

# City of Redmond



## Agenda

Tuesday, May 14, 2024

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 - Finance, Administration, and Communications**

### **Committee Members**

*Steve Fields, Presiding Officer*

*Jeraloe Anderson*

*Jessica Forsythe*

*Vanessa Kritzer*

*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. Capacity Increase for On-Call Groundwater Monitoring, [CM 24-231](#)  
Habitat Monitoring, and Water/Wastewater Engineering  
Services Agreements

*Department: Public Works, 5 minutes*

*Requested Action: Consent, June 4th*

2. 2023-2024 BTIP Project Update [CM 24-222](#)  
[Attachment A: 2023-2024 BTIP Project Review Summary](#)  
[Attachment B: Additional Background- Expected Outcomes and Benefits](#)  
[for 2023-2024 BTIP Projects](#)

*Department: Technology and Information Services, 15 minutes*

*Requested Action: Informational*

3. 2024 City Council Outreach Activities [CM 24-225](#)  
*Department: Executive, 15 minutes*  
*Requested Action: Informational*

4. Southeast Redmond Neighborhood Park WWRP Grant [CM 24-226](#)  
Resolution  
[Attachment A: Authorization Resolution](#)

*Department: Finance/Parks and Recreation, 5 minutes*

*Requested Action: Consent, May 21st*

5. Purchasing Process Overview and Process Improvements [CM 24-192](#)  
*Department: Finance, 10 minutes*  
*Requested Action: Consent, June 4th*

6. 2025-2026 Budget Process Monthly Update [CM 24-183](#)  
*Department: Finance, 15 minutes*  
*Requested Action: Informational*

ADJOURNMENT

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



## Memorandum

**Date:** 5/14/2024

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

**File No.** CM 24-231

**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	Chris Stenger	Deputy Director
Public Works	Emily Flanagan	Interim Utilities Engineering Manager
Public Works	Tom Hardy	Environmental Scientist

**TITLE:**

Capacity Increase for On-Call Groundwater Monitoring, Habitat Monitoring, and Water/Wastewater Engineering Services Agreements

**OVERVIEW STATEMENT:**

To continue using three existing on-call agreements through 2024, additional capacity will need to be added to the on-call agreements for groundwater monitoring (\$100,000 - Landau Associates), habitat monitoring (\$125,000 - Herrera Environmental Consultants) and water/wastewater engineering services (\$250,000 - BHC Consultants). The increase in capacity will allow staff to use the agreements for work throughout 2024.

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

**REQUESTED ACTION:**

☐ **Receive Information**

☒ **Provide Direction**

☐ **Approve**

**REQUEST RATIONALE:**

- **Relevant Plans/Policies:**  
Utilities Strategic Plan
- **Required:**  
Contracts greater than \$50,000 require Council approval.
- **Council Request:**  
N/A
- **Other Key Facts:**  
We have expended the current amounts on the three contracts because of a combination of reduced staff

capacity, unanticipated use of on-calls, and on-going work on plan development. Extending the end date for these contracts allows for more work than originally anticipated.

These on-call contracts support on-going work like the depth to water monitoring events. Extending the on-call contract end date allows more contracting capacity to get through the additional length of time. The increase in the groundwater on-call with Landau will make up for vacant staff positions.

The increase in the habitat monitoring on-call contract with Herrera is necessary because the city needed to switch consultants on 40<sup>th</sup> Street monitoring due to inadequate performance by the original consultant. The monitoring on-call contract will also be used to support the surface water monitoring program, gage data support, and permit required monitoring work.

The increase in the water and wastewater engineering services on-call agreement with BHC is to support sewer modeling, flow monitoring, and the lift station 52 and 53 pump replacement projects.

Most Public Works on-call agreements expire at the end of 2024, including the three agreements associated with this memo. Public Works will be advertising for new on-call contracts this fall that will start in January 2025.

