing the RAC priorities. The staff group will serve as an information sharing venue for

distributing information on completed, current, and anticipated activities that provide tangible outcomes supporting the vision. The staff group will make recommendations on information items that should be placed on the RAC agenda. King County will deploy staff resources specifically to support the RAC operations and actions.

SECTION 6. Property Rights; Jurisdictional Authority.

Nothing herein is intended to limit or affect the Parties' jurisdictional authority over, or their individually-owned property interests in segments of the Eastrail.

SECTION 7. Legal Relations.

This MOU shall not be interpreted or construed to create an association, joint venture, or partnership between the Parties or to impose any partnership obligations or other liability thereon. No party shall have any right, power, or authority to enter into any agreement or undertaking for or on behalf of, to act as, or be an agent or representative of, any other party. This MOU creates no right, privilege, duty, obligation, or cause of action in any person or entity not a party to it. No Party is obligated to participate under this MOU, but to the extent that a Party elects to participate under this MOU then it shall comply with the MOU.

IN WITNESS WHEREOF, the Parties hereto have executed this MOU, effective as of the date first written below.

Signatories

<p>KING COUNTY</p> <p>Signed: _____ Date: _____</p> <p>By (print): _____</p>	<p>SNOHOMISH COUNTY</p> <p>Signed: _____ Date: _____</p> <p>By (print): _____</p>
<p>CITY OF BELLEVUE</p> <p>Signed: _____ Date: _____</p> <p>By (print): _____</p>	<p>CITY OF KIRKLAND</p> <p>Signed: _____ Date: _____</p> <p>By (print): _____</p>
<p>CITY OF REDMOND</p> <p>Signed: _____ Date: _____</p> <p>By (print): _____</p>	<p>CITY OF RENTON</p> <p>Signed: _____ Date: _____</p> <p>By (print): _____</p>
<p>CITY OF WOODINVILLE</p> <p>Signed: _____ Date: _____</p> <p>By (print): _____</p>	<p>SOUND TRANSIT</p> <p>Signed: _____ Date: _____</p> <p>By (print): _____</p>
<p>PUGET SOUND ENERGY</p> <p>Signed: _____ Date: _____</p> <p>By (print): _____</p>	<p>[BLANK]</p>



Memorandum

Date: 6/23/2026

Meeting of: Committee of the Whole - Parks and Environmental Sustainability

File No. CM 26-394

Type: Committee Memo

TO: Committee of the Whole - Parks and Environmental Sustainability

FROM: Mayor Angela Birney

DEPARTMENT DIRECTOR CONTACT(S):

Executive	Lisa Maher, Assistant Chief Operating Officer	425-556-2427
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DEPARTMENT STAFF:

Executive	Zach Houvener	Deputy - Equity & Strategic Services
Executive	Jenny Lybeck	Sustainability Manager
Executive	Valeria Cosgrove	Sustainability Coordinator

TITLE:

Environmental Sustainability Action Plan Partnerships Overview

OVERVIEW STATEMENT:

To expand the reach and effectiveness of City climate initiatives, the Sustainability Division has established paid consultant partnerships with community-based organizations, bringing trusted relationships, cultural expertise, and direct community connections to City programs. These consultative partnerships are a core implementation strategy, helping advance climate solutions that are shaped by and delivered through the communities they intend to serve.

Staff will provide an informational overview of community partnership work to date, with activities summarized in Attachment A.

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, Community Strategic Plan, Tree Canopy Strategic Plan
- **Required:**
N/A

- **Council Request:**
Council requested updates at the Parks and Environmental Sustainability Committee of the Whole meetings.
- **Other Key Facts:**
 - Advancing equitable climate solutions at the pace and scale needed to meet the goals of the 2025 Environmental Sustainability Action Plan (ESAP) requires action across all parts of the community. While the City can establish policies, provide programs, and offer resources, meaningful progress depends on residents and businesses understanding, trusting, and adopting climate solutions in ways that fit their daily lives and community priorities.
 - The Sustainability Division established formal, paid consultative partnerships with three community-based organizations to engage community members through trusted relationships, cultural understanding, and lived experience.
 - The partnership-focused approach creates pathways for communities to help shape and implement climate solutions in ways that resonate with their unique needs, values, and priorities.
 - Key goals of the partnership work include:
 - Raise awareness and foster ownership and connection around climate change and solutions.
 - Empower a diverse network of messengers to engage communities around climate action.
 - Uplift vulnerable communities to lead the change through tailored messaging and solutions.

OUTCOMES:

See Attachment A for partnership highlights.

COMMUNITY/STAKEHOLDER OUTREACH AND INVOLVEMENT:

- **Timeline (previous or planned):**
2026 Q1 and Q2
 - Q1: Kickoff meetings to co-create workplan and engagement opportunities, first events and community conversations, launch of Redmond Library Climate Action Group and workshop series.
 - Launch of Redmond Library Climate Action Club
 - Workshop series begins with El Centro Cultural Mexicano
 - Radio show with El Centro Cultural Mexicano addressing Recology transition and zero waste lifestyles
 - Q2: Qualitative survey co-created and distributed, Earth Month highlights, renewed contracting with partners and updating workplans
 - Green Redmond x United Hub restoration event (2nd annual)
 - Podcast episode about zero-waste in English with El Centro Cultural Mexicano
 - Translated e-Bike Workshop with United Hub
 - Q3 (Planned): Redmond Library Emergency Preparedness Fair, Thrift & Threads Reuse Festival, Community Workshops
- **Outreach Methods and Results:**
 - Communications: Translated eNews (Spanish, Chinese, Hindi, Russian), translated digital and print communications promoting City sustainability initiatives via partner channels
 - Education: Translated workshops around climate action, zero-waste and alternate transportation (4), Spanish radio episode on climate action in Redmond (1), monthly discussions with experts about five Big

Moves (5)

- Activation: Green Redmond event paired with Tai Chi and plant swap (1), Monthly Meet & Greens at partner locations (6), monthly climate action opportunities email list (5), Translated E-Bike Safety Workshop (1) , Zero-Waste Workshop series (4)

- **Feedback Summary:**

- 86 new Environmental Sustainability eNews subscribers
- 87% responded “Very Likely” to return for more Redmond Climate Action events, and 0% responded “Unlikely”
- 100% responded that they believe climate change is happening; 75% reported a strengthened belief that individual actions make a difference after attending an event
- 75% Reported attending a Redmond Climate Action Event because of their connection to the partner organizations

BUDGET IMPACT:

Total Cost:

Grant Funded: \$40,000

City General Fund: \$5,000

Approved in current biennial budget:

Yes

No

N/A

Budget Offer Number:

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):

Grant Funding

General Fund

Budget/Funding Constraints:

N/A

Additional budget details attached

COUNCIL REVIEW:

Previous Contact(s)

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

Proposed Upcoming Contact(s)

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

Time Constraints:

N/A

ANTICIPATED RESULT IF NOT APPROVED:

N/A

ATTACHMENTS:

Attachment A: Partnerships Overview

Environmental Sustainability Action Plan

Community Partnerships Overview

Background

The Sustainability Division established formal, paid partnerships with three community-based organizations to provide consulting services around multi-lingual, multi-cultural outreach throughout the 2025 Environmental Sustainability Action Plan (ESAP) update and into current implementation activities. Funding for this work has been made possible by the State’s Climate Planning Grant Program, funded by Washington’s Climate Commitment Act.

