

City of Redmond



Agenda

Tuesday, January 9, 2024

4:30 PM

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

Committee of the Whole - Finance, Administration, and Communications

Committee Members

Vanessa Kritzer, President

Jessica Forsythe, Vice President

Jeralene Anderson

Steve Fields

Angie Nuevacamina

Osman Salahuddin

Melissa Stuart

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

AGENDA

ROLL CALL

1. Approve Addition of Projects to the 2023-2028 Capital [CM 23-647](#)
Investment Program

[Attachment A: Fund Impacts](#)

[Attachment B: Reservoir Park Water Tank Repairs Project Info Sheet](#)

[Attachment C: Bellevue Joint Use NE 40th Transfer Switch PIS](#)

[Attachment D: Fire Station 17 Siding Replacement Project Info Sheet](#)

Department: Public Works, 5 minutes

Requested Action: Consent, January 16

2. Confirmation of Member Appointment to Community [CM 24-660](#)
Facilities District (CFD) 2014-1

Department: Executive, 5 minutes

Requested Action: Consent, January 16

3. Confirmation of Member Appointment to Community [CM 24-661](#)
Facilities District (CFD) 2016-1

Department: Executive, 5 minutes

Requested Action: Consent, January 16

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: 1/9/2024

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

File No. CM 23-647

Type: Committee Memo

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

FROM: Mayor Angela Birney

DEPARTMENT DIRECTOR CONTACT(S):

Public Works	Aaron Bert	425-556-2786
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DEPARTMENT STAFF:

Public Works	Tess Wilkinson	Capital Projects Planner
Public Works	Seven Gibbs	Acting Capital Division Manager

TITLE:

Approve Addition of Projects to the 2023-2028 Capital Investment Program

OVERVIEW STATEMENT:

Public Works is seeking changes to the existing 2023-2028 CIP and is requesting Council add the following projects to the approved CIP: Reservoir Park Water Tank Repairs, Bellevue Joint Use 40th Reservoir Transfer Switch, and Fire Station 17 Siding Replacement.

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

REQUESTED ACTION:

☐ **Receive Information**

☒ **Provide Direction**

☐ **Approve**

REQUEST RATIONALE:

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

OUTCOMES:

These CIP additions are necessary to align the capital delivery workplan and expected spending with the appropriate

approved funding sources.

- **Reservoir Park Water Tank Repairs:** The water tank is located under the tennis/pickleball courts at Reservoir Park on NE 95th St. Because of the upcoming sports court replacement at the park, an inspection and structural analysis of the water tank was performed. The tank was determined to be structurally sound but in need of a new liner. Changes to site drainage around the tank were also recommended. This project will repair identified deficiencies with the existing water tank. The estimated project cost is \$735,000 and will be funded out of the Water CIP fund balance.
- **Bellevue Joint Use 40th Reservoir Transfer Switch:** The 40th St. Reservoir is jointly owned with the City of Bellevue. In our joint use agreement for this facility, Bellevue is responsible for overseeing the maintenance and operation of this reservoir. It was discovered by Bellevue through routine maintenance inspections that an emergency power switch needs to be replaced. All work will be managed by Bellevue. Redmond's portion of the costs for this project is \$102,000 which will be funded out of the Water CIP fund balance.
- **Fire Station 17 Siding Replacement:** During routine inspection, Facilities staff discovered moisture intrusion behind the siding of the building which is causing the siding to fail. Facilities staff is recommending replacement of the siding to prevent further damage to the building envelope. Work on this project will include replacement of weather barrier, flashing and the removal and replacement of the exterior siding. Estimated cost is \$1,119,620 and will be funded out of Real Estate Excise Tax (REET).

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:

\$1,956,620

Approved in current biennial budget:

☐ Yes

☒ No

☐ N/A

Budget Offer Number:

CIP

Budget Priority:

Healthy and Sustainable

Safe and Resilient

Other budget impacts or additional costs:

☐ Yes

☒ No

☐ N/A

Date: 1/9/2024

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

File No. CM 23-647

Type: Committee Memo

If yes, explain:

N/A

Funding source(s):

General Government, Water CIP

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
1/16/2024	Business Meeting	Approve

Time Constraints:

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

ANTICIPATED RESULT IF NOT APPROVED:

If new projects are not approved, the delay in critical repairs to Fire Station 17 could result in further damage to the building. The schedule for replacement of Reservoir Park's sports court would also be impacted, causing the courts to remain closed longer than anticipated.

