City of Redmond

Redmond
WASHINGTON

Agenda

Business Meeting

Tuesday, September 2, 2025

7:00 PM

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

City Council

Mayor
Angela Birney

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

REDMOND CITY COUNCIL
AGENDA SECTION TITLE REFERENCE GUIDE

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

AGENDA

ROLL CALL

I. SPECIAL ORDERS OF THE DAY

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: August 4, 2025, Special Meetings (recordings are available at Redmond.gov/rctv)

Special Meeting Minutes for August 4, 2025 at 4pm
Special Meeting Minutes for August 4, 2025 at 7pm

2. Approval of Payroll/Direct Deposit and Claims Checks

Payroll Approval Register, August 8, 2025
Payroll Approval Register, August 25, 2025
Check Approval Register, September 2, 2025

3. **AM No. 25-121** Approval of On Call Survey and Mapping Services Agreement, with David Evans and Associates, in an Amount Not to Exceed $150,000

Department: Public Works

Attachment A: Consulting Services Agreement

Legislative History

8/4/25	Committee of the Whole - Planning and Public Works	referred to the City Council

4. **AM No. 25-122** Approval of the Eastrail Partners Memorandum of Agreement

Department: Parks and Recreation

Attachment A: Memorandum of Agreement

Legislative History

8/4/25	Committee of the Whole - Planning and Public Works	referred to the City Council

5. **AM No. 25-123** Approval of Bellwether Housing (Prisma) Purchase and Sale Agreement

Department: Planning and Community Development

Attachment A: Purchase and Sale Agreement

Legislative History

8/4/25	Committee of the Whole - Planning and Public Works	referred to the City Council

6. **AM No. 25-124** WSDOT Regional Mobility Grant Acceptance

Department: Planning and Community Development

Attachment A: WSDOT Regional Mobility Grant Application
Attachment B: WSDOT Award Letter

Legislative History

8/4/25	Committee of the Whole - Planning and Public Works	referred to the City Council

7. AM No. 25-125 Adoption of an Ordinance Amending the Redmond Zoning Code for the 2025 Annual Code Cleanup

Ordinance No. 3226: An Ordinance of the City of Redmond, Washington, Amending Title 21 of the Redmond Municipal Code, Known as the Redmond Zoning Code, to Complete the 2025 Annual Code Cleanup, Providing for Severability, and Establishing an Effective Date

Department: Planning and Community Development

Attachment A: 2025 Annual Code Cleanup - Planning Commission Report with Appendices
Attachment B: Ordinance Amending RZC

Legislative History

8/4/25	Committee of the Whole - Planning and Public Works	referred to the City Council

B. Items Removed from the Consent Agenda

IV. HEARINGS AND REPORTS

A. Public Hearings

B. Reports

1. Staff Reports

2. Ombudsperson Report

August: Councilmember Salahuddin
September: Councilmember Anderson

3. Committee Reports

V. UNFINISHED BUSINESS

VI. NEW BUSINESS

VII. EXECUTIVE SESSION

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

Memorandum

Date: 9/2/2025
Meeting of: City Council

File No. SPC 25-068
Type: Minutes

Approval of the Minutes: August 4, 2025, Special Meetings (recordings are available at Redmond.gov/rctv)

CALL TO ORDER

A Special Meeting of the Redmond City Council was called to order by Mayor Pro Tem Vanessa Kritzer at 4 p.m. The meeting was held in the Redmond City Hall Council Conference Room.

ROLL CALL AND ESTABLISHMENT OF A QUORUM

Present: Councilmembers Forsythe, Kritzer, Nuevacamina, Salahuddin, and Stuart

Absent: Councilmembers Anderson and Fields

MEETING WITH THE FEDERAL LOBBYIST

The purpose of the special meeting was to meet with the federal lobbyist to discuss items of interest to the City of Redmond.

ADJOURNMENT

There being no further business to come before the Council the special meeting adjourned at 4:27 p.m.

_____ _____

ANGELA BIRNEY, MAYOR CITY CLERK

Minutes Approved: September 2, 2025

DRAFT

CALL TO ORDER

A Special Meeting of the Redmond City Council was called to order by Mayor Pro Tem Vanessa Kritzer at 7 p.m. The meeting was held in the Redmond City Hall Council Chambers.

ROLL CALL AND ESTABLISHMENT OF A QUORUM

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

Absent: None

EXECUTIVE SESSION:

Mayor Pro Tem Kritzer announced the Council will now leave the meeting and go into Executive Session to discuss Potential Litigation [RCW 42.30.110(1)(i)] for 20 minutes. Per state law, public attendance is not allowed.

Executive Session convened at 7:02 p.m. and ended at 7:22 p.m.

SPECIAL ORDERS OF THE DAY:

A. PRESENTATION: Recognition of Redmond as a JustServe City

Justin Heber provided a presentation and recognized Redmond as a JustServe City for volunteerism.

ITEMS FROM THE AUDIENCE

Mayor Pro Tem Kritzer opened Items from the Audience at this time. The following persons spoke:

- Erin Hamilton – concerns with the safety of the location of the Community Center at Marymoor Village;
- Rebecca Bloom – in support of AM No. 25-120/Ordinance No. 3225 on the agenda tonight;
- Chester Anderson – not in support of the process to shut down the Old Firehouse Teen Center and would like to keep that site as the teen center;
- Conner Graham – unsafe venues for kids, and the Old Firehouse Teen Center was safe;
- Max Ruhlman – needs better communication regarding the teen program;

- Wolfe Adriatico – issues with the teen services at the Community Center at Marymoor Village;
- Rosemary Ives – importance of the Old Firehouse Teen Center and prioritizing renovations;
- David Morton – People for Climate Action report and actions to take for achieving 80% emissions reduction by 2050; and
- Joe Kunzler – support of the Council President, omission from the minutes, placing competency hearing on RCTV.

CONSENT AGENDA

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

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

1. Approval of the Minutes: July 15, 2025, Regular Meeting, and July 22, 2025, Special Meeting

2. Approval of Payroll/Direct Deposit and Claims Checks

#188744 through #188755
#188933 through #189743
#1865 through #1869

$4,805,548.74

#188756 through #188756
#189744 through #189749
#1870 through #1870

$18,914.45

#12745 through #13182

$7,700,409.67

3. AM No. 25-111: Approval of On-Call Consultant Contracts for Transportation Planning & Engineering

4. AM No. 25-112: Approval of an Agreement to Administer Homeless Outreach Software in Partnership with City of Kirkland and City of Bellevue

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5. AM No. 25-113: Approval of the King County Community Development Block Grant (CDBG) 2026 Funding Allocation Plan

6. AM No. 25-114: Confirmation of the Appointment of Rebecca Mueller to serve as Redmond's In House City Attorney

7. AM No. 25-115: Confirmation of New Parks, Trails, and Recreation Commission Member Appointment

8. AM No. 25-116: Approval of the Lake Washington School District 2025-2026 School Community Resource Officer Contract Agreement

9. AM No. 25-117: Approval of Interlocal Agreement for Hazardous Materials Response

10. AM No. 25-118: Approval of a Contract with Leasing2 for the Financing of SCBA and Air Cylinder Equipment

11. AM No. 25-119: Amendment of Resolution 1604, Section 1.4) For purchases of Instructional/Artistic Services, to Revise Council Approval Limit

    a. Resolution No. 1609: A Resolution of the City Council of the City of Redmond, Washington, Amending Resolution No. 1604, Section 1.4) For purchases of Instructional/Artistic Services

12. AM No. 25-120: Adoption of an Ordinance Establishing the 2025-26 Annual Comprehensive Plan Docket

    a. Ordinance No. 3225: An Ordinance of the City of Redmond, Washington, Setting the Framework and Conducting Concurrent Review of the Cumulative Effect of All Proposed Amendments to the Redmond Comprehensive Plan and Related Amendments to the Redmond Zoning Code, for the 2025-26 Annual Comprehensive Amendment Review Docket, Including New and Amended Policies, Concurrent Zoning Amendments, and New and Amended Functional Plans

Mayor Pro Tem Kritzer read the ordinance and resolution title into the record, and the new City Attorney and Parks, Trails, and Recreation Commission Member were sworn in.

ITEMS REMOVED FROM THE CONSENT AGENDA: NONE

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HEARINGS AND REPORTS

Ombudsperson Reports:

Councilmember Anderson reported receiving resident contacts regarding: Columbia Pacific Advisors public comment; Request an HOA to change the sign out in their front entrance to make it more visible; terminated employee in the Parks Department; transition two empty tennis courts into pickleball courts at Perrigo Park; ADA accessible parking for Sprinter Van; bilingual tutoring to put flyers up in City Hall; Support for ISA gun range business license renewal; and Senior Center programs and comments.

Councilmember Salahuddin reported receiving resident contacts regarding: senior center programming; community based organizations regarding immigration.

Councilmember Forsythe reported receiving resident contacts regarding: trash services; traffic safety issues; unionization.

Councilmember Stuart reported receiving resident contacts regarding: office hours; community based organizations regarding immigration; sign on letter; advisory team; police technology; and Rockin' on the River concert.

Councilmember Nuevacamina reported receiving resident contacts regarding: Rockin' on the River concert; expanded policing program; Eastside Unplugged; and environmental sustainability newsletter.

Councilmember Fields reported receiving resident contacts regarding: Farrel McWhirter park sand causing issues with horses.

Councilmember Kritzer reported receiving resident contacts regarding: community based organizations regarding immigration; and reading to kids.

Committee Reports:

Councilmember Forsythe provided a committee report:

- Eastrail Partnership.

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Councilmember Stuart provided committee reports:

- One Redmond Government Affairs;
- Association of Washington Cities Legislative Priorities Committee; and
- National League of Cities.

Councilmember Nuevacamina provided a committee report:

- Cascade Water Alliance.

Councilmember Kritzer reported:

- Upcoming events; and
- Voting.

UNFINISHED BUSINESS: NONE

NEW BUSINESS: NONE

ADJOURNMENT

There being no further business to come before the Council the regular meeting adjourned at 8:17 p.m.

_____ _____

ANGELA BIRNEY, MAYOR CITY CLERK

Minutes Approved: September 2, 2025

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City of Redmond

15670 NE 85th Street
Redmond, WA

Memorandum

Date: 9/2/2025
Meeting of: City Council

File No. SPC 25-069
Type: Check Register

Approval of Payroll/Direct Deposit and Claims Checks

Docusign Envelope ID: 1ABD0E6D-C7A1-4510-BC52-DA95903F6E62

City of Redmond
Payroll Check Approval Register
Pay period: 7/16 - 7/31/2025
Check Date: 8/08/2025

Check Total:	$	47,601.36
Direct Deposit Total:	$	2,971,579.71
Wires & Electronic Funds Transfers:	$	1,753,070.21
Grand Total:	$	4,772,251.28

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

All Checks numbered **188758** through **188768** ,
Direct deposits numbered **189751** through **190574** , and
Electronic Fund transfers **1871** through **1875**
are approved for payment in the amount of **$4,772,251.28**
on this **10 day of August 2025.**

Note:

Check # 188757 - Vendor Check Reprint

City of Redmond
Payroll Final Check List
Pay period: 7/16 - 7/31/2025
Check Date: 8/08/2025

Total Checks and Direct deposit:	$	4,238,210.62
Wire Wilmington Trust RICS (MEBT):	$	534,040.66
Grand Total:	$	4,772,251.28

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

Signed by:
Catluryn Laird
7C0092BCC9C549B...

Human Resources Director, City of Redmond
Redmond, Washington

Docusign Envelope ID: D0CB32D4-E6AE-41AF-803E-D0FFDC18D9AD

City of Redmond
Payroll Check Approval Register
Pay period: 8/1 - 8/15/2025
Check Date: 8/25/2025

Check Total:	$	27,489.68
Direct Deposit Total:	$	2,914,161.27
Wires & Electronic Funds Transfers:	$	1,707,687.69
Grand Total:	$	4,649,338.64

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

All Checks numbered **188769** through **188780** ,
Direct deposits numbered **190575** through **191372** , and
Electronic Fund transfers **1879** through **1880**
are approved for payment in the amount of **$4,649,338.64**
on this **25 day of August 2025.**

Note:

City of Redmond
Payroll Final Check List
Pay period: 8/1 - 8/15/2025
Check Date: 8/25/2025

Total Checks and Direct deposit:	$	4,132,584.31
Wire Wilmington Trust RICS (MEBT):	$	516,754.33
Grand Total:	$	4,649,338.64

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

Signed by:
Catheryn Laird
7C0092BCC9C549B...

Human Resources Director, City of Redmond
Redmond, Washington

Docusign Envelope ID: AD9DC615-9C76-4810-809E-664F29B16B96

I, Finance Director, do hereby certify to the City Council, that the checks for the month of August 2025 are true and correct to the best of my knowledge.

Signed by:
KELLEY COCHRAN
706AE71EFDB1430...

Kelley Cochran, Finance Director
City of Redmond
Redmond, Washington

We, the undersigned Councilmembers, do hereby certify under penalty of perjury that the materials have been furnished, the services rendered or the labor performed as described herein, that any advance payment is due and payable pursuant to a contract or is available as an option for full or partial fulfillment of a contractual obligation, and that the claim is a just, due and unpaid obligation against the City of Redmond, and that we are authorized to authenticate and certify to said claim. All checks numbered 13183 through 13714, and ACH Transfers are approved for payment in the amount of $7,441,866.38. This 2nd day of September 2025

Memorandum

Date: 9/2/2025
Meeting of: City Council

File No. AM No. 25-121
Type: Consent Item

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

Public Works	Aaron Bert	425-556-2786

DEPARTMENT STAFF:

Public Works	Rob Crittenden	City Engineer
Public Works	Tom Hardy	Sr. Environmental Scientist
Public Works	Chris Stenger	Deputy Public Works Director

TITLE:
Approval of On Call Survey and Mapping Services Agreement, with David Evans and Associates, in an Amount Not to Exceed $150,000

OVERVIEW STATEMENT:
Through a standard request for qualifications (RFQ) process, Public Works teams evaluated and scored statements of qualifications submitted by consultants for on-call survey and mapping services. After awarding one of the two on-call contracts to a survey firm, that firm informed the city they were closing their offices and could not accept the offer. To maintain capacity for on-call survey services, the city offered the next highest qualified firm, David Evans and Associates, a 2-year on-call contract not to exceed $150,000, with two 1-year renewal options.

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

REQUESTED ACTION:

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

REQUEST RATIONALE:

- **Relevant Plans/Policies:**
  Utility Strategic Plan, Capital Improvement Plan
- **Required:**
  Council approval is required to award an architectural and engineering services agreement that exceeds $50,000 (2018 City Resolution 1503)
- **Council Request:**
  N/A
- **Other Key Facts:**

A request for qualifications was advertised in October 2024. The city received and evaluated seven statements of qualifications. David Evans and Associates was ranked as the third best qualified consultant.

OUTCOMES:

The city benefits from having on-call agreements because of the efficiencies and support they provide to a wide variety of projects, programs, planning, and services. On-call agreements do not encumber budgets but are available for project managers to use with approved budget numbers on a task order basis. This provides flexibility with specialized services that are not available using City staff and shortens the turnaround time for using qualified firms for critical work.

COMMUNITY/STAKEHOLDER OUTREACH AND INVOLVEMENT:

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

BUDGET IMPACT:

Total Cost:
There is no cost. This is a contracting mechanism for projects with previously approved budgets, as needed.

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

Budget Offer Number:
N/A

Budget Priority:
Capital Investment Plan, Vibrant and Connected, Healthy and Sustainable

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

Funding source(s):
There are no budget numbers encumbered by on-call contracts - only projects with approved budgets can charge to on-call contracts.

Budget/Funding Constraints:
N/A

☐ **Additional budget details attached**

COUNCIL REVIEW:

Previous Contact(s)

Date	Meeting	Requested Action
8/4/2025	Committee of the Whole - Planning and Public Works	Approve

Proposed Upcoming Contact(s)

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

Time Constraints:
Public Works is requesting Council approval at the September 2, 2025, business meeting. The on-call agreement will be used starting in the fourth quarter of 2025.

ANTICIPATED RESULT IF NOT APPROVED:
Delays in project support may impact a range of design and planning across functional areas, leading to increased costs and delays in project delivery.

ATTACHMENTS:
Attachment A: On-Call Survey and Mapping Services David Evans and Associates

Consulting Services Agreement

PROJECT TITLE On-Call Surveying and Mapping Services	***EXHIBITS*** ***(List all attached exhibits - Scope of Work, Work Schedule, Payment Schedule, Renewal Options, etc.)*** Exhibit A - Scope of Work Exhibit B - Consultant Fees Exhibit C - Option for renewal
CONTRACTOR David Evans and Associates, Inc. 14432 SE Eastgate Way, Suite 400 Bellevue, WA 98007 425.519.6547	***CITY OF REDMOND PROJECT ADMINISTRATOR*** ***(Name, address, phone #)*** City of Redmond Tom Hardy 15670 NE 85th St PO Box 97010 Redmond WA 98073 twhardy@redmond.gov
CONTRACTOR'S CONTACT INFORMATION ***(Name, address, phone #)*** Adam LaPlant, PLS Associate Vice President, Senior Project Mgr aala@deainc.com 14432 SE Eastgate Way, Suite 400, Bellevue WA 98007 425.519.6547	***BUDGET OR FUNDING SOURCE*** 405.21102.00410.53151
CONTRACT COMPLETION DATE 3/20/2027 Two (2) 1-year renewal options	***MAXIMUM AMOUNT PAYABLE*** $150,000

THIS AGREEMENT is entered into on _____, 20__ between the City of Redmond, Washington, hereinafter called "the CITY", and the above person, firm or organization, hereinafter called "the CONSULTANT".

WHEREAS, the CITY desires to accomplish the above-referenced project; and

WHEREAS, the CITY does not have sufficient staff or expertise to meet the required commitment and therefore deems it advisable and desirable to engage the assistance of a CONSULTANT to provide the necessary services for the project; and

WHEREAS, the CONSULTANT has represented to the CITY that the CONSULTANT is in compliance with the professional registration statutes of the State of Washington, if applicable, and has signified a willingness to furnish consulting services to the CITY, now, therefore,

IN CONSIDERATION OF the terms and conditions set forth below, or attached and incorporated and made a part hereof, the parties agree as follows:

1. Retention of Consultant - Scope of Work. The CITY hereby retains the CONSULTANT to provide professional services as defined in this agreement and as necessary to accomplish the scope of work attached hereto as Exhibit A and incorporated herein by this reference as if set forth in full. The CONSULTANT shall furnish all services, labor and related equipment necessary to conduct and complete the work, except as specifically noted otherwise in this agreement.

2. Completion of Work. The CONSULTANT shall not begin any work under the terms of this agreement until authorized in writing by the CITY. The CONSULTANT shall complete all work required by this agreement according to the schedule attached as Exhibit B and incorporated herein by this reference as if set forth in full. A failure to complete the work according to the attached schedule, except where such failure is due to circumstances beyond the control of the CONSULTANT, shall be deemed a breach of this agreement. The established completion time shall not be extended because of any delays attributable to the CONSULTANT, but may be extended by the CITY, in the event of a delay attributable to the CITY, or because of unavoidable delays caused by circumstances beyond the control of the CONSULTANT. All such extensions shall be in writing and shall be executed by both parties.

3. Payment. The CONSULTANT shall be paid by the CITY for satisfactorily completed work and services satisfactorily rendered under this agreement as provided in Exhibit C, attached hereto and incorporated herein by this reference as if set forth in full. Such payment shall be full compensation for work performed or services rendered and for all labor, materials, supplies, equipment, and incidentals necessary to complete the work specified in the Scope of Work attached. The CONSULTANT shall be entitled to invoice

the CITY no more frequently than once per month during the course of the completion of work and services by the CONSULTANT. Invoices shall detail the work performed or services rendered, the time involved (if compensation is based on an hourly rate) and the amount to be paid. The CITY shall pay all such invoices within 30 days of submittal, unless the CITY gives notice that the invoice is in dispute. In no event shall the total of all invoices paid exceed the maximum amount payable set forth above, if any, and the CONSULTANT agrees to perform all services contemplated by this agreement for no more than said maximum amount.

4. Changes in Work. The CONSULTANT shall make such changes and revisions in the complete work provided by this agreement as may be necessary to correct errors made by the CONSULTANT and appearing therein when required to do so by the CITY. The CONSULTANT shall make such corrective changes and revisions without additional compensation from the CITY. Should the CITY find it desirable for its own purposes to have previously satisfactorily completed work or parts thereof changed or revised, the CONSULTANT shall make such revisions as directed by the CITY. This work shall be considered as Extra Work and will be paid for as provided in Section 5.

5. Extra Work.

A. The CITY may, at any time, by written order, make changes within the general scope of the agreement in the services to be performed. If any such change causes an increase or decrease in the estimated cost of, or the time required for, performance of any part of the work or services under this agreement, whether or not changed by the order, or otherwise affects any other terms or conditions of the agreement, the CITY shall make an equitable adjustment in the (1) maximum amount payable; (2) delivery or completion schedule or both; and (3) other affected terms, and shall modify the agreement accordingly.

B. The CONSULTANT must submit any "proposal for adjustment" under this clause within 30 days from the date of receipt of the written order to make changes. However, if the CITY decides that the facts justify it, the CITY may receive and act upon a proposal submitted before final payment of the agreement.

C. Failure to agree to any adjustment shall be a dispute under the Disputes clause of this agreement, as provided in Section 13. Notwithstanding any such dispute, the CONSULTANT shall proceed with the agreement as changed.

D. Notwithstanding any other provision in this section, the maximum amount payable for this agreement shall not be increased or considered to be increased except by specific written amendment of this agreement.

6. Ownership of Work Product. Any and all documents, drawings, reports, and other work product produced by the CONSULTANT under this agreement shall become the property of the CITY upon payment of the CONSULTANT'S fees and charges therefore. The CITY shall have the complete right to use and re-use such work product in any manner deemed appropriate by the CITY, provided, that use on any project other than that for which the work product is prepared shall be at the CITY'S risk unless such use is agreed to by the CONSULTANT.

7. Independent Contractor. The CONSULTANT is an independent contractor for the performance of services under this agreement. The CITY shall not be liable for, nor obligated to pay to the CONSULTANT, or any employee of the CONSULTANT, sick leave, vacation pay, overtime or any other benefit applicable to employees of the CITY, nor to pay or deduct any social security, income tax, or other tax from the payments made to the CONSULTANT which may arise as an incident of the CONSULTANT performing services for the CITY. The CITY shall not be obligated to pay industrial insurance for the services rendered by the CONSULTANT.

8. Indemnity. The CONSULTANT agrees to hold harmless, indemnify and defend the CITY, its officers, agents, and employees, from and against any and all claims, losses, or liability, for injuries, sickness or death of persons, including employees of the CONSULTANT, or damage to property, arising out of any willful misconduct or negligent act, error, or omission of the CONSULTANT, its officers, agents, subconsultants or employees, in connection with the services required by this agreement, provided, however, that:

A. The CONSULTANT's obligations to indemnify, defend and hold harmless shall not extend to injuries, sickness, death or damage caused by or resulting from the sole willful misconduct or sole negligence of the CITY, its officers, agents or employees; and

B. The CONSULTANT's obligations to indemnify, defend and hold harmless for injuries, sickness, death or damage caused by or resulting from the concurrent negligence or willful misconduct of the CONSULTANT and the CITY, or of the CONSULTANT and a third party other than an officer, agent, subconsultant or employee of the CONSULTANT, shall apply only to the extent of the negligence or willful misconduct of the CONSULTANT.

9. Insurance. The CONSULTANT shall provide the following minimum insurance coverages:

A. Worker's compensation and employer's liability insurance as required by the State of Washington;

B. General public liability and property damage insurance in an amount not less than a combined single limit of two million dollars ($2,000,000) for bodily injury, including death, and property damage per occurrence.

C. Professional liability insurance, if commercially available in CONSULTANT's field of expertise, in the amount of two million dollars ($2,000,000) or more against claims arising out of work provided for in this agreement.

The amounts listed above are the minimum deemed necessary by the CITY to protect the CITY'S interests in this matter. The CITY has made no recommendation to the CONSULTANT as to the insurance necessary to protect the CONSULTANT'S interests and any decision by the CONSULTANT to carry or not carry insurance amounts in excess of the above is solely that of the CONSULTANT.

All insurance shall be obtained from an insurance company authorized to do business in the State of Washington. Excepting the professional liability insurance, the CITY will be named on all insurance as an additional insured. The CONSULTANT shall submit a certificate of insurance to the CITY evidencing the coverages specified above, together with an additional insured endorsement naming the CITY, within fifteen (15) days of the execution of this agreement. The additional insured endorsement shall provide that to the extent of the CONSULTANT's negligence, the CONSULTANT's insurance shall be primary and non-contributing as to the City, and any other insurance maintained by the CITY shall be excess and not contributing insurance with respect to the CONSULTANT's insurance. The certificates of insurance shall cover the work specified in or performed under this agreement. No cancellation, reduction or modification of the foregoing policies shall be effective without thirty (30) days prior written notice to the CITY.

10. Records. The CONSULTANT shall keep all records related to this agreement for a period of three years following completion of the work for which the CONSULTANT is retained. The CONSULTANT shall permit any authorized representative of the CITY, and any person authorized by the CITY for audit purposes, to inspect such records at all reasonable times during regular business hours of the CONSULTANT. Upon request, the CONSULTANT will provide the CITY with reproducible copies of any such records. The copies will be provided without cost if required to substantiate any billing of the CONSULTANT, but the CONSULTANT may charge the CITY for copies requested for any other purpose.

11. Notices. All notices required to be given by either party to the other under this Agreement shall be in writing and shall be given in person or by mail to the addresses set forth in the box for the same appearing at the outset of this Agreement. Notice by mail shall be deemed given as of the date the same is deposited in the United States mail, postage prepaid, addressed as provided in this paragraph.

12. Project Administrator. The Project Administrator shall be responsible for coordinating the work of the CONSULTANT, for providing any necessary information for and direction of the CONSULTANT's work in order to ensure that it meets the requirements of this Agreement, and for reviewing, monitoring and approving the quality and quantity of such work. The CONSULTANT shall report to and take any necessary direction from the Project Administrator.

13. Disputes. Any dispute concerning questions of fact in connection with the work not disposed of by agreement between the CONSULTANT and the CITY shall be referred for resolution to a mutually acceptable mediator. The parties shall each be responsible for one-half of the mediator's fees and costs.

14. Termination. The CITY reserves the right to terminate this agreement at any time upon ten (10) days written notice to the CONSULTANT. Any such notice shall be given to the address specified above. In the event that this agreement is terminated by the City other than for fault on the part of the CONSULTANT, a final payment shall be made to the CONSULTANT for all services performed. No payment shall be made for any work completed after ten (10) days following receipt by the CONSULTANT of the notice to terminate. In the event that services of the CONSULTANT are terminated by the CITY for fault on part of the CONSULTANT, the amount to be paid shall be determined by the CITY with consideration given to the actual cost incurred by the CONSULTANT in performing the work to the date of termination, the amount of work originally required which would satisfactorily complete it to date of termination, whether that work is in a form or type which is usable to the CITY at the time of termination, the cost of the CITY of employing another firm to complete the work required, and the time which may be required to do so.

15. Non-Discrimination. The CONSULTANT agrees not to discriminate against any customer, employee or applicant for employment, subcontractor, supplier or materialman, because of race, creed, color, national origin, sex, religion, honorable discharged veteran or military status, familial status, sexual orientation, age, or the presence of any sensory, mental, or physical disability or the use of a trained dog or service animal by a person with a disability, except for a bona fide occupational qualification. The CONSULTANT understands that if it violates this provision, this Agreement may be terminated by the CITY and that the CONSULTANT may be barred from performing any services for the CITY now or in the future.

16. Compliance and Governing Law. The CONSULTANT shall at all times comply with all applicable federal, state, and local laws, rules, ordinances, and regulations. This Agreement shall be governed by and construed in accordance with the laws of the State of Washington.

17. Subcontracting or Assignment. The CONSULTANT may not assign or subcontract any portion of the services to be provided under this agreement without the express written consent of the CITY. Any sub-consultants approved by the CITY at the outset of this agreement are named on separate Exhibit attached hereto and incorporated herein by this reference as if set forth in full.

18. Non-Waiver. Payment for any part of the work or services by the CITY shall not constitute a waiver by the CITY of any remedies of any type it may have against the CONSULTANT for any breach of the agreement by the CONSULTANT, or for failure of the CONSULTANT to perform work required of it under the agreement by the CITY. Waiver of any right or entitlement under this agreement by the CITY shall not constitute waiver of any other right or entitlement.

19. Litigation. In the event that either party deems it necessary to institute legal action or proceedings to enforce any right or obligation under this agreement, the parties agree that such actions shall be initiated in the Superior Court of the State of Washington, in and for King County. The parties agree that all questions shall be resolved by application of Washington law and that parties to such actions shall have the right of appeal from such decisions of the Superior Court in accordance with the law of the State of Washington. The CONSULTANT hereby consents to the personal jurisdiction of the Superior Court of the State of Washington, in and for King County. The prevailing party in any such litigation shall be entitled to recover its costs, including reasonable attorney's fees, in addition to any other award.

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

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

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

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

CONSULTANT:

By:_____
Title:_____

CITY OF REDMOND:

_____
Angela Birney, Mayor
DATED:_____

ATTEST/AUTHENTICATED:

_____
City Clerk, City of Redmond

APPROVED AS TO FORM:

_____
Office of the City Attorney

Exhibit A – Scope of Work

On-Call Surveying and Mapping Services

The scope of services being sought is Task Order-based Surveying and mapping services that would support the City of Redmond (City) Public Works and Planning Departments.

Scope of Services:

This project will be a non-exclusive continuing services contract to assist the City in working on Public Works and Planning (Development Services) projects. The consultant will serve as a partner to the City in order to expand the capability of Redmond staff in providing specialized surveying and mapping related services in support of projects to the community.

The scope of work for this contract will vary as need arises and will be at the discretion of the City. Survey requests may include, but are not limited to, topographic surveys, construction staking, property line surveys, easement surveys, and manhole invert surveys. Survey data may be provided directly to staff or to a separate design consultant. Construction staking requests maybe needed within 1-2 days notification. Surveying may be needed in difficult terrain such as steep ravines and near creeks.

The work included in this contract would include, but not be limited to:

- Determine locations of property lines, boundaries, easements and rights-of-way.
- Construction survey for new and improvement projects.
- Establish and adjust benchmarks.
- Establish and monument street center lines
- Traditional topographic surveys to determine locations and elevations of existing improvements, structures, and topographic features.
- Perform research and survey work related to public and private land ownership.
- Prepare and interpret deeds and descriptions.
- Develop legal descriptions and boundary maps.
- Capture critical area delineation flag locations.
- Other survey related tasks as necessary.
- Site Surveys
- Boundary Surveys
- Record of Surveys
- Boundary Line Adjustments

Task Order Administration:

There will be no specific limitation on the quantity, minimum and/or maximum value of individual task orders. Tom Hardy or his designated representative will administer each task order from the Public Works Department of the City.

A. Period of Performance and Contract Value

The contract will be for a period of performance of two (2) years, with the option to renew for two (2) one year renewals. The schedule and period of each task order agreement will be separately negotiated and defined.

The maximum value of this contract will not exceed one hundred and fifty thousand dollars ($150,000) for the duration of the contract; however, there is no guarantee that the City will expend the entire value of this contract. Specifically, the City does not guarantee that the consultant will receive a specified volume of work, a specific total contract amount, or a specific task order value. The value of the contract could potentially be increased through supplemental agreements. The work will be conducted through task orders for specific pieces of work.

B. Consultant Resources and Time

Specific work under this contract will be performed on a task order basis consisting of individually negotiated task orders. Each task order will provide a specific scope, budget, and schedule of the services required.

The consultant will be expected to respond to short notice requests for technical services to resolve urgent task orders. The consultant should be capable of performing urgent task order assignments while working on several other task orders simultaneously. Consultant task orders will be coordinated with on-going work being performed by the City.

C. Task Order Process

1. For each individual task order, the project manager will issue a written or verbal "Task Order Request" to the consultant. The task request will describe the nature and extent of the project, its scope & preliminary schedule.
2. Within five (5) calendar days of the time frame specified in the "task order request", the consultant will prepare a proposal that includes an applicable scope of work, schedule, and fees as well as identify key staff assignments and potential sub consultants.
3. The consultant and project manager will determine the detailed scope of work, project schedule, consultant fee, and other project management details.
4. The project manager will provide a final approval of the task order with a signed task order sheet
5. The consultant will be paid on the basis of approved monthly invoices. Task orders will be invoiced in a manner to allow costs to be identified by work performed under separate task orders.

The Project Manager will issue a written task release when work on a specific task order is complete and final payment for that task is authorized.

Exhibit B

Consultant Fee Determination

Project Name: City of Redmond On-Call Survey
Project Number:
Consultant: David Evans and Associates, Inc.

NEGOTIATED HOURLY RATES

Classification	Hours	DSC	Overhead 177%	Fee (Profit) 32%	Total Hourly Rate	Total
Survey Manager		$ 80.00	$141.81	$25.76	$248	
Sr. Project Surveyor		$ 74.00	$131.17	$23.83	$229	
Project Surveyor		$ 68.00	$120.54	$21.90	$210	
Sr. Geospatial Tech		$ 62.00	$109.90	$19.96	$192	
Geospatial Tech		$ 55.00	$97.49	$17.71	$170	
Office Survey Tech		$ 42.00	$74.45	$13.52	$130	
CAD Tech		$ 35.00	$62.04	$11.27	$108	
Sr. Party Chief		$ 55.00	$97.49	$17.71	$170.20	
Party Chief		$ 45.00	$79.77	$14.49	$139.26	
Sr. Field Survey Tech		$ 37.00	$65.59	$11.91	$114.50	
Field Survey Tech		$ 30.00	$53.18	$9.66	$92.84	
Sr. Remote Pilot		$ 60.00	$106.36	$19.32	$185.68	
Remote Pilot		$ 50.00	$88.63	$16.10	$154.73	
Project Coordinator		$ 45.00	$79.77	$14.49	$139.26	
Project Controls Specialist		$ 54.00	$95.72	$17.39	$167.11	
Total Hours					**Subtotal:**	

REIMBURSABLES

Mileage (Current GSA Rate)	
Static Laser Scanner ($590 per day)	
Mobile Laser Scanner ($5000 per day)	
sUAS LiDAR ($3500 per day)	
Hotel / Meal Per Diem (Current GSA Rate)	
Subtotal:	

SUBCONSULTANT COSTS (See Exhibit E)

Subtotal:	

Total:

Contingency:

GRAND TOTAL:

On-Call Survey and Mapping Services

Exhibit C – Option for Renewal

The City reserves the right to renew this contract for two (2) additional one-year renewal terms, for a potential maximum total term of four (4) years, upon serving notice to Consultant within thirty (30) calendar days prior to expiration. If a renewal provision is exercised, all terms and conditions of original contract shall remain in full force and effect. A renewal will be accomplished through a separate contract with reference to the original contract. Acceptance of a renewal offer will be by mutual agreement of both parties. The Mayor or designee is authorized to exercise this renewal option.

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

Memorandum

Date: 9/2/2025
Meeting of: City Council

File No. AM No. 25-122
Type: Consent Item

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

Parks	Loreen Hamilton	425-979-8280

DEPARTMENT STAFF:

Parks	Lindsey Falkenburg	Parks Planning Manager

TITLE:
Approval of the Eastrail Partners Memorandum of Agreement

OVERVIEW STATEMENT:
The purpose of this Memorandum of Agreement ("MOA") is to affirm a ten-year commitment among the cities and King County who work collaboratively on the Eastrail project to support the performance of an initial two-year Scope of Services by Eastrail Partners through funding provided by said entities.

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

REQUESTED ACTION:

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

REQUEST RATIONALE:

- **Relevant Plans/Policies:**
  PARCC Plan, Redmond 2050
- **Required:**
  Per Washington State Law (RCW 39.34.030(1)) all interlocal agreements (MOUs/MOAs) must be approved by City Council.
- **Council Request:**
  N/A
- **Other Key Facts:**
  N/A

OUTCOMES:
Eastrail Partners is a nonprofit entity who collaborate with the communities, advocate for trail funding, and mobilize the private sector to assist local governments and King County to build the envisioned fully connected 42-mile Eastrail Trail

System.

COMMUNITY/STAKEHOLDER OUTREACH AND INVOLVEMENT:

- **Timeline (previous or planned):**
  NA
- **Outreach Methods and Results:**
  NA
- **Feedback Summary:**
  NA

BUDGET IMPACT:

Total Cost:
$13,321

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

Budget Offer Number:
100.50100.00410.57121

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 Funds in 2025-2026 Budget

Budget/Funding Constraints:
N/A

☐ **Additional budget details attached**

COUNCIL REVIEW:

Previous Contact(s)

Date	Meeting	Requested Action
9/2/2025	Committee of the Whole - Planning and Public Works	Provide Direction

Proposed Upcoming Contact(s)

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

Time Constraints:
N/A

ANTICIPATED RESULT IF NOT APPROVED:
City of Redmond will no longer be recognized as a partner on the Eastrail Project.

ATTACHMENTS:
Attachment A: Memorandum of Agreement by and Between King County, The City of Bellevue, The City of Kirkland, The City of Redmond, The City of Renton, and The City of Woodinville Regarding Providing Funding for a Scope of Services to be Performed by Eastrail Partners

MEMORANDUM OF AGREEMENT BY AND BETWEEN KING COUNTY, THE CITY OF BELLEVUE, THE CITY OF KIRKLAND, THE CITY OF REDMOND, THE CITY OF RENTON, AND THE CITY OF WOODINVILLE REGARDING PROVIDING FUNDING FOR A SCOPE OF SERVICES TO BE PERFORMED BY EASTRAIL PARTNERS

---

1. Purpose:

The purpose of this Memorandum of Agreement ("MOA") is to affirm a ten (10) year commitment among the Parties to support the performance of an initial two-year Scope of Services by Eastrail Partners through funding from the Parties and to timely and regularly consider future extensions of this funding support to Eastrail Partners for newly identified Scopes of Service.

2. Parties:

Certain local government members of the Eastrail Regional Advisory Council ("RAC"), including King County, the City of Woodinville, the City of Redmond, the City of Kirkland, the City of Bellevue, and the City of Renton are entering into this MOA, and are collectively referred to herein as the "Parties".

3. Term:

The term of this MOA shall begin on the date the last signature is affixed to this MOA and shall terminate on December 31, 2034.

4. Background:

The Eastrail corridor is an approximately 42 mile long railbanked corridor in east King and Snohomish County and co-located in the Cities of Woodinville, Redmond, Kirkland, Bellevue, and Renton (see Exhibit A).

The Eastrail RAC was created in December 2012, through King County Council Motion 13801, as a collaborative group to coordinate the various efforts to develop the corridor. In 2022, King County Council Motion 16154 expanded the membership and purpose of the RAC. Current Eastrail RAC membership includes King County; Snohomish County; the Cities of Bellevue, Kirkland, Redmond, Renton, and Woodinville; Sound Transit; Puget Sound Energy; and the Eastside Greenway Alliance.

Eastrail Partners ("EP") is a 501c3 nonprofit organization incorporated on July 8, 2019 under the Washington Nonprofit Corporation Act, Chapter 24.03 of the Revised Code of Washington (see Exhibit B). EP was formed to play and is playing a unique and valuable role in the development of the corridor by fostering, increasing, leveraging, and sustaining private sector and community support for strategic and timely actions to implement the RAC vision for the corridor.

The RAC and EP have executed prior service and funding agreements that outlined cost-sharing, roles, and responsibilities. Through coalition building, advocacy for trail funding, private sector

engagement, and community collaboration EP has successfully delivered on RAC priorities since 2019. The RAC seeks to build on the proven track record of effective performance by EP and anticipates an ongoing need over the next decade for the timely support of EP in implementing additional high priority actions that aid in achieving the RAC's vision for the corridor.

5. Actions Agreed to by the Parties

a. The Parties will individually provide funding support for implementation by EP of the high priority actions identified by the RAC in its quarterly meetings in July and October 2024 (see Exhibit C).

b. Subsequent to the execution of this MOA, the Parties will execute appropriate agreements between the Parties, individually or in collaboration with other willing Parties, and EP to allow the provision of funding by the Parties to EP for specified scopes of services outlined in the agreements and to be performed in years 2025 and 2026. These agreements will be guided by the funding allocations developed collaboratively by the RAC for the purpose of this cost sharing effort (see Exhibit D).

c. The Parties intend for this MOA to (A) provide clarity around cost sharing, roles and responsibilities for the next ten (10) years; and (B) on a biannual basis beginning in 2026 and ending in 2032, work within the RAC structure and associated processes to evaluate the need for and value of providing additional funding to EP to undertake high priority actions identified by the RAC in support of corridor development, and then consider new funding allocation for EP as appropriate.

6. Separate but Aligned Agreements by Puget Sound Energy and Sound Transit with EP

RAC members Puget Sound Energy and Sound Transit are not parties to this MOA but will instead, and in alignment with the purposes of this MOA, execute separate respective agreements with EP to affirm their commitments and anticipated scope of services that address the RAC's high priority actions and to affirm the provision of their respective funding amounts to EP.

7. Future Funding Commitments:

The Parties agree that this MOA can be amended as needed to address new commitments among the Parties to address any changes in high priority actions or overriding goals for EP as well as to address any concerns related to the performance of EP.

8. Adding new Parties to the MOA:

Additional entities may be added as Parties to this MOA with the written agreement of the Parties to this MOA at that time.

9. Termination by a Party:

A Party can terminate its participation in this MOA by providing written notice of termination to all other Parties to the MOA. This notice will include a 30-day period, starting at receipt of the notice by the Parties, before the termination becomes effective. The terminating Party will be responsible for meeting any related funding commitments, as identified in Exhibit D and addressed under separate agreements, up to the effective date of the notice of termination. The Parties remaining in the MOA after any termination have the discretion to evaluate the impact of any termination on the integrity of the MOA and identify and implement any necessary measures to address impacts of a termination.

10. Exhibits

A. Eastrail corridor map
B. Eastrail Partners incorporation document
C. Slide from October 2024 RAC meeting noting RAC priorities for scope items
D. Funding allocations table

This Agreement may be executed in one or more counterparts, each of which shall be deemed an original, but all of which together shall constitute one and the same instrument. The Parties acknowledge and agree that this document may be executed by electronic signature, which shall be considered as an original signature for all purposes and shall have the same force and effect as an original signature.

The Parties agree to the terms and conditions in this MOA:

KING COUNTY Signed:_____Date:_____ By (print): _____ Parks and Recreation Division Director Attn: Warren Jimenez King County Department of Natural Resources and Parks 201 S. Jackson Street Suite 500 Seattle, WA 98104-3855	**CITY OF BELLEVUE** Signed:_____Date:_____ By (print): _____ Andrew Singelakis Transportation Director City of Bellevue 450 110th Ave NE Bellevue WA 98004
CITY OF KIRKLAND Signed:_____Date:_____ By (print): _____ City of Kirkland 123 5th Avenue Kirkland, WA 98033	**CITY OF REDMOND** Signed:_____Date:_____ By (print): _____ Angela Birney Mayor City of Redmond 15670 NE 85th St Redmond, WA 98052-9710
CITY OF RENTON Signed:_____Date:_____ By (print): _____ Armondo Pavone Mayor City of Renton 1055 S. Grady Way Renton, WA 98057	**CITY OF WOODINVILLE** Signed:_____Date:_____ By (print): _____ Brandon Buchanon City Manager City of Woodinville 17301 133rd Ave NE Woodinville, WA 98072

Exhibits

EXHIBIT A – Eastrail Corridor map

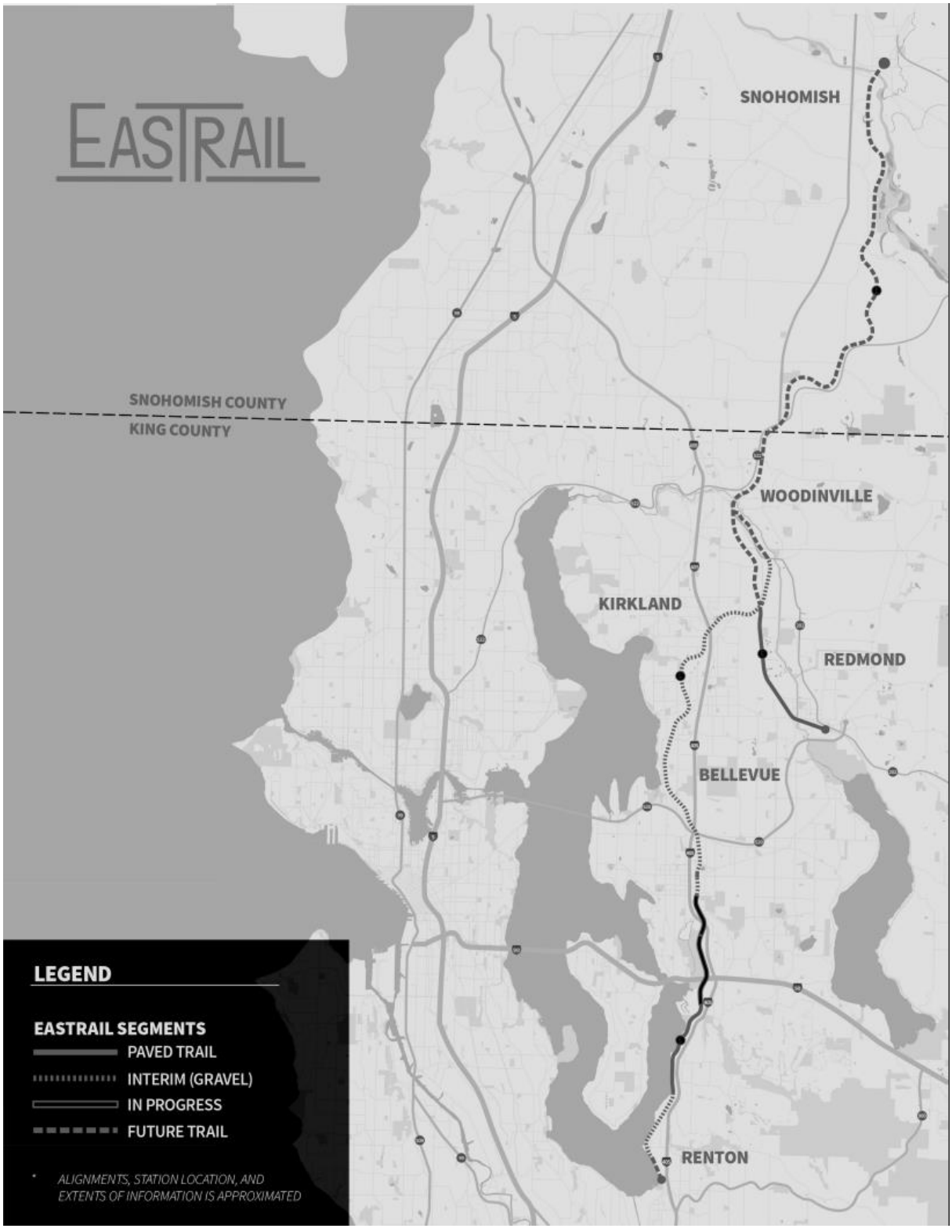

EXHIBIT B – Eastrail Partners incorporation document

UNITED STATES OF AMERICA

The State of Washington

Secretary of State

I, KIM WYMAN, Secretary of State of the State of Washington and custodian of its seal, hereby issue this

ARTICLES OF INCORPORATION

to

EASTRAIL PARTNERS

A WA NONPROFIT CORPORATION, effective on the date indicated below.

Effective Date: 07/15/2019
UBI Number: 604 478 743

Given under my hand and the Seal of the State of Washington at Olympia, the State Capital

Kim Wyman, Secretary of State

Date Issued: 07/15/2019

EXHIBIT C – Slide from July 2024 RAC meeting noting RAC priorities for scope items

Status Update on the RAC/EP Interlocal Agreement

RAC Consensus for Affirmation (based on RAC discussion in April and July):

- Scope of services for 2025-2026 includes:
  - Continued shared communications and community collaborations (50%)
  - Coalition building and advocacy for trail funding and construction needs (50%)

- Funding amounts as shown in this table:

PROPOSED 2025-2026 Funding Allocations for Eastrail Partners' Service Agreement

	Total fee owned corridor miles	Jurisdiction stakeholder miles	Easement Miles	Shares/percentage	$ 200,000.00 EP Funding (derived by formula)
Fee Interests					
Kirkland	5.75			9.82	$ 19,640.68
Redmond	3.9			6.66	$ 13,321.50
Woodinville	2.6			4.44	$ 8,881.00
King County	15.8			26.98	$ 53,969.16
Snohomnish County	12			20.49	$ 40,989.24
Sound Transit - fee	1.1			1.88	$ 3,757.35
	41.15			70.28	
Easement Interests					
PSE			29.15	10.00	$ 20,000.00
Sound Transit - easement			25.25	10.00	$ 20,000.00
				20.00	
Stakeholder Jurisdiction Interests					
Bellevue		7.5		7.29	$ 14,580.80
Renton		2.5		2.43	$ 4,860.27
		10		9.72	$ 200,000.00
				100.00	

- Funding commitments and Eastrail Partners scope of services are only for calendar years 2025 and 2026 (i.e., the next biennium for the majority of the local governments providing funding)

October 17, 2024

EXHIBIT D – Funding allocations table

Funding Entity	2025-2026 Funding Allocation	
King County	$	53,969.16
City of Bellevue	$	14,580.80
City of Kirkland	$	19,640.68
City of Redmond	$	13,321.50
City of Renton	$	4,860.27
City of Woodinville	$	8,881.00

Memorandum

Date: 9/2/2025
Meeting of: City Council

File No. AM No. 25-123
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
Parks	Loreen Hamilton	425-556-2336

DEPARTMENT STAFF:

Planning and Community Development	Seraphie Allen	Deputy Director
Finance	David Amble	Real Property Manager
Parks	David Tuchek	Deputy Director

TITLE:
Approval of Bellwether Housing (Prisma) Purchase and Sale Agreement

OVERVIEW STATEMENT:
The City of Redmond is seeking to enter into a purchase and sale agreement with Bellwether Housing for the acquisition of a commercial property on the ground floor of the Prisma affordable housing project. This project is located adjacent to the Overlake light rail station and will contain two additional commercial spaces and 328 affordable housing units. Funds for the purchase have been identified within the City's Capital Improvement Program, and City staff have applied for federal and state grants to support the acquisition and tenant improvements. The City was successful in receiving a state grant earmark.

Prisma will be constructed on King County Parcel 644895-0020 (Parcel A), a 2.4-acre property situated south, and adjacent to Sound Transit's 2 Line Overlake Village Station. Sound Transit and Bellwether Housing are negotiating the sale and transfer of the Parcel. The Prisma includes three commercially leased or owned units on the ground floor. Bellwether Housing and the City of Redmond Planning & Community Development and Parks Departments have discussed the sale of a 1,600 sf unit in the building to the City, intended for a Small Business Support Center and City-Hall annex, where businesses and residents can receive services in the Overlake Neighborhood.

As part of the development conditions for the Prisma, the City will be deeded by dedication King County Parcel 644895-0030 (Parcel B), a 16,300+ sf parcel. After the dedication of Parcel B, Bellwether will be granted a temporary construction permit to use Parcel B as a staging area during the construction of the Prisma. At the end of the construction phase, Bellwether will complete frontage improvements (sidewalks, curbs, and roadway paving) to Parcel B prior to returning the Parcel back to the City. The City envisions the use of Parcel B as a dedicated open space, suitable for small-scale community use.

In addition to the purchase of the 1,600 sf commercial space and the dedication of a 16,000 sf open space, the City will be deeded the right-of-way on Parcel A, again with frontage improvements constructed by Bellwether at the conclusion of the Prisma project. Bellwether will grant the City a sidewalk easement and a utility easement on Parcel A. Sound

Transit and Bellwether are also finalizing access rights and other essential easements needed by Sound Transit across Parcel B to access the 2 Line's rail corridor from the public right of way (Shen Street).

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

REQUESTED ACTION:

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

REQUEST RATIONALE:

- **Relevant Plans/Policies:**
  Parks, Arts, Recreation, Culture, and Conservation (PARCC) Plan
  Economic Development Strategic Plan:
    - Action 1B.3. Serve as a liaison to advocate for local business needs to the City of Redmond internal departments and regional partners.
    - Action 2A.1. Expand small business engagement to further develop and communicate policies and programs aimed at assisting small- and mid-sized businesses in Redmond.
    - Action 2A.1. Expand small business engagement to further develop and communicate policies and programs aimed at assisting small- and mid-sized businesses in Redmond.
    - Develop a multilingual small business toolkit, including handbooks on starting a business and associated tax, legal, and permit requirements in Redmond and King County.
    - Work with partners to create a one-stop resource for entrepreneurs to learn about business assistance resources and programs including advising on access to financial support.
- **Required:**
  N/A
- **Council Request:**
  N/A
- **Other Key Facts:**
  N/A

OUTCOMES:

Approval of the purchase and sale allows the City of Redmond to acquire coveted commercial space in the Overlake Neighborhood right next to light rail. Below are outlined some of the potential benefits:

- **City services:** Potential for increased access to city services, such as customer service, translation services, bill pay, mobile integrated health, Police desk, or other city services, along with rotating art.
- **Co-location:** 1,600 sq commercial condo on ground floor of transit-oriented development mixed-used project led by Bellwether Housing (328 low to moderate income homes); adjacent to a planned multicultural small business hub.
- **Multicultural:** In the Overlake Intercultural District. More than 42% of our residents are foreign born and 46.5% speak a language other than English at home.
- **Multimodal Access:** Across the street from the Overlake Village light rail station.

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:

$618,000.00

Purchase Price - $475,350
Tenant improvements (est.) - $142,650

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

Budget Offer Number:
0000345 - General Government/Facilities CIP

Budget Priority:
Vibrant and Connected

Other budget impacts or additional costs: ☒ **Yes** ☐ **No** ☐ **N/A**
If yes, explain:
The City is estimating responsibility for annual maintenance fees, currently scheduled at $6,551.00 per year starting in 2028.

If and when major maintenance actions are required to protect the integrity of the building, the Condominium Association will be expected to issue special assessments (fees) to the condominium owners.

Funding source(s):
CIP and Grant

Budget/Funding Constraints:
N/A

☐ **Additional budget details attached**

COUNCIL REVIEW:

Previous Contact(s)

Date	Meeting	Requested Action
5/6/2025	Committee of the Whole - Planning and Public Works	Provide Direction
5/20/2025	Business Meeting	Approve

Proposed Upcoming Contact(s)

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

Time Constraints:
Bellwether Housing has submitted the project to the Washington State Housing Finance Commission for finance closing prior to the end of October to meet public funding award deadlines - WSHFC requires Bellwether to show commitments of financial sources prior to final approval end of September. The completion of a purchase and sale agreement supports Bellwether's critical path to receive the tax credit finance allocation to close on the project. It would also impact the City's ability to secure the space.

ANTICIPATED RESULT IF NOT APPROVED:
If not approved, the City of Redmond would be unable to move forward in purchasing the commercial space within the Prisma project and Bellwether Housing would take on additional costs threating the viability of the overall project.

ATTACHMENTS:
Attachment A - Purchase and Sale Agreement with Bellwether Housing

CONDOMINIUM UNIT

PURCHASE AND SALE AGREEMENT

UNIT 5

This Condominium Unit Purchase and Sale Agreement (the "Agreement") is entered into between **CITY OF REDMOND**, a Washington municipal corporation (referred to in this agreement as "Purchaser"), and **BW OVERLAKE LLLP**, a Washington limited liability limited partnership, (referred to in this agreement as "Seller"). The "Effective Date" of this Agreement is _____, 2025.

NOW, THEREFORE, Seller and Purchaser agree as follows:

1. PURCHASE AND SALE

1.1 Unit 5.

Subject to the terms and conditions of this Agreement, Seller hereby agrees to sell and convey to Purchaser, and Purchaser hereby agrees to purchase, Unit 5 of Prisma, a Condominium ("Unit 5"), which will consist of a portion of that real property located at 2888 Da Vinci Avenue NE, Redmond, Washington and legally described in **Exhibit A** attached hereto (the "Property"), together with an undivided interest in the Common Elements and any Limited Common Elements appurtenant to Unit 5 (including, without limitation, two parking stalls), as set out and established in the Condominium Declaration for Prisma, a Condominium, recorded in King County, Washington. Unit 5 is described in more detail in paragraph 1.2 below. No personal property is included in the sale of Unit 5.

1.2 Construction of Improvements and Creation of Condominium.

1.2.1 Seller owns the Property and intends to construct on the Property certain improvements, including a multi-use building with (i) approximately 328 residential dwelling units and related amenities (the "Housing Unit"), (ii) 16 parking stalls located within the Parking Garage (defined below) on the Property ("Unit 2"), (iii) approximately 1,644 square feet of space to be used for pedestrian oriented commercial space ("Unit 3"), (iv) approximately 10,395 square feet of space to be used for the operation of a multi-use commercial space ("Unit 4"), and (v) Unit 5, which is approximately 1,862 square feet of space for the operation of city services as the Overlake Village Annex (collectively, the Housing Unit, Unit 2, Unit 3, Unit 4, and Unit 5, are the "Improvements" or the "Project"), all as more particularly described in those plans and specifications prepared by Perkins Eastman (the "Project Architect") as Project No. 0099650 and dated [_____] (the "Plans and Specifications"). Seller intends to construct a parking garage on the Property (the "Parking Garage"), which will contain approximately 121 parking stalls, two of which will be allocated to Unit 5 as limited common elements as more particularly described in the Declaration (defined below).

Seller shall complete Unit 5 in shell condition pursuant to the Plans and Specifications (the "Shell Condition") and schedule of values attached to the Seller's construction contract, as approved by Purchaser. Purchaser shall be responsible for all furniture, fixtures, and equipment, and the design, permitting, financing and construction of the Tenant Improvements (as defined below) of Unit 5 at its sole cost and expense.