Paid partnerships with community-based organizations are a key ESAP implementation strategy. Climate solutions only achieve their intended impact when residents are aware of and adopt the programs and resources available. By investing in trusted community partners, the City is working to expand its reach, offer culturally relevant engagement, and ultimately accelerate the adoption of behaviors and actions that reduce emissions and build climate resilience.

Partnership Strategy Goals

- Raise awareness and foster ownership and connection around climate change and solutions.
- Empower a diverse network of messengers to engage communities around climate action.
- Uplift vulnerable communities to lead the change through culturally relevant messaging and solutions.

Outcomes

- Create an ongoing and trusted feedback loop with the community, helping the city understand its role in addressing gaps, community needs, and challenges related to ESAP goals.
- Unified messaging and increased capacity for non-profits to engage community members around climate action in culturally relevant ways.

Community Led Climate Action

These consultative partnerships are intentionally designed to be community-led, allowing partner organizations to identify the ESAP priorities, opportunities, barriers, and engagement approaches that are most relevant to the communities they serve. Key strategies leveraged by the partners include:

Activation Events

- Host activation events such as workshops or community discussions around the Five Big Moves and collect qualitative feedback.
- Provide opportunities for the Sustainability team to connect directly with community members in their trusted spaces.
- Collaborate with other City departments and local sustainability-focused organizations to share translated resources, align outreach efforts, and build a stronger network of community climate leaders in Redmond.

Environmental Sustainability Action Plan

Community Partnerships Overview

Education

- Co-design climate education activities in partnership with the Sustainability Division on topics that are culturally relevant to the communities they serve.
- Integrate climate education in programs and activities that community members are already interested in while providing feedback that helps the Sustainability team prioritize resources and education on the topics most relevant to each community.
- Facilitate climate conversations with their communities and provide translations for topic-specific events.

Communications

- Leverage their [communication channels](#) as trusted messengers to promote sustainability resources, programming, and incentives.
- Provide [translations](#) for materials and classes.
- Inform messaging, framing, and cultural translations around climate change, sustainability terms, and City resources to maximize relevance and understanding across diverse audiences.

2026 Highlights

In 2026 the Sustainability Division continued paid partnerships with El Centro Cultural Mexicano (CCM), serving the Latino community in Redmond, United Hub, serving the Chinese community in Redmond, and the Redmond Library. In addition, the City continued efforts to expand equitable access to climate and sustainability programming. Key highlights include:

Education and Activation

- The launch of a [Climate Action Group](#) through Redmond Library, bringing in monthly speakers from Green Redmond, the Office of Emergency Management, Recology, and other local climate organizations.
- Community office hours hosted at El Centro Cultural Mexicano.
- Translated workshops about zero-waste living, e-bike safety, and alternate modes of transportation through CCM and United Hub.
- [A Green Redmond](#) event with United Hub that incorporated Tai Chi, a plant swap, and community meal.



Figure 1: Tai Chi session following park restoration at the United Hub x Green Redmond event.



Figure 2: Emergency Preparedness discussion with Redmond Climate Action Group at Redmond Library.

Environmental Sustainability Action Plan Community Partnerships Overview

Communications

- The addition of translations to the monthly [Environmental Sustainability eNews](#).
- CCM hosted podcast and [Spanish radio](#) show featuring a local reuse artist to talk about zero waste, upcycling, and the Recology resources.
- A monthly climate action email list from the Redmond Library outlining current opportunities to get involved.
- [Instagram reel](#) featuring the CCM partnership in support of the City's Earth Month social media campaign.
- [Blog posts](#) and newsletter highlights from United Hub about their climate work.



Figure 3: Translated Sustainability newsletters.

Tracking Impact

Following activation events, partners distribute a translated [qualitative survey](#) to participants. These results are part of a larger programmatic evaluation effort to continue strengthening our partnership and the effectiveness of community engagement. Key results from those surveys include:

- 86 new Environmental Sustainability eNews Subscribers
- 87% responded "Very likely" to return for more Partner-hosted climate action events and 0% responded "Unlikely".
- 100% responded that they believe climate change is happening; 75% reported a strengthened belief that individual actions can make a difference.
- 75% reported attending a climate action event because of their connection to the partner organizations.
- Write-in comment from United Hub x Green Redmond event: "This event with United Hub was such a beautiful community bonding event - not only did we work on the parks but we learned about a different culture. The tea ceremony, art and tai chi were beautiful to partake in!"

Looking Ahead

The City is actively exploring opportunities to consult with more organizations as we systemically work to build understanding and activation around the ESAP's Five Big Moves. Existing partners are also hosting multiple events in the coming months, including an emergency preparedness fair in the fall hosted by the Redmond Library's Climate Action group, the second annual upcycling and reuse "[Thrift & Threads](#)" fair hosted by United Hub, an ongoing translated workshop series hosted by El Centro Cultural Mexicano, and collaboration around the Youth Climate Action Fund later this summer.



Memorandum

Date: 6/23/2026

Meeting of: Committee of the Whole - Parks and Environmental Sustainability

File No. CM 26-403

Type: Committee Memo

TO: Committee of the Whole - Parks and Environmental Sustainability

FROM: Mayor Angela Birney

DEPARTMENT DIRECTOR CONTACT(S):

Executive	Lisa Maher, Assistant Chief Operating Officer	425-556-2427
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DEPARTMENT STAFF:

Executive	Zach Houvener	Deputy - Equity & Strategic Services
Executive	Lauren Thompson	Grant Supervisor
Executive	Amanda LaSala	Grant Coordinator
Finance	Jeanette St. Paul	Capital and Grant Analyst

TITLE:

Grant Threshold

OVERVIEW STATEMENT:

The City Grants Team will provide Council with current challenges, key safeguards, and a recommendation to support the decision to establish a grant approval limit under delegated contract authority, including the recommended process to include council for grants that meet the exception criteria.

