

City of Redmond



Agenda

Business Meeting

Tuesday, May 5, 2026

7:00 PM

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

City Council

Mayor

Angela Birney

Councilmembers

Melissa Stuart, President

Angie Nuevacamina, Vice President

Jessica Forsythe

Vanessa Kritzer

Sayna Parsi

Vivek Prakriya

Menka Soni

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/rctlive), Comcast Channel 21/321, Ziplly Channel 34, Facebook/YouTube (@CityofRedmond), or listen live at 510-335-7371

AGENDA

ROLL CALL

I. SPECIAL ORDERS OF THE DAY

- A. PROCLAMATION: Asian American, Native Hawaiian, and Pacific Islander Heritage Month

[Proclamation](#)

- B. PROCLAMATION: National Police Week

[Proclamation](#)

- C. PROCLAMATION: Older Americans Month

[Proclamation](#)

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: April 21, 2026, Regular Meeting (recording is available at Redmond.gov/rctv)

[Regular Meeting Minutes for April 21, 2026](#)

2. Approval of Payroll/Direct Deposit and Claims Checks

[Payroll Check Approval Register, April 24, 2026](#)

[Check Approval Register, May 5, 2026](#)

- 3. [AM No. 26-067](#) Acceptance of Connecting Housing to Infrastructure Program Grant and Approval to Contract with Bellwether Housing

Department: Planning and Community Development

[Attachment A: Redmond Bellwether Prisma CHIP Grant Draft](#)

Legislative History

4/21/26 Committee of the Whole - referred to the City Council
Public Safety and Human Services

- 4. [AM No. 26-068](#) Approval of the Parks Department Web Configuration Contract, with D2 Creative, in the Amount of \$141,900

Department: Parks and Recreation

[Attachment A: Scope of Work](#)

[Attachment B: Deliverables](#)

[Attachment C: Proposal from D2 Creative](#)

Legislative History

4/28/26 Committee of the Whole - referred to the City Council
Parks and Environmental Sustainability

- 5. [AM No. 26-069](#) Approval of the Three-Year 2025-2027 Collective Bargaining Agreement for the Redmond Fire Fighters Union #2829, I.A.F.F.

a. Ordinance No. 3258: An Ordinance of the City of Redmond, Washington Amending the 2025 and 2026 F Pay Plan for Employees Covered by the International Association of Fire Fighters No. 2829 Union Representing the Represented Uniformed Employees in the Fire Department

Department: Human Resources

[Attachment A: Redline of 2025-2027 Fire Collective Bargaining Agreement](#)

[Attachment B: Fire Uniformed Summary of Negotiated Changes](#)

[Attachment C: Ordinance Setting the 2025 and 2026 Pay and Pay Plan for Fire Employees](#)

[Exhibit 1: 2026 Pay Plan “F” – Fire](#)

- 6. [AM No. 26-070](#) Quasi-Judicial: Adoption of Ordinance for Belcaro Plat
 - a. Ordinance No. 3259: An Ordinance of the City of Redmond, Washington, Approving the Final Plat of Belcaro Pursuant to RCW 58.17.170 and RZC 21.74.030, and Establishing an Effective Date

Department: Planning and Community Development

- [Attachment A: Ordinance Draft](#)
- [Attachment B: Vicinity Map](#)
- [Attachment C: Hearing Examiner Decision](#)

Legislative History

4/21/26	Committee of the Whole - Public Safety and Human Services	referred to the City Council
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- 7. [AM No. 26-071](#) Adoption of a Resolution Amending Resolution No. 1338: Automated Traffic Camera Penalties for School Speed Zones

- a. Resolution No. 1627: A Resolution of the City Council of the City of Redmond, Washington, Amending the School Speed Zone Infraction Penalty Set by Resolution No. 1338, in Accordance with Redmond Municipal Code 10.25.080(B)

Department: Police

- [Attachment A: School Speed Safety Camera-Council Summary](#)
- [Attachment B: RCW 46.63.220](#)
- [Attachment C: Council Resolution 1338](#)
- [Attachment D: Draft Resolution for School Speed Camera Penalty](#)

Legislative History

4/21/26	Committee of the Whole - Public Safety and Human Services	referred to the City Council
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B. Items Removed from the Consent Agenda

IV. HEARINGS AND REPORTS

A. Public Hearings

B. Reports**1. Staff Reports****2. Ombudsperson Report**

April: Councilmember Kritzer

May: Councilmember Forsythe

3. Committee Reports**V. UNFINISHED BUSINESS****VI. NEW BUSINESS****VII. EXECUTIVE SESSION**

A. To Consider the Selection of a Site or the Acquisition of Real Estate by Lease or Purchase [RCW 42.30.110(1)(b)] - 30 minutes

B. Potential Litigation [RCW 42.30.110(1)(i)] - 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



City of Redmond

15670 NE 85th Street
Redmond, WA

Memorandum

Date: 5/5/2026
Meeting of: City Council
Day

File No. SPC 26-024
Type: Special Orders of the

PROCLAMATION: Asian American, Native Hawaiian, and Pacific Islander Heritage Month

PROCLAMATION

WHEREAS, the City of Redmond is proud to recognize May 2026 as Asian American, Native Hawaiian, and Pacific Islander (AANHPI) Heritage Month, celebrating the rich histories, cultures, and contributions of people of Asian American, Native Hawaiian, and Pacific Islander descent; and

WHEREAS, AANHPI communities represent a vibrant and diverse array of cultures, languages, and traditions that have shaped the social, economic, and cultural fabric of Redmond and the United States; and

WHEREAS, the observance of AANHPI Heritage Month originated from the efforts to commemorate the arrival of the first Japanese immigrants to the United States in May 1843 and the completion of the transcontinental railroad in May 1869, which was built in large part by Chinese immigrant laborers; and

WHEREAS, AANHPI individuals have made and continue to make significant contributions in infrastructure and labor, technology and innovation, economic impact, academic and scientific leadership, legal and social justice, arts, and labor movements; and

WHEREAS, the 2026 national theme for AANHPI Heritage Month is "Power in Unity: Strengthening Communities Together." This theme emphasizes leveraging collective strength, storytelling, and building bridges across diverse populations to foster resilience and connection; and

WHEREAS, this month provides an opportunity for all residents to learn about, reflect upon, and celebrate the cultural heritage, resilience, and ongoing contributions of AANHPI communities;

NOW, THEREFORE, I, ANGELA BIRNEY, Mayor of the City of Redmond, Washington, do hereby proclaim May 2026 as:

ASIAN AMERICAN, NATIVE HAWAIIAN, AND PACIFIC ISLANDER HERITAGE MONTH

in Redmond, and encourage all residents to participate in activities and celebrations that honor the history, culture, and contributions of AANHPI communities.



Angela Birney, Mayor
May 2026



City of Redmond

15670 NE 85th Street
Redmond, WA

Memorandum

Date: 5/5/2026
Meeting of: City Council
Day

File No. SPC 26-025
Type: Special Orders of the

PROCLAMATION: National Police Week



PROCLAMATION

WHEREAS, National Police Week was established in 1962 by John F. Kennedy to honor law enforcement officers who have lost their lives in the line of duty and to recognize the service and sacrifice of those who continue to protect our communities; and

WHEREAS, the City of Redmond recognizes the dedicated men and women of the Redmond Police Department, who faithfully serve and protect our community with courage, vigilance, and a deep commitment to public safety; and

WHEREAS, law enforcement officers serve on the front lines of public safety, often facing unpredictable and dangerous situations, and are called upon to respond to emergencies, prevent and investigate crime, support victims, and assist individuals experiencing crisis with professionalism and compassion; and

WHEREAS, the work of policing requires not only strength and resolve, but also empathy, sound judgment, and a commitment to fairness, equity, and accountability in all interactions with the community; and

WHEREAS, the City of Redmond values the partnerships between its police department and the community, recognizing that public safety is strengthened through trust, transparency, and collaboration with residents, businesses, and community organizations; and

WHEREAS, we honor and remember those law enforcement officers who have made the ultimate sacrifice in the line of duty, and we recognize the profound loss borne by their families, friends, and fellow officers, whose support and resilience sustain their legacy; and

WHEREAS, National Police Week provides an opportunity for all residents to express gratitude for the service of law enforcement personnel and to reflect on the importance of public safety in maintaining a vibrant and thriving community;

NOW, THEREFORE, I, Angela Birney, Mayor of the City of Redmond, Washington, do hereby proclaim
May 10 - 16, 2026, as

NATIONAL POLICE WEEK

in Redmond and encourage all residents to join in honoring the dedicated service of our police officers, recognizing their contributions to the safety and well-being of our community, and remembering those who have given their lives in the line of duty.



Angela Birney, Mayor
May 2026

City Hall
15670 NE 85th Street
PO Box 97010
Redmond, WA
98073-9710



City of Redmond

15670 NE 85th Street
Redmond, WA

Memorandum

Date: 5/5/2026
Meeting of: City Council
Day

File No. SPC 26-026
Type: Special Orders of the

PROCLAMATION: Older Americans Month

PROCLAMATION

- WHEREAS,** May is designated as Older Americans Month, a time to recognize and honor the contributions and achievements of older adults in the City of Redmond; and
- WHEREAS,** older adults contribute to the strength and vitality of our community by sharing their experience, knowledge, and perspectives, and by fostering connections across generations; and
- WHEREAS,** older Americans support the civic, social, and economic well-being of Redmond through volunteerism, community service, and civic engagement; and
- WHEREAS,** the City of Redmond is committed to fostering a community where individuals of all ages, abilities, and backgrounds have opportunities to live with purpose, remain engaged, and stay connected; and
- WHEREAS,** the Redmond Senior & Community Center provides a welcoming and inclusive space that supports older adults in maintaining active, healthy, and engaged lives; and
- WHEREAS,** the 2026 Older Americans Month theme, *Champion Your Health*, emphasizes the importance of prevention, wellness, and informed decision-making, and encourages individuals and communities to support healthy aging through access to resources, evidence-based programs, and community partnerships; and
- WHEREAS,** the City of Redmond is committed to promoting positive perceptions of aging and to supporting policies and programs that enable older adults to maintain their independence and quality of life.

NOW, THEREFORE, I, ANGELA BIRNEY, Mayor of the City of Redmond, Washington, do hereby proclaim May 2026 as

OLDER AMERICANS MONTH

and call upon all community members to join me in recognizing the contributions of our older residents and promoting programs and activities that foster connection, inclusion, and support for older adults.



Angela Birney, Mayor
May 2026



City of Redmond

15670 NE 85th Street
Redmond, WA

Memorandum

Date: 5/5/2026
Meeting of: City Council

File No. SPC 26-038
Type: Minutes

Approval of the Minutes: April 21, 2026, Regular Meeting (recording is available at Redmond.gov/rctv)

CALL TO ORDER

A Regular Meeting of the Redmond City Council was called to order by Mayor 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 Forsythe, Kritzer, Nuevacamina, Parsi, Prakriya, Soni and Stuart

Absent: None

MOTION: Councilmember Stuart moved to amend the agenda to add item B to New Business for the Adoption of an Ordinance for an Interim Official Control Regulating Commercial Drone Land Uses. The motion was seconded by Councilmember Soni.

VOTE: The motion to approve amending the agenda passed without objection (7-0).

ITEMS FROM THE AUDIENCE

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

- Faith 2384 - safety, capitalism and the loss of the culture of the Old Redmond Firehouse;
- Wolf Adriatico - requesting postponement of AM No. 26-058;
- Ruth Kenote - not in support of the two-hour parking limit in the Marymoor area, and provided documents to the Council;
- Starlyn Stout - collecting oral history regarding the Old Redmond Firehouse and the importance of the building;
- Erin Hamilton - dangerous conditions on the trail due to cyclists;
- Korvus Denny - youth need support;
- Onyx Griffen - stakeholders supported renovating the Old Redmond Firehouse and does not support the demolition;
- Chester Anderson - need for transparency in the stakeholder process for the Old Redmond Firehouse and not in support of AM No. 26-058;

- Emelyn Berg - not in support of the two-hour parking limit in the Marymoor area;
- Haris Chondhary - not in support of the two-hour parking limit in the Marymoor area;
- Sasha Glenn - not in support of AM No. 26-058 and requests that design and budget should be determined first;
- Rebecca Grandmont - impact on teens due to the closing of the Old Redmond Firehouse, stakeholder group process, and the Old Redmond Firehouse should be preserved;
- Sally Adriatico - not in support of AM No. 26-058, lack of information to the Council;
- Rosemarie Ives - not in support of AM No. 26-058, upcoming feasibility study, budget and preservation;
- Rachel Major - in support of the rezone being discussed at the next study session;
- David Morton - testing of contaminated water and soil and the groundwater monitoring system and earth month;
- Rajesh Kamath - not in support of AM No. 26-058;
- Emi Phan - need to engage in good faith with youth and is not in support of AM No. 26-058;
- Seb Choe - not in support of AM No. 26-058 and engagement with teens should occur prior to demolition;
- Sylvan Gaskin - response to a public records request and not in support of AM No. 26-058;
- Max Ruhlman - purpose of public comment and not in support of AM No. 26-058;
- L. Michelle - not in support of AM No. 26-058 and teens don't feel like they matter;
- Cameron Collins (written comment) - preservation of the Old Redmond Firehouse; and
- Zion Tawney (written comment) - not in support of AM No. 26-058.

CONSENT AGENDA

MOTION: Councilmember Stuart moved to approve the Consent Agenda. The motion was seconded by Councilmember Forsythe.

VOTE: The motion to approve the Consent Agenda passed without objection (7-0).

1. Approval of the Minutes: April 7, 2026, Regular Meeting, and April 14, 2026, Special Meeting
2. Approval of Payroll/Direct Deposit and Claims Checks
 - #189053 through #189060
 - #202316 through #203102
 - #1963 through #1967

 - \$4,996,065.66

 - #17763 through #18052

 - \$735,221.75
3. AM No. 26-056: Approval of Final Contract with Lakeside Industries Inc., in an Amount of \$995,650, and Acceptance of Construction for the West Lake Sammamish Parkway Pavement Preservation (Marymoor to Leary) Project
4. AM No. 26-057: Award of Construction Contract to Lakeside Industries of Issaquah, WA, in the Amount of \$609,496, for Schedules B-C of the Bel-Red Buffered Bike Lanes Project and Approval of an Interlocal Agreement (ILA) with the City of Bellevue
5. AM No. 26-058¹: Award Construction Contract to Dickson Company of Tacoma, WA, in the Amount of \$388,895, for the Old Fire House Teen Center Demolition Project and Increase the Total Funding for this Project
6. AM No. 26-059: Approval of the Final Contract with SCI Infrastructure LLC, in the Amount of \$1,267,396, and Acceptance of Construction for the Sidewalk Repair Project - 40th Street (156th Avenue to Bel-Red Rd)
7. AM No. 26-060: Approval of Contract with Raftelis Financial Consultants, Inc., in the Amount of \$74,950, for Purchasing Process Improvements
8. AM No. 26-061: Adoption of an Ordinance for the 2025-2026 Budget Adjustment #6 to Recognize the Expenditure Transfers Needed to Redeem the Limited Tax General Obligation (LTGO) Bond Series 2015 and 2016

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

a. Ordinance No. 3252: An Ordinance of the City Council of the City of Redmond, Washington, Amending Ordinance Nos. 3196, 3215, 3224, 3229, 3236, and 3250, by Making Adjustments to the City's 2025-2026 Biennial Budget, in Exhibit 1

9. AM No. 26-062: Confirmation of Appointment of the New Arts and Culture and Human Services Commissioners

Mayor Birney read the ordinance title into the record.

The new Arts and Culture and Human Services Commissioners were sworn in at this time.

ITEMS REMOVED FROM THE CONSENT AGENDA:

5. AM No. 26-058: Award Construction Contract to Dickson Company of Tacoma, WA, in the Amount of \$388,895, for the Old Fire House Teen Center Demolition Project and Increase the Total Funding for this Project

MOTION: Councilmember Forsythe moved to approve AM No. 26-058. The motion was seconded by Councilmember Stuart.

Following Councilmember comments and discussion,

VOTE: The motion to approve AM No. 26-058 passed (6-1), with Councilmembers Forsythe, Kritzer, Nuevacamina, Prakriya, Soni and Stuart in support and Councilmember Parsi in opposition.

HEARINGS AND REPORTS

Staff Reports

- a. AM No. 26-063: Earth Month and Arbor Day Activities

Jenny Lybeck, Sustainability Program Manager, introduced this item and provided a report to the Council.

- b. AM No. 26-064: Capital Investment Program (CIP) Project Updates for Q1 2026

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

Ombudsperson Reports:

Councilmember Kritzer reported receiving resident contacts regarding: renter protections; statewide drought; Marymoor parking restrictions; petition; technical issues with meeting recordings; loss of healthcare access; and invitations to community events.

Councilmember Forsythe reported receiving resident contacts regarding: tenant protections; wayfinding; housing future needs; bike lanes and safety; parking issues; and a crosswalk issue.

Councilmember Nuevacamina reported receiving resident contacts regarding: renter protections; parking restrictions; and statewide drought.

Councilmember Stuart reported receiving resident contact regarding: community outreach; respect, equity, diversity and inclusion; derby days application; septic to sewer conversion; and Council retreat matrix.

Councilmember Soni reported regarding: Eastside Transportation Partnership; Puget Sound Regional Council; ARCH Annual investment Celebration; Eastside For All; small businesses; domestic violence resources; Old Firehouse Teen Center; and affordable housing.

Councilmember Parsi reported receiving resident contacts regarding: sidewalk safety.

Councilmember Prakriya reported receiving resident contacts regarding: noise ordinance; renters bill of rights; and how to watch Council meeting videos.

Committee Reports:

Councilmember Stuart provided a committee report:

- Sound Cities Association Public Issues Committee.

Councilmember Kritzer provided a committee report:

- Eastside Transportation Partnership.

UNFINISHED BUSINESS: NONE

NEW BUSINESS:

A. AM No. 26-065: Adoption of Ordinances to Formalize Updates to Redmond Municipal Code Titles 10, 12, 13, and 15

1. Ordinance No. 3253: An Ordinance of the City of Redmond, Washington, Amending RMC 10, Vehicles and Traffic, to Clarify Purpose and Modernize the Code's Applicability
2. Ordinance No. 3254: An Ordinance of the City of Redmond, Washington, Amending RMC 12, Streets and Sidewalks, to Clarify Purpose and Modernize the Code's Applicability
3. Ordinance No. 3255: An Ordinance of the City of Redmond, Washington, Amending RMC 13, Water and Sewers, to Clarify Purpose and Modernize the Code's Applicability
4. Ordinance No. 3256: An Ordinance of the City of Redmond, Washington, Amending RMC 15, Buildings and Construction, to Clarify Purpose and Modernize the Code's Applicability

Aaron Bert, Public Works Director, introduced this item and responded to Councilmember inquiries.

MOTION: Councilmember Prakriya moved to approve AM No. 26-065/Ordinance Nos. 3253, 3254, 3255, 3256. The motion was seconded by Councilmember Stuart.

Following Councilmember comments and discussion,

VOTE: The motion to approve AM No. 26-065/Ordinance Nos. 3253, 3254, 3255, 3256 passed without objection (7-0).

B. AM No. 26-066: Adoption of an Ordinance for an Interim Official Control Regulating Commercial Drone Land Uses

1. Ordinance No. 3257: An Ordinance of the City of Redmond, Washington, Imposing an Interim Official Control to Amend Article I, Zone-Based Regulations, and Article VII, Definitions, of the Redmond Zoning Code to Establish Interim Regulations for Commercial

Drone Land Uses, Adopting a Workplan, Setting the Date for a Public Hearing on the Interim Official Control, Providing for Severability, and Establishing an Immediate Effective Date

Glenn Coil, Senior Planner, introduced this item and responded to Councilmember inquiries.

MOTION: Councilmember Nuevacamina moved to approve AM No. 26-066/Ordinance No. 3257. The motion was seconded by Councilmember Stuart.

MOTION: Councilmember Prakriya moved to amend to remove Manufacturing Park from the ordinance. The motion was seconded by Councilmember Kritzer.

Following Councilmember comments and discussion,

VOTE: The motion to amend failed (3-4), with Councilmembers Kritzer, Prakriya, and Parsi in support and Councilmembers Forsythe, Nuevacamina, Soni and Stuart in opposition.

VOTE: The motion to approve AM No. 26-066/Ordinance No. 3257 passed without objection (7-0).

EXECUTIVE SESSION: NONE

CLOSED SESSION:

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

Mayor Birney announced that the business meeting will adjourn at this time and the Council will go into Closed Session to discuss Labor Negotiations [RCW 42.30.140(4)(b)]. Per state law, public attendance is not allowed during the Closed Session.

ADJOURNMENT

There being no further business to come before the Council
the regular meeting adjourned at 10:19 p.m.

ANGELA BIRNEY, MAYOR

CITY CLERK

Minutes Approved: May 5, 2026

DRAFT



City of Redmond

15670 NE 85th Street
Redmond, WA

Memorandum

Date: 5/5/2026
Meeting of: City Council

File No. SPC 26-039
Type: Check Register

Approval of Payroll/Direct Deposit and Claims Checks

City of Redmond
Payroll Check Approval Register
Pay period: 4/1 - 4/15/2026
Check Date: 04/24/2026

City of Redmond
Payroll Final Check List
Pay period: 4/1 - 4/15/2026
Check Date: 04/24/2026

Check Total:	\$	53,245.92
Direct Deposit Total:	\$	3,067,030.14
Wires & Electronic Funds Transfers:	\$	1,853,285.48
Grand Total:	\$	<u>4,973,561.54</u>

Total Checks and Direct deposit:	\$	4,396,348.99
Wire Wilmington Trust RICS (MEBT):	\$	577,212.55
Grand Total:	\$	<u>4,973,561.54</u>

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.

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.

All Checks numbered **189061** through **189088** ,
Direct deposits numbered **203103** through **203891** , and
Electronic Fund transfers **1968** through **1972**
are approved for payment in the amount of **\$4,973,561.54**
on this **24th day of April 2026**.

Signed by:
Cathryn Laird
7C0092BCC9C549B...

Human Resources Director, City of Redmond
Redmond, Washington

Note:

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

Signed by:

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 18053 through 18329, and WIRE and ACH Transfers are approved for payment in the amount of \$1,087,362.74 this 5th day of May 2026.



Memorandum

Date: 5/5/2026
Meeting of: City Council

File No. AM No. 26-067
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
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DEPARTMENT STAFF:

Planning and Community Development	Seraphie Allen	Deputy Director
Planning and Community Development	Brooke Buckingham	Human Services Manager

TITLE:

Acceptance of Connecting Housing to Infrastructure Program Grant and Approval to Contract with Bellwether Housing

OVERVIEW STATEMENT:

The City recently applied for and was awarded a Connecting Housing to Infrastructure Program (CHIP) grant for a total of \$1,000,000. This grant will cover the King County Wastewater Sewer Treatment Capacity fees for Bellwether Prisma project.

Additional Background Information/Description of Proposal Attached

REQUESTED ACTION:

Receive Information **Provide Direction** **Approve**

REQUEST RATIONALE:

- **Relevant Plans/Policies:**
Community Strategic Plan; Housing Action Plan
- **Required:**
Council approval required for grant acceptance.
- **Council Request:**
N/A
- **Other Key Facts:**
The CHIP program provides grant funding for utility improvements for affordable housing. Applicants must be a city, county, or public utility district, applying in coordination with the developer of a multi-unit affordable housing project. Funding will support constructions costs associated with the Prisma project by covering King County’s sewer connection fees.

OUTCOMES:

CHIP grant funds are leveraged with other funding sources and are critical in helping the City meet its affordable housing goals.

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:
\$1,000,000

Approved in current biennial budget: Yes No N/A

Budget Offer Number:
N/A

Budget Priority:
N/A

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

If yes, explain:

There are minimal staff costs associated with administering this grant and submitting required reports to Commerce.

Funding source(s):
CHIP Grant

Budget/Funding Constraints:

The City will need to comply with Department of Commerce contract requirements.

Additional budget details attached

COUNCIL REVIEW:

Previous Contact(s)

Date	Meeting	Requested Action
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4/21/2026	Committee of the Whole - Public Safety and Human Services	Provide Direction
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Proposed Upcoming Contact(s)

Date	Meeting	Requested Action
N/A	No meetings proposed at this time.	N/A

Time Constraints:

Timely acceptance of the grant allows the City to proceed with contracts with Commerce and Bellwether Housing.

ANTICIPATED RESULT IF NOT APPROVED:

Not approving the grant will result in a lost opportunity to secure a new revenue stream from State sources for an affordable housing project. The cost of the lost opportunity would be borne by the developer.

ATTACHMENTS:

Attachment A: Redmond Bellwether Prisma CHIP Grant Draft



Capital Agreement with

City of Redmond

through

Connecting Housing to Infrastructure Program (CHIP)

Contract Number:

26-96330-108

For

To support the development of affordable housing by reimbursing the City of Redmond for waived system development charges of affordable housing units for the Bellwether Prisma project.

Dated: Tuesday, July 1, 2025

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Face Sheet

Contract Number 26-96330-108

Growth Management Services Connecting Housing to Infrastructure Program

1. Grantee City of Redmond PO Box 97010 Redmond, WA 98073		2. Project Name and Address Bellwether Prisma Project 2888 Da Vinci Ave NE Redmond, 98052	
3. Grantee Representative Brooke Buckingham Human Services Manager bbuckingham@redmond.gov		4. COMMERCE Representative Mischa Venables CHIP Project Manager (360)725-3088 Mischa.venables@commerce.wa.gov <div style="float: right; text-align: right;"> PO Box 42525 1500 Jefferson Street Olympia, WA 98504 </div>	
5. Contract Amount \$1,000,000	6. Funding Source Federal: <input type="checkbox"/> State: <input checked="" type="checkbox"/> Other: <input type="checkbox"/> N/A: <input type="checkbox"/>		7. Start Date July 1, 2025
8. End Date June 30, 2027, subject to reappropriation			
9. Federal Funds (as applicable) \$0.00		Federal Agency: N/A	
ALN N/A			
10. Tax ID # 91-6001492	11. SWV # SWV0003729 -- 10	12. UBI # 176-000-016	13. UEI #
14. Award Method <input type="checkbox"/> Non-Competitive x <input checked="" type="checkbox"/> Competitive		NOFO/RFX # N/A	
Proviso # 40000675			
15. Contract Purpose To support the development of affordable housing by reimbursing the City of Redmond for waived system development charges of affordable housing units for the Bellwether Prisma project.			
COMMERCE, defined as the Department of Commerce, and Grantee acknowledge and accept the terms of this Contract and attachments and have executed this Contract on the date below to start as of the date and year referenced above. The rights and obligations of both parties to this Contract are governed by this Contract and the following other documents incorporated by reference: Grantee Terms and Conditions including Attachment "A" - Scope of Work, Attachment "B" – Budget, and Attachment "C" – Commitment of Continued Affordability.			
FOR GRANTEE _____ Angela Birney, Mayor abirney@redmond.gov _____ Date		FOR COMMERCE _____ Mark K. Barkley, Assistant Director Local Government Division _____ Date APPROVED AS TO FORM ONLY BY ASSISTANT ATTORNEY GENERAL APPROVAL ON FILE	

Special Terms and Conditions

1. CONTRACT MANAGEMENT

The Representative for each of the parties shall be responsible for and shall be the contact person for all communications and billings regarding the performance of this Contract.

The Representative for COMMERCE and their contact information are identified on the Face Sheet of this Contract.

The Representative for the Grantee and their contact information are identified on the Face Sheet of this Contract.

2. COMPENSATION

COMMERCE shall pay an amount not to exceed \$1,000,000, (One million dollars) for the performance of all things necessary for or incidental to the performance of work as set forth in the Scope of Work. Grantee's compensation for services rendered shall be in accordance with Attachment A, Scope of Work, Attachment B, Budget, and Attachment C, Commitment of Continued Affordability.

3. BILLING PROCEDURES AND PAYMENT

COMMERCE will pay Grantee upon acceptance of services provided and receipt of properly completed invoices, including backup documentation of costs, which shall be submitted to the Representative for COMMERCE via email, or the Commerce Contracts Management System.

Invoices shall describe and document, to COMMERCE's satisfaction, a description of the work performed, the progress of the project, and fees.

Each invoice/reimbursement request will either be submitted through the Commerce Contracts Management System or submitted to Commerce with a complete and signed Invoice Voucher (Form A-19) provided by a COMMERCE Representative and shall include the Contract Number 26-96330-108. Backup documentation detailing each cost, including invoices or receipts, must accompany any single expenses in the amount of \$50.00 or more in order to receive reimbursement.

Payment shall be considered timely if made by COMMERCE within thirty (30) calendar days after receipt of properly completed invoices. Payment shall be sent to the address designated by the Grantee.

COMMERCE may, in its sole discretion, terminate the Contract or withhold payments claimed by the Grantee for services rendered if the Grantee fails to satisfactorily comply with any term or condition of this Contract.

No payments in advance or in anticipation of services or supplies to be provided under this Agreement shall be made by COMMERCE.

Duplication of Billed Costs

The Grantee shall not bill COMMERCE for services performed under this Agreement, and COMMERCE shall not pay the Grantee if the Grantee is entitled to payment or has been or will be paid by any other source, including grants, for that service.

Disallowed Costs

The Grantee is responsible for any audit exceptions or disallowed costs incurred by its own organization or that of its subcontractors.

COMMERCE may, in its sole discretion, withhold ten percent (10%) from each payment until acceptance by COMMERCE of the final report (or completion of the project, etc.).

Line Item Modification of Budget

- A. Notwithstanding any other provision of this contract, the Grantee may, at its discretion, make modifications to line items in the Budget (Attachment B) to respond to changes in project costs.
- A. The Grantee shall notify COMMERCE in writing (by email or regular mail) when proposing any budget modification or modifications to a line item of the Budget (Attachment B).
- B. Any such budget modification or modifications as described above shall require the written approval of COMMERCE (by email), and such written approval shall amend the Budget. Each party to this contract will retain and make any and all documents related to such budget modifications a part of their respective contract file.
- C. Nothing in this section shall be construed to permit an increase in the amount of funds available for the Project, as set forth in the Face Sheet of this contract, nor does this section allow any proposed changes to the Scope of Work under Attachment A, without specific written approval from COMMERCE by amendment to this contract.

4. SUBCONTRACTOR DATA COLLECTION

Grantee will submit reports, in a form and format to be provided by Commerce and at intervals as agreed by the parties, regarding work under this Contract performed by subcontractors and the portion of Contract funds expended for work performed by subcontractors, including but not necessarily limited to minority-owned, woman-owned, and veteran-owned business subcontractors. "Subcontractors" shall mean subcontractors of any tier.

5. HISTORICAL OR CULTURAL ARTIFACTS

Prior to approval and disbursement of any funds awarded under this Contract, Grantee shall complete the requirements of Governor's Executive Order 21-02, where applicable, or Grantee shall complete a review under Section 106 of the National Historic Preservation Act, if applicable. Grantee agrees that the Grantee is legally and financially responsible for compliance with all laws, regulations, and agreements related to the preservation of historical or cultural resources and agrees to hold harmless COMMERCE and the state of Washington in relation to any claim related to such historical or cultural resources discovered, disturbed, or damaged as a result of the project funded by this Contract.

In addition to the requirements set forth in this Contract, Grantee shall, in accordance with Governor's Executive Order 21-02 coordinate with Commerce and the Washington State Department of Archaeology and Historic Preservation ("DAHP"), including any recommended consultation with any affected tribe(s), during Project design and prior to construction to determine the existence of any tribal cultural resources affected by Project. Grantee agrees to avoid, minimize, or mitigate impacts to the cultural resource as a continuing prerequisite to receipt of funds under this Contract.

The Grantee agrees that, unless the Grantee is proceeding under an approved historical and cultural monitoring plan or other memorandum of agreement, if historical or cultural artifacts are discovered during construction, the Grantee shall immediately stop construction and notify the local historical preservation officer and the state's historical preservation officer at DAHP, and the Commerce Representative identified on the Face Sheet. If human remains are uncovered, the Grantee shall report the presence and location of the remains to the coroner and local enforcement immediately, then contact DAHP and the concerned tribe's cultural staff or committee.

The Grantee shall require this provision to be contained in all subcontracts for work or services related to the Scope of Work attached hereto.

In addition to the requirements set forth in this Contract, Grantee agrees to comply with RCW 27.44 regarding Indian Graves and Records; RCW 27.53 regarding Archaeological Sites and Resources; RCW 68.60 regarding Abandoned and Historic Cemeteries and Historic Graves; and WAC 25-48 regarding Archaeological Excavation and Removal Permit.

Completion of the requirements of Section 106 of the National Historic Preservation Act shall substitute for completion of Governor's Executive Order 21-02.

In the event that the Grantee finds it necessary to amend the Scope of Work the Grantee may be required to re-comply with Governor's Executive Order 21-02 or Section 106 of the National Historic Preservation Act.

6. **INSURANCE**

Each party certifies that it is self-insured under the State's or local government self-insurance liability program and shall be responsible for losses for which it is found liable.

7. **FRAUD AND OTHER LOSS REPORTING**

Grantee shall report in writing all known or suspected fraud or other loss of any funds or other property furnished under this Contract immediately or as soon as practicable to the Commerce Representative identified on the Face Sheet.

8. **CERTIFICATION REGARDING DEBARMENT, SUSPENSION OR INELIGIBILITY AND VOLUNTARY EXCLUSION- PRIMARY AND LOWER TIER COVERED TRANSACTIONS**

- A. Grantee, defined as the primary participant and its principals, certifies by signing these General Terms and Conditions that to the best of its knowledge and belief they:
- i. Are not presently debarred, suspended, proposed for debarment, and declared ineligible, or voluntarily excluded from covered transactions by any Federal department or agency.
 - ii. Have not within a three-year period preceding this Grant, been convicted of or had a civil judgment rendered against them for commission of fraud or a criminal offense in connection with obtaining, attempting to obtain, or performing a public or private agreement or transaction, violation of Federal or State antitrust statutes or commission of embezzlement, theft, forgery, bribery, falsification or destruction of records, making false statements, tax evasion, receiving stolen property, making false claims, or obstruction of justice;
 - iii. Are not presently indicted for or otherwise criminally or civilly charged by a governmental entity (Federal, State, or local) with commission of any of the offenses enumerated in paragraph (1)(b) of federal Executive Order 12549; and
 - iv. Have not within a three-year period preceding the signing of this Grant had one or more public transactions (Federal, State, or local) terminated for cause of default.
- B. Where the Grantee is unable to certify to any of the statements in this Grant, the Grantee shall attach an explanation to this Grant.
- C. The Grantee agrees by signing this Grant that it shall not knowingly enter into any lower tier covered transaction with a person who is debarred, suspended, declared ineligible, or voluntarily excluded from participation in this covered transaction, unless authorized by COMMERCE.
- D. The Grantee further agrees by signing this Grant that it will include the clause titled "Certification Regarding Debarment, Suspension, Ineligibility and Voluntary Exclusion-Lower Tier Covered Transaction," as follows, without modification, in all lower tier covered transactions and in all solicitations for lower tier covered transactions:

LOWER TIER COVERED TRANSACTIONS

- i. The lower tier Grantee certifies, by signing this Grant that neither it nor its principals is presently debarred, suspended, proposed for debarment, declared ineligible, or voluntarily excluded from participation in this transaction by any Federal department or agency.

- i. Where the lower tier Grantee is unable to certify to any of the statements in this Grant, such Grantee shall attach an explanation to this Grant.
- E. The terms **covered transaction, debarred, suspended, ineligible, lower tier covered transaction, person, primary covered transaction, principal, and voluntarily excluded**, as used in this section, have the meanings set out in the Definitions and Coverage sections of the rules implementing Executive Order 12549. You may contact COMMERCE for assistance in obtaining a copy of these regulations.

9. **INDEMNIFICATION**

Each party shall be solely responsible for the acts of its employees, officers, and agents.

10. **NO THIRD-PARTY BENEFICIARIES**

This Agreement is enforceable only by COMMERCE and GRANTEE and is not intended to establish any third-party entitlements, rights, or causes of action.

11. **OWNERSHIP**

COMMERCE disclaims any ownership in deliverables reimbursed under this grant.

12. **PUBLIC BENEFIT OF LATECOMER FEES**

Any latecomer fees as defined by RCW 35.91.020 collected by the Grantee or Subgrantee at any tier arising from infrastructure funded in whole or in part by this Contract, shall be remitted to the Grantee's affordable housing fund or to another funding source designated by the Grantee in support of affordable housing in the community.

13. **DOCUMENTATION AND SECURITY**

The provisions of this section shall apply to all work performed under this Contract. COMMERCE reserves the right to review all state-funded projects and to require that work performed by Subcontractors of this Contract comply with this section.

- A. **Deed of Trust**. This Grant Agreement shall be evidenced by a promissory note and secured by a deed of trust or other appropriate security instrument in favor of COMMERCE (the Deed of Trust) executed by landowner/sub recipient of the grant. The Deed of Trust shall be recorded in the County where the Project is located, and the original returned to COMMERCE after recordation within 90 calendar days of Grant Agreement execution. The Deed of Trust must be recorded before COMMERCE will reimburse the GRANTEE for any Project costs. The amount secured by the Deed of Trust shall be the amount of the Grant Agreement as set forth on the Face Sheet.
- B. **Term of Deed of Trust; Commitment Period**. The Deed of Trust shall remain in full force and effect for a minimum period of 25 years from the date in which the property is improved upon and a statement of occupancy is issued for the purposes of affordable housing as intended under the funding. For single family housing units a partial reconveyance may be issued at the time of sale to qualified homeowner, but the affordability period will remain in effect under a covenant. For multi family housing units a reconveyance will be issued after the 25 year period has expired.
- C. **Title Insurance**. The GRANTEE shall purchase an extended coverage lender's policy of title insurance insuring the lien position of the Deed of Trust in an amount not less than the amount of the grant.
- D. **Covenant**. The property shall be covenanted for the purposes intended under the funding for a period of 25 years.
- E. **Subordination**. COMMERCE may agree to subordinate its Deed of Trust upon request from a private or public lender. Any such request shall be submitted to COMMERCE in writing, and

COMMERCE shall respond to the request in writing within 30 calendar days of receiving the request.

- F. Deed of Trust on Leased Property. COMMERCE may require, at its sole discretion, a Deed of Trust on the fee interest of the real property where the Project is located, if the Project is on leased property.

14. **ORDER OF PRECEDENCE**

In the event of an inconsistency in this Contract, the inconsistency shall be resolved by giving precedence in the following order:

- Applicable federal and state of Washington statutes and regulations
- Special Terms and Conditions
- General Terms and Conditions
- Attachment A – Scope of Work
- Attachment B – Budget
- Attachment C – Commitment of Continued Affordability

DRAFT

General Terms and Conditions

1. DEFINITIONS

As used throughout this Contract, the following terms shall have the meaning set forth below:

- A. "Authorized Representative" shall mean the Director and/or the designee authorized in writing to act on the Director's behalf.
- B. "COMMERCE" shall mean the Washington Department of Commerce.
- C. "Contract" or "Agreement" or "Grant" means the entire written agreement between COMMERCE and the Grantee, including any Exhibits, documents, or materials incorporated by reference. E-mail or Facsimile transmission of a signed copy of this contract shall be the same as delivery of an original.
- D. "Grantee" shall mean the entity identified on the face sheet performing service(s) under this Contract, and shall include all employees and agents of the Grantee.
- E. "Personal Information" shall mean information identifiable to any person, including, but not limited to, information that relates to a person's name, health, finances, education, business, use or receipt of governmental services or other activities, addresses, telephone numbers, social security numbers, driver license numbers, other identifying numbers, and any financial identifiers and "Protected Health Information" under the federal Health Insurance Portability and Accountability Act of 1996 (HIPAA).
- F. "State" shall mean the state of Washington.
- G. "Subcontractor" shall mean one not in the employment of the Grantee, who is performing all or part of those services under this Contract under a separate contract with the Grantee. The terms "subcontractor" and "subcontractors" mean subcontractor(s) in any tier.

2. ALLOWABLE COSTS

Costs allowable under this Contract are actual expenditures according to an approved budget up to the maximum amount stated on the Contract Award or Amendment Face Sheet.

3. ALL WRITINGS CONTAINED HEREIN

This Contract contains all the terms and conditions agreed upon by the parties. No other understandings, oral or otherwise, regarding the subject matter of this Contract shall be deemed to exist or to bind any of the parties hereto.

4. AMENDMENTS

This Contract may be amended by mutual agreement of the parties. Such amendments shall not be binding unless they are in writing and signed by personnel authorized to bind each of the parties.

5. AMERICANS WITH DISABILITIES ACT (ADA) OF 1990, PUBLIC LAW 101-336, also referred to as the "ADA" 28 CFR Part 35

The Grantee must comply with the ADA, which provides comprehensive civil rights protection to individuals with disabilities in the areas of employment, public accommodations, state and local government services, and telecommunications.

6. APPROVAL

This contract shall be subject to the written approval of COMMERCE's Authorized Representative and shall not be binding until so approved. The contract may be altered, amended, or waived only by a written amendment executed by both parties.

7. ASSIGNMENT

Neither this Contract, nor any claim arising under this Contract, shall be transferred or assigned by the Grantee without prior written consent of COMMERCE.

8. ATTORNEYS' FEES

Unless expressly permitted under another provision of the Contract, in the event of litigation or other action brought to enforce Contract terms, each party agrees to bear its own attorneys' fees and costs.

9. CODE REQUIREMENTS

All construction and rehabilitation projects must satisfy the requirements of applicable local, state, and federal building, mechanical, plumbing, fire, energy and barrier-free codes. Compliance with the Americans with Disabilities Act of 1990 28 C.F.R. Part 35 will be required, as specified by the local building Department.

10. CONFIDENTIALITY/SAFEGUARDING OF INFORMATION

A. "Confidential Information" as used in this section includes:

- i. All material provided to the Grantee by COMMERCE that is designated as "confidential" by COMMERCE;
- ii. All material produced by the Grantee that is designated as "confidential" by COMMERCE; and
- iii. All Personal Information in the possession of the Grantee that may not be disclosed under state or federal law.

B. The Grantee shall comply with all state and federal laws related to the use, sharing, transfer, sale, or disclosure of Confidential Information. The Grantee shall use Confidential Information solely for the purposes of this Contract and shall not use, share, transfer, sell or disclose any Confidential Information to any third party except with the prior written consent of COMMERCE or as may be required by law. The Grantee shall take all necessary steps to assure that Confidential Information is safeguarded to prevent unauthorized use, sharing, transfer, sale or disclosure of Confidential Information or violation of any state or federal laws related thereto. Upon request, the Grantee shall provide COMMERCE with its policies and procedures on confidentiality. COMMERCE may require changes to such policies and procedures as they apply to this Contract whenever COMMERCE reasonably determines that changes are necessary to prevent unauthorized disclosures. The Grantee shall make the changes within the time period specified by COMMERCE. Upon request, the Grantee shall immediately return to COMMERCE any Confidential Information that COMMERCE reasonably determines has not been adequately protected by the Grantee against unauthorized disclosure.

C. Unauthorized Use or Disclosure. The Grantee shall notify COMMERCE within five (5) working days of any unauthorized use or disclosure of any confidential information, and shall take necessary steps to mitigate the harmful effects of such use or disclosure.

11. CONFORMANCE

If any provision of this contract violates any statute or rule of law of the state of Washington, it is considered modified to conform to that statute or rule of law.

12. **CONFLICT OF INTEREST**

Grantee must maintain and comply with written standards of conduct covering conflicts of interest and governing the actions of its employees engaged in the selection, award and administration of contracts. Grantee must comply with the following minimum requirements:

- A. No employee, officer, or agent may participate in the selection, award, or administration of a contract if he or she has a real or apparent conflict of interest. Such a conflict of interest would arise when the employee, officer, or agent, any member of his or her immediate family, his or her partner, or an organization which employs or is about to employ any of the parties indicated herein, has a financial or other interest in or a tangible personal benefit from a firm considered for a contract. The officers, employees, and agents of the Grantee may neither solicit nor accept gratuities, favors, or anything of monetary value from Grantees or parties to subcontracts and must comply with RCW 39.26.020. However, Grantee may set standards for situations in which the financial interest is not substantial or the gift is an unsolicited item of nominal value. The standards of conduct must provide for disciplinary actions to be applied for violations of such standards by officers, employees, or agents of the Grantee.
- B. If the Grantee has a parent, affiliate, or subsidiary organization that is not a state, local government, or federally recognized tribe, the Grantee must also maintain written standards of conduct covering organizational conflicts of interest. Organizational conflicts of interest means that because of relationships with a parent company, affiliate, or subsidiary organization, the Grantee is unable or appears to be unable to be impartial in conducting a procurement action involving a related organization.

13. **COPYRIGHT**

Unless otherwise provided, all Materials produced under this Contract shall be considered "works for hire" as defined by the U.S. Copyright Act and shall be owned by COMMERCE. COMMERCE shall be considered the author of such Materials. In the event the Materials are not considered "works for hire" under the U.S. Copyright laws, the Grantee hereby irrevocably assigns all right, title, and interest in all Materials, including all intellectual property rights, moral rights, and rights of publicity to COMMERCE effective from the moment of creation of such Materials.

"Materials" means all items in any format and includes, but is not limited to, data, reports, documents, pamphlets, advertisements, books, magazines, surveys, studies, computer programs, films, tapes, and/or sound reproductions. "Ownership" includes the right to copyright, patent, register and the ability to transfer these rights.

For Materials that are delivered under the Contract, but that incorporate pre-existing materials not produced under the Contract, the Grantee hereby grants to COMMERCE a nonexclusive, royalty-free, irrevocable license (with rights to sublicense to others) in such Materials to translate, reproduce, distribute, prepare derivative works, publicly perform, and publicly display. The Grantee warrants and represents that the Grantee has all rights and permissions, including intellectual property rights, moral rights and rights of publicity, necessary to grant such a license to COMMERCE.

The Grantee shall exert all reasonable effort to advise COMMERCE, at the time of delivery of Materials furnished under this Contract, of all known or potential invasions of privacy contained therein and of any portion of such document which was not produced in the performance of this Contract. The Grantee shall provide COMMERCE with prompt written notice of each notice or claim of infringement received by the Grantee with respect to any Materials delivered under this Contract. COMMERCE shall have the right to modify or remove any restrictive markings placed upon the Materials by the Grantee.

14. **DISALLOWED COSTS**

The Grantee is responsible for any audit exceptions or disallowed costs incurred by its own organization or that of its Subcontractors.

15. **DISPUTES**

Except as otherwise provided in this Contract, when a dispute arises between the parties and it cannot be resolved by direct negotiation, either party may request a dispute hearing with the Director of COMMERCE, who may designate a neutral person to decide the dispute.

The request for a dispute hearing must:

- be in writing;
- state the disputed issues;
- state the relative positions of the parties;
- state the Grantee's name, address, and Contract number; and
- be mailed to the Director and the other party's (respondent's) Contract Representative within three (3) working days after the parties agree that they cannot resolve the dispute.

The respondent shall send a written answer to the requestor's statement to both the Director or the Director's designee and the requestor within five (5) working days.

The Director or designee shall review the written statements and reply in writing to both parties within ten (10) working days. The Director or designee may extend this period if necessary by notifying the parties.

The decision shall not be admissible in any succeeding judicial or quasi-judicial proceeding.

The parties agree that this dispute process shall precede any action in a judicial or quasi-judicial tribunal.

Nothing in this Contract shall be construed to limit the parties' choice of a mutually acceptable alternate dispute resolution (ADR) method in addition to the dispute hearing procedure outlined above.

16. **DUPLICATE PAYMENT**

Grantee certifies that work to be performed under this contract does not duplicate any work to be charged against any other contract, subcontract, or other source.

17. **GOVERNING LAW AND VENUE**

This Contract shall be construed and interpreted in accordance with the laws of the state of Washington, and the venue of any action brought hereunder shall be in the Superior Court for Thurston County.

18. **INDEMNIFICATION**

To the fullest extent permitted by law, the Grantee shall indemnify, defend, and hold harmless the state of Washington, COMMERCE, agencies of the state and all officials, agents and employees of the state, from and against all claims for injuries or death arising out of or resulting from the performance of the contract. "Claim" as used in this contract, means any financial loss, claim, suit, action, damage, or expense, including but not limited to attorney's fees, attributable for bodily injury, sickness, disease, or death, or injury to or the destruction of tangible property including loss of use resulting therefrom.

The Grantee's obligation to indemnify, defend, and hold harmless includes any claim by Grantee's agents, employees, representatives, or any subcontractor or its employees.

The Grantee's obligation shall not include such claims that may be caused by the sole negligence of the State and its agencies, officials, agents, and employees. If the claims or damages are caused by or result from the concurrent negligence of (a) the State, its agents or employees and (b) the Grantee, its subcontractors, agents, or employees, this indemnity provision shall be valid and enforceable only to the extent of the negligence of the Grantee or its subcontractors, agents, or employees.

The Grantee waives its immunity under Title 51 RCW to the extent it is required to indemnify, defend and hold harmless the state and its agencies, officers, agents or employees.

19. INDEPENDENT CAPACITY OF THE GRANTEE

The parties intend that an independent Grantee relationship will be created by this Contract. The Grantee and its employees or agents performing under this Contract are not employees or agents of the state of Washington or COMMERCE. The Grantee will not hold itself out as or claim to be an officer or employee of COMMERCE or of the state of Washington by reason hereof, nor will the Grantee make any claim of right, privilege or benefit which would accrue to such officer or employee under law. Conduct and control of the work will be solely with the Grantee.

20. INDUSTRIAL INSURANCE COVERAGE

The Grantee shall comply with all applicable provisions of Title 51 RCW. If the Grantee fails to provide industrial insurance coverage or fails to pay premiums or penalties on behalf of its employees as may be required by law, COMMERCE may collect from the Grantee the full amount payable to the Industrial Insurance Accident Fund. COMMERCE may deduct the amount owed by the Grantee to the accident fund from the amount payable to the Grantee by COMMERCE under this Contract, and transmit the deducted amount to the Department of Labor and Industries, (L&I) Division of Insurance Services. This provision does not waive any of L&I's rights to collect from the Grantee.

21. LAWS

The Grantee shall comply with all applicable laws, ordinances, codes, regulations and policies of local, state, and federal governments, as now or hereafter amended.

22. LICENSING, ACCREDITATION AND REGISTRATION

The Grantee shall comply with all applicable local, state, and federal licensing, accreditation and registration requirements or standards necessary for the performance of this Contract.

23. LIMITATION OF AUTHORITY

Only the Authorized Representative or Authorized Representative's designee by writing (designation to be made prior to action) shall have the express, implied, or apparent authority to alter, amend, modify, or waive any clause or condition of this Contract.

24. LOCAL PUBLIC TRANSPORTATION COORDINATION

Where applicable, Grantee shall participate in local public transportation forums and implement strategies designed to ensure access to services.

25. NONDISCRIMINATION

A. Nondiscrimination Requirement. During the performance of this Agreement, the Grantee, including any subcontractor, shall comply with all federal, state, and local nondiscrimination laws, regulations and policies, this shall include but not be limited to the following: Grantee, including any subcontractor, shall not discriminate on the bases enumerated at RCW 49.60.530(3). In addition, GRANTEE, including any subcontractor, shall give written notice of this nondiscrimination requirement to any labor organizations with which GRANTEE, or subcontractor, has a collective bargaining or other agreement.

The funds provided under this Agreement shall not be used to fund religious worship, exercise, or instruction. No person shall be required to participate in any religious worship, exercise, or instruction in order to have access to the facilities funded by this Agreement.

B. Obligation to Cooperate. GRANTEE, including any subcontractor, shall cooperate and comply with any Washington state agency investigation regarding any allegation that GRANTEE, including any subcontractor, has engaged in discrimination prohibited by this Agreement pursuant to RCW 49.60.530(3).

C. Default. Notwithstanding any provision to the contrary, COMMERCE may suspend GRANTEE, including any subcontractor, upon notice of a failure to participate and cooperate with any state agency investigation into alleged discrimination prohibited by this Contract, pursuant to RCW 49.60.530(3). Any such suspension will remain in place until COMMERCE receives notification that GRANTEE, including any subcontractor, is cooperating with the investigating state agency. In the event GRANTEE, or subcontractor, is determined to have engaged in discrimination identified at RCW 49.60.530(3), COMMERCE may terminate this Agreement in whole or in part, and GRANTEE, subcontractor, or both, may be referred for debarment as provided in RCW 39.26.200. GRANTEE or subcontractor may be given a reasonable time in which to cure this noncompliance, including implementing conditions consistent with any court-ordered injunctive relief or settlement agreement.

D. Remedies for Breach. Notwithstanding any provision to the contrary, in the event of Agreement termination or suspension for engaging in discrimination, GRANTEE, subcontractor, or both, shall be liable for contract damages as authorized by law including, but not limited to, any cost difference between the original Grant and the replacement or cover Grant and all administrative costs directly related to the replacement Grant, e.g., cost of the competitive bidding, mailing, advertising and staff time, which damages are distinct from any penalties imposed under Chapter 49.60, RCW. GRANTEE may also be required to repay grant funds pursuant to Section 31 (Recapture) of the General Terms & Conditions if the Agreement is terminated based on a violation of the nondiscrimination requirement. COMMERCE shall have the right to deduct from any monies due to GRANTEE or subcontractor, or that thereafter become due, an amount for damages GRANTEE or subcontractor will owe COMMERCE for default under this provision.

26. PAY EQUITY

The Grantee agrees to ensure that “similarly employed” individuals in its workforce are compensated as equals, consistent with the following:

- A.** Employees are “similarly employed” if the individuals work for the same employer, the performance of the job requires comparable skill, effort, and responsibility, and the jobs are performed under similar working conditions. Job titles alone are not determinative of whether employees are similarly employed;
- B.** Grantee may allow differentials in compensation for its workers if the differentials are based in good faith and on any of the following:
 - i.** A seniority system; a merit system; a system that measures earnings by quantity or quality of production; a bona fide job-related factor or factors; or a bona fide regional difference in compensation levels.
 - ii.** A bona fide job-related factor or factors may include, but not be limited to, education, training, or experience that is: Consistent with business necessity; not based on or derived from a gender-based differential; and accounts for the entire differential.
 - iii.** A bona fide regional difference in compensation level must be: Consistent with business necessity; not based on or derived from a gender-based differential; and account for the entire differential.

This Contract may be terminated by the Department, if the Department or the Department of Enterprise Services determines that the Grantee is not in compliance with this provision.

27. POLITICAL ACTIVITIES

Political activity of Grantee’s employees and officers are limited by the State Campaign Finances and Lobbying provisions of Chapter 42.17A RCW and the Federal Hatch Act, 5 USC 1501 - 1508.

No funds may be used for working for or against ballot measures or for or against the candidacy of any person for public office.

28. PREVAILING WAGE LAW

The Grantee certifies that all Grantees and subcontractors performing work on the Project shall comply with state Prevailing Wages on Public Works, Chapter 39.12 RCW, to the extent applicable to the Project funded by this contract, including but not limited to the filing of the "Statement of Intent to Pay Prevailing Wages" and "Affidavit of Wages Paid" to the extent required by RCW 39.12.040. The Grantee shall maintain records sufficient to evidence compliance with Chapter 39.12 RCW to the extent applicable, and shall make such records available for COMMERCE's review upon request

29. PROHIBITION AGAINST PAYMENT OF BONUS OR COMMISSION

The funds provided under this Contract shall not be used in payment of any bonus or commission for the purpose of obtaining approval of the application for such funds or any other approval or concurrence under this Contract provided, however, that reasonable fees or bona fide technical consultant, managerial, or other such services, other than actual solicitation, are not hereby prohibited if otherwise eligible as project costs.

30. PUBLICITY

The Grantee agrees not to publish or use any advertising or publicity materials in which the state of Washington or COMMERCE's name is mentioned, or language used from which the connection with the state of Washington's or COMMERCE's name may reasonably be inferred or implied, without the prior written consent of COMMERCE.

31. RECAPTURE

In the event that the Grantee fails to perform this Contract in accordance with state laws, federal laws, and/or the provisions of this Contract, COMMERCE reserves the right to recapture funds in an amount to compensate COMMERCE for the noncompliance in addition to any other remedies available at law or in equity.

Repayment by the Grantee of funds under this recapture provision shall occur within the time period specified by COMMERCE. In the alternative, COMMERCE may recapture such funds from payments due under this Contract.

32. RECORDS MAINTENANCE

The Grantee shall maintain books, records, documents, data and other evidence relating to this contract and performance of the services described herein, including but not limited to accounting procedures and practices that sufficiently and properly reflect all direct and indirect costs of any nature expended in the performance of this contract.

The Grantee shall retain such records for a period of six years following the date of final payment. At no additional cost, these records, including materials generated under the contract, shall be subject at all reasonable times to inspection, review or audit by COMMERCE, personnel duly authorized by COMMERCE, the Office of the State Auditor, and federal and state officials so authorized by law, regulation or agreement.

If any litigation, claim or audit is started before the expiration of the six (6) year period, the records shall be retained until all litigation, claims, or audit findings involving the records have been resolved.

33. REGISTRATION WITH DEPARTMENT OF REVENUE

If required by law, the Grantee shall complete registration with the Washington State Department of Revenue.

34. RIGHT OF INSPECTION

At no additional cost all records relating to the Grantee's performance under this Contract shall be subject at all reasonable times to inspection, review, and audit by COMMERCE, the Office of the State Auditor, and federal and state officials so authorized by law, in order to monitor and evaluate performance, compliance, and quality assurance under this Contract. The Grantee shall provide access to its facilities for this purpose.

35. SAVINGS

In the event funding from state, federal, or other sources is withdrawn, reduced, or limited in any way after the effective date of this Contract and prior to normal completion, COMMERCE may suspend or terminate the Contract under the "Termination for Convenience" clause, without the ten business day notice requirement. In lieu of termination, the Contract may be amended to reflect the new funding limitations and conditions.

36. SEVERABILITY

The provisions of this contract are intended to be severable. If any term or provision is illegal or invalid for any reason whatsoever, such illegality or invalidity shall not affect the validity of the remainder of the contract.

37. SUBCONTRACTING

The Grantee may only subcontract work contemplated under this Contract if it obtains the prior written approval of COMMERCE.

If COMMERCE approves subcontracting, the Grantee shall maintain written procedures related to subcontracting, as well as copies of all subcontracts and records related to subcontracts. For cause, COMMERCE in writing may: (a) require the Grantee to amend its subcontracting procedures as they relate to this Contract; (b) prohibit the Grantee from subcontracting with a particular person or entity; or (c) require the Grantee to rescind or amend a subcontract.

Every subcontract shall bind the Subcontractor to follow all applicable terms of this Contract. The Grantee is responsible to COMMERCE if the Subcontractor fails to comply with any applicable term or condition of this Contract. The Grantee shall appropriately monitor the activities of the Subcontractor to assure fiscal conditions of this Contract. In no event shall the existence of a subcontract operate to release or reduce the liability of the Grantee to COMMERCE for any breach in the performance of the Grantee's duties.

Every subcontract shall include a term that COMMERCE and the State of Washington are not liable for claims or damages arising from a Subcontractor's performance of the subcontract.

38. SURVIVAL

The terms, conditions, and warranties contained in this Contract that by their sense and context are intended to survive the completion of the performance, cancellation or termination of this Contract shall so survive.

39. TAXES

All payments accrued on account of payroll taxes, unemployment contributions, the Grantee's income or gross receipts, any other taxes, insurance or expenses for the Grantee or its staff shall be the sole responsibility of the Grantee.

40. TERMINATION FOR CAUSE

In the event COMMERCE determines the Grantee has failed to comply with the conditions of this contract in a timely manner, COMMERCE has the right to suspend or terminate this contract. Before suspending or terminating the contract, COMMERCE shall notify the Grantee in writing of the need to take corrective action. If corrective action is not taken within 30 calendar days, the contract may be terminated or suspended.

In the event of termination or suspension, the Grantee shall be liable for damages as authorized by law including, but not limited to, any cost difference between the original contract and the replacement or cover contract and all administrative costs directly related to the replacement contract, e.g., cost of the competitive bidding, mailing, advertising and staff time.

COMMERCE reserves the right to suspend all or part of the contract, withhold further payments, or prohibit the Grantee from incurring additional obligations of funds during investigation of the alleged compliance breach and pending corrective action by the Grantee or a decision by COMMERCE to

terminate the contract. A termination shall be deemed a "Termination for Convenience" if it is determined that the Grantee: (1) was not in default; or (2) failure to perform was outside of his or her control, fault or negligence.

The rights and remedies of COMMERCE provided in this contract are not exclusive and are, in addition to any other rights and remedies, provided by law.

41. TERMINATION FOR CONVENIENCE

Except as otherwise provided in this Contract, COMMERCE may, by ten (10) business days' written notice, beginning on the second day after the mailing, terminate this Contract, in whole or in part. If this Contract is so terminated, COMMERCE shall be liable only for payment required under the terms of this Contract for services rendered or goods delivered prior to the effective date of termination.

42. TERMINATION PROCEDURES

Upon termination of this contract, COMMERCE, in addition to any other rights provided in this contract, may require the Grantee to deliver to COMMERCE any property specifically produced or acquired for the performance of such part of this contract as has been terminated. The provisions of the "Treatment of Assets" clause shall apply in such property transfer.

COMMERCE shall pay to the Grantee the agreed upon price, if separately stated, for completed work and services accepted by COMMERCE, and the amount agreed upon by the Grantee and COMMERCE for (i) completed work and services for which no separate price is stated, (ii) partially completed work and services, (iii) other property or services that are accepted by COMMERCE, and (iv) the protection and preservation of property, unless the termination is for default, in which case the Authorized Representative shall determine the extent of the liability of COMMERCE. Failure to agree with such determination shall be a dispute within the meaning of the "Disputes" clause of this contract. COMMERCE may withhold from any amounts due the Grantee such sum as the Authorized Representative determines to be necessary to protect COMMERCE against potential loss or liability.

The rights and remedies of COMMERCE provided in this section shall not be exclusive and are in addition to any other rights and remedies provided by law or under this contract.

After receipt of a notice of termination, and except as otherwise directed by the Authorized Representative, the Grantee shall:

- A. Stop work under the contract on the date, and to the extent specified, in the notice;
- B. Place no further orders or subcontracts for materials, services, or facilities except as may be necessary for completion of such portion of the work under the contract that is not terminated;
- C. Assign to COMMERCE, in the manner, at the times, and to the extent directed by the Authorized Representative, all of the rights, title, and interest of the Grantee under the orders and subcontracts so terminated, in which case COMMERCE has the right, at its discretion, to settle or pay any or all claims arising out of the termination of such orders and subcontracts;
- D. Settle all outstanding liabilities and all claims arising out of such termination of orders and subcontracts, with the approval or ratification of the Authorized Representative to the extent the Authorized Representative may require, which approval or ratification shall be final for all the purposes of this clause;
- E. Transfer title to COMMERCE and deliver in the manner, at the times, and to the extent directed by the Authorized Representative any property which, if the contract had been completed, would have been required to be furnished to COMMERCE;
- F. Complete performance of such part of the work as shall not have been terminated by the Authorized Representative; and

- G. Take such action as may be necessary, or as the Authorized Representative may direct, for the protection and preservation of the property related to this contract, which is in the possession of the Grantee and in which COMMERCE has or may acquire an interest.

43. TREATMENT OF ASSETS

Title to all property furnished by COMMERCE shall remain in COMMERCE. Title to all property furnished by the Grantee, for the cost of which the Grantee is entitled to be reimbursed as a direct item of cost under this contract, shall pass to and vest in COMMERCE upon delivery of such property by the Grantee. Title to other property, the cost of which is reimbursable to the Grantee under this contract, shall pass to and vest in COMMERCE upon (i) issuance for use of such property in the performance of this contract, or (ii) commencement of use of such property in the performance of this contract, or (iii) reimbursement of the cost thereof by COMMERCE in whole or in part, whichever first occurs.

- A. Any property of COMMERCE furnished to the Grantee shall, unless otherwise provided herein or approved by COMMERCE, be used only for the performance of this contract.
- B. The Grantee shall be responsible for any loss or damage to property of COMMERCE that results from the negligence of the Grantee or which results from the failure on the part of the Grantee to maintain and administer that property in accordance with sound management practices.
- C. If any COMMERCE property is lost, destroyed or damaged, the Grantee shall immediately notify COMMERCE and shall take all reasonable steps to protect the property from further damage.
- D. The Grantee shall surrender to COMMERCE all property of COMMERCE prior to settlement upon completion, termination or cancellation of this contract.
- E. All reference to the Grantee under this clause shall also include Grantee's employees, agents or Subcontractors.

44. WAIVER

Waiver of any default or breach shall not be deemed to be a waiver of any subsequent default or breach. Any waiver shall not be construed to be a modification of the terms of this Contract unless stated to be such in writing and signed by Authorized Representative of COMMERCE.

Attachment A: SCOPE OF WORK:

Scope of Work

To support the development of affordable housing by reimbursing the City of Redmond for waived system development charges of affordable housing units for the Bellwether Prisma project.

Project Requirements

Based on the criteria within the state capital budget, SB 5195 Sec 1020, and criteria developed by Commerce to ensure the terms of the appropriation are met, all grants must meet the following criteria:

- Applicant must be a city, county or public utility district, applying in coordination with the developer of a affordable housing project, located within a jurisdiction that imposed a sales and use tax under RCW 82.14.530(1)(a)(ii), 82.14.530(1)(b)(i)(B), 82.14.540, or 84.52.105.
- The utility project must serve new affordable housing projects that serve and benefit low-income households as defined by RCW 43.185A.010 for at least 25 years. If the project is a mixed-income project, the affordable portion of the development must be at least 25%. (See Appendix C, Commitment of Continued Affordability.)
- Project work, meaning breaking ground and starting the construction process, must start by January, 2028.
- For system development charge waiver reimbursement, jurisdictions must have an adopted fee waiver program, and documentation that the fees have been waived for the affordable housing units by each provider for water, sewer, and stormwater, in accordance with the budget. See Appendix B, Budget.

CERTIFICATION PERFORMANCE MEASURE – SCOPE OF WORK

The GRANTEE, by its signature, certifies that the declaration set forth above has been reviewed and approved by the GRANTEE as of the date and year written below.

Angela Birney, Mayor

DATE

Attachment B: CHIP Budget

Type of Cost	Recipient	Amount
Waived system development charges (SDCs) for Water	Jurisdiction or public utility waiving the SDCs:	0
Waived system development charges for sewer	Jurisdiction or public utility waiving the SDCs:	1,000,000
Waived system development charges for Stormwater	Jurisdiction or public utility waiving the SDCs:	0
Utility improvement costs as detailed in Attachment A: Scope of Work	Pass through funding to affordable housing project costs	0
Contract Total		1,000,000

CHIP funds can pay for the system development charges for the affordable units. All costs related to CHIP funding must be submitted for reimbursement no later than June 30, 2027, or revised contract end date if reappropriated. Calculations and SDC waiver documentation, along with the ordinance and fee schedule must be provided with the invoice for SDCs.

CERTIFICATION OF THE AVAILABILITY OF FUNDS TO COMPLETE THE ENTIRE PROJECT

CERTIFICATION PERFORMANCE MEASURE - AVAILABILITY OF FUNDS

The GRANTEE by its signature, certifies that GRANTEE has received binding assurances from the Project Developer or other relevant party that project funding from sources other than those provided by this Grant Agreement has either been expended for eligible Project expenses, or is committed in writing and available and will remain committed and available solely and specifically for carrying out the purposes of this Project as described in elsewhere in this Grant Agreement, as of the date and year written below. The GRANTEE shall maintain records sufficient to evidence that the Project Developer has expended or has access to the funds needed to complete the Project, and shall make such records available for COMMERCE's review upon reasonable request.

Angela Birney, Mayor

DATE

Attachment C: Commitment of Continued Affordability

Affordability will be monitored by the WA State Housing Trust Fund, A Regional Coalition of Housing (ARCH), the City of Redmond, and King County Housing and Community Development Division.

If the project is NOT already monitored for affordability by an organization such as the Housing Trust Fund, The Washington State Housing Finance Commission, a housing authority, or a local government monitoring process, then the following is required:

- The project must be enrolled in Commerce’s Tracking Housing Affordability Database (THAD), for receiving annual reports and conducting 5-year audits.
- The project must provide a covenant and/or note and deed of trust naming Commerce as part of securitization.
- The project must maintain records for 31 years in accordance with the Records Maintenance in contract General Terms and Conditions.

For the purposes of this contract, the utility project must serve new affordable housing projects that serve and benefit low-income households for at least 25 years.

“Affordable housing” has the same meaning as in RCW 43.185A.010, and means residential housing for rental occupancy which, as long as the same is occupied by low-income households, requires payment of monthly housing costs, including utilities other than telephone, of no more than thirty percent of the family’s income. In the context of homeownership, the definition from the [Housing Trust Fund Handbook](#) applies (Section 701.7):

“affordability occurs when a household’s monthly housing costs are generally no more than 38 percent of monthly household income and total debt is no more than 45 percent of monthly household income. Housing costs include mortgage principal, interest, property taxes, homeowner insurance, homeowner association fees, and land lease fees, as applicable. Total debt includes other debt and utilities.”

¹ "Low-income household" has the same definition as in RCW 43.185.010(6), and means a single person, family or unrelated persons living together whose adjusted income is less than eighty percent of the median family income, adjusted for household size, for the county where the project is located.

Bellwether Prisma Project	
County and parcel number(s) of property:	King County, Parcel #2063500100
Organization monitoring continued affordability:	
Term of affordability:	99 years
Documentation evidencing securitization of affordability	

Enter Number of Units in each category below:	
30% AMI- Studio	30
30% AMI- 1 Bedroom	15
30% AMI- 2 Bedroom	5
30% AMI- 3 Bedroom	5
30% AMI- Other	
50% AMI- Studio	25
50% AMI- 1 Bedroom	30
50% AMI- 2 Bedroom	10
50% AMI- 3 Bedroom	25
50% AMI- Other	
60% AMI- Studio	
60% AMI- 1 Bedroom	95
60% AMI- 2 Bedroom	45
60% AMI- 3 Bedroom	
60% AMI- Other	
80% AMI- Studio	
80% AMI- 1 Bedroom	
80% AMI- 2 Bedroom	18
80% AMI- 3 Bedroom	23
80% AMI- Other	

The GRANTEE by its signature, certifies that the project will be monitored to ensure continued affordability for a minimum of 25 years, evidenced by documentation listed above. The GRANTEE shall maintain records sufficient to evidence the continued affordability, and that it will retain and shall make such records available for COMMERCE's review upon reasonable request.

Angela Birney, Mayor

DATE



Memorandum

Date: 5/5/2026
Meeting of: City Council

File No. AM No. 26-068
Type: Consent Item

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

Parks	Loreen Hamilton	425-979-8280
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DEPARTMENT STAFF:

Parks	Brittany Pratt	Parks Business Manager
Parks	Lindsey Tusing	Parks Marketing and Events Supervisor
Parks	Mack Leonard	Events and Marketing Coordinator

TITLE:

Approval of the Parks Department Web Configuration Contract, with D2 Creative, in the Amount of \$141,900

OVERVIEW STATEMENT:

The Parks Department has completed its highly competitive Web Optimization RFP process in response to substantial community feedback that our Parks website platforms are difficult to navigate, poorly integrated with one another, and reduce discoverability of our services, facilities and programs. The firm, D2 Creative, was selected after applicant interviews and reference checks. Parks is seeking approval of the contract on the May 5 consent agenda for implementing these professional website consulting services for our department, in the amount of \$141,900.

Additional Background Information/Description of Proposal Attached

REQUESTED ACTION:

Receive Information Provide Direction Approve

REQUEST RATIONALE:

- **Relevant Plans/Policies:**
Redmond 2050, PARCC Plan, Commission for Accreditation of Park and Recreation (CAPRA)
- **Required:**
Council approval is required for contracts exceeding \$50,000.
- **Council Request:**
N/A
- **Other Key Facts:**

N/A

OUTCOMES:

- Effectively respond to feedback from residents, commission members, and community surveys that navigating our multiple online platforms creates unnecessary barriers to parks exploration and program registration.
- Streamline the community’s ability to find Parks and Recreation programs, facilities, and services across multiple online platforms.
- Provides key deliverables including user research, customer journey mapping, a comprehensive improvement plan, and implementation and testing support.
- Creates a more intuitive, consistent, and accessible online experience for community members.
- Expected to increase community participation in programs and facilities.
- Reduces staff time spent assisting users who struggle to navigate existing systems.
- Supports greater accessibility, equity, and responsiveness in how the City delivers information and services.

COMMUNITY/STAKEHOLDER OUTREACH AND INVOLVEMENT:

- **Timeline (previous or planned):**
 - Upon contract approval, the consultant will begin the 18-24-month process of:
 - Discovery and constraint diagnostics
 - Stakeholder interviews and user group study
 - Solution options design and proposal
 - Deployment and go-live support
 - Knowledge transfer
- **Outreach Methods and Results:**
 - Cross-department stakeholders and end-users will assemble work groups to function alongside the consultant firm in all phases of the project, ensuring visibility, representation and equity in the optimization process.
- **Feedback Summary:**
N/A

BUDGET IMPACT:

Total Cost:
\$141,900

Approved in current biennial budget: Yes No N/A

Budget Offer Number:
0000401

Budget Priority:
Healthy and Sustainable

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

If yes, explain:

N/A

Funding source(s):
One-time approval of \$141,900 from Recreation Activity Fund (RAF)

Budget/Funding Constraints:
N/A

Additional budget details attached

COUNCIL REVIEW:

Previous Contact(s)

Date	Meeting	Requested Action
4/28/2026	Committee of the Whole - Parks and Environmental Sustainability	Provide Direction

Proposed Upcoming Contact(s)

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

Time Constraints:
The work is projected to be completed in the 2027-2028 biennium.

ANTICIPATED RESULT IF NOT APPROVED:

- Residents will continue to face difficulty finding parks and recreation programs, facilities, and services across multiple disconnected platforms.
- Fragmented online navigation will persist, limiting visibility and potentially limiting participation in City programs.
- The department will miss the opportunity to implement a coordinated, research-based plan for long-term digital improvements.
- Overall accessibility and equity in how residents interact with City services may be negatively impacted.

ATTACHMENTS:

- Attachment A: Scope of Work
- Attachment B: Deliverables
- Attachment C: Proposal from D2 Creative

RFP 10894-26

Website Optimization, Front-End Experience, Discoverability, and Implementation Services

Attachment A - Scope of Work

Purpose and Background

The City is seeking professional consulting services to diagnose, design, implement, and deploy improvements that remediate limitations in the front-end user experience of its website that communicates and markets various Parks and Recreation Department services including but not limited to facilities, parks, amenities, trails, events, and recreation activities. All registrations for Parks and Recreation activities and rentals are run through the cloud-based recreation management software, Amilia SmartRec (“SmartRec”). Sports league information is run through Team Sideline. The City’s public website environment is hosted on Civic Plus. The City has received feedback that, among these three platforms, users struggle with finding information on programs, services, City facilities, parks, and trails.

The selected consultant will conduct a thorough assessment through engagement and research, then develop a comprehensive improvement plan. This plan will include enhancements to the website and registration software (as needed) to optimize the platforms for key goals: better discoverability, improved customer experience, easier navigation, increased staff efficiency, long-term sustainability, and stronger marketing capabilities. The consultant should first define and document the specific improvements that can be delivered on the City’s existing CivicPlus website and show how those improvements map to the City’s goals. If the Discovery and Platform Capability analyses (Tasks 2-4) and the Design Package phase (Task 5) show that CivicPlus cannot support an acceptable share of the City’s goals, the consultant should recommend an alternative solution architecture and provide an implementation plan to achieve the larger set of goals.

Following the City’s approval of the plan, the consultant will enter the implementation phase of the project. Implementation is required and includes configuration, development, testing, deployment, documentation, knowledge transfer, and post-launch stabilization support. The solution must also preserve the City’s ability to use analytics and pixels for measurement throughout the customer journey, subject to platform constraints, vendor policies, and City security standards.



Project Objectives

At minimum, the consultant shall:

- Conduct a robust discovery phase including staff meetings, stakeholder interviews, and municipal market comparison.
- Determine which front-end features and improvements are possible within SmartRec's native configuration/customization capabilities and make recommendations for changes.
- Assess SmartRec's extensibility and integration options (including configuration, theming, APIs, and other supported methods) with the Civic Plus city website platform.
- Identify and implement practical solutions to improve program and service discoverability and usability. If SmartRec customization is insufficient or inefficient, recommend and implement solutions that can be delivered within (or alongside) the City's CivicPlus website platform. If Civic Plus website platform is insufficient, recommend an alternative website platform and implement approved solutions following City evaluation and approval.
- Assess TeamSideline integration dependencies to preserve both staff-managed functions and end-user interactions across the platform.
- Design improved system architecture that addresses friction points identified in the Discovery phase (defined in Task 1) and enables staff to market and present programs, information, parks, trails, facilities, and services more effectively.
- Provide an implementation-ready design package and deploy the City-approved solution, including build/configuration, integrations, testing, deployment, and stabilization aligned to acceptance criteria.
- Prepare comprehensive SOPs for all functions so that staff can reliably update the website as needed.
- While the consultant is not expected to have deep expertise in the Commission for Accreditation of Park and Recreation (CAPRA) standards, all deliverables should be structured so they can support the department's future CAPRA accreditation efforts through the National Recreation and Parks Association (NRPA). This includes aligning deliverables with relevant CAPRA criteria and documenting how it supports future accreditation compliance. The consultant should collaborate with City staff to ensure alignment with accreditation goals throughout the project.



Scope of Services

Task 1: Discovery Phase: Project Initiation

The consultant shall:

- Conduct a kickoff meeting to confirm goals, stakeholders, constraints, and success criteria
- Create a plan for engagement with a full list of stakeholder touchpoints, research goals, and timeline of discovery phase for approval and execution
- Facilitate discovery sessions with City staff and any external stakeholders as identified in approved engagement plan
- Document key user journeys
- Review existing site structures, navigation patterns, and current SmartRec and Team Sideline entry points from Civic Plus
- Identify and document granular functional needs affecting discoverability and marketing workflows, including filtering/refinement requirements and curated program collection requirements (defined further in Tasks 5-8)
- Conduct regular, virtual meetings with core project stakeholders to give project updates throughout this phase

Task 2: Discovery Phase: Current-State Experience and Performance Assessment

The consultant shall:

- Assess the current customer-facing user experience across devices (mobile and desktop) and common browsers. Conduct observations/testing with real users attempting to complete common registration tasks.
- Identify friction points affecting discoverability, navigation, and conversion (e.g., search/filter limitations, taxonomy/category issues, excessive steps)
- Perform a baseline performance review of the customer-facing experience and summarize findings in plain language suitable for a non-technical audience. Performance review should include basic metrics such as mobile vs desktop completion rates, abandonment rates, search success, etc.
- Confirm current measurement approach (Google Analytics, Meta Pixel, UTMs, and any others) to ensure requirements to preserve measurement capability are accounted for in solution design
- Conduct regular, virtual meetings with core project stakeholders to give project updates throughout this phase



Task 3: Discovery Phase: Platform Capability and Constraint Analysis

The consultant shall:

- Document SmartRec front-end customization capabilities and constraints relevant to the City's goals (e.g., configuration options, theming/branding, catalog/search behavior, supported integrations)
- Evaluate feasibility and constraints of Civic Plus integration, including but not limited to iframe-based integration and custom front-end architecture for navigation and usability
- Assess current TeamSideline utilization requirements to ensure that proposed solutions preserve, extend, or replace critical staff and end-user workflows.
- Identify Search Engine Optimization (SEO), Answer Engine Optimization (AEO), and Generative Engine Optimization (GEO) accessibility, security, maintenance, and measurement implications, including considerations necessary to preserve analytics and pixel capability.
- Coordinate with TIS to align recommendations with City technical standards, security requirements, and governance
- Research other municipal organizations of similar parks and recreation services to understand best practices
- Conduct regular, virtual meetings with core project stakeholders to give project updates throughout this phase

Task 4: Discovery Phase: Design Validation

The consultant shall:

- Produce wireframes addressing the City's requirements as goals are identified in the discovery phase.
- Validate feasibility of the proposed approach within SmartRec, Team Sideline and CivicPlus constraints, including dependencies that could affect delivery.
- Where feasibility is uncertain or materially impacts solution selection, produce a limited clickable prototype and/or technical proof of concept (POC) sufficient to validate key assumptions (e.g., filtering experience, representative registration/checkout path as feasible).
- Document validation outcomes, constraints, and required design adjustments prior to final design.
- Conduct regular, virtual meetings with core project stakeholders to give project updates throughout this phase.



Task 5: Design Package Phase

The consultant shall:

- Based on discoverability phase, recommend a design package for City approval. This package must include:
 - Summary of discovery phase and engagement
 - Assessment of all current platforms and recommendations for preservation, replacement, or extension. Importantly, replacement of SmartRec registration software is out of scope for this project and will not be considered in the design package
 - Functional requirements
 - Filtering or recreation program organization requirements, including age/date refinement behavior, filter combinations, sorting, and performance expectations for filter results
 - Curated program collection requirements, including, if feasible: marketer self-service workflow (create/save/publish/update/unpublish), persistence of collections, and how collections are displayed
 - Preservation, extension, or replacement of any current workflows (Team Sideline, Civic Plus), and preservation, extension of Smart Rec workflows (replacement of registration software is not an option for this project.)
 - Non-functional requirements, including accessibility, performance, security, maintainability, browser/device support
 - Solution architecture documentation
 - A delivery plan for the design package that includes milestones, dependencies, resourcing assumptions, and release approach
 - A detailed guide for who does what work both in the implementation phase and an ongoing basis
- Produce a test strategy (functional, accessibility, performance, security) and define go-live criteria (i.e., what must be true before deployment)
- Conduct regular, virtual meetings with core project stakeholders to give project updates throughout this phase
- Conduct additional virtual meetings with decision makers or SMEs as needed

Task 6: Implementation Phase: Configuration, Development, and Integration

The consultant shall:

- As required by the solution, configure SmartRec system settings to enable interoperability features (embedding, API services, etc.) or any supported front-end navigation and discoverability improvements



- Configure and/or develop Civic Plus (or alternative web platform, if approved) templates/pages and any required custom front-end
- Configure and/or develop Team Sideline (or alternative, if approved) pages
- If the approved solution includes an API-based front end, design and develop the front-end application layer and any required services
- Conduct regular, virtual meetings with core project stakeholders to give project updates throughout this phase

Task 7: Implementation Phase: Testing, Remediation, and Go-Live Readiness

The consultant shall:

- Perform functional testing across all user roles and journeys, confirming proper behavior on mobile and across supported browsers.
- Conduct accessibility testing to the City’s target standard, including usability testing with real users, especially non-digital first audiences such as older adults and ESL users. Document results and remediate issues within the consultant’s scope of control. The city can identify user groups for this testing.
- Conduct performance testing and remediate identified issues within the consultant’s scope of control
- Support City TIS security review requirements and remediate findings within the consultant’s scope of control
- Deliver a Go-Live Readiness Package that includes:
 - Test results summary (functional/accessibility/performance)
 - Security review remediation summary (within scope)
 - Known issues and workarounds
 - Final “go/no-go” checklist
- Conduct regular, virtual meetings with core project stakeholders to give project updates throughout this phase

Task 8: Implementation Phase: Deployment, Cutover, and Go-Live Support

The consultant shall:

- Prepare step-by-step deployment procedures
- Coordinate deployment scheduling with City TIS, Communications, and Civic Plus governance processes and comply with City change management requirements
- Execute the deployment to production (or support City-led deployment where City policy requires City personnel to execute final steps), including cutover activities such as navigation updates, redirects (if applicable), and enabling/disabling features
- Perform post-deployment validation in production, verifying:
 - Critical user journeys



- Filtering/refinement functionality
- Curated collection workflows and landing pages
- Analytics/pixel and attribution behavior (as feasible)
- Provide go-live support during the initial launch window, including rapid triage of issues and remediation within scope.
- Conduct regular, virtual meetings with core project stakeholders to give project updates throughout this phase

Task 9: Project Closeout and Knowledge Transfer

The consultant shall:

- Provide a content governance model that outlines who updates what and how often, and what content should be evergreen vs seasonal within the context of staff capacity and skills.
- Prepare Administrator and Support SOPs for the solution architecture including operational procedures, common issues, troubleshooting steps, and monitoring considerations for City staff
- Provide Training/Knowledge Transfer Session(s) for City staff responsible for maintaining content, operational workflows, and system configurations
- Perform a final closeout virtual meeting with the core team



RFP 10894-26

Website Optimization, Front-End Experience, Discoverability, and Implementation Services

Attachment B - Deliverables

Reference: Attachment A - Scope of Work: Website Optimization, Front-End Experience, Discoverability, and Implementation Services

(Tasks 1-3) Discovery and Current-State Findings

1. Engagement Plan and Timeline
Plan and timeline for discovery meetings and research
2. Discovery Summary
Summary of kickoff outcomes, stakeholder input, prioritized goals, and documented key user journeys
3. Current-State Assessment Findings
Findings on usability/discoverability friction points and baseline performance observations, written for a mixed technical/non-technical audience
4. Platform Capability and Constraints Summary
Summary of SmartRec capabilities/constraints, CivicPlus integration feasibility (including iframe/custom front-end considerations), and documented SEO, accessibility, security, maintenance, and measurement implications; includes TeamSideline utilization requirements and implications for proposed solutions, user performer assessment including basic metrics such as search success rate, mobile vs desktop completion rates, and abandonment rates

(Tasks 4-5) Design and Validation

1. Design Validation Package
Wireframes aligned to discovery goals, plus feasibility validation results; includes clickable prototype and/or limited POC outputs where performed, and a brief summary of constraints and design adjustments
2. Final Design Package
Consolidated, implementation-ready design documentation including:



- Discovery summary
 - Functional requirements for any/all affected platforms
 - Filtering requirements (age/date refinement, combinations, sorting, performance expectations) for any/all affected platforms
 - Curated program collection requirements and acceptance criteria (marketer self-service workflow and display on landing pages/search results)
 - Workflow approaches for all platforms (preserve/extend/replace)
 - Non-functional requirements (accessibility, performance, security, maintainability, browser/device support)
 - Solution architecture documentation
3. Delivery Plan and Go-Live Criteria
- Delivery plan for approved design package with milestones, dependencies, resourcing assumptions, and release approach, plus the test strategy and defined go-live criteria.

(Tasks 6-7) Implementation and Readiness

1. Implemented Configuration and Front-End Changes (Non-Production Environment)
Completed configuration/development work in a pre-production environment, including SmartRec configuration changes (as required), CivicPlus (or approved alternative) templates/pages, Team Sideline changes, and any required custom front-end and/or API-based components.
2. Testing and Remediation Evidence
Results summary documenting functional testing across roles/journeys, accessibility testing to the City's target standard (and remediation performed), performance testing (and remediation performed), and support for TIS security review remediation within scope.
3. Go-Live Readiness Package
Test results summary (functional/accessibility/performance), security remediation summary (within scope), known issues/workarounds, and final go/no-go checklist.



(Tasks 8-9) Deployment and Closeout

1. Deployment Procedures and Production Release
Step-by-step deployment procedures and evidence of production deployment (or City-led deployment support), including cutover activities performed (e.g., navigation updates, redirects if applicable, feature enable/disable).
2. Post-Deployment Validation Summary
Production validation results covering critical user journeys, filtering/refinement behavior, curated collection workflows/landing pages, and analytics/pixel/attribution behavior (as feasible).
3. Content Governance Model with Administrator and Support SOPs + Knowledge Transfer
Outlines for who updates what pages and how often. Administrator/support SOPs for the delivered solution architecture and training/knowledge transfer session(s) for City staff responsible for content, workflows, and system configurations.





BID RESPONSE

Responding To:

Bid/Project Number: RFP 10894-26

Bid/Project Title: Website Optimization, Front-End Experience, Discoverability, and Implementation Services

Closing Date: 3/20/2026 at 2:00pm PST

Submitted By:

Name of Company Submitting Response:
D2 Creative

Printed Name of Person Submitting Response:
Charles Leinas

Email:
charles@thinkd2.com

Signed by:

Charles Leinas

C7A8C1B44058462...

Signature of Person Submitting Response:

Date:
3/16/2026

Attach Your Bid/Proposal:



Remember to sign your bid/proposal

Attach all pages of your response here



Website Optimization, Front-End Experience, Discoverability, and Implementation Services

City of Redmond



Response to RFP 10894-26 | Submitted on 17 March 2026

D2 Creative - Kirkland, WA, Portland, OR
Main Contact: Charles Leinas, PMP - Marketing & Business Development Manager
(425) 605 9538 | thinkd2.com
FEIN: 47-2212516 SAM: S7CHGLTAT1F7 WA UBI: 603 448 094



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Introduction

Good afternoon,

D2 Creative is pleased to submit our proposal in response to the City of Redmond's (City) RFP for Website Optimization, Front-End Experience, Discoverability, and Implementation Services.

D2 Creative is a digital agency established in 2014 with offices in Kirkland WA, Portland OR, and Boston MA. We specialize in building tools that help mission-driven organizations serve their communities effectively, balancing user needs, staff efficiency, and organizational goals. We bring over a decade of specialized experience serving public agencies, higher education, non-profits throughout the PNW. We are on the Master Roster (pre-vetted) for web design/development for Washington DES and also a SAM/Cage supplier.

By the numbers:

- 30+ websites and digital platforms delivered
- 15+ active maintenance client relationships
- 40+ projects with WCAG accessibility compliance
- 10+ years serving government, nonprofit, and public sector organizations with an emphasis on transit

Qualifications and approach summary for City engagement

D2 Creative brings deep experience delivering digital platforms for municipal and recreation organizations with similar complexity. Our work for agencies such as the City of Mill Creek, City of Sammamish, and Willamalane Park and Recreation District demonstrates our ability to modernize legacy civic platforms, integrate recreation management systems, and design accessible digital services for diverse community audiences. Notably, our Willamalane implementation successfully managed more than 900 active recreation programs with real-time availability and advanced filtering, providing a directly relevant model for Redmond's program discovery needs.

D2 Creative proposes a modern, integrated digital experience for the City of Redmond's Parks and Recreation services that simplifies how residents discover programs, register for activities, and engage with the City's recreation offerings. Our solution is to create a purpose-built Parks & Recreation portal powered by a modern NextJS headless architecture that integrates directly with SmartRec and consolidates the user journey into a single, intuitive experience. By bypassing the limitations of CivicPlus templates and APIs, the City gains full flexibility to present programs, facilities, and events in a way that aligns with how residents actually search and register.



The proposed engagement includes a fixed-fee project totaling **\$141,900**, covering discovery, design, development, deployment, and project management, with a contingency allowance to accommodate unforeseen technical considerations. This structure provides budget certainty while ensuring the flexibility needed to address integration complexity during discovery.

Ultimately, D2 Creative’s goal is to transform the City of Redmond’s Parks and Recreation website into a true digital front door for community recreation—one that makes it effortless for residents to explore programs, register for activities, and connect with the places and experiences that make Redmond an exceptional community.

Accessibility commitment: All D2 projects are built to WCAG 2.1 AA standards from inception. We understand accessibility requirements and have experience ensuring public-facing government websites meet accessibility obligations for all citizens, including those with sensory, physical, learning, or other disabilities.

Our philosophy

We build sustainable solutions designed for internal team ownership. The City’s communications and IT teams have working knowledge of your web properties—our role is to augment those capabilities, not create dependency. Every engagement includes documentation, knowledge transfer, and code that your team can confidently maintain and extend.

This proposal is submitted by D2 Creative LLC. and is signed by Charles Leinas, a person duly authorized to legally bind the person, partnership, company, or corporation submitting the proposal.

This proposal is valid for 90 days.

We look forward to your review of our proposal and would be happy to provide any additional information you may need for your evaluation. I can be contacted via email at charles@thinkd2.com or via telephone at (425) 605-9538.

Thank you very much for the opportunity.

Warmest regards,



Charles Leinas, PMP, ARM
Marketing and Business Development Manager



Client Experience



Company Profile

Name: D2 Creative LLC
 Address: Kirkland, WA -Portland, OR - Boston, MA
 Main Ph: (425) 605 9538
 Website: thinkd2.com Status: LLC Corporation, established 2014 25 employees
 Tax ID: 47-2212516 SAM ID: S7CHGLTAT1F7 WA UBI: 603 448 094

BRIEF HISTORY

D2 is a multifaceted marketing agency that combines data and design to build strong brands. The firm as it exists today was founded in 2014, but is the successor to firms dating back to 1999. We have created brands, advertisements, web sites, and marketing material for businesses, non-profits, and the public sector.

Today, the firm is staffed by industry experts in the areas of marketing, design, web development, social media, media planning & purchasing, research, data analytics, programming, print management, SEO, ad campaigns, and overall brand development and execution. We bring unique skills and client experience across multiple industries, including public agencies, transportation, higher education, retail, manufacturing, aviation, construction, healthcare, and more..