1.2.2 Upon or prior to the completion of the construction of the Improvements, Seller intends to subject the Property, including the Improvements, to a condominium regime (the "Condominium") pursuant to which the Property will be divided into five separate legal parcels or condominium units: the Housing Unit, Unit 2, Unit 3, Unit 4, and Unit 5 (each, a "Unit" and collectively, the "Units"). A schematic showing the approximate horizontal dimensions of the Units is attached hereto as **Exhibit B**.

The Condominium will be governed by that Condominium Declaration for Prisma, a Condominium, the form of which has been agreed to by Seller and Purchaser and is attached hereto as **Exhibit C** (the "Declaration"). The governing body of the Condominium will be Prisma Condominium Association, governed by the form of articles of incorporation and bylaws attached hereto as **Exhibit D** (the "Association Documents"). Prior to finalizing, executing and/or recording the Declaration, the Condominium map (the "Map"), the Association Documents or any other documents creating or governing the Condominium, Purchaser, as a condition precedent to any of Purchaser's obligations hereunder, shall have approved any material changes to the same**,** which approval will not be unreasonably conditioned, withheld or delayed. Purchaser shall not withhold or delay approval of the Map substantially consistent with the terms of this Agreement, including the Exhibits hereto, the Plans and Specifications, and any change orders approved by Purchaser hereunder. If Purchaser does not respond with specific requested changes to the proposed Map within fourteen (14) days of receipt, Purchaser shall be deemed to have approved the proposed Map. All documents necessary to form and govern the Condominium, including but not limited to the Declaration, the Association Document, and the Map for the Condominium, shall be referred to herein as the "Condominium Documents".

1.2.3 Throughout the period of time during which the Improvements are being constructed, Seller shall arrange to have periodic meetings not less than monthly with the general contractor at which all proposed change orders and their impact on the Budget (defined below) shall be discussed and finally approved or rejected. Purchaser shall designate an individual to serve as Purchaser's construction representative ("Purchaser's Representative"). Purchaser's Representative shall be notified of the time, location and date of such meetings and shall have the right to attend and participate in all such meetings. Seller shall provide to Purchaser's Representative all development timelines and reports relating to the construction work for the Project. Seller shall provide updates on project design and budget upon request from Purchaser.

1.2.4 Purchaser and Seller each acknowledge that the Improvements are being constructed pursuant to that development budget agreed to by both Purchaser and Seller attached hereto as **Exhibit E** (the "Budget"). The Purchaser shall work proactively and collaboratively with the Seller to keep Unit 5's allocated share of construction costs within the Budget. The Budget includes both a hard cost and soft cost contingency. Seller shall provide Purchaser with copies of all construction change directives, proposed change orders or final change orders that increase or decrease the cost of Unit 5. No consent of Purchaser shall be required for change

orders that do not exceed available contingency and that do not increase the Budget. If unanticipated cost increases occur that would increase the Budget, the Purchaser shall work collaboratively with the Seller to identify value engineering changes to keep construction costs within the Budget. Purchaser shall respond to a request for approval of proposed increase to the Budget within five business days of receipt so as not to delay the orderly progression of the construction of the Improvements. If Purchaser disapproves a proposed increase to the Budget, Seller shall have five business days of receipt of Purchaser's written notice of disapproval to respond with a revised proposal to Purchaser. Purchaser shall respond to a revised request for approval of proposed increase to the Budget within five business days of receipt thereof. Failure of Purchaser to respond in writing to a proposed change within the specified time period shall be deemed approval by Purchaser of the proposed change.

1.3 Legal Descriptions.

Purchaser and Seller hereby authorize escrow agent to insert over their signatures the correct legal description of the Property, or to correct the legal description previously entered if erroneous or incomplete. The parties expressly waive any right to assert or claim that this Agreement is void or voidable for failure to initially set forth in it the full legal description of the real property to which it pertains. The parties agree that the Title Company's attachment of an exhibit to this Agreement setting forth the complete legal description of Unit 5 is authorized and directed by Seller and Purchaser, and shall for all legal purposes relate back to the date of this Agreement.

2. PURCHASE PRICE/CONSIDERATION

2.1 Purchase Price.

The Purchase Price for Unit 5 attributed to (a) hard construction costs is based on actual (budgeted) costs per square foot and (b) soft costs is based on a prorata allocation of the soft costs for the Improvements based on the Relative Square Footage Allocation Methodology (defined below). Seller and Purchaser agree that the Purchase Price paid by Purchaser is intended to include the total development costs for the construction of the shell of Unit 5, determined by the amount set forth in the Budget, which includes a pro rata allocation of the land, design and other soft costs, fees, loan fees and interest, construction costs and other typical costs associated with construction and completion of commercial improvements.

As of the date of this Agreement, the Budget currently includes a total cost of $[475,350] for Unit 5 (the "Initial Purchase Price"). The Initial Purchase Price shall be increased to account for change orders and/or Budget revisions that have been agreed to in writing by Purchaser as provided in Section 2.3 below or shall be reduced to the extent of cost savings attributable to Unit 5 only. The Initial Purchase Price, as increased or reduced as set forth herein, shall be referred to herein as the "Purchase Price". For the avoidance of doubt, any increase in costs for the construction of Unit 5 for changes requested by Purchaser shall be solely borne by Purchaser. Both Parties acknowledge that should the Purchase Price for Unit 5 increase due to factors beyond Seller's control, or if changes are requested by Purchaser prior to occupancy that add costs above the Budget, then Purchaser shall be solely responsible for such costs.

2.2 Payment of Purchase Price.

The Purchase Price shall be paid as follows:

2.2.1 On or before the date that Seller closes on the financing for the construction of the Housing Unit ("Construction Finance Closing"), Purchaser shall deliver to the Escrow Holder (defined below) an earnest money deposit of $180,000 (the "Earnest Money"). The Earnest Money shall be credited toward the Purchase Price at Closing and nonrefundable to Purchaser except in the event of Seller's default or as otherwise provide hereunder.

2.2.2 The Purchase Price, less the Earnest Money, shall be paid at Closing.

2.3 Adjustments to Purchase Price.

2.3.1 The Budget allocates hard and soft costs related to the construction of the Improvements and the acquisition of the Property between all of the Units. The Purchase Price for Unit 5 is the sum of three components: (1) direct development and construction costs that are solely attributable to Unit 5, (2) shared costs based on definable criteria, i.e. area or usage, and (3) shared costs that are based on the relative square footage of all of the Units. The relative square footage allocation for Unit 5 is [___%] (the "Relative Square Footage Allocation Methodology"). Purchaser and Seller acknowledge and agree that any change orders not related solely to a particular Unit or increases in soft costs not related solely to a particular Unit shall be allocated based on, if feasible, a definable criteria, i.e. area or usage, and if not otherwise allocable, based on the Relative Square Footage Allocation Methodology. Purchaser and Seller acknowledge and agree that the Budget may be revised if actual costs exceed budgeted costs.

2.3.2 At least fourteen (14) days prior to Closing, Seller shall deliver to Purchaser a Budget reconciliation with actual expenditures to date for each Budget line item for Unit 5.

2.4 Purchaser's Improvements to Unit 5.

2.4.1 Purchaser has retained [Perkins Eastman] to serve as the "TI Architect" for the preparation of preliminary and final working architectural and engineering plans and specifications ("TI Plans") for the Purchaser's interior improvements to Unit 5 (the "Tenant Improvements"). Purchaser shall not change the TI Architect without Seller's prior written approval. The TI Plans shall be subject to Purchaser's approval, which approval shall not be unreasonably withheld or delayed. Purchaser agrees to, and does hereby, assume full and complete responsibility to ensure that Purchaser's Tenant Improvements and the TI Plans are adequate to fully meet the permitting requirements of the City of Redmond and any other jurisdiction with regulatory authority over the Property, as well as the needs and requirements of Purchaser's intended operations of its business within Unit 5.

2.4.2 Purchaser shall apply for all governmental approvals and building permits related to the TI Plans. Subject to satisfaction of all conditions precedent and subsequent to its obligations under this Section 2.4, Purchaser shall thereafter enter into a written agreement ("TI Construction Contract") with a licensed general contractor ("TI Contractor") to construct and install the Tenant Improvements. Purchaser shall require TI Contractor to name Seller and Seller's lenders and equity investor as additional insureds on insurance policies required under the TI Construction

Contract. Purchaser shall obtain Seller's approval of the TI Construction Contract and shall deliver or cause to be delivered to Seller all insurance policies required under the TI Construction Contract prior to commencement of construction of the Tenant Improvements. The provisions of this Section 2.4.2 shall survive Closing.

2.4.3 Purchaser agrees not to proceed to begin construction on the Tenant Improvements ("TI") until construction of the Housing Unit is complete and the Project has received its certificate of occupancy. Furthermore, prior to commencing construction of the Tenant Improvements, Purchaser must notify Seller in writing of the date Purchaser desires to commence construction and Seller must provide written approval of such date in writing, which approval shall be granted within five business days unless a significant conflict with scheduled work on another Unit will prevent commencement of work by the TI Contractor on the proposed date. A "significant conflict" in the preceding sentence is a conflict which in the determination of the Seller's general contractor or the general contractor of the applicable Unit will have a material adverse effect on the schedule for completion of the Improvements. In the case of such a conflict, within five business days, Seller shall specify the earliest possible subsequent date upon which the TI Contractor may begin the Tenant Improvements. After Closing, Purchaser shall control access to Unit 5, which access shall not be unreasonably denied to the Seller's general contractor if such access is required by Seller's general contractor. Purchaser shall fully cooperate with Seller and Seller's general contractor to obtain any governmental approvals, including certificates of occupancy, for the Improvements. The provisions of this Section 2.4.3 shall survive Closing.

2.5 Escrow Holder.

First American Title Insurance Company ("Escrow Holder" in its capacity as escrow holder and "Title Company" in its capacity as title insurer) has been designated as Escrow Holder hereunder by mutual agreement of Seller and Purchaser. Within five (5) days of the Effective Date of this Agreement, Escrow Holder shall open a closing escrow for the benefit of Purchaser and Seller in accordance with the terms of this Agreement. The following individual shall serve as escrow officer for Escrow Holder:

Amanda Johnson
First American Title Insurance Company
National Commercial Services Division
920 Fifth Avenue, Suite 1200
Seattle, WA 98104
Direct 206-615-3118
E-mail amjohnson@firstam.com

3. TITLE POLICY AND DUE DILIGENCE

3.1 Title Policy.

3.1.1 Prior to executing this Agreement, Purchaser has reviewed a title commitment for title insurance for the Property, included in **Exhibit F**, attached hereto, and the exception documents that are identified in it ("Land Preliminary Commitment"). All such exceptions in the Land Preliminary Commitment shall be deemed "Land Permitted Exceptions." Within twenty

(20) days of creation of the Condominium, Seller will order and have delivered to Purchaser a preliminary commitment for title insurance for Unit 5 issued by the Title Company, including complete and legible copies of all exceptions and encumbrances noted thereon (the "Unit Preliminary Commitment"). Purchaser shall have ten (10) days after receipt of the Unit Preliminary Commitment to advise Seller in writing of any encumbrances, restrictions, easements or other matters in the Unit Preliminary Commitment (collectively "Unit Exceptions") to which Purchaser objects (the "Disapproved Unit Exceptions"). Disapproved Unit Exceptions shall not include the Unit Permitted Exceptions (as defined below). All Unit Exceptions related to Seller's financing of the Housing Unit and all monetary encumbrances other than non-delinquent ad valorem property taxes shall be deemed to be Disapproved Unit Exceptions and shall be removed by Seller at the Unit Closing. All Unit Exceptions to which Purchaser does not object in writing within the ten (10) day period shall be deemed accepted by Purchaser. Any right of way dedications, utility easements granted by Seller or transportation mitigation plan exception necessary for the development of the Project shall be "Unit Permitted Exceptions" hereunder. Purchaser acknowledges and agrees that Seller's construction on the Property with respect to the Housing Unit and other Units' improvements will be ongoing, retainage shall not have been paid to the general contractor and the owner's policy provided by the Title Company to Purchaser will be subject to a general exception for mechanic's liens and such exception shall be a "Unit Permitted Exception" hereunder. Any notices of claim of lien or filed liens shall be a Disapproved Unit Exception.

3.1.2 Seller shall have ten (10) days after receipt of Purchaser's notice to notify Purchaser, in writing, of its agreement to cure or remove any of the Disapproved Unit Exceptions. Seller shall remove or cure before the Unit Closing the Disapproved Unit Exceptions.

3.1.3 The term "Unit Permitted Exceptions" as used herein means: (a) the exceptions accepted or deemed accepted by Purchaser as provided above, including the Land Permitted Exceptions; (b) the lien of real estate taxes and assessments payable in the calendar year of closing which shall be prorated to the Closing as provided in Section 7.5 of this Agreement; (c) the exceptions contained in the deed from Purchaser to Seller delivered in connection with Seller's acquisition of the real property underlying the Condominium from Purchaser; (d) the Declaration, Map and bylaws of the Association and right to lien for assessments thereunder; and (e) exceptions related to easements necessary for the construction of the Improvements and the delivery of utilities thereto.

3.1.4 At Closing, Seller will cause the Title Company to issue to Purchaser an ALTA standard coverage owner's policy of title insurance (the "Unit Title Policy"), in the amount of the Purchase Price, insuring Purchaser against loss or damage arising from defects in title to Unit 5 other than the Unit Permitted Exceptions. Seller will pay the premium for a standard coverage owner's policy of title insurance in the amount of the Purchase Price. If Purchaser desires extended coverage or any endorsements to such policy, Purchaser shall be solely responsible for paying the additional premium for extended coverage or any endorsements, and paying for the cost of an ALTA survey, if required by the Title Company, in connection with issuance of an extended owner's policy of title insurance.

3.2 Entry onto the Property.

Prior to Closing, Seller grants to Purchaser and Purchaser's contractors, employees, agents and consultants a non-exclusive license to enter upon Unit 5 and related portions of the Property and Improvements at reasonable hours for the purpose of inspecting, at Purchaser's expense, the construction of Unit 5 and Improvements. Seller agrees to cooperate reasonably with Purchaser in its inspections, although with no out-of-pocket cost to Seller. Purchaser agrees to indemnify, defend and to hold Seller, Seller's agents, employees, members and partners, and the Property, harmless from any losses, costs, damages, claims, or liabilities, including but not limited to damage to property or person, mechanics' liens and attorneys' fees, arising out of any negligent action or willful misconduct by Purchaser or its contractors or agents in connection with Purchaser's entry upon the Property. Purchaser shall promptly repair any damage to the Property caused by Purchaser's entry onto the Property and shall restore the Property and Improvements to its condition prior to entry. Purchaser's obligations under this subsection shall survive the termination or closing of this Agreement.

3.3 Purchaser's Investigation of the Property.

Prior to executing this Agreement, Purchaser has reviewed and approved the Plans and Specifications. Any reports, surveys, plans, specifications, and other documentation concerning the Property delivered to Purchaser by Seller have been provided as a courtesy only. Seller does not warrant that any information contained in such documentation is correct. Seller shall not be held liable for any inaccurate information therein. Purchaser acknowledges that, except as otherwise set forth in Subsection 6.1 of this Agreement, Seller has not made any other representations or warranties of any kind upon which Purchaser is relying, and specifically disclaims any warranty, as to matters concerning the Property, including without limitation, the condition of the Property, except warranties contained (or by law included) in the deed; the condition of title to the Property; the existence of hazardous materials at the Property; the habitability, merchantability, fitness, suitability, value or adequacy of the Property for any particular purpose; current economic conditions, economic projections or market studies with respect to the Property; development rights; taxes; bonds; covenants, conditions and restrictions affecting the Property; drainage or soils conditions at the site; utility services; zoning, environmental and/or building laws or regulations affecting the Property; or compliance of the Property with any applicable codes, laws, ordinances and regulations, including without limitation the Americans With Disabilities Act. Purchaser agrees and acknowledges that, prior to executing this Agreement and as of Closing, Purchaser shall have made such feasibility studies, investigations, title searches, environmental studies, engineering studies, inquires of governmental officials, and all other inquiries and investigations as Purchaser shall deem necessary to satisfy itself as to the condition and quality of the Property and, except as otherwise set forth in Subsection 6.1 of this Agreement, Purchaser has solely relied upon such studies, investigations, searches and inquiries and not on any representations or warranties of Seller. Furthermore, Purchaser acknowledges and agrees that, except as otherwise set forth in Subsection 6.1 of this Agreement, no patent or latent condition affecting the Property in any way, whether known or unknown, discoverable or hereafter discovered shall affect any of Purchaser's obligations contained in this Agreement or give rise to any right of damages, liability, claim, rescission or otherwise against Seller. By proceeding with Closing, Purchaser acknowledges that it has been given ample opportunity to inspect the Property and has not relied on any representations or warranties of Seller,

except as expressly stated herein. To the extent that Seller has provided to Purchaser any information, prepared by any third party or parties that is untrue or which otherwise results in any damage(s) to Purchaser, Seller agrees to assign to Purchaser all rights and causes of action against such third party or parties, therefor, shall cooperate with Purchaser in enforcement of such rights and causes of action and nothing herein shall be deemed or construed to limit Purchaser's recourse or to release or waive any claim(s) against such persons. Notwithstanding the foregoing, such assignment shall not limit Seller's right to bring a cause of action against such third party or third parties and Seller expressly reserves all rights respecting matters involving the Housing Unit.

3.4 Release and Waiver.

Purchaser, for itself and its successors and assigns, unconditionally releases and forever discharges Seller and its partners, members, officers, directors, employees, and attorneys ("Seller Personnel") from and against any and all claims, causes of action, judgments, damages, losses, penalties, fines, liabilities (including strict liability), costs and expenses of any kind or nature, both known or unknown, present and future, for any matter relating directly or indirectly to the condition of the Property or Unit 5 as of Closing, including without limitation the physical or environmental condition of or any damage to the Property or Unit 5, and regardless of fault or negligence of Seller, except for a breach of Seller's representations and warranties set forth in Subsection 6.1, below. In this connection and to the extent permitted by law, Purchaser hereby agrees, represents and warrants that Purchaser realizes and acknowledges that factual matters now unknown to it may have given or may hereafter give rise to causes of action, claims, demands, debts, controversies, damages, costs, losses, and expenses which are presently unknown, unanticipated and unsuspected, and Purchaser further agrees, represents and warrants that the waivers and releases herein have been negotiated and agreed upon light of that realization. The provisions of this paragraph shall be deemed remade at the Closing and shall survive thereafter. Furthermore, and without limiting the foregoing, except for a breach of Seller's representations and warranties set forth in Subsection 6.1, Purchaser hereby expressly waives and relinquishes any and all rights and remedies Purchaser may now or hereafter have against Seller and the Seller's Personnel under any statute or the common law, whether known or unknown, with respect to any presence or existence of hazardous materials on, under or about the Property prior to or as of the Closing or with respect to any violations, prior to or as of the Closing of any rules, regulations or laws regulating or governing the use, handling, storage or disposal of hazardous materials, including, without limitation, (i) any and all rights Purchaser may now or hereafter have to seek contribution from Seller or Seller Personnel under Section 113(f)(i) of the Comprehensive Environmental Response Compensation and Liability Act of 1980 ("CERCLA"), as amended by the Superfund Amendments and Reauthorization Act of 1986 (42 U.S.C.A. 9613), as the same may be further amended or replaced by any similar law, rule or regulation, (ii) any and all rights Purchaser may now or hereafter have against Seller or Seller Personnel under the Washington Model Toxics Control Act or other Washington rules, regulations or laws relating to hazardous materials, as the same may be further amended or replaced by any similar law, rule or regulation, and (iii) any and all claims, whether know or unknown, now or hereafter existing, with respect to the Property or Unit 5 under Section 107 of CERCLA (42 U.S.C.A. 9607). The waivers and releases by Purchaser herein contained shall survive Closing and shall not be deemed merged into the deed from Seller to Purchaser.

4. SELLER'S OBLIGATIONS

At all times from the date of this Agreement to the Closing, Seller shall:

1. Make all principal and interest payments due under, and comply with each and every covenant and obligation imposed upon the owner of the Project by promissory notes, mortgages, deeds of trust, regulatory agreement, ground or other leases and any other agreements affecting the Property or secured by an interest in the Property or any part thereof, and will take any and all action as may be necessary to avoid any default under such agreements;

2. Not negotiate, enter into or cause to be entered into any written or oral option, sale agreement or lease of Unit 5 or any portion thereof;

3. Maintain, use and operate the Project in compliance with applicable laws, regulations and ordinances with respect to the ownership, use and occupancy of the Project;

4. Diligently proceed with the construction of the Improvements in substantial conformance with the Plans and Specifications, as the same may be amended with the written approval of Purchaser, and comply with all land use approvals and construction permits for the Project; and

5. Pay for any materials, supplies or work provided or ordered for the Project prior to the Closing and for which a labor, materialman's or mechanic's lien may be claimed under applicable law.

5. PURCHASER CONTINGENCIES

In addition to other terms and conditions in the Agreement, Purchaser's obligations hereunder are further conditioned upon the following:

1. Completion of Unit 5 by Seller in substantial conformance with the Plans and Specifications, as the same may be amended with the written approval of Purchaser and in conformance with the Shell Condition, as the same may be amended with the written approval of Purchaser to the extent such approval is required pursuant to this Agreement;

2. Seller's and its general contractor's compliance with all requirements of land use and construction permits issued for the Improvements; and

3. Seller's recording of the Declaration and Map.

6. REPRESENTATIONS AND WARRANTIES

6.1 Seller's Representations and Warranties.

For the purposes of inducing Purchaser to consummate the transactions contemplated hereby, Seller represents and warrants to Purchaser, as of the date hereof and, except as otherwise set forth herein, as of the Closing Date, in addition to the warranties in the deed delivered to Purchaser, as follows:

6.1.1 Seller has full power, authority and legal right to execute, deliver and perform this Agreement, and all other documents and certificates contemplated hereby; the Seller has duly authorized the execution, delivery and performance thereof; and has authorized the person executing this Agreement to do so;

6.1.2 The execution of this Agreement and the Closing will not violate any other agreement of Seller. Seller has not entered into any other contracts for the sale of the Property or Unit 5 to any other parties, nor do there exist any prior rights of first refusal or options to purchase Unit 5. Seller has not sold, transferred, conveyed or restricted any development rights relating to the Property except as set forth in the Unit Permitted Exceptions;

6.1.3 This Agreement constitutes the legal, valid and binding obligation of Seller, enforceable against Seller in accordance with its terms;

6.1.4 Seller has performed each of its obligations set forth in Sections 4.1 through 4.5 of this Agreement; and

6.1.5 There are no actions, suits, proceedings, orders or investigations pending or, to the best of Seller's knowledge, threatened against or affecting Seller which might adversely affect Seller's performance under this Agreement or the consummation of the transactions contemplated hereby.

For the purposes of inducing Purchaser to consummate the transactions contemplated hereby, Seller represents and warrants to Purchaser, as of the Closing Date, in addition to the warranties in the deed delivered to Purchaser, as follows:

6.1.6 Seller has created the Condominium in conformance with all applicable laws.

6.2 Purchaser's Representations and Warranties

For the purposes of inducing Seller to consummate the transactions contemplated hereby Purchaser represents and warrants to Seller, as of the date hereof and, except as otherwise set forth herein, as of the Closing Date, as follows:

6.2.1 Purchaser has full power, authority and legal right to execute, deliver and perform this Agreement, and all other documents and certificates contemplated hereby; the Purchaser has duly authorized the execution, delivery and performance thereof; and has authorized the person executing this Agreement to do so;

6.2.2 This Agreement constitutes the legal, valid and binding obligation of Purchaser, enforceable against Purchaser in accordance with its terms; and

6.2.3 There are no actions, suits, proceedings, orders or investigations pending or, to the best of Purchaser's knowledge, threatened against or affecting Purchaser which might adversely affect Purchaser's performance under this Agreement or the consummation of the transactions contemplated hereby.

6.3 Survival of Warranties.

The representations and warranties in this Agreement shall survive the Closing and shall be fully effective for a period of one year thereafter. If Seller breaches any warranty, Purchaser shall have the rights and may exercise, at its option, any of the remedies, provided under Section 8.1 of this Agreement. If Purchaser breaches any representation, warranty, or covenant, Seller shall have the rights and may exercise, at its option, any of the remedies, provided under Section 8.2 of this Agreement.

6.4 Limitation on Warranties.

Seller makes no warranties, express or implied, as to the real property underlying the Condominium, the Property or the construction of the Improvements, except as set forth in this Agreement. Except as set forth in this Agreement, Seller makes no express warranties of quality, suitability, fitness or merchantability relating to the Property, the Improvements, the construction of the Condominium or Unit 5. Seller excludes and disclaims any warranty of fitness or merchantability, and any warranty which might otherwise be implied by RCW 64.90.665 and 64.90.670 of the Washington Uniform Common Interest Ownership Act or other law.

7. CLOSING

7.1 Closing Date.

"Closing" means the delivery and recording of the Deed (as that term is defined below) from Seller to Purchaser. The Closing shall take place within 60 days of the completion of Unit 5 in Shell Condition or at such later date as may be agreed to by the parties (the "Closing Date"). Each party hereto agrees to execute and deliver to the Title Company such closing escrow instructions as may be necessary to implement and coordinate the Closing as set forth in this Agreement.

7.2 Seller's Closing Obligations.

At the Closing, Seller shall deliver to the Escrow Holder:

7.2.1 An executed bargain and sale deed to Unit 5 subject only to the Unit Permitted Exceptions (the "Deed"), real estate excise tax affidavit and such other agreements, documents and instruments as may be necessary to transfer, convey and assign Unit 5 to Purchaser; and

7.2.2 Such other instruments as may be required to fully consummate the transaction contemplated hereby.

7.3 Purchaser's Closing Obligations.

At the Closing, Purchaser shall deliver to the Escrow Holder the Purchase Price in cash or other immediately available funds, minus the credits for the Earnest Money, and execute and deliver to the Escrow Holder all instruments or documents as may be required to fully consummate the transaction contemplated hereby.

7.4 Allocation of Closing Expenses.

7.4.1 The Purchaser shall pay the following costs of Closing: one-half (1/2) of the escrow fees of the Escrow Holder, the cost of recording any documents that Purchaser may choose to record and the premium for an extended owner's policy of title insurance or any endorsements to such title policy desired by Purchaser.

7.4.2 The Seller shall pay the following costs of Closing: the cost of recording the Deed, the cost of removing liens and encumbrances from Unit 5 that are not Unit Permitted Exceptions, one-half (1/2) of the escrow fees of the Title Company, the real estate excise tax and the premium for a standard policy of owner's title insurance insuring Unit 5 in the amount of the Purchase Price.

7.5 Prorations.

7.5.1 The following items shall be prorated between Seller and Purchaser at the Closing, as of the Closing Date: property taxes and assessments for the then-current tax year relating to Unit 5 and all utilities and other operating expenses, if any.

7.5.2 With respect to the proration of operating expenses, utilities and similar expenses, if any such sums are not ascertainable as of the Closing, the parties shall estimate the amounts for purposes of proration at the Closing. On or before sixty (60) days after the Closing, the parties shall reconcile actual expenses, and at that time if it is determined that any amount of money is owed to a party from the other, said payment shall be made within fifteen (15) days.

7.6 Right to Possession.

At the Closing and as a condition thereto, Purchaser shall have full and unrestricted right to possession of Unit 5 subject to the Unit Permitted Exceptions and the requirements of this Agreement, including, but not limited to, Section 2.4 this Agreement.

7.7 Risk of Loss.

Risk of loss or damage to Unit 5 by condemnation, eminent domain, or similar proceedings (or deed in lieu thereof), or by fire or any other casualty, from the date hereof through the time of the recording of the Deed will be on Seller and thereafter will be on Purchaser. In the event of loss or damage to the Property by condemnation, eminent domain, or similar proceedings, or by fire or any other casualty from the date of this Agreement but prior to closing, Seller shall immediately notify Purchaser in writing of such loss and within fourteen (14) days shall notify Purchaser in writing of (1) Seller's intention to proceed with construction of the Improvements and of adjustments to schedule and budget, if any; or (2) notify Purchaser that Seller will not complete the Improvements. Within twenty (20) days of receiving such notices from Seller, Purchaser shall

provide written notice to Seller of Purchaser's decision in its sole discretion, to proceed with purchase of the Property, or to terminate this Agreement. Subject to the rights of Seller's lenders and equity investor in any proceeds of condemnation or insurance proceeds, in the event the Agreement is terminated, Purchaser shall be entitled to the share of the proceeds attributable to Unit 5 and the Earnest Money paid by Purchaser. In the event Purchaser fails to provide such notice to Seller, this Unit Agreement shall be deemed null and void, and all further rights and obligation of the parties hereunder shall terminate.

8. TERMINATION AND REMEDIES

8.1 Seller's Defaults.

8.1.1 Seller's Defaults. Seller shall be deemed to be in default hereunder in the event Seller fails, for a reason other than Purchaser's default hereunder, to meet, comply with, or perform any covenant, agreement or obligation on its part required within the time limits and in the manner required in this Agreement, or there shall have occurred a breach of any representation or warranty made by Seller.

8.1.2 Purchaser's Remedies. In the event of a default by Seller under any of the terms and provisions of this Agreement and after thirty (30) days written notice by Purchaser to Seller of such default and Seller's opportunity to cure, Purchaser's sole and exclusive remedy shall be to terminate this Agreement and the escrow created hereby and recover actual (but not consequential) damages resulting from Seller's default in an amount not to exceed $25,000, including the return of the Earnest Money.

8.2 Purchaser's Defaults.

8.2.1 Purchaser's Defaults. Purchaser shall be in default hereunder in the event Purchaser fails, for a reason other than Seller's default hereunder, to meet, comply with, or perform any covenant, agreement or obligation on its part required within the time limits and in the manner required in this Agreement, or there shall have occurred a breach of any representation or warranty made by Purchaser.

8.2.2 Seller's Remedies. In the event of Purchaser fails without legal excuse to complete the purchase of Unit 5 under the terms and provisions of this Agreement, including but not limited to a failure to timely perform Purchaser's closing obligations or failure to pay any sums when due, Seller may elect to pursue any remedy available at law or in equity, including but not limited to one or more of the following remedies: (a) terminate this Agreement and retain the Earnest Money and recover all reasonable attorney fees and costs expended in connection with this Agreement; or (b) sue to specifically enforce this Agreement and recover any incidental damages, including reasonable attorney fees and expenses.

8.3 Attorneys' Fees.

Should either party bring an action to enforce or interpret any of the provisions of this Agreement, or to recover damages for the breach hereof, the prevailing party will be entitled to receive, in addition to any other relief granted, all reasonable attorneys' fees and costs expended in connection therewith.

9. MISCELLANEOUS

9.1 Entire Agreement; Modification; Counterparts.

This Agreement sets forth the entire understanding between the parties with respect to the transactions contemplated herein and supersedes all prior or contemporaneous agreements, oral or written. Neither this Agreement nor any provision hereof may be waived or amended except by an instrument in writing signed by both parties. This Agreement may be executed in any number of counterparts and together, all counterparts shall be deemed to constitute a single agreement. The execution and delivery of one counterpart by any Party shall have the same force and effect as if that Party had signed all other counterparts. The signatures of this Agreement may be executed on separate pages and when attached to this Agreement shall constitute one complete document. Delivery of an executed copy of this Agreement by facsimile, attachment to an email or electronic signature (such as DocuSign) shall be legal and binding on the transmitting party and shall have the same full force and effect as if an executed original Agreement had been delivered.

9.2 Time of Essence.

Time is of the essence of this Agreement.

9.3 Survival of Terms.

The terms and provisions hereof shall survive the Closing and shall remain in full force and effect thereafter.

9.4 Notices.

All notices to either party must be in writing and either (i) delivered in person, (ii) by United States certified mail, postage prepaid, (iii) by courier service, postage prepaid, or (iv) by electronic mail (email) with confirmed receipt or other evidence of transmission and sent to the address of such party as set forth below, or such other address (or facsimile number) as either party may from time to time designate by written notice to the other.

If to Seller:	**If to Purchaser:**
BW Overlake LLLP	City of Redmond
c/o Bellwether Housing	[_____]
433 Minor Ave N	[_____]
Seattle, WA 98109	[_____]
Attention: Chief Executive Officer	Attn: [_____]
Email: sboyd@bellwetherhousing.org	Email: [_____]

All notices shall be deemed given on the date such notice is delivered (or if refused, the date of such refusal) or the date transmitted by email if received on a business date before 5 PM PST (if received on a non-business day or after 5 PM PST, then delivery shall be deemed on the next business day), or on the third business day following the date such notice is mailed in accordance with this paragraph 9.4, whichever is applicable.

9.5 Interpretation.

Words of any gender used in this Agreement shall be held and construed to include any other gender, and words of a singular number shall be held to include the plural, and vice versa, unless the context requires otherwise.

9.6 Captions.

The captions used in this Agreement are for convenience only and shall not be deemed to construe or to limit the meaning of the language of this Agreement.

9.7 Binding Effect; Assignment.

This Agreement shall be binding upon and shall inure to the benefit of the parties hereto and their respective heirs, legal representatives, successors and assigns. Notwithstanding the foregoing, Purchaser shall not assign its rights under this Agreement without the prior written consent of Seller. Purchaser shall deliver written notice of such assignment to Seller within five (5) business thereof.

9.8 Severability.

If one or more of the provisions of this Agreement or any application thereof shall be invalid, illegal or unenforceable in any respect, the validity, legality and enforceability of the remaining provisions or any other application thereof shall in no way be affected or impaired.

9.9 Execution Date.

All references in this Agreement to the "Execution Date," the "date hereof," "the date the Agreement was executed," or other phrases of similar import shall be deemed to refer to the date upon which the last of the parties hereto has executed this Agreement.

9.10 Applicable Law.

This Agreement shall be governed by and construed in accordance with the laws of the State of Washington. Venue of any action hereunder shall be in King County, Washington.

9.11 Commercial Condominium Unit, Purchaser Protections not Applicable.

Purchaser acknowledges that Unit 5 will be restricted to nonresidential use. In light of that restriction, Purchaser and Seller agree that nothing in Article 4 of the RCW 64.90 will apply to this sale or to Unit 5. Therefore, Purchaser will not receive any Public Offering Statement for the Condominium. Purchaser waives any right to receive a Public Offering Statement and will have no rights to cancel this Agreement or receive damages under RCW 64.90.635. Furthermore, in light of that restriction, Purchaser will not be entitled to any implied warranties under RCW 64.90.670 and Purchaser waives the provisions of RCW 64.90.645 requiring escrow of deposits. Purchaser also waives any right to receive any disclosures pursuant to RCW Ch. 64.06.

9.12 Exhibits.

The following exhibits are incorporated into and made a part of this Agreement as if set forth fully herein:

Exhibit A	Legal Description of Property
Exhibit B	Architect's Schematic of Unit 5
Exhibit C	Condominium Declaration
Exhibit D	Association Documents
Exhibit E	Development Budget for Unit 5
Exhibit F	Preliminary Commitment

IN WITNESS WHEREOF, this Condominium Unit Purchase and Sale Agreement has been executed by each of the parties as of the date first written above.

SELLER:

BW OVERLAKE LLLP,
a Washington limited liability limited partnership

By: BW Overlake GP LLC,
a Washington limited liability company
Its: General Partner

By: Bellwether Housing,
a Washington nonprofit corporation
Its: Manager

By: _____
Susan Boyd, Chief Executive Officer

PURCHASER:

CITY OF REDMOND

_____
By: Angela Birney
Its: Mayor

EXHIBIT A – LEGAL DESCRIPTIONS

The Land referred to herein below is situated in the County of King, State of Washington, and is described as follows:

Lot 2, OVERLAKE VILLAGE STATION BINDING SITE PLAN, according to the plat thereof recorded in Volume 303 of Plats, page 32, records of King County, Washington.

"Unit 5" subject to this Agreement will be described substantially as:

UNIT 5 OF "PRISMA, A CONDOMINIUM" RECORDED IN SURVEY MAP AND PLANS RECORDED IN VOLUME _____ OF CONDOMINIUMS ON PAGES _____ THROUGH _____ INCLUSIVE AND ANY AMENDMENTS THERETO, CONDOMINIUM DECLARATION RECORDED UNDER KING COUNTY RECORDING NUMBER _____ AND ANY AMENDMENTS THERETO, IN KING COUNTY, WASHINGTON.

EXHIBIT B - ARCHITECT'S SCHEMATIC OF UNIT 5

(attached)

EXHIBIT C – CONDOMINIUM DECLARATION

(attached)

EXHIBIT D – ASSOCIATION DOCUMENTS

(attached)

EXHIBIT E – DEVELOPMENT BUDGET FOR UNIT 5

Acquisition Costs	
Land	$1980
Acquisition Closing	$397
Acquisition – Carrying Costs	$317
Construction	
Demolition	
New Building	$356,145
Construction Contingency	$11,502
Site Work/Infrastructure	
Off Site Work	$2,127
Environmental Abatement (Land)	
Sales Tax	$21,481
Equipment and Furnishings (FF&E)	
Commercial Tenant Improvements	
Other	$8,750
Soft Costs	
Architect	$5,159
Engineering	$3,564
Environmental Assessment	$56
Geotech	$150
Boundary & Topographic Survey	$94
Legal Real Estate	$188
Developer Fee	
Other Consultants	$375
Other	$619
Soft Cost Contingency	$3,015
Predev/Bridge Financing	
Bridge Loan Fees	$238
Bridge Loan Interest	$1,992
Construction Financing	
Construction Loan Origination Fees	$1,155
Construction Loan Expenses	$281
Legal – Construction Loan	$413
Construction Period Interest	$15,000
Lease-up Period Interest	
Permanent Financing	
Permanent Loan Origination Fees	
Permanent Loan Expenses	594
Legal Permanent Loan	792
Perm Closing Title & Recording	990
Other Development Costs	
Real Estate Tax	
Insurance – Liability	$1,876

Permits, Fees & Hookups	$35,704
Accounting/Audit	$396
Total Development Cost	**$475,350**

EXHIBIT F – PRELIMINARY COMMITMENT

(attached)

Memorandum

Date: 9/2/2025
Meeting of: City Council

File No. AM No. 25-124
Type: Consent Item

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

Planning and Community Development	Carol Helland	425-556-2107

DEPARTMENT STAFF:

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

TITLE:
WSDOT Regional Mobility Grant Acceptance

OVERVIEW STATEMENT:
The City of Redmond has been awarded the Washington State Department of Transportation's Regional Mobility Grant. In accordance with the Transportation Master Plan and Downtown Strategic Parking Implementation Plan which are under development, these funds will be used to pilot a shared parking program and on-demand shuttle in downtown Redmond. The pilot will be for two years. The goal is to have the shared parking and shuttle operational by the time light rail connects to Seattle.

The shared parking program would involve outreach to commercial properties within the downtown core of Redmond with underutilized parking capacity to develop a shared parking program that would more fully utilize available parking. The primary goal for the shared parking program would be to provide residents and employees of downtown businesses with long term parking solutions (as opposed to time restricted on-street parking) and provide people coming from outside downtown and wanting to connect with light rail additional parking options. This allows for on-street parking to be prioritized for retail customers in the downtown area, as approved in the Downtown Strategic Parking Implementation Plan.

The on-demand shuttle would cover roughly 2-3 square miles in the downtown and Education Hill neighborhoods. This would be a free service for community members and would connect people to transit, grocery stores, employment, medical appointments, and more. This shuttle would operate similar to the BellHop shuttle that currently exists in Downtown Bellevue. It is a goal to have the shuttle vehicles be electric, reducing the amount of carbon emissions occurring in the downtown area.

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

REQUESTED ACTION:

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

REQUEST RATIONALE:

- **Relevant Plans/Policies:**
  - **Redmond 2050**, **FW-TR-1**: Plan, design, build, operate, and maintain a safe transportation system that advances an equitable, inclusive, sustainable, and resilient community by providing for the mobility and access needs of all.
  - **Redmond 2050, FW-TR-4:** Plan, design, build, operate, and maintain a transportation system that supports the City's sustainability principles.
  - **Redmond 2050, FW-TR-5:** Influence regional transportation decisions and leverage regional transportation investments in support of Redmond's transportation policy objectives.
  - **Redmond 2050, TR-6.7:** Implement transportation programs, projects, and services that support the independent mobility of those who cannot or choose not to drive.
  - **Redmond 2050, TR-15:** Implement transit to connect people in all Redmond neighborhoods to centers, light rail, and other neighborhoods, considering a full suite of transit options appropriate to the land use context.
  - **Redmond 2050, FW-CR-1:** Develop partnerships and programs to rapidly and equitably reduce greenhouse gas emissions and create a thriving, climate resilient community.
  - **2020 Environmental Sustainability Action Plan, T1.4**: Pilots for trip reduction. Continue piloting trip reduction initiatives such as app-based carpooling and scooter/bike share.
  - **2020 Environmental Sustainability Action Plan, T1.8:** Increase new mobility options. Encourage and foster the use of new mobility options, such as bike share, electric bike and scooters, and ride hailing.
  - **Downtown Parking Strategic Implementation Plan, 4:** Facilitate more effective use of private parking facilities
    - 4a. Branding, wayfinding and marketing for the shared parking system that may include a technology focus
    - 4b. City facilitated shared parking program including an initial pilot program
  - **Downtown Parking Strategic Implementation Plan, 5:** Build capacity within the City of Redmond to actively manage parking
    - 4c. Work with community and business partners to collaborate on parking management and mobility

- **Required:**
  Council approval is required for grant acceptance.
- **Council Request:**

N/A

- **Other Key Facts:**
  N/A

OUTCOMES:
We anticipate the shared parking program and on-demand shuttle will decrease vehicle miles traveled in the downtown core and will increase Redmond residents' access to the downtown light rail station and transit center.

COMMUNITY/STAKEHOLDER OUTREACH AND INVOLVEMENT:

- **Timeline (previous or planned):**
  City of Redmond Parking Questionnaire, March-April 2024
- **Outreach Methods and Results:**
  Questionnaires
- **Feedback Summary:**
- Overall community interest in first/last mile connections to the existing and future transit network
- Interest and desire for more multimodal connections to the existing and future transit network, specifically via pedestrian and bicycle modes
- Interest in commuter and employee parking in the downtown core for people who would like to park all day and go to their jobs (either working in Downtown or commuting via bus or light rail).

BUDGET IMPACT:

Total Cost:
$1,219,000 (combined grant and matching funds) Staff working on this project are funded through the adopted budget.

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

Budget Offer Number:
0000310-Mobility of People and Goods

Budget Priority:
Vibrant and Connected

Other budget impacts or additional costs: ☒ **Yes** ☐ **No** ☐ **N/A**
If yes, explain:
The City is required to contribute a 20% match of the Regional Mobility Grant funds for the project.

Funding source(s):
Regional Mobility Grant ($975,000)
Commute Trip Reduction (CTR) funds ($60,000)
LTAC ($136,000)
Commute Assistant Office (CAO) Fund ($48,000)

Budget/Funding Constraints:
N/A

☐ **Additional budget details attached**

COUNCIL REVIEW:

Previous Contact(s)

Date	Meeting	Requested Action
8/4/2025	Committee of the Whole - Planning and Public Works	Approve

Proposed Upcoming Contact(s)

Date	Meeting	Requested Action
9/2/2025	Business Meeting	Approve

Time Constraints:
Funding was awarded July 1, 2025.

ANTICIPATED RESULT IF NOT APPROVED:
Unable to take advantage of this grant opportunity.

ATTACHMENTS:
Attachment A: WSDOT Regional Mobility Grant Application
Attachment B: WSDOT Award Letter

27381 - Redmond TDM Active Parking Management and On-Demand Microtransit Plan

Application Details

Funding Opportunity:	25488-2025-2027 Regional Mobility Grant
Funding Opportunity Due Date:	Jun 25, 2024 3:01 PM
Program Area:	Regional Mobility Grant
Status:	Correcting
Negotiation Due Date:	08/27/2024
Stage:	Final Application
Initial Submit Date:	Jun 25, 2024 1:42 PM
Initially Submitted By:	Kim Keeling
Last Submit Date:	
Last Submitted By:	

Contact Information

Primary Contact Information

Name:	Salutation: Kim (First Name) Middle Name: Keeling (Last Name)
Title:	Program Administrator
Email*:	khkeeling@redmond.gov
Address*:	15670 NE 85th St PO Box 97010 Redmond (City) Washington (State/Province) 98073-9710 (Postal Code/Zip)
Phone*:	(425) 556-2451 Ext. Phone ###-###-####
Fax:	###-###-####

Organization Information

Legal Name*:	City of Redmond
DBA Name*:	City of Redmond
Organization Type*:	City Government
Unique Entity Identifier (UEI):	XK1UCKFKU3N9
Organization Website:	https://www.redmond.gov/ (Please enter http://... for this field)
Physical Address*:	15670 NE 85th St

	Redmond	Washington	98052-9710
	City	State/Province	Postal Code/Zip
Mailing Address*:	PO BOX 9710		
	Redmond	Washington	98073-9710
	City	State/Province	Postal Code/Zip
Remit to Address*:	PO BOX 97010		
	Redmond	Washington	98073-9710
	City	State/Province	Postal Code/Zip
Phone*:	(425) 556-2451 Ext.		
	###-###-####		
Fax:	###-###-####		
Fiscal Year End Last day of*:	December		
Indirect Cost Rate:	0.00%		
IDR Expiration Date:			

Organization Contact Information

Organization Contact Information

Organization Director

Name*:	Carol	Helland	
	First Name	Last Name	
	Director of Planning and Community Development		chelland@redmond.gov
	Title		Email Address

Applicant Contact

Name*:	Kim	Keeling	
	First Name	Last Name	
	Program Administrator		khkeeling@redmond.gov
	Title		Email Address

Project Contact

Name:	Kim	Keeling	
	First Name	Last Name	
	Program Administrator		khkeeling@redmond.gov
	Title		Email Address

Summary of Project Information

Summary of Project Information

Provide a brief, high-level description of your project. This description may be used to describe your project to the Legislature.

Project Summary*:

The proposed on-demand microtransit service and shared parking program will greatly enhance both local and regional mobility to Downtown Redmond, which is the future end of the Sound Transit 2 line.

Project Type(s)
Select as many as apply
*:

Transportation Demand Management

Service Area

Select all of the Legislative District(s) and County(ies) the project will serve.

Legislative District map

Legislative District(s) Select as many as apply *:
45,48

County(ies) Select as many as apply *:
King

Construction Project Location

Provide the requested location links that apply to your capital construction project. If your project doesn?t include construction, leave the location link fields blank.

For a construction project at a single site (e.g., park and ride, bus shelter, charging station, etc.), provide a Google Street View link for the site. If a Google Street View link isn?t available for your project site, include a Google Map of the location (with coordinates) in the Attachments section.

Google Street View Link:

For a construction project that spans a range of locations (e.g., Bus Rapid Transit lines, physical route enhancements, etc.), enter the starting and ending locations in the form of Google Street View Links. If a Google Street View link isn?t available for your project start and/or end points, include Google Maps of the locations (with coordinates) in the Attachments section.

Starting Point Google Street View Link:

Ending Point Google Street View Link:

Relationship to Other Projects

Relationship to Other Projects

Is this project dependent on any other projects submitted by your organization?*: No

Did you, or will you, apply for this project in another grant program this biennium?*: No

Have you applied for the same project in a prior biennium and did not receive funding?*: No

Are you applying for other projects within this funding opportunity?*: No

Scope of Work

Scope of Work

Tasks and Deliverables

Briefly describe your project with the specific tasks and deliverables you are proposing. See Tasks and Deliverables in the application instructions for an example of a short scope of work.

Tasks and Deliverables*:

The shared parking and microtransit service program deliverables include, but are not limited to:
Partner with MoveRedmond to manage the outreach and utilization of at least 300 privately owned parking stalls
Release an RFP and select a contractor to provide 4 microtransit vehicles 7 days/week and 12 hours/day
Finalize a 1.5 square mile service area proximate to the Downtown Redmond light rail station
Create and release a marketing campaign to targeted users including residents and visitors

Local Plans and Coordination

Is your project or the need for this project in a local plan(s)? *: Yes

What local, regional, or statewide plan(s) include your project? Summarize what the plan(s) say about your project. If available, include a link to the plan with the page number that references your project.

Redmond 2050, the City Comprehensive Plan, will be adopted end of 2024.One core strategy is Organize Around Light Rail and a policy to Implement transit to connect people in Redmond neighborhoods to centers, light rail, and other neighborhoods, considering a full suite of transit options appropriate to the land use context.
Redmonds first Tourism Strategic Plan, adopted in May 2024, identifies the Sound Transit 2 Line as an opportunity for building day trips and overnight visitation from residents and visitors in the Greater Seattle Region and identifies building creative programming and engagement to stimulate interest and increase visitation. Creating ease of access through microtransit service is an ideal opportunity to build awareness of Redmond and its assets within a metro population that remains largely unaware of what is so close at hand. This plan built the awareness and supported needed from the Lodging Tax Advisory Committee to contribute matching funds for this grant (Redmond-Tourism-Strategic-Plan page 28).
The Downtown Parking Managment Strategic Plan was adopted by the Redmond City Council in 2020. This plan identifies a few key implementation strategies, which state:
Prioritize customer and visitor access for on-street parking
Adopt policies and regulations that enhance efficiency of on and off-street parking resources
Facilitate more effective use of the private parking facilities
Build capacity within the City of Redmond to actively manage parking
This grant will support the needed staff capacity to complete the identified actions, including where it specifically calls for a City facilitated shared parking program, including an initial pilot program (2020_0831-Redmond-Parking-Implementation-Plan-PDF page 5).
The proposed programs service area was established to address first/last mile transportation needs, considering future service proposed in King County Metros East Link Connections.
See attached letters of support

Is your project in a county with a population of 700,000 or more that borders Puget Sound? *: Yes

Describe the coordination used to develop the project and the amount of integration

The City has had direct conversations with King County Metro about this proposed program and will tailor the service to complement Metros bus service (see Metros letter of support). Further, the City will collect data that could inform potential future Metro Flex service.

Describe organizational planning efforts that address the need for your capital project request. Identify organizational plans (e.g. Transit Asset Management Plan, Zero Emission Transition Plan, Transit Development Plan, etc.) that support your capital project request. If your project doesn?t include capital, enter N/A.

Organization Plans*:

N/A

TSMO

Describe how your proposed project will improve operations of the multimodal transportation system overall. Identify and describe the Transportation Systems Management and Operations (TSMO) strategies, processes, and tools your project will use to help solve transportation system performance problems.

The purpose of using TSMO is to help you identify:

- Needed planning and coordination with WSDOT region staff and other partners for your project type.
- Common considerations for the transportation performance problems your proposed project is trying to solve that may be addressed by TSMO strategies, processes, and tools.
- Opportunities to optimize multimodal operations by utilizing existing infrastructure and strategies.

Project TSMO Strategies*:

This project utilizes TSMO strategies such as real-time parking data collection, park and ride, communication of parking information, and variable pricing based on demand to address the common transportation performance problems associated with parking, such as inefficient use of existing facilities and localized congestion. Redmonds area currently contains 12,056 off-street stalls (not including residential parking). However, observed parking occupancy rates show off-street parking at 32%-44%, despite this capacity. In addition, 73% of respondents to a 2019 parking survey felt that there was insufficient parking in Redmond. This project will connect people entering Downtown Redmond, whether to access light rail or other destinations, with available parking supply and provide first/last mile solutions for people utilizing this parking or arriving to Redmond by light rail and needing to access employment, hotels, or other destinations. The project may require close coordination with WSDOT, Sound Transit, King County Metro, businesses, and residents to broker parking agreements, distribute communications, access data sources, and monitor stakeholder feedback. As part of this program a first/last mile microtransit vehicle circulator solution will be evaluated and piloted. Based on preliminary needs assessment this would be an on-demand service that would benefit first/last mile circulation and connect people to and from the light rail station to multiple destinations.

Corridors and Communities

Using WSDOT?s corridor sketch summary viewer, identify the corridor numbers for all locations that your project will affect. If your project does not use the state highway

system, describe the communities or activity centers your project affects.

Corridors or Communities Affected*:

Corridor 460 (highway 202)
Corridor 246 (SR 520)
Corridor 505 (I-405)

Capacity Constraints

Describe the transportation capacity constraints and performance gaps your project will address.

Capacity Constraints and Gaps*:

No public parking available at Downtown Redmond light rail station, the end of the 2 line, where the regional demand for light rail access is expected to be high.

Limited parking in Redmond Transit Center (377 spaces, 99% utilized) which is the closest public parking garage to the Downtown Redmond light rail station.

Infrequent or lack of existing public transportation routes from residential areas to the light rail.

Transportation System Performance Indicators

Describe how your project relates to one or more of the following indicators of transportation system performance:

- WSDOT-identified congested corridors.
- Locally identified corridors or roadway locations with a D, E, or F level of service.
- Evaluation of transit capacity and market potential.
- Evaluation of first/last mile connections, including park and ride lot capacities.

Relationship to Transportation Performance Indicators*:

WSDOT-identified congested corridors.
This project seeks to increase light rail ridership and decrease driving within the SR 520 and I-405 corridors by decreasing barriers to accessing light rail for both Redmond residents in the greater Downtown area, and residents of neighboring communities that will choose to take light rail to destinations such as Bellevue and Seattle for commuting, entertainment, and other purposes.

Evaluation of first mile/last mile connections, including park-and-ride lot capacities.
Adding to current park-and-ride lot capacities and expanding access to parking for individuals using light rail service at locations closer to the Redmond light rail station. The Redmond transit center is within our service area and has 373 parking spaces and is 99% utilized.
This would also provide direct first/last mile connections for small business employees and several human service organizations, including the Redmond Hopelink location, the Together Center, and several low and supportive housing locations within Redmond.

Connectivity Barriers

Describe the barriers to connectivity between counties and regional population centers your project will address. Describe deficiencies in modal connections, services, or public transportation capacity in the project area.
This question is about the travel markets that your project addresses (e.g., traveler origins/destinations) and the extent to which people have limited travel options in the area where you have sited your project.

Connectivity Barriers*:

Primary audience:
Low-income housing / Downtown residents
Service area includes a few King County Housing Authority subsidized housing building, the Together Center, which houses 280 affordable housing units and over 20 social service offices, and the future Plymouth Housing location.
This area ranks high (10) through the Washington State Department of Health Information by Location tool regarding households without access to a personal vehicle, so assisting with making first/last mile connections will remove barriers to individuals relying on transit.

Visitors and Tourism Draw
Visitors will be able to take the light rail from the airport to downtown Redmond and the circulator will drop of them off directly at their downtown hotel.
Downtown businesses and their employees who do not have access to transit services have expressed difficulty with using transit and finding extended parking. We have received over 15 complaints from small businesses with these issues and they were greatly interested in this proposed program.

Adjacent communities
Communities like Woodinville, Duvall, and unincorporated King County that do not have frequent high-capacity transit.
Shared parking will increase park-and-ride capacity to allow residents to drive into Redmond and utilize light rail for regional trips rather than driving into Bellevue or Seattle

Project Solutions

Describe how your project addresses the transportation capacity constraints, performance gaps, barriers to connectivity, and deficiencies in modal connections identified above.

Project Solutions*:

From a regional connectivity and transportation capacity constraint perspective, this program will provide an option for people living in adjacent communities such as Woodinville, Duvall, etc. that are not well-connected by frequent transit to the light rail station to more easily access light rail and regional destinations by being able to find nearby parking and utilizing the on-demand microtransit service. Our proposed service area and number of vehicles in the microtransit fleet will reach what we believe to be key destinations within the Downtown Redmond area with low enough wait times to adequately address first/last mile barriers to regional transit in Redmond. By increasing number of trips taken by light rail to Bellevue and Seattle for work, social reasons, or even to the airport for travel, we can reduce cars on the road, addressing congestion issues and decreasing regional vehicle miles traveled.

Project Work Completed

Describe the work that you have already completed on this project. If work on this project hasn't yet begun, enter N/A.

Project Work Completed*:

N/A

Milestones

Project Activities

Project Activity	Applicable to Project?	Date (mm/yy)	Notes
Construction			
Preliminary engineering start date	No		
Environmental documentation complete: (e.g., NEPA, SEPA)	No		
Property acquisition complete (lease or purchase)	No		
Contract advertisement	No		
Operationally/substantially complete	No		
Vehicles			
Solicitation (request for proposals or invitation for bid) published	No		
Contract Award/Purchase order	No		
First vehicle accepted	No		
All vehicles accepted	No		
All vehicles placed in service	No		
Equipment			
Solicitation (request for proposals or invitation for bid) published	No		
Contract award/Purchase order	No		
First piece of equipment accepted	No		
All equipment accepted	No		
All equipment placed in service	No		
Operating Project Activities			
Service start date	Yes	10/25	Grant-supported program must begin no later than 10/25. RFP goes out by 8/25. Microtransit contract finalized by 8/25. Microtransit service start by 10/25.

Project completion date	Yes	06/27	6-month performance metric review for Microtransit program 6/26. 1 year performance metric review for Microtransit programs 10/26. Close out program, final report 6/30/27.

Transportation Demand Management Project Activities

Project start date	Yes	10/25	Grant-supported program must begin no later than 10/25. RFP goes out by 8/25. Shared parking contract with Move Redmond finalized by 8/25. Shared parking program service start by 10/25.
Project completion date	Yes	06/27	6-month performance metric review for parking program 4/26. 1 year performance metric review for parking program 10/26. Close out program, final report 6/30/27.

Schedule Risks

Milestone Risks*:

Approval time for City RFP: The City occasionally runs into timing issues with ensuring our RFPs make it through the formal approval process quickly, which could be a schedule risk for this project. This can be managed by drafting the RFP in anticipation of receiving the grant and having it ready to release when grant awardees are notified.

Hiring of microtransit vehicle drivers: Some of the local microtransit agencies have shared that they struggle to recruit drivers in the local market due to competition. Redmond staff have budgeted for competitive wages for drivers to aid in recruitment of drivers for the program.