Additional Background Information/Description of Proposal Attached

REQUESTED ACTION:

Receive Information Provide Direction Approve

REQUEST RATIONALE:

- **Relevant Plans/Policies:**
City of Redmond Grant Management Policy and Procedures
- **Required:**
N/A
- **Council Request:**
February 10, 2026 - Committee of the Whole
- **Other Key Facts:**
N/A

OUTCOMES:

The City benefits from establishing a grant threshold by streamlining grant approvals, reducing administrative costs, 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:
N/A

Approved in current biennial budget: Yes No N/A

Budget Offer Number:
0000304

Budget Priority:
Strategic & 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:

Previous Contact(s)

Date	Meeting	Requested Action
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12/9/2025	Committee of the Whole - Finance, Administration, and Communications	Receive Information
2/10/2026	Committee of the Whole - Finance, Administration, and Communications	Provide Direction
6/9/2026	Study Session	Provide Direction

Proposed Upcoming Contact(s)

Date	Meeting	Requested Action
7/7/2026	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: Resolution 1503

Attachment B: Draft Resolution

Attachment C: Grant Pre-Application Form

Attachment D: Presentation

Attachment E: Grant Threshold Council Questions Matrix

**CITY OF REDMOND
RESOLUTION NO. 1503**

A RESOLUTION OF THE CITY COUNCIL OF THE CITY
OF REDMOND, WASHINGTON, REVISING PROCUREMENT
POLICIES AND ESTABLISHING CONTRACT APPROVAL
AUTHORITY, AND ESTABLISHING AN EFFECTIVE DATE

WHEREAS, the City Council desires to consolidate the City's various rules and regulations governing procurements into a single resolution to bring the policies in line with state statute and to maintain clarity and transparency for the City's procurement policies; and

WHEREAS, Redmond is a code city operating under the Revised Code of Washington (RCW) Chapter 35A; and

WHEREAS, there are no statutory bidding requirements for Redmond as a code city, when purchasing supplies, equipment, materials or services not used in connection with a public work or improvement; and

WHEREAS, the City desires to allow certain contracts to be awarded by a consultant roster process for architectural and engineering services pursuant to RCW 39.80 and by a small works roster process for public work pursuant to RCW 39.04.155; and

WHEREAS, in order to implement the small works roster process of RCW 39.04.155, the City is required by law to adopt a resolution establishing specific procedures; and

WHEREAS, the City desires to provide for the award of public works contracts in the event of an emergency; and

WHEREAS, the City desires to establish authority for the award of sole source contracts; and

WHEREAS, the City desires to establish authority for the award of intergovernmental agreements; and

WHEREAS, consolidating and adopting changes to the procurement policies will ease the administration of procurement efforts; and

WHEREAS, the City Council now desires to institute the revised purchasing policies.

NOW, THEREFORE, THE CITY COUNCIL OF THE CITY OF REDMOND, WASHINGTON, HEREBY RESOLVES AS FOLLOWS:

Section 1. Bidding Thresholds and Authority. Purchases shall be made in accordance with the following:

1. For purchases of Operating Supplies and Equipment:

Purchases in an amount of ten thousand dollars (\$10,000) or less shall not require competitive bidding. Purchases in an amount exceeding ten thousand dollars (\$10,000) and up to two hundred thousand dollars (\$200,000) shall require written quotations from at least three (3) different vendors to assure that competition is established. Purchases exceeding two hundred thousand dollars (\$200,000) shall require a formal bidding process. The Mayor, or

designee, may waive the competitive process; the rationale for waiving the use of a competitive process must be documented and provided to the Purchasing Department prior to contract award. The Mayor, or designee, shall execute such contracts.

2. For purchases of Operating Services, Repair and Maintenance, and General Services:

Purchases in an amount of ten thousand dollars (\$10,000) or less shall not require competitive bidding. Purchases in an amount exceeding ten thousand dollars (\$10,000) and up to fifty thousand dollars (\$50,000) shall require written quotations from at least three (3) different vendors to assure that competition is established. Purchases exceeding fifty thousand dollars (\$50,000) shall require a formal bidding process. The Mayor, or designee, may waive the competitive process; the rationale for waiving the use of a competitive process must be documented and provided to the Purchasing Department prior to contract award. The Mayor, or designee, shall execute such contracts.

3. For purchases of Professional Services (excluding Architectural and Engineering Services) and Professional Technology Services as defined in RCW 39.04.270:

Purchases in an amount of ten thousand dollars (\$10,000) or less shall not require competitive bidding. Purchases in an amount

exceeding ten thousand dollars (\$10,000) and up to fifty thousand dollars (\$50,000) shall require written quotations from at least three (3) different vendors to assure that competition is established. Purchases exceeding fifty thousand dollars (\$50,000) shall require a formal bidding process. The Mayor, or designee, may waive the competitive process; the rationale for waiving the use of a competitive process must be documented and provided to the Purchasing Department prior to contract award. For purchases of Professional Technology Services, in accordance with RCW 39.04.270, a formal bidding process is required if a vendor is chosen by competitive negotiation rather than competitive bidding. The Mayor, or designee, shall execute such contracts up to fifty thousand dollars (\$50,000). The City Council shall award such contracts that exceed fifty thousand dollars (\$50,000).

4. For purchases of Instructional/Artistic Services:

Purchases in an amount of ten thousand dollars (\$10,000) or less shall not require competitive bidding. Purchases in an amount exceeding ten thousand dollars (\$10,000) and up to seventy-five thousand dollars (\$75,000) shall require written quotations from at least three (3) different vendors to assure that competition is established. Purchases exceeding seventy-five thousand dollars (\$75,000) require a formal bidding process. The Mayor, or designee,

may waive the competitive process; the rationale for waiving the use of a competitive process must be documented and provided to the Purchasing Department prior to contract award. Purchases in an amount exceeding twenty-five thousand dollars (\$25,000) are required to have a cost recovery component, whereby the City recoups its costs through class registrations or other user fees. The Mayor, or designee, shall execute such contracts up to seventy-five thousand dollars (\$75,000). The City Council shall award such contracts that exceed seventy-five thousand dollars (\$75,000).

5. For purchases of Architectural and Engineering Services:

The Mayor, or designee, may contract with an entity that provides roster services and adopt for City use a shared electronic database that maintains a consultant roster for architectural and engineering services, in accordance with the requirements of RCW 39.80. Firms or persons providing such professional services shall be added to the appropriate roster(s) at any time that they submit a written request and the necessary records.

Purchases in an amount of ten thousand dollars (\$10,000) or less shall require a review of at least one (1) Statement of Qualification. Purchases exceeding ten thousand dollars (\$10,000) shall require an evaluation of at least three (3) Statements of Qualification from the City's consultant roster, or a formal bidding

process, in accordance with RCW 39.80. The Mayor, or designee, shall execute such contracts up to fifty thousand dollars (\$50,000). The City Council shall award such contracts that exceed fifty thousand dollars (\$50,000).

6. For purchases of Public Works:

Competitive bidding is not required for purchases up to forty thousand dollars (\$40,000) if a single craft or trade is involved, or up to sixty-five thousand dollars (\$65,000) if more than one craft or trade is involved, or the current statutory bid limits pursuant to RCW 35.23.352. The Mayor, or designee, shall execute and accept such contracts up to forty thousand dollars (\$40,000) for a single craft or trade, or up to sixty-five thousand dollars (\$65,000) for multiple crafts or trades, or the current statutory bid limits pursuant to RCW 35.23.352.

Pursuant to Section 2 of this resolution, and in accordance with the current statutory bid limit in effect for RCW 39.04.155, purchases up to three hundred thousand dollars (\$300,000) may be made using the small works roster process, or by a formal bidding process. Purchases exceeding three hundred thousand dollars (\$300,000) shall require a formal bidding process. The Mayor, or designee, shall execute and accept such contracts up to three hundred thousand dollars (\$300,000). The City Council shall award

and accept such contracts that exceed three hundred thousand dollars (\$300,000).

The Mayor, or designee, shall have the authority to execute change orders for public works contracts. For public works contracts that exceed three hundred thousand dollars (\$300,000), the Mayor or designee may, in his or her discretion, submit a change order for approval to the City Council when the cumulative change orders on the contract would exceed ten percent (10%) of the original contract amount.

