

City of Redmond



Agenda

Tuesday, January 23, 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 - Parks and Environmental Sustainability

Committee Members

Angie Nuevacamina, Presiding Officer

Jeraloe Anderson

Steve Fields

Jessica Forsythe

Vanessa Kritzer

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. Approval of 1.28 Full-Time Equivalent (FTE) Positions for the [CM 24-001](#)
Parks and Recreation Department

[Attachment A: 2023-2024 Parks FTE Authorization - REVISED](#)

Department: Parks and Recreation, 10 minutes

Requested Action: Consent, February 6th

2. 2024 - 2025 Fire Department Promotional Exams Consultant [CM 24-002](#)
Agreement

[Attachment A: Consulting Services Agreement](#)

Department: Fire, 5 minutes

Requested Action: Consent, February 6th

3. DEI Program Monthly Status Update Report [CM 24-673](#)

[Attachment A: Monthly Update for January 2024](#)

Department: Executive, 5 minutes

Requested Action: Informational

4. Appointment of Board Members to Cascade Water Alliance [CM 24-005](#)

[Attachment A: Resolution - Board Member Appointments](#)

Department: Executive, 5 minutes

Requested Action: Consent, February 6th

5. Monthly Environmental Sustainability Action Plan Update - [CM 24-006](#)
January 2024

[Attachment A: ESAP Update](#)

Department: Executive, 5 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: 1/23/2024

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

File No. CM 24-001

Type: Committee Memo

TO: Committee of the Whole - Parks and Environmental Sustainability

FROM: Mayor Angela Birney

DEPARTMENT DIRECTOR CONTACT(S):

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

DEPARTMENT STAFF:

Finance	Haritha Narra	Finance Manager
Finance	Ryan Edwardsen	Senior Financial Analyst
Parks	Zach Houvener	Parks Deputy Director

TITLE:

Approval of 1.28 Full-Time Equivalent (FTE) Positions for the Parks and Recreation Department

OVERVIEW STATEMENT:

Requesting Council's approval of 1.28 additional full-time equivalent (FTE) positions for the Parks and Recreation Department. If approved, the Department's FTE count would increase to a total of 75 FTEs.

☐ 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 additional staffing capacity allows the Parks and Recreation Department to achieve two goals. First is the expanded program capacity at the Redmond Senior and Community Center which will open in May 2024. Secondly, the change provides administrative centralization and more efficient allocation of work within the Park Operations and Facilities Divisions.

The 1.0 FTE request includes a Recreation Program Coordinator to support additional programming at the Redmond Senior and Community Center in the Kids Zone, toddler and family programs, and recreation events. The position is revenue backed through parks and recreation fees.

The second 0.28 FTE will be added to an existing part-time position to provide full-time administrative support to the Park Operations and Facility Divisions. The FTE will be funded by ongoing supplemental dollars already budgeted in the Parks and Recreation Department.

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:**

Recreation Program Coordinator (1.0) - \$145,179

Administrative Specialist (.28) - \$33,374

Approved in current biennial budget:

☒ **Yes**☐ **No**☐ **N/A****Budget Offer Number:**

0000038 - Facilities Management

0000009 - Parks, Trails, & Open Space

0000008 - Community Recreation

Budget Priority:

0000038 - Facilities Management

0000009 - Parks, Trails, & Open Space

0000008 - Community Recreation

Other budget impacts or additional costs:

☐ **Yes**☐ **No**☒ **N/A*****If yes, explain:***

The additional parks and recreation fee revenue to fund the 1.0 FTE Recreation Program Coordinator has already been collected in the Recreation Activity Fund and is currently sitting in fund balance. If these FTEs are approved, the Finance

Date: 1/23/2024

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Department will make the appropriate changes to the fund.

Funding source(s):

100 - General Fund (supplemental dollars)

110 - Recreation Activity Fund (recreation activity fees)

037 - Park Operations Levy (supplemental dollars)

Budget/Funding Constraints:

The additional parks and recreation fee revenue to fund the 1.0 FTE Recreation Program Coordinator has already been collected in the Recreation Activity Fund and is currently sitting in fund balance. If these FTEs are approved, the Finance Department will make the appropriate changes to the fund.

☒ **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
2/6/2024	Business Meeting	Approve

Time Constraints:

The Parks and Recreation Department is currently in the process of operationalizing the new Redmond Senior & Community Center. Delay of approval of the recreation FTE will impact operations.

ANTICIPATED RESULT IF NOT APPROVED:

The Parks Department would not be able to staff needed programming at the Redmond Senior & Community Center. Administrative support of the Facilities & Park Operations Divisions would lack centralization and efficiency of systems.

ATTACHMENTS:

Attachment A - 2023-2024 Parks Department Staffing Authorization - REVISED

Parks & Recreation

Staffing Authorizations

City of Redmond

Position	2019-2020 Budget	2021-2022 Budget	2023-2024 Budget	Previous Revisions	Operations & Recreation Revisions	2023-2024 Revised Budget
ADMINISTRATION						
Cultural Arts Administrator	0.50	0.49	0.49			0.49
Deputy Director ²	1.00	1.00	2.00			2.00
Director	1.00	1.00	1.00			1.00
Parks Planning & Cultural Arts Manager	1.00	1.00	1.00			1.00
Planner - Senior	1.00	1.00	1.00			1.00
	4.50	4.49	5.49			5.49
ARTS ACTIVITY						
Cultural Arts Administrator	0.50	0.51	0.51			0.51
Program Coordinator	0.50	0.50	0.50			0.50
	1.00	1.01	1.01			1.01
RECREATION SERVICES						
Program Administrator ¹	3.00	2.50	6.00			6.00
Program Aid	0.63	-	-			-
Program Assistant	2.00	1.00	1.00			1.00
Program Coordinator ^{2,3}	4.00	5.00	-			-
Customer Experience Manager ²	1.00	1.00	-			-
Recreation Division Manager	1.00	1.00	2.00			2.00
	11.63	10.50	9.00			9.00
RECREATION ACTIVITY						
Program Administrator ¹	2.00	1.00	-			-
Program Assistant ³	1.00	3.00	3.00			3.00
Program Coordinator ^{3,4}	2.50	2.00	4.50		1.00	5.50
	5.50	6.00	7.50		1.00	8.50
SPECIAL EVENTS						
Administrative Assistant	1.00	1.00	1.00			1.00
Program Coordinator	1.00	1.50	1.50			1.50
	2.00	2.50	2.50			2.50
PARKS LEVY						
Department Administrative Coordinator	1.00	-	-			-
Program Administrator ¹	-	2.50	-			-
Program Assistant	1.00	-	-			-
Program Coordinator	2.00	1.00	2.50			2.50
	4.00	3.50	2.50			2.50
CUSTOMER SERVICE						
Program Coordinator ⁴	3.00	2.00	5.00			5.00
Program Administrator	1.00	1.00	1.00			1.00
	4.00	3.00	6.00			6.00
PARKS MAINTENANCE & OPERATIONS						
Administrative Specialist	0.55	0.47	0.47	0.11	0.22	0.80
Lead Maintenance Technician	4.00	4.00	4.00			4.00
Maintenance Technician	11.00	12.00	12.00			12.00
Parks Maintenance & Operations Manager ²	0.80	1.00	-			-
Parks Operations Supervisor	2.00	2.00	2.00			2.00
Program Administrator	1.00	1.00	1.00			1.00
	19.35	20.47	19.47		0.22	19.80
FACILITIES MAINTENANCE & OPERATIONS						
HVAC Technician	1.00	1.00	1.00			1.00
Facilities Manager	1.00	1.00	1.00			1.00
Maintenance & Operations Supervisor	1.00	1.00	1.00			1.00
Parks Maintenance & Operations Manager	0.20	-	-			-
Administrative Assistant (Operations)	1.00	1.00	1.00			1.00
Administrative Specialist	0.17	0.25	0.25	(0.11)	0.06	0.20
Lead Maintenance Technician	3.00	3.00	3.00			3.00
Maintenance Technician ⁴	13.00	12.00	13.00			13.00
	20.37	19.25	20.25	-	0.06	20.20
TOTAL FTEs						
	72.35	70.72	73.72	-	1.28	75.00
SUPPLEMENTAL FTEs ⁶						
		15.23	48.95	-	-0.28	48.67

Notes:

1. Reallocated position within City
2. Reclassification
3. Council Approved Position in August 2021
4. 2023-2024 New Position
5. 2023-2024 Reduction
6. Supplemental FTE estimates are based on supplemental budgets, average hourly rates (varies by year) and standard full-time hours per year (2,080).