Shared parking program contracts: Our current partnership with Move Redmond (who will be managing the shared parking program) will allow us to begin work on establishing the contract for their work on the shared parking program and the program itself prior to funds being obligated. We also see potential schedule risks from the timing of agreements being formed with local commercial parking holders, but anticipate that our relationship with Move Redmond, One Redmond (chamber of commerce and foundation) and the City's economic development office would be able to leverage existing relationships to keep this process running smoothly.

Budget

Duration of Project

Duration of Project*: Two Years

Operating

Project Activity	Useful Life Years (1.5 x the length of grant)	25-27 RMG Funds	27-29 RMG Funds	Other State Funds	Local Funds	Federal Funds	Other Funds	Total Cost
Increased frequency	3	$760,000.00	$0.00	$0.00	$184,000.00	$0.00	$0.00	$944,000.00
		$760,000.00	**$0.00**	**$0.00**	**$184,000.00**	**$0.00**	**$0.00**	**$944,000.00**

Operating Budget Summary

Total Operating Requested Amount: $760,000.00

Total Operating Match Amount: $184,000.00

Transportation Demand Management (TDM)

25-27 RMG Funds	27-29 RMG Funds	Other State Funds	Local Funds	Federal Funds	Other Funds	Total Cost
$215,000.00	$0.00	$60,000.00	$0.00	$0.00	$0.00	$275,000.00
$215,000.00	**$0.00**	**$60,000.00**	**$0.00**	**$0.00**	**$0.00**	**$275,000.00**

TDM Budget Summary

Total TDM Requested Amount: $215,000.00

Total TDM Match Amount: $60,000.00

Vehicles / Equipment

Project Activity	Fuel Type	Useful Life	25-27 Regional Mobility Grant Funds	27-29 Regional Mobility Grant Funds	Other State Funds	Local Funds	Federal Funds	Other Funds	Total Cost

No Data for Table

Vehicle / Equipment Budget Summary

Total Vehicle / Equipment Requested Amount: $0.00

Total Vehicle / Equipment Match Amount: $0.00

Construction - Design / Preliminary Engineering Phase

Project Activity	25-27 RMG Funds	27-29 RMG Funds	Other State Funds	Local Funds	Federal Funds	Other Funds	Total Cost

No Data for Table

Construction - Right of Way Phase

Project Activity	Useful Life (# years)	25-27 RMG Funds	27-29 RMG Funds	Other State Funds	Local Funds	Federal Funds	Other Funds	Total Cost

No Data for Table

Construction - Construction Phase

Project Activity	25-27 RMG Funds	27-29 RMG Funds	Other State Funds	Local Funds	Federal Funds	Other Funds	Total Cost

No Data for Table

Construction Budget Summary

Total Construction Requested Amount: $0.00

Total Construction Match Amount: $0.00

Source of Match

Source of Match	Amount
Redmond TDM/CTR Grant Funds	$60,000.00
Lodging Tourism Advisory Committee funds	$136,000.00
Planning and Community Development general fund	$48,000.00
	$244,000.00

Status of Matching Funds

Status of Matching Funds*:

The Planning Dept. general fund based on previous budgets to account for the $48k coming from this source.

Commute Trip Reduction: Staff are anticipating that we will receive the same Commute Trip Reduction funding from the state as we have in the in the 2023-2025 budget cycle, $304,400.

Lodging and Tourism Advisory Committee: The Redmond LTAC has recommended that $136,000 be set aside from their funds in the 25-26 budget cycle for the use of these programs.

Documentation of Match

Description	File Name	Type	Size	Upload Date
Redmond Match Confirmation document	City of Redmond Match Confirmation.pdf	pdf	1 MB	08/14/2024 02:50 PM

Procurement

Procurement Plan*:

We will be issuing our own RFP for the microtransit vehicle process and will be contracting with Move Redmond to manage the shared parking program. City procurement policy attached.

Scalability

Is your project scalable?*: No

Summary

Operating

Oper. Total Project Cost: $944,000.00

Percent of Project: 77.44%
The percent of the total project cost represented by operations.

Transportation Demand Management (TDM)

TDM Total Project Cost: $275,000.00

Percent of Project: 22.56%
The percent of the total project cost represented by TDM.

Vehicle / Equipment

Veh./Equip. Total Project Cost: $0.00

Percent of Project: 0.00%
The percent of the total project cost represented by vehicles/equipment.

Construction

Const. Total Project Cost: $0.00

Percent of Project: 0.00%
The percent of the total project cost represented by capital construction.

Grand Total

25-27 Requested Amount: $975,000.00

27-29 Requested Amount: $0.00

Total Requested: $975,000.00

Match Amount: $244,000.00

Total Project: $1,219,000.00

Match Percentage: 20.02%

Indirect Costs

Indirect Costs

To charge indirect costs to a grant/project, your organization must have an approved indirect cost rate **or** cost allocation plan. Indirect costs must be included in the application budget.
If you plan to charge indirect costs, you must upload documentation of an approved indirect cost rate or cost allocation plan in the *Attachments* section.

Are you charging indirect costs to this grant/project? *: No

Organizational Capacity

Organizational Capacity

Describe how and with what funds you will maintain the project after Regional Mobility Grant funding expires.

Funding Beyond Grant*:

Following a pilot period, the City will have data on use cases and success to secure funding and expand the program. Like other cities such as Bellevue, the City will secure financial support from private donations, Tourism Promotion Area funds, transportation demand management funds, and advertising revenue. Specifically, this is what the City of Redmond anticipates for ongoing funding:

City of Redmond Transportation Demand Management Funds 30%
Tourism Promotion Area funds 30%
Private Donations 30%
Advertising Revenue 10%

Describe your organization?s experience implementing similar projects.

Project Experience*:

A public-private partnership project is the Redmond Technology Station Pedestrian Bridge. This bridge for pedestrian and bicycle users spans a state highway and provides access to light rail transit. Microsoft designed and constructed the bridge and dedicated ownership of the facility to the City of Redmond for maintenance and upkeep, including extensive landscaping, lighting, and architectural elements.

In preparation for the arrival of light rail transit to Redmond, the City was able to partner with Sound Transit to construct certain betterment projects, including roadway improvements and regional trail enhancements. The City leveraged grant funding, as well as a variety of cost saving methods to get the most benefit for the dollars invested. The City was able to plan for the costs of these projects and the increased ongoing maintenance costs of the new and enhanced facilities to create an inviting and accessible transit experience for all.

Project Performance

Project Performance

VT and VMT Reductions

Identify the estimated reductions in vehicle trips (VT) and vehicle miles traveled (VMT) your project will achieve in Year 1 and Year 4. Provide your estimates in the table. Year 1 is defined as:

- For operations and transportation demand management, the first year after the service or program begins operations.
- For equipment and vehicles, the first year after the equipment enters service.
- For construction, the first year after the facility is open to the public.

Year 1 Reductions*:	212049	1941784
	VT	VMT
Year 4 Reductions*:	268209	1993264
	VT	VMT

Methodology

Describe the methodology and assumptions you used to develop your estimates.

See WSDOT examples of standard methodology for calculating reductions in vehicle trips and vehicle miles traveled in Appendix C of the application instructions.

VT/VMT Methodology*:

We used new bus service methodologies with reasonable adjustments due to the on-demand nature of the microtransit service to determine how VT and VMT would be reduced on a local level. We also made assumptions based on current light rail travel in Seattle to expand our estimate out to a regional scale. A full explanation of how our estimates were achieved is attached, as well as the excel file with our calculations. A full memo explaining the methodology is attached.

Attach an Excel file with the supporting calculations for your final estimated reductions in vehicle trips and vehicle miles traveled. WSDOT staff will review the equations, formulas, and calculations you used to develop your estimates. Provide rationale for any assumptions you have made in your calculations.

Only one Excel file can be attached. Do not upload a password protected or encrypted file.

Final VT and VMT Calculations*: Redmond RMG Application VMT_VT Calculations.xlsx

Ongoing Project Performance

Describe the methods and strategies you will use to measure the performance of your project, including its vehicle trips and vehicle miles traveled reductions, annually for four years after the project is operationally complete.

Methods or Strategies*:

We will be tracking a variety of metrics once our program has begun to better understand how VMT and VT are being reduced. This includes tracking the change in parking utilization and knowing how many spots in the shared parking program are being utilized on an average day, as well as proactively building in the ability to survey where individuals who are utilizing parking are traveling to and from. We will also track the number of trips in the microtransit vehicles that start or end at transit stations in Redmond to understand how trips are being reduced by connecting individuals to transit. We will also be measuring the efficacy of our microtransit vehicle program by looking at average wait times, seat availability, trips per hour per vehicle, and number of shared trips (when the vehicle stops to pick up more passengers along the way).

Project Service Level Information

Project Specific Information	July 1, 2025 through June 30, 2027 (projected 24-months)	July 1, 2027 through June 30, 2029 (projected 24-months)
Revenue Vehicle Hours		
Revenue Vehicle Miles		
Passenger Trips		

Service Level Estimates

Service Level Estimate Description*:

N/A

Vehicle Replacement

Vehicle Replacement or Rebuild

Are you replacing or rebuilding a vehicle?*: No

Save form to continue. If you selected yes, please complete the vehicle information section below.

Vehicle Information

Replace or Rebuild	Vehicle Type	Year	Make/Model	Vehicle Description	Fuel Type	Remaining useful life	Vehicle Identification Number (VIN)	Current Status	Current Mileage	Other Applications	Other Grant Program

No Data for Table

Environmental Justice

Environmental Justice Assessment

Are you requesting $15 million or more in WSDOT funds for your proposed project?*: No

Environmental Justice Assessment (EJA) Map

EJA Map:

Environmental Justice Assessment (EJA) Completion

Enter the names of other agencies or governments (including affected tribes) that are involved with the project and their role:

Have you begun or have you completed the EJA?:

Environmental Justice Assessment (EJA) Reporting

Did you report the results of EJA to WSDOT Public Transportation Division staff? :

Supplemental Information

Supplemental Information

Supplemental Information:

We have combined the City of Redmond Transportation Policies, Local Plan and Coordination Links, and the VMT and VT methodology and data pdfs into one pdf to be able to attach all of the information.

Attachments

Attachments

Named Attachment	Required	Description	File Name	Type	Size	Upload Date
Required						
Service area map	✓	City of Redmond Regional Mobility Grant Service Area map.	City of Redmond RMG Program Service Area.pdf	pdf	635 KB	06/25/2024 11:14 AM
Letter from MPO/RTPO verifying project is consistent with the regional transportation plans or policies	✓	PSRC Support Letter	PSRC Support of City of Redmond RMG Application.pdf	pdf	102 KB	06/25/2024 12:16 PM
Copy of your agency?s greenhouse gas policy (or attach a document with a link to the policy)	✓	City of Redmond Greenhouse Gas Policy	City of Redmond Greenhouse Gas Policy.pdf	pdf	107 KB	06/25/2024 11:15 AM
Conditionally Required						
Letter of confirmation from any Public Transportation providers relied upon to achieve the performance estimates in the application. No letter is required if the project does not require coordination.						
Procurement Policy (required for new applicants or current grantees with outdated policies)		City of Redmond Procurement Policy	Purchasing Policies and Procedures - February 2022.pdf	pdf	611 KB	06/25/2024 11:16 AM
Indirect costs documentation (required if you are charging indirect costs to the project)						
Process for private transportation providers to apply for use of park and ride facilities						
Construction Project Attachments						
NEPA/SEPA assessment, if available						
Supplemental construction project information (building or site designs, site plans, location exhibits, etc.), if available						
Google map(s) with construction project coordinates (required only if Google Street View Link is unavailable)						
Optional Attachments						
Additional letters of support		Redmond RMG Application Letters of Support	Redmond RMG Application Letters of Support.pdf	pdf	2 MB	06/25/2024 12:25 PM
Additional supporting documentation		Local Plan and Coordination Links, VMT and VT Methodology and Data, and Transportation Policies	City of Redmond Other Supporting Documents.pdf	pdf	13 MB	06/25/2024 01:39 PM

Certification

Certification

I certify, to the best of my knowledge, that the information in this application packet is true and accurate and that this organization has the necessary fiscal, data collection

and managerial capabilities to implement and manage the project associated with this application:

Certification*: Yes

Application Authority*: Carol (First Name) Helland (Last Name)

Title*: Planning and Community Development Director

Date*: 06/25/2024

Pre-application

RMG Pre-application

Describe the proposed project. Include the purpose of the project and the transportation performance problem it is meant to address.

Project description*:

The Downtown Redmond Shared Parking and Circulator Program addresses two separate but connected transportation performance challenges: first and last mile connectivity to light rail and utilization of untapped parking capacity. If funded, this program will create the staff capacity and service investment needed to pilot a circular shuttle service and work with community and business partners to effectively manage underutilized public and private parking resources.

The City will partner with Move Redmond (Redmond?s TMA), to work directly with downtown property businesses to map parking availability and facilitate use of public and private parking facilities. This partnership will strengthen existing relationships with downtown organizations involved in parking, transportation, and economic development to create a dynamic parking system that maximizes public and private parking supply to meet the needs of customers, employees, and residents of downtown. In conjunction with the Shared Parking Program the project will pilot a circulator shuttle that will increase mobility and first and last mile connections to and from parking infrastructure and the 2-Line connection to the larger region.

The purpose of this program is to increase transit ridership, the perception of downtown parking availability and reduce congestion. This program is time sensitive due to the anticipated surge in parking demand in Downtown Redmond with the arrival of light rail in 2025.

TSMO

Describe how your proposed project will improve operations of the multimodal transportation system. Identify and describe the Transportation Systems Management and Operations (TSMO) strategies, processes, and tools under consideration for your project. The purpose of using TSMO is to help you identify:

- Needed planning and coordination with WSDOT region staff and other partners for your project type.
- Common considerations for the transportation performance problems your proposed project is trying to solve that may be addressed by TSMO strategies, processes, and tools.
- Opportunities to optimize multimodal operations by utilizing existing infrastructure and strategies.

Project TSMO strategies*:

This project utilizes TSMO strategies such as real-time parking data collection, communication of parking information, and variable pricing based on demand to address the common transportation performance problems associated with parking, such as inefficient use of existing facilities and localized congestion. Redmond's Downtown area currently contains 12,056 off-street stalls (not including residential parking). However, observed parking occupancy rates show off-street parking at 32%-44%, despite this capacity. In addition, 73% of respondents to a 2019 parking survey felt that there was insufficient parking in Downtown Redmond. Additionally, this project will better map parking supply and where first last mile solutions for connection to the 2 Line will be necessary to deploy.

The project may require close coordination with WSDOT, Sound Transit, King County Metro, Downtown businesses, and residents to broker parking agreements, distribute communications, access data sources, and monitor stakeholder feedback.

As part of this program a first last mile circulator solution will be evaluated and piloted. Based on preliminary needs assessment this could be a fixed route or on demand service that would benefit first and last mile circulation in Downtown and connect people to and from the light rail station to multiple destinations around Downtown. Through the pilot and collection of data public private partnerships and cost sharing could be explored and implemented.

Customer Base

What customer base is this project meant to serve? A customer base is defined as the group of customers that you serve or hope to serve.

Project customer base*:

The project will serve a diverse customer base: commuters, residents, visitors, and businesses. We plan to serve and collect data on highest and possible users. Staff will engage small businesses and their employees with current challenges of encouraging transit use and finding parking. Customers should experience a seamless connection from the Downtown Redmond light rail station to various defined destinations within Downtown that are just outside of walking distance.

Coordination

Have you discussed and coordinated with WSDOT regional staff on this project?*: No

Effects

Proposed projects may have positive and/or negative effects on other organizations and modes of transportation. Organizations and/or modes may include metropolitan planning organizations, regional transportation planning organizations, local jurisdictions, and transportation service providers.

Are there any other organizations and/or modes that could be positively and/or negatively affected by this project proposal?*: Yes

Briefly describe your collaboration with these organizations and/or modes:

Yes (Sound Transit and its services, including the 2 Line, King County Metro and its services, Redmond Town Center businesses, Downtown Redmond businesses. Additionally, this project would provide data for better wayfinding, bike/ped infrastructure and shared transportation deployment.).

Local Plan(s)

Is your project currently in a local plan(s)?*: Yes

What local plan(s) include you project? Summarize what the plan(s) say about your project:

In anticipation of the full 2-Line opening in 2025, innovative solutions are needed to encourage a mode shift to utilizing this new transit resource. The Downtown Redmond Shared Parking and Circulator Program proposal does both and is supported by strategies adopted and reviewed by the Redmond City Council such as the Comprehensive Plan?s Transportation Element, Economic Development and Tourism Strategic Plans, and the Downtown Parking Management Strategic Implementation Plan. Supporting policies include: ?Work with community and business partners to collaborate on parking management and mobility,? TR 6.7: ?Implement transportation programs, projects, and services that support the independent mobility of those who cannot or choose not to drive? and TR 15 ?Implement transit to connect people in all Redmond neighborhoods to centers, light rail, and other neighborhoods, considering a full suite of transit options appropriate to the land use context.

Associated Project(s)

Is your project dependent on other associated projects?*: No

Pre-application Budget

Pre-application Budget

Equipment/Vehicles

Equipment/Vehicles Estimated Project Cost: $0.00

Equipment/Vehicles Amount Requested from Regional Mobility Grant: $0.00

Equipment/Vehicles Percentage: 0.00%

The percent of the total project cost represented by equipment/vehicles.

Capital Construction

Capital Construction Estimated Project Cost:	$0.00
Capital Construction Amount Requested from Regional Mobility Grant:	$0.00
Capital Construction Percentage:	0.00% The percent of the total project cost represented by capital construction.

Operations

Operations Estimated Project Cost:	$0.00
Operations Amount Requested from Regional Mobility Grant:	$0.00
Operations Percentage:	0.00% The percent of the total project cost represented by operations.

Transportation Demand Management (TDM)

TDM Estimated Project Cost:	$980,000.00
TDM Amount Requested from Regional Mobility Grant:	$784,000.00
TDM Percentage:	100.00% The percent of the total project cost represented by TDM.

Summary

Total Estimated Project Costs:	$980,000.00
Total RMG Funding Requested:	$784,000.00
Percentage RMG Funding:	80.00%

Redmond
WASHINGTON

Connected Community
Enhanced Livability
Environmental Sustainability

June 24, 2024

As the Director of Planning & Community Development, I am confident that our department can meet the matching requirements for the Washington State Department of Transportation Regional Mobility Grant. The City of Redmond is on a biannual cycle, and the new biennium will begin January 1, 2025, and end December 31, 2026. As such, the City Council will not formally approve the 25/26 budget until November 2024. However, we have received firm commitments from Mayor Angela Birney, Council leadership, and the Local Tourism Advisory Committee to match this grant. Mayor Birney has submitted a support letter.

The following documents exhibit the amounts that Planning & Community Development have submitted to the Finance department as part of the department's baseline and requested budget for a total of $244,000:

- Special Revenue–Redmond Lodging and Tax Advisory Committee (LTAC) funds, $136,000.
- Special Revenue–Redmond Commute Trip Reduction (CTR) program, $60,000.
- City General Fund–Redmond Commuter Assistance Office (CAO), $48,000.

I am confident that these budgets will be approved by our City Council as part of this year's budget process. As a contingency measure if these funds are not approved, the department plans to match the entire grant with the department's general fund allocation.

Please find our provided documentation confirming the funding match attached.

Thank you for your consideration,

Carol V Helland

Carol V. Helland

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

Redmond
WASHINGTON

Connected Community
Enhanced Livability
Environmental Sustainability

By Email

June 20, 2024

To whom it may concern,

I am writing to express my strong support of the City of Redmond's Regional Mobility Grant application. The City commits to the financial match for the duration of the Transportation Demand Management pilot program.

The proposed microtransit service will greatly enhance both local and regional mobility in the greater Downtown Redmond area, which is the future end of the Sound Transit light rail 2 line. The project will serve the Redmond Transit Center, Downtown Redmond light rail station, shared parking locations, a variety of employment locations, residential buildings and neighborhoods, hotels, retail, and a variety of medical and dental offices.

Limited parking availability, traffic congestion, and first/last mile connections from public transit can create significant barriers to work, health, and recreational mobility. The on-demand microtransit vehicle service can be tailored to complement Metro service to better meet local and regional transportation demand and optimize parking resources through a shared parking program. Furthermore, encouraging the use of alternative modes of transportation and reducing reliance on single-occupancy vehicles will contribute to our city's efforts to combat climate change and build a more resilient and environmentally sustainable community for future generations.

Following the pilot period, the City will have data on use cases and success to secure funding and possibly expand the program. Similar to the BellHop financial model in Bellevue, Redmond staff would work to secure financial support from private donations, Tourism Promotion Area funds, transportation demand management funds, and advertising revenue. Redmond has a successful track record of leveraging state grants and private partnerships to build and maintain programs and improvement projects like the Community Facilities District in partnership with Microsoft, which has developed the NE 40th Street Stormwater Treatment Facility and the Redmond Technology Bridge.

I am confident that the on-demand microtransit vehicle service and shared parking program will have a positive impact on the quality of life for residents and visitors alike, enhancing mobility, reducing congestion, supporting sustainable transportation, and fostering a more vibrant and inclusive urban environment.

Sincerely,

Angela Birney, Mayor
City of Redmond

This meeting will be held at the Redmond City Hall. Interested members of the public are welcome to listen to this meeting by phone at: 206-800-4590; Phone Conference ID: 478 628 220#. All public comments shall be emailed to Jackie Lalor (jlalor@redmond.gov) at least 24 hours before the meeting time. To view the meeting presentation, click here.

MEETING MINUTES DRAFT
Tuesday | June 11, 2024
12:30 - 2:30 p.m.

Prepared by Jackie Lalor, Staff Liaison jlalor@redmond.gov

LTAC Members:
- Steve Fields, Council Chair
- Nancy Heard
- Rashed Kannan
- Melody Lanthorn
- George Manojlovic

City of Redmond Staff:
- Jackie Lalor & Philly Marsh - Economic Development and Tourism

Guests:
- Audrey Fan - OneRedmond (TPA managing organization)

Agenda:
1. Meeting opening and April 30 meeting minutes approval (Committee Chair, Councilmember Fields)
2. General updates (City Staff)
    a. Member update
    b. 2025 Tourism Grants Open August 1
    c. Tourism Strategic Plan update
3. Overlake Intercultural District Passport Program update (City Staff)
4. 2025/2026 Budget Proposal (City Staff) - see page 2

Note: red budgeted items were increased or added by the LTAC in the budgeting session.

	A	B	C	D
1		2025	2026	Total
2	**Ongoing Expenses**			
3	**Administration & Research**	**33,000**	**33,000**	**66,000**
4	Adminstration (staff) + benefits	111,296	118,737	230,033
5	Covered by ARPA	-111,296	-118,737	-230,033
6	Supplies	500	500	1,000
7	Travel and Training	2,500	2,500	5,000
8	Data Software/Technology	30,000	30,000	60,000
9	**Marketing & Communications**	**328,000**	**328,000**	**656,000**
10	Website and Marketing Consultant	178,000	178,000	356,000
11	PR Consultant/Influencer	60,000	60,000	120,000
12	Advertising Budget	50,000	50,000	100,000
13	Collateral/printing	10,000	10,000	20,000
14	Strategic Marketing Partnerships	30,000	30,000	60,000
15	**Tourism Grant Program (festivals/events)**	**200,000**	**200,000**	**400,000**
16	Tourism Event Grants	150,000	150,000	300,000
17	Derby Days Event	50,000	50,000	100,000
18	**City Parks Tourism programming**	**100,000**	**100,000**	**200,000**
19	Redmond Lights - Winter Programming	50,000	50,000	100,000
20	Public Art/Placemaking Events and Promotion	50,000	50,000	100,000
21	**Total Ongoing Expense**	**661,000**	**661,000**	**1,322,000**
22	**Total Ongoing Projected Revenue**	**674,012**	**709,398**	**1,383,410**
23	**Total Under/Over**	**13,012**	**48,398**	**61,410**
24				
25	**One-Time Expenses**			
26	**Marketing & Communications**	**140,000**	**165,000**	**305,000**
27	World Cup activation		50,000	50,000
28	Light rail opening promotion	35,000		35,000
29	Innovation and Technology Industry Promotion		50,000	50,000
30	Promotional products	15,000	15,000	30,000
31	Photo and video content	20,000	0	20,000
32	Data Setup	20,000		
33	Opportunity marketing & advertising	20,000	20,000	40,000
34	Supplemental Staffing Support for TSP Implementation	30,000	30,000	60,000
35	**Tourism Grant Program (festivals/events/tourism programming)**	**25,000**	**25,000**	**50,000**
36	Tourism Event grants opportunity	25,000	25,000	50,000
37	**Tourism Development**	**183,000**	**143,000**	**326,000**
38	Shuttle pilot - grant match (DT circulator)	68,000	68,000	136,000
39	Bellwether Overlake Village Visitors Center Capital Investment	75,000	75,000	150,000
40	Bike storage infrastructure	40,000		40,000
41	**Total Onetime Expense**	**348,000**	**333,000**	**681,000**
42	**Current Reserve Fund**			**1,123,072**
43	**Ending Reserve Fund**			**442,072**

a. Discussion and working budget session
   i. The LTAC expressed gratitude for ARPA federal dollars continuing to fund tourism staff support and benefits. However, members also voiced concern that the lodging tax fund should be self-sustaining and emphasized the need to ensure that this fund can support necessary staffing well into the future, beyond this budget cycle and once ARPA dollars no longer remain an option.
   ii. The LTAC increased the Travel and Training 2025/2026 budget from $1,000 to $5,000.

iii. The LTAC expressed concerns with $100,000 in lodging tax tourism funding going towards Derby Days in the 2025 and 2026 budget. Discussion points and comments included:
   - The LTAC expressed that Derby Days is a great community event, but this level of funding should be considered from a source or sources that are more appropriate in lieu of a tourism fund meant to bring people to Redmond from more than 50-miles away.
   - The LTAC expressed concern that this conversation has been brought up for years, but no other funding source as been identified for this event.
   - As Derby Days is currently programmed, it does not bring in enough hotel stays for the current level of tourism funding.
   - The mid-July date of Derby Days is one of the busiest times for hotels with minimal free rooms available.
   - The LTAC requested that dates in August be considered for future Derby Days events.
   - The LTAC would like to invest some of this money in other events, programs, and investments that bring more visitors from outside of 50 miles and increases paid overnight stays.
   - The LTAC discussed data gaps and future needs to show how this event and others receiving lodging tax funding are driving tourism.
   - The LTAC would like Derby Days event staff to consider creating a business passport program or a tourism marketing campaign directed at driving larger economic impact and paid overnight stays.
   - The LTAC is willing to recommend funding at recent levels for Derby Days for the 2025/2026 budget but would like the event to be more focused on driving tourism.

iv. The LTAC increased one-time funding for the 2025 budgeted light rail and Seattle connection openings from $25,000 to $35,000.

v. The LTAC increased one-time 2026 budget for innovation and technology promotion from $25,000 to $50,000.

vi. The LTAC added $60,000 in one-time funding for supplemental staffing support in the 2025/2026 budget.

vii. The LTAC added $40,000 in one-time funding for traveler bike storage infrastructure in the 2025 one-time finding budget. This conversation specifically centered around revenue generating bike lockers within underutilized hotel parking garages and storage areas to help with last mile connectivity to light rail.

b. LTAC budget recommendation to City Council

LTAC Vote of Support:

The LTAC recommends this 2025/2026 lodging tax budget from the LTAC to the City Council.

Action: Unanimously Approved 5 yes; 0 no votes

Motion: Rashed Kanaan; Second: Melody Lanthorn

Section 47
Agreement Close Out

The CONTRACTOR shall notify WSDOT if the AGREEMENT is completed prior to the end date set forth in the caption header, "Term of Agreement". A written notification needs to be provided to WSDOT that the project is complete. WSDOT will prepare an amendment to modify the AGREEMENT to reflect the actual amount spent and the Project completion date.

Section 48
Binding Agreement

The undersigned acknowledges that they are authorized to execute the AGREEMENT and bind their respective agency(ies) and/or entity(ies) to the obligations set forth herein.

IN WITNESS WHEREOF, the PARTIES hereto have executed this AGREEMENT the day and year last signed below.

WASHINGTON STATE DEPARTMENT OF TRANSPORTATION

Firas M Digitally signed by Firas Makhlouf Date: 2023.12.09 09:39:25 -08'00'

For **Brian Lagerberg, Director**
Public Transportation Division

12-09-2023
Date

CONTRACTOR

DocuSigned by: Kelley Cochran (Mayor Designee) 5D9FC672714C4E4...

Authorized Representative

Finance Director
Title

Kelley Cochran (Mayor Designee)
Print Name

12/6/2023
Date

2023-2025 CTR Administrative Workplan – City of Redmond

1. Organization
City of Redmond
2. Agreement number
PTD 0827
3. Local agency contact
Kim Keeling
425-556-2451
khkeeling@redmond.gov
4. Employer engagement
a. Identify worksites and employee transportation coordinators
Activities:
- Identify prospective worksites.
- Notify employers of legally required activities.
- Verify employees, worksites and employee transportation coordinators in survey and program report system.

Deliverables:
- Over 100 Employees report.
- Copies of letters/email to new employers.
- Copies of completed inquiry forms.

b. Engage and educate employee transportation coordinators
Activities:
- Conduct training sessions.
- Provide outreach and consultation.
- Provide technical assistance for worksite commute programs and employee surveys.
- Encourage employee transportation coordinators to attend the Washington State Ridesharing Organization conference and other educational trainings and events.
- Send encouragement and reminder emails.

Deliverables:
- Training slides and handouts.
- Newsletter for employee transportation coordinators.
- List of employee transportation coordinators who completed training or attended events.
- Copies of email invitations.

c. Support distribution of information about transportation options to commuters
Activities:
- Develop promotions.
- Create promotions, produce materials, and distribute them to employee transportation coordinators.
- Convene colleagues from nearby jurisdictions to create regional promotions and share materials.

Deliverables:
- Copy of promotions calendar.
- Examples of promotional materials.
- Documentation of promotions results and ideas for future improvement.

d. Enable incentives, subsidies, and disincentives

Activities:

- Promote the Commute Trip Reduction business-and-occupation tax/public-utilities-tax credit.
- Provide resources and contacts to employers for King County Metro to develop programs to offer transit passes to their employees.
- Provide information to encourage employers to offer improved commute benefits; commute benefits offered by industry peer organizations, how commute benefits contribute to sustainability, effects of commute benefits on employee satisfaction, recruitment, or retention.
- Provide educational materials that indicate how much workers value commute benefits.
- Provide safe biking accessories.
- Provide information to employers for telework/compressed-work-week consultant available to employee transportation coordinators.

Deliverables:

- Documentation of results of promotions.
- Summary of benefit trends.

5. Commute trip reduction plan

Activities:

- Comply with WSDOT CTR Plan guidance.
- Develop workplan and timeline.
- Public and stakeholder engagement.
- Identify and review resources.
- Develop plan content and draft plan.
- Integrate with regional 4-year plan.
- Obtain approvals from governing authorities of the CTR law and ordinance.

Deliverables:

- Draft plan.
- Final plan.

6. Performance reporting

a. Worksite surveys

Activities:

- Review revised policies and tutorials.
- Attend WSDOT trainings and workshops.
- Survey worksites.
- Provide training and technical assistance to employers.
- Monitor online dashboards and help employers interpret and use dashboards to guide their programs.
- Analyze survey results and identify trends.

Deliverables:

- Survey results.
- Report on trends.

b. Program reports

Activities:
- Review revised policies and tutorials.
- Attend WSDOT trainings and workshops.
- Provide training and technical assistance to employee transportation coordinators.
- Review program reports, provide feedback to employers.
- Analyze program reports and identify trends.

Deliverables:
- Copy of program report.
- Briefing paper on trends.

a. Worksite needs assessments

Activities:
- Obtain regular reports from employee transportation coordinators which include updates on progress toward CTR program requirements, activities, trip tracking, and/or worksite commute trends.
- Analyze reports from employee transportation coordinators, identify needs, and create action plan to meet needs.

Deliverables:
- Reports.
- Action plan.

7. Administration

a. Financial management

Activities:
- Complete quarterly billing to WSDOT.
- Maintain financial records.
- Apply for additional grant funding.

Deliverables:
- Invoices
- Quarterly reports
- Financial records
- Grant application

b. *Program management*

Activities:
- Provide quarterly reports to WSDOT.
- Maintain employer information.
- Maintain plan and ordinance.
- Provide feedback to WSDOT to improve processes and program performance.

Deliverables:
- Quarterly reports to WSDOT.
- Employer information list.
- Local CTR plan.
- Local CTR ordinance.

c. Policymaker engagement

Activities:
- Provide updates to executive management and city council.

Deliverables:

- Slides and or reports.

d. Community of practice

Activities:

- Attend TDM Technical Committee, TDM Executive Board meetings, and CTR implementers meetings.
- Review and comment on the State CTR Plan, State CTR Report, and regional and local transportation plans.
- Attend regional TDM forums, committees, boards, working groups.

Deliverables:

- Meeting agendas and participants.

Budgeting by Priorities

Budget offer

Vibrant and Connected

Department Name: Planning **Id:** 0000035

Light Rail

Light rail service to the City's urban centers of Overlake and Downtown, as well as Marymoor Village, facilitates a vibrant economy and forms the essential transit spine for Redmond to connect to the region. Through a project administration agreement, the City provides comprehensive services necessary to bring the East Link and Downtown Redmond Link Extension projects to completion.

Performance Measures:

Outcome: A transportation system that supports multimodal movement of people and goods

- Dashboard Indicator: Mobility Report Card - Ratio of Redmond's transportation supply to transportation system demands (i.e., concurrency)
- Program Measure: Percentage of transportation network completed for all travel modes
- Program Measure: Percentage of Redmond commute trips using alternatives to single occupancy vehicle (SOV)

Baseline Program Description:

Project Administration: Manages the work of the project team, maintains relationships with project partners, negotiates interagency agreements, provides financial oversight, and engages with the community to keep the project moving.

Real Property: Negotiates and processes property transactions such as easements, transit way agreements, right-of-way vacations, and fee acquisitions needed to facilitate the extension of light rail to Redmond.

Permitting: Reviews and provides input on architectural, civil, and structural plans on an expedited timeline to ensure that the project meets City zoning, building, design, and engineering standards.

Inspection: Provides building and civil inspection services to ensure facilities are built in compliance with issued permits and applicable standards.

Budget Offer Summary

Expenditure summary

	Year 1	Year 2	Total
Ongoing-Sal/Ben	$1,307,844.88	$1,194,958.29	$2,502,803.17
Ongoing-Others	$74,972.23	$35,100.45	$110,072.68
Total	$1,382,817.11	$1,230,058.74	$2,612,875.85

	FTE Year1	FTE Year2
FTEs	7.55	6.55

Budgeting by Priorities

Budget offer

Vibrant and Connected

Department Name: Planning **Id:** 0000140

Microsoft Campus Refresh

Microsoft is investing in a multiyear project to reimagine its main campus and expand the Redwest campus. Located in Redmond's Overlake neighborhood, these projects will benefit the broader Redmond community by providing a strong, diverse, and stable employment base and by attracting a broader array of goods and services. Redmond's memorandum of understanding with Microsoft will provide comprehensive services necessary to deliver the project.

Performance Measures:

Outcome: City services and future growth facilitated by high-quality public infrastructure and facilities

- Dashboard Indicator: Business Longevity - The number of active businesses in Redmond that have held a Redmond business license for seven years or more
- Program Measure: Job density compared to growth targets
- Program Measure: Population density compared to growth targets

Baseline Program Description:

Project Administration: Manages work of the project team, maintains relationships with project partners, negotiates interagency agreements, engages with the community, and completes various administrative tasks to keep the project moving forward.

Land Development: Reviews land use permits for compliance with all applicable codes and standards that address design and the future construction and maintenance of the natural and built environment.

Civil Engineering: Examines all civil construction plans for compliance with land use approval conditions as well as all other relevant codes and standards related to the construction and long-term maintenance of both public and private infrastructure.

Building and Fire Plan: Reviews plans to ensure that construction will comply with all codes and local standards for building, fire, land use, zoning, and development standards.

Inspection: Performs all required building, fire, and land use inspections in the field to ensure the safety of the community and future building occupants

Budget Offer Summary

Expenditure summary

	Year 1	Year 2	Total
Ongoing-Sal/Ben	$2,521,994.96	$1,634,507.34	$4,156,502.30
Ongoing-Others	$401,802.00	$247,157.00	$648,959.00
Total	$2,923,796.96	$1,881,664.34	$4,805,461.30

	FTE Year1	FTE Year2
FTEs	13.95	8.62

Budgeting by Priorities

Budget offer

Vibrant and Connected

Department Name: Planning **Id:** 0000034

Mobility of People & Goods

The City strives to ensure safe and efficient travel around Redmond. The City plans for and implements interconnected transportation networks to create economic opportunity while supporting access through all modes of travel. Providing strategic planning, project development, analysis, and engineering necessary to deliver and sustain a transportation system helps achieve Redmond's vision for vibrant urban centers and connected neighborhoods.

Performance Measures:

Outcome: A transportation system that supports multimodal movement of people and goods

- Dashboard Indicator: Mobility Report Card - Ratio of Redmond's transportation supply to transportation system demands (i.e., concurrency)
- Program Measure: Percentage of transportation network completed for all travel modes
- Program Measure: Percentage of Redmond commute trips using alternatives to single occupancy vehicle (SOV)

Baseline Program Description:

Regional and Private Partnerships: Leverages regional and private partnerships to build out the transportation system, such as those with Sound Transit, Puget Sound Regional Council, Microsoft, King County, and Washington State Department of Transportation.

Grants: Secures and administers grants and partnership funds supporting the delivery of the Capital Investment Program (CIP) for new and expanded transportation infrastructure that supports planned growth.

Capital Investment Program (CIP) Development: Advances planning, studies, engineering, and capital project development consistent with the Transportation Master Plan to allow CIP project delivery to be concurrent with growth and align with the City's vision.

Multimodal Transportation: Provides a transportation system that supports safe, efficient, and multimodal movement of people and goods by completing missing links and new facilities.

Business Access and Mobility - Commute Trip Reduction (CTR): Provides programming, resources, and incentives to give City employees, residents, and students options for getting to and from work and school.

Parking Management: Manages the City's parking resources to facilitate the movement of people and goods to ensure access to businesses.

Budgeting by Priorities

Budget offer

Vibrant and Connected

Department Name: Planning **Id:** 0000034

Mobility of People & Goods

Budget Offer Summary

Expenditure summary

	Year 1	Year 2	Total
Ongoing-Sal/Ben	$1,290,120.02	$1,376,852.17	$2,666,972.19
Ongoing-Others	$711,647.74	$738,111.33	$1,449,759.07
Total	$2,001,767.76	$2,114,963.50	$4,116,731.26

	FTE Year1	FTE Year2
FTEs	8.03	8.03

City of Redmond Greenhouse Gas Policy

Greenhouse Gas reduction goals are a part of the City of Redmond Environmental Sustainability Action Plan. Transportation related policies can be found starting on age 39, and the exact Greenhouse Gas goals can be found on page 41.

The plan can be found at 2020 Environmental Sustainability Action Plan | Redmond, WA

Redmond
WASHINGTON

CITY PURCHASING POLICIES AND PROCEDURES

Purchasing Division
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15670 NE 85th Street
PO Box 97010
Redmond, WA 98073-9710
Purchasing@redmond.gov

February 2022

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"I want a city government that is responsible and responsive to its residents and businesses."

Contact Information

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Introduction

This Purchasing Policies and Procedures Manual is provided to guide and assist city staff with basic procurement and contracting requirements, as noted in the Redmond Municipal Code and Washington State statutes. The procedures set forth in this Manual are designed to assure the citizens, City Council, and City Administrators that the City of Redmond is receiving maximum value for expended funds and exhibits fiscal responsibility for the procurement process.

Redmond is a code city operating under the Optional Municipal Code, Revised Code of Washington (RCW) 35A. There are no statutory bidding requirements for Redmond, as a code city, when purchasing supplies, materials, equipment, or services not related to a public work or improvement. The Purchasing Division of the Finance Department sets bidding and purchasing policies and procedures for the City of Redmond.

All references to the Revised Code of Washington (RCW) and/or city ordinances and resolutions shall be incorporated as part of this policy, including any future amendments. In cases where these policies may conflict with any city ordinance or resolution, or any state or federal law or regulation, the terms of the law or regulation prevails. In all other cases, these policies apply.

Common Terms

Bid is an offer submitted by a contractor in response to an invitation for bid (IFB) or advertisement. Typically, a bid results in a contract being awarded to the lowest, responsive, responsible bidder.

Consultant is typically used when working on a professional services contract. The term means a person with education and/or experience which uniquely qualifies them to perform some specialized services.

Contractor is typically used when referring to a construction or maintenance company. May also apply to an individual or business having a contract with the City.

Procurement includes all functions that pertain to the acquisition, including description of requirement, selection and solicitation of sources, preparation and award of contract, and all phases of contract administration.

Proposal is the document submitted by the offeror in response to an RFP/RFQ. Proposals allow for contract award based on factors other than cost and may result in negotiations.

Purchasing is the act, function, and responsibility for the acquisition of equipment, materials, supplies, and services. The process of buying.

Quote is a statement of prices, terms of sale, and description of goods or services offered by a vendor to the City. Commonly used more in information solicitations.

Vendor is typically used when referring to a supplier; one who sells goods, materials, or supplies.

What This Manual Covers

The process of selecting vendors and managing contracts should be subject to the highest ethical standards and embody the value of stewardship of public resources by ensuring the procurement process provides the greatest attainable levels of both quality and value.

The purchasing process is designed to guide city staff towards meeting the following goals:

- Create open and fair competition
- Include terms and conditions required to protect the City
- Meet ethical standards

The Process

Before any purchase is made, the following items must be considered:

Define the Need – are you buying goods or services, or is it a public work?

Determine the Cost – what is the estimated cost?

Process – what is the best way to procure the item?

Protect the City – how do we properly protect the City from liability?

Authority – who must approve the purchase?

Contract Administration – what is my responsibility?

Sources

Revised Code of Washington (RCW)

Finance Department

Resolution 1503
Authorizing bidding requirements and signing authority.

I. DEFINE THE NEED

The first step requires determining the type of goods or services to be purchased. The City categorizes purchases in the following manner:

Operating Supplies and Equipment

Operating supplies and equipment are tangible items that are manufactured and moveable at the time of purchase.

> Examples: Office supplies, furniture, auto parts, food, janitorial supplies, electrical supplies, topsoil, flowers, signs, small tools, vehicles, clothing, ammunition, bunker gear, AV equipment, irrigation parts, etc.

Operating, Repair and Maintenance, and General Services

Operating, repair and maintenance, and general services are those provided by vendors for routine, necessary, and continuing functions of the City, mostly relating to physical activities. These services are usually repetitive, routine, or mechanical in nature, support the day-to-day operations, and involve the completion of specific tasks or projects.

> Examples: Automotive repair, window washing, janitorial or laundry services, temporary help, testing, software and subscription maintenance, recycling, holiday lighting, rentals, etc.

Professional Services

Professional services involve technical expertise provided by a consultant to accomplish a specific study, project, task, or other work. These activities and products are mostly intellectual in nature and do not include architectural and engineering services, which have their own requirements.

> Examples: Consultants, attorneys, public defender services, user fee studies, market research, actuarial services, aerial mapping, arborists, graphic designers, technology design, social or community services, software installation, etc.

Architectural and Engineering Services

Architectural and engineering (A&E) services are guided by RCW 39.80 and city policy.

> Examples: Engineer services, land surveyors, architects, and landscape architects.

Tips & FAQs

Do I have to include sales tax in the estimated cost of the purchase?

Yes – the full cost of the goods and services or project, including sales tax, must be considered.

Do purchases related to federal or grant funding have different rules?

Yes – documents must be reviewed carefully to understand the requirements. In many cases, the dollar threshold requirement to obtain bids may be lower than the City's policy.

Public Works

Public works includes all work, construction, alteration, repair or improvement other than ordinary maintenance, executed at the cost of the City.

> Examples: demolition, remodeling, renovation, road, building and utility construction.

II. DETERMINE THE COST

Once the need has been defined, the estimated annual cost of the goods or services will generally determine what competitive selection process and required approval is needed before proceeding. Where an annual cost is not applicable, such as new technology implementation projects, public works and/or architectural and engineering services, the estimated full project cost will determine the competitive selection process and required approvals. All estimates must include applicable sales tax and shipping.

Federal and Grant Funding

Purchases or projects that will be funded using federal or grant funding may have specific procedures that are required to be followed regarding obtaining bids, tracking of expenditures, and obtaining approvals. In some circumstances, bidding requirements may be more restrictive than the City's policies and require bids at lesser amounts.

The project or grant manager is responsible for understanding the applicable requirements prior to expending any of the awarded funds. Documentation must be provided to the Purchasing Division when requesting a purchase requisition or purchase order to validate that proper bidding procedures were followed.

III. PROCESS

The Competitive Process

Competitive pricing is encouraged to ensure that the City uses its resources wisely. To determine when competition is required, it is important to first define the needed goods or services and dollar amount. The charts noted on the following pages can be used to help you determine the specific required process. Depending on the category of spending, purchases above $10,000 will generally require some type of comparative pricing.

Tips & FAQs

Exceptions to the Competitive Process

Goods and Services
RCW 39.26.125

Public Works
RCW 39.04.280

Sole Source
RCW 39.26.140

Emergency
RCW 39.26.130

Cooperative Purchasing
RCW 39.34

Common Terms

Evaluation Criteria is weighted point-based criteria used to establish minimum requirements that a proposal must meet to be considered responsive.

Scope of Work is a statement outlining the specific services or work product that a contractor or supplier is expected to provide, including details on expected delivery date, product needs, and level of service.

Solicitation is a request for bids/proposals/qualifications via an IFB/RFP/RFQ.

Exceptions to the Competitive Process

Certain exceptions to the bidding process are governed by state statutes (see side bar). Approval of the exception must be stated in writing and approved by the Department Director or designee. For certain items, waiving competitive bids with anticipated costs above $50,000 will require approval by the Mayor. See the charts noted in the following sections for more details by category of the expenditure.

It is important to note that only the requirement for competitive bidding or advertising is waived. All contracting, approvals, or insurance requirements will still need to be processed considering policy rules.

The following exceptions to a competitive process are allowed by state law:

- Purchases that are clearly and legitimately limited to a single source of supply (see Sole Source Purchasing Section for more details)
- Purchases involving special facilities or market conditions
- Insurance and bonds
- Public Works in an emergency event

In addition to the state exceptions, the City's policy allows for waiving multiple quotes for goods and services when the following circumstances exist:

- Unique circumstance that makes competitive bidding impractical (requires Non-Competitive Procurement Justification Form approved by Director or Mayor)
- Use of a State Contract or Interlocal/Cooperative Purchasing Agreement where the bidding process, at a minimum, matches the City's process
- Original equipment manufacturer (OEM) renewals

Soliciting Proposals, Bids, or Qualifications

There are different methods used to solicit competition. The specific type used will depend on the needed goods, services, or information. Where competition is required by either statute or the City's policies, the following are available:

Request for Proposal (RFP)

An RFP is a formal invitation to suppliers to submit proposals for a needed good or service. RFPs are evaluated on a number of factors that may include cost, supplier's experience, qualification, and proposed solution.

Request for Information (RFI)

The purpose of an RFI is to collect written information about the capabilities of various suppliers. An RFI is primarily used to gather information to help make a decision on what steps to take next.

Tips & FAQs

Do I have to write my own RFP?

No – the Purchasing Division can help you prepare the request and guide you through the various steps. Please contact us early in the planning stage so that we can help you with the process.

When I review Statements of Qualifications do I consider the estimated cost as part of the evaluation criteria?

No – qualification-based reviews do not use cost as part of the evaluation. Once the most qualified firm has been chosen, the City can negotiate a contract at a price that is determined to be fair and reasonable for the required services.

Invitation for Bid (IFB)

An IFB or Invitation to Bid (ITB) is an invitation to contractors or equipment suppliers to submit a bid on a specific project, product, or service to be furnished. The process is focused on pricing, and not on ideas or concepts.

When soliciting either an RFP or IFB, the following items need to be provided for the process:

- Project background and scope of services
- Definitions
- Minimum qualifications
- Technical requirements (if any)
- Schedule of the competitive process
- Requirements to meet for the requested goods or services
- Evaluation process and criteria
- Insurance requirements
- Funding sources such as grants or federal funding (if applicable)
- Desired term and any renewal provisions (See Duration of Contracts Section)
- Sample city contract

Request for Qualification (RFQ)

An RFQ is a solicitation method that considers and evaluates a service provider on the basis of demonstrated competency and qualifications, rather than price. The process is typically used for architectural and engineering services where price is not a consideration. An RFQ will generally result in negotiations.

An RFQ requires the following items to be provided for the process:

- Project background and scope of services
- Project budget and source of funding
- Schedule
- Minimum qualifications
- Submittal requirements
- Evaluation criteria and selection process
- Insurance requirements
- Sample city contract

The Purchasing Division can assist you with posting your documents on the City's web page and advertising.

The following steps are also items to consider and complete prior to purchasing or awarding a contract:

Tips & FAQs

RCW 39.04.105 notes that when a municipality receives a written protest from a bidder for a public works project which is the subject of competitive bids, the municipality shall not execute a contract for the project with anyone other than the protesting bidder without first providing at least two full business days' written notice of the municipality's intent to execute a contract for the project, provided that the protesting bidder submits notice in writing of its protest no later than two full business days following bid opening. Intermittent Saturdays, Sundays, and legal holidays are not counted.

RCW 39.34.040 requires approved Interlocal agreements to be filed with the county auditor to be considered effective. Alternatively, the City may choose to list the agreements by subject on the City's website. The City has chosen the alternative method.

- Form your selection team
- Create an evaluation sheet for the team to score proposals
- Conduct interviews if desired (or required)
- Identify successful proposer
- Receive approval from Department Director to begin contract negotiation
- Negotiate with proposer using the City's contract that was included in the proposal documents; include any necessary Exhibits
- Verify required city approvals – i.e., Council or other as noted in the Authorization Section of this document
- If no Council approval is required:
    - Obtain proposer signature on the contract
    - Provide a copy of the signed contract and all attachments, to the City Clerk's Office
- If Council approval is required:
    - Check with Department Director
    - Schedule Council meeting date and prepare memo
    - After Council approval, obtain proposer's signatures on the contract
    - Provide a copy of the signed contract and all attachments, to the City Clerk's Office

Protest Procedures

City of Redmond policy does not provide protest procedures for the various goods and services it procures, although protest procedures may be specified within the bidding documents. The City reserves the right to reject any or all proposals, and to waive any irregularities or information in a competitive bid evaluation process. The final decision is the sole decision of the City of Redmond, and all bid respondents have no appeal rights or procedures guaranteed to them.

Contracts for public works, other than those using Washington State Department of Transportation's (WSDOT) Standard Specifications, will follow RCW 39.04.105.

Contracts based on WSDOT's Standard Specifications for Road, Bridge and Municipal Construction (typically Construction Division capital projects) will follow protest procedures outlined in the contract documents.

Cooperative Purchasing

The City may take advantage of the State of Washington bid process, use public purchasing cooperatives, or intergovernmental agreements with other political subdivisions' competitive bidding processes to meet its bidding requirements.

Tips & FAQs

Pumps for the City's main stormwater vault are on the schedule for replacement. I used vendor "X" to buy them 10 years ago and was told at that time they're the only distributor. I think it's a sole source purchase.

Possibly – but depending on the cost, multiple quotes may be required. And due to the number of years since the last purchase, you need to verify if there are other distributors that can be used.

Three trees fell and are blocking the only parking lot entrance for City Hall. Do I need to get bids to remove the trees and have them hauled away?

No – this would be considered an urgent need.

The State of Washington Department of Enterprise Services (DES) offers existing contracts for goods and services that the City may use. The U.S. General Services Administration (GSA) cooperative purchasing program may be accessed for IT and security/fire/law enforcement purchases (Schedules 70 and 84). The City also has many approved interlocal purchasing agreements currently in effect.

Please contact the Purchasing Division to assist you with determining if there is a local contract or agreement that can be utilized for the goods and services needed. Prior to using another agency's contract, the Purchasing Division will need to verify that the bidding process used is in compliance with city policy.

Sole Source Purchasing

Competitive bidding may be waived if a purchase is clearly and legitimately limited to a single supplier. Examples include:

- Licensed, copyrighted, or patented products or services that only one vendor provides
- New equipment or products that must be compatible with existing equipment or products
- Proprietary or custom-built software or information systems that only one vendor provides
- Products or services where only one vendor meets the required certifications or statutory requirements

The Purchasing Division requires the Non-Competitive Procurement Justification Form be completed, to document why a product or service is presented as only provided by one source and whether efforts were made to find other vendors.

Urgent Need or Emergency

Urgent Need

An "urgent need" is defined as a need that requires immediate action or attention to reduce the risk of material or monetary loss, damage to city property, or may pose a threat to public health, welfare, or safety. Any purchases of goods or services are to be made with a level of competition that is practical under the circumstances.

Urgent Need Process:

1. Determine the action needed
2. Evaluate budget capacity
3. Receive Director or designee approval
4. Contact Finance Director if need exceeds budgeted funds

Tips & FAQs

If you suspect a situation warrants an emergency declaration, please work with your Director to start the process.

Emergencies involving FEMA reimbursements may have different or additional requirements. Contact the Accounting Division for assistance tracking FEMA emergencies.

Declared Emergencies

For the purposes of this section, "emergency" means unforeseen circumstances beyond the control of the City that either (a) present a real, immediate threat to the public health, welfare, or safety or proper performance of essential functions where the City may suffer a substantial monetary loss; or (b) will likely result in material loss or damage to property, bodily injury, or loss of life if immediate action is not taken. Declared emergencies may be used for goods, services, and public works when the value is over the City's current bid limit(s) for each type of procurement.

Competitive bidding for a declared emergency may be waived subject to the following process:

1. Mayor declares an emergency.
2. Upon authority from the Mayor, work may be authorized and or equipment procured to address the emergency situation.
3. The department tasked with managing the emergency situation will work with the Purchasing Division to make a determination of the basis for the emergency, select the vendor, and issue a contract.
4. If a contract is awarded without competitive bidding due to an emergency, the department will schedule the contract award on the next City Council agenda.
5. The City Attorney will prepare materials necessary to ratify the emergency declaration finding no later than two weeks following the award of the contract.
6. A record of the emergency procurement shall be made at the next subsequent City Council meeting.

Tips & FAQs

Procard Policy

Emergency Petty Cash Policy

I will be purchasing a large piece of equipment that sells for approximately $12,000. I hope to be able to trade-in the old equipment for approximately $2,200. Do I have to get bids?

Yes – the bid limit is on the gross price, not the price after a trade-in.

Procuring Goods and Services

Small Purchases of Goods and Services

Small purchases are typically goods and services (excluding public works and A&E Services) under $10,000. Comparative quotes are encouraged for small purchases but are not required. Small purchases may be made using one of the following processes:

Process	Dollar Limit	Allowed Uses	Disallowed Uses
Credit Card (Procard) See Procard Policy for more details.	Up to $1,500 per transaction (up to $5,000 per month).	Business-related purchases such as seminar registration, subscriptions, office supplies, hotel reservations, maintenance supplies, etc.	Alcohol, capital equipment, cash advances, consulting or professional services, personal items, bid splitting, public works.
Purchase Requisition	Up to $10,000. Over $10,000 may require bidding process.	Business-related goods and services.	Personal items.
Emergency Petty Cash	Requests that exceed $100 require additional approval. See Petty Cash Policy for more details.	Anticipated expenditures in emergency situations only.	Same as credit card above, with the exception of cash advances.
Personal Reimbursement	No limit.	Small incidentals or approved travel-related expenses.	Same as credit card above.

Notes:

- Software or technology-related purchases require TIS Department approval prior to purchasing.
- Requests for temporary staff help require HR Department approval prior to purchasing.
- Purchases related to federal or grant funding may have lower bid requirement thresholds than the City's policies. The project or grant manager is responsible for understanding the applicable requirements prior to expending any of the awarded funds.

Common Terms

Purchase Agreement (PA) may be used in place of a PO when there is a need to apply multiple progress payments for project expenses or for open/blanket accounts where several different city account numbers may be charged for the goods purchased. A PA does not encumber funds against a budget. For that reason, the City is working toward using POs whenever possible instead of PAs.

Purchase Order (PO) is a legal contracting document used to place orders with suppliers or contractors and includes the City's terms and conditions related to the purchase.

Purchase Requisition is an internal record used by the City to communicate details of a request for purchase, which includes supplier information, budgeted account number(s), and approvals. Purchase requisitions should be entered into Microsoft Dynamics prior to placing an order for goods or services, to ensure the proper approval has been received prior to spending funds.

Purchase Requisition Instructions:

Non-Project

Project

Open Accounts/Orders for Goods and Services

The Purchasing Division has the authority to establish open account purchase orders or agreements for the purchase of routine supply-type commodities and services. Open orders are for periods not to exceed 12 months.

Types of Open Accounts

Open accounts may be for city-wide or department-specific use. The need for competitive bidding, authorization, and approval follows city policy, as noted in the tables reflected in the next section of this document.

Open Account – no competitive pricing

Items that are not typically stocked and needed just-in-time.

Allowed up to $10,000 annually without obtaining competitive quotes.

Departments must estimate annual needs prior to requesting an open account.

Open Account – competitive bid pricing

An account where the City has issued a solicitation or is piggybacking off another agency's solicitation.

Open Account – blanket order

Blanket orders or indefinite delivery/indefinite quantity purchases for specific products at a specific price that will be ordered over the course of the year.

Allowed up to $10,000 annually without quotes.

Departments must estimate annual needs prior to requesting an open account.