PUBLIC AGENCY EXPERIENCE

We have 20 years experience with public agency clients around the country. We know how to create the visual elements, functionality, and content to resonate with communities. We have developed websites and marketing campaigns for public agency organizations so we know how to develop the audiences, messaging, channels, and the customer journey for a successful initiative. The goal is to attract and engage new visitors but also to ensure we improve functionality, accessibility and promote brand/locale engagement with diverse audiences.

WE TELL YOUR STORY

We make brands human. Sometimes vulnerable. Heroic. And entirely relatable. Often a picture is enough. But sometimes we go deeper to tell your story. Regardless of how the story is told, our work is always persuasive because it's simple, sincere, emotional and memorable.

SERVICES

We work with a wide range of local, regional and national clients and offer a full range of services including:

- Market Research/Market Strategy
- Branded Experiences
- Brand planning/Design
- Marketing plan development
- Creative Services/Graphic Design
- Outreach/Awareness Campaigns
- Social Media Content and Management
- Media planning & buying
- Digital Campaigns
- Search (PPC, SEO, social)
- Analytics (media strategy, demand discovery)
- Advertising (media buying, ad re-targeting)
- Print & Traditional marketing
- Web Development
- Search Engine Optimization (SEO)
- Analytics

WE'RE AGILE

While many big-market agencies are weighed down by bloated retainers, endless approvals, and presentation-first thinking, D2 operates differently. Lean teams. Senior-level access. Faster decisions. Clear accountability.

Our services are in-house which means we control the quality and spend the time to constantly refine and measure results. We move quickly and can help you do more for less. This allows us to develop a deeper relationship and become an extension of your marketing team. We listen to your needs and goals and provide custom solutions uniquely tailored to suit your specific directives.



1. Executive Summary

D2 Creative proposes a modern, integrated digital experience for the City of Redmond's Parks and Recreation services that simplifies how residents discover programs, register for activities, and engage with the City's recreation offerings. Our approach recognizes the fundamental challenge facing the current system: residents must navigate multiple disconnected platforms—CivicPlus, Amilia SmartRec, and Team Sideline—to complete what should be a simple task. This fragmented experience creates confusion, discourages participation, and increases support burden on City staff.

Our solution is to create a purpose-built Parks & Recreation portal powered by a modern **NextJS headless architecture** that integrates directly with SmartRec and consolidates the user journey into a single, intuitive experience. By bypassing the limitations of CivicPlus templates and APIs, the City gains full flexibility to present programs, facilities, and events in a way that aligns with how residents actually search and register. The new portal will feature advanced program discovery tools, real-time availability data from SmartRec, seamless registration handoff, and integrated sports league information from Team Sideline—delivering a unified experience regardless of where the underlying data resides.

Our approach is grounded in a structured yet collaborative process that ensures the final solution reflects both community needs and City technical requirements. The project will progress through four major phases: Discovery, Design, Implementation, and Deployment & Closeout. Early discovery activities—including stakeholder interviews, user journey analysis, and SmartRec API evaluation—will validate assumptions and uncover opportunities to streamline program discovery and registration workflows. The design phase will translate those insights into a comprehensive solution architecture and validated prototype, followed by iterative development, rigorous accessibility testing, and coordinated deployment with the City's Technology & Information Services team.

Accessibility, mobile usability, and search visibility are foundational to our approach. The portal will be designed mobile-first and built to WCAG accessibility standards, ensuring that older adults, ESL users, and residents with disabilities can easily access recreation programs and services. The platform will also incorporate modern search optimization strategies—including structured data and answer-engine optimization—so residents can discover Redmond programs directly through Google and emerging AI-driven search interfaces.

The proposed engagement includes a fixed-fee project totaling \$141,900, covering discovery, design, development, deployment, and project management, with a contingency allowance to accommodate unforeseen technical considerations. This structure provides budget certainty while ensuring the flexibility needed to address integration complexity during discovery.

Ultimately, D2 Creative's goal is to transform the City of Redmond's Parks and Recreation website into a true digital front door for community recreation—one that makes it effortless for residents to explore programs, register for activities, and connect with the places and experiences that make Redmond an exceptional community.



2. Experience and Capabilities

Sector Experience

D2 Creative has deep expertise in the sectors most relevant to this project:

Municipal government

- City of Mill Creek (Drupal 10 migration from CivicPlus)
- City of Sammamish (Umbraco, public records management)
- City of Kirkland (website and digital marketing)
- Amtrak Cascades / Oregon DOT (booking integration)

Parks and Recreation

- Willamalane Park and Recreation District (900+ programs, ActiveNet integration)
- City of Sammamish Parks & Recreation
- Recreation management system integration (ActiveNet, similar to SmartRec)
- Program discovery and filtering optimization
- Real-time availability display

Platform expertise

- NextJS/React: Amtrak Cascades headless architecture; modern front-end development
- CivicPlus migration: Mill Creek migration gave us deep knowledge of CivicPlus limitations and why cities leave
- Recreation management systems: ActiveNet API integration with custom middleware
- Multi-platform coordination: Experience bridging disparate systems into unified user experiences

Expertise in proposed services and tools

Capability	Evidence
NextJS/headless architecture	Amtrak Cascades delivered on NextJS with headless CMS
CivicPlus migration	Mill Creek migration from CivicPlus; understand platform limitations
Recreation software integration	Willamalane ActiveNet integration with custom Go middleware
UX research and testing	Stakeholder interviews, user journey mapping, usability testing across all projects
Mobile-responsive design	Mobile-first approach standard on all projects
WCAG accessibility	Built-in from creation on all projects
SEO/AEO/GEO optimization	Dedicated SEO and analytics strategy across projects
API development	Custom integrations for ActiveNet, ArcGIS, scheduling systems
Analytics preservation	Google Analytics 4 implementation with cross-platform tracking



Understanding of Project and Unique Challenges

The core problem

Redmond's Parks and Recreation information exists in three silos:

1. CivicPlus: The public website, where residents start their search (and struggle to find what they need)
2. Amilia SmartRec: Where registration actually happens
3. Team Sideline: Sports league information in yet another system

Residents don't care which system holds the data. They want to find programs, register, and be done. Today, that journey is fragmented, confusing, and often abandoned.

CivicPlus is the bottleneck. Its rigid templates prevent creating the intuitive search and filtering residents need. Its limited API capabilities make seamless SmartRec integration difficult. Its content management requires workarounds for anything beyond basic pages. You can optimize CivicPlus endlessly and still hit the same walls.

Our solution is to bypass CivicPlus entirely for Parks & Recreation. Build a purpose-built NextJS portal that does exactly what residents need, integrates directly with SmartRec, and gives your team full control.

Unique challenges we'll address

1. *SmartRec stays; CivicPlus goes*

SmartRec replacement is out of scope. We embrace SmartRec as the registration backbone and build around it:

- Map SmartRec's API capabilities for direct integration
- Build custom search and filtering that queries SmartRec data
- Create seamless handoff to SmartRec for actual registration
- Preserve analytics tracking throughout the user journey

2. *One unified experience*

A purpose-built portal enables a truly unified Parks & Rec experience:

- Single design language throughout the experience
- SmartRec data surfaced directly in search results
- Team Sideline content integrated into the portal
- Consistent tracking (Google Analytics, Meta Pixel, UTMs) across all interactions

3. *Filtering and discovery across 900+ offerings*

Based on Willamalane's 900+ programs, we know how to surface relevant content:

- Age-appropriate filtering that actually works
- Date/time refinement for busy family schedules
- Activity type categorization that matches how residents think
- Location-based discovery (which park? which facility?)
- "Curated collections" allowing marketers to highlight seasonal programs



4. Mobile-first design

Over half of recreation searches happen on mobile devices. Our mobile-first approach ensures:

- Touch-friendly filtering controls
- Fast page loads on cellular connections
- Registration flows that work on small screens
- Properly sized tap targets and horizontal layouts

5. Accessibility for all residents

Redmond's population includes older adults and ESL users who will test the site. Our accessibility approach:

- WCAG compliance from wireframes through implementation
- Usability testing with representative users, beyond automated scans
- Plain language content principles
- High contrast, readable typography
- Screen reader compatibility

6. SEO, AEO, and GEO considerations

Search is evolving. Beyond traditional SEO:

- Answer Engine Optimization (AEO): Structured data enabling Google to answer "Redmond youth basketball" directly
- Generative Engine Optimization (GEO): Content structure for AI-powered search summaries
- These terms affect how residents find programs through Google, Siri, Alexa, and ChatGPT

7. CAPRA alignment

We structure deliverables to support future NRPA accreditation:

- Documentation aligned with relevant CAPRA criteria
- Clear provenance of how deliverables support accreditation
- Collaboration with City staff on accreditation goals

Project Approach

Our philosophy

Discovery reveals constraints not apparent from RFPs. Our approach validates assumptions collaboratively before committing to implementation.

Phase overview

Phase	Tasks	Duration	Key deliverables
Discovery	1-4	10 weeks	Engagement plan, discovery summary, current-state assessment, platform analysis, design validation
Design	5	6 weeks	Design package with architecture, requirements, solution design, delivery plan
Implementation	6-7	12 weeks	Configuration, development, integration, testing, remediation
Deployment & Closeout	8-9	6 weeks	Deployment, go-live support, training, knowledge transfer, closeout

Task 1: Project initiation

Activities

- Kickoff meeting with Parks & Recreation and TIS stakeholders
- Confirm goals, constraints, success criteria
- Establish communication protocols and decision-making authority
- Create engagement plan with stakeholder touchpoints, research goals, timeline

Stakeholder engagement approach

We use an intensive interview process engaging:

- Parks & Recreation leadership and front-line staff
- TIS technical team
- Communications/marketing staff
- Community representatives (if available)

Deliverables

- Engagement plan and timeline
- Stakeholder contact matrix
- Communication protocol documentation



Task 2: Current-state experience assessment

Activities

User experience assessment

- Mobile and desktop walkthrough of current registration flows
- Task-based testing with real users (internal staff initially, external residents if available)
- Common task testing: find a program, filter by age/date, complete registration
- Identify friction points: search limitations, taxonomy confusion, excessive clicks

Baseline metrics

- Review current Google Analytics data
- Document mobile vs. desktop completion rates
- Identify abandonment points
- Confirm measurement approach (GA4, Meta Pixel, UTM tracking)

Our approach to user testing

We watch real people try to accomplish real tasks. At Willamalane, this revealed that residents couldn't find programs because the terminology didn't match how residents think about activities.

Deliverables

- Current-state assessment findings
- Friction point documentation with severity ranking
- Baseline performance metrics
- User journey maps for critical paths

Task 3: Platform and migration analysis

Activities

SmartRec API analysis

- Document API capabilities, endpoints, and authentication
- Map data structures for programs, facilities, schedules, availability
- Evaluate real-time vs. cached data approaches
- Assess registration handoff options (deep linking, embedded checkout)

Content migration planning

- Inventory existing Parks & Rec content in CivicPlus
- Identify content that moves to the new portal vs. stays on city site
- Document URL structures for redirect planning
- Plan content entry/migration workflow

Team Sideline analysis

- Document current utilization
- Identify integration requirements
- Determine API or embedding approach for the new portal



TIS coordination

- Technical standards review for NextJS deployment
- Security requirements documentation
- Hosting and infrastructure planning (Vercel, self-hosted, or City infrastructure)
- SSO/authentication requirements if applicable

Best practices research

- Review 3-5 comparable municipal Parks & Rec sites with modern architecture
- Document effective patterns for program discovery
- Identify innovations applicable to Redmond

Deliverables

- SmartRec API integration specification
- Content migration plan
- Technical standards alignment documentation
- Best practices research summary

Task 4: Design validation

Activities

Wireframe development

- Core page templates addressing City requirements
- Program discovery and filtering interfaces
- Registration flow optimization
- Mobile and desktop layouts

Technical validation

- Validate SmartRec API integration approaches against wireframes
- Prototype key interactions (search, filtering, registration handoff)
- Document technical architecture decisions

Prototype/POC development

- Clickable prototype for stakeholder validation
- Technical proof-of-concept for complex integrations (if needed)
- User testing of prototype concepts

Our prototyping approach

We build functional HTML/CSS/JS prototypes. Stakeholders interact with real interfaces, providing feedback before full implementation. This caught navigation issues at UW Bothell and City of Sammamish that static wireframes missed.

Deliverables

- Wireframes for all core page templates
- Clickable prototype
- Technical POC (if required)
- Validation outcomes documentation



Task 5: Design package

This is the critical approval gate. We deliver a comprehensive design package for City review before implementation begins.

Package contents

1. Discovery summary

- Key findings from stakeholder interviews
- User research insights
- Platform capability constraints

2. Platform assessment

- Preserve/replace/extend recommendations for each platform
- Rationale for recommendations
- Risk assessment

3. Functional requirements

- Filtering and program organization (age, date, combinations, sorting, performance)
- Curated program collections with marketer self-service workflow
- Content management approach (headless CMS selection and configuration)
- SmartRec and Team Sideline integration specifications

4. Non-functional requirements

- Accessibility standards (WCAG target level)
- Performance requirements (page load times)
- Security requirements (per TIS standards)
- Browser/device support matrix
- Maintainability standards

5. Solution architecture

- Technical architecture diagrams
- Integration specifications
- Data flow documentation

6. Delivery plan

- Implementation timeline with milestones
- Dependencies and critical path
- Resource allocation
- Release approach (phased vs. big-bang)

7. Test strategy and go-live criteria

- Testing approach (functional, accessibility, usability, performance)
- Acceptance criteria
- Go/no-go decision framework



Deliverables

- Design package document (comprehensive)
- Delivery plan with milestones
- Test strategy and go-live criteria

Task 6: Development and integration

Activities

NextJS application development

- Core application architecture and routing
- Component library development (search, filters, program cards, facility pages)
- Responsive layouts for mobile and desktop
- Accessibility implementation (WCAG 2.1 AA from the start)

SmartRec API integration

- API connection layer with authentication
- Data fetching and caching strategy
- Real-time availability display
- Registration handoff flow

Team Sideline integration

- Content syndication or API integration
- Unified display within the portal

Content management setup

- Headless CMS configuration (for staff-managed content)
- Content modeling for parks, facilities, announcements
- Editorial workflow and permissions

Our development approach

We work in two-week sprints with regular demonstrations. You'll see progress in a staging environment, provide feedback when changes are easy, and maintain visibility throughout.

Deliverables

- Implemented configuration and front-end changes (staging/non-production)
- Development documentation
- Sprint demonstration recordings



Task 7: Testing, remediation, and go-live readiness

Activities

Functional testing

- All user journeys tested against requirements
- Cross-browser testing (Chrome, Firefox, Safari, Edge)
- Mobile device testing (iOS, Android)
- Form and workflow testing

Accessibility testing

- Automated scanning (axe DevTools, Pa11y, WAVE)
- Manual keyboard navigation testing
- Screen reader testing (NVDA, VoiceOver)
- Usability testing with older adults and ESL users (per RFP requirement)
- Color contrast and text scaling verification

Performance testing

- Page load time measurement
- Mobile performance optimization
- Analytics verification

Security review support

- Provide documentation for City TIS security review
- Address security findings
- Remediate identified issues

Deliverables

- Testing and remediation evidence
- Accessibility compliance documentation
- Go-live readiness package (test results, security remediation, known issues, go/no-go checklist)

Task 8: Deployment, cutover, and go-live support

Activities

Deployment preparation

- Step-by-step deployment procedures
- Rollback procedures
- Coordination plan with TIS and Communications
- URL redirect setup from existing CivicPlus Parks & Rec pages

Production deployment

- Execute deployment per procedures
- Post-deployment validation
- Immediate issue resolution



Go-live support

- Monitoring during initial launch period
- Rapid response to issues
- Staff support during transition

Deliverables

- Deployment procedures documentation
- Production release
- Post-deployment validation summary

Task 9: Project closeout and knowledge transfer

Activities

Content governance model

- Document who updates what, how often
- Establish approval workflows
- Define quality standards

Documentation

- Administrator manual
- Support SOPs for common tasks
- Troubleshooting guides

Training

- Training sessions for City staff (content editors, administrators)
- Recorded sessions for future reference
- Hands-on practice in staging environment

Closeout

- Final project review meeting
- Lessons learned documentation
- Transition to ongoing support (if contracted)

Deliverables

- Content governance model
- Administrator and support SOPs
- Training materials and recordings
- Closeout documentation

Key Team Members

D2 is an experienced web consulting and development team prepared to undertake the design and implementation of a redesigned website for the City. Our core team includes:



Daniel Stamm - Lead Developer & Technical Architect

Daniel brings 15+ years of experience in digital solutions, design, and front-end development. As lead developer on 40+ projects, he specializes in platform-agnostic solutions (WordPress, Drupal, modern JavaScript frameworks), accessibility compliance, and performance optimization.

- Comprehensive knowledge of WCAG 2.1 AA implementation
- Drupal theming, module development, and multi-site architecture
- Experience with Next.js, React, Drupal, Wordpress, CivicWeb and other platforms
- Third-party integration expertise (APIs, data synchronization, marketing tools)

Daniel will lead technical assessment, development work, and troubleshooting, coordinating closely with MassTech's IT team on code reviews and deployment workflows.

Daniel has been the lead web developer and MarTech lead on over 40 projects. Education: Seattle Central College.



Charles Leinas PMP, ARM - Project Manager, primary point of contact

Charles brings 20+ years of experience managing complex projects, with over 100 website projects completed. His background spans government, healthcare, and enterprise clients including Oregon Department of Transportation, University of Washington, City of Sammamish, City of Kirkland, City of Mill Creek, City of Woodinville, and Washington State agencies.

- Certified Project Manager (PMP) and Associate in Risk Management (ARM)
- Navy Veteran with HIPAA certification
- BA from Boston College
- Expertise in stakeholder coordination, timeline management, and multi-department projects

Charles will serve as your primary contact, receiving and triaging requests, coordinating with your team, and ensuring clear communication on all development and support activities. He is a Navy Veteran, Certified Project Manager, Associate in Risk Management & Finance, and is HIPAA Certified, as well as certified in Google Ads, Digital Marketing, and Analytics.



Diane Davis - Creative director and UX consultant

Diane has 25 years of experience in brand strategy, UX design, and creative development. Her client portfolio includes government agencies, educational institutions, and public-facing organizations requiring clear, accessible communication.

- BFA from Kutztown University
- Expertise spanning user research through design execution
- Focus on engaging, consistent, and strategically-aligned visual communication

Diane will support design-related requests, template development, and user experience improvements as needed.





Steph Puckett - Graphic designer, UX, Video

Steph is a Seattle-based creative professional with nearly a decade of experience in design and marketing. Following the completion of her bachelor's degree in Marketing at the University of Houston, she began working as a freelance graphic designer and marketing consultant. She relocated to Seattle in 2018, where she spent the next several years working as an inhouse marketing coordinator for a string of small local businesses. In these roles, she successfully executed full brand refresh projects, created website content and layouts, and designed full slates of sales and marketing materials, displays, merch, and swag for a variety of trade shows and events. In addition to graphic design and illustrations, she is also an experienced social media manager, copywriter, and product photographer.



Justin Veldhuse - Marketing and Content Coordinator

Justin is a dynamic marketing coordinator with expertise in strategic planning, account management, and cross-functional leadership. He has a proven track record of crafting data-driven campaigns that exceed objectives, including award-winning campaigns recognized at the 2024 ThinkNW Cascadia Creative Awards. Justin has worked with brands including El Camino, Amtrak Cascades, Northwest Seaport Alliance, City of Kirkland, OHSU, Valley Medical, Pacific Medical, and other multi-cultural and community-focused clients. Education: BS, Marketing & Advertising Management, Portland State



Don DeVange - Analytics and Search Engine Optimization/Content Strategy

Don brings 18+ years of experience in media, analytics, and SEO strategy. His work spans higher education, healthcare, and government clients requiring data-driven digital strategies.

- BA from Seattle University
- Google Analytics and SEO expertise
- Content optimization and performance measurement
- Experience with University of Washington, Oregon Health & Science University, and state agencies

Don will support SEO strategy, analytics implementation, and performance optimization initiatives. Education: BA, Seattle University

Supporting team

Our core team is supported by:

- Front-end developers for implementation work
- Graphic designers for visual assets
- QA specialists for testing and validation



3. Requirements



Business Requirements

01 Sec and Tech Requirements

Solution Under Consideration: NextJS headless architecture				
REQ ID#	Function/Process	Requirement Description	Fit Comments (Completed by the Vendor) ** Provide information as to how the proposed solution meets the requirements	Gap Comments (Completed by the City's Technology Team) ** Provide information as to how the proposed solution Does Not meet the requirements, information on the mitigating controls
01	Security			
01.01	Identity and Access Management			
01.01.01	Identity and Access Management	System must support Single Sign-On (SSO) with Microsoft Active Directory for on-premise applications, and Microsoft Entra ID (formerly Azure Active Directory) for SaaS applications. The City of Redmond prefers an application that handles authentication through the city's own directory services (Microsoft Active Directory and Microsoft Entra ID). Describe the supported methods of directory synchronization/federation. (Provide a link to SSO integration documentation, if available)	Following discovery, D2 will only recommend a CMS that includes AD/Entra SSO capabilities, either natively or with a generally-available module. SSH access to hosts will be key-based; keys may be managed by extending AD and provisioning keys to the OS user profile.	
01.01.02	Identity and Access Management	System must support RBAC (Role Based Access Control)	The proposed CMS recommended following discovery will include RBAC natively. SSH access to hosts will be key-based. The proposed solution will include automatic user registration attaching a user to authentication exclusively managed by AD attestation, any deprovisioned AD member would be effectively archived, rather than deleted, to maintain data history and integrity.	
01.01.03	Identity and Access Management	System must support automatic user provisioning at first login		
01.01.04	Identity and Access Management	System must support automatic user deprovisioning upon deactivation in Microsoft Active Directory or Microsoft Entra ID (formerly Azure Active Directory)		
01.01.05	Identity and Access Management	System must provide Multi Factor Authentication for user accounts or support integration with third party Multi Factor Authentication solutions like Azure MFA	Following discovery, D2 will only recommend a CMS that includes OATH 2FA, either natively or with a generally-available module.	
01.02	Reputation			
01.02.01	Reputation	Vendor has a solid Service Level Agreement (SLA) for support. An SLA requires that the vendor provide 99.9% uptime after exclusion of scheduled maintenance and/or hardware/software failure.	Agreed.	
01.02.02	Reputation	Vendor has a history of releasing security updates to patch known vulnerabilities in a timely manner.	Updates and patches are performed by D2 on a regular cadence for clients under a continuing support agreement. Platforms and CMSs will be recommended considering this requirement as part of a complete discovery process. We recommend hosting on an AWS host running GNU/Linux, httpd/Apache2 or Nginx, and Node > 22, which each, along with their associated software packages, updated regularly.	
01.02.03	Reputation	Vendor has a history of regularly releasing feature updates for their application or service.	Updates and patches are performed by D2 on a regular cadence for clients under a continuing support agreement. Platforms and CMSs will be recommended considering this requirement as part of a complete discovery process. We recommend hosting on an AWS host	
01.02.04	Reputation	Vendor shall provide information about recent security incidents or data breaches, and provide documentation on steps taken to prevent future incidents.	Agreed	
01.03	Data Privacy			
01.03.01	Data Privacy	Vendor only collects data from those who have given their consent by accepting the vendor's privacy policy.	Agreed	
01.03.02	Data Privacy	Vendor must disclose the country/location where collected data resides, and if that country meet data sovereignty and compliance regulations.	For provisioned core services, based in USA/Oregon and USA/Virginia. Hosted cloud services can be restricted to specific physical domains during the selection process. Third-party client-side analytics are generally performed by US-based companies (Google, Microsoft, Meta)	
01.03.03	Data Privacy	Privacy policy must clearly list the information that the vendor is collecting and how is that information being used or shared with any third party. The details related to notifications for the collection of data are covered in the vendor's Privacy Policy, and these details available on the vendor's website or via documentation provided by the vendor.	This project does not indicate the collection of sensitive PII, and the privacy policy will reflect that.	
01.03.04	Data Privacy	Vendor shall execute and comply with an Information Privacy Security Agreement (IPSA) when executing the service contract (** Use the IPSA template attached with the RFI or RFP package or reach out to the city contact for a copy).	Agreed	
01.04	Data Security and Protection			
01.04.01	Data Security and Protection	Vendor must schedule data backups to meet the RPO (Recovery Point Objective) and RTO (Recovery Time Objective) defined by the City. Describe your backup, high availability and service restoration practices to maintain business continuity in case of a disaster.	No documented plans	
01.04.02	Data Security and Protection	Vendor must have a formal Security and Compliance program to ensure data protection for all data collected, stored or otherwise processed through their service.	We do not have a formal security and compliance program.	
01.04.03	Data Security and Protection	Vendor must protect all data in transit with TLS 1.2 or higher encryption.	Yes. We use key-based authentication when operating with remote servers and use Amazon Certificate Manager to provision security certificates for traffic beyond the virtual private cloud infrastructure.	
01.04.04	Data Security and Protection	Vendor shall protect internal data in transit between services using encryption. For example, Microsoft encrypts all traffic in transit within their network.	Agreed	
01.04.05	Data Security and Protection	Vendor must have incident response and patching procedures in place to remedy any publicly reported issues with their service including third party libraries that may be used by the service.	We have procedures in place.	
01.04.06	Data Security and Protection	System must protect data at rest with 256-bit AES object-level encryption or higher	Agreed	
01.04.07	Data Security and Protection	Vendor shall use systematic intrusion detection, including log analysis, file integrity checking, policy monitoring, rootkit detection, real-time alerting, and active response.	Agreed	
01.04.08	Data Security and Protection	System shall provide data access/audit logs Vendor shall make data access logs available to the City upon request if the logs are not available in the system.	Standard logging from standard linux tools. CMS will record appropriate logs as well.	
01.04.09	Data Security and Protection	If applicable, the vendor shall agree to sign a BAA (Business Associate Agreement) with a HIPAA covered entity. The covered entity and the vendor must enter into a HIPAA-compliant business associate contract or agreement (BAA) if the vendor will be creating, receiving, maintaining, or transmitting electronic protected health information (ePHI).	The system is not intended to store PII or HIPAA-covered data.	
01.04.10	Data Security and Protection	If applicable, the vendor must comply with the HIPAA breach notification requirements that apply to the business associates. Business associate is responsible for notifying the covered entity of breaches of unsecured protected health information (PHI).	The system is not intended to store PII or HIPAA-covered data.	
01.04.11	Data Security and Protection	If applicable, the vendor shall assure system is CJIS (Criminal Justice Information Services) compliant, if the system creates/processes/stores CJI (Criminal Justice Information).	The system is not intended to store CJI	





REQ ID#	Function/Process	Requirement Description	Fit Comments (Completed by the Vendor)	Gap Comments (Completed by the City's Technology Team)
01.04.12	Data Security and Protection	If applicable, the vendor shall assure all employees with access to the CJJ data stored in the system shall be required to complete a fingerprint background check and CJIS Security Awareness Training.	The system is not intended to store CJJ	
01.04.13	Data Security and Protection	Vendor must compartmentalize and limit access to the production environment, only granting access to named employees who have specific operational requirements.	This is the case.	
01.04.14	Data Security and Protection	Changes to the vendor's production environment access control list shall be tracked and audited. If the vendor uses third party services, those services shall be ISO 27001 certified, completed multiple SAS-70 Type II audits, and publish a SOC 2 report under both the SSAE 16 and the ISAE 3402 professional standards.	Agreed	
01.04.15	Data Security and Protection	Vendor shall provide the customer with ownership of their data if the customer decides to terminate the service contract. Describe how data will be transferred to the city at the termination of contracted services.	Super-administrator access grants to the new data custodian. Hosting account ownership will have always lived with the client. Hard drive images and appropriate access keys will be physically provided to the new custodian upon request and for the nominal cost of time and materials.	
01.04.16	Data Security and Protection	Vendor must meet PCI DSS requirements if there are online payments using credit cards. (Provide details on the level of PCI Compliance)	The system is not intended to process payments	
01.04.17	Data Security and Protection	Vendor shall provide Data Loss Prevention capabilities to create policies and conditions to look for sensitive data such as Social Security Numbers, Credit Card Numbers and Driver License numbers.	The system is not intended to store PII or HIPAA-covered data.	
01.04.18	Data Security and Protection	Vendor must provide ways for external users (customers) to report vulnerabilities.	The system may provide a form or a prominently displayed email address with active monitoring.	
01.04.19	Data Security and Protection	Vendor must ensure any all web-application hosted by them are secured with a public SSL (Security Socket Layer) certificate (with TLS 1.2 or higher)	Yes. We use key-based authentication when operating with remote servers and use Amazon Certificate Manager to provision security certificates for traffic beyond the virtual private cloud infrastructure.	
01.05 eDiscovery, Retention and Records				
01.05.01	eDiscovery, Retention and Records	System shall provide capabilities to run an eDiscovery search and place the content on legal hold to prevent deletion.	The system shall be able to provide on-demand database, log, and file dumps in a parseable format.	
01.05.02	eDiscovery, Retention and Records	System shall provide capabilities to export data in bulk for legal holds. The City's data shall remain the property of the city, and must be managed in accordance with the records retention laws for the State of Washington. Please describe the process for retrieving records to comply with the public records requests in accordance with the State of Washington Public Records Act.	The system shall be able to provide on-demand database, log, and file dumps in a parseable format. The CMS shall be queryable by third-parties with appropriate role grants.	
01.05.03	eDiscovery, Retention and Records	System shall allow capability to create retention tags and retention schedules that can applied to the stored data for archiving.	Agreed	
01.05.04	eDiscovery, Retention and Records	System shall allow integration with Electronic Content Management system (ECM). List supported ECM systems.	The recommended front-end platform is API agnostic, and therefore any ECM system that exposes a public endpoint may be used as a datasource.	
01.06 Incident Management				
01.06.01	Incident Management	Vendor must capture, report and track incidents to closure and have procedures in place for investigating any potential security breaches in accordance with Washington state RCWs.	Agreed	
01.06.02	Incident Management	Vendor shall provide customers with access to logging, monitoring and auditing capabilities for forensic analysis during a security incident such as unauthorized access.	Agreed	
01.06.03	Incident Management	Vendor must notify the customers of any planned maintenance window.	Agreed	
01.06.04	Incident Management	Vendor shall negotiate maintenance window with the customer to minimize business disruption.	Agreed	
01.06.05	Incident Management	Vendor shall provide prompt notice to the City of Redmond of any confirmed or suspected security breach affecting the city's data or information infrastructure that supports the city's contracted services. Prompt notice shall mean within four (4) hours of discovery of the confirmed breach. Notice will be provided by email and telephone to City's primary technical contact and primary business contact.	Agreed	
01.06.06	Incident Management	Vendor shall provide a root cause analysis report for any unplanned incidents or service disruptions.	Agreed	
01.07 Network and Perimeter Control				
01.07.01	Network and Perimeter Control	Vendor shall provide perimeter defense for controlling traffic flowing into and out of the data center or Cloud Platform (e.g. Microsoft Azure, AWS, Google Cloud) that is hosting the SaaS solution.	Agreed	
01.07.02	Network and Perimeter Control	Vendor shall deploy firewall (virtual or physical) to filter out potentially dangerous or unknow traffic that might constitute a threat based on a set of rules about the types of traffic and permitted source/destination addresses on the network.	AWS VPC access control rules and firewall at the network and system level.	
01.07.03	Network and Perimeter Control	Vendor shall deploy further levels of perimeter protection such as intrusion detection and prevention systems (IDS/IPS), which look for suspicious traffic after it has passed through the firewall.	Agreed	
01.08 Scalability and Reliability				
01.08.01	Scalability and Reliability	Vendor shall provide a minimum of 99.9% uptime and be capable of monitoring and providing an uptime report when requested. The City of Redmond strives to maintain high- levels of availability for its online systems regardless of hosting strategy. Describe your service levels for systems availability and responsiveness including maintenance windows, hours of support, and penalties for violating agreed upon SLA (Service level Agreement).	Hosting environment provides 99.9% uptime and monitoring.	
01.08.02	Scalability and Reliability	System must be hosted on geographically dispersed data centers to ensure availability of service.	US-West-2 and US-East-1	
01.08.03	Scalability and Reliability	System shall be scalable to provide service to additional users without any impact on the performance.	Agreed	
01.08.04	Scalability and Reliability	System shall replicate data and services to an alternate data center in the event of a natural disaster or human-induced regional disaster.	Agreed	
01.09 Database, Data Integration, Add-Ins/Plugins, and Infrastructure Compatibility				
01.09.01	Database, Data Integration, Add-Ins/Plugins, and Infrastructure Compatibility	End users do not have administrative rights to install or upgrade applications and plug-ins on their computers. Describe any and all components that must be installed locally on a client machine, including internet browser and Microsoft Office plug-ins. Describe your support for packing these components, if any, for an automated installation.	No components will need to be installed locally, except for an appropriate terminal client for users requiring SSH remote access.	





REQ ID#	Function/Process	Requirement Description	Fit Comments (Completed by the Vendor)	Gap Comments (Completed by the City's Technology Team)
01.09.02	Database, Data Integration, Add-Ins/Plugins, and Infrastructure Compatibility	The City has standardized on a Microsoft desktop platform: Windows operating system and Microsoft Office suite. The proposed solution is expected to support all features and functionality within this environment. List the Windows Operating System and Microsoft Office versions currently supported by the solution, and describe your policy for supporting new versions when they are released by Microsoft.	There are no ties to any one client-side operating system or office suite software.	
01.09.03	Database, Data Integration, Add-Ins/Plugins, and Infrastructure Compatibility	The City requires the solution be compatible with modern internet browsers (Microsoft Edge, Chrome, Firefox, Safari) via device platforms such as smart phones, tablets, and workstations. List the browsers that the proposed solution system currently supports, and describe any functionality restrictions or limitations with your solution based on different device platforms.	There are no ties to any one browser. The solution will follow WHATWG, ARIA, WCAG, and formal language guidelines on correct, compatible scripting and markup.	
01.09.04	Database, Data Integration, Add-Ins/Plugins, and Infrastructure Compatibility	If the proposed solution includes an on-premise technology component (hardware, physical or virtual machines), please list those components. Also, provide information about firewall configuration, open ports that are necessary for the proposed solution to function. (Provide a link to documentation, if available)	No on-premises hardware is required.	
01.09.05	Database, Data Integration, Add-Ins/Plugins, and Infrastructure Compatibility	If applicable, describe any remote access requirements to the City's network or to the proposed solution (on-premises or SaaS) for your support staff during implementation or ongoing technical support.	Select City staff may administer the application virtual machine via SSH. No vendor access to your network is requested.	
01.09.06	Database, Data Integration, Add-Ins/Plugins, and Infrastructure Compatibility	The City's expanding use of Business Intelligence (BI) may necessitate the extraction of certain data from the proposed solution for import into local databases or other solutions. Describe how the proposed solution would support data aggregation and extraction including APIs or other programmatic access paths.	Any headless CMS recommended will provide data via a queryable API--typically JSON or XML output. Authentication and permissions grants to an external querying app may be required to access non-public data, which will be secured at the row level.	
01.09.07	Database, Data Integration, Add-Ins/Plugins, and Infrastructure Compatibility	If API access is provided, what authentication options are used to secure API access e.g. API keys, OAuth 2.0, JWTs (JSON Web Tokens).	For the scope of the application, the public front-end server will have same-virtual-network access to a read-only (with exceptions for form submission and tracking) endpoint. Unless opened by request, the public should not have access to the raw API used to drive the front-end. This does not cover third-party applications and data sources.	
01.10 Compliance				
01.10.01	Compliance	Vendor responsible for providing the proposed solution is meeting their obligations under applicable regulatory requirements, including, but not limited to: Payment Card Industry Data Security Standards (PCI DSS); Criminal Justice Information System (CJIS); Health Insurance Portability and Accountability Act (HIPAA); and/or other applicable State/Federal laws. Please provide list of certifications.	No certifications are applicable to this project.	
01.10.02	Compliance	Vendor has successfully completed or shall complete the SSAE 18 SOC 2 audit certification process, a rigorous evaluation of repeatable operational and technical controls. Please provide reports.	No	
01.11 Third Party Vendors				
01.11.01	Third Party Vendors	Identify any third party subcontractors and/or cloud service providers you contract with for your solution. Please list all third party subcontractors.	This will vary based on the recommendations resulting from the discovery process.	
01.11.02	Third Party Vendors	If using third party subcontractors and/or cloud service providers describe the agreements you have with them for system security, business continuity, backup and restoration services, system availability, maintenance windows, hours of support, and penalties for violating agreed upon Service Level Agreements (SLAs).	No formal agreements	
01.12 AI (Artificial Intelligence) including Generative AI				
01.12.01	AI (Artificial Intelligence) including Generative AI	Vendor must disclose if AI is used within the features or functionality of the proposed solution (including third party AI add-ons).	No intent for AI-specific features; data model will consider LLM parseability, which is aided by focusing on accessibility for humans.	
01.12.02	AI (Artificial Intelligence) including Generative AI	Is the Vendor an AI company or providing a third party developed AI technology bundled with the proposed solution? If using third party AI technology, does the vendor have control over the third-party AI models?	No	
01.12.03	AI (Artificial Intelligence) including Generative AI	Is the proposed AI solution a Generative AI or Predictive AI solution? Generative AI is a type of technology that creates content like images, videos, text, music by learning from a lot of examples while Predictive AI is a technology that forecasts future outcomes based on data and patterns e.g. weather forecasting, predicting maintenance needs, predicting customer preferences based on the past interactions.	Not generally. The proposed hosted search software (Either Apache Solr or Algolia) may use statistical machine learning to weigh relevance of search results to a user's query.	
01.12.04	AI (Artificial Intelligence) including Generative AI	Vendor must ensure that technical controls are available to prevent collection and use of city data for training AI systems/models. By default, this control must be set to "Do not collect and use city data" unless authorization and consent is provided by the city.	No city data will be used with AI tools. AI coding assistants may be utilized to accelerate rote tasks, but any code-base will not include city-specific data or keys by which an LLM may parse and remember.	
01.12.05	AI (Artificial Intelligence) including Generative AI	Vendor must ensure that data collected for training AI systems/models comes from trusted and legitimate sources in compliance with copyright infringement laws.	We do not intend to use generative AI in this project. Most commercially available generative models cannot prove they do not include copyright content.	



4. Pricing Methodology

Approach

We propose a fixed-fee engagement with clear deliverables at each phase. This provides budget certainty while allowing flexibility in how work is allocated within phases.

Team and rates

Our standard hourly rates are below:

<u>Role</u>	<u>Hourly Rate</u>
Project Management	\$ 125.00
Web Design/Development	\$ 150.00
Brand Strategy	\$ 175.00
Graphic Design	\$ 125.00
Illustrator	\$ 125.00
Copywriter	\$ 100.00

Phase pricing

<u>Phase</u>	<u>Tasks</u>	<u>Hours</u>	<u>Amount</u>	<u>Average Rate/Hour</u>
Discovery	1-4	180	\$27,000	\$150
Design	5	120	\$18,000	\$150
Implementation	6-7	340	\$51,000	\$150
Deployment & Closeout	8-9	120	\$18,000	\$150
Project management	Throughout	100	\$15,000	\$150
Contingency (10%)	—	86	\$12,900	\$150
	Total	946	\$141,900	\$150



Expenses

No travel or other expenses are anticipated as we are in Kirkland, WA. All meetings can be conducted virtually or in person.

Adjustable costs and scope considerations

The base proposal assumes certain scope boundaries. The following items may require adjustment based on discovery findings or City preferences.

User testing recruitment and incentives

The base proposal includes staff time for usability testing with older adults and ESL users, but does not include participant recruitment services or incentives. Options:

Option	Description	Estimated Cost
City-recruited participants	City identifies and schedules participants from existing program registrants	Included
D2-recruited participants	We recruit through community organizations, senior centers, ESL programs	+\$2,500
Participant incentives	Gift cards (\$25-50 per participant, 10-15 participants)	+\$375 - \$750

We recommend City recruitment where possible, supplemented by D2 recruitment if specific demographics are difficult to reach.

Hosting and infrastructure

The base proposal includes development and deployment of the NextJS application. Hosting options will be evaluated during discovery:

Option	Description	Est. ongoing cost
Vercel (recommended)	Managed NextJS hosting with automatic scaling, CDN, and deployments	~\$20-50/month
City infrastructure	Self-hosted on City servers; requires TIS involvement	Depends on existing infrastructure
Cloud hosting	AWS, Azure, or Google Cloud deployment	~\$50-150/month

We recommend Vercel for simplicity and performance, but will align with TIS preferences and security requirements. Ongoing hosting costs are the City’s responsibility after project completion.



5. Project Schedule

Task	Offset	Duration	Deliverables
Task 1: Project initiation	Week 1	2 weeks	Engagement plan, kickoff outcomes
Task 2: Current-state assessment	Week 3	4 weeks	UX assessment, baseline metrics, friction points
Task 3: Platform analysis	Week 5	4 weeks	Platform capabilities, integration feasibility
Task 4: Design validation	Week 7	4 weeks	Wireframes, prototype, validation outcomes
Task 5: Design package	Week 11	6 weeks	Comprehensive design package, delivery plan
Task 6: Development	Week 17	10 weeks	Staging implementation
Task 7: Testing & remediation	Week 23	6 weeks	Testing evidence, go-live readiness
Task 8: Deployment	Week 29	2 weeks	Production deployment, validation
Task 9: Closeout	Week 31	2 weeks	Training, documentation, closeout

Key milestones

Milestone	Offset	Gate
Project kickoff	Week 1 —	
Discovery complete	Week 10	City review
Design package approved	Week 16	City approval required
Staging ready for review	Week 26	City review
Go-live decision	Week 28	Go/no-go
Production launch	Week 30	—
Project closeout	Week 34	—

Buffer and contingency

The schedule provides approximately 12 months of buffer before the December 2027 contract end date. This accommodates:

- Extended discovery if stakeholder availability is limited
- Additional iteration cycles if design validation reveals complexity
- Scope adjustments based on platform analysis findings
- Unforeseen technical challenges during implementation

Dependencies and risks

Risk	Impact	Mitigation
SmartRec API limitations	Alternative integration approach	Early API analysis; prototype validation
Stakeholder availability	Discovery delays	Engagement plan with scheduled commitments
TIS hosting requirements	May affect deployment approach	Early coordination; flexible architecture
Content migration complexity	More content than anticipated	Inventory early; prioritize critical content
Security review findings	Remediation time	Build remediation buffer into testing phase

6. References and Work samples

City of Mill Creek, WA

Contact: Jody Hawkins, Communications, Marketing, and Recreation Manager

Phone: (425) 921-5735

Email: jody.hawkins@millcreekwa.gov

Website: millcreekwa.gov

Project: Complete municipal website redesign, migration from Kentico to Drupal 10

Relevance to City:

- Complex content types
- Multi-department stakeholder coordination (elected officials, staff, public)
- Atomic design component library with accessibility compliance
- Ongoing support relationship following launch
- Municipal government context with diverse audience needs

Willamalane Park and Recreation District

Contact: Whitney Hoshaw, Marketing, Communications, and Recreation Manager

Phone: (541) 736-4530

Email: whitney.hoshaw@willamalane.org

Website: willamalane.org

Project: Custom website with complex registration system integration

Relevance to City:

- Platform serving 900+ programs
- Real-time third-party API integration (ActiveNet recreation management)
- Custom development to bridge API limitations
- Sophisticated search and filtering for diverse content
- Public-facing government entity serving varied stakeholders

Oregon Department of Transportation - Amtrak Cascades

Contact: Jenny Cherrytree, Communications and Marketing

Phone: (503) 307-3729

Email: jenny.cherrytree@odot.oregon.gov

Website: amtrakoregon.com

Project: Government transportation website with complex booking system integration Status: Ongoing relationship

Relevance to City:

- Government sect
- or experience
- Complex systems integration
- Public-facing services for diverse audiences
- Multi-stakeholder coordination
- Long-term maintenance partnership



Samples

Case study 1: Amtrak Cascades (Oregon/Washington DOT)

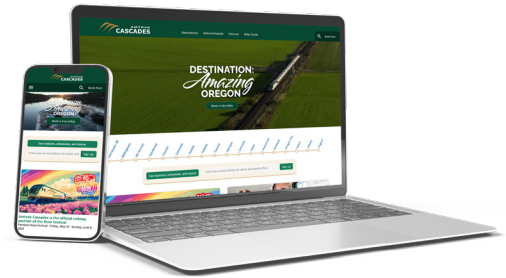
Amtrak Cascades operates passenger rail service between Vancouver, BC and Eugene, OR, managed jointly by Oregon and Washington DOT. D2 provides website management, marketing campaigns, and technical consulting as a full-service firm.

Technical highlights

- Complex booking integration with Amtrak reservation system
- Multi-state coordination (Oregon DOT, Washington DOT, Amtrak)
- Real-time train status
- Service alert management for rail operations
- Mobile-optimized booking flow for travelers
- Marketing campaigns driving ridership

Relevance to CARTA

- Direct transit industry experience
- Understanding of public transportation operations
- Real-time service information management
- Multi-modal travel context (rail + connecting transit)
- Government agency procurement and compliance



Case study 2: Willamalane Park & Recreation District

Willamalane needed a website managing approximately 900+ active programs with real-time capacity tracking, requiring seamless integration with their ActiveNet registration system while providing intuitive public search and discovery.

Solution

- Custom Drupal website with real-time ActiveNet integration
- Custom Go middleware to bridge ActiveNet API limitations
- Intelligent caching respecting API throttling while providing near real-time data
- Sophisticated search and filtering across 900+ programs (by age, date, activity type, location)
- Mobile-responsive design with WCAG 2.1 AA accessibility



Parallel to Redmond

ActiveNet is structurally similar to SmartRec. Both are cloud-based recreation management platforms with API access. The integration patterns, caching strategies, and user experience challenges are directly transferable.

Results

- Accurate real-time program availability
- Reduced staff phone calls from confused residents
- Intuitive navigation and discovery
- Successful launch with ongoing support relationship

Case study 3: City of Mill Creek, WA

Mill Creek’s website ran on CivicPlus with poor accessibility, dense design, table-based layouts, and navigation chaos. Content management required HTML knowledge. The platform’s limitations were blocking effective service delivery.

Solution

- Complete migration from CivicPlus to Drupal 10
- Custom alert system for emergencies and road closures
- News and event management with automatic content surfacing
- Atomic design component library
- WCAG accessibility compliance



Parallel to Redmond

Mill Creek faced the same CivicPlus limitations: rigid templates, poor accessibility, limited customization.

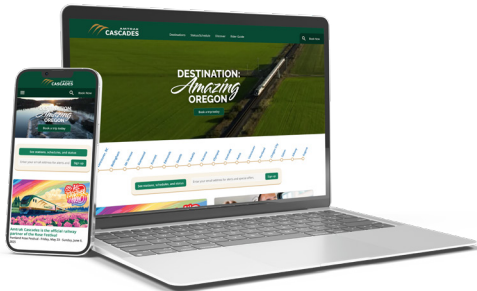
Results

- Transformed from dense, inaccessible site to welcoming digital front door
- WCAG accessibility compliance
- Mobile-responsive across all devices
- Reduced support burden on city staff
- Positive community feedback



Additional relevant experience

Client	Relevance
City of Sammamish	Municipal website, Umbraco platform, public records management
City of Kirkland	Municipal website and digital marketing
Amtrak Cascades / Oregon DOT	NextJS headless architecture; government site with complex booking integration
Center of Excellence	Event/Class Registration system
Wilderness Awareness School	Class registration system with WooCommerce
OMIC R&D	Research repository, multi-audience navigation



7. Subconsultants

D2 does not anticipate needing to engage any subconsultants for this project.

8. Business Information

Name: D2 Creative LLC
Address: 13027 NE 98TH PL
Kirkland, WA 98033
Main Ph: (425) 605 9538
Website: thinkd2.com
Tax ID: 47-2212516

Status: LLC Corporation, established 2014
SAM ID: S7CHGLTAT1F7
WA UBI: 603 448 094

This proposal is submitted by D2 Creative LLC. and is signed by Charles Leinas, a person duly authorized to legally bind the person, partnership, company, or corporation submitting the proposal.

9. Business License

D2 understands and agrees to endorse our Washington State business license with the City of Redmond business license as a requirement for performing these services.

10. Valid Time Period

This proposal is valid for 90 days.





Memorandum

Date: 5/5/2026
Meeting of: City Council

File No. AM No. 26-069
Type: Consent Item

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

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

Human Resources	Stephanie Lorntzen	Administrative Supervisor
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TITLE:

Approval of the Three-Year 2025-2027 Collective Bargaining Agreement for the Redmond Fire Fighters Union #2829, I.A.F.F.

- a. Ordinance No. 3258: An Ordinance of the City of Redmond, Washington Amending the 2025 and 2026 F Pay Plan for Employees Covered by the International Association of Fire Fighters No. 2829 Union Representing the Represented Uniformed Employees in the Fire Department

OVERVIEW STATEMENT:

This memo seeks approval of a three-year Collective Bargaining Agreement (CBA) between the City of Redmond and the Redmond Fire Fighters Union #2829, I.A.F.F., representing Fire uniformed employees within the Fire Department. This CBA has been negotiated between the City and Union between mid-2024 and March 2026. The union members voted on April 2, 2026 to approve this three-year CBA, retroactive to January 1, 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 expired on 12/31/2024.

OUTCOMES:

This CBA sets forth the working relationship between the City and the Fire uniformed employees. It covers salaries, benefits, working conditions, and other information regarding the employment relationship between the City and Fire uniformed employees.

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 budget for COLA is included in the salary budget for 2025-2026 Biennium, that was presented to Council. The cost to implement the proposed increase to the 2025-2028 collective bargaining agreement is approximately \$1,997,550, or 8%, for 2025.

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

Budget Offer Number:

277 Fire & Medical Operations

Budget Priority:

Safe and Resilient

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

If yes, explain:

N/A

Funding source(s):

N/A

Budget/Funding Constraints:

N/A

Additional budget details attached

COUNCIL REVIEW:

Previous Contact(s)

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

Proposed Upcoming Contact(s)

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

Time Constraints:

Employees under this contract are currently being paid at 2024 rates. It would be beneficial to have the 2026 pay rates established to begin processing extensive retroactive pay.

ANTICIPATED RESULT IF NOT APPROVED:

Additional negotiations would be required. There would also be a need for additional retroactive adjustments to employees' pay. Retroactive payment calculations are complex and time-intensive to process. This will have a negative impact on morale for all employees involved.

ATTACHMENTS:

- Attachment A: Redline of 2025-2027 Fire Collective Bargaining Agreement
- Attachment B: Summary of Changes
- Attachment C: Ordinance Setting the 2025 and 2026 Pay and Pay Plan for Fire Employees
 - Exhibit 1: 2026 Pay Plan "F" - Fire

TENTATIVE AGREEMENT Fire Uniformed Negotiations

The City of Redmond ("City") and the Fire Uniformed (IAFF) Labor Union ("Union") is participating in negotiation of the Union's 2025-2027~~28~~ collective bargaining agreement ("CBA"). A tentative agreement has been reached between the City and the Union on the language below. This tentative agreement is subject to approval/ratification by the:


- City (Labor Team, Mayor and/or City Council); and
- Union (Labor Team, Legal Counsel, Union Membership)

Prepped for TA 2/17/2026
Prepped for TA w/ edits 4/1/2026

This signature page added to document tentative agreement of the full redline contract that begins on next page.

TENTATIVELY APPROVED on 4/7/2026
(Date)

For FIRE UNIFORMED:

Signed by:

28D921D59A96474...
Eben Dygert, Union Representative

For the CITY:

Signed by:

7C0092BCC9C549B...
Cathryn Laird, HR Director

20242025-2027

AGREEMENT

By and Between

CITY OF REDMOND

and

REDMOND FIRE-FIGHTERS UNION #2829, I.A.F.F.

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20242025-2027

AGREEMENT

By and Between

CITY OF REDMOND

and

REDMOND FIRE-FIGHTERS UNION #2829, I.A.F.F.

PREAMBLE

THIS AGREEMENT is entered into by and between the CITY OF REDMOND (hereinafter referred to as the Employer) and Local #2829, INTERNATIONAL ASSOCIATION OF FIRE FIGHTERS (hereinafter referred to as the Union).

It is the purpose of this collective bargaining aAgreement to achieve and maintain harmonious relations between the Employer and the Union, and to establish standards of wages, hours, and other conditions of employment.

ARTICLE 1 RECOGNITION

The Employer recognizes the Union as the sole and exclusive bargaining agent for full-time, uniformed positions within the Redmond Fire Department. The positions of the Fire Chief and Deputy Chief shall be excluded from the bargaining unit.

ARTICLE 2 MANAGEMENT RESPONSIBILITIES

Section 2.1 - Enumeration. The Union recognizes the prerogative and responsibility of the Employer to operate and manage its affairs in all respects in accordance with its lawful authority. The powers and authority which the Employer has not expressly abridged, delegated or modified by this collective bargaining aAgreement are retained by the Employer.

Management rights and responsibilities as described above shall include the following:

- A. Directing employees,
- B. Recruiting, hiring, promoting, transferring, assigning, and retaining employees,
- C. Suspending, demoting, discharging, or taking other legitimate disciplinary actions against employees for just cause,
- D. Relieving employees from duty ~~because of~~due to a lack of work or funds, or other legitimate reasons,
- E. Maintaining the efficiency of the operations entrusted to the Employer,
- F. Controlling the department budget,
- G. Determining the methods, means, location and personnel by which operations are to be conducted, and,
- H. Taking whatever actions are necessary in emergencies to assure the proper functioning of the Department.

Provided that the exercise of the management rights and responsibilities shall not conflict with City of Redmond Civil Service Ordinances, Rules or Regulations or State Law.

Section 2.2 - Job Duties. It is understood by the parties that every incidental duty connected with operations enumerated in job descriptions is not always specifically described. Nevertheless, it is intended that all such duties shall be performed by employees.

ARTICLE 3 UNION MEMBERSHIP AND DUES

Section 3.1 – Union Membership Dues. The Employer agrees to deduct, once each month, dues in an amount certified to be current by the Treasurer of the Union from the pay of those employees who individually request in writing that such deductions be made. The total amount of the deductions shall be remitted each month by the Employer to the Treasurer of the Union.

Section 3.2 – Revocation. An Employee may revoke their authorization for deduction of dues. To do so, the Employee must submit a written notice to the Union in accordance with the Union’s form, 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.

Section 3.3 – 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 charges 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.

Section 3.4 - New Hire Orientation. The Employer shall notify the Union of all new employees hired into the bargaining unit. The Union shall be afforded 30 minutes of the newly hired employee’s regular working time during the on-boarding process with the Redmond Fire Department. This time will be for the purposes of presenting information about Union membership, the collective bargaining agreement, and bargaining unit representation.

ARTICLE 4 NON-DISCRIMINATION

Section 4.1 – Union Membership Status. There shall be no discrimination, interference, restraint or coercion by the Employer or the Union against any employee for their lawful activity or inactivity on behalf of, or membership status in the Union.

Section 4.2 – Unlawful Discrimination. Diversity is critical to the successful partnership between the Union and the Employer. ~~It is the recognition, respect and appreciation of all cultures and backgrounds and the fostering of the inclusion of differences between people.~~ The parties to this ~~Agreement~~ collective bargaining agreement agree ~~that not to tolerate~~ discrimination or harassment based on age, race, creed, color, sex, national origin, religion, sexual orientation, gender identity or gender expression, membership in a registered domestic partnership, marital status, disability, genetic information, veteran’s status, or any other status protected by law is prohibited and will not be tolerated. The Union and the Employer will not tolerate retaliation against anyone who complains of discrimination, harassment, or harassing behavior, or who participates in an investigation.

Section 4.3 – Gender.

~~Wherever words denoting a specific gender are used in this Agreement, they are intended and shall be construed so as to apply equally to either gender.~~

Section 4.34 – Election of Remedies. An employee or the Union claiming discrimination under Sections 4.1 or 4.2 shall not be entitled to a remedy under the grievance procedure in the event the employee or the Union seeks other administrative or legal remedies for the discrimination. This is providing that jurisdiction is not refused when seeking remedies outside of the grievance procedure.

ARTICLE 5 UNION BUSINESS

Section 5.1 – Union Official Time Off. With prior approval of their immediate supervisor, representatives of the Union shall be allowed to arrange for qualified work replacements for the purpose of administering the business of the Union. The Employer shall not be responsible for compensating any such replacement.

- A. Coverage will be provided for up to two (2) negotiating team members whose regular duty falls on a scheduled negotiation session day. Members of the negotiating team will make every attempt to secure their own coverage to minimize

the overtime impact on the Department, and if unsuccessful in so doing, the Battalion Chief's office will be notified at least forty-eight (48) hours in advance of the scheduled negotiation day so that overtime coverage may be arranged.

Regarding negotiating team members' working overtime, the following will apply:

- (1) If the overtime is accepted after a negotiating session has been scheduled, then the member shall be required to find their own coverage (no payback required).
- (2) If the negotiating session is scheduled after the overtime has been scheduled, then the department will provide coverage.
- (3) If, ~~per the SOGs,~~ the member has been "mandated" to work overtime, then the department will provide coverage.

- B. With prior notice to the appropriate Deputy Chief of their division or their designee, Bargaining Unit employees shall be allowed to perform normal Union business in a manner and in areas of the department that does not interfere with the operations of the department during lunch and dinner breaks, and at other times when all assigned duties have been completed and the employees are on standby for emergency response.

Section 5.2 – Bulletin Board Space. The Employer shall provide bulletin board space for the use of the Union in each fire station where represented employees are assigned at a convenient location, accessible to employees.

Section 5.3 – Visitation Rights. Representatives of the Union shall be allowed permission to visit work locations of the employees covered by this ~~Agreement~~ [collective bargaining agreement](#) at any reasonable time or location for the purpose of administrating this ~~Agreement~~ [collective bargaining agreement](#) or investigating possible grievances. Such visitations shall not interfere with the normal operation of the Fire Department and will be subject to the approval of the appropriate Deputy Chief of their division or their designee.

Section 5.4 – Union Use of Employer's Equipment and Supplies. The Union and its representatives shall not use Employer's equipment or supplies unless (i) allowed by written policies of the Employer, or (ii) the Employer's Finance Department agrees to an appropriate amount of reimbursement.

Section 5.5 – Negotiations. Captains or Battalion Chiefs acting in the classification of Deputy Chief will not be involved or participate in labor negotiations related to hours, wages, or working conditions while acting as Deputy Chief.

ARTICLE 6 RETENTION OF BENEFITS

The Employer assures the Union that its intention in executing this [Agreement—collective bargaining agreement](#) is not to cancel privileges heretofore granted to employees solely because such privileges are not specifically identified in this [Agreementcollective bargaining agreement](#).

ARTICLE 7 SAFETY/LABOR MANAGEMENT COMMITTEE

Section 7.1 – Safety Committee. The Union shall appoint a minimum of two (2) members to the Safety Committee to represent Bargaining Unit employees. The Safety Committee shall consist of a minimum of four (4) members and shall meet at least once each calendar quarter or more often as agreed to discuss all matters concerning Health and Safety. The Safety Committee shall make recommendations to the Union and the Employer. The Chair of the Department Safety Committee shall alternate between represented and non-represented positions on an annual basis.

Section 7.2 – Labor Management Committee. There shall be a Labor Management Committee consisting of an equal number of representatives appointed by the Union and the Employer, or such other composition as mutually agreed by the Union and the Employer. The Committee shall meet as appropriate to discuss all matters referring to the [labor—collective bargaining](#) agreement, provided that the Committee shall meet at least quarterly. The Committee shall have the authority to make non-binding recommendations to the Union and Employer. No additional compensation or overtime shall be paid for attendance at the Labor Management Committee meetings.

ARTICLE 8 DEFINITION OF SENIORITY

Section 8.1 – Definitions. As used in this [Agreement—collective bargaining agreement](#) the following terms shall have the meanings indicated:

- A. “Department Seniority” means the length of an employee’s Continuous Employment in the Department, measured from the date of employment in the Department. Provided, however, the date of employment in the Department of Firefighter – Paramedics and Medical Services Officers hired by the Department effective as of the transfer of the Medic 1 contract from Evergreen Health Care (“Evergreen”) to the City (the “Initial Medic Employees”) shall be as follows:
 - For the purposes of accrual of benefits, longevity, compensation levels, and personnel reductions, the date of employment in the Department of the Initial Medic Employees shall be the employee’s date of hire by Evergreen.

- B. "Seniority in Rank" means the length of an employee's Continuous Employment in a rank in the Department (which shall include service in any higher rank) measured from the first date of employment in that rank or a higher rank in the Department.

The Paramedic Assignment Seniority list shall be determined by the following sequential criteria:

1. Paramedics will be categorized by the year the Redmond Fire Department Paramedic Student finished University of Washington Paramedic Training.
2. Paramedics will then be ranked in seniority within that categorized year based on their Date of hire by their Northeast King County Consortium Department.
3. If Consortium Department hire dates are the same, then overall Paramedic Student entrance exam score, as defined in [SOG# TBD Article 12](#), will be used to determine seniority.
4. Laterals hired as Paramedics from outside the Northeast King County Medic One Consortium shall be entered onto the Paramedic Assignment Seniority List based on their date of hire by the Redmond Fire Department and not the sequential order shown above.

For the purposes of determining personnel reduction in Paramedic assignment the Paramedic assignment seniority list shall be used. Members with the least seniority in assignment shall be first in reduction as Paramedic within the Redmond Fire Department. Department seniority shall be used for reduction in force from firefighter.

- C. "Continuous Employment" means a continuous period of employment in the Department that is unbroken by resignation, discharge, or service retirement. Leaves of absence, disability retirement, or military leaves shall not break Continuous Employment. Layoffs and reductions in rank pursuant to Article 9 shall not break Continuous Employment until the expiration of the period during which the employee has a right to be offered re-employment or promotion pursuant to Section 9.2 of this [Agreement collective bargaining agreement](#). Upon a break in Continuous Employment an employee shall lose all seniority.
- D. "Order" means the order of Department Seniority or Seniority in Rank arranged from the longest seniority to the shortest. If more than one (1) 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 Department 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 Firefighter Civil Service exam. 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 Rank 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 Rank shall be determined by the Order of each employee's Department Seniority.

E. "Department" means the City of Redmond Fire Department.

Section 8.2 – 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.

Section 8.3 – Seniority List. The Employer shall maintain, post, and notify employees electronically when there is a change, to the current seniority list reflecting the Order of Department Seniority and Seniority in Rank. 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 [Agreementcollective bargaining agreement](#), and in such other cases as may be agreed by the Employer and the Union.

ARTICLE 9 PERSONNEL REDUCTION

Section 9.1 – 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. Employees shall be laid off in inverse Order of Seniority in Rank. Except as otherwise provided in this Section, an employee above the rank of Fire Fighter shall bump back into the highest lower rank, if any, previously held by that employee, and for which the employee remains qualified and holds the required certifications (provided that the employee shall be allowed eighteen (18) months to obtain EMT certification, at the Employer’s cost for tuition and on the employee’s own time), in which such employee’s Seniority in Rank is greater than the Seniority in Rank of all other employees who would otherwise be in such lower rank after implementation of the personnel reduction. Battalion Chiefs who have not held the position of Captain shall bump back to the position of Captain if their Seniority in Rank is greater than all other employees who would otherwise hold the rank of Captain after implementation of the personnel reduction. Lateral entry personnel who have not held the rank of Fire Fighter in the Department shall bump back to the rank of Fire Fighter if their Department Seniority is greater than all other employees who would otherwise hold the rank of Fire Fighter 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 members of the Department of a rank above Battalion Chief 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. Previous ranks within the Department with civilian titles shall be equated to the current successor ranks. The order of ranks within the department, from lowest to highest, shall be Fire Fighter, Fire Fighter – Paramedic, (which is an assignment, but shall be considered a rank for the purposes of this Article), Medical Services Officer, Driver/Engineer, Lieutenant, Captain, Battalion Chief, Deputy Chief, and Chief. The next lower rank for, Medical Services Administrator, and Assistant Fire Marshal and Fire Marshal shall be the last prior rank held by each incumbent in the position respectively. The steps for a personnel reduction shall be as follows:~~

Step 1 Designation by Employer

The Employer will designate the number of employees in each rank to be laid-off by notice to the Union (the "Designation Notice") and by posting at each fire station, 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 Volunteers

For a period of thirty (30) days after the Designation Notice employees in the ranks affected by the personnel reduction shall have the opportunity to voluntarily accept layoff, or reduction to a lower rank, 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 rank subject to the personnel reduction as specified in the Designation Notice.

Step 3 Implementation

Within forty (40) days after the Designation Notice the Employer shall deliver to the Union, and post at each station, a notice (the "Personnel Reduction Notice") which shall list (a) the layoffs and reductions in rank which will result upon implementation of the personnel reduction and the voluntary layoffs and reductions in rank; (b) the Order of all employees affected by the layoffs and reductions in rank; and (c) the Order of all employees not affected by the layoffs and reductions in rank. 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. A representative of the Union and Employer shall meet within five (5) calendar days to attempt to agree on an arbitrator. If the parties are unable to reach agreement at such meeting, they shall immediately request a list of seven (7) arbitrators from one of the following mutually agreed sources: Federal Mediation and Conciliation Service, or American Arbitration Association. If the parties are unable to agree on the source of the list of arbitrators, they shall request the list from the Public Employment Relations Commission. Within five (5) calendar days of receipt of the list of arbitrators, the representatives of the Employer and Union shall meet and alternately strike the names of the arbitrators on the list until only one (1) name remains. 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 rank status might be affected by the results of the arbitration, including the possibility of being subject to layoff or reduction in rank although the employee was not included in the list of layoffs and reductions in rank 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 Article 9 the arbitration process in this Section shall supersede the grievance arbitration process as provided in Article 14. 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 (OPTIONAL) 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.~~

~~Section 9.2—Re-Employment and Promotion Rights~~

~~Employees bumped back to a lower rank shall be eligible to promote to vacancies in the previously held higher rank, or any lower rank, by Order of Seniority in Rank in that higher rank. Employees above the rank of Fire Fighter who volunteer to be laid off pursuant to Step 2 above shall be eligible to fill vacancies in that previously held rank, or any lower rank, by Order of Seniority in Rank in that rank, during the Re-Employment Eligibility Period, as defined below. Employees laid off, or volunteering to be laid off pursuant to Step 2 above, shall be eligible to fill Fire Fighter vacancies, by Order of Department Seniority, during the Re-Employment Eligibility Period. In all cases, the eligible employee with the highest Seniority in Rank 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 Fire Fighter medical standards, (b) holds the required certificate (if any) for the position being filled (provided that the employee shall be allowed eighteen (18) months to obtain EMT certification, at the Employer's cost for tuition and on the employee's own time), and (c) if the Re-Employment Offer is more than twenty four (24) months after the Effective Date, is not determined by the Labor/Management Committee to be unqualified for the open position. 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 five (5) 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 as determined by the Labor/Management Committee. If the Labor/Management Committee is unable to agree on appropriate retraining either party may request arbitration of the issue in a manner consistent with Section 14.3, Step 6 of this Agreement. Employees who fail to satisfactorily complete the retraining shall be subject to termination. The employee and The 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 Fire Fighter medical requirements 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 rank above Fire? Fighter, shall have the right to be offered re-employment at such higher rank, or any lower rank, if he/she is a Qualified Employee and has the highest Order of Seniority in Rank in that rank of all eligible employees, although such employee has previously failed to respond to, or rejected an offer of re-employment as a Fire Fighter. 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.~~

Section 9.1 - Layoff. The Employer shall provide the Union with reasonable notice in the event it decides to reduce bargaining unit members within any rank covered by this collective bargaining agreement. The employee with the least seniority in grade [most recent date of appointment to the rank] shall be the first to be reduced in rank. Employees so reduced in rank shall be restored to the highest rank previously held.

Within the rank of Firefighter, the employee with the least seniority shall be laid off first, except that the Employer shall be allowed to retain, out of seniority order, sufficient Firefighter/Paramedics to meet the needs of its emergency medical services program. Employees with the same appointment date shall be reduced based upon eligibility list score, with the lower score being laid off first.

Section 9.2 - Recall. Recall rights shall be in accordance with current Civil Service Rules. The last employee laid off shall be the first employee recalled. No new employee shall be hired until all laid off employees have been given an opportunity to return to work. In the event that personnel reduction also requires a reduction in rank, employees shall be reinstated to their previously held rank without being further tested, prior to any new promotions.

ARTICLE 10 EMPLOYEE STATUS

Section 10.1 – Notice to Union. The Employer shall submit written notice to the Union, of the name, job title, company, station, and effective date of actions affecting Bargaining Unit employees as follows:

- A. Appointment of new employees
- B. Promotion/Non-Disciplinary Demotion
- C. Discipline (written reprimand and above)

Section 10.2 - Probationary Period. The probationary period for Entry Level, Exceptional Entry Level, and Lateral Firefighters starts upon the hire date, which is the first day on payroll, and ends will be twelve (12) months ~~from~~after the date of graduation from the fire academy, or EMT school, whichever occurs last. If fire academy or EMT school attendance is delayed due to injury, early hiringhired before academy, or another reason, the employee's probationary period will not exceed a total of eighteen (18) months from the ~~date of hire~~ date.

ARTICLE 11 PROMOTIONS AND VACANCIES

Section 11.1 – Civil Service. All promotions and the filling of positions in the Bargaining Unit shall be made in accordance with the City of Redmond Civil Service Ordinances, Rules and Regulations, and the Washington State Civil Service Law (RCW 41.08) as they may hereafter be amended.

Section 11.2 – Job Descriptions and Position Qualifications. Copies or facsimiles of current job descriptions, position qualifications, and testing requirements adopted by the Employer and/or Civil Service Commission shall be contained in SOG, Personnel - 021.

Section 11.3 – Promotions. The promotional process shall be as described in SOG Personnel - 021. If a higher-ranking candidate on the civil service eligibility list is passed over, then, upon the request of the candidate, a written explanation shall be provided by the Chief or ~~his/her~~their designee, of the basis for that decision.

ARTICLE 12 ASSIGNMENTS (Editor’s Note: Reference 2024 Version EOD)**

Except as provided in this Article, the Employer shall have the right to assign employees. For assignments to Training Battalion Chief, ~~Training Captain, Training Lieutenant, Logistics Officer, Deputy Fire Marshal, Training Captain,~~ Administrative Medical Services Officer (~~Admin MSO~~), Training Medical Services Officer (~~Training MSO~~), ~~Training Lieutenant,~~ Training Paramedic, ~~Firefighter Paramedic, the Hazardous Materials Team, the Fire Prevention Division~~ ~~Deputy Fire Marshal,~~ ~~Hazardous Materials Team,~~ Urban Search and Rescue Team (~~USAR~~), ~~Rescue Technician, Firefighter Paramedic, Captain assigned to Logistics~~ and other assignments that the Employer and the Union mutually agree should be subject to this application procedure, the following provisions shall apply:

- A. Announcement/General Eligibility.** The assignment to be filled and the necessary qualifications and criteria shall be announced by ~~department email and bulletin~~ posted at each station in a convenient location accessible to all employees for a period of at least fourteen (14) calendar days if the position is vacant, and thirty (30) calendar days if the position is not vacant. For internal assignments, only regular, non-probationary employees who volunteer for an assignment will be eligible and preferred for a voluntary assignment to ~~Training Battalion Chief, Training Captain, Training Lieutenant, Logistics Officer, Administrative Medical Services Officer (Admin MSO), Training Paramedic, Firefighter Paramedic, and Deputy Fire Marshal. For an assignment to Training Battalion Chief, Deputy Fire Marshal, Training Captain, Administrative Medical Services Officer, Captain assigned to Logistics, Training Lieutenant, and Training Paramedic, and Firefighter Paramedic. Training Medical Services Officer (Training MSO) Training Medical Services Officer~~ eligibility will not be restricted by probationary status.

When no eligible employees volunteer for an assignment, prior to making an involuntary assignment to a position listed herein, the Employer shall meet and confer with the

Union to discuss alternatives to making an involuntary assignment and consider modifying qualifications, term lengths, and selection criteria. Agreed upon alternative criteria between the Union and Employer may be established prior to the original posting, and if needed, posting time requirements may be incorporated into the same or different posting process. The agreed upon alternative criteria will not be precedence setting. If no agreement is obtained, the Employer will follow current assignment language in this Article.

A seniority list of each rank and assignment, in reverse order, starting with the newest promoted, will be maintained by the Deputy Chief of Operations**. When an employee works a day-shift assignment as referenced in this article, not to include a short-term Fire Academy, EMT School, or other similar assignment, voluntarily or involuntarily, they will be moved to the bottom of their rank or assignment list. In the event an assignment remains unfilled after following the processes laid out in this Article, except for Deputy Fire Marshal or Firefighter Paramedic, the assignment shall become an involuntary assignment and shall be filled by the non-probationary employee, of the given rank or assignment, highest on the list.

** The initial list will include previously worked day-shift assignments that meet the agreed upon criteria for all individuals in their current rank.

Firefighter Paramedic: Position announcement for Northeast King County Consortium (Consortium) agencies will be posted for at least sixty (60) days at all Consortium agency fire stations. The announcement will include a list of minimum requirements, qualifications, and reference reading materials pertaining to the application/testing process. Applicants shall be limited to employees of the Consortium fire departments.

B. Qualifications/Testing. For assignments other than Deputy Fire Marshal or Firefighter Paramedic, in the event more than one (1) employee who meets the required qualifications and criteria submits a written application for the assignment within the period specified in Subsection A. above, the assignment, if filled, shall be filled by the eligible employee who has the highest seniority.

- Deputy Fire Marshal

- Eligibility. Firefighters who have successfully completed probation and who have a minimum of two (2) years of department seniority shall be eligible to apply for assignment to the Deputy Fire Marshal position.

- Internal Recruitment. When a Deputy Fire Marshal position becomes available, the Employer shall first conduct an internal application and selection process.

- Qualified Candidate Requirement. An internal selection process may be concluded without appointment if there are no qualified internal candidates. For purposes of this Article, a “qualified” candidate is an applicant who meets

the position’s minimum qualifications and successfully completes the Employer’s selection process.

- **Eligibility List Duration.** The internal eligibility list for Deputy Fire Marshal shall remain valid for eighteen (18) months from the date established, or until exhausted, whichever occurs first.
- **External Recruitment.** Upon completion of the internal application and selection process, if there is no qualified internal candidate for the open position, the Employer may initiate an external recruitment process.

Specifics of the testing processes for both Firefighter Paramedic and Deputy Fire Marshal have been moved to individual Standard Operating Guidelines (SOG) to provide both Labor and Management more flexibility to change the testing process if/when necessary, based on current circumstances. Any and all changes to testing process as referenced and laid out in those SOGs shall require agreement between both Labor and Management prior to implementation.

C. Seniority for Assignments. For assignments other than Firefighter Paramedic or Deputy Fire Marshal, for the purpose of assignments, seniority shall be Seniority in Rank, provided that, if the assignment is open to multiple ranks, then seniority shall be Department Seniority.

D. Assignment Terms. An employee who has been assigned to the Training Battalion Chief, Training Captain, Training Lieutenant, Administrative Medical Services Officer, Training Lieutenant, MSO, Logistics Officer, or Training Paramedic, or Logistics Officer -assignments shall have the right either: (i) to a second two (2) year term or, (ii) if no other qualified applicants apply, to extend the term in one (1) year increments.

An employee who has been assigned pursuant to this Section for two (2) terms shall not be eligible to apply for that same assignment for a third (3) consecutive term unless no other qualified employee applies.

Battalion Chiefs shall be limited to two (2) consecutive terms regardless of whether other qualified employees apply.

Deputy Fire Marshals:

~~-completing the minimum assignment term may continue in their DFM position with a maximum duration or fill any vacant civil service position for which they are eligible. The transfer of the employee shall occur within three (3) months of submitting written notification to the employer. Not more than one (1) transfer of a DFM shall be allowed in any six (6) month period.~~

Hazardous Materials, Rescue Technicians, and USAR team members shall not be limited to a maximum duration of their assignment term.

Employees in the above assignments may be reassigned at any time based on staffing needs and/or fiscal restraints.

Deputy Fire Marshals: The minimum commitment to the DFM assignment shall be five (5) years, except for an individual who is offered a promotion to a higher rank (Driver/Engineer, Lieutenant, Captain, Battalion Chief, Assistant Fire Marshal, or Fire Marshal) or elects to retire from department employment. There is not a time limit as to how long a DFM remains in that assignment. DFMs who have met their minimum commitment and desire to be reassigned to Firefighter or other eligible position shall submit a request in writing to their supervisor. The transfer of the employee shall occur within three (3) months of submitting their written notification. No more than one (1) transfer of a DFM shall be allowed in any six (6) month period.

Firefighter Paramedic: The minimum commitment to the Firefighter Paramedic assignment shall be five (5) years, except for an individual who is offered a promotion to a higher rank (Driver/Engineer, Lieutenant, Captain, Battalion Chief, Assistant Fire Marshal, or Fire Marshal) or elects to retire from department employment. There is not a time limit as to how long a Firefighter Paramedic remains in that assignment. Firefighter Paramedics who desire to be reassigned to ~~the~~ Firefighter or other eligible position shall provide notice to the Department by January 1 of the year prior to their desired year of reassignment. This notice is necessary to provide adequate time to select and train replacement Firefighter Paramedics. The reassignment will be effective no later than December 31 of the year following delivery of the notice. (Example: Notice is required by no later than January 1, 2020, for reassignment to occur no later than December 31, 2021. Notice given on January 2, 2020, could extend the reassignment by no later than December 31, 2022).

Training Medical Services Officer (Training MSO): The assignment to Training MSO will have a minimum term length of two years and no maximum term length. If no promoted MSOs apply for the assignment, it shall be offered to members on the Civil Service MSO eligibility list as a promotion, subject to ~~the a~~ rule of three interviews. Members will not be removed from the Civil Service list if they do not accept the Training MSO assignment when offered.

The Training MSO incumbent must complete the two-year minimum commitment before becoming eligible to fill a vacancy in the operational MSO rotation (inclusive of both the 24-hour shift and ~~Administrative-Admin~~ MSO assignments). Such vacancies shall continue to be subject to seniority in rank.

The Training MSO may request a voluntary demotion to ~~FFPM-Firefighter Paramedic~~ to return to shift work at any point during their tenure. The demotion request will be approved if a ~~FFPM-Firefighter Paramedic~~ vacancy exists, or the employer agrees to carry an additional FTE.

Training MSO has rights to 24-hour shift overtime for which they are qualified as referenced elsewhere in this CBA.

~~E. **Hazardous Materials Team/Right to Return.** When, due to a change of the employee's shift or duties, an employee is removed from a Hazardous Materials Team assignment with greater than one (1) year remaining of the term of the assignment, the employee shall have the option to return to the assignment if there is a vacancy and the employee's shift and duties allow the return.~~

~~F. _____~~

G.E. Termination of Assignment. The termination of any assignment made pursuant to this Article shall be for "just cause" and shall be subject to the grievance procedure; provided however, during the initial six (6) months of any assignment made pursuant to such subsections, the Chief may return the employee to his/her/their prior assignment if, after consultation with the employee, the Chief, in his/her/their sole discretion, determines in good faith that the employee is not suited to the assignment, which determination shall not be subject to appeal through Civil Service, the grievance procedure, or grievance arbitration.

H.F. Assignment Term Lengths. For the purposes of determining the length of an assignment that is listed in Subsection A, the following shall apply:

- Training Battalion Chief - two (2) years (January to December)
- Training Captain - two (2) years (January to December)
- Training Lieutenant – two (2) years (January to December)
- Logistics Officer (Captain) – three (3) years (January to December)
- Administrative Medical Services Officer – two (2) years (January to December)
- Training Medical Services Officer – two (2) years minimum with no maximum
- ~~Training Lieutenant – two (2) years (January to December)~~
- Training Paramedic – two (2) years (January to December)
- ~~Training Medical Services Officer – two (2) years minimum with no maximum~~
- Firefighter Paramedic – minimum of five (5) years with no maximum
- Deputy Fire Marshal – minimum of five (5) years with no maximum
- Hazardous Materials Team – minimum of five (5) years with no maximum
- ~~Rescue Technician - minimum of five (5) years with no maximum~~
- ~~_____~~
- Urban Search and Rescue – minimum of five (5) years with no maximum

The rotation of the Training Battalion Chief and the Training Captain will be staggered to avoid both assignments being rotated within the same year.

For the purpose of determining the end of an assignment term, the assignment periods for the Training Battalion Chief, Training Captain, ~~Administrative Medical Services Officer~~, Training Lieutenant, ~~Logistics Officer~~, Admin MSO, Training Paramedic, and Deputy Fire Marshal ~~and Logistics Officer~~ will be rounded to the nearest six (6) months. For example, an assignment of the Training Captain on June 30 will relate back to January of that year for the purpose of determining the end of the assignment term, and an assignment on July 1 will relate forward to January 1 of the following year for the same purpose.

I.G. Modification of Assignments. It shall be the intent of this Article to establish time duration requirements for the assignments noted in Subsection ~~FGH~~. However, both parties recognize that on occasion the need to temporarily modify an assignment may arise. In such case(s), both parties will mutually agree to the necessary length to which the modification shall be made. ~~The~~ Employer shall not unilaterally extend an appointment except due to extenuating circumstances. Based on operational needs, the employee serving in these assignments may be reassigned to twenty-four (24) hour shift work periodically during the assignment, or as necessary the assignment may be suspended at any time. Assignment time spent in suspension shall not affect the expiration date of the assignment term.

J.H. Urban Search and Rescue/Qualifications and Criteria. The necessary qualifications and criteria for assignment to and composition of the Urban Search and Rescue Team shall include the minimum qualifications established by the Urban Search and Rescue Regional Team. If there is more than one (1) applicant for the Urban Search and Rescue Team meeting the qualifications required by the Urban Search and Rescue Team, the assignment shall be based on Department Seniority.

K.I. Consecutive Assignments. No employee covered by this ~~collective bargaining~~ agreement shall be required to serve in day-shift assignments without the opportunity to serve at least three (3) years in between ~~on~~ a line assignment.

ARTICLE 13 DISCIPLINE

Section 13.1 – Employees Covered. All employees identified within "Article 1 - Recognition" of this contract shall receive the full benefit and protection of this Article. Probationary employees shall be subject to the limitations contained in Section 13.3 - Process and Procedures.

Section 13.2 – Scope of Discipline. Suspension and non-probationary discharge shall be for just cause.

Section 13.3 – Process and Procedures. Prior to the imposition of discipline other than oral warnings, an employee shall be provided a copy of the alleged violation charged and informed of their right to meet with the Chief or their designee (provided however, the designee shall be of a higher rank than the officer responsible for discharging the discipline) to discuss the alleged violation, to review documents upon which the Employer depends as proof of the alleged violation, and to have a representative of the Union present during the meeting. The employee shall request this meeting and/or the opportunity to review documents within forty-eight (48) hours of the notice.

A Captain or Battalion Chief acting in the classification of Deputy Chief may be involved in investigations related to discipline. The employee shall not participate in decisions related to discipline.

When an investigation occurs, the employee shall receive an update from the City every thirty (30) days on the status of the investigation, until the investigation is concluded. If the employee wants a status update during the thirty (30) days, the Union can request an update from the City at any time.

This shall not prevent the Employer from suspending the employee from all further duties pending the final decision as to the appropriate discipline or the overturning of said discipline by the appropriate authorities.

At the request of ~~an~~ the employee or the Employer, all discipline other than oral warnings shall be subject to the Disciplinary Review ~~board~~ Board procedure as established in the Rules and Regulations.

Documentation of oral warnings shall be maintained in the supervisor’s file and will include the date and subject matter (i.e., an explanation of the violations and a clear description of the corrective actions required on the part of the employee). Any documentation made by the supervisor shall be purged from all records after a period of one (1) year.

If termination is recommended for a probationary employee, the Employer shall notify the Union President and Vice President. The employee may request the Disciplinary Review Board review the evidence relating to their termination. The Disciplinary Review Board will make a recommendation to the Employer within two (2) weeks of the termination notice. ~~Prior to termination of a probationary employee the Employer shall allow the Disciplinary Review Board two (2) weeks to review the evidence relating to the proposed action as outlined in the Rules and Regulations.~~ The Employer shall have the right to suspend the employee, with pay, during the two (2) week period. ~~The Disciplinary Review Board may make a recommendation to the Employer within the two (2) week period regarding the probationary employee's status.~~ However, ~~T~~he Employer shall retain the final decision-making authority concerning the probationary employee's status, with no right by the employee or Union to appeal through the grievance procedure or Civil Service. The probationary employee may request, in writing, that the Disciplinary Review Board not conduct a review. Nothing in this Article waives any rights a probationary employee has under federal, state, or local anti-discriminations laws.

Section 13.4 – Copy of Charges. The employee shall be entitled, upon their request, a copy of the alleged violation or charges, if any, and a Union representative present at any meeting held with the employee to discuss potential disciplinary action.

Section 13.5 - Removal of Notice of Suspension. An employee may request that the Fire Chief remove a disciplinary suspension that has been in the employee’s file for at least seven years. Any such request must be in writing, must attach a copy of the notice of suspension, and must state the grounds upon which removal is requested. The Fire Chief has sole discretion as to whether the employee’s request shall be granted. If the Fire Chief denies the employee’s request, that decision is not subject to grievance, ~~e~~Civil ~~s~~Service appeal, ~~l~~awsuit, review by the Disciplinary Review Board, or any other process which otherwise might be available to either the employee or the Union. If the Fire Chief grants the employee’s request, the Fire Chief will notify the Human Resources Director that the disciplinary suspension should be removed from the employee’s personnel file.

ARTICLE 14 GRIEVANCE PROCEDURES

~~ARTICLE 15 Definition of Grievance. A “grievance” is defined as an alleged violation of the terms of this Agreement.~~

~~ARTICLE 16 Aggrieved Party. The Union has the right, as exclusive bargaining representative, to file grievances on behalf of the individually aggrieved employees as well as to itself file grievances as the aggrieved party when acting on behalf of the bargaining unit collectively. The Union, not an individual bargaining unit member, has exclusive authority to determine whether to file a grievance.~~

~~ARTICLE 17 Grievance Procedure. Grievances shall be handled in the following manner:~~

~~Step 1 — The aggrieved employee shall submit in writing to the Union President and/or Vice President all known relevant facts pertaining to the alleged grievance on the Grievance Form. The Union Grievance Committee, upon receiving a thorough and complete Grievance Form submitted by the employee to the Union President and/or Vice President, shall determine if a grievance exists within fourteen (14) calendar days. Based on the Grievance Committee ruling and the pertinent information surrounding the situation the Union Executive Board will decide whether to pursue further action. Within seven (7) calendar days of the Union Executive Board’s decision to submit a grievance, the Union shall submit the grievance on the Grievance Form with Step One completed and present it to the employee’s immediate supervisor. If any of these timelines mentioned above cannot be met, the Chief or his/her designee shall be notified.~~

~~Step 2 — Grievances must be presented by the Union to the affected employee’s immediate supervisor no more than thirty (30) calendar days after the date the affected employee becomes aware of the alleged violation. In no event shall a grievance be presented more than ninety (90) days after the occurrence of the alleged violation.~~

~~Within seven (7) calendar days of receipt of the grievance, the employee's immediate supervisor and the affected employee and the Union shall meet and discuss the grievance in an effort to resolve it. Within seven (7) calendar days following this meeting, the supervisor shall provide the Union with a written response to the grievance. If the employee's immediate supervisor is a company officer, the immediate supervisor must obtain approval from his/her Battalion Chief and the Deputy Chief prior to providing the Union with the written grievance response.~~

~~Step 3 — If the Union decides that the grievance was not satisfactorily resolved at Step 2, the Union may advance the grievance to the Fire Chief. To advance the grievance the Union must, within fourteen (14) calendar days after receiving the immediate supervisor's Step 2 grievance response, provide the Fire Chief with written notice it is advancing the grievance.~~

~~Within fourteen (14) calendar days after receiving the Union's Step 3 notice to the Chief, the Chief (or the Chief's designee) shall meet with the affected employee and 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 Chief (or the Chief's designee) shall provide the Union with a written response.~~

~~Step 4 — If the Union decides that the grievance was not satisfactorily resolved at Step 3, the Union may advance the grievance to the Mayor. To advance the grievance, the Union must, within fourteen (14) calendar days after receiving the Fire Chief's Step 3 grievance response, provide the Mayor with written notice it is advancing the grievance.~~

~~Within fourteen calendar days after receiving the Union's Step 4 notice to the Mayor, the Mayor (or the Mayor's designee) 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 Mayor (or the Mayor's designee) shall provide the Union with a written response.~~

~~Step 5 — (OPTIONAL): If the grievance is not settled satisfactorily, the Union and Employer may mutually agree within fourteen (14) calendar days to submit the grievance to mediation. The two (2) parties will then have another fourteen (14) days to agree upon a mediator drawn from a panel of neutrals formally trained in grievance mediation. The mediator will attempt to assure all necessary facts and considerations are revealed to him or her but will not have authority to compel resolution of the grievance. Further, the parties will not be limited solely to the facts and considerations they presented at earlier steps in 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 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 and nothing said or done by either party for the first time in mediation may be used against it in arbitration.~~

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

~~Step 6 — If the Union decides that the grievance was not satisfactorily resolved at Step 4 or optional Step 5, the Union may advance the grievance to arbitration. To do so, the Union must provide written notice to the Fire Chief of its intent to advance the grievance to arbitration. The written notice must be received by the Fire Chief within fourteen (14) calendar days of the Mayor's Step 4 written decision or, if mediation was pursued under Step 5, within fourteen (14) calendar days of the date the Step 5 mediation concludes.~~

~~Within ten (10) calendar days of the Union's written notice to the Fire Chief of its intent to advance the grievance to arbitration, a representative of the Union and of the Employer shall meet in an effort to jointly select an arbitrator. If unable to agree on an arbitrator, the parties shall request a list of seven (7) arbitrators from the Public Employment Relations Commission. Within ten (10) calendar days of receipt of the list of arbitrators, the representatives of the Union and of the Employer shall meet and alternatively strike names from the list of seven arbitrators until only one (1) remains.~~

~~The arbitrator shall submit, in writing, his or her decision within thirty (30) days following the close of the arbitration hearing or the submission of closing briefs by the parties, whichever is later, unless the parties agree to an extension. The arbitrator's decision rendered shall be final and binding on the parties.~~

~~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.~~

~~Extension of the above time limits or waiver of any step may be accomplished through mutual written consent of both parties.~~

~~A grievance means a claim or a dispute by an employee or the Union with respect to the application or violation of the provisions of this collective bargaining agreement CBA. The Union has the right, as exclusive bargaining representative, to file grievances on behalf of the individually aggrieved employees as well as to itself file grievances as the aggrieved party when acting on behalf of the bargaining unit collectively.~~

~~A grievance must be submitted within ninety (90) calendar days after the first occurrence of the event giving rise to the grievance or within ninety (90) calendar days after the employee or the Union has obtained knowledge of the first occurrence of the event giving rise to the grievance.~~

~~At any 'Step' in this procedure, if an amicable agreement can be reach by all parties, the grievance will be considered remedied – following the implementation of the agreement, and no further 'Steps' need to be addressed.~~

~~**Step 1 – Supervisor.** The Union or an employee shall present a grievance to the employee's immediate supervisor, who shall provide an answer at their earliest convenience, but no~~

later than twenty-one (21) calendar days, after it is presented. If the immediate supervisor is unavailable during the entirety of the twenty-one (21) day window, another supervisor of equal or great rank, with knowledge of the issue, may be utilized in place of the employee's immediate supervisor provided, however, that if a grievance is filed by an employee without assistance of the Union, the Union shall be given notice of the grievance and an opportunity to be present at the grievance meeting.

Step 2 – Fire Chief. If the grievance is not settled at Step 1, it shall be referred in writing to the Fire Chief, with a copy to Human Resources, within fourteen (14) calendar days, or the next business day should fourteen days after fall on a weekend or holiday, after the designated supervisor's answer in Step 1 and shall be signed by the employee and the Union representative. The written grievance shall set forth the nature of the grievance, the facts on which it is based, the provision or provisions of the CBA-collective bargaining agreement allegedly violated, and the relief requested. The Fire Chief, or their designee, shall discuss the grievance within fourteen (14) calendar days, or the next business day should fourteen days after fall on a weekend or holiday, with the Union representative at a time mutually agreeable to the parties. If the grievance is settled as a result of such meeting, the settlement shall be reduced to writing and signed by the Fire Chief and the Union. If no settlement is reached, the Fire Chief, or his/her their representative, shall give the Department's written answer to the Union within fourteen (14) calendar days, or the next business day should fourteen days after fall on a weekend or holiday, following their meeting.

Step 3 – Mayor. If the employee or the Union is not satisfied with the solution by the Fire Chief, the grievance, in writing, together with all other pertinent materials, may be presented to the Mayor by a Union representative within fourteen (14) calendar days, or the next business day should fourteen days after fall on a weekend or holiday, of the Fire Chief's decision in Step 2. The Mayor shall attempt to resolve the grievance within fourteen (14) calendar days, or the next business day should fourteen days after fall on a weekend or holiday, after the grievance has been presented.

