

City of Redmond



Agenda

Tuesday, September 28, 2021

4:30 PM

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

Committee of the Whole - Finance, Administration, and Communications

Committee Members

Vanessa Kritzer, Presiding Officer

Jeralene Anderson

David Carson

Steve Fields

Jessica Forsythe

Varisha Khan

Tanika Kumar Padhye

AGENDA

1. Approve Consultant Agreement with Arthur J. Gallagher & Co. for Healthcare Broker Services in the Amount of \$110,000 Per Year [CM 21-482](#)
[Attachment A: General Services Agreement](#)
[Exhibit D, Modifications](#)
Department: Human Resources, 5 minutes
Requested Action: Consent, October 5th
2. Draft City of Redmond Operations Zero Carbon Strategy [CM 21-464](#)
[Attachment A: Draft City of Redmond Operations Zero Carbon Strategy](#)
[Attachment B: Presentation](#)
Department: Executive, 10 minutes
Requested Action: Study Session, October 12th
3. CIP Proviso Update - Project One-Pager [CM 21-480](#)
[Attachment A: Continuing project](#)
[Attachment B: New project](#)
Department: Finance, 10 minutes
Requested Action: TBD
4. 2020 Impact Fee Collection and Distribution Report [CM 21-454](#)
[Attachment A: Impact Fee Annual Report - 2020 Impact Fee Summary](#)
[Attachment B: Impact Fee Activity Summary for 2020](#)
Department: Finance, 10 minutes
Requested Action: Information Only
5. Monthly Financial Report through August 2021 [CM 21-490](#)
[Attachment A: August 2021 Monthly Financial Report](#)
Department: Finance, 10 minutes
Requested Action: Information Only



Memorandum

Date: 9/28/2021

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

File No. CM 21-482

Type: Committee Memo

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

FROM: Mayor Angela Birney

DEPARTMENT DIRECTOR CONTACT(S):

Human Resources	Cathryn Laird	425-556-2125
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DEPARTMENT STAFF:

Human Resources	Nicole Bruce	Sr HR Analyst/Benefits Administrator
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TITLE:

Approve Consultant Agreement with Arthur J. Gallagher & Co. for Healthcare Broker Services in the Amount of \$110,000 Per Year

OVERVIEW STATEMENT:

The City of Redmond provides a comprehensive benefits program to our employees. Our Healthcare Broker is an integral part of offering these benefits. The Healthcare Broker assists with benefits strategy and actuarial analysis, plan compliance, negotiation of rates and plan changes with benefit vendors, benefit education communication tools, eligibility management, and COBRA administration.

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

REQUESTED ACTION:

☐ **Receive Information**

☒ **Provide Direction**

☐ **Approve**

REQUEST RATIONALE:

- **Relevant Plans/Policies:**
N/A
- **Required:**
Council must approve any contracts \$50,000 and over.
- **Council Request:**
N/A
- **Other Key Facts:**
N/A

Date: 9/28/2021

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

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OUTCOMES:

Approval of a broker contract will allow Human Resources staff to continue to partner with our broker to ensure the City has a competitive benefits package for employees that is compliant, cost effective and sustainable for employees and their families.

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:

The broker contract is anticipated to cost \$110,000 per year. The contract is for two years with the ability to have two additional two-year renewals at the same cost per year for all six years.

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

Budget Offer Number:

N/A

Budget Priority:

Responsible Government

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

If yes, explain:

N/A

Funding source(s):

Medical Self Insurance Fund (511)

Budget/Funding Constraints:

N/A

☐ Additional budget details attached

COUNCIL REVIEW:

Previous Contact(s)

Date	Meeting	Requested Action
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Date: 9/28/2021

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

File No. CM 21-482

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
10/5/2021	Business Meeting	Approve

Time Constraints:

The current broker contract will expire at the end of September 30, 2021 and we will want the new contract to go into effect October 1, 2021.

ANTICIPATED RESULT IF NOT APPROVED:

We will not have a contract with a benefits broker who can assist us with benefit renewals and vendor negotiation for the 2022 plan year.

ATTACHMENTS:

Attachment A: General Services Agreement

Exhibit A: Scope of Work

Exhibit B: Work Schedule

Exhibit C: Payment Schedule

Exhibit D: Modifications

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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.

**page 8 – Consulting Services Agreement, Non-Public Work
City of Redmond, standard form**

**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

Exhibit A - Scope of Work

Benefit Strategy & Consulting

- Provide insurance brokerage and advisory services associated with self-insured, employee benefit plans. This includes, but is not limited to, negotiating with insurance providers, analyzing options, and making recommendations
- Contribute to the development of objectives and initiatives through strategic planning
- Advise the City regarding plan design issues, plan management, wellness, potential cost savings, and reducing health plan expenditures while retaining a competitive benefits program

Actuarial Analysis & Reporting

- Conduct annual underwriting analysis of Medical, Dental and Vision financial experience, claims experience, and future funding requirements and provide oversight of the following:
 - Data collection
 - Analysis of data and validation of trends
 - Projection of expenses for the next fiscal year
 - Recommendations regarding funding reserves
 - Determination of funding rates and COBRA rates for the following plan year
 - Calculation of prospective employee and employer contributions
 - Assist with annual report to Office of Financial Management
 - Includes actuarial review and sign-off of underwriting analysis
- Competitively market stop loss annually or other lines of coverage, as needed

Compliance & Regulatory Consulting

- Communicate information regarding changes in statutes, rules and regulations regarding our responsibility under federal and state laws, the Affordable Care Act (ACA), the management of benefits and the self-funded plan to the Mayor, an executive team, labor representatives, EBAC, employees and elected officials
- Provide legislative updates, including Technical Bulletins and Directions newsletters
- Review benefit plan documents, including summary plan descriptions, contracts, employee summaries, and policies/procedures
- Conduct periodic seminars on regulatory issues

Account Management

- Manage plan changes with vendors as necessary
- Provide leadership and management of carrier relationships
- Review, coordinate and implement Client agreed upon plan “best practices” to help limit plan liability and increase participant satisfaction
- Help identify opportunities for streamlining and improving administration procedures

Employee Education, Communications & Advocacy



- Provide custom open enrollment and new employee orientation benefit planners and/or bulletins and other communications pertaining to the health and welfare program
- Facilitate open enrollment with in-person meetings, benefits fair(s), webcasts (recorded or live)
- Build custom online self-service employee benefits portal
- Support HR, employees, and family members with employee advocacy
- Provide quarterly call log reporting of benefit advocacy center activity
- Assist with participant wellness initiatives, as directed by Client
- Provide monthly employee education flyer for distribution to employees

Employee Benefits Advisory Committee (EBAC)

- Meet with City representative and the Employee Benefits Advisory Committee (EBAC) monthly to communicate with employees and educate regarding statutory and/or legal requirements and the financial status of the program
- Collaboratively participate in agenda setting

Provide Administrative Services

- Single billing services
- COBRA Administration

Exhibit B - Payment Schedule

Based on Scope of Services outlined in Exhibit A we propose a monthly fee of \$9,004.50 per month. Gallagher will guarantee the fee for the initial two-year agreement and two optional two-year renewal terms for a maximum total term of six years.

For Billing and COBRA administration services, Gallagher proposes continuation of the following fee schedule and will guarantee fees for full six-year agreement.

- Single Billing Services \$6.25 PEPM fee
- COBRA administration \$1.00 PEPM fee
- COBRA renewal fee \$40 per line of COBRA eligible coverage (billed at renewal)
- COBRA general notice fee \$4 per notification



Exhibit C - Option for Renewal

The City reserves the right to renew this contract for two (2) additional two-year renewal terms, for a potential maximum total term of six (6) years, upon serving notice to Consultant within thirty (30) calendar days prior to expiration. If a renewal provision is exercised, all terms and conditions of original contract shall remain in full force and effect. A renewal will be accomplished through a separate contract with reference to the original contract. Acceptance of a renewal offer will be by mutual agreement of both parties. The Mayor or designee is authorized to exercise this renewal option.

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. The Consultant has agreed to guarantee the fees for the initial two-year agreement and two optional two-year renewal terms for a maximum total term of six years for the scope of work outlined in Exhibit A. Any changes to the scope of work may result in price/rates and acceptance of such a request will be at the sole discretion of the City.



Exhibit D - Modifications

Consulting Services Agreement

Page 4, Section 6 'Ownership of Work Product' which reads "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" is amended read: "Gallagher will retain sole and exclusive ownership of all right, title and interest in and to its intellectual property and derivatives thereof which no data or confidential information of City was used to create and which was developed entirely using Gallagher's own resources. To the extent Gallagher's intellectual property is necessary for City to use the services provided, Gallagher will grant to City a non-exclusive, royalty-free license to Gallagher's intellectual property solely for City's use of such services."

Page 5, Section 9 'Insurance,' which reads "Excepting the professional liability insurance, the City will be named on all insurance as additional insured" is amended to read: "Gallagher will name the City as primary non-contributory additional insured on its Commercial General Liability Policy (not Worker's Compensation and Employer's Liability) and it will be via Certificate of Insurance, not an endorsement."

Page 5, Section 9 'Insurance' - Insurance amounts for both general public liability & property damage, and professional liability insurance shall be increased from \$2,000,000 each to \$5,000,000 each.

Page 5, Section 9 'Insurance,' which reads "No cancellation, reduction or modification of the foregoing policies shall be effective without thirty (30) days prior written notice to the City" is amended to read: "Gallagher's insurers are not required to provide advance notice of cancellation/non-renewal via the terms of the policies. Therefore, Gallagher will not provide 30 days prior notice to its clients of changes in policy. Rather, any cancelled or non-renewed policy will be replaced with no coverage gap and a current Certificate of Insurance will be provided to the City."

Redmond Business Associate Agreement

Page 2, Section 2.4(b) 'Reporting Non-Permitted Use, Disclosure, or Breach.' - The agreement will constitute notice of unsuccessful security incident.

Page 2, Section 2.4(c) 'Reporting Non-Permitted Use, Disclosure, or Breach' - The term "potential breach" in this section, which reads "Business Associate shall report to Covered Entity a Breach or potential Breach of Unsecured PHI without unreasonable delay..." shall be removed.

Page 6, Section 6.4 'Insurance' incorporates the following changes:

- Gallagher can only agree to name the City as primary non-contributory additional insured on its Commercial General Liability policy.
- Gallagher will not provide clients with copies of actual policies. It will evidence via Certificates of Insurance.



- Gallagher's insures are not required to provide advance notice of cancellation/non-renewal via the terms of the policies, so Gallagher cannot agree to provide two (2) days prior notice to its clients. Rather, any cancelled or non-renewed policy will be replaced with no coverage gap and a current Certificate of Insurance will be provided to the City.





Memorandum

Date: 9/28/2021

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

File No. CM 21-464

Type: Committee Memo

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

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:

Draft City of Redmond Operations Zero Carbon Strategy

OVERVIEW STATEMENT:

During the upcoming October 12, 2021, Study Session, staff will review the findings of the draft City of Redmond Operations Zero Carbon Strategy (Attachment A) and seek feedback on next steps. The draft Strategy outlines an ambitious approach to reduce emissions and shift operations to a low carbon future. It includes a baseline greenhouse gas (GHG) inventory and a technical analysis of the actions necessary to work towards carbon neutrality by 2030.

The draft Zero Carbon Strategy approach maximizes climate benefits, increases accountability, encourages cost savings, improves health, and demonstrates leadership. It directly supports implementation of the Environmental Sustainability Action Plan (ESAP), Action C3.4, and the 2020 Climate Emergency Declaration (plan development objective).

The draft Strategy quantifies a path to reduce GHG emissions by 75% by 2030 through direct actions such as fleet and facility electrification, investments in clean energy, energy efficiency upgrades, and more. Remaining emissions in 2030 stem from the City's vehicle fleet and employee commuting. Technology advances and offsets will be necessary to meet the Strategy goals.

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

REQUESTED ACTION:

☐ **Receive Information**

☒ **Provide Direction**

☐ **Approve**

REQUEST RATIONALE:

- **Relevant Plans/Policies:**
Climate Emergency Declaration, Community Strategic Plan, Environmental Sustainability Action Plan
- **Required:**
N/A

Date: 9/28/2021

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

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Type: Committee Memo

- **Council Request:**

With the adoption of the Climate Emergency Declaration, Council requested the development of a strategy that outlines a path to achieve the Declaration goals.

- **Other Key Facts:**

Council adopted a Climate Emergency Declaration, which was integrated into the ESAP and identifies the goal of carbon neutrality for city operations by 2030.

OUTCOMES:

- GHG emission reductions
- Leadership in climate and sustainability 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:

Baseline budget

Approved in current biennial budget:

☒ Yes

☐ No

☐ N/A

Budget Offer Number:

Budget Offer 000220

Budget Priority:

Healthy and Sustainable

Other budget impacts or additional costs:

☒ Yes

☐ No

☐ N/A

If yes, explain:

An implementation cost analysis was not part of the Zero Carbon Strategy development. While many actions will have long-term cost savings, an expedited transition to carbon neutrality will likely be more capital intensive. Staff are exploring funding options to support the goals and objectives of the draft Zero Carbon Strategy for consideration in the 2023-2024 budget, as well as grant funding.

Funding source(s):

General Fund

Budget/Funding Constraints:

N/A

Date: 9/28/2021

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

File No. CM 21-464

Type: Committee Memo

☐ **Additional budget details attached**

COUNCIL REVIEW:

Previous Contact(s)

Date	Meeting	Requested Action
10/6/2020	Business Meeting	Approve

Proposed Upcoming Contact(s)

Date	Meeting	Requested Action
10/12/2021	Study Session	Provide Direction

Time Constraints:

Council adoption of the draft Zero Carbon Strategy will set the stage for the proposed 2023-2024 biennial budget.

ANTICIPATED RESULT IF NOT APPROVED:

If the draft Zero Carbon Strategy is not adopted, the City will move forward incrementally to advance the Strategy goals.

ATTACHMENTS:

Attachment A: Draft City of Redmond Operations Zero Carbon Strategy

Attachment B: Draft Presentation

City of Redmond Operations Zero Carbon Strategy

DRAFT - September 2021



Table of Contents

Executive Summary3

Introduction.....5

Methodology6

Findings Summary7

 Overall Emissions.....7

 Buildings & Energy9

 Transportation 10

 Waste 11

Analysis Assumptions and Detail 12

 Strategy #1: Cleaner Electricity 12

 Strategy #2: Reduce Building Energy Demand 15

 Strategy #3: Building Fuel Switching 17

 Strategy #4: Reduce Fleet Vehicle Miles Traveled (VMT)..... 20

 Strategy #5: Increase Fleet Vehicle Fuel Efficiency 22

 Strategy #6: Reduce Employee Commute Emissions..... 25

 Strategy #7: Improve Waste and Materials Management..... 28

 Strategy #8: Increase Tree Canopy Cover and Offsets..... 30

Executive Summary

The City of Redmond Operations Zero Carbon Strategy (Zero Carbon Strategy or Strategy) is the City's approach to reduce emissions and shift City operations to a low carbon future. The foundation of the Strategy is a technical analysis that estimates the greenhouse gas reduction benefits of the actions that guide the City's path towards carbon neutrality.

Achieving carbon neutrality will not be easy and will require significant changes in the way the City does business. We will need to significantly lower building and vehicle energy use, energy sources will need to shift entirely from fossil fuels like gasoline and natural gas to renewables like solar and wind power, and investments will be needed in lower-carbon energy, vehicles, and building infrastructure. Against this backdrop, technology is still rapidly evolving to support the need for a low carbon future.

The Zero Carbon Strategy is driven by the vision of the Climate Emergency Declaration and the Environmental Sustainability Action Plan (ESAP), calling on the City to lead on climate action and reduce greenhouse gas (GHG) emissions to net-zero by 2030. Both the draft Zero Carbon Strategy and the community-wide ESAP are guided by leading science that shows our climate is rapidly changing, and now is the time for bold climate action.

To limit warming to 1.5°C, global human-caused greenhouse gas emissions must decline by 45 percent by 2030 and reach net-zero (carbon neutrality) around 2050. IPCC, *Global Warming of 1.5°C*

Strategy Development

While the ESAP guides the City's efforts to enhance *community-wide* sustainability and GHG reductions, the Zero Carbon Strategy focuses on GHG reductions from *government operations*. The Zero Carbon Strategy is a technical analysis and strategy to systematically reduce GHG emission from sectors within municipal operations such as government facilities, fleet, and electricity.

The Zero Carbon Strategy includes municipal actions identified in the ESAP and adds new actions that are referenced as *New* in the tables below. The actions were then modeled and visualized in a "wedge analysis" to understand the potential GHG reduction benefits. The Strategy included considerations of resources, facility and fleet strategic planning, and technology maturity. For instance, medium and heavy-duty electric vehicle technology will need to advance to support the City's goals.

Collectively, the actions outlined in this Strategy reduce emissions by an estimated 75% over the next nine years, making a path to carbon neutrality. Remaining emissions in 2030 stem largely from the City's vehicle fleet and employee commuting. Carbon offset/capture programs will be a critical step in achieving carbon neutrality.

Reduction Pathway

The City has a long history and commitment to climate action. This strategy builds on that work and identifies new opportunities to accelerate the transition to zero net emissions. The overarching strategies for achieving cost-effective, long-term emissions reductions for the City of Redmond include:



Transition to clean electricity.

Phasing out fossil fuel-sourced electricity will be important for achieving emissions reductions in both buildings and fleet.



Reduce employee commute and City operational VMT & idling

Reducing the number of single-occupancy vehicle trips for commuting and reducing idling time will be important.



Convert fleet vehicles and new buildings to **all-electric** while also improving **energy efficiency**.

As the electricity fuel mix becomes increasingly renewable, the shift from fossil fuels such as natural gas and gasoline to electricity will be increasingly impactful.



Continue to transition to **zero waste and sustainable consumption**.

While solid waste only makes up a small proportion of the city's overall emissions, the upstream emissions impacts of material consumption are substantial and should not be overlooked.



Increase **tree canopy cover and offsets**.

Carbon sequestration and offset projects will be essential to helping reach 2030 goals as the City transitions its infrastructure and vehicles to run on clean electricity.

Implementation

Many of the actions within the Zero Carbon Strategy are already underway or part of the City's existing business practices. Additional actions will be integrated into the 2023-2024 budget planning efforts to ensure phasing is aligned with staff capacity and budget resources.

An element of implementation will also include ongoing monitoring, evaluation, and reporting to transparently track progress towards goals and targets. Consistent with the ESAP, the City will leverage two key mechanisms to monitor progress:

1. Annual progress and evaluation reports, and
2. Biennial GHG inventory updates

The evaluation cycle and metric tracking will be used to determine if the actions identified are moving the City quickly enough towards goals, or if additional strategies or phasing need to be considered.

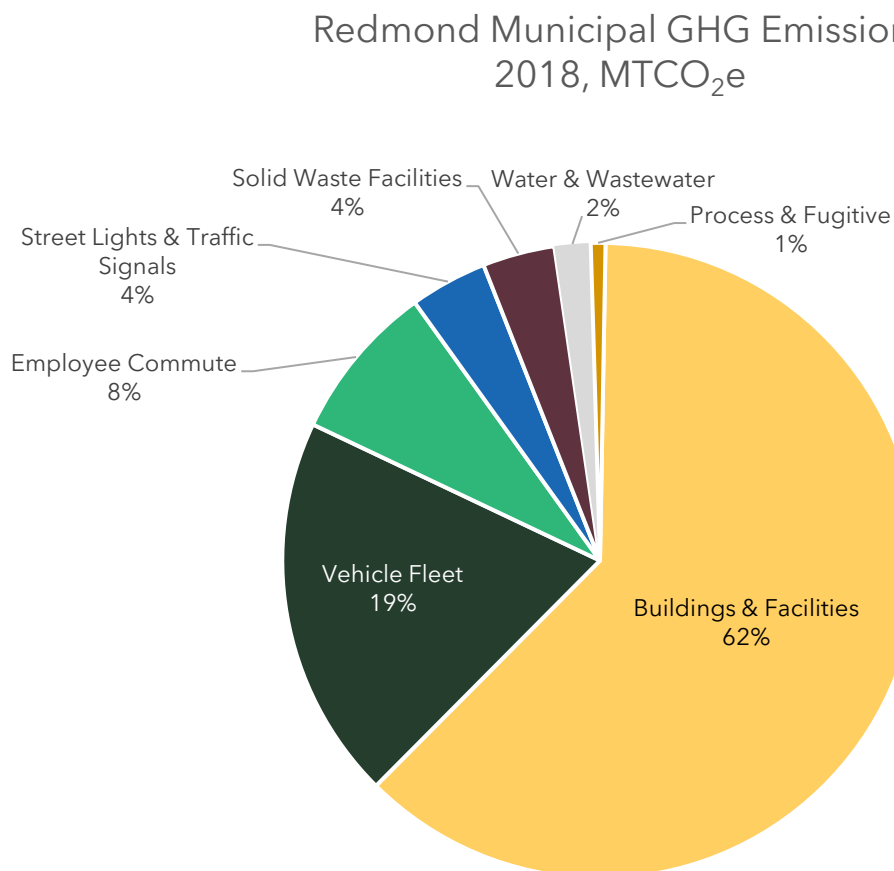
Introduction

This document estimates variables and outcomes associated with identified municipal-level actions in the Environmental Sustainability Action Plan (ESAP) and new actions to support the City's transition to carbon neutrality by 2030. These estimations are often visualized in a "wedge analysis" that depicts a high-level estimate of how much the actions will collectively contribute towards meeting the city's municipal goals and targets.

This document is organized into the following strategies:

1. Cleaner Electricity
2. Reduce Municipal Building Energy Demand
3. Building Fuel Switching
4. Reduce City Fleet Vehicle Miles Traveled
5. Increase City Fleet Vehicle Fuel Efficiency
6. Reduce Employee Commute Emissions
7. Improve Solid Waste & Materials Management
8. Increase Tree Canopy Cover and Offsets

The strategies represent key "levers" for reducing Redmond's municipal GHG emissions. For reference, the following chart provides a breakdown of Redmond's current municipal GHG emissions sources:



Methodology

Actions in the Zero Carbon Strategy were broadly classified and modeled into “impact strategies.” The strategies represent variables related to key sustainability indicators. For example, actions that reduce building energy demand were classified under a “Reduced Municipal Building Energy Demand” strategy. These strategies represent key areas for reducing GHGs from municipal operations.

Detailed outcomes from the impact analysis are provided in each of the focus area sections below.

This analysis assessed the following four primary scenarios:

- 1. Business-As-Usual (BAU):** An estimate of how the metric would change over time without the influence of external or internal policies or programs. Anticipated City employee growth is the key driver of business-as-usual projections for municipal operations.
- 2. External Factors:** The influence of policies external to the City of Redmond—such as state renewable portfolio standards—on the City of Redmond’s projected environmental trends. These are denoted in **gray** in the wedge graphics.
- 3. Current ESAP Actions:** The estimated impact of municipal-relevant actions included in the ESAP and the additional actions that will be needed for the City to meet carbon neutrality in its municipal operations. These are denoted in color in the wedge graphics.

The analysis was conducted to 2030—the target year for municipal operations to attain carbon neutrality.

