

# City of Redmond



## Agenda

Tuesday, October 7, 2025

4:30 PM

City Hall: 15670 NE 85th St; Remote: Comcast Ch. 21/321, Ziplly Ch. 34,  
Facebook (@CityofRedmond), Redmond.gov/rctlive, or 510-335-7371

### Committee of the Whole - Planning and Public Works

#### Committee Members

*Melissa Stuart, Presiding Officer*

*Jeralee Anderson*

*Steve Fields*

*Jessica Forsythe*

*Vanessa Kritzer*

*Angie Nuevacamina*

*Osman Salahuddin*

*Meetings can be attended in person, viewed live on RCTV (redmond.gov/rctlive), Comcast Channel 21/321, Zply Channel 34, Facebook/YouTube (@CityofRedmond), or listen live at 510-335-7371*

## **AGENDA**

### ROLL CALL

#### **A. Action Items - 25 minutes**

1. WSDOT Regional Mobility Grant Microtransit Shuttle [CM 25-528](#)  
Consultant Agreement

[Attachment A: RFP for Microtransit Shuttle](#)

[Attachment B: Microtransit Shuttle Contract](#)

*Department: Planning and Community Development, 5 minutes*

*Requested Action: Consent, October 21st*

2. Approval of a Consultant Agreement with David Evans & [CM 25-530](#)  
Associates for Engineering Services for the NE 40th Street  
Shared Use Path Project, in an Amount Not to Exceed  
\$1,115,400

[Attachment A: Project Information Sheet](#)

[Attachment B: Draft Professional Services Consultant Agreement](#)

*Department: Planning and Community Development, 5 minutes*

*Requested Action: Consent, October 21st*

3. Annual Update of 2026-2031 Six-Year Transportation [CM 25-531](#)  
Improvement Program (TIP)

[Attachment A: 2026-2031 TIP Project List](#)

[Attachment B: Summary of Updates](#)

[Attachment C: TIP Map 2026-2031](#)

[Attachment D: Draft Resolution Adopting the 2026-2031 Transportation  
Improvement Program \(draft\)](#)

*Department: Planning and Community Development, 5 minutes*

*Requested Action: Public Hearing, October 21st*

4. Approval of the 2026 Tourism Grant Funding - Lodging Tax [CM 25-511](#)  
 Advisory Committee (LTAC) Recommendations  
[Attachment A: 2026 List of Grant Applicants](#)  
[Attachment B: Simplified Scoring-2026 Tourism Grants](#)  
[Attachment C: 2026 Grant Application Full Scoring Matrix](#)  
[Attachment D: August 26, 2025 LTAC Meeting-Draft Minutes](#)  
[Attachment E: General Tourism and LTAC FAQ and Overview-2025](#)  
[Attachment F: Applications](#)

*Department: Planning and Community Development, 10 minutes*

*Requested Action: Consent, October 21st*

**B. Feedback for Study Session/Staff Report - 20 minutes**

1. Transportation Master Plan Status Update: E-Mobility, [CM 25-527](#)  
 Technology, Maintenance, Performance Metrics Chapters, and  
 Transportation Facilities Plan (TFP)  
[Attachment A: Issues Matrix](#)  
[Attachment B: Draft E-Mobility Chapter](#)  
[Attachment C: Draft Technology Chapter](#)  
[Attachment D: Draft Maintenance Chapter](#)  
[Attachment E: Draft Monitoring Progress Chapter](#)

*Department: Planning and Community Development, 10 minutes*

*Requested Action: Study Session, October 28th*

**Legislative History**

5/6/25	Committee of the Whole - Planning and Public Works	referred to the City Council Study Session
5/27/25	City Council	referred to the City Council Study Session
7/8/25	City Council	presented

2. Capital Investment Program (CIP) Project Updates for Q3 [CM 25-535](#)  
 2025  
[Attachment A: Draft 2025 CIP Quarter 3 Projects Update](#)  
[Attachment B: Draft Projects List - Council Handout](#)  
[Attachment C: Cycle Track - DaVinci Ave Project Information Sheet](#)  
[Attachment D: Cycle Track - NE 24th Street Project Information Sheet](#)

*Department: Public Works, 5 minutes*

*Requested Action: Study Session, October 14th*

3. Staff Report on Redmond Municipal Code Update - Proposed [CM 25-534](#)  
Changes to Water and Sewers, Buildings and Construction  
Code

[Attachment A: Title 13 Proposed Changes](#)

[Attachment B: Table of Changes with Rationale to Title 13](#)

[Attachment C: Title 15 Proposed Changes](#)

[Attachment D: Table of Changes with Rationale to Title 15](#)

*Department: Public Works, 5 minutes*

*Requested Action: Staff Report, October 21st*

**C. Informational - N/A**

**D. Read Only - N/A**

**E. Items from Other Committees - 5 minutes**

1. Approval of the Jaymarc AV Contract in Support of the Fire [CM 25-532](#)  
Station Tones Update for Station 11, in the Amount of  
\$135,442

[Attachment A: FAST Alerting Station 11](#)

*Department: Technology and Information Services, 5 minutes*

*Requested Action: Consent, October 21st*

**ADJOURNMENT**

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



Memorandum

Date: 10/7/2025  
Meeting of: Committee of the Whole - Planning and Public Works

File No. CM 25-528  
Type: Committee Memo

TO: Committee of the Whole - Planning and Public Works  
FROM: Mayor Angela Birney  
DEPARTMENT DIRECTOR CONTACT(S):

Planning and Community Development	Carol Helland	425-556-2107
------------------------------------	---------------	--------------

DEPARTMENT STAFF:

Planning and Community Development	Seraphie Allen	Deputy Director
Planning and Community Development	Michael Hintze	Transportation Planning Manager
Planning and Community Development	Francesca Liburdy	Senior Transportation Planner

TITLE:  
WSDOT Regional Mobility Grant Microtransit Shuttle Consultant Agreement

OVERVIEW STATEMENT:

Redmond was awarded the Regional Mobility Grant from the Washington State Department of Transportation for the 2025-2027 biennium to start a shared parking program and microtransit shuttle in Downtown Redmond. The total amount of grant funding being provided to the City of Redmond is \$975,000. The City is providing \$244,000 of matching funds. The funding will be used to implement a 2-year pilot of a shared parking program as well as an on-demand microtransit shuttle in the Downtown Redmond and Education Hill neighborhoods. A request for proposals (RFP) for the vendor to manage the microtransit shuttle service was posted and five vendors submitted. We are requesting approval of the selected vendor’s consultant agreement at the October 21, 2025 Business Meeting.

Additional Background Information/Description of Proposal Attached

REQUESTED ACTION:

Receive Information       Provide Direction       Approve

REQUEST RATIONALE:

- Relevant Plans/Policies:
  - Redmond 2050, FW-TR-1: Plan, design, build, operate, and maintain a safe transportation system that advances an equitable, inclusive, sustainable, and resilient community by providing for the mobility and access needs of all.
  - Redmond 2050, FW-TR-4: Plan, design, build, operate, and maintain a transportation system that supports the City’s sustainability principles.
  - Redmond 2050, FW-TR-5: Influence regional transportation decisions and leverage regional

transportation investments in support of Redmond’s transportation policy objectives.

- **Redmond 2050, TR-6.7:** Implement transportation programs, projects, and services that support the independent mobility of those who cannot or choose not to drive.
- **Redmond 2050, TR-15:** Implement transit to connect people in all Redmond neighborhoods to centers, light rail, and other neighborhoods, considering a full suite of transit options appropriate to the land use context.
- **Redmond 2050, FW-CR-1:** Develop partnerships and programs to rapidly and equitably reduce greenhouse gas emissions and create a thriving, climate resilient community.
- **2020 Environmental Sustainability Action Plan, T1.4:** Pilots for trip reduction. Continue piloting trip reduction initiatives such as app-based carpooling and scooter/bike share.
- **2020 Environmental Sustainability Action Plan, 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.
- **Downtown Parking Strategic Implementation Plan, 4:** Facilitate more effective use of private parking facilities
  - 4a. Branding, wayfinding and marketing for the shared parking system that may include a technology focus
  - 4b. City facilitated shared parking program including an initial pilot program
- **Downtown Parking Strategic Implementation Plan, 5:** Build capacity within the City of Redmond to actively manage parking
  - 4c. Work with community and business partners to collaborate on parking management and mobility

● **Required:**

N/A

● **Council Request:**

N/A

● **Other Key Facts:**

N/A

**OUTCOMES:**

We anticipate the on-demand shuttle will decrease vehicle miles traveled in the downtown core and surrounding neighborhoods by increasing Redmond residents’ access to the downtown light rail station and transit center as well as other destinations, including shopping and employment. The shared parking component is part of the City’s overall parking management strategy, which includes implementing strategies to better utilize existing on- and off-street parking.

**COMMUNITY/STAKEHOLDER OUTREACH AND INVOLVEMENT:**

● **Timeline (previous or planned):**

City of Redmond Parking Questionnaire, March-April 2024

● **Outreach Methods and Results:**

Questionnaires

● **Feedback Summary:**

- Overall community interest in first/last mile connections to the existing and future transit network
- Interest and desire for more transit options

- Interest in commuter and employee parking in the downtown core for people who would like to park all day and go to their jobs (either working in Downtown or commuting via bus or light rail).

**BUDGET IMPACT:**

**Total Cost:**

Estimated 2-year total of \$866,984 for Microtransit Shuttle consultant services

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

**Budget Offer Number:**

0000310 - Mobility of People & Goods

**Budget Priority:**

Vibrant and Connected

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

**If yes, explain:**

The City is required to contribute a 20% match of the Regional Mobility Grant funds for the project.

**Funding source(s):**

Regional Mobility Grant (\$975,000) - referred to consent for Council acceptance on Sept 2, 2025  
Commuter Trip Reduction (CTR) funds (\$60,000)  
LTAC funds (\$136,000)  
Commuter Assistance Office (CAO) funds (\$48,000)

**Budget/Funding Constraints:**

N/A

Additional budget details attached

**COUNCIL REVIEW:**

**Previous Contact(s)**

Date	Meeting	Requested Action
	Item has not been presented to Council	N/A

**Proposed Upcoming Contact(s)**

Date	Meeting	Requested Action
10/21/2025	Business Meeting	Approve

**Time Constraints:**

With the selected shuttle vendor, the microtransit shuttle project is anticipated to begin planning in Q4 2025 with the program launch in Q1 2026, aligned with the completion of the Sound Transit Cross-lake Connection of the 2 Line in 2026.

**ANTICIPATED RESULT IF NOT APPROVED:**

If not approved, the consultant project team will not be able to begin work and the microtransit shuttle may not open in a coordinated timeframe with the 2 Line connection.

**ATTACHMENTS:**

Attachment A - RFP for Microtransit Shuttle

Attachment B - Microtransit Shuttle Contract

**City of Redmond, Washington**  
**Purchasing Division, M/S: 3NFN**  
**15670 NE 85<sup>th</sup> Street**  
**PO Box 97010**  
**Redmond, WA 98073-9710**

**RFP 10876-25**  
**Request for Proposals**

**Redmond On-Demand Microtransit Shuttle**

**The City of Redmond is soliciting proposals from service vendors for the delivery of the Redmond On-Demand Microtransit Shuttle.**

**Posting Date: June 30, 2025**

**Questions Due Date: July 14, 2025**

**Proposals Due: July 21, 2025 at 2:00PM (PST)**

---

The City of Redmond, Washington (the "City") requests interested parties to submit proposals for the above referenced Request for Proposals (RFP).

**Background**

The City of Redmond, WA is a suburb of Seattle and hub for residential and employment growth due to its strong technology business sector. The City encompasses an area of over 17 square miles and is located less than 20 miles east of downtown Seattle. The City has three urban growth centers in Downtown, Overlake, and Marymoor, which are expected to grow significantly in the next 25 years. Today, the City has about 77,000 residents and 99,000 jobs and by 2050, it is expected to have 152,000 residents and 131,000 jobs.

**Scope of Work**

With the opening of light rail service in Downtown Redmond, The City is seeking to connect transit riders with first/last mile solutions to increase accessibility to transit. This program will provide a free shuttle service to individuals in Downtown Redmond and surrounding neighborhoods to help with accessing a variety of transit facilities in Downtown, including the recently opened 2 Line Downtown Redmond Station. The shuttle service will also complement a shared parking program the City desires to implement with property managers in the Downtown area. This shuttle service is anticipated to start January 2026.

The complete Scope of Work for this project is included as **Attachment A**.



### Engineer's Estimate

Based on the outlined Scope of Work (**Attachment A**), the City estimates that total costs for this project, including prevailing wage, taxes, and fees, does not exceed \$864,000.00 for the two-year time frame of the shuttle program.

### Project Funding

This project is funded through Washington State Department of Transportation Regional Mobility Grant Funding in addition to City of Redmond funds.

### Subconsultants:

The City will not allow subcontracting of any kind to be performed on this work.

### Licenses and permits:

The awarded firm is responsible for obtaining licenses/permits for this work.

### **Term**

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

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

### **Proposed Timeline**

The following table outlines the anticipated schedule for this RFP process. The City reserves the right to modify or reschedule milestones as necessary.

<b>Item</b>	<b>Date</b>
RFP Announced	June 30, 2025
Questions Due Date	July 14, 2025
Proposals Due	July 21, 2025
Evaluation of Proposals	July 2025
Interviews (optional at City discretion)	July 2025
Consultant Selected	July 2025
Contract Negotiation	August 2025
City Council Approval (if required)	September 2025



### **Proposal Due Date/Time**

**2:00PM (local time) on Monday, July 21, 2025.** The City must receive proposals no later than said date and time.

### **Proposal Submittal Procedures**

City of Redmond now utilizes DocuSign for the electronic submittal of bids and proposals. This service is free of charge for bidders and does not require that a bidder have a DocuSign account to complete the signature process. Please refer to the instructions shared in the online posting for this RFP on [www.redmond.gov/bids](http://www.redmond.gov/bids) for step-by-step instructions for submitting a proposal.

The City of Redmond must receive electronically submitted proposals no later than said date and time. Responses received after such time will not be considered. By submitting a proposal, respondents acknowledge their satisfaction as to the size, scope and location of the work to be performed.

### **Response Requirements & Format**

All costs for developing a response to this RFP are the obligation of the respondent and are not chargeable to the City. The respondent must bear all costs associated with the preparation of the submittal and of any oral presentation requested by the City. All responses and accompanying documentation will become property of the City and will not be returned. Proposals may be withdrawn at any time prior to the published close date, provided notification is received in writing to the below listed City agent(s). Proposals cannot be withdrawn after the published close date.

Proposals must include all information requested and meet all specifications and requirements outlined in this RFP. The following submittals must be part of your proposal; if any are not included, your proposal may be judged as non-responsive. A committee will evaluate the submitted proposals. During the evaluation process, the City reserves the right to request additional information or clarification from firms responding to this RFP.

A complete response will include:

- 1) Cover letter stating:
  - a. Brief overview of firm
  - b. Reason for interest
  - c. List of services offered by firm, in accordance with the scope of work
  - d. Firm's point-of-contact name, position and contact information
  
- 2) Identify firm's current personnel with their respective qualifications and relevant experiences (limit to no more than one page per person). Team member qualifications and roles, particularly Lead Consultant qualifications, are important. Please include Professional Registration or Licensure in the State of Washington, where appropriate.
  
- 3) Organizational chart of firm.



- 4) List of firm's recent tasks, projects, and current on-call commitments. Include Lead Consultants' contact information for each listing.
- 5) Business name - proposals must be made in the official name of the firm or individual under which business is conducted (showing official business address) and **must be signed** by a person duly authorized to legally bind the person, partnership, company, or corporation submitting the proposal. A corporation must indicate place and date of incorporation.
- 6) Business license - provide a statement to the effect that you understand and agree to obtain a City of Redmond business license as a requirement for performing these services. If your place of business is not located within the city limits, but you or your agents will be physically coming into the city to conduct business, call on clients, or provide services, you will need a Redmond business license. A city business license application can be found at: <http://www.redmond.gov/BusinessLicense>.
- 7) Valid time period - provide a statement indicating the number of calendar days the proposal shall be valid (the City's minimum number of days is 60).



**Selection and Award**

All interested parties are requested to provide a response containing all required elements herein to the City by the deadline given. A selection committee will review and evaluate all proposals, with the intention of selecting a Consultant who provides a proposal that, in the opinion of the City, provides the best value (receives the highest score, as determined by the evaluation criteria listed below). If the selection committee so chooses, respondents may be invited for an interview to supplement their submission.

<b>Evaluation Criteria</b>	<b>Weight</b>
Project Understanding: Demonstrate project understanding including how the team plans to address the challenges unique to program	20
Relevant Project Experience: Demonstrate vendor team experience with relevant programs similar in scope and size, to what Redmond is seeking	15
Team Qualifications: Show a comprehensive organization chart (or similar explanation of team member roles and responsibilities) including summary of each firm on the team (office locations, number of staff and area of expertise) and resumes of key team members. Team member qualifications and roles, particularly Program Manager qualifications, are important. Include the percentage of time availability for the Program Manager and the team for this program in relation to other active projects.	15
Program Approach: Develop an approach tailored to meeting the unique goals of this program and addressing anticipated challenges. Include a proposed program scope of work showing the major tasks correlated to a schedule.	25
Proposed schedule and costs: Please provide a detailed schedule of when program tasks and milestones will be completed, in addition to a corresponding budget that aligns with the schedule timeline.	25
<b>TOTAL</b>	<b>100 pts</b>

During evaluation, the City may consider the following:

- References - history of errors and omissions via reference checks
- Quality of previous performance
- Ability to meet contract deadlines
- Staff availability for the project
- Responsiveness to solicitation requirements
- Compliance with statutes and rules relating to contracts or services
- Strength and stability of the firm
- Technical experience and strength and stability of proposed subconsultants



The City reserves the right to reject any or all proposals and to waive any irregularities or information in the evaluation process. The final decision is at the City's sole discretion and respondents to this request have no appeal rights or procedures guaranteed to them.

The City reserves the right to re-evaluate firms who were not originally short-listed at any time before the determination of a finalist is made. Upon notification of an intent to award, the City reserves the right to limit the period of contract development to thirty (30) days, after which time project award may be rescinded. The City has the option not to award a contract at the end of this process.

### **Terms and Conditions**

The City reserves the right to amend terms of this RFP to circulate various addenda, or to withdraw the RFP at any time, regardless of how much time and effort firms may have spent on their responses. Terms of the agreement are outlined in this solicitation and include the following documents, which are incorporated herein by this reference:

- RFP 10876-25 - Redmond On-Demand Microtransit Shuttle
- Attachment A, Scope of Work
- Attachment B, Consulting Services Agreement (boilerplate)
- Attachment C, City of Redmond RMG Program Service Area
- Attachment D, Option for Renewal

### **Contracting notice:**

Upon selection of Consultant, the City intends to enter into an agreement using its standard Consulting Services Agreement which shall be used to secure these services. A copy of this document is attached, as **Attachment B** and will be the governing document. No changes or deviations from the terms set forth in this document are permitted without the prior approval of the City.

### **Performance Criteria**

Consultant shall perform in accordance with the terms and conditions as stated herein and in accordance with the highest standards and commercial practices. Charges of poor performance/service against the Consultant shall be documented by the City and submitted to the Consultant for corrective action. Continued poor performance shall be deemed a breach of City requirements and shall be the cause for immediate termination of services.

### **Proposed Personnel**

Consultant agrees to provide all professional staff necessary to perform the scope of work, including key individuals named in Consultant's proposal. These key personnel shall remain assigned for the duration of the contract, unless otherwise agreed to in writing by the City. In the event Consultant proposes to substitute any key personnel, the individual(s) proposed must demonstrate similar qualifications and experience as required to successfully perform such duties. The City shall have the sole right to determine whether key personnel proposed as substitutes are qualified to work on the project. The City shall not



unreasonably withhold approval of staff changes.

### **Insurance**

(Consider additional requirements depending on risk. Builder's Risk, Pollution, Cyber, etc.) Consultant must maintain insurance as outlined in the Consulting Services Agreement (**Attachment B**). Prior to performing any services, Consultant shall provide the City a standard ACORD Form 25 Certificate of Insurance, naming the City as Additional Insured. Failure of the City to demand such certificate or failure of the City to identify a deficiency in the insurance documentation shall not be construed as a waiver of Consultant's obligation to maintain such insurance.

### **Invoicing and Payment**

Consultant may invoice the City no more frequently than once per month for work completed. Invoices shall contain an itemized listing of all expenses. The City will make payment to Consultant within thirty (30) days after receipt and approval of said invoices. Invoices shall be delivered to:

City of Redmond  
Accounts Payable, M/S: 3SFN  
P.O. Box 97010  
Redmond, WA 98073-9710  
[accountspayable@redmond.gov](mailto:accountspayable@redmond.gov)

### **Public Disclosure Notice**

Proposals that are submitted in response to this Invitation to Bid or Request for Proposal are subject to public release under the Washington State Public Records Act, chapter 42.56 RCW ("PRA"). Respondents are strongly encouraged to avoid including confidential and/or proprietary information in their proposals. If a respondent includes confidential and/or proprietary information in its proposal, and wishes for the City to withhold it from public release under RCW 42.56.070(1), the respondent's submission should: (a) clearly identify which information should be withheld, (b) cite the legal authority that allows the City to withhold such information, and (c) explain in detail why the information is exempt from release under the PRA. Marking an entire proposal as confidential and/or proprietary will NOT be accepted or honored and may result in disqualification of the proposal. If the City receives a PRA request for a proposal that contains information, which a respondent has identified in whole or in-part as exempt from release, the City will review the proposal and then determine whether the information must be released under the PRA based solely on the information provided by the respondent.

### **Cooperative Purchasing**

The City has entered into intergovernmental (interlocal) purchasing agreements pursuant to RCW 39.34 with other Washington agencies under which either party may make purchases at the other party's accepted bid price. By submitting an offer, the respondent agrees to make the same bid terms and price, exclusive of freight, available to other Washington governmental agencies. Only those public agencies that have complied with the requirements outlined in RCW 39.34 are eligible to use this contract. Further, the public agency accepts responsibility for compliance with any additional or varying laws and regulations governing purchases by or on behalf of the public agency in question. A purchase by a public agency shall be affected



by a purchase order from the public agency, directed to the Consultant or other party contracting to furnish goods or services to the City. The City of Redmond will not accept responsibility for purchase orders issued by other public agencies.

This offer of cooperative purchasing shall be extended by the Consultant to cover the City's contract duration (for any subsequent purchase orders/contracts resulting from this RFP) or 60 days post award (for one-time purchases).

### **Non-Collusion**

By submission of this proposal, respondent and each person signing on behalf of respondent certifies, and in the case of joint proposal, each party thereto certifies as to its own organization, under penalty of perjury, that to the best of his/her knowledge and belief: (1) The prices of this proposal have been arrived at independently, without collusion, consultation, communication, or agreement with any other respondent or competitor, for the purposes of restricting competition or as to any matter relating to price. (2) Unless otherwise required by law, the prices quoted in this proposal have not been knowingly disclosed by respondent and will not be disclosed by respondent directly or indirectly to any other respondent or competitor before proposals are opened. (3) No attempt has been made or will be made by the respondent to induce any other person, partnership or corporation to submit or not to submit a proposal on any portion of the project work. If collusion is uncovered, the City maintains the right to reject all proposals from implicated parties

### **Governing Law and Venue**

In the event of litigation, the submittal documents, specifications, and related matters shall be governed by and construed in accordance with the laws of the State of Washington. Venue shall be with the appropriate state or federal court located in King County.

### **Bid Protest**

Respondents have the right to protest certain decisions in contract solicitation, selection and award processes made by the City. The City will consider protests alleging to issues related to: (1) A matter of bias, discrimination or conflict of interest, (2) Errors in computing score (3) Non-compliance with procedures described in the solicitation or City policy.

All protests shall be in writing and clearly state that the respondent is submitting a formal protest. Protests must be emailed to the RFP content contact listed below. Bid Protests will not be accepted later than two (2) business days after respondents are notified of award details. The City's Technical Contact and RFP Content Contact will review any protest and respond to protestor within ten (10) business days. The City may request additional time if needed. Protestor and the other respondents will be notified in writing if protest results in a change to award details and/or protest results in a new solicitation process.



### **Americans with Disabilities Act (ADA) Information**

The City of Redmond in accordance with the Americans with Disabilities Act of 1990 and Section 504 of the Rehabilitation Act of 1973 will make every reasonable effort to provide equal opportunity to submit qualifications in response to this request. Visit <http://redmond.gov/ADA> for more information. This material can be made available in an alternate format by contacting the Customer Service Center at [info@redmond.gov](mailto:info@redmond.gov) or 425-556-2900, option 7.

### **Title VI Statement**

The City of Redmond in accordance with Title VI of the Civil Rights Act of 1964, 78 Stat. 252, 42 U.S.C. 2000d to 2000d-4 and Title 49, Code of Federal Regulations, Department of Transportation, subtitle A, Office of the Secretary, Part 21, nondiscrimination in federally assisted programs of the Department of Transportation issued pursuant to such Act, hereby notifies all respondents that it will affirmatively ensure that in any contract entered into pursuant to this advertisement, disadvantaged business enterprises as defined at 49 CFR Part 26 will be afforded full opportunity to submit qualifications in response to this invitation and will not be discriminated against on the grounds of race, color, national origin or sex in consideration for an award. Visit <http://redmond.gov/TitleVI> for more information.

### **Questions/Inquiries**

Please direct any questions concerning this RFP or the City's requirements to the City agent(s) listed below. No other City official or employee is empowered to speak for the City with respect to this request. Information obtained from any other source shall not be binding and may disqualify your response.

### **RFP Content:**

Vivian Nguyen  
Sr. Purchasing Agent  
Email: [vnnguyen@redmond.gov](mailto:vnnguyen@redmond.gov)  
Tel: 425-556-2168

MS: 3NFN  
15670 NE 85<sup>th</sup> Street  
PO Box 97010  
Redmond, WA 98073-9710



# RFP 10876-25

## Redmond On-Demand Microtransit

### Attachment A - Scope of Work

---

#### **Consultant Scope**

- Service plan, including service area, number and type of vehicles, hours of operation
- Implementation plan and schedule
- Reporting of key metrics
- Meeting attendance

Consultant shall provide preliminary and final services and other work including:

#### **Task 0- Project Management**

Vendor shall provide the management, coordination, and direction to the Project Team that includes the Vendor team and Agency staff throughout the duration of the Program.

- Prepare regular progress reports and invoices
- Prepare for and participate in team meeting progress calls
- Determine schedule for project (including timing of progress calls) and maintain schedule
- Monitor scope and budget

#### **Task 0 Assumptions:**

- Project team progress calls will be via Teams call
- Consultant will schedule and lead the progress calls and provide agenda topics and action items

#### **Task 0 Deliverables:**

- Invoices and progress reports
- Attendance at regular virtual meetings with agenda topics and action items
- Schedule for when tasks will be completed and meetings will be held

#### **Task 1- Program Name, Logo, and Branding Support**

The Redmond On-Demand Microtransit Shuttle will need to be named and branded in a way that communicates its purpose and role within the Redmond transportation system.

#### **Task 1 Assumptions:**

- The City will take the lead on developing program name, tagline, branding, logo and promotional collateral. Logo and branding for the program will be in accordance with but not strictly tied to the City of Redmond branding guidelines, which will be provided.



### Task 1 Deliverables:

- Advise on name, tagline, branding, logo based on experience on what has been effective in other communities and what is appropriate for the specific vehicles being put into service.

### **Task 2 - Program Webpage, App, and Other Electronic Communications**

The Program will require multiple electronic interfaces with the community, including possible websites and apps. The vendor is responsible for creation and maintenance of these sites and apps for ease of use for community members. Task 2 deliverables to be reviewed and approved by The City Communications Department.

### Task 2 Assumptions:

- Vendor will manage any websites and apps
- Websites and apps will be branded in accordance with designs delivered in Task 1

### Task 2 Deliverables:

- Public facing website and/or app for ride sharing

### **Task 3 - Launch and Maintenance of Shuttle Operations**

Shuttles will run within the service area defined and will be managed and operated by the vendor.

### Task 3 Assumptions:

- Vendor will hire and manage all shuttle operators
- Vendor will be responsible for the procurement and maintenance of shuttle vehicles
- Shuttles will be electric vehicles (if possible)
- City will provide parking spaces and charging capacity for shuttles
- Vendor will partner with City to develop promotional plan and communications surrounding websites, apps, and program

### Task 3 Deliverables:

- Shuttle vehicles operating as agreed upon
- Report key metrics to City of Redmond (including but not limited to: total number of trips, number of trips starting or ending at transit stations and designated shared parking areas, average wait time, seat availability, trips per hour per vehicle, and number of shared trips).

A detailed scope of work and budget for optional services will be negotiated upon selection of the most qualified vendor. A supplement to the consultant services agreement will be issued prior to work commencing on optional services.



## **City of Redmond Scope**

City of Redmond has vehicle parking and charging locations available for shuttle vehicles.

## **Submittal Content**

The following items must be included in the submittal package for it to be considered complete and responsive.

- Describe project understanding
- Describe program approach and project needs
- Proposed vehicle type and specifications, including ADA accessibility
- Describe driver/operator hiring practices/approaches
- Describe similar relevant experience
- Describe experience or plans for working with City communications team to support branding and graphic development
- Describe team qualifications with similar projects
- Proposed schedule, scope and budget.
- Describe budget tracking system
- Describe program management approach
- Describe quality control and quality assurance (QA/QC) measures
- Method for vendor's program reporting
- Describe vendor's approach for project coordination with subconsultants (if any)

## **Submittal Requirements**

1. Submittals must be received by 2:00 p.m. PST, July 21, 2025. Late submittals will not be evaluated. The City is not responsible for delays by any outside party.
2. No faxed copies or emailed proposals will be accepted.
3. Maximum of 20 pages (one page is equivalent to one side of an 8.5x11 sheet of paper). Pages are to be letter size (8.5x11). Font size to be a minimum of 11 pt Arial (or equivalent) and margins are to be a minimum of 0.5" on all sides. Page count does not include cover, table of contents, letter of interest, resumes.



## **RFP 10876-25**

### **Redmond On-Demand Microtransit Shuttle**

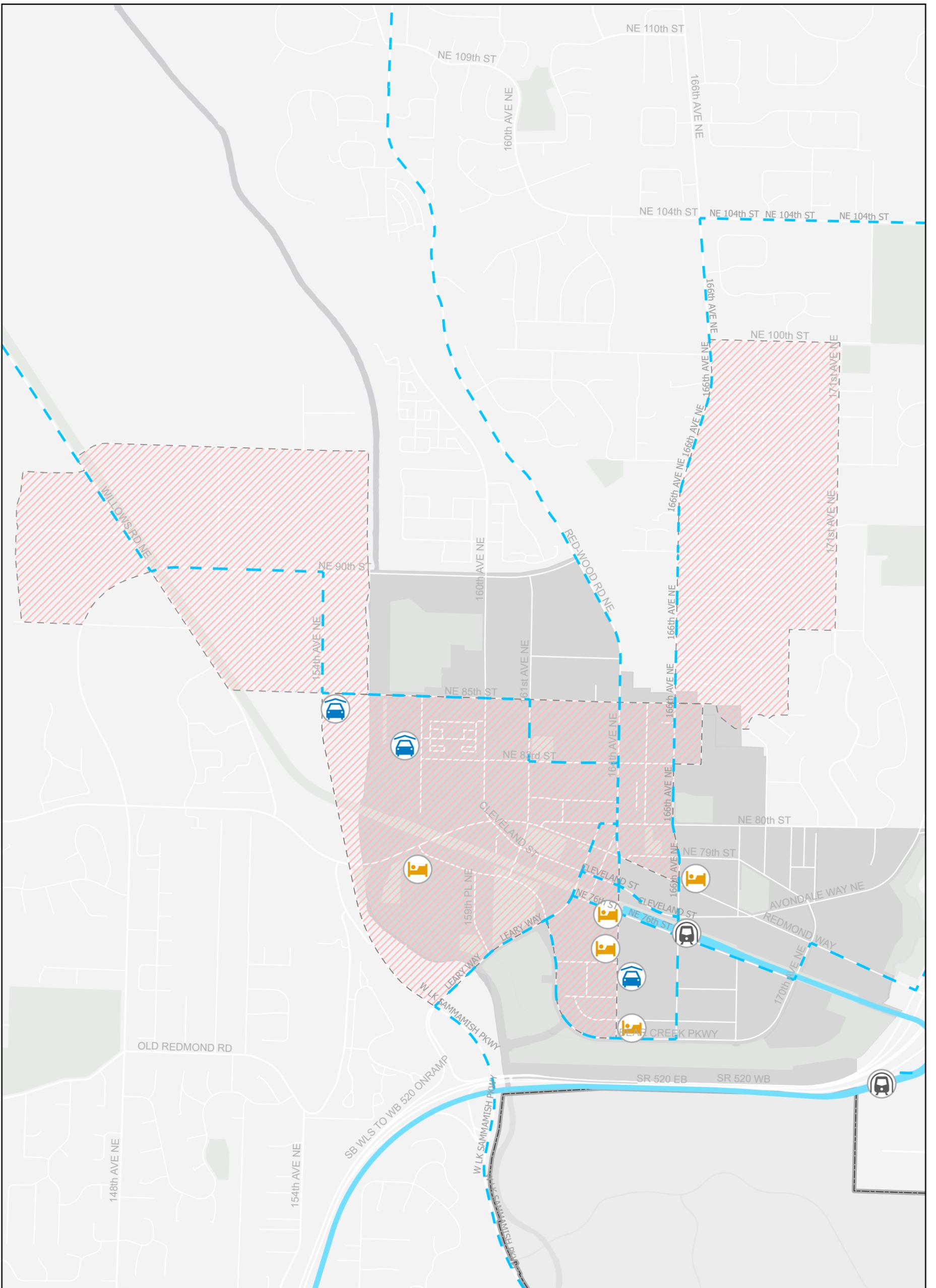
#### **Attachment D - Option for Renewal**

---

The City reserves the right to renew this contract for one (1) additional two-year renewal term, for a potential maximum total term of four (4) 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. Consultant shall notify the City in writing at least thirty (30) days prior to any proposed price adjustment. Acceptance of such a request will be at the sole discretion of the City.





## New Shuttle Service Area

City of Redmond, Washington



Disclaimer: This map is created and maintained by GIS Services Group, Technology and Information Services, City of Redmond, Washington, for reference purposes only.  
The City makes no guarantee as to the accuracy of the features shown on this map.



City Limit



Downtown



Park



On-Demand Shuttle



Hotel/Parking/LRT Station



Proposed Bus Line



Light Rail Line

**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**

# RFP 10876-25

## Questions and Answers

### Redmond On-Demand Microtransit Shuttle

---

The purpose of this document is to provide questions and answers regarding this RFP. The following Q&As are current as of **07/16/2025**:

**Q1: What are the top outcomes the City hopes to achieve with this shuttle program, both in terms of transportation access and community impact?**

A1: Create an attractive and viable first-last mile option serving regional transit and achieve a level of ridership that would justify continuation of the service in some form.

**Q2: Beyond first/last mile service, are there broader city goals this initiative is intended to support (e.g., equity, sustainability, traffic reduction, or public trust)?**

A2: A big goal with this program is reducing drive-alone rates for sustainability purposes and increasing the efficacy of existing transit by creating connections.

**Q3: If the pilot exceeds expectations, how would success be defined - both from a ridership perspective and a city planning perspective?**

A3: From a ridership perspective, users having short wait times, easy interface with the ride request app to make the process seamless and easy to use, and repeat customers. From the City planning perspective, success would be solving the problem of low-frequency transit service for a portion of the city that has been vocal about wanting better options for getting to the Downtown light rail station and businesses. Providing a flexible travel option for visitors arriving by light rail to get further beyond the Downtown area and to connect with hotels. Productivity that justifies ongoing flexible transit or greater frequency of fixed route transit in neighborhoods currently with infrequent service. The City also wants to couple the shuttle with a shared parking program that would aim to better utilize off-street parking areas in the Downtown area.

**Q4: What limitations or challenges has the City experienced with prior mobility programs or pilots (e.g., staffing shortages, vehicle issues, underutilization or tech gaps)?**



A4: Several years ago, Redmond did have a fixed route circulator in the Downtown area but it did not serve the needs of the community and was discontinued. Other cities shared that they had challenges hiring shuttle drivers in this area.

**Q5: Are there particular zones, time windows, or populations where service demand is anticipated to be higher or more complex to manage?**

A5: Peak travel times in the morning and evening for work commuters may create higher demand than other times of the day.

**Q6: Is the City facing any budgetary or policy constraints that vendors should be mindful of when proposing scalable solutions?**

A6: The budget listed in the RFP is fairly strict with very little flexibility.

**Q7: Has this service (or a similar vision) been offered in the past? If so, is there an incumbent provider, and what aspects of that partnership were successful or challenging?**

A7: This service has not been offered in the past by the City of Redmond.

**Q8: Is the City seeking to build on past models or starting fresh with an entirely new operational design?**

A8: The City does not have a previous model, but envisions a program similar to MetroFlex or BellHop (in Bellevue WA).

**Q9: Are there elements from previous vendors you hope to retain - and others you're hoping to avoid?**

A9: Service will need to be on-demand and not on a fixed-route.

**Q10: Are there minimum vehicle specifications or service expectations beyond what's described in the SOW (e.g., vehicle age, zero-emission fleets, onboard tech, or branding)?**

A10: Zero-emission is preferable but not required, ability to brand the vehicle in some way to make it clear that the vehicle is part of the program fleet is important. Accessibility is also important.

**Q11: Is the City seeking a fully turn-key tech solution (e.g., scheduling app, tracking, analytics) or are there preferred platforms you expect vendors to integrate with?**



A11: Full turn-key tech solution, we do not have a preferred platform and would need the vendor to manage the tech aspects of the program.

**Q12: Will there be a preferred dispatch or rider engagement platform already in use, or should vendors propose their own?**

A12: Vendor can propose their own.

**Q13: What are the key demographics expected to use this service (e.g., seniors, commuters, non-English speakers, low-income riders), and how might the City like to see their needs uniquely addressed?**

A13: The service should serve all community members. Having technology that allows for translation is preferred, as is having technology that does not require smartphone access (such as a number to call to request a ride vs having to use an app).

**Q14: Are there accessibility goals tied to this contract such as ADA-compliant vehicles, multilingual driver support, or caregiver-friendly scheduling?**

A14: ADA-compliant vehicles is preferred. Multilingual driver support is not expected.

**Q15: How does the City currently define "equitable access" in the microtransit context, and how would you like to see that embedded into operations?**

A15: Everybody has access.

**Q16: Can you clarify your preferred pricing model (e.g., cost per trip, cost per hour, bundled tiers) and how pricing will be weighed in evaluation?**

A16: No preferred pricing model, pricing will be weighed based on services being offered and how the price compares to our budget.

**Q17: Would the City consider adaptive pricing options that reflect seasonal ridership trends, peak-hour loads, or expanded service areas?**

A17: Demand may vary seasonally so adaptive pricing options could be welcome if it helps to extend service during high demand periods.

**Q18: Should vendors include or separate ancillary costs such as tech platforms, rider support services, maintenance, or admin fees?**



A18: All costs of the program should be included in the proposal, please break these down by cost type so that we can see the ancillary costs in juxtaposition to operating costs.

**Q19: What would an ideal vendor relationship look like, from onboarding and daily communication to long-term partnership and responsiveness?**

A19: Clear proactive and responsive communication is an expectation.

**Q20: Are there areas where the City would welcome vendors going “above and beyond” for example, community outreach, live multilingual rider support, or integration with other city programs?**

A20: The City welcomes all “above and beyond” service proposals, with an emphasis on meeting our budgetary and defined program needs first.



## Consulting Services Agreement Non-Public Work

<p><b>PROJECT TITLE</b> Redmond On-Demand Microtransit Shuttle</p>	<p><b>EXHIBITS</b> <i>(List all attached exhibits - Scope of Work, Work Schedule, Payment Schedule, Renewal Options, etc.)</i> Exhibit A - Scope of Work Exhibit A-1 - Fee Exhibit B - Advertising Guidelines Exhibit C - Circuit's Response to RFP Requirements Exhibit D - Map</p>
<p><b>CONTRACTOR</b> Circuit Transit Inc.</p>	<p><b>CITY OF REDMOND PROJECT ADMINISTRATOR</b> <i>(Name, address, phone #)</i>  City of Redmond Mary L'Heureux mlheureux@redmond.gov (425) 556-2490</p>
<p><b>CONTRACTOR'S CONTACT INFORMATION</b> <i>(Name, address, phone #)</i> Daniel Kramer daniel@ridecircuit.com (562) 252-6680</p>	<p><b>BUDGET OR FUNDING SOURCE</b> Regional Mobility Grant Funds City Matching Funds from Budget Account 100.80900.00410.54313</p>
<p><b>CONTRACT COMPLETION DATE</b> Q1 2028, 2 years from performance start date to be determined</p>	<p><b>MAXIMUM AMOUNT PAYABLE</b> \$866,984</p>

Consulting Services Agreement, Non-Public Work  
City of Redmond, standard form

THIS AGREEMENT is entered into on \_\_\_\_\_, 2025 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 A 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

Consulting Services Agreement, Non-Public Work  
City of Redmond, standard form

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.

Consulting Services Agreement, Non-Public Work  
City of Redmond, standard form

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;

Consulting Services Agreement, Non-Public Work  
City of Redmond, standard form

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.

Consulting Services Agreement, Non-Public Work  
City of Redmond, standard form

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.

Consulting Services Agreement, Non-Public Work  
City of Redmond, standard form

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 attorneys fees, in addition to any other award.

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

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

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

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

CONSULTANT:

DocuSigned by:  
*James Mirras*  
755DE23C08E64BE

By: James Mirras

Title: COO / Co-Founder

CITY OF REDMOND:

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**

Circuit shall provide, operate, and manage a fully turnkey, end-to-end microtransit solution in accordance with the Scope of Work defined herein, furnishing the vehicles, drivers, technology, maintenance, and operational management necessary for the Redmond On-Demand Microtransit Shuttle, and all capabilities outlined below in Circuit's RFP Response (Exhibit C), within a geo-fenced coverage area as shown below in Exhibit D.

On-demand service will be hailed using an app and call center. The coverage area and details of the service are subject to change based on utilization and decisions made by Circuit Transit Inc. and the City. Please note that any changes to Operating Hours may impact the total cost of the program.

The City may elect to scale service up to increase or adjust Service Hours, subject to mutual agreement between the parties. To request the increased service level, the City must provide written notice at least two (2) weeks prior to the start of the upcoming month, and no later than the fifteenth (15th) day of the preceding month, to allow for necessary planning and coordination. Please note that any changes to the Hours of Operation, number of vehicles, and/or Service Hours may impact the total cost of the Services.

### **Program Purpose & Goals**

The primary objectives of the service are to:

- Provide a safe, clean, reliable, and efficient public on demand service throughout the boundaries of the service area(s).
- Provide a safe and pleasing passenger experience with capable, qualified, and courteous drivers that will serve as ambassadors. Allow users to get to their destination within the service area without the need to drive, park or even own a personal vehicle.

### **Product Overview**

For the purpose of this solicitation, the MicroTransit service is characterized by the following:

- Dynamic routing with flexible start and end of route within designated zones.
- Technology-enabled: app-based service request within a geofenced area and real-time vehicle tracking features.
- Fully electric vehicles.
- Shared mobility with pooled rides.
- Local branding and/or advertising to offset operating cost

### **Consultant Responsibilities**

Circuit shall provide accessible, efficient, and environmentally sustainable transportation within the zone described in Exhibit D, utilizing a fleet of all-electric vehicles. Depending on funding, the City may pursue additional service areas to be served as part of this solicitation and resulting contract. Passengers can request a door-to-door service for trips originating and ending within the geofenced service area or first/last mile connection to the closest transit stop within the service area.

### **Changes and Amendments**

Any requested change in the Scope of Work, additional services or special requests will require fifteen ( 15) days minimum notice, and ninety (90) days for any indefinite service reduction greater than 10%, and a Change Order to be executed and signed by both parties unless otherwise mutually agreed to in writing.

### **Holidays**

Service will be closed on Thanksgiving, Christmas Day and New Years Day. The day before and after each of the listed Holidays will operate on normal service hours.

### **Employee Wages**

Circuit is not subject to any local wage requirements that vary from State statutory requirements by entering into this Agreement.

### **Extraordinary Costs**

In the event that the costs of providing the services outlined in this Agreement increase by more than 5% due to circumstances beyond the control of Circuit, including but not limited to, changes in applicable laws or regulations, significant market fluctuations, material shortages, or increased insurance and/or labor costs, Circuit Transit Inc. may request an adjustment to the service fees. Circuit Transit Inc. shall provide written notice of the extraordinary cost increase, including supporting documentation, to the City. The parties shall negotiate in good faith to determine an appropriate adjustment to the service fees or other mutually acceptable resolution.

### **Assignment**

Neither Party may assign, transfer, delegate, or subcontract this Agreement without the other Party's prior written consent, such consent not to be unreasonably withheld. Notwithstanding the foregoing, City consents to Contractor/Service Provider's assignment of its rights to receive payments or accounts receivable due under this Agreement to Silicon Valley Bank, a division of First-Citizens Bank & Trust Company ("SVB"), in connection with a revolving line of credit or other financing facility. Any such assignment shall be strictly limited to Contractor/Service Provider's rights to payment and shall not modify any other rights or obligations under this Agreement but shall be subject to assignee assuming all obligations of Contractor/Service Provider under this Agreement related to the rights assigned.

### **Piggyback Clause**

It is understood and agreed by Circuit Transit Inc. and the City that any governmental entity may purchase the services specified herein in accordance with the prices, terms, and conditions of this Agreement. It is also understood and agreed that each local entity will establish its own contract with Circuit, be invoiced therefrom and make its own payments to Circuit Transit Inc. in accordance with the terms of the contract established between the new governmental entity and Circuit. It is also hereby mutually understood and agreed that the City is not a legally bound party to any contractual agreement made between Circuit Transit Inc. and any local entity.

### **Service Design**

Any requested change to the Service Design will require mutual agreement and a subsequent Change Order to be executed by both parties. Changes to the Service Design may result in financial changes to the existing Agreement based on the nature of and impact of the change requested.

**Term**

The Performance Period of this Agreement will be for a minimum of two (2) years, from the agreed upon Performance Date until the Performance End Date listed below. This Agreement may be extended by one additional two-year term (the “Option Year Renewal”) upon the mutual consent of the Parties in writing within 90 days prior to expiration.

Performance Start Date: Q1 2026, exact date to be determined

Performance End Date: Q1 2028, 2 years from performance start date

**Price Escalation – Option Year Renewal**

Upon the City’s timely exercise of any Option Year Renewal, all recurring Service Fees then in effect under this Exhibit A-1 (including the Monthly Cost for Services and any other recurring charges) shall automatically increase by three percent (3%) effective on the first day of the applicable Option Year and on the first day of each subsequent Option Year exercised.

**Vehicles**

Circuit shall supply the vehicle types and quantities, while operating according to the operating status designation, as listed in Table 1 below. All vehicles shall be properly licensed and maintained in good working order for the duration of the Performance Period.

**Table 1 - Vehicles**

Type	Quantity	Status
ADA WAV GEM	One (1)	Active
VW ID. Buzz	Two (2)	Active

**Vehicle Repairs & Maintenance**

Circuit will adhere to a structured preventative maintenance plan to mitigate the need for any potential further repairs and maintenance. However, Circuit Transit Inc. and the City agree that there will be unexpected repairs and maintenance at times throughout the Performance Period and it shall be Circuit's sole responsibility to work with any necessary licensed technician, both internal and external, to perform such repairs and optimize up time of the vehicles.

When repairs and/or maintenance are not able to be performed outside of the Hours of Operation, Circuit Transit Inc. will use best efforts to minimize the impact to Service Hours and does not imply service will be impacted at all during the time needed for repair. Those efforts could include, but are not limited to, expediting and prioritizing maintenance work, sending the vehicle to an outside repair shop to expedite the work, increasing the scheduled Service Hours on other vehicles in the fleet, procuring temporary, unbranded, rental vehicles or sourcing replacement vehicles from adjacent locations.

**Coverage Area**

Service will be provided within the geo-fenced area displayed in Exhibit D, subject to any additional service parameters or zones that would determine vehicle availability, and user demand for rides relative to the total supply of vehicles available.

**Hours of Operation**

Service will run seven (7) days per week during the Hours of Operation. These services will include a total of eighty-four (84) weekly operating hours, to be allocated during the designated Hours of Operation as outlined in Table 2 below. Hours of Operation is defined as the hours the City wants the service to be available on a weekly basis.

**Table 2 - Hours of Operation**

<b>Hours of Operation</b>			
<b>Day</b>	<b>Open</b>	<b>Close</b>	<b>Hours</b>
<b>Monday</b>	TBD	TBD	12
<b>Tuesday</b>	TBD	TBD	12
<b>Wednesday</b>	TBD	TBD	12
<b>Thursday</b>	TBD	TBD	12
<b>Friday</b>	TBD	TBD	12
<b>Saturday</b>	TBD	TBD	12
<b>Sunday</b>	TBD	TBD	12
<b>WEEKLY HOURS OF OPERATION</b>			<b>84</b>

**Service Hours**

Service Hours are defined as the total hours of all drivers, measured from when a driver starts their shift to when the driver ends their shift, subtracting any unpaid hours. Circuit Transit Inc. will determine the scheduling, staging, and dispatch of drivers and vehicles in order to optimize efficiency, safety, rider experience, and compliance (including vehicle charging cycles and legally required meal and rest breaks). During the Hours of Operation, Circuit Transit Inc. will target a total of 172 weekly Service Hours.

**Charging & Storage**

The City shall, at its sole cost and expense, provide Circuit Transit Inc. with: (i) access to electric vehicle charging infrastructure; (ii) coverage of all ongoing electricity costs necessary for the charging of the vehicles used in service under this Agreement; and (iii) secure vehicle storage, including designated parking for the on-duty driver. These resources shall be made available for Circuit’s unrestricted use throughout the Term of this Agreement.

**Hiring & Employee Expectations**

- a. Employment** **Status**  
 All drivers providing Services under this Agreement shall be employees of Circuit Transit Inc. and not of the City. Circuit Transit Inc. retains sole and exclusive responsibility for the hiring, onboarding, management, training, supervision, compensation, and, where necessary, termination of its employees. At no time shall the City be considered the employer, co-employer, or joint employer of any Circuit Transit Inc. personnel.
- b. Licensing** **and** **Qualifications**  
 All drivers shall be properly licensed to operate the vehicles assigned to the Service and shall comply with all applicable federal, state, and local laws and regulations related to the operation of passenger vehicles. Circuit Transit Inc. shall ensure that each driver maintains a valid driver’s license and meets all regulatory and internal safety, training, and conduct standards.
- c. Background** **Checks** **and** **Training**  
 Circuit shall be responsible for conducting pre-employment background checks, drug screenings (where required), and other applicable due diligence for all drivers in accordance with industry practices and applicable laws. All drivers shall undergo comprehensive training covering safe vehicle operation, customer service, ADA compliance, emergency procedures, and any project-specific protocols prior to deployment.
- d. Workforce** **Conduct**  
 Circuit shall require its employees to perform their duties in a professional, courteous, and responsible manner consistent with community standards, the City’s expectations, and Circuit’s internal policies. Circuit Transit Inc. shall promptly address any substantiated complaints or misconduct involving its personnel.
- e. Right** **to** **Accept** **Tips**  
 Circuit’s drivers may accept voluntary tips or gratuities from passengers. Circuit Transit Inc. shall have no obligation to track, report, or remit such tips unless otherwise required by applicable law. The City shall not impose any restrictions or conditions on driver gratuities.
- f. Compliance** **with** **Labor** **and** **Employment** **Laws**  
 Circuit shall comply with all applicable employment-related laws and regulations, including but not limited to wage and hour laws, workers’ compensation, unemployment insurance, and any other federal, state, or local labor laws.
- g. City** **Communications** **and** **Authority** **Limitations**  
 The City agrees not to direct, supervise, or assign work to any Circuit Transit Inc. employee, including drivers, without prior written authorization from Circuit’s designated representative. All service-related directions shall be communicated through the Circuit Transit Inc. project manager or designee.

## **Operational Details**

Any requested change to the Operational Details as agreed to herein will require mutual agreement and a subsequent Change Order to be executed by both parties. Changes to the Operational Details may result in financial changes to the existing Agreement based on the nature of and impact of the change requested.

### **a. App, Tech & Request System**

As described above, Circuit Transit Inc. will provide on-demand shuttle services using all-electric cars within a geo-fenced coverage area as shown below in Exhibit D. On-demand service will be hailed using an app or call center. The coverage area and details of the service are subject to change based on utilization and decisions made by Circuit Transit Inc. and the City.

### **b. Circuit Connect**

Service may utilize Circuit Connect's system of virtual, fixed stops. Stop locations will be mutually agreed upon between the City and Circuit.

### **c. Branding**

The City will have rights to branding on the vehicle(s) contracted, aka "Default Branding". The City will provide vehicle wrap design files on Circuit Transit Inc. provided templates for vehicle branding at the cost referenced in Exhibit A-1.

### **d. WAV Service**

Service will consist of one (1) WAV vehicle in service throughout the service area

### **e. Data Reporting**

Circuit will provide a monthly data report including:

- Operating data by hour, day, week and month
  - Requests
  - Passengers
  - Rides
  - Cancellations
- Operating data by day, week and month
  - WAV completed rides
  - No Show %
  - Avg Pax / Trip
  - AVG Wait Time
  - AVG Trip Time
  - AVG Response Time
  - Total Trip Miles
  - AVG User Rating
  - Gallons of Gas Saved
  - Passenger Miles Traveled
- Additional Operating Data, various formats and timeframes
  - Unique users
  - AVG User Age
  - Top pickup and drop off locations / addresses
  - Connection Rate

### **f. Pets**

Pets are allowed to accompany a passenger per Circuit's standard Terms and Conditions. However, the driver of the vehicle and other existing passengers reserve the right to refuse service if they are uncomfortable with the pet, within reason.

**EXHIBIT A-1 – FEE**

**Start-up Cost for Vehicle Wraps:**       \$       8,000 (One-time upfront cost)  
**Monthly Cost for Services:**           \$       35,791\*

\*(includes ADA GEM upgrade of \$140 per month)

**ESTIMATED TOTAL:**                               **\$ 866,984** (2-Year Estimated Cost for Services)

**Services Cost include:** Vehicles, Paid W-2 Drivers, Management, Training, Insurance, Maintenance, Phones, App Hosting and Usage, Web Fees, and Basic Marketing Materials.

**Vehicle Wraps include:** Artwork, printing, installation, and removal. The Parties acknowledge that the total cost for standard vehicle wraps is estimated at \$2,000 per vehicle. In the event actual costs exceed this amount, the City shall be responsible for payment of the cost difference. Circuit Transit Inc. will notify the City in advance if it becomes aware that wrap costs may exceed \$2,000, and the City agrees to cover any such overages upon invoicing.

**Billing:** The upfront costs will be billed at contract signing. Circuit Transit Inc. will send monthly invoices at the beginning of each month for services provided the previous month. Payment is due (ACH, Wire, or credit card) within 30 days of the end of the month of service.

The monthly invoice will include:

- Month of service
- Summary of services provided
- Amount due

Please note any changes to the Services, including, but not limited to, vehicles, the vehicle operating hours, coverage area, and/or data reporting may impact the total amount of the Contract. If the scope of services should change, modifications to the Statement of Work or a new Statement of Work may be necessary.

**Advertising and City Branding**

At the onset of Services, vehicles are to include City branding (e.g., logos, colors, wraps, messaging), the costs associated with the design, production, installation, and removal of such branding shall be charged to the City and itemized. Such City-branded space shall not be deemed available for third-party advertising unless otherwise agreed to in writing by both Parties.

Third-party advertising shall not be implemented under this Agreement unless and until mutually agreed upon in writing by the Parties. In the event the Parties mutually agree to permit third-party advertising on or within the vehicles or the service platform, the following terms shall apply:

Circuit may lease space not utilized by the City's branding or collateral to generate third-party advertising revenue. Net Advertising Revenue shall be shared with the City based on a 50/50 split, and shall be applied as a credit on future invoices.

“Net Advertising Revenue” means the gross revenue collected from third-party advertising, less all costs and expenses incurred by Circuit Transit Inc. in connection with advertisement sales, including, but not limited to: design, production, installation and removal costs, and commissions paid to media sales representatives.

Circuit will maintain monthly accounting records of all Advertising Revenue collected and the City’s 50% share thereof. Credits will be applied in the month in which Circuit Transit Inc. receives payment for advertising sales, and will be reflected on the corresponding invoice. All advertising must comply with the guidelines set forth in Exhibit B – Advertising Guidelines (below).

**Fares**

The Parties agree that the Services provided under this Agreement shall be fare-free at the outset of operations.

In the future, if the Parties mutually agree in writing to institute passenger fares, they will do so by written amendment that specifies at a minimum: fare amounts and categories (including any discounts/exemptions), the effective date, and any operational changes. Circuit Transit Inc. shall be responsible for deploying and managing the fare payment system, including via its mobile app utilizing credit and/or debit card payments. Any fare revenue collected (“Net Fare Revenue”) shall be split, with 50% of the Net Fare Revenue allocated to the City and 50% retained by Circuit. The City’s share of the Net Fare Revenue shall be applied as a credit on future invoices. Net Fare Revenue means all gross ridership revenue that is collected from the passengers for the services less all costs and expenses, including but not limited to sales taxes or other taxes imposed by law, Circuit Transit Inc. administrative expenses, credit card processing fees and other billing related charging by third parties imposing similar processing charges.

Any decision to implement or modify a fare structure shall be subject to mutual agreement and an amendment to this Agreement.

**EXHIBIT B – ADVERTISING GUIDELINES**

1. In its agreement with its advertising contractors, Circuit Transit Inc. will reserve the right to reject any advertisement, commercial or noncommercial.
  
2. All advertising and promotional materials, including, without limitation, any vehicle “wraps” (collectively “**Advertising**”) must conform to the following criteria:
  - A. Defamatory Advertising. No Advertising will be permitted that falsely disparages any person, product, or company, or that is likely to damage the reputation of any person, product, or company.
  
  - B. Advertising Condoning Criminal Conduct. No Advertising will be permitted that is likely to incite or produce imminent unlawful activity.
  
  - C. Obscene Advertising. No Advertising will be permitted that contains obscene matter or matter harmful to minors.
  
  - D. False Advertising. No Advertising will be permitted that contains false or grossly misleading information.
  
  - E. Tobacco and Firearms. No Advertising will be permitted that promotes the sale of tobacco or tobacco products, electronic cigarettes, or firearms.
  
  - F. Existing Laws. All Advertising must conform to applicable federal, state, and local statutes, laws, ordinances, rules and regulations.
  
3. The City may make demand upon Circuit Transit Inc. for the removal of any Advertising, commercial or noncommercial, that does not conform to this policy. Such demand will be in writing and will state reasonable grounds for the demand. Circuit Transit Inc. will consider and act promptly upon the demand in accordance with this policy.

**EXHIBIT C – CIRCUIT’S RESPONSE TO RFP REQUIREMENTS**



## BID RESPONSE

Responding To:

**Bid/Project Number: RFP 10876-25**

**Bid/Project Title: Redmond On-Demand Microtransit Shuttle**

**Closing Date: 07/21/2025, 2pm PST**

Submitted By:

Name of Company Submitting Response:  
Circuit Transit Inc.

Printed Name of Person Submitting Response:  
Daniel Kramer

Email:  
daniel@ridecircuit.com

Signature of Person Submitting Response:

DocuSigned by:  
*Daniel Kramer*  
D55F1C5304C84DB...

~~Date~~ 2025

Attach Your Bid/Proposal:

Remember to sign your bid/proposal



Attach all pages of your response here

# Redmond On-Demand Microtransit Shuttle



**Redmond**  
WASHINGTON



**Prepared for: City of Redmond, Washington**

Attn: Purchasing Division, M/S: 3NFN

Date: July 21st, 2025

**Prepared by: Circuit Transit Inc.**

**Circuit Transit, Inc.**

501 East Las Olas Blvd  
Fort Lauderdale, FL 33301

**July 21st, 2025**

City of Redmond, Washington  
Purchasing Division, M/S: 3NFN  
15670 NE 85th Street, PO Box 97010  
Redmond, WA 98073-9710

**RE: RFP 10876-25: Redmond On-Demand Microtransit Shuttle**

Dear evaluation committee members,

Thank you for the opportunity to submit a proposal for on-demand microtransit shuttle services in the City of Redmond - we admire and celebrate your desire for new, innovative transit solutions! Circuit is thrilled to present this proposal to partner with the City of Redmond on the Redmond On-Demand Microtransit Shuttle program. We understand that with the historic opening of the 2 Line light rail service, Redmond is at a pivotal moment. Your challenge—and opportunity—is to bridge the first-and-last-mile gap, ensuring that this significant investment in regional transit is accessible, equitable, and fully integrated into the fabric of your vibrant community. We understand that the City requires a provider who is experienced, innovative, and is able to grow with the city.

Circuit is not just a service provider; we are the nation's leading operator of shared, on-demand, all-electric microtransit services. With over 13 years of experience, we have provided more than 10 million rides across 40+ markets. Our mission aligns perfectly with Redmond's vision: to create connected, sustainable, and people-first mobility solutions.

Our success in neighboring Bellevue with the highly popular "BellHop" service—which has provided over **180,000 rides** since August 2023—serves as a direct blueprint for what we can achieve together in Redmond. Our understanding of this project is deeply informed by your comprehensive planning documents, including the WSDOT Regional Mobility Grant application and the 2050 Redmond Plan. We see this shuttle not merely as a vehicle, but as a vital tool to:

- **Connect Communities:** Provide crucial links for residents in areas with infrequent transit to the Downtown Redmond Station and the broader Sound Transit network.
- **Support Economic Vitality:** Offer seamless mobility for the 99,000 employees and thousands of visitors who power Redmond's economy, connecting them to workplaces, hotels, and local businesses.
- **Enhance Equity:** Serve diverse populations, including residents of low-income and affordable housing, by providing reliable and accessible transportation options.

- **Achieve Sustainability Goals:** Implement a 100% electric, zero-emission service that supports Redmond's commitment to environmental stewardship.

This proposal outlines a turnkey, tailored, and data-driven approach. We offer a proven local operational model, an unmatched all-electric fleet, a commitment to hiring locally, and a collaborative spirit that has helped ensure the long-term sustainability of programs like the BellHop. We are confident that Circuit is the ideal partner to help you realize your vision for a more connected, accessible, and sustainable future.

Thank you for taking the time to read our proposal and we would love to discuss any further specifics on service design that arise throughout this process or answer any questions that you have.

Sincerely,

A handwritten signature in cursive script that reads "D. Kramer".

**Daniel Kramer**

VP of Business Development, West  
Circuit Transit Inc.

[daniel@ridecircuit.com](mailto:daniel@ridecircuit.com)

<h2>Evaluation Matrix</h2>		
Redmond's Requirements	Circuit's Response	Section Reference
<p><b>Project Understanding:</b> Demonstrate project understanding including how the team plans to address the challenges unique to program</p> <p style="text-align: right;"><b>20 Points</b></p>	<p style="text-align: center;"></p> <p>Our project team has reviewed this RFP document, the original grant application, the Redmond 2050 plan and is acutely familiar with the area due to our nearby microtransit program in Bellevue. We are uniquely equipped to help deliver this program for the City of Redmond.</p>	<p><a href="#">1.0: Project Understanding</a></p>
<p><b>Relevant Project Experience:</b> Demonstrate vendor team experience with relevant programs similar in scope and size, to what Redmond is seeking.</p> <p style="text-align: right;"><b>15 Points</b></p>	<p style="text-align: center;"></p> <p>Circuit has over a decade of experience providing EV microtransit services specifically to cities - pioneering this approach in 2016 in San Diego. We have provided 3 relevant case studies to Redmond: Bellevue, DART, and Chula Vista.</p>	<p><a href="#">3.0 Relevant Project Experience</a></p>
<p><b>Team Qualifications:</b> Show a comprehensive organization chart (or similar explanation of team member roles and responsibilities) including summary of each firm on the team (office locations, number of staff and area of expertise) and resumes of key team members. Team member qualifications and roles, particularly Program Manager qualifications, are important. Include the percentage of time availability for the Program Manager and the team for this program in relation to other active projects.</p> <p style="text-align: right;"><b>15 Points</b></p>	<p style="text-align: center;"></p> <p>Circuit has assigned a dedicated, experienced team of professionals to ensure the successful implementation and operation of the Redmond On-Demand Microtransit Shuttle. This will include a Redmond Operations Supervisor who <b>dedicates 100% of his time to the success of the program.</b> Our "Local-First" approach for hiring Driver Ambassadors will be complemented by the strategic oversight and robust support of our national leadership team, which brings decades of combined experience in microtransit, shared mobility, and transportation logistics.</p>	<p><a href="#">4.0 Proposed Project Team</a></p>
<p><b>Program Approach:</b> Develop an approach tailored to meeting the unique goals of this program and addressing anticipated challenges.</p> <p style="text-align: right;"><b>25 Points</b></p>	<p style="text-align: center;"></p> <p>Building on our robust understanding of what Redmond's needs, we have recommended a mixed fleet approach that will be better</p>	<p><a href="#">2.0 Program Approach</a></p>

<p>Include a proposed program scope of work showing the major tasks correlated to a schedule.</p>	<p>equipped to handle the climate of the Pacific Northwest. Our service design and best-in-class operations powered by our proprietary technology will deliver Redmond an efficient and easy to use service.</p>	
<p><b>Proposed schedule and costs:</b> Please provide a detailed schedule of when program tasks and milestones will be completed, in addition to a corresponding budget that aligns with the schedule timeline.</p> <p style="text-align: right;"><b>25 Points</b></p>	<p> We have provided a full breakdown of our implementation schedule and referenced specific tasks as relevant to that stage. Additionally, we have provided not-to-exceed 2 year cost proposals for multiple different fleet make-ups which we are happy to finalize with the city following selection.</p>	<p><a href="#">2.2 Implementation Schedule;</a> <a href="#">5.0 Cost Proposal</a></p>

*Each reference section in the right column is linked for easy navigating.*

# Table of Contents

- Evaluation Matrix..... 4**
- 1.0 Project Understanding..... 8**
  - 1.1 Redmond's Vision for Connected Mobility..... 8
  - 1.2 Key Challenges and Opportunities..... 8
  - 1.3 Aligning with the Redmond 2050 Plan..... 9
- 2.0 Program Approach..... 10**
  - 2.1 Turnkey Service Plan..... 10
    - 2.1.1 Service Area and Hours..... 10
    - 2.1.2 Proposed Vehicle Fleet..... 10
  - 2.2 Implementation Plan and Schedule..... 12
  - 2.3 Operations Management Plan..... 14
    - 2.3.1 Local Management and National Support..... 14
    - 2.3.2 Driver Recruitment and Training..... 14
    - 2.3.3 Fleet Management and Maintenance..... 15
  - 2.4 Transit Technology..... 16
    - 2.4.1 Rider Application..... 17
    - 2.4.2 City Data Dashboard..... 18
  - 2.5 Collaboration, Branding, and Marketing Support..... 19
  - 2.6 Quality Assurance..... 21
- 3.0 Relevant Project Experience..... 22**
  - 3.1 Overview of Circuit's National and Local Expertise..... 22
  - 3.2 Case Study: City of Bellevue, WA ("BellHop")..... 23
  - 3.3 Case Study: (DART) West Dallas, TX..... 23
  - 3.4 Case Study: Chula Vista, CA..... 24
- 4.0 Proposed Project Team..... 24**
- 5.0 Cost Proposal..... 27**
  - 5.1 Budget Tracking..... 27
  - 5.2 Cost Proposal..... 27
- 6.0 Required Forms and Statements..... 28**
  - 6.1 Business Name and License..... 28
  - 6.2 Proposal Validity Period..... 28
- Resumes..... 29**



July 17, 2025

City of Redmond, Washington  
Purchasing Division, M/S: 3NFN  
15670 NE 85th Street - PO Box 97010  
Redmond, WA 98073-9710

**Re: Letter of Support for Circuit**

To Whom It May Concern:

On behalf of Visit Bellevue, the official destination management organization for the City of Bellevue, we are pleased to express our strong support for Circuit Transportation, the operator of our BellHop transportation program.

Launched in 2023, Bellhop provides free-to-use, on-demand, electric shuttle services that enhance the mobility within Bellevue's urban core. This program has quickly become a vital component of our city's multimodal transportation network, serving over 8,000 passengers each month. From visitors to residents and downtown employees, Bellhop provides convenient, zero-emission access to enhance access to Bellevue's attractions, services, and businesses.

Circuit's innovative model has been instrumental in Bellhop's success and has provided the city with an effective alternative to single-occupancy vehicle travel. The program fully supports Bellevue's transportation, environmental, and economic development goals. As the city plans to welcome 35,000 new housing units and 70,000 new jobs by 2044, services like Bellhop will be critical in managing growth while ensuring equitable access and reducing congestion.

Visit Bellevue is part of a public development authority committed to promoting economic vitality through tourism marketing, destination development, and visitor experience. Central to this mission is ensuring that Bellevue remains a connected, welcoming, and accessible city. Our partnership with Circuit allows us to realize this vision while directly advancing the goal of our Destination Stewardship program, particularly reducing greenhouse gas emissions and improving accessibility.

As Bellevue City Councilmember and Visit Bellevue liaison Jared Nieuwenhuis affirms:

"Circuit offers more than just first-mile, last-mile convenience—it's a catalyst for community connection, local commerce, and sustainability. As other cities consider adopting this innovative service, they should see it as an investment in mobility equity, reduced congestion, and a more vibrant urban experience."



11100 NE 6th Street  
Bellevue, WA 98004



info@visitbellevuewa.com  
visitbellevuewa.com



(877) 425-2075



VISIT  
**BELLEVUE**  
WASHINGTON

---

Circuit and the BellHop program support our broad community goals to reduce drive-alone travel and enhance overall mobility in our city. We strongly recommend Circuit to other communities looking to make an investment in community-focused sustainability and mobility solutions.

Yours in Hospitality,

Brad M. Jones  
*Executive Director, Visit Bellevue*



11100 NE 6th Street  
Bellevue, WA 98004



[info@visitbellevuewa.com](mailto:info@visitbellevuewa.com)  
[visitbellevuewa.com](http://visitbellevuewa.com)



(877) 425-2075

# Technical Proposal



# 1.0 Project Understanding

## 1.1 Redmond's Vision for Connected Mobility

The City of Redmond is on the cusp of a transportation transformation. The arrival of the Sound Transit 2 Line light rail service in Downtown is more than just new infrastructure; it represents a fundamental shift in how the community connects, grows, and thrives. Circuit fully understands that the success of this monumental investment hinges on effectively solving the first-and-last-mile challenge. We align with your vision, as articulated in the RFP, to create a seamless, multimodal transportation ecosystem.

We recognize that this program will be a cornerstone of Redmond's strategy to "Organize Around Light Rail" and implement a "full suite of transit options appropriate to the land use context." It is designed to be a flexible, responsive service that complements fixed-route transit, activates a new shared parking program, and supports the city's projected growth from 77,000 residents today to 152,000 by 2050. Circuit's proposal is built upon this understanding—that the Redmond On-Demand Microtransit Shuttle must be a strategic asset that enhances livability, supports economic growth, and champions environmental sustainability.

## 1.2 Key Challenges and Opportunities

Circuit has thoroughly analyzed the unique challenges and opportunities facing Redmond, as identified in the city's past planning documents:

- **Parking and Access Constraints:** The Downtown Redmond Station will open without dedicated public parking, and the nearby 377-space Redmond Transit Center already operates at 99% capacity. This creates a significant barrier for residents in surrounding neighborhoods and adjacent communities like Woodinville and Duvall who wish to access the regional light rail system.
  - **Circuit's Opportunity:** Our on-demand service is the critical link that makes the City's proposed shared parking program viable. By providing reliable, on-demand connections from designated shared parking areas to the light rail station, we unlock hundreds of existing private parking stalls and effectively expand park-and-ride capacity without costly new construction.
- **First/Last-Mile Gaps:** Many of Redmond's residential neighborhoods, particularly to the north and east of Downtown, have infrequent or non-existent transit service, with 30-minute headways being common even during peak hours. This service gap makes transit an impractical choice for a large portion of the community.
  - **Circuit's Opportunity:** Microtransit is purpose-built to fill these gaps. Our dynamic, on-demand model provides the flexibility to serve low-to-medium density areas where fixed-route buses are inefficient. We can connect

residents directly from their neighborhoods to the Downtown transit hub, transforming a 30-minute wait into a convenient, on-demand ride.

- **Supporting a Dynamic Economy:** Redmond is a major employment hub with 99,000 jobs and a robust tourism sector. Connecting employees and visitors from the light rail station to sprawling corporate campuses, hotels, and small businesses is essential for economic vitality and reducing traffic congestion on key corridors like SR 520 and I-405.
  - **Circuit's Opportunity:** Our service can function as a dedicated circulator for the Downtown core, providing a premium travel experience for visitors arriving via light rail and a reliable commute option for employees. This directly supports the goals of Redmond's Tourism Strategic Plan by making the city more accessible and appealing to regional visitors.

### 1.3 Aligning with the Redmond 2050 Plan

In preparation for this RFP, we also conducted a review of the Redmond 2050 Comprehensive Plan's Transportation Element. We've outlined below a few of the key goals that your EV microtransit program can directly influence and how selecting Circuit will help achieve them.

- **Goal: Achieve Aggressive Sustainability and GHG Reduction Targets.** A core objective of the 2050 plan is to achieve a 71% reduction in greenhouse gas (GHG) emissions from the transportation sector and to "encourage a shift to more efficient and zero emission vehicles". An all-electric microtransit service is a direct and highly visible strategy to meet this goal by replacing single-occupancy vehicle trips with a shared, zero-emission alternative.
  - **How Circuit Delivers:** Circuit is the nation's leading operator of exclusively all-electric microtransit fleets. In Bellevue alone, our BellHop service has already prevented over **50 metric tons of GHG emissions** in its first year of operation. We bring unparalleled expertise in electric fleet management, charging strategy, and maintenance, making us the most reliable partner to help Redmond meet its ambitious climate goals.
- **Goal: "Organize Around Light Rail" with First/Last-Mile Connectivity.** The plan's vision is to "Implement transit to connect people in all Redmond neighborhoods to centers, light rail, and other neighborhoods, considering a full suite of transit options". This requires solving the critical first-and-last-mile gap to ensure the new light rail stations are fully utilized.
  - **How Circuit Delivers:** Circuit specializes in providing these essential connections. Our service in partnership with Dallas Area Rapid Transit (DART) sees over **45% of all rides starting or ending at a DART transit**

**station**, proving our model's effectiveness in increasing public transit ridership. By connecting Redmond's neighborhoods and shared parking locations to the Downtown Station, we will directly support the city's strategy to build a truly transit-oriented community.

By understanding Redmond's unique context, we are prepared to deliver a service that is designed with the diverse fabric of the community in mind.

## 2.0 Program Approach

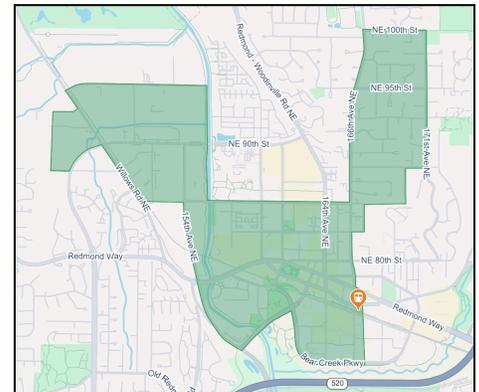
Circuit proposes a comprehensive, turnkey program that is tailored to meet the unique goals of the City of Redmond. Our approach is built on four pillars: a reliable and efficient **Service Plan**, a seamless **Implementation Plan**, a world-class **Operations Management Plan**, and a steadfast commitment to **Collaboration and Quality Assurance**.

### 2.1 Turnkey Service Plan

Circuit will provide a complete, end-to-end microtransit solution, furnishing the vehicles, drivers, technology, maintenance, and operational management necessary for the Redmond On-Demand Microtransit Shuttle. The service will be on-demand, allowing riders to book trips in real-time via our proprietary rider app.

#### 2.1.1 Service Area and Hours

- **Service Area:** We will operate within the approximately 1.5-square-mile service area defined by the City in Attachment C of the RFP.
- **Hours of Operation:** In alignment with our understanding of the program, the service will operate **12 hours per day, 7 days per week**. We are open to adjusting these hours based upon the city's preference or changes in budget.



#### 2.1.2 Proposed Vehicle Fleet

Circuit operates one of the nation's **largest fleets of all-electric microtransit vehicles** and will provide a fleet specifically suited to Redmond's needs, promoting the City's sustainability goals and providing the best vehicles for the area. Based on our direct operational experience in the Pacific Northwest climate, we recommend a mixed fleet for optimal performance, reliability, and accessibility - this will include 1 GEM e6 and 2 Volkswagen ID.Buzz (Bellevue recently moved from GEMs to a mixed fleet).

Recommended Vehicle Types	
Volkswagen ID.Buzz	GEM e6 (w/ WAV Option)
	
Seating Capacity and Specs	Seating Capacity and Specs
<ul style="list-style-type: none"> <li>• 230+ miles per charge</li> <li>• Seating for 5-6 passengers (VW no longer offers 7 passenger version)</li> <li>• Length 195 inches. Width 87 inches. Height 75 inches.</li> </ul>	<ul style="list-style-type: none"> <li>• 78 mi per charge</li> <li>• Seating for 5 passengers or 3 passengers with 1 wheelchair position</li> <li>• Length 173 inches. Width 55.5 inches. Height 73 inches.</li> </ul>
Safety and Comfort	Safety and Comfort
<p><b>Safety:</b></p> <ul style="list-style-type: none"> <li>• Lane Keep Assist &amp; Adaptive Cruise Control (IQ.Drive suite)</li> <li>• Forward Collision Warning with Autonomous Emergency Braking</li> <li>• Rear Traffic Alert &amp; Blind Spot Monitoring</li> <li>• Park Assist Plus with 360° cameras</li> <li>• Multiple airbags with reinforced passenger protection</li> <li>• Emergency Assist (driver inactivity intervention)</li> </ul> <p><b>Comfort:</b></p> <ul style="list-style-type: none"> <li>• Dual-zone Climate Control</li> <li>• Built-in USB ports</li> <li>• Low step-in height &amp; large sliding side doors</li> <li>• Quiet electric drivetrain for reduced cabin noise</li> <li>• Flexible rear cargo/seating layout</li> </ul>	<p><b>Safety:</b></p> <ul style="list-style-type: none"> <li>• Street-legal on roads up to 35 mph</li> <li>• Three-point seat belts, street tires, enclosed cabs and an automotive glass windshield that offers protection from the elements.</li> <li>• Regenerative braking, hill control, back-up warning signals and a back-up camera</li> <li>• Safety features that are approved by the US Department of Transportation.</li> <li>• Promotes Vision Zero Safety with low speed promoting safety for pedestrians &amp; cyclists</li> </ul> <p><b>Comfort:</b></p> <ul style="list-style-type: none"> <li>• Adjustable bucket seats with back and side bolster support</li> <li>• Each passenger has their own door and window.</li> <li>• Seat a 6'8" passenger comfortably in the spacious cab with 43" of available legroom.</li> <li>• Durable, non-slip flooring.</li> <li>• GEM's door seal design and weather resistant seats for a weather-tight cab.</li> </ul>

## 2.2 Implementation Plan and Schedule

Our experienced launch team will ensure a seamless and efficient implementation, targeting a service start date of **January 2026**. We will work in close partnership with City staff to meet every milestone. For the sake of brevity - we have provided a simplified Implementation schedule for the city's review:

Project Stage	Major Milestones	Core Activities	Responsible Party
<b>Phase 1: Kickoff &amp; Project Award</b>  <i>Weeks 1 - 3</i>	<ul style="list-style-type: none"> <li>✓ Task 0 - Project Management</li> <li>✓ Project Kickoff with Circuit and the City project team</li> <li>✓ Define what success looks like in this program</li> <li>✓ New Vehicles ordered</li> </ul>	<p>Circuit and the City have an in-depth project kick-off and onboarding process to define the service goals, objectives and expectations. Against these, we'll jointly determine a set of KPIs to measure project success based on pilot goals.</p> <p>Vehicles are ordered immediately following contract signature to ensure quick delivery.</p>	<p><b>Circuit:</b></p> <ul style="list-style-type: none"> <li>• Daniel Kramer, Project Lead</li> <li>• Mark Iannon, Partnerships Manager</li> <li>• Conrad Hoernke Area Operations Manager</li> </ul> <p><b>The City of Redmond:</b></p> <ul style="list-style-type: none"> <li>• Project Manager</li> <li>• Project Team</li> </ul>
<b>Phase 2: System Development &amp; Driver Hiring</b>  <i>Weeks 2 - 6</i>	<ul style="list-style-type: none"> <li>✓ Task 1 - Program Name, Logo and Branding Support</li> <li>✓ Task 3 - Launch and Maintenance of Shuttle Operations</li> <li>✓ Platform configuration completed</li> <li>✓ Completed environment set-up</li> <li>✓ Multi-channel outreach for drivers from Redmond</li> <li>✓ Start pre-launch marketing plan</li> </ul>	<p>Set up services in Circuit's platform based on identified parameters.</p> <p>Optimize algorithms around the City service parameters.</p> <p>Set up an online web portal for the City and establish key contacts/accounts.</p> <p>Interview and hire drivers quickly to be fully trained prior to launch.</p> <p>Begin marketing plan, canvassing local business, senior centers, and working directly with city staff, MoveRedmond, and other organizations to build a cohesive marketing push.</p>	<p><b>Circuit:</b></p> <ul style="list-style-type: none"> <li>• Mark Iannon, Partnerships Manager</li> <li>• Daniel Kramer, Project Lead</li> <li>• Tucker Costello, Head of Technology</li> </ul> <p><b>The City of Redmond:</b></p> <ul style="list-style-type: none"> <li>• Project Manager</li> </ul>
<b>Phase 3: Training and Vehicle Setup</b>  <i>Weeks 6 - 10</i>	<ul style="list-style-type: none"> <li>✓ Task 3 - Launch and Maintenance of Shuttle Operations</li> <li>✓ Training plan finalized and sessions scheduled</li> <li>✓ Vehicles ready for launch</li> <li>✓ In-vehicle device setup and installation completed</li> </ul>	<p>All drivers are trained and made ready for launch.</p> <p>Conduct training sessions</p> <p>Ready vehicles for launch, including device setup and installation.</p>	<p><b>Circuit:</b></p> <ul style="list-style-type: none"> <li>• Daniel Kramer, Project Lead</li> <li>• Conrad Hoernke Area Operations Manager</li> <li>• Justin Lottie, Head of Service Operations</li> </ul>

Project Stage	Major Milestones	Core Activities	Responsible Party
	<ul style="list-style-type: none"> <li>✓ Continue pre-launch marketing plan</li> </ul>		
<p><b>Phase 4: Pre-Launch</b></p> <p><i>Weeks 8 - 11</i></p>	<ul style="list-style-type: none"> <li>✓ Task 2 - Program Webpage, App, and Other Electronic Communications</li> <li>✓ Final system acceptance completed</li> <li>✓ Continue to engage in local community events and drive up buzz for new programs.</li> </ul>	<p>Validate driver accounts, platform user accounts, and all necessary customer data for launch.</p>	<p><b>Circuit:</b></p> <ul style="list-style-type: none"> <li>• Mark Iannon, Partnerships Manager</li> <li>• Daniel Kramer, Project Lead</li> <li>• Conrad Hoernke, Area Operations Manager</li> </ul> <p><b>The City of Redmond:</b></p> <ul style="list-style-type: none"> <li>• Project Manager</li> <li>• Project Team</li> </ul>
<p><b>Phase 5: Service Launch</b></p> <p><i>Week 12</i></p>	<ul style="list-style-type: none"> <li>✓ System goes live (final launch date to be determined and finalized between Circuit and the City when the project begins)</li> <li>✓ Initial adjustments made.</li> <li>✓ Circuit makes any necessary changes based on actionable feedback from first users and the City staff.</li> </ul>	<p>Execute the launch plan as detailed in the marketing plan</p> <p>Support the City's marketing and outreach activities (eg. press releases, launch events) and generate interest in services, if desired.</p> <p>Gather feedback from initial users and make service adjustments.</p> <p><b>Task 3 - Launch and Maintenance of Shuttle Operations</b></p>	<p><b>Circuit:</b></p> <ul style="list-style-type: none"> <li>• Mark Iannon, Partnerships Manager</li> <li>• Daniel Kramer, Project Lead</li> <li>• Conrad Hoernke, Area Operations Manager</li> </ul> <p><b>The City of Redmond:</b></p> <ul style="list-style-type: none"> <li>• Project Manager</li> <li>• Project Team</li> </ul>
<p><b>Phase 6: Post-Launch Support and Optimization</b></p> <p><i>Ongoing to End of Contract</i></p>	<ul style="list-style-type: none"> <li>✓ Performance reviews completed, which will be shared by Circuit and used as a benchmark against collaboratively-determined KPIs.</li> </ul>	<p>Led by your dedicated Partnerships Manager, the project team will meet regularly with the City to discuss issues and ongoing optimization or expansion plans. Once the service hits maturity, meeting frequency will be reduced. The project staff briefing covers:</p> <ul style="list-style-type: none"> <li>• Project status and deliverables</li> <li>• Issue identification and solution resolution</li> <li>• Performance monitoring and optimization</li> <li>• Additional training and process development</li> <li>• Recommendations to improve the service delivery</li> </ul> <p>Our internal data team will work with the Area operations team to provide recommendations in optimizing the service further and conduct market research and analysis.</p>	<p><b>Circuit:</b></p> <ul style="list-style-type: none"> <li>• Mark Iannon, Partnerships Manager</li> <li>• Conrad Hoernke, Area Operations Manager</li> </ul> <p><b>The City of Redmond:</b></p> <ul style="list-style-type: none"> <li>• Project Manager</li> </ul>

## 2.3 Operations Management Plan

90% of a successful transportation service is strong local operations and genuine community engagement. Circuit's operational excellence is a key differentiator, combining local, on-the-ground expertise with robust national support systems.

### 2.3.1 Local Management and National Support

A dedicated local team will manage the day-to-day success of the Redmond program, including a **Partnerships Manager** as the primary point of contact for the City, a **Local Market Manager** overseeing service delivery, and a Local **Supervisor** providing on-the-ground support to drivers. For more information on our excellent Market Manager, Conrad Hoernke, please reference the [Project team section](#) below. This team will be supported by Circuit's national experts in operations, fleet management, safety, and technology.

### 2.3.2 Driver Recruitment and Training

Circuit's approach to service excellence is built around our **Driver Ambassador Program**—a comprehensive system for hiring, training, and supporting our operators to be the face of the community they serve. Our practices are designed to ensure the highest standards of safety, professionalism, and customer service. Importantly, with a large local driver pool of **over 20 Driver Ambassadors in nearby Bellevue**, Circuit's staffing in Redmond will always be supported for any unexpected call outs or absences.



#### 1. Local Recruitment and Rigorous Screening

We are extremely confident that we'll be able to find and retain drivers due to our unmatched benefits and compensation plans. Our process begins with a "Local-First" hiring strategy that prioritizes recruiting and hiring drivers from within the Redmond community. This practice ensures riders are served by knowledgeable community ambassadors who are familiar with the area. We have over a decade of experience in sourcing qualified local candidates through online job platforms and partnerships with local workforce development centers.

All candidates undergo a rigorous screening process to ensure safety and professionalism. To qualify, candidates must be at least 21 years of age, possess an active driver's license for a minimum of three years, and have a clean driving record free of accidents or major tickets. Furthermore, all potential hires must successfully pass a Motor Vehicle Record check and a background check before receiving an offer of employment.

## 2. Comprehensive, In-House Training

Circuit's training program is developed and maintained by our corporate operations and safety teams, who have extensive experience in electric microtransit. Our program is split into two distinct phases: classroom instruction and hands-on, in-vehicle training.

- **Classroom Training:** This initial phase provides drivers with the foundational knowledge needed for the role. Key modules include:
  - **Vehicle & Safety Protocols:** Safe operation of our all-electric vehicles, maximizing battery efficiency, daily maintenance checks, accident reporting, and emergency procedures.
  - **Customer Service Excellence:** Detailed instruction on passenger relations, company policies, ADA compliance and handling requests, and effective communication.
  - **Technology & Operations:** Proficient use of the driver-facing app and all relevant service technology.
- **Hands-On & Ongoing Training:** Following classroom instruction, new Driver Ambassadors receive extensive hands-on training, including supervised ride-alongs with local managers. This development is continuous, supported by ongoing performance reviews and monthly ride-alongs that provide touchpoints for feedback and coaching. We foster a feedback loop where our local drivers—as members of the community—are encouraged to share their expertise to help improve the service.

This proven system ensures that our Driver Ambassadors are not only safe and efficient operators but also courteous and helpful guides, ready to provide Redmond's residents and visitors with a world-class microtransit experience. Importantly,

### 2.3.3 Fleet Management and Maintenance

Circuit guarantees a safe, reliable, and pristine fleet of all-electric vehicles for the Redmond On-Demand Microtransit Shuttle. Our approach to fleet management is built on a decade of EV-specific operational experience and combines proactive, technology-driven maintenance with a commitment to providing a superior rider experience.

#### 1. A Proactive, Technology-Driven Maintenance Program

Our vehicle maintenance program is designed to maximize uptime and ensure vehicle safety and longevity. This is achieved through the integration of two advanced software platforms:

- **Fleetio for Preventative Maintenance:** We use Fleetio's management software for real-time monitoring of vehicle health, including mileage and battery status. The system automates the scheduling of all routine and preventative maintenance based on manufacturer recommendations and actual vehicle usage, ensuring adherence to all required service intervals. All inspection findings and service

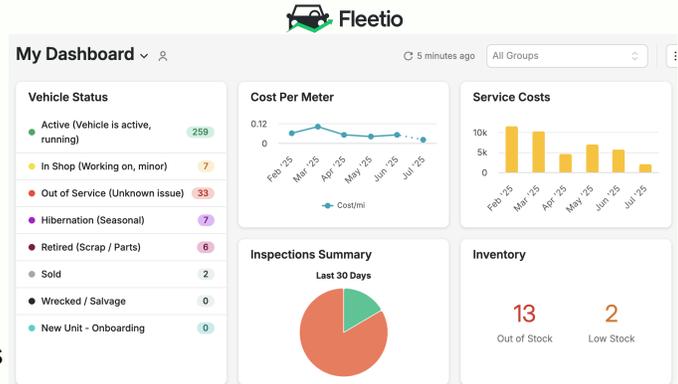
activities are logged, creating a detailed maintenance history for each vehicle.

- **Samsara for Safety Monitoring:** All vehicles are equipped with Samsara’s AI-powered camera system. This allows our management team to monitor driver behavior and review any on-road incidents, helping us identify any vehicle issues that may arise from operational use and proactively address them.

## 2. Multi-Level Inspection and Servicing Schedule

Our preventative maintenance schedule is a meticulous, multi-layered process that includes:

- **Daily Pre- and Post-Trip Inspections:** Before and after every shift, Driver Ambassadors conduct and log a thorough inspection of their vehicle, covering critical safety components and cleanliness.
- **Weekly In-Depth Inspections:** Our local maintenance team conducts weekly checks on all critical systems, including brakes, steering, and suspension.
- **Regular Servicing:** Vehicles undergo comprehensive servicing every 4,000-5,000 miles in accordance with manufacturer specifications.
- **Appearance and Cleanliness:** To ensure a positive rider experience, vehicles are cleaned daily. We conduct weekly deep cleanings and perform regular audits to maintain the highest standards of vehicle appearance.



## 3. Fleet Acquisition and Management

Circuit leverages our robust vehicle acquisition and leasing channels across the United States to guarantee quick turnaround for a fleet that is tailored specifically to the needs of the Redmond service. We have relationships with industry leading EV OEM Partners such as KIA, Tesla, Ford, & Toyota; this includes strong existing relationships with local dealerships and external service providers within Washington. Our close relationships with our partners allow us to launch services quickly at competitive rates, and enable us to support a variety of fleet configurations as the service needs evolve in the future. This comprehensive approach ensures that the Redmond On-Demand Microtransit Shuttle is supported by a fleet that is consistently safe, reliable, and professional in its presentation.

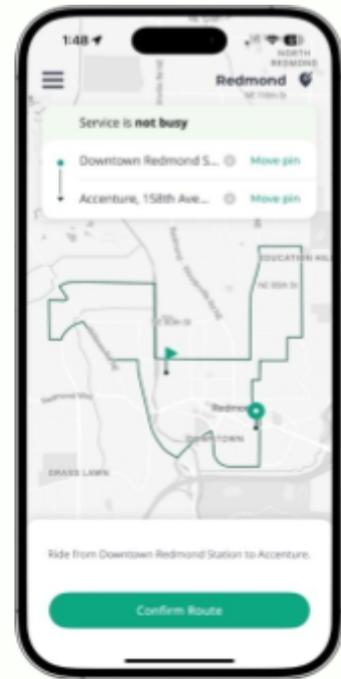
## 2.4 Transit Technology

The service will be designed for ease of use and accessibility for all members of the community. Riders can hail a shuttle using our intuitive **smartphone app**, which provides real-time vehicle tracking and an estimated time of arrival. Our app maintains a 4.9/5 star rating on the Apple App Store, one of the highest in the industry.

## 2.4.1 Rider Application

Circuit's proprietary mobile application available for iOS and Android phones allows rides to be requested on-demand anywhere within a geofenced location. It is designed to be as user-friendly as possible and make requesting a ride simple and straightforward.

When opening the app, the user will be shown their nearest location to view the coverage map, the location's hours of operation, how busy the service currently is, and add payment methods if required for their location. Once a ride is requested, Circuit's app allows users to view the location of the assigned car while it is on its way to pick them up - **It displays the vehicle's real-time location and alerts the user when the driver is close to the pick-up point.**

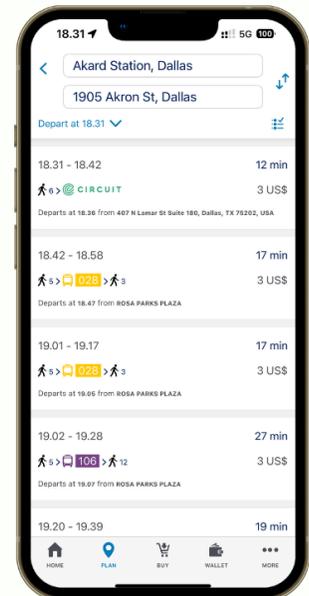


### Dynamic Pooling Algorithm

Circuit's technology employs a pooling algorithm to **identify the most optimally suited Driver Ambassador based on multiple factors including, passengers in vehicle and in request, vehicle route and distance to request, location of next drop-off, ADA requirements and more.** As noted, all requests are integrated into the dynamic pooling system regardless of the method that the trip is booked, allowing the algorithm to account for them just as it does for app-based requests. Haired rides are manually recorded by drivers and then integrated into the pooling system, ensuring that these off-app requests are also efficiently managed and assigned. The driver app provides real-time updates and routes the driver in the most optimal path to pick up all riders in the queue, enhancing efficiency and reducing wait times.

### Multimodal Integration and API Compatibility

Our technology seamlessly integrates with broader transit ecosystems, enabling multi-modal API integrations with a dedicated service-feed. Circuit's platform can integrate with other solutions, displaying our dedicated service feed and enhancing riders' transit experience by ensuring smooth, reliable connections with other transit services in the area. To the right is an example of our current integration with DART in West Dallas.



### The Rider Experience

The Rider experience is at the center of everything Circuit does, from making sure that our app is as easy to learn and use to ensuring that our vehicles are in the best

operational condition. We take pride in our ability to deliver an exceptional rider experience, given by one of our Driver Ambassadors that is hired directly from the local community they serve. Circuit's services all live within the RideCircuit mobile app, **allowing for seamless use between nearby programs rather than separate applications for each** (an experience that negatively affects riders adoption of a new service). This also means that with Circuit's existing presence in nearby Bellevue - we already have a pool of riders who we can advertise the new Redmond service to!

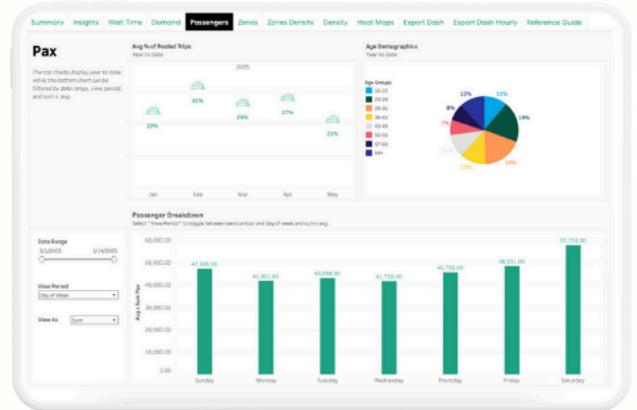
**Requesting a Ride**

Requesting a ride within the Circuit app is extremely simple and user-friendly. It can be completed in 4 key steps:

1. **Enter your desired pick-up & drop off location.**
2. **Select how many passengers are in your group.**
  - a. *Click yes to the ADA option if anyone in your party has a mobility related disability or is in a wheelchair.*
3. **Click "Request" to display your estimated wait time and driver location.**
4. **Get in once your Circuit vehicle arrives and enjoy the ride!**

**2.4.2 City Data Dashboard**

Circuit will provide Redmond's City Management with secure, real-time access to a cloud-based dashboard that is filterable by time period. The dashboard will include—but is not limited to—the following performance metrics required in the RFP:



**Highlighted On-Demand Metrics:**

- Total Ride Requests
- Total Passengers
- Total Number of Completed Trips & Completed Ride Rate
- Trips starting or ending at transit stations and designated shared parking areas
- Seat availability, Trips per hour per vehicle
- Number of Share Trips (Pooling percentage)
- Average Wait Time, Average Ride Duration, Average Ride Rating
- Average Pickup Walking Distance (if virtual stops enabled)
- Real-Time Vehicle Locations, Missed Trips, Average Ride Assignment Time
- Ride-level metadata including origin/destination addresses, coordinates, timestamps, ID, price, distance, passenger count, and wheelchair accessibility

These data points directly match and exceed the Report Requirements within the RFP, ensuring that City staff have full visibility into system operations.

## Customizable Chart-Builder

To provide full transparency and easy reporting and exports for the city, we also have an aspect of the portal that will allow any staff member logged into the platform to customize their own chart by metric, dates, and time. These can be quickly exported for usage in presentations, reports or for external data analysis.

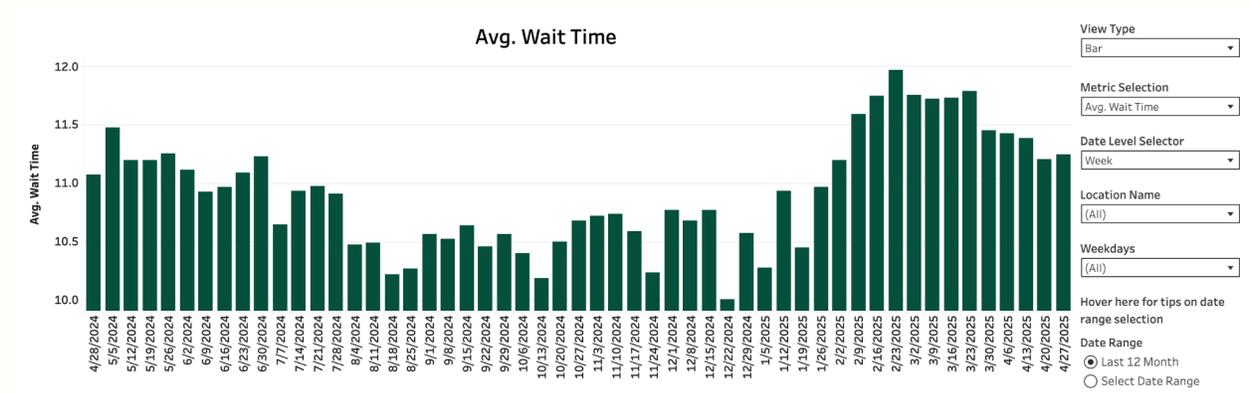


Chart building tool to be made available to Redmond

## Monthly Reports and Custom Analysis

In addition to dashboard access, Circuit could deliver at the city's request:

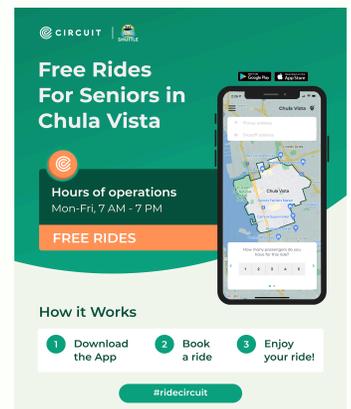
- Monthly reports summarizing performance against KPIs
- Service optimization insights (e.g., stop-level heatmaps, route efficiency metrics)
- Special Event performance summaries
- Ad-hoc reports upon request to support grant applications, community presentations, or planning initiatives

All reports can be customized to support strategic goals such as the City's goal to reduce vehicle miles traveled by single occupancy vehicles.

## 2.5 Collaboration, Branding, and Marketing Support

Circuit is a collaborative partner. We understand the City will lead the development of the program name, logo, and branding. Our in-house marketing and partnership teams will provide full support, advising on best practices based on our experience in over 40 markets. We will:

- **Advise on Branding:** Share insights on what resonates with communities for vehicle wraps, app design, and promotional materials.
- **Support Launch Communications:** Partner with the City, MoveRedmond, and One Redmond to develop a comprehensive launch and promotional plan to drive early adoption and awareness.



- **Secure Program Sustainability:** As we did in Bellevue by working with stakeholders to secure additional funding from Amazon and the City, we will actively support Redmond in identifying and engaging potential partners to ensure the long-term success of the program.

Circuit stands as a dedicated collaborative partner, committed to working hand-in-hand with the City of Redmond. We recognize that the City will spearhead the crucial development of the program's name, logo, and overall branding. In support of this, our robust in-house marketing and partnership teams will provide comprehensive assistance. This support will encompass strategic advice and guidance, drawing upon best practices honed through our extensive experience in successfully operating in over 40 diverse markets.



- **Securing Program Sustainability for Long-Term Success:** Circuit is deeply committed to the long-term viability and success of the program in Redmond. We will actively support the City in identifying and engaging potential partners to secure additional funding and resources, mirroring our successful endeavors in Bellevue. In Bellevue, we meticulously collaborated with key stakeholders, including Amazon and the City itself, to secure additional funding that ensured the sustained success of their program. We will apply this proactive and collaborative approach in Redmond, working diligently to identify and foster relationships with potential partners who can contribute to the program's enduring success.

## 2.6 Quality Assurance

Data-driven decision-making is central to our management approach. We will provide the City with detailed, transparent reports and maintain rigorous quality control.

- **Key Metrics Reporting:** We will provide monthly reports on all key metrics outlined in the Scope of Work, including: total trips, trips starting/ending at transit stations and shared parking areas, average wait time, seat availability, trips per hour per vehicle, and number of shared trips. We will provide the City with a real-time data dashboard to monitor these KPIs - more information in [section 2.4.2](#).
- **Quality Control:** We employ a multi-faceted QA/QC program that includes:
  - Regular rider surveys to gather direct feedback.
  - Performance monitoring through our operations dashboard.
  - Ride-alongs and performance reviews for all Driver Ambassadors.
- **Continuous Improvement:** We are committed to constantly improving our service. In Bellevue, **we dramatically increased our wait time accuracy by over 70%** in response to feedback, a testament to our technological agility and partner-focused

approach.

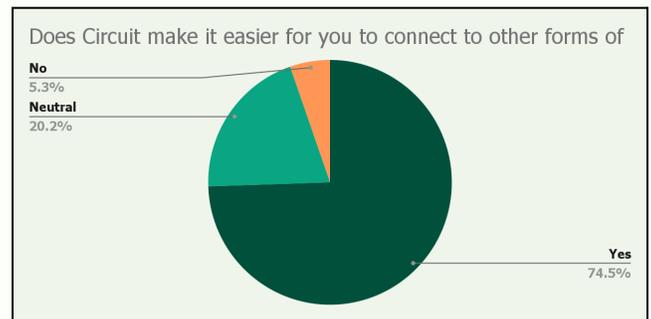
Circuit delivers advanced data analytics and robust reporting capabilities to ensure transparency, operational excellence, and alignment with the City of Redmond's service goals. Our analytics suite is purpose-built for transit management, empowering the City to monitor service quality, optimize mobility operations, and make data-informed decisions in real time.

### Rider Feedback & Continuous Improvement

Circuit collects rider feedback seamlessly through our mobile app, enabling riders to rate their trips and leave comments after every ride. This real-time feedback is aggregated in our dashboard and informs ongoing service adjustments.

To complement quantitative analytics, we also administer regular rider surveys capturing:

- Demographic data and travel behavior
- Mode shift trends
- Satisfaction and equity metrics
- Feedback specific to fixed-route vs. on-demand experiences



This integrated qualitative feedback loop ensures services are responsive to community needs and aligned with Redmond's goals for inclusive, high-quality, and modern mobility solutions.

## 3.0 Relevant Project Experience

### 3.1 Overview of Circuit's National and Local Expertise

- **Proven Performance:** Our services consistently achieve industry-leading passenger per vehicle hour (PPVH) counts, averaging 4-7, with an average cost per rider of \$10 or less—significantly more efficient than industry benchmarks.
- **Built for City Partnerships:** While we have direct experience working as a service provider for major transit agencies in the United States, our local operations teams are purpose-built to deliver exceptional personalized service for cities - we're the one of the largest providers of City-contracted microtransit services in the U.S.
- **100% Electric Fleet Management:** We are one of the few providers who have exclusively managed all-electric mixed fleets across multiple states, giving us unparalleled expertise in EV operations, charging strategy, and maintenance.
- **Local Presence:** We currently operate the highly successful BellHop service in neighboring Bellevue, giving us critical local knowledge of the regional transportation landscape, labor market, and user expectations.

# Nationally Recognized Industry Leader

We are the industry leader in services designed for Cities



The city-funded microtransit movement began in 2016 when San Diego backed Circuit's vision. Today, hundreds of cities have followed suit.

Each year:

- Our 550+ local employee drivers deliver over 2 million memorable rides from coast to coast
- Our fleet techs, work around the clock to enable our 100% electric fleet to travel over 3 million miles.



## 3.2 Case Study: City of Bellevue, WA ("BellHop")

<b>Client</b>	Visit Bellevue, City of Bellevue, Amazon
<b>Contact</b>	Brad Jones bjones@visitbellevuewa.com
<b>Service Type</b>	On-demand EV Microtransit
<b>Duration</b>	Aug 2023 - Present
<b>Fleet</b>	8 All-Electric Vehicles
<b>Performance</b>	<b>180,000+</b> rides, <b>7.73</b> Pax/Hour, <b>~11-min</b> avg. wait time, <b>4.88/5</b> avg. driver rating



**Relevance to Redmond:** The BellHop program is a direct local analog to the proposed Redmond shuttle and validates a model we are confident we can replicate and enhance in Redmond. Launched to support tourism and reduce downtown congestion, the service has been a resounding success, leading to multiple extensions and securing additional funding from partners like the City of Bellevue and Amazon. This project demonstrates our ability to not only meet and exceed KPIs in the Eastside market but also to act as a strategic partner in building a sustainable, long-term program. We also recently transitioned the fleet to include SUVs rather than only GEMs which was a huge success.

### 3.3 Case Study: (DART) West Dallas, TX

<b>Client</b>	Dallas Area Rapid Transit (DART), Toyota Mobility Foundation
<b>Contact</b>	Jennifer Hall jhall@dart.org
<b>Service Type</b>	On-demand EV Microtransit
<b>Duration</b>	Nov 2022 - Present
<b>Fleet</b>	5 All-Electric Vehicles
<b>Performance</b>	<b>4,500+</b> monthly ridership, <b>45% of trips</b> to or from Transit Hub



**Relevance to Redmond:** This project is a direct testament to our ability to partner successfully with a major public transit authority to solve the first/last-mile challenge. The West Dallas service was specifically designed to enhance transportation accessibility for underserved residents and connect them to the broader DART network. A testament to our success in this is that **over 45% of all on-demand rides start or end at DART stations**, proving our effectiveness at bridging the gap to mass transit and increasing regional transit ridership.

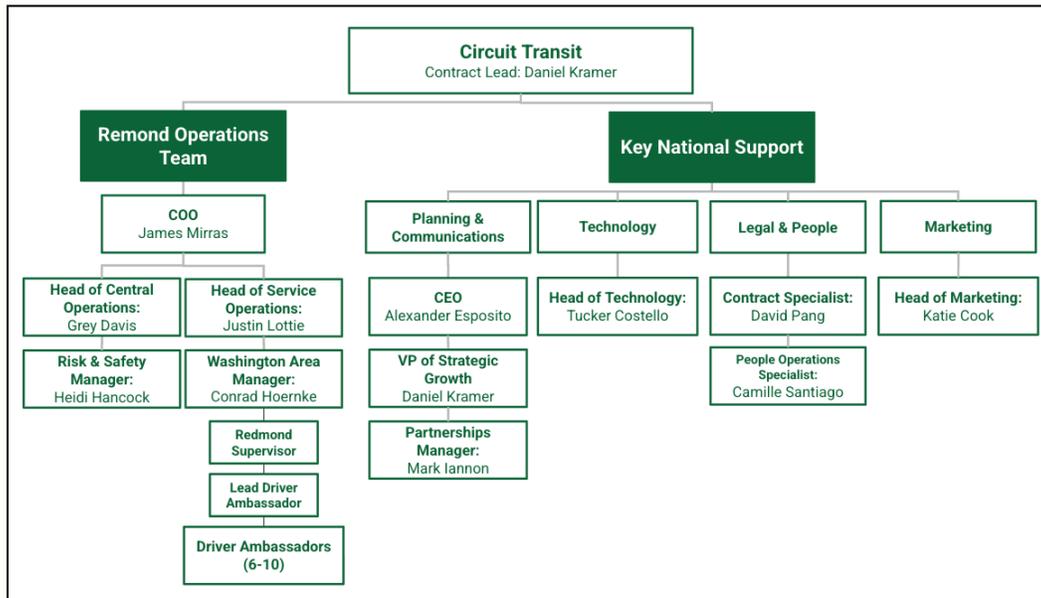
### 3.4 Case Study: Chula Vista, CA

<b>Client</b>	City of Chula Vista
<b>Contact</b>	Dennis Gakunga DGakunga@chulavistaca.gov
<b>Service Type</b>	On-demand, free for residents 55+
<b>Duration</b>	Jun 2021 - Present
<b>Fleet</b>	6 All-Electric Vehicles (including ADA vans)
<b>Performance</b>	<b>3,500+</b> monthly ridership, <b>~10-minute</b> avg. wait time



**Relevance to Redmond:** The Chula Vista program highlights our expertise in serving specific community needs and ensuring equitable access. The service was initially designed for seniors, improving their access to essential services like grocery stores and doctor's appointments. Critically, this program features a **bilingual call center for booking**, ensuring residents without smartphones or with limited English proficiency can easily access the service. This demonstrates our capability to provide tailored additions to our service design that can help expand access to all members of the Redmond community.

## 4.0 Proposed Project Team



Circuit is headquartered in Fort Lauderdale, Florida at 501 East Las Olas Blvd. We have over 550 driver ambassadors across the U.S. and a corporate team of ~50.

### Time Commitments by Key Redmond Team members:

- Redmond Supervisor: 100%
- Conrad Hoernke: 75% through first months of programs then 50%
- Justin Lottie: 25% through first months of program, then in a support/advisory role
- Mark Iannon: On-call 100% of the time; shares responsibility with a few other programs.

### Daniel Kramer - Director of West Coast Business Development



Daniel has led the designing and launching of services throughout the West Coast, as well as assisted in national quality control since joining Circuit in 2017. Daniel has over 7 years of experience in on-demand microtransit using electric fleets. Daniel will be the project manager throughout contracting and lead the Circuit team on how best to

improve upon the existing foundation of the program and expand services. He will be the project manager and main point of contact throughout the contracting process before transferring ownership to Conrad & Mark.

**Conrad Hoernke - Washington Operations Manager**



Conrad was brought onboard to supervise the launch of Circuit's Bellevue market, BellHop. He quickly flourished in the role and was given the title of Market Manager after a few short months. In his time with Circuit, he has become a stronger leader while honing his operational expertise. Conrad has 5 years of operations experience, ranging from military logistics to microtransit. He has several professional certifications, including the esteemed Certified Tourism Ambassador certificate and the Rising Star Award at the 2024 Bellevue Destination Awards. Conrad has been an integral addition to the Circuit team and is extremely prepared to lead the Redmond program and supervise the new team.

**Mark Iannon - Dedicated Partnerships Manager**



Mark will be the dedicated partnerships manager for the Redmond service. He will serve as an integral part of regular connection between the Redmond team and the Circuit team, ensuring transparency into the success of the program and holding us accountable for success. Mark will be the lead contact throughout the duration of the contract for all additional requests as well as lead data presentations on the performance of the program. He will work closely with the Redmond team to ensure that the operations are continuously on-track to meet and exceed the expected KPIs.

**James Mirras - Co-Founder and COO**



James oversees all national operations and will work closely with Daniel and Mark to plan and set up operations, hiring processes, tech improvements, reporting processes, metrics, and any additional requests of Redmond. James is the head of Operations and Finance. He has a total of 11+ years of experience in transportation services similar to those requested by this RFP. His attention to detail, people skills, and strong work ethic helped create a solid foundation that the company has been able to grow from. James moves between the company's locations, focusing on business development, management training, vendor relations and overall strategy.

**Justin Lottie - Head of Service Operations**



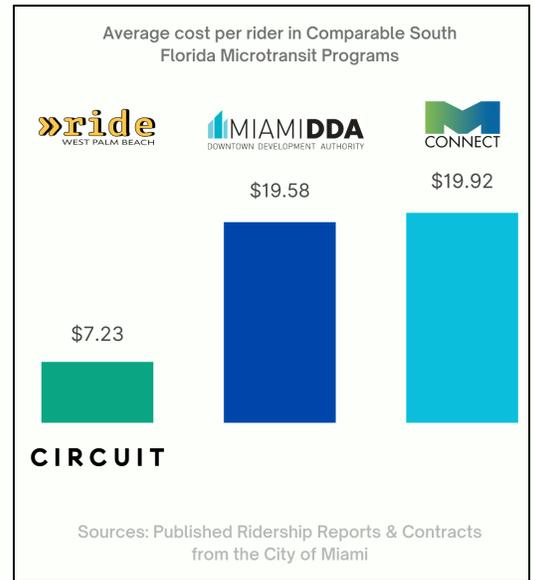
Justin oversees service operations for Circuit across the United States. He has over 13 years of experience inclusive of supply chain management with a focus on multi-modal transportation as well as

distribution solutions and several years in the on-demand start-up space positively influencing operational performance and innovation. He’s spent the last several years in the rideshare and shared mobility industries where he has developed an interest in sustainability and gained invaluable experience. Justin will help to directly oversee Conrad and all day to day operations including driver training, and the implementation of vehicle inspection & safety programs.

## 5.0 Cost Proposal

### 5.1 Budget Tracking

Circuit’s approach to budget management is founded on over a decade of direct operational experience. Having delivered more than 10 million rides across 40+ markets, we have developed a sophisticated understanding of our true operational costs. For the City of Redmond, this means we can provide a firm, not-to-exceed budget that aligns with the estimate of \$864,000 for the initial two-year term. By precisely managing our fixed costs, our system ensures the majority of the budget is dedicated to on-the-road service, maximizing the total number of vehicle hours provided to the Redmond community. This approach offers the City a predictable, transparent, and high-value partnership, eliminating financial uncertainty and guaranteeing the maximum possible service for your investment - it’s why Circuit consistently **leads the industry in cost-per-rider performance**, delivering higher quality service that uses the funding spent on transportation more efficiently.



### 5.2 Projected Costs

While we understand the below options differ from the City’s WSDOT application, we are confident that both options provide the same if not better service than the original fleet size. The two fleet options that we have put together are based on our experience in Bellevue and beyond, where we learned that mixed fleets with more vehicle hours on the road are most important to deliver a successful service. Both of these options below include a call center for any residents to call to book a ride.

#### Fleet Option #1: Recommended

Fleet	1 GEM*, 2 ID.Buzz
Monthly Cost	\$35,651

Budgeted Vehicle Wraps (1-time cost)	\$8,000
2 Year Cost	\$863,624

\*Opportunity to upgrade to ADA GEM

### Fleet Option #2

Fleet	3 ID.Buzz
Monthly Cost	\$35,609
Budgeted Vehicle Wraps (1-time cost)	\$9,000
2 Year Cost	\$863,616

### Additional Service Costs and Upgrades

ADA GEM upgrade	+\$140 per month
-----------------	------------------

*If selected, Circuit can integrate this cost into the overall cost of the contract and align operations to ensure that we remain within the City's budget.*

## 6.0 Required Statements

### 6.1 Business Name and License

- **Business Name:** Proposals are made in the official name of the firm, Circuit Transit, Inc., a corporation incorporated in the State of Florida.
- **Business License:** Circuit Transit, Inc. understands and agrees to obtain a City of Redmond business license as a requirement for performing these services prior to the commencement of any work.

### 6.2 Proposal Validity Period

This proposal shall be valid for 90 calendar days from the proposal due date.

### 6.3 Subcontracting

This proposal does not contain any subcontractors and we confirm that all aspects of this service from operations and maintenance to driver employment, will be self-performed by our dedicated, W2-employed team.

### 6.4 Insurance

We agree that we will maintain insurance as outlined in the Consulting Services Agreement (Attachment B).

# Resumes

## DANIEL KRAMER

daniel@ridecircuit.com | (562) 252-6680

### SUMMARY

Daniel is the Director of Business Development (West) and works with clients to develop first/last mile transportation programs. His commercial real estate background and sales experience have been key to developing our private developer and municipal products, which has led to valuable pilot projects. He is an integral part in launching service in west coast markets - assisting in managing operations, and focusing on national quality control.

### PROFESSIONAL EXPERIENCE

<b>Circuit Transit Inc.</b> Director of Business Development (West)	<i>Los Angeles, CA</i>	Oct 2017 - present
<b>Pizza Rock Restaurant Group</b> Real Estate Manager	<i>Long Beach, CA</i>	Jan 2017 - Aug 2018
<b>KZ Companies</b> Real Estate Associate	<i>Irvine, CA</i>	July 2015 - Sept 2016
<b>Marcus &amp; Millichap</b> Broker	<i>Long Beach, CA</i>	May 2014 - July 2015

### EDUCATION

<b>The University of Arizona</b> Bachelor of Arts - Communications	<i>Tucson, AZ</i>	Graduated 2014
<b>Harvard Business School Online</b> Certificate - Sustainable Business Strategy		Completed Nov 2019

# CONRAD HOERNKE

conrad.hoernke@ridecircuit.com | (805) 901-9443

## SUMMARY

Conrad Hoernke has been the dedicated Market Manager for Circuit's Greater Seattle Area Operations since August 2023, and will be a key point of contact throughout the Redmond program. Currently overseeing ~20 direct reports, he has earned the respect of his team and the community by leveraging his 5+ years of managerial experience in operations. Deeply committed to operational excellence, Conrad has ensured the success of the Bellhop program in Bellevue by regularly analyzing the team's work towards meeting the pre-established KPIs and creating internal pilot programs to boost employee morale and strengthen procedures.

## PROFESSIONAL EXPERIENCE

<b>Circuit Transit Inc.</b> Bellevue Market Manager	<i>Bellevue, WA</i>	Aug 2023 - present
<b>GXO</b> Supervisor, Supply Chain Operations	<i>Des Moines, WA</i>	Oct 2022 - Aug 2023
<b>Logmet</b> Quality Assurance Inspector	<i>El Segundo, CA</i>	Sept 2019 - Oct 2022
<b>Charles Meisner, Inc.</b> Broker	<i>Upland, CA</i>	May 2014 - July 2015

## EDUCATION

<b>Temple City High School</b>	Graduated 2010
<b>NTMA Training Centers</b> Mechanical Inspection Quality Assurance Measuring Machine Operator's Training	Completed Dec 2019

# MARK IANNON

mark.iannon@ridecircuit.com | 518.928.3323

## SUMMARY

Mark Iannon is located in San Diego, and works directly with existing clients within the region to ensure Circuit is exceeding the expectations of the service contract through constant communication and data analysis that lead to action and improvement. He has a Master's degree in Organizational Management and 12+ years of Operations Leadership. He has extensive experience delivering creative and innovative solutions that maintain customer loyalty by fostering long-term relationships with clients.

## PROFESSIONAL EXPERIENCE

<b>Circuit Transit</b> Partner Success Manager	<i>San Diego, CA</i>	2022 - present
<b>Wheels</b> Senior Operations Manager	<i>San Diego, CA</i>	2020-2022
<b>Anything Auto</b> Operations Manager	<i>San Diego, CA</i>	2015-2020

## EDUCATION

<b>Ashford University</b> <i>Chandler, AZ</i>	MA Organizational Management	2010-2012
<b>Johnson &amp; Wales University</b> <i>Providence, RI</i>	BS Organizational Management	2002-2006

# JAMES MIRRAS

james@ridecircuit.com | (631) 903-4448

## SUMMARY

James Mirras is Co-Founder and COO/CFO of Circuit. James received his BS in Finance from University of Florida. Prior to Circuit, James worked for Morgan Stanley (NYSE: MS) in New York City as an intern then associate on the repurchase agreement trading desk. After nearly 3 years at Morgan Stanley, James set off to manage Circuit (then, Hamptons Free Ride) Finance and Operations full time. His attention to detail, people skills and strong work ethic helped create a solid foundation that the company has been able to grow from. James will leverage these skills and experience, including implementing nationwide operations as well as the Circuit NR pilot program, to ensure a smooth transition and expansion of the pilot program into a sustainable longer term service.

With over 14 years of experience in transportation operations, he has led the development of our operational strategy and standardization for scalability, including training programs, handbooks, policies, and our COVID 19 response. This combined with his financial expertise has allowed Circuit to achieve its current scale and plan for future growth.

## PROFESSIONAL EXPERIENCE

<b>Circuit Transit Inc.</b> COO / CFO / Co-Founder	<i>New York, NY</i>	2010 - present
<b>Morgan Stanley</b> Associate	<i>New York, NY</i>	2009-2012

## EDUCATION

<b>University of Florida</b> B.S. Finance	<i>Gainesville, FL</i>	2005 - 2009
--	------------------------	-------------

**Certificate Of Completion**

Envelope Id: A4D24A0B-2469-4930-A92F-A7C04C3D52B3	Status: Completed
Subject: RFP 10876-25 Redmond On-Demand Microtransit Shuttle, Closing Date: 07/21/2025 at 2:00 PM (PST)	
Source Envelope:	
Document Pages: 34	Signatures: 1
Certificate Pages: 2	Initials: 0
AutoNav: Enabled	Envelope Originator:
Envelopeld Stamping: Enabled	DocuSign Purchasing
Time Zone: (UTC-08:00) Pacific Time (US & Canada)	15670 Ne 85th St
	Redmond, WA 98052
	docusignpurchasing@redmond.gov
	IP Address: 47.147.209.140

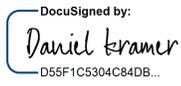
**Record Tracking**

Status: Original	Holder: DocuSign Purchasing	Location: DocuSign
7/21/2025 12:47:39 PM	docusignpurchasing@redmond.gov	
Security Appliance Status: Connected	Pool: StateLocal	
Storage Appliance Status: Connected	Pool: City of Redmond, WA	Location: Docusign

**Signer Events**

Daniel Kramer  
 daniel@ridecircuit.com  
 Director  
 Circuit Transit Inc.  
 Security Level: Email, Account Authentication (None)

**Signature**

DocuSigned by:  
  
 D55F1C5304C84DB...  
 Signature Adoption: Pre-selected Style  
 Using IP Address: 47.147.209.140

**Timestamp**

Sent: 7/21/2025 12:47:40 PM  
 Viewed: 7/21/2025 12:48:19 PM  
 Signed: 7/21/2025 12:49:24 PM

**Electronic Record and Signature Disclosure:**  
 Not Offered via DocuSign

Secure Bids  
 SecureBids@Redmond.gov  
 Security Level: Email, Account Authentication (None)

**Completed**  
 Using IP Address: 204.152.61.20

Sent: 7/21/2025 12:49:28 PM  
 Viewed: 7/21/2025 2:04:43 PM  
 Signed: 7/21/2025 2:04:53 PM

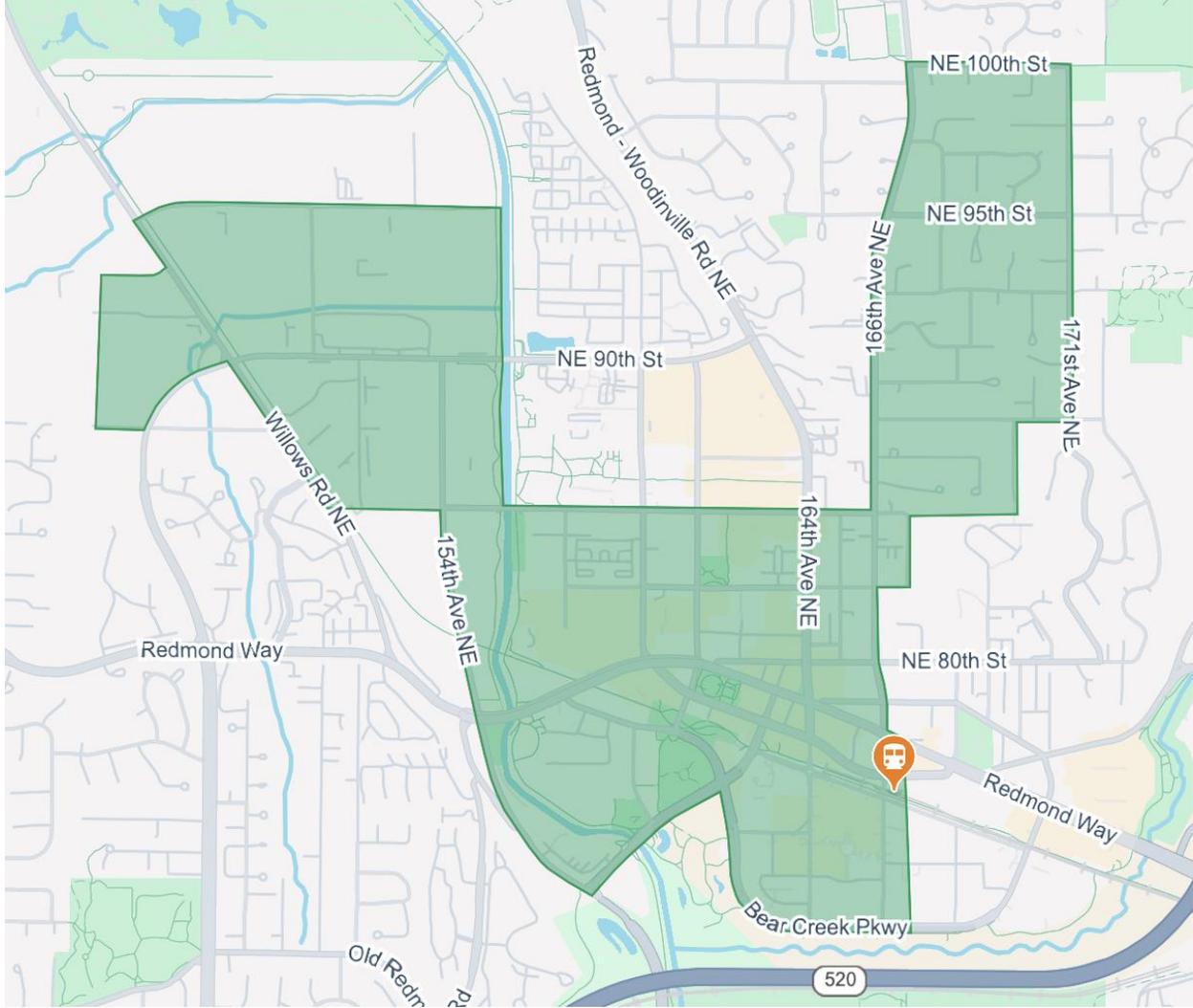
**Electronic Record and Signature Disclosure:**  
 Not Offered via DocuSign

In Person Signer Events	Signature	Timestamp
Editor Delivery Events	Status	Timestamp
Agent Delivery Events	Status	Timestamp
Intermediary Delivery Events	Status	Timestamp
Certified Delivery Events	Status	Timestamp
Carbon Copy Events	Status	Timestamp
Witness Events	Signature	Timestamp
Notary Events	Signature	Timestamp
Envelope Summary Events	Status	Timestamps
Envelope Sent	Hashed/Encrypted	7/21/2025 12:47:40 PM
Certified Delivered	Security Checked	7/21/2025 2:04:43 PM
Signing Complete	Security Checked	7/21/2025 2:04:53 PM

<b>Envelope Summary Events</b>	<b>Status</b>	<b>Timestamps</b>
Completed	Security Checked	7/21/2025 2:04:53 PM
<b>Payment Events</b>	<b>Status</b>	<b>Timestamps</b>

### EXHIBIT D – MAP

The coverage area and details of the service are subject to change based on utilization and decisions made by Circuit Transit Inc. and the City.



### Certificate Of Completion

Envelope Id: 2802E8B9-B28A-4CE4-92E8-D4E7D27C3D18	Status: Completed
Subject: Signature Required: City of Redmond Service Agreement for RFP 10876-25	
Source Envelope:	
Document Pages: 56	Signatures: 1
Certificate Pages: 2	Initials: 0
AutoNav: Enabled	Envelope Originator:
Envelopeld Stamping: Enabled	Jodi Daub
Time Zone: (UTC-08:00) Pacific Time (US & Canada)	15670 Ne 85th St
	Redmond, WA 98052
	jldaub@redmond.gov
	IP Address: 204.152.61.20

### Record Tracking

Status: Original	Holder: Jodi Daub	Location: DocuSign
9/29/2025 2:40:01 PM	jldaub@redmond.gov	
Security Appliance Status: Connected	Pool: StateLocal	
Storage Appliance Status: Connected	Pool: City of Redmond, WA	Location: Docusign

### Signer Events

James Mirras  
james@ridecircuit.com  
COO & Co-Founder  
Security Level: Email, Account Authentication (None)

### Signature

DocuSigned by:  
  
75FDF23C0BE64BF...  
Signature Adoption: Pre-selected Style  
Using IP Address:  
2600:4808:7173:8500:116b:cbd:280b:80c6

### Timestamp

Sent: 9/29/2025 2:46:22 PM  
Viewed: 9/29/2025 6:40:28 PM  
Signed: 9/30/2025 8:03:58 AM

**Electronic Record and Signature Disclosure:**  
Not Offered via Docusign

### In Person Signer Events

### Signature

### Timestamp

### Editor Delivery Events

### Status

### Timestamp

### Agent Delivery Events

### Status

### Timestamp

### Intermediary Delivery Events

### Status

### Timestamp

### Certified Delivery Events

### Status

### Timestamp

### Carbon Copy Events

### Status

### Timestamp

Daniel Kramer  
daniel@ridecircuit.com  
Director  
Circuit Transit Inc.  
Security Level: Email, Account Authentication (None)

COPIED

Sent: 9/30/2025 8:04:03 AM

**Electronic Record and Signature Disclosure:**  
Not Offered via Docusign

Francesca Liburdy  
fliburdy@redmond.gov  
Security Level: Email, Account Authentication (None)

COPIED

Sent: 9/30/2025 8:04:04 AM  
Viewed: 9/30/2025 9:29:20 AM

**Electronic Record and Signature Disclosure:**  
Not Offered via Docusign

### Witness Events

### Signature

### Timestamp

<b>Notary Events</b>	<b>Signature</b>	<b>Timestamp</b>
----------------------	------------------	------------------

<b>Envelope Summary Events</b>	<b>Status</b>	<b>Timestamps</b>
--------------------------------	---------------	-------------------

Envelope Sent	Hashed/Encrypted	9/29/2025 2:46:22 PM
Certified Delivered	Security Checked	9/29/2025 6:40:28 PM
Signing Complete	Security Checked	9/30/2025 8:03:58 AM
Completed	Security Checked	9/30/2025 8:04:04 AM

<b>Payment Events</b>	<b>Status</b>	<b>Timestamps</b>
-----------------------	---------------	-------------------



Memorandum

Date: 10/7/2025  
Meeting of: Committee of the Whole - Planning and Public Works

File No. CM 25-530  
Type: Committee Memo

TO: Committee of the Whole - Planning and Public Works  
FROM: Mayor Angela Birney  
DEPARTMENT DIRECTOR CONTACT(S):

Planning and Community Development	Carol Helland	425-556-2107
------------------------------------	---------------	--------------

DEPARTMENT STAFF:

Planning and Community Development	Seraphie Allen	Deputy Director
Planning and Community Development	Michael Hintze	Transportation Planning Manager
Planning and Community Development	Micah Ross	Senior Engineer
Public Works	Aaron Noble	Senior Engineer

TITLE:

Approval of a Consultant Agreement with David Evans & Associates for Engineering Services for the NE 40<sup>th</sup> Street Shared Use Path Project, in an Amount Not to Exceed \$1,115,400

OVERVIEW STATEMENT:

David Evans & Associates has been selected through a competitive process to perform design engineering services for the NE 40<sup>th</sup> Street Shared Use Path project (163<sup>rd</sup> Ave NE to 172<sup>nd</sup> Ave NE). The total contract amount is not to exceed \$1,115,400. Staff are requesting approval for the Mayor to sign the consultant agreement, and approval to secure right-of-way and/or easements to construct and maintain the improvements.

This project has been approved through Governance to add Transportation Benefit District funds in the amount of \$2,864,400 to include a pavement overlay of NE 40<sup>th</sup> Street between 156<sup>th</sup> Ave NE and Bel-Red Road.

Additional Background Information/Description of Proposal Attached

REQUESTED ACTION:

Receive Information       Provide Direction       Approve

REQUEST RATIONALE:

- Relevant Plans/Policies:
- Redmond 2050,
- Capital Investment Program (CIP)
- Transportation Master Plan (TMP)
- FW-TR-1 Plan, design, build, operate, and maintain a safe transportation system that advances an equitable,

inclusive, sustainable, and resilient community by providing for the mobility and access needs of all

- FW-TR-2 Maintain the transportation system in a state of good repair for all users.
- **Required:**  
RCW 39.80 and City Purchasing Policies and Procedures require Council authorization for the Mayor to sign the contract.
- **Council Request:**  
N/A
- **Other Key Facts:**  
N/A

**OUTCOMES:**

Design and construction of this project supports pedestrian and bicycle movement on this key east/west corridor in the Overlake neighborhood, connecting non-motorized users to light rail and beyond.

**COMMUNITY/STAKEHOLDER OUTREACH AND INVOLVEMENT:**

- **Timeline (previous or planned):**  
Community engagement will take place during the design.
- **Outreach Methods and Results:**  
Outreach will include at a minimum: website updates, post card mailer, and open house.
- **Feedback Summary:**  
N/A

**BUDGET IMPACT:**

**Total Cost:**

Project Total: \$9,971,323  
Design Phase: \$1,249,640  
Community Facilities District (CFD): \$3,873,202  
Transportation Benefit District (TBD): \$2,864,400

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

**Budget Offer Number:**

0000346 Transportation CIP  
0000336 Community Facilities District  
0000381 Transportation Benefit District

**Budget Priority:**

Vibrant and Connected

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

***If yes, explain:***

Annual operations and maintenance costs after the project is completed

**Funding source(s):**  
Impact Fees, Community Facilities District, Transportation Benefit District

**Budget/Funding Constraints:**  
N/A

**Additional budget details attached**

**COUNCIL REVIEW:**

**Previous Contact(s)**

Date	Meeting	Requested Action
N/A	Item has not been presented to Council	N/A

**Proposed Upcoming Contact(s)**

Date	Meeting	Requested Action
10/21/2025	Business Meeting	Approve

**Time Constraints:**  
N/A

**ANTICIPATED RESULT IF NOT APPROVED:**  
Delivery of the project will be delayed.

**ATTACHMENTS:**  
Attachment A: Project Information Sheet  
Attachment B: Draft Professional Services Consultant Agreement

# CIP Project Information Sheet

**Project Name:** Pedestrian and Bicycle Improvement - NE 40th Street Shared Use Path (163rd Avenue NE to 172nd)

**Project Status:** Existing - Revised

**Functional Area(s):** Transportation

**Relevant Plan(s):** Transportation Master Plan, ADA Transition Plan

**Neighborhood:** Overlake

**Time Frame:** 2023-2026

**Budget Priority:** Vibrant and Connected

**Citywide Rank:** 33

**Functional Area Priority:** High

**Location:** NE 40th Street from 163rd Avenue NE to 172nd Avenue NE

**Description:**

Replace sidewalk with shared path on the south side of NE 40th Street.

**Anticipated Outcomes:** *Primary:* Upgrade/Enhancement *Secondary:* Improved pedestrian and bicycle access to Redmond Technology Light Rail Station meeting ADA requirements.

**Request:** *Primary Reason(s):* Budget Process  
 Project approved in the 2023-2028 CIP budget process.

Budget:	Prior	2025	2026	2027	2028	2029	2030	Future	Total
Original Budget	\$2,410,094	\$2,703,102	\$1,993,726						\$7,106,922
Approved Changes	-\$2,410,094	-\$2,313,668	-\$130,318	\$4,854,080					
<b>Current Approved Budget</b>		<b>\$389,434</b>	<b>\$1,863,408</b>	<b>\$4,854,080</b>					<b>\$7,106,922</b>
<b>Proposed New Budget</b>		<b>\$494,751</b>	<b>\$3,829,864</b>	<b>\$5,646,708</b>					<b>\$9,971,323</b>
Proposed changes due to	<input type="checkbox"/> Scope Change		<input checked="" type="checkbox"/> Schedule Change		<input type="checkbox"/> Budget Change				

Project Phasing:	Prior	2025	2026	2027	2028	2029	2030	Future	Total
Preliminary Design (0-30%)		\$297,569	\$57,675						\$355,244
Right of Way			\$64,080						\$64,080
Design (31-100%)			\$1,064,596	\$181,766					\$1,246,362
Construction			\$1,330,236	\$3,911,320					\$5,241,556
Contingency		\$197,182	\$1,313,277	\$1,553,622					\$3,064,081
<b>Total</b>		<b>\$494,751</b>	<b>\$3,829,864</b>	<b>\$5,646,708</b>					<b>\$9,971,323</b>

Estimated M&O Impacts:	Prior	2025	2026	2027	2028	2029	2030	Future	Total
Cost						\$500	\$500	ongoing	\$1,000

Explanation: Routine maintenance of the expanded sidewalk.

Proposed Funding Sources:	Prior	2025-2030	Future	Total
Impact Fees		\$3,233,721		\$3,233,721
Community Facilities District (CFE)		\$3,873,202		\$3,873,202
Transportation Benefit District		\$2,864,400		\$2,864,400
<b>Total</b>		<b>\$9,971,323</b>		<b>\$9,971,323</b>



# Local Agency A&E Professional Services Negotiated Hourly Rate Consultant Agreement

Agreement Number: \_\_\_\_\_

Firm/Organization Legal Name (do not use dba's):		
Address	Federal Aid Number	
UBI Number	Federal TIN	
Execution Date	Completion Date	
1099 Form Required <input type="checkbox"/> Yes <input type="checkbox"/> No	Federal Participation <input type="checkbox"/> Yes <input type="checkbox"/> No	
Project Title		
Description of Work		
<input type="checkbox"/> Yes <input type="checkbox"/> Yes <input type="checkbox"/> Yes <input type="checkbox"/> Yes	<input type="checkbox"/> No DBE Participation <input type="checkbox"/> No MBE Participation <input type="checkbox"/> No WBE Participation <input type="checkbox"/> No SBE Participation	Maximum Amount Payable:

## Index of Exhibits

- Exhibit A      Scope of Work
- Exhibit B      DBE Participation
- Exhibit C      Preparation and Delivery of Electronic Engineering and Other Data
- Exhibit D      Prime Consultant Cost Computations
- Exhibit E      Sub-consultant Cost Computations
- Exhibit F      Title VI Assurances
- Exhibit G      Certification Documents
- ~~Exhibit H      Liability Insurance Increase not applicable~~
- Exhibit I      Alleged Consultant Design Error Procedures
- Exhibit J      Consultant Claim Procedures

THIS AGREEMENT, made and entered into as shown in the “Execution Date” box on page one (1) of this AGREEMENT, between the \_\_\_\_\_, hereinafter called the “AGENCY,” and the “Firm / Organization Name” referenced on page one (1) of this AGREEMENT, hereinafter called the “CONSULTANT.”

WHEREAS, the AGENCY desires to accomplish the work referenced in “Description of Work” on page one (1) of this AGREEMENT and hereafter called the “SERVICES;” and does not have sufficient staff to meet the required commitment and therefore deems it advisable and desirable to engage the assistance of a CONSULTANT to provide the necessary SERVICES; and

WHEREAS, the CONSULTANT represents that they comply with the Washington State Statutes relating to professional registration, if applicable, and has signified a willingness to furnish consulting services to the AGENCY.

NOW, THEREFORE, in consideration of the terms, conditions, covenants, and performance contained herein, or attached and incorporated and made a part hereof, the parties hereto agree as follows:

## **I. General Description of Work**

The work under this AGREEMENT shall consist of the above-described SERVICES as herein defined, and necessary to accomplish the completed work for this project. The CONSULTANT shall furnish all services, labor, and related equipment and, if applicable, sub-consultants and subcontractors necessary to conduct and complete the SERVICES as designated elsewhere in this AGREEMENT.

## **II. General Scope of Work**

The Scope of Work and projected level of effort required for these SERVICES is described in Exhibit “A” attached hereto and by this reference made a part of this AGREEMENT. The General Scope of Work was developed utilizing performance based contracting methodologies.

## **III. General Requirements**

All aspects of coordination of the work of this AGREEMENT with outside agencies, groups, or individuals shall receive advance approval by the AGENCY. Necessary contacts and meetings with agencies, groups, and/or individuals shall be coordinated through the AGENCY. The CONSULTANT shall attend coordination, progress, and presentation meetings with the AGENCY and/or such State, Federal, Community, City, or County officials, groups or individuals as may be requested by the AGENCY. The AGENCY will provide the CONSULTANT sufficient notice prior to meetings requiring CONSULTANT participation. The minimum required hours or days’ notice shall be agreed to between the AGENCY and the CONSULTANT and shown in Exhibit “A.”

The CONSULTANT shall prepare a monthly progress report, in a form approved by the AGENCY, which will outline in written and graphical form the various phases and the order of performance of the SERVICES in sufficient detail so that the progress of the SERVICES can easily be evaluated.

The CONSULTANT, any sub-consultants, and the AGENCY shall comply with all Federal, State, and local laws, rules, codes, regulations, and all AGENCY policies and directives, applicable to the work to be performed under this AGREEMENT. This AGREEMENT shall be interpreted and construed in accordance with the laws of the State of Washington.

Participation for Disadvantaged Business Enterprises (DBE) or Small Business Enterprises (SBE), if required, per 49 CFR Part 26, shall be shown on the heading of this AGREEMENT. If DBE firms are utilized at the commencement of this AGREEMENT, the amounts authorized to each firm and their certification number will be shown on Exhibit “B” attached hereto and by this reference made part of this AGREEMENT. If the Prime CONSULTANT is, a DBE certified firm they must comply with the Commercial Useful Function (CUF) regulation outlined in the AGENCY’s “DBE Program Participation Plan” and perform a minimum of 30% of the total amount of this AGREEMENT. It is recommended, but not required, that non-DBE Prime CONSULTANTS perform a minimum of 30% of the total amount of this AGREEMENT.

In the absence of a mandatory DBE goal, a voluntary SBE goal amount of ten percent of the Consultant Agreement is established. The Consultant shall develop a SBE Participation Plan prior to commencing work. Although the goal is voluntary, the outreach efforts to provide SBE maximum practicable opportunities are not.

The CONSULTANT, on a monthly basis, shall enter the amounts paid to all firms (including Prime) involved with this AGREEMENT into the [wsdot.diversitycompliance.com](http://wsdot.diversitycompliance.com) program. Payment information shall identify any DBE Participation.

All Reports, PS&E materials, and other data furnished to the CONSULTANT by the AGENCY shall be returned. All electronic files, prepared by the CONSULTANT, must meet the requirements as outlined in Exhibit “C – Preparation and Delivery of Electronic Engineering and other Data.”

All designs, drawings, specifications, documents, and other work products, including all electronic files, prepared by the CONSULTANT prior to completion or termination of this AGREEMENT are instruments of service for these SERVICES, and are the property of the AGENCY. Reuse by the AGENCY or by others, acting through or on behalf of the AGENCY of any such instruments of service, not occurring, as a part of this SERVICE, shall be without liability or legal exposure to the CONSULTANT.

Any and all notices or requests required under this AGREEMENT shall be made in writing and sent to the other party by (i) certified mail, return receipt requested, or (ii) by email or facsimile, to the address set forth below:

If to AGENCY:

Name:  
Agency:  
Address:  
City: State: Zip:  
Email:  
Phone:  
Facsimile:

If to CONSULTANT:

Name:  
Agency:  
Address:  
City: State: Zip:  
Email:  
Phone:  
Facsimile:

#### **IV. Time for Beginning and Completion**

The CONSULTANT shall not begin any work under the terms of this AGREEMENT until authorized in writing by the AGENCY. All work under this AGREEMENT shall conform to the criteria agreed upon detailed in the AGREEMENT documents. These SERVICES must be completed by the date shown in the heading of this AGREEMENT titled “Completion Date.”

The established completion time shall not be extended because of any delays attributable to the CONSULTANT, but may be extended by the AGENCY in the event of a delay attributable to the AGENCY, or because of unavoidable delays caused by an act of GOD, governmental actions, or other conditions beyond the control of the CONSULTANT. A prior supplemental AGREEMENT issued by the AGENCY is required to extend the established completion time.

## V. Payment Provisions

The CONSULTANT shall be paid by the AGENCY for completed SERVICES rendered under this AGREEMENT as provided hereinafter. Such payment shall be full compensation for SERVICES performed or SERVICES rendered and for all labor, materials, supplies, equipment, and incidentals necessary to complete SERVICES. The CONSULTANT shall conform to all applicable portions of 48 CFR Part 31 ([www.ecfr.gov](http://www.ecfr.gov)).

- A. Hourly Rates: Hourly rates are comprised of the following elements - Direct (Raw) Labor, Indirect Cost Rate, and Fee (Profit). The CONSULTANT shall be paid by the AGENCY for work done, based upon the negotiated hourly rates shown in Exhibits “D” and “E” attached hereto and by reference made part of this AGREEMENT. These negotiated hourly rates will be accepted based on a review of the CONSULTANT’s direct labor rates and indirect cost rate computations and agreed upon fee. The accepted negotiated rates shall be memorialized in a final written acknowledgment between the parties. Such final written acknowledgment shall be incorporated into, and become a part of, this AGREEMENT. The initially accepted negotiated rates shall be applicable from the approval date, as memorialized in a final written acknowledgment, to 180 days following the CONSULTANT’s fiscal year end (FYE) date.

The direct (raw) labor rates and classifications, as shown on Exhibits “D” and “E” shall be subject to renegotiations for each subsequent twelve (12) month period (180 days following FYE date to 180 days following FYE date) upon written request of the CONSULTANT or the AGENCY. The written request must be made to the other party within ninety (90) days following the CONSULTANT’s FYE date. If no such written request is made, the current direct (raw) labor rates and classifications as shown on Exhibits “D” and “E” will remain in effect for the twelve (12) month period.

Conversely, if a timely request is made in the manner set forth above, the parties will commence negotiations to determine the new direct (raw) labor rates and classifications that will be applicable for the twelve (12) month period. Any agreed to renegotiated rates shall be memorialized in a final written acknowledgment between the parties. Such final written acknowledgment shall be incorporated into, and become a part of, this AGREEMENT. If requested, the CONSULTANT shall provide current payroll register and classifications to aid in negotiations. If the parties cannot reach an agreement on the direct (raw) labor rates and classifications, the AGENCY shall perform an audit of the CONSULTANT’s books and records to determine the CONSULTANT’s actual costs. The audit findings will establish the direct (raw) labor rates and classifications that will be applicable for the twelve (12) month period.

The fee as identified in Exhibits “D” and “E” shall represent a value to be applied throughout the life of the AGREEMENT.

The CONSULTANT shall submit annually to the AGENCY an updated indirect cost rate within 180 days of the close of its fiscal year. An approved updated indirect cost rate shall be included in the current fiscal year rate under this AGREEMENT, even if/when other components of the hourly rate are not renegotiated. These rates will be applicable for the twelve (12) month period. At the AGENCY’s option, a provisional and/or conditional indirect cost rate may be negotiated. This provisional or conditional indirect rate shall remain in effect until the updated indirect cost rate is completed and approved. Indirect cost rate costs incurred during the provisional or conditional period will not be adjusted. The CONSULTANT may request an extension of the last approved indirect cost rate for the twelve (12) month period. These requests for provisional indirect cost rate and/or extension will be considered on a case-by-case basis, and if granted, will be memorialized in a final written acknowledgment.

The CONSULTANT shall maintain and have accessible support data for verification of the components of the hourly rates, i.e., direct (raw) labor, indirect cost rate, and fee (profit) percentage. The CONSULTANT shall bill each employee’s actual classification, and actual salary plus indirect cost rate plus fee.

- A. Direct Non-Salary Costs: Direct Non-Salary Costs will be reimbursed at the actual cost to the CONSULTANT. These charges may include, but are not limited to, the following items: travel, printing, long distance telephone, supplies, computer charges, and fees of sub-consultants. Air or train travel will be reimbursed only to lowest price available, unless otherwise approved by the AGENCY. The CONSULTANT shall comply with the rules and regulations regarding travel costs (excluding air, train, and rental car costs) in accordance with the WSDOT's Accounting Manual M 13-82, Chapter 10 – Travel Rules and Procedures, and all revisions thereto. Air, train, and rental card costs shall be reimbursed in accordance with 48 Code of Federal Regulations (CFR) Part 31.205-46 "Travel Costs." The billing for Direct Non-salary Costs shall include an itemized listing of the charges directly identifiable with these SERVICES. The CONSULTANT shall maintain the original supporting documents in their office. Copies of the original supporting documents shall be supplied to the STATE upon request. All above charges must be necessary for the SERVICES provided under this AGREEMENT.
- B. Maximum Amount Payable: The Maximum Amount Payable by the AGENCY to the CONSULTANT under this AGREEMENT shall not exceed the amount shown in the heading of this AGREEMENT on page one (1.) The Maximum Amount Payable does not include payment for extra work as stipulated in section XIII, "Extra Work." No minimum amount payable is guaranteed under this AGREEMENT.
- C. Monthly Progress Payments: Progress payments may be claimed on a monthly basis for all costs authorized in A and B above. Detailed statements shall support the monthly billings for hours expended at the rates established in Exhibit "D," including names and classifications of all employees, and billings for all direct non-salary expenses. To provide a means of verifying the billed salary costs for the CONSULTANT's employees, the AGENCY may conduct employee interviews. These interviews may consist of recording the names, titles, salary rates, and present duties of those employees performing work on the SERVICES at the time of the interview.
- D. Final Payment: Final Payment of any balance due the CONSULTANT of the gross amount earned will be made promptly upon its verification by the AGENCY after the completion of the SERVICES under this AGREEMENT, contingent upon receipt of all PS&E, plans, maps, notes, reports, electronic data, and other related documents, which are required to be furnished under this AGREEMENT. Acceptance of such Final Payment by the CONSULTANT shall constitute a release of all claims for payment, which the CONSULTANT may have against the AGENCY unless such claims are specifically reserved in writing and transmitted to the AGENCY by the CONSULTANT prior to its acceptance. Said Final Payment shall not, however, be a bar to any claims that the AGENCY may have against the CONSULTANT or to any remedies the AGENCY may pursue with respect to such claims.

The payment of any billing will not constitute agreement as to the appropriateness of any item and at the time of final audit all required adjustments will be made and reflected in a final payment. In the event that such final audit reveals an overpayment to the CONSULTANT, the CONSULTANT will refund such overpayment to the AGENCY within thirty (30) calendar days of notice of the overpayment. Such refund shall not constitute a waiver by the CONSULTANT for any claims relating to the validity of a finding by the AGENCY of overpayment. Per WSDOT's "Audit Guide for Consultants," Chapter 23 "Resolution Procedures," the CONSULTANT has twenty (20) working days after receipt of the final Post Audit to begin the appeal process to the AGENCY for audit findings

E. Inspection of Cost Records: The CONSULTANT and their sub-consultants shall keep available for inspection by representatives of the AGENCY and the United States, for a period of six (6) years after receipt of final payment, the cost records and accounts pertaining to this AGREEMENT and all items related to or bearing upon these records with the following exception: if any litigation, claim or audit arising out of, in connection with, or related to this AGREEMENT is initiated before the expiration of the six (6) year period, the cost records and accounts shall be retained until such litigation, claim, or audit involving the records is completed. An interim or post audit may be performed on this AGREEMENT. The audit, if any, will be performed by the State Auditor, WSDOT's Internal Audit Office and /or at the request of the AGENCY's Project Manager.

## **VI. Sub-Contracting**

The AGENCY permits subcontracts for those items of SERVICES as shown in Exhibit "A" attached hereto and by this reference made part of this AGREEMENT.

The CONSULTANT shall not subcontract for the performance of any SERVICE under this AGREEMENT without prior written permission of the AGENCY. No permission for subcontracting shall create, between the AGENCY and sub-consultant, any contract or any other relationship.

Compensation for this sub-consultant SERVICES shall be based on the cost factors shown on Exhibit "E" attached hereto and by this reference made part of this AGREEMENT.

The SERVICES of the sub-consultant shall not exceed its maximum amount payable identified in each sub consultant cost estimate unless a prior written approval has been issued by the AGENCY.

All reimbursable direct labor, indirect cost rate, direct non-salary costs and fee costs for the sub-consultant shall be negotiated and substantiated in accordance with section V "Payment Provisions" herein and shall be memorialized in a final written acknowledgment between the parties

All subcontracts shall contain all applicable provisions of this AGREEMENT, and the CONSULTANT shall require each sub-consultant or subcontractor, of any tier, to abide by the terms and conditions of this AGREEMENT. With respect to sub-consultant payment, the CONSULTANT shall comply with all applicable sections of the STATE's Prompt Payment laws as set forth in RCW 39.04.250 and RCW 39.76.011.

The CONSULTANT, sub-recipient, or sub-consultant shall not discriminate on the basis of race, color, national origin, or sex in the performance of this AGREEMENT. The CONSULTANT shall carry out applicable requirements of 49 CFR Part 26 in the award and administration of DOT-assisted contracts. Failure by the CONSULTANT to carry out these requirements is a material breach of this AGREEMENT, which may result in the termination of this AGREEMENT or such other remedy as the recipient deems appropriate.

## **VII. Employment and Organizational Conflict of Interest**

The CONSULTANT warrants that they have not employed or retained any company or person, other than a bona fide employee working solely for the CONSULTANT, to solicit or secure this contract, and that it has not paid or agreed to pay any company or person, other than a bona fide employee working solely for the CONSULTANT, any fee, commission, percentage, brokerage fee, gift, or any other consideration, contingent upon or resulting from the award or making of this agreement. For breach or violation of this warrant, the AGENCY shall have the right to annul this AGREEMENT without liability or, in its discretion, to deduct from this AGREEMENT price or consideration or otherwise recover the full amount of such fee, commission, percentage, brokerage fee, gift, or contingent fee.

Any and all employees of the CONSULTANT or other persons while engaged in the performance of any work or services required of the CONSULTANT under this AGREEMENT, shall be considered employees of the CONSULTANT only and not of the AGENCY, and any and all claims that may arise under any Workmen's Compensation Act on behalf of said employees or other persons while so engaged, and any and all claims made by a third party as a consequence of any act or omission on the part of the CONSULTANT's employees or other persons while so engaged on any of the work or services provided to be rendered herein, shall be the sole obligation and responsibility of the CONSULTANT.

The CONSULTANT shall not engage, on a full- or part-time basis, or other basis, during the period of this AGREEMENT, any professional or technical personnel who are, or have been, at any time during the period of this AGREEMENT, in the employ of the United States Department of Transportation or the AGENCY, except regularly retired employees, without written consent of the public employer of such person if he/she will be working on this AGREEMENT for the CONSULTANT.

Agreement Number:

## VIII. Nondiscrimination

During the performance of this AGREEMENT, the CONSULTANT, for itself, its assignees, sub-consultants, subcontractors and successors in interest, agrees to comply with the following laws and regulations:

- Title VI of the Civil Rights Act of 1964 (42 U.S.C. Chapter 21 Subchapter V § 2000d through 2000d-4a)
- Federal-aid Highway Act of 1973 (23 U.S.C. Chapter 3 § 324)
- Rehabilitation Act of 1973 (29 U.S.C. Chapter 16 Subchapter V § 794)
- Age Discrimination Act of 1975 (42 U.S.C. Chapter 76 § 6101 *et. seq.*)
- Civil Rights Restoration Act of 1987 (Public Law 100-259)
- American with Disabilities Act of 1990 (42 U.S.C. Chapter 126 § 12101 *et. seq.*)
- 23 CFR Part 200
- 49 CFR Part 21
- 49 CFR Part 26
- RCW 49.60.180

In relation to Title VI of the Civil Rights Act of 1964, the CONSULTANT is bound by the provisions of Exhibit “F” attached hereto and by this reference made part of this AGREEMENT, and shall include the attached Exhibit “F” in every sub-contract, including procurement of materials and leases of equipment, unless exempt by the Regulations or directives issued pursuant thereto.

## IX. Termination of Agreement

The right is reserved by the AGENCY to terminate this AGREEMENT at any time with or without cause upon ten (10) days written notice to the CONSULTANT.

In the event this AGREEMENT is terminated by the AGENCY, other than for default on the part of the CONSULTANT, a final payment shall be made to the CONSULTANT for actual hours charged at the time of termination of this AGREEMENT, plus any direct non-salary costs incurred up to the time of termination of this AGREEMENT.

No payment shall be made for any SERVICES completed after ten (10) days following receipt by the CONSULTANT of the notice to terminate. If the accumulated payment made to the CONSULTANT prior to Notice of Termination exceeds the total amount that would be due when computed as set forth in paragraph two (2) of this section, then no final payment shall be due and the CONSULTANT shall immediately reimburse the AGENCY for any excess paid.

If the services of the CONSULTANT are terminated by the AGENCY for default on the part of the CONSULTANT, the above formula for payment shall not apply.

In the event of a termination for default, the amount to be paid to the CONSULTANT shall be determined by the AGENCY with consideration given to the actual costs incurred by the CONSULTANT in performing SERVICES to the date of termination, the amount of SERVICES originally required which was satisfactorily completed to date of termination, whether that SERVICE is in a form or a type which is usable to the AGENCY at the time of termination, the cost to the AGENCY of employing another firm to complete the SERVICES required and the time which may be required to do so, and other factors which affect the value to the AGENCY of the SERVICES performed at the time of termination. Under no circumstances shall payment made under this subsection exceed the amount, which would have been made using the formula set forth in paragraph two (2) of this section.

If it is determined for any reason, that the CONSULTANT was not in default or that the CONSULTANT’s failure to perform is without the CONSULTANT’s or its employee’s fault or negligence, the termination shall be deemed to be a termination for the convenience of the AGENCY. In such an event, the CONSULTANT would be reimbursed for actual costs in accordance with the termination for other than default clauses listed previously.

The CONSULTANT shall, within 15 days, notify the AGENCY in writing, in the event of the death of any member, partner, or officer of the CONSULTANT or the death or change of any of the CONSULTANT's supervisory and/or other key personnel assigned to the project or disaffiliation of any principally involved CONSULTANT employee.

The CONSULTANT shall also notify the AGENCY, in writing, in the event of the sale or transfer of 50% or more of the beneficial ownership of the CONSULTANT within 15 days of such sale or transfer occurring. The CONSULTANT shall continue to be obligated to complete the SERVICES under the terms of this AGREEMENT unless the AGENCY chooses to terminate this AGREEMENT for convenience or chooses to renegotiate any term(s) of this AGREEMENT. If termination for convenience occurs, final payment will be made to the CONSULTANT as set forth in the second and third paragraphs of this section.

Payment for any part of the SERVICES by the AGENCY shall not constitute a waiver by the AGENCY of any remedies of any type it may have against the CONSULTANT for any breach of this AGREEMENT by the CONSULTANT, or for failure of the CONSULTANT to perform SERVICES required of it by the AGENCY.

Forbearance of any rights under the AGREEMENT will not constitute waiver of entitlement to exercise those rights with respect to any future act or omission by the CONSULTANT.

## **X. Changes of Work**

The CONSULTANT shall make such changes and revisions in the completed work of this AGREEMENT as necessary to correct errors appearing therein, without additional compensation thereof. Should the AGENCY find it desirable for its own purposes to have previously satisfactorily completed SERVICES or parts thereof changed or revised, the CONSULTANT shall make such revisions as directed by the AGENCY. This work shall be considered as Extra Work and will be paid for as herein provided under section XIII "Extra Work."

## **XI. Disputes**

Any disputed issue not resolved pursuant to the terms of this AGREEMENT shall be submitted in writing within 10 days to the Director of Public Works or AGENCY Engineer, whose decision in the matter shall be final and binding on the parties of this AGREEMENT; provided however, that if an action is brought challenging the Director of Public Works or AGENCY Engineer's decision, that decision shall be subject to judicial review. If the parties to this AGREEMENT mutually agree, disputes concerning alleged design errors will be conducted under the procedures found in Exhibit "J". In the event that either party deem it necessary to institute legal action or proceeding to enforce any right or obligation under this AGREEMENT, this action shall be initiated in the Superior Court of the State of Washington, situated in the county in which the AGENCY is located. The parties hereto agree that all questions shall be resolved by application of Washington law and that the parties have the right of appeal from such decisions of the Superior Court in accordance with the laws of the State of Washington. The CONSULTANT hereby consents to the personal jurisdiction of the Superior Court of the State of Washington, situated in the county in which the AGENCY is located.

## **XII. Legal Relations**

The CONSULTANT, any sub-consultants, and the AGENCY shall comply with all Federal, State, and local laws, rules, codes, regulations and all AGENCY policies and directives, applicable to the work to be performed under this AGREEMENT. This AGREEMENT shall be interpreted and construed in accordance with the laws of the State of Washington.

The CONSULTANT shall defend, indemnify, and hold the State of Washington (STATE) and the AGENCY and their officers and employees harmless from all claims, demands, or suits at law or equity arising in whole or in part from the negligence of, or the breach of any obligation under this AGREEMENT by, the CONSULTANT or the CONSULTANT's agents, employees, sub consultants, subcontractors or vendors, of any tier, or any other persons for whom the CONSULTANT may be legally liable; provided that nothing herein shall require a CONSULTANT

to defend or indemnify the STATE and the AGENCY and their officers and employees against and hold harmless the STATE and the AGENCY and their officers and employees from claims, demands or suits based solely upon the negligence of, or breach of any obligation under this AGREEMENT by the STATE and the AGENCY, their agents, officers, employees, sub-consultants, subcontractors or vendors, of any tier, or any other persons for whom the STATE and /or the AGENCY may be legally liable; and provided further that if the claims or suits are caused by or result from the concurrent negligence of (a) the CONSULTANT or the CONSULTANT's agents, employees, sub-consultants, subcontractors or vendors, of any tier, or any other persons for whom the CONSULTANT is legally liable, and (b) the STATE and/or AGENCY, their agents, officers, employees, sub-consultants, subcontractors and or vendors, of any tier, or any other persons for whom the STATE and/or AGENCY may be legally liable, the defense and indemnity obligation shall be valid and enforceable only to the extent of the CONSULTANT's negligence or the negligence of the CONSULTANT's agents, employees, sub-consultants, subcontractors or vendors, of any tier, or any other persons for whom the CONSULTANT may be legally liable. This provision shall be included in any AGREEMENT between CONSULTANT and any sub-consultant, subcontractor and vendor, of any tier.

The CONSULTANT shall also defend, indemnify, and hold the STATE and the AGENCY and their officers and employees harmless from all claims, demands, or suits at law or equity arising in whole or in part from the alleged patent or copyright infringement or other allegedly improper appropriation or use of trade secrets, patents, proprietary information, know-how, copyright rights or inventions by the CONSULTANT or the CONSULTANT's agents, employees, sub-consultants, subcontractors or vendors, of any tier, or any other persons for whom the CONSULTANT may be legally liable, in performance of the Work under this AGREEMENT or arising out of any use in connection with the AGREEMENT of methods, processes, designs, information or other items furnished or communicated to STATE and/or the AGENCY, their agents, officers and employees pursuant to the AGREEMENT; provided that this indemnity shall not apply to any alleged patent or copyright infringement or other allegedly improper appropriation or use of trade secrets, patents, proprietary information, know-how, copyright rights or inventions resulting from STATE and/or AGENCY's, their agents', officers and employees' failure to comply with specific written instructions regarding use provided to STATE and/or AGENCY, their agents, officers and employees by the CONSULTANT, its agents, employees, sub-consultants, subcontractors or vendors, of any tier, or any other persons for whom the CONSULTANT may be legally liable.

The CONSULTANT's relation to the AGENCY shall be at all times as an independent contractor.

Notwithstanding any determination by the Executive Ethics Board or other tribunal, the AGENCY may, in its sole discretion, by written notice to the CONSULTANT terminate this AGREEMENT if it is found after due notice and examination by the AGENCY that there is a violation of the Ethics in Public Service Act, Chapter 42.52 RCW; or any similar statute involving the CONSULTANT in the procurement of, or performance under, this AGREEMENT.

The CONSULTANT specifically assumes potential liability for actions brought by the CONSULTANT's own employees or its agents against the STATE and/or the AGENCY and, solely for the purpose of this indemnification and defense, the CONSULTANT specifically waives any immunity under the state industrial insurance law, Title 51 RCW. The Parties have mutually negotiated this waiver.

Unless otherwise specified in this AGREEMENT, the AGENCY shall be responsible for administration of construction contracts, if any, on the project. Subject to the processing of a new sole source, or an acceptable supplemental AGREEMENT, the CONSULTANT shall provide On-Call assistance to the AGENCY during contract administration. By providing such assistance, the CONSULTANT shall assume no responsibility for proper construction techniques, job site safety, or any construction contractor's failure to perform its work in accordance with the contract documents.

The CONSULTANT shall obtain and keep in force during the terms of this AGREEMENT, or as otherwise required, the following insurance with companies or through sources approved by the State Insurance Commissioner pursuant to Title 48 RCW.



### **XIII. Extra Work**

- A. The AGENCY may at any time, by written order, make changes within the general scope of this AGREEMENT in the SERVICES to be performed.
- B. 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 SERVICES under this AGREEMENT, whether or not changed by the order, or otherwise affects any other terms and conditions of this AGREEMENT, the AGENCY 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 this AGREEMENT accordingly.
- C. The CONSULTANT must submit any “request for equitable adjustment,” hereafter referred to as “CLAIM,” under this clause within thirty (30) days from the date of receipt of the written order. However, if the AGENCY decides that the facts justify it, the AGENCY may receive and act upon a CLAIM submitted before final payment of this AGREEMENT.
- D. Failure to agree to any adjustment shall be a dispute under the section XI “Disputes” clause. However, nothing in this clause shall excuse the CONSULTANT from proceeding with the AGREEMENT as changed.
- E. Notwithstanding the terms and conditions of paragraphs (A.) and (B.) above, the maximum amount payable for this AGREEMENT, shall not be increased or considered to be increased except by specific written supplement to this AGREEMENT.

### **XIV. Endorsement of Plans**

If applicable, the CONSULTANT shall place their endorsement on all plans, estimates, or any other engineering data furnished by them.

### **XV. Federal Review**

The Federal Highway Administration shall have the right to participate in the review or examination of the SERVICES in progress.

### **XVI. Certification of the Consultant and the Agency**

Attached hereto as Exhibit “G-1(a and b)” are the Certifications of the CONSULTANT and the AGENCY, Exhibit “G-2” Certification Regarding Debarment, Suspension and Other Responsibility Matters - Primary Covered Transactions, Exhibit “G-3” Certification Regarding the Restrictions of the Use of Federal Funds for Lobbying and Exhibit “G-4” Certificate of Current Cost or Pricing Data. Exhibit “G-3” is required only in AGREEMENTS over one hundred thousand dollars (\$100,000.00) and Exhibit “G-4” is required only in AGREEMENTS over five hundred thousand dollars (\$500,000.00.) These Exhibits must be executed by the CONSULTANT, and submitted with the master AGREEMENT, and returned to the AGENCY at the address listed in section III “General Requirements” prior to its performance of any SERVICES under this AGREEMENT.

### **XVII. Complete Agreement**

This document and referenced attachments contain all covenants, stipulations, and provisions agreed upon by the parties. No agent, or representative of either party has authority to make, and the parties shall not be bound by or be liable for, any statement, representation, promise or agreement not set forth herein. No changes, amendments, or modifications of the terms hereof shall be valid unless reduced to writing and signed by the parties as a supplement to this AGREEMENT.

### **XVIII. Execution and Acceptance**

This AGREEMENT may be simultaneously executed in several counterparts, each of which shall be deemed to be an original having identical legal effect. The CONSULTANT does hereby ratify and adopt all statements, representations, warranties, covenants, and AGREEMENT’s contained in the proposal, and the supporting material submitted by the CONSULTANT, and does hereby accept this AGREEMENT and agrees to all of the terms and conditions thereof.

## **XIX. Protection of Confidential Information**

The CONSULTANT acknowledges that some of the material and information that may come into its possession or knowledge in connection with this AGREEMENT or its performance may consist of information that is exempt from disclosure to the public or other unauthorized persons under either chapter 42.56 RCW or other local, state, or federal statutes (“State’s Confidential Information”). The “State’s Confidential Information” includes, but is not limited to, names, addresses, Social Security numbers, e-mail addresses, telephone numbers, financial profiles credit card information, driver’s license numbers, medical data, law enforcement records (or any other information identifiable to an individual), STATE and AGENCY source code or object code, STATE and AGENCY security data, non-public Specifications, STATE and AGENCY non-publicly available data, proprietary software, STATE and AGENCY security data, or information which may jeopardize any part of the project that relates to any of these types of information. The CONSULTANT agrees to hold the State’s Confidential Information in strictest confidence and not to make use of the State’s Confidential Information for any purpose other than the performance of this AGREEMENT, to release it only to authorized employees, sub-consultants or subcontractors requiring such information for the purposes of carrying out this AGREEMENT, and not to release, divulge, publish, transfer, sell, disclose, or otherwise make it known to any other party without the AGENCY’s express written consent or as provided by law. The CONSULTANT agrees to release such information or material only to employees, sub-consultants or subcontractors who have signed a nondisclosure AGREEMENT, the terms of which have been previously approved by the AGENCY. The CONSULTANT agrees to implement physical, electronic, and managerial safeguards to prevent unauthorized access to the State’s Confidential Information.

Immediately upon expiration or termination of this AGREEMENT, the CONSULTANT shall, at the AGENCY’s option: (i) certify to the AGENCY that the CONSULTANT has destroyed all of the State’s Confidential Information; or (ii) returned all of the State’s Confidential Information to the AGENCY; or (iii) take whatever other steps the AGENCY requires of the CONSULTANT to protect the State’s Confidential Information.

As required under Executive Order 00-03, the CONSULTANT shall maintain a log documenting the following: the State’s Confidential Information received in the performance of this AGREEMENT; the purpose(s) for which the State’s Confidential Information was received; who received, maintained, and used the State’s Confidential Information; and the final disposition of the State’s Confidential Information. The CONSULTANT’s records shall be subject to inspection, review, or audit upon reasonable notice from the AGENCY.

The AGENCY reserves the right to monitor, audit, or investigate the use of the State’s Confidential Information collected, used, or acquired by the CONSULTANT through this AGREEMENT. The monitoring, auditing, or investigating may include, but is not limited to, salting databases.

Violation of this section by the CONSULTANT or its sub-consultants or subcontractors may result in termination of this AGREEMENT and demand for return of all State’s Confidential Information, monetary damages, or penalties

It is understood and acknowledged that the CONSULTANT may provide the AGENCY with information, which is proprietary and/or confidential during the term of this AGREEMENT. The parties agree to maintain the confidentiality of such information during the term of this AGREEMENT and afterwards. All materials containing such proprietary and/or confidential information shall be clearly identified and marked as “Confidential” and shall be returned to the disclosing party at the conclusion of the SERVICES under this AGREEMENT.

The CONSULTANT shall provide the AGENCY with a list of all information and materials it considers confidential and/or proprietary in nature: (a) at the commencement of the term of this AGREEMENT, or (b) as soon as such confidential or proprietary material is developed. "Proprietary and/or confidential information" is not meant to include any information which, at the time of its disclosure: (i) is already known to the other party; (ii) is rightfully disclosed to one of the parties by a third party that is not acting as an agent or representative for the other party; (iii) is independently developed by or for the other party; (iv) is publicly known; or (v) is generally utilized by unaffiliated third parties engaged in the same business or businesses as the CONSULTANT.

The parties also acknowledge that the AGENCY is subject to Washington State and federal public disclosure laws. As such, the AGENCY shall maintain the confidentiality of all such information marked proprietary and or confidential or otherwise exempt, unless such disclosure is required under applicable state or federal law. If a public disclosure request is made to view materials identified as "Proprietary and/or confidential information" or otherwise exempt information, the AGENCY will notify the CONSULTANT of the request and of the date that such records will be released to the requester unless the CONSULTANT obtains a court order from a court of competent jurisdiction enjoining that disclosure. If the CONSULTANT fails to obtain the court order enjoining disclosure, the AGENCY will release the requested information on the date specified.

The CONSULTANT agrees to notify the sub-consultant of any AGENCY communication regarding disclosure that may include a sub-consultant's proprietary and/or confidential information. The CONSULTANT notification to the sub-consultant will include the date that such records will be released by the AGENCY to the requester and state that unless the sub-consultant obtains a court order from a court of competent jurisdiction enjoining that disclosure the AGENCY will release the requested information. If the CONSULTANT and/or sub-consultant fail to obtain a court order or other judicial relief enjoining the AGENCY by the release date, the CONSULTANT shall waive and release and shall hold harmless and indemnify the AGENCY from all claims of actual or alleged damages, liabilities, or costs associated with the AGENCY's said disclosure of sub-consultants' information.

## **XX. Records Maintenance**

During the progress of the Work and SERVICES provided hereunder and for a period of not less than six (6) years from the date of final payment to the CONSULTANT, the CONSULTANT shall keep, retain, and maintain all "documents" pertaining to the SERVICES provided pursuant to this AGREEMENT. Copies of all "documents" pertaining to the SERVICES provided hereunder shall be made available for review at the CONSULTANT's place of business during normal working hours. If any litigation, claim, or audit is commenced, the CONSULTANT shall cooperate with AGENCY and assist in the production of all such documents. "Documents" shall be retained until all litigation, claims or audit findings have been resolved even though such litigation, claim, or audit continues past the six (6) year retention period.

For purposes of this AGREEMENT, "documents" means every writing or record of every type and description, including electronically stored information ("ESI"), that is in the possession, control, or custody of the CONSULTANT, including, without limitation, any and all correspondences, contracts, AGREEMENTs, appraisals, plans, designs, data, surveys, maps, spreadsheets, memoranda, stenographic or handwritten notes, reports, records, telegrams, schedules, diaries, notebooks, logbooks, invoices, accounting records, work sheets, charts, notes, drafts, scribbles, recordings, visual displays, photographs, minutes of meetings, tabulations, computations, summaries, inventories, and writings regarding conferences, conversations or telephone conversations, and any and all other taped, recorded, written, printed or typed matters of any kind or description; every copy of the foregoing whether or not the original is in the possession, custody, or control of the CONSULTANT, and every copy of any of the foregoing, whether or not such copy is a copy identical to an original, or whether or not such copy contains any commentary or notation whatsoever that does not appear on the original.

For purposes of this AGREEMENT, “ESI” means any and all computer data or electronic recorded media of any kind, including “Native Files”, that are stored in any medium from which it can be retrieved and examined, either directly or after translation into a reasonably useable form. ESI may include information and/or documentation stored in various software programs such as Email, Outlook, Word, Excel, Access, Publisher, PowerPoint, Adobe Acrobat, SQL databases, or any other software or electronic communication programs or databases that the CONSULTANT may use in the performance of its operations. ESI may be located on network servers, backup tapes, smart phones, thumb drives, CDs, DVDs, floppy disks, work computers, cell phones, laptops, or any other electronic device that CONSULTANT uses in the performance of its Work or SERVICES hereunder, including any personal devices used by the CONSULTANT or any sub-consultant at home.

“Native files” are a subset of ESI and refer to the electronic format of the application in which such ESI is normally created, viewed, and /or modified

The CONSULTANT shall include this section XX “Records Maintenance” in every subcontract it enters into in relation to this AGREEMENT and bind the sub-consultant to its terms, unless expressly agreed to otherwise in writing by the AGENCY prior to the execution of such subcontract.

In witness whereof, the parties hereto have executed this AGREEMENT as of the day and year shown in the “Execution Date” box on page one (1) of this AGREEMENT.

\_\_\_\_\_  
Signature

\_\_\_\_\_  
Date

\_\_\_\_\_  
Signature

\_\_\_\_\_  
Date

*Any modification, change, or reformation of this AGREEMENT shall require approval as to form by the Office of the Attorney General.*

**Exhibit A**  
**Scope of Work**

---

Project No.

[See attached Scope of Services](#)

# **EXHIBIT A**

**CITY OF REDMOND**  
**NE 40th Street Shared Use Path**  
**from**  
**163rd Avenue NE to 172nd Avenue NE**

## **Scope of Services**

**Prepared by:**

**David Evans and Associates, Inc.**  
**14432 SE Eastgate Way, Suite 400**  
**Bellevue, WA 98007**

**July 18, 2025**

# TABLE OF CONTENTS

<b>Task 1.0 Project Description, Design Criteria, and Project Assumptions .....</b>	<b>1</b>
1.1 Project Description .....	1
1.2 Design Criteria .....	1
1.3 Project Understanding.....	2
1.4 Responsibilities and Services Provided by the CLIENT .....	2
1.5 Project Assumptions .....	2
<b>Task 2.0 Project Management and Quality Control.....</b>	<b>3</b>
2.1 Project Management.....	3
2.2 Subconsultant Coordination.....	3
2.3 Develop Project Schedule.....	3
2.4 Monthly Invoices/Progress Reports .....	4
2.5 Project Kick-off Meeting and Progress Meetings.....	4
2.6 Quality Control/Quality Assurance Review .....	4
2.7 Change Management.....	5
<b>Task 3.0 Survey .....</b>	<b>5</b>
3.1 Data Collection.....	5
3.2 Horizontal and Vertical Control Network .....	5
3.3 Establish Road Centerline Alignments and Right-of-Ways for Corridor (Base Map) .....	5
3.4 Topographic Survey .....	6
3.5 Future Survey Needs .....	7
3.6 Underground Utilities.....	7
<b>Task 4.0 Environmental Documentation .....</b>	<b>8</b>
4.1 Environmental Technical Reports .....	8
4.2 SEPA Environmental Documentation .....	10
4.3 Environmental Permitting .....	11
<b>Task 5.0 Tree Evaluation.....</b>	<b>12</b>
5.1 Tree Documentation.....	12
5.2 Arborist Site Walk with Design Team.....	14
<b>Task 6.0 Alternatives Analysis (10% Design) .....</b>	<b>14</b>
6.1 Project Site Visits (3 Total).....	14
6.2 Alternatives Analysis/Alternatives Analysis Summary Document (10% Design).....	14
<b>Task 7.0 Public Involvement.....</b>	<b>15</b>
7.1 Outreach Materials and Notifications .....	15
<b>Task 8.0 Illumination .....</b>	<b>16</b>
8.1 Preliminary Illumination Design (30% Completion).....	16
8.2 Roadway and Shared Use Path Illumination Design .....	16
<b>Task 9.0 Preliminary Design (30% Plans and Estimate).....</b>	<b>17</b>
9.1 Preliminary Design (30% Completion) .....	17
9.2 Utility Location and Coordination (30%).....	18
<b>Task 10.0 Geotechnical.....</b>	<b>18</b>
10.1 Geotechnical Investigation (Final).....	<b>Error! Bookmark not defined.</b>



## Task 1.0 Project Description, Design Criteria, and Project Assumptions

### 1.1 Project Description

The City of Redmond (CITY/CLIENT) is requesting professional services from David Evans and Associates, Inc. (CONSULTANT) for the NE 40th Street Shared Use Path project (PROJECT) on the south side of NE 40th Street between 163rd Avenue NE and 172nd Avenue NE and pavement restoration of NE 40th Street between 156th Avenue NE and 172nd Avenue NE. The improvements will include a new shared use path (typically 12 feet wide), intersection modifications, drainage, traffic signal modifications, and pavement grind and overlay.

Services include project management, surveying, utility coordination, environmental/permitting/SEPA documentation, geotechnical, stakeholder coordination, right of way services, preliminary / final design, PS&E document preparation, and support during bid advertisement. Optional services may include additional investigation to support project development, construction engineering support, construction management, inspection support, and record drawings preparation.

This project is funded by Community Facility District and impact fees.

A voluntary Small Business Enterprises (SBE) goal of ten (10) percent is encouraged.

For purposes of this agreement, the term CONSULTANT refers to the collective efforts of the following firms:

Firm Name	SBE Certified
David Evans and Associates, Inc. (DEA)	No
HWA Geosciences (HWA)	Yes
ProgramX (PRX)	No
Toole Design Group (TDG)	No
Urban Forestry Services   Bartlett Consulting (UFC BC)	No

DEA shall be the prime consultant, with other firms listed above contracted to DEA as subconsultants.

*Contingency tasks are shown in italics throughout this Scope* and unanticipated tasks are discussed in the Optional Services Task. Budgets for *contingency items* are not included at this time. Both *Contingency* and Optional Services shall be pre-authorized and will be funded out of the Contingency or unused tasks.

### 1.2 Design Criteria

The design and plans, specifications, and estimate (PS&E) will be based on the requirements of the City of Redmond Public Works Standards and WSDOT LAG Manual. Project specifications will be based on the most current WSDOT Standard Specifications and the City of Redmond's General Special Provisions.

### 1.3 Project Understanding

The NE 40th Street Shared Use Path (163rd Avenue NE to 172nd Avenue NE) project, hereinafter referred to as the PROJECT, currently consists of the following features:

- Build a shared use path on the south side of NE 40th Street from 163rd Avenue NE to 172nd Avenue NE. The general layout is anticipated to be a four-foot buffer and 10-foot shared use path.
- Upgrade ADA crossings to accommodate the shared use path) at the following NE 40th Street intersections: 163rd Avenue NE (southeast and northeast quadrants), NE 37th Street (southwest and southeast quadrants), and 172nd Avenue NE (southwest quadrant).
- Evaluate the potential pedestrian bridge over Count Creek.
- Evaluate a potential mid block pedestrian NE 40th Street crossing near 166th Avenue NE intersection.
- Revise the existing roadway illumination between 163rd Avenue NE and Bel-Red Road as needed.
- Install a new drainage system as needed for the shared use path.
- Hot Mix Asphalt (HMA) grind and overlay of NE 40th Street from 156th Avenue NE to 172nd Avenue NE. NE 40th Street pavement areas that were recently built will not be included.
- Surveying of existing topography.
- Coordination with utility providers and King County Metro.
- Modify the existing roadway drainage system as needed due to curb and gutter relocation between 163rd Avenue NE and Bel-Red Road.
- Make appropriate traffic signal modifications at 159th Avenue NE and 163rd Avenue NE.
- Preparation of environmental documentation and permit applications.
- Real property services for temporary construction easements.
- Provide graphics and exhibits for public outreach.

### 1.4 Responsibilities and Services Provided by the CLIENT

The CLIENT will:

- Provide all available existing as-built plans, right-of-way plans, horizontal and vertical monument information, GIS maps, and other mapping information, as available, to the CONSULTANT.
- Provides templates for items such as invoices.
- Provide all City standard specifications and City bid forms in Microsoft Word format.
- Review all submittals made to the CLIENT within 15 working days, or as agreed, and return them to the CONSULTANT with consolidated written comments regarding changes needed.
- Provide an electronic copy of the aerial photograph to reference into CAD drawings.
- Provide all property title reports.

### 1.5 Project Assumptions

- The PROJECT is composed of two separate Redmond projects: NE 40th Street Shared Use Path and NE 40th Street Pavement Restoration. The CONSULTANT will create two separate bid schedules for construction contract bid proposal documents.

- All drawings will be prepared in AutoCAD Civil3D 2025 format, utilizing the CONSULTANT's CAD standards, and will be drawn at one-inch equals forty feet for 11"x17" plans. Drawings shall conform to City of Redmond's record drawing submittal standards.
- Specifications will follow WSDOT/APWA Standard Specifications and the City of Redmond's General Special Provisions.
- The project design duration is assumed to be 18 months.
- Existing roadway illumination system is owned and operated by Puget Sound Energy (PSE). New roadway illumination will be owned and operated by the City of Redmond.
- All deliverables will be electronic PDF files unless otherwise noted.

## **Task 2.0 Project Management and Quality Control**

### **2.1 Project Management**

Direction of the CONSULTANT (DEA) staff and review of their work over the course of the project shall be provided. This work element includes preparing monthly progress reports including the status of individual work elements, number of meetings attended, outstanding information required, and work items planned for the following month, including any critical path tasks and any items impacting contract scope, schedule, and / or budget.

The CONSULTANT (DEA) shall perform periodic monitoring of the consultant's design budget and schedule over the course of the project. This work element is intended to help monitor costs and budgets, and to propose corrective actions. These actions may include formal requests for increases, modifications, or reductions in scope and/or budget.

The CONSULTANT (DEA) will use an earned value spreadsheet to monitor and track project expenditures by task. If requested by the CLIENT, the earned value spreadsheet shall be submitted with each invoice and progress report.

Drawings and documents received and generated over the course of the project require review, coordination, and file management. The status of requested information will also be maintained.

The CONSULTANT (DEA) will use the CITY's SharePoint site for the project. The CONSULTANT (DEA) will use the City's templates, for example for invoices.

### **2.2 Subconsultant Coordination**

The CONSULTANT (DEA) shall provide directions to the SUBCONSULTANT and review of their work over the course of the project shall be provided by the CONSULTANT (DEA). Monthly monitoring of the SUBCONSULTANT's design budget will occur over the course of the project. Current status, as well as projections, will be developed. This work element is intended to help monitor costs and budgets, and to propose corrective actions. These actions could include formal requests for increases, modifications, or reductions in scope and/or budget.

### **2.3 Develop Project Schedule**

The CONSULTANT (DEA) and the CLIENT will jointly develop an overall project schedule showing all major and supportive activities, using the CITY's draft schedule. The schedule shall be prepared to reflect an 18-month design completion of the project. The schedule shall be arranged to meet key target dates including the bid period and overall anticipated construction time. The CONSULTANT shall update the schedule monthly to reflect the current status of the project.

#### **Deliverables:**

- Project Schedule and Monthly Updates.

## 2.4 Monthly Invoices/Progress Reports

Monthly invoices using City template will be prepared by the CONSULTANT (DEA) per CLIENT requirements for work activities for the prior month. These invoices shall also include SUBCONSULTANT work and will be accompanied by monthly progress reports. Invoices will include back-up material for all expenses and will show approved budget and amount expended to date.

As part of the monthly invoice, the CONSULTANT (DEA) shall include a UDBE tracking table.

### **Deliverables:**

- Monthly Invoices and Progress Reports (18 total).

## 2.5 Project Kick-off Meeting and Progress Meetings

This work element provides for the preparation, attendance, follow-up, and documentation of meetings during the length of the project. These meetings will be the forums for agencies to provide input and guidance for the direction of the project. They will also be used to discuss project issues, approve submittals, and develop potential solutions.

### **Kick-off Meeting**

After receiving notice to proceed from the CLIENT, the CONSULTANT (DEA and subconsultants) will conduct a project team kick-off meeting with staff expected to be involved in the project and key CLIENT staff. The meeting will be used to discuss key elements of the scope of work, the project schedule and risks, document control, and QA/QC procedures, and to clearly define the roles and responsibilities of the project team members.

### **Progress Meetings**

The CONSULTANT (DEA) shall prepare for, attend/conduct, and document up to 37 meetings/phone calls, including the kick-off meeting, with CLIENT staff. Meetings/phone calls will be required for coordination with the CLIENT and other affected agencies. The CONSULTANT will attend/conduct two meetings every month with the CLIENT's project manager for the duration of the project. The meetings will be virtual via Teams. As needed, regular phone calls and email communication will be made with the CLIENT's project manager.

### **Meetings:**

<b>Meeting</b>	<b>Number</b>
Kick-off Meeting with CITY and CONSULTANT Staff	1 (Minutes to be prepared by CONSULTANT).
Progress meetings with City and CONSULTANT	37 (Assumes bi-weekly meeting for 72 weeks) Minutes to be prepared by CONSULTANT

### **Assumptions:**

- CONSULTANT shall prepare agenda and minutes for each meeting.

### **Deliverables:**

- Progress Meeting Minutes (38 total).

## 2.6 Quality Control/Quality Assurance Review

This work element is for the QC/QA review of CONSULTANT deliverables by a designated QC/QA staff member of the CONSULTANT team. The review will cover documents, reports, PS&Es, and pertinent information on an on-going basis. The program entails the periodic review

of study criteria, design, and assumptions, as well as concepts and presentation of product format, and assures that the overall project objectives are being fulfilled.

## 2.7 Change Management

Project Managers from the CLIENT and the CONSULTANT (DEA) are responsible for managing changes to the scope and schedule. The CLIENT is responsible for the authorization of any changes to the scope, budget, and/or schedule. Team members must verify that work within their areas remains within the defined project scope, schedule, and budget. When issues, actions, or circumstances occur that could cause a change in scope, personnel, cost, or schedule, team members must communicate potential changes to the Project Manager as early as possible. Project Managers will determine whether the potential change issue will lead to a change in scope, cost, or schedule.

The CONSULTANT (DEA) shall obtain written authorization from the CLIENT before implementing any change to this scope of work, schedule, or budget. All changes shall be documented using the Project Change Form.

## Task 3.0 Survey

### 3.1 Data Collection

The CONSULTANT (DEA) has performed a survey adjacent to the PROJECT site and will recover and utilize monuments previously surveyed that control the site when possible. The CONSULTANT will research and collect existing roadway, right-of-way, and utility information from the CITY and respective utility agencies for inclusion in the mapping.

### 3.2 Horizontal and Vertical Control Network

The CONSULTANT (DEA) shall establish local horizontal and vertical control points throughout the corridor for the purpose of performing surveying services, and they shall be based upon the Horizontal and Vertical Control Point Network established by Redmond or as otherwise specified by the CLIENT.

The CONSULTANT (DEA) shall locate and set reference points outside of the proposed construction area for visible street survey monuments along the street corridor.

#### Meetings:

- No meeting is anticipated with this work element.

#### Assumptions:

- None.

#### Deliverables:

- Control points will be shown on the topographic base map deliverable noted under Task 3.3 below, and a listing of the control points ID, northing, easting, elevation, and material make-up description.

### 3.3 Establish Road Centerline Alignments and Right-of-Ways for Corridor (Base Map)

The CONSULTANT (DEA) shall establish the existing centerlines and right-of-way within the corridor limits for preparation of the right-of-way base map for this project. The CONSULTANT will perform records research deemed necessary to create an accurate right-of-way. Parcel lines for adjacent properties will be shown as near as possible to their actual locations, but will be solely based upon public records, maps, and GIS data. The CONSULTANT will plot relevant easements and calculate property boundaries for up to three (3) title reports. No additional

survey work is proposed to perform boundary surveying on any parcel, unless requested at a later date. The right-of-way centerlines and margins will be shown on the topographic base map. The base map will show located street monuments found that are used to calculate the centerlines and right-of-way margins.

**Meetings:**

- No meeting is anticipated with this work element.

**Assumptions:**

- None.

**Deliverables:**

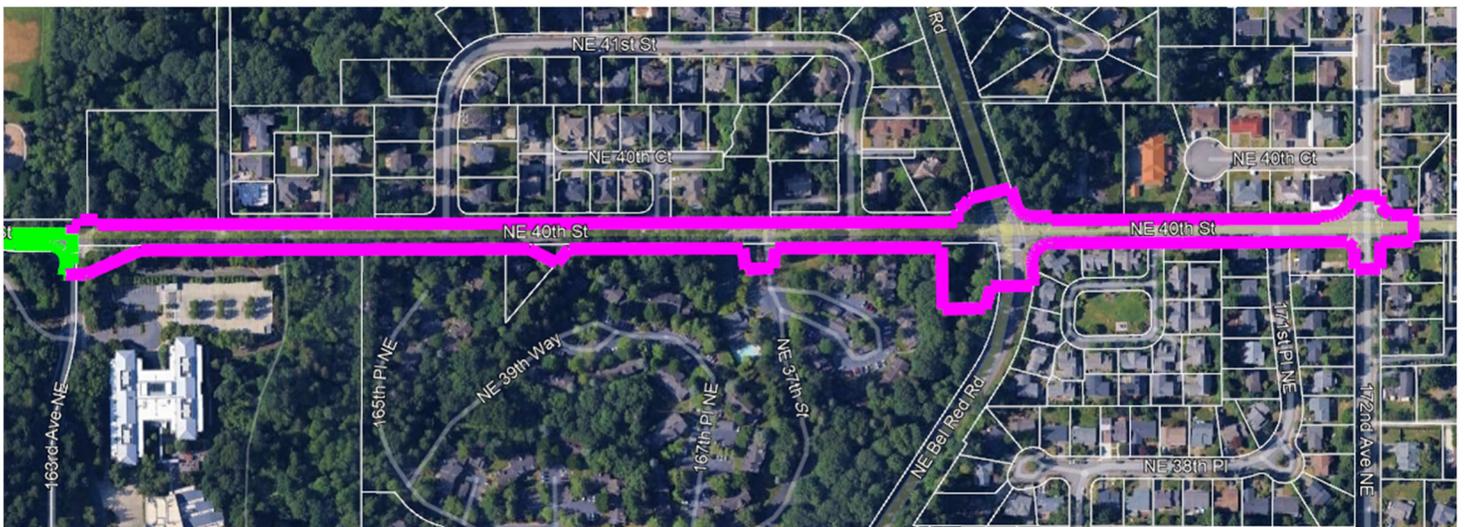
- Right-of-Way centerlines, margins, and survey monuments will be shown on the topographic base map deliverable noted under Task 3.4 below.
- Documents for permanent and temporary easements.

### 3.4 Topographic Survey

The CONSULTANT shall prepare a project topographic base map along NE 40th Street for the project as follows:

- NE 40th Street from 163rd Avenue NE to 172nd Avenue NE:
  - Northern limit: Curb line on north side of NE 40th Street, except for areas listed below.
  - Southern limit: Approximately 25 feet south of existing curb line on south side of NE 40th Street.
  - Western limit: Approximately 20 feet west of existing curb line on the east side of 156th Avenue NE.
  - Eastern limit: Approximately 40 feet east of 163rd Avenue NE intersection.

**Figure 1: Survey Limits from 163rd Avenue NE to 172nd Avenue NE**



- NE 40th Street from 156th Avenue NE to 163rd Avenue NE:
  - The CONSULTANT shall use survey data they collected as part of NE 40th Street Shared Use Path as much as possible.

- The CONSULTANT shall survey the following areas:
  - New pavement overlay boundaries.
  - Curb return line works in southwest corners of 159th Avenue NE and 163rd Avenue NE intersections.
  - NE 40th Street Channelization markings between 159th Avenue NE and 163rd Avenue NE.

The final design topographic base will be prepared primarily with standard ground surveying equipment and methodology. The base map will include sufficient ground data to generate a 1-foot contour interval and will incorporate right-of-ways and road centerlines, property lines, driveways, parking areas, limits and type of paving, fences, structures, sidewalks, above-ground utilities and associated overhead lines, traffic signals, street signs, channelization, landscape areas, and significant trees.

**Meetings:**

- No meeting is anticipated with this work element.

**Assumptions:**

Assumptions for the PROJECT include the following:

- Utilities locates will not be performed between 156th Avenue NE and 163rd Avenue NE.
- Horizontal and Vertical Datum will be based on Horizontal = Washington State Plane Coordinate System NAD 83/91, and Vertical = NAVD-88.
- Drafting and CAD standards will be based on CONSULTANT's in-house standards.

**Deliverables:**

- Site mapping prepared on 22"x34" sheets at a scale of 1"=20' utilizing AutoCAD Civil3D 2025 using CONSULTANT drafting standards.
- AutoCAD Civil3D 2025 electronic drawing file.

**3.5 Future Survey Needs**

This work element is to establish a budget for future survey needs that are identified during project development. For budgetary purposes, the CONSULTANT has included up to an additional 5 days or 40 hours of 2-person survey crew and 40 hours of survey office technician to process and update the existing basemap AutoCAD file. The 5-days shall be used at the discretion of the CITY or CONSULTANT project team.

**3.6 Underground Utilities**

The CONSULTANT (DEA) will contract with an underground utility locate service to set paint marks as the surface location of the underground utilities. The CONSULTANT will use these marks as evidence to depict the underground location of these utilities.

The limits of utility locates are as follows:

- Approximately 20 feet west of existing curb line on the east side of 163rd Avenue NE and NE 40th Street intersection.
- Between 163rd Avenue NE and 172nd Avenue NE, the northern limit is the north side curb line of NE 40th Street and the southern limit is approximately 25 feet south of existing curb line on south side of NE 40th Street.
- Entire intersection of 172nd Avenue NE and NE 40th Street.

Storm drain structures will be opened to determine pipe type, size, depth, and connection invert elevations. Sanitary sewer will be plotted based on the surveyed location of manholes together with system maps to determine pipe size and connection invert elevations. The CONSULTANT will coordinate with a private utility locate vendor to arrange to have the locations of existing utilities surface marked and will request utility as-builts for the areas where improvements are planned. For areas outside the right of way, the CONSULTANT will work with the CITY to obtain private utility information. The CONSULTANT shall survey the locations of the painted utility locates and incorporate the lines into the base mapping.

#### **Task 4.0 Environmental Documentation**

The purpose of this task is to determine the environmental impacts associated with the NE 40th Street Shared Use Path project and prepare the applicable environmental compliance documentation and permit applications for the project. Environmental documents will be developed in a manner that satisfies regulatory requirements.

##### **4.1 Environmental Technical Reports**

The CONSULTANT (DEA and HWA) shall prepare Technical Reports (TRs) to support the SEPA documentation and permits.

Prior to beginning any environmental work, the CONSULTANT shall coordinate an environmental kick-off meeting with the CITY. The intent is to develop communication, confirm the approach, discuss the environmental documentation schedule, exchange information, and develop relationships for continued work on the PROJECT.

##### **Meetings:**

- One Environmental kick-off meeting between the CONSULTANT and the CITY environmental lead.

##### **4.1.1 Geology and Soils Technical Report**

###### **Geotechnical Investigation (30%)**

The CONSULTANT (HWA) shall assess the existing geological and geotechnical conditions within the project limits and prepare a geology and soil technical report that provides preliminary geotechnical conclusions and recommendations report for the preferred alternative. The specific tasks to be conducted for the technical report are as follows.

- Collect and review readily available geologic, soils, and topographic data for the project's alignment to aid in characterizing the affected environment. Data to be reviewed may include, but not be limited to, aerial photographs, published geologic maps, GIS database layers, topographic maps, geologic hazard maps, as-built plans, and previous geotechnical studies completed along the project's alignment. The CITY shall provide copies of documents they may have on file, such as soils and foundation reports and as-built drawings of the current alignment.
- Perform a visual geologic site reconnaissance to field truth the conditions interpreted from the review of existing information as they relate to the critical design elements. The CONSULTANT (HWA) shall assess areas of suspected soft ground conditions, steep slopes, likely retaining walls and possible pedestrian bridge locations, and site access points for future explorations.
- Participate in design alternatives phase using preliminary reconnaissance to suggest alignments that will minimize walls.
- Conduct a site exploration program consisting of up to 8 hand-auger borings (approved by the CITY and within easement areas) augmented with dynamic cone penetrometer testing.

Field work is anticipated to require approximately 1.5 to 2 days of time on site. Proposed exploration locations will be selected based on the path alignment alternatives and be provided in a Site Exploration Plan for review and approval by the CITY prior to conducting the hand auger borings. Preparation for hand auger borings will include performing up to two site visits to mark and check the locations of the proposed hand auger borings for the presence of utilities. Following completion of the explorations, summary boring logs will be prepared, and laboratory testing will be assigned.

- From review of existing data and completed shallow hand auger explorations, evaluate:
  - Feasible retaining wall types and providing preliminary design parameters for the best alternatives (where adequate data is available to estimate preliminary design parameters).
  - Preliminary assessment of signal pole and luminaire foundation design
  - Provide recommendations for additional explorations that may be needed for design of the proposed improvements.
  - Assess site for areas of groundwater seepage and determine if mitigation methods are required for diverting seepage to the storm drain system.
- Prepare a draft geology and soils technical report (TR) summarizing the results of the preliminary geotechnical investigation for review and comment by the CITY.
- Respond to comments and prepare a final TR.

**Meetings:**

- No meeting is anticipated with this work element.

**Assumptions:**

- No traffic control plans are needed for hand auger borings.
- No machine drilled borings are included for this phase.
- Prior to performing geotechnical work, the CITY will review and approve the exploration locations.
- Permits/Right-of-Entries for site explorations will be provided at no cost to HWA.
- The subsurface explorations will not be used to assess site environmental conditions. However, visual and/or olfactory observations regarding potential contamination will be noted. Analysis, testing, storage, and handling of potentially contaminated soil and groundwater (either sampled or spoils from drilling) are beyond this scope of services.
- All holes will be backfilled and the surface restored.
- Hand auger borings will be conducted outside of paved areas, and no restoration of pavement is needed.
- One round of review of the technical report will be required.
- No ground water monitoring wells will be installed for this phase.
- Infiltration will not be used as part of the stormwater management plan.

**Deliverables:**

- Site plan with hand auger boring locations.
- One Draft Geology and Soils TR.
- One Final Geology and Soils TR.

### **4.1.2 Critical Areas Report**

The CONSULTANT (DEA) shall prepare a Critical Areas Report (CAR) addressing fish and wildlife habitat conservation areas, wetlands, geologic hazard areas, frequently flooded areas, and critical aquifer recharge areas in the action area.

#### **Meetings:**

- No meeting is anticipated with this work element.