Large Purchases for Operating Supplies and Equipment; Operating Services, Repair and Maintenance; and General and Professional Services

City policy dictates that any purchase of material, supplies, equipment, or general services at an amount above $10,000 requires use of a competitive process. If a unique circumstance exists that makes competitive bidding impractical, the Department Director may waive the use of the competitive process. As noted below, certain dollar amounts require the Mayor's approval to waive the competitive process. Waivers must be provided to the Purchasing Division in writing, with the applicable approval, prior to issuing a contract or purchase order/agreement. Use of the Non-Competitive Procurement Justification Form is required.

The requirement for a competitive process is as follows:

TYPE OF PURCHASE	COMPETITIVE PROCESS
Operating Supplies & Equipment	
Up to $10,000	Informal quotes encouraged, but not required.
$10,001 - $50,000	Solicit 3 written bids. Director may waive use of competitive process.
$50,001 - $200,000	Solicit 3 written bids or issue IFB or RFP. Director may waive use of competitive process.
Over $200,000	Issue IFB or RFP. Mayor or designee may waive use of competitive process.

Operating Services, Repair & Maintenance and General Services	
Up to $10,000	Informal quotes encouraged, but not required.
$10,001 - $50,000	Solicit 3 written bids. Director may waive use of competitive process.
Over $50,000	Issue IFB or RFP. Mayor or designee may waive use of competitive process.

Professional Services	
Up to $10,000	Informal quotes encouraged, but not required.
$10,001 - $50,000	Solicit 3 written bids. Director may waive use of competitive process.
Over $50,000	Issue IFB or RFP. Mayor or designee may waive use of competitive process.

TYPE OF PURCHASE	COMPETITIVE PROCESS
Professional Services – Technology Services *Approval from TIS Department is required prior to purchase.*	
Up to $10,000	Informal quotes encouraged, but not required.
$10,001 - $50,000	Solicit 3 written bids. Director may waive use of competitive process, however if vendor chosen by competitive negotiation, must issue RFP.
Over $50,000	Issue IFB or RFP. Mayor or designee may waive use of competitive process; however, if vendor chosen by competitive negotiation versus lowest bid, must issue RFP.

Professional Services – Technology Services

Per RCW 39.04.270, when using a competitive negotiation process for the purchase of technology services (such as telecommunication systems, data processing equipment, or software), at a minimum, the following steps are required:

- A request for proposals (RFP) must be published in a newspaper of general circulation at least 13 days before the last date on which the proposals will be received.
- The RFP must identify significant evaluation factors, including price, and their relative importance.
- The municipality must provide a reasonable procedure for technical evaluation of the proposals, identification of qualified sources, and selection for awarding the contract.
- The award must be made to the qualified bidder whose proposal is "most advantageous" to the City. A city may reject all proposals for good cause and request new proposals.

TYPE OF PURCHASE	COMPETITIVE PROCESS
Instructional/Artistic Services	
Up to $10,000	Informal quotes encouraged, but not required.
$10,001 - $75,000	Solicit 3 written bids. Director may waive use of competitive process.
Over $75,000	Issue IFB or RFP. Mayor or designee may waive use of competitive process.
Note: Contracts over $25,000 required to have cost recovery	

TYPE OF PURCHASE	COMPETITIVE PROCESS
Contract Renewals or Extensions	
Up to $10,000	None if original agreement contained a renewal or extension provision.
$10,001 - $50,000	None if original agreement contained a renewal or extension provision. Otherwise, see applicable purchase type for bidding requirements.
Over $50,000	None if original agreement contained a renewal or extension provision. Otherwise, see applicable purchase type for bidding requirements.

Sole Source	
Up to $10,000	Provide a statement to support the sole source purchase.
$10,001 - $50,000	Provide a statement to support the sole source purchase.
Over $50,000	Provide a statement to support the sole source purchase.

Sole Source

Before a purchase can be considered sole source, the following steps must be documented:

- Department must have documentation of a screening process to justify the purchase of a specific product
- There are legitimate specifications that only one vendor can successfully bid or provide the product
- The product is only available through one manufacturer (or distributor, certified by the manufacturer)
- The vendor certifies that the City is getting the lowest price it offers anyone

If all of the above steps can be met, the purchase is most likely a sole source purchase. Use of the Non-Competitive Procurement Justification Form as the support statement is required to document the purchase.

Architectural and Engineering (A&E) Services

The City follows state statutes for contracting for architectural and engineering services. A roster for soliciting qualified firms is maintained electronically (currently MRSC Rosters). Consultants can register themselves and note their qualifications through the system. The City may also choose to advertise for the needed services.

A&E firms are selected based on a combination of qualifications, rather than cost, including the following:

- Evidence of the firm's ability to provide the required services
- The proposed scope of work provided
- The estimated number of hours necessary to complete the proposed scope
- A current statement of references and any other information which will be helpful in evaluating the applicant's qualifications for the proposed project

City staff should estimate the anticipated cost of the project and follow the applicable below competitive process.

TYPE OF PURCHASE	COMPETITIVE PROCESS
Architectural and Engineering (A&E) Services	
Up to $10,000	Advertise or review one or more statements of qualifications.
$10,001 - $50,000	Advertise or review at least 3 statements of qualifications from the current roster.
Over $50,000	Advertise or review at least 3 statements of qualifications from the current roster.

Reviewing Statement of Qualifications (SOQs) from women and minority business enterprises (WMBE) is encouraged whenever possible and should be consistent with the general availability within the current roster. See RCW 39.80.040 for specific language.

Projects receiving federal or state funds may need to meet more stringent requirements. In those cases, the federal or state requirements will rule.

Sources

Public Works RCW 39.04

Limitations on Work by Public Employees RCW 35.22.620

Public Works Small Works Roster RCW 39.04.155

Public Works Contracts, Bids, Small Works Roster RCW 35.23.352

Prevailing Wage Information

Washington State Department of Labor & Industries

Common Terms

Affidavit of Wages Paid is a document issued by L&I verifying that the appropriate prevailing wages have been paid on a particular city contract, as evidenced by the certified payroll documentation provided by the contractor.

Intent to Pay Prevailing Wages is a document issued by L&I, verifying that a contractor intends to pay (promises) the appropriate prevailing wages on a particular city contract.

Public Works

The term "public work" shall include all work, construction, alteration, repair or improvement, other than ordinary maintenance, on city assets. Public work generally includes labor, such as construction of new or replacement of sewer and water systems, drainage systems, public buildings and fixtures, and construction and repair of streets, sidewalks, and roads; all when for public use. For example, replacing a bridge or repaving a street are considered construction or repair and are a public work. Cleaning a roof or rodding a sewer system involves ordinary maintenance and are not considered a public work.

City employees may perform public works not exceeding 10% of the City's total construction budget, including any supplemental budgeted amounts (RCW 35.22.620). "City employee" refers to anyone (employee or agent) whom the City hires or contracts with to do a specific job.

The Purchasing Division can assist you with the public works process by obtaining quotes or issuing competitive bid documents. For capital projects in the amount of $50,000 or more, with a useful life of 5 years or more, the Public Works Construction Division manages the project bidding and contracting and prefers to use the Washington State Department of Transportation (WSDOT) contract language.

Prevailing Wage

Prevailing Wage is defined as the hourly wage, usual benefits and overtime, paid in the largest city in each county, to the majority of workers, laborers, and mechanics. Prevailing wages are established by the Department of Labor & Industries (L&I) for each trade and occupation employed in the performance of public work. They are established separately for each county and are reflective of local wage conditions.

Public works contracts require that each contractor on the project file a Statement of Intent to Pay Prevailing Wages (Intent) and an Affidavit of Wages Paid (Affidavit) when work is completed. These forms are required for every public works contract regardless of the size of the contract.

- If the work is $2,500 or less, including tax – and if the work will be paid for in a single payment – contractors must complete a Small Works "Combined" Intent & Affidavit form.
    - No fee for contractors to fill-out this form.
    - Owners/operators with no employees are still required to fill-out this form
    - A completed form must be provided to Accounts Payable before the contractor's invoice can be paid.

- If the work is over $2,500, including tax, contractors must file an Intent and Affidavit with L&I.
    - There is a fee for contractors to file each form.
    - The Intent should be filed immediately after the contract is awarded and before work begins, if possible.
    - The Affidavit must be filed by the contractor after the work is completed. The City may not release applicable retainage until all contractors have submitted an Affidavit form approved by the industrial statistician.

Retainage

RCW 60.28.011 requires the City to withhold up to 5% of the value of a public improvement contract, not including sales tax, according to Department of Revenue ETA 3024.2013, as retainage until the project is completed and the contract is accepted. This provides a financial incentive for contractors to finish a project, as well as a limited amount of financial protection for the involved parties. Instead of having retainage withheld from the contract payments, a contractor may opt to submit a retainage bond instead covering any or all of the amount. The City releases the retainage to the contractor after the project is completed, minus any claim amounts. All workers, subcontractors, and suppliers have lien rights against the retainage and can claim all or part of the money if the contractor does not pay them. In addition, the Department of Revenue, the Employment Security Department, and the Department of Labor and Industries all have lien rights against the retainage for payment of unpaid excise taxes, industrial insurance/workers' comp, and unemployment compensation. RCW 39.04.155(2)(f) allows the City to waive retainage for small works roster projects.

Bonds

RCW 39.08.010 requires public works contracts to use performance and payment bonds to guarantee that the contractor or the surety itself will complete the project and pay all subcontractors, workers, and suppliers. If the retainage is not enough to cover claims and unpaid fees, the performance and payment bonds will cover the remaining amount. Unlike retainage, the City has no direct lien rights against these bonds, unless the project is funded in whole or in part by federal transportation funds, or unless the bond was conditioned upon the payment of other outstanding taxes or penalties. Performance and payment bonds must usually be in the amount of 100% of the contract value. These bonds are typically furnished on city-provided forms. Performance and payment bonds may be waived for small works roster projects under $50,000, or the current statutory limit under the limited public works process. For public works contracts under $150,000, or the current statutory limit under RCW 39.08.010(3), the contractor may ask the City to waive the bonds and instead retain 10% of the contract amount for 30 days after the date of final acceptance, or until the receipt of all necessary releases from the Department of Revenue, the Employment Security Department, and the Department of Labor and Industries, whichever is later.

Determining the Cost

When contracting for a public works project, the first step is to determine the estimated cost for labor, materials, supplies, equipment, shipping, and applicable sales tax. The estimated cost must include all construction-related work and all phases of the project. Bid splitting to meet the spending levels and avoid the competitive process is not allowed. The estimated cost dictates the required process, as noted in the table below, which follows state statutes and RCW 39.04. The City's policy allows for any new levels or laws passed and noted in the RCW to be followed.

TYPE OF PURCHASE	COMPETITIVE PROCESS
Public Works	
< $75,500 single craft (RCW 35.23.352)	Obtaining several quotes is encouraged, but not required.
< $116,155 multiple craft (RCW 35.23.352)	Obtaining several quotes is encouraged, but not required.
< = to $350,000	Formal competitive bidding or small works roster in accordance with RCW 39.04.155.
Over $350,000	Formal competitive bid process.
Note: Sales tax on public works must be included in estimates.	

Bid Process and Evaluation

Competitive bidding is designed to prevent favoritism in awarding public works contracts and to enable the City to obtain the best work or supplies at the most reasonable cost.

For projects where bidding is not required, project managers should complete the following steps:

- Prepare a brief scope of work and cost estimate.
- Work with the Purchasing Division to determine the following requirements/needs:
    - Bonds
    - Prevailing wage requirements
    - Retainage, if applicable
    - Required permits
- Choose a qualified contractor. (The Purchasing Division can assist with finding a contractor or guide you through the small works roster process.)

Sources

Payment and Performance Bond Requirements
RCW 39.08

Retainage Requirements
RCW 60.28

For a general overview of the requirements for bonds or retainage, please review the information provided on the MRSC website.

- Create a purchase requisition in the financial system, Microsoft Dynamics, and attach the quote. The account number used for the project will dictate the workflow for approval.
- Authorization to proceed is given when the approved purchase order is provided to the contractor.
    - For public works projects using the WSDOT contract, authorization is given through a notice to proceed letter provided to the contractor.
- Prior to work starting, verify with the Purchasing Division that the required insurance certificate has been received by the City and that the contractor's Redmond Business License is current.

For projects that meet the need for a competitive process, project managers should complete the following steps:

- Prepare a scope of work and cost estimate.
- Determine the competitive process required and method to obtain bids either by advertising or using the small works roster. (See additional information on the small works roster noted in the following section.)
- Review bids, considering bid evaluation criteria noted in the following section.
- Work with the Purchasing Division to determine the following requirements/needs:
    - Bonds
    - Prevailing wage requirements
    - Retainage, if applicable
    - Required permits
- Create a purchase requisition in the financial system, Microsoft Dynamics, and attach the quote. The account number used for the project will dictate the workflow for approval.
- Authorization to proceed is given when the approved purchase order is created.
    - For public works projects using the WSDOT contract, authorization is given through a notice to proceed letter provided to the contractor.
- Prior to work starting, verify with the Purchasing Division that the required insurance certificate has been received by the City and that the contractor's Redmond Business License is current.

Sources

Small Works Roster
RCW 39.04.155

Municipal Research and Services Centers (MRSC)

MRSC Rosters
https://mrscrosters.org/

Tips and FAQs

I would like a list of contractors who can do roof repair work. How do I access the Small Works Roster?

The Purchasing Division can provide you access to the Roster or provide you with a list of contractors.

How often is the Small Works Roster updated?

In accordance with RCW 39.04.155 requirements, MRSC advertises annually on the City's behalf through legal statements to solicit vendors for the Small Works Roster. Vendors may register on the portal at any time during the year. All current vendors are required to update their profiles annually to maintain relevant contact information, certifications, and current business documents.

Small Works Roster

The City adopted use of a Small Works Roster process, made available under RCW 39.04.155, for public works projects that do not exceed $350,000, or current statutory bid limits. Currently, the City uses MRSC Rosters to manage its Small Works, Consultant, and Vendor rosters. Businesses can self-register through the MRSC website to receive notification of bid offerings when the City uses a roster process.

The following procedures are required when using the MRSC Small Works Roster for a project estimated to be $350,000 or less:

- Prepare IFB/RFP that includes an estimate of the scope and nature of the work to be performed and a list of the materials and equipment to be furnished. Detailed plans and specifications are not required to be included in the invitation.
- Utilize the City's MRSC account to identify potential bidders to send outreach notifications of city bid offerings.
    - Quotations may be invited from all appropriate contractors on the appropriate small works roster. As an alternative, quotations may be invited from at least five (5) contractors on the appropriate small works roster who have indicated the capability of performing the kind of work being contracted, in a manner that will equitably distribute the opportunity among the contractors on the appropriate roster.
    - If the estimated cost of the work is from two hundred and fifty thousand dollars ($250,000) to three hundred and fifty thousand dollars ($350,000), or the current statutory limits set forth in RCW 39.04.155, and if the City chooses to solicit bids from less than all of the appropriate contractors on the appropriate small works roster, then the remaining contractors on the appropriate small works roster must be notified that quotations on the work are being sought.
- Email bidders through the contact information acquired from MRSC Rosters. MRSC Rosters will prompt you to save your roster list. Keep your roster list to justify who was solicited.
- Review bids, considering bid evaluation criteria noted in the following section.
- Work with the Purchasing Division to determine the following requirements/needs:
    - Bonds
    - Prevailing wage requirements

- Retainage, if applicable
- Required licenses and permits

- Award to the lowest, responsive, responsible bid – see criteria on page 25.
- Immediately after an award is made, all quotes submitted must be recorded and made available to the public for inspection, or the bid figures must be supplied in response to public records requests and telephone inquiries.
- Create a purchase requisition in the financial system, Microsoft Dynamics, and attach the quote. The account number used for the project will dictate the workflow for approval.
- Authorization to proceed is given when the approved purchase order is provided to the contractor.
- For public works projects using the WSDOT contract, authorization is given through a notice to proceed letter provided to the contractor.
- Prior to work starting, verify with the Purchasing Division that the required insurance certificate has been received by the City and that the contractor's Redmond Business License is current.

Sources

Limited Public Works Process

Limited Public Works Process
RCW 39.04.155 (3)

The "limited public works process" is a type of small works roster process, as noted in RCW 39.04.155(3), that applies only to contracts estimated to cost less than $50,000, or the current statutory limit set forth in the RCW. The following are applicable when considering using the limited public works process:

- Solicit electronic or written quotations from a minimum of three (3) contractors from the appropriate small works roster.
- Award the contract to the lowest responsible bidder unless there is a compelling reason to reject all bids and cancel the solicitation.
- Quotations are to be made available to public inspection once the contract is awarded and are to be available by electronic request.
- The City may waive the payment and performance bond requirements of RCW 39.08 and the retainage requirements of RCW 60.28; however, the City retains the right of recovery against the contractor for any payments it makes on the contractor's behalf.

The City will maintain a list of the contracts awarded during the previous twenty-four months.

Tips & FAQs

Unit Priced (On-Call) Public Works Contracts
RCW 35.23.352 via RCW 35A.40.210

The City's paper of record is The Seattle Times.

Our RFP for new gas-powered lawn mowers received a bid for a diesel engine mower. After review, we prefer the diesel. Can we accept the bid?

No – the bid for the diesel mower is not responsive to the bid specifications. If the City wants to pursue the diesel engine mower, all bids need to be rejected and re-advertised.

Unit-Priced ("On-Call") Public Works Contracts

Unit-priced, on-call contracts are agreements where the City agrees to pay a defined unit-price for certain types of anticipated, but unplanned, work or trades over a certain time period. This type of contract allows for multiple or recurring projects without having to bid each project separately for items such as repair, renovation, or maintenance of public facilities. Unit-priced, on-call contracts are not associated with a specific project, do not guarantee any amount of work and do not establish a total dollar value, however, may cap the dollar value at a certain level over the life of the contract.

The contractor must be chosen by a competitive bid and agree to a fixed period, indefinite quantity of work, at a defined unit price for each category of work. When a specific project is identified, individual work orders are authorized based on either a not-to-exceed time and materials basis or a negotiated lump sum amount using the previously established unit prices.

The initial term of a unit-priced contract may not exceed three years. The option to extend one additional year after that is allowed.

Publication

Projects are required to be posted or advertised a minimum of 13 calendar days prior to the opening of bids. When using a weekly publication, the 13-day advertising period begins when the first of two advertisements is published.

Federal Aid Projects are required to be posted or advertised in the paper of record for a three-week period prior to the opening of bids. When using a weekly publication, the three-week advertising period begins when the first of three advertisements is published.

The notice should state the title of the project, the work to be done, the date and time set for the opening of bids, the location where plans and specifications are available for public inspection, the cost to obtain a set of plans and specifications, and the requirements for the bid bond. If no bids are received at the first call, the City may re-advertise and call for bids again, or may proceed to negotiate a contract with any qualified supplier or do the work with city personnel. (Note: certain limits may apply if the work is performed by City personnel.)

Bid Errors and No Bids

A bid must substantially comply with the procedures or specifications if it is to be considered. Bids that do not comply must be rejected. However, an "insubstantial variance" from certain specifications or procedures will not

Tips & FAQs

Will my contractor need a City of Redmond Business License?

Maybe – a license is required if the contractor physically comes into the City to conduct business or provide services on behalf of the City. The license must be obtained by the contractor prior to performing any work and must be maintained in good standing throughout the term of the agreement with the City.

Please use this link for additional information on Business Licensing

Labor Laws
RCW 49.48.082

prevent the City from considering a bid. As a general rule, an immaterial or insubstantial variance is one that does not give a bidder a substantial advantage over the other bidders.

Bid amount errors are of two types: (1) those that favor the City, where the bidder makes a mistake that causes the bid to be lower than it should be, or (2) those that favor a bidder, where the mistake causes the bid to be higher than it should be. These errors, which are relevant only when they affect the lowest, responsible bid, are governed by some general rules as follows:

- A bidder is bound by the bid amount. The courts will not reform (that is, correct) a contract because of an error, even an obvious one, in the bid amount.
- A city is not necessarily bound by the bid amount.
- The bidder who submitted the erroneous low bid may withdraw the bid, at the risk of forfeiting the bid bond.

Bidder Responsibility

It is the intent of the City to award a contract to the lowest, responsible bidder. Before award, the bidder must meet the following bidder responsibility criteria to be considered a responsible bidder. The bidder may be required to submit documentation to the City to validate compliance with the criteria. Before the City can accept a bid, the bidder must:

- Be a registered contractor at the time of bid submittal
- Have a current Unified Business Identifier (UBI) number
- Have industrial insurance/worker's comp coverage
- Have an Employment Security Department number
- Have a state excise tax registration number
- Not be disqualified from bidding under RCW 39.06.010 or 39.12.065(3)
- Not have any apprenticeship violations, if applicable
- Certify through a sworn statement that they are not a willful violator of labor laws in reference to RCW 49.48.082
- Have complied with public works and prevailing wage training requirements as defined by RCW 39.04.350

If the City determines a bidder is not responsible, the City must provide the reasons for the determination in writing. A bidder can appeal the determination within the time period specified in the bidding documents by presenting additional information to the City. The City must consider the additional information before issuing its final determination. If the final determination affirms that the bidder is not responsible, the City may not execute a contract

with any other bidder until two business days after the bidder determined to be not responsible has received the final determination.

Subcontractor Responsibility

Public works contractors and subcontractors are required to ensure that any subcontractors hired directly meet the responsibility criteria for the project at the time of subcontractor execution.

Bid Evaluation

Bids are to be evaluated considering the following list or as specified in the bidding documents:

- The dollar amount of the bid
- The extent to which the bid and bidder meet stated requirements and specifications
- Ability to perform the contract within the time specified
- The bidder's experience and reputation for satisfactory work, judgment, and integrity
- Results of prior dealings with the bidder by public or private contracting agencies
- The previous and existing compliance by the bidder with laws relating to the contract or services
- Projected impact on city operational efficiency and availability of budgeted funds
- Ability to apply recycled product procurement policy guidelines

Change Orders

A change order is the formal document that alters some condition of the public works contract document. A change order may alter the contract price, schedule of payments, completion date, or the plans and specifications. Any change order that significantly changes the scope or price of the project is required to go back through the applicable approval process.

Public Works Projects Up to $300,000

The Council has provided the Mayor signing authority for public works projects up to a value of $300,000. The Mayor has in turn delegated approval authority to the Department Director, or their designee, who is authorized to approve small public works contract change orders up until the total contract value meets or exceeds $300,000. Change orders that take the total contract value over $300,000 must be approved by the Chief Operating Officer, Finance Director, or Mayor.

Tips & FAQs

Are change orders routed through the City Clerk's Office for approval?

Yes – change orders need to be provided to the City Clerk's Office. The process also provides the Clerk's Office a copy of the documentation to be filed with the original contract.

Tips and FAQs

Do I have to file a Notice of Completion for all projects?

No – a Notice of Completion is only required to be filed for public works projects where the amount is $35,000 or more, including tax.

Public Works Projects Over $300,000

The Mayor has also delegated approval of change orders to the Department Director or designee(s) for an accumulation of up to 10% of the original contract award amount. Accumulated change orders greater than 10% of the original contract award amount must be approved by Chief Operating Officer, Finance Director, or Mayor. If senior management determines further approval is needed, items will be presented to Council for approval.

Project Close Out

Project close out for public works projects over $35,000, including tax, must follow these steps:

- Verify all contractor paperwork is received.
- Complete final pay estimate.
- Confirm invoices to 3rd parties have been processed (if applicable).
- Obtain City Council acceptance if applicable.
- File a Notice of Completion with the Department of Labor & Industries, Department of Revenue, and Employment Security Department (this step is completed by the Purchasing Division for non-CIP projects).
- Validate that the City has received certificates of release from the Department of Labor & Industries, Department of Revenue, and Employment Security Department, certifying that all applicable taxes, premiums, and penalties have been paid.
- Release the retainage if applicable.

Payments for Goods and Services

The City's Accounting Division manages the accounts payable function. All packing slips, invoices, and supporting documentation related to receiving goods and services should be forwarded to the Accounts Payable Division with a reference of the PO noted on the documentation.

City policy requires that goods and services must be received before payment can be made. Consideration to waive that requirement must be received in writing and state a justification for the advance payment. The Finance Director or Fiscal Services Manager have the authority to waive the policy.

National Institute of Government Purchasing (NIGP) Commodity Codes

Sources

NIGP Codes

The City uses a standardized set of commodities called NIGP codes to ease the categorization of its business needs. The codes assist with finding available suppliers for products and services, tracking expenditures by type of goods, services, or supplier, and are used to provide notification to applicable vendors when posting the City's requests for bids and proposals. A complete list of NIGP codes can be found on the City's intranet page (a link is provided in the sidebar).

Accurate NIGP codes are required to be noted on invoices and/or entered into Microsoft Dynamics when preparing a purchase requisition. For assistance identifying the proper NIGP code, please contact the Purchasing Division.

IV. PROTECT THE CITY

Code of Ethics

All purchasing should be conducted in compliance with the City's Employee Conduct Policy, Section 11.10 of the Personnel Manual.

City of Redmond Personnel Manual
Sections 11.10 and 11.50

Conflict of Interest

As a public entity, city purchasing activities must be conducted in an open, competitive manner so that any supplier wishing to do business with the City is given a fair opportunity and equal access to city bid offerings. All purchasing activities require compliance with the City's Employee Conduct Policy, Section 11.50 of the Personnel Manual.

Code of Ethics for Municipal Officers
RCW 42.23

Employees at all levels should avoid both real conflicts of interest and the appearance of conflicting interests in the purchase of goods and services for the City. Purchases of goods and services are prohibited from any supplier (company/business) owned or controlled by a city employee or their immediate family. Requests for contracting with, or payment to, such suppliers will not be honored by the City.

Unauthorized Purchases

Using city funds or a Procard for purchases of items for personal use is not allowed. The person ordering the unauthorized and unjustified purchase is personally liable for the costs of the purchase or contract and may be subject to disciplinary action.

If a purchase was made without proper authorization, but is in fact a justified purchase, the Department Director has the option to approve the purchase after

the fact. Approval and signing authority will be dictated by the guidelines surrounding the type of purchase as noted under the Authority Section of this document.

Personal Gifts to be Declined

Personal gifts or gratuities that might influence or give the appearance of influencing the requisition or purchase of material(s) must be declined.

Insurance Requirements

The Risk Management Division of the Finance Department establishes and maintains a risk review program relating to contractual agreements entered into by the City with other entities or persons. Almost every contract will provide some elements of risk language that are standard; some will depart from the standard. These deviations may require special insurance requirements or language relating to assumptions of risk.

In general, the City requires the following insurance levels:

Type	Insurance Certificate	General Public Liability	Professional Liability	Notes / Footnotes
Artistic Services Agreements	Varies			See City contract language.
Concessionaire Agreements	Required	$2,000,000		
Cyber Liability Insurance	Varies			If Contractor has access to City data. See Information Privacy and Security Agreement (IPSA)
Special Events Use Agreements	Required	$1,000,000		
Art Display and Indemnity	Varies			See City contract language.
Instructional Services Agreements	Required	$1,000,000	$1,000,000	Professional liability insurance required if commercially available in Agency's field of expertise.
Social/Community Services Agreements	Required	$1,000,000	$1,000,000	Professional liability insurance required if commercially available in Agency's field of expertise.
Non-Public Work Consultant Agreements	Varies	$2,000,000	$2,000,000	Professional liability insurance required if commercially available in Agency's field of expertise.
Non-Public Work General Services Agreements	Required	$2,000,000	$2,000,000	Professional liability insurance required if commercially available in Agency's field of expertise.
Three Party Consultant Agreements	Required	$2,000,000	$2,000,000	Professional liability insurance required if commercially available in Agency's field of expertise.
Public Work Consultant Agreements (for Architects, Engineers & Surveyors)	Required	$2,000,000	$2,000,000	
Public Works Construction Agreements (short form)	Required	$5,000,000		Unless lower limits apply due to WSDOT terms or other grant terms / conditions
Public Works Construction Agreements (standard form)	Required	$5,000,000		
Public Works Construction Agreements (Federal Funds)	Required	$5,000,000		

Definitions

Practicable means sufficient in performance and available at a reasonable cost.

Recyclable Products are products, which, after their intended end use, can be diverted from the City's solid waste stream for use as a raw material in the manufacture of another product.

Recycled Products are products manufactured with waste material that has been recovered or diverted from solid waste.

Sustainable Purchasing

Purpose

The City of Redmond recognizes that waste reduction, recycling, and purchasing recycled products are important elements of sound waste management. To support recycling and promote the development of markets for recyclable materials, the City prefers the purchase of recycled products whenever they are available at a reasonable price.

Policies

Departments will use recycled and recyclable products whenever practicable.

Recycled paper will be used for copiers and printers. Letterhead, envelopes, and business cards used by departments will be printed on recycled paper. A price preference not exceeding 10% is allowed for recycled paper purchases for this purpose. Printing will be done two-sided when practicable.

When requesting proposals, the City will encourage its contractors and consultants to:

1. Use recycled paper for proposals, printed or photocopied material.
2. Use both sides of paper.
3. Recommend recycled alternatives to virgin materials.

Environmental factors to consider in selecting products include:

- Pollutant releases
- Waste generation
- Greenhouse gas emissions
- Recycled content
- Energy consumption
- Depletion of natural resources, and
- Potential impact on human health and the environment

V. AUTHORITY

Approval Authority

Review and approval of various procurement actions are an important part of the process and a critical component of the City's internal controls. Those who have been granted approval authority are required to be mindful of the following considerations when approving procurement documents:

- Is it within policy or applicable law?
- Do you have the appropriate delegated authority to approve?
- Does the purchase serve an appropriate business and public purpose?
- Is the information accurate? (dollar amount, quantity, account numbers, available budget)
- Does the amount, vendor, and frequency seem reasonable?
- Does it meet all ethical procurement practices (no conflicts of interest or personal gain, applicable quotes were obtained, etc.)?

The City Council has authorized the Mayor to approve purchases identified in the City's budget process which includes the purchase of supplies, equipment, and routine maintenance and repairs as noted in the following tables. When a purchase or project requires a contract or agreement, additional approval may be required. Signature authority has been granted to the Mayor for agreements or contracts up to an annual value of $50,000 with two exceptions: authorization is increased to $75,000 for instructional services and $300,000 for public works. The Mayor has the authority to delegate signing authority to others as noted in the tables below. (Note: in the authority noted below, COO refers to Chief Operating Officer.)

TYPE OF PURCHASE	**REQUIRED AGREEMENT/CONTRACT APPROVALS** ***Note: Purchase requisitions or invoices require NBU owner approval through the financial system.***

Operating Supplies & Equipment – Annual Amount	
Up to $10,000	Delegated by Mayor to Director or Designee
$10,001 - $50,000	Delegated by Mayor to Finance Director or COO
$50,001 - $200,000	Delegated by Mayor to Finance Director or COO
Over $200,000	Delegated by Mayor to Finance Director or COO

Operating Services, Repair & Maintenance and General Services – Annual Amount	
Up to $10,000	Delegated by Mayor to Director or Designee
$10,001 - $50,000	Delegated by Mayor to Finance Director or COO
Over $50,000	Delegated by Mayor to Finance Director or COO

Professional Services – Annual Amount	
Up to $10,000	Delegated by Mayor to Director or Designee
$10,001 - $50,000	Delegated by Mayor to Finance Director or COO
Over $50,000	Council provides authorization for the Mayor or designee to sign

Professional Services – Technology Services – Annual Amount	
Up to $10,000	Delegated by Mayor to Director or Designee
$10,001 - $50,000	Delegated by Mayor to Finance Director or COO
Over $50,000	Council provides authorization for the Mayor or designee to sign

Instructional/Artistic Services – Annual Amount	
Up to $10,000	Delegated by Mayor to Director or Designee
$10,001 - $75,000	Delegated by Mayor to Director or Designee
Over $75,000	Council provides authorization for the Mayor or designee to sign
Note: Instructional contracts > $25,000 required to have cost recovery.	

Contract Renewal – Annual Amount	
Up to $10,000	Delegated by Mayor to Finance Director or COO
$10,001 - $50,000	Delegated by Mayor to Finance Director or COO
Over $50,000	Delegated by Mayor to Finance Director or COO *No approval required by Council for a renewal if the original contract contained renewal provisions.*

A contract that has no renewal options or has expended all renewal options will need to be rebid and approved within the guidelines for the classification of purchase type. An extension, however, may be used to extend a completion date for a short amount of time when there is no dollar cost or if additional time is required to complete a bidding process. Approval from the Department Director or designee is required for short term extensions.

Sole Source – Annual Amount	
Up to $10,000	Delegated by Mayor to Director or Designee
$10,001 - $50,000	Delegated by Mayor to Finance Director or COO
Over $50,000	Council provides authorization for the Mayor or designee to sign

Intergovernmental Cooperative Purchasing Agreements	
No Limit	Finance Director or Designee

Interlocal (Interagency) Agreements, Grants	
No Limit	Council provides authorization for the Mayor or designee to sign

Architectural and Engineering (A&E) Services – Project Amount	
Up to $10,000	Delegated by Mayor to Director, Finance Director or COO
$10,001 - $50,000	Delegated by Mayor to Director, Finance Director or COO
Over $50,000	Council provides authorization for the Mayor or designee to sign

Public Works – Project Amount	
< $75,500 single craft	Delegated by Mayor to Director, Finance Director or COO
< $116,155 multiple craft	Delegated by Mayor to Director, Finance Director or COO
> $75,500 - $300,000 single craft	Delegated by Mayor to Director, Finance Director or COO
> $116,155 - $300,000 multiple craft	Delegated by Mayor to Director, Finance Director or COO
Over $300,000	Council provides authorization for the Mayor or designee to sign
Public Works – Change Orders (CO)	
Project cost <= $300,000	
CO increases project cost <= $300,000	Delegated by Mayor to Director or Designee
CO increases project cost > $300,000	Delegated by Mayor to Finance Director or COO
Project cost > $300,000	
Accumulated <= 10% of project cost	Delegated by Mayor to Director or designee
Accumulated > $10%	Delegated by Mayor to Director, Finance Director or COO. May require Council authorization.

VI. CONTRACT ADMINISTRATION

The City Council sets general policy and guidelines for the expenditure of city funds. Council decisions are communicated through the City's budgeting process whereby the Mayor has been granted authority to administratively carry out the expenditure decisions identified in the budget document.

The City Council has the authority to bind the City in all contracts and agreements. The Council has chosen to delegate a significant portion of this authority to the Mayor, who in turn has delegated selected signing authority to the Chief Operating Officer (COO), Finance Director, Department Directors or their designee(s). (See Approval Section.) City contract signing authority is noted in the relative City Resolution, currently No. 1503.

Routing

Prior to routing a contract for approval, several steps must be taken to ensure the contract package has the correct information included. If a contract requires Council approval, that must be obtained prior to routing for signatures. The supplier/contractor is typically required to sign documents first. However, exceptions may include state or county contracts, where the City may be required to sign first.

Prior to sending a contract package for signature, the following is required:

- Obtain approval from the Department Director to proceed.
- Obtain approval from the TIS Division if the services are technology-related.
- Develop the applicable city contract. (The Purchasing Division can assist with choosing the correct contract for your project/purchase.)
    - If you are not using a city contract, you may need to review the substitute contract with the City Attorney. Check with your Department Director to determine if it is necessary to have the City Attorney's review prior to routing.
- Consider the need for additional required documents, such as the Information Privacy and Security Agreement (IPSA) if the contractor has access to city data or the Business Associate Agreement (BAA) if a contractor has access to protected health information.
- Attach the Scope of Work obtained from either the competitive process or create one to ensure the terms of services and applicable timelines are clear.
- Review the payment terms. If anything is other than Net 30 days, contact the Purchasing Division for assistance. Any leases, loans, required monetary deposits, or programs implementing the acceptance of payments

Contract Types

The Purchasing Division can assist you with selecting and obtaining a standard city contract.

The following standard city contracts are available:

Art Display and Indemnity

Artistic Services

Consulting Services

General Services

Instructional Services

Instructional Services, On-Site Training

Review Panel

Short-Term Facility Rental

Social/Community Services

Three Party Consultant

Trading Partner

The following standard contracts for Public Works are available:

Small Construction Contract

Supplemental Consultant Agreement

Consultant Agreement – Federal Aid

Consultant Agreement – A&E

Washington State Dept. of Transportation (WSDOT) Agreement – used for CIP projects

must be reviewed with the Finance Director or Fiscal Services Manager prior to proceeding.
- Attach any applicable Exhibits or Addendums.

The City uses a DocuSign workflow and routing form, to electronically route contracts and amendments for signature. Please contact the Purchasing Division if you have questions about the DocuSign contract routing process. After a contract has been fully executed, the City Clerk's Office requires a copy, for record-keeping.

Duration of Contracts

Professional and general services contracts may have a duration of any combination of years, up to 4 years for the initial term. Additional language may be included for renewals up to two 2-year extensions.

Public works and architectural and engineering contracts typically cover the duration of a project and should match the scope of work.

Exceptions to contract duration may be granted by the Department Director or designee for the following:

- Significant cost savings can be realized.
- Benefits of a shorter contract are outweighed by the costs of a competitive process.

Administration

Contract administration means any activity related to contracting, including the decision to contract, screening, selection, preparation, monitoring, auditing, and post-contract follow-up. When initiating a contract on behalf of the City, the contract manager is responsible for the following:

- Understanding the contract, including the specific contract obligations and performance indicators by which performance will be monitored.
- Assessing the risks related to the project before soliciting proposals and contracting, to determine the extent of the monitoring appropriate to the contract.
- Ensuring the contractor has a clear understanding of how the contract will be managed and monitored.
- Providing the contractor with guidance and technical assistance, as needed, to promote effective contract performance.
- Identifying the extent and source of funding for services provided.
- Monitoring the contractor's activities to ensure quality service delivery.
- Reviewing invoices and verifying delivery of goods/services is validated.

Tips & FAQs

Link to the City's contracts

When a contract is ready for signatures, who signs first?

The vendor/contractor signs the documents before the City. Note: if a contract requires Council approval, that approval must be obtained before the contractor signs.

How do I add a renewal provision to my contract?

When a contract doesn't specifically note renewal terms, you can add the information with a separate Exhibit. The Purchasing Division can help you with the appropriate language.

Tips and FAQs

If my contract expires next year and I have no renewals left, how early should I start planning for an RFP?

It depends on how complex the desired services are and whether other areas of the City should be included in the planning. The Purchasing Division suggests you start planning for bidding at least 6 months prior to expiration. You'll want to prepare a scope of work, build an evaluation team, and consider if the service involves a significant implementation of new services. You may also need to allow time for notifying City Council, obtain approval to proceed, negotiating terms, and planning for changes in processes.

Contract Renewals, Amendments or Extensions

Contracts or agreements may have various terms that either plan for renewal periods or allow for some type of contingency or extension. The following is to be used as a guide for planning ahead, when contracts are negotiated and/or come to the end of the agreed-to term.

Renewals

When a contract has a renewal period specifically incorporated in the terms, no bidding is required to be able to renew the contract. Approval of the contract renewal is as noted in the Authority Section. It is important to note that if the dollar amount of the contract renewal is at a level that Council would typically approve, but the renewal provisions were clearly noted in the original contract sent through them, then there is no need to take the agreement back through Council for approval of the renewal. Contracts that originally specified a renewal may be extended with an amendment rather than a new contract or solicitation. Any changes in cost or minor changes in scope must be documented. Amendments for renewals must be routed through the applicable approval authority.

Amendments or Supplemental Agreements

Contract Amendments or Supplemental Agreements are considered changes to existing contracts. Changes to contracts may be processed as Amendments or Supplemental Agreements, rather than as new contracts, only if the changes are within the general scope of the original contract. Examples of an Amendment or Supplemental Agreement are items such as clarifying a date within the original scope, a minor clarification of terminology, or extending a short amount of time to complete a project without an increase in the cost. The Mayor has delegated approval of Amendments and Supplemental Agreements to the Director or designee for minor changes.

Changes within the scope of contracted terms that represent substantial increases in the quantity, cost, or nature of the work may not be appropriate for contract Amendments or Supplemental Agreements and may need to be addressed as a new procurement. In situations of this nature, please contact the Purchasing Division for assistance with determining the next steps. Approval authority for substantial changes would need to be routed through the applicable approval authority.

Extensions

Extending a contract or service when no renewal terms were included in the original contract, or the contract has exhausted all renewal periods, may require a bidding process. Please see the appropriate classification of desired goods or services for the bidding requirements.

Tips & FAQs

Can I accept an electronic signature for city contracts?

Yes – contracts may be executed with a third-party electronic signature service such as DocuSign.

Use of Electronic Signatures for City Business

The City Council passed Resolution No. 1498 authorizing the use of electronic signatures. In accordance with the Electronic Signature Policy, electronic signatures may be used in the same way that physical signatures may be used.

Electronic Signature Policy

The policy of the City is to enable employees to conduct city business through the use of electronic signatures where desired when such use is consistent with these guidelines.

Employee Responsibilities When Using Electronic Signatures

All city employees who utilize electronic signatures in the conduct of their duties will have reviewed these polices to ensure that, to the best of their ability, the guidelines herein are followed.

Authorization for the Use of Electronic Signatures

Electronic signatures consistent with this policy may be used by the City in the same way that physical signatures may be used. City staff may rely on electronic signatures which are consistent with this policy in the same way staff relies on physical signatures.

Definition of Electronic Signatures

Electronic signatures include an electronic sound, symbol, or process –

- A variety of digital objects may serve as an electronic signature when provided in the context as approved by the Finance Director consistent with this policy.
- The electronic signature must clearly be associated with the related paper or process intended to be attested to.
- The signature must be verifiable as part of the underlying record (e.g., a clear indication of the electronic signature must be maintained as part of the documents or process being attested to).
- The signature must have been executed or adopted by a person with an intent to sign the record as appropriate based on the nature of the document.

Authorized Electronic Signatures

The Finance Director, in consultation with the City Clerk, Human Resources Director, City Attorney, and Director of Technology and Information Services shall authorize acceptable forms and uses of electronic signatures.

In authorizing specific forms and uses of electronic signatures, the Finance Director shall take into account the benefits as well as the risks. The following table illustrates the type of analysis that is consistent with this section.

Use Cases	Degrees of Risk				
	Very Low	Low	Medium	High	Very High
Employee Signing Timecard	■				
Supervisor signing personnel action notice	■	■			
Electronic purchase orders		■			
Class participant signing waiver			■		
Open bids			■		
Standard form contracts			■		
Interlocal Agreements			■		
Negotiated contracts				■	
Sealed Bids				■	
Real property documents					■

The type of electronic signature authorized may vary relative to the nature of the risk. For example, a process indicating concurrence as an electronic signature may be used for low or very low risk cases, but not for medium or high-risk cases. For high-risk cases, the electronic signature should take the form of a digital signature through an approved third-party process which includes verification of the specific intent to sign, an approved signature methodology, and maintenance of evidence of the electronic signature. Therefore, a risk assessment of those charged with authorizing the specific forms and uses of electronic signatures should be part of the approval process.

Acceptable Forms of Electronic Signatures

The following electronic signature types are authorized for use:

Very Low Risk - A process indicating approval or authorization

- Employee timecards
- Personnel action notices for performance reviews and administrative changes
- Performance reviews conducted with city software (NeoGov)

Low Risk – A digital object indicating approval or authorization (such as a signature image)

- Purchase orders
- Personnel action notices for any action not already authorized

Medium Risk – Use of a third-party electronic signature service (such as DocuSign)

- Class participant waivers
- Facility lease documents
- Open bids
- City standard form contracts
- Interlocal agreements

High Risk – Use of a third- party electronic signature service (such as DocuSign) which has been licensed as a certification authority (CA) by the Washington Secretary of State

- Non-standard form contracts

Very High Risk – Digital signatures are not authorized for very high-risk use cases

- None

References

RCW 19.34 - WASHINGTON ELECTRONIC AUTHENTICATION ACT

Electronic Signature Guidelines – Published by the Office of the Chief Information Officer, State of Washington http://des.wa.gov/sites/default/files/public/documents/About/rules/ESignProcedure.pdf

Digital Signatures – Washington State Secretary of State's Office https://www.sos.wa.gov/ea/

Glossary of Terms for Electronic Signatures

Unless the context clearly requires otherwise, the definitions in this section apply throughout this chapter:

"Accept a certificate" means to manifest approval of a certificate, while knowing or having notice of its contents. Such approval may be manifested by the use of the certificate.

"Accept a digital signature" means to verify a digital signature or take an action in reliance on a digital signature.

"Certificate" means a computer-based record that:

Identifies the certification authority issuing it
Names or identifies its subscriber
Contains the subscriber's public key
Is digitally signed by the certification authority issuing it

"Certification authority" means a person who issues a certificate.

"Certification authority disclosure record" means an online, publicly accessible record that concerns a licensed certification authority and is kept by the secretary.

"Certify" means to declare with reference to a certificate, with ample opportunity to reflect, and with a duty to apprise oneself of all material facts.

"Digital signature" means an electronic signature that is a transformation of a message using an asymmetric cryptosystem such that a person having the initial message and the signer's public key can accurately determine:

a. Whether the transformation was created using the private key that corresponds to the signer's public key; and
b. Whether the initial message has been altered since the transformation was made.

"Electronic" means electrical, digital, magnetic, optical, electromagnetic, or any other form of technology that entails capabilities similar to these technologies.

"Electronic record" means a record generated, communicated, received, or stored by electronic means for use in an information system or for transmission from one information system to another.

"Electronic signature" means a signature in electronic form attached to or logically associated with an electronic record, including but not limited to a digital signature.

"Hold a private key" means to be authorized to utilize a private key.

"Incorporate by reference" means to make one message a part of another message by identifying the message to be incorporated and expressing the intention that it be incorporated.

"Issue a certificate" means the acts of a certification authority in creating a certificate and notifying the subscriber listed in the certificate of the contents of the certificate.

"Licensed certification authority" means a certification authority to whom a license has been issued by the secretary and whose license is in effect.

"Message" means a digital representation of information.

"Private key" means the key of a key pair used to create a digital signature.

"Public key" means the key of a key pair used to verify a digital signature.

"Recipient" means a person who has received a certificate and a digital signature verifiable with reference to a public key listed in the certificate and is in a position to rely on it.

"Recognized repository" means a repository recognized by the secretary under RCW 19.34.400.

"Repository" means a system for storing and retrieving certificates and other information relevant to digital signatures.

"Subscriber" means a person who:

Is the subject listed in a certificate;
Applies for or accepts the certificate; and
Holds a private key that corresponds to a public key listed in that certificate.

"Time stamp" means either:

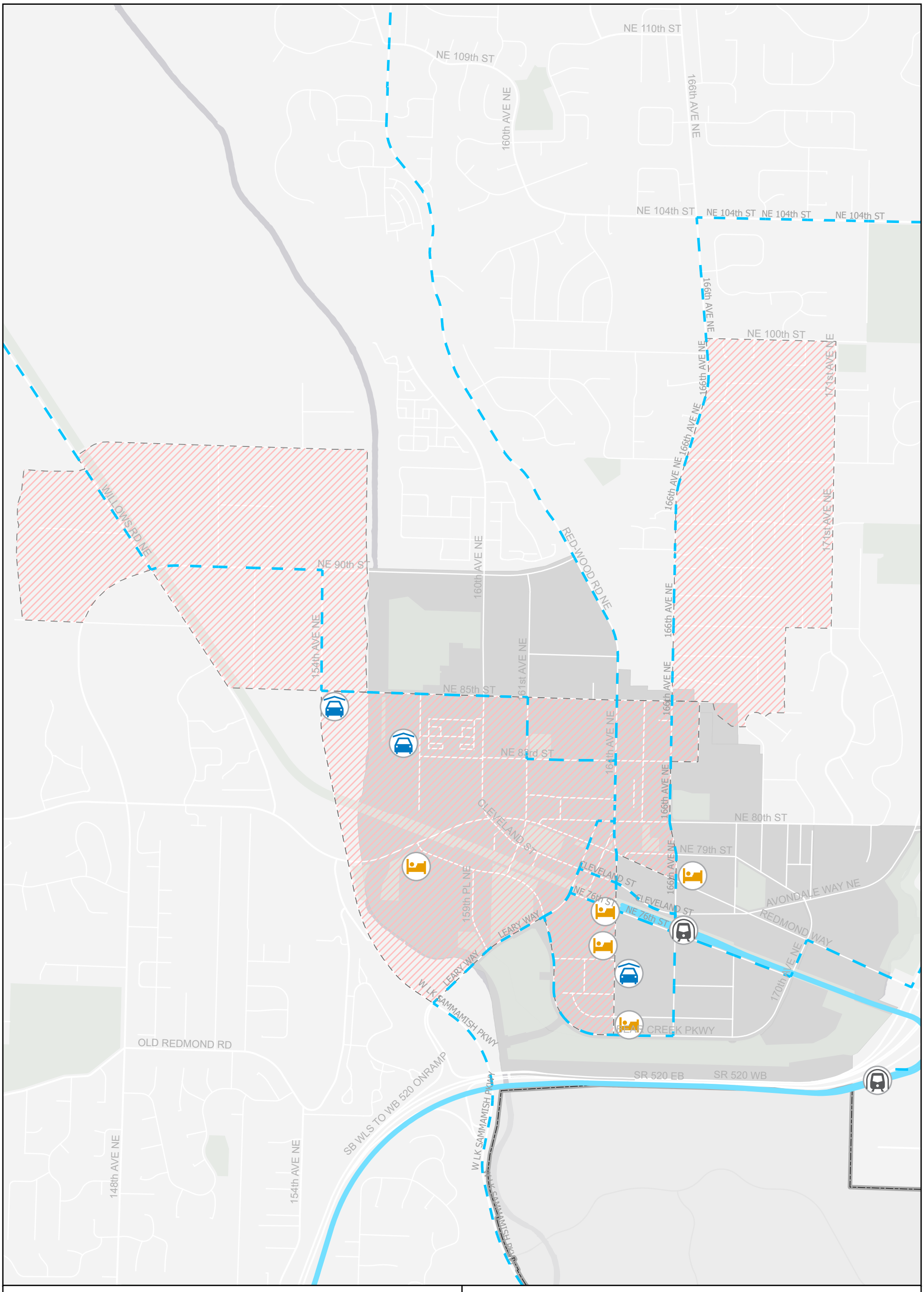
To append or attach a digitally signed notation indicating at least the date, time, and identity of the person appending or attaching the notation to a message, digital signature, or certificate; or
The notation thus appended or attached.

"Valid certificate" means a certificate that:

A licensed certification authority has issued;
The subscriber listed in it has accepted;
Has not been revoked or suspended; and
Has not expired.
However, a transactional certificate is a valid certificate only in relation to the digital signature incorporated in it by reference.

"Verify a digital signature" means, in relation to a given digital signature, message, and public key, to determine accurately that:

a. The digital signature was created by the private key corresponding to the public key; and
b. The message has not been altered since its digital signature was created.



New Shuttle Service Area

City of Redmond, Washington

Redmond
WASHINGTON

0 0.15 0.3
Miles

N

City Limit
Downtown
Park
On-Demand Shuttle
Hotel/Parking/LRT Station
Proposed Bus Line
Light Rail Line

Disclaimer: This map is created and maintained by GIS Services Group,Technology and Information Services, City of Redmond, Washington, for reference purposes only.

The City makes no guarantee as to the accuracy of the features shown on this map.

The following documents are other supporting documents for the Redmond Regional Mobility Grant Application. These include links for the Local Plans and Coordination section of the application, an in-depth explanation of our VMT/VT calculation methodology, and the full Redmond 2050 Transportation Element.

Local Plans and Coordination Links

Redmond 2050 Plan: 2024_01-10-Transportation-Element-Final-Draft---Att-A---Element-and-Appendices-PDF (redmond.gov)

Redmond Tourism Plan: Redmond-Tourism-Strategic-Plan-FINAL-DRAFT

Redmond Downtown Strategic Parking: 2020_0831-Redmond-Parking-Implementation-Plan-PDF

City of Redmond RMG Application VMT and VT Methodology and Data Memo

Background

Based on LEHD data (2021), 24650 residents or 68% of Redmond's population commute for work to outside of the City. Among these commuters, 25% of them are traveling to Seattle and 16% to Bellevue. For the rest 32% of residents are working inside the City limits, 77% of them working in Overlake. In 2022, only 6% of commuters in Redmond traveled by transit (American Community Survey, 2022). However, things are anticipated to change with the operation of the LRT and existing transit-related service.

Currently, the City of Redmond has two transit centers that provide Park & Ride (P&R) services, Redmond Transit Center (RTC) and Bear Creek P&R. Based on the 2023 Fall data from Metro, the utilization rate of the P&R services at Redmond Transit Center (RTC) is at 99% capacity, which means almost all of 373 parking spaces are filled up daily. As for the Bear Creek P&R, a half of the 147 total spaces are currently in use daily. The following table presents a summary of 2023 Fall daily ridership at stops near P&R services with route details.

Table 1. Fall 2023 daily ridership

Stop ID	Stop Name	Avg Daily Ons	Avg Daily Offs	Route
98750	RTC Bay 1	103	135	250
71951	NE 83 & 164	43	321	545
71954	RTC Bay 6	363	9	545
81755	Bear Creek P&R	397	362	250, 269, 545, 982

Based on the results of both P&R utilization rate and ridership, we already identify an intense need for regional transit trips by both residents in Redmond and those outside travelers from east King County (Sammamish, etc). With the operation of the new light rail service connecting Redmond to Bellevue and Seattle (in near future), we foresee considerable LRT ridership as well as an increasing demand for P&R services. However, it seems like the P&R service at RTC is the most convenient and only choice for the residents from the North of Redmond (e.g. Education Hill) or those from Woodinville and Kirkland. In addition, the north part of Redmond seems to have limited access to Downtown: the existing and proposed transit services operate at 30 minutes headway, even at peak hour. Thus, improving the connections for residents from both inside and outside of north Redmond is one of the City's highest priorities.

Table 2 presents the sum of potential VMT reduction for local and regional trips. It should be noted that We do not have enough information to make a reasonable assumption for Year 4, thus we add the same number to Year 1 in Year 4. However, we would anticipate this number to grow as the program expanding to more hotels and businesses within Redmond. The methodology details are presented in the following sections.

Table 2. The sum of potential VMT and VT reduction in our project

Type of trip	Description	Year 1 VMT(VT)	Year 4 VMT(VT)
Local	VMT reduction of local trips after introducing shuttle services to access downtown	41,184 (56,160)	92,664 (112,320)
Regional	VMT reduction of regional trips by Redmond commuters who work in Seattle or Bellevue	1,900,600 (155,889)	1,900,600 (155,889)

System area

As shown in Figure 1, we propose an on-demand service area that provide shuttle services to Downtown Redmond. The east part of the service area covers a high density of residential parcels and only one bus line operating at a 30-minute headway is available for access to Downtown. The western portion of the service area has a higher number of jobs of and workers commuting from outside of Redmond are anticipated to use the shuttle services after traveling by the LRT. Service area in Downtown includes several hotels as well as other businesses and parks that are not within a walkable distance to the Downton LRT station.

This project also proposes available parking spaces for P&R users at three facilities, including Redmond Town Center (1806 parking spaces), Opportunity Building (130 parking spaces), and Westpark (500 parking spaces). The following goals are a 20% utilization rate at the Opportunity Building and Westpark and a 10% utilization rate at Redmond Town Center for P&R services, which equals to 310 total parking spaces available for accessing either shuttle or LRT service.

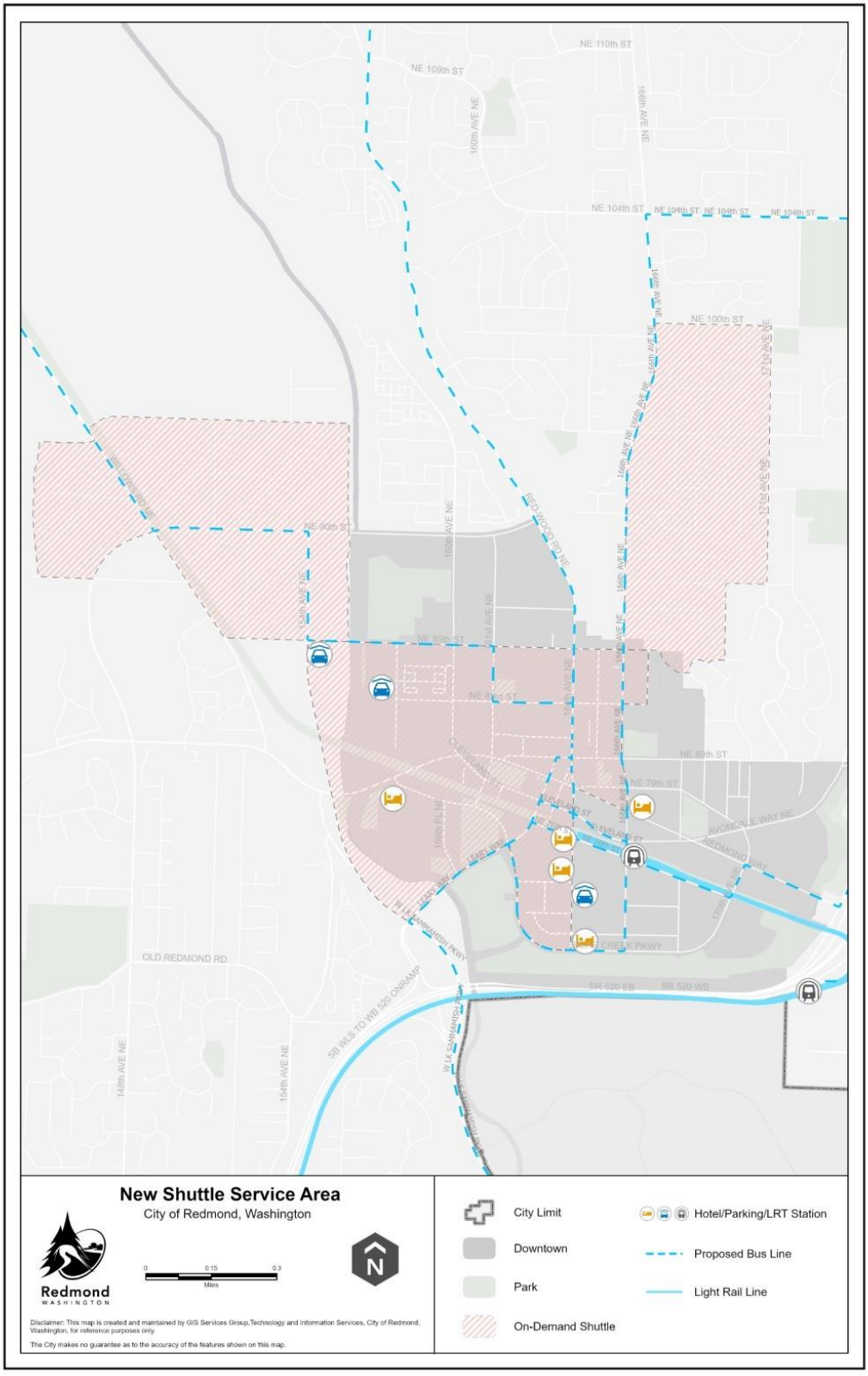


Figure 1. System map

VMT Estimation

As our project not only involves local trips but also regional transportation trips, we will discuss the VMT estimation case by case.

