City of Redmond

Redmond
WASHINGTON

Agenda

Special Meeting Notice and Agenda

Monday, November 3, 2025

7:00 PM

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

City Council

Mayor
Angela Birney

Councilmembers
Vanessa Kritzer, President
Jessica Forsythe, Vice President
Jeralee Anderson
Steve Fields
Angie Nuevacamina
Osman Salahuddin
Melissa Stuart

REDMOND CITY COUNCIL
AGENDA SECTION TITLE REFERENCE GUIDE

Items From The Audience provides an opportunity for community members to address the Council regarding any issue. Speakers must sign their intention to speak on a sheet located at the entrance of the Council Chamber, and limit comments to **three minutes**.

The **Consent Agenda** consists of routine items for which a staff recommendation has been prepared, and which do not require further Council discussion. A council member may ask questions about an item before the vote is taken, or request that an item be removed from the Consent Agenda and placed on the regular agenda for more detailed discussion. A single vote is taken to approve all items remaining on the Consent Agenda.

Public Hearings are held to receive public comment on important issues and/or issues requiring a public hearing by state statute. Community members wishing to comment will follow the same procedure as for 'Items from the Audience', and may speak after being recognized by the Mayor. After all persons have spoken, the hearing is closed to public comment. The Council then proceeds with its deliberation and decision making.

Staff Reports are presented to the Council by city staff on issues of interest to the Council which do not require Council action.

The **Ombudsperson Report** is made by the Councilmember who is serving as ombudsperson. The ombudsperson designation rotates among Council members on a monthly basis. She/he is charged with assisting community members in resolving issues with city services. The current ombudsperson is listed on the City Council webpage at www.redmond.gov/189/city-council.

The **Council Committees** are created to advise the Council as a whole. They consider, review, and make recommendations to the Council on policy matters in their work programs, as well as issues referred to them by the Council.

Unfinished Business consists of business or subjects returning to the Council for additional discussion or resolution.

New Business consists of subjects which have not previously been considered by Council and which may require discussion and action.

Ordinances are legislative acts or local laws. They are the most permanent and binding form of Council action and may be changed or repealed only by a subsequent ordinance. Ordinances normally become effective five days after they are published in the City's official newspaper.

Resolutions are adopted to express Council policy or to direct certain types of administrative action. A resolution may be changed by adoption of a subsequent resolution.

Quasi-Judicial proceedings are either closed record hearings (each side receiving ten minutes maximum to speak) or public hearings (each speaker allotted three minutes each to speak). Proceedings are those in which the City Council determines the rights or privileges of specific parties (Council Rules of Procedure, Section IV., J).

Executive Sessions - all regular and special meetings of the City Council are open to the public except for executive sessions at which subjects such as national security, property acquisition, contract bid negotiations, personnel issues and litigation are discussed.

Redmond City Council Agendas, Meeting Videos, and Minutes are available on the City's Web Site:
https://redmond.legistar.com/

FOR ASSISTANCE AT COUNCIL MEETINGS FOR THE HEARING OR VISUALLY IMPAIRED:
Please contact the City Clerk's office at (425) 556-2194 one week in advance of the meeting.

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

AGENDA

ROLL CALL

I. SPECIAL ORDERS OF THE DAY

A. PROCLAMATION: Native American History Month

Proclamation

B. PRESENTATION: Cascadia State of the College

C. PRESENTATION: Crisis Care Levy

II. ITEMS FROM THE AUDIENCE

Members of the public may address the City Council for a maximum of three minutes per person. Please use the speaker sign-up sheet located at the entry of the City Hall Council Chambers available from 6:30 - 7 p.m. on the day of the meeting.

In the event of difficulty attending a meeting in person, please contact the City Clerk (cityclerk@redmond.gov) by 2 p.m. on the day of the meeting to provide written public comment (400-word limit - please label your comment as "Items from the Audience") or for the remote comment registration form.

III. CONSENT AGENDA

A. Consent Agenda

1. Approval of the Minutes: October 21, 2025, Regular Meeting (recordings are available at Redmond.gov/rctv)

Regular Meeting Minutes for October 21, 2025

2. Approval of Payroll/Direct Deposit and Claims Checks

Payroll Check Approval Register, October 24, 2025
Check Approval Register, November 3, 2025

3. **AM No. 25-160** Approval of Office of Public Defense (OPD) Public Defense Improvement Funds Grant in the Amount of $20,930

Department: Planning and Community Development

Legislative History

10/21/25	Committee of the Whole - Public Safety and Human Services	referred to the City Council Special Meeting

4. **AM No. 25-161** Approval of the 2026 Rate Amendment to the Interlocal Agreement between the City of Redmond and the South Correctional Entity (SCORE)

Department: Police

Attachment A: 2026 Amendment to Original Agreement for Inmate Housing
Attachment B: Redmond Cost Amendment Letter
Attachment C: SCORE Jail Bed Data
Attachment D: SCORE Jail Cost Analysis 2026

Legislative History

10/21/25	Committee of the Whole - Public Safety and Human Services	referred to the City Council Special Meeting

5. **AM No. 25-162** Award of the Parks Impact Fee Study Contract to The FCS, a Bowman Company, in the Amount of $79,890

Department: Parks and Recreation

Attachment A: Bid Submittal from the FCS, a Bowman Company

Legislative History

10/28/25	Committee of the Whole - Parks and Environmental Sustainability	referred to the City Council Special Meeting

6. **AM No. 25-163** Approval of the 2026-2028 Collective Bargaining Agreement between the City of Redmond and the Redmond City Hall Employees Association (RCHEA)

a. Ordinance No. 3231: An ordinance of the City of Redmond, Washington Amending Pay Plans "R" and "RS", in Order to Set Salaries for Employees Covered by the RCHEA Bargaining unit for the Year 2026; Providing for Severability and Establishing an Effective Date

Department: Human Resources

Attachment A: 2026-2028 Collective Bargaining Agreement redline with the Redmond City Hall Employees Association (RCHEA)
Attachment B: Summary of Changes to 2026-2028 RCHEA CBA
Attachment C: Ordinance Setting the 2026 Pay and Pay Plans for RCHEA Employees
Exhibit 1: 2026 RCHEA "R" Pay Plan
Exhibit 2: 2026 RCHEA Supplemental "R-S" Pay Plan

7. **AM No. 25-164** Approval of the 2026-2028 Collective Bargaining Agreement between City of Redmond and Teamsters Local No. 117 representing the Police Support employees in the Police Department

a. Ordinance No. 3232: An Ordinance of the City of Redmond, Washington, Amending Pay Plans "PS" and "S-PS," in Order to Set Salaries for Police Support Employees Covered by the Teamsters Local Union No. 117 Bargaining Unit for the Year 2026; Providing for Severability and Establishing an Effective Date

Department: Human Resources

Attachment A: Redline of 2026-2028 Police Support Collective Bargaining Agreement
Attachment B: PS Summary of Changes
Attachment C: Ordinance for Police Support
Exhibit 1: 2026 Police Support PS Pay Plan
Exhibit 2: 2026 Police Support Supplemental "S-PS" Pay Plan

B. Items Removed from the Consent Agenda

IV. HEARINGS AND REPORTS

A. Public Hearings

B. Reports

1. Staff Reports

2. Ombudsperson Report

October: Councilmember Nuevacamina
November: Councilmember Fields

3. Committee Reports

V. UNFINISHED BUSINESS

VI. NEW BUSINESS

VII. EXECUTIVE SESSION

A. Labor Negotiations [RCW 42.30.140(4)(b)] - 15 minutes

VIII. ADJOURNMENT

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

15670 NE 85th Street
Redmond, WA

City of Redmond

Memorandum

Date: 11/3/2025
Meeting of: City Council

File No. SPC 25-079
Type: Special Orders of the Day

PROCLAMATION: Native American History Month

NATIONAL NATIVE AMERICAN HERITAGE MONTH
PROCLAMATION

WHEREAS, National Native American Heritage Month is observed across the United States each November to recognize the rich histories, vibrant cultures, and enduring contributions of the many Tribal Nations and Indigenous peoples who are the original inhabitants of this land and whose descendants continue to shape and strengthen our communities and nations; and

WHEREAS, The movement to formally recognize Native American heritage began over a century ago, with the first state-sanctioned "American Indian Day" declared on May 6, 1916, in New York. National awareness grew in 1976 when President Gerard Ford proclaimed the first "Native American Awareness Week." In 1990, President H.W. Bush signed a joint resolution into law establishing November as National Native American Heritage Month, ensuring this essential recognition would become part of our national fabric; and

WHEREAS, Native Americans have demonstrated extraordinary service, sacrifice, and strength throughout history, including the 44,000 Native men and women who served during World War II. Among them, Navajo, Cherokee, Comanche, and Choctaw code talkers used their Indigenous languages to transmit unbreakable battlefield communications – contributions that were instrumental to Allied victory and remain a symbol of resilience and patriotism; and

WHEREAS, Native communities continue to thrive, innovate, and lead in fields, such as environmental stewardship, public policy, science, the arts, education, and more. Indigenous knowledge systems have long promoted sustainability, community wellness, and deep respect for the natural world. Native peoples remain steadfast in their efforts to protect their sovereignty, preserve their cultures, and advocate for justice and equity; and

WHEREAS, The City of Redmond honors the enduring relationship between Tribal Nations and this land, and recognizes that understanding and acknowledging the past and present injustices is essential to building a future rooted in mutual respect, shared prosperity, and true partnership;

NOW, THEREFORE, I, ANGELA BIRNEY, Mayor of the City of Redmond, Washington, do hereby proclaim November 2025 as

NATIONAL NATIVE AMERICAN HERITAGE MONTH

Angela Birney, Mayor
November 2025

15670 NE 85th Street
Redmond, WA

City of Redmond

Memorandum

Date: 11/3/2025
Meeting of: City Council

File No. SPC 25-080
Type: Special Orders of the Day

PRESENTATION: Cascadia State of the College

15670 NE 85th Street
Redmond, WA

City of Redmond

Memorandum

Date: 11/3/2025
Meeting of: City Council

File No. SPC 25-081
Type: Special Orders of the Day

PRESENTATION: Crisis Care Levy

15670 NE 85th Street
Redmond, WA

City of Redmond

Memorandum

Date: 11/3/2025
Meeting of: City Council Special Meeting
File No. SPC 25-087
Type: Minutes

Approval of the Minutes: October 21, 2025, Regular Meeting (recordings are available at Redmond.gov/rctv)

CALL TO ORDER

A Regular Meeting of the Redmond City Council was called to order by Mayor Angela Birney at 7 p.m. The meeting was held in the Redmond City Hall Council Chambers.

ROLL CALL AND ESTABLISHMENT OF A QUORUM

Present: Councilmembers Anderson, Fields, Forsythe, Kritzer, Nuevacamina, and Stuart

Absent: Councilmember Salahuddin

MOTION: Councilmember Fields moved to excuse Councilmember Salahuddin from attendance at the meeting. The motion was seconded by Councilmember Kritzer.

VOTE: The motion passed without objection (6-0).

MOTION: Councilmember Kritzer moved to reorder the agenda to address the Consent Agenda before Items from the Audience. The motion was seconded by Councilmember Forsythe.

VOTE: The motion passed without objection (6-0).

SPECIAL ORDERS OF THE DAY: NONE

CONSENT AGENDA

MOTION: Councilmember Kritzer moved to approve the Consent Agenda. The motion was seconded by Councilmember Nuevacamina.

VOTE: The motion to approve the Consent Agenda passed without objection (6-0).

1. Approval of the Minutes: October 7, 2025, Regular Meeting and October 14, 2025, Special Meeting

2. Approval of Payroll/Direct Deposit and Claims Checks

#188795 through #188804
#192172 through #192951
#1887 through #1893

$4,720,798.81

#13951 through #14331

$1,110,039.39

3. AM No. 25-150[1]: Approval of the 2026 Tourism Grant Funding - Lodging Tax Advisory Committee (LTAC) Recommendations

4. AM No. 25-151: Approval of the WSDOT Regional Mobility Grant Microtransit Shuttle Consultant Agreement

5. AM No. 25-152: Approval of a Consultant Agreement with David Evans & Associates for Engineering Services for the NE 40th Street Shared Use Path Project, in an Amount Not to Exceed $1,115,400

6. AM No. 25-153: Approval of the Jaymarc AV Contract in Support of the Fire Station Tones Update for Station 11, in the Amount of $135,442

7. AM No. 25-154: Confirmation of Appointment of New Human Services Commission and Parks, Trails, and Recreation Commission Members

8. AM No. 25-155: Approval of the City of Redmond 2026 State Legislative Agenda

The City Clerk administered the oath of office to the new commissioners.

ITEMS REMOVED FROM THE CONSENT AGENDA

3. AM No. 25-150: Approval of the 2026 Tourism Grant Funding - Lodging Tax Advisory Committee (LTAC) Recommendations

MOTION: Councilmember Kritzer moved to approve AM No. 25-150. The motion was seconded by Councilmember Stuart.

VOTE: The motion passed (5-1), with Councilmembers Fields, Forsythe, Kritzer, Nuevacamina and Stuart in support and Councilmember Anderson in opposition.

[1] This item was removed from the Consent Agenda and addressed separately.

Councilmember Salahuddin joined the meeting at 7:08 p.m.

ITEMS FROM THE AUDIENCE

Mayor Birney opened Items from the Audience at this time. The following persons spoke:

- Erin Hamilton – policing and a Faith & Blue community event;
- Wolfe Adriatico – corruption;
- Chester Anderson – stakeholder group process;
- Connor Graham – lack of trust with the City;
- Faith 2386 - public comment process and continuing to provide comment regarding the Old Firehouse Teen Center;
- Onyx - Old Firehouse Teen Center and subcommittee process;
- Korvis Denney – stakeholder group process;
- Sally Adriatico - impacts from the closure of the Old Firehouse Teen Center;
- Sasha – public comment, Old Firehouse Teen Center and subcommittee process;
- Angelina Corona – noise from rowing club, building codes and Idylwood Park;
- David Morton – 2026 state legislative agenda;
- TJ Horner – Flock cameras;
- Max Ruhlman – corporate interests, gentrification, and erosion in culture;
- Rosemarie Ives – stakeholder and Council process regarding the Old Firehouse Teen Center process;
- Noah Radford – funding for renovations and the Old Firehouse Teen Center process;
- Ralph Lu - Old Firehouse Teen Center process;
- Matthew Dozer, MM, and David Pashute – (Written Comment) Flock camera use, data usage and surveillance in the City; and
- Anje Monte Calvo – (Written Comment) importance of the Old Firehouse Teen Center.

HEARINGS AND REPORTS

1. AM No. 25-156: Annual Update of 2026-2031 Six-Year Transportation Improvement Program (TIP)

   a. Resolution No. 1611: 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

Carol Helland, Director of Planning and Community Development, introduced this item.

Mayor Birney opened the public hearing. The following persons spoke:

- David Morton – align with Redmond 2050, program cost is an investment in transportation future, low amount of secured funding, projects ensuring public safety, prioritization, amount of new projects this year, continued robust public engagement;
- Kelli Refer (written comment) – Executive Director, Move Redmond, working towards Vision Zero by prioritizing transportation projects through a safety lens; eliminating slip lanes and right on red, and raising crosswalks, in support of bike infrastructure, and support using physical separation and barriers, and improving access to light rail spaces.

Mayor Birney closed the public hearing.

MOTION: Councilmember Forsythe moved to approve AM No. 25-156/Resolution No. 1611. The motion was seconded by Councilmember Stuart.

Carol Helland, Director of Planning and Community Development responded to Councilmember inquiries.

Following Councilmember discussion,

VOTE: The motion to approve passed without objection. (7 – 0)

2. AM No. 25-157: Redmond Town Center Master Planned Development and Development Agreement - Quasi Judicial

   a. Ordinance No. 3230: An Ordinance of the City of Redmond, Washington, Adopting the Technical Committee’s Recommendation to Approve the Redmond Town Center Master Planned Development and Development Agreement (LAND-2023-00296 & LAND-2023-00297), and Establishing an Effective Date

b. Resolution No. 1612: A Resolution of the City Council of the City of Redmond, Washington, Approving a Development Agreement for a Site Owned by Fairbourne Properties, LLC Located at Parcels No. 7202410030, 7202410010, 7202410050, and 7202410020

City Attorney Rebecca Mueller questioned the Councilmembers regarding the Appearance of Fairness doctrine and conflict of interest.

Carol Helland, Director of Planning and Community Development, introduced this item and Alex Hunt, Senior Planner, provided a presentation to the Council.

Mayor Birney opened the public hearing. The following persons spoke:

- Dora Ruffell – tenant in the Redmond Town Center, in support of the master plan development, growth in the Redmond Town Center, housing benefits, vibrant retail, public open space, job creation;
- Hassan Erekaini – tenant in the Redmond Town Center and in support of the master plan;
- Mark Chenovick – tenant in the Redmond Town Center, took over the Second Story Repertory, paid off debt, has a 10-year lease, minimum wage and parking issues, and in support of the master plan development;
- David Morton – in support of the master plan development, transit-oriented development, affordable homes, protecting drinking water aquifer, public open space, support for local businesses, phased approach, concentrated development;
- Patrick Woodruff – represents the developer, worked on it for several years, responded to comments; and
- Kritina Hudson (Written comment): Executive Director, OneRedmond, in support of the master plan and development agreement, and adding additional amenities and housing so close to the Downtown Light Rail Station;
- Matt Fleck (Written comment): owner of Matt's Rotisserie & Oyster Lounge, in support of the master plan and development agreement as it is a clear vision on the development and expansion of the current center;
- Casey Vallee (Written comment): owner of Flat Stick Pub, in support of the master plan and development

agreement, as it provides retail, sustainable development, and public open space;

- Allen Kim (Written comment): owner of K-Street KBBQ, in support of the master plan and development agreement; and
- Barbara Posthumus (Written comment): Associate Superintendent, Lake Washington School District, concerns that the Phase 1 construction and additions to the parking structure would infringe upon an existing parking easement agreement between Redmond Town Center property ownership and LWSD.

Discussion ensued regarding: Lake Washington School District parking concern; parking garage expansion; building type option; retail square footage reduction; Entertainment use; start-up businesses; mixed-use residential; affordable housing fee in lieu; land use commitments; tenants are praising the process; and zoning for 12 story buildings.

MOTION: Councilmember Stuart moved to approve AM No. 25-157/Ordinance No. 3230/Resolution No. 1612. The motion was seconded by Councilmember Kritzer.

Following Councilmember discussion,

VOTE: The motion passed (6-1), with Councilmembers Fields, Forsythe, Kritzer, Nuevacamina Salahuddin and Stuart in support and Councilmember Anderson in opposition.

Staff Reports

a. AM No. 25-158: Progress of the Waste Hauler Contract Transition for Garbage, Recycling, and Compostables from Waste Management to Recology

Aaron Bert, Public Works Director, introduced this item and staff provided a report to the Council.

b. AM No. 25-159: Redmond Municipal Code Update - Proposed Changes to Water and Sewers, Buildings and Construction Code

Aaron Bert, Public Works Director, introduced this item, staff provided a report to the Council and responded to Councilmember inquiries.

<u>Ombudsperson Reports</u>:

Councilmember Nuevacamina reported receiving resident contacts regarding: Faith in Blue event; personal social media account; campaign signs; pedestrian/bike safety projects; Senior Center space accessibility; event invites; Flock cameras; Old Firehouse Teen Center process; and Veteran's Day.

Councilmember Forsythe reported receiving resident contacts regarding: Redmond High School involvement in Redmond Lights; neighbor with Alzheimer's and hoarding issues; Flock cameras; and stop for pedestrian signs.

Councilmember Stuart reported receiving resident contacts regarding: Flock cameras; property redevelopment; and K4C meeting.

Councilmember Fields reported receiving resident contacts regarding: Flock cameras and Old Firehouse Teen Center process.

Councilmember Kritzer reported receiving resident contacts regarding: Flock cameras and stakeholder group process.

<u>Committee Reports</u>:

Councilmember Stuart provided a committee report:
- Sound Cities Association Public Issues Committee.

Councilmember Stuart provided a committee report:
- Federal Advocacy Policy Committee.

UNFINISHED BUSINESS: NONE

NEW BUSINESS: NONE

EXECUTIVE SESSION:

A. Labor Negotiations [RCW 42.30.140(4)(b)] - 45 minutes

Mayor Birney announced the Council will now leave the meeting and go into Executive Session for Labor Negotiations RCW 42.30.140(4)(b)] for 45 minutes. Per state law, public attendance is not allowed during the Executive Sesson. Action will not take place following the Executive Session.

Executive Session convened at 10:00 p.m., and ended at 10:30 p.m.

ADJOURNMENT

There being no further business to come before the Council the regular meeting adjourned at 10:30 p.m.

_________________________________ ______________________

ANGELA BIRNEY, MAYOR CITY CLERK

Minutes Approved: November 3, 2025

15670 NE 85th Street
Redmond, WA

Redmond WASHINGTON

Memorandum

Date: 11/3/2025
Meeting of: City Council Special Meeting

File No. SPC 25-088
Type: Check Register

Approval of Payroll/Direct Deposit and Claims Checks

City of Redmond
Payroll Check Approval Register
Pay period: 10/01 - 10/15/2025
Check Date: 10/24/2025

Check Total:	$	22,902.88
Direct Deposit Total:	$	2,874,092.11
Wires & Electronic Funds Transfers:	$	1,645,157.20
Grand Total:	$	4,542,152.19

We, the undersigned Council members, do hereby certify under penalty of perjury that the materials have been furnished, the services rendered or the labor performed as described herein, that any advance payment is due and payable pursuant to a contract or is available as an option for full or partial fulfillment of a contractual obligation, and that the claim is a just, due and unpaid obligation against the City of Redmond, and that we are authorized to authenticate and certify to said claim.

All Checks numbered	**188815**	through	**188818**	,
Direct deposits numbered	**193736**	through	**194488**	, and
Electronic Fund transfers	**1900**	through	**1904**	

are approved for payment in the amount of **$4,542,152.19**
on this **24th day of October 2025.**

Note:

City of Redmond
Payroll Final Check List
Pay period: 10/01 - 10/15/2025
Check Date: 10/24/2025

Total Checks and Direct deposit:	$	4,075,235.99
Wire Wilmington Trust RICS (MEBT):	$	466,916.20
Grand Total:	$	4,542,152.19

I, the Human Resources Director, do hereby certify to the City Council, that the checks and direct deposits presented are true and correct to the best of my knowledge.

Signed by:
Cathryn Laird
7C0092BCC9C549B...

Human Resources Director, City of Redmond
Redmond, Washington

I, Finance Director, do hereby certify to the City Council, that the checks for the month of October are true and correct to the best of my knowledge.

Signed by:
KELLEY COCHRAN
706AE71EFDB1430...

Kelley Cochran, Finance Director
City of Redmond
Redmond, Washington

We, the undersigned Councilmembers, do hereby certify under penalty of perjury that the materials have been furnished, the services rendered or the labor performed as described herein, that any advance payment is due and payable pursuant to a contract or is available as an option for full or partial fulfillment of a contractual obligation, and that the claim is a just, due and unpaid obligation against the City of Redmond, and that we are authorized to authenticate and certify to said claim. All checks numbered 14637 through 14877, and WIRE and ACH Transfers are approved for payment in the amount of $19,289,725.15 this 3rd day of November 2025.

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City of Redmond
15670 NE 85th Street
Redmond, WA

Memorandum

Date: 11/3/2025
Meeting of: City Council Special Meeting

File No. AM No. 25-160
Type: Consent Item

TO: Members of the City Council
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	Brooke Buckingham	Human Services Manager

TITLE:
Approval of Office of Public Defense (OPD) Public Defense Improvement Funds Grant in the Amount of $20,930

OVERVIEW STATEMENT:
Staff is requesting Council approval to accept a grant award for Office of Public Defense (OPD) Improvement Funds. Grant funds would be used to contract with an expert consultant to evaluate attorney performance, case outcomes, and oversight and compliance with standards.

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

REQUESTED ACTION:

☐ **Receive Information** ☐ **Provide Direction** ☒ **Approve**

REQUEST RATIONALE:

- **Relevant Plans/Policies:**
  N/A
- **Required:**
  Council approval is required for grant acceptance. Upon receipt of the contract, it will undergo internal and legal review of the terms. The Mayor will sign as the authorized representative of the City following review through the contracting process consistent with the Delegated Contracting Authority.
- **Council Request:**
  N/A
- **Other Key Facts:**
  Washington State offers grants to help cities and counties improve public defense services. Eligible uses for these funds are outlined in RCW 10.101.060.

OUTCOMES:

This grant would support an evaluation of Redmond's contracted public defense attorneys to ensure high-quality, equitable legal representation for indigent clients. The City would solicit services from a public defense expert to conduct this evaluation and develop recommendations for improvements.

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:
$20,930

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

Budget Offer Number:
0000276 - Criminal Justice

Budget Priority:
Safe and Resilient

Other budget impacts or additional costs: ☒ **Yes** ☐ **No** ☐ **N/A**
If yes, explain:
The City may need to provide additional funds to attract qualified consultants, because approximately half of the requested grant funds were awarded to the City. The budget for public defense was increased in the 2025-26 biennial budget in anticipation of proposed changes to the public defender case load standards. As a result, the current budget will be sufficient to cover any additional funding necessary to hire a qualified consultant for the proposed work.

Funding source(s):
Grant

Budget/Funding Constraints:
The grant period is for 18 months with two disbursements, one in 2026 and one in 2027. The OPD will conduct occasional site visits to learn more about the City's public defense practices, provide technical assistance, and ensure that funds are being spent on approved uses.

☐ **Additional budget details attached**

COUNCIL REVIEW:

Previous Contact(s)

Date	Meeting	Requested Action
10/21/2025	Committee of the Whole - Public Safety and Human Services	Provide Direction

Proposed Upcoming Contact(s)

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

Time Constraints:
The contract must be signed by December 29, 2025. Funds must be expended by June 2027.

ANTICIPATED RESULT IF NOT APPROVED:
Loss of grant funding.

ATTACHMENTS: n/a

15670 NE 85th Street
Redmond, WA

City of Redmond

Memorandum

Date: 11/3/2025
Meeting of: City Council Special Meeting

File No. AM No. 25-161
Type: Consent Item

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

Police	Chief Darrell Lowe	425-556-2521

DEPARTMENT STAFF:

Police	Brian Coats	Deputy Chief
Police	Ryan George	Lieutenant

TITLE:
Approval of the 2026 Rate Amendment to the Interlocal Agreement between the City of Redmond and the South Correctional Entity (SCORE)

OVERVIEW STATEMENT:
The City of Redmond is required to provide for housing for inmates detained on City misdemeanor charges. The City currently contracts with South Correctional Entity (SCORE), located in Des Moines, to provide these jail services. This Amendment to the 2026 SCORE ILA for Inmate Housing contains a rate increase of five (5) percent for guaranteed and non-guaranteed inmate beds.

The daily rates for guaranteed and non-guaranteed beds will be effective January 1, 2026

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

REQUESTED ACTION:

☐ **Receive Information** ☐ **Provide Direction** ☒ **Approve**

REQUEST RATIONALE:

- **Relevant Plans/Policies:**
  N/A
- **Required:**
  The City is required by law to house misdemeanants under RCW 39.34.180 (Criminal Justice Responsibilities - Interlocal Agreements - Termination).
- **Council Request:**
  N/A
- **Other Key Facts:**

N/A

OUTCOMES:

In 2026, the City will secure twenty-two (22) guaranteed jail beds per day through the SCORE Jail, reflecting a 5% rate increase over 2025. The booking fee will also increase from $80 to $95. Increasing the number of guaranteed beds to 22 aligns with projected daily usage, reduces use of more costly non-guaranteed beds, and is estimated to save approximately $54,000 annually.

Guaranteed beds are priced at $155.69 per day, compared to $223.83 for non-guaranteed beds, a difference of nearly 44%. Expanding the guaranteed allocation provides greater budget predictability and minimizes the risk of overage charges.

This adjustment is further supported by the fact that approximately 90% of the inmate population requires medical or mental health services. These needs contribute to rising costs and help explain the rate adjustments.

Historically, the number of guaranteed beds was reduced during the pandemic to avoid paying for unused capacity. However, the allocation was not adjusted upward as demand returned, resulting in actual bed usage significantly exceeding the guaranteed amount in 2023 and 2024 and causing the City to exceed its budget. In 2025, the guaranteed bed count was increased to twenty (20), putting us back on track to be within budget. Raising the count to twenty-two (22) in 2026 will maintain alignment with actual usage while keeping projected costs within the anticipated budget given the rate increase.

In 2025, the jail averaged 22.4 occupied beds per day, with an average length of stay of approximately 12 days.

- Number of Bookings

  The number of bookings fluctuated throughout the year, ranging from a low of 47 in February to a high of 91 in August. This variation likely reflects seasonal or operational factors influencing jail intake. Estimated bookings for the final quarter average around 56, suggesting a moderate return to midyear levels following the August peak.
- Average Daily Population (ADP)

  The average daily population (ADP) representing the number of jail beds used on average per day - ranged from 20.0 in February to 28.4 in July, with a yearly mean of 22.4.
- Average Length of Stay

  The average length of stay varied significantly throughout the year, reflecting differences in case processing times and the nature of offenses. The shortest average stay was 7.03 days in August, while the longest was 16.02 days in July. The lower August figure may indicate that many bookings involved minor offenses resulting in quicker releases. On average, individuals stayed about 12 days.

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:
Estimated Cost Summary for 2026
Booking: $65,550.00
General Housing - Guaranteed Beds: $1,250,190.70
General Housing - Non-Guaranteed Beds: $20,144.70
Mental Health Residential: $173,474.80
Medical Acute: $104,706.03
Mental Health Acute: $23,451.00
Transport & Security: $14,400.00

Estimated total cost: $1,651,917.23

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

Budget Offer Number:
228 Criminal Justice

Budget Priority:
Safe and Resilient

Other budget impacts or additional costs: ☒ **Yes** ☐ **No** ☐ **N/A**
If yes, explain:
Included in the Total Cost statement, costs of specialized services have historically exceeded the budget allotment.

Funding source(s):
General Fund

Budget/Funding Constraints:
The 2026 budget for SCORE Services is $1,650,000.

☐ **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
11/3/2025	Business Meeting	Approve

Time Constraints:

SCORE requests that the Interlocal Agreement Amendment be signed and returned by October 31, 2025. The amendment will take effect on January 1, 2026.

ANTICIPATED RESULT IF NOT APPROVED:
This 2026 SCORE ILA Amendment guarantees the City will have jail beds and services for detained inmates in 2026. If not signed, the City would need to immediately explore other options for jail services; these options are limited and could come at a greater expense or decreased services.

ATTACHMENTS:
Attachment A: 2026 Amendment to Original Agreement for Inmate Housing
Attachment B: 2026 SCORE Jail Rate Increase Letter
Attachment C: SCORE Jail Bed Data (Spreadsheet)
Attachment D: SCORE Jail Cost Analysis, 2026

AMENDMENT TO ORIGINAL AGREEMENT FOR INMATE HOUSING

(Amending Exhibit A: Fees and Charges and Services. Amending Housing Agreement: Section 7.)

THIS AMENDMENT TO INTERLOCAL AGREEMENT FOR INMATE HOUSING (this "Amendment"), dated ________________, is made and entered into by and between the South Correctional Entity, a governmental administrative agency formed pursuant to RCW 39.34.030(3) ("SCORE") and ____________, a [municipal corporation] organized under the laws of the State of Washington (hereinafter the "Contract Agency" together with SCORE, the "Parties" or individually a "Party").

RECITALS

WHEREAS, the Parties previously entered into an Interlocal Agreement for Inmate Housing dated ______________, as amended and as may be further amended from time to time (the "Original Agreement") pursuant to which SCORE provides housing, care and custody of Contract Agency inmates housed at the SCORE consolidated correctional facility located in the City of Des Moines (the "SCORE Facility"); and

WHEREAS, the Parties now desire to amend Exhibit A to the Original Agreement (as amended by this Amendment, the "Agreement") with regard to fees and charges for such services as provided herein;

Section 1. **Definitions.** Terms not otherwise defined herein (including in the recitals, which are incorporated herein by this reference) shall have the meanings set forth in the Original Agreement.

Section 2. **Amendment.**

(1) **Amendment to Exhibit A**. Daily Housing Rates, Daily Rate Surcharges, Booking Fee, Transport Fee and Virtual Court Admin Fee in Exhibit A to the Original Agreement are hereby replaced in their entirety as follows:

Daily Housing Rates		
General Population – Guaranteed Beds	$155.69	No. of Beds: _____
General Population – Non-Guaranteed Beds	$223.83	
Daily Rate Surcharges:		
Mental Health – Residential Beds	$178.84	
Medical – Acute Beds	$244.07	
Mental Health – Acute Beds	$312.68	
Booking Fee	$95.00	
Transport/Security Fee	$94.00/hr.	
Virtual Court Admin Fee	$75.00	

Daily Rate Surcharges are in addition to the daily bed rates and subject to bed availability. The Booking Fee will be charged to the jurisdiction responsible for housing the inmate. Fees, charges, and services will be annually adjusted each January 1st.

Section 3. **Effective Date of Amendment**. The amendments to rates and charges set forth in Section 2 hereof shall become effective on January 1, 2026, at 12:01 a.m.

Section 4. **Entire Agreement.** Except as hereby amended by this Amendment, the remaining terms and conditions of the Original Agreement are hereby ratified and confirmed in all respects.

Section 5. **Severability**. The invalidity or unenforceability of any provision hereof as to any one or more jurisdictions shall not affect the validity or enforceability of the balance of the Agreement as to such jurisdiction or jurisdictions, or affect in any way such validity or enforceability as to any other jurisdiction.

Section 6. **Headings**. The captions in this Amendment are for convenience of reference only and shall not define or limit the provisions hereof.

Section 7. **Execution.** This Agreement shall be executed the Parties hereto by their duly authorized representative. This Amendment may be executed in one or more counterparts.

SOUTH CORRECTIONAL ENTITY

______________________________	______________________________
Signature	Signature
Title/Name Executive Director Devon Schrum______	Title/Name:______________________________
NOTICE ADDRESS:	NOTICE ADDRESS:

SOUTH CORRECTIONAL ENTITY
20817 17th Avenue South
Des Moines, WA 98198
Attention: Devon Schrum

Email: dschrum@scorejail.org
Telephone: 206-257-6262

SOUTH CORRECTIONAL ENTITY

Serving the Cities of: Auburn, Burien, Des Moines, Renton, SeaTac, and Tukwila

June 30, 2025

Chief Darrell Lowe
City of Redmond Police Department
PO Box 97010
Redmond, WA 98073-9710

Dear Chief Darrell Lowe:

2026 rate increases support SCORE's commitment to operating safely and effectively during an opioid epidemic and public health crisis. Amendment features SCORE's new rates effective January 1, 2026. Please sign and return amendment by October 31, 2025. Amendment highlights are listed below:

- SCORE 's Administrative Board adopted a daily bed rate increase of 5% and increased the booking fee to $95.00. SCORE will also be charging, monthly, the Non-Guaranteed Rate for any beds that exceed the use of guaranteed beds. SCORE Administrative Board adopted a medical surcharge rate increase of 5% for specialty beds. The hourly rate for transport/hospital security was increased to $94.00/hr.
- SCORE's Administrative Board also adopted a Virtual Court Administration fee. This is a new fee and is set at $75.00.

Thank you for choosing SCORE
2026 rate increases support SCORE's commitment to operating safely and effectively during an opioid epidemic and public health crisis. SCORE continues to provide Medical Doctor coverage five days a week, 24/7 nursing care and 7-day a week behavioral health care.

In 2025, SCORE purchased and implemented two different forms of life safety technology for its booking and medical spaces. These two systems provide an early warning to a medical crisis and have been instrumental in saving lives since its implementation.

SCORE recently invested in expanding its Virtual Court Services to include additional capacity for virtual hearings and additional space in the jail for hearing participation.

SCORE anticipates adding a narcotic detection K9 in late 2025 and may make this dog available to other jurisdictions when available.

SCORE continues to serve as one of five National Mentor Sites for Comprehensive Opioid, Stimulant, and Substance Use Program (COSSUP). Additionally, SCORE holds accreditation with the Washington Association of Sheriffs and Police Chiefs and the National Commission of Correctional Healthcare. SCORE is also certified as a Prison Rape Elimination Act compliant facility.

Please contact me if you have any questions. I can be reached either via email or phone at dschrum@scorejail.org or 206-257-6262.

Sincerely,

Devon Schrum, Executive Director
South Correctional Entity (SCORE)

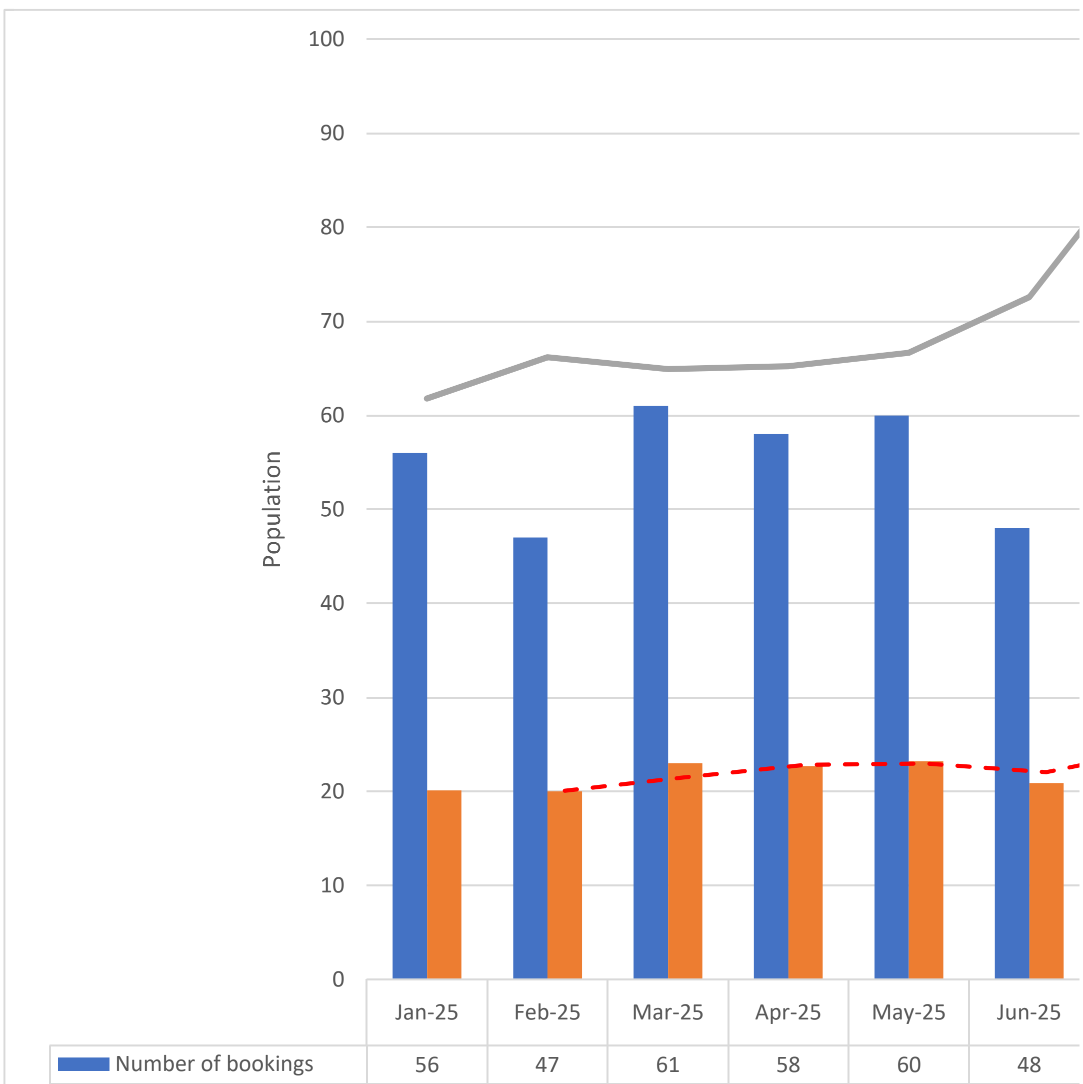
2025 Guaranteed Beds 20

Table 1. **Actuals**

Quantity Summary	Jan-25	Feb-25	Mar-25	Apr-25	May-25
Guaranteed Days/Units	620	560	620	600	620
Billable Periods	623	560	713	681	720
Average Daily Population	20.1	20.0	23.0	22.7	23.2
Non-Guranteed Days	3	0	93	81	100
Billing Days	31	28	31	30	31
Add'l Beds needed	0	-	3	3	3
Number of bookings	56	47	61	58	60
Average Length of Stay	11.13	11.91	11.69	11.74	12.00

Table 2. **Actuals**

Quantity Summary	Jan-25	Feb-25	Mar-25	Apr-25	May-25
Number of bookings	56	47	61	58	60
Average Daily Population	20.1	20.0	23.0	22.7	23.2
Average Length of Stay	11.13	11.91	11.69	11.74	12.00



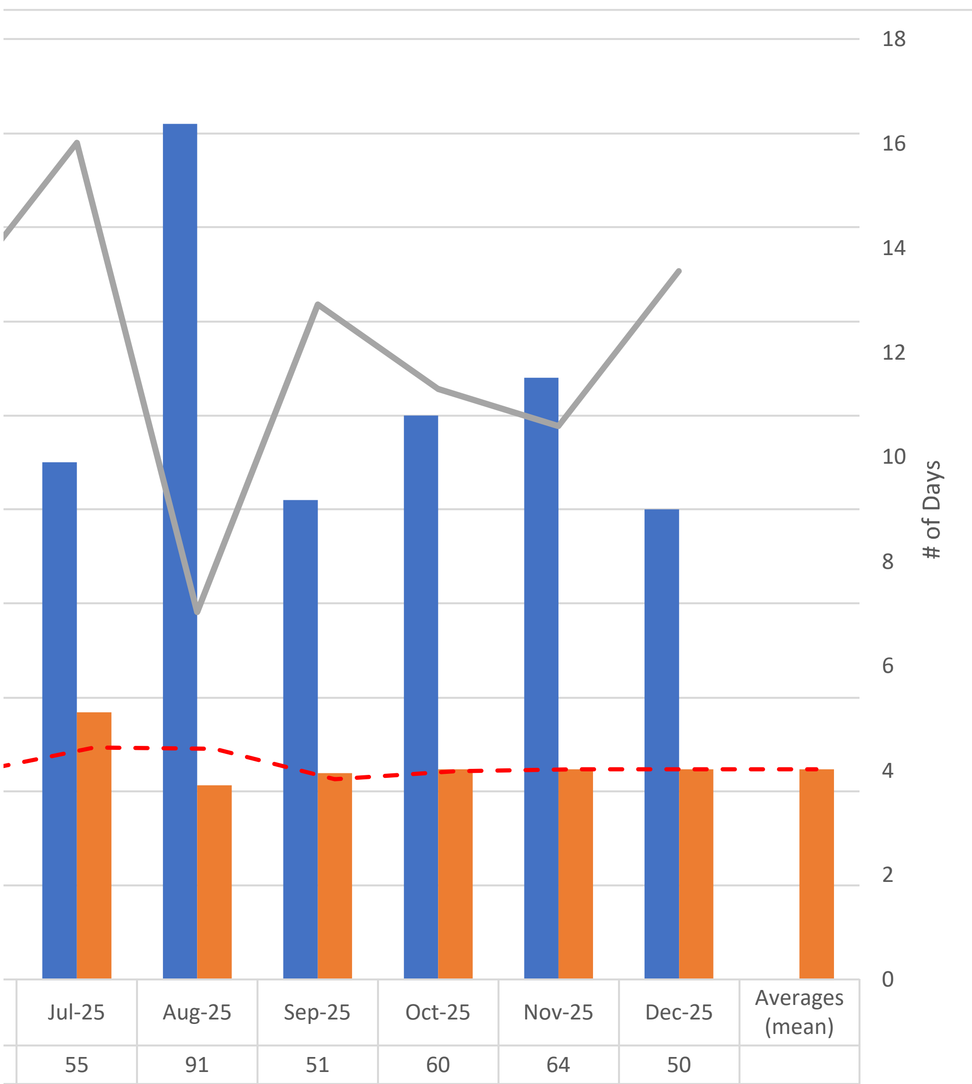
Average Daily Population	20.1	20.0	23.0	22.7	23.2	20.9
Average Length of Stay	11.13	11.91	11.69	11.74	12.00	13.06

Estimates

Jun-25	Jul-25	Aug-25	Sep-25	Oct-25	Nov-25	Dec-25
600	620	620	600	607	607	607
627	881	640	659	678	678	678
20.9	28.4	20.6	22.0	22.4	22.4	22.4
27	261	20	59	72	72	72
30	31	31	30	31	30	31
1	8	1	2	2	2	2
48	55	91	51	60	64	50
13.06	16.02	7.03	12.92	11.30	10.60	13.56

Estimates

Jun-25	Jul-25	Aug-25	Sep-25	Oct-25	Nov-25	Dec-25
48	55	91	51	60	64	50
20.9	28.4	20.6	22.0	22.4	22.4	22.4
13.06	16.02	7.03	12.92	11.30	10.60	13.56



28.4	20.6	22.0	22.4	22.4	22.4	22.4
16.02	7.03	12.92	11.30	10.60	13.56	

Averages (mean)
607
678
22.4
72

Averages (mean)
22.4

SCORE Jail Cost Summary

2026 Budget Analysis & Strategic Recommendations

Prepared: October 2025

Executive Summary

The 2026 SCORE jail costs are projected at $1,651,917, representing a 5.48% increase ($85,845) over 2025. General Housing-Guaranteed accounts for 75.7% of total costs. Strategic bed optimization could yield annual savings of approximately $54,000.

Key Highlights

- **2026 Total Estimated Cost: $1,651,917**
- **Year-over-Year Increase: $85,845 (5.48%)**
- **Average Monthly Cost: $137,660**
- **Guaranteed Beds Increased: 10 → 22 beds (120% increase)**
- **Potential Savings Identified: $53,887 annually**

Annual Cost Comparison

Metric	2025	2026
Total Annual Cost	$1,566,073	$1,651,917
Average Monthly Cost	$130,506	$137,660
Average Daily Population	21.8 inmates	21.8 inmates (est.)
Guaranteed Beds	22 beds	22 beds
Cost per Inmate/Month	$5,987	$6,315

2026 Fee Rate Increases

Category	2025 Rate	2026 Rate	% Increase
Booking	$80.00	$95.00	18.75%
General Housing - Guaranteed	$148.28	$155.69	5.00%
General Housing - Non-Guaranteed	$213.17	$223.83	5.00%
Mental Health Residential	$170.32	$178.84	5.00%
Medical Acute	$232.79	$244.07	4.85%
Mental Health Acute	$297.79	$312.68	5.00%
Transport/Security	$89.00	$94.00	5.62%

2026 Cost Breakdown by Category

Category	Annual Cost	% of Total
General Housing - Guaranteed	$1,250,191	75.68%
Mental Health Residential	$173,475	10.50%
Medical Acute	$104,706	6.34%
Booking	$65,550	3.97%
Mental Health Acute	$23,451	1.42%
General Housing - Non-Guaranteed	$20,145	1.22%
Transport/Security	$14,400	0.87%
TOTAL	**$1,651,917**	**100.00%**

General Housing-Guaranteed dominates the budget at over three-quarters of total costs. This represents the fixed cost of maintaining 22 guaranteed beds, regardless of utilization.

Guaranteed Beds Analysis

The facility significantly increased guaranteed beds from 10 (2024) to 22 (2025), a 120% increase. However, actual utilization frequently exceeds this guarantee.

Metric	Value
2024 Guaranteed Beds	10 beds
2025 Guaranteed Beds	22 beds
Bed Increase	12 beds (120%)
Average Daily Population (2025)	21.8 inmates
Peak Month Population	23.2 inmates (May)
Cost Increase Over Guaranteed	43.76%
2025 General Housing Costs	$1,216,449
2026 General Housing Costs	$1,270,335
Potential Annual Savings	$53,887

Utilization Patterns

- Average daily population of 21.8 inmates keeps facility near capacity
- Peak months (March-May, October) show populations exceeding 22 beds
- Non-guaranteed days average 55 per month, triggering premium rates
- Average billable periods: 659 per month vs 613 guaranteed days

Monthly Cost Trends

2026 Estimated Monthly Costs

Month	Total Cost	Variance	Daily Pop.	Over Cap?
January	$136,035	-1.2%	20.1	No
February	$119,072	-13.5%	20.0	No
March	$140,062	+1.7%	23.0	Yes
April	$136,032	-1.2%	22.7	Yes
May	$156,678	+13.8%	23.2	Yes
June	$136,384	-0.9%	21.8	No
July	$140,954	+2.4%	21.8	No
August	$134,873	-2.0%	21.8	No
September	$135,818	-1.3%	21.8	No
October	$144,771	+5.2%	21.8	No
November	$129,034	-6.3%	21.8	No
December	$142,205	+3.3%	21.8	No
AVERAGE	**$137,660**	**---**	**21.8**	**---**

Seasonal Pattern: Costs peak in spring (March-May) and fall (October), with February showing the lowest costs. May represents the highest cost month at $156,678, 13.8% above average.

Booking Fee Historical Analysis

Booking fees have increased dramatically from zero in 2021 to $95 per booking in 2026, representing significant cost escalation for this service.

Year	Booking Fee	Annual Cost Impact
2021	$0.00	$0
2022	$35.00	$23,520 (est.)
2023	$50.00	$33,600 (est.)
2024	$65.00	$43,680 (est.)
2025	$80.00	$55,200
2026	$95.00	$65,550 (est.)

Five-Year Increase: The booking fee has increased from $0 to $95, adding $65,550 to annual costs. At an estimated 690 bookings annually, this represents a substantial fixed cost increase.

Strategic Recommendations

Based on the cost analysis and utilization patterns, the following recommendations could optimize costs while maintaining service levels.

1. Optimize Guaranteed Bed Count

- Consider increasing guaranteed beds from 22 to 24-25 beds to better align with actual utilization patterns
- Analysis shows adding 2-3 additional guaranteed beds could save approximately $53,887 annually by avoiding premium non-guaranteed rates
- Peak months (March-May) consistently exceed 22 beds, suggesting current guarantee is insufficient
- Conduct cost-benefit analysis: Compare guaranteed bed rate ($155.69) vs non-guaranteed rate ($223.83) for 2-3 additional beds

2. Monitor Booking Volume Trends

- Booking fees increased 18.75% ($80 to $95) - the highest rate increase among all categories
- With estimated 690 annual bookings, this adds $10,350 to annual costs
- Track monthly booking patterns to identify opportunities for processing efficiency or alternative arrangements
- Evaluate if any bookings could be redirected to lower-cost facilities for short-term holds

3. Enhance Mental Health & Medical Capacity Planning

- Mental Health and Medical services comprise 16.84% of costs ($278,181 combined)
- These costs show high monthly variability, suggesting opportunities for better forecasting
- Develop predictive models based on historical patterns to anticipate high-cost months
- Consider preventive health screening at intake to reduce acute care episodes

Potential Financial Impact

Implementation of these recommendations could result in significant annual savings:

Recommendation	Estimated Savings
Optimize guaranteed beds (add 2-3 beds)	$50,000 - $54,000
Negotiate rate reduction (2% vs 5%)	$33,000+
Reduce booking volume by 10%	$6,500
Improve medical/MH forecasting (reduce acute by 5%)	$6,400
TOTAL POTENTIAL ANNUAL SAVINGS	**$95,900+**
Percentage of 2026 Budget	**5.8%**

Implementation Priority: Focus first on optimizing guaranteed beds and negotiating rate reductions, as these represent the largest potential savings with relatively straightforward implementation.

Conclusion

The 2026 SCORE jail cost projection of $1.65 million represents a manageable 5.48% increase over 2025. However, the analysis reveals significant opportunities for cost optimization through strategic bed count adjustments and contract negotiations.

Key findings indicate that the current guaranteed bed count of 22 falls short of actual utilization patterns, resulting in expensive non-guaranteed day charges. By increasing guaranteed beds by 2-3 units and negotiating more favorable rate structures, the organization could potentially save nearly $96,000 annually representing a 5.8% reduction in the projected budget.

The dramatic increase in booking fees (from $0 in 2021 to $95 in 2026) and consistent 5% annual rate increases across most categories underscore the importance of proactive contract management. Multi-year agreements with rate caps could provide much-needed cost predictability while preserving service quality.

Implementation of the recommended 90-day action plan will position the organization to realize these savings while maintaining appropriate service levels for the inmate population. Regular monitoring and quarterly reviews with SCORE will ensure ongoing cost optimization and alignment with actual utilization patterns.

Redmond
WASHINGTON

City of Redmond

15670 NE 85th Street
Redmond, WA

Memorandum

Date: 11/3/2025
Meeting of: City Council Special Meeting

File No. AM No. 25-162
Type: Consent Item

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

Parks	Loreen Hamilton	425-979-2820

DEPARTMENT STAFF:

Parks	Lindsey Falkenburg	Parks Planning Manager
Parks	Cameron Zapata	Senior Parks Planner

TITLE:
Award of the Parks Impact Fee Study Contract to The FCS, a Bowman Company, in the Amount of $79,890

OVERVIEW STATEMENT:
The City Council is being asked to award a contract to The FCS, a Bowman company, to provide professional services in the study of Parks impact fees. The contract is in the amount of $79,890.

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

REQUESTED ACTION:

☐ **Receive Information** ☐ **Provide Direction** ☒ **Approve**

REQUEST RATIONALE:

- **Relevant Plans/Policies:**
  2023 Parks, Arts, Recreation, Culture and Conservation Plan, Redmond 2050
- **Required:**
  Council approval is required for contracts that exceed $50,000.
- **Council Request:**
  N/A
- **Other Key Facts:**
  Parks last updated impact fees in 2017 and the existing methodology must be re-evaluated to ensure it remains consistent with best practice, anticipated growth patterns, and park system usage.

OUTCOMES:
The purpose of this project is to conduct a comprehensive review and update of the current Parks Impact Fee Schedule.

The FCS will be responsible for assessing the current approach, identifying and evaluating alternative methodologies, and recommending updates to the fee schedule that reflect changes in community demographics, land use, and recreational demand.

Additionally, the FCS will incorporate recent legislative changes (Middle Housing RCW 36.70A.636 and HB 5452) that have affected impact fee requirements since the last update. The scope also includes the development of a fee structure for "middle housing" types, in accordance with new housing policies and zoning amendments. With this study complete Parks will be able to update impact fees in 2026.

COMMUNITY/STAKEHOLDER OUTREACH AND INVOLVEMENT:

- **Timeline (previous or planned):**
  Timeline TBD.
- **Outreach Methods and Results:**
  FCS will deliver 4 on-site presentations to summarize findings and recommendations from 2-3 audiences of the City's choice.
- **Feedback Summary:**
  FCS will deliver a draft report that documents findings and recommendations and the City will have an opportunity to provide feedback on the draft report before delivery of the final version.

BUDGET IMPACT:

Total Cost:
$79,890.00

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

Budget Offer Number:
0000271

Budget Priority:
Healthy and Sustainable

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

Funding source(s):
General Fund

Budget/Funding Constraints:
N/A

☐ **Additional budget details attached**

COUNCIL REVIEW:

Previous Contact(s)

Date	Meeting	Requested Action
10/28/2025	Committee of the Whole - Parks and Environmental Sustainability	Approve

Proposed Upcoming Contact(s)

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

Time Constraints:
N/A

ANTICIPATED RESULT IF NOT APPROVED:
If not approved, the Parks Planning division would be unable to update our impact fees and revenue would be lost.

ATTACHMENTS:
Attachment A: Bid Submittal from the FCS, a Bowman Company

Redmond
WASHINGTON

BID RESPONSE

Responding To:

Bid/Project Number: RFP 10877-25

Bid/Project Title: Park Impact Fees

Closing Date: 08/04/2025, 2pm PST

Submitted By:

Name of Company Submitting Response:
FCS, a Bowman company

Printed Name of Person Submitting Response:
John Ghilarducci

Email:
john.ghilarducci@bowman.com

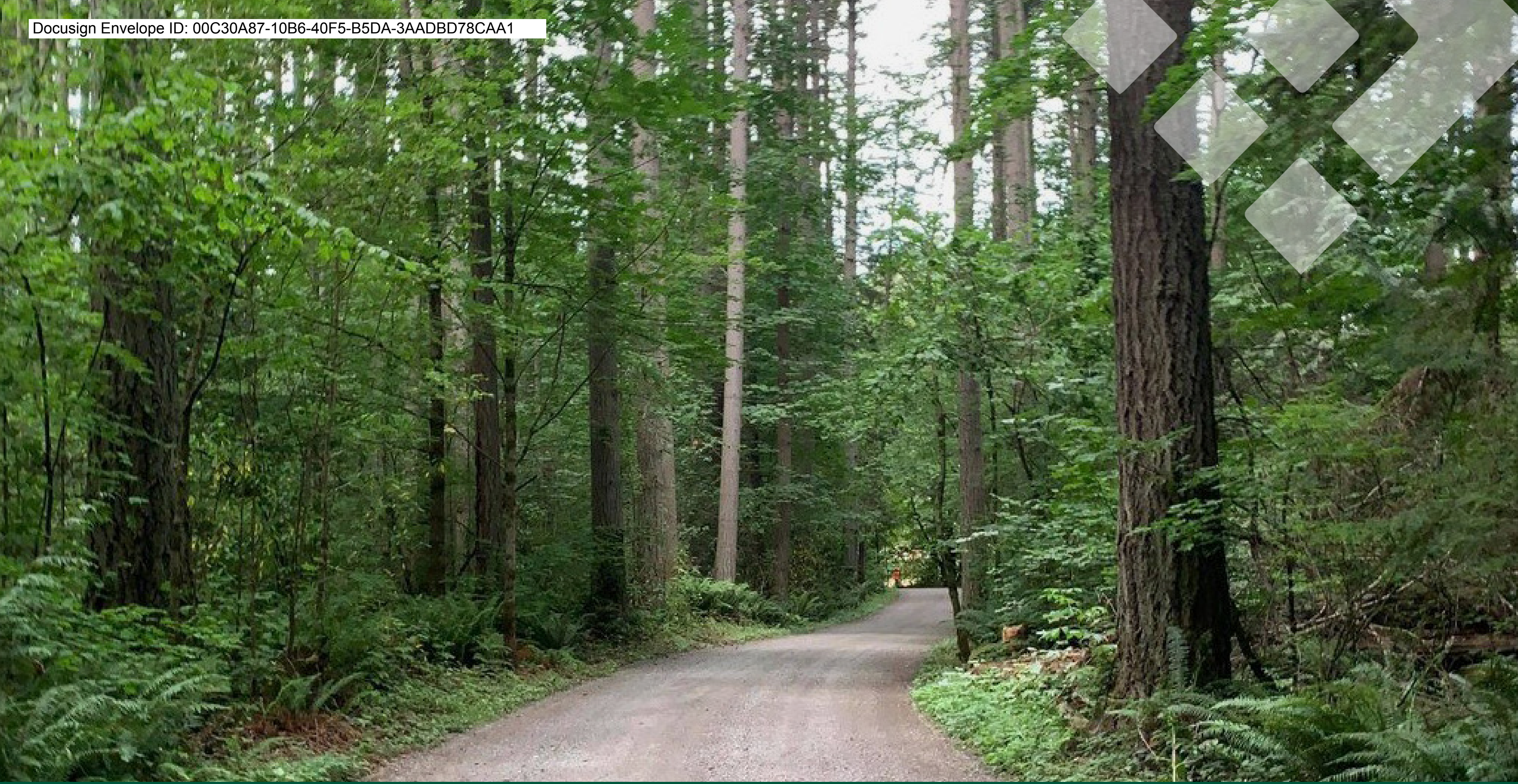
Signature of Person Submitting Response: Signed by: [signature] 658EF850124F4A2...

Date:
8/4/2025

Attach Your Bid/Proposal:

Remember to sign your bid/proposal

Attach all pages of your response here



City of Redmond

Proposal to Provide

Park Impact Fee Study

August 4, 2025

FCS
a Bowman company

fcsgroup.com | bowman.com

FCS
a Bowman company

August 4, 2025

Vivian Nguyen, Sr. Purchasing Agent
15670 NE 85th Street
PO Box 97010
Redmond, WA 98073-9710

RE: Park Impact Fee Study – RFP 10877-25

Dear Ms. Nguyen:

The City of Redmond (City) seeks a qualified consultant to update the City's park impact fee (PIF). The FCS, a Bowman company (FCS), project team is well-suited to provide these services. First, we know the Growth Management Act as it pertains to impact fees, embodied in Revised Code of Washington (RCW) 82.02, 36.70A.636 and HB 5452. Further, the Washington state legislature recently (2023) passed additional requirements for imposing impact fees on residential development. Impact fees may no longer be imposed uniformly on a per-dwelling-unit basis but rather must be scaled by a factor such as square footage, number of bedrooms, or trip generation such that smaller dwelling units are subject to proportionally lower impact fees. In addition, the maximum impact fee for an accessory dwelling unit is one half the impact fee of its associated single-family residence. FCS already has proven approaches to helping clients comply with these new requirements.

What can you expect from FCS?

Team Qualifications

Impact fee expert John Ghilarducci will serve as principal-in-charge on this project. He will be supported by project manager Doug Gabbard, senior analyst Luke Nelson, and Steve Duh of Conservation Technix. All four individuals have recent and ongoing experience with multiple impact fee studies and parks plans throughout Washington.

John Ghilarducci has extensive impact fee consulting experience with Washington and Northwest municipalities and teaches courses on impact fees for regional associations and client forums. In addition, since 1993, John has worked on or led numerous projects for the City of Redmond and has a deep familiarity with its challenges and many attributes.

Doug Gabbard has worked with parks, fire, schools and transportation services to analyze impact fees throughout the Northwest. He is an experienced project manager and subject matter expert.

Steve Duh of Conservation Technix has extensive experience in developing parks master plans, recently for the City of Redmond, and the nearby cities of Sammamish, Mercer Island, and Edmonds, among others. Steve will bring invaluable knowledge of the City's existing and planned park system facilities.

A Firm Understanding of Region-Specific Issues

FCS has completed hundreds of impact fee studies throughout the Northwest, ranging from straightforward technical analyses to complex policy and sophisticated calculation frameworks. Our recent work in Washington has included multiple park impact fees, and we have been and remain at the forefront of developing scaling methodologies that are compliant with RCW 82.02.060.

We recently completed or are in the process of completing park impact fee studies for Federal Way, Sammamish, Kirkland, Issaquah, Maple Valley, Bonney Lake, Camas, Fife, Bellevue, Duvall, Kent, Oak Harbor and Olympia. Most if not all of these have included scaling, and many have included nonresidential fees similar to the City of Redmond's existing PIF. Our team has a thorough understanding of the RCW as well as the policies and practices of local public agencies.

As recognized impact fee experts, we are committed to sharing knowledge for the good of Northwest communities and making sure that our solutions truly fit each city's needs. FCS served as a peer reviewer on the Department of Commerce *Residential Proportional Impact Fees and System Development Charges Guidebook,* providing substantive feedback on the document.

Value

We have the depth of knowledge and ability to meet the City's objectives for this project. Our project team has the availability and capacity to quickly and capably address your needs and soundly complete your project – backed by a 35-person firm. Time and again, our project team has realized favorable outcomes when working with citizen groups, boards, and city councils on highly technical and politically sensitive studies.

We look forward to the privilege of working with the City of Redmond. Please do not hesitate to contact me, John Ghilarducci, as the individual authorized to represent the firm at 425.336.1865 or john.ghilarducci@bowman.com.

Sincerely,

John Ghilarducci
Principal-in-Charge
425.336.1865
john.ghilarducci@bowman.com

Doug Gabbard
Project Manager
503.374.1707
doug.gabbard@bowman.com

FCS, a Bowman company
7525 166th Ave. NE, Ste. D-215
Redmond, WA 98052
425.867.1802 | fcsgroup.com | bowman.com

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23 Appendix A: Work Samples

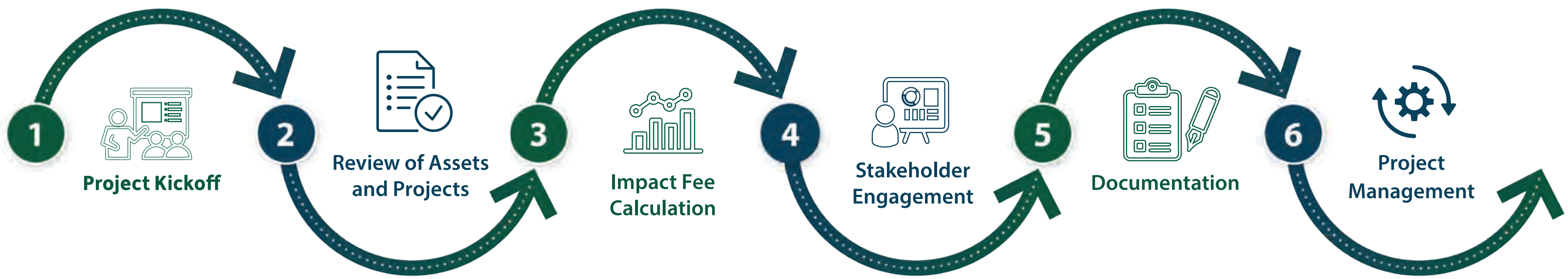
Executive Summary & Overall Approach

The City of Redmond (City) imposes a park impact fee to provide partial recovery of the cost of park facilities that are needed to accommodate new development. The City currently charges $6,778 per single-family residence, $4,706 per multi-family residence, and $2.558 per residential suite. In addition, the City charges non-residential developments between $815 and $1,836 per 1,000 square feet of gross floor area.

Since park impact fees were last analyzed in 2017, the law has changed. The scaling of residential impact fees is now required by RCW 82.02.060, and impact fees on accessory dwelling units (ADUs) must be no greater than one half of the impact fee that would be charged to the principal residence. FCS will calculate a residential park impact fee that is scaled by dwelling unit size (square footage or bedrooms). This approach will apply not only to the dwelling unit types currently in the City's impact fee schedule, but also to middle housing and other new dwelling unit types.

FCS will also calculate impact fees for non-residential developments that recognize the differential burden that non-residential developments place upon the park system. Our differential demand model is transparent and flexible, so we can customize the calculation to reflect conditions specific to Redmond.

The graphic below outlines the steps of our Task Plan which are detailed on the following pages.



Project Approach

TASK PLAN

Task 1 – Project Kickoff

Upon execution of the contract, FCS will draft and deliver a written data request with all the data items required to complete the project. Upon delivery of the data request, FCS will collaborate with City staff to schedule a kickoff meeting via video conference. During the kickoff meeting, we will review the scope of work, identify and agree on any policy issues to be addressed, clarify the project schedule, and discuss any questions on the data request.

Task 2 – Review of Assets and Projects

With the assistance of our parks planning partner, Conservation Technix, FCS will review both existing assets and planned projects in the Park, Arts, Recreation Culture and Conservation (PARCC) Plan. The review of existing assets will include cost, geographic distribution, level of service, and an assessment of usage (based on available data). The review of planned projects will include any needed updating of cost estimates and identification of projects to be included in the impact fee cost basis. As needed, the team will prioritize planned projects and develop timelines consistent with population and development forecasts.

The evaluation of park usage will include the following steps:

- Analyze current and projected park usage trends.
- Assess service levels and capacity issues based on population growth, housing development, and user demographics.
- Evaluate the geographic distribution and accessibility of park resources.

FCS will meet with City staff up to two times via video conference to review and refine the review of assets and projects.

Task 3 – Impact Fee Calculation

FCS will begin by updating the City's current method, which we understand to be the cash investment approach. Under this approach, the current value of parks infrastructure is divided by the current population to determine the parks investment per person. This result may serve as the park impact fee, once it is "right-sized" to ensure that forecasted fee revenue will not exceed the cost of planned projects.

FCS will also calculate alternative approaches for evaluation by the City. FCS will forecast the quantity of growth to be served by existing and future facilities. This calculation will include growth in both population and employment. Next, FCS will update the impact fee cost basis based on the list of planned projects. FCS will use a level-of-service analysis (begun in Task 2) to determine the eligible (or includable) cost of each planned project (identified in Task 2). After making any necessary

Project Approach

adjustments to the cost basis, FCS will then divide the cost basis by the forecasted growth to determine the impact fee per residential equivalent.

For residential developments, FCS will use Census Bureau data on housing occupancy and City data on average home size to convert the impact fee per residential equivalent to an impact fee per square foot.

This calculated impact fee can then be used across all dwelling unit types, including middle housing. FCS will recommend a cap on chargeable square footage that represents the point at which an increase in home size is no longer associated with an increase in occupancy. If the City's preference is to scale the PIF by the number of bedrooms, FCS will apply a similar approach scale the residential fee(s) by number of bedrooms.