#### **OUTCOMES:**

The city benefits from using on-call agreements because of the contracting efficiencies they provide. The three on-call agreements have already been through the selection and approval process and the increase in capacity will allow Public Works monitoring and modeling work to continue through 2024.

Council's approval will expand the amount that can be charged against the agreements. Individual projects and programs have the budget in place to fund the work.

#### **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:**

A total of \$475,000 will be added to the agreements to support existing capacity on the on-call contracts.

**Approved in current biennial budget:**

☒ **Yes**

☐ **No**

☐ **N/A**

**Date:** 5/14/2024

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

**File No.** CM 24-231

**Type:** Committee Memo

**Budget Offer Number:**

0000002, 0000003, 0000147

**Budget Priority:**

Healthy and Sustainable, Safe and Reliable Drinking Water, Wastewater Management

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

**If yes, explain:**

N/A

**Funding source(s):**

Stormwater Utility Fund, Water and Sewer Funds, Groundwater 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
6/4/2024	Business Meeting	Approve

**Time Constraints:**

Work scheduled for 2024 will need increase in capacity to move forward.

**ANTICIPATED RESULT IF NOT APPROVED:**

Required habitat monitoring, groundwater monitoring and maintenance, and sewer flow monitoring and modeling work will be delayed.

**ATTACHMENTS:**

N/A



## Memorandum

**Date:** 5/14/2024

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

**File No.** CM 24-222

**Type:** Committee Memo

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

**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	Carmen Hall	PMO Manager, TIS
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**TITLE:**

2023-2024 BTIP Project Update

**OVERVIEW STATEMENT:**

Technology and Information Services (TIS) Project Management Office (PMO) will update the City Council on the current status of the 2023-2024 budget-approved BTIP projects. This update will cover the current status and budget outlook.

☒ **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:**

n/a

- **Other Key Facts:**

TIS provides quarterly updates to the Mayor and Council on work happening within the department

**OUTCOMES:**

n/a

Date: 5/14/2024

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

File No. CM 24-222

Type: Committee Memo

**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
N/A	Item has not been presented to Council	N/A

**Proposed Upcoming Contact(s)**

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

**Time Constraints:**



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**Date:** 5/14/2024

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

**File No.** CM 24-222

**Type:** Committee Memo

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n/a

**ANTICIPATED RESULT IF NOT APPROVED:**

n/a

**ATTACHMENTS:**

Attachment A: 2023-2024 BTIP Project Review Summary

Attachment B: Additional Background- Expected Outcomes and Benefits for 2023-2024 BTIP Projects

# 2023-2024 BTIP Project Review



Project Name	Department	Project Status	Budget	Estimated spend through 2024	Budget Trend
Lucity - Bar Coding	Public Works	Cancelled	\$16,000	n/a	n/a
Audio/Visual (A/V) Infrastructure - Citywide Conference Rooms	Citywide	Complete	\$1,125,000	TBD	Within Budget
Parks Registration/Activenet Replacement	Parks	Complete	\$330,000	\$233,687	Within Budget
Springbrook	Finance	Complete	\$219,058	\$151,707	Within Budget
Police Training Room Technology Upgrade	Police	Complete	\$90,000	\$17,199	Within Budget
Case Management Software for Homeless Outreach	Planning	Complete	\$33,250	\$23,871	Within Budget
Dynamics 365 (D365)	Finance	Ph2 In Flight	\$6,289,639	\$4,634,262	Within Budget
Workforce Management (WFM) - Phase 2	Human Resources	In Flight	\$2,451,190	\$667,812	Within Budget
Capital Investment Program - Project/Portfolio Management Tool (PPM)	Public Works	In Flight	\$1,195,000	\$383,075	Within Budget
Development Services Platform Modernization (Energov)	Planning	In Flight	\$770,000	\$210,000	n/a
Environmental Sustainability Data Collection Platform	Executive	In Flight	\$250,000	\$38,513	n/a
Assetworks Data Management	Public Works	In Flight	\$186,920	\$94,327	Within Budget
LifeCycle Assessment Tool	Executive	In Flight*	\$400,000	n/a	n/a
Windows 10 Replacement	TIS	In Flight	\$125,000	\$111,800	Watch
Council Chambers Audio/Visual (A/V) Technology Upgrade	Executive	Not Started	\$565,000	n/a	n/a
Energov Interactive Voice Response (IVR)	Planning	Not Started	\$120,000	n/a	n/a
Lucity Cloud Migration	Public Works	Not Started	\$75,000	n/a	n/a
* Included as part of Capital Investment Program PPM project					