ATTACHMENTS:

Attachment A - Fund Impacts

Attachment B - Reservoir Park Water Tank Repairs Project Info Sheet

Attachment C - Bellevue Joint Use 40th Reservoir Transfer Switch Project Info Sheet

Attachment D - Fire Station 17 Siding Replacement Project Info Sheet

	Funding Requests
General Government CIP	\$1,119,620
Wastewater CIP	\$837,000
Total	<u>\$1,956,620</u>

CIP Project Information Sheet

Project Name: Reservoir Park Water Tank Repairs

Project Status: New

Functional Area(s): Water

Relevant Plan(s): Water System Plan, PARCC Plan

Neighborhood: Education Hill

Location: 16317 NE 95th Sreet

Description:

Inspection of existing water tank and repair of any issues identified. Installation of new liner and site drainage improvements.

Time Frame: 2023 - 2024

Budget Priority: Healthy and Sustainable

Citywide Rank:

Functional Area Priority:

Anticipated Outcomes: **Primary:** Asset Protection

Secondary:

Estension of the useful life of existing asset

Request: **Primary Reason(s):** New Project

Replacement of sports court that sits on top of this tank was approved in the 2023-2028 CIP budget projectss. Functional Area requested an inspection of the tank and repair of any items identified prior to replacement of the sports court.

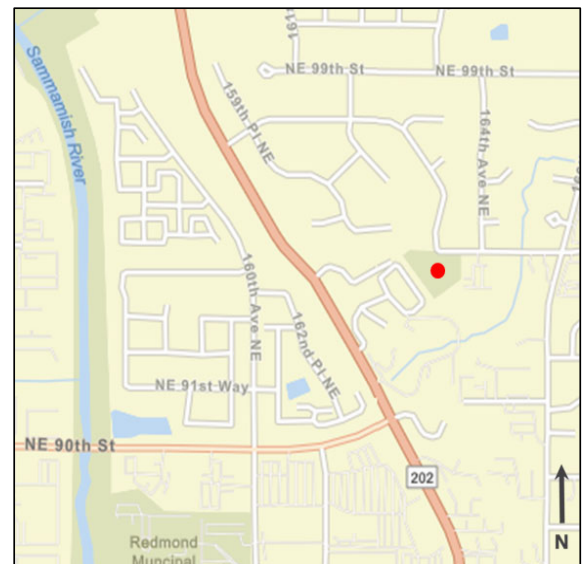
Proposed Budget:	Prior	2023	2024	2025	2026	2027	2028	Future	Total
Proposed Budget		\$53,850	\$323,969	\$357,181					\$735,000

Project Phasing:	Prior	2023	2024	2025	2026	2027	2028	Future	Total
Preliminary Design (0-30%)		\$30,437							\$30,437
Right of Way			\$9,000						\$9,000
Design (31-100%)			\$104,837						\$104,837
Construction			\$106,856	\$263,530					\$370,386
Contingency		\$23,413	\$103,276	\$93,651					\$220,340
Total		\$53,850	\$323,969	\$357,181					\$735,000

Estimated M&O Impacts:	Prior	2023	2024	2025	2026	2027	2028	Future	Total
Cost									

Explanation:

Proposed Funding Sources:	Prior	2023-2028	Future	Total
Water CIP		\$735,000		\$735,000
Total		\$735,000		\$735,000





CIP Project Information Sheet

Project Name: Bellevue NE 40th Reservoir Power Transfer Switch

Project Status: New

Functional Area(s): Water

Relevant Plan(s): Water System Plan

Neighborhood: Willows & Rose Hill

Location: NE 40th Street in Bellevue

Time Frame: 2023

Budget Priority:

Citywide Rank:

Functional Area Priority: High

Description:

Replace the emergency power transfer switch. Project requires a specialty contractor because there is no disconnect between PSE and transfer switch.