Findings Summary

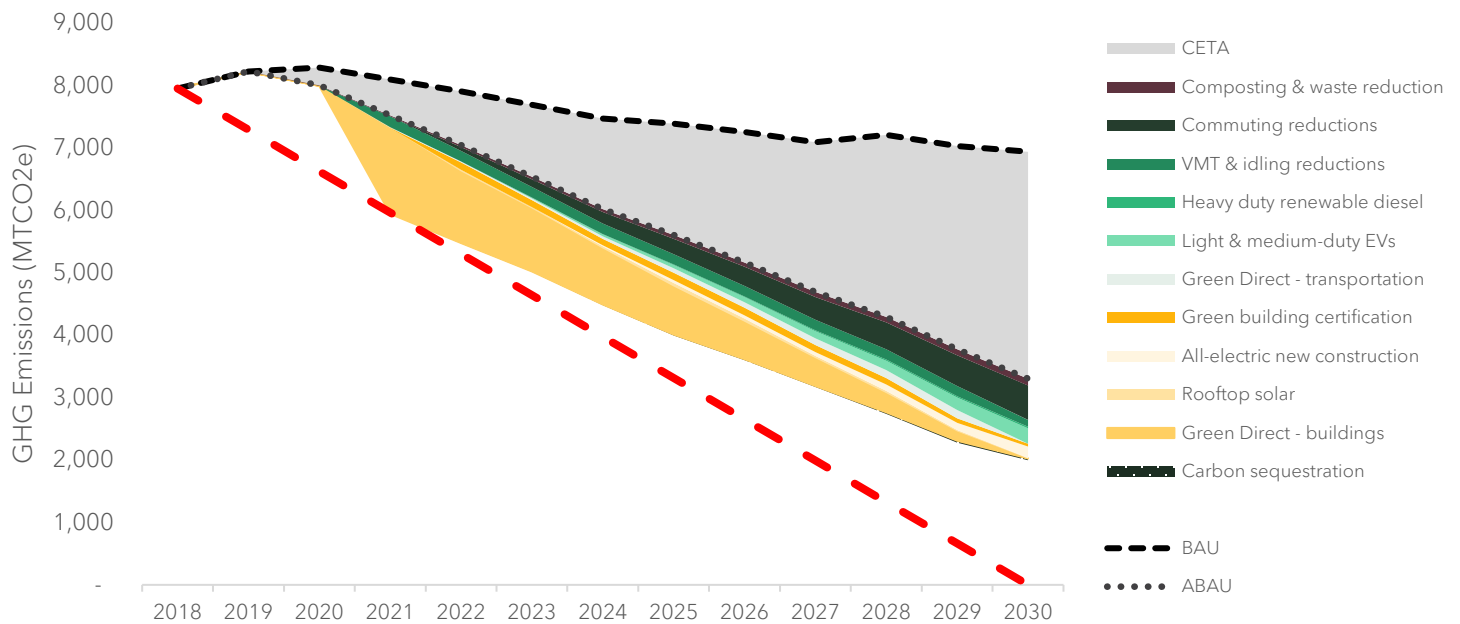
Overall Emissions

Based on outcomes of this analysis, we recommend the following overarching approach for achieving cost-effective, long-term emissions reductions for the City of Redmond:

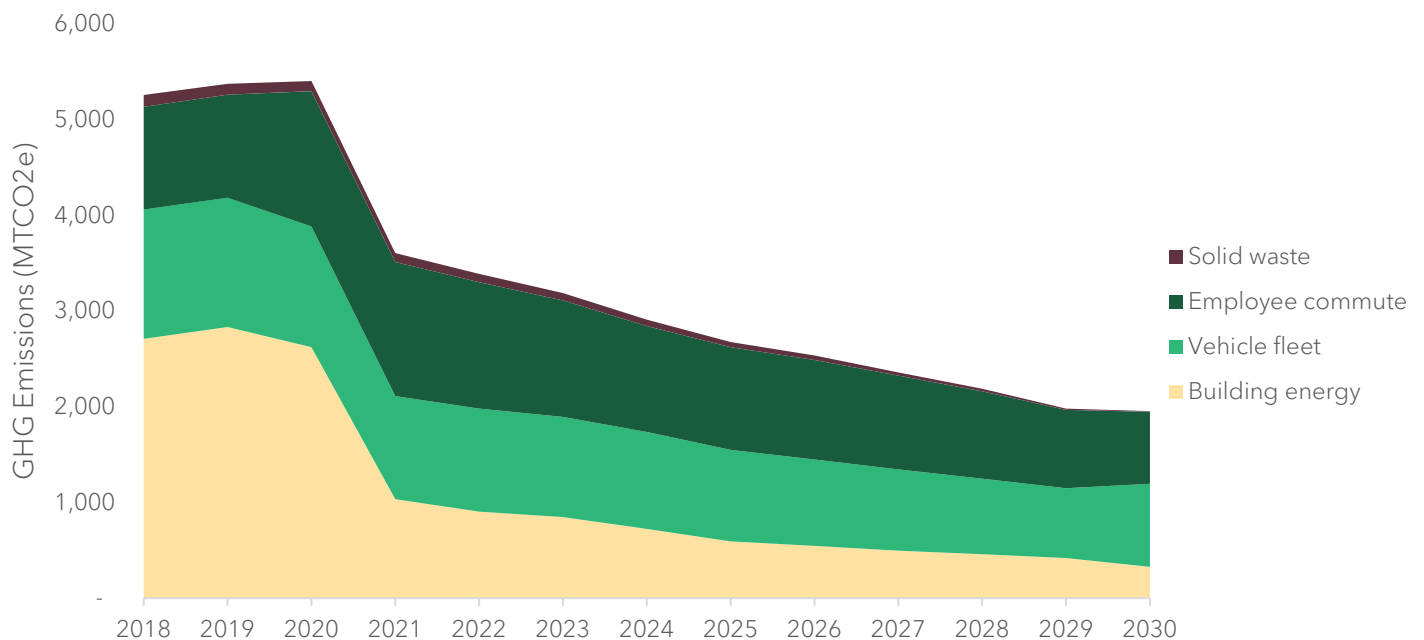
Approach	Description	Strategy Area	Cumulative Estimated Savings by 2030 (MTCO ₂ e)
1 Transition to clean electricity as soon as possible.	Phasing out fossil fuel-sourced electricity will be crucial for achieving near-term emissions reductions in both the building and transportation sectors. This is especially true for Redmond, which has a significant proportion of emissions from building electricity. The continuation and increase in the Green Direct program will significant.	1	6,705 (Green Direct used for buildings) + 690 (Green Direct used for vehicles)
2 Reduce employee commute and City operational VMT & idling.	Reducing employee commute through telework options and employee transportation outreach and education will be critical as many of the vehicles driven by employees are gasoline-powered. Reducing the number of single-occupancy vehicles (SOV) used for commuting to work can substantially reduce emissions. Adopting idle reduction strategies can also reduce police and heavy-duty vehicle emissions.	4, 6	2,751 (Commuting reductions) + 1,615 (Fleet VMT and idling reductions)
3 As the electricity fuel mix gets cleaner, convert fleet vehicles and new buildings to all-electric while also improving energy efficiency.	As the electricity fuel mix becomes increasingly renewable, the shift from fossil fuels such as natural gas and gasoline to electricity will be increasingly impactful. Transitioning the municipal fleet and space and water heating in new construction to all-electric will amplify the impact of the Green Direct subscription. Energy efficiency improvements will also be critical for reducing emissions in existing buildings and larger fleet vehicles.	2, 3, 5	589 (All-electric new construction) + 913 (Green building certification) + 1,175 (Light and medium duty EVs) + 113 (Heavy-duty renewable diesel)
4 Increase tree canopy cover and offsets.	While the City is taking actions to reduce emissions, they are not at the scale required to meet carbon neutrality by 2030. Carbon sequestration and offset projects will be essential to helping reach 2030 goals as the City transitions its infrastructure and vehicles to run on clean electricity.	8	146

MUNICIPAL GHG EMISSIONS (MTCO ₂ e)		
	2025	2030
BAU	5,603	3,303
Target	3,313 (42% reduction)	0 (100% reduction)
With Municipal Actions	3,966 (50% reduction)	1,918 (76% reduction)

Current and proposed identified actions are estimated to result in a 75% net GHG emission reduction by 2030:



Remaining emissions in 2030 stem largely from the City's vehicle fleet and employee commuting:



Buildings & Energy

Key Municipal Actions:

- Continue and increase Green Direct subscription.
- Require all new municipal owned buildings to be all-electric and constructed to a minimum certification level.
- Energy efficiency improvements of existing buildings through financing/grants (including an internal revolving fund), energy/water conservation retrofits, implementation of Facilities Strategy Maintenance Plan, and Resource Conservation Management Plan.
- Achieve ENERGY STAR or equivalent recognition for existing buildings.

Key Assumptions:

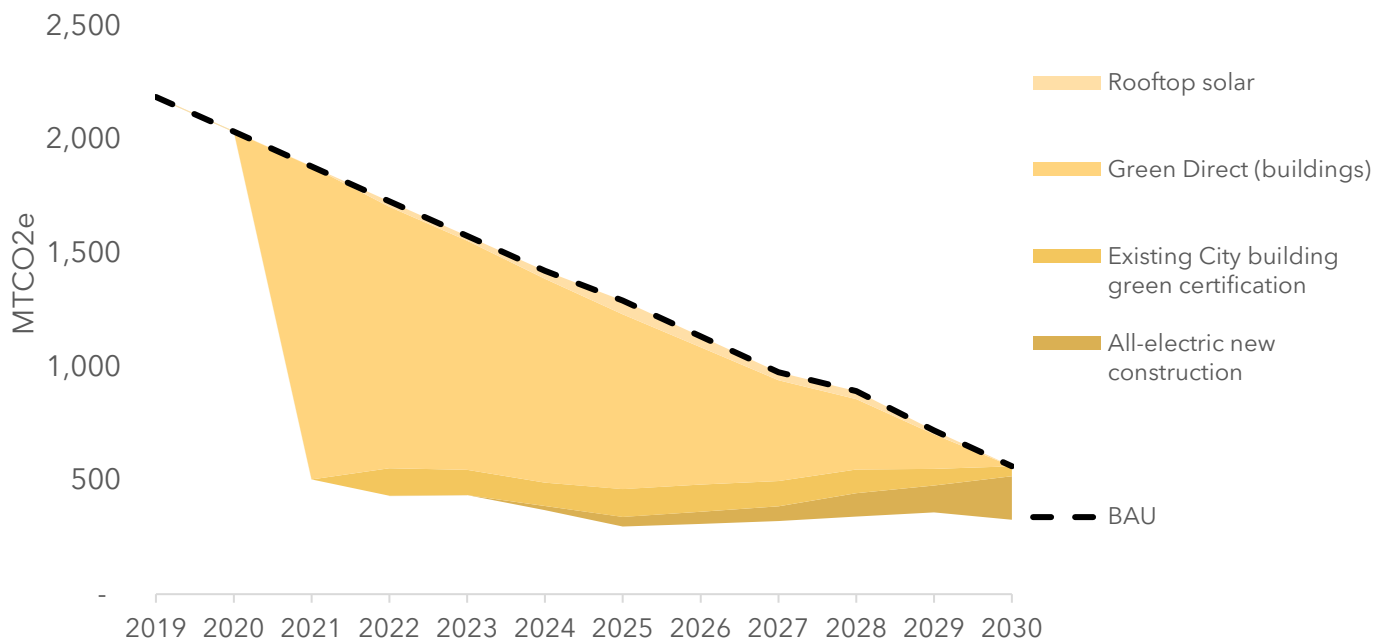
- Puget Sound Energy achieves 100% net carbon neutral electricity by 2030.
- Thirty percent (30%) energy use reduction in existing municipal buildings.

Key Findings:

- Significant and rapid near-term reductions in energy emissions through Green Direct.
- Building electrification and efficiency are essential to further reduce energy emissions.

MUNICIPAL BUILDING EMISSIONS (MTCO ₂ E)		
	2025	2030
BAU	1,291	563
With Municipal Actions	298 (86% reduction)	327 (84% reduction)

Building Energy Wedge Analysis



Transportation

Key Municipal Actions:

- Comprehensive transportation outreach and education.
- Telecommuting and alternative work schedules.
- Police and heavy-duty idling management.
- Convert municipal fleet to electric and require all new passenger vehicle purchases to be fully electric.
- Complete a municipal EV charging infrastructure strategy to fuel new EVs.

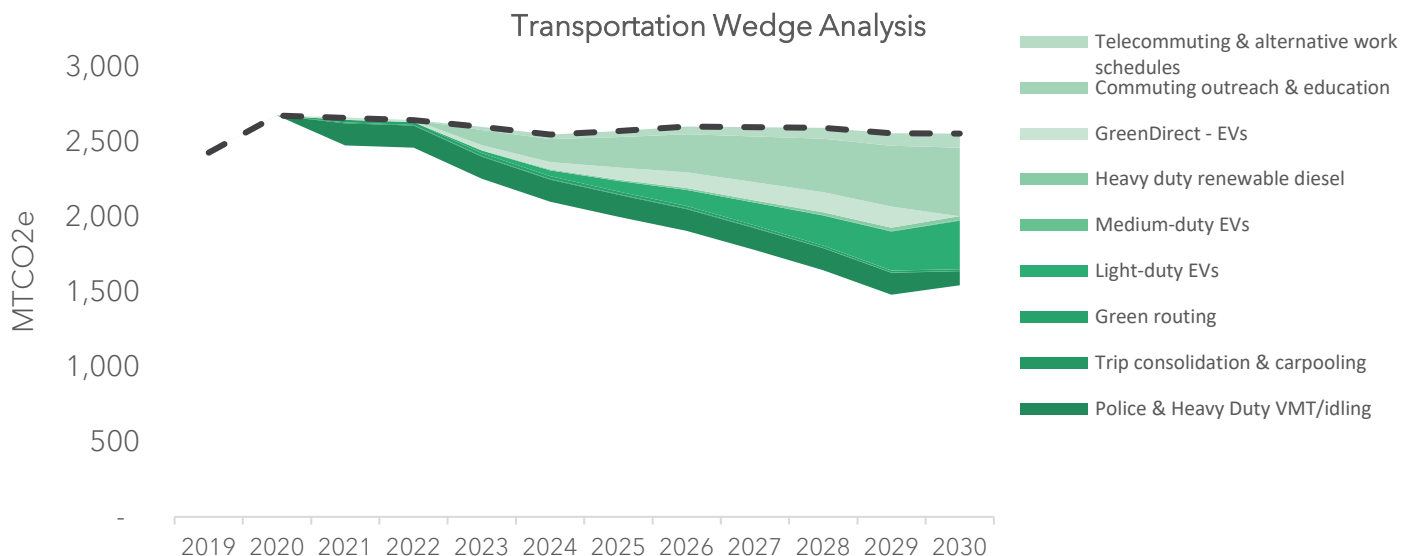
Key Assumptions:

- 35% reduction in VMT among employees due to transportation outreach and education.
- 20% reduction in commute-related GHG emissions for a given week through telecommuting and alternate work schedules.
- Idling management technology installed on police vehicles and heavy-duty vehicles.
- 25% of police vehicles are replaced with EVs by 2030.
- Assume that no new electric vehicles will be purchased until 2023 to allow ramp up in charging infrastructure.
- 43% of fleet passenger vehicles will be replaced with EVs by 2030.

Key Findings:

- Actions that reduce employee commuting such as through commuting outreach and education and telecommuting result in the greatest reduction in transportation emissions.

MUNICIPAL TRANSPORTATION EMISSIONS (MTCO ₂ E)		
	2025	2030
BAU	2,573	2,555
With Municipal Actions	2,002 (18% reduction)	1,544 (36% reduction)



Waste

Key Municipal Actions:

- Reduce City organic waste.
- Increase and enforce City waste diversion.

Key Assumptions:

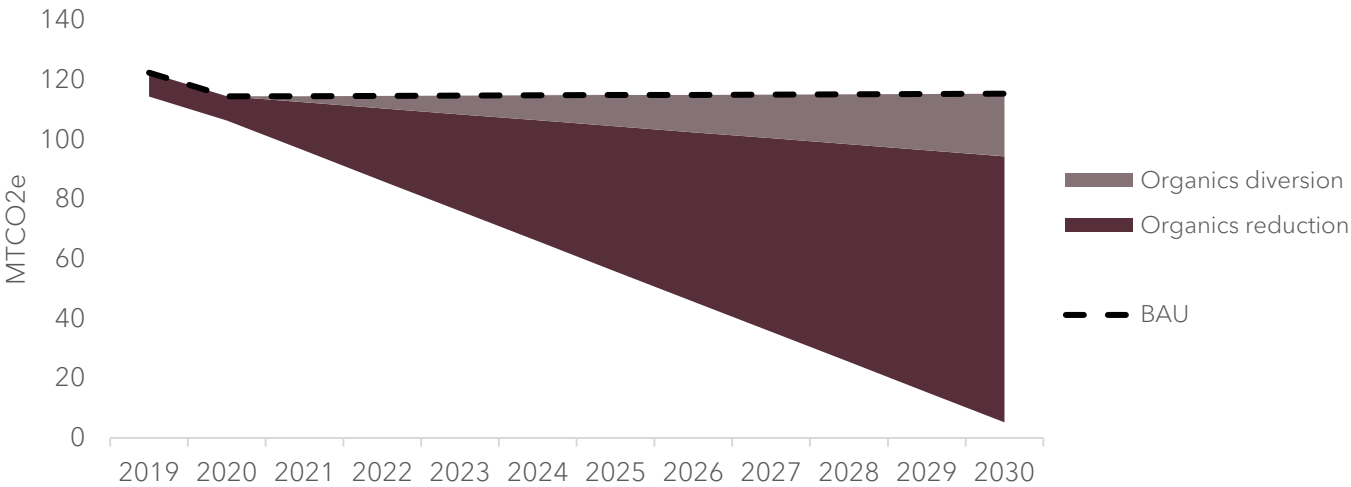
- 80% organics diversion rate by 2030 and reduce organic waste by 50% by 2030.
- Redmond will conduct waste characterization studies to monitor progress towards this goal.

Key Findings:

- Organic waste diversion and reduction will significantly reduce waste emissions.

MUNICIPAL ENERGY EMISSIONS (MTCO ₂ E)		
	2025	2030
BAU	115	115
With Municipal Actions	56 (54% reduction)	5 (96% reduction)

Solid Waste Wedge Analysis



Analysis Assumptions and Details

Strategy #1: Cleaner Electricity

Overview: Reductions in GHG emissions from the built environment and energy sectors will require a transition to clean, renewable energy. Electricity consumption accounts for over 60% of Redmond’s municipal GHG emissions, so making progress toward more renewable electricity sources is an essential component of the clean energy transition. In 2021, Redmond transitioned 100% of its electricity accounts to Puget Sound Energy’s (PSE) Green Direct program which provides dedicated renewable energy resources for program customers. Similarly, new WA State legislation will be very impactful in facilitating this transition: State Bill 5116 calls for 100% carbon-free electricity by 2045 for all electricity utilities in Washington state¹. Actions in this strategy include efforts to incorporate additional renewable electricity—including from rooftop solar—into City of Redmond’s electricity fuel mix.

Strategy/Phasing:

- While PSE makes the transition to renewable electricity, City of Redmond can increase the use of local renewable energy. Options include:
 - Continue participation in PSE’s [Green Direct](#) program.
 - On-site renewable energy projects on municipal buildings, facilities, and lands.
 - Purchase of renewable energy credits (RECs).

Overarching Assumption(s):

- Redmond’s electricity will be 100% renewable through PSE’s Green Direct program starting in March 2021.
- PSE’s electricity mix will be carbon neutral by 2030 and 100% carbon-free by 2045 to maintain compliance with the Clean Energy Transformation Act.²

¹ <http://lawfilesexternal.wa.gov/biennium/2019-20/Pdf/Bills/Senate%20Passed%20Legislature/5116-S2.PL.pdf?q=20200226093506>

² <https://www.pse.com/press-release/details/pse-sets-beyond-net-zero-carbon-goal>

Actions:

#	Action	Description	Status	Impact	Assumption
ESAP B3.1	Increase on-site renewable energy generation	Expand on-site solar generation on new municipal buildings. ³	Ongoing	Low	<ul style="list-style-type: none"> Solar installations upon construction of all new PV-suitable buildings. Likely new PV-suitable buildings that are planned to be built by 2030 include: Community Center, MOC complex, and Fire Stations 11, 12, and 18. 65,700 kWh of on-site solar electricity generation annually per rooftop solar installation.⁴ This totals to 394,200 kWh of on-site solar electricity generated annually by 2030. Assumes multi-site aggregation net metering.⁵
ESAP B3.2	Cross-departmental task force	Develop a cross-departmental task force, which works to address challenges related to land use code in siting renewable energy and other sustainability facilities in the city.	Mid-Term		<i>No impact; supporting action for onsite renewable energy</i>

³ The community-wide environmental sustainability action plan has an action that introduces requirements for new construction to be all-electric, with solar- and EV-ready infrastructure.

⁴ <https://www.google.com/get/sunroof/building/47.67814600000001/-122.1247356/#?f=buy&b=500>.

⁵ <https://www.pse.com/green-options/Renewable-Energy-Programs/distributed-renewables>.

#	Action	Description	Status	Impact	Assumption
NEW ZCS1	Continue Green Direct Subscription	Continue subscription in PSE's Green Direct Program.	Ongoing	High	<ul style="list-style-type: none"> 100% of the City's electricity is procured through PSE's Green Direct program as of March 1, 2021 (approximately 10 million kWh annually). Prior to March 2021, the City purchased 1.3 million kWh annually through PSE's Green Direct program.

Assumption Summary:

Variable	2020 Value	2030 Value
PSE electricity renewable portfolio (%)	41%	100%
City Green Direct purchases (kWh)	1.3 million	10,815,939
City on-site solar generation (kWh)	21,600 ⁶	390,000

⁶ 20.5 kW existing solar system installation on City Hall with an average monthly output of ~1,800 kWh between 2017-2018.

Strategy #2: Reduce Building Energy Demand

Overview: Reductions in building GHG emissions will also require a reduction in energy demand. Washington State’s energy code (adopted by the State Building Code Council) is designed to help achieve the goal of net zero GHG **new buildings** by the year 2031.⁷ Further, King County and the King County-Cities Climate Collaborative (K4C) share a target to reduce energy use in all **existing buildings** 25% below 2012 levels by 2030.⁸ Actions in this strategy include energy efficiency retrofits at municipal facilities. The City’s energy consumption is expected to increase from more than 10 million kWh annually to approximately 11.4 million kWh by 2030 due to the addition of new infrastructure, further reinforcing the need for and importance of energy conservation.

Strategy/Phasing:

- Reductions in building energy demand will provide **near-term emission reductions** and **facilitate the ability for PSE to meet electricity demand** with cleaner fuel mixes (e.g., reduces the need for dirtier “peaker” plants).
- Installing energy-efficient technologies into new construction will be less expensive than retrofitting later.

Overarching Assumption(s):

- Implementation of WA State building code for new buildings: 70% reduction in new building energy use by 2030.⁹

Actions:

#	Action	Description	Status	Impact	Assumptions
ESAP B2.1	Financing for energy efficiency	Assess various options for financing and grants to energy efficiency projects for municipal buildings.	Ongoing	Medium	Existing City buildings: <ul style="list-style-type: none">• Approximately 30% energy use reduction in the existing municipal building portfolio that require investment by 2030 as identified by the Facilities Strategic Management Plan (FSMP).¹⁰
ESAP B2.2	Energy and water retrofits	Continue to implement energy and water conservation retrofits and operational improvements	Ongoing		

⁷ <https://app.leg.wa.gov/RCW/default.aspx?cite=19.27A.020>

⁸ https://your.kingcounty.gov/dnrp/climate/documents/2015_King_County_SCAP-Full_Plan.pdf

⁹ <https://www.natlawreview.com/article/new-washington-legislation-drives-energy-conservation-commercial-buildings>. Assumed compared to current levels.