For non-residential developments, FCS will use data on employment density by land use to convert the impact fee per residential equivalent to an impact fee per square foot for each type of non-residential land use.

The funding plan will clarify what funding in addition to impact fees will be needed to complete the capital improvement plan.

FCS will meet with City staff up to two times via video conference to review and refine the impact fee analysis.

Task 4 – Stakeholder Engagement

FCS will deliver up to four on-site presentations to summarize findings and recommendations from Tasks 2-3 to audiences of the City's choice. PowerPoint slides will be provided in advance of each presentation.

Task 5 – Documentation

FCS will deliver a draft report that documents findings and recommendations from Tasks 2-3. The City will have an opportunity to provide feedback on the draft report before delivery of the final version.

Task 6 – Project Management

This task includes general project accounting, contract management, and monthly invoicing. Coordination with our park's planning partner is also part of this task.

Project Management, QC/QA & Reporting

Project Management Approach

Project Manager Doug Gabbard will serve as the primary point of contact for the FCS team, overseeing the project's budget, schedule, and milestones. His management approach emphasizes collaboration, education, and stakeholder engagement to foster the successful adoption of study recommendations. The process is structured around key project phases, referenced in the task plan, providing clear milestones for input and decision-making. FCS prioritizes cost control through task-specific staffing and proactive scope development, while schedule adherence is supported by detailed planning, early regulatory coordination, and strong team oversight. Upon project initiation, Doug will assess the schedule and develop a tailored project management plan including early identification of potential challenges. Check-in meetings will ensure alignment, accountability, and the timely achievement of project goals.

QUALITY CONTROL & ASSURANCE MEASURES

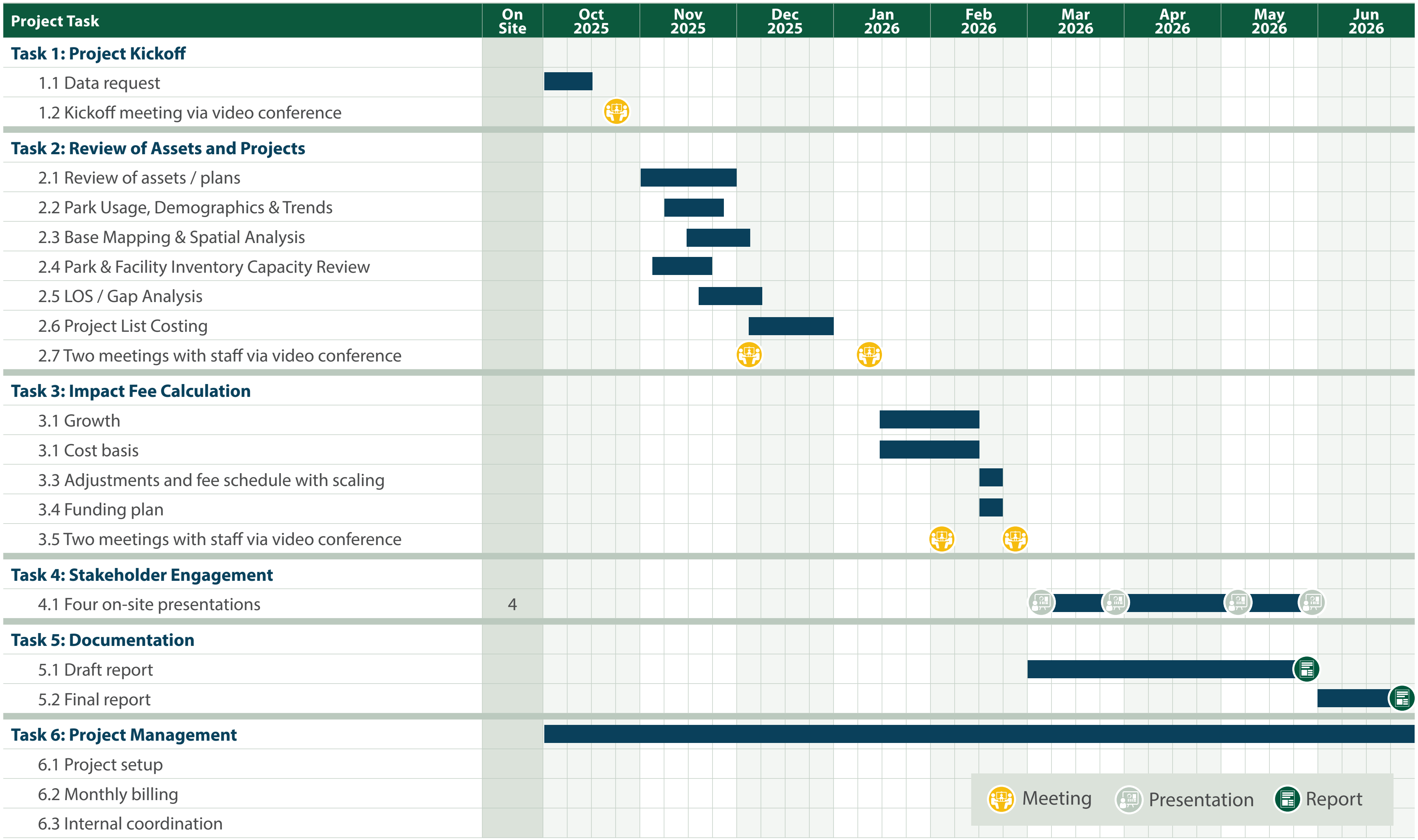
QA/QC is a continuous mindset that runs the course of the project and cannot be inserted intermittently or added at the end. Based on the scope of work, milestones will be tailored to exactly match the needs of each project, and for everyone involved with the project. All deliverables are reviewed first by the project manager and then by the project principal. These independent reviews ensure that the quality of our work product is maximized while errors and ambiguities are minimized. Before final delivery, a final technical and editorial review of each work product is made to ensure that the standard set at the beginning of the project has been achieved and goals have been reached.

METHOD FOR PROJECT REPORTING

FCS prioritizes consistent communication with our clients, including the use of project reporting dashboards to provide timely updates on project status. These dashboards are updated at key milestones throughout the project and can be shared upon request at any time. Additionally, each invoice will include a progress summary for the billing period, while the five meetings outlined in Tasks 1–3 will provide structured opportunities to review progress and define next steps.

Proposed Schedule

Assuming notice to proceed by the end of September and timely receipt of data, we expect to comfortably complete the task plan by the end of June, 2026. Below is a schedule by task. Please note that the schedule can be compressed if needed to meet City objectives.



Pricing

FCS will complete the scope of work described above for a cost that will not exceed **$79,890**. Below is a table showing a detailed derivation of this budget.

Task Detail	On Site	Ghilarducci Principal	Gabbard PM	Nelson Sr. Analyst	S. Duh PIC, PM, Lead Planner	J. Akers Planner, AICP, PLA	M. Kunec Park Planner	Admin Support	Total Hours	Budget Estimate
Task 1 | Project Kickoff										
1.1 Data request			1	2	2				5	$1,051
1.2 Kickoff meeting via video conference		2	2	2	4	2			12	$2,760
Task 1 Subtotal		2	3	4	6	2			17	$3,811
Task 2 | Review of Assets and Projects										
2.1 Review of assets / plans			1	1	6	8			16	$3,260
2.2 Park Usage, Demographics & Trends					4	5	10		19	$3,245
2.3 Base Mapping & Spatial Analysis					4		14		18	$2,867
2.4 Park & Facility Inventory Capacity Review					4	14			18	$3,528
2.5 LOS / Gap Analysis					6	10	12		28	$4,914
2.6 Project List Costing					3	5			8	$1,607
2.7 Two meetings with staff via video conference		4	4	4					12	$3,000
Task 2 Subtotal		4	5	5	27	42	36		119	$22,420
Task 3 | Impact Fee Calculation										
3.1 Growth		1	2	8					11	$2,285
3.2 Cost basis		1	2	12					15	$3,025
3.3 Adjustments and fee schedule with scaling		1	1	4					6	$1,305
3.4 Funding plan		1	1	4	3	5			14	$2,912
3.5 Two meetings with staff via video conference		4	4	4					12	$3,000
Task 3 Subtotal		8	10	32	3	5			58	$12,527
Task 4 | Stakeholder Engagement										
4.1 Four on-site presentations	4	16	48	32	8	8			112	$25,916
Task 4 Subtotal	4	16	48	32	8	8			112	$25,916

Pricing

Task Detail	On Site	Ghilarducci Principal	Gabbard PM	Nelson Sr. Analyst	S. Duh PIC, PM, Lead Planner	J. Akers Planner, AICP, PLA	M. Kunec Park Planner	Admin Support	Total Hours	Budget Estimate
Task 5 | Documentation										
5.1 Draft report		1	4	16	4				25	$5,127
5.2 Final report		1	2	4	4				11	$2,427
Task 5 Subtotal		2	6	20	8	0	*0*	0	36	$7,554
Task 6 | Project Management										
6.1 Project setup		1	2	1				3	7	$1,320
6.2 Monthly billing			2					3	5	$810
6.3 Internal coordination		1	4	2	4	4			15	$3,293
Task 6 Subtotal		2	8	3	4	4	*0*	6	27	$5,423
Labor Total		**$11,050**	**$19,200**	**$17,760**	**$12,348**	**$11,529**	**$5,103**	**$660**		**$77,650**
Expenses										$2,000
Conservation Technix Direct Expenses										$240
Budget Estimate										**$79,890**
Cost Summary										
Total Hours		**34**	**80**	**96**	**56**	**61**	**36**	**6**	**342**	
Billing Rate		**$325**	**$240**	**$185**	**231**	**198**	**149**	**$110**		

Qualifications and Project Lead & Team

FCS OVERVIEW

FCS, a Bowman company is one of the country's oldest and most respected providers of financial, economic, and utility management services in the public sector. FCS, established in 1988, joined Bowman Consulting in 2024 and serves as the utility finance division for Bowman.

With over 4,000 economic and public finance engagements for more than 650 government clients, FCS provides best-in-class analytical solutions that offer our clients the clarity they need to solve their most complex issues in ways that are tailored to their own communities.

Our 35-person utility finance and rate development team serve clients throughout the U.S. from four offices in Longmont, CO, Redmond and Spokane, WA and Portland, OR.

We are dedicated exclusively to state and local government issues and have accumulated the expertise and perspective that make a real difference for the clients we serve.

4,000+	650+	35+	4
Local Government & Utility Finance Projects	Public Agency Clients	Public Finance & Utility Rate Development Specialists	FCS Offices

As of July 18, 2024, FCS officially joined Bowman. Bowman is a national professional services firm offering multi-disciplinary engineering, planning, energy consulting, surveying, geomatics, construction management, environmental consulting, landscape architecture, right-of-way acquisition and financial and economic services. This change provides a strong foundation for our firms to merge our comprehensive skill sets while offering the same level of commitment to deliver outstanding project results, build long-lasting relationships and leverage the growth of our organization to serve the ever-changing needs of our clients.

Qualifications and Project Lead & Team

AREAS OF EXPERTISE

Impact Fee and Rate Consulting

FCS has performed over 3,000 infrastructure-focused finance and rate development projects for local communities, including defining revenue requirements with comprehensive financial modeling tools, performing long-term capital management strategies, developing full cost-of-service rates, and legally defensible impact fees. We work with agencies large and small in urban and suburban areas, rural systems, regions with seasonal/climate sensitivities, and communities with special commercial/industrial needs. We are experts and educators in utility rate policies and practices and are attentive to legal constraints in every location we work.

We have invested time with agency staff, policymakers, stakeholders, and customers to improve your utility's long-term financial health and integrity.

Utility Management

FCS offers tailored business management solutions. We assist with the formation and merger of utilities, perform cost-benefit analyses, develop strategic business plans and negotiate complicated wholesale agreements, helping your utility maintain its resiliency in an ever-changing environment.

Economic and Funding Strategies

FCS economists help governments create vibrant sustainable communities. We model the fiscal and social return on public investments and provide creative ways of funding projects and services. Challenges turn into opportunities as we support goals aimed at fair housing and job creation.

General Government Financial Analysis

FCS financial consultants specialize in helping local and state governments, regional agencies, and public safety entities address and solve issues involving policy objectives, public finance, cost recovery, facility financing and long-term facility reinvestment funding, and organizational performance. We have a broad understanding and specific expertise on local and state government policymaking; how the many different governmental functions are performed; and what role elected officials, the public, community organizations and employees have in making governments responsive to community needs.

About Bowman

100+ Offices Nationwide
2,300+ Employees
130+ Fully Equipped Field Survey Crews
395+ Professional Engineers
70+ Professional Surveyors
75+ Right-of-Way and Land Professionals
45+ Environmental Specialists
40+ Planners and Designers
35+ Financial/Economic Specialists
25+ Registered Landscape Architects

- Multi-Discipline, Multi-Market Capabilities
- Vast Experience
- National Footprint & Deep Bench of Talent and Resources
- Regional Knowledge & Expertise
- Adept & Energetic Leadership
- Long-Standing Industry Relationships
- Jurisdictional Requirements Expertise
- Results-Oriented Attitude
- Exceptional Responsiveness

Qualifications and Project Lead & Team

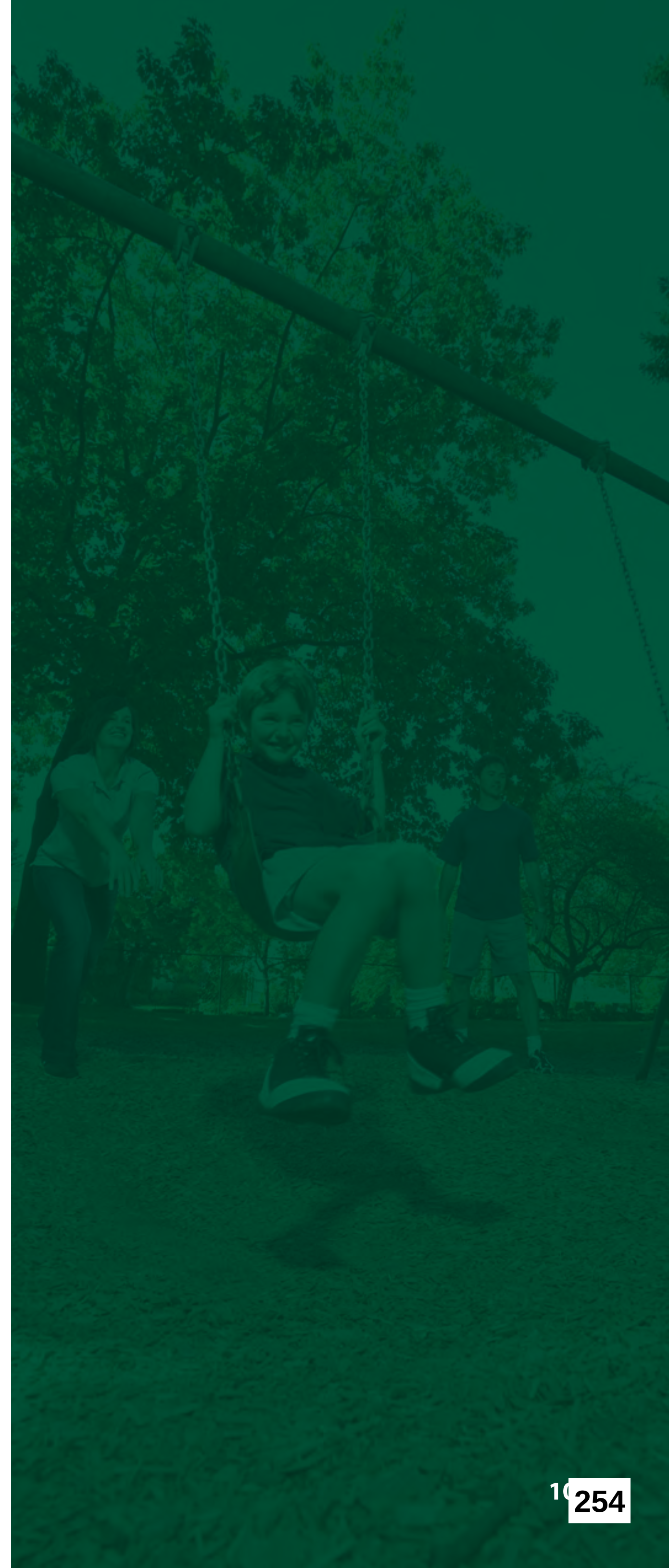
CONSERVATION TECHNIX OVERVIEW

Since 2006, Conservation Technix has assisted local government and non-profit organizations in efforts to finance and conserve greenspaces through innovative solutions and dynamic strategy development. Conservation Technix specializes in developing comprehensive park system master plans that address park and recreation facilities, open space and trails, programs and services, maintenance, and future staffing and funding strategies.

Through significant and relevant experience in public administration and management, Conservation Technix's staff have "on the ground" knowledge of plan implementation, marketing and finance strategy development, along with a keen understanding of the requisite integration of capital facility planning, budgeting and operations.

Conservation Technix's approach to open space planning enables substantial public involvement and engenders guidance from policymakers to ensure an implementable plan adapted to specific community goals. At our core, we are a planning firm that embraces and respects community-based public processes and aims to use public engagement to build community understanding for and support in client projects.

The firm is registered in Washington and has completed recent park system plan updates for Redmond, Sammamish, Mercer Island and Edmonds, among others.



Qualifications and Project Lead & Team

FCS is promoting a small, focused team who will be available and committed to working on this engagement for its duration. John Ghilarducci, principal-in-charge, will anchor your team as a nationally recognized policy and impact fee development expert. He will be supported by project manager Doug Gabbard and a team of experienced analysts and project consultants. With a staff that includes over 30 rate and fee development experts, FCS maintains the necessary depth, breadth, and capacity to deliver this project on time and within budget. The following biographies summarize each individual's experience and education and project role.

Role

As the principal-in-charge, John will be responsible for contract negotiation, technical vision, management and review of work products, commitment of resources, quality assurance, and deliverables.

John Ghilarducci | Principal-in-Charge

John is an FCS principal with over 37 years of professional experience – including 34 years with the firm. His practice focuses on all aspects of utility and general services system development charges (SDCs) and utility rate studies, from technical modeling and public involvement to ordinance drafting and implementation. He has formed stormwater and transportation utilities and has developed water, sewer, stormwater, transportation and parks rates and charges for hundreds of clients. John is a recognized technical rate and finance expert and offers litigation support/expert witness testimony throughout the Northwest.

John's innovative rate making approaches have resulted in "level of service" stormwater rates, area-specific impact fees, sewer strength sub-classes, inverted block water rate structures, defensible stormwater rate credit methodologies, person-trip based transportation impact fees suitable for multi-modal transportation capital plans, and nonresidential and scaled residential park impact fees. He offers a broad knowledge of public policy and finance, and a thorough understanding of the institutional issues and options underlying the formation of utilities and the design of supporting rate and charge structures. **His project experience includes:**

- **City Of Kirkland, WA** – Parks, Transportation & Fire Impact Fees Study
- **City Of Fife, WA** – Park Impact Fee Study
- **City Of Camas, WA** – Park Impact Fee Study
- **City Of Pacific, WA** – Park Impact Fee Study
- **City Of Issaquah, WA** – Park, Transportation & Fire Impact Fees
- **City Of Kent, WA** – Park Impact Fee Study
- **City Of Federal Way** – Park Impact Fee
- **Pierce County, WA** – Park Impact Fee Work Group
- **City Of Olympia, WA** – Park Impact Fee Update
- **City Of Sammamish, WA** – Park & Transportation Impact Fees
- **City Of Astoria, OR** – Transportation, Parks, Water, Sewer & Stormwater Impact Fees

Education

MPA, Organization and Management
University of Washington

BS, Economics
University of Oregon

Qualifications and Experience

Key Point of Contact

Role

Doug will be responsible for project management, technical direction, project oversight, and quality assurance. He will be involved with preparing for and presenting at key meetings.

Doug Gabbard | Project Manager

Doug is an FCS, an Bowman company, project manager with 19 years of analytical experience in municipal and private sector positions. His comprehensive financial planning experience involves extensive water, wastewater, and stormwater utility rate development, long-term financial planning, and system development charges. Doug has created detailed, interactive models that facilitate sensitivity analysis and scenario testing to determine business direction in group decision-making environments. He has also conducted economic analyses, cost-of-service analyses, and business process improvement projects.

Doug has spent the last 13 years helping local governments in the Pacific Northwest to calculate and implement impact fees and system development charges that comply with state statutes and federal case law. In Washington, Doug has developed defensible, data-driven approaches to complying with recent changes in impact fee law that require residential scaling. In fact, his method for calculating the size cap for dwelling units has found its way into the guidance being developed by the Washington State Department of Commerce. **His project experience includes:**

- **City Of Kirkland, WA** – Parks, Transportation & Fire Impact Fees Study
- **City Of Pacific, WA** – Park Impact Fee Study
- **City Of Issaquah, WA** – Park, Transportation & Fire Impact Fees
- **City Of Kent, WA** – Park Impact Fee Study
- **Pierce County, WA** – Park Impact Fee Work Group
- **City Of Olympia, WA** – Park Impact Fee Update
- **City Of Sammamish, WA** – Park & Transportation Impact Fees

Education

MBA, Finance
University of Oregon

BA, Classical Languages
Santa Clara University

Role

Luke will be responsible for data collection, financial modeling and reporting.

Luke Nelson | Senior Analyst

Luke is an FCS, a Bowman company senior analyst specializing in data analysis and utility modeling. His previous experience includes financial reporting, budgeting, and database management. Luke played a key role in developing approaches to complying with recent changes in Washington impact fee law. **His project experience includes:**

- **Kirkland, WA** – Park, Transportation, and Fire Impact Fee Study
- **Pasco, WA** – Fire Impact Fee Update Study
- **Valley Regional Fire Authority, WA** – Fire Impact Fee Study
- **Pacific, WA** – Park Impact Fee
- **Sammamish, WA** – Transportation and Park Impact Fee Study

Education

BS in Economics
Washington State University

Qualifications and Experience

Role

Steve will provide parks planning support.

Steve Duh, CPRP | Conservation Technix

Steve is a Certified Park and Recreation Professional and has over 20 years of experience in public sector and non-profit program management. Steve brings six years of hands-on public agency experience as program manager for Vancouver-Clark Parks and Recreation Department where he helped establish a voter-approved parks district to enable a $40 million program of park development, established an off-leash dog area program, managed the park impact fee program and led several interagency plans. Steve will lead the system planning, including policy frameworks, strategies and partnership opportunities. **His project experience includes:**

- **Redmond, WA** – Park System Plan Update
- **Sammamish, WA** – Park System Plan Update
- **Edmonds, WA** – Parks, Recreation & Open Space Plan Update
- **Mercer Island, WA** – Parks, Recreation & Open Space Plan
- **Tacoma, WA** – Urban Forestry Management Plan Public Engagement
- **Happy Valley, OR** – Parks, Recreation & Open Space Plan

Education

Master's degree, Urban and Regional Planning
Portland State University

Bachelor of Science, Environmental Science
SUNY College of Environmental Science & Forestry

NRPA Rocky Mountain Revenue Management School

FCS & Conservation Technix Teaming History

Since the establishment of their partnership in 2015, FCS Group and Conservation Technix have cultivated a strong and collaborative relationship grounded in mutual expertise and a shared commitment to serving communities across the Pacific Northwest. Over the past decade, both firms have worked together extensively to support a variety of municipalities, developing a deep understanding of regional planning needs and priorities.

Their collaboration has included joint efforts on multiple Parks and Recreation impact studies for cities such as Camas, Happy Valley, Medford, North Clackamas, and Tigard. These projects have involved coordinated assessments of parks infrastructure, service levels, and funding mechanisms, contributing to data-driven planning and long-term community benefits. Through this ongoing partnership, FCS and Conservation Technix have demonstrated their capacity to deliver cohesive, regionally informed solutions tailored to the unique needs of their clients.

Project Experience

Parks, Transportation and Fire Impact Fee Studies (2022 – 2024)

City of Kirkland, WA

FCS recently completed a comprehensive parks, transportation, and fire impact fee update of a similar study FCS performed in 2020. FCS also completed a water, wastewater, and stormwater SDC update in 2022. **See Work Sample on page 23 for project report.**

Project Highlights

- Updated the existing transportation and park impact fees and developed the City's first fire impact fee in 2020.
- Developed residential scaling options for parks, fire, and transportation impact fees in compliance with RCW 82.02.060.
- Wrote a policy memorandum that included analysis and recommendations on such issues as impact fee indexing, low-income housing exemptions, and methodology and adjustment options for all three services.
- Incorporated King County residential scaling into the wastewater SDC schedule, varying the number of RCEs by dwelling unit square footage.
- In all cases, calculated fee and SDC options and presented them to the City Council for consideration.

Key Personnel

John Ghilarducci, Principal-in-Charge
Doug Gabbard, Project Manager

Reference

Michael Olson, Director of Finance & Administration
425.587.3146, molson@kirklandwa.gov

Project Experience

Park Impact Fee Studies (2017 – 2022)

City of Federal Way, WA

FCS recently developed a scaled park impact fee to comply with RCW 82.02.060. Previously, in 2022, FCS performed a park impact fee study for the City. The City had never had a PIF before the study and was interested in incorporating the funding of over $60 million worth of parks projects planned for the next twenty years. **See Work Sample on page 23 for project report.**

Reference

Jason Gerwen, Parks & Facilities Deputy Director
253.835.6912, jason.gerwen@cityoffederalway.com

Project Highlights

- Developed a flexible and well-documented PIF model that accommodated multiple revisions.
- Calculated a competitively low impact fee, reflecting the City's mature park system and limited existing facilities due to recent incorporation.
- Collaborated closely with City staff on comprehensive planning and ordinance drafting to support smooth adoption.
- Guided the ordinance through a multi-stage adoption process, including revisions and planning alignment.
- Presented to stakeholder groups and City Council, addressing questions and supporting successful ordinance adoption.

Key Personnel

John Ghilarducci, Principal-in-Charge

Project Experience

Park Impact Fee Study (2017 – 2022)

City of Camas, WA

In 2022 and 2025, FCS led efforts to update the Camas Park Impact Fee. FCS wrote issue papers on impact fee calculation methodologies, nonresidential PIFs, scaling, and uniform versus area-specific impact fees. A recently completed Parks Master Plan provided a baseline projects list which was augmented by construction unit costs to determine a current impact fee cost basis. The updated cost basis was divided by the number of new residential equivalents to determine a per capita park impact fee. The per capita fee was converted to a schedule applied by dwelling unit type, scaled by dwelling unit size. Recommendations and the supporting methodology were adopted by the city. The resulting schedule included nonresidential fees and a scaled residential PIF.

Project Highlights

- Refined the policy direction and analytical results with City Staff, the Parks and Recreation Commission, and the City Council across many meetings.
- Provided direction throughout the adoption process including:
    1. PIF ordinance language and adoption direction
    2. Specific credit-related code language and advice on how to implement credits to comply with state law
    3. PIF methodology report

Key Personnel

John Ghilarducci, Principal-in-Charge

Reference

Trang Lam, Parks & Recreation Manager, now with the Port of Camas-Washougal
360.835.2196, trang@portcw.com

Project Experience

Park Impact Fee Study (2023)

City of Pacific, WA

Seeking greater revenue for parks facilities than its existing impact fee of $468 per dwelling unit could provide, the City sought the help of FCS to recalculate its parks impact fee based on updated project lists and growth assumptions.

Project Highlights

Not only did FCS calculate a maximum defensible impact fee of $3,379 per dwelling unit, it guided the city council through a range of policy decisions:

- Should the maximum impact fee be implemented immediately, phased-in over a period of years, or discounted permanently?
- Should the City continue to impose a parks impact fee on non-residential development? If so, how does non-residential park demand compare with residential park demand?
- What is the best way to implement new state requirements on scaling impact fees based on the size of the dwelling unit?
- Provided clear explanations of options and helped councilors to weigh the trade-offs during an on-site presentation to City Council.
- Culminated in a 12-page report that documented not only the impact fee calculations, but also the policy issues raised by the City.

Key Personnel

John Ghilarducci, Principal
Doug Gabbard, Project Manager

Reference

Rick Gehrke, Public Works Director
253.929.1113, rgehrke@ci.pacific.wa.us

Project Experience

Park Impact Fee Study (2020 – 2021)

City of Kent, WA

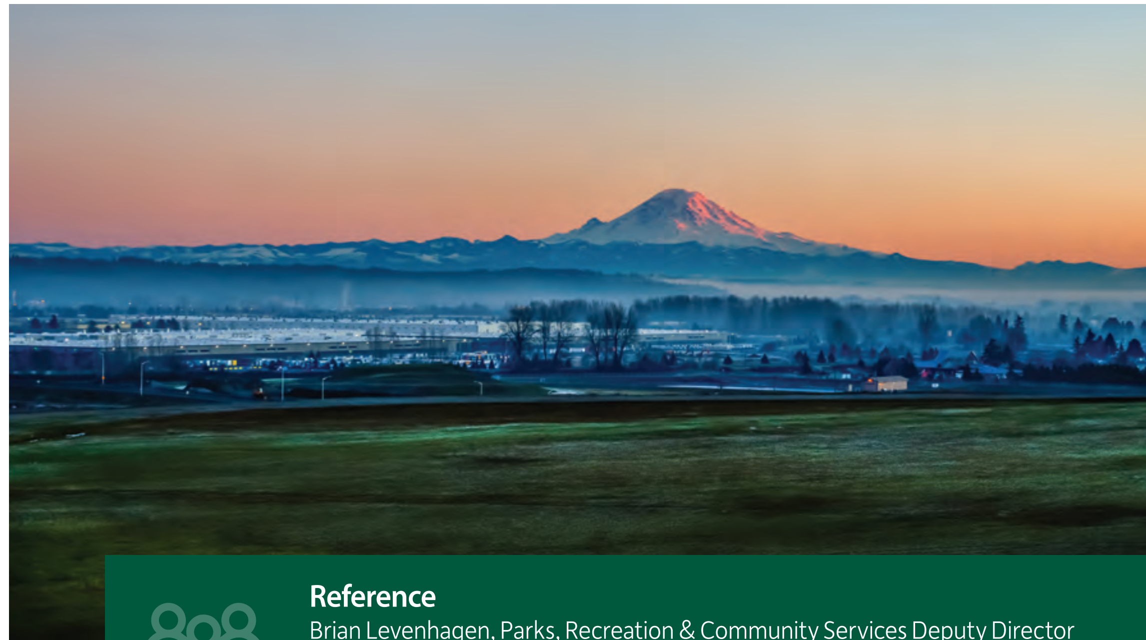
In 2021, FCS completed a park impact fee study for the City of Kent. As a rapidly growing city, with growth in residential housing and commercial development, Kent desired to implement an impact fee for its parks system to help fund future system expansion.

Project Highlights

- Conducted a detailed legal analysis of Washington's impact fee laws, focusing on statutory restrictions and limitations.
- Authored a policy memo evaluating various impact fee approaches, including integration of non-residential development into park fees and potential effects on affordable housing.
- Incorporated the City's "Recreational Value" metric into the park impact fee level of service (LOS) analysis.
- Assessed multiple LOS methodologies to identify the most appropriate for the City's context.
- Collaborated with City staff to evaluate project eligibility based on park classifications (neighborhood, urban, community, etc.).
- Developed a fee schedule grounded in actual occupancy data from the City of Kent.
- Presented analysis and recommendations to City Council alongside City staff.
- Created a funding strategy for $43M in park projects (2021–2026), with 28% of the CIP eligible for impact fee funding.
- Benchmarked proposed fees against neighboring jurisdictions, confirming alignment with regional norms.

Key Personnel

John Ghilarducci, Principal
Doug Gabbard, Project Manager



Reference
Brian Levenhagen, Parks, Recreation & Community Services Deputy Director
253.856.5116
bjlevenhagen@kentwa.gov

References

1

City of Kirkland, WA

Michael Olson
Director of Finance & Administration
425.587.3146
molson@kirklandwa.gov

2

City of Federal Way, WA

Jason Gerwen
Parks & Facilities Deputy Director
253.835.6912
jason.gerwen@cityoffederalway.com

3

City of Camas, WA

Trang Lam, Parks & Recreation Manager
(now with the Port of Camas-Washougal)
360.835.2196
trang@portcw.com

4

City of Pacific, WA

Rick Gehrke
Public Works Director
253.929.1113
rgehrke@ci.pacific.wa.us

5

City of Kent, WA

Brian Levenhagen
Parks, Recreation & Community Services
Deputy Director
253.856.5116
bjlevenhagen@kentwa.gov

Client List

SELECTION OF NORTHWEST IMPACT FEE CLIENTS

FCS and our proposed team have completed hundreds of impact fee studies throughout the Northwest. We have used this broad experience to inform and enhance the "best practices" we apply in Washington. The following are just a few examples of related engagements in Washington and other select states.

Client	Scaling	Parks	Transportation	EMS/ Police/ Fire	Utilities	Building/ Planning	Library/Schools
Airway Heights, WA				•	•		•
Algona, WA			•				
Auburn, WA				•	•	•	
Astoria, OR	•	•		•	•		
Aurora, CO					•		
Bellevue, WA	•	•					
Bellingham, WA		•		•	•	•	•
Bonney Lake, WA	•	•	•				
Bothell, WA					•	•	
Camas, WA	•	•		•			
Canby, OR		•	•		•	•	•
Central Point, OR		•	•		•		
Cheyenne, WY					•		
Clackamas County, OR				•			
Coburg, OR		•	•		•		
Coeur d' Alene, ID		•	•	•	•		
Corvallis, OR	•	•	•		•		
Cottage Grove, OR		•	•		•		
Duvall, WA	•	•					
Evans, CO					•		
Federal Way, WA	•	•					
Fife, WA	•	•					
Forest Grove, OR					•		•
Friday Harbor, WA				•			
Happy Valley, OR		•	•				
Hayden, ID		•	•	•	•	•	

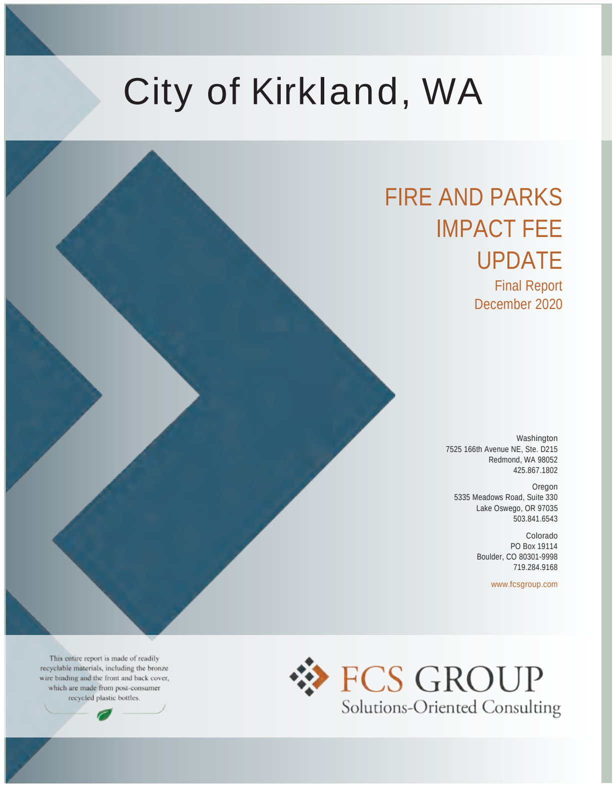
Client List

Client	Scaling	Parks	Transportation	EMS/ Police/ Fire	Utilities	Building/Planning	Library/Schools
Hillsboro, OR			•				
Hood River, OR		•	•		•		
Issaquah, WA	•	•	•	•		•	
Kennewick, WA				•			
Kent, WA		•					
Kirkland, WA	•	•	•	•	•	•	
Long Beach, CA				•			
Maple Valley, WA	•	•					
Medford, OR		•					
Nampa, ID					•		
Newport, OR	•	•	•		•		
North Bend, WA	•	•	•	•			
Oak Harbor, WA	•	•	•	•			•
Olympia, WA		•				•	
Oregon City, OR		•	•	•	•		
Pacific, WA	•	•					
Pasco, WA			•	•			
Pierce County, WA	•	•					
Post Falls, ID					•		
Puyallup, WA		•		•			
Sammamish, WA	•	•	•				
Seattle, WA		•					
Shady Cove, OR		•	•		•		
Silverton, OR	•	•	•		•		
St Helens, OR		•	•		•		
Troutdale, OR			•		•		
University Place, WA			•				
Valley Regional Fire Authority, WA	•			•			
Vancouver, WA			•	•		•	
Walla Walla, WA				•	•	•	
Whitefish, MT		•	•	•	•		

Work Samples

Please reference **Appendix A** for these work samples in their entirety.

SAMPLE REPORTS



City of Kirkland, WA

FIRE AND PARKS
IMPACT FEE
UPDATE

Final Report
December 2020

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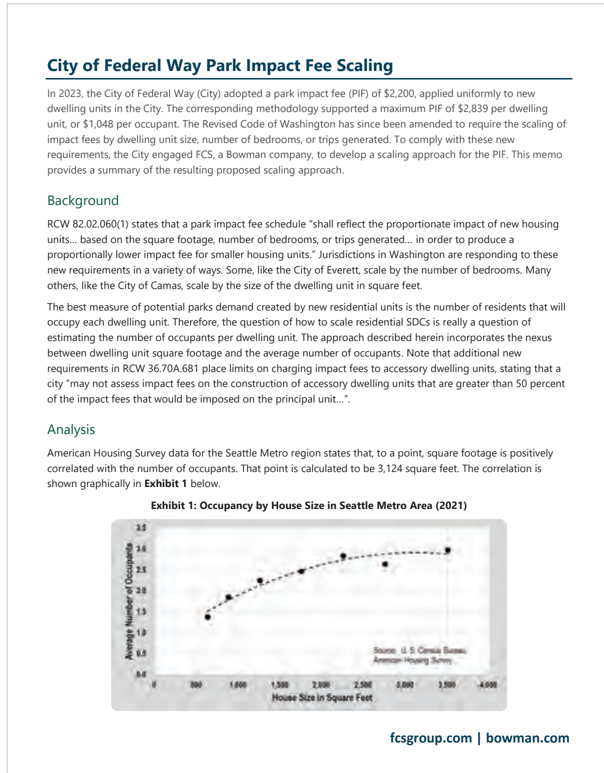

City of Federal Way Park Impact Fee Scaling

In 2023, the City of Federal Way (City) adopted a park impact fee (PIF) of $2,200, applied uniformly to new dwelling units in the City. The corresponding methodology supported a maximum PIF of $2,839 per dwelling unit, or $1,048 per occupant. The Revised Code of Washington has since been amended to require the scaling of impact fees by dwelling unit size, number of bedrooms, or trips generated. To comply with these new requirements, the City engaged FCS, a Bowman company, to develop a scaling approach for the PIF. This memo provides a summary of the resulting proposed scaling approach.

Background

RCW 82.02.060(1) states that a park impact fee schedule "shall reflect the proportionate impact of new housing units… based on the square footage, number of bedrooms, or trips generated… in order to produce a proportionally lower impact fee for smaller housing units." Jurisdictions in Washington are responding to these new requirements in a variety of ways. Some, like the City of Everett, scale by the number of bedrooms. Many others, like the City of Camas, scale by the size of the dwelling unit in square feet.

The best measure of potential parks demand created by new residential units is the number of residents that will occupy each dwelling unit. Therefore, the question of how to scale residential SDCs is really a question of estimating the number of occupants per dwelling unit. The approach described herein incorporates the nexus between dwelling unit square footage and the average number of occupants. Note that additional new requirements in RCW 36.70A.681 place limits on charging impact fees to accessory dwelling units, stating that a city "may not assess impact fees on the construction of accessory dwelling units that are greater than 50 percent of the impact fees that would be imposed on the principal unit…".

Analysis

American Housing Survey data for the Seattle Metro region states that, to a point, square footage is positively correlated with the number of occupants. That point is calculated to be 3,124 square feet. The correlation is shown graphically in **Exhibit 1** below.

Exhibit 1: Occupancy by House Size in Seattle Metro Area (2021)

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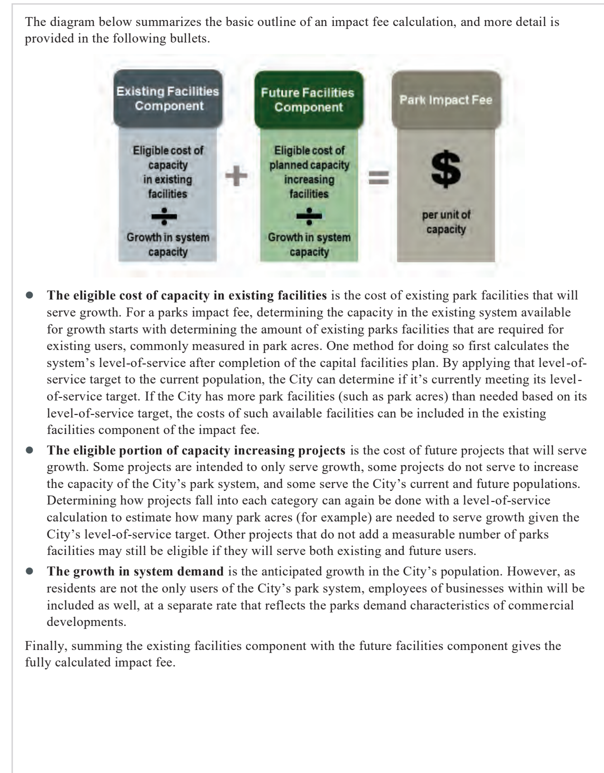

The diagram below summarizes the basic outline of an impact fee calculation, and more detail is provided in the following bullets.

- **The eligible cost of capacity in existing facilities** is the cost of existing park facilities that will serve growth. For a parks impact fee, determining the capacity in the existing system available for growth starts with determining the amount of existing parks facilities that are required for existing users, commonly measured in park acres. One method for doing so first calculates the system's level-of-service after completion of the capital facilities plan. By applying that level-of-service target to the current population, the City can determine if it's currently meeting its level-of-service target. If the City has more park facilities (such as park acres) than needed based on its level-of-service target, the costs of such available facilities can be included in the existing facilities component of the impact fee.
- **The eligible portion of capacity increasing projects** is the cost of future projects that will serve growth. Some projects are intended to only serve growth, some projects do not serve to increase the capacity of the City's park system, and some serve the City's current and future populations. Determining how projects fall into each category can again be done with a level-of-service calculation to estimate how many park acres (for example) are needed to serve growth given the City's level-of-service target. Other projects that do not add a measurable number of parks facilities may still be eligible if they will serve both existing and future users.
- **The growth in system demand** is the anticipated growth in the City's population. However, as residents are not the only users of the City's park system, employees of businesses within will be included as well, at a separate rate that reflects the parks demand characteristics of commercial developments.

Finally, summing the existing facilities component with the future facilities component gives the fully calculated impact fee.

Appendix A: Work Samples

City of Kirkland, WA

FIRE AND PARKS IMPACT FEE UPDATE

Final Report
December 2020

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Section I. INTRODUCTION

The City of Kirkland, Washington (City) is a growing city with increasing demands for parks facilities. To help offset the costs that these demands place upon the City, the City imposes a Parks Impact Fee of $4,391 for a single-family home, and $3,338 for a multi-family dwelling unit. This fee was intended to recover an equitable share of system costs from growth, recognizing both the investments in infrastructure that the City has made and the future investments that the City will have to make to provide capacity to serve growth. The parks impact fee was last studied in 2015, and the City Council adopted Park Impact fees based on this study, which became effective in 2016. The fees have been indexed to inflation over the intervening time period and have thus increased every year. In 2020, the City contracted with FCS GROUP to update the fee. In addition, the City requested an initial impact fee for its fire and emergency medical services, which is included in this report. The scope of work also included updating the City's Transportation Impact Fee, but finalizing that work has been put on hold pending updates to the City's Transportation Management Plan (TMP) expected in 2021. Those results will be summarized in a separate report when the new information has been incorporated.

Consistent with these objectives, this study included the following key elements:

- **Overview of Washington Laws and Methodology Alternatives**. We worked with City staff to examine previous impact fee methodologies and evaluate alternative approaches in compliance with Washington law.

- **Develop Policy Framework**. We worked with City staff to identify, analyze, and agree on key policy issues and direction.

- **Technical Analysis**. In this step, we worked with City staff to resolve technical issues, isolate the recoverable portion of existing and planned facilities costs, and calculate fee alternatives. The most important technical consideration involves the identification and inclusion of planned capacity-increasing project costs.

- **Documentation and Presentation**. In this step, we presented preliminary findings to the City Council and summarized findings and recommendations in this report.

Section II. Impact Fee Legal Overview

Impact fees are enabled by state statutes, authorized by local ordinance, and constrained by the United States Constitution. Impact fees allow cities to recover some of the cost of expanding public facilities necessitated by growth. These fees allow "growth to pay for growth" in a fair and equitable manner. Impact fees have a specific definition and associated constraints in the state of Washington. Impact fees are allowed under RCW 82.02.050 through 82.02.110 and are permitted for:

- Public streets and roads
- Publicly owned parks, open space, and recreation facilities
- School facilities
- Fire protection facilities

The statute provides specific guidance on the permissible methodology for calculating impact fees. This guidance can be broken down into three major categories:

1. **Eligibility Requirements**. RCW 82.02.050(3) states that impact fees:

   a. Shall only be imposed for system improvements that are reasonably related to the new development;

   b. Shall not exceed a proportionate share of the costs of system improvements that are reasonably related to the new development; and;

   c. Shall only be used for system improvements that will reasonably benefit the new development.

   These requirements, which exist to protect developers, ensure that impact fees are based on—and spent for—capacity that will directly or indirectly serve new development. That is why careful scrutiny is given to the included project list. Moreover, the impact fee that a developer pays must represent that particular development's fair share of required capacity. That is why developments pay a unique fee based on land use, anticipated occupancy, and size.

   Additionally, RCW 82.02.050(5) states that "Impact fees may be collected and spent only for the public facilities . . . which are addressed by the capital facilities plan element of a comprehensive land use plan." This means that if a project is not listed in the adopted capital facilities plan element, then it is not eligible to be included in impact fee calculations.

2. **Cost Basis**. RCW 82.02.060(1) outlines the cost basis of impact fee calculations, stating that the basis must consider:

   a. The cost of public facilities necessitated by new development;

   b. An adjustment to the cost of the public facilities for past or future payments made or reasonably anticipated to be made by new development to pay for particular system improvements in the form of user fees, debt service payments, taxes, or other payments earmarked for or pro-ratable to the particular system improvement;

c. The availability of other means of funding public facility improvements;

d. The cost of existing public facilities improvements; and

e. The methods by which public facilities improvements were financed.

This means that adjustments to the impact fee cost basis must be made for the amount of outstanding debt that was or will be used to pay for capital facility improvements, as well as other methods of funding public facilities improvements.

3. **Customer Base**. The costs determined to be eligible must be proportionately allocated across the projected customer base.

Section III. FIRE IMPACT FEE

The City does not currently have a fire impact fee. Therefore, instead of an update using an existing methodology, a new methodology must be applied. This study uses the *buy in plus growth method*, meaning that the impact fee is comprised of two separate parts: the existing cost component and the future cost component. Conceptually, this recognizes that the new customer is not fully served by the existing system, as evidenced by the need to make additional expansion investments. An expansion charge is added to this existing system charge by dividing the expansion portion of future capacity investments by the projected growth. The existing cost component consists of the existing system cost, divided by the existing customer base *plus* the future growth served. The future cost component consists of the capacity expanding portion of future projects, divided by *only* future growth served. These two components are then added together to create the fire impact fee. This methodology is shown in **Exhibit 1**.

Exhibit 1
Fire Impact Fee Methodology

$$\text{Impact Fee} = \frac{\text{Existing System Cost}}{\text{Existing Customer Base} + \text{Future Growth Served}} + \frac{\text{Future Project Costs: Capacity Expansion}}{\text{Future Growth Served}}$$

Each of these components requires explanation and is examined in detail below.

III.A. EXISTING SYSTEM COST

The existing system cost is simply the cost of the City's existing assets used to provide fire and EMS services. This primarily consists of fire apparatus (including engines, aid cars, and marine units), miscellaneous equipment, and fire stations that are currently in service. The included assets are shown in **Exhibit 2** and **3.**

Exhibit 2
Fire Apparatus

Veh #	Acquisition Date	Useful Life	Original Cost
F-612	2003	18	$ 355,048
F-613A	2005	18	169,694
F-213	2006	8	58,314
F-613B	2006	18	233,605
F403B	2007	17	4,814
F-613C	2007	17	632
F-216	2008	8	66,368
F-318A	2010	8	188,990
F-614A	2010	18	542,752
F-614B	2010	18	244
F-318B	2011	8	1,243
F-614C	2011	18	2,163
F-319A	2012	8	197,374
F-615A	2012	18	269,200
F-319B	2013	8	330
F-615B	2013	18	311,091
F-320	2014	8	211,243
F-321	2014	8	211,455
F-507A	2014	8	2,403
F-615C	2014	17	2,947
F-322A	2015	8	225,148
F-323A	2015	8	225,148
F-507B	2015	18	1,215,767
F-616A	2015	18	603,529
Marine-1	2015	10	38,690
Marine-2	2015	10	38,690
F-318C	2016	8	40,359
F-319C	2016	8	40,359
F-322B	2016	8	42,739
F-323B	2016	8	42,769
F-507C	2016	8	1,349
F-616B	2016	8	23
F-617	2017	18	665,441
F 617	2018	18	22,418
F214X	2006	8	26,964
F222	2014	8	31,265
F223	2014	8	31,265
F224	2014	8	31,265
F225	2014	8	31,265
Included Total			$ 6,184,368

The total apparatus cost is $6.2 million. The other major component of the City's assets is its fire stations, which total $8.5 million.

Exhibit 3
City Fire Stations

Station	Year Acquired	Original Cost
Fire Station #21	1998	$ 1,352,826
Fire Station #22	1980	662,700
Fire Station #26	1994	1,588,088
FS#25 (FD41 Annex)	2011	1,078,600
Fire Station #25 Renovation	2018	3,653,513
FS#27 (FD41 Annex)	2011	213,700
Total		$ 8,549,428

Combined with $379,317 in included miscellaneous equipment, the total existing cost component can be calculated as shown in **Exhibit 4** below and totaling $15,113,113.

Exhibit 4
Existing Cost Component

Asset Category	Cost
Apparatus	$ 6,184,368
Miscellaneous Equip.	379,317
Stations	8,549,428
Existing Cost Component	$ 15,113,113

III.B. CUSTOMER BASE

The next step is to calculate the existing customer base. The City provided the number of dwelling units in the City in 2015, along with the area (in square feet) of various nonresidential land use types. Based on the City's comprehensive plan, anticipated development by 2035 and annual growth rates could be calculated as shown in **Exhibit 5**. Using the compound annual growth rate, the total amount of development in 2019 could be interpolated. Development in 2019 is the existing customer base, and the estimated development between 2020 and 2035 is the future customer base.

Exhibit 5
Development

Land Use	Measurement	2015 Existing	Additional 2035 Development	Compound Annual Growth Rate	2019 Development
Commercial	Sq. Ft.	4,063,759	889,766	0.99%	4,227,905
Office & Industrial	Sq. Ft.	8,799,061	4,831,614	2.21%	9,604,008
Schools	Sq. Ft.	2,468,850	551,102	1.01%	2,570,371
Health Care	Sq. Ft.	2,017,135	450,269	1.01%	2,100,081
Government	Sq. Ft.	320,571	71,559	1.01%	333,753
Single-Family	Dwelling Unit	20,451	3,511	0.80%	21,109
Multifamily	Dwelling Unit	17,086	10,153	2.36%	18,756

The City provided response data from 2019, categorized by land use type. This was used to calculate the 2019 incident generation rate, or the number of incidents generated by each unit of development, as shown in **Exhibit 6**.

Exhibit 6
2019 Incident Generation Rate

Land Use	Measurement	2019 Development	2019 Incidents	2019 Incident Generation Rate
Commercial	Sq. Ft.	4,227,905	936	0.00022
Office & Industrial	Sq. Ft.	9,604,008	169	0.00002
Schools	Sq. Ft.	2,570,371	220	0.00009
Health Care	Sq. Ft.	2,100,081	1,092	0.00052
Government	Sq. Ft.	333,753	162	0.00049
Single-Family	Dwelling Unit	21,109	2,903	0.13754
Multifamily	Dwelling Unit	18,756	2,157	0.11500
Total			7,640	

Assuming that incident generation rates across land use types remain the same, an incident forecast for 2035 can be prepared, as shown in **Exhibit 7**.

Exhibit 7
Incident Forecast

Land Use	Measurement	2015 Existing	2035 Development	2019 Incident Generation Rate	2035 Incident Forecast
Commercial	Sq. Ft.	4,063,759	4,953,525	0.00022	1,097
Office & Industrial	Sq. Ft.	8,799,061	13,630,675	0.00002	240
Schools	Sq. Ft.	2,468,850	3,019,952	0.00009	259
Health Care	Sq. Ft.	2,017,135	2,467,404	0.00052	1,283
Government	Sq. Ft.	320,571	392,130	0.00049	191
Single-Family	Dwelling Unit	20,451	23,962	0.13754	3,296
Multifamily	Dwelling Unit	17,086	27,239	0.11500	3,133
Total					9,497

The annual number of incidents is expected to grow by 1,857 incidents between 2019 and 2035 (9,497 – 7,640 = 1,857). This results in a *growth eligibility percentage* of 19.56 percent.

$$1{,}857 \div 9{,}497 \ = 19.56\%$$

Unlike other City services, it is difficult to assign future investments as 100 percent growth related. Apparatus are mobile, and most of the growth within the City is projected to be infill and redevelopment. Thus, future projects will be assumed to serve both existing development and future growth. This means that future system investments will only be 19.56 percent eligible for inclusion in the future cost component.

III.C. FUTURE COST COMPONENT

The City provided a capital improvement plan (CIP) that included both funded and unfunded projects. However, after discussions with City staff, it was determined that the unfunded portion of the CIP should be included in the impact fee cost basis only if the City’s Proposition #1 levy failed at the November 2020 election. The levy passed, so the projects listed in the unfunded portion of the CIP will be funded with levy funds instead, and not included in the impact fee study. The included CIP projects are shown in **Exhibit 8**.

Exhibit 8
Future Projects

Project Number	Project Title	Prior Year(s) (not included)	2019-2024 Total	Impact Fee Eligibility	Impact Fee Eligibile Cost
FIRE					
PSC 06300	Air Fill Station Replacement		86,200	19.56%	16,857
PSC 06600	Thermal Imaging Cameras		93,400	19.56%	18,265
PSC 07100	Self Contained Breathing Apparatus (SCBA)		1,017,600	19.56%	198,999
PSC 07600	Personal Protective Equipment		1,320,500	19.56%	258,233
PSC 08000	Emergency Generators	120,000	120,000	19.56%	46,934
PSC 08100	Fire Station 26 Training Prop		290,000	19.56%	56,712
PSC 08200	Water Rescue Craft Storage & Lift		87,900	19.56%	17,189
FACILITIES					
PSC 30021	*Fire Station 24 Land Acquisition*	*4,437,530*	5,737,530	19.56%	1,989,804
PSC 30022	*Fire Station 24 Replacement*	*10,133,300*	16,890,908	19.56%	5,284,772
Total Funded Public Safety Projects		$ 14,690,830	$ 25,644,038		$ 7,887,764

The future cost to be included is $25.6 million. When multiplied by the growth eligibility percentage calculated above, the future cost basis is $7.9 million.

III.D. IMPACT FEE CALCULATION

All the cost bases of the impact fee have now been calculated. However, as the impact fee will be charged based on individual land use type, each cost component must be distributed across the various land use types. This is done on the percentage of incidents in the relevant year (2019 for the current cost basis and 2035 for the future cost basis). **Exhibit 9** shows the distribution and resulting impact fee for apparatus costs.

Exhibit 9
Apparatus Fee Calculation

Land Use Type	Unit of Development	2019 Incidents	2019 Incident Breakdown	Cost Basis: $ 6,184,368	2035 Development	Fee
Commercial	Sq. Ft.	936	12.25%	$ 757,740	4,953,525	$ 0.15
Office & Industrial	Sq. Ft.	169	2.21%	136,642	13,630,675	0.01
Schools	Sq. Ft.	220	2.88%	178,344	3,019,952	0.06
Health Care	Sq. Ft.	1,092	14.29%	883,735	2,467,404	0.36
Government	Sq. Ft.	162	2.12%	131,318	392,130	0.33
Single-Family	Dwelling Unit	2,903	38.01%	2,350,415	23,962	98.09
Multifamily	Dwelling Unit	2,157	28.24%	1,746,174	27,239	64.11
Total		7,640	100.00%	$ 6,184,368		

Exhibit 10 shows the distribution and resulting impact fee for fire stations and miscellaneous equipment costs.

Exhibit 10
Stations and Miscellaneous Equipment Fee Calculation

Land Use Type	Unit of Development	2019 Incidents	2019 Incident Breakdown	Cost Basis $8,928,745	2035 Development	Fee
Commercial	Sq. Ft.	936	12.25%	$ 1,093,995	4,953,525	$ 0.22
Office & Industrial	Sq. Ft.	169	2.21%	197,278	13,630,675	0.01
Schools	Sq. Ft.	220	2.88%	257,486	3,019,952	0.09
Health Care	Sq. Ft.	1,092	14.29%	1,275,901	2,467,404	0.52
Government	Sq. Ft.	162	2.12%	189,592	392,130	0.48
Single-Family	Dwelling Unit	2,903	38.01%	3,393,435	23,962	141.62
Multifamily	Dwelling Unit	2,157	28.24%	2,521,057	27,239	92.55
Total		7,640	100.00%	$ 8,928,745		

Finally, the future cost basis is distributed in **Exhibit 11**. As the future cost basis is divided only by future growth, the incidents, incident breakdown, and development are different than in **Exhibits 9** and **10**.

Exhibit 11
Future Projects Fee Calculation

Land Use Type	Unit of Development	2035 Projected Incidents	2035 Incident Breakdown	Cost Basis $ 7,887,764	Growth by 2035	Fee
Commercial	Sq. Ft.	1,097	11.55%	$ 910,885	889,766	$ 1.02
Office & Industrial	Sq. Ft.	240	2.52%	198,977	4,831,614	0.04
Schools	Sq. Ft.	259	2.73%	214,989	551,102	0.39
Health Care	Sq. Ft.	1,283	13.51%	1,065,320	450,269	2.37
Government	Sq. Ft.	191	2.01%	158,301	71,559	2.21
Single-Family	Dwelling Unit	3,296	34.70%	2,737,444	3,511	779.68
Multifamily	Dwelling Unit	3,133	32.99%	2,601,849	10,153	256.26
Total		9,497	100.00%	$ 7,887,764		

The total fire impact fee is the sum of these three calculated fees, shown below in **Exhibit 12**.

Exhibit 12
Fire Impact Fee Schedule

Land Use Type	Existing Fee Component	Future Fee Component	Total Fee	Unit of Development
Commercial	$ 0.37	$ 1.02	$ 1.40	per Sq. Ft.
Office & Industrial	0.02	0.04	0.07	per Sq. Ft.
Schools	0.14	0.39	0.53	per Sq. Ft.
Health Care	0.88	2.37	3.24	per Sq. Ft.
Government	0.82	2.21	3.03	per Sq. Ft.
Single-Family	239.71	779.68	1,019.38	per Dwelling Unit
Multifamily	156.66	256.26	412.92	per Dwelling Unit

Finally, the calculated fire impact fees can be multiplied by anticipated growth to forecast the revenue the City will receive if it fully adopts the fire impact fee.

Exhibit 13
Fire Impact Fee Revenue Forecast

Land Use Type	Total Fee	Unit of Development	Growth by 2035	Existing Component Revenue	Future Component Revenue
Commercial	$ 1.40	per Sq. Ft.	889,766	$ 332,614	$ 910,885
Office & Industrial	0.07	per Sq. Ft.	4,831,614	118,363	198,977
Schools	0.53	per Sq. Ft.	551,102	79,533	214,989
Health Care	3.24	per Sq. Ft.	450,269	394,105	1,065,320
Government	3.03	per Sq. Ft.	71,559	58,562	158,301
Single-Family	1,019.38	per Dwelling Unit	3,511	841,610	2,737,444
Multifamily	412.92	per Dwelling Unit	10,153	1,590,558	2,601,849
Total Revenue Generated				$ 3,415,346	$ 7,887,764

The total revenue generated is $11.3 million. This represents 44% of the 2019-24 CIP shown in **Exhibit 8**.

FCS GROUP also surveyed neighboring jurisdictions to determine how the City's calculated fire impact fees fit into a regional context. The results of this survey are shown in **Exhibit 14**. Fire impact fees are not as common as other types of impact fees, but Kirkland's calculated fee is in line with those imposed by other Western Washington jurisdictions.

Exhibit 14
Fire Impact Fee Survey

City	SFR	MFR
Issaquah	$ 2,213	$ 2,485
Shoreline	2,187	1,895
Kirkland	1,019	413
Renton	830	965
Redmond	125	149
Sammamish	N/A	N/A
Bellevue	N/A	N/A
Sammamish	N/A	N/A
Vancouver	N/A	N/A

Section IV. PARKS IMPACT FEE

This section provides the detailed calculations of the maximum defensible parks impact fee. As the City already has an existing parks impact fee, this study uses the same investment-based methodology as was previously used. This approach is based on the total value of the City's park system, divided by the total applicable customer base. One change was made to the previous calculation. This impact fee uses residential equivalents (described below) that is added to the city population to account for the impacts of nonresidential development on City infrastructure.

IV.A. CUSTOMER BASE

The first step is to calculate the parks capital value per person, or the value of the existing system divided by the user base. The City currently defines the user base of its park system as the City's population. However, an alternative methodology is based on *residential equivalents*, which measures and includes the additional impact of employees of businesses within the City on the parks system. The calculation of residential equivalents is shown below.

IV.A.1. Residential Equivalents

To charge parks impact fees to both residential and non-residential developments, we must estimate both (1) how much availability non-residential occupants (i.e., employees) have to use parks facilities and (2) how that availability differs from residential occupants (i.e., residents).

The calculation begins with the most recent data for both population and employment in Kirkland. As shown below, in 2017 (the most recent year for which both population and employment data were available), 86,080 residents lived in Kirkland, and 47,834 employees worked in Kirkland. Of these, 5,484 people both lived and worked in Kirkland, as shown in **Exhibit 15.**

Exhibit 15
Residents and Employees in Kirkland (2017)

	Living Inside Kirkland	Living Outside Kirkland	Total
Working inside Kirkland	5,484	42,350	47,834
Working outside Kirkland	39,184		
Not working	41,412		
Total	86,080		

Source: WA OFM Population Statistics, US Census Bureau: OnTheMap Application

Next, we estimate the number of hours per week that each category of person would be available to use the parks facilities in Kirkland. For example, a resident of the City who was not working would have 112 hours per week available to use park facilities (7 days x 16 hours per day). The table below shows FCS GROUP's estimate of maximum time available for use. It is not an estimate of actual use.

Exhibit 16
Available Hours by Category

Hours per Week of Park Availability per Person, Residential Demand	Living Inside Kirkland	Living Outside Kirkland
Working inside Kirkland	72	N/A
Working outside Kirkland	72	N/A
Not working	112	N/A
Hours per Week of Park Availability per Person, Non-Residential Demand	**Living Inside Kirkland**	**Living Outside Kirkland**
Working inside Kirkland	10	10
Working outside Kirkland	N/A	N/A
Not working	N/A	N/A

Source: FCS GROUP

When the hours of availability above are multiplied by the population and employee counts presented earlier, we can determine the relative parks demand of residents and employees. As shown in **Exhibit 17**, the parks demand of one employee is equivalent to the parks demand of 0.11 resident. Another way of understanding this is that the parks demand of 9.12 employees is equivalent to the parks demand of one resident.

Exhibit 17
Total Available Hours by Class

Total Hours per Week of Park Availability, 2017	Residential Hours	Non-Residential Hours	Total Hours
Working inside Kirkland	394,848	478,340	873,188
Working outside Kirkland	2,821,248		2,821,248
Not working	4,638,144		4,638,144
Total	7,854,240	478,340	8,332,580
Hours per resident	91.24		
Hours per employee		10.00	
Employee Residential Equivalent			0.110

Source: Previous tables

IV.A.2. Growth

The current (2020) demand for parks facilities is 96,121 residential equivalents. That number is the sum of 90,660 residents (based on the Washington State Office of Financial Management's official state population projections), and 5,461 residential equivalents for 49,832 employees. The number of employees is based on the 2017 number of employees, inflated to 2020 based on the City's planning data.

During the forecast period from 2020 to 2024, chosen to match the capital plan, residential population is expected to grow by 983 residents to a total of 91,643 residents. Population growth was forecast at 0.27 percent annually, and growth in employees forecast at 1.37 percent annually. As shown in **Exhibit 18**, residential equivalents will grow by 1,289 residential equivalents to a total of 97,410 residential equivalents.

Exhibit 18
Growth in Residential Equivalents

	2017	2020	2024	Growth from 2020 to 2024
Population	86,080	90,660	91,643	983
Employees	47,834	49,832	52,627	2,795
Residential Equivalent Employees	5,242	5,461	5,768	306
Total Residential Equivalents	91,322	96,121	97,410	1,289

As of the time of this report, the City had not determined whether to use residential equivalents as the customer base, which would allow it to charge nonresidential development, or to retain its current approach and charge only residential development. This report shows each calculation in parallel, so the differences between the two approaches are clear.

IV.B. IMPACT FEE CALCULATION

The next step is to calculate the capital value per person or residential equivalent. This study is based on the previous valuations of the City park system, inflated by the actual rise in property assessed values in Kirkland between 2014 and 2020 (80.74 percent). This is shown in **Exhibit 19**.

Exhibit 19a
Park System Inventory

Name	2014 Land Value	2014 Improvement Value	2014 Total Value	2020 Inflated Land Value	2020 Inflated Improvement Value	2020 Additional CIP Improvements	2020 Total Value
132nd Square Park	$ 466,000	$ 2,462,121	$ 2,928,121	$ 842,264	$ 4,450,121	$ 9,058	$ 5,301,444
Beach Property	45,000	-	45,000	81,335	-		81,335
Brookhaven Park	622,100	24,725	646,825	1,124,405	44,688		1,169,093
Carillon Woods	9,634,000	180,920	9,814,920	17,412,823	327,001		17,739,824
Cedar View Park	465,500	101,500	567,000	841,361	183,455		1,024,815
Cotton Hill Park	803,000	-	803,000	1,451,370	-		1,451,370
Crestwoods Park	13,784,500	2,457,493	16,241,993	24,914,579	4,441,756		29,356,336
David E. Brink Park	15,379,000	648,124	16,027,124	27,796,534	1,171,442		28,967,975
Edith Moulton Park	3,648,000	287,940	3,935,940	6,593,521	520,433	1,878,356	8,992,310
Everest Park	5,812,800	3,918,638	9,731,438	10,506,255	7,082,680	409	17,589,344
Forbes Creek Park	2,852,000	524,875	3,376,875	5,154,803	948,677		6,103,480
Forbes Lake Park	1,382,000	-	1,382,000	2,497,874	-	140,602	2,638,476
Heritage Park	16,215,500	2,091,641	18,307,141	29,308,452	3,780,504		33,088,956
Heronfield Wetlands	2,128,200	16,100	2,144,300	3,846,582	29,100		3,875,682
Highlands Park	1,271,000	351,584	1,622,584	2,297,249	635,465		2,932,714
Houghton Beach Park	30,150,000	2,238,895	32,388,895	54,494,147	4,046,656		58,540,803
Juanita Bay Park	25,880,200	4,886,922	30,767,122	46,776,764	8,832,790	2,759	55,612,312
Juanita Beach Park	10,752,000	9,210,079	19,962,079	19,433,535	16,646,614	688,569	36,768,717
Juanita Heights Park	1,168,000	5,600	1,173,600	2,111,083	10,122	736,033	2,857,238
Kingsgate Park	1,293,000	5,000	1,298,000	2,337,013	9,037		2,346,050
Kiwanis Park	8,282,000	16,000	8,298,000	14,969,172	28,919		14,998,091
Lake Ave W Street End Park	5,513,278	12,700	5,525,978	9,964,888	22,954		9,987,843
Marina Park	12,000,000	5,573,669	17,573,669	21,689,213	10,074,040	11,798	31,775,051
Mark Twain Park	624,000	874,062	1,498,062	1,127,839	1,579,810		2,707,649
Marsh Park	16,950,000	705,526	17,655,526	30,636,013	1,275,192	18,937	31,930,142
McAuliffe Park	2,888,800	523,408	3,412,208	5,221,316	946,026		6,167,342
Neil-Landguth Wetland Park	140,000	5,000	145,000	253,041	9,037		262,078
North Kirkland Com Ctr Park	3,172,800	7,196,029	10,368,829	5,734,628	13,006,349		18,740,977
North Rose Hill Woodlands Park	1,944,000	1,100,505	3,044,505	3,513,652	1,989,091		5,502,743
Ohde Avenue Pea Patch	666,000	2,250	668,250	1,203,751	4,067		1,207,818
Open Space 1138020240	189,000	-	189,000	341,605	-		341,605
Open Space 1437900440	1,000	-	1,000	1,807	-		1,807
Open Space 3295730200	1,000	-	1,000	1,807	-		1,807
Open Space 3326059150	988,000	-	988,000	1,785,745	-		1,785,745
Open Space 6639900214	177,000	-	177,000	319,916	-		319,916
Open Space 3326059136	1,060,900	-	1,060,900	1,917,507	-		1,917,507
Open Space 2426049132	651,000	-	651,000	1,176,640	-		1,176,640
Open Space 2540800430	1,000	-	1,000	1,807	-		1,807
Open Space 3261020380	5,000	-	5,000	9,037	-		9,037
Open Space 3275740240	1,000	-	1,000	1,807	-		1,807
Open Space 3754500950	476,000	-	476,000	860,339	-		860,339
Open Space 6619910290	240,000	-	240,000	433,784	-		433,784

Exhibit 19b
Park System Inventory cont.