Memorandum

Date: 1/23/2024

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

File No. CM 24-002

Type: Committee Memo

TO: Committee of the Whole - Parks and Environmental Sustainability

FROM: Mayor Angela Birney

DEPARTMENT DIRECTOR CONTACT(S):

Fire	Adrian Sheppard	+1 4255562201
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DEPARTMENT STAFF:

Fire	Caleb Freeman	Battalion Chief
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TITLE:

2024 - 2025 Fire Department Promotional Exams Consultant Agreement

OVERVIEW STATEMENT:

We are seeking to enter into a two-year agreement with Jack Clancy Associates (JCA) to design, develop, and administer promotional examinations for a variety of roles, including but not limited to Battalion Chief, Captain, Lieutenant, Drive/Engineer, Medical Services Administrator (Battalion Chief), and Medical Services Officer (Captain).

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

REQUESTED ACTION:

☐ **Receive Information**

☒ **Provide Direction**

☐ **Approve**

REQUEST RATIONALE:

- **Relevant Plans/Policies:**
City of Redmond Civil Service Rules
- **Required:**
RMC 4.20; RCW 41.08
- **Council Request:**
N/A
- **Other Key Facts:**

The Redmond Fire Department conducted a competitive Request for Proposal (RFP) process for this contract for which two companies submitted proposals. After the proposals were reviewed, Jack Clancy Associates (JCA) was determined to be the choice for Redmond Fire Department.

OUTCOMES:

City of Redmond Civil Service Rules require objective measurement of candidate skills in promotional examination

Date: 1/23/2024

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

File No. CM 24-002

Type: Committee Memo

processes. JCA provides an objective, external evaluation based upon industry standards provided by an assessor cadre with decades of fire service experience. The result of a consistent promotional evaluation process has been increased employee participation and satisfaction. Workforce confidence in a fair process has resulted in a significant reduction of challenges and appeals of the testing process to the Civil Service Commission. Use of this external testing process has reduced the cost of examinations versus internal testing processes

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:

\$156,000

Approved in current biennial budget:

☒ Yes

☐ No

☐ N/A

Budget Offer Number:

000227

Budget Priority:

Safe and Resilient

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**

COUNCIL REVIEW:

Previous Contact(s)

Date	Meeting	Requested Action
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Date: 1/23/2024

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

File No. CM 24-002

Type: Committee Memo

N/A	Item has not been presented to Council	N/A
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Proposed Upcoming Contact(s)

Date	Meeting	Requested Action
2/6/2024	Business Meeting	Approve

Time Constraints:

Our present promotional lists for Medical Services Administrator, Medical Services Officer, and Driver Engineer have all been exhausted. Additional vacancies will occur prior to year-end 2024. The earliest availability of JCA to conduct examinations is spring 2024. JCA will need adequate time to meet our anticipated testing timeline.

ANTICIPATED RESULT IF NOT APPROVED:

If not approved, the Department would be left with reverting to develop internal examinations, which are much more costly and time consuming to administer than this contract. History has shown that internally designed and administered promotional processes result in a significant number of employee challenges and appeals of the examination process.

ATTACHMENTS:

Attachment A: Consulting Services Agreement

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PROJECT TITLE 	EXHIBITS <i>(List all attached exhibits - Scope of Work, Work Schedule, Payment Schedule, Renewal Options, etc.)</i>
CONTRACTOR 	CITY OF REDMOND PROJECT ADMINISTRATOR <i>(Name, address, phone #)</i> City of Redmond
CONTRACTOR'S CONTACT INFORMATION <i>(Name, address, phone #)</i> 	BUDGET OR FUNDING SOURCE
CONTRACT COMPLETION DATE 	MAXIMUM AMOUNT PAYABLE

THIS AGREEMENT is entered into on _____, 20__ between the City of Redmond, Washington, hereinafter called "the CITY", and the above person, firm or organization, hereinafter called "the CONSULTANT".

WHEREAS, the CITY desires to accomplish the above-referenced project; and

WHEREAS, the CITY does not have sufficient staff or expertise to meet the required commitment and therefore deems it advisable and desirable to engage the assistance of a CONSULTANT to provide the necessary services for the project; and

WHEREAS, the CONSULTANT has represented to the CITY that the CONSULTANT is in compliance with the professional registration statutes of the State of Washington, if applicable, and has signified a willingness to furnish consulting services to the CITY, now, therefore,

IN CONSIDERATION OF the terms and conditions set forth below, or attached and incorporated and made a part hereof, the parties agree as follows:

1. **Retention of Consultant - Scope of Work.** The CITY hereby retains the CONSULTANT to provide professional services as defined in this agreement and as necessary to accomplish the scope of work attached hereto as Exhibit A and incorporated herein by this reference as if set forth in full. The CONSULTANT shall furnish all services, labor and related equipment necessary to conduct and complete the work, except as specifically noted otherwise in this agreement.

2. **Completion of Work.** The CONSULTANT shall not begin any work under the terms of this agreement until authorized in writing by the CITY. The CONSULTANT shall complete all work required by this agreement according to the schedule attached as Exhibit B and incorporated herein by this reference as if set forth in full. A failure to complete the work according to the attached schedule, except where such failure is due to circumstances beyond the control of the CONSULTANT, shall be deemed a breach of this agreement. The established completion time shall not be extended because of any delays attributable to the CONSULTANT, but may be extended by the CITY, in the event of a delay attributable to the CITY, or because of unavoidable delays caused by circumstances beyond the control of the CONSULTANT. All such extensions shall be in writing and shall be executed by both parties.

3. **Payment.** The CONSULTANT shall be paid by the CITY for satisfactorily completed work and services satisfactorily rendered under this agreement as provided in Exhibit C, attached hereto and incorporated herein by this reference as if set forth in full. Such payment shall be full compensation for work performed or services rendered and for all labor, materials, supplies, equipment, and incidentals necessary to complete the work specified in the Scope of Work attached. The CONSULTANT shall be entitled to invoice

the CITY no more frequently than once per month during the course of the completion of work and services by the CONSULTANT. Invoices shall detail the work performed or services rendered, the time involved (if compensation is based on an hourly rate) and the amount to be paid. The CITY shall pay all such invoices within 30 days of submittal, unless the CITY gives notice that the invoice is in dispute. In no event shall the total of all invoices paid exceed the maximum amount payable set forth above, if any, and the CONSULTANT agrees to perform all services contemplated by this agreement for no more than said maximum amount.

4. Changes in Work. The CONSULTANT shall make such changes and revisions in the complete work provided by this agreement as may be necessary to correct errors made by the CONSULTANT and appearing therein when required to do so by the CITY. The CONSULTANT shall make such corrective changes and revisions without additional compensation from the CITY. Should the CITY find it desirable for its own purposes to have previously satisfactorily completed work or parts thereof changed or revised, the CONSULTANT shall make such revisions as directed by the CITY. This work shall be considered as Extra Work and will be paid for as provided in Section 5.

5. Extra Work.

A. The CITY may, at any time, by written order, make changes within the general scope of the agreement in the services to be performed. If any such change causes an increase or decrease in the estimated cost of, or the time required for, performance of any part of the work or services under this agreement, whether or not changed by the order, or otherwise affects any other terms or conditions of the agreement, the CITY shall make an equitable adjustment in the (1) maximum amount payable; (2) delivery or completion schedule or both; and (3) other affected terms, and shall modify the agreement accordingly.