¹⁰ Energy use reduction dependent on building type. See building fuel switching assumptions for more detail.

#	Action	Description	Status	Impact	Assumptions
		for municipal facilities, streetlights and traffic signals.			<ul style="list-style-type: none"> Excludes leased facilities where the City does not occupy or pay utilities.
ESAP B2.3	Facilities Strategic Maintenance Plan	Coordinate and implement recommendations from the Facilities Strategic Maintenance Plan that support sustainability. Evaluate option for an internal Revolving Fund as a dedicated source of capital, funded by savings from energy efficiency upgrades or other funding mechanisms.	Ongoing		
ESAP B2.4	Resource Conservation Management Plan	Develop a Resource Conservation Management Plan and general government policy to guide energy efficiency investments, operations, and behaviors in City facilities.	Near-Term		
ESAP B2.5	Information technology improvements	Implement solutions to reduce energy demand from the City's IT infrastructure.	Ongoing		<i>De minimis</i> (considered too minor to explicitly model)
ESAP B2.6	New City building green certification	Develop a policy that requires all new municipal owned buildings to be constructed to a minimum certification level, such as Living Building Challenge, or Gold level as defined by the U.S. Green	Near-Term		Certification reduces total site energy use intensity (EUI) by 30% when compared to existing buildings of the same type. ¹¹

¹¹ LEED Gold buildings have 20% lower GHG emissions than average buildings. Source:

<https://www.sciencedirect.com/science/article/pii/S037877881300529X#tbl0005>

LEED buildings on average use 18-39% less energy per floor area than their convention counterparts. Source:

<https://www.sciencedirect.com/science/article/abs/pii/S0378778809000693>

#	Action	Description	Status	Impact	Assumptions
		Building Council's (USGBC) Leadership in Energy & Environmental Design (LEED) for New Construction.			
ESAP B2.7	Existing City building green certification	Implement updates needed for existing City buildings to achieve ENERGY STAR or equivalent recognition. Continue to track progress in a platform such as EPA Portfolio Manager.	Ongoing		Certification reduces energy consumption from existing buildings by approximately 30% when compared to buildings of the same type. ¹²
ESAP B2.8	Embodied and operational carbon	Introduce a policy or program to address embodied and operational carbon in municipal operations.	Mid-Term	N/A	N/A (not in municipal inventory)
NEW ZCS2	Net zero energy use at new municipal buildings	Require that new municipal buildings built between 2025-2030 will have net zero energy use, where possible given facility attributes.	Ongoing	Low	<ul style="list-style-type: none"> Solar installation size will be the same regardless of rooftop space on new PV-suitable municipal buildings.¹³ Possible new PV-suitable municipal buildings built between 2025-2030 include: Community Center, Fire Station 11, 12, 18, MOC Complex.

Strategy #3: Building Fuel Switching

Overview: While the energy sector transitions to clean, renewable energy, Redmond can work proactively to shift from fossil fuel energy sources to the clean electricity grid.

¹² LEED Gold buildings have 20% lower GHG emissions than average buildings. Source:

<https://www.sciencedirect.com/science/article/pii/S037877881300529X#tbl0005>

LEED buildings on average use 18-39% less energy per floor area than their convention counterparts. Source:

<https://www.sciencedirect.com/science/article/abs/pii/S0378778809000693>

¹³ Assumes each new PV-suitable building will have a 60 kW solar installation that will generate approximately 65,700 kWh annually.

Strategy/Phasing:

- According to projected trends in PSE’s electricity fuel mix, switching from natural gas to electricity-based space and water heating will be **most beneficial starting in 2030** when the utility expects to have a carbon neutral electricity mix. Local actions to increase renewable electricity consumption in municipal operations—such as rooftop solar and green power purchasing programs—will expedite this timeframe.
- Due to the relatively long lifetimes of buildings and equipment, actions now **set the stage for a quick and easy transition from natural gas to electricity** will help ensure deep and longer-term emission reductions. Because new construction and major renovations will likely have longer than a 10-year lifespan (i.e., past 2030), it is more economical to eliminate natural gas use in these new municipal construction projects than to retrofit them later.
- For existing buildings, the City can begin **replacing existing natural gas equipment with electric** at the end of the equipment’s life.

Actions:

#	Action	Description	Status	Impact	Assumptions
ESAP B3.4	Green building training	Educate City planning and permitting staff on codes and approaches for incentivizing decarbonization, such as through electric heat pumps. Update permitting process if needed to quickly review and flag decarbonization projects.	Near-Term	Medium	<i>No direct impact - supporting action for municipal building decarbonization</i>
NEW ZCS3	Electric new municipal building construction	Construct all new municipal buildings and major renovations to be all-electric, including for heating. ¹⁴	Ongoing	Medium	<ul style="list-style-type: none">• All new municipal buildings will be all-electric. New municipal buildings planned for construction before 2030 include: Community Center, FS Fire Station 11, 12, 13, and 18, MOC).¹⁵• Site EUI for all-electric buildings will be a 30% reduction

¹⁴ The community-wide environmental sustainability action plan includes an action that prohibits hookups of natural gas in new developments and buildings under a phase-in schedule that considers technological feasibility and pair with a list of exemptions.

¹⁵ Fire Station 14 and 16 recently underwent seismic upgrades which will push their replacement beyond 2030, so it is assumed that they just undergo energy efficiency upgrades prior to 2030.

#	Action	Description	Status	Impact	Assumptions
					compared to the baseline Site Energy Use Intensity (EUI). ¹⁶
NEW ZCS4	Existing building efficiency and electrification upgrades	Require all newly installed equipment to be energy efficient and all-electric and adopt a policy for large buildings to develop a decarbonization plan to become all-electric and meet established efficiency standards by 2030.	Near-Term	Medium	<p>Existing buildings will have a mixed electric and energy efficiency target based on building type:¹⁷</p> <p>Public Order and Safety Buildings¹⁸</p> <ul style="list-style-type: none"> Post-Action Site EUI: 66 kBTU/SF <ul style="list-style-type: none"> 35 kBTU/SF non-electric EUI 31 kBTU/SF electric EUI 47% electric <p>Public Assembly Buildings¹⁹</p> <ul style="list-style-type: none"> Post-Action Site EUI: 34 kBTU/SF <ul style="list-style-type: none"> 21 kBTU/SF non-electric EUI 13 kBTU/SF electric EUI 38% electric <p>Service Buildings</p> <ul style="list-style-type: none"> Post-Action Site EUI: 43 kBTU/SF <ul style="list-style-type: none"> 25 kBTU/SF non-electric EUI 18 kBTU/SF electric EUI 42% electric

¹⁶ [BldgEngy Targets 2017-03-30 FINAL.pdf \(seattle.gov\)](#).

¹⁷ Based on Seattle's performance targets by 2035. Source: Performance Standards for Existing Buildings Performance Targets and Metrics 2019 Memo. Includes the 30% reduction in total site EUI from actions B2.1-B2.4.

¹⁸ MOC Building 01 PW Operations has a higher-than-normal site EUI, so we assume this is just reduced by 30%.

¹⁹ Assume a 30% reduction in electric EUI for City Hall because it only has a maintenance contract, but there is a full renovation planned for 2033.

Strategy #4: Reduce Fleet Vehicle Miles Traveled (VMT)

Overview: Reductions in GHG emissions from the City fleet will require a transition to clean, low-/zero-emission vehicles while simultaneously reducing the number vehicle miles traveled (VMT). Vehicle fleet related emissions accounts for nearly 20% of Redmond's 2018 municipal GHG emissions, so making progress toward reducing fleet vehicle miles while providing essential municipal services is essential to meeting the City's GHG emissions reduction goal.

Strategy/Phasing:

- Vehicle emissions stem from a combination of fuel efficiency, the carbon content of the fuel, and VMT. Gains in the first two areas may be potentially offset by losses in the third (VMT). Transitioning to all electric vehicles may not be possible for certain vehicle-types, therefore, it's important that while City of Redmond integrates EVs into its fleet, the City must simultaneously reduce vehicle miles traveled in non-electric vehicles.
- Implementing idling management efforts in fleet vehicles will be an important first step as the City further electrifies its fleet. Idling management technology and strategies already exists and can be applied immediately to high-idling vehicles (e.g., police vehicles), prior to electrification.
- The City of Redmond can utilize a suite of opportunities to reduce VMT (i.e., carpooling, trip consolidation, virtual meetings).

Actions:

#	Action	Description	Status	Impact	Assumption(s)
ESAP T3.1 (amended)	Police and Heavy-Duty VMT/idling.	Identify and implement opportunities for reducing VMT and idling, especially from <i>police vehicles and heavy-duty vehicles</i> .	Mid-Term	High	<ul style="list-style-type: none">• Idling management technology can save 345 gallons of fuel annually, per vehicle.• By 2025<ul style="list-style-type: none">◦ Assumes all 31 police vehicles and 50% of heavy-duty vehicles (total of 15 vehicles) adopt this technology - equivalent to 15,870

					gallons of fuel saved annually. ²⁰
NEW ZCS5	Trip consolidation and carpooling	Provide an incentive to City staff to encourage trip consolidation, virtual meetings, and carpooling for scheduled trips (e.g., from City Hall to MOC).	Ongoing	Medium	<ul style="list-style-type: none"> Prioritization of virtual meetings during scheduled workday travel will reduce VMT by: <ul style="list-style-type: none"> 1% per year These actions do not apply to buses, fire trucks, fuel tankers, plow trucks, off-road vehicles, and equipment.
NEW ZCS6	Green routing	Evaluate all scheduled trips made in fleet vehicles and pre-plan for the "greenest" route (i.e., using real-time GPS programming and selecting the most efficient route). ²¹	Near-Term	Medium	<ul style="list-style-type: none"> Green routing will reduce total fleet fuel consumption 2% per year.²²

²⁰ Vermont Clean Cities Coalition (VTCCC) and the City of Burlington recently partnered with the police department to pilot the IdleRight Fuel Management System technology. the city's data showed the device not only reduced tailpipe emissions but was capable of saving 345 gallons of fuel and decreasing operating costs by about \$811 per vehicle annually. Source: <https://afdc.energy.gov/case/3076>

²¹ NREL recently developed a tool to calculate and measure "green routing". <https://www.nrel.gov/transportation/route-energy-prediction-model.html>

²² A study using a large-scale, high resolution data set from the California Household Travel Survey indicates that 31% of actual routes have fuel savings potential, and among these routes the cumulative fuel savings could reach 12%. Alternately calculating the potential fuel savings relative to the full set of actual routes (including those that already follow the greenest route recommendation), the potential savings relative to the overall estimated fuel consumption would be 4.5%. Given that not all City of Redmond vehicle trips are scheduled, a more conservative (i.e., 2%) will be applied. Source: [Green Routing Fuel-Saving Opportunity Assessment: A Case Study Using Large-Scale, Real-World Travel Data \(nrel.gov\)](https://www.nrel.gov/transportation/green-routing-fuel-saving-opportunity-assessment-a-case-study-using-large-scale-real-world-travel-data.html)

Strategy #5: Increase Fleet Vehicle Fuel Efficiency

Overview:

Reductions in GHG emissions from the transportation sector will require a transition to clean, low-/zero-emission vehicles while simultaneously enhancing community mobility through increased access to alternatives modes of transportation and decreasing community-wide vehicle miles traveled (VMT). Fleet vehicle related emissions accounts for nearly 20% of Redmond's municipal GHG emissions, so making progress toward more efficient and lower-carbon vehicles will be critical. Currently, Redmond's vehicle fleet consists of 332 vehicles, with 98% of vehicles powered by fossil fuels and only five fully electric vehicles. A majority (50%) of Redmond's vehicle fleet is passenger vehicles, with the next two largest vehicle types being medium-duty trucks and equipment (approximately 20% each).

Strategy/Phasing:

- Due to their long lifetimes of vehicles, taking action now to transition to EVs in the **municipal fleet** will be important for achieving 2030 goals.
- Transitioning **small passenger vehicles** will be important in the very short term, with transition of **trucks and other heavy-duty equipment** increasingly important between 2025 and 2030.
- With the limited market for medium-duty electric vehicles, electrification rate will remain lower through 2025 and then experience and accelerated ramp up to 2030.
- To rapidly electrify the fleet, the City must develop and maintain a robust **EV charging infrastructure network**. Ensuring sufficient **EV infrastructure** in the near-term will also help reduce range anxiety and increase buy-in from employees in the short-term.

Actions:

#	Action	Description	Status	Impact	Assumption(s)
ESAP T4.1	Municipal fleet conversion	Implement the Green Fleet Purchasing Policy that commits to replacing municipal vehicles with alternative fuel/low-carbon vehicles in a manner that minimizes greenhouse gas emissions and	Ongoing	High	25 total vehicles are replaced annually (approximately 6% of fleet). <ul style="list-style-type: none">• The number of vehicles replaced annually will need to be increased through time to address electrification needs (e.g., accelerated medium-duty electrification after 2025). Starting in 2023:

		considers life-cycle economics.			
NEW ZCS7	EV Purchasing Policy	Include in the Green Fleet Purchasing Policy that all new light duty vehicles must be full electric.	Near-Term	High	<p>Light Duty (Gasoline):</p> <ul style="list-style-type: none"> Assumes 9 of the 25 total vehicles replaced annually are passenger vehicles. It is assumed that no electric vehicles will be purchased until 2023. This equates to 63 of 167 (37%) passenger vehicles are replaced with EVs by 2030.^{23,} <p>Medium Duty (half gasoline/half diesel):</p> <ul style="list-style-type: none"> Assumes no electric vehicles purchased until 2025. After 2025, the EV adoption rate linearly scales up from 5 to 8 vehicles annually until 2030.²⁴ This equates to approximately 37 medium duty vehicles being replaced by 2030. <p>Heavy-Duty and Equipment (Diesel):</p> <ul style="list-style-type: none"> All heavy-duty vehicles and equipment will utilize renewable diesel [86 diesel vehicles and equipment by 2030]. Each vehicle replaced with renewable diesel will see a 20% reduction in GHG emissions equivalent to that associated with switching to biodiesel in ClearPath.²⁵

²³ Starting in 2023, assumes 9 of the 25 total vehicles replaced annually are passenger vehicles. This equates to 63 passenger vehicles replaced over the next seven years. We'll need to phase this action in a bit later due to lack of charging infrastructure – starting in 2023/2024. Need time to scale up electrical transmission and EV charging infrastructure.

²⁴ Assuming the City begins purchasing electric medium-duty vehicles starting in 2025, this equates to 37 medium-duty vehicles are replaced with zero emissions vehicles over the next five years.

²⁵ Based on EIA article stating that renewable diesel emissions reductions are comparable to that of biodiesel (<https://www.eia.gov/todayinenergy/detail.php?id=37472>).

NEW ZCS8	Fleet Use Prioritization	Prioritize EV fleet vehicles for highest uses.	Long-Term	High	In addition to the above assumption, 25% of police vehicles are replaced with EVs by 2030. ²⁶
ESAP T4.3	Emission standards for contractors	Develop and incorporate contractor fuel emission reduction standards into bids and contracts to ensure construction contractors doing work on the city's behalf are using fuel efficient and low polluting vehicles and equipment when feasible and practicable.	Mid-Term	N/A	N/A (not a part of the municipal GHG inventory)
NEW ZCS9	EV Charging	Develop a policy that requires all major City planning efforts, major renovations, remodels or new construction to evaluate the need for electric vehicle charging and incorporate into the project and/or construction. Complete a municipal EV charging infrastructure strategy to understand EV infrastructure needs,	Near-Term	High	Based on the assumptions above, Redmond is projected to have 190 new EVs in its fleet; requiring approximately 200 EV chargers by 2030. ²⁷

²⁶ Police vehicles are one of the most frequently used and replaced vehicles in the fleet; electrifying police vehicles addresses the need to prioritize high-use vehicles. Includes cruisers, which are predominantly SUVs.

²⁷ The City of Seattle currently operates 165 battery electric and plug-in hybrid vehicles and has 250 EV chargers to support their fleet. This is equivalent to a 1:1.5 ratio of EV's to EV chargers. Given the size of Redmond's operations, we are estimating a more conservative approach, using a 1:1 ratio of EVs to EV chargers. Final estimates were rounded from 190 to 200 to support future growth. Source: <https://www.seattle.gov/Documents/Departments/FAS/FleetManagement/Fleet-Electrification.pdf>. Assumes one port per charger.

		placement of chargers, and budget to guide the City's efforts.			
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Strategy #6: Reduce Employee Commute Emissions

Overview:

Emissions reductions associated with the travel of employees to and from work in personal vehicles will require a transition to clean, low-/zero-emission vehicles while simultaneously enhancing community mobility and decreasing vehicle miles traveled (VMT). Employee commute related emissions accounts for approximately 8% of Redmond's municipal GHG emissions, so making progress toward reducing commuting miles and increasing equitable access to goods and services are essential to effective climate action. Local governments can often influence these emissions through various programs (e.g., carpools, telecommute options, flex schedule options) despite not having direct control over how employees commute to and from work.

Strategy/Phasing:

- Vehicle emissions are driven by combination of fuel efficiency, the carbon content of the fuel, and VMT. Gains in the first two areas may be potentially offset by losses in the third (VMT). It's important that while City of Redmond supports EV's, they simultaneously reduce vehicle miles traveled by promoting non-SOV modes like transit, walking, biking, and ridesharing amongst employees.
- Maintaining strong telecommuting practices as the City transitions to a post-COVID economy will be an effective strategy to quickly realize emission reductions. The behavioral and technological changes associated with a hybrid telecommuting workplace have been established and the associated GHG reductions will be easier to maintain with this approach.
- Redmond is preparing for the opening of the Link Light Rail and therefore should partner with transit agencies to maintain and enhance multimodal transit services and related facilities, including better first/last mile access to transit.

Overarching Assumptions:

- Drive alone rate and work schedules obtained from Redmond City Hall CTR Survey.

Actions:

#	Action	Description	Status	Impact	Assumption(s)
ESAP T1.11	Comprehensive transportation	Continue employee education and outreach programs and	Ongoing	High	By 2030: <ul style="list-style-type: none"> • 20% increase in non-drive alone rate.

	outreach and education	materials for transportation initiatives related to reducing emissions and community mobility. Promote alternative non-SOV incentive programs.			<ul style="list-style-type: none"> 35% reduction in VMT among employees—equivalent to 35% reduction in vehicle fleet fuel use.²⁸
ESAP T4.2	Telecommuting and alternative work schedules	Expand telecommute and flexible schedules for City employees and encourage Redmond businesses to adopt.	Ongoing	High	<p>Alternate Work Schedules:</p> <ul style="list-style-type: none"> 86 employees work 4/10 schedule 44 employees work 9/80 schedule <p>Prior to the COVID-19 pandemic, 1% of Redmond employees telecommuted (i.e., 99% of employee VMT is used for commuting).</p> <ul style="list-style-type: none"> Of the 711 employees, we assume 390 have the ability to telecommute consistently (55%). If each of the 390 employees telecommute once per week, this would reduce their commute-related GHG emissions by 20% for that week.²⁹ In total, this would reduce annual employee commuting emissions by 11%.
ESAP T1.10	Active mobility infrastructure investments	Identify and implement pedestrian and bicycle infrastructure investments that promote connectivity, safety, and mobility for all.	Ongoing	Low	<i>Supporting Action</i>

²⁸ According to a literature review commissioned by the University of California Berkley and the State of California Public Transportation Account, carsharing appears to have reduced annual VMT overall between 26-42% among those who have participated. The associate GHG impacts varied, depending on whether or not carsharing was one-way or roundtrip. On average, carsharing trips reduces 10% of GHG emissions per household in the Seattle area. Source: http://innovativemobility.org/wp-content/uploads/2016/07/Impactsofcar2go_FiveCities_2016.pdf

²⁹ Greenhouse Gas Emission Reductions from Teleworking. San Diego County. 2020. <https://www.sandiegocounty.gov/content/sdc/sustainability/cap.html>

ESAP T1.8	Increase new mobility options	Encourage and foster the use of new mobility options, such as bike share, electric bike and scooters, and ride hailing.	Ongoing	Low	<i>Supporting Action</i>
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Assumption Summary:

Variable	2015-2016	2017-2019	2020
Employee Counts	663 FTE	711 FTE	652 FTE

Strategy #7: Improve Waste and Materials Management

Overview: While solid waste related emissions account for only 4% of Redmond’s municipal GHG emissions, many of the actions in this strategy offer environmental, economic, and social co-benefits. Upstream lifecycle impacts of goods and services we buy can be significant—especially for carbon-intensive products such as red meat. Furthermore, actions such as rescuing edible food from the landfill and redistributing to food donation programs not only reduces methane emissions but helps to address hunger in local communities.

Strategy/Phasing:

- **Expand incentives, education, and outreach** initially to ensure all employees understand what can be recycled and methods for doing so.
- Phase in mandatory separation and recycling requirements to ensure achievement of target diversion rates.

Overarching Assumptions:

- Cedar Hills Landfill will reach current permitted capacity in 2028.³⁰
- Redmond’s Climate Emergency Declaration establishes a target of zero waste of resources by 2030.

Actions:

#	Action	Description	Status	Impact	Assumption(s)
ESAP M3.1	Increase City waste diversion	Provide composting and recycling at all City buildings and for all municipal operations, including specialized items.	Ongoing	Low	GHG emissions will only come from organic materials. No GHG emissions reductions from plastics recycling.
NEW ZCS11	Enforce City waste diversion	Introduce and enforce a policy requiring composting of all organics waste.	Mid-Term		Assume 80% organics diversion rate to help

³⁰ <https://your.kingcounty.gov/dnrp/library/solid-waste/about/planning/2019-comp-plan.pdf>

					reach zero-waste goal by 2030 ³¹³²
ESAP M3.3	Reduce City waste	Reduce the total tonnage of waste that is produced by the City and identify opportunities for otherwise wasted edible food by cafeteria vendors to be recovered by food banks.	Mid-Term	Medium	Reduce organic waste generation by 50% of 2015 levels by 2030 according to HB1114. ³³
ESAP M3.2	Increase use of electronic documents	Enhance systems for electronic documentation and file sharing.	Ongoing	Low	<i>Negligible impact on emissions.</i>
ESAP M3.4	Green purchasing/procurement	Develop and enforce green City purchasing procedures and policies, including for green cleaning materials and support of end-use markets for recycled materials.	Near-Term	Low	<i>No Impact.</i>
ESAP M3.5	Fleet hazardous waste	Set a policy/goal for hazardous waste generated by the city's Purchasing and Fleet divisions (separate) to be zero or near zero.	Long-Term	Low	<i>No impact; hazardous waste does not reduce GHG emissions.</i>

³¹ See commercial sector section of [Organic materials management in King County - LinkUp program - King County Solid Waste Division](https://www.kingcounty.gov/~media/depts/dnrp/solid-waste/about/documents/waste-characterization-study-2019.ashx?la=en). Redmond would need to increase average commercial capture rate from 17% to 80%. Redmond would also need to conduct waste characterization studies to monitor progress towards this goal. Organics make up approximately 39.5% of nonresidential waste in King County. <https://www.kingcounty.gov/~media/depts/dnrp/solid-waste/about/documents/waste-characterization-study-2019.ashx?la=en>

³² <https://www.redmond.gov/DocumentCenter/View/15318/Climate-Emergency-Declaration-October-2020>

³³ [https://app.leg.wa.gov/bills/summary?BillNumber=1114&Year=2019](https://app.leg.wa.gov/bills/summary/BillNumber=1114&Year=2019). House Bill 1114 sets a goal of reducing food waste by 50 percent below 2015 levels by 2030.