Step 4 – Arbitration. If the grievance is not resolved by the Mayor to the satisfaction of the Union, the grievance may, within fourteen (14) calendar days, or the next business day should fourteen days after fall on a weekend or holiday, be referred to an arbiter by the Union, to be selected by mutual agreement between the Employer and Union.

If the parties agree to request a list of arbiters (minimum of 7, maximum of 11) from PERC, AAA or FMCS, a joint request will be submitted to the applicable agency. Upon receipt of the list of arbiters, the parties shall strike from the list alternately to determine who will be the arbitrator.

After flipping a coin to determine which party goes first, the representatives of the Employer and the Union shall alternately eliminate the name of one person on the list until only one name remains. The person whose name was not eliminated shall be the arbiter. It shall be the function of the arbiter to hold a hearing at which the parties may submit their cases concerning the grievance. The arbiter shall render a decision based on the interpretation and application of the provisions of this CBA-collective bargaining agreement within thirty (30) calendar days after such hearing. The decision shall be final and binding upon the parties to

the grievance provided the decision does not involve action by the Employer which is beyond the arbitrator’s jurisdiction. Each party hereto will pay the expenses of their own representatives and the expenses of the arbiter will be borne equally by the parties. In the event one of the parties involved is unavailable, the time period specified shall be extended accordingly. Neither the arbiter nor any other person or persons involved in the grievance procedure shall have the power to negotiate new agreements or to change any of the present provisions of this CBA collective bargaining agreement.

Not Subject to the Grievance Procedures. It is specifically understood that any matters not included in this CBA collective bargaining agreement, including statutory provisions, shall not be considered grievances and subject to the grievance procedure as set forth above.

ARTICLE 18-ARTICLE 15 RULES AND REGULATIONS

Section 18.1—Section 15.1 – General. The Union agrees that its members shall comply with all Rules and Regulations of the Redmond Fire Department, including those relating to conduct and work performance. The Employer agrees that improper application of the Rules and Regulations which affect working conditions and performance shall be subject to the grievance procedure. Prior to implementing new rules, or changes in rules, the Employer shall discuss the proposed changes with the Union.

Section 18.2—Section 15.2 – Modifications. Unless otherwise agreed, prior to modifying (a) Department Rules and Regulations or Standard Operating Guidelines (SOG's), (b) Civil Service Rules, or (c) the City of Redmond Personnel Manual, which modifications affect wages, hours, or working conditions of bargaining unit employees: (1) Employer shall notify the Union President ~~of the Union~~ in writing thirty (30) calendar days before any such modification; (2) Employer shall meet and confer upon written request of the Union, at a mutually convenient time, and within the thirty (30) calendar day notice period to discuss the proposed changes; (3) each party shall keep minutes of those meetings which shall be maintained as fire department records. The Union agrees to provide Employer with a current list of officers.

After the thirty (30) day notice period the modifications not in conflict with this collective bargaining Agreement may be implemented by Employer. If any modified Rules and Regulations and/or SOG's which affect wages, hours, or working conditions have not been through the above described process, the modifications shall be considered null and void, until the process contained herein is followed. Modifications to the requirements described above can be made through the mutual consent of both parties.

ARTICLE 19-ARTICLE 16 SALARIES

The salary schedule and pay plan of the employee classifications covered by this collective bargaining aAgreement is set out and attached as Appendix A, which shall form a part of, and be subject to, all the provisions of this collective bargaining aAgreement.

~~ARTICLE 20~~ ARTICLE 17 **BASIC RATE OF PAY**

Section 20.1—Section 17.1 – Calculation. The basic rate of pay shall be equal to the monthly salary plus other regular monthly compensation required to be included for the calculation of the overtime rate of pay by the Federal Fair Labor Standards Act, multiplied by twelve (12) to obtain the annual salary, then divided by (a) two thousand five hundred thirty eight (2,538) hours for the basic rate of pay applicable to shift personnel, and all other employees while working relief shifts; and (b) two thousand eighty hours (2080) for the basic rate of pay applicable to forty (40) hour personnel.

Section 20.2—Section 17.2 – Out of Class (Acting) Pay.

A. Initiation: Out of class pay shall be initiated as follows:

- a. Except for acting station Captains, employees assigned to a shift in a higher classification shall be compensated as provided in Subsection C below for time worked in that classification.
- b. For the purposes of an acting station Captain, the out of class pay will be initiated when the station Captain is on leave or assigned to another position for more than two (2) consecutive shifts. Out of class pay when acting as the station Captain(s), will then be retroactive to the first consecutive shift and will not exceed the number of shifts that the station Captain is absent.

~~Employees assigned to a higher classification with a forty (40) hour workweek schedule in excess of forty (40) consecutive work hours shall be compensated as provided in Subsection C below. The out of classification pay shall be retroactive to the beginning of the forty (40) hour period.~~

c. Day Shift employees assigned to work into a higher classification in excess of forty (40) consecutive work hours shall be compensated out of classification pay, retroactive to the beginning of the forty (40) hour period.

~~e.d.~~ Procedures for filling acting out of classification assignments shall be outlined in SOG Personnel - 004.

B. Use of Acting. In order to create capacity and reduce overtime, management has the authority to approve acting out of classification two ranks up. Acting out of classification is a way of saving on overtime costs. Acting out of classification will be used to save on overtime; however, acting out of classification which will cause overtime in a lower rank will not be approved. In such situations the need will be filled by calling back an employee of the rank needed at the overtime rate.

C. Rates for Out of Class Pay. The rates for out of class pay shall be:

Class Pay rates shall be set forth in Appendix A, Section A. ~~44~~10. Out of Class Pay shall be calculated using the hourly rate difference between the top step of the position the employee is in (regardless of the actual step that employee is in) to the bottom step of the position the employee is working out of class in. Out of Class Pay rates shall be updated on January 1st of each year when the new pay plan becomes effective.

Section 17.3 – Captain or Battalion Chief Acting as Deputy Chief. Except as otherwise identified below, represented members of the Union holding the position of Captain or Battalion Chief are allowed to act as Deputy Chief and retain their Union status under the following parameters:

Wages:

- Higher Classification: Upon acting to the classification of Deputy Chief an employee shall be compensated at five percent (5%) above their current salary as set forth in the applicable pay plan.
- Day Shift Incentive Pay: Employee acting in the classification of Deputy Chief shall receive day shift incentive pay as described in Appendix A.
- Longevity, Seniority, and Continuous Employment: Longevity, seniority, and continuous employment shall be maintained and shall continue to accrue as set forth in the ~~CBA~~ collective bargaining agreement while acting in the non-represented classification as if the employee was not acting in a non-represented classification. (See Appendix A)
- Exempt Status: The employee acting as Deputy Chief shall be in an exempt status and shall not be eligible for overtime. While in the exempt status, employee shall not be able to cover shifts as a Captain or Battalion Chief, and employee shall receive Professional Leave as set forth in the ~~CBA~~ collective bargaining agreement. (See Section 18.3)

Time Frame:

- Activation: This section will apply for any known vacancies of 4 weeks or more for the position of Deputy Chief unless mutually agreed to by Labor and Management.
- Duration: No employee shall be assigned to act as Deputy Chief for greater than 6 months without the advanced mutual agreement between City and Union.

Impacts:

- Negotiations: The employee acting as Deputy Chief will not be involved or participate in labor negotiations related to hours, wages, or working conditions while acting as Deputy Chief. (See Section 5.5)
- Discipline: The employee acting as Deputy Chief may be involved in investigations related to discipline. The employee shall not participate in decisions related to discipline. (See Section 13.3)
- Union Membership: The employee shall retain their Union membership and shall continue to pay Union dues.

- Acting Out of Class: The acting out of class provisions of the [CBA—collective bargaining agreement](#) shall not be followed when the employee is acting as Deputy Chief.
- Benefit Implications: The employee is encouraged to contact the HR Benefits Administrator to discuss any benefit implications prior to accepting the acting non-represented position.
- No Conversion of Benefits: The conversion of benefits from shift work to days (i.e., 40-hour workweek) set forth in the [CBA—collective bargaining agreement](#) shall not apply. (See Section 19.9)
- All Other Provisions Apply: Except where otherwise identified herein all other provisions of the [CBA—collective bargaining agreement](#) shall apply to the employee acting in the position of Deputy Chief as if the employee was still in their regular position.

Section 20.4—Section 17.4 – No Pyramiding. Notwithstanding any other provision of this [collective bargaining aAgreement](#), premium, working out of classification, and overtime pay shall not be duplicated or pyramided. Premium and overtime pay shall be based on the employee's base salary; provided however, an employee working out of class shall receive the out of class pay as provided in Section 17.2 in addition to any overtime pay the employee is entitled to receive pursuant to this [collective bargaining aAgreement](#).

ARTICLE 21—ARTICLE 18 OVERTIME, CALLBACK AND PROFESSIONAL LEAVE

Section 21.1—Section 18.1 – Overtime and Callback. Overtime and callback shall be governed by the most current revision of SOG, Procedures - 014 which, notwithstanding the provisions of Article 15, shall not be revised without the mutual written consent of the Union and Employer.

Section 21.2—Section 18.2 – Professional Leave. Except as otherwise specifically provided in SOG Procedures - 014, the Medical Services Administrator, Training Battalion Chief, and Fire Marshal are not entitled to [non-shift overtime specific to their assigned duties](#) pursuant to this [collective bargaining aAgreement](#), but, are afforded greater flexibility with regard to their workday. [The flexing of a schedule to work shift overtime or other duties as assigned and be paid time and a half their regular rate of pay for those hours, to lessen the burden on other employees will be considered.](#)

~~Further, i~~In recognition of the additional hours worked [due to their assigned duties](#) by such employees from time to time beyond their standard workweek, at the beginning of each calendar year ~~if such employeesthe~~ [Medical Services Administrator, Training Battalion Chief, and Fire Marshal](#) shall ~~automatically~~ be credited with forty-eight (48) hours of professional leave.

Professional leave is intended to be used for occasional paid days off without reducing an employee's accrued vacation. Use of professional leave must be approved by an [individual's employee's](#) supervisor. Any professional leave not used ~~during the course of~~during a calendar year shall be forfeited. Unused professional leave shall not be paid to an employee upon resignation or termination.

Section 18.3 – Captain or Battalion Chief Acting as Deputy Chief. Captains or Battalion Chiefs acting in the classification of Deputy Chief shall be in an exempt status and shall not be eligible for overtime. While in the exempt status, the employee shall not be able to cover shifts as a Captain or Battalion Chief, and the employee shall receive Professional Leave as set forth in the CBA.

[Section 18.4 – Holiday Overtime. Employees who are mandated or voluntarily work overtime on a holiday listed in Article 23.2 Holidays, shall be compensated at twice \(x2\) their base rate of pay.](#)

ARTICLE 22-ARTICLE 19 HOURS OF WORK

Section 19.1 -Workweek and Work Period.

- A. The workweek for employees assigned to a five (5) day workweek or any variation thereof shall be forty (40) hours.
- B. The work period for twenty-four (24) hour shift employees shall be a nineteen (19) day work period. In recognition of the overtime threshold established by the Fair Labor Standards Act, 29 U.S.C. 201 et seq. (hereinafter "FLSA"), hours worked on an employee's assigned shift that exceed one hundred and forty-four (144) in any 19 day work period will be deemed FLSA overtime hours and compensated at time and one half at the employee's basic rate of pay for overtime.

While assigned to 24-hour shift work, an employee's assigned workdays and days off duty will fall into groups of 19 consecutive days referred to as a work period. Work periods will continuously repeat. This group of repeating work periods will form a work cycle.

To keep work periods at the FLSA threshold of 144 hours, every employee working the three platoon 48/96 schedule will be assigned forty-eight (48) hours off duty every 114 days. This 48-hour block of time is referred to as a work cycle break (WCB) and occurs on the last day of one work period, and on the first day of the next work period.

Example of how the 48/96 schedule pattern flows through the 19-day cycle

DAY	DA Y	DA Y	DA Y	DA Y	DA Y	DA Y	DA Y	DA Y	DA Y	DA Y	DA Y	DA Y	DA Y	DA Y	DA Y	DA Y	DA Y	DAY	HR S
1	2	3	4	5	6	7	8	9	10	11	12	13	14	15	16	17	18	19	
24	24					24	24					24	24					WC B	144
WC B					24	24					24	24					24	24	144

			24	24					24	24					24	24			144
			24	24					24	24					24	24			144
		24	24						24	24					24	24			144
	24	24							24	24					24	24			144
WORK CYCLE BREAKS (WCB) REPEAT EVERY 114 DAYS																			
24	24							24	24						24	24			WCB

To distribute WCBs as evenly as possible on the master time off schedule, each employee will be assigned to one of nineteen work cycles (WC1 through WC19). Each of the nineteen work cycles will have starting days that stagger, one day apart. The staggered start days allow for each cycle’s required break time to also stagger. This creates a daily distribution of the required WCB time for each 24-hour shift.

When an employee changes work cycles after annual time off selection, another employee may have scheduled time off in a 48-hour block of time that is needed for the new cycle’s break. In this circumstance, to keep from exceeding the daily maximum allowed off-duty, the employer may need to schedule the break as two single 24-hour days. These 24-hour single days are still required to occur in the appropriate 19-day work period to keep hours at 144.

Like time off accommodations due to involuntary shift transfers may also be used to satisfy FLSA work period hour requirements. If the accommodations reduce work period hours to 144, then for the affected periods, the employer will designate the like time as the required work cycle break. In this case the employee may be scheduled to work on the regular work cycle break assigned to the work cycle.

During times when December 23 and 24 are scheduled as singles, if an employee’s work period hours will exceed 144, they will need to utilize Section 19.6 to work on their assigned shift. Employees utilizing Section 19.6 for this purpose will remain on the 48/96 schedule and record their time accurately to avoid exceeding 144 hours in their work period.

The Battalion Chief’s office will maintain all work cycle records such as a master roster of assignments, transfer records, like time accommodations, and a master file of all work cycles, and their associated work cycle breaks, all of which may be electronic records.

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 workday 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 full shift, or to use one hour of paid time off (e.g. vacation, but not sick), at the employee’s discretion. Seven (7) days advance notice must be provided to the employee’s supervisor if the employee is going to elect to work the hour in lieu of using paid time off.

Section 19.2 - Annual Hour Reduction (AHR) Time. AHR time reduces the annual hours of work and establishes an average workweek of 48.64 hours. AHR time is required to be taken off when assigned to 24-hour shift work and consists of Work Cycle Break days and Kelly days. Employees scheduled to work the full calendar year will take a total of 16 AHR days off for the year. Interruptions to the 24-hour work schedule that assign the employee to a 40-hour work week will reduce the annual AHR time amount, see Section 19.9.

- A. Annually in November, each employee will be issued their assigned work cycle. This notification will confirm the employee's assigned FLSA work cycle number, the associated work cycle breaks, and the amount of Kelly days available for annual time off scheduling.
- B. The portion of AHR time designated as Work Cycle Break days shall be pre-determined by the employee's assigned work cycle. After annual time off selection is complete any exchanging of Work Cycle Break days between employees shall be considered as substitutions under Section 19.6.
- C. The portion of AHR time designated as Kelly days depends upon on the amount of Work Cycle Break days an employee has assigned for the calendar year, and will be determined by the following formula:

16 minus WCB days = Kelly days available for the calendar year

- D. All scheduling of Kelly days shall be subject to Section 23.3, with the exception of "G" below.
- E. Kelly days shall be taken off in increments of twenty-four (24) hours. In the event an employee finds they have an amount of Kelly time under twenty-four (24) hours, the partial day may be combined with vacation or holiday leave to create a twenty-four (24) hour period.
- F. To provide for predictability and minimize the administrative impact associated with changing an employee's assigned work cycle, once the work cycle number is assigned to the employee, the employee will stay assigned to the same work cycle. If the employer determines an employee needs to change to a new work cycle, the employee will be notified of the following:

The reason for the change to a new work cycle, their last workday on the old shift and their first workday on the new shift

The last date they will be assigned to the old work cycle, this may or may not be a workday

The first date they will be assigned to the new work cycle, this may or may not be a workday

Their scheduled work period hours on the old cycle for the last 19-day work period, this needs to be 144 hours or less to avoid overtime

Their scheduled work period hours on the new cycle for the first 19-day work period, this needs to be 144 hours or less to avoid overtime

When an employee's work cycle needs to change, they will be transferred into an "unassigned" work cycle. Once an employee vacates their previously assigned work cycle it shall become an unassigned cycle. The employer will designate unassigned work cycles each year at the time of work cycle notification.

- G. When a 24-hour shift employee does not work a full calendar year on shift work they will have their AHR time reduced to reflect the number of days not assigned to 24-hour shift work. The calculation per day and reconciliation methods can be found in Section 19.9. In the event that a work cycle break is required but the employee does not have an adequate amount of AHR time the employee will have the time debited from their vacation or holiday banks.
- H. The parties acknowledge that where an employee has taken sick or other leave during a work period the reduction of work period hours could affect overtime eligibility under the FLSA. In consideration of the agreement of the Union and each and every member thereof to accept AHR time in lieu of compensatory time off in accordance with past practice, the Employer agrees to a continuance of overtime eligibility on the basis of scheduled hours of work rather than hours of actual work.
- I. Personnel assigned alternative work pursuant to Section 19.4 shall have their AHR time evaluated per Section 19.9 and adjusted accordingly.
- J. Upon separation from employment, the 24-hour shift employee's partial year will be evaluated per Section 19.9. If the employee is found to have used excess AHR time during the partial year, the employer shall deduct from the final pay the amount equal to any excess AHR time. If the employee has used less AHR time than the amount needed to fulfill the 48.64 workweek, the employee shall be compensated for the extra time worked at a rate equal to the regular rate of pay prior to separation, or when possible, the employer may require the employee to take the additional time off prior to separation.
- K. The parties acknowledge that work cycle breaks are required to eliminate the risk of incurring FLSA overtime related to the employee's assigned shift and scheduled hours in each work period. Work cycle breaks keep work period hours at 144 and establish the FLSA 53-hour average work week.
- L. It is the intent of this Article to provide for a reduction in the workweek to 48.64, irrespective of any legislative action which may modify or eliminate the current FLSA

Section 19.3 - Hours of Work. With the exception of twenty-four (24) hour Battalion Chiefs and Medical Service Officers for whom the shift change shall be seven a.m. (0700 hours), the shift change for all other twenty-four (24) hour employees shall be eight a.m. (0800 hours). ~~E~~Employees assigned to ~~the a~~ forty (40) hour workweeks, shall follow one of the following standard schedules:

5/8 Schedule:= -Eight hours five days per week;

4/10 Schedule:= -Ten hours four days per week; or

9/80 Schedule:= Nine hours for four days and one eight-hour day in one week, plus nine hours for four days in a second week.

Alternative work schedules, deviating from the above may be allowed as approved by their supervisor. normally work Monday through Friday, eight a.m. (0800 hours) to five p.m. (1700 hours), with one (1) hour off for lunch. Adjustments to the forty (40) hour workweek schedule may be made when an employee's regular duties or special assignments necessitate it and as approved by their supervisor. When an employee's regular duties or special assignment require or so long as otherwise mutually agreed between Employer and employee, and subject to the exceptions noted in Section 19.1.C., the forty (40) hour workweek schedule may be adjusted.

Section 19.4 - Alternative Work. When an employee is unable to perform their regular duties due to injury or illness and appropriate alternative work is available, the employee may be so assigned, provided however, incentive pay as provided in Appendix A, Section A.2.3 shall not apply to such employees.

Section 19.5 - Recruit or Special Training. Employees assigned to a forty (40) hour workweek for recruit or special training programs and who are required to attend training sessions in excess of forty (40) hours per week shall be compensated at the overtime rate for such excess hours.

Section 19.6 - Shifts Trades.

A. Employees assigned to twenty-four (24) hour shifts shall have the privilege of shift trades under the circumstances set forth below. Shift trades shall be considered as substitutions under the FLSA 29 U.S.C. 207(p), and the Employer shall have no obligation to keep records of such trade or to revise hours of work to reflect the substitution. All shift trades shall be cost-neutral to the employer at the time the shift trade is made and shall not result in overtime liability based on the roster at the time a trade is made or require additional compensation by the Employer. ~~Shift trade requests made less than 30 days in advance of the trade, shall require the employee's supervisor's approval, the supervisor shall have five (5) day to review and respond to the employee's request.~~

B. Each year, within 30 days of the vacation pick, the Employer shall release a roster for the entire year. This roster shall assign employees as available for operational needs of the Department, including a sufficient number of company officers, inclusive of acting company officers. Once the roster is set, shift trading may occur. Shift trades may only be with other

rostered employees with the same qualifications/capabilities for the given date of the trade, (i.e. position for position).

- a. Examples: On July 4th, a rostered company officer may only trade with an employee who is a company officer or qualified to act as a company officer.
- b. On August 28th, a firefighter rostered on L116, must trade with another employee who can meet the same capabilities (truck and seat qualified) or ensure another already rostered employee can fill that seat.
- c. On December 25th, a firefighter rostered as an aDE, must trade with another firefighter with aDE capabilities or a promoted DE.

C. Shift trade requests will be forwarded via email to the employee's supervisor to verify equal qualifications/-capabilities requirements are being met based on the current assignment on the roster. Once approved by the employee's supervisor, the email chain will be forwarded to the shift Battalion Chief or Medical Services Officer and the shift schedulers.

D. Once a shift trade is approved, trades may not be canceled by the employer due to changes in roster assignments.

Acting Assignments

A.E. An employee who voluntarily trades into a shift where they are acting out of class shall not receive acting pay. Acting pay on a shift trade will only be paid if the employee is moved into an acting capacity by the employer after the trade has been executed (e.g. a rostered driver/-engineer trades with a driver/-engineer who is later moved to a company officer position as an actor).

Limitations

- a. ~~a.a.~~ Employees shall be limited to sixteen (16) 24-hour shift trades per calendar year.
- b. ~~b.~~ Each trade must be repaid within three hundred and sixty-five (365) calendar days of each other.
- c. Non-payback trades may be entered, as long as both employees agree.
- d. ~~d.~~
- e. ~~e.~~ Shift trades involving scheduled overtime assignments ("overtime trades") are not permitted.
- e. ~~e.~~
- ~~d.~~ Probationary employees shall not use shift trades to extend any combination of leave beyond three (3) sets. Other employees may not exceed eight (8) sets. Exceptions may be granted for verified extended illness or injury, or with the approval of the Fire Chief or designee.
- f. Exchanging of scheduled time off (Kelly for Vacation, Holiday for Holiday, Work Cycle Break Trades, etc.) is allowed between personnel on the same shift, without equal qualifications/capabilities, so long as minimum qualification standards (Company Officers and/or Specialty Team) are still met. The mutual exchange of scheduled days off between

employees shall not count against the shift trade limits set forth in subsection (a) above.

~~Shift trades made more than 30 days in advance require notification to the employee's supervisor and the shift schedulers. Following a disciplinary ruling, the Fire Chief or designee may suspend an employee's ability to make new trade requests for a determined amount of time. Previously agreed upon shift trades will still be honored.~~

~~Shift trades shall not be used to extend any combination of vacation, holiday leave, or other leaves beyond three (3) sets for probationary employees, or eight (8) sets for other employees. Exceptions can be made to the above ~~time~~ limitations in the event the trades are made due to extended illnesses or injuries to the employee or family members, or with the approval of the Fire Chief or their designee.~~

Employee Responsibility and Accountability

~~a. a.~~ Each employee is responsible for fulfilling any shift accepted through a trade.

~~b.~~

Employees shall not enter into trades they know or reasonably should know they cannot repay, such as when a future conflict (e.g., prescheduled surgery) is known.

~~c.~~

An employee who calls out sick on three (3) separate occurrences within a rolling twelve (12) month period while scheduled to work a shift trade shall have their shift trade privileges suspended for six (6) months from the date of the third occurrence. Previously approved shift trades beyond thirty (30) calendar days from the suspension date may be cancelled at the discretion of the Fire Chief or their designee.

~~d.~~

Repeated failure to fulfill trades or patterns of misuse may result in loss of shift trade privileges, subject to just cause.

~~It shall not be the intent of this Section to permit personnel to trade shifts for dates which, at the time the trade would be made, the employee already knows or should know that they cannot pay back the trade (i.e. prescheduled surgery). It is the responsibility of each employee who enters into a shift trade to work their agreed shift. If an employee is unable to work the agreed shift trade, and knows more than thirty (30) days in advance, then it is the responsibility of the person originally working that date to find new coverage. If an employee is unable to work the agreed shift trade and the shift trade is thirty (30) days or less in the future, it will be the responsibility of the person who is unable to work the trade to find coverage on behalf of the originally scheduled person.~~

Disciplinary Impact

Following a disciplinary ruling, the Fire Chief or designee may suspend an employee's ability to make new trade requests for a determined amount of time. Previously agreed upon shift trades will still be honored.

Section 19.7 - Work Day. Schools, drills, inspections, and all other routine work may be performed beginning at eight a.m. (8:00); ending no later than eight p.m. (8:00). The hours between 8:00 p.m. and 8:00 a.m. shall be considered standby time for the purpose of emergency response. One night drill per quarter and necessary maintenance to apparatus and equipment so it is in a readiness state may be performed outside the routine work schedule. Night drills shall be concluded by no later than ten p.m. (10:00) or two (2) hours after nightfall, whichever is later.

Section 19.8 - Late for Work. This Section governs the process for ~~individuals~~ employees to cover assigned positions at the beginning of shifts due to unforeseeable delays in reporting for work. The following procedures will be used for the situation as stated above:

- (1) Unforeseeable situation occurs which will cause employee to be late in reporting to work at assigned time
- (2) Employee reports situation to supervisor, unless employee has no possible access to a telephone
- (3) The employee will attempt to arrange for emergency standby coverage necessary to fill the vacancy with a qualified person
- (4) If the employee is unable to arrange an appropriate standby, the employee may be subject to disciplinary action based on the specific circumstances present

Section 19.9 - Conversion of Benefits. With the exception of employees acting as Deputy Chief, the following conversion of benefits shall be used when an employee goes from a forty-eight and 6/10 (48.6) hour week ("24-Hour Shift") to a forty (40) hour week ("40-Hour Week") or from a 40-Hour Week to a 24-Hour Shift. For Captains or Battalion Chiefs acting in the classification of Deputy Chief, the conversion of benefits from shift work to days (i.e., 40-hour workweek) set forth in this section does not apply.

A. **24-Hour Shift Employee Going to 40-Hour Week.** The following conversions and standards shall apply when a 24-Hour Shift Employee goes to a 40-Hour Week position and remains in that position:

- (1) **Overtime.** When a 40-Hour Week employee works overtime on the line, the basic rate of pay shall be calculated as provided in Section 17.1, clause (a) for shift personnel.
- (2) **Holiday.** At the time of confirmation of the assignment to the 40-Hour Week position (which may have a future effective date), the employee shall have the opportunity to select one (1) of the following three (3) Holiday Leave options:

- (a) Accrued holiday time shall be paid at the basic rate of pay for the 24-Hour Shift position that the employee is leaving. Each ~~individual employee~~ leaving a 24-Hour Shift position for a 40-Hour Week position will have the option of either cashing out all accrued holiday time, or all but ninety-six (96) hours. If the employee elects to retain the ninety-six (96) hours, the time shall be held in reserve until the ~~individual employee~~ returns to 24-Hour Shift work. Once the employee returns to the 24-Hour Shift, holiday time will be accrued on top of the ninety-six (96) hours;
 - (b) Accrued holiday leave time shall be frozen at the time of leaving a 24-Hour Shift position for a 40-Hour Week position. The time shall be held in reserve until the employee returns to 24-Hour Shift work; or
 - (c) Accrued holiday leave time shall be converted from the 24-Hour Shift accrual rate to the 40-Hour Week accrual rate. Divide the total holiday leave hours accrued and not used by the employee by forty-eight and six tenths (48.6) hours, and then multiplying by forty (40) hours, which then equals the new holiday leave accrued for 40-Hour Week use. The employee will be allowed to use the accrued holiday leave time upon supervisor approval.
- (3) Sick Leave.
- (a) LEOFF II – Divide the total sick leave hours accrued and not used by the employee by forty-eight and 6/10 (48.6) hours, and then multiply by forty (40) hours, which then equals the new sick leave accrued. If the converted accrued balance is in excess of nine hundred sixty (960) hours, the excess amount of converted sick leave over nine hundred sixty (960) hours shall be recorded as sick leave available to be taken as “Excess Converted Sick Leave”, which shall be used only if all other sick leave is used first. An employee shall not have the right to re-accrue any Excess Converted Sick Leave used. Except as provided in this paragraph, the sick leave accrual and usage of shift employees converting to 40-Hour Week shall be the same as continuing 40-Hour Week employees.
- (4) AHR Time. Prior to transfer from the 24-Hour Shift, the Employee’s AHR time used to date will be totaled and then adjusted if necessary. To determine if an adjustment is needed the following formula will be applied: (i) divide three hundred eighty four (384) hours by three hundred sixty five (365) days, which equals one and 52/1000 (1.052) hours of AHR earned per calendar day, (ii) multiply one and 52/1000 (1.052) by the number of calendar days completed in the current calendar year as of the time of transfer, and (iii) from that number, subtract the number of AHR hours used since January 1 of the current calendar. The resulting number is the available AHR hours.

In the event that an employee has an AHR deficit, accrued holiday or vacation time will be used to eliminate the deficit.

It will be the intent of the department to have the employee utilize available AHR prior to the transfer.

- (5) Vacation. Vacation hours shall be converted by dividing the employee's accrued vacation hours by forty-eight and 6/10 (48.6), then multiplying by forty (40) hours. The resulting number will be the employee's new vacation hours as a 40-Hour Week employee.

B. 40-Hour Week Employee to 24-Hour Shift. The following conversions and standards shall apply when a 40-Hour Week employee goes to a 24-Hour Shift position and remains in that position:

- (1) Holiday. When a 40-Hour Week employee returns to a 24-Hour Shift, the employee will commence accruing holiday leave as provided in the [collective bargaining agreement](#). In the event that ninety-six (96) hours of holiday leave was banked at the beginning of a 40-Hour Week assignment, ninety-six (96) hours of holiday leave will be credited to the employee upon return to a 24-Hour Shift.

Accrued holiday leave time converted to the 40-Hour Week accrual pursuant to Section 19.9 A.2.c. shall be converted from the 40-Hour Week accrued time to the 24-Hour Shift accrual rate by dividing the total holiday leave hours accrued and not used by the employee by forty (40), and then multiplying by forty-eight and six tenths (48.6) hours, which then equals the new holiday leave accrued for 24-Hour Shift use. The employee will be allowed to use the accrued holiday leave time upon supervisor approval.

- (2) Sick Leave.

- (a) LEOFF II – For LEOFF II employees, sick leave shall be converted by the following formula: Divide the employee's total accrued hours by forty (40) and then multiply by forty-eight and 6/10 (48.6) hours, which is the new sick leave accrual balance. If an [individual employee](#) transferring from a 40-Hour Week position has the maximum accrual of nine-hundred sixty (960) hours, they will receive the 24-Hour Shift accrual maximum. If an [individual employee](#) transferring from a 40-Hour Week has less than the maximum accrual of nine hundred sixty (960) hours, any unused Excess Converted Sick Leave for that employee shall be added to new sick leave accrual balance after conversion, up to the 24-Hour Shift accrual maximum.

- (3) AHR time. AHR time will be required per Section 19.2. By identifying the number of calendar days the Employee will be assigned to 24 hour shift work,

the amount of AHR time available can be calculated by using the method found in Section 19.9.

- (4) Vacation. Vacation hours shall be converted by dividing the total accrued vacation hours by forty (40) and then multiplying by forty-eight (48.6) hours. The resulting number will equal the new vacation balance.

C. Temporary Assignments (40-Hour Week) Not Exceeding Four (4) Months.

- (1) Overtime. Overtime calculation shall be determined by the type of workweek assigned.
- (2) Holiday. An ~~individual employee~~ on a 24-Hour Shift who is temporarily assigned to a 40-Hour Week may continue to accrue holidays as provided for shift employees in the collective bargaining aAgreement. Holidays occurring during the 40-Hour Week assignment shall be worked.
- (3) Sick Leave. Sick leave shall be converted per the previous description in Section 19.9 A.3.(b) above.
- (4) AHR time. AHR time shall not accrue during time of assignment. Refer to Section 19.9 A4.
- (5) Vacation. Vacation shall be converted as provided in Section 19.9 A.5. above.

~~ARTICLE 23~~ ARTICLE 20 MILITARY LEAVE

Military leave shall be granted pursuant to RCW 38.40.060 and RCW 73.16.031 - .061, including any RCW amendments thereto which have been adopted, or are hereafter adopted.

~~ARTICLE 24~~ ARTICLE 21 JURY DUTY LEAVE

All employees shall be allowed necessary leave to serve as a member of a jury. During such leave, employees will be paid for their regular base rate of pay less any compensation received for performance of jury duty. To obtain leave and pay differential, the employee must complete any required leave forms and submit evidence of the amount of jury duty compensation.

~~ARTICLE 25~~ ARTICLE 22 SICK LEAVE

Section 25.1—Section 22.1 – LEOFF II. All LEOFF II employees shall, on the date of their employment be credited with sick leave in the following amounts: twenty-four (24) hour shift employees (including any new hires/laterals hired into twenty-four hour shift positions but who are initially assigned to a forty (40) hour work week training such as, for example, attendance at the Academy) = seventy-two (72) hours; forty (40) hour week employees = twenty-four (24) hours. Sick leave credited to an employee may be used

during probation, provided that in the event an employee terminates, voluntarily or involuntarily, before completion of probation, the value of any sick leave used by the employee up to a maximum seventy-two (72) hours, shall be deducted from the final paycheck. Thereafter sick leave shall accrue at the following rate: twenty-four (24) hour shift employees = twenty-four (24) hours per month; forty (40) hour week employees = eight (8) hours per month.

Sick leave shall be used concurrently on an hour-for-hour basis with any disability or medical leave taken.

The maximum sick leave accumulation shall be one thousand three hundred forty-eight (1348) hours for twenty-four (24) hour shift employees and nine hundred sixty (960) hours for forty (40) hour week employees. Sick leave shall be deducted, as used on hour for-hour basis.

Section 25.2—Section 22.2 – Payment Upon Death or Retirement. Upon separation of service due to death or retirement, all LEOFF II employees shall be compensated for twenty-five percent (25%) of their unused accrued sick leave, excluding Excess Converted Sick Leave (see Section 19.9 a.3.), up to a maximum of two hundred fifty-two (252) hours of compensation. For forty (40) hour per week personnel, the sick leave bonus will be calculated as provided in the City of Redmond Personnel Manual.

One hundred percent (100%) of this amount shall be contributed to the employee’s WSCFF Employee Benefit Trust Medical Expense Reimbursement Plan (MERP) or Health Reimbursement Arrangement Voluntary Employees’ Benefit Association (HRA VEBA) account. The employee shall make their selection between MERP or HRA VEBA by following the required process within the required time period. If an employee fails to complete the required process within the required time period or upon separation of service due to death, HRA VEBA will be the default.

The City makes no representations regarding the validity or legality of the MERP or HRA VEBA. The Union and its membership waive any and all claims against the City for mishandling of funds by MERP or HRA VEBA as well as any other claim that may arise due to the City’s cooperation in the MERP or HRA VEBA program. The City takes no responsibility for establishing, implementing, overseeing, managing, or any other activity connected to MERP or HRA VEBA.

The City makes no representations regarding the tax consequences to any employee/union member of [his/her/their](#) MERP or HRA VEBA contributions. The Union and its membership waive any and all claims against the City arising out of adverse tax consequences due to an employee’s MERP or HRA VEBA contributions.

Section 25.3—Section 22.3 – Use of Sick Leave. Sick leave shall be granted for bona fide personal injury or illness, forced quarantine of an employee, and to care for the employee’s spouse or a family member in the employee’s immediate household with a health condition that requires treatment or supervision. Sick leave may be granted for medical and dental appointments subject to the Employer's approval. An employee shall provide a doctor's certificate explaining the reason for the employee's absence as

provided in SOG Personnel-017. Employees shall notify the Employer as soon as possible of their inability to report for scheduled duty and, except in emergencies, no later than one (1) hour before the shift commences. The use of sick leave for dependent illness shall be governed by RCW 49.12.270.

A LEOFF II employee shall have the option of using previously scheduled vacation or holiday time off while on sick leave or disability if the continuous duration of such sick leave or disability is anticipated to be more than three (3) shifts. The option shall be exercised by the employee on a one-time basis for, and prior to, all, but not less than all, ~~his/her~~their scheduled leave during such sick leave or disability. If an employee elects to take previously scheduled vacation or holiday time off, that employee shall remain on the time off schedule, and the scheduled vacation or holiday leave will not be made available to others. An employee's scheduled Annual Hour Reduction (AHR) time off may not be cancelled by the employee, and such AHR time shall remain on the time off schedule during any sick leave or disability, and not be made available to other employees. An employee on sick or disability leave during the annual AHR time off selection process will participate in the selection process in the same manner as if ~~he/she~~the employee were not on leave.

Section 25.4—Section 22.4 – LEOFF II on the Job Injury. In the event a LEOFF II employee is injured while performing official duties, the employee may draw from their accrued sick leave, the amount necessary to make up the difference between Washington State Industrial Insurance and their regular rate of pay. In such event, the employee shall receive their regular pay from the Employer and endorse all Industrial Insurance checks over to the Employer.

Section 25.5—Section 22.5 – Sick Leave Bonus. As a bonus for consistent attendance, bargaining unit members shall receive a cash bonus equal to twenty-five percent (25%) of unused sick leave accrued during the preceding twelve (12) months in the manner provided in the City of Redmond Personnel Manual.

For forty (40) hour per weekday personnel, the sick leave bonus will be calculated as provided in the City of Redmond Personnel Manual.

For twenty-four (24) hour shift personnel, the sick leave bonus will be calculated as follows: First, convert sick leave hours earned (Dec. 1 of prior year to Nov. 30 of current year) to a forty (40) hour per week equivalent by multiplying by ninety-six (96) and dividing by two hundred eighty-eight (288). Second, convert sick leave hours used to a forty (40) hour per week equivalent in the same manner. Third, subtract the "equivalent sick leave hours used" from the "equivalent sick leave hours earned." Fourth, multiply the result by twenty-five percent (25%). Fifth, multiply that result by the employee's basic rate of pay as specified in Section 17.1 of this collective bargaining aAgreement, using two thousand eighty (2080) hours as the standard work year. The formula is as follows:

$((\text{Sick Leave Earned} \times 96 \div 288) - (\text{Sick Leave Used} \times 96 \div 288^*)) \times 25\% \times \text{Basic Hourly Rate of Pay} = \text{Sick Leave Bonus Amount}$

EXAMPLE: Driver/Engineer Jones earned two hundred eighty-eight (288) hours of sick leave. ~~D/O~~Driver/Engineer Jones missed two (2) shifts totaling forty-eight (48) hours during the year due to illness. ~~D/O~~Driver/Engineer Jones sick leave bonus would be calculated as follows:

- STEP 1 288 hours x 96 ÷ 288 = 96 hours
- STEP 2 48 hours x 96 ÷ 288 = 16 hours
- STEP 3 96 hours - 16 hours = 80 hours
- STEP 4 80 hours x 25% = 20 hours
- STEP 5 20 hours x \$20.00/hr. = \$400.00 sick leave bonus

Section 25.6—Section 22.6 – Shared Leave Program.

A. Purpose. This Shared Leave Program enables regular employees to donate sick leave, vacation, ~~and floating~~ holiday leave, professional leave and compensatory time, to eligible employees, who are faced with taking leave without pay or termination due to extraordinary or severe physical or mental illness. 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 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.

B. Definitions. The following definitions shall apply to this provision.

- (1) “Employee's relative”: Shall mean the employee's spouse, Domestic Partner, child, stepchild, child of Domestic Partner, grandchild, grandparent, stepparent, or parent.
- (2) “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.
- (3) “Severe or extraordinary”: Shall mean serious, extreme, or life threatening conditions.

C. Donation Restrictions. The following restrictions shall apply to all shared leave transactions:

- (1) Employees may donate any amount of authorized vacation leave provided the donation does not cause the employee's vacation leave or sick leave balance to fall below forty (40) hours.
- (2) The Employer 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.

D. Eligibility. Employees may be eligible to receive shared leave under the following conditions:

- (1) When the Employer determines the employee meets the criteria described in this section.
- (2) 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 must return any overpayment to the City.
- (3) The employee has complied with department policies regarding the use of sick leave.
- (4) The Employer 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.

E. Recipient Responsibilities.

- (1) Donated leave shall be used only by the recipient for the purposes specified in this policy.
- (2) All other forms of available paid leave shall be used prior to applying to the Shared Leaved Program, provided that the employee may reserve up to forty (40) hours of sick leave.

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

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

- Returned at its original donor value; and
- Reinstated to each contributor's leave balance.

G. Calculation of Shared Leave. The receiving employee shall be paid at his or her regular rate of pay. The calculation of the regular rate of pay for both the receiving employee and the donating employee shall be on a per hour basis, to account for the difference between forty (40) hour and shift employees, and shall include all regular compensation received by; the employee, including without limitation, salary, longevity pay, HAZMAT incentive pay, day shift incentive pay, and other similar compensation. Therefore, depending on the value of the shared leave of the donating employee, one (1) hour of shared leave may cover more or less than one (1) hour of the recipient's compensation. The dollar value of the shared 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.

H. 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 26~~ ARTICLE 23 VACATION AND HOLIDAYS

~~Section 26.1~~ Section 23.1 – Vacation. Each employee shall be granted vacation in accordance with the following schedule.

Department Seniority	Annual Accrual Rate	
	Shift Personnel (Shifts)	Forty Hour Personnel (Hours)
(1-2 Years) 0 Months – 24 Months	4	80 <u>96</u>
(2-3 Years) 25 Months – 36 Months	5	88 <u>104</u>
(3-4 Years) 37 Months – 48 Months	6	104 <u>112</u>
(4-6 Years) 49 Months – 72 Months	6	120
(6-8 Years) 73 Months – 96 Months	7	128
(8-10 Years) 97 Months – 120 Months	8	136
(10-14 Years) 121 Months – 168 Months	9	152
(14-17 Years) 169 Months – 204 Months	10	168
(17-19 Years) 205 Months – 228 Months	11	176
(19 Years or More) 229 Months and Above	12	184

Vacation shall be accrued each month on a pro rata basis. Shift personnel are those who normally work a twenty-four (24) hour shift schedule, and forty (40) hour employees are those who are scheduled to work forty (40) hours per week.

~~Section 26.2~~ Section 23.2 – Holidays. The following holidays shall be granted with pay to all members of the Bargaining Unit:

- | | |
|------------------|------------------------|
| New Year's Day | Veteran's Day |
| M.L. King Day | Thanksgiving Day |
| President's Day | Day after Thanksgiving |
| Memorial Day | Christmas Eve Day |
| Juneteenth | Christmas Day |
| Independence Day | One Floating Day |
| Labor Day | |

A. For forty (40) hour employees, the above specified holidays will be observed on the days as established by the State of Washington as legal holidays. In the event a holiday falls on Saturday or Sunday, the Observed day shall be the day designated by the

official City schedule. ~~Employees whose normal day off is Monday or Friday will bank 8 hours of holiday time when the designated Holiday falls on their day off. If a holiday falls on an employee's regularly scheduled day off, the employee has the option to flex another day off during the same work week with supervisor approval, or a receive a compensating day off with pay of eight (8) hours, which shall be added to the employee's earned Holiday Banked vacation bank.~~

- B. Twenty-four (24) hour shift employees shall be given six (6) shifts off in lieu of the above recognized thirteen (13) holidays. They shall be scheduled in accordance with the rules established for the scheduling of vacation and holidays. Each twenty-four (24) hour shift employee shall have credited to their holiday leave, twelve (12) hours each full calendar month of employment, or in the case of less than a full month worked as a twenty-four (24) hour shift employee, then the employee shall have credited whatever portion of the twelve (12) hours is proportionate to the amount of the month worked. Any credited holiday leave time over ninety-six (96) hours on December 1st of each year shall be paid to the employee at the basic rate of pay in effect as of November 30 of that year.
- C. Holiday routine shall be governed by SOG, Procedures - 037 which, notwithstanding the provisions of Article 15, shall not be revised without the mutual written consent of the Union and Employer.

Section 26.3 – Section 23.3 – Scheduling of Vacation, Holidays and AHR.

A. Kelly ~~D~~ays, ~~V~~acation, and ~~H~~olidays shall be scheduled on a Department Seniority basis.

B. AHR Breaks are comprised of Work Cycle Breaks and Kelly Days. Work Cycle Breaks are prescheduled based upon the employee's work cycle. Kelly Days shall be chosen in a pick which shall be held once a year in the fourth (4th) quarter. This pick shall be held in advance of Vacation and Holiday picks.

SUPPRESSION

~~The Employer guarantees there will be adequate slots available each calendar year to permit usage of all leave accrued that year. The scheduling of Kelly days, vacation, and holidays for twenty four (24) hour shift employees, other than Fire Fighter – Paramedics and Medical Service Officers, shall be limited as follows: The maximum number of twenty-four (24) hour shift employees permitted off on any combination of AHR time, ~~v~~Vacation, and ~~H~~olidays per shift, unless authorized by the Chief or ~~his/her/their~~ designee, will be determined on an annual basis, ~~in November of each year by the first week of November~~ for the following year, ~~based on the number of authorized positions, pursuant to the following formula:~~~~

~~B.
$$\frac{((\text{AHR Accrual} + \text{Vacation Accrual})/365) \times 105103\%}{\text{Daily Number Allowed Off}}$$~~

~~All suppression employees assigned to a 24 hour shift, including $\text{Accrual} = \frac{\text{Total Annual Accrual of all bargaining unit twenty-four (24) hour shift personnel other than Fire Fighter - Paramedics and Medical Service Officers}}{\text{Total Annual Accrual}}$~~

~~AHR time, vacation, and holiday time off scheduled by any~~ Any employee who is sick or disabled on the day of the scheduled time off shall count as one of the maximum number of employees off regardless of whether the employee elects to take the day off in lieu of sick leave.

~~Annual time off selection will consist of three rounds. All picks will be completed in order of shift seniority. The first round will be limited to Kelly time. The second round will consist of vacation and holiday picks, limited by the rules of this article. The third round will consist of any remaining available time off, including the selection of single days off.~~

~~In addition to the total number allowed off pursuant to the above formula, one (1) additional twenty four (24) hour shift employee shall be made available for employee use of Holiday Leave.~~

~~Notwithstanding the foregoing, the Employer guarantees there will be adequate slots available each calendar year to permit usage of all leave accrued that year.~~

AHR Time:

First Half Part of the Year (Jan-May) - The number of available time off slots will be determined by the following formula: $(\# \text{ of Line Employees} \times 16) / 365$ (rounded up to the next whole number). This is the number of days on the Time Off Matrix dedicated to WCB and Kelly slots.

Second Half Part of the Year (June-Dec) - The number of available time off slots will be determined by the following formula: $(\# \text{ of Line Employees} + \text{Expected Hires} \times 16) / 365$ (rounded up to the next whole number). This is the number of days on the Time Off Matrix dedicated to WCB and Kelly slots.

Vacation and Holiday - $(\text{Vacation Accrual} + \text{Annual Holiday}) / 365 \times 104\%$, rounded up to the nearest 1/2 = Daily Number Allowed Off.

Vacation Accrual = Total Annual Vacation Accrual of all bargaining unit twenty-four (24) hour shift personnel other than Fire-Fighter - Paramedics and Medical Service Officers.

Annual Holiday = Total Annual Holiday Accrual of all bargaining unit twenty-four (24) hour shift personnel other than Fire-Fighter - Paramedics and Medical Service Officers.

For years with half numbers (.5) due to rounding, the additional time off slots will be added to the second half of the year (July-December).

Recruits in Fire Academy and anticipated hires will be assigned AHR time during the first round of picks with the intent to evenly space their time off throughout the year. After the completion of Fire Academy, Probationary Firefighters will be able to move

their Kelly Days, and select additional Vacation or Holiday, in order of seniority to any open spot of the annual time-off matrix.

Officers assigned to the twenty-four (24) hour shift shall be entitled to take Vacation and, Holiday, or AHR time so long as at least three (3) Officers assigned to that shift are scheduled to be on duty.

~~For shifts during which the City has not filled the floating lieutenant position by the beginning of any selection process, Officers assigned to the twenty-four (24) hour shift shall be entitled to take vacation, holiday, or AHR time so long as at least two (2) Officers assigned to that shift are scheduled to be on duty.~~

~~If the floating lieutenant position is filled, there shall be three (3) Officers assigned on duty for that selection process.~~

PARAMEDICS

~~D~~The scheduling of Kelly Days, Vacation, and Holidays for Fire Fighter – Paramedics and Medical Services Officers shall be limited to the number off identified in the following matrix, to be calculated for the following year each November by the first week of November. ~~+~~ This matrix is determined based on the total number of employed Certified Paramedics, Paramedics and MSOMedical Services Officers assigned to a 24-hour shift schedule. ALS personnel assigned to day shift positions will not be considered in the calculation of number of Paramedics and MSOMedical Services Officers for the scheduling of time off. The number of anticipated paramedic students will count as ½ and this time off will be applied to the final count for the second half of the year they are expected to graduate (6 students = 3 additional paramedics). Fractional numbers will be rounded up to the next whole number.

Number of Paramedics/ MSO Medical Services Officer	Number Off Per Day	
	Quarters 1 – 2	Quarters 3 – 4
<u>33 or more</u>	<u>43</u>	<u>34</u>
<u>32-29</u>	<u>3</u>	<u>3</u>
<u>28-2731</u>	<u>23</u>	<u>33</u>
<u>26 or Less30</u>	<u>23</u>	<u>23</u>
<u>29</u>	<u>3</u>	<u>3</u>
<u>28</u>	<u>2</u>	<u>3</u>
<u>27</u>	<u>2</u>	<u>3</u>
<u>26 or Less</u>	<u>2</u>	<u>2</u>

When Number Off Per Day = 3 – Round 1 will be Kelly only, limited to the first two available slots, with a single slot saved for Round 2 Vacation and Holiday picks.

When Number Off Per Day = 2 – All picks, Kelly, Vacation, and Holiday will be completed in a single round.

In a 2/3 split year, months with 3 off will follow the two round system and months with 2 off will follow the single round system.

For years with 2/3 off as indicated above, two (2) employees shall be allowed off for the first half (January-June) one-half of the shifts during the year, and three (3) employees shall be allowed off for the second half (July-December) remaining half of the shifts during the year. In those years, the first two (2) quarters (January-June) will have two (2) employees off, while three (3) employees will be allowed off in the 3rd and 4th quarters (July-December). The allocation of the two (2) off and three (3) off shifts shall be determined by the Employer before the time off selection process for the following year begins. November selection process.

C. E. Prior to the start of annual time off selection, each employee will receive notification from their Battalion Chief confirming the employee's assigned work cycle number and the dates for their work cycle breaks. a blank time-off matrix calendar will be posted so each employee may verify their Shift Assignment, Seniority Rank within the Shift, and selected WCB are correct. Additionally, the notification will also specify the remaining amount of AHR time that will be available for employee scheduled Kelly days. Reference formula found in 19.2 C.

D. F. After the daily number of personnel allowed off duty is identified, and all employee work cycle breaks are entered into the master time off schedule, annual employee time off scheduling may commence. For scheduling purposes, quarters that end and begin during a shift's scheduled 48-hour tour, the second day of the tour will be attached to the previous quarter. This includes January 1 attaching to December 31, when applicable.

C.E. G. — A combination of vacation, or holiday, or AHR time off of two (2) or more consecutive twenty-four (24) hour shifts will be considered for approval before any requests for fewer days off regardless of rank or seniority. Scheduling of Vacation, Holiday or AHR time off of 48-hour shifts (defined as Day 1 and Day 2 of the same set), will be considered for approval before any requests for single days off, split sets (Day 2 of one set and Day 1 of the following set), or other combination that leaves only a single day available, regardless of rank or seniority. Requests for periods longer than six (6) consecutive twenty-four (24) hour shifts shall be considered after all other full shift requests are considered. No leaves other than AHR, Vacation or Holiday will be considered in the first two (2) round of picks. Vacation requests for periods longer than six (6) consecutive twenty-four (24) hour shifts shall be considered after all other full shift requests are considered. Vacation or holiday requests of less than twelve (12) hours will not be allowed. (Exception: Job related schooling). Allowed AHR time shall not exceed ninety-six (96) hours per quarter, unless authorized by the Fire Chief or their designee.

F. H. Kelly days normally shall be scheduled by each employee pursuant to the procedure established in this Section 23.3, provided however, Kelly days may be scheduled in limited situations by the Employer pursuant to SOG, Personnel—022, as it may hereafter be

~~amended pursuant to the procedure set forth in this Agreement.~~

~~G.I. — No more than fifty percent (50%) of the bargaining unit employees assigned to the fire prevention division (excluding Fire Marshal) (with half positions rounded up to the nearest whole position) shall be off at any time on any combination of vacation or holidays, unless authorized by the Chief or his/her designee.~~

~~D. — J. Finalization of time-off picks, including Requests for Vvacations, Hholiday, and Kelly time-off for the following year shall be submitted on or before December 15. After December 31 of each year, all Vvacation, Hholiday, and Kelly day requests or any changes, if approved, shall be on a first come, first served basis, based on the seniority of the last person to have access to the newly available time off. After December 31, cancellation of days off or changes to prior requests shall be submitted to the Battalion Chief or MSOMedical Services Officer and the shift schedulers, not less than eleventhirteen (11+3) calendar days in advance, unless approved by Employer. If an employee cancels time off during the year, employees scheduled on Holiday Leave will have the first right to fill the abandoned slot with Vvacation or Kelly time.~~

~~F. —~~

~~E.G. — K. If the a time off cancellation creates an additional available day(s) available, for accrued leave time it is the responsibility of the employee who is canceling the time off to notify the other employees on his or hertheir shift. The Battalion Chief will forward a copy of the request to the Deputy Chief of Operations. Shift members who wish to request the newly available time off shall submit a leave requestan email to the shift Battalion Chief or MSOMedical Services Officer and the shift schedulers. The Battalion Chief or MSOMedical Services Officer shall accept the leave requests for the available time up to thirteen (13) calendar days after the cancellation, but not less than five (5) calendar days prior to the first available time off, and then shall promptly fill the open shifts.~~

Next Lowest Seniority – shall mean the employee on the shift whose Department Seniority is directly below the least senior employee (using Department Seniority) who is already on accrued time off for the day of the vacancy.

~~F. — L. At such time as the Department assigns a member to attend a school, training, seminar or meeting, the Department will become liable to meet any personnel shortage caused by the assignment. No individual employee shall lose approved vacation during this time. School time is not to be factored into time-off picks.~~

~~G.H. — M. An approved Employer request for leave or vacation form shall be used for all requests.~~

~~H.I. — N. Leave for training shall be governed by SOG Training-014.~~

~~J. — O. Requests and approval for same day time off shall be governed by SOG Personnel 029 approved by the on-duty Battalion Chief or Medical Services Officer.~~

~~I.K. — No more than fifty percent (50%) of the bargaining unit employees assigned to the fire~~

prevention division (excluding Fire Marshal) (with half positions rounded up to the nearest whole position) shall be off at any time on any combination of vacation or holidays, unless authorized by the Chief or his/her/their designee.

Section 26.4 – Section 23.4 – Unused Vacation and Holiday Leave. ~~For~~ Shift employees may accumulate vacation above the maximum amount of hours during the calendar year, with a maximum accumulation of four hundred thirty-eight (438) hours of vacation ~~may allowed to~~ be carried over to the next calendar year. Employees assigned to a forty (40) hour ~~per work~~ week ~~may accumulate vacation above schedule may carry over accumulated vacation up to~~ the maximum amount of hours during the calendar year, with a maximum accumulation of three hundred sixty (360) hours allowed by in the City of Redmond Personnel Manual to be carried over to the next calendar year.

Upon retirement or termination, ~~all~~ employees shall be compensated as follows:

- Shift Employees: ~~a~~At their basic rate of pay for all unused vacation, holiday, AHR, and compensatory time, ~~up to the maximum carry over amount,~~ provided that AHR shall be compensated on a pro rata basis.
- Day Employees: At their basic rate of pay for all unused vacation, up to the maximum carry over amount of 360 hours, holiday, AHR, and compensatory time, provided that AHR shall be compensated on a pro rata basis.

In situations that prevent the employee from taking accrued vacation leave (disabilities, workload, organizational staffing considerations), employees may carry over vacation accruals in excess of the above limitations, at the discretion of the Fire Chief. In no event will the carryover exceed an additional six (6) months of the accrual rate (hours per month accrued). The employee will have a maximum of one (1) year from the date of the excess carryover (or in the event of disability, the date of return to work) to use the carryover time off. Scheduling of the time off will be at the Employer's discretion, provided that the employee and Employer will meet and work collaboratively to develop a time off schedule that meets the following stated intent: (1) At the time of scheduling, the excess time off shall not create an expected need for overtime; and (2) In the event the Employer and employee do not agree on the days off, the Employer will have the ability to assign days off with a minimum notice of two (2) shift cycles.

Section 23.5 – Unused Vacation and Holiday Upon Separation. Upon retirement or termination, all employees shall be compensated at their basic rate of pay for all unused vacation, holiday, any floating holiday that an employee would be paid out at the time of separation of service, compensatory time, and AHR, provided that AHR shall be compensated on a pro rata basis.

One Hundred percent (100%) of this amount shall be contributed to the employee's WSCFF Employee Benefit Trust Medical Expense Reimbursement Plan (MERP) or Health Reimbursement Arrangement Voluntary Employees' Benefit Association (HRA VEBA) account. The employee shall make their selection between MERP or HRA VEBA by following the required process within the required time period. If an employee fails to complete the required process within the required time period or upon separation of service due to death, HRA VEBA will be the default.

The City makes no representations regarding the validity or legality of the MERP or HRA VEBA. The Union and its membership waive any and all claims against the City for mishandling of funds by MERP or HRA VEBA as well as any other claim that may arise due to the City's cooperation in the MERP or HRA VEBA program. The City takes no responsibility for establishing, implementing, overseeing, managing, or any other activity connected to MERP or HRA VEBA.

The City makes no representations regarding the tax consequences to any employee/union member of [his/her/their](#) MERP or HRA VEBA contributions. The Union and its membership waive any and all claims against the City arising out of tax consequences to due to an employee's MERP or HRA VEBA contributions.

Section 23.6 – Maternity Duty/Leave. Limited duty and maternity leave shall be governed by SOG, Personnel - 019 which, notwithstanding the provisions of Article 15, shall not be revised without the mutual written consent of the Union and Employer.

ARTICLE 27-ARTICLE 24 BEREAVEMENT AND FAMILY LEAVE

Section 27.1—Section 24.1 – Bereavement Leave. Employees shall receive up to forty-eight (48) hours off for twenty-four (24) hour shift employees, and up to four days for forty (40) hour shift employees, in the event of death or serious illness with impending death in the immediate family. Immediate family is defined as parent, stepparent, sister, brother, parent-in-law, spouse, registered domestic partner, grandparent, grandparent in-law, grandchild, minor/dependent child, and child. Any time beyond this amount required because of travel or extenuating circumstances or for time requested for a person other than specified in this paragraph shall be at the discretion of the Employer; however, any additional such time allowed off shall be deducted from accumulated sick leave.

Section 27.2—Section 24.2 – Family Leave to Care for Family. ~~Please refer~~ Refer to the City of Redmond Personnel Manual Chapter 9.80 Family and Medical Leave, provided that the manual by the Employer shall maintain family leave, at a minimum, at the amount required by the provisions of any applicable state (including the provisions of Chapter 49.12 of the Revised Code of Washington) or federal law, and any amendments thereto.

Section 24.3 - Emergency Leave. Should an emergency occur resulting in the need for a member's immediate attention, whether prior to the start of duty or during the work shift, the member will be afforded an opportunity to request of the Chief, or [his/her/their](#) designee, Emergency Leave. For those circumstances which occur prior to the start of duty, the member will be expected to first make a reasonable effort to secure coverage through the use of standby by a qualified on-duty employee. An emergency will be defined as a sudden, generally unexpected occurrence or set of occurrences demanding an employee's immediate action. The time allowed for emergency leave will be at the discretion of the Chief or [his/her/their](#) designee. Emergency leave will be deducted from an employee's vacation and/or holiday bank(s) on an hour for hour basis and in the event that overtime is incurred it will be deducted at the overtime rate.

~~ARTICLE 28~~ ARTICLE 25 LIMITATION ON LEAVES AND LEAVE OF ABSENCE

Section 28.1—Section 25.1 – Limitation on Cumulative Leaves. The cumulative time absent from work related to any injury, illness or circumstance (but not including unrelated injuries, illnesses or circumstances) using any combination of paid and unpaid leave may not exceed twenty-six (26) weeks in a twelve (12) month period, unless prior to the end of the twenty-six (26) week period the Employer has received satisfactory evidence that the employee will be able to return to work on a regular basis within a reasonable period of time. Such evidence must include, at the Employer’s option, an opinion from an independent physician. The reasonableness of the period of time for return to work will be determined based on the circumstances at the time, including the position held by the employee, the ability of the Employer to accommodate the absence of the employee, and the amount of paid leave accrued by the employee’s accumulated paid leave exceeds twenty-six (26) weeks. For work related injuries, where the accumulated paid leave exceeds twenty six (26) weeks, the employee may use accumulated paid leave up to a maximum period of one (1) calendar year from the date of the initial absence from work caused by the ongoing work related injury that is the cause for the extended period of paid leave, unless prior to the end of the one (1) year period the Employer has received satisfactory evidence that the employee will be able to return to work on a regular basis within a reasonable period of time. Provided however, in no event will the cumulative time absent from work exceed the total period of paid and approved unpaid leave. Nothing in this Section shall be construed as a waiver of any rights to any paid or unpaid leave to which an employee is entitled under any Federal, State, or Local laws.

Section 28.2—Section 25.2 – Leave of Absence. Leave of absence without pay shall be in accordance with the City of Redmond Civil Service Ordinances, Rules and Regulations, and the City of Redmond Personnel Manual and applicable Federal laws for military service.

~~ARTICLE 29~~ ARTICLE 26 INSURANCE

Section 29.1—Section 26.1 – Medical, Dental and Vision. The Employer shall provide medical, dental, and vision insurance through the City of Redmond Self Insurance Plan or Health Maintenance Organization (HMO). Employees will pay twenty percent (20%) of the dependent medical dental and vision premiums. For each plan year, the Employer shall retain an independent third party, experienced in setting rates for self-funded plans, who shall determine the appropriate and prudent rates for the self-insured plan, to be effective for that year. The independent third party shall use the usual and customary insurance/actuary principles and procedure to establish the rates. The Employer’s contribution shall be prorated for part-time employees, pursuant to the City of Redmond Personnel Manual.

The Union will participate on the Employee Benefits Advisory Committee (EBAC) in accordance with the City of Redmond Personnel Manual. Recommended changes may become applicable to Union represented employees only upon ratification by the Union.

In acknowledgement of the Union's agreement to financially participate in the medical program by contributing to dependent medical premiums, the City agrees to facilitate employee contributions to a qualified HRA. The City will coordinate payroll deductions on behalf of the employees and make contributions to a plan administrator. The Union and the City have agreed that \$100.00 will be contributed to the WSCFF Employee Benefit Trust Medical Expense Reimbursement Plan (MERP) the first pay day of the month for each LEOFF II employee in the bargaining unit represented by the Union. The City makes no representations regarding the validity or legality of the MERP, or the tax consequences relating to the contributions to the MERP, and takes no responsibility for establishing, implementing, overseeing, managing, or any other responsibilities for the MERP other than making the contributions set forth above. Each member of the Union shall have the amount of his or her gross pay reduced by \$100.00 the first pay day of the month. These reductions in gross pay are authorized by this [collective bargaining a](#)Agreement and no further action is needed by the individual bargaining unit members to authorize the deduction from gross pay set forth herein. These reductions in gross pay shall continue for the life of the [collective bargaining a](#)Agreement or until the City receives written notice from the Union regarding either a change in the contribution amount to MERP or the dissolution of the MERP. The City will not have fiscal responsibility for this program, nor will the City have legal accountability for the program.

The Union and the City have agreed that mandatory IAFF Uniformed employee contributions shall be deducted from each employee's pay and deposited into that employee's HRA VEBA each month. The HRA VEBA monthly deductions shall equal one hundred dollars (\$100). The deduction shall be deducted from the employee's pay on second paycheck of the month (on or about the 25th of each month). The City makes no representations regarding the tax consequences to any employee/IAFF member of their HRA VEBA contributions. IAFF and its membership waive any and all claims against the City arising out of adverse tax consequences due to an employee's HRA VEBA contributions.

Section 29.2—Section 26.2 – Life Insurance. The Employer shall continue to pay one hundred percent (100%) of the premiums necessary to provide all employees with a Fifty Thousand Dollar (\$50,000) term life insurance and a Fifty Thousand Dollar (\$50,000) accidental death and dismemberment insurance.

Section 29.3—Section 26.3 – 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.

Section 29.4—Section 26.4 – Physical Exams. The Employer agrees to pay the uninsured costs of a basic physical examination, and stress test if recommended by the physician, when performed by a physician designated by the Employer on the following schedule.

On the following date of Hire

<u>Employee's Age</u>	<u>Anniversary Dates</u>
Up to 30 years	every 4 years
31 to 40 years	every 3 years
41 and over	every 2 years

The Employer shall pay such uninsured costs of more frequent physicals as recommended by the physician for each individual employee based upon that employee's particular requirements.

The Employer shall provide Haz-Mat physicals consistent with the governing Washington Administrative Code requirements.

The Employer shall also have the right at any time to require an employee to submit to a physical examination by a physician selected by the Employer, at Employer's cost.

The results of physical examinations shall be provided to both the employee and Employer.

The goal of this Section is to provide an ongoing efficient, comprehensive and coordinated physical examination program.

The Employer agrees to make available and pay for annual Hepatitis C testing. Other aspect of the Hepatitis C control plan shall be as provided in SOG EMS - 015 (Exposure Control Plan for Blood borne Pathogens).

ARTICLE 30-ARTICLE 27 DRUG AND ALCOHOL USE AND DEPENDENCY

Policy. In the event use of drugs or alcohol impairs an employee's work, the City encourages counseling and other courses of treatment.

Employees who voluntarily report a dependency are not subject to retaliation or discrimination. Employees who voluntarily seek treatment may use sick leave to attend a bona fide treatment or counseling program. As part of a disciplinary action, the City may condition continued employment on successful completion of treatment or counseling programs and future avoidance of drugs and alcohol.

Discipline. The City may discipline or dismiss an employee possessing, being under the influence of, or using drugs or alcohol during working hours. The City may also discipline or dismiss an employee who exhibits an on-going dependence on alcohol or drugs which impairs work performance or poses a safety risk subject to any applicable Federal, State, or Local Laws requiring reasonable accommodation of employees with disabilities.

Drug Testing. An employee may be required to submit to drug or alcohol testing when work performance causes a reasonable suspicion that use of drugs or alcohol may be a problem, or in cases where employment has been conditioned upon remaining drug or alcohol-free following treatment. Requests for required testing are made by the on-duty supervisor, the Fire Chief, a

Deputy Fire Chief, or a Battalion Chief. Testing must be based on reasonable suspicion articulated on the Fitness for Duty Observation Form. The supervisor will enlist the help of a second observer in the substantiation and concurrence of the basis for reasonable suspicion testing and use the Fitness for Duty Observation Form and criteria to determine if reasonable suspicion exists.

The supervisor and second observer must document their observations and/or information provided by other sources, e.g., what happened and under what circumstances. This should be documented on the Fitness for Duty Form. Hunches and “gut feelings” are not valid in making a reasonable suspicion determination. The totality of the circumstances will be evaluated in making a determination of reasonable suspicion.

If an employee refuses to test after reasonable suspicion is ascertained, the employee is subject to discipline up to and including termination, subject to just cause.

Use of Legitimate Drugs. Employees using any prescription or over-the-counter drug which might impair work performance should notify the appropriate supervisor. At the option of the supervisor, an employee may be reassigned to less hazardous duties or be placed on sick leave if impaired work performance might pose a threat to the safety of the employee or other persons.

ARTICLE 31-ARTICLE 28 TRAINING

Section 31.1—Section 28.1 – Training Expenses. When the Employer requires an employee to attend fire service schools, Emergency Medical Training, Advanced Life Support Training, or other specialized training, the entire cost of tuition, books, travel, per diem and lodging shall be the responsibility of the Employer. When possible, payment of authorized expenses shall be made in advance.

Section 31.2—Section 28.2 – Overtime Rate of Pay. Except as otherwise provided in this [collective bargaining a](#)Agreement, when the Employer requires an employee to attend schools, training or departmental meetings while off duty, such employee shall be compensated at their overtime rate of pay.

Section 31.3—Section 28.3 – Tuition Reimbursement. Tuition reimbursement for employees seeking college degrees shall be governed by the [Tuition Reimbursement \(TRP\) Employee Education Assistance](#)Program provided in the City of Redmond Personnel Manual, with the exception of the following provisions:

~~Application Procedures: Employees must apply for admission to the EEAP by July 30 for courses to be taken during the following academic year, regardless of whether they have participated in the program during previous years. This does not preclude an employee from submitting an addendum to their application at a later date if new classes are offered subsequent to July 30.~~

No employee shall be denied admittance into the program provided that the degree is fire service related and the program is within annual budget limits described below. Enrollment is based on a first come/first served basis with preference given to current program participants. Current [TRP EEAP](#) participants who have earned their bachelor's degree through this program and wish to pursue a master's degree, will be treated as new enrollees.

The budget limitation referenced above shall be invoked by the City only to the extent the projected cost of the ~~EEAP-TRP~~ for the current budget year exceeds the average annual cost of the ~~TRP EEAP~~ for the prior three (3) budget years by more than fifty percent (50%).

Resolving Problems: Employees with concerns regarding specific administrative decisions of the ~~TRP EEAP~~ should first endeavor to resolve them with their supervisor or Department Director. Employees unable to satisfactorily resolve the problem in this manner may appeal in writing to the ~~HR Director Employee Education Panel~~ and/or utilize the established grievance procedure outlined in Article 14 of this collective bargaining agreement.

Section 31.4—Section 28.4 – Level of Training. The level of training for specialized fields, where no formal certification exists, shall be considered by the Labor/Management Committee pursuant to Section 7.2.

Section 31.5—Section 28.5 – Recruit Academy. Employees with interest in being assigned to recruit academies shall submit their interest in writing through the chain of command. The Deputy Chief of Operations, or designee, will have final approval for who is selected. Terms such as work schedule, pre-authorized overtime, food, lodging, and vehicle use will be defined prior to selection. If there are no interested parties in working as a recruit academy instructor, and partner agencies are unable to provide an instructor, Article 12 may be used to assign an instructor.

It is acknowledged that normal workweek hours will often be exceeded by the nature of the recruit academies. The following incentives are agreed upon to acknowledge the dedication and commitment required of recruit academy instructors:

- In lieu of Day Shift Incentive Pay as defined in Appendix A.2.3, all recruit academy instructors will receive 12% incentive pay, not to exceed four months.
- Employees moved from a 24-hour shift assignment to become a recruit academy instructor will have their sick leave benefits converted to a 40-hour workweek. Vacation and holiday accrual will remain at the 24-hour shift rate.
- Overtime hours worked while being assigned to the recruit academy may be banked as FLSA compensatory time. Prior to returning to 24-hour shift work, any accrued FLSA compensatory will be cashed out at the instructor's hourly rate, or at the election of the employee, will be credited as accrued vacation hours, converted to shift accrual, and added to the employees' vacation bank.

Section 28.6 - Modified Work Schedule. Employees assigned to the Training Division may work a modified work schedule for the purposes of conducting scheduled training events, subject to their supervisor's approval. Employees assigned to the Training Division may also be called upon to respond to emergency situations as identified in their job description on an "as available or requested basis." When assigned to the Training Division employees will remain eligible to serve as line personnel for purposes of covering vacation or other relief, subject to their supervisor's approval.

~~ARTICLE 32~~ ARTICLE 29 UNIFORMS AND PROTECTIVE CLOTHING

Section 32.1—Section 29.1 – General. All uniforms as required by SOG Personnel - 018 and personal protective equipment and clothing as required by the Washington State Vertical Safety Standards for Firefighters, shall be supplied and cleaned at no cost to the employee. Variances granted by the State of Washington to the City of Redmond involving the Washington State Vertical Safety Standards for Firefighters shall be recognized under the terms of this Article.

Section 32.2—Section 29.2 – Procurement of Uniforms and Protective Clothing. The procurement, replacement or repair of uniforms and protective clothing shall be in accordance with the procedure outlined in the most current version of SOGs Personnel - 018, and Equipment - 003, respectively, or as they may hereafter revised in accordance with the procedure set forth in Section 15.2 of this [collective bargaining agreement](#).

Section 32.3—Section 29.3 – Uniform of Day. The uniform of the day shall be determined by the Station Officer, under the authority of the Fire Chief. Uniforms will be supplied by the Employer. Employees have a duty to maintain their uniforms with a clean and neat appearance. When crews are expected to have contact with the public, "Class C" uniforms shall be the minimum acceptable uniform, unless the duties being performed make "Class C" uniforms inappropriate, i.e., duties such as hydrant checks and hose evolutions.

~~ARTICLE 33~~ ARTICLE 30 PHYSICAL FITNESS

All employees shall participate in a Department established physical fitness program. No employee shall be disciplined or discharged for failure to meet standards established as part of the physical fitness program which are not related to the standards for tenure of employment as established by RCW 41.08.080, or by ordinance establishing the Redmond Civil Service Commission.

~~ARTICLE 34~~ ARTICLE 31 CERTIFICATION REQUIREMENTS

Section 34.1—Section 31.1 – EMT Certification. All employees hired after January 1, 1986 shall be required to obtain a Washington State Emergency Medical Technician (“EMT”) certification and maintain the certification while employed by the City of Redmond. Such employees shall have eighteen (18) months to obtain EMT. It shall be the responsibility of the Employer to notify new employees of available EMT classes. Extension of the time period may be granted by the Chief after consideration has been given to the availability of classes or probationary work requirements.

Section 34.2—Section 31.2 – Paramedic Certification. All FirefFighter Paramedics must maintain “University of Washington” Paramedic certification as outlined in WAC 246-976, as it may hereafter be amended. Additionally, FirefFighter Paramedics must maintain all necessary “Continuing Medical Education” (CME) requirements consistent with the CME requirements approved by the King County Medical Director and the Director of Paramedic training, as updated (normally bi-annually).

ARTICLE 35-ARTICLE 32 CIVIL SERVICE JURISDICTION

The provisions of Articles 13 and 14 shall constitute the exclusive remedy for suspension and non-probationary discharge, provided, however, if the Union elects to not appeal beyond Step 3 of the grievance procedures, the employee may appeal any matter subject to Civil Service through the normal Civil Service Appeals process, and provided further, that all other matters delegated to the Redmond Civil Service Commission by State Law or by Ordinance, Resolution or laws of or pertaining to the City of Redmond and such Commission shall be in the exclusive jurisdiction and authority of the Commission.

ARTICLE 36-ARTICLE 33 WORK STOPPAGE

The Employer and the Union agree that the public interest requires the efficient and uninterrupted performance of all City services and to this end, pledge their best efforts to avoid or eliminate any conduct contrary to this objective. The Union shall not cause or condone and the employees shall not engage in any work stoppage, strike, slowdown, or other interference with the City functions and should same occur, the Union agrees to take appropriate steps to end such interference.

ARTICLE 37-ARTICLE 34 SAVINGS CLAUSE

Should any provision of this [collective bargaining aAgreement](#) 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 [collective bargaining aAgreement](#) shall remain in full force and effect.

ARTICLE 38-ARTICLE 35 SCOPE OF AGREEMENT

The [collective bargaining aAgreement](#) expressed herein in writing constitutes the entire [collective bargaining aAgreement](#) between the parties as of this date. During the term of this [collective bargaining aAgreement](#), amendments and additions may be made by mutual consent.

ARTICLE 39-ARTICLE 36 STIPULATION REGARDING ALS FUNDING

Section 39.1—Section 36.1 – Purpose. This Stipulation records the agreement between the parties relating to the future use of the bargaining history of the negotiations relating to initiation of Advanced Life Support Services (ALS) in the Redmond Fire Department, and the incorporation of a FirefFighter-Paramedic assignment and Medical Service Officer rank (the “ALS Positions”) in the bargaining unit.

Section 39.2—Section 36.2 – Stipulation. During past negotiations, Employer made proposals and counterproposals relating to ALS funding and to add language to Article II - Management Rights (the “Proposals”). As a condition of Employer withdrawing the Proposals and executing the Memorandum, the Union and Employer agree and stipulate that neither the making of the Proposals by Employer, the discussions between the parties relating to the Proposals, nor the withdrawal of the Proposals, will be used in any manner by Employer or Union, or anyone covered by the scope of the Union’s representation, in any negotiations, grievance proceeding, or administrative or court proceedings, as evidence of the intent of the parties relating to personnel reduction of the employees performing ALS functions or of Article 9 - Personnel Reduction.

Section 39.3—Section 36.3 – No Other Limitation. Except as provided in this Stipulation, the parties will be free to use the history of bargaining in any manner.

ARTICLE 40-ARTICLE 37 RETROACTIVE COMPENSATION

Any retroactive compensation due upon execution of this 2025 Agreement will be paid to current, retired or regular status (non-probationary) and separated in good standing employees employed on or after January 1, 2025. Payment will be on the next pay period, at least regular payday which is more than forty-five (45) days after from the date this Agreement is fully executed.

~~ARTICLE 41~~ ARTICLE 38 DURATION OF AGREEMENT

The effective date of this collective bargaining aAgreement shall be January 1, ~~2024-2025~~ and remain in full force and effective through December 31, ~~2024~~2027. If a successor collective bargaining agreement has not been executed before the expiration of this collective bargaining aAgreement, the terms hereof shall continue until a new collective bargaining agreement is finalized.

Changes in the terms and provisions of this collective bargaining aAgreement may only be accomplished through mutual consent of both parties.

Signed this day _____.

CITY OF REDMOND

INTERNATIONAL ASSOCIATION OF
FIRE-FIGHTERS UNION, LOCAL #2829

Angela Birney, Mayor

Raina Clark, President

Attest:

Cheryl Xanthos, City Clerk

Davin Alsin, Secretary

Date

APPENDIX "A"

2024-2025-2027

AGREEMENT

By and Between

CITY OF REDMOND

and

REDMOND FIRE-FIGHTERS UNION #2829, I.A.F.F.

2024-2025-2027 SALARY SCHEDULE

A.1 SALARY SCHEDULE AND ADJUSTMENTS.

Salary Schedules shall be adjusted each year as set forth here:

2025 = 6% Flat Rate

2026 = 2.7% Flat Rate (Based on June 2025 CPI-W Seattle/Tacoma/Bellevue)

2027 = First Half 2026 CPI-W Seattle/Tacoma/Bellevue (2% min. – 5% max.)

A.1.1 ~~First Half 2024-2025~~ SALARY STRUCTURE. Effective January 1, ~~2024-2025~~ the rates of pay shall be as provided:

Effective: January 1, ~~2024~~2025

2024-2025 PAY PLAN "F" - FIRE
Redmond Fire Fighters Union Effective July 1, 2024 January 1, 2025

Grade	FLSA	Position Title	Step	Duration	Monthly	Annually
D70	NE	Fire Fighter	A	0-12m	\$7,623 <u>\$8080.38</u>	\$91,476 <u>96964.56</u>
			B	13-24m	\$8,094 <u>8579.64</u>	\$97,128 <u>102955.68</u>
			C	25-36m	\$8,554 <u>9067.24</u>	\$102,648 <u>108806.88</u>
			D	37-42m	\$9,502 <u>10072.12</u>	\$114,024 <u>120865.44</u>
			E	43m+	\$10,434 <u>11060.04</u>	\$125,208 <u>132720.48</u>
D71	NE	Driver/Engineer	A		\$11,165 <u>11834.90</u>	\$133,980 <u>142018.80</u>
D73	NE	Lieutenant	A	0-12m	\$11,946 <u>12662.76</u>	\$143,352 <u>151953.12</u>
		Deputy Fire Marshal	B	13m+	\$12,281 <u>13017.86</u>	\$147,372 <u>156214.32</u>
		Fire Fighter/Paramedic				
D74	NE	Captain	A	0-12m	\$13,141 <u>13929.46</u>	\$157,692 <u>167153.52</u>
		Assistant Fire Marshal	B	13m+	\$13,510 <u>14320.60</u>	\$162,120 <u>171847.20</u>
		Medical Services Officer				
D76	NE	Battalion Chief	A	0-12m	\$14,455 <u>15322.30</u>	\$173,460 <u>183867.60</u>
		Fire Marshal	B	13m+	\$14,859 <u>15750.54</u>	\$178,308 <u>189006.48</u>
		Medical Services Administrator				
		Battalion Chief - Training				

A.1.2 ~~Second Half 2024-2026~~ SALARY STRUCTURE. Effective ~~July~~ January 1, 2024
2026 the rates of pay shall be as provided:

Effective: ~~July~~ January 1, 20242026

2026 PAY PLAN "F" - FIRE						
Redmond Fire Fighters Union						
Effective January 1, 2026						

Grade	FLSA	Position Title	Step	Duration	Monthly	Annually
D70	NE	Fire Fighter	A	0-12m	\$8,298.55	\$99,582.60
			B	13-24m	\$8,811.29	\$105,735.48
			C	25-36m	\$9,312.06	\$111,744.67
			D	37-42m	\$10,344.07	\$124,128.81
			E	43m+	\$11,358.66	\$136,303.93
D71	NE	Driver/Engineer	A		\$12,154.44	\$145,853.31
D73	NE	Lieutenant	A	0-12m	\$13,004.65	\$156,055.85
		Deputy Fire Marshal	B	13m+	\$13,369.34	\$160,432.11
		Fire Fighter/Paramedic				
D74	NE	Captain	A	0-12m	\$14,305.56	\$171,666.67
		Assistant Fire Marshal	B	13m+	\$14,707.26	\$176,487.07
		Medical Services Officer				
D76	NE	Battalion Chief	A	0-12m	\$15,736.00	\$188,832.03
		Fire Marshal	B	13m+	\$16,175.80	\$194,109.65
		Medical Services Administrator				
		Battalion Chief - Training				

A.2 HIGHER CLASSIFICATION/DAY SHIFT PAY.

A.2.1 Higher Classification. Upon promotion to a higher classification, an employee shall be placed in the lowest step which provides the employee with at least a seven percent (7%) salary increase.

A.2.2 Deputy Fire Marshal. The salary range for the Deputy Fire Marshal assignment shall be the same as Lieutenant. At the time of the initial assignment, the employee will be placed at the lowest Lieutenant pay step that provides a minimum of a seven percent (7%) increase from the employee's then current salary. Lieutenants and higher positions assigned to Deputy Fire Marshal will be paid at the Lieutenant pay scale with no percentage increase. The pay of employees holding a rank higher than Lieutenant who are assigned as Deputy Fire Marshal will be reduced to the top step of Lieutenant during the term of the assignment. Employees leaving the assignment and returning for subsequent assignments to Deputy Fire Marshal shall be returned to the pay step from which they transferred.

A.2.3 Day Shift Incentive Pay. Employees promoted (to Assistant Fire Marshal, Fire Marshal, or Medical Services Administrator) or assigned as set forth in Article 12, that are covered by this CBA working day shift (i.e., a 40 hour workweek), will receive Day Shift Incentive pay of eight percent (8%) of the base rate of pay. This incentive pay shall not apply in the case of (a) transfers of three (3) weeks or less, (b) assignment to the Deputy Fire Marshal positions or other positions where the incentive pay is included in the applicable rate of pay, or (c) as otherwise mutually agreed between the Employer and the Union)[†]; incentive pay shall apply for the entire period the employee is working in that position and on day shift.

Captains or Battalion Chiefs acting in the classification of Deputy Chief shall receive day shift incentive pay.

A.3 EMT SALARY ADJUSTMENT. The qualifications for each step in each position other than Battalion Chief shall be the time in-grade required to otherwise achieve the step plus current Defibrillation certification and certification as an EMT in the State of Washington. The salary of any employee within such positions who does not maintain both Defibrillation and EMT certifications shall be reduced by three percent (3%) until both certifications are obtained.

[†]~~Pursuant to an Memorandum of Understanding the parties have agreed that the assignment of a Lieutenant to the position of Central Purchasing Officer Fire Captain shall be paid as provided in this Section.~~

A.4 LONGEVITY PAY. In addition to the monthly rates of pay set forth above, employees shall receive monthly longevity pay in accordance with the following compensation plan:

Service Time	Monthly Longevity Pay as Percentage of Salary
5 years	2.0
10 years	4.0
15 years	5.0
20 years	6.0
25 years	7.0

Longevity pay for employees working in the position of paramedic or MSO-Medical Services Officer shall be as set forth in the Monthly Longevity Pay as Percentage table only.

A.5 HAZMAT TEAM CERTIFICATION/OPERATOR PAY.

A.5.1 HAZMAT TEAM. All members of the Bargaining Unit assigned to the Hazardous Materials Team shall receive incentive pay of ~~two-three~~ percent (32%) of the base rate of pay, as provided in Section A.1 above. Eligibility begins upon successful completion of the Pro-Board HazMat Technician Test, or an equivalent certification approved by the HazMat Team Lead and the Fire Chief. To continue receiving incentive pay, members must maintain active certification through ongoing training and participation in hazardous materials responses. A maximum of twelve (12) members may receive this incentive, unless otherwise agreed upon by both Labor and Management.

Industry standards and Washington law require safe staffing for hazardous materials operations. The OSHA Respiratory Protection Standard requires a minimum two-in/two-out configuration for IDLH atmospheres. This model ensures two members enter while two remain outside to provide rescue. Washington's WAC 296-305-03002 also requires fire departments to protect personnel during hazardous materials incidents using procedures consistent with NFPA 1990.

Incentive pay for Hazardous Materials (HazMat)-qualified personnel guarantees that at least four HazMat-certified members are available per shift. This meets the HazMat "two-in/two-out" requirement and ensures compliance with Washington and federal safety regulations. It also safeguards HazMat personnel and supports operational readiness.

A.5.2 RESCUE TECHNICIAN. All members of the Bargaining Unit assigned to the daily Technical Rescue Team shall receive incentive pay of three percent (3%) of their base rate of pay, as provided in Section A.1. Eligibility begins upon successful completion of Rescue Systems I, Rope Technician, Confined Space Rescue (CSR), Trench Rescue, and Advanced/Heavy Vehicle Extrication, or equivalent certifications approved by the Rescue Team Lead and the Fire Chief. To remain eligible, members must maintain rescue proficiency through ongoing training and participation in technical rescue responses.

The Technical Rescue Team shall consist of six (6) qualified members per shift, for a total of eighteen (18) members across three shifts. The Department shall maintain a minimum of twenty-four (24) Technical Rescue Team members who may receive this incentive when assigned to the team, unless otherwise agreed upon by Labor and Management.

Federal and consensus standards require a dedicated standby team, equally protected and able to rescue during hazardous entries (e.g., OSHA 29 CFR 1910.134 “two-in/two-out”; OSHA 29 CFR 1910.146; NFPA 470; NFPA 350). The standby team's size should match the entry team's size and risk. Many authorities treat an equal-number standby as the prudent minimum. Maintaining six qualified members per shift ensures readiness, compliance with standards, and an immediate rescue capability.

A.6 ASSISTANT FIRE MARSHAL ASSIGNMENT TO STANDBY. The Assistant Fire Marshal may be assigned to Duty Investigator Standby as provided in Section Six of Standard Operating Guidelines Section 037, Prevention. When so assigned, the Assistant Fire Marshal shall be compensated at the rate (ten percent (10%) of top Assistant Fire Marshal hourly rate for each hour of standby), and in the manner, as provided in such Section Six.

A.7 DEPUTY FIRE MARSHAL STANDBY. Standby Deputy Fire Marshals shall be compensated at a rate of ten percent (10%) of the top step Deputy Fire Marshal hourly rate. Assignment of Deputy Fire Marshals to standby shall be made in accordance with standard operating procedures and, at the discretion of the supervisor, may be made on a mandatory basis. Deputy Fire Marshal standby duty occurring on any holiday identified in Section 23.2 of the collective bargaining agreement shall be paid at the rate of twenty percent (20%) of the top step Deputy Fire Marshal hourly rate. At such time as the individual employee is dispatched or called out for an emergency, they will discontinue being compensated at the standby rate of pay and will begin being compensated at their own hourly overtime rate of pay. Overtime shall continue until the individual employee returns to their previous location or a minimum of two (2) hours, whichever is greater.

A.8 COMPENSATION FOR PARAMEDIC AND MEDICAL SERVICES OFFICERS. The compensation for a Firefighter assigned as a Paramedic shall be equivalent to that of Lieutenant Step B. The compensation for a Medical Services Officer

shall be same as the Captain’s salary. Medical Services Officers (MSO) shall be certified as a Health and Safety Officer and once certified shall receive an additional five percent (5%) added to annual salary. The certification must be maintained to continue to receive the additional pay. Firefighter-Paramedics hired from outside the NE King County ALS Consortium through a lateral recruitment process, shall be granted seniority for the determination of the level of wages and benefits based on either (a) their years of continuous employment as a professional firefighter, or (b) if the individual-employee is not a professional firefighter, the date of their certification as a Harborview-trained paramedic. For selection of Kelly time, Vacation and Holiday, and for personnel reduction, seniority will be based on Department Seniority as defined in Section 8.1 A.

A.9 PARAMEDIC STUDENTS ATTENDING PARAMEDIC TRAINING. Employees that are covered by this CBA and are attending the University of Washington / Harborview Medical Center Paramedic Training program will be assigned to a forty (40) hour work. Overtime will be available as required for course work while attending school. These employees will be exempt from Day Shift Incentive Pay while attending paramedic training.

A.10 Out of Class Pay OUT OF CLASS PAY.

The parties agree that the out of class pay provided by 17.2 A. for 2024-2025 is based on the Salary Structures set forth in A.1 as follows:

2024-2025 Hourly Out of Class Pay by Position, effective January 1, 2024-2025

Acting in Position:	Driver	Lieutenant	Captain	Asst FM	<u>MSO</u> <u>Medical Services Officer</u>	<u>Battalion Chief*</u>	Fire Mar
Regular Position:							
Firefighter	\$3.4066	\$7.0358					
Driver/ <u>Engineer</u>		\$3.6391	\$9.1990				
Lieutenant			\$4.0031			\$10.1190	
Deputy <u>Fire Marshall</u>				\$4.00526			\$10.1113.29
Paramedic					\$4.0031	\$10.1190	
Captain						\$4.3974	
Asst <u>Fire Marshall</u>							\$4.395.78

* Battalion Chief and Medical Services Administrator (MSA) have same out of class pay

2024-2026 Hourly Out of Class Pay by Position, effective July-January 1, 2024-2026

Acting in Position:	Driver	Lieutenant	Captain	Asst FM	<u>MSO</u> <u>Medical</u> <u>Services</u> <u>Officer</u>	<u>Battalion</u> Chief*	Fire Mar
Regular Position:							
Firefighter	\$3. <u>4776</u>	\$7. <u>1778</u>					
Driver/ <u>Engi</u> <u>neer</u>		\$3. <u>704.02</u>	\$9. <u>3710.17</u>				
Lieutenant			\$4. <u>0843</u>			\$10. <u>3211.19</u>	
Deputy FM				\$4. <u>085.40</u>			\$10. <u>3213.65</u>
Paramedic					\$4. <u>0843</u>	\$10. <u>3211.19</u>	
Captain						\$4. <u>4986</u>	
Asst FM							\$4. <u>495.94</u>

* Battalion Chief and Medical Services Administrator (MSA) have same out of class pay

A.11 EDUCATION PREMIUM.

Education premium:

Associate's degree: 1.5%

Bachelor's degree: 3%

Starting upon ratification of this collective bargaining aAgreement, employees who receive City tuition reimbursement are not eligible to receive the education premium until they have reimbursed the City for the entire tuition reimbursement amount they received. Employees who have requested and/or utilized City tuition reimbursement prior to a tentative collective bargaining agreement shall be eligible to receive the education premium without a repayment obligation.

***Article 12—2024 REDLINE TA FOR SIGNATURE VERSION 11-28-23

Except as provided in this Article, the Employer shall have the right to assign employees. For assignments to Training Battalion Chief, Deputy Fire Marshal², Training Captain, Administrative Medical Services Officer, Training Lieutenant, Training Paramedic, the Hazardous Materials Team, the Fire Prevention Division, Urban Search and Rescue Team, Fire Fighter Paramedic, Lieutenant assigned to Central Purchasing Officer and other assignments that the Employer and the Union mutually agree should be subject to this application procedure, the following provisions shall apply:

A. Announcement/General Eligibility. The assignment to be filled and the necessary qualifications and criteria shall be announced by bulletin posted at each station in a convenient location accessible to all employees for a period of at least fourteen (14) calendar days if the position is vacant, and thirty (30) calendar days if the position is not vacant. Only regular, non probationary employees will be eligible for assignment to Training Battalion Chief, Deputy Fire Marshal, Training Captain, Administrative Medical Services Officer, Lieutenant assigned as Central Purchasing Officer, Training Lieutenant, and Training Paramedic, and Fire Fighter Paramedic.