Local VMT estimation

Following the application instructions, we consider our project is a similar scenario to new bus service methodology example. Since on-demand services have different characteristics compared to the bus services (e.g. no fixed-route), we made reasonable adjustments to the methodology.

First, we choose the BellHop, an on-demand shuttle service, operating in the City of Bellevue, WA, as our comparable example. BellHop has been operating for 10 months and has served 73k passengers in total. We propose the same-sized vehicles as BellHop's, which has 5 seats available. According to BellHop data, the current utilization rate is at 30%.

Second, we assumed a 10-min headway for our on-demand service. In addition, our services operate 12- hours a day during the weekdays.

Third, instead of assuming the passengers will travel for a quarter of the fixed route, we use the average travel distance between the tracts that service areas that are within and the Downtown (Replica data, 2023 Fall). It should be noted that our service area falls into three different tracts (the smallest analysis unit from Replica data), thus we discuss the VMT estimation case by case.

Fourth, the route distance for new service is based on the center of service area in each tract to LRT using Google.

Table 3 presents the local VMT estimation for our service area.

Table 3. Local VMT estimation

On-Demand Service (East										
Year 1		**Capacity**	**Utilization Rate**	**Number of Passenger per trip**	**Net number of trips**	**Number of the trips per day**	**VT**	**Average distance passengers will travel**	**Route distance for new service**	**VMT**
		5	0.3	2	1	72	18,720	1.12	1	23,213
Year 4	**Growth Rate**			**Number of Passenger per trip**	**Net number of trips**		**VT**			**VMT**
	10%			3	2		37,440			44,179
On-Demand Service (West										
Year 1		**Capacity**	**Utilization Rate**	**Number of Passenger per trip**	**Net number of trips**	**Number of the trips per day**	**VT**	**Average distance passengers will travel**	**Route distance for new service**	**VMT**
		5	0.3	2	1	72	18,720	0.99	1.8	3,370
Year 4	**Growth Rate**			**Number of Passenger per trip**	**Net number of trips**		**VT**			**VMT**
	10%			3	2		37,440			21,902

On-Demand Service (Downtown										
		Capacity	Utilization Rate	Number of Passenger per trip	Net number of trips	Number of the trips per day	VT	Average distance passengers will travel	Route distance for new service	VMT
Year 1		5	0.3	2	1	72	18,720	0.64	0.5	**14,602**
	Growth Rate			Number of Passenger per trip	Net number of trips		VT			VMT
Year 4	10%			3	2		37,440			**26,582**
									Total	
									Year 1	**41,184**
									Year 4	**92,664**

In total, 41,184 VMT are saved after the first year of operation and 92,644 VMT are saved in Year 4.

Regional VMT estimation

Currently, we do not have any regional travel data as well as LRT user data. It is hard to make assumptions on what percentage of commuters that are traveling by automobile before will use LRT instead. Thus, we follow the assumptions for local VMT estimation and discuss different scenarios based on available information.

1. Assume the LRT users from Woodinville and use LRT to Seattle

In this case, we assume passengers will use parking facilities at Redmond Town Center, which equals to 6.9 miles per one-way trip per person. If this commuter drove directly to Seattle, it would take 21-miles per one-way trip, per person on average. For a single working day, the user of LRT saves 28.2 VMT per person with the P&R service this project provides, which equals to 7,332 VMT per year, per person.

2. Assume the LRT users from North Redmond and use LRT to Bellevue

In this case, we assume passengers will use parking facilities at Westpark (3.3 miles per trip per person) and take a shuttle to the LRT station (1.3/2=0.65 miles per trip, per person since normally two people are onboard), which equals to 3.95 miles per one-way trip per person. If this commuter drove directly to Bellevue, it would account for 12-miles per one-way trip, per person on average. For a single working day, the use for LRT and shuttle services saves 16.1 VMT per person, which equals to 4,186 VMT per year, per person.

3. Assume 3% of commuters whose workplaces are in Seattle use LRT for commute

Based on LEHD data (2021), 3% of the Redmond-Seattle commuters are 220. In this case, we use the average trip distance from all other tracts in Redmond to Downtown Redmond, 1.21 miles (Replica, 2023 Fall), as the travel distance for the Redmond residents accessing shuttle services. It takes 0.55 miles on average for each trip accessing LRT per person. If they drive directly to Seattle, it will take 16 miles per one-way trip, per person on average. For a single working day, the user of the LRT and shuttle services save 28.5 VMT per person, equal to 1,630,200 per year for all 220 commuters.

4. Assume 5% of commuters whose workplaces are in Bellevue use LRT for commute

Based on LEHD data (2021), 5% of the Redmond-Bellevue commuters are 80. In this case, we assume the residents from North of Redmond are more likely to use LRT services. Similar to Case 3, we use the average trip distance from tracts North of Redmond to Downtown Redmond, 1.42 miles, as the travel distance for the Redmond residents accessing shuttle services. It takes 0.55 miles on average for each trip accessing LRT per person. If they drove directly to Seattle, it would be 8.5 miles per one-way trip per person on average. For a single working day, the user of LRT and shuttle services saves 13 VMT per person, which equals to 270,400 per year for all 80 commuters.

Table 4 presents a summary of different scenarios for regional trips. It should be noted that we do not have enough data to make assumptions on future ridership of LRT. Thus, we only present how VMT estimates after the first year of operation of the shuttle service.

Table 4. Summary of different scenarios for regional trips

Origin	Destination	P&R service location	Travel distance use shuttle/P&R service	Travel distance by automobile	VMT per year per person	VMT per year	VT 1
Woodinville	Seattle	Redmond Town Center	6.9	21	7,332		520
North Redmond	Bellevue	Westpark	3.95	12	4,186		520
Redmond	Seattle	-	1.76	16	7,410	1,630,200 for 220 commuters	114480
Redmond	Bellevue	-	1.97	8.5	3380	270,400 for 80 commuters	41409

Note1. VT is estimated based on VMT/(total distance by automobile-travel distance use shuttle and P&R services). We do not consider the local VT in the regional trips' calculation.

In summary, both P&R services and shuttle services play critical roles in both local and regional trip VMT reductions.

Attached here is the City of Redmond Comprehensive Plan Transportation Element. This is a final draft that has not yet been adopted by City Council but will be in the near future. Page 9 of the Transportation Element highlights the policies that demonstrates the Redmond Regional Mobility Grant application program's compliance with established goals and policies within the city.

Transportation

Vision Statement

In 2050, most Redmond community members live, work, or play, within a short distance of frequent transit or have convenient access to comfortable and connected pedestrian and bicycle networks, enabling affordable and sustainable mobility for many trips.

In 2050, Redmond's transportation system is resilient, and this resiliency is often experienced by what *doesn't* happen. Deployment of traveler information and advanced technology has improved overall system efficiency and made it easier to recover from localized disruptions like collisions or flooding. Completion of accessible and active transportation networks allows travelers to avoid vehicle congestion. Using diverse funding streams has enabled the City to stay on track with investments that improve resiliency.

In 2050, Redmond's transportation system is equitable and inclusive. The City has consistently invested in infrastructure and programs that benefit the entire community, especially those who cannot or choose not to drive. A child walks with a friend and grandparent to soccer practice. The teenager with a summer job takes the bus to work in Downtown and to hang out with friends in the evening. The resident who uses a wheelchair when patronizing local businesses in Marymoor Village can count on clear sidewalks and curb ramps. Students in Overlake ride bikes to school using a network of comfortable, safe, and convenient bicycle facilities.

In 2050, Redmond's transportation system is sustainable. Focusing growth around light rail and frequent transit enables more people to enjoy low-carbon mobility. The adoption of zero-emission vehicles and supporting infrastructure has helped Redmond achieve its greenhouse gas reduction goals for transportation. Redmond's infrastructure is efficiently operated and maintained. The City funds maintenance, preservation, repair, and replacement of assets to minimize life-cycle costs and support sustainability goals. Redmond's focus on accessible and active transportation systems has resulted in an integrated system that allows more people to thrive.

Comprehensive Plan Guiding Principles

The following policies in this element support the Redmond 2050 guiding principles of equity and inclusion, resiliency, and sustainability.

Equity and Inclusion	Resiliency	Sustainability
• TR-6.7 thru TR-9 • TR-11, TR-12 • TR-14, TR-16 • TR-21 • TR-29, TR-31 • TR-47	• TR-4 thru TR-6 • TR-22 • TR-26 • TR-33 • TR-38 • TR-43 • TR-47	• TR-4 • TR-9 • TR-10 thru TR-12 • TR-14 thru TR-17 • TR-21 thru TR-22 • TR-27 thru TR-28 • TR-29 thru TR-31 • TR-32 thru TR-35 • TR-38 • TR-39 thru TR-40 • TR-42 thru TR-44 • TR-47

Existing Conditions

Background

Mobility is foundational to opportunity and quality of life. The Transportation Element describes how Redmond will develop and maintain its transportation system to provide mobility for people, goods, and services in a way that advances equity and inclusion, resiliency, and sustainability. The policies in the Transportation Element provide the framework for the Transportation Master Plan and for transportation-related development regulations. The Transportation Master Plan guides Redmond's transportation investments and activities, while transportation-related development regulations implement policy through new development.

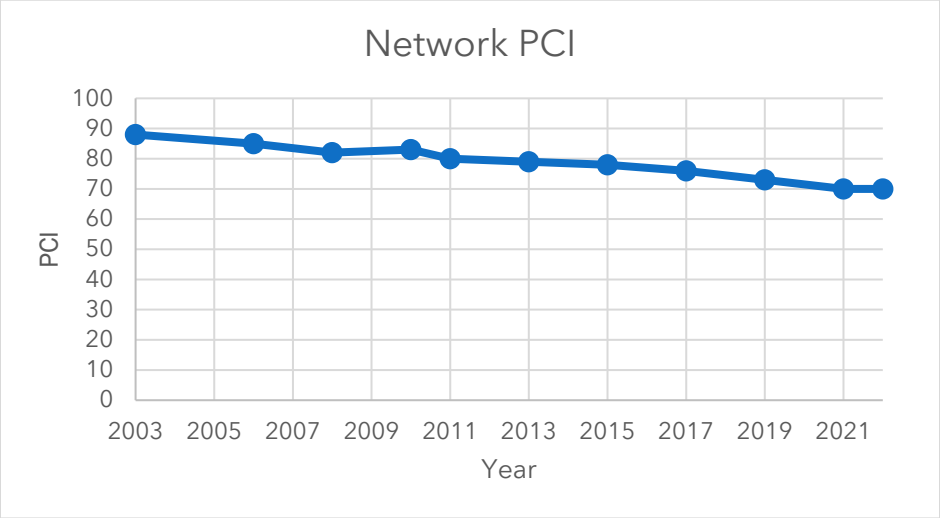
The same growth assumptions contained in Table LU-1 in the Land Use Element were used for the Transportation Element. Neighboring cities are assumed to develop in a pattern consistent with VISION 2050 and King County Countywide Planning Policies. Land use and transportation forecasts for these surrounding areas were developed by the Puget Sound Regional Council and are integrated into the assumptions underlying Transportation Element policies.

Current Conditions

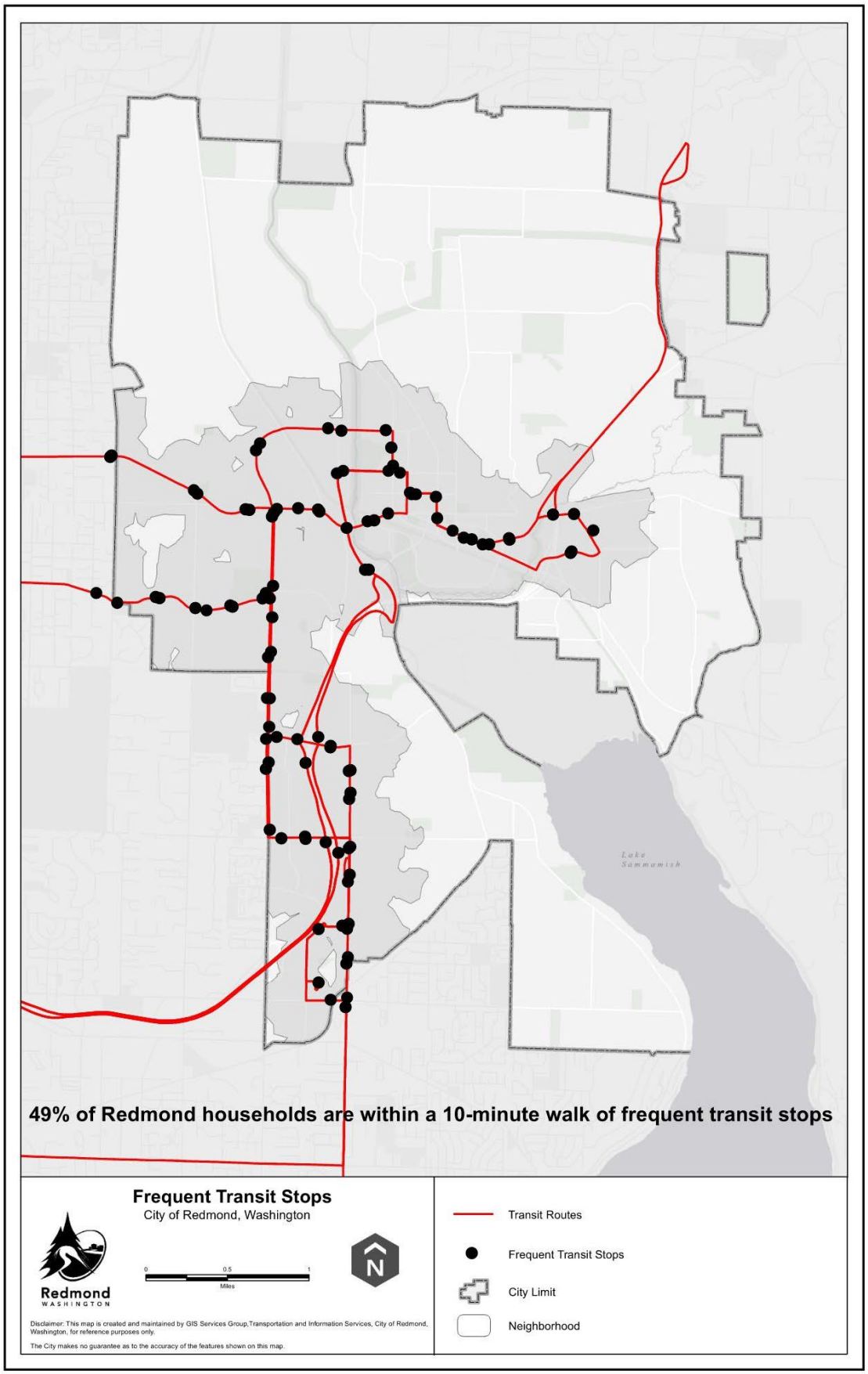
Redmond's Transportation System

Note: section has been partially updated with 2023 data. Additional graphics are expected to be available in summer 2024.

As of 2023, Redmond's street system comprises 197 centerline miles of streets ranging from the SR 520 freeway that supports regional mobility to local streets that provide property access. Redmond's pavement condition is worsening as infrastructure ages. The performance target for pavement management is an average pavement condition index (PCI) score above 70, out of a possible 100. The current average score is 70, down from 75 in 2013. The average for arterials is in the low 60's.

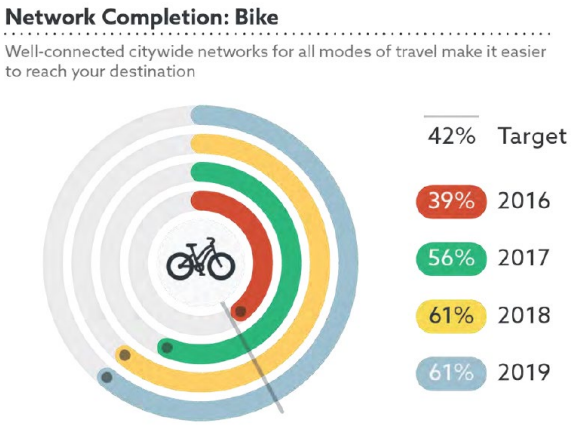


King County Metro Transit and Sound Transit operate public transit service in Redmond. Together they operate 14 bus routes, including five that operate no less frequently than every 15 minutes. These services put about half of Redmond households within a half-mile of frequent transit.

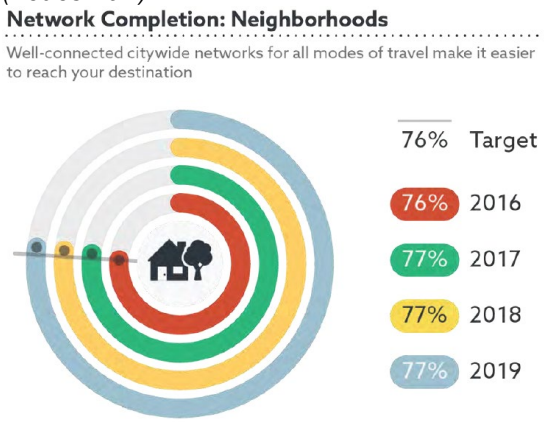

49% of Redmond households are within a 10-minute walk of frequent transit stops
Frequent Transit Stops
City of Redmond, Washington
Redmond
WASHINGTON
0
0.5
1
Miles
N
Disclaimer: This map is created and maintained by GIS Services Group, Transportation and Information Services, City of Redmond, Washington, for reference purposes only.
The City makes no guarantee as to the accuracy of the features shown on this map.
Transit Routes
Frequent Transit Stops
City Limit
Neighborhood
Lake Sammamish

Redmond's pedestrian system comprises 249 miles of sidewalks and paved trails. Of this, 226 miles are sidewalks. Redmond owns about 5,000 curb ramps on these sidewalks. While ramps were generally ADA compliant when constructed, approximately 80 percent are not compliant with current ADA standards, including locations where there should be a ramp but there is not a ramp.

Redmond's bicycle system comprises 76 miles of bicycle facilities, including bicycle lanes (56 miles), shared lanes (1.6 miles), and shared paths (14.2 miles) that are also counted as part of the pedestrian system.



(Pedestrian)



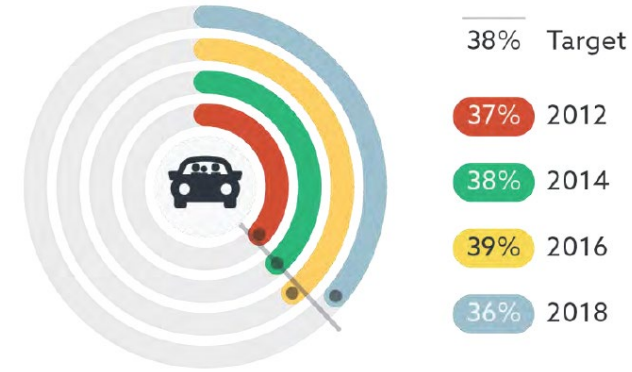
Redmond maintains a 36-mile two-tier freight route system that includes "primary truck streets," "truck access streets," and the SR 520 freeway. Primary truck streets accommodate through truck traffic in Redmond. They are arterials that directly connect with regional roadways like SR 520 or that currently have high volumes of trucks and are predicted to have high volumes of trucks in the future. Truck access streets connect the major industrial and commercial area in the Southeast Redmond neighborhood with primary truck streets.

More detail about Redmond's transportation system can be found in the Transportation Master Plan.

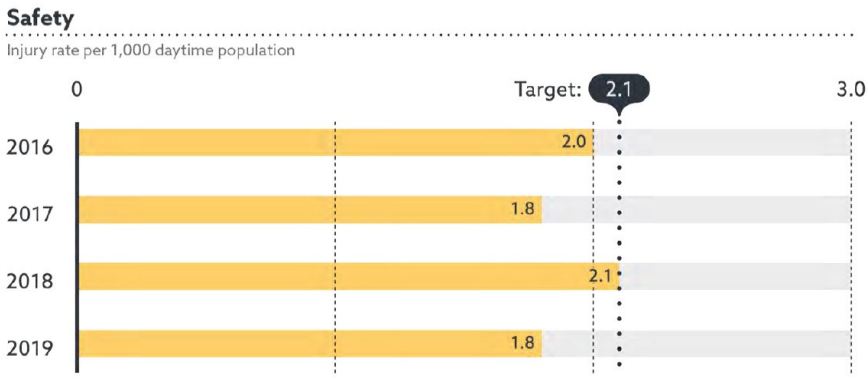
Other Selected Performance Measures

Concurrency

Mode Share



Safety



Policies

The policies below describe essential characteristics of Redmond's transportation system. The system must support the land use vision, it must be safe, and it must be flexible as conditions change.

FW-TR-1 Plan, design, build, operate, and maintain a safe transportation system that advances an equitable, inclusive, sustainable, and resilient community by providing for the mobility and access needs of all.

TR-1 Ensure that all components of the transportation system serve to achieve the preferred land use pattern contained in the Land Use Element.

TR-2 Develop a Vision Zero Action Plan that incorporates a whole-City and whole-community approach to achieving zero deaths and serious injuries.

TR-3 Maintain flexibility in the face of technological innovation, changes in mobility patterns, natural disasters, and other sources of uncertainty and disruption.

TR-3.5 Require consistency with the Parks, Arts, Recreation, Conservation, and Culture (PARCC) Plan and all modal plans in the Transportation Master Plan (TMP) in the review of development applications.

Maintain Transportation Infrastructure

Redmond's transportation infrastructure is aging, highlighting the importance of maintenance and lifecycle planning. The City must proactively assess, plan and budget maintenance and repair needs so that infrastructure can be maintained at or returned to acceptable condition.

In addition to existing facilities, Redmond is also building new types of facilities to achieve its vision, that have new and different maintenance requirements. As new facility types are constructed, the City must plan and account for their maintenance needs and costs so that they can be kept in good repair.

FW-TR-2 Maintain the transportation system in a state of good repair for all users.

TR-4 Design and build a transportation system that can be efficiently operated and maintained.

TR-4.5 Identify level-of-service standards for transportation infrastructure and fund maintenance, repair, and replacement costs to meet them. Proactively manage and maintain transportation assets in a way that minimizes lifecycle costs and results in replacement or renovation in advance of need.

TR-5 Maximize the safety benefits of transportation system maintenance.

TR-6 Design and build a resilient transportation system. Develop and update incident and disaster prevention and recovery strategies and coordinate them with local and regional partners.

TR-6.5 Manage public right-of-way to maintain multimodal mobility while recognizing the need for occasional closures for maintenance, construction or special events. Discourage interruptions to comfortable and convenient walking, bicycling, and transit use.

Improve Travel Choices and Mobility

Transportation systems exist to provide mobility for people, goods, and services. Advancing equity and inclusion, sustainability, and resiliency requires redoubling our efforts to improve mobility for those who get around primarily without a personal vehicle. To that end, this section of the Transportation Element contains policies for the different transportation modes that provide mobility, such as walking, bicycling, and riding transit. It also includes policies for roadways, recognizing that automobiles remain an important way of providing mobility. The policies in this section are implemented through projects and programs that are described in the Transportation Master Plan, as well as through standards and regulations in the Redmond Zoning Code.

FW-TR-3 Complete the accessible and active transportation, transit, freight, and street networks identified in the Transportation Master Plan in support of an integrated and connected transportation system.

Equity in Mobility

VISION 2050 describes an equitable transportation system as one that is effective, affordable, and provides access to opportunity especially for those who do not drive (see box). Those who do not drive are disproportionately people with low incomes, people of color, people with disabilities, and both the young and elderly. Though incorporated in 1912, Redmond was developed mainly as a car-oriented post-World War II suburb, solidifying dependence on private vehicles for most mobility. Thus, advancing equity means investing in travel modes that improve mobility for those who do not drive.

> *An equitable transportation system supports broad mobility and connectivity, prioritizes an effective and affordable public transportation network that supports transit-dependent communities, and provides access to core services and amenities, including employment, education, and health and social services. It includes providing access to transportation choices for all, ensuring that travel times to key destinations are reasonable for all people, and requires assessing how the region can better connect places that have low access to opportunity to places that have more opportunity. (VISION 2050)*

Black, Indigenous, and People of Color have been disproportionately harmed by decisions made about the transportation system. Across the United States, BIPOC neighborhoods have been disproportionately negatively affected by transportation infrastructure siting decisions, such as where interstate highways were built. BIPOC communities are also disproportionately impacted by pollution from transportation activities since those communities were historically excluded from locating in neighborhoods less affected by such pollution. To advance equity and inclusion, Redmond must especially consider the impacts of transportation decisions on communities who have been disproportionately harmed by past decisions.

TR-6.7 Implement transportation programs, projects, and services that support the independent mobility of those who cannot or choose not to drive.

TR-6.9 Use signage and other wayfinding techniques that meet regulatory requirements while reaching those with limited English proficiency or limited sight, especially near transit stations and stops.

TR-7 Implement transportation programs, projects, and services that prevent and mitigate the displacement of communities that have been disproportionately harmed by past transportation siting decisions, as well as those at high risk of displacement.

TR-8 Develop a transportation system that minimizes negative health and environmental impacts to all, especially those who have been disproportionately affected by past transportation decisions.

TR-9 Prioritize transportation investments that reduce household transportation costs, such as investments in transit, bicycle and pedestrian system access, capacity, and safety.

Accessible and Active Transportation

People who cannot or prefer not to drive should have comfortable and efficient transportation choices. Roadway, sidewalks, trails, designated bicycle areas, and other areas of public circulation should be designed to provide the highest level of safety for the protection of human life and to ensure that there are transportation choices for people of all ages and abilities. An integrated, safety-oriented, accessible and active transportation system advances equity and inclusion, sustainability, and resiliency. It increases independent mobility, reduces reliance on single-occupant vehicles, provides convenient access to schools, centers, transit, parks, and other recreation areas, and encourages regular physical activity to enhance health and wellness.

TR-10 Adopt and implement an Active Transportation Plan and ADA Transition Plan as part of the Transportation Master Plan that results in connected neighborhoods with safe, comfortable, and convenient access to opportunity in Redmond and the region.

TR-11 Prioritize the comfort, safety, and convenience of people using pedestrian and bicycle facilities over other users of the transportation system. Establish standards for bicycle and pedestrian facilities to attract users of all ages and abilities. Prioritize improvements that address safety concerns, connect to centers or transit, create safe routes to school, and improve independent mobility for those who rely disproportionately on the pedestrian and bicycle network.

TR-12 Ensure that all sidewalks and curb ramps are accessible to all people, including those with disabilities.

Transit: Organize Around Light Rail

Transit plays a critical key role in providing local and regional mobility. King County Metro and Sound Transit operate public transit service in Redmond. Locally, transit connects homes, jobs, goods, and services in and around Redmond. Regionally, VISION 2050 and the King County Countywide Planning Policies call for channeling growth into regional growth centers and linking of these centers with light rail and other forms of transit. Redmond's Comprehensive Plan designates centers in Downtown, Overlake, and Marymoor Village that warrant investment in light rail transit to provide both local and regional connections.

TR-14 Adopt and implement a Transit System Plan in the Transportation Master Plan that connects people to homes, education, jobs, goods and services, and other opportunities in Redmond and the region, especially those who lack affordable mobility options.

TR-15 Implement transit to connect people in all Redmond neighborhoods to centers, light rail, and other neighborhoods, considering a full suite of transit options appropriate to the land use context.

TR-16 Use transit to support equitable, inclusive, sustainable, and resilient transit-oriented communities, especially in Downtown, Overlake, and Marymoor Village.

TR-17 Integrate transit facilities and services and non-motorized infrastructure with public spaces and private developments to create safe and inviting waiting and transfer environments. Consider opportunities for public arts and culture amenities in these areas.

Streets

Redmond's streets collectively serve all modes of travel including passenger vehicles, trucks, transit, bicycles, and pedestrians. To accomplish that, the policies below call for classifying streets by function, establishing design standards for streets, and ensuring that Redmond's streets are "complete streets".

Streets also impact the character of a place. Wide streets with fast moving traffic are loud, contain higher levels of pollutants, and are generally inhospitable to people. Narrow streets with slower-moving vehicle traffic and comfortable places to walk and bike contribute to public health, social wellbeing, and the appeal of a place. Implementing finer street grids, especially in Redmond's centers, offers opportunities for individual streets to be built with fewer – or no – vehicle lanes. This is because there are more choices for turning and access.

TR-18 Adopt and implement a Street Plan in the Transportation Master Plan that results in multimodal access and connectivity in Redmond and the region. Require that all streets be complete streets, built to accommodate travel modes as defined in the Transportation Master Plan, and be no wider than necessary.

TR-19 Maintain a street classification system in the Street Plan that is designed to move people by a variety of modes and support Redmond's preferred land use pattern. Classify streets according to function so that system capacity may be properly allocated by mode and planned street improvements will be consistent with those functions.

TR-20 Establish and implement standards in the Transportation Master Plan for the design, construction, and operation of streets. Ensure that the standards address modal plans; context-sensitive design; environmental protection; property access; continuity of the street pattern; block size; access management; curb lane use; utilities placement; parking for cars, bicycles, buses, and other vehicles; and the comfort and safety of all users.

TR-22 Use advanced technology to improve system efficiency, disseminate traveler information, and improve data collection for system management.

TR-23 Maintain a traffic control program based on the fundamentals of education, enforcement and engineering for evaluating and responding to traffic safety and operational concerns. Maintain standards for maximum desirable traffic speeds and volumes. Apply a hierarchy of traffic control responses based on the severity of the traffic problem.

Enhancing Freight and Service Delivery

The movement of goods and services is a critical component of Redmond's transportation system. Southeast Redmond is an Eastside freight hub, where long-haul trucks arrive with goods that are then sent to destinations across the Eastside in smaller vehicles. Meanwhile, small businesses and customers throughout Redmond depend on the reliable movement of goods and services to thrive. Between long-haul arrivals and short-haul deliveries, Redmond's entire street system is used in the movement of goods and services. Between 2017 and 2050, the Puget Sound Regional Council forecasts that freight transported within Washington state will increase by more than 40%, and that imports and exports will grow by more than 50%.

TR-25 Adopt and implement a Freight Plan in the Transportation Master Plan that results in the safe and efficient movement of goods and services to, from and within Redmond. Consider the needs of freight operators, businesses, residents, and consumers.

TR-26 Monitor freight and service delivery patterns and adjust transportation system operations if warranted.

Transportation Demand Management

Transportation Demand Management (TDM) encompasses the range of actions and strategies that offer alternatives to driving alone. TDM focuses on more effectively using existing and planned transportation capacity, helps accommodate growth consistent with land use objectives, and serves to better meet mobility needs.

TR-27 Use TDM techniques to achieve efficient use of transportation infrastructure, increase person-carrying capacity, reduce air pollution, and accommodate and facilitate future growth.

TR-28 Establish TDM program requirements in the Transportation Master Plan that address Commute Trip Reduction Act requirements, support City mode split goals, address participation in transportation management associations, address mitigation funding from developments requiring TDM, and incorporate TDM support for non-commute/non-employer-based sites such as schools. Establish proactive methods for the City to enforce TDM program requirements.

Parking

Research has demonstrated that actively managing parking supply, such as through time limits and pricing, influences travel behavior and enhances the market for transit and other mobility options. Required minimum parking leads to underused parking lots with negative financial and environmental impacts. Excessive parking is also contrary to goals such as maximizing transit-oriented development opportunities and developing complete neighborhoods.

TR-29 Adopt and implement a Parking Plan in the Transportation Master Plan that supports the development of equitable, inclusive, sustainable, and resilient transit-oriented communities. Include communication in the implementation of the plan. Consider the needs of older adults, families with small children, and people with disabilities in the design of parking.

TR-30 Implement comprehensive parking management programs that at a minimum address underutilized parking, shared parking, transit access parking, wayfinding, and localized parking imbalances. Manage parking demand using strategies like time limits and pricing.

TR-31 Establish off-street parking requirements that prioritize space for people, housing, jobs, services, recreation, amenities, and environmental sustainability. Reduce or eliminate minimum required parking regulations near high-frequency transit, in centers, for middle housing, and near neighborhood-based businesses. Maintain a process and decision criteria to allow the granting of parking ratios above or below required ratios.

Environmental Sustainability

In 2017, the transportation sector accounted for 26% of the Redmond community's greenhouse gas emissions. This includes emissions from all vehicles when operating in Redmond. Transportation was the second-largest contributor to greenhouse gas emissions after commercial electricity (42%). Vehicles that burn fossil fuels contribute to air pollution by emitting particulates, carbon monoxide, and nitrogen oxides. Nitrogen dioxide reacts with oxygen to produce ozone. These emissions degrade the air and harm human health.

Oil, chemicals, and metals from vehicles pollute surface water. In 2021, 70% of Redmond's streets did not have basic water quality treatment and so pollutants flow into local waterways, harming fish and wildlife. In parts of Downtown and Southeast Redmond, under which an aquifer supplying about 40% of Redmond's drinking water lies, water from pollution-generating surfaces like streets cannot be infiltrated into the ground because doing so would pollute the groundwater. The more pollution-generating impervious surfaces exist above the aquifer, the less rainfall can be infiltrated into the aquifer. Pedestrian and bicycle paths that drain separate from roadways are considered clean and stormwater from these surfaces can be safely infiltrated.

FW-TR-4 Plan, design, build, operate, and maintain a transportation system that supports the City's sustainability principles.

TR-32 Implement transportation programs, projects, and services to achieve a 71 percent reduction in greenhouse gas emissions from the transportation sector from 2011 to 2050.

TR-33 Account for fleet electrification in the design of the transportation system to encourage a shift to more efficient and zero emission vehicles.

TR-34 Implement transportation programs, projects, and services to meet air quality standards established in state and federal clean air laws, including the Commute Trip Reduction Law (RCW 70.94.521), and requirements of Chapter 173-420 Washington Administrative Code (WAC): "Conformity of Transportation Activities to Air Quality Implementation Plans."

TR-35 Improve surface and groundwater quality by reducing stormwater runoff, minimizing impervious surface area from transportation facilities, providing water quality treatment for transportation facilities, and removing fish barriers.

Regional Transportation

A significant amount of travel that occurs in Redmond is regional in nature. Trips that are made through Redmond have their origin, destination, or both, outside city limits. Working with partners in the region, the City can significantly influence regional travel and the impacts of local travel within Redmond and between Redmond and neighboring communities.

FW-TR-5 Influence regional transportation decisions and leverage regional transportation investments in support of Redmond's transportation policy objectives.

TR-36 Work with state, regional, and local partners to advance an equitable and sustainable transportation system, including mutual priorities such as increasing transit access and service, improving system resiliency, implementing state highway corridor plans, connecting the region to national and world markets, and managing and mitigating cross-jurisdictional impacts of growth.

TR-37 Participate in regional forums like the Eastside Transportation Partnership, Sound Cities Association, and the Puget Sound Regional Council to implement transportation plans and policies that affect Redmond, the Eastside, and the region.

TR-38 Work with WSDOT and other stakeholders to ensure that SR 520 operates efficiently and that future improvements to SR 520:

- Support the operation of city arterials for all modes
- Ensure efficient bus and carpool operations with dedicated HOV lanes that conveniently connect with transit hubs
- Maximizes use of existing corridor through innovative treatments such as bus only shoulder lanes and variable speed zones; and
- Avoid new and reduce existing adverse impacts from noise, light, and motor vehicle pollution associated with such projects.

Concurrency and Level of Service

Transportation concurrency and level-of-service (LOS) standards are requirements of the Washington State Growth Management Act (GMA). The City is required to ensure that transportation programs, projects and services needed to serve growth are in place either when growth occurs or within six years. Regulations implementing concurrency and LOS standards are contained in the Redmond Zoning Code. The City's policies on transportation concurrency and level of

service seek to promote Redmond's land use and community character goals, expand travel choices, and ensure efficiency and accountability in managing the transportation system.

TR-39 Use a multimodal "Plan-Based" approach for Redmond's transportation concurrency management system that:

- Funds transportation programs, projects, and services in proportion to the needs of the city and the pace of growth; and
- Encourages development that can be supported by active transportation and transit.

TR-40 Adopt and implement a citywide multimodal level-of-service standard: If land use growth and development of the city's transportation system are proportionate, work in parallel, and are consistent with the Comprehensive Plan, all concurrency management requirements are considered met.

TR-41 Take one or more of the following actions if the City is unable to fund the programs, projects and services identified in the Transportation Facilities Plan portion of the Transportation Master Plan (not in priority order):

- Delay development until such time that programs, facilities or services can be funded;
- Amend the City's Comprehensive Plan to reduce the travel demand placed on the transportation system; or
- Obtain needed revenue or revise the Transportation Facilities Plan to reflect known financial resources.

As a last choice, change the transportation level of service standard.

Transportation Revenue

The Transportation Facilities Plan (TFP) is the part of the Transportation Master Plan (TMP) that describes the transportation investments that the City will make between 2022 and 2050 to support growth. The TFP financial program contains details of transportation revenue sources that the City can reasonably expect to receive during the life of the TFP. Revenue sources contained in the financial program vary widely in terms of the amounts available and the types of projects for which they may be used. In most cases, individual transportation projects are funded by a combination of funding sources, reflecting the fact that transportation projects have multiple purposes and serve multiple beneficiaries.

TR-42 Develop and maintain a detailed revenue forecast that funds the ongoing maintenance, operation, and delivery of the transportation system at an adequate level of service.

TR-43 Consider a broad spectrum of revenue sources, including but not limited to general fund contributions, impact fees, local improvement districts, transportation benefit districts, street maintenance utility, grants, right-of-way lease fees, developer and other contributions, business taxes, and debt financing.

TR-44 Ensure that new development contributes its fair share of the cost of transportation facilities, programs and services needed to mitigate growth-related transportation impacts.

Transportation Master Plan

The primary purpose of the transportation system is to support the City's goals, vision and policies and to shape the form of urban development in Redmond. To further that purpose, the Transportation Master Plan (TMP) is a functional plan that implements Transportation Element policies through programs, projects and services.

TR-45 Adopt, implement, and regularly update the Transportation Master Plan as the guide for implementing and funding all transportation programs, projects and services. Include all components required by the Growth Management Act that are not included in the Transportation Element.

TR-46 Include a long-range, funding-constrained Transportation Facilities Plan (TFP) in the TMP that identifies programs, projects, and services to be funded over the life of the TFP.

TR-47 Ensure that all transportation planning and investment decisions:

- Support the preferred land use pattern contained in the Land Use Element
- Advance equity and inclusion, sustainability, resiliency, and safety
- Advance the strategies of organizing around light rail, maintaining transportation infrastructure, improving travel choices and mobility, and enhancing freight and service mobility; and
- Leverage funding

TR-48 Establish and report on targets and performance measures to assess progress toward transportation policy objectives, including:

- Traffic safety
- Mode split,
- Infrastructure condition
- Proactive maintenance and operations,
- Carbon emissions,
- TFP project and program delivery,
- Concurrency, and
- Other specific targets and measures identified in the Transportation Master Plan.

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Appendix A: Inventory of Transportation Facilities and Services

Appendix B: Multimodal Level-of-Service Standards

Appendix C: Estimated Multimodal Level-of-Service Impacts to State-Owned Facilities

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Appendix E: Impacts to Neighboring Jurisdictions

Appendix F: Demand Management Strategies

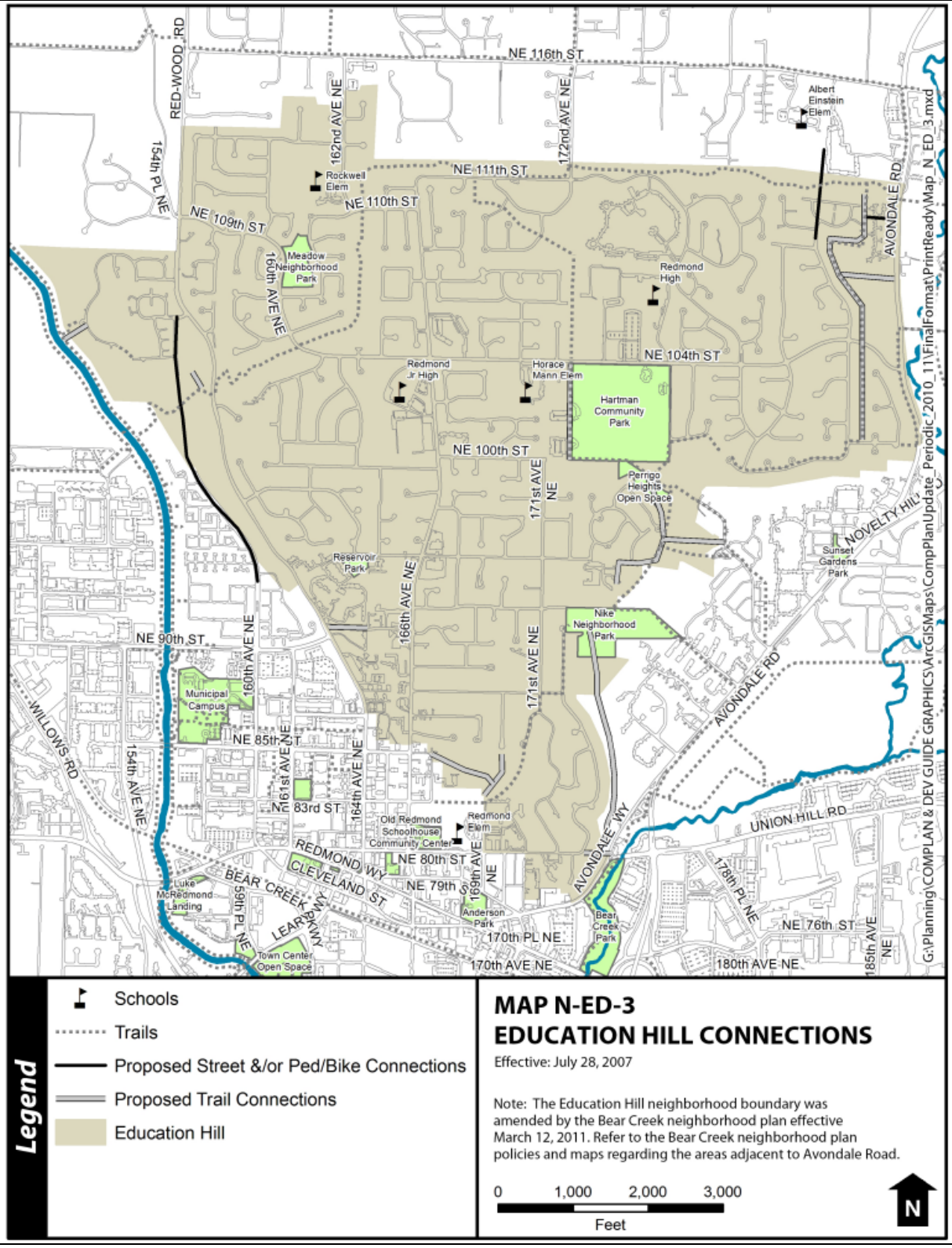
Appendix G: Transportation Facilities Plan with Financing Plan (System Needs)

Appendix H: Active Transportation Networks

Transportation Policies in Neighborhoods Element

Only policies where a change is proposed (revision, addition, deletion) are shown.

#	Text
Neighborhoods	
Bear Creek	
N-BC-31 (delete)	~~Complete the bike facilities along Avondale Road and Avondale Way. Connect these facilities to the local and regional trail networks.~~
N-BC-34 (delete)	~~Evaluate strategies in future Avondale corridor planning efforts that would:~~ ~~• Improve safety for students walking and riding the bus to school,~~ ~~• Work to improve traffic flow by partnering with the school district and other transit agencies to evaluate and encourage alternatives to in-lane stops, and,~~ ~~• Manage speeds to posted limits.~~
Education Hill	
N-EH Table 1: Street, Trail and Sidewalk Connections (revise)	~~Streets:~~
	~~1. Extension of 160th Avenue NE to connect with Redmond-Woodinville Road at approximately NE 106th Street~~
	Trail Connections (In addition to those already shown on ~~PRO~~ PARCC Plan):
	~~1. Avondale Estates/Tyler's Creek: trail connection north to Redmond/Puget Sound Energy Trail~~
	2. East Valley Heights/Valley View Trail: maintain existing and construct "missing link" and provide safe pedestrian crossing of NE 104th Street at 183rd Avenue NE to enhance trail connection to south
	3. Provide west/east access from Valley View Trail to Avondale Road NE (approximately NE 108th Street)
	~~4. Perrigo Heights, north/south link, to encourage ultimate connection to north side of Nike Park~~
	~~5. Trail from Rainsong Condominiums (PRD) down slope to Redmond-Woodinville Road, provide connection to Downtown and Bella Bottega at NE 90th Street~~
	~~6. Shaughnessy Heights trail connections:~~ ~~a. East/west from NE 85th Street, down through western ravine~~ ~~b. North to 169th Place NE~~
	~~7. Hartman Park Connection to NE 100th Street to west and south~~
	~~8. Extension of NE 80th Street east down slope to Avondale Road NE~~
	~~9. Redmond/Puget Sound Energy Trail Enhancements at SR 202, NE 104th Street, NE 110th Street and 172nd Avenue NE~~
	~~10. Redmond 74/Mondavio: trail linkages from project to Redmond/Puget Sound Energy Trail~~
	11. Trail from Nike Park south along ridge line (east of 172nd Avenue NE) to NE 80th Street
	Sidewalk Connections:
	1. South Education Hill: a. NE 89th Street: 166th to 168th Avenue NE b. NE 88th Street: 166th to 172nd Avenue NE c. NE 87th Street: 166th to 169th Court NE d. 172nd Avenue NE: NE 88th Street to Nike Park ~~e. 172nd Avenue NE: NE 100th to NE 104th Street~~

	~~2. Redmond-Woodinville Road: completed connections from NE 90th Street, north to city limits~~
	Safe Crossing Improvements:
	~~1. Provide safe crossing improvements to NE 111th Street when warranted~~
Map N-EH-3 (revise to be consistent with Table N-EH-1)	

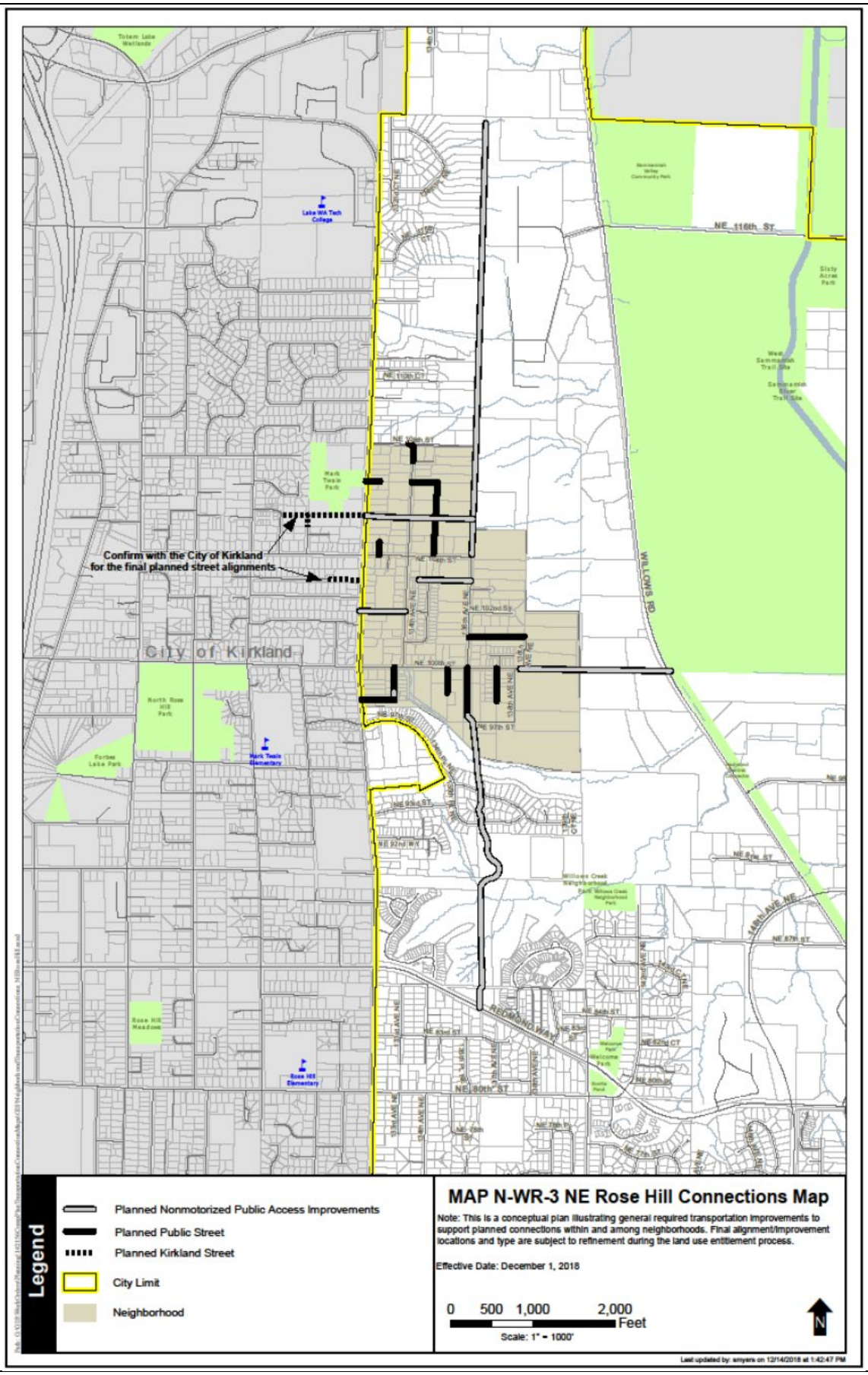
N-EH-28 (delete)	~~Encourage transit service providers to consider alternative choices of vehicles for service within and connecting to the Education Hill Neighborhood to facilitate more direct and frequent transit service to Downtown and other major employment centers.~~
N-EH-29 (delete)	~~Minimize the use of cul-de-sac streets to further encourage a more gridlike pattern of streets and promote connectivity in the Education Hill Neighborhood.~~
N-EH-30 (delete)	~~Support improvements as defined in the Transportation Master Plan to Redmond-Woodinville Road, Avondale Road NE, Willows Road and SR 520; also support the extension of 160th Avenue NE to Redmond-Woodinville Road at approximately NE 106th Street, in order to enhance the variety of transportation corridors available for navigating around the perimeter of Redmond's northern neighborhoods.~~
N-EH-33 (delete)	~~Support the conversion of 166th Avenue NE from NE 85th Street to NE 104th Street from a four to three-lane configuration contingent upon solutions provided for vehicular conflicts near the intersection of 166th Avenue NE and NE 104th Street, including the installation of a traffic signal at that intersection.~~
N-EH-35 (delete)	~~Improve street lighting in the Education Hill Neighborhood to help avoid pedestrian and vehicular conflicts and to improve pedestrian safety, while minimizing disturbances to nearby residences.~~
N-EH-36 (delete)	~~Develop street standards for new or redeveloped local streets within the Education Hill Neighborhood that allow for a narrow street width, yet meet required standards for safety, mobility and emergency access.~~
N-EH-39 (delete)	~~Provide limited access on the west side of Avondale Road NE in the area north of NE 104th Street and approximately south of NE 108th Street, if extended.~~
N-EH Table 2 (revise)	Table 2: Education Hill Neighborhood Highest-Priority Pedestrian Mobility and Safety Improvements Improve Pedestrian Safety and Mobility The goals of the improvements below are to improve safety for pedestrians by providing sidewalks and walkways that are separated from motorized traffic when possible and to promote opportunities to walk to schools, parks, trails, transit stops and other destinations within or near the neighborhood. ~~• Address visibility issues and crossing opportunities along 166th Avenue NE, including the intersections with NE 104th Street and NE 95th Street.~~ ~~• Consider an enhanced connection between Redmond High School and Hartman Park with consideration of a pedestrian overpass or tunnel design.~~ • Complete sidewalks in the neighborhood based on citywide criteria at locations described in the previous connections table (Table 1). • Work in partnership with transit authorities, City staff and <u>community members</u> ~~the Neighborhood Citizens Committee~~ to address transit ridership issues that include: o Placement of shelters at bus stops; o Increased choices, efficiency and frequency of routes within and connecting to the neighborhood; o Student access to and from school and school-related activities; and o Coordination with housing policies to optimize the alignment of transit services. ~~• Provide improvements to the intersection at 166th Avenue NE and NE 104th Street, including street lights for safety and a traffic signal that gives higher priority to pedestrian flow over vehicular flow. Design the improvements to promote interactivity within the neighborhood, to be pedestrian-oriented and to provide character and identity to the Education Hill Neighborhood.~~

	~~Consider a "scramble phase" option for the intersection of 166th Avenue NE and NE 104th Street through which traffic stops in all directions, while providing pedestrians and bicyclists ample time for street crossings during high-pedestrian-volume periods.~~ Analyze the effectiveness and design alternatives for a roundabout or signalization at the intersection of 166th Avenue NE and NE 95th Street. Work with community members ~~the Neighborhood Citizens Advisory Committee~~ to consider additional and alternative forms of pedestrian access along the southern slopes of the neighborhood as they meet the edges of the Downtown Neighborhood.
Grass Lawn	
N-GL-18 (delete)	~~Improve street lighting on local streets in the Grass Lawn Neighborhood to help avoid pedestrian and vehicular conflicts and improve pedestrian safety, while minimizing disturbances to nearby residential homes.~~
N-GL Table 1 (delete)	~~Table 1: Grass Lawn Neighborhood Highest-Priority Pedestrian Mobility and Safety Improvements~~ ~~Improve Pedestrian Safety and Mobility~~ ~~The goals of the improvements below are to improve safety for pedestrians by providing sidewalks and walkways that are separated from motorized traffic when possible and to promote opportunities to walk to schools, parks, trails, transit stops and other destinations within or near the neighborhood.~~ ~~• Establish safe pedestrian crossings of Redmond Way and 148th Avenue NE, particularly in sections where there are long distances between existing and planned signalized intersections.~~ ~~• Complete street lighting on Redmond Way for pedestrians.~~ ~~• Complete sidewalks in the neighborhood based on citywide criteria and the following neighborhood priorities: (1) Redmond Way; (2) 139th Place NE between NE 75th and NE 78th Place; (3) NE 73rd Place between NE 70th Place; (4) NE 75th Street; (5) 151st Avenue NE; and (6) 135th Avenue NE between NE 75th Street and NE 80th Street, and other missing sidewalk segments throughout the neighborhood.~~ ~~• Install bus shelters at neighborhood bus stops.~~ ~~• Consider providing sidewalks along one or both sides of Redmond Way that are separated from traffic, for example by a planting strip, to improve safety for pedestrians and support transit use.~~ ~~• Support efforts between the City of Redmond and the City of Kirkland to provide sidewalks on both sides of 132nd Avenue NE south of Old Redmond Road. Sidewalks should be separated from traffic by a planting strip.~~
Idylwood	
N-ID Table 1 (delete)	~~Table 1: Idylwood Neighborhood Highest-Priority Pedestrian and Bicycle Mobility and Safety Improvements~~ ~~Priority Pedestrian Projects~~ ~~Install a mid-block crosswalk with appropriate safety features on West Lake Sammamish at an appropriate location between 180th Avenue NE and NE 27th Street to increase opportunities for crossing where distances are greate than the City's standard distance between legal crossings.~~ ~~Use interim measures along West Lake Sammamish Parkway to increase pedestrian and bicycle access and promote safety until complete street improvements are implemented.~~ ~~Install sidewalks and other pedestrian improvements that help establish and maintain a pedestrian-supportive environment along West Lake Sammamish Parkway where right-of-way is available.~~