B. The CONSULTANT must submit any "proposal for adjustment" under this clause within 30 days from the date of receipt of the written order to make changes. However, if the CITY decides that the facts justify it, the CITY may receive and act upon a proposal submitted before final payment of the agreement.

C. Failure to agree to any adjustment shall be a dispute under the Disputes clause of this agreement, as provided in Section 13. Notwithstanding any such dispute, the CONSULTANT shall proceed with the agreement as changed.

D. Notwithstanding any other provision in this section, the maximum amount payable for this agreement shall not be increased or considered to be increased except by specific written amendment of this agreement.

6. **Ownership of Work Product.** Any and all documents, drawings, reports, and other work product produced by the CONSULTANT under this agreement shall become the property of the CITY upon payment of the CONSULTANT'S fees and charges therefore. The CITY shall have the complete right to use and re-use such work product in any manner deemed appropriate by the CITY, provided, that use on any project other than that for which the work product is prepared shall be at the CITY'S risk unless such use is agreed to by the CONSULTANT.

7. **Independent Contractor.** The CONSULTANT is an independent contractor for the performance of services under this agreement. The CITY shall not be liable for, nor obligated to pay to the CONSULTANT, or any employee of the CONSULTANT, sick leave, vacation pay, overtime or any other benefit applicable to employees of the CITY, nor to pay or deduct any social security, income tax, or other tax from the payments made to the CONSULTANT which may arise as an incident of the CONSULTANT performing services for the CITY. The CITY shall not be obligated to pay industrial insurance for the services rendered by the CONSULTANT.

8. **Indemnity.** The CONSULTANT agrees to hold harmless, indemnify and defend the CITY, its officers, agents, and employees, from and against any and all claims, losses, or liability, for injuries, sickness or death of persons, including employees of the CONSULTANT, or damage to property, arising out of any willful misconduct or negligent act, error, or omission of the CONSULTANT, its officers, agents, subconsultants or employees, in connection with the services required by this agreement, provided, however, that:

A. The CONSULTANT's obligations to indemnify, defend and hold harmless shall not extend to injuries, sickness, death or damage caused by or resulting from the sole willful misconduct or sole negligence of the CITY, its officers, agents or employees; and

B. The CONSULTANT's obligations to indemnify, defend and hold harmless for injuries, sickness, death or damage caused by or resulting from the concurrent negligence or willful misconduct of the CONSULTANT and the CITY, or of the CONSULTANT and a third party other than an officer, agent, subconsultant or employee of the CONSULTANT, shall apply only to the extent of the negligence or willful misconduct of the CONSULTANT.

9. **Insurance.** The CONSULTANT shall provide the following minimum insurance coverages:

A. Worker's compensation and employer's liability insurance as required by the State of Washington;

B. General public liability and property damage insurance in an amount not less than a combined single limit of two million dollars (\$2,000,000) for bodily injury, including death, and property damage per occurrence.

C. Professional liability insurance, if commercially available in CONSULTANT's field of expertise, in the amount of two million dollars (\$2,000,000) or more against claims arising out of work provided for in this agreement.

The amounts listed above are the minimum deemed necessary by the CITY to protect the CITY'S interests in this matter. The CITY has made no recommendation to the CONSULTANT as to the insurance necessary to protect the CONSULTANT'S interests and any decision by the CONSULTANT to carry or not carry insurance amounts in excess of the above is solely that of the CONSULTANT.

All insurance shall be obtained from an insurance company authorized to do business in the State of Washington. Excepting the professional liability insurance, the CITY will be named on all insurance as an additional insured. The CONSULTANT shall submit a certificate of insurance to the CITY evidencing the coverages specified above, together with an additional insured endorsement naming the CITY, within fifteen (15) days of the execution of this agreement. The additional insured endorsement shall provide that to the extent of the CONSULTANT's negligence, the CONSULTANT's insurance shall be primary and non-contributing as to the City, and any other insurance maintained by the CITY shall be excess and not contributing insurance with respect to the CONSULTANT's insurance. The certificates of insurance shall cover the work specified in or performed under this agreement. No cancellation, reduction or modification of the foregoing policies shall be effective without thirty (30) days prior written notice to the CITY.

10. Records. The CONSULTANT shall keep all records related to this agreement for a period of three years following completion of the work for which the CONSULTANT is retained. The CONSULTANT shall permit any authorized representative of the CITY, and any person authorized by the CITY for audit purposes, to inspect such records at all reasonable times during regular business hours of the CONSULTANT. Upon request, the CONSULTANT will provide the CITY with reproducible copies of any such records. The copies will be provided without cost if required to substantiate any billing of the CONSULTANT, but the CONSULTANT may charge the CITY for copies requested for any other purpose.

11. Notices. All notices required to be given by either party to the other under this Agreement shall be in writing and shall be given in person or by mail to the addresses set forth in the box for the same appearing at the outset of this Agreement. Notice by mail shall be deemed given as of the date the same is deposited in the United States mail, postage prepaid, addressed as provided in this paragraph.

12. **Project Administrator.** The Project Administrator shall be responsible for coordinating the work of the CONSULTANT, for providing any necessary information for and direction of the CONSULTANT's work in order to ensure that it meets the requirements of this Agreement, and for reviewing, monitoring and approving the quality and quantity of such work. The CONSULTANT shall report to and take any necessary direction from the Project Administrator.

13. **Disputes.** Any dispute concerning questions of fact in connection with the work not disposed of by agreement between the CONSULTANT and the CITY shall be referred for resolution to a mutually acceptable mediator. The parties shall each be responsible for one-half of the mediator's fees and costs.

14. **Termination.** The CITY reserves the right to terminate this agreement at any time upon ten (10) days written notice to the CONSULTANT. Any such notice shall be given to the address specified above. In the event that this agreement is terminated by the City other than for fault on the part of the CONSULTANT, a final payment shall be made to the CONSULTANT for all services performed. No payment shall be made for any work completed after ten (10) days following receipt by the CONSULTANT of the notice to terminate. In the event that services of the CONSULTANT are terminated by the CITY for fault on part of the CONSULTANT, the amount to be paid shall be determined by the CITY with consideration given to the actual cost incurred by the CONSULTANT in performing the work to the date of termination, the amount of work originally required which would satisfactorily complete it to date of termination, whether that work is in a form or type which is usable to the CITY at the time of termination, the cost of the CITY of employing another firm to complete the work required, and the time which may be required to do so.

15. **Non-Discrimination.** The CONSULTANT agrees not to discriminate against any customer, employee or applicant for employment, subcontractor, supplier or materialman, because of race, creed, color, national origin, sex, religion, honorable discharged veteran or military status, familial status, sexual orientation, age, or the presence of any sensory, mental, or physical disability or the use of a trained dog or service animal by a person with a disability, except for a bona fide occupational qualification. The CONSULTANT understands that if it violates this provision, this Agreement may be terminated by the CITY and that the CONSULTANT may be barred from performing any services for the CITY now or in the future.

16. **Compliance and Governing Law.** The CONSULTANT shall at all times comply with all applicable federal, state, and local laws, rules, ordinances, and regulations. This Agreement shall be governed by and construed in accordance with the laws of the State of Washington.

17. **Subcontracting or Assignment.** The CONSULTANT may not assign or subcontract any portion of the services to be provided under this agreement without the express written consent of the CITY. Any sub-consultants approved by the CITY at the outset of this agreement are named on separate Exhibit attached hereto and incorporated herein by this reference as if set forth in full.

18. **Non-Waiver.** Payment for any part of the work or services by the CITY shall not constitute a waiver by the CITY of any remedies of any type it may have against the CONSULTANT for any breach of the agreement by the CONSULTANT, or for failure of the CONSULTANT to perform work required of it under the agreement by the CITY. Waiver of any right or entitlement under this agreement by the CITY shall not constitute waiver of any other right or entitlement.