## **Additional Background: Expected Outcomes and Benefits for 2023-2024 BTIP Projects**

Audio/Visual (A/V) Infrastructure - Citywide Conference Rooms: addition of Microsoft Teams functionality to conference rooms, improving communication and collaboration in meetings.

Environmental Sustainability Data Collection Platform – enhancements of City data systems to track and inform on progress towards sustainability goals.

Lifecycle Assessment Tool – measurement the environmental impacts of City processes and projects to better inform future City decisions and lessen environmental impacts.

Council Chambers Audio/Visual (A/V) Technology Upgrade – updates of Council Chambers to improve communications by providing better audio hearing support as well as TV/Online visual support as per Americans with Disabilities Act (ADA).

Springbrook - migration of our utility billing systems from an on-premise installation to a Cloud installation in order to increase security and stability for our customers.

Dynamics 365 (D365) - migration of an end-of-life solution to a new, cloud hosted, platform in to provide opportunities to streamline of finance related processes and data analytics and improve integrations.

Workforce Management (WFM) - Phase 2 – implementation of a new system to integrate HR Management, Payroll, and Timekeeping into an integrated platform allowing for process automation and better user experience.

Parks Registration/Activenet Replacement – implementation of a new system to better support the management of registration fees in line with the City's cost recovery model and allow for Finance integration with D365.

Case Management Software for Homeless Outreach - implementation of an electronic case management system replaces the current manual tracking and hard copy data collection associated with the homeless outreach program, improving reporting and the overall effectiveness.

Energov Interactive Voice Response (IVR) - upgrade of the City IVR to improve the speed, clarity, and accuracy of permit requests and plan reviews scheduled via phone.

Development Services Platform Modernization (Energov) – upgrade and shift the platform to a cloud-based solution to modernize support and to improve the process and scope of permitting processes.

Police Training Room Technology Upgrade- upgrade of the training room for better visibility and Microsoft Teams functionality.

Lucity - Bar Coding – evaluate the use of bar coding for assets such as signs and traffic lights for more efficient reporting and monitoring of City assets.

Lucity Cloud Migration – migration to a cloud-based solution to reduce cost of physical hardware maintenance and software licensing.

Assetworks Data Management – migration to a cloud-based solution to reduce cost of physical hardware maintenance and software licensing as well as deploy data collection technology for City Fleet vehicles in order to better track and monitor City assets.

Capital Investment Program - Project/Portfolio Management Tool (PPM) - standardize and automate business processes and improve upon the transparency and predictability in the delivery and management of the Capital Improvement Program (CIP) program at the portfolio and contract levels.

Windows 10 Replacement- upgrade end of life operating system on all client workstations with the newest version in order to keep current and within support contracts.



## Memorandum

**Date:** 5/14/2024

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

**File No.** CM 24-225

**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
Executive	Lisa Maher	425-556-2427

**DEPARTMENT STAFF:**

Executive	Derek Wing	425-556-5844
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**TITLE:**

2024 City Council Outreach Activities

**OVERVIEW STATEMENT:**

Executive Department staff will present an overview of City Council's participation options in Derby Days on July 13 and the Downtown Redmond Art Walk (DRAW) on September 19, as well as gain the Council's interest and direction around additional outreach activities.

