



## Memorandum

**Date:** 3/4/2025  
**Meeting of:** City Council

**File No.** AM No. 25-019  
**Type:** Consent Item

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

Executive	Lisa Maher	425.556.2427
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**DEPARTMENT STAFF:**

Executive	Jenny Lybeck	Sustainability Manager
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**TITLE:**

Approval of Consultant Services Agreement, with Kim Lundgren Associates, Inc., in the Amount of \$140,000, to Support the Update of the 2020 Environmental Sustainability Action Plan

**OVERVIEW STATEMENT:**

The City of Redmond (City) is updating the 2020 Environmental Sustainability Action Plan (Plan) in alignment with the Redmond 2050 Climate Resilience and Sustainability Element. The City issued a request for proposals (Attachment B) to support the Plan update, including technical, facilitation, and outreach. Kim Lundgren and Associates, Inc. was identified as the top proposal and is being recommended for approval.

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

**REQUESTED ACTION:**

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

**REQUEST RATIONALE:**

- **Relevant Plans/Policies:**  
2020 Environmental Sustainability Action Plan, Climate Emergency Declaration, Redmond 2050
- **Required:**  
Council approval is required for contracts that exceed \$50,000.
- **Council Request:**  
N/A
- **Other Key Facts:**  
The 2020 Environmental Sustainability Action Plan the City committed to refresh the document every five years to realign with new polices, integrate new technologies, and respond to key performance indicator trends.

**OUTCOMES:**

The consultant will support the updated Environmental Sustainability Action Plan, which will outline a five-year workplan and long-term roadmap for city and community decision-making that advances Redmond's pursuit of holistic sustainability and high quality of life. The updated Plan is expected to include:

- A prioritized and concise action-oriented workplan that includes specific City of Redmond targets, strategies, actions, and timelines for the next five years and beyond.
- Alignment with priorities from existing plans and strategies, including: Redmond 2050, Climate Emergency Declaration, 2025 Transportation Master Plan, Climate Vulnerability Assessment, City Operations Zero Carbon Strategy, etc.
- Feedback from innovative and inclusive community engagement and education efforts.
- A visually engaging and easy to understand plan that is relevant to multiple community perspectives and easily translatable to a variety of media for different audiences.

**COMMUNITY/STAKEHOLDER OUTREACH AND INVOLVEMENT:**

- **Timeline (previous or planned):**  
December 2024-December 2025
- **Outreach Methods and Results:**  
RFP Process - RFP 10856-24  
The scoping committee reviewed and scored five proposals through the Request for Proposals (RFP) process.
- **Feedback Summary:**  
N/A

**BUDGET IMPACT:**

**Total Cost:**  
\$140,000

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

**Budget Offer Number:**  
Service Enhancement #264

**Budget Priority:**  
Healthy and Sustainable

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

**Funding source(s):**  
General Fund

**Budget/Funding Constraints:**  
Grant funds are being used to support outreach and engagement work, outside of this scope of work. Those funds must be expended by June 30, 2025.

☐ **Additional budget details attached**

**COUNCIL REVIEW:**

**Previous Contact(s)**

Date	Meeting	Requested Action
12/3/2024	Business Meeting	Receive Information
2/25/2025	Committee of the Whole - Parks and Environmental Sustainability	Provide Direction

**Proposed Upcoming Contact(s)**

Date	Meeting	Requested Action
5/13/2025	Study Session	Provide Direction

**Time Constraints:**

A prompt approval will allow the City to initiate the project and align with grant funded education and outreach efforts.

**ANTICIPATED RESULT IF NOT APPROVED:**

Delay in project and plan adoption.

**ATTACHMENTS:**

Attachment A: Contract

Attachment B: Request for Proposals