Name	2014 Land Value	2014 Improvement Value	2014 Total Value	2020 Inflated Land Value	2020 Inflated Improvement Value	2020 Additional CIP Improvements	2020 Total Value
Open Space 7016100600	536,000	-	536,000	968,785	-		968,785
Open Space 7016300061	1,000	-	1,000	1,807	-		1,807
Open Space 7955060320	164,000	-	164,000	296,419	-		296,419
Open Space 9527000610	1,000	-	1,000	1,807	-		1,807
Open Space 1119000270	1,000	-	1,000	1,807	-		1,807
Open Space 3558910830	1,000	-	1,000	1,807	-		1,807
Peter Kirk Park	27,181,400	17,367,453	44,548,853	49,128,597	31,390,532	78,596	80,597,726
Phyllis A Needy - Houghton Nbr	422,000	363,653	785,653	762,737	657,278		1,420,015
Reservoir Park	718,000	150,300	868,300	1,297,738	271,657		1,569,395
Rose Hill Meadows	1,888,000	452,044	2,340,044	3,412,436	817,040		4,229,476
Settler's Landing	1,800,000	506,400	2,306,400	3,253,382	915,285		4,168,667
Snyders Corner Park	772,000	-	772,000	1,395,339	-		1,395,339
South Norway Hill Park	2,553,400	-	2,553,400	4,615,103	-		4,615,103
South Rose Hill Park	450,000	480,721	930,721	813,345	868,872		1,682,217
Spinney Homestead Park	3,896,000	718,878	4,614,878	7,041,764	1,299,324		8,341,088
Street End Park	299,891	-	299,891	542,033	-		542,033
Terrace Park	865,700	397,787	1,263,487	1,564,696	718,974	815	2,284,485
Tot Lot Park	763,000	138,205	901,205	1,379,072	249,796	4,372	1,633,241
Van Aalst Park	1,788,000	260,160	2,048,160	3,231,693	470,222		3,701,915
Watershed Park	10,248,900	-	10,248,900	18,524,214	-		18,524,214
Waverly Beach Park	6,605,500	1,761,240	8,366,740	11,939,008	3,183,325	1,301,710	16,424,042
Windsor Vista Park	977,000	-	977,000	1,765,863	-		1,765,863
Wiviott Property	131,000	-	131,000	236,774	-		236,774
Yarrow Bay Wetlands	3,209,600	-	3,209,600	5,801,141	-		5,801,141
Cross Kirkland Corridor Trail	1,000,000	4,102,560	5,102,560	1,807,434	7,415,108		9,222,542
2015 Dock Shoreline			-	-	-	106,060	106,060
2017 Neighborhood Park Land Acq			-	-	-	1,683,120	1,683,120
2013 Dock Shoreline			-	-	-	344,061	344,061
Totem Lk/CKC Land Acquisition			-	-	-	181,569	181,569
2016 Dock Shoreline			-	-	-	300,184	300,184
OO Denny Park Improvements			-	-	-	150,605	150,605
Parks Maintenance Center			-	-	-	10,816,907	10,816,907
PK Pool Liner Replacement			-	-	-	214,855	214,855
2017 Dock Shoreline			-	-	-	212,341	212,341
2018 Neighborhood Park Land Acqu			-	-	-	65,124	65,124
2015 Dock Shoreline			-	-	-	328	328
Totem Lk/CKC Land Acquisition			-	-	-	125	125
Totem Lake Park Master Plan Ph. 1			-	-	-	996,231	996,231
15/17/18 City School Partnership			-	-	-	161,253	161,253
2018 City-School Partnership			-	-	-	161,253	161,253
Neighborhood Park Land Acquisi			-	-	-	3,000	3,000
[extra]			-	-	-		-
Total	$ 265,996,969	$ 72,120,702	$ 338,117,671	$ 480,772,071	$ 130,353,437	$ 20,269,029	$ 631,394,537

As shown, the value of the park system has increased from about $338 million to $631 million. This results in an increase in the capital value per person or residential equivalent, as shown in **Exhibit 20**.

Exhibit 20
Capital Value per Person / Residential Equivalent

	Previous Study	Current Study (w/o nonresidential)	Current Study (w/nonresidential)
Value of Parks Inventory	$ 338,118,273	$ 631,394,537	$ 631,394,537
Population / Residential Equivalents	82,590	90,660	96,121
Capital Value Per Person / RE	$ 4,094	$ 6,964	$ 6,569

Now that the capital value per resident or residential equivalent has been calculated, the next step is to calculate the value of parks needed for growth. This is the capital value calculated above, multiplied by the forecasted growth. This represents the total investment that is eligible to be recovered through impact fees.

Exhibit 21
Value Needed for Growth

	Previous Study	Current Study (w/o nonresidential)	Current Study (w/nonresidential)
Capital Value per Person / RE	$ 4,094	$ 6,964	$ 6,569
Growth of Population / REs	4,320	983	1,289
Investment Needed for Growth	$ 17,685,809	$ 6,843,223	$ 8,466,310

The investment needed for growth has decreased from the previous study, due to the relatively short remaining planning period, and an anticipated decrease in the population growth rate. However, these values also need to be adjusted for consistency with the CIP. Under Washington state law, impact fees can only recover the growth-related cost of CIP projects that add capacity to the park system. The City provided a list of projects that would be completed through 2024, as well as an estimate of how much of each project would increase the capacity of the park system. This is shown in **Exhibit 22**.

Exhibit 22
Capital Improvement Program

Project Number	Project Title	2019-2024 Total	Capacity Share	Eligible Cost
PKC 04900	Open Space, Park Land & Trail Acq Grant Match Program	100,000	100%	$ 100,000
PKC 06600	*Parks, Play Areas & Accessibility Enhancements*	1,115,000	0%	-
PKC 08711	Waverly Beach Park Renovation Phase II	515,000	0%	-
PKC 11901	*Juanita Beach Park Bathhouse Replacement*	1,208,311	13%	157,080
PKC 11903	Juanita Beach Park Playground	366,000	58%	212,280
PKC 12100	Green Kirkland Forest Restoration Program	600,000	0%	-
PKC 13310	*Dock & Shoreline Renovations*	1,660,000	0%	-
PKC 13330	Neighborhood Park Land Acquisition	5,418,000	100%	5,418,000
PKC 13400	*132nd Square Park Playfields Renovation*	5,672,200	50%	2,836,100
PKC 13420	132nd Square Park Master Plan	135,000	80%	108,000
PKC 13530	Juanita Heights Park Trail	243,800	100%	243,800
PKC 13902	*Totem Lake Park Development - Expanded Phase I*	6,159,200	90%	5,543,280
PKC 14200	Houghton Beach & Everest Park Restroom Repl. Design	85,000	0%	-
PKC 14700	*Parks Maintenance Center*	2,958,351	14%	414,169
PKC 15100	Park Facilities Life Cycle Projects	950,000	0%	-
PKC 15400	Indoor Recreation & Aquatic Facility Study	160,000	100%	160,000
PKC 15500	Finn Hill Neighborhood Green Loop Trail Master Plan	160,000	100%	160,000
PKC 15600	Park Restrooms Renovation/Replacement Program	1,583,000	0%	-
PKC 15700	Neighborhood Park Development Program	1,583,000	100%	1,583,000
Total Funded Park Projects		30,671,862	Total	$ 16,935,710

The total growth-related portion of the CIP is about $16.9 million. As this value exceeds the investment needed for growth calculated in **Exhibit 21**, no adjustment is needed to reduce the investment needed for growth -- the adjustment percentage is 100 percent, as shown in **Exhibit 23**.

Exhibit 23
CIP Adjustment

	Previous Study	Current Study (w/o nonresidential)	Current Study (w/nonresidential)
Cost of CIP Projects that Add Capacity	$ 6,857,400	$ 16,935,710	$ 16,935,710
Investment Needed for Growth	17,685,809	6,843,223	8,466,310
Adjustment Percentage	39%	100%	100%

The penultimate step is to multiply the adjustment percentage by the capital value per person or residential equivalent calculated in **Exhibit 20**. This is the growth cost per person or residential equivalent, shown in **Exhibit 24**.

Exhibit 24
Growth Cost per Person / Residential Equivalent

	Previous Study	Current Study (w/o nonresidential)	Current Study (w/nonresidential)
Capital Value per Person / RE	$ 4,094	$ 6,964	$ 6,569
Adjustment Percentage	39%	100%	100%
Growth Cost per Person / RE	$ 1,587	$ 6,964	$ 6,569

Finally, the growth cost per person or residential equivalent is multiplied by the Kirkland-specific average occupancy rates of various residential units or the residential equivalence (if applicable) to determine the parks impact fee.

Exhibit 25
Occupancy Rates by Dwelling Unit

	Previous Study Value	Current Study
Single-Family	2.5	2.5
Multi-Family	1.9	1.7
Residential Suite	N/A	0.9
Residential Equivalence	N/A	0.1

This results in the calculated impact fees shown below.

Exhibit 26
Impact Fee per Unit of Development

	Previous Study	Current Study (w/o nonresidential)	Current Study (w/nonresidential)
Single-Family	$ 3,968	$ 17,496	$ 16,501
Multi-family	3,016	11,845	11,172
Residential Suite	N/A	6,268	5,912
Per Employee	N/A	N/A	720

The calculated impact fee represents a sizeable increase over the existing parks impact fee. This is driven primarily by the low growth forecasted within the city through 2024 (based on past projections), as well as the large increase in the assessed value of the parks system. Thus, the high impact fee appropriately reflects the high cost of developing new parks within Kirkland. It should be reiterated that this represents the *maximum allowable impact fee*, and the City is not under any obligation to adopt the calculated fee.

Finally, FCS GROUP compared the calculated park impact fee to other regional jurisdictions.

Exhibit 27
Park Impact Fee Survey

Parks Impact Fee Comparison	Single Family Residence	Multi-Family
Kirkland (calculated maximum)	$ 16,501	$ 11,172
Issaquah	9,107	5,591
Sammamish	6,739	4,362
Redmond	4,738	3,289
Kirkland (existing)	4,391	3,338
Shoreline	4,090	2,683
Renton	3,946	2,801
Vancouver	2,379	1,739
Bellevue	N/A	N/A

The calculated maximum for the City (including non-residential) is significantly higher than any other surveyed jurisdiction.

Section V. INDEXING

The City already annually indexes its impact fees to the *Engineering News-Record* Construction Cost Index. We recommend that the City continue this practice for its parks impact fee and institute it for its fire and EMS impact fee, as it provides an adjustment which at least partially responds to the cost basis over time. We also recommend that the City continue its practice of periodically updating its impact fees to ensure that they recover the full cost of growth's impacts on City facilities.

FCS
a Bowman company

CITY OF FEDERAL WAY

Park Impact Fee Scaling

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City of Federal Way Park Impact Fee Scaling

In 2023, the City of Federal Way (City) adopted a park impact fee (PIF) of $2,200, applied uniformly to new dwelling units in the City. The corresponding methodology supported a maximum PIF of $2,839 per dwelling unit, or $1,048 per occupant. The Revised Code of Washington has since been amended to require the scaling of impact fees by dwelling unit size, number of bedrooms, or trips generated. To comply with these new requirements, the City engaged FCS, a Bowman company, to develop a scaling approach for the PIF. This memo provides a summary of the resulting proposed scaling approach.

Background

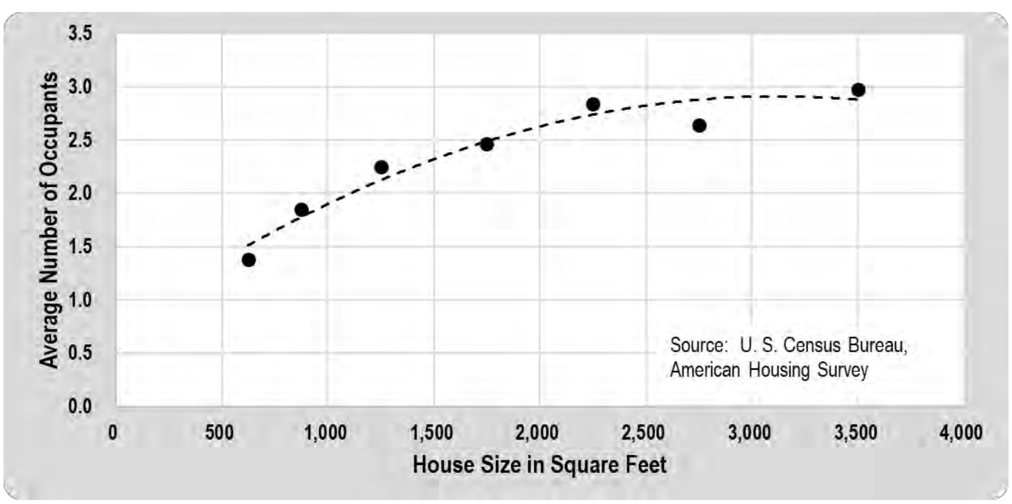
RCW 82.02.060(1) states that a park impact fee schedule "shall reflect the proportionate impact of new housing units... based on the square footage, number of bedrooms, or trips generated... in order to produce a proportionally lower impact fee for smaller housing units." Jurisdictions in Washington are responding to these new requirements in a variety of ways. Some, like the City of Everett, scale by the number of bedrooms. Many others, like the City of Camas, scale by the size of the dwelling unit in square feet.

The best measure of potential parks demand created by new residential units is the number of residents that will occupy each dwelling unit. Therefore, the question of how to scale residential SDCs is really a question of estimating the number of occupants per dwelling unit. The approach described herein incorporates the nexus between dwelling unit square footage and the average number of occupants. Note that additional new requirements in RCW 36.70A.681 place limits on charging impact fees to accessory dwelling units, stating that a city "may not assess impact fees on the construction of accessory dwelling units that are greater than 50 percent of the impact fees that would be imposed on the principal unit...".

Analysis

American Housing Survey data for the Seattle Metro region states that, to a point, square footage is positively correlated with the number of occupants. That point is calculated to be 3,124 square feet. The correlation is shown graphically in **Exhibit 1** below.

Exhibit 1: Occupancy by House Size in Seattle Metro Area (2021)



To apply this data to local Federal Way conditions, the City provided permit data going back to its incorporation showing the dwelling unit sizes of its residential developments. These developments included both single-family and multi-family types. Square footage related to basement areas, decks, and garages were excluded for this analysis. The resulting average dwelling unit size in the City is 1,686 square feet (SF). City planning data indicated that the average occupancy in the City is 2.71 per dwelling unit. Therefore, the average occupancy per 1,000 SF is 1.61 occupants. These calculations are shown in **Exhibit 2** below.

Exhibit 2: Federal Way Dwelling Unit Statistics

Dwelling Unit Statistics	
Average Dwelling Unit Size (all Dwellings Units)	**1,686**
Average Occupancy per Dwelling Unit	2.71
Average Occupancy per 1,000 SF	1.61

Source: *City staff (average dwelling unit size); PIF Methodology (occupancy per dwelling unit)*

The minimum expected number of occupants of a dwelling unit is 1. Based on the average occupancy per 1,000 SF of 1.61, the average dwelling unit size needed to support 1 occupant in Federal Way is 622 square feet. Furthermore, if occupancy scales in a manner like the data from the American Housing Survey for the Seattle Metro region, the occupancy at the maximum size of 3,124 SF is 5.02. Intermediate values can be calculated using the ratio described above of 1.61 occupants per 1,000 SF.

The PIF methodology supported a charge of $2,839 per dwelling unit which when applied to the occupancy figures above results in a (rounded) charge of $1.68 per square foot. This approach is summarized in **Exhibit 3** below. The City could also use the calculations described below to develop a schedule using square footage tiers.

Exhibit 3: Federal Way PIF Scaling by Square Footage

	Square Footage	Occupancy	PIF
PIF per Square Foot	1	0.0016	$1.68
Minimum PIF	622	1.0000	$1,045
Maximum PIF	3124	5.0220	$5,248

Source: *Previous tables (occupancy); PIF Methodology (PIF per occupant)*

As an example of applying this charge, a dwelling unit of 1,500 square feet would pay 1,500 × $1.68 = $2,520 for the PIF. A dwelling unit of 500 square feet would pay the minimum PIF of $1,045. A dwelling unit of 4,000 square feet would pay the maximum PIF of $5,248.

Conclusion

The analysis section provides one method for scaling the PIF by square footage that is tied to underlying statistics about average dwelling unit size and occupancy in the City of Federal Way. This scaling method will allow the City to comply with new legal requirements in the RCW by scaling the park impact fee with the size of the dwelling unit. Note that a further requirement in RCW 36.70A.681 states that the City "may not assess impact fees on the construction of accessory dwelling units that are greater than 50 percent of the impact fees that would be imposed on the principal unit…" The City will also need to comply with this statute when it imposes the scaling methodology. Finally, the City may in the future modify its established PIF per occupant (as for inflation) and use the scaling approach described above with the updated rate.

City of Federal Way

Park Impact Fee Study

Final Report

May 10, 2023

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FCS GROUP
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Section I. INTRODUCTION

The City of Federal Way (City) is looking to implement a parks impact fee (PIF) to provide partial funding for the capital needs of its parks system. In 2022, the City engaged FCS GROUP to calculate a PIF based on recent growth estimates, its parks project lists, and inventory data. The City provides parks and recreation services for all residents in its boundaries, and the City's park planning efforts extend throughout the same boundaries. Given the City-wide planning and provision of parks services, as well as the City's relatively limited geographic scope, the City park system is a single service area for the purposes of the PIF study. The following sections provide the policy background upon which the PIF is based, as well as a general overview of the PIF calculation. The rest of the report details the specific data inputs and results of the PIF calculation.

I.A. POLICY

Park impact fees are enabled by state statutes, authorized by local ordinance, and constrained by the United States Constitution.

I.A.1. State Statutes

Impact fees are authorized by state law in RCW 82.02.050 through 82.02.110. By law, revenue from park impact fees shall be used for park system improvements that will reasonably benefit new development. The money may not be used to address system deficiencies, or maintenance and repair costs. The fees cannot exceed new development's proportionate share of the improvement costs, and the revenue may be spent only for the public facilities which are addressed by the capital facilities plan element of an adopted comprehensive land use plan. Impact fee revenue must be spent within ten years after collection. In addition, the City cannot depend entirely on impact fees to fund capital costs; there must be some amount of funding from other local sources.

I.A.2. Local Ordinance

The City of Federal Way is implementing code updates to support the PIF calculated in this report.

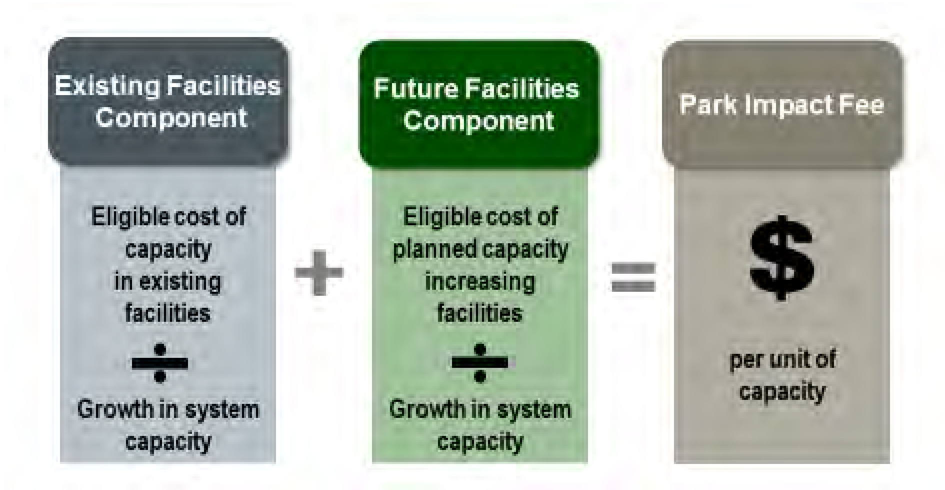
I.A.3. United States Constitution

The United States Supreme Court has determined that impact fees and other exactions that comply with state and/or local law may still violate the United States Constitution if they are not proportionate to the impact of the development. The PIF calculated in this report are designed to meet such constitutional and statutory requirements.

I.B. CALCULATION OVERVIEW

In general, impact fees are calculated by adding an existing facilities fee component and a future facilities fee component—both with potential adjustments. Each component is calculated by dividing the eligible cost by growth in units of demand. The unit of demand becomes the basis of the charge.

The diagram below summarizes the basic outline of an impact fee calculation, and more detail is provided in the following bullets.



- **The eligible cost of capacity in existing facilities** is the cost of existing park facilities that will serve growth. For a parks impact fee, determining the capacity in the existing system available for growth starts with determining the amount of existing parks facilities that are required for existing users, commonly measured in park acres. One method for doing so first calculates the system's level-of-service after completion of the capital facilities plan. By applying that level-of-service target to the current population, the City can determine if it's currently meeting its level-of-service target. If the City has more park facilities (such as park acres) than needed based on its level-of-service target, the costs of such available facilities can be included in the existing facilities component of the impact fee.
- **The eligible portion of capacity increasing projects** is the cost of future projects that will serve growth. Some projects are intended to only serve growth, some projects do not serve to increase the capacity of the City's park system, and some serve the City's current and future populations. Determining how projects fall into each category can again be done with a level-of-service calculation to estimate how many park acres (for example) are needed to serve growth given the City's level-of-service target. Other projects that do not add a measurable number of parks facilities may still be eligible if they will serve both existing and future users.
- **The growth in system demand** is the anticipated growth in the City's population. However, as residents are not the only users of the City's park system, employees of businesses within will be included as well, at a separate rate that reflects the parks demand characteristics of commercial developments.

Finally, summing the existing facilities component with the future facilities component gives the fully calculated impact fee.

Section II. PIF ANALYSIS

This section provides the detailed calculations of the maximum allowable PIF in the City of Federal Way.

II.A. GROWTH

The calculation of projected growth begins with defining the units by which current and future demand will be measured. Then, using the best available data, we quantify the current level of demand and estimate a future level of demand. The difference between the current level and the future level is the growth in demand that will serve as the denominator in the PIF calculations.

II.A.1. Unit of Measurement

A good unit of measurement allows an agency to quantify the incremental demand of development or redevelopment that creates additional demand for park facilities. A more precise unit of measurement allows an agency to distinguish different levels of demand added by different kinds of development or redevelopment.

II.A.1.a Options

For parks impact fees, demand that can be attributed to individual developments is usually measured in the number of people who will occupy a development. For residential developments, the number of occupants means the number of residents. We use data from the U. S. Census Bureau to estimate the number of residents for different kinds of dwelling units. For non-residential developments, the number of occupants means the number of employees. We use industry data to estimate the number employees per square foot for different kinds of non-residential developments.

When an agency chooses to impose a PIF on both residential and non-residential developments, the demand of one additional resident must be carefully distinguished from the demand of one additional employee. This is usually accomplished by the calculation of a residential equivalent. One resident is equal to one residential equivalent, and one employee is typically less than one residential equivalent.

Non-residential developments are a source of demand for parks facilities in Federal Way, and the City is intending to charge PIFs for both residential and non-residential developments using residential equivalents as the unit of growth.

II.A.2. Demand Adjustment for Non-Residential Users

To charge PIFs to both residential and non-residential developments, we must estimate both (1) how much availability non-residential occupants (i.e., employees) have to use parks facilities and (2) how that availability differs from residential occupants (i.e., residents).

The calculation begins with the most recent counts for population and employment in Federal Way. As shown in **Exhibit 2.1** below, in 2019 (the most recent year for which both population and employment data were available), 96,526 residents lived in Federal Way, according to the Census

Bureau's American Community Survey. Also, according to the Census Bureau, 28,063 employees worked in Federal Way for their primary occupation. Of these, 4,320 people both lived and worked in Federal Way.

Exhibit 2.1 – 2019 Population and Employment in Federal Way

Population and Employment, 2019	Living Inside Federal Way	Living Outside Federal Way	Total
Working Inside Federal Way	4,320	23,743	28,063
Working Outside Federal Way	37,152		
Not Working	55,054		
Total	96,526		

Source: *U.S. Census Bureau, OnTheMap Application, 2019 Inflow/Outflow analysis (employment); U.S. Census Bureau, 2019 American Community Survey 5-year estimates, Table B01003 (population)*

Next, we estimate the number of hours per week that each category of person would be available to use the parks facilities in Federal Way. **Exhibit 2.2** below shows an estimate of maximum availability. It assumes that 8 hours each day are used for sleeping for all residents of the City. For those who are not working, the remaining 16 hours of each day are available for use of the parks system, giving a total of 112 hours per week of parks system availability. For workers, 8 hours of each day are assumed to be spent at work, which leaves the remaining 8 hours per weekday available for residential use of the parks system. In addition, workers have 16 hours of residential demand each weekend day, for a total of 72 hours per week of residential demand. During work, 1 hour is assumed to be available for workers to use the parks system, giving 5 hours per week of non-residential demand. These estimates are not of actual use, but maximum availability.

Exhibit 2.2 – Demand Estimates by Category of Parks User

Hours per Week of Park Availability Per Person, Residential Demand	Living Inside Federal Way
Working Inside Federal Way	72
Working Outside Federal Way	72
Not Working	112

Source: *FCS GROUP.*

Hours per Week of Park Availability Per Person, Non-Residential Demand	Living Inside Federal Way	Living Outside Federal Way
Working Inside Federal Way	5	5
Working Outside Federal Way		
Not Working		

Source: *FCS GROUP.*

When the hours of availability above are multiplied by the counts presented earlier, we can determine the relative demand of residents and employees. As shown in **Exhibit 2.3** below, the parks demand of one employee is equivalent to the parks demand of about 0.05 residents. To put it another way, the parks demand of about 18.96 employees is equivalent to the parks demand of one resident.

Exhibit 2.3 – Total Hours per Week of Park Availability

Total Hours per Week of Park Availability, 2019	Residential hours	Non-residential hours	Total Hours
Working Inside Federal Way	311,040	140,315	451,355
Working Outside Federal Way	2,674,944		
Not Working	6,313,216		
Total	9,299,200	140,315	451,355
Hours per resident	95		
Hours per employee		5	
Residents per employee			0.05

Source: *Previous tables*

II.A.3. Growth in Demand

The current (2023) demand for parks facilities is 103,385 residential equivalents. That number is the sum of 101,534 residents and 1,851 residential equivalents for 35,092 employees according to the Puget Sound Research Council (PSRC). Note that these 2019 population and employment estimates differ from the Census Bureau estimates. This is acceptable because the 2019 Census Bureau data is used only to determine the residential equivalency factor.

During the forecast period from 2023 to 2044, the residential population is expected to grow by 21,808 residents. If total residential equivalents remain proportionate to the residential population, then residential equivalents will grow by 22,774 to a total of 126,159 residential equivalents. Therefore, 22,774 residential equivalents will be the denominator for the PIF calculations later in this report.

Exhibit 2.4 below summarizes these calculations:

Exhibit 2.4 – Growth in Demand

	2019	2023	2044	Growth (2023-2044)	CAGR	Growth Share
Population	97,840	101,534	123,342	21,808	0.93%	17.68%
Employees	32,394	35,092	53,412	18,320	2.02%	34.30%
Residential-equivalent employees	1,708	1,851	2,817	966	2.02%	34.30%
Residential equivalents	99,548	103,385	126,159	**22,774**	0.95%	18.05%

Source: *Puget Sound Research Council (population and employee estimates); Previous tables (resindetial-equivalent employee factor)*

II.B. FUTURE FACILITIES FEE

The future facilities fee is the eligible cost of planned projects per unit of growth that such projects will serve. Since we have already calculated growth (denominator) above, we will focus here on the future facilities fee cost basis (numerator).

II.B.1. Eligibility

A project's eligible cost is the product of its total cost and its eligibility percentage. The eligibility percentage represents the portion of the project that creates capacity for future users.

For park impact fees, eligibility is often determined by a level-of-service analysis that quantifies the park facilities that are needed for growth (and are therefore eligible to be included in the future facilities cost basis). Park facilities can be measured by sorting them into categories such as neighborhood, community, or open space, or by considering their respective units of measurement (e.g., acres). Further, in either approach, the current or future level of service may be targeted. These two separate choices create four distinct and equally defensible ways of calculating the eligibility percentage of each project.

Each method will be examined in the sections below.

II.B.1.a Current Level of Service (By Category and by Unit of Measurement)

Determining PIF eligibility for parks projects using the current level of service requires determining the quantity of parks facilities needed to maintain the current level of service. Any projects that add facilities in excess of that quantity are ineligible.

The City has five relevant parks categories for determining its level of service by category. These are shown in the upper panel of the first column in **Exhibit 2.5**. Each category receives its own level of service. Using community parks as an example, the City currently has 486.94 acres of community parks. Using the 2023 population discussed above, this implies that there is 4.80 acres of community parks per 1,000 residents. The parks project list, when completed, will add 7.00 acres of community parks. Based on the 2044 population and the current level of service, 63.67 additional acres of community parks are needed. So, all the additional park acres can be used to accommodate growth, and therefore are eligible for inclusion in the parks impact fee.

The same line of reasoning is used to develop the eligibility percentages for other parks categories. Calculating eligibility using level of service by unit of measurement (e.g., acres, miles), instead of by park type, also follows the same approach. The eligibility percentage for each parks category or unit of measurement is shown in the last column of **Exhibit 2.5**.

Exhibit 2.5 – Eligibility under the Current Level of Service

	Units	2023 Quantity	2023 Units per 1,000 Residents	Change in Quantity	Additional Needed to Maintain LoS	Eligibility
By Category:						
Community Park	Acres	486.94	4.80	7.00	63.67	100.00%
Neighborhood Park	Acres	108.05	1.06	0.00	14.13	0.00%
Open Space	Acres	436.16	4.30	0.00	57.03	0.00%
Special Use Facilities	Number	6.00	0.06	0.00	0.78	0.00%
Trail	Miles	12.07	0.12	0.00	1.58	0.00%
By Unit of Measurement:						
Park or Natural Area	Acres	1031.15	10.16	7.00	134.83	100.00%
Special Use Facility	Number	6.00	0.06	0.00	0.78	0.00%
Trail	Miles	12.07	0.12	0.00	1.58	0.00%

Source: *2019 PROS Plan Table 3.1, City staff*

II.B.1.b Future Level of Service (By Category and Unit of Measurement)

To determine PIF eligibility using the future level of service, the proposed additional quantity of planned parks facilities is added to the current quantity of parks facilities. Using the future population, a future level of service is then calculated. That level of service is compared to the current parks system to determine if any deficiencies exist against the current population. Only the portions of parks projects that do not cure existing deficiencies are considered eligible for the future facilities fee cost basis under this method.

As in the previous section, calculating PIF eligibility based on future level of service can be done both when measuring parks facilities by category and when measuring by unit of measurement. **Exhibit 2.6** below outlines both methods using the future level of service. Using community parks as an example again, the City currently has 486.94 acres of community parks. The parks project list, when completed, will add 7.00 acres of community parks. This results in a future level of service of 4.30 acres of community parks per 1,000 residents in 2044. If that level of service was applied to the 2023 population, a minimum of 436.82 acres would be needed. However, there are already 486.94 acres of community parks. So, the additional acres added by the project list are not needed for existing users, and therefore 100 percent are includable in the future facilities fee.

The same approach is used to develop the eligibility percentages for other parks categories. Calculating eligibility using level of service by unit of measurement (e.g., acres, miles), instead of by park type, follows the same logic. The eligibility percentage for each parks category or unit of measurement is shown in the “Eligibility” column of **Exhibit 2.6** below.

Exhibit 2.6 – Eligibility under the Future Level of Service

	Units	2023 Quantity	2023 Units per 1,000 Residents	Change in Quantity	2044 Units per 1,000 Residents	2023 Minimum Quantity	Eligibility	Reimbursable Quantity
By Category:								
Community Park	Acres	486.94	4.80	7.00	4.30	436.82	100.00%	50.12
Neighborhood Park	Acres	108.05	1.06	0.00	0.94	95.56	0.00%	12.49
Open Space	Acres	436.16	4.30	0.00	3.80	385.72	0.00%	50.44
Special Use Facilities	Number	6.00	0.06	0.00	0.05	5.31	0.00%	0.69
Trail	Miles	12.07	0.12	0.00	0.11	10.67	0.00%	1.40
By Unit of Measurement:								
Park or Natural Area	Acres	1031.15	10.16	7.00	9.04	918.10	100.00%	113.05
Special Use Facility	Number	6.00	0.06	0.00	0.05	5.31	0.00%	0.69
Trail	Miles	12.07	0.12	0.00	0.11	10.67	0.00%	1.40

Source: *2019 PROS Plan Table 3.1, City staff*

The final column of **Exhibit 2.6** shows the reimbursable quantity of each park category and unit of measurement. The quantity of such park facilities exceeds the existing needs of the park system when measuring by the future level of service, and as such, can be used to provide capacity for future users. Since those facilities will benefit future users, a share of their cost can be included in the existing facilities cost basis.

II.B.2. Expansion Projects

The first of the City's two project lists includes projects that will expand the inventory of the parks system and are therefore subject to the eligibility calculations described above. The total cost of these projects is $16.5 million, and eligibility is based on the level-of-service calculation chosen. These projects are summarized in **Exhibit 2.7** below. The eligibility percentage and eligible cost columns assume the future-by-unit approach to level of service.

Exhibit 2.7 – Expansion Projects

Location	Type	Year	Cost	Eligibility (Future by Unit)	Eligible Cost	Additional Acres
Downtown Park Expansion	Community Park	2027-2031	$ 5,500,000	100%	$ 5,500,000	3.00
South Light Rail Station Park	Community Park	2027-2031	11,000,000	100%	11,000,000	4.00
		Total	$ 16,500,000		**$ 16,500,000**	7.00

Source: *City staff*

II.B.3. Infill List

The second of the City's two project lists includes projects that will not expand the inventory of the parks system by adding acres but that will nevertheless add capacity for future users by adding amenities. The project list is shown in **Appendix A** and has a total cost of $44.3 million. Each project is assigned one of two eligibility percentages: zero percent if the project is for repair or replacement of existing assets and 18.05 percent if the project adds new amenities. That 18.05 percent represents the share of total future users made up of new users (in 2044), and assigning a project that percent recognizes that existing and future users are expected to share new amenities in existing parks proportionately. The total eligible cost of the infill list is approximately $6.3 million.

II.B.4. Calculated Future Facilities Fee Cost Basis

After determining the costs dedicated to expanding capacity, the future facilities fee cost basis is calculated by multiplying those costs by their respective eligibility percentages. As discussed above, eligibility for capacity-expanding costs on the project list were determined through level-of-service calculations, and projects on the infill list were assigned either 0 or 18.05 percent. As all methods of determining level-of-service result in the same eligibility percentages, the future facilities cost basis is $22.8 million under all scenarios.

II.C. EXISTING FACILITIES FEE

The existing facilities fee is the eligible cost of the park facilities available for future users per unit of growth that such facilities will serve. Growth was calculated in Section II.A and **Exhibit 2.6** shows the quantity of facilities available for inclusion in the existing facilities fee. The remaining piece of the fee calculation is the original cost of eligible park facilities.

II.C.1. Existing Facilities Fee Cost Basis

The City provided records for historical expenditures on its parks system going back to 1991, which are totaled by category and unit of measurement in the fourth column of **Exhibit 2.10** below. Dividing those historical expenditures by the quantity of park acres and trail miles yields a calculation of investment per unit. By multiplying that investment per unit by the number of eligible units shown in **Exhibit 2.6**, the eligible cost of those park facilities is calculated to be approximately $2.3 million when measuring by category and approximately $3.4 million when measuring by unit of measurement. However, an adjustment must be made for growth's share of outstanding debt related to that investment. Such an adjustment is necessary to make sure that growth isn't paying twice for the same capacity; once in the PIF, and once through property taxes. Growth's share of outstanding principal is estimated to be $2.4 million, and so the total eligible amount is either $0 or $1.0 million depending on the method used for determining level of service.

Exhibit 2.10 – Existing Facilities Fee Cost Basis

	Units	Historical City Investment per Unit	Eligible Number of Units	Unadjusted Eligible Amount	Growth's Share of Outstanding Principal on Parks-related Debt	Total Eligible Amount
By Category:						
Community Park	Acres	$ 24,293	50.12	$ 1,217,495		
Neighborhood Park	Acres	15,345	12.49	191,732		
Open Space	Acres	1,294	50.44	65,262		
Special Use Facilities	Number	1,253,616	0.69	869,772		
Trail	Miles	-	1.40	-		
Total				$ 2,344,261	$ 2,400,184	$ -
By Unit of Measurement:						
Park or Natural Area	Acres	$ 22,668	113.05	$ 2,562,570		
Special Use Facility	Number	1,253,616	0.69	869,772		
Trail	Miles	-	1.40	-		
Total				$ 3,432,341	$ 2,400,184	**$ 1,032,158**

Source: *City staff (historical investment, oustanding debt); previous tables*

II.D. CALCULATED PIF

This section combines the eligible cost from the future facilities fee cost basis and the existing facilities fee cost basis. **Exhibit 2.11** below summarizes the PIF calculation for all four measures of level of service.

Exhibit 2.11 – Calculated PIF

Calculated PIF		Current by Category	Future by Category	Current by Unit	Future by Unit
Cost Basis:					
Future Facilities		$ 22,825,243	$ 22,825,243	$ 22,825,243	$ 22,825,243
Existing Facilities		-	-	-	1,032,158
Total Cost Basis		$ 22,825,243	$ 22,825,243	$ 22,825,243	$ 23,857,401
Growth in Residential Equivalents		22,774	22,774	22,774	22,774
Future Facilities Fee per Residential Equivalent		$ 1,002	$ 1,002	$ 1,002	$ 1,002
Existing Facilities Fee per Residential Equivalent		-	-	-	45
Total Parks Impact Fee per Residential Equivalent		**$ 1,002**	**$ 1,002**	**$ 1,002**	**$ 1,048**
Fee Schedule:	Residential Equivalents				
Dwelling Unit	2.71	$ 2,716	$ 2,716	$ 2,716	$ 2,839
Employee	0.05	53	53	53	55

Source: *Census Bureau, 2021 American Community Survey, Tables B25024 and B25033 (residents per dwelling unit); previous tables*

As shown above, the maximum allowable PIF is $1,048 per residential equivalent under the future level of service by unit of measurement. The resulting PIF is $2,839 for a residential dwelling unit, based on an average occupancy of 2.71 residents per Census data.

The rate per employee is $55 based on the equivalency calculated in **Section II.A**. The non-residential PIF can be charged using an estimate of employee density per 1,000 square feet. **Exhibit 2.12** below provides a schedule for the non-residential PIF for all four level-of-service calculations based on employee density estimates from the Portland Metro regional government.

Exhibit 2.12 – Calculated Non-residential PIF

Employment Density	Industry Type (SIC)	S.F. per Employee	Employees per 1,000 S.F.	By Category Current (PIF per 1,000 S.F.)	Future (PIF per 1,000 S.F.)	By Unit of Measurement Current (PIF per 1,000 S.F.)	PIF per 1,000 S.F.
Ag., Fish & Forest Services; Constr.; Mining	1-19	590	1.695	$ 89.58	$ 89.58	$ 89.58	$ 93.63
Food & Kindred Projects	20	630	1.587	83.89	83.89	83.89	87.69
Textile & Apparel	22, 23	930	1.075	56.83	56.83	56.83	59.40
Lumber & Wood	24	640	1.563	82.58	82.58	82.58	86.32
Furniture; Clay, Stone & Glass; Misc.	25, 32, 39	760	1.316	69.54	69.54	69.54	72.69
Paper & Allied	26	1,600	0.625	33.03	33.03	33.03	34.53
Printing, Publishing & Allied	27	450	2.222	117.45	117.45	117.45	122.76
Chemicals, Petroleum, Rubber, Leather	28-31	720	1.389	73.41	73.41	73.41	76.73
Primary & Fabricated Metals	33, 34	420	2.381	125.84	125.84	125.84	131.53
Machinery Equipment	35	300	3.333	176.18	176.18	176.18	184.14
Electrical Machinery, Equipment	36, 38	400	2.500	132.13	132.13	132.13	138.11
Transportation Equipment	37	700	1.429	75.50	75.50	75.50	78.92
TCPU--Transportation and Warehousing	40-42, 44, 45, 47	3,290	0.304	16.06	16.06	16.06	16.79
TCPU--Communications and Public Utilities	43, 46, 48, 49	460	2.174	114.90	114.90	114.90	120.09
Wholesale Trade	50, 51	1,390	0.719	38.02	38.02	38.02	39.74
Retail Trade	52-59	470	2.128	112.45	112.45	112.45	117.54
Finance, Insurance & Real Estate	60-68	370	2.703	142.85	142.85	142.85	149.31
Non-Health Services	70-79	770	1.299	68.64	68.64	68.64	71.74
Health Services	80	350	2.857	151.01	151.01	151.01	157.84
Educational, Social, Membership Services	81-89	740	1.351	71.42	71.42	71.42	74.65
Government	90-99	530	1.887	99.72	99.72	99.72	104.23

***Source**: Metro, "1999 Employment Density Study," Table 4.*

Section III. IMPLEMENTATION

This section addresses practical aspects of implementing PIFs and provides comparisons to other jurisdictions.

III.A. INDEXING

We recommend that the City index its charges to the Engineering News Record Construction Cost Index for the City of Seattle and adjust its charges annually.

III.B. FUNDING PLAN

Even if the City implements the parks impact fees calculated previously, impact fee revenues will not be sufficient to fund the project list. An additional $36.9 million will need to be raised from other, non-impact fee, sources. This is shown in **Exhibit 3.1**.

Exhibit 3.1 – Funding Plan

Funding Plan		
Resources		
Beginning Fund Balance	$	-
Impact Fee Revenue		23,857,401
Other Needed Revenue		36,899,266
Total Resources:	**$**	**60,756,667**
Requirements		
Project List (Total Cost)	$	60,756,667
Ending Fund Balance		-
Total Requirements:	$	60,756,667

III.C. COMPARISONS

Exhibit 3.2 below shows a comparison of PIFs calculated for single-family homes for some relevant jurisdictions.

Exhibit 3.2 – PIF Comparisons

Jurisdiction	PIF for a SFR*
Issaquah	$10,533
Kirkland	$6,822
Sammamish	$6,739
Redmond	$5,884
Shoreline	$5,227
Kent	$3,904
Auburn	$3,500
Renton	$3,276
Everett**	$3,180
Federal Way (Proposed)	**$2,839**

Source: *FCS GROUP Survey, 3/27/2023*
**SFR = Single-family residence*
***Assumes a three-bedroom house*

APPENDIX A: INFILL PROJECT LIST

Location	Type	Year	Cost	PIF Eligibility	PIF-Eligible Cost
Adelaide	Formalize picnic areas/install picnic shelters (2)	2033	$ 167,000	18.05%	$ 30,147
Alderbrook Park	Playground Replacement	2023	150,000	18.05%	27,078
Alderdale park	Playground Replacement	2027	150,000	18.05%	27,078
BPA	Add a fitness trail and equipment	2026	143,000	18.05%	25,814
BPA	Repair asphalt trail	2030-2040	-	0.00%	-
BPA	Install monument sign	2028	7,000	18.05%	1,264
BPA	Install directional signage/wayfinding	2030	12,000	18.05%	2,166
Brooklake	Demo Hall & Green Storage Buildings	2023	8,000	0.00%	-
Brooklake	Electrical upgrades	2023	20,000	18.05%	3,610
Brooklake	Facility/Feasibility Assessment - Master Plan	2023	4,000	18.05%	722
Cedar Grove Park	Playground Replacement	2031	175,000	18.05%	31,591
Celebration	Convert To Artificial Turf	2032	11,500,000	18.05%	2,075,971
Celebration	Sand based turf replacement	2026	500,000	18.05%	90,260
Celebration	Replace field fence	2035	119,000	0.00%	-
Celebration park	Playground Replacement	2024	450,000	18.05%	81,234
City Hall	add ADA door control @ Court Entry	2023	60,000	18.05%	10,831
City Hall	Card control replacement/upgrade	2027	125,000	18.05%	22,565
City Hall	Carpet replacement	2027	250,000	0.00%	-
City Hall	City Hall Water Heaters (5)	2028	75,000	0.00%	-
City Hall	Court bench refurbish	2025	8,500	0.00%	-
City Hall	Elevator	2024	185,000	0.00%	-
City Hall	HVAC	2025	400,000	0.00%	-
City Hall	Reception Counters - replace Formica	2026	10,000	0.00%	-
City Hall	Roof replacement	2026	500,000	0.00%	-
City Hall	Security Fence Around Entire P/E Parcel/Lot	2024	75,000	18.05%	13,539
City Hall	Sidewalk ADA upgrades	2023-2027	240,000	0.00%	-
Coronado Park	Playground Replacement	2028	150,000	18.05%	27,078
Fisher Pond	Prepare master plan	2028	12,000	18.05%	2,166
Fisher Pond	Install picnic shelter	2030	83,000	18.05%	14,983
Fisher Pond	Decommission on-site well	2030	12,000	0.00%	-
French Lake	Develop/Install Shelter	2028	60,000	18.05%	10,831
FWCC	Exercise Equipment (full replace)	2026	150,000	0.00%	-
FWCC	Locker Rooms/Cabanas Restoration	2023	250,000	0.00%	-
FWCC	Replace Pool Water Slide/Play Equipment	2023	1,200,000	0.00%	-
FWCC	Re-plaster Lap Pool	2027	400,000	0.00%	-
FWCC	Pool/slide repairs	2023	298,000	0.00%	-
FWCC	Replace pool and play equipment	2023	60,000	0.00%	-
FWCC	Outdoor areas	2033	119,000	18.05%	21,482
Heritage Woods park	Playground Replacement	2029	175,000	18.05%	31,591
Lake Grove Park	Playground Replacement	2032	200,000	18.05%	36,104
Lakota	Parking Lot Replacement	2023	170,000	0.00%	-
Lakota	Upgrade soccer field to artificial turf	2021	1,489,000	18.05%	268,793
Lakota	Upgrade running track to rubber	2021	238,000	18.05%	42,964
Lakota	Upgrade field lighting	2032	893,000	18.05%	161,204
Lakota	Upgrade restrooms and increase parking	2032	953,000	18.05%	172,035

(continued next page)

Location	Type	Year	Cost	PIF Eligibility	PIF-Eligible Cost
Laurelwood	Prepare master plan	2025	36,000	18.05%	6,499
Laurelwood	Perform master plan improvements	2027-2037	-	18.05%	-
Laurelwood	Install 1/2 basketball court	2030	60,000	18.05%	10,831
Madrona Park	Playground Replacement	2030	175,000	18.05%	31,591
Mirror Lake	Replace and improve playground	2020	143,000	18.05%	25,814
Monument Signs	Complete sign implementation program	2023-2033	48,000	18.05%	8,665
Olympic View	Formalize Joe's Creek social trail	2035	-	18.05%	-
Olympic View	Improve neighborhood entrances (6)	2035	36,000	18.05%	6,499
Olympic View	Install 1/2 basketball court	2030	60,000	18.05%	10,831
Olympic View Park	Playground Replacement	2025	125,000	18.05%	22,565
Palisades	Repair/replace asphalt basketball court	2028	6,000	0.00%	-
Palisades	Install picnic shelter	2030	83,000	18.05%	14,983
Palisades Park	Playground Replacement	2026	200,000	18.05%	36,104
Sacajawea	Artificial turf replacement - SAC	2026	700,000	0.00%	-
Sacajawea	Natural Turf Replacement (ballfields)	2023	300,000	0.00%	-
Sacajawea	Renovate Ballfield Drainage	2024	50,000	0.00%	-
Sacajawea	Replace Rubber running track	2024	340,000	0.00%	-
Sacajawea	Tennis Court Replacement	2025	200,000	0.00%	-
Sacajawea	Wood Pole Replacement	2029	150,000	0.00%	-
Sacajawea	Replace water service line	2028	18,000	0.00%	-
Sacajawea	New restroom - sewer lift station	2035	89,000	18.05%	16,066
Sacajawea	Install picnic shelter	2030	83,000	18.05%	14,983
Safety & Security	Parking lot lighting improvements (LED) at Sacaja	2028	-	18.05%	-
Safety & Security	Install security cameras in parking lots at Scajawe	2028	-	18.05%	-
Saghalie	Artificial turf replacement - Soccer Field	2032	600,000	0.00%	-
Saghalie	Tennis Court Renovation/Resurface	2025	40,000	0.00%	-
Saghalie	Replace Rubber running track	2023-2032	505,000	18.05%	91,162
Saghalie	Install artificial turf on football field	2035	1,429,000	18.05%	257,962
Saghalie	Renovate basketball courts	2026	71,000	0.00%	-
Saghalie	Overlay parking lot	2028	48,000	0.00%	-
Steel Lake	Develop a master plan	2033	149,000	18.05%	26,897
Steel Lake	Instal new shelters (Sites 2-5)	2028-2033	292,000	18.05%	52,712
Steel Lake	Re-pipe annex and beach house restrooms	2026	238,000	0.00%	-
Steel Lake Annex	Artificial Turf Replacement - Karl Grosch	2032	700,000	0.00%	-
Steel Lake Annex	Parking Lot Repairs	2024	10,000	0.00%	-
Steel Lake Park	Artificial turf - Site #5	2032	1,300,000	18.05%	234,675
Steel Lake Park	Dock Replacement	2027	1,250,000	0.00%	-
Steel Lake Shop	New Maintenance Shop (Parks Share, 33%)	2032	11,666,667	18.05%	2,106,058
Steel Lake Shop	Shop - Backup power generator	2025	40,000	18.05%	7,221
Steel Lake Shop	Shop - Electrical Service - new panel	2024	7,500	18.05%	1,354
Steel Lake Shop	Shop Roof	2026	75,000	18.05%	13,539
Steel Lake Shop	Storage House - New Garage Doors	2024	7,000	18.05%	1,264
Steel Lake Shop	Storage House Roof	2024	20,000	18.05%	3,610
Town Square	Install shade covers	2025	89,000	18.05%	16,066
Town Square	Install 2nd shelter	2030	83,000	18.05%	14,983
Town Square	Band shell	2028	-	18.05%	-
Town Square	Veteran memorial	2025	-	18.05%	-
Wayfinding Signs	Implementation of wayfinding signage program	2030-2040	-	18.05%	-
Wedgewood	Replace and improve playground	2019	167,000	18.05%	30,147
West Hylebos	Renovate caretaker access road	2033	12,000	0.00%	-
West Hylebos	Make parking lots repairs	2025	48,000	0.00%	-
West Hylebos	Expand parking lot	2033	149,000	18.05%	26,897
West Hylebos	Replace maintenance garage	2030	89,000	0.00%	-
Wildwood	Repair asphalt trail	2026	12,000	0.00%	-
Wildwood	Upgrade park fixture	2035	12,000	18.05%	2,166
		Total	$ 44,256,667		**$ 6,325,243**

Source: *2019 PROS Plan Table 7.2, City staff* docusign

Certificate Of Completion

Envelope Id: 00C30A87-10B6-40F5-B5DA-3AADBD78CAA1		Status: Completed
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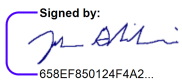
John Ghilarducci john.ghilarducci@bowman.com FCS, a Bowman company Security Level: Email, Account Authentication (None)	 Signature Adoption: Uploaded Signature Image Using IP Address: 50.201.190.74	Sent: 8/4/2025 1:13:07 PM Viewed: 8/4/2025 1:22:32 PM Signed: 8/4/2025 1:28:03 PM

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Envelope Summary Events	Status	Timestamps
Envelope Sent	Hashed/Encrypted	8/4/2025 1:13:07 PM
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Payment Events	Status	Timestamps

City of Redmond

15670 NE 85th Street
Redmond, WA

Memorandum

Date: 11/3/2025	**File No.** AM No. 25-163
Meeting of: City Council	**Type:** Consent Item

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

Human Resources	Cathryn Laird	425-556-2125

DEPARTMENT STAFF:

Human Resources	Adrienne Steinert	Human Resources Analyst

TITLE:
Approval of the 2026-2028 Collective Bargaining Agreement between the City of Redmond and the Redmond City Hall Employees Association (RCHEA)

a. Ordinance No. 3231: An ordinance of the City of Redmond, Washington Amending Pay Plans “R” and “RS”, in Order to Set Salaries for Employees Covered by the RCHEA Bargaining unit for the Year 2026; Providing for Severability and Establishing an Effective Date

OVERVIEW STATEMENT:
This memo seeks approval of the 2026-2028 RCHEA Collective Bargaining Agreement (CBA) and the associated pay plan. New classifications being requested for Pay Plans “R” and “RS” include Construction Project Manager and Systems Analyst. In addition, select titles and salaries have been removed or changed. Details of the changes are listed under the “Outcomes” section. This CBA has been negotiated between the City and Union using tentative agreements over the last several months and has been approved by a vote of Union members. This item was brought to Council during an Executive Session on October 21, 2025.

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

REQUESTED ACTION:

☐ **Receive Information** ☐ **Provide Direction** ☒ **Approve**

REQUEST RATIONALE:

- **Relevant Plans/Policies:**
  N/A
- **Required:**
  RCW 35A.11.020
- **Council Request:**

N/A

- **Other Key Facts:**
  The current CBA expires 12/31/2025.

OUTCOMES:
This CBA sets forth the working relationship between the City and the RCHEA employees, specifically it covers salaries, benefits, working conditions, and other information/expectations.
New classifications titled Construction Project Manager and Systems Analyst are being added to the "R" and "RS" Pay Plans. The Planner-Principal, Building Inspector - Senior, Construction Inspector - Lead, Program Administrator, Accountant - Senior, Engineer - Associate, Management Analyst, Plans Examiner, Technical Systems Coordinator, Deputy City Clerk, Stormwater Inspector, Records Analyst, and Administrative Specialist titles have been moved to new salary grades. Additionally, the Business Systems Analyst - ERP, Business Systems Analyst - HRIS, Business Systems Analyst Sr - ERP, and Business Systems Analyst Sr - HRIS titles have been eliminated from Pay Plans "R" and "RS".

COMMUNITY/STAKEHOLDER OUTREACH AND INVOLVEMENT:

- **Timeline (previous or planned):**
  N/A
- **Outreach Methods and Results:**
  N/A
- **Feedback Summary:**
  N/A

BUDGET IMPACT:

Total Cost:
The cost to implement the proposed increases for the year 2026 collective bargaining agreement is approximately $1,114,259 or 4.4%, for 2026.

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

Budget Offer Number:
N/A

Budget Priority:
Strategic and Responsible

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

Funding source(s):
General Fund

Budget/Funding Constraints:
N/A

☐ **Additional budget details attached**

COUNCIL REVIEW:

Previous Contact(s)

Date	**Meeting**	**Requested Action**
10/21/2025	Special Meeting	Receive Information

Proposed Upcoming Contact(s)

Date	**Meeting**	**Requested Action**
N/A	None proposed at this time	Click and select an action from the dropdown menu.

Time Constraints:
Employees under this contract are currently being paid at 2025 rates. It would be beneficial to have the 2026 pay rates approved in 2025, to avoid excessive retroactive pay back to January 1, 2026.

ANTICIPATED RESULT IF NOT APPROVED:
Additional negotiations would be required. Delay beyond the expiration of the current CBA would require complex retroactive adjustments to employees' pay due to various pay actions that would occur and need to factor into the retro pay. (For example: overtime, paid leave, etc.) This will lead to a longer wait time for pay increases and could lead to a greater chance of payroll errors, both of which always have a negative impact on morale for all employees involved.

ATTACHMENTS:
Attachment A: 2026-2028 Collective Bargaining Agreement redline with the Redmond City Hall Employees Association (RCHEA)
Attachment B: Summary of Changes to 2026-2028 RCHEA CBA
Attachment C: Ordinance Setting the 2026 Pay and Pay Plans for RCHEA Employees
Exhibit 1: 2026 RCHEA "R" Pay Plan
Exhibit 2: 2026 RCHEA Supplemental "R-S" Pay Plan

AGREEMENT

BY AND BETWEEN

THE CITY OF REDMOND

AND

THE REDMOND CITY HALL EMPLOYEES' ASSOCIATION

January 1, 2026~~3~~ – December 31, 2028~~5~~

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AGREEMENT

BY AND BETWEEN

THE CITY OF REDMOND

AND

THE REDMOND CITY HALL EMPLOYEES' ASSOCIATION

~~January 1, 2023 – December 31, 2025~~ January 1, 2026 – December 31, 2028

This Agreement is by and between the City of Redmond (hereinafter referred to as the "City") and the Redmond City Hall Employees Association (hereinafter referred to as the "Union") for the purpose of setting forth the mutual understanding of the parties as to wages, hours and other conditions of employment of those employees for whom the City has recognized the Union as the exclusive collective bargaining representative. This Agreement is binding on the successors and assigns of the aforementioned parties.

PREAMBLE

The City and the Union agree that the efficient and uninterrupted performance of municipal functions is a primary purpose of this Agreement, as well as the establishment of fair and reasonable compensation and working conditions for employees of the City. This Agreement has been reached through the process of collective bargaining with the objective of fostering effective cooperation between the City and its employees. Therefore, this Agreement and the procedures which it establishes for the resolution of differences is intended to contribute to the continuation of good employee relations and to be in all respects in the public interest.

ARTICLE 1 - BARGAINING UNIT AND MEMBERSHIP

1.1 Description of Bargaining Unit~~:~~

Pursuant to and in conformity with the Certification issued by the Public Employment Relations Commission in Case Number 2721-E-80-525, the City recognizes the Union as the sole and exclusive representative for the purposes of collective bargaining with respect to wages, hours and other conditions of employment for all employees in the following described bargaining unit (hereinafter referred to as "Employees"): regular full-time and regular part-time clerical, professional and technical employees, but excluding Public Works shop and field laborers and service persons, park maintenance laborers; Police Department; Fire Department; supervisory and management; custodial; guards and confidential employees.

A supervisory employee is an employee having authority to hire, assign, promote, transfer, layoff, recall, suspend, discipline, or discharge other employees or to adjust their grievances, or to recommend effectively such action. Supervisors are distinguished from lead workers who are members of the Union.

1.2 Limited Duration ~~and Supplemental Employees:~~

~~Limited Duration Employees:~~ Limited Duration employees are considered Union members. Limited Duration employees are utilized for specific projects anticipated to exceed six months but not exceeding two years. Additional information regarding limited duration employment may be found in the revised Personnel Manual. Limited Duration employees are employed at-will and are not entitled to the protections of the layoff procedure described in Article 4.

When a department is seeking to establish a RCHEA LTD position, designated Human Resources staff (HR Staff) will:

- Discuss with the department director or designee if the LTD position could be filled as a regular Full Time Equivalent (FTE) position instead, and if not, to get clarity why.
- The HR Staff will ensure the LTD position duration is in compliance with the CBA.
- The HR Staff will notify RCHEA about an upcoming LTD position.
- The HR Staff will notify RCHEA when an LTD position end date needs to be extended but is still within the two-year period.

Should an end date need to be extended past two years from the original start date, the City and RCHEA will mutually agree to the extension duration, but it cannot exceed a total of three years from the original start date.

1.3 Supplemental Employees:

Supplemental Employees: Supplemental employees are not members of the bargaining unit and are not required to join the Union. Supplemental employees may not exceed 1,040 hours in any calendar year. Additional information regarding supplemental employment may be found in the Personnel Manual. In the event the Human Resources Department becomes aware of a supplemental employee exceeding the 1,040-hour limit during any calendar year, it shall provide notice to the Union. In addition, the City will provide the Union a report on the use of supplemental employees in the prior calendar year on or before January 15. The report will include the employees' name, department, classification, dates of employment, and types of employment (i.e., season, temporary, part-time, or intern) and hours worked.

Notwithstanding the City's good faith obligation to appropriately administer the supplemental employee policy, it is recognized that employees or the Union may independently become aware of employees classified by the City as supplemental employees in a manner which is not in conformance with the Personnel Manual. In such circumstances, the Union shall provide the City due notice of the alleged non-conformance. The City will have fifteen (15) calendar days to correct the non-conformance through any means it determines appropriate. If the alleged non-conformance continues after the fifteen (15) day notice period, the Union may initiate the grievance procedure as provided in Article 6.

1.4~~3~~ Subcontracting~~:~~

The City shall not contract out work historically performed by the employees in the bargaining unit represented by the Union without first giving notice to and, upon request, bargaining in good faith with the Union.

Subcontracting will be considered for specialized, short durations, recruiting efforts, or other justifiable reasons. The City and Union will enter into an MOU agreement documenting the details of the subcontracting arrangement, unless both parties agree that an MOU is not necessary.

RCHEA will consider a subcontracting position request for work estimated to be completed within one year. The City can request an extension, but it cannot exceed a total of eighteen (18) months from the original start date. Successive requests or any other attempt to get around the eighteen (18) month limit are not allowed.

ARTICLE 2 - UNION DUES AND AGENCY FEES

2.1 Union Dues:

Regular monthly Union dues and agency fees shall be deducted by the City from an Employee's paycheck when authorized in writing by the Employee. The amounts deducted shall be transferred monthly to the treasurer of the Union.

2.2 Union Security:

Employee may revoke Employee’s authorization for deduction of dues. To do so, Employee must submit a written notice to the Union, and the Union will forward the notice to Human Resources. Every effort will be made to end the deduction effective on the first pay period after the request is received by Human Resources. The City agrees to provide the Union with a copy of the payroll deduction sheet that lists the name of each union member who has union dues deducted from his or her paycheck, the dues amount and their monthly salary. Non-dues paying members (silent RCHEA members) do not have the right to vote on any RCHEA business. However, silent RCHEA members are subject to the terms of this Agreement and are entitled to fair representation.

2.3 Indemnification/Hold Harmless:

The Union shall indemnify, defend and hold harmless the City against any claims made and any suit instituted against the City based on or relating to an Employee authorization for payment of dues or service changes equivalent to the regular Union initiation fee and monthly dues, provided the City is not negligent in its application of this Article. The Union agrees to refund to the City any amounts paid to it in error in the administration of this section upon presentation of proper evidence thereof.

2.4 New Hire Orientation:

The Employer shall notify the Union of all new employees hired into the bargaining unit. In accordance with RCW 41.56.037, the Union shall be afforded thirty (30) minutes of the newly hired employee's regular working time to discuss the rights and responsibilities of Union membership to new employees.

ARTICLE 3 - MANAGEMENT RIGHTS

3.1 Management Rights:

The management and direction of the work force is vested exclusively in the City, limited only by the terms of this Agreement and binding past practices of the parties to this Agreement. All matters not specifically limited by this Agreement and binding past practices may be administered for its duration by the City in accordance with such policies or procedures as the City may from time to time determine, provided, however, that nothing herein shall waive the Union's right to bargain over any changes involving mandatory subjects of bargaining and to appeal through the grievance procedure as set forth in this Agreement, when in the opinion of the Union, such exercise violates the terms of this Agreement.

Subject to provisions of this Agreement, the City reserves the following specific and exclusive management rights:

a. To recruit, assign, transfer, or promote members to positions within the Department, including the assignment of employees to specific jobs;

b. To suspend, demote, discharge, or take other disciplinary actions against members for just cause;

c. To determine the keeping of records;

d. To establish employment qualifications for new employee applications and to determine the job content and/or job duties of employees;

e. To determine the mission, methods, processes, means, policies, and number of personnel necessary for providing service and Department operations, including, but not limited to: determining the increase, diminution, or change of operations in whole or in part, including the introduction of any and all new, improved, automated methods of equipment, and making facility changes;

f. To control the Department budget, and if deemed appropriate to the City, to implement a reduction in force;

g. To schedule training, work, and overtime as required in a manner most advantageous to the Department and consistent with requirements of municipal employment and public safety;

h. To establish reasonable work rules and to modify training;

i. To approve all employees' vacation and other leaves;

j. To take whatever actions are necessary in emergencies in order to assure the proper functioning of the Department; and

k. To manage and operate its departments, except as may be limited by provisions of this agreement.

Incidental Duties not Always Described. It is understood by the Parties that every incidental duty connected with operations enumerated in job descriptions is not always specifically described.

ARTICLE 4 - LAYOFF PROCEDURE

4.1 Layoff Sequence:

Where job performance, ability and qualifications of RCHEA Employees in the same job classification are substantially equal, length of continuous service as a City employee shall govern in all layoffs of Employees covered by this Agreement, with the newer Employee to be the first laid off. Whenever a junior Employee is given preference over a senior Employee in this connection the latter shall be given, at his/her request, a written statement of the reasons. Whenever an Employee is laid off the Employee shall be given the opportunity to meet with their department director and have explained to him/her how the City arrived at its decision to lay that person off.

4.2 Layoff Notice:

The City agrees to provide the Union fourteen (14) calendar days' preliminary notice that there will be layoffs and include information on which employees will be affected. This period is to allow time for the parties to explore possible alternative solutions, with the final decision resting with the City. Neither the City nor the Union may notify any employees of the layoffs during this period.

After the fourteen (14) day period, the City may then officially notify the Union and affected employees of the layoffs. The layoffs shall not take effect for at least thirty (30) calendar days after the official notice.

4.3 Layoff Separation Pay:

Employees who receive a layoff notice will have the option of receiving separation pay based on their tenure with the City. Employees choosing to receive separation pay will forfeit recall rights under article 4.5 – Recall to Work.

Employees will receive a Separation Agreement within 14 days from the date they receive the official layoff notice. The employee will be provided the opportunity to consider the Separation Agreement, which releases the City and Union from liability in exchange for layoff separation pay, or the employee can reject the Separation Agreement and elect to maintain recall rights. Laid off employees who elect to receive separation pay will receive a lump sum according to the following schedule:

Start of the Next Year	Years of Completed Service	Separation Pay
0	5 years	1 month salary
5	10 years	2 months salary
10	20 years	3 months salary
20	20+ years	4 months salary

For example:

If the hire date is: 1-1-2020
Completed year 5 date is: 12-31-24
Start of the next year date is: 1-1-25
Completed year 10 date is: 12-31-29

The payment date and any other benefits will be identified in the Separation Agreement. Upon mutual agreement between the City and the Union, the parties can discuss the terms of the Separation Agreement, with the final decision being made at the discretion of the City.

4.4 Temporary Projects/Funding:

The elimination of a temporary project and/or a temporary funding source shall not constitute grounds for a layoff of a regular Employee assigned to the temporary project or funded by the temporary source. However, such elimination may otherwise be grounds for initiation of the layoff procedure described in this Article.

4.5 Recall to Work:

Employees will be recalled to work in the reverse order from which they were laid off, provided the Employee recalled is competent to perform the available work. Employees on layoff will be eligible for recall for two (2) years from the date of layoff. The City will notify Employees subject to recall by mail at the last address shown in the City's records. The Employee will have thirty (30) calendar days from the postmark date on the notice in which to inform the City of their intent to accept or reject the recall to work. If the Employee fails to respond to the notice or rejects the recall then the Employee will be considered to have forfeited their recall rights.

4.6 Prohibition Against Use of a Performance Evaluation More Than 60 Days Late:

If an employee's performance evaluation is more than 60 days late as of the date of the employee's pay anniversary date, and it lowers the average of their last three (3) performance evaluations, it may not be used as part of any City analysis of the employee's "job performance, ability and qualifications" made for purpose of layoff sequencing. The previous sentence shall not apply if the performance evaluation is late due to the action or inaction of the employee, and in that case, the evaluation may be used as part of the City's analysis. Cumulative leave of more than fifteen working days shall not be included in calculation of the sixty-day period.