☐ 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:**  
Community outreach opportunities requested by City Council.
- **Other Key Facts:**  
N/A

**OUTCOMES:**

Councilmembers will:

**Date:** 5/14/2024

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

**File No.** CM 24-225

**Type:** Committee Memo

- Be informed on a draft plan and provide feedback to staff for the Council Derby Days and Downtown Redmond Art Walk booth.
- Commit to volunteer shifts at both events and sign up via email with staff.
- Provide staff with clear direction on any desired additional outreach activities in 2024.

**COMMUNITY/STAKEHOLDER OUTREACH AND INVOLVEMENT:**

- **Timeline (previous or planned):**

May 14, 2024 - Discuss proposal and receive Council direction

July 13, 2024 - Derby Days

Aug. 19, 2024 - Downtown Redmond Art Walk (DRAW)

Additional dates to be determined based on meeting discussion and direction.

- **Outreach Methods and Results:**

Derby Days and the Downtown Redmond Art Walk will be heavily promoted via the City's various communication channels. Councilmembers are encouraged to invite their networks to come see them at the Council booth.

- **Feedback Summary:**

N/A

**BUDGET IMPACT:**

**Total Cost:**

Budget: \$2,500

**Approved in current biennial budget:**

☒ Yes

☐ No

☐ N/A

**Budget Offer Number:**

00026

**Budget Priority :**

Strategic and Responsive and Vibrant and Connected

**Other budget impacts or additional costs:**

☐ Yes

☒ No

☐ N/A

*If yes, explain:*

N/A

**Funding source(s):**

General Fund

**Budget/Funding Constraints:**

N/A

☐ Additional budget details attached

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**Date:** 5/14/2024

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

**File No.** CM 24-225

**Type:** Committee Memo

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**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:**

As Derby Days is July 13, any specific requests or direction from Council will need to be finalized at this meeting to incorporate prior to the event.

**ANTICIPATED RESULT IF NOT APPROVED:**

N/A

**ATTACHMENTS:**

N/A



## Memorandum

**Date:** 5/14/2024

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

**File No.** CM 24-226

**Type:** Committee Memo

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

**FROM:** Mayor Angela Birney

**DEPARTMENT DIRECTOR CONTACT(S):**

Parks	Loreen Hamilton	425-556-2336
Finance	Kelley Cochran	425-556-2748

**DEPARTMENT STAFF:**

Parks	Cameron Zapata	Senior Park Planner
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**TITLE:**

Southeast Redmond Neighborhood Park WWRP Grant Resolution

**OVERVIEW STATEMENT:**

Approve a resolution (Attachment A) authorizing application for 2022 Washington Wildlife and Recreation Program (WWRP) grant for \$500,000 to assist in funding Southeast Redmond Neighborhood Park construction.

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

**REQUESTED ACTION:**

☐ **Receive Information**

☒ **Provide Direction**

☐ **Approve**

**REQUEST RATIONALE:**

- **Relevant Plans/Policies:**  
Parks, Arts, Recreation, Culture and Conservation Master (PARCC) Plan  
Southeast Redmond Neighborhood Park Master Plan  
Redmond Comprehensive Plan
- **Required:**  
Council approval of the resolution is part of the grant application package.
- **Council Request:**  
N/A
- **Other Key Facts:**  
Final application submittal is June 16, 2024, this is coming forward to meet that deadline.

**OUTCOMES:**



**Date:** 5/14/2024

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

**File No.** CM 24-226

**Type:** Committee Memo

With this grant, the City of Redmond will develop the 3.2-acre Southeast Redmond Park in the City of Redmond community park. The goal is to transform the vacant, grassy field into a neighborhood hub of gathering, activity, and play by installing community-identified amenities. The primary outdoor recreation opportunities provided are active recreation, including playground play, pickleball, basketball, and walking, with some passive recreation, including picnicking, nature viewing, and relaxing outdoors. Applying for this grant will allow design and construction of this community priority.