19. **Litigation.** In the event that either party deems it necessary to institute legal action or proceedings to enforce any right or obligation under this agreement, the parties agree that such actions shall be initiated in the Superior Court of the State of Washington, in and for King County. The parties agree that all questions shall be resolved by application of Washington law and that parties to such actions shall have the right of appeal from such decisions of the Superior Court in accordance with the law of the State of Washington. The CONSULTANT hereby consents to the personal jurisdiction of the Superior Court of the State of Washington, in and for King County. The prevailing party in any such litigation shall be entitled to recover its costs, including reasonable attorney's fees, in addition to any other award.

20. **Taxes.** The CONSULTANT will be solely responsible for the payment of any and all applicable taxes related to the services provided under this agreement and if such taxes are required to be passed through to the CITY by law, the same shall be duly itemized on any billings submitted to the CITY by the CONSULTANT.

21. **City Business License.** The CONSULTANT has obtained, or agrees to obtain, a business license from the CITY prior to commencing to perform any services under this agreement. The CONSULTANT will maintain the business license in good standing throughout the term of this Agreement.

22. **Entire Agreement.** This agreement represents the entire integrated agreement between the CITY and the CONSULTANT, superseding all prior negotiations, representations or agreements, written or oral. This agreement may be modified, amended, or added to, only by written instrument properly signed by both parties hereto. These standard terms and conditions set forth above supersede any conflicting terms and conditions on any attached and incorporate exhibit. Where conflicting language exists, the CITY'S terms and conditions shall govern.

IN WITNESS WHEREOF, the parties hereto have executed this agreement as of the
day and year first above written.

CONSULTANT:

CITY OF REDMOND:

By: _____
Title: _____

Angela Birney, Mayor
DATED: _____

ATTEST/AUTHENTICATED:

City Clerk, City of Redmond

APPROVED AS TO FORM:

Office of the City Attorney

PROJECT PROPOSAL

City of Redmond, WA

Design, Development, and Administration of Job-related Promotional Exams for the Redmond Fire Department (RFP 10803-23)

Prepared by:
Jack Clancy Associates

1104 Corporate Way
Sacramento, CA 95831
Phone: 888.438.5221
Fax: 916.960.1140

www.JackClancyAssociates.com

Matthew L. Gruver
Principal
Cell: 916.612.6797

MGruver@JackClancyAssociates.com

November 22, 2023

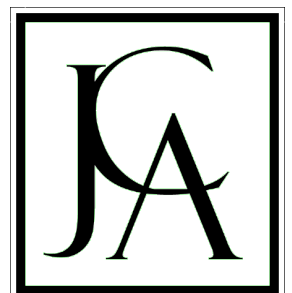


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EXECUTIVE SUMMARY

November 22, 2023

Audrey Stenerson
Purchasing Division
City of Redmond
P.O. Box 97010
Redmond, WA 98073-9710

Re: RFD Promotional Examinations

Ms. Stenerson,

Jack Clancy Associates is pleased to present to the City of Redmond the following proposal outlining our approach to assisting the City and the Redmond Fire Department with its upcoming promotional examinations for Battalion Chief, Captain, Lieutenant, Driver/Operator, Medical Services Administrator, and Medical Services Officer.

Our methodology for the proposed project is designed to comply with all prevailing technical and professional guidelines including the *Uniform Guidelines on Employee Selection Procedures*, the *Standards for Educational and Psychological Testing*, the *Principles for the Validation and Use of Personnel Selection Procedures* of the Society for Industrial and Organizational Psychology, and the latest version of the *Guidelines and Ethical Considerations for Assessment Center Operations*.

We hope this information meets with your approval and we look forward to working with you on this exciting project. If you have any questions regarding the content of this cost proposal or need any additional information, please feel free to contact me directly at 916-612-6797, or via e-mail at MGruver@JackClancyAssociates.com.

Respectfully,



Matthew Gruver
Principal

Jack Clancy Associates is the premier provider of assessment and selection programs to the public sector. Our knowledge, expertise and customer service are unparalleled as we have been the industry leader in helping to build successful organizations since 1980. Headquartered in Sacramento, CA with a satellite operation in Denver, CO our services include the design and development of assessment centers and employment examinations for recruitment, selection, and promotion, and we specialize in the assessment and evaluation of public safety command personnel. Specifically, we offer services in the areas of assessment centers and assessment center-type processes, structured interviews, performance and practical examinations, customized written examinations, and management style analysis.

We are thoroughly familiar with professional and regulatory standards in the testing area, and our principals possess significant knowledge and experience in fair employment, the *Uniform Guidelines on Employee Selection Procedures*, and the *Guidelines and Ethical Considerations for Assessment Center Operations*. Jack Clancy Associates is organized in the State of California as a sole-proprietorship and the following person is authorized to execute the proposed contract:

Matt Gruver
1104 Corporate Way
Sacramento, CA 95831
Office: (888) 438 - 5221
Cell: (916) 612 - 6797
Fax: (916) 960 - 1140
MGruver@JackClancyAssociates.com

Matt Gruver specializes in the development and administration of public sector selection and leadership development programs. Over the past 30 years, Mr. Gruver has designed and developed performance tests and assessment centers for the full range of supervisory and management positions within the public safety field. He is considered an expert in the field of public safety testing and assessment and was heavily involved in the Transportation Security Administration's (TSA) efforts to federalize and staff the nation's airports and arm commercial pilots as part of the Federal Flight Deck Officer program.

Prior to joining Jack Clancy Associates, Mr. Gruver was the Senior Manager of testing and assessment services for CPS Human Resource Services. He is a frequent presenter at regional and national conferences on issues related to selection and is an active member of numerous professional organizations. He holds a Master of Arts degree in Industrial/ Organizational Psychology from California State University, Sacramento.

PROJECT APPROACH

The following information outlines JCA's approach to meeting the promotional testing needs of the City of Redmond in the most efficient and cost-effective manner possible. This approach will apply to the promoted positions of Battalion Chief, Fire Captain, Fire Lieutenant, Driver/Engineer, Medical Services Administrator (MSA), and Medical Services Officer (MSO).

Project Set-up & Job Analysis Review

The first activity of each test development project will be to meet with representatives of the City and the RFD to discuss the performance expectations of the position before starting the job analysis review phase of the project. In reviewing and/or updating the job analysis for a specific rank, JCA will convene a small panel of department representatives, i.e., subject matter experts or SMEs, with significant knowledge of the target position to assist with the development of a questionnaire that would be administered to the incumbents (and their supervisors) to gather information on: 1) the important and frequently performed tasks and duties associated with the target position; 2) the overall criticality of the knowledge, skills, abilities, and other characteristics (KSAOs) required to perform the tasks of the job; 3) the linkage between the tasks and KSAOs; and 4) a determination of where and when the KSAOs are acquired and how important they are to job success. JCA staff will then analyze the identified critical KSAOs in order to develop the criteria to be evaluated in the examination process, and in each individual examination component.

Written Examination Development & Administration

For those KASOs most amenable to written testing at a given rank, JCA staff will work closely with the SME group to develop a customized job-knowledge examination having specific relevance to the target position and the organization. Each test item will be developed by JCA's staff of highly trained item writers and be carefully reviewed for relevancy and appropriateness by the SMEs before finalization. JCA will provide all written test materials and administer all written examinations in order to maintain the security and integrity of the testing process.

Once a written examination is administered, JCA will score the test and evaluate test performance, and address any issues surrounding the individual test items with the SME group, before finalizing the scores.

Assessment Process Design & Development

Based on the job analysis information, JCA will then work with the SMEs to design and develop a set of exercises to measure the critical dimensions of each job. The actual exercises utilized will depend on the review of the critical performance dimensions, but we would expect to use some combination of the following exercises where needed:

- **In-Basket Exercise.** This type of exercise requires the candidate to review a set of memos, e-mails, and other communications with the directive to review, prioritize, and recommend a course of action for each.

- **Oral Presentation Exercise.** This type of exercise requires the candidate to plan and organize their thoughts and make notes for a short presentation on a specific job-related issue or problem impacting department operations.
- **Background Presentation Exercise/QRQ.** This type of exercise requires the candidate to prepare a short presentation on their professional background and preparation for promotion.
- **Role Play Exercise.** This type of exercise requires the candidate to interact with one or more role players in connection with a specific job-related problem or situation.
- **Tactical/Operational Exercise.** This type of exercise requires the candidate to take command of and run an operational situation or critical incident utilizing the the incident command system (ICS) and RFD *Best Practices*.