Anticipated Outcomes: **Primary:** Repair

Secondary:

Power transfer switch operates successfully during a power outage, maintaining water service.

Request: **Primary Reason(s):** New Project

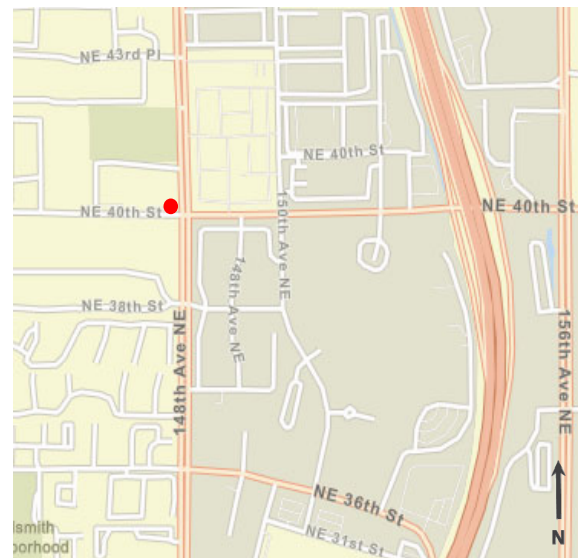
Proposed Budget:	Prior	2023	2024	2025	2026	2027	2028	Future	Total
Proposed Budget		\$102,000							\$102,000

Project Phasing:	Prior	2023	2024	2025	2026	2027	2028	Future	Total
Preliminary Design (0-30%)									
Right of Way									
Design (31-100%)									
Construction		\$102,000							\$102,000
Contingency									
Total		\$102,000							\$102,000

Estimated M&O Impacts:	Prior	2023	2024	2025	2026	2027	2028	Future	Total
Cost									

Explanation:

Proposed Funding Sources:	Prior	2023-2028	Future	Total
Water CIP		\$102,000		\$102,000
Total		\$102,000		\$102,000





CIP Project Information Sheet

Project Name: Fire Station 17 Siding Replacement - Alternative option

Project Status: New

Functional Area(s): Facilities

Relevant Plan(s):

Neighborhood: Education Hill

Location: 16917 NE 116th Street

Time Frame: 2023-2024

Budget Priority: Safe and Resilient

Citywide Rank:

Functional Area Priority:

Description:

Replacement of failing exterior siding, including installation of weather barrier, flashing, and rain screens.

Anticipated Outcomes: Primary:

Secondary:

Prevent potential damage from failing exterior siding and extend the life span of the fire station.

Request: **Primary Reason(s):** New Project

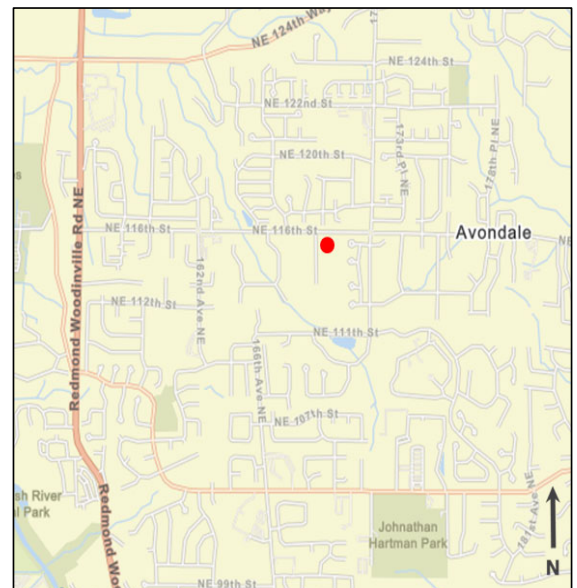
Proposed Budget:	Prior	2023	2024	2025	2026	2027	2028	Future	Total
Proposed Budget		\$177,426	\$942,194						\$1,119,620

Project Phasing:	Prior	2023	2024	2025	2026	2027	2028	Future	Total
Preliminary Design (0-30%)		\$67,299							\$67,299
Right of Way									
Design (31-100%)		\$33,650	\$100,949						\$134,599
Construction			\$611,815						\$611,815
Contingency		\$76,477	\$229,430						\$305,907
Total		\$177,426	\$942,194						\$1,119,620