7. For contract renewals:

Contract renewals shall not require competitive bidding if the original agreement contained a renewal provision. The Mayor, or designee, shall execute such contract renewals. If the original agreement did not contain a renewal provision, bidding and authority requirements shall be followed in accordance with the thresholds specified in this resolution for the applicable purchase type and amount.

Section 2. Small Works Roster. The Mayor, or designee, may contract with an entity that provides roster services and adopt for City use a shared electronic database that maintains a small public works roster in accordance with the requirements of RCW 39.04.155. The following small works roster procedures are

established for use by the City pursuant to the procedures then in effect for RCW 39.04.155:

1. Cost. The City need not comply with formal sealed bidding procedures for the construction, building, renovation, remodeling, alteration, repair, or improvement of real property where the estimated cost does not exceed three hundred thousand dollars (\$300,000), or the current statutory bid limit set forth in RCW 39.04.155. Instead, the City may use the small works roster procedures for public works projects as set forth herein. The breaking of any project into units or accomplishing any projects by phases is prohibited if it is done for the purpose of avoiding the maximum dollar amount of a contract that may be let using the small works roster process.

2. Number of Rosters. The City may create a single general small works roster, or may create a small works roster for different specialties or categories of anticipated work. The City may also use other electronic rosters through an intergovernmental agreement with an entity that provides roster services. The small works rosters may make distinctions between contractors based upon different geographic areas served by the contractor.

3. Contractors on Small Works Roster(s). The small works roster(s) shall consist of all responsible contractors who have

requested to be on the roster(s), and where required by law are properly licensed or registered to perform such work in this state. Contractors desiring to be placed on a roster must comply with all roster requirements and maintain current records of any applicable licenses, certifications, registrations, bonding, insurance, and other information on file with the roster. Responsible contractors shall be added to an appropriate roster at any time that they submit a written request and the necessary records. The City may require master contracts to be signed that become effective when a specific award is made using a small works roster.

4. Publication. At least once a year, the City, or an entity that provides roster services on behalf of the City, shall publish in a newspaper of general circulation within the jurisdiction a notice of the existence of the roster(s) and solicit the names of contractors for such roster(s).

5. Telephone, Written, or Electronic Quotations. The City shall obtain telephone, written, or electronic quotations from contractors on the appropriate small works roster to assure that a competitive price is established, using the rules and procedures defined in RCW 39.04.155. Quotations may be invited from all appropriate contractors on the appropriate small works roster. As an alternative, quotations may be invited from at least five (5)

contractors on the appropriate small works roster who have indicated the capability of performing the kind of work being contracted, in a manner that will equitably distribute the opportunity among the contractors on the appropriate roster. If the estimated cost of the work is from one hundred and fifty thousand dollars (\$150,000) to three hundred thousand dollars (\$300,000), or the current statutory limits set forth in RCW 39.04.155, the City may choose to solicit bids from less than all the appropriate contractors on the appropriate small works roster but must notify the remaining contractors on the appropriate small works roster that quotations on the work are being sought. Immediately after an award is made, the bid quotations obtained shall be recorded, open to public inspection, and available by telephone inquiry.

6. Limited Public Works Process. If a work, construction, alteration, repair, or improvement project is estimated to cost less than thirty-five thousand dollars (\$35,000), or the current statutory bid limit then in effect, the City may award such a contract using the limited public works process provided under RCW 39.04.155(3). For limited public works projects, the City shall solicit electronic or written quotations from a minimum of three (3) contractors from the appropriate small works roster. The City may waive the payment and performance bond requirements of RCW 39.08

and the retainage requirements of RCW 60.28, thereby assuming the liability for the contractor's nonpayment of laborers, mechanics, subcontractors, materialmen, suppliers, and taxes imposed under Title 82 RCW that may be due from the contractor for the limited public works project. However, the City shall have the right of recovery against the contractor for any payments made on the contractor's behalf.

7. Award. The City shall award all contracts to the lowest responsible bidder as defined in RCW 39.04.010 and RCW 39.04.350. The City reserves the right to reject any and all bids. In accordance with these small works roster procedures, the Mayor, or designee, shall execute and accept such contracts up to three hundred thousand dollars (\$300,000), or the current statutory bid limit in effect for RCW 39.04.155.

Section 3. Competitive Bidding Exemptions. In accordance with RCW 39.04.280, occasions may arise where competition among potential vendors is not required, including:

1. Emergencies. In the event of an emergency as defined in RCW 39.04.280, the Mayor, or designee, shall declare an emergency situation exists, waive competitive bidding requirements, and award all necessary contracts on behalf of the City to address the emergency situation. An "emergency" means any unforeseen

circumstance beyond the control of the City that either: (a) presents a real, immediate threat to the proper performance of essential functions; or (b) will likely result in material loss or damage to property, bodily injury, or loss of life if immediate action is not taken. If a contract is awarded without competitive bidding due to an emergency, a written finding of the existence of an emergency must be made by the City Council or the Mayor and duly entered of record no later than two (2) weeks following the award of the contract.

2. Sole Source. As defined in RCW 39.04.280, sole source procurements may be made without soliciting other bids or quotations when: (a) the purchase is clearly and legitimately limited to a single supplier; or (b) there are special facilities or market conditions that result in only one source. The rationale for waiving the use of a competitive process due to a sole source procurement must be documented and provided to the Purchasing Department prior to contract award. The Mayor, or designee, shall execute sole source contracts up to fifty thousand dollars (\$50,000). The City Council shall award sole source contracts that exceed fifty thousand dollars (\$50,000).

Section 4. Intergovernmental Agreements. Pursuant to RCW 39.34, the City may enter into intergovernmental agreements with

other localities. In accordance with RCW 39.34.040, all intergovernmental agreements must be listed on the City's website or other electronically retrievable public source.

1. Cooperative Purchasing Agreements. Under RCW 39.34, the City may make purchases using another agency's purchasing contract, in the interest of cooperatively sharing resources. The City may piggyback on other local, state, and federal contracts, as well as various purchasing consortiums, which shall satisfy the City's own bidding requirements. The Mayor, or designee, shall execute cooperative purchasing agreements.

2. Interlocal and Interagency Agreements. Under RCW 39.34, the City may contract with other public agencies to perform governmental activities and deliver public services. The City Council shall award interlocal and interagency agreements.

Section 5. Severability. If any section, sentence, clause or phrase of this resolution should be held to be invalid or unconstitutional by a court or competent jurisdiction, such invalidity or unconstitutionality shall not affect the validity of any other section, sentence, clause, or phrase of this resolution.

Section 6. Effective Date. This resolution will be effective immediately upon passage.

Section 7. Repeal. Resolution No. 1155 of the City of Redmond, passed by the City Council on September 3, 2002, is hereby repealed. Resolution No. 1344 of the City of Redmond, passed by the City Council on November 16, 2010, is hereby repealed. Resolution No. 1376 of the City of Redmond, passed by City Council on July 17, 2012, is hereby repealed. Resolution No. 1494 of the City of Redmond, passed by City Council on January 16, 2018, is hereby repealed.