#### **Assumptions:**

- One round of review will be required.

#### **Deliverables:**

- Draft CAR.
- Final CAR.

## **4.2 SEPA Environmental Documentation**

### **4.2.1 Compliance with Governor's Executive Order 21-02**

The CONSULTANT shall prepare an EZ-1 Project Review Form and submit it to the Washington Department of Archaeology and Historic Preservation to comply with EO 21-02. The information in the determination letter from DAHP will be used in the SEPA checklist.

#### **Meetings:**

- No meeting is anticipated with this work element.

#### **Assumptions:**

- One round of review will be required.
- The determination from DAHP will be no adverse effect on cultural/historic resources.

#### **Deliverables:**

- Draft EZ-1 form.
- Final EZ-1 form.

### **4.2.2 Environmental Checklist**

The CONSULTANT shall prepare an environmental checklist to comply with SEPA.

#### **Meetings:**

- No meeting is anticipated with this work element.

#### **Assumptions:**

- The CITY will be the SEPA Lead Agency.
- Up to two rounds of CITY review may be required.
- A Mitigated Determination of Non-Significance (MDNS) will be issued for the PROJECT by the CITY.

#### **Deliverables:**

- Draft SEPA Checklist.
- Final SEPA Checklist.

## 4.3 Environmental Permitting

### 4.3.1 WDFW Hydraulic Project Approval (HPA)

The project will involve work over a stream triggering the need for an HPA permit. The CONSULTANT shall apply for the permit through WDFW's simplified application procedure (not using the JARPA form).

**Meetings:**

- No meeting is anticipated with this work element.

**Assumptions:**

- None.

**Deliverables:**

- Online permit application.

### 4.3.2 Redmond Permits

The CONSULTANT shall prepare and submit the following permit applications to go along with the SEPA documentation:

- General Application Form
- General SEPA Form
- NPDES Permit (See 4.3.3)
- Right-of-Way Permit

**Meetings:**

- No meeting is anticipated with this work element.

**Assumptions:**

- A Clear and Grade Permit will not be required.

**Deliverables:**

- Completed permit applications.

### 4.3.3 NPDES Permit and SWPPP

An NPDES Stormwater Construction General Permit will be required for disturbance of over one acre during construction. The CONSULTANT shall prepare the Notice of Intent (NOI) form, the public notice, and supporting documentation for submittal to Redmond, including plan sheets and associated notes and text. The CITY shall publish the public notice twice in a local newspaper, seven (7) days apart, consistent with the NPDES permit requirements. The CITY will transfer the Stormwater Construction General Permit to the Contractor when construction begins. The CONSULTANT will follow the City's stormwater requirements and prepare memorandums and stormwater calculations for permits, administrative modification, and/or project files. Stormwater calculations and memorandum work are included in Task 12.0.

The CONSULTANT shall prepare a Stormwater Pollution Prevention Plan (SWPPP) in accordance with Redmond's current Stormwater Management Manual. Temporary Erosion and Sediment Control Plans will be utilized for the drawing portion of the SWPPP.

**Meetings:**

- No meeting is anticipated with this work element.

**Assumptions:**

- The CONTRACTOR will use the SWPPP as the basis for their SWPPP submittal.

**Deliverables:**

- Notice of Intent Application.
- NPDES Public Notice.
- TESC Plan.
- SWPPP.

**Task 5.0 Tree Evaluation**

The CONSULTANT (UFC|BC) shall perform an evaluation and analysis of the trees along the south side of NE 40th Street from 163rd Avenue NE to 172nd Avenue NE. The limits of the tree evaluation will be from back of curb line to approximately 25 feet south of curb line. Full parcels tree survey is not included in this scope of services.

**5.1 Tree Documentation**

The CONSULTANT (UFC|BC) shall perform the following:

- Schedule a site visit by a Tree Risk Assessment Qualified arborist within 60 days of a signed proposal to assess the following tree(s):
  - Trees with a trunk diameter (DSH/DBH measured at 54 inches) greater than 6 inches located within or directly adjacent to a 25-foot buffer south of the sidewalk curb line along the south side of NE 40th Street from 163rd Avenue NE to 172nd Avenue NE.
- Perform a tree inventory in the specified area(s) up to, but not exceeding, a quantity of 120 trees or upon completion of the specified area(s). Exceptions include specific areas where groups of trees may be considered as one. Inventoried trees will be physically tagged with/assigned a corresponding ID number that will be referenced on maps and within the final deliverable(s).
- Trees to be inventoried shall be assessed and identified by using Level 1 limited visual assessment\* methods from any accessible aspect available to us at the time of our fieldwork to identify observable tree parts with the following:
  - Probable or imminent likelihood of failure, and
  - Moderate or high likelihood of impact to any potential persons, property, or activities if the tree part failed.
- Trees with an assessed probable or imminent likelihood of failure and a moderate or high likelihood of impact to any potential persons, property, or activities if the tree part failed, shall be:
  - Documented in the inventory and assessment dataset, and
  - Recommended for removal or other risk mitigation (if warranted), or
  - Recommended for a higher level of assessment (i.e., ISA Level 2 Basic Assessment)
- Evaluate potential project impacts on trees and provide general tree protection and management recommendations in the final deliverables.
  - Work with the design team to develop specific tree protection measures once designs begin to be defined.
  - This will include how the work can be accomplished within the driplines of trees.
  - Propose generic tree pruning measures (if warranted) for the trees slated for retention to promote their long-term viability.
- Provide one (1) draft and one (1) final Arborist Report that will present the findings and recommendations of the inventory and tree risk assessment. The report will include:
  - a. A summary of procedures used during the inventory.

- b. A site plan/map of tree locations.
- c. Tree descriptions including:
  - i. ID number
  - ii. Species
  - iii. Trunk diameter (measured at 54 inches)
  - iv. Condition class (good, fair, poor, poor, poor, dead)
  - v. Estimated height class (large, medium, small)
  - vi. Estimated canopy radius (dripline) (+/- 5 feet)
  - vii. Significant and non-significant designation
  - viii. Viable and non-viable designation
  - ix. Anticipated root zone infringement (<25%, 25-50%, 51-75%, >75%)
  - x. Tree work recommendations such as pruning, removal, structural support installation, and/or lightning protection system installation.
  - xi. Required replacement/mitigation ratio for tree removal.
    - Summary table of removals and replacements for the option(s) presented.
    - Discussion of whether on-site replacement is possible and recommended locations for replacements.
- d. Tree risk reporting including:
  - i. Tree selection criteria and tree risk assessment methodology used.
  - ii. Specific risk targets considered.
  - iii. Likelihood of failure and likelihood of impact
  - iv. Risk mitigation options, such as but not limited to pruning, removal, or structural support installation.
  - v. Recommendations for Level 2 Basic and Level 3 advanced assessments (if warranted).
  - vi. Estimated residual risk after completion of the recommended mitigation.
  - vii. Definitions of unique terms used in tree risk assessment.
  - viii. Recommended reassessment interval.
- Provide permitting support.
  - Assist the project team by filling out permit forms.
  - Produce tables that help determine tree impacts and mitigation requirements to help the team with information in determining mitigation measures to be used and where replacement trees can/will be planted.

**Meetings:**

- No meeting is anticipated with this work element.

**Assumptions:**

- Trees located on private properties will require Rights of Entry (ROE) to access the trees to tag the trees, take measurements and visually evaluate. ROE will be provided by others prior to our fieldwork.
- The Tree Report can then be utilized to develop the Tree Retention & Protection Plan, any tree removal permits, and mitigation as required by the City of Redmond.

- Risk assessment will follow methods defined in the International Society of Arboriculture (ISA) Best Management Practices for Tree Risk Assessment and ANSI A300 Tree Risk Assessment Standard
- City tree evaluation and permit forms will be filled out. Tables will be created that help determine tree impacts and mitigation requirements. This information will assist the team in determining mitigation measures to be used and where replacement trees will be planted.

**Deliverables:**

- Draft Tree Evaluation Report.
- Final Tree Evaluation Report.
- Tree Preservation Plan Exhibit.

**5.2 Arborist Site Walk with Design Team**

The CONSULTANT (UFC|BC) shall attend a site visit with the design team and CITY to evaluate potential tree impacts and provide recommendations to mitigate or avoid tree impacts. The duration of the site visit is assumed to be 4 hours long.

**Task 6.0 Alternatives Analysis (10% Design)**

**6.1 Project Site Visits (3 Total)**

The CONSULTANT (DEA) shall conduct three (3) site visits during the Alternatives Analysis to become familiar with the site. CLIENT staff shall be present at the site visits, if requested.

**6.2 Alternatives Analysis/Alternatives Analysis Summary Document (10% Design)**

An Alternatives Analysis Summary document, conceptual design alternatives for shared use path alignments/cross-sections, reconfiguration of NE 40th Street channelization, existing bike lane connection, and preliminary cost estimates shall be prepared for this project by the CONSULTANT (DEA, TDG). The document will be used to select a preferred alternative. The analysis, along with support information from the reports prepared in Tasks 4.0 and 5.0, will be used to prepare the Alternatives Analysis Summary document and shall include the following elements:

- Shared Use Path Design Criteria.
- Shared Use Path Alternatives.
  - The CONSULTANT (DEA, TDG) shall develop up to three (3) viable alternatives for shared use path alignments and cross-sections, including connections to the following:
    - Existing shared use path west of 163rd Avenue NE.
    - New improvements at Bel-Red Road intersection.
    - King County Metro stops.
    - Intersections: ADA ramps and crossings.
    - Microsoft Fitness Trail.
    - Existing utilities.
    - Connection with existing bike lanes east of 172nd Avenue NE.
  - For each alternative, the CONSULTANT shall develop a vertical alignment.
- Retaining Wall Evaluation
  - The CONSULTANT (DEA) shall evaluate retaining wall types for each alternative. Information such as wall heights and drainage will be used.
- Count Creek Pedestrian Bridge Evaluation

- The CONSULTANT (DEA, TDG) shall evaluate shared use path alternatives crossing Count Creek. Two shared use path alignment options are to eliminate the center lane in Count Creek vicinity or maintain the center lane in Count Creek area and place the shared use path on a pedestrian bridge over Count Creek.
- Preliminary Cost Estimates
  - The CONSULTANT (DEA, TDG) shall prepare construction cost estimates for each alternative.
- Constructability Evaluation
  - The CONSULTANT (DEA) shall evaluate the construction of each alternative and how to maintain pedestrian access during construction.
- Pros and Cons Matrix
  - The CONSULTANT (DEA, TDG) shall create a matrix listing the pros and cons for each alternative, including relative costs and schedule impacts. The table will also include missing and unknown information and what could be done to obtain that information. For example, if an alternative impacts the NE 40th Street curb and travel lanes, additional geotechnical investigation may be needed.

**Meetings:**

- No meeting is anticipated with this work element.

**Assumptions:**

- The potential Count Creek pedestrian bridge will be laid out, so abutments are located outside of Count Creek ordinary high-water mark and does not impact the existing culvert and headwalls.
- The pedestrian bridge is assumed to be precast concrete slab.

**Deliverables:**

- Draft Alternatives Analysis Summary document.
- Final Alternatives Analysis Summary document.
- Colored Roll plots and 11"x17" exhibits for each alternative.

**Task 7.0 Public Involvement**

The goal of the public involvement task is to provide information to the public about the PROJECT and its status, and to establish a forum for the community and affected property owners to provide input in the development of the PROJECT. Implementation of the public involvement task will be a joint effort of the CONSULTANT and the CITY.

**7.1 Outreach Materials and Notifications**

The CONSULTANT (DEA) shall assist the CITY's outreach effort in developing graphics and exhibits a public outreach plan based on the CITY's outreach document. The CONSULTANT (DEA) shall review outreach texts (newsletters, press releases, social media, website) that were developed by the CITY.

**Meetings:**

- The CONSULTANT shall attend up to two (2) meetings to strategize and coordinate graphic needs.

**Assumptions:**

- The CITY will be the lead in preparing outreach materials and sending out materials to the public (website, emails, e-magazine, press releases, online comment opportunities) and

coordinating outreach with nearby projects. The CONSULTANT will attend up to 3 meetings to strategize and coordinate outreach. The CONSULTANT will provide project graphics for the outreach and for property owner meetings.

- The City will manage public inquiries received via the point of contact and take the lead in preparing responses to questions. The City will share these communications, as appropriate, to inform any interim reports on public outreach and/or the final outreach summary.
- The City will take the lead role on any proactive media outreach and media response for the project.
- The City will print any outreach materials when possible unless they do not have the equipment to produce a piece. In that case, the City will be billed directly for all external printing or mailing services.

**Deliverables:**

- Graphics and exhibits for outreach

**Task 8.0 Illumination**

The CONSULTANT (DEA) will utilize the City of Redmond Illumination Design Manual, Special Provisions, Standard Details, and other associated standards as the basis for the shared use path and roadway illumination design. Illumination system coordination will be required as much of the existing walkway includes privately owned lighting systems. An AGi lighting photometric model will be created of the roadway and shared use path. The model will identify luminaire locations based on light level guidelines using the standards identified. Lighting components shall be located in their proposed locations to the extent possible considering factors such as underground and overhead conflicts and compliance with ADA, MUTCD, and City of Redmond standards for use and placement.

**8.1 Preliminary Illumination Design (30% Completion)**

The existing illumination system is a roadway illumination owned and maintained by PSE and there is no pedestrian illumination along the existing sidewalk within the project area. It is anticipated that the existing roadway illumination poles will need to be modified. The new illumination system will be owned and operated by the City of Redmond and the new illumination equipment will be in accordance with City of Redmond standards.

The CONSULTANT (DEA) shall perform the following tasks as identified below:

- Understanding ownership of existing and future systems, including new lighting and any impacted existing private and street lighting systems.
- Identifying existing electrical connections and services for use in final system design.
- Coordinate with City staff to determine preferred fixture and lighting systems for the length of the shared use path, including pole type, fixture type, and fixture mounting heights.

The deliverable for this task is included in Task 9.1

**8.2 Roadway and Shared Use Path Illumination Design**

Once the system coordination has been completed and the shared use path alignment has been determined, an AGi lighting photometric model will be created of NE 40th Street roadway and the new shared use path. This will be used to show that the proposed lighting plan meets the identified light levels for the project. Once the lighting model is approved as part of the “Round 1” of the Illumination Design Manual steps, construction plans will be prepared.

The CONSULTANT (DEA) will perform the following work tasks as identified below:

- Confirm design criteria with project team.
- Conduct an AGi photometric lighting model of NE 40th Street roadway and the shared use path.
- Create illumination construction plans with a layout showing locations of proposed light poles and light poles that are to remain or to be removed and/or relocated. The plans will include fixture locations, junction boxes, conduits, conductors, electrical components, and associated details, as necessary.
- Incorporate the existing street lighting as appropriate. Determine location and check lighting if an existing pole needs to be relocated. Work with City and PSE to determine revised street lighting poles and fixtures as appropriate.

The deliverable for this task is included in Task 13.0.

**Meetings:**

- The CONSULTANT shall attend up to two (2) meetings with Redmond's traffic operations group to discuss comments and resolutions.
- The CONSULTANT shall attend up to one (1) site visit meeting with Redmond's traffic operations to inspect existing traffic operation cabinets and vaults/junction boxes.

**Assumptions:**

- The City will provide details on the preferred roadway and shared use path lighting.
- AGi32 software will be used for illumination design.
- Only one AGi lighting model will be created, and only one set of comments addressed. If additional relocations of proposed fixtures are required (resulting in additional light modeling work), that would be considered Extra Services.
- Existing street luminaires along project are owned by PSE. If existing street luminaires are recommended to be relocated or replaced or fixtures changed to LED, for example due to curb and gutter line relocation, there will be PSE coordination required. The affected poles may become CITY luminaires and fixtures would be LED. The CITY will provide power source. The CONSULTANT (DEA) will assist the CITY with this PSE coordination process. The CONSULTANT (DEA) will show this information in the plans and provide any associated project costs.

**Task 9.0 Preliminary Design (30% Plans and Estimate)**

**9.1 Preliminary Design (30% Completion)**

For the preliminary design, the CONSULTANT (DEA, TDG) shall develop a 30% preliminary design and prepare the project drawings as shown in Appendix A.

An opinion of probable construction cost for the preliminary design shall be prepared by the CONSULTANT (DEA, TDG).

Using the design schedule, the CONSULTANT shall update the schedule with any time sensitive elements or restrictions and major work elements.

**Meetings:**

- The CONSULTANT shall attend one comment resolution meeting to discuss the CITY's comments on 30% comments.

**Assumptions:**

- None.

**Deliverables:**

- 30% Plans.
- 30% Opinion of Probable Construction Cost.

## 9.2 Utility Location and Coordination (30%)

The CONSULTANT (DEA) shall review the 30% design to identify potential conflicts, and if practical, modify the design to avoid these conflicts. The CONSULTANT (DEA) and the CITY shall work together to resolve remaining conflicts.

The CITY shall coordinate with utility owners regarding the potential relocation of existing facilities and the installation of new or planned services.

## Task 10.0 Geotechnical

### 10.1 Geotechnical Investigation (Final)

The CONSULTANT (HWA) shall review the final path alignment and the results of the geotechnical findings completed for the preliminary design, including subsurface soil and groundwater conditions, and preliminary geotechnical recommendations. *Supplemental explorations may be completed at key features (stormwater facilities, signal poles, etc.).* The CONSULTANT (HWA) will perform analyses to update the preliminary geotechnical recommendations, complete additional recommendations and summarize the recommendations in a final design geotechnical report.

#### 10.1.1 CONTINGENCY: Data Review, Supplemental Field Explorations, and Laboratory Testing

*The CONSULTANT (HWA) shall evaluate subsurface soil and groundwater conditions at the locations of storm water facilities, retaining walls, pedestrian bridge, and signal poles, as appropriate. The specific tasks to be completed for the supplemental field explorations include:*

- *Based on the selected alternative, complete a site visit to locate the proposed supplemental borings, mark for utility locates and plan the traffic control operations.*
- *Prepare a geotechnical exploration work plan memorandum outlining the proposed exploration program to be submitted to the City for review and approval. The work plan will detail the type, location, and extent of proposed field explorations along with logistics necessary to perform the work, such as traffic control plans and identification of staging areas. The work plan will also be used for permitting that may be necessary to access the exploration locations.*
- *The CONSULTANT proposes to drill up to six (6) borings ranging in depth from 10 to 40 feet depending upon the location of the boring and the proposed improvements. If needed, two of the borings will be completed as wells and will be used for monitoring the fluctuation in groundwater levels. The actual number of borings required will be based upon the specific proposed improvements and the perceived data gaps at those locations.*
- *Conduct laboratory testing to evaluate the pertinent physical and engineering characteristics of the site soils from the results of laboratory tests performed on samples obtained from the borings. The CONSULTANT (HWA) anticipates completing moisture content, particle size analyses, Atterberg limits, and direct shear testing.*
- *Conduct groundwater monitoring over a period of one year. This will involve installing groundwater transducers in the well to obtain readings at regular intervals such once a day, hour. The CONSULTANT will make up to four site visits to download groundwater data in the field.*

### **10.1.2 Geotechnical Analyses and Design Report**

After completion of supplemental field explorations, the CONSULTANT (HWA) shall review the preliminary conclusions and recommendations from the geology and soils TR and update as needed for the preferred alternative. The specific tasks to be conducted for the geotechnical engineering report are as follows:

- Provide recommendations and design parameters for retaining walls, including geotechnical parameters for MSE (mechanically-stabilized earth) walls, reinforced concrete walls, gravity walls for use in bidding.
- Provide recommendations for foundation design of signal poles.
- Evaluate long-term slope stability and provide recommendations for temporary and permanent slopes.
- Evaluate the site subsurface drainage conditions as they relate to groundwater seepage and provide recommendations for mitigating the impacts of potential seepage on the proposed improvements.
- Update the preliminary recommendations for earthwork and site preparation including roadway fill placement and compaction, trench backfill, and mitigation of unsuitable/compressible soil conditions. This will include an evaluation of the effects of weather and/or construction equipment on site soils.
- Provide construction considerations for temporary shoring and ground water control during construction.
- Prepare a draft written report containing the conclusions and recommendations along with the supporting field and laboratory data for review and comment by the CITY.
- Provide design support following submittal of draft report to evaluate design modifications that relate to geotechnical aspects of the project that arise during final design.
- Prepare a final written report incorporating review comments from the CITY.
- Review the plans and specifications to verify the geotechnical recommendations have been incorporated into the project. This task includes assistance with developing up to one plan detail and providing input for specifications. This could include details related to site drainage that may be implemented regarding the possibility for subsurface groundwater seepage conditions along the alignment.
- Prepare one Geotechnical Letter of Conformance, if required, verifying that the plans and specifications conform with the geotechnical recommendations.
- Provide response to geotechnical questions from bidders during the bidding period.

### **10.1.3 CONTIGENCY: Geotechnical Analyses for Pedestrian Bridge**

- *Provide recommendations for design of pedestrian bridge crossing for Count Creek including the following tasks:*
  - *Develop seismic parameters and assess potential for liquefaction*
  - *Develop design parameters for foundation design including parameters to assess vertical bearing capacities and lateral loading design parameters.*
  - *Coordinate with bridge designers to provide support for foundation analyses.*
  - *Assess construction access and temporary shoring/dewatering needs during construction.*

#### **Meetings:**

- No meeting is anticipated with this work element.

### **Assumptions:**

- One round of reviews of the draft geotechnical engineering report will be required.
- Infiltration will not be used as part of the stormwater management plan.
- The following assumptions are for contingency boring exploration work:
  - *Traffic Control Plans for the field work to be coordinated with adjacent projects.*
  - *Permits/Right-of-Entries for site explorations will be provided at no cost to HWA.*
  - *Explorations assume a single lane closure with flaggers.*
  - *The subsurface explorations will not be used to assess site environmental conditions. However, visual and/or olfactory observations regarding potential contamination will be noted. Analysis, testing, storage, and handling of potentially contaminated soil and groundwater (either sampled or spoils from drilling) are beyond this scope of services. If contaminated soils and/or ground water are encountered, the material will be properly contained on-site for disposal as mutually agreed upon without additional cost to HWA.*
  - *All non-contaminated drilling spoils and related debris will be drummed on site and transported off site for disposal by the drilling subcontractor.*
  - *No concrete pavement or slabs are present at the drilling locations and coring will not be required prior to drilling the proposed borings.*
  - *Where geotechnical borings are conducted through the pavement, the asphalt will be patched with quick drying cement. Saw cutting of the pavement or hot mix asphalt patches will not be required.*
  - *Any wells installed as part of this investigation will be maintained throughout design and abandoned in accordance with WAC requirements by the Contractor during construction.*
  - *All field works including site reconnaissance, utility locates, and drilling will be accomplished during normal daylight workdays and hours, with at least a minimum 8 hours available per day.*
  - *Boring locations will be located using handheld GPS and measurement from existing known features.*
  - *Following the submittal of the draft geotechnical report, all soil samples will be disposed of. Long-term storage of soil samples by the Consultant is not included.*
- The following are assumptions for the bridge design contingency:
  - *Seismic design parameters will be provided for the AASHTO Guide Specification for LRFD Seismic Bridge Design 3<sup>rd</sup> Edition using estimated shear wave velocities from SPT data. If measured shear wave velocities are desired to optimize seismic design, additional testing could be performed under a supplemental scope and budget.*
  - *Bridge can be supported on spread footings or other shallow foundation system.*

### **Deliverables:**

- *Traffic Control Plans for supplemental field work (Contingency).*
- *Plan of proposed supplemental field work (Contingency).*
- *One Site and Exploration Memorandum (Contingency).*
- One Draft Geotechnical Engineering Report.
- One Final Geotechnical Engineering Report.
- Geotechnical Letter of Conformance (if required).

## **Task 11.0 Utility Coordination**

### **11.1 Utility Coordination**

The CITY will take the lead with contacting, coordinating, and arranging meetings with utility owners. The CONSULTANT (DEA) shall assist the CITY meeting utility owners at the project site, preparing exhibits for utility owner verification, and PDF files of 30%, 60%, and 90% PSE&E submittals.

The CONSULTANT (DEA) shall prepare exhibits showing proposed roadway and share use path illumination for PSE high voltage team to review. These exhibits will show proposed illumination horizontal location and elevations at the bottom and top of proposed illumination poles. The goal for this PSE review is to verify adequate clearance between the proposed illumination system and existing high voltage transmission wires.

#### **Meetings:**

- The CONSULTANT (DEA) shall attend up to four (4) meetings with utility owners at the project site.
- The CONSULTANT (DEA) shall attend up to one (1) meeting with PSE high voltage team to discuss their comments on proposed illumination system.

#### **Assumptions:**

- Anticipated utilities are PSE's gas, high voltage transmission lines, and low voltage distribution lines, Ziply's fiber, Comcast cable, and Redmond's water and sewer lines.

#### **Deliverables:**

- Utility basemap exhibits for utility owners' verification.
- Proposed illumination exhibits for PSE review.
- 30%, 60%, and 90% Plans for Utility Owners review.

### **11.2 Utility Conflict Resolution and Potholing**

The CONSULTANT (DEA) will provide identification, documentation, and a proposed resolution of potential subsurface conflicts between existing utilities and proposed CITY facilities. The CONSULTANT will also provide identification, documentation, and a proposed resolution of potential surface and above-ground conflicts between existing utilities and proposed CITY facilities.

The proposed improvements may require and would benefit from having subsurface utility potholing performed. The CONSULTANT (DEA) shall coordinate the potholing, including the survey and the contracting of the potholing subcontractor. For estimating purposes, it is assumed ten (10) locations will be potholed. If additional potholes are required, this will be done as an extra service.

The CONSULTANT (DEA) shall utilize a private locating service to locate and determine the depth of buried utilities. The CONSULTANT (DEA) shall identify the potential conflicts with existing utilities to remain and identify up to three (3) locations where more data would assist in the relocation design. The utility locate company will provide temporary traffic control plans and a plan of the potholing procedure to the CITY for approval prior to performing work.

The CONSULTANT (DEA) shall coordinate with the utility locating service and survey the pothole locations and elevations. The locating information shall be provided to the CITY in tabular format with references to the plan locations.

The CONSULTANT (DEA) shall prepare a utility summary memorandum. This memorandum will include list of utilities contacted, utility resolutions for each utility conflict, and unresolved utility conflicts that need to be addressed during construction.

**Meetings:**

- No meeting is anticipated with this work element.

**Assumptions:**

- Traffic Control Plans for the field work to be coordinated with adjacent projects.

**Deliverables:**

- Traffic Control Plans for fieldwork.
- Utility conflict resolution and pothole matrix (30%, 60%, 90%).
- Updated utility base map.
- Utility Summary Memorandum (Draft and Final) (Electronic PDF format).

## **Task 12.0 Hydraulic Report**

### **12.1 Preliminary and Final Hydraulic Report**

As part of the 30% preliminary design (see Task 9.1), the CONSULTANT shall develop a conceptual drainage design for the PROJECT. The 30% preliminary design will determine if water quality and detention are required and develop a plan view of the drainage design.

The CONSULTANT (DEA) shall prepare a Draft and Final Hydraulic Report based upon the proposed facilities for the corridor that includes the following elements:

- Project overview
  - General description of project
  - Existing soils type(s)
- Existing conditions summary
  - Review existing site conditions
  - Identify site limitations
- Off-site analysis (upstream and downstream)
  - Study area definition
  - Review of available information
  - Field Inspection
- Minimum requirements
  - Address 9 minimum requirements outlined by DOE
- Permanent Stormwater Control Plan
  - Existing Site Hydrology
  - Developed Site Hydrology
  - Performance Standards and Goals
  - Flow Control System
  - Water Quality System
  - Conveyance System Analysis and Design, including downstream analysis ¼ mile past project limits
- Construction Stormwater Pollution Prevention Plan
  - Evaluation of 13 elements outlined by Washington State Department of Ecology (DOE)

- Special reports and studies
  - Reference other studies prepared for project (geotechnical report, critical area study, etc.)
- Other permits
  - List of other permits and approvals required
- Operations and maintenance manual

Exhibits will be used within the Hydraulic Report to convey the existing conditions and design approach proposed for the PROJECT. The following specific items, or combination of items, will be added as an exhibit or exhibits to the appropriate sections of the Hydraulic Report:

- Existing/proposed conditions
- Existing/proposed pavement limits
- Threshold discharge areas
- Off-site flow onto/through the project limits
- Stormwater release points
- Critical areas
- Existing drainage system with flow direction, 'used,' and 'abandoned' notations

**Meetings:**

- The CONSULTANT shall attend up to two (2) drainage focused meetings with Redmond's stormwater staff to discuss various stormwater topics.

**Assumptions:**

- Pedestrian bridge design is not included in this scope of services. If pedestrian bridge alternative will be implemented into the PROJECT, budget will be negotiated as a supplement.
- For 30% Preliminary Design, drainage profiles will not be developed, but areas of new impervious areas will be estimated.
- Stormwater preliminary design data will be determined and provided to support the SEPA documentation.
- It is assumed the PROJECT will be defined as a "Large Project" as define in City of Redmond Stormwater Technical Notebook, Section 3.5
- One site visit will be required to locate proposed facilities.
- The Final Hydraulic Report assumes compliance with City of Redmond Stormwater Technical Notebook, Issue No. 8, as amended in June 5, 2019.
- Low impact stormwater design concepts will be incorporated into the drainage design where practical.
- The drainage design will be incorporated into the Final Design element.
- The CITY will provide one set of consolidated comments for each draft submittal of the Hydraulic Report.

**Deliverables:**

- Stormwater Data for SEPA document.
- Draft Hydraulic Report. Submitted with 30% design.
- Draft Hydraulic Report. Submitted with 60% design.
- Final Hydraulic Report. Submitted with 100% design.

### **Task 13.0 Pavement Report**

The CONSULTANT (HWA) shall perform pavement evaluation and testing and shall prepare a pavement report for NE 40th Street from 156th Avenue NE to 172nd Avenue NE.

The pavement report will provide recommendations for pavement repair and overlay depth.

The CONSULTANT (HWA) shall perform Falling Weight Deflectometer (FWD) testing along all travel lanes from 156th Avenue NE to 172nd Avenue NE. As FWD testing is a mobile operation and non-destructive testing, traffic control plans and ROW permit will not be required. Tests will be performed at approximately 100-foot intervals. Tests will consist of three drops at each location. GPS readings will be taken at each test location.

Using the results of FWD testing, the CONSULTANT (HWA) will mark the locations of 40 6-inch diameter pavement cores and arrange utility locates. The CONSULTANT (HWA) will subcontract the development of temporary traffic control plans and submit to the City for a ROW permit for pavement coring. Upon approval, the CONSULTANT (HWA) will perform pavement coring at 40 locations. Hand auger explorations to a depth of about two (2) feet at each core location will be performed. Cores will be backfilled with compacted gravel and patched with Aquaphalt Permanent Cold Patch, compacted in lifts, matching existing pavement thickness.

The CONSULTANT (HWA) shall generate photographic logs of pavement cores and perform engineering analyses to determine engineering properties of the subgrade and existing pavement structure.

The CONSULTANT (HWA) shall prepare a report presenting the results of the field testing, including FWD deflection readings, back-calculated resilient moduli of the subgrade, logs of pavement cores, and recommendations for new overlay design. The report will include discussions for pavement areas that should be reconstructed as opposed to rehabilitation.

The CONSULTANT (DEA) shall review the Pavement Rehabilitation Report for NE 40th Street and implement its recommendations into the design plans.

#### **Meetings:**

- No meeting is anticipated with this work element.

#### **Assumptions:**

- The pavement investigation will include the intersections of NE 40<sup>th</sup> Street between 156th Avenue NE and 172nd Avenue NE, requiring extensive traffic control and the use of one to two Uniformed Police Officers (UPO) at 159<sup>th</sup> Ave NE, 163<sup>rd</sup> Ave NE, and NE Bel Red Road.
- The overlay limits will be short of 156th Avenue NE and 172nd Avenue NE intersections. So, the actual intersection areas will not be overlaid.

#### **Deliverables:**

- Traffic Control plans for Pavement Coring.
- Draft NE 40th Street (156th Ave NE to 172nd Ave NE) Pavement Report.
- Final NE 40th Street (156th Ave NE to 172nd Ave NE) Pavement Report.

### **Task 14.0 Final Design Plans, Specifications, and Estimates (PS&E)**

#### **14.1 60% Submittal**

##### **14.1.1 60% Plans**

Symbols used by the CONSULTANT (DEA, TDG) in the plans shall follow APWA standards. If the symbols are not in the APWA standards, then WSDOT standard symbols shall be used.

The CONSULTANT's (DEA, TDG) 60% submittal shall include drawings, quantities, specifications, and the Engineer's estimate. All 30% plan submittal comments received shall be incorporated into the submittal. The CITY shall review the submittal and return a consolidated set of comments to the CONSULTANT (DEA, TDG). The anticipated 60% plans are shown in Appendix A.

**Meetings:**

- The CONSULTANT shall attend a comment resolution meeting to discuss the CITY's comments on 60% comments.

**Assumptions:**

- Pedestrian bridge design is not included in this scope of services. If pedestrian bridge alternative will be implemented into the PROJECT, budget will be negotiated as a supplement.
- The CITY review period shall last three weeks.
- Project design work will be performed assuming basic design parameters that will be acceptable to the CITY. Examples include, but are not limited to, the use of standard proprietary retaining walls such as modular block walls, railings, standard and uniform landscape items and design, standard illumination standards and design, standard plan and profiles, and similar design criteria.
- The CITY will provide requirements or input on the aesthetic treatment of exposed wall surfaces, and preferences for pedestrian rail attachments to retaining walls.
- Illumination will be LED.
- Signal modifications at 163rd Avenue NE and 172nd Avenue NE intersections are anticipated to be limited to improvements on the southern portion of these intersections. Traffic signal loops replacements due to pavement overlay are anticipated at all signalized: 156th, 159th, 163rd, and 172nd.
- Irrigation will be contractor design item; DEA will show on the plans known irrigation and points of connection for irrigation water supply.

**Deliverables:**

- Comment responses spreadsheet from 30% submittal.
- 60% Plans.

**14.1.2 60% Estimate**

The CONSULTANT's (DEA, TDG) opinion of probable construction cost shall be included with the submittal. The opinion of probable construction cost will include an itemized list in tabular form describing specification section, item, number of units (quantity), estimated unit costs, and total cost, with the understanding that any cost opinion provided by the CONSULTANT (DEA, TDG) will be on the basis of experience and judgment. The cost opinion shall be prepared using standard unit costs and lump sum prices. The "Bid Proposal" within the boilerplate specifications shall be prepared from this information by the CONSULTANT (DEA).

**Meetings:**

- No meeting is anticipated with this work element.

**Assumptions:**

- There will be two bid schedules, one for shared use path improvements and one for pavement overlay.

**Deliverables:**

- Comment responses spreadsheet from 30% submittal.

- 60% Opinion of Probable Construction Cost

### 14.1.3 60% Specifications

The CONSULTANT (DEA, TDG) shall develop the PROJECT specifications. Project specific special provisions will be identified at the 60% level but not completed at this stage.

#### Meetings:

- No meeting is anticipated with this work element.

#### Assumptions:

- The CITY will supply the CONSULTANT (DEA) with the current version of the City of Redmond Special Provisions.

#### Deliverables:

- Comment responses spreadsheet from 30% submittal.
- 60% Specification.

## **14.2 90% Submittal**

The CONSULTANT's (DEA, TDG) 90% submittal shall be the complete PS&E and shall include all drawings, quantities, the specification package and special provisions, and the opinion of probable construction cost.

### 14.2.1 90% Plans

The 60% Design Plan submittal comments shall be incorporated into the 90% submittal. The CITY shall review the submittal and return one set of consolidated comments to the CONSULTANT (DEA, TDG). The review period shall last three weeks.

#### Meetings:

- The CONSULTANT shall attend a comment resolution meeting to discuss the CITY's comments on 90% comments.

#### Assumptions:

- The CITY review period shall last three weeks.

#### Deliverables

- Comment response spreadsheet from 60% submittal.
- 90% Plans.
- Cross-Sections every 50 feet along shared use path alignment.

### 14.2.2 90% Estimate

The 60% opinion of probable construction cost submittal comments shall be incorporated into the 90% submittal. The CONSULTANT (DEA, TDG) shall update the Engineer's Estimate based on design updates.

#### Meetings:

- No meeting is anticipated with this work element.

#### Assumptions:

- None.

#### Deliverables:

- Comment responses spreadsheet from 60% submittal.
- 90% Opinion of Probable Construction Cost.

### **14.2.3 90% Specifications**

The 60% specification submittal comments shall be incorporated into the 90% submittal. The CONSULTANT (DEA, TDG) shall update the specifications and prepare all special provisions.

#### **Meetings:**

- No meeting is anticipated with this work element.

#### **Assumptions:**

- None.

#### **Deliverables:**

- Comment responses spreadsheet from 60% submittal.
- 90% Specification.

### **14.2.4 90% Construction Schedule**

The CONSULTANT (DEA) shall prepare a construction schedule to determine construction duration.

#### **Meetings:**

- No meeting is anticipated with this work element.

#### **Assumptions:**

- None.

#### **Deliverables:**

- 90% Construction Schedule.

### **14.2.5 90% Design Report**

The CONSULTANT shall prepare a draft design report as part of the 90% submittal. The design report will include executive summary of the project, summary of environmental documentation, permits, summary of technical reports, easements, coordination with other projects and entities, project commitments, and issues that need to be followed or addressed during construction.

#### **Meetings:**

- No meeting is anticipated with this work element.

#### **Assumptions:**

- None.

#### **Deliverables:**

- Draft Design Report.

## **14.3 100% Submittal**

The CONSULTANT (DEA, TDG) 100% package shall include completed drawings, the quantities complete, the specifications package and special provisions ready to advertise for bid, and the final opinion of probable construction cost. Plans and specifications shall include details on any property acquisitions and commitments. The 90% PS&E Plan submittal comments shall be incorporated into the submittal. The CONSULTANT (DEA, TDG) shall make no further changes to the documents without the approval of the CITY.

The CONSULTANT shall update the design report based on comments received by the City and any new project information.

#### **Meetings:**

- No meeting is anticipated with this work element.

**Assumptions:**

- None.

**Deliverables:**

- Comment responses spreadsheet from 90% submittal.
- 100% Complete Plan set.
- 100% Complete Contract Provisions Book.
- 100% Opinion of Probable Construction Cost.
- Final Construction Schedule.
- Final Design Report.
- Cross-Sections every 50 feet along shared use path alignment.

## **14.4 Bid Ready Documents**

The CONSULTANT's Bid Ready package shall include completed drawings, the quantities complete, the specifications package and special provisions ready to advertise for bid, and the final Engineer's estimate. The 100% PS&E Plan submittal comments shall be incorporated into the submittal.

**Meetings:**

- No meeting is anticipated with this work element.

**Assumptions:**

- Each sheet shall be stamped and signed by the CONSULTANT.
- The cover page shall be stamped and signed by the CONSULTANT.

**Deliverables:**

- Signed Plan Set.
- Signed Contract Provisions Book (PDF and Word Electronic files).
- Bid Ready Engineer's Estimate that matches the bid item lists in the contract plans (PDF and Excel Electronic files).

## **Task 15.0 Right-of-Way**

### **15.1 Parcel Exhibits**

The CONSULTANT (DEA) shall prepare parcel exhibits for each affected individual parcel that will include existing easements. It is estimated that parcel exhibits are required for three total parcels, all of which will require exhibits for temporary construction easement acquisitions.

**Meetings:**

- No meeting is anticipated with this work element.

**Assumptions:**

- It is assumed that a parcel exhibit is not required for the City-owned parcels, if any, unless there are easements on the parcel.

**Deliverables:**

- Draft Parcel Exhibits.
- Final Parcel Exhibits.

## 15.2 Legal Descriptions

The CONSULTANT (DEA) shall provide descriptions for the right-of-way acquisitions required by this project. The CONSULTANT (DEA) will include area calculations and right-of-way dimensions with parcel descriptions. It is estimated that legal descriptions are required for three (3) total parcels for temporary construction easements.

### **Meetings:**

- No meeting is anticipated with this work element.

### **Assumptions:**

- None.

### **Deliverables:**

- Draft Legal Descriptions.
- Final Legal Descriptions.

## 15.3 Real Estate Services

The CONSULTANT (PRX) shall perform real estate functions required to analyze, negotiate for, and acquire real property interests along the south side of NE 40th Street, on behalf of the City of Redmond, for the PROJECT. This includes temporary property rights. Work by others is noted (ex. DEA).

Tasks include, but are not limited to:

- Title analysis – Prepare list of title exceptions to be cleared, and, if deemed necessary, coordinate with City on any necessary clearance of identified encumbrances.
- Develop Project Funding estimate to accompany preliminary ROW approval by City.
- Where appropriate, prepare Appraisal Waivers Valuations for affected parcels.
- For valuations anticipated over \$35K, coordinate appraisal and appraisal review services.
- Obtain rights of entry for up to 3 parcels.
- Draft all real estate offer package and conveyance documents per CITY-approved formats.
- Lead landowner and/or tenant outreach and negotiations efforts, document all correspondence.
- Lead and administrate all ROW activities in accordance with CITY and State requirements.
- Coordinate Phase 1 and/or 2 EA reports, as directed, prior to closing of right of way purchases.
- Coordinate escrow services, title clearance, payment and recording tasks for all transactions.
- Close out acquisition files in City-approved formats, provide City with final, recorded documents.
- Build out legal ready acquisition files to assist City's counsel in condemnation action, as needed.

This project includes the acquisition of up to (3) temporary construction easements. No permanent fee acquisitions or relocation activities are anticipated.

### **Meetings:**

- Attend up to three (6) property owner outreach and negotiations meetings.

### **Assumptions:**

- Acquisitions limited to (3) parcels, no relocations are anticipated.

- Scope and fee subject to change if design changes following the initial appraisal assignments.
- All titles, escrows, recordings, and Phase 1/2 EA costs to be born directly by CITY.

**Deliverables:**

- Graphics and descriptions for right of entries (DEA).
- Real Estate Documents.
- Closed Real Estate files.
- All documentation required by WSDOT LAG Manual.

**Task 16.0 Bid and Award Support**

The CONSULTANT (DEA, TDG, HWA) shall provide assistance during the bid and award of the construction contract. The following tasks will be provided by the CONSULTANT on an as-needed basis. The CONSULTANT shall obtain written authorization from the CITY prior to providing any of the following services:

- *The CONSULTANT (DEA) shall attend, participate in a pre-Bid meeting to assist the CITY in responding to questions and inquiries.*
- The CONSULTANT (DEA) shall attend and summarize a pre-construction meeting with the construction contractor to assist the CITY in responding to questions and inquiries.
- The CONSULTANT (DEA, TDG, HWA) shall assist the CITY during the bid period to answer any questions that arise concerning the PS&E documents and will assist the CITY in preparing any addenda required to the extent of the budget provided in this contract.

The CONSULTANT (DEA, TDG) shall provide As-Bid documents to the CITY.

**Deliverables:**

- *Attend, participate in and summarize pre-Bid meeting.*
- Attend, participate in and summarize pre-construction meeting.
- Prepare response to bidder questions and bid document addenda.
- Assist with bidder checks such as bid documents and reference checks.
- As-Bid Plans (One (1) paper full-size (22"x34") and four (4) paper half-size (11"x17"), PDF Electronic file).
- As-Bid Contract Provisions (Four (4) paper hard copies, PDF Electronic file).

**Task 17.0 Optional Services**

*Contingency tasks* are identified throughout the Scope of Services. In addition, Optional Services may be required and are to be utilized only for unforeseen added work that is not included in this Scope of Services. The CONSULTANT (DEA) shall obtain written authorization from the CITY prior to doing any work under Optional Services. The compensation amount for work under Optional Services must be agreed to prior to the commencement of the work and will be paid for with the Management Reserve (aka contingency) funds and / or supplemental agreement(s). The CITY will not compensate the CONSULTANT for work under Optional Services without prior written authorization and agreement on the compensation amount. Potential Optional Services tasks may include but not limited to:

- Pedestrian Bridge Design
- Maximum Extent Feasible (MEF) document preparation
- Additional investigations and design services
- Construction Support

- Record Drawings preparation

# Appendix A

## Anticipate Plans

Anticipated PS&E Plan Sheet Index					
Number of Plan Sheets	Description	Notes	Anticipated Plan Sheets at Each PS&E Delivery		
			30%	90%	100%
1	Cover Sheet with Vicinity Map and Index		x	x	x
1	Legend and Abbreviations		x	x	x
3	Typical Sections for NE 40th Street and Shared Use Path		x	x	x
4	Alignment Plan (156th to 172nd)		x	x	x
8	TESC Plans and Details (163rd to 172nd)			x	x
8	Site Preparation Plan (163rd to 172nd)		x	x	x
8	Shared Use Path Plan (163rd to 172nd)		x	x	x
14	Roadway Plan (156th to 172nd)		x	x	x
8	Shared Use Path Profile			x	x
3	Curb Ramp Plan			x	x
4	Roadway/Shared Use Path Details			x	x
3	Wall Plan		x	x	x
8	Drainage Plan (163rd to 172nd)		x	x	x
3	Drainage Profile			x	x
1	Drainage Details			x	x
14	Channelization Plan (163rd to 172nd)		x	x	x
8	Illumination Plan (163rd to 172nd)			x	x
4	Traffic Signal Plan		x	x	x
1	Pole Schedule			x	x
8	Tree Preservation Plan (163rd to 172nd)		x	x	x
8	Landscape Plan (163rd to 172nd)			x	x
2	Landscape Details			x	x
8	Irrigation (163rd to 172nd)			x	x
1	Irrigation Details			x	x
1	Traffic Control Class A Signs			x	x
2	Traffic Control Plans			x	x
4	Pedestrian Detour Plans			x	x
1	Temporary Detection Plan				
139					
	Contract Special Provisions			x	x
	Engineer's Opinion of Construction Cost		x	x	x

## ***Exhibit B*** ***DBE Participation Plan***

---

In the absents of a mandatory DBE goal, a voluntary SBE goal amount of ten percent of the Consultant Agreement is established. The Consultant shall develop a SBE Participation Plan prior to commencing work. Although the goal is voluntary, the outreach efforts to provide SBE maximum practicable opportunities are not.

[See attached voluntary SBE participation](#)

*David Evans and Associates, Inc. (DEA)*

***SBE Inclusion Plan  
for  
City of Redmond***

***NE 40th Street Shared Use Path 163rd Avenue NE to 172nd Avenue NE***

General Description of Work:

For the majority of the work in this task order, DEA and its subconsultants are contracted to prepare preliminary and final designs for the Ne 40th Street Shared Use Path project located in Redmond, WA.

**1. SUBCONTRACTING**

The work associated with this Task Order/Project is subject to a voluntary Small Business Enterprise (SBE) minimum goal of ten percent (10%). DEA will make a good faith effort to achieve a participation of at least 10% by one or more certified SBE firms.

**2. DIVERSE BUSINESS SUBCONTRACTORS**

A list of diverse business contractors DEA included with this project are listed below.

Name of DBE Firm	SBE Certification	Specialty Services
HWA GeoSciences, Inc.	Yes/SBE	Geotechnical, Pavement Design

For this project, HWA is expected to be contracted for approximately \$279,322, which will likely exceed the 10% goal.

At any point in the delivery of this contract, if additional services are needed, HWA, or other subconsultants may be asked to perform additional work, which could increase the percentage of participation.

**3. DIVERSITY EXPERT**

DEA will track and prepare monthly updates on diverse business utilization, progress to date, and projections. DEA will also evaluate change orders for potential diverse business participation.

**4. PAST PERFORMANCE OR STRATEGIES**

DEA has a track record of utilizing MSVWBE (including SBE) firms on a variety of projects in key roles. DEA's approach is to solicit partnering relationships primarily based upon technical capabilities rather than a subcontracting goal, and invest in those relationships in order to provide our clients with reliable and diverse expertise.

To facilitate the development of these relationships, DEA organized an internal Small Business Program in 1995 with the goal of providing maximum practicable opportunities for small businesses to participate on contracts with DEA. DEA's Small Business Program formalizes and documents the efforts DEA undertakes to include small businesses in our contracts. As part of this program, regional liaisons conduct outreach activities to connect DEA staff with qualified small businesses. These small businesses are brought onto project teams in focused roles and provided mentorship and guidance to help them succeed with the intent to continue that partnership onto future projects.

Since 1995, DEA has conducted regular small business fairs to provide opportunities for MSVWBE firms to interact with our project managers and provide information about their services, so we can move quickly when opportunities arise. The high numbers of MSVWBE firms we actively work with provide evidence of the program's success. For the past several years, DEA's Portland office has worked with more than 20 MSVWBE firms in Oregon and Washington each year and subcontracts more than \$1.3 million dollars on average to MSVWBE firms annually.

DEA also participates in the more traditional forms of outreach in our community, including Oregon Association of Minority Entrepreneurs committees and conferences, Minority Enterprise Development Week, and other local technical job fairs. Often, for specific projects, DEA will continue to hold focused DBE outreach events to nurture and develop relationships with MSVWBE firms that will hold meaningful roles on project assignments. For example, DEA held a networking event out of our Bellevue, WA, office in June 2015, specifically to solicit qualifications and establish relationships with DBE firms for an upcoming light rail project. This fair was attended by more than 50 firms from the Seattle area and would have added ten MSVWBE firms to be included to the project team in significant roles. This year our Portland office held a fair in May with the same goal of attracting MSVWBE firms with whom we can partner on upcoming projects.

## **5. PROMPT PAYMENT AND DISPUTE RESOLUTION**

### **Prompt Payments:**

All Subconsultant invoices are due by the 20th calendar day of the month for services completed through the end of the previous calendar month. Invoices are reviewed and approved by the DEA project manager and then processed monthly by Corporate Accounts Payable for billing submission with the DEA invoice. If the Subconsultant invoice is not approved, the Subconsultant will be notified and required to resubmit a corrected invoice along with any required documentation. Accounts Receivable processes weekly reports of project payments, and releases payments to the Subconsultants once a week.

### **Disputed Billings:**

In the event of a disputed billing, only the disputed portion will be withheld from submission to Client. In the event any dispute arises between Subconsultant and DEA or Subconsultant and Client, Subconsultant will continue to perform its work regardless of the nature of the dispute. If Subconsultant makes a valid claim resulting from any act of, omission of, or change made by Client, or anything else for which Client may be liable pursuant to the Prime Agreement, DEA's duty to Subconsultant is limited to passing on the claim to Client. Unless

DEA and Subconsultant agree otherwise, Subconsultant will be bound by such determination and any adjustment in Subconsultant's contract price will be made only to the extent allowed by Client or a final court award against Client.

**6. OTHER**

Not applicable

**Preparation and Delivery of Electronic Engineering and Other Data**

In this Exhibit the agency, as applicable, is to provide a description of the format and standards the consultant is to use in preparing electronic files for transmission to the agency. The format and standards to be provided may include, but are not limited to, the following:

I. Surveying, Roadway Design & Plans Preparation Section

A. Survey Data

Standard: City of Redmond Datum Control, State Plan  
Coordinate System  
Format: Basemap in CAD/Civil3d  
Transmission: Email, Sharepoint

B. Roadway Design Files

Standard: City of Redmond Datum Control, State Plan  
Coordinate System  
Format: Basemap in CAD/Civil3d  
Transmission: Email, Sharepoint

C. Computer Aided Drafting Files

Standard: City of Redmond Datum Control, State Plan  
Coordinate System  
Format: Basemap in CAD/Civil3d  
Transmission: Email, Sharepoint

D. Specify the Agency's Right to Review Product with the Consultant

Agency will retain the rights to review all deliverables referenced in the Scope of Work Exhibit A.

E. Specify the Electronic Deliverables to Be Provided to the Agency

Deliverables outlined in Scope of Work Exhibit A.

F. Specify What Agency Furnished Services and Information Is to Be Provided

Agency furnished services and information outlined in Scope of Work Exhibit A.

II. Any Other Electronic Files to Be Provided

Excel Spreadsheets  
Word Documents  
PDF Files  
Microsoft Project Schedule

III. Methods to Electronically Exchange Data

Email, Sharepoint

A. Agency Software Suite

N/A

B. Electronic Messaging System

N/A

C. File Transfers Format

PDF, ZIP, Word, Excel, Project, CAD

**Exhibit D**  
**Prime Consultant Cost Computations**

---

See attached Exhibit D

**Exhibit D**  
**City of Redmond**  
**NE 40th Street Shared Use Path (163rd to 172nd)**

**David Evans and Associates, Inc.**

				Negotiated			
Classification	Hrs.	x	Rate	=			Cost
1	Project Manager V		329		\$	317.40	\$104,424
2	Project Manager IV		53		\$	270.39	\$14,331
3	Project Coordinator III		18		\$	126.90	\$2,284
4	Project Accountant V		18		\$	159.78	\$2,876
5	Project Manager IV		52		\$	231.12	\$12,018
6	Office Survey Technician V		174		\$	163.77	\$28,496
7	Party Chief IV		160		\$	152.65	\$24,423
8	Party Chief I		160		\$	115.22	\$18,436
9	Engineer III		333		\$	172.07	\$57,298
10	Designer IV		634		\$	208.94	\$132,466
11	Designer IV		72		\$	210.47	\$15,154
12	Engineering Designer I		236		\$	114.61	\$27,047
13	Engineer V		147		\$	205.86	\$30,262
14	Engineer V		119		\$	234.44	\$27,898
15	Engineering Designer I		109		\$	116.76	\$12,727
16	Engineer VII		40		\$	311.44	\$12,458
17	Engineer III		74		\$	169.85	\$12,569
18	Project Manager V		46		\$	221.23	\$10,176
19	Landscape Architect III		69		\$	141.34	\$9,752
20	Business Development IV		94		\$	251.95	\$23,684
21	GIS Analyst IV		32		\$	168.99	\$5,408
22	Scientist III		30		\$	135.19	\$4,056
23	Scientist II		24		\$	124.13	\$2,979
24	Project Manager III		18		\$	224.30	\$4,037

Total Hrs. 3041

**Salary Cost** **\$ 595,260**

**Salary Escalation Cost (estimated)**

Escalation - % of Labor Cost 0% per year @ 1 year(s) \$0

**Direct Expenses**

	No.	Unit	Each	Cost
Reproduction Costs				
Full-Size Plans	0	sets @	\$350 /set	\$ -
Half-Size Plans	0	sets @	\$50 /set	\$ -
Specifications	0	sets @	\$50 /set	\$ -
Potholes	10	@	\$1,200 /each	\$ 12,000.00
Mileage	800	miles @	\$0.700 /mile	\$ 560.00
Urban Forest Services Bartlett Cons	1	@	\$12,500 LS	\$ 12,500.00
Utility Locates	1	@	\$18,000 LS	\$ 18,000.00

**Subtotal** **\$ 43,060**

**David Evans and Associates Total** **\$ 638,320**

Subconsultants		DBE	Hrs	\$ Total
ProgramX	No		159	\$ 32,482
Toole Design Group	No		536	\$ 111,026
HWA Geosciences	Yes		864	\$ 279,322
<b>Subconsultant Total</b>			<b>1559</b>	<b>\$ 422,830</b>

**Direct Expenses Sub-Total (including Subconsultants)** **\$ 465,890**

**Total Costs** **\$ 1,061,150**

**Contingency and Reserve Fund (± 10%)** **\$ 106,150**

**Total Costs with Management Reserve Fund** **\$ 1,167,300**

**Anticipated DBE Percentage** **26%**

**Exhibit D**  
**City of Redmond**  
**NE 40th Street Shared Use Path (163rd to 172nd)**

**David Evans and Associates, Inc.**

Work Element #	Work Element	1	2	3	4	5	6	7	8	9	10	11	12	13	14	15	16	17	18	19	20	21	22	23	24	DEA	DEA
		Project Manager V	Project Manager IV	Project Coordinator III	Project Accountant V	Project Manager IV	Office Survey Technician V	Party Chief IV	Party Chief I	Engineer III	Designer IV	Designer IV	Engineering Designer I	Engineer V	Engineer V	Engineering Designer I	Engineer VII	Engineer III	Project Manager V	Landscape Architect III	Business Development IV	GIS Analyst IV	Scientist III	Scientist II	Project Manager III	Total hrs	Total \$
<b>2.0</b>	<b>PROJECT MANAGEMENT AND QUALITY CONTROL</b>																										
2.1	Project Management	108																								108	\$34,279
2.2	Subconsultant Coordination	72																								72	\$22,853
2.3	Develop Project Schedule	8							20																	28	\$5,981
2.4	Monthly Invoices/Progress Reports	18		18	18																					54	\$10,873
2.5	Project Kick-off Meeting and Progress Meetings	40								40																80	\$21,053
2.6	Quality Control/Quality Assurance Review	1	5																							6	\$1,669
2.7	Change Management	5																								5	\$1,587
	<b>Work Element 2.0 Total</b>	<b>252</b>	<b>5</b>	<b>18</b>	<b>18</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>20</b>	<b>40</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>353</b>	<b>\$98,296</b>
<b>3.0</b>	<b>SURVEY</b>																										
3.1	Data Collection					6	1																			7	\$1,550
3.2	Horizontal and Vertical Control Network					6	8	8	8																	30	\$4,840
3.3	Establish Road Centerline Alignments and Right-of-Ways for Corridor (Basemap)					12	8	8	8																	36	\$6,227
3.4	Topographic Survey					10	86	104	104		1															305	\$44,463
3.5	Future Survey Needs					4	40	40	40																	124	\$18,190
3.6	Underground Utilities					4	16			1																21	\$3,717
	<b>Work Element 3.0 Total</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>42</b>	<b>159</b>	<b>160</b>	<b>160</b>	<b>1</b>	<b>1</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>523</b>	<b>\$78,987</b>	
<b>4.0</b>	<b>ENVIRONMENTAL DOCUMENTATION</b>																										
4.1	Environmental Technical Reports																									0	\$0
4.1.1	Geology and Soils Technical Report																									0	\$0
4.1.2	Critical Areas Report																			2	2	30	24	16		74	\$11,466
4.2	SEPA Environmental Documentation																									0	\$0
4.2.1	Compliance with Governor's Executive Order 21-02																			8	2					10	\$2,354
4.2.2	Environmental Checklist																			24	8			2		34	\$7,847
4.3	Environmental Permitting																									0	\$0
4.3.1	WDFW Hydraulic Project Approval (HPA)																			24	8					32	\$7,399
4.3.2	Redmond Permits																			32	8					40	\$9,414
4.3.3	NPDES Permit and SWPPP		1												24	24				4	4					57	\$10,383
	<b>Work Element 4.0 Total</b>	<b>0</b>	<b>1</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>24</b>	<b>24</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>94</b>	<b>32</b>	<b>30</b>	<b>24</b>	<b>18</b>	<b>247</b>	<b>\$48,863</b>
<b>5.0</b>	<b>TREE EVALUATION</b>																										
5.1	Tree Documentation	3									12															15	\$3,459
5.2	Arborist Site Walk with Design Team									8	8															16	\$3,048
	<b>Work Element 5.0 Total</b>	<b>3</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>8</b>	<b>20</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>31</b>	<b>\$6,507</b>	

David Evans and Associates, Inc.

		1	2	3	4	5	6	7	8	9	10	11	12	13	14	15	16	17	18	19	20	21	22	23	24	DEA	DEA
Work Element #	Work Element	Project Manager V	Project Manager IV	Project Coordinator III	Project Accountant V	Project Manager IV	Office Survey Technician V	Party Chief IV	Party Chief I	Engineer III	Designer IV	Designer IV	Engineering Designer I	Engineer V	Engineer V	Engineering Designer I	Engineer VII	Engineer III	Project Manager V	Landscape Architect III	Business Development IV	GIS Analyst IV	Scientist III	Scientist II	Project Manager III	Total hrs	Total \$
6.0	<b>ALTERNATIVES ANALYSIS (10% Design)</b>																										
6.1	Project Site Visits (3 Total)	3								9	9															21	\$4,381
6.2	Alternative Analysis/Alternatives Analysis Summary Document (10% Design)																									0	\$0
	Draft	6	2							24	60						24	24								140	\$30,662
	Final	2	2							8	16						2	2								32	\$6,858
	Colored Roll Plots/11"x17" exhibits		2								4		32													38	\$5,044
	<b>Work Element 6.0 Total</b>	11	6	0	0	0	0	0	0	41	89	0	32	0	0	0	26	26	0	0	0	0	0	0	0	231	\$46,945
7.0	<b>PUBLIC INVOLVEMENT</b>																										
7.1	Outreach Materials and Notifications	4								8	8	4	8													32	\$6,076
	<b>Work Element 7.0 Total</b>	4	0	0	0	0	0	0	0	8	8	4	8	0	0	0	0	0	0	0	0	0	0	0	0	32	\$6,076
8.0	<b>ILLUMINATION</b>																										
8.1	Preliminary Illumination Design (30% Completion)		2							4				32												38	\$7,817
8.2	Roadway and Shared Use Path Illumination Design		2							4				32												38	\$7,817
	<b>Work Element 8.0 Total</b>	0	4	0	0	0	0	0	0	8	0	0	0	64	0	0	0	0	0	0	0	0	0	0	0	76	\$15,633
9.0	<b>PRELIMINARY DESIGN (30% PLANS AND ESTIMATE)</b>																										
9.1	Preliminary Design (30% Completion)	4	4							8	110	20	40		8		4	15	3	10						226	\$43,251
9.2	Utility Location and Coordination (30%)	2								4	4															10	\$2,159
	<b>Work Element 9.0 Total</b>	6	4	0	0	0	0	0	0	12	114	20	40	0	8	0	4	15	3	10	0	0	0	0	0	236	\$45,409
10.0	<b>GEOTECHNICAL</b>																										
10.1	Geotechnical Investigation (Final)																									0	\$0
10.1.1	Contingency: Data Review, Supplemental Field Explorations, and Labortary Testing	1								2								2								5	\$1,001
10.1.2	Geotechnical Analyses and Design Report	1								2								2								5	\$1,001
	<b>Work Element 10.0 Total</b>	2	0	0	0	0	0	0	0	4	0	0	0	0	0	0	0	4	0	0	0	0	0	0	0	10	\$2,002
11.0	<b>UTILITY COORDINATION</b>																										
11.1	Utility Coordination	4								12	8															24	\$5,006
11.2	Utility Conflict Resolution and Potholing	2								12	24			4	4			2								48	\$9,815
	<b>Work Element 11.0 Total</b>	6	0	0	0	0	0	0	0	24	32	0	0	4	4	0	0	2	0	0	0	0	0	0	0	72	\$14,821
12.0	<b>HYDRAULIC REPORT</b>																										
12.1	Preliminary and Final Hydraulic Report																									0	\$0
	Draft	1	2							2					40	32										77	\$14,316
	Final	1	2							2					12	10										27	\$5,183
	<b>Work Element 12.0 Total</b>	2	4	0	0	0	0	0	0	4	0	0	0	0	52	42	0	0	0	0	0	0	0	0	0	104	\$19,499

David Evans and Associates, Inc.		1	2	3	4	5	6	7	8	9	10	11	12	13	14	15	16	17	18	19	20	21	22	23	24	DEA	DEA
Work Element #	Work Element	Project Manager V	Project Manager IV	Project Coordinator III	Project Accountant V	Project Manager IV	Office Survey Technician V	Party Chief IV	Party Chief I	Engineer III	Designer IV	Designer IV	Engineering Designer I	Engineer V	Engineer V	Engineering Designer I	Engineer VII	Engineer III	Project Manager V	Landscape Architect III	Business Development IV	GIS Analyst IV	Scientist III	Scientist II	Project Manager III	Total hrs	Total \$
13.0	<b>Pavement Report</b>																										
	Traffic Control									4																4	\$688
	Draft	1								2	2															5	\$1,079
	Final	1								1																2	\$489
	<b>Work Element 13.0 Total</b>	2	0	0	0	0	0	0	0	7	2	0	0	0	0	0	0	0	0	0	0	0	0	0	0	11	\$2,257
14.0	<b>FINAL DESIGN PLANS, SPECIFICATIONS, AND ESTIMATES (PS&amp;E)</b>																										
14.1	60% Submittal																										
14.1.1	60% Plans	4	6							32	180	24	80	32	8	16	4	16	12	32						446	\$81,699
14.1.2	60% Estimate	4	2							6	12		6	6	2	4			4	4						50	\$9,659
14.1.3	60% Specifications	4	3							40			6	6	4				6							63	\$12,464
14.2	90% Submittal																									0	\$0
14.2.1	90% Plans	4	6							32	100	24	60	16	8	16	4	8	8	16						302	\$54,893
14.2.2	90% Estimate	4	1							6	16		6	4	2	4			2	4						49	\$9,370
14.2.3	90% Specifications	4	2							24				6	4				8							48	\$9,883
14.2.4	90% Construction Schedule	3	2							4				6	4											9	\$2,181
14.2.5	90% Design Report	4	2							32	2															40	\$7,734
14.3	100% Submittal	4	3							10	8		2	4	2	2	1	2	2	2						42	\$8,604
14.4	Bid Ready Documents	1	2							4	4		2	2	1	1	1	1	1	1						21	\$4,218
	<b>Work Element 14.0 Total</b>	36	29	0	0	0	0	0	0	190	322	48	156	76	31	43	10	27	43	59	0	0	0	0	0	1070	\$200,705
15.0	<b>RIGHT-OF-WAY</b>																										
15.1	Parcel Exhibits	1				2	5																			8	\$1,598
15.2	Legal Descriptions	1				8	10																			19	\$3,804
15.3	Real Estate Services																									0	\$0
	ROW PM																									0	\$0
	Title Review/Documentation Preparations																									0	\$0
	Appraisal Waiver Valuations																									0	\$0
	Negotiations, Admin Justification, Closings																									0	\$0
	<b>Work Element 15.0 Total</b>	2	0	0	0	10	15	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	27	\$5,403
16.0	<b>Bid and Award Support</b>																										
	Pre-Bid Meeting	1								2	2			1												6	\$1,285
	Pre-Construction Meeting	1								2	2			1												6	\$1,285
	Bidder Questions/Addendum	1								2	2			1												6	\$1,285
	<b>Work Element 16.0 Total</b>	3	0	0	0	0	0	0	0	6	6	0	0	3	0	0	0	0	0	0	0	0	0	0	0	18	\$3,856
17.0	<b>Optional Services</b>																										
	<b>Work Element 17.0 Total</b>	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	\$0
	<b>EXPENSES</b>																										\$43,060
	<b>SALARY ESCALATION</b>																										
	<b>PROJECT WORK ELEMENTS TOTALS</b>	329	53	18	18	52	174	160	160	333	634	72	236	147	119	109	40	74	46	69	94	32	30	24	18	3041	\$638,320

Actuals Not To Exceed Table (ANTE)

David Evans and Associates, Inc.  
 14432 SE Eastgate Way, Suite 400  
 Bellevue, WA 98007

JOB CLASSIFICATIONS	2025 Labor Rate NTE	Overhead NTE 177.26%	Fixed Fee NTE 30.00%	2025 All Inclusive Hourly Billing Rate NTE
Administrative Assist IV (ADM4)	\$47.25	\$83.76	\$14.18	\$145.18
Business Development Leader I (BUD1)	\$73.74	\$130.71	\$22.12	\$226.58
Business Development Leader II (BUD2)	\$119.32	\$211.50	\$35.80	\$366.61
Business Development Leader III (BUD3)	\$113.59	\$201.35	\$34.08	\$349.01
Business Development Leader IV (BUD4)	\$155.40	\$275.46	\$46.62	\$477.48
BU/COE Sr. Manager I (BUS1)	\$88.81	\$157.43	\$26.64	\$272.88
BU/COE Sr. Manager II (BUS2)	\$122.17	\$216.55	\$36.65	\$375.37
BU/COE Sr. Manager III (BUS3)	\$164.85	\$292.21	\$49.46	\$506.52
CAD Technician I (CAD1)	\$31.19	\$55.29	\$9.36	\$95.84
CAD Technician II (CAD2)	\$39.52	\$70.05	\$11.86	\$121.43
CAD Technician III (CAD3)	\$41.04	\$72.75	\$12.31	\$126.10
CAD Technician IV (CAD4)	\$58.16	\$103.10	\$17.45	\$178.71
CAD Technician V (CAD5)	\$59.24	\$105.01	\$17.77	\$182.02
COE Delivery Leader I (CDL1)	\$54.32	\$96.28	\$16.29	\$166.89
COE Delivery Leader II (CDL2)	\$61.63	\$109.25	\$18.49	\$189.38
COE Delivery Leader III (CDL3)	\$92.49	\$163.94	\$27.75	\$284.17
Construction Inspector I (CIN1)	\$38.50	\$68.25	\$11.55	\$118.30
Construction Inspector II (CIN2)	\$44.85	\$79.50	\$13.46	\$137.81
Construction Inspector III (CIN3)	\$53.29	\$94.46	\$15.99	\$163.73
Construction Inspector IV (CIN4)	\$64.98	\$115.19	\$19.49	\$199.66
Construction Inspector V (CIN5)	\$70.00	\$124.08	\$21.00	\$215.08
Construction Services Manager I (CSM1)	\$44.31	\$78.54	\$13.29	\$136.14
Construction Services Manager II (CSM2)	\$54.27	\$96.20	\$16.28	\$166.75
Construction Services Manager III (CSM3)	\$81.10	\$143.76	\$24.33	\$249.19
Construction Services Manager IV (CSM4)	\$86.43	\$153.21	\$25.93	\$265.57
Deputy Construction Manager (DCON)	\$46.45	\$82.33	\$13.93	\$142.71
Designer I (DES1)	\$37.05	\$65.67	\$11.11	\$113.84
Designer II (DES2)	\$48.30	\$85.62	\$14.49	\$148.41
Designer III (DES3)	\$61.95	\$109.81	\$18.59	\$190.35
Designer IV (DES4)	\$72.47	\$128.46	\$21.74	\$222.67
Designer V (DES5)	\$74.09	\$131.34	\$22.23	\$227.66
Electrical Engineer II (ELE2)	\$53.13	\$94.18	\$15.94	\$163.25

Electrical Engineer III (ELE3)	\$52.08	\$92.32	\$15.62	\$160.02
Engineering Designer I (END1)	\$45.13	\$80.00	\$13.54	\$138.66
Engineering Designer II (END2)	\$56.13	\$99.50	\$16.84	\$172.47
Engineering Designer III (END3)	\$62.15	\$110.17	\$18.65	\$190.96
Engineer III (ENG3)	\$64.94	\$115.11	\$19.48	\$199.52
Engineer IV (ENG4)	\$72.98	\$129.36	\$21.89	\$224.23
Engineer V (ENG5)	\$82.95	\$147.04	\$24.89	\$254.87
Engineer VI (ENG6)	\$96.60	\$171.23	\$28.98	\$296.81
Engineer VII (ENG7)	\$119.70	\$212.18	\$35.91	\$367.79
Flight Operations Manager (FLOM)	\$81.23	\$143.99	\$24.37	\$249.59
Field Survey Technician I (FST1)	\$28.35	\$50.25	\$8.51	\$87.11
Field Survey Technician II (FST2)	\$30.62	\$54.28	\$9.19	\$94.10
Field Survey Technician III (FST3)	\$34.67	\$61.45	\$10.40	\$106.52
Field Survey Technician IV (FST4)	\$37.14	\$65.83	\$11.14	\$114.12
GIS Analyst II (GIA2)	\$47.25	\$83.76	\$14.18	\$145.18
GIS Analyst III (GIA3)	\$51.99	\$92.15	\$15.60	\$159.74
GIS Analyst IV (GIA4)	\$55.65	\$98.65	\$16.70	\$170.99
GIS Manager (GISM)	\$61.95	\$109.81	\$18.59	\$190.35
Graphic Designer II (GRD2)	\$48.30	\$85.62	\$14.49	\$148.41
Graphic Designer III (GRD3)	\$51.65	\$91.55	\$15.49	\$158.69
Geospatial Technician I (GST1)	\$41.18	\$73.00	\$12.35	\$126.53
Geospatial Technician II (GST2)	\$45.00	\$79.77	\$13.50	\$138.27
Geospatial Technician III (GST3)	\$51.50	\$91.29	\$15.45	\$158.24
Geospatial Technician IV (GST4)	\$64.18	\$113.77	\$19.25	\$197.20
Hydrographer I (HYD1)	\$32.49	\$57.58	\$9.75	\$99.81
Hydrographer II (HYD2)	\$35.09	\$62.19	\$10.53	\$107.80
Hydrographer III (HYD3)	\$42.00	\$74.45	\$12.60	\$129.05
Hydrographer IV (HYD4)	\$61.86	\$109.66	\$18.56	\$190.08
Hydrographer V (HYD5)	\$73.50	\$130.29	\$22.05	\$225.84
Hydrographer VI (HYD6)	\$85.00	\$150.67	\$25.50	\$261.17
Intern I (INT1)	\$27.52	\$48.77	\$8.25	\$84.54
Intern II (INT2)	\$24.05	\$42.63	\$7.21	\$73.89
Landscape Designer I (LAD1)	\$30.87	\$54.72	\$9.26	\$94.85
Landscape Designer IV (LAD4)	\$50.04	\$88.70	\$15.01	\$153.75
Landscape Architect II (LAR2)	\$43.50	\$77.11	\$13.05	\$133.66
Landscape Architect III (LAR3)	\$51.54	\$91.36	\$15.46	\$158.37
Landscape Architect IV (LAR4)	\$63.53	\$112.61	\$19.06	\$195.19
Landscape Architect V (LAR5)	\$65.61	\$116.30	\$19.68	\$201.59
Office Survey Technician I (OST1)	\$35.18	\$62.35	\$10.55	\$108.08
Office Survey Technician II (OST2)	\$35.28	\$62.54	\$10.58	\$108.40
Office Survey Technician III (OST3)	\$42.71	\$75.71	\$12.81	\$131.24
Office Survey Technician IV (OST4)	\$48.15	\$85.35	\$14.45	\$147.95
Office Survey Technician V (OST5)	\$50.83	\$90.10	\$15.25	\$156.18
Office Survey Technician VI (OST6)	\$56.00	\$99.27	\$16.80	\$172.07
Project Accountant II (PAC2)	\$37.91	\$67.19	\$11.37	\$116.47

Project Accountant III (PAC3)	\$43.58	\$77.25	\$13.07	\$133.90
Project Accountant IV (PAC4)	\$49.35	\$87.48	\$14.81	\$151.63
Project Accountant V (PAC5)	\$53.32	\$94.51	\$16.00	\$163.83
Party Chief I (PCH1)	\$38.33	\$67.93	\$11.50	\$117.76
Party Chief II (PCH2)	\$44.18	\$78.31	\$13.25	\$135.75
Party Chief III (PCH3)	\$50.69	\$89.85	\$15.21	\$155.74
Party Chief IV (PCH4)	\$58.28	\$103.30	\$17.48	\$179.06
Party Chief V (PCH5)	\$65.00	\$115.22	\$19.50	\$199.72
Project Controls Specialist I (PCS1)	\$41.00	\$72.68	\$12.30	\$125.98
Project Controls Specialist II (PCS2)	\$48.00	\$85.08	\$14.40	\$147.48
Project Controls Specialist III (PCS3)	\$53.97	\$95.67	\$16.19	\$165.83
Project Controls Specialist IV (PCS4)	\$63.29	\$112.18	\$18.99	\$194.45
Project Controls Specialist V (PCS5)	\$72.44	\$128.41	\$21.73	\$222.58
Project Coordinator I (PJC1)	\$33.50	\$59.38	\$10.05	\$102.93
Project Coordinator II (PJC2)	\$36.87	\$65.36	\$11.06	\$113.29
Project Coordinator III (PJC3)	\$41.30	\$73.21	\$12.39	\$126.90
Project Coordinator IV (PJC4)	\$46.14	\$81.80	\$13.84	\$141.78
Project Coordinator V (PJC5)	\$51.54	\$91.36	\$15.46	\$158.37
Project Coordinator VI (PJC6)	\$61.50	\$109.01	\$18.45	\$188.96
Project Manager I (PJM1)	\$59.24	\$105.01	\$17.77	\$182.02
Project Manager II (PJM2)	\$71.48	\$126.70	\$21.44	\$219.62
Project Manager III (PJM3)	\$86.58	\$153.47	\$25.97	\$266.03
Project Manager IV (PJM4)	\$106.04	\$187.97	\$31.81	\$325.82
Project Manager V (PJM5)	\$124.95	\$221.49	\$37.49	\$383.92
Project Manager VI (PJM6)	\$138.60	\$245.68	\$41.58	\$425.86
Planner I (PLN1)	\$38.99	\$69.12	\$11.70	\$119.80
Planner II (PLN2)	\$48.74	\$86.41	\$14.62	\$149.77
Planner III (PLN3)	\$61.12	\$108.34	\$18.34	\$187.80
Planner IV (PLN4)	\$72.53	\$128.56	\$21.76	\$222.85
Project Surveyor I (PSV1)	\$56.84	\$100.75	\$17.05	\$174.65
Project Surveyor II (PSV2)	\$56.18	\$99.58	\$16.85	\$172.60
Project Surveyor III (PSV3)	\$65.10	\$115.40	\$19.53	\$200.03
Project Surveyor IV (PSV4)	\$75.60	\$134.01	\$22.68	\$232.29
QA/QC Specialist II (QAC2)	\$43.23	\$76.63	\$12.97	\$132.84
QA/QC Specialist III (QAC3)	\$54.60	\$96.78	\$16.38	\$167.76
QA/QC Specialist IV (QAC4)	\$96.60	\$171.23	\$28.98	\$296.81
Remote Pilot I (RPL1)	\$30.56	\$54.16	\$9.17	\$93.88
Remote Pilot II (RPL2)	\$44.18	\$78.31	\$13.25	\$135.75
Remote Pilot III (RPL3)	\$68.25	\$120.98	\$20.48	\$209.70
Survey Analyst I (SAN1)	\$40.72	\$72.18	\$12.22	\$125.12
Survey Analyst II (SAN2)	\$60.38	\$107.02	\$18.11	\$185.51
Scientist I (SCI1)	\$38.71	\$68.62	\$11.61	\$118.95
Scientist II (SCI2)	\$43.05	\$76.31	\$12.92	\$132.28
Scientist III (SCI3)	\$45.48	\$80.62	\$13.65	\$139.75
Scientist IV (SCI4)	\$76.65	\$135.87	\$23.00	\$235.51

<b>Support Svcs Specialist II (SSS2)</b>	\$23.27	\$41.26	\$6.98	\$71.51
<b>Support Svcs Specialist III (SSS3)</b>	\$32.51	\$57.63	\$9.75	\$99.90
<b>Support Svcs Specialist IV (SSS4)</b>	\$35.00	\$62.04	\$10.50	\$107.54
<b>Support Svcs Specialist V (SSS5)</b>	\$43.00	\$76.22	\$12.90	\$132.12
<b>Support Svcs Specialist VI (SSS6)</b>	\$50.00	\$88.63	\$15.00	\$153.63
<b>Support Svcs Specialist VII (SSS7)</b>	\$58.80	\$104.23	\$17.64	\$180.67
<b>Survey Manager I (SVM1)</b>	\$66.93	\$118.65	\$20.08	\$205.66
<b>Survey Manager II (SVM2)</b>	\$80.85	\$143.31	\$24.26	\$248.42
<b>Survey Manager III (SVM3)</b>	\$85.05	\$150.76	\$25.52	\$261.32



**Development Division**  
Contract Services Office  
PO Box 47408  
Olympia, WA 98504-7408  
7345 Linderson Way SW  
Tumwater, WA 98501-6504

TTY: 1-800-833-6388  
[www.wsdot.wa.gov](http://www.wsdot.wa.gov)

April 17, 2025

David Evans and Associates, Inc  
703 Douglas Fir Dr.  
Magnolia, TX, 77354

Subject: Acceptance FYE 2024 ICR – Cognizant Review

Dear Marie Fuzzell:

We have accepted your firm's FYE 2024 Indirect Cost Rate (ICR) of 177.26% of direct labor (rate includes 0.90% Facilities Capital Cost of Money) based on the "Cognizant Review" from The Oregon Department of Transportation (ODOT). This rate will be applicable for WSDOT Agreements and Local Agency Contracts in Washington only. This rate may be subject to additional review if considered necessary by WSDOT. Your ICR must be updated on an annual basis.

Costs billed to agreements/contracts will still be subject to audit of actual costs, based on the terms and conditions of the respective agreement/contract.

Any other entity contracting with your firm is responsible for determining the acceptability of the ICR.

If you have any questions, feel free to contact our office at **(360) 704-6397** or via email [consultanrates@wsdot.wa.gov](mailto:consultanrates@wsdot.wa.gov).

Regards,

  
Schatzie Harvey  
Schatzie Harvey (Apr 18, 2025 06:39 PDT)

SCHATZIE HARVEY, CPA  
Contract Services Manager

SH:kb

## ***Exhibit E***

# ***Sub-consultant Cost Computations***

---

If no sub-consultant participation listed at this time. The CONSULTANT shall not sub-contract for the performance of any work under this AGREEMENT without prior written permission of the AGENCY. Refer to section VI “Sub-Contracting” of this AGREEMENT.

[See attached Exhibit E](#)

**Exhibit E**  
**City of Redmond**  
**NE 40th Street Shared Use Path (163rd to 172nd)**

**HWA Geosciences**

<b>Classification</b>	<b>Hrs.</b>	<b>x</b>	<b>Negotiated Rate</b>	<b>=</b>	<b>Cost</b>
1 Principal IX	6		\$ 327.84		\$1,967
2 Geotechnical Engineer VIII	138		\$ 303.09		\$41,827
3 Geotechnical Engineer V	159		\$ 207.22		\$32,948
4 Geotechnical Engineer III	128		\$ 154.64		\$19,794
5 Geotechnical Engineer III	140		\$ 132.99		\$18,619
6 Geologist V	20		\$ 167.01		\$3,340
7 Geologist III	134		\$ 136.08		\$18,235
8 Geologist II	106		\$ 105.16		\$11,146
9 CAD	17		\$ 111.34		\$1,893
10 Administrative Support	16		\$ 163.92		\$2,623

Total Hrs.            864

**Salary Cost** **\$ 152,392**

<b>Direct Expenses</b>	<b>No.</b>	<b>Unit</b>	<b>Each</b>	<b>Cost</b>
<b>Geotechnical Work</b>				
Laboratory Testing	1	LS	\$8,560.00	\$ 8,560.00
4.1.1 Testing		LS	\$2,620	
10.1.1 Testing		LS	\$5,940	
Locates	2	LS	\$600	\$ 1,200.00
Groundwater Transducers Rentals	3	EA	\$650	\$ 1,950.00
Traffic Control Plans	1	LS	\$1,500	\$ 1,500.00
Traffic Control Rental (lane closure)	1	LS	\$9,000	\$ 9,000.00
Drilling Subcontractor (with 2 wells)	1	LS	\$18,000	\$18,000.00
Mileage	385	miles @	\$0.700 /mile	\$ 270.00
			<b>SUBTOTAL</b>	<b>\$40,480.00</b>

<b>Pavement Testing Work</b>				
Laboratory Testing	1	LS	\$2,800.00	\$ 2,800.00
GPS for Core Locations	2	Day	\$75	\$ 150.00
Traffic Control Plans	40	SHEET	\$150	\$ 6,000.00
FWD Rate	10	HR	\$1,000	\$10,000.00
Pavement Coring	40	EA	\$80	\$ 3,200.00
Traffic Control Plan with UPO and Rentals	1	LS	\$63,900	\$63,900.00
Mileage	570	miles @	\$0.700 /mile	\$ 400.00
			<b>SUBTOTAL</b>	<b>\$86,450.00</b>

**Subtotal** **\$ 126,930**

**HWA Geosciences Total** **\$ 279,322**

**Exhibit E  
City of Redmond  
NE 40th Street Shared Use Path (163rd to 172nd)**

**HWA Geosciences**

Work Element #	Work Element	1	2	3	4	5	6	7	8	9	10	HWA Total hrs	HWA Total \$
		Principal IX Total hrs	Geotechnical Engineer VIII Total hrs	Geotechnical Engineer V Total hrs	Geotechnical Engineer III Total hrs	Geotechnical Engineer III Total hrs	Geologist V Total hrs	Geologist III Total hrs	Geologist II Total hrs	CAD Total hrs	Administrative Support Total hrs		
<b>2.0</b>	<b>PROJECT MANAGEMENT AND QUALITY CONTROL</b>											0	
2.1	Project Management											0	
2.2	Subconsultant Coordination											0	
2.3	Develop Project Schedule											0	
2.4	Monthly Invoices/Progress Reports											0	\$0
2.5	Project Kick-off Meeting and Progress Meetings											0	
2.6	Quality Control/Quality Assurance Review											0	\$0
2.7	Change Management											0	
	<b>Work Element 2.0 Total</b>	0	0	0	0	0	0	0	0	0	0	0	\$0
<b>3.0</b>	<b>SURVEY</b>											0	\$0
3.1	Data Collection											0	\$0
3.2	Horizontal and Vertical Control Network											0	\$0
3.3	Establish Road Centerline Alignments and Right-of-Ways for Corridor (Basemap)											0	\$0
3.4	Topographic Survey											0	\$0
3.5	Future Survey Needs											0	\$0
3.6	Underground Utilities											0	\$0
	<b>Work Element 3.0 Total</b>	0	0	0	0	0	0	0	0	0	0	0	\$0
<b>4.0</b>	<b>ENVIRONMENTAL DOCUMENTATION</b>											0	\$0
4.1	Environmental Technical Reports											0	\$0
4.1.1	Geology and Soils Technical Report	2	19	57		42	8	20		2	6	156	\$29,075
4.1.2	Critical Areas Report											0	\$0
4.2	SEPA Environmental Documentation											0	\$0
4.2.1	Compliance with Governor's Executive Order 21-02											0	\$0
4.2.2	Environmental Checklist											0	\$0
4.3	Environmental Permitting											0	\$0
4.3.1	WDFW Hydraulic Project Approval (HPA)											0	\$0
4.3.2	Redmond Permits											0	\$0
4.3.3	NPDES Permit and SWPPP											0	\$0
	<b>Work Element 4.0 Total</b>	2	19	57	0	42	8	20	0	2	6	156	\$29,075
<b>5.0</b>	<b>TREE EVALUATION</b>											0	\$0
5.1	Tree Documentation											0	\$0
5.2	Arborist Site Walk with Design Team											0	\$0
	<b>Work Element 5.0 Total</b>	0	0	0	0	0	0	0	0	0	0	0	\$0
<b>6.0</b>	<b>ALTERNATIVES ANALYSIS (10% Design)</b>											0	\$0
6.1	Project Site Visits (3 Total)											0	\$0
6.2	Alternative Analysis/Alternatives Analysis Summary Document (10% Design)											0	\$0
	Draft											0	\$0
	Final											0	\$0
	Colored Roll Plots/11"x17" exhibits											0	\$0
	<b>Work Element 6.0 Total</b>	0	0	0	0	0	0	0	0	0	0	0	\$0

HWA Geosciences		1	2	3	4	5	6	7	8	9	10		
Work Element #	Work Element	Principal IX	Geotechnical Engineer VIII	Geotechnical Engineer V	Geotechnical Engineer III	Geotechnical Engineer III	Geologist V	Geologist III	Geologist II	CAD	Administrative Support	HWA	HWA
		Total hrs	Total hrs	Total hrs	Total hrs	Total hrs	Total hrs	Total hrs	Total hrs	Total hrs	Total hrs	Total hrs	Total \$
<b>7.0</b>	<b>PUBLIC INVOLVEMENT</b>											0	\$0
7.1	Outreach Materials and Notifications											0	\$0
	<b>Work Element 7.0 Total</b>	0	0	0	0	0	0	0	0	0	0	0	\$0
<b>8.0</b>	<b>ILLUMINATION</b>											0	\$0
8.1	Preliminary Illumination Design (30% Completion)											0	\$0
8.2	Roadway and Shared Use Path Illumination Design											0	\$0
	<b>Work Element 8.0 Total</b>	0	0	0	0	0	0	0	0	0	0	0	\$0
<b>9.0</b>	<b>PRELIMINARY DESIGN (30% PLANS AND ESTIMATE)</b>											0	\$0
9.1	Preliminary Design (30% Completion)											0	\$0
9.2	Utility Location and Coordination (30%)											0	\$0
	<b>Work Element 9.0 Total</b>	0	0	0	0	0	0	0	0	0	0	0	\$0
<b>10.0</b>	<b>GEOTECHNICAL</b>											0	\$0
10.1	Geotechnical Investigation (Final)											0	\$0
10.1.1	Contingency: Data Review, Supplemental Field Explorations, and Laboratory Testing			18		52		16		2		88	\$13,045
10.1.2	Geotechnical Analyses and Design Report	2	35	84		46	12			5	6	190	\$38,332
	<b>Work Element 10.0 Total</b>	2	35	102	0	98	12	16	0	7	6	278	\$51,378
<b>11.0</b>	<b>UTILITY COORDINATION</b>											0	\$0
11.1	Utility Coordination											0	\$0
11.2	Utility Conflict Resolution and Potholing											0	\$0
	<b>Work Element 11.0 Total</b>	0	0	0	0	0	0	0	0	0	0	0	\$0
<b>12.0</b>	<b>HYDRAULIC REPORT</b>											0	\$0
12.1	Preliminary and Final Hydraulic Report											0	\$0
	Draft											0	\$0
	Final											0	\$0
	<b>Work Element 12.0 Total</b>	0	0	0	0	0	0	0	0	0	0	0	\$0
<b>13.0</b>	<b>Pavement Report</b>											0	\$0
	Traffic Control											0	\$0
	Draft	1	80		128			98	106	8	2	423	\$70,070
	Final	1	4								2	7	\$1,868
	<b>Work Element 13.0 Total</b>	2	84	0	128	0	0	98	106	8	4	430	\$71,939

HWA Geosciences		1	2	3	4	5	6	7	8	9	10		
Work Element #	Work Element	Principal IX	Geotechnical Engineer VIII	Geotechnical Engineer V	Geotechnical Engineer III	Geotechnical Engineer III	Geologist V	Geologist III	Geologist II	CAD	Administrative Support	HWA	HWA
		Total hrs	Total hrs	Total hrs	Total hrs	Total hrs	Total hrs	Total hrs	Total hrs	Total hrs	Total hrs	Total hrs	Total \$
14.0	<b>FINAL DESIGN PLANS, SPECIFICATIONS, AND ESTIMATES (PS&amp;E)</b>											0	\$0
14.1	60% Submittal											0	\$0
14.1.1	60% Plans											0	\$0
14.1.2	60% Estimate											0	\$0
14.1.3	60% Specifications											0	\$0
14.2	90% Submittal											0	\$0
14.2.1	90% Plans											0	\$0
14.2.2	90% Estimate											0	\$0
14.2.3	90% Specifications											0	\$0
14.2.4	90% Construction Schedule											0	\$0
14.2.5	90% Design Report											0	\$0
14.3	100% Submittal											0	\$0
14.4	Bid Ready Documents											0	\$0
	<b>Work Element 14.0 Total</b>	0	0	0	0	0	0	0	0	0	0	0	\$0
15.0	<b>RIGHT-OF-WAY</b>											0	\$0
15.1	Parcel Exhibits											0	\$0
15.2	Legal Descriptions											0	\$0
15.3	Real Estate Services											0	\$0
	<b>Work Element 15.0 Total</b>	0	0	0	0	0	0	0	0	0	0	0	\$0
16.0	<b>Bid and Award Support</b>											0	\$0
	Pre-Bid Meeting											0	\$0
	Pre-Construction Meeting											0	\$0
	Bidder Questions/Addendum											0	\$0
	<b>Work Element 16.0 Total</b>	0	0	0	0	0	0	0	0	0	0	0	\$0
17.0	<b>Optional Services</b>											0	\$0
	<b>Work Element 17.0 Total</b>	0	0	0	0	0	0	0	0	0	0	0	\$0
	<b>EXPENSES</b>												\$126,930
	<b>SALARY ESCALATION</b>												
<b>PROJECT WORK ELEMENTS TOTALS</b>		6	138	159	128	140	20	134	106	17	16	864	\$279,321.53



**Development Division**  
Contract Services Office  
PO Box 47408  
Olympia, WA 98504-7408  
7345 Linderson Way SW  
Tumwater, WA 98501-6504

TTY: 1-800-833-6388  
[www.wsdot.wa.gov](http://www.wsdot.wa.gov)

July 2, 2025

HWA GeoSciences, Inc  
21312 30<sup>th</sup> Dr SE, Suite 110  
Bothell, WA 98021

Subject: Acceptance FYE 2024 ICR – CPA Report

Dear Vasiliy P. Babko:

We have accepted your firm's FYE 2024 Indirect Cost Rate (ICR) of 179.28% of direct labor (rate includes 0.96% Facilities Capital Cost of Money) based on the "Independent CPA Report" prepared by T-MAX, CPA. This rate will be applicable for WSDOT Agreements and Local Agency Contracts in Washington only. This rate may be subject to additional review if considered necessary by WSDOT. Your ICR must be updated on an annual basis.

Costs billed to agreements/contracts will still be subject to audit of actual costs, based on the terms and conditions of the respective agreement/contract.

This was not a cognizant review. Any other entity contracting with the firm is responsible for determining the acceptability of the ICR.

If you have any questions, feel free to contact our office at **(360) 704-6397** or via email [consultanrates@wsdot.wa.gov](mailto:consultanrates@wsdot.wa.gov).

Regards,

  
[Schatzie Harvey \(Jul 3, 2025 07:03 PDT\)](#)  
SCHATZIE HARVEY, CPA  
Contract Services Manager

SH: kb

**Exhibit E**  
**City of Redmond**  
**NE 40th Street Shared Use Path (163rd to 172nd)**

**ProgramX**

<b>Classification</b>		<b>Hrs.</b>	<b>x</b>	<b>Negotiated Rate</b>	<b>=</b>	<b>Cost</b>
1	Project Manager	129		\$ 210.00		\$27,090
2	Acquisition Specialist	30		\$ 135.00		\$4,050
Total Hrs.		159				

**Salary Cost** **\$ 31,140**

<b>Direct Expenses</b>	<b>No.</b>	<b>Unit</b>	<b>Each</b>	<b>Cost</b>
Reproduction Costs	0	LS	\$75.00	\$ -
Recordings	3	Each	\$310.00	\$ 930.00
Mileage	588	miles @	\$0.700 /mile	\$ 411.60
<b>Subtotal</b>				<b>\$ 1,342</b>

**ProgramX Total** **\$ 32,482**

**Exhibit E  
City of Redmond  
NE 40th Street Shared Use Path (163rd to 172nd)**

ProgramX

Work Element #	Work Element	1		2		PRX Total hrs	PRX Total \$
		Project Manager	Acquisition Specialist				
		Total hrs	Total hrs				
						0	
<b>2.0</b>	<b>PROJECT MANAGEMENT AND QUALITY CONTROL</b>					0	\$0
2.1	Project Management					0	\$0
2.2	Subconsultant Coordination					0	\$0
2.3	Develop Project Schedule					0	\$0
2.4	Monthly Invoices/Progress Reports					0	\$0
2.5	Project Kick-off Meeting and Progress Meetings					0	\$0
2.6	Quality Control/Quality Assurance Review					0	\$0
2.7	Change Management					0	\$0
						0	
	<b>Work Element 2.0 Total</b>	0	0			0	\$0
						0	
<b>3.0</b>	<b>SURVEY</b>					0	\$0
3.1	Data Collection					0	\$0
3.2	Horizontal and Vertical Control Network					0	\$0
3.3	Establish Road Centerline Alignments and Right-of-Ways for Corridor (Basemap)					0	\$0
3.4	Topographic Survey					0	\$0
3.5	Future Survey Needs					0	\$0
3.6	Underground Utilities					0	\$0
						0	\$0
	<b>Work Element 3.0 Total</b>	0	0			0	\$0
						0	\$0
<b>4.0</b>	<b>ENVIRONMENTAL DOCUMENTATION</b>					0	\$0
4.1	Environmental Technical Reports					0	\$0
4.1.1	Geology and Soils Technical Report					0	\$0
4.1.2	Critical Areas Report					0	\$0
4.2	SEPA Environmental Documentation					0	\$0
4.2.1	Compliance with Governor's Executive Order 21-02					0	\$0
4.2.2	Environmental Checklist					0	\$0
4.3	Environmental Permitting					0	\$0
4.3.1	WDFW Hydraulic Project Approval (HPA)					0	\$0
4.3.2	Redmond Permits					0	\$0
4.3.3	NPDES Permit and SWPPP					0	\$0
						0	\$0
	<b>Work Element 4.0 Total</b>	0	0			0	\$0
						0	\$0
<b>5.0</b>	<b>TREE EVALUATION</b>					0	\$0
5.1	Tree Documentation					0	\$0
5.2	Arborist Site Walk with Design Team					0	\$0
						0	\$0
	<b>Work Element 5.0 Total</b>	0	0			0	\$0
						0	\$0
<b>6.0</b>	<b>ALTERNATIVES ANALYSIS (10% Design)</b>					0	\$0
6.1	Project Site Visits (3 Total)					0	\$0
6.2	Alternative Analysis/Alternatives Analysis Summary Document (10% Design)					0	\$0
	Draft					0	\$0
	Final					0	\$0
	Colored Roll Plots/11"x17" exhibits					0	\$0
						0	\$0
	<b>Work Element 6.0 Total</b>	0	0			0	\$0

ProgramX		1	2		
Work Element #	Work Element	Project Manager	Acquisition Specialist	PRX	PRX
		Total hrs	Total hrs	Total hrs	Total \$
				0	\$0
<b>7.0</b>	<b>PUBLIC INVOLVEMENT</b>			0	\$0
7.1	Outreach Materials and Notifications			0	\$0
				0	\$0
	<b>Work Element 7.0 Total</b>	0	0	0	\$0
				0	\$0
<b>8.0</b>	<b>ILLUMINATION</b>			0	\$0
8.1	Preliminary Illumination Design (30% Completion)			0	\$0
8.2	Roadway and Shared Use Path Illumination Design			0	\$0
				0	\$0
	<b>Work Element 8.0 Total</b>	0	0	0	\$0
				0	\$0
<b>9.0</b>	<b>PRELIMINARY DESIGN (30% PLANS AND ESTIMATE)</b>			0	\$0
9.1	Preliminary Design (30% Completion)			0	\$0
9.2	Utility Location and Coordination (30%)			0	\$0
				0	\$0
	<b>Work Element 9.0 Total</b>	0	0	0	\$0
				0	\$0
<b>10.0</b>	<b>GEOTECHNICAL</b>			0	\$0
10.1	Geotechnical Investigation (Final)			0	\$0
10.1.1	Contingency: Data Review, Supplemental Field Explorations, and Labortary Testing			0	\$0
10.1.2	Geotechnical Analyses and Design Report			0	\$0
				0	\$0
	<b>Work Element 10.0 Total</b>	0	0	0	\$0
				0	\$0
<b>11.0</b>	<b>UTILITY COORDINATION</b>			0	\$0
11.1	Utility Coordination			0	\$0
11.2	Utility Conflict Resolution and Potholing			0	\$0
				0	\$0
	<b>Work Element 11.0 Total</b>	0	0	0	\$0
				0	\$0
<b>12.0</b>	<b>HYDRAULIC REPORT</b>			0	\$0
12.1	Preliminary and Final Hydraulic Report			0	\$0
	Draft			0	\$0
	Final			0	\$0
				0	\$0
	<b>Work Element 12.0 Total</b>	0	0	0	\$0
				0	\$0
<b>13.0</b>	<b>Pavement Report</b>			0	\$0
	Traffic Control			0	\$0
	Draft			0	\$0
	Final			0	\$0
				0	\$0
	<b>Work Element 13.0 Total</b>	0	0	0	\$0

ProgramX		1	2		
Work Element #	Work Element	Project Manager	Acquisition Specialist	PRX	PRX
		Total hrs	Total hrs	Total hrs	Total \$
				0	\$0
<b>14.0</b>	<b>FINAL DESIGN PLANS, SPECIFICATIONS, AND ESTIMATES (PS&amp;E)</b>			0	\$0
14.1	60% Submittal			0	\$0
14.1.1	60% Plans			0	\$0
14.1.2	60% Estimate			0	\$0
14.1.3	60% Specifications			0	\$0
14.2	90% Submittal			0	\$0
14.2.1	90% Plans			0	\$0
14.2.2	90% Estimate			0	\$0
14.2.3	90% Specifications			0	\$0
14.2.4	90% Construction Schedule			0	\$0
14.2.5	90% Design Report			0	\$0
14.3	100% Submittal			0	\$0
14.4	Bid Ready Documents			0	\$0
				0	\$0
	<b>Work Element 14.0 Total</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>\$0</b>
				0	\$0
<b>15.0</b>	<b>RIGHT-OF-WAY</b>			0	\$0
15.1	Parcel Exhibits			0	\$0
15.2	Legal Descriptions			0	\$0
15.3	Real Estate Services			0	\$0
	ROW PM	24		24	\$5,040
	Title Review/Documentation Preparations		30	30	\$4,050
	Appraisal Waiver Valuations	30		30	\$6,300
	Negotiations, Admin Justification, Closings	75		75	\$15,750
				0	\$0
	<b>Work Element 15.0 Total</b>	<b>129</b>	<b>30</b>	<b>159</b>	<b>\$31,140</b>
				0	\$0
<b>16.0</b>	<b>Bid and Award Support</b>			0	\$0
	Pre-Bid Meeting			0	\$0
	Pre-Construction Meeting			0	\$0
	Bidder Questions/Addendum			0	\$0
				0	\$0
	<b>Work Element 16.0 Total</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>\$0</b>
				0	\$0
<b>17.0</b>	<b>Optional Services</b>			0	\$0
	<b>Work Element 17.0 Total</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>\$0</b>
				0	\$0
	<b>EXPENSES</b>				\$1,342
	<b>SALARY ESCALATION</b>				
<b>PROJECT WORK ELEMENTS TOTALS</b>		<b>129</b>	<b>30</b>	<b>159</b>	<b>\$32,482</b>

March 14, 2024

Hutch Goodman  
Program X, LLC  
2901 163rd Ave E  
Lake Tapps, WA 98391

Re: Program X, LLC  
Safe Harbor Indirect Cost Rate Addendum

Dear Hutch:

Washington State has received approval from our local Federal Highway Administration (FHWA) Division to increase the Safe Harbor Indirect Cost Rates from 110% and 80% for home and field to 120% and 90% respectively.

You'll be able to update your rates on any WSDOT agreements based on the agreement terms. Please refer to your agreement for specific information on rate updates. For questions on updating your billing rate, please contact the Contract Services Office at [consultanrates@wsdot.wa.gov](mailto:consultanrates@wsdot.wa.gov).

You may use the Safe Harbor Rate of 120%, or 90% for field office situations, for agreements entered prior to June 13, 2026. For agreements entered after this date, please contact the WSDOT Consultant Services Office (CSO) or our office for guidance.

The Safe Harbor Rate will not be subject to audit. Please coordinate with CSO or your Local Programs contact if you have questions about when to apply the Safe Harbor rate to your agreement.

If you have any questions, please contact Steve McKerney or me at (360)705-7799.

Sincerely,



Jarron Elter  
Agreement Compliance Audit Manager

cc: Steve McKerney, Director of Internal Audit  
Maryna Ya, MS 47323  
File

**Exhibit E**  
**City of Redmond**  
**NE 40th Street Shared Use Path (163rd to 172nd)**

**Toole Design Group**

<b>Classification</b>		<b>Hrs.</b>	<b>x</b>	<b>Negotiated Rate</b>	<b>=</b>	<b>Cost</b>
1	Engineering Lead III	4		\$ 316.00		\$1,264
2	Engineering Lead II	62		\$ 308.00		\$19,096
3	Engineering Lead II	70		\$ 308.00		\$21,560
4	Project Engineer II	162		\$ 214.00		\$34,668
5	Engineer III	20		\$ 172.00		\$3,440
6	Engineer I	218		\$ 142.00		\$30,956
<b>Total Hrs.</b>		<b>536</b>				

**Salary Cost** **\$ 110,984**

<b>Direct Expenses</b>	<b>No.</b>	<b>Unit</b>	<b>Each</b>	<b>Cost</b>
Vehicle Rental	0	@	\$925 LS	\$ -
Mileage	60	miles @	\$0.700 /mile	\$ 42.00
<b>Subtotal</b>				<b>\$ 42</b>

**Toole Design Group Total** **\$ 111,026**

**Exhibit E  
City of Redmond  
NE 40th Street Shared Use Path (163rd to 172nd)**

**Toole Design Group**

Work Element #	Work Element	1	2	3	4	5	6	TDG Total hrs	TDG Total \$
		Engineering Lead III	Engineering Lead II	Engineering Lead II	Project Engineer II	Engineer III	Engineer I		
		Total hrs	Total hrs	Total hrs	Total hrs	Total hrs	Total hrs		
<b>2.0</b>	<b>PROJECT MANAGEMENT AND QUALITY CONTROL</b>							0	
2.1	Project Management							0	\$0
2.2	Subconsultant Coordination							0	\$0
2.3	Develop Project Schedule							0	\$0
2.4	Monthly Invoices/Progress Reports	2	2		8			12	\$2,960
2.5	Project Kick-off Meeting and Progress Meetings		4	4	16			24	\$5,888
2.6	Quality Control/Quality Assurance Review	2	6	4	4			16	\$4,568
2.7	Change Management							0	\$0
	<b>Work Element 2.0 Total</b>	4	12	8	28	0	0	52	\$13,416
<b>3.0</b>	<b>SURVEY</b>							0	\$0
3.1	Data Collection							0	\$0
3.2	Horizontal and Vertical Control Network							0	\$0
3.3	Establish Road Centerline Alignments and Right-of-Ways for Corridor (Basemap)							0	\$0
3.4	Topographic Survey							0	\$0
3.5	Future Survey Needs							0	\$0
3.6	Underground Utilities							0	\$0
	<b>Work Element 3.0 Total</b>	0	0	0	0	0	0	0	\$0
<b>4.0</b>	<b>ENVIRONMENTAL DOCUMENTATION</b>							0	\$0
4.1	Environmental Technical Reports							0	\$0
4.1.1	Geology and Soils Technical Report							0	\$0
4.1.2	Critical Areas Report							0	\$0
4.2	SEPA Environmental Documentation							0	\$0
4.2.1	Compliance with Governor's Executive Order 21-02							0	\$0
4.2.2	Environmental Checklist							0	\$0
4.3	Environmental Permitting							0	\$0
4.3.1	WDFW Hydraulic Project Approval (HPA)							0	\$0
4.3.2	Redmond Permits							0	\$0
4.3.3	NPDES Permit and SWPPP							0	\$0
	<b>Work Element 4.0 Total</b>	0	0	0	0	0	0	0	\$0
<b>5.0</b>	<b>TREE EVALUATION</b>							0	\$0
5.1	Tree Documentation							0	\$0
5.2	Arborist Site Walk with Design Team							0	\$0
	<b>Work Element 5.0 Total</b>	0	0	0	0	0	0	0	\$0
<b>6.0</b>	<b>ALTERNATIVES ANALYSIS (10% Design)</b>							0	\$0
6.1	Project Site Visits (3 Total)			4	4		4	12	\$2,656
6.2	Alternative Analysis/Alternatives Analysis Summary Document (10% Design)							0	\$0
	Draft		16	16	50	2	38	122	\$26,296
	Final		2	2	6			10	\$2,516
	Colored Roll Plots/11"x17" exhibits		2	2	6		12	22	\$4,220
	<b>Work Element 6.0 Total</b>	0	20	24	66	2	54	166	\$35,688

Toole Design Group		1	2	3	4	5	6		
Work Element #	Work Element	Engineering Lead III	Engineering Lead II	Engineering Lead II	Project Engineer II	Engineer III	Engineer I	TDG Total hrs	TDG Total \$
		Total hrs	Total hrs	Total hrs	Total hrs	Total hrs	Total hrs		
								0	\$0
<b>7.0</b>	<b>PUBLIC INVOLVEMENT</b>							0	\$0
7.1	Outreach Materials and Notifications				2		4	6	\$996
								0	\$0
	<b>Work Element 7.0 Total</b>	0	0	0	2	0	4	6	\$996
								0	\$0
<b>8.0</b>	<b>ILLUMINATION</b>							0	\$0
8.1	Preliminary Illumination Design (30% Completion)							0	\$0
8.2	Roadway and Shared Use Path Illumination Design							0	\$0
								0	\$0
	<b>Work Element 8.0 Total</b>	0	0	0	0	0	0	0	\$0
								0	\$0
<b>9.0</b>	<b>PRELIMINARY DESIGN (30% PLANS AND ESTIMATE)</b>							0	\$0
9.1	Preliminary Design (30% Completion)		4	4	12		48	68	\$11,848
9.2	Utility Location and Coordination (30%)							0	\$0
								0	\$0
	<b>Work Element 9.0 Total</b>	0	4	4	12	0	48	68	\$11,848
								0	\$0
<b>10.0</b>	<b>GEOTECHNICAL</b>							0	\$0
10.1	Geotechnical Investigation (Final)							0	\$0
10.1.1	Contingency: Data Review, Supplemental Field Explorations, and Labortary Testing							0	\$0
10.1.2	Geotechnical Analyses and Design Report							0	\$0
								0	\$0
	<b>Work Element 10.0 Total</b>	0	0	0	0	0	0	0	\$0
								0	\$0
<b>11.0</b>	<b>UTILITY COORDINATION</b>							0	\$0
11.1	Utility Coordination							0	\$0
11.2	Utility Conflict Resolution and Potholing							0	\$0
								0	\$0
	<b>Work Element 11.0 Total</b>	0	0	0	0	0	0	0	\$0
								0	\$0
<b>12.0</b>	<b>HYDRAULIC REPORT</b>							0	\$0
12.1	Preliminary and Final Hydraulic Report							0	\$0
	Draft							0	\$0
	Final							0	\$0
								0	\$0
	<b>Work Element 12.0 Total</b>	0	0	0	0	0	0	0	\$0
								0	\$0
<b>13.0</b>	<b>Pavement Report</b>							0	\$0
	Traffic Control							0	\$0
	Draft							0	\$0
	Final							0	\$0
								0	\$0
	<b>Work Element 13.0 Total</b>	0	0	0	0	0	0	0	\$0

Toole Design Group		1	2	3	4	5	6		
Work Element #	Work Element	Engineering Lead III	Engineering Lead II	Engineering Lead II	Project Engineer II	Engineer III	Engineer I	TDG Total hrs	TDG Total \$
		Total hrs	Total hrs	Total hrs	Total hrs	Total hrs	Total hrs		
								0	\$0
<b>14.0</b>	<b>FINAL DESIGN PLANS, SPECIFICATIONS, AND ESTIMATES (PS&amp;E)</b>							0	\$0
14.1	60% Submittal							0	\$0
14.1.1	60% Plans		2	2	8		40	52	\$8,624
14.1.2	60% Estimate		2	2	4	4	12	24	\$4,480
14.1.3	60% Specifications		2	4	2			8	\$2,276
14.2	90% Submittal							0	\$0
14.2.1	90% Plans		2	2	8		32	44	\$7,488
14.2.2	90% Estimate		2	2	4	4	6	18	\$3,628
14.2.3	90% Specifications		2	4	2			8	\$2,276
14.2.4	90% Construction Schedule							0	\$0
14.2.5	90% Design Report		2	2	4			8	\$2,088
14.3	100% Submittal		8	10	14	4	12	48	\$10,932
14.4	Bid Ready Documents		2	4	4	4	2	16	\$3,676
								0	\$0
	<b>Work Element 14.0 Total</b>	<b>0</b>	<b>24</b>	<b>32</b>	<b>50</b>	<b>16</b>	<b>104</b>	<b>226</b>	<b>\$45,468</b>
								0	\$0
<b>15.0</b>	<b>RIGHT-OF-WAY</b>							0	\$0
15.1	Parcel Exhibits							0	\$0
15.2	Legal Descriptions							0	\$0
15.3	Real Estate Services							0	\$0
								0	\$0
	<b>Work Element 15.0 Total</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>\$0</b>
								0	\$0
<b>16.0</b>	<b>Bid and Award Support</b>							0	\$0
	Pre-Bid Meeting							0	\$0
	Pre-Construction Meeting							0	\$0
	Bidder Questions/Addendum		2	2	4	2	8	18	\$3,568
								0	\$0
	<b>Work Element 16.0 Total</b>	<b>0</b>	<b>2</b>	<b>2</b>	<b>4</b>	<b>2</b>	<b>8</b>	<b>18</b>	<b>\$3,568</b>
								0	\$0
<b>17.0</b>	<b>Optional Services</b>							0	\$0
								0	\$0
	<b>Work Element 17.0 Total</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>\$0</b>
								0	\$0
	<b>EXPENSES</b>								\$42
	<b>SALARY ESCALATION</b>								
<b>PROJECT WORK ELEMENTS TOTALS</b>		<b>4</b>	<b>62</b>	<b>70</b>	<b>162</b>	<b>20</b>	<b>218</b>	<b>536</b>	<b>\$111,026.00</b>



**Development Division**  
Contract Services Office  
PO Box 47408  
Olympia, WA 98504-7408  
7345 Linderson Way SW  
Tumwater, WA 98501-6504

TTY: 1-800-833-6388  
[www.wsdot.wa.gov](http://www.wsdot.wa.gov)

July 16, 2025

Toole Design Group, LLC and Subsidiary and Affiliates  
8484 Georgia Avenue, Suite 800  
Silver Springs, MD 2091

Subject: Acceptance FYE 2024 ICR – CPA Report

Dear Hilda Sun:

We have accepted your firm's FYE 2024 Indirect Cost Rate (ICR) of 177.35% of direct labor (rate includes 0.09% Facilities Capital Cost of Money) based on the "Independent CPA Report" prepared by Stambaugh Ness. This rate will be applicable for WSDOT Agreements and Local Agency Contracts in Washington only. This rate may be subject to additional review if considered necessary by WSDOT. Your ICR must be updated on an annual basis.

Costs billed to agreements/contracts will still be subject to audit of actual costs, based on the terms and conditions of the respective agreement/contract.

This was not a cognizant review. Any other entity contracting with the firm is responsible for determining the acceptability of the ICR.

If you have any questions, feel free to contact our office at **(360) 704-6397** or via email [consultanrates@wsdot.wa.gov](mailto:consultanrates@wsdot.wa.gov).

Regards,

  
[Schatzie Harvey \(Jul 16, 2025 12:59 PDT\)](#)  
SCHATZIE HARVEY, CPA  
Contract Services Manager

SH: kb

# Exhibit F - Title VI Assurances Appendix A & E

## APPENDIX A

During the performance of this contract, the contractor, for itself, its assignees, and successors in interest (hereinafter referred to as the "contractor") agrees as follows:

1. **Compliance with Regulations:** The contractor (hereinafter includes consultants) will comply with the Acts and the Regulations relative to Non-discrimination in Federally-assisted programs of the U.S. Department of Transportation, (*Federal Highway Administration*), as they may be amended from time to time, which are herein incorporated by reference and made a part of this contract.
2. **Non-discrimination:** The contractor, with regard to the work performed by it during the contract, will not discriminate on the grounds of race, color, or national origin in the selection and retention of subcontractors, including procurements of materials and leases of equipment. The contractor will not participate directly or indirectly in the discrimination prohibited by the Acts and the Regulations, including employment practices when the contract covers any activity, project, or program set forth in Appendix B of 49 CFR Part 21. *[Include Washington State Department of Transportation specific program requirements.]*
3. **Solicitations for Subcontracts, Including Procurements of Materials and Equipment:** In all solicitations, either by competitive bidding, or negotiation made by the contractor for work to be performed under a subcontract, including procurements of materials, or leases of equipment, each potential subcontractor or supplier will be notified by the contractor of the contractor's obligations under this contract and the Acts and the Regulations relative to Non-discrimination on the grounds of race, color, or national origin. *[Include Washington State Department of Transportation specific program requirements.]*
4. **Information and Reports:** The contractor will provide all information and reports required by the Acts, the Regulations, and directives issued pursuant thereto and will permit access to its books, records, accounts, other sources of information, and its facilities as may be determined by the Recipient or the (*Federal Highway Administration*) to be pertinent to ascertain compliance with such Acts, Regulations, and instructions. Where any information required of a contractor is in the exclusive possession of another who fails or refuses to furnish the information, the contractor will so certify to the Recipient or the (*Federal Highway Administration*), as appropriate, and will set forth what efforts it has made to obtain the information.
5. **Sanctions for Noncompliance:** In the event of a contractor's noncompliance with the Non- discrimination provisions of this contract, the Recipient will impose such contract sanctions as it or the (*Federal Highway Administration*) may determine to be appropriate, including, but not limited to:
  - a. withholding payments to the contractor under the contract until the contractor complies; and/or
  - b. cancelling, terminating, or suspending a contract, in whole or in part.
6. **Incorporation of Provisions:** The contractor will include the provisions of paragraphs one through six in every subcontract, including procurements of materials and leases of equipment, unless exempt by the Acts, the Regulations and directives issued pursuant thereto. The contractor will take action with respect to any subcontract or procurement as the Recipient or the (*Federal Highway Administration*) may direct as a means of enforcing such provisions including sanctions for noncompliance. Provided, that if the contractor becomes involved in, or is threatened with litigation by a subcontractor, or supplier because of such direction, the contractor may request the Recipient to enter into any litigation to protect the interests of the Recipient. In addition, the contractor may request the United States to enter into the litigation to protect the interests of the United States.

# **Exhibit F - Title VI Assurances Appendix A & E**

---

## APPENDIX E

During the performance of this contract, the contractor, for itself, its assignees, and successors in interest (hereinafter referred to as the "contractor") agrees to comply with the following non-discrimination statutes and authorities; including but not limited to:

### **Pertinent Non-Discrimination Authorities:**

- Title VI of the Civil Rights Act of 1964 (42 U.S.C. § 2000d et seq., 78 stat. 252), (prohibits discrimination on the basis of race, color, national origin); and 49 CFR Part 21.
- The Uniform Relocation Assistance and Real Property Acquisition Policies Act of 1970, (42 U.S.C. § 4601), (prohibits unfair treatment of persons displaced or whose property has been acquired because of Federal or Federal-aid programs and projects);
- Federal-Aid Highway Act of 1973, (23 U.S.C. § 324 et seq.), (prohibits discrimination on the basis of sex);
- Section 504 of the Rehabilitation Act of 1973, (29 U.S.C. § 794 et seq.), as amended, (prohibits discrimination on the basis of disability); and 49 CFR Part 27;
- The Age Discrimination Act of 1975, as amended, (42 U.S.C. § 6101 et seq.), (prohibits discrimination on the basis of age);
- Airport and Airway Improvement Act of 1982, (49 USC § 471, Section 47123), as amended, (prohibits discrimination based on race, creed, color, national origin, or sex);
- The Civil Rights Restoration Act of 1987, (PL 100-209), (Broadened the scope, coverage and applicability of Title VI of the Civil Rights Act of 1964, The Age Discrimination Act of 1975 and Section 504 of the Rehabilitation Act of 1973, by expanding the definition of the terms "programs or activities" to include all of the programs or activities of the Federal-aid recipients, sub-recipients and contractors, whether such programs or activities are Federally funded or not);
- Titles II and III of the Americans with Disabilities Act, which prohibit discrimination on the basis of disability in the operation of public entities, public and private transportation systems, places of public accommodation, and certain testing entities (42 U.S.C. §§ 12131-12189) as implemented by Department of Transportation regulations at 49 C.F.R. parts 37 and 38;
- The Federal Aviation Administration's Non-discrimination statute (49 U.S.C. § 47123) (prohibits discrimination on the basis of race, color, national origin, and sex);
- Executive Order 12898, Federal Actions to Address Environmental Justice in Minority Populations and Low-Income Populations, which ensures discrimination against minority populations by discouraging programs, policies, and activities with disproportionately high and adverse human health or environmental effects on minority and low-income populations;
- Executive Order 13166, Improving Access to Services for Persons with Limited English Proficiency, and resulting agency guidance, national origin discrimination includes discrimination because of limited English proficiency (LEP). To ensure compliance with Title VI, you must take reasonable steps to ensure that LEP persons have meaningful access to your programs (70 Fed. Reg. at 74087 to 74100);
- Title IX of the Education Amendments of 1972, as amended, which prohibits you from discriminating because of sex in education programs or activities (20 U.S.C. 1681 et seq).

# **Exhibit G**

## **Certification Document**

---

- Exhibit G-1(a) Certification of Consultant
- Exhibit G-1(b) Certification of \_\_\_\_\_
- Exhibit G-2 Certification Regarding Debarment, Suspension and Other Responsibility Matters - Primary Covered Transactions
- Exhibit G-3 Certification Regarding the Restrictions of the Use of Federal Funds for Lobbying
- Exhibit G-4 Certificate of Current Cost or Pricing Data

## Exhibit G-1(a) Certification of Consultant

I hereby certify that I am the and duly authorized representative of the firm of

\_\_\_\_\_

whose address is

\_\_\_\_\_

and that neither the above firm nor I have

- a) Employed or retained for a commission, percentage, brokerage, contingent fee, or other consideration, any firm or person (other than a bona fide employee working solely for me or the above CONSULTANT) to solicit or secure this AGREEMENT;
- b) Agreed, as an express or implied condition for obtaining this contract, to employ or retain the services of any firm or person in connection with carrying out this AGREEMENT; or
- c) Paid, or agreed to pay, to any firm, organization or person (other than a bona fide employee working solely for me or the above CONSULTANT) any fee, contribution, donation, or consideration of any kind for, or in connection with, procuring or carrying out this AGREEMENT; except as hereby expressly stated (if any);

I acknowledge that this certificate is to be furnished to the \_\_\_\_\_

and the Federal Highway Administration, U.S. Department of Transportation in connection with this AGREEMENT involving participation of Federal-aid highway funds, and is subject to applicable State and Federal laws, both criminal and civil.

\_\_\_\_\_  
Consultant (Firm Name)

\_\_\_\_\_  
Signature (Authorized Official of Consultant)

\_\_\_\_\_  
Date

**Exhibit G-1(b) Certification of \_\_\_\_\_**

I hereby certify that I am the:

Mayor

Other

of the \_\_\_\_\_, and \_\_\_\_\_

or its representative has not been required, directly or indirectly as an express or implied condition in connection with obtaining or carrying out this AGREEMENT to:

- a) Employ or retain, or agree to employ to retain, any firm or person; o
- b) Pay, or agree to pay, to any firm, person, or organization, any fee, contribution, donation, or consideration of any kind; except as hereby expressly stated (if any):

I acknowledge that this certificate is to be furnished to the \_\_\_\_\_

and the Federal Highway Administration, U.S. Department of Transportation, in connection with this AGREEMENT involving participation of Federal-aid highway funds, and is subject to applicable State and Federal laws, both criminal and civil.

\_\_\_\_\_  
Signature

\_\_\_\_\_  
Date

## Exhibit G-2 Certification Regarding Debarment Suspension and Other Responsibility Matters - Primary Covered Transactions

- I. The prospective primary participant certifies to the best of its knowledge and belief, that it and its principals:
  - A. Are not presently debarred, suspended, proposed for debarment, declared ineligible, or voluntarily excluded from covered transactions by any Federal department or agency;
  - B. Have not within a three (3) year period preceding this proposal been convicted of or had a civil judgment rendered against them for commission of fraud or a criminal offense in connection with obtaining, attempting to obtain, or performing a public (Federal, State, or local) transaction or contract under a public transaction; violation of Federal or State anti-trust statutes or commission of embezzlement, theft, forgery, bribery, falsification or destruction of records, making false statements, or receiving stolen property;
  - C. Are not presently indicted for or otherwise criminally or civilly charged by a governmental entity (Federal, State, or local) with commission of any of the offenses enumerated in paragraph (1)(b) of this certification; an
  - D. Have not within a three (3) year period preceding this application / proposal had one or more public transactions (Federal, State and local) terminated for cause or default.
- II. Where the prospective primary participant is unable to certify to any of the statements in this certification such prospective participant shall attach an explanation to this proposal.

---

Consultant (Firm Name)

---

Signature (Authorized Official of Consultant)

---

Date

## Exhibit G-3 Certification Regarding the Restrictions of the Use of Federal Funds for Lobbying

The prospective participant certifies, by signing and submitting this bid or proposal, to the best of his or her knowledge and belief, that:

1. No Federal appropriated funds have been paid or will be paid, by or on behalf of the undersigned, to any person for influencing or attempting to influence an officer or employee of any Federal agency, a Member of Congress, an officer or employee of Congress, or any employee of a Member of Congress in connection with the awarding of any Federal contract, the making of any Federal grant, the making of any Federal loan, the entering into of any cooperative AGREEMENT, and the extension, continuation, renewal, amendment, or modification of Federal contract, grant, loan or cooperative AGREEMENT.
2. If any funds other than Federal appropriated funds have been paid or will be paid to any person for influencing or attempting to influence an officer or employee of any Federal agency, a Member of Congress, an officer or employee of Congress, or an employee of a Member of Congress in connection with this Federal contract, grant, loan or cooperative AGREEMENT, the undersigned shall complete and submit Standard Form - LLL, "Disclosure Form to Report Lobbying," in accordance with its instructions.

This certification is a material representation of fact upon which reliance was placed when this transaction was made or entered into. Submission of this certification is a prerequisite for making or entering into this transaction imposed by Section 1352, Title 31, U.S. Code. Any person who fails to file the require certification shall be subject to a civil penalty of not less than \$10,000.00, and not more than \$100,000.00 for each such failure.

The prospective participant also agrees by submitting his or her bid or proposal that he or she shall require that the language of this certification be included in all lower tier sub-contracts, which exceed \$100,000 and that all such sub-recipients shall certify and disclose accordingly.

---

Consultant (Firm Name)

---

Signature (Authorized Official of Consultant)

---

Date

## Exhibit G-4 Certification of Current Cost or Pricing Data

This is to certify that, to the best of my knowledge and belief, the cost or pricing data (as defined in section of the Federal Acquisition Regulation (FAR) and required under FAR subsection 15.403-4) submitted, either actually or by specific identification in writing, to the Contracting Officer or to the Contracting Officer's representative in support of \_\_\_\_\_\* are accurate, complete, and current as of \_\_\_\_\_\*\*.

This certification includes the cost or pricing data supporting any advance AGREEMENT's and forward pricing rate AGREEMENT's between the offer or and the Government that are part of the proposal.

Firm: \_\_\_\_\_

\_\_\_\_\_  
Signature

\_\_\_\_\_  
Title

Date of Execution \_\_\_\_\_\*\*\*.

\*Identify the proposal, quotation, request for pricing adjustment, or other submission involved, giving the appropriate identifying number (e.g. project title.)

\*\*Insert the day, month, and year, when price negotiations were concluded and price AGREEMENT was reached.

\*\*\*Insert the day, month, and year, of signing, which should be as close as practicable to the date when the price negotiations were concluded and the contract price was agreed to.

**To Be Used Only If Insurance Requirements Are Increased**

The professional liability limit of the CONSULTANT to the AGENCY identified in Section XII, Legal Relations and Insurance of this Agreement is amended to \$ \_\_\_\_\_ .

The CONSULTANT shall provide Professional Liability insurance with minimum per occurrence limits in the amount of \$ \_\_\_\_\_.

Such insurance coverage shall be evidenced by one of the following methods:

- Certificate of Insurance
- Self-insurance through an irrevocable Letter of Credit from a qualified financial institution

Self-insurance through documentation of a separate fund established exclusively for the payment of professional liability claims, including claim amounts already reserved against the fund, safeguards established for payment from the fund, a copy of the latest annual financial statements, and disclosure of the investment portfolio for those funds.

Should the minimum Professional Liability insurance limit required by the AGENCY as specified above exceed \$1 million per occurrence or the value of the contract, whichever is greater, then justification shall be submitted to the Federal Highway Administration (FHWA) for approval to increase the minimum insurance limit.

If FHWA approval is obtained, the AGENCY may, at its own cost, reimburse the CONSULTANT for the additional professional liability insurance required.

Notes: Cost of added insurance requirements: \$ \_\_\_\_\_.

- Include all costs, fee increase, premiums.
- This cost shall not be billed against an FHWA funded project.
- For final contracts, include this exhibit

# **Exhibit I**

## **Alleged Consultant Design Error Procedures**

---

The purpose of this exhibit is to establish a procedure to determine if a consultant has alleged design error is of a nature that exceeds the accepted standard of care. In addition, it will establish a uniform method for the resolution and/or cost recovery procedures in those instances where the agency believes it has suffered some material damage due to the alleged error by the consultant.

### **Step 1 Potential Consultant Design Error(s) is Identified by Agency's Project Manager**

At the first indication of potential consultant design error(s), the first step in the process is for the Agency's project manager to notify the Director of Public Works or Agency Engineer regarding the potential design error(s). For federally funded projects, the Region Local Programs Engineer should be informed and involved in these procedures. (Note: The Director of Public Works or Agency Engineer may appoint an agency staff person other than the project manager, who has not been as directly involved in the project, to be responsible for the remaining steps in these procedures.)

### **Step 2 Project Manager Documents the Alleged Consultant Design Error(s)**

After discussion of the alleged design error(s) and the magnitude of the alleged error(s), and with the Director of Public Works or Agency Engineer's concurrence, the project manager obtains more detailed documentation than is normally required on the project. Examples include all decisions and descriptions of work, photographs, records of labor, materials, and equipment.

### **Step 3 Contact the Consultant Regarding the Alleged Design Error(s)**

If it is determined that there is a need to proceed further, the next step in the process is for the project manager to contact the consultant regarding the alleged design error(s) and the magnitude of the alleged error(s). The project manager and other appropriate agency staff should represent the agency and the consultant should be represented by their project manager and any personnel (including sub-consultants) deemed appropriate for the alleged design error(s) issue.

### **Step 4 Attempt to Resolve Alleged Design Error with Consultant**

After the meeting(s) with the consultant have been completed regarding the consultant's alleged design error(s), there are three possible scenarios:

- It is determined via mutual agreement that there is not a consultant design error(s). If this is the case, then the process will not proceed beyond this point.
- It is determined via mutual agreement that a consultant design error(s) occurred. If this is the case, then the Director of Public Works or Agency Engineer, or their representatives, negotiate a settlement with the consultant. The settlement would be paid to the agency or the amount would be reduced from the consultant's agreement with the agency for the services on the project in which the design error took place. The agency is to provide LP, through the Region Local Programs Engineer, a summary of the settlement for review and to make adjustments, if any, as to how the settlement affects federal reimbursements. No further action is required.
- There is not a mutual agreement regarding the alleged consultant design error(s). The consultant may request that the alleged design error(s) issue be forwarded to the Director of Public Works or Agency Engineer for review. If the Director of Public Works or Agency Engineer, after review with their legal counsel, is not able to reach mutual agreement with the consultant, proceed to Step 5.

## **Step 5 Forward Documents to Local Programs**

For federally funded projects, all available information, including costs, should be forwarded through the Region Local Programs Engineer to LP for their review and consultation with the FHWA. LP will meet with representatives of the agency and the consultant to review the alleged design error(s), and attempt to find a resolution to the issue. If necessary, LP will request assistance from the Attorney General's Office for legal interpretation. LP will also identify how the alleged error(s) affects eligibility of project costs for federal reimbursement.

- If mutual agreement is reached, the agency and consultant adjust the scope of work and costs to reflect the agreed upon resolution. LP, in consultation with FHWA, will identify the amount of federal participation in the agreed upon resolution of the issue.
- If mutual agreement is not reached, the agency and consultant may seek settlement by arbitration or by litigation.

# *Exhibit J*

## **Consultant Claim Procedures**

---

The purpose of this exhibit is to describe a procedure regarding claim(s) on a consultant agreement. The following procedures should only be utilized on consultant claims greater than \$1,000. If the consultant's claim(s) total a \$1,000 or less, it would not be cost effective to proceed through the outlined steps. It is suggested that the Director of Public Works or Agency Engineer negotiate a fair and reasonable price for the consultant's claim(s) that total \$1,000 or less.

This exhibit will outline the procedures to be followed by the consultant and the agency to consider a potential claim by the consultant.

### **Step 1 Consultant Files a Claim with the Agency Project Manager**

If the consultant determines that they were requested to perform additional services that were outside of the agreement's scope of work, they may be entitled to a claim. The first step that must be completed is the request for consideration of the claim to the Agency's project manager.

The consultant's claim must outline the following:

- Summation of hours by classification for each firm that is included in the claim
- Any correspondence that directed the consultant to perform the additional work;
- Timeframe of the additional work that was outside of the project scope;
- Summary of direct labor dollars, overhead costs, profit and reimbursable costs associated with the additional work; and
- Explanation as to why the consultant believes the additional work was outside of the agreement scope of work.

### **Step 2 Review by Agency Personnel Regarding the Consultant's Claim for Additional Compensation**

After the consultant has completed step 1, the next step in the process is to forward the request to the Agency's project manager. The project manager will review the consultant's claim and will meet with the Director of Public Works or Agency Engineer to determine if the Agency agrees with the claim. If the FHWA is participating in the project's funding, forward a copy of the consultant's claim and the Agency's recommendation for federal participation in the claim to the WSDOT Local Programs through the Region Local Programs Engineer. If the claim is not eligible for federal participation, payment will need to be from agency funds.

If the Agency project manager, Director of Public Works or Agency Engineer, WSDOT Local Programs (if applicable), and FHWA (if applicable) agree with the consultant's claim, send a request memo, including backup documentation to the consultant to either supplement the agreement, or create a new agreement for the claim. After the request has been approved, the Agency shall write the supplement and/or new agreement and pay the consultant the amount of the claim. Inform the consultant that the final payment for the agreement is subject to audit. No further action is needed regarding the claim procedures.

If the Agency does not agree with the consultant's claim, proceed to step 3 of the procedures.

### **Step 3 Preparation of Support Documentation Regarding Consultant's Claim(s)**

If the Agency does not agree with the consultant's claim, the project manager shall prepare a summary for the Director of Public Works or Agency Engineer that included the following:

- Copy of information supplied by the consultant regarding the claim;
- Agency's summation of hours by classification for each firm that should be included in the claim
- Any correspondence that directed the consultant to perform the additional work;
- Agency's summary of direct labor dollars, overhead costs, profit and reimbursable costs associate with the additional work;
- Explanation regarding those areas in which the Agency does/does not agree with the consultant's claim(s);
- Explanation to describe what has been instituted to preclude future consultant claim(s); and
- Recommendations to resolve the claim.

### **Step 4 Director of Public Works or Agency Engineer Reviews Consultant Claim and Agency Documentation**

The Director of Public Works or Agency Engineer shall review and administratively approve or disapprove the claim, or portions thereof, which may include getting Agency Council or Commission approval (as appropriate to agency dispute resolution procedures). If the project involves federal participation, obtain concurrence from WSDOT Local Programs and FHWA regarding final settlement of the claim. If the claim is not eligible for federal participation, payment will need to be from agency funds.

### **Step 5 Informing Consultant of Decision Regarding the Claim**

The Director of Public Works or Agency Engineer shall notify (in writing) the consultant of their final decision regarding the consultant's claim(s). Include the final dollar amount of the accepted claim(s) and rationale utilized for the decision.

### **Step 6 Preparation of Supplement or New Agreement for the Consultant's Claim(s)**

The agency shall write the supplement and/or new agreement and pay the consultant the amount of the claim. Inform the consultant that the final payment for the agreement is subject to audit



Memorandum

Date: 10/7/2025

Meeting of: Committee of the Whole - Planning and Public Works

File No. CM 25-531

Type: Committee Memo

TO: Committee of the Whole - Planning and Public Works

FROM: Mayor Angela Birney

DEPARTMENT DIRECTOR CONTACT(S):

Planning and Community Development	Carol Helland	425-556-2107
------------------------------------	---------------	--------------

DEPARTMENT STAFF:

Planning and Community Development	Seraphie Allen	Deputy Director
Planning and Community Development	Michael Hintze	Transportation Planning Manager
Planning and Community Development	Micah Ross	Senior Engineer

TITLE:

Annual Update of 2026-2031 Six-Year Transportation Improvement Program (TIP)

OVERVIEW STATEMENT:

The Transportation Improvement Program (TIP) is a state mandated planning document, updated annually, listing all significant transportation projects (funded and unfunded) anticipated to be built, or to compete for grant funding within the next six years. Following a public hearing on October 21, Council will have the option to adopt the TIP.

Additional Background Information/Description of Proposal Attached

REQUESTED ACTION:

Receive Information       Provide Direction       Approve

REQUEST RATIONALE:

- **Relevant Plans/Policies:**
  - 1) Comprehensive Plan - establishes the vision and policy direction for how the City will grow and develop through 2050. The projects identified in the TIP support the following goals:
    - a. Equitable and Resilient Transportation System - Implement projects that support active and accessible transportation for all users and develop projects that minimize negative health and environmental impacts.
    - b. Maintain Transportation Infrastructure - Prioritize projects that work to maintain level of service and maintain assets in a way that minimizes lifecycle costs.
    - c. Improve Travel Choices and Mobility - Implement projects that support the movement of people and goods and provide access to transit.
    - d. Environmental Sustainability - Plan, design, and build at transportation system that supports the

City’s sustainability principles such as improving air and water quality.

- e. Regional Planning, Concurrency, Revenue, and the Transportation Master Plan (TMP) - Adopt and implement the Transportation Master Plan and Transportation Facilities Plan to deliver the projects identified which help support all the goals identified in Redmond 2050.
- 2) Transportation Master Plan (TMP) - a functional plan that guides the City’s transportation investments and activities as captured in the Transportation Facilities Plan (TFP).
- 3) Capital Investment Strategy (CIS) - provides a framework for both near-term investments within the CIP timeframe and long-term capital needs that advance the City’s vision
- 4) Capital Investment Program (CIP) - provides a near-term (six-year) financial planning outlook into capital needs that advance the City’s vision and provides
- 5) Development Agreements - various commitments agreed to by City and applicants (agencies or private developers) through the permit and review process

• **Required:**

The TIP is required to be updated annually by state law (RCW 39.92.030)

• **Council Request:**

N/A

• **Other Key Facts:**

The list of projects added to the TIP this year is more substantial than in years past due to Planning bringing multiple plans into alignment for consistency across planning documents and setting clear goals moving forward on project prioritization. Analysis conducted for the Transportation Master Plan update identified new projects to be added to the TIP. The Transportation Facilities Plan is also undergoing an updated based on evaluation of Redmond 2050 priorities, and the TFP projects have been incorporated into the TIP.

Projects must also be included on the 6-Year TIP to be eligible for certain grant funding opportunities.

**OUTCOMES:**

The annual update of the TIP keeps the City in compliance with state law and provides a foundation for future transportation grant applications (which often require inclusion in the TIP in order to be considered for funding). The update process also supports alignment of transportation priorities with the City’s vision, the biennial budget, Capital Investment Program (CIP), and Capital Investment Strategy (CIS).

**COMMUNITY/STAKEHOLDER OUTREACH AND INVOLVEMENT:**

• **Timeline (previous or planned):**

A public hearing will be held on October 21, 2025, during the Council Business Meeting

• **Outreach Methods and Results:**

Public hearing notice will be posted by the City Clerk’s office.

• **Feedback Summary:**

Any feedback from the public hearing may be evaluated prior to Council adoption.

**BUDGET IMPACT:**

**Total Cost:**

The total cost of projects and programs listed in the TIP is \$877,253,000

Approved in current biennial budget:  Yes  No  N/A

**Budget Offer Number:**

0000310 Mobility of People and Goods

**Budget Priority:**

Vibrant and Connected

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

**If yes, explain:**

N/A

**Funding source(s):**

CIP, Grants, Development Agreements, and Unfunded

**Budget/Funding Constraints:**

N/A

Additional budget details attached

**COUNCIL REVIEW:**

**Previous Contact(s)**

Date	Meeting	Requested Action
	Item has not been presented to Council	N/A

**Proposed Upcoming Contact(s)**

Date	Meeting	Requested Action
10/21/2025	Business Meeting	Approve

**Time Constraints:**

The TIP must be adopted annually.

**ANTICIPATED RESULT IF NOT APPROVED:**

The City would be out of compliance with State law.

**ATTACHMENTS:**

- Attachment A: Draft 2026-2031 Transportation Improvement Program Project List
- Attachment B: Summary of Updates
- Attachment C: Map - TIP Projects
- Attachment D: Resolution adopting the 2026-2031 Transportation Improvement Plan

## **CITY OF REDMOND**

### **6 YEAR TRANSPORTATION IMPROVEMENT PLAN (TIP)**

The six-year Transportation Improvement Program (TIP) is a short-range planning document that is annually updated based on needs and policies identified in the Redmond Comprehensive Plan and Transportation Facilities Plan. It represents Redmond's current complete list of needed projects and programs for the next six years. The document also identifies secured or reasonably expected revenues and expenditures for each of the projects included in the TIP.

Projects are prioritized based on Safety, Equity and Inclusion, Sustainability, and Supporting Growth.

Projects must be listed on the 6 Year TIP to be eligible for most state and federal grant programs. The Plan is also shared with the Washington State Department of Transportation and the Puget Sound Regional Council, who use local TIP's as a tool for coordinating the transportation programs and needs of local agencies.

### **RELATED DOCUMENTS**

#### **COMPREHENSIVE PLAN**

The City's Comprehensive Plan, Redmond 2050, is the long-range guiding document for the City's goals. The Transportation Master Plan is a document under Redmond 2050 which develops the City's mid-range planning strategies for its transportation network.

#### **TRANSPORTATION FACILITIES PLAN**

The Transportation Facilities Plan is a mid-range, financially constrained plan which identifies projects that support the growth of the City's transportation network. The plan is designed to be financially feasible by balancing the planned projects with projected revenues.

TIP Project Number	Previous TIP Number	TFP Number	Project Name	From	To	Description	Secured Local Funding	State Funding	Federal Funding	Unsecured Funding	Total Cost (1000s)
<b>Projects In The Current Adopted CIP With Full or Partial Funding</b>											
100	P2	3113	Bridge Structure and Repair Program	Citywide		Bridge structure and repair projects maintain the structural integrity and safety of all 18 of the City's bridges.	900				900
101	S83		Sidewalk Repair Program	Citywide		Repair or replace sidewalks as part of ongoing maintenance. May include ADA upgrades depending on location.	1,200				1,200
102	S2	3114	Street Channelization Improvement and Maintenance Program	Citywide		Install small channelization (striping and signing) projects to improve safety. A portion of the funds are used for new channelization improvements needed to enhance safety or operations.	750				750
103	S5	3116	Street Lighting Program	Citywide		Design and install new street lights at key locations where additional illumination would improve safety and user accessibility.	450				450
104	S81		Pavement Repair Program	Citywide		Conduct preventive maintenance, rehabilitate and overlay pavement to extend useful life.	2,000				2,000
105	S82		State Route 520 Pedestrian Bridge Program			State Route 520 Pedestrian Bridge maintenance	1,560				1,560
106	P29	339	NE 95th Street Bridge Replacement			Complete design and construction of NE 95th Street Bridge	6,189				6,189
107	C57		152nd Avenue NE Improvements	NE 24th St	NE 31st St	Developers will complete the improvements as required through frontage improvements and development agreements, per the Overlake Village Street Design Guidelines. The Group Health Development Agreement requires completion of improvements on 152nd Ave NE along the Capstone development frontage.	2,715		3,162	12,295	18,172
108	B81	51.01	156th Ave Shared Use Path	4300 Block	NE 51st St	Construct a shared use path along 156th Ave NE between 4300 Block and NE 51st St.	4,783		2,770		7,553
109	L14		Adaptive Traffic Signal Control - Downtown	Downtown		Optimize signal timings automatically cycle to cycle within downtown network to make improvements to traffic flow to mitigate some of roadway efficiency lost by the Couplet Conversion project.	417				417
110	P25		Pavement Management - NE 24th Street (West Lake Sammamish Parkway to 172nd Ave NE)	West Lake Sammamish Parkway	172nd Ave NE	Rehabilitate and overlay pavement surface to extend useful life of roadway.	11,726				11,726
111	P112		Pavement Management - 154th Ave NE (Leary to Redmond Way)	Leary Way	Redmond Way	Rehabilitate and overlay pavement surface to extend useful life of roadway.	229		1,445		1,674
112	B109		Buffered Bike Lanes Bel-Red	West Lake Sammamish Parkway		This project will install buffered bike lanes on Bel-Red Rd in each direction between NE 30th St and West Lake Sammamish Parkway. Connecting to existing buffered bike lanes at NE 30th Street and will coordinate with the City of Bellevue.	2,418	650			3,068
113	S74		Intersection Improvement - East Lake Sammamish Parkway and 187th Ave NE Phase 1			Install SE left turn lane and SW left turn pocket on East Lake Sammamish Parkway and 187th Avenue NE.	5,640				5,640
114	B113		Pedestrian & Bicycle Safety Improvement (164th, ELSP, 104th)			Install rectangular rapid flashing beacon (RRFB) crosswalks, update street channelization, install concrete refuge island, and update ADA curb ramps at select locations.	2,062				2,062
115	P105		Pavement Management - Avondale Road (NE90th to Novelty Hill Road)	NE 90th Street	Novelty Hill Road	Rehabilitate and overlay pavement surface to extend useful life of roadway.	9,815				9,815
116	B78	62.01	Pedestrian and Bicycle Access - NE 40th Street Shared Use Path (163rd Ave to 172nd Ave)	163rd Ave NE	172nd Ave NE	Add a shared use path on NE 40th St between 163rd Ave NE and 172nd Ave NE.	7,107				7,107
117	P106		Pavement Management - Avondale Road (Novelty Hill Rd to NE 109th St)	Novelty Hill Road	NE 109th St	Rehabilitate and overlay pavement surface to extend useful life of roadway.	6,321				6,321
118	B107		Cycle Track - 161st Ave (Redmond Central Connector to NE 90th St)	Redmond Central Connector	NE 90th Street	Replace bicycle lanes and parking on one side of 161st Avenue or remove TWLT to construct new cycle track, from the Redmond Central Connector to NE 90th Street. Consider transit access along the corridor to improve safety between bikes and busses.	1,053			4,232	5,285

TIP Project Number	Previous TIP Number	TFP Number	Project Name	From	To	Description	Secured Local Funding	State Funding	Federal Funding	Unsecured Funding	Total Cost (1000s)
119	P28		Sidewalk Repair - Avondale Way (170th Ave to Union Hill Road)	170th Ave NE	Union Hill Road	Replace existing sidewalk that has been damaged by tree roots uplifting the sidewalk.	1,212				1,212
120	S73		132nd Avenue NE and NE 100th Street Signal			Contribute funds to a new signal at 132nd Avenue NE and NE 100th Street. City of Kirkland will design and build the project.	1,055				1,055
121	C91	362	172nd Ave Gate Opening			Remove the existing gate on 172nd Avenue NE at NE 124th Street and add minor traffic calming between NE 124th Street and NE 128th Street.	740			600	1,340
122	P108		Pavement Management - 154th Ave NE (Redmond Way to 85th)	Redmond Way	NE 85th St	Rehabilitate and overlay pavement surface to extend useful life of roadway.	219		1,445		1,664
123	B111		Overlake Accessibility Improvements			Enhance accessibility for people with disabilities with ADA ramp and pedestrian push button upgrades.	1,000				1,000
124	B110		Avondale Way Bicycle Lane Completion	Bear Creek Trail	Avondale Road	Complete bicycle lanes in both directions on Avondale Way from Union Hill Road to Avondale Road and upgrade the Union Hill Road intersection to improve bicycle crossings to the Bear Creek Trail.	2,751				2,751
125	B115		ADA Improvements - Transportation Curb and Ramp Project 1-3			Upgrade curb ramps throughout the City to current ADA standards	1,800				1,800
126	B92/B108	172	150th Avenue Improvements	4500 Blk	NE 51st St	Project will complete missing bike lane connections on 150th Ave NE. Work includes pavement widening, new curb and gutter, and associated stormwater improvements.	2,378				2,378
127	C88	156	Willows Road Improvement Phase 1 - Additional North Through Lane 116th St to 124th St	NE 116th St	NE 124th St	Widen Willows Road from NE 116th St to NE 124th St. Improvements include 2 through lanes in each direction, left turn lanes, bike lanes, curb, gutter, sidewalks, transit amenities, street lights, storm drainage, underground power, right-of-way and easement acquisition.	742			21,265	22,007
128	S62		Adaptive Traffic Signal Control - Overlake			Install and support an adaptive signal system which utilizes software to adjust signal timings to traffic volumes in real time. Includes signals throughout Overlake.	972				972
129	C93	389	Bel-Red and West Lake Sammamish Parkway Roundabout			This project will construct a new roundabout at West Lake Sammamish Parkway and Bel-Red Road, Replacing the existing signal.	4,432				4,432
130	B116		Multimodal Overlake Village Access (formerly 148th Ave Trail - NE 24th St to 520 Trail)			148th Ave NE Shared Path connecting 2900 Block to NE 40th St and NE 36th Street Raised Bicycle Lane completion. Proposed allocation from the Move Ahead Washington Transportation package		8,350			8,350
131	P107		NE 85th St Bridge Repair			Various repairs identified in 2015 structural inspection.	100			6,927	7,027
132	*Split out of C70		148th Ave NE - Northbound			Reconstruct northeast corner of 148th Ave NE and NE 24th Street intersection to open a third northbound through lane from south of NE 24th St to the eastbound SR 520 on ramp.	4,239				4,239
133	B78	62.01	NE 40th Street Shared Use Path	163rd Ave NE	172nd Ave NE	Replace sidewalk with shared path on the south side of NE 40th Street.	7,107				7,107
134			Pedestrian Improvements at Slip Lanes			Improve pedestrian safety signage and markings at slip lanes	350				350
135	S77		148th Ave NE Safety Corridor Project	NE 31st St	Willows Road	Install a pedestrian signal, RRFB's, marked crosswalks, leading pedestrian interval, turn lane configurations, and access control on 148th Ave at selected locations identified in the Local Road Safety Plan.		1,518			1,518
136	S78	3115	Transportation Benefit District Implementation	Citywide		Transportation improvements to be funded by the Transportation Benefits District	5,000				5,000

**Unfunded Projects In The Current Adopted TFP**

200	B74	10	520 Trail Grade Separation at NE 51st Street			Construct a grade-separated pedestrian and bike tunnel for the SR 520 regional shared use path under the NE 51st Street and SR 520 westbound ramp terminal intersection.				7,635	7,635
201	C46	31	148th Ave NE and NE 51st St Right Turn Lanes			Add a second right-turn lane from westbound NE 51st Street to northbound 148th Avenue NE.				2,706	2,706

TIP Project Number	Previous TIP Number	TFP Number	Project Name	From	To	Description	Secured Local Funding	State Funding	Federal Funding	Unsecured Funding	Total Cost (1000s)
202	S47	46	150th Ave NE and NE 51st St Signal			Add north leg (on private property) to intersection of 150th Avenue NE and NE 51st Street and signalize this intersection. North leg improvements include two southbound left-turn lanes, one through lane in each direction, bike lanes, sidewalks, transit amenities, street lights, utilities, and stormwater drainage. Relocate eastbound transit stop to far side of new intersection.				2,446	2,446
203	*see C57	47	152nd Ave Main Street	2600 Blk	NE 24th St	Implement 152nd Avenue NE main street from NE 24th Street to 2600 Crossing to create a lively and active signature street in the Overlake Village. The cross section for the improvements would include 1 through lane in each direction, turn lanes as necessary, on-street parking and pedestrian and bicycle facilities. Other improvements include storm drainage, LID, street lighting, pedestrian amenities, transit amenities, right-of-way, easements, and utilities				7,100	7,100
204	*see C57	47.01	152nd Ave Main Street North	NE 24th St	NE 31st St	Implement 152nd Avenue NE main street from 2600 Crossing to Plaza Street / DaVinci to create a lively and active signature street in the Overlake Village. The cross section for the improvements would include 1 through lane in each direction, turn lanes as necessary, on-street parking and pedestrian and bicycle facilities. Other improvements include storm drainage, LID, street lighting, pedestrian amenities, transit amenities, right-of-way, easements, and utilities				15,730	15,730
205	C69	49	152nd Ave Main Street South of 24th	NE 24th St	NE 20th St	Implement a multi-modal pedestrian corridor concept on 152nd Avenue NE from NE 20th Street to NE 24th Street to create a lively and active signature street in the Overlake Village consistent with the Overlake Village Street Design Guidelines. The cross section for the improvements would include 1 through lane in each direction, turn lanes as necessary, on-street parking and pedestrian and bicycle facilities. Other improvements include storm drainage, LID, street lighting, pedestrian amenities, transit amenities, right-of-way, easements, and utilities				39,169	39,169
206	C45	50	156th Ave NE and Bel-Red Road Southbound Right Turn Lane			Construct a southbound right-turn lane. Construction planned to begin after the construction of at least 1,400,000 net new gross square feet on the Main campus, or sooner at Microsoft's option. Improvements could also be triggered by the Esterra Park development.				2,400	2,400
207	B103	56.01	NE 40th Street Shared Use Path	148th Ave NE	SR 520	Shared use path on the south side of 40th Street from 148th Avenue to the 520 Trail				9,484	9,484
208		66.01	NE 51st Street Shared Use Path	148th Ave NE	SR 520	Provide multi-use trail on north side of NE 51st St between 148th Ave NE and SR 520				2,735	2,735
209	* portion of C66	75	NE 116th St Widening Segment II	176th Pl NE	179th Pl NE	Widen NE 116th St from 176th Ave to 178th Ave NE. Improvements include 1 through lane in each direction, left turn lanes, bike lanes, curb, gutter, sidewalks, equestrian trail, street lights, storm drainage, underground power, right-of-way and easement acquisition				9,673	9,673
210		77	NE 116th St Segment III	179th Pl NE	Avondale Road	NE 116th St Segment III. Location: NE 116th Street (East End) from 179th Avenue NE to Avondale Rd. Description: Widen remaining sections of NE 116th St from 179th Avenue to Avondale Road. Improvements include 1 through lane in each direction, left turn lanes, bike lanes, curb, gutter, sidewalks, street lights, storm drainage, underground power, right-of-way and easement acquisition.				20,703	20,703
211		88	NE 76th St Widening - 520 to 178th Pl	EB 520 Ramp	178th Pl NE	Widen roadway to include three 12' travel lanes and two bike lanes and 6' sidewalks, realign roadway to comply with COR minimum horizontal curve radius requirement. At the signalized intersection of Fred Meyer and Target, add crosswalk to west leg, use existing right run drop lane eastbound, re-aligned to account for roadway widening. At intersection of 76th and eastbound 520 ramps add a crosswalk enabling pedestrian and bicycle crossing. Improve transit amenities.				5,574	5,574

TIP Project Number	Previous TIP Number	TFP Number	Project Name	From	To	Description	Secured Local Funding	State Funding	Federal Funding	Unsecured Funding	Total Cost (1000s)
212		89	NE 76th St and 178th Pl NE Intersection Improvements			Improve the intersection by accommodating WB-67 trucks for all movements, adding northbound and southbound right turn only lanes, completing bike lanes, widening sidewalks to 6' wide, and better sight lines.				6,758	6,758
213		90	NE 76th Widening	178th Pl NE	185th Ave NE	Widen roadway to include a 12' center turn lane, two 12' travel lanes and two 5.5' bike lanes and 6' sidewalks on both sides of the roadway				3,150	3,150
214	C76	111	124th St and 162nd Pl Intersection Improvements			Construct intersection improvements at 124th Ave NE and 162nd Pl NE. Includes the addition of turn lanes on NE 124th and modifications on 162nd Pl for sight distance as well as intersection control. Coordination with King County Roads as project is outside City limits.				4,490	4,490
215		119	Avondale Way Extension	Redmond Way	NE 76th St	Construct a new north/south non-motorized connection between Redmond Way and NE 76th Street.				18,442	18,442
216		170	158th Ave NE Extension	Redmond Way	NE 83rd St	Construct new 158th Ave NE from Redmond Way to NE 83rd St. Improvements include 1 through lane in each direction, parking, sidewalks, street lights, pedestrian amenities, transit stop amenities, storm drainage, right-of way and easements.				10,469	10,469
217	C85	288	151st Ave NE South - DaVinci	NE 20th St	NE 24th St	Construct new 151st Avenue NE between NE 20th Street and NE 24th Street. Refer to the Overlake Neighborhood Plan for more details. Coordinate with the Overlake Village South Study.				9,000	9,000
218	C83	289	NE 22nd St West - Alhazen	148th Ave NE	152nd Ave NE	Construct new NE 22nd Street from 148th Avenue NE to 152nd Avenue NE and design the street as a local access street using pedestrian supportive design with on-street parking and one through lane in each direction. Major street connections would be signalized. Coordinate with Overlake South Plan.				19,000	19,000
219		290	NE 22nd St East - Alhazen	152nd Ave NE	Bel-Red Road	Construct new NE 22nd Street from 152nd Avenue NE to Bel-Red Road and design the street as a local access street using pedestrian supportive design with on-street parking and one through lane in each direction. Major street connections would be signalized. Coordinate with Overlake South Plan.				7,500	7,500
220	C84	1150	Lumiere - NE 20th St to NE 24th St	NE 20th St	NE 24th St	Design roadway to complete roadway per Heritage Development Agreement including one general purpose land in each direction, planter strip, and sidewalks.				28,504	28,504
221		310	Lumiere - NE 24th St to NE 26th St	NE 24th St	Hopper St	Construct Lumiere Access Street from 24th Street to Hopper Street in accordance with Overlake Village Design Standards, including 1 travel lane, parking lane and sidewalk in each direction.				12,098	12,098
222		311	DaVinci - NE 27th St to NE 26th St	Hopper St	Shen St	Construct DaVinci neighborhood street from Turing Street to Shen Street in accordance with Overlake Village Design Standards, including 1 travel lane, parking lane, cycle track, and sidewalk in each direction as well as an urban pathway trail.				8,867	8,867
223		312	DaVinci - NE 24th St to NE 26th St	NE 24th St	Hopper St	Construct DaVinci neighborhood street from 24th Street to Hopper Street in accordance with Overlake Village Design Standards, including 1 travel lane, parking lane, cycle track, and sidewalk in each direction as well as an urban pathway trail.				20,393	20,393
224		313	Hopper Street	152nd Ave NE	DaVinci	Construct Hopper Street Access Street from DaVinci to 152nd Ave in accordance with Overlake Design Standards, including 1 travel lane, parking lane and sidewalk in each direction.				17,906	17,906
225		314	Turing Street	NE 27th St	152nd Ave NE	Construct Access Street in accordance with Overlake Village Design Standards, including 1 travel lane, parking lane and sidewalk in each direction.				31,594	31,594
226		315	Shen Street	Hopper St	152nd Ave NE	Construct Street in accordance with Overlake Village Design Standards. Partial construction completed by Overlake Access Ramp Project				10,750	10,750
227	C68	360	NE 70th Street Extension Phase II	Redmond Way	180th Ave NE	Complete the 70th Street Extension from Redmond Way to 180th Avenue per the Marymoor Subarea Plan for improved transit access.				2,500	2,500
228		364	NE 76th Street Extension (Segment 2)	188th Ave NE	192nd Ave NE	Construct new NE 76th St from 188th Ave NE to 192nd Ave NE. Improvements include 1 through lane in each direction, left turn lanes or medians to create a 3 lane section, bike lanes, sidewalks, street lights, traffic control, storm drainage, right-of-way and easements. Consider roundabout at 185th Ave and 76th St.				16,278	16,278

TIP Project Number	Previous TIP Number	TFP Number	Project Name	From	To	Description	Secured Local Funding	State Funding	Federal Funding	Unsecured Funding	Total Cost (1000s)
229	*portion of C66	370	NE 116th St Widening Segment I, Phase II	Red-Wood Road	167th Pl NE	Complete NE 116th St from Red-Wood Road to 167th Place NE. Improvements include one through lane in each direction, left turn lanes, bike lanes, curb, gutter, sidewalks, equestrian trail, street lights, storm drainage, underground power, right-of-way, and easement acquisition. Improvements coordinate with project # 356: the construction of a roundabout at NE 116th Street and 162nd Avenue NE.				6,220	6,220
230	C67	371	Redmond Way Widening	166th Ave NE	168th Ave NE	Add second westbound lane and parking on the north side of Redmond Way between 168th Avenue and 166th Avenue. Project would include one travel lane, on-street parking, sidewalk, right-of-way, utilities and streetscape improvements				12,008	12,008
231	C78	378	173rd Ave NE Connection	NE 67th Ct	NE 70th St	Construct collector arterial (see RZC Appendix 8A).				23,221	23,221
232		382	176th Ave NE Retrofit - LW Tech Segment	NE 65th St	6600 Blk	Widen Roadway Per Appendix 8A				4,383	4,383
233		384	NE 65th Street Retrofit	Marymoor Park Entrance	East Lake Sammamish Parkway	Retrofit collector arterial (see RZC Appendix 8A)				22,653	22,653
234		386	NE 67th Street Retrofit	173rd Ave NE	176th Ave NE	Retrofit collector arterial (see RZC Appendix 8A)				23,698	23,698
235	C70	387.01	148th Ave NE Corridor from NE 20th St to EB SR 520 On Ramp	NE 20th St	EB SR 520 On Ramp	Add northbound through lane on 148th Ave NE between Bel-Red Road and the EB Sr 520 on Ramp				14,373	14,373
236	C86	392	NE 70th Street Retrofit	173rd Ave NE	Redmond Way	Construct collector arterial street (see RZC Appendix 8A). North half of street to be completed as part of DRLE				11,936	11,936
237		396	176th Ave from NE 70th St to Redmond Way	NE 70th St	Redmond Way	Construct connector street with right-in, right-out access at Redmond Way to function as a third entrance to the subarea.				9,587	9,587
238		404	176th Ave NE Retrofit - 67th Segment	6600 Blk	NE 67th Ct	Widen Roadway Per Appendix 8A				5,328	5,328
239		405	176th Ave NE Retrofit - Middle Segment	NE 67th Ct	NE 68th St	Widen Roadway Per Appendix 8A				4,043	4,043
240		406	167th Ave NE Retrofit - North Segment	NE 68th St	NE 70th St	Widen Roadway Per Appendix 8A				5,589	5,589
241	C80	502	NE 24th St Multimodal Improvements - 148th Ave NE to Bel-Red Road	148th Ave NE	Bel-Red Road	Add new cycle tracks and sidewalks to 24th Street between 148th Avenue and Bel-Red Road, see Overlake South Plan				8,667	8,667
242	C73	710	Avondale Road School Bus Pull Outs			Install school bus pullouts on Avondale Road including at Novelty Hill Road , NE 95th St, 188th, Ave NE/182nd Ave NE, 180th Ave NE, and NE 90th St.				2,623	2,623
243		1063	Red-Wood Road and NE 109th St Improvements			Intersection improvements identified in North-South Corridor Study				1,140	1,140
244		1151	NE Koll Drive	152nd Ave NE	DaVinci Ave NE	NE Koll Drive (2100 block) from Da Vinci Ave to 152nd Ave - private street but publicly accessible				3,194	3,194
245		1182	Willows Northbound Bus Lane	NE 90th St	NE 124th St	Add northbound bus only or HOV only lane. Replaces one general purpose lane south of 9900 Block and replaces bike lanes from 9900 Block to 124th Street - cannot remove bike lanes until Redmond Central Connector complete providing new, more comfortable bike facility				1,404	1,404
246		3112	Brill Street	DaVinci Ave NE	152nd Ave NE	Non-Motorized vehicle and Fire Access between DaVinci and 152nd Ave NE				1,738	1,738
247		3118	Traffic Safety Improvements			Targeted Safety Improvement Projects				2,600	2,600

#### Other Unfunded Projects

300	B43		Cleveland Street East Main Improvements	164th Ave NE	168th Ave NE	Extend the "Main Street" streetscape improvements of Cleveland Street eastward to 168th Avenue. <i>May be dependent on timing of redevelopment of frontage properties.</i>				3,085	3,085
301	B47		159th Pl NE Sidewalk - Bear Creek Parkway to Leary Way	Bear Creek Parkway	Leary Way	Construct sidewalk on east side of 159th Place NE from Leary Way to Bear Creek Parkway where missing.				212	212
302	B48		WLSPP Ped/Bike Improvements	Bel-Red Road	South City Limit	Construct pedestrian and bicycle facilities using combination of sidewalks, separated bike lanes, and shared use pathway				14,804	14,804

TIP Project Number	Previous TIP Number	TFP Number	Project Name	From	To	Description	Secured Local Funding	State Funding	Federal Funding	Unsecured Funding	Total Cost (1000s)
303	B51		Avondale Road Buffered Bicycle Lanes - Avondale Way to Novelty Hill Rd	Avondale Way	Novelty Hill Road	Add buffered bicycle lanes on both sides of Avondale Road between Avondale Way and Novelty Hill Road. Avondale Way to 90th Street is completed.				211	211
304	B55		140th Ave NE Sidewalk - Redmond Way to NE 84th St	Redmond Way	NE 84th St	Add sidewalk on west side of 140th Ave NE between Redmond Way and NE 84th St where missing.				110	110
305	B60		176th Ave NE Sidewalk - NE 65th St to NE 70th St	NE 65th St	NE 70th St	Complete sidewalk on 176th Avenue between 65th and 70th streets. Sidewalk will typically be placed on west side of road.				10,608	10,608
306	B76		Old Redmond Road Buffered Bicycle Lanes	West Lake Sammamish Parkway	132nd Ave NE	Add buffered bicycle lanes on Old Redmond Road between West Lake Sammamish Parkway and 132nd Ave NE.				284	284
307	B77		Avondale Road Buffered Bicycle Lanes - Novelty Hill Rd to NE 116th St	Novelty Hill Rd	NE 116th St	Add buffered bicycle lanes on both sides of Avondale Road between Novelty Hill Road and NE 116th St.				175	175
308	B84		Bear Creek Trail - Union Hill to Avondale Road	Union Hill Road	Avondale Road	Construct paved trail with undercrossing improvements at Union Hill Road and Avondale Road				1,100	1,100
309	B87		Red-Wood Road Buffered Bicycle Lanes	NE 90th St	NE 109th St	Add buffered bicycle lanes to Red-Wood Road between NE 90th St to NE 109th St.				186	186
310	B88		NE 80th Street Bicycle Facilities - Redmond Way to 172nd Avenue	Redmond Way	172nd Ave NE	Complete bicycle facilities on 80th Street with a combination of bicycle lanes and bicycle boulevard treatment as appropriate for each segment of corridor.				708	708
311	B95		151st Ave NE Sidewalk - NE 64th St to Ben Rush Elementary	NE 64th St	Ben Rush Elementary	Sidewalk on 151st Avenue from 64th Street to the pedestrian pathway that links to Ben Rush.				196	196
312	B96		151st Ave NE Sidewalk - Old Redmond Road to 7500 Block	Old Redmond Road	7500 Block	Safe Routes to School Project. Sidewalk on 151st Avenue from Old Redmond Road to the 7500 Block. Connect 151st Avenue to 152nd Avenue at the 7500 Block				899	899
313	B97		NE 88th St Sidewalk - 171st Ave NE to 172nd Ave NE	171st Ave NE	172nd Ave NE	Safe Routes to School Project. Sidewalk on 88th Street from 171st Avenue to 172nd Avenue.				119	119
314	B98		NE 89th St Sidewalk - 166th Ave NE to 168th Ave NE	166th Ave NE	168th Ave NE	Sidewalk on 89th Street from 166th Avenue to 168th Avenue.				193	193
315	B100		SE Redmond Trail - ELST to SE Redmond LR Station to Marymoor Connector	East Lake Sammamish Trail	Marymoor Connector via SE Redmond Station	Regional Paved Trail connecting the East Lake Sammamish Trail to the Southeast Redmond Light Rail Station to the Marymoor Park Trail. <i>See Marymoor Infrastructure Report.</i>				7,500	7,500
316	B102		164th Ave NE Sidewalk - NE 95th Street to NE 99th Street	NE 95th St	NE 99th St	Sidewalk on 164th Avenue from 95th Street to 99th Street				316	316
317	B104		Targeted Safety Improvement Project - Union Hill & Avondale Bike Lane Connection	West of 178th Place NE	Avondale	On Union Hill Road: add a westbound bike lane west of 178th Place NE to Avondale Road and a eastbound bike lane, east of Avondale Road connecting to existing bike lane after the intersection.				867	867
318			172nd Ave NE Shared Use Path	NE 117th Street	172nd Ct NE	Construct a shared use pathway				237	237
319			Red-Wood Road NE Buffered Bike Lanes	NE 106th St	109th St	Construct a separated bike lane.				84	84
320			Avondale Road NE Separated Bikeway	NE 116th St	Avondale Way	Further study required to determine feasibility of a shared use path or other separated bikeway. The project should ensure that any changes to the cross-section consider transit treatments to improve speed and reliability.				400	400
321			NE 109th St/160th Ave NE/NE104th St Bike Lanes	Red-Wood Rd NE	Avondale Road	Remove existing on street parking to construct either a two-way separated bike lane on the north side of the street, or one-way separated bike lanes in each direction				712	712
322			160th Ave NE Shared Use Path	Road End	NE 102nd Way	Construct a shared-use pathway. This project will provide an off-road alternative to Red-Wood Road and connect multiple housing developments				9,604	9,604
323			160th Ave NE Separated Bike Lanes	NE 90th St	Road End	Construct parking-separated bike lanes				163	163
324			166th Ave NE Bike Lanes	Cleveland St	NE 104th St	Construct separated bike lanes in each direction by removing the existing TWLTL, or provide a two-way separated bike lane on one side of the street. Evaluate the safety of uphill versus downhill cyclists to determine appropriate design.				4,192	4,192

TIP Project Number	Previous TIP Number	TFP Number	Project Name	From	To	Description	Secured Local Funding	State Funding	Federal Funding	Unsecured Funding	Total Cost (1000s)
325			NE 90th St Bike Lane Improvements	160th Ave NE	161st Ave NE	Upgrade existing bike lanes to provide vertical separation.				100	100
326			NE 85th Street Separated Bike Lanes	Sammamish River Trail	166th Ave NE	Construct parking protected bike lanes on one side of the street, and buffered bike lane on the opposite side by removing parking on one side.				197	197
327			West Lake Sammamish Parkway Shared Use Path	Old Redmond Road	520 Bike Trail	Construct a shared use pathway				3,122	3,122
328			NE 68th St Separated Bike Lane	180th Ave NE	185th Ave NE	Construct a separated bike lane by replacing the existing on-street parking, and consider future connection through development to the east to connect with 188th Ave NE.				97	97
329			NE 65th St Separated Bike Lanes	185th Ave NE	188th Ave NE	Construct a separated bike lane by replacing the existing on-street parking.				97	97
330			185th Ave NE Separated Bike Lanes	NE 65th St	Redmond Way	Construct a separated bike lane by replacing narrowing vehicle travel lanes. Some segments may require repurposing existing travel lanes. Consider transit access along the corridor to improve safety between bikes and buses.				77	77
331			148th Ave NE Shared Use Pathway	Old Redmond Road	NE 51st St	Construct a shared use pathway that extends from NE 51st St to Bridle Crest Trail, then to Old Redmond Rd. Regional trail, minimum 12' wide with 2' graded area. Consider bus queue jumps along 148th Ave where appropriate for bus volumes.				8,702	8,702
332			148th Ave NE Shared Use Pathway	NE 51st St	NE 40th St	Construct a shared use pathway by acquiring ROW to build an off-street trail on the east side of the street, or expanding the existing sidewalk. Regional trail, minimum 12' wide with 2' graded area. Consider bus queue jumps where appropriate for bus volumes				6,176	6,176
333			148th Ave NE Shared Use Pathway	NE 40th St	NE 31st St	Construct a shared use pathway by acquiring ROW to build an off-street trail on the east side of the street, or expanding the existing sidewalk. Regional trail, minimum 12' wide with 2' graded area.				5,520	5,520
334			148th Ave NE Shared Use Pathway	Old Redmond Road	Redmond Way	Construct a shared use pathway by acquiring ROW to build an off-street trail on the east side of the street, or expanding the existing sidewalk. Regional trail, minimum 12' wide with 2' graded area.				4,866	4,866
335			NE 60th St Shared Use Pathway	152nd Ave NE	154th Ave NE	Construct a shared use pathway				455	455
336			NE 60th St Separated Bike Lane	154th Ave NE	156th Ave NE	Construct a separated bike lane				57	57
337			156th Ave NE Separated Bike Lane	NE 51st St	NE 60th St	Construct a separated bike lane by reconfiguring the cross section to include a southbound parking-protected bike lane, two travel lanes, and a buffered northbound bike lane.				148	148
338			Bel-Red Road to 156th Ave NE Bikeway	Bel-Red Road	156th Ave NE	Construct a shared-use pathway by repurposing public ROW right on the COB/COR border. Or, consider widening the existing, narrow, soft surface trail to the west of the Capgeni North America building to provide a connection between the two adjacent bikeways. Rechan NE 28th to include bike lane. Coordinate with Bellevue on new crossing of Bel-Red at NE 28th to provide continuous east-west connection to OVS and commercial uses in Overlake.				250	250
339	C71		148th Ave NE Northbound Through Lane - Bel-Red Road to NE 22nd St	Bel-Red Road	NE 22nd St	Create continuous northbound through lane on 148th Ave NE between Bel-Red Road and Alhazen/NE 22nd St.				8,272	8,272
340	C74		148th Ave NE Right Turn Lane at NE 20th St			Add northbound right turn lane at 148th Ave NE & NE 20th St.				1,890	1,890
341	C75		Willows Rd and NE 91st St Intersection Realignment	NE 91st St		Realign intersection of NE 91st Street and Willows Road.				538	538
342	C90		148th Ave Second Left Turn Lanes at 24th St			Add an eastbound and westbound left turn lane on NE 24th Street at the intersection with 148th Avenue NE.				8,272	8,272
343	S53		Avondale Road Intersection Realignment at NE 95th St - Design	NE 95th St		Begin design to realign the intersection to reduce the skew, adds a north leg crosswalk, eliminates split phasing and provides for southbound U turns. It also moves the signal pole off the island to the side of the road.				2,054	2,054

TIP Project Number	Previous TIP Number	TFP Number	Project Name	From	To	Description	Secured Local Funding	State Funding	Federal Funding	Unsecured Funding	Total Cost (1000s)
344	S55		Flashing Beacon - 161st Ave NE Pedestrian Crossing at NE 81st St	NE 81st St		Provide rectangular rapid flashing beacon pedestrian crossing of 161st Ave NE at approximately 8100 block.				113	113
345	S57		152nd Ave NE Pedestrian Crossing at NE 21st St	NE 21st		Pedestrian crossing with rectangular rapid flashing beacons at the intersection of 152nd Ave NE and NE 21st St.				150	150
346	S63		Adaptive Signal System - Southeast Redmond			Install and support an adaptive signal system which utilizes software to adjust signal timings to traffic volumes in real time. Includes signals in Southeast Redmond and on Avondale Road.				900	900
347	S65		Adaptive Signal System - Neighborhood Arterials			Install and support an adaptive signal system which utilizes software to adjust signal timings to traffic volumes in real time.				900	900
348	S90		140th Ave NE & NE 80th St Intersection Improvements			Signal or roundabout				1,536	1,536
349	P18		148th Avenue NE Pavement Rehabilitation - NE 36th St to Redmond Way	NE 36th St	Redmond Way	Reconstruct portions of and provide overlay of 148th Avenue NE from Redmond Way to Willows Road. Make drainage improvements where needed. Examine roadway channelization for improved efficiencies.				14,945	14,945
350	P26		NE 104th St Pavement Rehabilitation - 166th Ave NE to 184th Ave NE	166th Ave NE	184th Ave NE	Rehabilitate and overlay pavement surface to extend useful life of roadway.				2,000	2,000
351	P109		NE 104th-109th St Pavement Rehabilitation - Redwood Road NE to 166th Ave NE	Red-Wood Rd NE	166th Ave NE	Rehabilitate and overlay pavement surface to extend useful life of roadway.				7,920	7,920
352	P30		166th Ave NE Pavement Rehabilitation - NE 85th St to NE 102nd St	NE 85th St	NE 102nd St	This project will rehabilitate and overlay the pavement surface to extend the useful life of the roadway on 166th Ave NE from NE 85th Street to NE 102nd Street.				2,085	2,085
353	P31		161st Ave NE Pavement Rehabilitation - NE 85th St to NE 90th St	NE 85th St	NE 90th St	Rehabilitate and overlay pavement surface to extend useful life of roadway.				1,557	1,557
354	P35		164th Ave NE Sidewalk Rehabilitation - Redmond Way to NE 90th St	Redmond Way	NE 90th St	Remove and replace sidewalk and street trees on both sides of 164th Ave NE between Redmond Way and NE 90th St				2,085	2,085
355	P38		148th Ave NE Pavement Rehabilitation - Redmond Way to Willows Rd	Redmond Way	Willows Rd	Rehabilitate and overlay pavement surface to extend the useful life of 148th Ave NE from Redmond Way to Willows Road.				1,644	1,644
356	P110		West Lake Sammamish Parkway Pavement Rehabilitation - Bel-Red Road to Marymoor Way	Bel-Red Road	Marymoor Way	Rehabilitate and overlay pavement surface to extend useful life of roadway.				4,238	4,238
357	P113		Avondale Road Pavement Rehabilitation - NE 109th St to 116th Ave NE			Rehabilitate and overlay pavement surface to extend useful life of roadway.				3,660	3,660
358	P114		NE 40th Street Pavement Rehabilitation - 148th Ave NE to West Lake Sammamish Parkway			Rehabilitate and overlay pavement surface to extend useful life of roadway.				2,154	2,154
359	P115		Old Redmond Road Pavement Rehabilitation - West Lake Sammamish Parkway to 148th Ave NE			Rehabilitate and overlay pavement surface to extend useful life of roadway.				4,333	4,333
360			Bel-Red Road Pavement Rehabilitation- NE 40th to City limits	NE 40th St	City Limit	Rehabilitate and overlay pavement surface to extend useful life of roadway.				1,972	1,972
361			148th Ave NE Pavement Rehabilitation - Bel-Red to 36th Street	Bel-Red Road	NE 36th St	Rehabilitate and overlay pavement surface to extend useful life of roadway.				2,604	2,604
362			154th Ave NE Pavement Rehabilitation- NE 90th to NE 85th St	NE 90th St	NE 85th St	Rehabilitate and overlay pavement surface to extend useful life of roadway.				616	616
363			156th Ave NE Pavement Rehabilitation- NE 51st St to NE 60th St	NE 51st St	NE 60th St	Rehabilitate and overlay pavement surface to extend useful life of roadway.				1,323	1,323

TIP Project Number	Previous TIP Number	TFP Number	Project Name	From	To	Description	Secured Local Funding	State Funding	Federal Funding	Unsecured Funding	Total Cost (1000s)
364			NE 76th Street Pavement Rehabilitation- SR 520 to 180th Ave NE	SR 520	180th Ave NE	Rehabilitate and overlay pavement surface to extend useful life of roadway.				1,118	1,118
365			NE 111th St Pavement Rehabilitation- NE 110th St to NE 104th Street	NE 110th St	NE 104th St	Rehabilitate and overlay pavement surface to extend useful life of roadway.				3,125	3,125
366			140th Ave NE Pavement Rehabilitation- Redmond Way to City limits	Redmond Way	City Limit	Rehabilitate and overlay pavement surface to extend useful life of roadway.				3,038	3,038
367			West Lake Sammamish Parkway Pavement Rehabilitation- NE 24th St to Bel-Red Road	NE 24th St	Bel-Red Rd	Rehabilitate and overlay pavement surface to extend useful life of roadway.				5,208	5,208
368			Union Hill Road Parkway Pavement Rehabilitation- SR 520 to City Limits	SR 520	City Limit	Rehabilitate and overlay pavement surface to extend useful life of roadway.				5,208	5,208
369			Novelty Hill Road Pavement Rehabilitation- Avondale Road to City limits	Avondale Road	City Limit	Rehabilitate and overlay pavement surface to extend useful life of roadway.				633	633
370			116th Street Pavement Rehabilitation- Avondale Road to 182nd Ave NE	Avondale Road	182nd Ave NE	Rehabilitate and overlay pavement surface to extend useful life of roadway.				739	739
371			116th Street Pavement Rehabilitation- 178th Ave to 160th Ct NE	178th Ave NE	160th Ct NE	Rehabilitate and overlay pavement surface to extend useful life of roadway.				2,604	2,604
372			172nd Ave Pavement Rehabilitation - NE 111th St to 122nd Ave NE	NE 111th St	122nd Ave NE	Rehabilitate and overlay pavement surface to extend useful life of roadway.				1,627	1,627
373			154th Ave NE Pavement Rehabilitation- NE 116th to Red-Wood Road	NE 116th St	Red-Wood Road	Rehabilitate and overlay pavement surface to extend useful life of roadway.				822	822
374			160th Ave NE Pavement Rehabilitation- NE 90th St to Redmond Way	NE 90th St	Redmond Way	Rehabilitate and overlay pavement surface to extend useful life of roadway.				1,496	1,496
375			161st Ave NE Pavement Rehabilitation- NE 90th St to Redmond Way	NE 90th St	Redmond Way	Rehabilitate and overlay pavement surface to extend useful life of roadway.				1,496	1,496
376			NE 83rd Street Pavement Rehabilitation- 166th Ave to 158th Ave	166th Ave NE	158th Ave NE	Rehabilitate and overlay pavement surface to extend useful life of roadway.				1,109	1,109
377			Bear Creek Parkway Pavement Rehabilitation- Redmond Way to Leary Way	Redmond Way	Leary Way	Rehabilitate and overlay pavement surface to extend useful life of roadway.				740	740
378			Leary Way Bridge Deck Overlay			Epoxy overlay of the bridge deck to extend useful life				150	150

**Total: 101,432 10,518 8,822 756,481 877,253**

## Summary of 2025 Updates to the 2026-2031 Six-Year Transportation Improvement Program (TIP)

Changes to the Six Year Transportation Improvement Program include the removal of completed projects, and addition of projects from the Transportation Facilities Plan and Transportation Master Plan. These changes will help to align the TIP with the guiding principles of Redmond 2050.

### A. Completed

These projects were removed from the TIP because they were completed in 2024-2025.

Project #	Project Name	Project Description
P33	NE 40th St Sidewalk Rehabilitation - 162nd Ave NE to Bel-Red Rd	Replace existing sidewalk and adjacent walls that has been severely damaged by tree roots uplifting the curbs and sidewalk.
B105	166th Avenue NE Sidewalk Repair - NE 80th St to NE 85th St	Replace sidewalk panels where damaged and widen sidewalk where width does not meet ADA.
	NE 70th Street Shared Use Path	Shared Use Path between Redmond Way and 180 <sup>th</sup> Ave NE
P34	Cleveland Street Sidewalk Rehabilitation - 164th Ave NE to 168th Ave NE	Repair damaged sidewalk on Cleveland Street between 164 <sup>th</sup> Ave NE and 168 <sup>th</sup> Ave NE
B42	Redmond Central Connector Phase III	Complete the third phase of Redmond Central Connector paved shared use path up to NE 124 <sup>th</sup> Street
B86	East Lake Sammamish Trail/RCC Connection (SR 520 Undercrossing)	Provide grade separated trail through the SR 520/SR 202 Interchange area along the planned light rail alignment, connecting East Lake Sammamish Trail and Redmond Central Connector. Provide access to the planned Southeast Redmond light rail station. Project cost does not account for modification of SR 520 ramps.

## Summary of 2025 Updates to the 2026-2031 Six-Year Transportation Improvement Program (TIP)

B99	Redmond Central Connector Improvements - Sound Transit Betterments	Implement the ultimate design of the Redmond Central Connector between 164th Avenue NE and the Bear Creek Trail and connection trail to Redmond Way/SR202 at NE 76th St
C77	DaVinci Ave Interim Overlake Access Ramp Connection - ROW	Connect the Overlake Access Ramp south to serve significant development south of 24th Street. Interim project provides vehicle access and basic pedestrian facilities - development to complete full buildout of street section.
S64	Flashing Beacon - NE 116th St Pedestrian Crossing at 159th Ave NE	Install pedestrian crossing on NE 116th St at 159th Ave NE.
S71	Flashing Beacon - 180th Ave NE at 70th St; Bear Creek Pkwy at 159th PI NE	Targeted Safety Improvement Project (TSIP) - Rectangular Rapid Flash Beacon Crossings (180th Avenue NE at NE 70th Street and Bear Creek Pkwy at 159th PI NE)
S76	Safe Streets for All (SS4A)	Roadway policy and regulations audit for SS4A implementation.

**B. Added**

The list of projects added to the TIP this year is more substantial than in years past due to Planning bringing multiple plans into alignment for consistency across planning documents and setting clear goals moving forward on project prioritization. The Transportation Master Plan analysis and update has identified new projects, such as the Modal Corridors prioritization. The Transportation Facilities Plan is also undergoing an updated based on evaluation of Redmond 2050 priorities, and the TFP projects have been incorporated into the TIP.

Projects in this section are being added to the TIP from the Transportation Facilities Plan, Transportation Master Plan, and selected pavement preservation projects which may compete for future grant opportunities.

**Summary of 2025 Updates to the  
2026-2031 Six-Year Transportation Improvement Program (TIP)**

<b>Project Name</b>	<b>From</b>	<b>To</b>	<b>Description</b>
Pedestrian Improvements at Slip Lanes			Improve pedestrian safety signage and markings at slip lanes
NE 116th St Segment III	179th PI NE	Avondale Road	NE 116th St Segment III. Location: NE 116th Street (East End) from 179th Avenue NE to Avondale Rd. Description: Widen remaining sections of NE 116th St from 179th Avenue to Avondale Road. Improvements include 1 through lane in each direction, left turn lanes, bike lanes, curb, gutter, sidewalks, streetlights, storm drainage, underground power, right-of-way and easement acquisition.
NE 76th St Widening - 520 to 178th PI	EB 520 Ramp	178th PI NE	widen roadway to include three 12' travel lanes and two bike lanes and 6' sidewalks, realign roadway to comply with COR minimum horizontal curve radius requirement. At the signalized intersection of Fred Meyer and Target, add crosswalk to west leg, use existing right run drop lane eastbound, re-aligned to account for roadway widening. At intersection of 76th and eastbound 520 ramps add a crosswalk enabling pedestrian and bicycle crossing. Improve transit amenities.
NE 76th St and 178th PI NE Intersection Improvements			Improve the intersection by accommodating WB-67 trucks for all movements, adding northbound and southbound right turn only lanes, completing bike lanes, widening sidewalks to 6' wide, and better sight lines.
NE 76th Widening	178th PI NE	185th Ave NE	Widen roadway to include a 12' center turn lane, two 12' travel lanes and two 5.5' bike lanes and 6' sidewalks on both sides of the roadway
Avondale Way Extension	Redmond Way	NE 76th St	Construct a new north/south non-motorized connection between Redmond Way and NE 76th Street.

**Summary of 2025 Updates to the  
2026-2031 Six-Year Transportation Improvement Program (TIP)**

158th Ave NE Extension	Redmond Way	NE 83rd St	Construct new 158th Ave NE from Redmond Way to NE 83rd St. Improvements include 1 through lane in each direction, parking, sidewalks, street lights, pedestrian amenities, transit stop amenities, storm drainage, right-of way and easements.
NE 22nd St East - Alhazen	152nd Ave NE	Bel-Red Road	Construct new NE 22nd Street from 152nd Avenue NE to Bel-Red Road and design the street as a local access street using pedestrian supportive design with on-street parking and one through lane in each direction. Major street connections would be signalized. Coordinate with Overlake South Plan.
Lumiere - NE 24th St to NE 26th St	NE 24th St	Hopper St	Construct Lumiere Access Street from 24th Street to Hopper Street in accordance with Overlake Village Design Standards, including 1 travel lane, parking lane and sidewalk in each direction.
DaVinci - NE 27th St to NE 26th St	Hopper St	Shen St	Construct DaVinci neighborhood street from Turing Street to Shen Street in accordance with Overlake Village Design Standards, including 1 travel lane, parking lane, cycle track, and sidewalk in each direction as well as an urban pathway trail.
DaVinci - NE 24th St to NE 26th St	NE 24th St	Hopper St	Construct DaVinci neighborhood street from 24th Street to Hopper Street in accordance with Overlake Village Design Standards, including 1 travel lane, parking lane, cycle track, and sidewalk in each direction as well as an urban pathway trail.
Hopper Street	152nd Ave NE	DaVinci	Construct Hopper Street Access Street from DaVinci to 152nd Ave in accordance with Overlake Design Standards, including 1 travel lane, parking lane and sidewalk in each direction.
Turing Street	NE 27th St	152nd Ave NE	Construct Access Street in accordance with Overlake Village Design Standards, including 1 travel lane, parking lane and sidewalk in each direction.

**Summary of 2025 Updates to the  
2026-2031 Six-Year Transportation Improvement Program (TIP)**

Shen Street	Hopper St	152nd Ave NE	Construct Street in accordance with Overlake Village Design Standards. Partial construction completed by Overlake Access Ramp Project
NE 76th Street Extension (Segment 2)	188th Ave NE	192nd Ave NE	Construct new NE 76th St from 188th Ave NE to 192nd Ave NE. Improvements include 1 through lane in each direction, left turn lanes or medians to create a 3 lane section, bike lanes, sidewalks, street lights, traffic control, storm drainage, right-of-way and easements. Consider roundabout at 185th Ave and 76th St.
176th Ave NE Retrofit - LW Tech Segment	NE 65th St	6600 Blk	Widen Roadway Per Appendix 8A
NE 65th Street Retrofit	Marymoor Park Entrance	East Lake Sammamish Parkway	Retrofit collector arterial (see RZC Appendix 8A)
NE 67th Street Retrofit	173rd Ave NE	176th Ave NE	Retrofit collector arterial (see RZC Appendix 8A)
176th Ave from NE 70th St to Redmond Way	NE 70th St	Redmond Way	Construct connector street with right-in, right-out access at Redmond Way to function as a third entrance to the subarea.
176th Ave NE Retrofit - 67th Segment	6600 Blk	NE 67th Ct	Widen Roadway Per Appendix 8A
176th Ave NE Retrofit - Middle Segment	NE 67th Ct	NE 68th St	Widen Roadway Per Appendix 8A
167th Ave NE Retrofit - North Segment	NE 68th St	NE 70th St	Widen Roadway Per Appendix 8A
Red-Wood Road and NE 109th St Improvements			Intersection improvements identified in North-South Corridor Study
NE Koll Drive	152nd Ave NE	DaVinci Ave NE	NE Koll Drive (2100 block) from Da Vinci Ave to 152nd Ave - private street but publicly accessible

**Summary of 2025 Updates to the  
2026-2031 Six-Year Transportation Improvement Program (TIP)**

Willows Northbound Bus Lane	NE 90th St	NE 124th St	Add northbound bus only or HOV only lane. Replaces one general purpose lane south of 9900 Block and replaces bike lanes from 9900 Block to 124th Street - cannot remove bike lanes until Redmond Central Connector complete providing new, more comfortable bike facility
Brill Street	DaVinci Ave NE	152nd Ave NE	Non-Motorized vehicle and Fire Access between DaVinci and 152nd Ave NE
Traffic Safety Improvements			Targeted Safety Improvement Projects
172nd Ave NE Shared Use Path	NE 117th Street	172nd Ct NE	Construct a shared use pathway
Red-Wood Road NE Buffered Bike Lanes	NE 106th St	109th St	Construct a separated bike lane.
Avondale Road NE Separated Bikeway	NE 116th St	Avondale Way	Further study required to determine feasibility of a shared use path or other separated bikeway. The project should ensure that any changes to the cross-section consider transit treatments to improve speed and reliability.
NE 109th St/160th Ave NE/NE104th St Bike Lanes	Red-Wood Rd NE	Avondale Road	Remove existing on street parking to construct either a two-way separated bike lane on the north side of the street, or one-way separated bike lanes in each direction
160th Ave NE Shared Use Path	Road End	NE 102nd Way	Construct a shared-use pathway. This project will provide an off-road alternative to Red-Wood Road and connect multiple housing developments
160th Ave NE Separated Bike Lanes	NE 90th St	Road End	Construct parking-separated bike lanes

**Summary of 2025 Updates to the  
2026-2031 Six-Year Transportation Improvement Program (TIP)**

166th Ave NE	Cleveland St	NE 104th St	Construct separated bike lanes in each direction by removing the existing TWLTL, or provide a two-way separated bike lane on one side of the street. Evaluate the safety of uphill versus downhill cyclists to determine appropriate design.
NE 90th St	160th Ave NE	161st Ave NE	Upgrade existing bike lanes to provide vertical separation.
NE 85th Street Separated Bike Lanes	Sammamish River Trail	166th Ave NE	Construct parking protected bike lanes on one side of the street, and buffered bike lane on the opposite side by removing parking on one side.
Avondale Way Shared Use Path	Redmond Way	Avondale Road	Further study required to determine feasibility of a shared use path on north side. Challenges on this segment include vehicle congestion and high-frequency transit routes. The project should ensure that any changes to the cross-section consider transit treatments to improve speed and reliability.
Redmond Way ITS	168th Ave NE	164th Ave NE	Consider implementing transit Intelligent Transportation System (ITS) strategies for the section of 164th between Cleveland and Redmond Way, such as extending green time for buses. Consider extending the southbound left turn pocket at 164th Ave NE/Cleveland St to accommodate bus turning movements or extending this turn pocket and removing the NBL at 164th Ave NE/Redmond Way to eliminate some general-purpose vehicle conflict with buses traveling northbound through. Add second westbound lane and parking on the north side of Redmond Way between 168th Avenue and 166th Avenue. Project would include one travel lane, on-street parking, sidewalk, right-of-way, utilities and streetscape improvements.
West Lake Sammamish Parkway Shared Use Path	Old Redmond Road	520 Bike Trail	Construct a shared use pathway

**Summary of 2025 Updates to the  
2026-2031 Six-Year Transportation Improvement Program (TIP)**

NE 70th St Connector	Redmond Way	180th Ave NE	Construct a new transit-only street connection on NE 70th Street
NE 68th St Separated Bike Lane	180th Ave NE	185th Ave NE	Construct a separated bike lane by replacing the existing on-street parking, and consider future connection through development to the east to connect with 188th Ave NE.
NE 65th St Separated Bike Lanes	185th Ave NE	188th Ave NE	Construct a separated bike lane by replacing the existing on-street parking.
185th Ave NE Separated Bike Lanes	NE 65th St	Redmond Way	Construct a separated bike lane by replacing narrowing vehicle travel lanes. Some segments may require repurposing existing travel lanes. Consider transit access along the corridor to improve safety between bikes and buses.
148th Ave NE Shared Use Pathway	Old Redmond Road	NE 51st St	Construct a shared use pathway that extends from NE 51st St to Bridle Crest Trail, then to Old Redmond Rd. Regional trail, minimum 12' wide with 2' graded area. Consider bus queue jumps along 148th Ave where appropriate for bus volumes.
148th Ave NE Shared Use Pathway	NE 51st St	NE 40th St	Construct a shared use pathway by acquiring ROW to build an off-street trail on the east side of the street, or expanding the existing sidewalk. Regional trail, minimum 12' wide with 2' graded area. Consider bus queue jumps where appropriate for bus volumes
148th Ave NE Shared Use Pathway	NE 40th St	NE 31st St	Construct a shared use pathway by acquiring ROW to build an off-street trail on the east side of the street, or expanding the existing sidewalk. Regional trail, minimum 12' wide with 2' graded area.

**Summary of 2025 Updates to the  
2026-2031 Six-Year Transportation Improvement Program (TIP)**

148th Ave NE Shared Use Pathway	Old Redmond Road	Redmond Way	Construct a shared use pathway by acquiring ROW to build an off-street trail on the east side of the street, or expanding the existing sidewalk. Regional trail, minimum 12' wide with 2' graded area.
NE 60th St Shared Use Pathway	152nd Ave NE	154th Ave NE	Construct a shared use pathway
NE 60th St Separated Bike Lane	154th Ave NE	156th Ave NE	Construct a separated bike lane
156th Ave NE Separated Bike Lane	NE 51st St	NE 60th St	Construct a separated bike lane by reconfiguring the cross section to include a southbound parking-protected bike lane, two travel lanes, and a buffered northbound bike lane.
Bel-Red Road to 156th Ave NE Bikeway	Bel-Red Road	156th Ave NE	Construct a shared-use pathway by repurposing public ROW right on the COB/COR border. Or, consider widening the existing, narrow, soft surface trail to the west of the Capgeni North America building to provide a connection between the two adjacent bikeways. Rechannelize NE 28th to include bike lane. Coordinate with Bellevue on new crossing of Bel-Red at NE 28th to provide continuous east-west connection to OVS and commercial uses in Overlake.
Bel-Red Road Pavement Rehabilitation- NE 40th to City limits	NE 40th St	City Limit	Rehabilitate and overlay pavement surface to extend useful life of roadway.
148th Ave NE Pavement Rehabilitation - Bel-Red to 36th Street	Bel-Red Road	NE 36th St	Rehabilitate and overlay pavement surface to extend useful life of roadway.
154th Ave NE Pavement Rehabilitation- NE 90th to NE 85th St	NE 90th St	NE 85th St	Rehabilitate and overlay pavement surface to extend useful life of roadway.

**Summary of 2025 Updates to the  
2026-2031 Six-Year Transportation Improvement Program (TIP)**

156th Ave NE Pavement Rehabilitation- NE 51st St to NE 60th St	NE 51st St	NE 60th St	Rehabilitate and overlay pavement surface to extend useful life of roadway.
NE 76th Street Pavement Rehabilitation- SR 520 to 180th Ave NE	SR 520	180th Ave NE	Rehabilitate and overlay pavement surface to extend useful life of roadway.
NE 111th St Pavement Rehabilitation- NE 110th St to NE 104th Street	NE 110th St	NE 104th St	Rehabilitate and overlay pavement surface to extend useful life of roadway.
140th Ave NE Pavement Rehabilitation- Redmond Way to City limits	Redmond Way	City Limit	Rehabilitate and overlay pavement surface to extend useful life of roadway.
West Lake Sammamish Parkway Pavement Rehabilitation- NE 24th St to Bel-Red Road	NE 24th St	Bel-Red Rd	Rehabilitate and overlay pavement surface to extend useful life of roadway.
Union Hill Road Parkway Pavement Rehabilitation- SR 520 to City Limits	SR 520	City Limit	Rehabilitate and overlay pavement surface to extend useful life of roadway.
Novelty Hill Road Pavement Rehabilitation- Avondale Road to City limits	Avondale Road	City Limit	Rehabilitate and overlay pavement surface to extend useful life of roadway.
116th Street Pavement Rehabilitation- Avondale Road to 182nd Ave NE	Avondale Road	182nd Ave NE	Rehabilitate and overlay pavement surface to extend useful life of roadway.
116th Street Pavement Rehabilitation- 178th Ave to 160th Ct NE	178th Ave NE	160th Ct NE	Rehabilitate and overlay pavement surface to extend useful life of roadway.

### Summary of 2025 Updates to the 2026-2031 Six-Year Transportation Improvement Program (TIP)

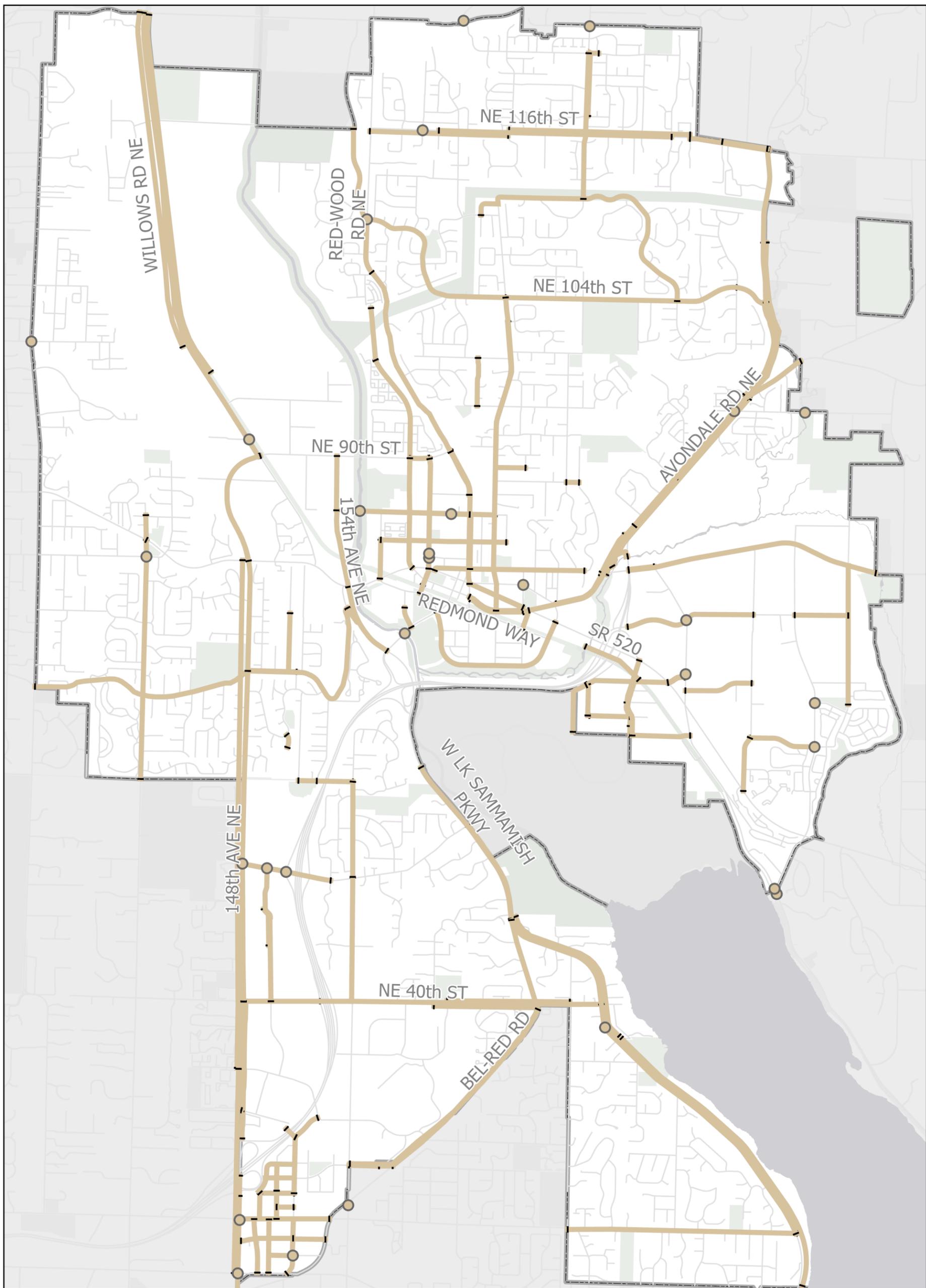
172nd Ave Pavement Rehabilitation - NE 111th St to 122nd Ave NE	NE 111th St	122nd Ave NE	Rehabilitate and overlay pavement surface to extend useful life of roadway.
154th Ave NE Pavement Rehabilitation- NE 116th to Red-Wood Road	NE 116th St	Red-Wood Road	Rehabilitate and overlay pavement surface to extend useful life of roadway.
160th Ave NE Pavement Rehabilitation- NE 90th St to Redmond Way	NE 90th St	Redmond Way	Rehabilitate and overlay pavement surface to extend useful life of roadway.
161st Ave NE Pavement Rehabilitation- NE 90th St to Redmond Way	NE 90th St	Redmond Way	Rehabilitate and overlay pavement surface to extend useful life of roadway.
NE 83rd Street Pavement Rehabilitation- 166th Ave to 158th Ave	166th Ave NE	158th Ave NE	Rehabilitate and overlay pavement surface to extend useful life of roadway.
Bear Creek Parkway Pavement Rehabilitation- Redmond Way to Leary Way	Redmond Way	Leary Way	Rehabilitate and overlay pavement surface to extend useful life of roadway.
Leary Way Bridge Deck Overlay			Epoxy overlay of the bridge deck to extend useful life

**C. Removed**

Project #	Project Name	Change
B92	150th Ave Bicycle Lane Completion	Duplicate of B108
C81	West Lake Sammamish Parkway Improvements Design	Old preferred project scope. This has been superseded by new projects without additional roadway widening.