**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:**

There is no cost beyond staff time for grant proposal, the overall project budget is \$5,398,177

**Approved in current biennial budget:**

☐ Yes

☒ No

☐ N/A

**Budget Offer Number:**

CIP

**Budget Priority:**

Vibrant & Connected

**Other budget impacts or additional costs:**

☒ Yes

☐ No

☐ N/A

***If yes, explain:***

This project has been proposed for the upcoming CIP process. RCO grant cycles only come every two years so staff identified this cycle for application.

**Funding source(s):**

Parks CIP

**Budget/Funding Constraints:**

N/A

☐ Additional budget details attached

**COUNCIL REVIEW:**

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**Date:** 5/14/2024

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

**File No.** CM 24-226

**Type:** Committee Memo

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**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
5/21/2024	Business Meeting	Approve

**Time Constraints:**

The Authorizing Resolution is a requirement of the application for an WWRP RCO grant and is due by June 16, 2024.

**ANTICIPATED RESULT IF NOT APPROVED:**

Staff would need to withdraw RCO grant application.

**ATTACHMENTS:**

Attachment A: RCO Applicant Authorization Resolution

Attachment B: RCO Sample Project Agreement



## Applicant Resolution/Authorization

Organization Name (sponsor) \_\_\_\_\_

Resolution No. or Document Name \_\_\_\_\_

Project(s) Number(s), and Name(s) \_\_\_\_\_

This resolution/authorization authorizes the person(s) identified below (in Section 2) to act as the authorized representative/agent on behalf of our organization and to legally bind our organization with respect to the above Project(s) for which we seek grant funding assistance managed through the Recreation and Conservation Office (Office).

WHEREAS, grant assistance is requested by our organization to aid in financing the cost of the Project(s) referenced above;

NOW, THEREFORE, BE IT RESOLVED that:

1. Our organization has applied for or intends to apply for funding assistance managed by the Office for the above "Project(s)."
2. Our organization authorizes the following persons or persons holding specified titles/positions (and subsequent holders of those titles/positions) to execute the following documents binding our organization on the above projects:

Grant Document	Name of Signatory or Title of Person Authorized to Sign
Grant application (submission thereof)	
Project contact (day-to-day administering of the grant and communicating with the RCO)	
RCO Grant Agreement (Agreement)	
Agreement amendments	
Authorizing property and real estate documents (Notice of Grant, Deed of Right or Assignment of Rights if applicable). These are items that are typical recorded on the property with the county.	

The above persons are considered an "authorized representative(s)/agent(s)" for purposes of the documents indicated. Our organization shall comply with a request from the RCO to provide documentation of persons who may be authorized to execute documents related to the grant.