Strategy #8: Increase Tree Canopy Cover and Offsets

Overview: Tree canopy coverage refers to the amount of area that is covered by tree foliage and the City of Redmond is currently at 38.1% tree canopy (as of 2017). Increasing the tree canopy will provide multiple environmental benefits including water, air, and habitat improvements. In 2019, the City adopted a community-wide goal of 40% tree canopy by 2050. This goal represents a 200-acre increase in canopy from 2019.

Strategy/Phasing:

- Maintenance and prevented loss of existing tree canopy is the essential first step needed to hit Redmond's community-wide 40% tree canopy target.

Assumptions:

- Emissions will continue to be produced through 2030, carbon offset/capture programs will be a critical step in achieving carbon neutrality.
 - The number of offsets required will ultimately depend on the remaining emissions produced each year.

Actions:

#	Action	Description	Status	Impact	Assumption(s)
ESAP N1.6	Urban forestry department/dedicated staff/ arborist	Hire a person/team at the City to implement the goals and strategies associated with increasing canopy cover across the city and to update the 20 yr plan. This team/person can be the lead on finding community partners and funding to increase community outreach, adoption of policies/goals and education.	Mid-Term	Low	<ul style="list-style-type: none"> • The City planted four acres of trees during the 2019 - 2020 budget. Assumes consistent rate of planting to 2030 (2 acres/year which was 700-800 trees). • Assume 150 western white pine, 150 sitka spruce, 150 douglas fir, 30 Oregon white oak, 30 pacific dogwood, 30 cascara, 30 serviceberry, 30 shore pine, 70 western hemlock,
ESAP N3.13	Assess health of city owned ROW trees	Assess the health of natural systems for parks and ROW trees (urban forests will be part of 20 yr plan). Develop goals, risk tolerances, and restoration strategies to manage tree species and canopy cover.	Mid-Term		

ESAP N4.1	Increase City-Led Planting	City led planting involves canopy enhancement projects on City-owned land, such as parks, rights-of-way, and stream restoration corridors within contiguous boundaries.	Ongoing		70 western redcedar trees are planted annually. ³⁴
ESAP N4.6	City Acquisition of Lands	Evaluate acquisition of forest parcels, especially in neighborhoods or zones with less canopy, to preserve urban forest cover. As more infrastructure ages and land use changes, consider acquisition of non-forest parcels for a "tree bank."	Mid-Term		
TCSP B.1	Strategy B.1 from Redmond Tree Canopy Strategic Plan.	Continue program to allow residents to plant trees on park property (via donation) for memorials.	Ongoing		
TCSP B.2	Strategy B.2 from Redmond Tree Canopy Strategic Plan	Increase Canopy on city property by planting open space areas in parks consistent with park master plans, street trees, riparian and restoration plantings	Ongoing		
TCSP B.3	Strategy B.3 from Redmond Tree Canopy Strategic Plan	Maintain and develop partnerships (Strategy F) to assist in city planting.	Ongoing		
NEW ZCS15	Local Carbon Offset/Capture Opportunities	Develop a portfolio of local and regional carbon offset/capture initiatives to meet the City's commitment to carbon neutrality. If local projects are insufficient, obtain high-quality carbon	Mid-Term		

³⁴ The annual carbon sequestration is estimated using the i-Tree tool (<https://planting.itreetools.org/>). Assume that 1 gallon is equivalent to 1/5 inch diameter at breast height (<https://hort.ifas.ufl.edu/woody/root-ball-dimension-chart.shtml>).

		offsets and CO2 Removal Certificates (CORCs). ^{35,36}			
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³⁵ Emissions will continue to be produced through 2030, carbon offset/capture programs will be a critical step in achieving carbon neutrality. The number of offsets required will ultimately depend on the remaining emissions produced each year. Potential carbon offset/capture projects may include nature-based initiatives on City lands and open spaces that remove carbon dioxide from the atmosphere and store it in biomass and soils. These could include urban forestry projects in areas of the City that lack canopy and are vulnerable to the impacts of heat, or regenerative practices on riparian or degraded lands.

³⁶ Offsets and RECs can be purchased through brokers in a voluntary, open market. Several brokerage firms and online auction platforms facilitate these purchases: [Forterra's Evergreen Carbon Capture](#), 3Degrees, Bonneville Environmental Foundation (BEF), [PSE's Carbon Balance Program](#). For a full list of certified RECs and carbon offset brokers, visit www.green-e.org/certified-resources and www.green-e.org/certified-resources/carbon-offsets.

The City of Redmond assures that no person shall, on the grounds of race, color, national origin, or gender, as provided by Title VI of the Civil Rights Act of 1964 and the Civil Rights Restoration Act of 1987, be excluded from participation in, be denied the benefits of, or be otherwise subjected to discrimination under any program or activity. For more information about Title VI, please visit redmond.gov/TitleVI.

无歧视声明可在本市的网址 redmond.gov/TitleVI 上查阅 | El aviso contra la discriminación está disponible en redmond.gov/TitleVI.



Draft

City of Redmond Operations

Zero Carbon Strategy

October 12, 2021

Jenny Lybeck, Sustainability Program Manager





Meeting Agenda

- **Why** we're developing a Zero Carbon Strategy
- **How** we developed the Strategy
- **What** is included in the Strategy
- **Questions** and **next steps**

Background

.....

ESAP

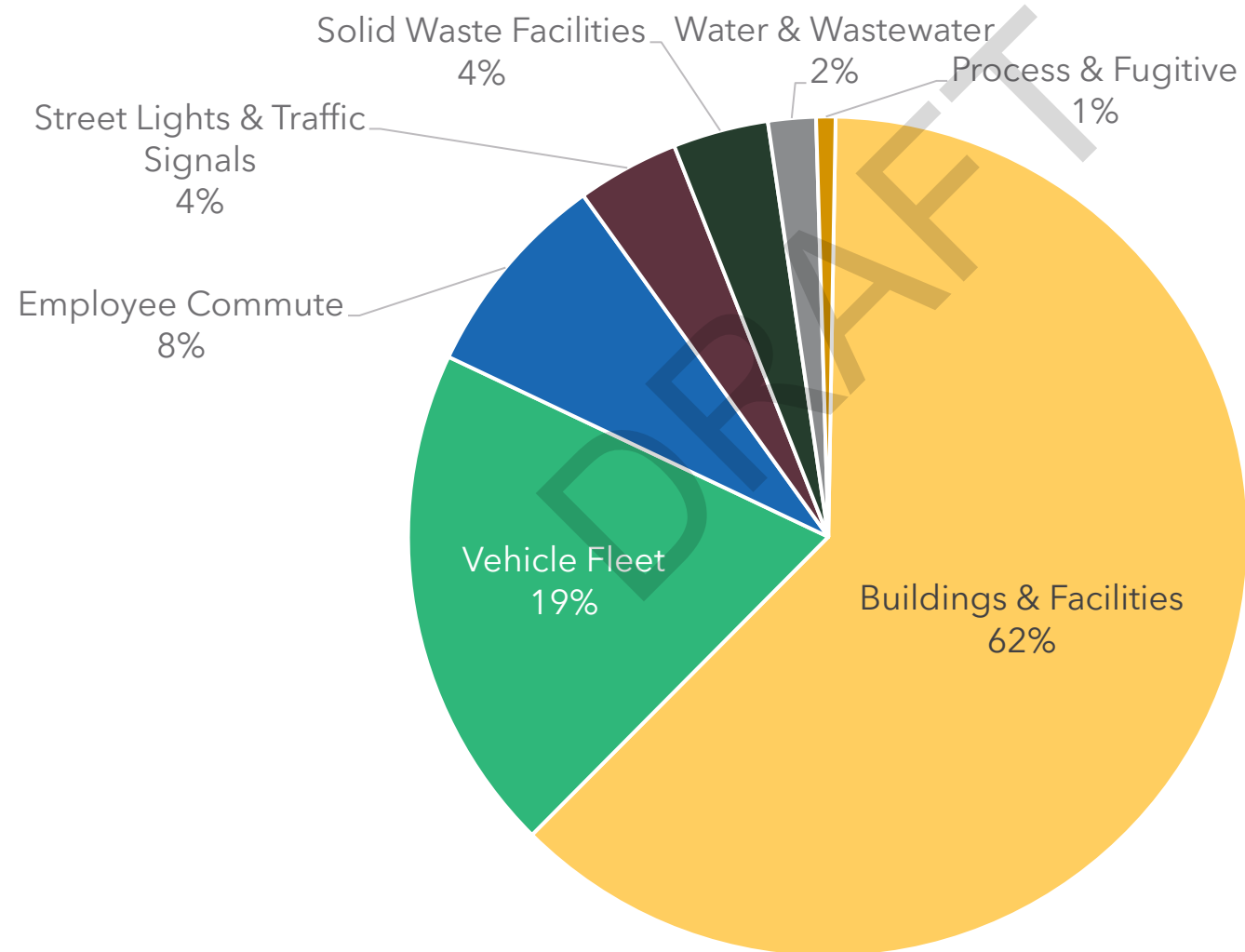
Climate
Emergency
Declaration

“

Global net human-caused emissions of carbon dioxide (CO₂) would need to fall by about 45 percent from 2010 levels by 2030, reaching 'net zero' around 2050. – *IPCC, Global Warming of 1.5C*

”

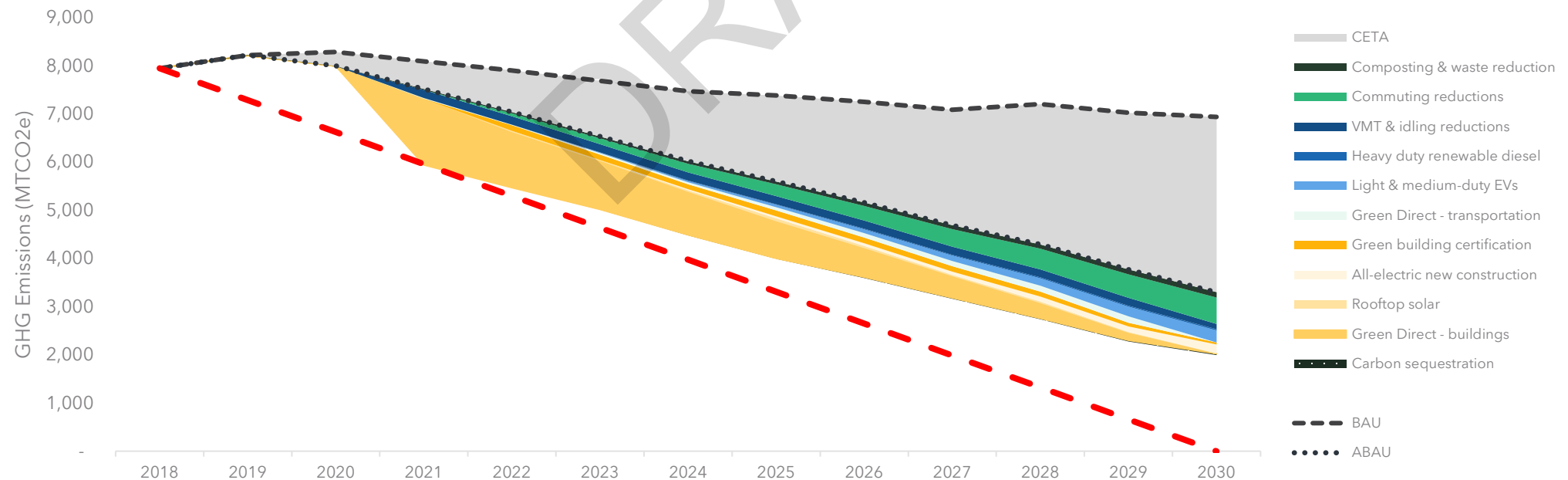
2018 Municipal Emissions



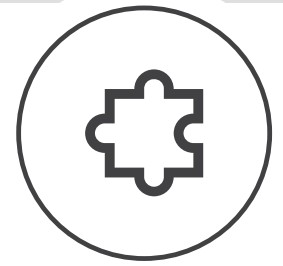


Impact Analysis

- 27 actions from ESAP, 15 new actions
- Estimated to directly reduce greenhouse gas emission 75% by 2030 over 2018 baseline
- Majority of remaining emissions in 2030 from the City's vehicle fleet and employee commuting



Strategy



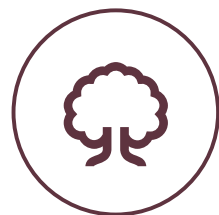
Transition to clean electricity & reduce energy consumption



Reduce fleet & employee commute vehicle miles



Electrify new facilities and vehicle fleet



Increase tree canopy, offsets, & reduce waste

Clean Electricity & Energy Conservation



Clean Electricity

- Continue Green Direct participation
 - *Target: 100% clean electricity by 2030*
- Solar installation on all new PV-suitable buildings

• Energy Conservation

- Reduce building energy demand
 - *Target: 30% energy reduction in existing building portfolio by 2030*
- Green Building policy for City operations, including net zero energy use where possible (conservation + on site renewables)



Reduce **Vehicle Miles Traveled**

Fleet VMT Reductions

- Virtual meetings, trip consolidation
- Idling management technology for police and heavy-duty vehicles

Employee Commute

- Education and outreach to promote carpooling, light rail, biking
 - *Target: 35% reduction in employee commute VMT*
- Telecommuting and alternate work schedules



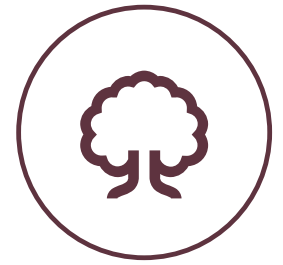
Electrify Facilities & Fleet

Facilities

- All new municipal buildings to be all-electric

Fleet

- Install EV charging infrastructure to support electrification
- Green Fleet Policy – new light duty vehicles must be electric
 - Target: 63 passenger vehicles are EVs by 2030
 - Target: 37 medium duty vehicles are EVs by 2030
 - Target: All heavy-duty vehicles and equipment run on renewable diesel



Carbon Sequestration

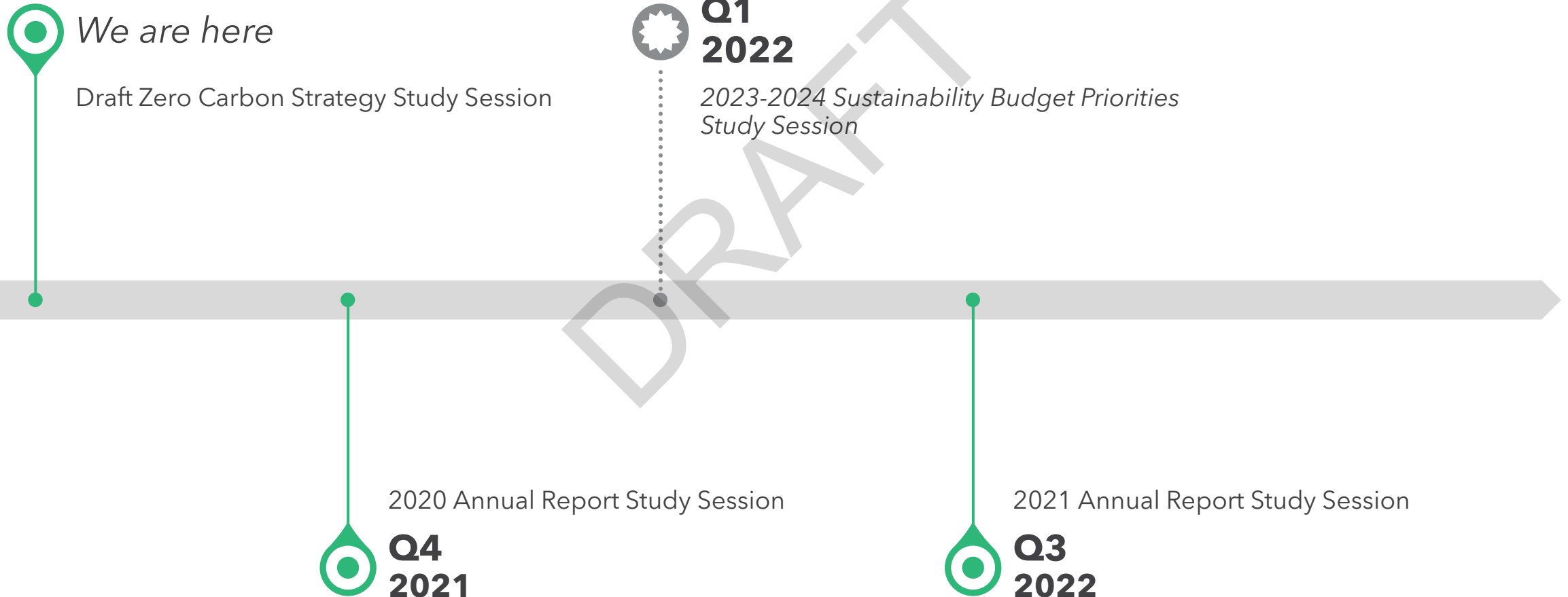
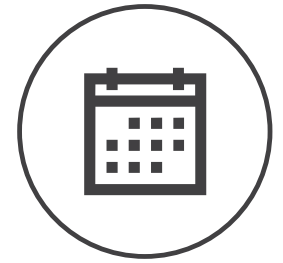
Waste Reduction

- Reduce organic waste generation 50%
- Compost 80% of remaining organic material

Carbon Sequestration

- Plant 2 acres of trees annually
- Purchase offsets for remaining emissions

Milestones



Thank You

Any Questions?

Jenny Lybeck, jlybeck@redmond.gov





Memorandum

Date: 9/28/2021

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

File No. CM 21-480

Type: Committee Memo

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

FROM: Mayor Angela Birney

DEPARTMENT DIRECTOR CONTACT(S):

Finance	Chip Corder	425-556-2189
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DEPARTMENT STAFF:

Finance	Kelley Cochran	Deputy Finance Director
Finance	Judy Fani	Senior Planner

TITLE:

CIP Proviso Update - Project One-Pager

OVERVIEW STATEMENT:

The recommendations made in the CIP Proviso Final Report included the development of project specific one-pagers that would be used to share information related to the scope, schedule and budget with Council and the community. The one-pagers would become a part of the budget document and provide clarity on the recommended project and the requested Council action. A draft of this document has been developed and will be reviewed with Council during the Committee of the Whole meeting to gather feedback to incorporate into the final document.

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

REQUESTED ACTION:

☐ **Receive Information**

☒ **Provide Direction**

☐ **Approve**

REQUEST RATIONALE:

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

Date: 9/28/2021

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

File No. CM 21-480

Type: Committee Memo

OUTCOMES:

The overall goal is to improve reporting to Council and to provide project specific information at the level of detail required to make informed decisions during the budget process. The one-pager is intended to communicate specifics such as scope, schedule, budget and to provide an understanding of requested changes. The design of the document has been informed from input provided by Council during the CIP Proviso Study Session presentations and researching similar one-pagers from other jurisdictions.

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
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Date: 9/28/2021

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

File No. CM 21-480

Type: Committee Memo

3/23/2021	Study Session	Provide Direction
6/8/2021	Study Session	Provide Direction
7/6/2021	Business Meeting	Approve

Proposed Upcoming Contact(s)

N/A	None proposed at this time	N/A
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Time Constraints:

The document design must be completed to support desired improvements to the budget process and documents.

ANTICIPATED RESULT IF NOT APPROVED:

N/A

ATTACHMENTS:

Attachment A: Continuing project

Attachment B: New project

CIP Project Information Sheet

Project Name 10000 Block Avondale Erosion **Project Status** Existing

Functional Area(s) Stormwater, Transportation **Time Frame** 2019-2023

Relevant Functional Plan(s) Stormwater Plan **Budget Priority** Vibrant and Connected

Location Bear Creek at the 10000 block of Avondale Road

Description Stabilize slope and control erosion to protect Avondale Road and provide an environmental lift for Bear Creek through the project site. **Neighborhood** Bear Creek

Anticipated Outcomes Asset Protection, Environment, Safety
By addressing deficiencies caused by Bear Creek's erosion into the embankment, this project ensures road and pedestrian connections remain safe, and prolongs the useful life of the two stormwater outfalls, the utility pole and the pedestrian sidewalk.

Request Reason for Request Delays/Escalation, Permitting Requirement
\$903,840 increase in project funding due to King County permitting delay.

Budget and Changes	Prior	2021	2022	2023	2024	2025	2026	Future	Total
Adopted Budget	\$174,400	\$697,600							\$872,000
Prior Approved Changes*	\$255,030	\$1,142,428							\$1,397,458
Current Approved Budget	\$429,430	\$1,840,028							\$2,269,458
Proposed New Changes		-\$1,352,568	\$322,344	\$1,934,064					\$903,840
Proposed New Budget	\$429,430	\$487,460	\$322,344	\$1,934,064					\$3,173,298

* Prior approved changes due to ☒ Scope Change ☒ Schedule Change ☐ Other

Project Phasing	Prior	2021	2022	2023	2024	2025	2026	Future	Total
Preliminary Design (0-30%)	\$345,000								\$345,000
Right of Way		\$42,712							\$42,712
Design (31-100%)	\$84,430	\$444,748							\$529,178
Construction			\$322,344	\$1,934,064					\$2,256,408
Total	\$429,430	\$487,460	\$322,344	\$1,934,064					\$3,173,298

Contingency	Contingency risk level (percentage) and dollar amounts differ by phase and change as the project progresses. Contingency is included in the total project cost.
17%	\$464,264

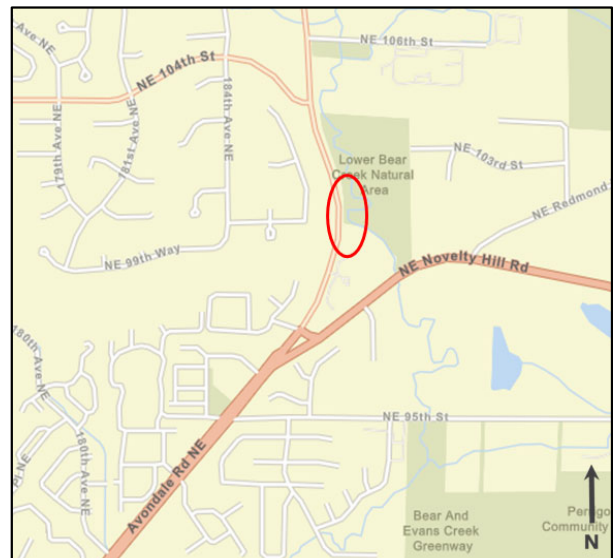
Estimated M&O Impacts	Prior	2021	2022	2023	2024	2025	2026	Future	Total
Amount					\$500	\$500	\$500	ongoing	\$1,500

Explanation Annual inspection and minor wall repair and plant maintenance

Current Funding Sources	Prior	2021-2026	Future	Total
Real Estate Excise Tax	\$188,392	\$247,608		\$436,000
Stormwater CIP	\$241,039	\$492,419		\$733,458
Grant - KC Flood District		\$1,100,000		\$1,100,000
Total	\$429,431	\$1,840,027		\$2,269,458

Proposed New Funding Sources	2021-2026	Future	Total
Stormwater CIP	\$703,840		\$703,840
Grant - KC Flood District	\$200,000		\$200,000
Total	\$903,840		\$903,840

Total Proposed Funding **\$3,173,298**





CIP Project Information Sheet

Project Name New Transportation Project **Project Status** New

Functional Area(s) Transportation **Time Frame** 2019-2023

Relevant Functional Plan(s) Transportation Master Plan **Budget Priority** Vibrant and Connected

Location Street Overlay

Description Overlay Main Street from First to Fourth **Neighborhood** Bear Creek

Anticipated Outcomes Asset Protection

This project, if funded, would avoid costly work needed to address future worsening conditions. Also, the project would extend roadway life by X years.