**Summary of 2025 Updates to the  
2026-2031 Six-Year Transportation Improvement Program (TIP)**

C92	148th Ave NE, Northbound Through Lane at 24th Street	This project scope is included in Project C70
S59	West Lake Sammamish Parkway Dynamic Curve Warning at 3800 Block - Design	Removed
P41	Downtown Neighborhood Sidewalk Repair	Removed
P42	Overlake Neighborhood Sidewalk Repair	Removed



**2026-2031 Transportation Improvement Program - All Projects**  
 City of Redmond, Washington



-  TIP Projects
-  TIP Projects
-  Centerline
-  City Limit

Disclaimer: This map is created and maintained by GIS Services Group, Technology and Information Services, City of Redmond, Washington, for reference purposes only.

The City makes no guarantee as to the accuracy of the features shown on this map.

**CITY OF REDMOND  
RESOLUTION NO. \_\_\_\_\_**

A RESOLUTION OF THE CITY COUNCIL OF THE CITY OF REDMOND, WASHINGTON, ADOPTING A SIX-YEAR TRANSPORTATION IMPROVEMENT PROGRAM FOR THE YEARS 2026-2031 AND DIRECTING THE SAME TO BE FILED WITH THE STATE SECRETARY OF TRANSPORTATION AND THE TRANSPORTATION IMPROVEMENT BOARD

---

WHEREAS, pursuant to the requirements of Chapters 35.77 and 47.26 RCW, the City Council of the City of Redmond has previously adopted a Comprehensive Street Program, including an arterial street construction program, and thereafter periodically modified said Comprehensive Street Program by resolution; and

WHEREAS, the City Council has reviewed the work accomplished under the said Program during the past year, determined current and future City transportation needs, and based upon these findings has prepared a Six-Year Transportation Improvement Program for the ensuing six (6) calendar years; and

WHEREAS, pursuant to RCW 35.77.010 a public hearing has been held on the Six-Year Transportation Improvement Program; and

WHEREAS, the adoption of the Six-Year Transportation Improvement Program is a procedural action and containing no substantive standards respecting use or modification of the environment and is categorically exempt from environmental review under terms of WAC 197-11-800 (19).

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

Section 1.      Program Adopted. The Six-Year Transportation Improvement Program for the City of Redmond, as revised and extended for the ensuing six (6) calendar years (2026-2031, inclusive), a copy of which is attached hereto as Exhibit A and incorporated herein by this reference as if fully set forth, which Program sets forth the project location, type of improvement, and the estimated cost thereof, is hereby adopted and approved.

Section 2.      Filing of Program. Pursuant to Chapter 35.77 RCW, Staff is hereby authorized and directed to, within thirty (30) days, file a copy of this resolution forthwith, together with the Exhibit attached hereto, with the Secretary of Transportation and a copy with the Transportation Improvement Board for the State of Washington.

ADOPTED by the Redmond City Council this \_\_\_\_ day of \_\_\_\_\_, 2025.

APPROVED:

\_\_\_\_\_  
ANGELA BIRNEY, MAYOR

ATTEST:

\_\_\_\_\_  
CHERYL XANTHOS, MMC, CITY CLERK

(SEAL)

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



Memorandum

Date: 10/7/2025  
Meeting of: Committee of the Whole - Planning and Public Works

File No. CM 25-511  
Type: Committee Memo

TO: Committee of the Whole - Planning and Public Works  
FROM: Mayor Angela Birney  
DEPARTMENT DIRECTOR CONTACT(S):

Planning and Community Development	Carol Helland	425-556-2107
------------------------------------	---------------	--------------

DEPARTMENT STAFF:

Planning and Community Development	Seraphie Allen	Planning Deputy Director
Planning and Community Development	Philly Marsh	Economic Development Manager
Planning and Community Development	Jackie Lalor	Economic Development and Tourism Program Administrator

TITLE:

Approval of the 2026 Tourism Grant Funding - Lodging Tax Advisory Committee (LTAC) Recommendations

OVERVIEW STATEMENT:

Per RCW 67.28.1816, the Lodging Tax Advisory Committee (LTAC) unanimously recommends the 2026 Tourism matching grants of \$175,000 and City Community Events and Cultural Arts Program allocations of \$150,000, for a total of \$325,000. Funding for the tourism matching grants comes from 1% lodging tax on Redmond hotels and motels through the Lodging Tax Tourism Fund.

Additional Background Information/Description of Proposal Attached

REQUESTED ACTION:

Receive Information       Provide Direction       Approve

REQUEST RATIONALE:

- **Relevant Plans/Policies:**  
Redmond 2050 Comprehensive Plan:
  - EV-22 Support Redmond’s growth as a tourism destination and foster tourism-related initiatives that bring investment and economic benefit.
 Adopted 2024 Tourism Strategic Plan:
  - Goal 1.1: Position and promote Redmond as an intercultural destination showcasing various cultures through arts, events, and dining options.
  - Goal 1.18: Promote parks in Redmond’s urban centers as a destination, fostering a diverse range of programming to maintain its vibrancy and activate the surrounding area.

- Goal 2.2: Promote recreational fields, trails, and water for tournaments, competitions, and events to recreational and athletic organizations.
- Goal 3.1: Work with the LTAC to prioritize support for events and festivals that include an overnight component.

Adopted 2024 Economic Development Strategic Plan:

- Action 3G.1. Continue efforts to develop and offer diverse and inclusive arts, recreational, and cultural programming that draws visitors to Redmond.
- Action 3G.2. Support Redmond's Tourism Program and the Tourism Strategic Plan to align the City's tourism efforts for economic impact.
- **Required:**  
(RCW) 67.28.1816: <https://app.leg.wa.gov/RCW/default.aspx?cite=67.28.1816>
- **Council Request:**  
N/A
- **Other Key Facts:**
- As authorized by the Revised Code of Washington (RCW) 67.28.180 <<https://app.leg.wa.gov/rcw/default.aspx?cite=67.28.180>>, a 1% lodging tax is collected from overnight stays at hotels within Redmond. This revenue is allocated to a special revenue Lodging Tax Fund, also known as the Tourism Fund.
- (RCW) 67.28.1816 <<https://app.leg.wa.gov/RCW/default.aspx?cite=67.28.1816>> authorizes the use of lodging tax funds for tourism marketing and the marketing and operations of special events and festivals designed to attract tourists.
- (RCW) 67.28.1816 <<https://app.leg.wa.gov/RCW/default.aspx?cite=67.28.1816>> states that the "local lodging tax advisory committee must select the candidates from among the applicants applying for use of revenues in this chapter and provide a list of such candidates and recommended amounts of funding to the municipality for final determination."
- The purpose of the Lodging Tax Fund is to increase tourism in Redmond by attracting visitors from more than 50 miles away, particularly overnight visitors who stay in Redmond hotels.
- The LTAC consists of 7 members, including an equal number of hoteliers and members representing interests that might be funded by the tax. A Councilmember, currently Councilmember Steve Fields, serves as the committee chair.

**Applicant Scoring:** Per Council's feedback from January 2020 and additional feedback from November 2021, the grant application criteria were detailed out, and application components supporting these criteria were assigned points. Each application received a weighted ranking.

**Lodging Tax Fund Performance and Budget:**

- The lodging tax fund closed 2024 with revenues of \$716,186. The end fund reserve is approximately \$1.2 million.
- The 2025 budget proposes \$150,000 for tourism grants, with a one-time \$25,000 opportunity funding increase from the end fund reserve for new events and tourist promotion opportunities. The total budget for tourism grants is \$175,000.
- City Community Events and Cultural Arts Programming were recommended at the same historical and budgeted amount of \$150,000.

**Conflicts of Interest in Recommending Applicants:**

- Conflicts of interest are common on this committee due to the state requirement that members must either be an entity for which the tax is charged or an entity that might receive grant dollars. These conflicts of interest are noted in the full scoring spreadsheet. Members were not asked to recuse themselves from the recommendation vote or discussion, per MRSC guidance. However, staff requested recusal of specific application conversations if a

direct personal financial interest was involved related to the application.

**OUTCOMES:**

**Applications Received:**

The City received 23 external grant applications by the August 11 deadline and one additional application submitted one day late (24 total external applications). In addition, the LTAC received three funding requests from City Community Events: one each for Redmond Lights, Derby Days, and Cultural Arts programming.

The 2026 grant cycle represents the highest number of applications the City has received, with four new applicants directly connected to World Cup planning efforts.

The LTAC recommends funding 22 of the 24 external applications that demonstrated alignment with the grant criteria and tourism goals, totaling \$175,000. The LTAC also recommends fully funding City Community Events and Cultural Arts programming at the budgeted amount of \$150,000.

**LTAC 2026 Tourism Grant Recommendations:** Please see attached document “Attachment B: Simplified Scoring-2026 Tourism Grants” for recommendations and discussion notes.

**COMMUNITY/STAKEHOLDER OUTREACH AND INVOLVEMENT:**

- **Timeline (previous or planned):**  
Application window was July 21 - August 11
- **Outreach Methods and Results:**
  - Application notification via e-mail to past participants
  - Application window notification via eNews and press release
  - Application messaging through local partners
- **Feedback Summary:**  
N/A

**BUDGET IMPACT:**

**Total Cost:**

Total Cost: A total of \$175,000 for matching grants and \$150,000 for City Community Events and Cultural Arts Programming is recommended by the Lodging Tax Advisory Committee by unanimous vote for City Council’s approval.

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

**Budget Offer Number:**

000304 - Community and Economic Development

**Budget Priority:**

Vibrant and Connected

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

If yes, explain:

N/A

Funding source(s):

Lodging Tax

Budget/Funding Constraints:

N/A

Additional budget details attached

**COUNCIL REVIEW:**

**Previous Contact(s)**

Date	Meeting	Requested Action
N/A	Item has not been presented to Council	N/A

**Proposed Upcoming Contact(s)**

Date	Meeting	Requested Action
10/21/2025	Business Meeting	Approve

**Time Constraints:**

To allow adequate time for applicants to plan appropriately with their available funding, we would like to complete the grant approval process no later than November 25, 2025.

**ANTICIPATED RESULT IF NOT APPROVED:**

If the LTAC recommendation is not approved, proposed events may not receive matching grant funds from the City and may not be able to proceed as planned.

**ATTACHMENTS:**

- A. Attachment A\_2026 List of Grant Applicants
- B. Attachment B\_Simplified Scoring\_2026 Tourism Grants
- C. Attachment C\_2026 Grant Application Full Scoring Matrix\_FINAL LTAC Recommended
- D. Attachment D\_August 26, 2025 LTAC Meeting\_DRAFT MINUTES
- E. Attachment E\_General Tourism and LTAC FAQ and Overview\_2025
- F Attachment F Applications

## 2026 Applicants (arranged in alphabetical order)

### Recommended for Funding:

**Ananda Mela:** Joyful festival of India including traditional aspects of Indian culture. Location: Municipal Campus; *Non-profit*

**Bigfoot Kids Book Festival - Brick and Mortar Books:** a free event in Redmond Town Center. Readers can meet authors, have books signed, watch author talks, and listen to author panels. Location: Brick and Mortar Books in Redmond Town Center; *For-profit*

**Cinco de Mayo - Centro Cultural Mexicano:** Bilingual festival celebrating Mexican culture and inclusive of food trucks, cultural music, arts and craft vendors, a beer garden, and more. Location: Downtown Park; *Non-profit*

**Criterion Bike Race - Washington State Bicycle Association (NEW):** External producer looking to bring back the bicycle race for Redmond Derby Days. They hope to make this race part of a larger regional event to attract more racers and spectators. Location: Derby Days Parade Route; *Non-profit*

**Crossfire Select Cup:** Large three-day youth soccer tournament, an affiliate of Lake Washington Youth Soccer Association (separate event from Crossfire Challenge tournament). Location: 60-Acres; *Non-profit*

**ECNL Girls Youth Soccer Playoffs:** Large, week-long soccer tournament to proceed to the ECNL National

**Festival of Color – Northwest Share:** An event to celebrate the traditional Indian arrival of Spring - festival of Holi. Location: Marymoor Park; *Non-profit*

**FIFA Watch Party – Africans on the Eastside (NEW/WC):** A cultural World Cup watch party featuring African food and activities, with potential for additional activations depending on space. Location: TBD but would like Together Center or local park; *Non-profit*

**Intercultural Festival & World Market - Friends of the Village Collective – FVC (NEW):** A large-scale community event featuring cultural performances, multi-ethnic foods, arts, and small businesses all representing the rich diversity of Redmond. Taking place as part of National Welcoming Week. Location: Marymoor Light Rail Station; *Non-profit*

**Multicultural Celebration Soccer Expo – BizDiversity (NEW/WC):** A small multicultural event focused initially on supporting visitors during the world cup. Location: TBD but would like Downtown Park; *For-profit; Non-profit*

**Pup Crawl – OneRedmond Foundation:** The event would include different activations at each participating Redmond Hotel such as: Pet Psychologist, Pet Nutritionist, Pet Massage, Sketch Artist for Dog/Puppy Portraits, Dog Costume Contest etc. Location: Redmond hotels; *Non-profit*

**Redmond Arts Festival – VALA:** Multiday event connecting the community to local artists. Location: Redmond Town Center; *Non-profit*

**Redmond Town Center – World Cup Activation Events (NEW/WC):** Throughout the thirty-nine days of the 2026 FIFA World Cup, Redmond Town Center will activate a variety of family friendly interactive and

viewing experiences specifically designed to promote tourism for the City of Redmond. Location: Redmond Town Center; *For-profit*

**Redmond Wine Walk – OneRedmond Foundation:** Wine Walk weekend in August to coincide with the Washington State Wine Commission's August month-long wine activities. Location: Redmond Town Center; *Non-profit*

**Rumble in Redmond Robot Combat – OneRedmond Foundation:** A one-day robot competition a part of the "Robot Combat League." This event will be a part of the scoring point system which will be a point qualifier for the National Championships. Location: Redmond school; *Non-profit*

**Surf Cup (formerly Crossfire Challenge):** One of the state's largest reoccurring youth soccer tournaments hosted by Crossfire Premier Soccer Club, an affiliate of Lake Washington Youth Soccer Association. Location: 60-Acres; *Non-profit*

**USA Gymnastics - Emerald City Gymnastics (ECGA):** A gymnastics training event for athletes and an education event for 70 Washington State Gymnastics club parents and coaches. Location: Emerald City Gymnastics Academy 17695 NE 65th St.; *Non-profit*

**Vegan Festival (VegFest) – Northwest Share:** Community event that includes talks by eminent speakers on diet and health, food vendors, and multicultural entertainment. Location: Downtown Park; *Non-profit*

**Velodrome - Junior Take Over:** Started in 2022, junior track cycling clinics and racing event. Location: Marymoor Park; *Non-profit*

**Velodrome - Junior Track Nationals:** The organization finalized a multi-year contract for this event beginning in 2024. This is a national championship event and may include future Olympians. Location: Marymoor Park; *Non-profit*

**Velodrome - Vision Grand Prix:** National track calendar cycling championships comprised of the largest weekend track bike cycling racing event in North America drawing racers from across North America, New Zealand, Australia, Great Britain, and beyond. Location: Marymoor; *Non-profit*

**Young Professionals Program – Theatre for Young Audiences (NEW):** Theatre for young audiences as well as musicals for all ages. Some performances incorporate dinner theatre aspects with food provided by partnerships with local restaurants in Redmond, Washington. Location: Redmond Academy of Theatre Arts; *Non-profit*

\*WC\* = World Cup related

**Not Recommended for funding:**

**Cultural World Cup Mini Night Market - Big Hug (NEW/WC):** A vibrant pre-celebration festival for the 2026 FIFA World Cup combining K-pop concerts, multicultural food from participating nations, and cultural experiences. Location: TBD but would like Downtown Park or Redmond Central Connector; *Non-profit*

**Reasoning:**

- The application lacked clarity regarding event dates and scope, presenting more of a concept than a developed plan.
- Big Hug also confirmed participation in the Friends of the Village Collective application and prioritized funding for that proposal.
- Staff will continue working with the applicant to identify potential funding opportunities as the event plan becomes more defined.

**Explore Redmond LIVE – Muslim CNA (NEW):** Explore Redmond LIVE is a proposal for an immersive, web-based and mobile-friendly virtual tour platform showcasing Redmond’s BIPOC-owned businesses, restaurants, and attractions alongside city-owned parks and trails.

**Reasoning:**

- The application lacked clarity and showed limited alignment with the tourism grant criteria.
- Economic Development staff will engage with the applicant to better understand the proposed software solution and explore alternative funding opportunities if appropriate.

Blue	Sports: These projects have a proven ability to draw targeted interest and attendance from out-of-town guests who stay in the hotels. Registration and hotel room block data can be provided. Staff works with these organizers to maximize City economic impact. Staff encourage organizers to promote pre and post stays and itineraries in Redmond to expand multiplier of economic impact.
Green	Arts and Culture: These projects help showcase Redmond's as a vibrant, welcoming, and rich multicultural destination. Many of these events have a large regional draw and staff will continue to work with organizers to partner with hotels and promote overnight stays and multi-day itineraries in Redmond.
Orange	Incubation: These are new projects existing 3 or less years and may not have a clear demonstratable tourism benefit. These projects might be only one day events or promotions more geared to the community within 50 miles. The project will be monitored to show progress toward growing and demonstrating tourism benefits. Funding is not considered sustained and will only be provided in future years if event can demonstrate tourism benefit growth.
Purple	Other: These are all other projects such as general festivals, smaller events, education, STEM, niche' market events etc. These projects may also have a small interest group.
Yellow	City funded events currently given funding from dedicated percentages set in 2005. All funding must adhere to RCW 67.28 requirements.
Red	Did not meet Criteria: These applicants are not recommended for funding because they lack proof of concept, their application was not complete, or they did not successfully meet criteria for tourism funding. Staff and Experience Redmond consultant will work with the applicant to further develop the concept and position event to meet tourism benefit and funding criteria where possible.

[See page two for summary of LTAC recommendations]

Applicant	Score	Estimated Attendance	Estimated Lodging Nights	LTAC Recommended Funding	Notes/LTAC Discussion
ECNL Girl's Playoffs	46	80,000	12,000	\$ 23,000	
Surf Cup (formerly Crossfire Challenge) - Crossfire Foundation - LWYSA (LATE APPLICATION)	41	220,500	11,550	\$ 17,000	Robust discussion regarding this event and the one-day-late application. LTAC expressed strong support for the thousands of guaranteed stays. The LTAC voted and approved this application for funding consideration with a 4-2 vote. The LTAC recommended 50% reduction from previous funding levels due to the late submission.
Crossfire Select Cup - LWYSA	37	45,000	2,072	\$ 16,000	
Velodrome - Junior Nationals	36	8,400	2,000	\$ 9,000	
City of Redmond - Cultural Arts Programming	33	16,000	65	\$ 50,000	Programming is often times new and unique.  LTAC discussion: Several members noted that the City's current level of contribution to City events and Cultural Arts programming is high. They requested that the City continue exploring alternative funding sources outside of the lodging tax fund to better align event support with funding levels for similar programming.
Criterion Bike Race - Washington State Bicycle Association <b>**NEW**</b>	32	1,000	100	\$ 10,000	External event producer and budget separate from City Parks and Recreation Events Team.  Goal: Bringing back the bicycle race to Redmond Derby Days, while making the race part of a larger regional event to attract even more racers and spectators.
Bigfoot Kids Book Festival - Brick and Mortar Books	32	4,000	250	\$ 5,500	
City of Redmond - Redmond Lights	29	10,000	65	\$ 50,000	Large cultural arts element of Redmond Lights. Plan to expand the current footprint into Esterra Park in a different part of the city.  LTAC discussion: Several members noted that the City's current level of contribution to City events and Cultural Arts programming is high. They requested that the City continue exploring alternative funding sources outside of the lodging tax fund to better align event support with funding levels for similar programming.
USA Gymnastics WA Conference	28	800	175	\$ 7,000	
Cinco de Mayo - Centro Cultural Mexicano	27	17,500	150	\$ 10,000	LTAC discussion: The LTAC increased this amount by \$2,000 from the staff recommendation. They discussed the rising costs of City of Redmond Park permits/fees and chose to give slightly more with excess funding available.
Pup Crawl - OneRedmond Foundation	27	1,000	50	\$ 4,000	The concept includes different pet-friendly activations at each participating Redmond Hotel/location.
Intercultural Festival & World Market - Friends of the Village Collective (FVC) <b>**NEW**</b>	26	8,000	150	\$ 10,000	The Intercultural Festival & World Market will be a large-scale community event featuring cultural performances, multi-ethnic foods, arts, and small businesses all representing the rich diversity of Redmond. The event will take part during the National Welcoming Week.
Ananda Mela - Vedic Cultural Center	25	20,000	50	\$ 11,000	LTAC discussion: The LTAC increased this amount by \$1,000 from the staff recommendation. They discussed the rising costs of City of Redmond Park permits/fees and chose to give slightly more with excess funding available.

World Cup Programming & Activation - Redmond Town Center (RTC) <b>(World Cup Related)</b> <b>**NEW**</b>	25	2,000	40	\$ 8,000	Event would include a variety of programming related to World Cup visitation. The event producer is already discussing programming with hotels. The event producer had a watch party trial in June 2025 for the Club World Cup. More details will be worked out for once the World Cup schedule is released.  Staff will also advise them to apply for city and regional World Cup grants if qualified.
Rumble in Redmond - OneRedmond Foundation	25	1,000	40	\$ 4,000	This is the 4th Annual one-day robot competition, held during the tourism low season. It's part of the Robot Combat League's Ant and Beetle weight categories. (No longer fits in the incubation category since going on more than 3 years)
Velodrome - Marymoor Grand Prix	25	3,600	200	\$ 6,500	
Festival of Color - Northwest Share	22	12,000	150	\$ 7,500	
Velodrome - Junior Takeover	22	2,500	200	\$ 3,000	
City of Redmond - Derby Days	22	35,000	200	\$ 50,000	2026 Dates are TBD due to World Cup  LTAC discussion: Several members noted that the City's current level of contribution to City events and Cultural Arts programming is high. They requested that the City continue exploring alternative funding sources outside of the lodging tax fund to better align event support with funding levels for similar programming.
VegFest - Northwest Share	20	8,000	60	\$ 8,500	LTAC discussion: The LTAC increased this amount by \$1,000 from the staff recommendation. They discussed the rising costs of City of Redmond Park permits/fees and chose to give slightly more with excess funding available.
Redmond Arts Festival - VALA	20	15,000	200	\$ 6,500	
Young Professionals Program -2026 Theatre for Young Audiences <b>**NEW**</b>	20	5000	40	\$ 5,000	LTAC discussion: The LTAC increased funding by \$4,000 above staff recommendations, expressing interest in supporting young professional programs. As this is a new request, the LTAC plans to evaluate the program's tourism outcomes in 2026.
Cultural World Cup Mini Night Market - Big Hug <b>(World Cup Related)</b> <b>**NEW**</b>  (Also, part of FVC application for market)	20	9,000	624	Not recommended for funding	Unclear on scope and dates. This is an application for an event concept. Date was originally for 2025.  UPDATE 8/19: Big Hug confirmed they are part of the Friends of the Village Collective (FVC) and gives priority in funding to the Friends of the Village application.  LTAC and staff discussion: The project lacks clearly defined details and is part of another application with a more detailed event plan. Staff will work with the event producer to clarify the project scope and explore whether the World Cup grants may be more appropriate.
Wine Walk - OneRedmond Foundation	17	550	40	\$ 1,500	
FIFA Watch Party - Africans on the Eastside <b>(World Cup Related)</b> <b>**NEW**</b>	15	200	5	\$ 1,000	Staff will also advise them to apply for city and regional World Cup grants if qualified.

<p>Explore Redmond LIVE - Muslim CNA **NEW**</p>	<p>13</p>	<p>2,000</p>	<p>50</p>	<p>Not recommended for funding</p>	<p>This application is for "an immersive, web-based and mobile-friendly virtual tour platform showcasing Redmond's BIPOC-owned businesses, restaurants, and attractions alongside city-owned parks and trails—driving new customers through immersive virtual previews and tourism marketing."  LTAC and staff discussion: The project lacks clearly defined details and measurable tourism impacts, particularly regarding overnight stays. Staff will work with the event producer to clarify the project scope and explore whether alternative funding sources may be more appropriate.</p>
<p>Multicultural Celebration Soccer Expo - BizDiversity (World Cup Related) **NEW**</p>	<p>12</p>	<p>400</p>	<p>10</p>	<p>\$ 1,000</p>	<p>Will focus initially on supporting visitors during the world cup. "This event goal is to attract everyone by providing economic opportunities, resources, education, collaboration and promotion for all cultures to share their experience. The day of the event we plan to be 6 to 8 hours on June 13th and the activities are for everyone to enjoy and share the excitement of the World cup as well as get souvenirs and create experiences among all cultures, ranging from learning, participating in workshops and understanding of the games played."  Will advise them to apply for city and regional World Cup grants if qualified.</p>



Criteria	Weighted Evaluation	Scoring Method	FCM, DPH, Property	Soft Cup Summary: Creative Foundation: DPH/LAC/ APPLICATION	Creative Belief: Cup: LAC/FCM	Volunteers: LAC/FCM/Property	City of Richmond: Cultural Arts Programming	Clatsop Community Center: Cultural Arts Programming	Clatsop Community Center: Cultural Arts Programming	Clatsop Community Center: Cultural Arts Programming	City of Richmond: Cultural Arts Programming	USA Gymnastics WA Conference	City of Beaverton: Cultural Arts Programming	City of Clatsop: Cultural Arts Programming	International: Cultural Arts Programming	Clatsop Community Center: Cultural Arts Programming
Does applicant need maximum criteria?			Yes	Yes	Yes	Yes	Yes	Yes	Yes	Yes	Yes	Yes	Yes	Yes	Yes	Yes
Location			80- Astor Park	80- Astor Park	80- Astor Park	80- Astor Park	80- Astor Park	80- Astor Park	80- Astor Park	80- Astor Park	80- Astor Park	80- Astor Park	80- Astor Park	80- Astor Park	80- Astor Park	80- Astor Park
Estimated Attendance			20,000	20,000	20,000	20,000	20,000	20,000	20,000	20,000	20,000	20,000	20,000	20,000	20,000	20,000
Estimated project budget request an application			12,000	12,000	12,000	12,000	12,000	12,000	12,000	12,000	12,000	12,000	12,000	12,000	12,000	12,000
Additional event interest? Amount of additional funding event will have. This is to amount they are demonstrating they can raise the total with			20,000	20,000	20,000	20,000	20,000	20,000	20,000	20,000	20,000	20,000	20,000	20,000	20,000	20,000
Amount applicant requested for grant?			10,000	10,000	10,000	10,000	10,000	10,000	10,000	10,000	10,000	10,000	10,000	10,000	10,000	10,000
Does match per proposed budget request?			4.22	4.22	4.22	4.22	4.22	4.22	4.22	4.22	4.22	4.22	4.22	4.22	4.22	4.22
Grant Amount Recommended by Past by LAC?			200,000	200,000	200,000	200,000	200,000	200,000	200,000	200,000	200,000	200,000	200,000	200,000	200,000	200,000
FCM Recommendations from the LAC			23,000	23,000	23,000	23,000	23,000	23,000	23,000	23,000	23,000	23,000	23,000	23,000	23,000	23,000
Recommended grant dollar per proposed budget request?			1.83	1.83	1.83	1.83	1.83	1.83	1.83	1.83	1.83	1.83	1.83	1.83	1.83	1.83
Notes about zoning																
Notes about conflicts																

Color	Notes
Blue	Project is not a priority for the City of Beaverton. The project is not a priority for the City of Beaverton. The project is not a priority for the City of Beaverton.
Green	Project is a priority for the City of Beaverton. The project is a priority for the City of Beaverton. The project is a priority for the City of Beaverton.
Orange	Project is a priority for the City of Beaverton. The project is a priority for the City of Beaverton. The project is a priority for the City of Beaverton.
Purple	Project is a priority for the City of Beaverton. The project is a priority for the City of Beaverton. The project is a priority for the City of Beaverton.
Yellow	Project is a priority for the City of Beaverton. The project is a priority for the City of Beaverton. The project is a priority for the City of Beaverton.
Red	Project is a priority for the City of Beaverton. The project is a priority for the City of Beaverton. The project is a priority for the City of Beaverton.



Applicant	Score	Estimated Attendance	Estimated Lodging Nights	LTAC Recommended Funding
ECNL Girl's Playoffs	46	80,000	12,000	\$ 23,000
Surf Cup (formerly Crossfire Challenge) - Crossfire Foundation - LWYSA (LATE APPLICATION)	41	220,500	11,550	\$ 17,000
Crossfire Select Cup - LWYSA	37	45,000	2,072	\$ 16,000
Velodrome - Junior Nationals	36	8,400	2,000	\$ 9,000
City of Redmond - Cultural Arts Programming	33	16,000	65	\$ 50,000
Critierium Bike Race - Washington State Bicycle Association **NEW**	32	1,000	100	\$ 10,000
Bigfoot Kids Book Festival - Brick and Mortar Books	32	4,000	250	\$ 5,500
City of Redmond - Redmond Lights	29	10,000	65	\$ 50,000
USA Gymnastics WA Conference	28	800	175	\$ 7,000
Cinco de Mayo - Centro Cultural Mexicano	27	17,500	150	\$ 10,000
Pup Crawl - OneRedmond Foundation	27	1,000	50	\$ 4,000

Intercultural Festival & World Market - Friends of the Village Collective (FVC) **NEW**	26	8,000	150	\$ 10,000
Ananda Mela - Vedic Cultural Center	25	20,000	50	\$ 11,000
World Cup Programming & Activation - Redmond Town Center (RTC) (World Cup Related) **NEW**	25	2,000	40	\$ 8,000
Rumble in Redmond - OneRedmond Foundation	25	1,000	40	\$ 4,000
Velodrome - Marymoor Grand Prix	25	3,600	200	\$ 6,500
Festival of Color - Northwest Share	22	12,000	150	\$ 7,500
Velodrome - Junior Takeover	22	2,500	200	\$ 3,000
City of Redmond - Derby Days	22	35,000	200	\$ 50,000
VegFest - Northwest Share	20	8,000	60	\$ 8,500
Redmond Arts Festival - VALA	20	15,000	200	\$ 6,500
Young Professionals Program -2026 Theatre for Young Audiences **NEW**	20	5000	40	\$ 5,000

Cultural World Cup Mini Night Market - Big Hug (World Cup Related) **NEW** (Also part of FVC application for market)	20	9,000	624	\$0 - Not recommended for funding
Wine Walk - OneRedmond Foundation	17	550	40	\$ 1,500
FIFA Watch Party - Africans on the Eastside (World Cup Related) **NEW**	15	200	5	\$ 1,000
Explore Redmond LIVE - Muslim CNA **NEW**	13	2,000	50	\$0 - Not recommended for funding
Multicultural Celebration Soccer Expo - BizDiversity (World Cup Related) **NEW**	12	400	10	\$ 1,000

## Notes/LTAC Discussion

Robust discussion regarding this event and the one-day-late application. LTAC expressed strong support for the thousands of guaranteed stays. The LTAC voted and approved this application for funding consideration with a 4–2 vote. The LTAC recommended 50% reduction from previous funding levels due to the late submission.

Programming is often times new and unique.

LTAC discussion: Several members noted that the City's current level of contribution to City events and Cultural Arts programming is high. They requested that the City continue exploring alternative funding sources outside of the lodging tax fund to better align event support with funding levels for similar programming.

External event producer and budget separate from City Parks and Recreation Events Team.

Goal: Bringing back the bicycle race to Redmond Derby Days, while making the race part of a larger regional event to attract even more racers and spectators.

Large cultural arts element of Redmond Lights. Plan to expand the current footprint into Esterra Park in a different part of the city.

LTAC discussion: Several members noted that the City's current level of contribution to City events and Cultural Arts programming is high. They requested that the City continue exploring alternative funding sources outside of the lodging tax fund to better align event support with funding levels for similar programming.

LTAC discussion: The LTAC increased this amount by \$2,000 from the staff recommendation. They discussed the rising costs of City of Redmond Park permits/fees and chose to give slightly more with excess funding available.

The concept includes different pet-friendly activations at each participating Redmond Hotel/location.

The Intercultural Festival & World Market will be a large-scale community event featuring cultural performances, multi-ethnic foods, arts, and small businesses all representing the rich diversity of Redmond. The event will take part during the National Welcoming Week.

LTAC discussion: The LTAC increased this amount by \$1,000 from the staff recommendation. They discussed the rising costs of City of Redmond Park permits/fees and chose to give slightly more with excess funding available.

Event would include a variety of programming related to World Cup visitation. The event producer is already discussing programming with hotels. The event producer had a watch party trial in June 2025 for the Club World Cup. More details will be worked out for once the World Cup schedule is released.

Staff will also advise them to apply for city and regional World Cup grants if qualified.

This is the 4th Annual one-day robot competition, held during the tourism low season. It's part of the Robot Combat League's Ant and Beetle weight categories. (No longer fits in the incubation category since going on more than 3 years)

2026 Dates are TBD due to World Cup

LTAC discussion: Several members noted that the City's current level of contribution to City events and Cultural Arts programming is high. They requested that the City continue exploring alternative funding sources outside of the lodging tax fund to better align event support with funding levels for similar programming.

LTAC discussion: The LTAC increased this amount by \$1,000 from the staff recommendation. They discussed the rising costs of City of Redmond Park permits/fees and chose to give slightly more with excess funding available.

LTAC discussion: The LTAC increased funding by \$4,000 above staff recommendations, expressing interest in supporting young professional programs. As this is a new request, the LTAC plans to evaluate the program's tourism outcomes in 2026.

Unclear on scope and dates. This is an application for an event concept. Date was originally for 2025.

UPDATE 8/19: Big Hug confirmed they are part of the Friends of the Village Collective (FVC) and gives priority in funding to the Friends of the Village application.

LTAC and staff discussion: The project lacks clearly defined details and is part of another application with a more detailed event plan. Staff will work with the event producer to clarify the project scope and explore whether the World Cup grants may be more appropriate.



Staff will also advise them to apply for city and regional World Cup grants if qualified.

This application is for "an immersive, web-based and mobile-friendly virtual tour platform showcasing Redmond's BIPOC-owned businesses, restaurants, and attractions alongside city-owned parks and trails—driving new customers through immersive virtual previews and tourism marketing."

LTAC and staff discussion: The project lacks clearly defined details and measurable tourism impacts, particularly regarding overnight stays. Staff will work with the event producer to clarify the project scope and explore whether alternative funding sources may be more appropriate.

Will focus initially on supporting visitors during the world cup. "This event goal is to attract everyone by providing economic opportunities, resources, education, collaboration and promotion for all cultures to share their experience. The day of the event we plan to be 6 to 8 hours on June 13th and the activities are for everyone to enjoy and share the excitement of the World cup as well as get souvenirs and create experiences among all cultures, ranging from learning, participating in workshops and understanding of the games played."

Will advise them to apply for city and regional World Cup grants if qualified.



*This meeting will be held at the Redmond City Hall. Interested members of the public are welcome to listen to this meeting by phone at: 206-800-4590; Phone Conference ID: 289 610 602#. All public comments shall be emailed to Jackie Lalor ([jlalor@redmond.gov](mailto:jlalor@redmond.gov)) at least 24 hours before the meeting time. [To view the meeting presentation, click here.](#)*

**DRAFT MEETING MINUTES**

Tuesday | August 26, 2025

1:00 - 3:00 p.m.

Prepared by Jackie Lalor, Staff Liaison [jlalor@redmond.gov](mailto:jlalor@redmond.gov)

LTAC Members:

- Steve Fields, Council Chair
- Nancy Heard
- Rashed Kanaan
- George Manojlovic
- Latha Sambamurti
- ~~Kim Saunderson~~
- Nate Moore

City of Redmond Staff:

- Jackie Lalor & Philly Marsh - Economic Development and Tourism

Agenda:

1. Meeting opening and [July 9 meeting minutes](#) approval (Committee Chair, Councilmember Fields)
  - a. *Meeting called to order: 1:00 p.m.*  
**LTAC Action: Unanimously Approved Meeting Minutes (6 yes; 0 no votes)**
2. 2026 Tourism Grants - LTAC Funding Recommendations
  - a. Conflicts of Interest and Recusals
    - i. LTAC discussed potential conflicts of interest. Members were asked to recuse themselves from conversations where a direct financial interest existed. (No such conversations took place that required a recusal during the meeting.)
    - ii. All declared conflicts are noted in the recommendation spreadsheet.
  - b. Overview of 2026 Applications
    - i. Staff reported a record number of applications for 2026. As a result, most events received slightly lower funding recommendations compared to previous years to better meet overall demand.
  - c. Late Submissions
    - i. *Surf Cup Application*
      1. Staff did not make a funding recommendation for Surf Cup's application, which was submitted one day late, leaving the decision to LTAC.



**LTAC Action: Motion to discuss acceptance of the late Surf Cup application.  
Moted by Rashed Kanaan; Seconded by Councilmember Steve Fields  
Approved: 6 yes, 0 no votes**

ii. *LTAC Discussion*

1. Members discussed Surf Cup's significant impact on tourism, noting the thousands of overnight stays it generates and the strength of its application in meeting the program criteria.
2. Some members expressed concern over allowing exceptions to clearly communicated deadlines and emphasized the need to enforce deadlines consistently in future cycles.

**LTAC Action: Roll-call vote to include the Surf Cup application in funding considerations.**

**Passed: 4 yes, 2 no**

Yes votes: Nate Moore, Rashed Kanaan, George Manojlovic, Councilmember Steve Fields  
No vote: Latha Sambamurti, Nancy Heard

d. Applicants Not Recommended for Funding

- i. Staff summarized the two applications not recommended for funding.
- ii. While a motion was invited to revisit these decisions, none was made, leaving both applications not recommended for lodging tax funding.

e. Additional Budget Availability

- i. The LTAC was informed that an additional \$25,000 is available beyond staff recommendations for this funding cycle and that final funding decisions are at the full discretion of the LTAC.

f. Adjustments to Staff Recommendations

- i. Young Professionals Theater: Funding increased from \$1,000 (staff recommendation) to \$5,000.
- ii. Surf Cup: The LTAC discusses and agreed to \$17,000, reflecting approximately a 50% reduction from previous funding levels due to the late submission.

iii. Additional Event Support

1. LTAC discussed challenges nonprofits face with rising costs, particularly related to City permitting fees, and agreed to slightly increase funding for certain cultural events held in Redmond parks based on overnight stay impacts and application details:
  - Cinco de Mayo - Centro Cultural Mexicano: +\$2,000
  - Ananda Mela - Vedic Cultural Center: +\$1,000
  - VegFest - Northwest Share: +\$1,000

**LTAC Action: Motion to approve LTAC's 2026 tourism grant funding recommendations totaling \$175,000 for City Council consideration and approval.**

**Moted by Nancy Heard; Seconded by Latha Sambamurti**

**Approved: 6 yes, 0 no votes**

g. *Funding for City Events and Cultural Arts Programming*

- i. LTAC discussed the relatively high level of lodging tax funding allocated to City events and cultural arts programming compared to similar programs.



### Lodging Tax Advisory Committee (LTAC)

- ii. The committee requested that the City continue exploring alternative funding sources to better align lodging tax support with comparable programming levels.

## LTAC and Tourism Overview FAQ's

### How did the Lodging Tax Advisory Committee begin?

An advisory committee was assembled in accordance with the State regulations to weigh-in on the creation of a hotel/motel tax.

### When was Committee and Tax implemented?

- 1998 LTAC was formed
- 1999 the Lodging tax was implemented
- Funding for this program is made possible through revenues Redmond collects from a one percent (1%) lodging tax on the rental of hotel and lodging rooms including short-term rentals in Redmond.

### Where does the funding come from?

The Revised Code of Washington (RCW) 67.28.180 provides authority for cities to adopt a lodging tax. A 1% tax is charged on each overnight stay at Redmond hotels, motels, and short-term rentals.

### What are the allowed uses of the lodging tax dollars?

Specific RCW language is as follows:

“(a) Tourism marketing;

(b) The marketing and operations of special events and festivals designed to attract tourists;

(c) Supporting the operations and capital expenditures of tourism-related facilities owned or operated by a municipality or a public facilities district created under chapters 35.57 and 36.100 RCW; or

(d) Supporting the operations of tourism-related facilities owned or operated by nonprofit organizations described under 26 U.S.C. Sec. 501(c)(3) and 26 U.S.C. Sec. 501(c)(6) of the internal revenue code of 1986, as amended.”

### What are the goals and limitations of the revenue?

These funds must be used to attract visitors external to the city. Due to the funding being generated by Redmond hotels/motels, grants and uses of the tax revenue prioritizes efforts that will support hotels night stays and attraction of external visitors (more than 50 miles away).

Specific RCW 67.28.1816 language can be viewed [here](#).

### What is LTAC’s role per current RMC 4.37 and [RCW 68.28](#)?

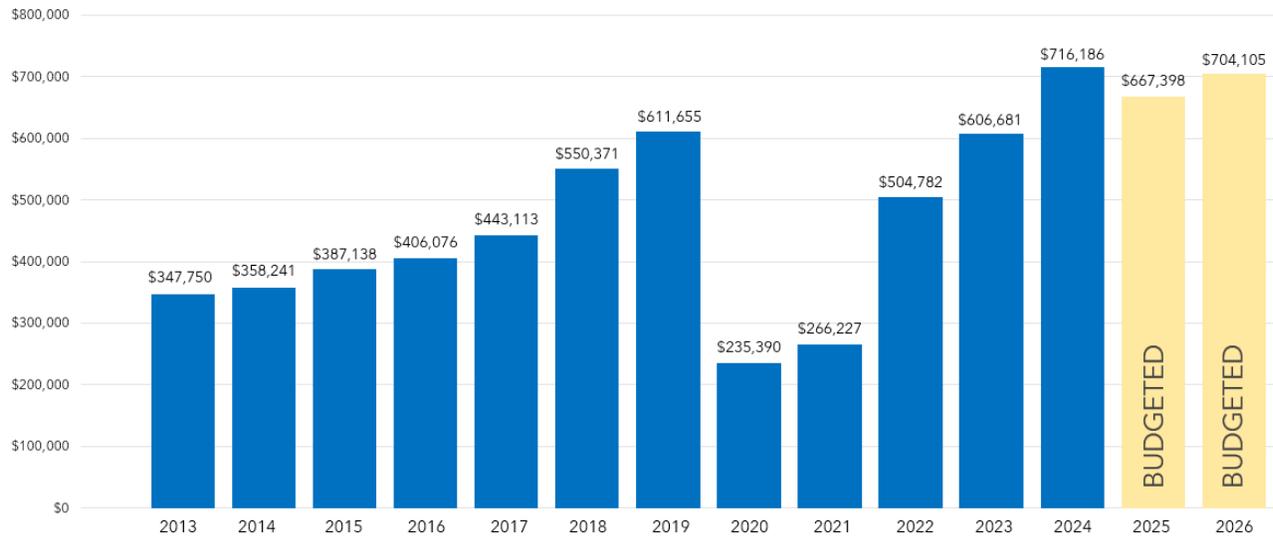
- LTAC can advise on the creation of a Lodging Tax;
- The increase or reduction of a Lodging Tax; or
- The Repeal of a lodging tax
- Review fund applicants and make funding recommendations to the legislative body

### How is the lodging tax fund performing?

The lodging tax fund currently holds approximately \$1.2 million in its contingency/reserve fund. While COVID-19 significantly impacted the hotel industry, resulting in a drastic decline in revenue for several years, revenues have now surpassed pre-pandemic levels.

City staff, the LTAC, and tourism partners have collaborated to propose a budget that outlines how to strategically utilize these reserve funds to achieve the priority tourism initiatives outlined in the newly adopted Tourism Strategic Plan.

### Historical annual revenue amounts from lodging tax is as follows:



### What is the Marketing contract funded by the lodging tax revenues:

The city has a contract with Bullseye Creative for \$175,000 a year to manage and staff the Experience Redmond brand needs. The most current contract is for 3-years and started in January 2025 through a Request for Proposal (RFP) process. Bullseye provides reports throughout the year on the return on investment the city receives in response to their contracted work.

### How does the LTAC handle conflict of interest when reviewing tourism grant applicants?

Conflicts of interest with applicants are common on this committee due to the requirement that members must either be an entity for which the tax is charged or an entity that might receive grant dollars. Conflicts of interest are noted in the full grant scoring spreadsheet. Members are not asked to recuse themselves from the tourism grant recommendation vote or discussion per the MRSC guidance. However, staff did request that if a direct personal financial interest was involved, that a recusal would be requested.

**Can the Council change any of the LTAC funded amounts?**

Yes, the City Council can modify LTAC-recommended funding amounts unless the applicant was not funded. However, any changes require a 45-day waiting period and must be sent back to LTAC for review before the Council can approve the revised amounts.

Additionally, it's important to consider how these changes affect the overall budget. Per RCW, the Council cannot add new applicants to the final funding approvals.



**DUE DATE:** All 2026 Tourism Grant applications must be submitted to [jlalor@redmond.gov](mailto:jlalor@redmond.gov) by **5:00 p.m. on Monday, August 11.**

Late submissions will not be accepted—no exceptions.

We strongly encourage you to submit your application early to avoid any issues that could result in disqualification.

---

## Tourism Program Grant Application

### TO BE CONSIDERED FOR FUNDING, REQUESTS MUST BE USED FOR ONE OF THE FOLLOWING PURPOSES (RCW 67.28.1816):

- Tourism marketing
- Marketing and operations of special events and festivals designed to attract tourists
- Operations of tourism-related facilities owned or operated by nonprofit organizations as defined by the IRC 501(c)(3) or 501(c)(6). Proof of nonprofit status will be required.

**Note: Capital purchases or improvements are not an allowable use except for City owned and/or Public Facilities District owned tourism-related facilities.**

### STATE LAW DEFINING THE USE OF SPECIAL LODGING TAX

State law defines promoting tourism as: “activities, operations, and expenditures designed to increase tourism, including but not limited to advertising, publicizing, or otherwise distributing information for the purpose of attracting and welcoming tourists; developing strategies to expand tourism; operating tourism promotion agencies; and funding the marketing of or the operation of special events and festivals designed to attract tourists.”

### STATE LAW REQUIRES THAT:

Applicants applying for use of revenues in this chapter must provide the municipality to which they are applying estimates of how any moneys received will result in increases in the number of people traveling for business or pleasure on a trip: (1) away from their place of residence or business for the day or staying overnight in paid accommodations; (2) to a place fifty miles or more one way from their place of residence or business for the day or staying overnight; or (3) from another country or state outside of their place of residence or their business.

The City of Redmond is required to report the effectiveness of the dollars granted to increase overnight stays and generate local business revenue. This application and the project summary completed after the project, will help the City in determining the effectiveness of the dollars granted.

Project Title: \_\_\_\_\_

Event Start Date: \_\_\_\_\_ Event End Date: \_\_\_\_\_

Note: These are the date(s) of the event space being utilized for programming.

How many total days of event programming will you have? \_\_\_\_\_

Type of Project: *(i.e. Youth soccer tournament)* \_\_\_\_\_

Project Location(s) (please list all locations): \_\_\_\_\_

Is this a new or reoccurring event/program?  New  Reoccurring

Contact Person: \_\_\_\_\_

Contact E-mail: \_\_\_\_\_

Company/Organization: \_\_\_\_\_ Phone: \_\_\_\_\_

Address: \_\_\_\_\_

City: \_\_\_\_\_ State: \_\_\_\_\_ Zip: \_\_\_\_\_

Authorized Signer: \_\_\_\_\_

*(Person representing agency or organization authorized to sign Memorandum of Understanding with the City)*

In two sentences, please explain your project (no more than 75 words).

Will your project take place in the 2026 year, and can you provide all documentation such as the project summary with proof of expense payments within **30-days of your event/project completion?** *Note: Events taking place in November and December will be subject to an early December deadline.*

- No
- Yes

Organization is:  Profit-Making  Non-Profit 501-C\*  Public Agency

**\*Please include verification of non-profit with application.**

Which type of category does your project falls under per RCW 67.28.1816?

- Special event or festival (i.e., sporting event, Festival of Color)
- Tourism marketing/development

Have you previously received a City of Redmond Tourism Grant for this specific project?

- No
- Yes

Are you already working in partnership with a Redmond hotel on marketing overnight stays for this project or event?

- No
- Yes

Hotel name(s): \_\_\_\_\_ Hotel contact(s): \_\_\_\_\_

Contact(s) phone: \_\_\_\_\_ Contact(s) email: \_\_\_\_\_

**World Cup 2026 Inquiry**

The 2026 FIFA World Cup will take place from June 11 to July 19, 2026, with six matches scheduled in Seattle during that time. Do you plan to host any activities or viewing opportunities at your event related to the 2026 tournament?

Please select one:

- No, we do not plan to host any World Cup-related activities.
- Possibly or undecided at this time.
- Yes, but the activities are separate from the event covered in this application.
- Yes, we plan to incorporate World Cup 2026 activities into the event covered in this application.

**FUND CRITERIA**

**1. Funding:**

ESTIMATED BUDGETED REVENUE		ESTIMATED BUDGETED EXPENSES	
*Grant amount requested:	\$ _____	Marketing:	\$ _____
Your organization funding given to this project:	\$ _____	Operations:	\$ _____
Sponsorships:	\$ _____	Staff:	\$ _____
Other Grants:	\$ _____	Other:	\$ _____
**Other revenue sources:	\$ _____	Other:	\$ _____
Total project revenue:	\$ _____	Total project expenses:	\$ _____

**\*The grant amount awarded cannot exceed more than 50% of the cost of the project.**

\*\*List all revenue sources expected/committed for this event. Include your own organization funding, other grant requests, sponsorships, ticket sales, etc.

## 2. Tourism Promotion:

Please read the below carefully and provide estimates	Estimates
What is the total expected attendance for this project (Please <u>provide the combined attendance across all days</u> of the project- you may count repeat guests that come on each day of the event as a new attendee each day)	80,000_____ 
Of the total attendance, how many are predicted to travel more than 50 miles? <b>(This number must be at least 5% of your total attendance to qualify for this grant.)</b>	
Of the people who travel more than 50 miles, how many traveled from another state or country.	
Total number of attendees who will stay overnight	
Of the overnight attendees, how many will stay overnight and <b>PAY</b> for accommodations?	
Of the overnight attendees, how many will <b>NOT PAY</b> for accommodations?	

**Total number of projected paid lodging nights:** \_\_\_\_\_

(Note: one lodging night = one or more persons occupying one room for one night. For example: two people in one room for three nights equals three lodging nights.)

What is your method for collecting attendance and overnight data? What is your estimated accuracy used in calculating these numbers?

How will your organization verify the attendance and hotel stay information for your project? (i.e. attendee questionnaires, registration information, ticketed sales information, hotel room data, etc.).

If this project took place in the past:

Where did it take place? \_\_\_\_\_

How many years has this project taken place? \_\_\_\_\_

How many estimated attendees did the project have in the most recent years?

Year: \_\_\_\_\_ Attendance: \_\_\_\_\_ Paid Overnight Stays Generated: \_\_\_\_\_

Year: \_\_\_\_\_ Attendance: \_\_\_\_\_ Paid Overnight Stays Generated: \_\_\_\_\_

Year: \_\_\_\_\_ Attendance: \_\_\_\_\_ Paid Overnight Stays Generated: \_\_\_\_\_

What method was used for collecting and calculating past attendance and overnight stay data?

How many days of programming is this event or project? \_\_\_\_\_

Briefly explain each day of programming.

How will your project use these funds to attract an audience from outside of Redmond? Is there an appeal for visitors from more than 50 miles away to come to your event or project?

*Note: This funding is awarded with the intention of driving visitors from more than 50 miles away and to generate paid overnight stays in Redmond.*

Describe how you will advertise, publicize, or otherwise distribute information regarding your project to market and attract an audience from more than 50 miles away.

Is there a targeted market or specific audience for this project and if so, please specify?

**3. Innovation**

Has a project like this been done before and if so, has your project taken a unique direction from past years or similar events? Please explain.

**4. Benefit and Impact to the Community**

Does your event benefit many of Redmond's businesses? If so, how?

Does your project promote Redmond as an inclusive and welcoming community? If so, how?

How will you evaluate the success of the project?

I am an authorized agent of the organization/agency applying for funding. By initialing each statement, then signing below, I certify that I have the authority of the organization/agency represented in this application to submit this request for funding on its behalf. I further certify that the foregoing is true and correct to the best of my knowledge:

\_\_\_\_\_ Washington limits how hotel/motel taxes may be used. I am proposing a tourism-related service for fiscal year 2026. If awarded, requested funds will be used only for the purposes described and established by state law. I understand the use of these funds are subject to audit by the Washington State Auditor.

\_\_\_\_\_ If awarded, my organization/agency intends to enter into a Memo of Understanding (MOU) contract with the City of Redmond, provide proof of appropriate insurance required for the duration of the project naming the City of Redmond as an additional insured in an amount determined by the City (detailed in the MOU), and file for a permit, if applicable.

\_\_\_\_\_ If my event or project is awarded tourism funds but unable to receive special event permitting approval, I understand the tourism funding will be subject to termination. Furthermore, if my organization is placed on permitting probation for any reason, I understand I will be unable to apply for these tourism funds during the probation year.

\_\_\_\_\_ The City of Redmond will only reimburse those costs actually incurred by my organization/agency and only after the service is rendered, paid for if provided by a third party, and showing proof of payment and services provided. I will submit supporting documents to the City of Redmond as requested, including copies of payment documentation.

\_\_\_\_\_ I understand that my organization/agency will be required to submit a report documenting the economic impact results of my funded activity in the form of a project summary, to include the number of tourists the event reached and the methods by which my organization/agency surveyed the attendance. Failure to provide this information or any other requested documentation within the timeframe requested may affect my organization's/agency's ability to receive expense reimbursements and affect our future funding eligibility.

\_\_\_\_\_ I understand I will need to promote the Experience Redmond logo and any associated tourism branding on our website and other marketing materials. There may be an additional logo to promote based on the most current City tourism programs.

Signature: \_\_\_\_\_

## **TOURISM PROMOTION FUND CRITERIA:**

- **Tourism promotion:**

Does the project/event:

Meet the basic state requirements for tourism promotion?

Promote the City as a destination place?

Attract visitors from more than 50 miles away, build new audiences, and encourage tourist expansion?

Support regional tourism planning?

Does the project or event have data to show proven positive impact on tourism in Redmond?

Is the project of a scale suitable for this funding program? (i.e. scale should be of a size to have an impact on increasing overnight stays and/or generate local business revenue)

- **Benefit and Impact to the community:**

Does the project promote a positive image for the City?

Does the project promote Redmond as an inclusive and welcoming community?

- **Innovation:**

Is this project/event unusual or unique?

Does it move an existing program in a new direction?

- **Funding:**

Are there additional revenue sources used to support this project/event?

Is this funding request for a new project/event or to continue or expand on-going project/event?

## **PROJECT EVALUATION CRITERIA**

Awards are based on the extent to which the applicant project or activity meets the following criteria:

- Priority is given to Redmond-based activities and projects.
- Priority is given to programs requesting seed money versus ongoing funding.
- The project or activity:
  - Promotes tourism which benefits the overall community, rather than a specific segment or interest
  - Supports regional tourism planning/promotion
  - Promotes the unique attributes of Redmond for tourists and the community
  - Promotes the city as a destination place
  - Encourages partnerships (public/private)
  - Supports long-lasting assets, capital facilities/amenities
  - Supports businesses or programs that advance City of Redmond equity and inclusion goals

The City reserves the right, in its sole discretion, to fund or not fund any particular project or program for which an application is submitted. The determination of whether to fund a particular project or program will be based upon a number of factors, including but not limited to: the ability of the program or project to promote tourism in the city, the relative merits of the project or program compared to the applications and the overall availability of funding. The City is the sole judge of its obligation to fund any particular project or program regardless of its merits under these factors.

## **PLEASE SUBMIT APPLICATION**

to the Lodging Tax Advisory Committee (LTAC) by **5:00 p.m. on August 11** via one of the following:

- Email application: Jackie Lalor at [jlalor@redmond.gov](mailto:jlalor@redmond.gov)
- Mail application: City of Redmond; Attn: Jackie; MS: 4SPL, PO Box 97010, Redmond, WA 98073-9710
- Hand deliver application C/O Jackie Lalor: Redmond City Hall, 15670 NE 85<sup>th</sup> Street, Redmond 98052. Drop at the Customer Service Center on the first floor.



**DUE DATE:** All 2026 Tourism Grant applications must be submitted to [jlalor@redmond.gov](mailto:jlalor@redmond.gov) by **5:00 p.m. on Monday, August 11.**

Late submissions will not be accepted—no exceptions.

We strongly encourage you to submit your application early to avoid any issues that could result in disqualification.

---

## Tourism Program Grant Application

### TO BE CONSIDERED FOR FUNDING, REQUESTS MUST BE USED FOR ONE OF THE FOLLOWING PURPOSES (RCW 67.28.1816):

- Tourism marketing
- Marketing and operations of special events and festivals designed to attract tourists
- Operations of tourism-related facilities owned or operated by nonprofit organizations as defined by the IRC 501(c)(3) or 501(c)(6). Proof of nonprofit status will be required.

**Note: Capital purchases or improvements are not an allowable use except for City owned and/or Public Facilities District owned tourism-related facilities.**

### STATE LAW DEFINING THE USE OF SPECIAL LODGING TAX

State law defines promoting tourism as: "activities, operations, and expenditures designed to increase tourism, including but not limited to advertising, publicizing, or otherwise distributing information for the purpose of attracting and welcoming tourists; developing strategies to expand tourism; operating tourism promotion agencies; and funding the marketing of or the operation of special events and festivals designed to attract tourists."

### STATE LAW REQUIRES THAT:

Applicants applying for use of revenues in this chapter must provide the municipality to which they are applying estimates of how any moneys received will result in increases in the number of people traveling for business or pleasure on a trip: (1) away from their place of residence or business for the day or staying overnight in paid accommodations; (2) to a place fifty miles or more one way from their place of residence or business for the day or staying overnight; or (3) from another country or state outside of their place of residence or their business.

The City of Redmond is required to report the effectiveness of the dollars granted to increase overnight stays and generate local business revenue. This application and the project summary completed after the project, will help the City in determining the effectiveness of the dollars granted.

Project Title: \_\_\_\_\_

Event Start Date: \_\_\_\_\_ Event End Date: \_\_\_\_\_

Note: These are the date(s) of the event space being utilized for programming.

How many total days of event programming will you have? \_\_\_\_\_

Type of Project: *(i.e. Youth soccer tournament)* \_\_\_\_\_

Project Location(s) (please list all locations): \_\_\_\_\_

Is this a new or reoccurring event/program?  New  Reoccurring

Contact Person: \_\_\_\_\_

Contact E-mail: \_\_\_\_\_

Company/Organization: \_\_\_\_\_ Phone: \_\_\_\_\_

Address: \_\_\_\_\_

City: \_\_\_\_\_ State: \_\_\_\_\_ Zip: \_\_\_\_\_

Authorized Signer: \_\_\_\_\_

*(Person representing agency or organization authorized to sign Memorandum of Understanding with the City)*

In two sentences, please explain your project (no more than 75 words).

Will your project take place in the 2026 year, and can you provide all documentation such as the project summary with proof of expense payments within **30-days of your event/project completion?** *Note: Events taking place in November and December will be subject to an early December deadline.*

- No
- Yes

Organization is:  Profit-Making  Non-Profit 501-C\*  Public Agency

**\*Please include verification of non-profit with application.**

Which type of category does your project falls under per RCW 67.28.1816?

- Special event or festival (i.e., sporting event, Festival of Color)
- Tourism marketing/development

Have you previously received a City of Redmond Tourism Grant for this specific project?

- No
- Yes

Are you already working in partnership with a Redmond hotel on marketing overnight stays for this project or event?

- No
- Yes

Hotel name(s): \_\_\_\_\_ Hotel contact(s): \_\_\_\_\_

Contact(s) phone: \_\_\_\_\_ Contact(s) email: \_\_\_\_\_

**World Cup 2026 Inquiry**

The 2026 FIFA World Cup will take place from June 11 to July 19, 2026, with six matches scheduled in Seattle during that time. Do you plan to host any activities or viewing opportunities at your event related to the 2026 tournament?

Please select one:

- No, we do not plan to host any World Cup-related activities.
- Possibly or undecided at this time.
- Yes, but the activities are separate from the event covered in this application.
- Yes, we plan to incorporate World Cup 2026 activities into the event covered in this application.

**FUND CRITERIA**

**1. Funding:**

ESTIMATED BUDGETED REVENUE		ESTIMATED BUDGETED EXPENSES	
*Grant amount requested:	\$ _____	Marketing:	\$ _____
Your organization funding given to this project:	\$ _____	Operations:	\$ _____
Sponsorships:	\$ _____	Staff:	\$ _____
Other Grants:	\$ _____	Other:	\$ _____
**Other revenue sources:	\$ _____	Other:	\$ _____
Total project revenue:	\$ _____	Total project expenses:	\$ _____

**\*The grant amount awarded cannot exceed more than 50% of the cost of the project.**

\*\*List all revenue sources expected/committed for this event. Include your own organization funding, other grant requests, sponsorships, ticket sales, etc.

## 2. Tourism Promotion:

Please read the below carefully and provide estimates	Estimates
What is the total expected attendance for this project (Please <u>provide the combined attendance across all days</u> of the project- you may count repeat guests that come on each day of the event as a new attendee each day)	
Of the total attendance, how many are predicted to travel more than 50 miles? <b>(This number must be at least 5% of your total attendance to qualify for this grant.)</b>	
Of the people who travel more than 50 miles, how many traveled from another state or country.	
Total number of attendees who will stay overnight	
Of the overnight attendees, how many will stay overnight and <b>PAY</b> for accommodations?	
Of the overnight attendees, how many will <b>NOT PAY</b> for accommodations?	

**Total number of projected paid lodging nights:** \_\_\_\_\_

(Note: one lodging night = one or more persons occupying one room for one night. For example: two people in one room for three nights equals three lodging nights.)

What is your method for collecting attendance and overnight data? What is your estimated accuracy used in calculating these numbers?

How will your organization verify the attendance and hotel stay information for your project? (i.e. attendee questionnaires, registration information, ticketed sales information, hotel room data, etc.).

If this project took place in the past:

Where did it take place? \_\_\_\_\_

How many years has this project taken place? \_\_\_\_\_

How many estimated attendees did the project have in the most recent years?

Year: \_\_\_\_\_ Attendance: \_\_\_\_\_ Paid Overnight Stays Generated: \_\_\_\_\_

Year: \_\_\_\_\_ Attendance: \_\_\_\_\_ Paid Overnight Stays Generated: \_\_\_\_\_

Year: \_\_\_\_\_ Attendance: \_\_\_\_\_ Paid Overnight Stays Generated: \_\_\_\_\_

What method was used for collecting and calculating past attendance and overnight stay data?

How many days of programming is this event or project? \_\_\_\_\_

Briefly explain each day of programming.

How will your project use these funds to attract an audience from outside of Redmond? Is there an appeal for visitors from more than 50 miles away to come to your event or project?

*Note: This funding is awarded with the intention of driving visitors from more than 50 miles away and to generate paid overnight stays in Redmond.*

Describe how you will advertise, publicize, or otherwise distribute information regarding your project to market and attract an audience from more than 50 miles away.

Is there a targeted market or specific audience for this project and if so, please specify?

**3. Innovation**

Has a project like this been done before and if so, has your project taken a unique direction from past years or similar events? Please explain.

**4. Benefit and Impact to the Community**

Does your event benefit many of Redmond's businesses? If so, how?

Does your project promote Redmond as an inclusive and welcoming community? If so, how?

How will you evaluate the success of the project?

I am an authorized agent of the organization/agency applying for funding. By initialing each statement, then signing below, I certify that I have the authority of the organization/agency represented in this application to submit this request for funding on its behalf. I further certify that the foregoing is true and correct to the best of my knowledge:

NT Washington limits how hotel/motel taxes may be used. I am proposing a tourism-related service for fiscal year 2026. If awarded, requested funds will be used only for the purposes described and established by state law. I understand the use of these funds are subject to audit by the Washington State Auditor.

NT If awarded, my organization/agency intends to enter into a Memo of Understanding (MOU) contract with the City of Redmond, provide proof of appropriate insurance required for the duration of the project naming the City of Redmond as an additional insured in an amount determined by the City (detailed in the MOU), and file for a permit, if applicable.

NT If my event or project is awarded tourism funds but unable to receive special event permitting approval, I understand the tourism funding will be subject to termination. Furthermore, if my organization is placed on permitting probation for any reason, I understand I will be unable to apply for these tourism funds during the probation year.

*NT*

The City of Redmond will only reimburse those costs actually incurred by my organization/agency and only after the service is rendered, paid for if provided by a third party, and showing proof of payment and services provided. I will submit supporting documents to the City of Redmond as requested, including copies of payment documentation.

*NT*

I understand that my organization/agency will be required to submit a report documenting the economic impact results of my funded activity in the form of a project summary, to include the number of tourists the event reached and the methods by which my organization/agency surveyed the attendance. Failure to provide this information or any other requested documentation within the timeframe requested may affect my organization's/agency's ability to receive expense reimbursements and affect our future funding eligibility.

*NT*

I understand I will need to promote the Experience Redmond logo and any associated tourism branding on our website and other marketing materials. There may be an additional logo to promote based on the most current City tourism programs.



Signature: \_\_\_\_\_

## **TOURISM PROMOTION FUND CRITERIA:**

- **Tourism promotion:**

Does the project/event:

Meet the basic state requirements for tourism promotion?

Promote the City as a destination place?

Attract visitors from more than 50 miles away, build new audiences, and encourage tourist expansion?

Support regional tourism planning?

Does the project or event have data to show proven positive impact on tourism in Redmond?

Is the project of a scale suitable for this funding program? (i.e. scale should be of a size to have an impact on increasing overnight stays and/or generate local business revenue)

- **Benefit and Impact to the community:**

Does the project promote a positive image for the City?

Does the project promote Redmond as an inclusive and welcoming community?

- **Innovation:**

Is this project/event unusual or unique?

Does it move an existing program in a new direction?

- **Funding:**

Are there additional revenue sources used to support this project/event?

Is this funding request for a new project/event or to continue or expand on-going project/event?

## **PROJECT EVALUATION CRITERIA**

Awards are based on the extent to which the applicant project or activity meets the following criteria:

- Priority is given to Redmond-based activities and projects.
- Priority is given to programs requesting seed money versus ongoing funding.
- The project or activity:
  - Promotes tourism which benefits the overall community, rather than a specific segment or interest
  - Supports regional tourism planning/promotion
  - Promotes the unique attributes of Redmond for tourists and the community
  - Promotes the city as a destination place
  - Encourages partnerships (public/private)
  - Supports long-lasting assets, capital facilities/amenities
  - Supports businesses or programs that advance City of Redmond equity and inclusion goals

The City reserves the right, in its sole discretion, to fund or not fund any particular project or program for which an application is submitted. The determination of whether to fund a particular project or program will be based upon a number of factors, including but not limited to: the ability of the program or project to promote tourism in the city, the relative merits of the project or program compared to the applications and the overall availability of funding. The City is the sole judge of its obligation to fund any particular project or program regardless of its merits under these factors.

## **PLEASE SUBMIT APPLICATION**

to the Lodging Tax Advisory Committee (LTAC) by **5:00 p.m. on August 11** via one of the following:

- Email application: Jackie Lalor at [jlalor@redmond.gov](mailto:jlalor@redmond.gov)
- Mail application: City of Redmond; Attn: Jackie; MS: 4SPL, PO Box 97010, Redmond, WA 98073-9710
- Hand deliver application C/O Jackie Lalor: Redmond City Hall, 15670 NE 85<sup>th</sup> Street, Redmond 98052. Drop at the Customer Service Center on the first floor.



**DUE DATE:** All 2026 Tourism Grant applications must be submitted to [jlalor@redmond.gov](mailto:jlalor@redmond.gov) by **5:00 p.m. on Monday, August 11.**

Late submissions will not be accepted—no exceptions.

We strongly encourage you to submit your application early to avoid any issues that could result in disqualification.

---

## Tourism Program Grant Application

### TO BE CONSIDERED FOR FUNDING, REQUESTS MUST BE USED FOR ONE OF THE FOLLOWING PURPOSES (RCW 67.28.1816):

- Tourism marketing
- Marketing and operations of special events and festivals designed to attract tourists
- Operations of tourism-related facilities owned or operated by nonprofit organizations as defined by the IRC 501(c)(3) or 501(c)(6). Proof of nonprofit status will be required.

**Note: Capital purchases or improvements are not an allowable use except for City owned and/or Public Facilities District owned tourism-related facilities.**

### STATE LAW DEFINING THE USE OF SPECIAL LODGING TAX

State law defines promoting tourism as: "activities, operations, and expenditures designed to increase tourism, including but not limited to advertising, publicizing, or otherwise distributing information for the purpose of attracting and welcoming tourists; developing strategies to expand tourism; operating tourism promotion agencies; and funding the marketing of or the operation of special events and festivals designed to attract tourists."

### STATE LAW REQUIRES THAT:

Applicants applying for use of revenues in this chapter must provide the municipality to which they are applying estimates of how any moneys received will result in increases in the number of people traveling for business or pleasure on a trip: (1) away from their place of residence or business for the day or staying overnight in paid accommodations; (2) to a place fifty miles or more one way from their place of residence or business for the day or staying overnight; or (3) from another country or state outside of their place of residence or their business.

The City of Redmond is required to report the effectiveness of the dollars granted to increase overnight stays and generate local business revenue. This application and the project summary completed after the project, will help the City in determining the effectiveness of the dollars granted.

Project Title: \_\_\_\_\_

Event Start Date: \_\_\_\_\_ Event End Date: \_\_\_\_\_

Note: These are the date(s) of the event space being utilized for programming.

How many total days of event programming will you have? \_\_\_\_\_

Type of Project: *(i.e. Youth soccer tournament)* \_\_\_\_\_

Project Location(s) (please list all locations): \_\_\_\_\_

Is this a new or reoccurring event/program?  New  Reoccurring

Contact Person: \_\_\_\_\_

Contact E-mail: \_\_\_\_\_

Company/Organization: \_\_\_\_\_ Phone: \_\_\_\_\_

Address: \_\_\_\_\_

City: \_\_\_\_\_ State: \_\_\_\_\_ Zip: \_\_\_\_\_

Authorized Signer: \_\_\_\_\_

*(Person representing agency or organization authorized to sign Memorandum of Understanding with the City)*

In two sentences, please explain your project (no more than 75 words).

Will your project take place in the 2026 year, and can you provide all documentation such as the project summary with proof of expense payments within **30-days of your event/project completion?** *Note: Events taking place in November and December will be subject to an early December deadline.*

- No
- Yes

Organization is:  Profit-Making  Non-Profit 501-C\*  Public Agency

**\*Please include verification of non-profit with application.**

Which type of category does your project falls under per RCW 67.28.1816?

- Special event or festival (i.e., sporting event, Festival of Color)
- Tourism marketing/development

Have you previously received a City of Redmond Tourism Grant for this specific project?

- No
- Yes

Are you already working in partnership with a Redmond hotel on marketing overnight stays for this project or event?

- No
- Yes

Hotel name(s): \_\_\_\_\_ Hotel contact(s): \_\_\_\_\_

Contact(s) phone: \_\_\_\_\_ Contact(s) email: \_\_\_\_\_

**World Cup 2026 Inquiry**

The 2026 FIFA World Cup will take place from June 11 to July 19, 2026, with six matches scheduled in Seattle during that time. Do you plan to host any activities or viewing opportunities at your event related to the 2026 tournament?

Please select one:

- No, we do not plan to host any World Cup-related activities.
- Possibly or undecided at this time.
- Yes, but the activities are separate from the event covered in this application.
- Yes, we plan to incorporate World Cup 2026 activities into the event covered in this application.

**FUND CRITERIA**

**1. Funding:**

ESTIMATED BUDGETED REVENUE		ESTIMATED BUDGETED EXPENSES	
*Grant amount requested:	\$ _____	Marketing:	\$ _____
Your organization funding given to this project:	\$ _____	Operations:	\$ _____
Sponsorships:	\$ _____	Staff:	\$ _____
Other Grants:	\$ _____	Other:	\$ _____
**Other revenue sources:	\$ _____	Other:	\$ _____
Total project revenue:	\$ _____	Total project expenses:	\$ _____

**\*The grant amount awarded cannot exceed more than 50% of the cost of the project.**

\*\*List all revenue sources expected/committed for this event. Include your own organization funding, other grant requests, sponsorships, ticket sales, etc.

## 2. Tourism Promotion:

Please read the below carefully and provide estimates	Estimates
What is the total expected attendance for this project (Please <u>provide the combined attendance across all days</u> of the project- you may count repeat guests that come on each day of the event as a new attendee each day)	
Of the total attendance, how many are predicted to travel more than 50 miles? <b>(This number must be at least 5% of your total attendance to qualify for this grant.)</b>	
Of the people who travel more than 50 miles, how many traveled from another state or country.	
Total number of attendees who will stay overnight	
Of the overnight attendees, how many will stay overnight and <b>PAY</b> for accommodations?	
Of the overnight attendees, how many will <b>NOT PAY</b> for accommodations?	

**Total number of projected paid lodging nights:** \_\_\_\_\_

(Note: one lodging night = one or more persons occupying one room for one night. For example: two people in one room for three nights equals three lodging nights.)

What is your method for collecting attendance and overnight data? What is your estimated accuracy used in calculating these numbers?

How will your organization verify the attendance and hotel stay information for your project? (i.e. attendee questionnaires, registration information, ticketed sales information, hotel room data, etc.).

If this project took place in the past:

Where did it take place? \_\_\_\_\_

How many years has this project taken place? \_\_\_\_\_

How many estimated attendees did the project have in the most recent years?

Year: \_\_\_\_\_ Attendance: \_\_\_\_\_ Paid Overnight Stays Generated: \_\_\_\_\_

Year: \_\_\_\_\_ Attendance: \_\_\_\_\_ Paid Overnight Stays Generated: \_\_\_\_\_

Year: \_\_\_\_\_ Attendance: \_\_\_\_\_ Paid Overnight Stays Generated: \_\_\_\_\_

What method was used for collecting and calculating past attendance and overnight stay data?

How many days of programming is this event or project? \_\_\_\_\_

Briefly explain each day of programming.

How will your project use these funds to attract an audience from outside of Redmond? Is there an appeal for visitors from more than 50 miles away to come to your event or project?

*Note: This funding is awarded with the intention of driving visitors from more than 50 miles away and to generate paid overnight stays in Redmond.*

Describe how you will advertise, publicize, or otherwise distribute information regarding your project to market and attract an audience from more than 50 miles away.

Is there a targeted market or specific audience for this project and if so, please specify?

**3. Innovation**

Has a project like this been done before and if so, has your project taken a unique direction from past years or similar events? Please explain.

**4. Benefit and Impact to the Community**

Does your event benefit many of Redmond's businesses? If so, how?

Does your project promote Redmond as an inclusive and welcoming community? If so, how?

How will you evaluate the success of the project?

I am an authorized agent of the organization/agency applying for funding. By initialing each statement, then signing below, I certify that I have the authority of the organization/agency represented in this application to submit this request for funding on its behalf. I further certify that the foregoing is true and correct to the best of my knowledge:

\_\_\_\_\_ Washington limits how hotel/motel taxes may be used. I am proposing a tourism-related service for fiscal year 2026. If awarded, requested funds will be used only for the purposes described and established by state law. I understand the use of these funds are subject to audit by the Washington State Auditor.

\_\_\_\_\_ If awarded, my organization/agency intends to enter into a Memo of Understanding (MOU) contract with the City of Redmond, provide proof of appropriate insurance required for the duration of the project naming the City of Redmond as an additional insured in an amount determined by the City (detailed in the MOU), and file for a permit, if applicable.

\_\_\_\_\_ If my event or project is awarded tourism funds but unable to receive special event permitting approval, I understand the tourism funding will be subject to termination. Furthermore, if my organization is placed on permitting probation for any reason, I understand I will be unable to apply for these tourism funds during the probation year.

\_\_\_\_\_ The City of Redmond will only reimburse those costs actually incurred by my organization/agency and only after the service is rendered, paid for if provided by a third party, and showing proof of payment and services provided. I will submit supporting documents to the City of Redmond as requested, including copies of payment documentation.

\_\_\_\_\_ I understand that my organization/agency will be required to submit a report documenting the economic impact results of my funded activity in the form of a project summary, to include the number of tourists the event reached and the methods by which my organization/agency surveyed the attendance. Failure to provide this information or any other requested documentation within the timeframe requested may affect my organization's/agency's ability to receive expense reimbursements and affect our future funding eligibility.

\_\_\_\_\_ I understand I will need to promote the Experience Redmond logo and any associated tourism branding on our website and other marketing materials. There may be an additional logo to promote based on the most current City tourism programs.

Signature: \_\_\_\_\_

## **TOURISM PROMOTION FUND CRITERIA:**

- **Tourism promotion:**

Does the project/event:

Meet the basic state requirements for tourism promotion?

Promote the City as a destination place?

Attract visitors from more than 50 miles away, build new audiences, and encourage tourist expansion?

Support regional tourism planning?

Does the project or event have data to show proven positive impact on tourism in Redmond?

Is the project of a scale suitable for this funding program? (i.e. scale should be of a size to have an impact on increasing overnight stays and/or generate local business revenue)

- **Benefit and Impact to the community:**

Does the project promote a positive image for the City?

Does the project promote Redmond as an inclusive and welcoming community?

- **Innovation:**

Is this project/event unusual or unique?

Does it move an existing program in a new direction?

- **Funding:**

Are there additional revenue sources used to support this project/event?

Is this funding request for a new project/event or to continue or expand on-going project/event?

## **PROJECT EVALUATION CRITERIA**

Awards are based on the extent to which the applicant project or activity meets the following criteria:

- Priority is given to Redmond-based activities and projects.
- Priority is given to programs requesting seed money versus ongoing funding.
- The project or activity:
  - Promotes tourism which benefits the overall community, rather than a specific segment or interest
  - Supports regional tourism planning/promotion
  - Promotes the unique attributes of Redmond for tourists and the community
  - Promotes the city as a destination place
  - Encourages partnerships (public/private)
  - Supports long-lasting assets, capital facilities/amenities
  - Supports businesses or programs that advance City of Redmond equity and inclusion goals

The City reserves the right, in its sole discretion, to fund or not fund any particular project or program for which an application is submitted. The determination of whether to fund a particular project or program will be based upon a number of factors, including but not limited to: the ability of the program or project to promote tourism in the city, the relative merits of the project or program compared to the applications and the overall availability of funding. The City is the sole judge of its obligation to fund any particular project or program regardless of its merits under these factors.

## **PLEASE SUBMIT APPLICATION**

to the Lodging Tax Advisory Committee (LTAC) by **5:00 p.m. on August 11** via one of the following:

- Email application: Jackie Lalor at [jlalor@redmond.gov](mailto:jlalor@redmond.gov)
- Mail application: City of Redmond; Attn: Jackie; MS: 4SPL, PO Box 97010, Redmond, WA 98073-9710
- Hand deliver application C/O Jackie Lalor: Redmond City Hall, 15670 NE 85<sup>th</sup> Street, Redmond 98052. Drop at the Customer Service Center on the first floor.



**DUE DATE:** All 2026 Tourism Grant applications must be submitted to [jlalor@redmond.gov](mailto:jlalor@redmond.gov) by **5:00 p.m. on Monday, August 11.**

Late submissions will not be accepted—no exceptions.

We strongly encourage you to submit your application early to avoid any issues that could result in disqualification.

---

## Tourism Program Grant Application

### TO BE CONSIDERED FOR FUNDING, REQUESTS MUST BE USED FOR ONE OF THE FOLLOWING PURPOSES (RCW 67.28.1816):

- Tourism marketing
- Marketing and operations of special events and festivals designed to attract tourists
- Operations of tourism-related facilities owned or operated by nonprofit organizations as defined by the IRC 501(c)(3) or 501(c)(6). Proof of nonprofit status will be required.

**Note: Capital purchases or improvements are not an allowable use except for City owned and/or Public Facilities District owned tourism-related facilities.**

### STATE LAW DEFINING THE USE OF SPECIAL LODGING TAX

State law defines promoting tourism as: “activities, operations, and expenditures designed to increase tourism, including but not limited to advertising, publicizing, or otherwise distributing information for the purpose of attracting and welcoming tourists; developing strategies to expand tourism; operating tourism promotion agencies; and funding the marketing of or the operation of special events and festivals designed to attract tourists.”

### STATE LAW REQUIRES THAT:

Applicants applying for use of revenues in this chapter must provide the municipality to which they are applying estimates of how any moneys received will result in increases in the number of people traveling for business or pleasure on a trip: (1) away from their place of residence or business for the day or staying overnight in paid accommodations; (2) to a place fifty miles or more one way from their place of residence or business for the day or staying overnight; or (3) from another country or state outside of their place of residence or their business.

The City of Redmond is required to report the effectiveness of the dollars granted to increase overnight stays and generate local business revenue. This application and the project summary completed after the project, will help the City in determining the effectiveness of the dollars granted.

Project Title: \_\_\_\_\_

Event Start Date: \_\_\_\_\_ Event End Date: \_\_\_\_\_

Note: These are the date(s) of the event space being utilized for programming.

How many total days of event programming will you have? \_\_\_\_\_

Type of Project: *(i.e. Youth soccer tournament)* \_\_\_\_\_

Project Location(s) (please list all locations): \_\_\_\_\_

Is this a new or reoccurring event/program?  New  Reoccurring

Contact Person: \_\_\_\_\_

Contact E-mail: \_\_\_\_\_

Company/Organization: \_\_\_\_\_ Phone: \_\_\_\_\_

Address: \_\_\_\_\_

City: \_\_\_\_\_ State: \_\_\_\_\_ Zip: \_\_\_\_\_

Authorized Signer: \_\_\_\_\_

*(Person representing agency or organization authorized to sign Memorandum of Understanding with the City)*

In two sentences, please explain your project (no more than 75 words).

Will your project take place in the 2026 year, and can you provide all documentation such as the project summary with proof of expense payments within **30-days of your event/project completion?** *Note: Events taking place in November and December will be subject to an early December deadline.*

- No
- Yes

Organization is:  Profit-Making  Non-Profit 501-C\*  Public Agency

**\*Please include verification of non-profit with application.**

Which type of category does your project falls under per RCW 67.28.1816?

- Special event or festival (i.e., sporting event, Festival of Color)
- Tourism marketing/development

Have you previously received a City of Redmond Tourism Grant for this specific project?

- No
- Yes

Are you already working in partnership with a Redmond hotel on marketing overnight stays for this project or event?

- No
- Yes

Hotel name(s): \_\_\_\_\_ Hotel contact(s): \_\_\_\_\_

Contact(s) phone: \_\_\_\_\_ Contact(s) email: \_\_\_\_\_

**World Cup 2026 Inquiry**

The 2026 FIFA World Cup will take place from June 11 to July 19, 2026, with six matches scheduled in Seattle during that time. Do you plan to host any activities or viewing opportunities at your event related to the 2026 tournament?

Please select one:

- No, we do not plan to host any World Cup-related activities.
- Possibly or undecided at this time.
- Yes, but the activities are separate from the event covered in this application.
- Yes, we plan to incorporate World Cup 2026 activities into the event covered in this application.

**FUND CRITERIA**

**1. Funding:**

ESTIMATED BUDGETED REVENUE		ESTIMATED BUDGETED EXPENSES	
*Grant amount requested:	\$ _____	Marketing:	\$ _____
Your organization funding given to this project:	\$ _____	Operations:	\$ _____
Sponsorships:	\$ _____	Staff:	\$ _____
Other Grants:	\$ _____	Other:	\$ _____
**Other revenue sources:	\$ _____	Other:	\$ _____
Total project revenue:	\$ _____	Total project expenses:	\$ _____

**\*The grant amount awarded cannot exceed more than 50% of the cost of the project.**

\*\*List all revenue sources expected/committed for this event. Include your own organization funding, other grant requests, sponsorships, ticket sales, etc.

## 2. Tourism Promotion:

Please read the below carefully and provide estimates	Estimates
What is the total expected attendance for this project (Please <u>provide the combined attendance across all days</u> of the project- you may count repeat guests that come on each day of the event as a new attendee each day)	
Of the total attendance, how many are predicted to travel more than 50 miles? <b>(This number must be at least 5% of your total attendance to qualify for this grant.)</b>	
Of the people who travel more than 50 miles, how many traveled from another state or country.	
Total number of attendees who will stay overnight	
Of the overnight attendees, how many will stay overnight and <b>PAY</b> for accommodations?	
Of the overnight attendees, how many will <b>NOT PAY</b> for accommodations?	

**Total number of projected paid lodging nights:** \_\_\_\_\_

(Note: one lodging night = one or more persons occupying one room for one night. For example: two people in one room for three nights equals three lodging nights.)

What is your method for collecting attendance and overnight data? What is your estimated accuracy used in calculating these numbers?

How will your organization verify the attendance and hotel stay information for your project? (i.e. attendee questionnaires, registration information, ticketed sales information, hotel room data, etc.).

If this project took place in the past:

Where did it take place? \_\_\_\_\_

How many years has this project taken place? \_\_\_\_\_

How many estimated attendees did the project have in the most recent years?

Year: \_\_\_\_\_ Attendance: \_\_\_\_\_ Paid Overnight Stays Generated: \_\_\_\_\_

Year: \_\_\_\_\_ Attendance: \_\_\_\_\_ Paid Overnight Stays Generated: \_\_\_\_\_

Year: \_\_\_\_\_ Attendance: \_\_\_\_\_ Paid Overnight Stays Generated: \_\_\_\_\_

What method was used for collecting and calculating past attendance and overnight stay data?

How many days of programming is this event or project? \_\_\_\_\_

Briefly explain each day of programming.

How will your project use these funds to attract an audience from outside of Redmond? Is there an appeal for visitors from more than 50 miles away to come to your event or project?

*Note: This funding is awarded with the intention of driving visitors from more than 50 miles away and to generate paid overnight stays in Redmond.*

Describe how you will advertise, publicize, or otherwise distribute information regarding your project to market and attract an audience from more than 50 miles away.

Is there a targeted market or specific audience for this project and if so, please specify?

**3. Innovation**

Has a project like this been done before and if so, has your project taken a unique direction from past years or similar events? Please explain.

**4. Benefit and Impact to the Community**

Does your event benefit many of Redmond's businesses? If so, how?

Does your project promote Redmond as an inclusive and welcoming community? If so, how?

How will you evaluate the success of the project?

I am an authorized agent of the organization/agency applying for funding. By initialing each statement, then signing below, I certify that I have the authority of the organization/agency represented in this application to submit this request for funding on its behalf. I further certify that the foregoing is true and correct to the best of my knowledge:

\_\_\_\_\_ Washington limits how hotel/motel taxes may be used. I am proposing a tourism-related service for fiscal year 2026. If awarded, requested funds will be used only for the purposes described and established by state law. I understand the use of these funds are subject to audit by the Washington State Auditor.

\_\_\_\_\_ If awarded, my organization/agency intends to enter into a Memo of Understanding (MOU) contract with the City of Redmond, provide proof of appropriate insurance required for the duration of the project naming the City of Redmond as an additional insured in an amount determined by the City (detailed in the MOU), and file for a permit, if applicable.

\_\_\_\_\_ If my event or project is awarded tourism funds but unable to receive special event permitting approval, I understand the tourism funding will be subject to termination. Furthermore, if my organization is placed on permitting probation for any reason, I understand I will be unable to apply for these tourism funds during the probation year.

\_\_\_\_\_ The City of Redmond will only reimburse those costs actually incurred by my organization/agency and only after the service is rendered, paid for if provided by a third party, and showing proof of payment and services provided. I will submit supporting documents to the City of Redmond as requested, including copies of payment documentation.

\_\_\_\_\_ I understand that my organization/agency will be required to submit a report documenting the economic impact results of my funded activity in the form of a project summary, to include the number of tourists the event reached and the methods by which my organization/agency surveyed the attendance. Failure to provide this information or any other requested documentation within the timeframe requested may affect my organization's/agency's ability to receive expense reimbursements and affect our future funding eligibility.

\_\_\_\_\_ I understand I will need to promote the Experience Redmond logo and any associated tourism branding on our website and other marketing materials. There may be an additional logo to promote based on the most current City tourism programs.

Signature: \_\_\_\_\_

## **TOURISM PROMOTION FUND CRITERIA:**

- **Tourism promotion:**
  - Does the project/event:
    - Meet the basic state requirements for tourism promotion?
    - Promote the City as a destination place?
    - Attract visitors from more than 50 miles away, build new audiences, and encourage tourist expansion?
    - Support regional tourism planning?
  - Does the project or event have data to show proven positive impact on tourism in Redmond?
  - Is the project of a scale suitable for this funding program? (i.e. scale should be of a size to have an impact on increasing overnight stays and/or generate local business revenue)
- **Benefit and Impact to the community:**
  - Does the project promote a positive image for the City?
  - Does the project promote Redmond as an inclusive and welcoming community?
- **Innovation:**
  - Is this project/event unusual or unique?
  - Does it move an existing program in a new direction?
- **Funding:**
  - Are there additional revenue sources used to support this project/event?
  - Is this funding request for a new project/event or to continue or expand on-going project/event?

## **PROJECT EVALUATION CRITERIA**

Awards are based on the extent to which the applicant project or activity meets the following criteria:

- Priority is given to Redmond-based activities and projects.
- Priority is given to programs requesting seed money versus ongoing funding.
- The project or activity:
  - Promotes tourism which benefits the overall community, rather than a specific segment or interest
  - Supports regional tourism planning/promotion
  - Promotes the unique attributes of Redmond for tourists and the community
  - Promotes the city as a destination place
  - Encourages partnerships (public/private)
  - Supports long-lasting assets, capital facilities/amenities
  - Supports businesses or programs that advance City of Redmond equity and inclusion goals

The City reserves the right, in its sole discretion, to fund or not fund any particular project or program for which an application is submitted. The determination of whether to fund a particular project or program will be based upon a number of factors, including but not limited to: the ability of the program or project to promote tourism in the city, the relative merits of the project or program compared to the applications and the overall availability of funding. The City is the sole judge of its obligation to fund any particular project or program regardless of its merits under these factors.

## **PLEASE SUBMIT APPLICATION**

to the Lodging Tax Advisory Committee (LTAC) by **5:00 p.m. on August 11** via one of the following:

- Email application: Jackie Lalor at [jlalor@redmond.gov](mailto:jlalor@redmond.gov)
- Mail application: City of Redmond; Attn: Jackie; MS: 4SPL, PO Box 97010, Redmond, WA 98073-9710
- Hand deliver application C/O Jackie Lalor: Redmond City Hall, 15670 NE 85<sup>th</sup> Street, Redmond 98052. Drop at the Customer Service Center on the first floor.



**DUE DATE:** All 2026 Tourism Grant applications must be submitted to [jlalor@redmond.gov](mailto:jlalor@redmond.gov) by **5:00 p.m. on Monday, August 11.**

Late submissions will not be accepted—no exceptions.

We strongly encourage you to submit your application early to avoid any issues that could result in disqualification.

---

## Tourism Program Grant Application

### TO BE CONSIDERED FOR FUNDING, REQUESTS MUST BE USED FOR ONE OF THE FOLLOWING PURPOSES (RCW 67.28.1816):

- Tourism marketing
- Marketing and operations of special events and festivals designed to attract tourists
- Operations of tourism-related facilities owned or operated by nonprofit organizations as defined by the IRC 501(c)(3) or 501(c)(6). Proof of nonprofit status will be required.

**Note: Capital purchases or improvements are not an allowable use except for City owned and/or Public Facilities District owned tourism-related facilities.**

### STATE LAW DEFINING THE USE OF SPECIAL LODGING TAX

State law defines promoting tourism as: “activities, operations, and expenditures designed to increase tourism, including but not limited to advertising, publicizing, or otherwise distributing information for the purpose of attracting and welcoming tourists; developing strategies to expand tourism; operating tourism promotion agencies; and funding the marketing of or the operation of special events and festivals designed to attract tourists.”

### STATE LAW REQUIRES THAT:

Applicants applying for use of revenues in this chapter must provide the municipality to which they are applying estimates of how any moneys received will result in increases in the number of people traveling for business or pleasure on a trip: (1) away from their place of residence or business for the day or staying overnight in paid accommodations; (2) to a place fifty miles or more one way from their place of residence or business for the day or staying overnight; or (3) from another country or state outside of their place of residence or their business.

The City of Redmond is required to report the effectiveness of the dollars granted to increase overnight stays and generate local business revenue. This application and the project summary completed after the project, will help the City in determining the effectiveness of the dollars granted.

Project Title: \_\_\_\_\_

Event Start Date: \_\_\_\_\_ Event End Date: \_\_\_\_\_

Note: These are the date(s) of the event space being utilized for programming.

How many total days of event programming will you have? \_\_\_\_\_

Type of Project: *(i.e. Youth soccer tournament)* \_\_\_\_\_

Project Location(s) (please list all locations): \_\_\_\_\_

Is this a new or reoccurring event/program?  New  Reoccurring

Contact Person: \_\_\_\_\_

Contact E-mail: \_\_\_\_\_

Company/Organization: \_\_\_\_\_ Phone: \_\_\_\_\_

Address: \_\_\_\_\_

City: \_\_\_\_\_ State: \_\_\_\_\_ Zip: \_\_\_\_\_

Authorized Signer: \_\_\_\_\_

*(Person representing agency or organization authorized to sign Memorandum of Understanding with the City)*

In two sentences, please explain your project (no more than 75 words).

Will your project take place in the 2026 year, and can you provide all documentation such as the project summary with proof of expense payments within **30-days of your event/project completion?** *Note: Events taking place in November and December will be subject to an early December deadline.*

- No
- Yes

Organization is:  Profit-Making  Non-Profit 501-C\*  Public Agency

**\*Please include verification of non-profit with application.**

Which type of category does your project falls under per RCW 67.28.1816?

- Special event or festival (i.e., sporting event, Festival of Color)
- Tourism marketing/development

Have you previously received a City of Redmond Tourism Grant for this specific project?

- No
- Yes

Are you already working in partnership with a Redmond hotel on marketing overnight stays for this project or event?

- No
- Yes

Hotel name(s): \_\_\_\_\_ Hotel contact(s): \_\_\_\_\_

Contact(s) phone: \_\_\_\_\_ Contact(s) email: \_\_\_\_\_

**World Cup 2026 Inquiry**

The 2026 FIFA World Cup will take place from June 11 to July 19, 2026, with six matches scheduled in Seattle during that time. Do you plan to host any activities or viewing opportunities at your event related to the 2026 tournament?

Please select one:

- No, we do not plan to host any World Cup-related activities.
- Possibly or undecided at this time.
- Yes, but the activities are separate from the event covered in this application.
- Yes, we plan to incorporate World Cup 2026 activities into the event covered in this application.

**FUND CRITERIA**

**1. Funding:**

ESTIMATED BUDGETED REVENUE		ESTIMATED BUDGETED EXPENSES	
*Grant amount requested:	\$ _____	Marketing:	\$ _____
Your organization funding given to this project:	\$ _____	Operations:	\$ _____
Sponsorships:	\$ _____	Staff:	\$ _____
Other Grants:	\$ _____	Other:	\$ _____
**Other revenue sources:	\$ _____	Other:	\$ _____
Total project revenue:	\$ _____	Total project expenses:	\$ _____

**\*The grant amount awarded cannot exceed more than 50% of the cost of the project.**

\*\*List all revenue sources expected/committed for this event. Include your own organization funding, other grant requests, sponsorships, ticket sales, etc.

## 2. Tourism Promotion:

Please read the below carefully and provide estimates	Estimates
What is the total expected attendance for this project (Please <u>provide the combined attendance across all days</u> of the project- you may count repeat guests that come on each day of the event as a new attendee each day)	
Of the total attendance, how many are predicted to travel more than 50 miles? <b>(This number must be at least 5% of your total attendance to qualify for this grant.)</b>	
Of the people who travel more than 50 miles, how many traveled from another state or country.	
Total number of attendees who will stay overnight	
Of the overnight attendees, how many will stay overnight and <b>PAY</b> for accommodations?	
Of the overnight attendees, how many will <b>NOT PAY</b> for accommodations?	

**Total number of projected paid lodging nights:** \_\_\_\_\_

(Note: one lodging night = one or more persons occupying one room for one night. For example: two people in one room for three nights equals three lodging nights.)

What is your method for collecting attendance and overnight data? What is your estimated accuracy used in calculating these numbers?

How will your organization verify the attendance and hotel stay information for your project? (i.e. attendee questionnaires, registration information, ticketed sales information, hotel room data, etc.).

If this project took place in the past:

Where did it take place? \_\_\_\_\_

How many years has this project taken place? \_\_\_\_\_

How many estimated attendees did the project have in the most recent years?

Year: \_\_\_\_\_ Attendance: \_\_\_\_\_ Paid Overnight Stays Generated: \_\_\_\_\_

Year: \_\_\_\_\_ Attendance: \_\_\_\_\_ Paid Overnight Stays Generated: \_\_\_\_\_

Year: \_\_\_\_\_ Attendance: \_\_\_\_\_ Paid Overnight Stays Generated: \_\_\_\_\_

What method was used for collecting and calculating past attendance and overnight stay data?

How many days of programming is this event or project? \_\_\_\_\_

Briefly explain each day of programming.

How will your project use these funds to attract an audience from outside of Redmond? Is there an appeal for visitors from more than 50 miles away to come to your event or project?

*Note: This funding is awarded with the intention of driving visitors from more than 50 miles away and to generate paid overnight stays in Redmond.*

Describe how you will advertise, publicize, or otherwise distribute information regarding your project to market and attract an audience from more than 50 miles away.

Is there a targeted market or specific audience for this project and if so, please specify?

**3. Innovation**

Has a project like this been done before and if so, has your project taken a unique direction from past years or similar events? Please explain.

**4. Benefit and Impact to the Community**

Does your event benefit many of Redmond's businesses? If so, how?

Does your project promote Redmond as an inclusive and welcoming community? If so, how?

How will you evaluate the success of the project?

I am an authorized agent of the organization/agency applying for funding. By initialing each statement, then signing below, I certify that I have the authority of the organization/agency represented in this application to submit this request for funding on its behalf. I further certify that the foregoing is true and correct to the best of my knowledge:

\_\_\_\_\_ Washington limits how hotel/motel taxes may be used. I am proposing a tourism-related service for fiscal year 2026. If awarded, requested funds will be used only for the purposes described and established by state law. I understand the use of these funds are subject to audit by the Washington State Auditor.

\_\_\_\_\_ If awarded, my organization/agency intends to enter into a Memo of Understanding (MOU) contract with the City of Redmond, provide proof of appropriate insurance required for the duration of the project naming the City of Redmond as an additional insured in an amount determined by the City (detailed in the MOU), and file for a permit, if applicable.

\_\_\_\_\_ If my event or project is awarded tourism funds but unable to receive special event permitting approval, I understand the tourism funding will be subject to termination. Furthermore, if my organization is placed on permitting probation for any reason, I understand I will be unable to apply for these tourism funds during the probation year.

\_\_\_\_\_ The City of Redmond will only reimburse those costs actually incurred by my organization/agency and only after the service is rendered, paid for if provided by a third party, and showing proof of payment and services provided. I will submit supporting documents to the City of Redmond as requested, including copies of payment documentation.

\_\_\_\_\_ I understand that my organization/agency will be required to submit a report documenting the economic impact results of my funded activity in the form of a project summary, to include the number of tourists the event reached and the methods by which my organization/agency surveyed the attendance. Failure to provide this information or any other requested documentation within the timeframe requested may affect my organization's/agency's ability to receive expense reimbursements and affect our future funding eligibility.

\_\_\_\_\_ I understand I will need to promote the Experience Redmond logo and any associated tourism branding on our website and other marketing materials. There may be an additional logo to promote based on the most current City tourism programs.

Signature: \_\_\_\_\_

## **TOURISM PROMOTION FUND CRITERIA:**

- **Tourism promotion:**

Does the project/event:

Meet the basic state requirements for tourism promotion?

Promote the City as a destination place?

Attract visitors from more than 50 miles away, build new audiences, and encourage tourist expansion?

Support regional tourism planning?

Does the project or event have data to show proven positive impact on tourism in Redmond?

Is the project of a scale suitable for this funding program? (i.e. scale should be of a size to have an impact on increasing overnight stays and/or generate local business revenue)

- **Benefit and Impact to the community:**

Does the project promote a positive image for the City?

Does the project promote Redmond as an inclusive and welcoming community?

- **Innovation:**

Is this project/event unusual or unique?

Does it move an existing program in a new direction?

- **Funding:**

Are there additional revenue sources used to support this project/event?

Is this funding request for a new project/event or to continue or expand on-going project/event?

## **PROJECT EVALUATION CRITERIA**

Awards are based on the extent to which the applicant project or activity meets the following criteria:

- Priority is given to Redmond-based activities and projects.
- Priority is given to programs requesting seed money versus ongoing funding.
- The project or activity:
  - Promotes tourism which benefits the overall community, rather than a specific segment or interest
  - Supports regional tourism planning/promotion
  - Promotes the unique attributes of Redmond for tourists and the community
  - Promotes the city as a destination place
  - Encourages partnerships (public/private)
  - Supports long-lasting assets, capital facilities/amenities
  - Supports businesses or programs that advance City of Redmond equity and inclusion goals

The City reserves the right, in its sole discretion, to fund or not fund any particular project or program for which an application is submitted. The determination of whether to fund a particular project or program will be based upon a number of factors, including but not limited to: the ability of the program or project to promote tourism in the city, the relative merits of the project or program compared to the applications and the overall availability of funding. The City is the sole judge of its obligation to fund any particular project or program regardless of its merits under these factors.

## **PLEASE SUBMIT APPLICATION**

to the Lodging Tax Advisory Committee (LTAC) by **5:00 p.m. on August 11** via one of the following:

- Email application: Jackie Lalor at [jlalor@redmond.gov](mailto:jlalor@redmond.gov)
- Mail application: City of Redmond; Attn: Jackie; MS: 4SPL, PO Box 97010, Redmond, WA 98073-9710
- Hand deliver application C/O Jackie Lalor: Redmond City Hall, 15670 NE 85<sup>th</sup> Street, Redmond 98052. Drop at the Customer Service Center on the first floor.



**DUE DATE:** All 2026 Tourism Grant applications must be submitted to [jlalor@redmond.gov](mailto:jlalor@redmond.gov) by **5:00 p.m. on Monday, August 11.**

Late submissions will not be accepted—no exceptions.

We strongly encourage you to submit your application early to avoid any issues that could result in disqualification.

---

## Tourism Program Grant Application

### TO BE CONSIDERED FOR FUNDING, REQUESTS MUST BE USED FOR ONE OF THE FOLLOWING PURPOSES (RCW 67.28.1816):

- Tourism marketing
- Marketing and operations of special events and festivals designed to attract tourists
- Operations of tourism-related facilities owned or operated by nonprofit organizations as defined by the IRC 501(c)(3) or 501(c)(6). Proof of nonprofit status will be required.

**Note: Capital purchases or improvements are not an allowable use except for City owned and/or Public Facilities District owned tourism-related facilities.**

### STATE LAW DEFINING THE USE OF SPECIAL LODGING TAX

State law defines promoting tourism as: “activities, operations, and expenditures designed to increase tourism, including but not limited to advertising, publicizing, or otherwise distributing information for the purpose of attracting and welcoming tourists; developing strategies to expand tourism; operating tourism promotion agencies; and funding the marketing of or the operation of special events and festivals designed to attract tourists.”

### STATE LAW REQUIRES THAT:

Applicants applying for use of revenues in this chapter must provide the municipality to which they are applying estimates of how any moneys received will result in increases in the number of people traveling for business or pleasure on a trip: (1) away from their place of residence or business for the day or staying overnight in paid accommodations; (2) to a place fifty miles or more one way from their place of residence or business for the day or staying overnight; or (3) from another country or state outside of their place of residence or their business.

The City of Redmond is required to report the effectiveness of the dollars granted to increase overnight stays and generate local business revenue. This application and the project summary completed after the project, will help the City in determining the effectiveness of the dollars granted.

Project Title: \_\_\_\_\_

Event Start Date: \_\_\_\_\_ Event End Date: \_\_\_\_\_

Note: These are the date(s) of the event space being utilized for programming.

How many total days of event programming will you have? \_\_\_\_\_

Type of Project: *(i.e. Youth soccer tournament)* \_\_\_\_\_

Project Location(s) (please list all locations): \_\_\_\_\_

Is this a new or reoccurring event/program?  New  Reoccurring

Contact Person: \_\_\_\_\_

Contact E-mail: \_\_\_\_\_

Company/Organization: \_\_\_\_\_ Phone: \_\_\_\_\_

Address: \_\_\_\_\_

City: \_\_\_\_\_ State: \_\_\_\_\_ Zip: \_\_\_\_\_

Authorized Signer: \_\_\_\_\_

*(Person representing agency or organization authorized to sign Memorandum of Understanding with the City)*

In two sentences, please explain your project (no more than 75 words).

Will your project take place in the 2026 year, and can you provide all documentation such as the project summary with proof of expense payments within **30-days of your event/project completion?** *Note: Events taking place in November and December will be subject to an early December deadline.*

- No
- Yes

Organization is:  Profit-Making  Non-Profit 501-C\*  Public Agency

**\*Please include verification of non-profit with application.**

Which type of category does your project falls under per RCW 67.28.1816?

- Special event or festival (i.e., sporting event, Festival of Color)
- Tourism marketing/development

Have you previously received a City of Redmond Tourism Grant for this specific project?

- No
- Yes

Are you already working in partnership with a Redmond hotel on marketing overnight stays for this project or event?

- No
- Yes

Hotel name(s): \_\_\_\_\_ Hotel contact(s): \_\_\_\_\_

Contact(s) phone: \_\_\_\_\_ Contact(s) email: \_\_\_\_\_

**World Cup 2026 Inquiry**

The 2026 FIFA World Cup will take place from June 11 to July 19, 2026, with six matches scheduled in Seattle during that time. Do you plan to host any activities or viewing opportunities at your event related to the 2026 tournament?

Please select one:

- No, we do not plan to host any World Cup-related activities.
- Possibly or undecided at this time.
- Yes, but the activities are separate from the event covered in this application.
- Yes, we plan to incorporate World Cup 2026 activities into the event covered in this application.

**FUND CRITERIA**

**1. Funding:**

ESTIMATED BUDGETED REVENUE		ESTIMATED BUDGETED EXPENSES	
*Grant amount requested:	\$ _____	Marketing:	\$ _____
Your organization funding given to this project:	\$ _____	Operations:	\$ _____
Sponsorships:	\$ _____	Staff:	\$ _____
Other Grants:	\$ _____	Other:	\$ _____
**Other revenue sources:	\$ _____	Other:	\$ _____
Total project revenue:	\$ _____	Total project expenses:	\$ _____

**\*The grant amount awarded cannot exceed more than 50% of the cost of the project.**

\*\*List all revenue sources expected/committed for this event. Include your own organization funding, other grant requests, sponsorships, ticket sales, etc.

## 2. Tourism Promotion:

Please read the below carefully and provide estimates	Estimates
What is the total expected attendance for this project (Please <u>provide the combined attendance across all days</u> of the project- you may count repeat guests that come on each day of the event as a new attendee each day)	
Of the total attendance, how many are predicted to travel more than 50 miles? <b>(This number must be at least 5% of your total attendance to qualify for this grant.)</b>	
Of the people who travel more than 50 miles, how many traveled from another state or country.	
Total number of attendees who will stay overnight	
Of the overnight attendees, how many will stay overnight and <b>PAY</b> for accommodations?	
Of the overnight attendees, how many will <b>NOT PAY</b> for accommodations?	

**Total number of projected paid lodging nights:** \_\_\_\_\_

(Note: one lodging night = one or more persons occupying one room for one night. For example: two people in one room for three nights equals three lodging nights.)

What is your method for collecting attendance and overnight data? What is your estimated accuracy used in calculating these numbers?

How will your organization verify the attendance and hotel stay information for your project? (i.e. attendee questionnaires, registration information, ticketed sales information, hotel room data, etc.).

If this project took place in the past:

Where did it take place? \_\_\_\_\_

How many years has this project taken place? \_\_\_\_\_

How many estimated attendees did the project have in the most recent years?

Year: \_\_\_\_\_ Attendance: \_\_\_\_\_ Paid Overnight Stays Generated: \_\_\_\_\_

Year: \_\_\_\_\_ Attendance: \_\_\_\_\_ Paid Overnight Stays Generated: \_\_\_\_\_

Year: \_\_\_\_\_ Attendance: \_\_\_\_\_ Paid Overnight Stays Generated: \_\_\_\_\_

What method was used for collecting and calculating past attendance and overnight stay data?

How many days of programming is this event or project? \_\_\_\_\_

Briefly explain each day of programming.

How will your project use these funds to attract an audience from outside of Redmond? Is there an appeal for visitors from more than 50 miles away to come to your event or project?

*Note: This funding is awarded with the intention of driving visitors from more than 50 miles away and to generate paid overnight stays in Redmond.*

Describe how you will advertise, publicize, or otherwise distribute information regarding your project to market and attract an audience from more than 50 miles away.

Is there a targeted market or specific audience for this project and if so, please specify?

**3. Innovation**

Has a project like this been done before and if so, has your project taken a unique direction from past years or similar events? Please explain.

**4. Benefit and Impact to the Community**

Does your event benefit many of Redmond's businesses? If so, how?

Does your project promote Redmond as an inclusive and welcoming community? If so, how?

How will you evaluate the success of the project?

I am an authorized agent of the organization/agency applying for funding. By initialing each statement, then signing below, I certify that I have the authority of the organization/agency represented in this application to submit this request for funding on its behalf. I further certify that the foregoing is true and correct to the best of my knowledge:

\_\_\_\_\_ Washington limits how hotel/motel taxes may be used. I am proposing a tourism-related service for fiscal year 2026. If awarded, requested funds will be used only for the purposes described and established by state law. I understand the use of these funds are subject to audit by the Washington State Auditor.

\_\_\_\_\_ If awarded, my organization/agency intends to enter into a Memo of Understanding (MOU) contract with the City of Redmond, provide proof of appropriate insurance required for the duration of the project naming the City of Redmond as an additional insured in an amount determined by the City (detailed in the MOU), and file for a permit, if applicable.

\_\_\_\_\_ If my event or project is awarded tourism funds but unable to receive special event permitting approval, I understand the tourism funding will be subject to termination. Furthermore, if my organization is placed on permitting probation for any reason, I understand I will be unable to apply for these tourism funds during the probation year.

\_\_\_\_\_ The City of Redmond will only reimburse those costs actually incurred by my organization/agency and only after the service is rendered, paid for if provided by a third party, and showing proof of payment and services provided. I will submit supporting documents to the City of Redmond as requested, including copies of payment documentation.

\_\_\_\_\_ I understand that my organization/agency will be required to submit a report documenting the economic impact results of my funded activity in the form of a project summary, to include the number of tourists the event reached and the methods by which my organization/agency surveyed the attendance. Failure to provide this information or any other requested documentation within the timeframe requested may affect my organization's/agency's ability to receive expense reimbursements and affect our future funding eligibility.

\_\_\_\_\_ I understand I will need to promote the Experience Redmond logo and any associated tourism branding on our website and other marketing materials. There may be an additional logo to promote based on the most current City tourism programs.

Signature:  \_\_\_\_\_

## **TOURISM PROMOTION FUND CRITERIA:**

- **Tourism promotion:**

Does the project/event:

Meet the basic state requirements for tourism promotion?

Promote the City as a destination place?

Attract visitors from more than 50 miles away, build new audiences, and encourage tourist expansion?

Support regional tourism planning?

Does the project or event have data to show proven positive impact on tourism in Redmond?

Is the project of a scale suitable for this funding program? (i.e. scale should be of a size to have an impact on increasing overnight stays and/or generate local business revenue)

- **Benefit and Impact to the community:**

Does the project promote a positive image for the City?

Does the project promote Redmond as an inclusive and welcoming community?

- **Innovation:**

Is this project/event unusual or unique?

Does it move an existing program in a new direction?

- **Funding:**

Are there additional revenue sources used to support this project/event?

Is this funding request for a new project/event or to continue or expand on-going project/event?

## **PROJECT EVALUATION CRITERIA**

Awards are based on the extent to which the applicant project or activity meets the following criteria:

- Priority is given to Redmond-based activities and projects.
- Priority is given to programs requesting seed money versus ongoing funding.
- The project or activity:
  - Promotes tourism which benefits the overall community, rather than a specific segment or interest
  - Supports regional tourism planning/promotion
  - Promotes the unique attributes of Redmond for tourists and the community
  - Promotes the city as a destination place
  - Encourages partnerships (public/private)
  - Supports long-lasting assets, capital facilities/amenities
  - Supports businesses or programs that advance City of Redmond equity and inclusion goals

The City reserves the right, in its sole discretion, to fund or not fund any particular project or program for which an application is submitted. The determination of whether to fund a particular project or program will be based upon a number of factors, including but not limited to: the ability of the program or project to promote tourism in the city, the relative merits of the project or program compared to the applications and the overall availability of funding. The City is the sole judge of its obligation to fund any particular project or program regardless of its merits under these factors.

## **PLEASE SUBMIT APPLICATION**

to the Lodging Tax Advisory Committee (LTAC) by **5:00 p.m. on August 11** via one of the following:

- Email application: Jackie Lalor at [jlalor@redmond.gov](mailto:jlalor@redmond.gov)
- Mail application: City of Redmond; Attn: Jackie; MS: 4SPL, PO Box 97010, Redmond, WA 98073-9710
- Hand deliver application C/O Jackie Lalor: Redmond City Hall, 15670 NE 85<sup>th</sup> Street, Redmond 98052. Drop at the Customer Service Center on the first floor.



**DUE DATE:** All 2026 Tourism Grant applications must be submitted to [jlalor@redmond.gov](mailto:jlalor@redmond.gov) by **5:00 p.m. on Monday, August 11.**

Late submissions will not be accepted—no exceptions.

We strongly encourage you to submit your application early to avoid any issues that could result in disqualification.

---

## Tourism Program Grant Application

### TO BE CONSIDERED FOR FUNDING, REQUESTS MUST BE USED FOR ONE OF THE FOLLOWING PURPOSES (RCW 67.28.1816):

- Tourism marketing
- Marketing and operations of special events and festivals designed to attract tourists
- Operations of tourism-related facilities owned or operated by nonprofit organizations as defined by the IRC 501(c)(3) or 501(c)(6). Proof of nonprofit status will be required.

**Note: Capital purchases or improvements are not an allowable use except for City owned and/or Public Facilities District owned tourism-related facilities.**

### STATE LAW DEFINING THE USE OF SPECIAL LODGING TAX

State law defines promoting tourism as: "activities, operations, and expenditures designed to increase tourism, including but not limited to advertising, publicizing, or otherwise distributing information for the purpose of attracting and welcoming tourists; developing strategies to expand tourism; operating tourism promotion agencies; and funding the marketing of or the operation of special events and festivals designed to attract tourists."

### STATE LAW REQUIRES THAT:

Applicants applying for use of revenues in this chapter must provide the municipality to which they are applying estimates of how any moneys received will result in increases in the number of people traveling for business or pleasure on a trip: (1) away from their place of residence or business for the day or staying overnight in paid accommodations; (2) to a place fifty miles or more one way from their place of residence or business for the day or staying overnight; or (3) from another country or state outside of their place of residence or their business.

The City of Redmond is required to report the effectiveness of the dollars granted to increase overnight stays and generate local business revenue. This application and the project summary completed after the project, will help the City in determining the effectiveness of the dollars granted.

Project Title: 2026 Redmond Lights

Event Start Date: 12/5/2026 Event End Date: 1/6/2026

Note: These are the date(s) of the event space being utilized for programming.

How many total days of event programming will you have? 1 event kick-off, 1 month of lights and art

Type of Project: (i.e. Youth soccer tournament) Winter Celebration of Art and Light

Project Location(s) (please list all locations): Redmond Downtown Park and Esterra Park

Is this a new or reoccurring event/program?  New  Reoccurring

Contact Person: Lindsey Tusing

Contact E-mail: lltusing@redmond.gov

Company/Organization: City of Redmond Phone: 425-556-2363

Address: PO Box 97010

City: Redmond State: WA Zip: 98073

Authorized Signer: Brittany Pratt

*(Person representing agency or organization authorized to sign Memorandum of Understanding with the City)*

In two sentences, please explain your project (no more than 75 words).

This event illuminates Downtown Park with local art and festive lighting for a full month and kicks off with a lively event featuring performances, a luminary trail, community booths, a children's light promenade and fashion show, and more. In 2025, the Redmond Lights festivity will expand to an additional park space, for the first time, to Esterra Park in Redmond. This expansion to two park location on opposite ends of the City will increase equity for the community's access to the festivities. It is expected this will continue in 2026, as well.

Will your project take place in the 2026 year, and can you provide all documentation such as the project summary with proof of expense payments within **30-days of your event/project completion?** *Note: Events taking place in November and December will be subject to an early December deadline.*

- No
- Yes

Organization is:  Profit-Making  Non-Profit 501-C\*  Public Agency

\*Please include verification of non-profit with application.

Which type of category does your project falls under per RCW 67.28.1816?

- Special event or festival (i.e., sporting event, Festival of Color)
- Tourism marketing/development

Have you previously received a City of Redmond Tourism Grant for this specific project?

- No
- Yes

Are you already working in partnership with a Redmond hotel on marketing overnight stays for this project or event?

- No
- Yes

Hotel name(s): Experience Redmond Hotel contact(s): \_\_\_\_\_

Contact(s) phone: \_\_\_\_\_ Contact(s) email: \_\_\_\_\_

**World Cup 2026 Inquiry**

The 2026 FIFA World Cup will take place from June 11 to July 19, 2026, with six matches scheduled in Seattle during that time. Do you plan to host any activities or viewing opportunities at your event related to the 2026 tournament?

Please select one:

- No, we do not plan to host any World Cup-related activities.
- Possibly or undecided at this time.
- Yes, but the activities are separate from the event covered in this application.
- Yes, we plan to incorporate World Cup 2026 activities into the event covered in this application.

**FUND CRITERIA**

**1. Funding:**

ESTIMATED BUDGETED REVENUE		ESTIMATED BUDGETED EXPENSES	
*Grant amount requested:	\$ <u>50,000.00</u>	Marketing:	\$ <u>15,000.00</u>
Your organization funding given to this project:	\$ _____	Operations:	\$ <u>90,000.00</u>
Sponsorships:	\$ <u>55,000.00</u>	Staff:	\$ <u>7,000.00</u>
Other Grants:	\$ _____	Other:	\$ _____
**Other revenue sources:	\$ <u>7,000.00</u>	Other:	\$ _____
Total project revenue:	\$ <u>112,000.00</u>	Total project expenses:	\$ <u>112,000.00</u>

**\*The grant amount awarded cannot exceed more than 50% of the cost of the project.**

\*\*List all revenue sources expected/committed for this event. Include your own organization funding, other grant requests, sponsorships, ticket sales, etc.

## 2. Tourism Promotion:

Please read the below carefully and provide estimates	Estimates
What is the total expected attendance for this project (Please <u>provide the combined attendance across all days</u> of the project- you may count repeat guests that come on each day of the event as a new attendee each day)	10000
Of the total attendance, how many are predicted to travel more than 50 miles? <b>(This number must be at least 5% of your total attendance to qualify for this grant.)</b>	500
Of the people who travel more than 50 miles, how many traveled from another state or country.	50
Total number of attendees who will stay overnight	
Of the overnight attendees, how many will stay overnight and <b>PAY</b> for accommodations?	65
Of the overnight attendees, how many will <b>NOT PAY</b> for accommodations?	60

**Total number of projected paid lodging nights:** 65

(Note: one lodging night = one or more persons occupying one room for one night. For example: two people in one room for three nights equals three lodging nights.)

What is your method for collecting attendance and overnight data? What is your estimated accuracy used in calculating these numbers?

We base this off of giveaway totals, attendee counting throughout the event, and customer experience surveys.

How will your organization verify the attendance and hotel stay information for your project? (i.e. attendee questionnaires, registration information, ticketed sales information, hotel room data, etc.).

We verify the data collection above in a number of ways:

- 1) Multiple staff and volunteers' tasks dedicated to counting attendees
- 2) Customer experience surveys completed at and after the event that ask attendees for hotel information
- 3) Sales from food vendors and other merchants
- 4) Tracking the amount of items given away at City Information Booths

If this project took place in the past:

Where did it take place? Redmond Downtown Park

How many years has this project taken place? 27

How many estimated attendees did the project have in the most recent years?

Year: 2024 Attendance: 10000 Paid Overnight Stays Generated: 60

Year: 2023 Attendance: 10000 Paid Overnight Stays Generated: 190

Year: 2022 Attendance: 8000 Paid Overnight Stays Generated: 60

What method was used for collecting and calculating past attendance and overnight stay data?

Survey responses, records from attendee counting at previous events

How many days of programming is this event or project? 31

Briefly explain each day of programming.

During the Kick-Off Event, there are local performers, "snow," art installations, free activities, and seasonal lighting. There is also a Family Light Preomenade and the Children's Fashion Light Show. Throughout the month, the lights and art stay up at Downtown Park for people to visit at their leisure.

How will your project use these funds to attract an audience from outside of Redmond? Is there an appeal for visitors from more than 50 miles away to come to your event or project?

*Note: This funding is awarded with the intention of driving visitors from more than 50 miles away and to generate paid overnight stays in Redmond.*

This is a popular event that invites people from all over to celebrate art and light for free. Utilizing print and digital marketing channels, we are able to attract people from 50+ miles away who have an interest in art, seasonal lights, music, and/or free entertainment that is family friendly.

Describe how you will advertise, publicize, or otherwise distribute information regarding your project to market and attract an audience from more than 50 miles away.

We utilize multiple channels to market Redmond Lights:  
-Posters  
-Social media advertising  
-Parent Map ads  
-Partnerships with Experience Redmond

Is there a targeted market or specific audience for this project and if so, please specify?

This event aims to attract a diverse range of demographics, encouraging people to celebrate winter, art and light together. The event does not focus on any particular holiday or religious specification- rather it celebrates light, art, and togetherness.

### 3. Innovation

Has a project like this been done before and if so, has your project taken a unique direction from past years or similar events? Please explain.

Redmond Lights 2024 saw our first "snow fall" utilizing environmentally safe bubbles that act as fake snow fall. It was a magical addition that we plan to continue in 2025 and 2026. Redmond Lights 2025 will also see expansion to Esterra Park, for the first time. We expect to continue this into Redmond Lights 2026. Esterra Park is located in the south end of Redmond and has historically not been fully explored for art installation capabilities. This will be a rewarding challenge for our Arts and Events team that we are already diving into for 2025 Redmond Lights program planning. This LTAC grant will help ensure that we can provide exciting program elements in both Downtown Park and Esterra Park.

### 4. Benefit and Impact to the Community

Does your event benefit many of Redmond's businesses? If so, how?

Redmond Lights invites over 70 local businesses, artists, and performers to participate. 88% of vendors reported a positive ROI, and 75% reported engaging with 100 or more prospects at the Kick-Off Event. 74% of attendees reported purchasing from vendors while at the event, spending an average of \$39. Businesses that are nearby but not onsite at the event also benefit, with 35% of attendees purchasing from local establishments and spending an average of \$48.41.

Does your project promote Redmond as an inclusive and welcoming community? If so, how?

Redmond Lights is inclusive and accessible, providing free art and entertainment that is not exclusive to one religion or cultural tradition. We are able to create a welcoming place for all demographics to celebrate winter, art, and light together.

How will you evaluate the success of the project?

Feedback surveys, number of attendees, social media engagement.

I am an authorized agent of the organization/agency applying for funding. By initialing each statement, then signing below, I certify that I have the authority of the organization/agency represented in this application to submit this request for funding on its behalf. I further certify that the foregoing is true and correct to the best of my knowledge:

LT Washington limits how hotel/motel taxes may be used. I am proposing a tourism-related service for fiscal year 2026. If awarded, requested funds will be used only for the purposes described and established by state law. I understand the use of these funds are subject to audit by the Washington State Auditor.

LT If awarded, my organization/agency intends to enter into a Memo of Understanding (MOU) contract with the City of Redmond, provide proof of appropriate insurance required for the duration of the project naming the City of Redmond as an additional insured in an amount determined by the City (detailed in the MOU), and file for a permit, if applicable.

LT If my event or project is awarded tourism funds but unable to receive special event permitting approval, I understand the tourism funding will be subject to termination. Furthermore, if my organization is placed on permitting probation for any reason, I understand I will be unable to apply for these tourism funds during the probation year.

LT The City of Redmond will only reimburse those costs actually incurred by my organization/agency and only after the service is rendered, paid for if provided by a third party, and showing proof of payment and services provided. I will submit supporting documents to the City of Redmond as requested, including copies of payment documentation.

LT I understand that my organization/agency will be required to submit a report documenting the economic impact results of my funded activity in the form of a project summary, to include the number of tourists the event reached and the methods by which my organization/agency surveyed the attendance. Failure to provide this information or any other requested documentation within the timeframe requested may affect my organization's/agency's ability to receive expense reimbursements and affect our future funding eligibility.

LT I understand I will need to promote the Experience Redmond logo and any associated tourism branding on our website and other marketing materials. There may be an additional logo to promote based on the most current City tourism programs.

Signature: 

## **TOURISM PROMOTION FUND CRITERIA:**

- **Tourism promotion:**

Does the project/event:

Meet the basic state requirements for tourism promotion?

Promote the City as a destination place?

Attract visitors from more than 50 miles away, build new audiences, and encourage tourist expansion?

Support regional tourism planning?

Does the project or event have data to show proven positive impact on tourism in Redmond?

Is the project of a scale suitable for this funding program? (i.e. scale should be of a size to have an impact on increasing overnight stays and/or generate local business revenue)

- **Benefit and Impact to the community:**

Does the project promote a positive image for the City?

Does the project promote Redmond as an inclusive and welcoming community?

- **Innovation:**

Is this project/event unusual or unique?

Does it move an existing program in a new direction?

- **Funding:**

Are there additional revenue sources used to support this project/event?

Is this funding request for a new project/event or to continue or expand on-going project/event?

## **PROJECT EVALUATION CRITERIA**

Awards are based on the extent to which the applicant project or activity meets the following criteria:

- Priority is given to Redmond-based activities and projects.
- Priority is given to programs requesting seed money versus ongoing funding.
- The project or activity:
  - Promotes tourism which benefits the overall community, rather than a specific segment or interest
  - Supports regional tourism planning/promotion
  - Promotes the unique attributes of Redmond for tourists and the community
  - Promotes the city as a destination place
  - Encourages partnerships (public/private)
  - Supports long-lasting assets, capital facilities/amenities
  - Supports businesses or programs that advance City of Redmond equity and inclusion goals

The City reserves the right, in its sole discretion, to fund or not fund any particular project or program for which an application is submitted. The determination of whether to fund a particular project or program will be based upon a number of factors, including but not limited to: the ability of the program or project to promote tourism in the city, the relative merits of the project or program compared to the applications and the overall availability of funding. The City is the sole judge of its obligation to fund any particular project or program regardless of its merits under these factors.

## **PLEASE SUBMIT APPLICATION**

to the Lodging Tax Advisory Committee (LTAC) by **5:00 p.m. on August 11** via one of the following:

- Email application: Jackie Lalor at [jlalor@redmond.gov](mailto:jlalor@redmond.gov)
- Mail application: City of Redmond; Attn: Jackie; MS: 4SPL, PO Box 97010, Redmond, WA 98073-9710
- Hand deliver application C/O Jackie Lalor: Redmond City Hall, 15670 NE 85<sup>th</sup> Street, Redmond 98052. Drop at the Customer Service Center on the first floor.



**DUE DATE:** All 2026 Tourism Grant applications must be submitted to [jlalor@redmond.gov](mailto:jlalor@redmond.gov) by 5:00 p.m. on Monday, August 11.

Late submissions will not be accepted—no exceptions.

We strongly encourage you to submit your application early to avoid any issues that could result in disqualification.

---

## Tourism Program Grant Application

### TO BE CONSIDERED FOR FUNDING, REQUESTS MUST BE USED FOR ONE OF THE FOLLOWING PURPOSES (RCW 67.28.1816):

- Tourism marketing
- Marketing and operations of special events and festivals designed to attract tourists
- Operations of tourism-related facilities owned or operated by nonprofit organizations as defined by the IRC 501(c)(3) or 501(c)(6). Proof of nonprofit status will be required.

**Note: Capital purchases or improvements are not an allowable use except for City owned and/or Public Facilities District owned tourism-related facilities.**

### STATE LAW DEFINING THE USE OF SPECIAL LODGING TAX

State law defines promoting tourism as: "activities, operations, and expenditures designed to increase tourism, including but not limited to advertising, publicizing, or otherwise distributing information for the purpose of attracting and welcoming tourists; developing strategies to expand tourism; operating tourism promotion agencies; and funding the marketing of or the operation of special events and festivals designed to attract tourists."

### STATE LAW REQUIRES THAT:

Applicants applying for use of revenues in this chapter must provide the municipality to which they are applying estimates of how any moneys received will result in increases in the number of people traveling for business or pleasure on a trip: (1) away from their place of residence or business for the day or staying overnight in paid accommodations; (2) to a place fifty miles or more one way from their place of residence or business for the day or staying overnight; or (3) from another country or state outside of their place of residence or their business.

The City of Redmond is required to report the effectiveness of the dollars granted to increase overnight stays and generate local business revenue. This application and the project summary completed after the project, will help the City in determining the effectiveness of the dollars granted.

Project Title: USA Gymnastics Region 2 Congress

Event Start Date: July 9, 2026 Event End Date: July 12, 2026

Note: These are the date(s) of the event space being utilized for programming.

How many total days of event programming will you have? 4

Type of Project: (i.e. Youth soccer tournament) Athlete training + Coach Education

Project Location(s) (please list all locations): Emerald City Gymnastics

Is this a new or recurring event/program?  New  Recurring

Contact Person: Sandy Flores

Contact E-mail: ECCAOWNER@GMAIL.COM

Company/Organization: ~~EMERALD~~ USA Gymnastics Phone: 206-919-5672

Address: 17965 NE 105th Street

City: Redmond State: WA Zip: 98052

Authorized Signer: 

(Person representing agency or organization authorized to sign Memorandum of Understanding with the City)

In two sentences, please explain your project (no more than 75 words).

USA Gymnastics, Region 2  
(Washington, Oregon, Idaho, Montana, Alaska  
& Hawaii clubs) Semi-annual meeting &  
Educational Congress

Will your project take place in the 2026 year, and can you provide all documentation such as the project summary with proof of expense payments within **30-days of your event/project completion?** Note: Events taking place in November and December will be subject to an early December deadline.

- No
- Yes

Organization is:  Profit-Making  Non-Profit 501-C\*  Public Agency

\*Please include verification of non-profit with application.

Which type of category does your project falls under per RCW 67.28.1816?

- Special event or festival (i.e., sporting event, Festival of Color)
- Tourism marketing/development

Have you previously received a City of Redmond Tourism Grant for this specific project?

- No
- Yes

Are you already working in partnership with a Redmond hotel on marketing overnight stays for this project or event?

- No  
 Yes

Hotel name(s): Marriott Hotel contact(s): Leshel Klimczyk  
 Contact(s) phone: \_\_\_\_\_ Contact(s) email: leshel.klimczyk@marriott.com

**World Cup 2026 Inquiry**

The 2026 FIFA World Cup will take place from June 11 to July 19, 2026, with six matches scheduled in Seattle during that time. Do you plan to host any activities or viewing opportunities at your event related to the 2026 tournament?

Please select one:

- No, we do not plan to host any World Cup-related activities.  
 Possibly or undecided at this time.  
 Yes, but the activities are separate from the event covered in this application.  
 Yes, we plan to incorporate World Cup 2026 activities into the event covered in this application.

**FUND CRITERIA**

**1. Funding:**

ESTIMATED BUDGETED REVENUE		ESTIMATED BUDGETED EXPENSES	
*Grant amount requested:	\$ <u>10,000.00</u>	Marketing:	\$ <u>1,000.</u>
Your organization funding given to this project:	\$ <u>20,000.</u>	Operations:	\$ <u>5,000.</u>
Sponsorships:	\$ _____	Staff:	\$ <u>30,000.</u>
Other Grants:	\$ _____	Other:	\$ <u>15,000.</u>
**Other revenue sources:	\$ <u>20,000.</u>	Other:	\$ <u>51,000.</u>
Total project revenue:	\$ <u>50,000</u> 0.00	Total project expenses:	\$ <u>51,000.</u> 0.00

**\*The grant amount awarded cannot exceed more than 50% of the cost of the project.**

\*\*List all revenue sources expected/committed for this event. Include your own organization funding, other grant requests, sponsorships, ticket sales, etc.

How will your organization verify the attendance and hotel stay information for your project? (i.e. check-in information, hotel room data, etc.).

**2. Tourism Promotion:**

Please read the below carefully and provide estimates	Estimates
What is the total expected attendance for this project (Please provide the combined attendance across all days of the project- you may count repeat guests that come on each day of the event as a new attendee each day)	800
Of the total attendance, how many are predicted to travel more than 50 miles? (This number must be at least 5% of your total attendance to qualify for this grant.)	500
Of the people who travel more than 50 miles, how many traveled from another state or country.	50
Total number of attendees who will stay overnight	
Of the overnight attendees, how many will stay overnight and <b>PAY</b> for accommodations?	350
Of the overnight attendees, how many will <b>NOT PAY</b> for accommodations?	300

**Total number of projected paid lodging nights:** 175

(Note: one lodging night = one or more persons occupying one room for one night. For example: two people in one room for three nights equals three lodging nights.)

What is your method for collecting attendance and overnight data? What is your estimated accuracy used in calculating these numbers?

we book and pay all staff and hotel will accommodate room blocks.

How will your organization verify the attendance and hotel stay information for your project? (i.e. attendee questionnaires, registration information, ticketed sales information, hotel room data, etc.).

We have attendee check in and Marriott room block tracking

If this project took place in the past:

Where did it take place? Emerald City Gymnastics

How many years has this project taken place? 6 years

How many estimated attendees did the project have in the most recent years?

Year: 2022 Attendance: 650 Paid Overnight Stays Generated: 40

Year: 2023 Attendance: 695 Paid Overnight Stays Generated: 40

Year: 2024 Attendance: 725 Paid Overnight Stays Generated: 175

What method was used for collecting and calculating past attendance and overnight stay data?

Confirmed check in at hotel

How many days of programming is this event or project? 4

Briefly explain each day of programming.

3 days of staff education  
1 full day of athlete training

How will your project use these funds to attract an audience from outside of Redmond? Is there an appeal for visitors from more than 50 miles away to come to your event or project?

*Note: This funding is awarded with the intention of driving visitors from more than 50 miles away and to generate paid overnight stays in Redmond.*

USAUWA will be offering paid registration to all Washington Clubs (72 in total)

Describe how you will advertise, publicize, or otherwise distribute information regarding your project to market and attract an audience from more than 50 miles away.

Social media and distribution lists

Is there a targeted market or specific audience for this project and if so, please specify?

Clubs in Region 2

### 3. Innovation

Has a project like this been done before and if so, has your project taken a unique direction from past years or similar events? Please explain.

Every other year it is just targeted to Washington clubs, 2026 will be open to entire US and Canada

### 4. Benefit and Impact to the Community

Does your event benefit many of Redmond's businesses? If so, how?

Yes, hotels and restaurants

Does your project promote Redmond as an inclusive and welcoming community? If so, how?

Yes, we supply a list of places to stay and eat.

How will you evaluate the success of the project?

Number of attendees!

I am an authorized agent of the organization/agency applying for funding. By initialing each statement, then signing below, I certify that I have the authority of the organization/agency represented in this application to submit this request for funding on its behalf. I further certify that the foregoing is true and correct to the best of my knowledge:

SK Washington limits how hotel/motel taxes may be used. I am proposing a tourism-related service for fiscal year 2026. If awarded, requested funds will be used only for the purposes described and established by state law. I understand the use of these funds are subject to audit by the Washington State Auditor.

SK If awarded, my organization/agency intends to enter into a Memo of Understanding (MOU) contract with the City of Redmond, provide proof of appropriate insurance required for the duration of the project naming the City of Redmond as an additional insured in an amount determined by the City (detailed in the MOU), and file for a permit, if applicable.

SK If my event or project is awarded tourism funds but unable to receive special event permitting approval, I understand the tourism funding will be subject to termination. Furthermore, if my organization is placed on permitting probation for any reason, I understand I will be unable to apply for these tourism funds during the probation year.

St The City of Redmond will only reimburse those costs actually incurred by my organization/agency and only after the service is rendered, paid for if provided by a third party, and showing proof of payment and services provided. I will submit supporting documents to the City of Redmond as requested, including copies of payment documentation.

St I understand that my organization/agency will be required to submit a report documenting the economic impact results of my funded activity in the form of a project summary, to include the number of tourists the event reached and the methods by which my organization/agency surveyed the attendance. Failure to provide this information or any other requested documentation within the timeframe requested may affect my organization's/agency's ability to receive expense reimbursements and affect our future funding eligibility.

St I understand I will need to promote the Experience Redmond logo and any associated tourism branding on our website and other marketing materials. There may be an additional logo to promote based on the most current City tourism programs.

Signature: \_\_\_\_\_

A handwritten signature in black ink, consisting of a stylized 'S' followed by a series of loops and a long horizontal stroke.



**DUE DATE:** All 2026 Tourism Grant applications must be submitted to [jlalor@redmond.gov](mailto:jlalor@redmond.gov) by **5:00 p.m. on Monday, August 11.**

Late submissions will not be accepted—no exceptions.

We strongly encourage you to submit your application early to avoid any issues that could result in disqualification.

---

## Tourism Program Grant Application

### TO BE CONSIDERED FOR FUNDING, REQUESTS MUST BE USED FOR ONE OF THE FOLLOWING PURPOSES (RCW 67.28.1816):

- Tourism marketing
- Marketing and operations of special events and festivals designed to attract tourists
- Operations of tourism-related facilities owned or operated by nonprofit organizations as defined by the IRC 501(c)(3) or 501(c)(6). Proof of nonprofit status will be required.

**Note: Capital purchases or improvements are not an allowable use except for City owned and/or Public Facilities District owned tourism-related facilities.**

### STATE LAW DEFINING THE USE OF SPECIAL LODGING TAX

State law defines promoting tourism as: “activities, operations, and expenditures designed to increase tourism, including but not limited to advertising, publicizing, or otherwise distributing information for the purpose of attracting and welcoming tourists; developing strategies to expand tourism; operating tourism promotion agencies; and funding the marketing of or the operation of special events and festivals designed to attract tourists.”

### STATE LAW REQUIRES THAT:

Applicants applying for use of revenues in this chapter must provide the municipality to which they are applying estimates of how any moneys received will result in increases in the number of people traveling for business or pleasure on a trip: (1) away from their place of residence or business for the day or staying overnight in paid accommodations; (2) to a place fifty miles or more one way from their place of residence or business for the day or staying overnight; or (3) from another country or state outside of their place of residence or their business.

The City of Redmond is required to report the effectiveness of the dollars granted to increase overnight stays and generate local business revenue. This application and the project summary completed after the project, will help the City in determining the effectiveness of the dollars granted.

Project Title: \_\_\_\_\_

Event Start Date: \_\_\_\_\_ Event End Date: \_\_\_\_\_

Note: These are the date(s) of the event space being utilized for programming.

How many total days of event programming will you have? \_\_\_\_\_

Type of Project: *(i.e. Youth soccer tournament)* \_\_\_\_\_

Project Location(s) (please list all locations): \_\_\_\_\_

Is this a new or reoccurring event/program?  New  Reoccurring

Contact Person: \_\_\_\_\_

Contact E-mail: \_\_\_\_\_

Company/Organization: \_\_\_\_\_ Phone: \_\_\_\_\_

Address: \_\_\_\_\_

City: \_\_\_\_\_ State: \_\_\_\_\_ Zip: \_\_\_\_\_

Authorized Signer: \_\_\_\_\_

*(Person representing agency or organization authorized to sign Memorandum of Understanding with the City)*

In two sentences, please explain your project (no more than 75 words).

Will your project take place in the 2026 year, and can you provide all documentation such as the project summary with proof of expense payments within **30-days of your event/project completion?** *Note: Events taking place in November and December will be subject to an early December deadline.*

- No
- Yes

Organization is:  Profit-Making  Non-Profit 501-C\*  Public Agency

**\*Please include verification of non-profit with application.**

Which type of category does your project falls under per RCW 67.28.1816?

- Special event or festival (i.e., sporting event, Festival of Color)
- Tourism marketing/development

Have you previously received a City of Redmond Tourism Grant for this specific project?

- No
- Yes

Are you already working in partnership with a Redmond hotel on marketing overnight stays for this project or event?

- No
- Yes

Hotel name(s): \_\_\_\_\_ Hotel contact(s): \_\_\_\_\_

Contact(s) phone: \_\_\_\_\_ Contact(s) email: \_\_\_\_\_

**World Cup 2026 Inquiry**

The 2026 FIFA World Cup will take place from June 11 to July 19, 2026, with six matches scheduled in Seattle during that time. Do you plan to host any activities or viewing opportunities at your event related to the 2026 tournament?

Please select one:

- No, we do not plan to host any World Cup-related activities.
- Possibly or undecided at this time.
- Yes, but the activities are separate from the event covered in this application.
- Yes, we plan to incorporate World Cup 2026 activities into the event covered in this application.

**FUND CRITERIA**

**1. Funding:**

ESTIMATED BUDGETED REVENUE		ESTIMATED BUDGETED EXPENSES	
*Grant amount requested:	\$ _____	Marketing:	\$ _____
Your organization funding given to this project:	\$ _____	Operations:	\$ _____
Sponsorships:	\$ _____	Staff:	\$ _____
Other Grants:	\$ _____	Other:	\$ _____
**Other revenue sources:	\$ _____	Other:	\$ _____
Total project revenue:	\$ _____	Total project expenses:	\$ _____

**\*The grant amount awarded cannot exceed more than 50% of the cost of the project.**

\*\*List all revenue sources expected/committed for this event. Include your own organization funding, other grant requests, sponsorships, ticket sales, etc.

**2. Tourism Promotion:**

Please read the below carefully and provide estimates	Estimates
What is the total expected attendance for this project (Please <u>provide the combined attendance across all days</u> of the project- you may count repeat guests that come on each day of the event as a new attendee each day)	
Of the total attendance, how many are predicted to travel more than 50 miles? <b>(This number must be at least 5% of your total attendance to qualify for this grant.)</b>	
Of the people who travel more than 50 miles, how many traveled from another state or country.	
Total number of attendees who will stay overnight	
Of the overnight attendees, how many will stay overnight and <b>PAY</b> for accommodations?	
Of the overnight attendees, how many will <b>NOT PAY</b> for accommodations?	

**Total number of projected paid lodging nights:** \_\_\_\_\_

(Note: one lodging night = one or more persons occupying one room for one night. For example: two people in one room for three nights equals three lodging nights.)

What is your method for collecting attendance and overnight data? What is your estimated accuracy used in calculating these numbers?

How will your organization verify the attendance and hotel stay information for your project? (i.e. attendee questionnaires, registration information, ticketed sales information, hotel room data, etc.).

If this project took place in the past:

Where did it take place? \_\_\_\_\_

How many years has this project taken place? \_\_\_\_\_

How many estimated attendees did the project have in the most recent years?

Year: \_\_\_\_\_ Attendance: \_\_\_\_\_ Paid Overnight Stays Generated: \_\_\_\_\_

Year: \_\_\_\_\_ Attendance: \_\_\_\_\_ Paid Overnight Stays Generated: \_\_\_\_\_

Year: \_\_\_\_\_ Attendance: \_\_\_\_\_ Paid Overnight Stays Generated: \_\_\_\_\_

What method was used for collecting and calculating past attendance and overnight stay data?

How many days of programming is this event or project? \_\_\_\_\_

Briefly explain each day of programming.

How will your project use these funds to attract an audience from outside of Redmond? Is there an appeal for visitors from more than 50 miles away to come to your event or project?

*Note: This funding is awarded with the intention of driving visitors from more than 50 miles away and to generate paid overnight stays in Redmond.*

Describe how you will advertise, publicize, or otherwise distribute information regarding your project to market and attract an audience from more than 50 miles away.

Is there a targeted market or specific audience for this project and if so, please specify?

**3. Innovation**

Has a project like this been done before and if so, has your project taken a unique direction from past years or similar events? Please explain.

**4. Benefit and Impact to the Community**

Does your event benefit many of Redmond's businesses? If so, how?

Does your project promote Redmond as an inclusive and welcoming community? If so, how?

How will you evaluate the success of the project?

I am an authorized agent of the organization/agency applying for funding. By initialing each statement, then signing below, I certify that I have the authority of the organization/agency represented in this application to submit this request for funding on its behalf. I further certify that the foregoing is true and correct to the best of my knowledge:

\_\_\_\_\_ Washington limits how hotel/motel taxes may be used. I am proposing a tourism-related service for fiscal year 2026. If awarded, requested funds will be used only for the purposes described and established by state law. I understand the use of these funds are subject to audit by the Washington State Auditor.

\_\_\_\_\_ If awarded, my organization/agency intends to enter into a Memo of Understanding (MOU) contract with the City of Redmond, provide proof of appropriate insurance required for the duration of the project naming the City of Redmond as an additional insured in an amount determined by the City (detailed in the MOU), and file for a permit, if applicable.

\_\_\_\_\_ If my event or project is awarded tourism funds but unable to receive special event permitting approval, I understand the tourism funding will be subject to termination. Furthermore, if my organization is placed on permitting probation for any reason, I understand I will be unable to apply for these tourism funds during the probation year.

\_\_\_\_\_ The City of Redmond will only reimburse those costs actually incurred by my organization/agency and only after the service is rendered, paid for if provided by a third party, and showing proof of payment and services provided. I will submit supporting documents to the City of Redmond as requested, including copies of payment documentation.

\_\_\_\_\_ I understand that my organization/agency will be required to submit a report documenting the economic impact results of my funded activity in the form of a project summary, to include the number of tourists the event reached and the methods by which my organization/agency surveyed the attendance. Failure to provide this information or any other requested documentation within the timeframe requested may affect my organization's/agency's ability to receive expense reimbursements and affect our future funding eligibility.

\_\_\_\_\_ I understand I will need to promote the Experience Redmond logo and any associated tourism branding on our website and other marketing materials. There may be an additional logo to promote based on the most current City tourism programs.

Signature: \_\_\_\_\_

## **TOURISM PROMOTION FUND CRITERIA:**

- **Tourism promotion:**

Does the project/event:

Meet the basic state requirements for tourism promotion?

Promote the City as a destination place?

Attract visitors from more than 50 miles away, build new audiences, and encourage tourist expansion?

Support regional tourism planning?

Does the project or event have data to show proven positive impact on tourism in Redmond?

Is the project of a scale suitable for this funding program? (i.e. scale should be of a size to have an impact on increasing overnight stays and/or generate local business revenue)

- **Benefit and Impact to the community:**

Does the project promote a positive image for the City?

Does the project promote Redmond as an inclusive and welcoming community?

- **Innovation:**

Is this project/event unusual or unique?

Does it move an existing program in a new direction?

- **Funding:**

Are there additional revenue sources used to support this project/event?

Is this funding request for a new project/event or to continue or expand on-going project/event?

## **PROJECT EVALUATION CRITERIA**

Awards are based on the extent to which the applicant project or activity meets the following criteria:

- Priority is given to Redmond-based activities and projects.
- Priority is given to programs requesting seed money versus ongoing funding.
- The project or activity:
  - Promotes tourism which benefits the overall community, rather than a specific segment or interest
  - Supports regional tourism planning/promotion
  - Promotes the unique attributes of Redmond for tourists and the community
  - Promotes the city as a destination place
  - Encourages partnerships (public/private)
  - Supports long-lasting assets, capital facilities/amenities
  - Supports businesses or programs that advance City of Redmond equity and inclusion goals

The City reserves the right, in its sole discretion, to fund or not fund any particular project or program for which an application is submitted. The determination of whether to fund a particular project or program will be based upon a number of factors, including but not limited to: the ability of the program or project to promote tourism in the city, the relative merits of the project or program compared to the applications and the overall availability of funding. The City is the sole judge of its obligation to fund any particular project or program regardless of its merits under these factors.

## **PLEASE SUBMIT APPLICATION**

to the Lodging Tax Advisory Committee (LTAC) by **5:00 p.m. on August 11** via one of the following:

- Email application: Jackie Lalor at [jlalor@redmond.gov](mailto:jlalor@redmond.gov)
- Mail application: City of Redmond; Attn: Jackie; MS: 4SPL, PO Box 97010, Redmond, WA 98073-9710
- Hand deliver application C/O Jackie Lalor: Redmond City Hall, 15670 NE 85<sup>th</sup> Street, Redmond 98052. Drop at the Customer Service Center on the first floor.



**DUE DATE:** All 2026 Tourism Grant applications must be submitted to [jlalor@redmond.gov](mailto:jlalor@redmond.gov) by **5:00 p.m. on Monday, August 11.**

Late submissions will not be accepted—no exceptions.

We strongly encourage you to submit your application early to avoid any issues that could result in disqualification.

---

## Tourism Program Grant Application

### TO BE CONSIDERED FOR FUNDING, REQUESTS MUST BE USED FOR ONE OF THE FOLLOWING PURPOSES (RCW 67.28.1816):

- Tourism marketing
- Marketing and operations of special events and festivals designed to attract tourists
- Operations of tourism-related facilities owned or operated by nonprofit organizations as defined by the IRC 501(c)(3) or 501(c)(6). Proof of nonprofit status will be required.

**Note: Capital purchases or improvements are not an allowable use except for City owned and/or Public Facilities District owned tourism-related facilities.**

### STATE LAW DEFINING THE USE OF SPECIAL LODGING TAX

State law defines promoting tourism as: "activities, operations, and expenditures designed to increase tourism, including but not limited to advertising, publicizing, or otherwise distributing information for the purpose of attracting and welcoming tourists; developing strategies to expand tourism; operating tourism promotion agencies; and funding the marketing of or the operation of special events and festivals designed to attract tourists."

### STATE LAW REQUIRES THAT:

Applicants applying for use of revenues in this chapter must provide the municipality to which they are applying estimates of how any moneys received will result in increases in the number of people traveling for business or pleasure on a trip: (1) away from their place of residence or business for the day or staying overnight in paid accommodations; (2) to a place fifty miles or more one way from their place of residence or business for the day or staying overnight; or (3) from another country or state outside of their place of residence or their business.

The City of Redmond is required to report the effectiveness of the dollars granted to increase overnight stays and generate local business revenue. This application and the project summary completed after the project, will help the City in determining the effectiveness of the dollars granted.

Project Title: \_\_\_\_\_

Event Start Date: \_\_\_\_\_ Event End Date: \_\_\_\_\_

Note: These are the date(s) of the event space being utilized for programming.

How many total days of event programming will you have? \_\_\_\_\_

Type of Project: *(i.e. Youth soccer tournament)* \_\_\_\_\_

Project Location(s) (please list all locations): \_\_\_\_\_

Is this a new or reoccurring event/program?  New  Reoccurring

Contact Person: \_\_\_\_\_

Contact E-mail: \_\_\_\_\_

Company/Organization: \_\_\_\_\_ Phone: \_\_\_\_\_

Address: \_\_\_\_\_

City: \_\_\_\_\_ State: \_\_\_\_\_ Zip: \_\_\_\_\_

Authorized Signer: \_\_\_\_\_

*(Person representing agency or organization authorized to sign Memorandum of Understanding with the City)*

In two sentences, please explain your project (no more than 75 words).

Will your project take place in the 2026 year, and can you provide all documentation such as the project summary with proof of expense payments within **30-days of your event/project completion?** *Note: Events taking place in November and December will be subject to an early December deadline.*

- No
- Yes

Organization is:  Profit-Making  Non-Profit 501-C\*  Public Agency

**\*Please include verification of non-profit with application.**

Which type of category does your project falls under per RCW 67.28.1816?

- Special event or festival (i.e., sporting event, Festival of Color)
- Tourism marketing/development

Have you previously received a City of Redmond Tourism Grant for this specific project?

- No
- Yes

Are you already working in partnership with a Redmond hotel on marketing overnight stays for this project or event?

- No
- Yes

Hotel name(s): \_\_\_\_\_ Hotel contact(s): \_\_\_\_\_

Contact(s) phone: \_\_\_\_\_ Contact(s) email: \_\_\_\_\_

**World Cup 2026 Inquiry**

The 2026 FIFA World Cup will take place from June 11 to July 19, 2026, with six matches scheduled in Seattle during that time. Do you plan to host any activities or viewing opportunities at your event related to the 2026 tournament?

Please select one:

- No, we do not plan to host any World Cup-related activities.
- Possibly or undecided at this time.
- Yes, but the activities are separate from the event covered in this application.
- Yes, we plan to incorporate World Cup 2026 activities into the event covered in this application.

**FUND CRITERIA**

**1. Funding:**

ESTIMATED BUDGETED REVENUE		ESTIMATED BUDGETED EXPENSES	
*Grant amount requested:	\$ _____	Marketing:	\$ _____
Your organization funding given to this project:	\$ _____	Operations:	\$ _____
Sponsorships:	\$ _____	Staff:	\$ _____
Other Grants:	\$ _____	Other:	\$ _____
**Other revenue sources:	\$ _____	Other:	\$ _____
Total project revenue:	\$ _____	Total project expenses:	\$ _____

**\*The grant amount awarded cannot exceed more than 50% of the cost of the project.**

\*\*List all revenue sources expected/committed for this event. Include your own organization funding, other grant requests, sponsorships, ticket sales, etc.

## 2. Tourism Promotion:

Please read the below carefully and provide estimates	Estimates
What is the total expected attendance for this project (Please <u>provide the combined attendance across all days</u> of the project- you may count repeat guests that come on each day of the event as a new attendee each day)	
Of the total attendance, how many are predicted to travel more than 50 miles? <b>(This number must be at least 5% of your total attendance to qualify for this grant.)</b>	
Of the people who travel more than 50 miles, how many traveled from another state or country.	
Total number of attendees who will stay overnight	
Of the overnight attendees, how many will stay overnight and <b>PAY</b> for accommodations?	
Of the overnight attendees, how many will <b>NOT PAY</b> for accommodations?	

**Total number of projected paid lodging nights:** \_\_\_\_\_

(Note: one lodging night = one or more persons occupying one room for one night. For example: two people in one room for three nights equals three lodging nights.)

What is your method for collecting attendance and overnight data? What is your estimated accuracy used in calculating these numbers?

How will your organization verify the attendance and hotel stay information for your project? (i.e. attendee questionnaires, registration information, ticketed sales information, hotel room data, etc.).

If this project took place in the past:

Where did it take place? \_\_\_\_\_

How many years has this project taken place? \_\_\_\_\_

How many estimated attendees did the project have in the most recent years?

Year: \_\_\_\_\_ Attendance: \_\_\_\_\_ Paid Overnight Stays Generated: \_\_\_\_\_

Year: \_\_\_\_\_ Attendance: \_\_\_\_\_ Paid Overnight Stays Generated: \_\_\_\_\_

Year: \_\_\_\_\_ Attendance: \_\_\_\_\_ Paid Overnight Stays Generated: \_\_\_\_\_

What method was used for collecting and calculating past attendance and overnight stay data?

How many days of programming is this event or project? \_\_\_\_\_

Briefly explain each day of programming.

How will your project use these funds to attract an audience from outside of Redmond? Is there an appeal for visitors from more than 50 miles away to come to your event or project?

*Note: This funding is awarded with the intention of driving visitors from more than 50 miles away and to generate paid overnight stays in Redmond.*

Describe how you will advertise, publicize, or otherwise distribute information regarding your project to market and attract an audience from more than 50 miles away.

Is there a targeted market or specific audience for this project and if so, please specify?

**3. Innovation**

Has a project like this been done before and if so, has your project taken a unique direction from past years or similar events? Please explain.

**4. Benefit and Impact to the Community**

Does your event benefit many of Redmond's businesses? If so, how?

Does your project promote Redmond as an inclusive and welcoming community? If so, how?

How will you evaluate the success of the project?

I am an authorized agent of the organization/agency applying for funding. By initialing each statement, then signing below, I certify that I have the authority of the organization/agency represented in this application to submit this request for funding on its behalf. I further certify that the foregoing is true and correct to the best of my knowledge:

\_\_\_\_\_ Washington limits how hotel/motel taxes may be used. I am proposing a tourism-related service for fiscal year 2026. If awarded, requested funds will be used only for the purposes described and established by state law. I understand the use of these funds are subject to audit by the Washington State Auditor.

\_\_\_\_\_ If awarded, my organization/agency intends to enter into a Memo of Understanding (MOU) contract with the City of Redmond, provide proof of appropriate insurance required for the duration of the project naming the City of Redmond as an additional insured in an amount determined by the City (detailed in the MOU), and file for a permit, if applicable.

\_\_\_\_\_ If my event or project is awarded tourism funds but unable to receive special event permitting approval, I understand the tourism funding will be subject to termination. Furthermore, if my organization is placed on permitting probation for any reason, I understand I will be unable to apply for these tourism funds during the probation year.

\_\_\_\_\_ The City of Redmond will only reimburse those costs actually incurred by my organization/agency and only after the service is rendered, paid for if provided by a third party, and showing proof of payment and services provided. I will submit supporting documents to the City of Redmond as requested, including copies of payment documentation.

\_\_\_\_\_ I understand that my organization/agency will be required to submit a report documenting the economic impact results of my funded activity in the form of a project summary, to include the number of tourists the event reached and the methods by which my organization/agency surveyed the attendance. Failure to provide this information or any other requested documentation within the timeframe requested may affect my organization's/agency's ability to receive expense reimbursements and affect our future funding eligibility.

\_\_\_\_\_ I understand I will need to promote the Experience Redmond logo and any associated tourism branding on our website and other marketing materials. There may be an additional logo to promote based on the most current City tourism programs.

Signature:  \_\_\_\_\_

• Kristina Hudson

## **TOURISM PROMOTION FUND CRITERIA:**

- **Tourism promotion:**

Does the project/event:

Meet the basic state requirements for tourism promotion?

Promote the City as a destination place?

Attract visitors from more than 50 miles away, build new audiences, and encourage tourist expansion?

Support regional tourism planning?

Does the project or event have data to show proven positive impact on tourism in Redmond?

Is the project of a scale suitable for this funding program? (i.e. scale should be of a size to have an impact on increasing overnight stays and/or generate local business revenue)

- **Benefit and Impact to the community:**

Does the project promote a positive image for the City?

Does the project promote Redmond as an inclusive and welcoming community?

- **Innovation:**

Is this project/event unusual or unique?

Does it move an existing program in a new direction?

- **Funding:**

Are there additional revenue sources used to support this project/event?

Is this funding request for a new project/event or to continue or expand on-going project/event?

## **PROJECT EVALUATION CRITERIA**

Awards are based on the extent to which the applicant project or activity meets the following criteria:

- Priority is given to Redmond-based activities and projects.
- Priority is given to programs requesting seed money versus ongoing funding.
- The project or activity:
  - Promotes tourism which benefits the overall community, rather than a specific segment or interest
  - Supports regional tourism planning/promotion
  - Promotes the unique attributes of Redmond for tourists and the community
  - Promotes the city as a destination place
  - Encourages partnerships (public/private)
  - Supports long-lasting assets, capital facilities/amenities
  - Supports businesses or programs that advance City of Redmond equity and inclusion goals

The City reserves the right, in its sole discretion, to fund or not fund any particular project or program for which an application is submitted. The determination of whether to fund a particular project or program will be based upon a number of factors, including but not limited to: the ability of the program or project to promote tourism in the city, the relative merits of the project or program compared to the applications and the overall availability of funding. The City is the sole judge of its obligation to fund any particular project or program regardless of its merits under these factors.

## **PLEASE SUBMIT APPLICATION**

to the Lodging Tax Advisory Committee (LTAC) by **5:00 p.m. on August 11** via one of the following:

- Email application: Jackie Lalor at [jlalor@redmond.gov](mailto:jlalor@redmond.gov)
- Mail application: City of Redmond; Attn: Jackie; MS: 4SPL, PO Box 97010, Redmond, WA 98073-9710
- Hand deliver application C/O Jackie Lalor: Redmond City Hall, 15670 NE 85<sup>th</sup> Street, Redmond 98052. Drop at the Customer Service Center on the first floor.



**DUE DATE:** All 2026 Tourism Grant applications must be submitted to [jlalor@redmond.gov](mailto:jlalor@redmond.gov) by **5:00 p.m. on Monday, August 11.**

Late submissions will not be accepted—no exceptions.

We strongly encourage you to submit your application early to avoid any issues that could result in disqualification.

---

## Tourism Program Grant Application

### TO BE CONSIDERED FOR FUNDING, REQUESTS MUST BE USED FOR ONE OF THE FOLLOWING PURPOSES (RCW 67.28.1816):

- Tourism marketing
- Marketing and operations of special events and festivals designed to attract tourists
- Operations of tourism-related facilities owned or operated by nonprofit organizations as defined by the IRC 501(c)(3) or 501(c)(6). Proof of nonprofit status will be required.

**Note: Capital purchases or improvements are not an allowable use except for City owned and/or Public Facilities District owned tourism-related facilities.**

### STATE LAW DEFINING THE USE OF SPECIAL LODGING TAX

State law defines promoting tourism as: "activities, operations, and expenditures designed to increase tourism, including but not limited to advertising, publicizing, or otherwise distributing information for the purpose of attracting and welcoming tourists; developing strategies to expand tourism; operating tourism promotion agencies; and funding the marketing of or the operation of special events and festivals designed to attract tourists."

### STATE LAW REQUIRES THAT:

Applicants applying for use of revenues in this chapter must provide the municipality to which they are applying estimates of how any moneys received will result in increases in the number of people traveling for business or pleasure on a trip: (1) away from their place of residence or business for the day or staying overnight in paid accommodations; (2) to a place fifty miles or more one way from their place of residence or business for the day or staying overnight; or (3) from another country or state outside of their place of residence or their business.

The City of Redmond is required to report the effectiveness of the dollars granted to increase overnight stays and generate local business revenue. This application and the project summary completed after the project, will help the City in determining the effectiveness of the dollars granted.

Project Title: \_\_\_\_\_

Event Start Date: \_\_\_\_\_ Event End Date: \_\_\_\_\_

Note: These are the date(s) of the event space being utilized for programming.

How many total days of event programming will you have? \_\_\_\_\_

Type of Project: *(i.e. Youth soccer tournament)* \_\_\_\_\_

Project Location(s) (please list all locations): \_\_\_\_\_

Is this a new or reoccurring event/program?  New  Reoccurring

Contact Person: \_\_\_\_\_

Contact E-mail: \_\_\_\_\_

Company/Organization: \_\_\_\_\_ Phone: \_\_\_\_\_

Address: \_\_\_\_\_

City: \_\_\_\_\_ State: \_\_\_\_\_ Zip: \_\_\_\_\_

Authorized Signer: \_\_\_\_\_

*(Person representing agency or organization authorized to sign Memorandum of Understanding with the City)*

In two sentences, please explain your project (no more than 75 words).

Will your project take place in the 2026 year, and can you provide all documentation such as the project summary with proof of expense payments within **30-days of your event/project completion?** *Note: Events taking place in November and December will be subject to an early December deadline.*

- No
- Yes

Organization is:  Profit-Making  Non-Profit 501-C\*  Public Agency

**\*Please include verification of non-profit with application.**

Which type of category does your project falls under per RCW 67.28.1816?

- Special event or festival (i.e., sporting event, Festival of Color)
- Tourism marketing/development

Have you previously received a City of Redmond Tourism Grant for this specific project?

- No
- Yes

Are you already working in partnership with a Redmond hotel on marketing overnight stays for this project or event?

- No
- Yes

Hotel name(s): \_\_\_\_\_ Hotel contact(s): \_\_\_\_\_

Contact(s) phone: \_\_\_\_\_ Contact(s) email: \_\_\_\_\_

**World Cup 2026 Inquiry**

The 2026 FIFA World Cup will take place from June 11 to July 19, 2026, with six matches scheduled in Seattle during that time. Do you plan to host any activities or viewing opportunities at your event related to the 2026 tournament?

Please select one:

- No, we do not plan to host any World Cup-related activities.
- Possibly or undecided at this time.
- Yes, but the activities are separate from the event covered in this application.
- Yes, we plan to incorporate World Cup 2026 activities into the event covered in this application.

**FUND CRITERIA**

**1. Funding:**

ESTIMATED BUDGETED REVENUE		ESTIMATED BUDGETED EXPENSES	
*Grant amount requested:	\$ _____	Marketing:	\$ _____
Your organization funding given to this project:	\$ _____	Operations:	\$ _____
Sponsorships:	\$ _____	Staff:	\$ _____
Other Grants:	\$ _____	Other:	\$ _____
**Other revenue sources:	\$ _____	Other:	\$ _____
Total project revenue:	\$ _____	Total project expenses:	\$ _____

**\*The grant amount awarded cannot exceed more than 50% of the cost of the project.**

\*\*List all revenue sources expected/committed for this event. Include your own organization funding, other grant requests, sponsorships, ticket sales, etc.

**\*\* vendor booth fees**

## 2. Tourism Promotion:

Please read the below carefully and provide estimates	Estimates
What is the total expected attendance for this project (Please <u>provide the combined attendance across all days</u> of the project- you may count repeat guests that come on each day of the event as a new attendee each day)	
Of the total attendance, how many are predicted to travel more than 50 miles? <b>(This number must be at least 5% of your total attendance to qualify for this grant.)</b>	
Of the people who travel more than 50 miles, how many traveled from another state or country.	
Total number of attendees who will stay overnight	
Of the overnight attendees, how many will stay overnight and <b>PAY</b> for accommodations?	
Of the overnight attendees, how many will <b>NOT PAY</b> for accommodations?	

**Total number of projected paid lodging nights:** \_\_\_\_\_

(Note: one lodging night = one or more persons occupying one room for one night. For example: two people in one room for three nights equals three lodging nights.)

What is your method for collecting attendance and overnight data? What is your estimated accuracy used in calculating these numbers?

How will your organization verify the attendance and hotel stay information for your project? (i.e. attendee questionnaires, registration information, ticketed sales information, hotel room data, etc.).

If this project took place in the past: N/A

Where did it take place? \_\_\_\_\_

How many years has this project taken place? \_\_\_\_\_

How many estimated attendees did the project have in the most recent years?

Year: \_\_\_\_\_ Attendance: \_\_\_\_\_ Paid Overnight Stays Generated: \_\_\_\_\_

Year: \_\_\_\_\_ Attendance: \_\_\_\_\_ Paid Overnight Stays Generated: \_\_\_\_\_

Year: \_\_\_\_\_ Attendance: \_\_\_\_\_ Paid Overnight Stays Generated: \_\_\_\_\_

What method was used for collecting and calculating past attendance and overnight stay data?

How many days of programming is this event or project? \_\_\_\_\_

Briefly explain each day of programming.

How will your project use these funds to attract an audience from outside of Redmond? Is there an appeal for visitors from more than 50 miles away to come to your event or project?

*Note: This funding is awarded with the intention of driving visitors from more than 50 miles away and to generate paid overnight stays in Redmond.*

Describe how you will advertise, publicize, or otherwise distribute information regarding your project to market and attract an audience from more than 50 miles away.

Is there a targeted market or specific audience for this project and if so, please specify?

**3. Innovation**

Has a project like this been done before and if so, has your project taken a unique direction from past years or similar events? Please explain.

**4. Benefit and Impact to the Community**

Does your event benefit many of Redmond's businesses? If so, how?

Does your project promote Redmond as an inclusive and welcoming community? If so, how?

How will you evaluate the success of the project?

I am an authorized agent of the organization/agency applying for funding. By initialing each statement, then signing below, I certify that I have the authority of the organization/agency represented in this application to submit this request for funding on its behalf. I further certify that the foregoing is true and correct to the best of my knowledge:

\_\_\_\_\_ Washington limits how hotel/motel taxes may be used. I am proposing a tourism-related service for fiscal year 2026. If awarded, requested funds will be used only for the purposes described and established by state law. I understand the use of these funds are subject to audit by the Washington State Auditor.

\_\_\_\_\_ If awarded, my organization/agency intends to enter into a Memo of Understanding (MOU) contract with the City of Redmond, provide proof of appropriate insurance required for the duration of the project naming the City of Redmond as an additional insured in an amount determined by the City (detailed in the MOU), and file for a permit, if applicable.

\_\_\_\_\_ If my event or project is awarded tourism funds but unable to receive special event permitting approval, I understand the tourism funding will be subject to termination. Furthermore, if my organization is placed on permitting probation for any reason, I understand I will be unable to apply for these tourism funds during the probation year.

\_\_\_\_\_ The City of Redmond will only reimburse those costs actually incurred by my organization/agency and only after the service is rendered, paid for if provided by a third party, and showing proof of payment and services provided. I will submit supporting documents to the City of Redmond as requested, including copies of payment documentation.

\_\_\_\_\_ I understand that my organization/agency will be required to submit a report documenting the economic impact results of my funded activity in the form of a project summary, to include the number of tourists the event reached and the methods by which my organization/agency surveyed the attendance. Failure to provide this information or any other requested documentation within the timeframe requested may affect my organization's/agency's ability to receive expense reimbursements and affect our future funding eligibility.

\_\_\_\_\_ I understand I will need to promote the Experience Redmond logo and any associated tourism branding on our website and other marketing materials. There may be an additional logo to promote based on the most current City tourism programs.

Signature:  \_\_\_\_\_

## **TOURISM PROMOTION FUND CRITERIA:**

- **Tourism promotion:**

Does the project/event:

Meet the basic state requirements for tourism promotion?

Promote the City as a destination place?

Attract visitors from more than 50 miles away, build new audiences, and encourage tourist expansion?

Support regional tourism planning?

Does the project or event have data to show proven positive impact on tourism in Redmond?

Is the project of a scale suitable for this funding program? (i.e. scale should be of a size to have an impact on increasing overnight stays and/or generate local business revenue)

- **Benefit and Impact to the community:**

Does the project promote a positive image for the City?

Does the project promote Redmond as an inclusive and welcoming community?

- **Innovation:**

Is this project/event unusual or unique?

Does it move an existing program in a new direction?

- **Funding:**

Are there additional revenue sources used to support this project/event?

Is this funding request for a new project/event or to continue or expand on-going project/event?

## **PROJECT EVALUATION CRITERIA**

Awards are based on the extent to which the applicant project or activity meets the following criteria:

- Priority is given to Redmond-based activities and projects.
- Priority is given to programs requesting seed money versus ongoing funding.
- The project or activity:
  - Promotes tourism which benefits the overall community, rather than a specific segment or interest
  - Supports regional tourism planning/promotion
  - Promotes the unique attributes of Redmond for tourists and the community
  - Promotes the city as a destination place
  - Encourages partnerships (public/private)
  - Supports long-lasting assets, capital facilities/amenities
  - Supports businesses or programs that advance City of Redmond equity and inclusion goals

The City reserves the right, in its sole discretion, to fund or not fund any particular project or program for which an application is submitted. The determination of whether to fund a particular project or program will be based upon a number of factors, including but not limited to: the ability of the program or project to promote tourism in the city, the relative merits of the project or program compared to the applications and the overall availability of funding. The City is the sole judge of its obligation to fund any particular project or program regardless of its merits under these factors.

## **PLEASE SUBMIT APPLICATION**

to the Lodging Tax Advisory Committee (LTAC) by **5:00 p.m. on August 11** via one of the following:

- Email application: Jackie Lalor at [jlalor@redmond.gov](mailto:jlalor@redmond.gov)
- Mail application: City of Redmond; Attn: Jackie; MS: 4SPL, PO Box 97010, Redmond, WA 98073-9710
- Hand deliver application C/O Jackie Lalor: Redmond City Hall, 15670 NE 85<sup>th</sup> Street, Redmond 98052. Drop at the Customer Service Center on the first floor.



**DUE DATE:** All 2026 Tourism Grant applications must be submitted to [jlalor@redmond.gov](mailto:jlalor@redmond.gov) by **5:00 p.m. on Monday, August 11.**

Late submissions will not be accepted—no exceptions.

We strongly encourage you to submit your application early to avoid any issues that could result in disqualification.

---

## Tourism Program Grant Application

### TO BE CONSIDERED FOR FUNDING, REQUESTS MUST BE USED FOR ONE OF THE FOLLOWING PURPOSES (RCW 67.28.1816):

- Tourism marketing
- Marketing and operations of special events and festivals designed to attract tourists
- Operations of tourism-related facilities owned or operated by nonprofit organizations as defined by the IRC 501(c)(3) or 501(c)(6). Proof of nonprofit status will be required.

**Note: Capital purchases or improvements are not an allowable use except for City owned and/or Public Facilities District owned tourism-related facilities.**

### STATE LAW DEFINING THE USE OF SPECIAL LODGING TAX

State law defines promoting tourism as: “activities, operations, and expenditures designed to increase tourism, including but not limited to advertising, publicizing, or otherwise distributing information for the purpose of attracting and welcoming tourists; developing strategies to expand tourism; operating tourism promotion agencies; and funding the marketing of or the operation of special events and festivals designed to attract tourists.”

### STATE LAW REQUIRES THAT:

Applicants applying for use of revenues in this chapter must provide the municipality to which they are applying estimates of how any moneys received will result in increases in the number of people traveling for business or pleasure on a trip: (1) away from their place of residence or business for the day or staying overnight in paid accommodations; (2) to a place fifty miles or more one way from their place of residence or business for the day or staying overnight; or (3) from another country or state outside of their place of residence or their business.

The City of Redmond is required to report the effectiveness of the dollars granted to increase overnight stays and generate local business revenue. This application and the project summary completed after the project, will help the City in determining the effectiveness of the dollars granted.

Project Title: \_\_\_\_\_

Event Start Date: \_\_\_\_\_ Event End Date: \_\_\_\_\_

Note: These are the date(s) of the event space being utilized for programming.

How many total days of event programming will you have? \_\_\_\_\_

Type of Project: *(i.e. Youth soccer tournament)* \_\_\_\_\_

Project Location(s) (please list all locations): \_\_\_\_\_

Is this a new or reoccurring event/program?  New  Reoccurring

Contact Person: \_\_\_\_\_

Contact E-mail: \_\_\_\_\_

Company/Organization: \_\_\_\_\_ Phone: \_\_\_\_\_

Address: \_\_\_\_\_

City: \_\_\_\_\_ State: \_\_\_\_\_ Zip: \_\_\_\_\_

Authorized Signer: \_\_\_\_\_

*(Person representing agency or organization authorized to sign Memorandum of Understanding with the City)*

In two sentences, please explain your project (no more than 75 words).

Will your project take place in the 2026 year, and can you provide all documentation such as the project summary with proof of expense payments within **30-days of your event/project completion?** *Note: Events taking place in November and December will be subject to an early December deadline.*

- No
- Yes

Organization is:  Profit-Making  Non-Profit 501-C\*  Public Agency

**\*Please include verification of non-profit with application.**

Which type of category does your project falls under per RCW 67.28.1816?

- Special event or festival (i.e., sporting event, Festival of Color)
- Tourism marketing/development

Have you previously received a City of Redmond Tourism Grant for this specific project?

- No
- Yes

Are you already working in partnership with a Redmond hotel on marketing overnight stays for this project or event?

- No
- Yes

Hotel name(s): \_\_\_\_\_ Hotel contact(s): \_\_\_\_\_

Contact(s) phone: \_\_\_\_\_ Contact(s) email: \_\_\_\_\_

**World Cup 2026 Inquiry**

The 2026 FIFA World Cup will take place from June 11 to July 19, 2026, with six matches scheduled in Seattle during that time. Do you plan to host any activities or viewing opportunities at your event related to the 2026 tournament?

Please select one:

- No, we do not plan to host any World Cup-related activities.
- Possibly or undecided at this time.
- Yes, but the activities are separate from the event covered in this application.
- Yes, we plan to incorporate World Cup 2026 activities into the event covered in this application.

**FUND CRITERIA**

**1. Funding:**

ESTIMATED BUDGETED REVENUE		ESTIMATED BUDGETED EXPENSES	
*Grant amount requested:	\$ _____	Marketing:	\$ _____
Your organization funding given to this project:	\$ _____	Operations:	\$ _____
Sponsorships:	\$ _____	Staff:	\$ _____
Other Grants:	\$ _____	Other:	\$ _____
**Other revenue sources:	\$ _____	Other:	\$ _____
Total project revenue:	\$ _____	Total project expenses:	\$ _____

**\*The grant amount awarded cannot exceed more than 50% of the cost of the project.**

\*\*List all revenue sources expected/committed for this event. Include your own organization funding, other grant requests, sponsorships, ticket sales, etc.

## 2. Tourism Promotion:

Please read the below carefully and provide estimates	Estimates
What is the total expected attendance for this project (Please <u>provide the combined attendance across all days</u> of the project- you may count repeat guests that come on each day of the event as a new attendee each day)	
Of the total attendance, how many are predicted to travel more than 50 miles? <b>(This number must be at least 5% of your total attendance to qualify for this grant.)</b>	
Of the people who travel more than 50 miles, how many traveled from another state or country.	
Total number of attendees who will stay overnight	
Of the overnight attendees, how many will stay overnight and <b>PAY</b> for accommodations?	
Of the overnight attendees, how many will <b>NOT PAY</b> for accommodations?	

**Total number of projected paid lodging nights:** \_\_\_\_\_

(Note: one lodging night = one or more persons occupying one room for one night. For example: two people in one room for three nights equals three lodging nights.)

What is your method for collecting attendance and overnight data? What is your estimated accuracy used in calculating these numbers?

How will your organization verify the attendance and hotel stay information for your project? (i.e. attendee questionnaires, registration information, ticketed sales information, hotel room data, etc.).

If this project took place in the past:

Where did it take place? \_\_\_\_\_

How many years has this project taken place? \_\_\_\_\_

How many estimated attendees did the project have in the most recent years?

Year: \_\_\_\_\_ Attendance: \_\_\_\_\_ Paid Overnight Stays Generated: \_\_\_\_\_

Year: \_\_\_\_\_ Attendance: \_\_\_\_\_ Paid Overnight Stays Generated: \_\_\_\_\_

Year: \_\_\_\_\_ Attendance: \_\_\_\_\_ Paid Overnight Stays Generated: \_\_\_\_\_

What method was used for collecting and calculating past attendance and overnight stay data?

How many days of programming is this event or project? \_\_\_\_\_

Briefly explain each day of programming.

How will your project use these funds to attract an audience from outside of Redmond? Is there an appeal for visitors from more than 50 miles away to come to your event or project?

*Note: This funding is awarded with the intention of driving visitors from more than 50 miles away and to generate paid overnight stays in Redmond.*

Describe how you will advertise, publicize, or otherwise distribute information regarding your project to market and attract an audience from more than 50 miles away.

Is there a targeted market or specific audience for this project and if so, please specify?

**3. Innovation**

Has a project like this been done before and if so, has your project taken a unique direction from past years or similar events? Please explain.

**4. Benefit and Impact to the Community**

Does your event benefit many of Redmond's businesses? If so, how?

Does your project promote Redmond as an inclusive and welcoming community? If so, how?

How will you evaluate the success of the project?

I am an authorized agent of the organization/agency applying for funding. By initialing each statement, then signing below, I certify that I have the authority of the organization/agency represented in this application to submit this request for funding on its behalf. I further certify that the foregoing is true and correct to the best of my knowledge:

\_\_\_\_\_ Washington limits how hotel/motel taxes may be used. I am proposing a tourism-related service for fiscal year 2026. If awarded, requested funds will be used only for the purposes described and established by state law. I understand the use of these funds are subject to audit by the Washington State Auditor.

\_\_\_\_\_ If awarded, my organization/agency intends to enter into a Memo of Understanding (MOU) contract with the City of Redmond, provide proof of appropriate insurance required for the duration of the project naming the City of Redmond as an additional insured in an amount determined by the City (detailed in the MOU), and file for a permit, if applicable.

\_\_\_\_\_ If my event or project is awarded tourism funds but unable to receive special event permitting approval, I understand the tourism funding will be subject to termination. Furthermore, if my organization is placed on permitting probation for any reason, I understand I will be unable to apply for these tourism funds during the probation year.

\_\_\_\_\_ The City of Redmond will only reimburse those costs actually incurred by my organization/agency and only after the service is rendered, paid for if provided by a third party, and showing proof of payment and services provided. I will submit supporting documents to the City of Redmond as requested, including copies of payment documentation.

\_\_\_\_\_ I understand that my organization/agency will be required to submit a report documenting the economic impact results of my funded activity in the form of a project summary, to include the number of tourists the event reached and the methods by which my organization/agency surveyed the attendance. Failure to provide this information or any other requested documentation within the timeframe requested may affect my organization's/agency's ability to receive expense reimbursements and affect our future funding eligibility.

\_\_\_\_\_ I understand I will need to promote the Experience Redmond logo and any associated tourism branding on our website and other marketing materials. There may be an additional logo to promote based on the most current City tourism programs.

Signature: \_\_\_\_\_

## **TOURISM PROMOTION FUND CRITERIA:**

- **Tourism promotion:**

Does the project/event:

Meet the basic state requirements for tourism promotion?

Promote the City as a destination place?

Attract visitors from more than 50 miles away, build new audiences, and encourage tourist expansion?

Support regional tourism planning?

Does the project or event have data to show proven positive impact on tourism in Redmond?

Is the project of a scale suitable for this funding program? (i.e. scale should be of a size to have an impact on increasing overnight stays and/or generate local business revenue)

- **Benefit and Impact to the community:**

Does the project promote a positive image for the City?

Does the project promote Redmond as an inclusive and welcoming community?

- **Innovation:**

Is this project/event unusual or unique?

Does it move an existing program in a new direction?

- **Funding:**

Are there additional revenue sources used to support this project/event?

Is this funding request for a new project/event or to continue or expand on-going project/event?

## **PROJECT EVALUATION CRITERIA**

Awards are based on the extent to which the applicant project or activity meets the following criteria:

- Priority is given to Redmond-based activities and projects.
- Priority is given to programs requesting seed money versus ongoing funding.
- The project or activity:
  - Promotes tourism which benefits the overall community, rather than a specific segment or interest
  - Supports regional tourism planning/promotion
  - Promotes the unique attributes of Redmond for tourists and the community
  - Promotes the city as a destination place
  - Encourages partnerships (public/private)
  - Supports long-lasting assets, capital facilities/amenities
  - Supports businesses or programs that advance City of Redmond equity and inclusion goals

The City reserves the right, in its sole discretion, to fund or not fund any particular project or program for which an application is submitted. The determination of whether to fund a particular project or program will be based upon a number of factors, including but not limited to: the ability of the program or project to promote tourism in the city, the relative merits of the project or program compared to the applications and the overall availability of funding. The City is the sole judge of its obligation to fund any particular project or program regardless of its merits under these factors.

## **PLEASE SUBMIT APPLICATION**

to the Lodging Tax Advisory Committee (LTAC) by **5:00 p.m. on August 11** via one of the following:

- Email application: Jackie Lalor at [jlalor@redmond.gov](mailto:jlalor@redmond.gov)
- Mail application: City of Redmond; Attn: Jackie; MS: 4SPL, PO Box 97010, Redmond, WA 98073-9710
- Hand deliver application C/O Jackie Lalor: Redmond City Hall, 15670 NE 85<sup>th</sup> Street, Redmond 98052. Drop at the Customer Service Center on the first floor.



**DUE DATE:** All 2026 Tourism Grant applications must be submitted to [jlalor@redmond.gov](mailto:jlalor@redmond.gov) by **5:00 p.m. on Monday, August 11.**

Late submissions will not be accepted—no exceptions.

We strongly encourage you to submit your application early to avoid any issues that could result in disqualification.

---

## Tourism Program Grant Application

**TO BE CONSIDERED FOR FUNDING, REQUESTS MUST BE USED FOR ONE OF THE FOLLOWING PURPOSES (RCW 67.28.1816):**

- Tourism marketing
- Marketing and operations of special events and festivals designed to attract tourists
- Operations of tourism-related facilities owned or operated by nonprofit organizations as defined by the IRC 501(c)(3) or 501(c)(6). Proof of nonprofit status will be required.

**Note: Capital purchases or improvements are not an allowable use except for City owned and/or Public Facilities District owned tourism-related facilities.**

### STATE LAW DEFINING THE USE OF SPECIAL LODGING TAX

State law defines promoting tourism as: "activities, operations, and expenditures designed to increase tourism, including but not limited to advertising, publicizing, or otherwise distributing information for the purpose of attracting and welcoming tourists; developing strategies to expand tourism; operating tourism promotion agencies; and funding the marketing of or the operation of special events and festivals designed to attract tourists."

### STATE LAW REQUIRES THAT:

Applicants applying for use of revenues in this chapter must provide the municipality to which they are applying estimates of how any moneys received will result in increases in the number of people traveling for business or pleasure on a trip: (1) away from their place of residence or business for the day or staying overnight in paid accommodations; (2) to a place fifty miles or more one way from their place of residence or business for the day or staying overnight; or (3) from another country or state outside of their place of residence or their business.

The City of Redmond is required to report the effectiveness of the dollars granted to increase overnight stays and generate local business revenue. This application and the project summary completed after the project, will help the City in determining the effectiveness of the dollars granted.

Project Title: \_\_\_\_\_

Event Start Date: \_\_\_\_\_ Event End Date: \_\_\_\_\_

Note: These are the date(s) of the event space being utilized for programming.

How many total days of event programming will you have? \_\_\_\_\_

Type of Project: *(i.e. Youth soccer tournament)* \_\_\_\_\_

Project Location(s) (please list all locations): \_\_\_\_\_

Is this a new or reoccurring event/program?  New  Reoccurring

Contact Person: \_\_\_\_\_

Contact E-mail: \_\_\_\_\_

Company/Organization: \_\_\_\_\_ Phone: \_\_\_\_\_

Address: \_\_\_\_\_

City: \_\_\_\_\_ State: \_\_\_\_\_ Zip: \_\_\_\_\_

Authorized Signer: Brian R. O'Rourke

*(Person representing agency or organization authorized to sign Memorandum of Understanding with the City)*

In two sentences, please explain your project (no more than 75 words).

Will your project take place in the 2026 year, and can you provide all documentation such as the project summary with proof of expense payments within **30-days of your event/project completion?** *Note: Events taking place in November and December will be subject to an early December deadline.*

- No
- Yes

Organization is:  Profit-Making  Non-Profit 501-C\*  Public Agency

**\*Please include verification of non-profit with application.**

Which type of category does your project falls under per RCW 67.28.1816?

- Special event or festival (i.e., sporting event, Festival of Color)
- Tourism marketing/development

Have you previously received a City of Redmond Tourism Grant for this specific project?

- No
- Yes

Are you already working in partnership with a Redmond hotel on marketing overnight stays for this project or event?

- No
- Yes

Hotel name(s): \_\_\_\_\_ Hotel contact(s): \_\_\_\_\_

Contact(s) phone: \_\_\_\_\_ Contact(s) email: \_\_\_\_\_

**World Cup 2026 Inquiry**

The 2026 FIFA World Cup will take place from June 11 to July 19, 2026, with six matches scheduled in Seattle during that time. Do you plan to host any activities or viewing opportunities at your event related to the 2026 tournament?

Please select one:

- No, we do not plan to host any World Cup-related activities.
- Possibly or undecided at this time.
- Yes, but the activities are separate from the event covered in this application.
- Yes, we plan to incorporate World Cup 2026 activities into the event covered in this application.

**FUND CRITERIA**

**1. Funding:**

ESTIMATED BUDGETED REVENUE		ESTIMATED BUDGETED EXPENSES	
*Grant amount requested:	\$ _____	Marketing:	\$ _____
Your organization funding given to this project:	\$ _____	Operations:	\$ _____
Sponsorships:	\$ _____	Staff:	\$ _____
Other Grants:	\$ _____	Other:	\$ _____
**Other revenue sources:	\$ _____	Other:	\$ _____
Total project revenue:	\$ _____	Total project expenses:	\$ _____

**\*The grant amount awarded cannot exceed more than 50% of the cost of the project.**

\*\*List all revenue sources expected/committed for this event. Include your own organization funding, other grant requests, sponsorships, ticket sales, etc.

## 2. Tourism Promotion:

Please read the below carefully and provide estimates	Estimates
What is the total expected attendance for this project (Please <u>provide the combined attendance across all days</u> of the project- you may count repeat guests that come on each day of the event as a new attendee each day)	
Of the total attendance, how many are predicted to travel more than 50 miles? <b>(This number must be at least 5% of your total attendance to qualify for this grant.)</b>	
Of the people who travel more than 50 miles, how many traveled from another state or country.	
Total number of attendees who will stay overnight	
Of the overnight attendees, how many will stay overnight and <b>PAY</b> for accommodations?	
Of the overnight attendees, how many will <b>NOT PAY</b> for accommodations?	

**Total number of projected paid lodging nights:** \_\_\_\_\_

(Note: one lodging night = one or more persons occupying one room for one night. For example: two people in one room for three nights equals three lodging nights.)

What is your method for collecting attendance and overnight data? What is your estimated accuracy used in calculating these numbers?

How will your organization verify the attendance and hotel stay information for your project? (i.e. attendee questionnaires, registration information, ticketed sales information, hotel room data, etc.).

If this project took place in the past:

Where did it take place? \_\_\_\_\_

How many years has this project taken place? \_\_\_\_\_

How many estimated attendees did the project have in the most recent years?

Year: \_\_\_\_\_ Attendance: \_\_\_\_\_ Paid Overnight Stays Generated: \_\_\_\_\_

Year: \_\_\_\_\_ Attendance: \_\_\_\_\_ Paid Overnight Stays Generated: \_\_\_\_\_

Year: \_\_\_\_\_ Attendance: \_\_\_\_\_ Paid Overnight Stays Generated: \_\_\_\_\_

What method was used for collecting and calculating past attendance and overnight stay data?

How many days of programming is this event or project? \_\_\_\_\_

Briefly explain each day of programming.

How will your project use these funds to attract an audience from outside of Redmond? Is there an appeal for visitors from more than 50 miles away to come to your event or project?

*Note: This funding is awarded with the intention of driving visitors from more than 50 miles away and to generate paid overnight stays in Redmond.*

Describe how you will advertise, publicize, or otherwise distribute information regarding your project to market and attract an audience from more than 50 miles away.

Is there a targeted market or specific audience for this project and if so, please specify?

**3. Innovation**

Has a project like this been done before and if so, has your project taken a unique direction from past years or similar events? Please explain.

**4. Benefit and Impact to the Community**

Does your event benefit many of Redmond's businesses? If so, how?

Does your project promote Redmond as an inclusive and welcoming community? If so, how?

How will you evaluate the success of the project?

I am an authorized agent of the organization/agency applying for funding. By initialing each statement, then signing below, I certify that I have the authority of the organization/agency represented in this application to submit this request for funding on its behalf. I further certify that the foregoing is true and correct to the best of my knowledge:

BRO Washington limits how hotel/motel taxes may be used. I am proposing a tourism-related service for fiscal year 2026. If awarded, requested funds will be used only for the purposes described and established by state law. I understand the use of these funds are subject to audit by the Washington State Auditor.

BRO If awarded, my organization/agency intends to enter into a Memo of Understanding (MOU) contract with the City of Redmond, provide proof of appropriate insurance required for the duration of the project naming the City of Redmond as an additional insured in an amount determined by the City (detailed in the MOU), and file for a permit, if applicable.

BRO If my event or project is awarded tourism funds but unable to receive special event permitting approval, I understand the tourism funding will be subject to termination. Furthermore, if my organization is placed on permitting probation for any reason, I understand I will be unable to apply for these tourism funds during the probation year.



## **TOURISM PROMOTION FUND CRITERIA:**

- **Tourism promotion:**

Does the project/event:

Meet the basic state requirements for tourism promotion?

Promote the City as a destination place?

Attract visitors from more than 50 miles away, build new audiences, and encourage tourist expansion?

Support regional tourism planning?

Does the project or event have data to show proven positive impact on tourism in Redmond?

Is the project of a scale suitable for this funding program? (i.e. scale should be of a size to have an impact on increasing overnight stays and/or generate local business revenue)

- **Benefit and Impact to the community:**

Does the project promote a positive image for the City?

Does the project promote Redmond as an inclusive and welcoming community?

- **Innovation:**

Is this project/event unusual or unique?

Does it move an existing program in a new direction?

- **Funding:**

Are there additional revenue sources used to support this project/event?

Is this funding request for a new project/event or to continue or expand on-going project/event?

## **PROJECT EVALUATION CRITERIA**

Awards are based on the extent to which the applicant project or activity meets the following criteria:

- Priority is given to Redmond-based activities and projects.
- Priority is given to programs requesting seed money versus ongoing funding.
- The project or activity:
  - Promotes tourism which benefits the overall community, rather than a specific segment or interest
  - Supports regional tourism planning/promotion
  - Promotes the unique attributes of Redmond for tourists and the community
  - Promotes the city as a destination place
  - Encourages partnerships (public/private)
  - Supports long-lasting assets, capital facilities/amenities
  - Supports businesses or programs that advance City of Redmond equity and inclusion goals

The City reserves the right, in its sole discretion, to fund or not fund any particular project or program for which an application is submitted. The determination of whether to fund a particular project or program will be based upon a number of factors, including but not limited to: the ability of the program or project to promote tourism in the city, the relative merits of the project or program compared to the applications and the overall availability of funding. The City is the sole judge of its obligation to fund any particular project or program regardless of its merits under these factors.

## **PLEASE SUBMIT APPLICATION**

to the Lodging Tax Advisory Committee (LTAC) by **5:00 p.m. on August 11** via one of the following:

- Email application: Jackie Lalor at [jlalor@redmond.gov](mailto:jlalor@redmond.gov)
- Mail application: City of Redmond; Attn: Jackie; MS: 4SPL, PO Box 97010, Redmond, WA 98073-9710
- Hand deliver application C/O Jackie Lalor: Redmond City Hall, 15670 NE 85<sup>th</sup> Street, Redmond 98052. Drop at the Customer Service Center on the first floor.



**DUE DATE:** All 2026 Tourism Grant applications must be submitted to [jlalor@redmond.gov](mailto:jlalor@redmond.gov) by **5:00 p.m. on Monday, August 11.**

Late submissions will not be accepted—no exceptions.

We strongly encourage you to submit your application early to avoid any issues that could result in disqualification.

## Tourism Program Grant Application

### TO BE CONSIDERED FOR FUNDING, REQUESTS MUST BE USED FOR ONE OF THE FOLLOWING PURPOSES (RCW 67.28.1816):

- Tourism marketing
- Marketing and operations of special events and festivals designed to attract tourists
- Operations of tourism-related facilities owned or operated by nonprofit organizations as defined by the IRC 501(c)(3) or 501(c)(6). Proof of nonprofit status will be required.

**Note: Capital purchases or improvements are not an allowable use except for City owned and/or Public Facilities District owned tourism-related facilities.**

### STATE LAW DEFINING THE USE OF SPECIAL LODGING TAX

State law defines promoting tourism as: "activities, operations, and expenditures designed to increase tourism, including but not limited to advertising, publicizing, or otherwise distributing information for the purpose of attracting and welcoming tourists; developing strategies to expand tourism; operating tourism promotion agencies; and funding the marketing of or the operation of special events and festivals designed to attract tourists."

### STATE LAW REQUIRES THAT:

Applicants applying for use of revenues in this chapter must provide the municipality to which they are applying estimates of how any moneys received will result in increases in the number of people traveling for business or pleasure on a trip: (1) away from their place of residence or business for the day or staying overnight in paid accommodations; (2) to a place fifty miles or more one way from their place of residence or business for the day or staying overnight; or (3) from another country or state outside of their place of residence or their business.

The City of Redmond is required to report the effectiveness of the dollars granted to increase overnight stays and generate local business revenue. This application and the project summary completed after the project, will help the City in determining the effectiveness of the dollars granted.

Project Title: \_\_\_\_\_  
 Event Start Date: 10/17 or 18 or 24, or 25/2026 Event End Date: Oct 17 or 18 or 24 or 25, 2026

Note: These are the date(s) of the event space being utilized for programming.

How many total days of event programming will you have? \_\_\_\_\_

Type of Project: *(i.e. Youth soccer tournament)* \_\_\_\_\_

Project Location(s) (please list all locations): \_\_\_\_\_

Is this a new or reoccurring event/program?  New  Reoccurring

Contact Person: \_\_\_\_\_

Contact E-mail: \_\_\_\_\_

Company/Organization: \_\_\_\_\_ Phone: \_\_\_\_\_

Address: \_\_\_\_\_

City: \_\_\_\_\_ State: \_\_\_\_\_ Zip: \_\_\_\_\_

Authorized Signer: \_\_\_\_\_

*(Person representing agency or organization authorized to sign Memorandum of Understanding with the City)*

In two sentences, please explain your project (no more than 75 words).

Will your project take place in the 2026 year, and can you provide all documentation such as the project summary with proof of expense payments within **30-days of your event/project completion?** *Note: Events taking place in November and December will be subject to an early December deadline.*

- No
- Yes

Organization is:  Profit-Making  Non-Profit 501-C\*  Public Agency

**\*Please include verification of non-profit with application.**

Which type of category does your project falls under per RCW 67.28.1816?

- Special event or festival (i.e., sporting event, Festival of Color)
- Tourism marketing/development

Have you previously received a City of Redmond Tourism Grant for this specific project?

- No
- Yes

Are you already working in partnership with a Redmond hotel on marketing overnight stays for this project or event?

- No
- Yes

Hotel name(s): \_\_\_\_\_ Hotel contact(s): \_\_\_\_\_

Contact(s) phone: \_\_\_\_\_ Contact(s) email: \_\_\_\_\_

**World Cup 2026 Inquiry**

The 2026 FIFA World Cup will take place from June 11 to July 19, 2026, with six matches scheduled in Seattle during that time. Do you plan to host any activities or viewing opportunities at your event related to the 2026 tournament?

Please select one:

- No, we do not plan to host any World Cup-related activities.
- Possibly or undecided at this time.
- Yes, but the activities are separate from the event covered in this application.
- Yes, we plan to incorporate World Cup 2026 activities into the event covered in this application.

**FUND CRITERIA**

**1. Funding:**

ESTIMATED BUDGETED REVENUE		ESTIMATED BUDGETED EXPENSES	
*Grant amount requested:	\$ _____	Marketing:	\$ _____
Your organization funding given to this project:	\$ _____	Operations:	\$ _____
Sponsorships:	\$ _____	Staff:	\$ _____
Other Grants:	\$ _____	Other:	\$ _____
**Other revenue sources:	\$ _____	Other:	\$ _____
Total project revenue:	\$ _____	Total project expenses:	\$ _____

**\*The grant amount awarded cannot exceed more than 50% of the cost of the project.**

\*\*List all revenue sources expected/committed for this event. Include your own organization funding, other grant requests, sponsorships, ticket sales, etc.

## 2. Tourism Promotion:

Please read the below carefully and provide estimates	Estimates
What is the total expected attendance for this project (Please <u>provide the combined attendance across all days</u> of the project- you may count repeat guests that come on each day of the event as a new attendee each day)	
Of the total attendance, how many are predicted to travel more than 50 miles? <b>(This number must be at least 5% of your total attendance to qualify for this grant.)</b>	
Of the people who travel more than 50 miles, how many traveled from another state or country.	
Total number of attendees who will stay overnight	
Of the overnight attendees, how many will stay overnight and <b>PAY</b> for accommodations?	
Of the overnight attendees, how many will <b>NOT PAY</b> for accommodations?	

**Total number of projected paid lodging nights:** \_\_\_\_\_

(Note: one lodging night = one or more persons occupying one room for one night. For example: two people in one room for three nights equals three lodging nights.)

What is your method for collecting attendance and overnight data? What is your estimated accuracy used in calculating these numbers?

How will your organization verify the attendance and hotel stay information for your project? (i.e. attendee questionnaires, registration information, ticketed sales information, hotel room data, etc.).

If this project took place in the past:

Where did it take place? \_\_\_\_\_

How many years has this project taken place? \_\_\_\_\_

How many estimated attendees did the project have in the most recent years?

Year: \_\_\_\_\_ Attendance: \_\_\_\_\_ Paid Overnight Stays Generated: \_\_\_\_\_

Year: \_\_\_\_\_ Attendance: \_\_\_\_\_ Paid Overnight Stays Generated: \_\_\_\_\_

Year: \_\_\_\_\_ Attendance: \_\_\_\_\_ Paid Overnight Stays Generated: \_\_\_\_\_

What method was used for collecting and calculating past attendance and overnight stay data?

How many days of programming is this event or project? \_\_\_\_\_

Briefly explain each day of programming.

How will your project use these funds to attract an audience from outside of Redmond? Is there an appeal for visitors from more than 50 miles away to come to your event or project?

*Note: This funding is awarded with the intention of driving visitors from more than 50 miles away and to generate paid overnight stays in Redmond.*

Describe how you will advertise, publicize, or otherwise distribute information regarding your project to market and attract an audience from more than 50 miles away.

Is there a targeted market or specific audience for this project and if so, please specify?

**3. Innovation**

Has a project like this been done before and if so, has your project taken a unique direction from past years or similar events? Please explain.

**4. Benefit and Impact to the Community**

Does your event benefit many of Redmond's businesses? If so, how?

Does your project promote Redmond as an inclusive and welcoming community? If so, how?

How will you evaluate the success of the project?