ADOPTED by the Redmond City Council this 18th day of September,
2018.

APPROVED:

JOHN MARCHIONE, MAYOR

ATTEST:

MICHELLE M. HART, MMC, CITY CLERK

(SEAL)

FILED WITH THE CITY CLERK: September 4, 2018
PASSED BY THE CITY COUNCIL: September 18, 2018
RESOLUTION NO: 1503

YES: ANDERSON, BIRNEY, CARSON, MARGESON, MYERS, PADHYE
NO: FIELDS

CITY OF REDMOND
RESOLUTION NO. _____

A RESOLUTION OF THE CITY COUNCIL OF THE CITY
OF REDMOND, WASHINGTON, AMENDING RESOLUTION
NO. 1503, TO ADD THE GRANT CONTRACT THRESHOLD
AND AUTHORITY

WHEREAS, the City Council passed Resolution No. 1503, on September 18, 2018, and now desires to update its grant contract threshold and establish revised signing approval authority; and

WHEREAS, the City Council desires to amend Resolution No. 1503 to add a new Section 5) Grant Contract Threshold and Authority, and renumber Section 6) Severability, Section 7) Effective Date, and Section 8) Repeal. In all other respects, Resolution No. 1503, as previously amended by Resolution Nos. 1604 and 1608, shall remain unchanged; and

WHEREAS, the City Council now desires to adopt changes to the City Council Delegations of Signing Authority.

NOW, THEREFORE, THE CITY COUNCIL OF THE CITY OF REDMOND, WASHINGTON, HEREBY RESOLVES AS FOLLOWS:

Section 1. Amendment of Resolution. Sections 5, 6, 7, and 8 of Resolution No. 1503 are amended to read as follows:

Section 5. Grant Contract Threshold and Authority.

1. Mayor's Delegated Authority. The Mayor, or designee, shall have the authority to execute grant contracts in

the award amount up to fifty thousand dollars (\$50,000), unless any of the following conditions apply: (a) if the grant obligates the City to provide matching funds not already appropriated in the current adopted budget; b) if the grant creates a new ongoing staffing position or a recurring operational expenditure beyond the grant period; c) if the grant establishes a new program, new technology, or results in a new policy; or d) if the grantor expressly requires acceptance by the City Council as a condition of the award.

2. City Council Authority. The City Council shall authorize acceptance of all grant contracts that exceed fifty thousand dollars (\$50,000) and any grant contract of any amount where one or more conditions apply in Section 5.1 (a) to (d).
3. Reporting. The Mayor or designee shall provide the City Council with a written summary of all grant contracts executed under delegated authority no less than on a quarterly basis. Such summary shall be incorporated into the budget adjustment ordinance prepared and presented to Council by the Finance Department.

Section 6. Severability. If any section, sentence, clause or phrase of this resolution should be held to be invalid or unconstitutional by a court or competent jurisdiction, such invalidity or unconstitutionality shall not affect the validity of any other section, sentence, clause, or phrase of this resolution.

Section 7. Effective Date. This resolution will be effective immediately upon passage.

Section 8. Repeal. Resolution No. 1155 of the City of Redmond, passed by the City Council on September 3, 2002, is hereby repealed. Resolution No. 1344 of the City of Redmond, passed by the City Council on November 16, 2010, is hereby repealed. Resolution No. 1376 of the City of Redmond, passed by City Council on July 17, 2012, is hereby repealed. Resolution No. 1494 of the City of Redmond, passed by City Council on January 16, 2018, is hereby repealed.

ADOPTED by the Redmond City Council this 7th day of July, 2026.

APPROVED:

ANGELA BIRNEY, MAYOR

ATTEST:

CHERYL XANTHOS, MMC, CITY CLERK

(SEAL)

FILED WITH THE CITY CLERK:
PASSED BY THE CITY COUNCIL:
RESOLUTION NO:

Grant Opportunity Pre-Application Process

The **Grant Oversight Committee (GOC)** was formed to review operating grant opportunities before applications are submitted. The committee reviews the following criteria for approval:

- Aligns with City's strategic priorities and approved budget outcomes
- Supports department work plans and contributes to identified performance goals
- Proposed program/project is included in adopted budget, CIP, or Capital Investment Strategy (CIS)
- Complies with financial, procurement, and contractual policies
- Has identified and secured matching funds
- Adds measurable value to existing programs/services

GOC members: Chief Operating Officer, Finance Director, and Deputy Finance Director

The **Grant Opportunity Pre-Application Process** is initiated by the City Grants Team, in collaboration with department staff, and routed to the GOC for review. Recurring Grants do not have to obtain GOC approval. This is the first step in coordinating with the Grants Team to ensure successful grant implementation and compliance. Recurring grants are exempt from GOC review and require only Director-level approval and notification to the Grants Team. Please contact the Grants Team for the current list of recurring grants

1. **Notify Grants Team:** Email the [Grant Supervisor](#) to begin pre-application process
2. **Complete all sections:** [Grant Supervisor](#) will complete with department staff assistance
3. **Include any supporting documentation:** NOFO, draft proposal, preliminary budget or letters of support
4. **Obtain Approval from Department Director/Deputy:** provide date of approval(s)
5. **Submit for Grant Oversight Committee (GOC) review:** Grant Supervisor will submit
6. **Decision:** GOC can either ask for additional information, elevate the decision to the Directors Meeting, approve the request, or deny the request

Department/Division Submitting Request		Staff Contact Name(s)	
Name of Grantor		Grant Program/Project Name	
Pass-Through	<input type="checkbox"/> Yes <input type="checkbox"/> No	Primary Recipient (if pass-thru)	
Grant Fund Type (federal, state, local)	<input type="checkbox"/> Federal <input type="checkbox"/> State <input type="checkbox"/> Local <input type="checkbox"/> Foundation <input type="checkbox"/> Corporate	Type of Grant	<input type="checkbox"/> Appropriation/Earmark <input type="checkbox"/> Block <input type="checkbox"/> Competitive <input type="checkbox"/> Conditional/Categorical <input type="checkbox"/> Coop/Contract <input type="checkbox"/> Formula
Grant Request Amount	\$	Total Project Budget	\$
Matching or In-Kind Amount or %	<input type="checkbox"/> Match <input type="checkbox"/> In-Kind	Budget Source	
Anticipated Grant Start Date		Anticipated Grant End Date	
Total Grant Award Available	\$	# of Awards Expected by Grantor	
Partial Award? (Minimum to accept)	<input type="checkbox"/> Yes <input type="checkbox"/> No	Probability of Award (%)	<input type="checkbox"/> Low <input type="checkbox"/> Medium <input type="checkbox"/> High
Grant Application Deadline Date		Est. Notice of Award Date	

Link to Grant Notice of Funding/Application:

Provide a brief description of the grant project:

Strategic & Operational Alignment

1. How does the grant support the departments current or upcoming priorities/projects?
2. Does the project complement or duplicate any other initiatives underway in the city?
3. What City Policies or strategies does this grant help implement? (comp plan, functional plan, etc.)