Request \$1,000,000 to overlay deteriorating roadway. **Reason for Request**

Proposed Budget	Prior	2021	2022	2023	2024	2025	2026	Future	Total
Proposed Budget		\$250,000	\$750,000						\$1,000,000

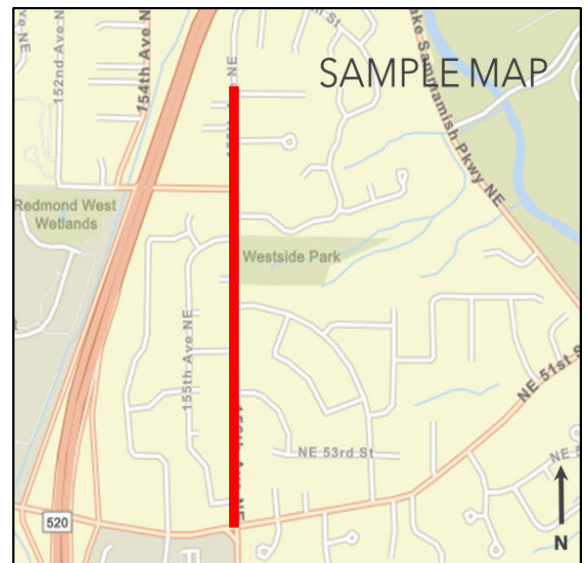
Project Phasing	Prior	2021	2022	2023	2024	2025	2026	Future	Total
Preliminary Design (0-30%)		\$125,000							\$125,000
Right of Way									\$0
Design (31-100%)			\$125,000						\$125,000
Construction			\$750,000						\$750,000
Total		\$125,000	\$875,000						\$1,000,000

Contingency	Contingency risk level (percentage) and dollar amounts differ by phase and change as the project progresses. Contingency is included in the total project cost.
20% \$170,000	

Estimated M&O Impacts	Prior	2021	2022	2023	2024	2025	2026	Future	Total
Amount						\$8,007		ongoing	\$8,007

Explanation Crack seal and pothole repairs

Proposed Funding Sources	2021-2026	Future	Total
Transportation CIP	\$900,000		\$900,000
Grant - FHWA	\$100,000		\$100,000
Total	\$1,000,000		\$1,000,000





Memorandum

Date: 9/28/2021

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

File No. CM 21-454

Type: Committee Memo

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

FROM: Mayor Angela Birney

DEPARTMENT DIRECTOR CONTACT(S):

Finance	Chip Corder	425-556-2189
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DEPARTMENT STAFF:

Finance	Juliana Elsom	Financial Services Manager
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TITLE:

2020 Impact Fee Collection and Distribution Report

OVERVIEW STATEMENT:

The Impact Fee Report is presented for information purposes only per Redmond Municipal Code (RMC) 3.10.190.

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

REQUESTED ACTION:

☒ **Receive Information**

☐ **Provide Direction**

☐ **Approve**

REQUEST RATIONALE:

- **Relevant Plans/Policies:**
N/A
- **Required:**
Per RMC 3.10.190 the City of Redmond Finance Department shall prepare a report on each impact fee account.
- **Council Request:**
N/A
- **Other Key Facts:**
N/A

OUTCOMES:

In total, the City collected \$5,955,746 in impact fees (net of refund) in 2020 and spent \$1,655,290. The total collected and spent for each category is shown below:

	<u>Collected</u>	<u>Spent</u>	<u>Balance</u>
Transportation	\$2,013,891	\$793,504	\$14,550,881
Parks	\$3,651,488	\$861,786	\$ 7,117,040
Fire	\$ 290,367	\$0	\$ 1,015,286

Overall impact fee collections for 2020 increased from 2019 collections by \$1,171,046 or 24 percent (%). The increase is due to an increase in the total number of building permits issued in 2020 for new dwelling units as well as the timing of revenue collection between the years. A total of \$1,504,399 was collected in 2020 for school impact fee and disbursed to Lake Washington School District.

Transportation

Three transportation projects received impact fee funding in 2020. The projects and amounts received are as follows:

152 nd Ave NE Improvements	\$263,156
Couplet Bond Debt	\$467,950
NE 40 th Shared Use Path	<u>\$62,398</u>
TOTAL	\$793,504

Transportation impact fees remaining at the end of 2020 totaled \$14,550,881.

Parks

Two parks projects received impact fee funding in 2020. The projects and amounts received are as follows:

RCC - Linkages	\$147,461
Downtown Park debt repayment	<u>\$714,325</u>
TOTAL	\$861,786

Parks impact fee remaining at the end of 2020 totaled \$7,117,040.

Fire

Fire Impact Fee remaining at the end of 2020 totaled \$1,015,286.

This report is presented to meet the reporting requirements of RMC 3.10.190, Annual Impact Fee Report. The provision requires the Finance Department to prepare a report on each impact fee account showing the source and amount of all moneys collected, earned, or received, and the system improvements that were financed in whole or in part by the impact fees.

Staff will be present at the September 28, 2021, Finance, Administration and Communications Committee of the Whole to answer any questions on the impact fee report. If you have questions prior to that time, please contact either me at 425-556-2189 or Julie Elsom at 425-556-2181.

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: 9/28/2021

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

File No. CM 21-454

Type: Committee Memo

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

Time Constraints:

Redmond Municipal Code section 3.10.190 Annual Impact Fee Report requires the Finance Department to report the revenues and expenditures associated with impact fees annually.

ANTICIPATED RESULT IF NOT APPROVED:

N/A

ATTACHMENTS:

Attachment A: Impact Fee Annual Report - 2020 Impact Fee Summary

Attachment B: Impact Fee Activity Summary for 2020

2020 IMPACT FEE SUMMARY

Attachment A

TYPE	MONTH	BEGINNING BALANCE	FEES RECEIVED	INTEREST EARNED	AMOUNT DISTRIBUTED	ENDING BALANCE
PARKS	JAN	4,259,843.27	14,798.64	7,254.31		4,281,896.22
TRANSPORTATION	JAN	13,145,856.80	22,070.97	22,366.72		13,190,294.49
FIRE	JAN	714,213.68	375.03	1,214.48		715,803.19
LWSD	JAN	590,948.47	65,487.00	557.97	(590,948.47)	66,044.97
PARKS	FEB	4,281,896.22	29,709.25	6,946.41		4,318,551.88
TRANSPORTATION	FEB	13,190,294.49	36,784.95	21,354.04		13,248,433.48
FIRE	FEB	715,803.19	625.05	1,157.72		717,585.96
LWSD	FEB	66,044.97	68,165.00	161.42		134,371.39
PARKS	MAR	4,318,551.88	24,664.40	6,785.05		4,350,001.33
TRANSPORTATION	MAR	13,248,433.48	36,784.95	20,784.69		13,306,003.12
FIRE	MAR	717,585.96	625.05	1,124.71		719,335.72
LWSD	MAR	134,371.39	68,165.00	263.35		202,799.74
PARKS	APR	4,350,001.33	19,731.52	5,486.17		4,375,219.02
TRANSPORTATION	APR	13,306,003.12	29,427.96	16,761.90		13,352,192.98
FIRE	APR	719,335.72	500.04	905.48		720,741.24
LWSD	APR	202,799.74	54,532.00	161.90	(202,799.74)	54,693.90
PARKS	MAY	4,375,219.02	11,180.91	5,512.52		4,391,912.45
TRANSPORTATION	MAY	13,352,192.98	14,365.67	16,810.55		13,383,369.20
FIRE	MAY	720,741.24	57,378.54	943.03		779,062.81
LWSD	MAY	54,693.90	25,927.00	51.34	(54,693.90)	25,978.34
PARKS	JUN	4,391,912.45	54,261.68	4,343.06	(4,738.14)	4,445,779.05
TRANSPORTATION	JUN	13,383,369.20	80,926.89	13,196.66	(7,008.68)	13,470,484.07
FIRE	JUN	779,062.81	1,375.11	766.69	(121.42)	781,083.19
LWSD	JUN	25,978.34	149,963.00	80.54	(38,272.35)	137,749.53

2020 IMPACT FEE SUMMARY

Attachment A

TYPE	MONTH	BEGINNING BALANCE	FEES RECEIVED	INTEREST EARNED	AMOUNT DISTRIBUTED	ENDING BALANCE
PARKS	JUL	4,445,779.05	4,932.88	4,485.31		4,455,197.24
TRANSPORTATION	JUL	13,470,484.07	7,356.99	13,586.45		13,491,427.51
FIRE	JUL	781,083.19	125.01	787.66		781,995.86
LWSD	JUL	137,749.53	13,633.00	76.32	(137,749.53)	13,709.32
PARKS	AUG	4,455,197.24	1,004,117.11	4,750.70		5,464,065.05
TRANSPORTATION	AUG	13,491,427.51	981,677.45	13,399.67		14,486,504.63
FIRE	AUG	781,995.86	61,906.77	779.08		844,681.71
LWSD	AUG	13,709.32	40,899.00	26.17	(13,709.32)	40,925.17
PARKS	SEPT	5,464,065.05	1,568,197.15	7,185.39		7,039,447.59
TRANSPORTATION	SEPT	14,486,504.63	7,356.99	16,663.71		14,510,525.33
FIRE	SEPT	844,681.71	102,697.66	1,030.44		948,409.81
LWSD	SEPT	40,925.17	631,956.99	386.91	(40,925.17)	632,343.90
PARKS	OCT	7,039,447.59	246,181.25	5,431.59		7,291,060.43
TRANSPORTATION	OCT	14,510,525.33	36,259.45	11,017.56		14,557,802.34
FIRE	OCT	948,409.81	28,958.94	730.19		978,098.94
LWSD	OCT	632,343.90	73,464.72	267.62	(632,343.90)	73,732.34
PARKS	NOV	7,291,060.43	14,798.64	4,926.46		7,310,785.53
TRANSPORTATION	NOV	14,557,802.34	22,070.97	9,833.97		14,589,707.28
FIRE	NOV	978,098.94	375.03	660.34		979,134.31
LWSD	NOV	73,732.34	40,899.00	38.69	(73,732.34)	40,937.69

2020 IMPACT FEE SUMMARY

Attachment A

TYPE	MONTH	BEGINNING BALANCE	FEES RECEIVED	INTEREST EARNED	AMOUNT DISTRIBUTED	ENDING BALANCE
PARKS	DEC	7,310,785.53	663,653.13	4,387.13	(861,786.00)	7,117,039.79
TRANSPORTATION	DEC	14,589,707.28	745,816.89	8,860.90	(793,504.36)	14,550,880.71
FIRE	DEC	979,134.31	35,545.69	606.45		1,015,286.45
LWSD	DEC	40,937.69	271,307.00	94.97	(40,937.69)	271,401.97

	Net w/o Interest	Total Fees Rcvd	Total Int Earned	Refund/Spent
PARKS	2,789,702.42	3,656,226.56	67,494.10	(866,524.14)
TRANSPORTATION	1,220,387.09	2,020,900.13	184,636.82	(800,513.04)
FIRE	290,366.50	290,487.92	10,706.27	(121.42)
LWSD		1,504,398.71	2,167.20	(1,826,112.41)

Impact Fee Activity Summary for 2020

Attachment B

Impact Fee Type	Beginning Balance 1-Jan-2020	Impact Fees collected during 2020	Refunds 2020	Net Amount Collected	Interest Earned	Impact Fees Spent in 2020	Ending Balance 31-Dec-2020
Transportation	\$ 13,145,857	\$ 2,020,900	\$ (7,009)	\$ 2,013,891	\$ 184,637	\$ (793,504)	\$ 14,550,881
Parks	4,259,843	3,656,227	(4,738)	\$ 3,651,488	67,494	(861,786)	\$ 7,117,040
Fire	714,214	290,488	(121)	\$ 290,367	10,706	-	\$ 1,015,286
Total	\$ 18,119,914	\$ 5,967,615	\$ (11,868)	\$ 5,955,746	\$ 262,837	\$ (1,655,290)	\$ 22,683,207



Memorandum

Date: 9/28/2021

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

File No. CM 21-490

Type: Committee Memo

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

FROM: Mayor Angela Birney

DEPARTMENT DIRECTOR CONTACT(S):

Finance	Chip Corder	425-556-2189
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TITLE:

Monthly Financial Report through August 2021

OVERVIEW STATEMENT:

Review the Monthly Financial Report from January 1, 2021 through August 31, 2021 which includes the budget adjustments adopted by ordinance on August 17, 2021.

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

REQUESTED ACTION:

☒ **Receive Information**

☐ **Provide Direction**

☐ **Approve**

REQUEST RATIONALE:

- **Relevant Plans/Policies:**
Review of the City's finances between January 1, 2021 and August 31, 2021.
- **Required:**
N/A
- **Council Request:**
N/A
- **Other Key Facts:**
N/A

OUTCOMES:

Key highlights from the Monthly Financial Report through August 2021 include:

General Fund

- Total revenues are 28.5%, or \$17.1 million, above target.
- Sales tax is 80.2%, or \$12.9 million, above target primarily due to the high level of development activity, which has generated \$10.5 million in one-time construction sales tax through August 2021.
- Utility taxes are 0.3%, or \$23,000, below target.
- License & permit fees are 28.3%, or \$2.3 million, above target primarily due to the high level of development activity.

Date: 9/28/2021

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

File No. CM 21-490

Type: Committee Memo

- Intergovernmental revenues are 25.0%, or \$2.6 million, above target primarily due to the American Rescue Act Plan (ARPA) allocation to the City.
- Total expenditures are 16.3%, or \$16.9 million, below target primarily due to position vacancies, the timing of one-time expenditures, and the budget adjustments adopted by ordinance on August 17, 2021 that impact 2022 or beyond (e.g., \$5.0 million in ARPA funding won't be spent until 2022, and most of the Police body-worn camera program funding is reserved for 2023-2025).

Other Funds

- *Recreation Activity Fund:* Total revenues are 24.7%, or \$209,000, above target primarily due to summer camps, field rentals, and donations.
- *Water/Wastewater M&O Fund:* Total revenues are 3.6%, or \$873,000, more than total expenditures. In particular, commercial water consumption is 10.2% above target, but is still well below the historical average prior to the pandemic.
- *Capital Investment Program:* Total expenditures are 23.3% of budget at the 33.3% point of the biennium.

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

Date: 9/28/2021

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

File No. CM 21-490

Type: Committee Memo

☐ **Additional budget details attached**

COUNCIL REVIEW:

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

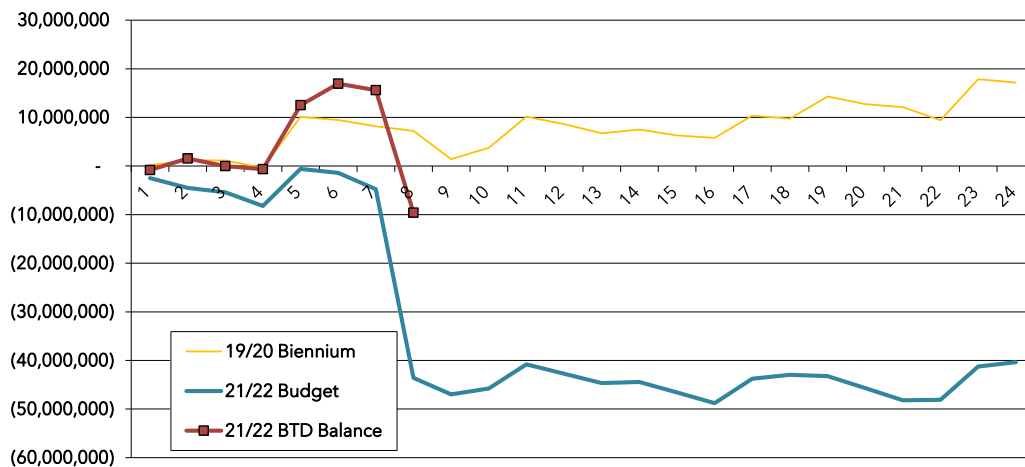
ATTACHMENTS:

Attachment A: August 2021 Monthly Financial Report

City of Redmond, WA
Monthly Cash Flow Summary - General Fund
2021-2022

	Revenue Budget	BTD Revenue	Expenditure Budget	BTD Expenditures	BTD Balance	On-going Balance
Begin Bal.	-	-	-	-	-	40,346,924
January	5,948,496	6,844,377	8,433,011	7,673,414	(829,037)	39,517,887
February	12,364,693	16,658,712	16,866,021	15,118,248	1,540,464	41,887,388
March	19,912,922	23,127,811	25,299,032	23,136,491	(8,680)	40,338,244
April	25,519,720	30,269,007	33,732,042	30,905,874	(636,866)	39,710,058
May	41,571,280	51,112,012	42,165,053	38,595,222	12,516,790	52,863,714
June	49,207,175	63,190,374	50,598,063	46,258,210	16,932,165	57,279,089
July	54,264,093	69,833,506	59,031,074	54,233,697	15,599,808	55,946,732
August	59,997,774	77,113,256	103,595,664	86,710,241	(9,596,985)	30,749,939
September	65,010,706	-	111,987,467	-	-	-
October	74,606,611	-	120,379,269	-	-	-
November	87,956,806	-	128,771,071	-	-	-
December	94,434,706	-	137,162,873	-	-	-
January	100,905,854	-	145,554,675	-	-	-
February	109,515,619	-	153,946,478	-	-	-
March	115,776,685	-	162,338,280	-	-	-
April	121,943,389	-	170,730,082	-	-	-
May	135,340,194	-	179,121,884	-	-	-
June	144,580,163	-	187,513,687	-	-	-
July	152,671,393	-	195,905,489	-	-	-
August	158,608,238	-	204,297,291	-	-	-
September	164,479,246	-	212,689,093	-	-	-
October	172,990,174	-	221,080,896	-	-	-
November	188,232,406	-	229,472,698	-	-	-
December	197,517,576	-	237,864,500	-	-	-

Cash Flows Without Beginning Balance



Notes:

BTD = Biennium To Date

The "on-going balance" column combines the beginning balance with the results from the previous months.

Refer to Page 16 for explanation on negative trends, budget variances and other observations.

This is a preliminary report prior to audit however all amounts are expected to be accurate.

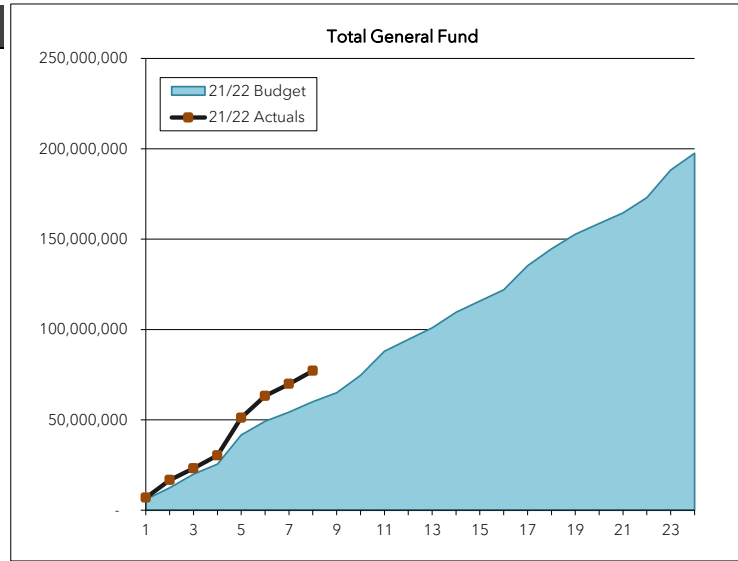
This report and the City's full budgets and financial reports are available on our web site at:

<https://www.redmond.gov/267/Financial-Reports>

City of Redmond, WA
Monthly Revenue Summary - General Fund
2021-2022

General Fund

	Biennial Budget	Actual	Over / (Under) %
January	5,948,496	6,844,377	15.06%
February	12,364,693	16,658,712	34.73%
March	19,912,922	23,127,811	16.14%
April	25,519,720	30,269,007	18.61%
May	41,571,280	51,112,012	22.95%
June	49,207,175	63,190,374	28.42%
July	54,264,093	69,833,506	28.69%
August	59,997,774	77,113,256	28.53%
September	65,010,706		
October	74,606,611		
November	87,956,806		
December	94,434,706		
January	100,905,854		
February	109,515,619		
March	115,776,685		
April	121,943,389		
May	135,340,194		
June	144,580,163		
July	152,671,393		
August	158,608,238		
September	164,479,246		
October	172,990,174		
November	188,232,406		
December	197,517,576		
Percent collected to date	39.0%		



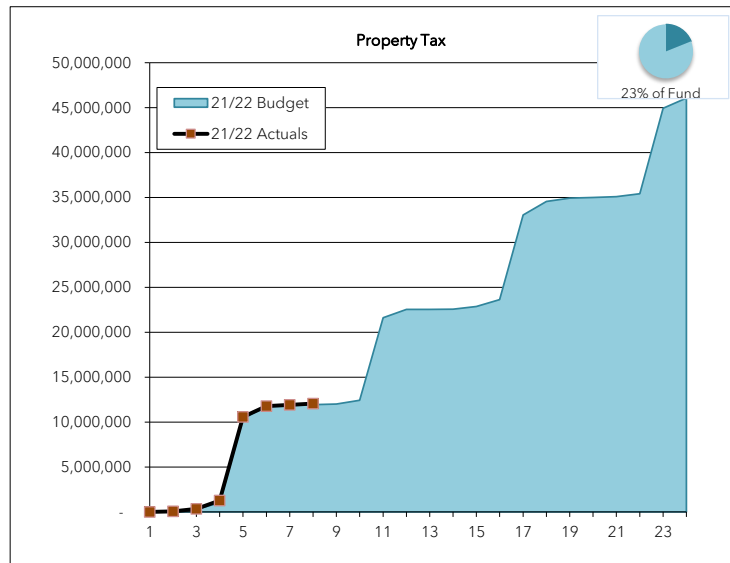
Normalized: adjusted for one-time sales tax revenue

The charts on pages 2 through 6 illustrate General Fund revenues.
It is within the General Fund that general taxes are accounted for.
The blue (shaded) background is the current budget. The dark black solid line is the actual experience this biennium.