Estimated M&O Impacts:	Prior	2023	2024	2025	2026	2027	2028	Future	Total
Cost									

Explanation:

Proposed Funding Sources:	Prior	2023-2028	Future	Total
Real Estate Excise Tax		\$1,119,620		\$1,119,620
Total		\$1,119,620		\$1,119,620





Memorandum

Date: 1/9/2024

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

File No. CM 24-660

Type: Committee Memo

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

FROM: Mayor Angela Birney

DEPARTMENT DIRECTOR CONTACT(S):

Executive	Malisa Files	425-556-2166
Finance	Kelley Cochran	425-556-2748

DEPARTMENT STAFF:

N/A	N/A	N/A
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TITLE:

Confirmation of Member Appointment to Community Facilities District (CFD) 2014-1

OVERVIEW STATEMENT:

Confirm Council appointment of Councilmember Osman Salahuddin to the Community Facilities District (CFD) No. 2014-1 Board of Supervisors. Councilmember Salahuddin will complete the term of former Councilmember Carson that expires in August 2024.

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

REQUESTED ACTION:

☐ **Receive Information**

☒ **Provide Direction**

☐ **Approve**

REQUEST RATIONALE:

- **Relevant Plans/Policies:**
Community Facilities District (CFD) 2014-1 Formation and Commitment to Fund documentation.
- **Required:**
Community Facilities Districts are governed under RCW 36.145.
- **Council Request:**
N/A
- **Other Key Facts:**
N/A

OUTCOMES:

On August 19, 2014, the Redmond City Council appointed the Board of Supervisors for the newly formed CFD 2014-1.

Members first appointed to the board of supervisors serve for one and two years respectively from the date of their appointments, after which the term of office for each supervisor is three years or until a successor is appointed. The CFD 2014-1 Board of Supervisors is made up of three members of the Redmond City Council and two Microsoft representatives.

The August 19, 2014, City Council action appointed the following CFD 2016-1 supervisors to one-year terms:

- Kim Allen, City Council
- Don Marcy, Vice President, Cairncross & Hemplemann

The following CFD 2014-1 supervisors were appointed two-year terms:

- Hank Margeson, City Council
- John Stilin, City Council
- Jim Stanton, AICP, Senior Community Affairs Manager, Microsoft

Since initial appointments the following actions have occurred:

In August 2015, Council approved reappointment of one-year termed members Kim Allen & Don Marcy to their first full three-year term, ending August 2018.

In July 2016, Council approved reappointment of two-year termed members Hank Margeson, John Stilin and Jim Stanton to their first full three-year term, ending August 2019.

In February 2017, the Council appointed David Carson to serve on the Board of Supervisors for the remainder of Councilmember Allen's term.

In January 2018, the Council appointed Angela Birney to serve on the Board of Supervisors for the remainder of Councilmember Stilin's term.

On June 19, 2018, Council approved reappointment of members Don Marcy and David Carson to a three-year term.

On February 18, 2020, Redmond City Council approved On February 18, 2020, Council approved appointment of Council President Tanika Padhye and Councilmember Vanessa Kritzer to serve on the Board of Supervisors beginning immediately to complete the remainder of the current terms.

On August 17, 2021, the Redmond City Council approved the appointment of Marcia Jones to serve out Supervisor Stanton's term and reappointed David Carson and Donald Marcy to new three-year terms.

On September 6, 2022, the Redmond City Council approved the reappointment of Council Vice President Vanessa Kritzer, Councilmember Melissa Stuart and Marcia Jones Microsoft's Senior Real Estate and Land Use Manager to serve to serve on the Board of supervisors for a three-year term.

Per this action the Redmond City Council will confirm Councilmember Osman Salahuddin to complete the three-year term of former Councilmember Carson that expires on August 17, 2024, at which time reappointments will occur.

COMMUNITY/STAKEHOLDER OUTREACH AND INVOLVEMENT:

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

Date: 1/9/2024

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

File No. CM 24-660

Type: Committee Memo

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:

Vibrant and Connected; Healthy and Sustainable

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
1/16/2024	Business Meeting	Approve

Time Constraints:

Appointments to the CFD Board of Supervisors should be done as soon as possible to ensure a full quorum of the Board.