4.7 Bumping:

A bargaining unit member who is laid off may bump any less senior Employee within the bargaining unit, provided he/she has previously held the position, or a position that requires substantially the same requisite skills, knowledge and abilities, and that the individual is able to perform the work of the position without further training. The Employee must inform the City within fifteen (15) calendar days of receiving their layoff notice if they wish to exercise their bumping rights, and the classification and position into which they desire to bump.

4.8 Sick Leave:

If Employee is recalled within the two-year period identified in Section 4.5, employee will receive any unused WASL and RSL (sick leave) that was not paid out at the time of layoff.

ARTICLE 5 - PROBATIONARY PERIOD

5.1 Probationary Period:

The initial twelve (12) months of employment shall constitute a probationary period. Employees will receive an evaluation six months after their start date and may receive a merit increase to base and/or lump sum payment. Their next evaluation will occur one year later and annually thereafter, or if their department has a fixed date evaluation period, they will receive a prorated evaluation to that fixed date and then annually thereafter. Any changes to pay and the pay anniversary dates are governed by the Personnel Manual and/or Article 8.1.

If an employee takes extended leave or works light duty during the probationary period, management has the discretion to extend the probationary period for that length of time. If management decides to extend an employee's probationary period due to extended leave or light duty, management shall notify the union within a reasonable period of time.

~~Employees hired in 2022, who are on probationary status into 2023 will follow the provisions in Article 5 of the 2019-2022 RCHEA Collective Bargaining Agreement.~~

An Employee may be terminated by the City at any time during the probationary period at the City's discretion, and without right of appeal. The employee can request to resign in lieu of probationary termination and may be granted at management discretion.

ARTICLE 6 – GRIEVANCES

6.1 Definition of Grievance:

A grievance means an alleged violation of the terms of this Agreement, including any discipline imposed without just cause.

6.2 Aggrieved Party:

The Union has the right, as the exclusive bargaining representative, to file grievances on behalf of individually aggrieved employees as well as to itself file grievances on behalf of the bargaining unit collectively. Individual employees may file grievances alleging a violation of this Agreement if the Union is provided a reasonable opportunity to be present at any initial meeting called for the resolution of such grievance.

6.3 Time Limits:

The timeliness of initial presentation of a grievance as well as the subsequent steps of the grievance procedure may be demonstrated by fax, email, or other date and time verification method on the face of the document. The time limits set forth in this Article may be extended by written mutual agreement.

6.4 Grievance Procedure:

Grievances shall be handled in the following manner:

Step 1. Notice of Grievance:

Within fourteen (14) calendar days after the event giving rise to the grievance, or, alternatively, within fourteen (14) calendar days after the date on which the grievant (either the Union or individual employee) knew, or reasonably should have known, of the event giving rise to the grievance, the employee or an Union Representative must present a written grievance. The written grievance must either be presented on an official Union grievance form or be plainly marked “Notice of Grievance.” The written grievance must state:

- The date of the alleged violation;
- A detailed statement of facts describing the alleged violation of this Agreement;
- A citation of the section of the Agreement that was alleged violated; and
- The requested remedy.

Any documents known to the employee or Union representative that are relevant to the grievance should be attached to the grievance.

The written grievance must be presented to the affected employee's immediate supervisor. Alternatively, if the Union is presenting the grievance on behalf of the entire bargaining unit, the Union may present the grievance to the City's Human Resource Director. For the purpose of this Article, the City's Human Resource Director may designate in writing someone else to act on their behalf. That designee shall have all the authority of the Human Resource Director provided in this Article. Designee must be employed by the City of Redmond.

Within seven (7) calendar days of receipt of the grievance, the immediate supervisor (or designee) shall meet with the affected employee and the Union to discuss the grievance and to discuss possible resolution. In the case of grievances presented to the City's Human Resource Director, within seven (7) calendar days of receipt of the grievance the Human Resource Director shall meet with the Union to discuss the grievance and to discuss possible resolution. Thereafter, within seven (7) calendar days following the initial Step 1 meeting, the supervisor (or the Human Resource Director) shall provide the employee and the Union with a written response to the grievance.

Step 2. Written Notice (Appeal) to Department Director:

If the grievance is not resolved at Step 1, the employee or the Union may advance the grievance to the Department Director. To advance the grievance the employee or Union must, within fourteen (14) calendar days after receiving the immediate supervisor's Step 1 grievance response, provide the Department Director with written notice it is advancing the grievance.

To advance bargaining unit-wide grievances initially presented to the Human Resource Director, the Union must, within fourteen (14) calendar days after receiving the Human Resource Director's Step 1 grievance response, provide the Human Resources Director with written notice it is advancing the grievance.

Within fourteen (14) calendar days after receiving the Step 2 notice, the Department Director (or designee) shall meet with the affected employee and the Union to discuss the grievance. In the case of unit-wide grievances, within fourteen (14) calendar days after receiving the Step 2 notice, the Human Resources Director shall meet with the Union to discuss the grievance. The parties shall discuss the merits of the grievance and explore possible resolution. Within fourteen (14) calendar days following this meeting, the Department Director or designee (or Human Resources Director) shall provide the Union with a written response.

Step 3. Written Notice (Appeal) to Mayor:

If the Union decides that the grievance was not satisfactorily resolved at Step 2, the Union may advance the grievance to the Mayor. To advance the grievance, the Union must, within fourteen (14) calendar days after receiving the Department Director's (or Human Resource Director's) Step 2 grievance response, provide the Mayor with written notice it is advancing the grievance.

Within a prompt period of time after receiving the Union's Step 3 notice to the Mayor, the Mayor (or the Mayor's designee) shall meet with the Union to discuss the grievance. The Union may invite the affected employee(s) to attend. The parties shall discuss the merits of the grievance and explore possible resolution. Within twenty-one (21) calendar days following this meeting, the Mayor (or the Mayor's designee) shall provide the Union with a written response.

Step 4. Mediation (Optional):

If the grievance is not settled satisfactorily at Step 3, the Union and City may mutually agree within fourteen (14) calendar days to submit the grievance to mediation. The two (2) parties will then have another fourteen (14) calendar days to agree upon a mediator drawn from a panel of neutrals formally trained in grievance mediation.

The mediator will not have authority to compel resolution of the grievance. Washington's Evidence Rule 408 shall apply.

If no settlement is reached in mediation, the grievance may be appealed to arbitration in accordance with Step 5 of this grievance procedure. In this case, the mediator may not serve as arbitrator, nor may either party reference the fact that a mediation conference was held or not held. Nothing said or done by the mediator may be referenced or introduced into evidence at the arbitration hearing.

The cost of the mediator will be borne equally by both parties.

Step 5. Written Notice (Appeal) to Neutral Arbitrator:

If the Union decides that the grievance was not satisfactorily resolved at Step 3, or optional Step 4, the Union may advance the grievance to arbitration. To do so, the Union must provide written notice to the Mayor of its intent to advance the grievance to arbitration. The written notice must be received by the Mayor within twenty-one (21) calendar days of the Mayor's Step 3 written decision or, if mediation was pursued under Step 4, within twenty-one (21) calendar days of the date of the Step 4 mediation.

Within fourteen (14) calendar days of the Union's written notice to the Mayor of its intent to advance the grievance to arbitration, the parties shall select an arbitrator through the following process:

1. The City will select five potential arbitrators from PERC's List of Active Arbitrators.

2. The Union will choose one arbitrator from the City's suggested five arbitrators and contact them about availability to arbitrate the grievance;

3. If the selected arbitrator is unavailable to hear the case within ninety (90) days, the parties will select another name from the list;

4. If the second selected arbitrator is unavailable to arbitrate the grievance within (90) days, the City will select five new potential arbitrators from PERC's List of Active Arbitrators. After the new set of potential arbitrators is selected, the parties will go back to item 2 on this list until an arbitrator that is available is selected.

It shall be the function of the arbitrator to hold a hearing at which the parties may submit their respective cases. The arbitrator shall have no authority to modify, amend, vacate or otherwise alter the provisions of this Agreement. The arbitrator shall submit, in writing, his or her decision within thirty (30) calendar days following the close of the arbitration hearing or the submission of closing briefs, whichever is later.

A decision rendered consistent with the terms of this Agreement shall be final and binding on the parties; however, a decision which exceeds the authority granted herein may be appealed to a court of proper jurisdiction.

The parties will share equally all costs and fees of the arbitrator. Each party shall be responsible for all costs and attorney's fees associated with its own representation.

6.5 Waiver of Steps:

In cases of disciplinary proceedings in which all levels of management have reviewed the matter and reached their decision on action to be taken prior to notification of the Employee, Steps 1 and 2 may be waived by mutual agreement in writing between the Department Director and the Union, with the grievance proceeding immediately thereafter to Step 3.

6.6 Just Cause:

The City may discipline or discharge an employee for just cause.

Employees on probation and Limited Duration Employees, as provided in Article 1, Section 4, are employed "at-will." Therefore, neither the just cause standard nor this grievance procedure apply to the discipline or discharge of such employees.

6.7 Written Notice:

Except as provided for in Section 6.6, above, no employee shall be discharged for unsatisfactory work performance unless the employee has previously received a written notice setting forth the employee's performance deficiencies. The employee will be given an opportunity to sign the notice of performance deficiencies before it is placed in the employee's personnel file. A copy of the signed notice shall be given to the employee and nothing may be added to the notice once it has been signed.

Upon request by the employee to Human Resources, written warnings of unsatisfactory work performance shall be removed from the employee's file after one (1) year, provided no additional warning notices of unsatisfactory work performance have been added to the employee's file. Letters of reprimand for misconduct (rather than performance deficiencies) may remain in an employee's file indefinitely.

6.8 Attorney Fees:

Each party shall be responsible for the cost of its own representation, including attorney's fees.

ARTICLE 7 - NO STRIKES OR LOCKOUTS

7.1 No Strikes or Lockouts:

During the term of this Agreement, neither the Union nor the Employees shall cause, engage in or sanction any work stoppage, strike, slowdown or other interference with City functions. Employees who engage in any of the foregoing actions shall be subject to disciplinary action by the City. The City shall not institute any lockout of Employees during the life of this Agreement.

ARTICLE 8 - WAGES

8.1 Merit Pay Increases:

Employees will be eligible to receive merit pay increases as described below. Employees are eligible for merit pay increases on their pay anniversary date. Merit pay is based on the individual employee's job performance. A performance appraisal is required to support a merit pay increase. During the performance appraisal, the employee will be evaluated on a four-point scale utilizing the City's Employee Performance Appraisal Form. Point splitting is not permitted. That is, the supervisor may not issue scores such as, for example, a 2 ½ or a 2.8. Instead, for each performance criteria, the supervisor must give the employee one of the following scores.

1 – Does not meet standards,
2 – Meets standards,
3 – Exceeds standards, or
4 – Distinguished

After all performance criteria have been scored, the scores are totaled and then divided by the total number of performance criteria to determine the average overall score. The average overall score will be used to determine the employee's merit pay increase as set forth below:

Average overall score	Amount of increase
1.0-1.99	No increase
2.0-2.59	2% increase
2.6-3.19	3% increase
3.2-3.69	4% increase
3.7-4.0	5% increase

Merit pay increases will be retroactive to the employee's pay anniversary date.

The performance appraisal is to help an employee be successful in performance and to understand the standards and goals of their position and their department. The evaluation process shall not, by itself, constitute disciplinary action, but may be referred to in disciplinary situations.

Employees will be given a copy of the evaluation. Employees will be required to sign the evaluation within ten working days, acknowledging its receipt. Evaluations are not grievable, however, employees may elect to provide a written response to the evaluation.

In the event the employee's base rate of pay is lower than the top of the pay range, any merit pay increase will be added to the employee's base rate of pay. If the employee's merit pay increase is larger than the difference between the employee's current base rate of pay and the top of the pay range, the employee's base rate of pay will be increased to the top of the pay range and the balance of the merit pay award will be issued by the City as a lump sum. Finally, if the employee's current base rate of pay is already at the top of the pay range, the amount of the merit pay award will be issued by the City as a lump sum payment.

In the event an employee receives an average overall score between 1.0-1.99 and therefore receives no merit pay increase, the employee's supervisor is required to develop a written performance improvement plan in consultation with the Human Resources Department. Thereafter, the supervisor shall provide the written plan to the employee, and after the employee signs, the supervisor shall forward a copy of the signed performance improvement plan to the Human Resources Department.

8.2 Classification and Pay Administration:

Refer to Chapter 6 Classification of the Personnel Manual.

8.3 Reclassified to a Lower Pay Grade:

If an incumbent Employee is in a job classification which is reclassified to a lower pay grade, the incumbent shall be placed in the lower pay grade at the rate which corresponds to the incumbent's pay before the reclassification (the "current pay"). If the incumbent's current pay falls within the new pay grade, then they shall be eligible for any pay increases within the new pay grade on their regular pay anniversary date as before the placement in the lower pay grade. If an incumbent's current pay is above the maximum of the new pay grade, the incumbent's salary shall be frozen and shall continue to receive his or her current pay. The Employee shall not be eligible for a merit pay increase or COLA until such time as the incumbent's rate of pay equals the maximum of the pay grade to which his or her classification is assigned. The Employee would still be eligible for a merit lump sum.

8.4 Effective Dates:

Merit increases shall be effective on the Employee's pay anniversary date. Pay increases upon promotion or reclassification shall be effective on the effective date of the promotion or reclassification.

8.5 Experience Recognition Pay:

Experience Recognition Pay will be paid to regular full-time Employees who have completed five (5) continuous years of service. Employees will receive a flat rate per month and will not be affected by the COLA. Experience Recognition Pay will be paid to regular full-time employees starting on the 6th year of service per the following schedule:

Completed Years	Added Continuous Service Monthly Salary
5 years	~~$200.00~~ $250

Experience Recognition Pay will be paid to regular part-time Employees in a prorated amount equal to the vacation accrual ratio provided in the Redmond Personnel Manual.

8.6 Working Out-of-Class:

An Employee assigned temporarily to a higher paying classification for forty (40) consecutive hours or more shall be paid at a rate five percent (5%) over the Employee's regular salary, or at the minimum salary of the higher classification, whichever is greater, retroactive to the beginning of said temporary assignment. Weekends or other regularly scheduled days off will not disrupt the continuity of hours. The out-of-class salary adjustment will be seven percent (7%) over an Employee's regular salary, or the minimum of the higher classification, whichever is greater, when a non-exempt Employee works out-of-class in an exempt classification (such as civil engineer) for forty (40) or more consecutive hours. In this situation the non-exempt Employee does not receive overtime pay for extra hours worked; instead, the employee receives four (4) hours of professional leave as provided for in Article 15, Section 5, for each two consecutive pay periods worked in the exempt out-of-class assignment.

Except as otherwise provided for in this section, this working out of class provision may apply to temporary assignments in writing of up to six (6) months, whether or not a budgeted position or vacancy exists in the higher classification.

Holidays, sick leave and vacation occurring within the period of the temporary assignment shall be considered time worked for the purpose of determining working-out-of-class duration and consecutive hours of work in the higher classification.

Sick leave and vacation used during a working out-of-class assignment of less than two consecutive pay periods will be paid at the Employee's regular salary in their primary position.

Sick leave and vacation time used during assignments lasting two consecutive pay periods or more will be paid at the working-out-of-class rate.

This section shall not apply to temporary assignments which are made pursuant to prior mutual agreement between the Employee and his or her immediate supervisor for the purpose of providing a training opportunity to the Employee, for a mutually agreed period of time.

No Employee temporarily assigned to a lower pay grade will receive a reduction in pay by reason of such assignment. The Employee's immediate supervisor will be responsible for administering the provisions of this section on a timely basis.

8.7 Trainees:

Refer to 3.110 Traineeships in the Personnel Manual.

8.8 Job Postings:

The City will post notice of vacancies in bargaining unit positions or new bargaining unit positions a minimum of five (5) working days before the position closes.

8.9 Timeliness of Performance Evaluations:

Upon request from the RCHEA Board, the Human Resources Department will send the RCHEA Chair a list of all outstanding evaluations the first Friday after each fiscal quarter of the current calendar year. If the list indicates that a RCHEA member has an outstanding performance evaluation that is more than 60 days late, the Union may reopen to negotiate regarding the issue of timeliness of performance evaluations.

If an employee has an overdue evaluation, that employee may contact Human Resources and/or the RCHEA Board for assistance at any time. Human Resources and the RCHEA Board will work together to ensure that the evaluation is completed timely and also ensure that the employee faces no reprisal for the request.

When an employee separates from the city, the employee's supervisor will complete any outstanding performance appraisal that is overdue, as part of the separation process. Any merit pay connected to the appraisal will be paid to the employee, retroactive to the employee's pay anniversary date.

ARTICLE 9 - HOLIDAYS

9.1 Holiday Schedule:

The following thirteen (13) paid legal holidays shall be recognized for Employees:

Holiday	Date to be Observed
New Year's Day	January 1
Martin Luther King's Birthday	3rd Monday in January
Washington's Birthday	3rd Monday in February
Memorial Day	Last Monday in May
Juneteenth	June 19
Independence Day	July 4
Labor Day	1st Monday in September
Veteran's Day	November 11
Thanksgiving Day	4th Thursday in November
Day after Thanksgiving	Day after Thanksgiving
Christmas Eve	December 24
Christmas Day	December 25
One Floating Holiday	Date selected by mutual agreement of Employee and supervisor.

9.2 Holidays During Time Off:

Whenever a holiday falls on a full-time employee’s regularly scheduled day off, the employee has the option to flex another day off within the same workweek at supervisor approval, or a compensating day off with pay, of up to eight (8) hours, shall be added to the employee’s earned vacation.

ARTICLE 10 - VACATIONS

10.1 Vacation Schedule:

Years of Employment	Annual Vacation Days Earned	Vacation Hours Accrued per Month
0-2 years	12 days	8.0000
3 years	13 days	8.6666
4 years	14 days	9.3333
5 years	16 days	10.6666
7 years	17 days	11.3333
9 years	18 days	12.0000
11 years	19 days	12.6666
13 years	20 days	13.3333
15 years	21 days	14.0000
17 years	22 days	14.6666
20 years	23 days	15.3333

10.2 Vacation Accrual/Vesting:

Vacation credits shall accrue to Employees from commencement of employment. An Employee is eligible to use vacation days once the days are earned and the Employee's vacation request is approved. Employees may accumulate vacation leave time to a maximum of three hundred sixty-eight (368) hours. Any unused vacation time above the maximum is forfeited.

10.3 Scheduling:

Each department is responsible for scheduling its employees' vacations without undue disruption of department operations. When possible, departments try to comply with employee requests. An employee wishing to schedule vacation leave must receive approval for requested dates from their immediate supervisor.~~Vacations shall be scheduled by the City at times that cause minimum interference with operations but with due regard for the desires of the Employees~~.

~~10.4 Payout at Retirement - PERS I:~~

~~The payout of accrued but unused vacation time upon the retirement of a PERS I Employee shall be as provided for in Article 12, Section 2 of this Agreement.~~

10.4~~5~~ Unpaid Leave:

The City Personnel Manual provides opportunities for unpaid leave at Chapter 9.

ARTICLE 11 - HEALTH AND WELFARE

11.1 Medical, Dental and Vision Benefits:

Employer shall provide medical, dental and vision insurance through the City of Redmond Self Insurance Plan or Health Maintenance Organization (HMO).

Employees shall pay twenty percent (20%) of the cost of self-insurance premiums for dependent coverage. The dollar amount that equates to a twenty percent (20%) contribution has been actuarially determined. Premium contributions for part-time Employees shall continue to be pro-rated based on the City's contribution to full time Employee and dependent premiums as set forth in Article 14.

The City shall retain an independent third-party actuary, experienced in setting premiums for self-funded plans, who shall determine the appropriate and prudent premiums for RedMed, to be effective for that year. The independent third party shall use the usual and customary insurance/actuary principles and procedure to establish the premiums.

The Union agrees to appoint a representative who will actively participate and vote as a member of the Employee Benefits Advisory Committee (EBAC). EBAC will research increasing health care costs, as well as plan design and potential options for health care program delivery in an effort to control health care costs in a manner mutually beneficial to the Employees and the Employer. It is the City's goal to have active participation on the Committee by each bargaining unit and the non-represented employees.

EBAC will have the authority to recommend changes in the RedMed Self Insurance Plan. Recommended changes may become applicable to Union represented employees only upon ratification by the Union.

For the purposes of this Article 11 only, the term "dependent" shall include Domestic Partner's dependent children. Such designation shall not control whether such individuals are dependents for any other purpose, including for federal income tax purposes.

11.2 Alternative HMO Medical Coverage:

As alternative insurance coverage, the City will make available to Employees Health Maintenance Organization (HMO) coverage. However, the cost of such coverage which exceeds the premium costs of the benefits paid by the City as described above shall be paid by the Employee by payroll deduction.

11.3 Employee Benefits Advisory Committee:

Refer to Chapter 8.40 of the Personnel Manual.

The Union agrees to appoint a representative who will actively participate as a member of EBAC. Participation in EBAC by the Union is voluntary and may be withdrawn at any time during the term of this Agreement. Nothing in this provision shall be deemed a waiver of the Union's right to bargain employee benefits.

11.4 Life and AD&D Insurance:

Group Term Life Insurance coverage in the amount of $50,000 and Accidental Death and Dismemberment (AD&D) coverage in the amount of $50,000 shall remain in effect for Employees with the premiums for such insurance to be paid by the City. The City will pay the full premium for regular part-time Employees.

Additionally, supplemental coverage shall be made available for purchase by Employees, with the amount, terms and conditions as specified by the insurance carrier.

11.5 Workout Room and Exercise:

A workout room is available to employees at City Hall any time. Employees may exercise when off work.

11.6 HRA VEBA Payroll Deduction:

~~Effective for the second paycheck in January 2022 (on or about January 25, 2022), m~~

Mandatory contributions shall be deducted from each RCHEA Employee's monthly pay and deposited into that RCHEA Employee's HRA VEBA. The HRA VEBA contributions shall equal twenty-five dollars ($25.00) per pay period, totaling fifty dollars ($50.00) per month. The amount of the payroll deduction contribution shall be increased each year on January 1, starting January 1, 2026, by $5.00 to be applied per pay period. Payroll deduction contributions to the HRA(VEBA) will be made by the Employee and are subject to the rules and limitations contained within the Internal Revenue Code. ~~(For clarity's sake, the month of January 2022, $10.00 shall be deducted from pay and contributed to Employee's HRA VEBA on first paycheck, and $25.00 shall be deducted from pay and contributed to Employee's HRA VEBA on the second paycheck for a total deduction/contribution of $35.00 for that month.)~~

ARTICLE 12 - SICK LEAVE and SHARED LEAVE

12.1 Accrual:

Sick leave will be accrued and administered in accordance with the Personnel Manual.

~~12.2 Retirement Bonus - PERS I:~~

~~Upon retirement under the provisions of PERS I, an Employee will receive in one lump sum payment all their accrued but unused vacation up to a maximum of two hundred forty (240) hours, and twenty-five percent (25%) of their accrued but unused sick leave based on a maximum sick leave accumulation of nine hundred sixty (960) hours to the extent their twenty-five percent (25%) of sick leave exceeds forty-eight (48) hours. Any accrued vacation in excess of two hundred forty (240) hours and the first forty-eight (48) hours of the twenty-five percent~~

~~(25%) sick leave payout shall be used by the Employee prior to their retirement date. If the provisions of SHB 843 adopted in the 1984 legislative session and on which this section is based are repealed in their entirety, then the retirement bonus described in Section 3 of this Article shall apply equally to PERS I Employees. If the provisions of SHB 843 are substantively amended or replaced, then the City and the Union shall reopen negotiations on this section at the request of either party.~~

~~12.3 Retirement Bonus - PERS II and PERS III:~~

~~Upon death or upon retirement under the provisions of PERS II and PERS III, an Employee (or their beneficiary) shall receive twenty-five percent (25%) of their accrued but unused sick leave benefits limited, however, to a maximum accumulation of one hundred twenty (120) days.~~

12.2~~4~~ Sick Leave Bonus:

Refer to 9.30 Sick Leave in the Personnel Manual. At the option of the Employee, the sick leave bonus shall be added to their vacation leave or paid for at their regular rate of pay. Sick leave credit shall be determined and allowed on or about November 30th of each calendar year. Any sick leave donated to another employee shall not be deducted for purposes of computing the donating employee's sick leave bonus.

12.3~~5~~ Sick Leave Bonus; On-the-Job Injury:

In the event sick leave has been taken as a result of an on-the-job injury which was not the result of gross negligence or intentional harm by the individual claiming the injury, and which injury has been approved as a valid claim by State Industrial Insurance, the amount of such sick leave taken shall not be deducted for purposes of computing the credit on which the twenty-five percent (25%) bonus is allowed.

12.4~~6~~ Disability Benefit:

Regular Employees who are disabled and unable to work on account of illness or injury for a period in excess of three (3) months, and who have used all of their sick leave and vacation benefits, shall receive, for a period not to extend beyond the end of six (6) months of absence from work, disability benefits in the following amounts, less weekly Worker's Compensation benefits received during the corresponding pay periods, based on length of City employment prior to the last day or work:

One year of employment	40% of salary
Two years of employment	50% of salary
Three years of employment	60% of salary

12.5~~7~~ Shared Leave Program:

1. **Purpose** - This Shared Leave Program enables regular employees to donate vacation and floating holiday leave, and compensatory time, to eligible

Employees, who are faced with taking leave without pay or termination due to extraordinary and severe physical illness. Implementation of the program is subject to agreement by the City, and the availability of shared leave from other employees. The City's decisions in implementing and administering the Shared Leave Program shall be reasonable.

2. **Donation Restrictions** - The following restrictions shall apply to all shared leave transactions:

   a. Employees may donate any amount of vacation leave provided the donation does not cause the employee's vacation leave balance to fall below forty (40) hours.

   b. Employees may donate any amount of Regular Sick Leave (RSL) only, provided the donation does not cause the employee's RSL balance to fall below 40 hours. Donated sick leave will not count against the donating employee's sick leave bonus.

   c. Employees may donate their Floating Holiday.

   d. Employees may donate their Compensatory Time.

The City shall determine whether the Employee shall receive shared leave and, if so, the amount of donated leave the Employee may receive; provided, no Employee shall receive more than two thousand eighty-eight (2,088) hours of shared leave during total City employment.

3. **Coordination with Disability Benefit** - During the period that Employee is eligible for disability benefits under Article 12, Section 6 of the Agreement the Employee may use Shared Leave up to the amount necessary to make up the difference between the percent of salary paid pursuant to Article 12, Section 6 and one hundred percent (100%) of Employee's salary.

4. **Eligibility** -Employees may be eligible to receive shared leave under the following conditions:

   a. When the City determines the Employee meets the criteria described in this policy.

   b. The Employee is not eligible for time-loss compensation under RCW Chapter 51.32. If the time-loss claim is approved at a later time, all leave received shall be returned to the donors.

   c. The Employee has complied with department policies regarding the use of sick leave.

   d. The City shall require the Employee to submit information from a licensed physician or health care practitioner verifying the severe or extraordinary nature and expected duration of the condition.

5. **Recipient Responsibilities**

   a. Donated leave shall be used only by the recipient for the purposes specified in this policy.

b. All other forms of available paid leave shall be used prior to applying to the Shared Leave Program, provided that the Employee may reserve up to forty (40) hours of vacation leave.

6. **Return of Shared Leave** - Shared leave not used by the recipient shall be returned to the donor(s). Returned leave shall be:

a. Divided among the donors on a pro-rated basis, computed on the original donated value;

b. Returned at its original donor value; and

c. Reinstated to each contributor's leave balance.

7. **Calculation of Shared Leave** - The receiving Employee shall be paid at his or her base rate of pay. Therefore, depending on the value of the shared leave, one (1) hour of leave may cover more or less than one (1) hour of the recipient's salary. The dollar value of the leave shall be converted from the donor to the recipient. The leave received shall be coded as shared leave and maintained separately from all other leave balances.

8. **Voluntary** - Participation in the Shared Leave Program is voluntary. No employee shall be coerced, threatened, intimidated, or financially induced into donating leave for purposes of this program.

ARTICLE 13 - ~~DEATH AND~~ BEREAVEMENT LEAVE

13.1 ~~Death and~~ Bereavement Leave:

A regular Employee shall receive up to ~~four (4) days~~ up to 40 hours off as approved by the Department head, or designee, without loss of pay in the event of death or serious illness with impending death in the immediate family of the Employee. For the purposes of this section, "immediate family" shall be defined as spouse, Domestic Partner, child, stepchild, mother, father, stepparents, grandparents, grandchild, brother, sister, step siblings, child of a domestic partner, mother-in-law or father-in-law, persons living in the employee’s immediate household, and grandparents of employee’s spouse.

Any Bereavement Leave shall be used within six (6) months from the date of death. Any time beyond this amount required because of travel or extenuating circumstances, or for time requested for a person other than specified in this section, shall be granted at the discretion of the employee’s supervisor, and shall be chargeable to accrued leaves (i.e. vacation, sick leave, compensatory time) if any, and shall otherwise be without pay.

ARTICLE 14 - BENEFITS FOR REGULAR PART-TIME EMPLOYEES

14.1 Benefits for Regular Part-time Employees:

If an Employee's scheduled hours are significantly and consistently less than those actually worked, the Employee shall receive benefits in proportion to the hours actually worked.

14.2 Health Care Benefits for Regular Part-time Employees:

The City agrees to pay the premiums for health care benefits for regular part-time Employees in an amount equal to the percentage used for determining vacation accrual in the Personnel Manual multiplied by the health care premium paid by the City for full-time regular Employees.

ARTICLE 15 - HOURS OF WORK AND OVERTIME

15.1 Standard Work Day:

A normal work schedule for full-time Employees shall consist of either:

- Eight hours five days per week;
- Ten hours four days per week; or
- Nine hours for four days and one eight- hour day in one week, plus nine hours for four days in a second week.

The ability to telecommute should not be impacted by choosing any of the Standard Work Day schedules as long as the Telecommute Policy is followed.

Alternative work schedules differing from the above are permitted when mutually agreed to by the employee and the employee's supervisor.

For FLSA and payroll purposes the standard workweek shall be Monday at 12:00 a.m.

to Sunday at 11:59 p.m. Alternative work schedules outside Monday through Friday will adjust their FLSA workweek accordingly to meet the double time rate as detailed below.

Each normal workday will include an unpaid meal period of between thirty minutes to one (1) hour and two (2) fifteen (15) minute breaks.

The City shall have the right, upon giving fifteen (15) days' prior notice, to change the schedules referred to herein when deemed necessary to more effectively accomplish any of its responsibilities. The City will not manipulate work schedules for the sole purpose of avoiding payment of overtime.

15.2 Flex-time:

Flex-time for~~is when~~ a~~n~~ non-exempt employee temporarily adjusts their schedule, upon supervisor approval, within the same pay period. ~~Flex-time will not be unreasonably denied.~~ Time worked beyond the employee's standard workday schedule shall not be considered overtime if the additional hours are part of the flex-time schedule agreed to by the Employee and supervisor.

Flex-time for exempt employees will be an adjustment to their work schedule as needed, with agreement between the employee and their supervisor.

Flex-time will not be unreasonably denied.

15.3 Overtime:

The City will pay non-exempt employees for overtime work at the nearest 15-minute (quarter hour) increment of time. Thus, if an employee works more than 8 minutes, the employee will be paid for 15 minutes (rounding up) of overtime. Conversely, if an employee works less than 8 minutes, the employee will be paid for zero time (rounding down). For the purpose of computing overtime, only authorized holidays, sick leave, bereavement, and vacation leave shall be considered as time worked.

Full-time non-exempt employees:

Full-time non-exempt employees who are required to work more than their normal day's work schedule as set forth in Section 1 above shall be compensated for such overtime hours at one-and-one-half (1 ½) times their regular hourly rate of pay. In the event a full- time non-exempt employee is required to work seven straight days, the employee shall be compensated for all hours worked on the seventh day at two (2) times their regular hourly rate of pay. In the event a full-time non-exempt employee is required to work on a Sunday, the employee will be compensated for all hours worked on Sunday at two (2) times their regular hourly rate of pay.

Part-time non-exempt employees:

Part-time non-exempt employees who are required to work beyond their normal work day shall be compensated as follows:

If the normal workday is…	Then the part-time Employee is compensated...
Less than eight (8) hours	Straight time pay up to eight (8) hours then time-and-one-half (1 ½) after eight (8) hours
Eight (8) hours	Time-and-one-half (1 ½) after eight (8) hours
More than eight (8) hours	Time-and-one-half (1 ½) for time worked beyond their normal workday

Part-time non-exempt employees shall be compensated at time-and-one-half (1 ½) for all hours worked over forty (40) hours in any one workweek and at double time (2) for all hours worked on Sundays.

15.4 Compensatory Time:

A non-exempt Employee required to work overtime will be paid overtime at time-and-a-half UNLESS they choose, with the approval of their supervisor, to receive credit for compensatory time in lieu of overtime pay. If the Employee chooses this comp time option, they will receive comp time at a rate of one-and-one-half (1 ½) hours of compensatory time-off for each hour of overtime worked, up to a maximum of one hundred (100) comp time hours at any one time. Any hours over this limit shall be paid for at the overtime rate. For overtime hours worked on the seventh (7th) straight day of work by the Employee or for mandatory Sunday overtime, the Employee receiving approved comp time shall be credited with two (2) hours of compensatory time-off for each hour of overtime worked. An employee may only roll over one hundred (100) hours of comp time from one year to the next. Upon implementation of this agreement, any hours above the 100 hours must be cashed out at the employee’s base rate of pay.

Requests for use of compensatory time shall be made by the Employee to their supervisor in the same way as for vacation leave. Such requests shall be granted within a reasonable period given due consideration by the supervisor of the desires of the Employee, normal schedule of work, anticipated peak workloads, emergency requirements of staff and services, and the need for and availability of qualified substitute staff. Requests for use of compensatory time shall not be granted if doing so will unduly disrupt operation. Full-time inspection Employees will be encouraged to use their accrued compensatory time during off-peak workload periods.

At the employee’s request or upon termination of employment, non-exempt Employees will be paid for any accrued, but unused compensatory time hours at their current straight time rate of pay at the time of request or termination.

15.5 Professional Leave:

Employees exempt from overtime compensation under the Federal Fair Labor Standards Act (FLSA) are afforded greater flexibility with regard to their workday. Further, in recognition of the additional hours worked by an FLSA exempt Employee from time to time beyond their standard workweek, at the beginning of each calendar year, exempt Employees shall automatically be credited with 48 hours of professional leave as of January 1 of each year. Use of professional leave must be approved by an individual's supervisor. Professional leave may not be used to substitute for sick leave unless all sick leave has been used. Any professional leave not used during the course of a calendar year shall be forfeited. Unused professional leave shall not be paid to an Employee upon resignation or termination.

15.6 Same Week Schedule Adjustments:

Nothing in this Article shall preclude exempt or non-exempt Employees and their supervisor from agreeing to work schedule adjustments in the same workweek. For non-exempt Employees adjustments shall be on a straight time, hour for hour basis.

15.7 Emergency Work:

During extended emergency work situations, meals may be provided, when authorized and approved by the Department Head or his or her designee, to the Employees involved in such extended work periods. Guidelines shall be established by the Department Head to provide for consistent application of this provision. Employees may be assigned to support critical City priorities during extreme weather and/or emergency situations outside of their normal work duties.

15.8 Callbacks:

~~Any~~Non-exempt Employees called back after finishing a regular duty shift or called to report on the Employee's regular day off shall be paid for the time so worked at the overtime rate but shall be guaranteed two (2) hours at the overtime rate should such call be for less than two (2) hours; provided, however, that any Employee assigned to standby duty and called out shall be guaranteed only one (1) hour at the overtime rate within each twenty-four hour period of such standby duty.

Exempt employees called back outside of their normal work schedule may flex the callback hours that they worked, in accordance with section 15.2 Flex-time.

~~Both parties agree that Section 15.8 Callbacks may be reopened at any time as agreed upon by both parties to negotiate implementation of a Callback Practice different from that contained in this section.~~

15.9 Standby Duty:

Non-exempt Employees assigned to standby duty during their time off, and exempt Employees who have previously been assigned ninety-six (96) hours ~~twenty-four (24) days~~ of standby duty during that calendar year, shall be paid twenty percent (20%) of their regular straight-time hourly rate for each hour of standby. Employees assigned to standby on paid holidays specified in Article 9 shall be paid twenty-five percent (25%) of their regular straight-time hourly rate for each hour of standby; and it is further provided that the twenty-five percent (25%) rate shall apply for the entire weekend when the paid holiday is observed in conjunction with a weekend. All time actually worked by a standby Employee and paid at the overtime rate shall not be included as time for which standby pay is earned.

~~Both parties agree that Section 15.9 Standby Duty may be reopened at any time as agreed upon by both parties to negotiate implementation of a Standby Duty practice different from that contained in this section.~~

15.10 Union Business:

The City and Union recognize a shared interest in resolving issues that arise concerning administration of this labor agreement and the collective bargaining relationship as expeditiously as possible. Subject to prior approval of the Employer, which approval shall not be unreasonably withheld, Union representatives shall be allowed reasonable time off with pay to perform Union business such as, for example, attending investigatory interviews, grievance meetings, labor-management meetings, and other legitimate union business.

One annual general membership meeting in June shall be allowed during work hours. The meeting will be scheduled mid-day to coincide with most members' lunch break. The first 30 minutes of this meeting shall be taken with each member's unpaid lunch break; up to an additional 30 minutes is allowed without loss of pay. The union will provide Directors and Deputy Directors at least five (5) working days' notice in advance to ensure employees have coverage to attend the general membership meeting.

~~Two~~In contract negotiation years, an additional general membership meeting~~s~~ shall be allowed during work hours without loss of pay to present the proposed contract to membership prior to~~, one during negotiations and one to~~ voting~~e~~ on the ratification of the contract.

The Union will provide the employer, at the employer's request, with a current list of its officers and designated Union representatives and shall maintain the list in a current state.

ARTICLE 16 – ~~SAVING CLAUSE~~ SEPARATION AND RETIREMENT

16.1~~12.3~~ Retirement Bonus - PERS II and PERS III:

Upon death or upon retirement under the provisions of PERS II and PERS III, an Employee (or their beneficiary) shall receive twenty-five percent (25%) of their accrued but unused sick leave benefits limited, however, to a maximum accumulation of ~~one~~

~~hundred twenty (~~960~~120)~~ hours~~days~~.

Employees eligible for a Retirement Bonus shall have their entire Retirement Bonus deposited into that Employee's HRA VEBA. Employees shall not have the ability to take the Retirement Bonus as cash.

16.2 Last Day Worked:

When an employee voluntarily resigns their employment, the last day worked is considered their separation date or the last day on the City's payroll, which may be extended by up to two weeks. Employees who are eligible for retirement may extend their separation date by up to three weeks. Extended leave is through the use of:

- Vacation and/or compensatory time upon the employee's request and the employee's Supervisor's approval and/or
- Sick leave upon the employee's request, supported by approved medical documentation, and the Human Resources Director's approval.

ARTICLE 17 - SAVINGS CLAUSE

17.1 Savings Clause:

Should any section of this Agreement or any attachments thereto be held invalid by operation of law or by any tribunal of competent jurisdiction or should compliance with or enforcement of any provision be restrained by such tribunal, the remainder of this Agreement and addendum's shall not be affected thereby and both parties agree to meet and negotiate a substitute for any clause declared illegal.

ARTICLE 18 - SCOPE OF BARGAINING

18.1 Personnel Manual:

The City of Redmond Personnel Manual authorized by Ordinance, and as supplemented or amended hereafter by Executive Order, is hereby made a part of this Agreement. The contents of the Personnel Manual are not intended to adversely change or replace any provision of this Agreement with respect to bargaining unit members. The Union retains the right to prior notice and an opportunity to negotiate any revision or amendment to the Personnel Manual which affects a mandatory subject of bargaining.

The City will give thirty (30) calendar days' notice prior to any changes. It is agreed that any change to the provisions of the current Personnel Manual affecting a mandatory subject of bargaining relating to the bargaining unit shall be made only after written notice to the Union. Within thirty (30) calendar days of receipt of said notice, the Union shall inform the City in writing whether or not it agrees to the proposed change. Upon notification of agreement, or the failure of the Union to respond within thirty (30)calendar days, the provision may be changed. Upon notification of disagreement, the Union shall agree to begin negotiation over the change within thirty (30) calendar days of so notifying the City.

18.2 Entire Agreement:

The parties agree that each has had full and unrestricted right and opportunity to make, advance and discuss all matters properly within the province of collective bargaining. The above and foregoing Agreement constitutes the full and complete Agreement of the parties and there are no others, oral or written, except as herein referenced. Any modifications or supplements to this Agreement that are mutually agreed to shall be put in writing.

18.3 Labor/Management Committee:

The parties agree to jointly maintain and support a Labor/Management Committee. The aim of the Committee will be to promote communication and understanding between labor and management on issues of mutual concern, as well as to discuss possible solutions to problems affecting labor/management relations.

The Committee will have up to eight (8) members, up to four (4) members appointed by the City and up to four (4) members appointed by the Union. Committee members will set guidelines for the Committee's operation. The Committee shall meet on a quarterly basis or as otherwise agreed by the parties in writing. The City shall schedule quarterly committee meetings. Additional meetings may be held at the request of either party, provided five (5) days' notice of the meeting is given together with notice of the intended topics for discussion.

ARTICLE ~~18~~19 - TERM OF AGREEMENT

~~18~~19.1 Term of Agreement:

This Agreement shall become effective January 1, ~~2023~~2026, and shall remain in effect through December 31, ~~2025~~2028.

All ~~2023~~ 2026 contract amendments affecting wages and overtime pay will be effective January 1, ~~2023~~2026, unless otherwise specified. All other contract amendments will be effective on the first payroll period after the ratification of the agreement by both parties but no earlier than January 1, ~~2023~~2026.

The parties agree that should the ~~2019~~2023-~~2022~~ 2025 CBA expire before this agreement is reached, retroactive application of any contract amendments governing wages and overtime compensation for the period between January 1, ~~2023~~ 2026 and the ratification of this agreement will be paid only to individuals who:

a) are on the payroll as of the date of ratification,

b) have retired between January 1, ~~2023~~ 2026 and the date of ratification, or

c) permanently left employment as a result of disability between January 1, ~~2023~~ 2026 and the date of ratification.

Merit pay increases or merit lump sum payments based on a performance appraisal shall be included in the retroactive application of the contract if the appraisal was due during the retroactive period covered by this section. The parties intend that a late performance appraisal will not negatively affect an employee's retroactive wages.

City of Redmond

Appendix A – COLA and Pay Plans

A.1 Cost of Living Adjustments (COLAs).

a) Effective January 1, 2026~~3~~

Effective January 1, 2026~~3~~, employees shall receive a cost-of-living adjustment equal to ~~7~~ 3.8%

Market Adjustment: Effective January 1, 2026, classification pay ranges will be increased at the percentage identified for those positions that are under market. Market adjustment will be applied prior to COLA adjustment. No increase to employee pay will occur for market range adjustments. If the pay range is above the market, there is no decrease to the pay range.

b) Effective January 1, 2027~~4~~

Effective January 1, 2027~~1~~, employees shall receive a cost-of-living adjustment equal to 100% of the first half annual 2026~~3~~ CPI-W for the Seattle/Tacoma/Bellevue area, with a 2% minimum and 5~~6~~% maximum.

c) Effective January 1, 2028~~5~~

Effective January 1, 2028~~2~~, employees shall receive a cost-of-living adjustment equal to 100% of the first half annual 2027~~4~~ CPI-W for the Seattle/Tacoma/Bellevue area. With a 2% minimum and 5% maximum.

~~If the CPI-W percentage is negative, there shall be no cost-of-living adjustment.~~

Adding Construction Project Manager and Systems Analyst classifications
Deleting Business Systems Analyst ERP and HRIS and Senior Business Systems Analyst ERP and HRIS.

A.2 R Pay Plan.

Redmond
WASHINGTON

2026 Pay Plan "R" - RCHEA Employees

Ordinance No.
Effective January 1, 2026

By Salary Band

Band/ Grade	FLSA	Classification	Monthly Minimum	Monthly Midpoint	Monthly Maximum	Annual Minimum	Annual Midpoint	Annual Maximum
R85			$11,030.50	$12,960.83	$14,891.17	$132,365.94	$155,529.98	$178,694.02
	E	Senior Infrastructure Systems Engineer						
	E	Transportation Strategic Advisor						
R80			$10,409.06	$12,230.75	$14,052.44	$124,908.77	$146,769.05	$168,629.33
	E	Construction Project Manager (NEW)						
	E	Engineer - Senior						
	E	Programmer Analyst - Senior						
	E	Lead Systems Analyst						
R75			$9,801.83	$11,516.61	$13,231.39	$117,622.01	$138,199.32	$158,776.63
	E	Infrastructure Systems Engineer						
	E	Planner-Principal						
	E	Senior Systems Analyst						
	E	Technology Project Manager						
R70			$9,472.79	$11,130.47	$12,788.16	$113,673.46	$133,565.69	$153,457.92
	~~E~~	~~Business Systems Analyst Sr - ERP~~						
	~~E~~	~~Business Systems Analyst Sr - HRIS~~						
	E	Engineer						
	E	Environmental Scientist - Senior						
	~~E~~	~~Planner - Principal~~						
	E	Security and Compliance Analyst						
R65			$8,916.42	$10,476.53	$12,036.65	$106,997.04	$125,718.41	$144,439.78
	E	Planner - Senior						
R60			$8,681.83	$10,201.46	$11,721.10	$104,181.98	$122,417.57	$140,653.15
	~~E~~	~~Business Systems Analyst - ERP~~						
	~~E~~	~~Business Systems Analyst - HRIS~~						
	NE	Building Inspector - Senior						
	E	Communications & Marketing Project Administrator						
	E	Construction Inspector - Lead						
	E	Infrastructure Systems Analyst						
	E	Program Administrator						
	E	Systems Analyst (NEW)						
R55			$8,294.66	$9,746.82	$11,198.98	$99,535.90	$116,961.84	$134,387.78
	~~NE~~	~~Building Inspector - Senior~~						
	E	Accountant - Senior						
	E	Business Analyst						
	~~NE~~	~~Construction Inspector - Lead~~						
	NE	Engineer - Associate						
	E	Environmental Scientist						
	NE	GIS Analyst - Senior						
	E	Management Analyst						
	NE	Plans Examiner						
	~~E~~	~~Program Administrator~~						
	E	Programmer Analyst						
	E	Technical Systems Coordinator						

Redmond
WASHINGTON

2026 Pay Plan "R" - RCHEA Employees

Ordinance No.
Effective January 1, 2026

By Salary Band			Monthly			Annual		
Band/ Grade	FLSA	Classification	Minimum	Midpoint	Maximum	Minimum	Midpoint	Maximum
R50			$7,804.72	$9,170.73	$10,536.74	$93,656.66	$110,048.76	$126,440.86
	~~E~~	~~Accountant - Senior~~						
	NE	Building Inspector						
	NE	Construction Inspector						
	NE	Deputy City Clerk						
	~~NE~~	~~Engineer - Associate~~						
	NE	Engineering Technician - Senior						
	~~NE~~	~~Plans Examiner~~						
	E	Purchasing Agent - Senior						
	E	Planner						
	NE	Stormwater Inspector						
	~~E~~	~~Technical Systems Coordinator~~						
R45			$7,484.55	$8,794.35	$10,104.15	$89,814.65	$105,532.21	$121,249.78
	E	Capital & Grant Analyst						
	NE	Code Enforcement Officer						
	E	Financial Analyst						
	NE	GIS Analyst						
	~~E~~	~~Management Analyst~~						
	~~NE~~	~~Stormwater Inspector~~						
R40			$7,227.59	$8,492.40	$9,757.20	$86,731.13	$101,908.76	$117,086.40
	E	Accountant						
	NE	Communications & Marketing Specialist						
	~~NE~~	~~Deputy City Clerk~~						
	NE	Program Coordinator						
	~~NE~~	~~Records Analyst~~						
R35			$7,033.56	$8,264.43	$9,495.31	$84,402.74	$99,173.22	$113,943.70
	NE	Business Application Specialist						
	NE	Department Administrative Coordinator						
	NE	Planner - Assistant						
	NE	Paralegal						
	NE	Records Analyst						
	NE	Systems Support Specialist						
	NE	Grant Writer						
R30			$6,591.08	$7,744.52	$8,897.96	$79,092.95	$92,934.22	$106,775.48
	NE	Building Inspector Technician						
	NE	Engineering Technician						
	NE	Graphics Designer						
	NE	GIS Data Technician						
	NE	Purchasing Agent						
R28			$6,246.24	$7,339.33	$8,432.43	$74,954.89	$88,072.00	$101,189.10
	NE	Administrative Specialist						
R25			$6,144.96	$7,219.29	$8,293.62	$73,739.52	$86,631.48	$99,523.44
	~~NE~~	~~Administrative Specialist~~						
	NE	Accounting Specialist - Senior						
	NE	Legal Assistant						
	NE	Permit Technician						
R20			$5,884.80	$6,914.64	$7,944.48	$70,617.57	$82,975.64	$95,333.72
	NE	Administrative Assistant						
	NE	Engineering Technician - Associate						
	NE	Program Assistant						
R15			$5,584.44	$6,562.24	$7,540.03	$67,013.28	$78,746.83	$90,480.38
	NE	Accounting Specialist						
R10			$4,848.50	$5,697.06	$6,545.63	$58,181.98	$68,364.76	$78,547.54
	NE	Accounting Specialist - Associate						
R05			$4,342.82	$5,102.81	$5,862.80	$52,113.78	$61,233.70	$70,353.61
	NE	Program Aide						

2026 Pay Plan "R-S" - RCHEA Supplemental Employees

Ordinance No.

By Salary Band

Band/ Grade	FLSA	Classification	Hourly Minimum	Hourly Midpoint	Hourly Maximum
SR85			$50.91	$60.46	$70.00
	NE*	Senior Infrastructure Systems Engineer			
	NE*	Transportation Strategic Advisor			
SR80			$48.04	$57.05	$66.06
	NE*	Construction Project Manager (NEW)			
	NE*	Engineer - Senior			
	NE*	Programmer Analyst - Senior			
	NE*	Lead Systems Analyst			
SR75			$45.24	$53.72	$62.20
	NE*	Infrastructure Systems Engineer			
	NE*	Planner - Principal			
	NE*	Senior Systems Analyst			
	NE*	Technology Project Manager			
SR70			$43.72	$51.92	$60.12
	~~NE*~~	~~Business Systems Analyst Sr - ERP~~			
	~~NE*~~	~~Business Systems Analyst Sr - HRIS~~			
	NE*	Engineer			
	NE*	Environmental Scientist - Senior			
	~~NE*~~	~~Planner - Principal~~			
	NE*	Security and Compliance Analyst			
SR65			$41.15	$48.87	$56.58
	NE*	Planner - Senior			
SR60			$40.07	$47.58	$55.10
	~~NE*~~	~~Business Systems Analyst - ERP~~			
	~~NE*~~	~~Business Systems Analyst - HRIS~~			
	NE*	Building Inspector - Senior			
	NE*	Communications & Marketing Project Administrator			
	NE	Construction Inspector - Lead			
	NE*	Infrastructure Systems Analyst			
	NE*	Program Administrator			
	NE*	Systems Analyst (NEW)			
SR55			$38.28	$45.46	$52.64
	~~NE~~	~~Building Inspector - Senior~~			
	NE*	Accountant - Senior			
	NE*	Business Analyst			
	~~NE~~	~~Construction Inspector - Lead~~			
	NE	Engineer - Associate			
	NE*	Environmental Scientist			
	NE	GIS Analyst - Senior			
	NE*	Management Analyst			
	NE*	Plans Examiner			
	~~NE*~~	~~Program Administrator~~			
	NE*	Programmer Analyst			
	NE*	Technical Systems Coordinator			
SR50			$36.02	$42.78	$49.53
	~~NE*~~	~~Accountant - Senior~~			
	NE	Building Inspector			
	NE	Construction Inspector			
	NE	Deputy City Clerk			
	~~NE~~	~~Engineer - Associate~~			
	NE	Engineering Technician - Senior			
	~~NE~~	~~Plans Examiner~~			
	NE*	Purchasing Agent - Senior			
	NE*	Planner			
	NE*	Stormwater Inspector			
	~~NE*~~	~~Technical Systems Coordinator~~			

2026 Pay Plan "R-S" - RCHEA Supplemental Employees

Ordinance No.

By Salary Band

Band/ Grade	FLSA	Classification	Hourly Minimum	Hourly Midpoint	Hourly Maximum
SR45			$34.54	$41.02	$47.50
	NE*	Capital & Grant Analyst			
	NE	Code Enforcement Officer			
	NE*	Financial Analyst			
	NE	GIS Analyst			
	~~NE*~~	~~Management Analyst~~			
	~~NE~~	~~Stormwater Inspector~~			
SR40			$33.36	$39.61	$45.87
	NE*	Accountant			
	NE	Communications & Marketing Specialist			
	~~NE~~	~~Deputy City Clerk~~			
	NE	Program Coordinator			
	~~NE~~	~~Records Analyst~~			
SR35			$32.46	$38.55	$44.64
	NE	Business Application Specialist			
	NE	Department Administrative Coordinator			
	NE	Planner - Assistant			
	NE	Records Analyst			
	NE	Paralegal			
	NE	Systems Support Specialist			
	NE	Grant Writer			
SR30			$30.42	$36.12	$41.83
	NE	Building Inspector Technician			
	NE	Engineering Technician			
	NE	Graphics Designer			
	NE	GIS Data Technician			
	NE	Purchasing Agent			
SR28			$28.83	$34.23	$39.64
	NE	Administrative Specialist			
SR25			$28.36	$33.68	$39.00
	~~NE~~	~~Administrative Specialist~~			
	NE	Accounting Specialist - Senior			
	NE	Legal Assistant			
	NE	Permit Technician			
SR20			$27.16	$32.25	$37.35
	NE	Administrative Assistant			
	NE	Engineering Technician - Associate			
	NE	Program Assistant			
SR15			$25.77	$30.61	$35.44
	NE	Accounting Specialist			
SR10			$22.38	$26.57	$30.77
	NE	Accounting Specialist - Associate			
SR05			$20.04	$23.80	$27.56
	NE	Program Aide			

*All supplemental employees are marked as non-exempt because they are paid on an hourly basis. This does not impact the FLSA status of the positions on the regular employee pay plan.

A.3 Request for Reclassifications.

Refer to the Personnel Manual, Chapter 6. Reclassification recommendations will be discussed with the Union before any final decisions are made.

A.4 Pay Range Adjustments.

When there is a change to an employee's pay range, the employee's pay will be adjusted in accordance with the following:

1. When the base pay of individual employees is found to be below the bottom of the new salary range, the employee's pay will be raised to the bottom of the new range and employees will be eligible for merit pay increases.
2. When the base pay of an employee is above the top of the new salary range, the employee's pay will be frozen until such time as their base pay is within the assigned salary range for their position. Employees who are beyond the top of their range, will continue to be eligible for merit pay lump sum~~increases~~.
3. When the base pay of an employee is within the new salary range, no adjustment will be made to the employee's pay, and the employee will be eligible for merit increases.

A.5 Market Analysis.

The Human Resources Department will conduct a Market Analysis of all RCHEA bargaining unit positions to coincide with the negotiation of the collective bargaining agreement between the City and Union. The Market Analysis shall include review of recently published salary survey(s), data from local jurisdictions, and internal salary alignment.

A.6 Tuition Reimbursement:

Tuition Reimbursement will follow the Personnel Manual Section 10.40.

RCHEA NEGOTIATIONS

Summary of Negotiated Changes – Outcomes for Council Packet

Tentative Agreement Reached: September 25, 2025
Union to Vote on Agreement: October 29, 2025
Duration: 3 years

Labor	Management
Jeff Thomson, Union Chair Kim Keeling, new Union Vice Chair ~~Adreinne Steinert, Union Vice Chair~~	Cathryn Laird, HR Director (Lead Negotiator) Kseniya Daly, Deputy HR Director Adrienne Steinert, HR Analyst Management Reps: Aaron Bert, Carol Helland, Zach Houvener, Jason Lynch, Mike Marchand

Article	Proposal	Reason	Outcome
Preamble	Eliminate duplicate display of contract dates.	Reduce language redundancy.	Language clean up
Article 1 – Bargaining Unit and Membership	Add Limited Duration to CBA based on MOU. Updated subcontracting language.	Language addition and language clarification.	Continuation of subcontracting
Article 5 - Probationary Period	Removed language about employees hired in 2022.	Language no longer applies clean up.	Language clean up
Article 8 – Wages	Employee involuntary demoted and whose salary is frozen receive lump sum merit.	Language clarification of existing process.	Existing process
Article 10.3 – Scheduling	Vacation scheduling	Language mirrors the Personnel Manual which confirms how supervisors approve vacation.	Language clean up
Article 10.4 – Payout at Retirement	Delete vacation payout at retirement reference to PERS I employees	No PERS I employees work at the City.	Language clean up
Article 11 – Health and Welfare	Increase employees' contribution to HRA VEBA through payroll deduction by $10 per month.	Employees want to increase their donation to HRA VEBA.	Union request to process
Article 12.2 – Retirement Bonus – PERS I	Delete sick leave retirement bonus reference to PERS I employees.	No PERS I employees work at the City.	Language clean up
Article 12.4 – Sick Leave Bonus	Donating sick leave would not affect the employee's sick leave bonus.	Language clarification of existing process.	Existing process

Article	Proposal	Reason	Outcome
Article 13.1 – Bereavement Leave	• Change from 4 days to 40 hours • Use within 6 months	Title language clean up (remove word “death”); Employees on 9/80 and 4/10 work schedules obtain extra days than employees on 5/8 schedule.	Creates bereavement use equality for all work schedules and across all CBAs
Article 15.1 – Standard Work Day	Follow Telecommute policy regardless of work schedule (5/8, 9/80, 4/10)	Union wants assurance if employees work 9/80 or 4/10 schedules, that they will not be automatically denied the option to telecommute. Union in agreement to follow the Telecommute policy.	Language clarification
Article 15.2. – Flex-Time	Clarification how flex time applies to non-exempt and add language of flex time for exempt employees.	Clarification the difference of how flex time applies to non-exempt and exempt employees.	Language clarification
Article 15.7 – Emergency Work	In an emergency during working hours, employees may be assigned different duties to help with the emergency.	City desires clarification that employees may be assigned to help during an emergency that may not be their regular work.	Language addition
Article 15.8 – Callback and Article 15.9 Standby Duty	Clarification how callback and standby will apply to exempt employees.	City desires to address fair treatment and clear language of exempt employees on standby and who are called back to work after hours.	No change for call back; Updated language for standby that applies to exempt employees.
Article 15.10 – Union Business	Union provide 5 days’ notice when union members will participate in membership meetings.	City requests advance notice so any schedule coverage can be addressed; primarily impacts customer service positions.	Ability for management to plan schedules
Article 16.1 – Retirement Bonus	Add clause that if an employee dies, their estate will receive 100% of their sick leave.	Doing the right thing for the employee’s family during a tragic time.	Creates equality across all CBAs and looking to add to Personnel Manual
Article 16.2 – Last Day Worked	New section adding language about how long an employee can “vacation out” after giving notice of separation. Existing language allows indefinite time.	To discontinue indefinite time that a position cannot be filled and additional liabilities are incurred by the City while employee takes extended vacation before coming off payroll.	Cost savings to city from additional accruals and benefit coverage; Vacant position freed up to fill more timely

Article	Proposal	Reason	Outcome
Appendix A – COLA and Pay Plans **Experience Recognition Pay** **Tuition Reimbursement**	2026 COLA Flat rate 3.8% (ranges adjusted if under-market but no change in salary) 2027 and 2028 CPI-W First Half with 2% min and 5% max Union to receive $250 monthly, increase of $50 Reference to the Personnel Manual.		Identified financials to get to final agreement on the successor Collective Bargaining Agreement Consistently administered between all unions.
Language Clean-Up	Changing language to gender-neutral.	To create consistency in reference to employees.	Language clean up

Attachment C

NON-CODE

CITY OF REDMOND
ORDINANCE NO. ________

AN ORDINANCE OF THE CITY OF REDMOND, WASHINGTON AMENDING PAY PLANS “R” AND “RS”, IN ORDER TO SET SALARIES FOR EMPLOYEES COVERED BY THE RCHEA BARGAINING UNIT FOR THE YEAR 2026; PROVIDING FOR SEVERABILITY AND ESTABLISHING AN EFFECTIVE DATE

WHEREAS, Pay Plan “R” and the Supplemental Pay Plan “RS” were established and put into effect as agreed to through the collective bargaining process;

WHEREAS, the latest salary ranges will now be adjusted and salaries increased in accordance with the RCHEA collective bargaining agreement.

NOW, THEREFORE, THE CITY COUNCIL OF THE CITY OF REDMOND, WASHINGTON, DO ORDAIN AS FOLLOWS:

Section 1. Pay Plan “R” Amended. (A) Effective January 1, 2026, Pay Plan “R” covering employees represented by the Redmond City Hall Employees Association (RCHEA)is hereby amended and the salary ranges increased 3.8 percent above the ranges in effect on December 31, 2025, as adopted by Ordinance No. 3199. In conjunction with the adjustment of the salary ranges, the salaries of employees covered by the “R” pay plan will be increased across-the-board 3.8

percent. The amended Pay Plan is attached as Exhibit 1 and incorporated herein as if set forth in full.

(B) Effective January 1, 2026, the following classifications are created and added to the Pay Plan “R”: Construction Project Manager and Systems Analyst.

C) Effective January 1, 2026, the salary grades on Pay Plan “R” have been adjusted and the following titles have been moved to new salary grades: Planner-Principal, Building Inspector – Senior, Construction Inspector – Lead, Program Administrator, Accountant – Senior, Engineer – Associate, Management Analyst, Plans Examiner, Technical Systems Coordinator, Deputy City Clerk, Stormwater Inspector, Records Analyst, and Administrative Specialist.

D) Effective January 1, 2026, the following titles have been eliminated from Pay Plan “R”: Business Systems Analyst – ERP, Business Systems Analyst – HRIS, Business Systems Analyst Sr – ERP, and Business Systems Analyst Sr - HRIS.

<u>Section 2.</u> <u>Pay Plan “RS” Amended.</u> Effective January 1, 2026, the salary ranges in Pay Plan “RS,” the RCHEA Supplemental Pay Plan, are adjusted to increase the salary ranges 3.8 percent, to within eighty percent (80%) and one-hundred ten percent (110%) of the salary range minimum for the comparable classifications in Pay Plan “R,” above the ranges in effect on December 31, 2025, as adopted by Ordinance No. 3199. In conjunction with the adjustment

of the salary ranges, the salaries of employees “RS‟ pay plan will be increased across-the-board 3.8 percent. The amended Pay Plan is attached as Exhibit 2 and incorporated herein as if set forth in full.

(B) Effective January 1, 2026, the following classifications are created and added to the Pay Plan “RS”: Construction Project Manager and Systems Analyst.

C) Effective January 1, 2026, the salary grades on Pay Plan “RS” have been adjusted and the following titles have been moved to new salary grades: Planner-Principal, Building Inspector – Senior, Construction Inspector – Lead, Program Administrator, Accountant – Senior, Engineer – Associate, Management Analyst, Plans Examiner, Technical Systems Coordinator, Deputy City Clerk, Stormwater Inspector, Records Analyst, and Administrative Specialist.

D) Effective January 1, 2026, the following titles have been eliminated from Pay Plan “RS”: Business Systems Analyst – ERP, Business Systems Analyst – HRIS, Business Systems Analyst Sr – ERP, and Business Systems Analyst Sr - HRIS.

Section 3. Severability. If any section, sentence, clause or phrase of this ordinance 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 ordinance.

Section 4. Effective Date. This ordinance shall take effect five days after its publication, or publication of a summary thereof, in the City's official newspaper or as otherwise provided by law.

ADOPTED by the Redmond City Council this _____ day of November, 2025.