I am an authorized agent of the organization/agency applying for funding. By initialing each statement, then signing below, I certify that I have the authority of the organization/agency represented in this application to submit this request for funding on its behalf. I further certify that the foregoing is true and correct to the best of my knowledge:

\_\_\_\_\_ Washington limits how hotel/motel taxes may be used. I am proposing a tourism-related service for fiscal year 2026. If awarded, requested funds will be used only for the purposes described and established by state law. I understand the use of these funds are subject to audit by the Washington State Auditor.

\_\_\_\_\_ If awarded, my organization/agency intends to enter into a Memo of Understanding (MOU) contract with the City of Redmond, provide proof of appropriate insurance required for the duration of the project naming the City of Redmond as an additional insured in an amount determined by the City (detailed in the MOU), and file for a permit, if applicable.

\_\_\_\_\_ If my event or project is awarded tourism funds but unable to receive special event permitting approval, I understand the tourism funding will be subject to termination. Furthermore, if my organization is placed on permitting probation for any reason, I understand I will be unable to apply for these tourism funds during the probation year.

\_\_\_\_\_ The City of Redmond will only reimburse those costs actually incurred by my organization/agency and only after the service is rendered, paid for if provided by a third party, and showing proof of payment and services provided. I will submit supporting documents to the City of Redmond as requested, including copies of payment documentation.

\_\_\_\_\_ I understand that my organization/agency will be required to submit a report documenting the economic impact results of my funded activity in the form of a project summary, to include the number of tourists the event reached and the methods by which my organization/agency surveyed the attendance. Failure to provide this information or any other requested documentation within the timeframe requested may affect my organization's/agency's ability to receive expense reimbursements and affect our future funding eligibility.

\_\_\_\_\_ I understand I will need to promote the Experience Redmond logo and any associated tourism branding on our website and other marketing materials. There may be an additional logo to promote based on the most current City tourism programs.

Signature:  \_\_\_\_\_

**Kristina Hudson**

## **TOURISM PROMOTION FUND CRITERIA:**

- **Tourism promotion:**
  - Does the project/event:
    - Meet the basic state requirements for tourism promotion?
    - Promote the City as a destination place?
    - Attract visitors from more than 50 miles away, build new audiences, and encourage tourist expansion?
    - Support regional tourism planning?
  - Does the project or event have data to show proven positive impact on tourism in Redmond?
  - Is the project of a scale suitable for this funding program? (i.e. scale should be of a size to have an impact on increasing overnight stays and/or generate local business revenue)
- **Benefit and Impact to the community:**
  - Does the project promote a positive image for the City?
  - Does the project promote Redmond as an inclusive and welcoming community?
- **Innovation:**
  - Is this project/event unusual or unique?
  - Does it move an existing program in a new direction?
- **Funding:**
  - Are there additional revenue sources used to support this project/event?
  - Is this funding request for a new project/event or to continue or expand on-going project/event?

## **PROJECT EVALUATION CRITERIA**

Awards are based on the extent to which the applicant project or activity meets the following criteria:

- Priority is given to Redmond-based activities and projects.
- Priority is given to programs requesting seed money versus ongoing funding.
- The project or activity:
  - Promotes tourism which benefits the overall community, rather than a specific segment or interest
  - Supports regional tourism planning/promotion
  - Promotes the unique attributes of Redmond for tourists and the community
  - Promotes the city as a destination place
  - Encourages partnerships (public/private)
  - Supports long-lasting assets, capital facilities/amenities
  - Supports businesses or programs that advance City of Redmond equity and inclusion goals

The City reserves the right, in its sole discretion, to fund or not fund any particular project or program for which an application is submitted. The determination of whether to fund a particular project or program will be based upon a number of factors, including but not limited to: the ability of the program or project to promote tourism in the city, the relative merits of the project or program compared to the applications and the overall availability of funding. The City is the sole judge of its obligation to fund any particular project or program regardless of its merits under these factors.

## **PLEASE SUBMIT APPLICATION**

to the Lodging Tax Advisory Committee (LTAC) by **5:00 p.m. on August 11** via one of the following:

- Email application: Jackie Lalor at [jlalor@redmond.gov](mailto:jlalor@redmond.gov)
- Mail application: City of Redmond; Attn: Jackie; MS: 4SPL, PO Box 97010, Redmond, WA 98073-9710
- Hand deliver application C/O Jackie Lalor: Redmond City Hall, 15670 NE 85<sup>th</sup> Street, Redmond 98052. Drop at the Customer Service Center on the first floor.



**DUE DATE:** All 2026 Tourism Grant applications must be submitted to [jlalor@redmond.gov](mailto:jlalor@redmond.gov) by **5:00 p.m. on Monday, August 11.**

Late submissions will not be accepted—no exceptions.

We strongly encourage you to submit your application early to avoid any issues that could result in disqualification.

---

## Tourism Program Grant Application

### TO BE CONSIDERED FOR FUNDING, REQUESTS MUST BE USED FOR ONE OF THE FOLLOWING PURPOSES (RCW 67.28.1816):

- Tourism marketing
- Marketing and operations of special events and festivals designed to attract tourists
- Operations of tourism-related facilities owned or operated by nonprofit organizations as defined by the IRC 501(c)(3) or 501(c)(6). Proof of nonprofit status will be required.

**Note: Capital purchases or improvements are not an allowable use except for City owned and/or Public Facilities District owned tourism-related facilities.**

### STATE LAW DEFINING THE USE OF SPECIAL LODGING TAX

State law defines promoting tourism as: “activities, operations, and expenditures designed to increase tourism, including but not limited to advertising, publicizing, or otherwise distributing information for the purpose of attracting and welcoming tourists; developing strategies to expand tourism; operating tourism promotion agencies; and funding the marketing of or the operation of special events and festivals designed to attract tourists.”

### STATE LAW REQUIRES THAT:

Applicants applying for use of revenues in this chapter must provide the municipality to which they are applying estimates of how any moneys received will result in increases in the number of people traveling for business or pleasure on a trip: (1) away from their place of residence or business for the day or staying overnight in paid accommodations; (2) to a place fifty miles or more one way from their place of residence or business for the day or staying overnight; or (3) from another country or state outside of their place of residence or their business.

The City of Redmond is required to report the effectiveness of the dollars granted to increase overnight stays and generate local business revenue. This application and the project summary completed after the project, will help the City in determining the effectiveness of the dollars granted.

Project Title: \_\_\_\_\_

Event Start Date: \_\_\_\_\_ Event End Date: \_\_\_\_\_

Note: These are the date(s) of the event space being utilized for programming.

How many total days of event programming will you have? \_\_\_\_\_

Type of Project: *(i.e. Youth soccer tournament)* \_\_\_\_\_

Project Location(s) (please list all locations): \_\_\_\_\_

Is this a new or reoccurring event/program?  New  Reoccurring

Contact Person: \_\_\_\_\_

Contact E-mail: \_\_\_\_\_

Company/Organization: \_\_\_\_\_ Phone: \_\_\_\_\_

Address: \_\_\_\_\_

City: \_\_\_\_\_ State: \_\_\_\_\_ Zip: \_\_\_\_\_

Authorized Signer: \_\_\_\_\_

*(Person representing agency or organization authorized to sign Memorandum of Understanding with the City)*

In two sentences, please explain your project (no more than 75 words).

Will your project take place in the 2026 year, and can you provide all documentation such as the project summary with proof of expense payments within **30-days of your event/project completion?** *Note: Events taking place in November and December will be subject to an early December deadline.*

- No
- Yes

Organization is:  Profit-Making  Non-Profit 501-C\*  Public Agency

**\*Please include verification of non-profit with application.**

Which type of category does your project falls under per RCW 67.28.1816?

- Special event or festival (i.e., sporting event, Festival of Color)
- Tourism marketing/development

Have you previously received a City of Redmond Tourism Grant for this specific project?

- No
- Yes

Are you already working in partnership with a Redmond hotel on marketing overnight stays for this project or event?

- No
- Yes

Hotel name(s): \_\_\_\_\_ Hotel contact(s): \_\_\_\_\_

Contact(s) phone: \_\_\_\_\_ Contact(s) email: \_\_\_\_\_

**World Cup 2026 Inquiry**

The 2026 FIFA World Cup will take place from June 11 to July 19, 2026, with six matches scheduled in Seattle during that time. Do you plan to host any activities or viewing opportunities at your event related to the 2026 tournament?

Please select one:

- No, we do not plan to host any World Cup-related activities.
- Possibly or undecided at this time.
- Yes, but the activities are separate from the event covered in this application.
- Yes, we plan to incorporate World Cup 2026 activities into the event covered in this application.

**FUND CRITERIA**

**1. Funding:**

ESTIMATED BUDGETED REVENUE		ESTIMATED BUDGETED EXPENSES	
*Grant amount requested:	\$ _____	Marketing:	\$ _____
Your organization funding given to this project:	\$ _____	Operations:	\$ _____
Sponsorships:	\$ _____	Staff:	\$ _____
Other Grants:	\$ _____	Other:	\$ _____
**Other revenue sources:	\$ _____	Other:	\$ _____
Total project revenue:	\$ _____	Total project expenses:	\$ _____

**\*The grant amount awarded cannot exceed more than 50% of the cost of the project.**

\*\*List all revenue sources expected/committed for this event. Include your own organization funding, other grant requests, sponsorships, ticket sales, etc.

## 2. Tourism Promotion:

Please read the below carefully and provide estimates	Estimates
What is the total expected attendance for this project (Please <u>provide the combined attendance across all days</u> of the project- you may count repeat guests that come on each day of the event as a new attendee each day)	
Of the total attendance, how many are predicted to travel more than 50 miles? <b>(This number must be at least 5% of your total attendance to qualify for this grant.)</b>	
Of the people who travel more than 50 miles, how many traveled from another state or country.	
Total number of attendees who will stay overnight	
Of the overnight attendees, how many will stay overnight and <b>PAY</b> for accommodations?	
Of the overnight attendees, how many will <b>NOT PAY</b> for accommodations?	

**Total number of projected paid lodging nights:** \_\_\_\_\_

(Note: one lodging night = one or more persons occupying one room for one night. For example: two people in one room for three nights equals three lodging nights.)

What is your method for collecting attendance and overnight data? What is your estimated accuracy used in calculating these numbers?

How will your organization verify the attendance and hotel stay information for your project? (i.e. attendee questionnaires, registration information, ticketed sales information, hotel room data, etc.).

If this project took place in the past:

Where did it take place? \_\_\_\_\_

How many years has this project taken place? \_\_\_\_\_

How many estimated attendees did the project have in the most recent years?

Year: \_\_\_\_\_ Attendance: \_\_\_\_\_ Paid Overnight Stays Generated: \_\_\_\_\_

Year: \_\_\_\_\_ Attendance: \_\_\_\_\_ Paid Overnight Stays Generated: \_\_\_\_\_

Year: \_\_\_\_\_ Attendance: \_\_\_\_\_ Paid Overnight Stays Generated: \_\_\_\_\_

What method was used for collecting and calculating past attendance and overnight stay data?

How many days of programming is this event or project? \_\_\_\_\_

Briefly explain each day of programming.

How will your project use these funds to attract an audience from outside of Redmond? Is there an appeal for visitors from more than 50 miles away to come to your event or project?

*Note: This funding is awarded with the intention of driving visitors from more than 50 miles away and to generate paid overnight stays in Redmond.*

Describe how you will advertise, publicize, or otherwise distribute information regarding your project to market and attract an audience from more than 50 miles away.

Is there a targeted market or specific audience for this project and if so, please specify?

**3. Innovation**

Has a project like this been done before and if so, has your project taken a unique direction from past years or similar events? Please explain.

**4. Benefit and Impact to the Community**

Does your event benefit many of Redmond's businesses? If so, how?

Does your project promote Redmond as an inclusive and welcoming community? If so, how?

How will you evaluate the success of the project?

I am an authorized agent of the organization/agency applying for funding. By initialing each statement, then signing below, I certify that I have the authority of the organization/agency represented in this application to submit this request for funding on its behalf. I further certify that the foregoing is true and correct to the best of my knowledge:

\_\_\_\_\_ Washington limits how hotel/motel taxes may be used. I am proposing a tourism-related service for fiscal year 2026. If awarded, requested funds will be used only for the purposes described and established by state law. I understand the use of these funds are subject to audit by the Washington State Auditor.

\_\_\_\_\_ If awarded, my organization/agency intends to enter into a Memo of Understanding (MOU) contract with the City of Redmond, provide proof of appropriate insurance required for the duration of the project naming the City of Redmond as an additional insured in an amount determined by the City (detailed in the MOU), and file for a permit, if applicable.

\_\_\_\_\_ If my event or project is awarded tourism funds but unable to receive special event permitting approval, I understand the tourism funding will be subject to termination. Furthermore, if my organization is placed on permitting probation for any reason, I understand I will be unable to apply for these tourism funds during the probation year.

\_\_\_\_\_ The City of Redmond will only reimburse those costs actually incurred by my organization/agency and only after the service is rendered, paid for if provided by a third party, and showing proof of payment and services provided. I will submit supporting documents to the City of Redmond as requested, including copies of payment documentation.

\_\_\_\_\_ I understand that my organization/agency will be required to submit a report documenting the economic impact results of my funded activity in the form of a project summary, to include the number of tourists the event reached and the methods by which my organization/agency surveyed the attendance. Failure to provide this information or any other requested documentation within the timeframe requested may affect my organization's/agency's ability to receive expense reimbursements and affect our future funding eligibility.

\_\_\_\_\_ I understand I will need to promote the Experience Redmond logo and any associated tourism branding on our website and other marketing materials. There may be an additional logo to promote based on the most current City tourism programs.

Signature: \_\_\_\_\_

## **TOURISM PROMOTION FUND CRITERIA:**

- **Tourism promotion:**

Does the project/event:

Meet the basic state requirements for tourism promotion?

Promote the City as a destination place?

Attract visitors from more than 50 miles away, build new audiences, and encourage tourist expansion?

Support regional tourism planning?

Does the project or event have data to show proven positive impact on tourism in Redmond?

Is the project of a scale suitable for this funding program? (i.e. scale should be of a size to have an impact on increasing overnight stays and/or generate local business revenue)

- **Benefit and Impact to the community:**

Does the project promote a positive image for the City?

Does the project promote Redmond as an inclusive and welcoming community?

- **Innovation:**

Is this project/event unusual or unique?

Does it move an existing program in a new direction?

- **Funding:**

Are there additional revenue sources used to support this project/event?

Is this funding request for a new project/event or to continue or expand on-going project/event?

## **PROJECT EVALUATION CRITERIA**

Awards are based on the extent to which the applicant project or activity meets the following criteria:

- Priority is given to Redmond-based activities and projects.
- Priority is given to programs requesting seed money versus ongoing funding.
- The project or activity:
  - Promotes tourism which benefits the overall community, rather than a specific segment or interest
  - Supports regional tourism planning/promotion
  - Promotes the unique attributes of Redmond for tourists and the community
  - Promotes the city as a destination place
  - Encourages partnerships (public/private)
  - Supports long-lasting assets, capital facilities/amenities
  - Supports businesses or programs that advance City of Redmond equity and inclusion goals

The City reserves the right, in its sole discretion, to fund or not fund any particular project or program for which an application is submitted. The determination of whether to fund a particular project or program will be based upon a number of factors, including but not limited to: the ability of the program or project to promote tourism in the city, the relative merits of the project or program compared to the applications and the overall availability of funding. The City is the sole judge of its obligation to fund any particular project or program regardless of its merits under these factors.

## **PLEASE SUBMIT APPLICATION**

to the Lodging Tax Advisory Committee (LTAC) by **5:00 p.m. on August 11** via one of the following:

- Email application: Jackie Lalor at [jlalor@redmond.gov](mailto:jlalor@redmond.gov)
- Mail application: City of Redmond; Attn: Jackie; MS: 4SPL, PO Box 97010, Redmond, WA 98073-9710
- Hand deliver application C/O Jackie Lalor: Redmond City Hall, 15670 NE 85<sup>th</sup> Street, Redmond 98052. Drop at the Customer Service Center on the first floor.



**DUE DATE:** All 2026 Tourism Grant applications must be submitted to [jlalor@redmond.gov](mailto:jlalor@redmond.gov) by **5:00 p.m. on Monday, August 11.**

Late submissions will not be accepted—no exceptions.

We strongly encourage you to submit your application early to avoid any issues that could result in disqualification.

---

## Tourism Program Grant Application

### TO BE CONSIDERED FOR FUNDING, REQUESTS MUST BE USED FOR ONE OF THE FOLLOWING PURPOSES (RCW 67.28.1816):

- Tourism marketing
- Marketing and operations of special events and festivals designed to attract tourists
- Operations of tourism-related facilities owned or operated by nonprofit organizations as defined by the IRC 501(c)(3) or 501(c)(6). Proof of nonprofit status will be required.

**Note: Capital purchases or improvements are not an allowable use except for City owned and/or Public Facilities District owned tourism-related facilities.**

### STATE LAW DEFINING THE USE OF SPECIAL LODGING TAX

State law defines promoting tourism as: “activities, operations, and expenditures designed to increase tourism, including but not limited to advertising, publicizing, or otherwise distributing information for the purpose of attracting and welcoming tourists; developing strategies to expand tourism; operating tourism promotion agencies; and funding the marketing of or the operation of special events and festivals designed to attract tourists.”

### STATE LAW REQUIRES THAT:

Applicants applying for use of revenues in this chapter must provide the municipality to which they are applying estimates of how any moneys received will result in increases in the number of people traveling for business or pleasure on a trip: (1) away from their place of residence or business for the day or staying overnight in paid accommodations; (2) to a place fifty miles or more one way from their place of residence or business for the day or staying overnight; or (3) from another country or state outside of their place of residence or their business.

The City of Redmond is required to report the effectiveness of the dollars granted to increase overnight stays and generate local business revenue. This application and the project summary completed after the project, will help the City in determining the effectiveness of the dollars granted.

Project Title: \_\_\_\_\_

Event Start Date: \_\_\_\_\_ Event End Date: \_\_\_\_\_

Note: These are the date(s) of the event space being utilized for programming.

How many total days of event programming will you have? \_\_\_\_\_

Type of Project: *(i.e. Youth soccer tournament)* \_\_\_\_\_

Project Location(s) (please list all locations): \_\_\_\_\_

Is this a new or reoccurring event/program?  New  Reoccurring

Contact Person: \_\_\_\_\_

Contact E-mail: \_\_\_\_\_

Company/Organization: \_\_\_\_\_ Phone: \_\_\_\_\_

Address: \_\_\_\_\_

City: \_\_\_\_\_ State: \_\_\_\_\_ Zip: \_\_\_\_\_

Authorized Signer: \_\_\_\_\_

*(Person representing agency or organization authorized to sign Memorandum of Understanding with the City)*

In two sentences, please explain your project (no more than 75 words).

Will your project take place in the 2026 year, and can you provide all documentation such as the project summary with proof of expense payments within **30-days of your event/project completion?** *Note: Events taking place in November and December will be subject to an early December deadline.*

- No
- Yes

Organization is:  Profit-Making  Non-Profit 501-C\*  Public Agency

**\*Please include verification of non-profit with application.**

Which type of category does your project falls under per RCW 67.28.1816?

- Special event or festival (i.e., sporting event, Festival of Color)
- Tourism marketing/development

Have you previously received a City of Redmond Tourism Grant for this specific project?

- No
- Yes

Are you already working in partnership with a Redmond hotel on marketing overnight stays for this project or event?

- No
- Yes

Hotel name(s): \_\_\_\_\_ Hotel contact(s): \_\_\_\_\_

Contact(s) phone: \_\_\_\_\_ Contact(s) email: \_\_\_\_\_

**World Cup 2026 Inquiry**

The 2026 FIFA World Cup will take place from June 11 to July 19, 2026, with six matches scheduled in Seattle during that time. Do you plan to host any activities or viewing opportunities at your event related to the 2026 tournament?

Please select one:

- No, we do not plan to host any World Cup-related activities.
- Possibly or undecided at this time.
- Yes, but the activities are separate from the event covered in this application.
- Yes, we plan to incorporate World Cup 2026 activities into the event covered in this application.

**FUND CRITERIA**

**1. Funding:**

ESTIMATED BUDGETED REVENUE		ESTIMATED BUDGETED EXPENSES	
*Grant amount requested:	\$ _____	Marketing:	\$ _____
Your organization funding given to this project:	\$ _____	Operations:	\$ _____
Sponsorships:	\$ _____	Staff:	\$ _____
Other Grants:	\$ _____	Other:	\$ _____
**Other revenue sources:	\$ _____	Other:	\$ _____
Total project revenue:	\$ _____	Total project expenses:	\$ _____

**\*The grant amount awarded cannot exceed more than 50% of the cost of the project.**

\*\*List all revenue sources expected/committed for this event. Include your own organization funding, other grant requests, sponsorships, ticket sales, etc.

## 2. Tourism Promotion:

Please read the below carefully and provide estimates	Estimates
What is the total expected attendance for this project (Please <u>provide the combined attendance across all days</u> of the project- you may count repeat guests that come on each day of the event as a new attendee each day)	
Of the total attendance, how many are predicted to travel more than 50 miles? <b>(This number must be at least 5% of your total attendance to qualify for this grant.)</b>	
Of the people who travel more than 50 miles, how many traveled from another state or country.	
Total number of attendees who will stay overnight	
Of the overnight attendees, how many will stay overnight and <b>PAY</b> for accommodations?	
Of the overnight attendees, how many will <b>NOT PAY</b> for accommodations?	

**Total number of projected paid lodging nights:** \_\_\_\_\_

(Note: one lodging night = one or more persons occupying one room for one night. For example: two people in one room for three nights equals three lodging nights.)

What is your method for collecting attendance and overnight data? What is your estimated accuracy used in calculating these numbers?

How will your organization verify the attendance and hotel stay information for your project? (i.e. attendee questionnaires, registration information, ticketed sales information, hotel room data, etc.).

If this project took place in the past:

Where did it take place? \_\_\_\_\_

How many years has this project taken place? \_\_\_\_\_

How many estimated attendees did the project have in the most recent years?

Year: \_\_\_\_\_ Attendance: \_\_\_\_\_ Paid Overnight Stays Generated: \_\_\_\_\_

Year: \_\_\_\_\_ Attendance: \_\_\_\_\_ Paid Overnight Stays Generated: \_\_\_\_\_

Year: \_\_\_\_\_ Attendance: \_\_\_\_\_ Paid Overnight Stays Generated: \_\_\_\_\_

What method was used for collecting and calculating past attendance and overnight stay data?

How many days of programming is this event or project? \_\_\_\_\_

Briefly explain each day of programming.

How will your project use these funds to attract an audience from outside of Redmond? Is there an appeal for visitors from more than 50 miles away to come to your event or project?

*Note: This funding is awarded with the intention of driving visitors from more than 50 miles away and to generate paid overnight stays in Redmond.*

Describe how you will advertise, publicize, or otherwise distribute information regarding your project to market and attract an audience from more than 50 miles away.

Is there a targeted market or specific audience for this project and if so, please specify?

**3. Innovation**

Has a project like this been done before and if so, has your project taken a unique direction from past years or similar events? Please explain.

**4. Benefit and Impact to the Community**

Does your event benefit many of Redmond's businesses? If so, how?

Does your project promote Redmond as an inclusive and welcoming community? If so, how?

How will you evaluate the success of the project?

I am an authorized agent of the organization/agency applying for funding. By initialing each statement, then signing below, I certify that I have the authority of the organization/agency represented in this application to submit this request for funding on its behalf. I further certify that the foregoing is true and correct to the best of my knowledge:

\_\_\_\_\_ Washington limits how hotel/motel taxes may be used. I am proposing a tourism-related service for fiscal year 2026. If awarded, requested funds will be used only for the purposes described and established by state law. I understand the use of these funds are subject to audit by the Washington State Auditor.

\_\_\_\_\_ If awarded, my organization/agency intends to enter into a Memo of Understanding (MOU) contract with the City of Redmond, provide proof of appropriate insurance required for the duration of the project naming the City of Redmond as an additional insured in an amount determined by the City (detailed in the MOU), and file for a permit, if applicable.

\_\_\_\_\_ If my event or project is awarded tourism funds but unable to receive special event permitting approval, I understand the tourism funding will be subject to termination. Furthermore, if my organization is placed on permitting probation for any reason, I understand I will be unable to apply for these tourism funds during the probation year.

\_\_\_\_\_ The City of Redmond will only reimburse those costs actually incurred by my organization/agency and only after the service is rendered, paid for if provided by a third party, and showing proof of payment and services provided. I will submit supporting documents to the City of Redmond as requested, including copies of payment documentation.

\_\_\_\_\_ I understand that my organization/agency will be required to submit a report documenting the economic impact results of my funded activity in the form of a project summary, to include the number of tourists the event reached and the methods by which my organization/agency surveyed the attendance. Failure to provide this information or any other requested documentation within the timeframe requested may affect my organization's/agency's ability to receive expense reimbursements and affect our future funding eligibility.

\_\_\_\_\_ I understand I will need to promote the Experience Redmond logo and any associated tourism branding on our website and other marketing materials. There may be an additional logo to promote based on the most current City tourism programs.

Signature: \_\_\_\_\_

## **TOURISM PROMOTION FUND CRITERIA:**

- **Tourism promotion:**

Does the project/event:

Meet the basic state requirements for tourism promotion?

Promote the City as a destination place?

Attract visitors from more than 50 miles away, build new audiences, and encourage tourist expansion?

Support regional tourism planning?

Does the project or event have data to show proven positive impact on tourism in Redmond?

Is the project of a scale suitable for this funding program? (i.e. scale should be of a size to have an impact on increasing overnight stays and/or generate local business revenue)

- **Benefit and Impact to the community:**

Does the project promote a positive image for the City?

Does the project promote Redmond as an inclusive and welcoming community?

- **Innovation:**

Is this project/event unusual or unique?

Does it move an existing program in a new direction?

- **Funding:**

Are there additional revenue sources used to support this project/event?

Is this funding request for a new project/event or to continue or expand on-going project/event?

## **PROJECT EVALUATION CRITERIA**

Awards are based on the extent to which the applicant project or activity meets the following criteria:

- Priority is given to Redmond-based activities and projects.
- Priority is given to programs requesting seed money versus ongoing funding.
- The project or activity:
  - Promotes tourism which benefits the overall community, rather than a specific segment or interest
  - Supports regional tourism planning/promotion
  - Promotes the unique attributes of Redmond for tourists and the community
  - Promotes the city as a destination place
  - Encourages partnerships (public/private)
  - Supports long-lasting assets, capital facilities/amenities
  - Supports businesses or programs that advance City of Redmond equity and inclusion goals

The City reserves the right, in its sole discretion, to fund or not fund any particular project or program for which an application is submitted. The determination of whether to fund a particular project or program will be based upon a number of factors, including but not limited to: the ability of the program or project to promote tourism in the city, the relative merits of the project or program compared to the applications and the overall availability of funding. The City is the sole judge of its obligation to fund any particular project or program regardless of its merits under these factors.

## **PLEASE SUBMIT APPLICATION**

to the Lodging Tax Advisory Committee (LTAC) by **5:00 p.m. on August 11** via one of the following:

- Email application: Jackie Lalor at [jlalor@redmond.gov](mailto:jlalor@redmond.gov)
- Mail application: City of Redmond; Attn: Jackie; MS: 4SPL, PO Box 97010, Redmond, WA 98073-9710
- Hand deliver application C/O Jackie Lalor: Redmond City Hall, 15670 NE 85<sup>th</sup> Street, Redmond 98052. Drop at the Customer Service Center on the first floor.



**DUE DATE:** All 2026 Tourism Grant applications must be submitted to [jlalor@redmond.gov](mailto:jlalor@redmond.gov) by **5:00 p.m. on Monday, August 11.**

Late submissions will not be accepted—no exceptions.

We strongly encourage you to submit your application early to avoid any issues that could result in disqualification.

---

## Tourism Program Grant Application

### TO BE CONSIDERED FOR FUNDING, REQUESTS MUST BE USED FOR ONE OF THE FOLLOWING PURPOSES (RCW 67.28.1816):

- Tourism marketing
- Marketing and operations of special events and festivals designed to attract tourists
- Operations of tourism-related facilities owned or operated by nonprofit organizations as defined by the IRC 501(c)(3) or 501(c)(6). Proof of nonprofit status will be required.

**Note: Capital purchases or improvements are not an allowable use except for City owned and/or Public Facilities District owned tourism-related facilities.**

### STATE LAW DEFINING THE USE OF SPECIAL LODGING TAX

State law defines promoting tourism as: "activities, operations, and expenditures designed to increase tourism, including but not limited to advertising, publicizing, or otherwise distributing information for the purpose of attracting and welcoming tourists; developing strategies to expand tourism; operating tourism promotion agencies; and funding the marketing of or the operation of special events and festivals designed to attract tourists."

### STATE LAW REQUIRES THAT:

Applicants applying for use of revenues in this chapter must provide the municipality to which they are applying estimates of how any moneys received will result in increases in the number of people traveling for business or pleasure on a trip: (1) away from their place of residence or business for the day or staying overnight in paid accommodations; (2) to a place fifty miles or more one way from their place of residence or business for the day or staying overnight; or (3) from another country or state outside of their place of residence or their business.

The City of Redmond is required to report the effectiveness of the dollars granted to increase overnight stays and generate local business revenue. This application and the project summary completed after the project, will help the City in determining the effectiveness of the dollars granted.

Project Title: \_\_\_\_\_

Event Start Date: \_\_\_\_\_ Event End Date: \_\_\_\_\_

Note: These are the date(s) of the event space being utilized for programming.

How many total days of event programming will you have? \_\_\_\_\_

Type of Project: *(i.e. Youth soccer tournament)* \_\_\_\_\_

Project Location(s) (please list all locations): \_\_\_\_\_

Is this a new or reoccurring event/program?  New  Reoccurring

Contact Person: \_\_\_\_\_

Contact E-mail: \_\_\_\_\_

Company/Organization: \_\_\_\_\_ Phone: \_\_\_\_\_

Address: \_\_\_\_\_

City: \_\_\_\_\_ State: \_\_\_\_\_ Zip: \_\_\_\_\_

Authorized Signer: \_\_\_\_\_

*(Person representing agency or organization authorized to sign Memorandum of Understanding with the City)*

In two sentences, please explain your project (no more than 75 words).

Will your project take place in the 2026 year, and can you provide all documentation such as the project summary with proof of expense payments within **30-days of your event/project completion?** *Note: Events taking place in November and December will be subject to an early December deadline.*

- No
- Yes

Organization is:  Profit-Making  Non-Profit 501-C\*  Public Agency

**\*Please include verification of non-profit with application.**

Which type of category does your project falls under per RCW 67.28.1816?

- Special event or festival (i.e., sporting event, Festival of Color)
- Tourism marketing/development

Have you previously received a City of Redmond Tourism Grant for this specific project?

- No
- Yes

Are you already working in partnership with a Redmond hotel on marketing overnight stays for this project or event?

- No
- Yes

Hotel name(s): \_\_\_\_\_ Hotel contact(s): \_\_\_\_\_

Contact(s) phone: \_\_\_\_\_ Contact(s) email: \_\_\_\_\_

**World Cup 2026 Inquiry**

The 2026 FIFA World Cup will take place from June 11 to July 19, 2026, with six matches scheduled in Seattle during that time. Do you plan to host any activities or viewing opportunities at your event related to the 2026 tournament?

Please select one:

- No, we do not plan to host any World Cup-related activities.
- Possibly or undecided at this time.
- Yes, but the activities are separate from the event covered in this application.
- Yes, we plan to incorporate World Cup 2026 activities into the event covered in this application.

**FUND CRITERIA**

**1. Funding:**

ESTIMATED BUDGETED REVENUE		ESTIMATED BUDGETED EXPENSES	
*Grant amount requested:	\$ _____	Marketing:	\$ _____
Your organization funding given to this project:	\$ _____	Operations:	\$ _____
Sponsorships:	\$ _____	Staff:	\$ _____
Other Grants:	\$ _____	Other:	\$ _____
**Other revenue sources:	\$ _____	Other:	\$ _____
Total project revenue:	\$ _____	Total project expenses:	\$ _____

**\*The grant amount awarded cannot exceed more than 50% of the cost of the project.**

\*\*List all revenue sources expected/committed for this event. Include your own organization funding, other grant requests, sponsorships, ticket sales, etc.

## 2. Tourism Promotion:

Please read the below carefully and provide estimates	Estimates
What is the total expected attendance for this project (Please <u>provide the combined attendance across all days</u> of the project- you may count repeat guests that come on each day of the event as a new attendee each day)	
Of the total attendance, how many are predicted to travel more than 50 miles? <b>(This number must be at least 5% of your total attendance to qualify for this grant.)</b>	
Of the people who travel more than 50 miles, how many traveled from another state or country.	
Total number of attendees who will stay overnight	
Of the overnight attendees, how many will stay overnight and <b>PAY</b> for accommodations?	
Of the overnight attendees, how many will <b>NOT PAY</b> for accommodations?	

**Total number of projected paid lodging nights:** \_\_\_\_\_

(Note: one lodging night = one or more persons occupying one room for one night. For example: two people in one room for three nights equals three lodging nights.)

What is your method for collecting attendance and overnight data? What is your estimated accuracy used in calculating these numbers?

How will your organization verify the attendance and hotel stay information for your project? (i.e. attendee questionnaires, registration information, ticketed sales information, hotel room data, etc.).

If this project took place in the past:

Where did it take place? \_\_\_\_\_

How many years has this project taken place? \_\_\_\_\_

How many estimated attendees did the project have in the most recent years?

Year: \_\_\_\_\_ Attendance: \_\_\_\_\_ Paid Overnight Stays Generated: \_\_\_\_\_

Year: \_\_\_\_\_ Attendance: \_\_\_\_\_ Paid Overnight Stays Generated: \_\_\_\_\_

Year: \_\_\_\_\_ Attendance: \_\_\_\_\_ Paid Overnight Stays Generated: \_\_\_\_\_

What method was used for collecting and calculating past attendance and overnight stay data?

How many days of programming is this event or project? \_\_\_\_\_

Briefly explain each day of programming.

How will your project use these funds to attract an audience from outside of Redmond? Is there an appeal for visitors from more than 50 miles away to come to your event or project?

*Note: This funding is awarded with the intention of driving visitors from more than 50 miles away and to generate paid overnight stays in Redmond.*

Describe how you will advertise, publicize, or otherwise distribute information regarding your project to market and attract an audience from more than 50 miles away.

Is there a targeted market or specific audience for this project and if so, please specify?

**3. Innovation**

Has a project like this been done before and if so, has your project taken a unique direction from past years or similar events? Please explain.

**4. Benefit and Impact to the Community**

Does your event benefit many of Redmond's businesses? If so, how?

Does your project promote Redmond as an inclusive and welcoming community? If so, how?

How will you evaluate the success of the project?

I am an authorized agent of the organization/agency applying for funding. By initialing each statement, then signing below, I certify that I have the authority of the organization/agency represented in this application to submit this request for funding on its behalf. I further certify that the foregoing is true and correct to the best of my knowledge:

\_\_\_\_\_ Washington limits how hotel/motel taxes may be used. I am proposing a tourism-related service for fiscal year 2026. If awarded, requested funds will be used only for the purposes described and established by state law. I understand the use of these funds are subject to audit by the Washington State Auditor.

\_\_\_\_\_ If awarded, my organization/agency intends to enter into a Memo of Understanding (MOU) contract with the City of Redmond, provide proof of appropriate insurance required for the duration of the project naming the City of Redmond as an additional insured in an amount determined by the City (detailed in the MOU), and file for a permit, if applicable.

\_\_\_\_\_ If my event or project is awarded tourism funds but unable to receive special event permitting approval, I understand the tourism funding will be subject to termination. Furthermore, if my organization is placed on permitting probation for any reason, I understand I will be unable to apply for these tourism funds during the probation year.

\_\_\_\_\_ The City of Redmond will only reimburse those costs actually incurred by my organization/agency and only after the service is rendered, paid for if provided by a third party, and showing proof of payment and services provided. I will submit supporting documents to the City of Redmond as requested, including copies of payment documentation.

\_\_\_\_\_ I understand that my organization/agency will be required to submit a report documenting the economic impact results of my funded activity in the form of a project summary, to include the number of tourists the event reached and the methods by which my organization/agency surveyed the attendance. Failure to provide this information or any other requested documentation within the timeframe requested may affect my organization's/agency's ability to receive expense reimbursements and affect our future funding eligibility.

\_\_\_\_\_ I understand I will need to promote the Experience Redmond logo and any associated tourism branding on our website and other marketing materials. There may be an additional logo to promote based on the most current City tourism programs.

Signature: \_\_\_\_\_

## **TOURISM PROMOTION FUND CRITERIA:**

- **Tourism promotion:**
  - Does the project/event:
    - Meet the basic state requirements for tourism promotion?
    - Promote the City as a destination place?
    - Attract visitors from more than 50 miles away, build new audiences, and encourage tourist expansion?
    - Support regional tourism planning?
  - Does the project or event have data to show proven positive impact on tourism in Redmond?
  - Is the project of a scale suitable for this funding program? (i.e. scale should be of a size to have an impact on increasing overnight stays and/or generate local business revenue)
- **Benefit and Impact to the community:**
  - Does the project promote a positive image for the City?
  - Does the project promote Redmond as an inclusive and welcoming community?
- **Innovation:**
  - Is this project/event unusual or unique?
  - Does it move an existing program in a new direction?
- **Funding:**
  - Are there additional revenue sources used to support this project/event?
  - Is this funding request for a new project/event or to continue or expand on-going project/event?

## **PROJECT EVALUATION CRITERIA**

Awards are based on the extent to which the applicant project or activity meets the following criteria:

- Priority is given to Redmond-based activities and projects.
- Priority is given to programs requesting seed money versus ongoing funding.
- The project or activity:
  - Promotes tourism which benefits the overall community, rather than a specific segment or interest
  - Supports regional tourism planning/promotion
  - Promotes the unique attributes of Redmond for tourists and the community
  - Promotes the city as a destination place
  - Encourages partnerships (public/private)
  - Supports long-lasting assets, capital facilities/amenities
  - Supports businesses or programs that advance City of Redmond equity and inclusion goals

The City reserves the right, in its sole discretion, to fund or not fund any particular project or program for which an application is submitted. The determination of whether to fund a particular project or program will be based upon a number of factors, including but not limited to: the ability of the program or project to promote tourism in the city, the relative merits of the project or program compared to the applications and the overall availability of funding. The City is the sole judge of its obligation to fund any particular project or program regardless of its merits under these factors.

## **PLEASE SUBMIT APPLICATION**

to the Lodging Tax Advisory Committee (LTAC) by **5:00 p.m. on August 11** via one of the following:

- Email application: Jackie Lalor at [jlalor@redmond.gov](mailto:jlalor@redmond.gov)
- Mail application: City of Redmond; Attn: Jackie; MS: 4SPL, PO Box 97010, Redmond, WA 98073-9710
- Hand deliver application C/O Jackie Lalor: Redmond City Hall, 15670 NE 85<sup>th</sup> Street, Redmond 98052. Drop at the Customer Service Center on the first floor.



**DUE DATE:** All 2026 Tourism Grant applications must be submitted to [jlalor@redmond.gov](mailto:jlalor@redmond.gov) by **5:00 p.m. on Monday, August 11.**

Late submissions will not be accepted—no exceptions.

We strongly encourage you to submit your application early to avoid any issues that could result in disqualification.

---

## Tourism Program Grant Application

### TO BE CONSIDERED FOR FUNDING, REQUESTS MUST BE USED FOR ONE OF THE FOLLOWING PURPOSES (RCW 67.28.1816):

- Tourism marketing
- Marketing and operations of special events and festivals designed to attract tourists
- Operations of tourism-related facilities owned or operated by nonprofit organizations as defined by the IRC 501(c)(3) or 501(c)(6). Proof of nonprofit status will be required.

**Note: Capital purchases or improvements are not an allowable use except for City owned and/or Public Facilities District owned tourism-related facilities.**

### STATE LAW DEFINING THE USE OF SPECIAL LODGING TAX

State law defines promoting tourism as: “activities, operations, and expenditures designed to increase tourism, including but not limited to advertising, publicizing, or otherwise distributing information for the purpose of attracting and welcoming tourists; developing strategies to expand tourism; operating tourism promotion agencies; and funding the marketing of or the operation of special events and festivals designed to attract tourists.”

### STATE LAW REQUIRES THAT:

Applicants applying for use of revenues in this chapter must provide the municipality to which they are applying estimates of how any moneys received will result in increases in the number of people traveling for business or pleasure on a trip: (1) away from their place of residence or business for the day or staying overnight in paid accommodations; (2) to a place fifty miles or more one way from their place of residence or business for the day or staying overnight; or (3) from another country or state outside of their place of residence or their business.

The City of Redmond is required to report the effectiveness of the dollars granted to increase overnight stays and generate local business revenue. This application and the project summary completed after the project, will help the City in determining the effectiveness of the dollars granted.

Project Title: 2026 City of Redmond Derby Days

Event Start Date: \_\_\_\_\_ Event End Date: \_\_\_\_\_

Note: These are the date(s) of the event space being utilized for programming.

How many total days of event programming will you have? 2

Type of Project: (i.e. Youth soccer tournament) Annual summer festival

Project Location(s) (please list all locations): Redmond City Hall Municipal Campus/Jerry Baker Velodrome

Is this a new or reoccurring event/program?  New  Reoccurring

Contact Person: Lindsey Tusing

Contact E-mail: lltusing@redmond.gov

Company/Organization: City of Redmond Phone: 425-556-2363

Address: PO Box 97010

City: Redmond State: WA Zip: 98073

Authorized Signer: Brittany Pratt

*(Person representing agency or organization authorized to sign Memorandum of Understanding with the City)*

In two sentences, please explain your project (no more than 75 words).

Derby Days is an annual summer festival that has been celebrated in Redmond since 1939. It features bike races, live performances, free activities, a carnival, parades, a drone show, food and more.

Will your project take place in the 2026 year, and can you provide all documentation such as the project summary with proof of expense payments within **30-days of your event/project completion?** *Note: Events taking place in November and December will be subject to an early December deadline.*

- No
- Yes

Organization is:  Profit-Making  Non-Profit 501-C\*  Public Agency

\*Please include verification of non-profit with application.

Which type of category does your project falls under per RCW 67.28.1816?

- Special event or festival (i.e., sporting event, Festival of Color)
- Tourism marketing/development

Have you previously received a City of Redmond Tourism Grant for this specific project?

- No
- Yes

Are you already working in partnership with a Redmond hotel on marketing overnight stays for this project or event?

- No
- Yes

Hotel name(s): \_\_\_\_\_ Hotel contact(s): \_\_\_\_\_

Contact(s) phone: \_\_\_\_\_ Contact(s) email: \_\_\_\_\_

**World Cup 2026 Inquiry**

The 2026 FIFA World Cup will take place from June 11 to July 19, 2026, with six matches scheduled in Seattle during that time. Do you plan to host any activities or viewing opportunities at your event related to the 2026 tournament?

Please select one:

- No, we do not plan to host any World Cup-related activities.
- Possibly or undecided at this time.
- Yes, but the activities are separate from the event covered in this application.
- Yes, we plan to incorporate World Cup 2026 activities into the event covered in this application.

**FUND CRITERIA**

**1. Funding:**

ESTIMATED BUDGETED REVENUE		ESTIMATED BUDGETED EXPENSES	
*Grant amount requested:	\$ 50,000.00	Marketing:	\$ 17,500.00
Your organization funding given to this project:	\$ _____	Operations:	\$ 170,650.00
Sponsorships:	\$ 95,000.00	Staff:	\$ 21,850.00
Other Grants:	\$ _____	Other:	\$ _____
**Other revenue sources:	\$ 65,000.00	Other:	\$ _____
Total project revenue:	\$ 210,000.00	Total project expenses:	\$ 210,000.00

**\*The grant amount awarded cannot exceed more than 50% of the cost of the project.**

\*\*List all revenue sources expected/committed for this event. Include your own organization funding, other grant requests, sponsorships, ticket sales, etc.

## 2. Tourism Promotion:

Please read the below carefully and provide estimates	Estimates
What is the total expected attendance for this project (Please <u>provide the combined attendance across all days</u> of the project- you may count repeat guests that come on each day of the event as a new attendee each day)	35000
Of the total attendance, how many are predicted to travel more than 50 miles? <b>(This number must be at least 5% of your total attendance to qualify for this grant.)</b>	1750
Of the people who travel more than 50 miles, how many traveled from another state or country.	350
Total number of attendees who will stay overnight	
Of the overnight attendees, how many will stay overnight and <b>PAY</b> for accommodations?	200
Of the overnight attendees, how many will <b>NOT PAY</b> for accommodations?	150

**Total number of projected paid lodging nights:** 200

(Note: one lodging night = one or more persons occupying one room for one night. For example: two people in one room for three nights equals three lodging nights.)

What is your method for collecting attendance and overnight data? What is your estimated accuracy used in calculating these numbers?

We base this off of sales, attendee counting throughout the event, and customer experience surveys.

How will your organization verify the attendance and hotel stay information for your project? (i.e. attendee questionnaires, registration information, ticketed sales information, hotel room data, etc.).

We verify the data collection above in a number of ways:

1) Monitoring all areas of the festival:

We share our data with police and our contractors in wrap-up meetings and ask for their data and/or insight on our reports

2) Customer experience surveys completed at and after the event

-We ask for party size in order to get a better sense of the percentages represented by the survey group.

-We also included a question asking how many nights folks were staying at hotels

3) Sales for carnival rides, foods, beer and wine garden, and other merchants.

We request sales reports as part of our event reconciliation.

If this project took place in the past:

Where did it take place? Redmond City Hall Municipal Campus

How many years has this project taken place? 86

How many estimated attendees did the project have in the most recent years?

Year: 2025 Attendance: 45000 Paid Overnight Stays Generated: 200

Year: 2024 Attendance: 35000 Paid Overnight Stays Generated: 190

Year: 2023 Attendance: 35000 Paid Overnight Stays Generated: 190

What method was used for collecting and calculating past attendance and overnight stay data?

We've been using the same methods for data collection since 2021 and introducing modifications and improvements from year to year to increase accuracy. In coordination with other departments, we have also been actively searching for software or a program to assist with attendance and overnight stay data, given that there are technologies that can support that information for future use.

Although we currently have technology that can count attendance, it has limitations that don't allow us to get counts on municipal campus because it is a sensitive area. In 2026, we hope to instead utilize this technology to get more accurate attendance counts for the parade and criterium, which take place further from the Courthouse and Public Safety Building.

We currently utilize in person counting and survey results to estimate attendance numbers.

How many days of programming is this event or project? 2

Briefly explain each day of programming.

Day 1 includes a Neighborhood Fair at Hopelink's Redmond Service Center and an Art Fair at Redmond Town Center (both are event partners). At municipal campus, it includes a foam party, free activity booths, beer and wine garden, food vendors, a carnival, main stage performances, corn hole tournament, and Friday Night Track Racing at Jerry Baker Memorial Velodrome.

Day 2 includes the pancake breakfast at Fire Station 11, Kids Bike Parade, Craft Market, free activity booths, food vendors, the Grand Parade, a cooling center at the RSCC, Beer and Wine Garden, Carnival, Bubble Party, Redmond Arts Festival, free performances, and the drone light show. We are also actively pursuing a return of the long-awaited Criterium Cycling Race for Derby Days 2026.

How will your project use these funds to attract an audience from outside of Redmond? Is there an appeal for visitors from more than 50 miles away to come to your event or project?

*Note: This funding is awarded with the intention of driving visitors from more than 50 miles away and to generate paid overnight stays in Redmond.*

Derby Days showcases Redmond as a vibrant destination through dynamic programming that features regional performing artists, live music, competitive bike races at one of the West Coast 's only velodromes, a full-scale carnival, and a variety of arts and craft vendors from across the state.

A beloved tradition for over 80 years, Derby Days draws former residents back each summer to relive and share the experience with their own families. Many return specifically so their children can enjoy the same memorable traditions they grew up with.

As the event has evolved, it has elevated Redmond 's regional profile—introducing the area's first drone show and setting a high standard for sustainable event practices. Derby Days has become a model for innovation and scale, attracting interest from event organizers looking to replicate its success and bring their own events to Redmond.

Hosting Derby Days on the Municipal Campus further strengthens Redmond 's downtown core by encouraging attendees to shop, dine, and stay locally—amplifying support for local businesses and increasing community engagement.

Describe how you will advertise, publicize, or otherwise distribute information regarding your project to market and attract an audience from more than 50 miles away.

We advertise through various channels. We distribute printed collateral such as flyers, posters, and banners throughout the greater region, with a heavier concentration in Redmond.

We also purchased ad space in regional publications such as Parent Map, 425 magazine, Public Display Art, and local and regional news calendars.

Our events are also heavily advertised through Parks and Recreation channels with our social media accounts touting over 14K followers and a high engagement rate and our weekly email newsletters having over 36K subscribers.

Additionally the City of Redmond collaborates to advertise these events on their social media channels, email newsletter, and the Redmond Focus, which is delivered to every Redmond residence.

Derby Days is also advertised in partnership with the Experience Redmond brand which advertises events to out-of-town visitors and tourists.

Is there a targeted market or specific audience for this project and if so, please specify?

This event is family friendly and seeks to celebrate and welcome the diversity of the Redmond community and surrounding areas.

### 3. Innovation

Has a project like this been done before and if so, has your project taken a unique direction from past years or similar events? Please explain.

We are currently doing research on how we can bring more free elements to the event that will appeal to new demographics such as seniors and adults without children.

### 4. Benefit and Impact to the Community

Does your event benefit many of Redmond's businesses? If so, how?

Local businesses play a large role in Derby Days. 48+ local businesses host activity booths, which allow them to build lasting connections with community members. 14 local food establishments sell their food at Derby Days, providing them with a unique opportunity to reach thousands of new customers in just 2 days. Local musicians are offered the opportunity to apply for a paid performance spot on the main stage. 20+ sponsors tout increased brand recognition. Our local partners (the Redmond Library, Redmond Town Center, Hopelink Service Center, and others, also benefit from increased awareness and visits during the event.

Does your project promote Redmond as an inclusive and welcoming community? If so, how?

Yes. We carefully select organizations, food vendors, performers, and marketing materials to accurately reflect the diverse community that makes up Redmond. Not only do we aim to provide cultural representation, but also LGBTQ+, those with disabilities, seniors, and other groups that are often underrepresented.

How will you evaluate the success of the project?

Success is evaluated through feedback from stakeholders and attendees, sales reports, and related social media engagement.

I am an authorized agent of the organization/agency applying for funding. By initialing each statement, then signing below, I certify that I have the authority of the organization/agency represented in this application to submit this request for funding on its behalf. I further certify that the foregoing is true and correct to the best of my knowledge:

   LT\_ Washington limits how hotel/motel taxes may be used. I am proposing a tourism-related service for fiscal year 2026. If awarded, requested funds will be used only for the purposes described and established by state law. I understand the use of these funds are subject to audit by the Washington State Auditor.

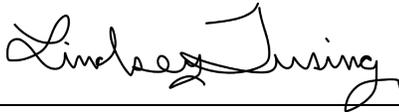
   LT\_ If awarded, my organization/agency intends to enter into a Memo of Understanding (MOU) contract with the City of Redmond, provide proof of appropriate insurance required for the duration of the project naming the City of Redmond as an additional insured in an amount determined by the City (detailed in the MOU), and file for a permit, if applicable.

   LT\_ If my event or project is awarded tourism funds but unable to receive special event permitting approval, I understand the tourism funding will be subject to termination. Furthermore, if my organization is placed on permitting probation for any reason, I understand I will be unable to apply for these tourism funds during the probation year.

LT The City of Redmond will only reimburse those costs actually incurred by my organization/agency and only after the service is rendered, paid for if provided by a third party, and showing proof of payment and services provided. I will submit supporting documents to the City of Redmond as requested, including copies of payment documentation.

LT I understand that my organization/agency will be required to submit a report documenting the economic impact results of my funded activity in the form of a project summary, to include the number of tourists the event reached and the methods by which my organization/agency surveyed the attendance. Failure to provide this information or any other requested documentation within the timeframe requested may affect my organization's/agency's ability to receive expense reimbursements and affect our future funding eligibility.

LT I understand I will need to promote the Experience Redmond logo and any associated tourism branding on our website and other marketing materials. There may be an additional logo to promote based on the most current City tourism programs.



Signature: \_\_\_\_\_

## **TOURISM PROMOTION FUND CRITERIA:**

- **Tourism promotion:**

Does the project/event:

Meet the basic state requirements for tourism promotion?

Promote the City as a destination place?

Attract visitors from more than 50 miles away, build new audiences, and encourage tourist expansion?

Support regional tourism planning?

Does the project or event have data to show proven positive impact on tourism in Redmond?

Is the project of a scale suitable for this funding program? (i.e. scale should be of a size to have an impact on increasing overnight stays and/or generate local business revenue)

- **Benefit and Impact to the community:**

Does the project promote a positive image for the City?

Does the project promote Redmond as an inclusive and welcoming community?

- **Innovation:**

Is this project/event unusual or unique?

Does it move an existing program in a new direction?

- **Funding:**

Are there additional revenue sources used to support this project/event?

Is this funding request for a new project/event or to continue or expand on-going project/event?

## **PROJECT EVALUATION CRITERIA**

Awards are based on the extent to which the applicant project or activity meets the following criteria:

- Priority is given to Redmond-based activities and projects.
- Priority is given to programs requesting seed money versus ongoing funding.
- The project or activity:
  - Promotes tourism which benefits the overall community, rather than a specific segment or interest
  - Supports regional tourism planning/promotion
  - Promotes the unique attributes of Redmond for tourists and the community
  - Promotes the city as a destination place
  - Encourages partnerships (public/private)
  - Supports long-lasting assets, capital facilities/amenities
  - Supports businesses or programs that advance City of Redmond equity and inclusion goals

The City reserves the right, in its sole discretion, to fund or not fund any particular project or program for which an application is submitted. The determination of whether to fund a particular project or program will be based upon a number of factors, including but not limited to: the ability of the program or project to promote tourism in the city, the relative merits of the project or program compared to the applications and the overall availability of funding. The City is the sole judge of its obligation to fund any particular project or program regardless of its merits under these factors.

## **PLEASE SUBMIT APPLICATION**

to the Lodging Tax Advisory Committee (LTAC) by **5:00 p.m. on August 11** via one of the following:

- Email application: Jackie Lalor at [jlalor@redmond.gov](mailto:jlalor@redmond.gov)
- Mail application: City of Redmond; Attn: Jackie; MS: 4SPL, PO Box 97010, Redmond, WA 98073-9710
- Hand deliver application C/O Jackie Lalor: Redmond City Hall, 15670 NE 85<sup>th</sup> Street, Redmond 98052. Drop at the Customer Service Center on the first floor.



**DUE DATE:** All 2026 Tourism Grant applications must be submitted to [jlalor@redmond.gov](mailto:jlalor@redmond.gov) by **5:00 p.m. on Monday, August 11.**

Late submissions will not be accepted—no exceptions.

We strongly encourage you to submit your application early to avoid any issues that could result in disqualification.

---

## Tourism Program Grant Application

### TO BE CONSIDERED FOR FUNDING, REQUESTS MUST BE USED FOR ONE OF THE FOLLOWING PURPOSES (RCW 67.28.1816):

- Tourism marketing
- Marketing and operations of special events and festivals designed to attract tourists
- Operations of tourism-related facilities owned or operated by nonprofit organizations as defined by the IRC 501(c)(3) or 501(c)(6). Proof of nonprofit status will be required.

**Note: Capital purchases or improvements are not an allowable use except for City owned and/or Public Facilities District owned tourism-related facilities.**

### STATE LAW DEFINING THE USE OF SPECIAL LODGING TAX

State law defines promoting tourism as: “activities, operations, and expenditures designed to increase tourism, including but not limited to advertising, publicizing, or otherwise distributing information for the purpose of attracting and welcoming tourists; developing strategies to expand tourism; operating tourism promotion agencies; and funding the marketing of or the operation of special events and festivals designed to attract tourists.”

### STATE LAW REQUIRES THAT:

Applicants applying for use of revenues in this chapter must provide the municipality to which they are applying estimates of how any moneys received will result in increases in the number of people traveling for business or pleasure on a trip: (1) away from their place of residence or business for the day or staying overnight in paid accommodations; (2) to a place fifty miles or more one way from their place of residence or business for the day or staying overnight; or (3) from another country or state outside of their place of residence or their business.

The City of Redmond is required to report the effectiveness of the dollars granted to increase overnight stays and generate local business revenue. This application and the project summary completed after the project, will help the City in determining the effectiveness of the dollars granted.

Project Title: \_\_\_\_\_

Event Start Date: \_\_\_\_\_ Event End Date: \_\_\_\_\_

Note: These are the date(s) of the event space being utilized for programming.

How many total days of event programming will you have? \_\_\_\_\_

Type of Project: *(i.e. Youth soccer tournament)* \_\_\_\_\_

Project Location(s) (please list all locations): \_\_\_\_\_

Is this a new or reoccurring event/program?  New  Reoccurring

Contact Person: \_\_\_\_\_

Contact E-mail: \_\_\_\_\_

Company/Organization: \_\_\_\_\_ Phone: \_\_\_\_\_

Address: \_\_\_\_\_

City: \_\_\_\_\_ State: \_\_\_\_\_ Zip: \_\_\_\_\_

Authorized Signer: \_\_\_\_\_

*(Person representing agency or organization authorized to sign Memorandum of Understanding with the City)*

In two sentences, please explain your project (no more than 75 words).

Will your project take place in the 2026 year, and can you provide all documentation such as the project summary with proof of expense payments within **30-days of your event/project completion?** *Note: Events taking place in November and December will be subject to an early December deadline.*

- No
- Yes

Organization is:  Profit-Making  Non-Profit 501-C\*  Public Agency

**\*Please include verification of non-profit with application.**

Which type of category does your project falls under per RCW 67.28.1816?

- Special event or festival (i.e., sporting event, Festival of Color)
- Tourism marketing/development

Have you previously received a City of Redmond Tourism Grant for this specific project?

- No
- Yes

Are you already working in partnership with a Redmond hotel on marketing overnight stays for this project or event?

- No
- Yes

Hotel name(s): \_\_\_\_\_ Hotel contact(s): \_\_\_\_\_

Contact(s) phone: \_\_\_\_\_ Contact(s) email: \_\_\_\_\_

**World Cup 2026 Inquiry**

The 2026 FIFA World Cup will take place from June 11 to July 19, 2026, with six matches scheduled in Seattle during that time. Do you plan to host any activities or viewing opportunities at your event related to the 2026 tournament?

Please select one:

- No, we do not plan to host any World Cup-related activities.
- Possibly or undecided at this time.
- Yes, but the activities are separate from the event covered in this application.
- Yes, we plan to incorporate World Cup 2026 activities into the event covered in this application.

**FUND CRITERIA**

**1. Funding:**

ESTIMATED BUDGETED REVENUE		ESTIMATED BUDGETED EXPENSES	
*Grant amount requested:	\$ _____	Marketing:	\$ _____
Your organization funding given to this project:	\$ _____	Operations:	\$ _____
Sponsorships:	\$ _____	Staff:	\$ _____
Other Grants:	\$ _____	Other:	\$ _____
**Other revenue sources:	\$ _____	Other:	\$ _____
Total project revenue:	\$ _____	Total project expenses:	\$ _____

**\*The grant amount awarded cannot exceed more than 50% of the cost of the project.**

\*\*List all revenue sources expected/committed for this event. Include your own organization funding, other grant requests, sponsorships, ticket sales, etc.

## 2. Tourism Promotion:

Please read the below carefully and provide estimates	Estimates
What is the total expected attendance for this project (Please <u>provide the combined attendance across all days</u> of the project- you may count repeat guests that come on each day of the event as a new attendee each day)	
Of the total attendance, how many are predicted to travel more than 50 miles? <b>(This number must be at least 5% of your total attendance to qualify for this grant.)</b>	
Of the people who travel more than 50 miles, how many traveled from another state or country.	
Total number of attendees who will stay overnight	
Of the overnight attendees, how many will stay overnight and <b>PAY</b> for accommodations?	
Of the overnight attendees, how many will <b>NOT PAY</b> for accommodations?	

**Total number of projected paid lodging nights:** \_\_\_\_\_

(Note: one lodging night = one or more persons occupying one room for one night. For example: two people in one room for three nights equals three lodging nights.)

What is your method for collecting attendance and overnight data? What is your estimated accuracy used in calculating these numbers?

How will your organization verify the attendance and hotel stay information for your project? (i.e. attendee questionnaires, registration information, ticketed sales information, hotel room data, etc.).

If this project took place in the past:

Where did it take place? \_\_\_\_\_

How many years has this project taken place? \_\_\_\_\_

How many estimated attendees did the project have in the most recent years?

Year: \_\_\_\_\_ Attendance: \_\_\_\_\_ Paid Overnight Stays Generated: \_\_\_\_\_

Year: \_\_\_\_\_ Attendance: \_\_\_\_\_ Paid Overnight Stays Generated: \_\_\_\_\_

Year: \_\_\_\_\_ Attendance: \_\_\_\_\_ Paid Overnight Stays Generated: \_\_\_\_\_

What method was used for collecting and calculating past attendance and overnight stay data?

How many days of programming is this event or project? \_\_\_\_\_

Briefly explain each day of programming.

How will your project use these funds to attract an audience from outside of Redmond? Is there an appeal for visitors from more than 50 miles away to come to your event or project?

*Note: This funding is awarded with the intention of driving visitors from more than 50 miles away and to generate paid overnight stays in Redmond.*

Describe how you will advertise, publicize, or otherwise distribute information regarding your project to market and attract an audience from more than 50 miles away.

Is there a targeted market or specific audience for this project and if so, please specify?

**3. Innovation**

Has a project like this been done before and if so, has your project taken a unique direction from past years or similar events? Please explain.

**4. Benefit and Impact to the Community**

Does your event benefit many of Redmond's businesses? If so, how?

Does your project promote Redmond as an inclusive and welcoming community? If so, how?

How will you evaluate the success of the project?

I am an authorized agent of the organization/agency applying for funding. By initialing each statement, then signing below, I certify that I have the authority of the organization/agency represented in this application to submit this request for funding on its behalf. I further certify that the foregoing is true and correct to the best of my knowledge:

\_\_\_\_\_ Washington limits how hotel/motel taxes may be used. I am proposing a tourism-related service for fiscal year 2026. If awarded, requested funds will be used only for the purposes described and established by state law. I understand the use of these funds are subject to audit by the Washington State Auditor.

\_\_\_\_\_ If awarded, my organization/agency intends to enter into a Memo of Understanding (MOU) contract with the City of Redmond, provide proof of appropriate insurance required for the duration of the project naming the City of Redmond as an additional insured in an amount determined by the City (detailed in the MOU), and file for a permit, if applicable.

\_\_\_\_\_ If my event or project is awarded tourism funds but unable to receive special event permitting approval, I understand the tourism funding will be subject to termination. Furthermore, if my organization is placed on permitting probation for any reason, I understand I will be unable to apply for these tourism funds during the probation year.

\_\_\_\_\_ The City of Redmond will only reimburse those costs actually incurred by my organization/agency and only after the service is rendered, paid for if provided by a third party, and showing proof of payment and services provided. I will submit supporting documents to the City of Redmond as requested, including copies of payment documentation.

\_\_\_\_\_ I understand that my organization/agency will be required to submit a report documenting the economic impact results of my funded activity in the form of a project summary, to include the number of tourists the event reached and the methods by which my organization/agency surveyed the attendance. Failure to provide this information or any other requested documentation within the timeframe requested may affect my organization's/agency's ability to receive expense reimbursements and affect our future funding eligibility.

\_\_\_\_\_ I understand I will need to promote the Experience Redmond logo and any associated tourism branding on our website and other marketing materials. There may be an additional logo to promote based on the most current City tourism programs.

Signature: \_\_\_\_\_

## **TOURISM PROMOTION FUND CRITERIA:**

- **Tourism promotion:**

Does the project/event:

Meet the basic state requirements for tourism promotion?

Promote the City as a destination place?

Attract visitors from more than 50 miles away, build new audiences, and encourage tourist expansion?

Support regional tourism planning?

Does the project or event have data to show proven positive impact on tourism in Redmond?

Is the project of a scale suitable for this funding program? (i.e. scale should be of a size to have an impact on increasing overnight stays and/or generate local business revenue)

- **Benefit and Impact to the community:**

Does the project promote a positive image for the City?

Does the project promote Redmond as an inclusive and welcoming community?

- **Innovation:**

Is this project/event unusual or unique?

Does it move an existing program in a new direction?

- **Funding:**

Are there additional revenue sources used to support this project/event?

Is this funding request for a new project/event or to continue or expand on-going project/event?

## **PROJECT EVALUATION CRITERIA**

Awards are based on the extent to which the applicant project or activity meets the following criteria:

- Priority is given to Redmond-based activities and projects.
- Priority is given to programs requesting seed money versus ongoing funding.
- The project or activity:
  - Promotes tourism which benefits the overall community, rather than a specific segment or interest
  - Supports regional tourism planning/promotion
  - Promotes the unique attributes of Redmond for tourists and the community
  - Promotes the city as a destination place
  - Encourages partnerships (public/private)
  - Supports long-lasting assets, capital facilities/amenities
  - Supports businesses or programs that advance City of Redmond equity and inclusion goals

The City reserves the right, in its sole discretion, to fund or not fund any particular project or program for which an application is submitted. The determination of whether to fund a particular project or program will be based upon a number of factors, including but not limited to: the ability of the program or project to promote tourism in the city, the relative merits of the project or program compared to the applications and the overall availability of funding. The City is the sole judge of its obligation to fund any particular project or program regardless of its merits under these factors.

## **PLEASE SUBMIT APPLICATION**

to the Lodging Tax Advisory Committee (LTAC) by **5:00 p.m. on August 11** via one of the following:

- Email application: Jackie Lalor at [jlalor@redmond.gov](mailto:jlalor@redmond.gov)
- Mail application: City of Redmond; Attn: Jackie; MS: 4SPL, PO Box 97010, Redmond, WA 98073-9710
- Hand deliver application C/O Jackie Lalor: Redmond City Hall, 15670 NE 85<sup>th</sup> Street, Redmond 98052. Drop at the Customer Service Center on the first floor.



**DUE DATE:** All 2026 Tourism Grant applications must be submitted to [jlalor@redmond.gov](mailto:jlalor@redmond.gov) by **5:00 p.m. on Monday, August 11.**

Late submissions will not be accepted—no exceptions.

We strongly encourage you to submit your application early to avoid any issues that could result in disqualification.

---

## Tourism Program Grant Application

### TO BE CONSIDERED FOR FUNDING, REQUESTS MUST BE USED FOR ONE OF THE FOLLOWING PURPOSES (RCW 67.28.1816):

- Tourism marketing
- Marketing and operations of special events and festivals designed to attract tourists
- Operations of tourism-related facilities owned or operated by nonprofit organizations as defined by the IRC 501(c)(3) or 501(c)(6). Proof of nonprofit status will be required.

**Note: Capital purchases or improvements are not an allowable use except for City owned and/or Public Facilities District owned tourism-related facilities.**

### STATE LAW DEFINING THE USE OF SPECIAL LODGING TAX

State law defines promoting tourism as: "activities, operations, and expenditures designed to increase tourism, including but not limited to advertising, publicizing, or otherwise distributing information for the purpose of attracting and welcoming tourists; developing strategies to expand tourism; operating tourism promotion agencies; and funding the marketing of or the operation of special events and festivals designed to attract tourists."

### STATE LAW REQUIRES THAT:

Applicants applying for use of revenues in this chapter must provide the municipality to which they are applying estimates of how any moneys received will result in increases in the number of people traveling for business or pleasure on a trip: (1) away from their place of residence or business for the day or staying overnight in paid accommodations; (2) to a place fifty miles or more one way from their place of residence or business for the day or staying overnight; or (3) from another country or state outside of their place of residence or their business.

The City of Redmond is required to report the effectiveness of the dollars granted to increase overnight stays and generate local business revenue. This application and the project summary completed after the project, will help the City in determining the effectiveness of the dollars granted.

Project Title: \_\_\_\_\_

Event Start Date: \_\_\_\_\_ Event End Date: \_\_\_\_\_

Note: These are the date(s) of the event space being utilized for programming.

How many total days of event programming will you have? \_\_\_\_\_

Type of Project: *(i.e. Youth soccer tournament)* \_\_\_\_\_

Project Location(s) (please list all locations): \_\_\_\_\_

Is this a new or reoccurring event/program?  New  Reoccurring

Contact Person: \_\_\_\_\_

Contact E-mail: \_\_\_\_\_

Company/Organization: \_\_\_\_\_ Phone: \_\_\_\_\_

Address: \_\_\_\_\_

City: \_\_\_\_\_ State: \_\_\_\_\_ Zip: \_\_\_\_\_

Authorized Signer: \_\_\_\_\_

*(Person representing agency or organization authorized to sign Memorandum of Understanding with the City)*

In two sentences, please explain your project (no more than 75 words).

Will your project take place in the 2026 year, and can you provide all documentation such as the project summary with proof of expense payments within **30-days of your event/project completion?** *Note: Events taking place in November and December will be subject to an early December deadline.*

- No
- Yes

Organization is:  Profit-Making  Non-Profit 501-C\*  Public Agency

**\*Please include verification of non-profit with application.**

Which type of category does your project falls under per RCW 67.28.1816?

- Special event or festival (i.e., sporting event, Festival of Color)
- Tourism marketing/development

Have you previously received a City of Redmond Tourism Grant for this specific project?

- No
- Yes

Are you already working in partnership with a Redmond hotel on marketing overnight stays for this project or event?

- No
- Yes

Hotel name(s): \_\_\_\_\_ Hotel contact(s): \_\_\_\_\_

Contact(s) phone: \_\_\_\_\_ Contact(s) email: \_\_\_\_\_

**World Cup 2026 Inquiry**

The 2026 FIFA World Cup will take place from June 11 to July 19, 2026, with six matches scheduled in Seattle during that time. Do you plan to host any activities or viewing opportunities at your event related to the 2026 tournament?

Please select one:

- No, we do not plan to host any World Cup-related activities.
- Possibly or undecided at this time.
- Yes, but the activities are separate from the event covered in this application.
- Yes, we plan to incorporate World Cup 2026 activities into the event covered in this application.

**FUND CRITERIA**

**1. Funding:**

ESTIMATED BUDGETED REVENUE		ESTIMATED BUDGETED EXPENSES	
*Grant amount requested:	\$ _____	Marketing:	\$ _____
Your organization funding given to this project:	\$ _____	Operations:	\$ _____
Sponsorships:	\$ _____	Staff:	\$ _____
Other Grants:	\$ _____	Other:	\$ _____
**Other revenue sources:	\$ _____	Other:	\$ _____
Total project revenue:	\$ _____	Total project expenses:	\$ _____

**\*The grant amount awarded cannot exceed more than 50% of the cost of the project.**

\*\*List all revenue sources expected/committed for this event. Include your own organization funding, other grant requests, sponsorships, ticket sales, etc.

**2. Tourism Promotion:**

Please read the below carefully and provide estimates	Estimates
What is the total expected attendance for this project (Please <u>provide the combined attendance across all days</u> of the project- you may count repeat guests that come on each day of the event as a new attendee each day)	
Of the total attendance, how many are predicted to travel more than 50 miles? <b>(This number must be at least 5% of your total attendance to qualify for this grant.)</b>	
Of the people who travel more than 50 miles, how many traveled from another state or country.	
Total number of attendees who will stay overnight	
Of the overnight attendees, how many will stay overnight and <b>PAY</b> for accommodations?	
Of the overnight attendees, how many will <b>NOT PAY</b> for accommodations?	

**Total number of projected paid lodging nights:** \_\_\_\_\_

(Note: one lodging night = one or more persons occupying one room for one night. For example: two people in one room for three nights equals three lodging nights.)

What is your method for collecting attendance and overnight data? What is your estimated accuracy used in calculating these numbers?

How will your organization verify the attendance and hotel stay information for your project? (i.e. attendee questionnaires, registration information, ticketed sales information, hotel room data, etc.).

If this project took place in the past:

Where did it take place? \_\_\_\_\_

How many years has this project taken place? \_\_\_\_\_

How many estimated attendees did the project have in the most recent years?

Year: \_\_\_\_\_ Attendance: \_\_\_\_\_ Paid Overnight Stays Generated: \_\_\_\_\_

Year: \_\_\_\_\_ Attendance: \_\_\_\_\_ Paid Overnight Stays Generated: \_\_\_\_\_

Year: \_\_\_\_\_ Attendance: \_\_\_\_\_ Paid Overnight Stays Generated: \_\_\_\_\_

What method was used for collecting and calculating past attendance and overnight stay data?

How many days of programming is this event or project? \_\_\_\_\_

Briefly explain each day of programming.

How will your project use these funds to attract an audience from outside of Redmond? Is there an appeal for visitors from more than 50 miles away to come to your event or project?

*Note: This funding is awarded with the intention of driving visitors from more than 50 miles away and to generate paid overnight stays in Redmond.*

Describe how you will advertise, publicize, or otherwise distribute information regarding your project to market and attract an audience from more than 50 miles away.

Is there a targeted market or specific audience for this project and if so, please specify?

**3. Innovation**

Has a project like this been done before and if so, has your project taken a unique direction from past years or similar events? Please explain.

**4. Benefit and Impact to the Community**

Does your event benefit many of Redmond's businesses? If so, how?

Does your project promote Redmond as an inclusive and welcoming community? If so, how?

How will you evaluate the success of the project?

I am an authorized agent of the organization/agency applying for funding. By initialing each statement, then signing below, I certify that I have the authority of the organization/agency represented in this application to submit this request for funding on its behalf. I further certify that the foregoing is true and correct to the best of my knowledge:

\_\_\_\_\_ Washington limits how hotel/motel taxes may be used. I am proposing a tourism-related service for fiscal year 2026. If awarded, requested funds will be used only for the purposes described and established by state law. I understand the use of these funds are subject to audit by the Washington State Auditor.

\_\_\_\_\_ If awarded, my organization/agency intends to enter into a Memo of Understanding (MOU) contract with the City of Redmond, provide proof of appropriate insurance required for the duration of the project naming the City of Redmond as an additional insured in an amount determined by the City (detailed in the MOU), and file for a permit, if applicable.

\_\_\_\_\_ If my event or project is awarded tourism funds but unable to receive special event permitting approval, I understand the tourism funding will be subject to termination. Furthermore, if my organization is placed on permitting probation for any reason, I understand I will be unable to apply for these tourism funds during the probation year.

\_\_\_\_\_ The City of Redmond will only reimburse those costs actually incurred by my organization/agency and only after the service is rendered, paid for if provided by a third party, and showing proof of payment and services provided. I will submit supporting documents to the City of Redmond as requested, including copies of payment documentation.

\_\_\_\_\_ I understand that my organization/agency will be required to submit a report documenting the economic impact results of my funded activity in the form of a project summary, to include the number of tourists the event reached and the methods by which my organization/agency surveyed the attendance. Failure to provide this information or any other requested documentation within the timeframe requested may affect my organization's/agency's ability to receive expense reimbursements and affect our future funding eligibility.

\_\_\_\_\_ I understand I will need to promote the Experience Redmond logo and any associated tourism branding on our website and other marketing materials. There may be an additional logo to promote based on the most current City tourism programs.

Signature: \_\_\_\_\_

## **TOURISM PROMOTION FUND CRITERIA:**

- **Tourism promotion:**

Does the project/event:

Meet the basic state requirements for tourism promotion?

Promote the City as a destination place?

Attract visitors from more than 50 miles away, build new audiences, and encourage tourist expansion?

Support regional tourism planning?

Does the project or event have data to show proven positive impact on tourism in Redmond?

Is the project of a scale suitable for this funding program? (i.e. scale should be of a size to have an impact on increasing overnight stays and/or generate local business revenue)

- **Benefit and Impact to the community:**

Does the project promote a positive image for the City?

Does the project promote Redmond as an inclusive and welcoming community?

- **Innovation:**

Is this project/event unusual or unique?

Does it move an existing program in a new direction?

- **Funding:**

Are there additional revenue sources used to support this project/event?

Is this funding request for a new project/event or to continue or expand on-going project/event?

## **PROJECT EVALUATION CRITERIA**

Awards are based on the extent to which the applicant project or activity meets the following criteria:

- Priority is given to Redmond-based activities and projects.
- Priority is given to programs requesting seed money versus ongoing funding.
- The project or activity:
  - Promotes tourism which benefits the overall community, rather than a specific segment or interest
  - Supports regional tourism planning/promotion
  - Promotes the unique attributes of Redmond for tourists and the community
  - Promotes the city as a destination place
  - Encourages partnerships (public/private)
  - Supports long-lasting assets, capital facilities/amenities
  - Supports businesses or programs that advance City of Redmond equity and inclusion goals

The City reserves the right, in its sole discretion, to fund or not fund any particular project or program for which an application is submitted. The determination of whether to fund a particular project or program will be based upon a number of factors, including but not limited to: the ability of the program or project to promote tourism in the city, the relative merits of the project or program compared to the applications and the overall availability of funding. The City is the sole judge of its obligation to fund any particular project or program regardless of its merits under these factors.

## **PLEASE SUBMIT APPLICATION**

to the Lodging Tax Advisory Committee (LTAC) by **5:00 p.m. on August 11** via one of the following:

- Email application: Jackie Lalor at [jlalor@redmond.gov](mailto:jlalor@redmond.gov)
- Mail application: City of Redmond; Attn: Jackie; MS: 4SPL, PO Box 97010, Redmond, WA 98073-9710
- Hand deliver application C/O Jackie Lalor: Redmond City Hall, 15670 NE 85<sup>th</sup> Street, Redmond 98052. Drop at the Customer Service Center on the first floor.



**DUE DATE:** All 2026 Tourism Grant applications must be submitted to [jlalor@redmond.gov](mailto:jlalor@redmond.gov) by **5:00 p.m. on Monday, August 11.**

Late submissions will not be accepted—no exceptions.

We strongly encourage you to submit your application early to avoid any issues that could result in disqualification.

---

## Tourism Program Grant Application

### TO BE CONSIDERED FOR FUNDING, REQUESTS MUST BE USED FOR ONE OF THE FOLLOWING PURPOSES (RCW 67.28.1816):

- Tourism marketing
- Marketing and operations of special events and festivals designed to attract tourists
- Operations of tourism-related facilities owned or operated by nonprofit organizations as defined by the IRC 501(c)(3) or 501(c)(6). Proof of nonprofit status will be required.

**Note: Capital purchases or improvements are not an allowable use except for City owned and/or Public Facilities District owned tourism-related facilities.**

### STATE LAW DEFINING THE USE OF SPECIAL LODGING TAX

State law defines promoting tourism as: "activities, operations, and expenditures designed to increase tourism, including but not limited to advertising, publicizing, or otherwise distributing information for the purpose of attracting and welcoming tourists; developing strategies to expand tourism; operating tourism promotion agencies; and funding the marketing of or the operation of special events and festivals designed to attract tourists."

### STATE LAW REQUIRES THAT:

Applicants applying for use of revenues in this chapter must provide the municipality to which they are applying estimates of how any moneys received will result in increases in the number of people traveling for business or pleasure on a trip: (1) away from their place of residence or business for the day or staying overnight in paid accommodations; (2) to a place fifty miles or more one way from their place of residence or business for the day or staying overnight; or (3) from another country or state outside of their place of residence or their business.

The City of Redmond is required to report the effectiveness of the dollars granted to increase overnight stays and generate local business revenue. This application and the project summary completed after the project, will help the City in determining the effectiveness of the dollars granted.

Project Title: Young Professionals Program (performers ages 18+): 2025-2026 Season Support

Event Start Date: 9/30/2025 Event End Date: 9/29/2026

Note: These are the date(s) of the event space being utilized for programming.

How many total days of event programming will you have? 40

Type of Project: (i.e. Youth soccer tournament) Theatre for Young Audiences/Musicals for All Ages - 4 Annual Shows

Project Location(s) (please list all locations): The Redmond Academy of Theatre Arts

Is this a new or reoccurring event/program?  New  Reoccurring

Contact Person: Bethanie Willis

Contact E-mail: redmondacademy@gmail.com

Company/Organization: The Redmond Academy of Theatre Arts Phone: (425)881-2773

Address: 18001 NE 76th St., Ste #100

City: Redmond State: Washington Zip: 98052

Authorized Signer: Bethanie Willis

*(Person representing agency or organization authorized to sign Memorandum of Understanding with the City)*

In two sentences, please explain your project (no more than 75 words).

Support for "Young Professionals" (performers ages 18+) productions. These performances would include "Theatre for Young Audiences" as well as musicals for all ages to enjoy. Some performances would incorporate dinner theatre aspects with food provided by partnerships with local restaurants in Redmond, Washington. Our "Young Professionals" performances with actors ages 18+ would attempt to bring audiences from various surrounding counties and states to enjoy our shows.

Will your project take place in the 2026 year, and can you provide all documentation such as the project summary with proof of expense payments within **30-days of your event/project completion?** *Note: Events taking place in November and December will be subject to an early December deadline.*

- No
- Yes

Organization is:  Profit-Making  Non-Profit 501-C\*  Public Agency

\*Please include verification of non-profit with application.

Which type of category does your project falls under per RCW 67.28.1816?

- Special event or festival (i.e., sporting event, Festival of Color)
- Tourism marketing/development

Have you previously received a City of Redmond Tourism Grant for this specific project?

- No
- Yes

Are you already working in partnership with a Redmond hotel on marketing overnight stays for this project or event?

- No
- Yes

Hotel name(s): \_\_\_\_\_ Hotel contact(s): \_\_\_\_\_

Contact(s) phone: \_\_\_\_\_ Contact(s) email: \_\_\_\_\_

**World Cup 2026 Inquiry**

The 2026 FIFA World Cup will take place from June 11 to July 19, 2026, with six matches scheduled in Seattle during that time. Do you plan to host any activities or viewing opportunities at your event related to the 2026 tournament?

Please select one:

- No, we do not plan to host any World Cup-related activities.
- Possibly or undecided at this time.
- Yes, but the activities are separate from the event covered in this application.
- Yes, we plan to incorporate World Cup 2026 activities into the event covered in this application.

**FUND CRITERIA**

**1. Funding:**

ESTIMATED BUDGETED REVENUE		ESTIMATED BUDGETED EXPENSES	
*Grant amount requested:	\$ 15,000.00	Marketing:	\$ 1,000.00
Your organization funding given to this project:	\$ 20,000.00	Operations:	\$ 18,000.00
Sponsorships:	\$ 2,000.00	Staff:	\$ 25,000.00
Other Grants:	\$ 3,000.00	Other:	\$ 1,000.00
**Other revenue sources:	\$ 5,000.00	Other:	\$
Total project revenue:	\$ 45,000.00	Total project expenses:	\$ 45,000.00

**\*The grant amount awarded cannot exceed more than 50% of the cost of the project.**

\*\*List all revenue sources expected/committed for this event. Include your own organization funding, other grant requests, sponsorships, ticket sales, etc.

## 2. Tourism Promotion:

Please read the below carefully and provide estimates	Estimates
What is the total expected attendance for this project (Please <u>provide the combined attendance across all days</u> of the project- you may count repeat guests that come on each day of the event as a new attendee each day)	5000
Of the total attendance, how many are predicted to travel more than 50 miles? <b>(This number must be at least 5% of your total attendance to qualify for this grant.)</b>	1750
Of the people who travel more than 50 miles, how many traveled from another state or country.	500
Total number of attendees who will stay overnight	
Of the overnight attendees, how many will stay overnight and <b>PAY</b> for accommodations?	500
Of the overnight attendees, how many will <b>NOT PAY</b> for accommodations?	0

**Total number of projected paid lodging nights:** 40

(Note: one lodging night = one or more persons occupying one room for one night. For example: two people in one room for three nights equals three lodging nights.)

What is your method for collecting attendance and overnight data? What is your estimated accuracy used in calculating these numbers?

The attendance overnight data will be collected by contacting schools who are using buses to bring students to see our shows and ask them to report how many days they will be staying in Redmond, WA at local hotels to see our productions. This will occur during the initial emails sent to schools and theatre groups, inviting them to see our productions for field trips or senior community outings. We will offer discounted tickets to large groups who attend our "Young Professionals" productions and report their overnight data to us via email. The estimated accuracy when calculating these numbers is rather accurate, as we believe schools and theatre groups would provide us with their complete overnight data.

How will your organization verify the attendance and hotel stay information for your project? (i.e. attendee questionnaires, registration information, ticketed sales information, hotel room data, etc.).

The attendance overnight data will be verified by contacting schools and senior facilities that are using buses to bring individuals to see our shows and ask them to report how many days they will be staying in Redmond, WA at local hotels to see our productions. This will occur during the initial emails sent to schools, assisted living facilities, and theatre groups, inviting them to see our productions for special trips. We will offer discounted tickets to large groups who attend our "Young Professionals" productions and report their overnight data to us via email. The verified data will be gathered by actual ticket numbers from each given theatre group or school that attends our productions from 50 miles or more away from "The Redmond Academy of Theatre Arts."

If this project took place in the past:

Where did it take place? The Redmond Academy of Theatre Arts

How many years has this project taken place? 2

How many estimated attendees did the project have in the most recent years?

Year: 2025 Attendance: 2043 Paid Overnight Stays Generated: 0

Year: 2024 Attendance: 1511 Paid Overnight Stays Generated: 0

Year: 2023 Attendance: 1056 Paid Overnight Stays Generated: 1

What method was used for collecting and calculating past attendance and overnight stay data?

The above data is collected from ticket sales from shows that incorporated our "Young Professional" performers ages 18+ throughout the last 2 years. We have previously done about 1-2 shows per year with "Young Professional" performers. However, this data only incorporates the musical theatre data. This project attempts to incorporate a new "Theatre for Young Audiences" program, which will hopefully be able to bring more buses of students from outside schools, counties, and states. We were able to bring a bus of students to our production of "Sweeney Todd" from Enumclaw High School, which was 50 miles away from us in 2023, that resulted in an overnight stay for that group of 55 students and teachers. We also were able to successfully facilitate a group of 30 seniors from "Emerald Heights" who saw our production of "A Chorus Line" in 2023. We intend to reach out to multiple schools, elderly facilities, and theatre groups from 50 miles away or more to bus to our facility and see our shows intended for all ages of audience members.

How many days of programming is this event or project? 40

Briefly explain each day of programming.

The programming within these 40 days incorporates multiple show dates for our 4 annual productions that are intended to incorporate Young Professional performers. Each production will have 10 days of performances.

Madagascar (Theatre For Young Audiences): Performances September 30-October 5, 2025. Rights & Royalties for this production have already been purchased; auditions are planned for August 9-10, 2025. Production team payment (Director, Musical Director, Choreographer, and Stage Manager) have not occurred yet.

Company: Performances over 10 days planned for May, 2026. Show Rights & Royalties have not been purchased yet, so specific show dates can not be verified currently. Upon receipt of funding for our project from the "Tourism Promotion Grant Program," we will buy the rights for this production.

Godspell: Performances over 10 days planned for July, 2026. Show Rights & Royalties have not been purchased yet, so specific show dates can not be verified currently. Upon receipt of funding for our project from the "Tourism Promotion Grant Program," we will buy the rights for this production.

Rent: Performances over 10 days planned for August, 2026. Show Rights & Royalties have not been purchased yet, so specific show dates can not be verified currently. Upon receipt of funding for our project from the "Tourism Promotion Grant Program," we will buy the rights for

How will your project use these funds to attract an audience from outside of Redmond? Is there an appeal for visitors from more than 50 miles away to come to your event or project?

*Note: This funding is awarded with the intention of driving visitors from more than 50 miles away and to generate paid overnight stays in Redmond.*

We will use the funding from this grant to support our staffing to reach out to schools that are 50 miles or more away from "The Redmond Academy of Theatre Arts." We do believe our 2025-2026 season of shows with theatre for young audiences as well as more professional productions of musicals is a draw for people to visit us. We believe there is a need for theatre for young audiences in our Redmond community that we can use to draw individuals from other areas to visit our community for a show via bus and stay overnight before driving back. We will also use our funds to partner with local restaurants for some of our "Young Professionals" productions to create a unique "Dinner Theatre" experience that might also draw more individuals to our productions and promote more attendance at local restaurants that have been selected to cater some of our selected shows.

Describe how you will advertise, publicize, or otherwise distribute information regarding your project to market and attract an audience from more than 50 miles away.

We intend to send emails to specifically identified schools and theatre groups that are 50 miles or more away from Redmond Academy. These emails will invite these groups to see our productions at a discounted rate to entice them to visit us. We will also publicize our shows via social media and our website to reach outside audiences. Furthermore, advertisements with our selected partner restaurants will also occur to get larger audiences for our shows and provide more publicity to all involved.

Is there a targeted market or specific audience for this project and if so, please specify?

Yes, there are a few target audiences for this "Young Professionals" program. The first one is Theatre for Young Audiences, specifically, shows geared towards young families and audience members from newborns to adults who may be introducing their children or students within their schools to theatre via a short, fun show performed by 18+ "Young Professionals" via our new program. The second target audience is individuals from middle school and high school all the way up to senior citizens. Both of these target audiences have opportunities for buses of students and seniors to attend our shows and stay overnight.

### 3. Innovation

Has a project like this been done before and if so, has your project taken a unique direction from past years or similar events? Please explain.

Our "Young Professionals" program has performed musicals since 2023. Currently, we are trying to take a unique change within this program to incorporate "Theatre for Young Audiences" performances as well as 4, as opposed to 2 annual "Young Professionals" shows per year; one every season: Fall, Winter, Spring, and Summer. This will allow for constant community outreach throughout the year from various schools, retirement homes, and theatre groups for our shows.

There would also be an additional community and state economic benefit via this "Tourism Promotion Grant Program": the support of a dinner theatre within the city of Redmond, WA. We believe that this "Young Professionals" program can add a new fun theatrical outing aspect for our audience members and generate more revenue for our studio via the introduction of quality food/drink options being provided at our business from selected partner restaurants. A "Dinner and a show" is something that Redmond, Washington is lacking, and we are looking to fill that void with our dinner theatre performances via the "Young Professionals" program.

### 4. Benefit and Impact to the Community

Does your event benefit many of Redmond's businesses? If so, how?

With the addition of a "Dinner Theatre" aspect to our shows, this will promote spending and partnerships at other food establishments in the Redmond, WA area, because the current plan while we start the "Dinner Theatre" aspect is to have our own serving plates, utensils, and servers, but we would get all the food options catered for whatever show we are presenting so the menu options would always change. For example, if we do "Waitress" we could get food from a local diner or bakery, if we do "The Wedding Singer", we could get food from a local Italian or French restaurant. These partnerships would drive revenue to our local Redmond businesses as well as drive more people to visit Redmond, WA for a "Dinner Theatre" experience.

Currently, we have provided free and reduced-price space rental of our "Black Box Theatre for Diversity and Inclusion" to multiple minority-owned organizations in need, including "Aakriti Dance Academy", "Mohini Dance School", "Bollywood Dance School", and "Non-Stop Seattle Band." This "Tourism" grant allows us to continue to provide free and reduced-priced/pay what you can tickets for our audience members on select performances of each of our full-length shows, as well as anyone who donates food, clothing, or gifts to "Hopelink", a center that provides necessary items for low-income and homeless families within the Redmond community. We have also started offering free concession items to those who donate to "Hopelink" at all of our shows.

Does your project promote Redmond as an inclusive and welcoming community? If so, how?

Yes, our program promotes Redmond as an inclusive community because it showcases theatre that is geared towards families and young audience members who are often not able to see theatre due to age restrictions at other theatres. In our "Theatre for Young Audiences" portion of our "Young Professionals" program, we will not have any minimum age for audience members, so our Redmond families can have access to shows they would have otherwise been excluded from. We also are being inclusive of other schools (example: Enumclaw High School, which visited our "Sweeney Todd" production in 2023) and retirement homes (example: Emerald Heights, which visited our "A Chorus Line" production in 2023). We have provided free and reduced-price ticketing to our shows to support those who may need financial assistance, but would also like to enjoy theatre. We are attempting to bring groups of people from all different backgrounds to see our shows.

How will you evaluate the success of the project?

Evaluation of the success of the project will be completed via ticket sale numbers as well as the number of tickets sold to our touring groups we invite to our shows who are from 50 miles away or more. We will also evaluate the success of this "Young Professionals" performance program by the number of hotel night stays reported to us via our emailed correspondence with our touring groups who arrive via buses for school field trips and outings related to Retirement communities.

I am an authorized agent of the organization/agency applying for funding. By initialing each statement, then signing below, I certify that I have the authority of the organization/agency represented in this application to submit this request for funding on its behalf. I further certify that the foregoing is true and correct to the best of my knowledge:

     **BW** Washington limits how hotel/motel taxes may be used. I am proposing a tourism-related service for fiscal year 2026. If awarded, requested funds will be used only for the purposes described and established by state law. I understand the use of these funds are subject to audit by the Washington State Auditor.

     **BW** If awarded, my organization/agency intends to enter into a Memo of Understanding (MOU) contract with the City of Redmond, provide proof of appropriate insurance required for the duration of the project naming the City of Redmond as an additional insured in an amount determined by the City (detailed in the MOU), and file for a permit, if applicable.

     **BW** If my event or project is awarded tourism funds but unable to receive special event permitting approval, I understand the tourism funding will be subject to termination. Furthermore, if my organization is placed on permitting probation for any reason, I understand I will be unable to apply for these tourism funds during the probation year.

BW The City of Redmond will only reimburse those costs actually incurred by my organization/agency and only after the service is rendered, paid for if provided by a third party, and showing proof of payment and services provided. I will submit supporting documents to the City of Redmond as requested, including copies of payment documentation.

BW I understand that my organization/agency will be required to submit a report documenting the economic impact results of my funded activity in the form of a project summary, to include the number of tourists the event reached and the methods by which my organization/agency surveyed the attendance. Failure to provide this information or any other requested documentation within the timeframe requested may affect my organization's/agency's ability to receive expense reimbursements and affect our future funding eligibility.

BW I understand I will need to promote the Experience Redmond logo and any associated tourism branding on our website and other marketing materials. There may be an additional logo to promote based on the most current City tourism programs.

Signature: Bethanie Willis

## **TOURISM PROMOTION FUND CRITERIA:**

- **Tourism promotion:**

Does the project/event:

Meet the basic state requirements for tourism promotion?

Promote the City as a destination place?

Attract visitors from more than 50 miles away, build new audiences, and encourage tourist expansion?

Support regional tourism planning?

Does the project or event have data to show proven positive impact on tourism in Redmond?

Is the project of a scale suitable for this funding program? (i.e. scale should be of a size to have an impact on increasing overnight stays and/or generate local business revenue)

- **Benefit and Impact to the community:**

Does the project promote a positive image for the City?

Does the project promote Redmond as an inclusive and welcoming community?

- **Innovation:**

Is this project/event unusual or unique?

Does it move an existing program in a new direction?

- **Funding:**

Are there additional revenue sources used to support this project/event?

Is this funding request for a new project/event or to continue or expand on-going project/event?

## **PROJECT EVALUATION CRITERIA**

Awards are based on the extent to which the applicant project or activity meets the following criteria:

- Priority is given to Redmond-based activities and projects.
- Priority is given to programs requesting seed money versus ongoing funding.
- The project or activity:
  - Promotes tourism which benefits the overall community, rather than a specific segment or interest
  - Supports regional tourism planning/promotion
  - Promotes the unique attributes of Redmond for tourists and the community
  - Promotes the city as a destination place
  - Encourages partnerships (public/private)
  - Supports long-lasting assets, capital facilities/amenities
  - Supports businesses or programs that advance City of Redmond equity and inclusion goals

The City reserves the right, in its sole discretion, to fund or not fund any particular project or program for which an application is submitted. The determination of whether to fund a particular project or program will be based upon a number of factors, including but not limited to: the ability of the program or project to promote tourism in the city, the relative merits of the project or program compared to the applications and the overall availability of funding. The City is the sole judge of its obligation to fund any particular project or program regardless of its merits under these factors.

## **PLEASE SUBMIT APPLICATION**

to the Lodging Tax Advisory Committee (LTAC) by **5:00 p.m. on August 11** via one of the following:

- Email application: Jackie Lalor at [jlalor@redmond.gov](mailto:jlalor@redmond.gov)
- Mail application: City of Redmond; Attn: Jackie; MS: 4SPL, PO Box 97010, Redmond, WA 98073-9710
- Hand deliver application C/O Jackie Lalor: Redmond City Hall, 15670 NE 85<sup>th</sup> Street, Redmond 98052. Drop at the Customer Service Center on the first floor.



**8/19/25 UPDATE: Big Hug confirmed they are part of the Friends of the Village Collective and gives priority in funding to the Friends of the Village application.**

**DUE DATE: All 2026 Tourism Grant applications must be submitted to [jlalor@redmond.gov](mailto:jlalor@redmond.gov) by 5:00 p.m. on Monday, August 11.**

Late submissions will not be accepted—no exceptions.

We strongly encourage you to submit your application early to avoid any issues that could result in disqualification.

---

## Tourism Program Grant Application

### TO BE CONSIDERED FOR FUNDING, REQUESTS MUST BE USED FOR ONE OF THE FOLLOWING PURPOSES (RCW 67.28.1816):

- Tourism marketing
- Marketing and operations of special events and festivals designed to attract tourists
- Operations of tourism-related facilities owned or operated by nonprofit organizations as defined by the IRC 501(c)(3) or 501(c)(6). Proof of nonprofit status will be required.

**Note: Capital purchases or improvements are not an allowable use except for City owned and/or Public Facilities District owned tourism-related facilities.**

### STATE LAW DEFINING THE USE OF SPECIAL LODGING TAX

State law defines promoting tourism as: "activities, operations, and expenditures designed to increase tourism, including but not limited to advertising, publicizing, or otherwise distributing information for the purpose of attracting and welcoming tourists; developing strategies to expand tourism; operating tourism promotion agencies; and funding the marketing of or the operation of special events and festivals designed to attract tourists."

### STATE LAW REQUIRES THAT:

Applicants applying for use of revenues in this chapter must provide the municipality to which they are applying estimates of how any moneys received will result in increases in the number of people traveling for business or pleasure on a trip: (1) away from their place of residence or business for the day or staying overnight in paid accommodations; (2) to a place fifty miles or more one way from their place of residence or business for the day or staying overnight; or (3) from another country or state outside of their place of residence or their business.

The City of Redmond is required to report the effectiveness of the dollars granted to increase overnight stays and generate local business revenue. This application and the project summary completed after the project, will help the City in determining the effectiveness of the dollars granted.

Project Title: \_\_\_\_\_

Event Start Date: \_\_\_\_\_ **2026** \_\_\_\_\_ Event End Date: \_\_\_\_\_ **2026** \_\_\_\_\_

Note: These are the date(s) of the event space being utilized for programming.

How many total days of event programming will you have? \_\_\_\_\_

Type of Project: *(i.e. Youth soccer tournament)* \_\_\_\_\_



Project Location(s) (please list all locations): \_\_\_\_\_

Is this a new or reoccurring event/program?  New  Reoccurring

Contact Person: \_\_\_\_\_

Contact E-mail: \_\_\_\_\_

Company/Organization: \_\_\_\_\_ Phone: \_\_\_\_\_

Address: \_\_\_\_\_

City: \_\_\_\_\_ State: \_\_\_\_\_ Zip: \_\_\_\_\_

Authorized Signer: \_\_\_\_\_

*(Person representing agency or organization authorized to sign Memorandum of Understanding with the City)*

In two sentences, please explain your project (no more than 75 words).

Will your project take place in the 2026 year, and can you provide all documentation such as the project summary with proof of expense payments within **30-days of your event/project completion?** *Note: Events taking place in November and December will be subject to an early December deadline.*

- No
- Yes

Organization is:  Profit-Making  Non-Profit 501-C\*  Public Agency

**\*Please include verification of non-profit with application.**

Which type of category does your project falls under per RCW 67.28.1816?

- Special event or festival (i.e., sporting event, Festival of Color)
- Tourism marketing/development

Have you previously received a City of Redmond Tourism Grant for this specific project?

- No
- Yes

Are you already working in partnership with a Redmond hotel on marketing overnight stays for this project or event?

- No
- Yes

Hotel name(s): \_\_\_\_\_ Hotel contact(s): \_\_\_\_\_

Contact(s) phone: \_\_\_\_\_ Contact(s) email: \_\_\_\_\_

**World Cup 2026 Inquiry**

The 2026 FIFA World Cup will take place from June 11 to July 19, 2026, with six matches scheduled in Seattle during that time. Do you plan to host any activities or viewing opportunities at your event related to the 2026 tournament?

Please select one:

- No, we do not plan to host any World Cup-related activities.
- Possibly or undecided at this time.
- Yes, but the activities are separate from the event covered in this application.
- Yes, we plan to incorporate World Cup 2026 activities into the event covered in this application.

**FUND CRITERIA**

**1. Funding:**

ESTIMATED BUDGETED REVENUE		ESTIMATED BUDGETED EXPENSES	
*Grant amount requested:	\$ _____	Marketing:	\$ _____
Your organization funding given to this project:	\$ _____	Operations:	\$ _____
Sponsorships:	\$ _____	Staff:	\$ _____
Other Grants:	\$ _____	Other:	\$ _____
**Other revenue sources:	\$ _____	Other:	\$ _____
Total project revenue:	\$ _____	Total project expenses:	\$ _____

**\*The grant amount awarded cannot exceed more than 50% of the cost of the project.**

\*\*List all revenue sources expected/committed for this event. Include your own organization funding, other grant requests, sponsorships, ticket sales, etc.

## 2. Tourism Promotion:

Please read the below carefully and provide estimates	Estimates
What is the total expected attendance for this project (Please <u>provide the combined attendance across all days</u> of the project- you may count repeat guests that come on each day of the event as a new attendee each day)	
Of the total attendance, how many are predicted to travel more than 50 miles? <b>(This number must be at least 5% of your total attendance to qualify for this grant.)</b>	
Of the people who travel more than 50 miles, how many traveled from another state or country.	
Total number of attendees who will stay overnight	
Of the overnight attendees, how many will stay overnight and <b>PAY</b> for accommodations?	
Of the overnight attendees, how many will <b>NOT PAY</b> for accommodations?	

**Total number of projected paid lodging nights:** \_\_\_\_\_

(Note: one lodging night = one or more persons occupying one room for one night. For example: two people in one room for three nights equals three lodging nights.)

What is your method for collecting attendance and overnight data? What is your estimated accuracy used in calculating these numbers?

How will your organization verify the attendance and hotel stay information for your project? (i.e. attendee questionnaires, registration information, ticketed sales information, hotel room data, etc.).

If this project took place in the past:

Where did it take place? \_\_\_\_\_

How many years has this project taken place? \_\_\_\_\_

How many estimated attendees did the project have in the most recent years?

Year: \_\_\_\_\_ Attendance: \_\_\_\_\_ Paid Overnight Stays Generated: \_\_\_\_\_

Year: \_\_\_\_\_ Attendance: \_\_\_\_\_ Paid Overnight Stays Generated: \_\_\_\_\_

Year: \_\_\_\_\_ Attendance: \_\_\_\_\_ Paid Overnight Stays Generated: \_\_\_\_\_

What method was used for collecting and calculating past attendance and overnight stay data?

How many days of programming is this event or project? \_\_\_\_\_

Briefly explain each day of programming.

How will your project use these funds to attract an audience from outside of Redmond? Is there an appeal for visitors from more than 50 miles away to come to your event or project?

*Note: This funding is awarded with the intention of driving visitors from more than 50 miles away and to generate paid overnight stays in Redmond.*

Describe how you will advertise, publicize, or otherwise distribute information regarding your project to market and attract an audience from more than 50 miles away.

Is there a targeted market or specific audience for this project and if so, please specify?

**3. Innovation**

Has a project like this been done before and if so, has your project taken a unique direction from past years or similar events? Please explain.

**4. Benefit and Impact to the Community**

Does your event benefit many of Redmond's businesses? If so, how?

Does your project promote Redmond as an inclusive and welcoming community? If so, how?

How will you evaluate the success of the project?

I am an authorized agent of the organization/agency applying for funding. By initialing each statement, then signing below, I certify that I have the authority of the organization/agency represented in this application to submit this request for funding on its behalf. I further certify that the foregoing is true and correct to the best of my knowledge:

\_\_\_\_\_ Washington limits how hotel/motel taxes may be used. I am proposing a tourism-related service for fiscal year 2026. If awarded, requested funds will be used only for the purposes described and established by state law. I understand the use of these funds are subject to audit by the Washington State Auditor.

\_\_\_\_\_ If awarded, my organization/agency intends to enter into a Memo of Understanding (MOU) contract with the City of Redmond, provide proof of appropriate insurance required for the duration of the project naming the City of Redmond as an additional insured in an amount determined by the City (detailed in the MOU), and file for a permit, if applicable.

\_\_\_\_\_ If my event or project is awarded tourism funds but unable to receive special event permitting approval, I understand the tourism funding will be subject to termination. Furthermore, if my organization is placed on permitting probation for any reason, I understand I will be unable to apply for these tourism funds during the probation year.

\_\_\_\_\_ The City of Redmond will only reimburse those costs actually incurred by my organization/agency and only after the service is rendered, paid for if provided by a third party, and showing proof of payment and services provided. I will submit supporting documents to the City of Redmond as requested, including copies of payment documentation.

\_\_\_\_\_ I understand that my organization/agency will be required to submit a report documenting the economic impact results of my funded activity in the form of a project summary, to include the number of tourists the event reached and the methods by which my organization/agency surveyed the attendance. Failure to provide this information or any other requested documentation within the timeframe requested may affect my organization's/agency's ability to receive expense reimbursements and affect our future funding eligibility.

\_\_\_\_\_ I understand I will need to promote the Experience Redmond logo and any associated tourism branding on our website and other marketing materials. There may be an additional logo to promote based on the most current City tourism programs.

Signature: \_\_\_\_\_

## **TOURISM PROMOTION FUND CRITERIA:**

- **Tourism promotion:**

Does the project/event:

Meet the basic state requirements for tourism promotion?

Promote the City as a destination place?

Attract visitors from more than 50 miles away, build new audiences, and encourage tourist expansion?

Support regional tourism planning?

Does the project or event have data to show proven positive impact on tourism in Redmond?

Is the project of a scale suitable for this funding program? (i.e. scale should be of a size to have an impact on increasing overnight stays and/or generate local business revenue)

- **Benefit and Impact to the community:**

Does the project promote a positive image for the City?

Does the project promote Redmond as an inclusive and welcoming community?

- **Innovation:**

Is this project/event unusual or unique?

Does it move an existing program in a new direction?

- **Funding:**

Are there additional revenue sources used to support this project/event?

Is this funding request for a new project/event or to continue or expand on-going project/event?

## **PROJECT EVALUATION CRITERIA**

Awards are based on the extent to which the applicant project or activity meets the following criteria:

- Priority is given to Redmond-based activities and projects.
- Priority is given to programs requesting seed money versus ongoing funding.
- The project or activity:
  - Promotes tourism which benefits the overall community, rather than a specific segment or interest
  - Supports regional tourism planning/promotion
  - Promotes the unique attributes of Redmond for tourists and the community
  - Promotes the city as a destination place
  - Encourages partnerships (public/private)
  - Supports long-lasting assets, capital facilities/amenities
  - Supports businesses or programs that advance City of Redmond equity and inclusion goals

The City reserves the right, in its sole discretion, to fund or not fund any particular project or program for which an application is submitted. The determination of whether to fund a particular project or program will be based upon a number of factors, including but not limited to: the ability of the program or project to promote tourism in the city, the relative merits of the project or program compared to the applications and the overall availability of funding. The City is the sole judge of its obligation to fund any particular project or program regardless of its merits under these factors.

## **PLEASE SUBMIT APPLICATION**

to the Lodging Tax Advisory Committee (LTAC) by **5:00 p.m. on August 11** via one of the following:

- Email application: Jackie Lalor at [jlalor@redmond.gov](mailto:jlalor@redmond.gov)
- Mail application: City of Redmond; Attn: Jackie; MS: 4SPL, PO Box 97010, Redmond, WA 98073-9710
- Hand deliver application C/O Jackie Lalor: Redmond City Hall, 15670 NE 85<sup>th</sup> Street, Redmond 98052. Drop at the Customer Service Center on the first floor.



**DUE DATE:** All 2026 Tourism Grant applications must be submitted to [jlalor@redmond.gov](mailto:jlalor@redmond.gov) by **5:00 p.m. on Monday, August 11.**

Late submissions will not be accepted—no exceptions.

We strongly encourage you to submit your application early to avoid any issues that could result in disqualification.

---

## Tourism Program Grant Application

### TO BE CONSIDERED FOR FUNDING, REQUESTS MUST BE USED FOR ONE OF THE FOLLOWING PURPOSES (RCW 67.28.1816):

- Tourism marketing
- Marketing and operations of special events and festivals designed to attract tourists
- Operations of tourism-related facilities owned or operated by nonprofit organizations as defined by the IRC 501(c)(3) or 501(c)(6). Proof of nonprofit status will be required.

**Note: Capital purchases or improvements are not an allowable use except for City owned and/or Public Facilities District owned tourism-related facilities.**

### STATE LAW DEFINING THE USE OF SPECIAL LODGING TAX

State law defines promoting tourism as: "activities, operations, and expenditures designed to increase tourism, including but not limited to advertising, publicizing, or otherwise distributing information for the purpose of attracting and welcoming tourists; developing strategies to expand tourism; operating tourism promotion agencies; and funding the marketing of or the operation of special events and festivals designed to attract tourists."

### STATE LAW REQUIRES THAT:

Applicants applying for use of revenues in this chapter must provide the municipality to which they are applying estimates of how any moneys received will result in increases in the number of people traveling for business or pleasure on a trip: (1) away from their place of residence or business for the day or staying overnight in paid accommodations; (2) to a place fifty miles or more one way from their place of residence or business for the day or staying overnight; or (3) from another country or state outside of their place of residence or their business.

The City of Redmond is required to report the effectiveness of the dollars granted to increase overnight stays and generate local business revenue. This application and the project summary completed after the project, will help the City in determining the effectiveness of the dollars granted.

Project Title: Redmond Wine Walk 2026

Event Start Date: August 2026 Event End Date: August 2026

Note: These are the date(s) of the event space being utilized for programming.

How many total days of event programming will you have? 1

Type of Project: *(i.e. Youth soccer tournament)* Wine Walk

Project Location(s) (please list all locations): Redmond Town Center

Is this a new or reoccurring event/program?  New  Reoccurring

Contact Person: Kristina Hudson

Contact E-mail: kristinah@oneredmond.org

Company/Organization: OneRedmond Foundation Phone: (425) 885-4014

Address: 8383 158th Avenue NE, Suite 225

City: Redmond State: WA Zip: 98052

Authorized Signer: Kristina Hudson, CEO

*(Person representing agency or organization authorized to sign Memorandum of Understanding with the City)*

In two sentences, please explain your project (no more than 75 words).

The 5th Annual Redmond Wine Walk will showcase 18+ wineries from across Washington in a walkable tasting event at Redmond Town Center. Guests will "sip, stroll, and shop" while completing the new Washington Wine Regions Passport, highlighting wines from diverse AVAs. With strong Redmond Town Center and Redmond hotel partnerships, Alaska Airlines and their "Wine Flies Free," program, and Woodinville Wine Country tasting pass discounts, the 2026 event aims for 550 attendees and at least 40 overnight stays in Redmond.

Will your project take place in the 2026 year, and can you provide all documentation such as the project summary with proof of expense payments within **30-days of your event/project completion?** *Note: Events taking place in November and December will be subject to an early December deadline.*

- No
- Yes

Organization is:  Profit-Making  Non-Profit 501-C\*  Public Agency

**\*Please include verification of non-profit with application.**

Which type of category does your project falls under per RCW 67.28.1816?

- Special event or festival (i.e., sporting event, Festival of Color)
- Tourism marketing/development

Have you previously received a City of Redmond Tourism Grant for this specific project?

- No
- Yes

Are you already working in partnership with a Redmond hotel on marketing overnight stays for this project or event?

- No  
 Yes

Hotel name(s): Archer | HGI | Marriott | Hilton Hotel contact(s): Cassandra L, Crystal P, Lauren G, etc.

Contact(s) phone: various Contact(s) email: various

**World Cup 2026 Inquiry**

The 2026 FIFA World Cup will take place from June 11 to July 19, 2026, with six matches scheduled in Seattle during that time. Do you plan to host any activities or viewing opportunities at your event related to the 2026 tournament?

Please select one:

- No, we do not plan to host any World Cup-related activities.  
 Possibly or undecided at this time.  
 Yes, but the activities are separate from the event covered in this application.  
 Yes, we plan to incorporate World Cup 2026 activities into the event covered in this application.

**FUND CRITERIA**

**1. Funding:**

ESTIMATED BUDGETED REVENUE		ESTIMATED BUDGETED EXPENSES	
*Grant amount requested:	\$ <u>10,000.00</u>	Marketing:	\$ <u>15,000.00</u>
Your organization funding given to this project:	\$ <u>7,500.00</u>	Operations:	\$ <u>5,000.00</u>
Sponsorships:	\$ <u>7,500.00</u>	Staff:	\$ <u>7,500.00</u>
Other Grants:	\$ _____	Other:	\$ <u>12,500.00</u>
**Other revenue sources:	\$ <u>15,000.00</u>	Other:	\$ _____
Total project revenue:	\$ <u>40,000.00</u>	Total project expenses:	\$ <u>40,000.00</u>

**\*The grant amount awarded cannot exceed more than 50% of the cost of the project.**

\*\*List all revenue sources expected/committed for this event. Include your own organization funding, other grant requests, sponsorships, ticket sales, etc.

**2. Tourism Promotion:**

Please read the below carefully and provide estimates	Estimates
What is the total expected attendance for this project (Please <u>provide the combined attendance across all days</u> of the project- you may count repeat guests that come on each day of the event as a new attendee each day)	550
Of the total attendance, how many are predicted to travel more than 50 miles? <b>(This number must be at least 5% of your total attendance to qualify for this grant.)</b>	65
Of the people who travel more than 50 miles, how many traveled from another state or country.	20
Total number of attendees who will stay overnight	
Of the overnight attendees, how many will stay overnight and <b>PAY</b> for accommodations?	35
Of the overnight attendees, how many will <b>NOT PAY</b> for accommodations?	10

**Total number of projected paid lodging nights:** 40

(Note: one lodging night = one or more persons occupying one room for one night. For example: two people in one room for three nights equals three lodging nights.)

What is your method for collecting attendance and overnight data? What is your estimated accuracy used in calculating these numbers?

We track using our event registration system, and will work with our travel partners (airline, hotel, wine pass) to track hotel room stays. We will also be utilizing data from the Redmond TPA's Booking widget in 2026, that we plan to embed on the event web pages on our OneRedmond website, as well as Experience Redmond and Redmond Town Center. We are confident that our numbers are 99% accurate.

How will your organization verify the attendance and hotel stay information for your project? (i.e. attendee questionnaires, registration information, ticketed sales information, hotel room data, etc.).

There will be multiple ways to track attendance and overnight data. Attendee registration, hotel room data, wine tour reservations, TPA Booking widget. We will work work on a plan for collecting data onsite at the event along with a follow up electronic survey to attendees.

If this project took place in the past:

Where did it take place? Redmond Town Center

How many years has this project taken place? Four (2025 event taking place on August 22)

How many estimated attendees did the project have in the most recent years?

Year: 2024 Attendance: 546 Paid Overnight Stays Generated: 37

Year: 2023 Attendance: 674 Paid Overnight Stays Generated: 52

Year: 2022 Attendance: 450 Paid Overnight Stays Generated: 2

What method was used for collecting and calculating past attendance and overnight stay data?

Historically, ticket sales and location data from Eventbrite, combined with direct hotel partner feedback, has allowed us to determine overnight stays attributable to the event.

How many days of programming is this event or project? 1

Briefly explain each day of programming.

The 5th Annual Redmond Wine Walk, hosted by the OneRedmond Foundation, is a signature, one-day event that transforms Redmond Town Center into a walkable tasting tour of Washington's world-class wine regions. Guests will "sip, stroll, and shop" as they explore 18+ wineries pouring in local shops, restaurants, and businesses—each representing a distinct Washington AVA.

For this milestone year, we are exploring a special spotlight on women-led wineries in partnership with the Alliance of Women in Washington Wine and alignment with the Washington Wine Commission's WAugust campaign. The newly introduced Washington Wine Regions Passport will guide guests through tastings from multiple AVAs, encouraging exploration and engagement.

To encourage overnight stays, we'll coordinate with local hotels, Alaska Airlines' Wine Flies Free program, and 20% off Woodinville Wine Country tasting passes, giving guests added value to extend their trip. We'll also highlight regional attractions such as Saturday concerts at Marymoor Park, Remlinger Farms, and Chateau Ste. Michelle—promoting a "Make a Weekend of It" experience that blends wine, music, and travel.

How will your project use these funds to attract an audience from outside of Redmond? Is there an appeal for visitors from more than 50 miles away to come to your event or project?

*Note: This funding is awarded with the intention of driving visitors from more than 50 miles away and to generate paid overnight stays in Redmond.*

The 5th Annual Redmond Wine Walk will leverage its milestone year to expand beyond a beloved local tradition into a regional draw for wine lovers across the Pacific Northwest. We will partner with the Washington Wine Commission to align our Washington Wine Regions Passport with the statewide WAugust celebration, tapping into an existing month-long marketing campaign that already engages wine enthusiasts from Eastern Washington, Oregon, and British Columbia.

Our partnerships will extend to the Alliance of Women in Washington Wine to feature select women-led wineries, adding a unique, equity-focused storytelling angle that resonates with visitors seeking fresh experiences and meaningful connections. These participating wineries, many located in AVAs far outside of Redmond, will be invited to promote the Wine Walk to their own customer bases, using their mailing lists, tasting rooms, and social channels

To convert regional visitors into overnight guests, we will package the event with special Redmond hotel offers; Alaska Airlines offerings and "Wine Flies Free" program, and Woodinville Wine Country discounted tasting pass. Our marketing will emphasize the "Make a Weekend of It" theme, tying in Saturday entertainment options such as concerts at Marymoor Park, Remlinger Farm, and Chateau Ste Michelle. This combined approach of themed programming, high-value travel perks, and cross-promotion through winery and tourism partners is designed

Describe how you will advertise, publicize, or otherwise distribute information regarding your project to market and attract an audience from more than 50 miles away.

To expand our reach beyond Redmond and drive overnight stays, we'll invest in geo-targeted digital ads (social + Google) aimed at wine lovers across Washington, Oregon, and British Columbia. We'll collaborate with participating wineries to promote to their customer bases statewide, amplifying the Washington Wine Regions Passport and WAugust tie-in with special promo codes. Paid placements in SIP Northwest, Local Wine Events, and wine-specific blogs, plus influencer partnerships, will extend visibility. We'll also submit to WAugust, 425 Magazine, and key regional event calendars, and pitch stories highlighting women winemakers to secure media coverage. Travel incentives—Alaska Airlines "Wine Flies Free," Woodinville Wine Country tasting pass discounts, and Redmond hotel packages—will be central to all outreach, along with concert weekend tie-ins to create a compelling "Make it a Weekend" message.

Is there a targeted market or specific audience for this project and if so, please specify?

Our primary target is wine enthusiasts ages 30–65 from outside Redmond, particularly in Washington, Oregon, and British Columbia, who are motivated by unique tasting experiences and travel perks. Secondary audiences include regional wine clubs, food and wine media, and lifestyle influencers. We will also target members and followers of the Alliance of Women in Washington Wine to highlight our women-led winery feature, appealing to visitors interested in supporting women in business. Geo-targeted campaigns will focus on areas within a 3–5 hour drive or short flight, leveraging Alaska Airlines “Wine Flies Free” and nearby concerts to encourage overnight stays.

### 3. Innovation

Has a project like this been done before and if so, has your project taken a unique direction from past years or similar events? Please explain.

The Redmond Wine Walk has been hosted annually since 2022; however, our 5th anniversary in 2026 will introduce significant new elements to differentiate from prior years and similar events in the region. This milestone edition will launch the Washington Wine Regions Passport—aligned with the Washington State Wine Commission’s WAUGUST campaign—encouraging guests to taste wines from multiple AVAs statewide.

We are also exploring a partnership with the Alliance of Women in Washington Wine to highlight women-led wineries, pairing this with special Redmond hotel offerings to highlight these individuals. Enhanced travel incentives, Alaska Airlines’ “Wine Flies Free” program, and nearby concert tie-ins will transform the event from a single-evening tasting into a full weekend experience, directly supporting Redmond’s tourism goals.

### 4. Benefit and Impact to the Community

Does your event benefit many of Redmond’s businesses? If so, how?

The Redmond Wine Walk drives hundreds of attendees into Redmond Town Center’s shops, restaurants, and service businesses, generating direct sales and introducing new customers who often return after the event. Participating wineries, retailers, and food businesses benefit from increased exposure and tax-free wine sales. The event also draws overnight visitors who support Redmond hotels, dining, and entertainment venues.

For 2026, the addition of the Washington Wine Regions Passport, regional travel promotions, and partnerships with local hotels will further amplify economic benefits. The expansion of Sound Transit’s 2-Line into downtown Redmond provides an opportunity to draw more visitors from across the Puget Sound region while encouraging exploration of Overlake, Marymoor Village, and surrounding neighborhoods—spreading the economic impact beyond the Town Center.

Does your project promote Redmond as an inclusive and welcoming community? If so, how?

The Redmond Wine Walk creates a vibrant, walkable celebration in the heart of the city, open to all adults 21+ regardless of wine knowledge or background. The new Washington Wine Regions Passport invites attendees to experience wines from across the state in fun, approachable, and inclusive format, making it easy for first-time tasters and seasoned enthusiasts alike to explore diverse flavors and regions.

By featuring a mix of women-led wineries and producers from multiple AVAs, we highlight a broad spectrum of Washington's wine community and showcase underrepresented voices in the industry. The event also fosters connections with local businesses, live music, and accessible transportation options (including Sound Transit's 2-Line), ensuring all guests feel welcome and included.

How will you evaluate the success of the project?

We will evaluate success using both quantitative and qualitative measures:

- Attendance Tracking: Measure total ticket sales, targeting 500 attendees in 2026, and track participation in the Washington Wine Regions Passport.
- Overnight Stays: Partner hotels will provide post-event reports on room nights booked using our promotional rates.
- Visitor Origin Data: Collect ZIP codes during ticket purchase to determine how many attendees traveled from more than 50 miles away.
- Economic Impact: Survey participating wineries and Redmond Town Center businesses to assess sales generated during the event.
- Marketing Metrics: Monitor engagement and conversion rates from paid digital ads, social media campaigns, and wine-specific publications.
- Participant Feedback: Distribute post-event surveys to gather attendee satisfaction, suggestions, and perception of Redmond as a wine destination.
- Year-over-Year Analysis: Compare results with prior years to assess growth in attendance, overnight stays, and regional reach, using data to refine marketing and programming.

I am an authorized agent of the organization/agency applying for funding. By initialing each statement, then signing below, I certify that I have the authority of the organization/agency represented in this application to submit this request for funding on its behalf. I further certify that the foregoing is true and correct to the best of my knowledge:

    KH     Washington limits how hotel/motel taxes may be used. I am proposing a tourism-related service for fiscal year 2026. If awarded, requested funds will be used only for the purposes described and established by state law. I understand the use of these funds are subject to audit by the Washington State Auditor.

    KH     If awarded, my organization/agency intends to enter into a Memo of Understanding (MOU) contract with the City of Redmond, provide proof of appropriate insurance required for the duration of the project naming the City of Redmond as an additional insured in an amount determined by the City (detailed in the MOU), and file for a permit, if applicable.

    KH     If my event or project is awarded tourism funds but unable to receive special event permitting approval, I understand the tourism funding will be subject to termination. Furthermore, if my organization is placed on permitting probation for any reason, I understand I will be unable to apply for these tourism funds during the probation year.

KH The City of Redmond will only reimburse those costs actually incurred by my organization/agency and only after the service is rendered, paid for if provided by a third party, and showing proof of payment and services provided. I will submit supporting documents to the City of Redmond as requested, including copies of payment documentation.

KH I understand that my organization/agency will be required to submit a report documenting the economic impact results of my funded activity in the form of a project summary, to include the number of tourists the event reached and the methods by which my organization/agency surveyed the attendance. Failure to provide this information or any other requested documentation within the timeframe requested may affect my organization's/agency's ability to receive expense reimbursements and affect our future funding eligibility.

KH I understand I will need to promote the Experience Redmond logo and any associated tourism branding on our website and other marketing materials. There may be an additional logo to promote based on the most current City tourism programs.

Signature:  \_\_\_\_\_

## **TOURISM PROMOTION FUND CRITERIA:**

- **Tourism promotion:**
  - Does the project/event:
    - Meet the basic state requirements for tourism promotion?
    - Promote the City as a destination place?
    - Attract visitors from more than 50 miles away, build new audiences, and encourage tourist expansion?
    - Support regional tourism planning?
  - Does the project or event have data to show proven positive impact on tourism in Redmond?
  - Is the project of a scale suitable for this funding program? (i.e. scale should be of a size to have an impact on increasing overnight stays and/or generate local business revenue)
- **Benefit and Impact to the community:**
  - Does the project promote a positive image for the City?
  - Does the project promote Redmond as an inclusive and welcoming community?
- **Innovation:**
  - Is this project/event unusual or unique?
  - Does it move an existing program in a new direction?
- **Funding:**
  - Are there additional revenue sources used to support this project/event?
  - Is this funding request for a new project/event or to continue or expand on-going project/event?

## **PROJECT EVALUATION CRITERIA**

Awards are based on the extent to which the applicant project or activity meets the following criteria:

- Priority is given to Redmond-based activities and projects.
- Priority is given to programs requesting seed money versus ongoing funding.
- The project or activity:
  - Promotes tourism which benefits the overall community, rather than a specific segment or interest
  - Supports regional tourism planning/promotion
  - Promotes the unique attributes of Redmond for tourists and the community
  - Promotes the city as a destination place
  - Encourages partnerships (public/private)
  - Supports long-lasting assets, capital facilities/amenities
  - Supports businesses or programs that advance City of Redmond equity and inclusion goals

The City reserves the right, in its sole discretion, to fund or not fund any particular project or program for which an application is submitted. The determination of whether to fund a particular project or program will be based upon a number of factors, including but not limited to: the ability of the program or project to promote tourism in the city, the relative merits of the project or program compared to the applications and the overall availability of funding. The City is the sole judge of its obligation to fund any particular project or program regardless of its merits under these factors.

## **PLEASE SUBMIT APPLICATION**

to the Lodging Tax Advisory Committee (LTAC) by **5:00 p.m. on August 11** via one of the following:

- Email application: Jackie Lalor at [jlalor@redmond.gov](mailto:jlalor@redmond.gov)
- Mail application: City of Redmond; Attn: Jackie; MS: 4SPL, PO Box 97010, Redmond, WA 98073-9710
- Hand deliver application C/O Jackie Lalor: Redmond City Hall, 15670 NE 85<sup>th</sup> Street, Redmond 98052. Drop at the Customer Service Center on the first floor.



**DUE DATE:** All 2026 Tourism Grant applications must be submitted to [jlalor@redmond.gov](mailto:jlalor@redmond.gov) by **5:00 p.m. on Monday, August 11.**

Late submissions will not be accepted—no exceptions.

We strongly encourage you to submit your application early to avoid any issues that could result in disqualification.

---

## Tourism Program Grant Application

### TO BE CONSIDERED FOR FUNDING, REQUESTS MUST BE USED FOR ONE OF THE FOLLOWING PURPOSES (RCW 67.28.1816):

- Tourism marketing
- Marketing and operations of special events and festivals designed to attract tourists
- Operations of tourism-related facilities owned or operated by nonprofit organizations as defined by the IRC 501(c)(3) or 501(c)(6). Proof of nonprofit status will be required.

**Note: Capital purchases or improvements are not an allowable use except for City owned and/or Public Facilities District owned tourism-related facilities.**

### STATE LAW DEFINING THE USE OF SPECIAL LODGING TAX

State law defines promoting tourism as: “activities, operations, and expenditures designed to increase tourism, including but not limited to advertising, publicizing, or otherwise distributing information for the purpose of attracting and welcoming tourists; developing strategies to expand tourism; operating tourism promotion agencies; and funding the marketing of or the operation of special events and festivals designed to attract tourists.”

### STATE LAW REQUIRES THAT:

Applicants applying for use of revenues in this chapter must provide the municipality to which they are applying estimates of how any moneys received will result in increases in the number of people traveling for business or pleasure on a trip: (1) away from their place of residence or business for the day or staying overnight in paid accommodations; (2) to a place fifty miles or more one way from their place of residence or business for the day or staying overnight; or (3) from another country or state outside of their place of residence or their business.

The City of Redmond is required to report the effectiveness of the dollars granted to increase overnight stays and generate local business revenue. This application and the project summary completed after the project, will help the City in determining the effectiveness of the dollars granted.

Project Title: \_\_\_\_\_

Event Start Date: \_\_\_\_\_ Event End Date: \_\_\_\_\_

Note: These are the date(s) of the event space being utilized for programming.

How many total days of event programming will you have? \_\_\_\_\_

Type of Project: *(i.e. Youth soccer tournament)* \_\_\_\_\_

Project Location(s) (please list all locations): \_\_\_\_\_

Is this a new or reoccurring event/program?  New  Reoccurring

Contact Person: \_\_\_\_\_

Contact E-mail: \_\_\_\_\_

Company/Organization: \_\_\_\_\_ Phone: \_\_\_\_\_

Address: \_\_\_\_\_

City: \_\_\_\_\_ State: \_\_\_\_\_ Zip: \_\_\_\_\_

Authorized Signer: \_\_\_\_\_

*(Person representing agency or organization authorized to sign Memorandum of Understanding with the City)*

In two sentences, please explain your project (no more than 75 words).

Will your project take place in the 2026 year, and can you provide all documentation such as the project summary with proof of expense payments within **30-days of your event/project completion?** *Note: Events taking place in November and December will be subject to an early December deadline.*

- No
- Yes

Organization is:  Profit-Making  Non-Profit 501-C\*  Public Agency

**\*Please include verification of non-profit with application.**

Which type of category does your project falls under per RCW 67.28.1816?

- Special event or festival (i.e., sporting event, Festival of Color)
- Tourism marketing/development

Have you previously received a City of Redmond Tourism Grant for this specific project?

- No
- Yes

Are you already working in partnership with a Redmond hotel on marketing overnight stays for this project or event?

- No
- Yes

Hotel name(s): \_\_\_\_\_ Hotel contact(s): \_\_\_\_\_

Contact(s) phone: \_\_\_\_\_ Contact(s) email: \_\_\_\_\_

**World Cup 2026 Inquiry**

The 2026 FIFA World Cup will take place from June 11 to July 19, 2026, with six matches scheduled in Seattle during that time. Do you plan to host any activities or viewing opportunities at your event related to the 2026 tournament?

Please select one:

- No, we do not plan to host any World Cup-related activities.
- Possibly or undecided at this time.
- Yes, but the activities are separate from the event covered in this application.
- Yes, we plan to incorporate World Cup 2026 activities into the event covered in this application.

**FUND CRITERIA**

**1. Funding:**

ESTIMATED BUDGETED REVENUE		ESTIMATED BUDGETED EXPENSES	
*Grant amount requested:	\$ _____	Marketing:	\$ _____
Your organization funding given to this project:	\$ _____	Operations:	\$ _____
Sponsorships:	\$ _____	Staff:	\$ _____
Other Grants:	\$ _____	Other:	\$ _____
**Other revenue sources:	\$ _____	Other:	\$ _____
Total project revenue:	\$ _____	Total project expenses:	\$ _____

**\*The grant amount awarded cannot exceed more than 50% of the cost of the project.**

\*\*List all revenue sources expected/committed for this event. Include your own organization funding, other grant requests, sponsorships, ticket sales, etc.

## 2. Tourism Promotion:

Please read the below carefully and provide estimates	Estimates
What is the total expected attendance for this project (Please <u>provide the combined attendance across all days</u> of the project- you may count repeat guests that come on each day of the event as a new attendee each day)	
Of the total attendance, how many are predicted to travel more than 50 miles? <b>(This number must be at least 5% of your total attendance to qualify for this grant.)</b>	
Of the people who travel more than 50 miles, how many traveled from another state or country.	
Total number of attendees who will stay overnight	
Of the overnight attendees, how many will stay overnight and <b>PAY</b> for accommodations?	
Of the overnight attendees, how many will <b>NOT PAY</b> for accommodations?	

**Total number of projected paid lodging nights:** \_\_\_\_\_ 5 \_\_\_\_\_ 

(Note: one lodging night = one or more persons occupying one room for one night. For example: two people in one room for three nights equals three lodging nights.)

What is your method for collecting attendance and overnight data? What is your estimated accuracy used in calculating these numbers?

How will your organization verify the attendance and hotel stay information for your project? (i.e. attendee questionnaires, registration information, ticketed sales information, hotel room data, etc.).

If this project took place in the past:

Where did it take place? \_\_\_\_\_

How many years has this project taken place? \_\_\_\_\_

How many estimated attendees did the project have in the most recent years?

Year: \_\_\_\_\_ Attendance: \_\_\_\_\_ Paid Overnight Stays Generated: \_\_\_\_\_

Year: \_\_\_\_\_ Attendance: \_\_\_\_\_ Paid Overnight Stays Generated: \_\_\_\_\_

Year: \_\_\_\_\_ Attendance: \_\_\_\_\_ Paid Overnight Stays Generated: \_\_\_\_\_

What method was used for collecting and calculating past attendance and overnight stay data?

How many days of programming is this event or project? \_\_\_\_\_

Briefly explain each day of programming.

How will your project use these funds to attract an audience from outside of Redmond? Is there an appeal for visitors from more than 50 miles away to come to your event or project?

*Note: This funding is awarded with the intention of driving visitors from more than 50 miles away and to generate paid overnight stays in Redmond.*

Describe how you will advertise, publicize, or otherwise distribute information regarding your project to market and attract an audience from more than 50 miles away.

Is there a targeted market or specific audience for this project and if so, please specify?

**3. Innovation**

Has a project like this been done before and if so, has your project taken a unique direction from past years or similar events? Please explain.

**4. Benefit and Impact to the Community**

Does your event benefit many of Redmond's businesses? If so, how?

Does your project promote Redmond as an inclusive and welcoming community? If so, how?

How will you evaluate the success of the project?

I am an authorized agent of the organization/agency applying for funding. By initialing each statement, then signing below, I certify that I have the authority of the organization/agency represented in this application to submit this request for funding on its behalf. I further certify that the foregoing is true and correct to the best of my knowledge:

\_\_\_\_\_ Washington limits how hotel/motel taxes may be used. I am proposing a tourism-related service for fiscal year 2026. If awarded, requested funds will be used only for the purposes described and established by state law. I understand the use of these funds are subject to audit by the Washington State Auditor.

\_\_\_\_\_ If awarded, my organization/agency intends to enter into a Memo of Understanding (MOU) contract with the City of Redmond, provide proof of appropriate insurance required for the duration of the project naming the City of Redmond as an additional insured in an amount determined by the City (detailed in the MOU), and file for a permit, if applicable.

\_\_\_\_\_ If my event or project is awarded tourism funds but unable to receive special event permitting approval, I understand the tourism funding will be subject to termination. Furthermore, if my organization is placed on permitting probation for any reason, I understand I will be unable to apply for these tourism funds during the probation year.

\_\_\_\_\_ The City of Redmond will only reimburse those costs actually incurred by my organization/agency and only after the service is rendered, paid for if provided by a third party, and showing proof of payment and services provided. I will submit supporting documents to the City of Redmond as requested, including copies of payment documentation.

\_\_\_\_\_ I understand that my organization/agency will be required to submit a report documenting the economic impact results of my funded activity in the form of a project summary, to include the number of tourists the event reached and the methods by which my organization/agency surveyed the attendance. Failure to provide this information or any other requested documentation within the timeframe requested may affect my organization's/agency's ability to receive expense reimbursements and affect our future funding eligibility.

\_\_\_\_\_ I understand I will need to promote the Experience Redmond logo and any associated tourism branding on our website and other marketing materials. There may be an additional logo to promote based on the most current City tourism programs.

Signature: \_\_\_\_\_

## **TOURISM PROMOTION FUND CRITERIA:**

- **Tourism promotion:**

Does the project/event:

Meet the basic state requirements for tourism promotion?

Promote the City as a destination place?

Attract visitors from more than 50 miles away, build new audiences, and encourage tourist expansion?

Support regional tourism planning?

Does the project or event have data to show proven positive impact on tourism in Redmond?

Is the project of a scale suitable for this funding program? (i.e. scale should be of a size to have an impact on increasing overnight stays and/or generate local business revenue)

- **Benefit and Impact to the community:**

Does the project promote a positive image for the City?

Does the project promote Redmond as an inclusive and welcoming community?

- **Innovation:**

Is this project/event unusual or unique?

Does it move an existing program in a new direction?

- **Funding:**

Are there additional revenue sources used to support this project/event?

Is this funding request for a new project/event or to continue or expand on-going project/event?

## **PROJECT EVALUATION CRITERIA**

Awards are based on the extent to which the applicant project or activity meets the following criteria:

- Priority is given to Redmond-based activities and projects.
- Priority is given to programs requesting seed money versus ongoing funding.
- The project or activity:
  - Promotes tourism which benefits the overall community, rather than a specific segment or interest
  - Supports regional tourism planning/promotion
  - Promotes the unique attributes of Redmond for tourists and the community
  - Promotes the city as a destination place
  - Encourages partnerships (public/private)
  - Supports long-lasting assets, capital facilities/amenities
  - Supports businesses or programs that advance City of Redmond equity and inclusion goals

The City reserves the right, in its sole discretion, to fund or not fund any particular project or program for which an application is submitted. The determination of whether to fund a particular project or program will be based upon a number of factors, including but not limited to: the ability of the program or project to promote tourism in the city, the relative merits of the project or program compared to the applications and the overall availability of funding. The City is the sole judge of its obligation to fund any particular project or program regardless of its merits under these factors.

## **PLEASE SUBMIT APPLICATION**

to the Lodging Tax Advisory Committee (LTAC) by **5:00 p.m. on August 11** via one of the following:

- Email application: Jackie Lalor at [jlalor@redmond.gov](mailto:jlalor@redmond.gov)
- Mail application: City of Redmond; Attn: Jackie; MS: 4SPL, PO Box 97010, Redmond, WA 98073-9710
- Hand deliver application C/O Jackie Lalor: Redmond City Hall, 15670 NE 85<sup>th</sup> Street, Redmond 98052. Drop at the Customer Service Center on the first floor.



**DUE DATE:** All 2026 Tourism Grant applications must be submitted to [jlalor@redmond.gov](mailto:jlalor@redmond.gov) by **5:00 p.m. on Monday, August 11.**

Late submissions will not be accepted—no exceptions.

We strongly encourage you to submit your application early to avoid any issues that could result in disqualification.

---

## Tourism Program Grant Application

**TO BE CONSIDERED FOR FUNDING, REQUESTS MUST BE USED FOR ONE OF THE FOLLOWING PURPOSES (RCW 67.28.1816):**

- Tourism marketing
- Marketing and operations of special events and festivals designed to attract tourists
- Operations of tourism-related facilities owned or operated by nonprofit organizations as defined by the IRC 501(c)(3) or 501(c)(6). Proof of nonprofit status will be required.

**Note: Capital purchases or improvements are not an allowable use except for City owned and/or Public Facilities District owned tourism-related facilities.**

### STATE LAW DEFINING THE USE OF SPECIAL LODGING TAX

State law defines promoting tourism as: “activities, operations, and expenditures designed to increase tourism, including but not limited to advertising, publicizing, or otherwise distributing information for the purpose of attracting and welcoming tourists; developing strategies to expand tourism; operating tourism promotion agencies; and funding the marketing of or the operation of special events and festivals designed to attract tourists.”

### STATE LAW REQUIRES THAT:

Applicants applying for use of revenues in this chapter must provide the municipality to which they are applying estimates of how any moneys received will result in increases in the number of people traveling for business or pleasure on a trip: (1) away from their place of residence or business for the day or staying overnight in paid accommodations; (2) to a place fifty miles or more one way from their place of residence or business for the day or staying overnight; or (3) from another country or state outside of their place of residence or their business.

The City of Redmond is required to report the effectiveness of the dollars granted to increase overnight stays and generate local business revenue. This application and the project summary completed after the project, will help the City in determining the effectiveness of the dollars granted.

Explore Redmond LIVE: Event-Driven Tourism & BIPOC Business Discovery

Project Title: \_\_\_\_\_

Event Start Date: Jan 2, 2026 Event End Date: Dec 1, 2026

Note: These are the date(s) of the event space being utilized for programming.

How many total days of event programming will you have? Many

Type of Project: (i.e. Youth soccer tournament)

Project Location(s) (please list all locations): Online and in person

Is this a new or reoccurring event/program?  New  Reoccurring

Contact Person: Ahmed Abdi

Contact E-mail: accounting@muslimcna.org

Company/Organization: MCNA Phone: 4259988606

Address: 15600 NE 8th ST, B1-401

City: Bellevue State: WA Zip: 98008

Authorized Signer: Ahmed Abdi

*(Person representing agency or organization authorized to sign Memorandum of Understanding with the City)*

In two sentences, please explain your project (no more than 75 words).

Explore Redmond LIVE will be an immersive, web-based and mobile-friendly virtual tour platform showcasing Redmond's BIPOC-owned businesses, restaurants, and attractions alongside city-owned parks and trails. Residents and visitors will be able to "walk through" spaces in 360°—from Downtown Park during Derby Days to Perrigo Park's playground—before visiting in person. The platform will also highlight annual city events and seasonal attractions, offering a preview that inspires attendance and tourism. This will be a community-driven project, with local photographers, consultants, and immigrant community members involved in design and outreach.

Will your project take place in the 2026 year, and can you provide all documentation such as the project summary with proof of expense payments within **30-days of your event/project completion**? *Note: Events taking place in November and December will be subject to an early December deadline.*

- No
- Yes

Organization is:  Profit-Making  Non-Profit 501-C\*  Public Agency

\*Please include verification of non-profit with application.

Which type of category does your project falls under per RCW 67.28.1816?

- Special event or festival (i.e., sporting event, Festival of Color)
- Tourism marketing/development

Have you previously received a City of Redmond Tourism Grant for this specific project?

- No
- Yes

Are you already working in partnership with a Redmond hotel on marketing overnight stays for this project or event?

- No
- Yes

Hotel name(s): \_\_\_\_\_ Hotel contact(s): \_\_\_\_\_

Contact(s) phone: \_\_\_\_\_ Contact(s) email: \_\_\_\_\_

**World Cup 2026 Inquiry**

The 2026 FIFA World Cup will take place from June 11 to July 19, 2026, with six matches scheduled in Seattle during that time. Do you plan to host any activities or viewing opportunities at your event related to the 2026 tournament?

Please select one:

- No, we do not plan to host any World Cup-related activities.
- Possibly or undecided at this time.
- Yes, but the activities are separate from the event covered in this application.
- Yes, we plan to incorporate World Cup 2026 activities into the event covered in this application.

**FUND CRITERIA**

**1. Funding:**

ESTIMATED BUDGETED REVENUE		ESTIMATED BUDGETED EXPENSES	
*Grant amount requested:	\$ 50000	Marketing:	\$ 10000
Your organization funding given to this project:	\$ 10000	Operations:	\$ 20000
Sponsorships:	\$ 20000	Staff:	\$ 30000
Other Grants:	\$ _____	Other:	\$ 40000
**Other revenue sources:	\$ 20,000	Other:	\$ _____
Total project revenue:	\$ 100000,	Total project expenses:	\$ 100,000

**\*The grant amount awarded cannot exceed more than 50% of the cost of the project.**

\*\*List all revenue sources expected/committed for this event. Include your own organization funding, other grant requests, sponsorships, ticket sales, etc.

**2. Tourism Promotion:**

Please read the below carefully and provide estimates	Estimates
What is the total expected attendance for this project (Please provide the combined attendance across all days of the project- you may count repeat guests that come on each day of the event as a new attendee each day)	<del>1000s</del> 2000 in-person
Of the total attendance, how many are predicted to travel more than 50 miles? <i>(This number must be at least 5% of your total attendance to qualify for this grant.)</i>	<del>50</del> 200-250
Of the people who travel more than 50 miles, how many traveled from another state or country.	
Total number of attendees who will stay overnight	
Of the overnight attendees, how many will stay overnight and <b>PAY</b> for accommodations?	50
Of the overnight attendees, how many will <b>NOT PAY</b> for accommodations?	



**Total number of projected paid lodging nights:** 50

(Note: one lodging night = one or more persons occupying one room for one night. For example: two people in one room for three nights equals three lodging nights.)

What is your method for collecting attendance and overnight data? What is your estimated accuracy used in calculating these numbers?

Attendance for featured events will be tracked in partnership with the City of Redmond’s event teams, using their ticket counts, onsite clicker counts, and volunteer head counts at non-ticketed events. For parks and trails, we will rely on Parks Department visitor counters and observational counts during peak use tied to featured promotions. Online analytics from Explore Redmond LIVE (unique visitors, click-throughs to event pages, and “plan your visit” actions) will be cross-referenced with city data to measure influence. Overnight stays will be estimated through Visit Redmond and hotel partner reports, focusing on high-tourism events such as the Old Car Show, Redmond Lights, and the 2026 FIFA World Cup. We will also include post-event visitor surveys asking where attendees traveled from and whether they stayed overnight.

How will your organization verify the attendance and hotel stay information for your project? (i.e. attendee questionnaires, registration information, ticketed sales information, hotel room data, etc.).

MCNA will use a multi-source verification approach:

- Event Attendance – For ticketed events, we will use ticket sales and registration records provided by the City of Redmond and event partners. For free public events and park-based activities, trained volunteers will conduct entry counts using handheld clickers and digital counters, supplemented by photographic sampling for verification.

- Hotel Stays – We will partner with Visit Redmond and local hotels to collect anonymized occupancy data for the relevant dates. In addition, online visitor surveys on the Explore Redmond LIVE platform and at in-person events will ask attendees if they stayed overnight in Redmond, and where.

- Cross-Verification – We will compare hotel occupancy patterns with the timing of our featured events and spikes in Explore Redmond LIVE engagement metrics to confirm correlations between project activities and visitor stays. This layered verification will ensure accurate, grant-compliant reporting while maintaining visitor privacy.

If this project took place in the past:

Where did it take place? \_\_\_\_\_

How many years has this project taken place? \_\_\_\_\_

How many estimated attendees did the project have in the most recent years?

Year: \_\_\_\_\_ Attendance: \_\_\_\_\_ Paid Overnight Stays Generated: \_\_\_\_\_

Year: \_\_\_\_\_ Attendance: \_\_\_\_\_ Paid Overnight Stays Generated: \_\_\_\_\_

Year: \_\_\_\_\_ Attendance: \_\_\_\_\_ Paid Overnight Stays Generated: \_\_\_\_\_

What method was used for collecting and calculating past attendance and overnight stay data?

How many days of programming is this event or project? 30-60 days

Briefly explain each day of programming.

How will your project use these funds to attract an audience from outside of Redmond? Is there an appeal for visitors from more than 50 miles away to come to your event or project?

*Note: This funding is awarded with the intention of driving visitors from more than 50 miles away and to generate paid overnight stays in Redmond.*

Explore Redmond LIVE will showcase BIPOC-owned businesses, parks, and events through immersive 360° tours promoted via Visit Redmond, tourism networks, and targeted ads to audiences 50+ miles away. Highlighting signature events like Redmond Lights, Derby Days, and the Old Car Show—plus unique dining and family attractions—will inspire visits. With the 2026 FIFA World Cup bringing global visitors to the region, the platform will position Redmond as a must-see stop, encouraging overnight stays through hotel and event partnerships.

Describe how you will advertise, publicize, or otherwise distribute information regarding your project to market and attract an audience from more than 50 miles away.

We will promote Explore Redmond LIVE through Visit Redmond's channels, targeted social media ads, regional tourism sites, and outreach to media outlets in Seattle, Tacoma, Portland, and Vancouver (BC). We will partner with hotels, event organizers, and BIPOC business networks to share the platform and feature Redmond's events, attractions, and dining. Pre-FIFA World Cup campaigns will highlight Redmond as a must-visit destination.

Is there a targeted market or specific audience for this project and if so, please specify?

Visitors from more than 50 miles away, including families, cultural travelers, event-goers, and FIFA World Cup attendees. Special focus on those seeking BIPOC-owned dining and shopping, cultural experiences, outdoor recreation, and unique Redmond events.

### 3. Innovation

Has a project like this been done before and if so, has your project taken a unique direction from past years or similar events? Please explain.

While virtual tours exist, no platform has combined 360° experiences of BIPOC-owned businesses, city parks, and signature Redmond events in one hub. Explore Redmond LIVE offers a first-of-its-kind, inclusive directory that pairs immersive previews with tourism promotion, timed to leverage the 2026 FIFA World Cup audience.

### 4. Benefit and Impact to the Community

Does your event benefit many of Redmond’s businesses? If so, how?

Yes. Explore Redmond LIVE will spotlight 100+ local businesses—especially BIPOC-owned restaurants, shops, and services—driving new customers through immersive virtual previews and tourism marketing. The project will also feature parks, trails, and events, encouraging visitors to spend more time and money in Redmond.

Does your project promote Redmond as an inclusive and welcoming community? If so, how?

Yes. Explore Redmond LIVE celebrates the city's cultural diversity by highlighting BIPOC-owned businesses, inclusive community events, and accessible parks. Multilingual features and culturally representative imagery will ensure all visitors feel welcomed and valued.

How will you evaluate the success of the project?

We will track website analytics, 360° tour views, and business referral clicks, along with partner surveys and visitor feedback. Success will be measured by increased traffic to featured businesses, park visits, and event attendance—especially from visitors traveling over 50 miles.

I am an authorized agent of the organization/agency applying for funding. By initialing each statement, then signing below, I certify that I have the authority of the organization/agency represented in this application to submit this request for funding on its behalf. I further certify that the foregoing is true and correct to the best of my knowledge:

AA Washington limits how hotel/motel taxes may be used. I am proposing a tourism-related service for fiscal year 2026. If awarded, requested funds will be used only for the purposes described and established by state law. I understand the use of these funds are subject to audit by the Washington State Auditor.

AA If awarded, my organization/agency intends to enter into a Memo of Understanding (MOU) contract with the City of Redmond, provide proof of appropriate insurance required for the duration of the project naming the City of Redmond as an additional insured in an amount determined by the City (detailed in the MOU), and file for a permit, if applicable.

AA If my event or project is awarded tourism funds but unable to receive special event permitting approval, I understand the tourism funding will be subject to termination. Furthermore, if my organization is placed on permitting probation for any reason, I understand I will be unable to apply for these tourism funds during the probation year.

AA The City of Redmond will only reimburse those costs actually incurred by my organization/agency and only after the service is rendered, paid for if provided by a third party, and showing proof of payment and services provided. I will submit supporting documents to the City of Redmond as requested, including copies of payment documentation.

AA I understand that my organization/agency will be required to submit a report documenting the economic impact results of my funded activity in the form of a project summary, to include the number of tourists the event reached and the methods by which my organization/agency surveyed the attendance. Failure to provide this information or any other requested documentation within the timeframe requested may affect my organization's/agency's ability to receive expense reimbursements and affect our future funding eligibility.

AA I understand I will need to promote the Experience Redmond logo and any associated tourism branding on our website and other marketing materials. There may be an additional logo to promote based on the most current City tourism programs.

Signature: Ahmed Abdi

## **TOURISM PROMOTION FUND CRITERIA:**

- **Tourism promotion:**

Does the project/event:

Meet the basic state requirements for tourism promotion?

Promote the City as a destination place?

Attract visitors from more than 50 miles away, build new audiences, and encourage tourist expansion?

Support regional tourism planning?

Does the project or event have data to show proven positive impact on tourism in Redmond?

Is the project of a scale suitable for this funding program? (i.e. scale should be of a size to have an impact on increasing overnight stays and/or generate local business revenue)

- **Benefit and Impact to the community:**

Does the project promote a positive image for the City?

Does the project promote Redmond as an inclusive and welcoming community?

- **Innovation:**

Is this project/event unusual or unique?

Does it move an existing program in a new direction?

- **Funding:**

Are there additional revenue sources used to support this project/event?

Is this funding request for a new project/event or to continue or expand on-going project/event?

## **PROJECT EVALUATION CRITERIA**

Awards are based on the extent to which the applicant project or activity meets the following criteria:

- Priority is given to Redmond-based activities and projects.
- Priority is given to programs requesting seed money versus ongoing funding.
- The project or activity:
  - Promotes tourism which benefits the overall community, rather than a specific segment or interest
  - Supports regional tourism planning/promotion
  - Promotes the unique attributes of Redmond for tourists and the community
  - Promotes the city as a destination place
  - Encourages partnerships (public/private)
  - Supports long-lasting assets, capital facilities/amenities
  - Supports businesses or programs that advance City of Redmond equity and inclusion goals

The City reserves the right, in its sole discretion, to fund or not fund any particular project or program for which an application is submitted. The determination of whether to fund a particular project or program will be based upon a number of factors, including but not limited to: the ability of the program or project to promote tourism in the city, the relative merits of the project or program compared to the applications and the overall availability of funding. The City is the sole judge of its obligation to fund any particular project or program regardless of its merits under these factors.

## **PLEASE SUBMIT APPLICATION**

to the Lodging Tax Advisory Committee (LTAC) by **5:00 p.m. on August 11** via one of the following:

- Email application: Jackie Lalor at [jlalor@redmond.gov](mailto:jlalor@redmond.gov)
- Mail application: City of Redmond; Attn: Jackie; MS: 4SPL, PO Box 97010, Redmond, WA 98073-9710
- Hand deliver application C/O Jackie Lalor: Redmond City Hall, 15670 NE 85<sup>th</sup> Street, Redmond 98052. Drop at the Customer Service Center on the first floor.



**DUE DATE:** All 2026 Tourism Grant applications must be submitted to [jlalor@redmond.gov](mailto:jlalor@redmond.gov) by **5:00 p.m. on Monday, August 11.**

Late submissions will not be accepted—no exceptions.

We strongly encourage you to submit your application early to avoid any issues that could result in disqualification.

---

## Tourism Program Grant Application

### TO BE CONSIDERED FOR FUNDING, REQUESTS MUST BE USED FOR ONE OF THE FOLLOWING PURPOSES (RCW 67.28.1816):

- Tourism marketing
- Marketing and operations of special events and festivals designed to attract tourists
- Operations of tourism-related facilities owned or operated by nonprofit organizations as defined by the IRC 501(c)(3) or 501(c)(6). Proof of nonprofit status will be required.

**Note: Capital purchases or improvements are not an allowable use except for City owned and/or Public Facilities District owned tourism-related facilities.**

### STATE LAW DEFINING THE USE OF SPECIAL LODGING TAX

State law defines promoting tourism as: “activities, operations, and expenditures designed to increase tourism, including but not limited to advertising, publicizing, or otherwise distributing information for the purpose of attracting and welcoming tourists; developing strategies to expand tourism; operating tourism promotion agencies; and funding the marketing of or the operation of special events and festivals designed to attract tourists.”

### STATE LAW REQUIRES THAT:

Applicants applying for use of revenues in this chapter must provide the municipality to which they are applying estimates of how any moneys received will result in increases in the number of people traveling for business or pleasure on a trip: (1) away from their place of residence or business for the day or staying overnight in paid accommodations; (2) to a place fifty miles or more one way from their place of residence or business for the day or staying overnight; or (3) from another country or state outside of their place of residence or their business.

The City of Redmond is required to report the effectiveness of the dollars granted to increase overnight stays and generate local business revenue. This application and the project summary completed after the project, will help the City in determining the effectiveness of the dollars granted.

Project Title: \_\_\_\_\_

Event Start Date: \_\_\_\_\_ Event End Date: \_\_\_\_\_

Note: These are the date(s) of the event space being utilized for programming.

How many total days of event programming will you have? \_\_\_\_\_

Type of Project: *(i.e. Youth soccer tournament)* \_\_\_\_\_

Project Location(s) (please list all locations): \_\_\_\_\_

Is this a new or reoccurring event/program?  New  Reoccurring

Contact Person: \_\_\_\_\_

Contact E-mail: \_\_\_\_\_

Company/Organization: \_\_\_\_\_ Phone: \_\_\_\_\_

Address: \_\_\_\_\_

City: \_\_\_\_\_ State: \_\_\_\_\_ Zip: \_\_\_\_\_

Authorized Signer: \_\_\_\_\_

*(Person representing agency or organization authorized to sign Memorandum of Understanding with the City)*

In two sentences, please explain your project (no more than 75 words).

Will your project take place in the 2026 year, and can you provide all documentation such as the project summary with proof of expense payments within **30-days of your event/project completion?** *Note: Events taking place in November and December will be subject to an early December deadline.*

- No
- Yes

Organization is:  Profit-Making  Non-Profit 501-C\*  Public Agency

**\*Please include verification of non-profit with application.**

Which type of category does your project falls under per RCW 67.28.1816?

- Special event or festival (i.e., sporting event, Festival of Color)
- Tourism marketing/development

Have you previously received a City of Redmond Tourism Grant for this specific project?

- No
- Yes

Are you already working in partnership with a Redmond hotel on marketing overnight stays for this project or event?

- No
- Yes

Hotel name(s): \_\_\_\_\_ Hotel contact(s): \_\_\_\_\_

Contact(s) phone: \_\_\_\_\_ Contact(s) email: \_\_\_\_\_

**World Cup 2026 Inquiry**

The 2026 FIFA World Cup will take place from June 11 to July 19, 2026, with six matches scheduled in Seattle during that time. Do you plan to host any activities or viewing opportunities at your event related to the 2026 tournament?

Please select one:

- No, we do not plan to host any World Cup-related activities.
- Possibly or undecided at this time.
- Yes, but the activities are separate from the event covered in this application.
- Yes, we plan to incorporate World Cup 2026 activities into the event covered in this application.

**FUND CRITERIA**

**1. Funding:**

ESTIMATED BUDGETED REVENUE		ESTIMATED BUDGETED EXPENSES	
*Grant amount requested:	\$10,000	Marketing:	\$ _____
Your organization funding given to this project:	\$ _____	Operations:	\$ _____
Sponsorships:	\$ _____	Staff:	\$ _____
Other Grants:	\$ _____	Other:	\$ _____
**Other revenue sources:	\$ _____	Other:	\$ _____
Total project revenue:	\$20,000	Total project expenses:	\$ _____

**\*The grant amount awarded cannot exceed more than 50% of the cost of the project.**

\*\*List all revenue sources expected/committed for this event. Include your own organization funding, other grant requests, sponsorships, ticket sales, etc.

## 2. Tourism Promotion:

Please read the below carefully and provide estimates	Estimates
What is the total expected attendance for this project (Please <u>provide the combined attendance across all days</u> of the project- you may count repeat guests that come on each day of the event as a new attendee each day)	
Of the total attendance, how many are predicted to travel more than 50 miles? <b>(This number must be at least 5% of your total attendance to qualify for this grant.)</b>	
Of the people who travel more than 50 miles, how many traveled from another state or country.	
Total number of attendees who will stay overnight	
Of the overnight attendees, how many will stay overnight and <b>PAY</b> for accommodations?	
Of the overnight attendees, how many will <b>NOT PAY</b> for accommodations?	

**Total number of projected paid lodging nights:** \_\_\_\_\_

(Note: one lodging night = one or more persons occupying one room for one night. For example: two people in one room for three nights equals three lodging nights.)

What is your method for collecting attendance and overnight data? What is your estimated accuracy used in calculating these numbers?

How will your organization verify the attendance and hotel stay information for your project? (i.e. attendee questionnaires, registration information, ticketed sales information, hotel room data, etc.).

If this project took place in the past:

Where did it take place? \_\_\_\_\_

How many years has this project taken place? \_\_\_\_\_

How many estimated attendees did the project have in the most recent years?

Year: \_\_\_\_\_ Attendance: \_\_\_\_\_ Paid Overnight Stays Generated: \_\_\_\_\_

Year: \_\_\_\_\_ Attendance: \_\_\_\_\_ Paid Overnight Stays Generated: \_\_\_\_\_

Year: \_\_\_\_\_ Attendance: \_\_\_\_\_ Paid Overnight Stays Generated: \_\_\_\_\_

What method was used for collecting and calculating past attendance and overnight stay data?

How many days of programming is this event or project? \_\_\_\_\_

Briefly explain each day of programming.

How will your project use these funds to attract an audience from outside of Redmond? Is there an appeal for visitors from more than 50 miles away to come to your event or project?

*Note: This funding is awarded with the intention of driving visitors from more than 50 miles away and to generate paid overnight stays in Redmond.*

Describe how you will advertise, publicize, or otherwise distribute information regarding your project to market and attract an audience from more than 50 miles away.

Is there a targeted market or specific audience for this project and if so, please specify?

**3. Innovation**

Has a project like this been done before and if so, has your project taken a unique direction from past years or similar events? Please explain.

**4. Benefit and Impact to the Community**

Does your event benefit many of Redmond's businesses? If so, how?

Does your project promote Redmond as an inclusive and welcoming community? If so, how?

How will you evaluate the success of the project?

I am an authorized agent of the organization/agency applying for funding. By initialing each statement, then signing below, I certify that I have the authority of the organization/agency represented in this application to submit this request for funding on its behalf. I further certify that the foregoing is true and correct to the best of my knowledge:

\_\_\_\_\_ Washington limits how hotel/motel taxes may be used. I am proposing a tourism-related service for fiscal year 2026. If awarded, requested funds will be used only for the purposes described and established by state law. I understand the use of these funds are subject to audit by the Washington State Auditor.

\_\_\_\_\_ If awarded, my organization/agency intends to enter into a Memo of Understanding (MOU) contract with the City of Redmond, provide proof of appropriate insurance required for the duration of the project naming the City of Redmond as an additional insured in an amount determined by the City (detailed in the MOU), and file for a permit, if applicable.

\_\_\_\_\_ If my event or project is awarded tourism funds but unable to receive special event permitting approval, I understand the tourism funding will be subject to termination. Furthermore, if my organization is placed on permitting probation for any reason, I understand I will be unable to apply for these tourism funds during the probation year.

\_\_\_\_\_ The City of Redmond will only reimburse those costs actually incurred by my organization/agency and only after the service is rendered, paid for if provided by a third party, and showing proof of payment and services provided. I will submit supporting documents to the City of Redmond as requested, including copies of payment documentation.

\_\_\_\_\_ I understand that my organization/agency will be required to submit a report documenting the economic impact results of my funded activity in the form of a project summary, to include the number of tourists the event reached and the methods by which my organization/agency surveyed the attendance. Failure to provide this information or any other requested documentation within the timeframe requested may affect my organization's/agency's ability to receive expense reimbursements and affect our future funding eligibility.

\_\_\_\_\_ I understand I will need to promote the Experience Redmond logo and any associated tourism branding on our website and other marketing materials. There may be an additional logo to promote based on the most current City tourism programs.

Signature: \_\_\_\_\_

## **TOURISM PROMOTION FUND CRITERIA:**

- **Tourism promotion:**

Does the project/event:

Meet the basic state requirements for tourism promotion?

Promote the City as a destination place?

Attract visitors from more than 50 miles away, build new audiences, and encourage tourist expansion?

Support regional tourism planning?

Does the project or event have data to show proven positive impact on tourism in Redmond?

Is the project of a scale suitable for this funding program? (i.e. scale should be of a size to have an impact on increasing overnight stays and/or generate local business revenue)

- **Benefit and Impact to the community:**

Does the project promote a positive image for the City?

Does the project promote Redmond as an inclusive and welcoming community?

- **Innovation:**

Is this project/event unusual or unique?

Does it move an existing program in a new direction?

- **Funding:**

Are there additional revenue sources used to support this project/event?

Is this funding request for a new project/event or to continue or expand on-going project/event?

## **PROJECT EVALUATION CRITERIA**

Awards are based on the extent to which the applicant project or activity meets the following criteria:

- Priority is given to Redmond-based activities and projects.
- Priority is given to programs requesting seed money versus ongoing funding.
- The project or activity:
  - Promotes tourism which benefits the overall community, rather than a specific segment or interest
  - Supports regional tourism planning/promotion
  - Promotes the unique attributes of Redmond for tourists and the community
  - Promotes the city as a destination place
  - Encourages partnerships (public/private)
  - Supports long-lasting assets, capital facilities/amenities
  - Supports businesses or programs that advance City of Redmond equity and inclusion goals

The City reserves the right, in its sole discretion, to fund or not fund any particular project or program for which an application is submitted. The determination of whether to fund a particular project or program will be based upon a number of factors, including but not limited to: the ability of the program or project to promote tourism in the city, the relative merits of the project or program compared to the applications and the overall availability of funding. The City is the sole judge of its obligation to fund any particular project or program regardless of its merits under these factors.

## **PLEASE SUBMIT APPLICATION**

to the Lodging Tax Advisory Committee (LTAC) by **5:00 p.m. on August 11** via one of the following:

- Email application: Jackie Lalor at [jlalor@redmond.gov](mailto:jlalor@redmond.gov)
- Mail application: City of Redmond; Attn: Jackie; MS: 4SPL, PO Box 97010, Redmond, WA 98073-9710
- Hand deliver application C/O Jackie Lalor: Redmond City Hall, 15670 NE 85<sup>th</sup> Street, Redmond 98052. Drop at the Customer Service Center on the first floor.



**DUE DATE:** All 2026 Tourism Grant applications must be submitted to [jlalor@redmond.gov](mailto:jlalor@redmond.gov) by **5:00 p.m. on Monday, August 11.**

Late submissions will not be accepted—no exceptions.

We strongly encourage you to submit your application early to avoid any issues that could result in disqualification.

---

## Tourism Program Grant Application

### TO BE CONSIDERED FOR FUNDING, REQUESTS MUST BE USED FOR ONE OF THE FOLLOWING PURPOSES (RCW 67.28.1816):

- Tourism marketing
- Marketing and operations of special events and festivals designed to attract tourists
- Operations of tourism-related facilities owned or operated by nonprofit organizations as defined by the IRC 501(c)(3) or 501(c)(6). Proof of nonprofit status will be required.

**Note: Capital purchases or improvements are not an allowable use except for City owned and/or Public Facilities District owned tourism-related facilities.**

### STATE LAW DEFINING THE USE OF SPECIAL LODGING TAX

State law defines promoting tourism as: “activities, operations, and expenditures designed to increase tourism, including but not limited to advertising, publicizing, or otherwise distributing information for the purpose of attracting and welcoming tourists; developing strategies to expand tourism; operating tourism promotion agencies; and funding the marketing of or the operation of special events and festivals designed to attract tourists.”

### STATE LAW REQUIRES THAT:

Applicants applying for use of revenues in this chapter must provide the municipality to which they are applying estimates of how any moneys received will result in increases in the number of people traveling for business or pleasure on a trip: (1) away from their place of residence or business for the day or staying overnight in paid accommodations; (2) to a place fifty miles or more one way from their place of residence or business for the day or staying overnight; or (3) from another country or state outside of their place of residence or their business.

The City of Redmond is required to report the effectiveness of the dollars granted to increase overnight stays and generate local business revenue. This application and the project summary completed after the project, will help the City in determining the effectiveness of the dollars granted.

Project Title: \_\_\_\_\_

Event Start Date: \_\_\_\_\_ Event End Date: \_\_\_\_\_

Note: These are the date(s) of the event space being utilized for programming.

How many total days of event programming will you have? \_\_\_\_\_

Type of Project: *(i.e. Youth soccer tournament)* \_\_\_\_\_

Project Location(s) (please list all locations): \_\_\_\_\_

Is this a new or reoccurring event/program?  New  Reoccurring

Contact Person: \_\_\_\_\_

Contact E-mail: \_\_\_\_\_

Company/Organization: \_\_\_\_\_ Phone: \_\_\_\_\_

Address: \_\_\_\_\_

City: \_\_\_\_\_ State: \_\_\_\_\_ Zip: \_\_\_\_\_

Authorized Signer: \_\_\_\_\_

*(Person representing agency or organization authorized to sign Memorandum of Understanding with the City)*

In two sentences, please explain your project (no more than 75 words).

Will your project take place in the 2026 year, and can you provide all documentation such as the project summary with proof of expense payments within **30-days of your event/project completion?** *Note: Events taking place in November and December will be subject to an early December deadline.*

- No
- Yes

Organization is:  Profit-Making  Non-Profit 501-C\*  Public Agency

**\*Please include verification of non-profit with application.**

Which type of category does your project falls under per RCW 67.28.1816?

- Special event or festival (i.e., sporting event, Festival of Color)
- Tourism marketing/development

Have you previously received a City of Redmond Tourism Grant for this specific project?

- No
- Yes

Are you already working in partnership with a Redmond hotel on marketing overnight stays for this project or event?

- No
- Yes

Hotel name(s): \_\_\_\_\_ Hotel contact(s): \_\_\_\_\_

Contact(s) phone: \_\_\_\_\_ Contact(s) email: \_\_\_\_\_

**World Cup 2026 Inquiry**

The 2026 FIFA World Cup will take place from June 11 to July 19, 2026, with six matches scheduled in Seattle during that time. Do you plan to host any activities or viewing opportunities at your event related to the 2026 tournament?

Please select one:

- No, we do not plan to host any World Cup-related activities.
- Possibly or undecided at this time.
- Yes, but the activities are separate from the event covered in this application.
- Yes, we plan to incorporate World Cup 2026 activities into the event covered in this application.

**FUND CRITERIA**

**1. Funding:**

ESTIMATED BUDGETED REVENUE		ESTIMATED BUDGETED EXPENSES	
*Grant amount requested:	\$ _____	Marketing:	\$ _____
Your organization funding given to this project:	\$ _____	Operations:	\$ _____
Sponsorships:	\$ _____	Staff:	\$ _____
Other Grants:	\$ _____	Other:	\$ _____
**Other revenue sources:	\$ _____	Other:	\$ _____
Total project revenue:	\$ _____	Total project expenses:	\$ _____

**\*The grant amount awarded cannot exceed more than 50% of the cost of the project.**

\*\*List all revenue sources expected/committed for this event. Include your own organization funding, other grant requests, sponsorships, ticket sales, etc.

## 2. Tourism Promotion:

Please read the below carefully and provide estimates	Estimates
What is the total expected attendance for this project (Please <u>provide the combined attendance across all days</u> of the project- you may count repeat guests that come on each day of the event as a new attendee each day)	
Of the total attendance, how many are predicted to travel more than 50 miles? <b>(This number must be at least 5% of your total attendance to qualify for this grant.)</b>	
Of the people who travel more than 50 miles, how many traveled from another state or country.	
Total number of attendees who will stay overnight	
Of the overnight attendees, how many will stay overnight and <b>PAY</b> for accommodations?	
Of the overnight attendees, how many will <b>NOT PAY</b> for accommodations?	

**Total number of projected paid lodging nights:** \_\_\_\_\_

(Note: one lodging night = one or more persons occupying one room for one night. For example: two people in one room for three nights equals three lodging nights.)

What is your method for collecting attendance and overnight data? What is your estimated accuracy used in calculating these numbers?

How will your organization verify the attendance and hotel stay information for your project? (i.e. attendee questionnaires, registration information, ticketed sales information, hotel room data, etc.).

If this project took place in the past:

Where did it take place? \_\_\_\_\_

How many years has this project taken place? \_\_\_\_\_

How many estimated attendees did the project have in the most recent years?

Year: \_\_\_\_\_ Attendance: \_\_\_\_\_ Paid Overnight Stays Generated: \_\_\_\_\_

Year: \_\_\_\_\_ Attendance: \_\_\_\_\_ Paid Overnight Stays Generated: \_\_\_\_\_

Year: \_\_\_\_\_ Attendance: \_\_\_\_\_ Paid Overnight Stays Generated: \_\_\_\_\_

What method was used for collecting and calculating past attendance and overnight stay data?

How many days of programming is this event or project? \_\_\_\_\_

Briefly explain each day of programming.

How will your project use these funds to attract an audience from outside of Redmond? Is there an appeal for visitors from more than 50 miles away to come to your event or project?

*Note: This funding is awarded with the intention of driving visitors from more than 50 miles away and to generate paid overnight stays in Redmond.*

Describe how you will advertise, publicize, or otherwise distribute information regarding your project to market and attract an audience from more than 50 miles away.

Is there a targeted market or specific audience for this project and if so, please specify?

**3. Innovation**

Has a project like this been done before and if so, has your project taken a unique direction from past years or similar events? Please explain.

**4. Benefit and Impact to the Community**

Does your event benefit many of Redmond's businesses? If so, how?

Does your project promote Redmond as an inclusive and welcoming community? If so, how?

How will you evaluate the success of the project?

I am an authorized agent of the organization/agency applying for funding. By initialing each statement, then signing below, I certify that I have the authority of the organization/agency represented in this application to submit this request for funding on its behalf. I further certify that the foregoing is true and correct to the best of my knowledge:

\_\_\_\_\_ Washington limits how hotel/motel taxes may be used. I am proposing a tourism-related service for fiscal year 2026. If awarded, requested funds will be used only for the purposes described and established by state law. I understand the use of these funds are subject to audit by the Washington State Auditor.

\_\_\_\_\_ If awarded, my organization/agency intends to enter into a Memo of Understanding (MOU) contract with the City of Redmond, provide proof of appropriate insurance required for the duration of the project naming the City of Redmond as an additional insured in an amount determined by the City (detailed in the MOU), and file for a permit, if applicable.

\_\_\_\_\_ If my event or project is awarded tourism funds but unable to receive special event permitting approval, I understand the tourism funding will be subject to termination. Furthermore, if my organization is placed on permitting probation for any reason, I understand I will be unable to apply for these tourism funds during the probation year.

\_\_\_\_\_ The City of Redmond will only reimburse those costs actually incurred by my organization/agency and only after the service is rendered, paid for if provided by a third party, and showing proof of payment and services provided. I will submit supporting documents to the City of Redmond as requested, including copies of payment documentation.

\_\_\_\_\_ I understand that my organization/agency will be required to submit a report documenting the economic impact results of my funded activity in the form of a project summary, to include the number of tourists the event reached and the methods by which my organization/agency surveyed the attendance. Failure to provide this information or any other requested documentation within the timeframe requested may affect my organization's/agency's ability to receive expense reimbursements and affect our future funding eligibility.

\_\_\_\_\_ I understand I will need to promote the Experience Redmond logo and any associated tourism branding on our website and other marketing materials. There may be an additional logo to promote based on the most current City tourism programs.

Signature: \_\_\_\_\_

## **TOURISM PROMOTION FUND CRITERIA:**

- **Tourism promotion:**

Does the project/event:

Meet the basic state requirements for tourism promotion?

Promote the City as a destination place?

Attract visitors from more than 50 miles away, build new audiences, and encourage tourist expansion?

Support regional tourism planning?

Does the project or event have data to show proven positive impact on tourism in Redmond?

Is the project of a scale suitable for this funding program? (i.e. scale should be of a size to have an impact on increasing overnight stays and/or generate local business revenue)

- **Benefit and Impact to the community:**

Does the project promote a positive image for the City?

Does the project promote Redmond as an inclusive and welcoming community?

- **Innovation:**

Is this project/event unusual or unique?

Does it move an existing program in a new direction?

- **Funding:**

Are there additional revenue sources used to support this project/event?

Is this funding request for a new project/event or to continue or expand on-going project/event?

## **PROJECT EVALUATION CRITERIA**

Awards are based on the extent to which the applicant project or activity meets the following criteria:

- Priority is given to Redmond-based activities and projects.
- Priority is given to programs requesting seed money versus ongoing funding.
- The project or activity:
  - Promotes tourism which benefits the overall community, rather than a specific segment or interest
  - Supports regional tourism planning/promotion
  - Promotes the unique attributes of Redmond for tourists and the community
  - Promotes the city as a destination place
  - Encourages partnerships (public/private)
  - Supports long-lasting assets, capital facilities/amenities
  - Supports businesses or programs that advance City of Redmond equity and inclusion goals

The City reserves the right, in its sole discretion, to fund or not fund any particular project or program for which an application is submitted. The determination of whether to fund a particular project or program will be based upon a number of factors, including but not limited to: the ability of the program or project to promote tourism in the city, the relative merits of the project or program compared to the applications and the overall availability of funding. The City is the sole judge of its obligation to fund any particular project or program regardless of its merits under these factors.

## **PLEASE SUBMIT APPLICATION**

to the Lodging Tax Advisory Committee (LTAC) by **5:00 p.m. on August 11** via one of the following:

- Email application: Jackie Lalor at [jlalor@redmond.gov](mailto:jlalor@redmond.gov)
- Mail application: City of Redmond; Attn: Jackie; MS: 4SPL, PO Box 97010, Redmond, WA 98073-9710
- Hand deliver application C/O Jackie Lalor: Redmond City Hall, 15670 NE 85<sup>th</sup> Street, Redmond 98052. Drop at the Customer Service Center on the first floor.



Memorandum

Date: 10/7/2025  
Meeting of: Committee of the Whole - Planning and Public Works

File No. CM 25-527  
Type: Committee Memo

TO: Committee of the Whole - Planning and Public Works  
FROM: Mayor Angela Birney  
DEPARTMENT DIRECTOR CONTACT(S):

Planning and Community Development	Carol Helland	425-556-2107
------------------------------------	---------------	--------------

DEPARTMENT STAFF:

Planning and Community Development	Seraphie Allen	Deputy Director
Planning and Community Development	Michael Hintze	Transportation Planning Manager
Planning and Community Development	Francesca Liburdy	Senior Transportation Planner

TITLE:

Transportation Master Plan Status Update: E-Mobility, Technology, Maintenance, Performance Metrics Chapters, and Transportation Facilities Plan (TFP)

OVERVIEW STATEMENT:

Following the adoption of the Comprehensive Plan Update, Redmond 2050, the City is working on updating the Transportation Master Plan (TMP). The TMP is the functional strategic plan that guides transportation investment and activities to support the Comprehensive Plan vision. This status update will include progress updates on the workplan for TMP completion, including a detailed review of strategies included in the E-Mobility, Technology, Maintenance, and Performance Metrics chapters. In addition, staff will review changes to the Transportation Facilities Plan (TFP), which will be included in the TMP update. Finally, staff will highlight future Council touchpoints and milestones, including the anticipated schedule for TMP adoption in Q1 2026.

Additional Background Information/Description of Proposal Attached

REQUESTED ACTION:

Receive Information       Provide Direction       Approve

REQUEST RATIONALE:

- Relevant Plans/Policies:
  - Redmond 2050, FW-TR-1: Plan, design, build, operate, and maintain a safe transportation system that advances an equitable, inclusive, sustainable, and resilient community by providing for the mobility and access needs of all.
  - Redmond 2050, FW-TR-2: Maintain the transportation system in a state of good repair for all users

- **Redmond 2050, FW-TR-3:** Complete the accessible and active transportation, transit, freight, and street networks identified in the Transportation Master Plan in support of an integrated and connected transportation system.
  - **TR-14:** Prioritize transportation investments that reduce household transportation costs, such as investments in transit, bicycle, and pedestrian system access, capacity, and safety.
  - **TR-16:** Prioritize the comfort, safety, and convenience of people using pedestrian and bicycle facilities over other users of the transportation system. Establish standards for bicycle and pedestrian facilities to attract users of all ages and abilities. Prioritize improvements that address safety concerns, connect to centers or transit, create safe routes to school, and improve independent mobility for those who rely disproportionately on the pedestrian and bicycle network
  - **TR-18** Adopt and implement a transit system plan in the Transportation Master Plan that connects people to homes, education, jobs, goods and services, and other opportunities in Redmond and the region, especially those who lack affordable mobility options.
  - **TR-23** Adopt and implement a street plan in the Transportation Master Plan that results in multimodal access and connectivity in Redmond and the region. Require that all streets be complete streets, built to accommodate travel modes as defined in the Transportation Master Plan, and be no wider than necessary
- **Redmond 2050, FW-TR-4:** Plan, design, build, operate, and maintain a transportation system that supports the City's sustainability principles.
- **Redmond 2050, FW-TR-5:** Influence regional transportation decisions and leverage regional transportation investments in support of Redmond's transportation policy objectives.
- **Redmond 2050, FW-EV-2:** Support policies that contribute to a high quality of life in Redmond, such as career and education opportunities, housing, transportation, and recreation choices, as well as a healthy natural environment.
- **Redmond 2050, FW-LU-2:** Ensure that the land use pattern in Redmond meets the following objectives:
  - Reflects the community values of sustainability, resilience, and equity and inclusion;
  - Advances sustainable land development and best management practices and a high-quality natural environment;
  - Promotes development sufficiently away from environmentally critical areas;
  - Encourages a mix of uses that create complete neighborhoods ;
  - Maintains and enhances an extensive system of parks, trails, and open space;
  - Supports and encourages flexible places for a resilient and adaptive economy that includes a mix of research, retail, health, technology, and manufacturing uses;
  - Ensure the siting and delivery of public infrastructure and community services to support preferred land use pattern; and
  - Promotes sufficient density for development pattern and urban design that enable people to

readily use a variety of accessible and active forms of travel including but not limited to walking, rolling, bicycling, transit.

- **Redmond 2050, FW-CR-1:** Develop partnerships and programs to rapidly and equitably reduce greenhouse gas emissions and create a thriving, climate-resilient community.
- **Required:**  
N/A
- **Council Request:**  
The TMP will be adopted by Council in its entirety when complete.
- **Other Key Facts:**  
N/A

### **OUTCOMES:**

The Transportation Master Plan document has not been fully updated since 2013. The Transportation Master Plan communicates the strategies, actions, and programs to implement the policies of the Comprehensive Plan and achieve current City priorities as they related to the transportation system.

### **COMMUNITY/STAKEHOLDER OUTREACH AND INVOLVEMENT:**

- **Timeline (previous or planned):**
  - Capital Projects Ideas Mapping, Spring 2020
  - Routes to Rails Community Engagement Campaign, February-June 2023
  - Derby Days Questionnaire (seeking feedback about how community members would plan to access future light rail stations without a car), July 2023
  - City of Redmond Parking Questionnaire, March-April 2024
  - Sound Transit 2 Line Opening, April 2024
  - Safer Streets for All (SS4A) Action Plan Community Road Safety Assessment, May 2024
  - Redmond Pedestrian & Bicycle Advisory Committee (PBAC) Transit Open House, May 2024
  - Bike Everywhere Day, May 2024
  - Safer Streets for All (SS4A) Action Plan Staff Road Safety Assessment and Debrief Workshop, May-June 2024
  - Overlake Open Streets Festival, June 2024
  - Derby Days Festival, July 2024
  - Downtown Redmond Open Streets Festival, August 2024
  - Redmond PBAC Meeting, October 2024
  - Redmond PBAC Meeting, December 2024
  - Redmond PBAC Meeting, January 2025
  - Redmond PBAC Meeting, February 2025
  - City of Redmond Transit Questionnaire, February 2025
  - Redmond PBAC Meeting, March 2025
  - Redmond PBAC Meeting, April 2025
  - Redmond PBAC Meeting, May 2025
  - Sound Transit Downtown Redmond Link Extension Opening, May 10, 2025
  - Redmond PBAC Meeting, June 2025

- Eastside for All Community Based Organization (CBO) Focus Groups - Spring 2025
- Redmond PBAC Meeting, July 2025
- Eastside for All Transportation Master Plan Open House - September 8, 2025
- Community-wide Transportation Master Plan Open House - September 29, 2025
- **Outreach Methods and Results:**  
Surveys, Questionnaires, Listening Sessions, Community Discussions, Focus Groups
- **Feedback Summary:**  
While the community engagement process continues to be ongoing, some preliminary results are as follows:
  - Overall community interest in first/last mile connections to the existing and future transit network
  - Interest and desire for more frequent transit service in neighborhoods outside centers
  - Desire for more bicycle infrastructure connecting Redmond to neighboring communities, including Kirkland and Bellevue
  - Desire for more education about and awareness of public transit programs, especially King County Metro programs such as Community Van and Metro Flex
  - Desire for safety measures to reduce pedestrian-bicycle conflicts on shared-use trails
  - Interest in using future light rail stations in Redmond, especially to access the airport when possible

**BUDGET IMPACT:**

**Total Cost:**

\$400,000 in one-time funding was provided to support the TMP update.

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

**Budget Offer Number:**

0000310 - Mobility of People and Goods

**Budget Priority:**

Vibrant and Connected

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

***If yes, explain:***

N/A

**Funding source(s):**

General Fund, Grant Funding

**Budget/Funding Constraints:**

N/A

**Additional budget details attached**

**COUNCIL REVIEW:**

**Previous Contact(s)**

Date	Meeting	Requested Action
3/7/2023	Committee of the Whole - Planning and Public Works	Provide Direction
3/28/2023	Study Session	Receive Information
6/6/2023	Committee of the Whole - Planning and Public Works	Provide Direction
6/13/2023	Study Session	Receive Information
11/3/2023	Committee of the Whole - Planning and Public Works	Receive Information
11/14/2023	Study Session	Receive Information
6/18/2024	Committee of the Whole - Planning and Public Works	Receive Information
8/5/2024	Special Meeting	Receive Information
11/4/2024	Committee of the Whole - Planning and Public Works	Receive Information
11/19/2024	Business Meeting	Receive Information
1/7/2025	Business Meeting	Receive Information
1/28/2025	Study Session	Receive Information
4/1/2025	Committee of the Whole - Planning and Public Works	Receive Information
4/8/2025	Study Session	Receive Information
5/6/2025	Committee of the Whole - Planning and Public Works	Receive Information
5/27/2025	Study Session	Receive Information
7/1/2025	Committee of the Whole - Planning and Public Works	Receive Information
7/8/2025	Study Session	Receive Information

**Proposed Upcoming Contact(s)**

Date	Meeting	Requested Action
10/28/2025	Study Session	Receive Information
12/9/2025	Study Session	Receive Information

**Time Constraints:**

Transportation components that are mandatory for Comprehensive Plan have been included in the appendices of the Transportation Element of Redmond 2050. These components will be brought into the TMP, and in many cases, expanded upon with more specific policies and strategies.

**ANTICIPATED RESULT IF NOT APPROVED:**

This Study Session is for informational purposes and no direction is required at this time.

**ATTACHMENTS:**

- Attachment A - Issues Matrix
- Attachment B - Draft E-Mobility Chapter
- Attachment C - Draft Technology Chapter
- Attachment D - Draft Maintenance Chapter

---

**Date:** 10/7/2025

**Meeting of:** Committee of the Whole - Planning and Public Works

**File No.** CM 25-527

**Type:** Committee Memo

---

Attachment E - Draft Monitoring Progress Chapter

## Transportation Master Plan Update

Date	Issue	Staff Notes & Next Steps
6/4/24	Would it be possible to get the Staff Report presentation ahead of time so we can have questions ready ahead of the discussion? <i>(CM Forsythe)</i>	<p>This Staff Report will be a level set for Councilmembers to get a high-level idea of the variety of transportation plans that are in progress right now and how they relate to each other. This Staff Report will not delve deep into transportation topics but will give an overview of what Council can expect to review in the future.</p> <p>Councilmembers can also review the Redmond 2050 Transportation Element if they want to review Redmond's transportation vision more in-depth. The Transportation Planning &amp; Engineering team will continue to prepare materials for the Staff Report presentation.</p>
6/4/24	With the opening of the light rail on the Eastside, there has been more community interest in first-last mile connections. Would it be possible to get more information on this during the Staff Report? <i>(CM Salahuddin)</i>	<p>Yes, first-last mile connections will be discussed at the staff report.</p> <p>The Transportation Planning &amp; Engineering team will continue to prepare materials for the Staff Report presentation.</p>
6/4/24	Would it be possible to provide use-case profiles or scenarios of what residents in Overlake, Education Hill, or other neighborhoods might experience in the transportation network? <i>(CM Fields)</i>	<p>Yes, this information can be prepared for the Transportation Subcommittee and can be incorporated into the Transportation Master Plan document.</p> <p>The Transportation Planning &amp; Engineering team will continue to prepare materials for the Staff Report presentation.</p>
6/4/24	Thank you for the work that you continue to do to provide safe facilities particularly for pedestrians and bicyclists. <i>(CM Nuevacamina)</i>	<p>Staff will continue to provide updates on active transportation efforts in the Transportation Master Plan, including our bicycle network strategy efforts that will be discussed at the staff report.</p> <p>The Transportation Planning &amp; Engineering team will continue to prepare materials for the Staff Report presentation.</p>
8/5/24	I've been hearing a lot of safety concerns / requests for a Left turn arrow at the intersection of Bel-Red and West Lake Sammamish Parkway. Currently, there is a bike lane (or space for bikes to move to the front safely) but the turn itself is viewed as unsafe when it is in conjunction with vehicles. The request is for a <u>bike only</u> left-turn arrow <i>(CM Forsythe)</i>	<p>The Planning department will pass this information on to the Traffic Operations &amp; Safety Engineering (TOSE) team in Public Works as they manage Redmond's signals. The Safer Streets Action Plan will include opportunities to reduce conflicts between bicycles and vehicles at Redmond intersections.</p> <p>Further city staff coordination will be required.</p>

## Transportation Master Plan Update

Date	Issue	Staff Notes & Next Steps
8/5/24	Will the curbspace chapter include geofencing for Lime scooters and bikes to have proper zones to park vehicles? <i>(CM Forsythe)</i>	<p>The TMP curbspace chapter will include strategies for managing on-street parking and will provide guidance for prioritizing active modes on Redmond's roadway corridors. This could also include interfacing with Lime and promoting first-last mile solutions such as the Shared Micromobility program.</p> <p>Finalize Curbspace chapter.</p>
8/5/24	Will pick up and drop off zones for rideshare programs be included in the curbspace management plan? <i>(CM Forsythe)</i>	<p>Policies around curb space priorities, including passenger loading will be included in the curbspace chapter. Specific areas where passenger loading will occur will be identified in the Citywide Right-of-Way Management Plan that will be developed by Public Works in 2025 and will support the strategies outlined in the TMP Curbspace chapter.</p> <p>Finalize policies and strategies in the curbspace chapter, develop Citywide Right-of-Way Management Plan</p>
8/5/24	Will the TMP provide opportunities to expand flexible transit access with King County Metro programs? Would like to hear more about this at the study session, if possible. <i>(CM Salahuddin)</i>	<p>The upcoming August 13, 2024 Study Session will be focused on the development of the Safer Streets Action Plan; however, this topic will be included in the next TMP Staff Report.</p> <p>Promoting transit access and flexible transit options will be included in the transit chapter of the TMP.</p> <p>Staff will continue to prepare materials for upcoming staff reports and will work with the consultant team assisting on the future transit network included in the TMP.</p>
8/5/24	What parts of the plan will think more comprehensively about parking management (off street in addition to curbspace)? <i>(CM Kritzer)</i>	<p>Parking management strategies will be included in the Curbspace chapter of the TMP.</p> <p>In addition, a more detailed parking management analysis will be included in the Urban Centers Parking Management Plans that will be developed for Overlake, Downtown Redmond, and Southeast Redmond/Marymoor.</p> <p>Staff will integrate updated parking data into the curbspace chapter of the TMP.</p>
8/5/24	It is part of our obligation as a jurisdiction to have a responsible transportation plan. I would like to see strengthening of incentives and education of the public to work hand in hand with sustainability and tell the story of why we are encouraging people not just to drive everywhere. We want to tie the strategies in the TMP to GHG reductions. <i>(CM Fields)</i>	<p>The TMP will include strategies and analysis that supports Redmond's goals for reduction of vehicle miles traveled (VMT) and greenhouse gas emissions (GHG). As sustainability is a Guiding Principle of the 2050 Transportation Vision, these concepts will be incorporated into all aspects of the TMP.</p> <p>Staff will continue with development of the TMP.</p>
11/19/24	If community members want to get in touch with the TMP team, what is the best way they can do	<p>Community members can go to the open <a href="#">Let's Connect page</a> to give feedback, as questions, and take available questionnaires.</p>

## Transportation Master Plan Update

Date	Issue	Staff Notes & Next Steps
	<p>that? Do we have any open surveys or questionnaires? <i>(CM Stuart)</i></p>	<p>Additionally, the Redmond Pedestrian and Bicycle Advisory Committee (PBAC) will discuss various chapters of the TMP and other related topics at ongoing monthly meetings. PBAC meets on the 2nd Monday of every month at 6:30 p.m., both in City Hall and via Microsoft Teams. For more details, email <a href="mailto:pedbikecommittee@redmond.gov">pedbikecommittee@redmond.gov</a> or visit <a href="https://www.redmond.gov/pbac">https://www.redmond.gov/pbac</a></p> <p>The next Redmond PBAC meeting will be held Monday, January 13, 2025.</p>
<p>1/28/25</p>	<p>How do we continue to see a high turnover of on-street parking for local businesses while still promoting the park once and walk concept? <i>(CM Nuevacamina)</i></p>	<p>Management of parking will be key. Setting right-sized timeframes of on-street parking and looking into the possibility of metered parking to allow for longer parking timeframes in the future will help maintain the turnover needed allow people to find parking. Implementing useful wayfinding and signage will also help people find parking easily and quickly, especially in our urban centers.</p> <p>The Urban Centers Parking Management Plan will include specific strategies for achieving desired parking turnover and encouraging the park once and walk concept.</p>
<p>1/28/25</p>	<p>Having incoming light rail infrastructure alongside our curbspace management strategies will help bring more solutions on board to manage parking turnover.</p> <p>What is the Parking Benefit District mentioned in the curbspace strategies and what are the ways that this could be explored in Redmond? <i>(CM Stuart)</i></p>	<p>The TMP puts forth strategies for curbspace management, and the forthcoming Urban Centers Parking Management Plan will explore the details of how these strategies will be implemented.</p> <p>A Parking Benefit District is typically created to cover the costs associated with the parking program at a minimum and can be used to for other public improvement projects within the same geographic area. More details on feasibility and how this would be structured will be developed as part of the Urban Centers Parking Management Plan.</p> <p>The Urban Centers Parking Management Plan will explore this concept further.</p>
<p>1/28/25</p>	<p>What do we think is the right mix of publicly owned EV chargers and privately owned but publicly available chargers? Do we have a sense of the ratio that would be useful for a city of our size? <i>(CM Stuart)</i></p>	<p>Transportation Planning &amp; Engineering staff are working on our EV strategy as part of the E-Mobility chapter of the TMP and collaborating with Jenny Lybeck on sustainability programs as part of this effort.</p> <p>More information will be shared as part of the E-Mobility chapter of the TMP.</p>
<p>1/28/25</p>	<p>It's great to see all the ADA efforts in this chapter and how we're adding more accessible parking. Can you expand on how we are going to phase out the monthly parking permit and what the anticipated timeline on this would be? <i>(CM Forsythe)</i></p>	<p>The specific timeline on phasing out this program would be defined in the Urban Centers Parking Management Plan. We want to be sure to phase this out in a measured approach to give permit holders plenty of advanced warning.</p> <p>The Urban Centers Parking Management Plan will have a recommendation for phasing out monthly parking permits.</p>
<p>1/28/25</p>	<p>Would we consider implementing a residential parking permit zone as part of phasing out the monthly permit program? <i>(CM Forsythe)</i></p>	<p>More information on this will be shared in the forthcoming Urban Centers Parking Management Plan. A separate presentation will be brought to Council to focus solely on this report.</p>

## Transportation Master Plan Update

Date	Issue	Staff Notes & Next Steps
		<p>The Urban Centers Parking Management Plan will have a recommendation for phasing out monthly parking permits.</p>
1/28/25	<p>Have we considered implementing dedicated rideshare pickup and drop off locations as part of our curbspace management strategies? <i>(CM Forsythe)</i></p>	<p>Rideshare would fall under the access category for loading/unloading that is included in the curbspace prioritization categories. The forthcoming Curbspace Management Plan led by the Public Works department will expand on this work in more detail.</p> <p>The Curbspace Management Plan led by Public Works will determine the appropriate quantity and location of loading zones.</p>
1/28/25	<p>How do we think about the level of detail of strategies that are included in the TMP Curbspace chapter vs. what will be included in future parking plans? I.e. does the strategy that mentions changing the time-limited parking near Anderson Park fit in the TMP? Also, how will we manage parking in spaces with community parks that may not have a dedicated parking lot? <i>(CM Kritzer)</i></p>	<p>The strategy near Anderson Park was cited as an example of an area on the periphery of Downtown that would experience potential additional parking pressure if metered parking is implemented Downtown. Because of this, we would want to look at this area and others on the periphery of Downtown as an opportunity to implement time-limited parking to alleviate that additional pressure.</p> <p>The Urban Centers Parking Management Plan will provide recommendations for parking management within Urban Centers and consider impacts to adjacent areas.</p>
1/28/25	<p>Can you clarify the parking rule about moving your car to a new street in Downtown regarding the 2-hour time limited parking? <i>(CM Kritzer)</i></p>	<p>We want our businesses to feel that these curbspace strategies are supporting their work. This is why we are recommending potentially having paid parking in our time-limited areas. We will also continue to look into the 2-hour limit and if it is appropriate for our time-limited parking areas. More information will be included in the Urban Centers Parking Management Plan.</p> <p>Regarding the current regulations, a vehicle can be parked on the same named street for 2 hours at a time. You cannot move to another part of that same named street later in the day due to the nature of the parking monitoring program. More information can be found at: <a href="https://www.redmond.gov/636/Downtown-Parking">https://www.redmond.gov/636/Downtown-Parking</a></p> <p>Staff will identify code changes and other information that should be shared with public to explain parking regulations as part of the implementation of the Urban Center Parking Implementation Plan.</p>
1/28/25	<p>To what extent does paid parking influence the burden on current parking enforcement? <i>(CM Stuart)</i></p>	<p>Paid parking allows for better compliance overall which also allows for fewer resources to be spent on parking enforcement. This is a benefit of implementing a paid parking system.</p> <p>Parking enforcement is one factor to be evaluated as part of the decision to implement metered parking.</p>
1/28/25	<p>Can we look into the equity considerations of towing fees and the city's approach to towing in</p>	<p>Generally, the City does not tow cars for parking violations.</p>

## Transportation Master Plan Update

Date	Issue	Staff Notes & Next Steps
	the parking or curbspace management plans? <i>(CM Kritzer)</i>	Staff will look into whether or not there are criteria for when vehicles are subject to towing well-defined in city code and recommend criteria if there are currently none.
3/13/25	Why is TMP delivery now pushed out to April/May 2026? What are the impacts/benefits of that delay? <i>(CM Stuart via email)</i>	<p>The TMP timeline has extended to allow for additional staff and leadership review of content. A benefit of this adjusted timeline is more time to develop content and finesse strategies that will work for Redmond. Impacts include the potential need to collect new data to reflect more accurate existing conditions to when the TMP will be adopted.</p> <p>Staff will continue to progress on TMP development.</p>
3/13/25	What is the emission profile of the light rail's electricity? Does light rail run on energy fueled by coal? If yes, what is the transition plan/target for that energy source? <i>(CM Stuart via email)</i>	<p>Sound Transit participates in Puget Sound Energy (PSE)'s Green Direct program, sourcing 100% of their electricity from dedicated, renewable sources. This is the same program the City of Redmond leverages for City operations electricity.</p> <p>We can continue this discussion topic during an upcoming Study Session when the E-Mobility chapter of the TMP will be discussed.</p>
3/13/25	Some modes are more seasonal than others. In what season will the bike strategy outcomes be measured? Will there be standardization to ensure the same season is measure annually? <i>(CM Stuart via email)</i>	<p>We typically conduct traffic counts in Fall and Spring and would continue using data from these time periods regardless of the data source.</p> <p>Staff will continue to collect and analyze data from standard Fall and Spring time periods.</p>
3/13/25	When using the RMI calculator to understand potential CO2 emissions reductions, are those reductions measured in tailpipe emissions or do they also account for the source of the electricity's emissions? <i>(CM Stuart via email)</i>	<p>The RMI calculator estimates air quality impacts based on PM2.5, NOx, and CO pollutants. The emissions reductions are calculated based on the estimated reductions of these three pollutants.</p> <p>The calculator does leverage regional emissions factors, integrating NREL data from the PNW overall. It's been the city's experience that PSE's energy is contains higher GHGs than the regional roll ups. Assuming the trends we've seen in the past hold for 2023, the GHG assumptions in the calculator would be conservative/lower GHGs compared to PSE-specific data.</p>
3/13/25	Bike chapter, recommended action 3B. Is the phrase "at the time of purchase" needed in this? I'm not understanding if the action is trying to make a very specific point, or if it is redundant. <i>(CM Stuart via email)</i>	This is making a specific point. Many earlier programs offered reimbursable rebates which presents some challenges to low-income population that would most benefit.
4/8/25	Appreciate conversation around Redmond Way and the constraints around that area. How will we know if we are on track with our goals, especially given seasonal variations in bicycle	The City currently collects bicycle and pedestrian volumes twice per year (at the same time each year) to compare bicycle activity annually. We typically collect these counts in the fall and spring. We are also looking into other big data sources that can supplement our bicycle volume counts. We are also looking into adding more permanent bicycle counters on Redmond's transportation network at strategic locations.

## Transportation Master Plan Update

Date	Issue	Staff Notes & Next Steps
	activity? When during the year will our measurements take place? <i>(CM Stuart)</i>	Staff will continue to look into big data options that can supplement our counts and provide more context to the data we are already collecting annually.
4/8/25	Thank you for including data around incentive programs for e-bikes. As it relates to incentives for e-bikes, does the Rocky Mountain Institute use tailpipe emissions or another metric to measure emissions? <i>(CM Stuart)</i>	Yes, the Rocky Mountain Institute (RMI) calculator uses tailpipe emissions.
4/8/25	Topography is a barrier to bicycle activity on Education Hill. How can you measure data and compare trends in these unique situations such as topography and complicated intersection configurations that limit bicycle connectivity? <i>(CM Fields)</i>	<p>Redmond does not have uniform conditions across the City, which means we need to have careful and thoughtful design for safe and comfortable bicycle facilities. In some cases, we can look at what is already built and see if we can improve. Each situation will be unique to the location and users served and we will be sensitive to the characteristics of the environment when looking at bicycle facility improvements.</p> <p>For any future bicycle facility improvement, staff will consider all unique characteristics of the location and environment to assess safety improvements.</p>
4/8/25	Page 20 may need clarification or have a typo – check the first paragraph and neighborhood reference. Looks to be noting Grass Lawn when it should note Overlake. <i>(CM Forsythe)</i>	<p>This comment has been incorporated into the Bicycle Network chapter.</p> <p>Page 20 has been updated to change the reference to 150th Avenue NE in the Grass Lawn neighborhood.</p>
4/8/25	Can you clarify how Level of Traffic Stress is incorporated into the maps in the Bicycle Network Chapter? <i>(CM Kritzer)</i>	<p>The planned bicycle facilities map is intended to show that the Spine Network bicycle facilities are at a low level of traffic stress. We do have a map showing the city's existing level of traffic stress that we can include in the Bicycle Network Chapter or in appendix material to the TMP.</p> <p>The Spine Network facilities on the planned bicycle facilities map all are intended to be level of traffic stress one or two. (See Figure 14 of the Bicycle Network Chapter).</p>
4/8/25	In terms of the benchmarks that you talked about regarding 15% of urban center and 5% of citywide trips, can you clarify how you got to those benchmarks and how they relate to other cities of similar size? <i>(CM Kritzer)</i>	<p>Bike planning is based on a combination of evidence and intuition. When looking at our 71% reduction of GHG targets, some of those reductions are attributed to the bicycle mode in addition to electric vehicles, transit, and other non-drive alone modes. We have assumed a reasonable target of approximately 1 in 6 trips in the urban centers would be converted to the bicycle mode. We assume that especially in our denser urban centers, it is reasonable for folks to take trips via bicycle over drive-alone vehicles.</p> <p>Redmond's bicycle mode share outcomes are shown on page 4 of the Bicycle Network Chapter.</p>
4/8/25	Regarding rideshare pick-up and drop-off, can we look into implementing designated rideshare	This will be a focus of the Curbspace Management Plan that will be developed by Public Works and will take a more detailed look at curbspace uses on the block-by-block level.