ANTICIPATED RESULT IF NOT APPROVED:

Date: 1/9/2024

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

File No. CM 24-660

Type: Committee Memo

If the appointment of a new Board of Supervisor member is not approved, the CFD will still be able to function. However, only having two Councilmembers appointed to the CFD will be in violation of the foundational documents.

ATTACHMENTS:

N/A



Memorandum

Date: 1/9/2024

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

File No. CM 24-661

Type: Committee Memo

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

FROM: Mayor Angela Birney

DEPARTMENT DIRECTOR CONTACT(S):

Executive	Malisa Files	425-556-2166
Finance	Kelley Cochran	425-556-2748

DEPARTMENT STAFF:

N/A	N/A	N/A
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TITLE:

Confirmation of Member Appointment to Community Facilities District (CFD) 2016-1

OVERVIEW STATEMENT:

Confirm Council appointment of Councilmember Osman Salahuddin to the Community Facilities District (CFD) No. 2016-1 Board of Supervisors. Councilmember Salahuddin will complete the term of former Councilmember Carson that expires in June 2024.

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

REQUESTED ACTION:

☐ **Receive Information**

☒ **Provide Direction**

☐ **Approve**

REQUEST RATIONALE:

- **Relevant Plans/Policies:**
Community Facilities District (CFD) 2016-1 Formation and Commitment to Fund documentation.
- **Required:**
Community Facilities Districts are governed under RCW 36.145.
- **Council Request:**
N/A
- **Other Key Facts:**
N/A

OUTCOMES:

On June 21, 2016, the City Council appointed the Board of Supervisors for the newly formed CFD 2016-1. Members first

appointed to the board of supervisors serve for one and two years respectively from the date of their appointments, after which the term of office for each supervisor is three years or until a successor is appointed. The CFD 2016-1 Board of Supervisors is made up of three members of the Redmond City Council and two Microsoft representatives.

The June 21, 2016, City Council action appointed the following CFD 2016-1 supervisors to one year terms:

- Kim Allen, City Council
- Don Marcy, Vice President, Cairncross & Hemplemann

The following CFD 2016-1 supervisors were appointed two-year terms:

- Hank Margeson, City Council
- John Stilin, City Council
- Jim Stanton, AICP, Senior Community Affairs Manager, Microsoft

On February 2017, the Council appointed David Carson to serve on the Board of Supervisors for the remainder of Councilmember Allen's term, expiring June 20, 2017.

On June 20, 2017, Council approved reappointment of one-year termed members (David Carson and Don Marcy).

In January 2018, the Council appointed Angela Birney to serve on the Board of Supervisors for the remainder of Councilmember Stilin's term, expiring June 30, 2018.

On June 19, 2018, Council approved reappointment of two-year termed members Hank Margeson, Jim Stanton and Angela Birney to their first full three-year term, expiring June 30, 2021, or once a successor is appointed.

On February 18, 2020, Council approved appointment of Council President Tanika Padhye and Councilmember Vanessa Kritzer to serve on the Board of Supervisors beginning immediately and will complete the remainder of the current terms for CFD for CFD 2016-1.

On August 17, 2021, Redmond City Council approved the reappointments of all Board members for staggered terms.

Per this action the Redmond City Council will confirm Councilmember Osman Salahuddin to complete the three-year term of former Councilmember Carson that expires on June 30, 2024, at which time reappointments will occur.

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

Date: 1/9/2024

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

File No. CM 24-661

Type: Committee Memo

Approved in current biennial budget:

☐ Yes

☐ No

☒ N/A

Budget Offer Number:

N/A

Budget Priority:

Vibrant and Connected; Healthy and Sustainable

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
1/16/2024	Business Meeting	Approve

Time Constraints:

Appointments to the CFD Board of Supervisors should be done as soon as possible to ensure a full quorum of the Board.

ANTICIPATED RESULT IF NOT APPROVED:

If the appointment of a new Board of Supervisor member is not approved, the CFD will still be able to function. However, only having two Councilmembers appointed to the CFD will be in violation of the foundational documents.

ATTACHMENTS:

N/A