		~~Recognize Idylwood Beach Park as a regional facility with higher pedestrian volumes on a seasonal basis, particularly related to the off-site parking facility. Consider additional features at the related Idylwood Beach Park crosswalk that improve pedestrian visibility and motorists' attention.~~
		~~Identify and plan intersection improvements to promote pedestrian mobility and safety at:~~ ~~• NE 40th Street and 172nd Avenue NE~~ ~~• West Lake Sammamish Parkway, NE 36th Street and 177th Avenue NE~~ ~~• West Lake Sammamish Parkway and 180th Avenue NE~~ ~~• West Lake Sammamish Parkway and NE 24th Street with particular attention to improving sight distances~~
	~~Priority Bicycle Projects~~	~~Promote bicycle etiquette. Offer bicycle education and safety awareness programs to school-aged children. Consider partnership with Audubon Elementary School.~~
North Redmond		
N-NR-56 (delete)	~~Ensure that as new development occurs on a property or configuration of adjacent properties, the developer plans, designs and implements linkages, as shown on the North Redmond Neighborhood Circulation Plan and the North Redmond Supplemental Connections Map, in order to promote connections to schools, recreation and other developments. Accommodate a variety of motorized and nonmotorized traffic in the neighborhood. Allow for flexibility in the general location and alignment of the connections, while utilizing mitigation techniques to accommodate increased traffic, reduce impacts to corridor residents, and provide enhanced safety measures.~~	
N-NR-58 (revise)	Ensure the implementation of traffic-calming features along 172nd Avenue NE, north of NE ~~116th~~ 122nd Street to NE 124th/128th Street, including but not limited to landscaped buffers and medians.	
N-NR-60 (delete)	~~Ensure the incorporation of traffic mitigation techniques at the intersection of 172nd Avenue NE and NE 116th Street, which is the intersection of two multimodal corridors, and include in the analysis opportunities for:~~ ~~• Efficient traffic flow;~~ ~~• Pedestrian and bicycle travel; and~~ ~~• Safety for pedestrians, bicyclists and motorists.~~	
N-NR-61 (delete)	~~Study, identify and install features to promote a minimum of three safe crossings at appropriate intervals along NE 116th Street within the segments from Redmond-Woodinville Road to Avondale Road NE.~~	
N-NR-62 (delete)	~~Require that bike lanes are also delineated if centerlines are added to existing streets.~~	
N-NR-63 (delete)	~~Require that any new private streets are designed, built and maintained for pedestrian safety and accessibility as defined in the Transportation Master Plan, in addition to utilizing lowimpact and environmentally sensitive techniques as appropriate.~~	
N-NR-64 (delete)	~~Encourage the design and construction of all new local streets at the minimum allowable width in order to preserve the area's character; protect critical areas and reduce stormwater runoff, while also providing for safe pedestrian and bicycle activity, provided that there is a minimum of two vehicle access points serving the development, with the exception of the Wedge subarea.~~	
N-NR-67 (delete)	~~Allow narrow Street Edge Alternative (SEA), low-impact development, and woonerf design and construction standards on local streets. Ensure that the designs:~~ ~~• Do not result in a reduction of class or service as defined by the existing City street standards;~~	

	~~• Provide access to residential areas while reducing environmental and economic impacts; and~~ ~~• Do not increase congestion, hazards or difficulty in serving the area.~~
N-NR-69 (delete)	~~Utilize traffic-calming techniques to slow traffic through residential neighborhoods, including on arterials and collectors.~~
Southeast Redmond	
N-SE-68 (delete)	~~Explore and implement creative ways to reduce conflicts between vehicles and nonmotorized street users.~~
N-SE-70 (delete)	~~Manage congestion by, for example, using technology and making efficient use of existing infrastructure, so that the travel network overall continues to function.~~
N-SE-71 (delete)	~~Ensure that arterials provide convenient and safe pedestrian crossing opportunities.~~
N-SE-72 (delete)	~~Support long-term improvements to mitigate congestion at the end of SR 520, including at the interchange with Redmond Way and the intersection at Union Hill Road.~~
N-SE-74 (delete)	~~Work with Sound Transit and others to encourage regional commuters to use the planned Southeast Redmond Park and Ride to access transit.~~
N-SE-75 (delete)	~~Partner with Sound Transit and King County Metro to ensure high-quality multimodal access to the station area, especially considering commuters who will need access to the regional street network.~~
N-SE-76 (delete)	~~Promote through, general vehicular, and truck travel on principal and other high-capacity arterials, which have higher vehicular volume and speed.~~
Willows-Rose Hill	
N-WR-H-10 (delete)	~~New residential developments in the NE Rose Hill Subarea shall facilitate pedestrian and vehicle connections by providing convenient walkways and by designing new and improved streets to enhance the existing street grid as shown in Map N-WR-3. NE 100th Street shall not be extended through to Willows Road due to the presence of high Landslide Hazard Areas within this corridor.~~
N-WR-H-11 and preamble (delete)	~~Residents of NE Rose Hill have indicated through public meetings and surveys that they prefer a more rural street standard that includes narrow streets, landscaped drainage swales and walkways. Included among the reasons for this preference are desires to better integrate new development with the existing development character, to reduce the amount of impervious surface and stormwater runoff, and to achieve a more rustic and less finished look. Residents are also seeking improved pedestrian safety through slower traffic speeds and adequate separation between walkways and motorized traffic. The design and improvement of such streets are described in the following policies.~~ ~~New and improved streets in the NE Rose Hill Subarea shall be built per the standards contained in RZC Appendix 2: Construction Specifications & Design Standards for Streets and Access. These streets shall be characterized by the following features:~~ ~~• Narrow street widths designed to serve local access needs and to reduce the amount of impervious surface.~~ ~~• Pedestrian walkways.~~ ~~• Landscaped drainage swales designed at a minimum to convey stormwater and to provide a natural-looking and informal landscaped edge that separates walkways from vehicle lanes. Subdivisions should include, and short subdivisions are encouraged to include, drainage swales landscaped to enhance stormwater quality and control.~~

Map N-WR-3
(delete)



N-WR-H-3 (delete)	~~New developments along Willows Road, Redmond Way and 132nd Avenue NE should share existing accesses. Shared access may include use of existing driveways and access corridors or the construction of new private streets to link properties. Internal vehicular access to adjacent properties should also be provided.~~
N-WR-H-5 (delete)	~~Sidewalks and walkways in the Willows/Rose Hill Neighborhood shall be designed to include a planting strip or other appropriate buffering between motorized and nonmotorized uses to improve safety for pedestrians.~~
N-WR-H-6 (delete)	~~The City shall pursue improved street lighting in the Willows/Rose Hill Neighborhood to help avoid pedestrian and vehicular conflicts, while minimizing light trespass into the night sky.~~
N-WR-H-7 (delete)	~~Pedestrian-scale lighting should be provided on public streets in new short plats and subdivisions in the Willows/Rose Hill Neighborhood.~~
N-WR-H-8 (delete)	~~The Cities of Redmond and Kirkland should systematically work together, with the involvement of area residents and property owners, to plan for and implement improvements for transportation facilities that affect both cities. This work should include establishing milestones and reviewing progress towards meeting them.~~
N-WR-H-9 (delete)	~~Table H-1 identifies the Willows/Rose Hill Neighborhood's highest priorities for pedestrian safety and traffic management improvements. The City and the Willows/Rose Hill Neighborhood should work cooperatively to implement priority improvements through City grant programs and coordination with transportation staff. The City and a representative neighborhood group shall periodically review progress and update this list of neighborhood proposed needs and solutions with the involvement of the Willows/Rose Hill Neighborhood.~~
N-WR-H Table H-1 (delete)	~~Table H-1: Willows/Rose Hill Neighborhood Highest-Priority Pedestrian Safety and Traffic Management Improvements~~ ~~Improve Pedestrian Safety~~ ~~The goals of the improvements below are to improve safety for pedestrians by providing sidewalks and walkways that are separated from motorized traffic and to promote opportunities to walk to schools, parks, trails, transit stops, workplaces and other destinations within or near the neighborhood.~~ • ~~Improve 132nd Avenue NE to enable pedestrians and bicyclists to safely cross the street to access destinations, such as Lake Washington Technical College and Mark Twain School and Park. Support the City of Kirkland's plan to add a traffic signal at NE 100th Street. Additional locations recommended for improved crossings are the vicinity of NE 95th Street, NE 104th Street and NE 114th Street. Among suggested improvements are lighted crosswalks, crossing flags and improved signage.~~ • ~~Improve Willows Road to enable pedestrians and bicyclists to safely cross the street at several locations to gain safer access to businesses, transit stops, and existing and planned trails. Among the potential improvements are crosswalks with pedestrian-actuated signal or grade-separated crossings.~~ • ~~As part of new and improved streets in NE Rose Hill, include walkways that are separated from traffic to improve safety for pedestrians.~~ • ~~Along both sides of Redmond Way provide sidewalks that are separated from traffic, for example by a planting strip, to improve safety for pedestrians and support transit use.~~ • ~~Support the City of Kirkland's plan for 132nd Avenue NE to provide sidewalks along the east side of the street that are separated from traffic by a planting strip.~~ ~~Traffic Calming and Management~~

	~~The goals of the improvements below are to promote driving at safe speeds in the neighborhood, to reduce the opportunities for traffic accidents, and to maintain reasonable access for residents turning onto and off of arterials by managing the traffic flow.~~ • ~~Improve the intersection of 142nd Avenue and Redmond Way to address issues of limited visibility and access for vehicles turning left onto Redmond Way.~~ • ~~Manage the speed and flow of traffic along 132nd Avenue NE to maintain reasonable access for residents turning onto and off of this street and to improve safety. Among the recommended improvements are:~~ 1. ~~Install a traffic signal at NE 100th Street and other locations as warranted to provide more breaks in north-south traffic and to enable access onto or off of this street from nearby residences.~~ 2. ~~Periodically use a speed monitoring display board to remind drivers of speed limits. Particular areas of concern include the portions of 132nd Avenue NE between Redmond Way and Mark Twain Park and near Lake Washington Technical College.~~ 3. ~~Make other improvements to manage traffic flow and improve the visual quality of the street, such as turn lanes, landscaped medians and additional street trees.~~ • ~~Improve the safety of traffic speeds along Willows Road, particularly during non-peak hours. Recommendations include:~~ 1. ~~Make the speed limits in the north and south portions of the street consistent at 35 mph.~~ 2. ~~Use speed monitoring display boards and enforcement to deter drivers from exceeding speed limits.~~

Appendix A

Inventory of Transportation Facilities and Services

Redmond Partnerships

As noted in the State and Regional Planning section of this report, Redmond partners with WSDOT, King County Metro Transit, and Sound Transit in operating facilities and services that make it possible to travel in and around Redmond. The City also partners with neighboring jurisdictions to coordinate

Inventory of Existing Conditions

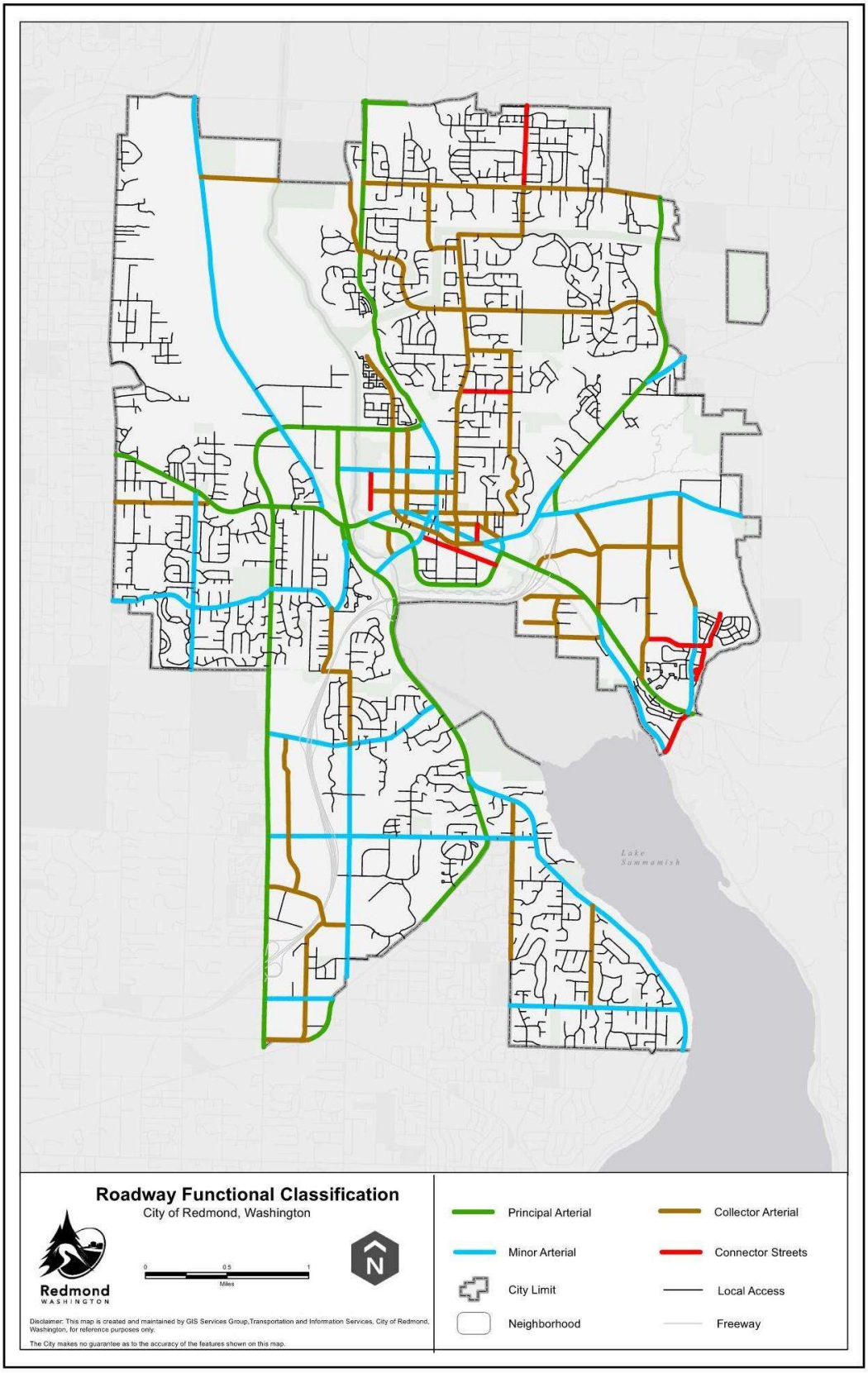
Street System

Redmond's street system comprises 197 centerline miles of streets ranging from the SR 520 freeway that supports regional mobility to local streets that provide property access. Table 4-1 summarizes Redmond's street system. Figure 4-1 shows a map of Redmond's street system.

TABLE 4-1 REDMOND STREET SYSTEM

Functional Class	Centerline Miles
Principal Arterial	17.7
Minor Arterial	20.5
Collector Arterial	23.7
Connector	2.8
Local Access	123.9
Freeway	8.0

Figure 4-1 Redmond Street System Map



Along the 197 centerline miles of roadway there are 36 structures, such as culverts and weirs, that partially or completely block fish passage in Redmond streams. State regulations generally require that any capital projects that "touch" a fish barrier, like a road widening, must bring the stream crossing up to standard. While the City has not conducted cost estimates for each crossing, based on the general characteristics of the crossings and actual costs from past projects, the total cost is believed to be in the range of several tens of millions of dollars.

Transit System

King County Metro Transit and Sound Transit operate public transit service in Redmond. Table 4-2 summarizes current transit service in Redmond. Figure 4-2 shows a map of transit service in Redmond.

TABLE 4-2 TRANSIT SERVICE IN REDMOND

Route[1]	Service Area	Type[2]	September 2023 Status[3]
B	Redmond TC-Bellevue TC	RapidRide	Full
216	Redmond-Sammamish-Issaquah-Bellevue-Mercer Island-Seattle	Peak Hour	Suspended
221	Ed Hill-Bellevue College	All-day	Full
224	Duvall-Novelty Hill-Redmond TC	DART[4] all-day	Full
225	Kenmore-Overlake/RTS	All-day	Reduced
226	Bellevue TC-Overlake-Eastgate	All-day	Full
229	Overlake-Bellevue-Seattle	Peak Hour	Suspended
230	Redmond-Overlake-Bellevue-Kirkland	All Day	Full
232	Duvall-Redmond TC-Bellevue TC	Peak-hour	Suspended
233	Redmond-Overlake-Bellevue	All Day	Suspended
242	Seattle-Overlake	Peak hour	Suspended
244	Kenmore-Kingsgate-Overlake	Peak Hour	Suspended
245	Kirkland TC-Overlake-Eastgate	Frequent all-day	Full
247	Overlake-Bellevue-Renton-Kent	Peak Hour	Suspended
248	Redmond-Kirkland	All Day	Suspended
249	Idylwood-Overlake-Bellevue	All-day	Full
250	Avondale-Kirkland-Bellevue TC	Frequent all-day	Full
268	SE Redmond-Downtown Seattle	Peak-hour	Suspended
269	Issaquah-SE Redmond-Overlake	All-day	Full
291	Redmond-Kingsgate	Peak hour	Suspended
441	Edmonds-Lynnwood-Redmond-Overlake	Peak Hour	Suspended
ST 541	Overlake-U District	Peak-hour	Suspended

Route[1]	Service Area	Type[2]	September 2023 Status[3]
ST 542	Redmond TC-Green Lake	All-day	Full
ST 544	Overlake-S Lk Union	Peak-hour	Suspended
ST 545	SE Redmond-Downtown Seattle	Frequent all-day	Full
564	Puyallup-Federal Way-Kent-Renton-Bellevue-Overlake	Sound Transit Frequent all-day	Suspended
565	Federal Way-Kent-Renton-Bellevue-Overlake	Sound Transit Frequent All Day	Suspended
929	Redmond-Duvall-Carnation-Fall City	All Day	Suspended
930	Totem Lake-Redmond TC	DART all-day	Full
931	UW Bothell-Woodinville-Redmond	All-day	Suspended
982	Redmond-Seattle	Peak Hour	Peak Hour

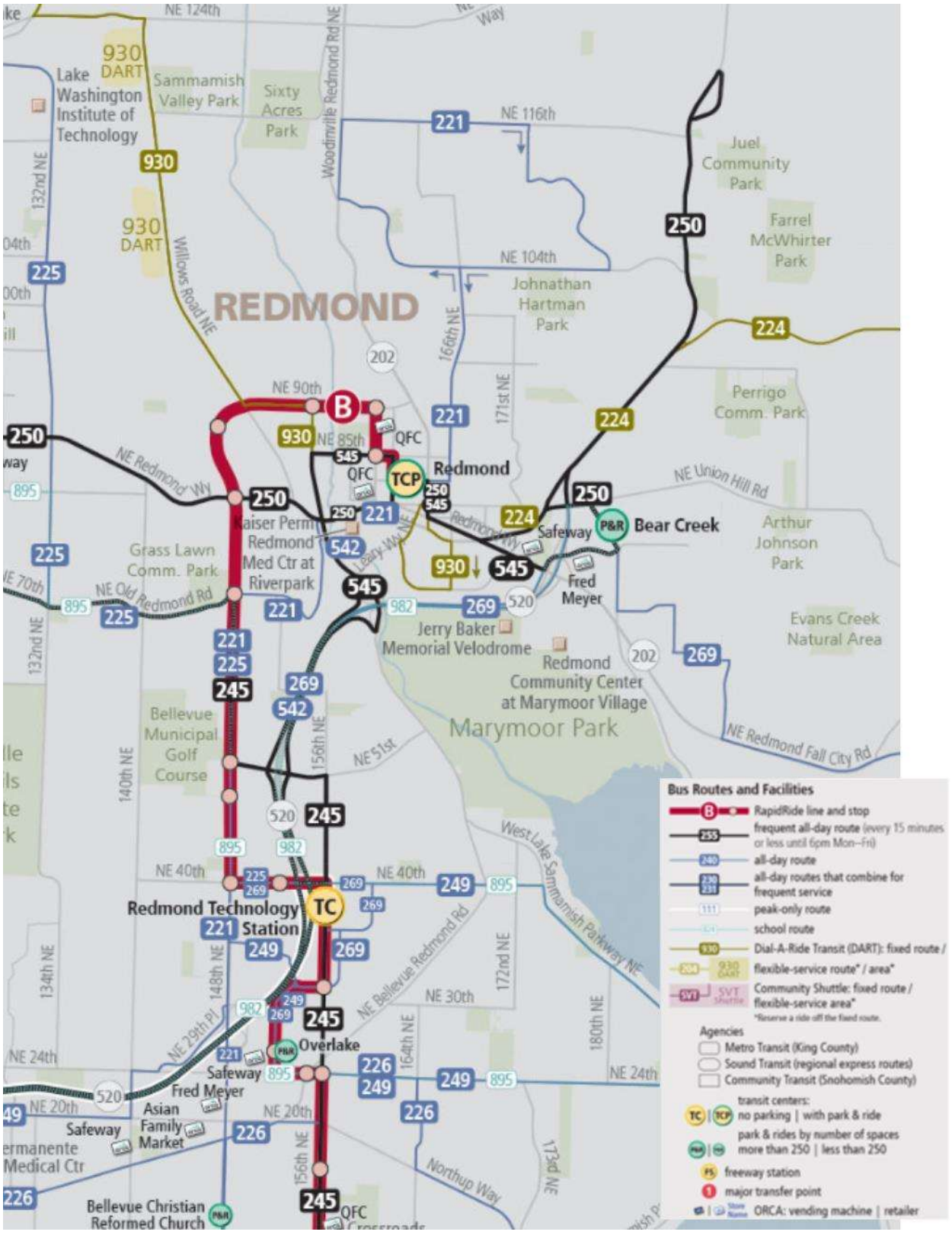
[1]"ST" means "Sound Transit"

[2] "Frequent" means 15-minute service frequency

[3] Sound Transit and King County Metro have temporarily reduced or suspended service on some routes due to the COVID-19 pandemic. "Full" means that the transit agency is operating all or almost all service in place prior to the COVID-19 pandemic. Although service reductions are expected to be temporary, the reduced service levels accurately represent existing conditions and so are reported here.

[4] DART is fixed-route transit service operated in King County under contract with Hopelink, using smaller transit vehicles with the flexibility to perform a limited number of off-route deviations upon request.

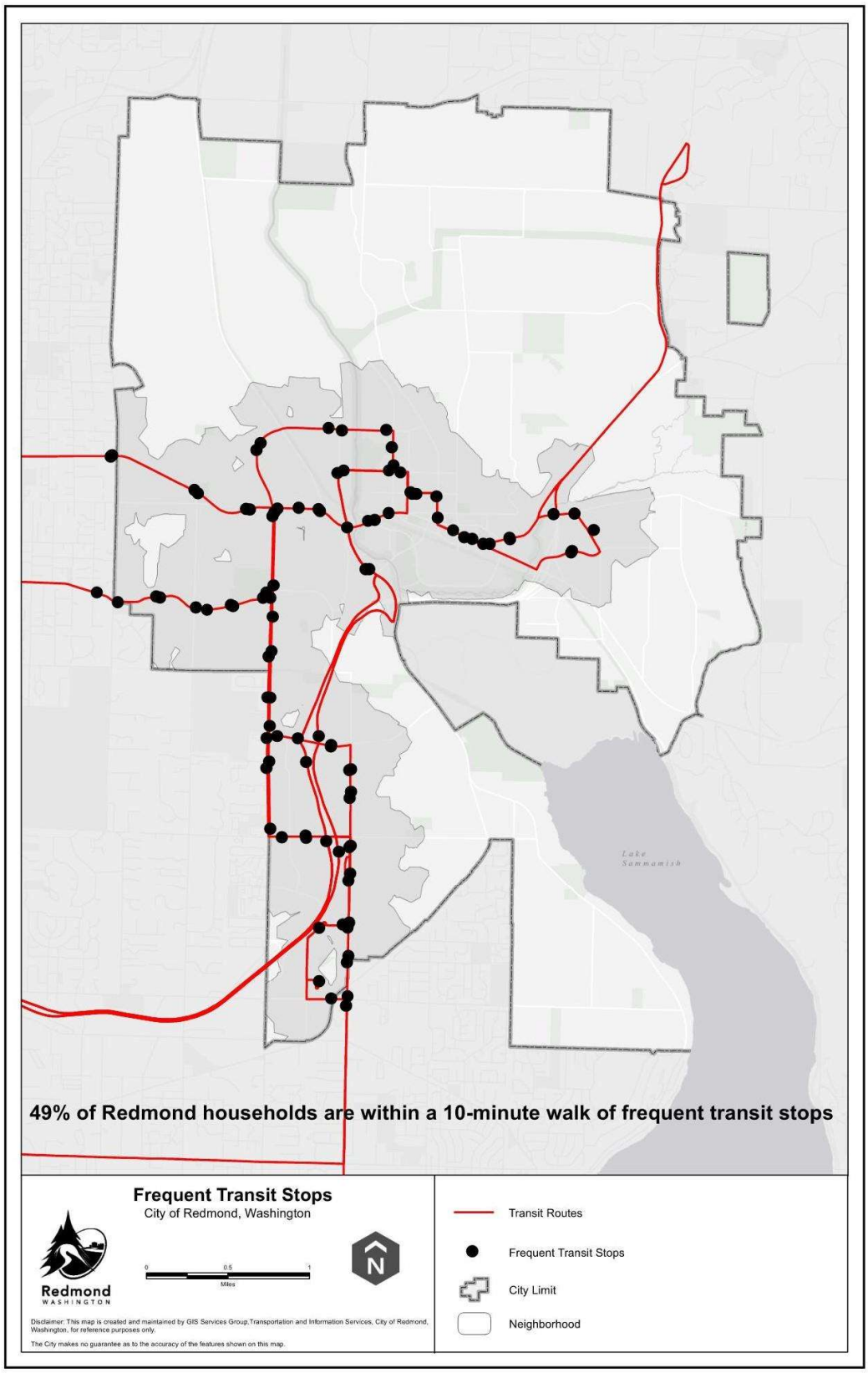
FIGURE 4-2 REDMOND AREA TRANSIT



Route 931 serving NE 124th St. and Red-Wood Road was suspended due to COVID-19 and shown on the map.

The current transit system puts about 49 percent of Redmond households within a 10-minute walk of frequent transit. These areas are mainly in Downtown and Overlake, with portions of Grass Lawn, Education Hill, and Southeast Redmond also encompassed. The number of households with good access to frequent transit can be increased by investing in transit, providing more housing options near frequent transit, or both. Figure 4-3 shows the areas in Redmond within a 10-minute walk of frequent transit.

FIGURE 4-3 HOUSEHOLDS NEAR FREQUENT TRANSIT



X

Metro and Sound Transit also operate park-and-ride lots in Redmond, summarized in Table 4-3 below.

TABLE 4-3 REDMOND PARK-AND-RIDES

Park-and-Ride	Location	Owner	Parking Stalls
Bear Creek P&R	7760 178th Pl. NE	King County Metro	283
Overlake Village P&R	2650 152nd Ave. NE	King County Metro	203
Redmond P&R	16201 NE 83rd St.	King County Metro	377
Redmond Technology Station	15590 NE 36th St.	Sound Transit	*
Southeast Redmond Station	176th Ave. NE & NE 70th St.	Sound Transit	*

* Redmond Technology Station (320 stalls) and Southeast Redmond Station (1,400 stalls) will open with light rail service in 2024-25

Electronic fare is paid with an ORCA card. A list of places where ORCA cards can be obtained is provided at https://orcacard.com/ERG-Seattle/getACard.do.

Pedestrian System

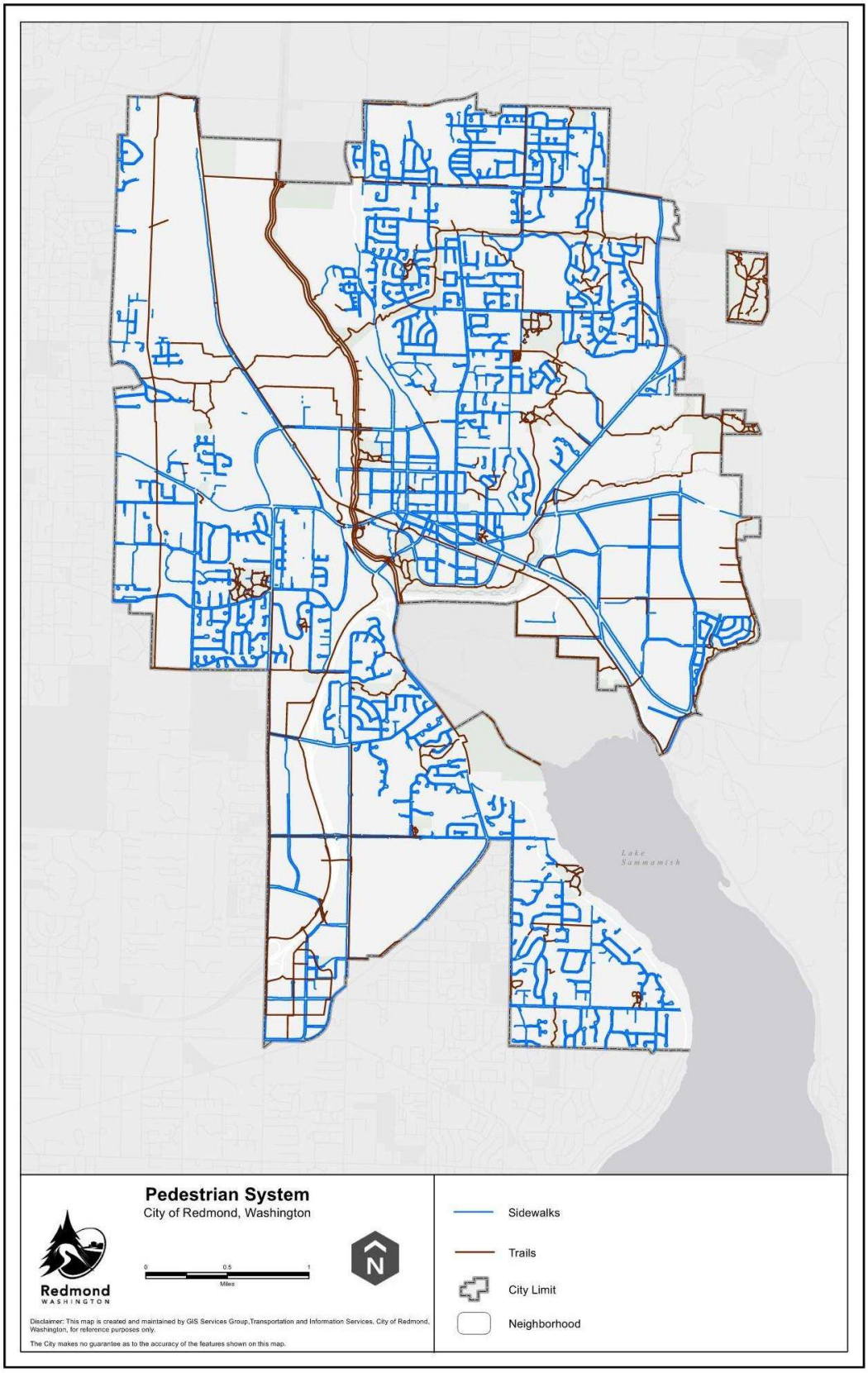
Redmond's pedestrian system comprises 249 miles of sidewalks and paved trails. Table 4-4 summarizes Redmond's pedestrian system by facility type. Figure 4-5 shows a map of Redmond's pedestrian system.

TABLE 4-4 REDMOND PEDESTRIAN SYSTEM

Facility Type*	Miles
Sidewalk	226.2
Trail – Paved (City)	15.2
Trail – Paved (County)	5.0
Trail – Paved (State)	3.0

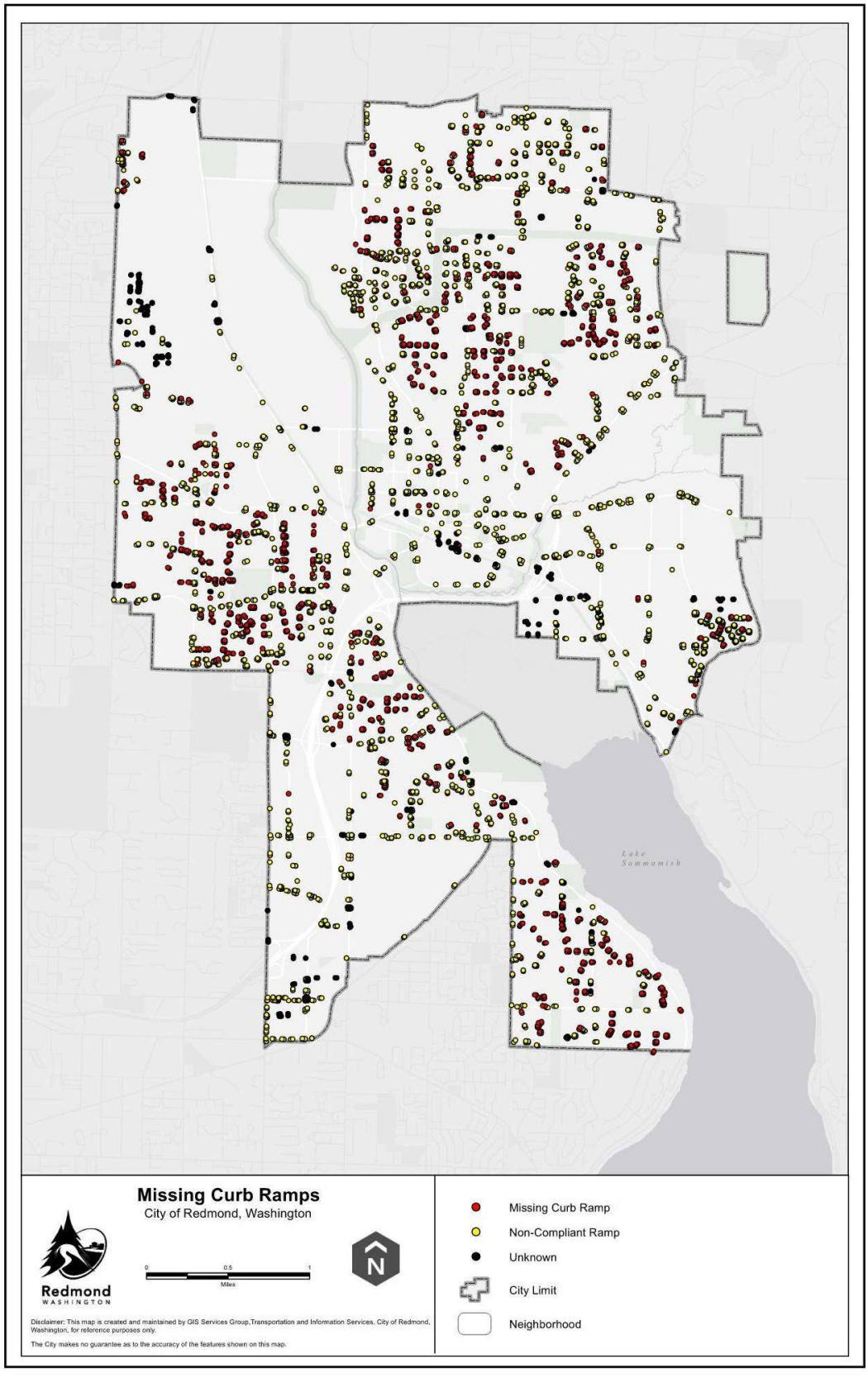
* There are 23.7 miles of public and private soft-surface trails in Redmond. These do not comply with transportation ADA requirements and so are not technically a part of the transportation system.

FIGURE 4-4 REDMOND PEDESTRIAN SYSTEM MAP



Curb ramps are a critical element of the pedestrian system, making the system accessible to more people, for example those using wheelchairs or pushing strollers. Redmond upgrades sidewalk curb ramps to be compliant with the Americans with Disabilities Act (ADA). Redmond owns about 5,000 ramps. While ramps were generally ADA compliant when constructed, approximately 80 percent are not compliant with current ADA standards, including locations where there should be a ramp but there is not a ramp. Figure 4-5 shows the locations of curb ramps that either do not meet current standards or are missing according to current standards.

FIGURE 4-5 REDMOND CURB RAMPS



Bicycle System

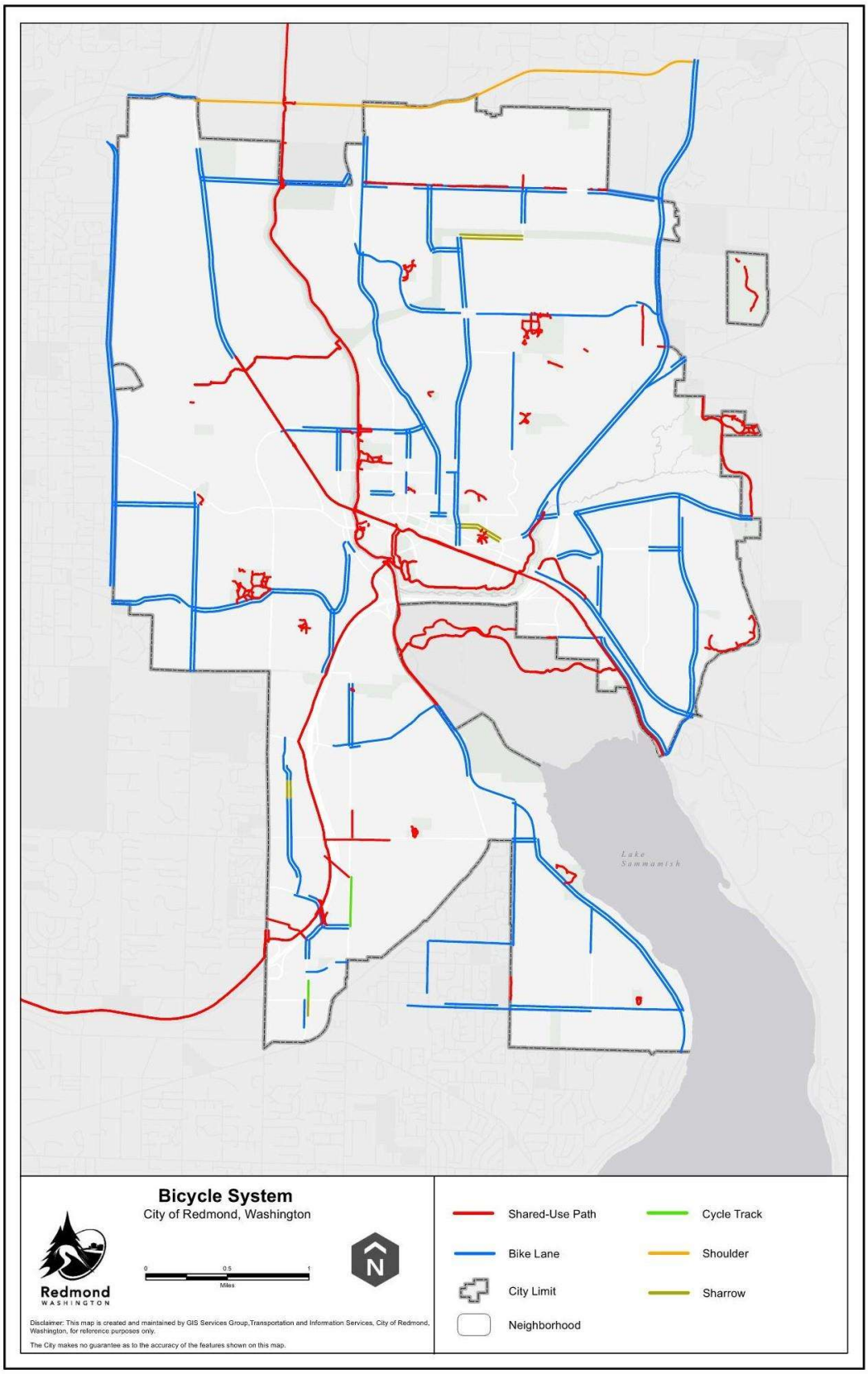
Redmond's bicycle system comprises 77 miles of bicycle facilities, including bicycle lanes, shared lanes, and shared paths that are also counted as part of the pedestrian system. Table 4-5 summarizes Redmond's bicycle system by facility type. Figure 4-6 shows a map of Redmond's bicycle system.

TABLE 4-5 REDMOND BICYCLE SYSTEM

Facility Type	Miles
Bicycle Lane	56.6
Cycle Track	0.3
Shared Lane (Sharrow)	1.6
Substandard bicycle lane	4.8
Shared Path – Paved (City)	3.1
Shared Path – Paved (County)	7.6
Shared Path – Paved (State)	3.1

* Some shared paths do not meet bicycle facility width standards and so are not included in the table

FIGURE 4-6 REDMOND BICYCLE SYSTEM MAP



Freight Access and Distribution

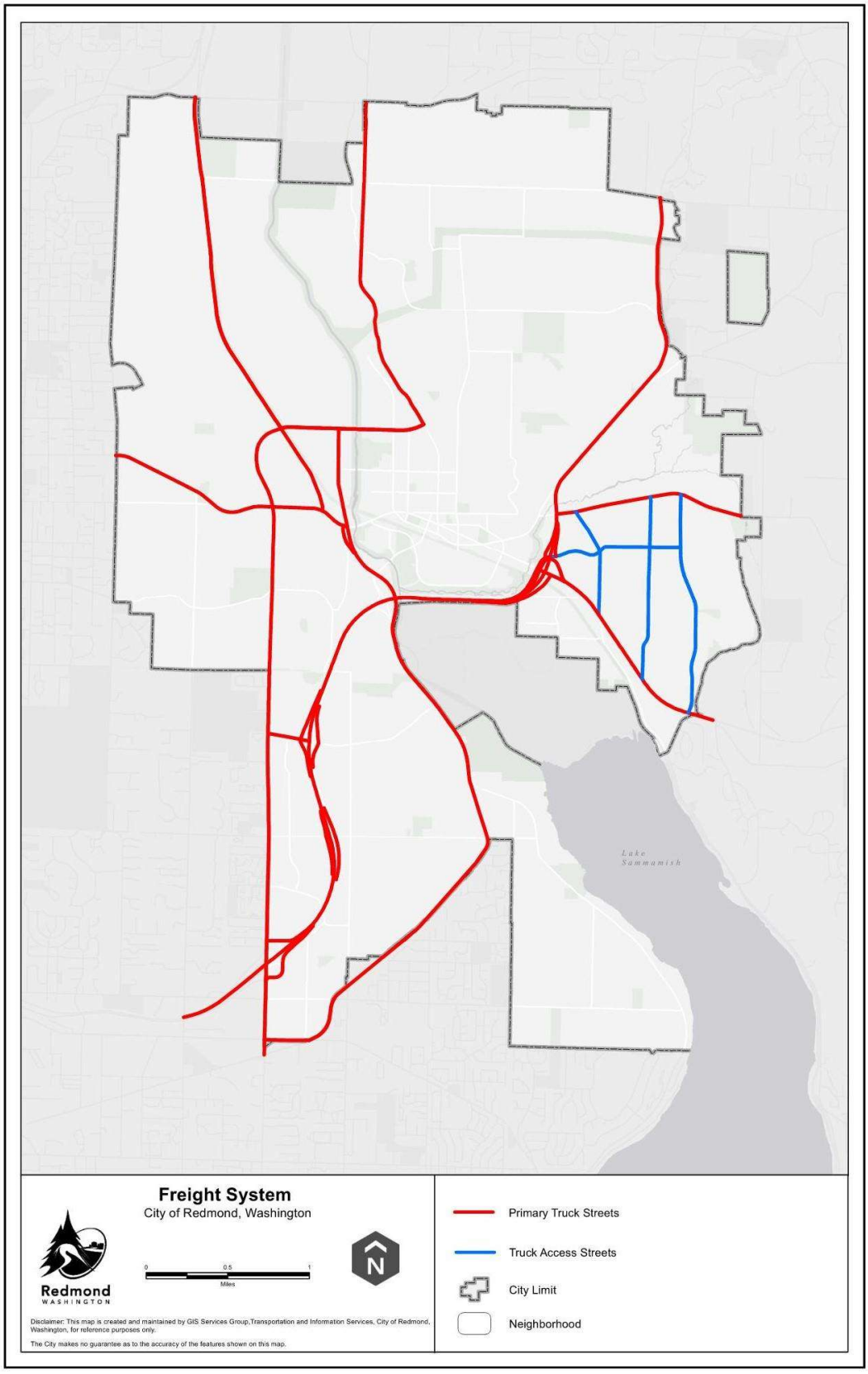
Redmond maintains a 36-mile two-tier freight route system that includes "primary truck streets," "truck access streets," and the SR 520 freeway. Primary truck streets accommodate through truck traffic in Redmond. They are arterials that directly connect with regional roadways like SR 520 or that currently have high volumes of trucks and are predicted to have high volumes of trucks in the future. Truck access streets connect the major industrial and commercial area in the Southeast Redmond neighborhood with primary truck streets. Truck access streets support access and movement of trucks between manufacturing companies and primary truck streets, which are important to the economic vitality of manufacturing companies. Designating truck access streets is not meant to increase truck volumes on those streets, nor intended to increase the speed of trucks on truck access routes.

Table 4-6 summarizes Redmond's freight route system by facility type. Figure 4-7 shows a map of Redmond's freight route system.

TABLE 4-6 REDMOND FREIGHT SYSTEM

Facility Type	Centerline Miles
Primary Truck Street	20.8
Truck Access Street	4.1
SR 520 (including ramps)	10.9

FIGURE 4-7 REDMOND FREIGHT SYSTEM MAP



Parking

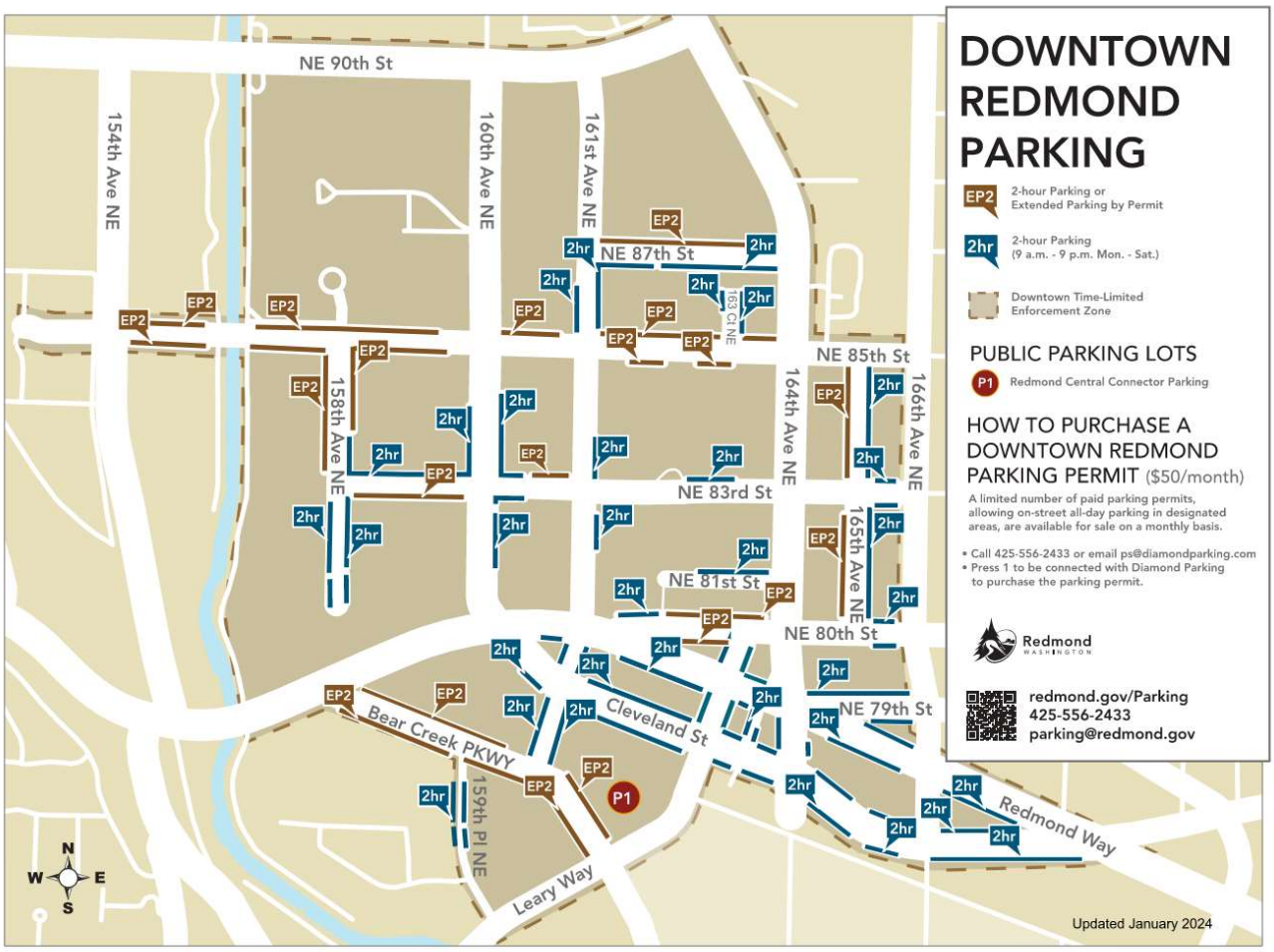
Outside of Downtown Redmond, Redmond's public parking supply consists almost entirely of on-street parking. This parking is distributed throughout the city, with the majority being on-street parking on local streets in residential neighborhoods. In most parts of Redmond, on-street parking supply far exceeds demand. Redmond does not track the total amount of on-street parking citywide. Downtown Redmond is an exception, where the City has begun to manage the on-street parking through time limits and all-day permits to bring supply and demand into better balance in high-demand areas.

Information about the parking supply in Downtown is summarized in Table 4-7. In Table 4-7, "commercial" means a lot or garage with a mixture of different shared of single use types; "city" means parking for City-related uses and services; "civic" means parking for civic, county, or municipal-related uses like schools, fire stations, community centers, and the library; "public" means park-and-ride and publicly-managed free or pay lots; "private" means not for public use and access may be restricted. Figure 4-8 shows a map of where the City manages the on-street parking supply.

TABLE 4-7 DOWNTOWN REDMOND PARKING

Type	Stall Count
On-Street	1,156
Off-Street – Commercial	9,882
Off-Street – City	613
Off-Street – Civic	433
Off-Street – Public	613
Off-Street – Private	524

FIGURE 4-8 DOWNTOWN ON-STREET PARKING MANAGEMENT MAP



Inventory of Programs

Transportation Demand Management

The City sponsors a robust transportation demand management (TDM) program to expand mobility and access, improve travel choices, and support continued growth and development. TDM includes strategies that change travel behavior – how, when, and where people travel – in order to increase transportation system efficiency and achieve specific objectives, such as improved mobility, road and parking cost savings, increased safety, energy conservation, and pollution emission reductions (Victoria Transport Policy Institute).

Redmond's programs include:

- Partnerships with Businesses and Organizations. Redmond partners with businesses and non-profit organizations in the community to increase mobility and access. For example, Hopelink works to provide Redmond community members educational opportunities and access to alternative transportation services. During 2020 Hopelink was able to connect over 70 Redmond

residents to transportation resources and services such as ORCA LIFT, ORCA RRFP, and annual subsidized cards. The Greater Redmond Transportation Management Association (GRMTA) has connected Redmond businesses to grants, new programing, and provided clarity on transportation needs during the pandemic. As the need for outdoor dining grew during the pandemic, the GRTMA worked with neighborhood businesses to develop pedestrian safety plans and install safety measures to support expanded outdoor business operations in downtown.

- GoRedmond. The GoRedmond program provides incentives and other resources for commuters, employers, and schools, helping them make travel choices that benefit them and the community. For example, a GoRedmond grant was used to supply Hopelink with pedestrian trolley carts to make it more convenient for food bank customers to use transit. Redmond's large employers have robust programs of their own, substantially reducing single-occupant vehicle travel in favor of other modes.
- Transportation Management Programs. Since the mid-1980s, all new major commercial developments in Redmond have been required to implement programs that reduce single-occupancy vehicle travel. Some multifamily developments also require transportation management programs when developers seek reduced off-street parking. Elements of these programs include on-site information and resources for alternative travel choices, designated carpool and vanpool parking spaces, and ongoing monitoring and measurement of program success.

Community Transportation Services

Community transportation services comprise a suite of services to meet critical mobility needs that are not well served by private or traditional public transit. Hopelink operates three of these services: Dial-A-Ride Transit (DART), in partnership with Metro, which provides semi-fixed-route public transit; Medicaid Transportation for non-emergency medical transportation; and the Mobility Management program, which provides travel education, supports the coordination of special needs transportation, and analyzes the need for and recommends improvements to mobility services.

This collection of services also includes Metro's Access Transportation, which provides paratransit service required under the Americans with Disabilities Act (ADA), and could in the future include services like Metro's Community Van, which currently operates in several Eastside communities as a supplement to fixed-route bus service. Hopelink offers more information about additional programs online at https://www.hopelink.org/need-help/transportation.

Regional Transportation

Redmond participates in a variety of statewide and regional forums to advance its transportation interests in the region. Redmond's regional interests include:

- SR 520, I-405 corridors, and I-90 corridors. Redmond supports completion of multimodal improvements throughout these corridors to support regional mobility.
- Eastside arterials. Redmond shares key arterials with neighboring jurisdictions that often function as alternatives to freeway use, subjecting arterials to significant regional pass-through traffic. Redmond's interest is in connecting regional destinations while ensuring that arterial corridors are compatible in scale with the City's land use and community character goals.

- Regional trails. Redmond is connected to an exceptional regional trails network and works with partners to connect and improve these trails to improve mobility for those walking, rolling, and biking.
- Public transit. As noted elsewhere, Redmond partners with Metro and Sound Transit to deliver public transit service in Redmond. The City advocates with both agencies on both policy and service decisions. Both Metro and Sound Transit have governing or advisory bodies that include local elected officials. Redmond currently has a councilmember appointed to the Regional Transit Committee, which advises the King County Council on transit-related policy.
- Transportation funding. The City advocates for transportation funding to support capital projects – such as freeway tolling that supports capital improvements in freeway corridors – as well as system maintenance.
- Environmental sustainability. Redmond's pursuit of environmental sustainability goals is enhanced by working regionally. Specific issue areas include alternative fuels that reduce pollution from ozone, particulates, and greenhouse gases; and water quality improvements.
- Parking. Parking in Redmond is a regional issue in that regional entities like transit agencies control some of the off-street parking supply in Redmond. Transit agencies are beginning to manage parking through pricing, a strategy supported in regional planning documents.
- Technology. Transportation technology is rapidly evolving, as are the potential applications of technology to improving mobility. For example, Redmond together with other jurisdictions is implementing technology like Intelligent Transportation Systems and adaptive signals to use the existing system efficiently. As more devices become more connected, Redmond and others will have the ability to gather and analyze large amounts of data to make both operational and policy decisions. This ability has privacy and ethical implications that must be considered.

Appendix B

Multimodal Level-of-Service Standards

The Growth Management Act (GMA) (RCW 36.70A) requires that communities establish a level of service (LOS) standard for all locally owned roads and locally or regionally operated transit routes. The GMA gives wide latitude to communities about how to go about establishing LOS standards and does not prescribe any specific methodology. The primary function of establishing an LOS standard is to ensure that the community builds new infrastructure in a way that keeps pace with growth. The GMA amended by HB 1181 in 2023 to ensure that communities adopt LOS standards that focus more on just vehicle travel—in other words, communities must adopt multimodal LOS or MMLOS standards.

In addition to GMA requirements, PSRC's multi-county planning policies also require that communities consider all modes when planning.

How LOS Standards Are Used

Before identifying MMLOS recommendations for Redmond, it is important to understand how LOS standards can be used by jurisdictions. There are two main ways that LOS standards are used:

- Transportation Concurrency – Transportation concurrency, often simply referred to as concurrency, is a fundamental element of the GMA. When LOS is referred to in the GMA, it is specifically related to transportation concurrency. At its core, the transportation concurrency LOS standard is established within the Transportation or Capital Facilities Element of the Comprehensive Plan to ensure that there is adequate transportation infrastructure in place to serve the planned growth identified in the Land Use Element. As noted earlier, the GMA does not prescribe a specific LOS standard, which is a recognition that communities may have differing expectations of how the transportation system functions and what constitutes a satisfactory LOS.
- Development Review and Permitting – Another area where LOS standards are frequently applied is for development review. In this case, the LOS standard is applied when preparing a transportation impact analysis or environmental impact statement. If the development causes the LOS standard not to be met or worsens an already substandard condition, mitigation can be identified to reduce or eliminate the conditions that caused the LOS standard violation. Permitting requirements can be set to require that LOS standards are met which can include frontage improvements, off-site mitigation, or a fee-in-lieu contribution.

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After the passage of the GMA in 1990, communities generally adopted vehicle LOS standards that were used for both transportation concurrency and development review and permitting. In other words, the same metric and standard were applied to both transportation concurrency and for a transportation impact analysis.

MMLOS in Redmond

Within the transportation planning community, Redmond has long been recognized as a leader in multimodal transportation planning. Specifically, Redmond adopted the first plan-based multimodal transportation concurrency LOS standard in 2008. This MMLOS standard is still in use today and many communities throughout Washington State have emulated Redmond's plan-based concurrency LOS standard.

Redmond's Transportation Concurrency LOS Standard

Redmond's LOS standard for transportation concurrency is rooted in the city's multimodal Transportation Facilities Plan (TFP). The TFP is prepared in conjunction with the Comprehensive Plan's Land Use Element and considers the growth in population and employment within Redmond and the neighboring jurisdictions. Unlike systems that focus on the performance of the vehicle network, Redmond's concurrency standard tracks implementation of the improvements identified in the TFP and requires that the city build new investments ahead of or at-pace with growth identified in the Comprehensive Plan.

A simple way to think of Redmond's transportation concurrency LOS standard is as follows:

- Redmond can accommodate 20 percent of planned growth so long as it has built or committed funding to build 20 percent of the transportation improvements defined in the TMP.

Since the TFP is fundamentally multimodal, Redmond's transportation concurrency LOS standard is also multimodal since it does not focus on building infrastructure solely for vehicles.

In addition to the MMLOS transportation concurrency standard, the TMP also identifies a number of other multimodal performance measures, as shown in **Figure 1**.

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Figure 1: City of Redmond Transportation Performance Measures

MMLOS Enhancements for Redmond

As part of Redmond 2050, Redmond is refining the way that transportation system supply and demand are calculated, shifting from a calculation based on person-miles traveled to a calculation based on person trips. This change is to simplify calculations and align with the proposed changes

to Redmond's transportation impact fees, which are used, in part, to fund new transportation infrastructure using a one-time fee paid for by new development.

Of the other TMP performance measures that relate to MMLOS, they each have merit in evaluating the performance of the transportation system and identifying new projects.