Financial & Resource Considerations

1. Is the funding request amount sufficient to deliver the proposed scope of work? Is there a minimum award amount that would make the grant worth accepting?
2. Is this project already approved in the current budget? If yes, how would these grant funds support or offset?
3. Does the grant obligate the city to ongoing programming/equipment/technology or require continued city support after the grant ends? If yes, briefly describe.
4. Is there a plan for sustaining the project or service after the grant ends, if necessary?

Feasibility & Timeline

1. **Is the application timeline feasible given current capacity?**
2. **Is the implementation timeline realistic & achievable with existing or proposed resources?**

Risk & Impact Assessment

1. **What are the known or potential risks (financial - cost overruns, administrative - staff capacity, legal - federal regs, reputational - high-profile, failure risks, operational - timeline, workplan delays)? Do you expect challenges with administering the grant?**
2. **How will any risks be mitigated?**
3. **What are potential impacts if the grant is NOT received or pursued?**

Grant Management

1. **Who will be responsible for managing the grant if awarded? List staff involved in grant management including those responsible for application submittal, council approval, fund stewardship, reporting requirements, project management, and grant closeout.**

Optional (answer only if applicable)

1. Will new staff positions be created or required? Are these temporary or ongoing?
2. Will the grant require external partnerships?
3. Has this grantor funded the city or department before? If so, describe the outcome.

Department Director Approval Date _____ Deputy Director Approval Date _____

Grant Threshold

June 9, 2026 – Council Study Session

Grants Team: Lauren Thompson, Amanda LaSala, and Jeanette St. Paul



Redmond
WASHINGTON

Current Challenges

- Long timelines for Council approval (5 - 6 weeks minimum)
- Delays impacting grant implementation
- Administrative burden and cost

Per Agenda Item	No. of FTEs	Total Hours	Total Estimated Cost
Pre-Work	7	10	\$1,157.08
Meetings	19	11.5	\$1,550.76
• Internal Services		4.5	\$610.48
• Committee of the Whole		4.75	\$634.59
• Council Meetings		2.25	\$305.69
Legistar System	6	5.9	\$704.11
Total Estimated Staff Time			\$3,411.95



Recommendation

\$50,000 threshold for **all** grants, *except when the grant:*

- obligates unbudgeted matching funds, *or*
- creates future staffing or operational commitments, *or*
- the grantor requires Council acceptance prior to execution



Efficiency Gains and Cost Savings

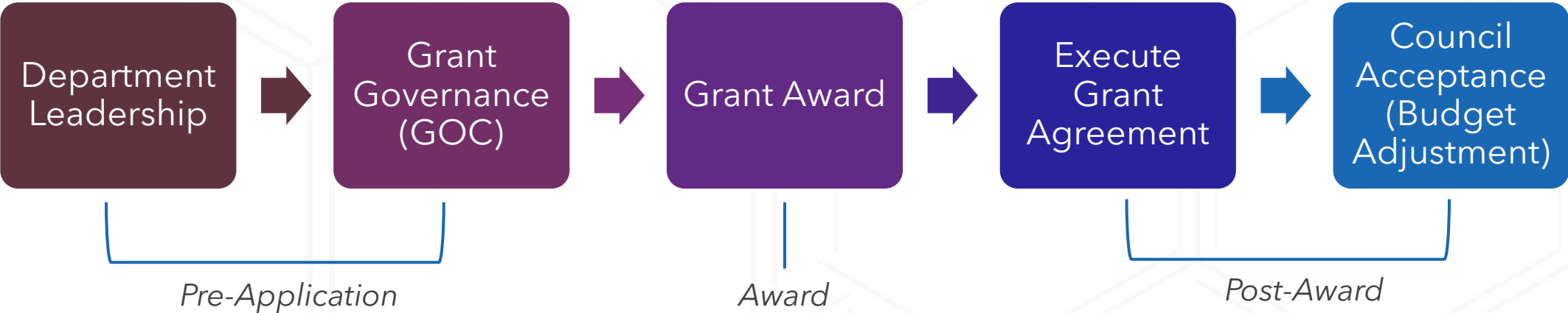
\$3,412 per contract

Not including grant administration (application to closeout)

Total Grant Amount	% Towards Council Process
\$6,000	62%
\$12,000	31%
\$25,000	15%
\$50,000	7.5%



Oversight Process (Internal Controls)



Post-Execution Reporting to Council



* Under \$50k but has ongoing costs to the City

Bolded = recurring, ongoing grants the City receives year over year

Safeguards and Risk Mitigation



**Internal Grant
Management
Policy and
Procedures**



**Contract
Review**



**Grants
Team
Support**



**Grant
Management
Software**



**Compliance
Training**

Council Decision and Next Steps

- **Council:**

- Approve establishment of the grant threshold for July 7 Regular Business Meeting
- Approve update to Delegated Contract Authority
- Provide feedback on quarterly reporting details

- **City Grants Team:**

- Update Grant Management Policy and Procedures
- Update city staff



Thank you

Any Questions?



Redmond
WASHINGTON

Q & A Matrix: Grant Threshold

#	Council Question/Comment	Response	Status
Safeguarding and Risk Mitigation			
A.1	<p>Do we have a risk mitigation matrix document to share what we have put in place to prevent risk? Is there an existing document (or one in development) that outlines hard-stop conditions for grants the City should not accept?</p>	<p>The City does not currently have a standalone risk mitigation matrix or a document listing hard-stop conditions for grant acceptance. However, the new Internal Grant Management Policy & Procedures (IGMPP) establish a structured operational process for award acceptance and contract review that strengthens oversight.</p> <p>We are developing a supplemental checklist to guide staff in reviewing key contract elements and assigning responsibilities prior to execution. The review process will involve Department Directors, the Grants Team, Finance, Legal, and the Mayor/Designee, and will address critical risk areas such as compliance with terms and conditions, financial obligations, legal liabilities, regulatory requirements, and operational capacity.</p> <p>Additionally, the Grants Team has hired a Grant Coordinator to support departments from award through closeout, including grant kick-off meetings and ongoing technical assistance.</p> <p>Our Annual Work Plan includes implementing grant management software to track deadlines and deliverables and providing compliance training for staff. These measures collectively serve as our risk mitigation strategy to minimize exposure for the City.</p>	<p><i>Parsi</i> Closed 2/10/26 (Email)</p>
Grant Threshold			
B.1	<p>Do staff have a specific dollar threshold they are recommending for Council consideration? And if so, can you share how this threshold was defined?</p>	<p>The Grants Team recommends establishing a \$50,000 threshold for all grants, except when the grant:</p> <ul style="list-style-type: none"> • obligates unbudgeted matching funds, • creates future staffing or operational commitments, or • the grantor requires Council acceptance prior to execution <p>This aligns with our current professional services procurement threshold, ensuring consistency across procurement practices. Meaning, the City can expend up to \$50,000 but cannot bring revenue of any amount without Council approval.</p>	<p><i>Parsi & Stuart</i> Open 2/10/26 (Email & re-opened at FAC)</p>
B.2	<p>Are you envisioning a single blanket threshold or differentiated thresholds for Operating vs. CIP grants?</p>	<p>CIP grants typically exceed \$200,000, so differentiating between CIP vs. Operating grants is not necessary unless a much higher threshold is considered.</p>	<p><i>Parsi</i> Closed 2/10/26 (Email)</p>