CITY OF REDMOND

____
MAYOR ANGELA BIRNEY

ATTEST:

____
CHERYL XANTHOS, MMC, CITY CLERK (SEAL)

APPROVED AS TO FORM

____
REBECCA MUELLER, CITY ATTORNEY

FILED WITH THE CITY CLERK:
PASSED BY THE CITY COUNCIL:
SIGNED BY THE MAYOR:
PUBLISHED:
EFFECTIVE DATE:
ORDINANCE NO.: _________

Redmond
WASHINGTON

2026 Pay Plan "R" - RCHEA Employees

Ordinance No.
Effective January 1, 2026

By Salary Band

Band/ Grade	FLSA	Classification	Monthly Minimum	Monthly Midpoint	Monthly Maximum	Annual Minimum	Annual Midpoint	Annual Maximum
R85			$11,030.50	$12,960.83	$14,891.17	$132,365.94	$155,529.98	$178,694.02
	E	Senior Infrastructure Systems Engineer						
	E	Transportation Strategic Advisor						
R80			$10,409.06	$12,230.75	$14,052.44	$124,908.77	$146,769.05	$168,629.33
	E	Construction Project Manager *(NEW)*						
	E	Engineer - Senior						
	E	Programmer Analyst - Senior						
	E	Lead Systems Analyst						
R75			$9,801.83	$11,516.61	$13,231.39	$117,622.01	$138,199.32	$158,776.63
	E	Infrastructure Systems Engineer						
	E	Planner-Principal *(Existing; moved from R70)*						
	E	Senior Systems Analyst						
	E	Technology Project Manager						
R70			$9,472.79	$11,130.47	$12,788.16	$113,673.46	$133,565.69	$153,457.92
	~~E~~	~~Business Systems Analyst Sr - ERP~~ *(Eliminated)*						
	~~E~~	~~Business Systems Analyst Sr - HRIS~~ *(Eliminated)*						
	E	Engineer						
	E	Environmental Scientist - Senior						
	~~E~~	~~Planner - Principal~~						
	E	Security and Compliance Analyst						
R65			$8,916.42	$10,476.53	$12,036.65	$106,997.04	$125,718.41	$144,439.78
	E	Planner - Senior						
R60			$8,681.83	$10,201.46	$11,721.10	$104,181.98	$122,417.57	$140,653.15
	~~E~~	~~Business Systems Analyst - ERP~~ *(Eliminated)*						
	~~E~~	~~Business Systems Analyst - HRIS~~ *(Eliminated)*						
	NE	Building Inspector - Senior *(Existing; moved from R55)*						
	E	Communications & Marketing Project Administrator						
	E	Construction Inspector - Lead *(Existing; moved from R55)*						
	E	Infrastructure Systems Analyst						
	E	Program Administrator *(Existing; moved from R55)*						
	E	Systems Analyst *(NEW)*						
R55			$8,294.66	$9,746.82	$11,198.98	$99,535.90	$116,961.84	$134,387.78
	~~NE~~	~~Building Inspector - Senior~~						
	E	Accountant - Senior *(Existing; moved from R50)*						
	E	Business Analyst						
	~~NE~~	~~Construction Inspector - Lead~~						
	NE	Engineer - Associate *(Existing; moved from R50)*						
	E	Environmental Scientist						
	NE	GIS Analyst - Senior						
	E	Management Analyst *(Existing; moved from R45)*						
	NE	Plans Examiner *(Existing; moved from R50)*						
	~~E~~	~~Program Administrator~~						
	E	Programmer Analyst						
	E	Technical Systems Coordinator *(Existing; moved from R50)*						

Redmond
WASHINGTON

2026 Pay Plan "R" - RCHEA Employees

Ordinance No.
Effective January 1, 2026
By Salary Band

			Monthly			Annual		
Band/ Grade	**FLSA**	**Classification**	**Minimum**	**Midpoint**	**Maximum**	**Minimum**	**Midpoint**	**Maximum**
R50			$7,804.72	$9,170.73	$10,536.74	$93,656.66	$110,048.76	$126,440.86
	~~E~~	~~Accountant - Senior~~						
	NE	Building Inspector						
	NE	Construction Inspector						
	NE	Deputy City Clerk *(Existing; moved from R40)*						
	~~NE~~	~~Engineer - Associate~~						
	NE	Engineering Technician - Senior						
	~~NE~~	~~Plans Examiner~~						
	E	Purchasing Agent - Senior						
	E	Planner						
	NE	Stormwater Inspector *(Existing; moved from R45)*						
	~~E~~	~~Technical Systems Coordinator~~						
R45			$7,484.55	$8,794.35	$10,104.15	$89,814.65	$105,532.21	$121,249.78
	E	Capital & Grant Analyst						
	NE	Code Enforcement Officer						
	E	Financial Analyst						
	NE	GIS Analyst						
	~~E~~	~~Management Analyst~~						
	~~NE~~	~~Stormwater Inspector~~						
R40			$7,227.59	$8,492.40	$9,757.20	$86,731.13	$101,908.76	$117,086.40
	E	Accountant						
	NE	Communications & Marketing Specialist						
	~~NE~~	~~Deputy City Clerk~~						
	NE	Program Coordinator						
	~~NE~~	~~Records Analyst~~						
R35			$7,033.56	$8,264.43	$9,495.31	$84,402.74	$99,173.22	$113,943.70
	NE	Business Application Specialist						
	NE	Department Administrative Coordinator						
	NE	Planner - Assistant						
	NE	Paralegal						
	NE	Records Analyst *(Existing; moved down from R40)*						
	NE	Systems Support Specialist						
	NE	Grant Writer						
R30			$6,591.08	$7,744.52	$8,897.96	$79,092.95	$92,934.22	$106,775.48
	NE	Building Inspector Technician						
	NE	Engineering Technician						
	NE	Graphics Designer						
	NE	GIS Data Technician						
	NE	Purchasing Agent						
R28			$6,246.24	$7,339.33	$8,432.43	$74,954.89	$88,072.00	$101,189.10
	NE	Administrative Specialist *(Existing; moved from R25)*						
R25			$6,144.96	$7,219.29	$8,293.62	$73,739.52	$86,631.48	$99,523.44
	~~NE~~	~~Administrative Specialist~~						
	NE	Accounting Specialist - Senior						
	NE	Legal Assistant						
	NE	Permit Technician						

Redmond
WASHINGTON

2026 Pay Plan "R" - RCHEA Employees

Ordinance No.
Effective January 1, 2026

By Salary Band

		Monthly			Annual		
R20		$5,884.80	$6,914.64	$7,944.48	$70,617.57	$82,975.64	$95,333.72
NE	Administrative Assistant						
NE	Engineering Technician - Associate						
NE	Program Assistant						
R15		$5,584.44	$6,562.24	$7,540.03	$67,013.28	$78,746.83	$90,480.38
NE	Accounting Specialist						
R10		$4,848.50	$5,697.06	$6,545.63	$58,181.98	$68,364.76	$78,547.54
NE	Accounting Specialist - Associate						
R05		$4,342.82	$5,102.81	$5,862.80	$52,113.78	$61,233.70	$70,353.61
NE	Program Aide						

2026 Pay Plan "R" - RCHEA Employees

Ordinance No.
Effective January 1, 2026

By Classification

Band/ Grade	FLSA	Classification	Monthly Minimum	Monthly Midpoint	Monthly Maximum	Annual Minimum	Annual Midpoint	Annual Maximum
R40	E	Accountant	$7,227.59	$8,492.40	$9,757.20	$86,731.13	$101,908.76	$117,086.40
R55	E	Accountant - Senior	$8,294.66	$9,746.82	$11,198.98	$99,535.90	$116,961.84	$134,387.78
R15	NE	Accounting Specialist	$5,584.44	$6,562.24	$7,540.03	$67,013.28	$78,746.83	$90,480.38
R10	NE	Accounting Specialist - Associate	$4,848.50	$5,697.06	$6,545.63	$58,181.98	$68,364.76	$78,547.54
R25	NE	Accounting Specialist - Senior	$6,144.96	$7,219.29	$8,293.62	$73,739.52	$86,631.48	$99,523.44
R20	NE	Administrative Assistant	$5,884.80	$6,914.64	$7,944.48	$70,617.57	$82,975.64	$95,333.72
R28	NE	Administrative Specialist	$6,246.24	$7,339.33	$8,432.43	$74,954.89	$88,072.00	$101,189.10
R50	NE	Building Inspector	$7,804.72	$9,170.73	$10,536.74	$93,656.66	$110,048.76	$126,440.86
R60	NE	Building Inspector - Senior	$8,681.83	$10,201.46	$11,721.10	$104,181.98	$122,417.57	$140,653.15
R30	NE	Building Inspector Technician	$6,591.08	$7,744.52	$8,897.96	$79,092.95	$92,934.22	$106,775.48
R55	E	Business Analyst	$8,294.66	$9,746.82	$11,198.98	$99,535.90	$116,961.84	$134,387.78
R35	NE	Business Application Specialist	$7,033.56	$8,264.43	$9,495.31	$84,402.74	$99,173.22	$113,943.70
~~R60~~	~~E~~	~~Business Systems Analyst - ERP~~	$8,681.83	$10,201.46	$11,721.10	$104,181.98	$122,417.57	$140,653.15
~~R60~~	~~E~~	~~Business Systems Analyst - HRIS~~	$8,681.83	$10,201.46	$11,721.10	$104,181.98	$122,417.57	$140,653.15
~~R70~~	~~E~~	~~Business Systems Analyst Sr - ERP~~	$9,472.79	$11,130.47	$12,788.16	$113,673.46	$133,565.69	$153,457.92
~~R70~~	~~E~~	~~Business Systems Analyst Sr - HRIS~~	$9,472.79	$11,130.47	$12,788.16	$113,673.46	$133,565.69	$153,457.92
R45	E	Capital & Grant Analyst	$7,484.55	$8,794.35	$10,104.15	$89,814.65	$105,532.21	$121,249.78
R45	NE	Code Enforcement Officer	$7,484.55	$8,794.35	$10,104.15	$89,814.65	$105,532.21	$121,249.78
R60	E	Communications & Marketing Project Administrator	$8,681.83	$10,201.46	$11,721.10	$104,181.98	$122,417.57	$140,653.15
R40	NE	Communications & Marketing Specialist	$7,227.59	$8,492.40	$9,757.20	$86,731.13	$101,908.76	$117,086.40
R50	NE	Construction Inspector	$7,804.72	$9,170.73	$10,536.74	$93,656.66	$110,048.76	$126,440.86
R60	NE	Construction Inspector - Lead	$8,681.83	$10,201.46	$11,721.10	$104,181.98	$122,417.57	$140,653.15
R80	E	Construction Project Manager (NEW)	$10,409.06	$12,230.75	$14,052.44	$124,908.77	$146,769.05	$168,629.33
R35	NE	Department Administrative Coordinator	$7,033.56	$8,264.43	$9,495.31	$84,402.74	$99,173.22	$113,943.70
R50	NE	Deputy City Clerk	$7,804.72	$9,170.73	$10,536.74	$93,656.66	$110,048.76	$126,440.86
R70	E	Engineer	$9,472.79	$11,130.47	$12,788.16	$113,673.46	$133,565.69	$153,457.92
R55	NE	Engineer - Associate	$8,294.66	$9,746.82	$11,198.98	$99,535.90	$116,961.84	$134,387.78
R80	E	Engineer - Senior	$10,409.06	$12,230.75	$14,052.44	$124,908.77	$146,769.05	$168,629.33
R30	NE	Engineering Technician	$6,591.08	$7,744.52	$8,897.96	$79,092.95	$92,934.22	$106,775.48
R20	NE	Engineering Technician - Associate	$5,884.80	$6,914.64	$7,944.48	$70,617.57	$82,975.64	$95,333.72
R50	NE	Engineering Technician - Senior	$7,804.72	$9,170.73	$10,536.74	$93,656.66	$110,048.76	$126,440.86
R55	E	Environmental Scientist	$8,294.66	$9,746.82	$11,198.98	$99,535.90	$116,961.84	$134,387.78
R70	E	Environmental Scientist - Senior	$9,472.79	$11,130.47	$12,788.16	$113,673.46	$133,565.69	$153,457.92
R45	E	Financial Analyst	$7,484.55	$8,794.35	$10,104.15	$89,814.65	$105,532.21	$121,249.78
R45	NE	GIS Analyst	$7,484.55	$8,794.35	$10,104.15	$89,814.65	$105,532.21	$121,249.78
R55	NE	GIS Analyst - Senior	$8,294.66	$9,746.82	$11,198.98	$99,535.90	$116,961.84	$134,387.78
R30	NE	GIS Data Technician	$6,591.08	$7,744.52	$8,897.96	$79,092.95	$92,934.22	$106,775.48
R30	NE	Graphics Designer	$6,591.08	$7,744.52	$8,897.96	$79,092.95	$92,934.22	$106,775.48
R35	NE	Grant Writer	$6,950.45	$8,166.47	$9,382.48	$83,405.38	$97,997.58	$112,589.78
R60	E	Infrastructure Systems Analyst	$8,681.83	$10,201.46	$11,721.10	$104,181.98	$122,417.57	$140,653.15
R75	E	Infrastructure Systems Engineer	$9,801.83	$11,516.61	$13,231.39	$117,622.01	$138,199.32	$158,776.63
R80	E	Lead Systems Analyst	$10,409.06	$12,230.75	$14,052.44	$124,908.77	$146,769.05	$168,629.33
R25	NE	Legal Assistant	$6,144.96	$7,219.29	$8,293.62	$73,739.52	$86,631.48	$99,523.44
R55	E	Management Analyst	$8,294.66	$9,746.82	$11,198.98	$99,535.90	$116,961.84	$134,387.78

Redmond
WASHINGTON

2026 Pay Plan "R" - RCHEA Employees

Ordinance No.
Effective January 1, 2026

By Classification

Band/ Grade	FLSA	Classification	Monthly Minimum	Monthly Midpoint	Monthly Maximum	Annual Minimum	Annual Midpoint	Annual Maximum
R35	NE	Paralegal	$6,950.45	$8,166.47	$9,382.48	$83,405.38	$97,997.58	$112,589.78
R25	NE	Permit Technician	$6,144.96	$7,219.29	$8,293.62	$73,739.52	$86,631.48	$99,523.44
R50	E	Planner	$7,804.72	$9,170.73	$10,536.74	$93,656.66	$110,048.76	$126,440.86
R35	NE	Planner - Assistant	$7,033.56	$8,264.43	$9,495.31	$84,402.74	$99,173.22	$113,943.70
R75	E	Planner - Principal	$9,801.83	$11,516.61	$13,231.39	$117,622.01	$138,199.32	$158,776.63
R65	E	Planner - Senior	$8,916.42	$10,476.53	$12,036.65	$106,997.04	$125,718.41	$144,439.78
R55	NE	Plans Examiner	$8,294.66	$9,746.82	$11,198.98	$99,535.90	$116,961.84	$134,387.78
R60	E	Program Administrator	$8,681.83	$10,201.46	$11,721.10	$104,181.98	$122,417.57	$140,653.15
R05	NE	Program Aide	$4,342.82	$5,102.81	$5,862.80	$52,113.78	$61,233.70	$70,353.61
R20	NE	Program Assistant	$5,884.80	$6,914.64	$7,944.48	$70,617.57	$82,975.64	$95,333.72
R40	NE	Program Coordinator	$7,227.59	$8,492.40	$9,757.20	$86,731.13	$101,908.76	$117,086.40
R55	E	Programmer Analyst	$8,294.66	$9,746.82	$11,198.98	$99,535.90	$116,961.84	$134,387.78
R80	E	Programmer Analyst - Senior	$10,409.06	$12,230.75	$14,052.44	$124,908.77	$146,769.05	$168,629.33
R30	NE	Purchasing Agent	$6,591.08	$7,744.52	$8,897.96	$79,092.95	$92,934.22	$106,775.48
R50	E	Purchasing Agent - Senior	$7,804.72	$9,170.73	$10,536.74	$93,656.66	$110,048.76	$126,440.86
R35	NE	Records Analyst	$7,033.56	$8,264.43	$9,495.31	$84,402.74	$99,173.22	$113,943.70
R70	E	Security and Compliance Analyst	$9,472.79	$11,130.47	$12,788.16	$113,673.46	$133,565.69	$153,457.92
R85	E	Senior Infrastructure Systems Engineer	$11,030.50	$12,960.83	$14,891.17	$132,365.94	$155,529.98	$178,694.02
R75	E	Senior Systems Analyst	$9,801.83	$11,516.61	$13,231.39	$117,622.01	$138,199.32	$158,776.63
R50	NE	Stormwater Inspector	$7,804.72	$9,170.73	$10,536.74	$93,656.66	$110,048.76	$126,440.86
R60	E	Systems Analyst (NEW)	$8,681.83	$10,201.46	$11,721.10	$104,181.98	$122,417.57	$140,653.15
R35	NE	Systems Support Specialist	$6,950.45	$8,166.47	$9,382.48	$83,405.38	$97,997.58	$112,589.78
R55	E	Technical Systems Coordinator	$8,294.66	$9,746.82	$11,198.98	$99,535.90	$116,961.84	$134,387.78
R75	E	Technology Project Manager	$9,801.83	$11,516.61	$13,231.39	$117,622.01	$138,199.32	$158,776.63
R85	E	Transportation Strategic Advisor	$11,030.50	$12,960.83	$14,891.17	$132,365.94	$155,529.98	$178,694.02

Redmond
WASHINGTON

2026 Pay Plan "R-S" - RCHEA Supplemental Employees

Ordinance No.
Effective January 1, 2026

By Salary Band

Band/ Grade	FLSA	Classification	Hourly Minimum	Hourly Midpoint	Hourly Maximum	Annual Minimum	Annual Midpoint	Annual Maximum
SR85			$50.91	$60.46	$70.00	$132,365.94	$155,529.98	$178,694.02
	NE*	Senior Infrastructure Systems Engineer						
	NE*	Transportation Strategic Advisor						
SR80			$48.04	$57.05	$66.06	$124,908.77	$146,769.05	$168,629.33
	NE*	Construction Project Manager (NEW)						
	NE*	Engineer - Senior						
	NE*	Programmer Analyst - Senior						
	NE*	Lead Systems Analyst						
SR75			$45.24	$53.72	$62.20	$117,622.01	$138,199.32	$158,776.63
	NE*	Infrastructure Systems Engineer						
	NE*	Planner - Principal						
	NE*	Senior Systems Analyst						
	NE*	Technology Project Manager						
SR70			$43.72	$51.92	$60.12	$113,673.46	$133,565.69	$153,457.92
	~~NE*~~	~~Business Systems Analyst Sr - ERP~~						
	~~NE*~~	~~Business Systems Analyst Sr - HRIS~~						
	NE*	Engineer						
	NE*	Environmental Scientist - Senior						
	~~NE*~~	~~Planner - Principal~~						
	NE*	Security and Compliance Analyst						
SR65			$41.15	$48.87	$56.58	$106,997.04	$125,718.41	$144,439.78
	NE*	Planner - Senior						
SR60			$40.07	$47.58	$55.10	$104,181.98	$122,417.57	$140,653.15
	~~NE*~~	~~Business Systems Analyst - ERP~~						
	~~NE*~~	~~Business Systems Analyst - HRIS~~						
	NE*	Building Inspector - Senior						
	NE*	Communications & Marketing Project Administrator						
	NE	Construction Inspector - Lead						
	NE*	Infrastructure Systems Analyst						
	NE*	Program Administrator						
	NE*	Systems Analyst (NEW)						
SR55			$38.28	$45.46	$52.64	$99,535.90	$116,961.84	$134,387.78
	~~NE~~	~~Building Inspector - Senior~~						
	NE*	Accountant - Senior						
	NE*	Business Analyst						
	~~NE~~	~~Construction Inspector - Lead~~						
	NE	Engineer - Associate						
	NE*	Environmental Scientist						
	NE	GIS Analyst - Senior						
	NE*	Management Analyst						
	NE*	Plans Examiner						
	~~NE*~~	~~Program Administrator~~						
	NE*	Programmer Analyst						
	NE*	Technical Systems Coordinator						
SR50			$36.02	$42.78	$49.53	$93,656.66	$110,048.76	$126,440.86
	~~NE*~~	~~Accountant - Senior~~						
	NE	Building Inspector						
	NE	Construction Inspector						
	NE	Deputy City Clerk						
	~~NE~~	~~Engineer - Associate~~						
	NE	Engineering Technician - Senior						
	~~NE~~	~~Plans Examiner~~						
	NE*	Purchasing Agent - Senior						
	NE*	Planner						
	NE*	Stormwater Inspector						
	~~NE*~~	~~Technical Systems Coordinator~~						
SR45			$34.54	$41.02	$47.50	$89,814.65	$105,532.21	$121,249.78
	NE*	Capital & Grant Analyst						
	NE	Code Enforcement Officer						
	NE*	Financial Analyst						
	NE	GIS Analyst						
	~~NE*~~	~~Management Analyst~~						
	~~NE~~	~~Stormwater Inspector~~						

Redmond
WASHINGTON

2026 Pay Plan "R-S" - RCHEA Supplemental Employees

Ordinance No.
Effective January 1, 2026

By Salary Band

			Hourly			Annual		
SR40			$33.36	$39.61	$45.87	$86,731.13	$101,908.76	$117,086.40
	NE*	Accountant						
	NE	Communications & Marketing Specialist						
	~~NE~~	~~Deputy City Clerk~~						
	NE	Program Coordinator						
	~~NE~~	~~Records Analyst~~						
SR35			$32.46	$38.55	$44.64	$84,402.74	$99,173.22	$113,943.70
	NE	Business Application Specialist						
	NE	Department Administrative Coordinator						
	NE	Planner - Assistant						
	NE	Records Analyst						
	NE	Paralegal						
	NE	Systems Support Specialist						
	NE	Grant Writer						
SR30			$30.42	$36.12	$41.83	$79,092.95	$92,934.22	$106,775.48
	NE	Building Inspector Technician						
	NE	Engineering Technician						
	NE	Graphics Designer						
	NE	GIS Data Technician						
	NE	Purchasing Agent						
SR28			$28.83	$34.23	$39.64	$74,954.89	$88,072.00	$101,189.10
	NE	Administrative Specialist						
SR25			$28.36	$33.68	$39.00	$73,739.52	$86,631.48	$99,523.44
	~~NE~~	~~Administrative Specialist~~						
	NE	Accounting Specialist - Senior						
	NE	Legal Assistant						
	NE	Permit Technician						
SR20			$27.16	$32.25	$37.35	$70,617.57	$82,975.64	$95,333.72
	NE	Administrative Assistant						
	NE	Engineering Technician - Associate						
	NE	Program Assistant						
SR15			$25.77	$30.61	$35.44	$67,013.28	$78,746.83	$90,480.38
	NE	Accounting Specialist						
SR10			$22.38	$26.57	$30.77	$58,181.98	$68,364.76	$78,547.54
	NE	Accounting Specialist - Associate						
SR05			$20.04	$23.80	$27.56	$52,113.78	$61,233.70	$70,353.61
	NE	Program Aide						

2026 Pay Plan "R-S" - RCHEA Supplemental Employees

Ordinance No.
Effective January 1, 2026

*All supplemental employees are marked as non-exempt because they are paid on an hourly basis. This does not impact the FLSA status of the positions on the regular employee pay plan.

By Classification

Band/ Grade	FLSA	Classification	Hourly Minimum	Hourly Midpoint	Hourly Maximum	Annual Minimum	Annual Midpoint	Annual Maximum
SR40	NE*	Accountant	$33.36	$39.61	$45.87	$86,731.13	$101,908.76	$117,086.40
SR55	NE*	Accountant - Senior	$38.28	$45.46	$52.64	$99,535.90	$116,961.84	$134,387.78
SR15	NE	Accounting Specialist	$25.77	$30.61	$35.44	$67,013.28	$78,746.83	$90,480.38
SR10	NE	Accounting Specialist - Associate	$22.38	$26.57	$30.77	$58,181.98	$68,364.76	$78,547.54
SR25	NE	Accounting Specialist - Senior	$28.36	$33.68	$39.00	$73,739.52	$86,631.48	$99,523.44
SR20	NE	Administrative Assistant	$27.16	$32.25	$37.35	$70,617.57	$82,975.64	$95,333.72
SR28	NE	Administrative Specialist	$28.83	$34.23	$39.64	$74,954.89	$88,072.00	$101,189.10
SR50	NE	Building Inspector	$36.02	$42.78	$49.53	$93,656.66	$110,048.76	$126,440.86
SR60	NE	Building Inspector - Senior	$40.07	$47.58	$55.10	$104,181.98	$122,417.57	$140,653.15
SR30	NE	Building Inspector Technician	$30.42	$36.12	$41.83	$79,092.95	$92,934.22	$106,775.48
SR55	NE*	Business Analyst	$38.28	$45.46	$52.64	$99,535.90	$116,961.84	$134,387.78
SR35	NE	Business Application Specialist	$32.46	$38.55	$44.64	$84,402.74	$99,173.22	$113,943.70
~~SR60~~	~~NE*~~	~~Business Systems Analyst - ERP~~	~~$40.07~~	~~$47.58~~	~~$55.10~~	~~$104,181.98~~	~~$122,417.57~~	~~$140,653.15~~
~~SR60~~	~~NE*~~	~~Business Systems Analyst - HRIS~~	~~$40.07~~	~~$47.58~~	~~$55.10~~	~~$104,181.98~~	~~$122,417.57~~	~~$140,653.15~~
~~SR70~~	~~NE*~~	~~Business Systems Analyst Sr - ERP~~	~~$43.72~~	~~$51.92~~	~~$60.12~~	~~$113,673.46~~	~~$133,565.69~~	~~$153,457.92~~
~~SR70~~	~~NE*~~	~~Business Systems Analyst Sr - HRIS~~	~~$43.72~~	~~$51.92~~	~~$60.12~~	~~$113,673.46~~	~~$133,565.69~~	~~$153,457.92~~
SR45	NE*	Capital & Grant Analyst	$34.54	$41.02	$47.50	$89,814.65	$105,532.21	$121,249.78
SR45	NE	Code Enforcement Officer	$34.54	$41.02	$47.50	$89,814.65	$105,532.21	$121,249.78
SR60	NE*	Communications & Marketing Project Administrator	$40.07	$47.58	$55.10	$104,181.98	$122,417.57	$140,653.15
SR40	NE	Communications & Marketing Specialist	$33.36	$39.61	$45.87	$86,731.13	$101,908.76	$117,086.40
SR50	NE	Construction Inspector	$36.02	$42.78	$49.53	$93,656.66	$110,048.76	$126,440.86
SR60	NE	Construction Inspector - Lead	$40.07	$47.58	$55.10	$104,181.98	$122,417.57	$140,653.15
SR80	NE*	Construction Project Manager (NEW)	$48.04	$57.05	$66.06	$124,908.77	$146,769.05	$168,629.33
SR35	NE	Department Administrative Coordinator	$32.46	$38.55	$44.64	$84,402.74	$99,173.22	$113,943.70
SR50	NE	Deputy City Clerk	$36.02	$42.78	$49.53	$93,656.66	$110,048.76	$126,440.86
SR70	NE*	Engineer	$43.72	$51.92	$60.12	$113,673.46	$133,565.69	$153,457.92
SR55	NE	Engineer - Associate	$38.28	$45.46	$52.64	$99,535.90	$116,961.84	$134,387.78
SR80	NE*	Engineer - Senior	$48.04	$57.05	$66.06	$124,908.77	$146,769.05	$168,629.33
SR30	NE	Engineering Technician	$30.42	$36.12	$41.83	$79,092.95	$92,934.22	$106,775.48
SR20	NE	Engineering Technician - Associate	$27.16	$32.25	$37.35	$70,617.57	$82,975.64	$95,333.72
SR50	NE	Engineering Technician - Senior	$36.02	$42.78	$49.53	$93,656.66	$110,048.76	$126,440.86
SR55	NE*	Environmental Scientist	$38.28	$45.46	$52.64	$99,535.90	$116,961.84	$134,387.78
SR70	NE*	Environmental Scientist - Senior	$43.72	$51.92	$60.12	$113,673.46	$133,565.69	$153,457.92
SR45	NE*	Financial Analyst	$34.54	$41.02	$47.50	$89,814.65	$105,532.21	$121,249.78
SR45	NE	GIS Analyst	$34.54	$41.02	$47.50	$89,814.65	$105,532.21	$121,249.78
SR55	NE	GIS Analyst - Senior	$38.28	$45.46	$52.64	$99,535.90	$116,961.84	$134,387.78
SR30	NE	GIS Data Technician	$30.42	$36.12	$41.83	$79,092.95	$92,934.22	$106,775.48
SR30	NE	Graphics Designer	$30.42	$36.12	$41.83	$79,092.95	$92,934.22	$106,775.48
SR35	NE	Grant Writer	$32.46	$38.55	$44.64	$84,402.74	$99,173.22	$113,943.70
SR60	NE*	Infrastructure Systems Analyst	$40.07	$47.58	$55.10	$104,181.98	$122,417.57	$140,653.15
SR75	NE*	Infrastructure Systems Engineer	$45.24	$53.72	$62.20	$117,622.01	$138,199.32	$158,776.63
SR80	NE*	Lead Systems Analyst	$48.04	$57.05	$66.06	$124,908.77	$146,769.05	$168,629.33
SR25	NE	Legal Assistant	$28.36	$33.68	$39.00	$73,739.52	$86,631.48	$99,523.44
SR55	NE*	Management Analyst	$38.28	$45.46	$52.64	$99,535.90	$116,961.84	$134,387.78
SR35	NE	Paralegal	$32.46	$38.55	$44.64	$84,402.74	$99,173.22	$113,943.70
SR25	NE	Permit Technician	$28.36	$33.68	$39.00	$73,739.52	$86,631.48	$99,523.44
SR50	NE*	Planner	$36.02	$42.78	$49.53	$93,656.66	$110,048.76	$126,440.86
SR35	NE	Planner - Assistant	$32.46	$38.55	$44.64	$84,402.74	$99,173.22	$113,943.70
SR75	NE*	Planner - Principal	$45.24	$53.72	$62.20	$117,622.01	$138,199.32	$158,776.63
SR65	NE*	Planner - Senior	$41.15	$48.87	$56.58	$106,997.04	$125,718.41	$144,439.78
SR55	NE	Plans Examiner	$38.28	$45.46	$52.64	$99,535.90	$116,961.84	$134,387.78
SR60	NE*	Program Administrator	$40.07	$47.58	$55.10	$104,181.98	$122,417.57	$140,653.15
SR05	NE	Program Aide	$20.04	$23.80	$27.56	$52,113.78	$61,233.70	$70,353.61
SR20	NE	Program Assistant	$27.16	$32.25	$37.35	$70,617.57	$82,975.64	$95,333.72
SR40	NE	Program Coordinator	$33.36	$39.61	$45.87	$86,731.13	$101,908.76	$117,086.40
SR55	NE*	Programmer Analyst	$38.28	$45.46	$52.64	$99,535.90	$116,961.84	$134,387.78
SR80	NE*	Programmer Analyst - Senior	$48.04	$57.05	$66.06	$124,908.77	$146,769.05	$168,629.33

Redmond
WASHINGTON

2026 Pay Plan "R-S" - RCHEA Supplemental Employees

Ordinance No.
Effective January 1, 2026

By Classification

Band/ Grade	FLSA	Classification	Hourly Minimum	Hourly Midpoint	Hourly Maximum	Annual Minimum	Annual Midpoint	Annual Maximum
SR30	NE	Purchasing Agent	$30.42	$36.12	$41.83	$79,092.95	$92,934.22	$106,775.48
SR50	NE*	Purchasing Agent - Senior	$36.02	$42.78	$49.53	$93,656.66	$110,048.76	$126,440.86
SR35	NE	Records Analyst	$32.46	$38.55	$44.64	$84,402.74	$99,173.22	$113,943.70
SR70	NE*	Security and Compliance Analyst	$43.72	$51.92	$60.12	$113,673.46	$133,565.69	$153,457.92
SR85	NE*	Senior Infrastructure Systems Engineer	$50.91	$60.46	$70.00	$132,365.94	$155,529.98	$178,694.02
SR75	NE*	Senior Systems Analyst	$45.24	$53.72	$62.20	$117,622.01	$138,199.32	$158,776.63
SR50	NE	Stormwater Inspector	$36.02	$42.78	$49.53	$93,656.66	$110,048.76	$126,440.86
SR60	NE*	Systems Analyst (NEW)	$40.07	$47.58	$55.10	$104,181.98	$122,417.57	$140,653.15
SR35	NE	Systems Support Specialist	$32.46	$38.55	$44.64	$84,402.74	$99,173.22	$113,943.70
SR55	NE*	Technical Systems Coordinator	$38.28	$45.46	$52.64	$99,535.90	$116,961.84	$134,387.78
SR75	NE*	Technology Project Manager	$45.24	$53.72	$62.20	$117,622.01	$138,199.32	$158,776.63
SR85	NE*	Transportation Strategic Advisor	$50.91	$60.46	$70.00	$132,365.94	$155,529.98	$178,694.02

*All supplemental employees are marked as non-exempt because they are paid on an hourly basis. This does not impact the FLSA status of the positions on the regular employee pay plan.

City of Redmond

15670 NE 85th Street
Redmond, WA

Memorandum

Date: 11/3/2025	**File No.** AM No. 25-164
Meeting of: City Council	**Type:** Consent Item

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

Human Resources	Cathryn Laird	425-556-2125

DEPARTMENT STAFF:

Human Resources	Adrienne Steinert	Human Resources Analyst

TITLE:
Approval of the 2026-2028 Collective Bargaining Agreement between City of Redmond and Teamsters Local No. 117 representing the Police Support employees in the Police Department

a. Ordinance No. 3232: An Ordinance of the City of Redmond, Washington, Amending Pay Plans "PS" and "S-PS," in Order to Set Salaries for Police Support Employees Covered by the Teamsters Local Union No. 117 Bargaining Unit for the Year 2026; Providing for Severability and Establishing an Effective Date

OVERVIEW STATEMENT:
This memo seeks approval of the 2026-2028 Police Support Union Collective Bargaining Agreement (CBA) and the associated pay plan. New classifications being requested for Pay Plans "PS" and "S-PS" include Real Time Crime Analyst, Senior Police Support Administrative Specialist and Parking Enforcement Officer. In Addition, select titles and salaries have been removed or changed. Details of the changes are listed under the "Outcomes" section. This CBA has been negotiated between the City and Union using tentative agreements over the last year and has been approved by a vote of Union members. This item was brought to Council during an Executive Session on October 21, 2025.

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

REQUESTED ACTION:

☐ **Receive Information** ☐ **Provide Direction** ☒ **Approve**

REQUEST RATIONALE:

- **Relevant Plans/Policies:**
  N/A
- **Required:**
  RCW 35A.11.020
- **Council Request:**
  N/A

- **Other Key Facts:**
  The previous CBA expires on 12/31/2025.

OUTCOMES:
This CBA sets forth the working relationship between the City and the Police Support employees, specifically it covers salaries, benefits, working conditions, and other information/expectations.

The Public Safety Telecommunicator and Lead Public Safety Telecommunicator were removed from the Police Support Collective Bargaining Agreement (CBA) and Pay Plans due to the Department of Retirement Services (DRS) requiring Telecommunicators to change from the Public Employees' Retirement System (PERS) to the Public Safety Employees' Retirement Systems (PSERS). As a result of this change, Telecommunicators needed to establish their own separate CBA.

New classifications titled Real Time Crime Analyst, Senior Police Support Administrative Specialist and Parking Enforcement Officer are being added to the "PS" and "S-PS" Pay Plans. The Lead Police Support Services Specialist, Police Support Public Records Specialist, and Police Support Services Specialist titles have been eliminated.

COMMUNITY/STAKEHOLDER OUTREACH AND INVOLVEMENT:

- **Timeline (previous or planned):**
  N/A
- **Outreach Methods and Results:**
  N/A
- **Feedback Summary:**
  N/A

BUDGET IMPACT:

Total Cost:
The cost to implement the proposed increases to the 2026-2028 collective bargaining agreement is approximately $85,315 or 5.0%, for 2026.

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

Budget Offer Number:
N/A

Budget Priority:
Safe and Resilient

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

Funding source(s):
General Fund and Public Safety Levy

Budget/Funding Constraints:
N/A

☐ **Additional budget details attached**

COUNCIL REVIEW:

Previous Contact(s)

Date	Meeting	Requested Action
10/21/2025	Special Meeting	Receive Information

Proposed Upcoming Contact(s)

Date	Meeting	Requested Action
N/A	None proposed at this time	Click and select an action from the dropdown menu.

Time Constraints:
Employees under this contract are currently being paid at 2025 rates. It would be beneficial to have the 2026 pay rates approved in 2025, to avoid excessive retroactive pay back to January 1, 2026.

ANTICIPATED RESULT IF NOT APPROVED:
Additional negotiations would be required. The longer the delay, the more complex the retroactive adjustments to employees' pay due to various pay actions that would occur and need to factor into the retro pay. (For example: overtime, paid leave, merit increases, etc.) This will lead to a longer wait time for pay increases and could lead to a greater chance of payroll errors, both of which always has a negative impact on morale for all employees involved.

ATTACHMENTS:
Attachment A: Redline of 2026-2028 Police Support Collective Bargaining Agreement
Attachment B: Police Support Summary of Changes
Attachment C: Ordinance Setting the 2026 Pay and Pay Plan for Police Support Employees
Exhibit 1: 2026 Police Support "PS" Pay Plan
Exhibit 2: 2026 Police Support Supplemental "S-PS" Pay Plan

A G R E E M E N T

By and Between

TEAMSTERS LOCAL UNION NO. 117

Affiliated With The
International Brotherhood of Teamsters
Representing Police Support

And

CITY OF REDMOND

Term of Agreement

January 1, ~~2022~~ 2026 through December 31, ~~2025~~2028

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THIS AGREEMENT effective January 1, ~~2022~~2026, is entered into by and between the CITY OF REDMOND, Washington, hereinafter referred to as the "Employer," and TEAMSTERS LOCAL UNION NO. 117, hereinafter referred to as the "Union," representing the Police Support Bargaining Unit.

ARTICLE 1, DEFINITIONS

1.1 "Employer" shall mean the City of Redmond, Washington.

1.2 "Union" shall mean Teamsters Local Union No. 117.

1.3 "Employee" shall mean an individual employed in the bargaining unit covered by this Agreement. Throughout this Collective Bargaining Agreement, the term "Employee" includes all individuals covered by this CBA.~~The term "Employee" as used in this Agreement includes both male and female employees covered by this Agreement. In addition, wherever in this Agreement the masculine gender is used, it is intended that it will apply to the feminine gender as well.~~

1.4 "Bargaining Unit" shall mean all employees in the Redmond Police Department described in Article 2, Section 2.1.

1.5 "Emergency" shall mean an unforeseen combination of circumstances requiring immediate action.

1.6 "Domestic Partner" means a person who is part of a registered domestic partnership that is currently recognized as being in effect under RCW Chapter 26.60.

1.7 "Part-Time Employee" means regular status employes who work between 20 and 37.4 hours per week on a continual basis and are members of the bargaining unit and are entitled to all the benefits of this agreement. They are paid proportionately to the full-time pay scale. They shall accrue credit towards service recognition pay, be paid for holidays, bereavement leave, accrue vacation hours, and accrue sick leave hours, on a pro-rated basis and in accordance with the Redmond Personnel Manual.

ARTICLE 2, RECOGNITION, UNION MEMBERSHIP AND PAYROLL DEDUCTION

2.1 **Recognition** - ~~The Employer shall recognize the Union as the sole collective bargaining agent for all regular full-time and regular part-time non-commissioned employees employed by the City of Redmond in its police department, excluding the Chief of Police, uniformed personnel within the meaning of RCW 41.56.030(7), confidential employees and supervisors.~~The Employer shall recognize the Union as the sole collective bargaining agent for all full-time and regular part-time nonuniformed, noncommissioned employees that are within the Police Support bargaining unit. Excluded employees include the Chief of Police, Uniformed Personnel within the meaning of RCW 41.56.030 (14), Public Safety Telecommunicators within the meaning of RCW 38.60.020, confidential employees, supervisors, and all other employees.

2.2 **Notification** – All regular full-time and regular part-time employees working in the bargaining unit shall have the right to become a member of the Union. The City will inform new, transferred, promoted, or demoted employees prior to appointment into positions included in the bargaining unit of the Union's exclusive representation status.

2.3 **Union Orientation** – Within seven (7) calendars days of a new, transferred, promoted, or demoted employee being appointed to a position within the bargaining unit, the Union will be allowed thirty (30) minutes of presentation time for the purpose of orienting the employee to Union membership.

2.4 **Union Dues and Fees** - The Employer, upon voluntary written authorization of the employee, shall deduct from the first pay received each month by such employee, the union dues, initiation fees and assessments for the current month and promptly remit same to the appropriate officer of the Union. If dues are not deducted in one month for any reason, they shall be deducted the following pay period. The amount of such dues, fees and assessments are those currently in effect or as may hereinafter be established. The City will deduct the dues, fees, and assessments on the first pay day in the month. When an employee quits, is discharged or is laid off, any of the foregoing amounts due will be deducted from the last pay payable. The Employer will honor the terms and conditions of each employee's signed payroll deduction authorization card.

2.5 **Dues Cancellation** – Employees may cancel their payroll deduction by written notice to the Union in accordance with the terms and conditions of their signed payroll deduction authorization card. The Union will provide the Employer notice of all employees who are eligible for cancellation. The cancellation will become effective on the second pay period after receipt of confirmation from the Union that the terms of the employee's signed payroll deduction authorization card regarding cancellation have been met.

2.6 **Teamsters Legal Defense Fund** – The Employer agrees to deduct from the paycheck of each member covered by this Agreement who has so authorized it by signed notice submitted to the Employer, the necessary fee, assessment, and regular monthly fee to provide the Teamsters Legal Defense Fund. The Employer shall transmit such fees made payable to "Teamsters Legal Defense Fund" sent to American Legal Services, Inc.

2.7 **Indemnification/Hold Harmless** – The Union and employees covered by this agreement agree to indemnify, defend and hold harmless the Employer from any and all claims and liabilities, including legal fees and expenses incurred by the Employer in complying with this Article and any issues related to the deduction of dues and fees, unless such error was caused by the Employer's failure to maintain accurate records after receiving notification of a cancellation of deductions. The Union shall refund to the Employer any amounts erroneously paid by the Employer to the Union as union dues, initiation fees and/or assessments, upon presentation of proper evidence.

2.8 **Supplemental Employees** - Employer shall limit the use of supplemental employees as provided in the Personnel Manual, with the following additional parameters for the job classifications covered by this bargaining unit:

2.8.1 Supplemental employees shall not be in the bargaining unit, but the bargaining unit shall have the right to question the continued supplemental status (as defined by Personnel Manual) of the employee.

2.8.2 If the time limitations provided for in Personnel Manual for the use of supplemental employees are exceeded, the employee shall remain as a supplemental employee, provided that the bargaining unit shall have the right to give the Employer notice of the violation, and the Employer shall then have thirty (30) days to resolve the situation either by terminating the supplemental employee or initiating a Civil Service process to fill the position. Additionally, the City may not unilaterally employ an employee in supplemental status for longer than twenty four (24) total calendar months. If, after twenty four (24) months, the same employee remains in supplemental status, the parties must either mutually agree to extend that person's supplemental employment period within the parameters of using supplemental employees in Chapter 5 of the Personnel Manual, convert that position to a regular part-time or full-time position, or end that person's supplemental employment.

2.8.3 If the supplemental employee is hired as a regular employee through Civil Service with no break in service, the probation period provided in Section 11.2 for that employee will be reduced by fifty percent (50%) of the time that employee continuously worked in the position as a supplemental employee, provided that the probation period shall not be reduced to less than three (3) months.

2.8.4 No supplemental employees shall be employed in a classification while former employees in the bargaining unit who are qualified and available for work remain in layoff status within that classification.

2.8.5 The Employer shall provide regular reports to the ~~President of the Union~~assigned Union Representative on the use of supplemental employees within the bargaining unit.

2.9 **Special Project Employment** – The Employer may offer bargaining unit members temporary employment into special project assignments, not to exceed twelve (12) months, on a strictly voluntary basis. Special project assignments will be filled using an open selection process for eligible employees. Employees opting to work special project employment shall remain members of the bargaining unit and subject to the provisions of the collective bargaining agreement. The parties agree to fulfill any bargaining obligations they may have under RCW 41.56 regarding the establishment of special project employment.

ARTICLE 3, UNION RIGHTS

3.1 **Union Stewards Time Off** - A Union steward who is an employee in the bargaining unit (Union Steward and/or a member of the Negotiating Committee) may, at the discretion of the Chief or his designee, be granted time off while conducting contract negotiations or grievance resolution, including arbitration proceedings, on behalf of the employees in the bargaining unit provided:

They notify the Employer at least forty-eight (48) hours prior to the time off; unless such notice is not reasonably possible;

The Employer is able to properly Staff the employees job duties during the time off; and

The wage cost to the Employer is no greater than the cost that would have been incurred had the Union Official not taken time off.

The Employer shall endeavor to allow a minimum of two (2) members of the Union's negotiation committee to attend negotiation sessions on on-duty time. Such members shall be designated by the Union at least one (1) week in advance, where possible, and may include individuals assigned to other than day shift if the Employer determines that manning on that shift is adequate, without the necessity of overtime (such individuals shall be considered to be transferred to day shift for the day on which the negotiation session is held.) The Chief's approval pursuant to this Section shall not be unreasonably withheld.

3.2 **Union Investigative and Visitation Privileges** - Representatives of the Union may with the permission of the department head or his designee visit the work location of employees covered by this Agreement at any reasonable time and location for the purpose of investigating grievances. Such representative shall limit their activities during such investigations to matters relating to this Agreement.

3.3 **Bulletin Boards** - The Employer shall provide suitable space for a bulletin board to be used by the Union.

3.4 **Union Communication** - The Union shall be allowed reasonable use of City's email and phone/voice mail systems to communicate with members.

3.5 **Steward Training** - Union Shop Stewards may be allowed without loss of pay to participate in Union training seminars that are mutually beneficial to the Union and the Police Department. Training time off must be approved in advance by the Chief of Police or designee and will be contingent upon the department's ability to provide proper work coverage during the requested time off.

3.6 **Labor Management Committee** - There shall be a Labor Management Committee comprised of members/representatives of the Union and management representatives. Non-committee members may attend committee meetings. The committee shall meet at least quarterly to discuss issues of continuing importance to the Union and/or Employer. More frequent meetings may be held at the request of either party, provided five (5) days' notice of the meeting is given, together with notice of the intended topics for discussion. Nothing herein shall constitute a waiver of either party's right to demand collective bargaining of intended or actual changes in mandatory subjects of bargaining. Union representatives to the committee shall be allowed to perform committee functions while on duty, subject to approval of their shift supervisor.

ARTICLE 4, HOURS OF WORK, OVERTIME, CALLBACK, COMPENSATORY TIME, AND STAND-BY

4.1 **Workweek** - Except as otherwise provided for in this Article, the workweek for all members of the bargaining unit shall be forty (40) hours. The workweek shall be defined as the seven (7) day period from Monday through Sunday.

~~**4.1.1** **Workday & Work Cycle - Dispatch** - The workday for dispatch employees, including both Dispatchers and the Lead Dispatcher, shall consist of ten (10) consecutive hours. The start of the workday begins at the discretion of the City.~~

~~The Lead Dispatcher may be assigned to work the schedule and work cycle contained herein or a different schedule and work cycle as determined by the Employer, provided such different schedule and cycle may not exceed forty (40) hours in a work week.~~

~~The work cycle for Dispatch employees shall be a cycle composed of a total of seven (7) periods as follows: (a) three (3) consecutive periods consisting of five(5) consecutive workdays followed by three (3) consecutive days off, (b) followed by one (1) period of five (5) consecutive workdays followed by four (4) consecutive days off, (c) followed by two (2) periods of four (4) consecutive workdays followed by four (4) consecutive days off, and then (d) one (1) period of four (4) consecutive workdays followed by three (3) consecutive days off, and then repeat the cycle. Dispatch employees may be assigned to begin this schedule at any point of the schedule cycle.~~

~~Upon mutual agreement of a Dispatcher and the City, a Dispatcher may work an alternate forty (40) hour work schedule, provided that the City's agreement shall~~

~~be in its sole discretion, and the City may in its sole discretion at any time rescind its agreement to the alternate schedule.~~

~~A workday for Dispatch employees shall include at least a thirty (30) minute meal period and three (3) fifteen (15) minute rest periods. Employees assigned as Dispatchers shall be subject to immediate call during meal and rest periods. Subject to prior approval, and within the sole discretion of the supervisor, rest and meal periods may be combined.~~

~~Upon agreement by either party, this Subsection may be reopened at any time to negotiate implementation of a schedule for Dispatch other than that contained in this Subsection.~~

4.1.~~2~~1 **Workday - Police Support Services Specialists, Property/Evidence Technician, Crime Analyst, Administrative Assistant, Police Program Coordinator, and Legal Advocate** - The workday for Police Support Services Specialists, Property/Evidence Technician, Crime Analyst, Administrative Assistant, Police Program Coordinator, and Legal Advocate shall consist of eight (8) hours within nine (9) consecutive hours to a maximum of forty (40) hours per week, or ten (10) hours within eleven (11) consecutive hours to a maximum of forty (40) hours per week. These hours may be scheduled by the Employer between 7:00 a.m. and 8:00 p.m. unless mutually agreed upon by the employee and their supervisor to schedule at alternative times. Except in emergency situations (or when agreed to by the employee and their supervisor), an employee shall receive at least fifteen (15) days advance notice of schedule changes.

A workday for Police Support Services Specialists, Property/Evidence Technician and Crime Analyst, Administrative Assistant, Police Program Coordinator, and Legal Advocate shall include a one (1) hour meal period (which may be reduced to a minimum of one-half (1/2) hour by agreement between the employee and Employer) and two fifteen (15) minute rest periods. Subject to prior approval, and within the sole discretion of the supervisor, rest and meal periods may be combined.

Upon agreement by either party, this subsection may be reopened at any time to negotiate implementation of a schedule for Administrative Assistant or Police Support Services different from that contained in this Subsection.

4.1.~~3~~2 **Flextime** - Flextime schedules varying from the hours described herein will be allowed as mutually agreed by the employee and the Employer. Such adjustments will be on a straight time, hour-for-hour basis within the same work week without regard to the provisions of Section 4.2 Overtime.

4.1.~~4~~3 **FLSA Exempt Employees** - In the event there is an employee in a position determined to be exempt from overtime under the federal Fair Labor Standards Act (FLSA), the employee shall work schedules set by the Employer in light of the nature of the work. Starting and ending times are approximate, reflective of the flexibility inherent in the FLSA exempt status. Absences of up to four (4) hours shall not be recorded or charged to a leave bank. Absences of four (4) hours or more shall be charged to the appropriate leave bank as eight (8) hours. Exempt employees shall be expected to work forty (40) hours per week as provided for in Section 4.1.

4.1.~~5~~4 The afore-referenced schedules shall apply except for regular scheduled shift changes or bona fide emergencies declared by the Mayor or Chief of Police which could not otherwise be anticipated and which might require deviating from the schedule.

4.2 **Overtime** - Overtime shall be that time (a) a full-time non-exempt employee works in excess of the regularly scheduled workday or workweek, or in any event, hours in excess of forty (40) hours in any workweek, or (b) a regular part-time non-exempt employee ~~works in excess of eight (8) hours in any one day or~~ in excess of forty (40) hours in any workweek as defined in 4.1. When computing overtime, authorized paid leave shall be treated as time worked. Overtime shall be paid at one-and-one-half (1-1/2) times the regular rate of pay.

4.2.1 All overtime shall be authorized in writing in advance by the employee's supervisor, or within twenty-four (24) hours after the work has been performed, or such longer time as is reasonable under the circumstances, in order to qualify as paid or compensatory time. Overtime shall be compensated by compensatory leave or by overtime pay in accordance with Section 4.6, et seq.

4.2.2 All overtime shall be compensated for in increments of fifteen (15) minutes with the major portion of fifteen (15) minutes being paid as fifteen (15) minutes.

4.2.3 To avoid fatigue and ensure employee safety, an employee shall not work in excess of fourteen (14) consecutive hours. Employees shall have at least nine (9) hours off in between work shifts (regular or overtime). In emergency circumstances, these rules do not apply.

4.3 **Administrative Leave (Exempt Employees)** - FLSA exempt employees are granted forty-eight (48) hours of administrative leave each calendar year in recognition of hours worked beyond the standard workweek. Administrative leave is prorated for exempt part-time employees and for employees who start mid-year. Exempt employees who work no hours outside the standard workweek are not granted administrative leave. Section 6.26 of the Personnel Manual shall govern the use of Administrative Leave by exempt bargaining unit employees.

4.4 **Callback** - Employees called back to service after completing a duty shift, while on their day off, to attend a court hearing, to attend a mandatory department meeting, or more than three (3) hours before the start of their regular shift, shall be compensated for the actual time spent, but in no event shall such compensation be less than three (3) hours at the overtime rate as provided for in Article 4.

4.4.1 Employees who make Court or other subpoenaed appearances while off duty shall be required, except for bona fide emergencies, to perform solely that specific assignment.

4.4.2 Employees called back while on vacation or leave of absence shall be reimbursed reasonable transportation costs required to return to duty, provided the employee is more than one hundred (100) miles away from his home. Provided, however that payment need not be made if the employee schedules vacation after notice is given to the employee or if the employee can reasonably reschedule the vacation or the required appearance date. The employee shall consult with the supervisor as soon as the conflict is known.

4.5 **Training** - All training requests shall be approved or denied by the Training Division. The City will not pay any expenses for an employee who chooses to attend a training that was denied by the Training Division.

4.6 **Compensatory Time** - Compensatory time may be accrued by an employee in lieu of pay for court-time, callbacks, holidays or overtime up to a maximum of one hundred and twenty (120) hours. On the last pay cycle of each year, any accrued compensatory time over eighty (80) hours shall be cashed out.

~~**4.6.1** The Chief of Police shall have the discretion of permitting additional compensatory leave in lieu of overtime pay in accordance with budget allowances and restrictions and operational need; provided however, all compensatory time accrued in excess of one hundred and twenty (120) hours in any calendar year shall be paid on the last payday of November of each year.~~

4.6.~~2~~1 Accrued compensatory time off shall be taken at a time mutually agreeable to the Employer and the employee. Once annual vacation bidding is completed, requests for compensatory time off will be approved or denied within fifteen (15) days of receipt. (This does not prevent a request from being made or granted with less than fifteen days' notice.) Compensatory leave will be approved only when the employee has sufficient earned leave to cover the request. Compensatory leave will be granted on a first-come, first-served basis. In the event two compensatory leave requests are submitted simultaneously, the employee with greater seniority will be given preference.

4.6.~~3~~2 No compensatory time shall be deducted from that accrued to the employee unless the employee actually used that compensatory time or was paid for same or agreed to having it removed for disciplinary purposes.

4.6.~~4~~3 When an employee covers for another employee who has taken compensatory leave, such time shall be compensated as paid time only, not compensatory time.

4.7 **Work out of Class** - An employee who is assigned by the Chief or Chief's designee to work in a higher classification for one full shift or more, shall be paid at a rate of ten percent (10%) over the employee's regular rate or at the minimum rate of the higher classification, whichever is greater, for each full hour worked in the higher classification. Under no circumstance shall the out of class rate of pay exceed the maximum rate of the higher classification.

4.8 **Standby Duty** - An off-duty employee who is required to keep the Employer informed of their whereabouts and carry an employer issued cell phone or an employee who is required to be available by telephone shall be considered to be on Standby Duty.

4.8.1 The Employer shall not require employees to be on Standby Duty without compensation except in the case of bona fide emergencies declared by the Mayor or Chief of Police. Employees shall endeavor, on an entirely voluntary basis, to keep the Employer informed of their whereabouts and/or their availability.

4.8.2 Standby Duty shall be authorized only by the Chief of Police or the Chief's designee. When Standby Duty is ordered, which either (a) requires the employee to carry a cellular phone and to respond to a call-out within forty five (45) minutes, or (b) qualifies the employee for standby pay pursuant to the FLSA regulations contained in 29 CFR 551.431 or applicable Washington State laws, such Standby Duty shall be paid for at a rate of twenty percent (20%) of the employee's regular basic hourly rate of pay, provided that an employee assigned to First Call shall not be deemed to be on Standby Duty.

4.9 **First Call** - Any Employee assigned as First Call for Public Information Officer (PIO) shall be compensated at the rate of one (1) hour overtime for each day during the employee's regular work schedule~~each week day (Monday-Thursday 5:00 PM to 7:00 AMFriday)~~. Any Employee assigned as a First Call for PIO shall be compensated at the rate of two (2) hours overtime ~~When assigned First Call~~ on employee's regularly scheduled days off~~a weekend (Saturday and Sunday)~~ or City-recognized holiday~~, two (2) hours overtime for each weekend day (including extended three (3) and four (4) day holiday weekends and for each weekday on which a holiday occurs, as defined in 7.1.2). When assigned First Call on a Saturday/Sunday, the employee shall be compensated two (2) hours overtime for each of these days. First Call assignment for the weekend begins on Friday at 5:00 PM, the employee is not compensated for time on Friday before the weekend~~.

4.10 **Certified Translators** – ~~For the term of this Agreement, e~~Employees certified by a City-approved translation certification process will receive premium pay for providing language services.

In order to receive the certification, pay, the employee must be certified to translate languages recognized by the Department. The Department currently recognizes Spanish, Mandarin Chinese, Russian, and any additional languages designated by the City as constituting the primary language needs of the community. Other languages may be considered by the Chief (or designee) for premium pay after discussion and agreement through the Labor Management process.

Premium Pay for Certified Translators, shall be set at a rate of $100 per month.

The City will pay for the certification of translators.

~~The Parties will revisit the 4.10 during the next contract negotiations to determine if this manner of certification and pay is effective for both Parties.~~

4.11 **Daylight Savings Time** - Employees who work a longer shift when the clocks are moved back one hour to Standard time in the fall will be paid for the time in excess of the employee's normal work day at the overtime rate of pay. Employees who work shorter shifts when the clocks are moved forward to Daylight Savings time in the spring will ~~have the option of choosing to work an additional hour so that the employee works a 10-hour shift or to use one hour of paid time off (e.g. vacation, compensatory time, etc., but not sick) at the employee's discretion. If the employee chooses to work an additional hour the employee, with supervisory approval, can choose to work the hour at the beginning or the end of the shift~~be paid for the full shift.

4.12 **Essential Personnel** –All positions in the bargaining unit are essential to the mission of the Police Department as determined by the circumstances of an event and at the discretion of the Police Chief or designee.

4.13 **Telecommuting** – Upon mutual agreement, employees may be approved to work from home, if operationally feasible, and pursuant to Personnel Manual, Section 11.30.

4.14 **Workout and Welness Activities** - Employees may work out at the City of Redmond fitness room before or after their shift or during their lunch break. Additionally, an employee may request and a supervisor may, at their discretion, allow the extension of a fifteen-minute break to thirty minutes to allow an employee to engage in wellness activities. A break extension shall not result in a loss of pay. A supervisor's decision to deny a request to extend a fifteen-minute break shall not be grievable.

4.15 **Severe Inclement Weather, Natural Disasters, and Other Emergencies** -

Employees whose arrival at work is reasonably delayed due to severe inclement weather, natural disaster, or other emergency, will not be disciplined. Employees are expected to contact their supervisor to inform them of their estimated arrival time when it is safe a practicable to do so.

ARTICLE 5, SENIORITY AND PERSONNEL REDUCTION

5.1 **Definitions Relating to Seniority** - As used in this Agreement the following terms shall have the meanings indicated:

a. "Bargaining Unit Seniority" means the length of an employee's most recent Continuous Employment within the Police Support bargaining unit (the "Bargaining Unit") measured from his/her first compensated day of employment in the Bargaining Unit.

b. "Seniority in Classification" means the length of an employee's most recent Continuous Employment in a classification in the Bargaining Unit (which shall include service in any higher classification as provided in this Article) measured from the first date of employment in that classification or a higher classification in the Bargaining Unit. Seniority in the Classification of Support Services Specialists, and Lead Support Services Specialists who previously worked in the Communications Division means the length of the employee's most recent Continuous Employment in the Bargaining Unit measured from the first date of employment in the Communications Division.

c. "Continuous Employment" means a continuous period of employment in the Bargaining Unit that is unbroken by resignation, discharge or retirement. Leaves of absence, or military leaves shall not break Continuous Employment. Layoffs and reductions in classification pursuant to Subsection 5.5 shall not break Continuous Employment until the expiration of the period during which the employee has a right to be offered reemployment or promotion pursuant to Subsection 5.5.1 of this Agreement. Upon a break in Continuous Employment an employee shall lose all seniority.

d. "Order" means the order of Bargaining Unit Seniority or Seniority in Classification arranged from the longest seniority to the shortest. If more than one employee is hired or promoted on the same date, the Order of seniority shall be determined by using the following criteria:

1. The Order of Bargaining Unit Seniority for employees hired on the same date shall be determined by the order (from the highest to lowest) of each employee's unrounded score on the exam for the position held by each employee, respectively. In the event of equal

scores, the Order shall be determined by a random means, which once determined shall thereafter be established for all purposes.

2. The Order of Seniority in Classification for employees promoted on the same date shall be determined by the order (from the highest to the lowest) of each employee's unrounded score on the applicable promotional exam. In the event of equal unrounded scores, the Order of Seniority in Classification shall be determined by the Order of each employee's Bargaining Unit Seniority.

e. "Department" means the City of Redmond Police Department.

5.2 **Seniority List** - The Employer shall maintain and post, at least annually, a current seniority list reflecting the Order of Bargaining Unit Seniority and Seniority in Classification. These lists, appropriately updated to reflect any new hires, promotions, terminations or other changes, shall be used whenever action based upon seniority is called for by this Agreement, and in such other cases as may be agreed by the Employer and the Union.

5.3 **Leaves** - During the period an employee is on a leave of absence, layoff status, or military leave longer than thirty (30) consecutive days, seniority shall not accrue except as required by any applicable statutory or regulatory provisions, including RCW 38.40.060 and RCW 73.16.031 - .061 and any amendments thereto. Upon returning to work after such layoff or leave, an employee shall be granted the level of seniority accrued as of the last day prior to such leave or layoff.

5.4 **Vacation Scheduling** - Vacation scheduling for each year shall be administered for the period of February through January in accordance with Bargaining Unit Seniority by Division during the initial sign-up period. The initial vacation bidding can begin as early as November 15th but no later than December 1 and must be completed by January 1. Based upon Seniority each member will select their vacation time before the vacation bid moves to the next member in declining seniority rank. After completion of their vacation bid turn, employees will be restricted from making additional vacation request until after the conclusion of the bid period. Thereafter, vacations for that Vacation Scheduling Year shall be administered on a "first come, first served" basis. ~~Once approved, vacation hours may not be changed to compensatory time.~~ After the initial sign up period, compensatory time shall be treated as leave for scheduling purpose as outlined in Article 4.6.2. Bidding will be done in good faith to ensure that the bid is completed by the end of the month of December. Management may limit the amount of time an individual has to bid to ensure the bid is completed by January 1st. Each individual will be guaranteed a minimum of 24hrs to bid.

5.4.1 Requests for vacation leave shall be approved or denied within fifteen (15) days after the close of the initial vacation bid period. Thereafter, all other requests for leave (vacation, floating holiday, compensatory) shall be approved or denied within fifteen (15) days of receipt.

~~**5.4.1.1** Normally one (1) Dispatcher per twenty-four (24) hour day (i.e. day, swing and graveyard shifts together) will be granted vacation leave, except for holidays recognized under Article 7. At least one (1) Dispatcher may be allowed off on vacation on holidays when all the shifts on that holiday are otherwise fully staffed without the use of mandatory overtime. Voluntary overtime holiday leave coverage will be posted for vacation leave requests totaling up to ten (10) hours in the twenty-four (24) hour period. If no one chooses to cover the vacation leave request, the requesting employee will be required to work the holiday.~~

~~**5.4.1.2** The employer will not revoke approval and/or cancel a dispatch employee's vacation time except in the event of a change that prevents the dispatch center from being reasonably staffed through the use of overtime. If employer revokes approval or cancels vacation time due to such a change, it shall, within a reasonable time thereafter, inform the employee and the Union of the nature of the change.~~

~~**5.4.1.3** If more than one (1) member of the communications unit requests time off in the same twenty-four (24) hour period, and the total overtime required to cover the leave requests in that twenty-four (24) hour period does not exceed ten (10) hours, the additional time off request(s) will be granted. The twenty-four (24) hour period begins with the earliest shift start time, example if the first shift begins work at 0600, the period is 0600 to 0600 of the following day.~~

~~**5.4.1.4** Nothing in this Section 5.4 shall preclude the employer from exercising greater flexibility when scheduling vacation.~~

~~**5.4.1.5** Members of the communications unit have the ability to trade shifts so long as those trades are completed within the defined work week, approved by the supervisor, and both employees participating in the trade maintain a 40 hour work week.~~

5.5 **Personnel Reduction Process** - In the event of a personnel reduction, for whatever reason, the Employer and Union agree to follow the process and procedure contained in this Article. Part-time employees shall be laid off before ~~permanent~~regular full-time employees. Employees shall be laid-off in inverse Order of Seniority in Classification. Except as otherwise provided in this Section, an employee above the classification ~~of Communications Dispatcher or~~ Police Support Services Specialist shall bump back to the next lower classification as defined below, if any, previously held by that employee in which such employee's Seniority in Classification is greater than the Seniority in Classification of all other employees who would otherwise be in such lower classification after implementation of the personnel reduction. Lateral entry personnel in the classification~~s of~~ ~~Lead Communications Dispatcher, or~~ Lead Police Support

Services Specialist who have not held a lower classification in the Department shall bump back to the lowest applicable classification if their Bargaining Unit Seniority is greater than all other employees who would otherwise hold the lower classification after implementation of the personnel reduction. The process and procedure contained in this Article shall apply to bargaining unit members and, in addition, the non-bargaining unit, non-commissioned members of the Department of a higher classification shall bump back into the last lower classification held by that individual which is included in the bargaining unit on the same basis as provided in this Article, notwithstanding the fact that the lower classification is included in the bargaining unit. ~~Communications and records personnel shall only be entitled to bump into positions within their divisions, respectively. The order of communications classifications within the Department, from lowest to highest, shall be Communications Dispatcher, and Lead Communications Dispatcher.~~ The order of records classifications within the Department, from the lowest to the highest, shall be Police Support Services Specialist, and Lead Police Support Services Specialist. Employees holding the Property/Evidence Technician, Crime Analyst, Legal Advocate, Police Program Coordinator (Volunteer Program Coordinator), Police Program Coordinator (Public Engagement Coordinator), and Police Program Coordinator (Crime Prevention Coordinator), Police Program Coordinator (Public Records), and Police Program Coordinator (Quartermaster) classifications shall not be entitled to bump into another classification. The steps for a personnel reduction shall be as follows:

Step 1 **<u>Designation by Employer</u>** - The Employer will designate the number of employees in each classification to be laid-off by notice to the Union (the "Designation Notice") and by posting in the Department, which notice shall specify an effective date for the personnel reduction (the "Effective Date"), which shall not be earlier than ninety (90) days from the date of the Designation Notice.

Step 2 **<u>Volunteers</u>** - For a period of thirty (30) days after the Designation Notice employees in the classifications affected by the personnel reduction shall have the opportunity to voluntarily accept layoff, or bump to a reduction to a lower classification as provided herein, as of the Effective Date, without regard to their seniority rights. Volunteers shall be accepted on a first-come, first-served basis. The number of volunteers shall be limited by the number of employees in each classification subject to the personnel reduction as specified in the Designation Notice.

Step 3 **<u>Implementation</u>** - Within forty (40) days after the Designation Notice the Employer shall deliver to the Union, and post, a notice (the "Personnel Reduction Notice") which shall list (a) the layoffs and reductions in classification which will result upon implementation of the personnel reduction and the voluntary layoffs and reductions in classification; (b) the Order of all employees affected by the layoffs and reductions in classification; and, (c) the Order of all employees not affected by the layoffs and reductions in classification.

Any employee who believes that the Personnel Reduction Notice improperly reflects the intent of this Agreement shall provide written notice to the Employer and Union within ten (10) days after posting of the notice. The notice shall describe the basis of the employee's position, and the employee's interpretation of the proper application of this Agreement, including the identity of employees who would be affected by the different interpretation. The Employer and the Union will review the issues with all employees who would be affected.

If the Employer and the Union cannot resolve the issues raised within thirty (30) days after the Personnel Reduction Notice is posted, both parties agree to submit the issue to binding arbitration on an expedited basis before a single arbitrator, which the parties agree to select, provided that the arbitrator must be available for a hearing and decision within sixty (60) days after the Personnel Reduction Notice is posted. The arbitrator so selected shall hold a hearing and render his/her decision based on the interpretation and application of the provisions of this Agreement within thirty (30) days after his/her selection. All employees whose layoff or reduction in classification status might be affected by the results of the arbitration, including the possibility of being subject to layoff or reduction in classification although the employee was not included in the list of layoffs and reductions in classification in the Personnel Reduction Notice, shall have the right to appear and present their position to the arbitrator.

For all issues related to the application and interpretation of this Section 5.5 the arbitration process in this Section shall supersede the grievance arbitration process as provided in Article 11. The agreement by the Union, and/or ruling by the arbitrator pursuant to this Section shall be binding on all employees, provided that any employee who was not designated for layoff by the Personnel Reduction Notice, but who becomes subject to layoff as a result of an agreement by the Union or the arbitrator's ruling, shall not be laid-off until Employer has provided the employee with at least thirty (30) days written notice of layoff.

Step 4 **Amendment of Reduction** - At any time after the Designation Notice the Employer may reduce the number of employees to be laid-off by providing notice to the Union, provided, however, the reduction shall not affect the time periods specified in this Article which shall continue to be measured from the Designation Notice. The Employer shall have the right to delay the Effective Date of the personnel reduction for up to sixty (60) days after the date specified in the Designation Notice.

5.5.1 **Re-Employment and Promotion Rights** - Employees bumped back to a lower classification shall be eligible to promote to vacancies in the previously held higher classification, or any lower classification within the appropriate division, by Order of Seniority in Classification in that higher classification. Specifically:

- Employees above the classification~~s~~ of **Police Support** ~~**Services**~~ **Administrative Specialist** ~~and **Communications Dispatcher**~~ who volunteer to be laid-off pursuant to Step 2 above shall be eligible to fill vacancies in that previously held classification, or any lower classification, by Order of Seniority in Classification in that classification, during the Re-Employment Eligibility Period as defined below.

- **Police Support Services Specialists**, and **Lead Police Support Services Specialists** laid-off, or volunteering to be laid-off pursuant to Step 2 above, shall be eligible to fill Record Specialist vacancies, by Order of Bargaining Unit Seniority, during the Re-Employment Eligibility Period.

- ~~**Communications Dispatchers**, and **Lead Communications Dispatchers** laid-off, or volunteering to be laid-off pursuant to Step 2 above, shall be eligible to fill Communications Dispatcher vacancies, by Order of Bargaining Unit Seniority, during the Re-Employment Eligibility Period.~~

In all cases, the eligible employee with the highest Seniority in Classification shall be entitled to the opening, provided that such eligible employee must be a "Qualified Employee", which for the purposes of this Section shall be defined as an individual who (a) meets the then current employment standards, and (b) if the Re-Employment Offer is more than twenty-four (24) months after the Effective Date. Any employee re-employed or promoted pursuant to this Section who was on probation as of the Effective Date shall complete the probation period upon re- employment or promotion, without any credit for the period between the Effective Date and the first date of re-employment or promotion pursuant to this Section.

"Re-Employment Eligibility Period" shall mean the two (2) year period which commences on the Effective Date. Employees offered re-employment pursuant to this Section more than twenty-four (24) months after the Effective Date shall be required to satisfactorily complete appropriate retraining. Employees who fail to satisfactorily complete the retraining shall be subject to termination. The employee and Union shall have the right to grieve whether the retraining was satisfactorily completed, but shall not have the right to grieve whether the retraining or employment standards are appropriate.

When the Employer desires to fill a position for which an individual is entitled to re-employment if the individual is a Qualified Employee, or promotion, pursuant to this Section, the Employer shall send an offer of re-employment (subject to a subsequent determination that the employee is a Qualified Employee) or promotion, as the case may be, (the "Re-Employment Offer") via certified mail, return receipt requested, to the eligible employee at his/her last known address. If the employee fails to respond within fifteen (15) days after mailing of the offer, or rejects the offer, the employee shall have no further right to re-employment or promotion pursuant to this Section, provided that a former employee who was laid off or who voluntarily accepted layoff from a classification above ~~Communications Dispatcher or~~ Police Support Services Specialist, shall have the right to be offered re-employment at such higher classification, or any applicable lower classification, if he/she is a Qualified Employee and has the highest Order of Seniority in Classification in that classification of all eligible employees, although such employee has previously failed to respond to, or rejected an offer of re- employment as a ~~Communications Dispatcher or~~ Police Support Services Specialist~~, respectively~~.

For the purposes of this Article, a former employee's last known address shall be the address appearing on the Employer's records, and may be changed by the former employee only by providing the Employer with notice of a new address by certified mail, return receipt requested.

ARTICLE 6, WAGES

6.1 **Incorporation of Appendix A** - The monthly rates of pay for employees covered by this Agreement shall be as set forth in the Appendix "A" which by this reference shall be incorporated herein as if set forth in full.