## Transportation Master Plan Update

Date	Issue	Staff Notes & Next Steps
	pick-up and drop-off locations especially near our light rail stations? <i>(CM Forsythe)</i>	The Public Works Department's Curbspace Management Plan will address rideshare pick-up and drop-off among other detailed curbspace uses.
4/8/25	As Redmond is growing, how big of a challenge will it be to create our ideal curbspace and delivery network to not disrupt traffic, given Redmond's narrow streets and congestion? <i>(CM Fields)</i>	<p>It will be a challenge, but as the City grows and as demand for last-mile delivery grows we will need to look at other strategies. One key strategy will be to consider consolidated centralized pick-up locations such as lockers or other businesses that accept deliveries. That is a strategy that we would like to emphasize in our urban centers especially.</p> <p>This strategy is discussed in the Curbspace and Freight chapters of the TMP.</p>
4/8/25	One of the things noticed living in Downtown Redmond is noise given the level of activity. How can the City when planning for the future control the amount of noise associated with deliveries or building requirements? <i>(CM Nuevacamina)</i>	<p>Redmond's principal tool for regulating noise is RMC 6.36 Noise Standards. Among other things, this chapter sets decibel limits for noise that vary by time of day and zone. It also regulates construction noise. RMC 6.36.060 requires developers to include sound attenuation when developing housing near high-traffic arterials.</p> <p>Another provision is in place for the City's own CIP projects to consider noise walls and other mitigation standards if we believe the project will create elevated noise levels.</p>
4/8/25	How does our updated truck route map compare to the previous version? How does the freight network overlay with the bike network? <i>(CM Forsythe)</i>	<p>The map is similar with some small modifications. We removed NE 116th Street and West Lake Sammamish Parkway. We have also updated and clarified the definitions for Primary and Secondary Truck Routes and how these relate to WSDOT's definitions.</p> <p>The Streets Plan chapter discusses how our modal networks are connected and emphasizes a Layered Network and Complete Streets concept.</p> <p>Page 3 of the Streets Plan chapter discusses the city's integrated Complete Streets approach and page 12 of the Streets Plan chapter discusses the modal integration concept and analysis.</p>
5/27/25	Looking at the section on ADA-compliant bus stop facilities, have we thought about including solar panels on bus shelters? <i>(CM Forsythe)</i>	<p>Bus shelters and bus stop facilities are managed by King County Metro within the City. We would be open to partnering with Metro to add solar technologies to bus shelters but the timing and locations of implementation would be under Metro's purview.</p> <p>Bus stop facilities are discussed in Strategy 4 of the Transit Network Chapter of the TMP. We will update Strategy 4 to include discussion of lighting at transit stops.</p>
5/27/25	Is there a role for the City to develop or encourage the use of trip planner apps? <i>(CM Fields)</i>	<p>Trip planner apps and the concepts they support are examples of Transportation Demand Management (TDM) strategies that encourage people to use alternative travel methods that are not drive-alone. Staff are including a TDM chapter in the TMP and will discuss this with Council in July 2025.</p> <p>The City's Go Redmond program includes a trip planner functionality that is discussed and encouraged in the TDM Chapter of the TMP.</p>

## Transportation Master Plan Update

Date	Issue	Staff Notes & Next Steps
5/27/25	Is our Safer Streets for All Action Plan effectively our Vision Zero plan? Or do we have more plans to create a Vision Zero plan? <i>(CM Kritzer)</i>	<p>The Safer Streets Action Plan is effectively the City’s Vision Zero plan as it defines a target and timeframe for eliminating fatal and serious injury crashes in Redmond.</p> <p>The City took this approach to developing the Safer Streets Action Plan because the Vision Zero Approach is very specific to focusing on reducing fatalities, whereas the Safe System Approach takes a focused look at serious injury crashes in addition to fatalities and takes a wholistic look at how the transportation system can be safer.</p>
5/27/25	What exactly does the term shared parking mean? What is the timeline for this program? <i>(CM Nuevacamina)</i>	<p>The shared parking program is part of our Regional Mobility Grant proposal. The program will work to partner with businesses or management companies of underutilized surfaces parking lots in Redmond to better utilize these spaces for public parking. The City hopes to implement the Regional Mobility Grant microtransit shuttle and shared parking program when the 2 Line Cross-Lake Connection is complete.</p> <p>Staff are bringing forward to a contract to the City Council for the microtransit shuttle vendor.</p>
5/27/25	For the transit-only lanes and other capital projects, what would be the timeline for those? <i>(CM Nuevacamina)</i>	<p>The timelines for transit-supportive capital projects are not yet determined and will depend on funding and partnership opportunities with local transit agencies. The table in the TMP serves as an idea bank of potential projects and reflects the City’s goals for future infrastructure, strengthening its ability to advocate with transit partners.</p> <p>The table of transit-supportive projects is shown in Strategy 7 of the Transit Chapter of the TMP.</p>
5/27/25	Will there be policy conversations for the City to work with other agencies to implement transit goals? <i>(CM Fields)</i>	<p>Yes. The Transit Chapter establishes Redmond’s goals for the City’s future transit network. The City will be open to coordination with neighboring cities and other agencies to partner as necessary and ensure that these goals are consistent regionally.</p> <p>City Council leadership also recommends Councilmembers apply to sit on regional committees such as the Regional Transportation Committee (RTC).</p>
5/27/25	Do you feel that this overall transportation plan is sensitive to the balance of needs in Redmond? <i>(CM Fields)</i>	<p>Yes, the layered modal networks and complete streets concepts establish Redmond’s need to balance vehicle modes with transit and active transportation modes.</p> <p>The layered modal networks concept is discussed on page 12 of the Streets Plan chapter.</p>
5/27/25	How can the City play a roll in making sure community members are aware of transit route changes in their neighborhoods and efficient routes? <i>(CM Kritzer)</i>	<p>The Go Redmond program and communications staff partner with Metro and Sound Transit to promote awareness of transit resources and other ways to travel in Redmond without driving alone.</p> <p>The Transit Chapter of the TMP emphasizes frequency of routes in addition to wide ranging connectivity across the City. One of Redmond’s future transit goals is to increase transit frequency along planned routes so riders have more opportunities to travel via bus throughout the day.</p>

## Transportation Master Plan Update

Date	Issue	Staff Notes & Next Steps
		<p>The TDM chapter of the Transportation Master Plan addresses the Go Redmond program’s role in promoting awareness of transit resources.</p> <p>Transit frequency is discussed in Strategy 1 of the Transit Chapter of the TMP.</p>
7/8/25	<p>Regarding bicycle storage, can you elaborate how bicycle storage is included in the TDM chapter or the TMP overall. <i>(CM Forsythe)</i></p>	<p>Secure bicycle parking is discussed in Strategy 7 of the Bicycle Chapter of the TMP. Providing infrastructure is a form of Transportation Demand Management and we will look for ways to cross reference strategies in the TDM chapter with other chapters of the report. Additionally, the City is working on a pilot project with Redmond’s hotels supported by LTAC funding to provide bicycles and bicycle travel resources for visitors to Redmond’s hotels.</p>
7/8/25	<p>What do you think it’s going to take to get people out of their cars and shift their travel patterns? <i>(CM Fields)</i></p>	<p>Making alternative transportation options intuitive and user-friendly will help encourage the community to use non-vehicle travel options. Additionally, spreading awareness of the options Redmond already has will help the community know what is currently available to them for their travel needs. The Transportation Demand Management Program is also looking into providing financial incentives and other options to increase commuter behavior change.</p> <p>Redmond applied for and received a Regional Mobility Grant to provide another non-drive alone travel option and encourage transit use. This grant program will fund a microtransit shuttle and shared parking program, making it easier for people to access the Downtown Redmond light rail station.</p>
7/8/25	<p>Additionally, the City needs to make driving more difficult and expensive to discourage people from driving and promote other modes of travel. The City can be more specific about how driving can be more costly than other options. <i>(CM Anderson)</i></p>	<p>The Transportation Demand Management chapter discusses parking management (including paid metered parking) in Strategy 4, which helps to show the true cost of parking management.</p> <p>Additionally, the City will bring the results of the Urban Centers Parking Management Plans to Council later in 2025 to further the City’s conversation regarding parking management. These recommendations include increasing the monthly permit fee, increasing the time-limited service area, and exploring metered parking. These recommendations will help the city be more in line with the rates that private developments charge.</p>
7/8/25	<p>In Strategy 1 of the TDM Chapter, one of the actions could be “have successful regional growth centers” to draw connections between this chapter and others in the TMP. <i>(CM Stuart)</i></p>	<p>Language has been added to the strategy discussion about how focusing growth in urban centers is the most impactful TDM strategy as it puts more people within easy walk/bike distance of services and regional transit. An action has also been added that layers in additional things that can be done to achieve successful centers, including effective parking management, safe and comfortable walking and biking infrastructure, and encouraging a diverse mix of land uses.</p>
7/8/25	<p>Strategy 4 mentions wayfinding. Can we call out the connection between better wayfinding and utilizing routes of lower bicycle and pedestrian</p>	<p>Clarifying language was added to Strategy 4 of the TDM chapter and to Strategy 10 of the Pedestrian chapter. Wayfinding implementation efforts will prioritize low-stress routes.</p>

## Transportation Master Plan Update

Date	Issue	Staff Notes & Next Steps
	traffic stress? A map or better signage would be helpful. <i>(CM Kritzer)</i>	<p>Language added too Strategy 4 of the TDM chapter includes, "Additionally, clear wayfinding signage promotes awareness of non-driving routes such as bicycle and pedestrian facilities. Clear wayfinding can promote awareness of alternative modes and discourage drive-alone trips."</p> <p>Language added to Strategy 10 of the Pedestrian Plan includes, "Clear and consistent wayfinding helps people navigate the transportation system. For people walking and biking, wayfinding can be especially helpful for understanding the best routes for getting to key destinations such parks, schools, transit, and shopping. As such, wayfinding can be an effective tool for encouraging active travel."</p>
7/8/25	Is there any way to add more emphasis on how we gather feedback and communicate feedback to Metro about bus routing and frequency, especially given recent Metro service changes with the East Link Connections network? <i>(CM Kritzer)</i>	<p>Communications and coordination between the City of Redmond and transit agencies is discussed in Strategy 9 of the Transit Chapter. Clarifying language emphasizing frequent communications between the City and King County Metro has been added to Strategy 8 of the Transit Chapter and Action 1C of the TDM Chapter.</p> <p>Language included in Strategy 9 of the Transit Chapter includes, "Continuity in policy and planning efforts across agencies will help bring Redmond's transit goals to reality in a more efficient manner. Redmond's efforts should align with King County Metro's and Sound Transit's long range planning efforts including Metro Connects, the Metro Service Guidelines, the Metro Strategic Plan, the Sound Transit Regional Transit Long-Range Plan, and the Sound Transit Development Plan 2024-2029. Redmond should also have a strategic approach to influencing Metro's and Sound Transit's long-range plans so that they align with the city's objectives."</p> <p>Language added to Action 1C of the TDM Chapter includes, "Establish clear and frequent coordination between the City and transit agencies to communicate feedback on transit service."</p>
7/8/25	Can we better articulate strategy 6 in the Pedestrian Chapter regarding Pedestrian Priority Zones? Can we be clearer in reinforcing our commitment to defining these zones? <i>(CM Stuart)</i>	<p>Yes, clarifying language has been added to Strategy 6 of the Pedestrian Chapter to better articulate what is included in Pedestrian Priority Zones.</p> <p>Language added to Strategy 6 includes:</p> <p>"The Pedestrian Priority Zones are intended to prioritize a comfortable pedestrian experience through street design and operational strategies, including the following:</p> <ul style="list-style-type: none"> <li>• Street design strategies: traffic calming measures such as narrower streets, raised crossings, landscaping, and pedestrian-scale lighting</li> <li>• Operational strategies: automatic pedestrian signal phases (as opposed to push buttons), leading pedestrian intervals, shorter traffic signal cycles (to reduce pedestrian wait times), right- and left-turn restrictions at certain locations, no turn on red and pedestrian scrambles (where appropriate and applicable)"</li> </ul>

## Transportation Master Plan Update

Date	Issue	Staff Notes & Next Steps
		<p>“Action 6B: Consistent with recommendations in the Safer Streets Action Plan, develop a list of recommended operational and street design strategies that prioritize pedestrian mobility within Pedestrian Priority Zones. Operational strategies would include but are not limited to automatic pedestrian signal phases (as opposed to push buttons), leading pedestrian intervals, shorter traffic signal cycles (to reduce pedestrian wait times), right- and left-turn restrictions at certain locations, no turn on red, and pedestrian scrambles, where appropriate and applicable. Street design strategies would include but are not limited to raised crosswalks/intersections, curb extensions, narrowed streets, and other traffic calming measures.”</p>
7/8/25	<p>In Strategy 9 for pedestrian travel through construction areas, can we acknowledge that our facilities need to be restored after construction ends? <i>(CM Stuart)</i></p>	<p>Yes, clarifying language will be added to Strategy 9 of the Pedestrian Chapter to better articulate that pedestrian facilities need to be fully restored after construction to provide safe access that meets ADA requirements.</p> <p>Language added to Strategy 9 includes, “Ensure real-time information is pushed out to the Redmond community regarding any closures that impact the pedestrian system. Ensure pedestrian infrastructure is fully restored following the completion of construction and that facilities are ADA-compliant.”</p>
7/8/25	<p>What kind of data do we use for our data-driven traffic calming approach? <i>(CM Stuart)</i></p>	<p>Historically, the transportation data that has been collected includes annual traffic data collection of vehicle speeds, vehicle volumes, pedestrian volumes at intersections, and bicycle volumes at intersections. Through the TMP update process staff have also identified specific streets, to be defined as bicycle boulevards, that will be safe and comfortable facilities for all ages and abilities and create the city’s bicycle spine network. Other priorities for traffic calming would include streets without sidewalk, streets that are known to be cut-through routes, and we would continue to utilize Q-Alert data and feedback from the community related to speeding. Staff also collect speed data to validate and verify any requests or feedback that we receive from the community.</p>
7/8/25	<p>Regarding accessibility: rather than doing everything at once, can this plan eventually lead to a budget request that prioritizes what areas need improved accessibility first? <i>(CM Fields)</i></p>	<p>Strategy 7 of the Pedestrian Chapter includes the development of an ADA Transition Plan for Redmond’s public right-of-way. The development of this plan will include a prioritization component that will evaluate all ADA barriers and prioritize them for improvement based on location, severity, and proximity to pedestrian-generating uses.</p>
7/8/25	<p>I don’t see anything talking about the environmental impacts of lighting in the pedestrian chapter—can we include an action that says we will ensure lighting for safety while using best practices for lighting to reduce skyglow and environmental impacts? <i>(CM Kritzer)</i></p>	<p>Strategy 8 of the Pedestrian Chapter discusses street lighting. Language has been added that addresses the need to balance lighting for pedestrian safety with using best practices to reduce skyglow and environmental impacts.</p>

## Transportation Master Plan Update

Date	Issue	Staff Notes & Next Steps
7/8/25	For sidewalk gaps and alternatives, is the goal to be at 100% sidewalk coverage? It would be good to articulate what the goal is in this chapter. <i>(CM Kritzer)</i>	<p>The goal is for 100% of streets to be comfortable for pedestrians to travel on. Staff have heard that sidewalks are what people want in most cases but acknowledge that traditional sidewalks may not always be feasible given spatial or environmental constraints and associated costs and impacts. Our goal is to provide a comfortable and separated walking environment on all streets, whether with a conventional sidewalk or sidewalk alternative.</p> <p>This clarification will be added to the Pedestrian Chapter in Strategy 1 and Strategy 5.</p>

# E-Mobility Strategy

*TMP Update*



# E-MOBILITY STRATEGY

## 1. Introduction

The City is committed to creating an accessible, safe, and low-carbon transportation system. At the heart of this strategy is the development of walkable, bikeable neighborhoods and connecting community members to transit, as outlined in Redmond 2050 and other chapters of the Transportation Master Plan.

While reducing vehicle trips is at the core of the City's strategy, we also recognize that vehicles will continue to play a role in Redmond's transportation system. To achieve the community goal of net zero greenhouse gas emissions by 2050, Redmond must electrify vehicle and micromobility trips and transition away from carbon-based fossil fuels. Similarly, Redmond already has a higher EV adoption rate than much of the state, and the City must ensure EV infrastructure keeps pace to accommodate upcoming state mandates that require all new light duty vehicle sales to be electric starting in 2035.

The E-Mobility Strategy outlines Redmond's goals for advancing electric-mobility and EV infrastructure, while also acknowledging the need to reduce vehicle trips overall. The City's E-Mobility Strategy builds upon the work established in the City's Environmental Sustainability Action Plan (ESAP), the City's roadmap to reduce greenhouse gas emissions to net zero by 2050. The ESAP identifies actions to reduce emissions across multiple sectors, including the transportation system, which is the second largest source of emissions in Redmond.

The City's approach to E-Mobility policy development has included data analysis, research of other cities, community questionnaires, and roundtable discussions with community members, all aimed at identifying challenges, opportunities, and potential solutions for the future of E-Mobility in Redmond. Special emphasis is placed on reaching historically marginalized and underserved communities, ensuring their perspectives are central to the city's long-term mobility planning. While early adopters—primarily single-family homeowners—have had the advantage of home charging, many residents, particularly those in multifamily housing or underserved communities, face significant barriers to EV ownership and charging access. As demand for EVs grows, ensuring a comprehensive and equitable charging network is essential for meeting climate goals and supporting Redmond's evolving transportation needs.

The E-Mobility Strategy will help Redmond prioritize programming and investments in EV infrastructure, pursue partnerships and funding opportunities, and establish policies that remove barriers to adoption. To ensure that these policies reflect the needs of the community, the City has implemented an engagement-driven approach by gathering input from key stakeholders, including residents, businesses, advisory councils, property owners, and community-based organizations.

A thoughtful E-Mobility Strategy represents a crucial step toward addressing critical transportation needs, reducing transportation emissions, expanding clean mobility options, and ensuring that Redmond remains at the forefront of sustainable urban development.

## 2. Advancing Redmond 2050 Guiding Principles

Redmond 2050 establishes three Guiding Principles: Resilience, Equity and Inclusion, and Sustainability. The E-Mobility Chapter identifies strategies that support these principles, as shown below.

## Resilience

- **Electricification reduces greenhouse gas emissions that contribute to climate change and associated negative impacts on environment, infrastructure, and community. (FW-TR-2 and CR-28)**
- Strategies supporting the Guiding Principle of Resilience include: Strategy 2 and Strategy 3

## Equity & Inclusion

- **Access to EVs, e-bikes, micromobility, and charging infrastructure should be available to all Redmond community members regardless of socioeconomic status. (FW-CR-1 and CR-2)**
- Strategies supporting the Guiding Principle of Equity include: Strategy 1 and Strategy 6

## Sustainability

- **Increasing E-Mobility infrastructure contributes to reduced GHGs and forwards Redmond's sustainability and climate goals. (FW-CR-3 and CR-28)**
- Strategies supporting the Guiding Principle of Sustainability include: Strategy 4, Strategy 5, and Strategy 6

### 3. Redmond's E-Mobility Infrastructure Landscape

Redmond continues to make progress to increase use of e-mobility options, as outlined in the City's Environmental Sustainability Action Plan (ESAP). The ESAP offers an initial framework for coordinated and beneficial sustainability action across the city and community. A periodic update to the ESAP is underway and anticipated to be completed in late 2025. This E-Mobility Strategy is intended to complement the work the ESAP is undertaking, specifically in the transportation realm with the goal to reduce transportation emissions and enhance community mobility.

E-mobility is growing in Redmond – from high EV adoption rates, growing EV infrastructure, and micromobility solutions that rely on clean electricity. Key e-mobility existing conditions are outlined below.

#### EV Infrastructure

Redmond is a leader in EV adoption. The City has prioritized EV adoption within its own operations, while also advancing multiple policies to increase access for community members. Key accomplishments include:

- A commitment to transition the municipal vehicle fleet to clean vehicles. The City fleet now includes 16 EVs, 5 plug in hybrid EVs, 18 hybrids, and the state's first electric fire apparatus.
- Expanding fleet charging infrastructure, which now includes 25 fleet chargers. The City reduced its fleet's carbon footprint 14% since 2011 while saving thousands of dollars in fuel expenses.
- Updating the Redmond Zoning Code to require 100% EV ready parking in multifamily developments.
- Offering 12 public chargers to support community charging.

Current public EV infrastructure available across the city, as well as adoption trends is summarized in Table 1.

**TABLE 1 REDMOND EV INFRASTRUCTURE SUMMARY**

City	Population	Approx % Existing Single Family Land Use	Light-Duty Vehicles	EVs	EV %	L2 Ports	DC Fast Ports	Chargers / 100 EVs
Redmond, WA	82,380	46%	54,000 <sup>1</sup>	5,700 <sup>1</sup>	11%	92	19	2

Notes:

<sup>1</sup> Data based on data.wa.gov “[Electric Vehicle Population Map](#)” and estimate of light duty vehicles based on city average.

### Micromobility

Micromobility refers to a range of small, lightweight devices operating at speeds typically below 15 mph. Micromobility can include both human-powered and electric scooters, bicycles, skateboards, one-wheels, hoverboards, cargo bikes, trikes and other similar devices. These devices offer flexible mobility and can provide efficient first-last mile connections to transit, and thus, are an important component of Redmond’s transportation system. A first-last mile connection or transportation option refers to the mode of travel chosen for the first mile and/or last mile of one’s journey.

After launching in summer 2019 as a pilot, the City’s Shared Micromobility program has been a successful first-last mile mobility option for Redmond community members from 2019 through 2024. In 2024, City staff identified a primary vendor to manage the permanent program. The permanent program began on January 1, 2025, with Lime as the City’s sole vendor.

Since 2019, the Shared Micromobility program has served over 300,000 riders, with a median trip length of 0.8 miles, confirming that micromobility is a viable first-last mile trip mode in Redmond. On average, 136 micromobility vehicles (e-scooters and e-bikes) are deployed each day (approximately 10-15% of which are e-bikes).

The City of Redmond currently has no designated charging infrastructure for e-bikes or personal micromobility devices. In partnership with Lime and Sound Transit, designated shared micromobility parking areas are established at all of Redmond’s light rail stations; however, these areas do not include charging.

More information about the City’s micromobility and bicycle strategy can be found in Chapter 5 – Bicycle Strategy.

### City Review and Summary of Trends

As cities across the U.S. adapt to increasing EV adoption, many have developed policies and infrastructure plans to support transportation electrification. This section reviews EV strategies implemented by cities similar in size, urban structure, and mobility needs to Redmond. The review highlights best practices, policy trends, and implementation strategy, offering a roadmap for potential actions.

This high-level review found that cities leading in EV adoption typically have:

- Clear EV readiness policies integrated into broader climate and transportation plans.
- Stakeholder partnerships with utilities, transit agencies, and private developers.

- A strong emphasis on financial incentives and grant awards.

A detailed review of five cities provides insights into how communities are planning for EV adoption, infrastructure deployment, and policy development. Table 2 summarizes the outcomes of the city analysis.

**TABLE 2 CITY DATA ANALYSIS**

City	Population	Approx % Existing Single Family Land Use	Light-Duty Vehicles	EVs	EV %	L2 Ports	DC Fast Ports	Chargers / 100 EVs
Redmond, WA	82,380	46%	54,000 <sup>1</sup>	5,700 <sup>1</sup>	11%	92	19	2
Culver City, CA	41,000	29%	34,850	8,792	25%	209	54	3
Centennial, CO	106,883	58%	85,100	4,954	6%	87	20	2
Dublin, OH	49,000	16%	41,393	1,348	3%	83	6	7
Newton, MA	88,000	61%	57,919	4,484	8%	90	10	2
Seattle, WA	760,000	62% <sup>2</sup>	460,000	34,000	7%	1,514	102	6

Notes: It should be noted that WA, CA, CO, and MA have mandates requiring EV adoption by a stated date.

<sup>1</sup> Data based on data.wa.gov “[Electric Vehicle Population Map](#)” and estimate of light duty vehicles based on city average.

<sup>2</sup> Includes both Neighborhood Residential and Residential Small Lot zoned areas

Trends shared by the five cities include:

- **Strong Focus on Infrastructure Deployments and Public Engagement:** All five cities prioritized investments in **EV charging infrastructure deployments** and **public outreach, engagement and education** programs that make EV charging easy to find and use, supporting increased adoption. In suburban communities, investments in public charging stations often support residential and commuter EV users. Cities also developed campaigns to inform the public about EV benefits and incentives, ensuring equitable access and widespread adoption.
- **Widespread Adoption of Foundational Policies:** Four out of five cities have enacted policies that support systemic change and long-term impact. Cities are updating zoning rules to ensure new buildings include EV charging, simplifying permitting to speed up installations, and setting goals to transition city-owned vehicles to electric. Specific policies include **Municipal Fleet Electrification Goals and Initiatives**, **Streamlined EV Infrastructure Permitting Process**, **EV Readiness Ordinances** (requiring new developments to include EV charging infrastructure), and **Zoning and Code Updates** (ensuring future land uses and developments can accommodate EV infrastructure). **Grant Application Strategies** are also widely used to secure federal and state funding for EV strategy implementation. These steps help cities stay ahead of growing demand and make EV adoption a natural part of the City’s transportation system.
- **Moderate Use of Incentives and Adoption Targets:** Only three out of the five cities use targets or incentives to support adoption. Strong policies lay the groundwork for an EV-friendly city, but financial incentives and outcome-based goals may help speed up adoption. **Local Electrification Incentives**, such as rebates for

home chargers or discounted charging make EVs more affordable. **Motorist EV adoption targets** help cities measure and focus on what matters most, making progress toward higher EV penetration. Not all cities use these tools, likely due to limited funds or concerns about being held accountable for measures they can only influence, not directly control.

- **Limited Focus on Long-Term Climate Action and Workforce Development Initiatives:** Only two cities **Incorporated EV Strategies into their Climate Action Plans** explicitly detailing EV-related GHG reduction goals and **Developed EV Charging Station Guidelines**. And only one city addressed **Workforce Development Initiatives**. This could point towards cities not yet fully connecting EV strategies to climate, accessibility or training and economic development outcomes, leaving room for future growth.
- **Other Considerations:** Cities tend to focus on priorities suited to their unique needs, resources and community demands. Most cities are seeking scalable, adaptable growth in city-led E-Mobility efforts, offering tailored pathways to expand EV accessibility and sustainability. Cities are also seeking public-private partnerships to expand charging infrastructure for homeowners and residents. These partnerships can come from Puget Sound Energy (PSE) or other private sector entities. Public-private partnerships will be important in expanding charging infrastructure.

## Community Feedback

Feedback from the Redmond community has been a key piece of developing the E-Mobility Strategy. Community feedback was solicited through a series of focused roundtable discussions in Fall 2024. Participants were recruited through an application process advertised via City communication channels. Each session, facilitated by a third-party and supported by City staff, targeted specific groups: EV owners and enthusiasts from underserved communities, multifamily building residents, commuters, and property managers. These sessions, held at the Redmond Senior and Community Center and City Hall, aimed to ensure diverse community representation and gather valuable insights for the City's future E-mobility initiatives.

During the E-mobility roundtable sessions, Redmond community members engaged in facilitated discussions, sharing their experiences and ideas. Their insightful feedback highlighted the benefits and challenges they face as EV owners or enthusiasts residing in or traveling to Redmond. Additionally, they proposed solutions to enhance Redmond's E-mobility, providing valuable input for the City's future strategies.

Benefits of E-mobility noted by the participants include:

- EVs offer significant cost savings, including lower operating costs, less frequent fill-ups, and reduced maintenance expenses, with government incentives further encouraging ownership.
- Environmentally, EVs contribute to a reduced carbon footprint and lower greenhouse gas emissions, supporting climate action.
- Charging at home, work, or public charging sites provides convenience.
- The variety of stylish and high-performing EVs catering to different budgets and needs continues to grow.

Challenges in E-mobility noted by the participants include:

- Limited availability of public chargers, long wait times, high public charging costs, and maintenance issues that affect infrastructure accessibility.
- Multifamily residential areas often lack adequate charging infrastructure, and communication barriers with property management and utility companies complicate installations.

- High installation costs, financial barriers, and permitting and regulatory restrictions for property owners and HOAs cause significant obstacles to EV ownership.

## 4. Strategies

### **Strategy 1: Apply an equity lens when considering E-mobility infrastructure and focus on equitable access**

The City must center E-Mobility policies and investments on equity, which is a priority for the community, and a gap in the market. In the context of EV adoption and charging infrastructure, it is important for the community that investments are targeted to support those whose needs are greatest, such as people with limited means to purchase higher priced EVs and infrastructure, people who have difficulty navigating information related to EV ownership, and residents of multifamily housing whose barriers are greatest when accessing or installing charging infrastructure. This recommendation aligns with actions other cities are taking and addresses community roundtable participants' suggestion to ensure equitable access to EV charging infrastructure.

#### **Redmond 2050 Policies Supporting Strategy 1**

- FW-CR-1: Develop partnerships and programs to rapidly and equitably reduce greenhouse gas emissions and create a thriving, climate resilient community.
- CR-2: Prioritize equitable City investments, policies, programs, and projects so vulnerable and underserved communities lead the clean energy transition and are resilient to climate change.
- CR-6: Partner with regional organizations and underserved communities to equitably advance programs and policies to achieve net zero greenhouse gas emissions and resilient communities.
- CR-8: Encourage and support businesses in adopting sustainable business practices while attracting and supporting businesses that embrace Redmond's environmental sustainability goals.
- CR-29: Work with utility providers and other partners (such as developers and EV companies) to expand electric vehicle (EV) charging infrastructure across the City, ensure that people have equitable access to EV charging where they need it, and expand EV charging readiness for buildings.
- TR-10: Implement transportation programs, projects, and services that support the independent mobility of those who cannot or choose not to drive.

#### **Recommended Actions**

- Action 1A: Ensure the needs of low-income and presently disadvantaged communities are prioritized within City E-Mobility actions, even for programs with broad community benefits.
- Action 1B: Continue to engage populations of interest to understand their needs and perspectives, including young people and low-income people.
- Action 1C: Track the potential development of and look for opportunities to participate in a regional "Mobility Wallet" program where individuals can use funds for transportation needs, including EV charging.
- Action 1D: Continue to track grant funding opportunities, including the Washington State Climate Commitment Act to expand infrastructure and access to E-mobility opportunities.

## **Strategy 2: Assess policy opportunities to support electric vehicles**

Many community members described specific areas where the City can take direct action to support EV drivers and property owners to simplify the regulatory landscape. The City can help simplify the permitting process and update local zoning and city codes to improve access to charging infrastructure. This recommendation aligns with actions other cities are taking and addresses community roundtable participants' suggestions to support property owners and HOAs, update zoning, permitting, and building codes, and develop and support regulatory strategies.

### **Redmond 2050 Policies Supporting Strategy 2**

- CR 29: Work with utility providers and other partners (such as developers and EV companies) to expand electric vehicle (EV) charging infrastructure across the City, ensure that people have equitable access to EV charging where they need it, and expand EV charging readiness for buildings.
- TR-37: Account for fleet electrification and the need for publicly-accessible electric vehicle charging infrastructure in the design of the transportation system to encourage a shift to more efficient and zero emission vehicles.

### **Recommended Actions**

- Action 2A: Engage stakeholders to evaluate and inform e-mobility policy benefits and tradeoffs.
- Action 2B: Support the installation of e-mobility infrastructure by providing clear informational resources and exploring opportunities to streamline permitting process.
- Action 2C: Partner with Washington State legislators to align state EV regulatory framework with the priorities of Redmond communities (i.e. increased charging access at regional job centers, improved codes and standards to allow flexibility and effective outcomes on EV readiness for new developments, etc.).
- Action 2D: Advocate for state and regional policies that ensure electric infrastructure and grid capacity can keep pace with anticipated EV demand. Partner with policymakers to address barriers, such as insufficient electrical capacity or slow infrastructure upgrades, that could limit the pace of EV adoption.
- Action 2E: Promote and support shared-use and alternative access models for electric vehicles, such as EV car-share programs, subscription services, and charging-as-a-service, to expand mobility options without requiring personal vehicle ownership.

## **Strategy 3: Explore and expand e-mobility infrastructure**

Expanding access to charging infrastructure is a critical community priority. The City can explore partnerships with private sector businesses, utilities, and other local and regional public agencies to support E-Mobility infrastructure, such as charging facilities or micromobility and e-bike secured parking. This recommendation aligns with actions other cities are taking and addresses community feedback.

### **Redmond 2050 Policies Supporting Strategy 3**

- CR 29: Work with utility providers and other partners (such as developers and EV companies) to expand electric vehicle (EV) charging infrastructure across the City, ensure that people have equitable access to EV charging where they need it, and expand EV charging readiness for buildings.

- TR-37: Account for fleet electrification and the need for publicly-accessible electric vehicle charging infrastructure in the design of the transportation system to encourage a shift to more efficient and zero emission vehicles.
- CR-8: Encourage and support businesses in adopting sustainable business practices while attracting and supporting businesses that embrace Redmond’s environmental sustainability goals.

## Recommended Actions

- Action 3A: Explore partnerships with car share programs to offer EV car share sites in Redmond.
- Action 3B: Assess opportunities to increase charging infrastructure deployments at sites identified as priority locations.
- Action 3C: Work with businesses, property owners, and utilities to expand charging station access on private properties.
- Action 3D: Encourage local employers to offer workplace charging incentives to their employees.
- Action 3E: Explore public-private financing models that allow businesses to offset charger installation costs through tax incentives and grants.
- Action 3G: Develop an implementation roadmap to align funding with EV charging program priorities and leverage public-private partnerships for cost-sharing opportunities.
- Action 3H: Develop a comprehensive set of policies to effectively manage City owned charging infrastructure to support the ongoing maintenance, management, and expansion of infrastructure and programming.

## **Strategy 4: Adopt innovative strategies to reduce emissions and expand the application of clean technologies to freight movement that maintain consistency with City freight and delivery priorities.**

As discussed in Chapter 7 – Freight and Goods Delivery, the adoption of EV charging infrastructure extends to facilities that can benefit delivery vehicles and reduce last-mile emissions. By establishing zero-emission delivery zones and encouraging the use of electric delivery vehicles, Redmond can further advance GHG reduction goals across a variety of transportation networks.

### **Redmond 2050 Policies Supporting Strategy 4**

- CR-29: Work with utility providers and other partners (such as developers and EV companies) to expand electric vehicle (EV) charging infrastructure across the city, ensure that people have equitable access to EV charging where they need it, and expand EV charging readiness for buildings.
- TR-29: Monitor freight and service delivery patterns and adjust transportation system operations if warranted.
- CR-8: Encourage and support businesses in adopting sustainable business practices while attracting and supporting businesses that embrace Redmond’s environmental sustainability goals.

## Recommended Actions

- Action 4A: Support expansion of EV charging infrastructure and explore establishing zero-emission delivery zones inside Urban Centers to promote zero emission last-mile freight and goods delivery (for more information, see Chapter 7 Strategy 4.3).

- Action 4B: Promote the use of light-urban delivery vehicles including e-cargo bikes, trikes, and quadracycles through sensible regulation and bikeway, pathway, and sidewalk design that accommodates such vehicles. Redmond may look to national or state efforts to create policy and definitions for low-impact urban logistics including potentially charging fees for operators not using such vehicles for local deliveries (for more information, see Chapter 7 Strategy 4.3).

### **Strategy 5: Explore e-bike charging opportunities through micromobility partnerships.**

As discussed in Chapter 5 – Bicycle Network Strategy, e-bikes, e-scooters, and other personal micromobility devices have grown in popularity due to their ability to overcome challenging terrain and cover longer distances. These devices have become a viable alternative to motor vehicles and have the potential to reduce VMT and GHGs and contribute toward Redmond’s sustainability goals. Offering e-bike and other personal micromobility users convenient public charging opportunities would further promote their use.

#### **Redmond 2050 Policies Supporting Strategy 5**

- CR-8: Encourage and support businesses in adopting sustainable business practices while attracting and supporting businesses that embrace Redmond’s environmental sustainability goals.
- CR-30: Promote dense, mixed-use, and transit-oriented developments (TOD) through incentives or requirements for transportation demand management (TDM) measures, including minimizing parking structures in favor of transit, rideshare, walking, and biking.
- CR-31: Implement and enforce commute trip reduction programs and partner with transit agencies to expand, maintain, and enhance multimodal transit services and related facilities, including better first mile/last mile access to transit. Work with third-party programs and businesses to increase the availability, accessibility, and convenience of shared mobility options (such as bike share, scooter share, or car share) and maintain affordability of services.
- TR-22: Integrate transit facilities and services and non-motorized infrastructure with public spaces and private developments to create safe and inviting waiting and transfer environments. Consider opportunities for public arts and culture amenities in these areas.

#### **Recommended Actions**

- Action 5A: Explore providing e-bike charging with secure bicycle parking and designated shared micromobility parking zones at transit stations.
- Action 5B: Explore adding e-bike charging infrastructure to publicly managed EV charging facilities.

### **Strategy 6: Incorporate e-bike charging infrastructure into neighborhood and regional Mobility Hubs.**

As discussed in Chapter 6 – Transit Network Strategy, Mobility Hubs are designated locations that bring together many types of transportation modes or services to promote alternative modes to driving alone. Mobility Hubs can have a regional transportation focus, or a can focus on neighborhood connections. Charging infrastructure for both EVs and e-bikes adds an important element to Mobility Hubs and encourages sustainable travel.

#### **Redmond 2050 Policies Supporting Strategy 6**

- FW-CR-1: Develop partnerships and programs to rapidly and equitably reduce greenhouse gas emissions and create a thriving, climate resilient community.

- CR-8: Encourage and support businesses in adopting sustainable business practices while attracting and supporting businesses that embrace Redmond’s environmental sustainability goals.
- CR-29: Work with utility providers and other partners (such as developers and EV companies) to expand electric vehicle (EV) charging infrastructure across the city, ensure that people have equitable access to EV charging where they need it, and expand EV charging readiness for buildings.
- CR-31: Implement and enforce commute trip reduction programs and partner with transit agencies to expand, maintain, and enhance multimodal transit services and related facilities, including better first mile/last mile access to transit. Work with third-party programs and businesses to increase the availability, accessibility, and convenience of shared mobility options (such as bike share, scooter share, or car share) and maintain affordability of services.
- FW-TR-1: Plan, design, build, operate, and maintain a safe transportation system that advances an equitable, inclusive, sustainable, and resilient community by providing for the mobility and access needs of all.
- FW-TR-4: Plan, design, build, operate, and maintain a transportation system that supports the City’s sustainability principles.
- TR-18: Adopt and implement a transit system plan in the Transportation Master Plan that connects people to homes, education, jobs, goods and services, and other opportunities in Redmond and the region, especially those who lack affordable mobility options.

### **Recommended Actions**

- Action 6A: Include e-mobility charging infrastructure in the development of neighborhood Mobility Hubs (see Chapter 6 Strategy 3)
- Action 6B: Explore partnerships with transit agencies to establish e-mobility charging at transit centers and light rail stations where applicable (see Chapter 6 Strategy 3).

# Emerging Trends and Technology

*TMP Update*



# 1. Introduction

The Redmond 2050 Comprehensive Plan states that in 2050 Redmond’s transportation system is resilient, sustainable, equitable and inclusive. The convergence of transportation technological innovations in data analysis and management, automation and electrification has the potential to make the City’s transportation system not only more efficient, but also greener, safer and more inclusive. In Redmond, technology will be supporting many of the strategies defined in the City’s Safer Streets Action Plan by reducing vehicle speeds, helping transportation system designers understand crash risk through data obtained from advanced cameras and software systems, and will make vehicles and interactions between vehicles and people outside of vehicles safer. Data collection and analysis using new technologies will allow planners and engineers to better monitor traffic operations; manage maintenance; and identify network deficiencies that need to be fixed. Technology will also support individuals as they plan their routes and best mode of travel, find parking, and get real-time information to help them navigate a multimodal transportation system to move throughout Redmond and connect to regional systems.

## 2. Advancing Redmond 2050 Guiding Principles

Redmond 2050 establishes three Guiding Principles: Resilience, Equity and Inclusion, and Sustainability. The Emerging Trends and Technology Chapter identifies strategies that support these principles, as shown below.

<b>Resilience</b>	<ul style="list-style-type: none"><li>• <b>Technology can support a resilient transportation system and safe access for all users as travel demand and patterns change over time and during major disruptions caused by natural disasters or other events. (See Redmond 2050 FW-TR-2)</b></li><li>• Strategies supporting the Guiding Principle of Resilience include: Strategy 2 and Strategy 5</li></ul>
<b>Equity &amp; Inclusion</b>	<ul style="list-style-type: none"><li>• <b>As new technologies are deployed in Redmond, it's essential to address the safety and accessibility of all (See Redmond 2050 TR-10).</b></li><li>• Strategies supporting the Guiding Principle of Equity include: Strategy 1, Strategy 3, and Strategy 6</li></ul>
<b>Sustainability</b>	<ul style="list-style-type: none"><li>• <b>New technologies can be used to reduce vehicle trips, optimize traffic, and manage transportation assets, resulting in reduced greenhouse gas emissions and environmental impacts, and more efficient use of resources. (See Redmond 2050 FW-TR-4)</b></li><li>• Strategies supporting the Guiding Principle of Sustainability include: Strategy 4</li></ul>

## 3. Emerging Trends in Transportation Technology

Technology is driving many of the emerging trends in transportation systems and service delivery. From autonomous vehicles to shared micromobility to artificial intelligence, new technologies are providing both opportunities and challenges for cities. In most cases, cities like Redmond have the authority to manage new technologies and ensure that technological

advancements translate into safer, more equitable and more resilient and sustainable transportation systems. However, it remains to be seen how much authority local agencies will have over where and how some technologies such as autonomous vehicles may be deployed. Technology has and will continue to offer new capabilities and approaches to transportation planning and system management in Redmond.

## Current Transportation Technology Systems at the City of Redmond

The following transportation technology systems at the City of Redmond are used to manage and deliver transportation services.

### **Asset Management and Condition Monitoring**

Technology can help Redmond manage and monitor the condition of transportation-related assets such as sidewalks, street trees, signals, and streetlights. These systems aim to optimize asset utilization, ensure proper maintenance, and track work performed in Public Works, Parks, and Facilities. Asset management plans include elements for the state of local infrastructure (inventory, valuation, age, and condition) systems levels of service, asset management strategy) practices, procedures, tools, demand supportability, and lifecycle management and risk, financing strategy, and guidance for the continued improvement and monitoring of the plan. More information on asset management can be found in Chapter 13 – Monitoring Progress.

### **Client Relationship Management**

Client Relationship Management systems manage and enhance communication, engagement, and interactions with the public. The City uses QAlert to manage all citizen requests and inquiries – including those that are transportation-related. Requests are catalogued by the City and are then dispatched to the appropriate department depending on their context.

### **Intelligent Transportation Systems**

Intelligent Transportation Systems (ITS) offer a data-driven approach to improving the safety, efficiency, and sustainability of transportation networks. By integrating advanced technologies such as sensors, communication networks, data analytics, and real-time monitoring, ITS enable smarter management of transportation infrastructure and vehicles. These systems aim to optimize traffic flow, reduce congestion, enhance safety, and improve overall user experience for both drivers and pedestrians.

The City of Redmond has used ITS for several years to great success, though enhancements can help to make the transportation system more efficient and effective and improving the safety and performance of the multimodal transportation system. Areas that should be considered for future investments include continued advancements in traffic signal systems, flashing crosswalk beacon and school zone technology and strategies to make the fiber optic infrastructure more efficient and effective to support traffic operations and safety systems operated by the City.

### **Traffic Data Management and Analysis**

Traffic Analysis systems comprise analytical tools and methodologies to assess and understand traffic pattern, behaviors, and characteristics. Traffic simulation models can predict development impact on traffic and analyze signal timings at intersections. Other software can report on and analyze traffic-related statistics in Redmond, such as traffic collision data to assist in planning efforts. The City of Redmond uses a variety of these technologies to support traffic monitoring and reporting, travel demand modeling and safety analysis, among other activities.



FIGURE 1 – CITY OF REDMOND TRAFFIC OPERATIONS CENTER

### **City of Redmond Traffic Operations Center**

The City's Traffic Operations Safety and Engineering Division staff monitor traffic conditions throughout the City from the Traffic Management Center (TMC). The TMC operates during City Hall business hours and monitors traffic and activity on public streets using traffic cameras at many of the City's traffic signal locations. Interested parties can get on-line access to still photo images from Redmond's traffic cameras at roughly 70 intersections across the City (as of December 2024), showing traffic conditions on City streets in real-time. The TMC also provides information to the traveling public via its network of overhead electronic message signs.

### **Transportation Modeling and Forecasting**

Transportation modeling and forecasting involves the use of mathematical models and data analysis techniques to simulate and predict current and future year transportation patterns,

demand, and outcomes. Models and forecasts provide insight into traffic flows, congestion, transit ridership, travel behavior, and future transportation needs.

For many years, the City of Redmond has used the Bellevue-Kirkland-Redmond travel demand forecasting model, referred to as the BKRCast model, to conduct multimodal transportation planning studies such as Sound Transit's Sound Move plan, GMA planning requirements and other efforts. Derived from the Puget Sound Regional Council's SoundCast model, the BKR model is an activity-based travel demand model configured to depict travel behaviors that depend on the built environment and demand from other users.

While the City of Redmond has been a partner with Bellevue and Kirkland, it has wrestled with the challenge of providing staff to operate and use the model outputs to meet its planning needs. As the City moves forward to work to fulfill the planning needs called for in Redmond 2050, it will need to address these challenges to make full use of this unique and effective planning tool.

## Emerging Technology Trends

### **Artificial Intelligence**

Artificial intelligence (AI) has the potential to enhance the efficiency of transportation systems and improve data-driven decision making in transportation planning. AI can be used to analyze large amounts of data from various sources.

AI-powered algorithms will play a more prominent role in optimizing traffic flows, improving safety in the public right-of-way, predicting transportation demand, and even personalizing mobility experiences for users. Cities will increasingly deploy AI to support management of truck fleet operations, ensuring they're in the right place at the right time. Expect AI to also enhance real-time curb management, reducing congestion and enabling seamless deliveries in busy urban areas.

### **Big Data**

Large datasets from various sources like traffic sensors, GPS tracking, and mobile phone data provide opportunities to gain insights into traffic patterns, trip length and purpose, identify congestion, optimize routes, predict future traffic conditions, and inform infrastructure development decisions. Leveraging big data may lead to more efficient and effective transportation systems.

## Redmond Data Governance Strategy Project

The City of Redmond is undertaking a Data Governance and Strategy project to build a citywide framework for managing data as a strategic asset. This initiative will enhance how data is collected, classified, accessed, and used, with a strong focus on accuracy, security, and accessibility.

By establishing a Data Governance Committee, implementing data classification policies, and defining clear access protocols, the City aims to reduce inefficiencies, ensure compliance with legal and privacy standards, and improve decision-making across departments.

As the Transportation Master Plan is developed and implemented, this parallel effort in data governance will help ensure that transportation decisions and investments are guided by accurate, well-managed information.

### **Goods Delivery Reservations**

Technology that can leverage surveillance tools, historical trends on utilization rates, dynamic pricing information and curbside reservations can support more efficient deliveries, optimize access to businesses and smooth the flow of traffic.

### **Dynamic Pricing**

Dynamic pricing is a technology that would allow the City to adjust prices for parking, tolls, and other transportation systems in real-time based on market conditions and demand. It can help optimize capacity of the transportation system.

### **Drones**

Drones can be used to complement or replace traditional traffic sensors, such as cameras, loops, or radars. Drone-based imaging can also be used in combination with artificial intelligence and machine learning to analyze video data and create optimal, cost-effective solutions that would support the work of transportation planners. Drones are also being used for goods delivery, especially in last mile delivery. Within the City of Redmond, the Police Department is already using drones as part of their emergency response.

### **Autonomous Vehicles**

In research conducted by the American Planning Association, autonomous vehicles (AVs) could have a large impact on the automobile/small truck markets in the US. It is estimated that approximately 50% of cars will be AVs by the year 2040. This could cause a reduction in privately owned vehicles of over 43%.

One shared AV could replace up to 9-to-11 private

vehicles. This reduction in privately owned vehicles could have substantial benefits, including cost savings for households and allowing for the reallocation of space currently dedicated to parking and larger volumes of vehicle traffic to other uses such as greenspace and housing.

With the efforts into deploying and testing the viability of AVs in major cities around the U.S. underway, there is interest in developing policies to manage this new technology to ensure it aligns with local values and priorities around traffic safety, emergency response, and equity. The cities of Bellevue and Seattle have collaborated in the creation of an automated vehicle technology to address shared regional values and goals. From this vision a joint strategic policy and technical document has been prepared and multi-agency discussions about extending the

vision and policies to more jurisdictions, including the City of Redmond, are underway. More information on autonomous drones and personal delivery devices can be found in Chapter 7 – Freight and Goods Delivery.

### **Vehicles Connected to Everything (V2X)**

Vehicles connected to everything (V2X) is technology that enables vehicles and wireless devices to communicate with each other, roadside infrastructure, and even nearby pedestrians and cyclists. These technologies have the potential to make a more safe, secure, and efficient transportation system.

Examples of recent deployments using V2X technology include:

- A pedestrian crossing warning system for bus operators (Cleveland OH)
- Cloud-based digital advanced hazard warning alerting system for motorists (Connecticut)
- School bus signal priority (V2I) application that detects the approaching vehicles and extends green light signal phase (Fulton Co. Georgia)
- Reduced speed school zone warning application (Columbus OH)

The USDOT has recently released its national plan to accelerate the deployment of V2X technology. The Plan is focused on road safety, mobility, and efficiency through technology that enables vehicles and wireless devices to communicate with each other and with roadside infrastructure. These technologies can enable a more safe, secure, and efficient transportation system while maintaining privacy and consumer protection. The Plan will contribute to the Safe System Approach adopted by the USDOT's National Roadway Safety Strategy, which is also the foundation for Redmond's Safer Streets Action Plan. More engagement with the community and technology partners would be needed before any V2X deployment occurs in Redmond.

### **Mobility as a Service**

Mobility as a Service (MaaS) is a type of service that enables users to plan, book, and pay for multiple types of mobility services through an integrated platform. Transportation services from public and private providers are combined through a unified gateway, usually via an app or website, that creates and manages the trip and payments, including subscriptions, with a single account. The key concept behind MaaS is to offer travelers flexible mobility solutions based on their travel needs, thus "mobility as a service" also refers to the broader concept of a shift away from personally owned modes of transportation and towards mobility provided as a service.

### **Telematics**

Telematics is a method of monitoring cars, trucks, equipment and their assets using GPS technology and on-board diagnostics to plot the asset movements on a computerized map. The City is using telematics to report on duration of City fleet vehicle use and diagnose technical issues for vehicle servicing needs.

### **Other Trends**

## **Road User Charging**

Road usage charging (RUC) applies fees to motorists based on the distance traveled. It is an alternative to a fuel tax from which revenues have steadily declined due to improved fuel efficiency and growth in the EV market. RUC can be used to fund road maintenance and construction as well as alternatives to driving alone. RUC can also be an effective tool for disincentivizing driving during certain times of day or within specific areas or corridors. Dynamic road usage charging opens new possibilities for managing automated vehicles by adjusting charges in real-time based on traffic conditions and vehicle occupancy.

## **4. Strategies and Actions**

**Strategy 1: Employ technology in service of citywide goals, ensuring newly adopted technologies support priorities of safety, maintenance, and multimodal travel choices for pedestrians, cyclists, and motorists.**

Thriving communities rely on the effective movement of people and goods. The Redmond transportation system is evolving to meet the transportation needs of those who walk, roll, ride a bike, drive a car or truck, or take transit.

### **Redmond 2050 Policies Supporting Strategy 1**

FW-TR-1: Plan, design, build, operate, and maintain a safe transportation system that advances an equitable, inclusive, sustainable, and resilient community by providing for the mobility and access needs of all.

- TR-3: Maintain flexibility in the face of technological innovation, changes in mobility patterns, natural disasters, and other sources of uncertainty and disruption.

## Recommended Actions

- Action 1A: Develop a citywide Intelligent Transportation System plan to build upon existing ITS systems and strategically apply advanced technology to improve mobility, reduce collisions, and enhance sustainability. (Public Works)
- Action 1B: Prepare a report that evaluates V2X technology and provides an assessment of the potential benefits and costs of the technology if implemented in Redmond. (Planning)

## **Strategy 2: Explore new and varied data sources to support strategic decision making and improve transportation system operations.**

A variety of new data sources continue to be made available to public agencies that can be used to more effectively plan and manage transportation systems. For example, “Big Data”, or large and comprehensive data sets may be analyzed computationally to reveal patterns, trends, and associations, especially relating to human behavior and interactions. Such data provides transportation planners with new capabilities to make more informed decisions on how to optimize the transportation system for different users and travel demands, which can reduce congestion and emissions and improve safety for all users.

### **Redmond 2050 Policies Supporting Strategy 2**

- FW-TR-6: Identify level-of-service standards for transportation infrastructure and fund maintenance, repair, and replacement costs to meet them. Proactively manage and maintain transportation assets in a way that minimizes lifecycle costs and results in replacement or renovation in advance of need.

## Recommended Actions

- Action 2A: Support evidence-based decision making by using “big data” analytics to better understand travel patterns and demand and optimize the transportation network. (Planning, TIS)

## **Strategy 3: Develop staff skills and knowledge of advanced analytical tools and evaluation techniques that will advance transportation options, safety, and efficiency.**

The City of Redmond uses the Bellevue-Kirkland-Redmond (BKR) model to help estimate future transportation vehicle and person demand on the local city and transit highway networks. Over the years, the model has been used to evaluate the impacts of population and job growth, identify auto, transit and carpool demand, plus calculate traffic impact fees for new developments. The model has been instrumental in evaluating the impacts of a future (and now operating) Sound Transit Link light rail service on the Eastside of Lake Washington. The City will continue to use the model to forecast system performance and provide data that planners can use to target new multimodal transportation investments in areas of high growth.

### **Redmond 2050 Policies Supporting Strategy 3**

- TR-26: Use advanced technology to improve system efficiency, disseminate traveler information, and improve data collection for system management.

- TR-11: Maintain a traffic control program based on the fundamentals of education, enforcement and engineering for evaluating and responding to traffic safety and operational concerns. Maintain standards for maximum desirable traffic speeds and volumes. Apply a hierarchy of traffic control responses based on the severity of the traffic problem.

### **Recommended Actions**

- Action 3A: Leverage the use of the Bellevue-Kirkland-Redmond regional travel demand model to support transportation planning analysis needs. Evaluate the usefulness of the model to address the planning needs of the city and make recommendations on the role and function of the model for future use, including how it may be supported or supplanted by big data. (Planning)
- Action 3B: Promote the sharing of transportation-related data through an open data portal and APIs to allow third-party developers to create useful transportation apps and services. (TIS, Planning)

### **Strategy 4: Formulate public-private partnerships to implement innovative, ambitious, and scalable pilots that utilize new technologies and help meet the goals of the City of Redmond around transportation safety, efficiency, travel choices, or further citywide sustainability efforts.**

Public/private partnerships traditionally have proven to be a good tool to test new strategies for local governments. These partnerships can provide several benefits such as:

- Provide access to private capital, innovation, and efficiency of technology for governments.
- Provide investment opportunities for the private partner with public sector guarantees for private companies.
- Help to increase mobility, economic growth, jobs, safety, equity and environmental protection as public goals.
- Provide a reasonable return on investment, critical infrastructure, and economic growth as private goals.
- Provide access to additional capital and technical expertise for governments.

Despite the above benefits, there could be some challenges to consider before entering a public-private partnership (PPP). These may include:

- Misalignment of interests. While public entities prioritize social welfare, private firms are profit-driven, which can lead to conflicts. Transparent contracts and regulatory oversight are essential to maintain balance.
- Another significant challenge is risk distribution. If risks are not shared equitably, either party can suffer setbacks.
- Additionally, PPPs may involve complex regulatory and legal landscapes, which can delay projects. Navigating these complexities requires robust governance frameworks, clear legislative guidelines, and efficient dispute resolution mechanisms.

#### **Redmond 2050 Policies Supporting Strategy 4**

- TR-10: Implement transportation programs, projects, and services that support the independent mobility of those who cannot or choose not to drive.
- TR-12: Implement transportation programs, projects, and services that prevent and mitigate the displacement of communities that have been disproportionately harmed by past transportation siting decisions, as well as those at high risk of displacement.

#### **Recommended Actions**

- Action 4A: Form partnerships with emerging mobility services, technology services, platforms, and neighboring jurisdictions to advance safety and mobility. (Planning, Public Works, TIS)

#### **Strategy 5: Leverage technological advancements in support of multimodal travel strategies.**

The advance of technology has given travelers many opportunities to make the best choices about how to use the transportation system. However, the simple question of “How do I get from point A to point B in the shortest amount of time?” is not so simple to answer. As shown in the graphic below, people who live, work and recreate in Redmond have many things to consider when determining their best transportation choices. Tools such as Google Maps, ORCA cards, and OneBusAway, a real-time bus tracker application have made using the public bus system simple and responsive. Integrating traveler information through Mobility as a Service (MaaS) technology to support travel on other modes is still relatively new and while they will continue to get better, local governments can support these efforts by providing a regulatory regime that is flexible and making public generated data accessible to the greatest extent possible.

#### **Redmond 2050 Policies Supporting Strategy 5**

- TR-26: Use advanced technology to improve system efficiency, disseminate traveler information, and improve data collection for system management.

#### **Recommended Actions**

- Action 5A: Work with partners and vendors to implement integrated Mobility as a Service (MaaS) platforms that combine public transit, ridesharing, bike-sharing, and car-sharing services to promote multimodal transportation and reduce dependency on private vehicles. Work to ensure that these platforms align with the City’s goals and guidelines for safety and equity. (Planning)

#### **Strategy 6: Adopt regulations for the use of new transportation-supportive technologies in Redmond.**

As new technologies emerge it is critical that the City evaluate them to determine how they can advance Redmond’s transportation vision and what new regulations may need to be put in place to ensure these technologies offer a net benefit to the Redmond community and any potential negative impacts to people, property or City operations are mitigated. One such case is the advent of managing the use of

autonomous vehicles (AVs) in the City, which can include personal delivery devices and drones. Other technologies such as automated traffic enforcement and road usage charges could improve street safety and transit reliability, and create long-term sustainable transportation funding sources as gas tax revenue continues to decline, respectively.

### **Redmond 2050 Policies Supporting Strategy 6**

- TR-10: Implement transportation programs, projects, and services that support the independent mobility of those who cannot or choose not to drive.

### **Recommended Actions**

- Action 6A: Evaluate new technologies to understand potential positive and negative impacts on Redmond's transportation system, safety, and overall community livability and develop regulations in support of community goals. Join state and national efforts to advocate for local control and regulation of AVs, drones, and other technologies that may adversely impact transportation infrastructure, safety, and community livability. (Planning)
- Action 6B: Investigate and consider adoption of the Seattle/Bellevue Automated Vehicle Strategic Vision Plan to better prepare for the introduction of automated vehicles. (Planning)
- Action 6C: Support efforts to expand the use of automated enforcement to improve safety and transit reliability.
- Action 6D: Keep apprised of and support efforts at the State and County levels to explore road usage charges.

# System Maintenance and Preservation

*TMP Update*



# 1. Introduction

A well-maintained transportation system is critical to ensuring that all people living in, working in, or visiting Redmond can get around safely, conveniently, and comfortably. It is also critical to Redmond’s long-term fiscal well-being and sustainability goals. Redmond’s transportation infrastructure is aging, highlighting the importance of maintenance and lifecycle planning. The City must proactively assess, plan and budget maintenance and repair needs so that infrastructure can be maintained at or returned to identified level of service.

## 2. Advancing Redmond 2050 Guiding Principles

- Resilience**
  - **A well-maintained transportation system prevents network disruptions.**
  - Strategies supporting the Guiding Principle of Resilience include: Strategy 2, Strategy 3, and Strategy 5
- Equity & Inclusion**
  - Maintaining sidewalks, curb ramps, and bikeways supports safe and equitable access.
  - Strategies supporting the Guiding Principle of Equity include: Strategy 1 and Strategy 4
- Sustainability**
  - **Transportation system maintenance prolongs the life of system assets and helps prevent harmful substances from entering sensitive areas.**
  - Strategies supporting the Guiding Principle of Sustainability include: Strategy 1 and Strategy 2

## 3. Overview of Transportation System Assets and Maintenance Needs

The City of Redmond maintains a wide range of transportation-related assets that require periodic maintenance, repair, or replacement. These assets are discussed in other chapters of the TMP and summarized below:

*Table 1 Summary of Transportation System Assets*

Asset	Number/Mileage
Street Centerline Miles	152
Street Lane Miles	364
Bridges	20
Sidewalks	240

Curb ramps	1308
Bike lanes	61.7
Separated bike lanes	2.7
Neighborhood Connections (Special Purpose Pathways)	5.8
Traffic Signals	112
Street Lights	2100 City-owned and 2700 PSE-owned
Signs	9,301
Pavement Markings	14,180 Markings (X-walk, Stop Bar, Legends)

**Maintenance and Preservation Needs**

Redmond’s transportation system requires constant maintenance. The Public Works Department engages in a variety of maintenance activities, including pothole and pavement repair, ensuring signs and markings are visible, street lighting is operational, street sweeping, snow and ice response, and vegetation management. Routine maintenance of the system is prioritized based on quantitative measures such as Pavement Condition Index (PCI), the anticipated life cycle of a given asset, and inspections. The Public Works Department also responds to community requests or identified safety risks.

The City of Redmond is contending with aging infrastructure that requires more maintenance than current funding levels can address. Although regular maintenance is carried out each year, a funding gap exists. Addressing the funding gap is critical and actions such as the development of asset management plans and condition analysis will assist in identifying where to allocate limited resources to provide maximum benefit

**Pavement Management**

The City oversees approximately 364 lane miles of pavement, representing an infrastructure asset with a replacement value of \$300+million.

To monitor pavement condition, the City uses the Pavement Condition Index (PCI), a standardized method for evaluating roadway health. PCI scores categorize pavement as being in very good, good, poor, or very poor condition. A PCI above 70 indicates a street is in good condition, while a PCI below 55 signifies poor condition, often characterized by widespread cracking, ruts, and potholes. Figure 1 provides a visual representation of the PCI scale.

Figure 1- Visual Examples of Pavement Condition



Currently, Redmond's average PCI is 65—below the level of service target of 70. This figure has declined over the past two decades, largely due to an increase in vehicular traffic, the growth of the system, and underinvestment in pavement management. Preliminary estimates suggest that bringing the network back to a PCI of 70 and maintaining it through 2050 would require an average annual investment of \$11 million.

About 30% of the City's principal arterials are in poor condition with a PCI below 55. These roadways serve as high-capacity corridors for vehicular traffic and often support transit routes and truck traffic. Several arterials have up to four through lanes and additional turn lanes. Examples include Avondale Road, Redmond Way, and Bellevue-Redmond Road. Rehabilitation of streets that are in poor condition typically involves full-depth removal and replacement at an estimated cost of \$700,000 per lane mile. Preventative maintenance treatments such as crack sealing help to extend the life of pavement and reduce costs associated with full-depth removal and replacement. Minor arterials often connect major corridors and have less traffic than principal arterials. Collector arterials carry traffic from local roads to the arterial network. Examples include NE 40th Street and NE 116th Street. Approximately 40% of the City's minor and collector arterials have a PCI below 70, and about 12% fall below a PCI of 55. Over the next five years, more than half of these roads are expected to require major rehabilitation. The PCI of Redmond's arterial network is shown in Figure 2.

In contrast, Redmond's local and neighborhood streets are generally in better shape and are prime candidates for preventative maintenance. Techniques such as slurry seals, chip seals, and crack sealing are cost-effective ways to extend pavement life and are most effective when applied to roads with a PCI over 70. Currently, about 240 lane miles in Redmond meet this criterion.

To slow deterioration, the Public Works Department is expanding its crack seal program and has begun applying slurry seals to neighborhood streets. Still, without increases in funding, maintaining a citywide PCI of 70 will be a challenge. Projections show that by 2030, over 55% of the arterial network could have a PCI below 55, and the citywide network average may fall below that threshold within the next decade.

In response to these challenges, the City is developing a formal Pavement Strategic Plan. This strategic plan will explore funding scenarios, maintenance techniques, and resource needs to improve and preserve the condition of Redmond's roadway infrastructure for the long term.

Figure 2- Arterial Pavement Condition Index (PCI)

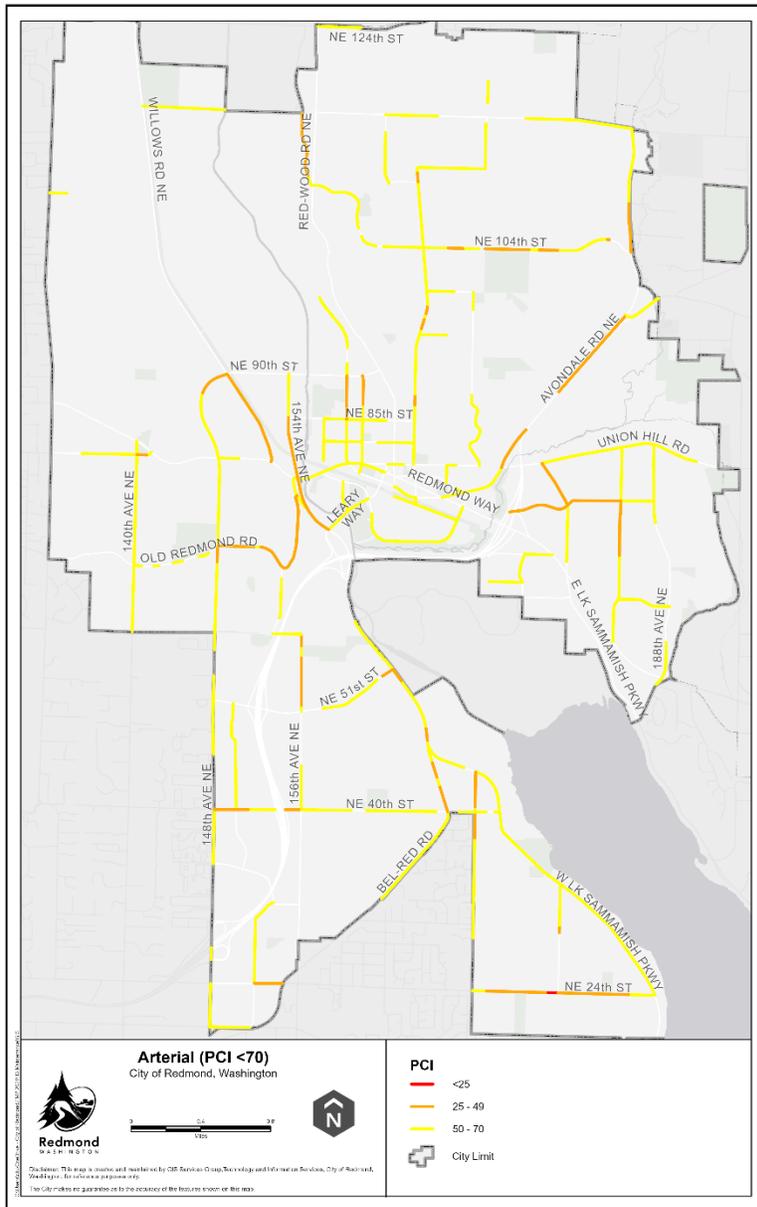
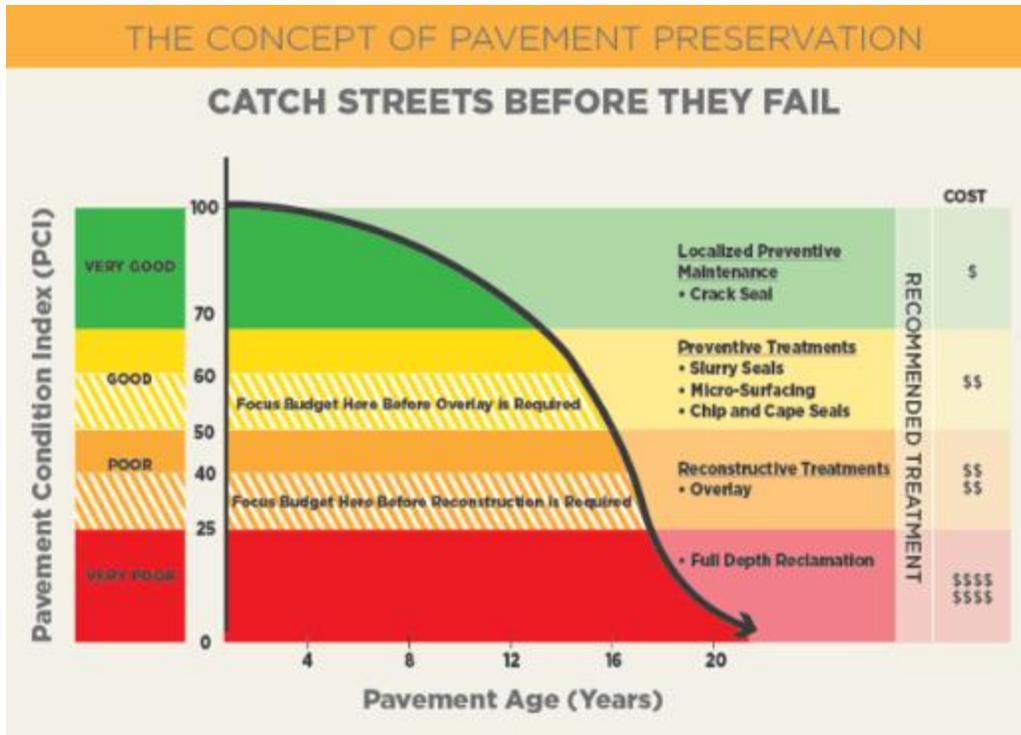


Figure 3- Pavement Preservation Concept



## Sidewalks

Redmond has over 240 miles of sidewalks and continues to construct sidewalks to fill gaps in the sidewalk network and provide better access to transit, schools, parks, and other destinations people want to walk and roll. Sidewalk condition varies throughout the city. In areas where a substantial amount of new development is occurring, older sidewalks are replaced and new sidewalks are constructed, so sidewalk conditions are generally good. In older areas of the city, such as parts of downtown and some residential neighborhoods, sidewalks may be in poor condition due to tree root upheaval and other factors.

Redmond’s trees are part of what makes it a livable community. Many trees along Redmond’s streets and sidewalks were planted decades ago. A combination of inadequate soil structure for tree root growth and inappropriate tree species selection has resulted in sidewalks that have major heaves and cracks, creating challenging conditions for people using mobility devices or pushing strollers. Fortunately, much more is now understood about soil structure and tree selection, which is currently being applied in new sidewalk projects that include street trees, so these conditions can be avoided in the future. However, many damaged sidewalks in Redmond will need to be reconstructed to meet ADA requirements and make them accessible. An example of a sidewalk that is being reconstructed due to damage from adjacent trees is NE 40<sup>th</sup> St. **[Before/after photo?]**

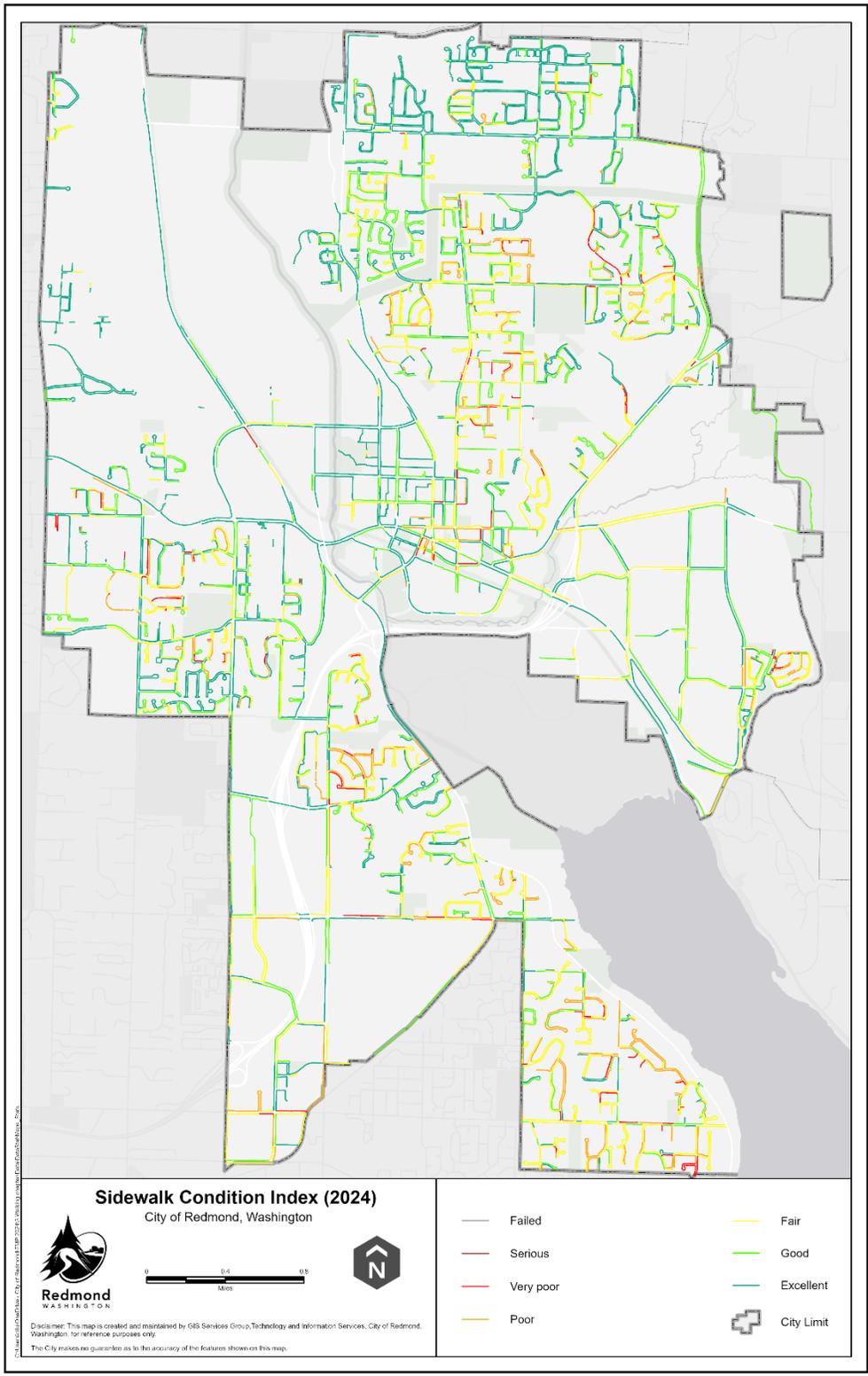
In 2024, the City collected sidewalk condition data for arterial streets, which is summarized in Table 2. Over half of arterial sidewalks are in good to excellent condition. Sidewalks found to be in fair to failed condition will be prioritized for repair or replacement by the City’s concrete crew or will be replaced as part of capital improvement or development projects. See Figure 4 below for a summary of Redmond’s Sidewalk Condition Index data.

In 2025-2026, the City will develop its Americans with Disabilities Act (ADA) Transition Plan for the Public Right-of-Way, which will identify deficiencies in the pedestrian network that impact accessibility and make it difficult or impossible for persons with disabilities to travel using this network. The plan will identify a list of sidewalks, paths, accessible push buttons, and curb ramps that need to be repaired or replaced to comply with the ADA and requirements in the Public Right-of-Way Accessibility Guidelines (PROWAG). Sidewalks with Sidewalk Condition Index (SCI) of Fair to Failed will be evaluated to determine whether they exceed ADA thresholds.

*Table 2 Sidewalk Condition Index (SCI) for Arterial Streets*

Sidewalk Condition Index	Length (miles)	Percent of Total Sidewalk Network
<b>Excellent (93-100)</b>	40.83	43%
<b>Good (85-92)</b>	26.71	28%
<b>Fair (71-84)</b>	20.65	22%
<b>Poor (55-70)</b>	5.18	5%
<b>Very Poor (30-54)</b>	1.55	2%
<b>Serious (11-29)</b>	0	<1%
<b>Failed (0-10)</b>	0.02	<1%

Figure 4- Sidewalk Condition Index



## **4. Trends Impacting System Maintenance and Preservation Now and in the Future**

### **Impacts of Heavier Vehicles**

As the level of transit service increases in Redmond, so too do the impacts of heavy buses on pavement condition. These impacts are most pronounced at bus stops where buses decelerate and accelerate, applying additional forces on the underlying pavement structure. Asphalt pavement, which comprises the majority of Redmond's arterial street network, is particularly susceptible to the impacts of heavy buses.

Heavier passenger vehicles also negatively impact pavement conditions. The average weight of a passenger vehicle in the U.S. has been trending upward since the early 1980s. The average weight across all passenger vehicle types is just over 4,000 pounds. As the number of heavier passenger vehicles increases, street pavement will deteriorate more quickly, requiring more frequent maintenance.

Changing the city's arterial street standard to be concrete instead of asphalt is a strategy that can extend pavement life, but concrete is more costly. Applying a concrete standard along frequent transit routes, at intersections, or at bus stops may be another more cost-effective strategy to reduce long-term maintenance costs. The use of asphalt and concrete both comes with environmental benefits and drawbacks; the use of these materials can be evaluated for alignment with the priorities of the Environmental Sustainability Action Plan (ESAP).



*Figure 5- Concrete bus pads reduce impacts of heavy buses on pavement*

## **Multimodal Streets Require a Different Maintenance Approach**

As Redmond streets are redesigned to better accommodate walking, biking, transit, and auto traffic the methods and equipment that are used to maintain streets must also change. For example, the TMP Bicycle Strategy calls for a network of high comfort bikeways, many of which will be separated bike lanes. Separated bike lanes typically can't be swept with conventional street sweepers, so they require smaller specialized sweepers or other equipment, and additional staff resources since the sweeping would be a separate activity from sweeping the adjacent street. Similarly, snow removal for separated bike lanes requires special equipment and additional staff resources. Table 3 compares maintenance costs of conventional bike lanes (i.e., no vertical elements between the bike and vehicle lanes) and separated bike lanes.

Multimodal streets also may incorporate features such as pavement markings, signage, vertical delineators, etc. which require maintenance. Each of these features has a life cycle and needs to be replaced on a routine basis. Further, multimodal streets that divide available street space create more constrained conditions to conduct maintenance.

Table 3 - Maintenance cost comparison between conventional and separated bike lanes

Category	Open Bike Lanes (per mile/year)	Separated Bike Lanes (per mile/year)
<b>Sweeping &amp; Debris Removal</b>	\$500–\$2,000	\$2,000–\$5,000
<b>Snow Removal</b> (where applicable)	\$1,000–\$3,000	\$2,500–\$6,000 (May require dedicated staff or closing facility until conditions improve)
<b>Markings &amp; Signage Maintenance</b>	\$200–\$700	\$300–\$1,000
<b>Barrier/Planter/Bollard Maintenance</b>	N/A	\$500–\$2,000
<b>Equipment Depreciation (Annual Share)</b>	Minimal (shared sweeper fleet)	Moderate–High (dedicated sweeper fleet)
<b>Total Annual Maintenance (Estimate)</b>	\$1,700–\$5,700	\$5,300–\$14,000

## More People Walking, Biking, and Rolling Requires a Higher Level of Maintenance

Redmond’s transportation policies and planning efforts are focused on encouraging more people to walk, bike, and roll. These human-powered modes of travel are more susceptible to injurious crashes resulting from poorly maintained infrastructure – whether it’s a crack in the pavement, or ice on a sidewalk. To maintain a safe system, it is important to establish a higher maintenance standard for sidewalks, bike lanes, and multiuse trails.

## Reducing Environmental Impacts

Redmond’s Environmental Sustainability Action Plan (ESAP) calls for increasing City-led tree planting on public properties (including public rights-of-way) and increasing the use of pervious pavement. Both actions have maintenance implications. More trees result in the need for more vegetation management (e.g., pruning, clearing tree litter). Over time, trees can also impact sidewalks and streets; however, better planting techniques and proper tree species selection can minimize these impacts. Pervious pavement, which is more appropriate for low volume parking lots, maintenance access roads, and sidewalks, requires different maintenance practices than more traditional pavements to prevent these pavements from being clogged by dirt, moss, etc., which compromise their pervious function.

As Redmond continues to grow and prioritize sustainability, transitioning the maintenance fleet toward electric-powered vehicles is a key strategy to reduce environmental impacts, enhance operational efficiency, and align with climate goals. By converting an increasing share of its vehicle inventory to electric models, Redmond can lower greenhouse gas emissions, decrease dependency on fossil fuels, and potentially realize long-term cost savings through reduced fuel consumption and simplified routine maintenance. [insert photo of electric maintenance vehicle]

However, electrifying the fleet also introduces new operational considerations. Maintenance personnel may require specialized training to safely handle high-voltage equipment and address the diagnostic

needs of electric drivetrains. Infrastructure investments, such as installing charging stations at municipal facilities, represent up-front costs that must be integrated into the City’s capital planning. Additionally, thoughtful scheduling and route planning will be necessary to account for charging times and vehicle ranges, ensuring that critical maintenance tasks remain on track.

Over time, these costs can be offset by savings from less frequent vehicle servicing and reduced fuel expenditures. Grants, rebates, and other funding opportunities may further streamline this transition. By systematically evaluating vehicle types, developing a phased replacement schedule, and monitoring performance, Redmond can maintain a strong and reliable maintenance program while embodying the City’s commitment to a cleaner, more sustainable future.

## 5. Strategies

### Strategy 1: Establish a Maintenance Level of Service Standard for Infrastructure Assets

For sidewalks, federal laws and guidelines such as the Americans with Disabilities Act (ADA) and the Public Right of Way Accessibility Guidelines (PROWAG), establish accessibility standards that dictate when assets such as sidewalks and curb ramps need to be maintained for accessibility. For other assets, a level of service standard - both for seasonal maintenance and longer-term system maintenance - is established by the City. A level of service standard may be tied to safety, longevity, aesthetics, user comfort, and other factors. This standard, in turn, dictates the frequency and level of maintenance performed.

[insert photo of seasonal maintenance]

#### Actions

**Action 1A:** Establish asset management plans that include a level of service maintenance standard for all transportation system assets and incorporate them into the City’s asset management system. (Public Works)

**Action 1B:** Modify seasonal maintenance practices, staffing, and budget to meet the established level of service standard. (Public Works)

### Strategy 2: Plan for and adequately fund maintenance and preservation of Redmond’s transportation system.

Ensuring sidewalks, streets, and other transportation assets are well-maintained is critical to achieving a safe, multimodal network. Funding for ongoing maintenance and preservation in Redmond is drawn from various sources—the General Fund, the Transportation Benefit District (TBD), and grant programs—which can fluctuate in availability from year to year. As the city grows and travel demands increase, allocating sufficient, stable funding is essential to meet safety and mobility goals. Robust financial support for maintenance not only addresses immediate repair needs but also helps avoid more costly overhauls in the future.

## Capital Projects

For new capital projects, long-term maintenance costs are calculated, and sufficient budgets are set aside during the capital improvement program (CIP) project scoping phase to ensure there is sustainable funding for the maintenance requirements. Maintenance costs should account for all aspects of life-cycle asset management and replacement.

### *Transportation Benefit District*

Redmond's Transportation Benefit District (TBD) was formed in 2023 to fund maintenance and improvements to city streets, public transportation, strategies aimed at maximizing safety and traveling choices, and other transportation projects designed to reduce congestion. The TBD is funded through a sales tax of 1/10<sup>th</sup> of one percent. In its first year, Redmond's TBD generated approximately \$5 million and is expected to generate a similar amount each year. TBD funds have been used to improve the City's capabilities to build and repair sidewalks, curb ramps, and other transportation features typically constructed of concrete, and augmenting paving projects with additional resources to expand existing scope. *Grants*

The City has received federal funding for pavement preservation projects via the Puget Sound Regional Council (PSRC) grant competitions, which occur in even years. Grant amounts are generally in the range of \$1.3 and \$1.5 million, and typically include separate design and construction phases. Pavement Condition Index for the road segment is the biggest factor in scoring for these grants, with a PCI of 50-59 receiving the highest points. Roads must be functionally classified (i.e., part of the arterial network) to be eligible, with higher functional classes receiving higher points. Freight routes and bus service can also contribute to higher scores.

### *Project Piggybacking*

As Redmond's stormwater, sewer, and water utilities age, there is a need to replace underground infrastructure that is placed within the street right-of-way. These utility projects offer opportunities to resurface streets, fix sidewalks, and conduct other maintenance activities. Asset management planning efforts will allow the City to better align priority infrastructure projects and identify opportunities to achieve cost savings by piggybacking different types of infrastructure projects occurring within the same corridor. The City should also continue to coordinate with private development projects and Puget Sound Energy (PSE) projects to find opportunities for project piggybacking.

## **Actions**

**Action 2A: Incorporate, as standard practice, the cost of annual maintenance into all operational budgets.** Update existing cost-estimation tools and CIP processes to ensure accurate maintenance costs are identified early and long-term funding is appropriately allocated as part of the biennial budget process. (Public Works)

**Action 2B: Establish a Project Transportation Maintenance Fund to ensure sustained financial support for maintaining** Redmond's transportation system, preventing deferred maintenance and unexpected funding shortfalls. (Public Works)

**Action 2C:** Create an asset management dashboard that more easily allows identification of opportunities to combine infrastructure maintenance/replacement projects across functional areas and coordinate with non-City utility providers and private development. The dashboard may also be used to report on capital project and programmatic efforts. (Public Works)

### **Redmond’s Concrete Crew Improves Pedestrian Access While Saving the City Money**

Redmond’s newly formed Concrete Crew is already demonstrating the value of relying on internal resources to address the City’s infrastructure needs. Their recent work at the 90th Street and Woodinville-Redmond Road intersection illustrates both the flexibility and cost-effectiveness this approach can offer. After a car accident damaged a traffic signal pole, the crew quickly removed the old foundation, prepared a new one, and took the opportunity to remove and replace the curb and gutter at the corner. They also upgraded two ADA-compliant wheelchair ramps and repaired sections of sidewalk to restore safe and accessible conditions for all users.

Without this in-house capability, these repairs would have required a lengthier contracting process and higher overall costs, likely delaying completion and inconveniencing residents. In addition to saving time and money, the project showcased strong coordination between the Concrete Crew and the Traffic Operations and Safety Engineering Division, reflecting the benefits of enhanced collaboration within the City’s maintenance operations. By investing in a dedicated crew, Redmond can respond more rapidly to unanticipated infrastructure needs, maintain higher quality standards, and reduce reliance on outside contractors, ultimately supporting a more resilient and efficient transportation system. [insert photo of concrete crew at work]

## **Strategy 3: Explore alternative approaches to addressing bikeway, sidewalk, and shared-use path maintenance needs**

### ***Community-driven maintenance initiatives***

As the City continues to build out its active transportation network and encourages year-round walking and biking, the maintenance needs for sidewalks, paths, and bikeways will continue to grow. This is particularly true for seasonal maintenance such as the clearing of leaves or other tree litter, and snow and ice removal from sidewalks and bikeways to maintain safe and accessible facilities. City maintenance crews may not always be able to address these seasonal maintenance needs in a timely manner. In some communities across the US community organizations have formed to address certain maintenance needs such as trimming vegetation and clearing debris from sidewalks and bike lanes. Examples include StreetFixers in Seattle, which organizes groups of people to sweep, rake, trim vegetation, etc. to make sidewalks and bikeways more passable.

Another approach to community-driven maintenance initiatives is to establish an “Adopt-a-Neighbor” program, which pairs neighbors who are unable to rake or shovel their sidewalk with volunteers who are willing to help.

### ***City-subsidized sidewalk maintenance***

The Revised Code of Washington 35.70.020 establishes that it's the responsibility of the abutting property owner to bear the burden and expense of constructing or repairing existing sidewalks along the side of any street or public place. This approach to sidewalk maintenance can lead to inequitable outcomes and often results in maintenance being deferred or not happening at all unless there are complaints from the public or a compliance program in place. In Redmond, adjacent property owners are responsible for maintaining the sidewalk in front of their homes, but historically there has been little enforcement or formal procedure in place to address degrading conditions. The City remains ultimately responsible for ensuring the sidewalks are safe for all users, and it typically responds to customer requests on a case-by-case basis to provide temporary or interim fixes.

To ensure an accessible sidewalk network the City should enforce the city ordinance requiring adjacent property owners to address sidewalk conditions that are impacting accessibility. Property owners can choose to hire a contractor or request the City to make the repair and be billed for the work. In some cases, repairing or replacing a sidewalk can be a financial burden to lower-income households. Income-qualifying households could have a portion, or all of the costs covered by the City using funds from the Transportation Benefit District.

### **Actions**

**Action 3A:** Assess the viability of establishing volunteer programs such as “Adopt-a-Neighbor” for seasonal sidewalk maintenance or “Adopt-a-Bike-Lane” program where organized groups commit to performing seasonal maintenance activities such as leaf clearing within defined segments. (Planning, Public Works)

#### **Prioritizing Transportation Infrastructure Maintenance**

Redmond’s transportation system should serve everyone equitably, ensuring that no person or neighborhood is left behind due to historical underinvestment or physical barriers. Older residential areas can sometimes lack the infrastructure and maintenance levels found in newer developments, resulting in uneven conditions for sidewalks, streets, and transit access. Redmond’s approach to equity in transportation maintenance focuses on identifying and prioritizing high-need locations to ensure a consistent and reliable level of service throughout the city.

To achieve this, the City considers demographic data, infrastructure conditions, and community input to guide where resources are most urgently required. Areas with a greater proportion of older adults, people with disabilities, or households without access to a personal vehicle may receive additional attention for sidewalk repairs, curb ramp upgrades, and street resurfacing. Beyond physical improvements, Redmond will continue to refine how it engages with these neighborhoods—whether by holding workshops in multiple languages, meeting people where they are, or partnering with local organizations to identify and address maintenance concerns. By applying an equity lens to all aspects of maintenance and preservation, the City seeks to create a transportation network that works for every resident, regardless of age, ability, or income.

**Action 3B:** Develop a policy and guidelines to facilitate community-driven maintenance initiatives and ensure that such initiatives are safe for participants and meet defined level of service maintenance standards. (Planning, Public Works)

**Action 3C:** Increase compliance efforts for inaccessible sidewalks and establish a program to assist property owners in addressing sidewalk maintenance needs, which could include providing a list of contractors, having City crews conduct the maintenance activity and bill the property owner, and establishing an income-qualifying sidewalk maintenance subsidy program. (Public Works)

#### Strategy 4: Coordinate Regional Shared Use Path Maintenance

Redmond is fortunate to have several regional shared use paths that serve both a recreation and transportation function. These include the SR 520 Trail, West Lake Sammamish Trail, and East Lake Sammamish Trail, and Pipeline Trail. These trails are owned and maintained by other entities, including WSDOT, King County, and PSE. The condition of trails can impact the safety and comfort of users, as well as people's willingness to use them. The City of Redmond has a role to play in advocating for consistent trail maintenance that meets its level of service standard and potentially partner with the agencies who

own and operate regional trails to help expedite maintenance activities.



*Figure 6-Many shared use paths in Redmond are maintained by other agencies.*

### **Actions**

**Action 4A:** Document maintenance needs on regional shared use path facilities. (Parks)

**Action 4B:** Coordinate with agencies to understand their maintenance schedules for regional trail facilities, and to potentially enter into maintenance agreements that would allow the City of Redmond (or its contractors) to perform maintenance and be compensated by the trail owner. (Parks, Public Works)

### **Strategy 5: Assess Feasibility of Shifting Major Maintenance Activities to Off-Peak Hours**

As Redmond transitions from a suburb to a city, the activity and demands on its streets will continue to increase, adding to the complexity of performing maintenance and resulting in greater disruptions to traffic from maintenance activities. Shifting maintenance activities that require street or lane closures or

other significant modifications to traffic flow to off-peak hours is a strategy to mitigate traffic impacts, but doing so would be a fundamental shift for Redmond's maintenance crews.

If the City were to pursue off-peak maintenance, several considerations would need to be evaluated. Such a shift may necessitate redefining roles to oversee night or weekend work, as well as engaging in discussions with labor unions regarding contract terms and work schedules. Pilot programs could be conducted to determine whether scheduling certain maintenance activities outside of peak hours effectively reduces congestion, remains cost-effective, and is operationally feasible. Coordination with other agencies would also be needed to minimize noise or other disturbances to businesses and residents. In addition, the City would need to ensure adequate budgeting for any specialized equipment, training, and ongoing performance monitoring. Although not a preferred approach, implementing off-peak maintenance could be further examined as the demands on Redmond's transportation system continue to grow.

### **Actions**

**Action 5A:** Establish criteria that would help determine when off-peak maintenance may be justified. Such criteria may relate to the scale and duration of the maintenance activity, anticipated impacts on traffic, emergency response times, businesses, and whether there are viable detour routes. (Public Works)

**Action 5B:** Investigate and document the resources needed to stand up a night maintenance crew on an as-needed basis. (Public Works)

# Monitoring Progress

# DRAFT

*TMP Update*



## Introduction

Performance monitoring and reporting is the regular measurement, analysis, and reporting of the results of projects, programs, and policies. It is an integral part of the City of Redmond's approach to delivering the Transportation Master Plan (TMP), and offers several benefits for the City and stakeholders:

**Direction:** Performance measurement reveals whether City activities are achieving the strategies and citywide principles set forth in the TMP. If they are not, the process gives decision makers the information they need to change course.

**Accountability:** Community members can judge how well the City of Redmond is delivering public services and whether those services are creating value for the public. Additionally, the City can use performance measurement data to improve efficiency within departments.

**Motivation:** Seeing progress toward goals can energize staff, decision makers, and the public.

**Communication:** The results of a performance measurement system can form the basis of a discussion among community stakeholders, and elected officials about the progress toward achieving the community's vision for Redmond.

**Funding:** Performance measurement reveals relative return on investment for the efforts the City makes to improve its transportation system and where the City may want to adjust its level of investment.

## Dashboard Measures

The strategies and actions identified in the TMP are all aimed at achieving a more resilient, equitable, and sustainable transportation system. Seven performance measures have been identified to track progress towards these aims. These are referred to as the "dashboard" measures:

1. Network Completion
2. Mode Share
3. Vehicle Ownership Rates
4. Vehicle Miles Traveled (VMT)
5. Transit Ridership
6. Safety
7. Street and Sidewalk Condition

These seven measures are central to the evaluation of the progress of the TMP and will be highlighted in the City's data dashboard.

Other transportation- and land use-related performance measures that will help track progress toward reductions greenhouse gas emissions identified in the Environmental Sustainability Action Plan, including electric vehicle ownership, commute distance, and jobs:housing ratio.

## 1. Network Completion

The TMP identifies two modal networks: bicycle and pedestrian. The networks are intended to highlight active transportation routes that connect major local and regional destinations. The networks also help the City allocate limited street space, and in some cases, they establish design standards and service levels to ensure adequate mobility for active modes.

Progress toward the completion of these two networks is an indication that the City is successfully delivering the Transportation Facilities Plan (TFP – see Chapter 14) and implementing the policies contained in the TMP. The network completion measures reflect policies in Redmond 2050 that call for prioritizing walking, biking, and taking transit and TMP strategies focused on improving access to transit and Urban Centers and enhancing safety, particularly for active modes. It also indicates progress toward implementing the City’s Complete Streets policy, which requires that projects accommodate active transportation users.

### Performance Measures:

- Network completion is expressed as the percent of each modal network that is considered complete, by length.
- Bicycle network completion is defined as percent of planned low stress bicycle network completed in (i) spine, and (ii) neighborhood networks.
- Two measures are included in the pedestrian network completion, (i) percent of arterials that have sidewalks on both sides, and (ii) number of planned low-stress crossings complete.

## 2. Mode Share

Redmond’s street network can be considered a limited resource as it is constrained by development and environmental features, and the amount of financial resources the City is willing or able to dedicate to its expansion. Today, the single occupancy vehicle (SOV) is the most common form of travel in Redmond. While drive-alone trips can be convenient, they are an inefficient way to use this limited resource, and they contribute disproportionately to congestion. The City of Redmond seeks to provide a range of transportation options so that residents, employees, and visitors can choose alternatives to the SOV when this makes sense and, in doing so, can prevent congestion and its many negative impacts.

Mode share is an indicator of how well the City and other agencies have provided attractive transportation choices for the public, and whether Redmond’s urban centers are successfully accommodating the increase in travel demand that accompanies growth. But, like transit ridership, non-SOV mode share is influenced by external factors, and the City’s influence on this measure is limited.

### Performance Measures:

Mode share is defined as the percentage of daily trips made by each travel mode (i.e., walking, bicycling, transit, driving alone, and carpooling) within the city. Two measures are monitored, including all trips and commute-only trips.

### 3. Vehicle Ownership Rate

Vehicle ownership rate can be an indicator of household income as well as the accessibility and viability of other modes of travel such as walking, biking, and transit. The easier and cheaper (in terms of time and money) it is for people to walk, bike, or take transit, the more households may choose to own fewer or no vehicles. This measure directs the City to improve air quality, reduce traffic congestion, and build a more sustainable and resilient urban environment.

#### Performance Measures:

Vehicle ownership rate is defined as the number of vehicles registered per capita during previous calendar year.

### 4. Vehicle Miles Traveled (VMT)

Tracking VMT helps the City assess the efforts to reduce car dependency and prioritize investments in public transit and active transportation. Reducing VMT in Redmond is necessary to make progress on the goals related to greenhouse gas reduction, safety, and sustainability.

#### Performance Measures:

VMT is a unit to measure the total number of miles made by all motor vehicles in the City on an average weekday during the Fall season. To capture the increase in the population, VMT per capita is reported annually.

### 5. Transit Ridership

Increasing transit ridership has multiple benefits for the City of Redmond and the region and is a critical component of the City's growth strategy, which directs most additional housing and employment to the Downtown and Overlake urban centers. With proper design and service level standards, transit systems can move large numbers of people quickly and comfortably.

A trend of increasing transit ridership can demonstrate the success of transit access improvements, direct service purchases by the City, and education and encouragement efforts by the City and its partners. It also helps the City monitor transit demand considering changes in service levels and system capacity.

**Performance Measures:**

Transit ridership is measured as average weekday boardings for all (i) bus and (ii) light rail stops within the Redmond city limits, respectively. Vanpools, carpools, and other forms of paratransit are not included. Data is provided by King County Metro and Sound Transit annually.

## 6. Safety

Ensuring the safety of all people is a fundamental goal for the City as it builds and maintains the transportation system. Traffic-related injuries and deaths have a variety of causes, including how transportation infrastructure is designed, operated and maintained, as well as the behaviors of the people using the transportation system. The City can create a transportation system that minimizes the risk of crashes occurring and the severity of crashes if and when they do occur. Examples of things the City can do to enhance safety include providing sidewalks and crossing facilities where they are needed, reducing vehicles speed limits and installing traffic calming treatments, and reconfiguring streets and intersections with known safety issues. Safety data will be used to determine whether the City of Redmond is maintaining its strong safety record, particularly among more vulnerable road users such as people walking, biking, and taking transit even while it encourages more people to use these modes of travel.

**Performance Measures:**

Safety considers two measures, (i) the number of total crashes, and (ii) the number of serious injuries and fatalities by mode. The data is collected from WSDOT and Redmond Police Department and is reported annually.

## 7. Street and Sidewalk Condition

The transportation system requires constant maintenance to function effectively. The City conducts a wide range of activities to preserve the physical and information technology components of this system, the most costly of which is the preservation of roadway and sidewalk pavement. Deferred pavement maintenance can lead to far more costly repairs once road surfaces become degraded.

Adequate pavement condition is essential to the proper functioning of the roadway network for private travel and for freight operations.

**Performance Measures:**

Street and sidewalk condition is presented as the percent of streets/sidewalks in poor (need immediate maintenance), fair (need maintenance but the segments are still safe to use), and good (no maintenance needed) conditions. Street pavement condition is updated every other year, while sidewalk condition is updated every 3 to 5 years.



Memorandum

**Date:** 10/7/2025  
**Meeting of:** Committee of the Whole - Planning and Public Works

**File No.** CM 25-535  
**Type:** Committee Memo

**TO:** Committee of the Whole - Public Safety and Human Services  
**FROM:** Mayor Angela Birney  
**DEPARTMENT DIRECTOR CONTACT(S):**

Public Works	Aaron Bert	425-5556-2786
--------------	------------	---------------

**DEPARTMENT STAFF:**

Public Works	Tess Wilkinson	Capital Projects Planner
Public Works	Steve Gibbs	Capital Division Manager

**TITLE:**  
Capital Investment Program (CIP) Project Updates for Q3 2025

**OVERVIEW STATEMENT:**

Public Works is providing the 2025 Quarter 3 project updates on active CIP projects. The purpose of this documentation is to provide an overview of the CIP progress and to receive feedback or answer questions about specific projects. Also included in this update is information on two new projects, Cycle Track - NE 24<sup>th</sup> St. and Cycle Track - DaVinci St., which will soon come before the City Council for approval for inclusion in the CIP.

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

**REQUESTED ACTION:**

Receive Information       Provide Direction       Approve

**REQUEST RATIONALE:**

- **Relevant Plans/Policies:**  
CIP
- **Required:**  
N/A
- **Council Request:**  
N/A
- **Other Key Facts:**  
None

**OUTCOMES:**

N/A

**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:**  
CIP

**Budget Priority:**  
N/A

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

*If yes, explain:*  
N/A

**Funding source(s):**  
CIP

**Budget/Funding Constraints:**  
N/A

Additional budget details attached

**COUNCIL REVIEW:**

**Previous Contact(s)**

Date	Meeting	Requested Action
7/15/2025	Business Meeting	Receive Information

**Proposed Upcoming Contact(s)**

Date	Meeting	Requested Action
10/14/2025	Study Session	Receive Information

**Time Constraints:**

N/A

**ANTICIPATED RESULT IF NOT APPROVED:**

None

**ATTACHMENTS:**

- Attachment A - Draft 2025 CIP Quarter 3 Projects Update
- Attachment B - Draft Projects List - Council Handout
- Attachment C - Cycle Track - DaVinci Ave PIS
- Attachment D - Cycle Track - NE 24<sup>th</sup> St.



# CIP Quarterly Projects Update

---

Quarter 3, 2025



# Capital Division Portfolio Reporting

## 2025-2026 CIP

CIP Projects	2025 Q2	2025 Q3
Active	34	34

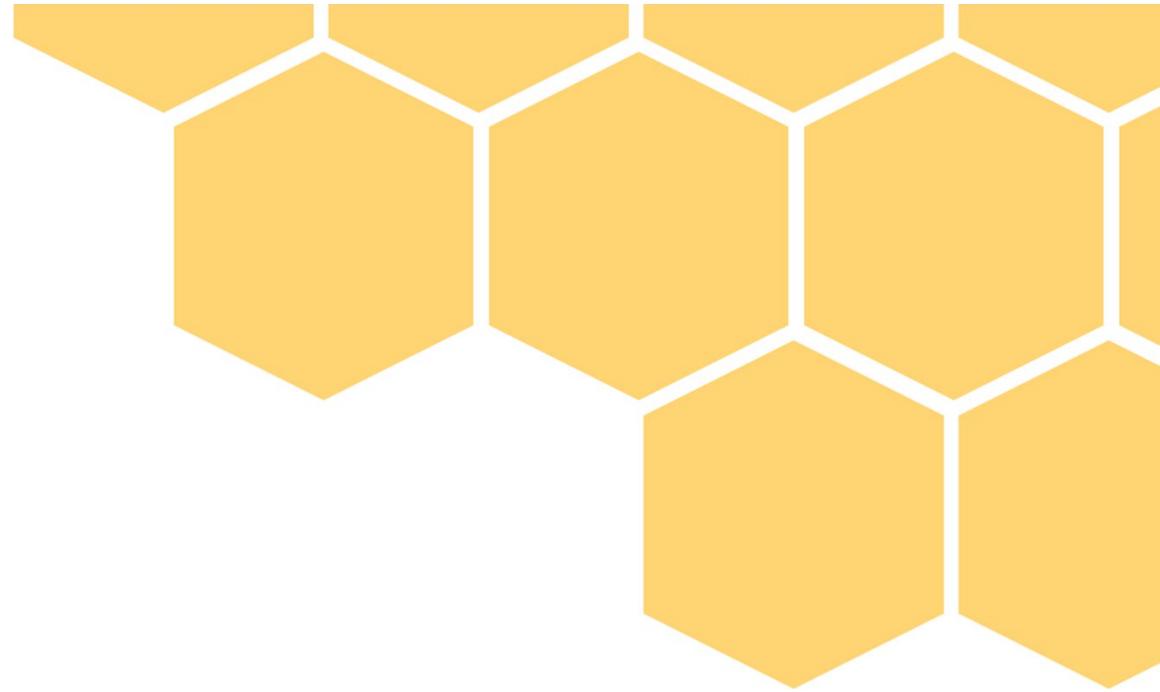
Completion	2025	2026
Targeted for Completion	15*	9
Total Complete	8	0
Percent complete	53%	0%



\*Original target was 18

# Completed & Soon to be Completed Projects

Completed Projects	Soon to be Completed Projects	Substantial Completion	Budget	Expected Cost
EV Charging	Reservoir Park Sports Court Replacement	October 2025	\$1,181,682	\$1,180,000
10,000 Block of Avondale Erosion	Reservoir Park Water Tank Repairs	October 2025	\$624,910	\$610,000
PPE Management – Storage and Extractors	Turf Replacement Harman Park Baseball Infield	October 2025	\$599,245	\$575,000
Control & Telemetry	Turf Replacement Grass Lawn Park Softball Field 1	October 2025	\$1,851,216	\$1,370,000
40 <sup>th</sup> St. Sidewalks (156 <sup>th</sup> Ave to Bel-Red Rd.)	Hardscape Project - Meadow Park Sport Court Replacement	October 2025	\$593,901	\$593,000
Overlake Station Vault - Stormwater Hatch	Fire Station 17 Siding Replacement	November 2025	\$1,299,620	\$1,199,000
Pavement Mgmt. – West Lake Samm. Pkwy (N. of Marymoor to Leary Way)	Bel-Red Buffered Bike Lanes (30th St. to WLSP)	April 2026	\$5,201,204	\$5,720,000
Redmond Central Connector Phs 3	Sidewalk Repair Projects - Avondale Way (170th Ave to UHR)	April 2026	2,601,176	\$2,000,000
Sustainability LED Lighting Building Retrofit				



# Project & Program Reporting

---

# Scope, Schedule & Budget Indicators

	Green ●	Yellow ●	Red ●
Scope	Scope OK	Some scope issues	Major scope issues
Schedule	On or ahead of schedule	1-3 months behind	Over 3 months behind
Budget	On or under budget (without contingency)	Within budget + contingency	Over budget + contingency

## Funding (Budget)

Funding number is budget as approved by Council; most recent number shown.



# Program Report – General Government (Facilities)

Active projects managed by the Construction Division

Program Manager: Quinn Kuhnhausen

Project Name	Phase	Targeted Completion	Project Standing	Budget	CIP Inclusion	Information
Electric Vehicle Charging Stations	Complete	January 2025	N/A	\$734,334	2023-2024	
PPE Management – Storage and Extractors	Complete	April 2025	N/A	\$505,000	2019-2020	
Sustainability LED Lighting Building Retrofit	Complete	September 2025	●	\$741,187	2019-2020	
Fire Station 17 Siding Replacement	Construction	November 2025	●	\$1,119,620	2023-2024	Demo has begun.
Sustainability Building Automation (Energy Management System)	Design/Construction	July 2026	●	\$506,408	2019-2020	ESCO project, final design is considered as part of the Construction phase.
Public Safety Building Phase 2 (Mechanical and Electrical)	Design/Construction	July 2026	●	\$3,075,096	2017-2018	ESCO project, final design is considered as part of the Construction phase.
Facilities ADA Improvements	Design	November 2026	●	\$300,000	2019-2020	
MOC Campus Redevelopment	Design	2030	●	\$225,000,000	2023-2024	
Electric Vehicle Charging Stations Phs 2	Pre-Design	January 2027	●	\$794,946	2025-2026	



# Program Report – General Government (Facilities)

*Active projects managed outside of the Capital Division*

Program Manager: Quinn Kuhnhausen

Project Name	Phase	Targeted Completion	Project Standing	Budget	CIP Inclusion	Information
Bellwether City Annex	Purchase complete	2027	●	\$618,000	2025-2026	Design for a “mini” city hall in the Overlake neighborhood will begin in 2026
Energy Smart Eastside – Residential Electrification Program	Continuous Program	N/A	●	\$4,800,000	2019-2020	
Facilities Condition Assessment – Small Capital Projects			●	\$300,000	2025-2026	



# Program Report – Parks

*Active projects managed by the Construction Division*

Program Manager: Dave Tuchek

Project Name	Phase	Targeted Completion	Project Standing	Budget	CIP Inclusion	Information
Redmond Central Connector Phs 3	Complete	August 2025	N/A	\$8,075,000	2019-2020	
Turf Replacement, Grass Lawn Park Softball Field 1	Construction	October 2025	●	\$1,851,216	2019-2020	
Turf Replacement, Hartman Park Baseball Infield	Construction	October 2025	●	\$599,245	2019-2020	
Reservoir Park Sports Court Replacement	Construction	October 2025	●	\$1,181,682	2019-2020	
Meadow Park Sports Court Replacement	Construction	October 2025	●	\$593,910	2019-2020	
Idylwood Park Parking Lot Expansion and Frontage Improvements	Pre-Design	May 2027	●	\$4,476,663	2025-2026	This is a joint project with Traffic Operations
SE Redmond Park	Pre-Design	October 2028	●	\$13,757,591	2025-2026	Project is starting earlier than planned



# Program Report – Parks

*Active projects managed outside the Capital Division*

Program Manager: Dave Tuchek

Project Name	Phase	Targeted Completion	Project Standing	Budget	CIP Inclusion	Information
Hartman Park Turf Fields 5 & 6 TPE	Complete	N/A	●	\$60,000	2025-2026	
Climate Resiliency & Sustainable Vegetation Mgmt Plan – Landscape Conversions	Planning	August 2026	●	\$300,000	2025-2026	Project goals - lower water usage and increased environmental plant diversity.
Urban Forestry Tree Planting	Continuous Program	N/A	●	\$1,200,000	2025-2026	Report provided at a Study Session last June
Tree Maintenance Program	Continuous Program	N/A	●	\$1,550,383	2025-2026	Report provided at a Study Session last June



# Program Report – Traffic Operations

Active projects managed by the Construction Division unless otherwise noted

Program Manager: Paul Cho

Project Name	Phase	Targeted Completion	Project Standing	Budget	CIP Inclusion	Information
Pavement Management –West Lake Samm Pkwy (Marymoor – Leary Way)	Complete	July 2025	●	\$3,267,693	2019-2020	
Pavement Management – NE 24 <sup>th</sup> St. (WLSP – 172 <sup>nd</sup> Ave.)	Ad & Award	August 2027	●	\$14,443,553	2017-2018	Project will advertise in August..
Pavement Management – 154 <sup>th</sup> Ave NE (Redmond Way – 85 <sup>th</sup> St.)	Design	March 2026	●	\$1,688,026	2023-2024	
Pavement Management – Avondale Rd. (90 <sup>th</sup> St. – Novelty Hill Rd.)	Design	September 2027	●	\$11,366,766	2019-2020	Project includes replacement of AC watermain.
Pedestrian & Bicycle Safety Projects (164 Ave NE; East Lk Samm Pkwy; NE 104 St)	Pre-Design	October 2026	●	\$2,061,877	2023-2024	



# Program Report – Traffic Operations

*Active projects managed outside the Capital Division*

Program Manager: Paul Cho

Project Name	Phase	Targeted Completion	Project Standing	Budget	CIP Inclusion	Information
Adaptive Traffic Signal Control - Downtown	Underway	November 2025	●	\$1,000,000	2023-2024	Downtown signals are running adaptive now.
Pedestrian Safety Improvements at Slip Lanes	Underway	December 2026	●	\$350,000	2025-2026	
Accessible Pedestrian System (APS) Upgrade	Underway	December 2026	●	\$150,000	2025-2026	
Adaptive Traffic Signal Control - Overlake	Upcoming	December 2027	N/A	\$972,405	2023-2024	Project should start this month
Pedestrian Safety Signs for Signals	Upcoming	December 2026	N/A	\$165,000	2025-2026	



# Program Report – Transportation Planning

Active projects managed by the Construction Division unless otherwise noted

Program Manager: Michael Hintze

Project Name	Phase	Targeted Completion	Project Standing	Budget	CIP Inclusion	Information
Sidewalk Repairs – NE 40 <sup>th</sup> St. (156 <sup>th</sup> – Bel-Red Rd.)	Complete	May 2025	N/A	\$2,066,361	2017-2018	
Bel-Red Buffered Bike Lanes	Construction	April 2026	●	\$4,132,269	2019-2020	
Sidewalk Repairs - 166th Ave (80th - 85th), Avondale Way (170th Ave. - Union Hill Rd),	Construction	April 2026	●	\$2,705,371	2019-2020	
NE 70th Street Shared Use Path & Crosswalk (Redmond Way to 180th Avenue NE)	Design	December 2025	●	\$3,116,863	2019-2020	The shared-use path is complete, and the crosswalk work will be advertised in January.
40 <sup>th</sup> Shared Use Path (163 <sup>rd</sup> Ave. to 172 <sup>nd</sup> )	Pre-Design	March 2027	●	\$7,106,922	2019-2020	
156th Ave NE Shared Use Path (4300 block to 51st St.)	Pre-Design	December 2027	●	\$4,970,518	2023-2024	



# Program Report – Utilities

Active projects managed by the Construction Division unless otherwise noted

Program Manager: Chris Stenger

Project Name	Phase	Targeted Completion	Project Standing	Budget	CIP Inclusion	Information
10,000 Block of Avondale Rd. Erosion	Complete	March 2025	●	\$4,091,986	2019-2020	Joint project with Transportation.
Control System and Telemetry Upgrades Phase 2 and Phase 3	Complete	May 2025	●	\$5,205,057	2017-2018	
Overlake Station Vault - Stormwater Hatch	Complete	June 2025	●	\$155,000	2023-2024	
Reservoir Park Water Tank Repairs	Construction	September 2025	●	\$735,000	2019-2020	
Lift Station Equipment Upgrades Phs 2	Ad & Award	February 2028	●	\$3,526,685	2023-2024	
Evans Creek Relocation	Design	October 2026	●	\$19,003,074	2009-2010	Construction start delayed one year to complete permitting requirements and finish land acquisition.
Willows Rd. Watermain Extension	Pre-Design	January 2027	●	\$2,936,825	2021-2022	
Control and Telemetry Upgrades Phs 4	Pre-Design	May 2028	●	\$3,481,308	2017-2018	
AC Watermain Replacement – Viewpoint	Pre-Design	October 2028	●	\$10,555,742	2021-2022	Reviewing the scope and phasing
Stormwater Infrastructure Replacement Improvement Project #2 – Sunrise Vue	On-Hold	October 2026	●	\$331,834	2015-2016	Project is on hold and being re-scoped.
Monticello Pond Deep Sediment Removal	On-Hold	March 2026	●	225,736	2019-2020	The project is on hold until summer for lower water levels.
Corrugated Metal Pipe Replacement Phs 1	On-Hold	October 2026	●	\$630,867	2023-2024	The project is being re-evaluated



# Program Report – Utilities

Active projects managed outside of the Construction Division

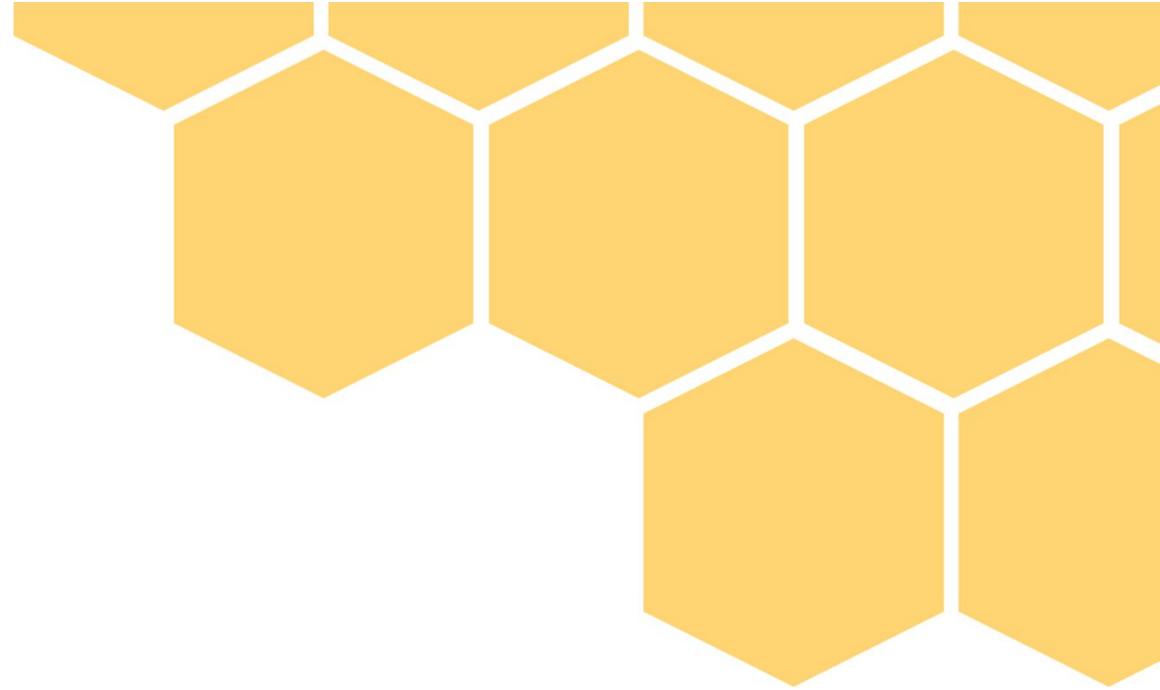
Program Manager: Chris Stenger

Project Name	Phase	Targeted Completion	Project Standing	Budget	CIP Inclusion	Information
Joint Use - Kirkland South Reservoir Tank Painting and Seismic Retrofit	Design	April 2029	●	\$11,234,264	2023-2024	Kirkland is leading this project. Construction should begin in 2027
Novelty Hill Advanced Metering Infrastructure	Paused	N/A	●	\$1,478,710	2023-2024	Managed by Maintenance and Operations, this project is paused while we transition it from a pilot phase into a broader, citywide program
Groundwater Aquifer Monitoring Improvements	Initiation	October 2026	●	\$278,293	2019-2020	



# Pedestrian & Bicycle Safety Projects

Project	Status	Project Outcomes
40 <sup>th</sup> St. Sidewalks (156 <sup>th</sup> Ave to Bel-Red Rd.)	Complete	Safe pedestrian access to Redmond Technology Station that meets ADA requirements eliminates tripping hazards and reduces maintenance frequency.
Redmond Central Connector Phs III	Complete	Provide safe bicycle and pedestrian routes from the Bear Creek Trail/East Lake Sammamish Trail to the Cross Kirkland Corridor and the rest of the 42-mile Eastrail system
Sidewalk Repairs - Avondale Way (170 <sup>th</sup> Ave to UHR)	Construction	Safer pedestrian access within downtown and to the Downtown Redmond Light Rail Station and improved long-term maintenance needs.
Bel-Red Buffered Bike Lanes (30 <sup>th</sup> St. to WLSP)	Construction	Improved pedestrian and bicycle access to Overlake Village Light Rail Station and Overlake Village.
NE 70 <sup>th</sup> Shared Use Path & Crosswalk	Design	Improved bicycle and pedestrian connectivity to the new Sound Transit light rail station.
156 <sup>th</sup> Ave NE Shared Use Path (4300 block to 51 <sup>st</sup> St.)	Design	A new facility for cyclists to enhance the safety for pedestrians and cyclists.
Pedestrian & Bicycle Safety Projects (164 Ave NE; East Lk Samm Pkwy; NE 104 St)	Design	Safe, protected crossings for employees, residents, and business patrons.
Pedestrian and Bicycle Access - NE 40 <sup>th</sup> Street Shared Use Path (163 <sup>rd</sup> Ave NE to 172 <sup>nd</sup> )	Design	Improved pedestrian and bicycle access to the Redmond Technology Light Rail Station meeting ADA requirements.
ADA Improvements - Transportation Curbs and Ramps	Design	New ramps will meet current ADA standards
Pedestrian Safety Improvements at Slip Lanes	Design	Safety improvements at multiple pedestrian crossing locations.
Accessible Pedestrian System (APS) Upgrade	Design	Improved pushbutton accessibility for pedestrians at up to 10 locations.
Pedestrian Safety Signs for Signals	Upcoming	Increased safety for pedestrians and bicyclists at multiple intersections.



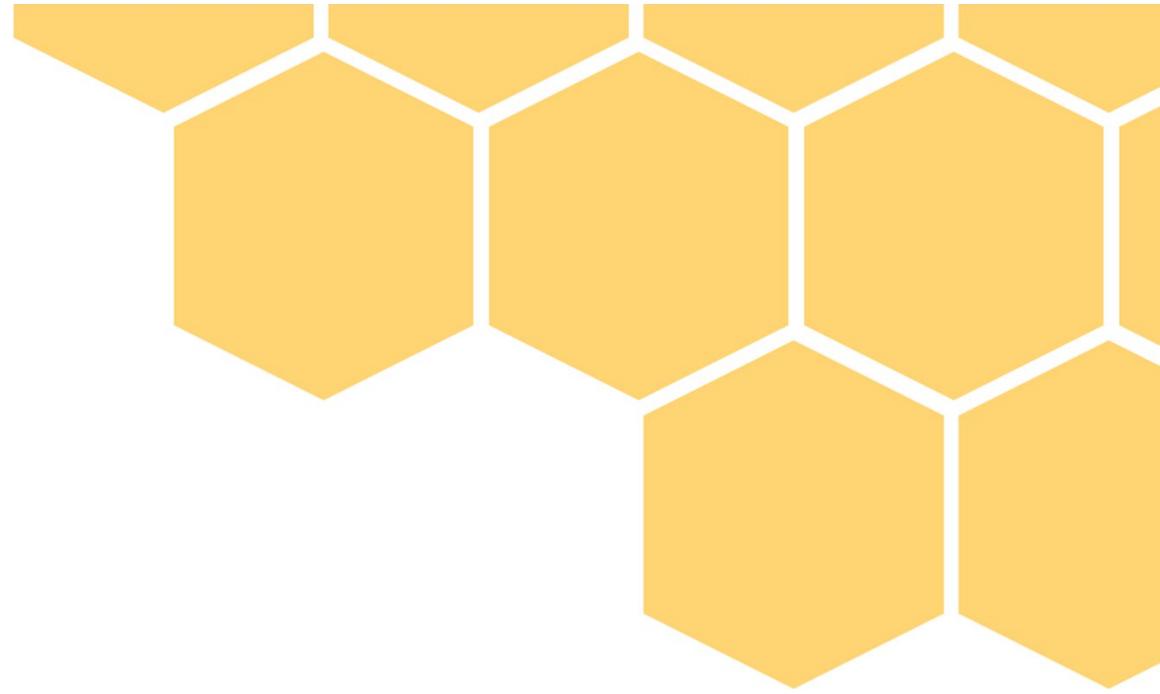
# Capital Division Summary



# Summary of Capital Division Projected Milestones

	2025 Q4
<b>Pre-Design Start</b>	<ul style="list-style-type: none"> <li>– Idylwood Park Parking Lot Expansion and Frontage Improvements</li> <li>– EV Charging Phs 2</li> </ul>
<b>Design Start</b>	<ul style="list-style-type: none"> <li>– Pedestrian and Bicycle Access - NE 40th Street Shared Use Path (163rd Ave NE to 172nd)</li> <li>– Pavement Management - Avondale Road (NE 90th Street to Novelty Hill Road)</li> <li>– Pedestrian &amp; Bicycle Safety Projects (164 Ave NE; East Lk Samm Pkwy; NE 104 St)</li> <li>– Pavement Mgmt - 154th Ave NE (Redmond Way to 85th St.)</li> <li>– ADA Improvements - Transportation Curb and Ramp Project 1 &amp;2</li> <li>– Control and Telemetry Upgrades Phs 4</li> </ul>
<b>Advertise</b>	<ul style="list-style-type: none"> <li>– ADA Improvements - Facilities Project 1</li> </ul>
<b>Award</b>	<ul style="list-style-type: none"> <li>– Pavement Management - NE 24th Street (West Lake Sammamish Parkway to 172nd Avenue NE)</li> <li>– Lift Station Equipment Upgrades Phs 2</li> </ul>
<b>Substantial Completion</b>	<ul style="list-style-type: none"> <li>– Turf Replacement Grass Lawn Park Softball Field 1</li> <li>– Turf Replacement Hartman Park Baseball Infield</li> <li>– Hardscape Project - Reservoir Park Sport Court Replacement</li> <li>– Reservoir Park Water Tank</li> <li>– Hardscape Project - Meadow Park Sport Court Replacement</li> <li>– Fire Station 17 Siding Replacement</li> </ul>





# CIP Refresh – Project Scoring

---

## Updated Project Scoring Categories

### Safe and Resilient

Life Safety	System Integrity
<ul style="list-style-type: none"> <li>➤ Address concerns of life and safety</li> <li>➤ Detrimental impact if not completed</li> </ul>	<ul style="list-style-type: none"> <li>➤ Asset condition</li> <li>➤ Useful life</li> <li>➤ Level of service</li> <li>➤ Avoid future costs</li> </ul>

### Vibrant and Connected

Mandates	Implementation of Plan
<ul style="list-style-type: none"> <li>➤ Meet a legal mandate</li> <li>➤ Permit requirement with a State Agency</li> </ul>	<ul style="list-style-type: none"> <li>➤ Priority in a Functional Area plan</li> <li>➤ Meet the objectives of a regional or statewide plan</li> </ul>

### Strategic and Responsive

Financial Commitment or Other Obligation	Directive (Council, or Mayor)
<ul style="list-style-type: none"> <li>➤ Financial agreement</li> <li>➤ Grants</li> <li>➤ Interlocal agreement</li> </ul>	<ul style="list-style-type: none"> <li>➤ Identified in a City plan</li> <li>➤ Community engagement</li> <li>➤ City Council or Mayor request</li> </ul>

### Healthy and Sustainable

Mitigative Environmental Development	Community Livability & Quality of Life
<ul style="list-style-type: none"> <li>➤ Impact of another project</li> <li>➤ Potential damage or environmental disruption</li> <li>➤ Support future development</li> </ul>	<ul style="list-style-type: none"> <li>➤ Overall livability &amp; quality of life</li> <li>➤ Strategic Plan priority or Goal</li> </ul>



# Thank You

---

Questions?



## 2025 Capital Improvements Project List

Completed Projects	Council Acceptance	
10,000 Block of Avondale Rd. Erosion	Expected	Q1 2026
Control System and Telemetry Upgrades Phase 2 and Phase 3	Expected	Q1 2026
Sidewalk Repair Project - 40th Street (156th Avenue to Bel-Red Road)	Expected	Q1 2026
Pavement Management - West Lake Sammamish Parkway (North of Marymoor to Leary Way)	Expected	Q1 2026
Redmond Central Connector Phase 3	Expected	Q1 2026
PPE Management - Storage and Extractors	N/A	Contract <\$300,000
Overlake Station Vault - Stormwater Hatch	N/A	Contract <\$300,000
Electric Vehicle Charging Stations	N/A	Contract <\$300,000

Active Projects - Construction	Contract Award	Targeted Completion
Fire Station 17 Siding Replacement	Apr-25	Nov-25
Turf Replacement Grass Lawn Park Softball Field 1	Apr-25	Oct-25
Turf Replacement Hartman Park Baseball Infield	Apr-25	Oct-25
Hardscape Project - Reservoir Park Sport Court Replacement	May-25	Sep-25
Reservoir Park Water Tank	May-25	Sep-25
Bel-Red Buffered Bike Lanes (30th St. to WLSP)	Jul-25	Apr-26
Hardscape Project - Meadow Park Sport Court Replacement	Jul-25	Oct-25
Sidewalk Repair Projects - Avondale Way (170th Ave to UHR)	Sep-25	Apr-26

Active Projects - Design	Design Start	Targeted Bid
Lift Station Equipment Upgrades Phs 2	Mar-24	Bids received
Pavement Management - NE 24th Street (West Lake Sammamish Parkway to 172nd Avenue NE)	 May-23	Bids received
NE 70th Street Shared Use Path and Crosswalk (Redmond Way to 180th Avenue NE)	Sep-22	Jan-26
Evans Creek Relocation	Apr-19	Oct/Nov 2026
Pavement Mgmt - 154th Ave NE (Redmond Way to 85th St.)	 Nov-24	Mar-26
Pavement Management - Avondale Road (NE 90th Street to Novelty Hill Road)	 Mar-25	Mar-26
Connection to King County Wastewater System - Avondale Rd.	May-25	Aug-26
156th Ave NE Shared Use Path (4300 block to 51st St.)	Mar-25	Mar-27
Stormwater Infrastructure Replacement Improvement Project #2 - Sunrise Vue	Oct-24	On hold
Monticello Pond Deep Sediment Removal	Nov-24	On hold
MOC Campus Redevelopment	Q2 2025	Q4 2026

Projects Starting	Design Start	Targeted Bid
Pedestrian and Bicycle Access - NE 40th Street Shared Use Path (163rd Ave NE to 172nd)	Jul-25	Jan-26
Pedestrian and Bicycle Safety Projects (164 Ave NE; East Lk Samm Pkwy; NE 104 St)	Jul-25	Feb-26
Willows Rd. Watermain Extension	Jul-25	Dec-25
Corrugated Metal Pipe Replacement Phs 1	Jul-25	On hold
Idylwood Park Parking Lot Expansion and Frontage Improvements	Jul-25	Mar-26
AC Watermain Replacement - Viewpoint North and South	Jul-25	Mar-27
EV Charging Phs 2	Sep-25	Apr-26
Wastewater Pipe Rehab Project 2	Nov-25	On hold

Programatic & Small Works Projects*	
Sustainability Building Automation	Construction under way
Public Safety Building - Mechanical and Electrical	Construction under way
Sustainability LED Lighting Building Retrofit	Construction under way
Facilities ADA Improvements	Out to bid in October
ADA Improvements - Transportation Curb and Ramps	Pre-Design
Parks ADA Improvements - Parking Lots and Pathways	

\*Programatic or small works projects. Schedules for these types of projects are often accelerated or do not follow a typical project schedule.

 Project with Transportation Benefit District funding.

## 2025 Capital Improvements Project List

### Projects not led by the Capital Division

	<b>Status</b>	<b>Targeted Completion</b>
<b>General Government - Facilities</b>		
Bellwether City Annex	Purchase complete	2027
Energy Smart Eastside - Residential Electrification Program	Continuous Program	
Facilities Condition Assessment - Small Capital Projects		
<b>Parks</b>		
Hartman Park Turf Fields 5 & 6 TPE	COMPLETE	
Climate Resiliency & Sustainable Vegetation Mgmt Plan - Landscape ROW Conversions	Underway	Aug-26
Tree Maintenance Program	Continuous Program	
Urban Forestry Tree Planting	Continuous Program	
Parks Facilities External Painting	Not started	
Permanent Dog Park Installation	Not started	
<b>Stormwater</b>		
High School Creek Large Woody Debris Placement	Not started	
<b>Transportation</b>		
Sidewalk Repair - Cleveland Street	COMPLETE	
Sidewalk Repair - 166th (80th to 85th)	COMPLETE	
Adaptive Traffic Signal Control - Downtown	Underway	Dec-25
Pedestrian Safety Improvements at Slip Lanes	Underway	Dec-26
Accessible Pedestrian System (APS) Upgrade	Underway	Dec-26
Adaptive Traffic Signal Control - Overlake	Not started	
Pedestrian Safety Signs for Signals	Not started	
<b>Wastewater</b>		
Lift Stations 2 & 3 Variable Frequency Drives Replacements		
<b>Water</b>		
Joint Use - Kirkland South Reservoir Tank Painting and Seismic Retrofit	Underway	Apr-29
Groundwater Aquifer Monitoring Improvements	Underway	Oct-26
Novelty Hill Advanced Metering Infrastructure	Pilot Complete	

\*Programatic or small works projects. Schedules for these types of projects are often accelerated or do not follow a typical project schedule.



Project with Transportation Benefit District funding.

# CIP Project Information Sheet

**Project Name:** Cycle Track - DaVinci Ave

**Project Status:** New

**Functional Area:** Planning

**Relevant Plan:** Transportation Master Plan

**Neighborhood:** Overlake

**Time Frame:** 2025-2026

**Budget Priority:** Vibrant and Connected

**Citywide Rank:** N/A

**Functional Area Priority:** Low

**Location:** DaVinci Avenue, from NE 24th St to NE Alhazen St

**Description:**

Construction of curb, gutter, sidewalk, and cycle track along the frontage of the Stream Overlake development on DaVinci Ave. The development will construct the improvements and dedicate the right-of-way to the city.

**Anticipated Outcomes Primary:** Upgrade/Enhancement **Secondary:** Completion of a segment of the Overlake neighborhood's pedestrian and bicycle network.

**Request:** *Primary Reason(s)* New Project

Proposed Budget:	Prior	2025	2026	2027	2028	2029	2030	Future	Total
Proposed Budget		\$824,484							\$824,484

Project Phasing:	Prior	2025	2026	2027	2028	2029	2030	Future	Total
Preliminary Design (0-30%)									
Right of Way		\$675,863							\$675,863
Design (31-100%)									
Construction		\$148,621							\$148,621
Contingency									
<b>Total</b>		<b>\$824,484</b>							<b>\$824,484</b>

Estimated M&O Impacts:	Prior	2025	2026	2027	2028	2029	2030	Future	Total
Cost									

Explanation

Proposed Funding Source	Prior	2025-2030	Future	Total
Impact Fees		\$824,484		\$824,484
<b>Total</b>		<b>\$824,484</b>		<b>\$824,484</b>



# CIP Project Information Sheet

**Project Name:** Cycle Track - NE 24th Street

**Project Status:** New

**Functional Area:** Planning

**Relevant Plan:** Transportation Master Plan

**Neighborhood:** Overlake

**Time Frame:** 2025-2026

**Budget Priority:** Vibrant and Connected

**Citywide Rank:** N/A

**Functional Area Priority:** Low

**Location:** NE 24th St., between DaVinci Ave and 151st Pl. NE

**Description:**

Construction of curb, gutter, sidewalk and cycle track along the frontage of the Stream Overlake development on NE 24th Street. The development will construct the improvements and dedicate the right-of-way to the city.

Anticipated Outcomes Primary:	Secondary
Completion of a key east/west segment of the bike corridor in the Overlake neighborhood.	

**Request:** Primary Reason(s) New Project

Proposed Budget:	Prior	2025	2026	2027	2028	2029	2030	Future	Total
Proposed Budget		\$261,032							\$261,032

Project Phasing:	Prior	2025	2026	2027	2028	2029	2030	Future	Total
Preliminary Design (0-30%)									
Right of Way		\$225,288							\$225,288
Design (31-100%)									
Construction		\$35,744							\$35,744
Contingency									
<b>Total</b>		<b>\$261,032</b>							<b>\$261,032</b>

Estimated M&O Impacts:	Prior	2025	2026	2027	2028	2029	2030	Future	Total
Cost									

Explanation

Proposed Funding Source	Prior	2025-2030	Future	Total
Impact Fees		\$261,032		\$261,032
<b>Total</b>		<b>\$261,032</b>		<b>\$261,032</b>





Memorandum

Date: 10/7/2025  
Meeting of: Committee of the Whole - Planning and Public Works

File No. CM 25-534  
Type: Committee Memo

TO: Committee of the Whole - Planning and Public Works  
FROM: Mayor Angela Birney  
DEPARTMENT DIRECTOR CONTACT(S):

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

DEPARTMENT STAFF:

Public Works	Rob Crittenden	City Engineer
Public Works	Chris Stenger	Deputy Public Works Director
Public Works	Aaron Moldver	Engineering Manager

TITLE:

Staff Report on Redmond Municipal Code Update - Proposed Changes to Water and Sewers, Buildings and Construction Code

OVERVIEW STATEMENT:

The Public Works Department embraces continued improvement to achieve organizational excellence. As part of this effort, Public Works is proposing updates to multiple Redmond Municipal Code (RMC) sections related to Public Works functions. These updates are intended to clarify roles and responsibilities within the Department and to improve operational performance and consistency. This code revision is being coordinated with the APWA Accreditation effort to ensure code authority and operational functions are aligned. Public Works functions are most prominent in RMC Titles 10, 12, 13, and 15. There are also sections related to Public Work functions in RMC Titles 1-7 and 9.

Public Works staff provided an overview of the update process to Council at the June 3, 2025, Planning and Public Works Committee. Staff then presented specific changes to RMC Titles 10 and 12 at the June 24, 2025, study session with Council. Public input was collected on these two Titles through the end of August 2025. Staff is now finalizing the code changes in preparation for a SEPA threshold determination and the preparation of an ordinance for Council approval.

Public Works staff plan to present proposed changes to Titles 13 - Water and Sewer and 15 - Buildings and Construction at the October 7, 2025, Planning and Public Works Committee and will solicit comments and questions from the councilmembers. Staff will then respond to this feedback and revise the code further as warranted. Depending on the time needed to complete this response, staff plans to present the updated code changes to Council in a staff report at the October 21, 2025, regular business meeting, or at a meeting in November if necessary.

Staff plans to present proposed changes to the following titles to Council in the first quarter of 2026:

- Title 1 General Provisions
- Title 2 Administration and Personnel Amended Revised
- Title 3 Revenue and Finance Revised
- Title 4 Boards, Commissions, and Committees Revised

- Title 5 Business Licenses and Regulations Revised
- Title 6 Health and Sanitation
- Title 7 Animals
- Title 9 Public Peace, Morals and Safety

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

**REQUESTED ACTION:**

- Receive Information**                       **Provide Direction**                       **Approve**

**REQUEST RATIONALE:**

- **Relevant Plans/Policies:**  
Redmond Municipal Code  
Public Works American Public Works Association (APWA ) Accreditation effort
- **Required:**  
Redmond Municipal Code changes require City Council approval per RCW 35.21.500 Compilation, codification, revision of city or town ordinances
- **Council Request:**  
N/A
- **Other Key Facts:**  
N/A

**OUTCOMES:**

The City will benefit from revisions to the RMC by providing users a code that clearly identifies roles and responsibilities, clarifies authorities, and aligns with operational functions. These revisions will also update provisions in the code that are outdated or inconsistent. The resulting code requirements will align with the policies and procedures documented with the Public Works APWA Accreditation effort

**COMMUNITY/STAKEHOLDER OUTREACH AND INVOLVEMENT:**

- **Timeline (previous or planned):**  
Outreach to select groups is planned following discussions and input from City Council.
- **Outreach Methods and Results:**  
Let’s Connect Page on City Website with a copy of the draft changes for stakeholders to review and make comments
- **Feedback Summary:**  
The majority of the proposed changes to the Code are intended for clarification or clean up and are not substantive to a degree that should prompt significant public comment. If substantive issues are identified, additional stakeholder engagement will be considered

**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
12/17/2024	Business Meeting	Receive Information
6/3/2025	Committee of the Whole - Planning and Public Works	Provide Direction
6/24/2025	Study Session	Provide Direction

**Proposed Upcoming Contact(s)**

Date	Meeting	Requested Action
10/21/2025	Business Meeting	Receive Information

**Time Constraints:**

Public Works expects to receive Public Works APWA Accreditation in the first quarter of 2026. Although it is not required to have the Code changes associated with this effort in place immediately after, the goal is to complete the updates to the RMC by the second quarter of 2026.

**ANTICIPATED RESULT IF NOT APPROVED:**

The Council could choose not to approve some or all of the proposed Code changes. If so, outdated and unclear sections within the Code would remain, and overall, the Code would not align with the current operational structure of Public Works and the City.

**ATTACHMENTS:**

Attachment A - Title 13 Proposed Changes

Attachment B - Table of Changes with Rationale to Title 13

Attachment C - Title 15 Proposed Changes

Attachment D - Table of Changes with Rationale to Title 15

## Title 13

### **WATER, AND SEWERS WASTEWATER, AND STORMWATER**

Chapters:

- 13.02 Water and Sewer Service Funds
- 13.03 Definitions
- 13.04 ~~Sewage~~Wastewater System Requirements
- 13.05 Side Sewer Contractor Roster
- 13.06 Storm~~w~~Water Management ~~Code~~
- 13.07 Wellhead Protection
- 13.08 Installing and Connecting Water Service
- 13.10 Cross-Connection and Backflow Prevention
- 13.11 Water and Sewer Connection Charges
- 13.12 Reimbursement Agreements for Utility Improvements
- 13.15 Latecomer Connection Charge – 180th Avenue N.E. Sanitary Sewer Improvements
- 13.16 Water and Sewer Service Rates
- 13.17 Utility Accounts
- 13.18 Storm~~w~~Water Management Utility
- 13.20 Storm~~w~~Water Drainage Capital Facilities Charges
- 13.21 ~~Storm Water~~Stormwater Engineering, Plan Review and Processing Fees
- 13.22 *Repealed*
- 13.24 Water Conservation
- 13.25 Temporary Construction Dewatering
- 13.28 *Repealed*
- 13.29 Water Use Restrictions
- 13.32 Fluoridation of Water Supply
- 13.34 Streetlighting Charges
- 13.36 Utility Extensions Outside City Limits
- 13.38 Administrative and Processing Services – Cost Recoupment

---

## Chapter 13.02

### WATER AND SEWER SERVICE FUNDS

Sections:

- 13.02.010 Fund created.**
- 13.02.020 Separate accounts for funds.**

#### **13.02.010 Fund created.**

There is created and established in the office of the City ~~Treasurer~~Finance Director ~~a two~~ special funds to be known and designated as the "City of Redmond Water and Sewer Revenue Fund" and the "City of Redmond Stormwater Revenue Fund." (Ord. 1682 § 1 (part), 1992).

#### **13.02.020 Separate accounts for funds.**

The City ~~Treasurer~~Finance Director shall maintain separate accounts ~~for the "City of Redmond Water and Sewer Revenue Bond Fund, 1957," and "Water Revenue Bond Fund, 1951," and the "City of Redmond Water and Sewer Revenue Fund" and shall~~ as needed to account separately for all monies received from consumers according to the rate schedules herein provided. (Ord. 1682 § 1 (part), 1992).

## Chapter 13.03

### DEFINITIONS

Sections:

- 13.03.010 Novelty Hill service area.**
- 13.03.020 Redmond service area.**

### **13.03.010 Novelty Hill service area.**

The Novelty Hill service area is that area east of 196th Avenue N.E., south of Novelty Hill Road and east of 212th Avenue N.E., north of Novelty Hill Road. (Ord. 2107 § 1 (part), 2001).

### **13.03.020 Redmond service area.**

The Redmond service area is that area west of 196th Avenue N.E., south of Novelty Hill Road and west of 212th Avenue N.E., north of Novelty Hill Road. [This area extends west to the Kirkland and Bellevue city limits.](#) (Ord. 2107 § 1 (part), 2001).

## **Chapter 13.04**

### **SEWAGE WASTEWATER WASTEWATER SYSTEM REQUIREMENTS**

Sections:

- 13.04.010 Purpose.**
- 13.04.020 Definitions.**
- 13.04.030 Owner to connect to sewer system.**
- 13.04.040 Notice to connect – Connection by City.**
- 13.04.041 Connection required – When – How made – Warrant to fund.**
- 13.04.050 Repealed.**
- 13.04.060 Repealed.**
- 13.04.070 Repealed.**
- 13.04.080 Repealed.**
- 13.04.090 Repealed.**
- 13.04.100 Repealed.**
- 13.04.110 Permit required to install sewers.**
- 13.04.120 Application.**
- 13.04.130 Unauthorized connections reported.**
- 13.04.140 When permit required – Open excavations.**
- 13.04.150 Limits of permit.**
- 13.04.160 Temporary connections.**

- 
- 13.04.170 Term of permit.**
  - 13.04.180 Fees.**
  - 13.04.190 Card carried.**
  - 13.04.200 Inspection procedure.**
  - 13.04.210 Filling trenches.**
  - 13.04.220 Open excavations – Time limit.**
  - 13.04.230 Noncompliance with standards – Notice.**
  - 13.04.240 City repairs – Costs.**
  - 13.04.250 Costs of installation borne by owner.**
  - 13.04.260 Use of existing sewers.**
  - 13.04.270 Backup remedies.**
  - 13.04.280 Position of sewers – Size of pipe.**
  - 13.04.290 Laying sewer on another’s property.**
  - 13.04.300 Construction standards.**
  - 13.04.310 Damaging public property prohibited.**
  - 13.04.320 Protecting excavations.**
  - 13.04.330 Restoring property required.**
  - 13.04.340 Discharge into sanitary sewers restricted.**
  - 13.04.350 *Repealed.***
  - 13.04.360 Substances prohibited in sewers.**
  - 13.04.370 Interceptors required – When.**
  - 13.04.380 Food processing establishments.**
  - 13.04.390 Special treatment.**
  - 13.04.400 Manholes.**
  - 13.04.410 Test standards.**
  - 13.04.420 Special agreements.**
  - 13.04.430 *Repealed.***
  - 13.04.440 Planting near sewers.**
  - 13.04.450 Testing waste.**
  - 13.04.460 Engineer’s rules.**
  - 13.04.470 Violator liable for expenses.**
  - 13.04.480 Penalty for violations.**

### 13.04.010 Purpose.

~~This chapter establishes the police powers of the City and the State of Washington to promote public health, safety, and welfare. The provisions shall be interpreted broadly to accomplish this objective. This chapter is declared to be an exercise of the police power of the State of Washington and of the City to promote the public health, safety and welfare. Its provisions shall be liberally construed for the accomplishment of that purpose.~~ (Ord. 208 § 1, 1957).

### 13.04.020 Definitions.

Words and phrases used in this chapter, unless the same shall be contrary to or inconsistent with the context, shall mean as follows:

“B.O.D.” (denoting biochemical oxygen demand) means the quantity of oxygen ~~utilized~~ used in the biochemical oxidation of organic matter under standard laboratory procedure in five days at twenty degrees Centigrade, expressed in parts per million by weight.

“City Engineer” ~~means the City Engineer and/or their representatives pursuant to RMC 2.64.030 .includes an authorized representative.~~

“Cover” means the depth of material lying between the top of the sewer ~~or drain~~ and the finished grade immediately above it.

~~“Downspout” means the leader or pipe aboveground which is installed to conduct water from the roof gutter.~~

~~“Drain” means any conductor of liquids.~~

“Garbage” means solid waste from the preparation, cooking and dispensing of food, and from the handling, storage and sale of produce.

“Garbage, properly shredded” means garbage that has been shredded to such a degree that all particles will be carried freely under the flow conditions normally prevailing in public sewers, with no particle greater than three-eighths inch in any dimension.

“Hazardous materials” Any hazardous waste, hazardous substance, dangerous waste, or extremely hazardous waste that is a physical or health hazard as defined and classified in RCW

~~Chapter 70.105 and WAC Chapter 173-303, whether the materials are in usable or waste condition. Hazardous materials shall also include petroleum or petroleum products that are in a liquid phase at ambient temperatures, including any waste oils or sludges. shall include such materials as flammable solids, corrosive liquids, radioactive materials, highly toxic materials, poisonous gases, reactive materials, unstable materials, hyperbolic materials and pyrophoric materials and any substance or mixture of substances which is an irritant, a strong sensitizer or which generates pressure through exposure to heat, decomposition or other means.~~

~~“Health Officer” means the officer responsible for public health or his authorized representative.~~

~~“House drain” means the cast iron pipe used for conveying sewagewastewater from the building to a point two and one-half feet outside the foundation wall, and if there is no foundation wall, to a point two and one-half feet beyond the outer line of any footings, pilings, building supports or porch under which it may run, whether such drain consists of one line extending from the building or of two or more such lines.~~

~~“Industrial wastes” means waste materials produced from manufacturing or industrial processes, distinct from household wastewater. means the wastes from industrial process as distinguished from sanitary sewagewastewater.~~

~~“Side-sewer contractor” means a contractor approved by the City to construct or repair side-sewers and who is on the active side sewer contractor roster.~~

“Natural outlet” means any outlet into a watercourse, pool, ditch, lake, sound, or other body of fresh, surface or ground water.

“Parking strip, inside” means that portion of the street area lying between a public sidewalk location and the property line.

“Parking strip, outside” means that portion of a street area lying between a public sidewalk location and the curb location.

~~“Permit cardSewer As-Built Card” means an electronic and/or paper card issued in conjunction with any permit. The card shall be posted on the premises and shall be readily and safely accessibleavailable to the City Engineer for inspection.~~

“Person” means any individual, firm, company, association, society, corporation or group.

“pH” means the logarithm of the reciprocal of the weight of hydrogen ions in grams per liter of solution.

“Public area” or “public place” means any space dedicated to or acquired by the City for the use of the general public.

~~“Sewage” means a combination of the water-carried wastes from residences, business-buildings, institutions and industrial establishments, together with such ground, surface and storm waters as may be present.~~

~~“Sewage treatment plant” means any arrangement of devices and structures used for treating sewage.~~

~~“Sewage works” means all the facilities for collecting, pumping, treating and disposing of sewage.~~

~~“Sewer” and “Sanitary Sewer” means a pipe or conduit for carrying sewage wastewater, and to which storm, surface and ground waters are not intentionally admitted.~~

~~“Sewer plat plan” means a plat plan issued by the City Engineer in conjunction with any permit. The plat plan shall serve as his-the record of all matters pertaining to the permit.~~

~~“Sewer, public” means a sewer in which all owners of abutting properties have equal rights, and which is controlled by public authority.~~

~~“Sewer, sanitary” means a sewer which carries sewage, and to which storm, surface and ground waters are not intentionally admitted.~~

~~“Sewer, storm” means a sewer which carries storm and surface waters and drainage, but excludes sewage and polluted industrial wastes.~~

~~“Side Sewer” means the sewer pipe conveying wastewater from the building or residence to the wastewater sewer main, including the connection to the sewer main. “Side Sewer” means the sewer pipe from the building or residence to the sewer main, including the connection to the sewer main.~~

~~“Side-sewer contractor” means a contractor approved by the City to construct or repair side sewers and who is on the active side sewer contractor roster.~~

“Sidewalk” means the walkway in the public area lying parallel or generally parallel to the roadway. If the walk is not yet paved, all measurements shall be based on location and elevation established by the City Engineer.

“Suspended solids” means solids that either float on the surface of or are in suspension in water, sewage wastewater or other liquids and which are removable by filtering.

“Wastewater” means a combination of the water-carried wastes from residences, business buildings, institutions and industrial establishments

“Wastewater treatment plant” means any arrangement of devices and structures used for treating wastewater.

“Wastewater system” means all the facilities for collecting, conveying, pumping, treating and disposing of wastewater.

“Watercourse” means a channel in which a natural flow of water occurs or has occurred, either continuously or intermittently. (Ord. 3149 § 2, 2024; Ord. 1805 § 3, 1994; Ord. 1374 § 2, 1987; Ord. 208 § 2, 1957).

#### **13.04.030 Owner to connect to sewer Wastewater system.**

The owner of any lands or premises shall connect all buildings located thereon ~~and used as a receptacle or drainage with~~to the nearest accessible public sewer whenever there is a public sewer within two hundred (200) feet of any property boundary thereof. The City Engineer shall prescribe the manner in which way such connections shall be made.

No ~~drain or sewer~~ or wastewater outfall shall be constructed ~~so as~~ to discharge upon the surface of any public area. (Ord. 3149 § 2, 2024; Ord. 208 § 3, 1957).

#### **13.04.040 Notice to connect – Connection by City.**

Whenever any land, buildings or premises is required to be connected with a public sewer wastewater system or otherwise drained, as provided in RMC 13.04.030, the ~~Health Officer~~City Engineer shall serve upon the owner of the lands, buildings or premises a notice in

writing, specifying the time within which such connection must be made, which time shall not be more than sixty (60) days from the date of delivery of the notice.

If the owner fails, ~~and~~ neglects or refuses to connect ~~his~~their lands, buildings or premises with the public ~~sewer~~wastewater system within the time specified, the ~~Health Officer shall notify the City Engineer, whereupon the~~ City Engineer may make such connection. The cost thereof shall be charged to the owner, and a bill showing the amount thereof mailed or delivered to ~~him~~them, or posted upon the premises, whereupon the amount shall immediately be paid to the City ~~Treasurer~~Finance Director. (Ord. 3149 § 2, 2024; Ord. 208 § 4, 1957).

### **13.04.041 Connection required – When – How made – Warrant to fund.**

The ~~Director of~~ Public Works Director is empowered to compel the owners of any lot or parcel of real property, ~~the property line~~ of which any property boundary is located within two hundred (200) feet of a public ~~sanitary sewer~~wastewater system, to cause to be connected to such public ~~sanitary sewer~~wastewater system a sufficient side sewer ~~or drain pipe~~ from all buildings and structures located thereon used for human occupancy or for use for any other purposes. It is intended to discontinue the use of septic tanks throughout the City in the interests of the public health and safety, and to carry out such purpose, all buildings on property having any property boundary situated within two hundred (200) feet of a public sanitary sewer shall be required to connect to the same when directed by the Public Works Director ~~within one year from January 1, 1973~~.

~~Stormwater and drainage water shall not be connected to the wastewater system through side sewers, sump pumps, or other pipes used to convey stormwater, surface water or groundwater. No storm or drainage water shall be connected to the sanitary sewer; provided, further, that the Director of Public Works is empowered to compel the owners of any lot or parcel of real property, upon which pools, ditches, watercourses or waste water pipes are located, which are used as a receptacle or for drainage purposes, the property line of which is located within two hundred (200) feet of a separate storm sewer, to cause to be connected a sufficient sewer or drain pipe from said pools, ditches, watercourses or waste water pipes to the storm sewer.~~

It is unlawful for any person or persons or corporation to make or attempt to make more than one connection to any "Y" or to make more than two such connections at any one standpipe, and no "Y" or standpipe which already has one or two such connections, as the case may be, shall be considered as an accessible point in such sewer as the term is herein used. It is unlawful for any person to connect any basement with a city sewer without installing a back water ~~sewage~~wastewater valve at the outlet.

Any person who fails to comply with the requirements of this section shall be guilty of a violation of this chapter and be subject to a civil infraction in an amount not to exceed ~~\$500.00~~\$1500 per violation.

If any connection shall not be made within 30 days after written notice to the owner of such lot or parcel of property, building or structure by the City, the ~~Director of~~ Public Works Director is authorized to cause the connection to be made and to file a statement of the cost thereof with the City Clerk. Thereupon a warrant in the amount of such cost, payable to the ~~Water and Sewer Department~~City, shall be issued by the City ~~Treasurer~~Finance Director under the direction of the City Council and against the "City of Redmond Water and Sewer Revenue Fund." The amount of such warrant, plus interest at the rate of ~~eight~~twelve percent per year upon the total amount of such cost and penalty, shall be assessed against the property upon which the building or structure is situated, and shall become a lien thereon as herein provided. The total amount when collected shall be paid into the "City of Redmond Water and Sewer Revenue Fund." (Ord. 3149 § 2, 2024; Ord. 1682 § 2, 1992).

**13.04.050 Installation by contractor – License fee – Bond.**

Repealed by [Ord. 1805](#).

**13.04.060 Contractor license application – Renewal.**

Repealed by [Ord. 1805](#).

**13.04.070 Approving application.**

Repealed by [Ord. 1805](#).

**13.04.080 Bond.**

Repealed by [Ord. 1805](#).

**13.04.090 Suspension – Revocation.**

Repealed by [Ord. 1805](#).

**13.04.100 Renewal.**

Repealed by [Ord. 1805](#).

**13.04.110 Permit required to install sewers.**

It is unlawful to make any connection with any public or private ~~sanitary sewer, drain or natural outlet~~ without complying with all of the provisions of this chapter in relation thereto and having a permit to do so from the City ~~Engineer~~. (Ord. 208 § 6, 1957).

### **13.04.120 Application. Application for permit.**

A. Application for the permit required by Section [13.04.110](#) of this chapter shall be filed with the City -stating the name of the owner, ~~the project name, the correct project address, the tax parcel number, the reason for the termination or modification, and information on the contractor installing the side sewer.~~ Depending on the complexity of the installation, the City may require engineering plans that show the ~~and legal description of the property to be served,~~ dimensions and location of any building on the property and the whole course of the ~~side sewer drain sewer drain~~ from the public sewer or other outlet to its connection with the building or property to be served. ~~For simpler installations, the City will require a sketch of the installation on the City-provided sewer as-built card.~~ The application shall be submitted to the City Engineer for approval, who may change or modify the same and designate the manner and place in which the sewers shall be connected with the public sewer, may also specify the material, size and grade of such sewer, and shall endorse ~~his~~ approval upon the application if the same is acceptable to ~~the City him. The City Engineer will require the permittee to furnish him plans pertaining to the application and issuance of the permit.~~

B. Upon approval of the application, the City Engineer shall issue ~~for his records~~ a sewer ~~plat as-built card and permit~~ showing the size and location of the public sewer, the point of connection, the location of any buildings on the lot, ~~any improvements to the public utility required,~~ and such other information as may be available and required.

C. Upon approval of the application and issuance of the permit, it is unlawful to alter or to do any other work than is provided for in the permit.

D. The City Engineer shall prepare and keep ~~on file in his office all cards and~~ ~~electronic~~ records of ~~sanitary~~ sewer connections showing the information obtained ~~in the course of~~ ~~during~~ inspection of completed work done under the permit. (Ord. 208 § 7, 1957).

### **13.04.130 Unauthorized connections reported.**

~~It is unlawful to break ground for the purpose of making a connection with a public or private sewer without a permit. Any non-permitted connection to a public or private sewer shall be reported immediately to the City Engineer . (Ord. 208 § 8, 1957). It shall be the duty of any police officer and the Health Officer finding any person breaking ground for the purpose of making~~

~~connection with a public or private sewer or drain, to ascertain if such person has a permit therefor and, if not, to immediately report the fact to the City Engineer. (Ord. 208 § 8, 1957).~~

### **13.04.140 When permit required – Open excavations.**

It is unlawful to construct, extend, relay, repair or to make connection to any sewer ~~or drain~~ inside the property line without obtaining a permit from the City Engineer as provided in RMC [13.04.110](#). The City Engineer may issue the permit to the owner of any property to construct, extend, relay, repair or make connection to any private sewer ~~or drain~~ inside the property lines; provided, the owner shall comply with the applicable provisions of this chapter, except that ~~he~~ ~~they~~ need not employ a licensed side sewer contractor to do the work. Should the owner employ a licensed side sewer contractor to do the work, the contractor shall take the permit in ~~his~~ ~~their~~ own name and the owner, occupant or any other person shall lay no pipe on the contractor's permit.

It is unlawful to leave unguarded any excavation made in connection with the construction or repair of any side sewer ~~or private drain~~ within four (4) feet of any public place or to fail to maintain the lateral support of any public place in connection with the construction, alteration or repair of any side sewer ~~or drain~~. (Ord. 3149 § 2, 2024; Ord. 208 § 9, 1957).

### **13.04.150 Limits of permit.**

When a permit has been issued for a side sewer or drain as herein provided, no work other than that covered by the permit shall be done without the approval of the City Engineer. ~~He may, if he~~ ~~The City Engineer may, if they~~ ~~deems~~ the additional work of sufficient consequence, require a new permit to cover the same. (Ord. 208 § 10, 1957).

### **13.04.160 Temporary connections.**

The City Engineer may, upon application containing such information as is required by ~~the~~ ~~City~~ ~~him~~, issue a permit for a temporary connection to a public sewer ~~or~~ ~~side sewer~~ ~~,~~ ~~drain~~ ~~or~~ ~~natural outlet~~. The permit may be revoked by the City Engineer at any time upon thirty days'

notice posted upon the premises and directed to the owner of the premises. In event the side sewer ~~or drains~~ are not disconnected at the expiration of the thirty days, the City Engineer may disconnect the same and charge the cost thereof to the owner. Such costs shall be immediately payable to the City ~~Treasurer~~Finance Director following a written notice of the amount thereof given to such owner or posted on the premises. A temporary permit shall be issued only upon the applicant recording with the King County Recorder's Office an acceptable instrument agreeing to save the City harmless from all damage resulting to the City by reason of such temporary connection or disconnection, and exhibiting to the City Engineer the recording number thereof. (Ord. 3149 § 2, 2024; Ord. 208 § 11, 1957).

### **13.04.170 Term of permit.**

No permit issued under this chapter shall be valid for a longer period than ninety days unless extended or renewed by the ~~City Engineer~~Development Services division of the Planning Department upon application therefor prior to the expiration. Failure to renew the permit prior to expiration thereof shall require the payment of a new permit fee. (Ord. 208 § 12, 1957).

### **13.04.180 Fees.**

Fees for side sewer permits shall be prescribed by resolution. (Ord. 1485 § 4, 1989; Ord. 1480 § 21 (part), 1989; Ord. 208 § 13, 1957).

### ~~13.04.190 Card carried.~~ **13.04.190 Permit Available for Review.**

~~The permit required by this chapter must, always during the performance of the work, and until the completion thereof and approval by the City Engineer, be available at or near the work and must be readily accessible to the City Engineer or other City designated inspector. The permit card required by this chapter must at all times during the performance of the work, and until the completion thereof and approval by the City Engineer, be posted in some conspicuous place at or near the work and must be readily and safely accessible to the City Engineer.~~ (Ord. 208 § 14, 1957).

### **13.04.200 Inspection procedure.**

Any person performing work under a permit issued pursuant to the provisions of this chapter shall notify the City via the electronic permitting system of Engineer when the work will be ready for inspection, and shall specify in such notification the location of the premises by address and the file number of the permit. In the case of an emergency repair, the contractor shall make the repair and then file for a permit immediately afterwards. The excavation and the repair area must be left open or re-opened for inspection.

On any call for inspection, twenty-fourforty-eight hours notice plus Saturday, Sunday and holidays may be required by the City Engineer.

If the City Engineer finds the work or material used is not in accordance with this chapterCity Code, he shall notify the person doing the work, and also the owner of the premises shall be notified, by adding a notice on the permitposting a written notice on the permit card. The posted notice shall be all the notice that is required to be given of the defects in the work or material found in such inspection.

In the case of a licensed side sewer contractor, either the contractor or a competent representative shall be on the premises, whenever so directed to meet the inspector. (Ord. 208 § 15, 1957).

### **13.04.210 Filling trenches.**

No trench shall be filled nor any sewer covered until the work shall have been inspected and approved by the City Engineer, or City designngated inspector. (Ord. 208 § 16, 1957).

### **13.04.220 Open excavations – Time limit.**

All work within the limits of any public area shall be prosecuted to completion with due diligence. If any excavation is left open beyond a time reasonably necessary to fill the same, the City Engineer may cause the same to be backfilled and the public area restored forthwith. Any cost incurred in such work shall be charged to the side sewer contractor in charge of the work

and shall be immediately payable to the ~~Treasurer~~Finance Director by the contractor upon written notification of the amount thereof given to the contractor or posted at the location. (Ord. 208 § 17, 1957).

Any cost incurred in such work shall be charged to the side sewer contractor in charge of the work and shall be immediately payable to the Finance Director by the contractor upon written notification of the amount thereof given to the contractor or posted at the location. (Ord. 208 § 17, 1957).

### **13.04.230 Noncompliance with standards – Notice.**

If any work done under a permit granted is not done in accordance with the provisions of this chapter and the City Standard Plans and Specifications as approved by the City Engineer, and if the contractor or person doing the work shall refuse to properly construct and complete such work, notice of such failure or refusal shall be given to the owner of the property for whom the work is being done. The City Engineer may cause the work to be completed and the sewer connected in the proper manner. The cost of such work and any materials necessary therefor shall be charged to the owner or contractor and be payable by the owner or contractor immediately upon the City Engineer giving written notice of the amount thereof or posting a notice thereof on the premises. (Ord. 3149 § 2, 2024; Ord. 208 § 18, 1957).

### **13.04.240 City repairs – Costs.**

When any side sewer is constructed, laid, connected or repaired, and does not comply with the provisions of this chapter, or where it is determined by the ~~Health Officer or the~~ City Engineer that a side sewer, ~~drain, ditch, or natural watercourse~~ is obstructed, broken, or inadequate and is a menace-potential danger to health, or is liable to cause damage to public or private property, the ~~Health Officer~~City Engineer shall give notice to the owner of the property in which such condition exists. If ~~he shall~~the owner refuses to reconstruct, relay, reconnect, repair, or remove the obstruction of the side sewer, ~~drain, ditch, or natural watercourse~~ within the time specified in such notice, ~~the Health Officer shall so notify the City Engineer and~~ the City

Engineer may perform such work as may be necessary to comply with this chapter. The cost of such work so done shall be charged to the property owner and shall become immediately payable to the ~~Treasurer~~Finance Director upon written notice of the amount being given to the property owner or posted upon the premises. (Ord. 3149 § 2, 2024; Ord. 208 § 19, 1957).

#### **13.04.240 City repairs - Costs.**

the Public Works Director -

#### **13.04.250 Costs of installation borne by owner.**

The ~~Public Works Director or designee~~City Engineer shall require the owner of a broken side sewer to repair the side sewer. The owner of the side sewer shall perform repairs within the amount of time dictated by the City.

All costs and expense incidental to the installation, connection and maintenance of a side sewer shall be borne by the owner of the premises served by the side sewer. (Ord. 3149 § 2, 2024; Ord. 208 § 20, 1957).

#### **13.04.260 Use of existing sewers.**

The use of an existing side sewer may be permitted for a single family infill lot or detached unit on a single family infill lot only when approved by the City Engineer as conforming to all requirements of this chapter and the Design Requirements for Water and Wastewater Extensions, where a new or converted building or new installation replaces an old one. A permit application as described in 13.04.120 is required for the re-use of an existing side sewer. (Ord. 208 § 21, 1957).

### **13.04.270 Backup remedies.**

Any building, structure, or premises which the side sewer is too low to permit gravity flow to the public sewer, the same shall be pumped by artificial means (grinder pump) and discharged into the public sewer. Grinder pump applications are restricted to single-family residences and single commercial buildings that are physically unable to connect to the sanitary sewer system by gravity.

Whenever a situation exists involving an unusual danger of backups, the City Engineer may prescribe a minimum elevation at which the house side sewer may be discharged to the public sewer. Side sewers below the minimum elevation shall be pumped by artificial means; or, if approved by the City Engineer, a backwater wastewater valve may be installed in accordance with the Redmond Plumbing Code. The effective operation of the backwater wastewater valve shall be the responsibility of the owner of the side sewer.

~~In any building, structure or premises in which the house drain or other drainage is too low to permit gravity flow to the public sewer, the same shall be lifted by artificial means and discharged into the public sewer.~~

~~Whenever a situation exists involving an unusual danger of backups, the City Engineer may prescribe a minimum elevation at which the house drain may be discharged to the public sewer. Drains or sewers below the minimum elevation shall be lifted by artificial means; or, if approved by the City Engineer, a backwater sewage valve may be installed. The effective operation of the backwater sewage valve shall be the responsibility of the owner of the sewer or drain. Approval of a backwater sewage valve shall be made only upon the applicant recording with the county auditor an acceptable instrument agreeing to save the City harmless from all damage resulting therefrom, and exhibiting to the City Engineer the recording number thereof.~~

In the event a side sewer backup has caused or will cause impact to the environment, or has or will cause a public health issue, the Public Works Director has the authority to shut off water to the residence or building until the side sewer is repaired. (Ord. 3149 § 2, 2024; Ord. 208 § 22, 1957).

-

**13.04.280 Position of side sewers – Size of pipe.**

- A. All side sewers shall be laid ~~on~~at not less than two percent grade.
- B. There shall be at least 30 inches of horizontal clearance from any foundation wall of any building, and, if there is no foundation wall, at least 30 inches of clearance from the outer lines of any footings, pilings or building supports.
- C. There shall be a minimum of 60 inches of cover at the curb line, and, in a public alley, a minimum of 30 inches of cover at the property line, and a minimum of 18 inches of cover on the private property.
- D. Any side sewer which is laid generally parallel to the curb or curb line shall have a minimum of 48 inches of cover between the curb or curb line and the back of sidewalk and not less than 30 inches of cover between the back of sidewalk and the property line.
- E. All cover measurements shall be based on the established grade, or on existing improvements, or shall be approved by the City Engineer.
- F. No side sewer shall be less than six inches in diameter in public area except as otherwise specified in the City's "standard plans and specifications."
- G. Wherever a storm sewer is available, downspouts shall be connected therewith in a manner approved by the City Engineer; but such requirement shall not apply to the connection of any downspout with a sanitary sewer which is hereby prohibited and is unlawful.
- H. One side sewer is required for each building, with the exceptions of single-family homes and middle housing units. Standards for these are included in the most recent version of the City of Redmond Water and Wastewater Design Requirements and are adopted by reference.
- I. All vaults or privies shall be disinfected and filled with fresh earth. All septic tanks, cesspools and similar installations shall be disinfected and filled with fresh earth at the time of the discontinuance of the use thereof. [Abandonment of septic systems shall be in full compliance with the requirements contained in WAC 246-272A-0300.](#)

### **13.04.290 Laying sewer on another's property.**

Before any sewer pipe or side sewer may be located on any building site other than that owned by the owner of the sewer pipe or side sewer, the owner of the sewer pipe or side sewer shall secure from the owner of the building site a written easement 10' minimum in width, duly acknowledged covering and granting the right to occupy such property for such purpose. The written easement shall, by the owner of the sewer pipe or side sewer, be recorded in the King County Recorder's Office.

Before the City Engineer shall issue a permit authorizing the laying of a sewer pipe or side sewer on any building site other than the one served by it, the owner of the sewer pipe or side sewer shall secure from the building site owner and record with the King County Recorder's Office the sewer easement herein referred to and shall exhibit to the City the recording number thereof.~~Before any side sewer may be located on any building site other than that owned by the owner of the side sewer, the owner of the side sewer shall secure from the owner of the building site a written easement, duly acknowledged covering and granting the right to occupy such property for such purpose. The written easement shall, by the owner of the sewer, be recorded in the office of the county auditor.~~

~~Before the City Engineer shall issue a permit authorizing the laying of a side sewer on any building site other than the one served by it, the owner of the sewer shall secure from the building site owner and record with the auditor the sewer easement herein referred to and shall exhibit to the City Engineer the recording number thereof.~~

Where a side sewer is to be connected in a public area to a side sewer which is owned by another and does not involve an easement, written permission for the connection shall be obtained from the owner of such side sewer and shall be filed with the City Engineer before any permit authorizing such connection is issued. For all shared side sewers, a side sewer joint use agreement signed by the owners of all properties connected to the sewer shall be recorded with the King County Recorder's Office and a copy provided to the City.

~~Where physical conditions render compliance with the foregoing provisions impracticable, the City Engineer may issue a special permit for installation of a side sewer requiring compliance with said provisions insofar as is reasonably possible. Such permit shall be issued only upon the condition that the permittee shall record with the county auditor an instrument acceptable to the City Engineer agreeing to save harmless and indemnify the City from any damage or injury resulting from such installation.~~ (Ord. 208 § 24, 1957).

### **13.04.300 Construction standards.**

All material and workmanship in connection with the installation of any side sewer and connection with a public sewer shall be as required by the City's "standard plans and specifications" except as to modifications or changes approved by the City Engineer.

Whenever it becomes necessary to disturb pavement in connection with any work authorized under this chapter, the opening shall be not less than two feet by seven feet nor more than two and one-half feet by eight feet; provided, that the City Engineer may specify a different size of said opening and additional cuts to be made when needed to insure a proper backfill.

No excavation shall be made in any public area except at the times and in the manner prescribed by the City Engineer.

All backfill of excavation and tunnels under concrete or asphalt surfacing and the restoration of these surfaces in public areas shall be done by the contractor under supervision of the City Engineer. (Ord. 208 § 25, 1957).

### **13.04.310 Damaging public property prohibited.**

It is unlawful to break, damage, destroy, deface, alter, or tamper with any structure, appurtenance, or equipment which is part of the City sewer-wastewater system, or, without authority from the City Engineer to break, damage, destroy or deface any public walk, curb, or pavement, or to make openings or excavations in a public area for the purpose of connecting to any public or private sewer. (Ord. 208 § 26, 1957).

### **13.04.320 Protecting excavations.**

Any excavation made by any licensed sewer contractor in any public place or immediately adjacent thereto shall be protected and guarded by fencing or covering and by proper lights. The protection of the public from the danger of such excavation shall be the responsibility of the side sewer contractor. The contractor shall be ~~liable on his bond~~bonded for any damage caused by his failure to properly protect and guard such excavation as herein required. If the contractor fails to properly protect and guard such excavation as herein required, the City Engineer may properly protect and guard such excavation and charge the cost thereof to the side sewer contractor, who shall, upon receiving written notice of the amount of such charge or by the posting of a notice of the amount of such charge at the location of the excavation, immediately pay the same to the City ~~Treasurer~~Finance Director. (Ord. 208 § 27, 1957).

### **13.04.330 Restoring property required.**

All streets, sidewalks, parking strips and other public areas except as mentioned in Section 13.04.300, disturbed or altered in the course of any side sewer ~~or drainage work~~, shall be restored by the licensed sewer contractor to the original surface ~~condition type~~condition type as approved by the City Engineer. In the event of the failure of the contractor to so restore the area, the City Engineer may make such restoration and charge the cost thereof to the side sewer contractor who shall, upon receiving written notice of the amount thereof, upon posting of such notice on the area make immediate payment thereof to the City ~~Treasurer~~Finance Director. (Ord. 208 § 28, 1957).

### **13.04.340 Discharge into sanitary sewers restricted.**

No one shall discharge or cause to be discharged any ~~storm water~~stormwater, surface water, ground water, roof run-off, subsurface drainage, cooling water or unpolluted industrial process water to any sewer which is built solely for ~~sanitary sewage~~wastewater without written authorization from King County Metro Division of Industrial Waste and approval from the City Engineer. (Ord. 208 § 29, 1957)..)

Recreational vehicle storage tanks and other external wastewater tanks may not be discharged into private or public Wastewater Systems within the City.

### **13.04.350 Storm sewers.**

Repealed by [Ord. 3149](#).

### **13.04.360 Substances prohibited in sewers.**

It is unlawful to discharge or cause to be discharged any of the following described waters or wastes in any public sewer: ~~drain, ditch or natural outlets~~:

- A. Any liquid or vapor having temperature higher than one hundred fifty degrees Fahrenheit;
- B. Any water or waste ~~that which~~ contains visible accumulation of fats, oils, and grease in amounts that may cause obstruction or maintenance problems in the collection and conveyance system, or interference in public sewer facilities;
- C. Any gasoline, benzene, naphtha, oil, or other flammable or explosive liquid, solid or gas;
- D. Any garbage that has not been properly shredded;
- E. Any ashes, cinders, sand, mud, straw, hair, shavings, metal, glass, rags, feathers, tar, plastics, wood, paunch manure, or any other solid or viscous substances capable of causing an obstruction to the flow of sewers or other interference with the proper operation of the ~~sewagewastewater~~ works;
- F. Any waters or wastes having a pH lower than five and five-tenths (5.5), or higher than eight and five-tenths (8.5), or having any other corrosive property capable of causing damage or hazard to structures, equipment or personnel of the ~~sewagewastewater~~ works;
- G. Any waters or wastes containing a toxic or poisonous substance in sufficient quantity to injure or interfere with any ~~sewagewastewater~~ treatment process, constitute a hazard to humans, animals, fish or fowl, or create any hazard in the receiving waters of the ~~sewagewastewater~~ treatment plant;

H. Any waters or wastes containing suspended solids of such character and quantity that unusual attention or expense is required to handle such materials at the sewage wastewater treatment plant;

I. Any obnoxious or malodorous gas or substance capable of creating a public nuisance;

J. Any hazardous material, unless prior approval is obtained from the City Engineer. (Ord. 3149 § 2, 2024; Ord. 1374 § 3, 1987; Ord. 208 § 31, 1957).

### **13.04.370 Interceptors required – When.**

No grease, oil, sand, liquid, waste containing grease or flammable material or other harmful ingredients in excessive amounts shall be discharged into any public sewer without the installation of interceptors, which shall be of a type and capacity approved by the City Engineer and shall be so located as to be readily accessible for cleaning and inspection.

When any interceptors are installed for private use, they shall be maintained by the owner at his the owner's expense and in continuously efficient operation at all times and subject to inspection by the City. (Ord. 208 § 32, 1957).

### **13.04.380 Food processing establishments.**

Every commercial and institutional establishment processing food shall be so equipped as to prevent discharge of animal or vegetable parts of such size as can be retained on a standard twenty mesh screen having openings measuring approximately 0.84 millimeters. Any discharge of parts large enough to be retained on such a screen, whether intentional or unintentional, shall be deemed a violation of this chapter. The owners and/or operators of such food processing establishments shall make provision at their own expense for the elimination of all such screenings other than by discharge of the same into a public sewer. (Ord. 273 § 1, 1961; Ord. 208 § 32.5, 1957).

### **13.04.390 Special treatment.**

Whenever preliminary treatment is necessary to reduce the Biochemical Oxygen Demand( B.O.D.) to three hundred parts per million by weight or to reduce the objectionable characteristics of constituents to within the maximum limits prescribed in Section [13.04.360](#), such preliminary treatment shall be at the sole expense of the owner of the premises and shall be installed when the City Engineer determines that the same is necessary to comply with the standards prescribed.

All plans, specifications and any other pertinent information relating to proposed preliminary treatment facilities shall be submitted for approval of the City Engineer; and no construction of such facilities shall be commenced until such approval is noted on the plan.

Where such facilities are installed and used they shall be maintained continuously in satisfactory and efficient operation by the owner at the owner's at his own sole expense. (Ord. 208 § 33, 1957).

### **13.04.400 Private Sampling Manholes.**

In any property served by a side sewer carrying industrial wastes when required by the City Engineer, the owner shall install a control manhole in the side sewer to facilitate observation, sampling and measurement of the wastes. The manhole shall be accessibly and safely located and shall be constructed and installed in accordance with plans approved by the City Engineer. The manhole shall be installed and maintained by the owner at his-the owner's sole expense. (Ord. 3149 § 2, 2024; Ord. 208 § 34, 1957).

### **13.04.410 Test standards.**

All measurements, tests and analyses of the characteristics of waters and waste to which reference is made in these tests shall be determined in accordance with the standards prescribed in "standard methods for the examination of water and sewagewastewater", published jointly by the American Health Association and the American Water Works Association. (Ord. 208 § 35, 1957).

### **13.04.420 Special agreements.**

~~The City Engineer shall make recommendations to the City Council in regard to entering into any agreement whereby any waste of unusual character may be accepted by the City for treatment before entry into the public sewer. The payment for such treatment shall be such as is fixed by the City Council. (Ord. 208 § 36, 1957).~~

### **13.04.430 Drainage.**

*Repealed by [Ord. 3149](#).*

### **13.04.440 Planting near sewers.**

It is unlawful to plant within 30 feet of any public or private sewer any willow, poplar, cottonwood, soft maple, gum tree, or any other tree or shrub whose roots are likely to enter and obstruct the flow of said sewers. No trees (any species) shall be planted within any sewer or utility easement. All other trees shall be a minimum of 8 feet horizontal distance from water or sewer outside of easements or within city right of way.

The ~~City Engineer~~Public Works Director is authorized to remove any trees or shrubs from any right-of-way or easements public street or the roots of any trees or shrubs ~~which that~~ extend into any public street right-of-way or easements when such trees, shrubs or the roots thereof are obstructing or are liable to obstruct any public or private sewer ~~or drain~~. Before making any such removal, the City Engineer shall give ten (10) days notice in writing to the owner of the abutting property or the property on which such trees or shrubs are growing, requiring the owner to remove the same. If the written notice cannot be given to the owner, the notice may be posted on the premises or in the street at the location of the trees or shrubs requiring such removal. If the owner fails or refuses to remove such trees or shrubs and roots within the time specified, the City Engineer is authorized to do so and the cost thereof shall be charged to the owner. Upon giving such written notice of the amount thereof to the owner or by posting such

notice at the location of the trees or shrubs, the cost thereof shall be immediately payable to the City ~~Treasurer~~Finance Director by such owner. (Ord. 3149 § 2, 2024; Ord. 208 § 38, 1957).

#### **13.04.450 Testing waste.**

The City Engineer or other city officials or employees, bearing proper credentials and identification, shall be permitted to enter upon any and all premises at all reasonable times for the purpose of inspection, observation, measurement, sampling and testing of sewers and sewage wastewater waste in accordance with the provisions of this chapter. It is unlawful for any person to prevent or attempt to prevent any such entrance or obstruct or interfere with any such officer or employee while so engaged. (Ord. 208 § 39, 1957).

#### **13.04.460 Engineer's rules.**

The City Engineer may make rules and regulations and amend the same from time to time, not inconsistent with the provisions of this ordinance, as ~~he shall~~deemed necessary and convenient to carry out the provisions of this chapter. (Ord. 208 § 40, 1957).

#### **13.04.470 Violator liable for expenses.**

Whoever violates any of the provisions of this chapter shall, in addition to any penalties provided for such violation, be liable for any expense, loss or damage occasioned thereby to the City. (Ord. 208 § 41, 1957).

#### **13.04.480 Penalty for violations.**

*Persons Subject to Penalty.* Any person who violates or fails to comply with the requirements of this chapter or who fails to conform with the terms of an approval or order issued by ~~the Mayor,~~ the Public Works Director, ~~or his or her designee,~~ shall be subject to a civil penalty as

provided in RMC Chapter [1.14](#). Each day of continued violation shall constitute a separate violation for purposes of this penalty.

*Procedure for Imposing Penalty.* The procedure for notice of violation and imposition of penalties under this chapter shall be the same as other code violations as described in RMC Chapter [1.14](#); provided, that such procedures may be initiated by ~~either~~ the Public Works ~~Director~~ ~~Director or~~ ~~his or her designee~~. (Ord. 3149 § 2, 2024; Ord. 208 § 42, 1957).

## **Chapter 13.05**

### **SIDE SEWER CONTRACTOR ROSTER**

Sections:

- 13.05.010 Purpose.**
- 13.05.020 Side sewer contractor roster.**
- 13.05.030 Violation.**
- 13.05.040 Application.**
- 13.05.050 Side sewer contractor roster eligibility requirements.**
- 13.05.060 Side sewer contractor bond.**
- 13.05.070 Insurance.**
- 13.05.080 Annual roster fee and application fee.**
- 13.05.090 Removal from roster.**

#### **13.05.010 Purpose.**

The purpose of this chapter is to regulate those ~~persons~~ ~~individuals~~ authorized to perform work on side sewers within the public right-of-way and on private property in order to protect the sewer system from defective work~~manship~~ and materials, and to ~~insure~~ ~~ensure~~ that the construction standards and the regulations of the City are followed. (Ord. 1805 § 2 (part), 1994).

### **13.05.020 Side sewer contractor roster.**

A side sewer contractor roster is hereby established which shall be maintained by the ~~Utility Development Engineering~~ Division of the ~~Public Works Planning~~ Department which shall contain the names of those contractors which are approved to perform work on side sewers. (Ord. 1805 § 2 (part), 1994).

### **13.05.030 Violation.**

It is a violation of the Redmond Municipal Code for any ~~person individual~~ to make any connection to any public sewer, or to construct, alter, or repair any private sewer unless the ~~person individual~~ is an active contractor on the side sewer contractor roster; provided, that a homeowner, who is not a contractor by trade, may make repairs to ~~his/her~~ their side sewer if the repair is totally within the property of the homeowner. (Ord. 1805 § 2 (part), 1994).

### **13.05.040 Application.**

All persons desiring to be included on the side sewer contractor roster are required to make application, pay an application fee, and pay the first year's annual roster fee to the ~~Development Engineering Utility Division of the Public Works Planning Department. The application shall be reviewed by the Utility Division Development Engineering Utility Division of the Planning Department~~ to determine if the contractor has sufficient knowledge and experience to carry on the business of a side sewer ~~contractor, and contractor and~~ is skilled in the laying and construction of side sewers. The information required in Section [13.05.050](#) of this chapter shall also be submitted with the application. (Ord. 1805 § 2 (part), 1994).

### **13.05.050 Side sewer contractor roster eligibility requirements.**

The following requirements must be met ~~in order~~ to remain an active contractor on the side sewer contractor roster:

- A. A City of Redmond business license;

- B. A State of Washington contractor's registration;
- C. Proof of liability insurance;
- D. A side sewer contractor's bond;
- E. Annual roster fee.

Should any of the above requirements not be met, the contractor shall be designated an inactive contractor on the side sewer contractor roster. Should any contractor remain so designated for more than twelve (12) months, the contractor shall be removed from the ~~roster~~[roster](#), and a new application and fee will be required to re-instate the contractor. (Ord. 1805 § 2 (part), 1994).

#### **13.05.060 Side sewer contractor bond.**

~~Every~~[Each](#) side sewer contractor shall file with the ~~Development Engineering Utility~~ Division ~~of the Planning Department~~ a bond in a form approved by the City in the amount of ~~\$5~~[10](#),000. (Ord. 1805 § 2 (part), 1994).

#### **13.05.070 Insurance.**

The contractor shall provide proof of liability insurance in the amount of \$500,000 naming the City as an additional insured. (Ord. 1805 § 2 (part), 1994).

#### **13.05.080 Annual roster fee and application fee.**

The annual side sewer contractor roster fee and the application fee shall be set by Council resolution. The annual fee shall be for each calendar year period. (Ord. 1805 § 2 (part), 1994).

### **13.05.090 Removal from roster.**

A contractor may be removed from the side sewer contractor roster for any of the following causes: failure to observe the laws and regulations of the City; failure to pay for labor or material used in the construction of a side sewer; fraud or misrepresentation to the owner, agent or occupant of a building for the purpose of obtaining a contract for the construction of a side sewer; or for nonpayment for work performed by the City for which a side sewer contractor may be liable. (Ord. 1805 § 2 (part), 1994).

## **Chapter 13.06**

### **~~STORM WATER~~ STORMWATER MANAGEMENT ~~CODE~~**

Sections:

- 13.06.010 Findings.**
- 13.06.020 Statement of need.**
- 13.06.030 Purpose.**
- 13.06.040 Definitions.**
- 13.06.050 *Repealed.***
- 13.06.054 Prohibited discharges.**
- 13.06.058 Conditional discharges.**
- 13.06.060 *Repealed.***
- 13.06.062 Allowable discharges.**
- 13.06.064 Prohibition of illicit connections.**
- 13.06.066 Requirement of source control best management practices.**
- 13.06.068 Maintenance requirements.**
- 13.06.070 Disposal of waste from maintenance activities.**
- 13.06.080 Compliance required.**
- 13.06.090 Inspection requirements.**
- 13.06.100 Inspection authority.**
- 13.06.110 Inspection procedures.**
- 13.06.120 Adjustment of utility fees.**
- 13.06.130 Inspection and maintenance schedule.**
- 13.06.140 Inspection and maintenance records.**

- 13.06.150 Enforcement authority.**
- 13.06.160 Enforcement policy.**
- 13.06.170 Orders.**
- 13.06.180 Penalty for violations.**
- 13.06.190 Penalties due.**
- 13.06.200 *Repealed.***
- 13.06.210 Abrogation and restrictions.**
- 13.06.220 Interpretation.**
- 13.06.230 Conflicts.**
- 13.06.240 State statutes and regulations adopted by reference.**

### **13.06.010 Findings.**

The Redmond City Council hereby finds that:

- A. ~~Storm water~~Stormwater drainage systems are a common feature of urban development.
- B. ~~Storm water~~Stormwater drainage systems must be regularly inspected, maintained, and repaired as necessary in order to function and perform as designed and to reduce or remove pollution and/or to reduce flooding.
- C. If not adequately maintained, ~~storm water~~stormwater drainage systems can become less effective in preventing pollutants from entering surface waters and groundwater.
- D. If not adequately managed, ~~storm water~~stormwater drainage systems can cause considerable damage to public and private property and natural habitat, as well as creating a health and safety risk for the public ~~and wildlife~~.
- E. ~~Storm water~~Stormwater can potentially transport a significant amount of pollution to surface water bodies. ~~Storm water~~Stormwater needs to be adequately managed to protect Redmond's natural habitats and wildlife and reduce the impacts of urbanization on natural systems. (Ord. 3031 § 2, 2021; Ord. 2859 § 2 (part), 2016; Ord. 2473 § 2 (part), 2009; Ord. 1870 § 1 (part), 1996).

### 13.06.020 Statement of need.

The Redmond City Council finds that this chapter is necessary in order to:

- A. Ensure proper maintenance of all ~~storm-water~~stormwater facilities within Redmond by setting minimum operating standards for inspection, maintenance, and repair of all ~~storm-water~~stormwater facilities.
- B. Comply with Washington Department of Ecology (Ecology) regulations and requirements for local governments, including requirements of the Western Washington National Pollution Discharge Elimination System (NPDES) Phase II Municipal ~~Storm-Water~~Stormwater Permit (NPDES Phase II Permit).
- C. Prevent contamination and/or degradation of surface waters, groundwater, and/or wildlife habitats within the contiguous City limits. (Ord. 3031 § 2, 2021; Ord. 2859 § 2 (part), 2016; Ord. 2473 § 2 (part), 2009; Ord. 1870 § 1 (part), 1996).

### 13.06.030 Purpose.

The provisions of this chapter are intended to:

- A. Provide standards and procedures for inspection, maintenance and repair of ~~storm-water~~stormwater facilities in Redmond to help contribute to an effective, functional ~~storm-water~~stormwater ~~drainage~~ system.
- B. Authorize the Redmond ~~Storm-Water~~Stormwater ~~Utility~~Public Works Department to require that ~~storm-water~~stormwater ~~drainage~~ systems be managed, inspected, maintained, and repaired in conformance with this chapter.
- C. Establish the minimum level of compliance which must be met.
- D. Guide and advise all who conduct inspection, maintenance, and repair of ~~storm-water~~stormwater facilities.
- E. Prevent pollutants from leaking, spilling, draining or being dumped into any public or private ~~storm-water~~stormwater ~~drainage~~-system, into groundwater, or directly into surface water bodies. (Ord. 3031 § 2, 2021; Ord. 2859 § 2 (part), 2016; Ord. 2473 § 2 (part), 2009; Ord. 1870 § 1 (part), 1996).

### 13.06.040 Definitions.

For the purpose of this chapter, the following definitions shall apply:

“AKART” means all known, available and reasonable methods of prevention, control, and treatment. Terminology from Washington State Pollution Control Act, RCW [90.48.010](#) and [90.48.520](#).

~~“City Engineer” means the City Engineer and/or their representatives pursuant to RMC 2.64.030~~

~~“Director” means the Director of Public Works Director and/or their representatives pursuant to RMC 2.64.030 and/or his or her designees.~~

~~“Downspout” means the leader or pipe aboveground which is installed to conduct water from the roof gutter.~~

~~“Drain” means any pipe of conduit carrying surface or stormwater flow.~~

“Groundwater” means water in a saturated zone or stratum beneath the surface of the land or below a surface water body.

~~“Hazardous materials” means any material, including any substance, waste, or combination thereof, which because of its quantity, concentration, or physical, chemical, or infectious characteristics may cause, or significantly contribute to, a substantial present or potential hazard to human health, safety, property or the environment when improperly treated, stored, transported, disposed of, or otherwise managed.~~

~~“Hazardous materials” Any hazardous waste, hazardous substance, dangerous waste, or extremely hazardous waste that is a physical or health hazard as defined and classified in RCW Chapter 70.105 and WAC Chapter 173-303, whether the materials are in usable or waste condition. Hazardous materials shall also include petroleum or petroleum products that are in a liquid phase at ambient temperatures, including any waste oils or sludges~~

~~“House drain” means the pipe(s) used to convey stormwater and footing drain effluent from the building to a point five feet outside the foundation wall, and if there is no foundation wall, to a point five feet beyond the outer line of any footings, pilings, building supports or porch under which the pipe may run, regardless of the number of pipes extending from the building.~~

“Hyperchlorinated” means water that contains more than 10 mg/liter chlorine.

"Illicit connection" means any man-made conveyance that is connected to a ~~storm-water~~stormwater drainage system that discharges non-~~storm-water~~stormwater. Examples include sanitary sewer connections, floor drains, channels, pipelines, conduits, inlets, hoses, above ground piping, or outlets that are connected directly to a ~~storm-water~~stormwater drainage system.

"Illicit discharge" means any direct or indirect non-~~storm-water~~stormwater discharge to any portion of any ~~storm-water~~stormwater drainage system, groundwater, or surface water except as expressly allowed by this chapter.

"Minimum Maintenance Standards" means the maintenance, inspection and repair standards that are described in the project's Operation and Maintenance Manual as described in the City of Redmond Stormwater Technical Notebook and as described in the currently most recent adopted Ecology Stormwater Management Manual of Western Washington.

"National Pollutant Discharge Elimination System (NPDES) ~~Storm Water~~Stormwater Discharge Permit" means a permit issued by the Environmental Protection Agency (EPA) (or by the Washington Department of Ecology under authority delegated pursuant to [33 USC Section 1342\(b\)](#)) that authorizes the discharge of pollutants to waters of the United States, whether the permit is applicable on an individual, group, or general areawide basis.

"Natural outlet" means any outlet into a watercourse, pool, ditch, lake, sound, or other body of fresh, surface or ground water.

"Non-~~storm-water~~stormwater discharge" means any discharge to the ~~storm-water~~stormwater drainage system that is not composed entirely of ~~storm-water~~stormwater.

"Person" means any individual, partnership, corporation, association, organization, cooperative, public or municipal corporation, agency of the State, local government unit, or other entity recognized by law and acting as either the owner of a premises or as the owner's agent.

"Pollutant" means anything which causes or contributes to pollution. Pollutants may include, but are not limited to: paints, varnishes, and solvents; oil and other automotive fluids; nonhazardous liquid and solid wastes and yard wastes; refuse, rubbish, garbage, litter, or other discarded or abandoned objects and accumulations, so that same may cause or contribute to pollution; floatables; pesticides, herbicides, and fertilizers; hazardous substances and wastes; sewagewastewater, fecal coliform and pathogens; dissolved and particulate metals; animal

wastes; wastes and residues that result from constructing a building or structure; soaps and detergents labeled as non-toxic or environmentally friendly; and noxious or offensive matter of any kind.

“Premises” means any building, lot, parcel of land, or portion of land, whether improved or unimproved, including adjacent sidewalks and parking strips.

“Source control best management practice” or “BMP” means activities, prohibitions or practices, general good housekeeping practices, pollution prevention and educational practices, maintenance procedures, and structural or managerial practices to prevent or reduce the discharge of pollutants directly or indirectly to ~~storm water~~stormwater, surface water, or groundwater, or ~~storm water~~stormwater drainage systems. BMPs also include treatment practices, operating procedures, and practices to control site runoff, spillage or leaks, sludge or water disposal, or drainage from raw materials storage.

“~~Storm water~~Stormwater” means that portion of precipitation that does not naturally infiltrate, evaporate, or become transpired by vegetation, that becomes surface runoff, interflow, infiltrated by a constructed infiltration facility, or collected by the ~~storm water~~stormwater drainage system.

“Stormwater pipe” means a pipe ~~which~~that carries stormwater and surface waters and drainage, but excludes polluted industrial wastes.

“~~Storm water~~Stormwater drainage system” means the system that collects, conveys, and stores surface water and ~~storm water~~stormwater runoff, both publicly or privately owned systems, including but not limited to any roads with drainage systems, gutters, curbs, inlets, ~~storm-~~drains, stormwater pipes, catch basins, ditches, pumping facilities, infiltration facilities, retention and detention facilities, water quality treatment facilities, streams, swamps, closed depressions, wetlands, Lake Sammamish, and other drainage structures and appurtenances, both natural and artificial.

“Stormwater Pollution Prevention Plan, SWPPP” means a written document (text and drawings) to implement best management practices to identify, prevent, and control the contamination of stormwater, stormwater conveyance system, and or receiving waters from construction sites to the maximum extent practicable.

“Watercourse” means a channel in which a natural flow of water occurs or has occurred, either continuously or intermittently.

(Ord. 3031 § 2, 2021; Ord. 2859 § 2 (part), 2016; Ord. 2473 § 2 (part), 2009; Ord. 1870 § 1 (part), 1996).

**13.06.050 Maintenance requirements.****(Sections to be numbered in coordination with City Clerk****13.06.0xx Stormwater outfall**

No drain or stormwater pipe shall be constructed to discharge upon the surface of any public area.

(Ord. 3149 § 2, 2024; Ord. 208 § 3, 1957).

**13.06.0xx Owner to connect to stormwater system.**

The owner of any lands or premises shall connect all buildings located thereon to the nearest accessible public stormwater system. The City Engineer shall prescribe the manner in which such connections shall be made.

The owner of any lands or premises shall connect all buildings and/or stormwater system located thereon to the nearest accessible public stormwater system where a property boundary is within 200 feet of a public stormwater system. The City Engineer shall prescribe the manner in which such connections shall be made.

**13.06.0xx Permit required to install stormwater connection.**

It is unlawful to make any connection with any public or private stormwater system, drain, or natural outlet without complying with all the provisions of this chapter in relation thereto and having a permit to do so from the City.

**13.06.0xx Application for permit**

- A. Application for the permit required by Section 13.06.xx of this chapter shall be filed with the City stating the name of the owner, the correct address and legal description of the property to be served, dimensions and location of any building on the property and the whole course of the stormwater pipe or drain from the public stormwater system or other outlet to its connection with the building or property to be served. The application shall be submitted to the City for approval, who may change or modify the same and designate the manner and place in which the stormwater pipes or drains shall be connected with the public stormwater system, may also specify the material, size and grade of such stormwater pipe or drain, and shall approve the application if the same is acceptable to the City Engineer. The City Engineer will require the permittee to furnish plans pertaining to the application and issuance of the permit.
- B. Upon approval of the application and issuance of the permit, it is unlawful to alter or to do any other work than is provided for in the permit.
- C. The City Engineer shall prepare and keep electronic record drawings of stormwater connections showing the information obtained during inspection and survey of completed work done under the permit.

**13.06.0xx Unauthorized connections reported.**

It is unlawful to break ground for the purpose of making a connection with a public or private stormwater system without a permit. Any non-permitted connection to a public or private stormwater system shall be reported immediately to the City Engineer.

**13.06.0xx When permit required – open excavations.**

It is unlawful to construct, extend, relay, repair or to make connection to any stormwater system inside the property line without obtaining a permit from the City Engineer as provided in Section 13.06.xxx. The City Engineer may issue the permit to the owner of any property to construct, extend, relay, repair or make connection to any private stormwater system inside the property lines; provided, the owner shall comply with the applicable provisions of this chapter.

It is unlawful to leave unguarded any excavation made in connection with the construction or repair of any private stormwater pipe or drain within four feet of any public place or to fail to maintain the lateral support of any public place in connection with the construction, alteration, or repair of any stormwater pipe or drain. (Ord. 3149 § 2, 2024; Ord. 208 § 9, 1957).

**13.06.0xx      Limits of permit.**

When a permit has been issued for a drain or stormwater system, no work other than that covered by the permit shall be done without the approval of the City Engineer. Work done without approval may require a new permit, as determined by the City Engineer.

**13.06.0xx      Temporary connections.**

The City Engineer may, upon application containing such information as is required by the City, issue a permit for a temporary connection to a public stormwater system or natural outlet. The permit may be revoked by the City Engineer at any time upon thirty days' notice posted upon the premises and directed to the owner of the premises. In event the stormwater pipe or drains are not disconnected at the expiration of the thirty days, the City Engineer may disconnect the same and charge the cost thereof to the owner. Such costs shall be immediately payable to the Finance Director following a written notice of the amount thereof given to such owner or posted on the premises. A temporary permit shall be issued only upon the applicant recording with the ~~county auditor~~ King County Recorder's Office an acceptable instrument agreeing to save the City harmless from all damage resulting to the City by reason of such temporary connection or disconnection, and exhibiting to the City Engineer the recording number thereof. (Ord. 3149 § 2, 2024; Ord. 208 § 11, 1957).

**13.06.0xx      Term of permit.**

No permit issued under this chapter shall be valid for a longer period than ninety days unless extended or renewed by the City Engineer upon application prior to the expiration. Failure to renew the permit prior to expiration thereof shall require the payment of a new permit fee. (Ord. 208 § 12, 1957).

**13.06.0xx      Construction inspection procedure.**

Any person performing work under a permit issued pursuant to the provisions of this chapter shall notify the City Engineer when the work will be ready for inspection and shall specify in such notification the location of the premises by address and the file number of the permit.

On any call for inspection, ~~forty-eight~~ twenty-four hours' notice plus Saturday, Sunday, and holidays may be required by the City Engineer.

If the City Engineer finds the work or material used is not in accordance with City code, the person doing the work and the owner of the premises shall be notified by a written correction notice posted electronically on the permit and a copy emailed to the owner. The posted notice shall be all the notice that is required to be given of the defects in the work or material found in such inspection. (Ord. 208 § 15, 1957).

**13.06.0xx Filling trenches.**

No trench shall be filled nor any stormwater pipe or drain covered until the work shall have been inspected and approved by the City Engineer. (Ord. 208 § 16, 1957).

**13.06.0xx Noncompliance with standards – Notice.**

If any work done under a permit granted is not done in accordance with the provisions of this chapter and the City Standard Plans and Specifications as approved by the City Engineer, and if the contractor or person doing the work shall refuse to properly construct and complete such work, notice of such failure or refusal shall be given to the owner of the property for whom the work is being done. The City Engineer may cause the work to be completed and the stormwater system connected in the proper manner. The cost of such work and any materials necessary shall be charged to the owner or contractor and be payable by the owner or contractor immediately upon the City Engineer giving written notice of the amount thereof or posting a notice thereof on the premises. (Ord. 3149 § 2, 2024; Ord. 208 § 18, 1957).