Fire Fighter Paramedic: Position announcement for Northeast King County Consortium (Consortium) agencies will be posted for at least sixty (60) days at all Consortium agency fire stations. The announcement will include a list of minimum requirements, qualifications, and reference reading materials pertaining to the application/testing process. Applicants shall be limited to employees of the Consortium fire departments.

B. Qualifications/Testing. For assignments other than Fire Fighter Paramedic, in the event more than one (1) employee who meets the required qualifications and criteria submits a written application for the assignment within the period specified in Subsection A. above, the assignment, if filled, shall be filled by the eligible employee who has the highest seniority. For Deputy Fire Marshal the required qualifications shall include a pass/fail qualifications test.

Fire Fighter Paramedic: All eligible candidates will participate in a testing process. All components of the testing and interview process will be facilitated by the Redmond Fire Department's Medical Services Administrator or their designee. In the event the Training Paramedic Assignment is vacant, Labor and Management will meet to establish an agreement of who among the City's currently certified paramedics will facilitate the testing process.

²—Firefighter Inspectors as of July 21, 2005 had the option of assignment as a Deputy Fire Marshal without qualifying through the assignment process outlined in this Article 12, and to be paid at the top step of the Deputy Fire Marshal pay range. The following employees elected this option: Richard Gieseke, and Stanley Noble. Of the preceding employees the following need not comply with the five (5) year minimum term of Deputy Fire Marshal assignment identified in Section F. below: Stanley Noble, and Richard Gieseke.

The Fire Fighter Paramedic testing process shall include the following:

WRITTEN EXAMINATION:

- One hundred and fifty (150) question, multiple choice exam with a two and a half hour time limit.
- Passing score = eighty percent (80%).
- Passing score must be achieved to move on to the Practical Exam

ASSESSMENT CENTER (PRACTICAL EXAMINATION)

- **Evaluators:** Practical examination evaluators shall consist of King County certified Paramedics and at least half of them from Redmond Fire Department Medic One. All other evaluators shall be King County UW/Harborview trained paramedics.
- **Components:** The practical examination shall have three scored components. Candidate performance will be scored while participating in EMS based scenarios, instructional training sessions, and/or written medical reports.
- **Format:** Practical examination format may include tabletop and/or hands on role play sessions.
- **Scoring:** A final practical examination score will be the composite of all three components weighted equally. Passing score = eighty percent (80%). A passing score must be achieved to move on to Interview #1.

INTERVIEW #1

- Candidates will move forward into Interview #1 ranked based on their Assessment Center scores.
- The Interview Board shall consist of a minimum of six (6) and include: two (2) Redmond Fire Department Paramedics, one (1) Paramedic from another King County paramedic provider group, one (1) Redmond Fire Department Medical Services Officer and two (2) Firefighter/EMT-B from within the Consortium.
- The Redmond Fire Department Medical Services Administrator or their designee, in cooperation with Consortium Senior Staff, shall be responsible for the selection of the interview board participants. Applicants' responses will be scored on a 1-5 scale with 5 being the highest.
- Passing score = seventy percent (70%).
- A passing score must be achieved to move on to the Final Interview.

FINAL INTERVIEW

- Candidates will move forward into the Final Interview ranked based on their combined score of the Assessment Center and Interview #1.
- The Final Interview Board shall consist of a minimum of four (4) and include: one (1) Senior Staff Chief level rank, from Redmond Fire Department, one (1) Senior Staff Chief level rank, from the Consortium Board, one (1) Physician; and one (1) Redmond Fire Department Medical Services Officer.
- The Redmond Fire Department Medical Services Administrator, or their designee, shall be responsible for the selection of the interview board

~~participants. The Medical Director of Redmond Fire Department Medic One shall have discretion concerning the Physician who sits on the board.~~

- ~~▪ Applicants' responses will be scored on a 1-5 scale with 5 being the highest.~~
- ~~▪ Passing score = seventy percent (70%)~~
- ~~▪ A passing score must be achieved to move on to the final selection process, however, the Final Interview score will not affect ranking established during the Assessment Center and Interview #1.~~
- ~~▪ After interviews are complete, all applicants that have a passing score in the Final Interview will continue in the selection process. One (1) individual per available Firefighter Paramedic position will be selected for Paramedic Training based on their ranking coming into the Final Interview.~~

APPEALS PROCESS:

- ~~▪ The existing Local #2829 grievance process will govern any appeals. Candidates that wish to pursue an appeal to a component of the test process, and who are not members of Local #2829, will be extended the rights to the grievance process as if the candidate was a bona fide member of Local #2829.~~

DEBRIEF:

- ~~▪ Available for the applicants not chosen.~~
- ~~▪ Required for the applicants who are chosen.~~
- ~~▪ Required for Redmond Medics, Officers, and Senior Staff participating in the selection process.~~

C. Laterals:

~~1. Fire Fighter Paramedics. Lateral candidates will be permitted to submit applications of interest when there is an insufficient number of qualified applicants for the Fire Fighter Paramedic position from the NEKC Consortium at the conclusion of the testing process, or an unexpected vacancy occurs after paramedic school begins precluding the use of the current established list. The lateral candidate pre-testing qualifications will include Paramedics who have successfully completed the University of Washington paramedic training program and are currently certified as ALS providers in Washington State. The selection process of lateral candidates will include the Assessment Center, Interview #1, and Final Interview components of the testing process previously laid out for Fire Fighter Paramedic in Article 12, Section B. When a Fire Fighter Paramedic lateral hiring list is established it will have an expiration date on January 1st of the following year.~~

~~Paramedic Assignment and Civil Service. For the purpose of hiring non Redmond Fire Department employees who are selected as a result of the assignment process outlined in this Article 12, the Employer and Union shall agree on a Special Registry for submittal to the Civil Service Commission for final processing and hiring of the individuals selected. In the event there is an immediate need to hire lateral Fire Fighters Paramedic(s) due to unexpected attrition and no current Fire Fighter with Paramedic Qualifications eligibility list exists, the Employer and Union will agree on a Special~~

~~Registry for submittal to the Civil Service Commission for final processing, and the individuals hired from the Special Registry shall be assigned as Fire Fighter Paramedics. Any list established as a Special Registry associated to the Fire Fighter Paramedic lateral hires will have an expiration date on January 1st of the following year.~~

~~Consortium Paramedic Seniority. Fire Fighters from within the NEKC Consortium Department (NEKC Department) hired as Fire Fighter Paramedics from departments other than Redmond Fire Department shall be granted seniority based on their date of hire as a professional Fire Fighter at their consortium department. This seniority shall apply as defined in Article 8.3 of the CBA.~~

~~2. Deputy Fire Marshal. If there are fewer than two (2) employees per assignment opening applying for the Deputy Fire Marshal assignment, or if fewer than two (2) employees meet the minimum requirements of the assignment, the assignment will be advertised externally in accordance with the Redmond Civil Service Rules. When an external recruitment is required, two (2) eligibility lists will be created, one internal and one external. Both lists will be valid for eighteen (18) months; however, the internal eligibility list shall be exhausted prior to utilizing the external eligibility list.~~

~~D. Seniority for Assignments. For the purpose of assignments, seniority shall be Seniority in Rank, provided that, if the assignment is open to multiple ranks, then seniority shall be Department Seniority.~~

~~E. Assignment Terms. An employee who has been assigned to the Training Battalion Chief, Training Captain, Administrative Medical Services Officer, Training Lieutenant, Central Purchasing Officer, or Training Paramedic assignments shall have the right either (i) to a second two (2) year term or, (ii) if no other qualified applicants apply, to extend the term in one (1) year increments. An employee other than a Battalion Chief or an employee assigned as a Deputy Fire Marshal, who has been assigned to a position pursuant to this Section for two (2) rotations, as defined by the Department for each assignment, see Subsection G. below, shall not be eligible to apply for that same assignment for a third (3rd) consecutive rotation unless no other qualified employee applies. Battalion Chiefs shall be limited to two (2) consecutive rotations regardless of whether other qualified employees apply. The minimum term of assignment as a Deputy Fire Marshal or Hazardous Materials Team shall be five (5) years. There will be no limit to the duration of the Deputy Fire Marshal assignment or Hazardous Materials Team assignment; however, employees may be reassigned at any time on the basis of staffing needs and/or fiscal restraints.~~

~~For Deputy Fire Marshals assigned to the Fire Prevention Division the following shall apply: when vacancies exist for Civil Service positions to which the employee is eligible to fill the employee shall be moved within three (3) months, provided that there is no more than one (1) transfer of the above identified Deputy Fire Marshals out of Fire Prevention per six (6) month period.~~

~~Fire Fighter Paramedic: The minimum commitment to the Fire Fighter Paramedic assignment shall be five (5) years, with the exception of an individual who is offered a~~

~~promotion to a higher rank (Driver/Engineer, Lieutenant, Captain, Battalion Chief, Assistant Fire Marshal, or Fire Marshal) or elects to retire from department employment. There is not a time limit as to how long a Fire Fighter Paramedic remains in that assignment. Fire Fighter Paramedics who desire to be reassigned to the Fire Fighter or other eligible position shall provide notice to the Department by January 1 of the year prior to their desired year of reassignment. This notice is necessary to provide adequate time to select and train replacement Fire Fighter Paramedics. The reassignment will be effective no later than December 31 of the year following delivery of the notice. (Example: Notice is required by no later than January 1, 2020 for a reassignment to occur no later than December 31, 2021. Notice given on January 2, 2020 could extend the reassignment by no later than December 31, 2022).~~

~~F. Hazardous Materials Team/Right to Return. When, due to a change of the employee's shift or duties, an employee is removed from a Hazardous Materials Team assignment with greater than one (1) year remaining of the term of the assignment, the employee shall have the option to return to the assignment if there is a vacancy and the employee's shift and duties allow the return.~~

~~G. Termination of Assignment. The termination of any assignment made pursuant to this Article shall be for "just cause" and shall be subject to the grievance procedure; provided however, during the initial six (6) months of any assignment made pursuant to such subsections, the Chief may return the employee to his/her prior assignment if, after consultation with the employee, the Chief, in his/her sole discretion, determines in good faith that the employee is not suited to the assignment, which determination shall not be subject to appeal through Civil Service, the grievance procedure, or grievance arbitration.~~

~~H. Assignment Terms. For the purposes of determining the rotation applicable for each assignment listed in Subsection A, the following shall apply:~~

- ~~▪ Training Battalion Chief – two (2) years (January to December)~~
- ~~▪ Training Captain – two (2) years (January to December)~~
- ~~▪ Administrative Medical Services Officer – two (2) years (January to December)~~
- ~~▪ Training Lieutenant – two (2) years (January to December)~~
- ~~▪ Training Paramedic – two (2) years (January to December)~~
- ~~▪ Deputy Fire Marshal – minimum of five (5) years with no maximum~~
- ~~▪ Hazardous Materials Team – minimum of five (5) years with no maximum~~
- ~~▪ Urban Search and Rescue – five (5) years~~
- ~~▪ Central Purchasing Officer (Lieutenant) – three (3) years (January to December)~~

~~The rotation of the Training Battalion Chief and the Training Captain will be staggered to avoid both assignments being rotated within the same year.~~

~~For the purpose of determining the end of an appointment term, the appointment periods for the Training Battalion Chief, Training Captain, Administrative Medical~~

Services Officer, Training Lieutenant, Training Paramedic, Deputy Fire Marshal and Central Purchasing Officer will be rounded to the nearest six (6) months. For example, an appointment of the Training Captain on June 30 will relate back to January of that year for the purpose of determining the end of the appointment term, and an appointment on July 1 will relate forward to January 1 of the following year for the same purpose.

I. Modification of Assignments. It shall be the intent of this Article to establish time duration requirements for the assignments noted in Subsection H. However, both parties recognize that on occasion the need to temporarily modify an assignment may arise. In such case(s), both parties will mutually agree to the necessary length to which the modification shall be made. Employer shall not unilaterally extend an appointment except due to extenuating circumstances. Based on operational needs, the employee serving in these assignments may be reassigned to twenty four (24) hour shift work periodically during the assignment, or as necessary the assignment may be suspended at any time. Assignment time spent in suspension shall not affect the expiration date of the assignment term.

J. Urban Search and Rescue/Qualifications and Criteria. The necessary qualifications and criteria for assignment to and composition of the Urban Search and Rescue Team shall include the minimum qualifications established by the Urban Search and Rescue Regional Team. If there is more than one (1) applicant for the Urban Search and Rescue Team meeting the qualifications required by the Urban Search and Rescue Team, the assignment shall be based on Department Seniority.

K. Deputy Fire Marshal Qualifications. The necessary qualifications for assignment to Deputy Fire Marshal shall be a minimum two (2) year non probationary bargaining unit employee.

L. Deputy Fire Marshal Training/Certification. Training and certification will be obtained as expeditiously as possible and must be completed within two (2) years from the date of assignment as a Deputy Fire Marshal. Failure to obtain required certifications within the specified time period will result in reassignment, provided that the Employer may allow more than two (2) years for an employee to obtain the required certifications due to scheduling restraints or other limitations of the availability of training classes or certification testing opportunities.

M. Deputy Fire Marshal Salary. The salary range for the DFM assignment shall be the same as Lieutenant. At the time of initial assignment, the employee will be placed at the lowest Lieutenant pay step that provides a minimum of seven percent (7%) increase from the employee's then current salary. Employees leaving the assignment and returning for subsequent assignments to DFM shall be returned to the pay step from which they transferred.

N. Consecutive Assignments. No employee covered by this agreement shall be required to serve in consecutive non-line assignments.

FIRE UNIFORMED NEGOTIATIONS

Summary of Negotiated Changes – Outcomes for Council Packet

Tentative Agreement Reached: October 24, 2025
Union Voted to Accept: 4/1/2026 Passed
Contract Duration: 3 years (Retroactive to 1/1/25)

Labor	Management
Eben Dygert, Driver/Engineer (Lead Negotiator) Eric Dubee, Fire Lieutenant Liz Tusing, Captain/MSO Gary Smith, Assistant Fire Marshal	Cathryn Laird, HR Director (Lead Negotiator) Kseniya Daly, Deputy HR Director Adrian Sheppard, Fire Chief Jim Whitney, Deputy Fire Chief

Article	Section/Topic	Reason	Outcome
Article 4 Non-Discrimination	Non-discrimination language regarding gender identity and expression.	Language updates that meets the interests of the Union and the City.	Language consistency
Article 9 Personnel Reduction	Full article update by following Bellevue’s CBA language with modifications for Redmond.	Process clarification and language clean up that meets interests of the Union and the City.	Language clarification
Article 10.2 Probationary Period	Clarification on when the probationary period starts and ends.	Meets interest of the City so HR staff can more effectively administer probation periods.	Language desired by HR.
Article 12 Assignments	Language refinement for entire article to address eligibility clarification, duration, and impact to groups of employees, including Deputy Fire Marshals.	Make the article easier to follow and create related Standard Operating Guidelines (SOG) language for Deputy Fire Marshals and Firefighter Paramedics.	Process clarification
Article 13.3 [Discipline] Process and Procedures	Clarification of the process when termination is being recommended.	Meets interest of the City so HR staff can more effectively administer the termination process.	Language desired by HR.
Article 14 Grievance Procedures	Full article update by following Bellevue’s CBA language with modifications for Redmond.	Process clarification and language clean up that meets interests of the Union and the City.	Language clarification
Article 17.2 Out of Class (Acting) Pay	Day shift employees who work out of class for greater than 40 hours, will be paid to include the initial 40 hours.	Recognition of employees for the entire time they WOC.	Working out of class at the beginning of the initial 40 hours instead after the first 40 hours.

Article	Section/Topic	Reason	Outcome
18.2 Professional Leave	Identifies by classification which exempt status day shift employees can receive overtime when working in a uniformed shift capacity.	Clarifying language and codifying current practice.	Language clarification.
Article 18.4 Holiday Overtime	New language to allow employees who work overtime on a holiday (voluntary or mandatory) will receive 2x OT instead of 1.5x OT.	Common practice to receive 2x OT for working a holiday and encourages voluntary OT on a holiday.	Union to receive 2x OT on mandatory or voluntary OT Holiday hours worked.
Article 19.3 Hours of Work	For day shift employees, provides for three “standard” work schedules (5/8, 9/80, or 4/10) and alternative work schedules or adjustments to the standard work schedule at supervisor approval.	Defines a standard work schedule and confirms approval of any changes to the schedule.	Work schedule confirmation.
Article 19.6 Shift Trades	Language clarification around how shift trades would be administered and employees who are originally scheduled to work must cover the sick leave of the employee who was willing to do the work (traded) but called in sick.	Corrects a payroll issue of extra sick leave compensation and reduces sick leave calls during shift trades.	Slightly reduced the number of shift trades that can occur.
Article 22.6 Shared Leave Program	To allow for sick leave to be donated.	Request by union to enhance leave that can be donated. Other unions have this option to donate sick leave.	Creates administrative consistency across CBAs.
Article 23.2.A Holidays	Day shift employees whose holiday falls on their day off can flex another day or receive another day off with 8 hours pay hours pay added to the employee’s holiday bank.	Provides for option of the employee to flex the holiday or add 8 hours holiday pay added to their holiday bank.	Additional 8 hours added to day shift holiday bank at employee’s discretion.
Article 23.3 Scheduling of Vacation, Holidays, and AHR	Paramedics: This will eliminate day shift accruals from the available time off shift selection. All shift employees, clarifies the calculation of the daily number of staff off per day and scheduling of AHR and Kelly days prior to vacation scheduling.	Language enhancements around shift accruals and scheduling of time off.	Possible limit to overtime exposure.

Article	Section/Topic	Reason	Outcome
Article 23.4 Unused Vacation and Holiday Leave	Day shift employees can accumulate vacation above their maximum allowance during the year. Day shift employees cannot carryover or separate with greater than the max allowance of 360 hours. (Uniformed shift employees are already allowed to accumulate above their max allowance)	To encourage employees to retain their banks and get paid out instead of burning down their banks at time of separation, and to provide consistency between uniformed shift and day shift employees.	Allows vacation accruals for day shift employees to go above the vacation max but carryover and cashout at max only.
Article 28.3 Tuition Reimbursement	Language clarification to follow the Personnel Manual and simplification of the application process.	Consistent administration of Tuition Reimbursement across all CBAs and non-reps.	Language consistency across the city.
Appendix A Salary Schedule A.1 A.5 A.11	<ul style="list-style-type: none"> • 2025 COLA: Flat rate 6.0% • 2026 COLA: Flat rate 2.7% • 2027 COLA: CPI-W First Half with 2% min and 5% max • Education Premium (new) <ul style="list-style-type: none"> ○ AA = 1.5% ○ BA = 3% • Haz Mat Incentive = 3% (increase from 2%) • Technical Rescue Incentive = 3% (new) 	Identified financials to get to final agreement on this successor Collective Bargaining Agreement.	

ORDINANCE NO. _____

AN ORDINANCE OF THE CITY OF REDMOND, WASHINGTON AMENDING THE 2025 AND 2026 F PAY PLAN FOR EMPLOYEES COVERED BY THE INTERNATIONAL ASSOCIATION OF FIRE FIGHTERS NO. 2829 UNION REPRESENTING THE REPRESENTED UNIFORMED EMPLOYEES IN THE FIRE DEPARTMENT.

WHEREAS, the City of Redmond recently completed labor contract negotiations with the International Association of Fire Fighters No. 2829 Union representing the represented Uniformed Employees in the Fire Department; and,

WHEREAS, Pay Plan F will be established and put into effect the negotiated salary ranges agreed to through the collective bargaining process; and,

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

Section 1. Pay Plans Amended. Effective January 1, 2025, Pay Plan F covering all employees in the bargaining unit, is hereby amended and the salary ranges increased a total of 6.0 percent, above the salary ranges in effect on December 31, 2024, as adopted by Ordinance No. 3147. In conjunction with the adjustment of the salary ranges, the salaries for all employees covered by Pay Plan F will be increased by the same percentage.

Effective January 1, 2026, Pay Plan F covering all employees in the bargaining unit, is hereby amended and the

salary ranges increased a total of 2.7 percent above the salary ranges in effect on December 31, 2025. In conjunction with the adjustment of the salary ranges, the salaries for all employees covered by Pay Plan F will be increased by the same percentage. The amended pay plan is attached as Exhibit 1 and incorporated herein as if set forth in full.

Section 2. 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 3. 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 May, 2026.

CITY OF REDMOND

MAYOR ANGELA BIRNEY

ATTEST/AUTHENTICATED:

CHERYL XANTHOS, MMC, CITY CLERK

(SEAL)

APPROVED AS TO FORM
OFFICE OF THE CITY ATTORNEY:

By: _____

FILED WITH THE CITY CLERK:
PASSED BY THE CITY COUNCIL:
SIGNED BY THE MAYOR:
PUBLISHED:
EFFECTIVE DATE:
ORDINANCE NO.: _____

2026 PAY PLAN "F" - FIRE

Ordinance No.
 Redmond Fire Fighters Union
 Effective January 1, 2026

Grade	FLSA	Position Title	Step	Duration	Monthly	Annually	
D70	NE	Fire Fighter	A	0-12m	\$8,298.55	\$99,582.60	
			B	13-24m	\$8,811.29	\$105,735.48	
			C	25-36m	\$9,312.06	\$111,744.67	
			D	37-42m	\$10,344.07	\$124,128.81	
			E	43m+	\$11,358.66	\$136,303.93	
D71	NE	Driver/Engineer	A		\$12,154.44	\$145,853.31	
D73	NE	Lieutenant	A	0-12m	\$13,004.65	\$156,055.85	
		Deputy Fire Marshal	B	13m+	\$13,369.34	\$160,432.11	
		Fire Fighter/Paramedic					
D74	NE	Captain	A	0-12m	\$14,305.56	\$171,666.67	
		Assistant Fire Marshal	B	13m+	\$14,707.26	\$176,487.07	
		Medical Services Officer					
D76	NE	Battalion Chief	A	0-12m	\$15,736.00	\$188,832.03	
		Fire Marshal	B	13m+	\$16,175.80	\$194,109.65	
		Medical Services Administrator					
		Battalion Chief - Training					



Memorandum

Date: 5/5/2026
Meeting of: City Council

File No. AM No. 26-070
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
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DEPARTMENT STAFF:

Planning and Community Development	Jason Lynch	Deputy Director
Planning and Community Development	Andy Chow	Engineering Manager
Planning and Community Development	Josh Mueller	Senior Engineering Technician

TITLE:

Quasi-Judicial: Adoption of Ordinance for Belcaro Plat

- a. Ordinance No. 3259: An Ordinance of the City of Redmond, Washington, Approving the Final Plat of Belcaro Pursuant to RCW 58.17.170 and RZC 21.74.030, and Establishing an Effective Date

OVERVIEW STATEMENT:

Belcaro is a subdivision preliminary plat, located at 10625, 10637, 10611, and 10429 134th Avenue NE in Redmond. The applicant proposed to subdivide five parcels totaling 4.4 acres into 24 single-family residential lots, including one lot containing a low-cost affordable housing unit, four lots designated for smaller dwelling units, and three tracts for open space, access, utilities, and stormwater management. The decision to approve or disapprove the Belcaro preliminary plat is a quasi-judicial decision made by the City’s Hearing Examiner that is reviewed and acted upon by the City Council.

Additional Background Information/Description of Proposal Attached

REQUESTED ACTION:

- Receive Information Provide Direction Approve

REQUEST RATIONALE:

- Relevant Plans/Policies:
N/A
- Required:
RZC 21.74.030.G.4.

Review - City Council. The City Council shall review the final plat at a public meeting, according to the

decision criteria for final plats set forth in RZC 21.74.030.C, Decision Criteria for Approval of Final Subdivisions, of this chapter. No public hearing shall be required. Notice of the public meeting at which the final plat will be considered will be mailed to the applicant and to any person who was a party of record to the preliminary plat proceedings at least ten days in advance of the meeting. If the City Council approves the final plat, the Mayor shall be authorized to inscribe and execute the written approval on the face of the plat map. If the City Council denies the final plat, the final plat will be returned to the applicant with reasons for denial and conditions for compliance.

- **Council Request:**

N/A

- **Other Key Facts:**

The Belcaro preliminary plat was approved with conditions by the Hearing Examiner on February 27, 2024. Engineering plans were approved on December 11, 2025, and the final plat was submitted by the applicant for staff review on December 11, 2025. Staff has reviewed the list of conditions outlined in the Hearing Examiner’s February 27, 2024, Findings, Conclusions, and Decision and determined that the final plat of Belcaro conforms to those conditions and all other requirements set forth under RCW 58.17.170 and RZC 21.74.030.C. The applicant presented and the City accepted a financial guarantee for the installation of all plat improvements. The affordable housing agreement has been approved and was recorded on April 3, 2026. Final plat approval does not imply acceptance of improvements.

OUTCOMES:

Approval of the final plat will allow the applicant to record the final plat with the King County Recorder and thus create new lots and apply for building permits.

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:

There is no fiscal impact associated with this final plat. Staff working on the Belcaro plat are funded through the adopted budget.

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

Budget Offer Number:

0000303-Development Services

Budget Priority:

Vibrant and Connected

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

If yes, explain:
N/A

Funding source(s):
General Fund

Budget/Funding Constraints:
N/A

Additional budget details attached

COUNCIL REVIEW:

Previous Contact(s)

Date	Meeting	Requested Action
4/21/2026	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:

Final plat approval followed by recording of the final plat are necessary prerequisites to obtaining building permits within this subdivision, and the applicant would like to obtain building permits as soon as possible.

ANTICIPATED RESULT IF NOT APPROVED:

Applicant will not be able to record the final plat which is a prerequisite to obtaining building permits within this subdivision.

ATTACHMENTS:

- Attachment A: Ordinance Draft
- Attachment B: Vicinity Map
- Attachment C: Hearing Examiner's Decision

NON-CODE

CITY OF REDMOND
ORDINANCE NO. _____

AN ORDINANCE OF THE CITY OF REDMOND,
WASHINGTON, APPROVING THE FINAL PLAT OF
BELCARO PURSUANT TO RCW 58.17.170 AND RZC
21.74.030, AND ESTABLISHING AN EFFECTIVE DATE

WHEREAS, the City of Redmond has received an application for approval of the final plat of Belcaro, and

WHEREAS, final plat approval is addressed under RZC 21.74.030, which requires that the Redmond City Council adopt findings in support of its decision and approve the final plat.

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

Section 1. Findings adopted. The Redmond City Council adopts the following findings in support of its approval of the BELCARO final plat:

1. The Redmond Hearing Examiner conditionally approved the related Belcaro Subdivision Preliminary Plat on February 28, 2024. The Hearing Examiner’s Findings, Conclusions, and Decision contains conditions incorporated as shown in Attachment C.
2. The applicant submitted the Belcaro final plat for review on December 11, 2025.
3. Under RCW 58.17.170 and RZC 21.74.030(G), final plat approvals require City Council approval.
4. Under RCW 58.17.170 and RZC 21.74.030(C), the criteria to be used by the City Council in determining whether to grant final plat approval are:

- A. whether the final plat substantially conforms to all terms, conditions and provisions of the preliminary approval; and
 - B. whether the final plat contains a dedication to the public of all common improvements, including but not limited to streets, roads, sewage disposal systems, storm drainage systems, and water supply systems which were a condition of approval. The intention to dedicate shall be evidenced by the owner's presentment of a final plat showing the dedication, and the acceptance by the City shall be evidenced by the approval of the final plat; and
 - C. whether the final plat meets the requirements of RZC 21.74, applicable state laws, and all other local ordinances adopted by the City which were in effect at the time a complete application for preliminary plat approval was filed.
5. The City staff has reviewed the final plat of Belcaro and has advised the Council that the final plat conforms to all terms and conditions of preliminary plat and contains a dedication to the public of all common improvements. Based on the staff review, the Council finds that the final plat meets the first and second criteria for approval.
 6. At the time of preliminary plat approval, the Redmond Hearing Examiner determined that, as conditioned, the preliminary plat met the requirements of the state subdivision laws, the State Environmental Policy Act, and the subdivision approval requirements of the RZC. No evidence has been presented to change this determination. The City Council therefore finds that the final plat meets the third criteria for approval.

Section 2. Approval of final plat. The final plat of Belcaro is hereby approved, subject to fulfilling any late-comer agreements and posting of any performance guarantees as determined by the Director of Public Works.

Section 3. Effective date. This ordinance shall take effect and be in full force five days after its passage and publication of a summary as provided by law.

ADOPTED by the Redmond City Council this ____ day of _____, 2026.

CITY OF REDMOND

ANGELA BIRNEY, MAYOR

ATTEST:

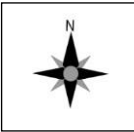
(SEAL)

CHERYL XANTHOS, MMC, CITY CLERK

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:

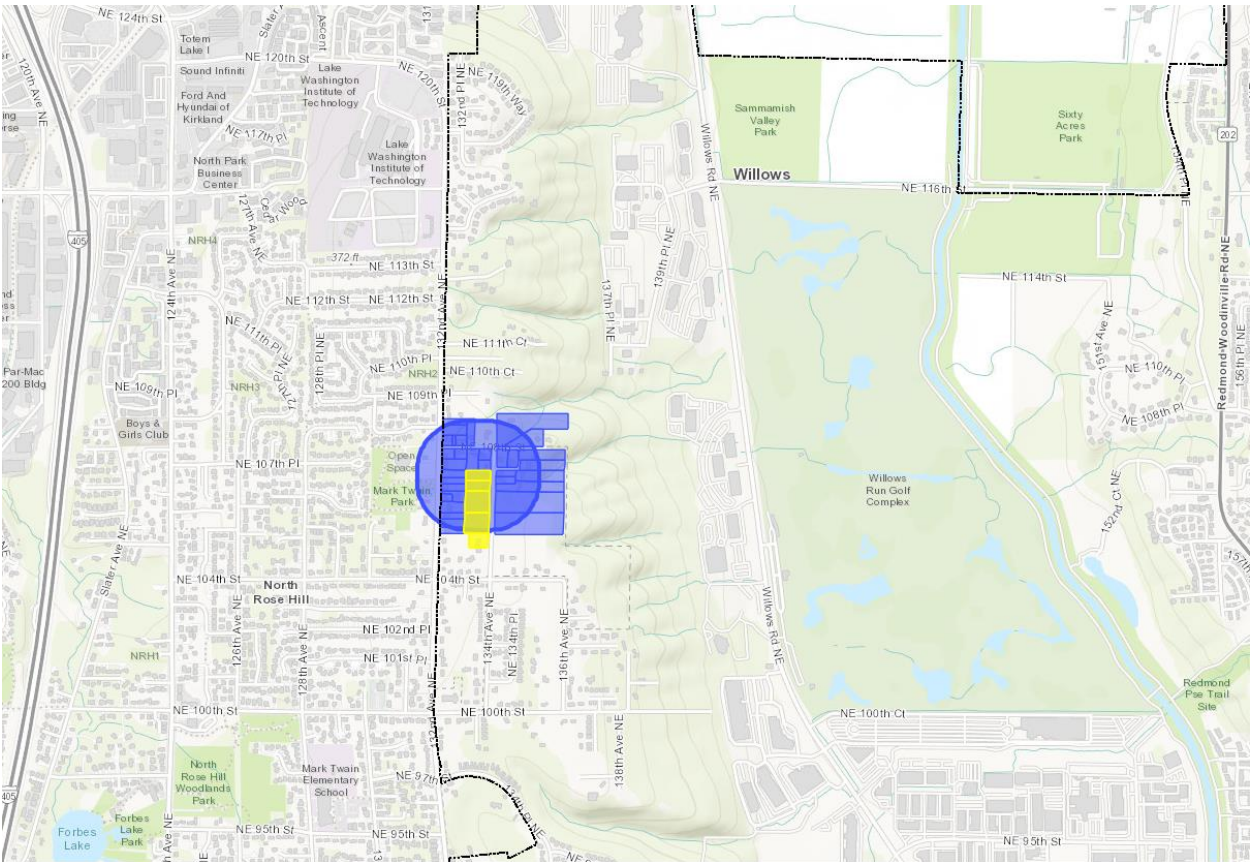


Mailing Area

Project Name: Belcaro Subdivision

Number(s): LAND-2021-00943

Parcel number(s): 124670011, -0012, -0022, 0031, 0043





QUASI JUDICIAL

DATE: February 28, 2024

MEMO TO: Parties of Record

FROM: Office of the Hearing Examiner, 425-556-2190, kbiegel@redmond.gov

SUBJECT: BELCARO PRELIMINARY PLAT LAND-2021-00943

Reconsideration of the Hearing Examiner's Decision

Enclosed is a copy of the Hearing Examiner's Findings, Conclusions, and Decision on the Belcaro Preliminary Plat LAND-2021-00943. Pursuant to the Redmond Zoning Code, any party of record may file a written request for reconsideration with the Hearing Examiner. To be considered, a request for reconsideration must explicitly set forth alleged errors of procedure or fact, and must be filed within ten business days of the Hearing Examiner's Decision in this matter. Reconsideration requests must be received by the Office of the Hearing Examiner of the City of Redmond and can be submitted prior to **5:00 p.m. on March 12, 2024.**

City of Redmond Office of the Hearing Examiner Contact Information:

Mailing Address

Office of the Hearing Examiner
PO BOX 97010, M/S: 3NFN
Redmond, WA 98073-9710

Phone: 425-556-2190
Fax: 425-556-2198
Email: kbiegel@redmond.gov

For your convenience, Request for Reconsideration forms are available online:
<https://www.redmond.gov/913/Request-for-Reconsideration-or-Appeal>

FURTHER PROCEEDINGS

Hearing Examiner decision may be appealed to Superior Court by filing a land use petition which meets the requirements set forth in RCW Chapter 36.70C. The petition must be filed and served upon all necessary parties as set forth in State law and within the 21-day time period as set forth in RCW Section 36.70C.040.

**BEFORE THE CITY OF REDMOND
HEARING EXAMINER**

In the Matter of the Application of)	LAND-2021-00943
)	
)	
Rick Burnstead Construction)	Belcaro Plat
)	
For a Preliminary Plat)	FINDINGS, CONCLUSIONS, AND DECISION
_____)	

SUMMARY OF DECISION

The request for approval of a preliminary plat to subdivide 4.4 acres into 24 single-family residential lots is **GRANTED** subject to conditions.

SUMMARY OF RECORD

Request:

Rick Burnstead Construction requested approval of a preliminary plat to subdivide five parcels totaling 4.4 acres into 24 single-family residential lots and three tracts for open space, access, utilities, and stormwater management. The parcels comprising the subject property are addressed as 10625, 10637, 10611, and 10429 134th Avenue NE.

Hearing Date:

The Redmond Hearing Examiner conducted a virtual open record hearing on the request on February 12, 2024. The record was held open through February 14, 2024 to allow any members of the public having difficulty joining the virtual hearing to submit written comments, with time scheduled for written responses by the parties. No post-hearing public comment was submitted, and the record closed on February 14, 2024. No in-person site visit was conducted, but the Examiner viewed the subject property and its environs on Google Maps.

Testimony:

At the open record hearing, the following individuals presented testimony under oath:

- Tim McHarg, Principal Planner, City of Redmond
- Peter Lau, Senior Transportation Engineer, City of Redmond
- Paula Judson, Production Manager, Rick Burnstead Construction
- Sheri Murata, Senior Engineer and Project Manager, Core Design
- Paul Sandoval, member of the public

Exhibits:

At the open record hearing the following exhibits were admitted in the record:

1. Technical Committee Report, with the following attachments:

1. Land Use Application
 2. Determination of Completeness
 3. Notice of Application, Certificate of Public Notice
 4. Neighborhood Meeting Notice
 5. Site Photographs
 6. Plan Set
 7. Stormwater Report
 8. Traffic Study
 9. Critical Area Report
 10. Tree Health Assessment Report
 11. Tree Exception Report
 12. Geotechnical Report
 13. Notice of Public Hearing, Certificate of Public Notice
 14. Safe Walk Routes Map
2. City of Redmond PowerPoint Presentation

After considering the testimony and exhibits submitted, the Hearing Examiner enters the following findings and conclusions:

FINDINGS

1. Rick Burnstead Construction (Applicant) requested approval of a preliminary plat to subdivide five parcels totaling 4.4 acres into 24 single-family residential lots and three tracts for open space, access, utilities, and stormwater management. The five tax parcels comprising the subject property are addressed as 10625, 10637, 10611, and 10429 134th Avenue NE.¹ The project site is approximately one block east of 132nd Avenue NE, which forms the boundary between the cities of Remond and Kirkland. *Exhibits 1.1 and 1.6; Google Maps site view.*
2. The preliminary plat application was deemed complete on January 19, 2022. *Exhibit 1.2.*
3. The subject property is located in the Willows/Rose Hill Neighborhood. The Comprehensive Plan contains housing and land use policies promoting a mix of housing for all income levels, including affordable housing, and encouraging the dispersal of

¹ The legal description of the subject property is: a portion of the NW quarter of the SW quarter of Section 34, Township 26 North, Range 5 East, W.M.; also known as Tax parcel numbers 124670-0011, 124670-0012, 124670-0022, 124670-0031, and 124670-0043. *Exhibits 1, 1.1, and 1.6.* The Examiner notes that only four street addresses are stated, presumably because one of the five parcels is currently undeveloped. *See Exhibit 2, Slide 5.*

affordable housing throughout the city; allowing new development only where adequate public facilities and services can be provided; promoting attractive, friendly, safe, quiet and diverse residential neighborhoods; and ensuring that new development is consistent with citywide and applicable neighborhood goals and policies. *Exhibit 1.*

4. The subject property is zoned RIN (Residential Innovative). *Exhibit 1, page 4.* The purpose of the RIN zone is to:

[P]romote single-family housing consisting of smaller dwelling units to respond to changing household sizes and ages. It will provide opportunities for households of various sizes, ages, and incomes to live in a neighborhood by promoting diversity in the size, type, and price of new single-family homes. Also, this zone will blend new development with existing residential development to help maintain neighborhood character, particularly in neighborhoods with a predominance of small to moderately sized homes. The zone will help to provide appealing and active streetscapes that promote a more walkable and enjoyable neighborhood experience. The density allowed within the zone shall be four to five dwelling units per gross acre depending on the size of the site and the size of dwellings proposed.

Redmond Zoning Code (RZC) 21.08.070.A.

5. Four of the five parcels comprising the subject property are developed with single-family residences and accessory structures; one is vacant. All existing structures would be removed from the site. *Exhibits 1 and 1.6.*
6. Surrounding properties are zoned RIN and are developed with single-family residences. *Exhibits 1 and 2.*
7. Based on the critical areas and geotechnical engineering studies that were conducted for the site, there are no wetlands, streams, or geologic hazards on the subject property. *Exhibits 1, 1.9, and 1.12.*
8. The development standards applicable to the RIN zone include a maximum base density (not including bonus units) of five dwelling units per acre of gross site area, and a minimum density of 80% of the maximum density allowance of the net site area (excluding features such as critical areas and buffers, streets, and common open spaces). The maximum base density of the 4.4-acre site is 22 dwelling units. The net buildable area of the subject property for purposes of calculating minimum density is 2.73 acres, requiring a minimum density of 11 dwelling units. *Exhibit 1; RZC Table 21.08.070A*
9. Pursuant to RZC 21.20.020-.030, all new single-family residential developments in the Willows/Rose Hill Neighborhood must provide 10% of proposed units as affordable housing consistent with Redmond's standards. Based on a maximum base density of 22 dwelling units, the minimum required affordable housing for the proposed development is two dwelling units. The Applicant proposes to provide one "low-cost affordable housing unit," which counts as two affordable dwelling units per RZC 21.20.030.E. With

the provision of affordable housing, the Applicant is entitled to a density bonus of one dwelling unit per affordable unit provided to a maximum of 20% of the base density. In this case the Applicant is eligible for two bonus dwelling units for the proposed low-cost affordable housing unit, resulting in a maximum density of 24 dwelling units. Twenty-four dwelling units are proposed. *Exhibit 1; RZC 21.20.030.*

10. Pursuant to RZC 21.08.360, applications for subdivisions of 30,500 square feet or greater in the RIN zone must include “smaller dwelling units” at a minimum of 20% of the greater of the number of proposed dwelling units (excluding bonus units) or the net buildable area multiplied by the site’s allowed density. For the proposed development, the minimum number of smaller dwelling units required is four. The Applicant proposes four smaller dwelling units, which would be distributed throughout the subdivision on Lots 1, 13, 16, and 21. *Exhibits 1 and 1.6.*
11. The proposed lots have been designed to satisfy the bulk dimensional standards of the RIN zone, including the minimum average lot size, lot width circle, and lot frontage standards. The proposed lots would average 4,954 square feet in area and would be at least 35 feet wide, with at least 20 feet of street frontage. Compliance with the City's architectural, setback, building separation, lot coverage, impervious surface coverage, height, and lot-based open space standards would be determined at the time of building permit review for each parcel. *Exhibits 1 and 1.6.*
12. The proposed development is not subject to City noise study requirements because it is not within 100 feet of an arterial street. *Exhibit 1, page 13.*
13. Redmond Zoning Code Chapter 21.72 requires that all healthy landmark trees and 35% of all healthy significant trees be retained.² Removed landmark trees (when authorized) must be replaced at a 3:1 ratio and removed non-landmark significant trees must be replaced at a 1:1 ratio. There are 32 healthy significant trees and no healthy landmark trees on site. The Applicant proposes to retain 10 of the significant trees, for a retention rate of 31%. The Applicant requested approval of a tree exception to allow the 31% retention rate pursuant to RZC 21.72.090. The Applicant identified the site composition as a special circumstance warranting approval of the request. Because there are five residential parcels comprising the subject property and the existing trees tend to align with the underlying parcel boundaries (some of which are in the interior of the larger site), many of the relatively few healthy significant trees are located where they conflict with proposed improvements. The Applicant submitted that the project would be economically infeasible if the trees were required to be retained. Pursuant to RZC 21.72.090.B(2), if an exception is granted to allow significant tree retention below 35%, the required tree replacement ratio is 3:1 instead of 1:1. *Exhibits 1.10 and 1.11.*

² Pursuant to RZC Chapter 21.78, significant trees are those that are at least six inches in diameter at breast height, and landmark trees are those that are over 30 inches in diameter.

14. Trees within the right-of-way (whether landmark or significant) may be removed for public street and utility construction without the need for an exception from the tree retention standards, but replacement of the trees is required at the same ratios as the on-site trees. In this case there are two healthy significant trees and three healthy landmark trees within the right-of-way that would be removed for required frontage improvements on 134th Avenue NE. *Exhibits 1 and 1.11.*
15. City Planning Staff calculated the minimum replacement trees required for the right-of-way tree removal as 11 trees, including two for the significant trees (1:1 ratio) and 9 for the landmark trees (3:1 ratio). With respect to on-site tree removal, Staff calculated the minimum replacement trees required as 24 trees, including 21 for the first 21 trees removed (1:1 ratio) and three for the 22nd tree removed (3:1 ratio), based on a determination that the retention of 11 trees is required to meet the 35% threshold.^{3,4} The Applicant's landscaping plans depict the planting of 82 replacement trees, an amount which far exceeds code requirements for both the on-site and right-of-way trees. These trees would be planted primarily around the site perimeter, consistent with City landscaping standards requiring perimeter landscaping when new dwellings are adjacent to existing dwellings. A six-foot cedar fence would also be provided around the perimeter of the plat. *Exhibits 1, 1.11, and 2; Testimony of Tim McHarg and Paula Judson; RZC 21.08.180.* The plat proposes perimeter landscaping along the site's north, west, and south boundaries abutting existing single-family residence, as well as the landscaping proposed in Tracts A and C. *Exhibit 1.6, Sheet L2.01.*
16. The proposal exceeds the minimum open space requirement for the RIN zone. Approximately 30% of the subject property is proposed to be retained in common open space within Tracts A and C, whereas the minimum for the zone is 20%. Active recreation space, in an amount exceeding 25% of the open space requirement, would be provided within the open space tracts. The open space amenities would include a playground, trail, and picnic facilities. *Exhibit 1.6.*
17. Access to the plat would be from 134th Avenue NE via proposed Road A, a public street, which would connect to 134th Avenue NE at two locations. The internal street system would also include a private access tract (Tract B) serving Lots 12 and 13 and Tract C. The public streets would be developed to "rustic street" standards, which apply to the NE Rose Hill Neighborhood Subarea. The required street section includes sidewalks on both sides of the street, a planting strip on one side of the street and a drainage swale on the

³ The Hearing Examiner notes that the retention of 11 trees out of 32 would result in a retention rate of 34.38%, which consistent with the rounding conventions expressly adopted in other code sections would round down to 34%. Retaining 12 trees would bring the rate to 37.5%.

⁴ In arriving at this calculation, Planning Staff interpreted RZC 21.72.090.B(2) to mean that the 3:1 replacement ratio is only applied to the number trees removed that causes the retention percentage to fall below 35%, which in this case is only one tree (meaning Staff determined that if one more tree could be retained, no exception would be required). However, the Examiner notes that the provision is capable of being interpreted to mean that if the retention percentage is proposed to fall below 35%, each significant tree removed must be replaced at a 3:1 ratio. This second interpretation is consistent with the number of replacement trees proposed by the Applicant.

opposite side of the street. *Exhibits 1 and 1.6; RZC Appendix 2, Table 3; Tim McHarg Testimony.*

18. The proposed development is expected to generate 219 net new vehicle trips per day, including 16 AM peak hour trips and 21 PM peak hour trips. Based on the trip distribution prepared by the Applicant's transportation engineer, no signalized intersection in the vicinity would be impacted by 20 or more new PM peak hour trips. The Applicant would be required to mitigate traffic impacts through payment of mitigation fees pursuant to City ordinance. *Exhibits 1 and 1.8.*
19. Stormwater runoff would be collected into a combined detention and wet vault in Tract C for flow control and water quality treatment prior to discharge into the existing stormwater conveyance system along 134th Avenue NE, consistent with the natural drainage flow. The Applicant has designed the proposed stormwater system for compliance with Washington State Department of Ecology's Stormwater Management Manual for Western Washington and with the Redmond Stormwater Technical Notebook. *Exhibits 1 and 1.7.*
20. An adjacent short plat currently under review (Huxley Short Plat), which was proposed by the same applicant as the currently proposed Belcaro subdivision, will also route stormwater to 134th Avenue NE. Because the Huxley Short Plat does not have frontage on 134th, the Applicant proposes to provide an easement along the southern boundary of the Belcaro subdivision for the stormwater main. The private road serving the Huxley Short plat would extend into Tract C to allow maintenance access, but there would be no through street connection between the Huxley Short Plat and 134th Avenue NE; bollards would be placed to prevent general vehicular connection while still providing for pedestrian and bicycle connection. The preliminary plat map depicts both the access and drainage easements. *Exhibits 1 and 1.6; Sheri Murata Testimony.*
21. The proposed development would be served by the City of Redmond water and sewer systems. The improvements needed to provide sewer service would include installation of a new eight-inch sewer main in 134th Avenue NE. The adjacent Huxley Short Plat would connect to this new sewer main through an easement along the southern plat boundary. *Exhibits 1 and 1.6.*
22. The school aged residents of the proposed subdivision would be served by Mark Twain Elementary School, Rose Hill Middle School, and Lake Washington High School. There are continuous sidewalks between the subject property and Mark Twain Elementary, which is approximately 0.8 miles from the subject property. The middle and high schools are more than one mile from the subject property and school bus service would be provided for those schools; however, a safe walking route is available to these schools, in that there are sidewalks along most of the route. There is one short sidewalk gap requiring pedestrians to walk on the shoulder. Planning Staff submitted that the shoulder is wide enough to provide adequate safe walking for school aged children. Impacts to school capacity would be mitigated through payment of school mitigation fees. *Exhibits 1 and 1.14; Tim McHarg Testimony.*

23. The preliminary plat is categorically exempt from review under the State Environmental Policy Act (SEPA) because fewer than 30 lots are proposed. *Exhibit 1; Tim McHarg Testimony; RZC 21.70.090.A(1)*.
24. Notice of the open record public hearing on the application was posted on-site, at City Hall, at the Redmond Library, and online, published in *The Seattle Times*, and mailed to surrounding owners of property within 500 feet of the site on or before January 22, 2024. *Exhibit 1.13*.
25. The Technical Committee, comprised of staff from Redmond Planning, Public Works, and Fire Departments, reviewed the complete application and supporting materials for compliance with City regulations and the Comprehensive Plan. The Technical Committee recommended that the Hearing Examiner approve the preliminary plat subject to conditions. In addition, Planning Staff recommended that the Hearing Examiner approve the tree exception request in conjunction with the preliminary plat. *Exhibit 1; Tim McHarg Testimony*.
26. Public comment on the application included concerns regarding traffic, the intersection of 132nd Avenue NE and NE 104th Street, and pavement quality on 134th Avenue NE and NE 104th Street between the subject property and 132nd Avenue NE. *Paul Sandoval Testimony*. In response to the testimony, City Engineering Staff testified the results of the traffic study did not indicate enough traffic to warrant intersection improvements at any affected intersection and encouraged members of the public to contact the Public Works Department to request pavement maintenance. Staff also noted that 132nd Avenue NE is under the City of Kirkland's jurisdiction. *Peter Lau Testimony*.

CONCLUSIONS

Jurisdiction:

The Hearing Examiner is authorized to conduct open record hearings and issue decisions on Type III permits, including preliminary plat permit applications, pursuant to RZC 21.76.050.C, Table 21.76.050B, and RZC 21.76.060.J. The administrative tree exception request is consolidated with the preliminary plat pursuant to RZC 21.76.050.E.

Criteria Applicable to all Land Use Permits:

Pursuant to RZC 21.76.070.B(3)(a), all land use permits must be reviewed to determine consistency between the proposed project and the applicable regulations and Comprehensive Plan provisions, based on the following criteria:

- i. A proposed project's consistency with the City's development regulations shall be determined by consideration of:
 - A. The type of land use;
 - B. The level of development, such as units per acre or other measures of density;

- C. Availability of infrastructure, including public facilities and services needed to serve the development; and
 - D. The character of the development, such as development standards.
- ii. Upon review of a land use permit and accompanying site plan, the decision maker shall determine whether building design and/or site design complies with the following provisions:
- A. The Comprehensive Plan, RZC 21.02, *Preface*, RZC Article I, *Zone-Based Regulations*, RZC Article II, *Citywide Regulations*, and the Appendices that carry out these titles;
 - B. The provisions of RMC Title 15, *Buildings and Construction*, that affect building location and general site design;
 - C. The Washington State Environmental Policy Act (SEPA) if not otherwise satisfied;
 - D. RZC Article VI, *Review Procedures*, to the extent it provides the procedures to ensure compliance with the requirements in subsections B.3.a.ii.B and B.3.a.ii.C of this section;
 - E. Both within and outside the Transition Overlays, decision makers authorized by the RZC to decide upon discretionary approvals may condition such approvals and development permits, including but not limited to site plan approvals, to minimize adverse impacts on other properties and uses, and to carry out the policies of the Comprehensive Plan.

Subdivision Criteria for Review:

Pursuant to RZC 21.74.030.B(1), the Examiner shall approve an application for subdivision if findings can be entered showing the following criteria are satisfied:

- a. The proposal complies with the general criteria applicable to all land use permits set forth in RZC 21.76.070.B, *Criteria Applicable to All Land Use Permits*;
- b. The proposal conforms to the site requirements for the zoning district in which the property is located;
- c. The proposal conforms to the requirements of this chapter;
- d. The proposed short subdivision, binding site plan, unit lot subdivision, or preliminary subdivision:
 - i. Makes adequate provision for streets, roads, alleys, other public ways, and transit stops as required by this chapter; and the proposed street system conforms to the City of Redmond Transportation Master Plan and Neighborhood Street Plan, and is laid out in such a manner as to provide for the safe, orderly, and efficient circulation of traffic;
 - ii. Will be adequately served with water, sewer, storm drainage, and other utilities appropriate to the nature of the subdivision or short subdivision;

- iii. Makes adequate provision for parks, recreation, and playgrounds, as required by this chapter;
 - iv. Makes adequate provision for schools and school grounds;
 - v. Makes adequate provisions for sidewalks and other planning features that meet the requirements of this chapter and that provide safe walking conditions for students who walk to and from school;
 - vi. Serves the public interest and makes appropriate provisions for the public health, safety, and welfare.
- e. Geotechnical considerations have been identified, and all hazards and limitations to development have been considered in the design of streets and lot layout to assure streets and building sites are on geologically stable soil, considering the stress and loads to which the soil may be subjected.

RZC 21.74.030.B.2 states that lack of compliance with the criteria set forth in subsection (1) of this section shall be grounds for denial of a proposed subdivision or short subdivision, or for the issuance of conditions necessary to more fully satisfy the criteria.

Tree Exception Criteria for Review

Pursuant to RZC 21.72.090.B, a tree exception shall not be granted unless the following criteria are satisfied:

1. The exception is necessary because:
 - a. There are special circumstances related to the size, shape, topography, location, or surroundings of the subject property; or
 - b. Strict compliance with the provisions of this code may jeopardize reasonable use of property; or
 - c. Proposed vegetation removal, replacement, and any mitigating measures proposed are consistent with the purpose and intent of the regulations; or
 - d. The granting of the exception or standard reduction will not be detrimental to the public welfare or injurious to other property in the vicinity; or
 - e. The strict compliance with the provisions of this code would be in conflict with the increased density of urban centers or the Marymoor Design District and result in development that would be inconsistent with the adopted vision for the neighborhood.
2. If an exception is granted below the required minimum retention standard of 35%, tree replacement shall be at a minimum of three trees for each significant tree removed... .

Conclusions Based on Findings:

1. As conditioned, the proposal complies with the general criteria applicable to all land use permits, which include in relevant part consistency with the City's development regulations, the Comprehensive Plan, and SEPA. The proposed residential density would be consistent with the standard of the RIN zone as modified by the affordable housing density bonus. With approval of the tree exception (described in Conclusion 11 below),

the proposal would satisfy the City's tree retention/replacement standards. The proposal would also satisfy the City's open space, landscaping, smaller dwelling unit, and affordable housing requirements. Street improvements would be made consistent with City standards. The proposal is exempt from SEPA. The proposal is consistent with Comprehensive Plan policies that promote affordable housing and allow new development where adequate public facilities and services can be provided. *Findings 3, 4, 8, 9, 10, 11, 13, 14, 15, 16, 17, 18, 19, 21, 23, and 26.*

2. As conditioned, the proposal conforms to the requirements of the RIN zone. The proposed housing density would be within the allowed range as modified by the affordable housing density bonus. The lots would be consistent with the dimensional standards of the zone. Open space exceeding code requirements would be provided in Tracts A and C. Perimeter landscaping would be provided consistent with code requirements. *Findings 8, 9, 10, 11, 15, and 16.*
3. As conditioned, the proposal is consistent with the requirements of RZC Chapter 21.74, including requirements for easements, utilities, and streets. *Findings 17, 19, 20, 21, and 26.*
4. As conditioned, the proposal makes adequate provision for streets. *Findings 17, 18, and 26.*
5. As conditioned, the proposed subdivision would be adequately served by utilities. Each lot would be served by public sewer and water. Stormwater runoff would be collected and treated on-site in Tract C. *Findings 19 and 21.*
6. As conditioned, the proposal would make adequate provision for parks, recreation, and playgrounds through the amenities provided in Tracts A and C. *Finding 16.*
7. As conditioned, the proposal makes adequate provision for schools and school grounds. School impacts would be mitigated through payment of impact fees. *Finding 22.*
8. As conditioned, the proposal makes adequate provisions for sidewalks and safe walking conditions for students. *Findings 17 and 22.*
9. As conditioned, the proposal serves the public interest and makes appropriate provisions for the public health, safety, and welfare. The Applicant would be required to pay fire, school, and transportation impact fees per RMC 3.10. Perimeter screening, including trees and fencing, would be provided between the plat and existing residences. *Findings 15, 18, and 22; RMC 3.10.*
10. No hazards or limitations to development were identified during the geotechnical evaluation. *Finding 7.*
11. The criteria for approval of a tree exception to allow tree retention of 31% are satisfied. Due to the configuration of the underlying parcels and the relatively low number of

healthy trees on site, strict compliance with the tree retention standard of 35% would jeopardize reasonable use of the property. The proposed tree replacement, which exceeds ordinance requirements as interpreted by Staff, would ensure that the intent of the ordinance is satisfied and that impacts to adjoining properties are minimized. Although the Hearing Examiner concludes that the significant tree replacement calculation identified by Staff (3:1 replacement ratio for those removed trees causing tree retention to fall below 35%) requires two significant trees to be replaced at a 3:1 ratio and not just one (resulting in 26 trees as mitigation for the on-site tree removal and 37 trees total including the mitigation for the off-site tree removal), the difference is immaterial as the Applicant proposes tree replacement far in excess of this requirement. *Findings 13 and 15.*

DECISION

Based on the preceding findings and conclusions, the request for approval of a preliminary plat to subdivide 4.4 acres into 24 single-family residential lots is **GRANTED** subject to the conditions below.

A. Site Specific Conditions of Approval

The following table identifies those materials that are approved with conditions as part of this decision.

Item	Date Received	Notes
Plan Set, prepared by CORE Design	January 3, 2024	<i>As conditioned herein</i>

The following conditions shall be reflected on the Civil Construction Drawings, unless otherwise noted:

1. Development Engineering - Transportation and Engineering

Reviewer: Peter Lau, Senior Transportation Engineer

Phone: 425-556-2715

Email: plau@redmond.gov

- a. Easements and Dedications.** Easements and dedications shall be provided for City of Redmond review at the time of construction drawing approval and finalized for recording prior to issuance of a building permit. The existing and proposed easements and right-of-way shall be shown on the civil plans. Prior to acceptance of the right(s) of way and/or easement(s) by the City, the developer will be required to remove or subordinate any existing private easements or rights that encumber the property to be dedicated.

- i. Easements are required as follows:**

- (a) 10-foot wide sidewalk and utility easement, granted to the City of Redmond, abutting both 134th Avenue NE and Road A right-of-way.
- (b) At the time of construction, additional easements may be required to accommodate the improvements as constructed.

ii. Dedications for right-of-way are required as follows:

- (a) A 53-foot width Road A, intersecting with 134th Avenue NE, will be dedicated to the City as a public local street. The cross section of Road A includes two 11-foot travel lanes, two three-foot concrete ribbon curbs, 10-foot landscaped drainage swale and five-foot landscape strip, and two five-foot concrete sidewalks. At the two 134th Avenue NE and Road A intersections, the ROW corner radius ranges from 58 feet to 27 feet.

Code Authority: RZC 21.52.030.G; RMC 12.12

- b. Construction Restoration and Street Overlay.** In order to mitigate damage due to trenching and other work on 134th Avenue NE, the asphalt street shall be planed, overlaid, and/or patched, per COR SD 201, 202, 203 and 301. The current Pavement Condition Index (PCI) of the existing pavement on 134th Avenue NE is 36 or below 40 (as determined by the City's bi-annual pavement survey), the development shall be required to reconstruct the entire half street with standard pavement section, as listed in Section C - Street Frontage Improvements, along the project frontage at a minimum as determined by the Traffic Operations and Safety Engineering Division in Public Works. Contact Adnan Shabir at 425-556-2776.

Code Authority: RMC 12.08; Redmond Standard Specifications & Details; RZC Appendix 2.A.8.f

c. Street Frontage Improvements

- i. The frontage along 134th Avenue NE must meet current City Standards which include asphalt paving, 3-foot-wide concrete ribbon curb 11 feet from centerline to face of curb with appropriate tapers, 10-foot-wide landscaped drainage swale, 5-foot-wide concrete sidewalk, storm drainage, streetlights, street trees, street signs and underground utilities including power and telecommunications. The minimum pavement section shall consist of:

- Seven inch HMA Class ½" PG 64-22
- Four inches of 1-1/4 inches minus crushed rock base course per WSDOT Standard Spec 9-03.9(3)
- Subgrade compacted to 95% compacted maximum density as determined by modified Proctor (ASTMD 1557)
- Street crown 2% sloped to drain system

Code Authority: RZC 21.52.030; RZC 21.17.010; RMC 12.12; RZC Appendix 2; Redmond Standard Specifications & Details

- ii. The cross section of Road A must meet current City Standards which include asphalt paving, three-foot-wide concrete ribbon curb 11 feet from road centerline to face of curb with appropriate tapers, 10-foot-wide landscaped drainage swale, five-foot-wide landscape strip, five-foot-wide concrete sidewalks, storm drainage,

streetlights, street trees, street signs and underground utilities including power and telecommunications. The minimum pavement section for the streets shall consist of:

- Seven inch HMA Class ½ inch PG 64-22
- Four inches of 1-1/4 inches minus crushed rock base course per WSDOT Standard Spec 9-03.9(3)
- Subgrade compacted to 95% compacted maximum density as determined by modified Proctor (ASTMD 1557)
- 2% cross sloped to drain system

Code Authority: RZC 21.52.030; RZC 21.17.010; RMC 12.12; RZC Appendix 2; Redmond Standard Specifications & Details

iii. ADA Ramp Requirements:

Curb ramps for persons with disabilities are required to all new construction at:

- the northwest (NW) and southwest (SW) corners of the 134th Avenue NE and Road A intersection;
- the SW corner of the 134th Avenue NE and NE 106th Way;
- the west side of a pedestrian trail crosswalk at 134th Avenue NE;
- and the NW and SW corners of the 134th Avenue NE and NE 104th Way;

and to all replacement curbs constructed in combination with sidewalks, paths, or other pedestrian access ways. These curb ramps shall be constructed per City of Redmond (COR) Standard Details.

Code Authority: RCW 35.68.075; RZC Appendix 2-A.21.a

iv. A separate 20-scale channelization plan should be required for any public street being modified or constructed. The plan shall include the existing and proposed signs, striping and street lighting and signal equipment for all streets adjacent to the site and within at least 150 feet of the site property line (both sides of the street). The plan shall conform to the requirements in the City of Redmond Standard Specifications and Details.

Code Authority: RZC 21.52.030.F; RZC Appendix 2; Redmond Standard Specifications & Details; RCW 47.24.020

v. Sidewalks constructed to City standards are required at the following locations:

- Five-foot wide concrete sidewalks are required along the property frontages at 134th Avenue NE, and on both frontages of Road A.

Code Authority: RZC 21.10.150; RZC 21.17.010; RZC 21.52.050; RMC 12.12

d. Access Improvements

- i. The type and location of the proposed site accesses are approved as shown on the Belcaro site plan prepared by Core Design on April 2, 2023.

Code Authority: RZC 21.52.030.E; RZC 21 Appendix 2

- ii. Direct access from individual lots to 134th Avenue NE will not be permitted. This restriction shall be indicated on the face of the civil plans and other final documents.

Code Authority: RZC 21.52.030.E; RZC 21 Appendix 2

- iii. The following driveways are required to be improved as specified below:

- Twenty-two concrete driveway approaches, per RZC, Appendix 2, Table 11, will be located at the Road A frontages to serve 22 new lots (Lots 1 to 11, and 14 to 24). For Lots 12 and 13, the concrete driveway approaches will be accessed from Tract B, a utility maintenance access.

Code Authority: RZC Appendix 2

- e. Underground Utilities.** All existing aerial utilities shall be converted to underground along the street frontages and within the development. All new utilities serving the development shall be placed underground.

Code Authority: RZC 21.17.020; RZC 21 Appendix 2 – A, 3 & 11

- f. Street Lighting.** Illumination of the street(s) along the property frontage must be analyzed to determine if it conforms to current City standards. Streetlights may be required to illuminate the property frontage. Luminaire spacing should be designed to meet the specified criteria for the applicable lamp size, luminaire height and roadway width. Contact Isabel Diaz, Transportation Operations at (425) 556-2733 with questions. The street lighting shall be designed using the criteria found in the City's Illumination Design Manual which can be accessed at:

<http://www.redmond.gov/development/CodesAndRules/StandardizedDetails>

With Site Plan Entitlement approval, the Applicant shall contact Puget Sound Energy (Street Lighting division) for coordination and development of a Work Sketch plan to include any proposed work on PSE-owned lights and/or poles. The Work Sketch plan will be required to be included in the final plan set prior to final approval of the Coordinated Civil Review.

To begin the PSE lighting coordination process, fill out the street lighting information request form here: <https://www.pse.com/en/construction-services/pole-services>

Code Authority: RZC 21.52.030.F; RZC Appendix 2

- g. Temporary Pedestrian Access Plan.** The Applicant is required to provide a temporary pedestrian access plan for approval by the City prior to any construction on the project site. This plan needs to show how pedestrian traffic passing by the proposed development will be accommodated during the entire length of the construction phase.

Existing sidewalks or pathways shall be closed only when absolutely necessary during construction. If unavoidable, the pedestrian access plan should provide temporary routes with barricades and cones that parallel existing facilities. These routes must be accessible for persons with disabilities per the current ADA regulations and standards, including the provision of ramps, minimum widths, and smooth surfaces for wheelchair access. When a parallel route is not available, pedestrians must be detoured with advance signing in accordance with the Manual on Uniform Traffic Control Devices. The developer may be required to install temporary crosswalks and street lighting as part of this detour.

Code Authority: MUTCD 2009 (or latest revision) sections 6D.01, 6D.02, & 6D.05

2. Development Engineering – Water and Sewer

Reviewer: Herb Awad, Senior Utility Engineer

Phone: 425-556-2861

Email: hawad@redmond.gov

- a. Water Service.** Water service will require a developer extension of the City of Redmond water system as follows:

The Developer will install six hundred seventy-two feet of new eight-inch ductile iron water main and twenty-four one-inch water residential meters to serve this development.

Code Authority: RZC 21.17.010.D and RZC 21.74.020.D

- b. Sewer Service.** Sewer service will require a developer extension of the City of Redmond sewer system as follows:

The Developer will install five hundred ninety-four feet of new eight-inch Polyvinyl chloride sewer main and twelve new manholes to serve this development. The Developer will also install twenty-four new six-inch side sewers for new homes to be connected to the new eight-inch sewer main within the development. In addition, the Developer will also install eight hundred eighty-five feet of new eight-inch Polyvinyl chloride sewer main along 134th Ave NE.

Code Authority: RZC 21.17.010.D and RZC 21.74.020.D

- c. Easements.** Easements shall be provided for all water and sewer improvements as required in the Design Requirements for Water and Sewer System Extensions. Easements for the water and sewer mains shall be provided for City of Redmond review at the time of construction drawing review. Any required offsite easements must be officially recorded before approval of the construction drawings.

Code Authority: RZC 21.74.020.C, Appendix 3

- d. **Reimbursement Agreement.** Portions of this extension may benefit other properties and meet the criteria to be eligible for a reimbursement agreement. In order to be eligible for reimbursement, the City must have received a completed reimbursement agreement application prior to approval of civil drawings and the agreement must be fully executed, by the City, prior to commencement of construction of the facility.

Code Authority: RMC 13.12

- e. **Permit Applications.** Water meter and side sewer applications shall be submitted for approval to the Development Engineering Division. Permits and meters will not be issued until all improvements are constructed and administrative requirements are approved. In certain limited circumstances, at the sole determination of the City of Redmond, water meter and/or side sewer permits may be issued prior to completion of improvements and/or administrative requirements. In such cases, various additional guarantees or requirements may be imposed as determined by the Development Engineering Division. All reimbursement fees shall be paid prior to issuance of water and side sewer permits.

Code Authority: RMC 13.08.010, RMC 13.12

- f. **Reimbursement Fees.** Reimbursement fees for connection of water and/or sewer are required. These fees are due prior to issuance of Site Permit or other city permits, which allows connection to any sewer or water facility.

In addition, applicable Kirkland Reimbursement Agreement charges related to the listed parcels are due prior to issuance of Site Permit:

1246700011 - \$1,907.64

1246700012 - \$1,907.64

1246700022 - \$3,815.28

1246700031 - \$3,815.28

1246700043 - \$1,907.64

Total \$13,353.48

Code Authority: RMC 13.12.120

3. Development Engineering – Stormwater/Clearing and Grading

Reviewer: Tom Sage, Senior Stormwater Engineer

Phone: 425-556-2488

Email: tsage@redmond.gov

a. Water Quantity Control:

- i. Stormwater discharges shall match the developed discharge duration to the predeveloped duration for the range of predeveloped discharge rates from 50% of the 2-year peak flow up to the full 50-year flow. Detention shall be provided in a publicly maintained detention/wet vault.

ii. Provide for overflow routes through the site for the 100-year storm.

Code Authority: RZC 21.74.020.D; RMC 15.24.080.H

- b. Water Quality Control.** Basic water quality treatment shall be provided in a publicly maintained combined detention and wet vault. Treatment is required for the six-month, 24-hour return period storm.

Code Authority: RZC 21.74.020.D; RMC 15.24.080.H

- c. Public Stormwater Easements.** Public easements will be required for any public stormwater conveyance systems on private property. Easements shall be provided for City of Redmond review at the time of construction drawing approval. The existing and proposed easements shall be shown on the civil plans. Prior to acceptance of the easement(s) by the City, the developer will be required to remove or subordinate any existing private easements or rights to encumber the property to be dedicated. Prior to construction drawing approval, fully executed, and recorded offsite easements shall be provided to the Development Engineering Division

Code Authority: RMC 21.74.020.C

- d. Private Stormwater Easements.** Private stormwater easements will be required where drainage systems are located across adjacent properties and will remain under private ownership. Maintenance of private drainage systems will be the responsibility of the property owners benefiting from the easement. Prior to construction drawing approval, fully executed and recorded easements shall be provided to the Development Engineering Division.

Code Authority: RZC 21.74.020.C

- e. Clearing and Grading.** No site-specific requirements, all general standards apply.

Code Authority: RZC 21.74.020.J; RMC 15.24.080; RMC 15.24.082

- f. Temporary Erosion and Sediment Control (TESC).**

i. Rainy season work permitted October 1st through April 30th with an approved Wet Weather Plan incorporated into the CCR plan set.

ii. Work prohibited October 1st through April 30th.

Code Authority: RMC 15.24.080

- g. Department of Ecology Notice of Intent Construction Stormwater General Permit.**

Notice of Intent (NIO) must be submitted to the Department of Ecology (DOE) at least 60 days prior to construction on a site that disturbs an area of one acre or larger. Additional information is available at: <https://ecology.wa.gov/Regulations-Permits/Permits-certifications/Stormwater-general-permits/Construction-stormwater-permit>.

Code Authority: Department of Ecology Rule

4. Fire Department

Reviewer: Scott Turner, Assistant Fire Marshal

Phone: 425.556.2273

Email: sturner@redmond.gov

The current submittal is generally adequate for LAND-2021-000943 approval, but does not fully represent compliance with all requirements. The following conditions are integral to the approval and shall be complied with in Civil Drawings, Building Permit Submittals, Fire Code Permit submittal, and/or other applicable processes:

a. Site Plan Condition

- 1) All required fire access roadways not in a public way shall be recorded in an Emergency Vehicle Access Easement (EVAE).
- 2) All required fire access roadways shall be signed and striped per RFDS 2.0.
- 3) All required fire access roadways shall be in place and functional for all emergency vehicle use prior to combustibles being brought on site.
- 4) All required fire hydrants shall be in place and functional prior to combustibles being brought on site.
- 5) Water meters and water supply piping from the public water system to each residence shall be in place and operable prior to approval of the fire sprinkler cover inspection.
- 6) All required fire access roadways shall support the weight of fire apparatus of 77,000 pounds and a 45,000 pound point load over a two-foot by two-foot area.

b. Fire Protection Plan

- 1) All homes shall be equipped with an NFPA 13D compliant residential fire sprinkler system.
- 2) The number and location of fire hydrants shall be finalized in the civil review process. No home shall be located more than 300 feet from a hydrant.
- 3) The water supply system shall provide a minimum of 1,500 gpm as determined by the City of Redmond utility engineer.

c. Fire Code Permit

- 1) Residential fire sprinkler permit
- 2) Underground tank removal permit (if applicable)
- 3) Solar Photovoltaic Installation permit (if applicable)

Code Authority: RMC 15.06; RZC Appendix 2, Redmond Fire Department Standards and Redmond Standard Specifications and Details

5. Planning Department

Reviewer: Tim McHarg, Principal Planner

Phone: 425-556-2414

Email: tmcharg@redmond.gov

- a. Tree Preservation Plan.** A Tree Preservation Plan depicting all significant and landmark trees required to be preserved as part of the site development must be provided with the civil construction drawings. A map of all retained trees shall be shown and recorded at the time of final plat.

Code Authority: RZC 21.72.060.D

Condition Applies: Coordinated Civil Review

- b. Tree Health Assessment.** An updated tree health assessment shall be provided during the Civil review process.

Code Authority: RZC 21.32

Condition Applies: Coordinated Civil Review

- c. Setbacks.** Setback classifications (i.e. front, side, side street, rear) shall be noted on each lot corresponding to the appropriate location for each setback. The setback dimensions shall not be included.

Code Authority: RZC 21.08.170.H

Condition Applies: Final Plat

- d. Size-Limited Units.** The final plat shall designate the lots for the four (4) required size-limit units.

Code Authority: RZC 21.08.360.C

Condition Applies: Building Permits and Final Plat

- e. Residential Architectural, Site, and Landscape Design.** All single-family building permits associated with the Plat shall be reviewed by the Department of Planning and Community Development for conformance with the Residential architectural, site and landscape design requirements. All building permits shall include a front yard landscape plan prepared by a licensed landscaped architect to comply with RZC 21.08.180.F.2.a.i and .ii.

Code Authority: RZC 21.08.180.B

Condition Applies: Building Permit

- f. Landscaping.** The final plat shall include a note stating that the purpose of the perimeter and transition landscaping on Lots 1 – 13 and 15 – 24 and on Tracts A and C is to fulfill a requirement of development approval and that the landscaping shall not be removed.

Code Authority: RZC 21.08.180.F
Condition Applies: Final Plat

- g. Planting Standards.** Landscaping shall be coordinated with water/sewer lines and fire hydrants/connections. Trees shall be planted a minimum of eight feet from the centerline of any water/sewer lines, unless otherwise approved and provisions provided. Shrubs shall be planted to maintain at least four feet of clearance from the center of all fire hydrants/connections.

Code Authority: RZC 21.32.080

- h. Open Space.** The proposal includes development-wide calculations to meet the open space requirements. Each lot shall include a minimum of 10% of total lot square footage in open space. Open space for the benefit of the entire development must be contiguous, designed for recreation, and not have a dimension less than 25 feet. Required open space shall be illustrated on the final subdivision document.

Code Authority: RZC 21.08.170.L.2.a
Condition Applies: Building Permits and Final Plat Document

- i. Impact Fees.** The existing (4) single family residential units are eligible to be used as credits toward impact fees due during building permit review of new structures in the subdivision. If the proposed development is eligible for any additional credits including right-of-way dedication and system improvements, these additional credits will be assessed and provided after construction, dedication or implementation is completed and accepted by the City.

Code Authority: RMC 3.10
Condition Applies: Building Permit

- j. Bonds.** Bonds for Landscaping, Tree Preservation, Tree Replacement and Mitigation shall be provided not less than five days prior to request for Mylar signatures. Drafts of the Bond Agreements, Bond quantity Worksheets and Bond Calculation Worksheets shall be submitted at time of Civil Construction Application. If not provided at the time of CCR submittal, the entire submittal will be rejected for intake.

Code Authority: RZC 21.76.090.F
Condition Applies: Building Permit

- k. Building Permit Submittal.** Items listed within the *Building Permit User Guide—Planning* shall be provided and remain code compliant at the time of building permit submittal. All tables, associated information, and submittal items shall be completed per the required formatting. The *Intake Requirements Overview and Signature Page*, Tree Preservation Plan (from the recorded plat), and a copy of the recorded final plat shall be provided not less than TWO business days prior to permit application submittal. If these

requirements are not met and provided at the designated time per the building permit application submittal, the submittal will be rejected.

Code Authority: RMC 15.08
Condition Applies: Building Permit

- l. Affordable Housing.** The Belcaro Plat shall comply with the Affordable Housing Regulations in RZC 21.20.050 by providing one (1) affordable single family dwelling unit/lot at the 50% AMI level. Prior to approval of the first residential building permit within the plat, the applicant shall demonstrate conformance with the Affordable Housing Regulations in RZC 21.20.040.B.3. This shall include demonstrating that the affordable single family dwelling units provide the number of bedrooms that is generally proportionate to the bedroom mix of the market rate single family dwelling units in the plat. An agreement in a form approved by the City must be recorded with the King County Recorder's Office to stipulate conditions under which the required affordable housing units will remain as affordable housing in perpetuity. This agreement shall be a covenant running with the land, binding on the assigns, heirs, and successors of the applicant. Prior to the issuance of any building permit, the owner shall sign any necessary agreements with the City to implement these requirements. Applicant shall initiate contract the agreement approval process by contacting Ian Lefcourte at 425-556-2438 and ilefcourte@redmond.gov.

Code Authority: RZC 21.20.050
Condition Applies: Building Permit

- m. Archeological and Historical Preservation:** This site does not contain a known archeological site and does not have a high probability of containing archeological resources.

An Inadvertent Discovery Plan shall be employed during all ground disturbing activities including demolition of existing structures, clearing, and grading. The Inadvertent Discovery Plan, including example images of common cultural resources shall be laminated and posted in a commonly accessible portion of the project site. Project proponents and contractors shall be made aware of the Inadvertent Discovery Plan and example images as well as to the Inadvertent Discovery Plan's purpose. If archaeological resources or archaeological indicators are unearthed or exposed in the course of a project the applicant shall stop work immediately and shall implement the procedures of the Inadvertent Discovery Plan.

Code Authority: RZC 21.30.070.D
Condition Applies: Civil Construction & Building Permit

- n. Construction Parking Requirements and Contact Information.** A sign shall be posted on-site visible to the public throughout the duration of all construction activity per the Construction Contact Sign Handout. Construction activities consist of all site work including, but not limited to grading, landscaping, infrastructure and building permit

related construction. Applicant and contractor shall work with city planner prior to mylar signing to determine location(s) of sign(s). Contact information shall remain up-to-date and visible at all times. The assigned city planner shall be notified within two business days when contact person has been changed and a picture of the updated sign shall be e-mailed. Construction Parking requirements for the project shall be denoted on the bottom portion of the sign per handout instructions.

Code Authority: RZC 21.76.070.B.3.a.ii.A; Comprehensive Plan TR-19. Parking requirements for the project shall be denoted on the bottom portion of the sign per handout instructions.

6. Potholing

Reviewer: Tom Sage, Senior Engineer

Phone: 425-556-2488

Email: tsage@redmond.gov

All existing utilities at the location of the proposed water/sewer mains, storm and service line crossings shall be potholed prior to submittal of first Civil Plan Review.

Potholing in the City Right-of Way requires a permit, approved traffic control plans, and a performance bond before commencing work. The developer shall include in the Right-of-Way permit, a list of potholing numbers along with the potholing information for each number, such as utility name, type of facility and the reason for potholing.

The developer shall do the following during and after potholing:

1. Follow City of Redmond Detail 203 for pothole restoration.
2. Protect existing traffic loops.
3. Survey all potholing locations.

Based on the final survey, a modified design of sewer, water and storm facilities may be necessary to avoid conflict with existing utilities.

All potholing information shall be included in the plans and profiles of water, sewer, and storm design in first submittal of CCR review. The developer shall add clearance information on the water/sewer/storm profiles at all crossings of existing and proposed utilities. Minimum clearance of one foot is required between the sewer/water mains and other utilities including storm sewer.

Code Authority: Water and Wastewater System Extensions Design Requirements Section IV.3.M and Section V.3.K; Stormwater Technical Notebook, Issue No. 8, Amended June 5, 2019.

B. Compliance with City of Redmond Codes and Standards

This approval is subject to all applicable City of Redmond codes and standards, including the following:

Preconstruction Conference

Transportation and Engineering

RMC 6.36	Noise Standards
RZC 21.52	Transportation Standards
RZC 21.40.010.E	Design Requirements for Parking Facilities
RZC 21.54	Utility Standards
RMC 12.08	Street Repairs, Improvements & Alterations
RMC 12.12	Required Improvements for Buildings and Development
RMC 12.16	Highway Access Management
RZC 21.76.100.F.9.C	Nonconforming Landscaping and Pedestrian System Area
RZC 21.76.020.G	Site Construction Drawing Review
RZC 21.76.020.G3	Preconstruction Conference
RZC 21.76.090.F	Performance Assurance
RZC Appendix 2	Construction Specification and Design Standards for Streets and Access
City of Redmond	Record Drawing Requirements, February 2021
City of Redmond	Standard Specifications and Details (current edition at the time of this approval letter issued)

Water and Sewer

RMC 13.04	Sewage and Drainage
RMC 13.08	Installing and Connecting Water Service
RMC 13.10	Cross-Connection and Backflow Prevention
RZC 21.17.010	Adequate Public Facilities and Services Required
RZC Appendix 3	Design Requirements for Water and Wastewater System Extensions
City of Redmond	Standard Specifications and Details (current edition at the time of this approval letter issued)
City of Redmond	Design Requirements: Water and Wastewater System Extensions - April 2019.

Stormwater/Clearing and Grading

RMC 13.25	Temporary Construction Dewatering
RMC 15.24	Clearing, Grading, and Storm Water Management
RZC 21.32.080	Types of Planting
City of Redmond	Standard Specifications and Details (current edition at the time of this approval letter issued)
City of Redmond	Stormwater Technical Notebook, Issue No. 8, Amended June 5, 2019
Department of Ecology	Stormwater Management Manual for Western Washington (July 2019)

Fire	
RMC 15.06	Fire Code
RZC Appendix 2	Construction Specification and Design Standards for Streets and Access
City of Redmond	Fire Department Design and Construction Guide
City of Redmond	Fire Department Standards


Planning	
RZC 21.08	Residential
RMC 3.10	Impact Fees
RZC 21.20	Affordable Housing
RZC 21.24	Fences
RZC 21.30	Historic and Archeological Resources
RZC 21.32	Landscaping
RZC 21.34	Lighting
RZC 21.36	Open Space
RZC 21.40	Parking Standards
RZC 21.72	Tree Protection

Planning	
RZC 21.10	Downtown
RZC 21.12	Overlake
RZC 21.14	Commercial
RZC 21.14	Business Park, Manufacturing & Industry
RZC 21.58, 60, 62	Design Standards
RMC 3.10	Impact Fees
RZC 21.32	Landscaping and Tree Protection
RZC 21.34	Exterior Lighting Standards
RMC 6.36	Noise Standards
RZC 21.38	Outdoor Storage and Service Areas
RZC 21.40	Parking Standards
RZC 21.64	Critical Areas
RZC 21.44	Signs
RZC 21.48	Transfer of Development Rights (TDRs)
RZC 21.50	Transition Area Overlay Areas
RZC Appendix 1	Critical Areas Reporting Requirements

Building	
RMC 15.08	Building Code
RMC 15.12	Electrical Code
RMC 15.14	Mechanical Code
RMC 15.16	Plumbing Code
RMC 15.18	Energy Code
RMC 15.20	Ventilation and Indoor Air Quality Code

Decided February 27, 2024.

By:

A handwritten signature in blue ink, appearing to read "Sharon A. Rice", written over a horizontal line.

Sharon A. Rice
City of Redmond Hearing Examiner

Note: Type III decisions of the Hearing Examiner may be appealed to the King County Superior Court as provided in RZC 21.76.060.J.

1 **BEFORE THE HEARING EXAMINER**
2 **FOR THE CITY OF REDMOND**

3
4 In the Matter of the Application of) NO. LAND-2021-00943
5)
6 **Belcaro Subdivision**)
7) PRELIMINARY PLAT
8)
9) CERTIFICATE OF SERVICE

10 CERTIFICATE OF SERVICE

11 I HEREBY CERTIFY that on this 28th day of February, 2024, a true and correct copy of the Findings,
12 Conclusions and Decision in the Matter of the Application of **BELCARO SUBDIVISION, LAND-**
13 **2021-00943** for approval of a Preliminary Plat was sent via email to the Staff Planner and via United
14 States Postal Service first class mail to the Parties of Record with adequate postage prepaid.

15
16
17 February 28, 2024

18 _____
19 Date

20 *Cheryl Xanthos*

21 _____
22 Cheryl Xanthos
23 City Clerk, MMC
24 City of Redmond, Washington



Memorandum

Date: 5/5/2026
Meeting of: City Council

File No. AM No. 26-071
Type: Consent Item

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

Police	Chief Darrell Lowe	425-56-221
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DEPARTMENT STAFF:

Police	Brian Coats	Deputy Chief
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TITLE:

Adoption of a Resolution Amending Resolution No. 1338: Automated Traffic Camera Penalties for School Speed Zones

- a. Resolution No. 1627: A Resolution of the City Council of the City of Redmond, Washington, Amending the School Speed Zone Infraction Penalty Set by Resolution No. 1338, in Accordance with Redmond Municipal Code 10.25.080(B)

OVERVIEW STATEMENT:

City staff are requesting Council authorization to update the monetary penalties for violations of RCW 46.61.220 detected by automated traffic safety cameras. Redmond Municipal Code 10.25.080 requires that these penalty amounts be established by resolution of the City Council, necessitating Council action to implement the proposed changes.

Attached to this memo is a comprehensive executive summary that includes the full history of Council action on the School Zone Speed Safety Camera Program, an overview of the City’s layered data-privacy framework, the vendor’s security and compliance commitments, results from the community survey, the City’s Public Safety Technology Data Governance Policy, and the State’s HB 6002 privacy standards. The summary also includes the City’s Speed Camera Program Analysis, which evaluates equity impacts, speeding and collision data, and the demonstrated need for automated enforcement in the proposed school-zone locations.

Additional Background Information/Description of Proposal Attached

REQUESTED ACTION:

- Receive Information
- Provide Direction
- Approve

REQUEST RATIONALE:

- Relevant Plans/Policies:
Speed Camera Program Analysis
Council Resolution No. 1338

RCW 46.63.220
Safer Streets Action Plan
HB 6002

- **Required:**

RMC 10.25.080 requires the penalty schedule to be set by a Council resolution

- **Council Request:**

N/A

- **Other Key Facts:**

Resolution No. 1338, last updated September 7, 2010, sets the monetary penalty for a violation of RMC 10.25.080 at \$124.00. The proposed Automated Traffic Safety program recommends the following penalty schedule:

- 6-9 mph over the limit (26-29 mph): \$110
- 10-14 mph over the limit (30-34 mph): \$220
- 15+ mph over the limit (35+ mph): \$250

Civil infractions issued by automated speed zone cameras do not affect a motorist's driving record or insurance rates.

In contrast, penalties issued by a police officer for school zone speeding violations, based on RCW 46.61.440, are significantly higher:

- 1-5 mph over the limit (21-25 mph): \$214
- 6-10 mph over the limit (26-30 mph): \$234
- 11-15 mph over the limit (31-35 mph): \$296
- 16-20 mph over the limit (36-40 mph): \$378
- 21-25 mph over the limit (41-45 mph): \$480
- 26-30 mph over the limit (46-50 mph): \$583

Section 5 of HB 6002 establishes strict privacy, data-handling, and system-access rules for agencies using Automated License Plate Reader (ALPR) technology. For Redmond's automated speed safety program, these requirements mean the City must ensure that ALPR data collected as part of speed enforcement is tightly controlled, protected, and used only for authorized purposes. The City may not disclose or share ALPR data except when required in a judicial proceeding, nor may it sell, lease, purchase, or otherwise exchange ALPR data. Access to ALPR systems must be limited to authorized local or state agencies, and the City must ensure its vendor provides technical safeguards preventing unauthorized access or secondary data sharing. Watch lists tied to enforcement systems must also be updated at least every 24 hours. Additionally, ALPR data is exempt from disclosure under the Public Records Act, safeguarding driver privacy while still permitting non-identifiable uses for bona fide research.

OUTCOMES:

RMC 10.25.080 authorizes the City Council to set monetary penalties for automated traffic safety camera violations by resolution. Under Resolution No. 1338, adopted in 2010, the current penalty is \$124.

Adopting the proposed resolution will update the penalty schedule for automated school zone speed violations to align with state law and current safety objectives. RCW 46.63.220 limits fines issued through automated traffic safety cameras to \$145 but allows the amount to be doubled for school speed zone infractions.

This framework permits the City to establish school zone penalties up to \$250, consistent with the proposed schedule.

Although an initial draft contemplated a \$290 maximum, RMC 10.12.020 caps penalties at \$250, necessitating the revision.

If approved, the updated penalties, \$110 for 6-9 mph over the limit, \$220 for 10-14 mph over, and \$250 for 15+ mph over, will replace the outdated \$124 amount set in 2010. These adjustments better reflect the severity of speeding behavior, support the City's safety priorities, and ensure compliance with state law.

The program also incorporates the statutory requirement that eligible low-income recipients receive reduced penalties. Under RCW 46.63.220(15), registered vehicle owners who receive automated traffic safety camera infractions and are recipients of public assistance or participants in the Washington Women, Infants, and Children (WIC) Program must be granted a 50% reduction in the penalty upon request.

This ensures the penalty framework remains equitable and accessible while still supporting school-zone safety.

In addition, adoption of the new penalties enables the City to advance the Automated Traffic Safety Camera Program and ensures that revenues generated through this program can be used in compliance with RCW 46.63.220, including requirements related to program costs and allowable traffic-safety investments.

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:

No cost to the City

Approved in current biennial budget: Yes No N/A

Budget Offer Number:

228

Budget Priority:

Safe and Resilient

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

If yes, explain:

N/A

Funding source(s):

General Fund

Budget/Funding Constraints:

N/A

Additional budget details attached

COUNCIL REVIEW:

Previous Contact(s)

Date	Meeting	Requested Action
4/21/2026	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 automated speed safety program is scheduled to be implemented in Spring 2026.

ANTICIPATED RESULT IF NOT APPROVED:

Choosing not to adopt the revised penalty schedule for automated traffic safety cameras will result in a delay in the program's implementation.

ATTACHMENTS:

Attachment A: School Speed Safety Camera Program - Council Summary

Attachment B: RCW 46.63.220

Attachment C: Council Resolution No. 1338

Attachment D: Draft Resolution for School Speed Camera Penalty

School Zone Speed Safety Camera Program

Executive Summary

This comprehensive executive summary integrates the full history of Council action (2024–2025), the City’s layered data-privacy framework, the vendor’s security commitments (**Appendix A**), community survey findings (**Appendix B**), the City’s Public Safety Technology Data Governance Policy (**Appendix C**), and the State’s new HB 6002 (2026) privacy requirements (**Appendix D**). It is designed to support new Councilmembers in understanding how Redmond’s School Zone Speed Safety Camera Program was developed, approved, and governed with robust privacy protections.

Additional analysis supporting the program is detailed in **Appendix E**, Speed Camera Program Analysis, which demonstrates the need for school-zone speed enforcement based on speeding trends, crash data, equity impacts, and the presence of vulnerable road users.

I. PROGRAM OVERVIEW

The School Zone Speed Safety Camera Program is a core component of Redmond’s Safer Streets Action Plan, designed to reduce speeding and dangerous driving in school zones. Over a full year of Council review, staff analysis, and public engagement, the program evolved into a carefully regulated safety tool. Council formally approved the program and its governing ordinance on **June 3, 2025**, establishing a structured, privacy-forward enforcement model.

II. COUNCIL REVIEW & TIMELINE (2024-2025)

A full chronology of the program’s deliberative pathway:

1. September 17, 2024 – PSHS Committee

- First introduction of automated speed enforcement
- Review of community concerns, LWSD coordination, and revenue rules

2. January 28, 2025 – Study Session

- Review of ordinance needs, equity questions, and implementation considerations

3. March 18, 2025 – PSHS Committee

- Updated program development, timeline planning, community feedback review
- Council requests a dedicated follow-up

4. April 8, 2025 – Study Session

- Camera location map
- Warning-notice requirements
- Survey results
- Discussion of fine mitigation, school-hour logic, and LWSD coordination

5. April 15, 2025 – Business Meeting

- AM No. 25-050 (park-zone cameras) fails 3–3

6. May 20, 2025 – PSHS Committee

- Full review of school-zone camera program
- Discussion of fine structure, 45-day warning period, mitigation options, and deployment plan
- Forwarded to June 3 Consent Agenda

7. June 3, 2025 – FINAL APPROVAL

Council approves AM No. 25-089 and Ordinance 3216 (6–1), including:

- Authorization of school-zone speed safety cameras
- Incorporation of RCW 46.63.220
- Requirement that all program data be governed by Redmond’s Police Data Governance Policy

III. CITY OF REDMOND DATA PRIVACY PROTECTIONS

The City follows a multi-layered privacy framework that predates and aligns with the strongest federal and state privacy requirements.