ARTICLE 7, HOLIDAYS

7.1 **Recognized Holidays** - The following days shall be considered holidays for all employees covered by this Agreement:

- New Year's Day
- Martin Luther King's Birthday
- Presidents' Day
- Memorial Day
- Juneteenth
- Independence Day
- Labor Day
- Veteran's Day
- Thanksgiving Day
- Day After Thanksgiving Day
- Christmas Eve Day
- Christmas Day
- Floater

~~**7.1.1** **Dispatchers and Lead Dispatchers** - All Dispatchers and Lead Dispatchers are~~

~~entitled to thirteen (13) holidays per year as stated in Section 7.1 above. These employees shall be paid for the number of hours in the employee's required workday at their regular rate of pay for the actual holiday date (as opposed to the date recognized by the City). Additionally, if a Dispatcher or Lead Dispatcher is required to work on the actual holiday (any of the 24 hours of the holiday), the employee shall be compensated at the holiday rate of two times the employee's regular rate of pay for all hours worked.~~

~~In the event a dispatch employee makes a request to be relieved from work on a holiday, the Employer shall approve or deny the request within fifteen (15) days of receipt.~~

~~7.1.2 Employees Other than Dispatchers and Lead Dispatchers -~~ All employees other than Dispatchers and Lead Dispatchers are entitled to thirteen (13) holidays per year as stated in Section 7.1 above. These employees shall be paid for eight (8) hours at their regular rate of pay for the date the City recognizes as the holiday (as opposed to the actual holiday date). To the extent the City mandates a work schedule other than an eight (8) hour work schedule, the employees shall be paid at their regular rate for the number of hours the employees are required to work in the workday for the date the City recognizes as the holiday (as opposed to the actual holiday date). Additionally, if the employee is required, at the Employer's discretion, to work on the actual holiday, the employee shall be compensated at the holiday rate of two times the employee's regular rate of pay for all hours worked.

ARTICLE 8, LEAVES

8.1 **Vacation Leave** - Each full-time employee shall earn vacation leave time each month according to length of service, with the total vacation accrual to be as noted in the following schedule:

Years of Employment	Monthly Accrual Rate (hours)
1st and 2nd Year	8
3rd Year	8.6666
4th Year	9.3333
5th Year	10.6666
7th Year	11.3333
9th Year	12
11th Year	12.6666
13th Year	13.3333
15th Year	14
17th Year	14.6666
20th Year	15.3333

23rd Year	16

8.1.1 After six (6) months continuous service, an employee's vacation credits earned shall be vested as of the end of each full month of service and shall be taken in accordance with standard personnel practices in force with the Employer. Employees whose employment is terminated for any reason shall receive pay for any vacation time accrued but not taken ~~earned~~ through their separation date~~last full month of employment but not taken~~.

8.2 **Sick Leave** - Employees shall accumulate and use Washington Paid Sick Leave (WASL) and Regular Sick Leave (RSL) in accordance with the City's Personnel Manual. To the extent the City desires to change any provisions in the Personnel Manual relating to sick leave, the City shall provide notice and an opportunity to bargain to the union prior to implementing any change. Employees shall have a right to grieve if the Personnel Manual language is not followed.

8.2.1 **Retirement Bonus** - Employees shall be entitled to convert twenty-five percent (25%) of accrued but unused sick leave to cash upon retirement ~~or death~~Employees shall have their cashed-out sick leave amount deposited into their HRA VEBA account.

Upon death of an employee, regardless of retirement status, 100% of the accrued but unused sick leave, up to a maximum accumulation of nine hundred sixty (960) hours, will be deposited into that employees HRA VEBA. This is a mandatory deposit, and the beneficiary(ies) shall not have the ability to take leave as pay. Maximum prorated for Part-Time employees

8.3 **Bereavement Leave** - Upon the death, or serious illness with an impending death, of a member of the employee's immediate family, the employee shall be entitled to up to forty (40) hours, to be used in full day increments, of Bereavement Leave without loss of compensation for the employee's regularly scheduled shifts not worked during such leave. ~~The forty (40) hours~~Any Bereavement Leave shall be used within ~~a 14 day period~~six (6) months from the date of death, or the onset of impending death. Additional time off or length of time to take bereavement leave may be granted if approved in advance by the Employer. Such additional time shall be deducted from vacation, sick, or compensatory leave.

8.3.1 "Immediate family" shall be defined as spouse, Domestic Partner, parent, child, sibling, grandparent, grandchild, mother-in-law, father-in-law, step parent, stepchild, foster-child, legal ward, child of a Domestic Partner; or mother or father of a Domestic Partner.

8.3.2 Additional time off as may be required for travel or other circumstances may be granted if approved in advance by the Employer. Such additional time shall be deducted from accrued leave.

8.4 **Unpaid Leave of Absence** - Unpaid leaves of absences, including unpaid sabbaticals, shall be governed by the Personnel Manual. Leave of absence without pay may be granted to an employee for a period of not to exceed twenty six (26)~~one (1) year~~ by the Department Head subject to the approval of the Mayor when it has been determined to be in the interest and to the welfare and convenience of the Employer providing adequate provision can be made for replacement of the employee during ~~his~~ their absence. Unpaid leaves of absence shall modify an employee's seniority as provided for in Section 5.3 of this Agreement.

8.5 **Pregnancy and Parenting Leave** - Employees shall be entitled to leave for pregnancy disability and to care for a newborn in accordance with the City's Personnel Manual. To the extent the City desires to change any provisions in the Personnel Manual relating to pregnancy and parenting leave, the City shall provide notice and an opportunity to bargain to the Union prior to implementing any change. Employees shall have a right to grieve if the Personnel Manual language is not followed.

8.6 **Family Sick Leave** - The Employer shall comply with all federal and state laws addressing the use of leave for the care of family members. Paid leave shall be used concurrent with FMLA/FLA leave.

8.7 **Shared Leave Program Adopted** - The parties agree to adopt a Shared Leave Program under the terms and conditions set forth below.

8.7.1 **Purpose** - The Shared Leave Program enables regular full-time employees to donate vacation, floating holiday leave, and compensatory time, to fellow regular employees of the City who are faced with taking leave without pay or termination due to extraordinary or severe physical or mental illnesses. The program also allows employees to accept donated leave to care for relatives or household members suffering from an extraordinary or severe illness if the duration of the illness will cause the employee to take leave without pay or to terminate his or her employment. Implementation of the program for any individual employee is subject to agreement by the Employer, and the availability of shared leave from other employees. The Employer's decisions in implementing and administering the shared leave program shall be reasonable.

8.7.2 **Definitions** - The following definitions shall apply to this provision.

a. "Employee's relative": Shall mean the employee's spouse, Domestic Partner, child, step child, child of Domestic Partner, grandchild, grandparent, step parent, or parent.

b. "Household members": Shall mean persons who reside in the same home who have reciprocal duties to, and provide financial support for, one another. This term shall include foster children and legal wards, even if they do not live in the household. The term does not include persons sharing the same general house, when the living style is primarily that of a dormitory or commune.

c. "Severe or extraordinary": Shall mean serious, extreme, or life-threatening conditions.

8.7.3 **Donation Restrictions (Shared Leave)** - The following restrictions shall apply to all shared leave transactions:

a. Employees may donate vacation leave and/or sick leave available in their leave bank, provided the donation does not cause the employee's vacation and/or sick leave balance to fall below forty (40) hours.

b. Compensatory leave may be donated, with no restrictions.

c. The Employer shall determine whether an eligible employee shall receive shared leave and, if so, the amount of donated leave the employee may receive; provided, no employee shall receive more than two thousand eighty-eight (2,088) hours of shared leave during total City employment.

8.7.4 **Eligibility** - Employees may be eligible to receive shared leave under the following conditions:

a. When the Employer determines the employee meets the criteria described in this policy.

b. The employee is not eligible for time-loss compensation under RCW Chapter 51.32. If the time-loss claim is approved at a later time, all leave received shall be returned to the donors, and the employee shall return any overpayment to the department.

c. The employee has complied with department policies regarding the use of sick leave.

d. The Employer may require the employee to submit, prior to approval or disapproval, a medical certificate from a licensed physician or health care practitioner verifying the severe or extraordinary nature and expected duration of the condition.

8.7.5 **Recipient Responsibilities**

a. Donated leave shall be used only by the recipient for the purposes specified in this policy.

b. All other forms of available paid leave shall be used prior to applying to the Shared Leave Program, provided that the employee may reserve up to forty (40) hours of sick leave and forty (40) hours of vacation leave.

8.7.6 **Return of Shared Leave** - Shared leave not used by the recipient shall be returned to the donor(s). Returned leave shall be:

a. Divided among the donors on a pro-rated basis, computed on the original donated value;

b. Returned at its original donor value; and

c. Reinstated to each contributor's applicable leave balance.

8.7.7 **Calculation of Shared Leave** - The receiving employee shall be paid at his or her regular rate of pay: therefore, depending on the value of the shared leave, one (1) hour of leave may cover more or less than one (1) hour of recipient's salary. The dollar value of the leave shall be converted from the donor to the recipient. The leave received shall be coded as shared leave and be maintained separately from all other leave balances.

8.7.8 Participation in the Shared Leave Program is voluntary. No employee shall be coerced, threatened, intimidated, or financially induced into donating annual leave for purposes of this program.

8.8 **Military Leave** - Military leave shall be administered pursuant to appropriate laws. For purposes of vacation scheduling, military leave shall not be considered when determining minimum staffing.

ARTICLE 9, INSURANCE BENEFITS

9.1 **Health Insurance** - During the term of this Agreement, all medical, dental and vision coverage shall be provided through self-insurance by the Employer in substantially the form adopted by the Employee Benefits Committee and approved by the City Council on May 26, 1992 (the “Self-Insurance Plan”). The employer shall pay 100% of the self-insurance premium for employees and 80% of the self-insurance premium for dependents. Employees shall pay twenty percent (20%) of the cost of self-insurance premiums for dependent coverage. Self-insurance premium contributions for part-time employees shall continue to be pro-rated based on the City’s contribution to full-time employee and dependent premiums.

Employees electing to be covered by Kaiser Permanente shall pay the cost of such coverage that exceeds the amount paid by the Employer under the Self-Insurance Plan for the employee and dependents. Employee self-insurance premiums shall be paid through payroll deduction and the Employer will establish and maintain a qualified section 125 plan that allows for pretax payment of self-insurance premiums required by this section.

It is the City's goal to have active participation on the Committee by each bargaining unit and the non-represented employees. The Union will appoint a representative who will actively participate and vote as a member of the Employee Benefits Advisory Committee (EBAC). Without limiting EBAC's original purpose, EBAC will research increasing healthcare costs, as well as plan design and potential options for health care program delivery in an effort to control health care costs in a manner mutually beneficial to the Employer and the Employees. EBAC will have the authority to recommend changes in the RedMed Self Insurance Plan. Recommended changes will only become applicable to the Union represented employees upon ratification by the Union.

~~**9.2 Reserved**~~

9.~~3~~2 Liability Insurance - The Employer agrees to carry liability insurance covering Bargaining Unit employee's liability arising from performance of their duties with coverage and policy limits consistent with those applying to other City of Redmond employees. It is agreed that the scope of coverage, exclusions and policy limits of such insurance may change without the Union's agreement, based on the available insurance and the Employer's assessment of appropriate levels of coverage.

9.~~4~~3 Disability Benefits. Regular ~~full-time~~ employees who are disabled and unable to return to work on account of illness or injury for a ~~continuous~~ period in excess of three (3) months, and who have used all of their sick leave and vacation benefits, shall receive, for a period not to extend beyond the end of six (6) months of ~~continuous~~ absence from work, disability benefits in the following amounts, less Workers' Compensation Benefits and any amounts paid to the employee from or on behalf of the City, received during the corresponding pay periods, based on length of ~~continuous~~ City employment prior to the last day of work:

One (1) year of employment:	40% of salary
Two (2) years of employment:	50% of salary
Three (3) years of employment:	60% of salary

An employee shall not be eligible for the disability benefits as provided in this Section if the employee has previously received such benefits within the five (5) years immediately prior to the last day of work prior to the disability. If the City makes any improvements or changes to these benefits in the City personnel manual, the Union shall have the right to review and adopt the changes or any portion thereof.

9.~~5~~4 **Life Insurance** - The Employer shall provide group term life insurance and Accidental Death and Dismemberment (AD&D) insurance in the amount of Fifty Thousand Dollars ($50,000) per employee.

9.~~6~~5 **Retirees' Welfare Trust.** On behalf of the employees, the City agrees to coordinate payroll deductions and make Employee-funded contributions to the Teamsters' Retiree's Welfare Trust, which will be administered by Northwest Administrators, Inc. The Union and the City have agreed the funds will be deducted from the Employee's pay as set forth below and contributed to the Retiree's Welfare Trust. These deductions in pay are authorized by this Agreement and no further action is needed by the Employees to authorize the deduction set forth herein. These deductions in pay shall continue for the term of the Agreement or until the City receives written notice from the Union regarding either a change in the contribution amount to Retiree's Welfare Trust or the dissolution of the Retiree's Welfare Trust.

Based on December 2025 hours, e~~E~~ffective January 1, 2026~~2~~, and each month thereafter during the period this Collective Bargaining Agreement is in effect, the City agrees to ~~deduct~~ pay the sum of $94.85 per month ~~through payroll deduction from the second paycheck of the month of~~ for benefits under the "RWT-Plus Plan" during the period this Collective Bargaining Agreement is in effect, the City agrees to remit payment to the Retirees Welfare Trust, c/o NORTHWEST ADMINISTRATORS, INC., for each employee who received compensation for eighty (80) hours or more in the previous month. ~~each employee covered by this Agreement and contribute to the Retiree's Welfare Trust for the RWT-Plus plan for employees who were compensated for 80 hours or more during the preceding month (for the first month's deduction the preceding month will be April).~~
~~Effective January 1, 2022, the City agrees to deduct $94.85 per month through payroll deduction from the second paycheck of the month of each employee covered by this Agreement and contribute to the Retiree's Welfare Trust for the RWT-Plus plan for employees who were compensated for 80 hours or more during the preceding month (for the first month's deduction the preceding month will be April).~~

City agrees to pay for Retiree's Welfare Trust in exchange for Union dropping its Service Recognition Pay proposal

The City makes no representations regarding the validity or legality of the Retiree's Welfare Trust, or the tax consequences relating to the contributions to the Retiree's Welfare Trust, and takes no responsibility for establishing, implementing, overseeing, managing, or any other responsibilities for the Retiree's Welfare Trust, other than making the contributions set forth above. The City will not have fiscal responsibility nor legal accountability for the Retirees'

Welfare Trust.

~~**9.7** **Western Conference of Teamsters Pension Trust Plan (Plan).** The City and the Union agree to re-open negotiations during the term of this Agreement upon request by the Union for the purpose of negotiating procedures and policies for employees covered by this Agreement to participate in the Western Conference of Teamsters Pension Trust Plan (Plan). The parties understand and agree that the Union will conduct a membership vote to determine whether the membership will participate in the Plan, and that if a majority of members vote in favor of participation, all members must participate. The city agrees to divert from the wages of the members to the Plan's Trust payment on the account of the members as directed by the Union and/or the Plan's Trust.~~

ARTICLE 10, UNIFORMS

10.1 ~~-~~**Uniform and Equipment** - The Employer shall provide each bargaining unit member, upon hire, one outer garment and two shirts of their choosing. Additionally, the Employer shall provide each eligible member uniforms as follows:

~~- member of the bargaining unit with~~ Program Coordinator: ~~required to wear a uniform with the following authorized uniforms (and other accessories as needed)and equipment.~~

1 Patrol Jacket

2 ~~Polo~~ Short Sleeve Shirts ~~with Department Logo~~

~~The Employer shall provide each~~ Property and Evidence Technician: ~~with the following authorized uniforms (and other accessories as needed):and equipment.~~

1 Patrol Jacket
1 Outer Garment (blazer, vest, sweater)
2 Pants
2 ~~Shirts~~Short Sleeve Shirts
2 Long Sleeve Shirts
1 Belt (or other accessories as needed)
1 Approved Footwear (pair)

Each member of the records unit:

1 Outer Garment
2 Pants
2 Long Sleeve Shirts
2 Short Sleeve Shirts
1 Belt
1 Approved Footwear (pair)

~~Employer will provide uniforms and equipment to employees required to wear uniforms.~~

Changes to uniform and equipment items and/or practices may be made by mutual agreement of the parties.

The employer will provide reasonable accommodations to the uniform policy in accordance with the Pregnant Workers Fairness Act (PWFA), Title VII of the Civil Rights Act prohibiting discrimination based on religion and Title I of the Americans with Disabilities Act.

10.2 Uniform Maintenance and Appearance Standards
The parties recognize that bargaining unit members are subject to the provisions of the Redmond Police Department Policy Manual governing Uniforms (Policy 1024) and Personal Appearance Standards (Policy 1023) that are applicable to non-sworn employees.

The Chief of Police reserves the discretion to authorize temporary deviations from the standard uniform requirements in recognition of City or Department-approved observances, events, or awareness campaigns.

~~**10.2 Uniform Appearance Standards**~~
~~Employees shall adhere to the following appearance standards:~~
- ~~Uniforms must be worn as issued, without unauthorized modifications.~~
- ~~All patches, nameplates, and insignia must be properly affixed and clearly visible.~~
- ~~Uniforms should be clean, pressed, and free from wrinkles.~~
- ~~Personal grooming shall align with Department standards, ensuring a professional appearance.~~

~~**10.2 Loss and Destruction** - Employees shall be held accountable for all clothing and equipment assigned to the employee by the employer. Loss or destruction of items of clothing or equipment shall be replaced by the Employer where said loss was incurred as a direct result of the performance of the employee while on the job or as the result of an occurrence not due to the employee's intentional act or negligence. Accountable items of clothing or equipment assigned to an employee, which are lost or mutilated, as a direct result of the employee's negligence shall be replaced by the employee.~~

10.3 Property of the Employer - All uniforms, clothing and equipment issued by the Employer to each employee shall remain the property of the Employer.

10.4 Annual Uniform Stipend
~~Commencing on the first paycheck of the fiscal year following the initial uniform issuance, e~~Each civilian support staff member required to wear a uniform at all

times while on duty shall receive an annual uniform stipend of $500. The stipend will be paid out on a monthly basis. The stipend is intended for the replacement of worn, damaged, or ill-fitting uniform items. ~~The stipend shall be disbursed in a lump sum at the beginning of each fiscal year.~~ Other employees may request replacement clothing items on an as needed basis~~.~~

10.5 Uniform Committee

The Chief of Police shall establish a Uniform Committee consisting of two Department representatives and two Union representatives~~. One of the Union representatives shall be the Quarter Master.~~ Once established, the Committee will meet initially to (1) recommend the make and style of the initial clothing items to be provided, (2) recommend multiple options for the outer garments, pants, short sleeve shirts, long sleeve shirts, and footwear with the intent of allowing employees some choice of uniform style, (3) recommend standards for additional employee-purchased pants, shirts, and footwear, that can be worn to supplement employer provided clothing items.

After the initial establishment of uniform standards, the Committee meet at least once every two years to review and recommend changes to uniform standards and policies.

ARTICLE 11, MISCELLANEOUS

11.1 **Training** - When any employee is required to attend training courses, unless otherwise paid for, the entire costs shall be borne by the Employer by making arrangements to be billed by the school in advance for tuition and actual expenses incurred, by reimbursement, or by a combination of these methods. Whenever permitted by State Law, the Employer shall make every effort to obtain authorization for payment of expenses in advance to the end that the employee shall not be required, to the extent possible, to attend such schools under a "pay out of your own pocket and be reimbursed" arrangement.

11.1.1 Any employee attending required training on the individual's normal scheduled days off shall be compensated at the overtime rate or receive compensatory time off as provided for in this Agreement. Upon fifteen (15) days prior notice, or by mutual agreement, an employee's weekly work schedule may be adjusted by the Employer in the same week to minimize the payment of overtime. Travel time to training shall be compensated according to the provisions of the federal Fair Labor Standards Act (FLSA).

11.2 **Tuition Reimbursement Program -** Tuition reimbursement shall be governed by the Tuition Reimbursement Program as provided in the Personnel Manual.

11.~~2~~3 **Probation Period** - All newly hired employees or former employees who have been rehired shall be subject to a probation period which is considered an integral part of the selection process. During the probation period an employee is required to demonstrate suitability for the position by actual performance of the work. The employee may be terminated at any time during the probation period without cause. Effective January 1, 2026, ~~T~~the probation period for all newly hired employees shall be one (1) year, ~~one (1) year for Communications Dispatchers, and Lead Communications Dispatchers, and six (6) months for all other members of the Bargaining Unit,~~ except as modified by Section ~~2.5.3~~2.8.3. Employees hired before January 1, 2026, will not have their probationary periods changed.

11.~~3~~4 **Performance of Duty** - All employees covered by this Agreement shall present themselves on time for their duty schedules in proper working attire, ready to perform their assigned duties and that there shall be no strikes, slow-downs, stoppage of work or any interference with the efficient management of the Police Department.

11.~~4~~5 **Part-Time Employee Benefits** - The benefits for regular part-time employees in the bargaining unit shall be adjusted from the benefits provided for full-time employees elsewhere in this Agreement as provided in the Personnel Manual as hereafter amended or revised.

11.~~5~~6 **Civil Service, Discipline, and Discharge**

11.~~5~~6.1 **Conflicts between Agreement and Civil Service Rules and Regulations** - Any conflict between the provisions of this Agreement and the City of Redmond Civil Service Rules and Regulations shall be resolved as follows:

a. to the extent the labor agreement does not address a matter (i.e., discipline, seniority, layoffs, etc.) and Civil Service does, then Civil Service shall prevail; and

b. to the extent the labor agreement addresses a matter (i.e., discipline, seniority, layoffs, etc.) and Civil Service also does so, the labor agreement shall prevail. The Employer and Union otherwise retain their statutory rights to bargain changes in Civil Service Rules and Regulations (i.e., changes initiated after the effective date of this Agreement) for employees in the bargaining unit. Upon receiving notice of such proposed change(s) from the Civil Service Commission, either party may submit a written request to the Mayor (within sixty (60) calendar days after receipt of such notice) and the result of such bargaining shall be made a part of this Agreement.

11.~~5~~6.2 **Demotion, Suspension, and Discharge** - All demotion, suspension or discharge actions of a non-probationary nature shall be taken only for just cause, and shall be subject to review solely through the grievance procedure contained in this Agreement, provided that, if the Union elects to not submit a demand for arbitration pursuant to Section 12.5 of the grievance procedure, thereby waiving the right to arbitration, the employee shall have the right to review the action by the Civil Service Commission, as provided in the Civil Service Rules and Regulations, which shall then apply the substantive and procedural rights as provided in the Civil Service Rules and Regulations. The parties further agree that all decisions relating to the accommodation of a disability are excluded from civil service review provided that such decisions shall be subject to the grievance procedure of this Agreement to the extent such decision is governed by this Agreement.

11.~~5~~6.3 **Application of Civil Service** - The parties acknowledge that prior to June 1, 1996 neither party to this Agreement or the employees covered by this Agreement acted in accordance with the rights and responsibilities of the parties and employees as specified in the City of Redmond Civil Service Ordinance and Civil Service Rules and Regulations ("Civil Service"). Pursuant to the authority contained in RCW 41.56 the parties agree pursuant to this Agreement that effective June 1, 1996 the employees in the bargaining unit shall be subject to Civil Service except as otherwise specifically provided herein. The City, RPA and the employees hereby waive any past failure prior to June 1, 1996 to comply with Civil Service and agree to take no action against the other parties hereto based on such failure to comply, including, but not limited to dismissing an employee on the basis that they were not hired in a manner consistent with Civil Service, challenging promotions on the basis that they were not made in conformance with Civil Service procedures, or challenging any discipline, discharge or other employee action by the City on any basis related to Civil Service.

11.~~5~~6.4 **Change of Law Relating to Civil Service** - The Union and the Employer acknowledge that the mandatory application of Civil Service to employees of this bargaining unit is an unsettled issue. If (a) the holding of Teamsters v. Moses Lake, 70 Wn. App. 404, 1993, is overruled by the Washington State Supreme Court, or (b) statutory amendments are adopted which exclude the employees of this bargaining unit from coverage of the state Civil Service statute, the parties agree that the employees and all bargaining unit positions shall immediately cease to be governed by any Civil Service laws and regulations of the state or the Employer, and that the following provisions of this Agreement shall immediately be terminated and be of no further force and effects: the last sentence of Section 8.4; and Section 11.5.

11.~~6~~7 **Removal of Warning Letters** - Warning letters (which shall not include written reprimands) shall not remain in the employee's personnel file for longer than twelve (12) months; provided however, if repeated offenses or deficiencies occur during the period, all such notices may remain in the file until twelve (12) months has elapsed without further offenses of deficiencies.

11.~~7~~8 **Non-Discrimination** - The Employer shall not unlawfully discriminate against any employee with respect to compensation, terms, conditions or privileges of employment, on the basis of race, color, national origin, citizenship or immigration status, creed, religion, age, sex, gender identity, gender expression, marital status, sexual orientation, honorably discharged veteran or military status, Union membership, or the presence of any sensory, mental or physical disability.

ARTICLE 12, GRIEVANCE PROCEDURE

12.1 **Grievance Definition** - A grievance shall be defined as an issue raised relating to the interpretation, application or violation of any terms or provisions of this Agreement.

Step 1 - An employee and/or the Union, may raise a grievance. All grievances shall be presented within twenty-one (21) calendar days of the occurrence or the date the employee actually knew or reasonably should have known of the occurrence of an alleged grievance, whichever is later. The Union or the Employee may bring said grievance to the attention of the affected employee's direct or immediate supervisor in writing, setting forth the nature of the grievance, the facts and/or documents on which it is based, the provision or provisions of the Agreement allegedly violated and the relief requested. If multiple employees are affected, the Union shall identify the appropriate direct or immediate supervisor to bring the grievance to.

Step 2 – The direct or immediate supervisor shall respond in writing to the alleged grievance within fourteen (14) calendar days. If the supervisor's response does not resolve the grievance, the Union shall, within fourteen (14) calendar days after the date of the supervisor's response, submit the grievance to the Police Captain/Manager in writing for adjustment.

Step 3 - The Police Captain/Manager shall respond in writing to the alleged grievance within fourteen (14) calendar days. If the Police Captain/Manager's response does not resolve the grievance, the Union shall, within fourteen (14) calendar days after the date of the Police Captain/Manager's response, submit the grievance to the Police Chief in writing for adjustment.

Step 4 - The Police Chief shall respond in writing to the alleged grievance within fourteen (14) calendar days. If the Police Chief's response does not resolve the grievance, the Union shall, within fourteen (14) calendar days after the date of the Police Chief's response, submit the grievance to the Mayor in writing for adjustment. Upon failure of the Mayor to resolve the alleged grievance within the following fourteen (14) calendar day period, the Union shall then be permitted the right to submit a written demand for arbitration to the Employer, within twenty-eight (28) calendar days.

Step 5 - Mediation - If the grievance is not settled satisfactorily by the Mayor, the Union and the Employer may mutually agree to submit the grievance to mediation. Within fourteen (14) calendar days the two (2) parties shall agree upon a mediator drawn from a panel of neutral mediators trained in grievance mediation. The mediator will attempt to assure that all necessary facts and considerations are revealed to him/her, but will not have authority to compel resolution of the grievance. The parties will not be limited solely to the facts and arguments presented at earlier steps of the grievance procedure. No transcript or record of the mediation conference will be made, nor will formal rules of evidence be followed. If no settlement is reached in mediation, the grievance may be appealed to arbitration in accordance with the procedure in Step 6 below. In this case, the mediator may not serve as arbitrator, nor may any party reference the fact that a mediation conference was held or not held. Nothing said or done by the mediator or any party in the process of the mediation or settlement discussions may be referenced or introduced into evidence at the arbitration hearing. The cost of the mediator shall be borne equally by both parties.

Step 6 - Arbitration - The Employer and the Union shall immediately thereafter select an arbitrator to hear the dispute. If the Employer and the Union are not able to agree upon an arbitrator within five (5) calendar days after receipt by the Employer of the demand for arbitration, the Union and/or Employer may request a list of the seven (7) arbitrators from the Federal Mediation and Conciliation Service or other referral service as agreed by the parties. In the event FMCS is dissolved or is unresponsive to the parties' request for a panel, the parties agree to utilize the Public Employees Relations Commission or to mutually agree to use a comparable agency~~,~~ that maintains a roster of labor arbitrators. After receipt of same the parties shall alternately strike the names of the arbitrators until only one (1) name remains, who shall, upon hearing the dispute, render a decision which shall be final and binding upon all parties. The arbitrator's decision may not provide for retroactivity beyond one hundred eighty (180) days prior to the filing of the grievance.

Arbitrator Limited Authority – The arbitrator shall not have the power to add to, subtract from, or modify the provisions of this Agreement in arriving at a decision of the issue or issues presented; and shall confine decisions solely to the interpretation, application, or enforcement of this Agreement. The arbitrator shall be confined to the issue(s) submitted for arbitration, and shall have no authority to determine any other issue(s) not submitted.

12.2 **Extensions** - In the event one of the parties is unable to meet the time deadlines set forth above, the parties may mutually agree on an extension of timelines.

12.3 **Union Assistance** - Nothing herein shall prevent an employee from seeking assistance from the Union or the Union from furnishing such assistance at any stage of the grievance procedure.

12.4 **Expenses and Attorney's Fees** - The expenses of the arbitrator, the cost of any hearing room and the cost of shorthand reporter, unless such are paid by the State of Washington, shall be borne by the losing party. The arbitrator shall designate the losing party in the arbitration decision. Each party shall be completely responsible for bearing all costs or preparing and presenting its own case, including compensating its own attorneys and witnesses. This agreed allocation of costs is intended to supersede any statutory provision assessing attorneys' fees against a party so long as the City does not appeal an arbitration decision. If the City appeals an arbitration decision, this section shall be null and void as to the grievance giving rise to the arbitration decision from the date the grievance was originally filed, and this section shall not supersede any statutory provision assessing attorneys' fees against the City.

12.5 **Union Business -** Union business conducted by a representative of the Union and aggrieved employee under this Section may be performed during duty hours, with the consent of the Chief of Police or designee.

ARTICLE, 13 SCOPE OF AGREEMENT

13.1 **General** - This Agreement and the Memorandum of Understanding of even date herewith contain all the terms and conditions agreed upon by the parties, and any and all rights concerned with the management and operation of the Department, in accordance with its responsibilities and the powers and authority, which the City possesses, are exclusively that of the Employer unless expressly limited by this Agreement.

13.2 **Personnel Manual** - The City of Redmond Personnel Manual is hereby made a part of this Agreement except that specific provisions of this Agreement shall prevail wherever a conflict therewith exists. The Union shall retain its rights under state law to bargain any changes in the personnel manual which concern or impact mandatory subjects of bargaining. The City will give the Union thirty (30) days' notice prior to any changes.

13.3 **Opportunity to Bargain** - The parties to this Agreement acknowledge that each has had the unlimited right and opportunity to make proposals with respect to any matter deemed a proper subject for collective bargaining. The results of the exercise of that right are set forth in this Agreement. Therefore, the Employer and the Union each voluntarily and unqualifiedly agree to waive the right to oblige the other party to bargain with respect to any subject or matter not specifically covered by this Agreement during the term of the Agreement, except as otherwise mutually agreed upon.

13.4 **Election of Remedies** – It is specifically and expressly understood and agreed that taking a grievance appeal to arbitration constitutes an election of remedies and a waiver of any and all rights by the Union to litigate or otherwise contest the appealed subject matter in any court or other available forum. Likewise, litigation or other contest of the subject matter of the grievance in any court or other available forum shall constitute an election of remedies and a waiver of the right to arbitrate the matter. The Union does not have a right to bypass the arbitration provisions of this Agreement and resort to litigation or any other forum to appeal a grievance based on rights under this Agreement. If the City believes that the Union has violated this provision, it shall notify the Union. The Union shall then have the option of withdrawing either the grievance or other form of litigation.

ARTICLE 14, LEGALITY

14.1 **Severability** - Should any provision of this Agreement or the application of such provision be rendered or declared invalid by a Court of final jurisdiction or by reason of any existing or subsequently enacted legislation, the remaining parts or portions of this Agreement shall remain in full force and effect.

~~**14.2** **Merger** - If, during the term of this Agreement, the Employer elects to consolidate dispatch with other agencies, by merger, contract or otherwise, this Agreement will be reopened to negotiate the impact, including proposals concerning continued employment of Dispatchers.~~

ARTICLE 15, PUBLIC RECORDS REQUEST

15.1 When the Employer receives a public records request for documents located exclusively in an individual employee's personnel, payroll, supervisor, or training the Employer will provide the employee notice of the request in advance (minimum of 10 working days) of the intended release date, in accordance with RCW 42.56.250(2). If the Employer receives a public records request for documents containing Employment and Licsensing information all employees who are members of the Union, the Employer shall notify the Union as soon as possible and prior to the release of the information. For purposes of this section, Employment and Licensing Information means all information described in RCW42.56.250(1).

ARTICLE ~~15~~16, DURATION

~~15~~16.1 Any changes in wages, hours, and working conditions from those previously in effect, shall become effective upon the execution of this agreement, unless a specific, different effective date is indicated for a particular change. (For example, Appendix A wage increase), and shall remain in full force and effect through December 31, ~~2025~~2028.

CITY OF REDMOND **TEAMSTERS LOCAL UNION NO. 117**

By:________________________________
Angela Birney, Mayor

By:______________________________
~~John Searcy~~Paul Dascher, Secretary-Treasurer

Date:____________________________ Date:____________________________

ATTEST:

____
Cheryl Xanthos, City Clerk

Date:____________________________

APPENDIX A
SALARIES AND WAGES

A.1 **2022 Salaries** – Effective January 1, ~~2022~~2026, employees shall receive a cost-of-living adjustment equal to 2.3%. ~~the monthly salaries for employees covered by this Agreement shall be based on the following pay plan table. This represents a one-time competitive market adjustment averaging 4.76% to the pay ranges (no increase to employees' salary), and a 4.25% adjustment to the 2021 pay rates (4.25% increase to employees' salary). This includes moving the Police Support Services Specialist into the same pay range as the Police Support Administrative Specialist, and creating two new classifications as follows:~~

~~**Police Public Information Officer** – Placed within the pay range at 4% above the Police Program Coordinator classification.~~

~~**Police Support Public Records Specialist** – Placed within the pay range at 4% above the Police Support Services Specialist classification.~~

Market Adjustment: Effective January 1, 2026, classification pay ranges will be increased at the percentage identified for those positions that are under market. Market adjustment will be applied prior to COLA adjustment. After the market adjustment is applied, employees will be placed into the next appropriate step without creating a reduction in pay.

Police Support Administrative Specialist Classification: The Police Support Services Specialist classification shall be eliminated and all incumbents shall be reclassified as Police Support Administrative Specialists.

The Police Support Administrative Specialist pay scale shall be increased by 8.17%. Step placements for the incumbents on the new pay scale shall be per the parties' step placement MOU.

Effective 1/1/2026
Laura Veith – Step A
Leticia Florez – Step B
Olivia Edge- Step B
Anna Yang – Step C
Mary Spalding – Step D
Chloe Roberts – Step D

~~2022 PAY PLAN PS* - POLICE SUPPORT~~								
~~Effective Jan. 1, 2022~~								
-			~~Monthly~~			~~Annually~~		
~~Grade~~	~~FLSA~~	~~Position Title~~	~~Min~~	~~Mid~~	~~Max~~	~~Min~~	~~Mid~~	~~Max~~
~~TBD~~	~~NE~~	~~Police Public Information Officer~~	~~$5,513~~	~~$6,997~~	~~$8,480~~	~~$66,156~~	~~$83,964~~	~~$101,760~~

~~C113~~	~~NE~~	~~Crime Analyst~~	~~$6,090~~	~~$7,005~~	~~$7,918~~	~~$73,080~~	~~$84,060~~	~~$95,016~~
~~C116~~	~~NE~~	~~Police Program Coordinator~~	~~$5,301~~	~~$6,728~~	~~$8,154~~	~~$63,612~~	~~$80,736~~	~~$97,848~~
~~C15~~	~~NE~~	~~Lead Communications Dispatcher~~	~~$5,495~~	~~$6,671~~	~~$7,847~~	~~$65,941~~	~~$80,053~~	~~$94,164~~
~~C13~~	~~NE~~	~~Communications Dispatcher~~	~~$5,421~~	~~$6,235~~	~~$7,048~~	~~$65,052~~	~~$74,820~~	~~$84,576~~
~~C14~~	~~NE~~	~~Lead Police Support Services Specialist~~	~~$5,462~~	~~$6,281~~	~~$7,100~~	~~$65,544~~	~~$75,372~~	~~$85,200~~
~~TBD~~	~~NE~~	~~Police Support Public Records Specialist~~	~~$5,199~~	~~$5,979~~	~~$6,758~~	~~$62,388~~	~~$71,748~~	~~$81,096~~
~~C115~~	~~NE~~	~~Legal Advocate~~	~~$4,806~~	~~$5,837~~	~~$6,867~~	~~$57,672~~	~~$70,044~~	~~$82,404~~
~~C19~~	~~NE~~	~~Property Evidence Technician~~	~~$4,979~~	~~$5,724~~	~~$6,470~~	~~$59,748~~	~~$68,688~~	~~$77,640~~
~~C11~~	~~NE~~	~~Police Support Services Specialist~~	~~$4,999~~	~~$5,749~~	~~$6,499~~	~~$59,988~~	~~$68,988~~	~~$77,988~~
~~C20~~	~~NE~~	~~Police Support Administrative Assistant~~	~~$4,996~~	~~$5,362~~	~~$6,061~~	~~$55,952~~	~~$64,344~~	~~$72,732~~
~~C21~~	~~NE~~	~~Police Support Administrative Specialist~~	~~$4,999~~	~~$5,749~~	~~$6,499~~	~~$59,988~~	~~$68,988~~	~~$77,988~~

~~Effective July 1, 2022:~~

- ~~New automatic 60-month, six-step pay scale.~~
- ~~Advancement through the proficiency levels shall be automatic, provided performance of the employee is progressing satisfactorily. Should performance not be progressing satisfactorily, the next automatic step may be extended for up to six (6) months, provided the employee has been notified in writing at least thirty (30) days prior to the date the increase would become effective.~~
- ~~Five equally dispersed annual pay steps (6 steps total).~~
- ~~4.0% equal annual pay step adjustments.~~
- ~~Each employee will be placed into the appropriate next highest step from their current salary, and will receive the relevant salary percent increase to move into that step.~~

A.1.1 2026 Pay Plan:

202~~2~~6 PAY PLAN PS* - POLICE SUPPORT								
Effective ~~July 1, 2022~~January 1, 2026								
Grade	FLSA	Job Title	Step A 0-12 Mo/Yr	Step B 13-24 Mo/Yr	Step C 25-36 Mo/Yr	Step D 37-48 Mo/Yr	Step E 49-60 Mo/Yr	Step F 61+ Mo/Yr
C30	NE	Police Public Information Officer	~~$6,970~~ ~~$83,640~~	~~$7,249~~ ~~$86,988~~	~~$7,539~~ ~~$90,46~~	~~$7,841~~ ~~$94,08~~	~~$8,154~~ ~~$97,851~~	~~$8,480~~ ~~$101,765~~

					~~8~~	~~7~~		
C113	NE	Crime Analyst	~~$6,508 $78,096~~	~~$6,768 $81,216~~	~~$7,039 $84,468~~	~~$7,320 $87,840~~	~~$7,613 $91,356~~	~~$7,918 $95,016~~
C116	NE	Police Program Coordinator	~~$6,702 $80,424~~	~~$6,970 $83,640~~	~~$7,249 $86,988~~	~~$7,539 $90,468~~	~~$7,841 $94,092~~	~~$8,154 $97,848~~
~~C13~~	~~NE~~	~~Communications Dispatcher~~	~~$5,793 $69,516~~	~~$6,025 $72,300~~	~~$6,266 $75,192~~	~~$6,516 $78,192~~	~~$6,777 $81,324~~	~~$7,048 $84,576~~
~~C15~~	~~NE~~	~~Lead Communications Dispatcher~~	~~$6,450 $77,400~~	~~$6,708 $80,496~~	~~$6,976 $83,712~~	~~$7,255 $87,060~~	~~$7,545 $90,540~~	~~$7,847 $94,164~~
C14	NE	Lead Police Support Services Specialist	~~$5,836 $70,032~~	~~$6,070 $72,840~~	~~$6,312 $75,744~~	~~$6,565 $78,780~~	~~$6,827 $81,924~~	~~$7,100 $85,200~~
C25	NE	Police Support Public Records Specialist	~~$5,555 $66,660~~	~~$5,777 $69,324~~	~~$6,008 $72,096~~	~~$6,249 $74,988~~	~~$6,499 $77,988~~	~~$6,758 $81,096~~
C115	NE	Legal Advocate	~~$5,644 $67,728~~	~~$5,870 $70,440~~	~~$6,105 $73,260~~	~~$6,349 $76,188~~	~~$6,603 $79,236~~	~~$6,867 $82,404~~
C19	NE	Property Evidence Technician	~~$5,318 $63,816~~	~~$5,530 $66,360~~	~~$5,752 $69,024~~	~~$5,982 $71,784~~	~~$6,221 $74,652~~	~~$6,470 $77,640~~
C11	NE	Police Support Services Specialist	~~$5,341 $64,092~~	~~$5,555 $66,660~~	~~$5,777 $69,324~~	~~$6,008 $72,096~~	~~$6,249 $74,988~~	~~$6,499 $77,988~~
C20	NE	Police Support Administrative Assistant	~~$4,982 $59,784~~	~~$5,181 $62,172~~	~~$5,389 $64,668~~	~~$5,604 $67,248~~	~~$5,828 $69,936~~	~~$6,061 $72,732~~
C21	NE	Police Support Administrative Specialist	~~$5,341 $64,092~~	~~$5,555 $66,660~~	~~$5,777 $69,324~~	~~$6,008 $72,096~~	~~$6,249 $74,988~~	~~$6,499 $77,988~~

A.2 **2027~~2023~~ Salaries** - Effective January 1, 2027~~3~~, the monthly salary ranges for each position in the bargaining unit, and the individual rates of pay for employees in those positions shall be increased by one hundred percent (100%) of the first half annual 2026~~2~~ Consumer Price Index-W (CPI-W) for Seattle/Tacoma/Bellevue, with a two percent (2%) minimum and a five percent (5.0%) maximum.

A.3 **2028~~2024~~ Salaries** - Effective January 1, 2028~~4~~, the monthly salary ranges for each position in the bargaining unit, and the individual rates of pay for employees in those positions shall be increased by one hundred percent (100%) of the first half annual 2027~~3~~ Consumer Price Index-W (CPI-W) for Seattle/Tacoma/Bellevue, with a two percent (2%) minimum and a five percent (5%) maximum.

~~**A.4** **2025 Salaries** - Effective January 1, 2025, the monthly salary ranges for each~~

~~position in the bargaining unit, and the individual rates of pay for employees in those positions shall be increased by one hundred percent (100%) of the first half annual 2024 Consumer Price Index-W (CPI-W) for Seattle/Tacoma/Bellevue, with a two percent (2%) minimum and a five percent (5.0%) maximum.~~

A.~~5~~4 **Crime Prevention Officer and Public Information Officer (PIO)** - All of the duties that have been performed by the Crime Prevention Officer and all of the duties performed by the Public Information Officer (PIO) may be assigned either to this bargaining unit or to a civilian position covered by the Police Support Bargaining Unit.

A.~~6~~5 **Effective Dates of Pay Increases** - All increases in rates of pay shall become effective on the first of the following pay period.

A.~~7~~6 **Promotional Pay Raises** - An employee who is promoted receives a pay increase on the effective date of the promotion. Normally, the increase is a minimum of six percent (6%) or to the minimum of the new pay range, whichever is greater. The employee's pay anniversary date is adjusted to the date of promotion.

A.~~8~~7 An employee assigned the duties of training another employee in this bargaining unit, either in a new position or needing remedial training, shall be referred to as a Training Officer (T.O.). T.O.s shall receive ¼ hour of overtime pay for every 2 hours worked as a T.O. The hours worked as a T.O. will be credited per shift.

A.~~9~~8 **Service Recognition Pay** – Service Recognition Pay will be paid per pay to regular full-time Employees, as follows:

Years of Service	Paid Per Pay	= Monthly	= Annually
After 6 years (Effective the first full month of the 7th year*)	$100	$200	$2,400
After 10 years (Effective the first full month of the 11th year)	$125	$250	$3,000
After 15 years (Effective the first full month of the 16th year)	$150	$300	$3,600
After 20 years (Effective the first full month of the 21st year)	$175	$350	$4,200
After 25+ years (Effective the first full month of the 26th year)	$200	$400	$4,800

*For example, employee hired May 5, 2022: Employee would finish the first six years of service through May 5, 2028, and the service recognition pay would be effective June 1, 2028.

Service Recognition Pay will be paid to regular part-time employees in a prorated amount per the following schedule:

Part Time Hours/Week	Longevity Pay Accrual Ratio
20.0 to 22.4	0.50
22.5 to 27.4	0.625
27.5 to 32.4	0.75
32.5 to 37.4	0.875

A.~~10~~9 **Retroactive Pay** - The parties agree that any retroactive compensation due upon execution of an agreement will be paid on the next regular payday which is more than forty-five (45) days from the date of execution of the agreement. Further, the parties agree that retroactive compensation for the period before the execution of the collective bargaining agreement for that period will be paid only to individuals who either (a) are on the payroll as of the date of ratification, (b) have retired, or (c) leave employment as a result of disability.

A.10 **New Hire Pay** - At the discretion of the hiring manager, a new hire may be permitted to start above Step A (up to Step C) of the appropriate wage scale based on their prior experience.

APPENDIX B
BILL OF RIGHTS

B.1 An employee of the Redmond Police Department shall be entitled to be advised in writing, of the particular nature of an internal investigation, and other information which shall reasonably inform the employee of the allegations against them, and as to whether the employee is a witness or the focus of the investigation. If the employee is the focus of the investigation and it does not entail a concurrent criminal investigation, this information shall be provided thirty (30) hours prior to interview of the employee and should include names of the complainant and witnesses (unless the witness is a confidential informant or otherwise requests anonymity). This Section shall not apply to the initial gathering of physical drug testing or breathalyzer evidence, which occurs surrounding the initial call or incident.

B.2 Interviews of said Police Department employees shall be at a reasonable hour; preference for such time of interviews shall be when the individual is on duty and/or during the daytime; provided, however, that the gravity and exigencies of the investigation shall in all cases control the time of said interview. If prior to or during the interview it is deemed that the employee may be charged with a criminal offense, the employee shall be immediately informed of their constitutional rights.

B.3 Interviews shall be held at the Redmond Police Station or City Hall, except when this would be impractical. The employees shall be afforded an opportunity and the necessary facilities to contact an attorney and/or Union representative prior to commencement of the interview. The employee's attorney and/or the Union representative may be present during the interview, but said attorney and/or Union representative shall not be permitted to participate in the interview. Nothing herein shall in any way restrict the rights of the attorney and/or the Union representative to consult with the employee during the process of the interview.

B.4 The interview shall be conducted in the most expeditious manner consistent with the scope and gravity of the subject matter of the interview and the employee shall at all times be given reasonable periods to attend to personal necessities, such as meals, telephone calls to the employee's private attorney and rest periods. The employee shall not be subjected to any profane language nor threatened with dismissal, transfer or other disciplinary punishment as a guise to obtain the resignation of said employee nor shall the employee be subjected to intimidation in any manner during the process of interview. No promises or rewards shall be made to the said employee as an inducement to answer questions.

B.5 To the mutual benefit of both parties the interview will generally be recorded and a copy will be provided to the Union. Within a reasonable period after the conclusion of the investigation and no later than seventy-two (72) hours (not counting Saturday or Sunday) prior to a pre-disciplinary hearing, the employee shall be advised of the results of the investigation and the recommended disposition (which may be a range of possible dispositions) and shall be provided a copy of the investigatory file excluding information from and the identity of confidential informants and other witnesses requesting confidentiality upon which the department does not intend to rely.

B.6 An employee covered by this Agreement shall not be required to take or be subjected to any lie detector tests or similar tests as a condition of continued employment within the Redmond Police Department.

All complaints are logged, and all case documentation shall remain confidential within the Internal Affairs Unit/Section and to the Chief. Cases shall become part of the Department Administrative file and the conclusion of sustained findings provided to Human Resources for inclusion in the employee's personnel records. Investigative findings will be retained and destroyed in accordance with minimum record retention requirements.

B.7 Nothing contained in any of the above provisions shall restrict and/or limit the authority of the Chief of Police in the performance of his duties and responsibilities as the Chief Administrator of the Redmond Police Department.

Drug and Alcohol Policy

B.8 **<u>Policy</u>.** The City and the Union recognize that drug use by employees would be a threat to the public welfare, the safety of department personnel, and the public confidence in the Redmond Police Department. Use of illegal substances or drug substance abuse is unacceptable for a member of the Redmond Police Department and worthy of strong administrative action. It is the goal of this policy to address, eliminate illegal drug usage and substance abuse through education, rehabilitation of the affected personnel, and other appropriate actions based on the totality of circumstances. In addition to the existing Department and City policies, the parties acknowledge that the use of alcoholic beverages or unauthorized drugs shall not be permitted at the City's work sites and/or while an employee is on duty nor shall an employee report for duty under the influence of alcohol or unauthorized drugs.

While the City wishes to assist employees with alcohol or chemical dependency problems, safety is the City's first priority. Therefore, employees shall not report for work or continue working if they are under the influence of, or impaired by, the prohibited substances listed in this appendix or impaired by any other drug or substance of any nature. Employees participating in treatment programs are expected to observe all job performance standards and work rules.

B.9 **<u>Informing Employees About Drug and Alcohol Testing</u>.** All employees shall be fully informed of this drug and alcohol testing policy. Employees will be provided with information concerning the impact of the use of alcohol and drugs on performance.

Employees who voluntarily come forward and ask for assistance to deal with a drug or alcohol problem shall not be disciplined by the City solely for coming forward and admitting a problem. The City shall not be prevented from disciplining an employee for other legitimate reasons just because the employee has voluntarily asked for assistance with a drug or alcohol problem.

The City encourages employees to seek treatment for drug and alcohol abuse voluntarily. To encourage employees to do so, the City makes available the Employee Assistance Program (EAP).

Any decision to voluntarily seek help through the Employee Assistance Program, or privately, will not in and of itself interfere with an employee's continued employment or eligibility for promotional opportunities. Information regarding an employee's participation in the Employee Assistance Program will be maintained in confidence.

B.10 **Employee Testing.** Unless otherwise required by law, employees shall not be subject to random urine testing, blood testing or other similar or related tests for the purpose of discovering possible drug or alcohol abuse. If the City has reasonable suspicion to believe an employee's work performance is impaired due to drug or alcohol use, the City may require the employee to undergo a drug and/or alcohol test consistent with the conditions set forth in this Appendix.

Reasonable suspicion for the purposes of this article is defined as follows: The City's determination that reasonable suspicion exists shall be based on specific, articulated observations concerning the appearance, behavior, speech or body odors of an employee.

B.11 **Sample Collection and Testing.** The collection and testing of urine and blood samples shall be performed at a City approved facility. In the event that collection and testing at a City approved facility is not feasible for any reason, the collection and testing shall be at another laboratory or health care professional qualified and authorized to administer and perform drug testing, evaluation and reporting according to the Substance Abuse and Mental Health Services Administration (SAMHSA) or successor agency guidelines. The sample collection and testing shall be performed consistent with SAMSHA guidelines.

Employees have the right, upon making a request promptly after being informed of the request for a sample, to a reasonable opportunity for Union and/or legal representation to be present during the submission of the sample, provided that the Union or legal representative must be available at the testing facility within one-half (1/2) hour of the request. Prior to submitting to a urine or blood sample, the employee will be required to sign a consent and release form as attached to this Appendix. Failure of the employee to sign the consent and release form as attached shall be grounds for discipline.

In the event of a positive test result, a split sample shall be reserved. All samples must be stored in a manner as established by SAMHSA. All positive confirmed samples and related paperwork must be retained for at least six (6) months or for the duration of any grievance, disciplinary action, or legal proceedings, whichever is longer.

B.12 **Drug Testing.** The laboratory shall test for the substances and within the limits as provided by the Department of Health and Human Services Substance Abuse and Mental Health Services Administration ("SAMHSA") Mandatory Guidelines for Federal Workplace Drug Testing Programs ("SAMHSA Standards").

Drug test results gathered under this Appendix will not be used in a criminal investigation or prosecution.

B.13 **Alcohol Testing.** A breathalyzer or similar equipment certified by the state toxicologist shall be used to screen for alcohol use, and if positive, the results shall be confirmed by a blood alcohol test performed by at a City approved facility or other qualified laboratory. This screening test shall be performed by an individual properly qualified to perform the tests utilizing appropriate equipment. An initial positive alcohol level shall be 0.02 grams per 210 L. of breath. That is, if both breaths register at .02 or above, that constitutes a positive test. If only one breath is at .02 or above and the other is below .02, the test is negative. If initial testing results are negative, testing shall be discontinued, all samples destroyed and records of the testing expunged from the employee's files. Only specimens identified as positive on the initial test shall be confirmed by using a blood alcohol level. Sample handling procedures, as detailed herein, shall apply. A positive blood alcohol level shall be 0.02 grams per 100 ml of blood. If confirmatory testing results are negative, all samples shall be destroyed and records of the testing expunged from the employee's files.

B.14 **Laboratory Results.** The laboratory will initially advise only the employee and any Medical Review Physician as indicated by SAMHSA Standards of any positive results. The results of any positive drug or alcohol test will be released to the City by the City's identified drug test provider once any Medical Review Physician has finished review and analysis of the laboratory's test. Unless otherwise required by law, the City will keep the results confidential and shall not release them to the general public. If the employee believes that the conclusions are in error, the employee may obtain an additional examination at the employee's own expense for consideration. Nothing in this Appendix shall prevent the City from using the results or fact of testing as evidence to defend itself, its employees or its position in any grievance, arbitration or legal proceedings.

B.15 **Testing Program Costs.** The City shall pay for all costs incurred for drug and alcohol testing required by the City hereunder, as well as the expenses associated with the Medical Review Physician. Travel to and from the laboratory or other collection location, and the time required to take the test shall be considered on duty time, provided that the City shall have the right to adjust the employee's schedule to avoid an overtime obligation.

B.16 **Duty Assignment After Treatment.** If the duty assignment for an employee is modified or changed as a result of a rehabilitation program, then after an employee successfully completes their rehabilitation program, the employee shall be returned to the regular duty assignment held prior to the rehabilitation program if such an assignment is open. If an employee comes forward and requests assistance with a drug or alcohol problem under this Appendix, once treatment and follow-up care is completed, and one (1) year has passed with no further violations of this Appendix, the employee's personnel and medical files shall be purged of any reference to their drug problem or alcohol problem. All other violations of this Appendix shall remain a part of the employee's permanent personnel file.

B.17 **Right of Appeal** The employee has the right to challenge the drug or alcohol test and any discipline imposed in the same manner that they may grieve any other City action.

B.18 **Psychological Evaluations**

B.18.1 Any relevant medical history of the employee which the examining professional conducting a psychological evaluation requests shall be released by the employee only to the examining professional.

B.18.2 The examining professional shall issue a written report to the Employer, as the client, provided however, the employee shall have the right to meet with the examining professional to discuss the evaluation results, and provided further that such report shall be released only as provided in the Department's Medical Release.

B.18.3 If the employee believes that the conclusions of the examining professional are in error, the employee may obtain an additional examination at the employee's own expense and the Employer will provide the examining professional with documents which were utilized by the Employer's examining professional.

B.18.4 The Employer will undertake to have the Employer's examining professional make themselves available to answer appropriate questions by the examining professional who conducts the independent examination. The Employee shall bear the costs of the Employer's examining professional's time to the extent the time required to answer such questions exceeds one (1) hour.

B.18.5 Should an employee grieve a disciplinary or discharge action taken as a result of a psychological examination, the Employer shall allow release of the examination and supporting documents upon which it relies for the action, and all other prior examinations of the employee determined to be relevant by the grievance arbitrator after a confidential review by the arbitrator.

B.19 **Personnel Records**

B.19.1 The Employer will notify an employee upon receipt of a public disclosure request for information in the employee's personnel file. The procedure relating to the response to such request shall be as provided in the Personnel Manual.

B.19.2 **Personnel File Review:** Each employee's personnel files shall be open for review by the employee.

B.19.3 **Contents.** A "personnel file" shall be defined as any file pertaining to the bargaining unit member's employment status, work history, training, disciplinary records, or other personnel-related matters pertaining to the bargaining unit member. It is further understood that a personnel file does not include material relating to medical records, pre-appointment interview forms, Internal Affairs files, or applicant background investigation documents such as, but not limited to, psychological evaluations and polygraph results.

APPENDIX C
MANAGEMENT RIGHTS

The Union recognizes the prerogative of the City to operate and manage its affairs in all respects in accordance with its responsibilities and powers of authority.

The City reserves any and all exclusive rights concerning the management and operation of the Department, except as specifically limited in this Agreement. In exercise of such exclusive management right, it is not intended that any other provisions of this Agreement providing a specific benefit or perquisite to the covered employees shall be changed, modified, or otherwise affected without concurrence of the Union. Except as otherwise provided by this CBA, proposed changes by the City regarding wages, hours, and working conditions, pursuant to RCW 41.56.030 (4), shall be negotiated with the Union prior to the change.

Specific and Exclusive Management Rights. Subject to provisions of this Agreement, the City reserves the following specific and exclusive management rights:

a) To recruit, assign, transfer, or promote members to positions within the Department, including the assignment of employees to specific jobs;

b) To suspend, demote, discharge, or take other disciplinary actions against members for just cause;

c) To determine the keeping of records;

d) To establish employment qualifications for new employee applications, to determine the job content and/or job duties of employees and to execute the combination or consolidation of jobs;

e) To determine the mission, methods, processes, means, policies, and personnel necessary for providing service and Department operations, including, but not limited to: determining the increase, diminution, or change of operations in whole or in part, including the introduction of any and all new, improved, automated methods of equipment, and making facility changes;

f) To control the Department budget, and if deemed appropriate to the City, to implement a reduction in force;

g) To schedule training, work, and overtime as required in a manner most advantageous to the Department and consistent with requirements of municipal employment and public safety, subject to provisions of this Agreement;

h) To establish reasonable work rules and to modify training;

i) To approve all employees' vacation and other leaves;

j) To take whatever actions are necessary in emergencies in order to assure the proper functioning of the Department; and

k) To manage and operate its departments, except as may be limited by provisions of this agreement.

Incidental Duties not Always Described. It is understood by the Parties that every incidental duty connected with operations enumerated in job descriptions is not always specifically described.

POLICE SUPPORT NEGOTIATIONS

Summary of Negotiated Changes – Outcome for Council Packet

Tentative Agreement Reached: September 4, 2025
Union Voted to Accept: September 22, 2025
Duration: 3-year contract

Labor	Management
Eamon McCleery, Union Attorney Jenna Barnes, Police Program Coordinator	Cathryn Laird, HR Director (Lead Negotiator) Kseniya Daly, Deputy HR Director Chief Lowe, Police Chief Mavic Hizon, Civilian Commander

Note: Police Telecommunicators were removed from the Police Support Collective Bargaining Agreement (CBA), due to the Department of Retirement Services (DRS) requiring Telecommunicators to change from the Public Employees' Retirement System (PERS) to the Public Safety Employees' Retirement Systems (PSERS). As a result of this change, Telecommunicators needed to establish their own separate CBA. Throughout the Police Support CBA, all Telecommunicator references are deleted. These changes are not highlighted in the proposals below.

Article	Proposal	Reason	Outcome
Article 1 Definitions	Updated definition of "Employee" and "Part Time Employee."	Mirror Police Officers' definitions.	Language clarification.
Article 2 Recognition Union	Updated union recognition language, supplemental employee duration restrictions, and special project employment specifications, .	Parameters on duration to use supplemental employees and when Chief can assign special projects.	Process clarification.
Article 4 Hours of Work, Overtime, Callback, Compensatory Time and Stand-by	• Overtime (OT) and compensatory (comp) time language processes clarified. • Additional comp time allowance deleted. • First Call for Public Information Officer language simplified at 2 hours overtime. • Daylight savings time language simplified and full schedule paid. • Additional paid 15 to 30 minute wellness break upon request. • Clarification for employees who arrive to work late due to increment weather or emergency situation.	Language changes met the interests for both the City and the Union. Came to agreement on a variety of subsections that positively impacted both sides.	Process and language clarifications.
Article 5 Seniority and Personnel Reduction	• Allow scheduled vacation to be changed to comp time. • Added language that part time employees are laid off first.	Union interests to have flexibility to save vacation hours and clarification that part time employees are laid off before full time employees.	Came to language agreement that positively impacted both sides.

Article	Proposal	Reason	Outcome
Article 7 Holidays	(All language edits to remove Telecommunicators language)	N/A	N/A
Article 8 Leaves	• Sick leave cashout at retirement mandatory deposit into HRA VEBA. • Sick leave cashout at 100% upon the employee's death. • Bereavement leave used within 6 months of death instead of 14 days. • Unpaid leave of absence capped at 6 months instead of 12 months. • Use of sick leave for Shared Leave donations.	Language changes met the interests for both the City and the Union.	Came to language agreement on a variety of subsections that positively impacted both sides.
Article 9 Insurance Benefits	• Disability benefits language from Memorandum of Understanding (MOU) added to CBA. • City agree to fund Retiree's Welfare Trust (RWT) in exchange for withdrawal of high-cost union proposals.	• Disability language added to CBA that is consistent across all unions and Personnel Manual. • Use of RTW as leverage to get to agreement.	• Disability benefits consistently administered. • RWT obtained withdrawal of other high-cost union proposals.
Article 10 Uniforms	• Clarification on uniform requirements. • $500 annual stipend to employees required to wear a uniform. • Establishment of a Uniform Committee.	Completely revised article to clarify the use of uniforms and to have the Uniform Committee provide refinements to the program on a regular basis.	Process clarification.
Article 11 Miscellaneous	• Tuition Reimbursement reference to the Personnel Manual. • Probation period 1 year instead of 6 months. • Non-discrimination language regarding gender identity and expression.	Language changes met the interests for both the City and the Union.	Came to agreement on subsections that positively impacted both sides and allows for consistent process administration.

Article	Proposal	Reason	Outcome
Article 12 Grievance Procedure	Updated language for option to use PERC arbitrators if going to arbitration.	Language clarification.	Language expansion.
Article 13 Scope of Agreement	Retain Election of Remedies language with language clarification.	Union wanted to delete entire subsection but agreed to adding language clarification.	Language consistency.
Article 14 Legality	(All language removing Telecommunicators language)	N/A	N/A
Article 15 (New Article) Public Records Request	Adding in new RCW language on employee notification of records requests.	Provides notice to employees when their records are being requested through the public records process.	Transparency for union members
Appendix A – Salaries and Wages	• 2026 COLA Flat rate 2.3% (ranges adjusted if under-market but no change in salary) • 2027 and 2028 COLA CPI-W First Half with 2% min and 5% max • Elimination of Police Support Services Specialist classification and all employees placed into Police Support Administrative Specialist classification, with pay range adjusted by 8.41% to match internal equity and MOU agreement of what step each affected employee will be placed. • New language to hire up to Step C.		• Identified financials to get to final agreement on the successor Collective Bargaining Agreement • Administrative Specialist and Administrative Assistant pay ranges adjusted for internal equity alignment along with market adjustment. • Hiring up to Step C provides for hiring flexibility when selecting a highly qualified candidate
Language Clean-Up	Changing language to gender-neutral.	To create consistency in reference to employees.	No cost/ Language clean up

Attachment C

NON-CODE

CITY OF REDMOND
ORDINANCE NO. XXXX

AN ORDINANCE OF THE CITY OF REDMOND, WASHINGTON, AMENDING PAY PLANS “PS” AND “S-PS,” IN ORDER TO SET SALARIES FOR POLICE SUPPORT EMPLOYEES COVERED BY THE TEAMSTERS LOCAL UNION NO. 117 BARGAINING UNIT FOR THE YEAR 2026; PROVIDING FOR SEVERABILITY AND ESTABLISHING AN EFFECTIVE DATE

WHEREAS, Pay Plan “PS” and the Supplemental Pay Plan “S-PS” were established and put into effect the negotiated salary ranges agreed to through the collective bargaining process and adopted; and

WHEREAS, the salary ranges will now be adjusted in accordance with the negotiated agreement with the Teamsters local Union No.117 bargaining unit, representing Police Support employees.

NOW, THEREFORE, THE CITY COUNCIL OF THE CITY OF REDMOND, WASHINGTON, DO ORDAIN AS FOLLOWS:

<u>Section 1.</u> <u>Pay Plan Amended.</u> (A) Effective January 1, 2026, Pay Plan “PS” covering all employees in the Police Support bargaining unit is hereby amended and the salary ranges adjusted by 2.3 percent, above the ranges in effect on December 31, 2025 as adopted by Ordinance No. 3205. In conjunction with the adjustment of the salary ranges, the salaries for all employees covered by the Police Support bargaining unit will increase across-the-board by 2.3 percent, above the ranges in effect on December 31, 2025.

The amended Pay Plan is attached as Exhibit 1 and incorporated herein as if set forth in full.

(B) Effective January 1, 2026, the following classifications are created and added to the Pay Plan “PS”: Real Time Crime Analyst, Senior Police Support Administrative Specialist and Parking Enforcement Officer.

C) Effective January 1, 2026, the following titles have been removed from Pay Plan “PS”: Public Safety Telecommunicator and Lead Public Safety Telecommunicator.

D) Effective January 1, 2026, the following titles have been eliminated from Pay Plan “PS”: Lead Police Support Services Specialist, Police Support Public Records Specialist, and Police Support Services Specialist.

Section 2. Pay Plan “S-PS”. (A) Effective January 1, 2026, Supplemental Pay Plan “S-PS” covering supplemental Police Support employees is hereby adjusted to reflect pay ranges that represent 80 percent to 110 percent of the lowest pay for a comparable Regular position, as adopted by Ordinance No. 3205. The amended Pay Plan is attached as Exhibit 2 and incorporated herein as if set forth in full.

(B) Effective January 1, 2026, the following classifications are created and added to the Pay Plan “S-PS”: Real Time Crime Analyst, Senior Police Support Administrative Specialist and Parking Enforcement Officer.

C) Effective January 1, 2026, the following titles have been removed from Pay Plan “S-PS”: Public Safety Telecommunicator and Lead Public Safety Telecommunicator.

D) Effective January 1, 2026, the following titles have been eliminated from Pay Plan “S-PS”: Lead Police Support Services Specialist, Police Support Public Records Specialist, and Police Support Services Specialist.

Section 3. Severability. If any section, sentence, clause, or phrase of this ordinance 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 ordinance.

Section 4. Effective Date. This ordinance shall take effect five days after its publication, or publication of a summary thereof, in the City’s official newspaper, or as otherwise provided by law.

ADOPTED by the Redmond City Council this ____ day of November, 2025.