Q & A Matrix: Grant Threshold

<p>B.3</p>	<p>Under this proposal, staff would be authorized to apply for, accept, and begin executing grants under \$50,000 prior to receiving formal Council approval. In this context, could you clarify what constitutes “formal approval”? In the unlikely event that Council does not ratify a grant after execution, what would be the resulting implications or remedies?</p>	<p>Yes, your understanding is correct. Under the proposed process, staff would be authorized to apply for, accept, and begin executing grants under \$50,000, provided they do not require unbudgeted matching funds, impose ongoing costs to the City, or require Council approval per grantor terms.</p> <p>As part of the new Internal Grant Management Policy & Procedures (IGMPP), staff must obtain approval from the Grant Oversight Committee (GOC), which includes COO Files, Director Cochran (Finance), and Deputy Director Narra (Finance), prior to submitting any operating grant applications on behalf of the City. This ensures internal review and alignment with City priorities before proceeding.</p> <p>Formal approval refers to Council’s “ratification” of the grant during the quarterly reporting process (discussed in Sections D and E below) or, in rare cases, outside that cadence due to timing or operational needs. In the unlikely event that Council does not ratify/approve a grant after execution, grant agreements typically include a ‘Termination for Convenience’ clause. This provision allows either party to terminate the agreement without cause, typically within 30 calendar days of prior written notice.</p>	<p><i>Parsi</i> Closed 2/10/26 (Email)</p>
<p>B.4</p>	<p>Are there any categories of grants that should be excluded? As Councilmember Kritzer previously noted, certain categories (such as police technology) may raise unique considerations.</p>	<p>The Grants Team does not recommend excluding specific categories of grants. Creating category-based exclusions would introduce unnecessary complexity and confusion, which runs counter to our goal of reducing administrative burden and streamlining approvals. A single, consistent threshold applied across all grants ensures clarity, efficiency, and fairness.</p> <p>Additionally, the City seeks funding opportunities that strengthen and enhance programs and projects that already align with our strategic priorities. Regarding the police technology grants referenced, the Police Department held a Study Session with Council prior to applying for those grant opportunities, and both later came before Council for approval under the current process. Under our proposed threshold, these grants would still require Council approval prior to executing the agreement, as they involve ongoing costs to the City.</p>	<p><i>Parsi & Kritzer</i> Open 2/10/26 (FAC)</p>
<p>B.5</p>	<p>Could we add criteria to threshold amount, for example grants in certain category under \$X would fall under threshold, other topics have restrictions.</p>	<p>As described above in Question B.4, the Grants Team does not recommend adding additional topic-based criteria to the threshold or excluding specific categories of grants. Creating topic or category-based exclusions would introduce unnecessary complexity and confusion, which runs counter to our goal of reducing administrative burden and streamlining approvals. A single,</p>	<p><i>Kritzer</i> Open 2/10/26 (FAC)</p>

Q & A Matrix: Grant Threshold

		consistent threshold applied across all grants ensures clarity, efficiency, and fairness.	
B.6	What if a grant or item is something that council has not explicitly given direction on or reviewed the terms of acceptance - how does that fall into this decision-making process? / Council might feel railroaded into making policy decision because the funding has already been received or the contract has already been executed. How can we make sure decisions are being made at the policy level?	To ensure we pursue grant opportunities that support the city's strategic priorities, we rely on the Grant Oversight Committee comprised of COO Files, Director Cochran, & Deputy Director Narra. This committee evaluates each potential operating grant for alignment with city priorities and plans and provides guidance before we initiate any application. This provides an additional layer of oversight and ensures that any potential areas of concern are identified, considered, and addressed before applications are submitted. Many grant agreements typically include a 'Termination for Convenience' clause. This provision allows either party to terminate the agreement without cause, typically within 30 calendar days of prior written notice. In the unlikely event a grant is executed under the threshold that Council does not agree with, the termination clause could be activated by the city and the grant terminated. The City accepting the grant award does not mean that funding is immediately received, almost all grants the City receives are a cost reimbursement payment structure.	<i>Forsythe</i> <i>Open</i> 2/10/26 (FAC)
Legal Authority/Code Procedures			
C.1	Are there potential code or policy changes that may be required to be made as a part of this change?	To our knowledge, no code or policy changes are required as part of this adjustment. The only modification needed would be within the Delegated Contract Authority document, specifically in the section that defines the grant threshold.	<i>Parsi</i> <i>Closed</i> 2/10/26 (Email)
Scope of Delegated Authority			
D.1	What actions would be delegated under this authority (e.g., acceptance only vs. acceptance and execution)?	Under the Delegated Contract Authority, setting a grant threshold allows the City to execute grant agreements that fall below the threshold and meet all required conditions prior to formal approval. However, per the Council Rules of Procedure, staff must still present (report) these grants to the Council for approval (ratification) after execution. Our plan is to present <i>most</i> grants, both below and above the threshold, on a quarterly basis in collaboration with Finance. Some grants may need to come forward outside of this quarterly process due to timing requirements from the grantor or operational needs.	<i>Parsi</i> <i>Closed</i> 2/10/26 (Email)
D.2	When you note that staff plans to report on "most" grants, could you clarify which categories of grants, if any,	Some grants may need to come forward outside of the quarterly process due to timing requirements from the grantor or operational needs, however all grants will be reported to Council by either the Grants Team via the quarterly reporting process or department staff as a standalone item.	<i>Parsi</i> <i>Closed</i> 2/10/26 (Email)

Q & A Matrix: Grant Threshold

	would no longer be reported to Council?		
Reporting and Oversight			
E.1	What level of detail would be included in the proposed quarterly reporting to Council? Would reports identify matching requirements, ongoing costs, and execution dates for grants approved under the threshold?	<p>Our goal is to integrate grant award acceptance and budget authority approval into a single process, in collaboration with Finance, the Grants Team, and department staff. We welcome Councilmember feedback on the desired level of detail for quarterly reporting.</p> <p>In our initial iteration at the 11/18/25 meeting, we presented 10 grants for approval that included: the grant name, award amount, grantor, responsible department, and purpose of funds. Some grants had previously been approved by Council, but budget authority was not included in those requests. In addition, we provided Councilmembers with an overview of the grant pipeline and dashboard metrics (on SharePoint) to offer greater visibility into the City’s overall grant portfolio.</p>	<i>Parsi</i> Closed 2/10/26 (Email)
Internal Grant Management Policy & Procedures			
F.1	Would it be feasible for Council to review the Internal Grant Management Policy & Procedures (IGMPP) prior to voting on this process?	The Internal Grant Management Policy & Procedures (IGMPP) is an internal operational document and is going through the appropriate review and approval processes by all key staff and administrative leadership prior to finalization.	<i>Parsi</i> Closed 2/10/26 (Email)
F.2	It would be helpful to confirm that the policy includes clear safeguards. (For example: guidance on acceptable grant sources and criteria for identifying which grants may be appropriate for expedited handling versus those that warrant additional scrutiny)	Regarding safeguards, the policy does not include guidance on “acceptable grant sources” because this has been a non-issue - nearly all our grants originate from state or federal government agencies, with very few from private sources. The grants recommended for expedited handling are those under \$50,000 (typically 4–5 new awards per year), provided they do not require unbudgeted matching costs, impose ongoing costs to the City, or require Council approval per grantor terms. Conversely, grants requiring additional scrutiny are evaluated based on the terms and conditions of the agreement—not the funder or category—since these vary widely across grant programs and by fund type (state vs. federal).	<i>Parsi</i> Open 2/10/26 (Email & re-opened at FAC)
F.3	Assuming Council votes to support staff’s proposal, could you outline the anticipated timeline for when the new process would take	If Council votes to support our team’s proposal, the updated threshold information will be incorporated into the draft IGMPP. The initial draft was distributed to all departments for review and feedback in late November/December, and edits were incorporated in January. The final step	<i>Parsi</i> Closed 2/10/26 (Email)

