



Memorandum

Date: 6/20/2023
Meeting of: City Council

File No. AM No. 23-076
Type: Consent Item

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

Public Works	Aaron Bert	425-556-2786
--------------	------------	--------------

DEPARTMENT STAFF:

Public Works	Ernest Fix	Operations Manager
--------------	------------	--------------------

TITLE:

Approval of a Consultant Agreement with Matrix Consulting Group, in the Amount of \$170,300, for the 2023 Fleet Study

OVERVIEW STATEMENT:

Council approved \$200,000 in one-time funding for a comprehensive fleet study as part of the 2023-2024 biannual budget. For this study, the consultant will review current City Fleet operations, procedures, organizational structure, and facilities and make recommendations for improvements, efficiencies, and other changes. The consultant will also provide a transition plan for converting the City’s fleet to electric vehicles and other alternative fuels in alignment with the City’s Environmental Sustainability Action Plan.

Additional Background Information/Description of Proposal Attached

REQUESTED ACTION:

Receive Information Provide Direction Approve

REQUEST RATIONALE:

- **Relevant Plans/Policies:**
Environmental Sustainability Action Plan
City of Redmond Operations Zero Carbon Strategy
Redmond City Council Climate Emergency Declaration
- **Required:**
Council approval is required for contracts exceeding \$50,000.
- **Council Request:**
N/A
- **Other Key Facts:**
One previous fleet study was performed in 2011 by Fleet Counselor Services Inc. This study has been provided to Matrix Consulting Group and a gap analysis evaluating recommended and implemented changes from the 2011 study will be included in this project.

OUTCOMES:

Outcomes of the fleet study will include:

- Specific recommendations for process and policy improvements to Fleet Division operations.
- A plan for converting the City’s fleet to electric vehicles and other alternative fuels.
- Facility changes to help inform the MOC Master Plan project.

COMMUNITY/STAKEHOLDER OUTREACH AND INVOLVEMENT:

- **Timeline (previous or planned):**
Fleet study to begin in June. Total project duration estimated at 10 months.
- **Outreach Methods and Results:**
N/A
- **Feedback Summary:**
N/A

BUDGET IMPACT:

Total Cost:
\$170,300

Approved in current biennial budget: Yes No N/A

Budget Offer Number:
0000137

Budget Priority:
Strategic and Responsive

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

Funding source(s):
Fleet fund

Budget/Funding Constraints:
Must be completed by the end of 2024; one-time service enhancement approved for 2023-2024.

Additional budget details attached

COUNCIL REVIEW:

Previous Contact(s)

Date	Meeting	Requested Action
------	---------	------------------

6/6/2023	Committee of the Whole - Planning and Public Works	Provide Direction
----------	--	-------------------

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:

If the agreement is not approved, the fleet study will not be completed. Not having a well-researched and developed transition plan could have a negative impact on the City's ability to achieve fleet conversion and carbon reduction goals.

ATTACHMENTS:

Attachment A: Consulting Services Agreement with Matrix Consulting Group to perform the 2023 Fleet Study.