**13.06.0xx City repairs – Costs.**

When any stormwater pipe or drain is constructed, laid, connected or repaired, and does not comply with the provisions of this chapter, or where it is determined by the City Engineer that a stormwater pipe or drain is obstructed, broken, inadequate, is a danger to health, or is liable to cause damage to public or private property, the Public Works Director shall give notice to the owner of the property in which such condition exists. If the owner refuses to reconstruct, relay, reconnect, repair, or remove the obstruction of the stormwater pipe or drain within the time specified in such notice, the Public Works Director may perform such work as may be necessary to comply with this chapter. The cost of such work so done shall be charged to the property owner and shall become immediately payable to the Finance Director upon written notice of the amount being given to the property owner or posted upon the premises. (Ord. 3149 § 2, 2024; Ord. 208 § 19, 1957).

**13.06.0xx      Costs of installation borne by owner.**

The City Engineer shall require the owner of a broken stormwater pipe or drain to repair the stormwater pipe or drain. The owner of the stormwater pipe or drain shall perform repairs within the amount of time dictated by the City. All costs and expense incidental to the installation, connection and maintenance of a stormwater pipe or drain shall be borne by the owner of the premises served by the stormwater pipe or drain. (Ord. 3149 § 2, 2024; Ord. 208 § 20, 1957).

**13.06.0xx      Position of stormwater pipe – Size of pipe**

- A. Downspouts and footing drains shall be connected to the stormwater system in a manner approved by the City Engineer; but connection of any downspout or footing drain to a sanitary sewer is hereby prohibited and is unlawful. Standards for connections are included in the currently adopted Stormwater Technical Notebook and are adopted by reference. (Ord. 208 § 23, 1957).

**13.06.0xx      Laying stormwater pipe on another's property.**

Before any stormwater pipe may be located on any building site other than that owned by the owner of the stormwater pipe, the owner of the stormwater pipe shall secure from the owner of the building site a written easement 10' minimum in width, duly acknowledged covering and granting the right to occupy such property for such purpose. The written easement shall, by the owner of the stormwater pipe, be recorded in the office of the ~~county auditor~~ King County Recorder's Office.

Before the City Engineer shall issue a permit authorizing the laying of a stormwater pipe on any building site other than the one served by it, the owner of the stormwater pipe shall secure from the building site owner and record with the ~~county auditor~~ King County Recorders Office the ~~sewer~~ stormwater easement herein referred to and shall exhibit to the City the recording number thereof.

**13.04.44006.00X      **Planting near stormwater system.****

It is unlawful to plant within thirty feet of any public or private sewer ~~stormwater pipe~~ any willow, poplar, cottonwood, soft maple, gum tree, or any other tree or shrub whose roots are likely to enter and obstruct the flow of said ~~sewers~~ stormwater. No trees (any species) shall be planted within any sewer or utility stormwater easement. All other trees shall be a minimum of 8 feet horizontal distance from water or sewer stormwater pipe outside of easements or within city right of way.

*The City Engineer is authorized to remove any trees or shrubs from any public street right-of-way or easements or the roots of any trees or shrubs which extend into any public street right-of-way or easements when such trees, shrubs or the roots thereof are obstructing or are liable to obstruct any public or private sewer or ~~drain~~stormwater pipe or drain. Before making any such removal, the City Engineer shall give ten days' notice in writing to the owner of the abutting property or the property on which such trees or shrubs are growing, requiring the owner to remove the same. If the written notice cannot be given to the owner, the notice may be posted on the premises or in the street at the location of the trees or shrubs requiring such removal. If the owner fails or refuses to remove such trees or shrubs and roots within the time specified, the ~~City Engineer~~Public Works Director is authorized to do so and the cost thereof shall be charged to the owner. This work is done under the purview of maintenance to maintain operational functionality and does not require a City permit. Upon giving such written notice of the amount thereof to the owner or by posting such notice at the location of the trees or shrubs, the cost thereof shall be immediately payable to the ~~City Treasurer~~Finance Director~~City~~ by such owner. (Ord. 3149 § 2, 2024; Ord. 208 § 38, 1957).*

**13.06.00x Damaging public property prohibited.**

*It is unlawful to break, damage, destroy, deface, alter, or tamper with any structure, appurtenance, or equipment which is part of the City stormwater system, or, without authority from the City Engineer to break, damage, destroy or deface any public walk, retaining wall, curb, or pavement, or to make openings or excavations in a public area for the purpose of connecting to any public or private stormwater system. (Ord. 208 § 26, 1957).*

**13.06.00x Protecting excavations.**

Any excavation made by any licensed contractor in any public place or immediately adjacent thereto shall be protected and guarded by fencing or covering and by proper lights. The protection of the public from the danger of such excavation shall be the responsibility of the contractor. The contractor shall be bonded for any damage caused by ~~his~~their failure to properly protect and guard such excavation as herein required. If the contractor fails to properly protect and guard such excavation as herein required, the City Engineer may properly protect and guard such excavation and charge the cost thereof to the contractor, who shall, upon receiving written notice of the amount of such charge or by the posting of a notice of the amount of such charge at the location of the excavation, immediately pay the same to the City. (Ord. 208 § 27, 1957).

**13.06.00x Restoring property required.**

All streets, sidewalks, parking strips and other public areas except as mentioned in Section 13.06.xxx, disturbed or altered in the course of any stormwater system work, shall be restored by the licensed stormwater contractor to the original surface ~~condition~~type as approved by the City Engineer. In the event of the failure of the contractor to so restore the area, the City Engineer may make such restoration and charge the cost thereof to the stormwater contractor who shall, upon receiving written notice of the amount thereof, upon posting of such notice on the area make immediate payment thereof to the City. (Ord. 208 § 28, 1957).

Repealed by [Ord. 2473](#). **13.06.054 Prohibited discharges.**

- A. Non~~storm-water~~stormwater runoff discharges to the ~~storm-water~~stormwater ~~drainage-~~system, surface water bodies, or groundwater are prohibited, unless such discharges are authorized in accordance with Chapter [173-216](#) WAC (State Waste Discharge Permit Program) or Chapter [173-220](#) WAC (National Pollutant Discharge Elimination System Permit Program).
- B. No person shall throw, drain, or otherwise discharge, cause or allow others under its control to throw, drain, or otherwise discharge pollutants into a ~~storm-water~~stormwater ~~drainage-~~system, surface water bodies or groundwater. If a pollutant discharge is identified it shall cease

immediately and be reported to the ~~storm water~~stormwater utility immediately. Failure to report any discharge within 24 hours is a violation of this chapter.

Examples of prohibited pollutants include, but are not limited to:

1. Trash or debris, including leachate from dumpsters and trash compactors.
2. Construction materials, including soil.
3. Petroleum products including but not limited to oil, gasoline, grease, fuel oil, heating oil, electrical transformer fluid.
4. Antifreeze and other automotive products.
5. Metals in particulate or dissolved form.
6. Flammable or explosive materials.
7. Radioactive materials.
8. Batteries.
9. Acids, alkalis, or bases.
10. Paints, stains, resins, lacquers, or varnishes.
11. Degreasers and/or solvents.
12. Drain cleaners.
13. Pesticides, herbicides, or fertilizers.
14. Steam cleaning wastes.
15. Soaps, detergents, ammonia.
16. Swimming pool or spa filter water not properly dechlorinated or backwash.
17. Chlorine, bromine, and other disinfectants.
18. Heated water.
19. Domestic animal waste.

20. ~~Sewage~~Wastewater.
21. Recreational vehicle waste.
22. Animal carcasses.
23. Food waste, including used cooking oil.
24. Bark, lawn clippings, leaves, and branches.
25. Silt, turbid runoff, concrete, concrete wash water, cement, or gravel.
26. Dyes, excluding municipal operations dye testing.
27. Chemicals and substances not normally found in uncontaminated water.

28. Saltwater Ppool and sSaltwater sSpa water.:

29. Any other process-associated discharge except as otherwise allowed in this chapter, including car washing effluent.

C. Hazardous materials, as defined in this chapter, shall not be allowed to enter any ~~storm-water~~stormwater ~~drainage~~ system, infiltrate into the ground, or enter any surface water body within the ~~contiguous~~ city limits or city-owned property. All such substances shall be stored, handled and disposed in a manner that will prevent them from entering the ~~storm-water~~stormwater ~~drainage~~ system, groundwater, or surface water bodies. Storage, handling and disposal shall be conducted in accordance with Chapters [173-303](#) and [173-304](#) WAC. Appropriate quantities of spill equipment shall be kept on site, and spill response training documented, for any site within the City that uses, stores, or otherwise handles hazardous materials on a commercial basis. (Ord. 2859 § 2 (part), 2016; Ord. 2473 § 2 (part), 2009).

### **13.06.058 Conditional discharges.**

A. The following types of discharges shall not be considered illicit discharges for the purpose of this chapter if they meet the stated conditions, or unless the Public Works Director ~~and/or his or her designee~~ determines that the type of discharge, whether singly or in combination with others, is causing or is likely to cause pollution of surface water or groundwater:

1. Potable water, including water from water line flushing, hyperchlorinated water line flushing, fire hydrant system flushing, and pipeline hydrostatic test water. Planned discharges shall be de-chlorinated to a concentration of 0.1 mg/L (ppm) or less, pH adjusted, if necessary and in volumes and velocities controlled to prevent re-suspension of sediments in the ~~storm water~~stormwater system. Lawn watering and other irrigation runoff are permitted but shall be minimized.

2. *De-chlorinated Swimming Pool, Spa and Hot Tub Discharges.* These discharges are allowed only if no other option, such as discharging to a sanitary sewer, is available. These discharges shall be de-chlorinated/debrominated to a total residual ~~chlorine~~ concentration of 0.1 mg/L (ppm) or less, free from sodium chloride, pH adjusted, and reoxygenizedreoxygenated if necessary and in volumes and velocities controlled to prevent re-suspension of sediments in the ~~storm water~~stormwater system. Discharges shall be thermally controlled to prevent an increase in temperature of the receiving water. ~~Swimming pool cleaning wastewater and filter backwash shall not be discharged to the storm water~~stormwater system.

3. Street and sidewalk wash water, water used to control dust, ~~and routine external building wash down that does not use detergents or chemicals of any kind.~~ Wash water is required to be kept at a minimum. Wash water containing any materials identified 13.06.0540 Prohibited Discharges shall not be allowed to enter the stormwater system. ~~Pressure washing that results in paint or other building materials in wash water is prohibited from entering the storm water~~stormwater drainage system. ~~Street flushing at construction sites is prohibited in Redmond.~~

4. Routine external building washdown for structures built or renovated before 1950 and after 1980. Wash water is required to be kept to a minimum. Commercial, industrial, and multi-story residential structures constructed or renovated between 1950 and 1980 shall be assessed for PCB-containing building materials using Department of Ecology Publication No. 22-040024 (or as updated) prior to building washdown and discharge to the storm system or surface waters or groundwater. Structures confirmed or suspected to have PCB-containing materials shall not discharge wash water to the stormwater system or surface waters or groundwater.

4. *Fire Sprinkler System Flushing.* These discharges are allowed only if no other option, such as discharging to a sanitary sewer, is available. Sprinkler system flushing water with any

chemicals added is prohibited in the ~~storm water~~stormwater drainage system. Sprinkler system flushing water discharges shall be de-chlorinated to a concentration of 0.1 mg/L (ppm) or less, pH adjusted, if necessary and discharged at a rate not to exceed 500 gallons per minute (gpm), or less, as needed in volumes and velocities controlled to prevent re-suspension of sediments in the ~~storm water~~stormwater system.

5. Non-~~storm water~~stormwater discharges ~~covered-authorized~~ by an individual or general NPDES permit or State Waste Discharge permit; provided, that the discharge is in full compliance with all requirements of the permit, waiver, or order and other applicable laws and regulations.

6. *Other Non-~~Storm Water~~Stormwater Discharges.* The discharges shall be in compliance with requirements of a ~~storm water~~stormwater pollution prevention plan (SWPPP) reviewed and approved by the City of Redmond, which addresses control of such discharges by applying all known and reasonable technologies (AKART) to prevent contaminants from entering surface water and groundwater. (Ord. 3031 § 2, 2021; Ord. 2859 § 2 (part), 2016; Ord. 2473 § 2 (part), 2009).

### **13.06.060 Minimum requirements.**

*Repealed by [Ord. 2473](#).*

### **13.06.062 Allowable discharges.**

A. The following types of discharges shall not be considered illicit discharges for the purposes of this chapter unless the ~~director~~Public Works Director and/or his or her designee determines that the type of discharge, whether singly or in combination with others, is causing or is likely to cause pollution of surface water or groundwater:

1. Diverted stream flows.
2. Rising groundwater.
3. Uncontaminated groundwater infiltration as defined in [40 CFR 35.2005\(20\)](#).
4. Uncontaminated pumped groundwater.

5. Foundation drains.
6. Air conditioning condensation.
7. Irrigation water from agricultural sources that is commingled with urban ~~storm-water~~stormwater.
8. Springs.
9. ~~Water~~ Clear uncontaminated nuisance water from crawl space pumps.
10. Footing drains.
11. Flows from riparian habitats and wetlands.
12. ~~Discharges~~ Non-stormwater discharges from emergency firefighting activities. (Ord. 2859 § 2 (part), 2016; Ord. 2473 § 2 (part), 2009).

#### **13.06.064 Prohibition of illicit connections.**

A. The construction, use, maintenance, or continued existence of illicit connections to the ~~storm-water~~stormwater drainage system is prohibited. This prohibition expressly includes, without limitation, illicit connections made in the past, regardless of whether the connection was permissible under law or practices applicable or prevailing at the time of connection. Illicit connections shall be corrected immediately upon discovery. Once an illicit connection is identified, the person responsible for the connection shall immediately cease to discharge waste through the connection.

B. A person is considered to be in violation of this chapter if the person connects a line, inclusive of temporary connections, conveying ~~waste-water~~ to the ~~storm-water~~stormwater drainage system, or allows such connection to continue with knowledge of such connection. (Ord. 2859 § 2 (part), 2016; Ord. 2473 § 2 (part), 2009).

#### **13.06.066 Requirement of source control best management practices.**

A. Any person causing or allowing discharge to a ~~storm-water~~stormwater drainage system, surface waters or groundwater shall limit pollutants in the discharge by implementing source

control best management practices (BMPs). “Applicable” source control BMPs in Volume IV of the current ~~Storm Water~~Stormwater Management Manual for Western Washington shall be used to reduce or eliminate the release of pollution citywide.

B. “Recommended” source control BMPs in Volume IV of the current ~~Storm Water~~Stormwater Management Manual for Western Washington shall be used to reduce or eliminate the release of pollution citywide if “applicable” source control BMPs do not prevent pollution.

“Recommended” source control BMPs are identified by land use and specific business types. The City may require additional “recommended” source control BMPs and/or treatment BMPs or facilities if such BMPs or facilities are deemed necessary by the Public Works Director ~~and/or his or her designee~~ to eliminate an ongoing release of pollution. (Ord. 3031 § 2, 2021; Ord. 2859 § 2 (part), 2016; Ord. 2473 § 2 (part), 2009).

### **13.06.068 Maintenance requirements.**

A. All ~~storm water~~stormwater drainage systems ~~shall in~~ the City of Redmond shall be maintained according to this chapter and the stormwater system’s Operation and Maintenance Manual, as defined by minimum maintenance standards detailed in the City of Redmond ~~Storm Water~~Stormwater Technical Notebook or another maintenance standard approved by the City.

B. *Repealed by Ord. 2859.*

C. All ~~storm water~~ private stormwater drainage systems installed after 2020 that provide either water quality or flow control and all public stormwater systems shall be inspected by the City on a periodic basis, as described in RMC 13.06.130 (Inspection Schedule). If, during an inspection, a facility is found not to be in compliance with the minimum maintenance standards, inspection may be scheduled more frequently in order to assure the ~~storm water~~stormwater drainage system functions as designed.

D. Where abatement and/or repair is found necessary to correct health or safety problems, to control pollutants from entering the ~~storm water~~stormwater drainage system, to correct and/or repair any private stormwater systems to prevent surface water or groundwater quality degradation, or to remove pollutants that have entered the ~~storm water~~stormwater drainage system, such work shall be completed immediately by the owner or operator of the ~~storm water~~stormwater drainage system.

E. Where maintenance and/or repair is found necessary during inspection, and the maintenance is not of emergency nature as detailed in subsection [D](#) of this section, maintenance shall be performed in accordance with the maintenance schedule established by the NPDES Western Washington Phase II Municipal ~~Storm Water~~[Stormwater](#) Permit. (Ord. 3031 § 2, 2021; Ord. 2859 § 2 (part), 2016; Ord. 2473 § 2 (part), 2009).

### **13.06.070 Disposal of waste from maintenance activities.**

A. Disposal of waste from maintenance activities shall be conducted in accordance with the current National Pollution Discharge Elimination System (NPDES) Western Washington Phase II Municipal ~~Storm Water~~[Stormwater](#) Permit.

B. *Repealed by Ord. 2859.*

C. ~~Disposal of~~ Solids collected or generated from maintenance activities required by the City of Redmond shall ~~be disposed in compliance with WAC 173-303, at a qualified solid waste disposal facility. Receipt of disposal documentation shall be documented and~~ provided to the ~~Storm Water~~[Stormwater](#) Utility after maintenance occurs.

D. ~~Maintenance process Ww~~water collected and used in catch basin, runoff treatment facility and pipe maintenance activities shall be ~~disposed at a qualified decant facility. Receipt of disposal documentation shall be provided to the Stormwater Utility after disposal occurs. disposed of in. In order of preference, the following disposal methods shall be used:~~

~~1. Discharge liquid to a wastewater sewer in a location permitted by the City of Redmond or permitted by another local government with wastewater sewer jurisdiction outside the City.~~

~~2. Discharge of catch basin and pipe maintenance liquids may be allowed into a basic or enhanced runoff treatment facility with approval from the City of Redmond.~~

~~3. E. Clear liquid Uncontaminated stormwater~~ removed from ~~storm water~~[stormwater](#) ponds, vaults or ~~oversized~~ catch basins ~~prior to sediment removal or repair~~ can be returned to the ~~storm water~~[stormwater](#) system with approval ~~from~~ of the City [Engineer](#). [Liquid Uncontaminated stormwater](#). ~~Liquid~~ allowed to be disposed back into the ~~storm~~

~~water~~stormwater system shall not exceed a turbidity of ~~50-25~~ NTU. (Ord. 2859 § 2 (part), 2016; Ord. 2473 § 2 (part), 2009; Ord. 1870 § 1 (part), 1996).

### **13.06.080 Compliance required.**

Property owners are responsible for the maintenance, operation and repair of ~~storm-~~water~~stormwater~~ drainage-systems and source control BMPs within their property. Property owners shall maintain, operate and repair ~~storm-water~~stormwater drainage-systems and source controls in compliance with the requirements of this chapter and the City of Redmond ~~Storm Water~~Stormwater Technical Notebook. (Ord. 2859 § 2 (part), 2016; Ord. 2473 § 2 (part), 2009; Ord. 1870 § 1 (part), 1996).

### **13.06.090 Inspection requirements.**

The Public Works Director ~~and/or his or her designee~~ is authorized to develop inspection procedures and maintenance requirements for all ~~storm-water~~stormwater drainage-systems in the City of Redmond ~~which that~~ do not have an operation and maintenance manual ~~developed by the~~ ~~storm-water~~stormwater drainage system design engineer. (Ord. 3031 § 2, 2021; Ord. 2859 § 2 (part), 2016; Ord. 2473 § 2 (part), 2009; Ord. 1870 § 1 (part), 1996).

### **13.06.100 Inspection and abatement authority.**

Whenever implementing the provisions of this chapter or whenever there is cause to believe that a violation of this chapter has been or is being committed, the [Public Works Director](#) ~~director~~ [Public Works Director](#) and/or ~~his or her~~ [their designee](#) is authorized to enter, inspect, and abate during regular working hours and at other reasonable times all ~~storm water drainage system~~ [stormwater systems](#) within Redmond to determine and assure compliance with the provisions of this chapter. (Ord. 2859 § 2 (part), 2016; Ord. 2473 § 2 (part), 2009; Ord. 1870 § 1 (part), 1996).

### **13.06.100 Inspection authority.**

Whenever implementing the provisions of this chapter or whenever there is cause to believe that a violation of this chapter has been or is being committed, the director and/or his or her designee is authorized to inspect during regular working hours and at other reasonable times all storm water drainage systems within Redmond to determine compliance with the provisions of this chapter. (Ord. 2859 § 2 (part), 2016; Ord. 2473 § 2 (part), 2009; Ord. 1870 § 1 (part), 1996).

### **13.06.110 Inspection procedures– Private stormwater facilities.**

- A. Prior to making any inspections on private property, the [Public Works](#) Director ~~or their designee and/or his or her designee~~ shall present identification credentials, state the reason for the inspection and request entry.
- B. If the property or any building or structure on the property is unoccupied, the [Public Works](#) Director ~~and/or his or her designee~~ shall first make a reasonable effort to locate the owner or other person(s) having charge or control of the property or portions of the property and request entry.
- C. If after reasonable effort the [Public Works](#) Director ~~and/or his or her designee~~ is unable to locate the owner or other person(s) having charge or control of the property, and has reason to believe the condition of the ~~storm~~ [stormwater system](#) ~~water~~ [stormwater drainage system](#)

creates an imminent hazard to persons, environment, or property, the Public Works Director ~~and/or his or her designee~~ may enter.

D. Unless entry is consented to by the owner or person(s) in control of the property or portion of the property or unless emergency conditions are reasonably believed to exist which create imminent hazard, the Public Works Director ~~and/or his or her designee~~ shall obtain a search warrant, prior to entry, as authorized by the laws of the State of Washington. An emergency condition shall be considered those that include impacts to public health, welfare, and safety which would become worse if not addressed immediately.

E. The Public Works Director ~~and/or his or her designee~~ may inspect the ~~storm-~~waterstormwater system without obtaining a search warrant provided for in subsection D of this section, provided the inspection can be conducted while remaining on public property or other property on which permission to enter is obtained.

F. The City of Redmond shall investigate illicit discharges in an effort to identify the source. If such discharges are tracked to a specific connection to the public ~~storm-water~~stormwater ~~drainage~~ system, or directly to surface water or groundwater, inspection and investigation of that site will be initiated in compliance with the inspection procedures defined in this section. If the discharge is an imminent threat to public safety or the environment, emergency action shall be taken in accordance with this section.

G. The Washington State Department of Ecology and "its duly appointed agent" shall have the right to enter at all reasonable times in or upon any property, public or private, for the purpose of inspecting and investigating conditions relating to the pollution of or the possible pollution of any of the waters of this state.

(Ord. 3031 § 2, 2021; Ord. 2859 § 2 (part), 2016; Ord. 2473 § 2 (part), 2009; Ord. 1870 § 1 (part), 1996).

### **13.06.115 Stormwater system access procedures – Public stormwater facilities**

The Public Works Director and/or his or her City Engineer or other city officials or employees, bearing proper credentials and identification, shall be permitted to enter upon any and all premises at all reasonable times for the purpose of inspection, observation, maintenance, measurement, sampling and testing of public stormwater systems in accordance with the provisions of this chapter. It is unlawful for any person to prevent or attempt to prevent any such entrance or obstruct or interfere with any such officer or employee while so engaged.

### **13.06.120 Adjustment of utility fees.**

In the event any person, whose property has previously been provided utility fee credits for on-site water quantity/quality control, refuses to allow the Public Works Director ~~and/or his or her designees~~ to inspect said facility or commits a violation of this code, the Public Works Director ~~and/or his or her designee~~ shall cancel the water quality/quantity credits for the said property and adjust the billing rate for the said property accordingly. Whenever the Public Works ~~Director~~ Director ~~and/or his or her designee~~ shall make such an adjustment, a notice of adjustment shall be mailed to the owner of said property by certified mail or in person. The notice shall be deemed received when signed for by the owner or, if the owner fails or refuses to sign for the notice within the time provided by the postal service, within three days of mailing or delivery in person. The owner may request the Public Works Director ~~and/or his or her designee~~ to reconsider the notice and order by filing a request for such reconsideration within 10 days of receipt of the notice. The Public Works Director's ~~and/or his or her designee's~~ decision on any such reconsideration shall be final. (Ord. 2859 § 2 (part), 2016: Ord. 2473 § 2 (part), 2009; Ord. 1870 § 1 (part), 1996).

### **13.06.130 Inspection and maintenance schedule.**

The Public Works Director ~~and/or his or her designee~~ shall establish inspection and maintenance scheduling and standards for all publicly and privately owned ~~storm-~~ waterstormwater facilities. At a minimum, the base frequency for inspection and maintenance

shall be in accordance with the National Pollution Discharge Elimination System (NPDES) Western Washington Phase II Municipal ~~Storm Water~~Stormwater Permit currently in effect. Adjustment to the maintenance and inspection frequency may be authorized when found appropriate by the Public Works Director ~~and/or his or her designee~~. (Ord. 2859 § 2 (part), 2016; Ord. 2473 § 2 (part), 2009; Ord. 1870 § 1 (part), 1996).

### **13.06.140 Inspection and maintenance records.**

Private ~~storm water~~stormwater drainage system owners shall keep a maintenance log and operation and maintenance manual on-site or within reasonable access to the site. Operation and Maintenance ~~M~~anuals, as defined by the City of Redmond ~~Storm Water~~Stormwater Technical Notebook, shall be transferred with ownership of the property, clearly indicating the party responsible for maintenance, and include a log of maintenance activities. Maintenance logs, and any record drawing or drainage system plan, shall be provided to the Public Works ~~D~~irector ~~and/or his or her designee~~ upon request. (Ord. 2859 § 2 (part), 2016; Ord. 2473 § 2 (part), 2009; Ord. 1870 § 1 (part), 1996).

### **13.06.150 Enforcement authority.**

The Public Works Director ~~and/or his or her designee~~ shall administer and enforce this chapter and shall have the authority to adopt and implement administrative procedures for such enforcement. (Ord. 2859 § 2 (part), 2016; Ord. 2473 § 2 (part), 2009; Ord. 1870 § 1 (part), 1996).

### **13.06.160 Enforcement policy.**

Enforcement action shall be taken whenever a person has violated any provision of this chapter. The choice of enforcement action taken and the severity of any penalty shall be based on the nature of the violation, the damage or risk to the public or to public resources, and/or the degree of bad faith of the persons subject to the enforcement action. (Ord. 2859 § 2 (part), 2016; Ord. 2473 § 2 (part), 2009; Ord. 1870 § 1 (part), 1996).

### **13.06.170 Orders.**

The Public Works Director ~~and/or his or her designee~~ shall have the authority to issue to an owner or person(s) representing an owner an order to maintain or repair a component of a ~~storm water~~stormwater drainage drainage system, operational source control BMP, or structural source control BMP, to bring the ~~storm water~~stormwater drainage system in compliance with this chapter. The order shall include all requirements detailed in RMC [1.14.100](#). (Ord. 2859 § 2 (part), 2016: Ord. 2473 § 2 (part), 2009; Ord. 1870 § 1 (part), 1996).

### **13.06.1xx Engineer's rules.**

The City Engineer may make rules and regulations and amend the same from time to time, not inconsistent with the provisions of this ordinance, as deemed necessary and convenient to carry out the provisions of this chapter. (Ord. 208 § 40, 1957).

### **13.06.1xx Violator liable for expenses.**

Whoever violates any of the provisions of this chapter shall, in addition to any penalties provided for such violation, be liable for any expense, loss or damage occasioned thereby to the City. (Ord. 208 § 41, 1957).

### **13.06.180 Penalty for violations.**

A. *Persons Subject to Penalty.* Any person who violates or fails to comply with the requirements of this chapter or who fails to conform with the terms of an approval or order issued by ~~the Mayor,~~ the Public Works Director, ~~and/or his or her designee,~~ shall be subject to a civil penalty

as provided in RMC Chapter [1.14](#). Each day of continued violation shall constitute a separate violation for purposes of this penalty.

B. *Aiding or Abetting*. Any person who, through an act of commission or omission, aids or abets in the violation shall be considered to have committed a violation for the purposes of civil penalty.

C. *Procedure for Imposing Penalty*. [The Public Works Director may, at their discretion, impose a penalty.](#) The procedure for notice of violation and imposition of penalties under this chapter shall be the same as for other code violations as described in RMC Chapter [1.14](#); ~~provided, that such procedures may be initiated by either the Public Works Director~~ Director and/or his or her designee.

D. *Community Service Alternative*. ~~The Public Works Director and/or his or her designee may, at his/her~~their discretion, provide the option for payment of all or part of any penalties incurred by any person(s) to be made in the form of community service that will be of benefit to the environment and the City. If a person decides to avail themselves of this option when offered by the ~~Public Works Director and/or his or her designee~~, the ~~Public Works Director and/or his or her designee~~ and the person shall enter into a formal, written agreement providing for the community service. This agreement shall include in detail the description of the service(s) to be rendered by the person(s) in penalty for noncompliance of this chapter. The description shall include the hours of service needed to offset the above-mentioned penalties based on a mutually agreed upon hourly rate for service.

E. *Re-Inspection Fees*. In addition to the penalties to be imposed by the Code Compliance Hearing Examiner, the [Public Works](#) Director ~~and/or his or her designee~~ may impose a re-inspection fee for any account or storm drainage facility found not to be within compliance of this chapter. This inspection fee shall be independent of any current or future penalties that may be incurred by the property owner for noncompliance of this chapter. Re-inspection fees shall be applied if re-inspection occurs beyond the normal routine of inspection and verification of maintenance or correction of ~~non-storm water~~stormwater discharges to the ~~storm water~~stormwater drainage system, surface water bodies, or groundwater.

F. *Business License Revocation*. In addition to any other penalty imposed, the [Public Works](#) Director ~~and/or his or her designee~~ may seek revocation of any business license held by the person violating this chapter. The [Public Works](#) Director ~~and/or his or her designee~~ may request that the City Clerk revoke a person's business license for any of the following reasons: (1)

noncompliance with this chapter; (2) not allowing for inspection of their ~~storm-water~~ facility; and (3) nonpayment of any fines or inspection fees incurred by the owner of the utility account. The procedures for revocation shall be those described in RMC Chapter [5.04](#).

G. *Require Source Control Best Management Practices (BMPs) or Treatment BMPs.* The ~~City of Redmond~~ may require implementation of additional source control or treatment BMPs/facilities to reduce or eliminate pollutants and non-~~storm-water~~ discharges.

H. *Reimbursement for Abatement.* If the ~~City of Redmond utilizes city uses~~ ~~Storm-Water~~ Utility funds, equipment, or staff to correct a non-~~storm-water~~ discharge, abate pollution from the ~~storm-water~~ drainage system, or remove/disconnect an illicit connection, or correct/repair any private stormwater system, the ~~Storm-Water~~ Utility will charge the responsible person for those expenses, and overhead costs, incurred. These costs shall be charged to the property owner and shall become immediately payable to the Finance Director upon written notice of the total amount due to the property owner or posted upon the premises. (Ord. 3031 § 2, 2021; Ord. 2859 § 2 (part), 2016; Ord. 2473 § 2 (part), 2009; Ord. 2180 § 1 (part), 2003; Ord. 1870 § 1 (part), 1996).

### **13.06.190 Penalties due.**

Penalties shall be due in accordance with Chapter [1.14](#) of the Redmond Municipal Code. (Ord. 2859 § 2 (part), 2016; Ord. 2473 § 2 (part), 2009; Ord. 2180 § 1 (part), 2003; Ord. 1870 § 1 (part), 1996).

### **13.06.200 Severability.**

*Repealed by [Ord. 2473](#).*

### **13.06.210 Abrogation and restrictions.**

It is not intended that this chapter repeal, abrogate, or impair any existing regulations, easements, covenants, or deed restrictions. However, where this chapter imposes greater

restrictions, the provisions of this chapter shall prevail. (Ord. 2859 § 2 (part), 2016: Ord. 2473 § 2 (part), 2009; Ord. 1870 § 1 (part), 1996).

### **13.06.220 Interpretation.**

The [Public Works](#) Director ~~and/or his or her designee~~ shall be responsible for interpreting the provisions of this chapter. The provisions of this chapter shall be held to be minimum requirements in their interpretation and application. (Ord. 2859 § 2 (part), 2016: Ord. 2473 § 2 (part), 2009; Ord. 1870 § 1 (part), 1996).

### **13.06.230 Conflicts.**

When any provision of any other chapter of the Redmond Municipal Code or the Redmond Zoning Code conflicts with this chapter, that which provides greater public health and environmental protection, as determined by the [Public Works](#) Director ~~and/or his or her designee~~, shall apply unless specifically provided otherwise in this chapter. (Ord. 3031 § 2, 2021; Ord. 2859 § 2 (part), 2016: Ord. 2596 § 2 (part), 2011: Ord. 2473 § 2 (part), 2009; Ord. 1870 § 1 (part), 1996).

### **13.06.240 State statutes and regulations adopted by reference.**

The following state statutes and administrative regulations are hereby adopted by this reference as if set forth in full, to the extent necessary to interpret and implement this chapter:

#### **A. RCWs Title**

[43.20](#) [STATE BOARD OF HEALTH](#) ~~Drinking~~  
~~Water~~

[70.95](#) [SOLID WASTE MANAGEMENT –](#)  
[REDUCTION AND RECYCLING](#) ~~Dangerous~~  
~~and Solid Waste~~

[70.105 HAZARDOUS WASTE MANAGEMENT](#)

~~Dangerous Waste, MTCA, Sediment  
Standards~~

[90.48 WATER POLLUTION CONTROL](#) ~~Ground-~~

~~Water, Surface Water, Sediment~~

[90.54 WATER RESOURCES ACT OF 1971](#)

~~Ground Water~~

[90.70 PUGET SOUND WATER QUALITY](#)

[AUTHORITY](#) ~~Sediment~~

**WACs Title**

B.

[173-](#) Water Quality Standards for Ground  
[200](#) Waters of the State of Washington

[173-](#) Water Quality Standards for Surface  
[201A](#) Waters of the State of Washington

[173-](#) State Waste Discharge Permit Program  
[216](#)

[173-](#) National Pollutant Discharge Elimination  
[220](#) System Permit Program

[173-](#) Sediment Management Standards  
[204](#)

[173-](#) Dangerous Waste Regulations  
[303](#)

- [173-](#) Minimum Functional Standards for Solid
- [304](#) Waste Handling
  
- [173-](#) The Model Toxics Control Act Cleanup
- [340](#) Regulation
  
- [246-](#) [Group A](#) Public Water Supplies
- [290](#)

(Ord. 2859 § 2 (part), 2016; Ord. 2473 § 2 (part), 2009; Ord. 1870 § 1 (part), 1996).

## Chapter 13.07

### WELLHEAD PROTECTION

Sections:

- 13.07.010 Purpose.**
- 13.07.020 Authority.**
- 13.07.030 Definitions.**
- 13.07.040 Scope and applicability.**
- 13.07.050 Operational requirements.**
- 13.07.055 Hazardous Materials Questionnaire required.**
- 13.07.060 *Repealed.***
- 13.07.065 Hazardous Materials Inventory Statement required.**
- 13.07.070 *Repealed.***
- 13.07.075 Hazardous Materials Management Plan required.**
- 13.07.080 *Repealed.***
- 13.07.085 Prohibited Activities in Critical Aquifer Recharge Areas.**
- 13.07.090 *Repealed.***
- 13.07.100 Performance standards.**
- 13.07.110 Wellhead monitoring program.**
- 13.07.112 Source Control Program.**
- 13.07.115 Groundwater protection incentive program for existing infiltration system modifications.**

- 13.07.120 Reporting of hazardous substances releases and completion of cleanup.**
- 13.07.130 Inspections.**
- 13.07.140 Appeals.**
- 13.07.150 Enforcement authority.**
- 13.07.160 Enforcement policy.**
- 13.07.170 Orders.**
- 13.07.180 Penalty for violations.**
- 13.07.190 Penalties due.**
- 13.07.200 Severability.**
- 13.07.210 Abrogation and restrictions.**
- 13.07.220 Interpretation.**
- 13.07.230 Conflicts.**
- 13.07.240 State statutes and regulations adopted by reference.**

### **13.07.010 Purpose.**

The purpose of this chapter is to:

- A. Fulfill public water system wellhead protection program requirements of Chapter [246-290](#) WAC.
- B. Protect the general public health and prevent contamination of groundwater resources used by the City as a drinking water supply through the following methods:
  - 1. Preventing pollution in the groundwater/drinking water supply through source control inspections aimed at assisting businesses reduce and prevent pollution;
  - 2. Establishing Critical Aquifer Recharge Areas around the City's water supply wells;
  - 3. Prohibiting new facilities or activities within the Critical Aquifer Recharge Areas that pose a significant threat to the City's water supply;
  - 4. Imposing standards for storing, handling, treating, using, producing, recycling, or disposing of hazardous materials to preclude the introduction of such materials into soil, surface water, or groundwater; and

5. Establishing a monitoring program to identify quality and quantity impacts to the aquifer system and detect the presence of contaminants in groundwater prior to their reaching the City's water supply wells.
6. Imposing requirements to investigate environmental releases to determine impacts on natural resources. Remediation to mitigate damages are addressed in Section [1.14.080](#). (Ord. 2957 § 6 (part), 2019; Ord. 2180 § 1 (part), 2003).

### **13.07.020 Authority.**

~~This chapter is established under authority of the Revised Code of Washington (RCW) Health and Safety (Chapter 35A.70 RCW), Growth Management—Planning by Selected Counties and Cities (Chapter 36.70A RCW), Public Water Systems – Penalties and Compliance (Chapter 70A.125 RCW), and Group A Public Water Supplies (Chapter 246-290 WAC) This chapter is established under authority of the Optional Municipal Code (Chapter 35A.70 RCW), Growth Management Act (Chapter 36.70A RCW), Public Water Systems – Penalties and Compliance (Chapter 70.119A RCW), and Public Water Supplies (Chapter 246-290 WAC).~~ (Ord. 2957 § 6 (part), 2019; Ord. 2180 § 1 (part), 2003).

### **13.07.030 Definitions.**

For the purpose of this chapter, the following definitions shall apply. Additional definitions related to wellhead protection are located in Redmond Zoning Code Chapter 21.78, Definitions.

“Business license” means that document issued by the City under authority of Chapter [5.04](#) of the Redmond Municipal Code licensing the transaction of the indicated business by the person whose name appears thereon for the stated year.

“Critical Aquifer Recharge Area” means areas with a critical recharging effect on aquifers used for potable water.

“Director” means the ~~Director of the~~ Public Works [Director and/or their representatives pursuant to RMC 2.64.030 Department or his/her designee.](#)

“Deleterious Substance” means a substance that in contact with groundwater would degrade, alter or form part of a process of degradation or alteration of the groundwater quality so that it becomes or is likely to become harmful for human consumption.

“Hazardous Materials” means any material, including any substance, waste, or combination thereof, which because of its quantity, concentration, or physical, chemical, or infectious characteristics may cause, or significantly contribute to, a substantial present or potential hazard to human health, safety, property or the environment when improperly treated, stored, transported, disposed of, or otherwise managed.

“Hazardous Materials Inventory Statement” means a form provided by the City of Redmond and completed by a facility owner or operator that discloses the types, quantities, and locations of hazardous materials and other deleterious substances that are or will be stored, handled, treated, used, produced, recycled, or disposed of at the facility. The Hazardous Materials Inventory Statement shall be prepared pursuant to requirements of the Redmond Fire Code, Chapter [15.06](#) RMC.

“Hazardous Materials Management Plan” means a form provided by the City of Redmond and completed by a facility owner or operator that includes the facility description; the Hazardous Materials Inventory Statement; descriptions of separation, secondary containment, and monitoring for aboveground and underground storage areas and waste disposal; record keeping; an emergency response plan; and an emergency response training plan. The Hazardous Materials Management Plan shall be prepared pursuant to requirements of the Redmond Fire Code, Chapter [15.06](#) RMC.

“Hazardous Materials Questionnaire” is a portion of the business license application completed by a facility owner or operator that discloses the types and estimated amounts of hazardous materials used by the facility, and the operational activities of the facility.

“Monitoring well” means a well designed to obtain a representative groundwater sample or designed to measure the water level elevations in either clean or contaminated water or soil.

“Operator” means any person or persons in control of, or having responsibility for, the operation of a facility.

“Owner” means, for purposes of this chapter, a person or persons with a vested ownership interest in a facility, including a leasehold interest, but does not include persons holding only contingent interests or security interests in all or a portion of the facility.

“Person” means an individual, firm, association, joint venture, partnership, municipality, government agency, political subdivision, industry, public or private corporation, owner, lessee, tenant, or any other entity whatsoever.

“RZC” means the Redmond Zoning Code.

“Redmond Fire Code” means the fire code adopted by the City of Redmond.

“Retail facility” means a building, structure, or portion thereof, used for the display and sale of merchandise, and involving stocks of goods, wares, or merchandise incidental to such purposes and accessible to the public. Retail facilities include, but are not limited to, the following: department stores, drug stores, markets, paint stores without bulk handling, shopping centers, and wholesale and retail stores.

“Significant Groundwater Hazard” means a condition in which there is a reasonable probability of release of a hazardous material or deleterious substance, that, if reached, groundwater would degrade, alter or form part of a process of degradation or alteration of the groundwater quality so that it becomes or is likely to become harmful for consumption. (Ord. 2957 § 6 (part), 2019; Ord. 2596 § 2 (part), 2011; Ord. 2269 § 2 (part), 2005; Ord. 2180 § 1 (part), 2003).

### **13.07.040 Scope and applicability.**

A. -The provisions of this chapter shall apply to all facilities, activities, and residences in the City of Redmond that store, handle, treat, use, produce, recycle, or dispose of hazardous materials or deleterious substances.

B. Boundaries for Critical Aquifer Recharge Areas are delineated in the map “City of Redmond Critical Aquifer Recharge Areas” adopted as part of Redmond Zoning Code Section 21.64.010~~(E)(1)(f)~~. Critical Aquifer Recharge Areas are classified into two areas: Critical Aquifer Recharge Areas I and II ~~as are defined in RZC 21.64.050 and~~ as follows.

1. Critical Aquifer Recharge Area I is the land area overlying the aquifer in which it will take a maximum of five years for the groundwater to reach any public water source well owned by the City.
2. Critical Aquifer Recharge Area II is the land area overlying the aquifer ~~with a critical recharging effect on the aquifer~~ in which it will take more than five years but less than ten years for groundwater to reach any public water source well owned by the City or lands that have a critical recharging effect on the aquifer.
3. *Repealed by Ord. 2957.*
4. *Repealed by Ord. 2957.*

The applicability of various requirements in this chapter shall depend upon the critical aquifer recharge area in which the facility or activity is located. (Ord. 2957 § 6 (part), 2019; Ord. 2596 § 2 (part), 2011; Ord. 2180 § 1 (part), 2003).

### **13.07.050 Operational requirements.**

- A. Any facility, activity, or residence in the City in which hazardous materials or other deleterious substances are present ~~shall~~must be operated in a manner that ensures safe storage, handling, treatment, use, production, and recycling or disposal of such materials and substances and prevents their unauthorized release to the environment.
- B. In no case shall hazardous materials or other deleterious substances be stored, handled, treated, used, produced, recycled, or disposed of in a way that would pose a groundwater hazard within the City of Redmond. (Ord. 2957 § 6 (part), 2019; Ord. 2180 § 1 (part), 2003).

### **13.07.055 Hazardous Materials Questionnaire required.**

- A. As part of applying for a business license in the City of Redmond, businesses ~~shall~~must fill out a hazardous materials questionnaire. The hazardous materials questionnaire is incorporated into the business license application. (Ord. 2957 § 6 (part), 2019).

**13.07.060 Hazardous Materials Questionnaire required.**

Repealed by [Ord. 2957](#).

**13.07.065 Hazardous Materials Inventory Statement required.**

A. The International Fire Code as adopted by Section [15.06.011](#) establishes when Hazardous Materials Inventory Statements are required citywide. In addition to the Fire Code Official, the Public Works Director has the authority to require a Hazardous Materials Inventory Statement from the owner or operator of a facility or activity that poses a threat to groundwater quality within the Critical Aquifer Recharge Areas. (Ord. 2957 § 6 (part), 2019).

**13.07.070 Hazardous Materials Inventory Statement required.**

Repealed by [Ord. 2957](#).

**13.07.075 Hazardous Materials Management Plan required.**

A. The International Fire Code as adopted by Section [15.06.011](#) establishes when Hazardous Materials Management Plans are required citywide. In addition to the Fire Code Official, the Public Works Director has the authority to require a Hazardous Materials Management Plan from the owner or operator of a facility or activity that poses a threat to groundwater quality within the Critical Aquifer Recharge Areas.

B. *Availability of the Hazardous Materials Management Plan.* The facility owner or operator shall make certain that a copy of the Hazardous Materials Management Plan is available ~~and current,~~ at the facility and is conspicuously located such that a copy or copies of the plan are immediately available to all employees involved with transferring, storing, handling, treating, using, producing, and recycling or disposing of hazardous materials or other deleterious substances.

C. *Training Requirements.* The facility owner or operator ~~shall~~**must** ensure that all employees involved with transferring, storing, handling, treating, using, producing, and recycling or

disposing of hazardous materials or other deleterious substances are familiar with the Hazardous Materials Management Plan through regular training. (Ord. 2957 § 6 (part), 2019).

### **13.07.080 Hazardous Materials Management Plan required.**

*Repealed by [Ord. 2957](#).*

### **13.07.085 Prohibited Activities in Critical Aquifer Recharge Areas.**

A. The following are hereby prohibited in Critical Aquifer Recharge Areas I and II:

1. Permanent Dewatering of groundwater, unless permitted by the City prior to April 2019.
2. Reclaimed or recycled water use with the exception of uses that discharge to the sanitary sewer.

B. The following are prohibited in Critical Aquifer Recharge Area I:

1. Mobile fleet fueling operations with the exception of mobile fueling of equipment on construction sites.
2. Wood preserving and wood products preserving.
3. Chemical manufacturing, including but not limited to organic and inorganic chemicals, plastics and resins, pharmaceuticals, cleaning compounds, paints and lacquers, and agricultural chemicals.
4. Drycleaners are prohibited from using perchloroethylene solvents. (Ord. 2957 § 6 (part), 2019).

### 13.07.090 Waiver of forms submittal.

Repealed by [Ord. 2957](#).

### 13.07.100 Performance standards.

A. *General Standards.* Any facility or activity within the Critical Aquifer Recharge Areas in which hazardous materials or other deleterious substances are present shall comply with the following general standards:

1. *Secondary Containment.*

a. The owner or operator of any facility or activity shall provide secondary containment for hazardous materials or other deleterious substances in aggregate quantities equal to or greater than 20 gallons liquid or 200 pounds solid or in quantities specified in RMC Chapter [15.06](#), whichever is smaller.

b. All seams and cracks on Portland cement concrete pad containment or fueling/maintenance areas must be sealed with chemical resistant sealers. Inspect and repair the Portland cement concrete pad annually to ensure the functional integrity of the pad is maintained to prevent fuel and/or chemicals from reaching the ground.

c. Facilities or activities located in Critical Aquifer Recharge Area II are exempt from secondary containment requirements in subsection A.1.a of this section for indoor storage of hazardous materials and deleterious substances. Requirements in RMC Chapter [15.06](#) still apply.

2. Property owners ~~shall must~~ properly decommission all wells that are no longer in use. ~~Decommissioning will be done in accordance with the abandoned. This may include plugging the abandoned well with an approved inert and impervious substance so that groundwater contamination is not possible in the future.~~ State Department of Ecology regulations that describe the requirements for decommissioning in WAC [173-160-381](#), ~~which is already required by law.~~

3. *Loading and Unloading Areas.* Secondary containment or equivalent best management practices, as approved by the City, shall be required at loading and unloading areas that store, handle, treat, use, produce, recycle, or dispose of hazardous materials or other

deleterious substances in aggregate quantities equal to or greater than 20 gallons liquid or 200 pounds solid.

4. All businesses that use, store, transport or dispose of hazardous materials shall be required to have a spill kit on site with spill control materials in quantities needed to counter measure a spill.

B. *Specific Performance Standards.* In addition to the general standards the following specific performance standards apply to the following listed facilities within Critical Aquifer Recharge Areas I and II:

1. *Sewer Pipelines.* Should the [Public Works](#) Director have reason to believe a sewer pipeline is degrading groundwater quality, the [Public Works](#) Director may require that leak testing be conducted. Should leakage be detected, the [Public Works](#) Director shall require correction.

2. ~~Storm Water~~*Stormwater* *Infiltration Systems.* Owners or operators of ~~storm-water~~*stormwater* infiltration systems must address specific risks posed by hazardous material storage or processing. These risks may be mitigated by physical means and/or equivalent best management practices in accordance with an approved, site-specific Hazardous Materials Management Plan, ~~Storm Water~~*Stormwater* Pollution Prevention Plan, or equivalent plan accepted by the Director.

a. All ~~storm-water~~*stormwater* infiltration systems ~~shall~~*must* be registered with the [Public Works](#) Director using the registration form developed by the Director. Certain ~~storm-water~~*stormwater* infiltration systems are regulated by the state as Underground Injection Control (UIC) wells under Chapter [173-218](#) WAC. The owner or operator of a ~~storm-water~~*stormwater* infiltration system can meet the City's registration requirement by registering their system with Washington Department of Ecology and providing a copy of the Ecology registration to the [Public Works](#) Director.

b. *Repealed by Ord. 2422.*

c. *Repealed by Ord. 2422.*

d. An assessment of the potential risks to groundwater from any registered ~~storm-water~~*stormwater* infiltration system ~~shall~~*must* be completed by the owner or operator and submitted to the Director by February 3, 2011. Assessment criteria have been

developed by the Director in consultation with affected facility owners or operators. The assessment ~~shall~~must be completed for each ~~storm-water~~stormwater infiltration system.

e. If through the assessment process, a ~~storm-water~~stormwater infiltration system is determined to pose a potential significant groundwater hazard based on the assessment score, the [Public Works](#) Director shall issue an Authorized Work Letter detailing the work required to mitigate risks at the facility. Authorized work may include, but not be limited to, best management practices, system modifications, or infiltration system replacement to protect groundwater quality, pursuant to the guidance and schedule in the assessment criteria. If replacement of an infiltration system is required and there are no alternative ~~storm-water~~stormwater discharge options available, then in addition to the authorized work, groundwater monitoring will be required, in accordance with the groundwater monitoring requirements in the assessment criteria, until an alternative discharge becomes available. If monitoring results for such a facility indicate contamination of the groundwater at any time, all activities contributing to the contamination shall be required to cease immediately.

f. Provisions to prevent releases of hazardous materials into ~~storm-water~~stormwater systems shall be updated in the Hazardous Materials Management Plan, ~~Storm-Water~~Stormwater Pollution Prevention Plan, or equivalent plan accepted by the [Public Works](#) Director and supported by upgraded or new ~~storm-water~~stormwater system designs, as necessary, to reflect significant changes in types, quantities, and handling of hazardous materials.

g. The owner or operator of a ~~storm-water~~stormwater infiltration system ~~shall~~must notify the [Public Works](#) Director of the intent to modify or replace a ~~storm-water~~stormwater infiltration system and ~~shall~~must obtain all appropriate approvals and permits prior to any modification or replacement.

3. *Hydraulic Elevator Cylinders and Associated Piping.* The owner or operator of any facility with a hydraulic elevator ~~shall~~must inspect the hydraulic system based on the schedule required by Washington State Department of Labor and Industries for evidence of hydraulic fluid leakage. An inspection and maintenance log is required and available upon request by the Public Works Director. If leakage is detected, the facility owner or operator

shall complete repairs within 30 days of discovery of leakage, and document such repairs in the inspection and maintenance log.

4. Vehicle fuel dispensing facilities shall have the following to control the release of hazardous materials to the soil/groundwater during operation:

- a. All underground storage tanks (USTs) and associated piping more than 30 years old must conduct annual inspections including tank and line tightness testing.
- b. Fuel dispensing equipment and above ground storage tanks shall be secondarily contained and protected by bollards. Fuel dispensing equipment hoses shall not extend outside of the containment area.
- c. A containment system consisting of the following:
  - i. Impervious pad, poured of Portland cement, or equivalent.
  - ii. The containment system pad and associated conveyance structures shall be inspected and repaired annually to ensure the functional integrity is maintained to prevent fuel and/or chemicals from reaching the ground. All seams and cracks on the pad and associated conveyance structures shall be sealed with chemical resistant sealers.

5. Vehicle Maintenance areas ~~shall~~must have the following to control the release of hazardous materials to the soil/groundwater during operation:

- a. The facility shall conduct vehicle maintenance under a covered or indoor area with drainage to the sanitary sewer, a dead-end sump, or alternative Best Management Practices as approved by the Public Works Director.
- b. An impervious concrete pad with petroleum resistant sealant. The pad must be sloped/bermed to contain spills within the maintenance area and not allow ~~storm-~~waterstormwater run-on enter the vehicle maintenance area.
- c. The maintenance pad and associated conveyance structures shall be inspected and repaired annually to ensure the functional integrity is maintained to prevent fuel and/or chemicals from reaching the ground. All seams and cracks on the pad and associated conveyance structures shall be sealed with chemical resistant sealers.

Records must be kept of the annual inspection and or repair, and be available on site for inspection and verification.

6. Legal ~~pre-existing~~ vehicle wrecking yards that ~~existed prior to 2003 and that~~ store wrecked vehicles on pervious surfaces ~~shall~~must implement best management practices to reduce or eliminate the potential for environmental releases to protect groundwater resource.

C. *Residential Users.* Residential users of hazardous materials living in the City of Redmond shall reduce contamination risks to groundwater by:

1. Following storage, use, and disposal instructions on all household hazardous chemical containers; pesticides, herbicides, and fertilizers; automotive fuels, lubricants, and cleaning products; and

~~2. Following storage, use, application, and disposal instructions for pesticides, herbicides, and fertilizers;~~

~~3. Following storage, use, and disposal instructions for automotive fuels, lubricants, and cleaning products; and~~

~~OBJ~~ 24. Reporting unauthorized releases of hazardous materials into the environment. (Ord. 3032 § 2, 2021; Ord. 2957 § 6 (part), 2019; Ord. 2596 § 2 (part), 2011; Ord. 2521 § 2, 2010; Ord. 2422 § 1, 2008; Ord. 2269 § 2 (part), 2005; Ord. 2180 § 1 (part), 2003).

### **13.07.110 Wellhead monitoring program.**

A. The City ~~may~~shall develop and maintain a Citywide Wellhead Monitoring Program in order to monitor water quality and detect potential contamination before it reaches the City's water supply wells.

B. If the City has probable cause to suspect groundwater contamination at a facility, the City ~~shall~~must request permission of the owner or operator to install groundwater monitoring wells and sample at a frequency to be determined. If the request is denied, the City may apply for an

administrative search warrant pursuant to RMC [1.14.190](#). (Ord. 2957 § 6 (part), 2019; Ord. 2180 § 1 (part), 2003).

### **13.07.112 Source Control Program.**

The Public Works Director shall oversee a program that limits the amount of pollution entering the environment by requiring businesses to construct or implement source control best management practices. Redmond ~~Storm Water~~[Stormwater](#) Technical Notebook defines the required and recommended best management practices citywide and additionally are important to protect the water supply within the Critical Aquifer Recharge Areas. Through business assistance visits, and review of tenant improvement and new development applications, the Public Works Director will ~~insure~~[ensure](#) that operational and structural best management practices are in place to reduce the release of pollution. If environmental releases are identified during business assistance visits, the City may require subsurface investigation, including soil and groundwater sampling and testing, as a condition of continued operation, and may require remediation as provided in RMC [1.14.080](#) to mitigate natural resource damages. (Ord. 2957 § 6 (part), 2019).

### ~~13.07.115 Groundwater protection incentive program for existing infiltration system modifications.~~

#### ~~A. Goal of Groundwater Protection Incentive Program.~~

~~1. The goal of the groundwater protection incentive program is to encourage the early and timely modification of existing ~~storm water~~[stormwater](#) infiltration systems in order to benefit the public through early implementation of groundwater pollution prevention measures, facilitation of proper permitting and construction, and minimization of enforcement actions. Through the program the City will reimburse owners for a portion of the cost of design, engineering, permitting and construction of city-required improvements to protect the groundwater and the City's drinking water resource. The City will reimburse all property owners who have completed or who hereafter complete improvements under the groundwater incentive protection program codified in this section or as provided in Resolution No. 1321 of the City to the full extent authorized by this section.~~

~~2. As city ratepayer funds are proposed to be expended on private property the City has an obligation to strive for the most cost effective, protective upgrades that address the risks to the public, identified by the City, and also balance the property owner's operational needs and ongoing maintenance costs.~~

~~B. Groundwater Protection Incentive Program Process.~~

~~1. Parcels with infiltration systems installed before November 1, 2003, which have not already registered with the City, are required to submit a complete registration form. Upon notification from the City, the owner will have three months to submit the complete registration and to be eligible for reimbursement.~~

~~2. After registration forms are reviewed, the City will provide notification that the owner must complete an assessment of their ~~storm-water~~stormwater infiltration system.~~

~~3. The owner will have six months from that notification date to submit a complete Existing ~~Storm-Water~~Stormwater Infiltration System Assessment Form (assessment) to the City to be eligible for reimbursement.~~

~~4. The City will evaluate the assessment and meet with the owner to discuss site risks, appropriate best management practices, and potential mitigation or modifications specific to each facility to reduce each system's risk level.~~

~~5. After joint review of the assessment, the City will issue a draft authorized work letter identifying the risk score. Owners will have ten (10) calendar days to file a written request for a meeting with city staff to reconsider the risk score. If discussion with city staff does not result in a consensus, either party may request mediation and a meeting with the mayor as provided in RMC 13.07.140 by filing written requests as provided therein. After ten (10) calendar days, if the owners have not filed a written request with city staff as provided in this subsection, or if a request does not result in consensus and no request for mediation or a meeting with the mayor is filed, the City will issue the final authorized work letter.~~

~~6. The authorized work letter will identify the final assessment risk score, required operational best management practices, and the schedule for completion, as well as provide options for meeting structural best management practices and/or system modification requirements to reduce the risk score.~~

~~7. Owners and their engineer(s) will work with the City to develop and review design concepts for modifications, evaluate alternatives appropriate for the site, and select a cost effective alternative. The City will issue a draft authorized alternative letter identifying the selected alternative and approving the owner to prepare a complete cost estimate detailing the cost of all design work, permitting and construction. Owners will have ten (10) calendar days to file a written request for a meeting with city staff to reconsider the selected alternative. If discussion with city staff does not result in a consensus, either party may request mediation and a meeting with the mayor as provided in RMC 13.07.140 by filing written requests as provided therein. After ten (10) calendar days, if the owners have not filed a written request with city staff as provided in this subsection, or if a request does not result in consensus and no request for mediation or a meeting with the mayor is filed, the City will issue the authorized alternative letter.~~

~~8. Owners will submit design plans, bid specifications, and an estimate detailing the costs of all design work (incurred and future), permitting, and construction of the selected improvements. After this submittal, the City will issue a draft authorized notice to proceed letter identifying proposed improvements and authorized costs and directing the owner to submit for all required permits. Owners will have ten (10) calendar days to file a written request for a meeting with city staff to reconsider the selected alternative. If discussion with city staff does not result in a consensus, either party may request mediation and a meeting with the mayor as provided in RMC 13.07.140 by filing written requests as provided therein. After ten (10) calendar days, if the owners have not filed a written request with city staff, as provided in this subsection, or if a request does not result in consensus and no request for mediation or a meeting with the mayor is filed, the City will issue the final authorized notice to proceed.~~

~~9. All improvements must receive all appropriate city, county, regional, state, and federal permits prior to beginning construction.~~

~~10. During construction changes to the scope of work authorized in the notice to proceed must be documented in a change order request and submitted to the City before out of scope work is completed. The City will issue an authorized change order for approved out of scope work. Every effort will be made to authorize change orders in the field. If additional review time is necessary, it will not extend more than seven days.~~

~~11. When all authorized improvements are complete, and accurate record drawings, **storm water** stormwater pollution prevention plans and operation and maintenance manuals, if applicable, are received and accepted as complete, the City will issue an acceptance letter within 30 days.~~

~~12. The acceptance letter will identify the date of completion for the purposes of reimbursement. That date of completion shall be the date of final inspection.~~

~~13. After receipt of the acceptance letter, the owner can submit to the City verifiable, itemized and detailed receipts for all authorized improvements and proof of payment for all invoices and lien releases in accordance with the reimbursement submittal checklist.~~

~~14. Upon review of receipts and proof of payment for all authorized improvements, a draft authorized reimbursement of cost letter will be issued to the owner within 30 days.~~

~~15. Owners will have ten (10) calendar days to file a written request for a meeting with city staff to reconsider the reimbursement amount. If discussion with city staff does not result in a consensus, either party may request mediation and a meeting with the mayor, as provided in RMC 13.07.140 by filing written requests as provided therein. After ten (10) calendar days, if the owners have not filed a written request with city staff as provided in this subsection, or if a request does not result in consensus and no request for mediation or a meeting with the mayor is filed, the City will issue the final authorized reimbursement of cost letter.~~

~~16. Upon owners' acceptance of the authorized reimbursement of cost letter, the City will process the reimbursement.~~

~~C. *Authorized Work Letter and Reimbursement Schedule.*~~

~~1. This schedule replaces the schedule in the assessment criteria referenced in City of Redmond Resolution No. 1321. Parcels will be divided into three groups based on the assessment scores:~~

~~a. Group one parcels will be identified by scores of 19 or higher;~~

~~b. Group two parcels will be identified by scores of eight to 18; and~~

~~c. Group three parcels with scores of seven and below will not be required to modify their systems but will be required to meet appropriate **storm water** stormwater best~~

~~management practices. Operational and structural best management practices are defined in RMC 15.24.~~

~~D. *Group One Authorized Work Letters.*~~

~~1. Group one parcels will be divided into three subgroups: 1A, 1B, and 1C, to facilitate scheduling:~~

~~a. 1A parcels will be issued authorized work letters effective on or after October 1, 2013;~~

~~b. 1B parcels will be issued authorized work letters effective on or after April 1, 2014;~~

~~c. 1C parcels will be issued authorized work letters effective on or after October 1, 2015.~~

~~E. *Group One Reimbursement.*~~

~~1. For authorized improvements completed by the owner and accepted by the City within three and one-half years from the effective date of the authorized work letter, owners will be reimbursed for 75 percent of the costs approved in the notice to proceed and authorized change order(s).~~

~~2. *Repealed by Ord. 2791.*~~

~~3. There will be no reimbursement if all authorized improvements are not completed and accepted by the City within three and one-half years from the effective date of the authorized work letter.~~

~~4. The owner will be in violation of this code if authorized improvements are not completed and accepted by the City within four and one-half years from the effective date of the authorized work letter.~~

~~F. *Group Two Authorized Work Letters.*~~

~~1. Group two parcels will be issued authorized work letters effective on or after January 1, 2018. One consideration for extending the effective date may be completion of groundwater modeling and aquifer delineation by the City.~~

~~G. *Group Two Reimbursement.*~~

~~1. For authorized improvements completed by the owner and accepted by the City within four years from the effective date of the authorized work letter owners will be reimbursed for 60 percent of the costs approved in the notice to proceed and authorized change order(s).~~

~~2. There will be no reimbursement if authorized improvements are not completed and accepted by the City within four years from the effective date of the authorized work letter.~~

~~3. The owner will be in violation of this code if authorized improvements are not completed and accepted by the City within five years from the effective date of the authorized work letter.~~

#### ~~H. General Notes.~~

~~1. Parcels that are identified to be in a different wellhead protection zone as a result of aquifer delineation will be re-assessed based on their new risk score.~~

~~2. Parcels that have changes to operations or processes that increase or decrease risk will be re-assessed (i.e., if the score is lower than 8, no modification will be required, if the risk score is increased to 19 or above the parcel will be required to meet the Group one schedule and will be reimbursed at the Group one rate, etc.).~~

#### ~~I. Schedule Extensions.~~

~~1. City review of submittals exceeding 30 calendar days will cause the extension of the authorized work letter effective date by one day for each day exceeding 30 days of review time.~~

~~2. Permit review by other agencies exceeding 30 calendar days will cause the extension of the authorized work letter effective date by one day for each day exceeding 30 days of review time. To receive a time extension, the owner must submit materials for review in a timeframe that would allow for issuance of permits assuming a typical permit review cycle and completion of construction within the required timeframe.~~

~~3. Unless the appellant prevails, appeals will not extend the deadline for completion of improvements or eligibility for reimbursement.~~

~~4. The technical committee may grant an extension for extenuating circumstances that result in significant unanticipated delays during construction.~~

~~5. Except as noted above, reimbursement dates will not be extended; however, the technical committee may grant an additional one-year extension for owners that have shown proper justification towards compliance but are unable to reach full completion by the violation date. Demonstration of proper justification effort may include but is not limited to:~~

- ~~a. Demonstrated economic hardship;~~
- ~~b. Change of ownership;~~
- ~~c. Unanticipated construction and/or site design problems; or~~
- ~~d. Other circumstances beyond the control of the applicant determined acceptable by the technical committee.~~

~~J. Reimbursement Requirements.~~

~~1. To be eligible for reimbursement of authorized costs, the owner must:~~

- ~~a. Complete registration and assessment submittals within the specified schedule.~~
- ~~b. Comply with the terms and schedule in the authorized work letter and authorized notice to proceed.~~
- ~~c. Complete and maintain the required operational best management practices (BMPs) for ~~storm water~~stormwater and groundwater protection as required in the authorized work letter and authorized notice to proceed.~~
- ~~d. Complete the requirements in the authorized work letter, authorized notice to proceed and approved permits.~~
- ~~e. Authorized improvements and authorized change orders eligible for reimbursement may include:~~
  - ~~i. Conduct engineering feasibility studies, designs and drawings of ~~storm water~~stormwater improvements.~~
  - ~~ii. Construct and install structural ~~storm water~~stormwater best management practices.~~

- ~~iii. Replace storm waterstormwater system components and associated permitting requirements.~~
  - ~~iv. Purchase equipment or materials to treat storm waterstormwater.~~
  - ~~v. Construct, replace, or decommission storm waterstormwater infiltration systems.~~
  - ~~vi. Install groundwater monitoring wells.~~
  - ~~vii. Work agreed upon, documented and conducted by qualified employees to design and/or install authorized improvements at rates appropriate for the tasks performed.~~
  - ~~viii. Prepare storm waterstormwater reports, pollution prevention reports, operations manuals, and record drawings of modifications.~~
  - ~~ix. Permit fees that were not waived (fire, state, county, etc.).~~
  - ~~f. Submit record drawings, storm waterstormwater pollution prevention plans, and operation and maintenance manuals.~~
  - ~~g. Submit receipts and proof of payment for all authorized improvements in accordance with the reimbursement submittal checklist.~~
- ~~2. The following are not eligible for reimbursement:~~
- ~~a. Routine and/or annual maintenance of storm waterstormwater best management practices or storm waterstormwater treatment systems.~~
  - ~~b. Cost of irrigation meters or water meters, installation costs and connection fees for: sanitary sewer, storm waterstormwater, electricity, water, gas, phone or other utilities.~~
  - ~~c. Design, installation, construction, engineering, or other costs associated with unauthorized work, unauthorized modifications, work to rectify unauthorized modifications, or work not required by the City.~~
  - ~~d. Costs associated with investigation, characterization, analysis, remediation, removal, disposal or any other activities associated with contaminated soil, sediments, surface water, or groundwater.~~

~~e. Modifications made to any ~~storm water~~ stormwater system after February 1, 2008, not authorized by the City.~~

~~f. Any modifications made in violation of city, county, state, or federal codes, rules, laws.~~

~~g. Staff time, unless identified in the authorized notice to proceed, lost productivity, impacts to business, lost rents, vacancies, etc.~~

~~h. Any other site improvements not required as part of this program.~~

~~i. Costs not identified in the authorized notice to proceed or authorized change orders. (Ord. 2957 § 6 (part), 2019; Ord. 2791 § 2, 2015; Ord. 2704 § 2, 2013).~~

### **13.07.120 Reporting of hazardous substances releases and completion of cleanup.**

A. The owner or operator of a facility ~~shall~~**must** provide a written notice to the [Public Works](#) Director at the same time as reporting a release under either of the following programs:

1. The Department of Ecology's Model Toxics Control Act (MTCA) (Chapter [173-340](#) WAC) Cleanup Regulations, or
2. The U.S. Environmental Protection Agency's Comprehensive Environmental Response, Compensation, and Liability Act (CERCLA) ([42](#) U.S.C. ~~Section 9503(c)~~[Chapter 103](#)).

B. The owner or operator of a facility ~~shall~~**must** provide written notice to the [Public Works](#) Director within five (5) business days of receipt of a No Further Action letter from the Department of Ecology, or a final Record of Decision from U.S. Environmental Protection Agency, regarding confirmation of cleanup of a release at the facility. (Ord. 2957 § 6 (part), 2019; Ord. 2180 § 1 (part), 2003).

### **13.07.130 Inspections.**

A. The City shall have the right to inspect a facility at reasonable times for the purposes of determining compliance with this chapter. Inspections may include, but are not limited to, visual inspections of hazardous materials storage and secondary containment areas; and inspections of Hazardous Materials Management Plans. If environmental releases are identified during inspections, the City may require subsurface investigation, including soil and groundwater sampling and testing, as a condition of continued operation, and may require remediation as provided in Section [1.14.080](#) to mitigate natural resource damages.

B. Prior to making inspections on private property for compliance with this chapter, the City's inspector ~~shall~~**must** present identification credentials, state the purpose of the inspection, and request entry.

C. If the property or any building or structure on the property is unoccupied, the inspector ~~shall~~**must** first make a reasonable effort to locate the owner or other person(s) having charge or control of the property or portions of the property and request entry.

D. If after reasonable effort the inspector is unable to locate the owner or other person(s) having charge or control of the property, and has reason to believe the condition of the property creates an imminent hazard to human health or the environment, the inspector may enter.

E. In the event that access by a City inspector is denied, the City may apply to a court of competent jurisdiction for issuance of a search warrant authorizing entry for purposes of carrying out the inspections provided for under this section.

F. *Coordination with Other City Inspection Programs.* City inspectors ~~shall~~**must** endeavor to coordinate inspections for wellhead protection with ~~storm water~~**stormwater**, fire, and/or other applicable inspection programs. (Ord. 2957 § 6 (part), 2019: Ord. 2269 § 2 (part), 2005: Ord. 2180 § 1 (part), 2003).

### **13.07.140 Appeals.**

A. Appeals concerning the application and administration of this chapter shall be processed according to the administrative procedures provided in Redmond Zoning Code Chapter 21.76,

Review Procedures, unless associated with another permit, in which case the appeal procedures in Redmond Zoning Code Chapter 21.76 for the associated permit will apply.

~~B. *Groundwater Protection Incentive Program Decisions.* The following additional procedures apply to decisions made under the groundwater protection incentive program:~~

~~1. Any property owner who disagrees with any final decision of the public works director under the groundwater incentive program may appeal that decision by following the appeal procedures for tType I decisions under the Redmond Zoning Code. The appeal shall proceed to hearing and final decision by the Hearing Examiner in the same manner as other tType I appeals under the City's zoning code.~~

~~2. Draft authorized work, notice to proceed, authorized alternative, and reimbursement of cost letters will be issued prior to final decision by the public works director. As provided in Section 13.07.115, if a property owner disagrees with the terms of a draft authorized work, notice to proceed, authorized alternative, or reimbursement of cost letter, the property owner may file a written request that the City staff reconsider such terms within ten (10) calendar days of the issuance of the draft letter. If a timely request for reconsideration is filed, the property owner and the City will meet within ten (10) calendar days of the City having received the request in a good faith attempt to resolve the issues. If the meeting is not successful, either party may elect to submit any remaining issues to a neutral mediator by filing a mediation request within ten (10) calendar days of the unsuccessful meeting. Any required time period for the public works director to make a final decision is tolled pending completion of the reconsideration and mediation process and the submittal of a reconsideration request by a property owner constitutes the property owner's consent to such tolling.~~

~~3. Notwithstanding the provisions of Section 13.07.140.B.2, either party may request that a neutral mediator be agreed upon at any time after the property owner submits its issues in writing, even though the obligatory meeting to resolve disputes has not yet taken place.~~

~~4. If the parties cannot agree upon a neutral mediator within five (5) business days of a request by either party that a mediator be named, either party may, on the shortest notice authorized by court rule, petition the presiding judge of the King County Superior Court to immediately appoint a neutral mediator with substantial land use, environmental, or civil engineering experience in addition to substantial mediation experience.~~

~~5. Each party shall pay an equal share of the mediator's fees.~~

~~6. Mediation shall be completed within 30 calendar days from the date the request for mediation is filed. If mediation does not result in an agreement, either party may, within five (5) calendar days after mediation is completed, request that the owners and the City staff meet with the mayor in a good faith attempt to reach a resolution. The meeting will be scheduled as expeditiously as possible given the mayor's schedule.~~

~~7. If a request for reconsideration, mediation, or a meeting with the mayor results in agreement on the terms of an authorized work, notice to proceed, authorized alternative, or reimbursement of cost letter, the public works director shall issue a final authorized work, authorized alternative, notice to proceed, or reimbursement of cost letter containing the agreed-upon terms. If no agreement is reached as the result of a request for reconsideration, mediation, or meeting with the mayor, or if no timely request for reconsideration, mediation, or meeting with the mayor is made, the public works director shall issue a final authorized work, notice to proceed, authorized alternative, or reimbursement of cost letter setting forth the City's final position and the period for appealing the public works director's decision shall commence. (Ord. 2957 § 6 (part), 2019; Ord. 2704 § 3, 2013; Ord. 2596 § 2 (part), 2011; Ord. 2180 § 1 (part), 2003).~~

### **13.07.150 Enforcement authority.**

The [Public Works](#) Director shall administer and enforce this chapter and shall have the authority to adopt and implement administrative procedures for such enforcement. (Ord. 2957 § 6 (part), 2019; Ord. 2180 § 1 (part), 2003).

### **13.07.160 Enforcement policy.**

Enforcement action shall be taken whenever a person has violated any provisions of this chapter. The choice of enforcement action taken and the severity of any penalty shall be based on the nature of the violation; the damage or risk to the public or to the underlying aquifer, groundwater wells, and drinking water infrastructure; and/or the degree of bad faith demonstrated by the person(s) subject to the enforcement action. In determining appropriate

penalties to be assessed for violation(s) of the terms of the chapter, the City ~~shall~~must also consider the financial savings, if any, achieved by the violator in failing to comply with the terms of this chapter. (Ord. 2957 § 6 (part), 2019: Ord. 2180 § 1 (part), 2003).

### **13.07.170 Orders.**

The [Public Works](#) Director shall have the authority to issue to an owner or operator of a facility, or any other person, an order to bring the facility into compliance with this chapter in accordance with the provisions set forth in Section [1.14.100](#). (Ord. 2957 § 6 (part), 2019: Ord. 2269 § 2 (part), 2005: Ord. 2180 § 1 (part), 2003).

### **13.07.180 Penalty for violations.**

A. *Persons Subject to Penalty.* Any person who violates or fails to comply with the requirements of this chapter or who fails to conform with the terms of an approval or order issued by the [Public Works](#) Director shall be subject to civil and/or criminal penalties. Civil and criminal penalties shall be administered as provided in Chapter [1.14](#) of the Redmond Municipal Code. Each day of continued violation shall constitute a separate violation.

B. *Aiding or Abetting.* Any person who, through an act of commission or omission, aids or abets a violation shall be considered to have committed a violation for the purposes of the civil penalty.

C. *Procedures for Imposing Penalty.* The procedures for notice of violation and imposition of penalties under this chapter shall be the same as for other code violations as described in Chapter [1.14](#) of the Redmond Municipal Code; provided, that such procedures may be initiated by either the [Public Works](#) Director or the Code Compliance Officer upon request of the Director.

D. *Community Service or Supplemental Environmental Project Alternative.* The Director may, at his/her discretion, provide the option for payment of all or part of any penalties incurred by any person(s) to be made in the form of community service or a Supplemental Environmental Project that will be of benefit to the environment and the City. If a person(s) decides to avail himself/herself of this option when offered by the Director, the Director and the person(s) shall

enter into a formal written agreement providing for the community service or Supplemental Environmental Project. This agreement shall include, in detail, the description of the service(s) to be rendered or the project to be implemented by the person(s) in penalty for noncompliance with this chapter. The description shall include the hours of service(s) needed to offset the aforementioned penalties based on a mutually agreed upon hourly rate for service.

E. *Reinspection Fees.* In addition to the penalties imposed by the Code [Compliance](#) Hearing Examiner, the Director may impose a reinspection fee for any facility found not to be in compliance with this chapter. The reinspection fee shall be independent of any current or future penalties that may be incurred by the facility owner or operator for noncompliance with this chapter. (Ord. 2957 § 6 (part), 2019; Ord. 2180 § 1 (part), 2003).

### **13.07.190 Penalties due.**

Penalties imposed by the Code Hearing Examiner under this chapter shall become due and payable 30 calendar days after receiving notice of the penalty unless application for remission or mitigation is made or an appeal filed. Whenever an application for remission or mitigation is made, penalties shall become due and payable 30 calendar days after receipt of the decision regarding the remission or mitigation. Whenever an appeal of a penalty is filed, the penalty shall become due and payable after all review proceedings and a final decision has been issued confirming all or part of the penalty. If the amount of a penalty owed is not paid within the time specified in this section, the City may take actions necessary to recover such penalties. (Ord. 2957 § 6 (part), 2019; Ord. 2180 § 1 (part), 2003).

### **13.07.200 Severability.**

If any portion of this chapter or its application to any person or circumstance is held invalid, the remainder of this chapter or the application of the provision to other persons or circumstances shall not be affected. (Ord. 2957 § 6 (part), 2019; Ord. 2180 § 1 (part), 2003).

**13.07.210 Abrogation and restrictions.**

It is not intended that this chapter repeal, abrogate, or impair any existing regulations, easements, covenants, or deed restrictions, unless specifically provided otherwise in this chapter. However, where this chapter imposes greater restrictions, the provisions of this chapter shall prevail. (Ord. 2957 § 6 (part), 2019: Ord. 2180 § 1 (part), 2003).

**13.07.220 Interpretation.**

The Director shall be responsible for interpreting the provisions of this chapter. The provisions of this chapter shall be held to be minimum requirements in their interpretation and application and shall be liberally construed to serve the purposes of this chapter. (Ord. 2957 § 6 (part), 2019: Ord. 2180 § 1 (part), 2003).

**13.07.230 Conflicts.**

When any existing provision of the Redmond Municipal Code or the Redmond Zoning Code conflicts with this chapter, that which provides greater public health and environmental protection, as determined by the Director, shall apply, unless specifically provided otherwise in this chapter. (Ord. 2957 § 6 (part), 2019: Ord. 2596 § 2 (part), 2011: Ord. 2180 § 1 (part), 2003).

**13.07.240 State statutes and regulations adopted by reference.**

The following state statutes and administrative regulations are hereby adopted by this reference as if set forth in full, to the extent necessary to interpret and implement this chapter:

A.	RCWs	Title
	<a href="#">43.20</a>	<del>State Board of Health Drinking Water</del>

A.	RCWs	Title
	<a href="#">70.9570A.205</a>	<a href="#">Solid Waste Management – Reduction and Recycling</a> <del>Dangerous and Solid- Waste</del>
	<a href="#">70.10570A.300</a>	<a href="#">Hazardous Waste Management</a> <del>Dangerous Waste, MTCAs, Sediment Standards</del>
	<a href="#">90.48</a>	<a href="#">Water Pollution Control</a> <del>Ground- Water, Surface Water, Sediment</del>
	<a href="#">90.54</a>	<a href="#">Water Resources Act of 1971</a> <del>Ground Water</del>
	<a href="#">90.70</a>	<del>Sediment</del>

B.	WACs	Title
	<a href="#">173-200</a>	Water Quality Standards for Ground Waters of the State of Washington
	<a href="#">173-201</a>	Water Quality Standards for Surface Waters of the State of Washington
	<a href="#">173-216</a>	State Waste Discharge Permit Program

A.	RCWs	Title
	<a href="#">173-220</a>	National Pollutant Discharge Elimination System Permit Program
	<a href="#">173-204</a>	Sediment Management Standards
	<a href="#">173-303</a>	Dangerous Waste Regulations
	<a href="#">173-304</a>	Minimum Functional Standards for Solid Waste Handling
	<a href="#">173-340</a>	<del>The</del> Model Toxics Control Act Cleanup Regulation
	<a href="#">246-290</a>	<del>Group A</del> Public Water Supplies

(Ord. 2957 § 6 (part), 2019).

## Chapter 13.08

### INSTALLING AND CONNECTING WATER SERVICE

Sections:

- 13.08.010 Application for service.**
- 13.08.015 Meters required.**
- 13.08.020 Meters city property.**
- 13.08.030 Installation charge.**
- 13.08.032 Full service installations.**
- 13.08.035 Water service modifications.**
- 13.08.040 Exempt meters.**
- 13.08.050 Unauthorized connections.**
- 13.08.060 Fire sprinkler system connections.**

### **13.08.010 Application for service.**

All persons desiring water service from the City water system are required to make application for such service with the [Development EngineeringUtility](#) Division. All water service installations made to the City water system ~~shall~~**must** be made by or under the direction of the [Development EngineeringUtility](#) Division. (Ord. 1681 § 1, 1992: Ord. 194 § 2, 1956).

### **13.08.015 Meters required.**

A. Each separate structure or use ~~shall~~**must** be served through at least one water meter to determine the water consumption. The following structures or uses do not need to be separately metered but may be combined with other metered structures or uses as described:

1. Accessory buildings associated with single-family dwelling units, including garages, greenhouses, cabanas, workshops and similar structures not used for sleeping, cooking or other residence-specific functions may be combined with the associated single-family structure.
2. Individual mobile homes in a mobile home park may be combined except that not more than 20 units shall be served by a single meter.
3. Restroom and accessory facilities serving a public park may be combined with other metered uses.
4. "Portable" classroom buildings at a school may be combined as a single metered use but shall be separately metered from other primary structures.
5. "Portable" commercial structures or buildings such as construction trailers, landscape or building maintenance buildings.

B. Landscape irrigation systems shall be separately metered, except those installed at a single-family residence, middle housing residential unit, or those installed at other use classifications where the use is served through a water meter less than one inch in size. At the option of the owner, the meter may be a city-owned [irrigation meter](#) or it may be a customer-owned exempt meter as provided in RMC [13.08.040](#).

C. Service to the residential units of a ~~mixed-use~~mixed-use structure shall be served through a separate meter if there are more than three residential units.

D. Facilities that are owned and operated by the water utility are exempt from these requirements.

E. Middle housing comprised of attached dwelling units in a single structure shall be served by at least one water meter per structure. Middle housing comprised of detached dwelling units shall have their own individual meters.

F. Attached ~~and detached~~ accessory dwelling units can share a water meter with the primary residence. Detached ADU's shall each have its own water meter.

G. Any detached non-livable space can share a water service with the livable space..

(Ord. 3222 § 3, 2025; Ord. 1762 § 1, 1994).

### **13.08.020 Meters city property.**

All water meters furnished by the City in such installations or connections shall be and remain the property of the City.

Water service lines beyond the customer side of the water meter setter shall be owned by and the responsibility of the property owner.

Exempt meters and backflow preventers shall be owned by and the responsibility of the property owner.

(Ord. 194 § 3, 1956).

**13.08.030 Installation charge.**

An installation charge ~~shall~~**must** be paid by all persons connecting to the water system at the time of approval of an application for service. Installation charges will indexed to inflation and adjust annually. The charge shall be based upon the size of the water meter as follows:

<b>Meter Size</b>	<b>Cost</b>
5/8 x 3/4 inch drop-in	\$425.00
1 inch drop-in	500.00
1.5 inch drop-in	930.00
2 inch drop-in	1,220.00
5/8 x 3/4 inch full service	\$7,200.00
1 inch full service	7,500.00
1.5 inch full service	9,000.00
2 inch full service	9,500.00
Combination single-family residential 5/8 x 3/4 domestic and 1, 1.5 or 2 inch fire sprinkler service	9,500.00

(Ord. 3193 § 2, 2024; Ord. 2402 § 1, 2008; Ord. 2036 § 1, 1999; Ord. 1799 § 1, 1994; Ord. 1681 § 2, 1992; Ord. 1362 § 2, 1987; Ord. 194 § 4, 1956).

### **13.08.032** ~~Full-service~~**Full-service installations.**

Full-service installations shall only be constructed by the City for single-family residential structures on existing lots. Water service installations for all other developments (e.g., multifamily residential, commercial, industrial, and new residential plats and short plats) shall be constructed as part of the development improvements by the applicant or property owner. Water service installation for middle housing residential shall be constructed as part of the development improvements by the applicant ~~for four or more meters~~. (Ord. 3222 § 4, 2025; Ord. 2036 § 2, 1999).

### **13.08.035** **Water service modifications.**

A charge shall be paid by all persons requesting a modification to their water service including adjustments of height, relocation, abandonment or other modifications. The charge shall be set by the City Engineer ~~or his/her designee~~ in an amount to cover the City's full cost for constructing such modification. (Ord. 2036 § 3, 1999).

### **13.08.040** **Exempt meters.**

Privately owned meters ~~which that~~ are proposed to be installed ~~down stream~~downstream of a city owned meter to measure water ~~which that~~ is either not subject to sewer charges or, in the case of approved reclaimed water and rainwater harvesting systems, not subject to water consumption charges but subject to sewer charges shall be purchased from the City. The location of the privately owned meter shall be approved by the City and the materials used for the meter assembly shall be approved by the City. The charge for the City to provide and install the meter device shall be the same as the installation charge for drop-in meters of the same size. Exempt meters can only be used to irrigate the lot served by the domestic meter. (Ord. 1682 § 3, 1992).

### **13.08.050 Unauthorized connections.**

Any person connecting to the City water system other than under the supervision and approval of the Public Works ~~Department~~Director, and any person reconnecting (turning on) water service after service ~~shall have~~has been discontinued pursuant to RMC [13.17.080](#) shall be guilty of a violation of this chapter and be subject to a civil infraction in an amount not to exceed ~~\$500~~\$1000 for each violation. (Ord. 1682 § 4, 1992).

### **13.08.060 Fire sprinkler system connections.**

A. *Single-Family Residential Systems.* Fire sprinkler systems for single-family residential structures shall be metered. If separately metered, the meter shall be installed pursuant to an approved application for service. The fire sprinkler system may be separately metered or may be combined with the domestic water service to the dwelling.

B. *Other Systems.* Fire sprinkler systems for structures other than single-family residential structures shall not be separately metered. Such systems shall be connected to the City water system pursuant to construction drawings approved by the ~~Utility~~Development Services Division of the ~~Public Works~~Planning Department and all connections shall be made pursuant to the applicable inspection and installation procedures set forth in the Uniform Fire Code. (Ord. 1799 § 2, 1994).

## **Chapter 13.10**

### **CROSS-CONNECTION AND BACKFLOW PREVENTION**

Sections:

- 13.10.010 Definitions.**
- 13.10.020 Cross-connections declared unlawful.**
- 13.10.030 Backflow prevention devices to be installed.**
- 13.10.040 Adoption of state regulations.**
- 13.10.050 Abatement of unlawful cross-connections and installation of backflow prevention devices – Procedures.**
- 13.10.060 Inspections.**

### **13.10.070 Penalties.**

### **13.10.010 Definitions.**

For the purpose of this chapter:

- A. "Backflow" means a flow, other than the intended direction of flow, of any foreign liquids, gases or substances into the distribution system of the public water supply.
- B. "Backflow prevention device" means a device approved by the State of Washington, Department of ~~Social and~~ Health ~~Services~~ or such other state department as has jurisdiction over the subject matter and by the American Water Works Association, used to counteract back pressure or prevent siphonage into the distribution system of a public water supply.
- C. "Cross-connection" means any physical arrangement whereby a public water supply is connected, directly or indirectly, with any other water supply system, reclaimed water supply system, sewer, drain, conduit, pool, storage reservoir, plumbing fixture or other device which contains or may contain contaminated water, sewage wastewater or other wastes or liquids of unknown or unsafe quality, which may be capable of imparting contamination to a public water supply as a result of backflow. (Ord. 1116 § 2, 1983).

### **13.10.020 Cross-connections declared unlawful.**

The installation, maintenance, or operation of a cross-connection, which, in the opinion of the ~~Director of~~ Public Works Director or his designee, will endanger the water quality of the potable water supply of the City, is unlawful. (Ord. 1116 § 3, 1983).

### **13.10.030 Backflow prevention devices to be installed.**

Backflow prevention devices, when required to be installed in the opinion of the ~~Director of~~ Public Works Director or his designated representative, shall be installed and maintained by the service customer on any service connection to the City water supply system where the backflow prevention devices are necessary for the protection of the City water supply. (Ord. 1116 § 4, 1983).

### **13.10.040 Adoption of state regulations.**

Rules and regulations of the State Board of Health regarding public water supplies, ~~WAC 246-290-490, 248-54-250 through 248-54-500, 331-355, WAC 248-54-820 through WAC 248-54-850,~~ and the American Water Works Association, Pacific Northwest Section's Third Edition of "Accepted Procedure and Practice in Cross-Connection Manual" as they presently exist, and as they may from time to time be amended in the future, are adopted by this reference as if set forth in full. (Ord. 1116 § 5, 1983).

### **13.10.050 Abatement of unlawful cross-connections and installation of backflow prevention devices – Procedures.**

Cross-connections declared in this chapter to be unlawful whether presently existing or hereinafter installed and/or services requiring backflow prevention devices pursuant to this chapter are public nuisances, and, in addition to any other provisions of this code or the ordinances of the City on abatement of public nuisances, shall be subject to abatement in accordance with the following procedure:

- A. In the event that the ~~Director of~~ Public Works ~~Director or his designee~~ determines that a nuisance as herein provided does exist, written notice shall be sent to the person in whose name the water service is established under the records of the City water division, or alternatively, a copy of such written notice shall be posted conspicuously on the premises served by the City water division.
- B. The notice shall provide that the nuisance described herein shall be corrected within 30 days of the date the notice is mailed or posted on the premises or water service will be discontinued.
- C. In the event the nuisance is not abated within the prescribed time, water service to the premises shall be discontinued.
- D. In the event that the nuisance, in the opinion of the ~~Director of~~ Public Works ~~Director, or his designated representative~~, presents an immediate danger of contamination to the public water supply, service from the City water supply system to the premises may be terminated without

prior notice; provided, however, notice will be posted on the premises in the manner provided above at the time the service is terminated. (Ord. 1116 § 6, 1983).

### **13.10.060 Inspections.**

The ~~Director of~~ Public Works ~~Director, or his designee~~, upon showing proper identification ~~shall~~must be allowed access to all portions of the premises, including buildings and structures, to which water is supplied, at reasonable hours of the day and for the sole purpose of inspecting and determining compliance on such property with all provisions of this chapter. Water service may be refused or discontinued to any premises for failure to allow such necessary access and inspections. (Ord. 1116 § 7, 1983).

### **13.10.070 Penalties.**

In addition to the remedies set forth herein, any person found guilty of violating any of the provisions of this chapter shall be guilty of a misdemeanor and subject to the penalties as set forth in RMC [1.01.110](#). (Ord. 1116 § 8, 1983).

## **Chapter 13.11**

### **WATER AND SEWER CONNECTION CHARGES**

Sections:

- 13.11.010 Purpose.**
- 13.11.020 Intent of connection charges.**
- 13.11.030 General connection charge.**
- 13.11.032 Regional water connection charge.**
- 13.11.035 Additional connection charge.**
- 13.11.036 Loan program for additional connection charge.**
- 13.11.040 Water and sewer stub charge.**
- 13.11.050 Distribution of funds received.**
- 13.11.060 Calculating and setting general connection charges.**

- 13.11.090 Cost of the system.**
- 13.11.100 Interest charge.**
- 13.11.120 Application of reimbursement agreements.**
- 13.11.130 Connection charge computations.**
- 13.11.140 Failure to pay connection charges.**

### **13.11.010 Purpose.**

The purpose of this chapter is to establish water and sewer connection charges and to provide procedures and regulations for calculating and collecting the charges. (Ord. 1485 § 1 (part), 1989).

### **13.11.020 Intent of connection charges.**

The City Council finds that it would be inequitable for owners of property to receive the benefit of connection to the water and sewer system without first paying their equitable share of the cost of the system. The City Council further finds that it is reasonable and lawful to establish connection charges to prevent such inequity from occurring. (Ord. 2108 § 1, 2001; Ord. 1485 § 1 (part), 1989).

### **13.11.030 General connection charge.**

There is established a general water connection charge and a general sewer connection charge ~~which that~~ shall be imposed on all owners of real property seeking to connect said property and improvements to the City water and/or sewer systems. (Ord. 1485 § 1 (part), 1989).

### **13.11.032 Regional water connection charge.**

There is established a regional water connection charge ~~which that~~ shall be imposed upon all owners of real property seeking to connect said property and improvements to the City water system. The amount of the regional water connection charge shall be equal to the regional

capital facility charge imposed by the Cascade Water Alliance, plus an additional three percent (~~34~~%) of said charge, rounded up to the nearest dollar. The regional water connection charge shall be in addition to any and all other connection charges established by this chapter or elsewhere in the City's Codes and ordinances. (Ord. 2108 § 4, 2001; Ord. 2037 § 1, 1999).

### **13.11.035 Additional connection charge.**

A. Whenever the City constructs a sewer or water system improvement ~~which that~~ will provide service to or benefit only a limited number of properties within a defined geographic area, the owners of those properties who thereafter seek connection to the City's water or sewer system through the improvement shall be required to pay, in addition to the general connection charge established by this chapter, an additional connection charge consisting of an equitable share of the costs ~~which that~~ have been incurred by the City to design, engineer, construct and install the water or sewer system improvement.

B. *Single-Family Residential Main Extensions.* The amount of the water or sewer additional connection charge and the area or properties which will be required to pay the same shall be established by the ~~Director of~~ Public Works Director pursuant to the following procedure:

1. The total project cost shall be determined to include all costs to design, engineer, construct and install the water or sewer main extension. A "project" shall be defined as that construction which provides service to contiguous or nearly contiguous properties in a specific geographic area.
2. The number of existing homes which may connect to the water or sewer extension shall be determined.
3. The number of future homes which may connect to the water or sewer extension lots shall be determined. "Future homes" are those which may be constructed either on vacant lots or on underdeveloped lots. In making this determination, the Public Works Director shall consider the practicality of achieving the density allowed by zoning on any lot, and shall determine the number of homes possible in light of such practical constraints as placement of existing structures, topographical features, sensitive areas and other typical constraints relevant to construction of new homes.

4. The cost per dwelling unit shall be determined by dividing the project cost from subsection [B.1](#) above by the sum of the existing homes from subsection [B.2](#) above and future homes from subsection [B.3](#) above.

5. For all existing homes ~~which-that~~ may connect to a sewer extension, the additional connection charge shall be (a) 50% of the cost per dwelling unit from subsection [B.4](#) above or (b) the cost per dwelling unit from subsection [B.4](#) above minus \$10,000, whichever is greater.

6. For all future homes ~~which-that~~ connect to either a water or a sewer extension and for existing homes which connect to a water extension, the additional connection charge shall be the cost per dwelling unit from subsection [B.4](#) above.

C. *Repealed by Ord. 2936.*

D. *System Improvements except for Single-Family Residential Main Extensions.* The amount of the water or sewer additional connection charge and the area or properties which will be required to pay the same shall be established by resolution of the City Council. In establishing the amount of the charges, the City Council shall consider the costs ~~which-that~~ will be or have been incurred to design, engineer, construct and install the water or sewer system improvement, together with any other relevant information.

E. The additional connection charge will include an appropriate interest charge from the completion of the improvement until the time of connection, in accord with Section [13.11.100](#). (Ord. 2936 § 2, 2018; Ord. 1989 § 1, 1998; Ord. 1973 § 1 (part), 1998; Ord. 1816 § 1, 1994).

### **13.11.036 Loan program for additional connection charge.**

A. Property owners who meet the requirements of this section may qualify for a loan of a portion of the additional sewer connection charge established under Section [13.11.035](#). The principal amount of the loan authorized by this section shall not exceed the amount of the additional connection charge, less any private financing or prepayment by the owner. The actual amount financed shall be determined under the following formula:

Owner's Share of Sewer Project

(= Total Project Cost/Number of Benefited Properties)

---

Less 50% or \$10,000, whichever is less  
Less Private Financing or Prepayment (if any)

---

Equals Total Loan Amount.

B. In order for a property owner to qualify for a loan under this section, the property to which the connection is to be made must be developed with an existing single-family home served by an existing septic system. Vacant property, property used for multifamily dwelling units, property served by existing sewers, and nonresidential property shall not qualify for the loan program established by this section.

C. In order to qualify for a loan under this section, the property owner must fill out a credit application and pass an appropriate credit check. The City reserves the right to exercise reasonable business judgment and to disapprove any loan based upon a credit check. The application must be accompanied by a nonrefundable application fee in an amount set in the City's user fee resolution.

D. The terms of the loan shall be as follows:

1. The loan will be structured as a simple promissory note.
2. The term of the note shall not exceed [4015](#) years, commencing at the time the property is connected to the sewer.
3. The note will bear interest at the rate which is based on the City's current investment yield at the time of the loan, plus a two percent margin to cover administrative costs and interest rate fluctuations over the loan period.
4. The loan will be secured by an interest in the property. The property interest may take the form of a lien, a deed of trust, or such other instrument as may be acceptable to the City Finance Director and City Attorney.
5. The note shall provide for acceleration of the principal upon default in any payment. In the event of default, the City shall have all available remedies, including, but not limited to, foreclosure of its interest in the property, notification of credit bureaus, use of collection agencies, and terminating service.

6. Loan principal and interest charges will be billed by the City and due monthly. Appropriate penalties may be imposed by the City for delinquent accounts.
  7. There shall be no penalty for prepayment.
  8. The note will contain a due on sale clause which provides for payment in full of all outstanding principal and interest upon sale of the property.
- E. No loan shall be made unless the property owner connects the property to the system and pays the City's general connection charge and the [MetroKing County Wastewater Treatment Division](#) connection charge at the time the property is connected. In no event shall the loan be used to cover the City's general connection charge, the [MetroKing County Wastewater Treatment Division](#) connection charge, the property owner's side sewer costs, the decommissioning of the property's septic system, or any other charge not included in the additional connection charge established by Section [13.11.035](#).
- F. Nothing in this section requires any person to finance any portion of the additional connection charge through the City. Property owners are free to pay any or all of the additional connection charge at the time of connection and may privately finance any or all of the additional connection charge.
- G. Loans shall be limited by available funds. The amount of available funds shall be at the discretion of the City Council and shall be determined periodically by City Council motion, resolution, or ordinance. All funds used for loan purposes shall be derived from operating revenues from the sale of sewer services. (Ord. 1973 § 1 (part), 1998).

### **13.11.040 Water and sewer stub charge.**

When constructing water or sewer mains, and street projects, and when determined feasible by the Public Works Director, the City shall extend water main stubs, sewer main stubs and side sewer stubs to the property line of each parcel of undeveloped property. These stubs ~~shall~~must be capped until needed for development. Any person desiring to connect to a stub or develop a property for which a stub was provided, shall make payment to the City for the City's costs incurred in constructing the stub to the property. The amount of the stub charge shall be established by resolution of the City Council. The water and sewer stub charge shall be in

addition to any other required charges or fees, including inspection and connection charges and shall be paid at the time of application for connection. (Ord. 1485 § 1 (part), 1989).

### **13.11.050 Distribution of funds received.**

All funds received in payment of water or sewer charges imposed pursuant to this chapter shall be considered revenue of the City water and sewer utility in the form of a contribution-in-aid-of-construction; provided, that charges collected pursuant to a reimbursement agreement shall be reimbursed in accordance with the terms of said agreement. (Ord. 1762 § 2, 1994: Ord. 1485 § 1 (part), 1989).

### **13.11.060 Calculating and setting general connection charges.**

The amount of the water and sewer general connection charges shall be established by resolution or ordinance of the City Council. In establishing the amount of the charges, the City Council shall consider the costs of the system together with any other relevant information, and shall determine the amount of charges, which will result in the payment of an equitable share of the costs of such systems by those property owners desiring to connect to such systems. The amount of the charges ~~shall~~must be reviewed by the utility not less frequently than in January of odd numbered years. Based upon these periodic reviews, the utility shall make a written recommendation to the City Council upon the need for revision of the charges. (Ord. 2108 § 2, 2001: Ord. 1762 § 3, 1994: Ord. 1485 § 1 (part), 1989).

### **13.11.090 Cost of the system.**

“Cost of the system,” as used in this chapter means the original cost of the system, together with projected improvement project cost to expand and improve the system, and together with an interest component. Existing cost and projected costs include costs of planning, designing, acquiring right-of-way and/or easements, permitting, constructing, materials, inspecting, and all other costs to create a complete system improvement. The original cost of the utility systems shall be determined from actual records of the City, or if such records are not complete or available, from an engineer’s estimate of the cost of the system at the time it was constructed,

and for planned improvements from an engineer's estimate of the costs when it will be constructed. (Ord. 2108 § 3, 2001: Ord. 1485 § 1 (part), 1989).

### **13.11.100 Interest charge.**

Pursuant to RCW [35.92.025](#), there shall be added to the amount of water and sewer stub charges and to the amount of the additional water and sewer connection charges provided for in this chapter, a charge for interest on the amount of each stub or connection charge from the date of construction of the water or sewer improvement which serves the property served by the connection or stub until payment of the charges, not to exceed ten years. The interest charge shall be calculated at a rate determined by the Finance Director. The interest charge shall be calculated at a rate which is commensurate with the rate of interest applicable to borrowing by the City at the time of construction of the water or sewer improvement. The interest rate shall not exceed ten percent per year. The total interest charge shall not exceed the principal amount of the stub or additional connection charge to which it applies. (Ord. 1816 § 2, 1994: Ord. 1485 § 1 (part), 1989).

### **13.11.120 Application of reimbursement agreements.**

In the event that, pursuant to a utility reimbursement agreement or latecomer agreement, the City is obligated to charge a fee as a condition upon the right to connect to a portion of the City sewer or water system, and to reimburse a private party out of such charge for prior improvements to the system, the amount of such charge shall be considered a part of the connection fees imposed by this chapter and disposed of pursuant to the terms of such agreement. (Ord. 1485 § 1 (part), 1989).

### **13.11.130 Connection charge computations.**

Applications for connection to the water and sewer system ~~shall~~must be made to the utility on a printed form furnished for that purpose, and the utility shall calculate the applicable charges imposed pursuant to this chapter. (Ord. 1762 § 4, 1994: Ord. 1485 § 1 (part), 1989).

### **13.11.140 Failure to pay connection charges.**

Any person connecting to the City water system or city sewer system shall pay all appropriate charges imposed pursuant to this chapter. In the event that a connection is made to the City water or sewer system without payment of all appropriate charges through (1) mistake by the City in calculating the appropriate charges, (2) the City calculating the charges using incorrect information given by the applicant, or (3) by a person connecting to the system without payment of any fees because of not obtaining proper approvals or permits, the difference between the amount paid and the appropriate charges shall be due and payable immediately upon notice from the City to the property owner that charges are owing. Any charges not paid within 30 days after the date of the notice shall be considered delinquent. Delinquent charges shall be processed in accordance with RMC [13.17.080](#). (Ord. 1762 § 5, 1994; Ord. 1682 § 5, 1992).

## **Chapter 13.12**

### **REIMBURSEMENT AGREEMENTS FOR UTILITY IMPROVEMENTS**

Sections:

- 13.12.010 Purpose.**
- 13.12.020 Definitions.**
- 13.12.030 Minimum project size.**
- 13.12.040 Application.**
- 13.12.050 Length of reimbursement provision.**
- 13.12.060 Director's determination – Review by Mayor.**
- 13.12.070 Determination of reimbursement area boundary and reimbursement fee.**
- 13.12.090 Reimbursement agreement must be recorded.**
- 13.12.100 Written agreement – Payment of city costs in excess of application fee.**
- 13.12.110 Construction and acceptance of improvements – Recording of final fees.**
- 13.12.120 Collection of reimbursement fees – No liability for failure to collect.**
- 13.12.125 Segregation of reimbursement fees.**
- 13.12.130 Repealed.**
- 13.12.135 Notice of contact information.**
- 13.12.140 Severability.**

### **13.12.010 Purpose.**

The purpose of this chapter is to prescribe rules and regulations for exercise of the authority to enter into a Utility Reimbursement Agreement granted to the City by RCW Chapter [35.91](#). The rules and regulations included in this chapter are based on Redmond's interpretation that Chapter [35.91](#) contemplates that reimbursement agreements will be executed prior to commencement of construction. Utility Reimbursement Agreements allow property owners who extend utilities across other property frontages (or through easements on other properties) to recover a portion of the costs from benefitting property owners when those owners develop their property (Ord. 1702 § 1, 1992; Ord. 1429 § 1 (part), 1988).

### **13.12.020 Definitions.**

As used in this chapter, the terms listed below shall be defined as follows:

- A. "Cost of construction" means those costs incurred for design, acquisition for right-of-way and/or easements, construction, materials and installation required in order to create an improvement ~~which that~~ complies with city standards. Until such time as RCW Chapter [35.91](#) is amended to expressly authorize inclusion of interest charges or other financing costs, such expenses shall not be included in the calculation of construction costs. In the event of a disagreement between the City and the applicant concerning the cost of the improvement, the ~~City Public Works director~~ Director's determination shall be final.
- B. "~~Director~~ Public Works Director" means the ~~Director of~~ Public Works ~~Director- and/or their representatives pursuant to RMC 2.64.030 or his/her designated representative.~~
- C. "Reimbursement agreement" means a written contract between the City and one or more property owners providing for construction of water or sewer facilities and for partial reimbursement to the party causing such improvements to be made of a portion of the costs of such improvements by owners of property benefitted by the improvements, as more specifically described in RCW Chapter [35.91](#).
- D. "Water or sewer facilities" shall have the meaning specified in RCW [35.91.020](#) as it now reads, or as hereafter amended. (Ord. 1429 § 1 (part), 1988).

### 13.12.030 Minimum project size.

In order to be eligible for a reimbursement agreement, the estimated cost of the proposed improvement must not be less than ~~five~~fifteen thousand dollars. The estimated cost of the improvement shall be determined by the ~~director~~Public Works Director, based upon a construction contract for the project, bids, engineering or architectural estimates or other information deemed by the ~~director~~Public Works Director to be a reliable basis for estimating costs. The determination of the ~~director~~Public Works Director shall be final. (Ord. 1429 § 1 (part), 1988).

### 13.12.040 Application.

An application for reimbursement agreement ~~shall~~must be made on a form provided by the City. The application fee shall be set by council resolution and shall be submitted to the City with the written application and ~~shall~~must be accompanied by:

- A. Preliminary utility design drawings;
- B. Itemized estimate of construction costs prepared and signed by a licensed civil engineer or in the form of a bid submitted by a qualified contractor (if more than one bid has been obtained, all bids must be submitted to the City);
- C. A scaled vicinity drawing on eight and one-half inch by eleven inch ~~mylar~~sheet, stamped by a licensed civil engineer or licensed land surveyor depicting the improvements and their location and the proposed benefitted area, including dimensions and county assessor's numbers for each tax parcel, size of parcels, and evaluations where necessary for determining benefits;
- D. A separate legal description for each tax parcel within the benefitted area; and
- E. Such other information as the Public Works ~~director~~Director determines is necessary to properly review the application. (Ord. 1480 § 23, 1989; Ord. 1429 § 1 (part), 1988).

### **13.12.050 Length of reimbursement provision.**

The reimbursement agreement shall be in effect for 20 years from the effective date of the agreement. (Ord. 2696 § 1, 2013; Ord. 1429 § 1 (part), 1988).

### **13.12.060 Director's determination – Review by Mayor.**

A. The [Public Works](#) Director shall review all applications and shall approve the application only if the following requirements are met:

1. The project satisfies the minimum size requirement, Section [13.12.030](#); and
2. The proposed improvements fall within the description of water or sewer facilities as those terms are described in RCW Chapter [35.91](#); and
3. The proposed improvements are not constructed or currently under construction.

B. In the event all of the above criteria are not satisfied, the ~~Director~~[Public Works Director](#) may condition approval as necessary in order for the application to conform to such criteria, or shall deny the application. The final determination of the ~~Director~~[Public Works Director](#) shall be in writing. The applicant may obtain a review of the final determination by filing a request therefor with the City Clerk no later than ten (10) days after mailing a copy of the final determination to the applicant at the address listed on the application.

C. In reviewing a final determination, the Mayor shall apply the criteria set forth above, and shall uphold the decision of the ~~Director~~[Public Works Director](#) unless evidence presented by the applicant clearly demonstrates that the criteria have been satisfied. (Ord. 1798 § 1, 1994; Ord. 1702 § 2, 1992; Ord. 1429 § 1 (part), 1988).

### **13.12.070 Determination of reimbursement area boundary and reimbursement fee.**

In the case of all applications ~~which~~[that](#) are approved, the ~~director~~[Public Works Director](#) shall define the reimbursement area based upon a determination of which parcels did not contribute to the original cost of the water or sewer facility for which the reimbursement

agreement applies and ~~which that~~ may subsequently tap into or use the same, including not only those ~~which that~~ may connect directly thereto, but also those who may connect to laterals or branches connecting thereto. An estimated amount of the reimbursement fee shall be established so that each property will pay a share of the costs of the improvements, ~~which that~~ is proportional to the benefits ~~which that~~ accrue to the property. Properties upstream of utility improvements are not eligible for inclusion in the reimbursement area boundary. (Ord. 1429 § 1 (part), 1988).

### **13.12.090 Reimbursement agreement must be recorded.**

In order to become effective, a reimbursement agreement must be recorded with the ~~office of the King County department of records and elections~~ Recorder's Office. It shall be the sole responsibility of the beneficiary of the reimbursement agreement to verify the agreement has been recorded. (Ord. 1429 § 1 (part), 1988).

### **13.12.100 Written agreement – Payment of city costs in excess of application fee.**

A. Upon approval of the application, determination of the estimated costs of construction, the reimbursement area and estimated fees by the Public Works Director, the applicant ~~shall~~ must sign a reimbursement agreement in the form supplied by the City. The signed agreement, the application and supporting documents, together with the ~~director~~ Public Works Director's estimate of cost of construction, and determination of reimbursement area and estimated fees shall be presented to the Mayor. The Mayor is hereby granted the authority to sign reimbursement agreements on behalf of the City.

B. In the event that costs incurred by the City for engineering or other professional consultant services required in processing the application exceed the amount of the application fee, the ~~Director~~ Public Works Director shall so advise the Mayor and Mayor's approval shall be conditioned upon receipt of payment by the applicant of an additional amount sufficient to compensate the City for its costs in excess of the application fee. (Ord. 1798 § 2, 1994; Ord. 1429 § 1 (part), 1988).

### **13.12.110 Construction and acceptance of improvements – Recording of final fees.**

A. After the reimbursement agreement has been signed by both parties, and all necessary permits and approvals have been obtained, the applicant shall construct the improvements, and upon completion, request final inspection and acceptance of the improvements by the City, subject to any required obligation to repair defects. An appropriate bill of sale, easement and any other document needed to convey the improvements to the City and to insure right of access for maintenance and replacement shall be provided, along with documentation of the actual costs of the improvements and a certification by the applicant that all of such costs have been paid.

B. In the event that actual costs are less than the ~~director~~Public Works Director's estimate used in calculating the estimated fees by ten percent or more, the ~~director~~Public Works Director shall recalculate the fees, reducing them accordingly, and shall cause a revised list of fees to be recorded with the ~~county auditor~~King County Recorder's Office. (Ord. 1429 § 1 (part), 1988).

### **13.12.120 Collection of reimbursement fees – No liability for failure to collect.**

A. Subsequent to the recording of a reimbursement agreement, the City shall not permit connection of any property within the reimbursement area to any sewer or water facility constructed pursuant to the reimbursement agreement, unless the share of the costs of such facilities required by the recorded agreement is first paid to the City.

B. Upon receipt of any reimbursement fees, the City shall deduct a six percent administrative fee and remit the balance of the reimbursement fees to the party entitled to the fees pursuant to the agreement. In the event that through error, the City fails to collect a required reimbursement fee prior to approval of connection to a sewer or water facility, the City shall make diligent efforts to collect such fee, but shall under no circumstances be obligated to make payment to the party entitled to reimbursement, or in any other way be liable to such party, unless such reimbursement fee has actually been paid to the City. (Ord. 1429 § 1 (part), 1988).

**13.12.125 Segregation of reimbursement fees.**

The reimbursement agreement shall provide that the City is authorized to make segregation or adjustments to reimbursement fees because of subdivision or boundary line adjustment of the benefitted properties. The segregation or adjustment shall generally be made in accordance with the method used to establish the original reimbursement fees. Segregation or adjustment shall not increase or decrease the total reimbursement fees to be paid. (Ord. 1702 § 3, 1992).

**13.12.130 Disposition of undeliverable reimbursement fees.**

*Repealed by [Ord. 2696](#).*

**13.12.135 Notice of contact information.**

The reimbursement agreement shall include a provision that requires that any party entitled to reimbursement under the agreement provide the City current contact information including name, address and telephone number. This contact information ~~shall~~must be provided every two years from the date of the agreement. If a party entitled to be reimbursed fails to notify the City of current contact information within 60 days of the due date for notification that party will no longer be entitled to reimbursement and the City will collect such fees owing and deposit those fees in the appropriate utility construction fund. (Ord. 2696 § 3, 2013).

**13.12.140 Severability.**

If any section, sentence, clause or phrase of this chapter should be held to be invalid or unconstitutional by a court of competent jurisdiction, such invalidity or unconstitutionality shall not affect the validity or constitutionality of any other section, sentence, clause or phrase of this chapter. (Ord. 1429 § 1 (part), 1988).

## **Chapter 13.15**

### **LATECOMER CONNECTION CHARGE – 180TH AVENUE N.E. SANITARY SEWER IMPROVEMENTS**

#### Sections:

**~~13.15.010~~—Description of improvements.**

**~~13.15.020~~—Description of service area.**

**~~13.15.030~~—Connection charge – Assessment rate.**

**~~13.15.040~~—Collection of connection charges.**

**~~13.15.050~~—Additional to other charges.**

#### **~~13.15.010~~—Description of improvements.**

~~The sanitary sewer system improvements referred to in this chapter and those to which this chapter shall pertain consist of those sanitary sewer system improvements installed under Project No. 78-SS-63, LID 79-SS-31, known as and hereinafter referred to as the “180th Avenue N.E. Sanitary Sewer Project.” (Ord. 1162 § 1 (part), 1983).~~

#### **~~13.15.020~~—Description of service area.**

~~The service area for the purposes of this chapter shall include those properties in the vicinity of 180th Avenue N.E. which were not included in and assessed under LID 79-SS-31, but which may later be served by said improvements and specifically including the real property described on Exhibit A, attached to the ordinance codified in this chapter and incorporated herein by this reference, situated in the City of Redmond, King County, Washington. (Ord. 1162 § 1 (part), 1983).~~

#### **~~13.15.030~~—Connection charge – Assessment rate.**

~~As a condition to the right to connect to the 180th Avenue N.E. Sanitary Sewer Project, a charge based on the original assessment method for like lots located within the local improvement district, shall be paid and computed as follows:~~

~~Zone 1, Proximity of Service Zone: First 200 feet of lot depth abutting sewer – \$0.0829222 per square foot.~~

~~Zone 2, General Area Zone: Area beyond Zone 1 extending to the service area boundary described in Section 13.15.020 – \$0.04146115 per square foot.~~

~~The connection charge shall be collected from the owners of all property included within the service area set forth and described in Section 13.15.020. The determination of the area to be charged, including computations for individual lots and tracts, shall be made by the Department of Public Works of the City. In the case of large, unplatted tracts, the Public Works Department shall have the authority to segregate the property to be served for the purpose of determining the area which shall be subject to the connection charge; provided that in no case shall the size of the area charged be less than the existing zoning requirements for the use zone district involved. (Ord. 1162 § 1 (part), 1983).~~

### ~~**13.15.040 — Collection of connection charges.**~~

~~The connection charges herein determined shall be payable at the time application for a sanitary sewer service connection is made. Connection charges collected shall be considered revenue of the water/sewer utility to be used solely for capital improvements. Connection shall not be made until all connection charges have been paid. (Ord. 1162 § 1 (part), 1983).~~

### ~~**13.15.050 — Additional to other charges.**~~

~~The connection charges assessed pursuant to this chapter shall be in addition to the actual cost of such connection and to charges imposed under other ordinances of the City related to utility connections, including Section 13.16.100\* of the Redmond Municipal Code. (Ord. 1162 § 1 (part), 1983).~~

~~\* **Editor's Note:** Section 13.16.100 was repealed by Ord. 1485.~~

---

## Chapter 13.16

### WATER AND SEWER SERVICE RATES

Sections:

- 13.16.010**    **Definitions.**
- 13.16.020**    **Water service rates and charges.**
- 13.16.030**    **Hydrant use charges.**
- 13.16.040**    **Sewer service rates and charges.**
- 13.16.050**    **Supplemental water and sewer rates and charges.**
- 13.16.060**    **Adjustments.**
- 13.16.070**    *Repealed.*
- 13.16.080**    *Repealed.*
- 13.16.090**    *Repealed.*
- 13.16.110**    *Repealed.*
- 13.16.120**    *Repealed.*
- 13.16.125**    *Repealed.*
- 13.16.130**    *Repealed.*
- 13.16.140**    *Repealed.*
- 13.16.150**    *Repealed.*
- 13.16.160**    *Repealed.*

**Prior legislation:** Ords. 1612, 1488, 1450, 1399, 1383, 1362, 1286, 1242, 1169, 1097, 1027, 949, 936, 889, 745, 693, 673, 600, 380, 248, 207.

#### **13.16.010**    **Definitions.**

A. *Use Classifications.*

1. *Detached Single-Family Residential.* Detached single-family residential shall include:
  - a. One single-family dwelling; or
  - b. One single-family dwelling that includes an attached and/or detached accessory dwelling unit(s). Accessory single-family structures including, but not limited to, garages, greenhouses, cabanas, workshops with plumbing, etc., shall be incidental uses

to single-family residential and shall not cause a change in classification to multifamily residential or commercial.

2. *Middle Housing*. Middle housing includes buildings that are compatible in scale, form, and character with single-family houses and contain from two to eight attached, stacked, or clustered homes including:

- a. Duplexes, triplexes, fourplexes, fiveplexes, sixplexes;
- b. Townhouses;
- c. Stacked flats;
- d. Courtyard apartments; and
- e. Cottage housing.

Middle housing has the same meaning as RCW [36.70A.030](#), Middle Housing, and as hereafter amended.

3. *Multifamily Residential*. Multifamily residential shall include:

- a. A nine- or more unit apartment or condominium building; or
- b. One or more units in a mobile home park served through a single meter; or
- c. Laundry buildings, recreation buildings and other accessory buildings in multifamily residential developments, including associated pools and spas; or
- d. Boarding homes, group homes and retirement homes, not including convalescent centers or nursing homes.

4. *Commercial*. Commercial shall include all uses not classified as single-family residential, middle housing, multifamily residential, irrigation, or cooling towers and shall include, but not be limited to, structures used for retail sales, offices, manufacturing, schools, convalescent centers and nursing homes. Mixed use structures with both the commercial and residential uses served by a single meter shall be classified commercial. Mixed use structures with the commercial and residential uses served by separate meters shall be classified multifamily and commercial as appropriate for the separate parts. Single-family residential structures in commercial zones that have been converted to commercial uses

shall be classified commercial, and once converted shall remain commercial even if returned to a residential use.

5. *Irrigation.* Irrigation shall include meters installed ~~which-that~~ serve primarily landscape irrigation systems and include city-owned meters ~~thatwhich~~ directly connect to the City water system (water only) or privately owned meters located downstream of a city-owned meter (exempt meters). Meters ~~thatwhich~~ serve park properties, golf courses, commercial nurseries or agricultural uses shall be classified as irrigation except for meters which serve only non-irrigation uses. Exempt meters ~~thatwhich~~ serve uses other than landscape irrigation systems shall also be considered irrigation and shall not be considered commercial.

6. *Hydrant Use.*

a. Type "A" ~~hydrant use shall include the connection to a hydrant with hose or piping one-inch and smaller in size for short-term construction and demolition activities.~~  
{Eliminated}

b. Type "B" hydrant use shall include the connection to a hydrant to fill water carrying trucks used for construction, street cleaning, parking lot cleaning, landscape spraying and other similar uses.

c. Type "C" hydrant use shall include the connection to a hydrant for construction, demolition, and other stationary uses. ~~of hose or piping larger than one-inch and any other uses not classified Type "A" or Type "B."~~ Type "C" hydrant uses shall be metered.

7. *Fire Sprinklers – Single-Family Residential.* Fire sprinkler – single-family residential shall include all single-family residential fire sprinkler systems served by a meter which is separate from the domestic water meter and shall not include meters ~~which-that~~ serve both a domestic water and fire sprinkler system.

8. *Cooling Tower.* Cooling tower uses shall include all separately metered supplies to mechanical equipment where a large percentage of the water is lost to evaporation. The meter can be either a city-owned meter or can be a privately owned meter similar to an exempt meter except that the wastewater is not exempt from sewer charges.

B. *Chargeable Wastewater.* Chargeable wastewater, for calculation of sewer rates and charges, shall be the quantity of water metered through a primary meter less the quantity of water

metered through an exempt meter, if an exempt meter exists. An exempt meter may be installed where the use of water is such that all of the water used does not enter the City **sewagewastewater** system, such as water used for irrigation, or consumed in a manufactured product, and the user provides proof of these conditions.

C. *Residential Equivalent.* One residential equivalent for King County sewer charges shall be as established by contract with King County. (Ord. 3222 § 5, 2025; Ord. 2565 § 2, 2010; Ord. 2429 § 4, 2008; Ord. 2141 § 5, 2002; Ord. 1799 § 3, 1994; Ord. 1762 § 6, 1994; Ord. 1682 § 6 (part), 1992).

**13.16.020 Water service rates and charges.**

A. Water service charges shall include a fixed monthly charge and a commodity charge. The fixed monthly charge shall apply to each meter. The commodity charge may vary with consumption depending upon classification, and shall apply to each meter. The commodity charge rate shall be per 100 cubic feet and may be prorated for fractional parts of 100 cubic feet. The charges vary by service area and by season. Summer commodity charges shall apply for all service for which a billing statement is prepared starting June 1st and ending October 31st. Water service rates and charges shall be in accordance with the following rate schedules:

1. *Redmond Service Area.*

a. *Single-Family Residential, Townhouses, and Cottage Houses.*

2025 RATES					
Meter Size (inches)	Fixed Monthly Charge	Commodity Charge (per 100 CF per month)			
		0 - 4.00	4.01 - 10.00	10.01 - 20.00	20.01 and over
5/8" x 3/4" and 3/4"	\$17.95	\$2.20	\$4.40	\$6.60	\$8.80
1"	22.79	2.20	4.40	6.60	8.80

<b>2025 RATES</b>					
<b>Meter Size (inches)</b>	<b>Fixed Monthly Charge</b>	<b>Commodity Charge (per 100 CF per month)</b>			
		<b>0 - 4.00</b>	<b>4.01 - 10.00</b>	<b>10.01 - 20.00</b>	<b>20.01 and over</b>
1 1/2"	27.56	2.20	4.40	6.60	8.80
2"	40.86	2.20	4.40	6.60	8.80
<b>2026 AND AFTER RATES</b>					
<b>Meter Size (inches)</b>	<b>Fixed Monthly Charge</b>	<b>Commodity Charge (per 100 CF per month)</b>			
		<b>0 - 4.00</b>	<b>4.01 - 10.00</b>	<b>10.01 - 20.00</b>	<b>20.01 and over</b>
5/8" x 3/4" and 3/4"	\$19.30	\$2.37	\$4.73	\$7.10	\$9.46
1"	24.50	2.37	4.73	7.10	9.46
1 1/2"	29.63	2.37	4.73	7.10	9.46
2"	43.93	2.37	4.73	7.10	9.46

*b. Multifamily Residential and Middle Housing Units Not Billed as Single-Family Housing Which Is All Middle Housing Except for Townhouses and Cottage Housing.*

<b>2025 RATES</b>			
<b>Meter Size (inches)</b>	<b>Fixed Monthly Charge</b>	<b>Commodity Charge (per 100 CF)</b>	
		<b>Winter</b>	<b>Summer</b>
5/8" x 3/4" and 3/4"	\$25.11	\$3.09	\$5.28
1"	44.70	3.09	5.28
1 1/2"	77.28	3.09	5.28
2"	116.32	3.09	5.28
3"	221.55	3.09	5.28
4"	338.76	3.09	5.28
6"	664.64	3.09	5.28
8"	1,056.22	3.09	5.28
<b>2026 AND AFTER RATES</b>			
<b>Meter Size (inches)</b>	<b>Fixed Monthly Charge</b>	<b>Commodity Charge (per 100 CF)</b>	
		<b>Winter</b>	<b>Summer</b>
5/8" x 3/4" and 3/4"	\$27.00	\$3.32	\$5.67
1"	48.05	3.32	5.67
1 1/2"	83.08	3.32	5.67
2"	125.04	3.32	5.67

2025 RATES			
Meter Size (inches)	Fixed Monthly Charge	Commodity Charge (per 100 CF)	
		Winter	Summer
3"	238.16	3.32	5.67
4"	364.17	3.32	5.67
6"	714.49	3.32	5.67
8"	1,135.44	3.32	5.67

c. Commercial.

2025 RATES			
Meter Size (inches)	Fixed Monthly Charge	Commodity Charge (per 100 CF)	
		Winter	Summer
5/8" x 3/4" and 3/4"	\$25.11	\$3.09	\$5.28
1"	44.70	3.09	5.28
1 1/2"	77.28	3.09	5.28
2"	116.32	3.09	5.28
3"	221.55	3.09	5.28
4"	338.76	3.09	5.28
6"	664.64	3.09	5.28

The Redmond Municipal Code is current through Ordinance 3223, passed June 17, 2025.

<b>2025 RATES</b>			
<b>Meter Size (inches)</b>	<b>Fixed Monthly Charge</b>	<b>Commodity Charge (per 100 CF)</b>	
		<b>Winter</b>	<b>Summer</b>
8"	1,056.22	3.09	5.28
<b>2026 AND AFTER RATES</b>			
<b>Meter Size (inches)</b>	<b>Fixed Monthly Charge</b>	<b>Commodity Charge (per 100 CF)</b>	
		<b>Winter</b>	<b>Summer</b>
5/8" x 3/4" and 3/4"	\$27.00	\$3.32	\$5.67
1"	48.05	3.32	5.67
1 1/2"	83.08	3.32	5.67
2"	125.04	3.32	5.67
3"	238.16	3.32	5.67
4"	364.17	3.32	5.67
6"	714.49	3.32	5.67
8"	1,135.44	3.32	5.67

d. *Irrigation and Cooling Tower.*

<b>2025 RATES</b>			
<b>Meter Size (inches)</b>	<b>Fixed Monthly Charge</b>		<b>Commodity Charge (per 100 CF per month)</b>
	<b>Water-Only Meter</b>	<b>Exempt Meter</b>	
5/8" x 3/4" and 3/4"	\$23.11	\$0.00	\$7.77
1"	41.13	0.00	7.77
1 1/2"	71.11	0.00	7.77
2"	107.03	0.00	7.77
3"	203.85	0.00	7.77
4"	311.71	0.00	7.77
6"	611.56	0.00	7.77
8"	971.85	0.00	7.77
<b>2026 AND AFTER RATES</b>			
<b>Meter Size (inches)</b>	<b>Fixed Monthly Charge</b>		<b>Commodity Charge (per 100 CF per month)</b>
	<b>Water-Only Meter</b>	<b>Exempt Meter</b>	
5/8" x 3/4" and 3/4"	\$24.85	\$0.00	\$8.36
1"	44.21	0.00	8.36
1 1/2"	76.44	0.00	8.36
2"	115.05	0.00	8.36

The Redmond Municipal Code is current through Ordinance 3223, passed June 17, 2025.

<b>2025 RATES</b>			
<b>Meter Size (inches)</b>	<b>Fixed Monthly Charge</b>		<b>Commodity Charge (per 100 CF per month)</b>
	<b>Water-Only Meter</b>	<b>Exempt Meter</b>	
3"	219.14	0.00	8.36
4"	335.09	0.00	8.36
6"	657.42	0.00	8.36
8"	1,044.74	0.00	8.36

e. *Fire Sprinkler – Single-Family Residential.*

<b>2025 AND AFTER RATES</b>		
<b>Meter Size (inches)</b>	<b>Fixed Monthly Charge</b>	<b>Commodity Charge (per 100 CF)</b>
5/8" x 3/4" and 3/4"	\$4.55	\$6.11
1"	5.54	6.11
1 1/2"	8.70	6.11
2"	12.44	6.11

The commodity charge shall apply to all water used except for water used during a fire event.

2. *Novelty Hill Service Area.*

a. *Single-Family Residential, Townhouses, and Cottage Housing.*

<b>2025 RATES</b>
-------------------

Meter Size (inches)	Fixed Monthly Charge	Commodity Charge (per 100 CF per month)			
		0 - 4.00	4.01 - 9.00	9.01 - 16.00	16.01 and over
5/8" x 3/4" and 3/4"	\$28.13	\$4.65	\$9.32	\$13.96	\$18.62
1"	33.13	4.65	9.32	13.96	18.62
1 1/2"	45.63	4.65	9.32	13.96	18.62
2"	69.97	4.65	9.32	13.96	18.62

**2026 AND AFTER RATES**

Meter Size (inches)	Fixed Monthly Charge	Commodity Charge (per 100 CF per month)			
		0 - 4.00	4.01 - 9.00	9.01 - 16.00	16.01 and over
5/8" x 3/4" and 3/4"	\$30.24	\$5.00	\$10.02	\$15.01	\$20.02
1"	35.62	5.00	10.02	15.01	20.02
1 1/2"	49.06	5.00	10.02	15.01	20.02
2"	75.22	5.00	10.02	15.01	20.02

*b. Multifamily Residential and Middle Housing Units Except for Townhouses, and Cottage Housing.*

**2025 RATES**

Meter Size (inches)	Fixed Monthly Charge	Commodity Charge (per 100 CF)	
		Winter	Summer
5/8" x 3/4" and 3/4"	\$34.52	\$4.39	\$6.34
1"	67.57	4.39	6.34
1 1/2"	122.78	4.39	6.34
2"	190.22	4.39	6.34
3"	367.14	4.39	6.34
4"	566.68	4.39	6.34
6"	1,117.41	4.39	6.34
8"	1,782.53	4.39	6.34

**2026 AND AFTER RATES**

Meter Size (inches)	Fixed Monthly Charge	Commodity Charge (per 100 CF)	
		Winter	Summer
5/8" x 3/4" and 3/4"	\$37.11	\$4.71	\$6.82
1"	72.64	4.71	6.82
1 1/2"	131.98	4.71	6.82
2"	204.49	4.71	6.82
3"	394.68	4.71	6.82

4"	609.18	4.71	6.82
6"	1,201.21	4.71	6.82
8"	1,916.22	4.71	6.82

c. Commercial.

<b>2025 RATES</b>			
<b>Meter Size (inches)</b>	<b>Fixed Monthly Charge</b>	<b>Commodity Charge (per 100 CF)</b>	
		<b>Winter</b>	<b>Summer</b>
5/8" x 3/4" and 3/4"	\$34.52	\$4.39	\$6.34
1"	67.57	4.39	6.34
1 1/2"	122.78	4.39	6.34
2"	190.22	4.39	6.34
3"	367.14	4.39	6.34
4"	566.68	4.39	6.34
6"	1,117.41	4.39	6.34
8"	1,782.53	4.39	6.34

<b>2026 AND AFTER RATES</b>			
<b>Meter Size (inches)</b>	<b>Fixed Monthly Charge</b>	<b>Commodity Charge (per 100 CF)</b>	
		<b>Winter</b>	<b>Summer</b>

5/8" x 3/4" and 3/4"	\$37.11	\$4.71	\$6.82
1"	72.64	4.71	6.82
1 1/2"	131.98	4.71	6.82
2"	204.49	4.71	6.82
3"	394.68	4.71	6.82
4"	609.18	4.71	6.82
6"	1,201.21	4.71	6.82
8"	1,916.22	4.71	6.82

*d. Irrigation and Cooling Tower.*

<b>2025 RATES</b>			
<b>Meter Size (inches)</b>	<b>Fixed Monthly Charge</b>		<b>Commodity Charge (per 100 CF)</b>
	<b>Water-Only Meter</b>	<b>Exempt Meter</b>	
5/8" x 3/4" and 3/4"	\$33.52	\$0.00	\$16.73
1"	65.61	0.00	16.73
1 1/2"	119.21	0.00	16.73
2"	184.69	0.00	16.73
3"	356.45	0.00	16.73
4"	550.17	0.00	16.73

6"	1,084.86	0.00	16.73
8"	1,730.61	0.00	16.73

**2026 AND AFTER RATES**

Meter Size (inches)	Fixed Monthly Charge		Commodity Charge (per 100 CF)
	Water-Only Meter	Exempt Meter	
5/8" x 3/4" and 3/4"	\$36.03	\$0.00	\$17.98
1"	70.53	0.00	17.98
1 1/2"	128.15	0.00	17.98
2"	198.54	0.00	17.98
3"	383.18	0.00	17.98
4"	591.44	0.00	17.98
6"	1,166.22	0.00	17.98
8"	1,860.41	0.00	17.98

*e. Fire Sprinkler – Single-Family Residential.*

**2025 AND AFTER RATES**

Meter Size (inches)	Fixed Monthly Charge	Commodity Charge (per 100 CF)
5/8" x 3/4" and 3/4"	\$7.21	\$12.50

<b>2025 AND AFTER RATES</b>		
1"	8.56	12.50
1 1/2"	13.67	12.50
2"	19.96	12.50
The commodity charge shall apply to all water used except for water used during a fire event.		

(Ord. 3222 § 6, 2025; Ord. 3193 § 3, 2024; Ord. 3108 § 2, 2022; Ord. 2941 § 2, 2018; Ord. 2863 § 2, 2016; Ord. 2771 § 2, 2014; Ord. 2674 § 2, 2012; Ord. 2565 § 3, 2010; Ord. 2429 § 1, 2008; Ord. 2319 § 1, 2006; Ord. 2236 § 1, 2004; Ord. 2141 § 1, 2002; Ord. 2107 § 2, 2001; Ord. 2054 § 1, 1999; Ord. 1799 § 4, 1994; Ord. 1682 § 6 (part), 1992).

**13.16.030 Hydrant use charges.**

- A. Deposit and payments shall be required for all Hydrant Use Permits.
- B. Hydrant Use Permit charges include daily and monthly fees and commodity charges when metered in accordance with the following schedule:
  - 1. *Redmond Service Area.*

<del>2025 AND AFTER RATES</del>	Type "A"	Type "B"	Type "C"
<del>Deposit</del>	<del>\$707.17</del>	<del>\$1,767.60</del>	<del>\$1,414.08</del>
<del>Monthly Administrative Fee</del>	<del>73.52</del>	<del>73.52</del>	<del>73.52</del>
<del>Daily Fee</del>	<del>12.53</del>	<del>47.09</del>	<del>4.25</del>

<b>2025 AND AFTER RATES</b>	<b>Type "A"</b>	<b>Type "B"</b>	<b>Type "C"</b>
<b>Commodity Charge (per 100 CF)</b>			
<b>2025 Rate</b>	0.00	0.00	7.95
<b>2026 and After Rate</b>	0.00	0.00	8.75

*2. Novelty Hill Service Area-*

<b>2025 AND AFTER RATES</b>	<b>Type "A"</b>	<b>Type "B"</b>	<b>Type "C"</b>
<b>Deposit</b>	\$1,380.37	\$2,070.55	\$2,070.55
<b>Monthly Administrative Fee</b>	104.63	104.63	104.63
<b>Daily Fee</b>	18.91	66.33	5.67
<b>Commodity Charge (per 100 CF)</b>			
<b>2025 Rate</b>	0.00	0.00	17.12
<b>2026 and After Rate</b>	0.00	0.00	18.83

(Ord. 3193 § 4, 2024; Ord. 3108 § 3, 2022; Ord. 2941 § 3, 2018; Ord. 2863 § 3, 2016; Ord. 2771 § 3, 2014; Ord. 2674 § 3, 2012; Ord. 2565 § 4, 2010; Ord. 2429 § 2, 2008; Ord. 2319 § 2, 2006; Ord. 2236 § 2, 2004; Ord. 2141 § 2, 2002; Ord. 2107 § 3, 2001; Ord. 1682 § 6 (part), 1992).

### **13.16.040 Sewer service rates and charges.**

A. *Single-Family Residential, Townhouses, and Cottage Houses.* Sewer rates and charges for single-family residential, townhouses, and cottage housing shall include two components, a Redmond collection component and a King County Wastewater Treatment component. The Redmond collection component for the Redmond Service Area shall be a monthly rate of \$16.14 per single-family residential connection in 2025 and \$17.35 per single-family residential connection in 2026 and after. The Redmond collection component for the Novelty Hill Service Area shall be a monthly rate of \$45.95 per single-family residential connection in 2025 and \$49.39 per single-family residential connection in 2026 and after. The King County Wastewater Treatment component shall be a monthly rate and shall be equal to the residential rate set by King County.

B. *Multifamily Residential and Middle Housing Units Except for Townhouses and Cottage Housing.* Sewer rates and charges for multifamily residential and middle housing units except for townhouse and cottage housing shall include two components, a Redmond collection component and a King County Wastewater Treatment component. The Redmond collection component for the Redmond Service Area shall include a base charge of \$22.65 per month for 2025, which shall include the first 600 cubic feet of chargeable wastewater, plus a commodity charge of \$2.35 per 100 cubic feet of chargeable wastewater over the first 600 cubic feet; and a base charge of \$24.35 per month for 2026 and after, which shall include the first 600 cubic feet of chargeable wastewater, plus a commodity charge of \$2.53 per 100 cubic feet of chargeable wastewater over the first 600 cubic feet. The Redmond collection component for the Novelty Hill Service Area shall include a base charge of \$52.94 per month for 2025, which shall include the first 600 cubic feet of chargeable wastewater, plus a commodity charge of \$5.59 per 100 cubic feet of chargeable wastewater over the first 600 cubic feet; and a base charge of \$56.91 per month for 2026 and after, which shall include the first 600 cubic feet of chargeable wastewater, plus a commodity charge of \$6.01 per 100 cubic feet of chargeable wastewater over the first 600 cubic feet. The King County Wastewater Treatment component shall be the King County residential equivalent rate converted to a commodity charge per 100 cubic feet of chargeable wastewater, except that the minimum King County Wastewater Treatment component shall be equal to the amount for a single-family equivalent per month per meter. Each meter within an account shall be subject to the minimum monthly charges.

C. *Commercial.* Sewer rates and charges for commercial shall include two components, a Redmond collection component and a King County Wastewater Treatment component. The

Redmond collection component for the Redmond Service Area shall include a base charge of \$22.65 per month for 2025, which shall include the first 600 cubic feet of chargeable wastewater, plus a commodity charge of \$2.35 per 100 cubic feet of chargeable wastewater over the first 600 cubic feet; and a base charge of \$24.35 per month for 2026 and after, which shall include the first 600 cubic feet of chargeable wastewater, plus a commodity charge of \$2.53 per 100 cubic feet of chargeable wastewater over the first 600 cubic feet. The Redmond collection component for the Novelty Hill Service Area shall include a base charge of \$52.94 per month for 2025, which shall include the first 600 cubic feet of chargeable wastewater, plus a commodity charge of \$5.59 per 100 cubic feet of chargeable wastewater over the first 600 cubic feet; and a base charge of \$56.91 per month for 2026 and after, which shall include the first 600 cubic feet of chargeable wastewater, plus a commodity charge of \$6.01 per 100 cubic feet of chargeable wastewater over the first 600 cubic feet. The King County Wastewater Treatment component shall be the King County residential equivalent rate converted to a commodity charge per 100 cubic feet of chargeable wastewater, except that the minimum King County Wastewater Treatment component shall be equal to the amount for a single-family equivalent per month per meter. Each meter within an account shall be subject to the minimum monthly charges.

D. *Other.* Sewer rates and charges for other uses which do not have a metered water supply such as, but not limited to, parking garages, dumpsters/compactors, gasoline station pump islands, surface drains, etc., shall be at the commercial rate in subsection [C](#) of this section. The Public Works Director ~~or designee~~ may establish a monthly estimate of the quantity of wastewater that is considered chargeable wastewater depending on the use being connected. Each individual use shall be subject to minimum monthly charges as though it was a metered use.

E. *Cooling Tower.* Sewer rates and charges for cooling towers shall be the same as commercial except that chargeable wastewater shall be 15 percent of the metered water supply.

F. *Billing Period.* The monthly and commodity rate for the King County Wastewater Treatment component for the entire billing period shall be the King County rates in effect on the billing date. (Ord. 3222 § 7, 2025; Ord. 3193 § 5, 2024; Ord. 3108 § 4, 2022; Ord. 2941 § 4, 2018; Ord. 2771 § 4, 2014; Ord. 2674 § 4, 2012; Ord. 2565 § 5, 2010; Ord. 2429 § 3, 2008; Ord. 2319 § 3, 2006; Ord. 2141 § 3, 2002; Ord. 2107 § 4, 2001; Ord. 2054 § 2, 1999; Ord. 1682 § 6 (part), 1992).

### **13.16.050 Supplemental water and sewer rates and charges.**

The following supplemental water and sewer rates and charges shall be in addition to or a reduction to other water and sewer rates and charges as specified:

A. *Low Income Disabled and Low Income Senior Citizen Credit.* A “low income disabled” or “low income senior citizen” credit of 50 percent of monthly water, sewer, King County Wastewater Treatment, and storm-~~drain~~water charges shall be allowed to persons who make application therefor to the City and who qualify for such credit. For the purposes of this section, “low income senior citizen” means a person who has attained the age of 62 years and whose total household income from all sources does not exceed the amount specified as “very low income” in the regulations of the United States Department of Housing and Urban Development (HUD) for Section 8 programs, as now existing or as hereafter amended. For the purposes of this section, “low income disabled” means a person whose total household income from all sources does not exceed the amount specified as “very low income” under the regulations of the United States Department of Housing and Urban Development (HUD) for Section 8 programs, as now existing or as hereafter amended, and who has been determined to be totally and permanently disabled as defined by the Social Security Administration or the Veterans Benefits Administration. Applications must include proof of such disability from the Social Security Administration or Veterans Affairs. To qualify for either credit you must be a “low income senior citizen” or “low income disabled”; and you must reside in a living unit that has a use classification of single-family residential or middle housing, and you must be the person or spouse of the person named on the billing statement. The credit shall only be allowed from and after the date that the application is approved. The City shall not be liable for the failure of any qualified person to make application for the credit and there shall be no entitlement to such credit in the absence of an application.

B. *Outside City Surcharge.*

1. *Novelty Hill Service Area.* There are no outside City surcharges for the Novelty Hill service area.
2. *Redmond Service Area.* Properties located outside of the corporate limits of the City in the Redmond service area shall be charged an “outside city surcharge” of 25 percent of the total water and sewer charges in addition to such normal rates and charges, except that the surcharge shall not apply to the King County Wastewater Treatment component of the

sewer charges and except that the surcharge shall not apply to any water charges for those properties to which service is provided pursuant to the Rose Hill Water District Assumption Agreement.

C. *King County Supplemental Charges.* King County supplemental charges shall be any special charge, surcharge, rate, or fee that is billed by King County and attributable to a single user for special services or treatment of high strength or special wastes.

D. *Novelty Hill Service Area Depreciation Rate Surcharge.* Within the Novelty Hill service area a depreciation rate surcharge shall be collected at the time of sale of water meters or side sewer permits and shall be collected for each meter and side sewer connection. The charge shall be based on water meter size for all classes of use and shall be as follows:

1. *Water.*

Meter Size	Surcharge
5/8" x 3/4"	\$ 425.00
1"	1,065.00
1 1/2"	2,125.00
2"	3,400.00
3"	6,800.00
4"	10,625.00
6"	21,250.00

2. *Sewer.*

Meter Size	Surcharge
5/8" x 3/4"	\$ 325.00

Meter Size	Surcharge
1"	815.00
1 1/2"	1,625.00
2"	2,600.00
3"	5,200.00
4"	8,125.00
6"	16,250.00

For sewer connections that do not have a water supply, the Public Works Director ~~or his/her designee~~ shall establish meter size equivalent for the use.

E. *Miscellaneous Service Fees.* The Public Works Director shall establish regulations, procedures and fees for incidental services provided by the utility for services, including but not limited to meter testing, exchanging, or removal; fire hydrant flow testing; the cross-connection and backflow prevention program; customer service requests; final bill reading; sewer television services; system damage and vandalism; pre-treatment device inspections; water and sewer availability letters and certificates; construction ~~storm water~~ stormwater discharges to the sanitary sewer; utility location requests; and other such services. (Ord. 3222 § 8, 2025; Ord. 3122 § 2, 2023; Ord. 2321 § 1, 2006; Ord. 2236 § 3, 2004; Ord. 2141 § 4, 2002; Ord. 2107 § 5, 2001; Ord. 2054 § 3, 1999; Ord. 1976 § 1, 1998; Ord. 1682 § 6 (part), 1992).

### **13.16.060 Adjustments.**

The Public Works Director together with the Finance Director shall establish regulations and procedures for making adjustments to the quantity of water and wastewater from which the commodity charges are calculated. These regulations and procedures shall establish the criteria to be used in consideration of an adjustment, the method to calculate the adjustment, and the frequency that adjustments will be considered. The rate to be charged for the adjusted quantity of water for all classifications of accounts shall be the commodity charge for the lowest

---

consumption range of the single-family residential rate for the service area. (Ord. 2321 § 2, 2006; Ord. 1682 § 6 (part), 1992).

**13.16.070 Application for service.**

Repealed by [Ord. 1682](#). **13.16.080 Connection required – When – How made – Warrant to fund.**

Repealed by [Ord. 1682](#). **13.16.090 Separate accounts for funds.**

Repealed by [Ord. 1682](#). **13.16.110 Irrigation, sprinkling, recreational water consumption.**

Repealed by [Ord. 1682](#). **13.16.120 Billing.**

Repealed by [Ord. 1682](#). **13.16.125 Partial payments.**

Repealed by [Ord. 1682](#). **13.16.130 Failure to pay connection fees – Liens – Administrative costs.**

Repealed by [Ord. 1682](#). **13.16.140 Effect of billing.**

Repealed by [Ord. 1682](#). **13.16.150 Senior citizen credit.**

Repealed by [Ord. 1682](#). **13.16.160 Returned checks.**

Repealed by [Ord. 1682](#).

## Chapter 13.17

### UTILITY ACCOUNTS

Sections:

- 13.17.010 Utility accounts.**
- 13.17.020 Billing.**
- 13.17.030 Due date.**
- 13.17.040 Billing statements.**
- 13.17.050 Returned payments.**
- 13.17.060 Partial payments.**
- 13.17.070 Delinquent accounts.**
- 13.17.080 Delinquent account processing.**

#### **13.17.010 Utility accounts.**

A. Utility accounts shall be established for any property, structure, or use receiving water, sewer, or ~~storm water~~stormwater services. The Finance Department may aggregate or separate accounts for such properties, structures, or uses as it determines appropriate considering property ownerships, tenants, consolidation of bills, ~~shut-off~~shut off and lien procedures, and any other applicable factors.

B. Accounts for water service shall be established as soon after water meter installation as feasible. Water service shall be billed from date of meter installation. Water service accounts shall only be terminated after removal of the structure or use receiving water service and removal of the meter as processed through a water ~~shut-off~~shut off. Accounts for structures which are temporarily or permanently vacant shall continue to receive regular service charges.

C. Accounts for sewer service shall be established as soon after the side sewer connection as feasible. Sewer service shall be billed from date of side sewer connection. Sewer service accounts shall only be terminated after removal of the structure or use receiving sewer service, and removal of the side sewer providing the service as documented by a side sewer permit inspection.

D. ~~Storm water~~Stormwater service shall be billed at such time that Public Works notifies Utility Billing that impervious surface on a parcel has changed. ~~Storm water~~Stormwater service accounts shall only be terminated when parcels are returned to “undeveloped” status based on a restoration plan approved by the City. (Ord. 2464 § 2 (part), 2009; Ord. 1682 § 7 (part), 1992).

### **13.17.020 Billing.**

A. Billing for single-family residential and middle housing townhouses and cottage houses shall be bimonthly. Billing for multifamily residential, middle housing except for townhouses and cottage houses, commercial, other developed (~~storm water~~stormwater only), and irrigation shall be monthly, except that multifamily residential, commercial, other developed, and irrigation may be billed bimonthly for isolated uses located within single-family areas. Billing dates may be staggered throughout the month and billing dates shall be established administratively by the Finance Director.

B. Fixed monthly charges shall apply from billing date to billing date, read date to read date, or shall apply for a one-month period of time, as determined by the Finance Director, and may be prorated based on the number of days in the billing period. Commodity charges shall be based on consecutive meter readings which shall be scheduled to be completed a reasonable time before the billing dates.

C. If on the billing date the meter reading for the billing period shall not have been completed, the consumption for the billing period shall be estimated from patterns of previous consumption.

D. For water and sewer accounts a final billing will be processed when a change in ownership or a change in tenants occurs.

E. A final ~~storm water~~stormwater bill for a change in tenants will only be processed if the account is classified as single-family or middle housing and is billed with the water or sewer bills as indicated in Section [13.17.040.B](#).

F. For ~~storm water~~stormwater accounts classified as “other developed,” a final bill will only be processed when there is a change in parcel ownership or unit ownership for middle housing.

G. An administrative fee in an amount established by the Finance Director to cover the administrative costs for processing a final bill shall be charged to any account for which a final billing is processed. (Ord. 3222 § 9, 2025; Ord. 2464 § 2 (part), 2009; Ord. 1762 § 7, 1994; Ord. 1682 § 7 (part), 1992).

### **13.17.030 Due date.**

All rates and charges for water service, hydrant use, sewer service and ~~storm water~~stormwater management service shall be due on the day stated in the billing statement. (Ord. 2464 § 2 (part), 2009; Ord. 1682 § 7 (part), 1992).

### **13.17.040 Billing statements.**

A. Water and sewer billing statements for single-family residential, multifamily residential, middle housing, commercial and irrigation accounts shall be made in the name of the property owner, or pursuant to a property owner's written agreement with the City, to a management company, tenant or other authorized agent.

B. For residential parcels classified as single-family by the ~~storm water~~stormwater code, Section [13.18.040.E](#), the ~~storm water~~stormwater fee shall be billed with the sanitary sewer or on the water bill for the entire parcel if the property is served by those utilities.

C. For "other developed" parcels and middle housing units, a single ~~storm water~~stormwater-only bill will be issued to the property owner (taxpayer) of record per the King County Assessor Records. At the written request of the property owner, the bill may be forwarded to a property management company or a payment processing center; however, no ~~storm water~~stormwater billings for "other developed" parcels will be made in the name of a tenant. Property held in common by several owners may be billed to a homeowners' association or property management company at the written request of the property owners.

D. A separate ~~storm water~~stormwater bill shall be issued to the property owner (taxpayer) of record per the King County Assessor Records for single-family and other developed parcels within the City which are not City water or sanitary sewer customers.

E. Billings made to persons other than the property owner shall not relieve the owner of the property from liability for payments of rates and charges for water service, hydrant use, sewer service and ~~storm water~~stormwater management service, including, but not limited to, monthly charges, commodity charges, delinquency charges, lien fees and court fees and shall not in any way affect the lien rights of the City against the property to which the services are furnished. (Ord. 3222 § 10, 2025; Ord. 2464 § 2 (part), 2009; Ord. 1682 § 7 (part), 1992).

### **13.17.050 Returned payments.**

An account for which a payment for rates and charges for water, sewer, or ~~storm water~~stormwater services is made to the City and said payment is not honored by the bank or other financial institution for insufficient funds or for any other reason, shall be charged an administrative fee in an amount as established by the Finance Director. (Ord. 2464 § 2 (part), 2009; Ord. 2321 § 3, 2006; Ord. 1682 § 7 (part), 1992).

### **13.17.060 Partial payments.**

A. Any payment of fees and charges for water, sewer, or ~~storm water~~stormwater services shall be applied to the outstanding fees and charges in the following manner:

1. Where a single combined bill is sent to an account holder for water, sewer and ~~storm water~~stormwater, any payment received shall be applied to the outstanding fees and charges in the following manner:

- a. To the fees and charges of the billing with the earliest due date.
- b. In the following order of fees and charges within said billing:
  - i. Fees and charges not identified below.
  - ii. ~~Metro~~King County Wastewater Treatment Division sewagewastewater disposal component of the sewer service charges.
  - iii. ~~Storm water~~Stormwater service charges.
  - iv. Redmond collection component of the sewer service charges.

v. Water service charges.

2. Where separate bills for water, sewer, and ~~storm water~~stormwater are sent to a single account holder or to multiple account holders for a single parcel, any payment received shall be applied to the outstanding fees and charges owed by the account holder submitting payment. (Ord. 2464 § 2 (part), 2009; Ord. 1682 § 7 (part), 1992).

### **13.17.070 Delinquent accounts.**

Any account for which a fee or charge shall remain unpaid at the close of business on the due date shall be delinquent. (Ord. 2464 § 2 (part), 2009; Ord. 1682 § 7 (part), 1992).

### **13.17.080 Delinquent account processing.**

A. Interest shall be charged for any sewer or ~~storm water~~stormwater fee or charge, or any portion thereof, which has not been paid within sixty days of the due date. The interest rate shall be 8 percent per annum computed on a monthly basis. This interest charge shall be billed on each regular billing as the charges become applicable.

B. The Public Works Director together with the Finance Director shall establish regulations and procedures for discontinuing water service to properties for which water service fees become delinquent. These regulations and procedures shall provide for a date at which delinquent accounts will be processed for shutoff and shall provide for a notice to be given advising of the planned discontinuance of water service. Administrative fees in an amount established by the Finance Director to cover the administrative costs of notification and processing shall be charged to any account for which delinquent water fees and charges remain unpaid in accordance with said rules and regulations. Administrative fees in an amount established by the Finance Director to cover the cost to turn off and turn on water service shall be charged to any account for which an employee of the City is sent to the property to turn on or turn off the water in accordance with said rules and regulations.

C. All fees and charges for water, sanitary sewer and ~~storm water~~stormwater services including but not limited to all charges for turning water on or off, together with any penalties and interest that may be provided by ordinance, shall be a lien upon the property to which the

water, sanitary sewer and/or ~~storm water~~stormwater service is furnished superior to all other liens and encumbrances whatsoever, except those for general taxes and local and special assessments. Liens shall be enforced by the City in the manner provided by law.

D. The Public Works Director together with the Finance Director shall establish regulations and procedures for the filing of liens against properties for nonpayment of sewer and ~~storm water~~stormwater fees and charges. In the event that the City shall prepare and/or record a written lien against a property pursuant to state law, administrative fees in amounts established by the Finance Director shall be charged to cover the administrative costs of preparing and filing such lien and shall be added to the delinquent charges. In the event that the City shall prepare and/or file a claim in small claims court for nonpayment of sewer and ~~storm water~~stormwater fees and charges, administrative fees in amounts established by the Finance Director shall be charged to cover the administrative costs of preparing and filing such claim and shall be added to the delinquent charges. In addition to the administrative fee, reasonable attorney's fees as may be awarded by the court shall be charged to the account.

E. The additional and concurrent method of enforcing the lien of the City for the delinquent and unpaid sewer and ~~storm water~~stormwater fees and charges by turning off the water service to the premises to which water, sanitary sewer, and ~~storm water~~stormwater management services are furnished shall not be exercised after two years from the date of recording of the lien notice, as provided by law, except to enforce payment of one year's charges for which no lien notice is required by law to be recorded.

F. The Finance Director and/or the Public Works Director, or their respective designees, shall have the authority to adjust the amount of any service charges and to waive all or any portion of the interest charges and administrative fees established by this section in the case of errors, malfunctions of meters or other system components, excusable neglect, undue hardship, uncollectible debt, or other similar extenuating circumstance. (Ord. 2464 § 2 (part), 2009; Ord. 2236 §§ 4, 5, 7, 2004; Ord. 1682 § 7 (part), 1992).

## Chapter 13.18

### ~~STORM WATER~~STORMWATER MANAGEMENT UTILITY

Sections:

- 13.18.010** ~~Storm-water~~Stormwater management utility created – Responsibilities.
- 13.18.020** Administrator of utility.
- 13.18.030** Ownership of City ~~storm-water~~stormwater facilities and assets.
- 13.18.040** Rates and charges – Definitions.
- 13.18.050** System of charges.
- 13.18.060** Rate adjustment.
- 13.18.070** Authority to promulgate rules.
- 13.18.080** *Repealed.*

### **13.18.010** ~~Storm-water~~Stormwater management utility created – Responsibilities.

There is created and established pursuant to Chapters [35A.80](#) and [35.67](#) RCW a storm and surface water utility to be known as the “Redmond ~~Storm-Water~~Stormwater Management Utility.” All references to “the utility” in this chapter refer to the Redmond ~~Storm-Water~~Stormwater Management Utility. The utility will have primary authority and responsibility for carrying out the City’s ~~Stormwater and Surface Water System Plan~~comprehensive drainage and storm sewer plan, including responsibilities for planning, design, construction, maintenance, administration, and operation of all city storm and surface water facilities, as well as establishing standards for design, construction, and maintenance of improvements on private property where these may affect storm and surface water management. (Ord. 2864 § 2 (part), 2016: Ord. 2464 § 3 (part), 2009: Ord. 1409 § 1 (part), 1988).

### **13.18.020** Administrator of utility.

The ~~Director of~~ Public Works Director shall be ~~ex officio~~the administrator of the utility. (Ord. 2864 § 2 (part), 2016: Ord. 2464 § 3 (part), 2009: Ord. 1409 § 1 (part), 1988).

### **13.18.030 Ownership of City ~~storm water~~stormwater facilities and assets.**

~~The utility owns and is vested in all titles and incidents of ownerships in the following assets and rights related to the city's stormwater and surface water drainage system. This includes: all properties, interests, and physical and intangible rights of every nature owned or held by the City, however acquired, insofar as they relate to or concern stormwater or surface waters or both. This ownership applies without limitation and to include, all properties, interests, and rights acquired by adverse possession or by prescription, directly or through another, in and to the drainage or storage, or both, of stormwater or surface waters, or both, through, under, or over lands, watercourses, sloughs, streams, ponds, lakes, and swamps, all beginning in each instance, at a point where stormwater or surface waters first enter the stormwater and surface water system of the City and ending in each instance at a point where the stormwater or surface waters exit from the stormwater and surface water system of the City, and in width to the full extent of inundation caused by storm or flood conditions. The utility's ownership extends together to all funds on deposit to the City Stormwater Capital Improvement Fund and future revenues of said fund~~Title and all other incidents of ownership of the following assets are vested in the utility: All properties, interests, and physical and intangible rights of every nature owned or held by the City, however acquired, insofar as they relate to or concern storm or surface water sewage, further including, without limitation, all properties, interests, and rights acquired by adverse possession or by prescription, directly or through another, in and to the drainage or storage, or both, of storm or surface waters, or both, through, under, or over lands, watercourses, sloughs, streams, ponds, lakes, and swamps, all beginning in each instance, at a point where storm or surface waters first enter the storm and surface water system of the City and ending in each instance at a point where the storm or surface waters exit from the storm and surface water system of the City, and in width to the full extent of inundation caused by storm or flood conditions, together with all funds on deposit in the City storm drainage construction fund and future revenues of said fund. (Ord. 2864 § 2 (part), 2016: Ord. 2464 § 3 (part), 2009: Ord. 1409 § 1 (part), 1988).

### **13.18.040 Rates and charges – Definitions.**

As used in this chapter, the following terms have the meanings set forth below:

- A. "Developed parcel" means a parcel of real property which has been altered by grading or filling of the ground surface, or by construction of any improvement or other impervious surface area which affects the hydraulic properties of the parcel.
- B. "Impervious surface" means those hard surfaced areas which either prevent or retard the entry of water into the soil in the manner that such water entered the soil under natural conditions preexisting any development on the property, and/or those hard surfaced areas which cause water to run off the surface in greater quantities or at an increased rate of flow from that present under natural conditions preexisting any development on the property, including, but not limited to, such surfaces as rooftops, "green roofs," asphalt or concrete sidewalks, paving, driveways, parking lots, walkways, patio areas, storage areas, and gravel, oiled macadam, pervious asphalt or concrete, or other surfaces which similarly affect the natural infiltration or runoff patterns existing prior to development.
- C. "Impervious unit" means a configuration or conglomeration of impervious surface estimated to contribute an amount of runoff to the City's ~~storm water~~stormwater management system which is approximately equal to that created by the average single-family residential parcel. One impervious unit (IU) is equivalent to 2,000 square feet of impervious surface area. For purposes of computation of rates and charges, impervious units are truncated to the nearest tenth.
- D. "Parcel" means the smallest separately segregated unit or plot of land having an identified owner, boundaries and surface area ~~which that~~ constitutes a separate lot or tract capable of being conveyed without further subdivision.
- E. "Single-family parcel" means a parcel which has been actually developed with ~~a one~~ single-family residence.
- F. "Undeveloped parcel" means any parcel of real property which has not been altered by grading or filling of the ground surface, or by construction of any improvement or other impervious surface area ~~which that~~ affects the hydraulic properties of the parcel.
- G. *Repealed by Ord. 2864.*
- H. "Other developed parcel" means any developed parcel not defined as a single-family parcel in subsection [E](#) of this section, including middle housing and rights-of-way. (Ord. 3222 § 11, 2025; Ord. 2864 § 2 (part), 2016; Ord. 2464 § 3 (part), 2009; Ord. 1823 § 1, 1995; Ord. 1433 § 1, 1988; Ord. 1409 § 1 (part), 1988).

### **13.18.050 System of charges.**

The following monthly service charges are established for all parcels of real property within the boundaries of the City, as they now exist or as they may be hereafter amended, for the purpose of carrying on the responsibilities of the ~~storm-water~~stormwater management utility. All developed parcels shall be charged the monthly service charge regardless of whether the parcel has a storm drainage connection to the ~~storm-water~~stormwater system.

A. *Undeveloped Parcels.* Undeveloped parcels shall not be charged.

B. *Single-Family Parcels.* The monthly service charge for each single-family parcel shall be \$16.97 per month for 2025, and a base charge of \$17.06 per month for 2026 and after, which shall hereafter be referred to as the "base rate."

C. *Other Developed Parcels.* The monthly service charge for all other developed parcels, including middle housing, city-owned properties and rights-of-way, shall be computed by multiplying the base rate times the number of impervious units applicable to the parcel times the rate adjustment for the parcel as determined under Section [13.18.060](#). This formula is expressed mathematically as follows:

$$\text{Charge} = \text{Base Rate} \times \text{IUs} \times \text{Rate Adjustment}$$

D. *Minimum Charge.* Notwithstanding the number of impervious units applicable to any individual property, there shall be a minimum monthly service charge for all developed properties equal to the base rate. (Ord. 3222 § 12, 2025; Ord. 3194 § 2, 2024; Ord. 3109 § 1, 2022; Ord. 2864 § 2 (part), 2016; Ord. 2464 § 3 (part), 2009; Ord. 2320 § 1, 2006; Ord. 2237 § 1, 2004; Ord. 2040 § 1, 1999; Ord. 1727 § 1, 1993; Ord. 1433 § 2 (part), 1988).

### **13.18.060 Rate adjustment.**

A. *Generally.* The rate adjustment used to compute the monthly service charge for parcels shall be determined by taking the coverage factors set forth in subsection [B](#) of this section and adding or subtracting any applicable water quality and quantity credits, and any special program adjustment, as determined under subsections [C](#) and [D](#) of this section. Parcels served by multiple water quality or quantity facilities will have the rate adjustment calculated based on

the percentage of area treated by each facility. Parcel(s) utilizing regional water quality and quantity facilities are not eligible for the rate adjustment(s).

B. *Coverage Factor.*

**For Impervious Surface Expressed as a Percentage of Total Parcel Area Over Rate Adjustment Is**

30%	+ 1.10
40%	+ 1.20
50%	+ 1.30
60%	+ 1.40
70%	+ 1.50
80%	+ 1.60
90%	+ 1.70

Portions of a parcel receiving an infiltration or dispersion credit shall receive a coverage factor of 1. The remainder of the parcel will receive a coverage factor based on the entire parcel.

C. *Water Quantity and Quality Credits:*

1. *Quantity Credits.*

	<b>Description</b>	<b>Examples</b>	<b>Credit</b>
High Performance	Designed systems that prevent	• Rainwater Harvesting and Reuse	-0.4

	Description	Examples	Credit
	the majority of runoff from leaving the site.	<ul style="list-style-type: none"> <li>• Full infiltration or dispersion (<u>equal to 91% or greater</u>)</li> <li>• LID Performance Standard + Flow Control</li> </ul>	
Full Control	Designed systems that control the majority of runoff from the site.	<ul style="list-style-type: none"> <li>• Detention (2001 <del>Standard</del> <u>Standard, minimum</u>)</li> <li>• Private Direct Discharge</li> <li>• Infiltration (91% annual runoff volume)</li> </ul>	-0.2
Partial Control	Designed systems that partially control the runoff from the site.	<ul style="list-style-type: none"> <li>• Detention (1992 Standard)</li> <li>• Rainwater Harvesting (State Definition)</li> </ul>	-0.1
Other Control	Designed systems that reduce or control runoff in	<ul style="list-style-type: none"> <li>• Other designed flow control</li> <li>• Other designed infiltration</li> </ul>	-0.05

	<b>Description</b>	<b>Examples</b>	<b>Credit</b>
	some manner but do not meet the criteria above. Typically older systems.	• LID Performance Standard	

2. *Quality Credits.*

	<b>Description</b>	<b>Examples</b>	<b>Credit</b>
Advanced	Designed system that separates runoff from nonpollution generating surfaces.	Infiltration of nonpollution generating surfaces Rainwater Harvesting and Reuse	-.2
Enhanced	Designed system that removes sediment, metals, and/or phosphorus to current	Enhanced Treatment	-.15

	Description	Examples	Credit
	ecology standard.		
Basic	Designed system that removes sediment to current ecology standard.	Basic Treatment	-.1
Other Treatment	Designed systems that improve or monitor water quality in some manner but do not meet the criteria above.	State or City Required Monitoring	-.05
		Oil/Water Separator	
		Other designed water quality	

D. *Special Programs.* Adjustments for special programs may be determined on a case-by-case contractual basis upon approval by the City Council.

E. Because developed city rights-of-way provide surface drainage, access to the storm-~~drainwater~~ pipes and overflow routes for ~~storm water~~stormwater in many areas, such developed rights-of-way shall have a fixed single rate adjustment of 0.3, notwithstanding any other provision of this section.

F. *Repealed by Ord. 2864.*

G. The credits set forth in this section shall apply only if the on-site facilities for which a reduction in the rate adjustment is given met applicable standards upon installation, received approval of construction, and have been and are maintained and operated in accord with city standards applicable at the time of billing. In the event that the administrator of the utility determines that the operation and maintenance standards are not complied with, no reduction in the rate adjustment shall be made for water quantity, water quality, or special programs for a minimum of one year and until operation and maintenance do meet city standards, whereupon the person being billed may reapply for system inspection and for application of the special programs, water quantity and/or quality credits.

H. Developed rights-of-way designated as state highways shall have a fixed single rate adjustment of 0.3, notwithstanding any other provision of this section. (Ord. 2864 § 2 (part), 2016; Ord. 2794 § 2, 2015; Ord. 2464 § 3 (part), 2009; Ord. 1823 § 2, 1995; Ord. 1433 § 2 (part), 1988).

### **13.18.070 Authority to promulgate rules.**

The ~~administrator of the utility~~[Finance Director](#) is authorized to promulgate rules and regulations governing the proration or other adaptation of rates to particular site circumstances and any other matters necessary to calculate or impose the service charges provided for in this chapter. (Ord. 2864 § 2 (part), 2016; Ord. 2464 § 3 (part), 2009; Ord. 1433 § 2 (part), 1988).

### **13.18.080 Billing and collection.**

*Repealed by [Ord. 2464](#).*

## **Chapter 13.20**

# **~~STORM WATER~~STORMWATER DRAINAGE CAPITAL FACILITIES CHARGES**

Sections:

### **[13.20.010 Purpose.](#)**

- 13.20.020** **Definitions.**
- 13.20.030** ~~Storm Water~~Stormwater capital facilities charges imposed.
- 13.20.040** Citywide ~~storm water~~stormwater capital facilities charge.
- 13.20.045** Downtown sub-basin ~~storm water~~stormwater capital facilities charge.
- 13.20.047** Overlake sub-basin ~~storm water~~stormwater capital facilities charge.
- 13.20.050** ~~Storm water~~Stormwater capital improvement fund.
- 13.20.060** *Repealed.*
- 13.20.070** Collection of charges.
- 13.20.080** Recording payments.
- 13.20.090** *Repealed.*
- 13.20.100** Additional requirements for development.

### **13.20.010 Purpose.**

The purpose of this chapter is to establish ~~storm water~~stormwater connection or capital facilities charges for all properties within the City that are hereafter developed with impervious surface. (Ord. 3189 § 2, 2024; Ord. 2921 § 2 (part), 2018; Ord. 2566 § 2 (part), 2010; Ord. 2464 § 4 (part), 2009; Ord. 2306 § 1, 2006; Ord. 2041 § 1 (part), 1999).

### **13.20.020 Definitions.**

As used in this chapter, the following terms have the meanings set forth below:

A. "Created impervious units" means the impervious units the project constructs. The created impervious units consist of new impervious and replaced impervious. If located in the Downtown and Overlake surcharge areas, then the new and replaced impervious in private property, public property, and public right-of-way are subject to the Regional Capital Facility Charge. The new and replaced impervious in private property and public property is also subject to the City-wide Capital Facility Charge.

BA. "Development" means any alteration by grading or filling of the ground surface, or by construction of any improvement or ~~construction or replacement of any~~ other impervious surface area that affects the hydraulic properties of any parcel of land.

**CB.** “Impervious surface” means those hard surfaced areas ~~which that~~ either prevent or retard the entry of water into the soil in the manner that such water entered the soil under natural conditions preexisting any development on the property, and/or those hard surfaced areas ~~which that~~ cause water to run off the surface in greater quantities or at an increased rate of flow from that present under natural conditions preexisting any development on the property. Impervious surface areas, including, but not limited to, such surfaces as rooftops, green roofs, asphalt or concrete sidewalks, paving, driveways, permeable pavers and pavement, parking lots, walkways, patio areas, storage areas, and gravel, oiled macadam, or other surfaces ~~which that~~ similarly affect the natural infiltration or runoff patterns existing prior to development.

**DC.** “Impervious unit” means a configuration or conglomeration of impervious surface estimated to contribute an amount of runoff to the City’s ~~storm water~~stormwater management system ~~which that~~ is approximately equal to that created by the average single-family residential parcel. One impervious unit (IU) is equivalent to 2,000 square feet of impervious surface area. For purposes of computation of the charges provided for in this chapter, impervious units are truncated (rounded down) to the nearest tenth.

**ED.** “Regional ~~storm water~~stormwater facilities” or “regional system” means public conveyance, detention, infiltration, and/or water quality facilities designed to manage ~~storm water~~stormwater runoff from specific areas of the City to meet the City’s water quality goals, and to support new development in a cost effective manner. Properties being developed may have the option to or be required to participate in the financing of the facilities, and in return requirements for on-site controls are eliminated or reduced. Proposed facilities are shown on the ~~Proposed-Regional Storm Water~~Stormwater Facilities Map in the Clearing, Grading, and Storm Water Management Technical Notebook. (Ord. 3189 § 2, 2024; Ord. 2921 § 2 (part), 2018; Ord. 2566 § 2 (part), 2010; Ord. 2464 § 4 (part), 2009; Ord. 2306 § 2, 2006; Ord. 2041 § 1 (part), 1999).

### **13.20.030 ~~Storm Water~~Stormwater capital facilities charges imposed.**

There are hereby established ~~storm water~~stormwater capital facilities charges ~~which that~~ shall be imposed upon all parcels ~~which that~~ are proposed to be developed within the City. No building permit, short subdivision or subdivision approval, or other permit allowing development within the City shall be granted except upon payment of a Citywide ~~storm~~

~~waterstormwater~~ capital facilities charge and, if established, a sub-basin ~~storm-~~  
~~waterstormwater~~ capital facilities charge. Public capital projects are subject to the citywide and  
sub-basin ~~storm-waterstormwater~~ capital facilities charges. (Ord. 3189 § 2, 2024; Ord. 2921 § 2 (part),  
2018; Ord. 2566 § 2 (part), 2010; Ord. 2464 § 4 (part), 2009; Ord. 2041 § 1 (part), 1999).

### **13.20.040 Citywide ~~storm-waterstormwater~~ capital facilities charge.**

The Citywide ~~storm-waterstormwater~~ capital facilities charge established by RMC [13.20.030](#) shall be calculated for property development based upon the total number of impervious units ~~proposed to be~~ created by the development. The charge ~~is \$1,342.00~~ for each impervious unit ~~shall be per the most current fee schedule~~. The total charge to be paid in connection with any development approval shall be determined by multiplying the total number of impervious units ~~to be~~ created by the ~~proposed development~~ by the charge for each impervious unit. (Ord. 3189 § 2, 2024; Ord. 2921 § 2 (part), 2018; Ord. 2566 § 2 (part), 2010; Ord. 2464 § 4 (part), 2009; Ord. 2320 § 2, 2006; Ord. 2041 § 1 (part), 1999).

### **13.20.045 Downtown sub-basin ~~storm-waterstormwater~~ capital facilities charge.**

The ~~downtown~~Downtown sub-basin is an area generally bordered by the Sammamish River to the west, Bear Creek to the east, the ~~railroad corridor~~Redmond Central Connector to the south and NE 95th Street to the north. The Downtown sub-basin boundary is not identical to the Downtown zoning boundary in the Redmond Zoning Code. The sub-basin is depicted in a map in the ~~Storm Water~~Stormwater Technical Notebook.

A. Parcels ~~which that~~ are proposed to be developed within the ~~downtown~~Downtown sub-basin shall not be required to construct on-site ~~storm-waterstormwater~~ detention and water quality facilities as required elsewhere in this code, with the exception of those facilities noted in RMC 13.20.045.B. In lieu of such construction, a ~~downtown~~Downtown sub-basin ~~storm-~~  
~~waterstormwater~~ capital facilities charge is hereby imposed upon all such parcels. The ~~downtown~~Downtown sub-basin ~~storm-waterstormwater~~ capital facilities charge shall be used by the City to design, acquire property for, and conduct other activities necessary to construct

regional ~~storm water~~stormwater conveyance, detention and water quality facilities (the regional system).

B. The ~~downtown~~Downtown sub-basin ~~storm water~~stormwater capital facilities charge shall be calculated for property development based upon the number of impervious units proposed to be created by the development. The charge ~~is \$5,979.00~~ for each impervious unit shall be per the most current fee schedule. A credit of 80 percent may be applied to the number of nonpollution generating impervious units that are fully infiltrated ~~managed~~ by an approved private infiltration facility meeting current standards. The total charge to be paid in connection with any development approval shall be determined by multiplying the total number of impervious units to be created by the proposed development by the charge for each such unit minus the number of creditable impervious units multiplied by 0.80 of the charge for each unit.

C. The ~~downtown~~Downtown sub-basin ~~storm water~~stormwater capital facilities charge provided for in this section shall be in addition to the Citywide ~~storm water~~stormwater capital facilities charge established by RMC [13.20.030](#) and [13.20.040](#). No building permit, short subdivision or subdivision approval, or other permit allowing development within the ~~downtown~~Downtown sub-basin, shall be granted except upon payment of said ~~downtown~~Downtown sub-basin ~~storm water~~stormwater capital facilities charge.

D. Owners of properties adjacent to the Sammamish River or adjacent to the publicly owned property immediately adjacent to the Sammamish River may seek to have their properties opt out of the City's regional (sub-basin) ~~storm water~~stormwater system and the ~~downtown~~Downtown sub-basin ~~storm water~~stormwater capital facilities charge or may seek a reduced ~~downtown~~Downtown sub-basin ~~storm water~~stormwater capital facility charge. These properties must also have (or be able to construct) a private discharge system to the river.

1. Any owner of property that seeks to opt out shall make a proposal to the City identifying the ability of a property or set of properties to be served by a private discharge system to the river. Private properties under common control and/or properties that are part of an existing private drainage system may be included in an opt-out proposal. Properties separated by a public right-of-way may be included only if they are connected by an existing private drainage system. The Technical Committee will review the proposal and will approve it if the Technical Committee determines that the proposed private drainage system:

- a. Detains and treats all ~~storm water~~stormwater from the properties proposed or required to be served by the private drainage ~~storm water~~stormwater system in a manner that meets all City water quality and quantity control standards;
  - b. Can be constructed, installed, or improved without interfering with the ongoing operation of any other utility line or improvement within the public right-of-way or public property;
  - c. Can be constructed, installed, or improved within easements or other property interests owned or controlled by the applicant;
  - d. Will not adversely impact other properties in the vicinity; and
  - e. Otherwise meets the requirements of the City's codes and standards.
2. The ~~Director of~~ Public Works Director and any property owner who would qualify to opt out of the City's regional ~~storm water~~stormwater system and ~~downtown~~Downtown sub-basin ~~storm water~~stormwater capital facilities charge may agree on a reduced ~~downtown~~Downtown sub-basin ~~storm water~~stormwater capital facilities charge in exchange for the property owner not opting out. The reduced charge shall be based on the estimated cost to design and construct the private ~~storm water~~stormwater detention and water quality facilities that would be necessary to provide a private ~~storm water~~stormwater discharge system meeting the City's regulations, together with the amount by which the value of the property owner's property would be affected by the use of a portion of that land for the private ~~storm water~~stormwater facilities. If the ~~Director of~~ Public Works Director and the property owner agree on the amount of the reduced ~~downtown~~Downtown sub-basin ~~storm water~~stormwater capital facilities charge, the reduced charge shall be agreed to in a written instrument to be recorded against the title of the property. The reduced charge shall thereafter be applied to all properties or parcels subject to the agreement, and the property owner may not thereafter opt out of the regional ~~(sub-basin) storm water~~stormwater system and the reduced ~~downtown~~Downtown sub-basin ~~storm water~~stormwater capital facilities charge for those properties or parcels without the City's consent.
3. The ability to opt out provided by this section applies only to the City's regional ~~storm water~~stormwater system and the ~~Del~~owntown sub-basin ~~storm water~~stormwater capital facilities charge. All other charges, including, but not limited to, the ~~c~~Citywide capital

facilities charge, the monthly ~~storm-water~~stormwater rates, and the ~~storm-water~~stormwater engineering, plan review, and processing fees associated with development applications, provided elsewhere in this title shall continue to apply to properties that have opted out or for which a reduced ~~downtown~~Downtown sub-basin ~~storm-water~~stormwater capital facilities charge has been agreed upon. (Ord. 3189 § 2, 2024; Ord. 2921 § 2 (part), 2018; Ord. 2566 § 2 (part), 2010; Ord. 2464 § 4 (part), 2009; Ord. 2320 § 3, 2006).

### **13.20.047 Overlake sub-basin ~~storm-water~~stormwater capital facilities charge.**

The Overlake sub-basin is an area generally bordered by 148th Ave NE to the west, 156th Ave NE to the east, NE Bel-Red Road to the south and NE 40th Street to the north. The sub-basin is depicted in a map in the ~~Clearing, Grading, and Storm Water~~Stormwater Management Technical Notebook. ~~. The Overlake sub-basin boundary is not identical to the Overlake Village zoning boundary in the Redmond Zoning Code. The Overlake Village Design District is a portion of the Overlake sub-basin identified within the Redmond Community Development Guide.~~

A. Parcels ~~which~~that are proposed to be developed within the Overlake sub-basin shall be required to construct only those on-site ~~storm-water~~stormwater detention and water quality facilities noted below and as further described in the ~~Storm Water~~Stormwater Technical Notebook.

1. Fully infiltrate roof runoff where soils allow. (This may impact a project's ability to achieve the maximum allowable impervious coverage.)
2. Meet Minimum Requirement No. 5 ~~by fully infiltrating other hard surfaces~~ where feasible.
3. Construct any interim ~~storm-water~~stormwater facilities required to protect downstream properties or to provide water quality until regional facilities are constructed.
4. Those onsite storm water treatment and/or infiltration facilities required in Overlake Zoning District.

5. Participation in the Overlake regional facility program provides basic water quality treatment only for projects north of NE 26th Street. Projects that require enhanced water quality treatment are required to supply that level of treatment on the project site.

In lieu of construction of additional facilities, an Overlake sub-basin ~~storm-water~~stormwater capital facilities charge is hereby imposed upon all such parcels. The Overlake sub-basin ~~storm-water~~stormwater capital facilities charge shall be used by the City to design, acquire property for, and conduct other activities necessary to construct regional ~~storm-water~~stormwater conveyance, detention and water quality facilities (the City's regional system).

B. The Overlake sub-basin ~~storm-water~~stormwater capital facilities charge shall be calculated for property development based upon the number of impervious units proposed to be created by the development. The charge ~~is \$10,929.00~~ for each impervious unit shall be per the most current fee schedule. A credit of 80 percent may be applied to the number of impervious units that are ~~fully infiltrated~~managed by an approved private infiltration facility meeting current standards. The total charge to be paid in connection with any development approval shall be determined by multiplying the total number of impervious units to be created by the proposed development by the charge for each such unit minus the number of creditable impervious units multiplied by 0.80 of the charge for each unit.

C. The Overlake sub-basin stormwater capital facilities charge provided for in this section shall be in addition to the Citywide ~~storm-water~~stormwater capital facilities charge established by Sections [13.20.030](#) and [13.20.040](#). No building permit, short subdivision or subdivision approval, or other permit allowing development within the Overlake sub-basin shall be granted except upon payment of said Overlake sub-basin ~~storm-water~~stormwater capital facilities charge. (Ord. 3189 § 2, 2024; Ord. 2921 § 2 (part), 2018; Ord. 2592 § 2, 2011; Ord. 2566 § 2 (part), 2010; Ord. 2464 § 4 (part), 2009; Ord. 2443 § 3, 2009).

### **13.20.050 ~~Storm-water~~Stormwater capital improvement fund.**

There is established a ~~storm-water~~stormwater capital improvement fund into which shall be paid all ~~storm-water~~stormwater capital facilities charges collected under this chapter, all area and frontage charges collected under previous ordinances, and all contributions made by the City and from other sources, and from which shall be paid the cost and expense of planning, designing, acquiring property, constructing and installing general and regional facilities for

~~storm water~~stormwater management and flood control. (Ord. 3189 § 2, 2024; Ord. 2921 § 2 (part), 2018; Ord. 2566 § 2 (part), 2010; Ord. 2464 § 4 (part), 2009; Ord. 2041 § 1 (part), 1999).

### **13.20.060 Disbursements to district.**

Repealed by [Ord. 2306](#). **13.20.070 Collection of charges.**

The ~~storm water~~stormwater capital facilities charges imposed by this chapter shall be paid prior to issuance of any building permit, short subdivision or subdivision approval, or other permit allowing development within the City. (Ord. 3189 § 2, 2024; Ord. 2921 § 2 (part), 2018; Ord. 2566 § 2 (part), 2010; Ord. 2464 § 4 (part), 2009; Ord. 2041 § 1 (part), 1999).

### **13.20.080 ~~Recording~~Tracking payments.**

The Public Works Department shall establish a system for recording-tracking payments of ~~storm water~~stormwater capital facilities charges made pursuant to this chapter ~~in order that credit may be recorded and given for contributions made for storm water management general facilities and regional facilities in connection with that property~~. It is the intent of this section that development shall not be charged twice for the same proposed impervious unit and that where a proposed-created impervious unit has been paid for pursuant to a short subdivision or subdivision approval, site plan approval, or other development approval required by the City, the applicant shall not be charged a second time for that unit when a building or other subsequent permit for the same development property is issued. The development shall provide supporting documentation of prior fees paid. (Ord. 3189 § 2, 2024; Ord. 2921 § 2 (part), 2018; Ord. 2566 § 2 (part), 2010; Ord. 2464 § 4 (part), 2009; Ord. 2041 § 1 (part), 1999).

### **13.20.090 Additional requirements for development within district.**

Repealed by [Ord. 2306](#).

### **13.20.100 Additional requirements for development.**

The owners of all property within the City being improved or developed shall be responsible for the installation of an adequate ~~storm water~~stormwater management system within ~~his or her~~their property in conformity with City standards and in conformity with the Stormwater Technical Notebook and the Stormwater and Surface Water System Plan ~~comprehensive storm-water management plan~~ of the City. Payment of the Citywide and sub-basin capital facilities charges shall not relieve property owners and developers from installing stormwater managementsuch systems or from making such improvements to downstream ~~storm-water~~stormwater facilities as may be necessary to meet all applicable requirements in RMC 15.24.080 ~~convey storm water from the property to a receiving water or to a regional storm-water facility without downstream flooding~~. (Ord. 3189 § 2, 2024; Ord. 2921 § 2 (part), 2018; Ord. 2566 § 2 (part), 2010; Ord. 2464 § 4 (part), 2009; Ord. 2306 § 3, 2006; Ord. 2041 § 1 (part), 1999).

## **Chapter 13.21**

### **~~STORM WATER~~STORMWATER ENGINEERING, PLAN REVIEW AND PROCESSING FEES**

Sections:

- 13.21.010 Purpose.**
- 13.21.020 Plan review and processing fees.**

#### **13.21.010 Purpose.**

The purpose of this chapter is to authorize the imposition of fees and charges for performance of various administrative ~~storm water~~stormwater engineering, plan review and processing within the City. (Ord. 1983 § 1 (part), 1998).

**13.21.020 Plan review and processing fees.**

The fees for performance of various administrative ~~storm water~~stormwater engineering, plan review and processing shall be set by Council Resolution. (Ord. 1983 § 1 (part), 1998).

**Chapter 13.22****BAN ON SALE OF LAUNDRY DETERGENTS CONTAINING  
PHOSPHATES**

(Repealed by [Ord. 1733](#))

**Chapter 13.24****WATER CONSERVATION**

Sections:

~~13.24.010—Wasting water unlawful.~~

~~13.24.020—Damaging water system.~~

~~13.24.030—Penalty for violations.~~

~~13.24.040—Water shut-off.~~

**13.24.010—Wasting water unlawful.**

~~It is unlawful for any person to waste city water through open or leaky faucets or through broken or leaky pipes, or in any other manner whatsoever. (Ord. 29 § 1, 1916).~~

**~~13.24.020 — Damaging water system.~~**

~~It is unlawful for any person or persons to interfere with or damage in any way the City water system, including the dam, pipeline, hydrants, valve boxes, or any part whatsoever of the City water system. (Ord. 29 § 2, 1916).~~

**~~13.24.030 — Penalty for violations.~~**

~~Any person violating or failing to comply with any of the provisions of this chapter shall be deemed guilty of a misdemeanor, and upon conviction thereof, shall be punished by a fine of not less than two dollars and not exceeding five dollars.~~

~~Upon each succeeding conviction, the punishment shall be by a fine of not less than ten dollars and not exceeding twenty-five dollars. (Ord. 29 § 3 (part), 1916).~~

**~~13.24.040 — Water shut-off.~~**

~~No water shall be furnished to any person found guilty of violating the provisions of this chapter until all fines are paid. (Ord. 29 § 3 (part), 1916).~~

## Chapter 13.25

### TEMPORARY CONSTRUCTION DEWATERING

Sections:

- 13.25.010 Definitions.**
- 13.25.020 Purpose.**
- 13.25.030 Compliance with other city, state, federal regulations.**
- 13.25.040 Applicability.**
- 13.25.045 Temporary construction dewatering limitations.**
- 13.25.050 Management of contaminated groundwater and water quality standards.**
- 13.25.060 Temporary construction dewatering feasibility study.**

- 13.25.070 Temporary construction dewatering plan.**
- 13.25.080 TCD suspensions or revocation.**
- 13.25.090 TCD effluent discharge.**
- 13.25.100 Replacement of drinking water supply.**
- 13.25.110 Administrative fees.**
- 13.25.120 Appeals.**

### **13.25.010 Definitions.**

A. As used in this chapter, the following terms have the meanings set forth below:

“Contaminated groundwater” means groundwater that is contaminated by the presence of man-made pollutants, including, but not limited to, gasoline, oil, solvents, pesticides, fertilizers, and other deleterious substances whose presence may cause drinking water to fail to meet state, federal, and local standards.

“Development project” means the private or public construction, remodeling, or repair of: buildings, structures, or utilities.

“Groundwater” means water in a saturated zone or stratum beneath the surface of the land or below a surface water body.

“Radius of influence” means the radial distance from the center of a wellbore to the point where there is no lowering of the water table or potentiometric surface (the edge of the cone of depression). This distance can be calculated: a) as an estimate within hydrological groundwater modeling analysis conducted prior to the onset TCD at one or more development project sites, and b) via field observations occurring once TCD activities commenced at one or more development project sites.

“Replacement water” means water purchased by the City Water Utility to offset drinking water supply that would have been produced by city water supply wells, had city water supply well production rates not been impaired by TCD activities.

“Temporary construction dewatering” or “TCD” means the placement of wells or other mechanisms in order to capture, pump, and remove groundwater from a development site in order to conduct excavation, construct underground building features, or utility systems.

“Temporary construction dewatering operating policy” means an administrative operating policy adopted by the City’s Technical Committee that details the requirements for submittals and the methodologies required for submittals, and detail the methodologies the City of Redmond will use during review and oversight of TCD activities.

“Waters of the State” as defined in WAC [173-226-030](#) and RCW [90.48.020](#) as hereafter amended. (Ord. 2957 § 7 (part), 2019; Ord. 2831 § 2 (part), 2016).

### **13.25.020 Purpose.**

A. This chapter regulates temporary construction dewatering within the City of Redmond. The provisions of this chapter are intended to prevent, limit, and enable the City to respond to TCD activities which impair the City’s ability to:

1. Deliver drinking water from the City water supply wells;
2. Safely convey and treat ~~storm water~~stormwater runoff within the City’s municipal separate ~~storm water~~stormwater sewer system (MS4) and private ~~storm water~~stormwater sewer systems; and
3. Manage the movement and disposal of contaminated groundwater in a manner that is in compliance with state and federal laws. (Ord. 2957 § 7 (part), 2019; Ord. 2831 § 2 (part), 2016).

### **13.25.030 Compliance with other city, state, federal regulations.**

A. All temporary construction dewatering activities occurring within the City of Redmond must comply with this chapter and all other applicable City, State, and Federal regulations, including but not limited to the following:

1. The Federal Safe Drinking Water Act, [42 U.S.C. § 300f](#), et seq., as amended;
2. The Federal Clean Water Act, [33 U.S.C. § 1251](#), et seq., as amended;
3. The Washington State Model Toxics Control Act (MTCA), Chapter [70.105D](#) RCW, as amended;

4. The Washington State Environmental Policy Act (SEPA), Chapter [43.21C](#) RCW, as amended;
  5. The City of Redmond Wellhead Protection Ordinance, Chapter [13.07](#) RMC, as amended; and
  6. Water rights that have been granted to the City of Redmond by the State of Washington.
- B. In the case of conflict, the regulations that are more protective of water quality shall prevail. (Ord. 2957 § 7 (part), 2019; Ord. 2831 § 2 (part), 2016).

### **13.25.040 Applicability.**

- A. This chapter applies to all development projects that require temporary construction dewatering and for which cannot be demonstrated that groundwater will be captured, pumped, or removed from the development site at a rate of less than 500 gallons per minute.
- B. This chapter does not pertain to permanent dewatering of completed underground structures and does not authorize permanent dewatering within the City of Redmond. (Ord. 2957 § 7 (part), 2019; Ord. 2831 § 2 (part), 2016).

### **13.25.045 Temporary construction dewatering limitations.**

- A. Temporary construction dewatering activities shall be limited to elevator pits, footings, and utilities within the Critical Aquifer Recharge Areas (defined in RZC [21.64.050.A](#)).
- B. Temporary construction dewatering activities for elevator pits, footings, and utilities shall be limited to the following within the Critical Aquifer Recharge Areas (defined in RZC [21.64.050.A](#)):
1. The rate at which groundwater may be captured, pumped, or removed from the development site shall be limited to 5,500 gallons per minute or less; and
  2. The duration of temporary construction dewatering at a site shall be limited to a maximum of one year, measured cumulatively from the first date of dewatering activity; and

3. The depth of temporary construction dewatering allowed below the seasonal high groundwater elevation shall be limited to a maximum depth of nine feet. (Ord. 3223 § 2, 2025; Ord. 3093 § 2, 2022).

### **13.25.050 Management of contaminated groundwater and water quality standards.**

- A. Temporary construction dewatering activities shall not cause contaminated groundwater to move across property boundaries and/or towards a City water supply well. Temporary construction dewatering activities shall also not accelerate the movement of contaminated groundwater towards a City water supply well.
- B. Construction dewatering effluent discharged to Waters of the State shall meet Water Quality Standards for Surface Waters of the State of Washington (Chapter [173-201A](#) WAC) or MTCA Surface Water Standards.
- C. Construction dewatering effluent that is infiltrated into the ground must meet State Groundwater Quality Standards. (Ord. 2957 § 7 (part), 2019; Ord. 2831 § 2 (part), 2016).

### **13.25.060 Temporary construction dewatering feasibility study.**

- A. A Temporary Dewatering Feasibility Study is required for all construction projects that require temporary construction dewatering and for which it cannot be demonstrated that groundwater will be captured, pumped, or removed from the development site at a rate of less than 500 gallons per minute. A Temporary Construction Dewatering Feasibility Study shall be submitted prior to construction as part of site planning and entitlement review processes. This feasibility study shall consist of a site specific hydrogeological and engineering analysis which details the potential dewatering-related impacts to the City water supply wells, to ~~storm-~~  
~~water~~[stormwater](#) conveyance and treatment systems, and on the potential movement of underground contaminants.
- B. The feasibility study shall:

1. Include analysis of geotechnical project, and water quality considerations detailed in the Temporary Construction Dewatering Operating Policy adopted by the City's Technical Committee;
2. Be conducted using the procedures and methodologies identified in the Temporary Construction Dewatering Operating Policy adopted by the City's Technical Committee; and
3. Include a site-specific assessment of potential contamination, and identify any known contaminated sites located within the proposed TCD's radius of influence.

C. The City of Redmond shall review Temporary Construction Dewatering Feasibility Studies completed in accordance with the Temporary Construction Dewatering Operating Policy to determine if the City will allow proposed TCD activities to occur at a development project site. The City of Redmond retains the authority to condition, deny, or allow TCD activities at development projects based on this review.

D. Development Projects ~~who~~that have adequately identified and demonstrated that potential impacts to:

1. City water supply wells,
2. The City's ~~storm water~~stormwater conveyance system,
3. *Repealed by Ord. 2957,*
4. Public or private ~~storm water~~stormwater runoff treatment systems, and
5. The movement of contaminants across property boundaries and/or toward city water supply wells, or the acceleration of such movement where the same already exists are negligible or can be mitigated, will be allowed to conduct TCD contingent upon the successful completion of a Temporary Construction Dewatering Plan. (Ord. 2957 § 7 (part), 2019; Ord. 2831 § 2 (part), 2016).

### **13.25.070 Temporary construction dewatering plan.**

A. A complete Temporary Construction Dewatering Plan shall include the information and items identified in the Temporary Dewatering Operating Policy.

B. The City of Redmond shall review Temporary Construction Dewatering Plans completed in accordance with the Temporary Construction Dewatering Operating Policy, to determine that the development project has addressed all potential impacts to City water supply wells, ~~storm-water~~stormwater conveyance and treatment systems, and the movement of contaminants. The City of Redmond retains the authority to add conditions and requirements to construction activities to the Civil Site Construction Permit. Private development projects shall not start TCD activities until the City of Redmond has granted the Civil Site Construction Permit. Temporary Construction Dewatering shall not begin at public capital improvement projects prior to approval of the site design by the City Engineer. Conditions and requirements shall be included with the development project construction contract as a special provision.

C. A Contamination Mitigation Plan shall be included as part of the Temporary Construction Dewatering Plan to address all contamination identified at the development site or within the proposed TCD's radius of influence. Contamination Mitigation Plans shall include:

1. A hydrogeological evaluation of the potential movement of contaminants due to TCD at a specific site; and
2. All required information and actions detailed in the Temporary Construction Dewatering Operating Policy.

D. Conditions regulating the monitoring, mitigation, treatment, and disposal of contaminated groundwater shall be imposed on the development project. Acceptance of the applicant's Temporary Construction Dewatering Plan shall be contingent on the City of Redmond's satisfaction with proposed mitigation measures. (Ord. 2957 § 7 (part), 2019; Ord. 2831 § 2 (part), 2016).

### **13.25.080 TCD suspensions or revocation.**

A. The Public Works Director ~~or his/her designee~~ may order the suspension of temporary construction dewatering for any of the following reasons:

1. Storm pipe capacity has been exceeded, resulting in an unacceptable increased risk of flooding.
2. City water supply wells are impacted to such an extent that one or more City water supply wells cannot produce specified minimum quantities of water to fulfill supply to

water utility customers and the City or the City's wholesale water supplier has activated an emergency water response plan.

3. Violations of state surface water quality standards (Chapter [173-201A](#) WAC) when the TCD effluent discharges to surface Waters of the State.
4. Violations of state groundwater quality standards (Chapter [173-200](#) WAC) when the TCD effluent is infiltrated via dispersion back into a groundwater aquifer.
5. *Repealed by Ord. 2957.*
6. ~~Storm water~~[Stormwater](#) runoff treatment system has been impaired.
7. When otherwise deemed necessary by the Public Works Director to protect public safety, property, and natural environment.

B. Notice of suspension or revocation shall be given in writing by mailing or otherwise delivering a copy to the applicant or the applicant's onsite construction personnel. The suspension or revocation shall become effective immediately upon delivery or receipt and the applicant shall immediately cease all TCD activities. (Ord. 2957 § 7 (part), 2019; Ord. 2831 § 2 (part), 2016).

### **13.25.090 TCD effluent discharge.**

A. TCD effluent shall be allowed to be discharged to the City's ~~storm water~~[stormwater](#) conveyance system; provided, that the City's ~~storm water~~[stormwater](#) engineering staff is able to verify that:

1. The effluent meets appropriate state water quality standards for dispersion into the surface Waters of the State;
2. Effluent discharge rates do not exceed those designated within the Temporary Construction Dewatering Plan; and
3. All other conditions stipulated in the Temporary Construction Dewatering Plan have been satisfied.

4. Effluent discharge does not impair ~~storm water~~stormwater treatment systems. (Ord. 2957 § 7 (part), 2019; Ord. 2831 § 2 (part), 2016).

### **13.25.100 Replacement of drinking water supply.**

A. The Public Works Director ~~or his/her designees~~ shall determine if TCD activities at one or more developments are impacting a City water supply well. The following considerations shall be used to make this declaration of impact: Reduced expected instantaneous City water supply well production rate, water level within the City water supply well while pumping, time of year, and potential contamination or other factor to degrade the quality of potable water produced by the City water supply well. The evaluation of considerations leading to a determination of impact shall occur in accordance with the procedures and methodology detailed in the Temporary Construction Dewatering Operating Policy.

B. The Public Works Director ~~or his/her designees~~ may, at their discretion, allow TCD activities to reduce the instantaneous and annual rates of withdrawal if regional drinking water supply is available for purchase from Cascade Water Alliance. It is presumed that if regional drinking water supply is not available for purchase, the regional water shortage plan has been activated.

C. Development projects whose TCD activities have been determined to be solely or partly impacting the City of Redmond Water Utility's production of the drinking water at a specific supply well shall either:

1. Cease TCD activities; or
2. With the Public Works Director's consent, pay the City's costs of purchasing replacement supply, if available, from the City's water purveyor as a condition for continued operation of TCD activities. The Public Works Director may require the applicant to deposit sufficient funds with the City to defray the cost of purchasing replacement water for the duration of the TCD activities impact to supply well production prior to allowing the TCD activities to continue. (Ord. 2957 § 7 (part), 2019; Ord. 2831 § 2 (part), 2016).

---

**13.25.110 Administrative fees.**

A. The Public Works Director shall have the authority to impose administrative fees for the review of the Temporary Construction Dewatering Feasibility Studies and Temporary Construction Dewatering Plans required by this chapter in order to recoup the City's costs of conducting the reviews. The administrative fees provided in this subsection shall be collected at the time the Temporary Construction Dewatering Feasibility Study and Temporary Construction Dewatering Plan is submitted and the City shall not be obligated to review the Study or Plan until the review fee is paid.

B. The Public Works Director shall have the authority to impose an administrative fee in order to recoup the City's costs of inspection and monitoring during the implementation of Temporary Construction Dewatering Plans. Inspection and monitoring fees shall be paid at the time of construction permit issuance and the City shall not be obligated to issue permits until the administrative fees are paid.

C. The Public Works Director shall have the authority to impose an administrative fee on the purchase of replacement water from the City's regional water supplier under this chapter in order to recoup the City's costs of processing requests for such water. The administrative fees to be paid under this subsection shall be paid at the same time as the cost of the replacement water and shall be in addition to the cost of the water itself.

D. The Public Works Director shall have the authority to require development permit applicants to pay the cost of any outside technical assistance necessary to review and resolve issues and disputes regarding technical issues relating to Temporary Construction Dewatering Feasibility Studies and Temporary Construction Dewatering Plans. (Ord. 2957 § 7 (part), 2019; Ord. 2831 § 2 (part), 2016).

**13.25.120 Appeals.**

A. The development project applicant and any party of record may appeal a decision of the City to approve, deny, or condition a Temporary Construction Dewatering Feasibility Study or Temporary Construction Dewatering Plan under this chapter. The appeal shall be made by appealing the decision on the underlying permit to which the Study or the Plan pertains and

shall follow~~ing~~ the procedures for appealing the underlying permit set forth in the Redmond Zoning Code.

B. The development project permit holder may appeal a decision by the Public Works Director to suspend or revoke permission for Temporary Construction Dewatering activities. The appeal shall be to the Hearing Examiner and shall follow the procedure set forth in the Redmond Zoning Code for the appeal of Type I permit decisions. The filing of an appeal shall not stay the Public Works Director's order to cease Temporary Construction Dewatering Activities, but Public Works Director may, but shall not be obligated to, allow Temporary Construction Dewatering activities to continue during the pendency of an appeal if the same can be done consistent with the public health, safety, and welfare.