Q & A Matrix: Grant Threshold

	effect? What is the expected timeline for completing the Internal Grant Management Policy & Procedures (IGMPP)?	prior to finalization and implementation is updating the threshold details based on Council’s decision. Once this update is complete, the final version will be reviewed and finalized by COO Files, Assistant COO Maher, and the Mayor and presented to the Directors Team. Our goal is to begin the implementation launch in March 2026.																																	
Grant Application Process Clarification																																			
G.1	Can you provide more clarity on the current grant application process. Are all grants awarded being applied for by the city? Do we initiate the process?	Yes, the city submits a grant application and then later receives a Notice of Award/Grant Agreement. Before department staff can submit a grant application on behalf of the City, they must seek internal approval from both their department leadership and either the Grant Oversight Committee (Operating grants) or CIP Governance Committee (CIP grants).	<i>Nuevacamina Open 2/10/26 (FAC)</i>																																
Council Liaison																																			
H.1	Could a liaison be added to the Grant Oversight Committee (GOC) for additional oversight?	The GOC provides pre-application decisions for operating grants within 24-48 hours of request to ensure that grant application deadlines are met. Adding a Council liaison to this internal committee would not align with the streamlined nature of the process, as the committee’s purpose is operational and additional roles would introduce unnecessary complexity and potential delays. Additionally, the grant funding landscape has shifted significantly in the past year, with application windows as short as two weeks. Maintaining a lean, efficient internal decision-making structure is essential to ensure we can respond quickly to emerging opportunities.	<i>Forsythe Open 2/10/26 (FAC)</i>																																
Efficiency Metrics																																			
I.1	Please include cost metrics of taking an item to council.	Finance conducted a cost analysis to estimate the expense of presenting a contract to Council, including staff and Council time. Updated for 2026 cost-of-living adjustments (COLA), the estimated cost is \$3,759.07 and represents approximately 30.4 hours of combined effort (which now includes Financial Planning hours for budget adjustment). <table border="1"> <thead> <tr> <th>Per Agenda Item</th> <th>No of FTEs</th> <th>Total Hours</th> <th>Total Estimated Cost</th> </tr> </thead> <tbody> <tr> <td>Pre-Work</td> <td>7</td> <td>13</td> <td>\$1,504.20</td> </tr> <tr> <td>Meetings</td> <td>19</td> <td>11.5</td> <td>\$1,550.76</td> </tr> <tr> <td>Internal Services</td> <td></td> <td>4.5</td> <td>\$610.48</td> </tr> <tr> <td>Committee of the Whole</td> <td></td> <td>4.75</td> <td>\$634.59</td> </tr> <tr> <td>Council Meetings</td> <td></td> <td>2.25</td> <td>\$305.69</td> </tr> <tr> <td>Legistar System</td> <td>6</td> <td>5.9</td> <td>\$704.11</td> </tr> <tr> <td>Total estimated staff/council time</td> <td></td> <td>30.4</td> <td>\$3,759.07</td> </tr> </tbody> </table>	Per Agenda Item	No of FTEs	Total Hours	Total Estimated Cost	Pre-Work	7	13	\$1,504.20	Meetings	19	11.5	\$1,550.76	Internal Services		4.5	\$610.48	Committee of the Whole		4.75	\$634.59	Council Meetings		2.25	\$305.69	Legistar System	6	5.9	\$704.11	Total estimated staff/council time		30.4	\$3,759.07	<i>Prakriya Open 2/10/26 (FAC)</i>
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Q & A Matrix: Grant Threshold

		<p>The total hours outlined above are representative of the 5–6-week average time associated with bringing a grant to Council. Most small grants require a shorter turn-around time to execute the agreement and/or begin drawing down funds (Ex: 45 days - <i>Ecology</i>) due to short periods of performance (Ex: 0-6-months - <i>Equipment grants</i>).</p> <p>Implementing a threshold would reduce administrative costs and mitigate agenda congestion, saving the city time, money, and resources without reducing oversight.</p>	
Grant Timelines			
J.1	<p>Please provide more information on the usual timeline for grants. The grants threshold recommendation is not time-bound and there is concern several small grants executed under the current proposal could quickly add up to a large amount not seen by council.</p>	<p>The City manages approximately 45 grants annually and receives an average of 18 new grants each year. Of these, only about 5 on average fall under \$50,000. This would mean very few grants, typically 1-2 per quarter, would be signed and executed prior to Council approval.</p> <p>All grants under the threshold would continue to require formal reporting to Council and budget authority approval under the Rules of Procedure. The proposed threshold would simply allow the City to sign and execute eligible grants, (those that do not require unbudgeted matching funds, impose ongoing costs, or require Council approval by the grantor), to prevent delays in implementation.</p>	<p><i>Prakriya</i> <i>Open</i> 2/10/26 (FAC)</p>



Memorandum

Date: 6/23/2026

Meeting of: Committee of the Whole - Parks and Environmental Sustainability

File No. CM 26-372

Type: Committee Memo

TO: Committee of the Whole - Parks and Environmental Sustainability

FROM: Mayor Angela Birney

DEPARTMENT DIRECTOR CONTACT(S):

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

Technology and Information Services	Jose May	TIS Infrastructure and Operations Manager
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TITLE:

2026 TIS Infrastructure and Operations Update

OVERVIEW STATEMENT:

Technology and Information Services (TIS) will update City Council with a brief overview of the responsibilities and operations of the Infrastructure and Operations division and the services it provides to the City.

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:**
TIS provide periodic updates to the Mayor and Council on work happening within the Department
- **Other Key Facts:**
N/A

OUTCOMES:

N/A

COMMUNITY/STAKEHOLDER OUTREACH AND INVOLVEMENT:

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

BUDGET IMPACT:

Total Cost:
N/A

Approved in current biennial budget: Yes No N/A

Budget Offer Number:
294

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:

Previous Contact(s)

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

Proposed Upcoming Contact(s)

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

Time Constraints:

Date: 6/23/2026

Meeting of: Committee of the Whole - Parks and Environmental Sustainability

File No. CM 26-372

Type: Committee Memo

N/A

ANTICIPATED RESULT IF NOT APPROVED:

N/A

ATTACHMENTS:

N/A