For Driver/Engineer, specifically, we recommend that the performance exam consist of multiple, interactive components to include any combination of the following:

- Pre-trip Operations: In this component candidates are evaluated on their skill/ability in performing a pre-trip inspection and preparing an apparatus for operation. This component could also include a parts identification and troubleshooting stage.
- Apparatus Operations: In this component candidates are evaluated on their skill/ability to drive department apparatus and perform common driving maneuvers. This component could include engineer *rodeo* events, an actual street drive, or some combination of both.
- Pumping Operations: In this component candidates are evaluated on their skill/ability to operate RFD pumpers. This component could include calculating hydraulic pressures and water flows, and pumping actual hose lines from both a static and non-static water source.
- Aerial Ladder Operations: In this component candidates are evaluated on their skill/ability to properly operate RFD aerial apparatus. This component could include driving, setting up the aerial, and performing both rescue and firefighting operations.

Regardless of the specific exercises or exam components developed for use in each process, JCA will work with the SMEs to review the critical job behaviors, tasks, and KSAOs; design and develop each assessment instrument; and determine applicable rating standards or criteria. All decisions made on the selection of specific assessment exercises would be made in conjunction with, and final approval of, the City and the RFD. In addition, JCA will provide all training materials, exercise materials, rating and scoring guides, and all rating and documentation forms; and facilitate each assessment process to ensure uniform and comparable ratings among assessors.

As required, JCA will recruit all assessors and role players needed for each assessment process. The assessor team recruited to evaluate each candidate group will include experienced command personnel at or above the target rank. While experience is the prime criterion, attention will also be given to balancing each group of assessors by ethnicity and gender. JCA recommends conducting a comprehensive assessor training session just prior to the administration of each assessment process. The training session will involve the assessment techniques developed as part of the target assessment process and ensure that the assessors are competent in observing, recording, classifying, and evaluating candidate behavior.

Lastly, just prior to the administration of each examination process, JCA will provide the candidate group with written orientation material and conduct a classroom style orientation session. The written materials and orientation session will emphasize the assessment model and types of exercises, the performance dimensions, and expected candidate behavior as it is our experience that the more open and straightforward the information provided the candidates, the better they do and the more acceptability the assessment process has.

Project Follow-up

Following the completion of each exam process, JCA will combine the scores of the individual examination components and present the overall results, and all completed examination materials, to the City. In addition, JCA will provide the City with:

- Summary ratings of each candidate's performance in each exercise, or exam component, and the overall relative rankings of the candidates.
- Performance feedback information from the assessor group regarding the strengths and developmental needs of each candidate and the candidate group as a whole.
- Assistance in responding to any candidate questions or inquiries regarding the examination process.

PROJECT FEES & SCHEDULE

As an active supporter of fire agencies throughout the country, we are very aware of the financial pressures faced by local agencies and will cooperate with the City to ensure that all examination processes are conducted in the most efficient and cost-effective manner possible. Project cost estimates are listed below along with the assumptions upon which they are based:

- The City will provide the time of subject matter experts (SMEs) to assist with job analysis and exam development activities at all ranks.
- The City will provide meeting sites and meeting locations for all project activities (and exam administrations).
- JCA will recruit the necessary assessors and/or raters for the promotional examination processes and reimburse them directly for any expenses incurred.
- JCA will provide eight hours of consulting time without charge in defense of each promotional examination process if it is legally challenged and/or litigated. Additional consulting services will be invoiced at the rate of \$250.00 per hour (plus expenses).

**Table 1: Fee Table
Promotional Examination Services
(Year 1)**

Exam Component	Hourly Rate	Estimated Total Hours	Estimated Costs *	Total Component Cost
Project Planning and Job Analysis Review	150.00	80		12,000.00
Development and Administration of Written Examinations	150.00	80		12,000.00
Development and Administration of Assessment Processes	150.00	160		24,000.00
Development and Administration of Driver/Engineer Performance Exam	150.00	100		15,000.00
Assessor Expenses			15,000.00	15,000.00*

Total Cost

\$ 78,000.00**

*Assessor expenses will vary based on time of year due to fluctuations in local transportation and lodging costs. For budgetary purposes we generally estimate \$2000 per day of testing (for 7.5 total days).

**Costs will be omitted for any work or tasks not actually performed during a given testing cycle.

**Table 2: Fee Table
Promotional Examination Services
(Year 2)**

Exam Component	Hourly Rate	Estimated Total Hours	Estimated Costs *	Total Component Cost
Project Planning and Job Analysis Review	150.00	80		12,000.00
Development and Administration of Written Examinations	150.00	80		12,000.00
Development and Administration of Assessment Processes	150.00	160		24,000.00
Development and Administration of Driver/Engineer Performance Exam	150.00	100		15,000.00
Assessor Expenses			15,000.00	15,000.00*

Total Cost

\$ 78,000.00

As is our practice, JCA will provide on-going formal and informal updates as needed during each testing process. The following sample schedule represents a typical timeline associated with exam development projects of this nature:

Project Milestone	Target Date
<ul style="list-style-type: none"> Meet with City and/or RFD representatives to finalize project timelines and expectations, review job analysis information, and discuss exam content. 	Project week 1
<ul style="list-style-type: none"> Develop written exams and assessment exercises. 	Project weeks 2 - 9
<ul style="list-style-type: none"> Finalize written exams and assessment exercises. Conduct candidate orientation(s). 	Project weeks 10 - 11
<ul style="list-style-type: none"> Administer written exams and assessment processes. Provide exam results. 	Project week 12
<ul style="list-style-type: none"> Provide written and/or in-person candidate feedback. 	Project weeks 18 - 20

PROJECT TEAM

The team that we have assembled to support Mr. Gruver has over 90 years of combined public safety assessment and testing experience and possesses significant industry knowledge of the fire service. Our key staff dedicated to this project will include:

Jack Clancy **Technical Director**

For over 50 years, Jack Clancy has specialized in designing and conducting assessment procedures for the public sector. His experience has been in the area of personnel assessment and development for professional-level and general supervisory/management positions. Specialty practice areas include job analysis, assessment centers, executive selection, validation research, and management coaching. Mr. Clancy has a Master of Science degree in Industrial/Organizational Psychology and designed his first assessment center in the 1970s. He is a member of numerous professional organizations and was a member of the international task force that drafted the 1989 *Guidelines and Ethical Considerations for Assessment Center Operations*.