3. Our organization has reviewed the sample RCO Grant Agreement on the Recreation and Conservation Office's WEB SITE at: <https://rco.wa.gov/wp-content/uploads/2019/06/SampleProjAgreement.pdf>. We understand and acknowledge that if offered an agreement to sign in the future, it will contain an indemnification and legal venue stipulation and other terms and conditions substantially in the form contained in the sample Agreement and that such terms and conditions of any signed Agreement shall be legally binding on the sponsor if our representative/agent enters into an Agreement on our behalf. The Office reserves the right to revise the Agreement prior to execution.
4. Our organization acknowledges and warrants, after conferring with its legal counsel, that its authorized representative(s)/agent(s) have full legal authority to act and sign on behalf of the organization for their assigned role/document.
5. Grant assistance is contingent on a signed Agreement. Entering into any Agreement with the Office is purely voluntary on our part.
6. Our organization understands that grant policies and requirements vary depending on the grant program applied to, the grant program and source of funding in the Agreement, the characteristics of the project, and the characteristics of our organization.
7. Our organization further understands that prior to our authorized representative(s)/agent(s) executing any of the documents listed above, the RCO may make revisions to its sample Agreement and that such revisions could include the indemnification and the legal venue stipulation. Our organization accepts the legal obligation that we shall, prior to execution of the Agreement(s), confer with our authorized representative(s)/agent(s) as to any revisions to the project Agreement from that of the sample Agreement. We also acknowledge and accept that if our authorized representative(s)/agent(s) executes the Agreement(s) with any such revisions, all terms and conditions of the executed Agreement shall be conclusively deemed to be executed with our authorization.
8. Any grant assistance received will be used for only direct eligible and allowable costs that are reasonable and necessary to implement the project(s) referenced above.
9. [for Recreation and Conservation Funding Board Grant Programs Only] If match is required for the grant, we understand our organization must certify the availability of match at least one month before funding approval. In addition, our organization understands it is responsible for supporting all non-cash matching share commitments to this project should they not materialize.
10. Our organization acknowledges that if it receives grant funds managed by the Office, the Office will pay us on only a reimbursement basis. We understand reimbursement basis means that we will only request payment from the Office after we incur grant eligible and allowable costs and pay them. The Office may also determine an amount of retainage and hold that amount until all project deliverables, grant reports, or other responsibilities are complete.
11. **[for Acquisition Projects Only]** Our organization acknowledges that any property acquired with grant assistance must be dedicated for the purposes of the grant in perpetuity unless otherwise agreed to in writing by our organization and the Office. We agree to dedicate the property in a signed "Deed of Right" for fee acquisitions, or an "Assignment of Rights" for other than fee acquisitions (which documents will be based upon the Office's standard versions of those documents), to be recorded on the title of the property with the county auditor. Our organization acknowledges that any property

acquired in fee title must be immediately made available to the public unless otherwise provided for in policy, the Agreement, or authorized in writing by the Office Director.

12. **[for Development, Renovation, Enhancement, and Restoration Projects Only–If our organization owns the project property]** Our organization acknowledges that any property owned by our organization that is developed, renovated, enhanced, or restored with grant assistance must be dedicated for the purpose of the grant in perpetuity unless otherwise allowed by grant program policy, or Office in writing and per the Agreement or an amendment thereto.
13. **[for Development, Renovation, Enhancement, and Restoration Projects Only–If your organization DOES NOT own the property]** Our organization acknowledges that any property not owned by our organization that is developed, renovated, enhanced, or restored with grant assistance must be dedicated for the purpose of the grant as required by grant program policies unless otherwise provided for per the Agreement or an amendment thereto.
14. **[Only for Projects located in Water Resources Inventory Areas 1-19 that are applying for funds from the Critical Habitat, Natural Areas, State Lands Restoration and Enhancement, Riparian Protection, or Urban Wildlife Habitat grant categories; Aquatic Lands Enhancement Account; or the Puget Sound Acquisition and Restoration program, or a Salmon Recovery Funding Board approved grant]** Our organization certifies the following: the Project does not conflict with the Puget Sound Action Agenda developed by the Puget Sound Partnership under RCW 90.71.310.
15. This resolution/authorization is deemed to be part of the formal grant application to the Office.
16. Our organization warrants and certifies that this resolution/authorization was properly and lawfully adopted following the requirements of our organization and applicable laws and policies and that our organization has full legal authority to commit our organization to the warranties, certifications, promises and obligations set forth herein.

This resolution/authorization is signed and approved on behalf of the resolving body of our organization by the following authorized member(s):

Signed \_\_\_\_\_

Title \_\_\_\_\_ Date \_\_\_\_\_

On File at: \_\_\_\_\_

This Applicant Resolution/Authorization was adopted by our organization during the meeting held:  
(Local Governments and Nonprofit Organizations Only):

Location: \_\_\_\_\_ Date: \_\_\_\_\_

Washington State Attorney General's Office

Approved as to form Brian Toller 2/13/2020  
Assistant Attorney General Date

**You may reproduce the above language in your own format; however, text may not change.**



## Memorandum

**Date:** 5/14/2024

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

**File No.** CM 24-192

**Type:** Committee Memo

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

**FROM:** Mayor Angela Birney

**DEPARTMENT DIRECTOR CONTACT(S):**

Finance	Kelley Cochran	425-556-2748
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**DEPARTMENT STAFF:**