A. Washington State Legal Safeguards (RCW 46.63.220)

- Cameras **may not** capture drivers or passengers—only the plate and vehicle
- Data may be used **only** for automated speed enforcement

- Data must be deleted when no longer needed for enforcement

B. Redmond's Police Data Governance Policy (Policy 341)

Redmond's Policy 341 governs *all* Public Safety Technology (PST) systems, including speed cameras, establishing:

1. Strict purpose limitations

Use allowed *only for law-enforcement purposes*, such as:

- Criminal investigations
- locating endangered persons
- official public-safety functions

2. Restricted access and auditing

- Only trained, authorized staff may access data
- All access logs include identity, timestamp, justification
- Regular audits ensure compliance

3. Retention limits

- PST data generally purged after 30 days, unless part of an active investigation

4. Prohibited uses

- Cannot be used for immigration enforcement
- Cannot be used outside Washington law
- Cannot be used for out-of-jurisdiction administrative violations

5. Public transparency

- Annual public reporting on technology use, privacy issues, and safeguards

IV. VENDOR DATA PRIVACY COMMITMENTS (NOVOAGLOBAL)

NovoaGlobal's written privacy standards reinforce the City's governance model.

A. Data Ownership

- The City retains full ownership of all data
- Vendor may not share or repurpose data

B. Security compliance

NovoaGlobal adheres to:

- CJIS FBI security requirements. NovoaGlobal must follow all CJIS FBI security requirements, as any other police agency.
- SOC II Type 2 audits (long-term operational verification). NovoaGlobal is regularly audited to ensure their security and privacy practices work in real life over an extended period.
- NLETS (requiring higher-than-federal standards) NLETS is the secure national pipeline that allows authorized law enforcement partners to obtain registered vehicle information. For Redmond’s school-zone program:
 - The camera reads the plate.
 - NovoaGlobal uses NLETS to securely request DMV data.
 - NLETS enforces strict security and auditing.
 - Redmond retains control of all citation-related data.
- State DOL audits

Security controls include:

- encryption
- firewalls
- password security
- U.S.-based data storage
- FBI/Interpol background checks for all data-accessing staff

C. Retention Controls

Vendor deletes data after citation resolution or required statutory periods

VII. STATE-LEVEL PRIVACY REINFORCEMENT-HB 6002 (2026)

In 2026, Washington enacted **HB 6002**, a comprehensive privacy law governing Automated License Plate Reader (ALPR) systems. While school-zone speed safety cameras are *not* classified as ALPR systems under the bill, HB 6002 reinforces statewide privacy expectations that align closely with Redmond’s existing protections.

The legislation:

- Affirms constitutional privacy rights under both the U.S. and Washington Constitutions
- Restricts ALPR use to narrowly defined law-enforcement purposes
- Prohibits surveillance near sensitive locations (including schools)
- Limits retention to 72 hours (except in narrow cases)
- Prohibits selling or unauthorized sharing of ALPR data
- Requires detailed audit trails, annual reporting, and compliance oversight

Redmond's existing framework, including RCW-based camera privacy rules, Policy 341, and NovoaGlobal's CJIS / SOC II / NLETS compliance, already meets or exceeds these statewide protections. HB 6002 affirms that Redmond's system operates within one of the strongest privacy frameworks in the nation.

V. COMMUNITY SURVEY FINDINGS (SAFER STREETS SURVEY, 2019-2026)

Community feedback strongly supports the need for improved traffic safety near schools and parks.

Key Findings

- **36.7%** reported concerns "often"; **23.7%** "sometimes"
- **67.3%** travel daily through school zones
- Top concerns include:
 - fast-moving traffic
 - distracted drivers
 - poor visibility
 - lack of enforcement

VI. PAGE 35 HIGHLIGHT-CRITICAL COMMUNITY FEEDBACK

Page 35 of the survey report emphasizes:

- Dangerous congestion and illegal maneuvers (crossing double-yellow lines, shoulder driving)
- Daily speeding well above 20 mph during school-zone hours

- High risk to walking students
- Requests for improved crosswalks, lighting, and enforcement

These concerns directly support a strong enforcement tool.

VIII. PROJECT IMPLEMENTATION STATUS

Significant progress has been made on the physical implementation and readiness of the School Zone Speed Safety Camera Program. As of this update, the following work has been completed or is in final stages:

- All sites have been studied, engineered, and prepared, including benchmark data collection and completed aerial drawings for each location.
- Signage installation has been completed at all locations citywide, satisfying RCW and City requirements for advanced driver notification.
- System installation is complete at every location except one, where a pole installation at the *Redmond Middle School northbound (NB)* site is the final remaining hardware component.
- Rose Hill Middle School sites are fully completed.
- Redmond High School sites are expected to be completed in the first week in April.
- A reference photo of the Redmond Middle School southbound (SB) site was provided and reflects that installation quality and visibility standards are being met.
- Week of April 13, 2026: testing, inspections, calibration, and system verification will begin to ensure accuracy and compliance before the required warning period begins.

Operational and administrative prerequisites have also been completed:

- NLETS connection established for secure DMV access.
- King County contract negotiated and signed for citation processing.
- Declaration of Non-Responsibility form created, enabling registered owners to contest responsibility in accordance with RCW.
- Administrative and user access accounts established for City staff and vendor oversight.

- Right-of-Way permits for all six locations are nearly completed.
- Protocols were implemented allowing existing radar speed signs to remain in place, eliminating the need for City removal and reducing project disruption.

Together, these steps demonstrate that the deployment phase is nearly complete and that the City is well-positioned for final systems testing, compliance checks, and operational launch, schedule to go-live this Spring.

IX. CONCLUSION

The School Zone Speed Safety Camera Program rests on:

- A full year of transparent Council deliberation
- Strong public input and documented safety concerns
- Washington’s robust statutory protections
- Redmond’s own policy safeguards (Policy 341)
- High-security vendor practices that exceed federal standards

The program adopted on June 3, 2025 reflects a careful balance:

Improved safety for schoolchildren, with equally strong commitments to privacy, transparency, and responsible technology use.

School Zone Speed Safety Camera Program

Appendices

The following appendices provide the full supporting documentation referenced throughout this Executive Summary. Each appendix is provided as an attached PDF and should be reviewed for detailed program data, policy language, privacy protections, legal requirements, and analytic justification.

Appendix A – NovoaGlobal Data Privacy Statement (PDF attached)

Vendor-provided statement outlining data ownership, CJIS compliance, SOC II Type 2 audits, NLETS requirements, background-check standards, encryption controls, and retention limitations. Supports Sections III & IV of the Executive Summary.

Appendix B – Community Survey Response Report (PDF attached)

Results from the 2019–2026 Safer Streets community questionnaire, including quantitative findings and narrative responses (notably Page 35). Supports Sections V & VI regarding community concerns, safety perceptions, and justification for the program.

Appendix C – Public Safety Technology Data Governance Policy (Policy 341) (PDF attached)

Redmond Police Department’s governing policy for all public safety technologies, including access controls, retention requirements, audit logs, and prohibited uses. Supports Section III regarding City governance of PST systems.

Appendix D – HB 6002 (2026) – Driver Privacy & ALPR Safeguards (PDF attached)

Washington State’s 2026 privacy legislation establishing statewide guardrails for ALPR systems, including use limitations, retention limits, audit requirements, and prohibitions on surveillance near sensitive locations. Supports Section VII regarding alignment with state-level privacy protections.

Appendix E – Speed Camera Program Analysis (PDF attached)

City of Redmond’s comprehensive analysis required under RCW 46.63.220(3), including speeding data, crash data, equity impacts, livability and accessibility assessments, economic considerations, environmental implications, and justification for proposed school and park camera locations. Supports program rationale in Sections I, II, and the expanded analysis referenced in the Executive Summary.



4/1/2026

Carlos E. Löfstedt

President & CEO
NOVOAGLOBAL, Inc.
 8018 Sunport Drive, Suite 203
 Orlando - FL 32809

Mobile: 305-812-2257
 Toll Free 888-666-4218
 Fax 888-666-4024
 E-mail: clofstedt@novoaglobal.com

TO WHOM IT MAY CONCERN

RE: Data Privacy

I am writing to reaffirm NovoaGlobal's commitment to the highest standards of data privacy, security, and legal compliance in support of our services to the City of Redmond. We understand the importance of maintaining public trust while advancing traffic safety initiatives, and we take this responsibility with the utmost seriousness.

NovoaGlobal's system is CJIS compliant and not designed as a sharing platform. The data belongs to the City, and no other entities are allowed to access the City's data. All Public records requests are processed through Redmond's City Attorney. Multi-layered security safeguards are in place to mitigate data breaches in and unauthorized access including encryption of stored/transmitted data, role-based access limited to authorized personnel, regular security audits, compliance with frameworks like SOC II type 2 and relevant State and federal privacy laws, and data retention policies that purge records after citation resolution or statutory periods. Our practice is to balance traffic safety enforcement with privacy by treating violation data as non-public and restricting its use.

Washington State Legal Safeguards

In addition, there are several guardrails in place within the RCW to safeguard privacy. RCW 46.63.220(8) prohibits the photos of driver and occupants, and allowable images are of license plate and vehicle only while an infraction is occurring. RCW 46.63.220(1)(d) No photograph, electronic image, or any other personally identifying data may be used for any purpose other than enforcement of the violations under this section nor retained longer than necessary to enforce this section.

NLETS

We receive vehicle owner information from different DMV (state motor vehicle databases) through our Strategic Partnership with NLETS. For non-law enforcement individuals, NLETS, is an organization represented by each state.

<https://nlets.org/resources/representatives>





The DMV information is generally protected by federal laws but NLETS information through a Strategic Partnership requires more stringent standards than the federal laws. NovoaGlobal must follow all CJIS FBI security requirement as any other law enforcement agency. We are also audited by NLETS to do so. CJIS requirement include:

- communication encryption
- data encryption
- Firewall requirements
- Password security
- Security training
- CJIS level 4 certification for all NovoaGlobal employee that have access to the data.
- FBI and Interpol background check for all NovoaGlobal employee that have access to the data.
- Stored Data must remain in USA
- Reporting requirement
- Policy requirement
- Monitoring requirement

Additional audit requirements

To further ensure security and privacy NovoaGlobal also performs SOC II type 2 audits.

NovoaGlobal has also direct access to DOL and we are also audited by DOL (Washington State Department of licensing), which have very stringent data privacy requirement.

If you have any questions, please do not hesitate to contact me.

Sincerely,

A handwritten signature in black ink, appearing to read 'Carlos Löfstedt', is written over a light blue circular stamp.

Carlos Löfstedt
President and CEO



Traffic Safety Near Schools and Parks

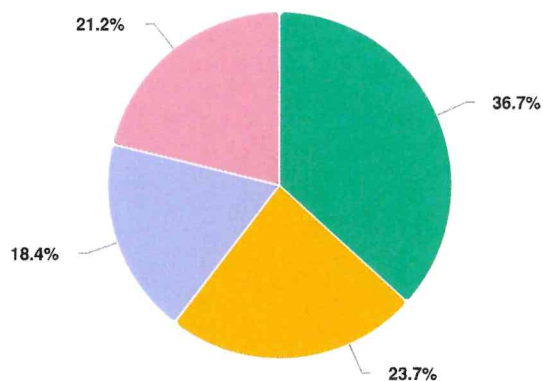
SURVEY RESPONSE REPORT

05 July 2019 - 31 March 2026

PROJECT NAME:

Safer Streets Action Plan

**Q1. Do you have concerns about traffic safety in areas near parks and schools in Redmond?
(e.g., speeding, reckless driving, pedestrian safety)**



Question options

- Yes, often
- Sometimes
- Rarely
- No concerns

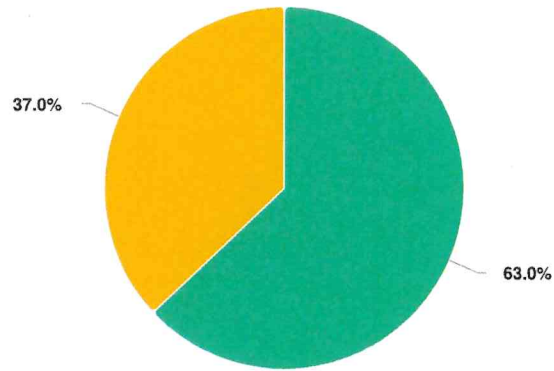
responses

%

144	36.7
93	23.7
72	18.4
83	21.2

392 responses · 0 skipped

Question type : Radio Button Question

Q2. Have you witnessed or experienced traffic-related incidents near parks or schools in Redmond?**Question options**

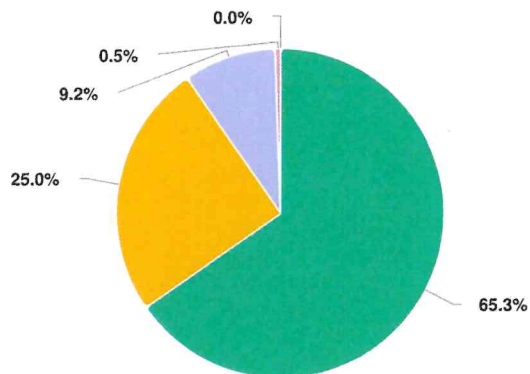
- No
- Yes (please describe briefly if comfortable)

392 responses · 0 skipped

Question type : Radio Button Question

responses	%
247	63.0
145	37.0

Q3. How often do you travel near parks in Redmond?

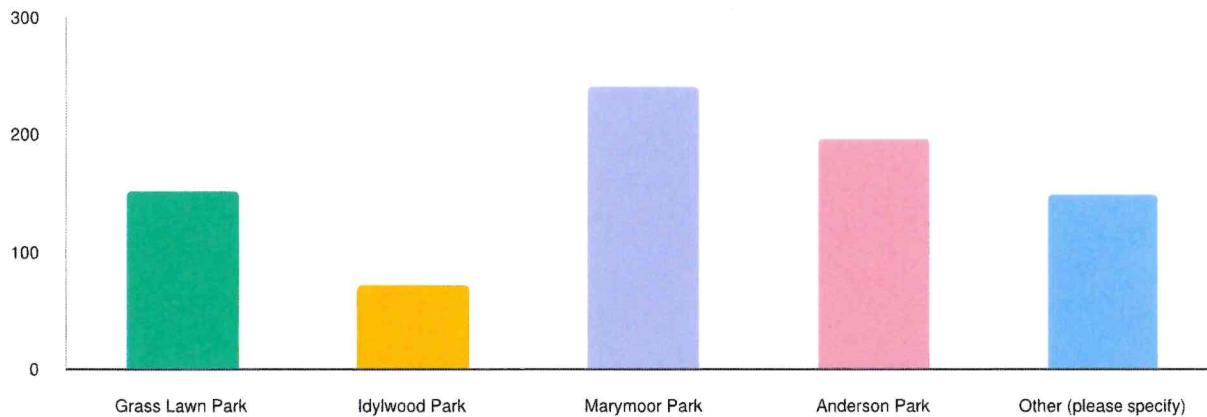


Question options	responses	%
● Daily	256	65.3
● Weekly	98	25.0
● Occasionally	36	9.2
● Rarely	2	0.5
● Never	0	0.0

392 responses · 0 skipped

Question type : Radio Button Question

Q4. Which parks in Redmond do you visit or travel by frequently? (Check all that apply)

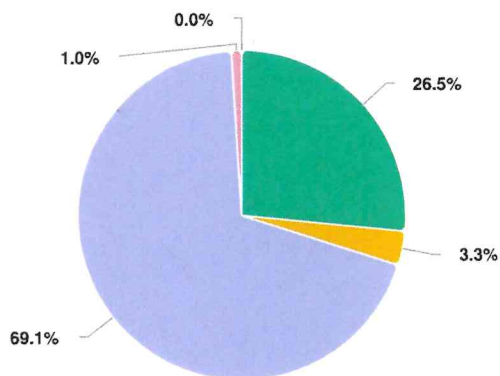


Question options	responses	%
● Grass Lawn Park	151	38.5
● Idylwood Park	72	18.4
● Marymoor Park	240	61.2
● Anderson Park	196	50.0
● Other (please specify)	149	38.0

392 responses · 0 skipped

Question type : Checkbox Question

Q5. How do you usually get to these parks? (Please select your most frequent method of transportation if you use more than one)



Question options

- Walk
- Bike
- Drive
- Public transportation
- Scooter/E-bike share (i.e., Lime)

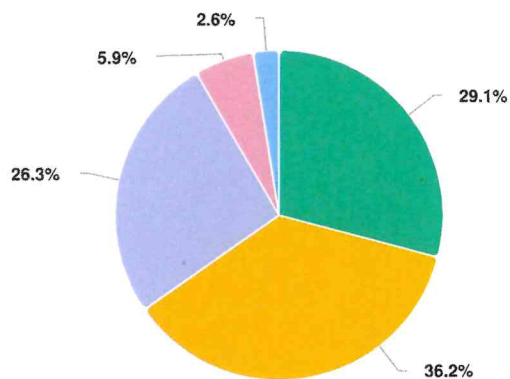
responses

responses	%
104	26.5
13	3.3
271	69.1
4	1.0
0	0.0

392 responses · 0 skipped

Question type : Radio Button Question

Q6. Do you feel safe walking, biking, or rolling (i.e., mobility assistance device) to and from parks as it relates to current traffic conditions?

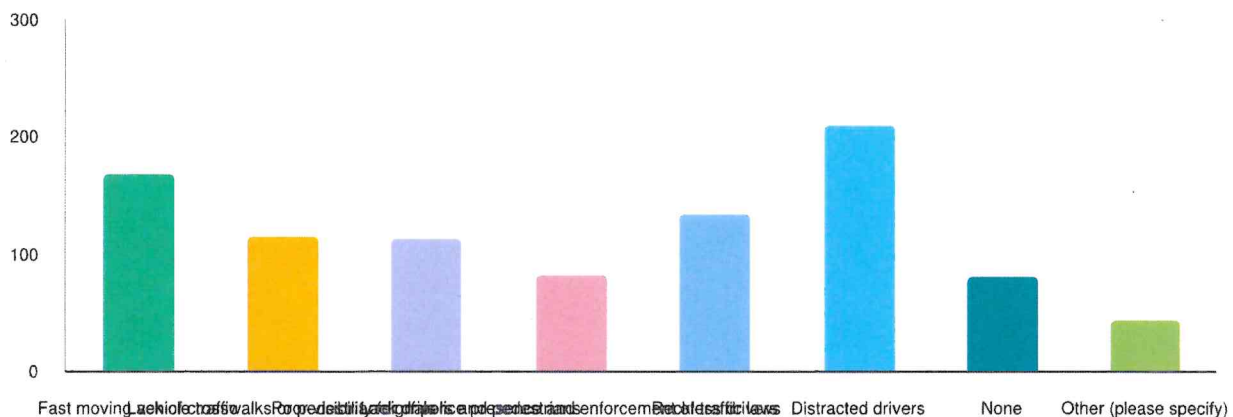


Question options	responses	%
● Very safe	114	29.1
● Fairly safe	142	36.2
● Somewhat unsafe	103	26.3
● Very unsafe	23	5.9
● I don't think about it	10	2.6

392 responses - 0 skipped

Question type : Radio Button Question

Q7. What specific traffic concerns, if any, do you have around parks? (select all that apply)

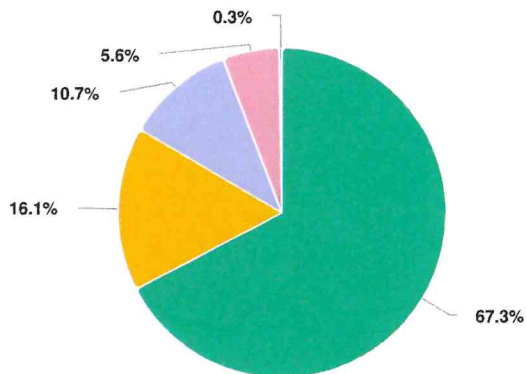


Question options	responses	%
● Fast moving vehicle traffic	168	42.9
● Lack of crosswalks or pedestrian signals	114	29.1
● Poor visibility for drivers and pedestrians	113	28.8
● Lack of police presence and enforcement of traffic laws	82	20.9
● Reckless drivers	133	33.9
● Distracted drivers	210	53.6
● None	80	20.4
● Other (please specify)	43	11.0

392 responses · 0 skipped

Question type : Checkbox Question

Q8. How often do you travel through school zones in Redmond?



Question options

- Daily
- Weekly
- Occasionally
- Rarely
- Never

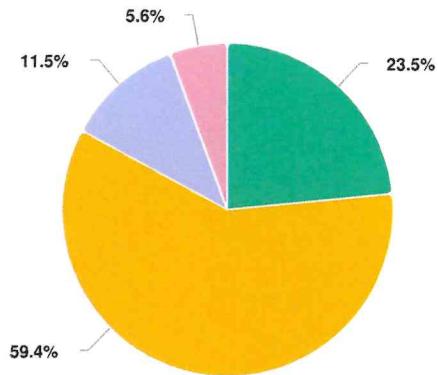
responses

%

Daily	264	67.3
Weekly	63	16.1
Occasionally	42	10.7
Rarely	22	5.6
Never	1	0.3

392 responses · 0 skipped

Question type : Radio Button Question

Q9. What is your primary reason for traveling through school zones?**Question options**

- Dropping off/picking up children
- Passing through (driving)
- Passing through (walking/biking)
- Other (please specify)

responses %

92 23.5

233 59.4

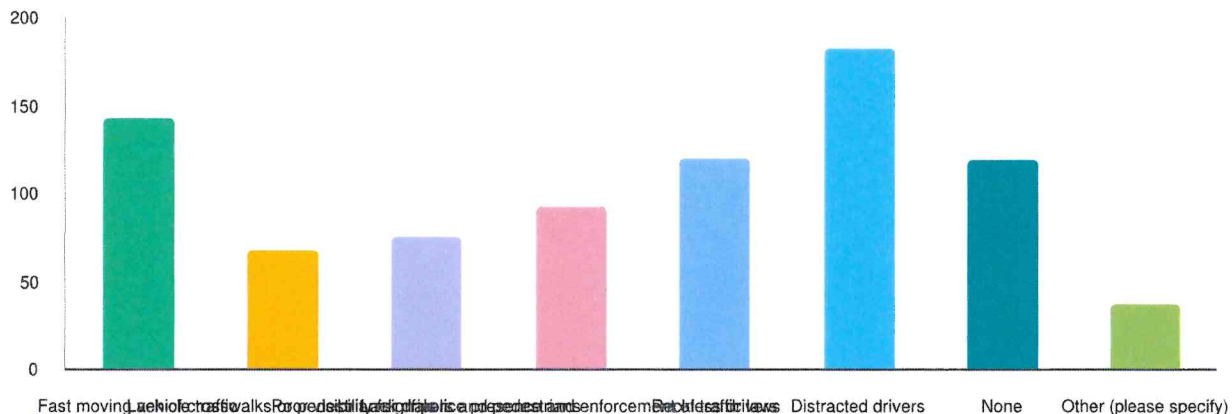
45 11.5

22 5.6

392 responses · 0 skipped

Question type : Radio Button Question

Q10. What concerns, if any, do you have about traffic in school zones?



Question options

- Fast moving vehicle traffic
- Lack of crosswalks or pedestrian signals
- Poor visibility for drivers and pedestrians
- Lack of police presence and enforcement of traffic laws
- Reckless drivers
- Distracted drivers
- None
- Other (please specify)

responses **%**

143	36.5
67	17.1
75	19.1
92	23.5
120	30.6
182	46.4
119	30.4
37	9.4

392 responses · 0 skipped

Question type : Checkbox Question

Q11. What concerns, if any, do you have about traffic near schools? In your response, please share which school you have concerns about and what the concerns are, such as fast moving vehicle traffic, lack of crosswalks, etc. If you have concerns for multiple schools, please identify each school and the concerns individually.

Anonymous 2/28/2025 12:29 PM	Drivers are distracted and impatient
Anonymous 2/28/2025 02:47 PM	Backed up cars picking up kids, aggressive parents trying to cut traffic/blocking etc
Anonymous 2/28/2025 06:00 PM	Lack of safe bike lanes for routes to RMS and RHS means kids on bikes are too close to fast cars. Frequent pedestrian/car conflicts at the driveways crossing sidewalks during dropoff and pickup at RMS. Right turn on red causes unsafe situations with pedestrians and other cars at the traffic light near RMS. Lack of signalized crosswalks on the northern end of 166th Ave NE leads to students crossing in unsafe places. Missing sidewalk segment near Clara Barton Elementary brings pedestrians into traffic lanes.
Anonymous 2/28/2025 10:25 PM	N/a
Anonymous 3/01/2025 07:14 AM	None
Anonymous 3/01/2025 08:18 AM	Lack of wide sidewalks/cycleways. The road near Redmond Elementary School is very wide. It has a loading zone on one side and a parking zone on the other side of the road. I don't feel comfortable biking in such an open road but the sidewalks are narrow, have lots of driveway entrance slopes, and are busy with people. I'd love if one side of the road's parking/loading zone was used to extend the sidewalk for a cycleway/mixed used path connecting to Anderson Park.
Anonymous 3/01/2025 11:14 AM	Most of my concerns are probably more applicable to Bellevue schools but some of these apply to Redmond as well (Redmond middle being the biggest concern). Main concerns are a lack of traffic calming/fast traffic around the school and a lack of quality bike infrastructure that can keep kids safe going to/from school.
Anonymous 3/01/2025 01:28 PM	Sometimes the sunshine can be an issue where drivers cannot simply see the pedestrian.
Anonymous 3/02/2025 09:15 AM	Timberline, Rosa Parks - police presence would be appreciated to have cars slow down and drivers obey traffic laws. Personally we have parents parking illegally in our neighborhood and blocking my personal garage:driveway in their attempts to get students to Rosa parks. I politely confront people. But having police presence to ticket drivers would be more effective
Anonymous 3/03/2025 09:11 AM	None
Anonymous 3/03/2025 09:15 AM	I think more signaled crosswalks at any school , especially secondary RHS near pool would be helpful.
Anonymous 3/03/2025 09:23 AM	Congestion, Traffic parked in ways that obscure flow and visibility.
Anonymous 3/03/2025 09:28 AM	Too many cars.. 104th at abbey rd could use a roundabout

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<p>Anonymous 3/03/2025 09:28 AM</p>	<p>I am concerned that there is too much signage and people are fatigued by all the warnings and information and so they just ignore most of it.</p>
<p>Anonymous 3/03/2025 09:36 AM</p>	<p>I don't have any specific concerns</p>
<p>Anonymous 3/03/2025 09:41 AM</p>	<p>Evergreen and Emily Dickenson. You probably know attempts have been made to slow folks down - the SLOW signs cemented in were run over in short time...I walk 2x a day and people regularly don't stop for me at the crosswalk even if I'm in the middle. A woman yelled at me "I didn't see you!" A speedbump like other schools have would be the solution.</p>
<p>Anonymous 3/03/2025 09:45 AM</p>	<p>The traffic on 180th in front of Audubon Elementary School is horrible during pick up in the afternoon. It is impossible to drive on 180th. Drivers block the road, turn in front of cars trying to go straight and make prohibited turns. As a local resident this is unacceptable situation. Please find a solution!</p>
<p>Anonymous 3/03/2025 09:52 AM</p>	<p>Also near Audubon, at the intersection of 180 and 24, cars blast through the stop sign all the time. Due to 24 being higher than 180, Drivers need to go up to 24 to see if cars are coming. Unfortunately they go way to fast, block the sidewalk and speed up to 24 so drivers going west are concerned that the car will drive directly into their car. There are often pedestrian on the sidewalk that have to take action to avoid the speeding car.</p> <p>In addition to my previous comments, the traffic builds up fast during pickup and drop offs, especially at pick up and can congest the street. I'm often waiting in line on the road and turning into the parking lot can be a challenge. Police directing the traffic or signals for turning etc can help. The schools I go to are Redmond Middle School and Redmond High School.</p>
<p>Anonymous 3/03/2025 09:59 AM</p>	<p>N/a</p>
<p>Anonymous 3/03/2025 10:01 AM</p>	<p>No Concerns, No cameras needed</p>
<p>Anonymous 3/03/2025 10:10 AM</p>	<p>There are often long drop-off lines before school starts. Often, drivers will make poor decisions when dropping off a student, such as stopping in the road to let their child out, stopping in the bicycle lane to let their child out, make illegal u-turns, and parking illegally. I don't find speeding to be as much of an issue during drop-off times because it is so congested that no one can speed. I find the illegal stopping, parking, and turning to be dangerous and rarely penalized.</p>
<p>Anonymous 3/03/2025 10:11 AM</p>	<p>Redmond Middle School needs more crosswalks directly in front of the school also fast moving traffic.</p>
<p>Anonymous 3/03/2025 10:12 AM</p>	<p>Distracted Drivers.</p>
<p>Anonymous 3/03/2025 10:13 AM</p>	<p>See previous comment.</p>

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<p>Anonymous 3/03/2025 10:15 AM</p>	<p>Specifically I have concerns about the area North of Horace Mann Elementary, particularly the 14000 block of 170th Ave NE. Because of the traffic congestion on 104th, this area is used as both auxillary parking by parents, a time save cut through by high schoolers, and where other side streets funnel into to become the primary walking route for the neighborhood North of Horace Mann.</p> <p>We live about 3 blocks North and when we need to go to the school early (before the crossing guard is out) for before school activities I opt to drive my child because we've had multiple near misses while in the crosswalk with cars driving to the high school (typically it's the parents of the high schoolers responsible for the near misses, not the teen drivers).</p> <p>In addition to that, parents picking up or dropping off children park as close as possible to 104th, including in front of the stop signs, block visibility, in front of driveways, causing neighbors who need to leave to back out through their lawns, which causes a hazard to walking children. In addition to cars u-turning and causing other traffic issues. I have photos and videos of all of this.</p>
<p>Anonymous 3/03/2025 10:18 AM</p>	<p>No concerns</p>
<p>Anonymous 3/03/2025 10:38 AM</p>	<p>Basically never see a Police presence in school zones during "School Zone flashing light times"</p> <p>Norman Rockwell elementary Redmond middle school Horace man elementary Redmond high school</p>
<p>Anonymous 3/03/2025 10:47 AM</p>	<p>Drivers drop off kids in the middle of main road (Redmond Ridge Drive) outside of Timberline Middle School instead of the school drop off zone. It slows down the traffic significantly and is dangerous for the kids. This happens daily and with multiple vehicles. Redmond Ridge Drive near the school is becoming a kids drop off road.</p>
<p>Anonymous 3/03/2025 11:17 AM</p>	<p>Sudden rushes of people around pickup and drop off times</p>
<p>Anonymous 3/03/2025 11:19 AM</p>	<p>Students speeding. Students doing drug deals in the neighborhood.</p>
<p>Anonymous 3/03/2025 11:48 AM</p>	<p>Clara Barton</p>
<p>Anonymous 3/03/2025 11:50 AM</p>	<p>No specific concerns, other than general increase in speeding, drivers and pedestrians both being distracted</p>
<p>Anonymous 3/03/2025 12:53 PM</p>	<p>None</p>
<p>Anonymous 3/03/2025 01:24 PM</p>	<p>See my above answer regarding Redmond Elementary. I have to say, lots of the people who were doing the poor driving were parents.</p> <p>At Harman Park, there are too many people driving faster than the speed limit up 104th Avenue around Mann and RHS.</p>

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Anonymous 3/03/2025 01:28 PM	Most drivers seem to follow speed rules. Occasionally observe speeding or distracted drivers. Schools near me are Einstein, Clara Barton, Redmond MS, Redmond HS (latter two have higher volume of traffic) but no concerns other than occasional dumb drivers.
Anonymous 3/03/2025 02:17 PM	High School & middle school students ignoring cross walks, signs & traffic
Anonymous 3/03/2025 02:22 PM	None other than what I've noted above.
Anonymous 3/03/2025 03:16 PM	There is not only a lack of crosswalks, but often a lack of sidewalks. Drivers are extremely aggressive, often speeding and pushing yellow lights to the point they are still fully in the intersection when the opposing green light turns on. I would love not only speed cameras but red light cameras as well.
Anonymous 3/03/2025 05:33 PM	Driver's are always distracted and driving too fast
Anonymous 3/03/2025 05:34 PM	Parents blocking traffic by stopping in travel lanes. Parents turning left and blocking the opposite lane of travel because they have nowhere to go. The large crowds around schools. The general flaunting of normal traffic laws when in school drop offs/pick ups.
Anonymous 3/03/2025 07:00 PM	Getting into and out of school near school start/stop times is very difficult
Anonymous 3/03/2025 09:14 PM	Clara Barton Elementary School. Plan is to open up the street to the subdivision with a street that will significantly increase in volume on the street that runs in front of the school. The city has gone to deaf ears.
Anonymous 3/04/2025 12:47 AM	No concerns
Anonymous 3/04/2025 12:47 AM	None
Anonymous 3/04/2025 04:36 AM	None
Anonymous 3/04/2025 04:52 AM	Afternoon pickup at Norman Rockwell has quite a few speeding vehicles approaching from the east along NE 110 St. vehicles driving over the bike lane with kids on b bikes present
Anonymous 3/04/2025 07:29 AM	NA
Anonymous 3/04/2025 09:00 AM	Lack of crosswalk
Anonymous 3/04/2025 09:52 AM	I drive or bike by some Redmond schools but more often one's in Issaquah and Bellevue. I have always marveled at the good behavior of most drivers. I'm sure there are a few bad ones but I'm not seeing it.
Anonymous 3/04/2025 10:31 AM	None
Anonymous 3/04/2025 10:56 AM	School crossing guards are great and supportive.
Anonymous 3/04/2025 01:09 PM	N/A
Anonymous 3/04/2025 03:50 PM	Speeding by too large a number of cars. Particularly 166th. I believe wider use of traffic cameras for ticketing will save lives.

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<p>Anonymous 3/04/2025 05:14 PM</p>	<p>See above. Schools most often driving by: Redmond middle, Horace Mann, Redmond High, Redmond Elementary</p>
<p>Anonymous 3/04/2025 05:53 PM</p>	<p>Managing traffic in/out of Redmond High School is a bit nightmarish. Lots of very new and very impatient drivers.</p>
<p>Anonymous 3/04/2025 07:13 PM</p>	<p>Ben Rush, high speed and distracted drivers</p>
<p>Anonymous 3/04/2025 07:14 PM</p>	<p>I don't have concerns for a specific school.</p>
<p>Anonymous 3/04/2025 08:14 PM</p>	<p>Rose Hill MH - Very chaotic at pickup and dropoff with vehicles turning, entering, exiting, and parking in all directions. Consider turning restrictions for school driveways and side streets to limit the ways vehicles can approach and leave the school. Could use one additional crosswalk (with curb extension) east of the school around 137th Ave NE, there is no good crossing from Strattonwood. There are speed humps but they are unusually flat, easily traversable above the 25mph speed limit. Consider expanding the no parking zone around school entrance driveways and potentially 'hardening' with flexposts or similar, large SUVs can obscure pedestrians crossing the entrances.</p>
<p>Anonymous 3/04/2025 08:18 PM</p>	<p>Cars not aware of pedestrians or cyclists. Driving too fast. Not watching for bikes/walkers at intersections. No sidewalks and cars too fast.</p>
<p>Anonymous 3/04/2025 09:21 PM</p>	<p>Rose Hill Middle and Elementary I am retired, so I drive by during the day and there's not much going on then. I live near timberline Middle School and a lot of parents drive their kids to and from school but the traffic is pretty slow.</p>
<p>Anonymous 3/05/2025 06:56 AM</p>	<p>RHS, city doesn't clean away fallen branches blocking street parking along NE 104th St.</p>
<p>Anonymous 3/06/2025 11:20 AM</p>	<p>Fast moving traffic and distracted drivers</p>
<p>Anonymous 3/06/2025 11:32 AM</p>	<p>104th gets backed up upon RHS arrival, it is hard to stop and go on that sea pill and would like to improve back road access to the school.</p>
<p>Anonymous 3/06/2025 12:11 PM</p>	<p>Despite claims that lots of people will walk or bus the reality is the majority of people drive an individual cars and traffic is way worse than anticipated or predicted at peak hours People should stop picking up their kids and use buses for them instead, would ease traffic a huge amount</p>
<p>Anonymous 3/06/2025 12:15 PM</p>	<p>People generally obey the school zone speed limit when the lights are blinking. One issue is that the lights often blink when school is cancelled, though, which is pointless. If that were turned into a ticket due to a camera, that is unacceptable. I'm all for POLICE enforcement when school is in session, but automation is not ok.</p>
<p>Anonymous 3/06/2025 12:24 PM</p>	<p>I have nearly been hit by a distracted driver coming over the curb at RMS. It's unfortunate that the sidewalks are right along the street with so many student walkers, and that so many drivers seem to think that bicycle lanes are a buffer for their vehicle.</p>
<p>Anonymous 3/06/2025 01:17 PM</p>	<p>None</p>

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<p>Anonymous 3/06/2025 01:47 PM</p>	<p>Redmond. Middle is a nightmare during pickup/drop off. Parents park on the side of the road blocking traffic, cars trying to get through the intersections and not paying attention to crosswalks. Horace Mann, parents not following the rules of the road, making U-Turns where ever they feel like. Crossing the street with their children NOT in a crosswalk!!!!</p>
<p>Anonymous 3/06/2025 01:49 PM</p>	<p>Fast moving vehicles near Redmond Elementary</p>
<p>Anonymous 3/06/2025 01:51 PM</p>	<p>None</p>
<p>Anonymous 3/06/2025 02:32 PM</p>	<p>Please see my previous comment about the crosswalks in front of Mann and Redmond high. They need blinking lights just like the one by 172nd ave ne. It would make people much easier to see, especially in the dark in front of Redmond and little kids in front of Mann.</p>
<p>Anonymous 3/06/2025 03:05 PM</p>	<p>Horace Mann - parents Jay crossing is a concern</p>
<p>Anonymous 3/06/2025 04:20 PM</p>	<p>None</p>
<p>Anonymous 3/06/2025 05:24 PM</p>	<p>Could you just refer to my answer 3 or 4 pages ago. Speeding, over take cars using center lane (saw this multiple times Redmond Middle School). Even cars enter school parking lot using the Exit (there is a Do Not Enter sign, Clara Barton Elementary)</p>
<p>Anonymous 3/06/2025 07:33 PM</p>	<p>Please keep neighborhood streets safe. The main roads are not the issue. I have never seen anyone speed through them and I drive through them daily.</p>
<p>Anonymous 3/06/2025 07:41 PM</p>	<p>InIn neighborhoods near schools, high schoolers occasionally peel out in the neighborhood roads</p>
<p>Anonymous 3/06/2025 07:53 PM</p>	<p>See my comment before related to speeding cars near Clara Barton Elementary. This could become even a bigger problem if the city opens up the gate to access 124th directly from 172nd NE</p>
<p>Anonymous 3/06/2025 09:53 PM</p>	<p>Sometimes (usually early afternoon), driving near Lake Washington High, there are quite a few cars, traveling rather quickly.</p>
<p>Anonymous 3/07/2025 01:18 PM</p>	<p>-</p>
<p>Anonymous 3/07/2025 04:01 PM</p>	<p>I think it's largely a matter of people not being aware they're in or near a school zone or park. People forget to take extra caution.</p>
<p>Anonymous 3/07/2025 04:18 PM</p>	<p>None</p>
<p>Anonymous 3/07/2025 06:23 PM</p>	<p>I understand the needs for city to put the speed camera but it does not make situation safer. In fact, it may cause more accidents than being safe. May want to add more light or sign when near parks or school area. If the city is really concerned about the speeding, have law enforcement to be present that is how you make the catch not thru camera.</p>
<p>Anonymous 3/07/2025 08:27 PM</p>	<p>The street behind Rockwell by Meadow park becomes almost impassable at drop off and pickup. Parents park in front of driveways, on corners out in the street. It would be helpful to have a police officer there once or twice a week to educate the parents on safety.</p>

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Anonymous 3/08/2025 03:55 AM	Street parking across the schools can make turning into some school zones a bit blind
Anonymous 3/08/2025 10:11 AM	It is enough to modify the road structure to enforce speed limits. raised pedestrian walks, roundabouts or led signs with speed measures will be enough
Anonymous 3/08/2025 10:54 AM	.
Anonymous 3/08/2025 10:55 AM	None
Anonymous 3/08/2025 11:01 AM	Speeding, not paying attention to kids when present
Anonymous 3/08/2025 11:02 AM	Na
Anonymous 3/08/2025 11:07 AM	Redmond High and speed.
Anonymous 3/08/2025 11:33 AM	People with loud, fast cars wanting to show them off and RPD letting them get away with it.
Anonymous 3/08/2025 11:39 AM	None
Anonymous 3/08/2025 12:11 PM	I would love to see raised crosswalk by RMS on 166th to slow drivers when people are out walking before or after the regular drop off and pickup times.
Anonymous 3/08/2025 12:12 PM	Fast driving, disregarding speed limits. Street parking making visibility poor
Anonymous 3/08/2025 01:02 PM	Na
Anonymous 3/08/2025 01:34 PM	Tesla FSD does not detect school zone and reduced speed limits
Anonymous 3/08/2025 02:06 PM	I do not support speed cameras but would love to see more officers around our schools. I think people mostly obey the 20 mph zones around Horace Mann.
Anonymous 3/08/2025 02:16 PM	Traffic in and out of Evergreen Middle School during arrival and dismissal can sometimes back out onto 208th AVE NE. The traffic doesn't last long--maybe 5 to 10 minutes. However, there are some drivers who get so impatient waiting that they either speed around cars by driving on the shoulder or crossing the double yellow line and driving towards oncoming traffic. This is dangerous for both other drivers and the pedestrian traffic entering/leaving the school.
Anonymous 3/08/2025 02:29 PM	Clara Barton Elementary School in North Redmond <ol style="list-style-type: none"> 1. Rolling stop at the 4-way stop sign NE 122nd St & 172nd Ave NE (https://maps.app.goo.gl/RB85qUuMidZWndrg6) is an everyday occurrence. 2. Speeding parents who are late for school drop off 3. Many vehicles going at or above 30mph (as seen from how bad they are jumping over the speed bump) even during school time (yellow light flashing) 4. Cars parked in drop off only zones inside the school. <p>Many kids cross this street to get to school, it is scary to see how fast people drive here.</p>

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Anonymous 3/08/2025 02:52 PM	I have traffic safety concerns near school bus stops. I believe, the large majority of Redmond residents are not clear on what the traffic rules are when the school bus is boarding or deboarding students. It would be great if city of Redmond or Redmond PD can post a video tutorial in their website/ social media handles talking about the traffic do's and dont's of school busstop. Please cover all possible scenarios (like if the bus stop is in a 4 way stop intersection,in a 4 way intersection but 2 way stop, etc)
Anonymous 3/08/2025 03:16 PM	Fast moving cars
Anonymous 3/08/2025 05:12 PM	Commuters speed thru neighborhoods where schools are located and don't respect the signs 20 mph when children present and also go over 25mph listed speed.
Anonymous 3/08/2025 05:42 PM	The issue is not speed, but congestion when school lets out in the afternoon. Lack of traffic control for cars exiting school parking lots (high school, middle school, Horace Mann).
Anonymous 3/08/2025 06:26 PM	The biggest problem is poorly designed parking lots at some schools. It causes a back up onto the public street.
Anonymous 3/08/2025 07:47 PM	Cars blocking main road picking up/dropping off children
Anonymous 3/08/2025 08:14 PM	Redmond Middle School and Willows Prep have parents lined up in the street, blocking traffic, during pickup and drop off. Willows Prep has drivers cutting through stopped traffic on Red-Wood Rd to get to the turn lanes, dangerous with limited sightlines
Anonymous 3/08/2025 08:55 PM	Schools entrance need to have traffic lights to allow for flow of traffic in and out of schools. The increase in population in our city in the past thirty years now requires modernization of drop off/ pick up lanes to concentrate inside of the school area and not blocking roads.
Anonymous 3/08/2025 09:50 PM	None
Anonymous 3/08/2025 10:24 PM	I don't live near school zones. Not enough information for me.
Anonymous 3/09/2025 01:31 AM	People speeding near Redmond High school and Rockwell elementary
Anonymous 3/09/2025 01:32 AM	Nothing
Anonymous 3/09/2025 01:33 AM	Traffic police should protect crosswalks , because drivers are not slowing down for walkers.
Anonymous 3/09/2025 01:48 AM	None
Anonymous 3/09/2025 01:49 AM	N/A
Anonymous 3/09/2025 01:50 AM	None
Anonymous 3/09/2025 03:14 AM	X
Anonymous 3/09/2025 03:23 AM	None

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Anonymous 3/09/2025 03:24 AM	There is no traffic enforcement post Covid. Pretty simple. Speeding, texting, watching YouTube while driving. I see it all every day and I see it around Redmond elementary school.
Anonymous 3/09/2025 03:32 AM	No concerns
Anonymous 3/09/2025 04:06 AM	None
Anonymous 3/09/2025 05:56 AM	.
Anonymous 3/09/2025 05:59 AM	None, everything seems quite safe already
Anonymous 3/09/2025 05:59 AM	Rosa parks, Redmond high
Anonymous 3/09/2025 05:59 AM	
Anonymous 3/09/2025 06:27 AM	N/a
Anonymous 3/09/2025 06:48 AM	The same as the rest of Redmond.
Anonymous 3/09/2025 06:57 AM	I don't walk near schools often, but I'm more concerned about people running the red light and being distracted while driving
Anonymous 3/09/2025 07:07 AM	.
Anonymous 3/09/2025 07:14 AM	N/A
Anonymous 3/09/2025 07:20 AM	No one follows the rules or drives safely because there is zero enforcement of the rules. Bring back cops to assist the schools.
Anonymous 3/09/2025 07:37 AM	None
Anonymous 3/09/2025 07:48 AM	I really haven't seen terrible drivers in Redmond unless I'm on 405 or near 148th
Anonymous 3/09/2025 07:50 AM	No concerns
Anonymous 3/09/2025 07:51 AM	Lack of four way stop signs make it very difficult to safely make left turns. There are several intersections near Redmond Elementary and Anderson Park that have stop signs only on one street. Those should be four way stops instead.
Anonymous 3/09/2025 08:09 AM	Most of Redmond lacks adequate traffic calming measures (e.g. raised crosswalks, artificial narrowing to slow traffic), so that applies here too.
Anonymous 3/09/2025 08:35 AM	No issues, seems well managed as is
Anonymous 3/09/2025 08:40 AM	N/A
Anonymous 3/09/2025 08:40 AM	Not enough pull off zones for dropping parents creating traffic.

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Anonymous 3/09/2025 08:42 AM	Na
Anonymous 3/09/2025 08:42 AM	I travel regularly through school zones by car and have not seen any issues over the past several years. I feel safe in these areas and I've observed lawful, attentive behavior from drivers.
Anonymous 3/09/2025 08:43 AM	No concerns
Anonymous 3/09/2025 08:44 AM	N/a
Anonymous 3/09/2025 08:50 AM	None
Anonymous 3/09/2025 08:54 AM	There's a general disregard to traffic laws every where, all the time.
Anonymous 3/09/2025 08:55 AM	None
Anonymous 3/09/2025 09:03 AM	None
Anonymous 3/09/2025 09:12 AM	No concerns
Anonymous 3/09/2025 09:15 AM	No specific concerns with traffic near schools
Anonymous 3/09/2025 09:25 AM	Drivers on phones
Anonymous 3/09/2025 09:25 AM	Drivers not respecting speed limit
Anonymous 3/09/2025 09:33 AM	Police presence to enforce if necessary
Anonymous 3/09/2025 09:34 AM	Timberline Middle School. Lack of traffic coordination. People drop off children on the street. Unqualified persons attempting to a direct traffic. Unsafe U-turn behavior.
Anonymous 3/09/2025 09:36 AM	Drivers don't yield to pedestrians in crosswalks.
Anonymous 3/09/2025 09:36 AM	None
Anonymous 3/09/2025 09:45 AM	The crosswalk in Einstein elementary is always full of distracted drivers.
Anonymous 3/09/2025 09:47 AM	Once the high school lets out, teenagers DAILY speed at very high speeds (50+) on NE 107th street at the top of the hill. I have reported this several times to the non-emergent line but have yet to see any police presence or changes.
Anonymous 3/09/2025 09:48 AM	No police enforcement
Anonymous 3/09/2025 09:51 AM	Some could use the button and blinking lights in crosswalks.
Anonymous 3/09/2025 09:54 AM	Distracted drivers. Redmond high school.

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Anonymous 3/09/2025 10:09 AM	None
Anonymous 3/09/2025 10:10 AM	I have no concerns, people seem to follow the speed limits when I drive by Redmond high school
Anonymous 3/09/2025 10:10 AM	NA
Anonymous 3/09/2025 10:16 AM	Near the highschool people are always distracted and driving horribly
Anonymous 3/09/2025 10:19 AM	.
Anonymous 3/09/2025 10:25 AM	N/A
Anonymous 3/09/2025 10:32 AM	I live near Redmond ES. Traffic calming measures, not speed cameras, should be applied to 166th and other roads around schools and parks.
Anonymous 3/09/2025 10:44 AM	None
Anonymous 3/09/2025 11:12 AM	Drivers blowing through crosswalks
Anonymous 3/09/2025 11:18 AM	N/a
Anonymous 3/09/2025 11:18 AM	We need more traffic calming -- things that encourage safer driving like narrower streets, speed humps, etc. Making massive roads only encourages faster and more reckless driving. Also protected bike lanes would be wonderful.
Anonymous 3/09/2025 11:24 AM	I avoid the schools during pick up and drop off.
Anonymous 3/09/2025 11:45 AM	N/a
Anonymous 3/09/2025 11:57 AM	No concerns. stop trying to fix problems that don't exist and appease the nimbys. let redmond develop
Anonymous 3/09/2025 12:04 PM	Left my note about TMS in an earlier question. Also Ella Baker sidewalks need to be widened. There's not enough room for bikers and pedestrians— I've seen too many bikers fall into the road. Also wish there was an incentive for families to carpool or bike/walk to school too many drive and it's a neighborhood school. Have reached out to king county but never get a response — would appreciate sharing this feedback with them as these schools are in incorporated Redmond.
Anonymous 3/09/2025 12:09 PM	N/A
Anonymous 3/09/2025 12:16 PM	Near Redmond Elementary School that cars naturally go high speeds. Moreover, they turn at high speeds as well, without noticing pedestrians. The streets are so wide as well that it takes a pedestrian longer to cross the street, exposing them to more danger for longer.
Anonymous 3/09/2025 12:21 PM	No concerns
Anonymous 3/09/2025 12:28 PM	N/a

Anonymous 3/09/2025 12:29 PM	Fast moving vehicles on NE 116th St near Einstein Elementary. When police officers are present doing speed checks people drive significantly slower.
Anonymous 3/09/2025 12:33 PM	None
Anonymous 3/09/2025 12:40 PM	Reckless, speeding drivers.
Anonymous 3/09/2025 12:47 PM	Drop off and pickup lines are a nuisance
Anonymous 3/09/2025 01:14 PM	Redmond elementary regularly has drivers speeding and blowing through red lights near it. Also, drivers regularly do not yield to pedestrians at crosswalks and nearly hit them as they pass through.
Anonymous 3/09/2025 01:31 PM	Drivers recklessly speeding, not enough bollards and physical barriers protecting cyclists.
Anonymous 3/09/2025 01:40 PM	Parent traffic with "me first" mentality, Many drivers "cheating" by driving 5-20 mph over posted limits, ignoring pedestrians crossing streets
Anonymous 3/09/2025 01:55 PM	N/a
Anonymous 3/09/2025 01:57 PM	Too much traffic, congestion
Anonymous 3/09/2025 02:21 PM	Na
Anonymous 3/09/2025 02:25 PM	Redmond high school
Anonymous 3/09/2025 02:49 PM	N/a
Anonymous 3/09/2025 03:12 PM	Fast moving vehicles that often don't come to a complete stop at or behind stop bars or before sidewalks at driveways in/around Redmond Elementary
Anonymous 3/09/2025 03:16 PM	Sometimes RHS students peel out from parking lot onto street quickly.
Anonymous 3/09/2025 03:21 PM	At Redmond High School the single street gets jammed frequently, congestion is a problem
Anonymous 3/09/2025 03:24 PM	Many drivers on NE 80th Street speed well beyond the speed limit. Elevated crosswalks that double as speed tables would greatly improve pedestrian safety.
Anonymous 3/09/2025 03:29 PM	Not enough lanes. Get rid of trees and make 4 lane roads
Anonymous 3/09/2025 03:31 PM	None.
Anonymous 3/09/2025 03:35 PM	My only concern is drivers staring at their phones
Anonymous 3/09/2025 03:43 PM	Drivers on their phones. Pedestrians on their phones, with even less situational awareness.

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Anonymous 3/09/2025 03:45 PM	I don't have concerns
Anonymous 3/09/2025 03:47 PM	N/a
Anonymous 3/09/2025 04:22 PM	None
Anonymous 3/09/2025 04:27 PM	I have no concerns
Anonymous 3/09/2025 04:33 PM	No concerns
Anonymous 3/09/2025 04:33 PM	Lack of the flashing cross walks
Anonymous 3/09/2025 04:47 PM	The School zone start sign for Albert Einstein Elementary School (coming from Avondale) is far ahead of the lights flashing to indicate a reduced speed limit. In addition, this flashing light is also obscured by tree branches for quite some distance. So most people don't realize that reduced speeds are in effect long after passing the school zone start sign. While I am not aware of anyone being ticketed, this layout is non-ideal for everyone.
Anonymous 3/09/2025 05:17 PM	N/A
Anonymous 3/09/2025 05:25 PM	No speed cameras please. it causes drivers to panic and stop recklessly causing rear end collisions
Anonymous 3/09/2025 05:51 PM	No concerns.
Anonymous 3/09/2025 05:56 PM	N/A
Anonymous 3/09/2025 06:51 PM	None
Anonymous 3/09/2025 07:09 PM	N/A
Anonymous 3/09/2025 08:03 PM	Redmond School hill that goes to Nike Park that says 25 mph. Cars go up that hill so fast even when children are walking up to their homes. Maybe a speed bump somewhere on that hill but not sure if those are ok for hills.
Anonymous 3/09/2025 08:58 PM	Schools aren't designed for parking and pick-up and now the school schedules result in pick-ups happening all at the same time
Anonymous 3/09/2025 09:18 PM	Ben Rush, principally with regards to the school zone in Old Red: there are fairly few demarcated crosswalks along the main stretch of the road despite there being several more legal crossing spots. That could potentially make crossing more dangerous for kids and adults, as they would either want/need to cross at an unmarked location where motorists might not be as attentive as they should, or would otherwise have to walk a much longer distance just to cross to the other side. Outside of crossings the speed indicator sign on that stretch of road seems effective from my experience, with not too much deviation from the limit amongst other motorists I've encountered.
Anonymous 3/09/2025 09:59 PM	None. Both schools have good crosswalks. Haven't seen issues around either school.

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Anonymous 3/09/2025 10:07 PM	N/a
Anonymous 3/09/2025 10:38 PM	Riding my bike around Einstein and there is very fast moving traffic, and one area farther in the surrounding neighborhood has the bike lane temporarily merge with fast moving traffic
Anonymous 3/09/2025 10:53 PM	I have no concern in fact pedestrian sometimes taking too relaxing walk when crossing. Nothing is wrong but also respect to the driver waiting to turn and drop off kids to be in time to school
Anonymous 3/09/2025 11:34 PM	No concerns
Anonymous 3/09/2025 11:43 PM	In front of Horace Mann elementary school where cars enter into premise, there is a cross walk missing. Before and After school, most of the parents park cars on the 170th Ave NE and kids cross NE 104th St. This is very unsafe crossing since cars coming from Redmond Middle school area have lower visibility up the hill.
Anonymous 3/10/2025 12:04 AM	Einstein Elementary- turn signal for school entry
Anonymous 3/10/2025 12:15 AM	None
Anonymous 3/10/2025 07:09 AM	Increased traffic and reckless drivers.
Anonymous 3/10/2025 07:20 AM	Over near the elementary school, the street is very wide which encourages drivers to speed. There are no traffic calming measures like roundabouts or narrow lanes (which could be fixed by narrowing the lanes and adding a protected bike lane) to slow down traffic so it relies solely on the deiver doing the right thing which is never comfortable for pedestrians. There are also very few crosswalks making it unsafe to cross in many places since the street is so wide.
Anonymous 3/10/2025 09:11 AM	Parents using a non drop off area for kids. The parents go too fast for the area, are doing donuts, driving up on curves, not yielding to kids or other cars. Double parking, sometimes triple parking.
Anonymous 3/10/2025 09:23 AM	Redmond Elementary - mostly I've noticed the issues because there is a lot of traffic on 166th but no green arrows at the traffic signals so motorists waiting to turn will run a yellow or red light.
Anonymous 3/10/2025 09:45 AM	Speeding vehicles
Anonymous 3/10/2025 10:08 AM	At Woodinville high school, the 4 way stops are really more of a decoration than a functional stop. Nobody goes, or two people go at once, and the traffic is just awful.
Anonymous 3/10/2025 10:13 AM	None
Anonymous 3/10/2025 10:18 AM	Audubon Elementary - bad behavior of pedestrians and drivers alike. There's consistently a mom sending her kid across the street between crosswalks at the main driveway. Drivers are frequently impatient, aggressive, and rude. Rose Hill Middle School - kids on bikes don't follow rules of the road - riding all over the place and unpredictable. Very unsafe, makes me uncomfortable to drive thru after school.

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Anonymous 3/10/2025 10:34 AM	None
Anonymous 3/10/2025 01:21 PM	N/a
Anonymous 3/10/2025 02:33 PM	No issues at Ben Rush where my daughter goes
Anonymous 3/10/2025 03:41 PM	Speedy drivers
Anonymous 3/10/2025 03:45 PM	Benjamin rush elementary. The traffic in Old Redmond Rd often speeds. The hill makes it dangerous for clear sight. I think the school zone area should be extended. And the normal speed in that area 25 not 30
Anonymous 3/10/2025 03:47 PM	Distracted driving - RMS and RHS, lack of crosswalks - RMS, RHS, Redmond El. Adding more lights or roundabouts at these schools would help with this and fast vehicles, particularly on 108th and 166th
Anonymous 3/10/2025 03:56 PM	Education Hill schools-RHS, Horace Mann and fast moving vehicle traffic.
Anonymous 3/10/2025 04:00 PM	A
Anonymous 3/10/2025 04:38 PM	Don't have much interaction with this dynamic
Anonymous 3/10/2025 04:57 PM	My concern is that adding cameras will force people to accelerate when they saw a yellow so that they can avoid the ticket.
Anonymous 3/10/2025 04:59 PM	Traffic backing up
Anonymous 3/10/2025 05:12 PM	Evergreen middle school - fast moving vehicles, traffic jams
Anonymous 3/10/2025 05:50 PM	Redmond Elementary School. Drivers have no clue pedestrians have right of way at unmarked crosswalks in the surrounding area, even if there's no pedestrian lights or crosswalk paint.
Anonymous 3/10/2025 06:05 PM	If traffic cannot be diverted further away from places where children are walking to and from school, then speeds need to be slowed down by permanent design such as cross tables
Anonymous 3/10/2025 06:40 PM	Cascade View Montessori has no traffic signage and parents park on the sidewalk.
Anonymous 3/10/2025 06:43 PM	...
Anonymous 3/10/2025 06:52 PM	N/a
Anonymous 3/10/2025 07:55 PM	Lighted crosswalk on Old Redmond Road crossing into the 60-01 apartments. It's very hard to see pedestrians.
Anonymous 3/10/2025 08:57 PM	No concerns
Anonymous 3/10/2025 08:59 PM	None

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Anonymous 3/11/2025 07:31 AM	NA
Anonymous 3/11/2025 08:58 AM	Drivers not slowing down, poorly visible speed limit signs/school zone signs/lights hidden by tree overgrowth, kids not looking in both directions before crossing, parents dropping kids off on side of street and blocking traffic, kids driving e-bikes and scooters in wrong directions/speeding. Rose Hill Middle School area (140th Ave), Kamiakin Middle School (132nd Ave).
Anonymous 3/11/2025 09:21 AM	Ben Rush, missing neighborhood sidewalks
Anonymous 3/11/2025 09:38 AM	N/A
Anonymous 3/11/2025 10:31 AM	I have no specific concerns about traffic near schools but it's generally a widespread problem for all schools that drivers are distracted and do not obey the 20 MPH speed limit when required. Crossing guards have near-misses frequently and drivers seem confused about how to pass through a school zone, particularly if they do not have students at that school.
Anonymous 3/11/2025 04:46 PM	Re Ben Rush and Rose Hill Middle School: when lights are flashing, traffic does slow but rarely do drivers observe the regular speed limit.
Anonymous 3/11/2025 04:53 PM	None
Anonymous 3/11/2025 10:04 PM	Ella baker.speeding teenagers under influence of drugs during summers
Anonymous 3/11/2025 10:34 PM	Drivers not stopping and allowing kids to cross and speeding
Anonymous 3/12/2025 02:49 PM	N/A
Anonymous 3/12/2025 03:05 PM	Redmond needs more raised crosswalks. they help ensure cars dont just blast past crosswalks and help ensure slower vehicle speeds.
Anonymous 3/12/2025 03:51 PM	Additional flashing light with speed meter will help because it's easy to err on the school zone speed limit when not entering at school zone sign.
Anonymous 3/12/2025 04:36 PM	As in my previous comment, multiple schools are concerning, but recently Redmond Middle
Anonymous 3/12/2025 05:06 PM	Rockwell Elementary - I walk my children three blocks to Rockwell everyday for school, and I walk back home. I consistently see and hear fast me moving loud vehicles rush past.
Anonymous 3/12/2025 06:07 PM	This isn't a real problem. I don't want my city government harassing its residents by issuing them automated tickets. I will encourage anyone to fight them in court to ensure they cost more to enforce than you bleed from us.
Anonymous 3/12/2025 06:18 PM	No concerns.I do not want traffic cameras. I just had a ticket from West Seattle. I was not driving my vehicle, yet I was ticketed.. I would rather see Redmond police patrolling areas. I see several drivers every week running red lights.That is the real issue.
Anonymous 3/12/2025 06:29 PM	None
Anonymous 3/12/2025 06:39 PM	None

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Anonymous 3/12/2025 06:50 PM	N/A
Anonymous 3/12/2025 06:58 PM	Lack of public lights for pedestrians. Lack of curb cleaning, curbs can be extremely dirty and even unsafe during winter season due to snow and storm debris. This is especially true on 166th avenue going to Redmond Middle School
Anonymous 3/12/2025 07:08 PM	No concerns. This questionnaire is rigged
Anonymous 3/12/2025 07:12 PM	People drive very quickly and there are A LOT of kids walking near schools. Also sad because recently heard of an car accident in Kirkland near a school where someone fell asleep at the wheel and hit two kids who were walking. People are careless around schools since they tend to be in neighborhoods.
Anonymous 3/12/2025 07:13 PM	Rockwell- officer enforcement is needed. Many feel regular rules of the road don't apply to them. My car has been hit and run multiple times, I've seen kids and adults almost hit multiple times. I'm afraid it is only going to get worse with construction. RPD could bring in lots or revenue if they policed the neighbors nearby before and after school
Anonymous 3/12/2025 07:19 PM	Kids don't pay any attention, goof off end up in the street when they should be on the sidewalk.
Anonymous 3/12/2025 07:28 PM	Redmond Elementary- when driving or walking to the school there are multiple distractions such as children walking, lots of cars parked along the road, drivers not stopping at crosswalks when pedestrians are present, and preschool children playing on playground next to street. Lots of attention needed when driving near there. Redmond Middle School- we get off Metro and cross NE 104th on foot. Cars do not slow down in the school zone even though there is a speed alert.
Anonymous 3/12/2025 07:29 PM	None
Anonymous 3/12/2025 07:31 PM	Distracted drivers at Redmond Middle School picking up students.
Anonymous 3/12/2025 07:39 PM	I only interact with school zones as a driver passing through. I find that the edges of school zones aren't always clearly demarcated, and the lanes nearby them are as wide and easy to drive fast through as anywhere else. This means that my slowing down frequently causes cars to bunch up behind me.
Anonymous 3/12/2025 07:44 PM	I don't think we need to put cameras up. I'm against that.
Anonymous 3/12/2025 08:01 PM	My primary concern is the amount of distracted driving I'm witnessing. People are literally watching videos on their phones while driving. Secondary concerns have to do with speeding, not knowing basic driving rules, not yielding to pedestrians.
Anonymous 3/12/2025 08:12 PM	The school's I travel past are pretty safe compared to 20 years ago.
Anonymous 3/12/2025 08:36 PM	Distracted driving is common when I drive around our area and it's not specific to school zones.
Anonymous 3/12/2025 08:58 PM	I have no concerns about traffic near our school, Rockwell Elementary
Anonymous 3/12/2025 09:12 PM	Drivers not yielding to pedestrians in crosswalks

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Anonymous 3/12/2025 09:21 PM	Parents parking badly and not watching for other kids when dropping off their own. Teen drivers are better, frankly.
Anonymous 3/12/2025 10:09 PM	Police need to patrol 104th and 166th for speeders. They used to do this frequently, but not any longer which I believe has led to people speeding more frequently.
Anonymous 3/12/2025 10:13 PM	I answered this in previous question. Norman Rockwell. Speeding traffic. Need police presence.
Anonymous 3/12/2025 10:39 PM	Cars going too fast and not paying attention.
Anonymous 3/12/2025 10:57 PM	The number of potholes around Redmond High School, Horace Mann, and on Avondale causes people to swerve to avoid damage to vehicles. Fixing these and other areas of disrepair would improve overall safety
Anonymous 3/12/2025 11:15 PM	None
Anonymous 3/12/2025 11:35 PM	Redmond High School - bikes lanes need more visibility
Anonymous 3/12/2025 11:58 PM	None.
Anonymous 3/13/2025 12:14 AM	Drivers break rule's everyday, take illegal u turns after dropping off on the main road near Timberline Middle School
Anonymous 3/13/2025 01:32 AM	Distracted drivers are the biggest threat
Anonymous 3/13/2025 04:49 AM	Lack of parental awareness to make pickup and drop off as time efficient as possible.
Anonymous 3/13/2025 09:32 AM	Redmond High School when school ends: lots of drivers on their phones
Anonymous 3/13/2025 09:48 AM	NA
Anonymous 3/13/2025 10:07 AM	None
Anonymous 3/13/2025 10:33 AM	Please install more crosswalks
Anonymous 3/13/2025 10:42 AM	None.
Anonymous 3/13/2025 11:20 AM	Redmond Elementary
Anonymous 3/13/2025 11:25 AM	I like flashing crosswalks.

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<p>Anonymous 3/13/2025 11:35 AM</p>	<p>Rose Hill Middle School - heavy car traffic during school drop-off/pick-up times. I'm usually on a bike and it is not at all obvious how I should navigate into the school -- should I enter in via the car loop? Should I get on the sidewalk? The road in front of the school is narrower at the crosswalks and then wider in between the crosswalks, which is challenging to navigate on a bike, as cars want me to pull into the wider parts and then I'm forced to merge back in with traffic at the crosswalks. It also encourages cars pulling over to drop off their kids (rather than entering the car loop) to cut me off. I'm a confident cyclist and I've gotten used to navigating it over the years, but it is not great. The roads leading to/from the school are challenging as well. We usually take Old Redmond to 140th Ave NE and then turn left into the Strattonwood neighborhood. The bike lanes are sometimes not well swept, even when the road is clear. The left turn into Strattonwood is challenging in traffic.</p>
<p>Anonymous 3/13/2025 12:22 PM</p>	<p>Ben Rush - somewhat of a funky situation as we are not zoned to Ben Rush, we are in the neighborhoods west of 148th that are now (as of 2023) zoned to Ben Franklin, but existing families were offered the opportunity to variance in to Rush. Many of us use the back entrance to Rush off 149th Ct. This footpath is not marked. Crossing 148th at NE 61st Way is extremely hairy to say the least. 148th in general is hairy! While the school-specific problem will dissipate over time as current families graduate and new families west of 148th go to Franklin, we do also use that same route during non-school hours, e.g. to access the school playground on weekends, or when walking our dog. In addition, there are families living on the east side of 148th who use that route to get to Rush, and while the 148th crossing isn't an issue for them, the rest will.</p> <p>Traffic is driven by the volume of cars used for pick up and drop off. I am more concerned with the Avondale congestion. I also strongly oppose the use of traffic speed cameras. This was used near Albert Einstein and Union Hill and was a failure in terms of cost and any meaningful impact. I do not support dollars being spent in this area versus other enforcement such as drugs and crime in the area.</p>
<p>Anonymous 3/13/2025 12:31 PM</p>	<p>I witness speeders near all schools.</p>
<p>Anonymous 3/13/2025 12:57 PM</p>	<p>There needs to be traffic controls around RHS. It is the only high school in LWSD that doesn't have a traffic light. This causes cars to be more aggressive to get out of the lot. Also, there should be a metered and enforced crosswalk to prevent students from the steady stream of walking across 104th with no breaks for drivers to get through</p>
<p>Anonymous 3/13/2025 01:13 PM</p>	<p>I have no concerns.</p>
<p>Anonymous 3/13/2025 01:31 PM</p>	<p>No</p>
<p>Anonymous 3/13/2025 01:45 PM</p>	<p>Fast cars by Dickinson and evergreen</p>
<p>Anonymous 3/13/2025 01:51 PM</p>	<p>NA</p>
<p>Anonymous 3/13/2025 01:55 PM</p>	<p>Not everyone obeys the posted speed limit</p>
<p>Anonymous 3/13/2025 01:58 PM</p>	<p>N/A</p>

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Anonymous 3/13/2025 02:35 PM	I have usually seen Redmond drivers follow speed limits in school zones.
Anonymous 3/13/2025 02:42 PM	None
Anonymous 3/13/2025 03:01 PM	None
Anonymous 3/13/2025 03:14 PM	No concerns
Anonymous 3/13/2025 04:16 PM	Traffic near schools is very safe. Bad driving is the same everywhere, of course, but people are safer drivers in school zones.
Anonymous 3/13/2025 04:19 PM	I keep wondering why there is not a flashing school zone sign near Redmond EI like there are at the other schools on the hill. It would make sense to have one there and make everything more consistent.
Anonymous 3/13/2025 05:07 PM	I have no concerns but I think that school busses and kids walking to and from school cause lots of traffic
Anonymous 3/13/2025 05:37 PM	No concerns
Anonymous 3/13/2025 06:45 PM	Please don't install traffic camera near school or parks. Sounds like easy money for the dept to make. If you really worry about those, please have more police do the patrol rather than relying on the camera traffic. In fact it will increase and cause accidents. Do you want that to happen or create a safe environment?
Anonymous 3/13/2025 08:31 PM	As mentioned earlier that close call in the crosswalk near Horace Mann. People race through and do not look. I don't feel safe crossing and never know if the drivers will stop. It is the only legal crossing spot to the school. Other than a sign there is not much that seems to slow people down.
Anonymous 3/13/2025 09:38 PM	None
Anonymous 3/13/2025 09:55 PM	Na
Anonymous 3/13/2025 09:57 PM	Drivers that are focused on themselves and in a hurry. Need flashing crosswalks at all school and park crosswalks
Anonymous 3/13/2025 10:03 PM	People not following the speed limit (flashing lights)
Anonymous 3/13/2025 10:21 PM	Rockwell Elementary: when turning left onto 162nd Ave NE from 112th St, there is a very tall shrub/tree on the SW corner house, which makes it so I need to pull out into the crosswalk to see oncoming traffic. Then often the school's crossing guard needs to move around my car.
Anonymous 3/13/2025 10:30 PM	I'm also shocked at how fast people drive up/down 162nd St NE. Would it be possible to install speed bumps? (Or as my British husband refers to them as: "sleeping police officers" :)
Anonymous 3/13/2025 10:36 PM	N/A
Anonymous 3/13/2025 10:36 PM	None

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Anonymous 3/13/2025 11:26 PM	N/A
Anonymous 3/14/2025 01:54 AM	Speeding just outside of the school 20mph zones. Also illegal parking across from Audubon. Parking near the entrance pinches off the exit from 30th onto 180th.
Anonymous 3/14/2025 05:55 AM	Tailgating drivers
Anonymous 3/14/2025 08:39 AM	I live in Kirkland and work in Redmond and the speed camera for Kamiakin is pure entrapment (just see the data on number of tickets). Please don't do that to Redmond. It's a sick money grab. I support crosswalks with orange walking flags like in downtown Kirkland and flashing lights at crosswalks. Crossing guards are already there to get children across safely. Please show me where anyone has been struck at a school or park crossing? I don't know if I've ever heard of an indecent. It not, then please consider that this is a pure money grab.
Anonymous 3/14/2025 09:30 AM	N/a
Anonymous 3/14/2025 10:24 AM	Mann elementary has limited visibility coming up the hill from 166th. A crosswalk with flashing lights would be useful here. The school used adult safety monitors during school hours, which is absolutely necessary given traffic.
Anonymous 3/14/2025 02:38 PM	Na
Anonymous 3/14/2025 03:36 PM	Redmond High school is very bad after school is let out. Kids race down the street. We need better ways to slow traffic.
Anonymous 3/14/2025 05:00 PM	The drivers near Clara Barton Elementary School are sometimes distracted, sometimes drive too fast, and sometimes do not stop for students walking to and from school. Clearly marked/painted/lit crosswalks are needed on NE 122nd Street between NE 124th Street and Clara Barton Elementary for students to cross safely.
Anonymous 3/14/2025 05:25 PM	Clara Barton Elementary, fast moving vehicles, vehicles don't stop for pedestrians, lack of traffic lights
Anonymous 3/14/2025 05:33 PM	Clara Barton Elementary: unsafe/distracted/fast driving during school zone when kids are present. Kids on safety patrol have had their flags hit by cars when they are attempting to cross students. I've witnessed many times an adult safety patrol person having to confront distracted drivers if they even can. We need raised crosswalks and better signage/visibility.
Anonymous 3/14/2025 05:34 PM	Traffic gets very backed up coming and going from both Redmond Middle School and Redmond High School leading to parents or students getting anxious or frustrated and sometimes not making the best decisions.
Anonymous 3/14/2025 06:18 PM	I pass by the school on union hill road and 208th a lot during school hours and hardly anyone obeys the 20 mph speed limit when the lights are flashing. I constantly have people riding my bumper because I'm not going 40. I do think having a second set of flashing lights near the stop light in both directions would help a lot. I think some people forget the lights were flashing while they sit through a red light. And I frequently see people run the red lights not only at this intersection, but also many others downtown.
Anonymous 3/14/2025 09:26 PM	Redmond Middle School and Rockwell Elementary School, pickup after school, overcrowded parents in cars - long lines of illegal parking on side of road, daily.

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<p>Anonymous 3/15/2025 12:10 AM</p>	<p>Camera system have no context of short days, vacation days, breaks, early release, etc. They also ticket a vehicle, not a driver. All schools have issues at times, but also have excessive, encroaching, parking and drop off impacts. Very difficult to see signs, flaggers, etc with rows of vehicles waiting in front of them.</p>
<p>Anonymous 3/15/2025 07:35 AM</p>	<p>Fast cars along NE 167th Street, no crosswalk for school children that attend Clara Barton, no slowing options. My child crosses 167th without a crosswalk</p>
<p>Anonymous 3/15/2025 02:18 PM</p>	<p>N/A</p>
<p>Anonymous 3/15/2025 03:00 PM</p>	<p>Redmond Elementary School- right in downtown and too close to all the congestion of a growing city with very limited ways in and out.</p>
<p>Anonymous 3/15/2025 03:17 PM</p>	<p>It looks to me like the city of Redmond is fishing for justification to install speed cameras, which are really municipal revenue raising devices under the guise of "children's safety" . . . a clever tactic done in order to paint opponents as villains who don't care about children's safety. Is there are accident statistics that show there is a problem, then share the data. If not, then don't try to create such statistics by way of anecdotes collected from surveys.</p>
<p>Anonymous 3/16/2025 01:43 AM</p>	<p>I live on 166th, people speed, but mostly they just don't respect signals. you can have all the stoplights and ped crossing signals in the world but if people speed up when they see you because they don't wanna stop then it's not gonna do any good. also, it feel like a third of cars in redmond have obscured or removed their license plates, so like, they must know they're breaking laws.</p>
<p>Anonymous 3/16/2025 09:33 AM</p>	<p>We need more designated crosswalks so that people do not cross randomly in front of cars.</p>
<p>Anonymous 3/16/2025 12:55 PM</p>	<p>I pass Mann, RHS and RMS daily. Distracted drivers and not enough crosswalks with lights leading up to the schools. Drivers do not stop or slow at crosswalks!</p>
<p>Anonymous 3/16/2025 03:07 PM</p>	<p>General fast moving traffic that rarely slows for pedestrians, drivers that ignore speed limits. The crossings around Redmond Elementary are very long and drivers think the street is wide open for them. The curbs being brought in, or slightly raised crosswalks would help a lot with visibility of people crossing. It would also make drivers more likely to drive more slowly in general on that street.</p>
<p>Anonymous 3/16/2025 04:41 PM</p>	<p>None</p>
<p>Anonymous 3/16/2025 07:33 PM</p>	<p>Lack of protected bike lanes, paint on the side of the road doesn't help me feel physically safe riding my bike. Raised concrete, pylons, even the "armadillos" would be an improvement which increasing the feeling of safety for adults and especially children who ride their bikes as a healthy means of transportation</p>
<p>Anonymous 3/16/2025 07:49 PM</p>	<p>As noted earlier, I have experienced close calls at the crosswalks near Redmond Elementary School. People driving on 166th are driving fast or on their phones. People turning onto 166th do not check for pedestrians.</p>
<p>Anonymous 3/17/2025 09:19 AM</p>	<p>Norman Rockwell Elementary (see previous note).</p>
<p>Anonymous 3/17/2025 10:56 AM</p>	<p>RmS, RHS, Rockwell</p>
<p>Anonymous 3/17/2025 11:18 AM</p>	<p>X</p>

 Traffic Safety Near Schools and Parks : Survey Report for 05 July 2019 to 31 March 2026

Anonymous 3/17/2025 12:46 PM	No concerns at this time.
Anonymous 3/17/2025 04:58 PM	I mainly witness traffic at Mann, RHS, RMS, Rockwell. Mann and RMS is the scariest. Crossing NE 104th at the Mann entrance MUST BE STOPPED. Speeding and tailgating from south of RMS to the pool (166th to NE 104th) is atrocious and I would really appreciate some negative reinforcement on those folks. Kirkland has speed cameras in some of their school zones and we should too!
Anonymous 3/18/2025 10:46 AM	Rockwell Elementary, Redmond High School
Anonymous 3/18/2025 01:10 PM	Redmond Elementary - the area outside the school is an accident waiting to happen. Drivers ignore pedestrian crossings, safety directions, safe parking guidelines, abuse school staff.
Anonymous 3/18/2025 01:13 PM	Nothing, really
Anonymous 3/18/2025 01:14 PM	The congestion/backup created by Redmond High School drivers is huge! They are backed up all the way down the hill, affecting drivers in and out of Horace Mann as well as drivers down on 166th. The traffic down at Redmond Elementary and Old Redmond School House has so many crosswalks and drivers don't always stop for pedestrians to cross where they need to.
Anonymous 3/18/2025 01:38 PM	As I mentioned, I work at Red. El. and often witness cars speeding by the school, not pausing for crosswalks/crossing guards, driving through before students/crossing guards are safely out of the crosswalk, driving in a distracted manner, etc.
Anonymous 3/18/2025 02:05 PM	Redmond elementary, reckless and distracted drivers and
Anonymous 3/18/2025 02:57 PM	Lack of pedestrian signals, crossing 166th to Norman Rockwell Elementary. Parent drop off/pick up backs up at Redmond Middle School causing chaos on the street (166th). Distracted drivers everywhere!
Anonymous 3/18/2025 03:18 PM	I'm worried about the safety of our staff and students/families at Redmond Elementary.
Anonymous 3/18/2025 03:26 PM	Lots of distracted drivers and drivers not following crosswalk and crossing guard directions
Anonymous 3/18/2025 03:38 PM	The streets around our school, Redmond Elementary is overrun with parked cars right now (especially NE 80th St and 169th Ave NE. It makes it very difficult to see cross traffic and I expect it's the same for pedestrians. If you are going to build high-rise housing, the buildings need to accommodate the cars, and not have them parking every which way. I believe that Bellingham has an ordinance that if you live in a building that offers housing, then you need to use it as you will get a ticket if you are parking on the streets at night (something like that; my student graduated a few years ago).
Anonymous 3/18/2025 04:49 PM	The school zone creates a lot of backed up traffic for people trying to leave the education hill neighborhood in the mornings. This can increase distracted driving and speeding as people try to make up time
Anonymous 3/18/2025 04:52 PM	More police present to control
Anonymous 3/19/2025 08:27 AM	No major concerns for school zones.

 Traffic Safety Near Schools and Parks : Survey Report for 05 July 2019 to 31 March 2026

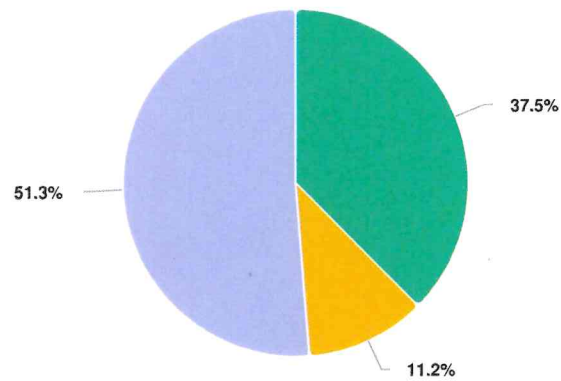
<p>Anonymous 3/19/2025 04:40 PM</p>	<p>Horace Mann Elementary has drivers moving too fast, and drivers who don't stop for the school crossing guard when they enter the crosswalk with their reflective vest and flag to let students cross.</p>
<p>Anonymous 3/19/2025 09:22 PM</p>	<p>Lack of sidewalk, lack of sufficient light during winter mornings and evenings, lots of vehicular backup during school times</p>
<p>Anonymous 3/19/2025 09:40 PM</p>	<p>Horace Mann primarily. Our arms race of bigger and bigger cars is particularly dangerous for elementary age kids due to their height. LWSD and the respective towns need to encourage less driving. I'm not sure why Redmond allowed 104th and surrounding streets to be free parking for the high school. The least they could do is install parking meters to recoup and reinvest some of that cost into improved infrastructure. And half the parents driving their kids to school live within half a mile - then drive way to fast though the parking lot, distracted by their phones and decide their smarter than everyone by driving through the teachers lot so their precious spawn only doesn't have to walk 50 extra feet. Then they exist, turning left despite the sign clearly telling them not to. Or turn right and play chicken with the crossing guards.</p>
<p>Anonymous 3/19/2025 10:16 PM</p>	<p>Careless drivers ignores walking signs signals and rushes .</p>
<p>Anonymous 3/20/2025 02:19 PM</p>	<p>Redmond High school need protected crossing for pedestrians to cross 104th to Hartman Park and other areas along 104th Street east of RHS.</p>
<p>Anonymous 3/21/2025 09:54 AM</p>	<p>Middle school has most of the observed issued: reckless and improper parking on bike lanes</p>
<p>Anonymous 3/21/2025 03:24 PM</p>	<p>Rockwell Elementary is my main concern. Cars travel way too fast in the areas around the school, often ignoring crosswalks and speed limits.</p>
<p>Anonymous 3/21/2025 03:26 PM</p>	<p>Cars driving in the Norman Rockwell school zones. Cars are speeding and seem unaware of their surroundings. Cars frequently don't stop for pedestrians and drive in the bike lane, very close to children and families walking on the sidewalks.</p>
<p>Anonymous 3/24/2025 03:49 PM</p>	<p>None</p>
<p>Anonymous 3/25/2025 06:17 AM</p>	<p>Wilder Elementary- people undertaking traffic because they are impatient and don't keep to the speed limit. Redmond High - school start and end times people get very mad about the lack of a traffic light and they turn left using the right lane out of the school.</p>

Traffic Safety Near Schools and Parks : Survey Report for 05 July 2019 to 31 March 2026

<p>Anonymous 3/25/2025 07:41 AM</p>	<p>****Wilder Elementary School - Poor and confusing signage!! The fact that school zones are 20 mph 24/7 is not clear to most people due to random signs that say: "when flashing" or "when students are present". Signs are confusing and the speeds are unsafe often during before/after school/weekend events.</p>
	<p>RCW 46.61.440 Maximum speed limit when passing school or playground crosswalks—Penalty, disposition of proceeds. (1) Subject to RCW 46.61.400(1), and except in those instances where a lower maximum lawful speed is provided by this chapter or otherwise, it shall be unlawful for the operator of any vehicle to operate the same at a speed in excess of twenty miles per hour when operating any vehicle upon a highway either inside or outside an incorporated city or town when passing any marked school or playground crosswalk when such marked crosswalk is fully posted with standard school speed limit signs or standard playground speed limit signs. The speed zone at the crosswalk shall extend three hundred feet in either direction from the marked crosswalk.</p>
	<p>****Redmond High School - No traffic light allowing drivers to enter or exit with any regularity. No metered crosswalk lights to allow pedestrians to walk across street in groups. RHS is the only comprehensive school without a traffic signal. It is dangerous and can cause 45 minute waits to enter or exit the school. Frustrated drivers get angry and cause multiple issues.</p>
<p>Anonymous 3/25/2025 09:11 AM</p>	<p>Biggest problem seems to be young drivers (coming and going from the high school) that don't care about speed limits, driver distraction, or watching for pedestrians.</p>
<p>Anonymous 3/25/2025 09:26 AM</p>	<p>Add more crosswalks</p>
<p>Anonymous 3/25/2025 01:18 PM</p>	<p>NA</p>
<p>Anonymous 3/25/2025 01:18 PM</p>	<p>Fast traffic and impatient drivers</p>
<p>Anonymous 3/25/2025 01:24 PM</p>	<p>N/A</p>
<p>Anonymous 3/25/2025 02:35 PM</p>	<p>None</p>
<p>Anonymous 3/26/2025 07:06 PM</p>	<p>Redmond Elementary. Drivers sometimes drive through while children are crossing with the stop flag held out. Fast driving while the flashing light is on for reduced speed.</p>
<p>Anonymous 3/30/2025 08:23 PM</p>	<p>Evergreen Middle School- majority of cars passing the school are going above 20mph. Eastlake High School- back way into Eastlake cars are doing way over 20mph past students walking to school, Stem- in am so many students are late because of traffic on hwy 202. Cars race on 208th to get into school on time. Alcott Elementary- parents are a little better at going the speed limit</p>

391 responses · 1 skipped

Question type : Essay Question

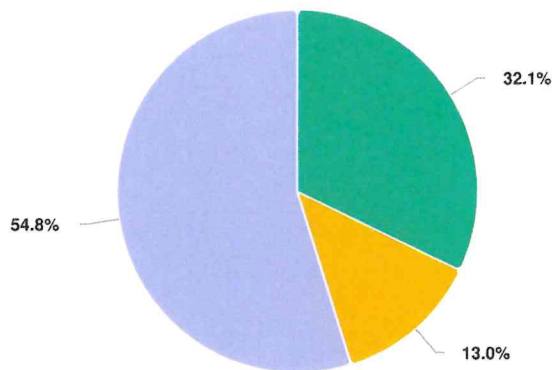
Q12. How supportive are you of measures, such as speed safety cameras to reduce speeding and improve safety near schools?

Question options	responses	%
● Supportive	147	37.5
● Neutral	44	11.2
● Not supportive	201	51.3

392 responses · 0 skipped

Question type : Radio Button Question

Q13. How supportive are you of measures, such as speed safety cameras to reduce speeding and improve safety near parks?



Question options

● Supportive

● Neutral

● Not supportive

392 responses - 0 skipped

Question type : Radio Button Question

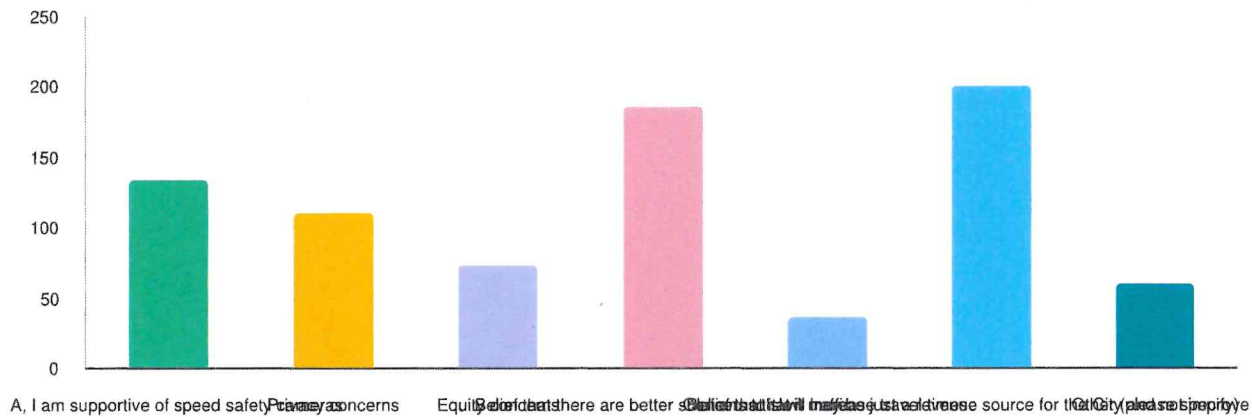
responses

126 32.1

51 13.0

215 54.8

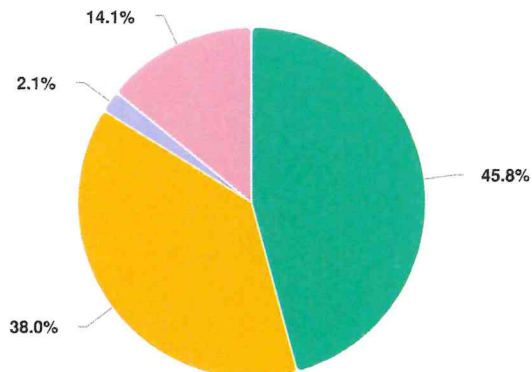
Q14. If you indicated that you are not supportive of speed safety cameras in Redmond, why? (please select all that apply)



Question options	responses	%
● N/A, I am supportive of speed safety cameras	134	34.2
● Privacy concerns	110	28.1
● Equity concerns	73	18.6
● Belief that there are better solutions to slow traffic	186	47.4
● Belief that it will increase travel times	36	9.2
● Concerns that it may be just a revenue source for the City and not improve safety	200	51.0
● Other (please specify)	59	15.1

392 responses · 0 skipped

Question type : Checkbox Question

Q15. What gender do you identify with?**Question options**

● Female

● Male

● Transgender / Gender variant

● I prefer not to answer

responses

178 45.8

148 38.0

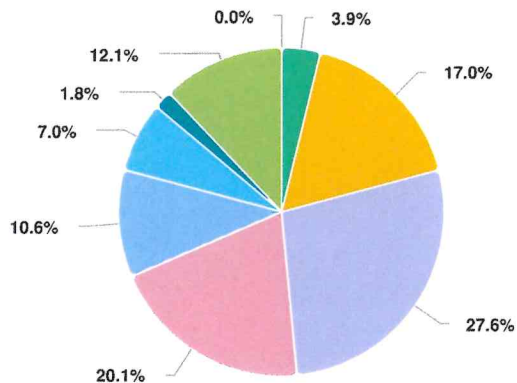
8 2.1

55 14.1

Optional question · 389 responses · 3 skipped

Question type : Radio Button Question

Q16. In what decade were you born?