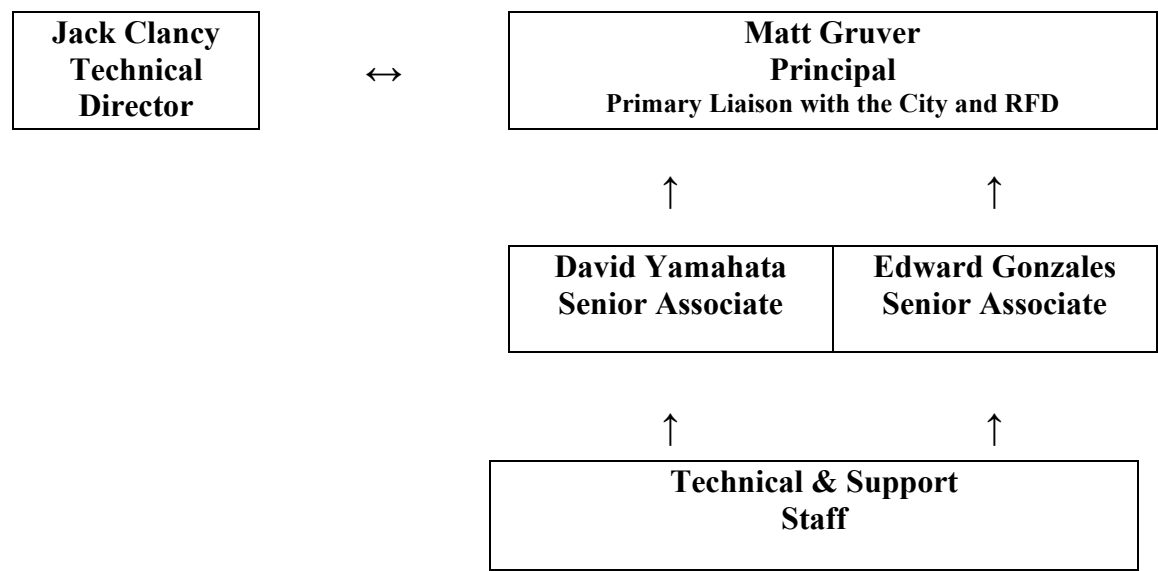
David Yamahata **Senior Associate**

Before joining JCA, Deputy Chief Yamahata spent 36 ½ years in the California fire service. He began his career in the early 1970's as a firefighter with the Los Angeles Fire Department and promoted up through the ranks, retiring in 2013 as LAFD's Chief Deputy of Emergency Operations and second in command. Over his long and decorated career Deputy Chief Yamahata held numerous assignments in both fire operations and administration. Since his retirement, he has spent a considerable amount of time working with Mr. Gruver and Mr. Clancy to refine JCA's approach to evaluating fire tactics and strategy in line with the constantly evolving nature of the fire service.

Edward Gonzales **Senior Associate**

Before joining Jack Clancy Associates, Assistant Chief Gonzales spent 29 years in the California fire service. He began his career as a firefighter in the early 1990s and promoted up through the ranks with Contra Costa County Fire, retiring in 2018 as the district's Operations Chief. Over his long and decorated career, Assistant Chief Gonzales held numerous assignments throughout ConFire and trained many of the command personnel who currently lead the organization today. Since his retirement from active service, he too has spent a considerable amount of time working with Mr. Gruver to refine JCA's approach to evaluating fire tactics and strategy in line with the constantly evolving nature of the fire service.

The table below represents the lines of authority and operation for JCA’s project team. Matt Gruver will serve as JCA’s project manager and the primary liaison with the City and the RFD. He will work closely with the RFD’s Training Chief to ensure that all exams adhere to the City’s Personnel Rules, Regulations, and Civil Service Requirements.



Client Engagement Philosophy

In addition to our extensive testing and assessment experience, JCA also incorporates its client engagement philosophy into each project. The philosophy relies upon the following principles that we use to develop long-term client relationships that last beyond a single exam cycle:

- **Commitment to Quality**
JCA ensures that each client engagement meets all legal and professional guidelines and the scientific rigors of testing, but, most importantly, exceeds the quality expected from our clients. JCA ensures that all services are customized to the client and align with the mission and core values of the organization.
- **Consistency in Communication**
JCA provides a dedicated team for each project to maintain consistent communication and to avoid a “relearning” of information. From project inception through conclusion, our clients can expect to be able to reach the assigned project manager at any point during the process and through multiple means of communication.
- **Dedication to Stakeholders**
While we aim to exceed the expectations of our clients, we also want candidates to believe they have been treated fairly and provided with a process that closely resembles the experiences they may encounter upon promotion. In addition, when we leave a client engagement, we want to feel confident that taxpayer dollars were used to leave a community in a better state than they were before.

REFERENCES

Jack Clancy Associates specializes in the development and administration of small and large-scale public safety assessment processes. We provide a variety of testing instruments and have worked with the City and the Redmond Fire Department on numerous occasions in recent years. Below are a small sample of current clients for which we have recently designed, developed, and administered fire promotional examinations of similar complexity, any of which would be happy to share information on the services provided:

<p>Sacramento Metropolitan Fire Melisa Maddux, HR Manager 10545 Armstrong Avenue #200 Mather, CA 95655 (916) 859-4533 Designed, developed, and administered promotional exams for Battalion Chief, Captain, Engineer, Deputy Fire Marshal, and Supervising Fire Inspector and Investigator.</p>
<p>Reno Fire Department Barbara Ackermann, Chief Examiner 1 E. First Street, 5th Fl Reno, NV 89501 (775) 225-7106 Designed, developed, and administered promotional exams for Battalion Chief, Captain, and Fire Marshal.</p>
<p>Contra Costa County Fire Mike Quesada, Assistant Chief 4005 Port Chicago Highway Concord, CA 94520 (925) 628-2907 Designed, developed, and administered promotional exams for Battalion Chief, Captain, Engineer, and Fire Prevention Captain.</p>
<p>Colorado Springs Fire Department Amy Smith, Senior HR Analyst 375 Printers Parkway Colorado Springs, CO 80910 (719) 385-7244 Designed, developed, and administered promotional exams for Battalion Chief, Captain, Lieutenant, and Driver/Operator.</p>
<p>Redmond Fire Department Sarah Howland, Operations Manager 8450 161st Avenue NE Redmond, WA 98052 (206) 399-4792 Designed, developed, and administered promotional exams for Battalion Chief, Captain, Lieutenant, Driver/Operator, MSA and MSO.</p>

REQUIRED STATEMENTS

JCA will obtain a new Redmond business license and comply with the City's insurance requirements as in past projects.

Once submitted, this proposal will remain in effect for 180 days.

EXHIBIT _____ INSURANCE ADDENDUM

THIS ADDENDUM modifies the provisions of the (check one): _____ General Services Agreement, _____ Non-Public Work Consultant Agreement, _____ Instructional Services Agreement, _____ Social/Community Services Agreement, _____ Short Term Facility Agreement, _____ Fixed Asset Loan Agreement, _____ Three Party Consultant Agreement (hereinafter "the Agreement") or _____ Public Work Consultant Agreement entered into between the parties on _____, _____.

THE UNDERSIGNED PARTIES agree to modify paragraph 8 (if a General Services Agreement), 9 (if Non-Public Work Consultant Agreement), 7 (if Instructional Services Agreement), 6 (if Social/Community Services Agreement), 9 (if Short Term Facility Agreement), 5 (if Fixed Asset Loan Agreement), 10 (if a Three Party Consultant Agreement) or 8 (if Public Work Consultant Agreement) as follows (check all applicable items):

- _____ The general public liability and property damage insurance limit is increased/reduced to \$ _____ (insert amount).
- _____ The professional liability insurance amount is increased/reduced to \$ _____ (insert amount). This item relates to Consultant and Three Party Consultant Agreements only.
- _____ The professional liability insurance requirement is eliminated. This item relates to Consultant and Three Party Consultant Agreements only.
- _____ The insurance provisions are otherwise modified as follows:
- _____
- _____

Except as expressly modified above, all insurance-related terms and conditions of the Agreement will remain unchanged and in full force and effect. The City has made no recommendation to the contractor/consultant as to the insurance necessary to protect the contractor/consultant's interests and any decision by the contractor/consultant to carry or not carry insurance amounts or coverage in excess of the above is solely that of the contractor/ consultant.

DATED _____, _____.

CITY OF REDMOND

CONTRACTOR/CONSULTANT

MAYOR ANGELA BIRNEY

By: _____
Title: _____

ATTEST/AUTHENTICATED:

APPLICANT (IF THREE PARTY
CONSULTANT AGREEMENT

CITY CLERK, CITY OF REDMOND

By: _____
Title: _____

APPROVED AS TO FORM:

OFFICE OF THE CITY ATTORNEY

APPROVED:

RISK MANAGER, CITY OF REDMOND

2024 - 2025 Fire Department Promotional Examinations

Exhibit C – Option for Renewal

The City intends to enter into an initial two-year agreement, with two (2) optional one-year renewal terms, for a potential maximum total term of four (4) years, provided that 1) Consultant is in compliance with the terms and conditions of the contract and, 2) that the annual payment is cost-effective as determined by the City, and 3) that sufficient funds have been appropriated by the City. The City reserves the right to cancel this contract at any time, upon thirty (30) days' written notice to Consultant.