Property Tax

**23% of Total
Budget- GF**

	Biennial Budget	Actual	Over / (Under) %
January	-	-	0.00%
February	30,184	58,298	93.15%
March	301,181	334,234	10.97%
April	1,019,592	1,259,715	23.55%
May	10,363,687	10,563,942	1.93%
June	11,801,094	11,782,743	-0.16%
July	11,907,174	11,908,121	0.01%
August	11,945,374	12,059,985	0.96%
September	12,015,231		
October	12,417,039		
November	21,608,746		
December	22,540,562		
January	22,540,562		
February	22,567,082		
March	22,863,467		
April	23,635,793		
May	33,046,401		
June	34,556,291		
July	34,920,243		
August	34,989,260		
September	35,080,879		
October	35,417,548		
November	44,932,344		
December	46,064,549		
Percent collected to date	26.2%		



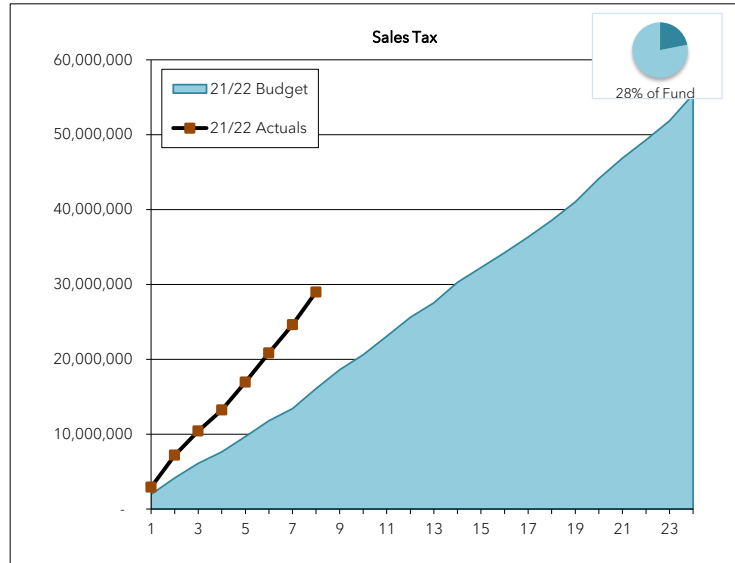
Property taxes are paid twice a year (in May and November).
Most property taxes are accounted for in the General Fund however property taxes are also found in
Funds 012, 035, 036, and 037.

City of Redmond, WA
Monthly Revenue Summary - General Fund
2021-2022

Sales/ Other Taxes

	Biennial Budget	Actual	28% of Total Budget- GF Over / (Under) %
January	1,975,547	2,908,610	47.23%
February	4,156,599	7,197,435	73.16%
March	6,092,928	10,413,848	70.92%
April	7,620,175	13,219,613	73.48%
May	9,687,591	16,956,433	75.03%
June	11,785,212	20,850,486	76.92%
July	13,398,985	24,609,791	83.67%
August	16,082,014	28,986,592	80.24%
September	18,613,301		
October	20,613,816		
November	23,071,163		
December	25,608,256		
January	27,549,528		
February	30,280,992		
March	32,256,893		
April	34,256,984		
May	36,331,557		
June	38,548,274		
July	41,013,673		
August	44,133,582		
September	46,864,183		
October	49,307,215		
November	51,872,199		
December	55,389,821		
Percent collected to date		52.3%	

Normalized: adjusted for one-time sales tax revenue



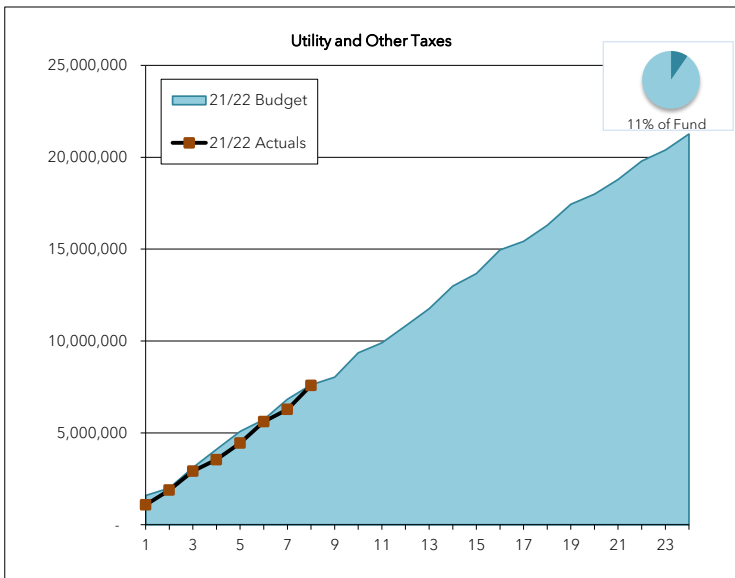
The total sales tax rate is 10.1% of the value of the sale of which 0.85% comes to the city for general government purposes and 0.01% for criminal justice. (most of the rest goes to other jurisdictions including 68% to the state).

"Normalized" refers to taxes received not related to tax audits.

Sales tax is the largest single revenue source in the General Fund. It is collected by the state and sent to the city about two months after the actual sales transaction. It includes retail sales and use tax, criminal justice and natural gas use tax.

Utility / Other Taxes

	Biennial Budget	Actual	11% of Total Budget- GF Over / (Under) %
January	1,587,187	1,078,073	-32.08%
February	1,993,054	1,884,330	-5.46%
March	3,101,481	2,916,633	-5.96%
April	4,096,216	3,542,650	-13.51%
May	5,079,527	4,443,476	-12.52%
June	5,722,589	5,609,361	-1.98%
July	6,828,830	6,274,909	-8.11%
August	7,609,399	7,586,245	-0.30%
September	8,028,134		
October	9,351,439		
November	9,901,144		
December	10,812,596		
January	11,757,063		
February	12,988,838		
March	13,666,024		
April	14,959,081		
May	15,425,828		
June	16,291,152		
July	17,437,416		
August	17,988,441		
September	18,787,032		
October	19,789,071		
November	20,387,068		
December	21,262,999		
Percent collected to date		35.7%	



The utility tax rate is 6% of the gross revenues of electricity, telephone, cell phone, garbage and natural gas companies.

The cable television utility tax rate is 6% and franchise fee is 5%. Other taxes include admissions and gambling taxes.

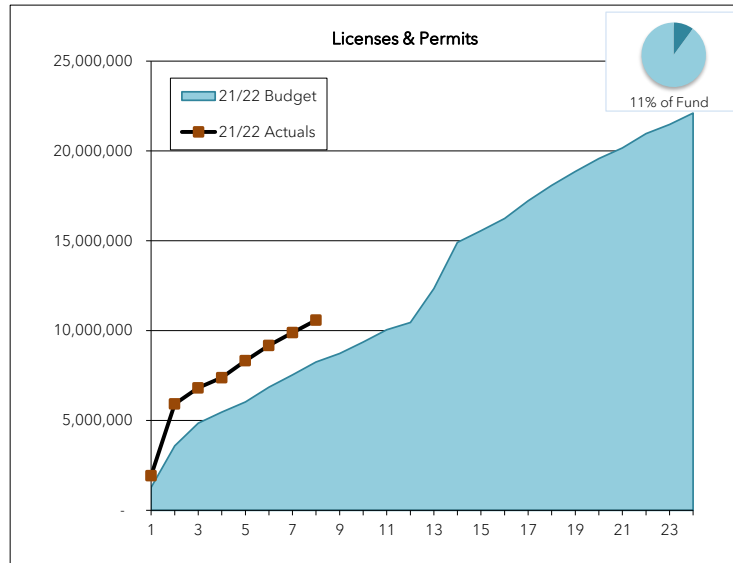
City of Redmond, WA
Monthly Revenue Summary - General Fund
2021-2022

Licenses & Permits

11% of Total
Budget- GF

	Biennial Budget	Actual	Over / (Under) %
January	1,270,590	1,928,743	51.80%
February	3,591,229	5,916,119	64.74%
March	4,845,053	6,815,049	40.66%
April	5,458,464	7,380,994	35.22%
May	6,025,699	8,326,978	38.19%
June	6,849,391	9,179,720	34.02%
July	7,537,131	9,888,371	31.20%
August	8,250,337	10,581,540	28.26%
September	8,723,495		
October	9,361,436		
November	10,044,360		
December	10,450,074		
January	12,340,506		
February	14,904,962		
March	15,561,884		
April	16,240,165		
May	17,229,148		
June	18,078,387		
July	18,862,056		
August	19,577,456		
September	20,165,872		
October	20,965,021		
November	21,477,760		
December	22,108,251		

Percent collected to date 47.9%



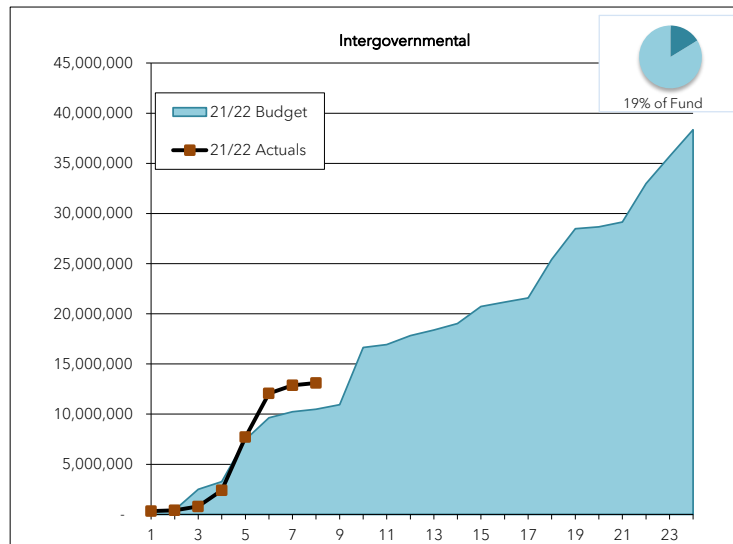
Business license rates are \$51.00 in 2021 and \$52.00 in 2022 per employee within the business.
The estimates for business license are \$7.2 million for the biennium.
The permits are largely development related and are estimated to be almost \$12.5 million for the biennium.

Intergovernmental

19% of Total
Budget- GF

	Biennial Budget	Actual	Over / (Under) %
January	321,437	334,654	4.11%
February	440,830	416,834	-5.44%
March	2,507,649	795,469	-68.28%
April	3,269,512	2,402,946	-26.50%
May	7,454,981	7,714,982	3.49%
June	9,631,464	12,072,089	25.34%
July	10,233,364	12,876,061	25.82%
August	10,483,301	13,105,439	25.01%
September	10,934,744		
October	16,653,312		
November	16,929,431		
December	17,817,236		
January	18,389,728		
February	19,024,824		
March	20,732,746		
April	21,154,478		
May	21,572,792		
June	25,423,475		
July	28,477,773		
August	28,662,594		
September	29,143,619		
October	32,979,804		
November	35,697,466		
December	38,350,001		

Percent collected to date 34.2%



Intergovernmental revenues include contract payments by Fire District 34 for city service to that area (which is 58% of the total), state support for criminal justice efforts, state shared revenues for liquor taxes and liquor profits, and gas tax.
The city accounts for King County EMS levy payments for basic life support in this account as well as a variety of smaller intergovernmental contract payments to the City.

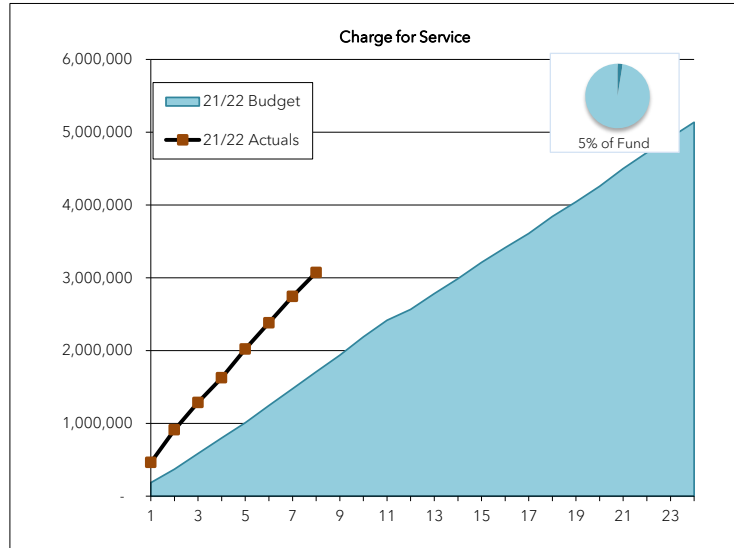
City of Redmond, WA
Monthly Revenue Summary - General Fund
2021-2022

Charges for Service

3% of Total Budget-
GF

	Biennial Budget	Actual	Over / (Under) %
January	183,592	462,250	151.78%
February	370,874	910,991	145.63%
March	585,512	1,287,343	119.87%
April	799,592	1,625,304	103.27%
May	1,008,001	2,020,254	100.42%
June	1,246,060	2,381,247	91.10%
July	1,477,499	2,744,171	85.73%
August	1,709,227	3,073,736	79.83%
September	1,936,808		
October	2,187,673		
November	2,417,215		
December	2,566,648		
January	2,781,460		
February	2,988,078		
March	3,211,141		
April	3,413,859		
May	3,609,349		
June	3,843,162		
July	4,043,086		
August	4,257,321		
September	4,500,407		
October	4,721,024		
November	4,929,413		
December	5,136,836		

Percent collected to date 59.8%



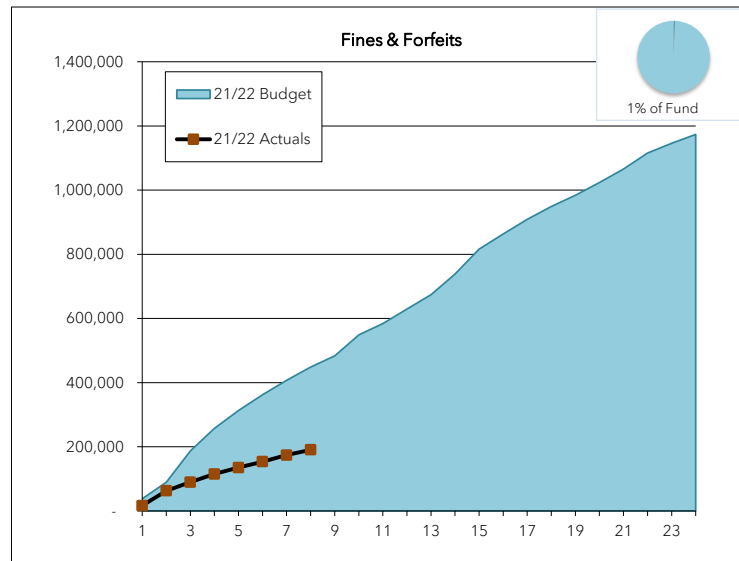
Charges for service include development services and chargebacks for city overhead to other (self-sustaining) funds.

Fines & Forfeits

1% of Total Budget-
GF

	Biennial Budget	Actual	Over / (Under) %
January	38,249	16,579	-56.65%
February	89,459	62,953	-29.63%
March	187,411	89,727	-52.12%
April	257,195	114,996	-55.29%
May	313,001	135,190	-56.81%
June	362,331	153,598	-57.61%
July	406,780	173,925	-57.24%
August	448,304	190,430	-57.52%
September	483,535		
October	548,574		
November	583,727		
December	629,480		
January	673,856		
February	738,259		
March	815,828		
April	863,180		
May	908,849		
June	948,759		
July	983,823		
August	1,023,090		
September	1,065,303		
October	1,115,676		
November	1,145,999		
December	1,173,491		

Percent collected to date 16.2%



Fines and forfeits collected by the district court on behalf of city for violations of city codes (traffic infractions and misdemeanors). The City accounted for this net of the amount sent to the state until October of 2007 when we began accounting for the full revenue.

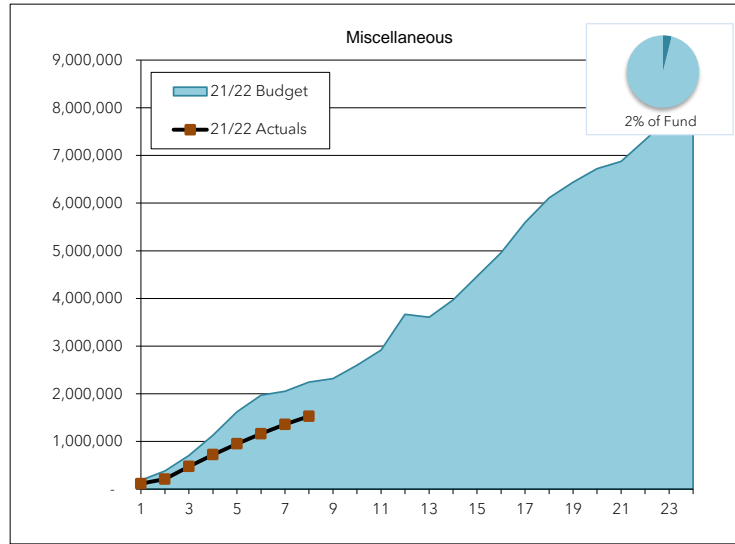
City of Redmond, WA
Monthly Revenue Summary - General Fund
2021-2022

Miscellaneous

4% of Total Budget-
GF

	Biennial Budget	Actual	Over / (Under) %
January	185,959	115,467	-37.91%
February	380,877	211,752	-44.40%
March	705,979	475,507	-32.65%
April	1,131,794	722,791	-36.14%
May	1,621,532	950,757	-41.37%
June	1,969,409	1,161,131	-41.04%
July	2,051,025	1,358,157	-33.78%
August	2,246,802	1,529,289	-31.93%
September	2,318,176		
October	2,599,191		
November	2,918,551		
December	3,668,802		
January	3,607,675		
February	3,969,492		
March	4,459,468		
April	4,958,125		
May	5,591,455		
June	6,109,052		
July	6,437,775		
August	6,723,353		
September	6,872,370		
October	7,325,123		
November	7,795,436		
December	8,031,628		

Percent collected to date 19.0%



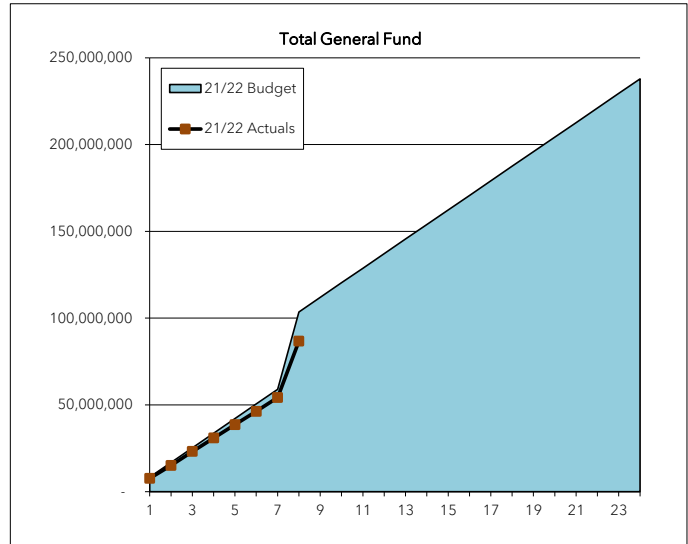
Miscellaneous revenues includes interest earnings on cash, rental revenues and other smaller revenues that do not fit into one of the above categories.

City of Redmond, WA
Monthly Expenditure Summary - General Fund
2021-2022

Total General Fund

	Biennial Budget	Actual	Over / (Under) %
January	8,433,011	7,673,414	-9.01%
February	16,866,021	15,118,248	-10.36%
March	25,299,032	23,136,491	-8.55%
April	33,732,042	30,905,874	-8.38%
May	42,165,053	38,595,222	-8.47%
June	50,598,063	46,258,210	-8.58%
July	59,031,074	54,233,697	-8.13%
August	103,595,664	86,710,241	-16.30%
September	111,987,467		
October	120,379,269		
November	128,771,071		
December	137,162,873		
January	145,554,675		
February	153,946,478		
March	162,338,280		
April	170,730,082		
May	179,121,884		
June	187,513,687		
July	195,905,489		
August	204,297,291		
September	212,689,093		
October	221,080,896		
November	229,472,698		
December	237,864,500		

% spent 36.45%



The General Fund accounts for services as described in each of the charts below.

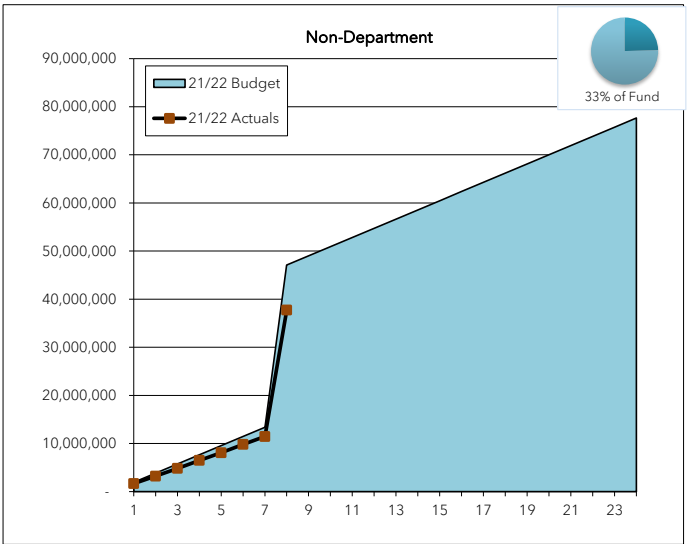
The blue (shaded) background is the current budget. The dark black solid line is the actual experience this year.

Non-Departmental

33% of Total Fund

	Biennial Budget	Actual	Over / (Under) %
January	1,911,561	1,663,951	-12.95%
February	3,823,121	3,213,113	-15.96%
March	5,734,682	4,821,404	-15.93%
April	7,646,242	6,496,191	-15.04%
May	9,557,803	8,096,230	-15.29%
June	11,469,364	9,820,002	-14.38%
July	13,380,924	11,460,959	-14.35%
August	47,083,205	37,723,858	-19.88%
September	48,994,765		
October	50,906,326		
November	52,817,886		
December	54,729,447		
January	56,641,008		
February	58,552,568		
March	60,464,129		
April	62,375,689		
May	64,287,250		
June	66,198,811		
July	68,110,371		
August	70,021,932		
September	71,933,492		
October	73,845,053		
November	75,756,613		
December	77,668,174		

% spent 48.57%



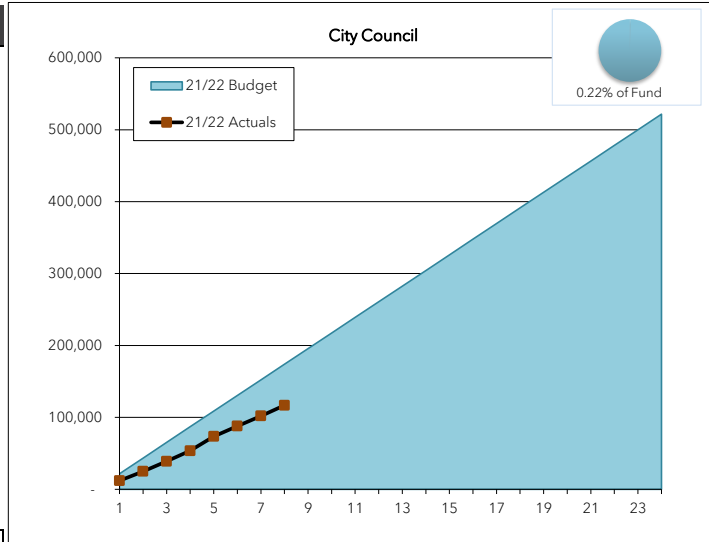
Non-departmental includes insurance payments, transfers to capital improvement funds, transfers to Technology & Information System fund, payment to the district court, and other smaller general city payments.