C. All appeals under this section shall be made on forms established under the Redmond Zoning Code and accompanied by any applicable appeal fee. No appeal shall be considered filed or complete until any applicable appeal fee is paid. (Ord. 2957 § 7 (part), 2019; Ord. 2831 § 2 (part), 2016).

**Chapter 13.28**  
**SPRINKLING AND IRRIGATION**  
**(Repealed by [Ord. 2455](#))**

**Chapter 13.29**  
**WATER USE RESTRICTIONS**

Sections:

- 13.29.010 Purpose.**
- 13.29.020 Water shortage response plan.**
- 13.29.030 Water use restrictions.**
- 13.29.040 Enforcement.**
- 13.29.050 Termination of service.**

### **13.29.010 Purpose.**

A. This chapter is an exercise of the police power of the City for the protection of the public health, safety and welfare ~~of the citizens of the City~~. This chapter establishes the conditions under which the use of water will be restricted due to lack of regional water supply or other water supply emergency. The provisions of this chapter shall apply to all customers and water users using City of Redmond water, both in and outside the City, regardless of whether any customer or water user shall have a contract for water service with the City. (Ord. 2455 § 2 (part), 2009).

### **13.29.020 Water shortage response plan.**

A. The Mayor shall approve a Water Shortage Response Plan that establishes actions and procedures for managing water supply and demand during anticipated or actual water shortages. The Mayor is authorized to implement the Water Shortage Response Plan's actions and procedures at such times as the City's water supply is threatened by or experiencing a water supply shortage. The implementation of Redmond's Water Shortage Response Plan shall be done in coordination with the actions and procedures of Cascade Water Alliance and Seattle Public Utilities if the shortage is due to lack of regional water supply. (Ord. 2455 § 2 (part), 2009).

### **13.29.030 Water use restrictions.**

A. The Mayor, within the framework of the Water Shortage Response Plan, may impose, order, and enforce restrictions and/or limitations on the use of water by type of use, customer class, or geographic area, or other appropriate distinction depending upon the nature and extent of the water supply shortage. The use of water for irrigation, cooling, washing, or other uses may be forbidden, restricted, or regulated and such regulations may be made effective as to all customers or as to particular classes of customers. Rationing may be imposed during any shortage of water, either in lieu of or in addition to other measures hereby authorized. The Mayor is further authorized to make exceptions to such restrictions in specific cases as ~~he/shethy~~ finds reasonable, such as, but not limited to, watering newly seeded or sodded lawns, alleviating unnecessary economic hardship to commercial or industrial activities, or preventing possible damage to health, safety or welfare. The Mayor is authorized to promulgate

such rules and regulations as may be necessary to implement water use restrictions. The City shall not be liable for damages or losses resulting from the curtailment of water usage. (Ord. 2455 § 2 (part), 2009).

### **13.29.040 Enforcement.**

A. The Public Works Department shall conduct public education efforts regarding the necessity of the restrictions for the public. The use of water that does not conform to the water use restrictions issued by the Mayor shall be a violation of this code. Enforcement of a violation shall be administered in accordance with Chapter [1.14](#) RMC, Enforcement and Penalties. Violations and penalties shall be in accordance with RMC [1.14.060](#). To enforce the provisions of this chapter, the Public Works Director ~~and the Director's designees~~ shall have all of the authority and powers of the Code Compliance Officer as provided in Chapter [1.14](#) RMC. In exercising this authority and power, the Public Works Director ~~and the Director's designees~~ shall comply with all of the applicable provisions of Chapter [1.14](#) RMC and shall be subject to any appeals provided under that chapter. If any monetary penalty imposed pursuant to this section is not paid within 30 days of issuance of a notice with a penalty amount, said penalty amount shall be entered upon the water bill for the account where the violation occurred as a special rate surcharge and shall be due and collectable as any other utility charge. (Ord. 2455 § 2 (part), 2009).

### **13.29.050 Termination of service.**

A. Failure to comply with any Notice and Order regarding water use restrictions may result in the termination of water service. The Public Works Director ~~and the Director's designees are~~ authorized to shut off water to any water services serving the account where a violation of water use restrictions continues to occur. The Public Works Director ~~and the Director's designees~~ may establish a date for shut-off and follow the regulations and procedures for shut-off provided in Chapter [13.17](#) RMC, Utility Accounts, or the Public Works Director ~~and the Director's designees~~ may, based upon the severity of the violation, immediately shut off the water services serving the account where the violation continues to occur. Shut-off shall be in addition to any civil or criminal penalties. (Ord. 2455 § 2 (part), 2009).

---

## Chapter 13.32

### FLUORIDATION OF WATER SUPPLY

Sections:

- 13.32.010 Authorization – Administration.**
- 13.32.020 Fluoridation equipment.**
- 13.32.030 Commencement of fluoridation.**

#### **13.32.010 Authorization – Administration.**

The City Council authorizes and directs that a source of fluoridation approved by the State Department of Health shall be added to the public water supply and system of the City under the rules and regulations of the Washington State Board of Health, such addition to be administered and controlled in a manner approved by the Washington State Department of Health and the Director of Public Health and in accordance with the laws of the state. (Ord. 677 § 1, 1975).

#### **13.32.020 Fluoridation equipment.**

The City shall proceed to acquire, purchase, construct, install, operate and maintain in the manner provided by law all necessary and proper fluoridation equipment and supplies to carry out the provisions of this chapter. (Ord. 677 § 2, 1975).

#### **13.32.030 Commencement of fluoridation.**

The fluoridation of the public water supply and system of the City not now receiving such fluoridation treatment shall be commenced as soon as practicable after the effective date of the ordinance codified herein, and the approval of the Washington State Department of Health. (Ord. 677 § 3, 1975).

## ~~Chapter 13.34~~

### ~~STREETLIGHTING CHARGES~~

Sections:

~~13.34.010 — Streetlight charges.~~

~~13.34.020 — Collection.~~

#### ~~13.34.010 — Streetlight charges.~~

~~A monthly streetlight service charge is hereby imposed upon all properties within that portion of the Rose Hill Water District assumed by the City of Redmond as of January 1, 1994, and which were subject to streetlighting charges imposed by the Rose Hill Water District as of that assumption date. The amount of the charge shall be \$2.50 per month per property subject to the charge. The streetlighting charges imposed by this section shall apply to all service furnished on or after January 1, 1994, and shall, to the extent necessary, be retroactive for the purpose of recovering service charges between that date and the date the ordinance enacting this section becomes effective. (Ord. 1813 § 1 (part), 1994).~~

#### ~~13.34.020 — Collection.~~

~~The streetlight service charge imposed by this chapter shall be included on the customer's utility account bill. any payments received on account of said bill shall first be allocated to the streetlight charge imposed herein and then to all other fees and charges for utility service in the order provided in Section 13.17.060. (Ord. 1813 § 1 (part), 1994).~~

## Chapter 13.36

### UTILITY EXTENSIONS OUTSIDE CITY LIMITS

Sections:

**13.36.010 Intent.**

**13.36.020 Conditions for extension of service.**

---

**13.36.030 Application.****13.36.010 Intent.**

The intent of this chapter is to specify the terms and conditions under which the City will consider providing water, sewer and storm drainage service to properties outside the City limits. Nothing in this chapter shall be construed as, or is intended to constitute, the holding out of Redmond as a public utility generally willing to supply all those who request service outside its city limits. It is the intent of the City to supply such service only where the user complies with all terms and conditions of this chapter, and that the ultimate decision to extend services shall rest within the sole discretion of the City Council. (Ord. 1437 § 1 (part), 1988).

**13.36.020 Conditions for extension of service.**

Water, sanitary sewer and storm drainage service shall be extended beyond the City limits of Redmond only upon compliance with all of the following conditions:

- A. The owner of the property for which service is requested must execute a utility extension agreement in a form approved by the City Attorney containing all of the following terms:
1. A warranty that the owner has title to the property and is authorized to enter into the agreement;
  2. A statement specifying the location and line from which service may be extended;
  3. An agreement by the owner to pay all costs of designing, engineering and constructing the extension to city standards and according to plans approved by the City Public Works Department;
  4. A requirement that the owner secure and obtain, at the owner's sole cost and expense, any necessary permits, easements and licenses to construct the extension;
  5. An agreement by the owner to turn over and dedicate any capital facilities such as main lines, pump stations and wells, to the City upon completion of construction and to furnish

- 
- as-built plans, any necessary easements, permits or licenses, a bill of sale, and a maintenance guarantee to the City;
6. An agreement by the owner to pay connection charges;
  7. An agreement by the owner to pay all utility service charges at rates applicable to properties outside the City limits;
  8. An agreement by the owner to annex the property to the City at such time as the owner is requested by the City to do so;
  9. A restriction on the use of the property which will ensure that any development or redevelopment meets the requirements of the City's comprehensive plan, zoning code and building regulations: provided, that such restriction may not be required, or an alternative restriction may be substituted, when:
    - a. The utility extension is requested to serve property which, at the time of the request, is designated "Study Area" by the City's land use plan map; and
    - b. The development or redevelopment meets the requirements of the county's adopted comprehensive plan; and
    - c. The City Council finds that it is in the best interest of the City to approve the requested extension of utility service;
  10. A statement that delinquent payments under the agreement will constitute a lien which may be foreclosed as other liens for sewer and water service;
  11. A statement that the City may terminate service in the event of noncompliance by the owner with any term or condition of the agreement;
  12. A waiver of the right to protest formation of a local improvement district for improvements which would benefit the subject property;
  13. A clause providing that the agreement may be specifically enforced;
  14. A requirement that the agreement be recorded with the King County ~~recorder~~[Recorder's Office](#) and constitute a covenant running with the land receiving service, and providing that all costs of recording the agreement will be borne by the owner; and
-

15. A clause providing for attorney's fees in the event of litigation.
- B. All agreements for the extension of service beyond the City limits must receive approval from the City Council.
  - C. Any necessary approval by the boundary review board must be received prior to the extension of service.
  - D. Upon execution of the agreement and receipt of all approvals, the agreement shall be recorded with the King County ~~recorder~~ Recorder's Office as a covenant running with the land, and all costs of recording shall be paid by the owner in accord with the terms of the agreement. (Ord. 1674 § 1, 1992; Ord. 1437 § 1 (part), 1988).

### **13.36.030 Application.**

- A. Any person desiring to apply for the extension of water, sanitary sewer or storm drainage service outside the City limits or outside the Novelty Hill Service Area under the provisions of this chapter shall do so on a form provided by the City. The completed application form, together with a nonrefundable application fee set by council resolution, shall be submitted to the Public Works Department, and accompanied by the following:
  1. A vicinity map on 8-1/2 x 11 inch mylarsheet, drawn to a scale acceptable to the Public Works Department, depicting the area for which service is being requested and the existing city facilities from which the extension is proposed to be made; and
  2. A legal description of the property to be served by the extension; and
  3. A statement of the nature of the proposed development and its conformance with the requirements of the City's comprehensive plan, zoning code and building regulations, or, if the proposed development is within a designated study area on the City's land use map, a statement of the nature of the proposed development and its conformance with the county's adopted comprehensive plan; and
  4. Such other information as the ~~Director of~~ Public Works Director determines is necessary to properly review the application.

B. The Public Works Department shall review the application and forward the same, together with the department's recommendation, to the City Council for determination. (Ord. 1674 § 2, 1992; Ord. 1552 § 1, 1990).

## Chapter 13.38

### ADMINISTRATIVE AND PROCESSING SERVICES – COST RECOUPMENT

Sections:

- 13.38.010 Purpose.**
- 13.38.020 Construction drawing review project processing fee.**
- 13.38.030 Construction inspection fee.**
- 13.38.035 Fire sprinkler system construction inspection fee.**
- 13.38.040 Engineering report review feeddeposit.**
- 13.38.045 Hydraulic model computer analysis feeddeposit.**
- 13.38.050 Outside agency fees.**
- 13.38.060 Establishment of fee amounts.**

#### **13.38.010 Purpose.**

The purpose of this chapter is to authorize the imposition of fees and charges for performance of various administrative and processing services relating to extensions of sanitary sewer and water utility service within and outside the City limits. (Ord. 1622 § 1 (part), 1991; Ord. 1553 § 1 (part), 1990).

#### **13.38.020 Construction drawing review project processing fee.**

A. Any person desiring to apply for the extension of water and/or sanitary sewer service within or outside the City limits, shall be required to pay a construction drawing review project processing fee. The City shall base the fee upon the following three criteria: (1) the linear footage of pipes to be installed and/or (2) an established flatbase fee and/or (3) a percentage of the estimated construction costs for special appurtenances.

1. The linear footage for sewer mains shall be calculated on manhole to manhole runs and manhole to clean out runs but shall not include 6-inch side sewer pipes.
2. The linear footage for water mains shall be calculated on all pipe four (4) inches and larger but shall not include service lines or small lines to appurtenances (blow-offs, air vacuum release valves, etc.).
3. The construction drawing review project processing fee for special appurtenances, such as ~~sewagewastewater~~ pump stations, pressure reducing valves, booster pump stations, special metering devices, etc., shall be based on a percentage of the estimated cost of construction.

B. Upon submittal of construction drawings for review, a deposit for the construction drawing review project processing fee shall be paid in an amount determined by the ~~Director of~~ Public Works ~~Director or his/her designee~~. Such deposit amount shall be based upon an estimate of the linear footage of utility mains to be constructed. The Public Works Director ~~or his/her designee~~ shall subsequently calculate the final fee based upon the actual linear footage of mains to be constructed and/or estimated construction costs. If the final fee is greater than the deposit, the excess shall be paid prior to construction drawing approval. If the final fee is less than the deposit, the overpayment shall be refunded or credited toward additional fees owing at the time of construction drawing approval.

C. Should construction drawings be reviewed and approved and the approval expire prior to the commencement of construction, the construction drawing shall be resubmitted for additional review for compliance with current standards and reapproval and additional construction drawing review project processing fees shall be paid. Should the construction drawing approvals expire after commencement of construction, because construction was terminated or halted for a period of time, construction drawings for any uncompleted work shall be resubmitted for additional review for compliance with current standards and reapproval and an additional Construction Drawing Review Project Processing Fee shall be paid as designated pursuant to [13.38.060](#).

D. Should construction drawings be submitted and a deposit for the processing fee made and the project abandoned, the deposit shall be forfeited. Should construction drawings be submitted and a deposit for the processing fee made and processing of the construction drawings is delayed for a period of time by the applicant, additional construction drawing review project processing fees shall be paid. Delay by the applicant shall include nonsubmittal

of requested additional information, nonsubmittal of revised construction drawings in accordance with the City comments, or direction from the developer to not proceed with review. The fee schedule to apply in these cases shall be as designated pursuant to [13.38.060](#). (Ord. 1697 § 1, 1992; Ord. 1622 § 1 (part), 1991; Ord. 1553 § 1 (part), 1990).

### **13.38.030 Construction inspection fee.**

A. Any person desiring to apply for the extension of water and/or sanitary sewer service within or outside the City limits, shall be required to pay a construction inspection fee. The City shall base the fee upon the following three criteria: (1) the linear footage of pipes to be installed and/or (2) an established ~~flat~~base fee and/or (3) a percentage of the estimated construction costs for special appurtenances.

1. The linear footage for sewer and water mains shall be determined as set forth in Section [13.38.020.A.1](#) and (A)(2).

2. The construction inspection fee for special appurtenances, such as ~~sewage~~wastewater pump stations, pressure reducing valves, booster pump stations, special metering devices, etc. shall be based on a percentage of the estimated costs of construction.

B. The construction inspection fee shall be paid at the time of construction drawing approval.

C. Should construction drawing approval expire prior to the commencement of construction or any activities related thereto, any construction inspection fees paid shall be refunded less an administrative fee. Should construction or any activities related thereto commence and then be terminated, no refund of the construction inspection fee shall be made. Should construction or any activities related thereto commence and then be halted for a period of time and then recommenced an additional Construction Inspection Fee shall be paid as designated pursuant to [13.38.060](#). (Ord. 1697 § 2, 1992; Ord. 1622 § 1 (part), 1991; Ord. 1553 § 1 (part), 1990).

### **13.38.035 Fire sprinkler system construction inspection fee.**

Any person desiring to construct underground piping which supplies a fire sprinkler system, wet standpipe system or dry standpipe system within or outside the City limits shall be required

to pay a fire sprinkler system construction inspection fee. The City shall base the fee upon the number of connections to the City main and the number of buildings served from the tap to the City main. Dry standpipes shall be for each separate dry standpipe system. (Ord. 1622 § 1 (part), 1991).

### **13.38.040 Engineering report review ~~fee~~ deposit.**

A. Any person desiring to apply for the extension of water and/or sanitary sewer service within or outside the City limits shall be required to pay a deposit to cover all costs incurred by the City for an engineering report review, ~~This fee which~~ shall be assessed for review of all engineering reports, including a water or sewer system plan, plan amendments, pre-design reports, hydraulic grade line reports, siphon reports, special reports which may be included as appendices to environmental documents or which were required to be prepared through SEPA, site plan review or another Planning Department permit process, and any other similar report prepared for developer extensions and additions to the water and sewer systems.

B. Upon submittal of engineering reports for review, a deposit for the engineering report review ~~fee~~ shall be paid in an amount determined by the ~~Director of~~ Public Works ~~Director or his/her designee~~. Such deposit amount shall be based upon the complexity of the project and an estimate of the cost of city staff and third party consultant hours, including direct compensation, benefits and overhead, and costs of equipment and materials to be utilized. Additional deposit amounts may be required during the engineering report review. Additional payment amounts may be required during the review. The Public Works Director will subsequently calculate the final amount due after the engineering report review and approval process is complete. In the event the final amount due is greater than the deposit, the difference shall be paid prior to approval and/or final comments on the reports. In the event the final amount due is less than the payment, the difference shall be refunded. ~~The Public Works Director or his/her designee will subsequently calculate the final fee based upon both the actual cost of city staff hours, including direct compensation, benefits and overhead, and cost of equipment and material utilized during the engineering report review and approval process. In the event the final fee is greater than the deposit, the difference shall be paid prior to approval and/or final comments on the reports. In the event the final fee is less than the deposit, the difference shall be refunded or credited toward other fees owing at the time of approval and/or final comments on the reports.~~ (Ord. 1622 § 1 (part), 1991; Ord. 1553 § 1 (part), 1990).

**13.38.045 Hydraulic model computer analysis feedeposit.**

Any person desiring the City to perform a computer simulation of the City water system to assist in preparation of an engineering report or to determine the quantity of fire flow available from the water system shall be required to pay a hydraulic model computer analysis feedeposit. The City shall base the fee deposit on the number of separate computer simulations performed and on the complexity of the project and an estimate of the cost of city staff and third party consultant hours, including direct compensation, benefits and overhead, and costs of equipment and materials to be utilized. Additional payment amounts may be required during the review. The Public Works Director will subsequently calculate the final amount due after the analysis and approval process is complete. In the event the final amount due is greater than the deposit, the difference shall be paid prior to approval and release of the analysis. In the event the final amount due is less than the payment, the difference shall be refunded. (Ord. 1622 § 1 (part), 1991).

**13.38.050 Outside agency fees.**

Any person desiring to apply for the extension of water and/or sanitary sewer service within or outside the City limits, shall be required to pay the fee for any permit or approval charge assessed to the City by an outside agency, including, but not limited to the Washington State Department of Ecology, Washington State Department of Transportation, Washington State Department of Health, King County Agencies and Railroads. (Ord. 1622 § 1 (part), 1991; Ord. 1553 § 1 (part), 1990).

**13.38.060 Establishment of fee amounts.**

The amounts of the construction drawing review project processing fee, the construction inspection fee, the fire sprinkler system construction inspection fee, and the hydraulic analysis fee, and criteria for the engineer report review fee and outside agency fees, shall be approved by resolution of the City Council. (Ord. 1622 § 1 (part), 1991; Ord. 1553 § 1 (part), 1990).

**The Redmond Municipal Code is current through Ordinance 3223, passed June 17, 2025.**

Disclaimer: The City Clerk's Office has the official version of the Redmond Municipal Code.

Users should contact the City Clerk's Office for ordinances passed subsequent to the ordinance cited above.

[City Website: www.redmond.gov](http://www.redmond.gov)

[Hosted by General Code.](#)

**Attachment B - Table of Changes with Rationale to Title 13  
as of 10/1/25**

	<b>Current Municipal Code Section</b>	<b>Section Name</b>	<b>Type of Change</b>	<b>Nature of Proposed Changes</b>	<b>Rationale</b>
<b>SUBSTANTIVE CHANGES</b>					
	13.04 and 13.06	Multiple	Substantive	Added sections	Removed stormwater related code from 13.04 and moved to 13.06 to create separate sections for wastewater and stormwater for readability and clarity. Multiple sections were created in 13.06 for the separation. Section 13.04 is now dedicated to Wastewater and 13.06 dedicated to Stormwater.
	13.04.340	Discharge into sanitary sewers restricted	Substantive	Language Revision	Added language requiring King County and City Engineer approval for discharge to reflect current process. Prohibited discharge of RV tanks to City wastewater system
	13.04.420	Special agreements	Substantive	Deleted Section	Removed Section from Code - No longer applicable
	13.05.060	Side sewer contractor bonds	Substantive	Language Revision	Changed "Utility Division" to "Development Engineering Division," Increased bond amount from \$5,000 to \$10,000 to reflect more current cost for side sewer installation
	13.12.030	Minimum project size	Substantive	Language Revision	Changed \$5,000 to \$15,000 to reflect increased project costs since 1988 ordinance
	13.06.058.3	Conditional discharges	Substantive	Language Revision	Added wash water containing prohibited discharge materials to those not allowed into the stormwater system

**Attachment B - Table of Changes with Rationale to Title 13  
as of 10/1/25**

	<b>Current Municipal Code Section</b>	<b>Section Name</b>	<b>Type of Change</b>	<b>Nature of Proposed Changes</b>	<b>Rationale</b>
	13.06.058.4.	Conditional discharges	Substantive	Added Language	Added external building washdown water for certain structures and structures having PCB-containing materials are not allowed to discharge to the stormwater system, surface waters or groundwater
	13.06.070.C	Disposal of waste from maintenance activities	Substantive	Added Language	Added disposal facility type and necessary receipt of disposal sent to stormwater utility
	13.06.070.D	Disposal of waste from maintenance activities	Substantive	Added Language	Added disposal facility type and necessary receipt of disposal sent to stormwater utility, removed discharge to wastewater, removed discharge to downstream treatment facility.
	13.06.070.E	Disposal of waste from maintenance activities	Substantive	Added Language	Added uncontaminated stormwater from facilities can be returned to the stormwater system with approval. Turbidity of water must be less than 25 NTU.
	13.07.115	Groundwater protection incentive program for existing infiltration system modifications	Substantive	Deleted Section	Program is no longer relevant. The highest risk sites in the program have either completed risk reduction projects, have been redeveloped, or are likely to be redeveloped within the next 10 years. The remainder of lower risk sites will be inspected under the city's private drainage inspection program.
	13.07.140	Appeals	Substantive	Deleted Language	Removed all text under 13.07.140B. for appeals related to the Groundwater Protection Incentive Program as the program is no longer relevant and has been removed.

**Attachment B - Table of Changes with Rationale to Title 13  
as of 10/1/25**

	<b>Current Municipal Code Section</b>	<b>Section Name</b>	<b>Type of Change</b>	<b>Nature of Proposed Changes</b>	<b>Rationale</b>
	13.08.030	Installation charge	Substantive	Deleted Section	Removed meter size and cost table with fees. Will be addressed in annual utility fee update instead.
	13.08.040	Exempt Meters	Substantive	Language Revision	Creates provision to accurately charge sewer charges only for use of reclaimed water and harvested rainwater. Currently, the code language for exempt meters only pertains to irrigation meters that only charge for water consumption but not sewer.
	13.15	LATECOMER CONNECTION CHARGE – 180TH AVENUE N.E. SANITARY SEWER IMPROVEMENTS	Substantive	Deleted Chapter	Latecomers from 1983 is no longer applicable and City is not charging fee anymore.
	13.16.010	Definitions	Substantive	Language Revision	Updated text to eliminate Type A hydrant use, updated description of Type C hydrant use. Type A hydrant permits are very infrequently used and only existed because their lower-flows were not accurately measured by previous hydrant meters. This edit recommends eliminating Type A permits and merging them with Type C since new hydrant meters can measure lower flows accurately. Metering this hydrant use more accurately accounts for water consumption and bills customers more accurately based on usage.

**Attachment B - Table of Changes with Rationale to Title 13  
as of 10/1/25**

	<b>Current Municipal Code Section</b>	<b>Section Name</b>	<b>Type of Change</b>	<b>Nature of Proposed Changes</b>	<b>Rationale</b>
	13.16.030	Hydrant use charges	Substantive	Deleted Section	Removed Hydrant use charges table with fees. Will be addressed in annual utility fee update instead.
	13.24	WATER CONSERVATION	Substantive	Deleted Chapter	Deleted outdated chapter from 1916.
	13.34	STREETLIGHTING CHARGES	Substantive	Deleted Chapter	Charges associated with Rose Hill Water District from 1994 are no longer being collected by the City.
<b>ADMINISTRATIVE AND OPERATIONAL CHANGES</b>					
<b>13.02 Water and Sewer Service Funds</b>					
	13.02.010	Fund Created	Administrative	Language Revision	Added language to give authority to create Stormwater Revenue Fund which already exists.
	13.02.020	Separate accounts for funds	Administrative	Language Revision	Removed references to outdated 1951 and 1957 funds
<b>13.03 Definitions</b>					
	13.03.020	Redmond service area	Administrative	Language Revision	Added language to better define service area limits.
<b>13.04 Sewage</b>					
	13.04.010	Purpose	Administrative	Language Revision	Updated language for clarity.
	13.04.020	Definitions	Administrative	Language Revision	Updated definitions to change from sewer to wastewater. Removed stormwater related definitions.
	13.04.020	Definitions	Administrative	Language Revision	Revised definition for Hazardous Materials to more closely match definition in Zoning Code

**Attachment B - Table of Changes with Rationale to Title 13  
as of 10/1/25**

	<b>Current Municipal Code Section</b>	<b>Section Name</b>	<b>Type of Change</b>	<b>Nature of Proposed Changes</b>	<b>Rationale</b>
	13.04.020	Definitions	Administrative	Language Revision	Revised definition for "City Engineer" to refer to Title 2.64.030 which will be added with upcoming changes to Title 2. This will say "Where used in this Code, the term City Engineer shall include any representatives (designee or delegate) authorized to act by them in their place.
	13.04.030	Owner to connect to wastewater system	Administrative	Language Revision	Updated language to clarify measurement of distance from property boundary.
	13.04.040	Notice to connect - connection by city	Administrative	Language Revision	Updated language to change sewer to wastewater. Change Health Officer to City Engineer since Health Officer position no longer exists.
	13.04.041	Connection required - When - How made - Warrant to fund	Administrative	Language Revision	Added clarifying language on distance to wastewater system, added language on timing to match policy, added language on storm connection prohibition, increased fee for non-compliance to \$1500 to account for inflation since 1992 ordinance.
	13.04.110	Permit required to install sewers	Administrative	Language Revision	Removed storm references (moved to new section), changed "City Engineer" to "City" relating to permit issuance.
	13.04.120	Application for permit	Administrative	Language Revision	Removed storm references (moved to new section), updated information on what is required for permit application for clarity.

**Attachment B - Table of Changes with Rationale to Title 13  
as of 10/1/25**

	<b>Current Municipal Code Section</b>	<b>Section Name</b>	<b>Type of Change</b>	<b>Nature of Proposed Changes</b>	<b>Rationale</b>
	13.04.130	Unauthorized connections reported	Administrative	Language Deletion	Removed storm references (moved to new section). Updated language requiring a permit for connection to the City wastewater system for clarity.
	13.04.140	When permit required - open excavations	Operational	Language Revision	Removed storm references (moved to new section)
	13.04.150	Limits of permit	Administrative	Language Revision	Removed storm references (moved to new section)
	13.04.160	Temporary connections	Administrative	Language Revision	Removed storm references (moved to new section). Updated language requiring recording with King County Recorder's Office
	13.04.170	Term of Permit	Operational	Language Revision	Changed "City Engineer" to "Development Services division of the Planning Department " for responsibility for permit process
	13.04.190	Permit available for review	Operational	Language Revision	Changed "card carried" to "Permit available for review" to reflect current process.
	13.04.200	Inspection procedure	Operational	Language Revision	Updated language to match current process/procedures and timeframes.
	13.04.210	Filling Trenches	Operational	Language Revision	Added text to indicate that City Inspector oversees work.
	13.04.220	Open excavations - Time limits	Administrative	Language Revision	Added language to assign costs for trench backfill and restoration to contractor
	13.04.230	Noncompliance with standards - Notice	Administrative	Language Revision	Added City Standard to plans and specifications (correct name of document).
	13.04.240	City repairs - Costs	Administrative	Language Revision	Removed storm reference and replaced "Health Officer" with "Public Works Director".

**Attachment B - Table of Changes with Rationale to Title 13  
as of 10/1/25**

	<b>Current Municipal Code Section</b>	<b>Section Name</b>	<b>Type of Change</b>	<b>Nature of Proposed Changes</b>	<b>Rationale</b>
	13.04.250	Costs of installation borne by owner	Administrative	Language Revision	Changed "Public Works Director" to "City Engineer" to be consistent with previous sections.
	13.04.260	Use of existing sewers	Operational	Language Revision	Updated language to match Water and Wastewater Design Requirements.
	13.04.270	Backup remedies	Operational	Language Revision	Added language to match Water and Wastewater Design Requirements, also referenced Redmond Plumbing Code
	13.04.280	Position of sewers - size of pipe	Administrative	Language Revision	Added minor language for clarification and referenced WAC for reference on abandonment of septic systems.
	13.04.290	Laying sewers on another's property	Operational	Language Revision	Specified easement width, replaced "King County Auditor" with "King County Recorder's Office".
	13.04.330	Restoring property required	Administrative	Language Revision	Removed drainage reference, Clarified restoration standard
	13.04.370	Interceptors required – When	Operational	Language Revision	Added language regarding required inspection per current process.
	13.04.40	Manholes	Administrative	Language Revision	Clarified Manholes to be Private Sampling Manholes

**Attachment B - Table of Changes with Rationale to Title 13  
as of 10/1/25**

	<b>Current Municipal Code Section</b>	<b>Section Name</b>	<b>Type of Change</b>	<b>Nature of Proposed Changes</b>	<b>Rationale</b>
	13.04.440	Planting near sewers	Administrative	Language Revision	Added language to match Water and Wastewater Design Requirements, added text to clarify/define tree planting location and distance restrictions, changed "public street" to "right-of-way", eliminated drain reference and changed "City Treasurer" to "City" for payment. This section will be coordinated with proposed Tree Code update.
	13.04.450	Testing waste	Administrative	Language Revision	Changed "sewage" to "wastewater"
	13.04.480	Penalty for violation	Administrative	Language Revision	Removed references to Mayor and designee.
	13.04.440	Planting near sewers	Administrative	Language Revision	Added language to match Water and Wastewater Design Requirements, added text to clarify/define tree planting location and distance restrictions, changed "public street" to "right-of-way", eliminated drain reference and changed "City Treasurer" to "City".
<b>13.05 Side Sewer Contractor Roster</b>					
	13.05.020	Side sewer contractor roster	Operational	Language Revision	Changed "Utility" to "Development Engineering", "Public Works" to "Planning" to indicate ownership of roster
	13.05.040	Application	Operational	Language Revision	Changed "Utility" to "Development Engineering", "Public Works" to "Planning" to indicate ownership of roster
	13.05.060	Side sewer contractor bonds	Operational	Language Revision	Changed "Utility Division" to "Development Engineering Division," Increased bond amount from \$5,000 to \$10,000 to reflect more current cost for side sewer installation

**Attachment B - Table of Changes with Rationale to Title 13  
as of 10/1/25**

	<b>Current Municipal Code Section</b>	<b>Section Name</b>	<b>Type of Change</b>	<b>Nature of Proposed Changes</b>	<b>Rationale</b>
<b>13.06 Storm Water Management Code</b>					
	13.06.040	Definitions	Administrative	Language Revision	Updated definitions and revised language for clarity.
	13.06.040	Definitions	Operational	Added item to list	Added "City Engineer" to definitions
	13.06.040	Definitions	Administrative	Added item to list	Added "Downspout" to definitions
	13.06.040	Definitions	Administrative	Added item to list	Added "Drain" to definitions
	13.06.040	Definitions	Administrative	Added item to list	Added "House drain" to definitions
	13.06.040	Definitions	Administrative	Language Revision	Revised definition for Hazardous Materials to more closely match definition in Zoning Code
	13.06.040	Definitions	Administrative	Language Revision	Modified definition of "Minimum Maintenance Standards" to include more detail
	13.06.040	Definitions	Administrative	Added item to list	Added "Natural outlet" to definitions
	13.06.040	Definitions	Administrative	Added item to list	Added "stormwater pipe" to definitions
	13.06.040	Definitions	Administrative	Language Revision	Changed "stormwater pollution prevention plan" definition to align more closely with Ecology's definition
	13.06.040	Definitions	Administrative	Added item to list	Added "Watercourse" to definitions
	13.06.0xx	Stormwater outfall	Administrative	Added section	Added this section from 13.04, which references stormwater, to the stormwater chapter 13.06.
	13.06.0xx	Owner to connect to stormwater system	Administrative	Added section	Added this section from 13.04, which references stormwater, to the stormwater chapter 13.06.
	13.06.0xx	Permit required to install stormwater connection	Administrative	Added section	Added this section from 13.04, which references stormwater, to the stormwater chapter 13.06.

**Attachment B - Table of Changes with Rationale to Title 13  
as of 10/1/25**

	<b>Current Municipal Code Section</b>	<b>Section Name</b>	<b>Type of Change</b>	<b>Nature of Proposed Changes</b>	<b>Rationale</b>
	13.06.0xx	Application for permit	Administrative	Added section	Added this section from 13.04, which references stormwater, to the stormwater chapter 13.06.
	13.06.0xx	Unauthorized connections reported	Administrative	Added section	Added this section from 13.04, which references stormwater, to the stormwater chapter 13.06.
	13.06.0xx	When permit required - open excavations	Administrative	Added section	Added this section from 13.04, which references stormwater, to the stormwater chapter 13.06.
	13.06.0xx	Limits of permit	Administrative	Added section	Added this section from 13.04, which references stormwater, to the stormwater chapter 13.06.
	13.06.0xx	Temporary connections	Administrative	Added section	Added this section from 13.04, which references stormwater, to the stormwater chapter 13.06.
	13.06.0xx	Term of permit	Administrative	Added section	Added this section from 13.04, which references stormwater, to the stormwater chapter 13.06.
	13.06.0xx	Construction inspection procedure	Administrative	Added section	Added this section from 13.04, which references stormwater, to the stormwater chapter 13.06.
	13.06.0xx	Filling trenches	Administrative	Added section	Added this section from 13.04, which references stormwater, to the stormwater chapter 13.06.
	13.06.0xx	Noncompliance with standards – Notice	Administrative	Added section	Added this section from 13.04, which references stormwater, to the stormwater chapter 13.06.

**Attachment B - Table of Changes with Rationale to Title 13  
as of 10/1/25**

	<b>Current Municipal Code Section</b>	<b>Section Name</b>	<b>Type of Change</b>	<b>Nature of Proposed Changes</b>	<b>Rationale</b>
	13.06.0xx	City repairs – Costs	Administrative	Added section	Added this section from 13.04, which references stormwater, to the stormwater chapter 13.06.
	13.06.0xx	Costs of installation borne by owner	Administrative	Added section	Added this section from 13.04, which references stormwater, to the stormwater chapter 13.06.
	13.06.0xx	Position of stormwater pipe	Administrative	Added section	Added this section from 13.04, which references stormwater, to the stormwater chapter 13.06.
	13.06.0xx	Laying stormwater pipe on another’s property	Administrative	Added section	Added this section from 13.04, which references stormwater, to the stormwater chapter 13.06.
	13.06.0xx	Planting near stormwater system	Administrative	Added section	Added this section from 13.04, which references stormwater, to the stormwater chapter 13.06.
	13.06.0xx	Damaging public property prohibited	Administrative	Added section	Added this section from 13.04, which references stormwater, to the stormwater chapter 13.06.
	13.06.0xx	Protecting excavations	Administrative	Added section	Added this section from 13.04, which references stormwater, to the stormwater chapter 13.06.
	13.06.0xx	Restoring property required	Administrative	Added section	Added this section from 13.04, which references stormwater, to the stormwater chapter 13.06.
	13.06.054	Prohibited discharges	Operational	Added language	Added items to list of prohibited discharges and added text to clarify/define types of pollutants to reflect current practice

**Attachment B - Table of Changes with Rationale to Title 13  
as of 10/1/25**

	<b>Current Municipal Code Section</b>	<b>Section Name</b>	<b>Type of Change</b>	<b>Nature of Proposed Changes</b>	<b>Rationale</b>
	13.06.058	Conditional discharges	Administrative	Language Revision	Updated language for clarity.
	13.06.062	Allowable discharges	Administrative	Language Revision	Changed "nuisance water" to "clear uncontaminated water". Updated language for clarity.
	13.06.068.A.	Maintenance requirements	Administrative	Language Revision	Added more detail for maintenance guidance referring to operation and maintenance manual
	13.06.068.C.	Maintenance requirements	Administrative	Language Revision	Added description of private stormwater systems to be inspected
	13.06.068.D	Maintenance requirements	Administrative	Language Revision	Added "to correct and/or repair" to list of items that shall be completed by private stormwater system owners to clarify responsibilities.
	13.06.070	Disposal of waste from maintenance activities	Operational	Language Revision	Added reference to WAC to clarify current processes. Updated descriptions of disposal processes.
	13.06.090	Inspection requirements	Administrative	Language Revision	Updated language for clarity. Changed "maintenance manual" to "operation and maintenance manual"
	13.06.100	Inspection and abatement authority	Administrative	Language Revision	Added "abatement" to title to clarify authority
	13.06.110	Inspection procedures - Private stormwater facilities	Administrative	Added language	Added "environment" to imminent hazards in item C and clarified "emergency" conditions in item D. Added new item G to describe parties with the right to enter properties consistent with Department of Ecology rights..

**Attachment B - Table of Changes with Rationale to Title 13  
as of 10/1/25**

	<b>Current Municipal Code Section</b>	<b>Section Name</b>	<b>Type of Change</b>	<b>Nature of Proposed Changes</b>	<b>Rationale</b>
	13.06.115	Inspection procedures - Public stormwater facilities	Operational	Language Revision	Specified these provisions apply to public stormwater facilities that need to be accessed or maintained on private property.
	13.06.140	Inspection and maintenance records	Administrative	Language Revision	Added "operation and" to "Maintenance manual" for clarity
	13.06.1xx	Engineer's rules	Administrative	Added section	Section added to allow for amendments of rules and regulations as needed.
	13.06.1xx	Violator liable for expenses	Administrative	Added section	Added section to describe violators of provision of this chapter are liable for any expense, loss or damage to the City.
	13.06.180.H	Penalty for violations	Operational	Language Revision	Added the cost incurred by the City for correction or repair to private stormwater systems will be charged to the property owner to reflect current practice.
	13.06.240	State statutes and regulations adopted by reference	Administrative	Language Revision	Updated title of applicable RCWs and WACs referenced in 13.06. RCW and WAC titles were changed by the State.
<b>13.07 Wellhead Protection</b>					
	13.07.020	Authority	Administrative	Language Revision	Updated titles of applicable RCWs and WACs under which RMC 13.07 is authorized.

**Attachment B - Table of Changes with Rationale to Title 13  
as of 10/1/25**

	<b>Current Municipal Code Section</b>	<b>Section Name</b>	<b>Type of Change</b>	<b>Nature of Proposed Changes</b>	<b>Rationale</b>
	13.07.030	Definitions	Operational	Language Revision	Revised definition for "Public Works Director" to refer to Title 2.64.030 which will be added with upcoming changes to Title 2. This will say "Where used in this Code, the term Public Works Director shall include any representatives (designee or delegate) authorized to act by them in their place.
	13.07.040	Scope and applicability	Administrative	Language Revision	Revised definition of Critical Aquifer Recharge Area II to reflect correct time limits
	13.07.100	Performance standards	Administrative	Language Revision	Updated language to reference requirements for well abandonment to WAC
	13.07.120	Reporting of hazardous substances releases and completion of cleanup	Administrative	Language Revision	Updated reference to applicable United States Code Chapter.
	13.07.240	State statutes and regulations adopted by reference	Administrative	Language Revision	Updated title of applicable RCWs referenced in 13.07. RCW titles were changed by the State.
<b>13.08 Installing and Connecting Water Service</b>					
	13.08.010	Application for service	Administrative	Language Revision	Changed "Utility Division" to "Development Engineering Division" to reflect permitting responsibility
	13.08.015	Meters required	Administrative	Language Revision	Added text regarding detached ADUs and detached non-livable space for clarity.

**Attachment B - Table of Changes with Rationale to Title 13  
as of 10/1/25**

	<b>Current Municipal Code Section</b>	<b>Section Name</b>	<b>Type of Change</b>	<b>Nature of Proposed Changes</b>	<b>Rationale</b>
	13.08.020	Meters city property	Administrative	Language Revision	Added text to define responsibilities of non-City owned property.
	13.08.032	Full service installations	Operational	Added text	Updated text for clarity regarding middle housing developments to reflect current practice
	13.08.050	Unauthorized connections	Administrative	Language Revision	Updated penalty amount to reflect inflation since 1992 ordinance
	13.08.060	Fire sprinkler system connections	Operational	Language Revision	Changed "Utility Division of the Public Works" to "Development Engineering Division of the Planning" for drawing approval.
<b>13.10 Cross-Connection and Backflow Prevention</b>					
	13.10.010	Definitions	Administrative	Language Revision	Changed "Department of Social and Health Services" to "Department of Health" per changes by the State. Added "reclaimed water supply system" to list of connections.
	13.10.030	Backflow prevention devices to be installed	Administrative	Language Revision	Updated "Director of Public Works" to "Public Works Director".
	13.10.040	Adoption of State Regulations	Administrative	Language Revision	Updated WAC references – previous WACs listed were no longer valid
<b>13.11 Water and Sewer Connection Charges</b>					
	13.11.036	Loan program for additional connection charge	Administrative	Language Revision	Changed "Metro" to current name "King County Wastewater Treatment Division"
<b>13.12 Reimbursement Agreements for Utility Improvements</b>					
	13.12.010	Purpose	Administrative	Added text	Added language to more clearly explain purpose of Utility Reimbursement Agreements

**Attachment B - Table of Changes with Rationale to Title 13  
as of 10/1/25**

	<b>Current Municipal Code Section</b>	<b>Section Name</b>	<b>Type of Change</b>	<b>Nature of Proposed Changes</b>	<b>Rationale</b>
	13.12.020	Definitions	Administrative	Language Revision	Revised definition for "Public Works Director" to refer to Title 2.64.030 which will be added with upcoming changes to Title 2. This will say "Where used in this Code, the term Public Works Director shall include any representatives (designee or delegate) authorized to act by them in their place.
	13.12.030	Minimum project size	Administrative	Increased minimum project cost	Changed \$5,000 to \$15,000 to reflect increased project costs since 1988 ordinance
	13.12.040	Application	Administrative	Language Revision	Changed "mylar" to "sheet" to reflect current requirements.
	13.12.080	Determination of reimbursement area boundary and reimbursement fee	Administrative	Language Revision	Clarified that properties "upstream" of utility improvements are not eligible for inclusion in the reimbursement
	13.12.090	Reimbursement agreement must be recorded	Administrative	Language Revision	Changed "office of the King County department of records and elections" to "King County Recorder's Office".
	13.12.110	Construction and acceptance of improvements - Recording of final fees	Administrative	Language Revision	Changed "County Auditor" to "King County Recorders Office".
<b>13.17 Utility Accounts</b>					
	13.17.060	Partial payments	Administrative	Language Revision	Changed "Metro" to current name "King County Wastewater Treatment Division"
<b>13.18 Storm Water Management Utility</b>					

**Attachment B - Table of Changes with Rationale to Title 13  
as of 10/1/25**

	<b>Current Municipal Code Section</b>	<b>Section Name</b>	<b>Type of Change</b>	<b>Nature of Proposed Changes</b>	<b>Rationale</b>
	13.18.010	Stormwater management utility created – Responsibilities	Administrative	Language Revision	Replace "comprehensive drainage and storm sewer plan" with "Stormwater and Surface Water System Plan" to reflect current term
	13.18.020	Administrator of utility	Administrative	Language Revision	Removed outdated term "ex officio".
	13.18.030	Ownership of city stormwater facilities and assets	Administrative	Language Revision	Updated language to clarify utility ownership as recommended by City Attorney
	13.18.030	Ownership of city stormwater facilities and assets	Administrative	Language Revision	Changed "stormwater drainage construction fund" to "Stormwater Capital Improvement Fund", to increase accuracy of the type, to more closely match the name used by Finance, and to match RMC 13.20.050
	13.18.040	Rates and charges – Definitions	Administrative	Language Revision	Clarified definition in Item E by replacing "a single-family" with "one single-family".
	13.18.060.A	Rate adjustment	Operational	Language Revision	Added sentence stating that projects are not eligible for rate adjustments when the project is served by public regional facilities, for clarity and alignment with current billing practice
	13.18.060.C	Rate adjustment	Administrative	Language Revision	Clarified the percentage that represents "full infiltration"
	13.18.060.C	Rate adjustment	Administrative	Language Revision	Added "minimum" to "2001 Standard", for clarity and alignment with current billing practice

**Attachment B - Table of Changes with Rationale to Title 13  
as of 10/1/25**

	<b>Current Municipal Code Section</b>	<b>Section Name</b>	<b>Type of Change</b>	<b>Nature of Proposed Changes</b>	<b>Rationale</b>
	13.18.070	Authority to promulgate rules	Administrative	Language Revision	Replaced "administrator of the utility" to "Finance Director"
<b>13.20 Stormwater Drainage Capital Facilities Charges</b>					
	13.20.020.A	Definitions	Administrative	Added text	Added definition of "created impervious units" for clarity
	13.20.020.B	Definitions	Administrative	Added text	Added "construction or replacement of any" to sentence for clarity
	13.20.020.C	Definitions	Administrative	Added text	Added "impervious surface areas" to text and added examples of surfaces considered impervious for the purpose of capital facilities charges
	13.20.020.E	Definitions	Administrative	Language Revision	Changed name of map and updated the name of its source to Stormwater Technical Notebook
	13.20.030	Stormwater capital facilities charges imposed	Administrative	Language Revision	Added "citywide and" to list of stormwater capital facilities charges that public capital projects are required to pay for clarity and to match current policy
	13.20.040	Citywide stormwater capital facilities charge	Administrative	Language Revision	Reworded paragraph with some additions and removals of words for clarity and readability.
	13.20.040	Citywide stormwater capital facilities charge	Administrative	Language Revision	Removed the cost of each impervious unit and replaced it with the cost available in the current fee schedule. The CFCs are reassessed every two years so removing the cost reduces the number of code updates.

**Attachment B - Table of Changes with Rationale to Title 13  
as of 10/1/25**

	<b>Current Municipal Code Section</b>	<b>Section Name</b>	<b>Type of Change</b>	<b>Nature of Proposed Changes</b>	<b>Rationale</b>
	13.20.045	Downtown sub-basin stormwater capital facilities charge	Administrative	Language Revision	Added "City's" to "regional stormwater system" for clarity
	13.20.045	Downtown sub-basin stormwater capital facilities charge	Administrative	Language Revision	Added sentence stating the Downtown sub-basin boundary is not identical to the Downtown zone boundary for clarity. Updated south boundary description from "railroad corridor" to "Redmond Central Connector".
	13.20.045.A	Downtown sub-basin stormwater capital facilities charge	Administrative	Language Revision	Added text describing an exception for facilities noted in new sub-section (13.20.045.B).
	13.20.045.B	Downtown sub-basin stormwater capital facilities charge	Administrative	Language Revision	Replaced "managed" with "fully infiltrated" for clarity in the efficacy of infiltration required for the credit.
	13.20.045.C	Downtown sub-basin stormwater capital facilities charge	Administrative	Language Revision	Removed the actual cost per each impervious unit to avoid updating with every cost increase. Add that fees are available in the current fee schedule.
	13.20.047	Overlake sub-basin stormwater capital facilities charge	Administrative	Language Revision	Added sentence stating the Overlake sub-basin boundary is not identical to the Overlake Village zone boundary for clarity. Updated name of the Stormwater Technical Notebook.

**Attachment B - Table of Changes with Rationale to Title 13  
as of 10/1/25**

	<b>Current Municipal Code Section</b>	<b>Section Name</b>	<b>Type of Change</b>	<b>Nature of Proposed Changes</b>	<b>Rationale</b>
	13.20.047.A	Overlake sub-basin stormwater capital facilities charge	Administrative	Added text	Added items to list to clarify the required onsite stormwater facilities required and the level of water quality the regional facilities provide. Added "City's" to "regional system" for clarity.
	13.20.047.B	Overlake sub-basin stormwater capital facilities charge	Administrative	Language Revision	Replaced "managed" with "fully infiltrated" for clarity in the efficacy of infiltration required for the credit.
	13.20.047.B	Overlake sub-basin stormwater capital facilities charge	Administrative	Language Revision	Removed the cost of each impervious unit and replaced it with the cost available in the current fee schedule. The CFCs are reassessed every two years so removing the cost reduces the number of code updates.
	13.20.080	Recording payments	Operational	Language Revision	Changed title from "Recording payments" to "Tracking payments", to accurately reflect the City's practice and process
	13.20.080	Recording payments	Operational		Updated and added text to reflect the following: The City tracks payments of the fees, nothing is recorded by the County, provide clarity to process, and the owner/applicant provides documentation of prior payments
	13.20.100	Additional requirements for development	Administrative	Language Revision	Updated text for the following: remove pronouns, identify the source of the city standards, clarify the type of systems the owners must install, identify that other requirements may apply and are in RMC 15.24.080

**Attachment B - Table of Changes with Rationale to Title 13  
as of 10/1/25**

	<b>Current Municipal Code Section</b>	<b>Section Name</b>	<b>Type of Change</b>	<b>Nature of Proposed Changes</b>	<b>Rationale</b>
<b>13.29 Water Use Restrictions</b>					
	13.29.010	Purpose	Administrative	Language Revision	Removed text "of the citizens of the City".
<b>13.36 Utility Extensions Outside City Limits</b>					
	13.36.020	Conditions for extension of service	Administrative	Language Revision	Updated text from "King County recorder" to "King County Recorder's Office".
	13.36.030	Application	Administrative	Language Revision	Added text "or outside the Novelty Hill Service Area" to clarify area for which this section applies, changed "mylar" to "sheet".
<b>13.38 Administrative and Processing Services – Cost Recoupment</b>					
	13.38.020	Construction drawing review project processing fee	Administrative	Language Revision	Changed "flat fee" to "base fee" to match permitting system.
	13.38.040	Engineering report review deposit	Operational	Language Revision	Updated section title from "fee" to "deposit" to reflect current practice, added text to clarify purpose of deposit, included "third party consultant" hours to basis of deposit amount estimate.
	13.38.040	Engineering report review deposit	Administrative	Language Revision	Updated text to simplify deposit calculation estimate, additional payments, and payment refunds.
	13.38.045	Hydraulic model computer analysis fee deposit	Operational	Language Revision	Updated section title to include model computer and from "fee" to "deposit", added text to describe deposit calculation estimate, additional payments, and payment refunds to reflect current process.

Substantive changes are significant enough that they warrant closer review by the City Council and Public

**Attachment B - Table of Changes with Rationale to Title 13  
as of 10/1/25**

	<b>Current Municipal Code Section</b>	<b>Section Name</b>	<b>Type of Change</b>	<b>Nature of Proposed Changes</b>	<b>Rationale</b>
--	---	---------------------	-----------------------	-----------------------------------	------------------

Administrative changes include language clean ups, updating terms to more commonly used verbiage, etc.

Operational changes are those needed because we no longer do things the way stated in the current version.

## **Minor changes throughout document**

Changed to gender neutral terms he/she, his/her, them

Replace outdated term "City Treasurer" with "City Finance Director"

Changed "Storm Water" to "Stormwater" to reflect currently accepted spelling

Changed "Sanitary Sewer" and Sewage" to "Wastewater" to reflect current term when referring to the system.

Made references to Public Works Director consistent and removed specific references to designee

Renumbering of sections and subsections

Capitalizations, example "public works director" to "Public Works Director"

Revised chapter titles and section headings as needed to be consistent with code sections

Updated language for clarity, changed "which" to "that" where applicable.

Updated language for clarity, changed "shall" to "must" where applicable.

Corrected spelling and grammar

## Title 15

### BUILDINGS AND CONSTRUCTION\*

Chapters:

- 15.02**      **Accessory Improvements**
- 15.04**      **Flood Control**
- 15.06**      **Fire Code**
- 15.08**      **Building Code**
- 15.10**      *Repealed*
- 15.12**      **Electrical Code**
- 15.14**      **Mechanical Code**
- 15.16**      **Plumbing Code**
- 15.18**      **Energy Code**
- 15.20**      *Repealed*
- 15.22**      **Moving Buildings**
- 15.24**      **Clearing, Grading, and Storm Water Management**
- 15.26**      **Wildland-Urban Interface Code**
- 15.28**      **Public Works Construction Projects – Apprentice Requirements**
- 15.30**      **Construction and Demolition Debris Recycling and Reuse**

\* **Editor's Note:** Provisions on buildings and construction not included in this title can be found in the Redmond Zoning Code. Provisions on the Shoreline Master Program appear in Redmond Zoning Code Chapter [21.68](#), Shoreline Master Program.

### Chapter 15.02

#### ACCESSORY IMPROVEMENTS

Sections:

- 15.02.010**    **Compliance with city standards.**
- 15.02.020**    **Public Works Director to promulgate and maintain standards.**
- 15.02.030**    **Revisions to standards.**
- 15.02.040**    **Plan approval required.**
- 15.02.050**    **Conflict with other regulations.**
- 15.02.060**    **Enforcement/penalty for violation.**

#### **15.02.010    Compliance with city standards.**

All improvements installed in conjunction with, or otherwise for the purpose of serving any structure governed by the City building code, shall be constructed and installed in accord with standards maintained by the City Public Works Department. Such accessory improvements include, but are not limited to, the following:

- A. Parking lots;
- B. Driveways;
- C. Curbs, gutters and sidewalks;
- D. Drainage pipes, subdrains, catchbasins, detention systems and other drainage facilities;
- E. Telephone, electric, gas and underground communication lines;
- F. Water and ~~sanitary-sewer~~wastewater facilities. (Ord. 1246 § 1 (part), 1985).

**15.02.020 Public Works Director to promulgate and maintain standards.**

The City's Public Works Director shall compile and review the City's existing standards, and where necessary, promulgate additional standards which shall be maintained in a unified compilation evidencing formal approval by the ~~director~~[Public Works Director](#). (Ord. 1246 § 1 (part), 1985).

**15.02.030 Revisions to standards.**

The Public Works Director shall provide for review and updating of the accessory improvement standards at reasonable intervals. No revision shall be effective until approved by the ~~director~~[Public Works Director](#), nor shall any revision be applied to a project for which a complete building permit application, or other appropriate application, has been submitted, and the necessary fees paid, prior to formal adoption of the standard. (Ord. 1246 § 1 (part), 1985).

**15.02.040 Plan approval required.**

Construction of any improvement governed by this chapter shall not be commenced prior to receiving approval of the plans therefor by the ~~Director of~~ Public Works ~~Director or his designee~~. Plan approval may be consolidated with review and approval of plans submitted as part of a building permit application or other appropriate approval application. (Ord. 1246 § 1 (part), 1985).

**15.02.050 Conflict with other regulations.**

This chapter is not intended to supersede the requirements of the City's building code, fire code or Title [13](#) of the Redmond Municipal Code governing sewer, water and drainage improvements. In the event of a conflict between this chapter and any of these other regulations, such other regulation shall govern. (Ord. 1246 § 1 (part), 1985).

**15.02.060 Enforcement/penalty for violation.**

The City's Public Works Director ~~and his designees are~~[is](#) authorized to issue and enforce stop work orders in accordance with enforcement provisions of the City building code. Additionally, the Public Works Director is authorized to issue a written notice to the person or persons carrying out the work, or to the owner of property upon which the work is being performed, requiring said person or persons to correct work performed in violation of this chapter within a reasonable period of time. Failure to comply with a properly issued stop work order or notice requiring correction of work shall constitute a misdemeanor, punishable as provided by Section [1.01.110](#) of the Redmond Municipal Code. Enforcement action under this section shall be in addition to, and not in lieu of, any other available remedy or enforcement procedure. (Ord. 1246 § 1 (part), 1985).

## Chapter 15.04 FLOOD CONTROL

Sections:

- [15.04.010 Purpose.](#)
- [15.04.020 Definitions.](#)
- [15.04.030 Lands to which this chapter applies.](#)
- [15.04.040 Basis for establishing ~~Special Flood Hazard Areas~~\[the areas of special flood hazard\]\(#\).](#)
- [15.04.045 Compliance with state Flood Control Zone Permit Program required – Administration by city.](#)
- [15.04.050 Compliance.](#)
- [15.04.051 Penalties for noncompliance.](#)
- [15.04.052 Abrogation and greater restrictions.](#)
- [15.04.060 Interpretation.](#)
- [15.04.061 Warning and disclaimer of liability.](#)
- [15.04.062 Severability.](#)
- [15.04.063 Development permit required.](#)
- [15.04.064 Application for development permit.](#)

- 15.04.065 Designation of the Floodplain Administrator.**
- 15.04.070 Duties and responsibilities of the Building Official.**
- 15.04.075 Use of other base flood data (in A zones).**
- 15.04.080 General standards.**
- 15.04.090 Anchoring.**
- 15.04.100 Construction materials and methods.**
- 15.04.105 Storage of materials.**
- 15.04.110 Utilities.**
- 15.04.120 Subdivision proposals and development.**
- 15.04.125 Specific standards.**
- 15.04.130 Residential construction.**
- 15.04.140 Nonresidential construction.**
- 15.04.150 Manufactured homes.**
- 15.04.155 Recreational vehicles.**
- 15.04.156 Enclosed area below the lowest floor.**
- 15.04.157 Appurtenant structures (detached garages and small storage structures).**
- 15.04.158 AE zones with base flood elevations but no floodways.**
- 15.04.160 Floodway/floodway fringe.**
- 15.04.170 Critical facilities.**

#### **15.04.010 Purpose.**

A. It is the purpose of this chapter to promote the public health, safety, and general welfare, and to minimize public and private losses due to flood conditions in specific areas by methods and provisions designed for:

1. Restricting or prohibiting uses which are dangerous to health, safety, and property due to water or erosion hazards, or which result in damaging increases in erosion or in flood heights or velocities;
2. Requiring that uses vulnerable to floods, including facilities which serve such uses, be protected against flood damage at the time of initial construction;
3. Controlling the alteration of natural floodplains, stream channels, and natural protective barriers, which help accommodate or channel floodwaters;
4. Controlling filling, grading, dredging, and other development which may increase flood damage; and
5. Preventing or regulating the construction of flood barriers, which will unnaturally divert floodwaters, or which may increase flood hazards in other areas. (Ord. 3006 § 2 (part), 2020: Ord. 2737 § 2 (part), 2014: Ord. 2202 § 1 (part), 2004: Ord. 863 § 1, 1979).

#### **15.04.020 Definitions.**

A. The following words and phrases shall be defined and given the meaning set forth below for the purpose of this chapter. Other words or phrases used in this chapter shall be interpreted so as to give them the meaning they have in common usage and all interpretations shall be made as to give this chapter its most reasonable application.

“Alteration of watercourse” means any action that will change the location of the channel occupied by water within the banks of any portion of a riverine waterbody.

“Appeal” means a request for a review of the interpretation of any provision of this chapter or a request for a variance.

~~“Area of special flood hazard” means the land in the floodplain within a community subject to a 1 percent or greater chance of flooding in any given year. It is shown on the Flood Insurance Rate Map (FIRM) as zone A or AE. “Special flood hazard area” is synonymous in meaning with the phrase “area of special flood hazard.”~~

“ASCE 24” means the most recently published version of ASCE 24, Flood Resistant Design and Construction, published by the American Society of Civil Engineers.

“Base flood” means a flood having a one percent chance of being equaled or exceeded in any given year (also referred to as the “100-year flood”).

“Base flood elevation” means the [water surface elevation of flood waters would reach](#) during the base flood event.

“Basement” means any area of the building having its floor subgrade (below ground level) on all sides.

“Breakaway wall” means a wall that is not part of the structural support of the building and is intended through its design and construction to collapse under specific lateral loading forces, without causing damage to the elevated portion of the building or supporting foundation system.

Building. See “Structure.”

“Building code” means the currently effective versions of the International Building Code and the International Residential Code adopted by the State of Washington Building Code Council.

“Critical facility” means a facility [for which even a slight chance of flooding might be too great that is necessary to protect the public health, safety, and general welfare](#). Critical facilities include (but are not limited to) schools, nursing homes, hospitals, police, fire and emergency response installations, and installations which produce, use, or store hazardous materials or hazardous waste.

“Development” means any manmade change to improved or unimproved real estate, including but not limited to buildings or other structures, mining, dredging, filling, grading, paving, excavation or drilling operations or storage of equipment or materials (including gas or liquid storage tanks principally above ground) and located within ~~the area of a special flood hazard~~ [Special Flood Hazard Area](#).

“Elevated building” means, for insurance purposes, a nonbasement building that has its lowest elevated floor raised above ground level by foundation walls, shear walls, post, piers, pilings, or columns.

“Elevation certificate” means an administrative tool of the National Flood Insurance Program (NFIP) that can be used to provide elevation information, to determine the proper insurance premium rate, and to support a request for a Letter of Map Amendment (LOMA) or Letter of Map Revision based on fill (LOMR-F).

“Essential facility” has the same meaning as “essential facility” defined in ASCE 24. Table 1-1 in ASCE 24-14 further identifies building occupancies that are essential facilities.

“Existing manufactured home park or subdivision” means a manufactured home park or subdivision for which the construction of facilities for servicing the lots on which the manufactured homes are to be affixed (including, at a minimum, the installation of utilities, the construction of streets, and either final site grading or the pouring of concrete pads) is completed before the effective date of the floodplain management regulations adopted by the community.

“Expansion to an existing manufactured home park or subdivision” means the preparation of additional sites by the construction of facilities for servicing the lots on which the manufactured homes are to be affixed (including the installation of utilities, the construction of streets, and either final site grading or the pouring of concrete pads).

“Farmhouse” means a single-family dwelling located on a farm site where resulting agricultural products are not produced for the primary consumption or use by the occupants and the farm owner.

“Flood” or “flooding” means:

1. A general and temporary condition of partial or complete inundation of normally dry land areas from:
  - a. The overflow of inland or tidal waters.
  - b. The unusual and rapid accumulation or runoff of surface waters from any source.
  - c. Mudslides (i.e., mudflows) which are proximately caused by flooding as defined in paragraph (1)(b) of this definition and are akin to a river of liquid and flowing mud on the surfaces of normally dry land areas, as when earth is carried by a current of water and deposited along the path of the current.
2. The collapse or subsidence of land along the shore of a lake or other body of water as a result of erosion or undermining caused by waves or currents of water exceeding anticipated cyclical levels or suddenly caused by an unusually high water level in a natural body of water, accompanied by a severe storm, or by an unanticipated force of nature, such as flash flood or an abnormal tidal surge, or by some similarly unusual and unforeseeable event which results in flooding as defined in paragraph (1)(a) of this definition.

“Flood elevation study” means an examination, evaluation and determination of flood hazards and, if appropriate, corresponding water surface elevations, or an examination, evaluation and determination of mudslide (i.e., mudflow) and/or flood-related erosion hazards. Also known as a Flood Insurance Study (FIS).

“Flood insurance rate map (FIRM)” means the official map on which the Federal Insurance Administration has delineated both ~~Special Flood Hazard Areas~~ ~~the areas of special flood hazards~~ and the risk premium zones applicable to the community. A FIRM that has been made available digitally is called a Digital Flood Insurance Rate Map (DFIRM).

“Flood proofing” means any combination of structural and nonstructural additions, changes, or adjustments to structures which reduce or eliminate risk of flood damage to real estate or improved real property, water and sanitary facilities, structures, and their contents. Flood proofed structures are those that have the structural integrity and design to be impervious to floodwater below the Base Flood Elevation.

“Floodplain” or “flood prone area” means any land area susceptible to ~~being inundated by water from any source. See “Flood” or “flooding.”~~ inundation having a one percent chance of being equaled or exceeded in any given year.

“Floodplain administrator” means the community official designated by title to administer and enforce the floodplain management regulations.

“Floodplain management regulations” means the zoning ordinances, subdivision regulations, building codes, health regulations, special purpose ordinances (such as floodplain ordinance, grading ordinance and erosion control ordinance) and other application of police power. The term describes such state or local regulations, in any combination thereof, which provide standards for the purpose of flood damage prevention and reduction.

“Floodway” means the channel or portion of a watercourse and the adjacent land areas that must be reserved in order to discharge a base flood without cumulatively increasing the water surface elevation more than a designated height. Also referred to as “regulatory floodway.”

“Floodway fringe” means that portion of the area of ~~a Special Flood Hazard Area~~ ~~special flood hazard~~ exclusive of the floodway.

“Functionally dependent use” means a use which cannot perform its intended purpose unless it is located or carried out in close proximity to water. The term includes only docking facilities, port facilities that are necessary for the loading and unloading of cargo or passengers, and ship building and ship repair facilities, and does not include long term storage or related manufacturing facilities.

“Highest adjacent grade” means the highest natural elevation of the ground surface prior to construction next to the proposed walls of a structure.

“Historic structure” means any structure that is:

1. ~~Included in, or eligible for inclusion~~ ~~Listed individually~~ in the National Register of Historic Places, Washington Heritage Register, King County Historic Register, or Redmond’s Heritage Resources Register. ~~(a listing maintained by the Department of the Interior) or preliminarily determined by the Secretary of the Interior as meeting the requirements for individual listing on the National Register;~~
2. ~~Certified or preliminarily determined by the Secretary of the Interior as contributing to the historical significance of a registered historic district or a district preliminarily determined by the Secretary to qualify as a registered historic district;~~
3. ~~Individually listed on a state inventory of historic places in states with historic preservation programs which have been approved by the Secretary of the Interior; or~~
4. ~~Individually listed on a local inventory of historic places in communities with historic preservation programs that have been certified either:~~
  - a. ~~By an approved state program as determined by the Secretary of the Interior; or~~
  - b. ~~Directly by the Secretary of the Interior in states without approved programs.~~

“Lowest floor” means the lowest floor of the lowest enclosed area (including basement). An unfinished or flood-resistant enclosure, usable solely for parking of vehicles, building access or storage, in an area other than a basement area, is not considered a building’s lowest floor; provided, that such enclosure is not built so as to render the structure in violation of the applicable nonelevation design requirements of RMC 15.04.130.

“Manufactured home” means a structure which is transportable in one or more sections, is built on a permanent chassis, and is designed ~~for use to be a dwelling~~ with or without a permanent foundation when ~~attached~~ connected to the required utilities. The term does not include a recreational vehicle.

"Manufactured home park or subdivision" means an area parcel (or contiguous parcels) of land divided for placement of manufactured homes into having two or more manufactured home lots for rent or sale improved pads or spaces providing connections for the required utilities.

"Mean sea level" means, for purposes of the National Flood Insurance Program, the vertical datum to which Base Flood Elevations shown on a community's Flood Insurance Rate Map are referenced.

"New construction" means, for the purposes of determining insurance rates, structures for which the "start of construction" commenced on or after the effective date of an initial Flood Insurance Rate Map or after December 31, 1974, whichever is later, and includes any subsequent improvements to such structures. For floodplain management purposes, "new construction" means structures for which the "start of construction" commenced on or after the effective date of a floodplain management regulation adopted by a community and includes any subsequent improvements to such structures.

"New manufactured home park or subdivision" means a manufactured home park or subdivision for which the construction of facilities for servicing the lots on which the manufactured homes are to be affixed (including at a minimum, the installation of utilities, the construction of streets, and either final site grading or the pouring of concrete pads) is completed on or after the effective date of floodplain management regulations adopted by the community.

One-Hundred-Year Flood or 100-Year Flood. See "Base flood."

"Public Works Director" means the Public Works Director and/or their representatives pursuant to RMC 2.64.030

"Reasonably safe from flooding" means development that is designed and built to be safe from flooding based on consideration of current flood elevation studies, historical data, high water marks and other reliable data known to the community. In unnumbered A zones where flood elevation information is not available and cannot be obtained by practicable means, "reasonably safe from flooding" means that the lowest floor is at least two feet above the Highest Adjacent Grade.

"Recreational vehicle" means a vehicle which is:

1. Built on a single chassis;
2. Four hundred square feet or less when measured at the largest horizontal projection;
3. Designed to be self-propelled or permanently towable by a light duty truck; and
4. Designed primarily not for use as a permanent dwelling, but as a temporary living quarters for recreational, camping, travel, or seasonal use.

"-Special Flood Hazard Area (SFHA)" means the land in the floodplain within a community subject to a 1 percent or greater chance of flooding in any given year. It is shown on the Flood Insurance Rate Map (FIRM) as zone A or AE. "Special Flood Hazard Area" is synonymous in meaning with the phrase "area of special flood hazard."

"Start of construction" includes substantial improvement and means the date the building permit was issued, provided the actual start of construction, repair, reconstruction, rehabilitation, addition, placement, or other improvement was within 180 days from the date of the permit. The "actual start" means either the first placement of permanent construction of a structure on a site, such as the pouring of slab or footings, the installation of piles, the construction of columns, or any work beyond the stage of excavation; or the placement of a manufactured home on a foundation. Permanent construction does not include land preparation, such as clearing, grading, and filling; nor does it include the installation of streets and/or walkways; nor does it include excavation for a basement, footings, piers, or foundations or the erection of temporary forms; nor does it include the installation on the property of accessory buildings, such as garages or sheds not occupied as dwelling units or not part of the main structure. For a substantial improvement, the actual start of construction means the first alteration of any wall, ceiling, floor, or other structural part of a building, whether or not that alteration affects the external dimensions of the building.

"Structure" means, for floodplain management purposes, a walled and roofed building or mobile home, including a gas or liquid storage tank, that is principally above ground.

"Substantial damage" means damage of any origin sustained by a structure whereby the cost of restoring the structure to its before damaged condition would equal or exceed 50 percent of the market value of the structure before the damage occurred.

"Substantial improvement" means any reconstruction, rehabilitation, addition, or other improvement of a structure, the cost of which equals or exceeds 50 percent of the market value of the structure either (1) before the improvement or repair is started, or (2) if damaged, the value of the structure to be restored prior to being damaged, before the "start of construction" of the improvement. This term includes structures which have incurred "substantial damage," regardless of the actual repair work performed. The term does not, however, include either:

1. Any project for improvement of a structure to correct previously identified existing violations of state or local health, sanitary, or safety code specifications that have been identified by the local code enforcement official and that are the minimum necessary to assure safe living conditions; or
2. Any alteration of a "historic structure"; provided, that the alteration will not preclude the structure's continued designation as a "historic structure."

"Variance" means a grant of relief by a community from the terms of a floodplain management regulation.

"Water dependent" means a structure for commerce or industry that cannot exist in any other location and is dependent on the water by reason of the intrinsic nature of its operations.

"Water surface elevation" means the height, in relation to the vertical datum utilized in the applicable flood insurance study, of floods of various magnitudes and frequencies in the floodplains of coastal or riverine areas. (Ord. 3006 § 2 (part), 2020: Ord. 2737 § 2 (part), 2014: Ord. 2202 § 1 (part), 2004: Ord. 863 § 2, 1979).

#### **15.04.030 Lands to which this chapter applies.**

A. This chapter shall apply to all ~~areas~~ **Special Flood Hazard Areas of special flood hazards** within the jurisdiction of the City. (Ord. 3006 § 2 (part), 2020: Ord. 2737 § 2 (part), 2014: Ord. 2202 § 1 (part), 2004: Ord. 863 § 3, 1979).

#### **15.04.040 Basis for establishing **Special Flood Hazard Areas** ~~the areas of special flood hazard~~.**

A. **Special Flood Hazard Areas (SFHAs)** ~~are~~ ~~The areas of special flood hazard~~ identified by the Federal Insurance Administration and the Federal Emergency Management Agency in a scientific and engineering report entitled "The Flood Insurance Study for King County, Washington and Incorporated Areas," dated August 19, 2020, and any revisions thereto, and by the Flood Insurance Rate Map entitled "FIRM (Flood Insurance Rate Map) for King County, Washington and Incorporated Areas," dated August 19, 2020, and any revisions thereto, as the same relate to land within the current or future boundaries of the City, are adopted by this reference as if set forth in full and declared to be a part of this chapter. The Flood Insurance Study and Flood Insurance Rate Map are on file at the office of the Public Works Department, City Hall, 15670 NE 85th Street, Redmond, Washington. The best available information for flood hazard area identification as outlined in RMC [15.04.075](#) shall be the basis for regulation until a new FIRM is issued that incorporates data utilized under RMC [15.04.075](#). (Ord. 3006 § 2 (part), 2020: Ord. 2737 § 2 (part), 2014: Ord. 2202 § 1 (part), 2004: Ord. 1519 § 1 (part), 1989: Ord. 863 § 4, 1979).

#### **15.04.045 Compliance with state Flood Control Zone Permit Program required – Administration by city.**

A. Pursuant to delegation of authority by the Washington State Department of Ecology, the City is charged with the responsibility of administering the Washington State Flood Control Zone Permit Program within the City. All development within ~~the~~ Special Flood Hazard Areas, ~~the boundaries of which are set forth in the official division of hydraulics map maintained within the Public Works Department of the City,~~ shall comply with RCW Chapter [86.16](#), the state Flood Control Zone Act, and WAC Chapter [508-60](#), the Permit Program Regulations. (Ord. 3006 § 2 (part), 2020: Ord. 2737 § 2 (part), 2014: Ord. 2202 § 1 (part), 2004: Ord. 1127 § 1, 1983).

#### **15.04.050 Compliance.**

All development within ~~S~~pecial ~~F~~flood ~~H~~azard ~~A~~reas is subject to the terms of this chapter and other applicable regulations. (Ord. 3006 § 2 (part), 2020: Ord. 2737 § 2 (part), 2014: Ord. 2202 § 1 (part), 2004: Ord. 863 § 5, 1979).

#### **15.04.051 Penalties for noncompliance.**

A. No structure or land shall hereafter be constructed, located, extended, converted, or altered without full compliance with the terms of this chapter and other applicable regulations. Violations of the provisions of this chapter by failure to comply with any of its requirements (including violations of conditions and safeguards established in connection with conditions) shall constitute a misdemeanor. Any person who violates this chapter or fails to comply with any of its requirements shall upon conviction thereof be

fined in accordance with the enforcement provisions detailed in RMC [1.14](#), and in addition shall pay all costs and expenses involved in the case. Nothing herein contained shall prevent the City of Redmond from taking such other lawful action as is necessary to prevent or remedy any violation. (Ord. 3006 § 2 (part), 2020).

#### **15.04.052 Abrogation and greater restrictions.**

This chapter is not intended to repeal, abrogate, or impair any existing easements, covenants, or deed restrictions. However, where this chapter and another chapter, easement, covenant, or deed restriction conflict or overlap, whichever imposes the more stringent restrictions shall prevail. (Ord. 3006 § 2 (part), 2020).

#### **15.04.060 Interpretation.**

In the interpretation and application of this chapter, all provisions shall be:

- A. Considered as minimum requirements;
- B. Liberally construed in favor of the governing body; and
- C. Deemed neither to limit nor repeal any other powers granted under state statutes. (Ord. 3006 § 2 (part), 2020; Ord. 2737 § 2 (part), 2014; Ord. 2729 § 2, 2014; Ord. 2202 § 1 (part), 2004; Ord. 863 § 6, 1979).

#### **15.04.061 Warning and disclaimer of liability.**

The degree of flood protection required by this chapter is considered reasonable for regulatory purposes and is based on scientific and engineering considerations. Larger floods can and will occur on rare occasions. Flood heights may be increased by man-made or natural causes. This ordinance does not imply that land outside ~~the areas of s~~Special ~~F~~flood ~~H~~azard ~~A~~reas or uses permitted within such areas will be free from flooding or flood damages. This chapter shall not create liability on the part of Redmond, any officer or employee thereof, or the Federal Insurance Administration for any flood damages that result from reliance on this chapter or any administrative decision lawfully made hereunder. (Ord. 3006 § 2 (part), 2020).

#### **15.04.062 Severability.**

This chapter and the various parts thereof are hereby declared to be severable. Should any section of this chapter be declared by the courts to be unconstitutional or invalid, such decision shall not affect the validity of the chapter as a whole, or any portion thereof other than the Section so declared to be unconstitutional or invalid. (Ord. 3006 § 2 (part), 2020).

#### **15.04.063 Development permit required.**

A development permit shall be obtained before construction or development begins within any ~~area of s~~Special ~~F~~flood ~~H~~azard ~~A~~rea established in RMC [15.04.040](#). The permit shall be for all structures including manufactured homes, as set forth in the definitions, and for all development including fill and other activities, also as set forth in the definitions. (Ord. 3006 § 2 (part), 2020).

#### **15.04.064 Application for development permit.**

Application for a development permit shall be made on forms furnished by the Floodplain Administrator and may include, but not be limited to, plans in duplicate drawn to scale showing the nature, location, dimensions, and elevations of the area in question; existing or proposed structures, fill, storage of materials, drainage facilities, and the location of the foregoing. Specifically, the following information is required:

- A. Elevation, in relation to mean sea level, of the lowest floor (including basement) of all structures recorded on a current elevation certificate with Section B completed by the Floodplain Administrator.
- B. Elevation in relation to mean sea level to which any structure has been floodproofed;

- C. Where a structure is to be floodproofed, certification by a registered professional engineer or architect that the floodproofing methods for any nonresidential structure meet floodproofing criteria in RMC [15.04.130](#);
- D. Description of the extent to which a watercourse will be altered or relocated as a result of proposed development;
- E. Where development is proposed in a floodway, an engineering analysis indicating no rise of the Base Flood Elevation; and
- F. Any other such information that may be reasonably required by the Floodplain Administrator in order to review the application. (Ord. 3006 § 2 (part), 2020).

#### **15.04.065 Designation of the Floodplain Administrator.**

- A. The Building Official is hereby appointed to administer, implement, and enforce this chapter by granting or denying development permits in accordance with its provisions. The Floodplain Administrator may delegate authority to implement these provisions.
- B. If nonstructural development is proposed in the Special Flood Hazard Area, Development Engineering shall issue a Clearing and Grading permit and inspect work to assure conformance with this chapter. (Ord. 3006 § 2 (part), 2020).

#### **15.04.070 Duties and responsibilities of the Building Official.**

- A. Duties of the Building Official shall include, but not be limited to :
  1. Permit review, which shall involve the review of all applications for building permits to determine:
    - a. That the permit requirements of this chapter have been satisfied;
    - b. That all necessary permits have been obtained from those federal, state or local governmental agencies from which prior approval is required;
    - c. That the proposed development is not located in the floodway. If the proposed development is located in the floodway, to assure that the provisions of RMC [15.04.160](#) are met;
    - d. That the site is reasonably safe from flooding; and
    - e. Notify FEMA when annexations occur in the ~~S~~pecial ~~F~~flood ~~H~~azard ~~a~~Area.
  2. *Information to Be Obtained and Maintained.*
    - a. Where base flood elevation data is provided through the Flood Insurance Study, FIRM, or required in this chapter, obtain and record the actual elevation (in relation to mean sea level) of the lowest floor (including basement) of all new or substantially improved structures, and whether or not the structure contains a basement. Documentation of the actual elevation will be documented in the form of a FEMA Elevation Certificate.
    - b. For all new or substantially improved floodproofed structures where base flood elevation data is provided through the Flood Insurance Study, FIRM, or as required in this chapter:
      - i. Obtain and record the elevation (in relation to mean sea level) to which the structure was floodproofed; and
      - ii. Maintain the floodproofing certifications required in RMC [15.04.080](#) through [15.04.160](#).
    - c. Certification required by RMC [15.04.160A](#).
    - d. Records of all variance actions, including justification for their issuance.
    - e. Improvement and damage calculations.
    - f. Maintain for public inspection all records pertaining to the provisions of this chapter forever.
  3. Notification of the alteration of watercourses and maintenance of flood-carrying capacity, consisting of the following:
    - a. Notify adjacent communities and the State Department of Ecology, prior to any alteration or relocation of the Sammamish River, Bear Creek, Evans Creek and Lake Sammamish, and submit evidence of such notification to the Federal Insurance Administration; and

- b. Require that maintenance is provided within the altered or relocated portion of said watercourse so that the flood-carrying capacity is not diminished.

4. *Interpretation of FIRM Boundaries.* Together with the technical committee, make interpretation where needed as to exact location of the boundaries of the areas of [Special Flood Hazard Areas](#) (for example, where there appears to be a conflict between a mapped boundary and actual field conditions). The technical committee shall obtain, review, and reasonably utilize any base flood elevation and floodway data available from a federal, state or other source in making such interpretations in order to administer RMC [15.04.130](#) through [15.04.170](#). Any person contesting the location of the boundary shall be given thirty days to appeal the interpretation in writing to the board of adjustment or its successor.

5. *Review of Building Permits.* Where elevation data is not available either through the FIS, FIRM, or from another authoritative source (see RMC [15.04.075](#)), applications for floodplain development shall be reviewed to assure that proposed construction will be reasonably safe from flooding. The test of reasonableness is a local judgment and includes use of historical data, high water marks, photographs of past flooding, etc., where available.

(Failure to elevate habitable buildings at least two feet above the highest adjacent grade in these zones may result in higher insurance rates.)

6. *Changes to ~~the~~ Special Flood Hazard Area.*

- a. If a project will alter the BFE or boundaries of the SFHA, then the project proponent shall provide the community with engineering documentation and analysis regarding the proposed change. If the change to the BFE or boundaries of the SFHA would normally require a Letter of Map Change, then the project proponent shall initiate, and receive approval of, a Conditional Letter of Map Revision (CLOMR) prior to approval of the development permit. The project shall be constructed in a manner consistent with the approved CLOMR.
- b. If a CLOMR application is made, then the project proponent shall also supply the full CLOMR documentation package to the Floodplain Administrator to be attached to the floodplain development permit, including all required property owner notifications. (Ord. 3006 § 2 (part), 2020: Ord. 2737 § 2 (part), 2014: Ord. 2202 § 1 (part), 2004: Ord. 1519 § 1 (part), 1989; Ord. 863 § 7, 1979).

#### **15.04.075 Use of other base flood data (in A zones).**

When base flood elevation data has not been provided (in A zones) in accordance with RMC [15.04.040](#), the Floodplain Administrator shall obtain, review, and reasonably utilize any base flood elevation and floodway data available from a federal, state, or other source in order to administer RMC [15.04.090](#) through [15.04.170](#). (Ord. 3006 § 2 (part), 2020).

#### **15.04.080 General standards.**

A. In all areas of [Special Flood Hazard Areas](#), the standards set forth in RMC [15.04.090](#) through [15.04.170](#) are required. (Ord. 3006 § 2 (part), 2020: Ord. 2737 § 2 (part), 2014: Ord. 2202 § 1 (part), 2004: Ord. 863 § 8 (part), 1979).

#### **15.04.090 Anchoring.**

A. All new construction and substantial improvements shall be anchored to prevent flotation, collapse or lateral movement of the structure resulting from hydrodynamic and hydrostatic loads, including the effects of buoyancy. Small structures not triggering a building permit also require anchoring.

B. All manufactured and mobile homes shall be anchored to prevent flotation, collapse or lateral movement of the structure by providing over-the-top and frame ties to ground anchors. Specific requirements shall be that:

1. Over-the-top ties be provided at each of the four corners of the mobile home, with two additional ties per side at intermediate locations, with mobile homes less than fifty feet long requiring one additional tie per side;
2. Frame ties be provided at each corner of the home with five additional ties per side; at intermediate points, with mobile homes less than fifty feet long requiring four additional ties per side;
3. All components of the anchoring system be capable of carrying a force of four thousand eight hundred pounds; and
4. Any additions to the mobile home be similarly anchored.

C. An alternative method of anchoring involving a system designed to withstand a wind force of ninety miles per hour or greater may be permitted. Certification must be provided to the Building Official that this standard has been met. (Ord. 3006 § 2 (part), 2020: Ord. 2737 § 2 (part), 2014: Ord. 2202 § 1 (part), 2004: Ord. 863 § 8(1), 1979).

#### **15.04.100 Construction materials and methods.**

A. All new construction and substantial improvements shall be constructed with materials and utility equipment resistant to flood damage.

B. All new construction and substantial improvements shall be constructed using methods and practices that minimize flood damage.

C. Electrical, heating, ventilation, plumbing, and air-conditioning equipment and other service facilities shall be designed and/or otherwise elevated or located so as to prevent water from entering or accumulating within the components during conditions of flooding. (Ord. 3006 § 2 (part), 2020: Ord. 2737 § 2 (part), 2014: Ord. 2202 § 1 (part), 2004: Ord. 1519 § 1 (part), 1989; Ord. 863 § 8(2), 1979).

#### **15.04.105 Storage of materials.**

A. The storage or processing of materials that could be injurious to human, animal, or plant life if released due to damage from flooding is prohibited in [Special Flood Hazard Areas](#).

B. Storage of other material or equipment may be allowed if not subject to damage by floods and if firmly anchored to prevent flotation, or if readily removable from the area within the time available after flood warning. (Ord. 3006 § 2 (part), 2020).

#### **15.04.110 Utilities.**

A. All new and replacement water supply systems shall be designed to minimize or eliminate infiltration of floodwaters into the system.

B. New and replacement sanitary sewage systems shall be designed to minimize or eliminate infiltration of floodwaters into the systems and discharge from the systems into floodwaters.

C. On-site waste disposal systems are prohibited.

D. Water wells shall be located on high ground that is not in the floodway. (Ord. 3006 § 2 (part), 2020: Ord. 2737 § 2 (part), 2014: Ord. 2202 § 1 (part), 2004: Ord. 863 § 8(3), 1979).

#### **15.04.120 Subdivision proposals and development.**

A. All subdivision, as well as new development, proposals shall be consistent with the need to minimize flood damage;

B. All subdivision, as well as new development, proposals shall have public utilities and facilities such as sewer, gas, electrical, and water systems located and constructed to minimize flood damage;

C. All subdivision, as well as new development, proposals shall have adequate drainage provided to reduce exposure to flood damage; and

D. Base flood elevation data shall be provided by the applicant for subdivision and short subdivision proposals and other proposed development which contain at least fifty lots or five acres (whichever is less). (Ord. 3006 § 2 (part), 2020: Ord. 2737 § 2 (part), 2014: Ord. 2202 § 1 (part), 2004: Ord. 863 § 8(4), 1979).

#### **15.04.125 Specific standards.**

In all areas of [Special Flood Hazard Areas](#) where base flood elevation data has been provided as set forth in RMC [15.04.040](#) or [15.04.075](#) the following provisions are required. (Ord. 3006 § 2 (part), 2020).

### **15.04.130 Residential construction.**

- A. In AE or other A zones areas where the BFE has been determined or can be reasonably obtained, new construction, substantial improvement and/or reconstruction due to substantial damage of any residential structure shall have the lowest floor, including basement, elevated one (1) foot or more above the BFE. All machinery and equipment servicing these structures shall also be elevated one (1) foot or more above BFE.
- B. New construction, substantial improvement and/or reconstruction due to substantial damage of any residential structure in an Unnumbered A zone for which a BFE is not available and cannot be reasonably obtained shall be reasonably safe from flooding, but in all cases the lowest floor and machinery and equipment servicing these structures shall be elevated at least two (2) feet above the Highest Adjacent Grade.
- C. Fully enclosed areas below the lowest floor that are subject to flooding are prohibited or shall be designed to automatically equalize hydrostatic flood forces on all walls by allowing for the entry and exit of floodwaters. Designs for meeting this requirement must either be certified by a registered professional engineer or architect or must meet or exceed the following minimum criteria:
1. A minimum of two openings having a total net area of not less than one square inch for every square foot of enclosed area subject to flooding shall be provided. Openings shall be installed in exterior and interior walls.
  2. The bottom of all openings shall be no higher than one (1) foot above grade.
  3. Openings may be equipped with screens, louvers, or other coverings or devices; provided, that they permit the automatic entry and exit of floodwaters.
  4. A garage attached to a residential structure, constructed with the garage floor slab below the BFE, must be designed to allow for the automatic entry and exit of flood waters.

Alternatively, a registered engineer or architect may design and certify engineered openings.

- D. Projects developing in the Critical Aquifer Recharge Area are subject to additional requirements under RMC [13.07](#), Wellhead Protection. (Ord. 3089 § 2 (part), 2022; Ord. 3006 § 2 (part), 2020; Ord. 2737 § 2 (part), 2014; Ord. 2202 § 1 (part), 2004; Ord. 1519 § 1 (part), 1989; Ord. 863 § 8(5), 1979).

### **15.04.140 Nonresidential construction.**

- A. New construction and substantial improvement of any commercial, industrial or other nonresidential structure shall meet the requirements of subsection [1](#) or [2](#), below.
1. New construction and substantial improvement of any commercial, industrial or other nonresidential structure shall meet all of the following requirements:
    - a. In AE zones or other A zoned areas where the BFE has been determined or can be reasonably obtained:
 

New construction and substantial improvement of any commercial, industrial, or other nonresidential structure shall have the lowest floor, including basement, elevated one foot or more above the BFE, or elevated as required by ASCE 24, whichever is greater. Mechanical equipment and utilities shall be waterproofed or elevated at least one foot above the BFE, or as required by ASCE 24, whichever is greater.
    - b. If located in an Unnumbered A zone for which a BFE is not available and cannot be reasonably obtained, the structure shall be reasonably safe from flooding, but in all cases the lowest floor shall be at least two feet above the Highest Adjacent Grade.
    - c. Fully enclosed areas below the lowest floor that are subject to flooding are prohibited or shall be designed to automatically equalize hydrostatic flood forces on exterior walls by allowing for the entry and exit of floodwaters. Designs for meeting this requirement must either be certified by a registered professional engineer or architect or must meet or exceed the following minimum criteria:
      - i. Have a minimum of two openings with a total net area of not less than one square inch for every square foot of enclosed area subject to flooding.
      - ii. The bottom of all openings shall be no higher than one foot above grade.
      - iii. Openings may be equipped with screens, louvers, valves, or other coverings or devices; provided, that they permit the automatic entry and exit of floodwater.

- iv. A garage attached to a residential structure, constructed with the garage floor slab below the BFE, must be designed to allow for the automatic entry and exit of flood waters.

Alternatively, a registered engineer or architect may design and certify engineered openings.

2. If the requirements of subsection [1](#) are not met, then new construction and substantial improvement of any commercial, industrial or other nonresidential structure shall meet all of the following requirements:

- a. Be dry floodproofed so that below one foot or more above the base flood level the structure is watertight with walls substantially impermeable to the passage of water or dry floodproofed to the elevation required by ASCE 24, whichever is greater;
- b. Have structural components capable of resisting hydrostatic and hydrodynamic loads and effects of buoyancy;
- c. Be certified by a registered professional engineer or architect that the design and methods of construction are in accordance with accepted standards of practice for meeting provisions of this subsection based on their development and/or review of the structural design, specifications and plans. Such certifications shall be provided to the official as set forth in RMC [15.04.075](#).
- d. Nonresidential structures that are elevated, not floodproofed, must meet the same standards for space below the lowest floor as described in RMC [15.04.130.C](#).

B. Projects developing in the Critical Aquifer Recharge Area are subject to additional requirements under RMC [13.07](#), Wellhead Protection. (Ord. 3006 § 2 (part), 2020: Ord. 2737 § 2 (part), 2014: Ord. 2202 § 1 (part), 2004: Ord. 1519 § 1 (part), 1989; Ord. 863 § 8(6), 1979).

#### **15.04.150 Manufactured homes.**

A. All manufactured homes that are newly constructed, substantially improved and/or reconstructed due to substantial damage:

- 1. Outside of a manufactured home park or subdivision;
- 2. In a new manufactured home park or subdivision; or
- 3. In an expansion to an existing manufactured home park or subdivision;

shall be elevated on a permanent foundation such that the lowest floor of the manufactured home and machinery and equipment servicing the home are elevated one (1) foot or more above the base flood elevation. The manufactured home shall be securely anchored to an adequately designed foundation system to resist flotation, collapse and lateral movement.

B. All manufactured homes that are newly constructed, substantially improved and/or reconstructed due to substantial damage, on sites in an existing manufactured home park or subdivision that are not subject to the above manufactured home provisions shall be elevated so that the lowest floor of the manufactured home, and machinery and equipment servicing the home, are one (1) foot or more above the base flood elevation. (Ord. 3089 § 2 (part), 2022: Ord. 3006 § 2 (part), 2020: Ord. 2737 § 2 (part), 2014: Ord. 2202 § 1 (part), 2004: Ord. 863 § 8(7), 1979).

#### **15.04.155 Recreational vehicles.**

Recreational vehicles placed on sites are required to either:

- A. Be on the site for fewer than 180 consecutive days;
- B. Be fully licensed and ready for highway use, on their wheels or jacking system, attached to the site only by quick-disconnect-type utilities and security devices, and have no permanently attached additions; or
- C. Meet the requirements of RMC [15.04.150](#) and the elevation and anchoring requirements for manufactured homes. (Ord. 3006 § 2 (part), 2020: Ord. 2737 § 2 (part), 2014: Ord. 2202 § 1 (part), 2004).

#### **15.04.156 Enclosed area below the lowest floor.**

If buildings or manufactured homes are constructed or substantially improved with fully enclosed areas below the lowest floor, the areas shall be used solely for parking of vehicles, building access, or storage. (Ord. 3006 § 2 (part), 2020).

### 15.04.157 Appurtenant structures (detached garages and small storage structures).

For A Zones:

A. Appurtenant structures used solely for parking of vehicles or limited storage may be constructed such that the floor is below the BFE, provided the structure is designed and constructed in accordance with the following requirements:

1. Use of the appurtenant structure must be limited to parking of vehicles or limited storage;
2. The portions of the appurtenant structure located below the BFE must be built using flood resistant materials;
3. The appurtenant structure must be adequately anchored to prevent flotation, collapse, and lateral movement;
4. Any machinery or equipment servicing the appurtenant structure must be elevated or floodproofed to or above the BFE;
5. The appurtenant structure must comply with floodway encroachment provisions in RMC [15.04.160.A](#);
6. The appurtenant structure must be designed to allow for the automatic entry and exit of flood waters in accordance with RMC [15.04.130](#);
7. The structure shall have low damage potential;
8. If the structure is converted to another use, it must be brought into full compliance with the standards governing such use; and
9. The structure shall not be used for human habitation.

B. Detached garages, storage structures, and other appurtenant structures not meeting the above standards must be constructed in accordance with all applicable standards in RMC [15.04.130](#).

C. Upon completion of the structure, certification that the requirements of this section have been satisfied shall be provided to the Floodplain Administrator for verification. (Ord. 3006 § 2 (part), 2020).

### 15.04.158 AE zones with base flood elevations but no floodways.

In areas with BFEs (but a regulatory floodway has not been designated), no new construction, substantial improvements, or other development (including fill) shall be permitted within zones AE on the community's FIRM, unless it is demonstrated that the cumulative effect of the proposed development, when combined with all other existing and anticipated development, will not increase the water surface elevation of the base flood more than one foot at any point within the community. (Ord. 3006 § 2 (part), 2020).

### 15.04.160 Floodway/floodway fringe.

Special restrictions with respect to floodways and floodway fringe areas shall be as follows:

A. *Floodway*. Located within ~~areas of Special Flood Hazard Areas~~ established in RMC [15.04.040](#) are areas designated as floodways. Since the floodway is an extremely hazardous area due to the velocity of floodwaters which carry debris, potential projectiles, and erosion potential, the following are not permitted in the floodway: structures, developments, or landfills, other than for shoreline protective structures, bridges, roads, trails, and railroads.

1. *No Rise Standard*. Prohibit encroachments, including fill, new construction, substantial improvements, and other development, unless certification by a registered professional engineer is provided demonstrating through hydrologic and hydraulic analyses performed in accordance with standard engineering practice that the proposed encroachment would not result in any increase in flood levels during the occurrence of the base flood discharge.
2. *All Other Building Standards Apply in the Floodway*. If subsection A of RMC [15.04.160](#) is satisfied, all new construction and substantial improvements shall comply with all applicable flood hazard reduction provisions of RMC [15.04](#).

B. *Floodway Fringe Restrictions*. The following are not permitted in a floodway fringe:

1. Except in areas designated "urban environment" in the Redmond shoreline master program, any structure, development or landfill which would: reduce the natural floodwater storage capacity of the ~~area of Special Flood Hazard Area~~; pollute or

contribute materially to the turbidity of floodwater at the base flood stage; significantly change the existing base flood hydraulic characteristics; or alter the temperature characteristics of the water body unless an improvement in fish habitats would result.

2. Any residential structure which is not fully protected from water damage at the base flood elevation by having the lowest floor raised at least one foot above the base flood elevation.

3. Any nonresidential structure which does not meet the elevation or floodproofing requirements for nonresidential or critical facilities standards of this chapter. (Ord. 3006 § 2 (part), 2020; Ord. 2737 § 2 (part), 2014; Ord. 2202 § 1 (part), 2004; Ord. 863 § 9, 1979).

### **15.04.170 Critical facilities.**

Construction of new critical facilities shall be, to the extent possible, located outside the limits of the SFHA (100-year floodplain). Construction of new critical facilities shall be permissible within the SFHA if no feasible alternative site is available. Critical facilities constructed within the SFHA shall have the lowest floor elevated three feet above BFE or to the height of the 500-year flood, whichever is higher. Access to and from the critical facility should also be protected to the height utilized above. Floodproofing and sealing measures must be taken to ensure that toxic substances will not be displaced by or released into floodwaters. Access routes elevated to or above the level of the BFE shall be provided to all critical facilities to the extent possible. (Ord. 3006 § 2 (part), 2020).

## **Chapter 15.06 FIRE CODE\***

Sections:

- 15.06.010 Short title.**
- 15.06.011 Adoption.**
- 15.06.012 Restrictions.**
- 15.06.013 Amendments.**
- 15.06.014 Reserved.**
- 15.06.015 Fire detection systems.**
- 15.06.016 Fire sprinkler systems.**
- 15.06.017 Restricted access buildings.**
- 15.06.018 Reserved.**
- 15.06.019 New materials, processes or occupancies which may require permits.**
- 15.06.020 Wellhead protection ordinance coordination.**
- 15.06.021 Repealed.**
- 15.06.022 Penalties and enforcement.**
- 15.06.023 Building permit issuance and occupancy.**
- 15.06.024 Nonconforming structures.**

**Prior legislation:** Ords. 2215, 2014, 1926, 1537.

**Code reviser's note:** This chapter was previously codified as Chapter 15.28 RMC.

\* Formerly Chapter 20E.100 RCDG.

### **15.06.010 Short title.**

This chapter and amendments hereto shall constitute the Redmond Fire Code and may be cited as such. (Ord. 3160 § 2, 2024; Ord. 3124 § 2, 2023; Ord. 3121 § 2, 2023; Ord. 3008 § 2, 2020; Ord. 2957 § 8 (part), 2019; Ord. 2834 § 2 (part), 2016; Ord. 2693 § 2 (part), 2013; Ord. 2530 § 2 (part), 2010; Ord. 2357 § 1 (part), 2007; Ord. 2220 § 1, 2004).

### **15.06.011 Adoption.**

A. The International Fire Code, 2021 Edition, published by the International Code Council including Appendices B, F and I, together with the amendments, modifications, and exceptions in WAC Chapter [51-54A](#), excluding the changes to IFC Section 503, in their entirety as the same now exist or as they may be hereafter amended, except such portions as are hereinafter by this chapter

deleted; modified; amended; or added to, are hereby adopted and incorporated as fully as if set out at length herein. (Ord. 3160 § 2, 2024; Ord. 3124 § 2, 2023; Ord. 3121 § 2, 2023; Ord. 3008 § 2, 2020; Ord. 2957 § 8 (part), 2019; Ord. 2834 § 2 (part), 2016; Ord. 2693 § 2 (part), 2013; Ord. 2530 § 2 (part), 2010; Ord. 2357 § 1 (part), 2007; Ord. 2220 § 1, 2004).

### **15.06.012 Restrictions.**

A. *Occupancies Prohibited.* No Group H, Division 1 occupancy as defined in Section 307, International Building Code, 2021 Edition, shall be permitted.

Exception: A Group H, Division 1 occupancy may be allowed when approved by the Chief and the Building Official and authorized by a valid fire code permit.

B. *Bulk Plants.* Bulk plants referred to in Section 5702, and defined in Section 202, of the International Fire Code, 2021 Edition, shall be prohibited throughout the City except in areas zoned Manufacturing Park (MP) or Industry (I) pursuant to the Redmond Zoning Code and shall be limited to underground storage only.

Exception: Unless prohibited by the City of Redmond wellhead protection ordinance or critical aquifer recharge area regulations.

C. *Liquefied Petroleum Gas Storage.* The limits referred to in Section 6104.2 of the International Fire Code, 2021 Edition, in which bulk storage of liquefied petroleum gas is restricted, are established throughout the City limits except areas zoned Manufacturing Park (MP) or Industry (I) pursuant to the Redmond Zoning Code.

D. *Flammable Cryogenic Fluids.* Flammable cryogenic fluids referred to in Section 5806 of the International Fire Code, 2021 Edition, shall be prohibited throughout the City except in areas zoned Manufacturing Park (MP) or Industry (I), or when approved by the Fire Code Official and the Building Official and authorized by a valid fire code permit.

E. On demand mobile fueling operations defined in section 202 and referred to in section 5707 of the International Fire Code, 2021 Edition, shall be prohibited throughout the City. (Ord. 3160 § 2, 2024; Ord. 3124 § 2, 2023; Ord. 3121 § 2, 2023; Ord. 3008 § 2, 2020; Ord. 2957 § 8 (part), 2019; Ord. 2834 § 2 (part), 2016; Ord. 2693 § 2 (part), 2013; Ord. 2596 § 2 (part), 2011; Ord. 2530 § 2 (part), 2010; Ord. 2357 § 1 (part), 2007; Ord. 2220 § 1, 2004).

### **15.06.013 Amendments.**

A. The following are modifications or amendments to the International Fire Code, 2021 Edition, as adopted in RMC [15.06.011](#), and shall correspond to the context of said International Fire Code as if set out at length in their respective sections in lieu of or in addition to published sections or subsections. Where an amendment or modification replaces a published section or subsection, the published section or subsection shall be deemed void and deleted.

1. Amend 102.5 to read as follows:

102.5 Application of residential code.

Where structures are designed and constructed in accordance with the International Residential Code, including, without exception, all new licensed adult family homes in existing structures, the provisions of this code shall apply as follows:

1. Construction and design provisions of this code pertaining to the exterior of the structure shall apply including, but not limited to, premises identification, fire apparatus access and water supplies. Where interior or exterior systems or devices are installed, construction permits required by Section 105.6 apply.

2. Administrative, operational and maintenance provisions of this code and requirements of R.M.C. [15.06.016](#) shall apply.

2. Amend Section 102.7 to read as follows:

102.7 Referenced codes and standards.

The codes and standards referenced in this code shall be the Redmond Fire Department Standards and those that are listed in Chapter 80. Such codes and standards shall be considered part of the requirements of this code to the prescribed extent of each such reference and as further regulated in Sections 102.7.1; 102.7.2, and 102.7.3. Redmond Fire Department Standards shall constitute the primary reference document and guideline. Where differences occur between the provisions of this code and the referenced standards, the provisions of this code shall apply.

3. Add Section 102.7.3 as follows:

---

102.7.3 Supplemental rules and regulations.

The fire code official is authorized to render interpretations of this code and to make and enforce rules and supplemental regulations in order to carry out the application and intent of its provisions. Such interpretations, rules, and regulations shall be known as the Redmond Fire Department Standards and shall be in conformance with the intent and purpose of this code and shall be available to the public during normal business hours.

4. Add Section 104.6.5 as follows:

104.6.5 Documentation of required maintenance

When required by the *fire code official* documentation of maintenance to fire safety features or systems required by this code shall be submitted to the fire code official in an approved method, manner, and form. Fees associated with such documentation shall be in accordance with the adopted fee schedule.

5. Amend Section 104.12.2 to read as follows:

104.12.2 Obstructing operations.

Persons shall not obstruct the operations of the fire department in connection with extinguishment, control, or investigation of any fire or actions relative to other emergencies or disobey any lawful command of the fire chief or officer of the fire department in charge of the emergency, or any part thereof, or any lawful order of a police officer assisting the fire department.

6. Add Section 104.13 as follows:

104.13 Assistance from other agencies.

Police and other enforcement agencies shall have authority to render necessary assistance in the enforcement of this code as requested by the fire code official.

7. Amend Section 105.2.3 to read as follows:

105.2.3 Time limitation of application.

An application for a permit for any proposed work or operation shall be deemed to have been abandoned 365 days after the date of filing, unless such application has been diligently prosecuted or a permit shall have been issued; except that the fire code official is authorized to grant one or more extensions of time for additional periods not exceeding 365 days each. The extension shall be requested in writing and justifiable cause demonstrated.

8. Amend Section 105.3.1 to read as follows:

105.3.1 Expiration.

An operational permit shall remain in effect until reissued, renewed or revoked, or for such a period of time as specified in the permit. Construction permits shall automatically become invalid unless the work authorized by such permit is commenced within 365 days after its issuance, or if the work authorized by such permit is suspended or abandoned for a period of 365 days after the time the work is commenced. Before such work recommences, a permit shall be first obtained and the fee to recommence work, if any, shall be one-half the amount required for a new permit for such work; provided, that changes have not been made and will not be made in the original construction documents for such work, and provided further that such suspension or abandonment has not exceeded one year. Permits are not transferable and any change in occupancy, operation, tenancy or ownership shall require that a new permit be issued.

9. Amend Section 105.3.2 to read as follows:

105.3.2 Extensions.

A permittee holding an unexpired permit shall have the right to apply for an extension of the time within which the permittee will commence work under that permit where work is unable to be commenced within the time required by this section for good and satisfactory reasons. The *fire code official* is authorized to grant, in writing, one or more extensions of the time period of a permit for periods of not more than 365 days each. Such extensions shall be requested by the permit holder in writing and justifiable cause demonstrated.

10. Amend Section 105.5.25 to read as follows:

105.5.25 Hot-work operations.

---

An operational permit is required for hot-work including, but not limited to:

1. Public exhibitions and demonstrations where hot-work is conducted.
2. Use of portable hot-work equipment inside a structure.

Exception 1: Work that is conducted under a construction permit.

Exception 2: Less than 16 ounces in self-contained, handheld devices that do not allow gas flow or flame when the trigger is released.

3. Fixed-site hot-work equipment such as welding booths.
4. Hot-work conducted within a wildfire risk area.
5. Application of roof coverings with the use of an open-flame device.
6. When approved, the fire code official shall issue a permit to carry out a hot work program. This program allows approved personnel to regulate their facility's hot work operations. The approved personnel shall be trained in the fire safety aspects denoted in this chapter and shall be responsible for issuing permits requiring compliance with the requirements found in Chapter 35. These permits shall be issued only to their employees or hot-work operations under their supervision.

11. Amend Section 105.5.29 to read as follows:

105.5.29 LP-gas.

An operational permit is required for:

1. Storage and use of LP-gas.

Exception 1: A permit is not required for individual containers with a 500-gallon (1893 L) water capacity or less or multiple container systems having an aggregate quantity not exceeding 500 gallons (1893 L) serving occupancies in Group R-3.

Exception 2: In other than R-3 occupancies, a permit is not required in noncommercial outdoor use of propane barbecue grills.

2. Operation of cargo tankers that transport LP-gas.

12. Amend Section 105.5.32 to read as follows:

105.5.32 Mobile food preparation vehicles.

A permit is required for food preparation vehicles equipped with appliances that produce smoke or grease-laden vapors or utilize LP-gas or CNG systems. A permit issued from a public fire agency approved by the fire code official may be accepted in lieu of a Redmond Fire Department operational permit.

13. Amend Section 105.5.45 to read as follows:

105.5.45 Repair garages.

An operational permit is required for the operation of repair garages.

14. Add Section 105.5.53 to read as follows:

105.5.53 Fire alarm systems.

A fire alarm operational permit is required to operate all fire alarm systems required by Chapter 9 or RMC [15.06.015](#).

Point of Information: This requirement will apply to all systems effective January 1, 2021.

15. Amend Section 105.6.3 to read as follows:

105.6.3 Cryogenic fluids.

A construction permit is required for installation of or alteration to stationary cryogenic fluid storage systems where the system capacity exceeds the amounts listed in Table 105.5.11. Maintenance performed in accordance with this code is not considered an alteration and does not require a construction permit.

16. Amend Section 105.6.19 as follows:

105.6.19 Smoke control or smoke exhaust systems.

Construction permits are required for installation of or alteration to smoke control or smoke exhaust systems regulated by Chapter 9. Maintenance performed in accordance with this code is not considered to be an alteration and does not require a permit.

17. Add Section 105.6.26 as follows:

105.6.26 HPM facilities.

A construction permit is required to install equipment or facilities that store, handle, or use hazardous production materials.

18. Add Section 105.6.27 as follows:

105.6.27 Refrigeration equipment.

A construction permit is required to install a mechanical refrigeration unit or system regulated by Chapter 6 of the IFC.

19. Add Section 105.6.28 as follows:

105.6.28 Places of assembly.

A construction permit is required for all new place of assembly uses.

20. Amend section 111 as follows:

111.1 Appeals

Whenever the fire code official or designee disapproves an application or refuses to grant a permit applied for, or when it is claimed that the provisions of the code do not apply or that the true intent and meaning of the code has been misconstrued or wrongly interpreted, the applicant may appeal to the Chief of the Fire Department in accordance with the procedures for Type 1 Review, RZC [21.76.060\(d\)](#). Appeals from the decisions of the Chief to the Hearing Examiner shall be made as prescribed in RZC [21.76.060\(d\)\(4\)](#).

111.2 Limitations on authority: Section not adopted.

111.3 Qualifications: Section not adopted.

111.4 Administration: Section not adopted.

21. Add Section 114.8 as follows:

114.8 Fire- or explosion-damaged buildings.

The owner, occupant, or other person having under ~~his~~their control any property or materials on a property damaged by fire or explosion shall, when ordered by the fire chief, immediately secure the property against entry or unauthorized access by the public, by boarding up all openings, fencing, barricading or utilizing other appropriate measures. Within 30 days after written notice to do so has been served, all debris and/or damaged materials shall be removed from the property and proof furnished that contractual arrangements have been made for prompt demolition, replacement, or repair of all fire- or explosion-damaged structures remaining on the property involved in the fire or explosion.

22. Add/amend Section 202 as follows:

1. Amend the definition(s) of "Facility" and "High-Rise Buildings" to read as follows:

FACILITY.

A building or use in a fixed location including exterior storage areas for flammable and combustible substances and hazardous materials, piers, wharves, tank farms, parks, plazas, sport fields, or other public assembly areas and similar uses. This term includes recreational vehicles, mobile home and manufactured housing parks, sales, and storage lots.

HIGH-RISE BUILDINGS:

A building with an occupied floor or occupied roof located more than 75 feet (22,860 mm) above the lowest level of fire department vehicle access.

23. Amend Section 307.1 to read as follows:

307.1 General.

A person shall not kindle or maintain, or authorize to be kindled or maintained, any open burning unless conducted and approved in accordance with Sections 307.1.1 through 307.5, see also Chapter [173-425 WAC](#).

24. Amend Section 307.4.2 to read as follows:

307.4.2 Recreational fires.

Recreational fires shall not be conducted within 50 feet (15,240 mm) of a structure or combustible material. Conditions that could cause a fire to spread within 50 feet (15,240 mm) of a structure shall be eliminated prior to ignition.

25. Amend Section 307.4.3 to read as follows:

307.4.3 Portable outdoor fireplaces.

Portable outdoor fireplaces shall be used in accordance with the manufacturer's instructions and shall not be operated within 15 feet (3048 mm) of a structure or combustible material.

26. Add Section 503.1.1.1 to read as follows:

503.1.1.1 Extent of access.

The fire apparatus access roadway shall extend to within 50 feet of at least 25 percent of the perimeter of the building. Where access roadway cannot be provided, the fire code official is authorized to require an approved fire protection system or systems as provided in RMC [15.06.017](#).

Exception: Detached one- and two-family dwelling units.

27. Add Section 503.1.1.2 to read as follows:

503.1.1.2 Easements.

When directed by the fire code official, emergency vehicle access routes or areas, including emergency vehicle operations areas, turnarounds, overhang areas, firefighter access, emergency egress, or similar, that are not within a public right-of-way shall be maintained in an approved and recorded emergency vehicle access and/or firefighter access easement.

28. Add section 503.1.4 to read as follows:

503.1.4 Emergency Medical Access.

When an elevator is required in a building, access for aid or medic vehicles shall be provided as follows or as approved by the fire code official:

1. Vehicular access shall be provided to a dedicated parking space that is located within 75 feet (22,860 mm) of travel distance to a 4 foot by 7-foot elevator that serves each floor or area of a structure.
2. The path from the parking space to the elevator shall not contain stairs, obstructions, or grade changes that prevent the safe use of a stretcher.
3. When the parking space is provided within a structure or parking garage, the minimum clear height shall be as specified by the fire code official but not less than 10 feet. If this space is provided along a street the minimum length of the parking space shall be not less than 30 feet (9,140 mm).
4. The minimum width and turning radii shall be the same as other required fire access unless approved by the fire code official.

29. Add Section 503.2.7.1 as follows:

503.2.7.1 Maximum grade.

All required access roadways shall be constructed so that the maximum gradient is 10 percent. Where this requirement cannot be met, the fire code official is authorized to require approved safeguards as identified in RMC [15.06.017](#).

30. Amend Section 503.2.8 to read as follows:

503.2.8 Angles of approach and departure.

The angles of approach and departure for fire apparatus access roads shall be within the limits established by the fire code official based on the fire department's apparatus. No access roadway or access road approach to a public way shall have an arc higher than 12 inches in less than 20 feet. Where these requirements cannot be provided, the fire code official is authorized to require approved safeguards as identified in RMC [15.06.017](#).

31. Amend Section 503.4 as follows:

503.4 Obstructions of fire lanes and fire apparatus access roads.

Fire lanes and fire apparatus access roads shall not be obstructed in any manner, including the parking of vehicles. The minimum widths and clearances established in Section 503.2.1 and 503.2.2 shall be maintained at all times. The fire chief shall have the power and authority to remove or cause to be removed without notice, any vehicle, vessel, or thing parked or placed in violation of Section 503.4 of the International Fire Code. The fire chief may direct a property owner or property manager of a commercial or multifamily development to have such vehicles towed and/or contract with a towing company to have such vehicles towed when necessary to maintain fire access unobstructed. The owner of any item so removed shall be responsible for all towing, storage, and other charges connected therewith.

32. Add Section 505.3 to read as follows:

505.3 Street and road designations.

Street and road designations shall be as determined and assigned by the fire chief.

33. Amend Section 507.5 to read as follows:

507.5 Fire hydrant systems.

Fire hydrant systems along public or private roads shall comply with Sections 507.5.1 through 507.5.6. Hydrant spacing in commercial and multifamily shall be 300 feet (91,440 mm) on-center; hydrant spacing for single-family residences shall be 600 feet (182,880 mm) on center.

34. Amend Section 507.5.1 to read as follows:

507.5.1 Where required.

Where a portion of the facility or building hereafter constructed or moved into or within the jurisdiction is more than 300 feet from a hydrant on a fire apparatus access road, as measured by an approved route around the exterior of the facility or building, on-site fire hydrants and mains shall be provided where required by the fire code official.

Exceptions:

1. For group R-3, Group U and one- and two-family dwellings, the distance requirement shall be 450 feet (137,160 mm).
2. For Group R-3, Group U, and one- and two-family dwellings equipped throughout with an approved automatic sprinkler system installed in accordance with Section 903.3, the distance requirement shall be 600 feet (182,880 mm).

35. Amend Section 507.5.1.1 to read as follows:

507.5.1.1 Hydrant for sprinkler and standpipe systems.

Buildings equipped with a sprinkler or standpipe system installed in accordance with Section 903 or 905 shall have a fire hydrant within 40 feet of the fire department connections.

Exception: The distance shall be permitted to exceed 40 feet where approved by the fire code official.

36. Replace the existing language in Section 510 with the following:

510.1 Emergency responder radio coverage in new buildings.

Approved radio coverage for emergency responders shall be provided within buildings meeting any of the following conditions:

1. High rise buildings.
2. The total building area is 50,000 square feet or more.
3. The total basement area is 10,000 square feet or more; or
4. There are floors used for human occupancy more than 30 feet below the finished floor of the lowest level of exit discharge.

5. Buildings or structures where the fire or police chief determines that in- building radio coverage is critical because of its unique design, location, use or occupancy.

The radio coverage system shall be installed in accordance with Sections 510.4 through 510.5.5 of this code and with the provisions of NFPA 1221 (2019). This section shall not require improvement of the existing public safety communication systems.

Exceptions:

1. Buildings and areas of buildings that have minimum radio coverage signal strength levels of the King County regional 800 MHz radio system within the building in accordance with Section 510.4.1 without the use of a radio coverage system.
2. In facilities where emergency responder radio coverage is required and such systems, components, or equipment required could have a negative impact on the normal operations of that facility, the fire code official shall have the authority to accept an automatically activated emergency responder radio coverage system.
3. One- and two-family dwellings and townhouses.
4. Subject to the approval of the fire code official, buildings other than high- rise buildings, colleges, universities, and buildings primarily occupied by Group E or I occupancies that have completed a mobile emergency responder radio coverage application and submitted payment as outlined in the application.

510.2 Emergency responder radio coverage in existing buildings.

Existing buildings shall be provided with approved radio coverage for emergency responders as required in Chapter 11.

510.3 Permit required.

A construction permit for the installation of or modification to emergency responder radio coverage systems and related equipment is required as specified in Section 105.7.6. Maintenance performed in accordance with this code is not considered a modification and does not require a permit.

510.4 Technical requirements.

Systems, components, and equipment required to provide the emergency responder radio coverage system shall comply with Sections 510.4.1 through 510.4.2.8.

510.4.1 Emergency responder communication enhancement system signal strength.

The building shall be considered to have acceptable emergency responder communications enhancement system coverage when signal strength measurements in 95 percent of all areas on each floor of the building meet the signal strength requirements in Sections 510.4.1.1 through 510.4.1.3.

Exception: Critical areas, such as the fire command center(s), the fire pump room(s), interior exit stairways, exit passageways, elevator lobbies, standpipe cabinets, sprinkler sectional valve locations, and other areas required by the fire code official, shall be provided with 99 percent floor area radio coverage.

510.4.1.1 Minimum signal strength into the building.

The minimum inbound signal strength shall be sufficient to provide usable voice communications throughout the coverage area as specified by the fire code official. The inbound signal level shall be a minimum of -95 dBm in 95% of the coverage area and 99% in critical areas and sufficient to provide not less than a delivered audio quality (DAQ) of 3.0 or an equivalent signal-to-interference-plus-noise ratio (SINR) applicable to the technology for either analog or digital signals.

510.4.1.2 Minimum signal strength out of the building.

The minimum outbound signal strength shall be sufficient to provide usable voice communications throughout the coverage area as specified by the fire code official. The outbound signal level shall be sufficient to provide not less than a DAQ of 3.0 or an equivalent SINR applicable to the technology for either analog or digital signals. A minimum signal strength of -95 dBm shall be received by the King County regional 800 MHz radio system when transmitted from within the building.

510.4.1.3 System performance. Signal strength shall be sufficient to meet the requirements of the applications being utilized by public safety for emergency operations through the coverage area as specified by the radio system manager in Section 510.4.2.2.

510.4.2 System design.

The emergency responder radio coverage system shall be designed in accordance with Sections 510.4.2.1 through 510.4.2.8 and NFPA 1221 (2019).

510.4.2.1 Amplification systems and components.

Buildings and structures that cannot support the required level of radio coverage shall be equipped with systems and components to enhance the public safety radio signals and achieve the required level of radio coverage specified in Sections 510.4.1 through 510.4.1.3. Public safety communications enhancement systems utilizing radio-frequency-emitting devices and cabling shall be allowed by the public safety radio system operator. Prior to installation, all radio frequency (RF)-emitting devices shall have the certification of the radio licensing authority and be suitable for public safety use.

#### 510.4.2.2 Technical criteria.

The public safety radio system operator shall provide the various frequencies required, the location of radio sites, the effective radiated power of radio sites, the maximum propagation delay in microseconds, the applications being used and other supporting technical information necessary for system design upon request by the building owner or owner's representative.

#### 510.4.2.3 Power supply sources.

Emergency responder radio coverage systems shall be provided with dedicated standby batteries or provided with 2-hour standby batteries and connected to the facility generator power system in accordance with Section 1203. The standby power supply shall be capable of operating the emergency responder radio coverage system at 100-percent system capacity for a duration of not less than 12 hours.

#### 510.4.2.4 Signal booster requirements.

If used, signal boosters shall meet the following requirements:

1. All signal booster components shall be contained in a National Electrical Manufacturer's Association (NEMA) 4 IP66-type waterproof cabinet or equivalent.

Exception: Listed battery systems that are contained in integrated battery cabinets.

2. Battery systems used for the emergency power source shall be contained in a NEMA 3R or higher-rated cabinet, IP65-type waterproof cabinet or equivalent.

3. Equipment shall have FCC or other radio licensing authority certification and be suitable for public safety use prior to installation.

4. Where a donor antenna exists, isolation shall be maintained between the donor antenna and all inside antennas to not less than 20 dB greater than the system gain under all operating conditions.

5. Bidirectional amplifiers (BDAs) used in emergency responder radio coverage systems shall be fitted with anti-oscillation circuitry and per-channel AGC.

6. The installation of amplification systems or systems that operate on or provide the means to cause interference on any emergency responder radio coverage networks shall be coordinated and approved by the public safety radio system operator.

7. Unless otherwise approved by the public safety radio system operator, only channelized signal boosters shall be permitted.

Exception: Broadband BDAs may be utilized when specifically authorized in writing by the public safety radio system operator.

#### 510.4.2.5 System monitoring.

The emergency responder radio enhancement system shall include automatic supervisory and trouble signals that are monitored by a supervisory service and are annunciated by the fire alarm system in accordance with NFPA 72. The following conditions shall be separately annunciated by the fire alarm system, or, if the status of each of the following conditions is individually displayed on a dedicated panel on the radio enhancement system, a single automatic supervisory signal may be annunciated on the fire alarm system indicating deficiencies of the radio enhancement system:

1. Loss of normal AC power supply.

2. System battery charger(s) failure.

3. Malfunction of the donor antenna(s).

4. Failure of active RF-emitting device(s).

5. Low-battery capacity at 70-percent reduction of operating capacity.

6. Active system component malfunction.

7. Malfunction of the communications link between the fire alarm system and the emergency responder radio enhancement system.

#### 510.4.2.6 Additional frequencies and change of frequencies.

The emergency responder radio coverage system shall be capable of modification or expansion in the event frequency changes are required by the Federal Communications Commission (FCC) or other radio licensing authority or additional frequencies are made available by the FCC or other radio licensing authority.

#### 510.4.2.7 Design documents.

The fire code official shall have the authority to require as-built design documents and specifications for emergency responder communications coverage systems. The documents shall be in a format acceptable to the fire code official.

#### 510.4.2.8 Radio communication antenna density.

Systems shall be engineered to minimize the near-far effect. Radio enhancement system designs shall include sufficient antenna density to address reduced gain conditions.

Exceptions:

1. Class A narrow band signal booster devices with independent AGC/ALC circuits per channel.
2. Systems where all portable devices within the same band use active power control.

510.5 Installation requirements.

The installation of the public safety radio coverage system shall be in accordance with NFPA 1221 and Sections 510.5.1 through 510.5.7.

510.5.1 Approval prior to installation.

Amplification systems capable of operating on frequencies licensed to any public safety agency by the FCC or other radio licensing authority shall not be installed without prior coordination and approval of the public safety radio system operator.

510.5.2 Minimum qualifications of personnel.

The minimum qualifications of the system designer and lead installation personnel shall include both of the following:

1. A valid FCC-issued general radio telephone operators license.
2. Certification of in-building system training issued by an approved organization or approved school, or a certificate issued by the manufacturer of the equipment being installed.

510.5.3 Acceptance test procedure.

Where an emergency responder radio coverage system is required, and upon completion of installation, the building owner shall have the radio system tested to verify that two-way coverage on each floor of the building is in accordance with Section 510.4.1. The test procedure shall be conducted as follows:

1. Each floor of the building shall be divided into a grid of 20 approximately equal test areas with a maximum test area size of 6,400 square feet. Where the floor area exceeds 128,000 square feet, the floor shall be divided into as many approximately equal test areas as needed such that no test area exceeds the maximum square footage allowed for a test area.
2. Coverage testing of signal strength shall be conducted using a calibrated spectrum analyzer for each of the test grids. A diagram of this testing shall be created for each floor where coverage is provided, indicating the testing grid used for the test in Section 510.5.3(1) and including signal strengths and frequencies for each test area. Indicate all critical areas.
3. Functional talk-back testing shall be conducted using two calibrated portable radios of the latest brand and model used by the agency's radio communications system or other equipment approved by the fire code official. Testing shall use digital audible quality (DAQ) metrics, where a passing result is a DAQ of 3 or higher. Communications between handsets shall be tested and recorded in the grid square diagram required by section 510.5.3(2): each grid square on each floor; between each critical area and a radio outside the building; between each critical area and the fire command center or fire alarm control panel; between each landing in each stairwell and the fire command center or fire alarm control panel.
4. Failure of more than 5% of the test areas on any floor shall result in failure of the test.

Exception: Critical areas shall be provided with 99 percent floor area coverage.

5. In the event that two of the test areas fail the test, in order to be more statistically accurate, the floor shall be permitted to be divided into 40 equal test areas. Failure of not more than two nonadjacent test areas shall not result in failure of the test. If the system fails the 40-area test, the system shall be altered to meet the 95-percent coverage requirement.

6. A test location approximately in the center of each test area shall be selected for the test, with the radio enabled to verify two-way communications to and from the outside of the building through the public agency's radio communications system. Once the test location has been selected, that location shall represent the entire test area. Failure in the selected test location shall be considered to be a failure of that test area. Additional test locations shall not be permitted.

7. The gain values of all amplifiers shall be measured, and the test measurement results shall be kept on file with the building owner so that the measurements can be verified during annual tests. In the event that the measurement results become lost, the building owner shall be required to rerun the acceptance test to reestablish the gain values.

8. As part of the installation, a spectrum analyzer or other suitable test equipment shall be utilized to ensure spurious oscillations are not being generated by the subject signal booster. This test shall be conducted at the time of installation and at subsequent annual inspections.

9. Systems incorporating Class B signal booster devices or Class B broadband fiber remote devices shall be tested using two portable radios simultaneously conducting subjective voice quality checks. One portable radio shall be positioned not greater than 10 feet (3048 mm) from the indoor antenna. The second portable radio shall be positioned at a distance that represents the farthest distance from any indoor antenna. With both portable radios simultaneously keyed up on different frequencies within the same band, subjective audio testing shall be conducted and comply with DAQ levels as specified in Sections 510.4.1.1 and 510.4.1.2.

10. Documentation maintained on premises.

At the conclusion of the testing and prior to issuance of the building certificate of occupancy, the building owner or owner's representative shall place a copy of the following records in the DAS enclosure or the building engineer's office. The records shall be available to the fire code official and maintained by the building owner for the life of the system:

- a. A certification letter stating that the emergency responder radio coverage system has been installed and tested in accordance with this code and that the system is complete and fully functional.
  - b. The grid square diagram created as part of testing in Sections 510.5.3(2) and 510.5.3(3).
  - c. Data sheets and/or manufacturer specifications for the emergency responder radio coverage system equipment, backup battery, and charging system (if utilized).
  - d. A diagram showing device locations and wiring schematic.
  - e. A copy of the electrical permit.
11. Acceptance test reporting to fire code official.

At the conclusion of the testing, and prior to issuance of the building certificate of occupancy, the building owner or owner's representative shall submit to the fire code official a report of the acceptance test in an approved manner.

#### 510.5.4 FCC compliance.

The emergency responder radio coverage system installation and components shall comply with all applicable federal regulations including, but not limited to, FCC [47 CFR Part 90.219](#).

#### 510.5.5 Mounting of the donor antenna(s).

To maintain proper alignment with the system designed donor site, donor antennas shall be permanently affixed on the highest possible position on the building or where approved by the fire code official. A clearly visible sign shall be placed near the antenna stating, "movement or repositioning of this antenna is prohibited without approval from the fire code official." The antenna installation shall be in accordance with the applicable requirements in the International Building Code for weather protection of the building envelope.

#### 510.5.6 Wiring.

The backbone, antenna distribution, radiating, or any fiber-optic cables shall be rated as plenum cables. The backbone cables shall be connected to the antenna distribution, radiating, or copper cables using hybrid coupler devices of a value determined by the overall design. Backbone cables shall be routed through an enclosure that matches the building's required fire-resistance rating for shafts or interior exit stairways. The connection between the backbone cable and the antenna cables shall be made within an enclosure that matches the building's fire-resistance rating for shafts or interior exit stairways, and passage of the antenna distribution cable in and out of the enclosure shall be protected as a penetration per the International Building Code.

#### 510.5.7 Identification signs.

Emergency responder radio coverage systems shall be identified by an approved sign located on or near the fire alarm control panel or other approved location stating "This building is equipped with an emergency responder radio coverage system. Control equipment located in room". A sign stating "Emergency Responder Radio Coverage System Equipment" shall be placed on or adjacent to the door of the room containing the main system components.

#### 510.6 Maintenance.

The emergency responder radio coverage system shall be maintained operational at all times in accordance with Sections 510.6.1 through 510.6.7.

##### 510.6.1 Testing and proof of compliance.

The owner of the building or owner's authorized agent shall have the emergency responder radio coverage system inspected and tested annually or where structural changes occur including additions or remodels that could materially change the original field performance tests. Testing shall consist of the following items:

1. In-building coverage test as required by the fire code official as described in Section 510.5.3 "Acceptance test procedure" or 510.6.1.1 "Alternative in- building coverage test".

Exception: Group R Occupancy annual testing is not required within dwelling units.

2. Signal boosters shall be tested to verify that the gain/output level is the same as it was upon initial installation and acceptance or set to optimize the performance of the system.

3. Backup batteries and power supplies shall be tested under load of a period of 1 hour to verify that they will properly operate during an actual power outage. If within the 1-hour test period the battery exhibits symptoms of failure, the test shall be extended for additional 1-hour periods until the integrity of the battery can be determined.

4. If a fire alarm system is present in the building, a test shall be conducted to verify that the fire alarm system is properly supervising the emergency responder communication system as required in Section 510.4.2.5. The test is performed by simulating alarms to the fire alarm control panel. The certifications in Section 510.5.2 are sufficient for the personnel performing this testing.

5. Other active components shall be checked to verify operation within the manufacturer's specifications.
6. At the conclusion of the testing, a report, which shall verify compliance with Section 510.6.1, shall be submitted to the fire code official in an approved manner.
7. At the conclusion of testing, a record of the inspection and maintenance along with an updated grid diagram of each floor showing tested strengths in each grid square and each critical area shall be added to the documentation maintained on the premises in accordance with Section 510.5.3.

#### 510.6.1.1 Alternative in-building coverage test.

When the comprehensive test documentation required by Section 510.5.3 is available or the most recent full five-year test results are available if the system is older than six years, the in-building coverage test required by the fire code official in Section 510.6.1(1), may be conducted as follows:

1. Functional talk-back testing shall be conducted using two calibrated portable radios of the latest brand and model used by the agency's radio communications system or other equipment approved by the fire code official. Testing shall use digital audible quality (DAQ) metrics, where a passing result is a DAQ of 3 or higher. Communications between handsets in the following locations shall be tested: between the fire command center or fire alarm control panel and a location outside the building; between the fire alarm control panel and each landing in each stairwell.
2. Coverage testing of signal strength shall be conducted using a calibrated spectrum analyzer for:
  - a. Three grid areas per floor. The three grid areas to be tested on each floor are the three grid areas with poorest performance in the acceptance test or the most recent annual test, whichever is more recent; and
  - b. Each of the critical areas identified in acceptance test documentation required by Section 510.5.3 or as modified by the fire code official, and
  - c. One grid square per serving antenna.
3. The test area boundaries shall not deviate from the areas established at the time of the acceptance test or as modified by the fire code official. The building shall be considered to have acceptable emergency responder radio coverage when the required signal strength requirements in 510.4.1.1 and 510.4.1.2 are located in 95 percent of all areas on each floor of the building and 99 percent in critical areas, and any nonfunctional serving antenna are repaired to function within normal ranges. If the documentation of the acceptance test or most recent previous annual test results are not available or acceptable to the fire code official, the radio coverage verification testing described in 510.5.3 shall be conducted.

#### 510.6.2 Additional frequencies.

The building owner shall modify or expand the emergency responder radio coverage system at ~~his or her~~their expense in the event frequency changes are required by the FCC or other radio licensing authority or additional frequencies are made available by the FCC public safety radio system operator or FCC license holder. Prior approval of a public safety radio coverage system on previous frequencies does not exempt this section.

#### 510.6.3 Nonpublic safety system.

Where other nonpublic safety amplification systems installed in buildings reduce the performance or cause interference with the emergency responder communications coverage system, the nonpublic safety amplification system shall be corrected or removed.

#### 510.6.4 Field testing.

Agency personnel shall have the right to enter onto the property at any reasonable time to conduct field testing to verify the required level of radio coverage or to disable a system that due to malfunction or poor maintenance has the potential to impact the emergency responder radio system in the region.

### 37. Amend Section 605.4 to read as follows:

#### 605.4 Fuel oil storage systems.

Fuel oil storage systems for building heating systems shall be installed and maintained in accordance with this code. Tanks and fuel oil piping systems shall be installed in accordance with chapter 13 of the International Mechanical Code.

Secondary containment shall be provided for all new installations of storage tanks and associated piping.

Exception: Piping that is integral to the fuel-fired appliance.

### 38. Amend Section 901.4.1 to read as follows:

#### 901.4.1 Required fire protection systems.

Fire protection and life safety systems required by this code or the International Building Code shall be installed, repaired, operated, tested, and maintained in accordance with this code. A fire protection or life safety system for which a design option, exception, or reduction to the provisions of this code or the International Building Code has been granted shall be considered a required system. The Redmond Fire Department Standards applicable to the particular system shall constitute the primary reference document.

39. Amend Section 901.7 to read as follows:

901.7 Systems out of service.

Where a fire protection system is out of service, the fire department and the fire code official shall be notified immediately and, where required by the fire code official, the building shall either be evacuated or an approved fire watch shall be provided for all occupants left unprotected by the shutdown until the fire protection system has been returned to service.

Where utilized, fire watches shall be provided with at least one approved means for notification of the fire department and their only duty shall be to perform constant patrols of the protected premises and keep watch for fires.

Exception: Facilities with an approved notification and impairment management program. The notification and impairment program for water-based fire protection systems shall comply with NFPA 25.

40. Add Section 901.11 to read as follows:

901.11 Problematic fire protection systems:

In the event of repeated system malfunctions or maintenance related activations, the fire code official may declare the system to be a problematic system and is authorized to direct corrective action to be taken. The fire code official is authorized to have the fire protection system taken out of service. The procedures found in Section 901.7 "Systems out of service" shall be followed.

41. Amend Section 903.2 to read as follows:

903.2 Where required.

Approved automatic sprinkler systems in new buildings and structures shall be provided in the locations described in Redmond Municipal Code Section [15.06.016](#) and IFC Sections 903.2.1 through 903.2.12.

42. Add Section 903.3.9 as follows:

903.3.9 Fire sprinkler and standpipe main/express drains.

Fire sprinkler and standpipe main/express drains shall be positioned to drain to the sanitary sewer. Additionally, maintenance or testing discharges from fire pumps shall be treated in order to comply with the National Pollution Discharge Elimination System (NPDES) requirements.

Exception: This requirement does not apply to systems installed in one- and two-family dwellings and townhomes.

43. Amend Section 903.4.2 to read as follows:

903.4.2 Alarms.

Approved audible and visible alarm notification appliances shall be provided for every automatic sprinkler system in accordance with Section 907 and throughout areas designated by the fire code official. Sprinkler water-flow alarm devices shall be activated by water flow equivalent to the flow of a single sprinkler of the smallest orifice size installed in the system. Alarm devices shall be provided on the exterior of the building in an approved location. Where a fire alarm system is installed, activation of the automatic sprinkler system shall activate the building fire alarm system.

Exception: With approval of the fire code official, audible and visible alarm notification appliances may be omitted for approved residential sprinkler systems in 1- or 2-dwelling units if not otherwise specifically required.

44. Amend Section 903.4.3 to read as follows:

903.4.3 Floor control valves.

Approved supervised indicating control valves shall be provided at the point of connection to the riser on each floor. The floor control valves shall be located within interior exit stairways and within 6 feet of floors or landings unless chains or other readily approved devices are readily available.

Exceptions:

1. In buildings without interior exit stairways, the location of the floor control valves shall be determined by the fire code official.
2. Approved domestically supplied local systems with 10 heads or less.
3. Approved residential sprinkler systems for 1 or 2 dwelling units if not otherwise specifically required.

45. Amend Section 905.3.1 as follows:

905.3.1 Height.

Class I standpipe systems shall be installed throughout buildings where any of the following conditions exist:

1. Three or more stories are above or below the lowest level of the fire department vehicle access.
2. Where the floor level of the highest story is located more than 30 feet (9,144 mm) above the lowest level of the fire department vehicle access.
3. Where the floor level of the lowest story is located more than 30 feet (9,144 mm) below the highest level of fire department vehicle access.
4. Basements greater than 20,000 square feet.
5. Multiple levels of below grade parking.

Exception: In determining the lowest level of fire department vehicle access, it shall not be required to consider:

1. Recessed loading docks for four vehicles or less, and
2. Conditions where topography makes access from the fire department vehicle to the building impractical or impossible.

46. Amend section 905.3.8 as follows:

905.3.8 Landscaped roofs and courtyards.

Buildings or structures that have landscaped roofs or courtyards and that are equipped with a standpipe system shall have the standpipe system extended so that all portions of the roof level or courtyard on which the landscaped roof or courtyard is located is reachable from a hose connection by a 30-foot hose stream from a nozzle attached to 150 feet of hose.

47. Add Section 905.3.9 to read as follows:

905.3.9 High-rise building standpipes.

High-rise standpipe risers shall be combination standpipe/sprinkler risers using a minimum pipe size of 6 inches. One 2 1/2-inch hose connection shall be provided on every intermediate floor level landing in every required stairway and elsewhere as required by NFPA 14.

Where, and only where, static or residual water pressures at any hose outlet exceeds 175 psi (1207 kPa), approved pressure regulating devices (PRV) shall be installed to limit the pressure to a range between 125 and 175 psi at not less than 300 gpm.

The pressure on the inlet side of the pressure-regulating device shall not exceed the rated working pressure of the device. An additional nonregulated hose connection located directly below the PRV or an equally sized bypass around the PRV with a normally closed control valve shall be provided at each reduced pressure connection. Each nonregulated hose connection shall be labeled "High Pressure-No PRV". Each sign shall have 1/2-inch white letters on a red background.

48. Add Section 905.3.10 as follows:

905.3.10 Vertical standpipes served by fire pumps in high-rise buildings.

Where vertical standpipes are served by fire pumps, a check valve shall be installed at the base of each vertical standpipe.

49. Amend Section 907.1 as follows:

907.1 General

Redmond Municipal Code [15.06.015](#) and this section covers the application, installation, performance, and maintenance of fire alarm systems and their components in new and existing buildings and structures. The requirements of Section 907.2 are applicable to new buildings and structures. The requirements of 907.9 are applicable to existing buildings and structures. Redmond Fire Department Standard 9.00, Automatic Alarm Systems, applies to all required systems.

50. Amend Section 907.2 to read as follows:

907.2 Where required – New buildings and structures.

An approved fire alarm system installed in accordance with the provisions of this code and NFPA 72 shall be provided in new buildings and structures where there is a required sprinkler system, except one- and two-family dwellings as defined in the International Residential Code and in accordance with Sections 907.2.1 through 907.2.3, and provide occupant notification in accordance with Section 907.5 unless other requirements are provided by another section of this code.

A minimum of one manual fire alarm box shall be provided in an approved location to initiate a fire alarm signal to fire alarm systems employing automatic fire detectors or water-flow detection devices. Where other sections of this code allow elimination of fire alarm boxes due to sprinklers, a single fire alarm box shall be installed.

Exception: The manual fire alarm box is not required for fire alarm systems dedicated to elevator recall control and supervisory service.

51. Amend Section 1011.12.2 as follows:

1011.12.2 Roof access.

Where a stairway is provided to a roof, access to the roof shall be provided through a penthouse complying with Section 1511.2 of the International Building Code.

Exception: In buildings without an occupied roof, access to the roof shall be permitted to be a roof hatch or trap door not less than 16 square feet in area and having a minimum dimension of 3 feet.

52. Amend Section 1103.2 as follows:

1103.2 Emergency responder radio system coverage in existing buildings.

Buildings constructed prior to the implementation of this code shall not be required to comply with the emergency responder coverage provisions except as follows:

1. Whenever an existing wired communication system cannot be repaired or is being replaced.
2. Buildings identified in Section 510.1 undergoing substantial alteration as determined by the fire code official.
3. When buildings, classes of buildings or specific occupancies do not have minimum radio coverage signal strength as identified in Section 510.4.1 and the fire or police chief determines that lack of minimum signal strength poses an undue risk to emergency responders that cannot be reasonably mitigated by other means.

Exception: Where it is determined by the fire code official that the radio coverage system is not needed.

53. Amend Section 1103.8.1 to read as follows:

1103.8.1 Where required.

Existing group I-1 and R occupancies shall be provided with single-station smoke alarms in accordance with Section 907.2.11. Interconnection and power sources shall be in accordance with sections 1103.8.2 and 1103.8.3, respectively.

Exception: Where smoke detectors connected to a fire alarm system have been installed as a substitute for smoke alarms.

54. Add Section 1103.11 as follows:

1103.11 Building information card.

An approved building information card shall be located in each fire command center that includes, but is not limited to, all of the following information:

1. General building information.

Includes the property name, address, the number of floors in the building above- and below- grade, use and occupancy classification (for mixed-use buildings, the different types of occupancies on each floor should be specified) and the estimated building population during the day, night, and weekends.

2. Building emergency contact information.

Includes the building's emergency contacts, including, but not limited to the building manager; building engineer; and their respective work phone numbers, cell phone numbers, and e-mail addresses.

3. Building construction information.

Includes the type of building construction, including, but not limited to, the floors, walls, columns, and roof assembly.

4. Exit stairway information.

Includes the number of exit access stairways and exit stairways in building; each exit access stairway and exit stairway designation and floors served; the location where each exit access stairway and exit stairway discharges; interior pressurized exit stairways; exit stairways provided with emergency lighting; exit stairways that allow reentry; exit stairways providing roof access; elevator information that includes the number of elevator banks, elevator bank designation, elevator car numbers and respective floors that they serve, the location of elevator machine rooms, control rooms and control spaces; location of sky lobby; and location of freight elevator banks;

5. Building services and system information.

Building services and system information that includes the location of mechanical rooms, the location of the building management system, the location and capacity of all fuel oil tanks, the location of emergency generator(s), and the location(s) of natural gas service.

6. Fire protection system information.

Fire protection system information that includes the location of standpipes, the location of the fire pump room, the location of fire department connections, the floors protected by automatic sprinklers and location of different types of automatic sprinkler systems installed including but not limited to dry, wet, and pre-action systems.

7. Hazardous material information.

Hazardous material information that includes the location and quantities of hazardous materials.

55. Add Section 3303.11 as follows:

3303.11 Job shacks and other temporary structures.

Job shacks and other temporary structures located within or less than 20 feet from the permanent building shall:

1. Be constructed of noncombustible materials or 1-hour fire-resistive construction.
2. Not be equipped with fuel-fired heaters.
3. Be equipped with a monitored fire alarm system when located below grade.
4. Not function as offices unless protected with automatic sprinkler systems.

56. Add Section 3303.12 as follows:

3303.12 Buildings greater than 50,000 feet in area.

Buildings under construction that are defined as a high-rise or are greater than 50,000 in area shall comply with the requirements of 3303.12.1 through 3303.12.3.

3303.12.1 Job site security.

The job site shall be secured with controlled access once above-grade combustible construction has begun with off-hours guard service, motion-controlled surveillance, or both.

3303.12.2 Construction mitigations for wood frame buildings exceeding 80,000 square feet when exposures exist within 60 feet of a building under construction.

The exterior wall of the building under construction shall be covered with 5/8-inch gypsum sheathing to include windows, doors, or other openings until interior framing members have been covered with gypsum board or their finish materials.

For the purpose of measuring total square footage of wood framing, any adjacent ongoing wood-frame construction is considered to be within the project when adjacent structures are separated by less than 60 feet of open air.

Exception: A mitigation plan developed by a Washington State-licensed fire protection engineer. The mitigation plan may rely on temporary, permanent, and/or active measures.

3303.12.3 Construction mitigations for wood-frame buildings exceeding 350,000 square feet or 200,000 square feet when the building exceeds 50 feet in height.

Mitigating fire protection barriers consisting of at least one layer of 5/8-inch gypsum board or other equivalent fire resistive materials shall be installed such that the mitigating fire protection barrier(s) enclose area(s) of not more than 50,000 square feet.

For the purpose of measuring total square footage of wood framing, any adjacent ongoing wood frame construction is considered to be within the project when adjacent structures are separated by less than 60 feet of open air.

Exception: A mitigation plan developed by a Washington State-licensed fire protection engineer. The mitigation plan may rely on temporary, permanent, and/or active measures.

57. Amend Section 5001.5.2 to read as follows:

5001.5.2 Hazardous Materials Inventory Statement (HMIS).

Where required by the fire code official, an application for a permit shall include an HMIS, such as Superfund Amendments and Reauthorization Act of 1986 (SARA) Title III, Tier II Report or other approved statement. The HMIS shall be provided using a Redmond Fire Department-approved format and shall include the following information:

1. Product name.
2. Component.
3. Chemical Abstract Service (CAS) number.
4. Location where stored or used.
5. Container size.
6. Hazard classification.
7. Amount in storage.
8. Amount in use-closed systems.
9. Amount in use-open systems.

58. Amend Section 5003.1 to read as follows:

5003.1 Scope.

The storage, use and handling of all hazardous materials shall be in accordance with this section and shall comply with the provisions of the City of Redmond wellhead protection ordinance and critical aquifer recharge area regulations.

59. Add Section 5003.9.11 as follows:

5003.9.11 Manufacturer's limitations.

The storage of hazardous materials shall not exceed the manufacturer's limitations on shelf life or violate any other restrictions on use.

60. Add Section 5608.1.1 as follows:

5608.1.1 Fireworks.

Refer to Redmond Municipal Code Chapter [9.26](#), (Fireworks) and to RCW [70.77.120](#) et seq. (State fireworks law).

61. Add Section 5703.4.1, to read as follows:

5703.4.1, Secondary containment.

Secondary containment shall be provided for all new installations of storage tanks and associated piping.

62. Amend Section B102.1 to read as follows:

B102.1 Definitions

For the purpose of this appendix, certain terms are defined as follows:

**FIRE FLOW:** The flow rate of a water supply, measured at 20 pounds per square inch (psi) (138 kPa) residual pressure, that is available for firefighting.

**FIRE-FLOW CALCULATION AREA:** The building area, as defined in Chapter 2 of this Code, is used to determine the required fire flow.

63. Amend Section B104.1 to read as follows:

B104.1 General

The *fire-flow calculation area* shall be the area of all floor levels included within the *exterior walls* (or exterior walls and fire walls), exclusive of vent shafts and *courts*. Areas of the building not provided with surrounding walls shall be included in the fire-flow calculation area if such areas are included within the horizontal projections of the roof or floor above, except as modified in Section B104.3.

64. Amend Section B104.2 to read as follows:

B104.2 Area separation.

Portions of buildings constructed in accordance with the International Building Code (IBC) that are separated by fire walls , built per IBC Section 706 are allowed to be considered as separate fire flow calculation areas.

Additionally, Accessory Dwelling Units (ADU's) separated from the primary structure in accordance with International Residential Code, Section 302.3, are allowed to be considered as separate fire-flow calculation areas.

65. Amend Section B105.1 to read as follows:

B105.1 One- and two-family dwellings.

The minimum *fire-flow* and flow duration requirements for one- and two-family *dwellings* shall be as specified in Tables B105.1(1) and B105.1(2).

Exception: One- and two-family homes located in areas of the City identified by the City of Redmond Water Department as having less than 1500 gpm available, may use the following formula to determine required fire flow:

$$\text{Available gpm} \times 2.4 \text{ square feet} = \text{maximum building area}$$

66. Amend Section B105.2 to read as follows:

B105.2 Buildings other than one- and two-family dwellings.

The minimum *fire-flow* and flow duration for buildings other than one- and two- family *dwellings* shall be as specified in Tables B105.2 and B105.2(2).

67. Amend Table B105.1(1) to read as follows:

**Table B105.1(1). REQUIRED FIRE FLOW FOR ONE- AND TWO-FAMILY DWELLINGS**

FIRE-FLOW CALCULATION AREA (square feet)	AUTOMATIC SPRINKLER SYSTEM (design standard)	MINIMUM FIRE FLOW (gallons per minute)	FLOW DURATION (hours)
0 – 3600	No automatic sprinkler system	1500	2
3601 and greater	No automatic sprinkler system	Value in Table B105.1(2)	Duration in Table 105.1(2) at the required flow rate
0 – 3600	NFPA 13D	1000	1
3601 and greater	NFPA 13D	50% of the value in Table B105.1(2), but not less than 1000 gpm	Duration in Table 105.1(2) at the required flow rate

68. Amend Table B105.2 to read as follows:

**Table B105.2. REQUIRED FIRE FLOW FOR BUILDINGS OTHER THAN ONE- AND TWO-FAMILY DWELLINGS**

AUTOMATIC SPRINKLER SYSTEM (design standard)	MINIMUM FIRE FLOW (gallons per minute)	FLOW DURATION (hours)
No automatic sprinkler system	Value in Table B105.1(2)	Duration in Table 105.1(2)

AUTOMATIC SPRINKLER SYSTEM (design standard)	MINIMUM FIRE FLOW (gallons per minute)	FLOW DURATION (hours)
NFPA 13	50% of the value in Table B105.1(2) but not less than 3500 gpm	Duration in Table 105.1(2) at the reduced flow rate but not less than 3 hours

(Ord. 3160 § 2, 2024; Ord. 3124 § 2, 2023; Ord. 3121 § 2, 2023; Ord. 3039 § 2, 2021; Ord. 3008 § 2, 2020; Ord. 2957 § 8 (part), 2019; Ord. 2834 § 2 (part), 2016; Ord. 2693 § 2 (part), 2013; Ord. 2530 § 2 (part), 2010; Ord. 2357 § 1 (part), 2007; Ord. 2220 § 1, 2004).

#### 15.06.014 Reserved.

#### 15.06.015 Fire detection systems.

The following regulations constitute general requirements of fire detection and alarm systems and supervisory and alarm requirements for buildings with automatic fire sprinklers. Specific requirements may be found in the Redmond Fire Department Standards, Redmond Fire Code, and NFPA 72.

Where required:

A. In structures with an approved fire sprinkler system.

Exception 1: Fire sprinkler system with 10 or less heads with the approval of the Fire Marshal.

Exception 2: One- and two-family dwellings per the International Residential Code.

B. *Structures in Annexed Areas.* Any structure with a gross area of 6,000 square feet or more annexed to the City shall install a fire detection system within one year from the date of annexation.

Exception: Single-family and multifamily residential occupancies.

C. Where required elsewhere by the Redmond Fire Code or the International Building Code. (Ord. 3160 § 2, 2024; Ord. 3124 § 2, 2023; Ord. 3121 § 2, 2023; Ord. 3008 § 2, 2020; Ord. 2957 § 8 (part), 2019; Ord. 2530 § 2 (part), 2010; Ord. 2357 § 1 (part), 2007; Ord. 2220 § 1, 2004).

#### 15.06.016 Fire sprinkler systems.

A. The following regulations constitute general requirements for fire sprinkler systems:

1. All approved fire sprinkler systems shall meet the requirements of the Redmond Fire Department Standards, Redmond Fire Code, and the applicable NFPA standards. All systems shall have an adequate water supply, system of piping, and sprinkler heads designed to discharge water on a fire at an appropriate time and in an effective manner. All underground sprinkler supply piping shall be included on civil drawings and shall be approved by the water supplier and the Redmond Fire Department.

B. For the purposes of this section, building area, as defined in the IFC, shall apply.

C. *Where Required.* An approved fire sprinkler system shall be required in the following structures, and when required by RMC [15.06.024](#):

1. *Commercial.* An area separation wall or fire wall, or occupancy separation or fire barrier wall, or a distance of 10 feet (3,048 mm) or less shall not constitute a separation between two commercial structures on the same property.

a. In any structure where the building area is 3,000 square feet or more. These can include bus and transit shelters, covered pedestrian paths, and similar structures not attached to or within 10 feet (3,048 mm) of buildings.

Exception: Fire sprinklers are allowed to be omitted under roof structures when all of the following conditions exist:

- i. Roof structures are stand-alone, detached, and built with noncombustible building materials.
- ii. Used to provide weather protection for people.
- iii. Are open on greater than 50 percent of the perimeter sides to allow ventilation of heat and smoke.

- iv. Are not intended to store combustibles or have combustible materials contained beneath the roof line. The roof structure shall not extend over any transit vehicle or curb.
- v. When no other code or applicable standard requires fire sprinklers.
- b. In any structure where the calculated fire flow demand exceeds available flow.
- c. In buildings with an A-2 occupancy where one or more of the following exists:
  - An occupant load greater than 100.
  - An A-2 fire area is located on a floor other than the level of exit discharge.
- d. All nightclubs, defined as follows:
 

Nightclub. An A-2 occupancy use under the 2006 International Building Code in which the aggregate area of concentrated use of unfixed chairs and standing space that is specifically designated and primarily used for dancing or viewing performers exceeds 350 square feet, excluding adjacent lobby areas. "Nightclub" does not include theaters with fixed seating, banquet halls, or lodge halls.
- e. In any building with an assembly occupancy where the total occupant load of the building is over 200.
- f. Existing commercial buildings where one of the following applies:
  - Additions resulting in a gross area greater than 5,000 square feet, or
  - Sprinklers may be required in buildings that undergo a change of use or occupancy. Refer to the International Fire Code Section 102.3.

2. *Residential – One- and Two-Family Dwellings.*

- a. An approved automatic fire sprinkler system shall be installed in new one- and two-family dwellings and townhouses as described in the International Residential Code in accordance with Section 903.3.1.3 of the International Fire Code, 2021 Edition.

Exception: This subsection does not require the installation of an approved fire sprinkler system in any mobile home or manufactured home.

This exception is limited to this subsection and nothing herein exempts a mobile home or manufactured home from any other requirement to install an approved automatic fire sprinkler system under any other section or subsection of this code or of any international code adopted by the City.

- b. Existing detached one- and two-family dwelling units where additions result in a structure that exceeds the available fire flow.
- c. When ADUs are attached to, or within, an existing single-family home both the ADU and existing single family home shall be sprinklered.

Exception: When the ADU and existing single family home are separated in accordance with the International Residential Code, Section 302.3.

- d. In any one- and two-family dwelling unit that will be newly licensed as an adult family home.

3. Where required elsewhere by the Redmond Fire Code or the International Building Code. (Ord. 3160 § 2, 2024; Ord. 3124 § 2, 2023; Ord. 3121 § 2, 2023; Ord. 3008 § 2, 2020; Ord. 2957 § 8 (part), 2019; Ord. 2834 § 2 (part), 2016; Ord. 2774 § 2, 2015; Ord. 2693 § 2 (part), 2013; Ord. 2530 § 2 (part), 2010; Ord. 2357 § 1 (part), 2007; Ord. 2324 § 1, 2007; Ord. 2220 § 1, 2004).

### **15.06.017 Restricted access buildings.**

A. Where a building or portion of a building is so located or constructed with grades; elevations; vegetation; or other natural or manmade obstacles which make exterior or interior access and/or use by fire apparatus; equipment; or personnel unduly difficult; unsafe; or impossible, additional safeguards may be required by the Fire Code Official. Where such access is being proposed as part of a land subdivision, the Fire Code Official may declare a proposed lot un-accessible and therefore deny that proposed lot. Safeguards may consist of one or more of the following applicable items or alternates suitable for firefighting, fire protection, EMS, and/or rescue operations as specified by the Fire Code Official:

1. Automatic fire sprinkler throughout.
2. Smoke detection system.
3. Automatic fire alarm systems.
4. Communication systems.
  - a. Voice alarm system;
  - b. Public address system;
  - c. Fire Department communication system.
5. Central control station.
6. Smoke control systems.
7. Emergency elevator systems.
8. Emergency exits.
9. Emergency areas of refuge including horizontal exits and smoke-proof enclosures.
10. Vertical and horizontal standpipes.
11. Standby power, light, and emergency systems.
12. Emergency medical services-sized elevator (four-foot x seven-foot clear interior).
13. Reduction or deletion of non-sprinklered areas.
14. Fire-resistive construction.
15. Noncombustible siding (limited, protected, or no openings).
16. NFPA 13-compliant sprinkler coverage.
17. Brushed concrete access drive or similar.
18. Firefighter access stairs/ramps.
19. Ladder operations area (not just aerial but also ground ladders).
20. Electrically controlled access doors or gates provided with emergency services override (strobe, radio, etc.).
21. Dedicated emergency service access and parking areas.

B. All systems shall meet the design requirements set forth in the Redmond Fire Department Standards and Redmond Fire Code. (Ord. 3160 § 2, 2024; Ord. 3124 § 2, 2023; Ord. 3121 § 2, 2023; Ord. 3008 § 2, 2020; Ord. 2957 § 8 (part), 2019; Ord. 2693 § 2 (part), 2013; Ord. 2530 § 2 (part), 2010; Ord. 2357 § 1 (part), 2007; Ord. 2220 § 1, 2004).

#### **15.06.018 Reserved.**

(Ord. 3008 § 2, 2020; Ord. 2957 § 8 (part), 2019; Ord. 2357 § 1 (part), 2007; Ord. 2220 § 1, 2004).

#### **15.06.019 New materials, processes or occupancies which may require permits.**

The Fire Code Official shall determine and specify, after giving the affected person an opportunity to be heard, any new materials, processes or occupancies which may require permits, in addition to those now enumerated in said code. The Chief of the Fire Department shall cause such a list to be posted in a conspicuous place in ~~his~~their office and distribute copies thereof to interested persons. (Ord. 3160 § 2, 2024; Ord. 3124 § 2, 2023; Ord. 3121 § 2, 2023; Ord. 3008 § 2, 2020; Ord. 2957 § 8 (part), 2019; Ord. 2357 § 1 (part), 2007; Ord. 2220 § 1, 2004).

### **15.06.020 Wellhead protection ordinance coordination.**

Fire Department construction and maintenance, reviews and inspections occur within critical aquifer recharge areas established within the Redmond Municipal Code and the Redmond Zoning Code. A major component of these Fire Department reviews and inspections is the verification that storage, handling, use, and operations involving hazardous materials comply with adopted codes. In order to coordinate and minimize overlap in the enforcement of the Redmond Fire Code with wellhead protection regulations, the following shall apply:

- A. Regulations imposed through the wellhead protection and critical aquifer recharge area regulations are enforceable by a Fire Code Official.
- B. Where, within a particular critical aquifer recharge area, a threshold amount noted within the wellhead protection or critical aquifer recharge area regulations is less than the threshold in the Redmond Fire Code, the lower threshold shall apply and be enforceable by the Fire Code Official.
- C. The Fire Code Official shall exercise authority over all hazardous materials inventory statements and hazardous material management plans for materials regulated by the Redmond Fire Code.
- D. The Fire Department shall have the authority to enforce rules governing deleterious substances for such substances so identified by the City of Redmond Environmental and Utilities Services Division. Substances so identified by Environmental and Utilities Services Division shall be listed under the subcategory "other health hazards" of hazardous materials. Other health hazards may include irritants, sensitizers, pyrophoric, unstable-reactive, and radioactive materials, as identified by the Fire Code Official. (Ord. 3160 § 2, 2024; Ord. 3124 § 2, 2023; Ord. 3121 § 2, 2023; Ord. 3008 § 2, 2020; Ord. 2957 § 8 (part), 2019; Ord. 2693 § 2 (part), 2013; Ord. 2596 § 2 (part), 2011; Ord. 2357 § 1 (part), 2007; Ord. 2220 § 1, 2004).

### **15.06.021 Appeals.**

*Repealed by [Ord. 3160](#).* **15.06.022 Penalties and enforcement.**

- A. *Penalties for Violations.* Any person who violates any of the provisions of the Redmond Fire Code or fails to comply therewith, or who violates or fails to comply with any order made thereunder, or who builds in violation of any detailed statement of specifications or plans submitted and approved thereunder, and from which no appeal has been taken, or who fails to comply with such an order as affirmed or modified by the board of appeals or by a court of competent jurisdiction, within the time fixed herein, shall, severally for each and every such violation and noncompliance respectively, be subject to the penalties for violations provided in RMC [1.01.110](#) or [1.14.060](#) as deemed applicable by the Fire Chief. The imposition of one penalty for any violation shall not excuse the violation or permit it to continue; and all such persons shall be required to correct or remedy such violations or defects within a reasonable time.
- B. The imposition of penalties upon conviction shall not preclude the City and the Fire Chief from taking further appropriate legal action to cause compliance with the provisions of the Redmond Fire Code or to remove prohibited conditions. (Ord. 3160 § 2, 2024; Ord. 3124 § 2, 2023; Ord. 3121 § 2, 2023; Ord. 3008 § 2, 2020; Ord. 2957 § 8 (part), 2019; Ord. 2357 § 1 (part), 2007; Ord. 2220 § 1, 2004).

### **15.06.023 Building permit issuance and occupancy.**

The passage of the ordinance codified in this chapter is necessary for the protection of the public health, safety, and welfare of the citizens of the City. No building permit shall be issued until plans which are in compliance with this chapter have been submitted and approved. No building shall be occupied until such approved systems have been inspected and are operational. (Ord. 3160 § 2, 2024; Ord. 3124 § 2, 2023; Ord. 3121 § 2, 2023; Ord. 3008 § 2, 2020; Ord. 2957 § 8 (part), 2019; Ord. 2357 § 1 (part), 2007; Ord. 2220 § 1, 2004).

### **15.06.024 Nonconforming structures.**

Nonconforming structures shall comply with the following:

- A. A nonconforming structure may not be expanded or altered in any way so as to increase that nonconformity.

When a nonconforming structure has been destroyed, damaged, or incurred a loss equal to or greater than 50 percent of its assessed value or equal to or greater than 50 percent of multifamily residential units have displaced occupants it shall comply with the requirements of RMC [15.06.015](#) and [15.06.016](#).

B. Where structures have separate fire areas, either by definition or by geographic configuration as determined by the Fire Code Official, the percentage of damage or unit count may be figured based upon the assessed valuation, or number of units, contained within a fire area. Requirements of RMC [15.06.015](#) and [15.06.016](#) shall apply to the fire area only, except that the design and installation of any system shall accommodate future extension in other areas of the structure.

C. A nonconforming structure shall be brought into full compliance with RMC Chapter [15.06](#), the Redmond Fire Code, when alteration or expansion of the structure takes place and the following takes place within any three-year period:

1. The gross floor area of the structure is increased by 100 percent or more; or
2. The costs stated on all approved building permit applications for the structure equal or exceed the value of the existing structure at the beginning of that three-year period.

D. For purposes of this section, a multifamily residential unit has displaced occupants whenever the unit has been declared by the Building Official to be unsafe for occupancy due to fire damage, destruction or loss. (Ord. 3160 § 2, 2024; Ord. 3124 § 2, 2023; Ord. 3121 § 2, 2023; Ord. 3038 § 2, 2021; Ord. 3008 § 2, 2020; Ord. 2957 § 8 (part), 2019; Ord. 2530 § 2 (part), 2010).

## Chapter 15.08 BUILDING CODE\*

Sections:

- [15.08.010](#) **Short title.**
- [15.08.020](#) **Adoption.**
- [15.08.030](#) **Public inspection.**
- [15.08.040](#) **Deletions.**
- [15.08.050](#) **Amendments to the International Building Code.**
- [15.08.055](#) **Amendments to the International Existing Building Code.**
- [15.08.060](#) **Amendments to the International Residential Code.**
- [15.08.070](#) **Complete application for permit.**
- [15.08.080](#) **Enforcement and penalties.**

**Prior legislation:** Ords. 2215, 2014, 1926.

\* Formerly Chapter 20E.10 RCDG.

### **15.08.010 Short title.**

This chapter and amendments hereto shall constitute the “Building Code” of the City and may be cited as such. (Ord. 3148 § 2, 2024; Ord. 3007 § 2, 2020; Ord. 2833 § 2 (part), 2016; Ord. 2729 § 3 (part), 2014; Ord. 2346 § 1 (part), 2007; Ord. 2219 § 2 (part), 2004).

### **15.08.020 Adoption.**

The 2021 edition of the International Building Code as published by the International Code Council is hereby adopted by reference with the exceptions noted in WAC Chapter [51-50](#). The 2021 edition of the International Existing Building Code, as published by the International Code Council is included in the adoption of this Code with the exceptions noted in WAC [51-50-480000](#). A117.1-2017 is adopted pursuant to RCW Chapters [70.92](#) and [19.27](#).

The 2021 edition of the International Residential Code as published by the International Code Council is hereby adopted by reference with the exceptions noted in WAC Chapter [51-51](#). Chapters 11 and 25 through 43 of this code are not adopted.

The Building Official may use the appendices for guidance in interpreting and administering the Building Code and the provisions of this chapter. Further, the following appendix chapters are specifically adopted:

<b>International Building Code:</b>
Appendix E, Supplemental Accessibility Requirements;

Appendix I, Patio Covers.
<b>International Existing Building Code:</b>
Appendix A, Seismic Retrofit of Existing Buildings
<b>International Residential Code:</b>
Appendix A, Sizing and Capacities of Gas Piping; except for liquefied petroleum gas installations;
Appendix B, Size of Venting Systems Serving Appliances Equipped with Draft Hoods, Category 1 Appliances and Appliances Listed for Use and Type B Vents;
Appendix C, Exit Terminals of Mechanical Draft and Direct-Vent Venting Systems;
Appendix F, Radon Gas Controls;
Appendix H, Patio Covers;
Appendix Q, Tiny Homes
Appendix T, Solar-ready provisions-detached one- and two-family dwellings and townhouses.
Appendix U, Dwelling Unit Fire Sprinkler Systems

(Ord. 3148 § 2, 2024; Ord. 3007 § 2, 2020; Ord. 2833 § 2 (part), 2016; Ord. 2729 § 3 (part), 2014; Ord. 2346 § 1 (part), 2007; Ord. 2219 § 2 (part), 2004).

**15.08.030 Public inspection.**

The City shall at all times keep on file with the City Clerk, for reference by the general public, not less than one copy of the codes and resolutions, or parts thereof, as herein adopted by reference, together with the amendments and supplements thereto herein made a part of this chapter.

The copies of the codes on file may be placed by the City Clerk in the custody of the Building Official in order to make them more readily available for inspection and use by the general public. (Ord. 3148 § 2, 2024; Ord. 3007 § 2, 2020; Ord. 2833 § 2 (part), 2016; Ord. 2729 § 3 (part), 2014; Ord. 2346 § 1 (part), 2007; Ord. 2219 § 2 (part), 2004).

**15.08.040 Deletions.**

A. The following sections of the 2021 International Building Code are hereby deleted:

1. Section 101.4.4 – Property Maintenance.

2. Section 105.1.1 – Annual Permit.
3. Section 105.1.2 – Annual Permit Records.

B. The following sections of the 2021 International Existing Building Code, are hereby deleted:

1. Section 105.1.1 Annual permit.
2. Section 105.1.2 Annual permit records. (Ord. 3148 § 2, 2024; Ord. 3007 § 2, 2020; Ord. 2833 § 2 (part), 2016; Ord. 2729 § 3 (part), 2014; Ord. 2346 § 1 (part), 2007; Ord. 2219 § 2 (part), 2004).

### 15.08.050 Amendments to the International Building Code.

The following sections of the International Building Code adopted by this chapter are hereby amended to read as follows:

A. Amend Section 101.1, Title.

These regulations shall be known as the “Building Code of the City of Redmond,” hereinafter referred to as “this code.”

B. Amend Section 101.4, Referenced Codes.

The other codes listed in Sections 101.4.1 through 101.4.7 and referenced elsewhere in this code shall be considered part of the requirements of this code to the prescribed extent of each such reference.

**101.4.1 Gas.** The provisions of the International Fuel Gas Code as adopted in Chapter [15.14](#) RMC shall apply to the installation of gas piping from the point of delivery, gas appliances and related accessories as covered in this code. These requirements apply to gas piping systems extending from the point of delivery to the inlet connections of appliances and the installation and operation of residential and commercial gas appliances and related accessories.

**101.4.2 Mechanical.** The provisions of the International Mechanical Code as adopted in Chapter [15.14](#) RMC shall apply to the installation, alteration, repair and replacement of mechanical systems, including equipment, appliances, fixtures, fittings and/or appurtenances, including ventilating, heating, cooling, air-conditioning and refrigeration systems, incinerators and other energy-related systems.

**101.4.3 Plumbing.** The provisions of the Uniform Plumbing Code as adopted in Chapter [15.16](#) RMC shall apply to the installation, alteration, repair and replacement of plumbing systems, including equipment, appliances, fixtures, fittings and appurtenances, and where connected to a water or sewage system and all aspects of a medical gas system. The provisions of the State of Washington requirements for private sewage disposal shall apply to private sewage disposal systems.

**101.4.4 Property Maintenance** is not adopted.

**101.4.5 Fire Prevention.** The provisions of the International Fire Code as adopted in Chapter [15.06](#) RMC shall apply to matters affecting or relating to structures, processes and premises from the hazard of fire and explosion arising from the storage, handling or use of structures, materials or devices; from conditions hazardous to life, property or public welfare in the occupancy of structures or premises; and from the construction, extension, repair, alteration or removal of fire suppression and alarm systems or fire hazards in the structure or on the premises from occupancy or operation.

**101.4.6 Energy.** The provisions of the Washington State Energy Code as adopted in Chapter [15.18](#) RMC shall apply to all matters governing the design and construction of buildings for energy efficiency.

**101.4.7 Existing Buildings.** The provisions of the International Existing Building Code shall apply to matters governing the repair, alteration, change of occupancy, addition to and relocation of existing buildings.

C. Amend Section 105.2, Work Exempt from Permit.

Exemptions from permit requirements of this code shall not be deemed to grant authorization for any work to be done in any manner in violation of the provisions of this code or any other laws or ordinances of this jurisdiction. Permits shall not be required for the following:

**Building:**

1. One-story detached accessory structures used as tool and storage sheds, playhouses and similar uses, provided the floor area is not greater than 200 square feet (18.58 m<sup>2</sup>).
2. Fences not over 7 feet (2,134 mm) high.
3. Repealed by Ord. [2452](#).
4. Retaining walls that are not over 4 feet (1,219 mm) in height measured from the bottom of the footing to the top of the wall, unless supporting a surcharge or impounding Class I, II or III-A liquids.

5. Water tanks supported directly on grade if the capacity is not greater than 5,000 gallons (18,925 L) and the ratio of height to diameter or width does not exceed 2 to 1.
6. Sidewalks, driveways and detached decks not more than 30 inches (762 mm) above adjacent grade and not over any basement or story below and are not part of an accessible route.
7. Painting, papering, tiling, carpeting, cabinets, counter tops and similar finish work.
8. Temporary motion picture, television and theater stage sets and scenery.
9. Prefabricated swimming pools accessory to a Group R-3 occupancy that are less than 24 inches (610 mm) deep, are not greater than 5,000 gallons (18,925 L) and are installed entirely above ground.
10. Shade cloth structures constructed for nursery or agricultural purposes, not including service systems.
11. Swings and other playground equipment accessory to detached one- and two-family dwellings.
12. Window awnings in Group R-3 and U occupancies, supported by an exterior wall that do not project more than 54 inches (1372mm) from the exterior wall and do not require additional support.
13. Nonfixed and movable fixtures, cases, racks, counters and partitions not over 5 feet 9 inches (1,753 mm) in height.

**Electrical:**

1. Repairs and maintenance: Class A Basic Electrical Work as defined in RCW [19.28.006](#).
2. Radio and television transmitting stations: The provisions of this code shall not apply to electrical equipment used for radio and television transmissions, but do apply to equipment and wiring for power supply, and the installations of towers and antennas.
3. Temporary testing systems: A permit shall not be required for the installation of any temporary system required for the testing or servicing of electrical equipment or apparatus.
4. Electrical and telecommunications utility companies: The provisions of this code shall not apply to electrical and telecommunications utility companies as specified in RCW Chapter [19.28](#) and WAC [296-46B](#).

**Gas:**

1. Portable heating appliance.
2. Replacement of any minor part that does not alter approval of equipment or make such equipment unsafe.

**Mechanical:**

1. Portable heating appliance.
2. Portable ventilation equipment.
3. Portable cooling unit.
4. Steam, hot or chilled water piping within any heating or cooling equipment regulated by this code.
5. Replacement of any part which does not alter its approval or make it unsafe.
6. Portable evaporative cooler.
7. Self-contained refrigeration system containing 10 pounds (4.54 kg) or less of refrigerant and actuated by motors of 1 horsepower (746 W) or less.

**Plumbing:**

1. The stopping of leaks in drains, water, soil, waste or vent pipe provided, however, that if any concealed trap, drain pipe, water, soil, waste or vent pipe becomes defective and it becomes necessary to remove and replace the same with new material, such work shall be considered as new work and a permit shall be obtained and inspection made as provided in this code.
2. The clearing of stoppages or the repairing of leaks in pipes, valves or fixtures, and the removal and reinstallation of water closets, provided such repairs do not involve or require the replacement or rearrangement of valves, pipes or fixtures.

**D. Amend Section 105.3.2, Time Limitation of Application.**

An application for permit for any proposed work shall be deemed to have been abandoned 365 days after the date of filing, unless such application has been pursued in good faith or a permit has been issued; except that the building official is authorized to grant one or more extensions of time for additional periods not exceeding 365 days each. The extension shall be requested in writing and justifiable cause demonstrated.

E. Amend Section 105.5, Expiration.

Every permit issued shall become invalid unless the work on the site authorized by such permit is commenced within 365 days after its issued, or if the work authorized on the site by such permit is suspended or abandoned for a period of 365 days after the work is commenced. The building official is authorized to grant, in writing, one or more extensions of time, for periods not more than 365 days each. The extension shall be requested in writing and justifiable cause demonstrated.

F. Amend Section 109.2, Schedule of Permit Fees.

On buildings, structures, electrical, gas, mechanical and plumbing systems or alterations requiring a permit, a fee for each permit shall be paid as required, in accordance with Redmond Zoning Code Section [21.76.030](#), Application Requirements, as said section currently exists or is hereafter amended, modified or recodified.

G. Amend Section 109.3, Building Permit Valuations.

The applicant for a permit shall provide an estimated permit value at time of application. Permit valuations shall include total value of work, including materials and labor, for which the permit is being issued, such as electrical, gas, mechanical, plumbing equipment and permanent systems. If, in the opinion of the building official, the valuation is underestimated on the application, the permit shall be denied, unless the applicant can show detailed estimates to meet the approval of the building official. Final building permit valuation shall be set by the building official. Construction valuations for new square footage shall be calculated according to, IBC Building Area definition.

H. Amend Section 109.4, Work Commencing Before Permit Issuance.

Any person who commences any work on a building, structure, electrical, gas, mechanical or plumbing system before obtaining the necessary permits shall be subject to a special investigation fee. The investigation fee shall be equal to the amount of the permit fee that would be required by this code if a permit were to be issued. An investigation fee, in addition to the permit fee, may be collected whether or not a permit is then or subsequently issued. The payment of such investigation fee shall not exempt any person from compliance with all other provisions of this code, nor from any penalty prescribed by law.

I. Amend Section 113, Means of Appeal.

Appeals of orders, decisions or determinations made by the Building Official related to the application or interpretation of this code shall be made pursuant to Redmond Zoning Code Section [21.76.060\(I\)](#), Appeals of Type I and II Permits, as said section currently exists or is hereafter amended, modified or recodified.

The provisions of this section shall not preclude the Building Official from convening a Code Advisory Body comprised of members who are qualified by experience and training to pass on matters pertaining to building construction.

J. Amend Section 116.3, Notice.

If an unsafe condition is found, the building official shall serve on the owner, agent or person in control of the structure as provided in RMC [15.08.080](#), Enforcement and Penalties.

K. Amend Section 116.4, Method of Service.

The notice and order and any amended or supplemental notice and/or order shall be served as provided in RMC [15.08.080](#), Enforcement and Penalties.

(Ord. 3148 § 2, 2024; Ord. 3007 § 2, 2020; Ord. 2833 § 2 (part), 2016; Ord. 2822 § 1, 2016; Ord. 2787 § 1 (Exh. 1 and Att. C), 2015; Ord. 2729 § 3 (part), 2014; Ord. 2596 § 2 (part), 2011; Ord. 2452 § 2, 2009; Ord. 2346 § 1 (part), 2007; Ord. 2270 § 1, 2005; Ord. 2219 § 2 (part), 2004).

## **15.08.055 Amendments to the International Existing Building Code.**

The following sections of the International Existing Building Code adopted by this chapter are hereby amended to read as follows:

---

A. Amend Section 101.1, Title.

These regulations shall be known as the “Existing Building Code of the City of Redmond,” hereinafter referred to as “this code.”

B. Amend Section 103.1, Creation of agency.

The “department of building safety” is hereby created, and the official in charge thereof shall be known as code official. The function of the agency shall be the implementation, administration, and enforcement of the provisions of this code.

C. Amend Section 105.2, Work Exempt from Permit.

RMC [15.08.050.C](#) shall apply.

D. Amend Section 105.3.2, Time Limitation of Application.

RMC [15.08.050.D](#) shall apply.

E. Amend Section 105.5, Expiration.

RMC [15.08.050.E](#) shall apply.

F. Amend Section 108.4, Work commencing before permit issuance.

RMC [15.08.050.H](#) shall apply.

G. Amend Section 112, Means of Appeals.

RMC [15.08.050.I](#) shall apply.

H. Amend Section 115.3, Notice.

RMC [15.08.050.J](#) shall apply.

I. Amend Section 115.4, Method of Service.

RMC [15.08.050.K](#) shall apply.

(Ord. 3148 § 2, 2024; Ord. 3007 § 2, 2020; Ord. 2833 § 2 (part), 2016).

### **15.08.060 Amendments to the International Residential Code.**

The following sections of the International Residential Code adopted by this chapter are hereby amended to read as follows:

A. Amend Section R101.1, Title.

These regulations shall be known as the “Residential Building Code for One- and Two-family Dwellings of the City of Redmond,” hereinafter referred to as “this code.”

B. Amend Section R102.4, Referenced Codes and Standards.

RMC [15.08.050.B](#) shall apply.

C. Amend Section R105.2, Work Exempt from Permit.

Exemptions from permit requirements of this code shall not be deemed to grant authorization for any work to be done in any manner in violation of the provisions of this code or any other laws or ordinances of this jurisdiction. Permits shall not be required for the following:

**Building:**

1. Other than storm shelters, one-story detached accessory structures, provided that the floor area does not exceed 200 square feet (18.58 m<sup>2</sup>).
2. Fences not over 7 feet (2,134 mm) high.
3. Retaining walls that are not over 4 feet (1,219 mm) in height measured from the bottom of the footing to the top of the wall, unless supporting a surcharge.
4. Water tanks supported directly upon grade if the capacity does not exceed 5,000 gallons (18,925 L) and the ratio of height to diameter or width does not exceed 2 to 1.
5. Sidewalks, driveways.
6. Painting, papering, tiling, carpeting, cabinets, counter tops and similar finish work.
7. Prefabricated swimming pools that are less than 24 inches (610 mm) deep.
8. Swings and other playground equipment.
9. Window awnings supported by an exterior wall that do not project more than 54 inches (1,372 mm) from the exterior wall and do not require additional support.
10. Decks not exceeding 200 square feet (18.58 m<sup>2</sup>) in area, that are not more than 30 inches (762 mm) above grade at any point, are not attached to a dwelling and do not serve the exit door required by Section R311.4.
11. Light weight roof covering. Light weight roof covering includes composition, or metal roof covering, and similar materials where the installed unit weight is less than 4 pounds per square foot.
12. Removal and replacement of interior doors in existing door frames. The size of opening may not be altered.
13. Removal and replacement of exterior windows in existing window openings. The size of opening may not be altered and operable opening size may not be decreased.

**Electrical:**

1. Repairs and maintenance: A permit shall not be required for Class A Basic Electrical Work as defined in RCW [19.28.006](#).

**Gas:**

1. Portable heating, cooking or clothes drying appliances.
2. Replacement of any minor part that does not alter approval of equipment or make such equipment unsafe.
3. Portable fuel cell appliances that are not connected to a fixed piping system and are not interconnected to a power grid.

**Mechanical:**

1. Portable heating appliances.
2. Portable ventilation appliances.
3. Portable cooling units.
4. Steam, hot or chilled water piping within any heating or cooling equipment regulated by this code.
5. Replacement of any minor part which does not alter its approval or make it unsafe.
6. Portable evaporative coolers.
7. Self-contained refrigeration systems containing 10 pounds (4.54 kg) or less of refrigerant or that are actuated by motors of 1 horsepower (746 W) or less.
8. Portable fuel cell appliances that are not connected to a fixed piping system and are not interconnected to a power grid.

**Plumbing:**

1. The stopping of leaks in drains, water, soil, waste or vent pipe provided; however, that if any concealed trap, drain pipe, water, soil, waste or vent pipe becomes defective and it becomes necessary to remove and replace the same with new material, such work shall be considered as new work and a permit shall be obtained and inspection made as provided in this code.
2. The clearing of stoppages or the repairing of leaks in pipes, valves or fixtures, and the removal and reinstallation of water closets, provided such repairs do not involve or require the replacement or rearrangement of valves, pipes or fixtures.

D. Amend Section R105.3.2, Time Limitation of Application.

RMC [15.08.050.D](#) shall apply.

E. Amend Section R105.5, Expiration.

RMC [15.08.050.E](#) shall apply.

F. Amend Section R108.2, Schedule of Permit Fees.

RMC [15.08.050.F](#) shall apply.

G. Amend Section R108.3, Building Permit Valuations.

RMC [15.08.050.G](#) shall apply.

H. Amend Section R108.6, Work Commencing Before Permit Issuance.

RMC [15.08.050.H](#) shall apply.

I. Amend Section R112, Board of Appeals.

RMC [15.08.050.I](#) shall apply.

J. Amend Table R301.2, Climatic and Geographic Design Criteria.

Ground Snow Load = 15 psf

Wind Speed = 110 mph

Topographic effects = NO

Seismic Design Category = D2

Subject to Damage From

Weathering = Moderate

Frost Line Depth = 12"

Termite = Slight to Moderate

Decay = Slight to Moderate

Winter Design Temp. = 27 degrees F

Ice Shield Underlayment Required = No

Flood Hazards = Joined National Flood Insurance Program 1979

Current Flood Hazard Map – FIRM 1999

Air Freezing Index = 113

Mean Annual Temp. = 52 degrees F

K. Add Section R115, Unsafe Structures and Equipment.

Unsafe structures and equipment are subject to the provisions for unsafe structures and equipment as provided in RMC [15.08.050](#), Section 116 of the International Building Code.

(Ord. 3148 § 2, 2024; Ord. 3007 § 2, 2020; Ord. 2833 § 2 (part), 2016; Ord. 2729 § 3 (part), 2014; Ord. 2596 § 2 (part), 2011; Ord. 2452 § 3, 2009; Ord. 2346 § 1 (part), 2007; Ord. 2219 § 2 (part), 2004).

### **15.08.070 Complete application for permit.**

Determination of whether a building permit application is complete for purposes of administering RZC Chapter [21.76](#), Review Procedures, shall be made by the Building Official and shall be based upon the adopted building codes. (Ord. 3148 § 2, 2024; Ord. 3007 § 2, 2020; Ord. 2833 § 2 (part), 2016; Ord. 2729 § 3 (part), 2014; Ord. 2596 § 2 (part), 2011; Ord. 2346 § 1 (part), 2007; Ord. 2219 § 2, 2004).

**15.08.080 Enforcement and penalties.**

Any person who violates a provision of this code or fails to comply with any of the requirements thereof, at the discretion of the Building Official, shall be subject to the enforcement and penalties provided in RMC Chapter [1.14](#). (Ord. 3148 § 2, 2024; Ord. 3007 § 2, 2020; Ord. 2833 § 2 (part), 2016; Ord. 2729 § 3 (part), 2014; Ord. 2346 § 1 (part), 2007; Ord. 2219 § 2 (part), 2004).

**Chapter 15.10**  
**PROPERTY MAINTENANCE CODE**

(Repealed by [Ord. 2729](#))

**Chapter 15.12**  
**ELECTRICAL CODE\***

Sections:

- [15.12.010](#) Short title.
- [15.12.020](#) Adoption.
- [15.12.030](#) Public inspection.
- [15.12.040](#) Deletions.
- [15.12.050](#) Amendments.
- [15.12.060](#) Penalties for violations.

**Prior legislation:** Ords. 2215 and 2014.

\* Formerly Chapter 20E.20 RCDG.

**15.12.010 Short title.**

This chapter and amendments hereto shall constitute the “Electrical Code” of the City and may be cited as such. (Ord. 3148 § 3, 2024; Ord. 3007 § 3, 2020; Ord. 2887 § 2 (part), 2017; Ord. 2729 § 5 (part), 2014; Ord. 2346 § 3 (part), 2007; Ord. 2219 § 4 (part), 2004).

**15.12.020 Adoption.**

The 2023 edition of the National Electrical Code (NFPA 70) as published by the National Fire Protection Association is hereby adopted by reference with the exceptions noted in WAC Chapter [296-46B](#), except such portions as may be deleted, modified or amended by this chapter.

The Building Official may use the annexes for guidance in interpreting and administering the Electrical Code and the provisions of this chapter. Further, the following annex chapters are specifically adopted:

Annex A,	Product Safety Standards;
Annex B,	Application Information for Ampacity Calculation
Annex C,	Conduit and Tubing Fill Tables for Conductors and Fixture Wires of the Same Size

(Ord. 3148 § 3, 2024; Ord. 3007 § 3, 2020; Ord. 2887 § 2 (part), 2017; Ord. 2729 § 5 (part), 2014; Ord. 2346 § 3 (part), 2007; Ord. 2219 § 4 (part), 2004).

### **15.12.030 Public inspection.**

The City shall at all times keep on file with the City Clerk, for reference by the general public, not less than one copy of the codes and resolutions, or parts thereof, as herein adopted by reference, together with the amendments and supplements thereto herein made a part of this chapter.

The copies of the codes on file may be placed by the City Clerk in the custody of the Building Official in order to make them more readily available for inspection and use by the general public. (Ord. 3148 § 3, 2024; Ord. 3007 § 3, 2020; Ord. 2887 § 2 (part), 2017; Ord. 2729 § 5 (part), 2014; Ord. 2346 § 3 (part), 2007; Ord. 2219 § 4 (part), 2004).

### **15.12.040 Deletions.**

The following sections of the National Electrical Code, 2023 Edition, and Chapter [296-46B](#) WAC, Electrical Safety Standards, Administration, and Installation, are hereby deleted:

- A. References to fees in WAC [296-46B-906](#), [296-46B-908](#), [296-46B-909](#), [296-46B-911](#) and [296-46B-915](#).
- B. Electrical Board – Appeal Rights and hearings in WAC [296-46B-995](#).
- C. Ground-Fault Circuit-Interrupter Protection for Personnel – 210.8(B) Other than Dwelling Units will not be adopted due to lack of availability of equipment to provide this protection for three-phase receptacles. (Ord. 3148 § 3, 2024; Ord. 3007 § 3, 2020; Ord. 2887 § 2 (part), 2017; Ord. 2729 § 5 (part), 2014; Ord. 2346 § 3 (part), 2007; Ord. 2219 § 4 (part), 2004).

### **15.12.050 Amendments.**

The following sections of the 2023 National Electrical Code adopted by this chapter are hereby amended to read as follows:

- A. Add new Section 90.4(A), Administration.

The amended administrative provisions of the International Building Code, Section [15.08.050](#) Redmond Municipal Code, shall apply.

- B. Add new Section 90.4(B), Basic Electrical Work.

The Basic Electrical Work definition and classification as specified in RCW [19.28.006](#).

- C. Add new Section 90.4(C), Inspections.

The installation, alteration or extension of any electrical system, fixtures or components for which an Electrical Permit is required by this Code shall be subject to inspection by the Building Official and such electrical systems, fixtures and components shall remain accessible and exposed for inspection purposes until approved by the Building Official. It shall be the duty of the permit applicant to cause the electrical systems to remain accessible and exposed for inspection purposes. The City shall not be liable for any expense entailed in the removal or replacement of material required to permit inspection. Electrical systems and equipment regulated by the National Electrical Code shall not be connected to the energy source or energized until authorized by the Building Official.

- D. Add new Section 90.4(D), Special Inspections.

The Building Official may require special inspection of equipment or wiring methods where the installation requires special training, equipment, expertise, knowledge, or other such factors. Where such special inspection is required, an independent third party acceptable to the Building Official shall perform it. The special inspection person/agency shall be designated and approved prior to beginning the installation of wiring or equipment. The Building Official prior to the installation being approved shall receive a written report from the designated special inspection agency indicating that the installation conforms to the appropriate Codes and standards. All costs for such testing and reporting shall be the responsibility of the permit holder.

- E. Add new Section 90.4(E), Unused Conductors.

Electrical conductors not in use shall be removed unless otherwise authorized by the Building Official.

- F. Add new Section 90.4(F), Corrections.

If, upon inspection, any installation is found not to be fully in conformity with this Code, the Building Official shall at once forward to the person, firm, or corporation making the installation a written notice stating the defects that have been found to exist. Correction of these defects shall be made within 15 days.

G. Add new Section 90.4(G), Approval of Violations.

Approval as a result of an inspection shall not be construed to be an approval of a violation of the provisions of the National Electrical Code or other laws or ordinances of the City. Inspections presuming to give authority to violate or cancel provisions of the National Electrical Code or other laws or ordinances of the City shall not be valid.

H. Add new Section 90.4(H), Time Limitation of Application.

An application for permit for any proposed work shall be deemed to have been abandoned 365 days after the date of filing, unless such application has been pursued in good faith or a permit has been issued; except that the building official is authorized to grant one or more extensions of time for additional periods not exceeding 365 days each. The extension shall be requested in writing and justifiable cause demonstrated.

I. Add new Section 90.4(I), Expiration.

Every permit issued shall become invalid unless the work on the site authorized by such permit is commenced within 365 days after its issued, or if the work authorized on the site by such permit is suspended or abandoned for a period of 365 days after the work is commenced. The building official is authorized to grant, in writing, one or more extensions of time, for periods not more than 365 days each. The extension shall be requested in writing and justifiable cause demonstrated.

J. Add new Section 90.4(J), Schedule of Permit Fees.

On buildings, structures, electrical, gas, mechanical and plumbing systems or alterations requiring a permit, a fee for each permit shall be paid as required, in accordance with Redmond Zoning Code Section [21.76.030](#), Application Requirements, as said section currently exists or is hereafter amended, modified or recodified.

K. Add new Section 90.4(K), Permit Valuations.

The applicant for a permit shall provide an estimated permit value at time of application. Permit valuations shall include total value of work, including materials and labor, for which the permit is being issued, such as electrical, equipment and permanent systems. If, in the opinion of the building official, the valuation is underestimated on the application, the permit shall be denied, unless the applicant can show detailed estimates to meet the approval of the building official. Final permit valuation shall be set by the building official.

L. Add new Section 90.4(L), Work Commencing Before Permit Issuance.

Any person who commences any work on a building, structure, electrical, gas, mechanical or plumbing system before obtaining the necessary permits shall be subject to a special investigation fee. The investigation fee shall be equal to the amount of the permit fee that would be required by this code if a permit were to be issued. An investigation fee, in addition to the permit fee, may be collected whether or not a permit is then or subsequently issued. The payment of such investigation fee shall not exempt any person from compliance with all other provisions of this code, nor from any penalty prescribed by law.

M. Add Section 113, Means of Appeal.

Appeals of orders, decisions or determinations made by the Building Official related to the application or interpretation of this code shall be made pursuant to Redmond Zoning Code Section [21.76.060\(I\)](#), Appeals of Type I and II Permits, as said section currently exists or is hereafter amended, modified or recodified. The provisions of this section shall not preclude the Building Official from convening a Code Advisory Body comprised of members who are qualified by experience and training to pass on matters pertaining to building construction.

(Ord. 3148 § 3, 2024; Ord. 3007 § 3, 2020; Ord. 2887 § 2 (part), 2017; Ord. 2729 § 5 (part), 2014; Ord. 2535 § 1, 2010; Ord. 2346 § 3 (part), 2007; Ord. 2219 § 4 (part), 2004).

## 15.12.060 Penalties for violations.

Any person who violates a provision of this code or fails to comply with any of the requirements thereof or who erects, constructs, alters or repairs a building or structure electrical system in violation of the approved construction documents or directive of the

building official, or of a permit or certificate issued under the provisions of this code, shall be subject to the penalties provided for in RMC [1.01.110](#) and RMC Chapter [1.14](#), as said section currently exists or is hereafter amended, modified or recodified. (Ord. 3148 § 3, 2024; Ord. 3007 § 3, 2020; Ord. 2887 § 2 (part), 2017; Ord. 2729 § 5 (part), 2014; Ord. 2346 § 3 (part), 2007; Ord. 2219 § 4 (part), 2004).

## Chapter 15.14 MECHANICAL CODE\*

Sections:

- 15.14.010** Short title.
- 15.14.020** Adoption.
- 15.14.030** Public inspection.
- 15.14.040** Deletions.
- 15.14.050** Amendments to the International Mechanical Code.
- 15.14.060** Amendments to the International Fuel Gas Code.
- 15.14.070** Penalties for violations.

**Prior legislation:** Ords. 2215, 2014, 1926.

\* Formerly Chapter 20E.60 RCDG.

### 15.14.010 Short title.

This chapter and amendments hereto shall constitute the “Mechanical Code” of the City and may be cited as such. (Ord. 3148 § 4, 2024; Ord. 3007 § 4, 2020; Ord. 2833 § 3 (part), 2016; Ord. 2729 § 6 (part), 2014; Ord. 2346 § 4 (part), 2007; Ord. 2219 § 5 (part), 2004).

### 15.14.020 Adoption.

The 2021 edition of the International Mechanical Code as published by the International Code Council is hereby adopted by reference with the exceptions noted in WAC Chapter [51-52](#). The 2021 edition of the International Fuel Gas Code as published by the International Code Council is included in the adoption of this Code with the exceptions noted in WAC Chapter [51-52](#).

The Building Official may use the appendices for guidance in interpreting and administering the Mechanical Code and the provisions of this chapter. Further, the following appendix chapters are specifically adopted:

<b>International Mechanical Code:</b>	
None.	
<b>International Fuel Gas Code:</b>	
Appendix A,	Sizing and Capacities of Gas Piping; except for liquefied petroleum gas installations;
Appendix B,	Size of Venting Systems Serving Appliances Equipped with Draft Hoods, Category 1 Appliances and Appliances Listed for Use and Type B Vents;
Appendix C,	Exit Terminals of Mechanical Draft and

Direct-Vent Venting  
Systems.

(Ord. 3148 § 4, 2024; Ord. 3007 § 4, 2020; Ord. 2833 § 3 (part), 2016; Ord. 2729 § 6 (part), 2014; Ord. 2346 § 4 (part), 2007; Ord. 2219 § 5 (part), 2004).

### **15.14.030 Public inspection.**

The City shall at all times keep on file with the City Clerk, for reference by the general public, not less than one copy of the codes and resolutions, or parts thereof, as herein adopted by reference, together with the amendments and supplements thereto herein made a part of this chapter.

The copies of the codes on file may be placed by the City Clerk in the custody of the Building Official in order to make them more readily available for inspection and use by the general public. (Ord. 3148 § 4, 2024; Ord. 3007 § 4, 2020; Ord. 2833 § 3 (part), 2016; Ord. 2729 § 6 (part), 2014; Ord. 2346 § 4 (part), 2007; Ord. 2219 § 5 (part), 2004).

### **15.14.040 Deletions.**

A. The following sections of the 2021 International Mechanical Code are hereby deleted:

1. Section 106.1.1 – Annual permit.
2. Section 106.1.2 – Annual permit records.
3. Section 106.4.4 – Extensions.
4. Section 114 – Board of Appeals.

B. The following sections of the International Fuel Gas Code, 2021 Edition, are hereby deleted:

1. Chapter 1 – Administration. (Ord. 3148 § 4, 2024; Ord. 3007 § 4, 2020; Ord. 2833 § 3 (part), 2016; Ord. 2729 § 6 (part), 2014; Ord. 2346 § 4 (part), 2007; Ord. 2219 § 5 (part), 2004).

### **15.14.050 Amendments to the International Mechanical Code.**

The following sections of the International Mechanical Code adopted by this chapter are hereby amended to read as follows:

A. Amend Section 101.1, Title.

These regulations shall be known as the “Mechanical Code of the City of Redmond,” hereinafter referred to as “this code.”

B. Amend Section 102.8, Referenced Codes and Standards.

The referenced codes and standards shall be as specified in Section 101.4 of the amended administrative provisions of the International Building Code, Section [15.08.050](#) Redmond Municipal Code.

C. Amend Section 106.3.3, Time Limitation of Application.

An application for a permit for any proposed work shall be deemed to have been abandoned 365 days after the date of filing, unless such application has been pursued in good faith or a permit has been issued; except that the code official shall have the authority to grant one or more extensions of time for additional periods not exceeding 365 days each. The extension shall be requested in writing and justifiable cause demonstrated.

D. Amend Section 106.4.1, Approved Construction Documents.

When the code official issues a permit where construction documents are required, the construction documents shall be approved, in writing or by stamp, as “Reviewed for Code Compliance.” Such reviewed construction documents shall not be changed, modified or altered without authorization from the code official. Work shall be done in accordance with the approved construction documents. One set of construction documents so reviewed shall be retained by the code official. The other set shall be returned to the applicant, shall be kept at the site of work and shall be open to inspection by the code official or a duly authorized representative.

The code official shall have the authority to issue a permit for the construction of part of a mechanical system before the construction documents for the entire system have been submitted or approved, provided adequate information and detailed statements have been filed complying with all pertinent requirements of this code. The holder of such permit shall proceed at ~~his or her~~their own risk without assurance that the permit for the entire mechanical system will be granted.

E. Amend Section 106.4.3, Expiration.

Every permit issued shall become invalid unless the work on the site authorized by such permit is commenced within 365 days after its issued, or if the work authorized on the site by such permit is suspended or abandoned for a period of 365 days after the work is commenced. The building official is authorized to grant, in writing, one or more extensions of time, for periods not more than 365 days each. The extension shall be requested in writing and justifiable cause demonstrated.

F. Amend Section 106.4.7, Previous Approvals.

This code shall not require changes in the construction documents, construction and designated occupancy of a structure for which a lawful permit has been heretofore issued or otherwise lawfully authorized, and the construction of which has been pursued in good faith within 365 days after the effective date of this code and has not been abandoned.

G. Amend Section 115.4, Violation Penalties.

Any person who violates a provision of this code or fails to comply with any of the requirements thereof or who erects, constructs, alters or repairs a building or structure mechanical system in violation of the approved construction documents or directive of the building official, or of a permit or certificate issued under the provisions of this code, shall be subject to the penalties provided for in Redmond Municipal Code [1.01.110](#) and Chapter [1.14](#) Redmond Municipal Code, as said section currently exists or is hereafter amended, modified or recodified.

H. Amend Section 113, Means of Appeal.

Appeals of orders, decisions or determinations made by the Building Official related to the application or interpretation of this code shall be made pursuant to Redmond Zoning Code Section [21.76.060\(I\)](#), Appeals of Type I and II Permits, as said section currently exists or is hereafter amended, modified or recodified.

(Ord. 3148 § 4, 2024; Ord. 3007 § 4, 2020; Ord. 2833 § 3 (part), 2016; Ord. 2729 § 6 (part), 2014; Ord. 2596 § 2 (part), 2011; Ord. 2346 § 4 (part), 2007; Ord. 2219 § 5 (part), 2004).

### **15.14.060 Amendments to the International Fuel Gas Code.**

The following sections of the International Fuel Gas Code adopted by this chapter are hereby amended to read as follows:

A. Add new Chapter 1, Administration.

Chapter 1, Scope and Administration, of the International Mechanical Code with the exceptions noted in RMC [15.14](#) shall apply.

(Ord. 3148 § 4, 2024; Ord. 3007 § 4, 2020; Ord. 2833 § 3 (part), 2016; Ord. 2729 § 6 (part), 2014; Ord. 2346 § 4 (part), 2007; Ord. 2219 § 5 (part), 2004).

### **15.14.070 Penalties for violations.**

Any person who violates a provision of this code or fails to comply with any of the requirements thereof or who erects, constructs, alters or repairs a building or structure mechanical system in violation of the approved construction documents or directive of the Building Official, or of a permit or certificate issued under the provisions of this code, shall be subject to the penalties provided for in RMC [1.01.110](#) and RMC Chapter [1.14](#), as said section currently exists or is hereafter amended, modified or recodified. (Ord. 3148 § 4, 2024; Ord. 3007 § 4, 2020; Ord. 2833 § 3 (part), 2016; Ord. 2729 § 6 (part), 2014; Ord. 2346 § 4 (part), 2007; Ord. 2219 § 5 (part), 2004).

## **Chapter 15.16 PLUMBING CODE\***

Sections:

- 15.16.010 Short title.**
- 15.16.020 Adoption.**
- 15.16.030 Public inspection.**
- 15.16.040 Deletions.**
- 15.16.050 Amendments.**
- 15.16.060 Penalties for violations.**

**Prior legislation:** Ords. 2215, 2014, 1926.

\* Formerly Chapter 20E.70 RCDG.