Finance	Debbie Keranova	Fiscal Services Manager
Finance	Adam O'Sullivan	Purchasing Supervisor

**TITLE:**

Purchasing Process Overview and Process Improvements

**OVERVIEW STATEMENT:**

Staff plan to bring this item to Study Session on May 28, 2024. The Study Session will be an opportunity to inform Council about existing purchasing policies, procedures, and process improvements efforts. This item will be introduced at the Committee of the Whole (FAC) meeting to ensure Council's interests are covered during the Study Session.

☐ **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:**  
N/A
- **Other Key Facts:**  
N/A

**OUTCOMES:**

Staff will provide Council with an overview of the Study Session materials listed below and seek feedback.

**Date:** 5/14/2024

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

**File No.** CM 24-192

**Type:** Committee Memo

- Introduction to Purchasing Division
- Procurement overview and requirements
- City policies and procedures
  - Obtaining quotes
  - Vendor procurement and solicitations
  - Purchase Orders and contracts
  - Approvals and signing limits
- Process improvement efforts
  - Recent improvements
  - Policy updates
  - Data collection
  - Reporting

**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**

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**Date:** 5/14/2024

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

**File No.** CM 24-192

**Type:** Committee Memo

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**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
5/28/2024	Study Session	Provide Direction

**Time Constraints:**

N/A

**ANTICIPATED RESULT IF NOT APPROVED:**

N/A

**ATTACHMENTS:**

N/A





## Memorandum

**Date:** 5/14/2024

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

**File No.** CM 24-183

**Type:** Committee Memo

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

**FROM:** Mayor Angela Birney

**DEPARTMENT DIRECTOR CONTACT(S):**

Finance	Kelley Cochran	425-556-2748
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**DEPARTMENT STAFF:**

Finance	Haritha Narra	Financial Planning Manager
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**TITLE:**

2025-2026 Budget Process Monthly Update

**OVERVIEW STATEMENT:**

Council will be provided with timely and consistent updates related to the development of the 2025-2026 budget. Updates will be provided monthly until final budget adoption and will cover the forecast, internal processes, and community involvement and engagement. Other updates will be provided as requested by Council or as needed by staff.

☐ **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:**  
N/A
- **Other Key Facts:**  
N/A

**OUTCOMES:**

The following information will be reviewed and discussed with Council:

1. Budget calendar update
  - a. June 25: All department updates

- b. July 9: CIP update
2. Process update
  - a. Baseline budget offers
  - b. Budgeting for Equity
3. Ongoing funding strategies:
  - a. Staff cost allocation update
  - b. Arts Program funding proposal
  - c. City Events Program funding proposal
  - d. Human Services Program funding proposal
4. Capital Investment Program (CIP) funding highlights and process update
5. Business Technology Program (BTIP) funding highlights and process update

**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:**

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**

**Date:** 5/14/2024

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

**File No.** CM 24-183

**Type:** Committee Memo

**COUNCIL REVIEW:**

**Previous Contact(s)**

Date	Meeting	Requested Action
2/13/2024	Committee of the Whole - Finance, Administration, and Communications	Provide Direction
2/27/2024	Study Session	Provide Direction
3/19/2024	Committee of the Whole - Public Safety and Human Services	Provide Direction
4/9/2024	Committee of the Whole - Finance, Administration, and Communications	Provide Direction
4/23/2024	Study Session	Provide Direction

**Proposed Upcoming Contact(s)**

Date	Meeting	Requested Action
6/11/2024	Committee of the Whole - Finance, Administration, and Communications	Provide Direction

**Time Constraints:**

N/A

**ANTICIPATED RESULT IF NOT APPROVED:**

N/A

**ATTACHMENTS:**

N/A