Question options

- 2000 or after
- 1990-1999
- 1980-1989
- 1970-1979
- 1960-1969
- 1950-1959
- 1940-1949
- I prefer not to answer
- Before 1940

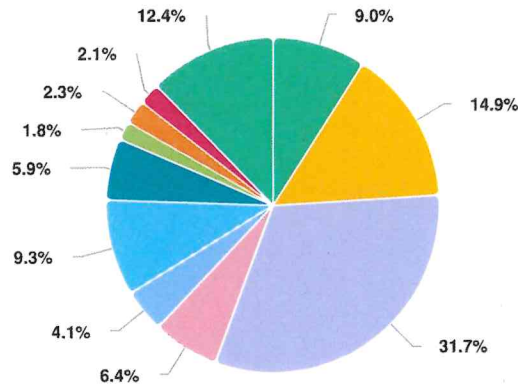
responses

responses	%
15	3.9
66	17.0
107	27.6
78	20.1
41	10.6
27	7.0
7	1.8
47	12.1
0	0.0

Optional question · 388 responses · 4 skipped

Question type : Radio Button Question

Q17. Which of the following best describes where you live? (please see the Redmond neighborhood map for reference if needed)



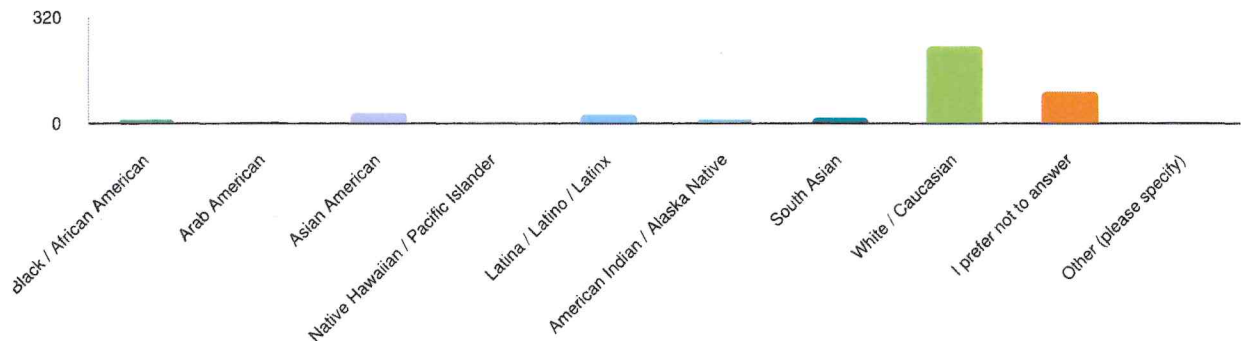
Question options

Question options	responses	%
● Redmond's Bear Creek neighborhood	35	9.0
● Redmond's Downtown neighborhood	58	14.9
● Redmond's Education Hill neighborhood	123	31.7
● Redmond's Grass Lawn neighborhood	25	6.4
● Redmond's Idylwood neighborhood	16	4.1
● Redmond's North Redmond neighborhood	36	9.3
● Redmond's Overlake neighborhood	23	5.9
● Redmond's Sammamish Valley neighborhood	7	1.8
● Redmond's SE Redmond neighborhood	9	2.3
● Redmond's Willows / Rose Hill neighborhood	8	2.1
● Outside of Redmond (Please provide your zipcode)	48	12.4

Optional question · 388 responses · 4 skipped

Question type : Radio Button Question

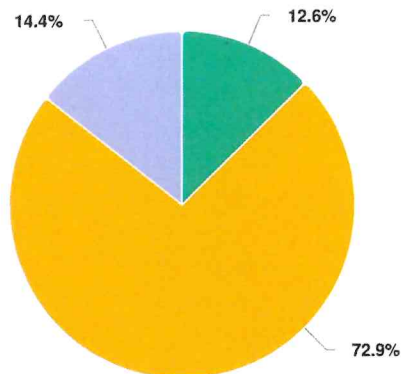
Q18. Which of the following best describe your racial and ethnic heritage? (please select all that apply)



Question options	responses	%
● Black / African American	8	2.1
● Arab American	1	0.3
● Asian American	33	8.5
● Native Hawaiian / Pacific Islander	3	0.8
● Latina / Latino / Latinx	24	6.2
● American Indian / Alaska Native	8	2.1
● South Asian	17	4.4
● White / Caucasian	233	60.2
● I prefer not to answer	93	24.0
● Other (please specify)	2	0.5

Optional question · 387 responses · 5 skipped

Question type : Checkbox Question

Q19. Do you identify as having or living with a disability?**Question options**

- Yes
- No
- I prefer not to answer

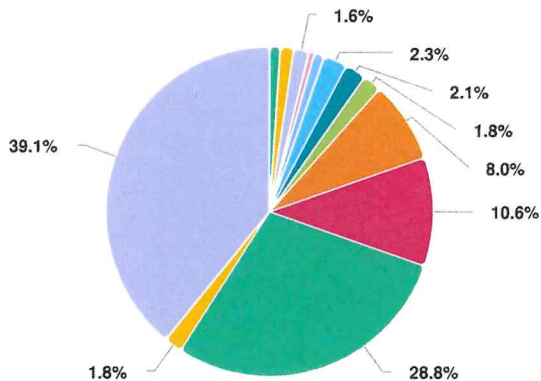
responses

responses	%
49	12.6
283	72.9
56	14.4

Optional question · 388 responses · 4 skipped

Question type : Radio Button Question

Q20. What is your total household income per year (before taxes)?



Question options	responses	%
● Less than \$30,000	4	1.0
● \$30,000 - \$39,999	5	1.3
● \$40,000 - \$49,999	6	1.6
● \$50,000 - \$59,999	2	0.5
● \$60,000 - \$69,999	4	1.0
● \$70,000 - \$79,999	9	2.3
● \$80,000 - \$89,999	8	2.1
● \$90,000 - \$99,999	7	1.8
● \$100,000 - \$149,999	31	8.0
● \$150,000 - \$199,999	41	10.6
● \$200,000 or higher	111	28.8
● I am unsure	7	1.8
● I prefer not to answer	151	39.1

Optional question · 386 responses · 6 skipped

Question type : Radio Button Question

Public Safety Technology Data Governance

Effective Date:	July 2025
Revised Date:	
Issuing Authority:	

341.1 PURPOSE AND SCOPE

The Redmond Police Department is committed to the responsible and ethical use of technology. The purpose of this policy is to establish guidelines for the use of data gathered and generated by the different public safety technologies deployed by the Redmond Police Department. This policy aims to ensure that the deployment and utilization of these technologies are conducted in a manner that respects privacy, civil liberties, and public trust and are consistent with state law, city policy and WASPC accreditation standards.

The department shall maintain transparency in the use of public safety technologies and inform the public about their purposes, capabilities, and the safeguards in place to protect individual rights.

Officers and personnel involved in the use of these technologies will be held accountable for their actions and adherence to this policy. Violations will result in disciplinary action, up to and including termination, in accordance with departmental procedures, City policy, and collective bargaining agreements.

341.2 POLICY

Public safety technology (PST) data will be used solely for law enforcement purposes. Any non-law enforcement usage of PST data is strictly prohibited. PST data will not be used to intentionally monitor private area or areas where a reasonable expectation of privacy exists, nor shall it be used to harass, intimidate, or discriminate against any individual or group.

PST systems will only be deployed for official law enforcement purposes and will only be accessed by trained, RPD employees. This access is limited to search of specific information related to any of the following:

- Criminal investigations
- Searches for wanted persons or persons of interest
- Community caretaking functions, such as locating an endangered or missing person

Employees will only use PST data pursuant to this policy and applicable city, state, and federal laws.

This policy will be reviewed regularly to ensure it remains current and consistent with technological advancements, legal requirements, best practices in data governance, and City policy.

Redmond Police Department

Policy Manual

Public Safety Technology Data Governance

341.3 POLICIES AND OPERATING PROCEDURES FOR SPECIFIC TECHNOLOGIES

The Redmond Police Department will adopt policies to provide specific guidance for deployment and operation of the different technologies in use. Those individual policies will follow and refer to this data governance policy. These programs include but are not limited to:

- Drones including Drone as a First Responder (DFR)
- Automatic License Plate Readers (ALPR)
- Speed Safety Cameras
- In-car and Body-Worn Video
- Technologies used by the Real Time Information Center (RTIC)

341.4 STORAGE AND RETENTION OF DATA

The department and city have robust security measures currently in place in compliance with CJIS data security, and the cities cyber-insurance carrier requirements to protect the data from unauthorized access or breaches.

Generally, PST systems store data from the various technologies no longer than 30 days. After the 30-day period, the data will be purged unless it related to an ongoing investigation or legal requirement. In those circumstances, the applicable data should be downloaded from the server and entered into evidence.

Detectives will retain PST data related to a criminal investigation in the investigation case file for a period in accordance with state retention laws.

341.5 REVIEW OF PST DATA

Only authorized personnel may access PST data and only in conjunction with a call for service or investigation. Employees accessing PST data must log in through password-protected systems. The systems record when an employee accesses the data by logging the employee's name, the date, and the time of the request. Employees will not share PST passwords and login credentials.

Employees conducting searches will provide a case number and justification for the search. If a case number does not exist, the employees will provide thorough justification for the legitimacy and lawful purpose of the search.

Regular audits will be conducted to ensure compliance with this policy.

341.6 RELEASING OR SHARING OF PST DATA

PST data will only be shared with other law enforcement or prosecutorial agencies for official law enforcement purposes or as otherwise permitted by law. In addition, the Redmond Police Department will only share PST data with other agencies when the investigation relates to a violation of Washington State Law or is tied to the City of Redmond. The Redmond Police Department will not share PST data with other agencies for the purpose of locating or tracking

Redmond Police Department

Policy Manual

Public Safety Technology Data Governance

persons wanted solely for administrative reasons, such as immigration law violations, or for violations in other jurisdictions that would not otherwise warrant investigation in Redmond.

Requests for PST data by non-law enforcement or non-prosecutorial agencies will be processed by the Records Unit pursuant to the applicable Rules of Civil or Criminal Discovery or the Washington Public Records Act, Ch. 42.56 RCW.

341.7 TRAINING

Before employees operate the various PST systems, they will complete department training on the proper and lawful use of the system. The Training Unit will coordinate with the appropriate program or system administrator to provide this training.

The training will emphasize proper use, data handling procedures, ethical considerations outlined in this policy, and the requirement to document the reason for any data inquiry.

Additionally, all RPD employees with access to PST data will maintain ACCESS Level 1 Certification pursuant to ACCESS WACIC and NCIC.

The PST program administrators will maintain a list of all employees trained in the use of the equipment and systems and update user access.

341.8 PUBLIC REPORTING

The department will engage in community outreach and education efforts to inform the public about the use of these public safety technologies, their benefits, and the safeguards in place to protect privacy and civil liberties.

The department will include in its published annual report details on the use of public safety technologies, including data on their deployment, effectiveness, and any privacy or civil liberties issues encountered.

Any incidents of misuse or abuse of these technologies will be handled in accordance with established department policy, state law, and accreditation standards reporting requirements.

S-3423.4

SENATE BILL 6002

State of Washington**69th Legislature****2026 Regular Session**

By Senators Trudeau, Holy, Alvarado, Bateman, Chapman, Conway, Dhingra, Frame, Hasegawa, Kauffman, Lovelett, Nobles, Pedersen, Shewmake, Slatter, Stanford, and Valdez

Prefiled 01/07/26. Read first time 01/12/26. Referred to Committee on Law & Justice.

1 AN ACT Relating to driver privacy protections and automated
2 license plate reader systems; adding a new chapter to Title 10 RCW;
3 prescribing penalties; and declaring an emergency.

4 BE IT ENACTED BY THE LEGISLATURE OF THE STATE OF WASHINGTON:

5 NEW SECTION. **Sec. 1.** INTENT. The legislature finds that it
6 plays an important role balancing the need to ensure public safety
7 and an individual's right to privacy under both the federal Fourth
8 Amendment to the United States Constitution and the broader
9 protection of individual rights guaranteed by Article I, section 7 of
10 the Washington state Constitution.

11 The legislature further finds that the dramatic expansion of
12 surveillance technology across the country has demonstrated the need
13 to establish sensible guardrails on the use of surveillance data
14 collected from monitoring the location and travel of individuals,
15 without a warrant, to ensure its use by law enforcement and other
16 government agencies must not come into conflict with existing
17 protections for Washingtonians and ensure that it is not being used
18 for purposes prohibited under state and federal law.

1 NEW SECTION. **Sec. 2.** DEFINITIONS. The definitions in this
2 section apply throughout this chapter unless the context clearly
3 requires otherwise.

4 (1) "Agency" includes all state agencies and all local agencies.

5 (2) "Audit trail" means all records of queries and responses in
6 an automated license plate reader system, and all records of actions
7 in which system data is accessed, entered, updated, shared, or
8 disseminated, including the:

9 (a) Location of cameras used as part of the automated license
10 plate reader system;

11 (b) Date and time of access;

12 (c) Data elements used to query the automated license plate
13 reader system;

14 (d) Specific purpose for accessing or querying the automated
15 license plate reader system, including the offense type for any
16 criminal investigation;

17 (e) Associated call for service or case number; and

18 (f) Username of the person or persons who accessed or queried the
19 system.

20 (3) "Audit trail data" means all forms of data collected or
21 generated by an automated license plate reader system for purposes of
22 producing an audit trail.

23 (4) "Automated license plate reader data" means all data
24 collected by automated license plate reader systems including, but
25 not limited to, global positioning system coordinates, location, date
26 and time, speed of travel, photograph, license plate number,
27 automobile characteristics, or other identifying information.

28 (5) "Automated license plate reader system" or "ALPR" means a
29 system, software, or computer algorithm, whether used independently
30 or in combination with one or more mobile or fixed automated cameras,
31 that is used to convert images of license plates into computer-
32 readable data. An ALPR excludes automated traffic safety cameras that
33 do not interface or interact with an ALPR system.

34 (6) "Court order," "warrant," or "subpoena" means a court order
35 as defined in RCW 43.17.420.

36 (7) "Law enforcement agency" has the same meaning as in RCW
37 10.116.010.

38 (8) "Local agency" includes every county, city, town, municipal
39 corporation, quasi-municipal corporation, special purpose district,
40 local housing authorities, or any office, department, division,

1 bureau, board, commission, or agency thereof, or other local public
2 agency including their respective employees and agents.

3 (9) "State agency" includes every state office, department,
4 division, bureau, board, commission, or other state agency, and their
5 respective employees and agents.

6 (10) "Watch list" means a list of license plate numbers to be
7 compared against a license plate number obtained from an automated
8 license plate reader system.

9 NEW SECTION. **Sec. 3.** OPERATION. (1) Except as provided for in
10 this section, it is unlawful for any agency to access, operate, or
11 use an automated license plate reader system or its associated
12 automated license plate reader data.

13 (2) An agency may access, operate, or use an automated license
14 plate reader system and its associated data only for the following
15 authorized purposes:

16 (a) Any law enforcement agency may use an automated license plate
17 reader system for the purpose of comparing captured automated license
18 plate reader data with:

19 (i) Data on any of the following watch lists maintained by either
20 a federal or Washington state agency: The department of licensing,
21 the state criminal justice information system, the federal bureau of
22 investigation kidnappings and missing persons list, and the
23 Washington missing persons list; or

24 (ii) License plate numbers that have been manually entered into a
25 state or local automated license plate reader system database, upon
26 an officer's determination that the license plate numbers are
27 relevant and material to an investigation of a vehicle that is:

28 (A) Stolen;

29 (B) Associated with a missing or endangered person;

30 (C) Registered to an individual for whom there is an outstanding
31 felony warrant; or

32 (D) Related to or involved in a felony.

33 (b) Any parking enforcement agency may use an automated license
34 plate reader system for the following purposes:

35 (i) Enforcing time restrictions on the use of parking spaces; or

36 (ii) Identifying vehicles on a watch list for impoundment or
37 immobilization under a local ordinance enacted under RCW 46.55.240,
38 provided the list includes only license plates of vehicles subject to
39 that ordinance.

1 (c) An automated license plate reader system may be used as a
2 component of photo toll systems authorized by RCW 47.56.795 or
3 47.46.105.

4 (d) Any transportation agency may use an automated license plate
5 reader system for the following purposes:

6 (i) Providing real-time traffic information to the public,
7 traffic modeling, and traffic studies such as determining
8 construction delays and route use; and

9 (ii) Enforcing commercial vehicle systems at Washington state
10 patrol enforcement sites and weigh stations.

11 (3) It is unlawful for any agency, as described in RCW 43.17.425,
12 to use an automated license plate reader system for immigration
13 investigation or enforcement, or both, in accordance with RCW
14 10.93.160, or for any protected health care services under chapter
15 7.115 RCW, or to track or otherwise monitor activity protected by the
16 Washington state Constitution and the first amendment to the United
17 States Constitution.

18 (4) It is unlawful for any agency to collect automated license
19 plate reader data on the premises or immediate surroundings or access
20 to or from facilities that provide protected health care, as
21 described in chapter 7.115 RCW, or at facilities conducting an
22 immigration matter as defined in RCW 19.154.020, schools, places of
23 worship, courts, or food banks.

24 (5) (a) Any agency that intends to use, or currently uses an ALPR
25 system as of the effective date of this section and intends to
26 continue using the system, shall register it with the office of the
27 attorney general on forms approved by the office for that purpose
28 within 180 days of the effective date of this section. The head of
29 the agency shall certify that the system meets all the requirements
30 of this chapter, and that the agency has a policy or policies in
31 effect governing its use and a documented training process for the
32 officers that will use it. Agencies may not use ALPR systems that
33 have not been properly registered under this section.

34 (6) A positive match by an automated license plate reader system
35 alone does not constitute reasonable suspicion as grounds for a state
36 or local law enforcement officer to stop the vehicle. The officer
37 shall develop independent reasonable suspicion for the stop or
38 immediately confirm visually that the license plate on the vehicle
39 matches the image of the license plate displayed on the automated
40 license plate reader system and confirm by other means that the

1 license plate number is on one of the lists specified in subsection
2 (2)(a) of this section.

3 NEW SECTION. **Sec. 4.** RETENTION. Automated license plate reader
4 data collected by or on behalf of an agency, as authorized pursuant
5 to section 3(2) of this act, shall not be used or shared for any
6 other purpose and shall not be retained longer than 72 hours, with
7 the following exceptions:

8 (1) When retained pursuant to a valid, court-issued, probable
9 cause felony warrant or subpoena, provided the data is deleted at the
10 conclusion of the criminal or civil case. ALPR data may be shared in
11 discovery in accordance with applicable court rules;

12 (2) When retained for the purpose of parking enforcement,
13 provided the data is deleted no later than 12 hours after collection;

14 (3) When retained for the purpose of toll collection, for as long
15 as such captured ALPR data is needed to support the assessment and
16 collection of a toll pursuant to section 3(2)(c) of this act;

17 (4) When retained for the purpose of traffic studies, provided
18 the data is deleted no later than 30 days after collection;

19 (5) When retained for the purpose of enforcing commercial vehicle
20 systems, provided the data is deleted no later than four hours after
21 collection; and

22 (6) When retained for the purpose in section 3(2)(a) of this act
23 for as long as such captured ALPR data is needed as evidence of
24 specific unlawful conduct enumerated in section 3(2)(a) of this act.

25 NEW SECTION. **Sec. 5.** PROHIBITED PRACTICES. (1) An agency that
26 uses an automated license plate reader system pursuant to section
27 3(2) of this act shall not:

28 (a) Disclose, share, or permit access to automated license plate
29 reader data except as required in a judicial proceeding;

30 (b) Provide any other entity with direct access to the automated
31 license plate reader system, except with other state or local
32 agencies authorized to collect ALPR data under section 3 of this act.
33 A third-party vendor providing ALPR services may directly access an
34 ALPR system and data.

35 (2) Any agency that uses a watch list pursuant to section 3(2)
36 (a) and (b)(ii) of this act must ensure the watch list is updated no
37 less than once every 24 hours.

1 (3) An agency shall not sell, lease, rent, or purchase automated
2 license plate reader data or audit trail data.

3 (4) An agency may obtain privately held automated license plate
4 reader data only pursuant to a valid, court-issued, probable cause
5 warrant.

6 (5) Automated license plate reader data is not subject to
7 disclosure under the public records act, chapter 42.56 RCW, except
8 such data may be used for bona fide research as defined in RCW
9 42.48.010 and does not include individually identifiable information.

10 (6) Any ALPR vendor must provide technical controls preventing
11 unauthorized data sharing, secondary transfer, or access by
12 nonauthorized agencies, including federal civil immigration
13 enforcement in accordance with this chapter.

14 NEW SECTION. **Sec. 6.** RECORDKEEPING/LOG. If an ALPR operator
15 accesses or provides access to ALPR data, the ALPR operator shall do
16 both of the following:

17 (1) Maintain a record of that access. At a minimum, the record
18 must include all of the following:

19 (a) The date and time the data is accessed;

20 (b) Data elements used to query the ALPR system;

21 (c) The username of the person who accesses the data and, as
22 applicable, the organization or entity with whom the person is
23 affiliated;

24 (d) The purpose for accessing the data;

25 (2) Require that ALPR data only be used for the authorized
26 purposes in this act.

27 NEW SECTION. **Sec. 7.** ADMISSIBILITY IN COURT. Any information
28 obtained in violation of section 3 of this act is inadmissible in any
29 civil or criminal case in all courts of general or limited
30 jurisdiction in this state, except with the permission of the person
31 whose rights have been violated in an action brought for damages
32 under section 11 of this act.

33 NEW SECTION. **Sec. 8.** POLICIES. (1) By July 1, 2027, the
34 attorney general shall develop and publish model policies on the use
35 of automated license plate reader systems consistent with this act.

1 (2)(a) By December 1, 2027, any agency that uses an automated
2 license plate reader system pursuant to section 3(2) of this act
3 shall:

4 (i) Adopt a policy governing use of the automated license plate
5 reader system consistent with the model policies established under
6 subsection (1) of this section and submit copies of the applicable
7 policies to the attorney general; or, if the agency did not adopt
8 policies consistent with the model policies, provide notice to the
9 attorney general stating the reasons for any departures from the
10 model policies and an explanation of how the agency's policies are
11 consistent with the provisions of this act, and include a copy of the
12 agency's relevant policies; and

13 (ii) Submit an annual report on its automated license plate
14 reader system practices and usage to the appropriate committees of
15 the legislature. The report must also be conspicuously posted on the
16 agency's public website. The report shall include:

17 (A) The number of matches that resulted in arrest and
18 prosecution;

19 (B) The number of stolen vehicles and stolen license plates
20 recovered due to use of the system;

21 (C) The number of preservation requests and disclosure orders
22 received;

23 (D) The number of times automated license plate reader data or
24 audit trail data was shared with or accessed by another governmental
25 entity and the identity of each of those governmental entities;

26 (E) The number of times automated license plate reader data was
27 shared or accessed pursuant to a judicial warrant;

28 (F) Any changes in policy that affect privacy concerns;

29 (G) Results from the agency's internal audit of its ALPR system;
30 and

31 (H) The total annual number of ALPR reads, hits, matches, and
32 alerts.

33 (b) Prior to or coincident with implementation of an automated
34 license plate reader system, a local law enforcement agency shall
35 take measures to promote public awareness on the use of such system.

36 (3) After December 1, 2026, whenever an agency modifies or
37 repeals any policies pertaining to the use of automated license plate
38 reader systems, the agency shall submit notice of such action with
39 copies of any relevant policies to the attorney general within 60
40 days.

1 (4) By December 31st of each year, the attorney general shall
2 publish on its website a report on the requirements of this section,
3 including copies of the model policies, information as to the status
4 of individual agencies' policies, and copies of any agency policies
5 that depart from the model policies.

6 NEW SECTION. **Sec. 9.** AUDITS. (1) Each agency operating or
7 accessing an automated license plate reader system shall maintain
8 audit trail data documenting all access to and use of the system.
9 Audit trail data must be retained for two years and must include, at
10 a minimum:

11 (a) The identity of each user and the date, time, and purpose of
12 each system access or search;

13 (b) Search term entered, where applicable;

14 (c) Any export, download, or sharing of ALPR data; and

15 (d) Any audit trail data generated by or made available through a
16 third-party vendor providing ALPR services. Each agency shall ensure
17 that all such vendor audit trail data is downloaded or otherwise
18 obtained and retained by the agency in accordance with this section.

19 (2) Each agency shall conduct an internal audit at least once
20 each year to review:

21 (a) All access to and use of the ALPR system, as reflected in the
22 audit trail data; and

23 (b) The agency's compliance with the data retention, purging, and
24 sharing requirements established under this chapter and agency
25 policy.

26 (3) The state auditor has jurisdiction to audit agency compliance
27 with this act.

28 (a) Upon request by the state auditor, each agency shall furnish
29 all materials necessary to support such an audit, including but not
30 limited to:

31 (i) ALPR audit trail data;

32 (ii) Internal audit reports; and

33 (iii) Any audit trail data provided by or made available through
34 a third-party vendor providing ALPR services.

35 (b) After completing an audit, the attorney general shall:

36 (i) Issue findings of any noncompliance;

37 (ii) Make recommendations to achieve or restore compliance; and

38 (iii) Require corrective action as needed to ensure compliance
39 with this act.

1 NEW SECTION. **Sec. 10.** VIOLATIONS—APPLICATION OF THE CONSUMER
2 PROTECTION ACT. The legislature finds that the practices covered by
3 this chapter are matters vitally affecting the public interest for
4 the purpose of applying the consumer protection act, chapter 19.86
5 RCW. A violation of this chapter is not reasonable in relation to the
6 development and preservation of business and is an unfair or
7 deceptive act in trade or commerce and an unfair method of
8 competition for the purpose of applying the consumer protection act,
9 chapter 19.86 RCW.

10 NEW SECTION. **Sec. 11.** CRIMINAL PENALTIES. Any person who
11 willfully and intentionally queries, accesses, or uses an automated
12 license plate reader system for a purpose not specifically authorized
13 under this chapter, or who willfully and intentionally retains,
14 sells, shares, permits access, or disseminates automated license
15 plate reader system data or audit trail data in violation of this
16 chapter, is guilty of a gross misdemeanor.

17 NEW SECTION. **Sec. 12.** CIVIL REMEDY. A person injured by a
18 violation of this chapter may bring a civil action to recover any
19 equitable, declaratory relief, or injunctive relief with respect to
20 the violation; and recover all other appropriate relief, including
21 monetary damages. The court may award to a person aggrieved by a
22 violation of this chapter who prevails in an action brought under
23 this section the costs of the action, including reasonable attorneys'
24 fees.

25 NEW SECTION. **Sec. 13.** SEVERABILITY CLAUSE. If any provision of
26 this act or its application to any person or circumstance is held
27 invalid, the remainder of the act or the application of the provision
28 to other persons or circumstances is not affected.

29 NEW SECTION. **Sec. 14.** Sections 1 through 12 of this act
30 constitute a new chapter in Title 10 RCW.

31 NEW SECTION. **Sec. 15.** This act is necessary for the immediate
32 preservation of the public peace, health, or safety, or support of

1 the state government and its existing public institutions, and takes
2 effect immediately.

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City of Redmond

SPEED SAFETY CAMERA PILOT PROGRAM

June 3, 2025



Brian Coats, Deputy Police Chief, Redmond Police Department and
Michael Hintze, Transportation Planning Manager, City of Redmond

PURPOSE

This report provides an evaluation of proposed locations for speed safety cameras within the City of Redmond, as required by RCW 46.63.220(3) and ensures that camera placement decisions are informed by a thorough examination of considerations, including their impact on equity, livability, accessibility, economics, education, and environmental health.

Speed safety cameras have been shown to significantly reduce speeding and collisions, creating safer environments for all road users, particularly in school and park zones where vulnerable populations are most at risk. Unlike traditional enforcement methods that require a uniformed police presence at every location, traffic safety cameras provide a cost-effective and scalable solution to changing driver behavior.

Speed safety cameras eliminate the potential for bias in enforcement by objectively targeting vehicle speed rather than the individual operating the vehicle. This ensures that all drivers are treated consistently and fairly.

In addition, this report demonstrates the need for speed safety cameras in each proposed location through data-driven evidence, such as:

- Travel by vulnerable road users
- Documented speeding incidents
- Rates of collisions
- Near-collision reports
- The ineffectiveness or lack of feasibility of other mitigation measures

The City of Redmond aims to enhance public safety, address community concerns, and ensure a fair, equitable, and transparent approach to implementing speed safety cameras. This report provides an analysis of considerations for the proposed traffic camera locations and examines whether there is a demonstrated need for such cameras. The current proposal is to place speed safety cameras in school zones at the following locations:

- Redmond High School – 17272 NE 104th Street
- Redmond Middle School – 10055 166th Avenue NE
- Rose Hill Middle School – 13505 NE 75th Street

After implementing a pilot speed safety camera program in school zones, the Police Department will report out to Council and City leadership the results of the program. Depending on the success of the program in terms of reducing speeds, the report will also include plans to propose expanding the program to additional schools and park zones. Speed surveys were conducted at the following park locations in early 2025:

- Grass Lawn Park – 7031 148th Avenue NE
- Idylwood Park – 3650 West Lake Sammamish Parkway NE
- Anderson Park - 7802 168th Avenue NE
- Marymoor Park – 6046 West Lake Sammamish Parkway NE

- Sixty Acres Park – 15200 NE 116th Street
- Esterra Park –2718 156th Avenue NE

Additional speed surveys would be conducted before proposing cameras in additional school zones and park zones.

BACKGROUND

The City of Redmond adopted Chapter 10.25 of the Redmond Municipal Code in 2006, authorizing the use of automated traffic safety cameras to enforce traffic laws and enhance public safety. The ordinance specifically allowed the deployment of automated cameras in areas, such as school zones and intersections to address speeding and red-light violations.

In June 2024, Washington state enacted Senate Bill 2384, which revised the legal framework governing automated speed cameras for traffic enforcement. The updated legislation expanded the permissible locations for automated cameras to include school speed zones, school walk zones, public park speed zones, hospital speed zones, and roadway work zones. **Additionally, the law introduced a requirement for cities to conduct an equity analysis before installing cameras. This analysis must evaluate the potential impact of camera placement on the community’s livability, accessibility, economics, educational opportunities, and environmental health.**

EQUITY CONSIDERATIONS

Equity is a core guiding principle in the City of Redmond’s Comprehensive Plan update (Redmond 2050). In the context of Redmond 2050 advancing equity means investing in travel modes that improve mobility for those who do not drive. People who do not drive in Redmond may include youth, persons with disabilities, older adults, and low-income populations. Cost-burdened households are households that spend more than 30 percent of their income on housing. These may be households that rely more on walking, biking and taking transit to reduce transportation costs. Creating safer streets using strategies, such as speed safety cameras aligns with the City’s transportation equity goals. Table 1 shows that all locations where speed safety cameras are proposed have higher percentages of one or more populations that likely have more people that don’t drive when compared to the City overall (with the exception of the Idylwood Park area).

Table 1: Percent Equity-Seeking Population Within Areas Proposed for Speed Safety Cameras

Location	Household with Seniors (64+)	Youth Population (under 18)	Low-Income (200% of Federal Poverty Threshold)	Disabled Adult Population	Cost-Burden Household
Redmond High School	59%	16%	4%	8%	55%
Rosehill Middle School	31%	19%	8%	9%	19%

Redmond Middle School	36%	19%	11%	5%	20%
Redmond Elementary School	19%	32%	5%	5%	5%
Grass Lawn Park	28%	16%	6%	9%	39%
Idylwood Park	18%	20%	1%	7%	14%
Anderson Park	5%	5%	21%	5%	48%
Marymoor Park	31%	13%	18%	7%	41%
City-wide	22%	22%	11%	7%	25%

1

2

Livability

A livable community is one that is safe and secure, has affordable and appropriate housing and transportation options, and has supportive community features and services. Redmond's Speed Safety Camera Program supports livability as it is intended to slow vehicle traffic in school and park zones, making it safer for all community members, and reducing noise generated by vehicles traveling at higher speeds. Residents and visitors in the specific neighborhoods where cameras are being deployed will benefit most. The City will monitor for any unintended consequences, such as traffic diverting to avoid cameras through its annual traffic volume count program and Q-Alert system, which allows community members to submit requests and concerns. In addition, traffic collisions and speed data will continue to be collected and analyzed to ensure livability benefits are fully realized.

Accessibility

Accessibility, or the ability for a person to access their destinations directly and without barriers, will be enhanced by the deployment of speed safety cameras. Crossing the street can be a significant barrier to pedestrians, particularly children, and is often a major concern for parents and guardians who are considering allowing their children to walk, bike, or roll to school. Speed safety cameras will encourage slower vehicle speeds, which will improve drivers yielding to pedestrians and bicyclists who are crossing the street.

Economics

While the road users most likely to incur fines are drivers of personal vehicles, there is potential for speed safety cameras to impose a financial burden on low-income individuals. To minimize these

¹ Blue number represents that the average of the neighborhood is higher than the citywide average.

² The analysis unit is Census block group.

harms on low-income individuals and comply with the RCW, the City of Redmond will coordinate with Northeast District Court to allow for options to enter into a payment plan, or for first time offenders, seek automatic relief in the form of a 50% reduction in the fine if they meet established criteria.³ A form for fine reduction would be included with the citation.

Education

Transparency is critical for a Speed Safety Camera Program. The City of Redmond will ensure that the community is aware of speed safety camera installations, why they are being installed, when cameras will be active, how they work, fine amounts, and provide clear answers to frequently asked questions. The City of Redmond will use a variety of channels to educate the community such as, social media, earned media, and the City's website. When the program is fully operational, a warning period of approximately 30 days will commence to assess and refine the system before fines are issued.

Environmental Health

Speed safety cameras are expected to contribute positively to environmental health by promoting safer and more efficient traffic flow. These cameras encourage compliance with speed limits and reduce instances of aggressive driving, which in turn minimizes sudden acceleration and braking, both of which contribute to increased fuel consumption and emissions. Additionally, speed safety cameras may positively impact environmental health by reducing vehicle speeds, leading to lower noise pollution and a decreased risk of traffic collisions, which can have environmental consequences.

DEMONSTRATED NEED FOR AUTOMATED SPEED CAMERAS

School Zone Speed Studies

Speed survey data collected at Redmond High School, Rose Hill Middle School, and Redmond Middle School in January 2025 highlights a consistent pattern of speeding in school zones during peak commute hours, posing significant safety risks to vulnerable road users on foot, bicycle, and other modes of transportation. As illustrated below, the data shows that every day about 20% of the total vehicles were traveling at least 6 mph over the posted limit at Redmond High School and Redmond Middle School, and over 50% of the total vehicles were traveling at least 6 mph over the limit at Rose Hill Middle School. See Table 2.

Table 2a: Redmond High School (NE 104th Street) – 20 MPH AM and PM School Zone

	Wednesday, Jan. 22, 2025	Thursday, Jan. 23, 2025	Friday, Jan. 24, 2025
Total Vehicle Count	2,098	2,138	2,061
6+ Over the Limit	414	424	404

³ This mechanism is not available to individuals who have had a similar citation within the previous three weeks.

Percent	19.7%	19.8%	19.6%
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Highest recorded speed: **43 MPH**

Table 2b: Redmond Middle School (166th Avenue NE) – 20 MPH School Zone

	Wednesday, Jan. 22, 2025	Thursday, Jan. 23, 2025	Friday, Jan. 24, 2025
Total Vehicle Count	2,697	2,928	2,784
6+ Over the Limit	504	595	601
Percent	18.7%	20.3%	21.6%

Highest recorded speed: **62 MPH**

2c: Rose Hill Middle School (140th Avenue NE) – 20 MPH School Zone

	Wednesday, Jan. 22, 2025	Thursday, Jan. 23, 2025	Friday, Jan. 24, 2025
Total Vehicle Count	655	670	672
6+ Over the Limit	381	401	419
Percent	58%	59.9%	62.4%

Highest recorded speed: **54 MPH**

School Zone Safety Data

An analysis of five years of crash data (2019 - 2024) shows that there have been no fatal crashes and a total of four injury crashes among the three school zones with no crashes in the Rose Hill Middle School zone.

Table 3: Crash Data for School Zones (2019 - 2024)

Location	Boundary	Number of Crashes	Fatal	Injury	Property Damage
Redmond High School	NE 104th St from 170th Ave NE to 179th Ave NE	5	0	1	4
Rose Hill Middle School	NE 75th St from 134th Ave NE to 140th Ave NE	0	0	0	0
Redmond Middle School	166th Ave NE from NE 98th St to NE 107th St; NE 104th St from 163rd Ave NE to 168th Ave NE	11	0	3	8

PARK ZONES

Park Zone Speed Data

Speed surveys conducted at Grass Lawn, Idylwood, Marymoor, Anderson, Sixty Acres, and Esterra parks highlight a consistent and significant issue with speeding during park hours, posing a danger to pedestrians, cyclists, and other park visitors. See Table 4:

Table 4a: Grass Lawn Park (Old Redmond Road) 30 MPH Speed Limit

	Sunday, Dec. 31, 2023	Monday, Jan. 1, 2024	Tuesday, Jan. 2, 2024	Wednesday, Jan. 3, 2024	Thursday, Jan. 4, 2024
Total Vehicle Count	4,588	3,562	7,845	8,410	8,132
11+ Over	203	189	279	306	301
Percent	4.4%	5.2%	3.6%	3.6%	3.7%

Table 4b: Idylwood Park (West Lake Sammamish Parkway NE) 35 MPH Speed Limit

	Sunday, Dec. 31, 2023	Monday, Jan. 1, 2024	Tuesday, Jan. 2, 2024	Wednesday, Jan. 3, 2024	Thursday, Jan. 4, 2024
Total Vehicle Count	2,990	2,586	5,053	5,504	5,481
11+ Over	72	74	86	124	101
Percent	2.4%	2.9%	1.7%	2.3%	1.8%

Table 4c: Marymoor Park (West Lake Sammamish Parkway NE) 35 MPH Speed Limit

	Sunday, Dec. 31, 2023	Monday, Jan. 1, 2024	Tuesday, Jan. 2, 2024	Wednesday, Jan. 3, 2024	Thursday, Jan. 4, 2024
Total Vehicle Count	6,056	4,555	8,068	8,727	8,625
11+ Over	663	586	823	895	825
Percent	10.9%	12.9%	10.2%	10.3%	9.6%

Table 4d: Anderson Park (NE 79th Street) 25 MPH Speed Limit

	Wednesday, July 17, 2024	Thursday, July 18, 2024	Friday, July 19, 2024	Saturday, July 20, 2024	Sunday, July 21, 2024
Total Vehicle Count	7,366	7,236	6,514	5,424	4,951
11+ Over	83	92	88	70	57
Percent	1.1%	1.3%	1.4%	1.3%	1.2%

Table 4e: Sixty Acres Park (NE 116th Street) 35 MPH Speed Limit

	Thursday, July 25, 2024	Friday, July 26, 2024	Saturday, July 27, 2024	Sunday, July 28, 2024	Monday, July 29, 2024
Total Vehicle Count	1,403	4,415	5,035	4,928	1,045
11+ Over	81	7	12	9	79
Percent	5.8%	.16%	.24%	.18%	7.6%

Table 4f: Esterra Park (Turing Street) 25 MPH Speed Limit

	Thursday, July 25, 2024	Friday, July 26, 2024	Saturday, July 27, 2024	Sunday, July 28, 2024	Monday, July 29, 2024
Total Vehicle Count	4,918	4,346	3,319	2,939	4,208
11+ Over	142	110	82	82	126
Percent	2.9%	2.5%	2.5%	2.8%	3%

The speed survey data across all three schools and identified park zones demonstrates a consistent and significant need for enhanced speed enforcement. Excessive speeds in these areas create an unsafe environment for vulnerable road users, particularly during times when pedestrian, cyclist, and vehicle traffic are at their highest. School zones see high volumes of students walking, biking, or rolling to school, as well as families dropping off or picking up children, intensifying the risk of collisions and near-misses caused by speeding vehicles.

Similarly, parks are frequented by families, children, and recreational users who rely on safe crossings and streets with traffic calming measures to access these community spaces. High volumes of pedestrians and cyclists in park zones further underscore the need for speed control measures to protect vulnerable road users from the dangers of speeding vehicles. Parks serve as vital hubs for recreation and community engagement, and ensuring safe access to these spaces is critical to the livability of the City of Redmond.

The installation of automated speed enforcement cameras in both school and park zones would serve as a critical deterrent to speeding, significantly improve compliance with posted speed limits, and enhance safety for all road users. By reducing vehicle speeds, these cameras would not only mitigate the

heightened risk of collisions, but also create a safer and more accessible environment for students, families, and community members navigating these high-risk areas.

Park Zone Safety Data

Crash data from 2019 to 2024 underscores the ongoing traffic safety concerns in Redmond’s park zones, where a total of 155 crashes have occurred, resulting in **one death and 36 injury-related incidents**. Anderson Park alone accounted for **122 crashes**, highlighting the risks in high-traffic recreational areas. Even in smaller park zones like Grass Lawn, Idylwood, and Marymoor, crashes continue to impact pedestrian and vehicle safety, with the majority resulting in property damage.

These numbers emphasize the need for enhanced traffic enforcement measures, such as automated safety cameras, to reduce speeding and improve overall safety in park zones. By addressing these concerns proactively, the City can better protect its residents, visitors, and vulnerable road users enjoying our parks.

Table 5: Crash Data for Park Zones (2019 - 2024)

Location	Boundary	Number of Crashes	Fatal	Injury	Property Damage
Grass Lawn Park	148th Ave NE from NE 68th St to NE 74th St; Old Redmond Way from 141st Ave NE to 149th Ave NE	19	1	4	14
Idylwood Park	West Lake Sammamish Pkwy NE from 180th Ave NE to NE 39th Ct	5	0	1	4
Anderson Park	Redmond Way from 166th Ave NE to 170th Ave NE; NE 79th St from 166th Ave NE to Avondale Way	122	0	27	95
Marymoor Park	East Lake Sammamish PKWY NE from NE 53rd Ct to NE 65th St	9	0	4	5

SPEED CAMERA DEPLOYMENT PLAN

The following steps are required or encouraged either by Washington state law, city ordinance, or best practices.

- **Signage:** As required by RCW 46.63.220(7), signs notifying drivers they are within an area where automated traffic safety cameras are authorized or entering an area where violations are enforced by an automated traffic safety camera must be placed **30 days prior** to the activation of cameras.

- **School Zone Beacons:** School zone speeding violations will only be issued during designated school hours when amber beacons are flashing. These designated hours typically include 30 minutes before the start of school and after school until 5 p.m. to account for extracurricular activities when children are present. Enforcement of school zone speeding violations will be closely aligned with the school's schedule to ensure accuracy and fairness.
- **Speeding Enforcement Threshold:** The National Highway Traffic Safety Association (NHTSA) recommends a threshold of no less than 6 mph above the speed limit in school zones and a threshold of up to 11 mph on most roads.⁴
- **Fines:** Per RCW 46.63.220(16), the amount of fine issued using an automated traffic safety camera may not exceed \$145* on public roads and may be doubled to \$290* in school zones. The penalty schedule for the City of Redmond is as follows when the 20 MPH school zone beacon is flashing:
 - 6-9 mph over the limit (26-29 mph): \$110.00
 - 10-14 mph over the limit (30-34 mph): \$220.00
 - 15+ mph over the limit (35+ mph): \$290.00
- **Warnings:** When the program is fully operational, a warning period of 45 days will commence to assess the system and correct problems before fines are issued. During the warning period, motorists violating the speed limit will receive a courtesy warning notice in the mail, showing their location, date/time, vehicle speed, posted speed limit with beacon activation, and fine amount. There is no penalty to pay and no response is required during the warning period.
- **Objective Enforcement:** Per RCW 46.63.220(8), automated traffic safety cameras are limited to recording images of the vehicle and its license plate, and only during the occurrence of a violation. These cameras are specifically designed to ensure privacy by not capturing images that reveal the faces of the driver or passengers. Additionally, data is not shared between automated traffic safety cameras and fixed automated license plate reading cameras.
- **Due Process:** A notice of infraction must be mailed to the registered owner of the vehicle within 14 days of the violation. The registered owner of the vehicle is responsible for an infraction, unless they state under oath the vehicle was stolen or in control by a person other than the registered owner. A person receiving an infraction notice based on evidence detected by an automated traffic safety camera may respond to the notice by mail. All notices are reviewed and approved by police staff.
- **Vendor Services:** The automated traffic safety camera vendor is compensated solely for the value of the equipment and administrative services. The vendor's fees may not be based on a portion of the fine revenue generated by the equipment.

⁴ NHTSA Speed Enforcement Camera Systems Operational Guidelines [Microsoft Word - Job 4660 Speed Enforcement Camera Systems Operational Guidelines April 15 2008.doc](#)

*Fine amounts are adjusted by inflation every 5 years

Reduced Penalties for Eligible Recipients

Per RCW 46.63.210-260, registered vehicle owners who receive notices for infractions enforced by automated traffic safety cameras and are recipients of public assistance or participants in the Washington Women, Infants, and Children (WIC) Program are eligible for a 50% reduction in penalties upon request.

Mandatory Reporting

The statute governing automated speed safety cameras requires cities to post an annual report on the City's website detailing the number of collisions that occurred at each location where an automated safety camera is located, as well as the number of infractions issued for each camera. Additionally, the Police Department will provide City Council with an update on this data at least twice annually.

Community Engagement

The Fall 2024 Redmond Schools Parent/Guardian Transportation Questionnaire was open in October 2024 and was sent out to parents and guardians at the elementary and middle schools. Some of the questions asked pertained to safety around schools.

41/104 (39.4%) respondents said that slower vehicle speeds surrounding schools would make them feel more comfortable with their child walking or biking to school.

In a free response question asking if there are any specific improvements that would make them feel more comfortable with their children walking or biking to school, 10/42 (23.8%) respondents shared that drivers are ignoring speed limits, driving too fast, or otherwise speeding through school zones and it is making their children unsafe.

Another community questionnaire specific to speed safety cameras was conducted in March/April 2025. 144 respondents (36.7%) had strong concerns about traffic safety in areas near parks and schools in Redmond and 93 or 23.7% sometimes had concerns about traffic safety. Based on the questionnaire results, the top two traffic safety concerns were distracted driving and speeding. When asked how supportive they were of measures, such as speed safety cameras to reduce speeding and improve safety near schools, 201 respondents (52%) were not supportive. 147 or 37.5% were supportive along with 44 (11.2%) who were neutral. For the same question regarding parks, 215 (54.8%) were not supportive along with 126 (32.1%) supportive, and 51 (13.0%) neutral.

Police staff have engaged City Council in conversations about the automated traffic safety programs during committee meetings on September 19, 2023, September 17, 2024, and March 18, 2025, and discussed this topic during the Jan. 28, 2025 Council study session. The program, including the amended city ordinance and vendor contract, was voted down during the April 15, 2025 business meeting.

Automated traffic safety cameras were discussed with the Chief's Community Equity Action Team (CEAT) on Jan. 22, 2025. We received no comments, questions, or concerns from the team.

City and Court Staffing

If the proposed implementation of an automated traffic safety program is approved by the City Council, it will significantly increase the volume of infractions and the time required for court staff to process and adjudicate them. Northeast District Court staff, who already manage infractions from automated cameras in other jurisdictions within their purview, have expressed confidence that their current staffing levels are sufficient to handle the anticipated increase.

The City's Finance Department will need to establish a financial remittance process to ensure all revenue generated by automated safety cameras is allocated to cover the costs of additional traffic safety programs and traffic safety capital improvement projects.

SUMMARY

The City of Redmond is planning to implement new traffic safety cameras to enhance public safety by reducing speeding in key areas. The placement and deployment of these cameras are guided by best practices in equitable traffic management, using both national research and local data. By taking these steps, we are addressing safety concerns, promoting fairness, and improving the overall quality of life for everyone in Redmond.

This report evaluates the placement of automated traffic safety cameras in Redmond, ensuring equitable and data-driven decision-making. Automated cameras are a cost-effective way to reduce speeding and collisions, particularly in school and park zones, protecting vulnerable road users such as children, seniors, and pedestrians. The report examines the impact on equity, including livability, accessibility, economic considerations, education, and environmental health.

Speed studies show significant speeding in school and park zones, with up to 62% of vehicles exceeding speed limits in school zones and 10 - 12% in certain park areas. Crash data (2019 - 2024) highlights traffic safety concerns, with school zones recording 47 crashes and park zones reporting 155 crashes, including one death and 36 injury-related incidents. Automated speed enforcement cameras in school zones will deter speeding and enhance safety for the City's vulnerable road users.

RCW 46.63.220 Automated traffic safety cameras—City or county may authorize use—Local legislative authority analysis—Traffic ordinances—Annual reports—Signage—Images—Notice of infraction—Compensation for equipment—Revenue. (1) Nothing in this section prohibits a law enforcement officer from issuing a notice of traffic infraction to a person in control of a vehicle at the time a violation occurs under RCW 46.63.030(1) (a), (b), or (c).

(2) Any city or county may authorize the use of automated traffic safety cameras and must adopt an ordinance authorizing such use through its local legislative authority.

(3) The local legislative authority must prepare an analysis of the locations within the jurisdiction where automated traffic safety cameras are proposed to be located before adding traffic safety cameras to a new location or relocating any existing camera to a new location within the jurisdiction. The analysis must include equity considerations including the impact of the camera placement on livability, accessibility, economics, education, and environmental health when identifying where to locate an automated traffic safety camera. The analysis must also show a demonstrated need for traffic cameras based on one or more of the following in the vicinity of the proposed camera location: Travel by vulnerable road users, evidence of vehicles speeding, rates of collision, reports showing near collisions, and anticipated or actual ineffectiveness or infeasibility of other mitigation measures.

(4) Automated traffic safety cameras may not be used on an on-ramp to a limited access facility as defined in RCW 47.52.010.

(5) A city may use automated traffic safety cameras to enforce traffic ordinances in this section on state highways that are also classified as city streets under chapter 47.24 RCW. A city government must notify the department of transportation when it installs an automated traffic safety camera to enforce traffic ordinances as authorized in this subsection.

(6) (a) At a minimum, a local ordinance adopted pursuant to this section must contain the restrictions described in this section and provisions for public notice and signage. Cities and counties must also post such restrictions and other automated traffic safety camera policies on the city's or county's website. Cities and counties using automated traffic safety cameras before July 24, 2005, are subject to the restrictions described in this section, but are not required to adopt an authorizing ordinance.

(b) (i) Cities and counties using automated traffic safety cameras must post an annual report on the city's or county's website of the number of traffic crashes that occurred at each location where an automated traffic safety camera is located, as well as the number of notices of infraction issued for each camera. Beginning January 1, 2026, the annual report must include the percentage of revenues received from fines issued from automated traffic safety camera infractions that were used to pay for the costs of the automated traffic safety camera program and must describe the uses of revenues that exceeded the costs of operation and administration of the automated traffic safety camera program by the city or county.

(ii) The Washington traffic safety commission must provide an annual report to the transportation committees of the legislature, and post the report to its website for public access, beginning July 1, 2026, that includes aggregated information on the use of automated traffic safety cameras in the state that includes an assessment of the

impact of their use, information required in city and county annual reports under (b) (i) of this subsection, and information on the number of automated traffic safety cameras in use by type and location, with an analysis of camera placement in the context of area demographics and household incomes. To the extent practicable, the commission must also provide in its annual report the number of traffic accidents, speeding violations, single vehicle accidents, pedestrian accidents, and driving under the influence violations that occurred at each location where an automated traffic safety camera is located in the five years before each camera's authorization and after each camera's authorization. Cities and counties using automated traffic safety cameras must provide the commission with the data it requests for the report required under this subsection in a form and manner specified by the commission.

(7) All locations where an automated traffic safety camera is used on roadways or intersections must be clearly marked by placing signs at least 30 days prior to activation of the camera in locations that clearly indicate to a driver either that: (a) The driver is within an area where automated traffic safety cameras are authorized; or (b) the driver is entering an area where violations are enforced by an automated traffic safety camera. The signs must be readily visible to a driver approaching an automated traffic safety camera. Signs placed in automated traffic safety camera locations after June 7, 2012, must follow the specifications and guidelines under the manual of uniform traffic control devices for streets and highways as adopted by the department of transportation under chapter 47.36 RCW. All public transportation vehicles utilizing a vehicle-mounted system must post a sign on the rear of the vehicle indicating to drivers that the vehicle is equipped with an automated traffic safety camera to enforce bus stop zone violations.

(8) Automated traffic safety cameras may only record images of the vehicle and vehicle license plate and only while an infraction is occurring. The image must not reveal the face of the driver or of passengers in the vehicle. The primary purpose of camera placement is to record images of the vehicle and vehicle license plate when an infraction is occurring. Cities and counties must consider installing automated traffic safety cameras in a manner that minimizes the impact of camera flash on drivers.

(9) A notice of infraction must be mailed to the registered owner of the vehicle within 14 days of the violation, or to the renter of a vehicle within 14 days of establishing the renter's name and address under subsection (17) of this section. The notice of infraction must include with it a certificate or facsimile thereof, based upon inspection of photographs, microphotographs, or electronic images produced by an automated traffic safety camera, stating the facts supporting the notice of infraction. This certificate or facsimile is prima facie evidence of the facts contained in it and is admissible in a proceeding charging a violation under this chapter. The photographs, microphotographs, or electronic images evidencing the violation must be available for inspection and admission into evidence in a proceeding to adjudicate the liability for the infraction. A person receiving a notice of infraction based on evidence detected by an automated traffic safety camera may respond to the notice by mail.

(10) The registered owner of a vehicle is responsible for an infraction under RCW 46.63.030(1)(d) unless the registered owner overcomes the presumption in RCW 46.63.075, or, in the case of a rental car business, satisfies the conditions under subsection (17) of

this section. If appropriate under the circumstances, a renter identified under subsection (17)(a) of this section is responsible for an infraction.

(11) Notwithstanding any other provision of law, all photographs, microphotographs, or electronic images, or any other personally identifying data prepared under this section are for the exclusive use of authorized city or county employees, as specified in RCW 46.63.030(1)(d), in the discharge of duties under this section and are not open to the public and may not be used in a court in a pending action or proceeding unless the action or proceeding relates to a violation under this section. No photograph, microphotograph, or electronic image, or any other personally identifying data may be used for any purpose other than enforcement of violations under this section nor retained longer than necessary to enforce this section. Transit authorities must provide to the appropriate local jurisdiction that has authorized traffic safety camera use under RCW 46.63.260(2) any images or evidence collected establishing that a violation of stopping, standing, or parking in a bus stop zone has occurred for infraction processing purposes consistent with this section.

(12) If a county or city has established an automated traffic safety camera program as authorized under this section, the compensation paid to the manufacturer or vendor of the equipment used must be based only upon the value of the equipment and services provided or rendered in support of the system and may not be based upon a portion of the fine or civil penalty imposed or the revenue generated by the equipment. If the contract between the city or county and manufacturer or vendor of the equipment does not provide for performance or quality control measures regarding camera images, the city or county must perform a performance audit of the manufacturer or vendor of the equipment every three years to review and ensure that images produced from automated traffic safety cameras are sufficient for evidentiary purposes as described in subsection (9) of this section.

(13)(a) Except as provided in (d) of this subsection, a county or a city may only use revenue generated by an automated traffic safety camera program as authorized under this section for:

(i) Traffic safety activities related to construction and preservation projects and maintenance and operations purposes including, but not limited to, projects designed to implement the complete streets approach as defined in RCW 47.04.010, changes in physical infrastructure to reduce speeds through road design, and changes to improve safety for active transportation users, including improvements to access and safety for road users with mobility, sight, or other disabilities; and

(ii) The cost to administer, install, operate, and maintain the automated traffic safety cameras, including the cost of processing infractions.

(b) Except as provided in (d) of this subsection:

(i) The automated traffic safety camera program revenue used by a county or city with a population of 10,000 or more for purposes described in (a)(i) of this subsection must include the use of revenue in census tracts of the city or county that have household incomes in the lowest quartile determined by the most currently available census data and areas that experience rates of injury crashes that are above average for the city or county. Funding contributed from traffic safety program revenue must be, at a minimum, proportionate to the share of the population of the county or city who are residents of

these low-income communities and communities experiencing high injury crash rates. This share must be directed to investments that provide direct and meaningful traffic safety benefits to these communities. Revenue used to administer, install, operate, and maintain automated traffic safety cameras, including the cost of processing infractions, are excluded from determination of the proportionate share of revenues under this subsection (13)(b); and

(ii) The automated traffic safety camera program revenue used by a city or county with a population under 10,000 for traffic safety activities under (a)(i) of this subsection must be informed by the department of health's environmental health disparities map.

(c) Except as provided in (d) of this subsection, beginning four years after an automated traffic safety camera authorized under this section is initially placed and in use after June 6, 2024, 25 percent of the noninterest money received for infractions issued by such cameras in excess of the cost to administer, install, operate, and maintain the cameras, including the cost of processing infractions, must be deposited into the Cooper Jones active transportation safety account created in RCW 46.68.480.

(d) (i) (A) Jurisdictions with an automated traffic safety camera program in effect before January 1, 2024, may continue to allocate revenue generated from automated traffic safety cameras authorized under RCW 46.63.230 and 46.63.250(2)(c) as determined by the jurisdiction, as well as for the purposes established in (a) through (c) of this subsection, by:

(I) Up to a 10 percent increase in the number of traffic safety camera locations authorized to detect violations for automated traffic safety cameras authorized under RCW 46.63.230; and

(II) Up to a 10 percent increase in the number of traffic safety camera locations authorized to detect violations for automated traffic safety cameras authorized under RCW 46.63.250(2)(c).

(B) (I) Any automated traffic safety camera program in effect before January 1, 2024, with fewer than 10 traffic safety camera locations for automated traffic safety cameras authorized under RCW 46.63.230, which adds automated traffic safety cameras to one additional location for the use of cameras authorized under RCW 46.63.230, may continue to allocate revenue generated from automated traffic safety cameras authorized under RCW 46.63.230 as determined by the jurisdiction, as well as for the purposes established in (a) through (c) of this subsection.

(II) Any automated traffic safety camera program in effect before January 1, 2024, with fewer than 10 traffic safety camera locations for automated traffic safety cameras authorized under RCW 46.63.250(2)(c) as of January 1, 2024, which adds automated traffic safety cameras to one additional location for the use of cameras authorized under RCW 46.63.250(2)(c), may continue to allocate revenue generated from automated traffic safety cameras authorized under RCW 46.63.250(2)(c) as determined by the jurisdiction, as well as for the purposes established in (a) through (c) of this subsection.

(C) For the purposes of this subsection (13)(d)(i), a location is:

(I) An intersection for automated traffic safety cameras authorized under RCW 46.63.230 where cameras authorized under RCW 46.63.230 are in use; and

(II) A school speed zone for automated traffic safety cameras authorized under RCW 46.63.250(2)(c) where cameras authorized under RCW 46.63.250(2)(c) are in use.

(ii) The revenue distribution requirements under (a) through (d) (i) of this subsection do not apply to automated traffic safety camera programs in effect before January 1, 2024, for which an ordinance in effect as of January 1, 2024, directs the manner in which revenue generated from automated traffic safety cameras authorized under RCW 46.63.230 or 46.63.250(2) (c) must be used.

(14) A county or city may adopt the use of an online ability-to-pay calculator to process and grant requests for reduced fines or reduced civil penalties for automated traffic safety camera violations.

(15) Except as provided in this subsection, registered owners of vehicles who receive notices of infraction for automated traffic safety camera-enforced infractions and are recipients of public assistance under Title 74 RCW or participants in the Washington women, infants, and children program, and who request reduced penalties for infractions detected through the use of automated traffic safety camera violations, must be granted reduced penalty amounts of 50 percent of what would otherwise be assessed for a first automated traffic safety camera violation and for subsequent automated traffic safety camera violations issued within 21 days of issuance of the first automated traffic safety camera violation. Eligibility for medicaid under RCW 74.09.510 is not a qualifying criterion under this subsection. Registered owners of vehicles who receive notices of infraction must be provided with information on their eligibility and the opportunity to apply for a reduction in penalty amounts through the mail or internet.

(16) Infractions detected through the use of automated traffic safety cameras are not part of the registered owner's driving record under RCW 46.52.101 and 46.52.120. Additionally, infractions generated by the use of automated traffic safety cameras under this section must be processed in the same manner as parking infractions, including for the purposes of RCW 3.50.100, 35.20.220, 46.16A.120, and 46.20.270(2). The amount of the fine issued for an infraction generated through the use of an automated traffic safety camera may not exceed \$145, as adjusted for inflation by the office of financial management every five years, beginning January 1, 2029, based upon changes in the consumer price index during that time period, but may be doubled for a school speed zone infraction generated through the use of an automated traffic safety camera.

(17) If the registered owner of the vehicle is a rental car business, the issuing agency must, before a notice of infraction being issued under this section, provide a written notice to the rental car business that a notice of infraction may be issued to the rental car business if the rental car business does not, within 18 days of receiving the written notice, provide to the issuing agency by return mail:

(a) A statement under oath stating the name and known mailing address of the individual driving or renting the vehicle when the infraction occurred; or

(b) A statement under oath that the business is unable to determine who was driving or renting the vehicle at the time the infraction occurred because the vehicle was stolen at the time of the infraction. A statement provided under this subsection must be accompanied by a copy of a filed police report regarding the vehicle theft; or

(c) In lieu of identifying the vehicle operator, the rental car business may pay the applicable penalty. Timely mailing of this

statement to the issuing agency relieves a rental car business of any liability under this chapter for the notice of infraction. [2024 c 307 s 2.]

CITY OF REDMOND
RESOLUTION NO. 1338

A RESOLUTION OF THE CITY COUNCIL OF THE CITY
OF REDMOND, WASHINGTON, ADOPTING A PENALTY
SCHEDULE FOR TRAFFIC INFRACTIONS ESTABLISHED
IN NEWLY ADOPTED REDMOND MUNICIPAL CODE
CHAPTER 10.25 AUTOMATED TRAFFIC SAFETY
CAMERAS

WHEREAS, RMC 10.12.020 authorizes the City Council to establish a penalty schedule for civil traffic infractions; and

WHEREAS, the City Council has passed Ordinance No. 2452 adopting a new Chapter 10.25, Automated Traffic Safety Cameras, in the Redmond Municipal Code; and

WHEREAS, RMC 10.25.80(A) and RMC 10.25.80(B) each require that penalties for violation of RCW 46.61.055 and RCW 46.61.440 respectively be established by resolution of the City Council.

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

That the penalty provided for in RMC 10.25.80(A) shall be \$124.00 and the penalty provided for in RMC 10.25.80(B) shall be \$124.00, and that said penalties are hereby added to the penalty schedule for civil traffic infractions previously established by resolution of the City Council.

ADOPTED by the Redmond City Council this 7th day of
September, 2010.

APPROVED:



JOHN MARCHIONE, MAYOR

ATTEST:



MICHELLE M. MCGEHEE, CMC, CITY CLERK

(SEAL)

FILED WITH THE CITY CLERK: September 17, 2010
PASSED BY THE CITY COUNCIL: September 7, 2010
EFFECTIVE DATE: September 7, 2010
RESOLUTION NO. 1338

ADOPTED 5-2; YES: Allen, Carson, Margeson, Stilin and Vache;
NO: Cole and Myers

CITY OF REDMOND
RESOLUTION NO. _____

A RESOLUTION OF THE CITY COUNCIL OF THE CITY OF REDMOND, WASHINGTON, AMENDING THE SCHOOL SPEED ZONE INFRACTION PENALTY SET BY RESOLUTION NO. 1338, IN ACCORDANCE WITH REDMOND MUNICIPAL CODE 10.25.080(B)

WHEREAS, RMC 10.12.020 authorizes the City Council to establish a penalty schedule for civil traffic infractions; and

WHEREAS, the City Council passed Resolution No. 1338 establishing penalties for RMC 10.25.080(A) and (B); and

WHEREAS, the City Council is amending the penalty set for RMC 10.25.080(B) for school zone speeding infractions.

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

Resolution No. 1338 is amended to set the penalty in RMC 10.25.080(B):

- 6-9 mph over the limit (26-29 mph): \$110.00;
- 10-14 mph over the limit (30-34 mph): \$220.00;
- 15+ mph over the limit (35+ mph): \$250.00;

These penalties are hereby added to the penalty schedule for civil traffic infractions previously established by resolution of the City Council.

ADOPTED by the Redmond City Council this _____ day of April,
2026.

APPROVED:

ANGELA BIRNEY, MAYOR

ATTEST:

CHERYL XANTHOS, MMC, CITY CLERK

(SEAL)

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



City of Redmond

15670 NE 85th Street
Redmond, WA

Memorandum

Date: 5/5/2026
Meeting of: City Council

File No. SPC 26-037
Type: Executive Session

To Consider the Selection of a Site or the Acquisition of Real Estate by Lease or Purchase [RCW 42.30.110(1)(b)] - 30 minutes



City of Redmond

15670 NE 85th Street
Redmond, WA

Memorandum

Date: 5/5/2026
Meeting of: City Council

File No. SPC 26-041
Type: Executive Session

Potential Litigation [RCW 42.30.110(1)(i)] - 15 minutes

RCW 46.63.220 Automated traffic safety cameras—City or county may authorize use—Local legislative authority analysis—Traffic ordinances—Annual reports—Signage—Images—Notice of infraction—Compensation for equipment—Revenue. (1) Nothing in this section prohibits a law enforcement officer from issuing a notice of traffic infraction to a person in control of a vehicle at the time a violation occurs under RCW 46.63.030(1) (a), (b), or (c).

(2) Any city or county may authorize the use of automated traffic safety cameras and must adopt an ordinance authorizing such use through its local legislative authority.

(3) The local legislative authority must prepare an analysis of the locations within the jurisdiction where automated traffic safety cameras are proposed to be located before adding traffic safety cameras to a new location or relocating any existing camera to a new location within the jurisdiction. The analysis must include equity considerations including the impact of the camera placement on livability, accessibility, economics, education, and environmental health when identifying where to locate an automated traffic safety camera. The analysis must also show a demonstrated need for traffic cameras based on one or more of the following in the vicinity of the proposed camera location: Travel by vulnerable road users, evidence of vehicles speeding, rates of collision, reports showing near collisions, and anticipated or actual ineffectiveness or infeasibility of other mitigation measures.

(4) Automated traffic safety cameras may not be used on an on-ramp to a limited access facility as defined in RCW 47.52.010.

(5) A city may use automated traffic safety cameras to enforce traffic ordinances in this section on state highways that are also classified as city streets under chapter 47.24 RCW. A city government must notify the department of transportation when it installs an automated traffic safety camera to enforce traffic ordinances as authorized in this subsection.

(6) (a) At a minimum, a local ordinance adopted pursuant to this section must contain the restrictions described in this section and provisions for public notice and signage. Cities and counties must also post such restrictions and other automated traffic safety camera policies on the city's or county's website. Cities and counties using automated traffic safety cameras before July 24, 2005, are subject to the restrictions described in this section, but are not required to adopt an authorizing ordinance.

(b) (i) Cities and counties using automated traffic safety cameras must post an annual report on the city's or county's website of the number of traffic crashes that occurred at each location where an automated traffic safety camera is located, as well as the number of notices of infraction issued for each camera. Beginning January 1, 2026, the annual report must include the percentage of revenues received from fines issued from automated traffic safety camera infractions that were used to pay for the costs of the automated traffic safety camera program and must describe the uses of revenues that exceeded the costs of operation and administration of the automated traffic safety camera program by the city or county.

(ii) The Washington traffic safety commission must provide an annual report to the transportation committees of the legislature, and post the report to its website for public access, beginning July 1, 2026, that includes aggregated information on the use of automated traffic safety cameras in the state that includes an assessment of the

impact of their use, information required in city and county annual reports under (b) (i) of this subsection, and information on the number of automated traffic safety cameras in use by type and location, with an analysis of camera placement in the context of area demographics and household incomes. To the extent practicable, the commission must also provide in its annual report the number of traffic accidents, speeding violations, single vehicle accidents, pedestrian accidents, and driving under the influence violations that occurred at each location where an automated traffic safety camera is located in the five years before each camera's authorization and after each camera's authorization. Cities and counties using automated traffic safety cameras must provide the commission with the data it requests for the report required under this subsection in a form and manner specified by the commission.

(7) All locations where an automated traffic safety camera is used on roadways or intersections must be clearly marked by placing signs at least 30 days prior to activation of the camera in locations that clearly indicate to a driver either that: (a) The driver is within an area where automated traffic safety cameras are authorized; or (b) the driver is entering an area where violations are enforced by an automated traffic safety camera. The signs must be readily visible to a driver approaching an automated traffic safety camera. Signs placed in automated traffic safety camera locations after June 7, 2012, must follow the specifications and guidelines under the manual of uniform traffic control devices for streets and highways as adopted by the department of transportation under chapter 47.36 RCW. All public transportation vehicles utilizing a vehicle-mounted system must post a sign on the rear of the vehicle indicating to drivers that the vehicle is equipped with an automated traffic safety camera to enforce bus stop zone violations.

(8) Automated traffic safety cameras may only record images of the vehicle and vehicle license plate and only while an infraction is occurring. The image must not reveal the face of the driver or of passengers in the vehicle. The primary purpose of camera placement is to record images of the vehicle and vehicle license plate when an infraction is occurring. Cities and counties must consider installing automated traffic safety cameras in a manner that minimizes the impact of camera flash on drivers.

(9) A notice of infraction must be mailed to the registered owner of the vehicle within 14 days of the violation, or to the renter of a vehicle within 14 days of establishing the renter's name and address under subsection (17) of this section. The notice of infraction must include with it a certificate or facsimile thereof, based upon inspection of photographs, microphotographs, or electronic images produced by an automated traffic safety camera, stating the facts supporting the notice of infraction. This certificate or facsimile is prima facie evidence of the facts contained in it and is admissible in a proceeding charging a violation under this chapter. The photographs, microphotographs, or electronic images evidencing the violation must be available for inspection and admission into evidence in a proceeding to adjudicate the liability for the infraction. A person receiving a notice of infraction based on evidence detected by an automated traffic safety camera may respond to the notice by mail.

(10) The registered owner of a vehicle is responsible for an infraction under RCW 46.63.030(1)(d) unless the registered owner overcomes the presumption in RCW 46.63.075, or, in the case of a rental car business, satisfies the conditions under subsection (17) of

this section. If appropriate under the circumstances, a renter identified under subsection (17)(a) of this section is responsible for an infraction.

(11) Notwithstanding any other provision of law, all photographs, microphotographs, or electronic images, or any other personally identifying data prepared under this section are for the exclusive use of authorized city or county employees, as specified in RCW 46.63.030(1)(d), in the discharge of duties under this section and are not open to the public and may not be used in a court in a pending action or proceeding unless the action or proceeding relates to a violation under this section. No photograph, microphotograph, or electronic image, or any other personally identifying data may be used for any purpose other than enforcement of violations under this section nor retained longer than necessary to enforce this section. Transit authorities must provide to the appropriate local jurisdiction that has authorized traffic safety camera use under RCW 46.63.260(2) any images or evidence collected establishing that a violation of stopping, standing, or parking in a bus stop zone has occurred for infraction processing purposes consistent with this section.

(12) If a county or city has established an automated traffic safety camera program as authorized under this section, the compensation paid to the manufacturer or vendor of the equipment used must be based only upon the value of the equipment and services provided or rendered in support of the system and may not be based upon a portion of the fine or civil penalty imposed or the revenue generated by the equipment. If the contract between the city or county and manufacturer or vendor of the equipment does not provide for performance or quality control measures regarding camera images, the city or county must perform a performance audit of the manufacturer or vendor of the equipment every three years to review and ensure that images produced from automated traffic safety cameras are sufficient for evidentiary purposes as described in subsection (9) of this section.

(13)(a) Except as provided in (d) of this subsection, a county or a city may only use revenue generated by an automated traffic safety camera program as authorized under this section for:

(i) Traffic safety activities related to construction and preservation projects and maintenance and operations purposes including, but not limited to, projects designed to implement the complete streets approach as defined in RCW 47.04.010, changes in physical infrastructure to reduce speeds through road design, and changes to improve safety for active transportation users, including improvements to access and safety for road users with mobility, sight, or other disabilities; and

(ii) The cost to administer, install, operate, and maintain the automated traffic safety cameras, including the cost of processing infractions.

(b) Except as provided in (d) of this subsection:

(i) The automated traffic safety camera program revenue used by a county or city with a population of 10,000 or more for purposes described in (a)(i) of this subsection must include the use of revenue in census tracts of the city or county that have household incomes in the lowest quartile determined by the most currently available census data and areas that experience rates of injury crashes that are above average for the city or county. Funding contributed from traffic safety program revenue must be, at a minimum, proportionate to the share of the population of the county or city who are residents of

these low-income communities and communities experiencing high injury crash rates. This share must be directed to investments that provide direct and meaningful traffic safety benefits to these communities. Revenue used to administer, install, operate, and maintain automated traffic safety cameras, including the cost of processing infractions, are excluded from determination of the proportionate share of revenues under this subsection (13)(b); and

(ii) The automated traffic safety camera program revenue used by a city or county with a population under 10,000 for traffic safety activities under (a)(i) of this subsection must be informed by the department of health's environmental health disparities map.

(c) Except as provided in (d) of this subsection, beginning four years after an automated traffic safety camera authorized under this section is initially placed and in use after June 6, 2024, 25 percent of the noninterest money received for infractions issued by such cameras in excess of the cost to administer, install, operate, and maintain the cameras, including the cost of processing infractions, must be deposited into the Cooper Jones active transportation safety account created in RCW 46.68.480.

(d)(i)(A) Jurisdictions with an automated traffic safety camera program in effect before January 1, 2024, may continue to allocate revenue generated from automated traffic safety cameras authorized under RCW 46.63.230 and 46.63.250(2)(c) as determined by the jurisdiction, as well as for the purposes established in (a) through (c) of this subsection, by:

(I) Up to a 10 percent increase in the number of traffic safety camera locations authorized to detect violations for automated traffic safety cameras authorized under RCW 46.63.230; and

(II) Up to a 10 percent increase in the number of traffic safety camera locations authorized to detect violations for automated traffic safety cameras authorized under RCW 46.63.250(2)(c).

(B)(I) Any automated traffic safety camera program in effect before January 1, 2024, with fewer than 10 traffic safety camera locations for automated traffic safety cameras authorized under RCW 46.63.230, which adds automated traffic safety cameras to one additional location for the use of cameras authorized under RCW 46.63.230, may continue to allocate revenue generated from automated traffic safety cameras authorized under RCW 46.63.230 as determined by the jurisdiction, as well as for the purposes established in (a) through (c) of this subsection.

(II) Any automated traffic safety camera program in effect before January 1, 2024, with fewer than 10 traffic safety camera locations for automated traffic safety cameras authorized under RCW 46.63.250(2)(c) as of January 1, 2024, which adds automated traffic safety cameras to one additional location for the use of cameras authorized under RCW 46.63.250(2)(c), may continue to allocate revenue generated from automated traffic safety cameras authorized under RCW 46.63.250(2)(c) as determined by the jurisdiction, as well as for the purposes established in (a) through (c) of this subsection.

(C) For the purposes of this subsection (13)(d)(i), a location is:

(I) An intersection for automated traffic safety cameras authorized under RCW 46.63.230 where cameras authorized under RCW 46.63.230 are in use; and

(II) A school speed zone for automated traffic safety cameras authorized under RCW 46.63.250(2)(c) where cameras authorized under RCW 46.63.250(2)(c) are in use.

(ii) The revenue distribution requirements under (a) through (d) (i) of this subsection do not apply to automated traffic safety camera programs in effect before January 1, 2024, for which an ordinance in effect as of January 1, 2024, directs the manner in which revenue generated from automated traffic safety cameras authorized under RCW 46.63.230 or 46.63.250(2) (c) must be used.

(14) A county or city may adopt the use of an online ability-to-pay calculator to process and grant requests for reduced fines or reduced civil penalties for automated traffic safety camera violations.

(15) Except as provided in this subsection, registered owners of vehicles who receive notices of infraction for automated traffic safety camera-enforced infractions and are recipients of public assistance under Title 74 RCW or participants in the Washington women, infants, and children program, and who request reduced penalties for infractions detected through the use of automated traffic safety camera violations, must be granted reduced penalty amounts of 50 percent of what would otherwise be assessed for a first automated traffic safety camera violation and for subsequent automated traffic safety camera violations issued within 21 days of issuance of the first automated traffic safety camera violation. Eligibility for medicaid under RCW 74.09.510 is not a qualifying criterion under this subsection. Registered owners of vehicles who receive notices of infraction must be provided with information on their eligibility and the opportunity to apply for a reduction in penalty amounts through the mail or internet.

(16) Infractions detected through the use of automated traffic safety cameras are not part of the registered owner's driving record under RCW 46.52.101 and 46.52.120. Additionally, infractions generated by the use of automated traffic safety cameras under this section must be processed in the same manner as parking infractions, including for the purposes of RCW 3.50.100, 35.20.220, 46.16A.120, and 46.20.270(2). The amount of the fine issued for an infraction generated through the use of an automated traffic safety camera may not exceed \$145, as adjusted for inflation by the office of financial management every five years, beginning January 1, 2029, based upon changes in the consumer price index during that time period, but may be doubled for a school speed zone infraction generated through the use of an automated traffic safety camera.

(17) If the registered owner of the vehicle is a rental car business, the issuing agency must, before a notice of infraction being issued under this section, provide a written notice to the rental car business that a notice of infraction may be issued to the rental car business if the rental car business does not, within 18 days of receiving the written notice, provide to the issuing agency by return mail:

(a) A statement under oath stating the name and known mailing address of the individual driving or renting the vehicle when the infraction occurred; or

(b) A statement under oath that the business is unable to determine who was driving or renting the vehicle at the time the infraction occurred because the vehicle was stolen at the time of the infraction. A statement provided under this subsection must be accompanied by a copy of a filed police report regarding the vehicle theft; or

(c) In lieu of identifying the vehicle operator, the rental car business may pay the applicable penalty. Timely mailing of this

statement to the issuing agency relieves a rental car business of any liability under this chapter for the notice of infraction. [2024 c 307 s 2.]

TENTATIVE AGREEMENT Fire Uniformed Negotiations

The City of Redmond ("City") and the Fire Uniformed (IAFF) Labor Union ("Union") is participating in negotiation of the Union's 2025-2027~~26~~ collective bargaining agreement ("CBA"). A tentative agreement has been reached between the City and the Union on the language below. This tentative agreement is subject to approval/ratification by the:


- City (Labor Team, Mayor and/or City Council); and
- Union (Labor Team, Legal Counsel, Union Membership)

Prepped for TA 2/17/2026
Prepped for TA w/ edits 4/1/2026

This signature page added to document tentative agreement of the full redline contract that begins on next page.

TENTATIVELY APPROVED on 4/7/2026
(Date)

For FIRE UNIFORMED:

Signed by:

28D921D59A96474...
Eben Dygert, Union Representative

For the CITY:

Signed by:

7C0092BCC9C549B...
Cathryn Laird, HR Director

20242025-2027

AGREEMENT

By and Between

CITY OF REDMOND

and

REDMOND FIRE-FIGHTERS UNION #2829, I.A.F.F.

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20242025-2027

AGREEMENT

By and Between

CITY OF REDMOND

and

REDMOND FIRE-FIGHTERS UNION #2829, I.A.F.F.

PREAMBLE

THIS AGREEMENT is entered into by and between the CITY OF REDMOND (hereinafter referred to as the Employer) and Local #2829, INTERNATIONAL ASSOCIATION OF FIRE FIGHTERS (hereinafter referred to as the Union).

It is the purpose of this collective bargaining aAgreement to achieve and maintain harmonious relations between the Employer and the Union, and to establish standards of wages, hours, and other conditions of employment.

ARTICLE 1 RECOGNITION

The Employer recognizes the Union as the sole and exclusive bargaining agent for full-time, uniformed positions within the Redmond Fire Department. The positions of the Fire Chief and Deputy Chief shall be excluded from the bargaining unit.

ARTICLE 2 MANAGEMENT RESPONSIBILITIES

Section 2.1 - Enumeration. The Union recognizes the prerogative and responsibility of the Employer to operate and manage its affairs in all respects in accordance with its lawful authority. The powers and authority which the Employer has not expressly abridged, delegated or modified by this collective bargaining aAgreement are retained by the Employer.

Management rights and responsibilities as described above shall include the following:

- A. Directing employees,
- B. Recruiting, hiring, promoting, transferring, assigning, and retaining employees,
- C. Suspending, demoting, discharging, or taking other legitimate disciplinary actions against employees for just cause,
- D. Relieving employees from duty ~~because of~~due to a lack of work or funds, or other legitimate reasons,
- E. Maintaining the efficiency of the operations entrusted to the Employer,
- F. Controlling the department budget,
- G. Determining the methods, means, location and personnel by which operations are to be conducted, and,
- H. Taking whatever actions are necessary in emergencies to assure the proper functioning of the Department.

Provided that the exercise of the management rights and responsibilities shall not conflict with City of Redmond Civil Service Ordinances, Rules or Regulations or State Law.

Section 2.2 - Job Duties. It is understood by the parties that every incidental duty connected with operations enumerated in job descriptions is not always specifically described. Nevertheless, it is intended that all such duties shall be performed by employees.

ARTICLE 3 UNION MEMBERSHIP AND DUES

Section 3.1 – Union Membership Dues. The Employer agrees to deduct, once each month, dues in an amount certified to be current by the Treasurer of the Union from the pay of those employees who individually request in writing that such deductions be made. The total amount of the deductions shall be remitted each month by the Employer to the Treasurer of the Union.

Section 3.2 – Revocation. An Employee may revoke their authorization for deduction of dues. To do so, the Employee must submit a written notice to the Union in accordance with the Union’s form, 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.

Section 3.3 – 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 charges 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.

Section 3.4 - New Hire Orientation. The Employer shall notify the Union of all new employees hired into the bargaining unit. The Union shall be afforded 30 minutes of the newly hired employee’s regular working time during the on-boarding process with the Redmond Fire Department. This time will be for the purposes of presenting information about Union membership, the collective bargaining agreement, and bargaining unit representation.

ARTICLE 4 NON-DISCRIMINATION

Section 4.1 – Union Membership Status. There shall be no discrimination, interference, restraint or coercion by the Employer or the Union against any employee for their lawful activity or inactivity on behalf of, or membership status in the Union.

Section 4.2 – Unlawful Discrimination. Diversity is critical to the successful partnership between the Union and the Employer. ~~It is the recognition, respect and appreciation of all cultures and backgrounds and the fostering of the inclusion of differences between people.~~ The parties to this ~~Agreement~~ collective bargaining agreement agree ~~that not to tolerate~~ discrimination or harassment based on age, race, creed, color, sex, national origin, religion, sexual orientation, gender identity or gender expression, membership in a registered domestic partnership, marital status, disability, genetic information, veteran’s status, or any other status protected by law is prohibited and will not be tolerated. The Union and the Employer will not tolerate retaliation against anyone who complains of discrimination, harassment, or harassing behavior, or who participates in an investigation.

Section 4.3 – Gender.

~~Wherever words denoting a specific gender are used in this Agreement, they are intended and shall be construed so as to apply equally to either gender.~~

Section 4.34 – Election of Remedies. An employee or the Union claiming discrimination under Sections 4.1 or 4.2 shall not be entitled to a remedy under the grievance procedure in the event the employee or the Union seeks other administrative or legal remedies for the discrimination. This is providing that jurisdiction is not refused when seeking remedies outside of the grievance procedure.

ARTICLE 5 UNION BUSINESS

Section 5.1 – Union Official Time Off. With prior approval of their immediate supervisor, representatives of the Union shall be allowed to arrange for qualified work replacements for the purpose of administering the business of the Union. The Employer shall not be responsible for compensating any such replacement.

- A. Coverage will be provided for up to two (2) negotiating team members whose regular duty falls on a scheduled negotiation session day. Members of the negotiating team will make every attempt to secure their own coverage to minimize

the overtime impact on the Department, and if unsuccessful in so doing, the Battalion Chief's office will be notified at least forty-eight (48) hours in advance of the scheduled negotiation day so that overtime coverage may be arranged.

Regarding negotiating team members' working overtime, the following will apply:

- (1) If the overtime is accepted after a negotiating session has been scheduled, then the member shall be required to find their own coverage (no payback required).
- (2) If the negotiating session is scheduled after the overtime has been scheduled, then the department will provide coverage.
- (3) If, ~~per the SOGs,~~ the member has been "mandated" to work overtime, then the department will provide coverage.

- B. With prior notice to the appropriate Deputy Chief of their division or their designee, Bargaining Unit employees shall be allowed to perform normal Union business in a manner and in areas of the department that does not interfere with the operations of the department during lunch and dinner breaks, and at other times when all assigned duties have been completed and the employees are on standby for emergency response.

Section 5.2 – Bulletin Board Space. The Employer shall provide bulletin board space for the use of the Union in each fire station where represented employees are assigned at a convenient location, accessible to employees.

Section 5.3 – Visitation Rights. Representatives of the Union shall be allowed permission to visit work locations of the employees covered by this ~~Agreement~~ collective bargaining agreement at any reasonable time or location for the purpose of administrating this ~~Agreement~~ collective bargaining agreement or investigating possible grievances. Such visitations shall not interfere with the normal operation of the Fire Department and will be subject to the approval of the appropriate Deputy Chief of their division or their designee.

Section 5.4 – Union Use of Employer's Equipment and Supplies. The Union and its representatives shall not use Employer's equipment or supplies unless (i) allowed by written policies of the Employer, or (ii) the Employer's Finance Department agrees to an appropriate amount of reimbursement.

Section 5.5 – Negotiations. Captains or Battalion Chiefs acting in the classification of Deputy Chief will not be involved or participate in labor negotiations related to hours, wages, or working conditions while acting as Deputy Chief.

ARTICLE 6 RETENTION OF BENEFITS

The Employer assures the Union that its intention in executing this [Agreement—collective bargaining agreement](#) is not to cancel privileges heretofore granted to employees solely because such privileges are not specifically identified in this [Agreementcollective bargaining agreement](#).

ARTICLE 7 SAFETY/LABOR MANAGEMENT COMMITTEE

Section 7.1 – Safety Committee. The Union shall appoint a minimum of two (2) members to the Safety Committee to represent Bargaining Unit employees. The Safety Committee shall consist of a minimum of four (4) members and shall meet at least once each calendar quarter or more often as agreed to discuss all matters concerning Health and Safety. The Safety Committee shall make recommendations to the Union and the Employer. The Chair of the Department Safety Committee shall alternate between represented and non-represented positions on an annual basis.

Section 7.2 – Labor Management Committee. There shall be a Labor Management Committee consisting of an equal number of representatives appointed by the Union and the Employer, or such other composition as mutually agreed by the Union and the Employer. The Committee shall meet as appropriate to discuss all matters referring to the [labor—collective bargaining](#) agreement, provided that the Committee shall meet at least quarterly. The Committee shall have the authority to make non-binding recommendations to the Union and Employer. No additional compensation or overtime shall be paid for attendance at the Labor Management Committee meetings.

ARTICLE 8 DEFINITION OF SENIORITY

Section 8.1 – Definitions. As used in this [Agreement—collective bargaining agreement](#) the following terms shall have the meanings indicated:

- A. “Department Seniority” means the length of an employee’s Continuous Employment in the Department, measured from the date of employment in the Department. Provided, however, the date of employment in the Department of Firefighter – Paramedics and Medical Services Officers hired by the Department effective as of the transfer of the Medic 1 contract from Evergreen Health Care (“Evergreen”) to the City (the “Initial Medic Employees”) shall be as follows:
 - For the purposes of accrual of benefits, longevity, compensation levels, and personnel reductions, the date of employment in the Department of the Initial Medic Employees shall be the employee’s date of hire by Evergreen.
- B. "Seniority in Rank" means the length of an employee's Continuous Employment in a rank in the Department (which shall include service in any higher rank) measured from the first date of employment in that rank or a higher rank in the Department.

The Paramedic Assignment Seniority list shall be determined by the following sequential criteria:

1. Paramedics will be categorized by the year the Redmond Fire Department Paramedic Student finished University of Washington Paramedic Training.
2. Paramedics will then be ranked in seniority within that categorized year based on their Date of hire by their Northeast King County Consortium Department.
3. If Consortium Department hire dates are the same, then overall Paramedic Student entrance exam score, as defined in [SOG# TBD Article 12](#), will be used to determine seniority.
4. Laterals hired as Paramedics from outside the Northeast King County Medic One Consortium shall be entered onto the Paramedic Assignment Seniority List based on their date of hire by the Redmond Fire Department and not the sequential order shown above.

For the purposes of determining personnel reduction in Paramedic assignment the Paramedic assignment seniority list shall be used. Members with the least seniority in assignment shall be first in reduction as Paramedic within the Redmond Fire Department. Department seniority shall be used for reduction in force from firefighter.

- C. "Continuous Employment" means a continuous period of employment in the Department that is unbroken by resignation, discharge, or service retirement. Leaves of absence, disability retirement, or military leaves shall not break Continuous Employment. Layoffs and reductions in rank pursuant to Article 9 shall not break Continuous Employment until the expiration of the period during which the employee has a right to be offered re-employment or promotion pursuant to Section 9.2 of this [Agreement collective bargaining agreement](#). Upon a break in Continuous Employment an employee shall lose all seniority.
- D. "Order" means the order of Department Seniority or Seniority in Rank arranged from the longest seniority to the shortest. If more than one (1) 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 Department 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 Firefighter Civil Service exam. 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 Rank 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 Rank shall be determined by the Order of each employee's Department Seniority.

E. "Department" means the City of Redmond Fire Department.

Section 8.2 – 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.

Section 8.3 – Seniority List. The Employer shall maintain, post, and notify employees electronically when there is a change, to the current seniority list reflecting the Order of Department Seniority and Seniority in Rank. 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 collective bargaining agreement](#), and in such other cases as may be agreed by the Employer and the Union.

ARTICLE 9 PERSONNEL REDUCTION

Section 9.1 – 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. Employees shall be laid off in inverse Order of Seniority in Rank. Except as otherwise provided in this Section, an employee above the rank of Fire Fighter shall bump back into the highest lower rank, if any, previously held by that employee, and for which the employee remains qualified and holds the required certifications (provided that the employee shall be allowed eighteen (18) months to obtain EMT certification, at the Employer’s cost for tuition and on the employee’s own time), in which such employee’s Seniority in Rank is greater than the Seniority in Rank of all other employees who would otherwise be in such lower rank after implementation of the personnel reduction. Battalion Chiefs who have not held the position of Captain shall bump back to the position of Captain if their Seniority in Rank is greater than all other employees who would otherwise hold the rank of Captain after implementation of the personnel reduction. Lateral entry personnel who have not held the rank of Fire Fighter in the Department shall bump back to the rank of Fire Fighter if their Department Seniority is greater than all other employees who would otherwise hold the rank of Fire Fighter 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 members of the Department of a rank above Battalion Chief 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. Previous ranks within the Department with civilian titles shall be equated to the current successor ranks. The order of ranks within the department, from lowest to highest, shall be Fire Fighter, Fire Fighter – Paramedic, (which is an assignment, but shall be considered a rank for the purposes of this Article), Medical Services Officer, Driver/Engineer, Lieutenant, Captain, Battalion Chief, Deputy Chief, and Chief. The next lower rank for, Medical Services Administrator, and Assistant Fire Marshal and Fire Marshal shall be the last prior rank held by each incumbent in the position respectively. The steps for a personnel reduction shall be as follows:~~

Step 1 Designation by Employer

The Employer will designate the number of employees in each rank to be laid off by notice to the Union (the "Designation Notice") and by posting at each fire station, 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 Volunteers

For a period of thirty (30) days after the Designation Notice employees in the ranks affected by the personnel reduction shall have the opportunity to voluntarily accept layoff, or reduction to a lower rank, 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 rank subject to the personnel reduction as specified in the Designation Notice.

Step 3 Implementation

Within forty (40) days after the Designation Notice the Employer shall deliver to the Union, and post at each station, a notice (the "Personnel Reduction Notice") which shall list (a) the layoffs and reductions in rank which will result upon implementation of the personnel reduction and the voluntary layoffs and reductions in rank; (b) the Order of all employees affected by the layoffs and reductions in rank; and (c) the Order of all employees not affected by the layoffs and reductions in rank. 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. A representative of the Union and Employer shall meet within five (5) calendar days to attempt to agree on an arbitrator. If the parties are unable to reach agreement at such meeting, they shall immediately request a list of seven (7) arbitrators from one of the following mutually agreed sources: Federal Mediation and Conciliation Service, or American Arbitration Association. If the parties are unable to agree on the source of the list of arbitrators, they shall request the list from the Public Employment Relations Commission. Within five (5) calendar days of receipt of the list of arbitrators, the representatives of the Employer and Union shall meet and alternately strike the names of the arbitrators on the list until only one (1) name remains. 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 rank status might be affected by the results of the arbitration, including the possibility of being subject to layoff or reduction in rank although the employee was not included in the list of layoffs and reductions in rank 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 Article 9 the arbitration process in this Section shall supersede the grievance arbitration process as provided in Article 14. 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 (OPTIONAL) 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.~~

~~Section 9.2—Re-Employment and Promotion Rights~~

~~Employees bumped back to a lower rank shall be eligible to promote to vacancies in the previously held higher rank, or any lower rank, by Order of Seniority in Rank in that higher rank. Employees above the rank of Fire Fighter who volunteer to be laid off pursuant to Step 2 above shall be eligible to fill vacancies in that previously held rank, or any lower rank, by Order of Seniority in Rank in that rank, during the Re-Employment Eligibility Period, as defined below. Employees laid off, or volunteering to be laid off pursuant to Step 2 above, shall be eligible to fill Fire Fighter vacancies, by Order of Department Seniority, during the Re-Employment Eligibility Period. In all cases, the eligible employee with the highest Seniority in Rank 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 Fire Fighter medical standards, (b) holds the required certificate (if any) for the position being filled (provided that the employee shall be allowed eighteen (18) months to obtain EMT certification, at the Employer's cost for tuition and on the employee's own time), and (c) if the Re-Employment Offer is more than twenty four (24) months after the Effective Date, is not determined by the Labor/Management Committee to be unqualified for the open position. 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 five (5) 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 as determined by the Labor/Management Committee. If the Labor/Management Committee is unable to agree on appropriate retraining either party may request arbitration of the issue in a manner consistent with Section 14.3, Step 6 of this Agreement. Employees who fail to satisfactorily complete the retraining shall be subject to termination. The employee and The 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 Fire Fighter medical requirements 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 rank above Fire? Fighter, shall have the right to be offered re-employment at such higher rank, or any lower rank, if he/she is a Qualified Employee and has the highest Order of Seniority in Rank in that rank of all eligible employees, although such employee has previously failed to respond to, or rejected an offer of re-employment as a Fire Fighter. 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.~~

Section 9.1 - Layoff. The Employer shall provide the Union with reasonable notice in the event it decides to reduce bargaining unit members within any rank covered by this collective bargaining agreement. The employee with the least seniority in grade [most recent date of appointment to the rank] shall be the first to be reduced in rank. Employees so reduced in rank shall be restored to the highest rank previously held.