**15.16.010 Short title.**

This chapter and amendments hereto shall constitute the “Plumbing Code” of the City and may be cited as such. (Ord. 3148 § 5, 2024; Ord. 3007 § 5, 2020; Ord. 2833 § 4 (part), 2016; Ord. 2729 § 7 (part), 2014; Ord. 2346 § 5 (part), 2007; Ord. 2219 § 6 (part), 2004).

**15.16.020 Adoption.**

The 2021 edition of the Uniform Plumbing Code, including Appendices A, B, I, and M, published by the International Association of Plumbing and Mechanical Officials, is hereby adopted by reference with the following additions, deletions and exceptions: Provided that chapters 12 and 14 of this code are not adopted. Provided further that those requirements of the Uniform Plumbing Code relating to venting and combustion air of fuel fired appliances as found in chapter 5 and those portions of the code addressing building sewers are not adopted.

The Building Official may use the appendices for guidance in interpreting and administering the Plumbing Code and the provisions of this chapter. Further, the following appendix chapters are specifically adopted:

Appendix A,	Sizing the Water Supply System;
Appendix B,	Explanatory Notes on Combination Waste and Vent Systems; and
Appendix I,	Installation Standards; and
Appendix M,	Peak Water Demand Calculator

(Ord. 3148 § 5, 2024; Ord. 3007 § 5, 2020; Ord. 2833 § 4 (part), 2016; Ord. 2729 § 7 (part), 2014; Ord. 2346 § 5 (part), 2007; Ord. 2219 § 6 (part), 2004).

**15.16.030 Public inspection.**

The City shall at all times keep on file with the City Clerk, for reference by the general public, not less than one copy of the codes and resolutions, or parts thereof, as herein adopted by reference, together with the amendments and supplements thereto herein made a part of this chapter.

The copies of the codes on file may be placed by the City Clerk in the custody of the Building Official in order to make them more readily available for inspection and use by the general public. (Ord. 3148 § 5, 2024; Ord. 3007 § 5, 2020; Ord. 2833 § 4 (part), 2016; Ord. 2729 § 7 (part), 2014; Ord. 2346 § 5 (part), 2007; Ord. 2219 § 6 (part), 2004).

**15.16.040 Deletions.**

The following sections of the Uniform Plumbing Code, 2021 Edition, are hereby deleted:

- A. Section 104.3.2 – Plan Review Fees.

B. Table 104.5 – Plumbing Permit Fees.

C. Chapters 12 and 14, plus those requirements of the Uniform Plumbing Code relating to venting and combustion air of fuel-fired appliances found in Chapter 5 and those portions of the code addressing building sewers (WAC [51-56-003](#)). (Ord. 3148 § 5, 2024; Ord. 3007 § 5, 2020; Ord. 2833 § 4 (part), 2016; Ord. 2729 § 7 (part), 2014; Ord. 2346 § 5 (part), 2007; Ord. 2219 § 6 (part), 2004).

### 15.16.050 Amendments.

The following sections of the Uniform Plumbing Code adopted by this chapter are hereby amended to read as follows:

A. Amend Section 104.3.3, Time Limitation of Application.

An application for permit for any proposed work shall be deemed to have been abandoned 365 days after the date of filing, unless such application has been pursued in good faith or a permit has been issued; except that the building official is authorized to grant one or more extensions of time for additional periods not exceeding 365 days each. The extension shall be requested in writing and justifiable cause demonstrated.

B. Amend Section 104.4.3, Expiration.

Every permit issued shall become invalid unless the work on the site authorized by such permit is commenced within 365 days after its issued, or if the work authorized on the site by such permit is suspended or abandoned for a period of 365 days after the work is commenced. The building official is authorized to grant, in writing, one or more extensions of time, for periods not more than 365 days each. The extension shall be requested in writing and justifiable cause demonstrated.

C. Amend Section 104.4.4, Extensions.

A permittee holding an unexpired permit shall be permitted to apply for an extension of the time within which work shall be permitted to commence under that permit where the permittee is unable to commence work within the time required by this section. The Authority Having Jurisdiction shall be permitted to extend the time for action by the permittee for a period not exceeding 365 days upon written request by the permittee showing that circumstances beyond the control of the permittee have prevented the action from being taken. No permit shall be extended more than once unless authorized by the Building Official. In order to renew action on a permit after expiration, the permittee shall pay one half of permit fees for a new permit.

D. Amend Section 104.5, Fees.

A fee for each permit shall be paid as required, in accordance with the Redmond Zoning Code Section [21.76.030\(E\)](#), as said chapter currently exists or is hereafter amended, modified or recodified.

E. Amend Section 104.5.3, Fee Refunds.

Section 108.6 Refunds of the administrative provisions of the International Building Code, Chapter [15.08](#) Redmond Municipal Code, shall apply.

F. Amend Section 106.3, Penalties.

Any person who violates a provision of this code or fails to comply with any of the requirements thereof or who erects, constructs, alters or repairs a building or structure plumbing system in violation of the approved construction documents or directive of the building official, or of a permit or certificate issued under the provisions of this code, shall be subject to the penalties provided for in RMC [1.01.110](#) and Chapter [1.14](#) Redmond Municipal Code, as said section currently exists or is hereafter amended, modified or recodified.

G. Amend Section 107.0, Board of Appeals.

Appeals of orders, decisions or determinations made by the Building Official related to the application or interpretation of this code shall be made pursuant to Redmond Zoning Code Section [21.76.060\(I\)](#), Appeals of Type I and II Permits, as said section currently exists or is hereafter amended, modified or recodified.

(Ord. 3148 § 5, 2024; Ord. 3007 § 5, 2020; Ord. 2833 § 4 (part), 2016; Ord. 2729 § 7 (part), 2014; Ord. 2596 § 2 (part), 2011; Ord. 2346 § 5 (part), 2007; Ord. 2219 § 6 (part), 2004).

**15.16.060 Penalties for violations.**

Any person who violates a provision of this code or fails to comply with any of the requirements thereof or who erects, constructs, alters or repairs a building or structure plumbing system in violation of the approved construction documents or directive of the building official, or of a permit or certificate issued under the provisions of this code, shall be subject to the penalties provided for in RMC [1.01.110](#) and RMC Chapter [1.14](#), as said section currently exists or is hereafter amended, modified or recodified. (Ord. 3148 § 5, 2024; Ord. 3007 § 5, 2020; Ord. 2833 § 4 (part), 2016; Ord. 2729 § 7 (part), 2014; Ord. 2346 § 5 (part), 2007; Ord. 2219 § 6 (part), 2004).

## Chapter 15.18 ENERGY CODE\*

Sections:

- 15.18.010 Short title.**
- 15.18.020 Adoption.**
- 15.18.030 Public inspection.**
- 15.18.040 Deletions.**
- 15.18.050 Amendments.**
- 15.18.060 Penalties for violations.**

**Prior legislation:** Ords. 2215, 2014, 1926.

\* Formerly Chapter 20E.50 RCDG.

**15.18.010 Short title.**

This chapter and amendments hereto shall constitute the “Energy Code” of the City and may be cited as such. (Ord. 3148 § 6, 2024; Ord. 3007 § 6, 2020; Ord. 2833 § 5 (part), 2016; Ord. 2729 § 8 (part), 2014; Ord. 2219 § 7 (part), 2004).

**15.18.020 Adoption.**

The 2021 edition of the Washington State Energy Code is hereby adopted by reference with the exceptions noted in WAC Chapters [51-11C](#) and [51-11R](#). (Ord. 3148 § 6, 2024; Ord. 3007 § 6, 2020; Ord. 2833 § 5 (part), 2016; Ord. 2729 § 8 (part), 2014; Ord. 2346 § 6, 2007; Ord. 2219 § 7 (part), 2004).

**15.18.030 Public inspection.**

The City shall at all times keep on file with the City Clerk, for reference by the general public, not less than one copy of the codes and resolutions, or parts thereof, as herein adopted by reference, together with the amendments and supplements thereto herein made a part of this chapter.

The copies of the codes on file may be placed by the City Clerk in the custody of the Building Official in order to make them more readily available for inspection and use by the general public. (Ord. 3148 § 6, 2024; Ord. 3007 § 6, 2020; Ord. 2833 § 5 (part), 2016; Ord. 2729 § 8 (part), 2014; Ord. 2219 § 7 (part), 2004).

**15.18.040 Deletions.**

There are no deletions to the Washington State Energy Code. (Ord. 3148 § 6, 2024; Ord. 3007 § 6, 2020; Ord. 2833 § 5 (part), 2016; Ord. 2729 § 8 (part), 2014; Ord. 2219 § 7 (part), 2004).

**15.18.050 Amendments.**

There are no amendments to the Washington State Energy Code. (Ord. 3148 § 6, 2024; Ord. 3007 § 6, 2020; Ord. 2833 § 5 (part), 2016; Ord. 2729 § 8 (part), 2014; Ord. 2219 § 7 (part), 2004).

**15.18.060 Penalties for violations.**

Any person who violates a provision of this code or fails to comply with any of the requirements thereof or who erects, constructs, alters or repairs a building or structure in violation of the approved construction documents or directive of the Building Official, or of a permit or certificate issued under the provisions of this code, shall be subject to the penalties provided for in RMC [1.01.110](#) and RMC Chapter [1.14](#), as said section currently exists or is hereafter amended, modified or recodified. (Ord. 3148 § 6, 2024; Ord. 3007 § 6, 2020; Ord. 2833 § 5 (part), 2016; Ord. 2729 § 8 (part), 2014; Ord. 2219 § 7 (part), 2004).

**Chapter 15.20**  
**VENTILATION AND INDOOR AIR QUALITY CODE**

(Repealed by [Ord. 2729](#))

**Chapter 15.22**  
**MOVING BUILDINGS**

Sections:

- [15.22.010 Purpose.](#)
- [15.22.020 Scope.](#)
- [15.22.030 Relationship with other regulations.](#)
- [15.22.040 Applicability.](#)
- [15.22.050 Classification of the movement of affected structures.](#)
- [15.22.060 Evaluation criteria for Class I and II Permits.](#)
- [15.22.070 Permits – Deposits and fees.](#)
- [15.22.075 Public notification.](#)
- [15.22.080 Conditions for commencing move.](#)
- [15.22.090 Special requirements.](#)

**15.22.010 Purpose.**

The purpose of this chapter is to establish minimum standards for the movement, removal, and placement of specified structures within and through the City of Redmond City limits. The minimum standards establish criteria that are intended to promote the public safety and health, protect the environment, and minimize nuisances and adverse impacts that are associated with the movement, removal, or placement of specified structures. (Ord. 2215 § 9 (part), 2004; Ord. 2160; Ord. 2014. Formerly 20E.30.10-010).

**15.22.020 Scope.**

This chapter establishes minimum requirements for:

- A. Submitting and evaluating a proposed site plan for sites receiving a structure within the City limits;
- B. Submitting and evaluating a proposed site recovery plan for the originating site of a structure when within the City limits;
- C. Providing notices to residents of properties adjoining the site receiving a structure within the City limits; and
- D. Providing for the collection of fees and other administrative processes to review and inspect applications. (Ord. 2215 § 9 (part), 2004; Ord. 2160; Ord. 2014. Formerly 20E.30.10-020).

**15.22.030 Relationship with other regulations.**

The removal, movement, demolition, and placement of any structure within the City of Redmond may require additional permits that are not named under this chapter. Where requirements under other chapters of the Redmond Municipal Code contradict

requirements under this section, those requirements that are more protective of public safety and health and environmental quality will apply. (Ord. 2215 § 9 (part), 2004; Ord. 2160; Ord. 2014. Formerly 20E.30.10-030).

### **15.22.040 Applicability.**

A. *Affected Structures.* This chapter applies to the movement, relocation, and placement of structures that would require a building permit to construct or place. Included in this definition are manufactured homes that have previously had a building permit issued for said structure.

B. *Regulation.* Affected structures, as identified by subsection A of this section, shall not be placed on a lot or moved across any lot line or within any public right-of-way or easement by any individual, except in conformity with this chapter.

C. *Administration.*

1. Compliance with this chapter shall require that a structure mover obtain and conform to the conditions of approval of a structure movement permit and to the provisions of the Redmond Zoning Code.

2. This chapter establishes four classifications of moves as described in RMC [15.22.050](#). For these classifications, administration shall be as follows:

a. *Class I, II, and III.* The Director of Planning and Community Development or ~~her/his~~*their* designee shall administer compliance with Class I, II, and III moves.

b. *Class IV.* The ~~Director of~~ Public Works ~~Director or her/his designee~~ for the City of Redmond shall administer Class IV moves, as defined under this chapter. (Ord. 2596 § 2 (part), 2011; Ord. 2215 § 9 (part), 2004; Ord. 2160; Ord. 2014. Formerly 20E.30.10-040).

### **15.22.050 Classification of the movement of affected structures.**

The following identifies the classifications of structural moves:

A. "Class I move" is the movement of any affected structure from an origin outside the City to a destination within the City;

B. "Class II move" is the movement of any affected structure from one point within the City to another point within the City;

C. "Class III move" is:

1. The movement of any affected structure from a point within the City to a destination outside the City; or

2. The movement and placement of any mobile home or manufactured home with an origination site outside of the City and a destination site in an approved mobile home park; or

3. The movement and placement of any mobile home or manufactured home with an origination site of a mobile home park in the City and a destination site of a mobile home park within the City; or

4. Structures permitted through a short- or long-term temporary use permit.

D. "Class IV move" is the movement of any affected structure through the City with both an origin and destination outside the City. (Ord. 2215 § 9 (part), 2004; Ord. 2160; Ord. 2014. Formerly 20E.30.10-050).

### **15.22.060 Evaluation criteria for Class I and II Permits.**

A. *General, Structure Condition.* A structure movement permit for Class I and II moves shall not be issued for an affected structure that meets any of the following conditions:

1. The affected structure is so constructed or in such condition as to constitute a danger of injury or death through collapse of the building, fire, defects, and electrical wiring or other substantial hazard to the individual(s) who occupy or enter said building after relocation;

2. The affected structure is infested with rats or other vermin, or the wood members of which are infested with rot, decay, or insects;

3. The affected structure is so unsanitary or filthy that it would constitute a hazard to health of the individual(s) who will occupy said affected structure after relocation, or if not intended for occupancy by humans, would make it unsuitable for its intended use;
4. The proposed use of the building is prohibited at the proposed destination site under the zoning or other land regulations of the City;
5. The affected structure or destination site does not conform to all applicable provisions of law or ordinance; and
6. The affected structure could not meet those codes that would allow it to be occupied.

B. *General, Destination Site Condition.* For a structure movement permit for Class I and II moves, the applicant shall demonstrate and comply with the requirement that the structure shall be able to be occupied within 90 days of the date of placement on the destination site; and any other conditions of approval or applicable provisions of code. A proposed site plan for the destination site includes appropriate landscaping and provisions to rehabilitate those areas of the site affected by the structure relocation. The site plan shall provide for adequate landscaping of a stature and quality that does not detract from the neighborhood. The landscaping and rehabilitation approved in the proposed site plan shall be completed within 120 days of occupancy.

C. *General, Originating Site Condition.* For structure movement permits for Class II and III moves, the applicant shall demonstrate and comply with the requirement that: A proposed site plan for the originating site includes appropriate landscaping and provisions to rehabilitate those areas of the site affected by the structure relocation. The site plan shall provide for adequate landscaping of a stature and quality that does not detract from the neighborhood and shall demonstrate how rehabilitation shall meet the requirements of RMC [15.22.090.F](#), Condition of Lot.

D. *Nonresidential Uses.* In addition to subsections [A](#), [B](#), and [C](#) of this section, for nonresidential uses the proposed use, structure, and site shall obtain all other City development approvals, including, but not limited to, design review approval, site plan entitlement approval, and shoreline substantial development permit, before the City can issue a structure movement permit. (Ord. 3177 § 3, 2024; Ord. 2596 § 2 (part), 2011; Ord. 2215 § 9 (part), 2004; Ord. 2160; Ord. 2014. Formerly 20E.30.10-060).

## 15.22.070 Permits – Deposits and fees.

Unless otherwise stated below, the following deposits and fees shall apply to all permits issued under this chapter:

- A. An application for a permit under this chapter shall not be determined complete until application filing fees are received. Fees shall be in the amount as defined by Redmond Zoning Code Chapter [21.76](#).
- B. An application hereunder shall be accompanied by the following:
  1. A cash deposit or corporate surety bond in the sum of \$10,000 or such greater amount as the Public Works Director ~~or his/her designee~~ determines necessary as indemnity for any damage which the City may sustain by reason of damage or injury to any highway, street or alley, sidewalk or other property of the City, which may be caused by or be incidental to the removal of any building over, along or across any street in the City and to indemnify the City against any claim of damages to persons or private property;
  2. A public liability insurance policy providing \$1,000,000 or such greater amount as the Public Works Director ~~or his/her designee~~ determines necessary to satisfy any claim by private individuals, firms, or corporations arising out of, caused by, or incidental to the moving of any building over, along, or across any street in the City; and
  3. A cash deposit or a corporate surety performance bond in the sum of \$5,000 or such greater amount as the Public Works Director ~~or his/her designee~~ determines necessary conditioned upon permittee, within six months from the date of the issuance of such permit (a) completing the construction, painting and finishing of the exterior of the building, and (b) faithfully complying with all requirements of this chapter, the building code, the zoning ordinance, the other ordinances then in effect within the City including but not limited to permittee completing such work within six months to the date of the issuance of such permit. In the event the provisions of this subsection are not complied with within the time specified, a sum of \$5,000 shall be forfeited to the City as a penalty for the default, and this shall be in addition to any other penalties provided for failure to comply within the terms of this chapter. (Ord. 2596 § 2 (part), 2011; Ord. 2346 § 8, 2007; Ord. 2215 § 9 (part), 2004; Ord. 2160; Ord. 2014. Formerly 20E.30.10-070).

**15.22.075 Public notification.**

A. Class I and II structure movement permits require a notice of moving. At least 10 days but not more than 15 days in advance of the move, the following requirements shall be met:

1. *Mailing.* A notice of moving shall be mailed to residents on properties adjoining the destination site. The applicant shall provide mailing labels to the administering department.
2. *Posting.* A notice of moving shall be posted on the destination site. Posting on the destination site shall be the applicant's responsibility.
3. *Notice Contents.* At a minimum, the public notification shall include:
  - a. File number and project description;
  - b. Name and address of the applicant;
  - c. Location of proposed site to which the building is to be moved;
  - d. Proposed date and time period of move; and
  - e. Type of building. (Ord. 2593 § 2, 2011).

**15.22.080 Conditions for commencing move.**

Prior to commencing with the move, the following conditions must be met:

- A. For all classes of moves, the permittee shall obtain all required permits and approvals.
- B. The permittee shall submit the required deposits as required by RMC [15.22.070](#), Permits – Deposits and fees.
- C. The permittee shall comply with all other conditions of approval and provisions of this chapter that are required to be completed before a move may commence. (Ord. 2596 § 2 (part), 2011; Ord. 2215 § 9 (part), 2004; Ord. 2160; Ord. 2014. Formerly 20E.30.10-080).

**15.22.090 Special requirements.**

- A. *Escort.* For Class I, II, III and IV moves, the structure mover shall provide an escort service for the purpose of regulating traffic along the route such building is being moved. At the discretion of the Police Department, off-duty police officers may be required to augment the escort service. Any such police or special agency escort shall be at the expense of the structure mover in addition to any other fees or deposits heretofore required. No variances of the provisions of the permit shall be permitted by the escort.
- B. *Time.* Time of the movement shall be designated by the City. Every such permit shall become and be void unless such removal shall be completed and the building removed from the public right-of-way within the time specified in the application for such permit; provided, however, that the City may extend such time when the moving of any building is rendered impractical by reason of inclemency of the weather, strikes, or other causes not within the control of the structure mover.
- C. *Lights.* No person moving any building over, upon, along or across any public street shall fail, neglect or refuse to keep a red light (or such other devices as the City may require) at all times at each corner of such building and at the end of any projection thereon while the same is located in or upon any public street.
- D. *Notice to Public Utility Companies.* Before any building shall be moved, the structure mover shall give written notice to the public utilities or agencies (electric, telephone, cable TV, etc.) designated in the application a minimum of three days in advance of the proposed move.
- E. *Traffic Control Measures.* All signs and barricades must be removed immediately upon completion of the move and traffic returned to normal operating conditions. Any City-owned equipment (traffic signals, street lights, etc.) is to be immediately restored to fully functioning condition.
- F. *Condition of Lot.* After the completion of any Class II or III move, the area or lot upon which the structure was formerly located shall be cleared of all construction debris and graded to minimize any negative impact to surrounding properties; exposed soils shall be stabilized for erosion control; sanitary sewer connections, if any exist, shall be capped at the main and marked; water meters shall be removed and the service line satisfactorily capped at the main; electrical and telephone lines shall be removed; all

hazardous conditions shall be remedied; and all trash and other materials shall be removed to the satisfaction of the Director. (Ord. 2215 § 9 (part), 2004; Ord. 2160; Ord. 2014. Formerly 20E.30.10-090).

## Chapter 15.24

### CLEARING, GRADING, AND STORM WATER MANAGEMENT\*

Sections:

- 15.24.010 Purpose and intent.**
- 15.24.020 Design, construction and maintenance – General requirements.**
- 15.24.030 Director.**
- 15.24.040 Issuance of permits.**
- 15.24.050 Activities requiring permits.**
- 15.24.055 Activities that do not require a clearing, grading, and storm water permit.**
- 15.24.060 Classification of clearing, grading and storm water management construction activities.**
- 15.24.070 Rough grading projects.**
- 15.24.080 Requirements for design and construction.**
- 15.24.082 Topographic change (cut and fill) limits.**
- 15.24.084 Deviations.**
- 15.24.089 Variances.**
- 15.24.090 Repealed.**
- 15.24.095 Wellhead and groundwater protection performance standards.**
- 15.24.100 Enforcement – Authorization.**
- 15.24.110 Inspection.**
- 15.24.120 Stop work orders.**
- 15.24.130 Suspension or revocation of permit.**
- 15.24.140 Penalty for violation.**
- 15.24.150 Restoration.**
- 15.24.160 Notification of noncompliance.**
- 15.24.170 Penalties.**
- 15.24.180 Processing fees.**
- 15.24.190 Permit fees.**
- 15.24.200 Inspection fees.**

**Prior legislation:** Ords. 2215, 2180, 1877.

\* Formerly Chapter 20E.90 RCDG.

#### **15.24.010 Purpose and intent.**

The purpose of the Clearing, Grading, and Storm Water Management Code is to: safeguard life, property, public health, and general welfare; minimize water quality degradation; prevent excessive sedimentation of or erosion by surface waters; and prevent the creation of public nuisances such as fouling of surface or groundwater. Furthermore, this section is intended to reduce impacts from land development; preserve and enhance wildlife habitat in and along surface waters; enhance the aesthetic quality of the area waters; minimize erosion; preserve trees; and preserve natural topographic features. These regulations focus on prevention of adverse impacts associated with clearing, grading and storm water activities rather than remediation of adverse impacts after they have occurred. (Ord. 3081 § 2, 2022; Ord. 2860 § 3 (part), 2016; Ord. 2532 § 2 (part), 2010; Ord. 2218 § 1, 2004).

#### **15.24.020 Design, construction and maintenance – General requirements.**

A. The design, construction, and maintenance of all clearing, grading and storm water management systems and facilities shall comply with the requirements and design standards contained in all the following documents:

1. This chapter.
2. *Repealed by Ord. 2860.*

3. *Repealed by Ord. 2860.*

4. The [latest version of the](#) Redmond Storm Water Technical Notebook, which locally adopts and modifies the Washington State Department of Ecology 2019 Storm Water Management Manual for Western Washington, (“2019 SWMMWW” for the remainder of this chapter), or its successor.

5. Redmond Standard Specifications and Details.

6. The 2019 SWMMWW.

B. The Public Works Director shall prepare and shall adopt construction specifications and details, along with design standards for clearing, grading, and storm water management, as described in the Redmond Storm Water Technical Notebook. The objective of the standards, details, and specifications shall be to control the quantity and quality of storm water produced by development and redevelopment in the City to minimize downstream impacts and protect receiving waters. The Public Works Director has the authority to make changes as local conditions warrant. The specifications, design details, Redmond Storm Water Technical Notebook, and any changes shall be made available to the public. A fee set by the Public Works Director may be charged for these documents.

C. In the case of conflicts between the documents listed in subsection [A](#) of this section, conflicts shall be resolved by applying the following order of precedence:

1. This chapter;
2. The Redmond Storm Water Technical Notebook;
3. Redmond Standard Specifications and Details;
4. The 2019 SWMMWW. (Ord. 3081 § 2, 2022; Ord. 2860 § 3 (part), 2016; Ord. 2532 § 2 (part), 2010; Ord. 2218 § 1, 2004).

### **15.24.030 Director.**

For the purposes of this chapter only, ~~“DirectorPublic Works Director”~~ shall mean the ~~Director of the~~ Public Works ~~Department~~ ~~Director and/or their representatives pursuant to RMC 2.64.030 or his/her designeeunless the authority is specifically assigned to another City director.~~ (Ord. 3081 § 2, 2022; Ord. 2860 § 3 (part), 2016; Ord. 2532 § 2 (part), 2010; Ord. 2218 § 1, 2004).

### **15.24.040 Issuance of permits.**

A. Regulated clearing, grading and/or storm water activity as defined in RMC [15.24.050](#) requires City approval and the issuance of the appropriate permit(s) before initiating any of the regulated activities.

B. Speculative clearing and grading shall be prohibited.

C. For regulated activities, “City approval” means approval of appropriate plans, prepared by the applicant’s engineer(s), indicating compliance with the requirements and design standards specified in this chapter under RMC [15.24.020](#). Approval shall be evidenced by the signature of the Public Works Director ~~or designee~~. Once plans are approved, a permit may be issued by the City. Fees for plan review and permit processing may be charged as established by separate ordinance. Issued permits shall be posted on the construction site at all times when work is underway. To ensure that the actual work in the field conforms with the approved plans, permitted activities shall be inspected by the City during construction. (Ord. 3081 § 2, 2022; Ord. 2860 § 3 (part), 2016; Ord. 2532 § 2 (part), 2010; Ord. 2218 § 1, 2004).

### **15.24.050 Activities requiring permits.**

All clearing, grading or storm water management construction activities listed below require approved plans and a clear and grade or civil SITE permit(s). The thresholds are cumulative during a ~~one~~[three](#)-year period for any given site. [The assessed value of existing improvements shall be the King County Assessed value available on King County Tax Assessor’s website.](#)

A. Clearing of 7,000 square feet of land area or more.

B. Earthwork of 50 cubic yards or more. This means any activity which moves 50 cubic yards of earth, whether the material is excavated or filled and whether the material is brought into the site, removed from the site, or moved around on the site.

- C. Removal of 11 or more significant trees. The removal of 10 or fewer significant trees is regulated in Redmond Zoning Code Chapter [21.72](#).
- D. Any clearing or grading within a critical area or buffer of a critical area. Critical areas are defined in Redmond Zoning Code Chapter [21.64](#), Critical Areas. Any disturbance to vegetation within critical areas and their corresponding buffers is also regulated by Redmond Zoning Code Chapter [21.64](#), Critical Areas. Note that under this chapter, a clearing/grading permit for work on steep slopes must first comply with RZC [21.76.070\(E\)](#), Alteration of Geologic Hazard Areas.
- E. Any change of the existing grade by four (4) feet or more. This criterion applies to all permanent changes in grade and grade changes for extended periods of time (sixty (60) days or longer) located outside structure footprints.
- F. Any work within a native growth protection easement or area, a public easement, City-owned tract or City right-of-way. Any clearing, grading or landscaping must be approved by the Department of Public Works prior to construction.
- G. The creation or addition of new, replaced or new plus replaced hard surfaces in the amount of 2,000 square feet or more. Hard surfaces include impervious surfaces (defined in RZC [21.78](#)), green roofs and pervious pavement.
- H. Any construction of public drainage facilities to be owned or operated by the City.
- I. Any construction of private storm drainage pipes 12 inches in diameter or larger.
- J. Any modification of, or construction which affects, a privately owned/operated flow control facility or runoff treatment facility. (~~Does This does~~ not include maintenance or repair to the condition defined by previously approved plans; however, removal of uncontaminated water from the system prior to maintenance or repair is required.)
- K. Any removal of uncontaminated water from privately owned/operated flow control facility, runoff treatment, or catch basins in order to complete any maintenance or repair cited in 15.24.055.J. (Ord. 3081 § 2, 2022; Ord. 2860 § 3 (part), 2016; Ord. 2596 § 2 (part), 2011; Ord. 2532 § 2 (part), 2010; Ord. 2218 § 1, 2004).

**15.24.055 Activities that do not require a clearing, and grading, and storm water or civil site permit.**

- A. All clearing, grading and storm water management construction activities that do not involve any of the thresholds listed above do not require a separate clearing and grading, and storm water or civil site City-approved clearing, grading and storm water management plans or a permit, but still must meet the requirements specified in RMC [15.24.020](#).
- B. Activities that do not require approved plans or permits must still provide and install sediment and erosion control and pollution prevention BMPs as necessary to protect water quality.
- C. The following activities are unregulated by this chapter even if the criteria in RMC [15.24.050](#) are exceeded: and if the activities are not part of, directly related to, or caused by new development of redevelopment projects:
1. Agricultural crop management of existing farmed areas.
  2. Cemetery graves involving less than 50 cubic yards of excavation, and related filling per each cemetery plot.
  3. Public pavement maintenance such as pothole and square cut patching, overlaying existing asphalt or concrete pavement with asphalt or concrete without expanding the area of coverage, shoulder grading, reshaping/regrading drainage systems, crack sealing, resurfacing with in-kind material without expanding the road prism, pavement preservation activities that do not expand the road prism, and vegetation maintenance associated with the road right-of-way (such as planter strips).  
Public vegetation maintenance such as landscape maintenance and gardening, when the work is limited to the removal and/or replacement of surface material such as grass, artificial turf, weeds, and shrubs. Artificial turf removal and/or replacement is considered a maintenance practice only if the underdrain system for the turf is not disturbed, or if an underdrain system is not present, then when the ballast rock underlying the existing turf is not disturbed.  
Public stormwater facility maintenance when conducted according to established current standards and procedures or when conducted according to an approved Operation and Maintenance Manual.
  4. Public underground utility projects including installing, maintaining, and/or upgrading an underground utility (does not include culverts) and that replace the ground surface with in-kind material or materials with similar runoff characteristics are only subject to Minimum Requirement #2, Construction Storm Water Pollution Prevention. (Ord. 3081 § 2, 2022; Ord. 2860 § 3 (part), 2016; Ord. 2532 § 2 (part), 2010; Ord. 2218 § 1, 2004).

**15.24.060 Classification of clearing, grading and storm water management construction activities.**

A. ~~Clearing, grading and storm water management activities may be reviewed as part of a building permit and/or other permit, if City-approved drawings for such activities are included under the building and/or other permit. A clearing, grading and storm water management permit may be considered as a component of a building permit or other permit, rather than as a separate permit, if City-approved drawings for such activities are included under the other permit.~~

B. The Director of Planning and Community Development shall specify what submittal and application materials are required for a complete application, including the type of submittals, the required level of detail, the minimum qualifications of preparers of technical documents, and the number of copies that must be submitted.

C. Clearing, grading and storm water management activities are classified based on type, location and timing of development activity proposed. Table 1 outlines the classifications for clearing, grading and storm water management activities and briefly reviews processing. Other City processes, approvals and permits may also be required for projects. The Director of Planning and Community Development may adjust classifications and permit processing steps for proposed projects which are shown to be in multiple classifications or are otherwise not appropriately classified under the criteria shown in Table 1 and may adjust processing steps and fees as appropriate.

D. Project Classification and Processing Table.

**Table 1**

Project Classification	Typical Type of Development Activity	City Permit Which Allows Clearing, Grading and Storm Water Management Construction*	Summary of Permit Process for Clearing, Grading and Storm Water Management Construction
Building Projects	Single-family, middle housing, commercial, industrial and multifamily construction, additions	Building Permit; <del>and if applicable, either Clear and Grade Permit or civil SITE Permit.</del>	Clearing, grading and storm water management activities are reviewed in conjunction with the Building Permit <del>and either Clear and Grade Permit or SITE Permit</del> plans. Single-family and middle housing are reviewed by the Construction and Building Divisions. <del>All other projects are reviewed and</del> by the Development Services Division.
Development Projects	Subdivision, utility construction outside City right-of-way	<del>Approved Civil Drawings Clear and Grade Permit or civil SITE Permit</del>	Clearing, grading and storm water management activities are reviewed by the Development Services Division as all or part of the site improvement plans.
Right-of-Way Projects	Construction activities all or partly within the City right-of-way	<del>Street Right-of-Way Use Permit</del>	Clearing, grading and storm water management activities are reviewed <del>by the Public Works Right of Way group by the Development Services Division</del> as part of the project.
Rough Grading Projects	Clearing and/or grading of a site before all final	Rough Grading Permit	Clearing and grading activities are reviewed by the Development Services Division

Project Classification	Typical Type of Development Activity	City Permit Which Allows Clearing, Grading and Storm Water Management Construction*	Summary of Permit Process for Clearing, Grading and Storm Water Management Construction
	approvals of the entire project		prior to other site improvements plans. Special conditions shall be met for issuance of Rough Grading plans (see RMC <a href="#">15.24.070</a> ).
Clearing and Grading Projects	Clearing and Grading only projects including landscaping project (see RMC <a href="#">15.24.050</a> for the minimum thresholds that trigger a clearing and grading permit)	Clearing and Grading Permit	Clearing and grading activities are reviewed by the Development Services Division.

\* Construction is allowed only when approved plans for clearing, grading and storm water management construction are issued with the appropriate permit listed in the table.

(Ord. 3222 § 13, 2025; Ord. 3081 § 2, 2022; Ord. 2860 § 3 (part), 2016; Ord. 2532 § 2 (part), 2010; Ord. 2218 § 1, 2004).

**15.24.070 Rough grading projects.**

A. *Rough Grading Prerequisites.* The Technical Committee shall determine whether rough grading will be approved for a project. At a minimum, to obtain a Rough Grading Permit approval for a project all the following shall have been processed and have received approval:

1. Complete the first round of Coordinated Civil Review process.
2. SEPA review for the entire project completed (if required).
3. Clearing, grading and temporary erosion control construction plans.
4. Resolution of all project feasibility issues (i.e., required off-site easements, significant utility design issues, etc.).

B. *Rough Grading Application.* Upon completion of the prerequisites listed above, the following information shall be submitted, if applicable, for a rough grading application to be considered complete:

1. Rough grading drawings and supporting information stamped and signed by a professional civil engineer.
2. Clear identification of all work proposed under the rough grading application.
3. Clear identification of existing and proposed grades.
4. Clear identification of all areas that will be disturbed.
5. Identification of proposed quantity of earthwork.
6. Identification of proposed erosion control measures.
7. An erosion control plan designed in accordance with the Redmond Storm Water Technical Notebook and the Redmond Standard Specifications and Details.
8. Payment of the appropriate plan review fees.

9. Prior to issuance of Rough Grading Permits, acceptable site restoration assurance (bonding, cash deposits, etc., as specified by the Technical Committee) shall be posted with the City. (Ord. 3081 § 2, 2022; Ord. 2860 § 3 (part), 2016; Ord. 2532 § 2 (part), 2010; Ord. 2218 § 1, 2004).

#### **15.24.080 Requirements for design and construction.**

The City hereby adopts the thresholds, definitions, and minimum requirements, found in Appendix 1 of the Western Washington Phase II Municipal Storm Water Permit, including the mandatory provisions of the 2019 SWMMWW. Refer to the Redmond Storm Water Technical Notebook for local modifications and application of the definitions, thresholds, and minimum requirements in Redmond. Redmond Zoning Code [21.17.010.E](#) details requirements to plan for storm water management.

The ~~Director~~[Public Works Director](#) may require additional controls or modified minimum requirements for specific projects or areas based on approved interlocal agreements, approved Department Operational Policies, identified capacity limitations, significant erosion potential, or seasonal factors. The Minimum Requirements, as further described in the Redmond Storm Water Technical Notebook, are:

- A. *Repealed by Ord. 2860.*
- B. *Repealed by Ord. 2860.*
- C. Minimum Requirement 1 – Preparation of Storm Water Site Plans.
- D. Minimum Requirement 2 – Construction Storm Water Pollution Prevention Plan.
- E. Minimum Requirement 3 – Source Control of Pollution.
- F. Minimum Requirement 4 – Preservation of Natural Drainage Systems and Outfalls.
- G. Minimum Requirement 5 – On-site Storm Water Management.
- H. Minimum Requirement 6 – Runoff Treatment.
- I. Minimum Requirement 7 – Flow Control.
- J. Minimum Requirement 8 – Wetlands Protection.
- K. Minimum Requirement 9 – Operations and Maintenance. (Ord. 3081 § 2, 2022; Ord. 2860 § 3 (part), 2016; Ord. 2596 § 2 (part), 2011; Ord. 2532 § 2 (part), 2010; Ord. 2218 § 1, 2004).

#### **15.24.082 Topographic change (cut and fill) limits.**

- A. Topographic change is limited in Redmond as follows:
  1. Within the building work area (building footprint plus a ten (10) foot buffer), this chapter does not limit temporary or permanent cuts or fills (even with the presence of significant trees).
  2. Outside the building work area, and where significant trees are not present, the maximum permitted vertical depth or height of a [permanent](#) cut or fill is a total of eight (8) vertical feet.
  3. Outside building work area, and where significant trees designated to be saved are present, grades shall not be changed within five (5) feet of the tree's dripline.
  4. ~~Cut~~[Permanent cut](#) or fill slopes may not exceed 33 percent (3H:1V). Cut and fill slopes within the right-of-way may, however, be designed at (2H:1V). (Ord. 3081 § 2, 2022; Ord. 2860 § 3 (part), 2016).

#### **15.24.084 Deviations.**

A. Deviations, referred to as adjustments by Washington Department of Ecology, are permissions granted by the Technical Committee to deviate from the storm water requirements for design and construction specified in RMC [15.24.080](#), [15.24.082](#) or in the Redmond Storm Water Technical Notebook. Deviations must provide the equivalent (or improved) level of environmental protection. Deviations are requested through application of a General Development Permit and decision by the Technical

Committee. Application for deviations must include clear written documentation to explain how the proposed deviations address the following criteria:

1. Provide substantially equivalent (or improved) environmental protection as would be provided if the standard storm water requirements were met.
2. Reflect sound engineering practices.
3. Meet the objectives of public health, safety, function and maintenance.
4. Avoid damage to other properties in the vicinity of and downstream of the proposal.

B. The Technical Committee may deny any or all of the requested adjustments, may request additional information including written documentation from qualified specialists, may approve any or all of the requested adjustments, or may approve specific parts of adjustments, either to the extent requested or to a reduced extent. All documentation is to be obtained and paid for by the applicant(s). The Technical Committee may also require peer review which, if required, is to be paid for by the applicant.

C. The Technical Committee may determine the deviation(s) requested are to be processed in accordance with Redmond Zoning Code Section [21.76.070\(AB\)\(3\)](#), Variances, and the criteria in RMC [15.24.089](#). (Ord. 3081 § 2, 2022; Ord. 2860 § 3 (part), 2016; Ord. 2596 § 2 (part), 2011; Ord. 2532 § 2 (part), 2010).

### **15.24.089 Variances.**

A. Variances are permissions granted through the City's variance process in accordance with Redmond Zoning Code Section [21.76.070\(AB\)\(3\)](#), Variances. Variances under this title apply only to RMC [15.24.080.C, D, E, F, G, H, I, J](#), and [K](#). The criteria for approving a variance requested under this title shall include the decision criteria contained in Redmond Zoning Code Section [21.76.070\(AB\)\(3\)](#), Decision Criteria, together with the following criteria:

1. The variance may be granted by the City only when meeting the applicable standards would impose a severe and unexpected economic hardship.
2. The variance will not increase the risk to the public health and welfare, nor be injurious to other properties in the vicinity of and/or downstream or to the quality of waters of the state.
3. The variance is the least possible deviation that could be granted to comply with the intent of the Minimum Requirements detailed in the Redmond Storm Water Technical Notebook.

B. The application for a variance shall include written documentation addressing the decision criteria above and written documentation addressing the following topics:

1. The current (pre-project) use of the site, and
2. How the application of Minimum Requirements restricts the proposed use of the site compared to restrictions that existed prior to adoption of the Minimum Requirements (October 1, 2004), and
3. The possible remaining uses of the site if the variance were not granted by the City, and
4. The uses of the site that would have been allowed prior to the City's adoption of Minimum Requirements, and
5. A comparison of the estimated amount and percentage of value loss resulting from meeting the Minimum Requirements, and
6. The feasibility to alter the project so that it meets the Minimum Requirements.

C. The City shall prepare written findings of fact that address each of the six items above and that address the variance criteria. The City shall publish legal public notice of an application that requests a variance under this title and shall publish legal notice of the City's decision on the application. (Ord. 3081 § 2, 2022; Ord. 2860 § 3 (part), 2016; Ord. 2596 § 2 (part), 2011; Ord. 2532 § 2 (part), 2010).

## 15.24.090 Relief from general design standards.

Repealed by [Ord. 2532](#).

### 15.24.091 Conflicts

When any provision of any other chapter of the Redmond Municipal Code or the Redmond Zoning Code conflicts with this chapter, that which provides greater public health and environmental protection, as determined by the Public Works Director shall apply unless specifically provided otherwise in this chapter.

## 15.24.095 Wellhead and groundwater protection performance standards.

A. *Well Construction and Operation.* Construction or decommissioning details and registration forms of any well regulated under Chapter [173-160](#) WAC and UIC wells (infiltration trenches, drywells, infiltration vaults) must be registered per WAC [173-218-070](#). Details and registration forms shall be provided to the Department of Public Works within sixty (60) days of well construction or decommissioning.

B. *Fill Material.* Placement of imported contaminated fill material is prohibited, citywide. Fill material shall not contain concentrations of contaminants that exceed cleanup standards for soil specified in WAC [173-340-740](#), Model Toxics Control Act, regardless of whether all or part of the contamination is due to natural background levels at the fill source site. Where the detection limit (lower limit at which a chemical can be detected by a specified laboratory procedure) for a particular soil contaminant exceeds the cleanup standard for soil specified in WAC [173-340-740](#), the detection limit shall be the standard for fill material quality. Fill material shall be free of construction, demolition, and land clearing waste including recycled concrete rubble and asphalt.

1. Fill materials in quantities greater than 10 cubic yards placed directly on or in the ground shall meet the following requirements:

a. A fill material source statement shall be provided to the Department of Public Works and shall be reviewed and accepted by the Department prior to stockpiling or grading imported fill materials at the site. The source statement shall be issued by a professional engineer, geologist, engineering geologist or hydrogeologist licensed in the State of Washington demonstrating the source's compliance with standards of the Model Toxics Control Act. The source statement shall be required for each different source location from which fill will be obtained.

b. Analytical results demonstrating that fill materials do not exceed cleanup standards specified in WAC [173-340-740](#) may be used in lieu of a fill material source statement, provided the regulated facility submits a sampling plan to, and which is approved by, the ~~Director~~[Public Works Director](#). The regulated facility must then adhere to the approved sampling plan, and maintain analytical data on-site and available for inspection for a minimum of five years from the date that the fill was accepted.

2. The ~~Department of Public Works~~[Public Works Director](#) may accept a fill material source statement that does not include results of sampling and analysis of imported fill if it determines that adequate information is provided indicating that the source location is free of contamination. Such information may include, but is not limited to:

a. Results of field testing of earth materials to be imported to the site with instruments capable of detecting the presence of contaminants; or

b. Results of previous sampling and analysis of earth materials to be imported to the site.

3. A fill material source statement is not required if documents confirm that imported fill will be obtained from a Washington State Department of Transportation approved source.

4. The Public Works [Director](#) shall have the authority to require corrective measures regarding noncompliant fill materials, including independent sampling and analysis, if the property owner or operator fails to accomplish such measures in a timely manner. The property owner or operator shall be responsible for any costs incurred by the City in the conduct of such activities.

C. *Cathodic Protection Wells.* Designs for cathodic protection wells shall be submitted to the City for review and approval prior to initiation of drilling. Cathodic protection wells shall be constructed such that the following do not occur:

1. Vertical cross-connection of aquifers normally separated by confining units;

2. Migration of contaminated surface water along improperly sealed well borings or casings;

3. Introduction of electrolytes or related solutions into the subsurface; and

4. Any of the above conditions caused by improperly abandoned cathodic protection wells that are no longer in use.

D. *Underground Hydraulic Elevator Cylinders.* All underground hydraulic elevator pressure cylinders shall be encased in an outer plastic casing constructed of Schedule 40 or thicker-wall polyethylene or polyvinyl chloride (PVC) pipe, or equivalent. The plastic casing shall be capped at the bottom, and all joints shall be solvent- or heat-welded to ensure water tightness. The neck of the plastic casing shall provide a means of inspection to monitor the annulus between the pressurized hydraulic elevator cylinder and the protective plastic casing. Vegetable oil shall be used for hydraulic fluid in elevator cylinders. (Ord. 3081 § 2, 2022; Ord. 2860 § 3 (part), 2016; Ord. 2532 § 2 (part), 2010; Ord. 2257 § 1, 2005).

#### **15.24.100 Enforcement – Authorization.**

The ~~Director~~Public Works Director is authorized and directed to enforce all the provisions of this chapter. For such purpose, the ~~Director~~Public Works Director may appoint officers, inspectors, assistants and other employees as needed from time to time. The ~~Director~~Public Works Director may authorize such employees, as may be necessary, to carry out the duties and functions of that office. (Ord. 3081 § 2, 2022; Ord. 2860 § 3 (part), 2016; Ord. 2532 § 2 (part), 2010; Ord. 2218 § 1, 2004).

#### **15.24.110 Inspection.**

The ~~Director~~Public Works Director is authorized to make such inspections and take such actions as may be required to enforce the provisions of this chapter or whenever the ~~Director~~Public Works Director has reasonable cause to believe that any land is being used in violation of this chapter. Inspections shall be made as follows:

A. As a condition of any permit issued for activity covered by this chapter, the property owner shall be required to consent to entry upon the land by the ~~Director~~Public Works Director at all reasonable times to inspect the same or to perform any duty imposed upon the ~~Director~~Public Works Director by this chapter. If the land is occupied, the ~~Director~~Public Works Director shall first present proper credentials and request entry. If the land is unoccupied, a reasonable effort shall be made to locate the owner or other persons at the site who are in apparent charge or control of the land and demand entry. If no person is located, the ~~Director~~Public Works Director may enter said property and shall, with due diligence, make attempts to notify the owner, occupant, or other person having charge within a reasonable amount of time.

B. Where the ~~Director~~Public Works Director has reasonable grounds to believe that activities for which a permit is required by this chapter are being conducted without a permit on land within the City, the ~~Director~~Public Works Director may seek to inspect the land and such activity. If the land is occupied, the ~~Director~~Public Works Director shall first present proper credentials and request entry for inspection. If the land is unoccupied, a reasonable effort shall be made to locate the owner or other persons at the site in apparent charge or control of the land and request entry for inspection. If no person is located, or if entry is refused, the ~~Director~~Public Works Director may request the assistance of the City Attorney, City Prosecutor or Police Department regarding access. (Ord. 3081 § 2, 2022; Ord. 2860 § 3 (part), 2016; Ord. 2532 § 2 (part), 2010; Ord. 2218 § 1, 2004).

#### **15.24.120 Stop work orders.**

A. Whenever any activity is being done contrary to the provisions of this chapter, the ~~Director~~Public Works Director may order the work stopped by notice verbally or in writing served on any persons engaged in the doing or causing such work to be done, and any such person shall forthwith stop such work until authorized by the ~~Director~~Public Works Director to proceed with the work.

B. The ~~Director~~Public Works Director may suspend work on any project during periods of inclement weather to reduce actual or potential erosion and/or sedimentation. Such a period may involve days or weeks during storm events or may, at the discretion of the ~~Director~~Public Works Director, involve the entire rainy season (October 1 through April 30).

C. Outside the rainy season (May 1 through September 30), the ~~Director~~Public Works Director may order work stopped because of inadequate temporary erosion/sedimentation controls. In such cases, a revised temporary erosion/sediment control plan (including but not limited to addition of or additional phasing) shall be submitted to the City for review. Once approved and implemented, the ~~Director~~Public Works Director shall lift the stop work order and work can continue.

D. During the rainy season (October 1 through April 30), The ~~Director~~Public Works Director may require a Wet Weather Plan, a Seasonal Suspension Plan, and an updated temporary erosion and sediment control plan be submitted to the City for review and approval by September 30. The Redmond Storm Water Technical Notebook details which plans apply to which projects. The ~~Director~~Public Works Director may order work stopped because of inadequate temporary erosion/sediment controls during the

rainy season. In such a case, the wet weather plan and temporary erosion/sediment control plan will be reviewed, updated and implemented to control erosion and/or sedimentation. If deemed necessary the City may suspend work through the rainy season and require implementation of the seasonal suspension plan. (Ord. 3081 § 2, 2022; Ord. 2860 § 3 (part), 2016; Ord. 2532 § 2 (part), 2010; Ord. 2218 § 1, 2004).

#### **15.24.130 Suspension or revocation of permit.**

The ~~Director~~[Public Works Director](#) may suspend or revoke a permit whenever the permit is issued on the basis of incorrect information supplied, approved plans are not accurately reflective of actual field conditions, or the work is being done contrary to, or in violation of, any pertinent ordinance, regulation, procedure or permit. Upon receipt of a timely appeal under Redmond Zoning Code Chapter [21.76](#), suspension or revocation shall be stayed pending decision on the appeal; provided, that such a stay shall not affect any stop work order issued by the ~~Director~~[Public Works Director](#). (Ord. 3081 § 2, 2022; Ord. 2860 § 3 (part), 2016; Ord. 2596 § 2 (part), 2011; Ord. 2532 § 2 (part), 2010; Ord. 2218 § 1, 2004).

#### **15.24.140 Penalty for violation.**

All violations of this chapter, including hazards and failure to comply with terms of the clearing/grading permit and conditions, are determined to be detrimental to the public health, safety, and welfare and declared to be public nuisances. All such violations are also criminal gross misdemeanors and punishable as provided in RMC [1.01.110](#). All conditions that, after inspection, have been determined by the ~~Director~~[Public Works Director](#) to render any site or portion thereof to be used or maintained in violation of the section, shall be abated. (Ord. 3081 § 2, 2022; Ord. 2860 § 3 (part), 2016; Ord. 2532 § 2 (part), 2010; Ord. 2218 § 1, 2004).

#### **15.24.150 Restoration.**

Any work not done in compliance with this chapter or any permit issued pursuant thereto or with any other section of the Redmond Zoning Code may be required by the ~~Director~~[Public Works Director](#) to be removed or restored to as near pre-project original condition as possible in the sole opinion of the ~~Director~~[Public Works Director](#). Such restoration may include, but shall not be limited to, the following:

- A. Filling, stabilizing and landscaping with vegetation similar to that which was removed, cuts or fills;
- B. Planting and maintenance of trees of a size that will reasonably assure survival and that replace functions and values of removed trees; and
- C. Reseeding and landscaping with vegetation similar to that which was removed, in areas without significant trees where bare ground exists. (Ord. 3081 § 2, 2022; Ord. 2860 § 3 (part), 2016; Ord. 2596 § 2 (part), 2011; Ord. 2532 § 2 (part), 2010; Ord. 2218 § 1, 2004).

#### **15.24.160 Notification of noncompliance.**

- A. If, while fulfilling their responsibility under this chapter, the inspector, the engineer, the soil engineer, the engineering geologist or the testing agency finds that the work is not being done in conformance with this chapter or the approved grading plans, the discrepancies shall be reported immediately in writing to the person in charge of the grading work and to the ~~Director~~[Public Works Director](#). Recommendations for corrective measures, if necessary, shall be submitted upon request of the ~~director~~[Public Works Director](#).
- B. The appropriate clearing, grading or storm water management permit (see RMC [15.24.060](#)) shall be required regardless of any permit issued by any other department or agency that may be interested in certain aspects of the proposed work. Where work for which a permit is obtained by this chapter is started or proceeding before obtaining such a permit, the work shall be stopped, and the violator shall be subject to such penalties as provided in this chapter. However, the payment of such penalties shall not relieve any person from fully complying with the requirements of this chapter in the execution of the work nor any other penalties prescribed thereon.
- C. The ~~Director~~[Public Works Director](#) may require that the approved activity, operations and project designs be modified if delays occur which incur weather-generated problems not apparent at the time the permit was issued. (Ord. 3081 § 2, 2022; Ord. 2860 § 3 (part), 2016; Ord. 2532 § 2 (part), 2010; Ord. 2218 § 1, 2004).

**15.24.170 Penalties.**

Whenever any work for which a permit is required by this code has been commenced without first obtaining said permit, the work shall be stopped at the discretion of the Public Works Director, and a special investigation shall be made before a permit may be issued for such work. Work shall not commence during the investigation other than restoration, work on pollution control measures or stabilization approved by the Public Works Director. An investigation fee, in addition to the permit fee, ~~shall may~~ be collected whether or not a permit is then or subsequently issued. ~~The investigation fee shall be equal to the amount of the permit fee that would be required by this code if a permit were to be issued. The payment of such investigation fee shall not exempt any person from compliance with all other provisions of this code, nor from any penalty prescribed by law.~~ The investigation fee shall be equal to the amount of the permit fee required by the code. The minimum investigation fee shall be the same as the minimum fee set forth in the standard clearing and grading fee for permit application. The payment of such investigation fee shall not exempt any person from compliance with all other provisions of this code nor from any penalty prescribed by law. (Ord. 3081 § 2, 2022; Ord. 2860 § 3 (part), 2016; Ord. 2532 § 2 (part), 2010; Ord. 2218 § 1, 2004).

**15.24.180 Processing fees.**

A. Clearing and grading and storm water management fees shall be determined by the ~~Director~~Public Works Director, and upon approval by the City Council shall be made available to the public.

B. Before accepting a set of plans and specifications for checking, the ~~Director~~Public Works Director shall collect a plan-checking fee. Separate permits and fees shall apply to retaining walls or major drainage structures as required by the Uniform Building Code. There shall be no separate charge for standard terrace drains and similar facilities. The amount of the plan-checking fee for clearing/grading plans shall be as set forth in the schedule of fees adopted pursuant to Redmond Zoning Code Chapter [21.76](#), Review Procedures. (Ord. 3081 § 2, 2022; Ord. 2860 § 3 (part), 2016; Ord. 2596 § 2 (part), 2011; Ord. 2532 § 2 (part), 2010; Ord. 2218 § 1, 2004).

**15.24.190 Permit fees.**

A. A fee for each clearing, grading or storm water management permit shall be paid to the ~~Director~~Public Works Director as set forth in the fee schedule adopted pursuant to Redmond Zoning Code Chapter [21.76](#), Review Procedures.

B. Permits may be extended, before their expiration, for up to a total of one year. Inspection fees shall be paid before the start or extension of work and are required for the duration of the project. An additional fee may be charged for processing of a permit extension. (Ord. 3081 § 2, 2022; Ord. 2860 § 3 (part), 2016; Ord. 2596 § 2 (part), 2011; Ord. 2532 § 2 (part), 2010; Ord. 2218 § 1, 2004).

**15.24.200 Inspection fees.**

A fee for each clearing, grading or storm water management construction inspection shall be paid to the ~~Director~~Public Works Director as set forth in the fee schedule adopted pursuant to Redmond Zoning Code Chapter [21.76](#), Review Procedures. (Ord. 3081 § 2, 2022; Ord. 2860 § 3 (part), 2016; Ord. 2596 § 2 (part), 2011; Ord. 2532 § 2 (part), 2010; Ord. 2218 § 1, 2004).

**Chapter 15.26****WILDLAND-URBAN INTERFACE CODE**

Sections:

- 15.26.010 Short title.**
- 15.26.020 Adoption.**
- 15.26.030 Public inspection.**
- 15.26.040 Deletions.**
- 15.26.050 Amendments.**
- 15.26.060 Penalties for violations.**

**15.26.010 Short title.**

This chapter and amendments hereto shall constitute the “Wildland-Urban Interface Code” of the City and may be cited as such. (Ord. 3148 § 7, 2024).

**15.26.020 Adoption.**

The 2021 edition of the International Wildland-Urban Interface Code (WUI) as published by the International Code Council is hereby adopted by reference with the exceptions noted in WAC Chapter [51-55](#). (Ord. 3148 § 7, 2024).

**15.26.030 Public inspection.**

The City shall at all times keep on file with the City Clerk, for reference by the general public, not less than one copy of the codes and resolutions, or parts thereof, as herein adopted by reference, together with the amendments and supplements thereto herein made a part of this chapter.

The copies of the codes on file may be placed by the City Clerk in the custody of the Building Official in order to make them more readily available for inspection and use by the general public. (Ord. 3148 § 7, 2024).

**15.26.040 Deletions.**

There are no deletions to the Wildland-Urban Interface Code. (Ord. 3148 § 7, 2024).

**15.26.050 Amendments.**

There are no amendments to the Wildland-Urban Interface Code. (Ord. 3148 § 7, 2024).

**15.26.060 Penalties for violations.**

Any person who violates a provision of this code or fails to comply with any of the requirements thereof or who erects, constructs, alters or repairs a building or structure in violation of the approved construction documents or directive of the Building Official, or of a permit or certificate issued under the provisions of this code, shall be subject to the penalties provided for in RMC [1.01.110](#) and RMC Chapter [1.14](#), as said section currently exists or is hereafter amended, modified or recodified. (Ord. 3148 § 7, 2024).

## Chapter 15.28

### PUBLIC WORKS CONSTRUCTION PROJECTS – APPRENTICE REQUIREMENTS

Sections:

- [15.28.010](#) **Definitions.**
- [15.28.020](#) **Use of apprentices required for public works.**
- [15.28.030](#) **Administration.**
- [15.28.040](#) **EAP utilization plan.**
- [15.28.050](#) **Exceptions and waivers.**
- [15.28.060](#) **Monitoring.**
- [15.28.070](#) **Reporting.**

**Code reviser's note:** Ord. [3159](#) adds the provisions of this chapter as Chapter 15.26. The chapter has been editorially renumbered to prevent duplication of numbering.

### **15.28.010 Definitions.**

A. Where used in this chapter, unless the context clearly requires otherwise, the following terms shall have the meaning and construction set forth herein:

“Apprentice” means an apprentice enrolled in a state-approved apprenticeship training program.

“Contractor” means a person, corporation, partnership, limited liability company, or joint venture entering into a contract with the City to construct a public work.

“Labor hours” refers to the total number of hours worked by workers receiving an hourly wage who are directly employed on the site of the public work and who are subject to state or federal prevailing wage requirements. “Labor hours” shall also include hours worked by workers employed by subcontractors on the site of the public work, and shall include additional hours worked as a result of a contract or project adjustment or pursuant to an agreed-upon change order.

“EAP Coordinator” refers to the person designated by the Public Works Director to administer and coordinate the employee apprenticeship program.

“EAP utilization plan” refers to the plan for utilization of apprenticeship labor in a public work project that meets the requirements of RMC [15.28.040](#).

“Employee apprenticeship program (EAP)” refers to the requirements of this chapter and any administrative regulations applicable thereto.

“Estimated cost” shall mean the anticipated cost of a public work, as determined by the City, based upon the expected costs of materials, supplies, equipment, and labor, but excluding taxes and contingency funds.

“Notice to proceed” refers to the written authorization to the contractor under the public work contract to commence work.

“Public work” refers to all City funded construction projects that constitute a public work pursuant to RCW [39.04.010](#) as now or hereafter amended and have an estimated cost of one million dollars or more.

“State-approved apprenticeship program” means an apprenticeship program approved or recognized by the Washington State Apprenticeship and Training Council.

“Subcontractor” means a person, corporation, partnership, limited liability company, or joint venture that has contracted with the contractor to perform all or part of the work to construct a public work by a contractor. (Ord. 3159 § 2, 2024).

### **15.28.020 Use of apprentices required for public works.**

Apprentices shall be utilized on the construction of all public works with an estimated cost of one million dollars or more in accordance with this chapter. (Ord. 3159 § 2, 2024).

### **15.28.030 Administration.**

A. *Apprenticeship Program Goal.* All contractors and subcontractors constructing or involved with the construction of public works, and all service providers involved with the construction of a public work, shall ensure that no less than 15 percent of the labor hours be performed by apprentices.

B. *Contract Requirements.* Contracts for such construction projects shall include provisions detailing the apprentice labor requirements.

C. *Call for Bids.* All Calls for Bids issued by the City for public works requiring the use of apprentices shall state the apprenticeship requirements. All bids submitted shall be based on the use of apprentices at the required level. The bid form submitted by each bidder shall contain confirmation by the bidder that the bidder’s proposal includes the use of apprentices at the required level.

D. *Submission of EAP Utilization Plan.* All contractors shall submit an EAP utilization plan and shall meet with the EAP Coordinator to review said EAP utilization plan prior to being issued a notice to proceed. Failure to submit an EAP utilization plan may be grounds for the City to withhold remittance of a progress payment until such plan is received from the responsible contractor. A meeting with the EAP Coordinator prior to issuance of a notice to proceed shall be excused only when the EAP Coordinator is unavailable to meet prior to the scheduled date for issuance of the notice to proceed and the contractor and the EAP Coordinator have otherwise scheduled a meeting for the Coordinator to review the contractor’s plan. The contractor shall be responsible for meeting the EAP

utilization goal requirements of the contract, including all amendments and change orders thereto, and shall be responsible for overall compliance for all hours worked by subcontractors. To the extent possible, the contractor shall recruit apprentices from multiple trades or crafts. (Ord. 3159 § 2, 2024).

#### **15.28.040 EAP utilization plan.**

A. The EAP utilization plan shall meet the following requirements:

1. Shall be submitted on forms prepared or approved by the EAP Coordinator;
2. Shall specify the planned labor hours for each trade or craft;
3. Shall provide for quarterly reports, as well as a final report, indicating the total labor hours and the apprenticeship hours utilized by the contractor and all subcontractors on the project; and
4. Shall include a description of how the contractor will satisfy the EAP utilization goal on the particular public work project and include a summary of outreach and recruitment procedures to hire apprentices to work on the project. (Ord. 3159 § 2, 2024).

#### **15.28.050 Exceptions and waivers.**

A. During the term of a construction contract subject to this chapter, the Public Works Director may reduce or waive the apprentice labor hour goals upon ~~his or her~~their determination that:

1. The contractor has demonstrated a good faith effort to comply with the requirements of this chapter but remains unable to fulfill the goal;
2. The contractor has demonstrated that there is a lack of availability of apprentices in the Redmond, WA geographic area to meet the EAP utilization goals;
3. The reasonable and necessary requirements of the contract render apprentice utilization infeasible at the required levels;
4. There exists a disproportionately high ratio of material costs to labor hours, which does not make feasible the required minimum level of apprentice participation;
5. To the extent that apprentice labor hour goals are in conflict with funding agreements in place, including federal aid projects, in connection with the public work; or
6. For reasons deemed appropriate by the Public Works Director, approved by City Council, and not inconsistent with the purpose and goals of this chapter. (Ord. 3159 § 2, 2024).

#### **15.28.060 Monitoring.**

The Public Works Director shall implement a system for monitoring the actual use of apprentices in construction projects subject to this chapter. Such monitoring shall include identifying individual apprentices by name and Washington State apprenticeship registration number; reviewing documents provided by the contractor showing total apprentice labor hours; determining the apprentice hours worked by minorities and women, and as available, persons with disabilities and economically disadvantaged youth; and assessing whether the contractor has complied with the apprenticeship requirement established in its contract. (Ord. 3159 § 2, 2024).

#### **15.28.070 Reporting.**

A. The Public Works Director shall report to the City Council annually upon the use of apprentices for public work projects. The report shall include, to the extent it is available:

1. The percentage of labor hours actually worked by apprentices on each project and the total number of labor hours on each project;
2. The number of apprentices by contractor broken down by trade and craft category; and

3. The number and percentage of minorities, women, persons with disabilities and disadvantaged youth utilized as apprentices on each project. (Ord. 3159 § 2, 2024).

## Chapter 15.30

### CONSTRUCTION AND DEMOLITION DEBRIS RECYCLING AND REUSE

Sections:

- 15.30.010** Definitions.
- 15.30.020** Purpose and intent.
- 15.30.030** Applicability for covered projects.
- 15.30.040** Requirements.
- 15.30.050** Exemption.
- 15.30.060** Enforcement and penalties.

#### 15.30.010 Definitions.

The following definitions shall apply:

“Banned Materials” means materials banned from disposal in landfills by King County construction and demolition receiving facilities, as identified by King County.

“Certified Deconstruction Contractor” means licensed contractor having at least one current employee who has successfully completed a deconstruction certification program recognized by King County.

“Certified salvage verifier” means an independent person, company or agency approved by the King County Solid Waste Division, or designee, deemed capable to prepare a deconstruction and salvage assessment.

“City-Sponsored” project means a project constructed or administered by the City (including demolition and deconstruction projects).

“Construction and Demolition Material (C&D material)” refers to building materials and solid waste resulting from construction, remodeling, repair, cleanup, or demolition operations, which are not dangerous as defined in RCW [70A.300.010](#). C&D materials include, but are not limited to: asphalt, concrete, Portland cement concrete, brick, lumber, gypsum wallboard, cardboard, and other associated packaging, roofing material, ceramic tile, carpeting, plastic pipe, and steel. The material may be commingled with rock, soil, tree stumps, and other vegetative matter resulting from land clearing and landscaping for construction or land development projects.

“Construction and Demolition (C&D) Material Recovery Facility (MRF)” means a facility that receives only C&D material, in which the residual (disposed) amount of waste in the material is less than 10 percent of the average weight of material separated for reuse received by the facility over a one-month period.

“Covered Project” refers to residential, commercial, and City-sponsored deconstruction, demolition, renovation, and construction projects and shall be further defined by the thresholds set forth in RMC [15.30.030](#): Applicability for covered projects.

“Deconstruction” means the systematic disassembly of a building, and the subsequent return to commerce and reuse of a substantial percentage of salvaged materials, with a secondary purpose of recycling the remaining materials. Heavy machinery may be used in the deconstruction process.

“Deconstruction and salvage assessment” means a document summarizing the building components of an existing building that, if removed, have potential to be reused. This assessment shall be signed by the owner or authorized agent and serve as an affidavit stating that the project shall be executed in compliance with the requirements of this code.

“Demolition” means the process of razing, relocating, or removing an existing building or structure, or a portion thereof.

“Designated Facility” or “King County Designated Facility” means a designated facility is either a Construction and Demolition Debris Material Recovery Facility (MRF) or a privately owned transfer station that has a signed agreement with King County that permits it to accept mixed C&D debris and waste C&D debris from jobsites located within the county’s jurisdiction.

“~~Director~~Public Works Director,” unless otherwise specified, shall be the ~~Director of~~Public Works [Director and/or their representatives pursuant to RMC 2.64.030](#)~~or his/her designated representative.~~

“Disposal” means the discharge, deposit, injection, dumping, leaking, or placing of any solid waste into or on any land or water.

“Diversion/Divert” means to use material for any reuse or recycling purpose other than disposal in a landfill or for use as fuel.

“Project” means any activity that requires a building or demolition permit or any similar permit from the City.

“Recycling” means the process of collecting, sorting, cleansing, treating, and reconstituting materials for the purpose of using the altered form in the manufacture of a new product. Recycling does not include burning, incinerating, or thermally destroying solid waste.

“Reuse” means the return of a commodity into the economic stream for use.

“Salvage” means the recovery of C&D building materials and components from a building or building site in order to increase the reuse or repurpose potential of these materials and decrease the amount of material being sent to the landfill. Salvaged material may be sold, donated, or reused on site.

“Solid waste” or “wastes” means all putrescible and non-putrescible solid and semisolid wastes, except wastes identified in WAC [173-350-021](#) (Determination of Solid Waste), including, but not limited to, garbage, rubbish, ashes, industrial wastes, commercial waste, sewage sludge, demolition and construction wastes, abandoned vehicles or parts thereof, contaminated soils and contaminated dredged material, discarded commodities and recyclable materials.

“Source Separated Materials” means materials that are sorted at the site of generation by individual material types, including commingled recyclable materials, for the purpose of recycling.

“Volume-to-Weight Conversion Rate” means the rate set forth in the standardized conversion rate table approved by the City, pursuant to this chapter, for use in converting the volume of materials identified in the waste management plan to weight.

“Waste diversion plan” means a plan prepared in a format approved by the City and submitted to the City by the generator, including but not limited to the property owner or demolition contractor, for an eligible demolition project.

“Waste Diversion Report” means a report to the City of the material from the project meeting the requirements of RMC [15.30.040.B](#). Reporting.

“Waste Hauler” means a company that possesses a valid permit from an authorizing governmental body to collect and transport solid wastes from individuals or businesses for the purpose of recycling or disposal under the City of Redmond’s name.

“Waste Management Plan (WMP)” means a completed waste management plan form, approved by the City and county for the purpose of compliance with this chapter, submitted by the applicant for any covered or non-covered project. (Ord. 3162 § 2, 2024).

### **15.30.020 Purpose and intent.**

A. Prevent disposal of valuable reusable materials through the following methods.

1. Ensure construction and demolition projects are sending materials of value to King County designated C&D material recovery facilities;
2. Require salvage assessments are conducted before every demolition project to highlight the value and market for the material being created by the demolition, and encourage deconstruction as an alternative to demolition;
3. Require tonnage and destination of generated C&D materials to be reported to the City from all covered projects. (Ord. 3162 § 2, 2024).

### **15.30.030 Applicability for covered projects.**

A. *Applicability.*

1. These regulations shall apply to all residential, commercial, and City-sponsored deconstruction, demolition, renovation, and construction projects 200 square feet or greater in area. Projects that do not qualify as a “work exempt from permit” as determined by the City are not exempt from these regulations. All City-sponsored projects shall be considered covered projects, unless specifically exempted, regardless of whether a building or demolition permit is required.
2. All covered demolition and deconstruction projects must obtain a salvage and deconstruction assessment from a King County certified salvage verifier.

B. *Transparent Communication.* The requirements of this section shall be clearly communicated on all City-issued permit applications for deconstruction, demolition, renovation, and construction permits. All such applications shall include a required signature box allowing applicants to confirm they have reviewed the requirements. (Ord. 3162 § 2, 2024).

### **15.30.040 Requirements.**

A. *Diversion.* All banned materials shall be diverted from disposal per King County Code 10.30.020.

Mixed construction and demolition waste shall be sent to a material recovery facility (MRF) designated under King County Code 10.30.020.

B. *Reporting.* Documents to be Submitted to the City of Redmond:

1. At application for a demolition permit, the owner or authorized agent shall submit one or more of the following documents:
  - a. Deconstruction and salvage assessment. Exception: Projects that include only new construction.
  - b. A statement of compliance with either the regulations of the Puget Sound Clean Air Agency regarding asbestos identification, notification, and abatement; or the Washington Department of Labor and Industries asbestos project notice of intent.
2. Prior to Certificate of Occupancy or permit passing final inspection, the owner or authorized agent shall submit a completed waste diversion report to the City of Redmond along with the following documentation:
  - a. Receipts for materials taken to be recycled or landfilled. Receipts shall be provided for C&D material recycled or disposed at each designated facility that received material for processing or transfer, and shall include the following information:
    - i. The weight of each load,
    - ii. Whether the material was disposed in a landfill or diverted for reuse, recycling, or beneficial use,
    - iii. Permit number or site address, and
    - iv. The date materials were accepted by the receiving facility.
  - b. Receipts for materials that were salvaged. Receipts shall be submitted for construction and demolition material that was salvaged for reuse that show:
    - i. The weights or quantity of each material,
    - ii. Permit number or site address
    - iii. The receiving location, and
    - iv. The date materials were accepted at the receiving location.

Exception: When a receipt cannot be obtained, a signed statement from the receiving location and photo documentation shall be provided. If the receipt provides information for multiple projects, the permit number or address and the amount of material for each project must be clearly identified.
  - c. Any additional information needed to support claims of compliance.
3. When the required documentation is not able to be provided, a notarized affidavit of compliance may be allowed as proof of diversion.
4. Where shared construction and demolition collection containers are used by two or more permitted projects, a final waste diversion report may be substituted for periodic waste diversion reports on a submittal schedule determined by the Director.
5. Tonnages shall be submitted using City-approved forms, which may include online submittal.

C. *Salvage Assessment.* All covered demolition projects must obtain a salvage and deconstruction assessment from a King County certified salvage verifier.

D. *Weighing of Wastes.* Permit applicants shall ensure that all C&D material, both diverted and landfilled, is measured, and recorded using best management practices. To the extent practical, all C&D material shall be weighed on scales. Such scales shall comply with all state and county regulatory requirements for accuracy and maintenance. To measure C&D materials for which weighing is not

practical due to their small size or other considerations, a volumetric measurement shall be used. For the conversion of volumetric measurements to weight, the applicant shall use standardized volume-to-weight conversion rates, per material type, as set forth in the standardized conversion rate table approved by the City pursuant to this chapter.

E. *City-Sponsored Projects*. All City-sponsored deconstruction, demolition, renovation, or construction projects shall require City contractors to submit a Waste Diversion Plan identifying where materials will be taken for salvage, reuse, recycling, or disposal. A report shall be submitted listing the final, measured weight, by destination, of all such materials transported, and shall use City-approved forms, which may include online submittal. (Ord. 3162 § 2, 2024).

### **15.30.050 Exemption.**

A. *Application*. If an applicant believes it is infeasible to comply with the requirements of this chapter due to the circumstances delineated in this Section, the applicant may apply for an exemption. Exemptions may be granted based on the unsuitability of materials for recycling (such as burned materials, disaster-generated materials, etc.), necessity to remove material promptly due to threat to human health or the environment, or other extenuating circumstances.

B. *Granting of Exemption*. If the City determines that it is infeasible for the applicant to meet the reporting or deconstruction and salvage assessment requirement due to the above considerations, the applicant shall determine the maximum feasible diversion rate for each material and shall indicate this rate on the Waste Diversion Report they submit.

C. *Denial of Exemption*. Upon a denial by the City, the applicant shall have 10 business days from the time of denial to file an appeal, and 30 days from the time of denial to resubmit an approach to achieving full compliance. If the applicant fails to resubmit, or if the resubmittal is inadequate to achieve full compliance, the City shall deny any requested permits or permission to proceed with the project. (Ord. 3162 § 2, 2024).

### **15.30.060 Enforcement and penalties.**

Any person who violates a provision of this code or fails to comply with any of the requirements thereof, at the discretion of the Building Official, shall be subject to the enforcement and penalties provided in RMC Chapter [1.14](#). (Ord. 3162 § 2, 2024).

---

**The Redmond Municipal Code is current through Ordinance 3223, passed June 17, 2025.**

Disclaimer: The City Clerk's Office has the official version of the Redmond Municipal Code. Users should contact the City Clerk's Office for ordinances passed subsequent to the ordinance cited above.

[City Website: www.redmond.gov](http://www.redmond.gov)

[Hosted by General Code.](#)

**Attachment D - Table of Changes with Rationale to Title 15  
as of 9/30/2025**

	<b>Current Municipal Code Section</b>	<b>Section Name</b>	<b>Type of Change</b>	<b>Nature of Proposed Changes</b>	<b>Rationale</b>
<b>SUBSTANTIVE CHANGES</b>					
	15.24.050	Activities requiring permits	Substantive	Language Revision	Changed length of cumulation of thresholds. Cumulation of thresholds are intended to capture multiple smaller projects done at different times but on the same site to prevent applicants splitting up large projects into smaller ones that have fewer requirements (like stormwater management) than a single large project. Considering length of design, permitting, and construction, a greater length of time is needed to capture more than a single small project
	15.24.050	Activities requiring permits	Substantive	Language Revision	Identified the source for assessed value of property/improvements shall be from the King County Tax Assessor's website.
	15.24.091	Conflicts	Substantive	Added new section	Added new section to give authority to the Director to determine which code will be followed if conflicts within codes occur.
<b>ADMINISTRATIVE AND OPERATIONAL CHANGES</b>					
<b>15.02 Accessory Improvements</b>					
	15.02.010	Compliance with city standards	Administrative	Language Revision	Replaced "sanitary sewer" with "wastewater" to be in alignment with current naming practice
	15.02.040	Plan approval required	Administrative	Language Revision	Deleted references to Director's "designees" to clarify authority.

**Attachment D - Table of Changes with Rationale to Title 15  
as of 9/30/2025**

	<b>Current Municipal Code Section</b>	<b>Section Name</b>	<b>Type of Change</b>	<b>Nature of Proposed Changes</b>	<b>Rationale</b>
	15.02.060	Enforcement/ penalty for violation	Administrative	Language Revision	Deleted references to Director's "designees" to clarify authority.
<b>15.04 Flood Control</b>					
	15.04.020	Definitions	Administrative	Language Revision	Updated various definitions for clarity and to more closely match those in Zoning Code.
	15.04.020	Definitions	Administrative	Language Revision	Removed definition for "area of special flood hazard" and replaced it with "Special Flood Hazard Area" to reflect current term.
	15.04.020	Definitions	Administrative	Language Revision	Added definition for "Public Works Director" to refer to Title 2.64.030 which will be added with upcoming changes to Title 2. This will say "Where used in this Code, the term Public Works Director shall include any representatives (designee or delegate) authorized to act by them in their place.
	15.04.020	Definitions	Administrative	Language Revision	Updated definition of "Historic structure" and clarified the list of sources from which a structure's inclusion will be determined.
	15.04.030	Lands to which this chapter applies	Administrative	Language Revision	Substituted "Special Flood Hazard Area" to reflect current term
	15.04.040	Basis for establishing Special Flood Hazard Areas	Administrative	Language Revision	Substituted "Special Flood Hazard Area" to reflect current term

**Attachment D - Table of Changes with Rationale to Title 15  
as of 9/30/2025**

	<b>Current Municipal Code Section</b>	<b>Section Name</b>	<b>Type of Change</b>	<b>Nature of Proposed Changes</b>	<b>Rationale</b>
	15.04.045	Compliance with state Flood Control Zone Permit Program required – Administration by city.	Administrative	Language Revision	Removed outdated reference to hydraulics map which is no longer a map that is maintained by the City.
<b>Chapter 15.22 MOVING BUILDINGS</b>					
	15.22.040	Applicability	Administrative	Language Revision	Deleted references to Director's "designees" to clarify authority.
	15.22.070	Permits – Deposits and fees	Administrative	Language Revision	Deleted references to Director's "designees" to clarify authority.
<b>Chapter 15.24 CLEARING, GRADING, AND STORMWATER MANAGEMENT</b>					
	15.24.020.A	Design, construction and maintenance – General requirements	Administrative	Language Revision	Added text to clarify the version of reference material.
	15.24.030	Director	Administrative	Language Revision	Revised definition for "Public Works Director" to refer to Title 2.64.030 which will be added with upcoming changes to Title 2. This will say "Where used in this Code, the term Public Works Director shall include any representatives (designee or delegate) authorized to act by them in their place.
	15.24.040	Issuance of permits	Administrative	Language Revision	Updated "Public Works Director" to "Director", deleted references to Director's "designee" to clarify authority.

**Attachment D - Table of Changes with Rationale to Title 15  
as of 9/30/2025**

	<b>Current Municipal Code Section</b>	<b>Section Name</b>	<b>Type of Change</b>	<b>Nature of Proposed Changes</b>	<b>Rationale</b>
	15.24.050.J	Activities requiring permits	Operational	Language Revision	Clarified that maintenance of privately owned stormwater facilities does not require a permit
	15.24.050.K	Activities requiring permits	Administrative	Language Revision	Added that removal of water from privately owned stormwater facilities prior to maintenance/repair requires a permit to ensure adequate and proper disposal of the water. Added item is in alignment with and supports RMC 13.06.070.D.
	15.24.055.A	Activities that do not require a clearing, grading, and stormwater permit	Administrative	Language Revision	Clarified which permits are not required under this section.
	15.24.055.C	Activities that do not require a clearing, grading, and stormwater permit	Administrative	Language Revision	Added that the listed activities are not an exempt practice if they are part of new development or redevelopment projects to prevent owners from claiming exempt practice for portions of a project in order to avoid costs for other requirements such as stormwater management
	15.24.055.C.3	Activities that do not require a clearing, grading, and stormwater permit	Administrative	Language Revision	Added clarification that this vegetation maintenance is associated with road right-of-way (such as planter strips) only.

**Attachment D - Table of Changes with Rationale to Title 15  
as of 9/30/2025**

	<b>Current Municipal Code Section</b>	<b>Section Name</b>	<b>Type of Change</b>	<b>Nature of Proposed Changes</b>	<b>Rationale</b>
	15.24.055.C.3	Activities that do not require a clearing, grading, and stormwater permit	Operational	Language Revision	Added paragraph to include maintenance of public vegetated areas, such as parks or other public facilities, as an exempt practice. Also provided guidelines for classifying artificial turf removal and replacements an exempt practice; to clarify stormwater requirements for public maintenance practice
	15.24.055.C.4	Activities that do not require a clearing, grading, and stormwater permit	Administrative	Language Revision	Added text to provide examples of utility projects applicable to item 4.
	15.24.060.A	Activities that do not require a clearing, grading, and stormwater permit	Administrative	Language Revision	Clarified which activities may be reviewed under the umbrella of a larger permit
	15.24.060.B	Classification of clearing, grading and storm water management construction activities	Operational	Language Revision	Updated "Director" to "Director of Planning and Community Development" to clarify responsible for permit process

**Attachment D - Table of Changes with Rationale to Title 15  
as of 9/30/2025**

	<b>Current Municipal Code Section</b>	<b>Section Name</b>	<b>Type of Change</b>	<b>Nature of Proposed Changes</b>	<b>Rationale</b>
	15.24.060.C	Classification of clearing, grading and storm water management construction activities	Operational	Language Revision	Updated "Director" to "Director of Planning and Community Development" to clarify responsible for permit process
	15.24.060.D	Classification of clearing, grading and storm water management construction activities	Administrative	Language Revision	Updated terminology for clarity, added types of permits applicable to the various projects, changed "Development Services Division" to "Public Works Right of Way Group" for Right-of-Way projects.
	15.24.082	Topographic change (cut and fill) limits	Administrative	Language Revision	Updated text for clarity. Changed "cut" to "permanent cut", to differentiate from cuts that can occur during temporary construction work.
	15.24.170	Penalties	Administrative	Language Revision	Added text to give authority to the Director to stop work, revised text describing investigation fee to match other sections of Title 15.
<b>Chapter 15.30 CONSTRUCTION AND DEMOLITION DEBRIS RECYCLING AND REUSE</b>					

**Attachment D - Table of Changes with Rationale to Title 15  
as of 9/30/2025**

	<b>Current Municipal Code Section</b>	<b>Section Name</b>	<b>Type of Change</b>	<b>Nature of Proposed Changes</b>	<b>Rationale</b>
	15.30.010	Definitions	Administrative	Language Revision	Revised definition for "Public Works Director" to refer to Title 2.64.030 which will be added with upcoming changes to Title 2. This will say "Where used in this Code, the term Public Works Director shall include any representatives (designee or delegate) authorized to act by them in their place.

Substantive changes are significant enough that they warrant closer review by the City Council and Public  
 Administrative changes include language clean ups, updating terms to more commonly used verbiage, etc.  
 Operational changes are those needed because we no longer do things the way stated in the current version.

## **Minor changes throughout document**

Changed to gender neutral terms he/she, his/her, them

Made references to Public Works Director consistent

Revised chapter titles and section headings as needed to be consistent with code sections

Capitalizations, example "director" to "Director"

Corrected spelling and grammar



Memorandum

Date: 10/7/2025

Meeting of: Committee of the Whole - Planning and Public Works

File No. CM 25-532

Type: Committee Memo

TO: Committee of the Whole - Planning and Public Works

FROM: Mayor Angela Birney

DEPARTMENT DIRECTOR CONTACT(S):

Technology and Information Services	Michael Marchand	425-556-2173
-------------------------------------	------------------	--------------

DEPARTMENT STAFF:

Technology and Information Services	Jeremy Mikkola	Business Solutions Manager
-------------------------------------	----------------	----------------------------

**TITLE:**

Approval of the Jaymarc AV Contract in Support of the Fire Station Tones Update for Station 11, in the Amount of \$135,442

**OVERVIEW STATEMENT:**

Approve the Mayor to sign a one-time contract with Jaymarc AV for the amount of \$135,442. Jaymarc AV is an audio and visual consultant that provides "turn-key" design and installation. Through their services, Station 11 will gain a new Alerting System, helping improve the sleep quality of non-responding individuals through targeted alerts. This also provides and expandable core system to allow for future configurations of Station 11.

Additional Background Information/Description of Proposal Attached

**REQUESTED ACTION:**

Receive Information       Provide Direction       Approve

**REQUEST RATIONALE:**

- **Relevant Plans/Policies:**  
National Fire Protection Association (NFPA) Standards for Station Alerting and Firefighter health.
- **Required:**  
Council approval is needed for contracts that exceed \$50,000.
- **Council Request:**  
N/A
- **Other Key Facts:**  
We are requesting this item to go forward for Council approval at the October 21, 2025, Council business meeting.

**OUTCOMES:**

Targeted alerting will reduce unnecessary sleep disruptions, supporting firefighter rest, recovery, and long-term health. By ensuring only required personnel are mobilized, the system minimizes fatigue-related risks and strengthens readiness for critical calls.

**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:**  
\$135,442

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

**Budget Offer Number:**  
N/A

**Budget Priority:**  
Strategic and Responsive

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

*If yes, explain:*  
N/A

**Funding source(s):**  
The funding source is from the fund balance in BTIP

**Budget/Funding Constraints:**  
N/A

**Additional budget details attached**

**COUNCIL REVIEW:**

**Previous Contact(s)**

Date	Meeting	Requested Action
N/A	Item has not been presented to Council	N/A

**Proposed Upcoming Contact(s)**

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

10/21/2025	Business Meeting	Approve
------------	------------------	---------

**Time Constraints:**

N/A

**ANTICIPATED RESULT IF NOT APPROVED:**

Non-responding individuals will continue to get interrupted sleep for all Station 11 alerts, thereby impacting firefighter rest, recovery, and long-term health.

**ATTACHMENTS:**

Attachment A: Proposal: FAST Alerting Station 11

Proposal: FAST Alerting Station 11 - Rev# 1  
Prepared On: 9/19/2025  
For: Steve Eastham

Presented By: Christopher M White

Jaymarc AV  
22026 68th Ave S.  
Kent, WA 98032  
Main: 206.682.6111  
[www.jaymarc-av.com](http://www.jaymarc-av.com)

## Scope of Work

### Redmond Fire 11 – Alerting System

This is scope of work is to provide a new Alerting System for **Station 11**. This has been compiled from the site visits performed with Steve Eastham. This is a “Turn-Key” solution including all system components.

#### Specific Parameters for this project:

- I. Dorm Rooms (**10** total):
  - a. Dorm Red LED Light
  - b. Dorm Control Panel for check in/out
  - c. Ceiling Speaker
- II. Apparatus Codes (8 Available)
  - a. Codes and colors TBD at time of commissioning, although 6 are currently requested
- III. Auto-Gain-Control Zones (**1** total):
- IV. Strobe Lights (**1** total):
- V. New Loudspeakers
  - a. Total recessed loudspeaker count: **41**
  - b. Total pendant (Apparatus Bay) loudspeaker count: **6**
  - c. Total surface loudspeaker count: **1**
  - d. Independent audio zones: Up to 24, TBD in Engineering phase
- VI. Visual indicator lighs (**14** Total)
  - a. Five colors available, Red (First Engine), Green (2nd Engine/Ladder), Amber (2nd AC/Cares), Blue(1st AC), White (BC)
- VII. Interface to Locution system (PBO, Norcom)

#### The basic functions of the station alerting system are as follows:

- Ø Audio distribution system-House System:
  - o Distribute audio from the dispatch to all public areas designated, and applied Bunk Rooms. Programming to include Day and Night settings with varying volumes.

- o Receive the audio information.
- Ø Strobe Annunciation (OSA):
  - o The OSA system provides a strobe light as an ancillary annunciator for those rooms that may have outside distractions, such as the exercise room or outside barbecue area, etc. The strobe will illuminate whenever the system receives an alert.
- Ø Device Shut Down
  - o Triggers a 24v relay(provided by others) to de-energize the gas shunt, cutting off gas to the stove and outdoor barbecue, and shuts down power to the stove/oven, (Existing)
  - o Gas and electricity can be restored by pressing the reset button installed near the stove or barbecue (Existing)
- Ø Dorm Room Isolation:
  - o Each dorm room will have a control panel, where the crew member checks in/out of their assigned apparatus. This will tell the system to isolate them accordingly. Every morning,, all apparatus in all dorms will reset to the "checked in" state
  - o The dorm rooms will be fitted with a low impact RED LED LIGHT system that will illuminate the room prior to the overhead fluorescent lighting system engaging manually.
  - o The dorm rooms will also have an isolated speaker system that will receive dispatch pages only for checked in apparatus.
- Ø Automatic Gain Control (AGC):
  - o The AGC system allows an area (i.e. Apparatus Bays) to have audio emanate at a specific volume, and adjust up/down based on ambient noise changes. i.e. If the sound system is on, and an engine starts up- then the sound system increases its volume to override the louder environment. It then returns to a lower state when the engine is turned off or the noise goes away.

**Tenant Improvement: This proposal assumes that any existing systems that are being reused are in good working condition. If we find that we need to repair or replace any existing items that are slated for reuse, it will be an extra charge.**

**Speaker type may vary based on ceiling material. Replacement speaker may be used in existing housing instead of new speaker w/housing**

**End user training is provided by Jaymarc-AV, which includes a site-visit training sessions for staff and maintenance employees.**

**As-built documentation is included in this proposal.**

**Manufacturer Warranty:** each manufacturer represented in this proposal has their own specific warranty and conditions. However, each manufacturer typically carries a warranty between 1-3 years. Please see each manufacturer's warranty for additional details.

**Jaymarc-AV Warranty:** Jaymarc-AV provides a 1-year warranty from the completed installation date. Please refer to our "General Terms and Conditions" document for additional details on our warranty. In order for Jaymarc-AV to be contracted on this scope of work, the "General Terms and Conditions" document must be signed in addition to this Scope of Work Proposal.

**Notes:**

- AC Power is provided by others at head-end AV rack location and all projectors, display screens, projector lifts, LED/LCD Flat Panels, etc.
- Loudspeaker density based on approximate 8' ceiling height (except apparatus bay). Actual ceiling height will affect loudspeaker density.
- Assumes adequate wiring pathway/conduit can be found to all related equipment including: Floor Boxes, Conference table bases, Wall Plates, Displays, Touch Panels, etc. (site survey will be conducted)
- Core Drills, Exterior Building Penetrations or similar are provided by others.
- Pricing does not include computers, laptops, keyboards, etc.
- LED/LCD Display mount backing or structure is provided by others.
- All ancillary equipment as required to provide a fully functional Turn-Key audio and video presentation system will be provided. This includes gigabit PoE network switches and PoE injectors; required to provide this functional system.
- This quote encompasses all costs associated with shipping, installation labor, programming, hardware, and training. This proposal implies a complete Turn-Key solution. Permit fees are not included in this quote. Should a permit be required; those fees will be billed to you separately.
- This proposal includes prevailing wage labor.

## Alerting Rack

1 EA	Middle Atlantic DWR-24-22	\$1,059.57	\$2,259.57
1 EA	Middle Atlantic DWR-RR24	\$76.16	\$151.16
1 EA	Middle Atlantic PDT-1015C-NS	\$183.01	\$220.51
1 EA	QSC TSC-101-G3-Black	\$2,640.00	\$2,752.50
1 EA	Lowell DCP-1224	\$706.03	\$856.03
1 EA	Global Cache RM10/NS/4RT	\$791.64	\$941.64
1 EA	Netgear M4250-26G4F-POE+	\$1,386.29	\$1,686.29
0 EA	JAYMARC Remote Access PC	\$1,000.00	
1 EA	Signamax 12458JPL-C6C-Black	\$75.63	\$225.63
1 EA	JAYMARC OFE Locution System		\$300.00
1 EA	Extron ASA 141 (60-804-01)-Black	\$57.33	\$94.83
.1 1,000'	Windy City Wire 1806P-WHT-White	\$593.33	\$359.33
2 EA	Middle Atlantic UFA-8-F2-Black	\$62.96	\$275.92
1 Kit	Wattbox KIT-UPS-IPVM12-1100	\$1,438.65	\$1,798.65
6 ea	Powersoft Audio Mezzo 324 AD	\$1,420.80	\$8,794.80
1 EA	QSC Q-SYS Core 8 Flex-Black	\$2,820.00	\$3,000.00
1 EA	QSC Q-SYS Q-SYS Dante License 32x32	\$788.00	\$833.00

Alerting Rack

## Officer/BC Bunks

1 EA	FAST VI-5-Beige	\$431.76	\$544.26
0 EA	QSC AC-C4T-White	\$112.00	
2 EA	QSC TSC-50-G3-Black	\$1,260.00	\$2,745.00
5 EA	FAST LED-2-Red Light	\$35.99	\$1,304.95
0 EA	QSC Q-SYS AXON C1-Black & White	\$659.24	
3 EA	Lowell ES-4T-White	\$73.20	\$624.60
1 EA	Lowell 25LVC-Stainless Steel	\$37.29	\$172.29

Officer/BC Bunks

## Kitchen

1 EA	FAST VI-5-Beige	\$431.76	\$544.26
2 ea	Lowell 8C10MRB-T72	\$51.19	\$282.38

Kitchen

## Apparatus Bay

1 EA	Akg PZM11-White	\$128.37	\$278.37
2 EA	FAST VI-5-Beige	\$431.76	\$1,088.52
1	JAYMARC EQUIPMENT RENTAL	\$1,333.33	\$1,933.33

6 EA	QSC AD-P4T-WH-White	\$264.00	\$2,484.00
6 EA	PSM Canopy + 15' White-White	\$14.99	\$539.94

Apparatus Bay

## Restrooms & Showers

2 EA	FAST VI-5-Beige	\$431.76	\$1,088.52
3 ea	Lowell 8C10MRB-T72	\$51.19	\$423.57

Restrooms & Showers

## Common Areas/Work Areas

0 EA	FAST STROBE-2-White	\$59.12	
0 EA	FAST Red Lens-Red	\$17.32	
2 EA	FAST VI-5-Beige	\$431.76	\$1,088.52
0 EA	QSC AC-C4T-White	\$112.00	
1 EA	FAST LED-2-Red Light	\$35.99	\$223.49
1 ea	Lowell 8C10MRB-T72	\$51.19	\$141.19
1	QSC AC-S4T-BK_archive	\$102.00	\$192.00
3 EA	Lowell ES-4T-White	\$73.20	\$624.60

Common Areas/Work Areas

## Front Office

0 EA	QSC AC-C4T-White	\$112.00	
1 EA	FAST VI-5-Beige	\$431.76	\$544.26
0 EA	QSC Q-SYS AXON C1-Black & White	\$659.24	
2 EA	Lowell ES-4T-White	\$73.20	\$416.40
2 EA	Lowell 25LVC-Stainless Steel	\$37.29	\$344.58

Front Office

## Exterior, Grill & Patio

2 EA	ProCo Sound FAST DB-1-Aluminum	\$71.13	\$367.26
------	--------------------------------	---------	----------

Exterior, Grill & Patio

## Sleep Rooms

8 EA	QSC TSC-50-G3-Black	\$1,260.00	\$10,980.00
8 EA	FAST LED-2-Red Light	\$35.99	\$2,087.92
0 EA	QSC AC-C4T-White	\$112.00	
8 EA	Lowell ES-4T-White	\$73.20	\$1,665.60

Sleep Rooms

## Dorm Hall

0 EA	QSC AC-C4T-White	\$112.00	
4 EA	FAST LED-2-Red Light	\$35.99	\$1,043.96
2 EA	FAST VI-5-Beige	\$431.76	\$1,088.52
6 EA	Lowell ES-4T-White	\$73.20	\$1,249.20

Dorm Hall

## GLOBAL

1 Lot	JAYMARC Bulk Cabling Package Assembly		
2 1,000'	Windy City Wire Cat6 Data Cable (CAT6P-BLK)-Black	\$393.33	\$6,786.66
.25 1,000'	Windy City Wire 22-1PREZP-WHT-White	\$340.00	\$835.00
3 1,000'	Windy City Wire S72 Speaker Cable (18-04P-WHT)-White	\$393.33	\$10,179.99
2 1,000'	Windy City Wire 1806P-WHT-White	\$593.33	\$7,186.66
1 Lot	JAYMARC Labor Package Assembly		
1 Lot	JAYMARC SHOP DRAWING		\$3,000.00
1 Lot	JAYMARC TECHNICAL DESIGN		\$600.00
1 Lot	JAYMARC AS-BUILTS		\$1,500.00
1 Lot	JAYMARC DSP PROGRAMMING		\$3,600.00
1 Lot	JAYMARC CONTROL PROGRAMMING		\$3,600.00
1 Lot	JAYMARC COMMISSIONING		\$4,800.00
1 Lot	JAYMARC TRAINING		\$300.00
1 Lot	JAYMARC TRAVEL & MOBILIZATION		\$3,000.00

GLOBAL

Misc Parts/ Freight/Etc.:	\$2,368.86
Project Management:	\$7,040.70
Prevailing Wage/Off Hours:	\$8,214.15
Parts:	\$47,377.16
Labor:	\$58,672.50

Parts No Sales Tax:	\$.00
Labor No Sales Tax:	\$.00

Subtotal:	\$123,673.37
Sales Tax:	\$11,769.17

Total: \$135,442.54

---

City of Redmond Purchasing, C03230

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

---

Christopher M White

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

## Agreement Contract

### GENERAL CONDITIONS

- CREDIT VERIFICATION:** This Contract is subject to Jaymarc Investments Inc., d/b/a Jaymarc AV verifications of the Customer's credit and determination that such credit is adequate or satisfactory to JAYMARC AV.
- SCHEDULING:** JAYMARC AV will expeditiously complete the work, subject to availability of materials and site. It is the responsibility of the Customer to make timely design and materials selections, and make the site available so that the work of JAYMARC AV can be performed as initially planned and bid. Work will be performed during the normal business hours (Monday through Friday, 7:00 a.m. to 4:30 p.m.). JAYMARC AV shall not be liable for failure to deliver occasioned by any cause beyond the control of JAYMARC AV including, but not limited to, inability to obtain material or shipping space, machinery breakdowns, carrier delay of supplies and governmental regulation. Expedited shipping and installation requests are subject to an additional charge. Projects will be put on stop work "Hold" status if down payment or progress payments are not received according to JAYMARC AV terms (Section 11). Additional labor incurred as a result of construction delays for non-receipt of down payment or progress payments will be added to contract.
- CORRECTION OR COMPLETION OF WORK:** At the completion of the work, JAYMARC AV shall remove all waste materials from the site, together with JAYMARC AV's tools, construction equipment, and surplus materials. Prior to making final payment, the Customer may review the work and make a list of items, if any, which the Customer believes should be corrected or completed. There shall only be one such list, and it shall be signed by the Customer. This list will be the Customer's statement of work, if any, to be corrected or completed for the Customer to be reasonably satisfied with JAYMARC AV's work and make final payment. There will be only one such punch list. JAYMARC AV shall have the right to perform all corrective work identified on the Customer's punch list, unless JAYMARC AV declines to do so following receipt from the Customer of the punch list together with a reasonable period within which to perform the work. The Customer shall not offset the cost of completing any work stated on the punch list against any balance owed to JAYMARC AV, nor shall the Customer contract with any alternative contractor for the performance or completion of work within the scope of this Contract, nor shall the Customer occupy or use JAYMARC AV's work until and unless JAYMARC AV shall have been first provided the notice and opportunity stated above. If the Customer does contract with an alternate contractor to perform work on the punch list or otherwise complete the project without first affording the above-described opportunity to JAYMARC AV, or if the Customer commences to use or occupy the space in which JAYMARC AV performed work, the Customer accepts all work "as-is" and waives any claim against JAYMARC AV. Upon JAYMARC AV's completion or correction of the work identified on the Customer's single punch list, any hold-back withheld from final payment shall be paid within the next three (3) business days to JAYMARC AV. All further work shall be performed as warranty work as provided for in Paragraph 6 of this Contract. Any accrued balance owing and unpaid to JAYMARC AV, regardless of whether the amount in dispute is liquidated or un-liquidated, shall bear an interest of 18% per annum or the legally maximum rate, whichever is less, from the date of the initial invoice.
- CHANGES IN WORK:** The Customer may request changes or modifications in the scope of work, or the client may request work to be done in a Time and Materials (T&M) Method. These requests may be agreed upon orally or in writing. If agreed upon in writing, such changes or modifications shall be identified and agreed upon in a written change order prepared by JAYMARC AV and signed by both parties. Unless so otherwise agreed and signed by both parties in writing, all extra work and change order performed by JAYMARC AV shall be billed by JAYMARC AV and paid by the Customer at the rate of \$125.00 per hour for all labor plus the cost of all product at a 25% Margin as well as 20% margin on all subcontractors, equipment and permits. Jaymarc AV shall be compensated for Project Management at the rate of 10% of all actual labor hours used. The project management time shall be compensated at the same \$125.00 per hour. In all cases, when a project is changed or cancelled in all or part, Jaymarc AV shall be entitled to the benefits of the bargain in that all unrealized profits of the project are non-refundable. Payment for change orders shall be at the time of the next progress billing.
- DISPUTES AND REMEDIES:** If a dispute arises, the parties shall meet in good faith in a bona fide effort to resolve. Any unsettled disputes between the parties shall be decided by suit filed in either District or Superior Court. Any suit filed in Superior Court shall be decided according to the Mandatory Arbitration Rules (MAR) regardless of the amount in dispute. The MAR Arbitrator shall have the authority to enter a decree of foreclosure in the arbitration proceeding and the MAR Arbitrator's award shall be subject to appeal only pursuant to RCW

Ch. 7.04. In the event a dispute or lawsuit arises and one or both parties seek and receive the assistance of legal counsel, the prevailing party shall be paid his or her actual attorneys' fees and costs by the non-prevailing party. Neither party may request or receive attorneys' fees pursuant to RCW 4.84.250 et seq.

6. **WARRANTY:** Jaymarc AV warrants the integrated system(s) furnished are free of defects in workmanship for a period of one year from the date of acceptance or date of first beneficial use whichever occurs first. Remedy for such defects during the warranty period shall be provided at no additional expense to the client and shall be handled based on our availability of resources. This warranty includes trouble shooting, uninstalling and installing of any equipment within the Jaymarc AV system except for the cost to service and/or repair Owner Furnished Equipment (OFE) or out of manufacture warranty equipment. Jaymarc AV will broker and process the repair of that equipment at the standard Jaymarc AV fee rate.

7. **WORK PERFORMED BY CUSTOMER:** The Customer shall supply his own labor or materials as follows for the following portions of the work, without adjustment of the contract price: All AC Power, Structural Reinforcement, Network, Telephone Lines, Subscription services such as TV, IPStreams or any other NON-AV task identified in the proposal. If JAYMARC AV's work is delayed or otherwise adversely affected by the Customer's work, the additional costs, if any, incurred by JAYMARC AV shall be charged to the Customer pursuant to Section 4 of this Contract.

8. **PREMISES:** In the event that the work involves improvements to an existing structure, JAYMARC AV is not responsible for unknown or unobserved structural, electrical, plumbing or mechanical conditions in an existing building or on the Customer's premises. JAYMARC AV has familiarized itself with the Customer's project and premises but has not disturbed any of the existing construction in order to further inspect. JAYMARC AV cannot ascertain unobserved or unknown conditions of the Customer's premises, including structural, electrical, plumbing and mechanical systems for purposes of determining whether all necessary work has been identified in the contract documents. Accordingly, at the time that the existing structure and/or mechanical/electrical/plumbing systems are uncovered following commencement of the work JAYMARC AV may be required by the applicable building authority or by normal or standard construction practices to perform additional work not stated in the contract documents in order to complete all of the work according to the building codes or standard construction practices which are designed to ensure the safety and integrity of the structure. The contract price has not been increased by JAYMARC AV in order to cover these unknown or unobserved conditions. If extra work is required because of these conditions, the contract price will be adjusted according to Section 4 of this Contract.

9. **ALLOWANCES:** An allowance constitutes a dollar value of the contract price, which has been set aside for the purpose of financing a distinct portion of the work, such as electronic equipment. The customer has reviewed the allowance amounts for consistency with the Customer's expectations concerning quality of the project. The allowance is not an estimate. Where an overage occurs on any one allowed item, the Customer shall pay the overage, together with the margin of 20% to JAYMARC AV. The Customer's allowance includes all costs charged to JAYMARC AV's account or incurred directly by the Customer for procurement of the allowed item.

10. **PERMITS:** JAYMARC AV will obtain any licenses, permits or inspections required for the installation of a sound or communications system. Unless specifically stated, the cost of all permits is NOT INCLUDED IN THE QUOTED PRICE and will be added according to section #4 above.

11. **STANDARD PAYMENT TERMS:** 40% down payment due upon receipt of invoice. Progress billings to 90% of job quotation will be due within 30 days of invoice date. The final 10% will be billed upon completion and due within 30 days. The down payment is a non-refundable payment for systems consultation, services associated with site evaluation, system presentation and/or programming documentation of the equipment, benefits of bargain and order processing costs. ~~Washington State sales tax is not included in the price quotation.~~ Necessary electrical permit fees are not included in the price quotation and will be billed separately. Prices are subject to change after 30 days. Pricing assumes sufficient lead time. Rush shipping charges are extra. Rush installation is also subject to additional charges. Payment not received may cause job to be put in stop work or "Hold" status as stated in Section 2. Retention will not exceed 5% and will be paid within 30 days of final billing. ~~All outstanding billings are subject to 18% per annum interest.~~

12. **WORK BY OTHERS:** 110v and higher power circuits shall be provided and installed by others. Unless otherwise noted, others shall

provide all conduits and cable raceways required and associated fire blocking. Pricing assumes that owner or others shall provide any required shelving or cabinetry, unless otherwise noted.

13. **OWNERSHIP AND REMOVAL OF EQUIPMENT:** Title, ownership and right to possession of the equipment remains with JAYMARC AV until all sums due under this Agreement are paid in full. Should payment in full not be made, subject to the terms of this Contract, for any reason other than default by JAYMARC AV then (a) JAYMARC AV shall have immediate right to enter the Customer's premises where the equipment or materials are located and take possession of said equipment or materials without notice or demand and without legal proceedings, and (b) Customer agrees to pay on demand all expenses which have been reasonably incurred by JAYMARC AV including, but not limited to, training on equipment, installation and reasonable equipment rental fees along with any expenses incurred for protecting or recovering the equipment or materials and in enforcing any of JAYMARC AV's rights arising under this contract. Upon delivery, Customer assumes the risk of loss or damage to equipment and Customer shall be held liable and responsible to JAYMARC AV for the full value of equipment in the event of loss or damage, due to any cause whatsoever, until payment in full is made to JAYMARC AV under the terms of this contract.

14. **PREVAILING WAGE:** Unless specifically stated, this contract does not conform with Washington State or any government agencies prevailing wage laws. All labor is quoted as standard Non-Prevailing wage labor rates.

15. **SITE CONDITIONS – EXEMPTIONS:** Jaymarc AV is an electronics system integrator and specializes in providing complete functional systems dealing with state-of-the-art electronics. During the integration of our system, there may be situations that occur that are no fault of ours and shall be dealt with as a change order. These situations include, but are not limited to:

- *Room Acoustics* - If a room is found to be acoustically reverberant or otherwise in-appropriate for the proposed system design, Jaymarc AV may recommend room acoustic treatment for the room in order for electronic performance to be maximized. If the client elects to not treat the room, they understand that the limitations of performance are directly impacted by the room acoustics. Jaymarc AV will do everything they can to identify these issues prior to final design. Under no circumstances shall Jaymarc AV be liable for poor performance of a system due to existing room acoustic issues.

- *Existing Networks* - If our system design includes system integration with a client provided network. It is the client's responsibility to verify that their network is suitable for the devices being integrated. It is the responsibility of the client to provide all necessary ports, expansions, switches, POE, and peripherals necessary to accommodate the integrated devices. Data and VoIP network segments provided by or supported by others shall not be covered under the Jaymarc AV standard warranty.

- *RF Interference* - RF (Radio Frequency) Interference is everywhere and is not always present at the same level at the same time. i.e. many radio stations increase their power at night. Jaymarc AV utilizes RF shielded components and wireless devices that are conducive to implementation in standard existing RF fields. With this being said, Jaymarc AV shall not be held liable for any interference from existing or introduced RF fields in any location.

16. **SCHEDULE:** Each project contracted with Jaymarc AV has a unique installation schedule and Jaymarc AV will work with the client to provide a reasonable schedule to meet both parties best interest. If no schedule is listed, Jaymarc AV works under the following basis for schedules:

- Engineering / Submittals / Shop Drawings - 3 to 6 weeks from executed contract.
- Procurement - 1 to 2 weeks from Approval of above task.
- Installation Start - 1 to 2 weeks from receipt of all procured equipment.
- Completion - 8 to 12 weeks from executed contract.

17. **SYSTEM PROPOSAL - SCOPE OF WORK:** This General Conditions document is an attachment to the System Proposal, aka Scope of Work. If there are any discrepancies between the Scope of Work and the General Conditions documentation, the General Conditions shall take precedence.

The above GENERAL CONDITIONS constitute a CONTRACTUAL OBLIGATION between Jaymarc Investments Inc., dba Jaymarc AV and the client.

Misc Parts/ Freight/Etc.:	\$2,368.86
Project Management:	\$7,040.70
Prevailing Wage/Off Hours:	\$8,214.15
Parts:	\$47,377.16
Labor:	\$58,672.50
<hr/>	
Parts No Sales Tax:	\$.00
Labor No Sales Tax:	\$.00
<hr/>	
Subtotal:	\$123,673.37
Sales Tax:	\$11,769.17
<hr/>	
Total:	\$135,442.54

\_\_\_\_\_  
City of Redmond Purchasing, C03230

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

\_\_\_\_\_  
Christopher M White

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

## Consulting Services Agreement Non-Public Work

<p><b>PROJECT TITLE</b> Redmond On-Demand Microtransit Shuttle</p>	<p><b>EXHIBITS</b> <i>(List all attached exhibits - Scope of Work, Work Schedule, Payment Schedule, Renewal Options, etc.)</i> Exhibit A - Scope of Work Exhibit A-1 - Fee Exhibit B - Advertising Guidelines Exhibit C - Circuit's Response to RFP Requirements Exhibit D - Map</p>
<p><b>CONTRACTOR</b> Circuit Transit Inc.</p>	<p><b>CITY OF REDMOND PROJECT ADMINISTRATOR</b> <i>(Name, address, phone #)</i>  City of Redmond Mary L'Heureux mlheureux@redmond.gov (425) 556-2490</p>
<p><b>CONTRACTOR'S CONTACT INFORMATION</b> <i>(Name, address, phone #)</i> Daniel Kramer daniel@ridecircuit.com (562) 252-6680</p>	<p><b>BUDGET OR FUNDING SOURCE</b> Regional Mobility Grant Funds City Matching Funds from Budget Account 100.80900.00410.54313</p>
<p><b>CONTRACT COMPLETION DATE</b> Q1 2028, 2 years from performance start date to be determined</p>	<p><b>MAXIMUM AMOUNT PAYABLE</b> \$866,984</p>

Consulting Services Agreement, Non-Public Work  
City of Redmond, standard form

THIS AGREEMENT is entered into on \_\_\_\_\_, 2025 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 A 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

Consulting Services Agreement, Non-Public Work  
City of Redmond, standard form

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.

Consulting Services Agreement, Non-Public Work  
City of Redmond, standard form

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;

Consulting Services Agreement, Non-Public Work  
City of Redmond, standard form

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.

Consulting Services Agreement, Non-Public Work  
City of Redmond, standard form

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.

Consulting Services Agreement, Non-Public Work  
City of Redmond, standard form

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 attorneys fees, in addition to any other award.

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

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

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

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

CONSULTANT:

DocuSigned by:  
*James Mirras*  
755DE23C08E64BE

By: James Mirras

Title: COO / Co-Founder

CITY OF REDMOND:

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**

Circuit shall provide, operate, and manage a fully turnkey, end-to-end microtransit solution in accordance with the Scope of Work defined herein, furnishing the vehicles, drivers, technology, maintenance, and operational management necessary for the Redmond On-Demand Microtransit Shuttle, and all capabilities outlined below in Circuit’s RFP Response (Exhibit C), within a geo-fenced coverage area as shown below in Exhibit D.

On-demand service will be hailed using an app and call center. The coverage area and details of the service are subject to change based on utilization and decisions made by Circuit Transit Inc. and the City. Please note that any changes to Operating Hours may impact the total cost of the program.

The City may elect to scale service up to increase or adjust Service Hours, subject to mutual agreement between the parties. To request the increased service level, the City must provide written notice at least two (2) weeks prior to the start of the upcoming month, and no later than the fifteenth (15th) day of the preceding month, to allow for necessary planning and coordination. Please note that any changes to the Hours of Operation, number of vehicles, and/or Service Hours may impact the total cost of the Services.

### **Program Purpose & Goals**

The primary objectives of the service are to:

- Provide a safe, clean, reliable, and efficient public on demand service throughout the boundaries of the service area(s).
- Provide a safe and pleasing passenger experience with capable, qualified, and courteous drivers that will serve as ambassadors. Allow users to get to their destination within the service area without the need to drive, park or even own a personal vehicle.

### **Product Overview**

For the purpose of this solicitation, the MicroTransit service is characterized by the following:

- Dynamic routing with flexible start and end of route within designated zones.
- Technology-enabled: app-based service request within a geofenced area and real-time vehicle tracking features.
- Fully electric vehicles.
- Shared mobility with pooled rides.
- Local branding and/or advertising to offset operating cost

### **Consultant Responsibilities**

Circuit shall provide accessible, efficient, and environmentally sustainable transportation within the zone described in Exhibit D, utilizing a fleet of all-electric vehicles. Depending on funding, the City may pursue additional service areas to be served as part of this solicitation and resulting contract. Passengers can request a door-to-door service for trips originating and ending within the geofenced service area or first/last mile connection to the closest transit stop within the service area.

### **Changes and Amendments**

Any requested change in the Scope of Work, additional services or special requests will require fifteen ( 15) days minimum notice, and ninety (90) days for any indefinite service reduction greater than 10%, and a Change Order to be executed and signed by both parties unless otherwise mutually agreed to in writing.

### **Holidays**

Service will be closed on Thanksgiving, Christmas Day and New Years Day. The day before and after each of the listed Holidays will operate on normal service hours.

### **Employee Wages**

Circuit is not subject to any local wage requirements that vary from State statutory requirements by entering into this Agreement.

### **Extraordinary Costs**

In the event that the costs of providing the services outlined in this Agreement increase by more than 5% due to circumstances beyond the control of Circuit, including but not limited to, changes in applicable laws or regulations, significant market fluctuations, material shortages, or increased insurance and/or labor costs, Circuit Transit Inc. may request an adjustment to the service fees. Circuit Transit Inc. shall provide written notice of the extraordinary cost increase, including supporting documentation, to the City. The parties shall negotiate in good faith to determine an appropriate adjustment to the service fees or other mutually acceptable resolution.

### **Assignment**

Neither Party may assign, transfer, delegate, or subcontract this Agreement without the other Party's prior written consent, such consent not to be unreasonably withheld. Notwithstanding the foregoing, City consents to Contractor/Service Provider's assignment of its rights to receive payments or accounts receivable due under this Agreement to Silicon Valley Bank, a division of First-Citizens Bank & Trust Company ("SVB"), in connection with a revolving line of credit or other financing facility. Any such assignment shall be strictly limited to Contractor/Service Provider's rights to payment and shall not modify any other rights or obligations under this Agreement but shall be subject to assignee assuming all obligations of Contractor/Service Provider under this Agreement related to the rights assigned.

### **Piggyback Clause**

It is understood and agreed by Circuit Transit Inc. and the City that any governmental entity may purchase the services specified herein in accordance with the prices, terms, and conditions of this Agreement. It is also understood and agreed that each local entity will establish its own contract with Circuit, be invoiced therefrom and make its own payments to Circuit Transit Inc. in accordance with the terms of the contract established between the new governmental entity and Circuit. It is also hereby mutually understood and agreed that the City is not a legally bound party to any contractual agreement made between Circuit Transit Inc. and any local entity.

### **Service Design**

Any requested change to the Service Design will require mutual agreement and a subsequent Change Order to be executed by both parties. Changes to the Service Design may result in financial changes to the existing Agreement based on the nature of and impact of the change requested.

**Term**

The Performance Period of this Agreement will be for a minimum of two (2) years, from the agreed upon Performance Date until the Performance End Date listed below. This Agreement may be extended by one additional two-year term (the “Option Year Renewal”) upon the mutual consent of the Parties in writing within 90 days prior to expiration.

Performance Start Date: Q1 2026, exact date to be determined

Performance End Date: Q1 2028, 2 years from performance start date

**Price Escalation – Option Year Renewal**

Upon the City’s timely exercise of any Option Year Renewal, all recurring Service Fees then in effect under this Exhibit A-1 (including the Monthly Cost for Services and any other recurring charges) shall automatically increase by three percent (3%) effective on the first day of the applicable Option Year and on the first day of each subsequent Option Year exercised.

**Vehicles**

Circuit shall supply the vehicle types and quantities, while operating according to the operating status designation, as listed in Table 1 below. All vehicles shall be properly licensed and maintained in good working order for the duration of the Performance Period.

**Table 1 - Vehicles**

Type	Quantity	Status
ADA WAV GEM	One (1)	Active
VW ID. Buzz	Two (2)	Active

**Vehicle Repairs & Maintenance**

Circuit will adhere to a structured preventative maintenance plan to mitigate the need for any potential further repairs and maintenance. However, Circuit Transit Inc. and the City agree that there will be unexpected repairs and maintenance at times throughout the Performance Period and it shall be Circuit's sole responsibility to work with any necessary licensed technician, both internal and external, to perform such repairs and optimize up time of the vehicles.

When repairs and/or maintenance are not able to be performed outside of the Hours of Operation, Circuit Transit Inc. will use best efforts to minimize the impact to Service Hours and does not imply service will be impacted at all during the time needed for repair. Those efforts could include, but are not limited to, expediting and prioritizing maintenance work, sending the vehicle to an outside repair shop to expedite the work, increasing the scheduled Service Hours on other vehicles in the fleet, procuring temporary, unbranded, rental vehicles or sourcing replacement vehicles from adjacent locations.

**Coverage Area**

Service will be provided within the geo-fenced area displayed in Exhibit D, subject to any additional service parameters or zones that would determine vehicle availability, and user demand for rides relative to the total supply of vehicles available.

**Hours of Operation**

Service will run seven (7) days per week during the Hours of Operation. These services will include a total of eighty-four (84) weekly operating hours, to be allocated during the designated Hours of Operation as outlined in Table 2 below. Hours of Operation is defined as the hours the City wants the service to be available on a weekly basis.

**Table 2 - Hours of Operation**

<b>Hours of Operation</b>			
<b>Day</b>	<b>Open</b>	<b>Close</b>	<b>Hours</b>
<b>Monday</b>	TBD	TBD	12
<b>Tuesday</b>	TBD	TBD	12
<b>Wednesday</b>	TBD	TBD	12
<b>Thursday</b>	TBD	TBD	12
<b>Friday</b>	TBD	TBD	12
<b>Saturday</b>	TBD	TBD	12
<b>Sunday</b>	TBD	TBD	12
<b>WEEKLY HOURS OF OPERATION</b>			<b>84</b>

**Service Hours**

Service Hours are defined as the total hours of all drivers, measured from when a driver starts their shift to when the driver ends their shift, subtracting any unpaid hours. Circuit Transit Inc. will determine the scheduling, staging, and dispatch of drivers and vehicles in order to optimize efficiency, safety, rider experience, and compliance (including vehicle charging cycles and legally required meal and rest breaks). During the Hours of Operation, Circuit Transit Inc. will target a total of 172 weekly Service Hours.

**Charging & Storage**

The City shall, at its sole cost and expense, provide Circuit Transit Inc. with: (i) access to electric vehicle charging infrastructure; (ii) coverage of all ongoing electricity costs necessary for the charging of the vehicles used in service under this Agreement; and (iii) secure vehicle storage, including designated parking for the on-duty driver. These resources shall be made available for Circuit’s unrestricted use throughout the Term of this Agreement.

**Hiring & Employee Expectations**

- a. Employment** **Status**  
 All drivers providing Services under this Agreement shall be employees of Circuit Transit Inc. and not of the City. Circuit Transit Inc. retains sole and exclusive responsibility for the hiring, onboarding, management, training, supervision, compensation, and, where necessary, termination of its employees. At no time shall the City be considered the employer, co-employer, or joint employer of any Circuit Transit Inc. personnel.
- b. Licensing** **and** **Qualifications**  
 All drivers shall be properly licensed to operate the vehicles assigned to the Service and shall comply with all applicable federal, state, and local laws and regulations related to the operation of passenger vehicles. Circuit Transit Inc. shall ensure that each driver maintains a valid driver’s license and meets all regulatory and internal safety, training, and conduct standards.
- c. Background** **Checks** **and** **Training**  
 Circuit shall be responsible for conducting pre-employment background checks, drug screenings (where required), and other applicable due diligence for all drivers in accordance with industry practices and applicable laws. All drivers shall undergo comprehensive training covering safe vehicle operation, customer service, ADA compliance, emergency procedures, and any project-specific protocols prior to deployment.
- d. Workforce** **Conduct**  
 Circuit shall require its employees to perform their duties in a professional, courteous, and responsible manner consistent with community standards, the City’s expectations, and Circuit’s internal policies. Circuit Transit Inc. shall promptly address any substantiated complaints or misconduct involving its personnel.
- e. Right** **to** **Accept** **Tips**  
 Circuit’s drivers may accept voluntary tips or gratuities from passengers. Circuit Transit Inc. shall have no obligation to track, report, or remit such tips unless otherwise required by applicable law. The City shall not impose any restrictions or conditions on driver gratuities.
- f. Compliance** **with** **Labor** **and** **Employment** **Laws**  
 Circuit shall comply with all applicable employment-related laws and regulations, including but not limited to wage and hour laws, workers’ compensation, unemployment insurance, and any other federal, state, or local labor laws.
- g. City** **Communications** **and** **Authority** **Limitations**  
 The City agrees not to direct, supervise, or assign work to any Circuit Transit Inc. employee, including drivers, without prior written authorization from Circuit’s designated representative. All service-related directions shall be communicated through the Circuit Transit Inc. project manager or designee.

## Operational Details

Any requested change to the Operational Details as agreed to herein will require mutual agreement and a subsequent Change Order to be executed by both parties. Changes to the Operational Details may result in financial changes to the existing Agreement based on the nature of and impact of the change requested.

### a. App, Tech & Request System

As described above, Circuit Transit Inc. will provide on-demand shuttle services using all-electric cars within a geo-fenced coverage area as shown below in Exhibit D. On-demand service will be hailed using an app or call center. The coverage area and details of the service are subject to change based on utilization and decisions made by Circuit Transit Inc. and the City.

### b. Circuit Connect

Service may utilize Circuit Connect's system of virtual, fixed stops. Stop locations will be mutually agreed upon between the City and Circuit.

### c. Branding

The City will have rights to branding on the vehicle(s) contracted, aka "Default Branding". The City will provide vehicle wrap design files on Circuit Transit Inc. provided templates for vehicle branding at the cost referenced in Exhibit A-1.

### d. WAV Service

Service will consist of one (1) WAV vehicle in service throughout the service area

### e. Data Reporting

Circuit will provide a monthly data report including:

- Operating data by hour, day, week and month
  - Requests
  - Passengers
  - Rides
  - Cancellations
- Operating data by day, week and month
  - WAV completed rides
  - No Show %
  - Avg Pax / Trip
  - AVG Wait Time
  - AVG Trip Time
  - AVG Response Time
  - Total Trip Miles
  - AVG User Rating
  - Gallons of Gas Saved
  - Passenger Miles Traveled
- Additional Operating Data, various formats and timeframes
  - Unique users
  - AVG User Age
  - Top pickup and drop off locations / addresses
  - Connection Rate

### f. Pets

Pets are allowed to accompany a passenger per Circuit's standard Terms and Conditions. However, the driver of the vehicle and other existing passengers reserve the right to refuse service if they are uncomfortable with the pet, within reason.

**EXHIBIT A-1 – FEE**

**Start-up Cost for Vehicle Wraps:**       \$       8,000 (One-time upfront cost)  
**Monthly Cost for Services:**           \$       35,791\*

\*(includes ADA GEM upgrade of \$140 per month)

**ESTIMATED TOTAL:**                               **\$ 866,984** (2-Year Estimated Cost for Services)

**Services Cost include:** Vehicles, Paid W-2 Drivers, Management, Training, Insurance, Maintenance, Phones, App Hosting and Usage, Web Fees, and Basic Marketing Materials.

**Vehicle Wraps include:** Artwork, printing, installation, and removal. The Parties acknowledge that the total cost for standard vehicle wraps is estimated at \$2,000 per vehicle. In the event actual costs exceed this amount, the City shall be responsible for payment of the cost difference. Circuit Transit Inc. will notify the City in advance if it becomes aware that wrap costs may exceed \$2,000, and the City agrees to cover any such overages upon invoicing.

**Billing:** The upfront costs will be billed at contract signing. Circuit Transit Inc. will send monthly invoices at the beginning of each month for services provided the previous month. Payment is due (ACH, Wire, or credit card) within 30 days of the end of the month of service.

The monthly invoice will include:

- Month of service
- Summary of services provided
- Amount due

Please note any changes to the Services, including, but not limited to, vehicles, the vehicle operating hours, coverage area, and/or data reporting may impact the total amount of the Contract. If the scope of services should change, modifications to the Statement of Work or a new Statement of Work may be necessary.

**Advertising and City Branding**

At the onset of Services, vehicles are to include City branding (e.g., logos, colors, wraps, messaging), the costs associated with the design, production, installation, and removal of such branding shall be charged to the City and itemized. Such City-branded space shall not be deemed available for third-party advertising unless otherwise agreed to in writing by both Parties.

Third-party advertising shall not be implemented under this Agreement unless and until mutually agreed upon in writing by the Parties. In the event the Parties mutually agree to permit third-party advertising on or within the vehicles or the service platform, the following terms shall apply:

Circuit may lease space not utilized by the City's branding or collateral to generate third-party advertising revenue. Net Advertising Revenue shall be shared with the City based on a 50/50 split, and shall be applied as a credit on future invoices.

“Net Advertising Revenue” means the gross revenue collected from third-party advertising, less all costs and expenses incurred by Circuit Transit Inc. in connection with advertisement sales, including, but not limited to: design, production, installation and removal costs, and commissions paid to media sales representatives.

Circuit will maintain monthly accounting records of all Advertising Revenue collected and the City’s 50% share thereof. Credits will be applied in the month in which Circuit Transit Inc. receives payment for advertising sales, and will be reflected on the corresponding invoice. All advertising must comply with the guidelines set forth in Exhibit B – Advertising Guidelines (below).

**Fares**

The Parties agree that the Services provided under this Agreement shall be fare-free at the outset of operations.

In the future, if the Parties mutually agree in writing to institute passenger fares, they will do so by written amendment that specifies at a minimum: fare amounts and categories (including any discounts/exemptions), the effective date, and any operational changes. Circuit Transit Inc. shall be responsible for deploying and managing the fare payment system, including via its mobile app utilizing credit and/or debit card payments. Any fare revenue collected (“Net Fare Revenue”) shall be split, with 50% of the Net Fare Revenue allocated to the City and 50% retained by Circuit. The City’s share of the Net Fare Revenue shall be applied as a credit on future invoices. Net Fare Revenue means all gross ridership revenue that is collected from the passengers for the services less all costs and expenses, including but not limited to sales taxes or other taxes imposed by law, Circuit Transit Inc. administrative expenses, credit card processing fees and other billing related charging by third parties imposing similar processing charges.

Any decision to implement or modify a fare structure shall be subject to mutual agreement and an amendment to this Agreement.

## EXHIBIT B – ADVERTISING GUIDELINES

1. In its agreement with its advertising contractors, Circuit Transit Inc. will reserve the right to reject any advertisement, commercial or noncommercial.
  
2. All advertising and promotional materials, including, without limitation, any vehicle “wraps” (collectively “**Advertising**”) must conform to the following criteria:
  - A. Defamatory Advertising. No Advertising will be permitted that falsely disparages any person, product, or company, or that is likely to damage the reputation of any person, product, or company.
  
  - B. Advertising Condoning Criminal Conduct. No Advertising will be permitted that is likely to incite or produce imminent unlawful activity.
  
  - C. Obscene Advertising. No Advertising will be permitted that contains obscene matter or matter harmful to minors.
  
  - D. False Advertising. No Advertising will be permitted that contains false or grossly misleading information.
  
  - E. Tobacco and Firearms. No Advertising will be permitted that promotes the sale of tobacco or tobacco products, electronic cigarettes, or firearms.
  
  - F. Existing Laws. All Advertising must conform to applicable federal, state, and local statutes, laws, ordinances, rules and regulations.
  
3. The City may make demand upon Circuit Transit Inc. for the removal of any Advertising, commercial or noncommercial, that does not conform to this policy. Such demand will be in writing and will state reasonable grounds for the demand. Circuit Transit Inc. will consider and act promptly upon the demand in accordance with this policy.

**EXHIBIT C – CIRCUIT’S RESPONSE TO RFP REQUIREMENTS**



## BID RESPONSE

Responding To:

**Bid/Project Number: RFP 10876-25**

**Bid/Project Title: Redmond On-Demand Microtransit Shuttle**

**Closing Date: 07/21/2025, 2pm PST**

Submitted By:

Name of Company Submitting Response:  
Circuit Transit Inc.

Printed Name of Person Submitting Response:  
Daniel Kramer

Email:  
daniel@ridecircuit.com

Signature of Person Submitting Response:

DocuSigned by:  
*Daniel Kramer*  
D55F1C5304C84DB...

~~Date~~ 2025

Attach Your Bid/Proposal:

Remember to sign your bid/proposal



Attach all pages of your response here

# Redmond On-Demand Microtransit Shuttle



**Redmond**  
WASHINGTON



**Prepared for: City of Redmond, Washington**

Attn: Purchasing Division, M/S: 3NFN

Date: July 21st, 2025

**Prepared by: Circuit Transit Inc.**

**Circuit Transit, Inc.**

501 East Las Olas Blvd  
Fort Lauderdale, FL 33301

**July 21st, 2025**

City of Redmond, Washington  
Purchasing Division, M/S: 3NFN  
15670 NE 85th Street, PO Box 97010  
Redmond, WA 98073-9710

**RE: RFP 10876-25: Redmond On-Demand Microtransit Shuttle**

Dear evaluation committee members,

Thank you for the opportunity to submit a proposal for on-demand microtransit shuttle services in the City of Redmond - we admire and celebrate your desire for new, innovative transit solutions! Circuit is thrilled to present this proposal to partner with the City of Redmond on the Redmond On-Demand Microtransit Shuttle program. We understand that with the historic opening of the 2 Line light rail service, Redmond is at a pivotal moment. Your challenge—and opportunity—is to bridge the first-and-last-mile gap, ensuring that this significant investment in regional transit is accessible, equitable, and fully integrated into the fabric of your vibrant community. We understand that the City requires a provider who is experienced, innovative, and is able to grow with the city.

Circuit is not just a service provider; we are the nation's leading operator of shared, on-demand, all-electric microtransit services. With over 13 years of experience, we have provided more than 10 million rides across 40+ markets. Our mission aligns perfectly with Redmond's vision: to create connected, sustainable, and people-first mobility solutions.

Our success in neighboring Bellevue with the highly popular "BellHop" service—which has provided over **180,000 rides** since August 2023—serves as a direct blueprint for what we can achieve together in Redmond. Our understanding of this project is deeply informed by your comprehensive planning documents, including the WSDOT Regional Mobility Grant application and the 2050 Redmond Plan. We see this shuttle not merely as a vehicle, but as a vital tool to:

- **Connect Communities:** Provide crucial links for residents in areas with infrequent transit to the Downtown Redmond Station and the broader Sound Transit network.
- **Support Economic Vitality:** Offer seamless mobility for the 99,000 employees and thousands of visitors who power Redmond's economy, connecting them to workplaces, hotels, and local businesses.
- **Enhance Equity:** Serve diverse populations, including residents of low-income and affordable housing, by providing reliable and accessible transportation options.

- **Achieve Sustainability Goals:** Implement a 100% electric, zero-emission service that supports Redmond's commitment to environmental stewardship.

This proposal outlines a turnkey, tailored, and data-driven approach. We offer a proven local operational model, an unmatched all-electric fleet, a commitment to hiring locally, and a collaborative spirit that has helped ensure the long-term sustainability of programs like the BellHop. We are confident that Circuit is the ideal partner to help you realize your vision for a more connected, accessible, and sustainable future.

Thank you for taking the time to read our proposal and we would love to discuss any further specifics on service design that arise throughout this process or answer any questions that you have.

Sincerely,

A handwritten signature in cursive script that reads "D. Kramer".

**Daniel Kramer**

VP of Business Development, West  
Circuit Transit Inc.

[daniel@ridecircuit.com](mailto:daniel@ridecircuit.com)

Evaluation Matrix		
Redmond's Requirements	Circuit's Response	Section Reference
<p><b>Project Understanding:</b> Demonstrate project understanding including how the team plans to address the challenges unique to program</p> <p style="text-align: right;"><b>20 Points</b></p>	<p> Our project team has reviewed this RFP document, the original grant application, the Redmond 2050 plan and is acutely familiar with the area due to our nearby microtransit program in Bellevue. We are uniquely equipped to help deliver this program for the City of Redmond.</p>	<p><a href="#">1.0: Project Understanding</a></p>
<p><b>Relevant Project Experience:</b> Demonstrate vendor team experience with relevant programs similar in scope and size, to what Redmond is seeking.</p> <p style="text-align: right;"><b>15 Points</b></p>	<p> Circuit has over a decade of experience providing EV microtransit services specifically to cities - pioneering this approach in 2016 in San Diego. We have provided 3 relevant case studies to Redmond: Bellevue, DART, and Chula Vista.</p>	<p><a href="#">3.0 Relevant Project Experience</a></p>
<p><b>Team Qualifications:</b> Show a comprehensive organization chart (or similar explanation of team member roles and responsibilities) including summary of each firm on the team (office locations, number of staff and area of expertise) and resumes of key team members. Team member qualifications and roles, particularly Program Manager qualifications, are important. Include the percentage of time availability for the Program Manager and the team for this program in relation to other active projects.</p> <p style="text-align: right;"><b>15 Points</b></p>	<p> Circuit has assigned a dedicated, experienced team of professionals to ensure the successful implementation and operation of the Redmond On-Demand Microtransit Shuttle. This will include a Redmond Operations Supervisor who <b>dedicates 100% of his time to the success of the program.</b> Our "Local-First" approach for hiring Driver Ambassadors will be complemented by the strategic oversight and robust support of our national leadership team, which brings decades of combined experience in microtransit, shared mobility, and transportation logistics.</p>	<p><a href="#">4.0 Proposed Project Team</a></p>
<p><b>Program Approach:</b> Develop an approach tailored to meeting the unique goals of this program and addressing anticipated challenges.</p> <p style="text-align: right;"><b>25 Points</b></p>	<p> Building on our robust understanding of what Redmond's needs, we have recommended a mixed fleet approach that will be better</p>	<p><a href="#">2.0 Program Approach</a></p>

<p>Include a proposed program scope of work showing the major tasks correlated to a schedule.</p>	<p>equipped to handle the climate of the Pacific Northwest. Our service design and best-in-class operations powered by our proprietary technology will deliver Redmond an efficient and easy to use service.</p>	
<p><b>Proposed schedule and costs:</b> Please provide a detailed schedule of when program tasks and milestones will be completed, in addition to a corresponding budget that aligns with the schedule timeline.</p> <p style="text-align: right;"><b>25 Points</b></p>	<p> We have provided a full breakdown of our implementation schedule and referenced specific tasks as relevant to that stage. Additionally, we have provided not-to-exceed 2 year cost proposals for multiple different fleet make-ups which we are happy to finalize with the city following selection.</p>	<p><a href="#">2.2 Implementation Schedule;</a> <a href="#">5.0 Cost Proposal</a></p>

*Each reference section in the right column is linked for easy navigating.*

# Table of Contents

- Evaluation Matrix..... 4**
- 1.0 Project Understanding..... 8**
  - 1.1 Redmond's Vision for Connected Mobility..... 8
  - 1.2 Key Challenges and Opportunities..... 8
  - 1.3 Aligning with the Redmond 2050 Plan..... 9
- 2.0 Program Approach..... 10**
  - 2.1 Turnkey Service Plan..... 10
    - 2.1.1 Service Area and Hours..... 10
    - 2.1.2 Proposed Vehicle Fleet..... 10
  - 2.2 Implementation Plan and Schedule..... 12
  - 2.3 Operations Management Plan..... 14
    - 2.3.1 Local Management and National Support..... 14
    - 2.3.2 Driver Recruitment and Training..... 14
    - 2.3.3 Fleet Management and Maintenance..... 15
  - 2.4 Transit Technology..... 16
    - 2.4.1 Rider Application..... 17
    - 2.4.2 City Data Dashboard..... 18
  - 2.5 Collaboration, Branding, and Marketing Support..... 19
  - 2.6 Quality Assurance..... 21
- 3.0 Relevant Project Experience..... 22**
  - 3.1 Overview of Circuit's National and Local Expertise..... 22
  - 3.2 Case Study: City of Bellevue, WA ("BellHop")..... 23
  - 3.3 Case Study: (DART) West Dallas, TX..... 23
  - 3.4 Case Study: Chula Vista, CA..... 24
- 4.0 Proposed Project Team..... 24**
- 5.0 Cost Proposal..... 27**
  - 5.1 Budget Tracking..... 27
  - 5.2 Cost Proposal..... 27
- 6.0 Required Forms and Statements..... 28**
  - 6.1 Business Name and License..... 28
  - 6.2 Proposal Validity Period..... 28
- Resumes..... 29**



July 17, 2025

City of Redmond, Washington  
Purchasing Division, M/S: 3NFN  
15670 NE 85th Street - PO Box 97010  
Redmond, WA 98073-9710

**Re: Letter of Support for Circuit**

To Whom It May Concern:

On behalf of Visit Bellevue, the official destination management organization for the City of Bellevue, we are pleased to express our strong support for Circuit Transportation, the operator of our BellHop transportation program.

Launched in 2023, Bellhop provides free-to-use, on-demand, electric shuttle services that enhance the mobility within Bellevue's urban core. This program has quickly become a vital component of our city's multimodal transportation network, serving over 8,000 passengers each month. From visitors to residents and downtown employees, Bellhop provides convenient, zero-emission access to enhance access to Bellevue's attractions, services, and businesses.

Circuit's innovative model has been instrumental in Bellhop's success and has provided the city with an effective alternative to single-occupancy vehicle travel. The program fully supports Bellevue's transportation, environmental, and economic development goals. As the city plans to welcome 35,000 new housing units and 70,000 new jobs by 2044, services like Bellhop will be critical in managing growth while ensuring equitable access and reducing congestion.

Visit Bellevue is part of a public development authority committed to promoting economic vitality through tourism marketing, destination development, and visitor experience. Central to this mission is ensuring that Bellevue remains a connected, welcoming, and accessible city. Our partnership with Circuit allows us to realize this vision while directly advancing the goal of our Destination Stewardship program, particularly reducing greenhouse gas emissions and improving accessibility.

As Bellevue City Councilmember and Visit Bellevue liaison Jared Nieuwenhuis affirms:

"Circuit offers more than just first-mile, last-mile convenience—it's a catalyst for community connection, local commerce, and sustainability. As other cities consider adopting this innovative service, they should see it as an investment in mobility equity, reduced congestion, and a more vibrant urban experience."



11100 NE 6th Street  
Bellevue, WA 98004



info@visitbellevuewa.com  
visitbellevuewa.com



(877) 425-2075



VISIT  
**BELLEVUE**  
WASHINGTON

---

Circuit and the BellHop program support our broad community goals to reduce drive-alone travel and enhance overall mobility in our city. We strongly recommend Circuit to other communities looking to make an investment in community-focused sustainability and mobility solutions.

Yours in Hospitality,

Brad M. Jones  
*Executive Director, Visit Bellevue*



11100 NE 6th Street  
Bellevue, WA 98004



[info@visitbellevuewa.com](mailto:info@visitbellevuewa.com)  
[visitbellevuewa.com](http://visitbellevuewa.com)



(877) 425-2075

# Technical Proposal



# 1.0 Project Understanding

## 1.1 Redmond's Vision for Connected Mobility

The City of Redmond is on the cusp of a transportation transformation. The arrival of the Sound Transit 2 Line light rail service in Downtown is more than just new infrastructure; it represents a fundamental shift in how the community connects, grows, and thrives. Circuit fully understands that the success of this monumental investment hinges on effectively solving the first-and-last-mile challenge. We align with your vision, as articulated in the RFP, to create a seamless, multimodal transportation ecosystem.

We recognize that this program will be a cornerstone of Redmond's strategy to "Organize Around Light Rail" and implement a "full suite of transit options appropriate to the land use context." It is designed to be a flexible, responsive service that complements fixed-route transit, activates a new shared parking program, and supports the city's projected growth from 77,000 residents today to 152,000 by 2050. Circuit's proposal is built upon this understanding—that the Redmond On-Demand Microtransit Shuttle must be a strategic asset that enhances livability, supports economic growth, and champions environmental sustainability.

## 1.2 Key Challenges and Opportunities

Circuit has thoroughly analyzed the unique challenges and opportunities facing Redmond, as identified in the city's past planning documents:

- **Parking and Access Constraints:** The Downtown Redmond Station will open without dedicated public parking, and the nearby 377-space Redmond Transit Center already operates at 99% capacity. This creates a significant barrier for residents in surrounding neighborhoods and adjacent communities like Woodinville and Duvall who wish to access the regional light rail system.
  - **Circuit's Opportunity:** Our on-demand service is the critical link that makes the City's proposed shared parking program viable. By providing reliable, on-demand connections from designated shared parking areas to the light rail station, we unlock hundreds of existing private parking stalls and effectively expand park-and-ride capacity without costly new construction.
- **First/Last-Mile Gaps:** Many of Redmond's residential neighborhoods, particularly to the north and east of Downtown, have infrequent or non-existent transit service, with 30-minute headways being common even during peak hours. This service gap makes transit an impractical choice for a large portion of the community.
  - **Circuit's Opportunity:** Microtransit is purpose-built to fill these gaps. Our dynamic, on-demand model provides the flexibility to serve low-to-medium density areas where fixed-route buses are inefficient. We can connect

residents directly from their neighborhoods to the Downtown transit hub, transforming a 30-minute wait into a convenient, on-demand ride.

- **Supporting a Dynamic Economy:** Redmond is a major employment hub with 99,000 jobs and a robust tourism sector. Connecting employees and visitors from the light rail station to sprawling corporate campuses, hotels, and small businesses is essential for economic vitality and reducing traffic congestion on key corridors like SR 520 and I-405.
  - **Circuit's Opportunity:** Our service can function as a dedicated circulator for the Downtown core, providing a premium travel experience for visitors arriving via light rail and a reliable commute option for employees. This directly supports the goals of Redmond's Tourism Strategic Plan by making the city more accessible and appealing to regional visitors.

### 1.3 Aligning with the Redmond 2050 Plan

In preparation for this RFP, we also conducted a review of the Redmond 2050 Comprehensive Plan's Transportation Element. We've outlined below a few of the key goals that your EV microtransit program can directly influence and how selecting Circuit will help achieve them.

- **Goal: Achieve Aggressive Sustainability and GHG Reduction Targets.** A core objective of the 2050 plan is to achieve a 71% reduction in greenhouse gas (GHG) emissions from the transportation sector and to "encourage a shift to more efficient and zero emission vehicles". An all-electric microtransit service is a direct and highly visible strategy to meet this goal by replacing single-occupancy vehicle trips with a shared, zero-emission alternative.
  - **How Circuit Delivers:** Circuit is the nation's leading operator of exclusively all-electric microtransit fleets. In Bellevue alone, our BellHop service has already prevented over **50 metric tons of GHG emissions** in its first year of operation. We bring unparalleled expertise in electric fleet management, charging strategy, and maintenance, making us the most reliable partner to help Redmond meet its ambitious climate goals.
- **Goal: "Organize Around Light Rail" with First/Last-Mile Connectivity.** The plan's vision is to "Implement transit to connect people in all Redmond neighborhoods to centers, light rail, and other neighborhoods, considering a full suite of transit options". This requires solving the critical first-and-last-mile gap to ensure the new light rail stations are fully utilized.
  - **How Circuit Delivers:** Circuit specializes in providing these essential connections. Our service in partnership with Dallas Area Rapid Transit (DART) sees over **45% of all rides starting or ending at a DART transit**

**station**, proving our model's effectiveness in increasing public transit ridership. By connecting Redmond's neighborhoods and shared parking locations to the Downtown Station, we will directly support the city's strategy to build a truly transit-oriented community.

By understanding Redmond's unique context, we are prepared to deliver a service that is designed with the diverse fabric of the community in mind.

## 2.0 Program Approach

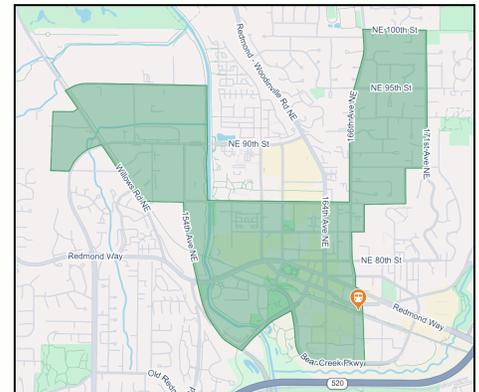
Circuit proposes a comprehensive, turnkey program that is tailored to meet the unique goals of the City of Redmond. Our approach is built on four pillars: a reliable and efficient **Service Plan**, a seamless **Implementation Plan**, a world-class **Operations Management Plan**, and a steadfast commitment to **Collaboration and Quality Assurance**.

### 2.1 Turnkey Service Plan

Circuit will provide a complete, end-to-end microtransit solution, furnishing the vehicles, drivers, technology, maintenance, and operational management necessary for the Redmond On-Demand Microtransit Shuttle. The service will be on-demand, allowing riders to book trips in real-time via our proprietary rider app.

#### 2.1.1 Service Area and Hours

- **Service Area:** We will operate within the approximately 1.5-square-mile service area defined by the City in Attachment C of the RFP.
- **Hours of Operation:** In alignment with our understanding of the program, the service will operate **12 hours per day, 7 days per week**. We are open to adjusting these hours based upon the city's preference or changes in budget.



#### 2.1.2 Proposed Vehicle Fleet

Circuit operates one of the nation's **largest fleets of all-electric microtransit vehicles** and will provide a fleet specifically suited to Redmond's needs, promoting the City's sustainability goals and providing the best vehicles for the area. Based on our direct operational experience in the Pacific Northwest climate, we recommend a mixed fleet for optimal performance, reliability, and accessibility - this will include 1 GEM e6 and 2 Volkswagen ID.Buzz (Bellevue recently moved from GEMs to a mixed fleet).

Recommended Vehicle Types	
Volkswagen ID.Buzz	GEM e6 (w/ WAV Option)
	
Seating Capacity and Specs	Seating Capacity and Specs
<ul style="list-style-type: none"> <li>• 230+ miles per charge</li> <li>• Seating for 5-6 passengers (VW no longer offers 7 passenger version)</li> <li>• Length 195 inches. Width 87 inches. Height 75 inches.</li> </ul>	<ul style="list-style-type: none"> <li>• 78 mi per charge</li> <li>• Seating for 5 passengers or 3 passengers with 1 wheelchair position</li> <li>• Length 173 inches. Width 55.5 inches. Height 73 inches.</li> </ul>
Safety and Comfort	Safety and Comfort
<p><b>Safety:</b></p> <ul style="list-style-type: none"> <li>• Lane Keep Assist &amp; Adaptive Cruise Control (IQ.Drive suite)</li> <li>• Forward Collision Warning with Autonomous Emergency Braking</li> <li>• Rear Traffic Alert &amp; Blind Spot Monitoring</li> <li>• Park Assist Plus with 360° cameras</li> <li>• Multiple airbags with reinforced passenger protection</li> <li>• Emergency Assist (driver inactivity intervention)</li> </ul> <p><b>Comfort:</b></p> <ul style="list-style-type: none"> <li>• Dual-zone Climate Control</li> <li>• Built-in USB ports</li> <li>• Low step-in height &amp; large sliding side doors</li> <li>• Quiet electric drivetrain for reduced cabin noise</li> <li>• Flexible rear cargo/seating layout</li> </ul>	<p><b>Safety:</b></p> <ul style="list-style-type: none"> <li>• Street-legal on roads up to 35 mph</li> <li>• Three-point seat belts, street tires, enclosed cabs and an automotive glass windshield that offers protection from the elements.</li> <li>• Regenerative braking, hill control, back-up warning signals and a back-up camera</li> <li>• Safety features that are approved by the US Department of Transportation.</li> <li>• Promotes Vision Zero Safety with low speed promoting safety for pedestrians &amp; cyclists</li> </ul> <p><b>Comfort:</b></p> <ul style="list-style-type: none"> <li>• Adjustable bucket seats with back and side bolster support</li> <li>• Each passenger has their own door and window.</li> <li>• Seat a 6'8" passenger comfortably in the spacious cab with 43" of available legroom.</li> <li>• Durable, non-slip flooring.</li> <li>• GEM's door seal design and weather resistant seats for a weather-tight cab.</li> </ul>

## 2.2 Implementation Plan and Schedule

Our experienced launch team will ensure a seamless and efficient implementation, targeting a service start date of **January 2026**. We will work in close partnership with City staff to meet every milestone. For the sake of brevity - we have provided a simplified Implementation schedule for the city's review:

Project Stage	Major Milestones	Core Activities	Responsible Party
<b>Phase 1: Kickoff &amp; Project Award</b>  <i>Weeks 1 - 3</i>	<ul style="list-style-type: none"> <li>✓ Task 0 - Project Management</li> <li>✓ Project Kickoff with Circuit and the City project team</li> <li>✓ Define what success looks like in this program</li> <li>✓ New Vehicles ordered</li> </ul>	<p>Circuit and the City have an in-depth project kick-off and onboarding process to define the service goals, objectives and expectations. Against these, we'll jointly determine a set of KPIs to measure project success based on pilot goals.</p> <p>Vehicles are ordered immediately following contract signature to ensure quick delivery.</p>	<p><b>Circuit:</b></p> <ul style="list-style-type: none"> <li>• Daniel Kramer, Project Lead</li> <li>• Mark Iannon, Partnerships Manager</li> <li>• Conrad Hoernke Area Operations Manager</li> </ul> <p><b>The City of Redmond:</b></p> <ul style="list-style-type: none"> <li>• Project Manager</li> <li>• Project Team</li> </ul>
<b>Phase 2: System Development &amp; Driver Hiring</b>  <i>Weeks 2 - 6</i>	<ul style="list-style-type: none"> <li>✓ Task 1 - Program Name, Logo and Branding Support</li> <li>✓ Task 3 - Launch and Maintenance of Shuttle Operations</li> <li>✓ Platform configuration completed</li> <li>✓ Completed environment set-up</li> <li>✓ Multi-channel outreach for drivers from Redmond</li> <li>✓ Start pre-launch marketing plan</li> </ul>	<p>Set up services in Circuit's platform based on identified parameters.</p> <p>Optimize algorithms around the City service parameters.</p> <p>Set up an online web portal for the City and establish key contacts/accounts.</p> <p>Interview and hire drivers quickly to be fully trained prior to launch.</p> <p>Begin marketing plan, canvassing local business, senior centers, and working directly with city staff, MoveRedmond, and other organizations to build a cohesive marketing push.</p>	<p><b>Circuit:</b></p> <ul style="list-style-type: none"> <li>• Mark Iannon, Partnerships Manager</li> <li>• Daniel Kramer, Project Lead</li> <li>• Tucker Costello, Head of Technology</li> </ul> <p><b>The City of Redmond:</b></p> <ul style="list-style-type: none"> <li>• Project Manager</li> </ul>
<b>Phase 3: Training and Vehicle Setup</b>  <i>Weeks 6 - 10</i>	<ul style="list-style-type: none"> <li>✓ Task 3 - Launch and Maintenance of Shuttle Operations</li> <li>✓ Training plan finalized and sessions scheduled</li> <li>✓ Vehicles ready for launch</li> <li>✓ In-vehicle device setup and installation completed</li> </ul>	<p>All drivers are trained and made ready for launch.</p> <p>Conduct training sessions</p> <p>Ready vehicles for launch, including device setup and installation.</p>	<p><b>Circuit:</b></p> <ul style="list-style-type: none"> <li>• Daniel Kramer, Project Lead</li> <li>• Conrad Hoernke Area Operations Manager</li> <li>• Justin Lottie, Head of Service Operations</li> </ul>

Project Stage	Major Milestones	Core Activities	Responsible Party
	<ul style="list-style-type: none"> <li>✓ Continue pre-launch marketing plan</li> </ul>		
<p><b>Phase 4: Pre-Launch</b></p> <p><i>Weeks 8 - 11</i></p>	<ul style="list-style-type: none"> <li>✓ Task 2 - Program Webpage, App, and Other Electronic Communications</li> <li>✓ Final system acceptance completed</li> <li>✓ Continue to engage in local community events and drive up buzz for new programs.</li> </ul>	<p>Validate driver accounts, platform user accounts, and all necessary customer data for launch.</p>	<p><b>Circuit:</b></p> <ul style="list-style-type: none"> <li>• Mark Iannon, Partnerships Manager</li> <li>• Daniel Kramer, Project Lead</li> <li>• Conrad Hoernke, Area Operations Manager</li> </ul> <p><b>The City of Redmond:</b></p> <ul style="list-style-type: none"> <li>• Project Manager</li> <li>• Project Team</li> </ul>
<p><b>Phase 5: Service Launch</b></p> <p><i>Week 12</i></p>	<ul style="list-style-type: none"> <li>✓ System goes live (final launch date to be determined and finalized between Circuit and the City when the project begins)</li> <li>✓ Initial adjustments made.</li> <li>✓ Circuit makes any necessary changes based on actionable feedback from first users and the City staff.</li> </ul>	<p>Execute the launch plan as detailed in the marketing plan</p> <p>Support the City's marketing and outreach activities (eg. press releases, launch events) and generate interest in services, if desired.</p> <p>Gather feedback from initial users and make service adjustments.</p> <p><b>Task 3 - Launch and Maintenance of Shuttle Operations</b></p>	<p><b>Circuit:</b></p> <ul style="list-style-type: none"> <li>• Mark Iannon, Partnerships Manager</li> <li>• Daniel Kramer, Project Lead</li> <li>• Conrad Hoernke, Area Operations Manager</li> </ul> <p><b>The City of Redmond:</b></p> <ul style="list-style-type: none"> <li>• Project Manager</li> <li>• Project Team</li> </ul>
<p><b>Phase 6: Post-Launch Support and Optimization</b></p> <p><i>Ongoing to End of Contract</i></p>	<ul style="list-style-type: none"> <li>✓ Performance reviews completed, which will be shared by Circuit and used as a benchmark against collaboratively-determined KPIs.</li> </ul>	<p>Led by your dedicated Partnerships Manager, the project team will meet regularly with the City to discuss issues and ongoing optimization or expansion plans. Once the service hits maturity, meeting frequency will be reduced. The project staff briefing covers:</p> <ul style="list-style-type: none"> <li>• Project status and deliverables</li> <li>• Issue identification and solution resolution</li> <li>• Performance monitoring and optimization</li> <li>• Additional training and process development</li> <li>• Recommendations to improve the service delivery</li> </ul> <p>Our internal data team will work with the Area operations team to provide recommendations in optimizing the service further and conduct market research and analysis.</p>	<p><b>Circuit:</b></p> <ul style="list-style-type: none"> <li>• Mark Iannon, Partnerships Manager</li> <li>• Conrad Hoernke, Area Operations Manager</li> </ul> <p><b>The City of Redmond:</b></p> <ul style="list-style-type: none"> <li>• Project Manager</li> </ul>

## 2.3 Operations Management Plan

90% of a successful transportation service is strong local operations and genuine community engagement. Circuit's operational excellence is a key differentiator, combining local, on-the-ground expertise with robust national support systems.

### 2.3.1 Local Management and National Support

A dedicated local team will manage the day-to-day success of the Redmond program, including a **Partnerships Manager** as the primary point of contact for the City, a **Local Market Manager** overseeing service delivery, and a Local **Supervisor** providing on-the-ground support to drivers. For more information on our excellent Market Manager, Conrad Hoernke, please reference the [Project team section](#) below. This team will be supported by Circuit's national experts in operations, fleet management, safety, and technology.

### 2.3.2 Driver Recruitment and Training

Circuit's approach to service excellence is built around our **Driver Ambassador Program**—a comprehensive system for hiring, training, and supporting our operators to be the face of the community they serve. Our practices are designed to ensure the highest standards of safety, professionalism, and customer service. Importantly, with a large local driver pool of **over 20 Driver Ambassadors in nearby Bellevue**, Circuit's staffing in Redmond will always be supported for any unexpected call outs or absences.



#### 1. Local Recruitment and Rigorous Screening

We are extremely confident that we'll be able to find and retain drivers due to our unmatched benefits and compensation plans. Our process begins with a "Local-First" hiring strategy that prioritizes recruiting and hiring drivers from within the Redmond community. This practice ensures riders are served by knowledgeable community ambassadors who are familiar with the area. We have over a decade of experience in sourcing qualified local candidates through online job platforms and partnerships with local workforce development centers.

All candidates undergo a rigorous screening process to ensure safety and professionalism. To qualify, candidates must be at least 21 years of age, possess an active driver's license for a minimum of three years, and have a clean driving record free of accidents or major tickets. Furthermore, all potential hires must successfully pass a Motor Vehicle Record check and a background check before receiving an offer of employment.

## 2. Comprehensive, In-House Training

Circuit's training program is developed and maintained by our corporate operations and safety teams, who have extensive experience in electric microtransit. Our program is split into two distinct phases: classroom instruction and hands-on, in-vehicle training.

- **Classroom Training:** This initial phase provides drivers with the foundational knowledge needed for the role. Key modules include:
  - **Vehicle & Safety Protocols:** Safe operation of our all-electric vehicles, maximizing battery efficiency, daily maintenance checks, accident reporting, and emergency procedures.
  - **Customer Service Excellence:** Detailed instruction on passenger relations, company policies, ADA compliance and handling requests, and effective communication.
  - **Technology & Operations:** Proficient use of the driver-facing app and all relevant service technology.
- **Hands-On & Ongoing Training:** Following classroom instruction, new Driver Ambassadors receive extensive hands-on training, including supervised ride-alongs with local managers. This development is continuous, supported by ongoing performance reviews and monthly ride-alongs that provide touchpoints for feedback and coaching. We foster a feedback loop where our local drivers—as members of the community—are encouraged to share their expertise to help improve the service.

This proven system ensures that our Driver Ambassadors are not only safe and efficient operators but also courteous and helpful guides, ready to provide Redmond's residents and visitors with a world-class microtransit experience. Importantly,

### 2.3.3 Fleet Management and Maintenance

Circuit guarantees a safe, reliable, and pristine fleet of all-electric vehicles for the Redmond On-Demand Microtransit Shuttle. Our approach to fleet management is built on a decade of EV-specific operational experience and combines proactive, technology-driven maintenance with a commitment to providing a superior rider experience.

#### 1. A Proactive, Technology-Driven Maintenance Program

Our vehicle maintenance program is designed to maximize uptime and ensure vehicle safety and longevity. This is achieved through the integration of two advanced software platforms:

- **Fleetio for Preventative Maintenance:** We use Fleetio's management software for real-time monitoring of vehicle health, including mileage and battery status. The system automates the scheduling of all routine and preventative maintenance based on manufacturer recommendations and actual vehicle usage, ensuring adherence to all required service intervals. All inspection findings and service

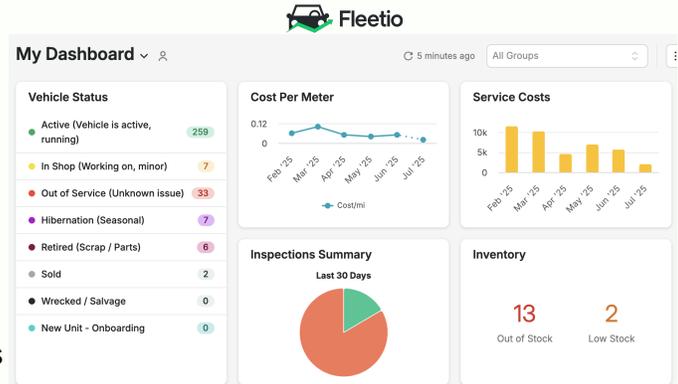
activities are logged, creating a detailed maintenance history for each vehicle.

- **Samsara for Safety Monitoring:** All vehicles are equipped with Samsara’s AI-powered camera system. This allows our management team to monitor driver behavior and review any on-road incidents, helping us identify any vehicle issues that may arise from operational use and proactively address them.

## 2. Multi-Level Inspection and Servicing Schedule

Our preventative maintenance schedule is a meticulous, multi-layered process that includes:

- **Daily Pre- and Post-Trip Inspections:** Before and after every shift, Driver Ambassadors conduct and log a thorough inspection of their vehicle, covering critical safety components and cleanliness.
- **Weekly In-Depth Inspections:** Our local maintenance team conducts weekly checks on all critical systems, including brakes, steering, and suspension.
- **Regular Servicing:** Vehicles undergo comprehensive servicing every 4,000-5,000 miles in accordance with manufacturer specifications.
- **Appearance and Cleanliness:** To ensure a positive rider experience, vehicles are cleaned daily. We conduct weekly deep cleanings and perform regular audits to maintain the highest standards of vehicle appearance.



## 3. Fleet Acquisition and Management

Circuit leverages our robust vehicle acquisition and leasing channels across the United States to guarantee quick turnaround for a fleet that is tailored specifically to the needs of the Redmond service. We have relationships with industry leading EV OEM Partners such as KIA, Tesla, Ford, & Toyota; this includes strong existing relationships with local dealerships and external service providers within Washington. Our close relationships with our partners allow us to launch services quickly at competitive rates, and enable us to support a variety of fleet configurations as the service needs evolve in the future. This comprehensive approach ensures that the Redmond On-Demand Microtransit Shuttle is supported by a fleet that is consistently safe, reliable, and professional in its presentation.

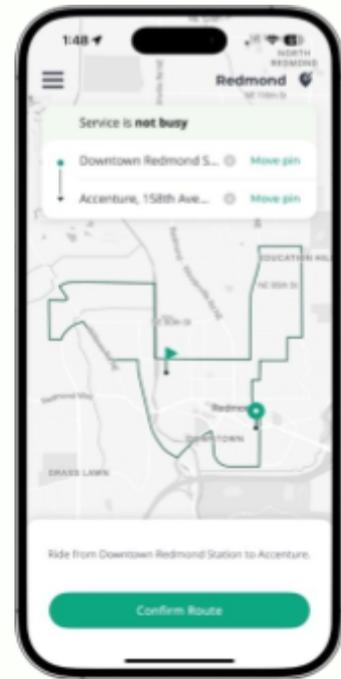
## 2.4 Transit Technology

The service will be designed for ease of use and accessibility for all members of the community. Riders can hail a shuttle using our intuitive **smartphone app**, which provides real-time vehicle tracking and an estimated time of arrival. Our app maintains a 4.9/5 star rating on the Apple App Store, one of the highest in the industry.

## 2.4.1 Rider Application

Circuit's proprietary mobile application available for iOS and Android phones allows rides to be requested on-demand anywhere within a geofenced location. It is designed to be as user-friendly as possible and make requesting a ride simple and straightforward.

When opening the app, the user will be shown their nearest location to view the coverage map, the location's hours of operation, how busy the service currently is, and add payment methods if required for their location. Once a ride is requested, Circuit's app allows users to view the location of the assigned car while it is on its way to pick them up - **It displays the vehicle's real-time location and alerts the user when the driver is close to the pick-up point.**

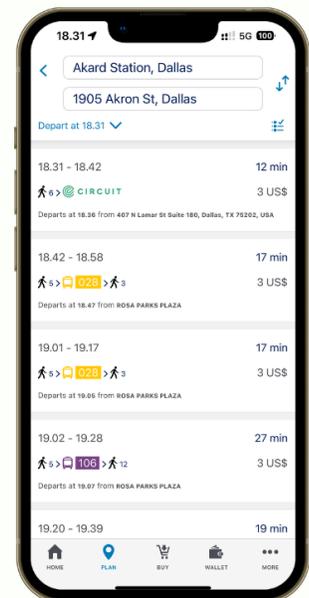


### Dynamic Pooling Algorithm

Circuit's technology employs a pooling algorithm to **identify the most optimally suited Driver Ambassador based on multiple factors including, passengers in vehicle and in request, vehicle route and distance to request, location of next drop-off, ADA requirements and more.** As noted, all requests are integrated into the dynamic pooling system regardless of the method that the trip is booked, allowing the algorithm to account for them just as it does for app-based requests. Haired rides are manually recorded by drivers and then integrated into the pooling system, ensuring that these off-app requests are also efficiently managed and assigned. The driver app provides real-time updates and routes the driver in the most optimal path to pick up all riders in the queue, enhancing efficiency and reducing wait times.

### Multimodal Integration and API Compatibility

Our technology seamlessly integrates with broader transit ecosystems, enabling multi-modal API integrations with a dedicated service-feed. Circuit's platform can integrate with other solutions, displaying our dedicated service feed and enhancing riders' transit experience by ensuring smooth, reliable connections with other transit services in the area. To the right is an example of our current integration with DART in West Dallas.



### The Rider Experience

The Rider experience is at the center of everything Circuit does, from making sure that our app is as easy to learn and use to ensuring that our vehicles are in the best

operational condition. We take pride in our ability to deliver an exceptional rider experience, given by one of our Driver Ambassadors that is hired directly from the local community they serve. Circuit's services all live within the RideCircuit mobile app, **allowing for seamless use between nearby programs rather than separate applications for each** (an experience that negatively affects riders adoption of a new service). This also means that with Circuit's existing presence in nearby Bellevue - we already have a pool of riders who we can advertise the new Redmond service to!

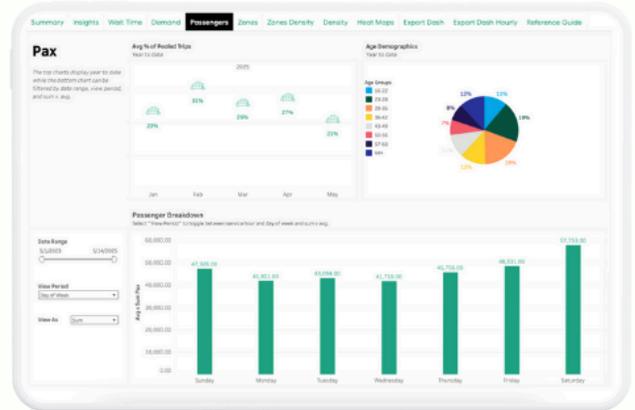
**Requesting a Ride**

Requesting a ride within the Circuit app is extremely simple and user-friendly. It can be completed in 4 key steps:

1. **Enter your desired pick-up & drop off location.**
2. **Select how many passengers are in your group.**
  - a. *Click yes to the ADA option if anyone in your party has a mobility related disability or is in a wheelchair.*
3. **Click "Request" to display your estimated wait time and driver location.**
4. **Get in once your Circuit vehicle arrives and enjoy the ride!**

**2.4.2 City Data Dashboard**

Circuit will provide Redmond's City Management with secure, real-time access to a cloud-based dashboard that is filterable by time period. The dashboard will include—but is not limited to—the following performance metrics required in the RFP:



**Highlighted On-Demand Metrics:**

- Total Ride Requests
- Total Passengers
- Total Number of Completed Trips & Completed Ride Rate
- Trips starting or ending at transit stations and designated shared parking areas
- Seat availability, Trips per hour per vehicle
- Number of Share Trips (Pooling percentage)
- Average Wait Time, Average Ride Duration, Average Ride Rating
- Average Pickup Walking Distance (if virtual stops enabled)
- Real-Time Vehicle Locations, Missed Trips, Average Ride Assignment Time
- Ride-level metadata including origin/destination addresses, coordinates, timestamps, ID, price, distance, passenger count, and wheelchair accessibility

These data points directly match and exceed the Report Requirements within the RFP, ensuring that City staff have full visibility into system operations.

## Customizable Chart-Builder

To provide full transparency and easy reporting and exports for the city, we also have an aspect of the portal that will allow any staff member logged into the platform to customize their own chart by metric, dates, and time. These can be quickly exported for usage in presentations, reports or for external data analysis.

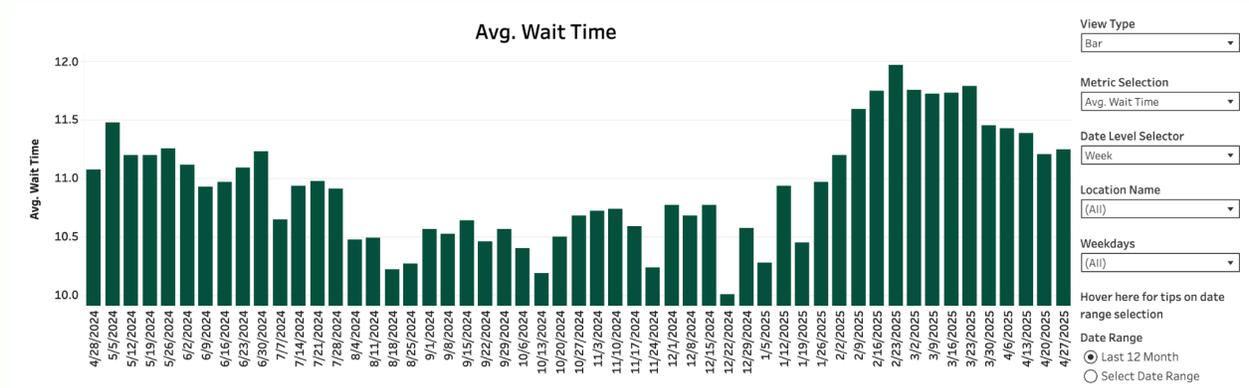


Chart building tool to be made available to Redmond

## Monthly Reports and Custom Analysis

In addition to dashboard access, Circuit could deliver at the city's request:

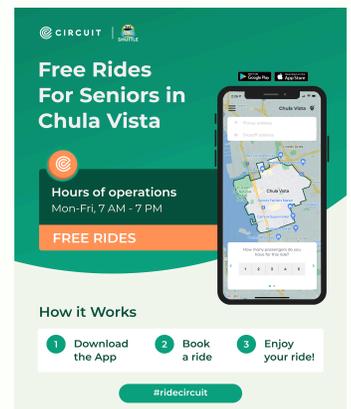
- Monthly reports summarizing performance against KPIs
- Service optimization insights (e.g., stop-level heatmaps, route efficiency metrics)
- Special Event performance summaries
- Ad-hoc reports upon request to support grant applications, community presentations, or planning initiatives

All reports can be customized to support strategic goals such as the City's goal to reduce vehicle miles traveled by single occupancy vehicles.

## 2.5 Collaboration, Branding, and Marketing Support

Circuit is a collaborative partner. We understand the City will lead the development of the program name, logo, and branding. Our in-house marketing and partnership teams will provide full support, advising on best practices based on our experience in over 40 markets. We will:

- **Advise on Branding:** Share insights on what resonates with communities for vehicle wraps, app design, and promotional materials.
- **Support Launch Communications:** Partner with the City, MoveRedmond, and One Redmond to develop a comprehensive launch and promotional plan to drive early adoption and awareness.



- **Secure Program Sustainability:** As we did in Bellevue by working with stakeholders to secure additional funding from Amazon and the City, we will actively support Redmond in identifying and engaging potential partners to ensure the long-term success of the program.

Circuit stands as a dedicated collaborative partner, committed to working hand-in-hand with the City of Redmond. We recognize that the City will spearhead the crucial development of the program's name, logo, and overall branding. In support of this, our robust in-house marketing and partnership teams will provide comprehensive assistance. This support will encompass strategic advice and guidance, drawing upon best practices honed through our extensive experience in successfully operating in over 40 diverse markets.



- **Securing Program Sustainability for Long-Term Success:** Circuit is deeply committed to the long-term viability and success of the program in Redmond. We will actively support the City in identifying and engaging potential partners to secure additional funding and resources, mirroring our successful endeavors in Bellevue. In Bellevue, we meticulously collaborated with key stakeholders, including Amazon and the City itself, to secure additional funding that ensured the sustained success of their program. We will apply this proactive and collaborative approach in Redmond, working diligently to identify and foster relationships with potential partners who can contribute to the program's enduring success.

## 2.6 Quality Assurance

Data-driven decision-making is central to our management approach. We will provide the City with detailed, transparent reports and maintain rigorous quality control.

- **Key Metrics Reporting:** We will provide monthly reports on all key metrics outlined in the Scope of Work, including: total trips, trips starting/ending at transit stations and shared parking areas, average wait time, seat availability, trips per hour per vehicle, and number of shared trips. We will provide the City with a real-time data dashboard to monitor these KPIs - more information in [section 2.4.2](#).
- **Quality Control:** We employ a multi-faceted QA/QC program that includes:
  - Regular rider surveys to gather direct feedback.
  - Performance monitoring through our operations dashboard.
  - Ride-alongs and performance reviews for all Driver Ambassadors.
- **Continuous Improvement:** We are committed to constantly improving our service. In Bellevue, **we dramatically increased our wait time accuracy by over 70%** in response to feedback, a testament to our technological agility and partner-focused

approach.

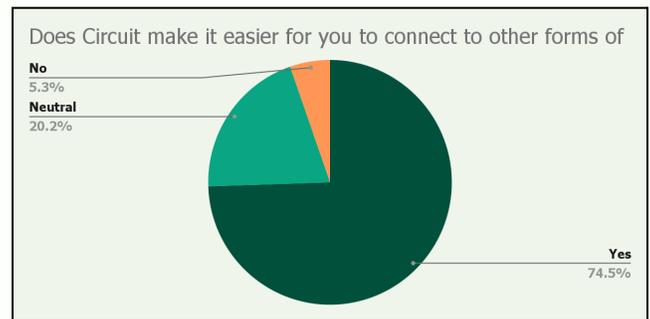
Circuit delivers advanced data analytics and robust reporting capabilities to ensure transparency, operational excellence, and alignment with the City of Redmond's service goals. Our analytics suite is purpose-built for transit management, empowering the City to monitor service quality, optimize mobility operations, and make data-informed decisions in real time.

### Rider Feedback & Continuous Improvement

Circuit collects rider feedback seamlessly through our mobile app, enabling riders to rate their trips and leave comments after every ride. This real-time feedback is aggregated in our dashboard and informs ongoing service adjustments.

To complement quantitative analytics, we also administer regular rider surveys capturing:

- Demographic data and travel behavior
- Mode shift trends
- Satisfaction and equity metrics
- Feedback specific to fixed-route vs. on-demand experiences



This integrated qualitative feedback loop ensures services are responsive to community needs and aligned with Redmond's goals for inclusive, high-quality, and modern mobility solutions.

## 3.0 Relevant Project Experience

### 3.1 Overview of Circuit's National and Local Expertise

- **Proven Performance:** Our services consistently achieve industry-leading passenger per vehicle hour (PPVH) counts, averaging 4-7, with an average cost per rider of \$10 or less—significantly more efficient than industry benchmarks.
- **Built for City Partnerships:** While we have direct experience working as a service provider for major transit agencies in the United States, our local operations teams are purpose-built to deliver exceptional personalized service for cities - we're the one of the largest providers of City-contracted microtransit services in the U.S.
- **100% Electric Fleet Management:** We are one of the few providers who have exclusively managed all-electric mixed fleets across multiple states, giving us unparalleled expertise in EV operations, charging strategy, and maintenance.
- **Local Presence:** We currently operate the highly successful BellHop service in neighboring Bellevue, giving us critical local knowledge of the regional transportation landscape, labor market, and user expectations.

# Nationally Recognized Industry Leader

We are the industry leader in services designed for Cities



The city-funded microtransit movement began in 2016 when San Diego backed Circuit's vision. Today, hundreds of cities have followed suit.

- Each year:
- Our 550+ local employee drivers deliver over 2 million memorable rides from coast to coast
  - Our fleet techs, work around the clock to enable our 100% electric fleet to travel over 3 million miles.

## 3.2 Case Study: City of Bellevue, WA ("BellHop")

<b>Client</b>	Visit Bellevue, City of Bellevue, Amazon
<b>Contact</b>	Brad Jones bjones@visitbellevuewa.com
<b>Service Type</b>	On-demand EV Microtransit
<b>Duration</b>	Aug 2023 - Present
<b>Fleet</b>	8 All-Electric Vehicles
<b>Performance</b>	<b>180,000+</b> rides, <b>7.73</b> Pax/Hour, <b>~11-min</b> avg. wait time, <b>4.88/5</b> avg. driver rating



**Relevance to Redmond:** The BellHop program is a direct local analog to the proposed Redmond shuttle and validates a model we are confident we can replicate and enhance in Redmond. Launched to support tourism and reduce downtown congestion, the service has been a resounding success, leading to multiple extensions and securing additional funding from partners like the City of Bellevue and Amazon. This project demonstrates our ability to not only meet and exceed KPIs in the Eastside market but also to act as a strategic partner in building a sustainable, long-term program. We also recently transitioned the fleet to include SUVs rather than only GEMs which was a huge success.

### 3.3 Case Study: (DART) West Dallas, TX

<b>Client</b>	Dallas Area Rapid Transit (DART), Toyota Mobility Foundation
<b>Contact</b>	Jennifer Hall jhall@dart.org
<b>Service Type</b>	On-demand EV Microtransit
<b>Duration</b>	Nov 2022 - Present
<b>Fleet</b>	5 All-Electric Vehicles
<b>Performance</b>	<b>4,500+</b> monthly ridership, <b>45% of trips</b> to or from Transit Hub



**Relevance to Redmond:** This project is a direct testament to our ability to partner successfully with a major public transit authority to solve the first/last-mile challenge. The West Dallas service was specifically designed to enhance transportation accessibility for underserved residents and connect them to the broader DART network. A testament to our success in this is that **over 45% of all on-demand rides start or end at DART stations**, proving our effectiveness at bridging the gap to mass transit and increasing regional transit ridership.

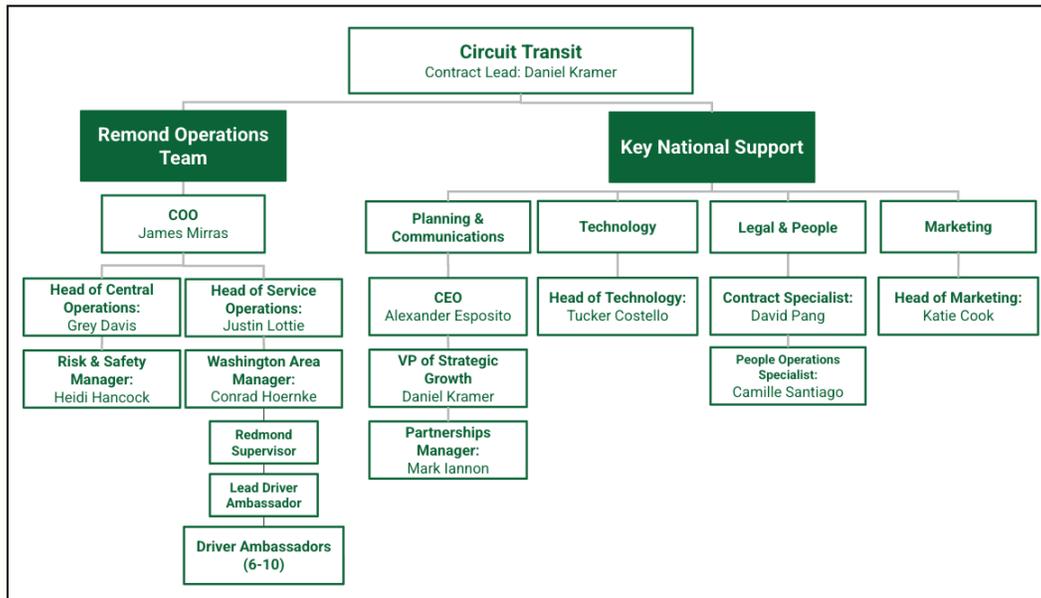
### 3.4 Case Study: Chula Vista, CA

<b>Client</b>	City of Chula Vista
<b>Contact</b>	Dennis Gakunga DGakunga@chulavistaca.gov
<b>Service Type</b>	On-demand, free for residents 55+
<b>Duration</b>	Jun 2021 - Present
<b>Fleet</b>	6 All-Electric Vehicles (including ADA vans)
<b>Performance</b>	<b>3,500+</b> monthly ridership, <b>~10-minute</b> avg. wait time



**Relevance to Redmond:** The Chula Vista program highlights our expertise in serving specific community needs and ensuring equitable access. The service was initially designed for seniors, improving their access to essential services like grocery stores and doctor's appointments. Critically, this program features a **bilingual call center for booking**, ensuring residents without smartphones or with limited English proficiency can easily access the service. This demonstrates our capability to provide tailored additions to our service design that can help expand access to all members of the Redmond community.

## 4.0 Proposed Project Team



Circuit is headquartered in Fort Lauderdale, Florida at 501 East Las Olas Blvd. We have over 550 driver ambassadors across the U.S. and a corporate team of ~50.

### Time Commitments by Key Redmond Team members:

- Redmond Supervisor: 100%
- Conrad Hoernke: 75% through first months of programs then 50%
- Justin Lottie: 25% through first months of program, then in a support/advisory role
- Mark Iannon: On-call 100% of the time; shares responsibility with a few other programs.

### Daniel Kramer - Director of West Coast Business Development



Daniel has led the designing and launching of services throughout the West Coast, as well as assisted in national quality control since joining Circuit in 2017. Daniel has over 7 years of experience in on-demand microtransit using electric fleets. Daniel will be the project manager throughout contracting and lead the Circuit team on how best to

improve upon the existing foundation of the program and expand services. He will be the project manager and main point of contact throughout the contracting process before transferring ownership to Conrad & Mark.

**Conrad Hoernke - Washington Operations Manager**



Conrad was brought onboard to supervise the launch of Circuit's Bellevue market, BellHop. He quickly flourished in the role and was given the title of Market Manager after a few short months. In his time with Circuit, he has become a stronger leader while honing his operational expertise. Conrad has 5 years of operations experience, ranging from military logistics to microtransit. He has several professional certifications, including the esteemed Certified Tourism Ambassador certificate and the Rising Star Award at the 2024 Bellevue Destination Awards. Conrad has been an integral addition to the Circuit team and is extremely prepared to lead the Redmond program and supervise the new team.

**Mark Iannon - Dedicated Partnerships Manager**



Mark will be the dedicated partnerships manager for the Redmond service. He will serve as an integral part of regular connection between the Redmond team and the Circuit team, ensuring transparency into the success of the program and holding us accountable for success. Mark will be the lead contact throughout the duration of the contract for all additional requests as well as lead data presentations on the performance of the program. He will work closely with the Redmond team to ensure that the operations are continuously on-track to meet and exceed the expected KPIs.

**James Mirras - Co-Founder and COO**



James oversees all national operations and will work closely with Daniel and Mark to plan and set up operations, hiring processes, tech improvements, reporting processes, metrics, and any additional requests of Redmond. James is the head of Operations and Finance. He has a total of 11+ years of experience in transportation services similar to those requested by this RFP. His attention to detail, people skills, and strong work ethic helped create a solid foundation that the company has been able to grow from. James moves between the company's locations, focusing on business development, management training, vendor relations and overall strategy.

**Justin Lottie - Head of Service Operations**



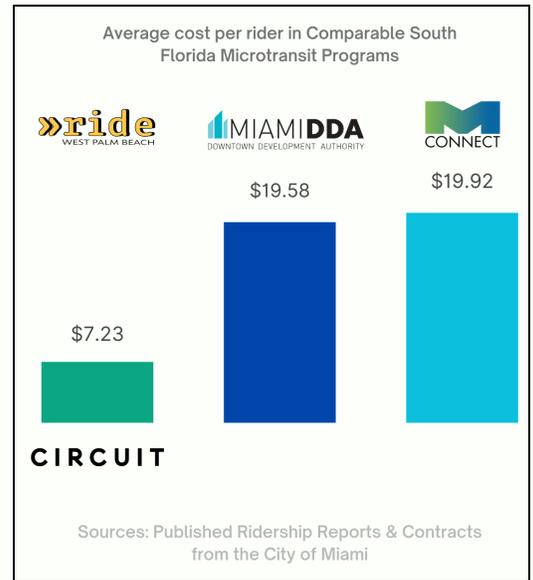
Justin oversees service operations for Circuit across the United States. He has over 13 years of experience inclusive of supply chain management with a focus on multi-modal transportation as well as

distribution solutions and several years in the on-demand start-up space positively influencing operational performance and innovation. He’s spent the last several years in the rideshare and shared mobility industries where he has developed an interest in sustainability and gained invaluable experience. Justin will help to directly oversee Conrad and all day to day operations including driver training, and the implementation of vehicle inspection & safety programs.

## 5.0 Cost Proposal

### 5.1 Budget Tracking

Circuit’s approach to budget management is founded on over a decade of direct operational experience. Having delivered more than 10 million rides across 40+ markets, we have developed a sophisticated understanding of our true operational costs. For the City of Redmond, this means we can provide a firm, not-to-exceed budget that aligns with the estimate of \$864,000 for the initial two-year term. By precisely managing our fixed costs, our system ensures the majority of the budget is dedicated to on-the-road service, maximizing the total number of vehicle hours provided to the Redmond community. This approach offers the City a predictable, transparent, and high-value partnership, eliminating financial uncertainty and guaranteeing the maximum possible service for your investment - it’s why Circuit consistently **leads the industry in cost-per-rider performance**, delivering higher quality service that uses the funding spent on transportation more efficiently.



### 5.2 Projected Costs

While we understand the below options differ from the City’s WSDOT application, we are confident that both options provide the same if not better service than the original fleet size. The two fleet options that we have put together are based on our experience in Bellevue and beyond, where we learned that mixed fleets with more vehicle hours on the road are most important to deliver a successful service. Both of these options below include a call center for any residents to call to book a ride.

#### Fleet Option #1: Recommended

Fleet	1 GEM*, 2 ID.Buzz
Monthly Cost	\$35,651

Budgeted Vehicle Wraps (1-time cost)	\$8,000
2 Year Cost	\$863,624

\*Opportunity to upgrade to ADA GEM

### Fleet Option #2

Fleet	3 ID.Buzz
Monthly Cost	\$35,609
Budgeted Vehicle Wraps (1-time cost)	\$9,000
2 Year Cost	\$863,616

### Additional Service Costs and Upgrades

ADA GEM upgrade	+\$140 per month
-----------------	------------------

*If selected, Circuit can integrate this cost into the overall cost of the contract and align operations to ensure that we remain within the City's budget.*

## 6.0 Required Statements

### 6.1 Business Name and License

- **Business Name:** Proposals are made in the official name of the firm, Circuit Transit, Inc., a corporation incorporated in the State of Florida.
- **Business License:** Circuit Transit, Inc. understands and agrees to obtain a City of Redmond business license as a requirement for performing these services prior to the commencement of any work.

### 6.2 Proposal Validity Period

This proposal shall be valid for 90 calendar days from the proposal due date.

### 6.3 Subcontracting

This proposal does not contain any subcontractors and we confirm that all aspects of this service from operations and maintenance to driver employment, will be self-performed by our dedicated, W2-employed team.

### 6.4 Insurance

We agree that we will maintain insurance as outlined in the Consulting Services Agreement (Attachment B).

# Resumes

## DANIEL KRAMER

daniel@ridecircuit.com | (562) 252-6680

### SUMMARY

Daniel is the Director of Business Development (West) and works with clients to develop first/last mile transportation programs. His commercial real estate background and sales experience have been key to developing our private developer and municipal products, which has led to valuable pilot projects. He is an integral part in launching service in west coast markets - assisting in managing operations, and focusing on national quality control.

### PROFESSIONAL EXPERIENCE

<b>Circuit Transit Inc.</b> Director of Business Development (West)	<i>Los Angeles, CA</i>	Oct 2017 - present
<b>Pizza Rock Restaurant Group</b> Real Estate Manager	<i>Long Beach, CA</i>	Jan 2017 - Aug 2018
<b>KZ Companies</b> Real Estate Associate	<i>Irvine, CA</i>	July 2015 - Sept 2016
<b>Marcus &amp; Millichap</b> Broker	<i>Long Beach, CA</i>	May 2014 - July 2015

### EDUCATION

<b>The University of Arizona</b> Bachelor of Arts - Communications	<i>Tucson, AZ</i>	Graduated 2014
<b>Harvard Business School Online</b> Certificate - Sustainable Business Strategy		Completed Nov 2019

# CONRAD HOERNKE

conrad.hoernke@ridecircuit.com | (805) 901-9443

## SUMMARY

Conrad Hoernke has been the dedicated Market Manager for Circuit's Greater Seattle Area Operations since August 2023, and will be a key point of contact throughout the Redmond program. Currently overseeing ~20 direct reports, he has earned the respect of his team and the community by leveraging his 5+ years of managerial experience in operations. Deeply committed to operational excellence, Conrad has ensured the success of the Bellhop program in Bellevue by regularly analyzing the team's work towards meeting the pre-established KPIs and creating internal pilot programs to boost employee morale and strengthen procedures.

## PROFESSIONAL EXPERIENCE

<b>Circuit Transit Inc.</b> Bellevue Market Manager	<i>Bellevue, WA</i>	Aug 2023 - present
<b>GXO</b> Supervisor, Supply Chain Operations	<i>Des Moines, WA</i>	Oct 2022 - Aug 2023
<b>Logmet</b> Quality Assurance Inspector	<i>El Segundo, CA</i>	Sept 2019 - Oct 2022
<b>Charles Meisner, Inc.</b> Broker	<i>Upland, CA</i>	May 2014 - July 2015

## EDUCATION

<b>Temple City High School</b>	Graduated 2010
<b>NTMA Training Centers</b> Mechanical Inspection Quality Assurance Measuring Machine Operator's Training	Completed Dec 2019

# MARK IANNON

mark.iannon@ridecircuit.com | 518.928.3323

## SUMMARY

Mark Iannon is located in San Diego, and works directly with existing clients within the region to ensure Circuit is exceeding the expectations of the service contract through constant communication and data analysis that lead to action and improvement. He has a Master's degree in Organizational Management and 12+ years of Operations Leadership. He has extensive experience delivering creative and innovative solutions that maintain customer loyalty by fostering long-term relationships with clients.

## PROFESSIONAL EXPERIENCE

<b>Circuit Transit</b> Partner Success Manager	<i>San Diego, CA</i>	2022 - present
<b>Wheels</b> Senior Operations Manager	<i>San Diego, CA</i>	2020-2022
<b>Anything Auto</b> Operations Manager	<i>San Diego, CA</i>	2015-2020

## EDUCATION

<b>Ashford University</b> <i>Chandler, AZ</i>	MA Organizational Management	2010-2012
<b>Johnson &amp; Wales University</b> <i>Providence, RI</i>	BS Organizational Management	2002-2006

# JAMES MIRRAS

james@ridecircuit.com | (631) 903-4448

## SUMMARY

James Mirras is Co-Founder and COO/CFO of Circuit. James received his BS in Finance from University of Florida. Prior to Circuit, James worked for Morgan Stanley (NYSE: MS) in New York City as an intern then associate on the repurchase agreement trading desk. After nearly 3 years at Morgan Stanley, James set off to manage Circuit (then, Hamptons Free Ride) Finance and Operations full time. His attention to detail, people skills and strong work ethic helped create a solid foundation that the company has been able to grow from. James will leverage these skills and experience, including implementing nationwide operations as well as the Circuit NR pilot program, to ensure a smooth transition and expansion of the pilot program into a sustainable longer term service.

With over 14 years of experience in transportation operations, he has led the development of our operational strategy and standardization for scalability, including training programs, handbooks, policies, and our COVID 19 response. This combined with his financial expertise has allowed Circuit to achieve its current scale and plan for future growth.

## PROFESSIONAL EXPERIENCE

<b>Circuit Transit Inc.</b> COO / CFO / Co-Founder	<i>New York, NY</i>	2010 - present
<b>Morgan Stanley</b> Associate	<i>New York, NY</i>	2009-2012

## EDUCATION

<b>University of Florida</b> B.S. Finance	<i>Gainesville, FL</i>	2005 - 2009
--	------------------------	-------------

**Certificate Of Completion**

Envelope Id: A4D24A0B-2469-4930-A92F-A7C04C3D52B3	Status: Completed
Subject: RFP 10876-25 Redmond On-Demand Microtransit Shuttle, Closing Date: 07/21/2025 at 2:00 PM (PST)	
Source Envelope:	
Document Pages: 34	Signatures: 1
Certificate Pages: 2	Initials: 0
AutoNav: Enabled	Envelope Originator:
Envelopeld Stamping: Enabled	DocuSign Purchasing
Time Zone: (UTC-08:00) Pacific Time (US & Canada)	15670 Ne 85th St
	Redmond, WA 98052
	docusignpurchasing@redmond.gov
	IP Address: 47.147.209.140

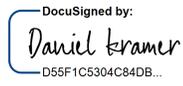
**Record Tracking**

Status: Original	Holder: DocuSign Purchasing	Location: DocuSign
7/21/2025 12:47:39 PM	docusignpurchasing@redmond.gov	
Security Appliance Status: Connected	Pool: StateLocal	
Storage Appliance Status: Connected	Pool: City of Redmond, WA	Location: Docusign

**Signer Events**

Daniel Kramer  
 daniel@ridecircuit.com  
 Director  
 Circuit Transit Inc.  
 Security Level: Email, Account Authentication (None)

**Signature**

DocuSigned by:  
  
 D55F1C5304C84DB...  
 Signature Adoption: Pre-selected Style  
 Using IP Address: 47.147.209.140

**Timestamp**

Sent: 7/21/2025 12:47:40 PM  
 Viewed: 7/21/2025 12:48:19 PM  
 Signed: 7/21/2025 12:49:24 PM

**Electronic Record and Signature Disclosure:**  
 Not Offered via Docusign

Secure Bids  
 SecureBids@Redmond.gov  
 Security Level: Email, Account Authentication (None)

**Completed**  
 Using IP Address: 204.152.61.20

Sent: 7/21/2025 12:49:28 PM  
 Viewed: 7/21/2025 2:04:43 PM  
 Signed: 7/21/2025 2:04:53 PM

**Electronic Record and Signature Disclosure:**  
 Not Offered via Docusign

In Person Signer Events	Signature	Timestamp
Editor Delivery Events	Status	Timestamp
Agent Delivery Events	Status	Timestamp
Intermediary Delivery Events	Status	Timestamp
Certified Delivery Events	Status	Timestamp
Carbon Copy Events	Status	Timestamp
Witness Events	Signature	Timestamp
Notary Events	Signature	Timestamp
Envelope Summary Events	Status	Timestamps
Envelope Sent	Hashed/Encrypted	7/21/2025 12:47:40 PM
Certified Delivered	Security Checked	7/21/2025 2:04:43 PM
Signing Complete	Security Checked	7/21/2025 2:04:53 PM

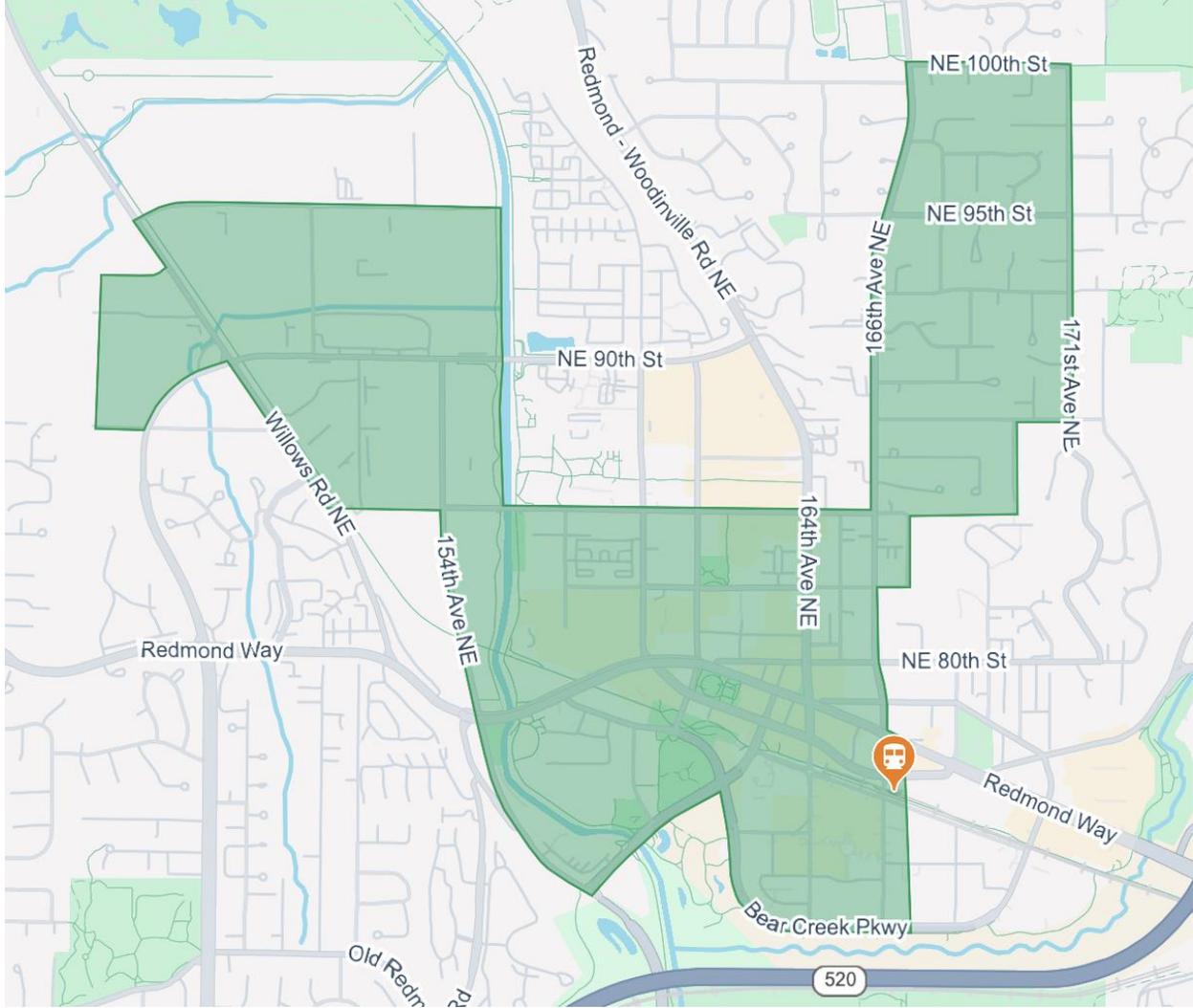
Envelope Summary Events	Status	Timestamps
Completed	Security Checked	7/21/2025 2:04:53 PM

Payment Events	Status	Timestamps
----------------	--------	------------

### EXHIBIT D – MAP

The coverage area and details of the service are subject to change based on utilization and decisions made by Circuit Transit Inc. and the City.



### Certificate Of Completion

Envelope Id: 2802E8B9-B28A-4CE4-92E8-D4E7D27C3D18	Status: Completed
Subject: Signature Required: City of Redmond Service Agreement for RFP 10876-25	
Source Envelope:	
Document Pages: 56	Signatures: 1
Certificate Pages: 2	Initials: 0
AutoNav: Enabled	Envelope Originator:
Envelopeld Stamping: Enabled	Jodi Daub
Time Zone: (UTC-08:00) Pacific Time (US & Canada)	15670 Ne 85th St
	Redmond, WA 98052
	jldaub@redmond.gov
	IP Address: 204.152.61.20

### Record Tracking

Status: Original	Holder: Jodi Daub	Location: DocuSign
9/29/2025 2:40:01 PM	jldaub@redmond.gov	
Security Appliance Status: Connected	Pool: StateLocal	
Storage Appliance Status: Connected	Pool: City of Redmond, WA	Location: Docusign

### Signer Events

James Mirras  
james@ridecircuit.com  
COO & Co-Founder  
Security Level: Email, Account Authentication (None)

### Signature

DocuSigned by:  
  
75FDF23C0BE64BF...  
Signature Adoption: Pre-selected Style  
Using IP Address:  
2600:4808:7173:8500:116b:cbd:280b:80c6

### Timestamp

Sent: 9/29/2025 2:46:22 PM  
Viewed: 9/29/2025 6:40:28 PM  
Signed: 9/30/2025 8:03:58 AM

**Electronic Record and Signature Disclosure:**  
Not Offered via Docusign

### In Person Signer Events

### Signature

### Timestamp

### Editor Delivery Events

### Status

### Timestamp

### Agent Delivery Events

### Status

### Timestamp

### Intermediary Delivery Events

### Status

### Timestamp

### Certified Delivery Events

### Status

### Timestamp

### Carbon Copy Events

### Status

### Timestamp

Daniel Kramer  
daniel@ridecircuit.com  
Director  
Circuit Transit Inc.  
Security Level: Email, Account Authentication (None)

**COPIED**

Sent: 9/30/2025 8:04:03 AM

**Electronic Record and Signature Disclosure:**  
Not Offered via Docusign

Francesca Liburdy  
fliburdy@redmond.gov

**COPIED**

Sent: 9/30/2025 8:04:04 AM  
Viewed: 9/30/2025 9:29:20 AM

Security Level: Email, Account Authentication (None)

**Electronic Record and Signature Disclosure:**  
Not Offered via Docusign

### Witness Events

### Signature

### Timestamp

<b>Notary Events</b>	<b>Signature</b>	<b>Timestamp</b>
----------------------	------------------	------------------

<b>Envelope Summary Events</b>	<b>Status</b>	<b>Timestamps</b>
--------------------------------	---------------	-------------------

Envelope Sent	Hashed/Encrypted	9/29/2025 2:46:22 PM
Certified Delivered	Security Checked	9/29/2025 6:40:28 PM
Signing Complete	Security Checked	9/30/2025 8:03:58 AM
Completed	Security Checked	9/30/2025 8:04:04 AM

<b>Payment Events</b>	<b>Status</b>	<b>Timestamps</b>
-----------------------	---------------	-------------------