Should the City exercise a renewal option, the City and Consultant may discuss any necessary changes to services and will confirm price/rates prior to each renewal. Consultant shall notify the City in writing at least thirty (30) days prior to any proposed price adjustment. Acceptance of such a request will be at the sole discretion of the City.



Memorandum

Date: 1/23/2024

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

File No. CM 24-673

Type: Committee Memo

TO: Committee of the Whole - Parks and Environmental Sustainability

FROM: Mayor Angela Birney

DEPARTMENT DIRECTOR CONTACT(S):

Executive	Malisa Files, Chief Operating Officer	425-556-2166
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DEPARTMENT STAFF:

Executive	Jan Harrison	DEI Program Advisor
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TITLE:

DEI Program Monthly Status Update Report

OVERVIEW STATEMENT:

Per council's request for DEI Program monthly status updates, this report contains information on 1) REDI Work, 2) Title VI, 3) Redmond 2050, 4) Welcoming Redmond Team, and 5) Community Engagement.

☒ **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:**
Council has requested monthly status update reports on DEI work projects.
- **Other Key Facts:**
N/A

OUTCOMES:

DEI advisory program status update report

COMMUNITY/STAKEHOLDER OUTREACH AND INVOLVEMENT:

- **Timeline (previous or planned):**
N/A

Date: 1/23/2024

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

File No. CM 24-673

Type: Committee Memo

- **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:

0000024

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
1/16/2024	Committee of the Whole - Public Safety and Human Services	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

Date: 1/23/2024

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

File No. CM 24-673

Type: Committee Memo

ATTACHMENTS:

Attachment A: DEI Action Plan Implementation Update

DEI Action Plan Implementation Update

January 2024

Background

This document provides a high-level update of monthly implementation activities for the DEI advisory program.

Key priorities for 2024-2025 include:

- **REDI Work:** Build a sustainable DEI infrastructure (culture) guided by the REDI Model in tandem with the City of Redmond's mission, vision, values, and goals.
 - Review and analyze REDI materials
 - Community Stakeholder Engagement
 - Partner with Welcoming Team on training and activities
 - Role clarity in trusted advisor role to Redmond City Council, Mayor, Directors, and staff.
- **Title VI:** Demonstrate the City of Redmond's commitment to comply with federal, state, and local laws, codes, rules, and regulations (i.e., Title V, VII, and ADA) per EEOC, Office of Equity and Civil Rights, and WSDOT.
 - Budgeting for Equity
 - Disadvantaged Business Enterprise Program
 - DEI purchasing-related initiatives
- **Redmond 2050:** Partner up with Planning team during the next three months to review, edit, and finalize Redmond 2050 Plan
 - Internal Comprehensive Language Plan
 - Building trusted relationships with existing Black/African American Redmond residents
 - Q&A with former Black/African American Redmond residents
- **Welcoming Redmond Team:** recognize as an invaluable resource in creating culture at City Hall.
 - Welcoming Redmond Team charter review/feedback, subcommittees, and meeting schedule
 - Welcoming America Member
- **Community Engagement:** organized and ongoing strategy to inform and collaborate with city council, staff, residents, businesses, nonprofits, schools, etc. through the DEI lens with goal to create an intercultural Redmond.
 - Martin Luther King Jr. Day of Service Proclamation
 - January is Americans of Chinese Descent Month
 - Jewish Community Leadership Discussion Meeting
 - Civilian Commander (Police Department) Interviewing Panelist



Memorandum

Date: 1/23/2024

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

File No. CM 24-005

Type: Committee Memo

TO: Committee of the Whole - Parks and Environmental Sustainability

FROM: Mayor Angela Birney

DEPARTMENT DIRECTOR CONTACT(S):

Executive	Malisa Files, Chief Operating Officer	425-556-2166
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DEPARTMENT STAFF:

N/A	N/A	N/A
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TITLE:

Appointment of Board Members to Cascade Water Alliance

OVERVIEW STATEMENT:

As a member of Cascade Water Alliance (CWA), the City of Redmond is bound by the Joint Municipal Utility Services Agreement with CWA. CWA requires Council pass a Resolution to appoint board members to the Cascade Water Alliance Board. Through the attached resolution the Mayor would be reappointed as the primary Board Member and Councilmember Nuevacamina would be appointed as the alternate.

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

REQUESTED ACTION:

☐ **Receive Information**

☒ **Provide Direction**

☐ **Approve**

REQUEST RATIONALE:

- **Relevant Plans/Policies:**
The Comprehensive Plan and the Water Systems Plan.
- **Required:**
Article 4, Section 4.1 of the Joint Municipal Utilities Agreement between the City of Redmond and CWA.
- **Council Request:**
N/A
- **Other Key Facts:**
N/A

OUTCOMES:

Article 4, Section 4.1 of the CWA Agreement outlines the governance structure of CWA. It states that CWA is governed by a Board of Directors consisting of one individual representative appointed by resolution of the Member's legislative

Date: 1/23/2024

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

File No. CM 24-005

Type: Committee Memo

authority. Members may similarly appoint alternate board members. Each board member and alternate board member must be an elected official of the Member organization.

The attached resolution reappoints Mayor Angela Birney as the primary Board Member and Councilmember Nuevacamina as the alternate.

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:

Offer No. 0000003 Safe and Reliable Drinking Water

Budget Priority:

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
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Date: 1/23/2024

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

File No. CM 24-005

Type: Committee Memo

N/A	Item has not been presented to Council	N/A
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Proposed Upcoming Contact(s)

Date	Meeting	Requested Action
2/6/2024	Business Meeting	Approve

Time Constraints:

There are no time constraints for this action.

ANTICIPATED RESULT IF NOT APPROVED:

If not approved, the Mayor would continue to serve as the primary board member until such as time as the Council appointed another member. The City would not have an alternate for the CWA Board.

ATTACHMENTS:

Attachment A: Resolution

CITY OF REDMOND
RESOLUTION NO. _____

A RESOLUTION OF THE CITY COUNCIL OF THE CITY
OF REDMOND, WASHINGTON, REAPPOINTING MAYOR
ANGELA BIRNEY AS THE CITY'S PRIMARY BOARD
MEMBER AND COUNCILMEMBER ANGIE NUEVACAMINA AS
THE CITY'S ALTERNATE BOARD MEMBER TO CASCADE
WATER ALLIANCE

WHEREAS, the City of Redmond is a member of Cascade Water Alliance (CWA), a regional entity dedicated to promoting cooperative use of water and the development of new regional water supplies; and

WHEREAS, the Cascade Water Alliance is governed by a Board of Directors consisting of one representative from each of the members; and

WHEREAS, the interlocal agreement creating the Cascade Water Alliance provides that each member will appoint its Board Member and an alternate Board Member by resolution.

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

Section 1. Appointment of Primary and Alternate Board Member to Cascade Water Alliance Board. Mayor Angela Birney is hereby reappointed to serve as the City of Redmond's primary Board Member and Councilmember Angie Nuevacamina is hereby appointed to serve as the City of Redmond's alternative Board Member on the Cascade Water Alliance Board of Directors.

Section 2. Prior Resolution Superseded. Resolution
No. 1510 is hereby superseded.

ADOPTED by the Redmond City Council this 6th day of February
2024.

CITY OF REDMOND

ANGELA BIRNEY, MAYOR

ATTEST:

CHERYL XANTHOS, MMC, CITY CLERK

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



Memorandum

Date: 1/23/2024

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

File No. CM 24-006

Type: Committee Memo

TO: Committee of the Whole - Parks and Environmental Sustainability

FROM: Mayor Angela Birney

DEPARTMENT DIRECTOR CONTACT(S):

Executive	Lisa Maher	425-556-2427
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DEPARTMENT STAFF:

Executive	Jenny Lybeck	Sustainability Program Manager
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TITLE:

Monthly Environmental Sustainability Action Plan Update - January 2024

OVERVIEW STATEMENT:

This report includes an informational update on implementation activities completed over the past two months in support of the 2020 Environmental Sustainability Action Plan (ESAP) and Climate Emergency Declaration (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, City of Redmond Operations Zero Carbon Strategy, Community Strategic Plan, Tree Canopy Strategic Plan
- **Required:**
N/A
- **Council Request:**
Council requested monthly updates at the Parks and Environmental Sustainability Committee of the Whole meetings.
- **Other Key Facts:**
The Environmental Sustainability Action Plan was adopted in September 2020 and serves as the community's strategy to reduce greenhouse gas emissions (GHG) and preserve natural resources. Council also adopted a Climate Emergency Declaration, which was integrated into the ESAP and identifies key sustainability objectives for the City's work.