- **Connectivity** – this performance measure can help to identify areas of Redmond that are physically proximate, but where the actual travel distance is long. The classic example is of a cul-de-sac neighborhood that might be a few hundred feet from a shopping area, but it might be more than a mile to get to that shopping area because there are no roads, paths, or sidewalks connecting the two. Connectivity is a key measure being explored by WSDOT as the agency looks to adopt MMLOS metrics and standards. This performance measure does not need to be recalculated frequently as it is complex to calculate and does not change unless a new connection is made.
- **Network Completion** – this is an important measure of how complete the street, active transportation, and transit networks are relative to an "ultimate" build-out condition.
- **Mode Share** – calculating the share of travel by means other than SOV travel is required for regional growth centers by the PSRC multi-county planning policies. This performance metric will be maintained to monitor progress on shifting how people travel through denser land uses and more multimodal connectivity.
- **Vehicular Congestion** – the current metric measured in average seconds of delay per mile is useful for a traffic engineer but may not be understandable to the layperson. This performance measure will be changed for how vehicular congestion is calculated using standard measures from the Highway Capacity Manual for intersection delay or roadway segment delay. Bellevue, for example uses both intersection volume/capacity ratios and HCM roadway segment delay to calculate vehicle delay. It is important to note that it is not recommend to adopt a vehicular congestion LOS standard, but measuring vehicle congestion as part of a multimodal approach to identifying transportation projects is an important aspect of multimodal transportation planning.
- **Transit Ridership** – given the level of investment in transit in Redmond and surrounding communities. The City's current approach of reporting data from King County Metro and Sound Transit will continue.
- **Safety, Environment, and Street Preservation** – these performance measures are important for the city to track but are less-related to MMLOS.

Level of Traffic Stress for MMLOS

One innovation that has occurred since the last TMP update is the idea of the Level of Traffic Stress, or LTS, as an MMLOS performance measure. LTS is similar to vehicle LOS in that it can consider various features of a sidewalk, roadway, bike lane, cycletrack, or trail and calculate how well it accommodates active modes (walking, biking, scooters, wheelchairs, etc.). However, unlike

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vehicle LOS and earlier active mode LOS calculations, it is not based on how crowded an active mode facility is, rather it is based on how comfortable people are using that facility.

The idea of LTS stems from research in the 1990s from the Mineta Transportation Institute at San Jose State University in California. Initially, the research focused on bicycling and found that many people were uncomfortable bicycling in a vehicle lane on busier streets with higher speeds. In fact, some people were uncomfortable enough to determine that bicycling was not a viable means of travel for them, even though it was permissible under the law. Similar findings were made for bicycle lanes—while they can work well on smaller, slower, lower-volume streets, most people do not feel comfortable bicycling in a bike lane on a high-speed arterial street. This lack of comfort pushes some people who might bike to drive instead. Since the initial work on bicycle LTS, the idea has also spread to pedestrian travel. Similarly, greater separation from fast, high-volume vehicle travel makes walking more comfortable and thus a more viable means of traveling between places. LTS is measured on a scale of 1 to 4, with 1 being the most comfortable and 4 being the least comfortable. Often LTS 1 is referred to as a facility where small children or the elderly would feel completely comfortable traveling and LTS 4 is where people will only travel out of absolute necessity. Keep in mind that it may not always be feasible to achieve LTS 1 when considering impacts to adjacent land uses, the cost to build a facility, or environmental issues. Therefore, cities that have adopted LTS tend to have a range of LTS targets, much like cities sometimes allow for poor vehicle operations in certain areas in consideration of other constraints.

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Bicycle Level of Traffic Stress

The Redmond Bicycle Design Manual provides guidance on bicycle facility selection by analyzing characteristics of the street to determine the appropriate bicycle facility type for that street. Bicycle Level of Traffic Stress (LTS) is a key component that aims to address the needs, skills, and desires of a wide range of bicyclists. Figure 2 below shows different levels of comfort with bicycling and the surveyed percentage of the population that falls within them. The "Interested but Concerned" percentage of the population - those who would like to ride a bicycle more but have concerns about their personal safety - is the largest percentage of the population and so is the design user for the facilities and treatments as shown in the manual.

A bicyclist's perception of their personal safety riding on a given street is greatly influenced by their proximity to and interaction with motorized traffic. At low volumes and speeds of traffic, many people feel safe and comfortable sharing the street with traffic or crossing the street in unmarked crossings. As traffic speed and volumes increase, their perception of safety degrades significantly, resulting in a feeling of increased stress and discomfort.

Figure 2: Bicycle Facility Design User Profiles

Comfort Typology of Bicyclists

Design User Profile	Non-Bicyclist	Interested but Concerned	Somewhat Confident	Highly Confident
Bicycling Preferences	Uncomfortable bicycling in any condition, have no interest in bicycling, or are physically unable to bicycle.	Often not comfortable with bike lanes, may bike on sidewalks even if bike lanes are provided; prefer off-street or separate bicycle facilities or quiet or traffic-calmed residential roads. May not bike at all if bicycle facilities do not meet needs for perceived comfort.	Generally prefer more separated facilities, but are comfortable riding in bicycle lanes or on paved shoulders if need be.	Comfortable riding with traffic, will use roads without bike lanes.
Percent of Population	31-37%	51-56%	5-9%	4-7%

Note: the percentages above reflect only adults who have stated an interest in bicycling.

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A bicycle level of traffic stress (LTS) rating from 1 to 4 is used in Redmond's Bicycle Design Manual to classify streets based on how stressful they are for riding a bicycle, with LTS 1 being the least stressful and LTS 4 being the most stressful.

Table 1 shows the LTS rating system created for the City of Redmond's streets. The LTS ratings consider characteristics of the street including posted speed limit and the amount of motor vehicle traffic (Average Annual Daily Traffic, or AADT) as well as characteristics of the bicycle facility on the street.

Table 1: Bicyclist Level of Traffic Stress on Streets in City of Redmond

Roadway Characteristics		Type of Bicycle Facility						
Posted Speed[1]	AADT	Mixed Traffic	Bicycle Boulevard	Bicycle Lane[2,3] (painted)	Buffered Bike Lane[2,3] (painted >/=2')	Buffered Bike Lane[4] (with vertical elements)	Separated Bike Lane[5] or Sidepath	Shared Use Path
< / = 20	<1500	1	1	1	1	1	1	1
	1501-3000	2	2	1	1	1	1	
	3001-6000	2	n/a	2	2	2	1	
25	<1500	1	2	1	1	1	1	
	1501-3000	2	2	2	1	1	1	
	3001-6000	3	n/a	2	2	2	2	
	6000+	3	n/a	3	2	2	2	
30	<1500	3	n/a	2	2	2	2	
	1501-3000	3	n/a	2	2	2	2	
	3001-6000	3	n/a	2	2	2	1	
	6000+	3	n/a	3	3	3	2	
35	<1500	4	n/a	4	3	2	1	
	1501-3000	4	n/a	4	3	2	1	
	3001-6000	4	n/a	4	3	3	1	
	6000+	4	n/a	4	3	3	2	
> / = 40	Any	4	n/a	4	3	3	2	

Notes:

1. Table assumes operating speeds are similar to posted speeds. If they differ, use operating speed rather than posted speed.
2. On-street parking adjacent to the bicycle facility increases the level of traffic stress.
3. Number of driveways and volume of turning motor vehicles increase the level of traffic stress.
4. Buffer includes intermittent vertical elements (precast curbs, flexible posts, etc).
5. Bike lane separated from motor vehicle traffic by a landscape strip, parking, or other robust vertical protection.

Table adapted from: Mekuria, Maaza C.; Furth, Peter G.; Nixon, Hilary (2012) *Low-stress bicycling and network connectivity:* Mineta Transportation Institute. *WSDOT Design Bulletin Designing for Level of Traffic Stress* (2022) and NACTO *Urban Bikeway Design Guide.* Bicycle facility types as defined in the City of Redmond Bicycle Design Manual (2023).

Transit Level of Service Standards and Priority Connections

The priority connections and service standards in the following map identify the most important local and regional connections for Redmond and the levels-of-service needed to meet community needs. The following process was used to develop the priority connections and service standards:

- Identify priority connections between key destinations, including neighborhood centers and major regional destinations, based on travel needs and demand, and desired connections between transit services.

- Apply network design principles, focusing on providing frequent transit service that connects Redmond's centers to the region, and Redmond neighborhoods to centers and the regional transit spine. Each connection is designed to meet a wide variety of user groups and trip purposes, and meet the needs of multiple markets.

- Identify preferred travel paths that represent a balance between travel speed and coverage (access to transit) for Redmond's centers and neighborhoods.

- Set appropriate "Service Families" that define the desired level of service in terms of the frequency of service by time of day. These standards are established by identifying potential transit demand based on population and employment density measures (persons and jobs per acre), as well as overall travel demand measures (all-day person trips) along the corridor.

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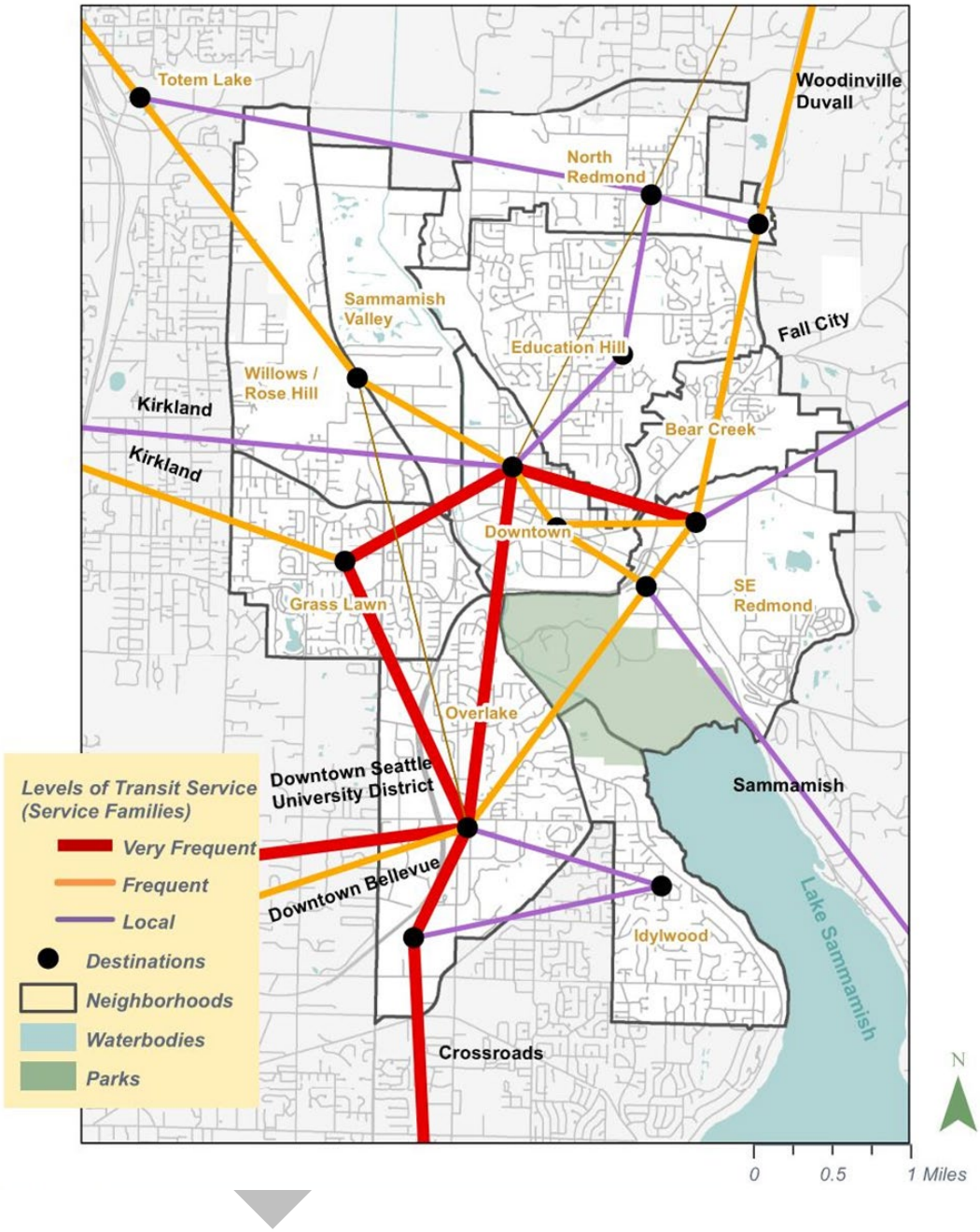

Vehicle Miles Traveled (VMT)

The HB 1181 (2023) amendments to the GMA require cities to identify actions that cities can take to reduce VMT as part of future Comprehensive Plan updates. In the Redmond 2050 EIS, an analysis was performed on VMT in Redmond. The results are shown in **Table 2**.

Table 2 – Average Weekday VMT, Total and Per Capita

Existing Condition		2050 No Action		2050 Preferred Alternative	
VMT	VMT per Capita	VMT	VMT per Capita	VMT	VMT per Capita
540,500	8.7	695,200	6.9	766,490	6.6

Redmond has established a 50% per-capita VMT reduction target from 2017 levels by 2050. It is anticipated to remain steady at 7,300 miles per person per year without local action. This VMT reduction target is set in consideration of ongoing vehicle electrification strategies and policies at the state and federal and local levels. The VMT reduction targets may need to be revised once WSDOT or PSRC establish state and regional VMT targets in the coming years.

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Appendix C

Estimated Multimodal Level-of-Service Impacts to State-Owned Facilities

The Growth Management Act requires that jurisdictions evaluate the impact of planned land use and transportation network changes on state facilities. As part of the Environmental Impact Statement (EIS) for 2050 Redmond Comprehensive Plan update, the City of Redmond performed a multimodal transportation impact analysis across the entire city, including the two state routes that travel through Redmond: SR 202 and SR 520. This memorandum summarizes the findings of the multimodal LOS impacts on these two facilities.

Context

SR 202 travels through much of the city as either a Principal or Minor Arterial. It extends from the north city limit at NE 124th Street where it is also known as Redmond-Woodinville Road into Downtown Redmond where the road name changes to 164th Avenue NE. SR 202 then turns east and follows the alignment Redmond Way/Redmond-Fall City Road until it leaves the city just east of 188th Avenue NE.

SR 520 runs as a freeway from the city limit at 148th Avenue NE to its terminus at the intersection of Union Hill Road/Avondale Road.

Impact Summary

Impacts to state owned facilities in Redmond were assessed by comparing the 2050 No Action alternative (which assumes that the current Comprehensive Plan remains unchanged) to the Action Alternatives. The EIS presents the full analysis for all three Action Alternatives, but for brevity, only the Preferred Alternative is presented in this memorandum. The 2019 Existing Conditions data is also presented for context.

Impacts are described quantitatively from the perspective of vehicle traffic operations and qualitatively for active modes and transit. Note that this analysis also considers MMLOS metrics related to Level of Traffic Stress (LTS) described in Appendix B.

Traffic Operations

Traffic operations were specifically evaluated at two intersections along SR 202 as part of the EIS (intersections are where arterial streets are most constrained and are commonly the basis for traffic operations impact assessments):

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- Redmond Way/NE 70th Street
- Redmond Way/East Lake Sammamish Parkway

Freeway operations are evaluated along segments of roadway and two sections of SR 520 were evaluated as part of the EIS:

- West of 148th Avenue NE
- East of West Lake Sammamish Parkway

For simplicity, traffic operations results are converted from a quantitative measurement of traffic flow to a letter grade that describes the degree of congestion during the PM peak hour. LOS A represents a virtually empty road and LOS F indicates heavy congestion where the demand for travel exceeds the capacity of the road. Specific details on the LOS thresholds and quantitative units of measurement are provided in the EIS. WSDOT has set a LOS target of LOS E for SR 202 and LOS D for SR 520. These LOS targets seek to maximize the utilization of the roadway while keeping traffic congestion levels in a range that is typical for a large urban area.

The PM peak hour traffic operations results are summarized in **Table 1**.

Table 1: State Owned Facility LOS

State Facility	Existing (2019) Conditions	2050 No Action	2050 Preferred Alternative
SR 202: Redmond Way/ NE 70th Street	LOS B	LOS D	LOS F
SR 202: Redmond Way/ E Lake Samm Pkwy	LOS E	LOS F	LOS F
SR 520: West of 148th Ave NE*	LOS C	LOS D	LOS E
SR 520: East of W Lake Samm Pkwy*	LOS B	LOS B	LOS B

Note: * The peak direction of travel in the PM peak hour is eastbound. The results in this table are for eastbound travel only.

The results in Table 1 show that LOS is expected to degrade, indicating more traffic congestion by 2050 because of growth in Redmond and the region as a whole. The Preferred Alternative shows more LOS degradation at SR 202/Redmond Way/NE 70th Street and SR 520 west of 148th Avenue NE compared to the No Action Alternative. This additional traffic congestion is generally attributable to the fact that the Preferred Alternative has a greater level of population and employment growth compared to the No Action Alternative. As described in the Comprehensive Plan EIS, under the No Action Alternative, Redmond would not be able to accommodate its share of regional population or employment growth, which is inconsistent with regional planning policies and requirements set forth by PSRC.

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The higher levels of growth under the Preferred Alternative would result in more traffic congestion, but it is important to consider that the Preferred Alternative has lower per-capita vehicle miles traveled (VMT) and higher non-private vehicle mode share compared to the No Action alternative. In other words, while Redmond would be accommodating more residents and jobs with the Preferred Alternative, the travel would be more efficient from the perspective of fewer people driving and more people waking, rolling, biking, or using transit. Reducing dependance on driving and the environmental impacts of vehicle travel is an important goal of the Comprehensive Plan.

Transit Ridership

Based on data in the EIS, transit ridership is anticipated to grow between 2019 and 2050, with the highest levels of transit ridership under the Preferred Alternative. Additional people riding transit, particularly light rail, will reduce the impacts on WSDOT facilities; therefore, higher transit ridership is identified as a benefit to state owned facilities. **Table 2** summarizes average weekday transit boardings occurring anywhere in Redmond under the three scenarios.

Table 2: Citywide Transit Ridership

Transit Ridership	Existing (2019) Conditions	2050 No Action	2050 Preferred Alternative
Average Weekday Boardings	11,000	26,500	28,800

Active Modes

Similar to transit ridership, additional growth in population and employment will increase the number of walking, rolling, and bicycling trips in Redmond. In addition, much of the growth planned for 2050 is expected to be in transit-oriented, mixed-use neighborhoods where people tend to use active modes more. The Comprehensive Plan EIS did not specifically evaluate active mode share, but it does track non-SOV mode share for all trips and commuting trips. The results are presented in **Table 3**.

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Table 3: Citywide Non-SOV Mode Share

Mode Share	Existing (2019) Conditions	2050 No Action	2050 Preferred Alternative
Non-SOV Mode Share – All Trips	55%	56%	56%
Non-SOV Mode Share – Commute Trips	36%	43%	44%

The higher non-SOV mode shares under the 2050 Preferred Alternative are beneficial to state owned facilities from the perspective of reducing vehicular demand. However, additional people walking, rolling, and biking on or parallel to some state facilities could be an issue if there are not comfortable places for active mode users to travel. Along SR 520, this is not an issue because of the SR 520 trail and Bear Creek Trail, that parallel the freeway. Additionally, portions of Redmond Way are parallel to the Redmond Central Connector trail and many of the sidewalks through Downtown Redmond have parking and or landscape buffers to separate pedestrians from vehicle traffic. However, there are segments of Redmond-Woodinville Road (see **Figure 1**) and Redmond-Fall City Road that have unbuffered bike lanes and basic attached sidewalks that (while better than no facility) are not likely to meet WSDOT's target for LTS 2 or better on these facilities. To mitigate this potential impact to LTS, Redmond will look for opportunities to identify parallel bicycle routes, opportunities to enhance the pedestrian environment, and/or roadway improvements to improve active mode infrastructure in conjunction with WSDOT.

Figure 1: View north along Redmond-Woodinville Road Showing Standard Bike Lanes and an Unbuffered Sidewalk (source: Google, 2023)

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Appendix D – Travel Demand Forecast

Background

The City of Redmond's Comprehensive Plan update develops a comprehensive and multimodal vision for the future and will guide the City's transportation investments and activities through 2050. This memo delves specifically into the travel demand modeling undertaken to support the Comprehensive Plan update, and the associated model outputs that were analyzed. Specifically, the results of the travel demand modeling were used to inform and refine the projects included in Appendix G, Transportation Facilities Plan

Performance Measures

The performance measures shown in **Figure 1** are used to demonstrate the City's progress toward meeting its transportation goals. The travel demand model was used to analyze selected measures under a 2050 timeframe, including mode share, transit boardings, congestion, and air quality. The City considered several future land use alternatives, as documented in the Redmond 2050 Environmental Impact Statement (EIS). For the sake of brevity, the travel demand modeling results for just the Preferred Alternative are presented here.

Figure 1: City of Redmond Transportation Performance Measures

Mode Share

Currently, the single occupancy vehicle (SOV) is the most common form of travel in Redmond. The City of Redmond seeks to provide a range of transportation options so that residents, employees, and visitors can choose alternatives to the SOV and, in doing so, can reduce congestion and negative environmental consequences of driving.

To track progress on the goal of providing alternative transportation options, the City of Redmond set a target in 2013 that 53% of all trips and 45% of commute trips be taken via a non-SOV mode by 2030. As shown in **Table 1**, under the 2050 analysis horizon, 44% of commute trips are estimated to be made by non-SOV modes, missing the 2030 target by 1%. The share of all trips made by non-SOV modes is forecasted to be 56%, which surpasses the 2030 target. Under the Preferred Alternative, households and jobs are more concentrated near transit, including the new Link light rail stations in Overlake, Marymoor, and Downtown, which results in the higher non-SOV mode share for all trips. Redmond employment centers in Overlake and Downtown draw employees from across the Seattle-Bellevue metro region, and non-SOV modes may be less practical for some commuters, particularly those located away from high-frequency transit. This result indicates that there is room for transportation demand management strategies and the opportunity for further enhancements to the already widespread employer shuttle programs active in Redmond.

Table 1. Mode Share, 2050 Preferred Alternative

Scenario	Non-SOV Mode Share	
	All Trips	Commute Trips
2030 Target	53%	45%
2050 Preferred Alternative	56%	44%

Source: Fehr & Peers, 2023.

Transit

Transit ridership is defined as average weekday boardings for all transit stops/stations within Redmond. This includes boardings on Metro and Sound Transit buses, as well as Link light rail since service to Redmond will be operational by 2025.

Table 2 summarizes the 2030 target transit boardings and the 2050 Preferred Alternative. The Preferred Alternative is expected to have about 2,000 more daily transit boardings than the 2030 target. Increasing transit ridership is a critical component of the City's growth strategy for the Preferred Alternative, which directs most additional housing and employment to the Downtown and Overlake urban centers.

Table 2. Daily Transit Boardings, 2050 Preferred Alternative

Scenario	Daily Transit Boardings
2030 Target	26,700
2050 Preferred Alternative	28,800

Source: Fehr & Peers, 2023.

While it is notable that there are forecast to be more transit trips under the 2050 Preferred Alternative than the 2030 target, it is worth considering that there are another 20 years of growth in employment and population between the 2030 target and the 2050 Comprehensive Plan horizon. If we were to scale the 2030 target according to employment and population growth, we would find the forecasted 2050 target to be around 34,600 daily transit boardings, which is greater than the forecasted transit boardings in the 2050 Preferred Alternative.

Congestion

Vehicular congestion is expressed as the average delay (in minutes and seconds) incurred during a one-mile trip on principal, minor, and collector arterials in Redmond during the p.m. peak hour (5 p.m.-6 p.m.). **Table 3** summarizes the arterial delay per mile for the 2030 target and the 2050 Preferred Alternative. Arterial delay under the Preferred Alternative is projected to be 56 seconds, ten seconds more than the 2030 target of 46 seconds.

While the Preferred Alternative does not meet the 2030 target, the City acknowledges that delay for roadways users will continue to grow as long as the number of jobs and housing units reliant on SOV travel increases in Redmond. Travelers can avoid peak-period delay by choosing travel modes that are not subject to congestion like biking, walking, or transit that operates in its own lane/right-of-way; shifting the timing of trips; and by reducing unnecessary trips during peak periods. Realistically, Redmond cannot expand roadways to hold congestion levels constant in the future as many streets are already built out to the edge of the right-of-way. While there may be limited and strategic widening of roadways and intersections to address bottlenecks, widespread road widenings that would impact many homes and businesses are counter to the City's growth strategy.

Table 3. Peak Hour Arterial Delay, 2050 Preferred Alternative

Alternative	Arterial Delay per Mile
2030 Target	46 seconds
2050 Preferred Alternative	56 seconds

Source: Fehr & Peers, 2023.

Level of Service

Level of Service (LOS) is a qualitative measure that assesses the operational conditions of a roadway or intersection. The Highway Capacity Manual (HCM) is a widely used reference for evaluating and defining LOS. It categorizes LOS from A to F, with A representing free-flow conditions and F indicating congestion and conditions where demand exceeds the supply during the analysis period (typically the peak hour of the day). The City of Redmond has not set a target for intersection LOS, as it is impractical to provide a target LOS at all intersections during the peak hour when considering fiscal, environmental, and right-of-way constraints. It is important to note that every property in the City of Redmond has a roadway/vehicular connection and that the overall capacity of the transportation system increases when more people choose to walk, bike, or take transit, which take up far less space and fewer resources than driving a vehicle.

Because there is no 2030 target to compare the 2050 Preferred Alternative against, **Table 4** summarizes the expected traffic operations at key study intersections for the 2050 Preferred Alternative and the 2050 No Action Alternative. Under the Preferred Alternative, all study intersections are expected to operate at LOS E or F. Intersections that would operate with higher delay under the Preferred Alternative than the No Action Alternative are shown in bold. The traffic operations results for intersections near the city limits of Redmond also provide an indication of how traffic volumes and congestion may be affected in neighboring jurisdictions.

Table 4. Intersection Level of Service, 2050 Preferred Alternative

ID	Intersection	LOS / Delay (seconds)	
		2050 No Action	2050 Preferred Alternative
1	NE 124th St/Willows Rd	F / 97	**F / >120**
2	NE 90th St/Willows Rd	F / 92	**F / 104**
3	Redmond Way/148th Ave NE	F / >120	F / >120
4	Leary Way/W Lake Sammamish Pkwy	E / 68	E / 65
5	Union Hill Rd/Avondale Way	F / 117	**F / >120**
6	NE 70th St/Redmond Way (SR 202)	D / 47	**F / >120**
7	Redmond Way (SR 202)/E Lake Sammamish Pkwy	F / >120	F / 106
8	NE 51st St/148th Ave NE	F / 105	F / 85
9	NE 40th St/148th Ave NE	E / 66	E / 63
10	NE 24th St/148th Ave NE	F / 119	F / 116

ID	Intersection	LOS / Delay (seconds)	
		2050 No Action	2050 Preferred Alternative
11	NE 20th St/148th Ave NE	F / >120	F / >120
12	NE 24th St/152nd Ave NE	E / 61	**F / 93**
13	NE 40th St/156th Ave NE	E / 68	**E / 73**
14	Turing St/156th Ave NE	F / 117	**F / >120**
15	Bel-Red Rd/156th Ave NE	E / 69	E / 62

Note: All study intersections are signalized.
Source: Fehr & Peers, 2023.

Table 4 shows that several intersections are expected to operate with greater levels of delay and lower LOS scores under the 2050 Preferred Alternative compared to the 2050 No Action Alternative. The primary reason for this difference is the 2050 Preferred Alternative includes about 10,000 greater households, and 15,000 greater jobs than the 2050 No Action Alternative.

Table 5 shows projected 2050 volumes and LOS under the No Action Alternative and the Preferred Alternative for SR 520. Compared to the No Action Alternative, the Preferred Alternative would increase SR 520 volumes up to 7%, with the largest increase occurring in the eastbound direction east of West Lake Sammamish Parkway. However, this roadway segment is still expected to operate at LOS C[1]. The increased housing and job growth concentration in the Overlake and Downtown areas under the Preferred Alternative result in higher volumes on SR 520 west of 148th Ave NE, and LOS could fall to LOS E in both directions at this location. In addition, the increased volumes under the Preferred Alternative could exacerbate the eastbound queue spillback from the signals at NE Union Hill Road/Avondale Road and SR 202/East Lake Sammamish Parkway.

[1] This eastbound segment of SR 520 experiences PM peak hour congestion under 2023 conditions, but this is due to queues spilling back from the intersections Avondale Road and Union Hill Road and SR 202 and East Lake Sammamish Parkway. The freeway segment of SR 520 has enough capacity to meet current and future travel demands.

Table 5. SR 520 Operations, 2050 Preferred Alternative

Location	PM Peak Hour Volume / LOS			
	2050 No Action		2050 Preferred Alternative	
	EB	WB	EB	WB
East of West Lake Sammamish Parkway	4,250 / B	3,530 / B	4,540 / C	3,650 / B
West of 148th Avenue NE	5,540 / D	5,580 / D	5,620 / E	5,750 / E

Note: EB = eastbound and WB = westbound.
Source: Fehr & Peers, 2023.

WSDOT also considers the number of additional trips that may be added to a state highway segment. Per Design Manual Chapter 1130.09(2)(a), WSDOT considers a proposal to have a probable significant adverse impact to the state highway system if it meets either or both of these thresholds:

- Addition of ten (10) or more AM or PM peak-hour vehicle trips assigned to an individual approach leg to a state highway intersection.
- Addition of twenty-five (25) or more AM or PM peak-hour vehicle trips assigned to a state highway segment (2-way travel) or intersection (total 25 trips all legs).

Based on the projected growth, it is expected that the Preferred Alternative would exceed those thresholds on SR 520 from its terminus at Avondale Rd NE to I-405, SR 202 from NE 80th Street to NE 124th Street, and I-405 from NE 8th Street in Bellevue to NE 128th Street in Kirkland.
The increase in travel on WSDOT facilities is not driven solely by growth in Redmond. The surrounding cities and unincorporated King County are all expecting growth over the coming decades in line with the regional growth strategy outlined by PSRC.

Air Quality

The Comprehensive Plan recognizes the environment as a community priority. Transportation Element policies strive to improve access to environmentally friendly travel choices like walking, biking, and transit, and through individual project design. The following measures, which focus on air quality and vehicle-miles-traveled (VMT), provide insight into whether the transportation system in and around Redmond is doing its part for the environment.

The Preferred Alternative could result in approximately 65% more total greenhouse gas (GHG) emissions than the 2050 No Action Alternative. The increase in transportation emissions of the Preferred Alternative is driven by both the higher number of households and jobs as well as the type; the Preferred Alternative includes higher numbers of retail and industrial jobs as well as single family homes relative to the other alternatives.

Per capita emissions in the 2050 Preferred Alternative would be roughly 6% higher than in the 2050 No Action Alternative. The No Action Alternative is expected to generate approximately 208 $MTCO_2e$ per Redmond resident/employee, while the Preferred Alternative is expected to generate approximately 221 $MTCO_2e$ per Redmond resident/employee (driven by the energy emissions associated with greater employment growth).

Table 6. Lifespan GHG Emissions ($MTCO_2e$)

Type of Emissions	2050 No Action	2050 Preferred Alternative
Embodied Emissions	901,300	1,507,000
Energy Emissions	9,547,400	15,611,800
Transportation Emissions	1,091,100	1,965,400
Total Emissions	11,539,800	19,084,200
Emissions Per Capita	**208**	**221**

Notes: Data above reflects emissions expected to be generated by new development and does not include existing land uses and transportation. Lifespan emissions assume an average building lifespan of 62.5 years.
Sources: King County SEPA GHG Emissions Worksheet completed by Fehr & Peers, 2023; BKR Travel Demand Model and EMFAC2021 database analysis completed by Fehr & Peers, 2023.

Because the City's energy, fossil fuel, and GHG emissions goals are based on total reductions, the Preferred Alternative is less likely to meet the City's targets than the No Action. However, the contribution of the increment of growth under the Preferred Alternative should be considered relative to both the No Action Alternative's planned growth as well as the existing land uses. The

primary differences in growth and land use between the No Action and Preferred Alternative is that the Preferred Alternative would meet the Puget Sound Regional Council multi-county growth requirements for the City, while No Action would not. Moreover, the projected emissions per capita are expected to be less than similar development located elsewhere in the region given Redmond's proximity to light rail connecting to residential and employment centers around the region.

Vehicle Miles Traveled

The City aims to reduce per capita VMT by at least 50% by 2050. The travel demand model was used to assess the likelihood of achieving this goal under each alternative. For this analysis, VMT was summarized for all trips generated by households in Redmond (including the miles traveled both within and outside city limits).[2] Results for the Existing Condition and the 2050 Preferred Alternative are summarized in **Table 7**.

The Preferred Alternative would result in an increase of total VMT by over 41% compared to the Existing Condition, but the per capita VMT would decrease by 24%. The increase in total VMT is in line with projected population and job growth in the Preferred Alternative. The 24% reduction in VMT per capita in the Preferred Alternative as compared to the Existing Condition would not meet the City's goal of 50% reduction by 2050. To achieve this goal, broader action at the county and state level would likely be required to address factors beyond the City's control.

Table 7. Daily Vehicle Miles Traveled

Existing Condition		2050 Preferred Alternative	
VMT	VMT per Capita	VMT	VMT per Capita
540,500	8.7	766,490	6.6

Note: Per capita calculation is based on total projected population in Redmond.
Source: Fehr & Peers, 2023.

[2] Note that this is a different type of VMT summary than referenced in the GHG emissions section which includes 100% of VMT for trips that occur entirely within Redmond and 50% of VMT for trips that have only one end in Redmond, such as a commute trip made by someone who lives in Redmond but works outside Redmond).

Appendix E

Impacts to Neighboring Jurisdictions

Background

As part of the Redmond 2050 Comprehensive Plan Update a transportation evaluation was conducted in support of an Environmental Impact Statement (EIS). The EIS analysis incorporates a run of the Bellevue-Kirkland-Redmond (BKR) travel demand model which includes an evaluation of all major roadways in and around Redmond. Using output from the BKR model, we are able to assess how growth within Redmond and other communities in the Puget Sound Region affects traffic in the surrounding jurisdictions. The results in this memorandum include the following:

- Existing Conditions – the modeled traffic volumes from the base year 2019 BKR model.
- No Action – the 2050 forecast of traffic volumes assuming no change to Redmond's Comprehensive Plan and background growth in the surrounding communities.
- Preferred Alternative – the 2050 forecast of traffic volumes assuming the Redmond 2050 Comprehensive Plan Preferred Alternative and background growth in the surrounding communities.

These three BKR model run results were selected to show the degree of change that will happen regardless of any change on Redmond's part (the difference between 2050 No Action and Existing Conditions) and the specific effects of the Preferred Alternative (the difference between the Preferred Alternative and the No Action).

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Results Table

Table 1 presents the results of the BKR model runs for Existing Conditions, No Action, and the Preferred Alternative.

Table 1 – PM Peak Hour BKR Model Volumes for Roadways Between Redmond and Neighboring Jurisdictions

Roadway	Location	Existing (2019) Conditions	2050 No Action	2050 No Action – Existing*	2050 Preferred Alternative	Pref Alt – No Action
East Lake Sammamish Parkway	South of SR 202	1,990	2,690	*700 (1.0%)*	2,150	*-540*
SR 202	East of 188th Ave NE	3,320	3,430	*110 (<0.5%)*	3,480	*50*
Union Hill Road	West of 196th Ave NE	2,080	2,430	*350 (0.5%)*	2,460	*30*
Novelty Hill Road	West of 196th Ave NE	1,260	1,360	*100 (<0.5%)*	1,380	*20*
Avondale Road	North of NE 116th St	2,000	2,670	*670 (1.0%)*	2,630	*-40*
Red-Wood Road (SR 202)	North of NE 124th St	2,450	3,040	*590 (0.7%)*	3,050	*10*
NE 124th St	West of Willows Rd	3,890	5,210	*1,320 (1.0%)*	5,290	*80*
Redmond Way	West of 132nd Ave NE	2,650	3,640	*990 (1.1%)*	3,590	*-50*
SR 520	West of 148th Ave NE	7,920	10,980	*3,060 (1.1%)*	11,210	*230*
NE 24th St	West of 148th Ave NE	1,170	1,920	*750 (1.7%)*	2,060	*140*
Bel-Red Road	South of NE 20th St	2,030	2,680	*650 (0.9%)*	2,750	*70*
148th Ave NE	South of NE 20th St	2,750	3,600	*850 (0.9%)*	3,670	*70*
156th Ave NE	South of NE 24th St	2,150	2,960	*810 (1.1%)*	3,080	*120*
West Lake Sammamish Parkway	South of NE 24th St	330	760	*430 (2.8%)*	760	*0*

Note: * This column shows the absolute difference and annual growth rate between 2050 No Action and Existing Conditions.

Conclusions

Table 1 indicates that traffic volumes are expected to grow between the 2050 No Action and Existing Conditions. This growth is typical for Western Washington, which continues to see robust job growth and migration from many parts of the United States as well as other countries. For the most part the annual growth rate is about 1.0% (with a few locations higher or lower). This growth rate lower than the regional growth rate of 1.6% per year observed between 2010 and 2020, a period of rapid growth, and more in line with long-term average growth for the Puget Sound Region.

Some of the notable changes in traffic volumes shown in Table 1 include strong growth NE 24th Street (1.7%) which is reflection of long-planned growth in Redmond's Overlake regional growth center and Bellevue's Bel-Red neighborhood. However, growth on other Overlake-area roadways is more moderate, showing the benefit of light rail to provide mobility in one of the fastest-growing areas of King County. West Lake Sammamish Parkway also shows strong growth (2.8%) which is driven by a relatively low initial volume of traffic under existing conditions and busier traffic on parallel roads between SR 520 and I-90 like 156th Ave NE and 148th Ave NE. There may be opportunities to work with the City of Bellevue to manage demand on West Lake Sammamish Parkway, which otherwise is not expected to see substantial changes in land uses.

When comparing the growth between No Action and the Preferred Alternative, most roadways see a modest change in PM peak hour traffic of less than 100 vehicles per hour. At this level, most drivers would not be able to notice a change in traffic congestion levels. However, under the Preferred Alternative there are larger increases in traffic (greater than 100 vehicles per hour) on SR 520, NE 24th Street, and 156th Ave NE near the Overlake regional growth center. This change in traffic is caused by the greater land use intensities planned in Overlake under the Preferred Alternative compared to No Action. Adding more growth to Overlake allows Redmond to meet the regional growth targets in the most employment and transit-rich part of the city. The only other notable change in traffic between the Preferred Alternative and No Action condition is on East Lake Sammamish Parkway, which is expected to see a decrease of 540 PM peak hour vehicles. In reviewing the model files, this change in volume is a combination of traffic redistributing to other routes and some traffic diverting through the Marymoor neighborhood to reach new destinations in this redevelopment area as well as light rail. However, the model may be overstating the degree to which people would shift away from this major arterial.

Overall, Redmond can meet its commitment to accommodate a reasonable share of regional growth with relatively modest changes to traffic in surrounding jurisdictions. This result reflects a future condition where people have more options to travel than driving a vehicle because of transit oriented development and a strong investment in expanding multimodal travel options in Redmond.

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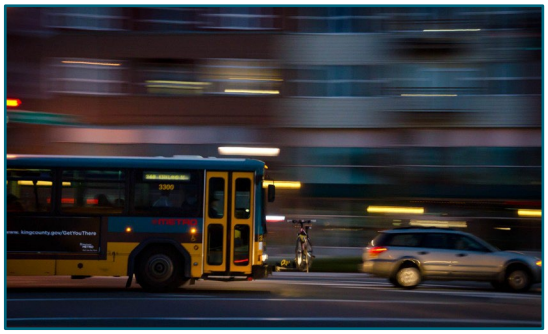
Appendix F

Travel Demand Management Strategies

Introduction

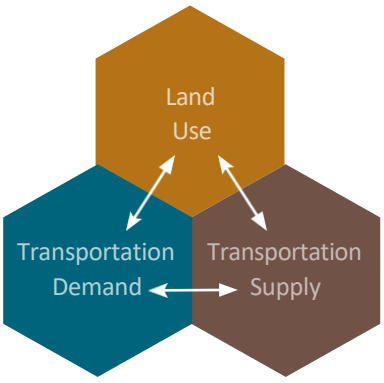


Realizing the City's vision will require an integrated, strategic approach to transportation that manages current and future transportation assets to maximize mobility, increase access, and support growth and development. The City, Redmond businesses, and the community have a strong track record of collaboratively using Transportation Demand Management (TDM) tools to expand mobility and access, improve travel choices, and support continued growth and development. The strategies and actions identified here focus on partnerships, coordinated policies, and innovative tools that leverage this past success, and chart a new direction, to support travel choices, mobility, economic vitality and the growth and development of Redmond's urban centers.

Strategic Approach to TDM

There are three major elements that are part of an integrated approach to transportation planning and implementation:

Transportation Demand Management (TDM) seeks to implement policies, programs, and strategies that proactively manage transportation demand to achieve a balance between Land Use, Demand, and Supply in support of the City's vision. Rather than a replacement for actions that address transportation supply and land use, TDM works in coordination with these actions to achieve the City's vision.



Transportation Demand
The travel needs of people, goods, and services

Land Use
The places people and goods travel to and from

Transportation Supply
The infrastructure used for travel

What is TDM?

Transportation Demand Management (TDM) includes strategies that change travel behavior (how, when, and where people travel) in order to increase transportation system efficiency and achieve specific objectives, such as improved mobility, road and parking cost savings, increased safety, energy conservation, and pollution emission reductions (Victoria Transport Policy Institute).

Redmond's approach focuses on tools, resources, programs, and partnerships that improve access and mobility to support economic growth and community character, and make alternative travel choices easier to use and access.

Historically, TDM has been used to manage and mitigate peak period congestion. A broader, more integrated approach to travel needs is necessary to support the City's vision. The City's approach to transportation is "systems-based," comprising a broad range of strategies, actions, and outcomes. This approach supports a well-functioning, holistic "transportation system" that supports the City's vision. Using programmatic elements will support a well-functioning system that, in the end, is much more than the sum of its parts. There are three main advantages to TDM that should be leveraged to support a successful transportation system:

Flexible: TDM measures can be adapted to meet a specific need, or for a unique audience or user group. The City regularly partners with local businesses and schools to develop TDM solutions that are tailored to achieve outcomes.

Fast: When compared with capital projects, TDM measures can be implemented quickly, with less lead time. Combined with flexibility, this allows TDM measures to be both timely and responsive to a community travel need.

Cost–effective: TDM measures can be scaled to meet the need in a cost–effective manner, and are typically less costly than physical infrastructure projects.

Implementing Innovative Tools to Support Growth and Vitality

The City has an integrated and successful TDM program that focuses on partnerships and collaboration with larger employers and providing outreach and resources to meet travel needs and address travel demand. This has greatly enhanced the person-carrying capacity of the City's transportation infrastructure. For example, the tools, resources, and mobility support provided by the City have resulted in increased efficiencies and effective person-carrying capacity equivalent to four freeway lanes of capacity. The City will continue to develop and implement innovative tools, in collaboration with the community, to help increase access and maximize the person–carrying capacity of our infrastructure.

Meeting a More Diverse Set of Travel Needs

As Redmond's centers develop and travel patterns shift due to hybrid work arrangements, it is important to address a broad range of travel needs throughout the day. Redmond will expand its approach to TDM to provide support to smaller employers and residents, as well as visitors and customers.

Making Redmond an Attractive Place to Locate and Grow

Cities compete to attract investment that creates and retains jobs. Successful TDM programs reduce transportation costs for new businesses and make workplaces more attractive, key to attracting skilled talent in today's economy. In support of Redmond's broader economic development

strategy, the City will continue to develop positive partnerships and programs with employers and property owners to support transit, carpool, vanpool, bicycle, and pedestrian travel options. This enables businesses to locate and grow in Redmond with fewer costs, allows more space to be dedicated to revenue-generating activities rather than parking, and improves employee and customer access.

Connecting Travelers with Travel Choices

A key theme throughout the Transportation Element is a desire from the community to be able to travel without a car — be it by bike, transit, walking, carpooling, or vanpooling. Knowledge on how to use these travel choices, and "start-up costs" can be significant barriers to trying these travel choices for the first time. Using transit requires not only knowing which transit routes to take, but also knowing when they come and go. Vanpooling and carpooling require finding a travel partner. For a new bicycle rider, finding safe and comfortable routes, and knowing how to deal with Pacific Northwest weather, can be challenging.

A major element of the City's TDM approach is providing information, tools, and resources to individual travelers, and to employers, schools, and other community groups, that help make a variety of travel choices more accessible, easier to understand, and, as a result, easier to use. This includes customized transit and bicycling route information, "ride-matching" tools that help travelers find a carpool or vanpool partner, as well as incentives and fare subsidies for new transit or vanpool riders that help defray the initial costs associated with trying a new mode of travel.

Leveraging New Technology

Every day, advances in technology create new opportunities to provide travelers with more accurate, relevant, and real-time information that make using alternative travel choices even easier. The City has been on the forefront of leveraging these technologies, and will continue to use technology to provide Redmond travelers with the information needed to make the travel choices they want.

Implementation Actions and Priorities

The following section outlines program elements, implementation actions, and new direction for TDM as part of the City's overall approach to transportation.

Develop Tools and Resources for Individual Travel Choices

The City provides creative resources, tools, and incentives for Redmond residents, employees, and businesses through an award-winning and nationally acclaimed TDM program, which is a public-private partnership between the City, local employers, King County Metro, and Move Redmond. Local businesses use this program to manage their own transportation programs, and offers nearly 32,000 employees and residents a one-stop place for resources, travel information, "starter" incentives for transit, vanpool, carpool, bicycling, and walking, and enables users to track and view the impact and benefits of their travel activities. These elements are instrumental in providing improved information, resources, and incentives that make travel choices, such as walking, biking, transit, carpooling, and vanpooling, more accessible and easier to use.

The City supports an entrepreneurial approach to TDM, with a focus on providing support and resources for local businesses and community organizations to develop innovative transportation solutions.

Continue to Implement and Adapt the City's TDM Program

Continuing to leverage TDM program tools to provide information, resources, incentives, and starter fare subsidies will assist the individual commuter starting or joining a vanpool, carpool, or using transit. Key areas for growth for this program are further integration with social media to help expand outreach, and leveraging interactive travel information tools that make alternative transportation choices easier to use, such as OneBusAway, which provides real-time transit arrival and departure information.

Develop Innovative Outreach Materials and Events

The City collaborates with community groups to develop innovative travel information materials, such as Redmond's Bicycling Guide and Transit Map, as well as custom materials for employers, schools, and community groups, to help meet and support travel needs. Through the City's TDM program, the City also actively engages with employers, employees, and the community at transportation events hosted throughout Redmond. The City should take advantage and seek additional opportunities to utilize technology investments to improve processes, such as streamline electronic distribution of commute and travel information through online and social media channels.

Provide Transportation Assistance and Resources for Redmond Businesses and Organizations

A key element of Redmond's TDM program is providing tools, resources, and support to businesses and community organizations to develop innovative transportation programs and solutions. The City provides innovative online management tools that are used by employers and community groups to manage their own transportation programs. This makes the City's investments more effective by leveraging and combining resources, promotes more efficient and entrepreneurial use of transportation resources, and reinforces Redmond as a positive place to do business.

Enhance Online Tools and Management Features to Support Business and Community Travel Programs

The City should continue to develop and improve the online management tools provided through its TDM program. Areas for growth include adapting existing tools to better accommodate residential- and school-based travel programs, and supporting the implementation for groups of smaller employers, for example, at business parks.

Implement TDM Program Grants to Meet Community Travel Needs

The City's TDM grant program provides seed funding for new or enhanced commute programs through a grant application process. The City should continue to implement this grant program to meet employer and community travel needs, and should leverage opportunities to coordinate with other City programs and goals, such as grant opportunities for public parking in downtown.

Streamline Regulation in Support of the City's Vision

All new major commercial developments in Redmond are required to implement Transportation Management Programs as a condition of development. In addition, large employers are required to implement the Washington State's Commute Trip Reduction (CTR) program. Both programs support the development of tools and resources for alternative travel choices at individual employment and development sites in Redmond. These programs help support the City's mode split goals, as well as Washington State's Environmental Policy and Growth Management Acts.

Support and Enable Innovative Private Sector-Based Solutions

The role of the City acting as a "guide" versus a "regulator" is key to collaborative problem solving. In support of this approach, the CTR and Transportation Demand Management programs should continue to be implemented in collaboration with employers and property owners to develop innovative solutions that are effective at supporting transportation needs, as well as effective at meeting program goals. Flexibility and innovation in achieving desired outcomes should be encouraged, and data and ongoing performance measurement should be used to monitor progress and guide future actions.

Develop Tools to Support Successful Outcomes

Many of the tools provided by the City are actively used by employers and property owners to support successful on-site TDM programs. The City should continue to develop and enhance these tools to provide collaborative, business-supportive resources that successfully streamline implementation of both the State Commute Trip Reduction Program and the City's Transportation Demand Management Program.

Commute Trip Reduction (CTR) Law

The Washington State Legislature adopted the Commute Trip Reduction law in 1991, incorporating it into the Washington Clean Air Act. This law affects larger employers (>100 employees arriving during the a.m. peak period) in the state's most populated counties. The goals of the program are to reduce traffic congestion, reduce air pollution, and petroleum consumption through employer-based programs that decrease the number of commute trips made by commuters driving alone.

Mobility Management Programs

Since the mid-1980s, all new major commercial developments in Redmond have been required as a condition of development to implement transportation management programs. The goal of these programs is to achieve a 70 percent or lower rate of commuting by single occupant vehicles. Elements of these programs include on-site information and resources for alternative travel choices, designated carpool and vanpool parking spaces, and ongoing monitoring and measurement of program success.

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Coordinate Planning and Implementation to Support Neighborhood-Based Outcomes

A holistic, coordinated approach will be critical to achieve Redmond's vision for its centers. The City is taking a deliberate approach that coordinates economic development, transportation, and growth, and leverages regional, state, and federal grant matching opportunities that support more efficient focused development within centers.

Coordinate and Support the City's Parking Strategies

As the City continues to grow and mature, managing the use of both on-street and off-street parking, supply will become increasingly important to maintain and increase access to businesses and services. The City should facilitate and support property owner and employer efforts to manage their available parking to balance competing needs (e.g., between employees and customers). New tools and solutions should be developed to address emerging issues, including parking management and parking spillover mitigation.

Implement TDM Tools in Coordination with Major Construction Projects

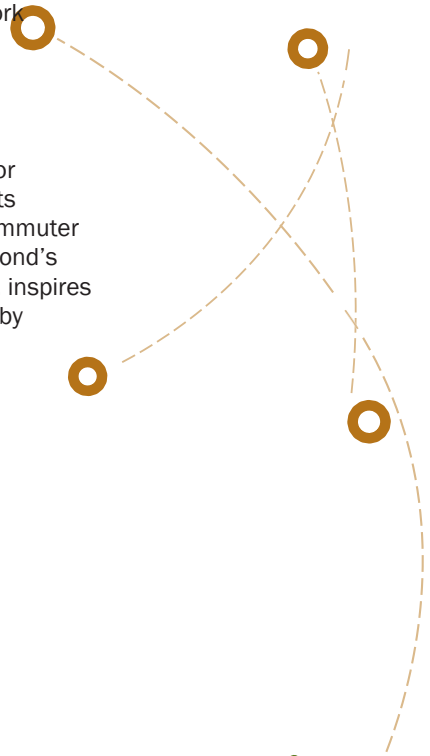
When significant transportation construction affects travel to, from, or within Redmond, such as major road closures, or construction on major highways or freeways, information about and incentives for alternative travel choices should be made available.

Leverage the City's Economic Development Potential

Redmond is a major employment destination, and its daytime population far exceeds its residential population. As part of a broader economic development strategy, there is an important opportunity to coordinate TDM actions and outreach efforts to leverage the economic activity of Redmond's work force, and make Redmond a great place to live, work, and play.

Support Local Businesses

Encourage reinvestment back into the local economy by promoting Redmond as a destination for customers, and supporting customer access by walking, bicycling, carpooling, or transit. Elements include incorporating incentives that support local businesses as part of the TDM program's commuter rewards outreach, and coordinating with cultural events and arts programs that enhance Redmond's identity as a destination. Supporting local businesses enhances Redmond's image and identity, inspires customer loyalty, and helps make biking, walking, and transit use viable for non-commute trips by actively supporting travel choices.



Appendix G: Transportation Facilities Plan with Financing Plan (System Needs)

Introduction

The Transportation Facilities Plan (TFP) is the long-range financially constrained portion of the Buildout Plan. The Buildout Plan contains all the capital needs identified to provide a complete and well-maintained transportation system for the City of Redmond well into the future. The TFP has been prioritized to best meet the transportation vision in support of the 2050 land use plan. This 29-year Transportation Facilities Plan is financially constrained by the revenue forecast for that same time period consistent with the Washington State Growth Management Act.

This appendix describes three elements essential to the formation of the TFP: its relationship to the Buildout Plan, the revenue forecast, and a strategically prioritized list of specific capital improvements and programs.

The Buildout Plan

The Buildout Plan is an ambitious list of important multimodal improvements needed to address gaps and issues in the current transportation system. Adoption of the completed Buildout Plan will be included in the Transportation Master Plan update. The full implementation of the Buildout Plan over time is expected to be a partnership among all stakeholders of the transportation system in Redmond, including neighboring jurisdictions, private developers, businesses, residents, and granting agencies.

The Buildout Plan, Transportation Facilities Plan, and Three-Year Action Plan

The priority portion of the Buildout Plan is the 29-Year Transportation Facilities Plan (TFP), a funding-constrained plan guiding transportation investment between 2022 and 2050. These priority projects and programs are the City's commitment to transportation improvements needed to keep pace with growth, complete system deficiencies, and provide for essential operations and capital maintenance needs.

Revenue Sources and Forecast

Process to Develop the 2022-2050 Revenue Forecast

Each revenue source has been forecasted through 2050. The forecast makes assumptions about basic considerations, such as the state of the economy, and whether the City would continue to devote that revenue source to transportation.

The first six years of the TFP revenue forecast are derived from the revenue projections in the 2023-2028 Capital Investment Program (CIP). The remaining years (2029-2050) are calculated based on a flat rate (does not include inflation) to match the project cost estimates.

Project cost inflation in outer years (2029-2050) can be estimated only if the City knows exactly what year each project would be initiated. While this is known for the Capital Investment Program (CIP), it is not known for the entire 29-year period.

Overview of Revenue Sources and Assumptions

The City's transportation investments are supported by a variety of revenue sources that include:

- **City taxes and fees –** General funds from property and sales taxes, Business Transportation Tax, transportation impact fees, etc.
- **Funds from other governmental agencies –** Grants from state and federal transportation agencies, cost participation by other cities in Redmond projects, and transfers of funds pursuant to agreements, such as the BROTS agreement with Bellevue.
- **Developer payments –** Funds provided by developers to ensure access and mitigate site-related transportation impacts.
- **Miscellaneous –** Interest earnings, carry-forward fund balances associated with projects initiated in prior years, intergovernmental transfers, and other funds.

TFP revenue forecast 2022-2050

Revenue Source	Forecast ($M) 2022-2050	Percent	Description of Source
General Fund Transfer	60.26	6.8%	Council appropriation from City general fund
Pavement Management General Fund	8.70	1.0%	Council appropriation from City general fund
Real Estate Excise Tax	62.78	7.1%	Tax on property sales in Redmond
Motor Vehicle Excise Tax	16.06	1.8%	State transportation funds to Redmond
Other Jurisdictions	2.93	0.3%	Cost participation by other agencies in Redmond projects
Federal and State Grants	103.92	11.7%	Cost participation grants for specific projects
Business Tax	139.24	15.7%	Employment based tax - Redmond employers
Impact Fees	243.20	27.4%	Transportation impact fee cash payments by developers; or construction value by developers
Developer Contributions	63.2	7.1%	Value of developer payments or construction for specific projects; not impact fee credited

Miscellaneous Sources	14.6	1.6%	Interest earnings, rent, surplus property, revenue for completed projects for concurrency
Miscellaneous Carryovers	24.37	2.7%	Funds brought forward; net of debt payments, non-tfp projects and overhead
Transportation Benefit District	148.50	16.7%	City Council adopted an ordinance to form a Transportation Benefits District
Total	887.75	100.0%	

Overview of Forecast and Growth Assumptions – 2022-2050

Forecast Assumptions

- Flat to moderate growth in revenues.
- No increases to tax or fee rates or new sources of revenue.
- Revenues and project costs also include the portion of CIP-funded projects that have occurred prior to 2022 and are continuing into the 2023-2028 time frame.
- Debt obligations are paid from existing revenues.

Growth Assumptions

- Impact fees and developer contributions account for 35 percent of the TFP revenues.
- Pipeline projects are either underway or have concurrency through a development agreement.
- Transportation impact fees paid by developer are a blend of built projects (developers receive impact fee credits when constructing an impact fee eligible project) and cash towards TFP projects.
- Developer contributions are the portion of developer-built projects that exceed the limit of impact fee credits.

Development of the Transportation Facilities Plan (TFP)

The Transportation Facilities Plan is part of the overall City of Redmond Capital Investment Strategy (CIS) or "Vision Blueprint," which is a comprehensive listing of all public infrastructure projects needed and funded through 2050. Transportation is the largest of the individually funded capital plans and integral to coordinating with the other capital projects within the city, particularly with utility projects, stormwater improvements, and parks and trails. Transportation tends to provide a framework for how to consider the design and timing of many other City capital projects so all of the City infrastructure can be integrally designed and provided most efficiently.

Projects and Programs

TFP capital investments are arranged into two types: projects and programs. Projects and programs have distinct characteristics, and they are designed to complement each other.

Stability of Revenue Sources:

- Gas tax revenue is based on consumption; gasoline tax revenues will decrease as drivers change to other modes of travel and shift to electric vehicles.
- REET is tied to the economy and local real estate market.
- General Fund is tied to economy plus City policy. In addition, in order to fund maintenance and operations on already built transportation infrastructure, the amount of General Fund revenue available for new transportation projects may decrease over time.
- Grant awards are sought in a highly competitive market for both federal and state grants and are tied to the availability of funding.
- Developer contributions have decreased due to plan-based concurrency system and are difficult to forecast in the outer years.