City of Redmond, WA
Monthly Expenditure Summary - General Fund
2021-2022

City Council

0.22% of Total Fund

	Biennial Budget	Actual	Over / (Under) %
January	21,735	11,980	-44.88%
February	43,470	24,925	-42.66%
March	65,205	39,010	-40.17%
April	86,939	53,573	-38.38%
May	108,674	73,506	-32.36%
June	130,409	87,926	-32.58%
July	152,144	102,110	-32.89%
August	173,879	116,779	-32.84%
September	195,614		
October	217,348		
November	239,083		
December	260,818		
January	282,553		
February	304,288		
March	326,023		
April	347,757		
May	369,492		
June	391,227		
July	412,962		
August	434,697		
September	456,432		
October	478,166		
November	499,901		
December	521,636		



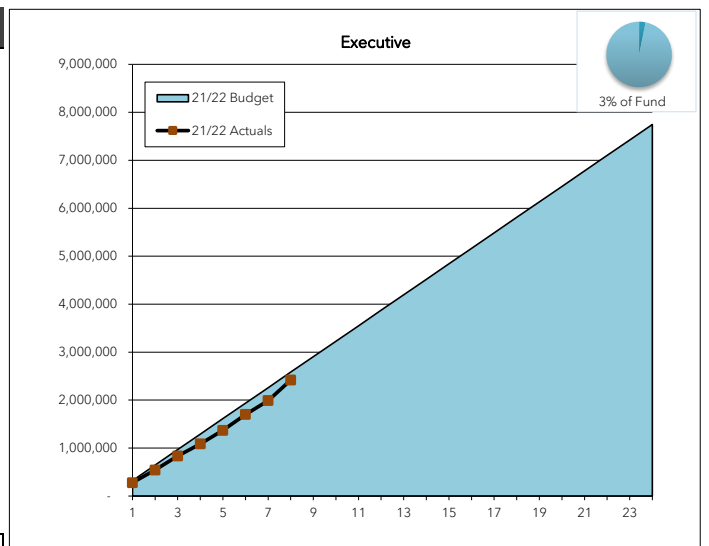
% spent 22.39%

City Council budget accounts for City Council and related expenses.

Executive

3% of Total Fund

	Biennial Budget	Actual	Over / (Under) %
January	322,737	279,754	-13.32%
February	645,474	543,690	-15.77%
March	968,211	834,437	-13.82%
April	1,290,947	1,087,842	-15.73%
May	1,613,684	1,370,151	-15.09%
June	1,936,421	1,701,096	-12.15%
July	2,259,158	1,991,386	-11.85%
August	2,581,895	2,417,401	-6.37%
September	2,904,632		
October	3,227,368		
November	3,550,105		
December	3,872,842		
January	4,195,579		
February	4,518,316		
March	4,841,053		
April	5,163,789		
May	5,486,526		
June	5,809,263		
July	6,132,000		
August	6,454,737		
September	6,777,474		
October	7,100,210		
November	7,422,947		
December	7,745,684		



% spent 31.21%

Executive budget provides for the mayor's office, city communications, city clerk's office, and customer service. City Clerk (GF) supports the Mayor and City Council, oversees the Hearing Examiner function, coordinates City elections and monitors state legislative actions.

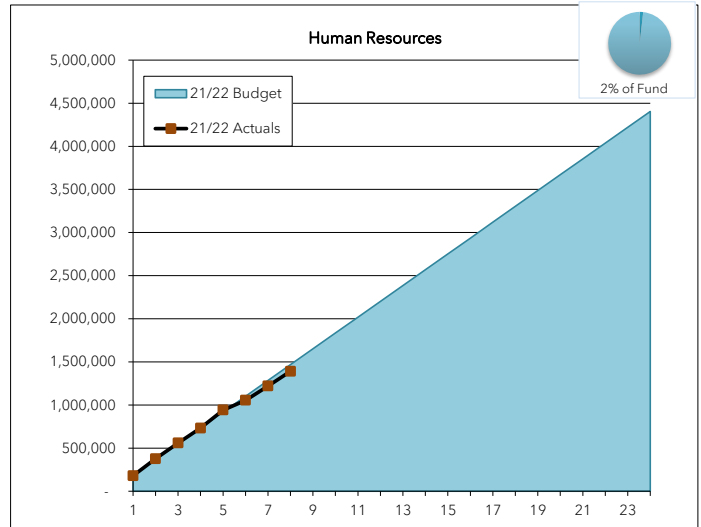
City of Redmond, WA
Monthly ExpenditureSummary - General Fund
2021-2022

Human Resources

2% of Total Fund

	Biennial Budget	Actual	Over / (Under) %
January	183,511	179,568	-2.15%
February	367,022	376,528	2.59%
March	550,533	558,922	1.52%
April	734,044	731,376	-0.36%
May	917,555	941,476	2.61%
June	1,101,066	1,054,665	-4.21%
July	1,284,577	1,219,213	-5.09%
August	1,468,088	1,391,100	-5.24%
September	1,651,599		
October	1,835,110		
November	2,018,621		
December	2,202,132		
January	2,385,642		
February	2,569,153		
March	2,752,664		
April	2,936,175		
May	3,119,686		
June	3,303,197		
July	3,486,708		
August	3,670,219		
September	3,853,730		
October	4,037,241		
November	4,220,752		
December	4,404,263		

% spent 31.59%



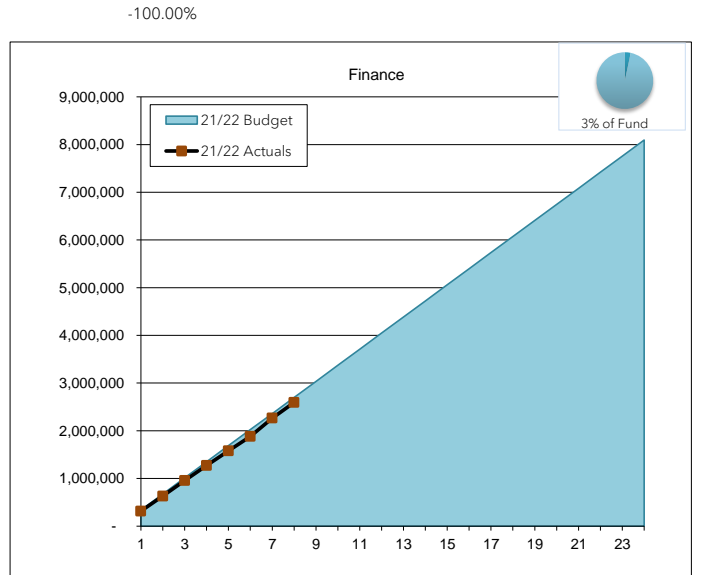
Human Resources accounts for the personnel, recruitments and related functions.

Finance

3% of Total Fund

	Biennial Budget	Actual	Over / (Under) %
January	337,302	316,827	-6.07%
February	674,604	630,644	-6.52%
March	1,011,905	956,266	-5.50%
April	1,349,207	1,271,097	-5.79%
May	1,686,509	1,578,197	-6.42%
June	2,023,811	1,881,241	-7.04%
July	2,361,112	2,265,733	-4.04%
August	2,698,414	2,592,905	-3.91%
September	3,035,716		
October	3,373,018		
November	3,710,319		
December	4,047,621		
January	4,384,923		
February	4,722,225		
March	5,059,526		
April	5,396,828		
May	5,734,130		
June	6,071,432		
July	6,408,733		
August	6,746,035		
September	7,083,337		
October	7,420,639		
November	7,757,940		
December	8,095,242		

% spent 32.03%



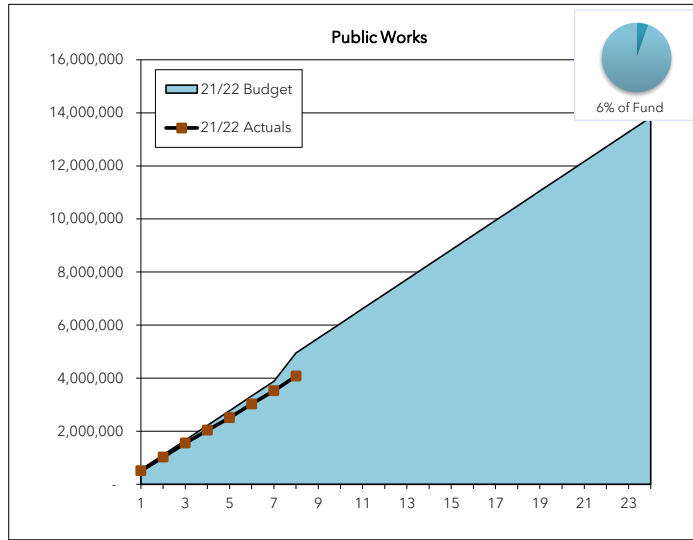
Finance Department provides for accounting, payroll processing, purchasing / payments, financial planning, treasury within the finance discipline.

City of Redmond, WA
Monthly Expenditure Summary - General Fund
2021-2022

Public Works

6% of Total Fund

	Biennial Budget	Actual	Over / (Under) %
January	554,782	507,309	-8.56%
February	1,109,564	1,023,384	-7.77%
March	1,664,345	1,551,987	-6.75%
April	2,219,127	2,038,328	-8.15%
May	2,773,909	2,509,396	-9.54%
June	3,328,691	3,027,449	-9.05%
July	3,883,473	3,524,720	-9.24%
August	4,952,014	4,080,396	-17.60%
September	5,506,796		
October	6,061,578		
November	6,616,360		
December	7,171,142		
January	7,725,923		
February	8,280,705		
March	8,835,487		
April	9,390,269		
May	9,945,050		
June	10,499,832		
July	11,054,614		
August	11,609,396		
September	12,164,178		
October	12,718,959		
November	13,273,741		
December	13,828,523		
% spent		29.51%	

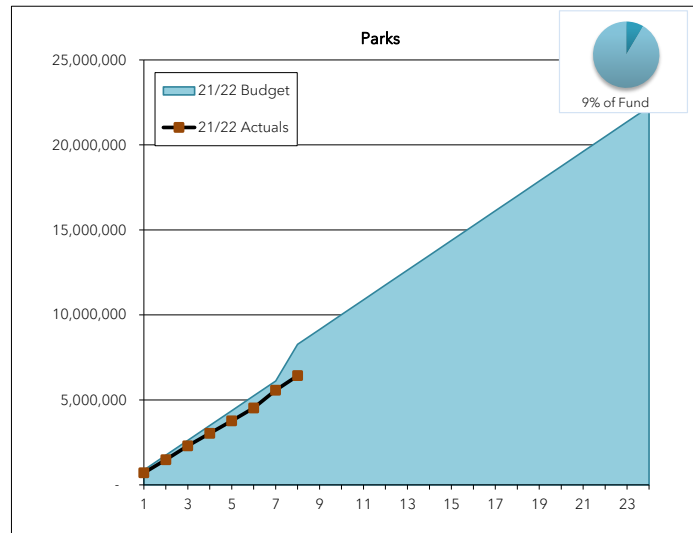


Public Works within the General Fund accounts for maintenance, street maintenance, traffic systems, construction inspection as well as department oversight.

Parks

9% of Total Fund

	Biennial Budget	Actual	Over / (Under) %
January	872,409	704,106	-19.29%
February	1,744,817	1,479,068	-15.23%
March	2,617,226	2,292,666	-12.40%
April	3,489,635	3,031,185	-13.14%
May	4,362,043	3,762,746	-13.74%
June	5,234,452	4,521,234	-13.63%
July	6,106,860	5,567,797	-8.83%
August	8,273,711	6,422,209	-22.38%
September	9,146,120		
October	10,018,528		
November	10,890,937		
December	11,763,346		
January	12,635,754		
February	13,508,163		
March	14,380,572		
April	15,252,981		
May	16,125,389		
June	16,997,798		
July	17,870,207		
August	18,742,615		
September	19,615,024		
October	20,487,433		
November	21,359,841		
December	22,232,250		
% spent		28.89%	



Parks within the General Fund provide for the senior center, some maintenance and some recreation activities (as well as department oversight).
The parks planning function is also in this account.

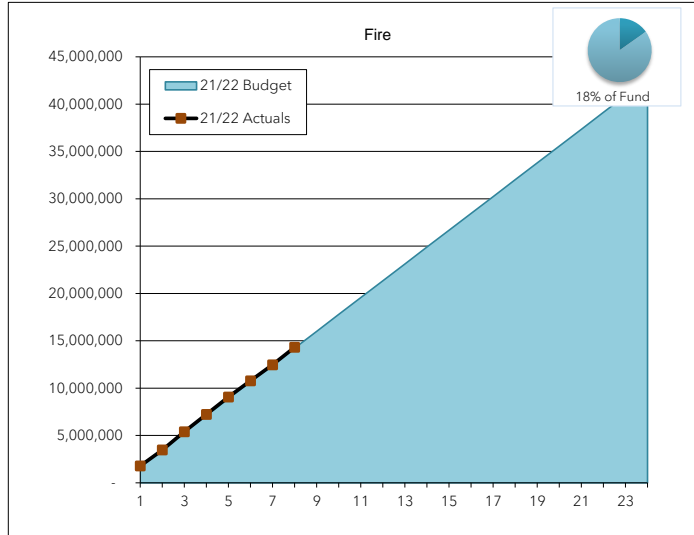
City of Redmond, WA
Monthly Expenditure Summary - General Fund
2021-2022

Fire

18% of Total Fund

	Biennial Budget	Actual	Over / (Under) %
January	1,778,340	1,784,068	0.32%
February	3,556,680	3,466,348	-2.54%
March	5,335,020	5,398,266	1.19%
April	7,113,360	7,233,843	1.69%
May	8,891,700	9,066,445	1.97%
June	10,670,040	10,773,779	0.97%
July	12,448,380	12,471,461	0.19%
August	14,226,720	14,315,620	0.62%
September	16,005,060		
October	17,783,400		
November	19,561,740		
December	21,340,080		
January	23,118,419		
February	24,896,759		
March	26,675,099		
April	28,453,439		
May	30,231,779		
June	32,010,119		
July	33,788,459		
August	35,566,799		
September	37,345,139		
October	39,123,479		
November	40,901,819		
December	42,680,159		

% spent 33.54%



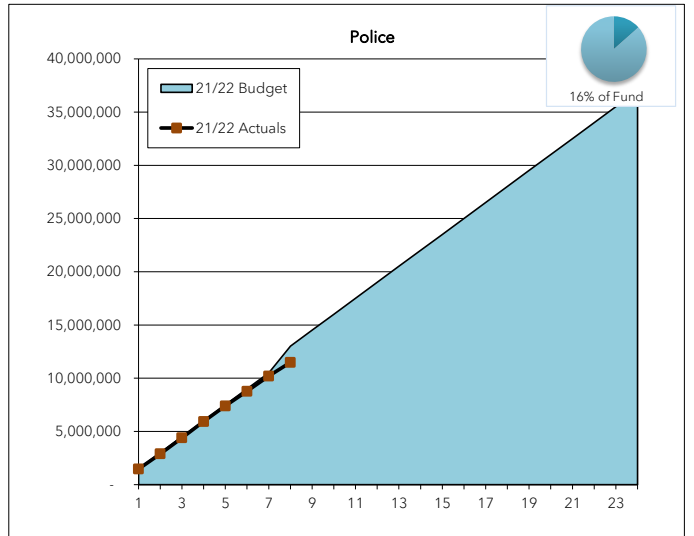
The Fire Department basic services are provided for in this account.
In addition, "advanced life support" is accounted for in Fund 122 and Fire Services Levy activity is found in Fund 035.

Police

16% of Total Fund

	Biennial Budget	Actual	Over / (Under) %
January	1,499,855	1,469,236	-2.04%
February	2,999,710	2,893,464	-3.54%
March	4,499,565	4,398,683	-2.24%
April	5,999,419	5,934,675	-1.08%
May	7,499,274	7,399,742	-1.33%
June	8,999,129	8,772,940	-2.51%
July	10,498,984	10,203,639	-2.81%
August	13,013,709	11,488,704	-11.72%
September	14,513,564		
October	16,013,418		
November	17,513,273		
December	19,013,128		
January	20,512,983		
February	22,012,838		
March	23,512,693		
April	25,012,547		
May	26,512,402		
June	28,012,257		
July	29,512,112		
August	31,011,967		
September	32,511,822		
October	34,011,676		
November	35,511,531		
December	37,011,386		

% spent 31.04%



The Police Department services are provided for within this account.
Other activity occurs in other funds (Fund 126 - Drug Enforcement and Fund 036 - Police Services Levy Funds).

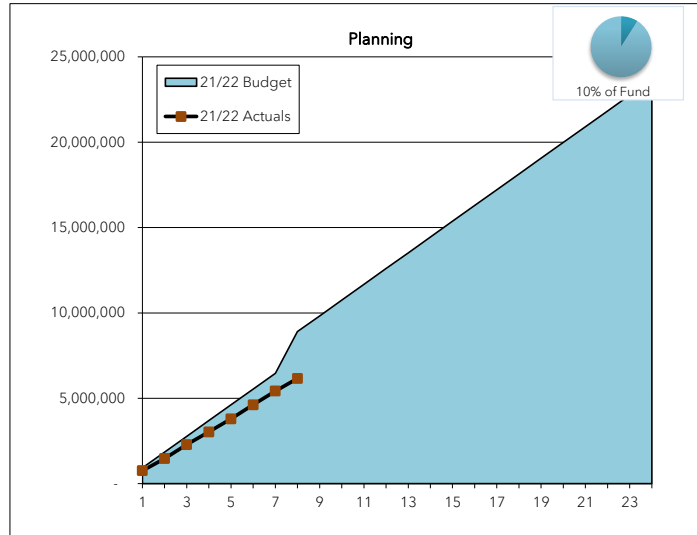
City of Redmond, WA
Monthly Expenditure Summary - General Fund
2021-2022

Planning

10% of Total Fund

	Biennial Budget	Actual	Over / (Under) %
January	923,308	756,615	-18.05%
February	1,846,616	1,467,083	-20.55%
March	2,769,925	2,284,850	-17.51%
April	3,693,233	3,027,764	-18.02%
May	4,616,541	3,797,332	-17.75%
June	5,539,849	4,617,876	-16.64%
July	6,463,157	5,426,678	-16.04%
August	8,904,254	6,161,270	-30.81%
September	9,827,562		
October	10,750,870		
November	11,674,178		
December	12,597,487		
January	13,520,795		
February	14,444,103		
March	15,367,411		
April	16,290,719		
May	17,214,028		
June	18,137,336		
July	19,060,644		
August	19,983,952		
September	20,907,260		
October	21,830,569		
November	22,753,877		
December	23,677,185		

% spent 26.02%

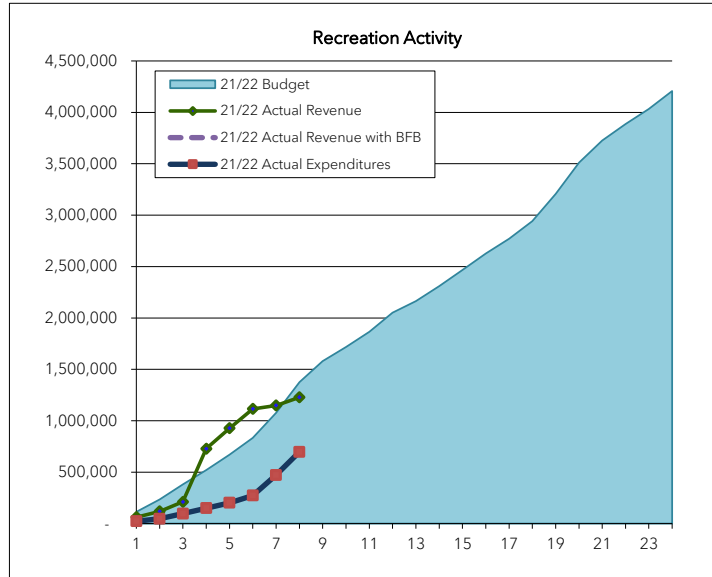


The Planning Department is largely accounted for in this budget which includes the permit center, long-range and short-range planning, and plan reviews.

City of Redmond, WA
Monthly Summary - Operating Funds
2021-2022

Recreation Activity Fund (Fund 110)

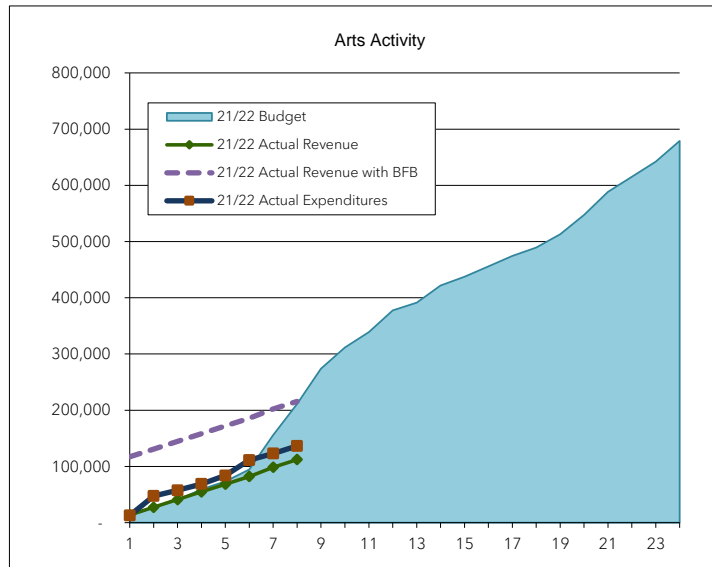
	Biennial Budget	Actual	Over / (Under) %
January	113,528	22,787	-79.93%
February	234,424	46,159	-80.31%
March	381,212	96,142	-74.78%
April	520,727	149,580	-71.27%
May	671,023	201,436	-69.98%
June	832,648	272,730	-67.25%
July	1,077,135	471,559	-56.22%
August	1,376,172	696,972	-49.35%
September	1,580,085		
October	1,717,124		
November	1,865,391		
December	2,051,776		
January	2,164,692		
February	2,309,675		
March	2,466,121		
April	2,625,910		
May	2,771,124		
June	2,941,998		
July	3,206,724		
August	3,511,764		
September	3,726,819		
October	3,886,562		
November	4,032,884		
December	4,207,550		
BTD Status		16.56%	



These charts include a lighter solid (purple) revenue line for the fund.
The dashed line is the revenue without beginning fund balance.
The Recreation Activity fund is a self sustaining (by fees collected) for recreation activities.