Date: 1/23/2024

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

File No. CM 24-006

Type: Committee Memo

OUTCOMES:

See Attachment A for a summary of implementation highlights.

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:

The memo includes updates across multiple departments and divisions.

Budget Priority:

Healthy and Sustainable

Other budget impacts or additional costs:

☐ Yes

☐ No

☒ N/A

If yes, explain:

N/A

Funding source(s):

The memo includes updates across multiple departments and divisions.

Budget/Funding Constraints:

N/A

☐ **Additional budget details attached**

COUNCIL REVIEW:

Previous Contact(s)

Date	Meeting	Requested Action
1/24/2023	Committee of the Whole - Parks and Environmental Sustainability	Receive Information
3/28/2023	Committee of the Whole - Parks and Environmental Sustainability	Receive Information

Date: 1/23/2024

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

File No. CM 24-006

Type: Committee Memo

5/23/2023	Committee of the Whole - Parks and Environmental Sustainability	Receive Information
6/27/2023	Committee of the Whole - Parks and Environmental Sustainability	Receive Information
9/26/2023	Committee of the Whole - Parks and Environmental Sustainability	Receive Information
10/24/2023	Committee of the Whole - Parks and Environmental Sustainability	Receive Information

Proposed Upcoming Contact(s)

Date	Meeting	Requested Action
3/26/2024	Committee of the Whole - Parks and Environmental Sustainability	Receive Information

Time Constraints:

N/A

ANTICIPATED RESULT IF NOT APPROVED:

N/A

ATTACHMENTS:

Attachment A: Environmental Sustainability Action Plan Implementation Update

Background

This document provides a high-level update of monthly implementation activities for the [Environmental Sustainability Action Plan \(ESAP\)](#). The ESAP is the City's strategic roadmap to reduce greenhouse gas (GHG) emissions and enhance Redmond's natural resources for future generations.

Key priorities for 2023-2024 include:

- **High Impact Initiatives:** Implement high impact programs and policies that advance progress towards ESAP goals.
- **Lead by Example:** Continue to drive rapid progress towards the Climate Emergency Declaration goals.
- **Sustainability Programming:** Run a transparent and inclusive sustainability program.

Updates

High Impact Initiatives

- Climate Element: The second draft of the Redmond 2050 Climate and Sustainability Element was released to the public and presented to the Planning Commission (1.10.24), Citizen Advisory Committee (1.11.24), and Environmental Sustainability Advisory Committee (scheduled for 1.25.24). Key feedback themes integrated into the second version include ensuring the policies reflect the urgency of the climate crisis, addressing water availability, and creating consistent language around equity. The element is open for public comment through the Spring. [Learn more.](#)
- Tree Plantings: The Washington Conservation Corps crew planted 347 trees and 252 shrubs along streams in December. In January, the City has two WCC crews that will be planting 600 trees and 750 shrubs along Bear Creek. This work supports the city's tree canopy and habitat restoration goals.
- Redmond Video Library Updated with Eight New Videos, Including Focus on Reuse: City staff created eight new video clips to share information on proper recycling, composting and disposal of unique items, as well as reuse. Each video is 30 seconds or shorter so viewers can quickly get answers to their questions. Topics covered in the new videos include:
 - Paint take back
 - Medicine take back
 - Commercial organics - how the program Works
 - Reduce through reuse: utensils
 - Reduce through reuse: take out containers
 - Reduce through reuse: reusable bags
 - Reduce through reuse: reusable water bottles
 - Reduce through reusable coffee cups

The addition of the eight new videos brings the total number of videos in the Recycling Video Library to 36. All videos can be viewed at: [Redmond.gov/recyclingvideos](https://www.redmond.gov/recyclingvideos)

- Pilot Redmond Lights Holiday Decorations Swap a Big Success: During the Redmond Lights kick-off on December 2nd, the City of Redmond and Waste Management (WM) partnered to create a

used holiday decorations swap. The goal of the swap was to encourage reuse while spreading good will to all! The Environmental Programs group donated holiday decorations they were no longer using. The decorations swap was promoted on social media and about 350 people visited the WM booth and ALL the holiday decorations were claimed. People who took decorations were grateful and impressed that all the items had been donated by City staff (thanks to everyone who donated!). If there had been any leftover decorations WM had arranged for those to go to Hopelink. Staff are looking to grow the program next year.

- Energy Smart Eastside (ESE): Through the Eastside Climate Partnership, the cities of Redmond, Bellevue, Issaquah, Kirkland, and Mercer Island launched Energy Smart Eastside to increase adoption of all electric heat pumps and drive towards our climate goals. ESE includes three tracks: Boost, Fuel Switch, and a distributor incentive combined with education.
 - ESE Boost program provides 100% cost coverage heat pump installations for low-income single-family residents earning between <50%-80% AMI. The Boost pilot program launched in April 2023 and the first cohort of 25 homes across the five cities are finalizing installation. All six of Redmond's cohort participants have installed their heat pumps as of December. Lessons learned from the first cohort will inform program updates as ESE prepares to launch a new cohort in Q1 of 2024. Staff will bring a full update on ESE during Q2.
 - Fuel Switching Incentive: ESE launched a new marketing campaign called Make the Switch to drive program participation. The ESE Fuel Switching program provides an additional market rate incentive of \$1,500 for middle income residents (80%-150% AMI) who switch from gas, oil, or wood as a primary heat source. Community members can receive up to \$6,400 off the purchase of a new heat pump when ESE incentives are stacked with federal tax credits and utility incentives. After the campaign, the staff will evaluate campaign metrics and opportunities to increase participation.

Lead by Example

- Climate Mayors Video: Climate Mayors, C40 Cities, and Urban Sustainability Directors Network issued a call for on-the-ground stories of mayors showcasing 2023 climate action accomplishments. Mayor Birney submitted a video highlighting the great work underway at the Redmond Senior and Community Center. [View the video.](#)
- Eastside Climate Partnership Fleet Managers Meeting: The Eastside Climate Partnership convened fleet managers from Redmond, Bellevue, Issaquah, Kirkland, Mercer Island, and Sammamish to build capacity and facilitate information sharing on best practices as the jurisdictions all work to electrify fleets. Key outcomes from the meeting included a desire to schedule ongoing gatherings and opportunities for collaboration to explore at future meetings.
- Facility Condition Assessment and Decarbonization Planning: The City continued work on the Facility Condition Assessment (FCA) to evaluate the current condition of all city-owned buildings. The FCA will inform energy efficiency and decarbonization opportunities, electric vehicle charging infrastructure planning, renewable energy site assessments, and other key efforts to strategically advance progress towards the goals of the Environmental Sustainability Action Plan, City Operations Zero Carbon Strategy, and Climate Emergency Declaration. This condition

assessment will also be used to prioritize future projects and update the Facilities Strategic Management Plan.

- Department of Commerce Climate Planning Grant: Council approved a \$100,000 grant from the Department of Commerce to complete a feasibility study of five city facilities for solar and energy storage opportunities. This work will be folded into the Facility Condition Assessment and Decarbonization Planning work already underway.

Sustainability Programming

- Environmental Sustainability Advisory Committee (ESAC): The Committee's regularly scheduled meeting will be held on January 25 from 5:30-7. The committee will review Comprehensive Plan comments and discuss the 2022 annual report. The meeting agenda can be found on the ESAC webpage.
- Bi-Monthly Sustainability eNewsletter: The December Sustainability [eNewsletter](#) was distributed to more than 2,000 subscribers and highlighted community programs and resources. Be sure to [sign up for the eNewsletter](#) to receive program updates.