CITY OF REDMOND

____
MAYOR ANGELA BIRNEY

ATTEST:

____
CHERYL XANTHOS, MMC, CITY CLERK (SEAL)

APPROVED AS TO FORM

____
REBECCA MUELLER, CITY ATTORNEY

FILED WITH THE CITY CLERK:
PASSED BY THE CITY COUNCIL:
SIGNED BY THE MAYOR:
PUBLISHED:
EFFECTIVE DATE:
ORDINANCE NO.: _________

Redmond
WASHINGTON

2026 PAY PLAN PS* - POLICE SUPPORT					
Ordinance No. Teamsters Local No. 117 - Representing the Police Support Bargaining Unit Effective January 1, 2026					
Grade	FLSA	Position Title	Step	Monthly	Annual
C30	NE	Police Public Information Officer	A	$8,465.84	$101,590.04
			B	$8,804.10	$105,649.16
			C	$9,156.13	$109,873.61
			D	$9,522.97	$114,275.65
			E	$9,903.55	$118,842.62
			F	$10,298.93	$123,587.19
C113	NE	Crime Analyst	A	$7,647.95	$91,775.38
			B	$7,952.80	$95,433.62
			C	$8,273.00	$99,276.01
			D	$8,602.41	$103,228.88
			E	$8,948.18	$107,378.17
			F	$9,306.23	$111,674.77
TBD	NE	Real Time Crime Analyst *(NEW)*	A	$7,795.26	$93,543.12
			B	$8,107.07	$97,284.84
			C	$8,431.35	$101,176.24
			D	$8,768.61	$105,223.29
			E	$9,119.35	$109,432.22
			F	$9,510.83	$114,129.97
C116	NE	Police Program Coordinator	A	$7,876.08	$94,512.92
			B	$8,192.18	$98,306.21
			C	$8,519.54	$102,234.53
			D	$8,860.20	$106,322.44
			E	$9,215.18	$110,582.21
			F	$9,583.46	$115,001.57
~~C13~~	~~NE~~	~~Public Safety Telecommunicator~~ *(Moved to new pay plan under a different CBA)*	~~A~~		
			~~B~~		
			~~C~~		
			~~D~~		
			~~E~~		
			~~F~~		
~~C15~~	~~NE~~	~~Lead Public Safety Telecommunicator~~ *(Moved to new pay plan under a different CBA)*	~~A~~		
			~~B~~		
			~~C~~		
			~~D~~		
			~~E~~		
			~~F~~		

Redmond
WASHINGTON

2026 PAY PLAN PS* - POLICE SUPPORT

Ordinance No.
Teamsters Local No. 117 - Representing the Police Support Bargaining Unit
Effective January 1, 2026

Grade	FLSA	Position Title	Step	Monthly	Annual
~~C14~~	~~NE~~	~~Lead Police Support Services Specialist~~	~~A~~		
		(Position eliminated)	~~B~~		
			~~C~~		
			~~D~~		
			~~E~~		
			~~F~~		
TBD	NE	Senior Police Support	A	$7,259.21	$87,110.50
		Administrative Specialist *(NEW)*	B	$7,549.58	$90,594.92
			C	$7,851.56	$94,218.71
			D	$8,165.62	$97,987.46
			E	$8,492.25	$101,906.96
			F	$8,856.11	$106,273.33
~~C25~~	~~NE~~	~~Police Support Public Records Specialist~~	~~A~~		
		(Position eliminated)	~~B~~		
			~~C~~		
			~~D~~		
			~~E~~		
			~~F~~		
C115	NE	Legal Advocate	A	$6,843.01	$82,116.12
			B	$7,118.50	$85,422.05
			C	$7,403.50	$88,841.97
			D	$7,697.99	$92,375.89
			E	$8,007.26	$96,087.13
			F	$8,327.09	$99,925.05
C12	NE	Community Support Officer	A	$6,377.38	$76,528.58
			B	$6,632.11	$79,585.31
			C	$6,898.09	$82,777.07
			D	$7,174.30	$86,091.59
			E	$7,460.74	$89,528.87
			F	$7,759.46	$93,113.46

Redmond
WASHINGTON

2026 PAY PLAN PS* - POLICE SUPPORT

Ordinance No.
Teamsters Local No. 117 - Representing the Police Support Bargaining Unit
Effective January 1, 2026

Grade	FLSA	Position Title	Step	Monthly	Annual
C19	NE	Property Evidence Technician	A	$6,303.25	$75,639.03
			B	$6,555.01	$78,660.14
			C	$6,818.12	$81,817.44
			D	$7,090.51	$85,086.17
			E	$7,374.26	$88,491.11
			F	$7,670.38	$92,044.62
C11	NE	Police Support Administrative Specialist	A	$6,788.86	$81,466.35
		~~Police Support Services Specialist~~	B	$7,062.19	$84,746.25
		(Position eliminated)	C	$7,343.26	$88,119.11
			D	$7,636.50	$91,638.03
			E	$7,943.02	$95,316.30
			F	$8,261.72	$99,140.63
C20	NE	Police Support Administrative Assistant	A	$6,345.77	$76,149.24
			B	$6,598.54	$79,182.44
			C	$6,863.50	$82,361.98
			D	$7,136.22	$85,634.64
			E	$7,422.25	$89,066.94
			F	$7,719.36	$92,632.28
TBD	NE	Parking Enforcement Officer *(NEW)*	A	$5,217.30	$62,607.60
			B	$5,425.99	$65,111.90
			C	$5,643.03	$67,716.38
			D	$5,868.75	$70,425.04
			E	$6,103.50	$73,242.04
			F	$6,347.64	$76,171.72

*All pay rates include the 1.25% accreditation pay. Should the Police Department lose its accreditation, the rates will be reduced by 1.25%.

Redmond
WASHINGTON

2026 PAY PLAN "S-PS" - SUPPLEMENTAL POLICE SUPPORT

Ordinance No.
Teamsters Local No. 117 - Representing the Police Support Bargaining Unit
Effective January 1, 2026

Grade	FLSA	Position Title	Minimum*	Maximum*
SP30	NE	Supplemental Police Public Information Officer	$39.07	$53.73
SP10	NE	Supplemental Crime Analyst	$35.30	$48.54
TBD	NE	Supplemental Real Time Crime Analyst (NEW)	$35.98	$49.47
SP16	NE	Supplemental Police Program Coordinator	$36.35	$49.98
~~SP3~~	~~NE~~	~~Supplemental Public Safety Telecommunicator~~		
~~SP8~~	~~NE~~	~~Supplemental Lead Public Safety Telecommunicator~~		
~~SP4~~	~~NE~~	~~Supplemental Lead Police Support Services Specialist~~		
TBD	NE	Supplemental Sr Police Support Administrative Specialist (NEW)	$33.50	$46.07
SP5	NE	Supplemental Legal Advocate	$31.58	$43.43
SP7	NE	Supplemental Community Support Officer	$29.43	$40.47
SP1	NE	Supplemental Property Evidence Technician	$29.09	$40.00
~~SP2~~	~~NE~~	~~Supplemental Police Support Services Specialist~~		
SP14	NE	Supplemental Police Support Administrative Specialist	$31.33	$43.08
SP15	NE	Supplemental Police Support Administrative Assistant	$29.29	$40.27
TBD	NE	Parking Enforcement Officer (NEW)	$24.08	$33.11

** 80-110% of the lowest pay for comparable regular position*

15670 NE 85th Street
Redmond, WA

Redmond
WASHINGTON

Memorandum

Date: 11/3/2025
Meeting of: City Council

File No. SPC 25-091
Type: Executive Session

Labor Negotiations [RCW 42.30.140(4)(b)] - 15 minutes

Redmond
WASHINGTON

BID RESPONSE

Responding To:

Bid/Project Number: RFP 10877-25

Bid/Project Title: Park Impact Fees

Closing Date: 08/04/2025, 2pm PST

Submitted By:

Name of Company Submitting Response:
FCS, a Bowman company

Printed Name of Person Submitting Response:
John Ghilarducci

Email:
john.ghilarducci@bowman.com

Signature of Person Submitting Response:
Signed by:
658EF850124F4A2...

Date:
8/4/2025

Attach Your Bid/Proposal:

Remember to sign your bid/proposal

Attach all pages of your response here

City of Redmond

Proposal to Provide

Park Impact Fee Study

August 4, 2025

FCS
a Bowman company

fcsgroup.com | bowman.com

FCS a Bowman company

August 4, 2025

Vivian Nguyen, Sr. Purchasing Agent
15670 NE 85th Street
PO Box 97010
Redmond, WA 98073-9710

RE: Park Impact Fee Study – RFP 10877-25

Dear Ms. Nguyen:

The City of Redmond (City) seeks a qualified consultant to update the City's park impact fee (PIF). The FCS, a Bowman company (FCS), project team is well-suited to provide these services. First, we know the Growth Management Act as it pertains to impact fees, embodied in Revised Code of Washington (RCW) 82.02, 36.70A.636 and HB 5452. Further, the Washington state legislature recently (2023) passed additional requirements for imposing impact fees on residential development. Impact fees may no longer be imposed uniformly on a per-dwelling-unit basis but rather must be scaled by a factor such as square footage, number of bedrooms, or trip generation such that smaller dwelling units are subject to proportionally lower impact fees. In addition, the maximum impact fee for an accessory dwelling unit is one half the impact fee of its associated single-family residence. FCS already has proven approaches to helping clients comply with these new requirements.

What can you expect from FCS?

Team Qualifications

Impact fee expert John Ghilarducci will serve as principal-in-charge on this project. He will be supported by project manager Doug Gabbard, senior analyst Luke Nelson, and Steve Duh of Conservation Technix. All four individuals have recent and ongoing experience with multiple impact fee studies and parks plans throughout Washington.

John Ghilarducci has extensive impact fee consulting experience with Washington and Northwest municipalities and teaches courses on impact fees for regional associations and client forums. In addition, since 1993, John has worked on or led numerous projects for the City of Redmond and has a deep familiarity with its challenges and many attributes.

Doug Gabbard has worked with parks, fire, schools and transportation services to analyze impact fees throughout the Northwest. He is an experienced project manager and subject matter expert.

Steve Duh of Conservation Technix has extensive experience in developing parks master plans, recently for the City of Redmond, and the nearby cities of Sammamish, Mercer Island, and Edmonds, among others. Steve will bring invaluable knowledge of the City's existing and planned park system facilities.

A Firm Understanding of Region-Specific Issues

FCS has completed hundreds of impact fee studies throughout the Northwest, ranging from straightforward technical analyses to complex policy and sophisticated calculation frameworks. Our recent work in Washington has included multiple park impact fees, and we have been and remain at the forefront of developing scaling methodologies that are compliant with RCW 82.02.060.

We recently completed or are in the process of completing park impact fee studies for Federal Way, Sammamish, Kirkland, Issaquah, Maple Valley, Bonney Lake, Camas, Fife, Bellevue, Duvall, Kent, Oak Harbor and Olympia. Most if not all of these have included scaling, and many have included nonresidential fees similar to the City of Redmond's existing PIF. Our team has a thorough understanding of the RCW as well as the policies and practices of local public agencies.

As recognized impact fee experts, we are committed to sharing knowledge for the good of Northwest communities and making sure that our solutions truly fit each city's needs. FCS served as a peer reviewer on the Department of Commerce *Residential Proportional Impact Fees and System Development Charges Guidebook,* providing substantive feedback on the document.

Value

We have the depth of knowledge and ability to meet the City's objectives for this project. Our project team has the availability and capacity to quickly and capably address your needs and soundly complete your project – backed by a 35-person firm. Time and again, our project team has realized favorable outcomes when working with citizen groups, boards, and city councils on highly technical and politically sensitive studies.

We look forward to the privilege of working with the City of Redmond. Please do not hesitate to contact me, John Ghilarducci, as the individual authorized to represent the firm at 425.336.1865 or john.ghilarducci@bowman.com.

Sincerely,

John Ghilarducci
Principal-in-Charge
425.336.1865
john.ghilarducci@bowman.com

Doug Gabbard
Project Manager
503.374.1707
doug.gabbard@bowman.com

FCS, a Bowman company
7525 166th Ave. NE, Ste. D-215
Redmond, WA 98052
425.867.1802 | fcsgroup.com | bowman.com

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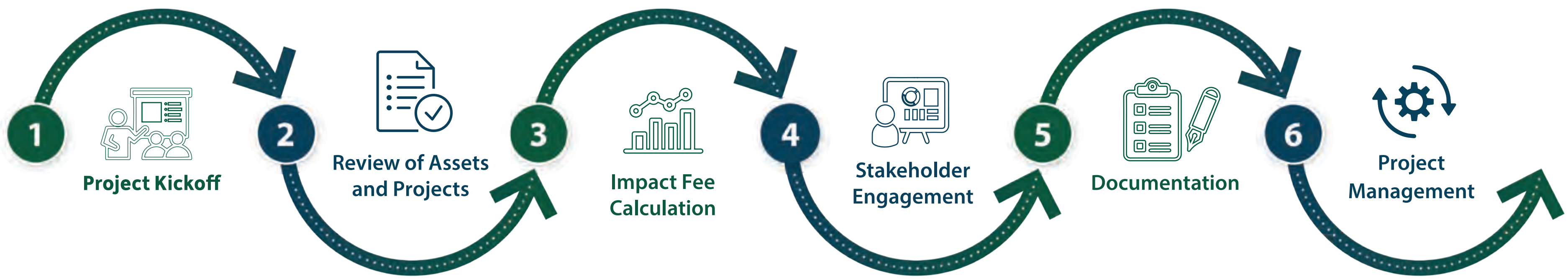
Executive Summary & Overall Approach

The City of Redmond (City) imposes a park impact fee to provide partial recovery of the cost of park facilities that are needed to accommodate new development. The City currently charges $6,778 per single-family residence, $4,706 per multi-family residence, and $2.558 per residential suite. In addition, the City charges non-residential developments between $815 and $1,836 per 1,000 square feet of gross floor area.

Since park impact fees were last analyzed in 2017, the law has changed. The scaling of residential impact fees is now required by RCW 82.02.060, and impact fees on accessory dwelling units (ADUs) must be no greater than one half of the impact fee that would be charged to the principal residence. FCS will calculate a residential park impact fee that is scaled by dwelling unit size (square footage or bedrooms). This approach will apply not only to the dwelling unit types currently in the City's impact fee schedule, but also to middle housing and other new dwelling unit types.

FCS will also calculate impact fees for non-residential developments that recognize the differential burden that non-residential developments place upon the park system. Our differential demand model is transparent and flexible, so we can customize the calculation to reflect conditions specific to Redmond.

The graphic below outlines the steps of our Task Plan which are detailed on the following pages.



Project Approach

TASK PLAN

Task 1 – Project Kickoff

Upon execution of the contract, FCS will draft and deliver a written data request with all the data items required to complete the project. Upon delivery of the data request, FCS will collaborate with City staff to schedule a kickoff meeting via video conference. During the kickoff meeting, we will review the scope of work, identify and agree on any policy issues to be addressed, clarify the project schedule, and discuss any questions on the data request.

Task 2 – Review of Assets and Projects

With the assistance of our parks planning partner, Conservation Technix, FCS will review both existing assets and planned projects in the Park, Arts, Recreation Culture and Conservation (PARCC) Plan. The review of existing assets will include cost, geographic distribution, level of service, and an assessment of usage (based on available data). The review of planned projects will include any needed updating of cost estimates and identification of projects to be included in the impact fee cost basis. As needed, the team will prioritize planned projects and develop timelines consistent with population and development forecasts.

The evaluation of park usage will include the following steps:

- Analyze current and projected park usage trends.
- Assess service levels and capacity issues based on population growth, housing development, and user demographics.
- Evaluate the geographic distribution and accessibility of park resources.

FCS will meet with City staff up to two times via video conference to review and refine the review of assets and projects.

Task 3 – Impact Fee Calculation

FCS will begin by updating the City's current method, which we understand to be the cash investment approach. Under this approach, the current value of parks infrastructure is divided by the current population to determine the parks investment per person. This result may serve as the park impact fee, once it is "right-sized" to ensure that forecasted fee revenue will not exceed the cost of planned projects.

FCS will also calculate alternative approaches for evaluation by the City. FCS will forecast the quantity of growth to be served by existing and future facilities. This calculation will include growth in both population and employment. Next, FCS will update the impact fee cost basis based on the list of planned projects. FCS will use a level-of-service analysis (begun in Task 2) to determine the eligible (or includable) cost of each planned project (identified in Task 2). After making any necessary

Project Approach

adjustments to the cost basis, FCS will then divide the cost basis by the forecasted growth to determine the impact fee per residential equivalent.

For residential developments, FCS will use Census Bureau data on housing occupancy and City data on average home size to convert the impact fee per residential equivalent to an impact fee per square foot.

This calculated impact fee can then be used across all dwelling unit types, including middle housing. FCS will recommend a cap on chargeable square footage that represents the point at which an increase in home size is no longer associated with an increase in occupancy. If the City's preference is to scale the PIF by the number of bedrooms, FCS will apply a similar approach scale the residential fee(s) by number of bedrooms.

For non-residential developments, FCS will use data on employment density by land use to convert the impact fee per residential equivalent to an impact fee per square foot for each type of non-residential land use.

The funding plan will clarify what funding in addition to impact fees will be needed to complete the capital improvement plan.

FCS will meet with City staff up to two times via video conference to review and refine the impact fee analysis.

Task 4 – Stakeholder Engagement

FCS will deliver up to four on-site presentations to summarize findings and recommendations from Tasks 2-3 to audiences of the City's choice. PowerPoint slides will be provided in advance of each presentation.

Task 5 – Documentation

FCS will deliver a draft report that documents findings and recommendations from Tasks 2-3. The City will have an opportunity to provide feedback on the draft report before delivery of the final version.

Task 6 – Project Management

This task includes general project accounting, contract management, and monthly invoicing. Coordination with our park's planning partner is also part of this task.

Project Management, QC/QA & Reporting

Project Management Approach

Project Manager Doug Gabbard will serve as the primary point of contact for the FCS team, overseeing the project's budget, schedule, and milestones. His management approach emphasizes collaboration, education, and stakeholder engagement to foster the successful adoption of study recommendations. The process is structured around key project phases, referenced in the task plan, providing clear milestones for input and decision-making. FCS prioritizes cost control through task-specific staffing and proactive scope development, while schedule adherence is supported by detailed planning, early regulatory coordination, and strong team oversight. Upon project initiation, Doug will assess the schedule and develop a tailored project management plan including early identification of potential challenges. Check-in meetings will ensure alignment, accountability, and the timely achievement of project goals.

QUALITY CONTROL & ASSURANCE MEASURES

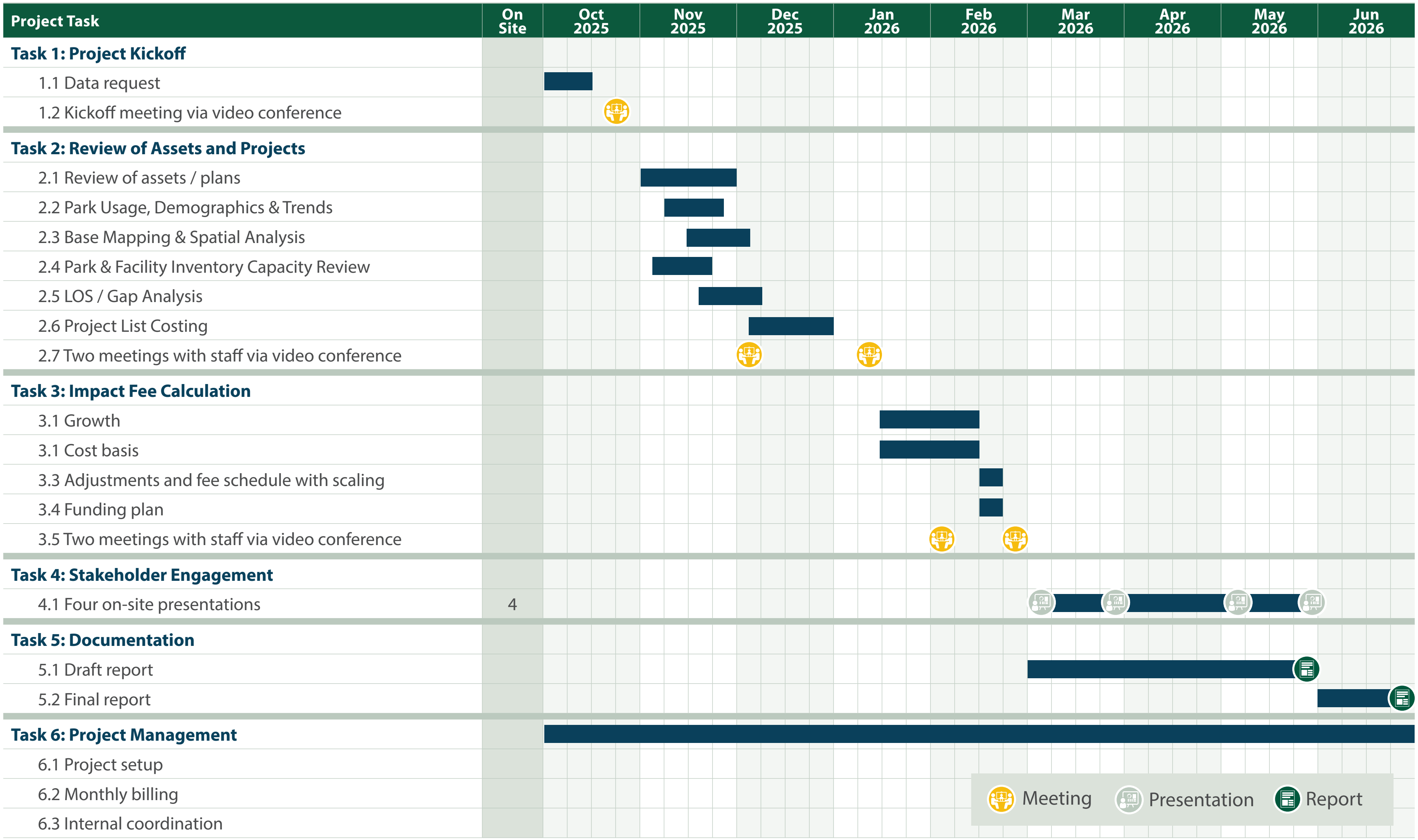
QA/QC is a continuous mindset that runs the course of the project and cannot be inserted intermittently or added at the end. Based on the scope of work, milestones will be tailored to exactly match the needs of each project, and for everyone involved with the project. All deliverables are reviewed first by the project manager and then by the project principal. These independent reviews ensure that the quality of our work product is maximized while errors and ambiguities are minimized. Before final delivery, a final technical and editorial review of each work product is made to ensure that the standard set at the beginning of the project has been achieved and goals have been reached.

METHOD FOR PROJECT REPORTING

FCS prioritizes consistent communication with our clients, including the use of project reporting dashboards to provide timely updates on project status. These dashboards are updated at key milestones throughout the project and can be shared upon request at any time. Additionally, each invoice will include a progress summary for the billing period, while the five meetings outlined in Tasks 1–3 will provide structured opportunities to review progress and define next steps.

Proposed Schedule

Assuming notice to proceed by the end of September and timely receipt of data, we expect to comfortably complete the task plan by the end of June, 2026. Below is a schedule by task. Please note that the schedule can be compressed if needed to meet City objectives.



Pricing

FCS will complete the scope of work described above for a cost that will not exceed **$79,890**. Below is a table showing a detailed derivation of this budget.

Task Detail	On Site	Ghilarducci Principal	Gabbard PM	Nelson Sr. Analyst	S. Duh PIC, PM, Lead Planner	J. Akers Planner, AICP, PLA	M. Kunec Park Planner	Admin Support	Total Hours	Budget Estimate
Task 1 | Project Kickoff										
1.1 Data request			1	2	2				5	$1,051
1.2 Kickoff meeting via video conference		2	2	2	4	2			12	$2,760
Task 1 Subtotal		2	3	4	6	2			17	$3,811
Task 2 | Review of Assets and Projects										
2.1 Review of assets / plans			1	1	6	8			16	$3,260
2.2 Park Usage, Demographics & Trends					4	5	10		19	$3,245
2.3 Base Mapping & Spatial Analysis					4		14		18	$2,867
2.4 Park & Facility Inventory Capacity Review					4	14			18	$3,528
2.5 LOS / Gap Analysis					6	10	12		28	$4,914
2.6 Project List Costing					3	5			8	$1,607
2.7 Two meetings with staff via video conference		4	4	4					12	$3,000
Task 2 Subtotal		4	5	5	27	42	36		119	$22,420
Task 3 | Impact Fee Calculation										
3.1 Growth		1	2	8					11	$2,285
3.2 Cost basis		1	2	12					15	$3,025
3.3 Adjustments and fee schedule with scaling		1	1	4					6	$1,305
3.4 Funding plan		1	1	4	3	5			14	$2,912
3.5 Two meetings with staff via video conference		4	4	4					12	$3,000
Task 3 Subtotal		8	10	32	3	5			58	$12,527
Task 4 | Stakeholder Engagement										
4.1 Four on-site presentations	4	16	48	32	8	8			112	$25,916
Task 4 Subtotal	4	16	48	32	8	8			112	$25,916

Pricing

Task Detail	On Site	Ghilarducci Principal	Gabbard PM	Nelson Sr. Analyst	S. Duh PIC, PM, Lead Planner	J. Akers Planner, AICP, PLA	M. Kunec Park Planner	Admin Support	Total Hours	Budget Estimate
Task 5 | Documentation										
5.1 Draft report		1	4	16	4				25	$5,127
5.2 Final report		1	2	4	4				11	$2,427
Task 5 Subtotal		2	6	20	8	0	*0*	0	36	$7,554
Task 6 | Project Management										
6.1 Project setup		1	2	1				3	7	$1,320
6.2 Monthly billing			2					3	5	$810
6.3 Internal coordination		1	4	2	4	4			15	$3,293
Task 6 Subtotal		2	8	3	4	4	*0*	6	27	$5,423
Labor Total		**$11,050**	**$19,200**	**$17,760**	**$12,348**	**$11,529**	**$5,103**	**$660**		**$77,650**
Expenses										$2,000
Conservation Technix Direct Expenses										$240
Budget Estimate										**$79,890**
Cost Summary										
Total Hours		**34**	**80**	**96**	**56**	**61**	**36**	**6**	**342**	
Billing Rate		**$325**	**$240**	**$185**	**231**	**198**	**149**	**$110**		

Qualifications and Project Lead & Team

FCS OVERVIEW

FCS, a Bowman company is one of the country's oldest and most respected providers of financial, economic, and utility management services in the public sector. FCS, established in 1988, joined Bowman Consulting in 2024 and serves as the utility finance division for Bowman.

With over 4,000 economic and public finance engagements for more than 650 government clients, FCS provides best-in-class analytical solutions that offer our clients the clarity they need to solve their most complex issues in ways that are tailored to their own communities.

Our 35-person utility finance and rate development team serve clients throughout the U.S. from four offices in Longmont, CO, Redmond and Spokane, WA and Portland, OR.

We are dedicated exclusively to state and local government issues and have accumulated the expertise and perspective that make a real difference for the clients we serve.

4,000+	650+	35+	4
Local Government & Utility Finance Projects	Public Agency Clients	Public Finance & Utility Rate Development Specialists	FCS Offices

As of July 18, 2024, FCS officially joined Bowman. Bowman is a national professional services firm offering multi-disciplinary engineering, planning, energy consulting, surveying, geomatics, construction management, environmental consulting, landscape architecture, right-of-way acquisition and financial and economic services. This change provides a strong foundation for our firms to merge our comprehensive skill sets while offering the same level of commitment to deliver outstanding project results, build long-lasting relationships and leverage the growth of our organization to serve the ever-changing needs of our clients.

Qualifications and Project Lead & Team

AREAS OF EXPERTISE

Impact Fee and Rate Consulting

FCS has performed over 3,000 infrastructure-focused finance and rate development projects for local communities, including defining revenue requirements with comprehensive financial modeling tools, performing long-term capital management strategies, developing full cost-of-service rates, and legally defensible impact fees. We work with agencies large and small in urban and suburban areas, rural systems, regions with seasonal/climate sensitivities, and communities with special commercial/industrial needs. We are experts and educators in utility rate policies and practices and are attentive to legal constraints in every location we work.

We have invested time with agency staff, policymakers, stakeholders, and customers to improve your utility's long-term financial health and integrity.

Utility Management

FCS offers tailored business management solutions. We assist with the formation and merger of utilities, perform cost-benefit analyses, develop strategic business plans and negotiate complicated wholesale agreements, helping your utility maintain its resiliency in an ever-changing environment.

Economic and Funding Strategies

FCS economists help governments create vibrant sustainable communities. We model the fiscal and social return on public investments and provide creative ways of funding projects and services. Challenges turn into opportunities as we support goals aimed at fair housing and job creation.

General Government Financial Analysis

FCS financial consultants specialize in helping local and state governments, regional agencies, and public safety entities address and solve issues involving policy objectives, public finance, cost recovery, facility financing and long-term facility reinvestment funding, and organizational performance. We have a broad understanding and specific expertise on local and state government policymaking; how the many different governmental functions are performed; and what role elected officials, the public, community organizations and employees have in making governments responsive to community needs.

About Bowman

100+ Offices Nationwide
2,300+ Employees
130+ Fully Equipped Field Survey Crews
395+ Professional Engineers
70+ Professional Surveyors
75+ Right-of-Way and Land Professionals
45+ Environmental Specialists
40+ Planners and Designers
35+ Financial/Economic Specialists
25+ Registered Landscape Architects

- Multi-Discipline, Multi-Market Capabilities
- Vast Experience
- National Footprint & Deep Bench of Talent and Resources
- Regional Knowledge & Expertise
- Adept & Energetic Leadership
- Long-Standing Industry Relationships
- Jurisdictional Requirements Expertise
- Results-Oriented Attitude
- Exceptional Responsiveness

Qualifications and Project Lead & Team

CONSERVATION TECHNIX OVERVIEW

Since 2006, Conservation Technix has assisted local government and non-profit organizations in efforts to finance and conserve greenspaces through innovative solutions and dynamic strategy development. Conservation Technix specializes in developing comprehensive park system master plans that address park and recreation facilities, open space and trails, programs and services, maintenance, and future staffing and funding strategies.

Through significant and relevant experience in public administration and management, Conservation Technix's staff have "on the ground" knowledge of plan implementation, marketing and finance strategy development, along with a keen understanding of the requisite integration of capital facility planning, budgeting and operations.

Conservation Technix's approach to open space planning enables substantial public involvement and engenders guidance from policymakers to ensure an implementable plan adapted to specific community goals. At our core, we are a planning firm that embraces and respects community-based public processes and aims to use public engagement to build community understanding for and support in client projects.

The firm is registered in Washington and has completed recent park system plan updates for Redmond, Sammamish, Mercer Island and Edmonds, among others.

Qualifications and Project Lead & Team

FCS is promoting a small, focused team who will be available and committed to working on this engagement for its duration. John Ghilarducci, principal-in-charge, will anchor your team as a nationally recognized policy and impact fee development expert. He will be supported by project manager Doug Gabbard and a team of experienced analysts and project consultants. With a staff that includes over 30 rate and fee development experts, FCS maintains the necessary depth, breadth, and capacity to deliver this project on time and within budget. The following biographies summarize each individual's experience and education and project role.

John Ghilarducci | Principal-in-Charge

John is an FCS principal with over 37 years of professional experience – including 34 years with the firm. His practice focuses on all aspects of utility and general services system development charges (SDCs) and utility rate studies, from technical modeling and public involvement to ordinance drafting and implementation. He has formed stormwater and transportation utilities and has developed water, sewer, stormwater, transportation and parks rates and charges for hundreds of clients. John is a recognized technical rate and finance expert and offers litigation support/expert witness testimony throughout the Northwest.

John's innovative rate making approaches have resulted in "level of service" stormwater rates, area-specific impact fees, sewer strength sub-classes, inverted block water rate structures, defensible stormwater rate credit methodologies, person-trip based transportation impact fees suitable for multi-modal transportation capital plans, and nonresidential and scaled residential park impact fees. He offers a broad knowledge of public policy and finance, and a thorough understanding of the institutional issues and options underlying the formation of utilities and the design of supporting rate and charge structures. **His project experience includes:**

- **City Of Kirkland, WA** – Parks, Transportation & Fire Impact Fees Study
- **City Of Fife, WA** – Park Impact Fee Study
- **City Of Camas, WA** – Park Impact Fee Study
- **City Of Pacific, WA** – Park Impact Fee Study
- **City Of Issaquah, WA** – Park, Transportation & Fire Impact Fees
- **City Of Kent, WA** – Park Impact Fee Study
- **City Of Federal Way** – Park Impact Fee
- **Pierce County, WA** – Park Impact Fee Work Group
- **City Of Olympia, WA** – Park Impact Fee Update
- **City Of Sammamish, WA** – Park & Transportation Impact Fees
- **City Of Astoria, OR** – Transportation, Parks, Water, Sewer & Stormwater Impact Fees

Role

As the principal-in-charge, John will be responsible for contract negotiation, technical vision, management and review of work products, commitment of resources, quality assurance, and deliverables.

Education

MPA, Organization and Management
University of Washington

BS, Economics
University of Oregon

Qualifications and Experience

Key Point of Contact

Role

Doug will be responsible for project management, technical direction, project oversight, and quality assurance. He will be involved with preparing for and presenting at key meetings.

Doug Gabbard | Project Manager

Doug is an FCS, an Bowman company, project manager with 19 years of analytical experience in municipal and private sector positions. His comprehensive financial planning experience involves extensive water, wastewater, and stormwater utility rate development, long-term financial planning, and system development charges. Doug has created detailed, interactive models that facilitate sensitivity analysis and scenario testing to determine business direction in group decision-making environments. He has also conducted economic analyses, cost-of-service analyses, and business process improvement projects.

Doug has spent the last 13 years helping local governments in the Pacific Northwest to calculate and implement impact fees and system development charges that comply with state statutes and federal case law. In Washington, Doug has developed defensible, data-driven approaches to complying with recent changes in impact fee law that require residential scaling. In fact, his method for calculating the size cap for dwelling units has found its way into the guidance being developed by the Washington State Department of Commerce. **His project experience includes:**

- **City Of Kirkland, WA** – Parks, Transportation & Fire Impact Fees Study
- **City Of Pacific, WA** – Park Impact Fee Study
- **City Of Issaquah, WA** – Park, Transportation & Fire Impact Fees
- **City Of Kent, WA** – Park Impact Fee Study
- **Pierce County, WA** – Park Impact Fee Work Group
- **City Of Olympia, WA** – Park Impact Fee Update
- **City Of Sammamish, WA** – Park & Transportation Impact Fees

Education

MBA, Finance
University of Oregon

BA, Classical Languages
Santa Clara University

Role

Luke will be responsible for data collection, financial modeling and reporting.

Luke Nelson | Senior Analyst

Luke is an FCS, a Bowman company senior analyst specializing in data analysis and utility modeling. His previous experience includes financial reporting, budgeting, and database management. Luke played a key role in developing approaches to complying with recent changes in Washington impact fee law. **His project experience includes:**

- **Kirkland, WA** – Park, Transportation, and Fire Impact Fee Study
- **Pasco, WA** – Fire Impact Fee Update Study
- **Valley Regional Fire Authority, WA** – Fire Impact Fee Study
- **Pacific, WA** – Park Impact Fee
- **Sammamish, WA** – Transportation and Park Impact Fee Study

Education

BS in Economics
Washington State University

Qualifications and Experience

Role

Steve will provide parks planning support.

Steve Duh, CPRP | Conservation Technix

Steve is a Certified Park and Recreation Professional and has over 20 years of experience in public sector and non-profit program management. Steve brings six years of hands-on public agency experience as program manager for Vancouver-Clark Parks and Recreation Department where he helped establish a voter-approved parks district to enable a $40 million program of park development, established an off-leash dog area program, managed the park impact fee program and led several interagency plans. Steve will lead the system planning, including policy frameworks, strategies and partnership opportunities. **His project experience includes:**

- **Redmond, WA** – Park System Plan Update
- **Sammamish, WA** – Park System Plan Update
- **Edmonds, WA** – Parks, Recreation & Open Space Plan Update
- **Mercer Island, WA** – Parks, Recreation & Open Space Plan
- **Tacoma, WA** – Urban Forestry Management Plan Public Engagement
- **Happy Valley, OR** – Parks, Recreation & Open Space Plan

Education

Master's degree, Urban and Regional Planning
Portland State University

Bachelor of Science, Environmental Science
SUNY College of Environmental Science & Forestry

NRPA Rocky Mountain Revenue Management School

FCS & Conservation Technix Teaming History

Since the establishment of their partnership in 2015, FCS Group and Conservation Technix have cultivated a strong and collaborative relationship grounded in mutual expertise and a shared commitment to serving communities across the Pacific Northwest. Over the past decade, both firms have worked together extensively to support a variety of municipalities, developing a deep understanding of regional planning needs and priorities.

Their collaboration has included joint efforts on multiple Parks and Recreation impact studies for cities such as Camas, Happy Valley, Medford, North Clackamas, and Tigard. These projects have involved coordinated assessments of parks infrastructure, service levels, and funding mechanisms, contributing to data-driven planning and long-term community benefits. Through this ongoing partnership, FCS and Conservation Technix have demonstrated their capacity to deliver cohesive, regionally informed solutions tailored to the unique needs of their clients.

Project Experience

Parks, Transportation and Fire Impact Fee Studies (2022 – 2024)

City of Kirkland, WA

FCS recently completed a comprehensive parks, transportation, and fire impact fee update of a similar study FCS performed in 2020. FCS also completed a water, wastewater, and stormwater SDC update in 2022. **See Work Sample on page 23 for project report.**

Reference

Michael Olson, Director of Finance & Administration
425.587.3146, molson@kirklandwa.gov

Project Highlights

- Updated the existing transportation and park impact fees and developed the City's first fire impact fee in 2020.
- Developed residential scaling options for parks, fire, and transportation impact fees in compliance with RCW 82.02.060.
- Wrote a policy memorandum that included analysis and recommendations on such issues as impact fee indexing, low-income housing exemptions, and methodology and adjustment options for all three services.
- Incorporated King County residential scaling into the wastewater SDC schedule, varying the number of RCEs by dwelling unit square footage.
- In all cases, calculated fee and SDC options and presented them to the City Council for consideration.

Key Personnel

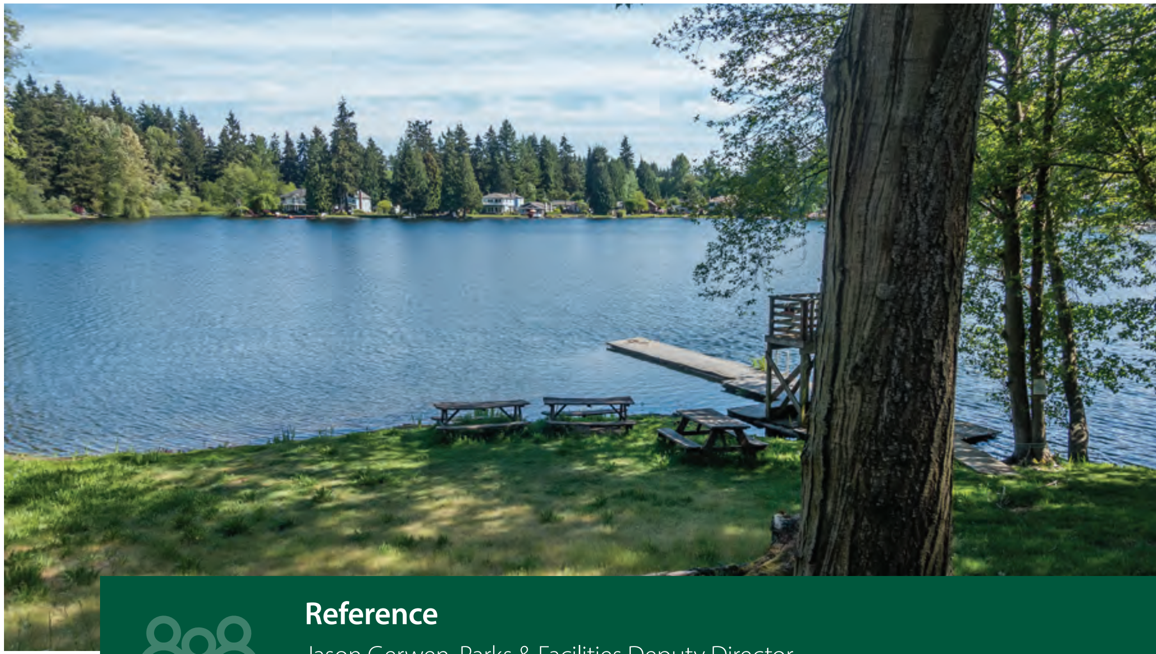
John Ghilarducci, Principal-in-Charge
Doug Gabbard, Project Manager

Project Experience

Park Impact Fee Studies (2017 – 2022)

City of Federal Way, WA

FCS recently developed a scaled park impact fee to comply with RCW 82.02.060. Previously, in 2022, FCS performed a park impact fee study for the City. The City had never had a PIF before the study and was interested in incorporating the funding of over $60 million worth of parks projects planned for the next twenty years. **See Work Sample on page 23 for project report.**



Project Highlights

- Developed a flexible and well-documented PIF model that accommodated multiple revisions.
- Calculated a competitively low impact fee, reflecting the City's mature park system and limited existing facilities due to recent incorporation.
- Collaborated closely with City staff on comprehensive planning and ordinance drafting to support smooth adoption.
- Guided the ordinance through a multi-stage adoption process, including revisions and planning alignment.
- Presented to stakeholder groups and City Council, addressing questions and supporting successful ordinance adoption.

Key Personnel

John Ghilarducci, Principal-in-Charge

Reference

Jason Gerwen, Parks & Facilities Deputy Director
253.835.6912, jason.gerwen@cityoffederalway.com

Project Experience

Park Impact Fee Study (2017 – 2022)

City of Camas, WA

In 2022 and 2025, FCS led efforts to update the Camas Park Impact Fee. FCS wrote issue papers on impact fee calculation methodologies, nonresidential PIFs, scaling, and uniform versus area-specific impact fees. A recently completed Parks Master Plan provided a baseline projects list which was augmented by construction unit costs to determine a current impact fee cost basis. The updated cost basis was divided by the number of new residential equivalents to determine a per capita park impact fee. The per capita fee was converted to a schedule applied by dwelling unit type, scaled by dwelling unit size. Recommendations and the supporting methodology were adopted by the city. The resulting schedule included nonresidential fees and a scaled residential PIF.

Reference

Trang Lam, Parks & Recreation Manager, now with the Port of Camas-Washougal
360.835.2196, trang@portcw.com

Project Highlights

- Refined the policy direction and analytical results with City Staff, the Parks and Recreation Commission, and the City Council across many meetings.
- Provided direction throughout the adoption process including:
    1. PIF ordinance language and adoption direction
    2. Specific credit-related code language and advice on how to implement credits to comply with state law
    3. PIF methodology report

Key Personnel

John Ghilarducci, Principal-in-Charge

Project Experience

Park Impact Fee Study (2023)

City of Pacific, WA

Seeking greater revenue for parks facilities than its existing impact fee of $468 per dwelling unit could provide, the City sought the help of FCS to recalculate its parks impact fee based on updated project lists and growth assumptions.

Project Highlights

Not only did FCS calculate a maximum defensible impact fee of $3,379 per dwelling unit, it guided the city council through a range of policy decisions:

- Should the maximum impact fee be implemented immediately, phased-in over a period of years, or discounted permanently?
- Should the City continue to impose a parks impact fee on non-residential development? If so, how does non-residential park demand compare with residential park demand?
- What is the best way to implement new state requirements on scaling impact fees based on the size of the dwelling unit?
- Provided clear explanations of options and helped councilors to weigh the trade-offs during an on-site presentation to City Council.
- Culminated in a 12-page report that documented not only the impact fee calculations, but also the policy issues raised by the City.

Key Personnel

John Ghilarducci, Principal
Doug Gabbard, Project Manager

Reference

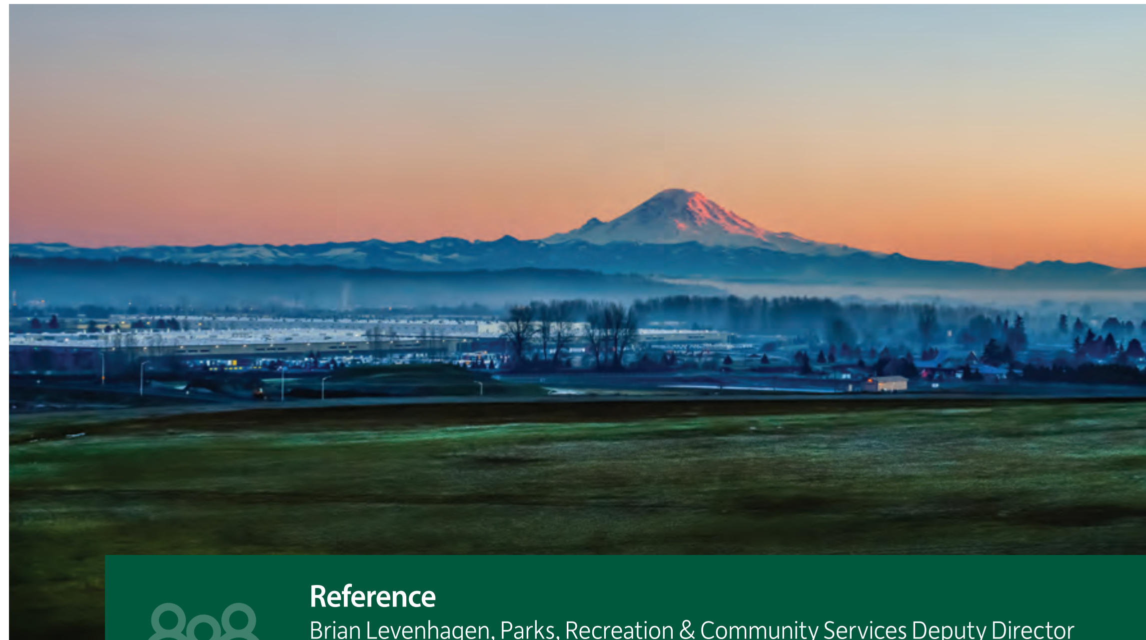
Rick Gehrke, Public Works Director
253.929.1113, rgehrke@ci.pacific.wa.us

Project Experience

Park Impact Fee Study (2020 – 2021)

City of Kent, WA

In 2021, FCS completed a park impact fee study for the City of Kent. As a rapidly growing city, with growth in residential housing and commercial development, Kent desired to implement an impact fee for its parks system to help fund future system expansion.



Project Highlights

- Conducted a detailed legal analysis of Washington's impact fee laws, focusing on statutory restrictions and limitations.
- Authored a policy memo evaluating various impact fee approaches, including integration of non-residential development into park fees and potential effects on affordable housing.
- Incorporated the City's "Recreational Value" metric into the park impact fee level of service (LOS) analysis.
- Assessed multiple LOS methodologies to identify the most appropriate for the City's context.
- Collaborated with City staff to evaluate project eligibility based on park classifications (neighborhood, urban, community, etc.).
- Developed a fee schedule grounded in actual occupancy data from the City of Kent.
- Presented analysis and recommendations to City Council alongside City staff.
- Created a funding strategy for $43M in park projects (2021–2026), with 28% of the CIP eligible for impact fee funding.
- Benchmarked proposed fees against neighboring jurisdictions, confirming alignment with regional norms.

Key Personnel

John Ghilarducci, Principal
Doug Gabbard, Project Manager

Reference

Brian Levenhagen, Parks, Recreation & Community Services Deputy Director
253.856.5116
bjlevenhagen@kentwa.gov

References

1

City of Kirkland, WA

Michael Olson
Director of Finance & Administration
425.587.3146
molson@kirklandwa.gov

2

City of Federal Way, WA

Jason Gerwen
Parks & Facilities Deputy Director
253.835.6912
jason.gerwen@cityoffederalway.com

3

City of Camas, WA

Trang Lam, Parks & Recreation Manager
(now with the Port of Camas-Washougal)
360.835.2196
trang@portcw.com

4

City of Pacific, WA

Rick Gehrke
Public Works Director
253.929.1113
rgehrke@ci.pacific.wa.us

5

City of Kent, WA

Brian Levenhagen
Parks, Recreation & Community Services
Deputy Director
253.856.5116
bjlevenhagen@kentwa.gov

Client List

SELECTION OF NORTHWEST IMPACT FEE CLIENTS

FCS and our proposed team have completed hundreds of impact fee studies throughout the Northwest. We have used this broad experience to inform and enhance the "best practices" we apply in Washington. The following are just a few examples of related engagements in Washington and other select states.

Client	Scaling	Parks	Transportation	EMS/ Police/ Fire	Utilities	Building/ Planning	Library/Schools
Airway Heights, WA				•	•		•
Algona, WA			•				
Auburn, WA				•	•	•	
Astoria, OR	•	•		•	•		
Aurora, CO					•		
Bellevue, WA	•	•					
Bellingham, WA		•		•	•	•	•
Bonney Lake, WA	•	•	•				
Bothell, WA					•	•	
Camas, WA	•	•		•			
Canby, OR		•	•		•	•	•
Central Point, OR		•	•		•		
Cheyenne, WY					•		
Clackamas County, OR				•			
Coburg, OR		•	•		•		
Coeur d' Alene, ID		•	•	•	•		
Corvallis, OR	•	•	•		•		
Cottage Grove, OR		•	•		•		
Duvall, WA	•	•					
Evans, CO					•		
Federal Way, WA	•	•					
Fife, WA	•	•					
Forest Grove, OR					•		•
Friday Harbor, WA				•			
Happy Valley, OR		•	•				
Hayden, ID		•	•	•	•	•	

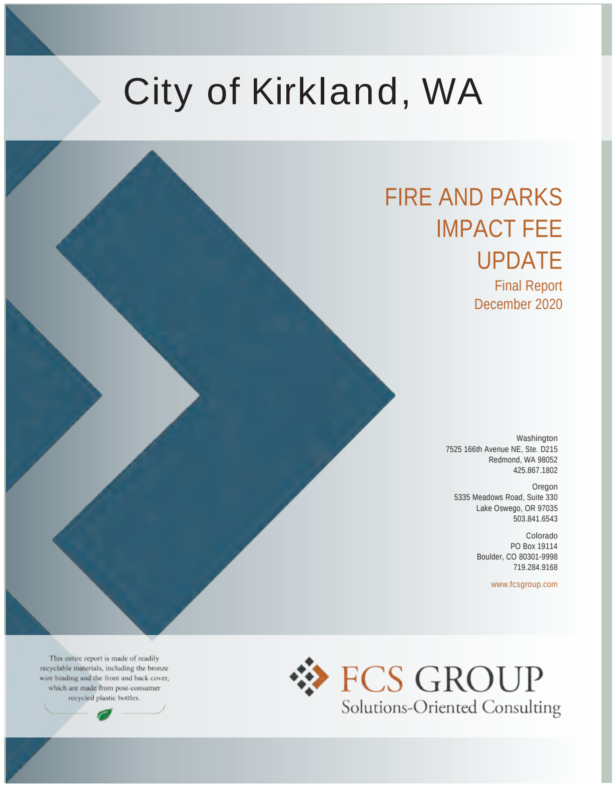
Client List

Client	Scaling	Parks	Transportation	EMS/ Police/ Fire	Utilities	Building/Planning	Library/Schools
Hillsboro, OR			•				
Hood River, OR		•	•		•		
Issaquah, WA	•	•	•	•		•	
Kennewick, WA				•			
Kent, WA		•					
Kirkland, WA	•	•	•	•	•	•	
Long Beach, CA				•			
Maple Valley, WA	•	•					
Medford, OR		•					
Nampa, ID					•		
Newport, OR	•	•	•		•		
North Bend, WA	•	•	•	•			
Oak Harbor, WA	•	•	•	•			•
Olympia, WA		•				•	
Oregon City, OR		•	•	•	•		
Pacific, WA	•	•					
Pasco, WA			•	•			
Pierce County, WA	•	•					
Post Falls, ID					•		
Puyallup, WA		•		•			
Sammamish, WA	•	•	•				
Seattle, WA		•					
Shady Cove, OR		•	•		•		
Silverton, OR	•	•	•		•		
St Helens, OR		•	•		•		
Troutdale, OR			•		•		
University Place, WA			•				
Valley Regional Fire Authority, WA	•			•			
Vancouver, WA			•	•		•	
Walla Walla, WA				•	•	•	
Whitefish, MT		•	•	•	•		

Work Samples

Please reference **Appendix A** for these work samples in their entirety.

SAMPLE REPORTS


City of Kirkland, WA

FIRE AND PARKS IMPACT FEE UPDATE

Final Report
December 2020

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Redmond, WA 98052
425.867.1802

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Lake Oswego, OR 97035
503.841.6543

Colorado
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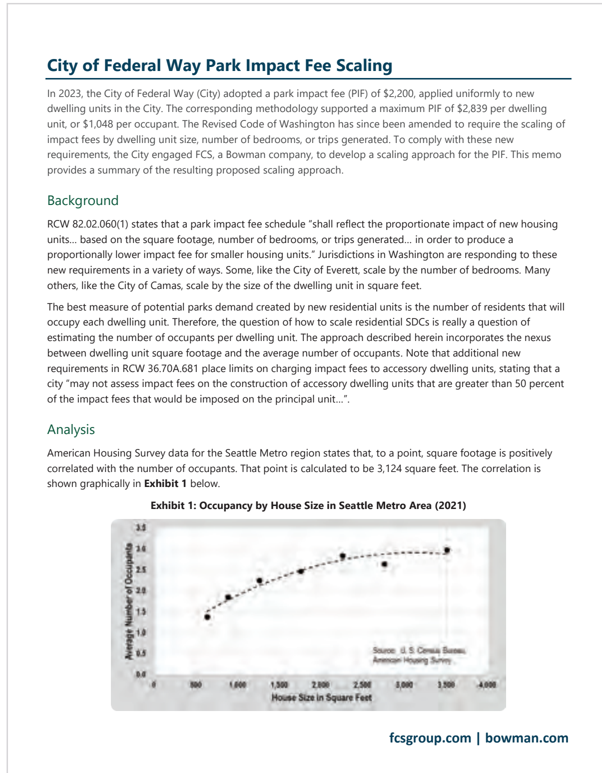
City of Federal Way Park Impact Fee Scaling

In 2023, the City of Federal Way (City) adopted a park impact fee (PIF) of $2,200, applied uniformly to new dwelling units in the City. The corresponding methodology supported a maximum PIF of $2,839 per dwelling unit, or $1,048 per occupant. The Revised Code of Washington has since been amended to require the scaling of impact fees by dwelling unit size, number of bedrooms, or trips generated. To comply with these new requirements, the City engaged FCS, a Bowman company, to develop a scaling approach for the PIF. This memo provides a summary of the resulting proposed scaling approach.

Background

RCW 82.02.060(1) states that a park impact fee schedule "shall reflect the proportionate impact of new housing units... based on the square footage, number of bedrooms, or trips generated... in order to produce a proportionally lower impact fee for smaller housing units." Jurisdictions in Washington are responding to these new requirements in a variety of ways. Some, like the City of Everett, scale by the number of bedrooms. Many others, like the City of Camas, scale by the size of the dwelling unit in square feet.

The best measure of potential parks demand created by new residential units is the number of residents that will occupy each dwelling unit. Therefore, the question of how to scale residential SDCs is really a question of estimating the number of occupants per dwelling unit. The approach described herein incorporates the nexus between dwelling unit square footage and the average number of occupants. Note that additional new requirements in RCW 36.70A.681 place limits on charging impact fees to accessory dwelling units, stating that a city "may not assess impact fees on the construction of accessory dwelling units that are greater than 50 percent of the impact fees that would be imposed on the principal unit...".

Analysis

American Housing Survey data for the Seattle Metro region states that, to a point, square footage is positively correlated with the number of occupants. That point is calculated to be 3,124 square feet. The correlation is shown graphically in **Exhibit 1** below.

Exhibit 1: Occupancy by House Size in Seattle Metro Area (2021)

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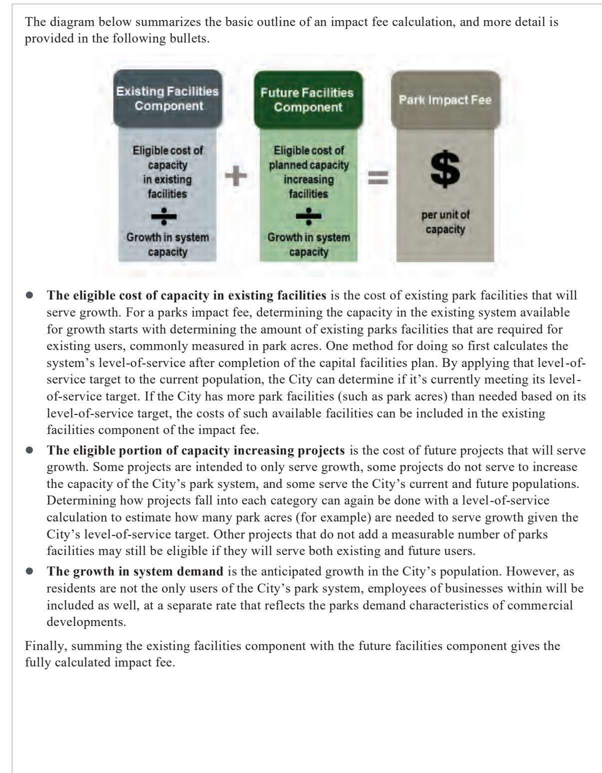
The diagram below summarizes the basic outline of an impact fee calculation, and more detail is provided in the following bullets.

- **The eligible cost of capacity in existing facilities** is the cost of existing park facilities that will serve growth. For a parks impact fee, determining the capacity in the existing system available for growth starts with determining the amount of existing parks facilities that are required for existing users, commonly measured in park acres. One method for doing so first calculates the system's level-of-service after completion of the capital facilities plan. By applying that level-of-service target to the current population, the City can determine if it's currently meeting its level-of-service target. If the City has more park facilities (such as park acres) than needed based on its level-of-service target, the costs of such available facilities can be included in the existing facilities component of the impact fee.
- **The eligible portion of capacity increasing projects** is the cost of future projects that will serve growth. Some projects are intended to only serve growth, some projects do not serve to increase the capacity of the City's park system, and some serve the City's current and future populations. Determining how projects fall into each category can again be done with a level-of-service calculation to estimate how many park acres (for example) are needed to serve growth given the City's level-of-service target. Other projects that do not add a measurable number of parks facilities may still be eligible if they will serve both existing and future users.
- **The growth in system demand** is the anticipated growth in the City's population. However, as residents are not the only users of the City's park system, employees of businesses within will be included as well, at a separate rate that reflects the parks demand characteristics of commercial developments.

Finally, summing the existing facilities component with the future facilities component gives the fully calculated impact fee.

Appendix A: Work Samples

City of Kirkland, WA

FIRE AND PARKS IMPACT FEE UPDATE

Final Report
December 2020

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Section I. INTRODUCTION

The City of Kirkland, Washington (City) is a growing city with increasing demands for parks facilities. To help offset the costs that these demands place upon the City, the City imposes a Parks Impact Fee of $4,391 for a single-family home, and $3,338 for a multi-family dwelling unit. This fee was intended to recover an equitable share of system costs from growth, recognizing both the investments in infrastructure that the City has made and the future investments that the City will have to make to provide capacity to serve growth. The parks impact fee was last studied in 2015, and the City Council adopted Park Impact fees based on this study, which became effective in 2016. The fees have been indexed to inflation over the intervening time period and have thus increased every year. In 2020, the City contracted with FCS GROUP to update the fee. In addition, the City requested an initial impact fee for its fire and emergency medical services, which is included in this report. The scope of work also included updating the City's Transportation Impact Fee, but finalizing that work has been put on hold pending updates to the City's Transportation Management Plan (TMP) expected in 2021. Those results will be summarized in a separate report when the new information has been incorporated.

Consistent with these objectives, this study included the following key elements:

- **Overview of Washington Laws and Methodology Alternatives**. We worked with City staff to examine previous impact fee methodologies and evaluate alternative approaches in compliance with Washington law.

- **Develop Policy Framework**. We worked with City staff to identify, analyze, and agree on key policy issues and direction.

- **Technical Analysis**. In this step, we worked with City staff to resolve technical issues, isolate the recoverable portion of existing and planned facilities costs, and calculate fee alternatives. The most important technical consideration involves the identification and inclusion of planned capacity-increasing project costs.

- **Documentation and Presentation**. In this step, we presented preliminary findings to the City Council and summarized findings and recommendations in this report.

Section II. Impact Fee Legal Overview

Impact fees are enabled by state statutes, authorized by local ordinance, and constrained by the United States Constitution. Impact fees allow cities to recover some of the cost of expanding public facilities necessitated by growth. These fees allow "growth to pay for growth" in a fair and equitable manner. Impact fees have a specific definition and associated constraints in the state of Washington. Impact fees are allowed under RCW 82.02.050 through 82.02.110 and are permitted for:

- Public streets and roads
- Publicly owned parks, open space, and recreation facilities
- School facilities
- Fire protection facilities

The statute provides specific guidance on the permissible methodology for calculating impact fees. This guidance can be broken down into three major categories:

1. **Eligibility Requirements**. RCW 82.02.050(3) states that impact fees:

    a. Shall only be imposed for system improvements that are reasonably related to the new development;

    b. Shall not exceed a proportionate share of the costs of system improvements that are reasonably related to the new development; and;

    c. Shall only be used for system improvements that will reasonably benefit the new development.

    These requirements, which exist to protect developers, ensure that impact fees are based on—and spent for—capacity that will directly or indirectly serve new development. That is why careful scrutiny is given to the included project list. Moreover, the impact fee that a developer pays must represent that particular development's fair share of required capacity. That is why developments pay a unique fee based on land use, anticipated occupancy, and size.

    Additionally, RCW 82.02.050(5) states that "Impact fees may be collected and spent only for the public facilities . . . which are addressed by the capital facilities plan element of a comprehensive land use plan." This means that if a project is not listed in the adopted capital facilities plan element, then it is not eligible to be included in impact fee calculations.

2. **Cost Basis**. RCW 82.02.060(1) outlines the cost basis of impact fee calculations, stating that the basis must consider:

    a. The cost of public facilities necessitated by new development;

    b. An adjustment to the cost of the public facilities for past or future payments made or reasonably anticipated to be made by new development to pay for particular system improvements in the form of user fees, debt service payments, taxes, or other payments earmarked for or pro-ratable to the particular system improvement;

c. The availability of other means of funding public facility improvements;

d. The cost of existing public facilities improvements; and

e. The methods by which public facilities improvements were financed.

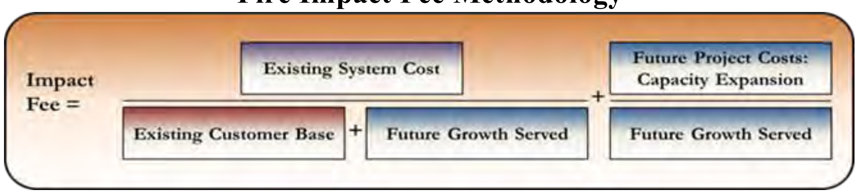
This means that adjustments to the impact fee cost basis must be made for the amount of outstanding debt that was or will be used to pay for capital facility improvements, as well as other methods of funding public facilities improvements.

3. **Customer Base**. The costs determined to be eligible must be proportionately allocated across the projected customer base.

Section III. Fire Impact Fee

The City does not currently have a fire impact fee. Therefore, instead of an update using an existing methodology, a new methodology must be applied. This study uses the *buy in plus growth method*, meaning that the impact fee is comprised of two separate parts: the existing cost component and the future cost component. Conceptually, this recognizes that the new customer is not fully served by the existing system, as evidenced by the need to make additional expansion investments. An expansion charge is added to this existing system charge by dividing the expansion portion of future capacity investments by the projected growth. The existing cost component consists of the existing system cost, divided by the existing customer base *plus* the future growth served. The future cost component consists of the capacity expanding portion of future projects, divided by *only* future growth served. These two components are then added together to create the fire impact fee. This methodology is shown in **Exhibit 1**.

Exhibit 1
Fire Impact Fee Methodology



Each of these components requires explanation and is examined in detail below.

III.A. EXISTING SYSTEM COST

The existing system cost is simply the cost of the City's existing assets used to provide fire and EMS services. This primarily consists of fire apparatus (including engines, aid cars, and marine units), miscellaneous equipment, and fire stations that are currently in service. The included assets are shown in **Exhibit 2** and **3.**

Exhibit 2
Fire Apparatus

Veh #	Acquisition Date	Useful Life	Original Cost
F-612	2003	18	$ 355,048
F-613A	2005	18	169,694
F-213	2006	8	58,314
F-613B	2006	18	233,605
F403B	2007	17	4,814
F-613C	2007	17	632
F-216	2008	8	66,368
F-318A	2010	8	188,990
F-614A	2010	18	542,752
F-614B	2010	18	244
F-318B	2011	8	1,243
F-614C	2011	18	2,163
F-319A	2012	8	197,374
F-615A	2012	18	269,200
F-319B	2013	8	330
F-615B	2013	18	311,091
F-320	2014	8	211,243
F-321	2014	8	211,455
F-507A	2014	8	2,403
F-615C	2014	17	2,947
F-322A	2015	8	225,148
F-323A	2015	8	225,148
F-507B	2015	18	1,215,767
F-616A	2015	18	603,529
Marine-1	2015	10	38,690
Marine-2	2015	10	38,690
F-318C	2016	8	40,359
F-319C	2016	8	40,359
F-322B	2016	8	42,739
F-323B	2016	8	42,769
F-507C	2016	8	1,349
F-616B	2016	8	23
F-617	2017	18	665,441
F 617	2018	18	22,418
F214X	2006	8	26,964
F222	2014	8	31,265
F223	2014	8	31,265
F224	2014	8	31,265
F225	2014	8	31,265
Included Total			$ 6,184,368

The total apparatus cost is $6.2 million. The other major component of the City's assets is its fire stations, which total $8.5 million.

Exhibit 3
City Fire Stations

Station	Year Acquired	Original Cost
Fire Station #21	1998	$ 1,352,826
Fire Station #22	1980	662,700
Fire Station #26	1994	1,588,088
FS#25 (FD41 Annex)	2011	1,078,600
Fire Station #25 Renovation	2018	3,653,513
FS#27 (FD41 Annex)	2011	213,700
Total		$ 8,549,428

Combined with $379,317 in included miscellaneous equipment, the total existing cost component can be calculated as shown in **Exhibit 4** below and totaling $15,113,113.

Exhibit 4
Existing Cost Component

Asset Category	Cost
Apparatus	$ 6,184,368
Miscellaneous Equip.	379,317
Stations	8,549,428
Existing Cost Component	$ 15,113,113

III.B. CUSTOMER BASE

The next step is to calculate the existing customer base. The City provided the number of dwelling units in the City in 2015, along with the area (in square feet) of various nonresidential land use types. Based on the City's comprehensive plan, anticipated development by 2035 and annual growth rates could be calculated as shown in **Exhibit 5**. Using the compound annual growth rate, the total amount of development in 2019 could be interpolated. Development in 2019 is the existing customer base, and the estimated development between 2020 and 2035 is the future customer base.

Exhibit 5
Development

Land Use	Measurement	2015 Existing	Additional 2035 Development	Compound Annual Growth Rate	2019 Development
Commercial	Sq. Ft.	4,063,759	889,766	0.99%	4,227,905
Office & Industrial	Sq. Ft.	8,799,061	4,831,614	2.21%	9,604,008
Schools	Sq. Ft.	2,468,850	551,102	1.01%	2,570,371
Health Care	Sq. Ft.	2,017,135	450,269	1.01%	2,100,081
Government	Sq. Ft.	320,571	71,559	1.01%	333,753
Single-Family	Dwelling Unit	20,451	3,511	0.80%	21,109
Multifamily	Dwelling Unit	17,086	10,153	2.36%	18,756

The City provided response data from 2019, categorized by land use type. This was used to calculate the 2019 incident generation rate, or the number of incidents generated by each unit of development, as shown in **Exhibit 6**.

Exhibit 6
2019 Incident Generation Rate

Land Use	Measurement	2019 Development	2019 Incidents	2019 Incident Generation Rate
Commercial	Sq. Ft.	4,227,905	936	0.00022
Office & Industrial	Sq. Ft.	9,604,008	169	0.00002
Schools	Sq. Ft.	2,570,371	220	0.00009
Health Care	Sq. Ft.	2,100,081	1,092	0.00052
Government	Sq. Ft.	333,753	162	0.00049
Single-Family	Dwelling Unit	21,109	2,903	0.13754
Multifamily	Dwelling Unit	18,756	2,157	0.11500
Total			7,640	

Assuming that incident generation rates across land use types remain the same, an incident forecast for 2035 can be prepared, as shown in **Exhibit 7**.

Exhibit 7
Incident Forecast

Land Use	Measurement	2015 Existing	2035 Development	2019 Incident Generation Rate	2035 Incident Forecast
Commercial	Sq. Ft.	4,063,759	4,953,525	0.00022	1,097
Office & Industrial	Sq. Ft.	8,799,061	13,630,675	0.00002	240
Schools	Sq. Ft.	2,468,850	3,019,952	0.00009	259
Health Care	Sq. Ft.	2,017,135	2,467,404	0.00052	1,283
Government	Sq. Ft.	320,571	392,130	0.00049	191
Single-Family	Dwelling Unit	20,451	23,962	0.13754	3,296
Multifamily	Dwelling Unit	17,086	27,239	0.11500	3,133
Total					9,497

The annual number of incidents is expected to grow by 1,857 incidents between 2019 and 2035 (9,497 – 7,640 = 1,857). This results in a *growth eligibility percentage* of 19.56 percent.

$$1{,}857 \div 9{,}497 \ = 19.56\%$$

Unlike other City services, it is difficult to assign future investments as 100 percent growth related. Apparatus are mobile, and most of the growth within the City is projected to be infill and redevelopment. Thus, future projects will be assumed to serve both existing development and future growth. This means that future system investments will only be 19.56 percent eligible for inclusion in the future cost component.

III.C. FUTURE COST COMPONENT

The City provided a capital improvement plan (CIP) that included both funded and unfunded projects. However, after discussions with City staff, it was determined that the unfunded portion of the CIP should be included in the impact fee cost basis only if the City’s Proposition #1 levy failed at the November 2020 election. The levy passed, so the projects listed in the unfunded portion of the CIP will be funded with levy funds instead, and not included in the impact fee study. The included CIP projects are shown in **Exhibit 8**.