Arts Activity Fund (Fund 011)

	Biennial Budget	Actual	Over / (Under) %
January	11,676	12,870	10.22%
February	26,944	47,438	76.06%
March	40,176	57,501	43.12%
April	59,599	68,737	15.33%
May	73,309	83,756	14.25%
June	94,434	111,299	17.86%
July	155,558	122,946	-20.96%
August	211,365	136,444	-35.45%
September	273,860		
October	311,663		
November	339,255		
December	377,696		
January	391,385		
February	421,983		
March	437,516		
April	455,929		
May	474,299		
June	489,508		
July	512,810		
August	547,387		
September	588,354		
October	615,131		
November	642,298		
December	679,044		
BTD Status		20.09%	

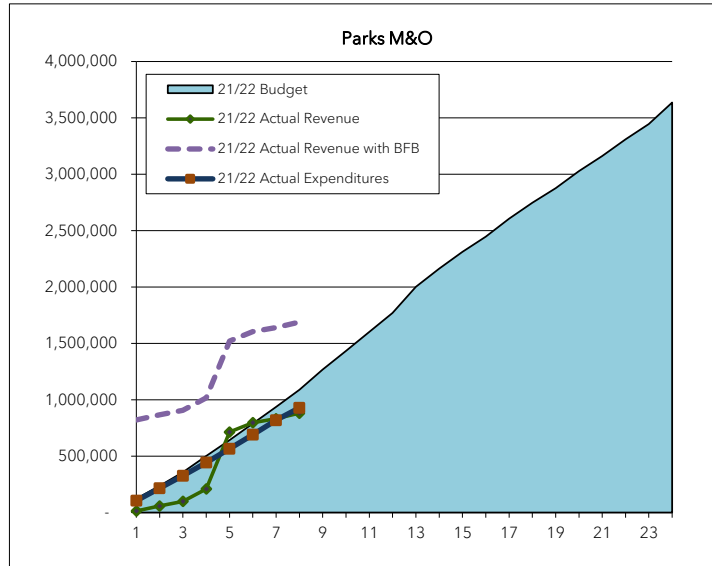


The Arts Activity Fund accounts for salaries and benefits that support the arts programs within the City.
Revenues are primarily a \$1.50 per capita transfer from the General Fund

City of Redmond, WA
Monthly Summary - Operating Funds
2021-2022

Parks M&O Fund (Fund 012)

	Biennial Budget	Actual	Over / (Under) %
January	123,864	104,668	-15.50%
February	238,315	215,900	-9.41%
March	357,747	326,497	-8.74%
April	501,105	443,456	-11.50%
May	642,945	565,596	-12.03%
June	789,169	690,694	-12.48%
July	936,978	818,954	-12.60%
August	1,088,628	928,794	-14.68%
September	1,268,487		
October	1,432,896		
November	1,602,781		
December	1,769,394		
January	2,002,122		
February	2,163,213		
March	2,312,795		
April	2,447,571		
May	2,606,176		
June	2,747,206		
July	2,876,696		
August	3,028,566		
September	3,162,374		
October	3,310,100		
November	3,445,783		
December	3,636,220		
BTD Status			25.54%

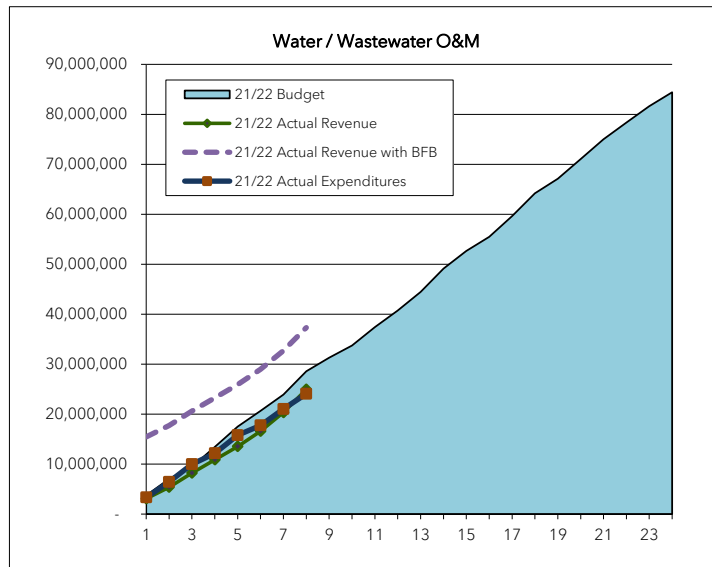


The Parks M&O Fund accounts for voter approved special operating levies to support the maintenance of the City's park system.

(517,240)

Water/Wastewater O&M Fund (Fund 401)

	Biennial Budget	Actual	Over / (Under) %
January	3,752,078	3,318,452	-11.56%
February	7,037,008	6,439,813	-8.49%
March	9,460,565	9,977,805	5.47%
April	13,428,911	12,157,181	-9.47%
May	17,506,510	15,781,747	-9.85%
June	20,656,645	17,735,144	-14.14%
July	23,911,026	21,023,626	-12.08%
August	28,605,038	24,068,317	-15.86%
September	31,306,558		
October	33,751,272		
November	37,403,782		
December	40,726,779		
January	44,474,273		
February	49,116,872		
March	52,659,277		
April	55,506,468		
May	59,643,691		
June	64,199,838		
July	67,106,220		
August	71,041,710		
September	75,001,026		
October	78,345,787		
November	81,614,396		
December	84,418,594		
BTD Status			28.51%

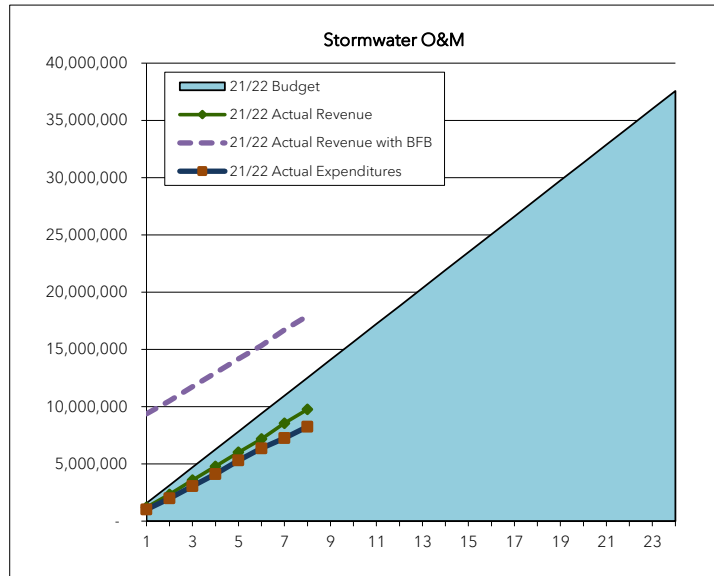


The Water/Wastewater O&M Fund accounts for the operations of the city's water and wastewater utilities. A transfer from these revenues is made to support the capital improvements necessary to maintain and develop related facilities. These improvements are accounted for in Funds 403 and 404.

City of Redmond, WA
Monthly Summary - Operating Funds
2021-2022

Stormwater O&M Fund (Fund 405)

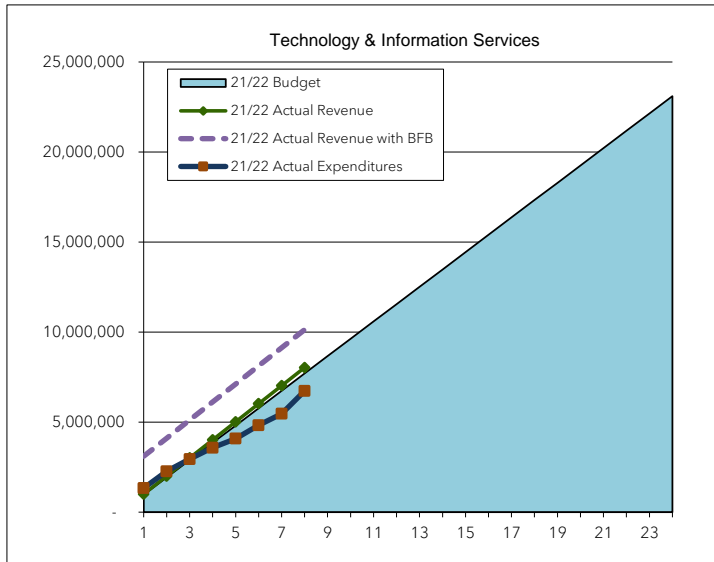
	Biennial Budget	Actual	Over / (Under) %
January	1,565,501	1,010,945	-35.42%
February	3,131,003	1,988,282	-36.50%
March	4,696,504	3,052,476	-35.01%
April	6,262,005	4,112,431	-34.33%
May	7,827,506	5,301,965	-32.26%
June	9,393,008	6,361,769	-32.27%
July	10,958,509	7,245,442	-33.88%
August	12,524,010	8,250,238	-34.12%
September	14,089,512		
October	15,655,013		
November	17,220,514		
December	18,786,016		
January	20,351,517		
February	21,917,018		
March	23,482,519		
April	25,048,021		
May	26,613,522		
June	28,179,023		
July	29,744,525		
August	31,310,026		
September	32,875,527		
October	34,441,028		
November	36,006,530		
December	37,572,031		
BTD Status		21.96%	



The Stormwater O&M Fund accounts for the operations and maintenance activities related to managing surface and stormwater. A transfer from these revenues is made to support the capital improvements necessary to maintain and develop related facilities. These improvements are accounted for in fund 406.

Technology & Information Services Fund (520)

	Biennial Budget	Actual	Over / (Under) %
January	962,642	1,334,445	38.62%
February	1,925,284	2,267,646	17.78%
March	2,887,926	2,946,622	2.03%
April	3,850,567	3,579,553	-7.04%
May	4,813,209	4,084,663	-15.14%
June	5,775,851	4,830,211	-16.37%
July	6,738,493	5,465,704	-18.89%
August	7,701,135	6,732,272	-12.58%
September	8,663,777		
October	9,626,418		
November	10,589,060		
December	11,551,702		
January	12,514,344		
February	13,476,986		
March	14,439,628		
April	15,402,269		
May	16,364,911		
June	17,327,553		
July	18,290,195		
August	19,252,837		
September	20,215,479		
October	21,178,120		
November	22,140,762		
December	23,103,404		
% spent		29.14%	

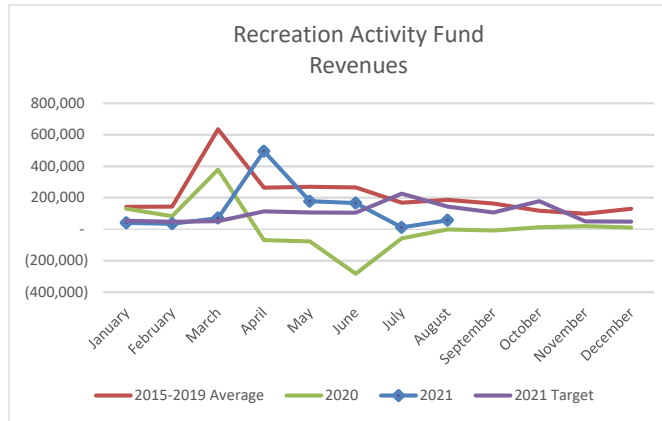


Information Technology (Fund 520) provides for applications support, service desk, GIS and Network Services.

**City of Redmond, WA
Monthly Summary
2021-2022**

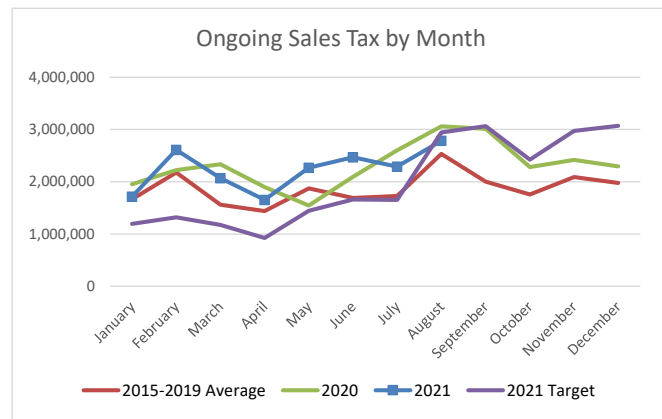
Recreation Activity Fund (Revenue)

	2020 Actual	2021 Target	2021 Actual	Over / (Under) %
January	130,247	53,850	40,201	-25.35%
February	83,174	47,617	35,229	-26.02%
March	378,764	51,107	71,150	39.22%
April	(69,069)	112,995	495,668	338.66%
May	(76,835)	106,493	178,284	67.41%
June	(282,805)	104,479	166,120	59.00%
July	(58,152)	226,139	11,972	-94.71%
August	(654)	144,367	57,404	-60.24%
September	(8,596)	106,473		
October	12,685	178,791		
November	19,341	50,030		
December	11,762	48,116		
Total	139,862	1,230,459	1,056,026	



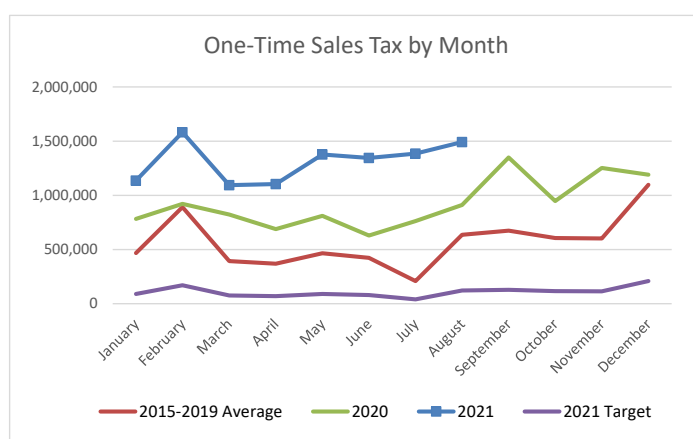
Sales Tax Ongoing

	2020 Actual	2021 Target	2021 Actual	Over / (Under) %
January	1,952,341	1,195,559	1,715,696	43.51%
February	2,221,155	1,319,927	2,608,829	97.65%
March	2,334,677	1,171,825	2,070,853	76.72%
April	1,898,462	924,258	1,654,194	78.98%
May	1,546,038	1,443,642	2,269,253	57.19%
June	2,092,981	1,660,031	2,470,403	48.82%
July	2,603,920	1,652,743	2,291,405	38.64%
August	3,060,908	2,944,276	2,785,672	-5.39%
September	3,016,332	3,063,762		
October	2,280,419	2,421,339		
November	2,417,706	2,974,269		
December	2,293,861	3,070,789		
Total	27,718,800	23,842,418	17,866,305	



Sales Tax One-time

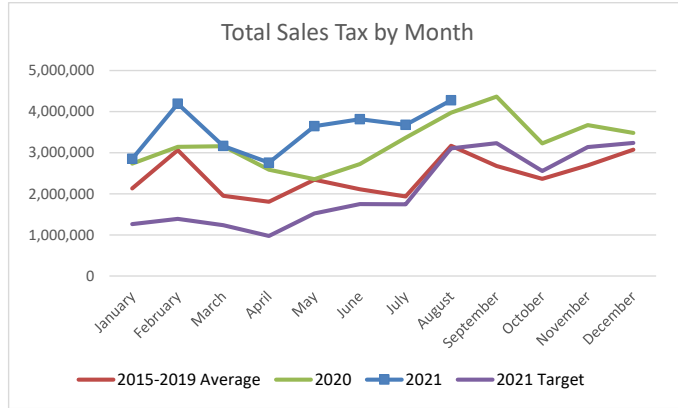
	2020 Actual	2021 Target	2021 Actual	Over / (Under) %
January	781,737	88,954	1,136,228	1177.33%
February	920,545	169,354	1,581,654	833.93%
March	822,571	74,892	1,093,805	1360.52%
April	688,885	70,059	1,104,699	1476.82%
May	809,742	88,689	1,377,723	1453.43%
June	628,998	80,420	1,344,158	1571.42%
July	763,279	39,685	1,384,856	3389.66%
August	911,909	121,030	1,491,027	1131.95%
September	1,349,108	128,116		
October	946,672	115,427		
November	1,252,592	114,661		
December	1,190,306	208,713		
Total	11,066,344	1,300,000	10,514,150	



**City of Redmond, WA
Monthly Summary
2021-2022**

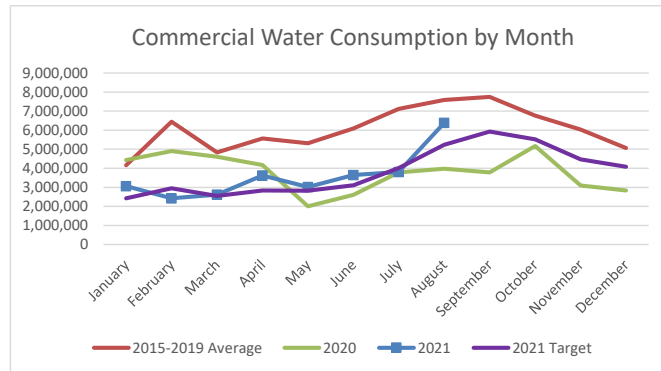
Sales Tax Total

	2020 Actual	2021 Target	2021 Actual	Over / (Under) %
January	2,734,078	1,260,747	2,851,924	126.21%
February	3,141,700	1,391,895	4,190,482	201.06%
March	3,157,248	1,235,718	3,164,658	156.10%
April	2,587,347	974,653	2,758,893	183.06%
May	2,355,780	1,522,356	3,646,976	139.56%
June	2,721,979	1,750,544	3,814,561	117.91%
July	3,367,199	1,742,858	3,676,261	110.93%
August	3,972,817	3,104,812	4,276,699	37.74%
September	4,365,440	3,230,812		
October	3,227,091	2,553,361		
November	3,670,298	3,136,440		
December	3,484,167	3,238,223		
Total	38,785,144	25,142,418	28,380,454	



Water Consumption Report

	2020 Actual	2021 Target	2021 Actual	Over / (Under) %
January	4,432,400	2,423,590	3,059,200	26.23%
February	4,897,100	2,948,920	2,424,200	-17.79%
March	4,604,300	2,549,755	2,619,400	2.73%
April	4,171,300	2,831,400	3,627,600	28.12%
May	2,003,600	2,828,215	3,019,100	6.75%
June	2,610,400	3,106,480	3,649,200	17.47%
July	3,788,100	4,013,808	3,803,900	-5.23%
August	3,982,200	5,236,046	6,382,300	21.89%
September	3,779,400	5,926,200		
October	5,168,700	5,517,200		
November	3,103,300	4,465,800		
December	2,831,100	4,083,500		
Total	45,371,900	45,930,915	28,584,900	



City of Redmond, WA
Monthly All Funds Recap
August-21
(Note - Biennial Budget)

FUND	Beginning Balance	Revenues	Expenditure Budget	Expenditures	Ending Balance	% Expended
Arts Activity	103,518	112,164	674,679	136,444	79,238	20.22%
Business Tax	1,549,317	5,500,023	11,804,163	3,777,557	3,271,783	32.00%
Capital Replacement Reserve	3,422,401	666,667	5,422,401	418,378	3,670,690	7.72%
Community Events	39,239	65,069	748,199	75,673	28,635	10.11%
Fire Equipment Reserve	3,477,901	298,828	4,374,385	29,256	3,747,474	0.67%
COVID-19 Recovery		4,600,343	9,564,842	-	4,600,343	
Public Safety Levy Fund	2,564,476	2,859,494	14,472,336	4,328,783	1,095,187	29.91%
General Gov't Major Maint	12,267,623	1,730,355	15,879,596	9,318,428	4,679,550	58.68%
General Fund	40,346,924	77,113,256	237,864,500	86,710,242	30,749,938	36.45%
Human Services Grants	2,051,810	1,490,862	5,214,032	842,631	2,700,041	16.16%
Operating Reserve	8,065,121	-	8,145,121	75,466	7,989,655	0.93%
Parks Levy Fund	403,627	193,140	1,173,134	361,288	235,479	30.80%
Parks Maint. & Operations	807,588	881,750	3,691,089	928,794	760,544	25.16%
Parks Maintenance Prjts	388,431	898,011	1,360,836	98,787	1,187,655	7.26%
Real Property Fund	2,713,852	104,352	2,971,806	10,847	2,807,357	0.37%
Transportation Maint. Prjt	4,776,320	5,944,559	13,596,553	2,908,904	7,811,975	21.39%
TOTAL GENERAL GOV'T	82,978,149	102,458,873	336,957,673	110,021,477	75,415,545	32.65%
Advanced Life Support	1,203,827	5,506,686	19,444,947	6,176,512	534,002	31.76%
Cable Access Fund	63,720	281	64,394	5,807	58,195	9.02%
Drug Enforcement	120,842	232	120,842	100,269	20,806	82.98%
Fire Donations	435,311	40,074	616,513	4,102	471,283	0.67%
Fleet Maintenance	2,251,099	3,665,886	9,615,160	1,431,363	4,485,622	14.89%
General Gov't Capital	2,991,691	17,452,314	5,092,140	2,748,465	17,695,541	53.97%
Information Technology	2,101,977	8,030,099	23,173,955	6,732,272	3,399,804	29.05%
Insurance	712,683	955,479	3,649,042	(43,665)	1,711,827	
Medical Self Insurance	4,360,220	10,762,986	34,239,789	10,045,157	5,078,050	29.34%
Development Review	8,226,736	4,410,142	19,968,553	3,581,217	9,055,661	17.93%
Non-Voted Bonds	24,450	3,187,885	9,581,528	845,491	2,366,844	8.82%
Novelty Hill Water Projects	11,191,719	508,007	2,212,777	34,649	11,665,077	1.57%
Novelty Hill Utility	6,629,962	5,075,553	22,173,377	4,681,095	7,024,421	21.11%
Novelty Hill Wastewater Proje	12,923,814	539,725	7,419,567	33,696	13,429,842	0.45%
Operating Grants	1,777,224	192,954	2,749,717	337,686	1,632,491	12.28%
Parks Capital Projects	9,859,415	8,917,422	19,318,321	2,749,325	16,027,512	14.23%
Real Estate Excise Tax	15,420,213	8,036,160	25,820,213	4,000,000	19,456,373	15.49%
Recreational Activity	145,037	1,227,599	4,352,587	696,972	675,664	16.01%
Solid Waste Recycling	1,131,819	686,764	3,384,432	751,534	1,067,049	22.21%
Stormwater Capital	40,630,764	1,857,833	15,462,699	1,388,272	41,100,325	8.98%
Stormwater Management	8,162,970	9,756,962	36,648,605	8,142,479	9,777,453	22.22%
Tourism Hotel/Motel	882,394	482,400	2,421,372	169,036	1,195,758	6.98%
Transportation Capital Project	19,815,641	16,547,398	26,303,214	4,196,703	32,166,336	15.96%
Wastewater Construction	9,257,598	736,410	15,450,508	4,929,675	5,064,333	31.91%
Water Capital	20,959,892	2,106,028	15,302,550	3,621,629	19,444,291	23.67%
Water / Sewer Utility	12,370,264	24,868,129	85,350,312	24,068,317	13,170,075	28.20%
Worker's Compensation	113,189	1,141,214	4,417,772	1,247,042	7,362	28.23%
GRAND TOTAL	276,742,618	239,151,498	751,312,558	202,696,576	313,197,539	26.98%

Notes and explanations:

N/A

City of Redmond, WA
Monthly Capital Funds Recap
August-21
(Note - Biennial Budget)

FUND	Beginning Balance	Revenues	Expenditure Budget*	Expenditures	Ending Balance	% Expended
Parks Maintenance Pjts	388,431	898,011	1,360,836	98,787	1,187,655	7.26%
Transportation Maint. Pjt	4,776,320	5,944,559	13,596,553	2,908,904	7,811,975	21.39%
General Gov't Major Maint	12,267,623	1,730,355	15,879,596	9,318,428	4,679,550	58.68%
General Gov't Capital	2,991,691	17,452,314	5,092,140	2,748,465	17,695,541	53.97%
Novelty Hill Water Pjts	11,191,719	508,007	2,212,777	34,649	11,665,077	1.57%
Novelty Hill Wastewtr Pjts	12,923,814	539,725	7,419,567	33,696	13,429,842	0.45%
Parks Capital Pjts	9,859,415	8,917,422	19,318,321	2,749,325	16,027,512	14.23%
Stormwater Capital	40,630,764	1,857,833	15,462,699	1,388,272	41,100,325	8.98%
Transportation Capital Pjts	19,815,641	16,547,398	26,303,214	4,196,703	32,166,336	15.96%
Wastewater Construction	9,257,598	736,410	15,450,508	4,929,675	5,064,333	31.91%
Water Capital	20,959,892	2,106,028	15,302,550	3,621,629	19,444,291	23.67%
GRAND TOTAL	145,062,907	57,238,063	137,398,761	32,028,533	170,272,437	23.31%

Notes and explanations:
-N/A