Within the rank of Firefighter, the employee with the least seniority shall be laid off first, except that the Employer shall be allowed to retain, out of seniority order, sufficient Firefighter/Paramedics to meet the needs of its emergency medical services program. Employees with the same appointment date shall be reduced based upon eligibility list score, with the lower score being laid off first.

Section 9.2 - Recall. Recall rights shall be in accordance with current Civil Service Rules. The last employee laid off shall be the first employee recalled. No new employee shall be hired until all laid off employees have been given an opportunity to return to work. In the event that personnel reduction also requires a reduction in rank, employees shall be reinstated to their previously held rank without being further tested, prior to any new promotions.

ARTICLE 10 EMPLOYEE STATUS

Section 10.1 – Notice to Union. The Employer shall submit written notice to the Union, of the name, job title, company, station, and effective date of actions affecting Bargaining Unit employees as follows:

- A. Appointment of new employees
- B. Promotion/Non-Disciplinary Demotion
- C. Discipline (written reprimand and above)

Section 10.2 - Probationary Period. The probationary period for Entry Level, Exceptional Entry Level, and Lateral Firefighters starts upon the hire date, which is the first day on payroll, and ends will be twelve (12) months ~~from~~after the date of graduation from the fire academy, or EMT school, whichever occurs last. If fire academy or EMT school attendance is delayed due to injury, early hiringhired before academy, or another reason, the employee's probationary period will not exceed a total of eighteen (18) months from the ~~date of hire~~ date.

ARTICLE 11 PROMOTIONS AND VACANCIES

Section 11.1 – Civil Service. All promotions and the filling of positions in the Bargaining Unit shall be made in accordance with the City of Redmond Civil Service Ordinances, Rules and Regulations, and the Washington State Civil Service Law (RCW 41.08) as they may hereafter be amended.

Section 11.2 – Job Descriptions and Position Qualifications. Copies or facsimiles of current job descriptions, position qualifications, and testing requirements adopted by the Employer and/or Civil Service Commission shall be contained in SOG, Personnel - 021.

Section 11.3 – Promotions. The promotional process shall be as described in SOG Personnel - 021. If a higher-ranking candidate on the civil service eligibility list is passed over, then, upon the request of the candidate, a written explanation shall be provided by the Chief or ~~his/her~~their designee, of the basis for that decision.

ARTICLE 12 ASSIGNMENTS (Editor’s Note: Reference 2024 Version EOD)**

Except as provided in this Article, the Employer shall have the right to assign employees. For assignments to Training Battalion Chief, Training Captain, Training Lieutenant, Logistics Officer, Deputy Fire Marshal, Training Captain, Administrative Medical Services Officer (Admin MSO), Training Medical Services Officer (Training MSO), ~~Training Lieutenant,~~ Training Paramedic, Firefighter Paramedic, the Hazardous Materials Team, the Fire Prevention Division~~Deputy Fire Marshal, Hazardous Materials Team,~~ Urban Search and Rescue Team (USAR), Rescue Technician, Firefighter Paramedic, Captain assigned to Logistics and other assignments that the Employer and the Union mutually agree should be subject to this application procedure, the following provisions shall apply:

- A. Announcement/General Eligibility.** The assignment to be filled and the necessary qualifications and criteria shall be announced by department email and bulletin posted at each station in a convenient location accessible to all employees for a period of at least fourteen (14) calendar days if the position is vacant, and thirty (30) calendar days if the position is not vacant. For internal assignments, only regular, non-probationary employees who volunteer for an assignment will be eligible and preferred for a voluntary assignment to Training Battalion Chief, Training Captain, Training Lieutenant, Logistics Officer, Administrative Medical Services Officer (Admin MSO), Training Paramedic, Firefighter Paramedic, and Deputy Fire Marshal. For an assignment to Training Battalion Chief, Deputy Fire Marshal, Training Captain, Administrative Medical Services Officer, Captain assigned to Logistics, Training Lieutenant, and Training Paramedic, and Firefighter Paramedic. Training Medical Services Officer (Training MSO) ~~Training Medical Services Officer~~ eligibility will not be restricted by probationary status.

When no eligible employees volunteer for an assignment, prior to making an involuntary assignment to a position listed herein, the Employer shall meet and confer with the

Union to discuss alternatives to making an involuntary assignment and consider modifying qualifications, term lengths, and selection criteria. Agreed upon alternative criteria between the Union and Employer may be established prior to the original posting, and if needed, posting time requirements may be incorporated into the same or different posting process. The agreed upon alternative criteria will not be precedence setting. If no agreement is obtained, the Employer will follow current assignment language in this Article.

A seniority list of each rank and assignment, in reverse order, starting with the newest promoted, will be maintained by the Deputy Chief of Operations**. When an employee works a day-shift assignment as referenced in this article, not to include a short-term Fire Academy, EMT School, or other similar assignment, voluntarily or involuntarily, they will be moved to the bottom of their rank or assignment list. In the event an assignment remains unfilled after following the processes laid out in this Article, except for Deputy Fire Marshal or Firefighter Paramedic, the assignment shall become an involuntary assignment and shall be filled by the non-probationary employee, of the given rank or assignment, highest on the list.

** The initial list will include previously worked day-shift assignments that meet the agreed upon criteria for all individuals in their current rank.

Firefighter Paramedic: Position announcement for Northeast King County Consortium (Consortium) agencies will be posted for at least sixty (60) days at all Consortium agency fire stations. The announcement will include a list of minimum requirements, qualifications, and reference reading materials pertaining to the application/testing process. Applicants shall be limited to employees of the Consortium fire departments.

B. Qualifications/Testing. For assignments other than Deputy Fire Marshal or Firefighter Paramedic, in the event more than one (1) employee who meets the required qualifications and criteria submits a written application for the assignment within the period specified in Subsection A. above, the assignment, if filled, shall be filled by the eligible employee who has the highest seniority.

- Deputy Fire Marshal

- Eligibility. Firefighters who have successfully completed probation and who have a minimum of two (2) years of department seniority shall be eligible to apply for assignment to the Deputy Fire Marshal position.

- Internal Recruitment. When a Deputy Fire Marshal position becomes available, the Employer shall first conduct an internal application and selection process.

- Qualified Candidate Requirement. An internal selection process may be concluded without appointment if there are no qualified internal candidates. For purposes of this Article, a “qualified” candidate is an applicant who meets

the position’s minimum qualifications and successfully completes the Employer’s selection process.

- **Eligibility List Duration.** The internal eligibility list for Deputy Fire Marshal shall remain valid for eighteen (18) months from the date established, or until exhausted, whichever occurs first.
- **External Recruitment.** Upon completion of the internal application and selection process, if there is no qualified internal candidate for the open position, the Employer may initiate an external recruitment process.

Specifics of the testing processes for both Firefighter Paramedic and Deputy Fire Marshal have been moved to individual Standard Operating Guidelines (SOG) to provide both Labor and Management more flexibility to change the testing process if/when necessary, based on current circumstances. Any and all changes to testing process as referenced and laid out in those SOGs shall require agreement between both Labor and Management prior to implementation.

C. Seniority for Assignments. For assignments other than Firefighter Paramedic or Deputy Fire Marshal, for the purpose of assignments, seniority shall be Seniority in Rank, provided that, if the assignment is open to multiple ranks, then seniority shall be Department Seniority.

D. Assignment Terms. An employee who has been assigned to the Training Battalion Chief, Training Captain, Training Lieutenant, Administrative Medical Services Officer, Training Lieutenant, MSO, Logistics Officer, or Training Paramedic, or Logistics Officer -assignments shall have the right either: (i) to a second two (2) year term or, (ii) if no other qualified applicants apply, to extend the term in one (1) year increments.

An employee who has been assigned pursuant to this Section for two (2) terms shall not be eligible to apply for that same assignment for a third (3) consecutive term unless no other qualified employee applies.

Battalion Chiefs shall be limited to two (2) consecutive terms regardless of whether other qualified employees apply.

Deputy Fire Marshals:

~~-completing the minimum assignment term may continue in their DFM position with a maximum duration or fill any vacant civil service position for which they are eligible. The transfer of the employee shall occur within three (3) months of submitting written notification to the employer. Not more than one (1) transfer of a DFM shall be allowed in any six (6) month period.~~

Hazardous Materials, Rescue Technicians, and USAR team members shall not be limited to a maximum duration of their assignment term.

Employees in the above assignments may be reassigned at any time based on staffing needs and/or fiscal restraints.

Deputy Fire Marshals: The minimum commitment to the DFM assignment shall be five (5) years, except for an individual who is offered a promotion to a higher rank (Driver/Engineer, Lieutenant, Captain, Battalion Chief, Assistant Fire Marshal, or Fire Marshal) or elects to retire from department employment. There is not a time limit as to how long a DFM remains in that assignment. DFMs who have met their minimum commitment and desire to be reassigned to Firefighter or other eligible position shall submit a request in writing to their supervisor. The transfer of the employee shall occur within three (3) months of submitting their written notification. No more than one (1) transfer of a DFM shall be allowed in any six (6) month period.

Firefighter Paramedic: The minimum commitment to the Firefighter Paramedic assignment shall be five (5) years, except for an individual who is offered a promotion to a higher rank (Driver/Engineer, Lieutenant, Captain, Battalion Chief, Assistant Fire Marshal, or Fire Marshal) or elects to retire from department employment. There is not a time limit as to how long a Firefighter Paramedic remains in that assignment. Firefighter Paramedics who desire to be reassigned to ~~the~~ Firefighter or other eligible position shall provide notice to the Department by January 1 of the year prior to their desired year of reassignment. This notice is necessary to provide adequate time to select and train replacement Firefighter Paramedics. The reassignment will be effective no later than December 31 of the year following delivery of the notice. (Example: Notice is required by no later than January 1, 2020, for reassignment to occur no later than December 31, 2021. Notice given on January 2, 2020, could extend the reassignment by no later than December 31, 2022).

Training Medical Services Officer (Training MSO): The assignment to Training MSO will have a minimum term length of two years and no maximum term length. If no promoted MSOs apply for the assignment, it shall be offered to members on the Civil Service MSO eligibility list as a promotion, subject to ~~the a~~ rule of three interviews. Members will not be removed from the Civil Service list if they do not accept the Training MSO assignment when offered.

The Training MSO incumbent must complete the two-year minimum commitment before becoming eligible to fill a vacancy in the operational MSO rotation (inclusive of both the 24-hour shift and ~~Administrative-Admin~~ MSO assignments). Such vacancies shall continue to be subject to seniority in rank.

The Training MSO may request a voluntary demotion to ~~FFPM-Firefighter Paramedic~~ to return to shift work at any point during their tenure. The demotion request will be approved if a ~~FFPM-Firefighter Paramedic~~ vacancy exists, or the employer agrees to carry an additional FTE.

Training MSO has rights to 24-hour shift overtime for which they are qualified as referenced elsewhere in this CBA.

~~E. **Hazardous Materials Team/Right to Return.** When, due to a change of the employee's shift or duties, an employee is removed from a Hazardous Materials Team assignment with greater than one (1) year remaining of the term of the assignment, the employee shall have the option to return to the assignment if there is a vacancy and the employee's shift and duties allow the return.~~

~~F. _____~~

G.E. Termination of Assignment. The termination of any assignment made pursuant to this Article shall be for "just cause" and shall be subject to the grievance procedure; provided however, during the initial six (6) months of any assignment made pursuant to such subsections, the Chief may return the employee to his/her/their prior assignment if, after consultation with the employee, the Chief, in his/her/their sole discretion, determines in good faith that the employee is not suited to the assignment, which determination shall not be subject to appeal through Civil Service, the grievance procedure, or grievance arbitration.

H.F. Assignment Term Lengths. For the purposes of determining the length of an assignment that is listed in Subsection A, the following shall apply:

- Training Battalion Chief - two (2) years (January to December)
- Training Captain - two (2) years (January to December)
- Training Lieutenant – two (2) years (January to December)
- Logistics Officer (Captain) – three (3) years (January to December)
- Administrative Medical Services Officer – two (2) years (January to December)
- Training Medical Services Officer – two (2) years minimum with no maximum
- ~~Training Lieutenant – two (2) years (January to December)~~
- Training Paramedic – two (2) years (January to December)
- ~~Training Medical Services Officer – two (2) years minimum with no maximum~~
- Firefighter Paramedic – minimum of five (5) years with no maximum
- Deputy Fire Marshal – minimum of five (5) years with no maximum
- Hazardous Materials Team – minimum of five (5) years with no maximum
- ~~Rescue Technician - minimum of five (5) years with no maximum~~
- ~~_____~~
- Urban Search and Rescue – minimum of five (5) years with no maximum

The rotation of the Training Battalion Chief and the Training Captain will be staggered to avoid both assignments being rotated within the same year.

For the purpose of determining the end of an assignment term, the assignment periods for the Training Battalion Chief, Training Captain, ~~Administrative Medical Services Officer~~, Training Lieutenant, ~~Logistics Officer~~, Admin MSO, Training Paramedic, and Deputy Fire Marshal ~~and Logistics Officer~~ will be rounded to the nearest six (6) months. For example, an assignment of the Training Captain on June 30 will relate back to January of that year for the purpose of determining the end of the assignment term, and an assignment on July 1 will relate forward to January 1 of the following year for the same purpose.

I.G. Modification of Assignments. It shall be the intent of this Article to establish time duration requirements for the assignments noted in Subsection ~~FGH~~. However, both parties recognize that on occasion the need to temporarily modify an assignment may arise. In such case(s), both parties will mutually agree to the necessary length to which the modification shall be made. ~~The~~ Employer shall not unilaterally extend an appointment except due to extenuating circumstances. Based on operational needs, the employee serving in these assignments may be reassigned to twenty-four (24) hour shift work periodically during the assignment, or as necessary the assignment may be suspended at any time. Assignment time spent in suspension shall not affect the expiration date of the assignment term.

J.H. Urban Search and Rescue/Qualifications and Criteria. The necessary qualifications and criteria for assignment to and composition of the Urban Search and Rescue Team shall include the minimum qualifications established by the Urban Search and Rescue Regional Team. If there is more than one (1) applicant for the Urban Search and Rescue Team meeting the qualifications required by the Urban Search and Rescue Team, the assignment shall be based on Department Seniority.

K.I. Consecutive Assignments. No employee covered by this ~~collective bargaining~~ agreement shall be required to serve in day-shift assignments without the opportunity to serve at least three (3) years in between ~~on~~ a line assignment.

ARTICLE 13 DISCIPLINE

Section 13.1 – Employees Covered. All employees identified within "Article 1 - Recognition" of this contract shall receive the full benefit and protection of this Article. Probationary employees shall be subject to the limitations contained in Section 13.3 - Process and Procedures.

Section 13.2 – Scope of Discipline. Suspension and non-probationary discharge shall be for just cause.

Section 13.3 – Process and Procedures. Prior to the imposition of discipline other than oral warnings, an employee shall be provided a copy of the alleged violation charged and informed of their right to meet with the Chief or their designee (provided however, the designee shall be of a higher rank than the officer responsible for discharging the discipline) to discuss the alleged violation, to review documents upon which the Employer depends as proof of the alleged violation, and to have a representative of the Union present during the meeting. The employee shall request this meeting and/or the opportunity to review documents within forty-eight (48) hours of the notice.

A Captain or Battalion Chief acting in the classification of Deputy Chief may be involved in investigations related to discipline. The employee shall not participate in decisions related to discipline.

When an investigation occurs, the employee shall receive an update from the City every thirty (30) days on the status of the investigation, until the investigation is concluded. If the employee wants a status update during the thirty (30) days, the Union can request an update from the City at any time.

This shall not prevent the Employer from suspending the employee from all further duties pending the final decision as to the appropriate discipline or the overturning of said discipline by the appropriate authorities.

At the request of ~~an~~ the employee or the Employer, all discipline other than oral warnings shall be subject to the Disciplinary Review ~~board~~ Board procedure as established in the Rules and Regulations.

Documentation of oral warnings shall be maintained in the supervisor’s file and will include the date and subject matter (i.e., an explanation of the violations and a clear description of the corrective actions required on the part of the employee). Any documentation made by the supervisor shall be purged from all records after a period of one (1) year.

If termination is recommended for a probationary employee, the Employer shall notify the Union President and Vice President. The employee may request the Disciplinary Review Board review the evidence relating to their termination. The Disciplinary Review Board will make a recommendation to the Employer within two (2) weeks of the termination notice. ~~Prior to termination of a probationary employee the Employer shall allow the Disciplinary Review Board two (2) weeks to review the evidence relating to the proposed action as outlined in the Rules and Regulations.~~ The Employer shall have the right to suspend the employee, with pay, during the two (2) week period. ~~The Disciplinary Review Board may make a recommendation to the Employer within the two (2) week period regarding the probationary employee's status.~~ However, ~~T~~he Employer shall retain the final decision-making authority concerning the probationary employee's status, with no right by the employee or Union to appeal through the grievance procedure or Civil Service. The probationary employee may request, in writing, that the Disciplinary Review Board not conduct a review. Nothing in this Article waives any rights a probationary employee has under federal, state, or local anti-discriminations laws.

Section 13.4 – Copy of Charges. The employee shall be entitled, upon their request, a copy of the alleged violation or charges, if any, and a Union representative present at any meeting held with the employee to discuss potential disciplinary action.

Section 13.5 - Removal of Notice of Suspension. An employee may request that the Fire Chief remove a disciplinary suspension that has been in the employee’s file for at least seven years. Any such request must be in writing, must attach a copy of the notice of suspension, and must state the grounds upon which removal is requested. The Fire Chief has sole discretion as to whether the employee’s request shall be granted. If the Fire Chief denies the employee’s request, that decision is not subject to grievance, ~~e~~Civil ~~s~~Service appeal, ~~l~~awsuit, review by the Disciplinary Review Board, or any other process which otherwise might be available to either the employee or the Union. If the Fire Chief grants the employee’s request, the Fire Chief will notify the Human Resources Director that the disciplinary suspension should be removed from the employee’s personnel file.

ARTICLE 14 GRIEVANCE PROCEDURES

~~ARTICLE 15 Definition of Grievance. A “grievance” is defined as an alleged violation of the terms of this Agreement.~~

~~ARTICLE 16 Aggrieved Party. The Union has the right, as exclusive bargaining representative, to file grievances on behalf of the individually aggrieved employees as well as to itself file grievances as the aggrieved party when acting on behalf of the bargaining unit collectively. The Union, not an individual bargaining unit member, has exclusive authority to determine whether to file a grievance.~~

~~ARTICLE 17 Grievance Procedure. Grievances shall be handled in the following manner:~~

~~Step 1 — The aggrieved employee shall submit in writing to the Union President and/or Vice President all known relevant facts pertaining to the alleged grievance on the Grievance Form. The Union Grievance Committee, upon receiving a thorough and complete Grievance Form submitted by the employee to the Union President and/or Vice President, shall determine if a grievance exists within fourteen (14) calendar days. Based on the Grievance Committee ruling and the pertinent information surrounding the situation the Union Executive Board will decide whether to pursue further action. Within seven (7) calendar days of the Union Executive Board’s decision to submit a grievance, the Union shall submit the grievance on the Grievance Form with Step One completed and present it to the employee’s immediate supervisor. If any of these timelines mentioned above cannot be met, the Chief or his/her designee shall be notified.~~

~~Step 2 — Grievances must be presented by the Union to the affected employee’s immediate supervisor no more than thirty (30) calendar days after the date the affected employee becomes aware of the alleged violation. In no event shall a grievance be presented more than ninety (90) days after the occurrence of the alleged violation.~~

~~Within seven (7) calendar days of receipt of the grievance, the employee's immediate supervisor and the affected employee and the Union shall meet and discuss the grievance in an effort to resolve it. Within seven (7) calendar days following this meeting, the supervisor shall provide the Union with a written response to the grievance. If the employee's immediate supervisor is a company officer, the immediate supervisor must obtain approval from his/her Battalion Chief and the Deputy Chief prior to providing the Union with the written grievance response.~~

~~Step 3 — If the Union decides that the grievance was not satisfactorily resolved at Step 2, the Union may advance the grievance to the Fire Chief. To advance the grievance the Union must, within fourteen (14) calendar days after receiving the immediate supervisor's Step 2 grievance response, provide the Fire Chief with written notice it is advancing the grievance.~~

~~Within fourteen (14) calendar days after receiving the Union's Step 3 notice to the Chief, the Chief (or the Chief's designee) shall meet with the affected employee and 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 Chief (or the Chief's designee) shall provide the Union with a written response.~~

~~Step 4 — If the Union decides that the grievance was not satisfactorily resolved at Step 3, the Union may advance the grievance to the Mayor. To advance the grievance, the Union must, within fourteen (14) calendar days after receiving the Fire Chief's Step 3 grievance response, provide the Mayor with written notice it is advancing the grievance.~~

~~Within fourteen calendar days after receiving the Union's Step 4 notice to the Mayor, the Mayor (or the Mayor's designee) 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 Mayor (or the Mayor's designee) shall provide the Union with a written response.~~

~~Step 5 — (OPTIONAL): If the grievance is not settled satisfactorily, the Union and Employer may mutually agree within fourteen (14) calendar days to submit the grievance to mediation. The two (2) parties will then have another fourteen (14) days to agree upon a mediator drawn from a panel of neutrals formally trained in grievance mediation. The mediator will attempt to assure all necessary facts and considerations are revealed to him or her but will not have authority to compel resolution of the grievance. Further, the parties will not be limited solely to the facts and considerations they presented at earlier steps in 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 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 and nothing said or done by either party for the first time in mediation may be used against it in arbitration.~~

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

~~Step 6 — If the Union decides that the grievance was not satisfactorily resolved at Step 4 or optional Step 5, the Union may advance the grievance to arbitration. To do so, the Union must provide written notice to the Fire Chief of its intent to advance the grievance to arbitration. The written notice must be received by the Fire Chief within fourteen (14) calendar days of the Mayor's Step 4 written decision or, if mediation was pursued under Step 5, within fourteen (14) calendar days of the date the Step 5 mediation concludes.~~

~~Within ten (10) calendar days of the Union's written notice to the Fire Chief of its intent to advance the grievance to arbitration, a representative of the Union and of the Employer shall meet in an effort to jointly select an arbitrator. If unable to agree on an arbitrator, the parties shall request a list of seven (7) arbitrators from the Public Employment Relations Commission. Within ten (10) calendar days of receipt of the list of arbitrators, the representatives of the Union and of the Employer shall meet and alternatively strike names from the list of seven arbitrators until only one (1) remains.~~

~~The arbitrator shall submit, in writing, his or her decision within thirty (30) days following the close of the arbitration hearing or the submission of closing briefs by the parties, whichever is later, unless the parties agree to an extension. The arbitrator's decision rendered shall be final and binding on the parties.~~

~~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.~~

~~Extension of the above time limits or waiver of any step may be accomplished through mutual written consent of both parties.~~

~~A grievance means a claim or a dispute by an employee or the Union with respect to the application or violation of the provisions of this collective bargaining agreement CBA. The Union has the right, as exclusive bargaining representative, to file grievances on behalf of the individually aggrieved employees as well as to itself file grievances as the aggrieved party when acting on behalf of the bargaining unit collectively.~~

~~A grievance must be submitted within ninety (90) calendar days after the first occurrence of the event giving rise to the grievance or within ninety (90) calendar days after the employee or the Union has obtained knowledge of the first occurrence of the event giving rise to the grievance.~~

~~At any 'Step' in this procedure, if an amicable agreement can be reach by all parties, the grievance will be considered remedied – following the implementation of the agreement, and no further 'Steps' need to be addressed.~~

~~**Step 1 – Supervisor.** The Union or an employee shall present a grievance to the employee's immediate supervisor, who shall provide an answer at their earliest convenience, but no~~

later than twenty-one (21) calendar days, after it is presented. If the immediate supervisor is unavailable during the entirety of the twenty-one (21) day window, another supervisor of equal or great rank, with knowledge of the issue, may be utilized in place of the employee's immediate supervisor provided, however, that if a grievance is filed by an employee without assistance of the Union, the Union shall be given notice of the grievance and an opportunity to be present at the grievance meeting.

Step 2 – Fire Chief. If the grievance is not settled at Step 1, it shall be referred in writing to the Fire Chief, with a copy to Human Resources, within fourteen (14) calendar days, or the next business day should fourteen days after fall on a weekend or holiday, after the designated supervisor's answer in Step 1 and shall be signed by the employee and the Union representative. The written grievance shall set forth the nature of the grievance, the facts on which it is based, the provision or provisions of the CBA-collective bargaining agreement allegedly violated, and the relief requested. The Fire Chief, or their designee, shall discuss the grievance within fourteen (14) calendar days, or the next business day should fourteen days after fall on a weekend or holiday, with the Union representative at a time mutually agreeable to the parties. If the grievance is settled as a result of such meeting, the settlement shall be reduced to writing and signed by the Fire Chief and the Union. If no settlement is reached, the Fire Chief, or his/her their representative, shall give the Department's written answer to the Union within fourteen (14) calendar days, or the next business day should fourteen days after fall on a weekend or holiday, following their meeting.

Step 3 – Mayor. If the employee or the Union is not satisfied with the solution by the Fire Chief, the grievance, in writing, together with all other pertinent materials, may be presented to the Mayor by a Union representative within fourteen (14) calendar days, or the next business day should fourteen days after fall on a weekend or holiday, of the Fire Chief's decision in Step 2. The Mayor shall attempt to resolve the grievance within fourteen (14) calendar days, or the next business day should fourteen days after fall on a weekend or holiday, after the grievance has been presented.

Step 4 – Arbitration. If the grievance is not resolved by the Mayor to the satisfaction of the Union, the grievance may, within fourteen (14) calendar days, or the next business day should fourteen days after fall on a weekend or holiday, be referred to an arbiter by the Union, to be selected by mutual agreement between the Employer and Union.

If the parties agree to request a list of arbiters (minimum of 7, maximum of 11) from PERC, AAA or FMCS, a joint request will be submitted to the applicable agency. Upon receipt of the list of arbiters, the parties shall strike from the list alternately to determine who will be the arbitrator.

After flipping a coin to determine which party goes first, the representatives of the Employer and the Union shall alternately eliminate the name of one person on the list until only one name remains. The person whose name was not eliminated shall be the arbiter. It shall be the function of the arbiter to hold a hearing at which the parties may submit their cases concerning the grievance. The arbiter shall render a decision based on the interpretation and application of the provisions of this CBA-collective bargaining agreement within thirty (30) calendar days after such hearing. The decision shall be final and binding upon the parties to

the grievance provided the decision does not involve action by the Employer which is beyond the arbitrator’s jurisdiction. Each party hereto will pay the expenses of their own representatives and the expenses of the arbiter will be borne equally by the parties. In the event one of the parties involved is unavailable, the time period specified shall be extended accordingly. Neither the arbiter nor any other person or persons involved in the grievance procedure shall have the power to negotiate new agreements or to change any of the present provisions of this CBA collective bargaining agreement.

Not Subject to the Grievance Procedures. It is specifically understood that any matters not included in this CBA collective bargaining agreement, including statutory provisions, shall not be considered grievances and subject to the grievance procedure as set forth above.

ARTICLE 18-ARTICLE 15 RULES AND REGULATIONS

Section 18.1—Section 15.1 – General. The Union agrees that its members shall comply with all Rules and Regulations of the Redmond Fire Department, including those relating to conduct and work performance. The Employer agrees that improper application of the Rules and Regulations which affect working conditions and performance shall be subject to the grievance procedure. Prior to implementing new rules, or changes in rules, the Employer shall discuss the proposed changes with the Union.

Section 18.2—Section 15.2 – Modifications. Unless otherwise agreed, prior to modifying (a) Department Rules and Regulations or Standard Operating Guidelines (SOG's), (b) Civil Service Rules, or (c) the City of Redmond Personnel Manual, which modifications affect wages, hours, or working conditions of bargaining unit employees: (1) Employer shall notify the Union President ~~of the Union~~ in writing thirty (30) calendar days before any such modification; (2) Employer shall meet and confer upon written request of the Union, at a mutually convenient time, and within the thirty (30) calendar day notice period to discuss the proposed changes; (3) each party shall keep minutes of those meetings which shall be maintained as fire department records. The Union agrees to provide Employer with a current list of officers.

After the thirty (30) day notice period the modifications not in conflict with this collective bargaining Agreement may be implemented by Employer. If any modified Rules and Regulations and/or SOG's which affect wages, hours, or working conditions have not been through the above described process, the modifications shall be considered null and void, until the process contained herein is followed. Modifications to the requirements described above can be made through the mutual consent of both parties.

ARTICLE 19-ARTICLE 16 SALARIES

The salary schedule and pay plan of the employee classifications covered by this collective bargaining aAgreement is set out and attached as Appendix A, which shall form a part of, and be subject to, all the provisions of this collective bargaining aAgreement.

~~ARTICLE 20~~ ARTICLE 17 BASIC RATE OF PAY

~~Section 20.1~~ Section 17.1 – Calculation. The basic rate of pay shall be equal to the monthly salary plus other regular monthly compensation required to be included for the calculation of the overtime rate of pay by the Federal Fair Labor Standards Act, multiplied by twelve (12) to obtain the annual salary, then divided by (a) two thousand five hundred thirty eight (2,538) hours for the basic rate of pay applicable to shift personnel, and all other employees while working relief shifts; and (b) two thousand eighty hours (2080) for the basic rate of pay applicable to forty (40) hour personnel.

~~Section 20.2~~ Section 17.2 – Out of Class (Acting) Pay.

A. Initiation: Out of class pay shall be initiated as follows:

- a. Except for acting station Captains, employees assigned to a shift in a higher classification shall be compensated as provided in Subsection C below for time worked in that classification.
- b. For the purposes of an acting station Captain, the out of class pay will be initiated when the station Captain is on leave or assigned to another position for more than two (2) consecutive shifts. Out of class pay when acting as the station Captain(s), will then be retroactive to the first consecutive shift and will not exceed the number of shifts that the station Captain is absent.

~~— Employees assigned to a higher classification with a forty (40) hour workweek schedule in excess of forty (40) consecutive work hours shall be compensated as provided in Subsection C below. The out of classification pay shall be retroactive to the beginning of the forty (40) hour period.~~

c. Day Shift employees assigned to work into a higher classification in excess of forty (40) consecutive work hours shall be compensated out of classification pay, retroactive to the beginning of the forty (40) hour period.

e.d. Procedures for filling acting out of classification assignments shall be outlined in SOG Personnel - 004.

B. Use of Acting. In order to create capacity and reduce overtime, management has the authority to approve acting out of classification two ranks up. Acting out of classification is a way of saving on overtime costs. Acting out of classification will be used to save on overtime; however, acting out of classification which will cause overtime in a lower rank will not be approved. In such situations the need will be filled by calling back an employee of the rank needed at the overtime rate.

C. Rates for Out of Class Pay. The rates for out of class pay shall be:

Class Pay rates shall be set forth in Appendix A, Section A. ~~44~~10. Out of Class Pay shall be calculated using the hourly rate difference between the top step of the position the employee is in (regardless of the actual step that employee is in) to the bottom step of the position the employee is working out of class in. Out of Class Pay rates shall be updated on January 1st of each year when the new pay plan becomes effective.

Section 17.3 – Captain or Battalion Chief Acting as Deputy Chief. Except as otherwise identified below, represented members of the Union holding the position of Captain or Battalion Chief are allowed to act as Deputy Chief and retain their Union status under the following parameters:

Wages:

- Higher Classification: Upon acting to the classification of Deputy Chief an employee shall be compensated at five percent (5%) above their current salary as set forth in the applicable pay plan.
- Day Shift Incentive Pay: Employee acting in the classification of Deputy Chief shall receive day shift incentive pay as described in Appendix A.
- Longevity, Seniority, and Continuous Employment: Longevity, seniority, and continuous employment shall be maintained and shall continue to accrue as set forth in the ~~CBA~~ collective bargaining agreement while acting in the non-represented classification as if the employee was not acting in a non-represented classification. (See Appendix A)
- Exempt Status: The employee acting as Deputy Chief shall be in an exempt status and shall not be eligible for overtime. While in the exempt status, employee shall not be able to cover shifts as a Captain or Battalion Chief, and employee shall receive Professional Leave as set forth in the ~~CBA~~ collective bargaining agreement. (See Section 18.3)

Time Frame:

- Activation: This section will apply for any known vacancies of 4 weeks or more for the position of Deputy Chief unless mutually agreed to by Labor and Management.
- Duration: No employee shall be assigned to act as Deputy Chief for greater than 6 months without the advanced mutual agreement between City and Union.

Impacts:

- Negotiations: The employee acting as Deputy Chief will not be involved or participate in labor negotiations related to hours, wages, or working conditions while acting as Deputy Chief. (See Section 5.5)
- Discipline: The employee acting as Deputy Chief may be involved in investigations related to discipline. The employee shall not participate in decisions related to discipline. (See Section 13.3)
- Union Membership: The employee shall retain their Union membership and shall continue to pay Union dues.

- Acting Out of Class: The acting out of class provisions of the [CBA—collective bargaining agreement](#) shall not be followed when the employee is acting as Deputy Chief.
- Benefit Implications: The employee is encouraged to contact the HR Benefits Administrator to discuss any benefit implications prior to accepting the acting non-represented position.
- No Conversion of Benefits: The conversion of benefits from shift work to days (i.e., 40-hour workweek) set forth in the [CBA—collective bargaining agreement](#) shall not apply. (See Section 19.9)
- All Other Provisions Apply: Except where otherwise identified herein all other provisions of the [CBA—collective bargaining agreement](#) shall apply to the employee acting in the position of Deputy Chief as if the employee was still in their regular position.

Section 20.4—Section 17.4 – No Pyramiding. Notwithstanding any other provision of this [collective bargaining aAgreement](#), premium, working out of classification, and overtime pay shall not be duplicated or pyramided. Premium and overtime pay shall be based on the employee's base salary; provided however, an employee working out of class shall receive the out of class pay as provided in Section 17.2 in addition to any overtime pay the employee is entitled to receive pursuant to this [collective bargaining aAgreement](#).

ARTICLE 21—ARTICLE 18 OVERTIME, CALLBACK AND PROFESSIONAL LEAVE

Section 21.1—Section 18.1 – Overtime and Callback. Overtime and callback shall be governed by the most current revision of SOG, Procedures - 014 which, notwithstanding the provisions of Article 15, shall not be revised without the mutual written consent of the Union and Employer.

Section 21.2—Section 18.2 – Professional Leave. Except as otherwise specifically provided in SOG Procedures - 014, the Medical Services Administrator, Training Battalion Chief, and Fire Marshal are not entitled to [non-shift overtime specific to their assigned duties](#) pursuant to this [collective bargaining aAgreement](#), but, are afforded greater flexibility with regard to their workday. [The flexing of a schedule to work shift overtime or other duties as assigned and be paid time and a half their regular rate of pay for those hours, to lessen the burden on other employees will be considered.](#)

~~Further, i~~In recognition of the additional hours worked [due to their assigned duties](#) by such employees from time to time beyond their standard workweek, at the beginning of each calendar year ~~if such employeesthe~~ [Medical Services Administrator, Training Battalion Chief, and Fire Marshal](#) shall ~~automatically~~ be credited with forty-eight (48) hours of professional leave.

Professional leave is intended to be used for occasional paid days off without reducing an employee's accrued vacation. Use of professional leave must be approved by an [individual's employee's](#) supervisor. Any professional leave not used ~~during the course of~~during a calendar year shall be forfeited. Unused professional leave shall not be paid to an employee upon resignation or termination.

Section 18.3 – Captain or Battalion Chief Acting as Deputy Chief. Captains or Battalion Chiefs acting in the classification of Deputy Chief shall be in an exempt status and shall not be eligible for overtime. While in the exempt status, the employee shall not be able to cover shifts as a Captain or Battalion Chief, and the employee shall receive Professional Leave as set forth in the CBA.

[Section 18.4 – Holiday Overtime. Employees who are mandated or voluntarily work overtime on a holiday listed in Article 23.2 Holidays, shall be compensated at twice \(x2\) their base rate of pay.](#)

ARTICLE 22-ARTICLE 19 HOURS OF WORK

Section 19.1 -Workweek and Work Period.

- A. The workweek for employees assigned to a five (5) day workweek or any variation thereof shall be forty (40) hours.
- B. The work period for twenty-four (24) hour shift employees shall be a nineteen (19) day work period. In recognition of the overtime threshold established by the Fair Labor Standards Act, 29 U.S.C. 201 et seq. (hereinafter "FLSA"), hours worked on an employee's assigned shift that exceed one hundred and forty-four (144) in any 19 day work period will be deemed FLSA overtime hours and compensated at time and one half at the employee's basic rate of pay for overtime.

While assigned to 24-hour shift work, an employee's assigned workdays and days off duty will fall into groups of 19 consecutive days referred to as a work period. Work periods will continuously repeat. This group of repeating work periods will form a work cycle.

To keep work periods at the FLSA threshold of 144 hours, every employee working the three platoon 48/96 schedule will be assigned forty-eight (48) hours off duty every 114 days. This 48-hour block of time is referred to as a work cycle break (WCB) and occurs on the last day of one work period, and on the first day of the next work period.

Example of how the 48/96 schedule pattern flows through the 19-day cycle

DAY	DA Y	DA Y	DA Y	DA Y	DA Y	DA Y	DA Y	DA Y	DA Y	DA Y	DA Y	DA Y	DA Y	DA Y	DA Y	DA Y	DA Y	DAY	HR S
1	2	3	4	5	6	7	8	9	10	11	12	13	14	15	16	17	18	19	
24	24					24	24					24	24					WC B	144
WC B					24	24					24	24					24	24	144

			24	24					24	24					24	24			144
			24	24					24	24					24	24			144
		24	24						24	24					24	24			144
	24	24							24	24					24	24			144
WORK CYCLE BREAKS (WCB) REPEAT EVERY 114 DAYS																			
24	24							24	24						24	24			WCB

To distribute WCBs as evenly as possible on the master time off schedule, each employee will be assigned to one of nineteen work cycles (WC1 through WC19). Each of the nineteen work cycles will have starting days that stagger, one day apart. The staggered start days allow for each cycle’s required break time to also stagger. This creates a daily distribution of the required WCB time for each 24-hour shift.

When an employee changes work cycles after annual time off selection, another employee may have scheduled time off in a 48-hour block of time that is needed for the new cycle’s break. In this circumstance, to keep from exceeding the daily maximum allowed off-duty, the employer may need to schedule the break as two single 24-hour days. These 24-hour single days are still required to occur in the appropriate 19-day work period to keep hours at 144.

Like time off accommodations due to involuntary shift transfers may also be used to satisfy FLSA work period hour requirements. If the accommodations reduce work period hours to 144, then for the affected periods, the employer will designate the like time as the required work cycle break. In this case the employee may be scheduled to work on the regular work cycle break assigned to the work cycle.

During times when December 23 and 24 are scheduled as singles, if an employee’s work period hours will exceed 144, they will need to utilize Section 19.6 to work on their assigned shift. Employees utilizing Section 19.6 for this purpose will remain on the 48/96 schedule and record their time accurately to avoid exceeding 144 hours in their work period.

The Battalion Chief’s office will maintain all work cycle records such as a master roster of assignments, transfer records, like time accommodations, and a master file of all work cycles, and their associated work cycle breaks, all of which may be electronic records.

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 workday 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 full shift, or to use one hour of paid time off (e.g. vacation, but not sick), at the employee’s discretion. Seven (7) days advance notice must be provided to the employee’s supervisor if the employee is going to elect to work the hour in lieu of using paid time off.

Section 19.2 - Annual Hour Reduction (AHR) Time. AHR time reduces the annual hours of work and establishes an average workweek of 48.64 hours. AHR time is required to be taken off when assigned to 24-hour shift work and consists of Work Cycle Break days and Kelly days. Employees scheduled to work the full calendar year will take a total of 16 AHR days off for the year. Interruptions to the 24-hour work schedule that assign the employee to a 40-hour work week will reduce the annual AHR time amount, see Section 19.9.

- A. Annually in November, each employee will be issued their assigned work cycle. This notification will confirm the employee's assigned FLSA work cycle number, the associated work cycle breaks, and the amount of Kelly days available for annual time off scheduling.
- B. The portion of AHR time designated as Work Cycle Break days shall be pre-determined by the employee's assigned work cycle. After annual time off selection is complete any exchanging of Work Cycle Break days between employees shall be considered as substitutions under Section 19.6.
- C. The portion of AHR time designated as Kelly days depends upon on the amount of Work Cycle Break days an employee has assigned for the calendar year, and will be determined by the following formula:

$$16 \text{ minus WCB days} = \text{Kelly days available for the calendar year}$$

- D. All scheduling of Kelly days shall be subject to Section 23.3, with the exception of "G" below.
- E. Kelly days shall be taken off in increments of twenty-four (24) hours. In the event an employee finds they have an amount of Kelly time under twenty-four (24) hours, the partial day may be combined with vacation or holiday leave to create a twenty-four (24) hour period.
- F. To provide for predictability and minimize the administrative impact associated with changing an employee's assigned work cycle, once the work cycle number is assigned to the employee, the employee will stay assigned to the same work cycle. If the employer determines an employee needs to change to a new work cycle, the employee will be notified of the following:

The reason for the change to a new work cycle, their last workday on the old shift and their first workday on the new shift

The last date they will be assigned to the old work cycle, this may or may not be a workday

The first date they will be assigned to the new work cycle, this may or may not be a workday

Their scheduled work period hours on the old cycle for the last 19-day work period, this needs to be 144 hours or less to avoid overtime

Their scheduled work period hours on the new cycle for the first 19-day work period, this needs to be 144 hours or less to avoid overtime

When an employee's work cycle needs to change, they will be transferred into an "unassigned" work cycle. Once an employee vacates their previously assigned work cycle it shall become an unassigned cycle. The employer will designate unassigned work cycles each year at the time of work cycle notification.

- G. When a 24-hour shift employee does not work a full calendar year on shift work they will have their AHR time reduced to reflect the number of days not assigned to 24-hour shift work. The calculation per day and reconciliation methods can be found in Section 19.9. In the event that a work cycle break is required but the employee does not have an adequate amount of AHR time the employee will have the time debited from their vacation or holiday banks.
- H. The parties acknowledge that where an employee has taken sick or other leave during a work period the reduction of work period hours could affect overtime eligibility under the FLSA. In consideration of the agreement of the Union and each and every member thereof to accept AHR time in lieu of compensatory time off in accordance with past practice, the Employer agrees to a continuance of overtime eligibility on the basis of scheduled hours of work rather than hours of actual work.
- I. Personnel assigned alternative work pursuant to Section 19.4 shall have their AHR time evaluated per Section 19.9 and adjusted accordingly.
- J. Upon separation from employment, the 24-hour shift employee's partial year will be evaluated per Section 19.9. If the employee is found to have used excess AHR time during the partial year, the employer shall deduct from the final pay the amount equal to any excess AHR time. If the employee has used less AHR time than the amount needed to fulfill the 48.64 workweek, the employee shall be compensated for the extra time worked at a rate equal to the regular rate of pay prior to separation, or when possible, the employer may require the employee to take the additional time off prior to separation.
- K. The parties acknowledge that work cycle breaks are required to eliminate the risk of incurring FLSA overtime related to the employee's assigned shift and scheduled hours in each work period. Work cycle breaks keep work period hours at 144 and establish the FLSA 53-hour average work week.
- L. It is the intent of this Article to provide for a reduction in the workweek to 48.64, irrespective of any legislative action which may modify or eliminate the current FLSA

Section 19.3 - Hours of Work. With the exception of twenty-four (24) hour Battalion Chiefs and Medical Service Officers for whom the shift change shall be seven a.m. (0700 hours), the shift change for all other twenty-four (24) hour employees shall be eight a.m. (0800 hours). ~~E~~Employees assigned to ~~the a~~ forty (40) hour workweeks, shall follow one of the following standard schedules:

5/8 Schedule:= -Eight hours five days per week;

4/10 Schedule:= -Ten hours four days per week; or

9/80 Schedule:= Nine hours for four days and one eight-hour day in one week, plus nine hours for four days in a second week.

Alternative work schedules, deviating from the above may be allowed as approved by their supervisor. normally work Monday through Friday, eight a.m. (0800 hours) to five p.m. (1700 hours), with one (1) hour off for lunch. Adjustments to the forty (40) hour workweek schedule may be made when an employee's regular duties or special assignments necessitate it and as approved by their supervisor. When an employee's regular duties or special assignment require or so long as otherwise mutually agreed between Employer and employee, and subject to the exceptions noted in Section 19.1.C., the forty (40) hour workweek schedule may be adjusted.

Section 19.4 - Alternative Work. When an employee is unable to perform their regular duties due to injury or illness and appropriate alternative work is available, the employee may be so assigned, provided however, incentive pay as provided in Appendix A, Section A.2.3 shall not apply to such employees.

Section 19.5 - Recruit or Special Training. Employees assigned to a forty (40) hour workweek for recruit or special training programs and who are required to attend training sessions in excess of forty (40) hours per week shall be compensated at the overtime rate for such excess hours.

Section 19.6 - Shifts Trades.

A. Employees assigned to twenty-four (24) hour shifts shall have the privilege of shift trades under the circumstances set forth below. Shift trades shall be considered as substitutions under the FLSA 29 U.S.C. 207(p), and the Employer shall have no obligation to keep records of such trade or to revise hours of work to reflect the substitution. All shift trades shall be cost-neutral to the employer at the time the shift trade is made and shall not result in overtime liability based on the roster at the time a trade is made or require additional compensation by the Employer. Shift trade requests made less than 30 days in advance of the trade, shall require the employee's supervisor's approval, the supervisor shall have five (5) day to review and respond to the employee's request.

B. Each year, within 30 days of the vacation pick, the Employer shall release a roster for the entire year. This roster shall assign employees as available for operational needs of the Department, including a sufficient number of company officers, inclusive of acting company officers. Once the roster is set, shift trading may occur. Shift trades may only be with other

rostered employees with the same qualifications/capabilities for the given date of the trade, (i.e. position for position).

- a. Examples: On July 4th, a rostered company officer may only trade with an employee who is a company officer or qualified to act as a company officer.
- b. On August 28th, a firefighter rostered on L116, must trade with another employee who can meet the same capabilities (truck and seat qualified) or ensure another already rostered employee can fill that seat.
- c. On December 25th, a firefighter rostered as an aDE, must trade with another firefighter with aDE capabilities or a promoted DE.

C. Shift trade requests will be forwarded via email to the employee's supervisor to verify equal qualifications/-capabilities requirements are being met based on the current assignment on the roster. Once approved by the employee's supervisor, the email chain will be forwarded to the shift Battalion Chief or Medical Services Officer and the shift schedulers.

D. Once a shift trade is approved, trades may not be canceled by the employer due to changes in roster assignments.

Acting Assignments

A.E. An employee who voluntarily trades into a shift where they are acting out of class shall not receive acting pay. Acting pay on a shift trade will only be paid if the employee is moved into an acting capacity by the employer after the trade has been executed (e.g. a rostered driver/-engineer trades with a driver/-engineer who is later moved to a company officer position as an actor).

Limitations

- a. ~~a.a.~~ Employees shall be limited to sixteen (16) 24-hour shift trades per calendar year.
- b. ~~b.~~ Each trade must be repaid within three hundred and sixty-five (365) calendar days of each other.
- c. Non-payback trades may be entered, as long as both employees agree.
- d. ~~d.~~
- e. ~~e.~~ Shift trades involving scheduled overtime assignments ("overtime trades") are not permitted.
- e. ~~e.~~ Probationary employees shall not use shift trades to extend any combination of leave beyond three (3) sets. Other employees may not exceed eight (8) sets. Exceptions may be granted for verified extended illness or injury, or with the approval of the Fire Chief or designee.
- f. Exchanging of scheduled time off (Kelly for Vacation, Holiday for Holiday, Work Cycle Break Trades, etc.) is allowed between personnel on the same shift, without equal qualifications/capabilities, so long as minimum qualification standards (Company Officers and/or Specialty Team) are still met. The mutual exchange of scheduled days off between

employees shall not count against the shift trade limits set forth in subsection (a) above.

~~Shift trades made more than 30 days in advance require notification to the employee's supervisor and the shift schedulers. Following a disciplinary ruling, the Fire Chief or designee may suspend an employee's ability to make new trade requests for a determined amount of time. Previously agreed upon shift trades will still be honored.~~

~~Shift trades shall not be used to extend any combination of vacation, holiday leave, or other leaves beyond three (3) sets for probationary employees, or eight (8) sets for other employees. Exceptions can be made to the above ~~time~~ limitations in the event the trades are made due to extended illnesses or injuries to the employee or family members, or with the approval of the Fire Chief or their designee.~~

Employee Responsibility and Accountability

~~a. a.~~ Each employee is responsible for fulfilling any shift accepted through a trade.

~~b.~~

Employees shall not enter into trades they know or reasonably should know they cannot repay, such as when a future conflict (e.g., prescheduled surgery) is known.

~~c.~~

An employee who calls out sick on three (3) separate occurrences within a rolling twelve (12) month period while scheduled to work a shift trade shall have their shift trade privileges suspended for six (6) months from the date of the third occurrence. Previously approved shift trades beyond thirty (30) calendar days from the suspension date may be cancelled at the discretion of the Fire Chief or their designee.

~~d.~~

Repeated failure to fulfill trades or patterns of misuse may result in loss of shift trade privileges, subject to just cause.

~~It shall not be the intent of this Section to permit personnel to trade shifts for dates which, at the time the trade would be made, the employee already knows or should know that they cannot pay back the trade (i.e. prescheduled surgery). It is the responsibility of each employee who enters into a shift trade to work their agreed shift. If an employee is unable to work the agreed shift trade, and knows more than thirty (30) days in advance, then it is the responsibility of the person originally working that date to find new coverage. If an employee is unable to work the agreed shift trade and the shift trade is thirty (30) days or less in the future, it will be the responsibility of the person who is unable to work the trade to find coverage on behalf of the originally scheduled person.~~

Disciplinary Impact

Following a disciplinary ruling, the Fire Chief or designee may suspend an employee's ability to make new trade requests for a determined amount of time. Previously agreed upon shift trades will still be honored.

Section 19.7 - Work Day. Schools, drills, inspections, and all other routine work may be performed beginning at eight a.m. (8:00); ending no later than eight p.m. (8:00). The hours between 8:00 p.m. and 8:00 a.m. shall be considered standby time for the purpose of emergency response. One night drill per quarter and necessary maintenance to apparatus and equipment so it is in a readiness state may be performed outside the routine work schedule. Night drills shall be concluded by no later than ten p.m. (10:00) or two (2) hours after nightfall, whichever is later.

Section 19.8 - Late for Work. This Section governs the process for ~~individuals~~ employees to cover assigned positions at the beginning of shifts due to unforeseeable delays in reporting for work. The following procedures will be used for the situation as stated above:

- (1) Unforeseeable situation occurs which will cause employee to be late in reporting to work at assigned time
- (2) Employee reports situation to supervisor, unless employee has no possible access to a telephone
- (3) The employee will attempt to arrange for emergency standby coverage necessary to fill the vacancy with a qualified person
- (4) If the employee is unable to arrange an appropriate standby, the employee may be subject to disciplinary action based on the specific circumstances present

Section 19.9 - Conversion of Benefits. With the exception of employees acting as Deputy Chief, the following conversion of benefits shall be used when an employee goes from a forty-eight and 6/10 (48.6) hour week ("24-Hour Shift") to a forty (40) hour week ("40-Hour Week") or from a 40-Hour Week to a 24-Hour Shift. For Captains or Battalion Chiefs acting in the classification of Deputy Chief, the conversion of benefits from shift work to days (i.e., 40-hour workweek) set forth in this section does not apply.

A. **24-Hour Shift Employee Going to 40-Hour Week.** The following conversions and standards shall apply when a 24-Hour Shift Employee goes to a 40-Hour Week position and remains in that position:

- (1) **Overtime.** When a 40-Hour Week employee works overtime on the line, the basic rate of pay shall be calculated as provided in Section 17.1, clause (a) for shift personnel.
- (2) **Holiday.** At the time of confirmation of the assignment to the 40-Hour Week position (which may have a future effective date), the employee shall have the opportunity to select one (1) of the following three (3) Holiday Leave options:

- (a) Accrued holiday time shall be paid at the basic rate of pay for the 24-Hour Shift position that the employee is leaving. Each individual employee leaving a 24-Hour Shift position for a 40-Hour Week position will have the option of either cashing out all accrued holiday time, or all but ninety-six (96) hours. If the employee elects to retain the ninety-six (96) hours, the time shall be held in reserve until the individual employee returns to 24-Hour Shift work. Once the employee returns to the 24-Hour Shift, holiday time will be accrued on top of the ninety-six (96) hours;
 - (b) Accrued holiday leave time shall be frozen at the time of leaving a 24-Hour Shift position for a 40-Hour Week position. The time shall be held in reserve until the employee returns to 24-Hour Shift work; or
 - (c) Accrued holiday leave time shall be converted from the 24-Hour Shift accrual rate to the 40-Hour Week accrual rate. Divide the total holiday leave hours accrued and not used by the employee by forty-eight and six tenths (48.6) hours, and then multiplying by forty (40) hours, which then equals the new holiday leave accrued for 40-Hour Week use. The employee will be allowed to use the accrued holiday leave time upon supervisor approval.
- (3) Sick Leave.
- (a) LEOFF II – Divide the total sick leave hours accrued and not used by the employee by forty-eight and 6/10 (48.6) hours, and then multiply by forty (40) hours, which then equals the new sick leave accrued. If the converted accrued balance is in excess of nine hundred sixty (960) hours, the excess amount of converted sick leave over nine hundred sixty (960) hours shall be recorded as sick leave available to be taken as “Excess Converted Sick Leave”, which shall be used only if all other sick leave is used first. An employee shall not have the right to re-accrue any Excess Converted Sick Leave used. Except as provided in this paragraph, the sick leave accrual and usage of shift employees converting to 40-Hour Week shall be the same as continuing 40-Hour Week employees.
- (4) AHR Time. Prior to transfer from the 24-Hour Shift, the Employee’s AHR time used to date will be totaled and then adjusted if necessary. To determine if an adjustment is needed the following formula will be applied: (i) divide three hundred eighty four (384) hours by three hundred sixty five (365) days, which equals one and 52/1000 (1.052) hours of AHR earned per calendar day, (ii) multiply one and 52/1000 (1.052) by the number of calendar days completed in the current calendar year as of the time of transfer, and (iii) from that number, subtract the number of AHR hours used since January 1 of the current calendar. The resulting number is the available AHR hours.

In the event that an employee has an AHR deficit, accrued holiday or vacation time will be used to eliminate the deficit.

It will be the intent of the department to have the employee utilize available AHR prior to the transfer.

- (5) Vacation. Vacation hours shall be converted by dividing the employee's accrued vacation hours by forty-eight and 6/10 (48.6), then multiplying by forty (40) hours. The resulting number will be the employee's new vacation hours as a 40-Hour Week employee.

B. 40-Hour Week Employee to 24-Hour Shift. The following conversions and standards shall apply when a 40-Hour Week employee goes to a 24-Hour Shift position and remains in that position:

- (1) Holiday. When a 40-Hour Week employee returns to a 24-Hour Shift, the employee will commence accruing holiday leave as provided in the [collective bargaining agreement](#). In the event that ninety-six (96) hours of holiday leave was banked at the beginning of a 40-Hour Week assignment, ninety-six (96) hours of holiday leave will be credited to the employee upon return to a 24-Hour Shift.

Accrued holiday leave time converted to the 40-Hour Week accrual pursuant to Section 19.9 A.2.c. shall be converted from the 40-Hour Week accrued time to the 24-Hour Shift accrual rate by dividing the total holiday leave hours accrued and not used by the employee by forty (40), and then multiplying by forty-eight and six tenths (48.6) hours, which then equals the new holiday leave accrued for 24-Hour Shift use. The employee will be allowed to use the accrued holiday leave time upon supervisor approval.

- (2) Sick Leave.

- (a) LEOFF II – For LEOFF II employees, sick leave shall be converted by the following formula: Divide the employee's total accrued hours by forty (40) and then multiply by forty-eight and 6/10 (48.6) hours, which is the new sick leave accrual balance. If an [individual employee](#) transferring from a 40-Hour Week position has the maximum accrual of nine-hundred sixty (960) hours, they will receive the 24-Hour Shift accrual maximum. If an [individual employee](#) transferring from a 40-Hour Week has less than the maximum accrual of nine hundred sixty (960) hours, any unused Excess Converted Sick Leave for that employee shall be added to new sick leave accrual balance after conversion, up to the 24-Hour Shift accrual maximum.

- (3) AHR time. AHR time will be required per Section 19.2. By identifying the number of calendar days the Employee will be assigned to 24 hour shift work,

the amount of AHR time available can be calculated by using the method found in Section 19.9.

- (4) Vacation. Vacation hours shall be converted by dividing the total accrued vacation hours by forty (40) and then multiplying by forty-eight (48.6) hours. The resulting number will equal the new vacation balance.

C. Temporary Assignments (40-Hour Week) Not Exceeding Four (4) Months.

- (1) Overtime. Overtime calculation shall be determined by the type of workweek assigned.
- (2) Holiday. An ~~individual employee~~ on a 24-Hour Shift who is temporarily assigned to a 40-Hour Week may continue to accrue holidays as provided for shift employees in the collective bargaining aAgreement. Holidays occurring during the 40-Hour Week assignment shall be worked.
- (3) Sick Leave. Sick leave shall be converted per the previous description in Section 19.9 A.3.(b) above.
- (4) AHR time. AHR time shall not accrue during time of assignment. Refer to Section 19.9 A4.
- (5) Vacation. Vacation shall be converted as provided in Section 19.9 A.5. above.

~~ARTICLE 23~~ ARTICLE 20 MILITARY LEAVE

Military leave shall be granted pursuant to RCW 38.40.060 and RCW 73.16.031 - .061, including any RCW amendments thereto which have been adopted, or are hereafter adopted.

~~ARTICLE 24~~ ARTICLE 21 JURY DUTY LEAVE

All employees shall be allowed necessary leave to serve as a member of a jury. During such leave, employees will be paid for their regular base rate of pay less any compensation received for performance of jury duty. To obtain leave and pay differential, the employee must complete any required leave forms and submit evidence of the amount of jury duty compensation.

~~ARTICLE 25~~ ARTICLE 22 SICK LEAVE

Section 25.1—Section 22.1 – LEOFF II. All LEOFF II employees shall, on the date of their employment be credited with sick leave in the following amounts: twenty-four (24) hour shift employees (including any new hires/laterals hired into twenty-four hour shift positions but who are initially assigned to a forty (40) hour work week training such as, for example, attendance at the Academy) = seventy-two (72) hours; forty (40) hour week employees = twenty-four (24) hours. Sick leave credited to an employee may be used

during probation, provided that in the event an employee terminates, voluntarily or involuntarily, before completion of probation, the value of any sick leave used by the employee up to a maximum seventy-two (72) hours, shall be deducted from the final paycheck. Thereafter sick leave shall accrue at the following rate: twenty-four (24) hour shift employees = twenty-four (24) hours per month; forty (40) hour week employees = eight (8) hours per month.

Sick leave shall be used concurrently on an hour-for-hour basis with any disability or medical leave taken.

The maximum sick leave accumulation shall be one thousand three hundred forty-eight (1348) hours for twenty-four (24) hour shift employees and nine hundred sixty (960) hours for forty (40) hour week employees. Sick leave shall be deducted, as used on hour for-hour basis.

Section 25.2—Section 22.2 – Payment Upon Death or Retirement. Upon separation of service due to death or retirement, all LEOFF II employees shall be compensated for twenty-five percent (25%) of their unused accrued sick leave, excluding Excess Converted Sick Leave (see Section 19.9 a.3.), up to a maximum of two hundred fifty-two (252) hours of compensation. For forty (40) hour per week personnel, the sick leave bonus will be calculated as provided in the City of Redmond Personnel Manual.

One hundred percent (100%) of this amount shall be contributed to the employee’s WSCFF Employee Benefit Trust Medical Expense Reimbursement Plan (MERP) or Health Reimbursement Arrangement Voluntary Employees’ Benefit Association (HRA VEBA) account. The employee shall make their selection between MERP or HRA VEBA by following the required process within the required time period. If an employee fails to complete the required process within the required time period or upon separation of service due to death, HRA VEBA will be the default.

The City makes no representations regarding the validity or legality of the MERP or HRA VEBA. The Union and its membership waive any and all claims against the City for mishandling of funds by MERP or HRA VEBA as well as any other claim that may arise due to the City’s cooperation in the MERP or HRA VEBA program. The City takes no responsibility for establishing, implementing, overseeing, managing, or any other activity connected to MERP or HRA VEBA.

The City makes no representations regarding the tax consequences to any employee/union member of [his/her/their](#) MERP or HRA VEBA contributions. The Union and its membership waive any and all claims against the City arising out of adverse tax consequences due to an employee’s MERP or HRA VEBA contributions.

Section 25.3—Section 22.3 – Use of Sick Leave. Sick leave shall be granted for bona fide personal injury or illness, forced quarantine of an employee, and to care for the employee’s spouse or a family member in the employee’s immediate household with a health condition that requires treatment or supervision. Sick leave may be granted for medical and dental appointments subject to the Employer's approval. An employee shall provide a doctor's certificate explaining the reason for the employee's absence as

provided in SOG Personnel-017. Employees shall notify the Employer as soon as possible of their inability to report for scheduled duty and, except in emergencies, no later than one (1) hour before the shift commences. The use of sick leave for dependent illness shall be governed by RCW 49.12.270.

A LEOFF II employee shall have the option of using previously scheduled vacation or holiday time off while on sick leave or disability if the continuous duration of such sick leave or disability is anticipated to be more than three (3) shifts. The option shall be exercised by the employee on a one-time basis for, and prior to, all, but not less than all, ~~his/her~~their scheduled leave during such sick leave or disability. If an employee elects to take previously scheduled vacation or holiday time off, that employee shall remain on the time off schedule, and the scheduled vacation or holiday leave will not be made available to others. An employee's scheduled Annual Hour Reduction (AHR) time off may not be cancelled by the employee, and such AHR time shall remain on the time off schedule during any sick leave or disability, and not be made available to other employees. An employee on sick or disability leave during the annual AHR time off selection process will participate in the selection process in the same manner as if ~~he/she~~the employee were not on leave.

Section 25.4—Section 22.4 – LEOFF II on the Job Injury. In the event a LEOFF II employee is injured while performing official duties, the employee may draw from their accrued sick leave, the amount necessary to make up the difference between Washington State Industrial Insurance and their regular rate of pay. In such event, the employee shall receive their regular pay from the Employer and endorse all Industrial Insurance checks over to the Employer.

Section 25.5—Section 22.5 – Sick Leave Bonus. As a bonus for consistent attendance, bargaining unit members shall receive a cash bonus equal to twenty-five percent (25%) of unused sick leave accrued during the preceding twelve (12) months in the manner provided in the City of Redmond Personnel Manual.

For forty (40) hour per weekday personnel, the sick leave bonus will be calculated as provided in the City of Redmond Personnel Manual.

For twenty-four (24) hour shift personnel, the sick leave bonus will be calculated as follows: First, convert sick leave hours earned (Dec. 1 of prior year to Nov. 30 of current year) to a forty (40) hour per week equivalent by multiplying by ninety-six (96) and dividing by two hundred eighty-eight (288). Second, convert sick leave hours used to a forty (40) hour per week equivalent in the same manner. Third, subtract the "equivalent sick leave hours used" from the "equivalent sick leave hours earned." Fourth, multiply the result by twenty-five percent (25%). Fifth, multiply that result by the employee's basic rate of pay as specified in Section 17.1 of this collective bargaining aAgreement, using two thousand eighty (2080) hours as the standard work year. The formula is as follows:

$((\text{Sick Leave Earned} \times 96 \div 288) - (\text{Sick Leave Used} \times 96 \div 288^*)) \times 25\% \times \text{Basic Hourly Rate of Pay} = \text{Sick Leave Bonus Amount}$

EXAMPLE: Driver/Engineer Jones earned two hundred eighty-eight (288) hours of sick leave. ~~D/O~~Driver/Engineer Jones missed two (2) shifts totaling forty-eight (48) hours during the year due to illness. ~~D/O~~Driver/Engineer Jones sick leave bonus would be calculated as follows:

- STEP 1 288 hours x 96 ÷ 288 = 96 hours
- STEP 2 48 hours x 96 ÷ 288 = 16 hours
- STEP 3 96 hours - 16 hours = 80 hours
- STEP 4 80 hours x 25% = 20 hours
- STEP 5 20 hours x \$20.00/hr. = \$400.00 sick leave bonus

Section 25.6—Section 22.6 – Shared Leave Program.

A. Purpose. This Shared Leave Program enables regular employees to donate sick leave, vacation, ~~and floating~~ holiday leave, professional leave and compensatory time, to eligible employees, who are faced with taking leave without pay or termination due to extraordinary or severe physical or mental illness. 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 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.

B. Definitions. The following definitions shall apply to this provision.

- (1) “Employee's relative”: Shall mean the employee's spouse, Domestic Partner, child, stepchild, child of Domestic Partner, grandchild, grandparent, stepparent, or parent.
- (2) “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.
- (3) “Severe or extraordinary”: Shall mean serious, extreme, or life threatening conditions.

C. Donation Restrictions. The following restrictions shall apply to all shared leave transactions:

- (1) Employees may donate any amount of authorized vacation leave provided the donation does not cause the employee's vacation leave or sick leave balance to fall below forty (40) hours.
- (2) The Employer 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.

D. Eligibility. Employees may be eligible to receive shared leave under the following conditions:

- (1) When the Employer determines the employee meets the criteria described in this section.
- (2) 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 must return any overpayment to the City.
- (3) The employee has complied with department policies regarding the use of sick leave.
- (4) The Employer 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.

E. Recipient Responsibilities.

- (1) Donated leave shall be used only by the recipient for the purposes specified in this policy.
- (2) All other forms of available paid leave shall be used prior to applying to the Shared Leaved Program, provided that the employee may reserve up to forty (40) hours of sick leave.

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

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

- Returned at its original donor value; and
- Reinstated to each contributor's leave balance.

G. Calculation of Shared Leave. The receiving employee shall be paid at his or her regular rate of pay. The calculation of the regular rate of pay for both the receiving employee and the donating employee shall be on a per hour basis, to account for the difference between forty (40) hour and shift employees, and shall include all regular compensation received by; the employee, including without limitation, salary, longevity pay, HAZMAT incentive pay, day shift incentive pay, and other similar compensation. Therefore, depending on the value of the shared leave of the donating employee, one (1) hour of shared leave may cover more or less than one (1) hour of the recipient's compensation. The dollar value of the shared 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.

H. 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 26~~ ARTICLE 23 **VACATION AND HOLIDAYS**

~~Section 26.1~~ Section 23.1 – **Vacation.** Each employee shall be granted vacation in accordance with the following schedule.

Department Seniority	Annual Accrual Rate	
	Shift Personnel (Shifts)	Forty Hour Personnel (Hours)
(1-2 Years) 0 Months – 24 Months	4	80 <u>96</u>
(2-3 Years) 25 Months – 36 Months	5	88 <u>104</u>
(3-4 Years) 37 Months – 48 Months	6	104 <u>112</u>
(4-6 Years) 49 Months – 72 Months	6	120
(6-8 Years) 73 Months – 96 Months	7	128
(8-10 Years) 97 Months – 120 Months	8	136
(10-14 Years) 121 Months – 168 Months	9	152
(14-17 Years) 169 Months – 204 Months	10	168
(17-19 Years) 205 Months – 228 Months	11	176
(19 Years or More) 229 Months and Above	12	184

Vacation shall be accrued each month on a pro rata basis. Shift personnel are those who normally work a twenty-four (24) hour shift schedule, and forty (40) hour employees are those who are scheduled to work forty (40) hours per week.

~~Section 26.2~~ Section 23.2 – **Holidays.** The following holidays shall be granted with pay to all members of the Bargaining Unit:

- | | |
|------------------|------------------------|
| New Year's Day | Veteran's Day |
| M.L. King Day | Thanksgiving Day |
| President's Day | Day after Thanksgiving |
| Memorial Day | Christmas Eve Day |
| Juneteenth | Christmas Day |
| Independence Day | One Floating Day |
| Labor Day | |

A. For forty (40) hour employees, the above specified holidays will be observed on the days as established by the State of Washington as legal holidays. In the event a holiday falls on Saturday or Sunday, the Observed day shall be the day designated by the

official City schedule. ~~Employees whose normal day off is Monday or Friday will bank 8 hours of holiday time when the designated Holiday falls on their day off. If a holiday falls on an employee's regularly scheduled day off, the employee has the option to flex another day off during the same work week with supervisor approval, or a receive a compensating day off with pay of eight (8) hours, which shall be added to the employee's earned Holiday Banked vacation bank.~~

B. Twenty-four (24) hour shift employees shall be given six (6) shifts off in lieu of the above recognized thirteen (13) holidays. They shall be scheduled in accordance with the rules established for the scheduling of vacation and holidays. Each twenty-four (24) hour shift employee shall have credited to their holiday leave, twelve (12) hours each full calendar month of employment, or in the case of less than a full month worked as a twenty-four (24) hour shift employee, then the employee shall have credited whatever portion of the twelve (12) hours is proportionate to the amount of the month worked. Any credited holiday leave time over ninety-six (96) hours on December 1st of each year shall be paid to the employee at the basic rate of pay in effect as of November 30 of that year.

C. Holiday routine shall be governed by SOG, Procedures - 037 which, notwithstanding the provisions of Article 15, shall not be revised without the mutual written consent of the Union and Employer.

Section 26.3 – Section 23.3 – Scheduling of Vacation, Holidays and AHR.

A. Kelly ~~D~~ays, ~~V~~acation, and ~~H~~olidays shall be scheduled on a Department Seniority basis.

B. AHR Breaks are comprised of Work Cycle Breaks and Kelly Days. Work Cycle Breaks are prescheduled based upon the employee's work cycle. Kelly Days shall be chosen in a pick which shall be held once a year in the fourth (4th) quarter. This pick shall be held in advance of Vacation and Holiday picks.

SUPPRESSION

The Employer guarantees there will be adequate slots available each calendar year to permit usage of all leave accrued that year. The scheduling of Kelly days, vacation, and holidays for twenty four (24) hour shift employees, other than Fire Fighter – Paramedics and Medical Service Officers, shall be limited as follows: The maximum number of twenty-four (24) hour shift employees permitted off on any combination of AHR time, ~~v~~Vacation, and ~~H~~olidays per shift, unless authorized by the Chief or ~~his/her/their~~ designee, will be determined on an annual basis, ~~in November of each year by the first week of November~~ for the following year, ~~based on the number of authorized positions, pursuant to the following formula:~~

B. ~~((AHR Accrual + Vacation Accrual)/365) x 105103%, rounded up to the nearest 1/2 = Daily Number Allowed Off~~

~~All suppression employees assigned to a 24 hour shift, including Accrual = Total Annual Accrual of all bargaining unit twenty-four (24) hour shift personnel other than Fire Fighter - Paramedics and Medical Service Officers~~

~~AHR time, vVacation, and holiday time off scheduled by anaAny~~ Any employee who is sick or disabled on the day of the scheduled time off shall count as one of the maximum number of employees off regardless of whether the employee elects to take the day off in lieu of sick leave.

~~Annual time off selection will consist of three rounds. All picks will be completed in order of shift seniority. The first round will be limited to Kelly time. The second round will consist of vacation and holiday picks, limited by the rules of this article. The third round will consist of any remaining available time off, including the selection of single days off.~~

~~In addition to the total number allowed off pursuant to the above formula, one (1) additional twenty four (24) hour shift employee shall be made available for employee use of Holiday Leave.~~

~~Notwithstanding the foregoing, the Employer guarantees there will be adequate slots available each calendar year to permit usage of all leave accrued that year.~~

AHR Time:

First Half Part of the Year (Jan-May) - The number of available time off slots will be determined by the following formula: $(\# \text{ of Line Employees} - x 16) / 365$ (rounded up to the next whole number). This is the number of days on the Time Off Matrix dedicated to WCB and Kelly slots.

Second Half Part of the Year (June-Dec) - The number of available time off slots will be determined by the following formula: $(\# \text{ of Line Employees} + \text{Expected Hires} x 16) / 365$ (rounded up to the next whole number). This is the number of days on the Time Off Matrix dedicated to WCB and Kelly slots.

Vacation and Holiday - $(\text{Vacation Accrual} + \text{Annual Holiday}) / 365 \times 104\%$, rounded up to the nearest $1/2 = \text{Daily Number Allowed Off}$.

Vacation Accrual = Total Annual Vacation Accrual of all bargaining unit twenty-four (24) hour shift personnel other than Fire-Fighter - Paramedics and Medical Service Officers.

Annual Holiday = Total Annual Holiday Accrual of all bargaining unit twenty-four (24) hour shift personnel other than Fire-Fighter - Paramedics and Medical Service Officers.

For years with half numbers (.5) due to rounding, the additional time off slots will be added to the second half of the year (July-December).

Recruits in Fire Academy and anticipated hires will be assigned AHR time during the first round of picks with the intent to evenly space their time off throughout the year. After the completion of Fire Academy, Probationary Firefighters will be able to move

their Kelly Days, and select additional Vacation or Holiday, in order of seniority to any open spot of the annual time-off matrix.

Officers assigned to the twenty-four (24) hour shift shall be entitled to take Vacation and, Holiday, or AHR time so long as at least three (3) Officers assigned to that shift are scheduled to be on duty.

~~For shifts during which the City has not filled the floating lieutenant position by the beginning of any selection process, Officers assigned to the twenty-four (24) hour shift shall be entitled to take vacation, holiday, or AHR time so long as at least two (2) Officers assigned to that shift are scheduled to be on duty.~~

~~If the floating lieutenant position is filled, there shall be three (3) Officers assigned on duty for that selection process.~~

PARAMEDICS

~~D~~The scheduling of Kelly Days, Vacation, and Holidays for Fire Fighter – Paramedics and Medical Services Officers shall be limited to the number off identified in the following matrix, to be calculated for the following year each November by the first week of November. ~~+~~ This matrix is determined based on the total number of employed Certified Paramedics, Paramedics and MSOMedical Services Officers assigned to a 24-hour shift schedule. ALS personnel assigned to day shift positions will not be considered in the calculation of number of Paramedics and MSOMedical Services Officers for the scheduling of time off. The number of anticipated paramedic students will count as ½ and this time off will be applied to the final count for the second half of the year they are expected to graduate (6 students = 3 additional paramedics). Fractional numbers will be rounded up to the next whole number.

Number of Paramedics/ MSO Medical Services Officer	Number Off Per Day	
	Quarters 1 – 2	Quarters 3 – 4
<u>33 or more</u>	<u>43</u>	<u>34</u>
<u>32-29</u>	<u>3</u>	<u>3</u>
<u>28-2731</u>	<u>23</u>	<u>33</u>
<u>26 or Less30</u>	<u>23</u>	<u>23</u>
<u>29</u>	<u>3</u>	<u>3</u>
<u>28</u>	<u>2</u>	<u>3</u>
<u>27</u>	<u>2</u>	<u>3</u>
<u>26 or Less</u>	<u>2</u>	<u>2</u>

When Number Off Per Day = 3 – Round 1 will be Kelly only, limited to the first two available slots, with a single slot saved for Round 2 Vacation and Holiday picks.

When Number Off Per Day = 2 – All picks, Kelly, Vacation, and Holiday will be completed in a single round.

In a 2/3 split year, months with 3 off will follow the two round system and months with 2 off will follow the single round system.

For years with 2/3 off as indicated above, two (2) employees shall be allowed off for the first half (January-June) one-half of the shifts during the year, and three (3) employees shall be allowed off for the second half (July-December) remaining half of the shifts during the year. In those years, the first two (2) quarters (January-June) will have two (2) employees off, while three (3) employees will be allowed off in the 3rd and 4th quarters (July-December). The allocation of the two (2) off and three (3) off shifts shall be determined by the Employer before the time off selection process for the following year begins. November selection process.

C. E. Prior to the start of annual time off selection, each employee will receive notification from their Battalion Chief confirming the employee's assigned work cycle number and the dates for their work cycle breaks. a blank time-off matrix calendar will be posted so each employee may verify their Shift Assignment, Seniority Rank within the Shift, and selected WCB are correct. Additionally, the notification will also specify the remaining amount of AHR time that will be available for employee scheduled Kelly days. Reference formula found in 19.2 C.

D. F. After the daily number of personnel allowed off duty is identified, and all employee work cycle breaks are entered into the master time off schedule, annual employee time off scheduling may commence. For scheduling purposes, quarters that end and begin during a shift's scheduled 48-hour tour, the second day of the tour will be attached to the previous quarter. This includes January 1 attaching to December 31, when applicable.

C.E. G. — A combination of vacation, or holiday, or AHR time off of two (2) or more consecutive twenty-four (24) hour shifts will be considered for approval before any requests for fewer days off regardless of rank or seniority. Scheduling of Vacation, Holiday or AHR time off of 48-hour shifts (defined as Day 1 and Day 2 of the same set), will be considered for approval before any requests for single days off, split sets (Day 2 of one set and Day 1 of the following set), or other combination that leaves only a single day available, regardless of rank or seniority. Requests for periods longer than six (6) consecutive twenty-four (24) hour shifts shall be considered after all other full shift requests are considered. No leaves other than AHR, Vacation or Holiday will be considered in the first two (2) round of picks. Vacation requests for periods longer than six (6) consecutive twenty-four (24) hour shifts shall be considered after all other full shift requests are considered. Vacation or holiday requests of less than twelve (12) hours will not be allowed. (Exception: Job related schooling). Allowed AHR time shall not exceed ninety-six (96) hours per quarter, unless authorized by the Fire Chief or their designee.

F. H. Kelly days normally shall be scheduled by each employee pursuant to the procedure established in this Section 23.3, provided however, Kelly days may be scheduled in limited situations by the Employer pursuant to SOG, Personnel—022, as it may hereafter be

~~amended pursuant to the procedure set forth in this Agreement.~~

~~G.I. — No more than fifty percent (50%) of the bargaining unit employees assigned to the fire prevention division (excluding Fire Marshal) (with half positions rounded up to the nearest whole position) shall be off at any time on any combination of vacation or holidays, unless authorized by the Chief or his/her designee.~~

~~D. — J. Finalization of time-off picks, including Requests for Vvacations, Hholiday, and Kelly time-off for the following year shall be submitted on or before December 15. After December 31 of each year, all Vvacation, Hholiday, and Kelly day requests or any changes, if approved, shall be on a first come, first served basis, based on the seniority of the last person to have access to the newly available time off. After December 31, cancellation of days off or changes to prior requests shall be submitted to the Battalion Chief or MSOMedical Services Officer and the shift schedulers, not less than eleventhirteen (11+3) calendar days in advance, unless approved by Employer. If an employee cancels time off during the year, employees scheduled on Holiday Leave will have the first right to fill the abandoned slot with Vvacation or Kelly time.~~

~~F. —~~

~~E.G. — K. If the a time off cancellation creates an additional available day(s) available, for accrued leave time it is the responsibility of the employee who is canceling the time off to notify the other employees on his or hertheir shift. The Battalion Chief will forward a copy of the request to the Deputy Chief of Operations. Shift members who wish to request the newly available time off shall submit a leave requestan email to the shift Battalion Chief or MSOMedical Services Officer and the shift schedulers. The Battalion Chief or MSOMedical Services Officer shall accept the leave requests for the available time up to thirteen (13) calendar days after the cancellation, but not less than five (5) calendar days prior to the first available time off, and then shall promptly fill the open shifts.~~

Next Lowest Seniority – shall mean the employee on the shift whose Department Seniority is directly below the least senior employee (using Department Seniority) who is already on accrued time off for the day of the vacancy.

~~F. — L. At such time as the Department assigns a member to attend a school, training, seminar or meeting, the Department will become liable to meet any personnel shortage caused by the assignment. No individual employee shall lose approved vacation during this time. School time is not to be factored into time-off picks.~~

~~G.H. — M. An approved Employer request for leave or vacation form shall be used for all requests.~~

~~H.I. — N. Leave for training shall be governed by SOG Training-014.~~

~~J. — O. Requests and approval for same day time off shall be governed by SOG Personnel 029 approved by the on-duty Battalion Chief or Medical Services Officer.~~

~~I.K. — No more than fifty percent (50%) of the bargaining unit employees assigned to the fire~~

prevention division (excluding Fire Marshal) (with half positions rounded up to the nearest whole position) shall be off at any time on any combination of vacation or holidays, unless authorized by the Chief or his/her/their designee.

Section 26.4 – Section 23.4 – Unused Vacation and Holiday Leave. ~~For~~ Shift employees may accumulate vacation above the maximum amount of hours during the calendar year, with a maximum accumulation of four hundred thirty-eight (438) hours of vacation may allowed to be carried over to the next calendar year. Employees assigned to a forty (40) hour per work week may accumulate vacation above schedule may carry over accumulated vacation up to the maximum amount of hours during the calendar year, with a maximum accumulation of three hundred sixty (360) hours allowed by in the City of Redmond Personnel Manual to be carried over to the next calendar year.

Upon retirement or termination, ~~all~~ employees shall be compensated as follows:

- Shift Employees: At their basic rate of pay for all unused vacation, holiday, AHR, and compensatory time, up to the maximum carry over amount, provided that AHR shall be compensated on a pro rata basis.
- Day Employees: At their basic rate of pay for all unused vacation, up to the maximum carry over amount of 360 hours, holiday, AHR, and compensatory time, provided that AHR shall be compensated on a pro rata basis.

In situations that prevent the employee from taking accrued vacation leave (disabilities, workload, organizational staffing considerations), employees may carry over vacation accruals in excess of the above limitations, at the discretion of the Fire Chief. In no event will the carryover exceed an additional six (6) months of the accrual rate (hours per month accrued). The employee will have a maximum of one (1) year from the date of the excess carryover (or in the event of disability, the date of return to work) to use the carryover time off. Scheduling of the time off will be at the Employer's discretion, provided that the employee and Employer will meet and work collaboratively to develop a time off schedule that meets the following stated intent: (1) At the time of scheduling, the excess time off shall not create an expected need for overtime; and (2) In the event the Employer and employee do not agree on the days off, the Employer will have the ability to assign days off with a minimum notice of two (2) shift cycles.

Section 23.5 – Unused Vacation and Holiday Upon Separation. Upon retirement or termination, all employees shall be compensated at their basic rate of pay for all unused vacation, holiday, any floating holiday that an employee would be paid out at the time of separation of service, compensatory time, and AHR, provided that AHR shall be compensated on a pro rata basis.

One Hundred percent (100%) of this amount shall be contributed to the employee's WSCFF Employee Benefit Trust Medical Expense Reimbursement Plan (MERP) or Health Reimbursement Arrangement Voluntary Employees' Benefit Association (HRA VEBA) account. The employee shall make their selection between MERP or HRA VEBA by following the required process within the required time period. If an employee fails to complete the required process within the required time period or upon separation of service due to death, HRA VEBA will be the default.

The City makes no representations regarding the validity or legality of the MERP or HRA VEBA. The Union and its membership waive any and all claims against the City for mishandling of funds by MERP or HRA VEBA as well as any other claim that may arise due to the City's cooperation in the MERP or HRA VEBA program. The City takes no responsibility for establishing, implementing, overseeing, managing, or any other activity connected to MERP or HRA VEBA.

The City makes no representations regarding the tax consequences to any employee/union member of [his/her/their](#) MERP or HRA VEBA contributions. The Union and its membership waive any and all claims against the City arising out of tax consequences to due to an employee's MERP or HRA VEBA contributions.

Section 23.6 – Maternity Duty/Leave. Limited duty and maternity leave shall be governed by SOG, Personnel - 019 which, notwithstanding the provisions of Article 15, shall not be revised without the mutual written consent of the Union and Employer.

ARTICLE 27-ARTICLE 24 BEREAVEMENT AND FAMILY LEAVE

Section 27.1—Section 24.1 – Bereavement Leave. Employees shall receive up to forty-eight (48) hours off for twenty-four (24) hour shift employees, and up to four days for forty (40) hour shift employees, in the event of death or serious illness with impending death in the immediate family. Immediate family is defined as parent, stepparent, sister, brother, parent-in-law, spouse, registered domestic partner, grandparent, grandparent in-law, grandchild, minor/dependent child, and child. Any time beyond this amount required because of travel or extenuating circumstances or for time requested for a person other than specified in this paragraph shall be at the discretion of the Employer; however, any additional such time allowed off shall be deducted from accumulated sick leave.

Section 27.2—Section 24.2 – Family Leave to Care for Family. ~~Please refer~~ Refer to the City of Redmond Personnel Manual Chapter 9.80 Family and Medical Leave, provided that the manual by the Employer shall maintain family leave, at a minimum, at the amount required by the provisions of any applicable state (including the provisions of Chapter 49.12 of the Revised Code of Washington) or federal law, and any amendments thereto.

Section 24.3 - Emergency Leave. Should an emergency occur resulting in the need for a member's immediate attention, whether prior to the start of duty or during the work shift, the member will be afforded an opportunity to request of the Chief, or [his/her/their](#) designee, Emergency Leave. For those circumstances which occur prior to the start of duty, the member will be expected to first make a reasonable effort to secure coverage through the use of standby by a qualified on-duty employee. An emergency will be defined as a sudden, generally unexpected occurrence or set of occurrences demanding an employee's immediate action. The time allowed for emergency leave will be at the discretion of the Chief or [his/her/their](#) designee. Emergency leave will be deducted from an employee's vacation and/or holiday bank(s) on an hour for hour basis and in the event that overtime is incurred it will be deducted at the overtime rate.

~~ARTICLE 28~~ ARTICLE 25 LIMITATION ON LEAVES AND LEAVE OF ABSENCE

Section 28.1—Section 25.1 – Limitation on Cumulative Leaves. The cumulative time absent from work related to any injury, illness or circumstance (but not including unrelated injuries, illnesses or circumstances) using any combination of paid and unpaid leave may not exceed twenty-six (26) weeks in a twelve (12) month period, unless prior to the end of the twenty-six (26) week period the Employer has received satisfactory evidence that the employee will be able to return to work on a regular basis within a reasonable period of time. Such evidence must include, at the Employer’s option, an opinion from an independent physician. The reasonableness of the period of time for return to work will be determined based on the circumstances at the time, including the position held by the employee, the ability of the Employer to accommodate the absence of the employee, and the amount of paid leave accrued by the employee’s accumulated paid leave exceeds twenty-six (26) weeks. For work related injuries, where the accumulated paid leave exceeds twenty six (26) weeks, the employee may use accumulated paid leave up to a maximum period of one (1) calendar year from the date of the initial absence from work caused by the ongoing work related injury that is the cause for the extended period of paid leave, unless prior to the end of the one (1) year period the Employer has received satisfactory evidence that the employee will be able to return to work on a regular basis within a reasonable period of time. Provided however, in no event will the cumulative time absent from work exceed the total period of paid and approved unpaid leave. Nothing in this Section shall be construed as a waiver of any rights to any paid or unpaid leave to which an employee is entitled under any Federal, State, or Local laws.

Section 28.2—Section 25.2 – Leave of Absence. Leave of absence without pay shall be in accordance with the City of Redmond Civil Service Ordinances, Rules and Regulations, and the City of Redmond Personnel Manual and applicable Federal laws for military service.

~~ARTICLE 29~~ ARTICLE 26 INSURANCE

Section 29.1—Section 26.1 – Medical, Dental and Vision. The Employer shall provide medical, dental, and vision insurance through the City of Redmond Self Insurance Plan or Health Maintenance Organization (HMO). Employees will pay twenty percent (20%) of the dependent medical dental and vision premiums. For each plan year, the Employer shall retain an independent third party, experienced in setting rates for self-funded plans, who shall determine the appropriate and prudent rates for the self-insured plan, to be effective for that year. The independent third party shall use the usual and customary insurance/actuary principles and procedure to establish the rates. The Employer’s contribution shall be prorated for part-time employees, pursuant to the City of Redmond Personnel Manual.

The Union will participate on the Employee Benefits Advisory Committee (EBAC) in accordance with the City of Redmond Personnel Manual. Recommended changes may become applicable to Union represented employees only upon ratification by the Union.

In acknowledgement of the Union's agreement to financially participate in the medical program by contributing to dependent medical premiums, the City agrees to facilitate employee contributions to a qualified HRA. The City will coordinate payroll deductions on behalf of the employees and make contributions to a plan administrator. The Union and the City have agreed that \$100.00 will be contributed to the WSCFF Employee Benefit Trust Medical Expense Reimbursement Plan (MERP) the first pay day of the month for each LEOFF II employee in the bargaining unit represented by the Union. The City makes no representations regarding the validity or legality of the MERP, or the tax consequences relating to the contributions to the MERP, and takes no responsibility for establishing, implementing, overseeing, managing, or any other responsibilities for the MERP other than making the contributions set forth above. Each member of the Union shall have the amount of his or her gross pay reduced by \$100.00 the first pay day of the month. These reductions in gross pay are authorized by this [collective bargaining a](#)Agreement and no further action is needed by the individual bargaining unit members to authorize the deduction from gross pay set forth herein. These reductions in gross pay shall continue for the life of the [collective bargaining a](#)Agreement or until the City receives written notice from the Union regarding either a change in the contribution amount to MERP or the dissolution of the MERP. The City will not have fiscal responsibility for this program, nor will the City have legal accountability for the program.

The Union and the City have agreed that mandatory IAFF Uniformed employee contributions shall be deducted from each employee's pay and deposited into that employee's HRA VEBA each month. The HRA VEBA monthly deductions shall equal one hundred dollars (\$100). The deduction shall be deducted from the employee's pay on second paycheck of the month (on or about the 25th of each month). The City makes no representations regarding the tax consequences to any employee/IAFF member of their HRA VEBA contributions. IAFF and its membership waive any and all claims against the City arising out of adverse tax consequences due to an employee's HRA VEBA contributions.

Section 29.2—Section 26.2 – Life Insurance. The Employer shall continue to pay one hundred percent (100%) of the premiums necessary to provide all employees with a Fifty Thousand Dollar (\$50,000) term life insurance and a Fifty Thousand Dollar (\$50,000) accidental death and dismemberment insurance.

Section 29.3—Section 26.3 – 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.

Section 29.4—Section 26.4 – Physical Exams. The Employer agrees to pay the uninsured costs of a basic physical examination, and stress test if recommended by the physician, when performed by a physician designated by the Employer on the following schedule.

On the following date of Hire

<u>Employee's Age</u>	<u>Anniversary Dates</u>
Up to 30 years	every 4 years
31 to 40 years	every 3 years
41 and over	every 2 years

The Employer shall pay such uninsured costs of more frequent physicals as recommended by the physician for each individual employee based upon that employee's particular requirements.

The Employer shall provide Haz-Mat physicals consistent with the governing Washington Administrative Code requirements.

The Employer shall also have the right at any time to require an employee to submit to a physical examination by a physician selected by the Employer, at Employer's cost.

The results of physical examinations shall be provided to both the employee and Employer.

The goal of this Section is to provide an ongoing efficient, comprehensive and coordinated physical examination program.

The Employer agrees to make available and pay for annual Hepatitis C testing. Other aspect of the Hepatitis C control plan shall be as provided in SOG EMS - 015 (Exposure Control Plan for Blood borne Pathogens).

ARTICLE 30-ARTICLE 27 DRUG AND ALCOHOL USE AND DEPENDENCY

Policy. In the event use of drugs or alcohol impairs an employee's work, the City encourages counseling and other courses of treatment.

Employees who voluntarily report a dependency are not subject to retaliation or discrimination. Employees who voluntarily seek treatment may use sick leave to attend a bona fide treatment or counseling program. As part of a disciplinary action, the City may condition continued employment on successful completion of treatment or counseling programs and future avoidance of drugs and alcohol.

Discipline. The City may discipline or dismiss an employee possessing, being under the influence of, or using drugs or alcohol during working hours. The City may also discipline or dismiss an employee who exhibits an on-going dependence on alcohol or drugs which impairs work performance or poses a safety risk subject to any applicable Federal, State, or Local Laws requiring reasonable accommodation of employees with disabilities.