Exhibit 8
Future Projects

Project Number	Project Title	Prior Year(s) (not included)	2019-2024 Total	Impact Fee Eligibility	Impact Fee Eligibile Cost
FIRE					
PSC 06300	Air Fill Station Replacement		86,200	19.56%	16,857
PSC 06600	Thermal Imaging Cameras		93,400	19.56%	18,265
PSC 07100	Self Contained Breathing Apparatus (SCBA)		1,017,600	19.56%	198,999
PSC 07600	Personal Protective Equipment		1,320,500	19.56%	258,233
PSC 08000	Emergency Generators	120,000	120,000	19.56%	46,934
PSC 08100	Fire Station 26 Training Prop		290,000	19.56%	56,712
PSC 08200	Water Rescue Craft Storage & Lift		87,900	19.56%	17,189
FACILITIES					
PSC 30021	*Fire Station 24 Land Acquisition*	*4,437,530*	5,737,530	19.56%	1,989,804
PSC 30022	*Fire Station 24 Replacement*	*10,133,300*	16,890,908	19.56%	5,284,772
Total Funded Public Safety Projects		$ 14,690,830	$ 25,644,038		$ 7,887,764

The future cost to be included is $25.6 million. When multiplied by the growth eligibility percentage calculated above, the future cost basis is $7.9 million.

III.D. IMPACT FEE CALCULATION

All the cost bases of the impact fee have now been calculated. However, as the impact fee will be charged based on individual land use type, each cost component must be distributed across the various land use types. This is done on the percentage of incidents in the relevant year (2019 for the current cost basis and 2035 for the future cost basis). **Exhibit 9** shows the distribution and resulting impact fee for apparatus costs.

Exhibit 9
Apparatus Fee Calculation

Land Use Type	Unit of Development	2019 Incidents	2019 Incident Breakdown	Cost Basis: $ 6,184,368	2035 Development	Fee
Commercial	Sq. Ft.	936	12.25%	$ 757,740	4,953,525	$ 0.15
Office & Industrial	Sq. Ft.	169	2.21%	136,642	13,630,675	0.01
Schools	Sq. Ft.	220	2.88%	178,344	3,019,952	0.06
Health Care	Sq. Ft.	1,092	14.29%	883,735	2,467,404	0.36
Government	Sq. Ft.	162	2.12%	131,318	392,130	0.33
Single-Family	Dwelling Unit	2,903	38.01%	2,350,415	23,962	98.09
Multifamily	Dwelling Unit	2,157	28.24%	1,746,174	27,239	64.11
Total		7,640	100.00%	$ 6,184,368		

Exhibit 10 shows the distribution and resulting impact fee for fire stations and miscellaneous equipment costs.

Exhibit 10
Stations and Miscellaneous Equipment Fee Calculation

Land Use Type	Unit of Development	2019 Incidents	2019 Incident Breakdown	Cost Basis $8,928,745	2035 Development	Fee
Commercial	Sq. Ft.	936	12.25%	$ 1,093,995	4,953,525	$ 0.22
Office & Industrial	Sq. Ft.	169	2.21%	197,278	13,630,675	0.01
Schools	Sq. Ft.	220	2.88%	257,486	3,019,952	0.09
Health Care	Sq. Ft.	1,092	14.29%	1,275,901	2,467,404	0.52
Government	Sq. Ft.	162	2.12%	189,592	392,130	0.48
Single-Family	Dwelling Unit	2,903	38.01%	3,393,435	23,962	141.62
Multifamily	Dwelling Unit	2,157	28.24%	2,521,057	27,239	92.55
Total		7,640	100.00%	$ 8,928,745		

Finally, the future cost basis is distributed in **Exhibit 11**. As the future cost basis is divided only by future growth, the incidents, incident breakdown, and development are different than in **Exhibits 9** and **10**.

Exhibit 11
Future Projects Fee Calculation

Land Use Type	Unit of Development	2035 Projected Incidents	2035 Incident Breakdown	Cost Basis $ 7,887,764	Growth by 2035	Fee
Commercial	Sq. Ft.	1,097	11.55%	$ 910,885	889,766	$ 1.02
Office & Industrial	Sq. Ft.	240	2.52%	198,977	4,831,614	0.04
Schools	Sq. Ft.	259	2.73%	214,989	551,102	0.39
Health Care	Sq. Ft.	1,283	13.51%	1,065,320	450,269	2.37
Government	Sq. Ft.	191	2.01%	158,301	71,559	2.21
Single-Family	Dwelling Unit	3,296	34.70%	2,737,444	3,511	779.68
Multifamily	Dwelling Unit	3,133	32.99%	2,601,849	10,153	256.26
Total		9,497	100.00%	$ 7,887,764		

The total fire impact fee is the sum of these three calculated fees, shown below in **Exhibit 12**.

Exhibit 12
Fire Impact Fee Schedule

Land Use Type	Existing Fee Component	Future Fee Component	Total Fee	Unit of Development
Commercial	$ 0.37	$ 1.02	$ 1.40	per Sq. Ft.
Office & Industrial	0.02	0.04	0.07	per Sq. Ft.
Schools	0.14	0.39	0.53	per Sq. Ft.
Health Care	0.88	2.37	3.24	per Sq. Ft.
Government	0.82	2.21	3.03	per Sq. Ft.
Single-Family	239.71	779.68	1,019.38	per Dwelling Unit
Multifamily	156.66	256.26	412.92	per Dwelling Unit

Finally, the calculated fire impact fees can be multiplied by anticipated growth to forecast the revenue the City will receive if it fully adopts the fire impact fee.

Exhibit 13
Fire Impact Fee Revenue Forecast

Land Use Type	Total Fee	Unit of Development	Growth by 2035	Existing Component Revenue	Future Component Revenue
Commercial	$ 1.40	per Sq. Ft.	889,766	$ 332,614	$ 910,885
Office & Industrial	0.07	per Sq. Ft.	4,831,614	118,363	198,977
Schools	0.53	per Sq. Ft.	551,102	79,533	214,989
Health Care	3.24	per Sq. Ft.	450,269	394,105	1,065,320
Government	3.03	per Sq. Ft.	71,559	58,562	158,301
Single-Family	1,019.38	per Dwelling Unit	3,511	841,610	2,737,444
Multifamily	412.92	per Dwelling Unit	10,153	1,590,558	2,601,849
Total Revenue Generated				$ 3,415,346	$ 7,887,764

The total revenue generated is $11.3 million. This represents 44% of the 2019-24 CIP shown in **Exhibit 8**.

FCS GROUP also surveyed neighboring jurisdictions to determine how the City's calculated fire impact fees fit into a regional context. The results of this survey are shown in **Exhibit 14**. Fire impact fees are not as common as other types of impact fees, but Kirkland's calculated fee is in line with those imposed by other Western Washington jurisdictions.

Exhibit 14
Fire Impact Fee Survey

City	SFR	MFR
Issaquah	$ 2,213	$ 2,485
Shoreline	2,187	1,895
Kirkland	1,019	413
Renton	830	965
Redmond	125	149
Sammamish	N/A	N/A
Bellevue	N/A	N/A
Sammamish	N/A	N/A
Vancouver	N/A	N/A

Section IV. PARKS IMPACT FEE

This section provides the detailed calculations of the maximum defensible parks impact fee. As the City already has an existing parks impact fee, this study uses the same investment-based methodology as was previously used. This approach is based on the total value of the City's park system, divided by the total applicable customer base. One change was made to the previous calculation. This impact fee uses residential equivalents (described below) that is added to the city population to account for the impacts of nonresidential development on City infrastructure.

IV.A. CUSTOMER BASE

The first step is to calculate the parks capital value per person, or the value of the existing system divided by the user base. The City currently defines the user base of its park system as the City's population. However, an alternative methodology is based on *residential equivalents*, which measures and includes the additional impact of employees of businesses within the City on the parks system. The calculation of residential equivalents is shown below.

IV.A.1. Residential Equivalents

To charge parks impact fees to both residential and non-residential developments, we must estimate both (1) how much availability non-residential occupants (i.e., employees) have to use parks facilities and (2) how that availability differs from residential occupants (i.e., residents).

The calculation begins with the most recent data for both population and employment in Kirkland. As shown below, in 2017 (the most recent year for which both population and employment data were available), 86,080 residents lived in Kirkland, and 47,834 employees worked in Kirkland. Of these, 5,484 people both lived and worked in Kirkland, as shown in **Exhibit 15.**

Exhibit 15
Residents and Employees in Kirkland (2017)

	Living Inside Kirkland	Living Outside Kirkland	Total
Working inside Kirkland	5,484	42,350	47,834
Working outside Kirkland	39,184		
Not working	41,412		
Total	86,080		

Source: WA OFM Population Statistics, US Census Bureau: OnTheMap Application

Next, we estimate the number of hours per week that each category of person would be available to use the parks facilities in Kirkland. For example, a resident of the City who was not working would have 112 hours per week available to use park facilities (7 days x 16 hours per day). The table below shows FCS GROUP's estimate of maximum time available for use. It is not an estimate of actual use.

Exhibit 16
Available Hours by Category

Hours per Week of Park Availability per Person, Residential Demand	Living Inside Kirkland	Living Outside Kirkland
Working inside Kirkland	72	N/A
Working outside Kirkland	72	N/A
Not working	112	N/A
Hours per Week of Park Availability per Person, Non-Residential Demand	**Living Inside Kirkland**	**Living Outside Kirkland**
Working inside Kirkland	10	10
Working outside Kirkland	N/A	N/A
Not working	N/A	N/A

Source: FCS GROUP

When the hours of availability above are multiplied by the population and employee counts presented earlier, we can determine the relative parks demand of residents and employees. As shown in **Exhibit 17**, the parks demand of one employee is equivalent to the parks demand of 0.11 resident. Another way of understanding this is that the parks demand of 9.12 employees is equivalent to the parks demand of one resident.

Exhibit 17
Total Available Hours by Class

Total Hours per Week of Park Availability, 2017	Residential Hours	Non-Residential Hours	Total Hours
Working inside Kirkland	394,848	478,340	873,188
Working outside Kirkland	2,821,248		2,821,248
Not working	4,638,144		4,638,144
Total	7,854,240	478,340	8,332,580
Hours per resident	91.24		
Hours per employee		10.00	
Employee Residential Equivalent			0.110

Source: Previous tables

IV.A.2. Growth

The current (2020) demand for parks facilities is 96,121 residential equivalents. That number is the sum of 90,660 residents (based on the Washington State Office of Financial Management's official state population projections), and 5,461 residential equivalents for 49,832 employees. The number of employees is based on the 2017 number of employees, inflated to 2020 based on the City's planning data.

During the forecast period from 2020 to 2024, chosen to match the capital plan, residential population is expected to grow by 983 residents to a total of 91,643 residents. Population growth was forecast at 0.27 percent annually, and growth in employees forecast at 1.37 percent annually. As shown in **Exhibit 18**, residential equivalents will grow by 1,289 residential equivalents to a total of 97,410 residential equivalents.

Exhibit 18
Growth in Residential Equivalents

	2017	2020	2024	Growth from 2020 to 2024
Population	86,080	90,660	91,643	983
Employees	47,834	49,832	52,627	2,795
Residential Equivalent Employees	5,242	5,461	5,768	306
Total Residential Equivalents	91,322	96,121	97,410	1,289

As of the time of this report, the City had not determined whether to use residential equivalents as the customer base, which would allow it to charge nonresidential development, or to retain its current approach and charge only residential development. This report shows each calculation in parallel, so the differences between the two approaches are clear.

IV.B. IMPACT FEE CALCULATION

The next step is to calculate the capital value per person or residential equivalent. This study is based on the previous valuations of the City park system, inflated by the actual rise in property assessed values in Kirkland between 2014 and 2020 (80.74 percent). This is shown in **Exhibit 19**.

Exhibit 19a
Park System Inventory

	2014			2020			
Name	Land Value	Improvement Value	2014 Total Value	Inflated Land Value	Inflated Improvement Value	Additional CIP Improvements	2020 Total Value
132nd Square Park	$ 466,000	$ 2,462,121	$ 2,928,121	$ 842,264	$ 4,450,121	$ 9,058	$ 5,301,444
Beach Property	45,000	-	45,000	81,335	-		81,335
Brookhaven Park	622,100	24,725	646,825	1,124,405	44,688		1,169,093
Carillon Woods	9,634,000	180,920	9,814,920	17,412,823	327,001		17,739,824
Cedar View Park	465,500	101,500	567,000	841,361	183,455		1,024,815
Cotton Hill Park	803,000	-	803,000	1,451,370	-		1,451,370
Crestwoods Park	13,784,500	2,457,493	16,241,993	24,914,579	4,441,756		29,356,336
David E. Brink Park	15,379,000	648,124	16,027,124	27,796,534	1,171,442		28,967,975
Edith Moulton Park	3,648,000	287,940	3,935,940	6,593,521	520,433	1,878,356	8,992,310
Everest Park	5,812,800	3,918,638	9,731,438	10,506,255	7,082,680	409	17,589,344
Forbes Creek Park	2,852,000	524,875	3,376,875	5,154,803	948,677		6,103,480
Forbes Lake Park	1,382,000	-	1,382,000	2,497,874	-	140,602	2,638,476
Heritage Park	16,215,500	2,091,641	18,307,141	29,308,452	3,780,504		33,088,956
Heronfield Wetlands	2,128,200	16,100	2,144,300	3,846,582	29,100		3,875,682
Highlands Park	1,271,000	351,584	1,622,584	2,297,249	635,465		2,932,714
Houghton Beach Park	30,150,000	2,238,895	32,388,895	54,494,147	4,046,656		58,540,803
Juanita Bay Park	25,880,200	4,886,922	30,767,122	46,776,764	8,832,790	2,759	55,612,312
Juanita Beach Park	10,752,000	9,210,079	19,962,079	19,433,535	16,646,614	688,569	36,768,717
Juanita Heights Park	1,168,000	5,600	1,173,600	2,111,083	10,122	736,033	2,857,238
Kingsgate Park	1,293,000	5,000	1,298,000	2,337,013	9,037		2,346,050
Kiwanis Park	8,282,000	16,000	8,298,000	14,969,172	28,919		14,998,091
Lake Ave W Street End Park	5,513,278	12,700	5,525,978	9,964,888	22,954		9,987,843
Marina Park	12,000,000	5,573,669	17,573,669	21,689,213	10,074,040	11,798	31,775,051
Mark Twain Park	624,000	874,062	1,498,062	1,127,839	1,579,810		2,707,649
Marsh Park	16,950,000	705,526	17,655,526	30,636,013	1,275,192	18,937	31,930,142
McAuliffe Park	2,888,800	523,408	3,412,208	5,221,316	946,026		6,167,342
Neil-Landguth Wetland Park	140,000	5,000	145,000	253,041	9,037		262,078
North Kirkland Com Ctr Park	3,172,800	7,196,029	10,368,829	5,734,628	13,006,349		18,740,977
North Rose Hill Woodlands Park	1,944,000	1,100,505	3,044,505	3,513,652	1,989,091		5,502,743
Ohde Avenue Pea Patch	666,000	2,250	668,250	1,203,751	4,067		1,207,818
Open Space 1138020240	189,000	-	189,000	341,605	-		341,605
Open Space 1437900440	1,000	-	1,000	1,807	-		1,807
Open Space 3295730200	1,000	-	1,000	1,807	-		1,807
Open Space 3326059150	988,000	-	988,000	1,785,745	-		1,785,745
Open Space 6639900214	177,000	-	177,000	319,916	-		319,916
Open Space 3326059136	1,060,900	-	1,060,900	1,917,507	-		1,917,507
Open Space 2426049132	651,000	-	651,000	1,176,640	-		1,176,640
Open Space 2540800430	1,000	-	1,000	1,807	-		1,807
Open Space 3261020380	5,000	-	5,000	9,037	-		9,037
Open Space 3275740240	1,000	-	1,000	1,807	-		1,807
Open Space 3754500950	476,000	-	476,000	860,339	-		860,339
Open Space 6619910290	240,000	-	240,000	433,784	-		433,784

Exhibit 19b
Park System Inventory cont.

	2014			2020			
Name	Land Value	Improvement Value	2014 Total Value	Inflated Land Value	Inflated Improvement Value	Additional CIP Improvements	2020 Total Value
Open Space 7016100600	536,000	-	536,000	968,785	-		968,785
Open Space 7016300061	1,000	-	1,000	1,807	-		1,807
Open Space 7955060320	164,000	-	164,000	296,419	-		296,419
Open Space 9527000610	1,000	-	1,000	1,807	-		1,807
Open Space 1119000270	1,000	-	1,000	1,807	-		1,807
Open Space 3558910830	1,000	-	1,000	1,807	-		1,807
Peter Kirk Park	27,181,400	17,367,453	44,548,853	49,128,597	31,390,532	78,596	80,597,726
Phyllis A Needy - Houghton Nbr	422,000	363,653	785,653	762,737	657,278		1,420,015
Reservoir Park	718,000	150,300	868,300	1,297,738	271,657		1,569,395
Rose Hill Meadows	1,888,000	452,044	2,340,044	3,412,436	817,040		4,229,476
Settler's Landing	1,800,000	506,400	2,306,400	3,253,382	915,285		4,168,667
Snyders Corner Park	772,000	-	772,000	1,395,339	-		1,395,339
South Norway Hill Park	2,553,400	-	2,553,400	4,615,103	-		4,615,103
South Rose Hill Park	450,000	480,721	930,721	813,345	868,872		1,682,217
Spinney Homestead Park	3,896,000	718,878	4,614,878	7,041,764	1,299,324		8,341,088
Street End Park	299,891	-	299,891	542,033	-		542,033
Terrace Park	865,700	397,787	1,263,487	1,564,696	718,974	815	2,284,485
Tot Lot Park	763,000	138,205	901,205	1,379,072	249,796	4,372	1,633,241
Van Aalst Park	1,788,000	260,160	2,048,160	3,231,693	470,222		3,701,915
Watershed Park	10,248,900	-	10,248,900	18,524,214	-		18,524,214
Waverly Beach Park	6,605,500	1,761,240	8,366,740	11,939,008	3,183,325	1,301,710	16,424,042
Windsor Vista Park	977,000	-	977,000	1,765,863	-		1,765,863
Wiviott Property	131,000	-	131,000	236,774	-		236,774
Yarrow Bay Wetlands	3,209,600	-	3,209,600	5,801,141	-		5,801,141
Cross Kirkland Corridor Trail	1,000,000	4,102,560	5,102,560	1,807,434	7,415,108		9,222,542
2015 Dock Shoreline			-	-	-	106,060	106,060
2017 Neighborhood Park Land Acq			-	-	-	1,683,120	1,683,120
2013 Dock Shoreline			-	-	-	344,061	344,061
Totem Lk/CKC Land Acquisition			-	-	-	181,569	181,569
2016 Dock Shoreline			-	-	-	300,184	300,184
OO Denny Park Improvements			-	-	-	150,605	150,605
Parks Maintenance Center			-	-	-	10,816,907	10,816,907
PK Pool Liner Replacement			-	-	-	214,855	214,855
2017 Dock Shoreline			-	-	-	212,341	212,341
2018 Neighborhood Park Land Acqu			-	-	-	65,124	65,124
2015 Dock Shoreline			-	-	-	328	328
Totem Lk/CKC Land Acquisition			-	-	-	125	125
Totem Lake Park Master Plan Ph. 1			-	-	-	996,231	996,231
15/17/18 City School Partnership			-	-	-	161,253	161,253
2018 City-School Partnership			-	-	-	161,253	161,253
Neighborhood Park Land Acquisi			-	-	-	3,000	3,000
[extra]			-	-	-		-
Total	$ 265,996,969	$ 72,120,702	$ 338,117,671	$ 480,772,071	$ 130,353,437	$ 20,269,029	$ 631,394,537

As shown, the value of the park system has increased from about $338 million to $631 million. This results in an increase in the capital value per person or residential equivalent, as shown in **Exhibit 20**.

Exhibit 20
Capital Value per Person / Residential Equivalent

	Previous Study	Current Study (w/o nonresidential)	Current Study (w/nonresidential)
Value of Parks Inventory	$ 338,118,273	$ 631,394,537	$ 631,394,537
Population / Residential Equivalents	82,590	90,660	96,121
Capital Value Per Person / RE	$ 4,094	$ 6,964	$ 6,569

Now that the capital value per resident or residential equivalent has been calculated, the next step is to calculate the value of parks needed for growth. This is the capital value calculated above, multiplied by the forecasted growth. This represents the total investment that is eligible to be recovered through impact fees.

Exhibit 21
Value Needed for Growth

	Previous Study	Current Study (w/o nonresidential)	Current Study (w/nonresidential)
Capital Value per Person / RE	$ 4,094	$ 6,964	$ 6,569
Growth of Population / REs	4,320	983	1,289
Investment Needed for Growth	$ 17,685,809	$ 6,843,223	$ 8,466,310

The investment needed for growth has decreased from the previous study, due to the relatively short remaining planning period, and an anticipated decrease in the population growth rate. However, these values also need to be adjusted for consistency with the CIP. Under Washington state law, impact fees can only recover the growth-related cost of CIP projects that add capacity to the park system. The City provided a list of projects that would be completed through 2024, as well as an estimate of how much of each project would increase the capacity of the park system. This is shown in **Exhibit 22**.

Exhibit 22
Capital Improvement Program

Project Number	Project Title	2019-2024 Total	Capacity Share	Eligible Cost
PKC 04900	Open Space, Park Land & Trail Acq Grant Match Program	100,000	100%	$ 100,000
PKC 06600	*Parks, Play Areas & Accessibility Enhancements*	1,115,000	0%	-
PKC 08711	Waverly Beach Park Renovation Phase II	515,000	0%	-
PKC 11901	*Juanita Beach Park Bathhouse Replacement*	1,208,311	13%	157,080
PKC 11903	Juanita Beach Park Playground	366,000	58%	212,280
PKC 12100	Green Kirkland Forest Restoration Program	600,000	0%	-
PKC 13310	*Dock & Shoreline Renovations*	1,660,000	0%	-
PKC 13330	Neighborhood Park Land Acquisition	5,418,000	100%	5,418,000
PKC 13400	*132nd Square Park Playfields Renovation*	5,672,200	50%	2,836,100
PKC 13420	132nd Square Park Master Plan	135,000	80%	108,000
PKC 13530	Juanita Heights Park Trail	243,800	100%	243,800
PKC 13902	*Totem Lake Park Development - Expanded Phase I*	6,159,200	90%	5,543,280
PKC 14200	Houghton Beach & Everest Park Restroom Repl. Design	85,000	0%	-
PKC 14700	*Parks Maintenance Center*	2,958,351	14%	414,169
PKC 15100	Park Facilities Life Cycle Projects	950,000	0%	-
PKC 15400	Indoor Recreation & Aquatic Facility Study	160,000	100%	160,000
PKC 15500	Finn Hill Neighborhood Green Loop Trail Master Plan	160,000	100%	160,000
PKC 15600	Park Restrooms Renovation/Replacement Program	1,583,000	0%	-
PKC 15700	Neighborhood Park Development Program	1,583,000	100%	1,583,000
Total Funded Park Projects		30,671,862	Total	$ 16,935,710

The total growth-related portion of the CIP is about $16.9 million. As this value exceeds the investment needed for growth calculated in **Exhibit 21**, no adjustment is needed to reduce the investment needed for growth -- the adjustment percentage is 100 percent, as shown in **Exhibit 23**.

Exhibit 23
CIP Adjustment

	Previous Study	Current Study (w/o nonresidential)	Current Study (w/nonresidential)
Cost of CIP Projects that Add Capacity	$ 6,857,400	$ 16,935,710	$ 16,935,710
Investment Needed for Growth	17,685,809	6,843,223	8,466,310
Adjustment Percentage	39%	100%	100%

The penultimate step is to multiply the adjustment percentage by the capital value per person or residential equivalent calculated in **Exhibit 20**. This is the growth cost per person or residential equivalent, shown in **Exhibit 24**.

Exhibit 24
Growth Cost per Person / Residential Equivalent

	Previous Study	Current Study (w/o nonresidential)	Current Study (w/nonresidential)
Capital Value per Person / RE	$ 4,094	$ 6,964	$ 6,569
Adjustment Percentage	39%	100%	100%
Growth Cost per Person / RE	$ 1,587	$ 6,964	$ 6,569

Finally, the growth cost per person or residential equivalent is multiplied by the Kirkland-specific average occupancy rates of various residential units or the residential equivalence (if applicable) to determine the parks impact fee.

Exhibit 25
Occupancy Rates by Dwelling Unit

	Previous Study Value	Current Study
Single-Family	2.5	2.5
Multi-Family	1.9	1.7
Residential Suite	N/A	0.9
Residential Equivalence	N/A	0.1

This results in the calculated impact fees shown below.

Exhibit 26
Impact Fee per Unit of Development

	Previous Study	Current Study (w/o nonresidential)	Current Study (w/nonresidential)
Single-Family	$ 3,968	$ 17,496	$ 16,501
Multi-family	3,016	11,845	11,172
Residential Suite	N/A	6,268	5,912
Per Employee	N/A	N/A	720

The calculated impact fee represents a sizeable increase over the existing parks impact fee. This is driven primarily by the low growth forecasted within the city through 2024 (based on past projections), as well as the large increase in the assessed value of the parks system. Thus, the high impact fee appropriately reflects the high cost of developing new parks within Kirkland. It should be reiterated that this represents the *maximum allowable impact fee*, and the City is not under any obligation to adopt the calculated fee.

Finally, FCS GROUP compared the calculated park impact fee to other regional jurisdictions.

Exhibit 27
Park Impact Fee Survey

Parks Impact Fee Comparison	Single Family Residence	Multi-Family
Kirkland (calculated maximum)	$ 16,501	$ 11,172
Issaquah	9,107	5,591
Sammamish	6,739	4,362
Redmond	4,738	3,289
Kirkland (existing)	4,391	3,338
Shoreline	4,090	2,683
Renton	3,946	2,801
Vancouver	2,379	1,739
Bellevue	N/A	N/A

The calculated maximum for the City (including non-residential) is significantly higher than any other surveyed jurisdiction.

Section V. INDEXING

The City already annually indexes its impact fees to the *Engineering News-Record* Construction Cost Index. We recommend that the City continue this practice for its parks impact fee and institute it for its fire and EMS impact fee, as it provides an adjustment which at least partially responds to the cost basis over time. We also recommend that the City continue its practice of periodically updating its impact fees to ensure that they recover the full cost of growth's impacts on City facilities.

FCS
a Bowman company

CITY OF FEDERAL WAY

Park Impact Fee Scaling

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City of Federal Way Park Impact Fee Scaling

In 2023, the City of Federal Way (City) adopted a park impact fee (PIF) of $2,200, applied uniformly to new dwelling units in the City. The corresponding methodology supported a maximum PIF of $2,839 per dwelling unit, or $1,048 per occupant. The Revised Code of Washington has since been amended to require the scaling of impact fees by dwelling unit size, number of bedrooms, or trips generated. To comply with these new requirements, the City engaged FCS, a Bowman company, to develop a scaling approach for the PIF. This memo provides a summary of the resulting proposed scaling approach.

Background

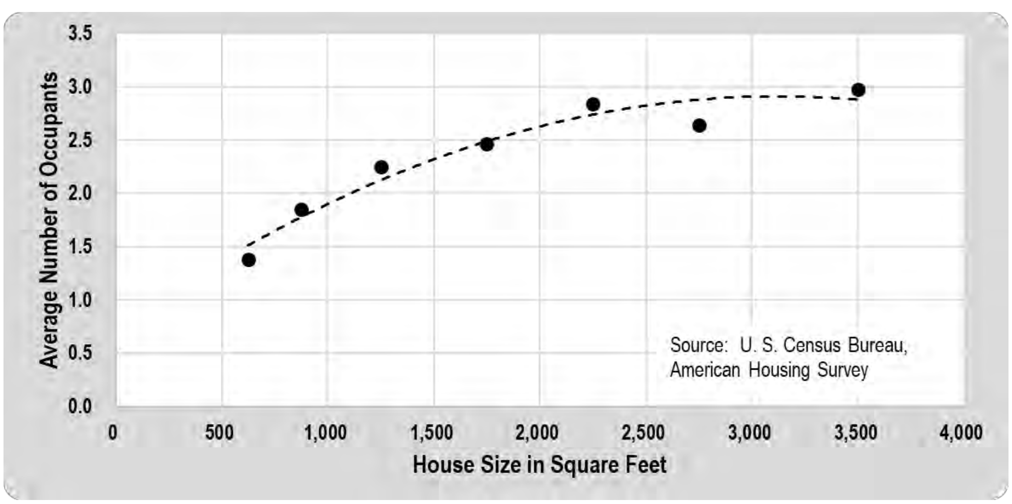
RCW 82.02.060(1) states that a park impact fee schedule "shall reflect the proportionate impact of new housing units... based on the square footage, number of bedrooms, or trips generated... in order to produce a proportionally lower impact fee for smaller housing units." Jurisdictions in Washington are responding to these new requirements in a variety of ways. Some, like the City of Everett, scale by the number of bedrooms. Many others, like the City of Camas, scale by the size of the dwelling unit in square feet.

The best measure of potential parks demand created by new residential units is the number of residents that will occupy each dwelling unit. Therefore, the question of how to scale residential SDCs is really a question of estimating the number of occupants per dwelling unit. The approach described herein incorporates the nexus between dwelling unit square footage and the average number of occupants. Note that additional new requirements in RCW 36.70A.681 place limits on charging impact fees to accessory dwelling units, stating that a city "may not assess impact fees on the construction of accessory dwelling units that are greater than 50 percent of the impact fees that would be imposed on the principal unit...".

Analysis

American Housing Survey data for the Seattle Metro region states that, to a point, square footage is positively correlated with the number of occupants. That point is calculated to be 3,124 square feet. The correlation is shown graphically in **Exhibit 1** below.

Exhibit 1: Occupancy by House Size in Seattle Metro Area (2021)



To apply this data to local Federal Way conditions, the City provided permit data going back to its incorporation showing the dwelling unit sizes of its residential developments. These developments included both single-family and multi-family types. Square footage related to basement areas, decks, and garages were excluded for this analysis. The resulting average dwelling unit size in the City is 1,686 square feet (SF). City planning data indicated that the average occupancy in the City is 2.71 per dwelling unit. Therefore, the average occupancy per 1,000 SF is 1.61 occupants. These calculations are shown in **Exhibit 2** below.

Exhibit 2: Federal Way Dwelling Unit Statistics

Dwelling Unit Statistics	
Average Dwelling Unit Size (all Dwellings Units)	**1,686**
Average Occupancy per Dwelling Unit	2.71
Average Occupancy per 1,000 SF	1.61

Source: *City staff (average dwelling unit size); PIF Methodology (occupancy per dwelling unit)*

The minimum expected number of occupants of a dwelling unit is 1. Based on the average occupancy per 1,000 SF of 1.61, the average dwelling unit size needed to support 1 occupant in Federal Way is 622 square feet. Furthermore, if occupancy scales in a manner like the data from the American Housing Survey for the Seattle Metro region, the occupancy at the maximum size of 3,124 SF is 5.02. Intermediate values can be calculated using the ratio described above of 1.61 occupants per 1,000 SF.

The PIF methodology supported a charge of $2,839 per dwelling unit which when applied to the occupancy figures above results in a (rounded) charge of $1.68 per square foot. This approach is summarized in **Exhibit 3** below. The City could also use the calculations described below to develop a schedule using square footage tiers.

Exhibit 3: Federal Way PIF Scaling by Square Footage

	Square Footage	Occupancy	PIF
PIF per Square Foot	1	0.0016	$1.68
Minimum PIF	622	1.0000	$1,045
Maximum PIF	3124	5.0220	$5,248

Source: *Previous tables (occupancy); PIF Methodology (PIF per occupant)*

As an example of applying this charge, a dwelling unit of 1,500 square feet would pay 1,500 × $1.68 = $2,520 for the PIF. A dwelling unit of 500 square feet would pay the minimum PIF of $1,045. A dwelling unit of 4,000 square feet would pay the maximum PIF of $5,248.

Conclusion

The analysis section provides one method for scaling the PIF by square footage that is tied to underlying statistics about average dwelling unit size and occupancy in the City of Federal Way. This scaling method will allow the City to comply with new legal requirements in the RCW by scaling the park impact fee with the size of the dwelling unit. Note that a further requirement in RCW 36.70A.681 states that the City “may not assess impact fees on the construction of accessory dwelling units that are greater than 50 percent of the impact fees that would be imposed on the principal unit…” The City will also need to comply with this statute when it imposes the scaling methodology. Finally, the City may in the future modify its established PIF per occupant (as for inflation) and use the scaling approach described above with the updated rate.

City of Federal Way

Park Impact Fee Study

Final Report

May 10, 2023

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Section I. INTRODUCTION

The City of Federal Way (City) is looking to implement a parks impact fee (PIF) to provide partial funding for the capital needs of its parks system. In 2022, the City engaged FCS GROUP to calculate a PIF based on recent growth estimates, its parks project lists, and inventory data. The City provides parks and recreation services for all residents in its boundaries, and the City's park planning efforts extend throughout the same boundaries. Given the City-wide planning and provision of parks services, as well as the City's relatively limited geographic scope, the City park system is a single service area for the purposes of the PIF study. The following sections provide the policy background upon which the PIF is based, as well as a general overview of the PIF calculation. The rest of the report details the specific data inputs and results of the PIF calculation.

I.A. POLICY

Park impact fees are enabled by state statutes, authorized by local ordinance, and constrained by the United States Constitution.

I.A.1. State Statutes

Impact fees are authorized by state law in RCW 82.02.050 through 82.02.110. By law, revenue from park impact fees shall be used for park system improvements that will reasonably benefit new development. The money may not be used to address system deficiencies, or maintenance and repair costs. The fees cannot exceed new development's proportionate share of the improvement costs, and the revenue may be spent only for the public facilities which are addressed by the capital facilities plan element of an adopted comprehensive land use plan. Impact fee revenue must be spent within ten years after collection. In addition, the City cannot depend entirely on impact fees to fund capital costs; there must be some amount of funding from other local sources.

I.A.2. Local Ordinance

The City of Federal Way is implementing code updates to support the PIF calculated in this report.

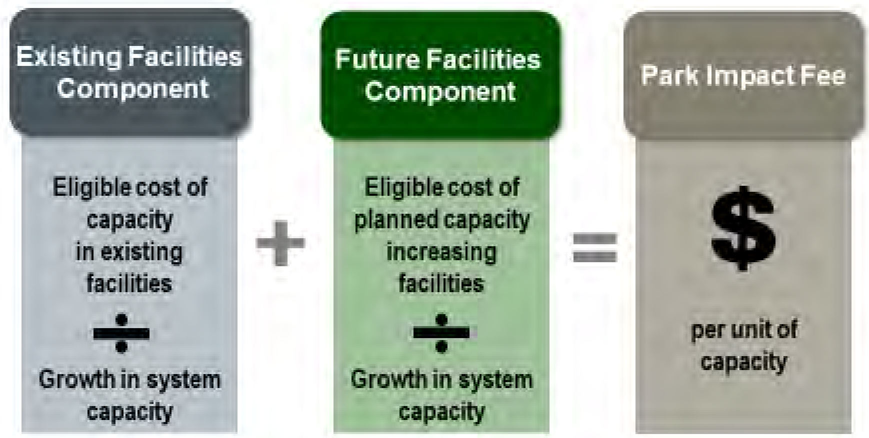
I.A.3. United States Constitution

The United States Supreme Court has determined that impact fees and other exactions that comply with state and/or local law may still violate the United States Constitution if they are not proportionate to the impact of the development. The PIF calculated in this report are designed to meet such constitutional and statutory requirements.

I.B. CALCULATION OVERVIEW

In general, impact fees are calculated by adding an existing facilities fee component and a future facilities fee component—both with potential adjustments. Each component is calculated by dividing the eligible cost by growth in units of demand. The unit of demand becomes the basis of the charge.

The diagram below summarizes the basic outline of an impact fee calculation, and more detail is provided in the following bullets.



- **The eligible cost of capacity in existing facilities** is the cost of existing park facilities that will serve growth. For a parks impact fee, determining the capacity in the existing system available for growth starts with determining the amount of existing parks facilities that are required for existing users, commonly measured in park acres. One method for doing so first calculates the system's level-of-service after completion of the capital facilities plan. By applying that level-of-service target to the current population, the City can determine if it's currently meeting its level-of-service target. If the City has more park facilities (such as park acres) than needed based on its level-of-service target, the costs of such available facilities can be included in the existing facilities component of the impact fee.
- **The eligible portion of capacity increasing projects** is the cost of future projects that will serve growth. Some projects are intended to only serve growth, some projects do not serve to increase the capacity of the City's park system, and some serve the City's current and future populations. Determining how projects fall into each category can again be done with a level-of-service calculation to estimate how many park acres (for example) are needed to serve growth given the City's level-of-service target. Other projects that do not add a measurable number of parks facilities may still be eligible if they will serve both existing and future users.
- **The growth in system demand** is the anticipated growth in the City's population. However, as residents are not the only users of the City's park system, employees of businesses within will be included as well, at a separate rate that reflects the parks demand characteristics of commercial developments.

Finally, summing the existing facilities component with the future facilities component gives the fully calculated impact fee.

Section II. PIF Analysis

This section provides the detailed calculations of the maximum allowable PIF in the City of Federal Way.

II.A. GROWTH

The calculation of projected growth begins with defining the units by which current and future demand will be measured. Then, using the best available data, we quantify the current level of demand and estimate a future level of demand. The difference between the current level and the future level is the growth in demand that will serve as the denominator in the PIF calculations.

II.A.1. Unit of Measurement

A good unit of measurement allows an agency to quantify the incremental demand of development or redevelopment that creates additional demand for park facilities. A more precise unit of measurement allows an agency to distinguish different levels of demand added by different kinds of development or redevelopment.

II.A.1.a Options

For parks impact fees, demand that can be attributed to individual developments is usually measured in the number of people who will occupy a development. For residential developments, the number of occupants means the number of residents. We use data from the U. S. Census Bureau to estimate the number of residents for different kinds of dwelling units. For non-residential developments, the number of occupants means the number of employees. We use industry data to estimate the number employees per square foot for different kinds of non-residential developments.

When an agency chooses to impose a PIF on both residential and non-residential developments, the demand of one additional resident must be carefully distinguished from the demand of one additional employee. This is usually accomplished by the calculation of a residential equivalent. One resident is equal to one residential equivalent, and one employee is typically less than one residential equivalent.

Non-residential developments are a source of demand for parks facilities in Federal Way, and the City is intending to charge PIFs for both residential and non-residential developments using residential equivalents as the unit of growth.

II.A.2. Demand Adjustment for Non-Residential Users

To charge PIFs to both residential and non-residential developments, we must estimate both (1) how much availability non-residential occupants (i.e., employees) have to use parks facilities and (2) how that availability differs from residential occupants (i.e., residents).

The calculation begins with the most recent counts for population and employment in Federal Way. As shown in **Exhibit 2.1** below, in 2019 (the most recent year for which both population and employment data were available), 96,526 residents lived in Federal Way, according to the Census

Bureau's American Community Survey. Also, according to the Census Bureau, 28,063 employees worked in Federal Way for their primary occupation. Of these, 4,320 people both lived and worked in Federal Way.

Exhibit 2.1 – 2019 Population and Employment in Federal Way

Population and Employment, 2019	Living Inside Federal Way	Living Outside Federal Way	Total
Working Inside Federal Way	4,320	23,743	28,063
Working Outside Federal Way	37,152		
Not Working	55,054		
Total	96,526		

Source: *U.S. Census Bureau, OnTheMap Application, 2019 Inflow/Outflow analysis (employment); U.S. Census Bureau, 2019 American Community Survey 5-year estimates, Table B01003 (population)*

Next, we estimate the number of hours per week that each category of person would be available to use the parks facilities in Federal Way. **Exhibit 2.2** below shows an estimate of maximum availability. It assumes that 8 hours each day are used for sleeping for all residents of the City. For those who are not working, the remaining 16 hours of each day are available for use of the parks system, giving a total of 112 hours per week of parks system availability. For workers, 8 hours of each day are assumed to be spent at work, which leaves the remaining 8 hours per weekday available for residential use of the parks system. In addition, workers have 16 hours of residential demand each weekend day, for a total of 72 hours per week of residential demand. During work, 1 hour is assumed to be available for workers to use the parks system, giving 5 hours per week of non-residential demand. These estimates are not of actual use, but maximum availability.

Exhibit 2.2 – Demand Estimates by Category of Parks User

Hours per Week of Park Availability Per Person, Residential Demand	Living Inside Federal Way
Working Inside Federal Way	72
Working Outside Federal Way	72
Not Working	112

Source: *FCS GROUP.*

Hours per Week of Park Availability Per Person, Non-Residential Demand	Living Inside Federal Way	Living Outside Federal Way
Working Inside Federal Way	5	5
Working Outside Federal Way		
Not Working		

Source: *FCS GROUP.*

When the hours of availability above are multiplied by the counts presented earlier, we can determine the relative demand of residents and employees. As shown in **Exhibit 2.3** below, the parks demand of one employee is equivalent to the parks demand of about 0.05 residents. To put it another way, the parks demand of about 18.96 employees is equivalent to the parks demand of one resident.

Exhibit 2.3 – Total Hours per Week of Park Availability

Total Hours per Week of Park Availability, 2019	Residential hours	Non-residential hours	Total Hours
Working Inside Federal Way	311,040	140,315	451,355
Working Outside Federal Way	2,674,944		
Not Working	6,313,216		
Total	9,299,200	140,315	451,355
Hours per resident	95		
Hours per employee		5	
Residents per employee			0.05

Source: *Previous tables*

II.A.3. Growth in Demand

The current (2023) demand for parks facilities is 103,385 residential equivalents. That number is the sum of 101,534 residents and 1,851 residential equivalents for 35,092 employees according to the Puget Sound Research Council (PSRC). Note that these 2019 population and employment estimates differ from the Census Bureau estimates. This is acceptable because the 2019 Census Bureau data is used only to determine the residential equivalency factor.

During the forecast period from 2023 to 2044, the residential population is expected to grow by 21,808 residents. If total residential equivalents remain proportionate to the residential population, then residential equivalents will grow by 22,774 to a total of 126,159 residential equivalents. Therefore, 22,774 residential equivalents will be the denominator for the PIF calculations later in this report.

Exhibit 2.4 below summarizes these calculations:

Exhibit 2.4 – Growth in Demand

	2019	2023	2044	Growth (2023-2044)	CAGR	Growth Share
Population	97,840	101,534	123,342	21,808	0.93%	17.68%
Employees	32,394	35,092	53,412	18,320	2.02%	34.30%
Residential-equivalent employees	1,708	1,851	2,817	966	2.02%	34.30%
Residential equivalents	99,548	103,385	126,159	**22,774**	0.95%	18.05%

Source: *Puget Sound Research Council (population and employee estimates); Previous tables (resindetial-equivalent employee factor)*

II.B. FUTURE FACILITIES FEE

The future facilities fee is the eligible cost of planned projects per unit of growth that such projects will serve. Since we have already calculated growth (denominator) above, we will focus here on the future facilities fee cost basis (numerator).

II.B.1. Eligibility

A project's eligible cost is the product of its total cost and its eligibility percentage. The eligibility percentage represents the portion of the project that creates capacity for future users.

For park impact fees, eligibility is often determined by a level-of-service analysis that quantifies the park facilities that are needed for growth (and are therefore eligible to be included in the future facilities cost basis). Park facilities can be measured by sorting them into categories such as neighborhood, community, or open space, or by considering their respective units of measurement (e.g., acres). Further, in either approach, the current or future level of service may be targeted. These two separate choices create four distinct and equally defensible ways of calculating the eligibility percentage of each project.

Each method will be examined in the sections below.

II.B.1.a Current Level of Service (By Category and by Unit of Measurement)

Determining PIF eligibility for parks projects using the current level of service requires determining the quantity of parks facilities needed to maintain the current level of service. Any projects that add facilities in excess of that quantity are ineligible.

The City has five relevant parks categories for determining its level of service by category. These are shown in the upper panel of the first column in **Exhibit 2.5**. Each category receives its own level of service. Using community parks as an example, the City currently has 486.94 acres of community parks. Using the 2023 population discussed above, this implies that there is 4.80 acres of community parks per 1,000 residents. The parks project list, when completed, will add 7.00 acres of community parks. Based on the 2044 population and the current level of service, 63.67 additional acres of community parks are needed. So, all the additional park acres can be used to accommodate growth, and therefore are eligible for inclusion in the parks impact fee.

The same line of reasoning is used to develop the eligibility percentages for other parks categories. Calculating eligibility using level of service by unit of measurement (e.g., acres, miles), instead of by park type, also follows the same approach. The eligibility percentage for each parks category or unit of measurement is shown in the last column of **Exhibit 2.5**.

Exhibit 2.5 – Eligibility under the Current Level of Service

	Units	2023 Quantity	2023 Units per 1,000 Residents	Change in Quantity	Additional Needed to Maintain LoS	Eligibility
By Category:						
Community Park	Acres	486.94	4.80	7.00	63.67	100.00%
Neighborhood Park	Acres	108.05	1.06	0.00	14.13	0.00%
Open Space	Acres	436.16	4.30	0.00	57.03	0.00%
Special Use Facilities	Number	6.00	0.06	0.00	0.78	0.00%
Trail	Miles	12.07	0.12	0.00	1.58	0.00%
By Unit of Measurement:						
Park or Natural Area	Acres	1031.15	10.16	7.00	134.83	100.00%
Special Use Facility	Number	6.00	0.06	0.00	0.78	0.00%
Trail	Miles	12.07	0.12	0.00	1.58	0.00%

Source: *2019 PROS Plan Table 3.1, City staff*

II.B.1.b Future Level of Service (By Category and Unit of Measurement)

To determine PIF eligibility using the future level of service, the proposed additional quantity of planned parks facilities is added to the current quantity of parks facilities. Using the future population, a future level of service is then calculated. That level of service is compared to the current parks system to determine if any deficiencies exist against the current population. Only the portions of parks projects that do not cure existing deficiencies are considered eligible for the future facilities fee cost basis under this method.

As in the previous section, calculating PIF eligibility based on future level of service can be done both when measuring parks facilities by category and when measuring by unit of measurement. **Exhibit 2.6** below outlines both methods using the future level of service. Using community parks as an example again, the City currently has 486.94 acres of community parks. The parks project list, when completed, will add 7.00 acres of community parks. This results in a future level of service of 4.30 acres of community parks per 1,000 residents in 2044. If that level of service was applied to the 2023 population, a minimum of 436.82 acres would be needed. However, there are already 486.94 acres of community parks. So, the additional acres added by the project list are not needed for existing users, and therefore 100 percent are includable in the future facilities fee.

The same approach is used to develop the eligibility percentages for other parks categories. Calculating eligibility using level of service by unit of measurement (e.g., acres, miles), instead of by park type, follows the same logic. The eligibility percentage for each parks category or unit of measurement is shown in the "Eligibility" column of **Exhibit 2.6** below.

Exhibit 2.6 – Eligibility under the Future Level of Service

	Units	2023 Quantity	2023 Units per 1,000 Residents	Change in Quantity	2044 Units per 1,000 Residents	2023 Minimum Quantity	Eligibility	Reimbursable Quantity
By Category:								
Community Park	Acres	486.94	4.80	7.00	4.30	436.82	100.00%	50.12
Neighborhood Park	Acres	108.05	1.06	0.00	0.94	95.56	0.00%	12.49
Open Space	Acres	436.16	4.30	0.00	3.80	385.72	0.00%	50.44
Special Use Facilities	Number	6.00	0.06	0.00	0.05	5.31	0.00%	0.69
Trail	Miles	12.07	0.12	0.00	0.11	10.67	0.00%	1.40
By Unit of Measurement:								
Park or Natural Area	Acres	1031.15	10.16	7.00	9.04	918.10	100.00%	113.05
Special Use Facility	Number	6.00	0.06	0.00	0.05	5.31	0.00%	0.69
Trail	Miles	12.07	0.12	0.00	0.11	10.67	0.00%	1.40

Source: *2019 PROS Plan Table 3.1, City staff*

The final column of **Exhibit 2.6** shows the reimbursable quantity of each park category and unit of measurement. The quantity of such park facilities exceeds the existing needs of the park system when measuring by the future level of service, and as such, can be used to provide capacity for future users. Since those facilities will benefit future users, a share of their cost can be included in the existing facilities cost basis.

II.B.2. Expansion Projects

The first of the City's two project lists includes projects that will expand the inventory of the parks system and are therefore subject to the eligibility calculations described above. The total cost of these projects is $16.5 million, and eligibility is based on the level-of-service calculation chosen. These projects are summarized in **Exhibit 2.7** below. The eligibility percentage and eligible cost columns assume the future-by-unit approach to level of service.

Exhibit 2.7 – Expansion Projects

Location	Type	Year	Cost	Eligibility (Future by Unit)	Eligible Cost	Additional Acres
Downtown Park Expansion	Community Park	2027-2031	$ 5,500,000	100%	$ 5,500,000	3.00
South Light Rail Station Park	Community Park	2027-2031	11,000,000	100%	11,000,000	4.00
		Total	$ 16,500,000		**$ 16,500,000**	7.00

Source: *City staff*

II.B.3. Infill List

The second of the City's two project lists includes projects that will not expand the inventory of the parks system by adding acres but that will nevertheless add capacity for future users by adding amenities. The project list is shown in **Appendix A** and has a total cost of $44.3 million. Each project is assigned one of two eligibility percentages: zero percent if the project is for repair or replacement of existing assets and 18.05 percent if the project adds new amenities. That 18.05 percent represents the share of total future users made up of new users (in 2044), and assigning a project that percent recognizes that existing and future users are expected to share new amenities in existing parks proportionately. The total eligible cost of the infill list is approximately $6.3 million.

II.B.4. Calculated Future Facilities Fee Cost Basis

After determining the costs dedicated to expanding capacity, the future facilities fee cost basis is calculated by multiplying those costs by their respective eligibility percentages. As discussed above, eligibility for capacity-expanding costs on the project list were determined through level-of-service calculations, and projects on the infill list were assigned either 0 or 18.05 percent. As all methods of determining level-of-service result in the same eligibility percentages, the future facilities cost basis is $22.8 million under all scenarios.

II.C. EXISTING FACILITIES FEE

The existing facilities fee is the eligible cost of the park facilities available for future users per unit of growth that such facilities will serve. Growth was calculated in Section II.A and **Exhibit 2.6** shows the quantity of facilities available for inclusion in the existing facilities fee. The remaining piece of the fee calculation is the original cost of eligible park facilities.

II.C.1. Existing Facilities Fee Cost Basis

The City provided records for historical expenditures on its parks system going back to 1991, which are totaled by category and unit of measurement in the fourth column of **Exhibit 2.10** below. Dividing those historical expenditures by the quantity of park acres and trail miles yields a calculation of investment per unit. By multiplying that investment per unit by the number of eligible units shown in **Exhibit 2.6**, the eligible cost of those park facilities is calculated to be approximately $2.3 million when measuring by category and approximately $3.4 million when measuring by unit of measurement. However, an adjustment must be made for growth's share of outstanding debt related to that investment. Such an adjustment is necessary to make sure that growth isn't paying twice for the same capacity; once in the PIF, and once through property taxes. Growth's share of outstanding principal is estimated to be $2.4 million, and so the total eligible amount is either $0 or $1.0 million depending on the method used for determining level of service.

Exhibit 2.10 – Existing Facilities Fee Cost Basis

	Units	Historical City Investment per Unit	Eligible Number of Units	Unadjusted Eligible Amount	Growth's Share of Outstanding Principal on Parks-related Debt	Total Eligible Amount
By Category:						
Community Park	Acres	$ 24,293	50.12	$ 1,217,495		
Neighborhood Park	Acres	15,345	12.49	191,732		
Open Space	Acres	1,294	50.44	65,262		
Special Use Facilities	Number	1,253,616	0.69	869,772		
Trail	Miles	-	1.40	-		
Total				$ 2,344,261	$ 2,400,184	$ -
By Unit of Measurement:						
Park or Natural Area	Acres	$ 22,668	113.05	$ 2,562,570		
Special Use Facility	Number	1,253,616	0.69	869,772		
Trail	Miles	-	1.40	-		
Total				$ 3,432,341	$ 2,400,184	**$ 1,032,158**

Source: *City staff (historical investment, oustanding debt); previous tables*

II.D. CALCULATED PIF

This section combines the eligible cost from the future facilities fee cost basis and the existing facilities fee cost basis. **Exhibit 2.11** below summarizes the PIF calculation for all four measures of level of service.

Exhibit 2.11 – Calculated PIF

Calculated PIF		Current by Category	Future by Category	Current by Unit	Future by Unit
Cost Basis:					
Future Facilities		$ 22,825,243	$ 22,825,243	$ 22,825,243	$ 22,825,243
Existing Facilities		-	-	-	1,032,158
Total Cost Basis		$ 22,825,243	$ 22,825,243	$ 22,825,243	$ 23,857,401
Growth in Residential Equivalents		22,774	22,774	22,774	22,774
Future Facilities Fee per Residential Equivalent		$ 1,002	$ 1,002	$ 1,002	$ 1,002
Existing Facilities Fee per Residential Equivalent		-	-	-	45
Total Parks Impact Fee per Residential Equivalent		**$ 1,002**	**$ 1,002**	**$ 1,002**	**$ 1,048**
Fee Schedule:	Residential Equivalents				
Dwelling Unit	2.71	$ 2,716	$ 2,716	$ 2,716	$ 2,839
Employee	0.05	53	53	53	55

Source: *Census Bureau, 2021 American Community Survey, Tables B25024 and B25033 (residents per dwelling unit); previous tables*

As shown above, the maximum allowable PIF is $1,048 per residential equivalent under the future level of service by unit of measurement. The resulting PIF is $2,839 for a residential dwelling unit, based on an average occupancy of 2.71 residents per Census data.

The rate per employee is $55 based on the equivalency calculated in **Section II.A**. The non-residential PIF can be charged using an estimate of employee density per 1,000 square feet. **Exhibit 2.12** below provides a schedule for the non-residential PIF for all four level-of-service calculations based on employee density estimates from the Portland Metro regional government.

Exhibit 2.12 – Calculated Non-residential PIF

Employment Density				By Category		By Unit of Measurement	
	Industry Type (SIC)	S.F. per Employee	Employees per 1,000 S.F.	Current (PIF per 1,000 S.F.)	Future (PIF per 1,000 S.F.)	Current (PIF per 1,000 S.F.)	PIF per 1,000 S.F.
Ag., Fish & Forest Services; Constr.; Mining	1-19	590	1.695	$ 89.58	$ 89.58	$ 89.58	$ 93.63
Food & Kindred Projects	20	630	1.587	83.89	83.89	83.89	87.69
Textile & Apparel	22, 23	930	1.075	56.83	56.83	56.83	59.40
Lumber & Wood	24	640	1.563	82.58	82.58	82.58	86.32
Furniture; Clay, Stone & Glass; Misc.	25, 32, 39	760	1.316	69.54	69.54	69.54	72.69
Paper & Allied	26	1,600	0.625	33.03	33.03	33.03	34.53
Printing, Publishing & Allied	27	450	2.222	117.45	117.45	117.45	122.76
Chemicals, Petroleum, Rubber, Leather	28-31	720	1.389	73.41	73.41	73.41	76.73
Primary & Fabricated Metals	33, 34	420	2.381	125.84	125.84	125.84	131.53
Machinery Equipment	35	300	3.333	176.18	176.18	176.18	184.14
Electrical Machinery, Equipment	36, 38	400	2.500	132.13	132.13	132.13	138.11
Transportation Equipment	37	700	1.429	75.50	75.50	75.50	78.92
TCPU--Transportation and Warehousing	40-42, 44, 45, 47	3,290	0.304	16.06	16.06	16.06	16.79
TCPU--Communications and Public Utilities	43, 46, 48, 49	460	2.174	114.90	114.90	114.90	120.09
Wholesale Trade	50, 51	1,390	0.719	38.02	38.02	38.02	39.74
Retail Trade	52-59	470	2.128	112.45	112.45	112.45	117.54
Finance, Insurance & Real Estate	60-68	370	2.703	142.85	142.85	142.85	149.31
Non-Health Services	70-79	770	1.299	68.64	68.64	68.64	71.74
Health Services	80	350	2.857	151.01	151.01	151.01	157.84
Educational, Social, Membership Services	81-89	740	1.351	71.42	71.42	71.42	74.65
Government	90-99	530	1.887	99.72	99.72	99.72	104.23

***Source**: Metro, "1999 Employment Density Study," Table 4.*

Section III. IMPLEMENTATION

This section addresses practical aspects of implementing PIFs and provides comparisons to other jurisdictions.

III.A. INDEXING

We recommend that the City index its charges to the Engineering News Record Construction Cost Index for the City of Seattle and adjust its charges annually.

III.B. FUNDING PLAN

Even if the City implements the parks impact fees calculated previously, impact fee revenues will not be sufficient to fund the project list. An additional $36.9 million will need to be raised from other, non-impact fee, sources. This is shown in **Exhibit 3.1**.

Exhibit 3.1 – Funding Plan

Funding Plan	
Resources	
Beginning Fund Balance	$ -
Impact Fee Revenue	23,857,401
Other Needed Revenue	36,899,266
Total Resources:	**$ 60,756,667**
Requirements	
Project List (Total Cost)	$ 60,756,667
Ending Fund Balance	-
Total Requirements:	$ 60,756,667

III.C. COMPARISONS

Exhibit 3.2 below shows a comparison of PIFs calculated for single-family homes for some relevant jurisdictions.

Exhibit 3.2 – PIF Comparisons

Jurisdiction	PIF for a SFR*
Issaquah	$10,533
Kirkland	$6,822
Sammamish	$6,739
Redmond	$5,884
Shoreline	$5,227
Kent	$3,904
Auburn	$3,500
Renton	$3,276
Everett**	$3,180
Federal Way (Proposed)	**$2,839**

Source: *FCS GROUP Survey, 3/27/2023*
**SFR = Single-family residence*
***Assumes a three-bedroom house*

APPENDIX A: INFILL PROJECT LIST

Location	Type	Year	Cost	PIF Eligibility	PIF-Eligible Cost
Adelaide	Formalize picnic areas/install picnic shelters (2)	2033	$ 167,000	18.05%	$ 30,147
Alderbrook Park	Playground Replacement	2023	150,000	18.05%	27,078
Alderdale park	Playground Replacement	2027	150,000	18.05%	27,078
BPA	Add a fitness trail and equipment	2026	143,000	18.05%	25,814
BPA	Repair asphalt trail	2030-2040	-	0.00%	-
BPA	Install monument sign	2028	7,000	18.05%	1,264
BPA	Install directional signage/wayfinding	2030	12,000	18.05%	2,166
Brooklake	Demo Hall & Green Storage Buildings	2023	8,000	0.00%	-
Brooklake	Electrical upgrades	2023	20,000	18.05%	3,610
Brooklake	Facility/Feasibility Assessment - Master Plan	2023	4,000	18.05%	722
Cedar Grove Park	Playground Replacement	2031	175,000	18.05%	31,591
Celebration	Convert To Artificial Turf	2032	11,500,000	18.05%	2,075,971
Celebration	Sand based turf replacement	2026	500,000	18.05%	90,260
Celebration	Replace field fence	2035	119,000	0.00%	-
Celebration park	Playground Replacement	2024	450,000	18.05%	81,234
City Hall	add ADA door control @ Court Entry	2023	60,000	18.05%	10,831
City Hall	Card control replacement/upgrade	2027	125,000	18.05%	22,565
City Hall	Carpet replacement	2027	250,000	0.00%	-
City Hall	City Hall Water Heaters (5)	2028	75,000	0.00%	-
City Hall	Court bench refurbish	2025	8,500	0.00%	-
City Hall	Elevator	2024	185,000	0.00%	-
City Hall	HVAC	2025	400,000	0.00%	-
City Hall	Reception Counters - replace Formica	2026	10,000	0.00%	-
City Hall	Roof replacement	2026	500,000	0.00%	-
City Hall	Security Fence Around Entire P/E Parcel/Lot	2024	75,000	18.05%	13,539
City Hall	Sidewalk ADA upgrades	2023-2027	240,000	0.00%	-
Coronado Park	Playground Replacement	2028	150,000	18.05%	27,078
Fisher Pond	Prepare master plan	2028	12,000	18.05%	2,166
Fisher Pond	Install picnic shelter	2030	83,000	18.05%	14,983
Fisher Pond	Decommission on-site well	2030	12,000	0.00%	-
French Lake	Develop/Install Shelter	2028	60,000	18.05%	10,831
FWCC	Exercise Equipment (full replace)	2026	150,000	0.00%	-
FWCC	Locker Rooms/Cabanas Restoration	2023	250,000	0.00%	-
FWCC	Replace Pool Water Slide/Play Equipment	2023	1,200,000	0.00%	-
FWCC	Re-plaster Lap Pool	2027	400,000	0.00%	-
FWCC	Pool/slide repairs	2023	298,000	0.00%	-
FWCC	Replace pool and play equipment	2023	60,000	0.00%	-
FWCC	Outdoor areas	2033	119,000	18.05%	21,482
Heritage Woods park	Playground Replacement	2029	175,000	18.05%	31,591
Lake Grove Park	Playground Replacement	2032	200,000	18.05%	36,104
Lakota	Parking Lot Replacement	2023	170,000	0.00%	-
Lakota	Upgrade soccer field to artificial turf	2021	1,489,000	18.05%	268,793
Lakota	Upgrade running track to rubber	2021	238,000	18.05%	42,964
Lakota	Upgrade field lighting	2032	893,000	18.05%	161,204
Lakota	Upgrade restrooms and increase parking	2032	953,000	18.05%	172,035

(continued next page)

Location	Type	Year	Cost	PIF Eligibility	PIF-Eligible Cost
Laurelwood	Prepare master plan	2025	36,000	18.05%	6,499
Laurelwood	Perform master plan improvements	2027-2037	-	18.05%	-
Laurelwood	Install 1/2 basketball court	2030	60,000	18.05%	10,831
Madrona Park	Playground Replacement	2030	175,000	18.05%	31,591
Mirror Lake	Replace and improve playground	2020	143,000	18.05%	25,814
Monument Signs	Complete sign implementation program	2023-2033	48,000	18.05%	8,665
Olympic View	Formalize Joe's Creek social trail	2035	-	18.05%	-
Olympic View	Improve neighborhood entrances (6)	2035	36,000	18.05%	6,499
Olympic View	Install 1/2 basketball court	2030	60,000	18.05%	10,831
Olympic View Park	Playground Replacement	2025	125,000	18.05%	22,565
Palisades	Repair/replace asphalt basketball court	2028	6,000	0.00%	-
Palisades	Install picnic shelter	2030	83,000	18.05%	14,983
Palisades Park	Playground Replacement	2026	200,000	18.05%	36,104
Sacajawea	Artificial turf replacement - SAC	2026	700,000	0.00%	-
Sacajawea	Natural Turf Replacement (ballfields)	2023	300,000	0.00%	-
Sacajawea	Renovate Ballfield Drainage	2024	50,000	0.00%	-
Sacajawea	Replace Rubber running track	2024	340,000	0.00%	-
Sacajawea	Tennis Court Replacement	2025	200,000	0.00%	-
Sacajawea	Wood Pole Replacement	2029	150,000	0.00%	-
Sacajawea	Replace water service line	2028	18,000	0.00%	-
Sacajawea	New restroom - sewer lift station	2035	89,000	18.05%	16,066
Sacajawea	Install picnic shelter	2030	83,000	18.05%	14,983
Safety & Security	Parking lot lighting improvements (LED) at Sacaja	2028	-	18.05%	-
Safety & Security	Install security cameras in parking lots at Scajawe	2028	-	18.05%	-
Saghalie	Artificial turf replacement - Soccer Field	2032	600,000	0.00%	-
Saghalie	Tennis Court Renovation/Resurface	2025	40,000	0.00%	-
Saghalie	Replace Rubber running track	2023-2032	505,000	18.05%	91,162
Saghalie	Install artificial turf on football field	2035	1,429,000	18.05%	257,962
Saghalie	Renovate basketball courts	2026	71,000	0.00%	-
Saghalie	Overlay parking lot	2028	48,000	0.00%	-
Steel Lake	Develop a master plan	2033	149,000	18.05%	26,897
Steel Lake	Instal new shelters (Sites 2-5)	2028-2033	292,000	18.05%	52,712
Steel Lake	Re-pipe annex and beach house restrooms	2026	238,000	0.00%	-
Steel Lake Annex	Artificial Turf Replacement - Karl Grosch	2032	700,000	0.00%	-
Steel Lake Annex	Parking Lot Repairs	2024	10,000	0.00%	-
Steel Lake Park	Artificial turf - Site #5	2032	1,300,000	18.05%	234,675
Steel Lake Park	Dock Replacement	2027	1,250,000	0.00%	-
Steel Lake Shop	New Maintenance Shop (Parks Share, 33%)	2032	11,666,667	18.05%	2,106,058
Steel Lake Shop	Shop - Backup power generator	2025	40,000	18.05%	7,221
Steel Lake Shop	Shop - Electrical Service - new panel	2024	7,500	18.05%	1,354
Steel Lake Shop	Shop Roof	2026	75,000	18.05%	13,539
Steel Lake Shop	Storage House - New Garage Doors	2024	7,000	18.05%	1,264
Steel Lake Shop	Storage House Roof	2024	20,000	18.05%	3,610
Town Square	Install shade covers	2025	89,000	18.05%	16,066
Town Square	Install 2nd shelter	2030	83,000	18.05%	14,983
Town Square	Band shell	2028	-	18.05%	-
Town Square	Veteran memorial	2025	-	18.05%	-
Wayfinding Signs	Implementation of wayfinding signage program	2030-2040	-	18.05%	-
Wedgewood	Replace and improve playground	2019	167,000	18.05%	30,147
West Hylebos	Renovate caretaker access road	2033	12,000	0.00%	-
West Hylebos	Make parking lots repairs	2025	48,000	0.00%	-
West Hylebos	Expand parking lot	2033	149,000	18.05%	26,897
West Hylebos	Replace maintenance garage	2030	89,000	0.00%	-
Wildwood	Repair asphalt trail	2026	12,000	0.00%	-
Wildwood	Upgrade park fixture	2035	12,000	18.05%	2,166
		Total	$ 44,256,667		**$ 6,325,243**

Source: *2019 PROS Plan Table 7.2, City staff* docusign

Certificate Of Completion

Envelope Id: 00C30A87-10B6-40F5-B5DA-3AADBD78CAA1 | Status: Completed

Subject: RFP 10877-25 Park Impact Fees Study, Closing Date: 8/04/2025 at 2:00PM (PST)

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Signer Events	Signature	Timestamp
John Ghilarducci john.ghilarducci@bowman.com FCS, a Bowman company Security Level: Email, Account Authentication (None)	Signed by: 658EF850124F4A2... Signature Adoption: Uploaded Signature Image Using IP Address: 50.201.190.74	Sent: 8/4/2025 1:13:07 PM Viewed: 8/4/2025 1:22:32 PM Signed: 8/4/2025 1:28:03 PM

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Editor Delivery Events	Status	Timestamp

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Envelope Summary Events	Status	Timestamps
Envelope Sent	Hashed/Encrypted	8/4/2025 1:13:07 PM
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Envelope Summary Events	Status	Timestamps
Completed	Security Checked	8/4/2025 2:01:58 PM

Payment Events	Status	Timestamps

City of Redmond
Payroll Check Approval Register
Pay period: 10/01 - 10/15/2025
Check Date: 10/24/2025

Check Total:	$	22,902.88
Direct Deposit Total:	$	2,874,092.11
Wires & Electronic Funds Transfers:	$	1,645,157.20
Grand Total:	$	4,542,152.19

We, the undersigned Council members, do hereby certify under penalty of perjury that the materials have been furnished, the services rendered or the labor performed as described herein, that any advance payment is due and payable pursuant to a contract or is available as an option for full or partial fulfillment of a contractual obligation, and that the claim is a just, due and unpaid obligation against the City of Redmond, and that we are authorized to authenticate and certify to said claim.

All Checks numbered	**188815**	through	**188818**	,
Direct deposits numbered	**193736**	through	**194488**	, and
Electronic Fund transfers	**1900**	through	**1904**	

are approved for payment in the amount of **$4,542,152.19**
on this **24th day of October 2025.**

Note:

City of Redmond
Payroll Final Check List
Pay period: 10/01 - 10/15/2025
Check Date: 10/24/2025

Total Checks and Direct deposit:	$	4,075,235.99
Wire Wilmington Trust RICS (MEBT):	$	466,916.20
Grand Total:	$	4,542,152.19

I, the Human Resources Director, do hereby certify to the City Council, that the checks and direct deposits presented are true and correct to the best of my knowledge.

Signed by:
Cathryn Laird
7C0092BCC9C549B...

Human Resources Director, City of Redmond
Redmond, Washington