Drug Testing. An employee may be required to submit to drug or alcohol testing when work performance causes a reasonable suspicion that use of drugs or alcohol may be a problem, or in cases where employment has been conditioned upon remaining drug or alcohol-free following treatment. Requests for required testing are made by the on-duty supervisor, the Fire Chief, a

Deputy Fire Chief, or a Battalion Chief. Testing must be based on reasonable suspicion articulated on the Fitness for Duty Observation Form. The supervisor will enlist the help of a second observer in the substantiation and concurrence of the basis for reasonable suspicion testing and use the Fitness for Duty Observation Form and criteria to determine if reasonable suspicion exists.

The supervisor and second observer must document their observations and/or information provided by other sources, e.g., what happened and under what circumstances. This should be documented on the Fitness for Duty Form. Hunches and “gut feelings” are not valid in making a reasonable suspicion determination. The totality of the circumstances will be evaluated in making a determination of reasonable suspicion.

If an employee refuses to test after reasonable suspicion is ascertained, the employee is subject to discipline up to and including termination, subject to just cause.

Use of Legitimate Drugs. Employees using any prescription or over-the-counter drug which might impair work performance should notify the appropriate supervisor. At the option of the supervisor, an employee may be reassigned to less hazardous duties or be placed on sick leave if impaired work performance might pose a threat to the safety of the employee or other persons.

ARTICLE 31-ARTICLE 28 TRAINING

Section 31.1—Section 28.1 – Training Expenses. When the Employer requires an employee to attend fire service schools, Emergency Medical Training, Advanced Life Support Training, or other specialized training, the entire cost of tuition, books, travel, per diem and lodging shall be the responsibility of the Employer. When possible, payment of authorized expenses shall be made in advance.

Section 31.2—Section 28.2 – Overtime Rate of Pay. Except as otherwise provided in this [collective bargaining a](#)Agreement, when the Employer requires an employee to attend schools, training or departmental meetings while off duty, such employee shall be compensated at their overtime rate of pay.

Section 31.3—Section 28.3 – Tuition Reimbursement. Tuition reimbursement for employees seeking college degrees shall be governed by the [Tuition Reimbursement \(TRP\) Employee Education Assistance](#)Program provided in the City of Redmond Personnel Manual, with the exception of the following provisions:

~~Application Procedures: Employees must apply for admission to the EEAP by July 30 for courses to be taken during the following academic year, regardless of whether they have participated in the program during previous years. This does not preclude an employee from submitting an addendum to their application at a later date if new classes are offered subsequent to July 30.~~

No employee shall be denied admittance into the program provided that the degree is fire service related and the program is within annual budget limits described below. Enrollment is based on a first come/first served basis with preference given to current program participants. Current [TRP EEAP](#) participants who have earned their bachelor's degree through this program and wish to pursue a master's degree, will be treated as new enrollees.

The budget limitation referenced above shall be invoked by the City only to the extent the projected cost of the ~~EEAP-TRP~~ for the current budget year exceeds the average annual cost of the ~~TRP EEAP~~ for the prior three (3) budget years by more than fifty percent (50%).

Resolving Problems: Employees with concerns regarding specific administrative decisions of the ~~TRP EEAP~~ should first endeavor to resolve them with their supervisor or Department Director. Employees unable to satisfactorily resolve the problem in this manner may appeal in writing to the ~~HR Director Employee Education Panel~~ and/or utilize the established grievance procedure outlined in Article 14 of this [collective bargaining](#) agreement.

Section 31.4—Section 28.4 – Level of Training. The level of training for specialized fields, where no formal certification exists, shall be considered by the Labor/Management Committee pursuant to Section 7.2.

Section 31.5—Section 28.5 – Recruit Academy. Employees with interest in being assigned to recruit academies shall submit their interest in writing through the chain of command. The Deputy Chief of Operations, or designee, will have final approval for who is selected. Terms such as work schedule, pre-authorized overtime, food, lodging, and vehicle use will be defined prior to selection. If there are no interested parties in working as a recruit academy instructor, and partner agencies are unable to provide an instructor, Article 12 may be used to assign an instructor.

It is acknowledged that normal workweek hours will often be exceeded by the nature of the recruit academies. The following incentives are agreed upon to acknowledge the dedication and commitment required of recruit academy instructors:

- In lieu of Day Shift Incentive Pay as defined in Appendix A.2.3, all recruit academy instructors will receive 12% incentive pay, not to exceed four months.
- Employees moved from a 24-hour shift assignment to become a recruit academy instructor will have their sick leave benefits converted to a 40-hour workweek. Vacation and holiday accrual will remain at the 24-hour shift rate.
- Overtime hours worked while being assigned to the recruit academy may be banked as FLSA compensatory time. Prior to returning to 24-hour shift work, any accrued FLSA compensatory will be cashed out at the instructor's hourly rate, or at the election of the employee, will be credited as accrued vacation hours, converted to shift accrual, and added to the employees' vacation bank.

Section 28.6 - Modified Work Schedule. Employees assigned to the Training Division may work a modified work schedule for the purposes of conducting scheduled training events, subject to their supervisor's approval. Employees assigned to the Training Division may also be called upon to respond to emergency situations as identified in their job description on an "as available or requested basis." When assigned to the Training Division employees will remain eligible to serve as line personnel for purposes of covering vacation or other relief, subject to their supervisor's approval.

~~ARTICLE 32~~ ARTICLE 29 UNIFORMS AND PROTECTIVE CLOTHING

Section 32.1—Section 29.1 – General. All uniforms as required by SOG Personnel - 018 and personal protective equipment and clothing as required by the Washington State Vertical Safety Standards for Firefighters, shall be supplied and cleaned at no cost to the employee. Variances granted by the State of Washington to the City of Redmond involving the Washington State Vertical Safety Standards for Firefighters shall be recognized under the terms of this Article.

Section 32.2—Section 29.2 – Procurement of Uniforms and Protective Clothing. The procurement, replacement or repair of uniforms and protective clothing shall be in accordance with the procedure outlined in the most current version of SOGs Personnel - 018, and Equipment - 003, respectively, or as they may hereafter revised in accordance with the procedure set forth in Section 15.2 of this [collective bargaining agreement](#).

Section 32.3—Section 29.3 – Uniform of Day. The uniform of the day shall be determined by the Station Officer, under the authority of the Fire Chief. Uniforms will be supplied by the Employer. Employees have a duty to maintain their uniforms with a clean and neat appearance. When crews are expected to have contact with the public, "Class C" uniforms shall be the minimum acceptable uniform, unless the duties being performed make "Class C" uniforms inappropriate, i.e., duties such as hydrant checks and hose evolutions.

~~ARTICLE 33~~ ARTICLE 30 PHYSICAL FITNESS

All employees shall participate in a Department established physical fitness program. No employee shall be disciplined or discharged for failure to meet standards established as part of the physical fitness program which are not related to the standards for tenure of employment as established by RCW 41.08.080, or by ordinance establishing the Redmond Civil Service Commission.

~~ARTICLE 34~~ ARTICLE 31 CERTIFICATION REQUIREMENTS

Section 34.1—Section 31.1 – EMT Certification. All employees hired after January 1, 1986 shall be required to obtain a Washington State Emergency Medical Technician (“EMT”) certification and maintain the certification while employed by the City of Redmond. Such employees shall have eighteen (18) months to obtain EMT. It shall be the responsibility of the Employer to notify new employees of available EMT classes. Extension of the time period may be granted by the Chief after consideration has been given to the availability of classes or probationary work requirements.

Section 34.2—Section 31.2 – Paramedic Certification. All FirefFighter Paramedics must maintain “University of Washington” Paramedic certification as outlined in WAC 246-976, as it may hereafter be amended. Additionally, FirefFighter Paramedics must maintain all necessary “Continuing Medical Education” (CME) requirements consistent with the CME requirements approved by the King County Medical Director and the Director of Paramedic training, as updated (normally bi-annually).

ARTICLE 35-ARTICLE 32 CIVIL SERVICE JURISDICTION

The provisions of Articles 13 and 14 shall constitute the exclusive remedy for suspension and non-probationary discharge, provided, however, if the Union elects to not appeal beyond Step 3 of the grievance procedures, the employee may appeal any matter subject to Civil Service through the normal Civil Service Appeals process, and provided further, that all other matters delegated to the Redmond Civil Service Commission by State Law or by Ordinance, Resolution or laws of or pertaining to the City of Redmond and such Commission shall be in the exclusive jurisdiction and authority of the Commission.

ARTICLE 36-ARTICLE 33 WORK STOPPAGE

The Employer and the Union agree that the public interest requires the efficient and uninterrupted performance of all City services and to this end, pledge their best efforts to avoid or eliminate any conduct contrary to this objective. The Union shall not cause or condone and the employees shall not engage in any work stoppage, strike, slowdown, or other interference with the City functions and should same occur, the Union agrees to take appropriate steps to end such interference.

ARTICLE 37-ARTICLE 34 SAVINGS CLAUSE

Should any provision of this [collective bargaining aAgreement](#) 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 [collective bargaining aAgreement](#) shall remain in full force and effect.

ARTICLE 38-ARTICLE 35 SCOPE OF AGREEMENT

The [collective bargaining aAgreement](#) expressed herein in writing constitutes the entire [collective bargaining aAgreement](#) between the parties as of this date. During the term of this [collective bargaining aAgreement](#), amendments and additions may be made by mutual consent.

ARTICLE 39-ARTICLE 36 STIPULATION REGARDING ALS FUNDING

Section 39.1—Section 36.1 – Purpose. This Stipulation records the agreement between the parties relating to the future use of the bargaining history of the negotiations relating to initiation of Advanced Life Support Services (ALS) in the Redmond Fire Department, and the incorporation of a FirefFighter-Paramedic assignment and Medical Service Officer rank (the “ALS Positions”) in the bargaining unit.

Section 39.2—Section 36.2 – Stipulation. During past negotiations, Employer made proposals and counterproposals relating to ALS funding and to add language to Article II - Management Rights (the “Proposals”). As a condition of Employer withdrawing the Proposals and executing the Memorandum, the Union and Employer agree and stipulate that neither the making of the Proposals by Employer, the discussions between the parties relating to the Proposals, nor the withdrawal of the Proposals, will be used in any manner by Employer or Union, or anyone covered by the scope of the Union’s representation, in any negotiations, grievance proceeding, or administrative or court proceedings, as evidence of the intent of the parties relating to personnel reduction of the employees performing ALS functions or of Article 9 - Personnel Reduction.

Section 39.3—Section 36.3 – No Other Limitation. Except as provided in this Stipulation, the parties will be free to use the history of bargaining in any manner.

ARTICLE 40-ARTICLE 37 RETROACTIVE COMPENSATION

Any retroactive compensation due upon execution of this 2025 Agreement will be paid to current, retired or regular status (non-probationary) and separated in good standing employees employed on or after January 1, 2025. Payment will be on the next pay period, at least regular payday which is more than forty-five (45) days after from the date this Agreement is fully executed.

~~ARTICLE 41~~ ARTICLE 38 DURATION OF AGREEMENT

The effective date of this collective bargaining aAgreement shall be January 1, ~~2024-2025~~ and remain in full force and effective through December 31, ~~2024~~2027. If a successor collective bargaining agreement has not been executed before the expiration of this collective bargaining aAgreement, the terms hereof shall continue until a new collective bargaining agreement is finalized.

Changes in the terms and provisions of this collective bargaining aAgreement may only be accomplished through mutual consent of both parties.

Signed this day _____.

CITY OF REDMOND

INTERNATIONAL ASSOCIATION OF
FIRE-FIGHTERS UNION, LOCAL #2829

Angela Birney, Mayor

Raina Clark, President

Attest:

Cheryl Xanthos, City Clerk

Davin Alsin, Secretary

Date

APPENDIX "A"

2024-2025-2027

AGREEMENT

By and Between

CITY OF REDMOND

and

REDMOND FIRE-FIGHTERS UNION #2829, I.A.F.F.

2024-2025-2027 SALARY SCHEDULE

A.1 SALARY SCHEDULE AND ADJUSTMENTS.

Salary Schedules shall be adjusted each year as set forth here:

2025 = 6% Flat Rate

2026 = 2.7% Flat Rate (Based on June 2025 CPI-W Seattle/Tacoma/Bellevue)

2027 = First Half 2026 CPI-W Seattle/Tacoma/Bellevue (2% min. – 5% max.)

A.1.1 ~~First Half 2024-2025~~ SALARY STRUCTURE. Effective January 1, ~~2024-2025~~ the rates of pay shall be as provided:

Effective: January 1, ~~2024~~2025

2024-2025 PAY PLAN "F" - FIRE	
Redmond Fire Fighters Union	
Effective July 1, 2024 January 1, 2025	

Grade	FLSA	Position Title	Step	Duration	Monthly	Annually
D70	NE	Fire Fighter	A	0-12m	\$7,623 <u>\$8080.38</u>	\$91,476 <u>96964.56</u>
			B	13-24m	\$8,094 <u>8579.64</u>	\$97,128 <u>102955.68</u>
			C	25-36m	\$8,554 <u>9067.24</u>	\$102,648 <u>108806.88</u>
			D	37-42m	\$9,502 <u>10072.12</u>	\$114,024 <u>120865.44</u>
			E	43m+	\$10,434 <u>11060.04</u>	\$125,208 <u>132720.48</u>
D71	NE	Driver/Engineer	A		\$11,165 <u>11834.90</u>	\$133,980 <u>142018.80</u>
D73	NE	Lieutenant	A	0-12m	\$11,946 <u>12662.76</u>	\$143,352 <u>151953.12</u>
		Deputy Fire Marshal	B	13m+	\$12,281 <u>13017.86</u>	\$147,372 <u>156214.32</u>
		Fire Fighter/Paramedic				
D74	NE	Captain	A	0-12m	\$13,141 <u>13929.46</u>	\$157,692 <u>167153.52</u>
		Assistant Fire Marshal	B	13m+	\$13,510 <u>14320.60</u>	\$162,120 <u>171847.20</u>
		Medical Services Officer				
D76	NE	Battalion Chief	A	0-12m	\$14,455 <u>15322.30</u>	\$173,460 <u>183867.60</u>
		Fire Marshal	B	13m+	\$14,859 <u>15750.54</u>	\$178,308 <u>189006.48</u>
		Medical Services Administrator				
		Battalion Chief - Training				

A.1.2 ~~Second Half 2024-2026~~ SALARY STRUCTURE. Effective ~~July~~ January 1, 2024
2026 the rates of pay shall be as provided:

Effective: ~~July~~ January 1, 20242026

2026 PAY PLAN "F" - FIRE						
Redmond Fire Fighters Union						
Effective January 1, 2026						

Grade	FLSA	Position Title	Step	Duration	Monthly	Annually
D70	NE	Fire Fighter	A	0-12m	\$8,298.55	\$99,582.60
			B	13-24m	\$8,811.29	\$105,735.48
			C	25-36m	\$9,312.06	\$111,744.67
			D	37-42m	\$10,344.07	\$124,128.81
			E	43m+	\$11,358.66	\$136,303.93
D71	NE	Driver/Engineer	A		\$12,154.44	\$145,853.31
D73	NE	Lieutenant	A	0-12m	\$13,004.65	\$156,055.85
		Deputy Fire Marshal	B	13m+	\$13,369.34	\$160,432.11
		Fire Fighter/Paramedic				
D74	NE	Captain	A	0-12m	\$14,305.56	\$171,666.67
		Assistant Fire Marshal	B	13m+	\$14,707.26	\$176,487.07
		Medical Services Officer				
D76	NE	Battalion Chief	A	0-12m	\$15,736.00	\$188,832.03
		Fire Marshal	B	13m+	\$16,175.80	\$194,109.65
		Medical Services Administrator				
		Battalion Chief - Training				

A.2 HIGHER CLASSIFICATION/DAY SHIFT PAY.

A.2.1 Higher Classification. Upon promotion to a higher classification, an employee shall be placed in the lowest step which provides the employee with at least a seven percent (7%) salary increase.

A.2.2 Deputy Fire Marshal. The salary range for the Deputy Fire Marshal assignment shall be the same as Lieutenant. At the time of the initial assignment, the employee will be placed at the lowest Lieutenant pay step that provides a minimum of a seven percent (7%) increase from the employee's then current salary. Lieutenants and higher positions assigned to Deputy Fire Marshal will be paid at the Lieutenant pay scale with no percentage increase. The pay of employees holding a rank higher than Lieutenant who are assigned as Deputy Fire Marshal will be reduced to the top step of Lieutenant during the term of the assignment. Employees leaving the assignment and returning for subsequent assignments to Deputy Fire Marshal shall be returned to the pay step from which they transferred.

A.2.3 Day Shift Incentive Pay. Employees promoted (to Assistant Fire Marshal, Fire Marshal, or Medical Services Administrator) or assigned as set forth in Article 12, that are covered by this CBA working day shift (i.e., a 40 hour workweek), will receive Day Shift Incentive pay of eight percent (8%) of the base rate of pay. This incentive pay shall not apply in the case of (a) transfers of three (3) weeks or less, (b) assignment to the Deputy Fire Marshal positions or other positions where the incentive pay is included in the applicable rate of pay, or (c) as otherwise mutually agreed between the Employer and the Union)[†]; incentive pay shall apply for the entire period the employee is working in that position and on day shift.

Captains or Battalion Chiefs acting in the classification of Deputy Chief shall receive day shift incentive pay.

A.3 EMT SALARY ADJUSTMENT. The qualifications for each step in each position other than Battalion Chief shall be the time in-grade required to otherwise achieve the step plus current Defibrillation certification and certification as an EMT in the State of Washington. The salary of any employee within such positions who does not maintain both Defibrillation and EMT certifications shall be reduced by three percent (3%) until both certifications are obtained.

[†]~~Pursuant to an Memorandum of Understanding the parties have agreed that the assignment of a Lieutenant to the position of Central Purchasing Officer Fire Captain shall be paid as provided in this Section.~~

A.4 LONGEVITY PAY. In addition to the monthly rates of pay set forth above, employees shall receive monthly longevity pay in accordance with the following compensation plan:

Service Time	Monthly Longevity Pay as Percentage of Salary
5 years	2.0
10 years	4.0
15 years	5.0
20 years	6.0
25 years	7.0

Longevity pay for employees working in the position of paramedic or MSO-Medical Services Officer shall be as set forth in the Monthly Longevity Pay as Percentage table only.

A.5 HAZMAT TEAM CERTIFICATION/OPERATOR PAY.

A.5.1 HAZMAT TEAM. All members of the Bargaining Unit assigned to the Hazardous Materials Team shall receive incentive pay of ~~two-three~~ percent (32%) of the base rate of pay, as provided in Section A.1 above. Eligibility begins upon successful completion of the Pro-Board HazMat Technician Test, or an equivalent certification approved by the HazMat Team Lead and the Fire Chief. To continue receiving incentive pay, members must maintain active certification through ongoing training and participation in hazardous materials responses. A maximum of twelve (12) members may receive this incentive, unless otherwise agreed upon by both Labor and Management.

Industry standards and Washington law require safe staffing for hazardous materials operations. The OSHA Respiratory Protection Standard requires a minimum two-in/two-out configuration for IDLH atmospheres. This model ensures two members enter while two remain outside to provide rescue. Washington's WAC 296-305-03002 also requires fire departments to protect personnel during hazardous materials incidents using procedures consistent with NFPA 1990.

Incentive pay for Hazardous Materials (HazMat)-qualified personnel guarantees that at least four HazMat-certified members are available per shift. This meets the HazMat "two-in/two-out" requirement and ensures compliance with Washington and federal safety regulations. It also safeguards HazMat personnel and supports operational readiness.

A.5.2 RESCUE TECHNICIAN. All members of the Bargaining Unit assigned to the daily Technical Rescue Team shall receive incentive pay of three percent (3%) of their base rate of pay, as provided in Section A.1. Eligibility begins upon successful completion of Rescue Systems I, Rope Technician, Confined Space Rescue (CSR), Trench Rescue, and Advanced/Heavy Vehicle Extrication, or equivalent certifications approved by the Rescue Team Lead and the Fire Chief. To remain eligible, members must maintain rescue proficiency through ongoing training and participation in technical rescue responses.

The Technical Rescue Team shall consist of six (6) qualified members per shift, for a total of eighteen (18) members across three shifts. The Department shall maintain a minimum of twenty-four (24) Technical Rescue Team members who may receive this incentive when assigned to the team, unless otherwise agreed upon by Labor and Management.

Federal and consensus standards require a dedicated standby team, equally protected and able to rescue during hazardous entries (e.g., OSHA 29 CFR 1910.134 “two-in/two-out”; OSHA 29 CFR 1910.146; NFPA 470; NFPA 350). The standby team's size should match the entry team's size and risk. Many authorities treat an equal-number standby as the prudent minimum. Maintaining six qualified members per shift ensures readiness, compliance with standards, and an immediate rescue capability.

A.6 ASSISTANT FIRE MARSHAL ASSIGNMENT TO STANDBY. The Assistant Fire Marshal may be assigned to Duty Investigator Standby as provided in Section Six of Standard Operating Guidelines Section 037, Prevention. When so assigned, the Assistant Fire Marshal shall be compensated at the rate (ten percent (10%) of top Assistant Fire Marshal hourly rate for each hour of standby), and in the manner, as provided in such Section Six.

A.7 DEPUTY FIRE MARSHAL STANDBY. Standby Deputy Fire Marshals shall be compensated at a rate of ten percent (10%) of the top step Deputy Fire Marshal hourly rate. Assignment of Deputy Fire Marshals to standby shall be made in accordance with standard operating procedures and, at the discretion of the supervisor, may be made on a mandatory basis. Deputy Fire Marshal standby duty occurring on any holiday identified in Section 23.2 of the collective bargaining agreement shall be paid at the rate of twenty percent (20%) of the top step Deputy Fire Marshal hourly rate. At such time as the individual employee is dispatched or called out for an emergency, they will discontinue being compensated at the standby rate of pay and will begin being compensated at their own hourly overtime rate of pay. Overtime shall continue until the individual employee returns to their previous location or a minimum of two (2) hours, whichever is greater.

A.8 COMPENSATION FOR PARAMEDIC AND MEDICAL SERVICES OFFICERS. The compensation for a Firefighter assigned as a Paramedic shall be equivalent to that of Lieutenant Step B. The compensation for a Medical Services Officer

shall be same as the Captain’s salary. Medical Services Officers (MSO) shall be certified as a Health and Safety Officer and once certified shall receive an additional five percent (5%) added to annual salary. The certification must be maintained to continue to receive the additional pay. Firefighter-Paramedics hired from outside the NE King County ALS Consortium through a lateral recruitment process, shall be granted seniority for the determination of the level of wages and benefits based on either (a) their years of continuous employment as a professional firefighter, or (b) if the individual-employee is not a professional firefighter, the date of their certification as a Harborview-trained paramedic. For selection of Kelly time, Vacation and Holiday, and for personnel reduction, seniority will be based on Department Seniority as defined in Section 8.1 A.

A.9 PARAMEDIC STUDENTS ATTENDING PARAMEDIC TRAINING. Employees that are covered by this CBA and are attending the University of Washington / Harborview Medical Center Paramedic Training program will be assigned to a forty (40) hour work. Overtime will be available as required for course work while attending school. These employees will be exempt from Day Shift Incentive Pay while attending paramedic training.

A.10 Out of Class Pay OUT OF CLASS PAY.

The parties agree that the out of class pay provided by 17.2 A. for 2024-2025 is based on the Salary Structures set forth in A.1 as follows:

2024-2025 Hourly Out of Class Pay by Position, effective January 1, 2024-2025

Acting in Position:	Driver	Lieutenant	Captain	Asst FM	<u>MSO</u> <u>Medical Services Officer</u>	<u>Battalion Chief*</u>	Fire Mar
Regular Position:							
Firefighter	\$3.4066	\$7.0358					
Driver/ <u>Engineer</u>		\$3.6391	\$9.1990				
Lieutenant			\$4.0031			\$10.1190	
Deputy <u>Fire Marshall</u>				\$4.00526			\$10.1113.29
Paramedic					\$4.0031	\$10.1190	
Captain						\$4.3974	
Asst <u>Fire Marshall</u>							\$4.395.78

* Battalion Chief and Medical Services Administrator (MSA) have same out of class pay

2024-2026 Hourly Out of Class Pay by Position, effective July-January 1, 2024-2026

Acting in Position:	Driver	Lieutenant	Captain	Asst FM	<u>MSO</u> <u>Medical</u> <u>Services</u> <u>Officer</u>	<u>Battalion</u> Chief*	Fire Mar
Regular Position:							
Firefighter	\$3. <u>4776</u>	\$7. <u>1778</u>					
Driver/ <u>Engi</u> <u>neer</u>		\$3. <u>704.02</u>	\$9. <u>3710.17</u>				
Lieutenant			\$4. <u>0843</u>			\$10. <u>3211.19</u>	
Deputy FM				\$4. <u>085.40</u>			\$10. <u>3213.65</u>
Paramedic					\$4. <u>0843</u>	\$10. <u>3211.19</u>	
Captain						\$4. <u>4986</u>	
Asst FM							\$4. <u>495.94</u>

* Battalion Chief and Medical Services Administrator (MSA) have same out of class pay

A.11 EDUCATION PREMIUM.

Education premium:

Associate's degree: 1.5%

Bachelor's degree: 3%

Starting upon ratification of this collective bargaining aAgreement, employees who receive City tuition reimbursement are not eligible to receive the education premium until they have reimbursed the City for the entire tuition reimbursement amount they received. Employees who have requested and/or utilized City tuition reimbursement prior to a tentative collective bargaining agreement shall be eligible to receive the education premium without a repayment obligation.

***Article 12—2024 REDLINE TA FOR SIGNATURE VERSION 11-28-23

Except as provided in this Article, the Employer shall have the right to assign employees. For assignments to Training Battalion Chief, Deputy Fire Marshal², Training Captain, Administrative Medical Services Officer, Training Lieutenant, Training Paramedic, the Hazardous Materials Team, the Fire Prevention Division, Urban Search and Rescue Team, Fire Fighter Paramedic, Lieutenant assigned to Central Purchasing Officer and other assignments that the Employer and the Union mutually agree should be subject to this application procedure, the following provisions shall apply:

A. Announcement/General Eligibility. The assignment to be filled and the necessary qualifications and criteria shall be announced by bulletin posted at each station in a convenient location accessible to all employees for a period of at least fourteen (14) calendar days if the position is vacant, and thirty (30) calendar days if the position is not vacant. Only regular, non probationary employees will be eligible for assignment to Training Battalion Chief, Deputy Fire Marshal, Training Captain, Administrative Medical Services Officer, Lieutenant assigned as Central Purchasing Officer, Training Lieutenant, and Training Paramedic, and Fire Fighter Paramedic.

Fire Fighter Paramedic: Position announcement for Northeast King County Consortium (Consortium) agencies will be posted for at least sixty (60) days at all Consortium agency fire stations. The announcement will include a list of minimum requirements, qualifications, and reference reading materials pertaining to the application/testing process. Applicants shall be limited to employees of the Consortium fire departments.

B. Qualifications/Testing. For assignments other than Fire Fighter Paramedic, in the event more than one (1) employee who meets the required qualifications and criteria submits a written application for the assignment within the period specified in Subsection A. above, the assignment, if filled, shall be filled by the eligible employee who has the highest seniority. For Deputy Fire Marshal the required qualifications shall include a pass/fail qualifications test.

Fire Fighter Paramedic: All eligible candidates will participate in a testing process. All components of the testing and interview process will be facilitated by the Redmond Fire Department's Medical Services Administrator or their designee. In the event the Training Paramedic Assignment is vacant, Labor and Management will meet to establish an agreement of who among the City's currently certified paramedics will facilitate the testing process.

²—Firefighter Inspectors as of July 21, 2005 had the option of assignment as a Deputy Fire Marshal without qualifying through the assignment process outlined in this Article 12, and to be paid at the top step of the Deputy Fire Marshal pay range. The following employees elected this option: Richard Gieseke, and Stanley Noble. Of the preceding employees the following need not comply with the five (5) year minimum term of Deputy Fire Marshal assignment identified in Section F. below: Stanley Noble, and Richard Gieseke.

The Fire Fighter Paramedic testing process shall include the following:

WRITTEN EXAMINATION:

- One hundred and fifty (150) question, multiple choice exam with a two and a half hour time limit.
- Passing score = eighty percent (80%).
- Passing score must be achieved to move on to the Practical Exam

ASSESSMENT CENTER (PRACTICAL EXAMINATION)

- **Evaluators:** Practical examination evaluators shall consist of King County certified Paramedics and at least half of them from Redmond Fire Department Medic One. All other evaluators shall be King County UW/Harborview trained paramedics.
- **Components:** The practical examination shall have three scored components. Candidate performance will be scored while participating in EMS based scenarios, instructional training sessions, and/or written medical reports.
- **Format:** Practical examination format may include tabletop and/or hands on role play sessions.
- **Scoring:** A final practical examination score will be the composite of all three components weighted equally. Passing score = eighty percent (80%). A passing score must be achieved to move on to Interview #1.

INTERVIEW #1

- Candidates will move forward into Interview #1 ranked based on their Assessment Center scores.
- The Interview Board shall consist of a minimum of six (6) and include: two (2) Redmond Fire Department Paramedics, one (1) Paramedic from another King County paramedic provider group, one (1) Redmond Fire Department Medical Services Officer and two (2) Firefighter/EMT-B from within the Consortium.
- The Redmond Fire Department Medical Services Administrator or their designee, in cooperation with Consortium Senior Staff, shall be responsible for the selection of the interview board participants. Applicants' responses will be scored on a 1-5 scale with 5 being the highest.
- Passing score = seventy percent (70%).
- A passing score must be achieved to move on to the Final Interview.

FINAL INTERVIEW

- Candidates will move forward into the Final Interview ranked based on their combined score of the Assessment Center and Interview #1.
- The Final Interview Board shall consist of a minimum of four (4) and include: one (1) Senior Staff Chief level rank, from Redmond Fire Department, one (1) Senior Staff Chief level rank, from the Consortium Board, one (1) Physician; and one (1) Redmond Fire Department Medical Services Officer.
- The Redmond Fire Department Medical Services Administrator, or their designee, shall be responsible for the selection of the interview board

- ~~participants. The Medical Director of Redmond Fire Department Medic One shall have discretion concerning the Physician who sits on the board.~~
- ~~▪ Applicants' responses will be scored on a 1-5 scale with 5 being the highest.~~
 - ~~▪ Passing score = seventy percent (70%)~~
 - ~~▪ A passing score must be achieved to move on to the final selection process, however, the Final Interview score will not affect ranking established during the Assessment Center and Interview #1.~~
 - ~~▪ After interviews are complete, all applicants that have a passing score in the Final Interview will continue in the selection process. One (1) individual per available Firefighter Paramedic position will be selected for Paramedic Training based on their ranking coming into the Final Interview.~~

APPEALS PROCESS:

- ~~▪ The existing Local #2829 grievance process will govern any appeals. Candidates that wish to pursue an appeal to a component of the test process, and who are not members of Local #2829, will be extended the rights to the grievance process as if the candidate was a bona fide member of Local #2829.~~

DEBRIEF:

- ~~▪ Available for the applicants not chosen.~~
- ~~▪ Required for the applicants who are chosen.~~
- ~~▪ Required for Redmond Medics, Officers, and Senior Staff participating in the selection process.~~

C. Laterals:

- ~~1. Fire Fighter Paramedics. Lateral candidates will be permitted to submit applications of interest when there is an insufficient number of qualified applicants for the Fire Fighter Paramedic position from the NEKC Consortium at the conclusion of the testing process, or an unexpected vacancy occurs after paramedic school begins precluding the use of the current established list. The lateral candidate pre-testing qualifications will include Paramedics who have successfully completed the University of Washington paramedic training program and are currently certified as ALS providers in Washington State. The selection process of lateral candidates will include the Assessment Center, Interview #1, and Final Interview components of the testing process previously laid out for Fire Fighter Paramedic in Article 12, Section B. When a Fire Fighter Paramedic lateral hiring list is established it will have an expiration date on January 1st of the following year.~~

~~Paramedic Assignment and Civil Service. For the purpose of hiring non Redmond Fire Department employees who are selected as a result of the assignment process outlined in this Article 12, the Employer and Union shall agree on a Special Registry for submittal to the Civil Service Commission for final processing and hiring of the individuals selected. In the event there is an immediate need to hire lateral Fire Fighters Paramedic(s) due to unexpected attrition and no current Fire Fighter with Paramedic Qualifications eligibility list exists, the Employer and Union will agree on a Special~~

~~Registry for submittal to the Civil Service Commission for final processing, and the individuals hired from the Special Registry shall be assigned as Fire Fighter Paramedics. Any list established as a Special Registry associated to the Fire Fighter Paramedic lateral hires will have an expiration date on January 1st of the following year.~~

~~Consortium Paramedic Seniority. Fire Fighters from within the NEKC Consortium Department (NEKC Department) hired as Fire Fighter Paramedics from departments other than Redmond Fire Department shall be granted seniority based on their date of hire as a professional Fire Fighter at their consortium department. This seniority shall apply as defined in Article 8.3 of the CBA.~~

~~2. Deputy Fire Marshal. If there are fewer than two (2) employees per assignment opening applying for the Deputy Fire Marshal assignment, or if fewer than two (2) employees meet the minimum requirements of the assignment, the assignment will be advertised externally in accordance with the Redmond Civil Service Rules. When an external recruitment is required, two (2) eligibility lists will be created, one internal and one external. Both lists will be valid for eighteen (18) months; however, the internal eligibility list shall be exhausted prior to utilizing the external eligibility list.~~

~~D. Seniority for Assignments. For the purpose of assignments, seniority shall be Seniority in Rank, provided that, if the assignment is open to multiple ranks, then seniority shall be Department Seniority.~~

~~E. Assignment Terms. An employee who has been assigned to the Training Battalion Chief, Training Captain, Administrative Medical Services Officer, Training Lieutenant, Central Purchasing Officer, or Training Paramedic assignments shall have the right either (i) to a second two (2) year term or, (ii) if no other qualified applicants apply, to extend the term in one (1) year increments. An employee other than a Battalion Chief or an employee assigned as a Deputy Fire Marshal, who has been assigned to a position pursuant to this Section for two (2) rotations, as defined by the Department for each assignment, see Subsection G. below, shall not be eligible to apply for that same assignment for a third (3rd) consecutive rotation unless no other qualified employee applies. Battalion Chiefs shall be limited to two (2) consecutive rotations regardless of whether other qualified employees apply. The minimum term of assignment as a Deputy Fire Marshal or Hazardous Materials Team shall be five (5) years. There will be no limit to the duration of the Deputy Fire Marshal assignment or Hazardous Materials Team assignment; however, employees may be reassigned at any time on the basis of staffing needs and/or fiscal restraints.~~

~~For Deputy Fire Marshals assigned to the Fire Prevention Division the following shall apply: when vacancies exist for Civil Service positions to which the employee is eligible to fill the employee shall be moved within three (3) months, provided that there is no more than one (1) transfer of the above identified Deputy Fire Marshals out of Fire Prevention per six (6) month period.~~

~~Fire Fighter Paramedic: The minimum commitment to the Fire Fighter Paramedic assignment shall be five (5) years, with the exception of an individual who is offered a~~

~~promotion to a higher rank (Driver/Engineer, Lieutenant, Captain, Battalion Chief, Assistant Fire Marshal, or Fire Marshal) or elects to retire from department employment. There is not a time limit as to how long a Fire Fighter Paramedic remains in that assignment. Fire Fighter Paramedics who desire to be reassigned to the Fire Fighter or other eligible position shall provide notice to the Department by January 1 of the year prior to their desired year of reassignment. This notice is necessary to provide adequate time to select and train replacement Fire Fighter Paramedics. The reassignment will be effective no later than December 31 of the year following delivery of the notice. (Example: Notice is required by no later than January 1, 2020 for a reassignment to occur no later than December 31, 2021. Notice given on January 2, 2020 could extend the reassignment by no later than December 31, 2022).~~

~~F. Hazardous Materials Team/Right to Return. When, due to a change of the employee's shift or duties, an employee is removed from a Hazardous Materials Team assignment with greater than one (1) year remaining of the term of the assignment, the employee shall have the option to return to the assignment if there is a vacancy and the employee's shift and duties allow the return.~~

~~G. Termination of Assignment. The termination of any assignment made pursuant to this Article shall be for "just cause" and shall be subject to the grievance procedure; provided however, during the initial six (6) months of any assignment made pursuant to such subsections, the Chief may return the employee to his/her prior assignment if, after consultation with the employee, the Chief, in his/her sole discretion, determines in good faith that the employee is not suited to the assignment, which determination shall not be subject to appeal through Civil Service, the grievance procedure, or grievance arbitration.~~

~~H. Assignment Terms. For the purposes of determining the rotation applicable for each assignment listed in Subsection A, the following shall apply:~~

- ~~▪ Training Battalion Chief – two (2) years (January to December)~~
- ~~▪ Training Captain – two (2) years (January to December)~~
- ~~▪ Administrative Medical Services Officer – two (2) years (January to December)~~
- ~~▪ Training Lieutenant – two (2) years (January to December)~~
- ~~▪ Training Paramedic – two (2) years (January to December)~~
- ~~▪ Deputy Fire Marshal – minimum of five (5) years with no maximum~~
- ~~▪ Hazardous Materials Team – minimum of five (5) years with no maximum~~
- ~~▪ Urban Search and Rescue – five (5) years~~
- ~~▪ Central Purchasing Officer (Lieutenant) – three (3) years (January to December)~~

~~The rotation of the Training Battalion Chief and the Training Captain will be staggered to avoid both assignments being rotated within the same year.~~

~~For the purpose of determining the end of an appointment term, the appointment periods for the Training Battalion Chief, Training Captain, Administrative Medical~~

Services Officer, Training Lieutenant, Training Paramedic, Deputy Fire Marshal and Central Purchasing Officer will be rounded to the nearest six (6) months. For example, an appointment of the Training Captain on June 30 will relate back to January of that year for the purpose of determining the end of the appointment term, and an appointment on July 1 will relate forward to January 1 of the following year for the same purpose.

I. Modification of Assignments. It shall be the intent of this Article to establish time duration requirements for the assignments noted in Subsection H. However, both parties recognize that on occasion the need to temporarily modify an assignment may arise. In such case(s), both parties will mutually agree to the necessary length to which the modification shall be made. Employer shall not unilaterally extend an appointment except due to extenuating circumstances. Based on operational needs, the employee serving in these assignments may be reassigned to twenty four (24) hour shift work periodically during the assignment, or as necessary the assignment may be suspended at any time. Assignment time spent in suspension shall not affect the expiration date of the assignment term.

J. Urban Search and Rescue/Qualifications and Criteria. The necessary qualifications and criteria for assignment to and composition of the Urban Search and Rescue Team shall include the minimum qualifications established by the Urban Search and Rescue Regional Team. If there is more than one (1) applicant for the Urban Search and Rescue Team meeting the qualifications required by the Urban Search and Rescue Team, the assignment shall be based on Department Seniority.

K. Deputy Fire Marshal Qualifications. The necessary qualifications for assignment to Deputy Fire Marshal shall be a minimum two (2) year non probationary bargaining unit employee.

L. Deputy Fire Marshal Training/Certification. Training and certification will be obtained as expeditiously as possible and must be completed within two (2) years from the date of assignment as a Deputy Fire Marshal. Failure to obtain required certifications within the specified time period will result in reassignment, provided that the Employer may allow more than two (2) years for an employee to obtain the required certifications due to scheduling restraints or other limitations of the availability of training classes or certification testing opportunities.

M. Deputy Fire Marshal Salary. The salary range for the DFM assignment shall be the same as Lieutenant. At the time of initial assignment, the employee will be placed at the lowest Lieutenant pay step that provides a minimum of seven percent (7%) increase from the employee's then current salary. Employees leaving the assignment and returning for subsequent assignments to DFM shall be returned to the pay step from which they transferred.

N. Consecutive Assignments. No employee covered by this agreement shall be required to serve in consecutive non-line assignments.



BID RESPONSE

Responding To:

Bid/Project Number: RFP 10894-26

Bid/Project Title: Website Optimization, Front-End Experience, Discoverability, and Implementation Services

Closing Date: 3/20/2026 at 2:00pm PST

Submitted By:

Name of Company Submitting Response:
D2 Creative

Printed Name of Person Submitting Response:
Charles Leinas

Email:
charles@thinkd2.com

Signed by:

Charles Leinas

C7A8C1B44058462...

Signature of Person Submitting Response:

Date:
3/16/2026

Attach Your Bid/Proposal:



Remember to sign your bid/proposal

Attach all pages of your response here



Website Optimization, Front-End Experience, Discoverability, and Implementation Services

City of Redmond



Response to RFP 10894-26 | Submitted on 17 March 2026

D2 Creative - Kirkland, WA, Portland, OR
Main Contact: Charles Leinas, PMP - Marketing & Business Development Manager
(425) 605 9538 | thinkd2.com
FEIN: 47-2212516 SAM: S7CHGLTAT1F7 WA UBI: 603 448 094



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Introduction

Good afternoon,

D2 Creative is pleased to submit our proposal in response to the City of Redmond's (City) RFP for Website Optimization, Front-End Experience, Discoverability, and Implementation Services.

D2 Creative is a digital agency established in 2014 with offices in Kirkland WA, Portland OR, and Boston MA. We specialize in building tools that help mission-driven organizations serve their communities effectively, balancing user needs, staff efficiency, and organizational goals. We bring over a decade of specialized experience serving public agencies, higher education, non-profits throughout the PNW. We are on the Master Roster (pre-vetted) for web design/development for Washington DES and also a SAM/Cage supplier.

By the numbers:

- 30+ websites and digital platforms delivered
- 15+ active maintenance client relationships
- 40+ projects with WCAG accessibility compliance
- 10+ years serving government, nonprofit, and public sector organizations with an emphasis on transit

Qualifications and approach summary for City engagement

D2 Creative brings deep experience delivering digital platforms for municipal and recreation organizations with similar complexity. Our work for agencies such as the City of Mill Creek, City of Sammamish, and Willamalane Park and Recreation District demonstrates our ability to modernize legacy civic platforms, integrate recreation management systems, and design accessible digital services for diverse community audiences. Notably, our Willamalane implementation successfully managed more than 900 active recreation programs with real-time availability and advanced filtering, providing a directly relevant model for Redmond's program discovery needs.

D2 Creative proposes a modern, integrated digital experience for the City of Redmond's Parks and Recreation services that simplifies how residents discover programs, register for activities, and engage with the City's recreation offerings. Our solution is to create a purpose-built Parks & Recreation portal powered by a modern NextJS headless architecture that integrates directly with SmartRec and consolidates the user journey into a single, intuitive experience. By bypassing the limitations of CivicPlus templates and APIs, the City gains full flexibility to present programs, facilities, and events in a way that aligns with how residents actually search and register.



The proposed engagement includes a fixed-fee project totaling **\$141,900**, covering discovery, design, development, deployment, and project management, with a contingency allowance to accommodate unforeseen technical considerations. This structure provides budget certainty while ensuring the flexibility needed to address integration complexity during discovery.

Ultimately, D2 Creative's goal is to transform the City of Redmond's Parks and Recreation website into a true digital front door for community recreation—one that makes it effortless for residents to explore programs, register for activities, and connect with the places and experiences that make Redmond an exceptional community.

Accessibility commitment: All D2 projects are built to WCAG 2.1 AA standards from inception. We understand accessibility requirements and have experience ensuring public-facing government websites meet accessibility obligations for all citizens, including those with sensory, physical, learning, or other disabilities.

Our philosophy

We build sustainable solutions designed for internal team ownership. The City's communications and IT teams have working knowledge of your web properties—our role is to augment those capabilities, not create dependency. Every engagement includes documentation, knowledge transfer, and code that your team can confidently maintain and extend.

This proposal is submitted by D2 Creative LLC. and is signed by Charles Leinas, a person duly authorized to legally bind the person, partnership, company, or corporation submitting the proposal.

This proposal is valid for 90 days.

We look forward to your review of our proposal and would be happy to provide any additional information you may need for your evaluation. I can be contacted via email at charles@thinkd2.com or via telephone at (425) 605-9538.

Thank you very much for the opportunity.

Warmest regards,



Charles Leinas, PMP, ARM
Marketing and Business Development Manager

Client Experience



Company Profile

Name: D2 Creative LLC
 Address: Kirkland, WA -Portland, OR - Boston, MA
 Main Ph: (425) 605 9538
 Website: thinkd2.com Status: LLC Corporation, established 2014 25 employees
 Tax ID: 47-2212516 SAM ID: S7CHGLTAT1F7 WA UBI: 603 448 094

BRIEF HISTORY

D2 is a multifaceted marketing agency that combines data and design to build strong brands. The firm as it exists today was founded in 2014, but is the successor to firms dating back to 1999. We have created brands, advertisements, web sites, and marketing material for businesses, non-profits, and the public sector.

Today, the firm is staffed by industry experts in the areas of marketing, design, web development, social media, media planning & purchasing, research, data analytics, programming, print management, SEO, ad campaigns, and overall brand development and execution. We bring unique skills and client experience across multiple industries, including public agencies, transportation, higher education, retail, manufacturing, aviation, construction, healthcare, and more..

PUBLIC AGENCY EXPERIENCE

We have 20 years experience with public agency clients around the country. We know how to create the visual elements, functionality, and content to resonate with communities. We have developed websites and marketing campaigns for public agency organizations so we know how to develop the audiences, messaging, channels, and the customer journey for a successful initiative. The goal is to attract and engage new visitors but also to ensure we improve functionality, accessibility and promote brand/locale engagement with diverse audiences.

WE TELL YOUR STORY

We make brands human. Sometimes vulnerable. Heroic. And entirely relatable. Often a picture is enough. But sometimes we go deeper to tell your story. Regardless of how the story is told, our work is always persuasive because it's simple, sincere, emotional and memorable.

SERVICES

We work with a wide range of local, regional and national clients and offer a full range of services including:

- Market Research/Market Strategy
- Branded Experiences
- Brand planning/Design
- Marketing plan development
- Creative Services/Graphic Design
- Outreach/Awareness Campaigns
- Social Media Content and Management
- Media planning & buying
- Digital Campaigns
- Search (PPC, SEO, social)
- Analytics (media strategy, demand discovery)
- Advertising (media buying, ad re-targeting)
- Print & Traditional marketing
- Web Development
- Search Engine Optimization (SEO)
- Analytics

WE'RE AGILE

While many big-market agencies are weighed down by bloated retainers, endless approvals, and presentation-first thinking, D2 operates differently. Lean teams. Senior-level access. Faster decisions. Clear accountability.

Our services are in-house which means we control the quality and spend the time to constantly refine and measure results. We move quickly and can help you do more for less. This allows us to develop a deeper relationship and become an extension of your marketing team. We listen to your needs and goals and provide custom solutions uniquely tailored to suit your specific directives.



1. Executive Summary

D2 Creative proposes a modern, integrated digital experience for the City of Redmond's Parks and Recreation services that simplifies how residents discover programs, register for activities, and engage with the City's recreation offerings. Our approach recognizes the fundamental challenge facing the current system: residents must navigate multiple disconnected platforms—CivicPlus, Amilia SmartRec, and Team Sideline—to complete what should be a simple task. This fragmented experience creates confusion, discourages participation, and increases support burden on City staff.

Our solution is to create a purpose-built Parks & Recreation portal powered by a modern **NextJS headless architecture** that integrates directly with SmartRec and consolidates the user journey into a single, intuitive experience. By bypassing the limitations of CivicPlus templates and APIs, the City gains full flexibility to present programs, facilities, and events in a way that aligns with how residents actually search and register. The new portal will feature advanced program discovery tools, real-time availability data from SmartRec, seamless registration handoff, and integrated sports league information from Team Sideline—delivering a unified experience regardless of where the underlying data resides.

Our approach is grounded in a structured yet collaborative process that ensures the final solution reflects both community needs and City technical requirements. The project will progress through four major phases: Discovery, Design, Implementation, and Deployment & Closeout. Early discovery activities—including stakeholder interviews, user journey analysis, and SmartRec API evaluation—will validate assumptions and uncover opportunities to streamline program discovery and registration workflows. The design phase will translate those insights into a comprehensive solution architecture and validated prototype, followed by iterative development, rigorous accessibility testing, and coordinated deployment with the City's Technology & Information Services team.

Accessibility, mobile usability, and search visibility are foundational to our approach. The portal will be designed mobile-first and built to WCAG accessibility standards, ensuring that older adults, ESL users, and residents with disabilities can easily access recreation programs and services. The platform will also incorporate modern search optimization strategies—including structured data and answer-engine optimization—so residents can discover Redmond programs directly through Google and emerging AI-driven search interfaces.

The proposed engagement includes a fixed-fee project totaling \$141,900, covering discovery, design, development, deployment, and project management, with a contingency allowance to accommodate unforeseen technical considerations. This structure provides budget certainty while ensuring the flexibility needed to address integration complexity during discovery.

Ultimately, D2 Creative's goal is to transform the City of Redmond's Parks and Recreation website into a true digital front door for community recreation—one that makes it effortless for residents to explore programs, register for activities, and connect with the places and experiences that make Redmond an exceptional community.



2. Experience and Capabilities

Sector Experience

D2 Creative has deep expertise in the sectors most relevant to this project:

Municipal government

- City of Mill Creek (Drupal 10 migration from CivicPlus)
- City of Sammamish (Umbraco, public records management)
- City of Kirkland (website and digital marketing)
- Amtrak Cascades / Oregon DOT (booking integration)

Parks and Recreation

- Willamalane Park and Recreation District (900+ programs, ActiveNet integration)
- City of Sammamish Parks & Recreation
- Recreation management system integration (ActiveNet, similar to SmartRec)
- Program discovery and filtering optimization
- Real-time availability display

Platform expertise

- NextJS/React: Amtrak Cascades headless architecture; modern front-end development
- CivicPlus migration: Mill Creek migration gave us deep knowledge of CivicPlus limitations and why cities leave
- Recreation management systems: ActiveNet API integration with custom middleware
- Multi-platform coordination: Experience bridging disparate systems into unified user experiences

Expertise in proposed services and tools

Capability	Evidence
NextJS/headless architecture	Amtrak Cascades delivered on NextJS with headless CMS
CivicPlus migration	Mill Creek migration from CivicPlus; understand platform limitations
Recreation software integration	Willamalane ActiveNet integration with custom Go middleware
UX research and testing	Stakeholder interviews, user journey mapping, usability testing across all projects
Mobile-responsive design	Mobile-first approach standard on all projects
WCAG accessibility	Built-in from creation on all projects
SEO/AEO/GEO optimization	Dedicated SEO and analytics strategy across projects
API development	Custom integrations for ActiveNet, ArcGIS, scheduling systems
Analytics preservation	Google Analytics 4 implementation with cross-platform tracking



Understanding of Project and Unique Challenges

The core problem

Redmond's Parks and Recreation information exists in three silos:

1. CivicPlus: The public website, where residents start their search (and struggle to find what they need)
2. Amilia SmartRec: Where registration actually happens
3. Team Sideline: Sports league information in yet another system

Residents don't care which system holds the data. They want to find programs, register, and be done. Today, that journey is fragmented, confusing, and often abandoned.

CivicPlus is the bottleneck. Its rigid templates prevent creating the intuitive search and filtering residents need. Its limited API capabilities make seamless SmartRec integration difficult. Its content management requires workarounds for anything beyond basic pages. You can optimize CivicPlus endlessly and still hit the same walls.

Our solution is to bypass CivicPlus entirely for Parks & Recreation. Build a purpose-built NextJS portal that does exactly what residents need, integrates directly with SmartRec, and gives your team full control.

Unique challenges we'll address

1. *SmartRec stays; CivicPlus goes*

SmartRec replacement is out of scope. We embrace SmartRec as the registration backbone and build around it:

- Map SmartRec's API capabilities for direct integration
- Build custom search and filtering that queries SmartRec data
- Create seamless handoff to SmartRec for actual registration
- Preserve analytics tracking throughout the user journey

2. *One unified experience*

A purpose-built portal enables a truly unified Parks & Rec experience:

- Single design language throughout the experience
- SmartRec data surfaced directly in search results
- Team Sideline content integrated into the portal
- Consistent tracking (Google Analytics, Meta Pixel, UTMs) across all interactions

3. *Filtering and discovery across 900+ offerings*

Based on Willamalane's 900+ programs, we know how to surface relevant content:

- Age-appropriate filtering that actually works
- Date/time refinement for busy family schedules
- Activity type categorization that matches how residents think
- Location-based discovery (which park? which facility?)
- "Curated collections" allowing marketers to highlight seasonal programs



4. Mobile-first design

Over half of recreation searches happen on mobile devices. Our mobile-first approach ensures:

- Touch-friendly filtering controls
- Fast page loads on cellular connections
- Registration flows that work on small screens
- Properly sized tap targets and horizontal layouts

5. Accessibility for all residents

Redmond's population includes older adults and ESL users who will test the site. Our accessibility approach:

- WCAG compliance from wireframes through implementation
- Usability testing with representative users, beyond automated scans
- Plain language content principles
- High contrast, readable typography
- Screen reader compatibility

6. SEO, AEO, and GEO considerations

Search is evolving. Beyond traditional SEO:

- Answer Engine Optimization (AEO): Structured data enabling Google to answer "Redmond youth basketball" directly
- Generative Engine Optimization (GEO): Content structure for AI-powered search summaries
- These terms affect how residents find programs through Google, Siri, Alexa, and ChatGPT

7. CAPRA alignment

We structure deliverables to support future NRPA accreditation:

- Documentation aligned with relevant CAPRA criteria
- Clear provenance of how deliverables support accreditation
- Collaboration with City staff on accreditation goals

Project Approach

Our philosophy

Discovery reveals constraints not apparent from RFPs. Our approach validates assumptions collaboratively before committing to implementation.

Phase overview

Phase	Tasks	Duration	Key deliverables
Discovery	1-4	10 weeks	Engagement plan, discovery summary, current-state assessment, platform analysis, design validation
Design	5	6 weeks	Design package with architecture, requirements, solution design, delivery plan
Implementation	6-7	12 weeks	Configuration, development, integration, testing, remediation
Deployment & Closeout	8-9	6 weeks	Deployment, go-live support, training, knowledge transfer, closeout

Task 1: Project initiation

Activities

- Kickoff meeting with Parks & Recreation and TIS stakeholders
- Confirm goals, constraints, success criteria
- Establish communication protocols and decision-making authority
- Create engagement plan with stakeholder touchpoints, research goals, timeline

Stakeholder engagement approach

We use an intensive interview process engaging:

- Parks & Recreation leadership and front-line staff
- TIS technical team
- Communications/marketing staff
- Community representatives (if available)

Deliverables

- Engagement plan and timeline
- Stakeholder contact matrix
- Communication protocol documentation



Task 2: Current-state experience assessment

Activities

User experience assessment

- Mobile and desktop walkthrough of current registration flows
- Task-based testing with real users (internal staff initially, external residents if available)
- Common task testing: find a program, filter by age/date, complete registration
- Identify friction points: search limitations, taxonomy confusion, excessive clicks

Baseline metrics

- Review current Google Analytics data
- Document mobile vs. desktop completion rates
- Identify abandonment points
- Confirm measurement approach (GA4, Meta Pixel, UTM tracking)

Our approach to user testing

We watch real people try to accomplish real tasks. At Willamalane, this revealed that residents couldn't find programs because the terminology didn't match how residents think about activities.

Deliverables

- Current-state assessment findings
- Friction point documentation with severity ranking
- Baseline performance metrics
- User journey maps for critical paths

Task 3: Platform and migration analysis

Activities

SmartRec API analysis

- Document API capabilities, endpoints, and authentication
- Map data structures for programs, facilities, schedules, availability
- Evaluate real-time vs. cached data approaches
- Assess registration handoff options (deep linking, embedded checkout)

Content migration planning

- Inventory existing Parks & Rec content in CivicPlus
- Identify content that moves to the new portal vs. stays on city site
- Document URL structures for redirect planning
- Plan content entry/migration workflow

Team Sideline analysis

- Document current utilization
- Identify integration requirements
- Determine API or embedding approach for the new portal



TIS coordination

- Technical standards review for NextJS deployment
- Security requirements documentation
- Hosting and infrastructure planning (Vercel, self-hosted, or City infrastructure)
- SSO/authentication requirements if applicable

Best practices research

- Review 3-5 comparable municipal Parks & Rec sites with modern architecture
- Document effective patterns for program discovery
- Identify innovations applicable to Redmond

Deliverables

- SmartRec API integration specification
- Content migration plan
- Technical standards alignment documentation
- Best practices research summary

Task 4: Design validation

Activities

Wireframe development

- Core page templates addressing City requirements
- Program discovery and filtering interfaces
- Registration flow optimization
- Mobile and desktop layouts

Technical validation

- Validate SmartRec API integration approaches against wireframes
- Prototype key interactions (search, filtering, registration handoff)
- Document technical architecture decisions

Prototype/POC development

- Clickable prototype for stakeholder validation
- Technical proof-of-concept for complex integrations (if needed)
- User testing of prototype concepts

Our prototyping approach

We build functional HTML/CSS/JS prototypes. Stakeholders interact with real interfaces, providing feedback before full implementation. This caught navigation issues at UW Bothell and City of Sammamish that static wireframes missed.

Deliverables

- Wireframes for all core page templates
- Clickable prototype
- Technical POC (if required)
- Validation outcomes documentation



Task 5: Design package

This is the critical approval gate. We deliver a comprehensive design package for City review before implementation begins.

Package contents

1. Discovery summary

- Key findings from stakeholder interviews
- User research insights
- Platform capability constraints

2. Platform assessment

- Preserve/replace/extend recommendations for each platform
- Rationale for recommendations
- Risk assessment

3. Functional requirements

- Filtering and program organization (age, date, combinations, sorting, performance)
- Curated program collections with marketer self-service workflow
- Content management approach (headless CMS selection and configuration)
- SmartRec and Team Sideline integration specifications

4. Non-functional requirements

- Accessibility standards (WCAG target level)
- Performance requirements (page load times)
- Security requirements (per TIS standards)
- Browser/device support matrix
- Maintainability standards

5. Solution architecture

- Technical architecture diagrams
- Integration specifications
- Data flow documentation

6. Delivery plan

- Implementation timeline with milestones
- Dependencies and critical path
- Resource allocation
- Release approach (phased vs. big-bang)

7. Test strategy and go-live criteria

- Testing approach (functional, accessibility, usability, performance)
- Acceptance criteria
- Go/no-go decision framework



Deliverables

- Design package document (comprehensive)
- Delivery plan with milestones
- Test strategy and go-live criteria

Task 6: Development and integration

Activities

NextJS application development

- Core application architecture and routing
- Component library development (search, filters, program cards, facility pages)
- Responsive layouts for mobile and desktop
- Accessibility implementation (WCAG 2.1 AA from the start)

SmartRec API integration

- API connection layer with authentication
- Data fetching and caching strategy
- Real-time availability display
- Registration handoff flow

Team Sideline integration

- Content syndication or API integration
- Unified display within the portal

Content management setup

- Headless CMS configuration (for staff-managed content)
- Content modeling for parks, facilities, announcements
- Editorial workflow and permissions

Our development approach

We work in two-week sprints with regular demonstrations. You'll see progress in a staging environment, provide feedback when changes are easy, and maintain visibility throughout.

Deliverables

- Implemented configuration and front-end changes (staging/non-production)
- Development documentation
- Sprint demonstration recordings



Task 7: Testing, remediation, and go-live readiness

Activities

Functional testing

- All user journeys tested against requirements
- Cross-browser testing (Chrome, Firefox, Safari, Edge)
- Mobile device testing (iOS, Android)
- Form and workflow testing

Accessibility testing

- Automated scanning (axe DevTools, Pa11y, WAVE)
- Manual keyboard navigation testing
- Screen reader testing (NVDA, VoiceOver)
- Usability testing with older adults and ESL users (per RFP requirement)
- Color contrast and text scaling verification

Performance testing

- Page load time measurement
- Mobile performance optimization
- Analytics verification

Security review support

- Provide documentation for City TIS security review
- Address security findings
- Remediate identified issues

Deliverables

- Testing and remediation evidence
- Accessibility compliance documentation
- Go-live readiness package (test results, security remediation, known issues, go/no-go checklist)

Task 8: Deployment, cutover, and go-live support

Activities

Deployment preparation

- Step-by-step deployment procedures
- Rollback procedures
- Coordination plan with TIS and Communications
- URL redirect setup from existing CivicPlus Parks & Rec pages

Production deployment

- Execute deployment per procedures
- Post-deployment validation
- Immediate issue resolution



Go-live support

- Monitoring during initial launch period
- Rapid response to issues
- Staff support during transition

Deliverables

- Deployment procedures documentation
- Production release
- Post-deployment validation summary

Task 9: Project closeout and knowledge transfer

Activities

Content governance model

- Document who updates what, how often
- Establish approval workflows
- Define quality standards

Documentation

- Administrator manual
- Support SOPs for common tasks
- Troubleshooting guides

Training

- Training sessions for City staff (content editors, administrators)
- Recorded sessions for future reference
- Hands-on practice in staging environment

Closeout

- Final project review meeting
- Lessons learned documentation
- Transition to ongoing support (if contracted)

Deliverables

- Content governance model
- Administrator and support SOPs
- Training materials and recordings
- Closeout documentation

Key Team Members

D2 is an experienced web consulting and development team prepared to undertake the design and implementation of a redesigned website for the City. Our core team includes:



Daniel Stamm - Lead Developer & Technical Architect

Daniel brings 15+ years of experience in digital solutions, design, and front-end development. As lead developer on 40+ projects, he specializes in platform-agnostic solutions (WordPress, Drupal, modern JavaScript frameworks), accessibility compliance, and performance optimization.

- Comprehensive knowledge of WCAG 2.1 AA implementation
- Drupal theming, module development, and multi-site architecture
- Experience with Next.js, React, Drupal, Wordpress, CivicWeb and other platforms
- Third-party integration expertise (APIs, data synchronization, marketing tools)

Daniel will lead technical assessment, development work, and troubleshooting, coordinating closely with MassTech's IT team on code reviews and deployment workflows.

Daniel has been the lead web developer and MarTech lead on over 40 projects. Education: Seattle Central College.



Charles Leinas PMP, ARM - Project Manager, primary point of contact

Charles brings 20+ years of experience managing complex projects, with over 100 website projects completed. His background spans government, healthcare, and enterprise clients including Oregon Department of Transportation, University of Washington, City of Sammamish, City of Kirkland, City of Mill Creek, City of Woodinville, and Washington State agencies.

- Certified Project Manager (PMP) and Associate in Risk Management (ARM)
- Navy Veteran with HIPAA certification
- BA from Boston College
- Expertise in stakeholder coordination, timeline management, and multi-department projects

Charles will serve as your primary contact, receiving and triaging requests, coordinating with your team, and ensuring clear communication on all development and support activities. He is a Navy Veteran, Certified Project Manager, Associate in Risk Management & Finance, and is HIPAA Certified, as well as certified in Google Ads, Digital Marketing, and Analytics.



Diane Davis - Creative director and UX consultant

Diane has 25 years of experience in brand strategy, UX design, and creative development. Her client portfolio includes government agencies, educational institutions, and public-facing organizations requiring clear, accessible communication.

- BFA from Kutztown University
- Expertise spanning user research through design execution
- Focus on engaging, consistent, and strategically-aligned visual communication

Diane will support design-related requests, template development, and user experience improvements as needed.





Steph Puckett - Graphic designer, UX, Video

Steph is a Seattle-based creative professional with nearly a decade of experience in design and marketing. Following the completion of her bachelor’s degree in Marketing at the University of Houston, she began working as a freelance graphic designer and marketing consultant. She relocated to Seattle in 2018, where she spent the next several years working as an inhouse marketing coordinator for a string of small local businesses. In these roles, she successfully executed full brand refresh projects, created website content and layouts, and designed full slates of sales and marketing materials, displays, merch, and swag for a variety of trade shows and events. In addition to graphic design and illustrations, she is also an experienced social media manager, copywriter, and product photographer.



Justin Veldhuse - Marketing and Content Coordinator

Justin is a dynamic marketing coordinator with expertise in strategic planning, account management, and cross-functional leadership. He has a proven track record of crafting data-driven campaigns that exceed objectives, including award-winning campaigns recognized at the 2024 ThinkNW Cascadia Creative Awards. Justin has worked with brands including El Camino, Amtrak Cascades, Northwest Seaport Alliance, City of Kirkland, OHSU, Valley Medical, Pacific Medical, and other multi-cultural and community-focused clients. Education: BS, Marketing & Advertising Management, Portland State



Don DeVange - Analytics and Search Engine Optimization/Content Strategy

Don brings 18+ years of experience in media, analytics, and SEO strategy. His work spans higher education, healthcare, and government clients requiring data-driven digital strategies.

- BA from Seattle University
- Google Analytics and SEO expertise
- Content optimization and performance measurement
- Experience with University of Washington, Oregon Health & Science University, and state agencies

Don will support SEO strategy, analytics implementation, and performance optimization initiatives. Education: BA, Seattle University

Supporting team

Our core team is supported by:

- Front-end developers for implementation work
- Graphic designers for visual assets
- QA specialists for testing and validation



3. Requirements



Business Requirements

01 Sec and Tech Requirements

Solution Under Consideration: NextJS headless architecture				
REQ ID#	Function/Process	Requirement Description	Fit Comments (Completed by the Vendor) ** Provide information as to how the proposed solution meets the requirements	Gap Comments (Completed by the City's Technology Team) ** Provide information as to how the proposed solution Does Not meet the requirements, information on the mitigating controls
01	Security			
01.01	Identity and Access Management			
01.01.01	Identity and Access Management	System must support Single Sign-On (SSO) with Microsoft Active Directory for on-premise applications, and Microsoft Entra ID (formerly Azure Active Directory) for SaaS applications. The City of Redmond prefers an application that handles authentication through the city's own directory services (Microsoft Active Directory and Microsoft Entra ID). Describe the supported methods of directory synchronization/federation. (Provide a link to SSO integration documentation, if available)	Following discovery, D2 will only recommend a CMS that includes AD/Entra SSO capabilities, either natively or with a generally-available module. SSH access to hosts will be key-based; keys may be managed by extending AD and provisioning keys to the OS user profile.	
01.01.02	Identity and Access Management	System must support RBAC (Role Based Access Control)	The proposed CMS recommended following discovery will include RBAC natively. SSH access to hosts will be key-based; keys may be managed by extending AD and provisioning keys to the OS user profile.	
01.01.03	Identity and Access Management	System must support automatic user provisioning at first login	With authentication exclusively managed by AD attestation, any deprovisioned AD member would be effectively archived, rather than deleted, to maintain data history and integrity.	
01.01.04	Identity and Access Management	System must support automatic user deprovisioning upon deactivation in Microsoft Active Directory or Microsoft Entra ID (formerly Azure Active Directory)	Following discovery, D2 will only recommend a CMS that includes OATH 2FA, either natively or with a generally-available module.	
01.01.05	Identity and Access Management	System must provide Multi Factor Authentication for user accounts or support integration with third party Multi Factor Authentication solutions like Azure MFA		
01.02	Reputation			
01.02.01	Reputation	Vendor has a solid Service Level Agreement (SLA) for support. An SLA requires that the vendor provide 99.9% uptime after exclusion of scheduled maintenance and/or hardware/software failure.	Agreed.	
01.02.02	Reputation	Vendor has a history of releasing security updates to patch known vulnerabilities in a timely manner.	Updates and patches are performed by D2 on a regular cadence for clients under a continuing support agreement. Platforms and CMSs will be recommended considering this requirement as part of a complete discovery process. We recommend hosting on an AWS host running GNU/Linux, httpd/Apache2 or Nginx, and Node > 22, which each, along with their associated software packages, updated regularly.	
01.02.03	Reputation	Vendor has a history of regularly releasing feature updates for their application or service.	Updates and patches are performed by D2 on a regular cadence for clients under a continuing support agreement. Platforms and CMSs will be recommended considering this requirement as part of a complete discovery process. We recommend hosting on an AWS host	
01.02.04	Reputation	Vendor shall provide information about recent security incidents or data breaches, and provide documentation on steps taken to prevent future incidents.	Agreed	
01.03	Data Privacy			
01.03.01	Data Privacy	Vendor only collects data from those who have given their consent by accepting the vendor's privacy policy.	Agreed	
01.03.02	Data Privacy	Vendor must disclose the country/location where collected data resides, and if that country meet data sovereignty and compliance regulations.	For provisioned core services, based in USA/Oregon and USA/Virginia. Hosted cloud services can be restricted to specific physical domains during the selection process. Third-party client-side analytics are generally performed by US-based companies (Google, Microsoft, Meta)	
01.03.03	Data Privacy	Privacy policy must clearly list the information that the vendor is collecting and how is that information being used or shared with any third party. The details related to notifications for the collection of data are covered in the vendor's Privacy Policy, and these details available on the vendor's website or via documentation provided by the vendor.	This project does not indicate the collection of sensitive PII, and the privacy policy will reflect that.	
01.03.04	Data Privacy	Vendor shall execute and comply with an Information Privacy Security Agreement (IPSA) when executing the service contract (** Use the IPSA template attached with the RFI or RFP package or reach out to the city contact for a copy).	Agreed	
01.04	Data Security and Protection			
01.04.01	Data Security and Protection	Vendor must schedule data backups to meet the RPO (Recovery Point Objective) and RTO (Recovery Time Objective) defined by the City. Describe your backup, high availability and service restoration practices to maintain business continuity in case of a disaster.	No documented plans	
01.04.02	Data Security and Protection	Vendor must have a formal Security and Compliance program to ensure data protection for all data collected, stored or otherwise processed through their service.	We do not have a formal security and compliance program.	
01.04.03	Data Security and Protection	Vendor must protect all data in transit with TLS 1.2 or higher encryption.	Yes. We use key-based authentication when operating with remote servers and use Amazon Certificate Manager to provision security certificates for traffic beyond the virtual private cloud infrastructure.	
01.04.04	Data Security and Protection	Vendor shall protect internal data in transit between services using encryption. For example, Microsoft encrypts all traffic in transit within their network.	Agreed	
01.04.05	Data Security and Protection	Vendor must have incident response and patching procedures in place to remedy any publicly reported issues with their service including third party libraries that may be used by the service.	We have procedures in place.	
01.04.06	Data Security and Protection	System must protect data at rest with 256-bit AES object-level encryption or higher	Agreed	
01.04.07	Data Security and Protection	Vendor shall use systematic intrusion detection, including log analysis, file integrity checking, policy monitoring, rootkit detection, real-time alerting, and active response.	Agreed	
01.04.08	Data Security and Protection	System shall provide data access/audit logs Vendor shall make data access logs available to the City upon request if the logs are not available in the system.	Standard logging from standard linux tools. CMS will record appropriate logs as well.	
01.04.09	Data Security and Protection	If applicable, the vendor shall agree to sign a BAA (Business Associate Agreement) with a HIPAA covered entity. The covered entity and the vendor must enter into a HIPAA-compliant business associate contract or agreement (BAA) if the vendor will be creating, receiving, maintaining, or transmitting electronic protected health information (ePHI).	The system is not intended to store PII or HIPAA-covered data.	
01.04.10	Data Security and Protection	If applicable, the vendor must comply with the HIPAA breach notification requirements that apply to the business associates. Business associate is responsible for notifying the covered entity of breaches of unsecured protected health information (PHI).	The system is not intended to store PII or HIPAA-covered data.	
01.04.11	Data Security and Protection	If applicable, the vendor shall assure system is CJIS (Criminal Justice Information Services) compliant, if the system creates/processes/stores CJI (Criminal Justice Information).	The system is not intended to store CJI	





REQ ID#	Function/Process	Requirement Description	Fit Comments (Completed by the Vendor)	Gap Comments (Completed by the City's Technology Team)
01.04.12	Data Security and Protection	If applicable, the vendor shall assure all employees with access to the CJJ data stored in the system shall be required to complete a fingerprint background check and CJIS Security Awareness Training.	The system is not intended to store CJJ	
01.04.13	Data Security and Protection	Vendor must compartmentalize and limit access to the production environment, only granting access to named employees who have specific operational requirements.	This is the case.	
01.04.14	Data Security and Protection	Changes to the vendor's production environment access control list shall be tracked and audited. If the vendor uses third party services, those services shall be ISO 27001 certified, completed multiple SAS-70 Type II audits, and publish a SOC 2 report under both the SSAE 16 and the ISAE 3402 professional standards.	Agreed	
01.04.15	Data Security and Protection	Vendor shall provide the customer with ownership of their data if the customer decides to terminate the service contract. Describe how data will be transferred to the city at the termination of contracted services.	Super-administrator access grants to the new data custodian. Hosting account ownership will have always lived with the client. Hard drive images and appropriate access keys will be physically provided to the new custodian upon request and for the nominal cost of time and materials.	
01.04.16	Data Security and Protection	Vendor must meet PCI DSS requirements if there are online payments using credit cards. (Provide details on the level of PCI Compliance)	The system is not intended to process payments	
01.04.17	Data Security and Protection	Vendor shall provide Data Loss Prevention capabilities to create policies and conditions to look for sensitive data such as Social Security Numbers, Credit Card Numbers and Driver License numbers.	The system is not intended to store PII or HIPAA-covered data.	
01.04.18	Data Security and Protection	Vendor must provide ways for external users (customers) to report vulnerabilities.	The system may provide a form or a prominently displayed email address with active monitoring.	
01.04.19	Data Security and Protection	Vendor must ensure any all web-application hosted by them are secured with a public SSL (Security Socket Layer) certificate (with TLS 1.2 or higher)	Yes. We use key-based authentication when operating with remote servers and use Amazon Certificate Manager to provision security certificates for traffic beyond the virtual private cloud infrastructure.	
01.05 eDiscovery, Retention and Records				
01.05.01	eDiscovery, Retention and Records	System shall provide capabilities to run an eDiscovery search and place the content on legal hold to prevent deletion.	The system shall be able to provide on-demand database, log, and file dumps in a parseable format.	
01.05.02	eDiscovery, Retention and Records	System shall provide capabilities to export data in bulk for legal holds. The City's data shall remain the property of the city, and must be managed in accordance with the records retention laws for the State of Washington. Please describe the process for retrieving records to comply with the public records requests in accordance with the State of Washington Public Records Act.	The system shall be able to provide on-demand database, log, and file dumps in a parseable format. The CMS shall be queryable by third-parties with appropriate role grants.	
01.05.03	eDiscovery, Retention and Records	System shall allow capability to create retention tags and retention schedules that can applied to the stored data for archiving.	Agreed	
01.05.04	eDiscovery, Retention and Records	System shall allow integration with Electronic Content Management system (ECM). List supported ECM systems.	The recommended front-end platform is API agnostic, and therefore any ECM system that exposes a public endpoint may be used as a datasource.	
01.06 Incident Management				
01.06.01	Incident Management	Vendor must capture, report and track incidents to closure and have procedures in place for investigating any potential security breaches in accordance with Washington state RCWs.	Agreed	
01.06.02	Incident Management	Vendor shall provide customers with access to logging, monitoring and auditing capabilities for forensic analysis during a security incident such as unauthorized access.	Agreed	
01.06.03	Incident Management	Vendor must notify the customers of any planned maintenance window.	Agreed	
01.06.04	Incident Management	Vendor shall negotiate maintenance window with the customer to minimize business disruption.	Agreed	
01.06.05	Incident Management	Vendor shall provide prompt notice to the City of Redmond of any confirmed or suspected security breach affecting the city's data or information infrastructure that supports the city's contracted services. Prompt notice shall mean within four (4) hours of discovery of the confirmed breach. Notice will be provided by email and telephone to City's primary technical contact and primary business contact.	Agreed	
01.06.06	Incident Management	Vendor shall provide a root cause analysis report for any unplanned incidents or service disruptions.	Agreed	
01.07 Network and Perimeter Control				
01.07.01	Network and Perimeter Control	Vendor shall provide perimeter defense for controlling traffic flowing into and out of the data center or Cloud Platform (e.g. Microsoft Azure, AWS, Google Cloud) that is hosting the SaaS solution.	Agreed	
01.07.02	Network and Perimeter Control	Vendor shall deploy firewall (virtual or physical) to filter out potentially dangerous or unknow traffic that might constitute a threat based on a set of rules about the types of traffic and permitted source/destination addresses on the network.	AWS VPC access control rules and firewall at the network and system level.	
01.07.03	Network and Perimeter Control	Vendor shall deploy further levels of perimeter protection such as intrusion detection and prevention systems (IDS/IPS), which look for suspicious traffic after it has passed through the firewall.	Agreed	
01.08 Scalability and Reliability				
01.08.01	Scalability and Reliability	Vendor shall provide a minimum of 99.9% uptime and be capable of monitoring and providing an uptime report when requested. The City of Redmond strives to maintain high- levels of availability for its online systems regardless of hosting strategy. Describe your service levels for systems availability and responsiveness including maintenance windows, hours of support, and penalties for violating agreed upon SLA (Service level Agreement).	Hosting environment provides 99.9% uptime and monitoring.	
01.08.02	Scalability and Reliability	System must be hosted on geographically dispersed data centers to ensure availability of service.	US-West-2 and US-East-1	
01.08.03	Scalability and Reliability	System shall be scalable to provide service to additional users without any impact on the performance.	Agreed	
01.08.04	Scalability and Reliability	System shall replicate data and services to an alternate data center in the event of a natural disaster or human-induced regional disaster.	Agreed	
01.09 Database, Data Integration, Add-Ins/Plugins, and Infrastructure Compatibility				
01.09.01	Database, Data Integration, Add-Ins/Plugins, and Infrastructure Compatibility	End users do not have administrative rights to install or upgrade applications and plug-ins on their computers. Describe any and all components that must be installed locally on a client machine, including internet browser and Microsoft Office plug-ins. Describe your support for packing these components, if any, for an automated installation.	No components will need to be installed locally, except for an appropriate terminal client for users requiring SSH remote access.	





REQ ID#	Function/Process	Requirement Description	Fit Comments (Completed by the Vendor)	Gap Comments (Completed by the City's Technology Team)
01.09.02	Database, Data Integration, Add-Ins/Plugins, and Infrastructure Compatibility	The City has standardized on a Microsoft desktop platform: Windows operating system and Microsoft Office suite. The proposed solution is expected to support all features and functionality within this environment. List the Windows Operating System and Microsoft Office versions currently supported by the solution, and describe your policy for supporting new versions when they are released by Microsoft.	There are no ties to any one client-side operating system or office suite software.	
01.09.03	Database, Data Integration, Add-Ins/Plugins, and Infrastructure Compatibility	The City requires the solution be compatible with modern internet browsers (Microsoft Edge, Chrome, Firefox, Safari) via device platforms such as smart phones, tablets, and workstations. List the browsers that the proposed solution system currently supports, and describe any functionality restrictions or limitations with your solution based on different device platforms.	There are no ties to any one browser. The solution will follow WHATWG, ARIA, WCAG, and formal language guidelines on correct, compatible scripting and markup.	
01.09.04	Database, Data Integration, Add-Ins/Plugins, and Infrastructure Compatibility	If the proposed solution includes an on-premise technology component (hardware, physical or virtual machines), please list those components. Also, provide information about firewall configuration, open ports that are necessary for the proposed solution to function. (Provide a link to documentation, if available)	No on-premises hardware is required.	
01.09.05	Database, Data Integration, Add-Ins/Plugins, and Infrastructure Compatibility	If applicable, describe any remote access requirements to the City's network or to the proposed solution (on-premises or SaaS) for your support staff during implementation or ongoing technical support.	Select City staff may administer the application virtual machine via SSH. No vendor access to your network is requested.	
01.09.06	Database, Data Integration, Add-Ins/Plugins, and Infrastructure Compatibility	The City's expanding use of Business Intelligence (BI) may necessitate the extraction of certain data from the proposed solution for import into local databases or other solutions. Describe how the proposed solution would support data aggregation and extraction including APIs or other programmatic access paths.	Any headless CMS recommended will provide data via a queryable API--typically JSON or XML output. Authentication and permissions grants to an external querying app may be required to access non-public data, which will be secured at the row level.	
01.09.07	Database, Data Integration, Add-Ins/Plugins, and Infrastructure Compatibility	If API access is provided, what authentication options are used to secure API access e.g. API keys, OAuth 2.0, JWTs (JSON Web Tokens).	For the scope of the application, the public front-end server will have same-virtual-network access to a read-only (with exceptions for form submission and tracking) endpoint. Unless opened by request, the public should not have access to the raw API used to drive the front-end. This does not cover third-party applications and data sources.	
01.10 Compliance				
01.10.01	Compliance	Vendor responsible for providing the proposed solution is meeting their obligations under applicable regulatory requirements, including, but not limited to: Payment Card Industry Data Security Standards (PCI DSS); Criminal Justice Information System (CJIS); Health Insurance Portability and Accountability Act (HIPAA); and/or other applicable State/Federal laws. Please provide list of certifications.	No certifications are applicable to this project.	
01.10.02	Compliance	Vendor has successfully completed or shall complete the SSAE 18 SOC 2 audit certification process, a rigorous evaluation of repeatable operational and technical controls. Please provide reports.	No	
01.11 Third Party Vendors				
01.11.01	Third Party Vendors	Identify any third party subcontractors and/or cloud service providers you contract with for your solution. Please list all third party subcontractors.	This will vary based on the recommendations resulting from the discovery process.	
01.11.02	Third Party Vendors	If using third party subcontractors and/or cloud service providers describe the agreements you have with them for system security, business continuity, backup and restoration services, system availability, maintenance windows, hours of support, and penalties for violating agreed upon Service Level Agreements (SLAs).	No formal agreements	
01.12 AI (Artificial Intelligence) including Generative AI				
01.12.01	AI (Artificial Intelligence) including Generative AI	Vendor must disclose if AI is used within the features or functionality of the proposed solution (including third party AI add-ons).	No intent for AI-specific features; data model will consider LLM parseability, which is aided by focusing on accessibility for humans.	
01.12.02	AI (Artificial Intelligence) including Generative AI	Is the Vendor an AI company or providing a third party developed AI technology bundled with the proposed solution? If using third party AI technology, does the vendor have control over the third-party AI models?	No	
01.12.03	AI (Artificial Intelligence) including Generative AI	Is the proposed AI solution a Generative AI or Predictive AI solution? Generative AI is a type of technology that creates content like images, videos, text, music by learning from a lot of examples while Predictive AI is a technology that forecasts future outcomes based on data and patterns e.g. weather forecasting, predicting maintenance needs, predicting customer preferences based on the past interactions.	Not generally. The proposed hosted search software (Either Apache Solr or Algolia) may use statistical machine learning to weigh relevance of search results to a user's query.	
01.12.04	AI (Artificial Intelligence) including Generative AI	Vendor must ensure that technical controls are available to prevent collection and use of city data for training AI systems/models. By default, this control must be set to "Do not collect and use city data" unless authorization and consent is provided by the city.	No city data will be used with AI tools. AI coding assistants may be utilized to accelerate rote tasks, but any code-base will not include city-specific data or keys by which an LLM may parse and remember.	
01.12.05	AI (Artificial Intelligence) including Generative AI	Vendor must ensure that data collected for training AI systems/models comes from trusted and legitimate sources in compliance with copyright infringement laws.	We do not intend to use generative AI in this project. Most commercially available generative models cannot prove they do not include copyright content.	



4. Pricing Methodology

Approach

We propose a fixed-fee engagement with clear deliverables at each phase. This provides budget certainty while allowing flexibility in how work is allocated within phases.

Team and rates

Our standard hourly rates are below:

<u>Role</u>	<u>Hourly Rate</u>
Project Management	\$ 125.00
Web Design/Development	\$ 150.00
Brand Strategy	\$ 175.00
Graphic Design	\$ 125.00
Illustrator	\$ 125.00
Copywriter	\$ 100.00

Phase pricing

<u>Phase</u>	<u>Tasks</u>	<u>Hours</u>	<u>Amount</u>	<u>Average Rate/Hour</u>
Discovery	1-4	180	\$27,000	\$150
Design	5	120	\$18,000	\$150
Implementation	6-7	340	\$51,000	\$150
Deployment & Closeout	8-9	120	\$18,000	\$150
Project management	Throughout	100	\$15,000	\$150
Contingency (10%)	—	86	\$12,900	\$150
	Total	946	\$141,900	\$150



Expenses

No travel or other expenses are anticipated as we are in Kirkland, WA. All meetings can be conducted virtually or in person.

Adjustable costs and scope considerations

The base proposal assumes certain scope boundaries. The following items may require adjustment based on discovery findings or City preferences.

User testing recruitment and incentives

The base proposal includes staff time for usability testing with older adults and ESL users, but does not include participant recruitment services or incentives. Options:

Option	Description	Estimated Cost
City-recruited participants	City identifies and schedules participants from existing program registrants	Included
D2-recruited participants	We recruit through community organizations, senior centers, ESL programs	+\$2,500
Participant incentives	Gift cards (\$25-50 per participant, 10-15 participants)	+\$375 - \$750

We recommend City recruitment where possible, supplemented by D2 recruitment if specific demographics are difficult to reach.

Hosting and infrastructure

The base proposal includes development and deployment of the NextJS application. Hosting options will be evaluated during discovery:

Option	Description	Est. ongoing cost
Vercel (recommended)	Managed NextJS hosting with automatic scaling, CDN, and deployments	~\$20-50/month
City infrastructure	Self-hosted on City servers; requires TIS involvement	Depends on existing infrastructure
Cloud hosting	AWS, Azure, or Google Cloud deployment	~\$50-150/month

We recommend Vercel for simplicity and performance, but will align with TIS preferences and security requirements. Ongoing hosting costs are the City’s responsibility after project completion.



5. Project Schedule

Task	Offset	Duration	Deliverables
Task 1: Project initiation	Week 1	2 weeks	Engagement plan, kickoff outcomes
Task 2: Current-state assessment	Week 3	4 weeks	UX assessment, baseline metrics, friction points
Task 3: Platform analysis	Week 5	4 weeks	Platform capabilities, integration feasibility
Task 4: Design validation	Week 7	4 weeks	Wireframes, prototype, validation outcomes
Task 5: Design package	Week 11	6 weeks	Comprehensive design package, delivery plan
Task 6: Development	Week 17	10 weeks	Staging implementation
Task 7: Testing & remediation	Week 23	6 weeks	Testing evidence, go-live readiness
Task 8: Deployment	Week 29	2 weeks	Production deployment, validation
Task 9: Closeout	Week 31	2 weeks	Training, documentation, closeout

Key milestones

Milestone	Offset	Gate
Project kickoff	Week 1 —	
Discovery complete	Week 10	City review
Design package approved	Week 16	City approval required
Staging ready for review	Week 26	City review
Go-live decision	Week 28	Go/no-go
Production launch	Week 30	—
Project closeout	Week 34	—

Buffer and contingency

The schedule provides approximately 12 months of buffer before the December 2027 contract end date. This accommodates:

- Extended discovery if stakeholder availability is limited
- Additional iteration cycles if design validation reveals complexity
- Scope adjustments based on platform analysis findings
- Unforeseen technical challenges during implementation

Dependencies and risks

Risk	Impact	Mitigation
SmartRec API limitations	Alternative integration approach	Early API analysis; prototype validation
Stakeholder availability	Discovery delays	Engagement plan with scheduled commitments
TIS hosting requirements	May affect deployment approach	Early coordination; flexible architecture
Content migration complexity	More content than anticipated	Inventory early; prioritize critical content
Security review findings	Remediation time	Build remediation buffer into testing phase

6. References and Work samples

City of Mill Creek, WA

Contact: Jody Hawkins, Communications, Marketing, and Recreation Manager

Phone: (425) 921-5735

Email: jody.hawkins@millcreekwa.gov

Website: millcreekwa.gov

Project: Complete municipal website redesign, migration from Kentico to Drupal 10

Relevance to City:

- Complex content types
- Multi-department stakeholder coordination (elected officials, staff, public)
- Atomic design component library with accessibility compliance
- Ongoing support relationship following launch
- Municipal government context with diverse audience needs

Willamalane Park and Recreation District

Contact: Whitney Hoshaw, Marketing, Communications, and Recreation Manager

Phone: (541) 736-4530

Email: whitney.hoshaw@willamalane.org

Website: willamalane.org

Project: Custom website with complex registration system integration

Relevance to City:

- Platform serving 900+ programs
- Real-time third-party API integration (ActiveNet recreation management)
- Custom development to bridge API limitations
- Sophisticated search and filtering for diverse content
- Public-facing government entity serving varied stakeholders

Oregon Department of Transportation - Amtrak Cascades

Contact: Jenny Cherrytree, Communications and Marketing

Phone: (503) 307-3729

Email: jenny.cherrytree@odot.oregon.gov

Website: amtrakoregon.com

Project: Government transportation website with complex booking system integration Status: Ongoing relationship

Relevance to City:

- Government sect
- or experience
- Complex systems integration
- Public-facing services for diverse audiences
- Multi-stakeholder coordination
- Long-term maintenance partnership



Samples

Case study 1: Amtrak Cascades (Oregon/Washington DOT)

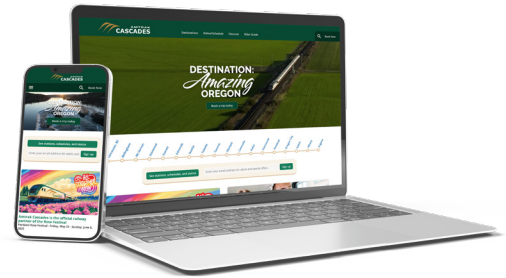
Amtrak Cascades operates passenger rail service between Vancouver, BC and Eugene, OR, managed jointly by Oregon and Washington DOT. D2 provides website management, marketing campaigns, and technical consulting as a full-service firm.

Technical highlights

- Complex booking integration with Amtrak reservation system
- Multi-state coordination (Oregon DOT, Washington DOT, Amtrak)
- Real-time train status
- Service alert management for rail operations
- Mobile-optimized booking flow for travelers
- Marketing campaigns driving ridership

Relevance to CARTA

- Direct transit industry experience
- Understanding of public transportation operations
- Real-time service information management
- Multi-modal travel context (rail + connecting transit)
- Government agency procurement and compliance



Case study 2: Willamalane Park & Recreation District

Willamalane needed a website managing approximately 900+ active programs with real-time capacity tracking, requiring seamless integration with their ActiveNet registration system while providing intuitive public search and discovery.

Solution

- Custom Drupal website with real-time ActiveNet integration
- Custom Go middleware to bridge ActiveNet API limitations
- Intelligent caching respecting API throttling while providing near real-time data
- Sophisticated search and filtering across 900+ programs (by age, date, activity type, location)
- Mobile-responsive design with WCAG 2.1 AA accessibility



Parallel to Redmond

ActiveNet is structurally similar to SmartRec. Both are cloud-based recreation management platforms with API access. The integration patterns, caching strategies, and user experience challenges are directly transferable.

Results

- Accurate real-time program availability
- Reduced staff phone calls from confused residents
- Intuitive navigation and discovery
- Successful launch with ongoing support relationship

Case study 3: City of Mill Creek, WA

Mill Creek’s website ran on CivicPlus with poor accessibility, dense design, table-based layouts, and navigation chaos. Content management required HTML knowledge. The platform’s limitations were blocking effective service delivery.

Solution

- Complete migration from CivicPlus to Drupal 10
- Custom alert system for emergencies and road closures
- News and event management with automatic content surfacing
- Atomic design component library
- WCAG accessibility compliance



Parallel to Redmond

Mill Creek faced the same CivicPlus limitations: rigid templates, poor accessibility, limited customization.

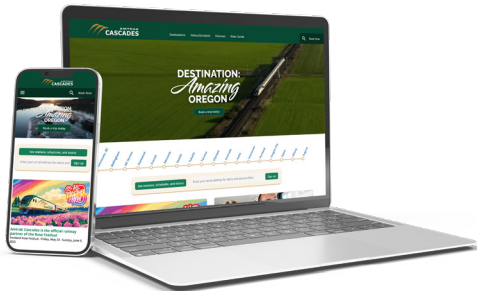
Results

- Transformed from dense, inaccessible site to welcoming digital front door
- WCAG accessibility compliance
- Mobile-responsive across all devices
- Reduced support burden on city staff
- Positive community feedback



Additional relevant experience

Client	Relevance
City of Sammamish	Municipal website, Umbraco platform, public records management
City of Kirkland	Municipal website and digital marketing
Amtrak Cascades / Oregon DOT	NextJS headless architecture; government site with complex booking integration
Center of Excellence	Event/Class Registration system
Wilderness Awareness School	Class registration system with WooCommerce
OMIC R&D	Research repository, multi-audience navigation



7. Subconsultants

D2 does not anticipate needing to engage any subconsultants for this project.



8. Business Information

Name: D2 Creative LLC
Address: 13027 NE 98TH PL
Kirkland, WA 98033
Main Ph: (425) 605 9538
Website: thinkd2.com
Tax ID: 47-2212516

Status: LLC Corporation, established 2014
SAM ID: S7CHGLTAT1F7
WA UBI: 603 448 094

This proposal is submitted by D2 Creative LLC. and is signed by Charles Leinas, a person duly authorized to legally bind the person, partnership, company, or corporation submitting the proposal.

9. Business License

D2 understands and agrees to endorse our Washington State business license with the City of Redmond business license as a requirement for performing these services.

10. Valid Time Period

This proposal is valid for 90 days.