2024-2050 Transportation Facilities Plan (TFP) - DRAFT

ID	Name	Neighborhood	Street_From	Street_To	Description	Project_Type	Draft_TFP	Estimate
10	SR 520 Trail Grade Separation at NE 51st St	Overlake	520 Trail		Grade separate the 520 Trail at NE 51st Street.	Other	System Improvement (City)	$7,634,621
31	148th Ave NE and NE 51st St Right Turn Lanes	Overlake	520 Trail	148th Ave NE	Add a second right turn lane from westbound NE 51st Street to Northbound 148th Avenue NE.	Intersection improvement - signals	System Improvement (Dev)	$2,705,850
46	150th Ave NE & NE 51st St Signal	Overlake	NE 51st St		Add north leg to intersection of 150th Ave and 51st St and signalize this intersection.	Intersection improvement - signals	System Improvement (Dev)	$2,445,607
47	152nd Ave NE Main Street	Overlake	2600 Block	NE 31st St	Implement 152nd Avenue NE main street from NE 24th Street to 2600 Crossing to create a lively and active signature street in the Overlake Village. The cross section for the improvements would include 1 through lane in each direction, turn lanes as necessary, on-street parking and pedestrian and bicycle facilities. Other improvements include storm drainage, LID, street lighting, pedestrian amenities, transit amenities, right-of-way, easements, and utilities	Roadway capacity (corridor widening for bike or vehicle lane)	System Improvement (Dev)	$7,100,000
47.01	152nd Ave NE Main Street North	Overlake	24th St	31st St	Implement 152nd Avenue NE main street from 2600 Crossing to Plaza Street / DaVinci to create a lively and active signature street in the Overlake Village. The cross section for the improvements would include 1 through lane in each direction, turn lanes as necessary, on-street parking and pedestrian and bicycle facilities. Other improvements include storm drainage, LID, street lighting, pedestrian amenities, transit amenities, right-of-way, easements, and utilities	Half street	System Improvement (Dev)	$15,729,868
49	152nd Ave NE Main Street South of 24th	Overlake	NE 24th	NE 20th St	Implement a multi-modal pedestrian corridor concept on 152nd Avenue NE from NE 20th Street to NE 24st Street to create a lively and active signature street in the Overlake Village consistent with the Overlake Village Street Design Guidelines. The cross section for the improvements would include 1 through lane in each direction, turn lanes as necessary, on-street parking and pedestrian and bicycle facilities. Other improvements include storm drainage, LID, street lighting, pedestrian amenities, transit amenities, right-of-way, easements, and utilities	Full street	System Improvement (Dev)	$39,169,343
50	156th Ave NE & Bel-Red Rd Turn Lane	Overlake	156th Ave NE		Add southbound right-turn lane.	Intersection improvement - signals	System Improvement (Dev)	$2,400,000

2024-2050 Transportation Facilities Plan (TFP) - DRAFT

ID	Name	Neighborhood	Street_From	Street_To	Description	Project_Type	Draft_TFP	Estimate
51.01	156th Ave NE Shared Use Path	Overlake	NE 40th St	NE 51st St	Construct shared use path on the east side of 156th Avenue from 40th Street to 51st Street	Roadway capacity (corridor widening for bike or vehicle lane)	System Improvement (Dev)	$9,306,150
56.01	NE 40th St Shared Use Path - West	Overlake	148th Ave NE	SR 520	Shared use path on the south side of 40th Street from 148th Avenue to the 520 Trail	Roadway capacity (corridor widening for bike or vehicle lane)	System Improvement (Dev)	$9,483,555
62.01	NE 40th St Improvements	Overlake	163rd Ave NE	172nd Ave	Add paved trail on south side of 40th Street from 163rd Avenue to West Lake Sammamish Parkway	Roadway capacity (corridor widening for bike or vehicle lane)	System Improvement (City)	$5,201,700
66.01	51st St Shared Use Path	Overlake	148th Ave	SR 520	Provide multi-use trail on north side of NE 51st St between 148th Ave NE and SR 520.	Roadway capacity (corridor widening for bike or vehicle lane)	System Improvement (City)	$2,735,250
72	140th Ave NE and Redmond Wy Turn Lanes	Grass Lawn	NE 80th St	Redmond Way	Add second northbound left turn lane and extend bicycle lanes from 80th Street through the intersection of 140th Ave and Redmond Way.	Roadway capacity (corridor widening for bike or vehicle lane)	System Improvement (Dev)	$361,453
75	NE 116th St Widening Segment II	North Redmond	167th PL	179th PL	Widen NE 116th St from 176th Ave to 178th Ave NE. Improvements include 1 through lane in each direction, left turn lanes, bike lanes, curb, gutter, sidewalks, equestrian trail, street lights, storm drainage, underground power, right-of-way and easement acquisition.	Roadway capacity (corridor widening for bike or vehicle lane)	System Improvement (City)	$9,673,162
77	NE 116th St Segment III	North Redmond	179th PL	Avondale Rd	NE 116th St Segment III. Location: NE 116th Street (East End) from 179th Avenue NE to Avondale Rd. Description: Widen remaining sections of NE 116th St from 179th Avenue to Avondale Road. Improvements include 1 through lane in each direction, left turn lanes, bike lanes, curb, gutter, sidewalks, street lights, storm drainage, underground power, right-of-way and easement acquisition.	Roadway capacity (corridor widening for bike or vehicle lane)	System Improvement (City)	$20,702,850
88	NE 76th St Widening 520 to 178th Pl	SE Redmond	EB 520 Ramp	178th Pl NE	widen roadway to include three 12' travel lanes and two bike lanes and 6' sidewalks, realign roadway to comply with COR minimum horizontal curve radius requirement. At the signalized intersection of Fred Meyer and Target, add crosswalk to west leg, use existing right run drop lane eastbound, re-aligned to account for roadway widening. At intersection of 76th and eastbound 520 ramps add a crosswalk enabling pedestrian and bicycle crossing. Improve transit amenities.	Roadway capacity (corridor widening for bike or vehicle lane)	System Improvement (Dev)	$5,574,000

2024-2050 Transportation Facilities Plan (TFP) - DRAFT

ID	Name	Neighborhood	Street_From	Street_To	Description	Project_Type	Draft_TFP	Estimate
89	76th St & 178th Pl Intersection Improvements	SE Redmond	178th Pl NE		Improve the intersection by accommodating WB-67 trucks for all movements, adding northbound and southbound right turn only lanes, completing bike lanes, widening sidewalks to 6' wide, and better sight lines.	Intersection improvement - signals	System Improvement (Dev)	$6,758,359
90	NE 76th St Widening	SE Redmond	178th Pl NE	185th Ave NE	Widen roadway to include a 12' center turn lane, two 12' travel lanes and two 5.5' bike lanes and 6' sidewalks on both sides of roadway.	Roadway capacity (corridor widening for bike or vehicle lane)	System Improvement (Dev)	$3,150,000
111	124th St and 162nd Pl Intersection Improvements	North Redmond	162nd Pl NE		Construct intersection improvements at 124th Ave NE and 162nd Pl NE. Includes the addition of turn lanes on NE 124th and modifications on 162nd Pl for sight distance as well as intersection control. Coordination with King County Roads as project is outside City limits.	Intersection improvement - signals	System Improvement (Dev)	$4,489,800
113	192nd Ave NE Extension	SE Redmond	NE 68th St	Union Hill Rd	Construct new 192nd Ave NE from NE 68th St to Union Hill Rd. Improvements include 1 through lane in each direction, left turn lanes, bike lanes, sidewalks, street lights, traffic control, storm drainage, right-of-way and easements.	Full street	System Improvement (Dev)	$38,072,000
119	Avondale Way Extension	Downtown	Redmond Way	NE 76th St	Construct a new north/south non-motorized connection between Redmond Way and NE 76th Street. Needed cost estimate review.	Full street	System Improvement (Dev-City)	$36,442,004
156	Willows Rd Widening	Sammamish Valley	NE 116th St	NE 124th St	Widen Willows Road from NE 116th St to NE 124th St. Improvements include 2 through lanes in each direction, left turn lanes, bike lanes, curb, gutter, sidewalks, transit amenities, street lights, storm drainage, underground power, right-of-way and easement acquisition.	Roadway capacity (corridor widening for bike or vehicle lane)	System Improvement (City)	$22,006,950
170	158th Ave NE Extension	Downtown	Redmond Way	NE 83rd St	Construct new 159th Ave NE from Redmond Way to NE 83rd St. Improvements include 1 through lane in each direction, parking, sidewalks, street lights, pedestrian amenities, transit stop amenities, storm drainage, right-of-way and easements.	Full street	System Improvement (Dev-City)	$10,469,000
172	150th Ave NE Bicycle Lane Completion	Overlake	NE 51st St	NE 40th St	Fill in gaps in bicycle facility network on 150th Avenue NE from NE 51st Street to NE 40th Street in both directions, and improve curve radius to allow for truck movements through existing chokepoint. Widen roadway to west and build retaining walls.	Roadway capacity (corridor widening for bike or vehicle lane)	System Improvement (City)	$16,583,635
201	Redmond Central Connector Phase 3	Sammamish Valley			12 foot regional trail from the Redmond Central Connector Phase II to 124th Street	Multi-use Path	System Improvement (City)	$4,245,000
288	151st Ave NE South-DaVinci	Overlake	NE 20th St	NE 24th St	Construct new 151st Avenue NE between NE 20th Street and NE 24th Street. Refer to the Overlake Neighborhood Plan for more details. Coordinate with the Overlake Village South Study.	Full street	System Improvement (Dev)	$9,000,000

2024-2050 Transportation Facilities Plan (TFP) - DRAFT

ID	Name	Neighborhood	Street_From	Street_To	Description	Project_Type	Draft_TFP	Estimate
289	NE 22nd St, West	Overlake	148th Ave NE	152nd Ave NE	Construct new NE 22nd Street from 148th Avenue NE to 152nd Avenue NE and design the street as a local access street using pedestrian supportive design with on-street parking and one through lane in each direction. Major street connections would be signalized. Coordinate with Overlake South Plan.	Full street	System Improvement (Dev)	$19,000,000
290	NE 22nd St, East	Overlake	152nd Ave NE	Bel-Red Rd	Construct new NE 22nd Street from 152nd Avenue NE to Bel-Red Road and design the street as a local access street using pedestrian supportive design with on-street parking and one through lane in each direction. Major street connections would be signalized. Coordinate with Overlake South Plan.	Full street	System Improvement (Dev)	$7,500,000
310	Lumiere - NE 24th to NE 26th	Overlake	NE 24th St	Hopper St	Construct Lumiere Access Street from 24th Street to Hopper Street in accordance with Overlake Village Design Standards, including 1 travel lane, parking lane and sidewalk in each direction.	Full street	System Improvement (Dev)	$12,098,000
311	DaVinci - NE 27th to NE 28th	Overlake	Hopper St	Shen St	Construct DaVinci neighborhood street from Turing Street to Shen Street in accordance with Overlake Village Design Standards, including 1 travel lane,parking lane, cycle track, and sidewalk in each direction as well as an urban pathway trail.	Full street	System Improvement (Dev)	$8,867,000
312	DaVinci - NE 24th to NE 26th	Overlake	NE 24th St	Hopper St	Construct DaVinci neighborhood street from 24th Street to Hopper Street in accordance with Overlake Village Design Standards, including 1 travel lane,parking lane, cycle track, and sidewalk in each direction as well as an urban pathway trail.	Full street	System Improvement (Dev)	$20,393,000
313	Hopper Street	Overlake	152nd Ave NE	DaVinci	Construct Hopper Street Access Street from DaVinci to 152nd Ave in accordance with Overlake Design Standards, including 1 travel lane, parking lane and sidewalk in each direction.	Full street	Local Street Network 2050	$17,906,000
314	Turing Street	Overlake	NE 27th St	152nd Ave NE	Construct Access Street in accordance with Overlake Village Design Standards, including 1 travel lane, parking lane and sidewalk in each direction.	Full Street	System Improvement (Dev)	$31,593,902
315	Shen Street	Overlake	Hopper St	152nd Ave NE	Partial completion by the Overlake Access Ramp project. Cost estimate review needed.	Full Street	System Improvement (Dev)	$28,998,333
339	NE 95 St. Bridge Replacement	Bear Creek	NE 95th St		NE 95th Street Bridge Replacement	Other	System Improvement (City)	$884,000
360	NE 70th Street Extension Phase 2 Construction	SE Redmond	Redmond Way	180th Ave NE	Construct a new street connection up to City standards on NE 70th Street between 180th Avenue NE and Redmond Way	Full street	System Improvement (Dev)	$2,500,000
361.01	Sammamish River Trail Extension from 51st Street to Bel-Red Road	Overlake			Extend Sammamish River Trail at east side of West Lake Sammamish Parkway from 51st Street to Bel-Red Road	Roadway capacity (corridor widening for bike or vehicle lane)	System Improvement (Dev)	$19,804,808

2024-2050 Transportation Facilities Plan (TFP) - DRAFT

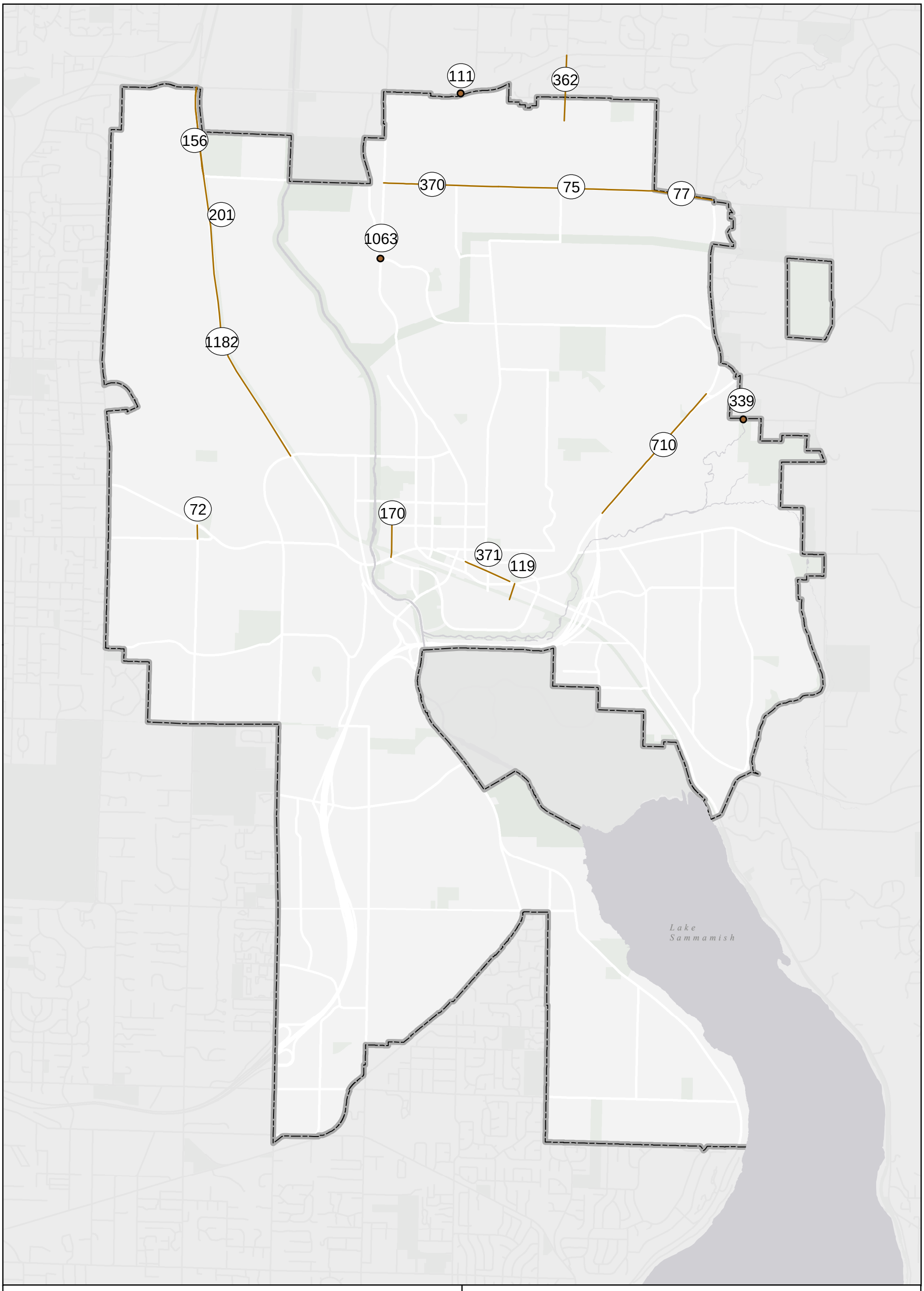
ID	Name	Neighborhood	Street_From	Street_To	Description	Project_Type	Draft_TFP	Estimate
362	172nd Ave NE Extension	North Redmond	NE 124th St	NE 128th St	172nd Ave NE gate opening at NE 124th St and traffic calming improvements	Other	System Improvement (City)	$1,340,000
364	NE 76th Street Extension (Segment 2)	SE Redmond	188th Ave NE	192nd Ave NE	Construct new NE 76th St from 188th Ave NE to 192nd Ave NE. Improvements include 1 through lane in each direction, left turn lanes or medians to create a 3 lane section, bike lanes, sidewalks, street lights, traffic control, storm drainage, right-of-way and easements. Consider roundabout at 185th Ave and 76th St.	Full street	System Improvement (Dev)	$16,278,000
366.01	156th Ave NE Two-Way Cycletrack	Overlake	Bel-Red Road	NE 40th St.	Construct two-way cycle track on the east side of 156th Avenue from 28th Street to 40th Street	Roadway capacity (corridor widening for bike or vehicle lane)	System Improvement (Dev-City)	$7,695,059
370	NE 116th St Widening Segment I, Phase II	North Redmond	Red-Wood Rd	167th Pl NE	Complete NE 116th St from Red-Wood Road to 167th Place NE. Improvements include one through lane in each direction, left turn lanes, bike lanes, curb, gutter, sidewalks, equestrian trail, street lights, storm drainage, underground power, right-of-way, and easement acquisition. Improvements coordinate with project # 356: the construction of a roundabout at NE 116th Street and 162nd Avenue NE.	Roadway capacity (corridor widening for bike or vehicle lane)	System Improvement (City)	$6,220,000
371	Redmond Way Widening	Downtown	168th Ave NE	164th Ave NE	Add second westbound lane and parking on the north side of Redmond Way between 168th Avenue and 166th Avenue. Project would include one travel lane, on-street parking, sidewalk, right-of-way, utilities and streetscape improvements	Other	System Improvement (Dev-City)	$12,008,433
378	173rd Ave NE Connection	SE Redmond	NE 67th St	NE 70th St	Construct collector arterial (see RZC Appendix 8A).	Full street	System Improvement (Dev)	$23,220,800
382	176th Ave NE Retrofit- LW Tech Segment	SE Redmond		NE 65th St	Widen Roadway Per Appendix 8A	Roadway capacity (corridor widening for bike or vehicle lane)	System Improvement (Dev)	$4,383,000
384	NE 65th St Retrofit	SE Redmond	Marymoor Park boundary	East Lake Sammamish Parkway	Retrofit collector arterial (see RZC Appendix 8A)	Full street	System Improvement (Dev)	$22,653,390
386	NE 67th St Retrofit	SE Redmond	173rd Ave NE	176th Ave NE	Retrofit collector arterial (see RZC Appendix 8A)	Full street	System Improvement (Dev)	$23,697,742
387.01	148th Corridor from NE 20th to SR520	Overlake	Bel-Red Road	EB SR 520 on-ramp	Add northbound through lane on 148th Ave NE between Bel-Red Road and the eastbound SR 520 on ramp	Roadway capacity (corridor widening for bike or vehicle lane)	System Improvement (Dev)	$14,372,626

2024-2050 Transportation Facilities Plan (TFP) - DRAFT

ID	Name	Neighborhood	Street_From	Street_To	Description	Project_Type	Draft_TFP	Estimate
389	West Lake Sammamish Parkway Roundabout	Overlake	Vest Lake Sammamish Parkway		Construct a roundabout at West Lake Sammamish Parkway and Bel-Red Road	Intersection improvement - no signals	System Improvement (Dev)	$8,720,843
392	NE 70th St Retrofit	SE Redmond	173rd Ave NE	Redmond Way	Construct collector arterial street (see RZC Appendix 8A). North half of street to be completed as part of DRLE	Full street	System Improvement (Dev)	$11,936,272
396	176th Ave from 70 to Red Way	SE Redmond	NE 70th St	Redmond Way	Construct connector street with right-in, right-out access at Redmond Way to function as a third entrance to the subarea.	Full street	System Improvement (Dev)	$9,587,340
404	176th Ave NE Retrofit-67th Segment	SE Redmond	MId Segment	LW Segment	Widen Roadway Per Appendix 8A	Roadway capacity (corridor widening for bike or vehicle lane)	System Improvement (Dev)	$5,327,564
405	176th Ave NE Retrofit-Middle Segment	SE Redmond	NE 65th St	NE 70th St	Widen Roadway Per Appendix 8A	Roadway capacity (corridor widening for bike or vehicle lane)	System Improvement (Dev)	$4,043,493
406	176th Ave NE Retrofit-North Segment	SE Redmond		NE 70th St	Widen Roadway Per Appendix 8A	Roadway capacity (corridor widening for bike or vehicle lane)	System Improvement (Dev)	$5,589,000
502	24th St Multimodal Imp from 148 to Bel-Red	Overlake	148th Ave NE	Bel-Red Rd	Add new cycle tracks and sidewalks to 24th Street between 148th Avenue and Bel-Red Road, see Overlake South Plan.	Roadway capacity (corridor widening for bike or vehicle lane)	System Improvement (City)	$8,667,000
710	Avondale Road School Bus Pull Outs	Bear Creek			Install school bus pullouts on Avondale Road including at Novelty Hill Road , NE 95th St, 188th, Ave NE/182nd Ave NE, 180th Ave NE, and NE 90th St.	Other	System Improvement (City)	$2,623,000
1063	RedWood Rd and NE 109th St Improvements	Education Hill	Red-Wood Rd		North-Souths Corridors Study	Intersection improvement - signals	System Improvement (City)	$1,140,000
1150	Lumiere Ave	Overlake	NE 20th St	NE 24th St	Lumiere Ave from NE 20th St to NE 24th St	Full street	System Improvement (Dev)	$28,504,473
1151	NE Koll Drive	Overlake	152nd Ave NE	DaVinci	NE Koll Drive (2100 block) from Da Vinci Ave to 152nd Ave - private street but publicly accessible	Roadway capacity (corridor widening for bike or vehicle lane)	Local Street Network 2050	$3,193,943
1166	70th Street Cycle Track	SE Redmond	SR 202	180th Avenue	One way cycle track built by development by shifting curb line south. Part of comfortable bike system connecting Marymoor Station to SE Redmond.	Full Street	System Improvement (Dev)	$3,093,464

2024-2050 Transportation Facilities Plan (TFP) - DRAFT

ID	Name	Neighborhood	Street_From	Street_To	Description	Project_Type	Draft_TFP	Estimate
1182	Willows North Bus Lane	Willows-Rose Hill	90th Street	124th Street	Add northbound bus only or HOV only lane. Replaces one general purpose lane south of 9900 Block and replaces bike lanes from 9900 Block to 124th Street - cannot remove bike lanes until Redmond Central Connector complete providing new, more comfortable bike facility	Other	System Improvement (City)	$1,403,910
1192	40th Street Shared Path, East	Overlake	163rd Avenue	West Lake Sammamish Parkway	Shared path on the south side of 40th Street with segments of cycle track where appropriate	Roadway capacity (corridor widening for bike or vehicle lane)	System Improvement (City)	$7,106,922
3112	Brill Street	Overlake	DaVinci	152nd Ave NE	Non-Motorized vehicle and Fire Access between DaVinci and 152nd Ave NE	Roadway capacity (corridor widening for bike or vehicle lane)	Local Street Network (Dev)	$1,737,540
3113	Bridge Structure and Repair Program	Citywide	Citywide		Started in 2001, bridge inspections and to coordinate maintenance and repair	Program	System Improvement (City)	$3,900,000
3114	Street Channelization Improvement and Maintenance Program	Citywide	Citywide		Replace worn pavement markings and signs for compliance; install new/innovative pavement markings and signs for channelization changes and safety concerns	Program	System Improvement (City)	$3,250,000
3115	Transportation Benefit District Implementation	Citywide	Citywide		Transportation improvements to be funded by the Transportation District	Program	System Improvement (City)	$143,000,000
3116	Street Lighting Program	Citywide	Citywide		Install new street lights and/or upgrade existing to LED at key locations where additional illumination would benefit safety and user accessibility.	Program	System Improvement (City)	$1,950,000
3117	Transportation Demand Management	Citywide	Citywide		Started in 1997	Program	System Improvement (City)	$2,210,000
3118	Traffic Safety Improvements	Citywide	Citywide		Targeted Safety Improvement Projects for safe, protected crossings	Program	System Improvement (City)	$2,600,000



2024-2050 Transportation Facilites Plan

City of Redmond, Washington

Redmond
WASHINGTON

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Miles

N

Transportation Facilites Plan Project (Line)

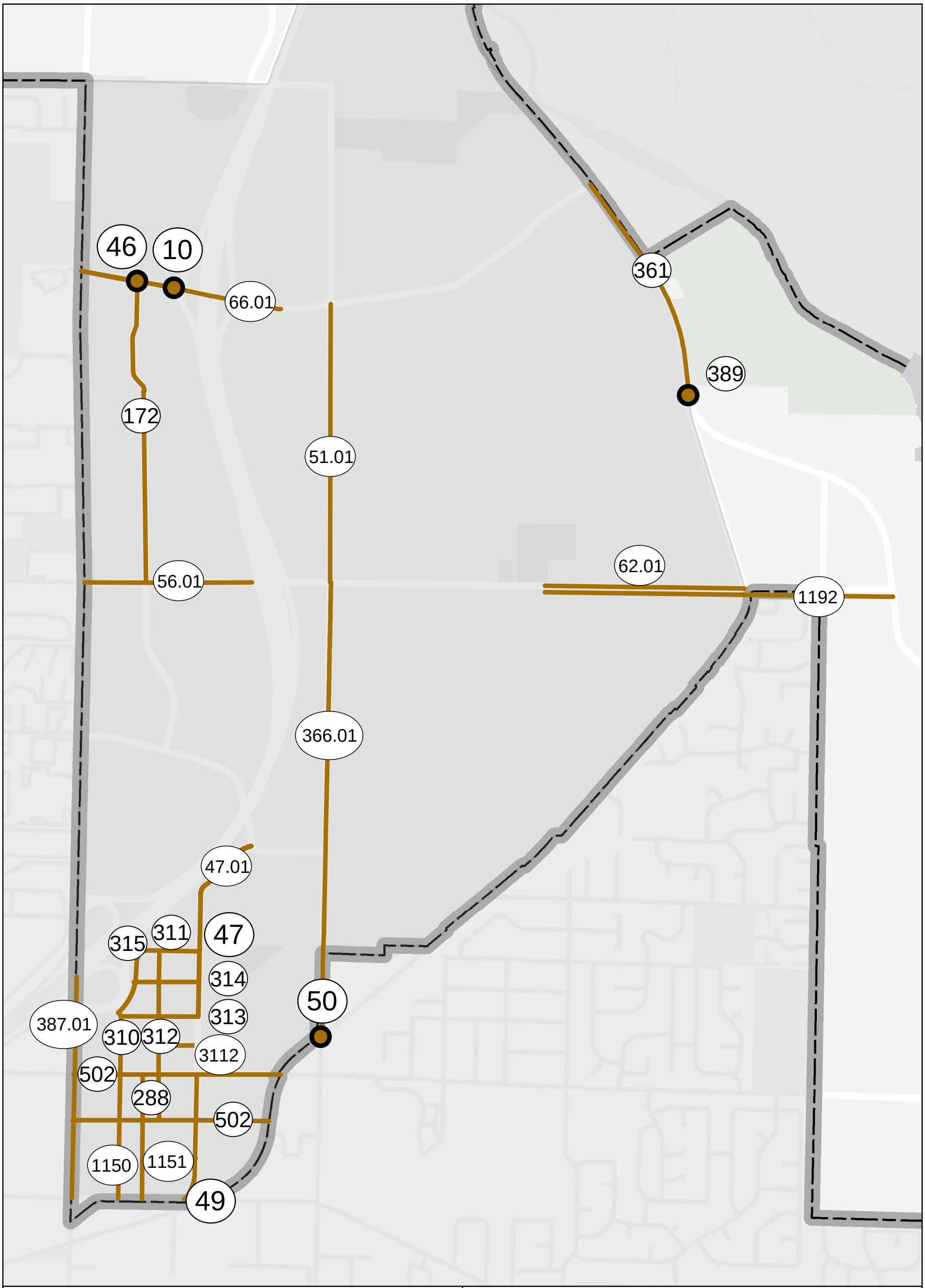
Transportation Facilities Project (Point)

City Limit

Neighborhood

Disclaimer: This map is created and maintained by GIS Services Group,Transportation and Information Services, City of Redmond, Washington, for reference purposes only.

The City makes no guarantee as to the accuracy of the features shown on this map.



2024-2050 Transportation Facilites Plan

City of Redmond, Washington

Redmond
WASHINGTON

0 0.15 0.3
Miles

N

Transportation Facilites Plan Project (Line)

Transportation Facilities Project (Point)

City Limit

Neighborhood

Disclaimer: This map is created and maintained by GIS Services Group,Transportation and Information Services, City of Redmond, Washington, for reference purposes only.

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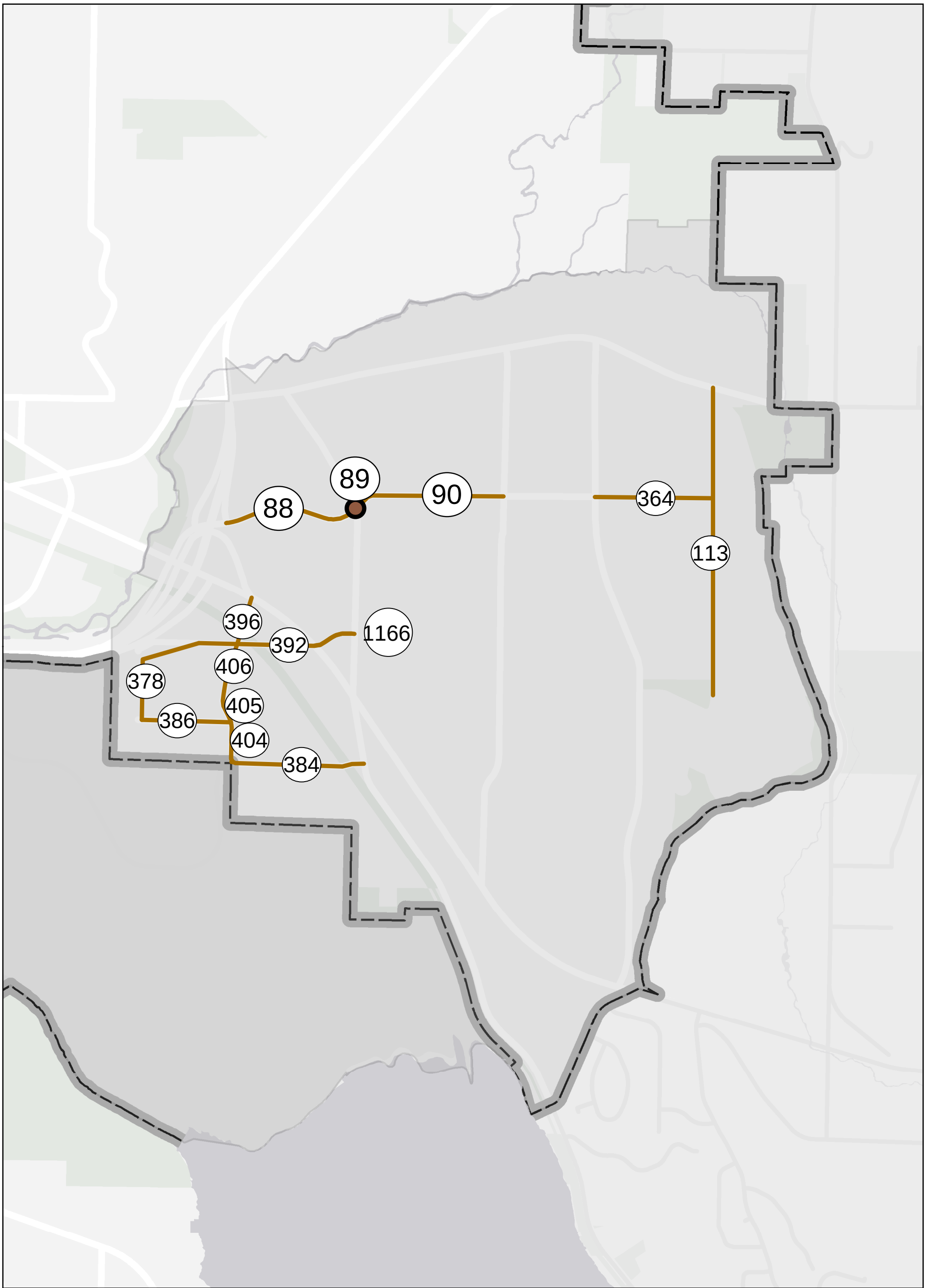

2024-2050 Transportation Facilites Plan

City of Redmond, Washington

Redmond
WASHINGTON

0 0.15 0.3
Miles

N

Transportation Facilites Plan Project (Line)

Transportation Facilities Project (Point)

City Limit

Neighborhood

Disclaimer: This map is created and maintained by GIS Services Group,Transportation and Information Services, City of Redmond, Washington, for reference purposes only.

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Appendix H – Transit and Active Transportation Networks

Introduction

This appendix describes in more detail how Redmond's policy objectives for transit and active transportation networks will be achieved.

Transit System

Since the mid-20th century, urban transit systems have served suburban areas chiefly with peak-hour express service to city centers, together with low-frequency local routes. Prioritizing suburban residents working office jobs in city centers excluded not only large swaths of workers on non-traditional shifts but also people making non-commute trips, which make-up the vast majority of trips. The COVID-19 pandemic laid this bare, as ridership on peak-hour express service plunged while routes serving transit-dependent essential workers held their own. Routes dependent on office dwellers continue to struggle while all-day, frequent routes that serve multiple purposes thrive.

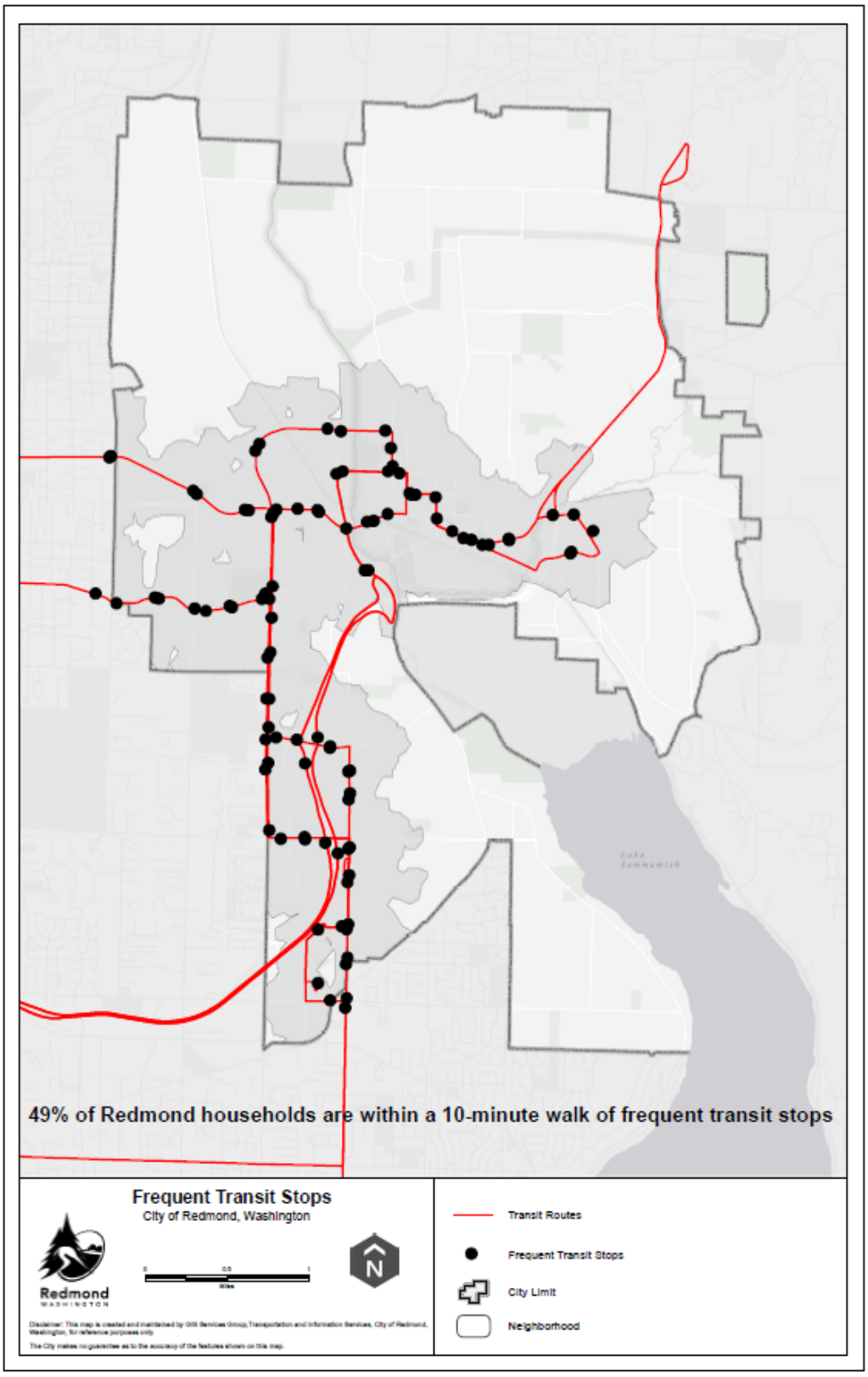
Redmond is transforming from a suburb to a city: a community with dense centers and complete neighborhoods, where people look to transit to get them around town and the region for many types of trips. A comprehensive system of interconnected transit services is critical to improve and sustain Redmond's economic vitality, support the growth and development of Redmond's centers, and meet the mobility needs of community members. There are three key elements that will help the transit system grow to meet a broader range of travel needs throughout the day: 1) a core network of all-day, frequent transit service and a complementary network of supporting services; 2) improving access to, and the speed and reliability of, transit; and 3) identifying key priorities, strategies, and actions between now and 2050 that leverage the investment in light rail.

Transit System Development

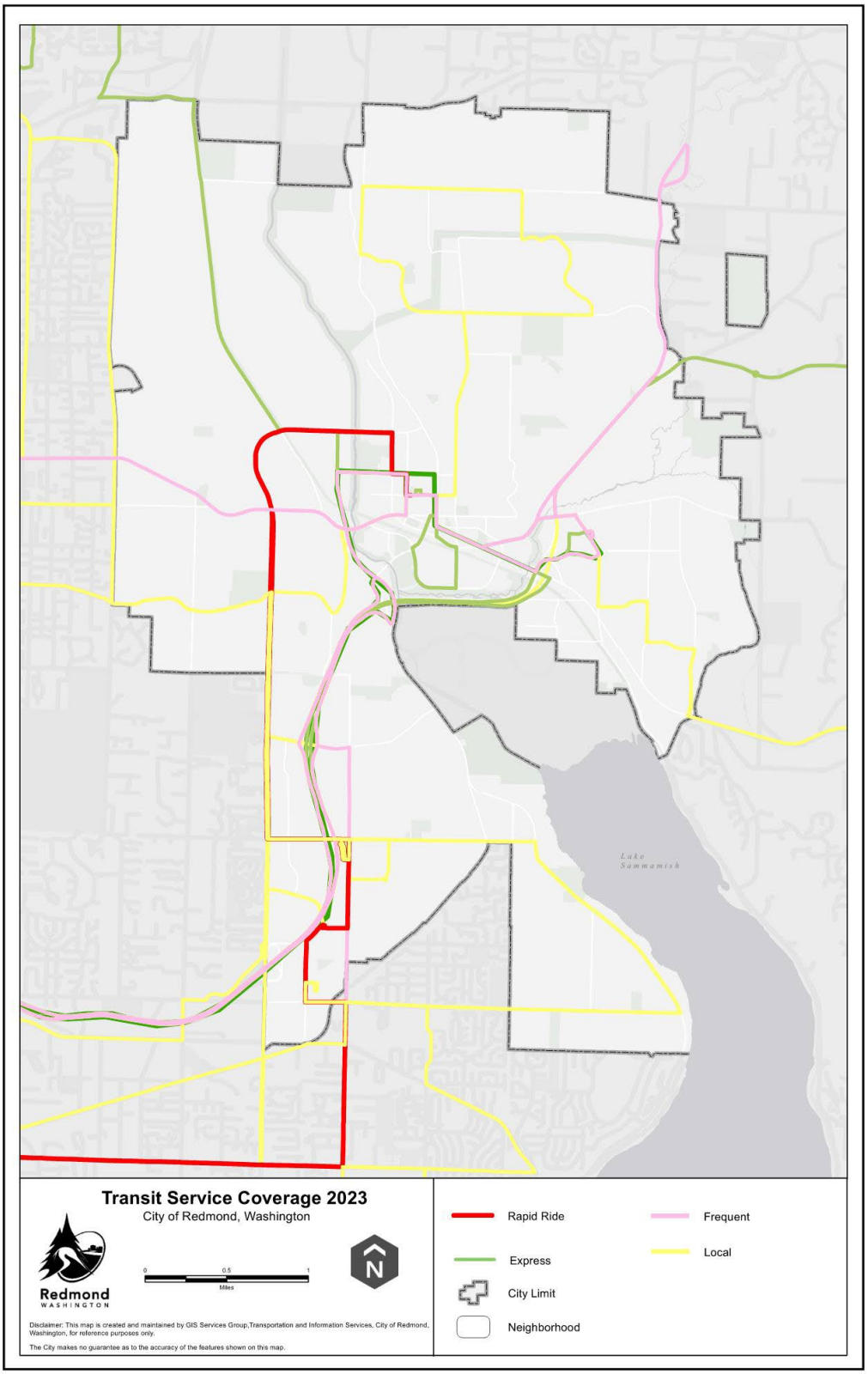
The primary transit agencies operating in Redmond are Sound Transit and King County Metro. While Redmond does not provide transit service directly, it does play a role in identifying priorities and strategies for transit service implementation in collaboration with these transit agencies. Both Metro and Sound Transit face an uncertain funding environment today and into the foreseeable future. It is important for the City to identify the priorities for adding and maintaining transit service. The City will use the transit connections and level-of-service standards specified in this appendix to guide investments in transit service over time. These standards identify the most important "priority connections" between local and regional destinations and specify appropriate levels of transit investment. In addition, these standards will be used to evaluate and assess the transit network as changes, restructures, and reinvestments occur. Where appropriate, the City may partner with transit agencies, employers, and nearby jurisdictions to help support the funding of key transit connections. These actions can help meet transit frequency and hours

of operation standards. The City plays a more direct role in facilitating bus transit speed and reliability, as well as improving access to bus and rail transit corridors and stops. Improving speed and reliability, as well as improving access for pedestrians and bicyclists, are critical for these corridors to meet community travel needs. See *Appendix B Multimodal Level of Service Standards* for Transit Level of Service Standards and Priority Connections.

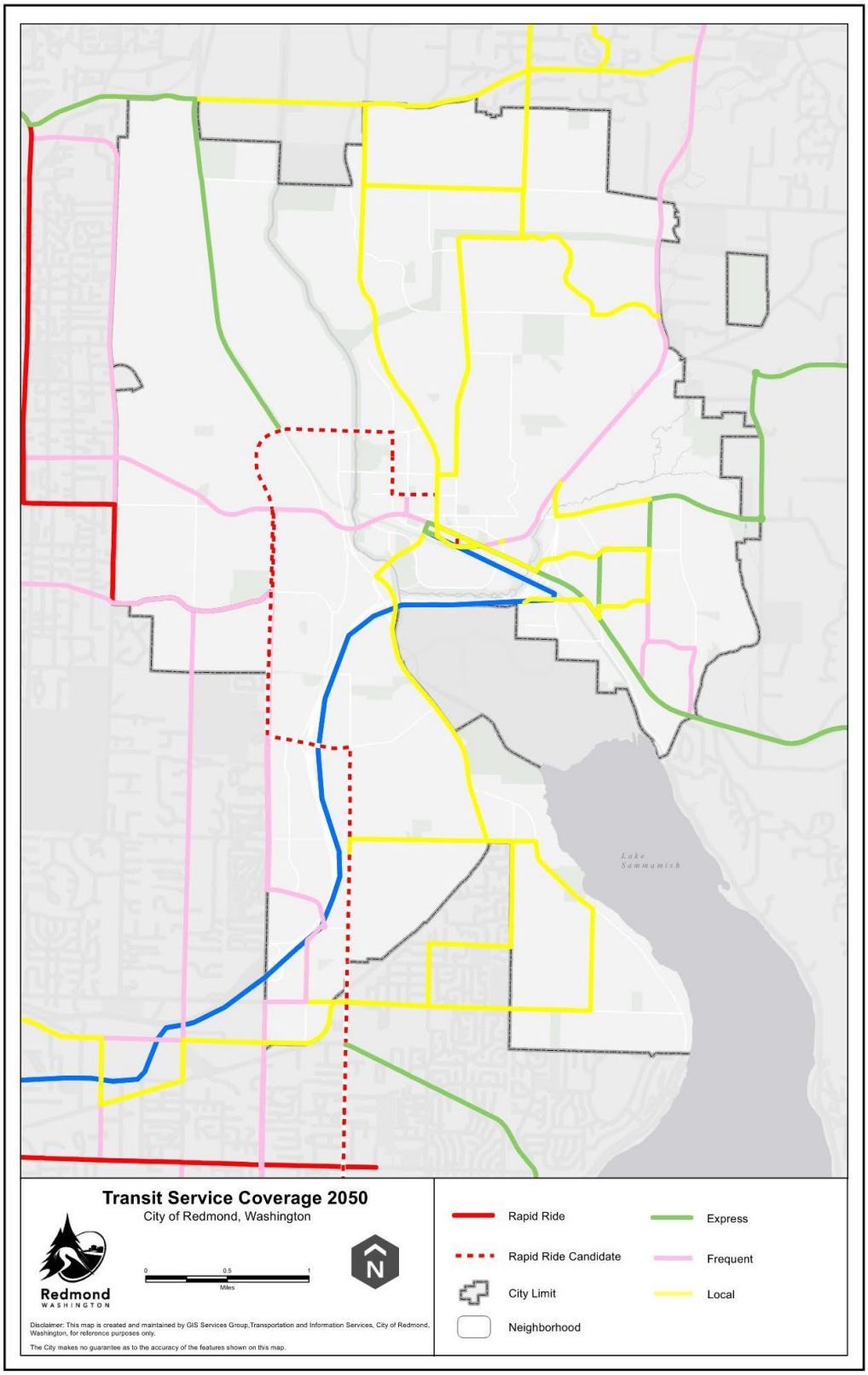
Transit Service Frequency 2023



Transit Service Coverage 2023



Transit Service Coverage 2050



Pedestrian System

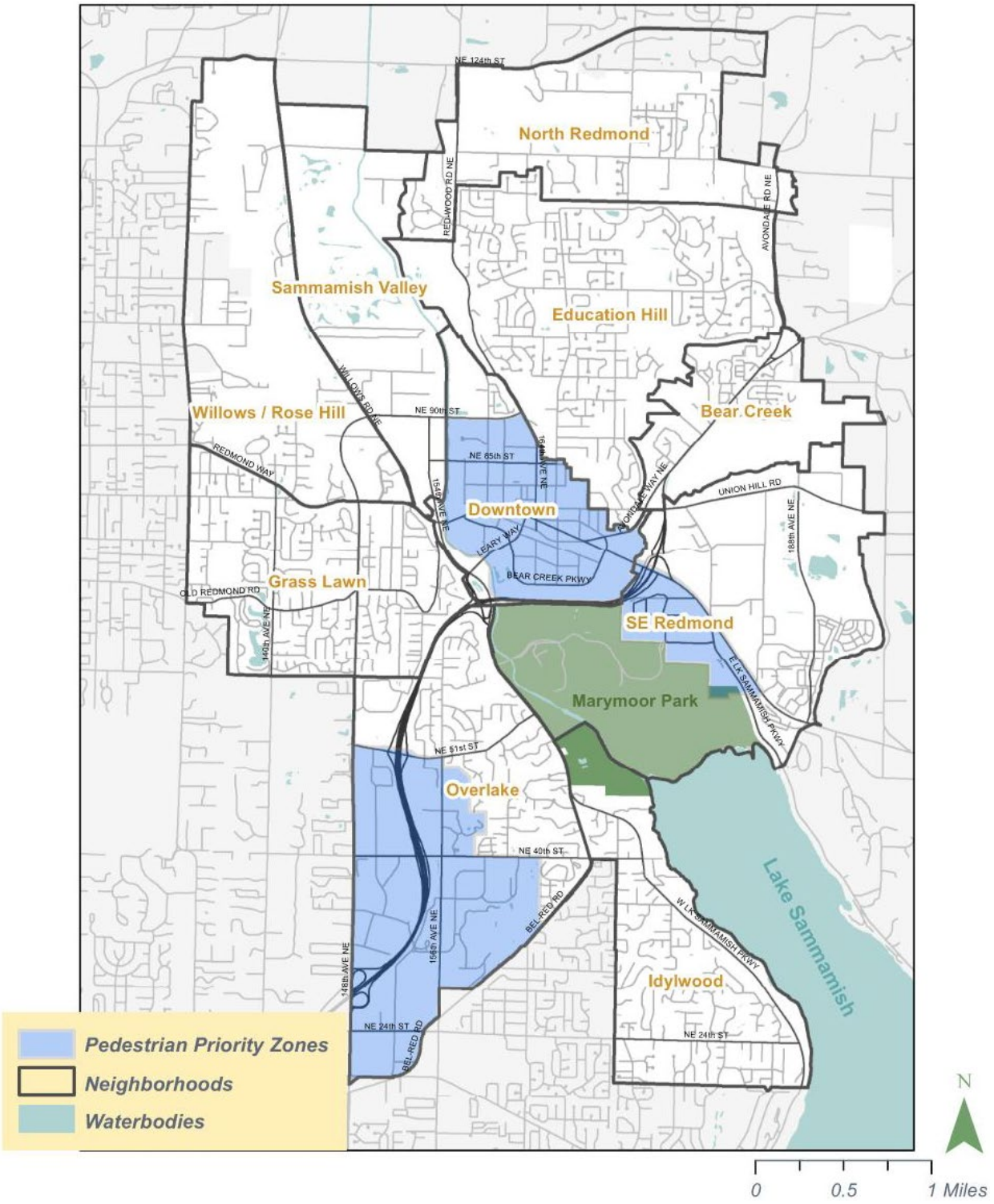
The overall transportation vision relies heavily on a successful pedestrian system that is interwoven into an integrated multimodal transportation system to create a walkable Redmond. The pedestrian strategic approach to making Redmond more walkable is threefold: 1) create high-quality pedestrian environments in centers and light rail station areas; 2) complete a high-density, well-connected network of pedestrian facilities throughout all Redmond neighborhoods; and 3) improve the safety and comfort of all facilities including pedestrian crossings and increasing the separation of pedestrians from traffic.

Every trip, including transit and automobile trips, begins and ends with walking. Walking serves as a foundation for a successful transportation system by meeting significant travel demand in centers, providing efficient access to transit, connecting neighborhood destinations, and creating a vibrant street life. The pedestrian environment is as much about a sense of place (sidewalk cafes, spaces for events, gathering places for conversation, enjoying art and green spaces, and window shopping) as it is the most basic form of travel. An important part of the vision for this plan is creating a safe, walkable Redmond.

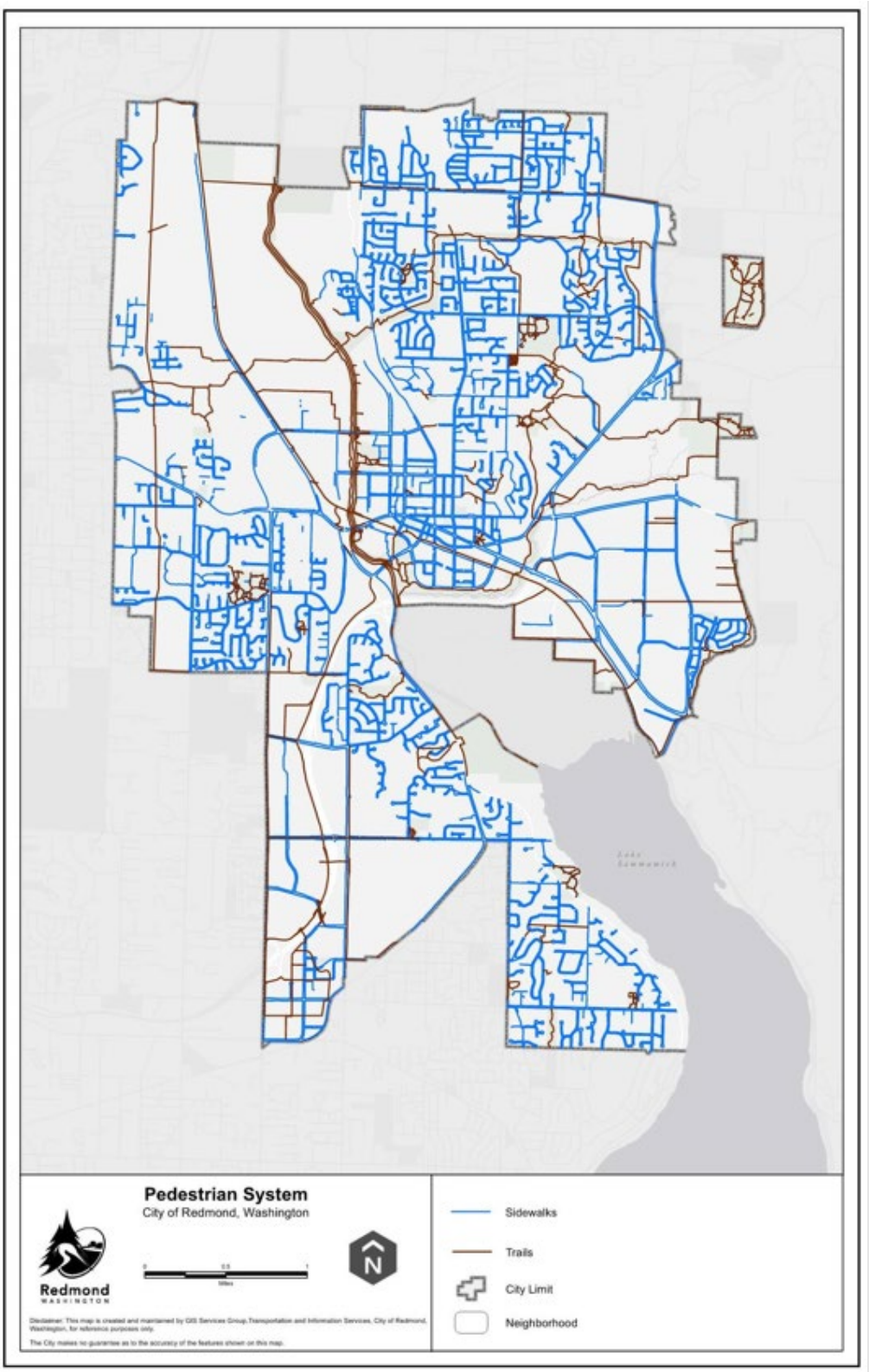
Pedestrian Priority Zones

Urban walking environments will provide mobility for high numbers of pedestrians and form vibrant streetscapes that create a high quality of life in Downtown, Overlake, and Marymoor Village as shown in the pedestrian zone map.

Pedestrian Priority Zones



Pedestrian System 2023



American Disabilities Act (ADA)

The pedestrian system will be designed to provide mobility for all. Public and private investment supports the transition to a pedestrian system that is usable for the mobility impaired, including design treatments, such as curb ramps. This approach also supports the City's compliance with the federal Americans with Disabilities Act (ADA). In order to ensure ADA compliance, the City will create an ADA transition plan.

Bicycle System

Many local trips could be comfortably completed using a bicycle if the available facilities between destinations are safe and comfortable for the user. The accelerating adoption of e-bikes further expands the kinds of trips that can be accomplished on bike.

The bicycle strategy to encourage a significant increase in bicycle trips has three main parts: 1) complete a network of low traffic stress cycling facilities, such as paved shared-use paths, cycle tracks that physically separate the bicyclist from the street and automobile traffic, and bike boulevards on lower volume, lower speed streets; 2) complete a dense network of on-street facilities that shorten bicycle trip lengths and also act as a feeder system to the spine of low traffic stress facilities ; and 3) provide for abundant access to bicycles through shared micromobility program where a person can rent a bicycle, scooter, or other micromobility device. Convenient bike parking, and robust education and encouragement programs round out the complete bicycle strategic approach for Redmond.

Low traffic stress facilities are the foundation of the bicycle strategy because the "interested but concerned" percentage of the population represents the majority of cyclists.

Comfort Typology of Bicyclists

Design User Profile	Non-Bicyclist	Interested but Concerned	Somewhat Confident	Highly Confident
Bicycling Preferences	Uncomfortable bicycling in any condition, have no interest in bicycling, or are physically unable to bicycle.	Often not comfortable with bike lanes, may bike on sidewalks even if bike lanes are provided; prefer off-street or separate bicycle facilities or quiet or traffic-calmed residential roads. May not bike at all if bicycle facilities do not meet needs for perceived comfort.	Generally prefer more separated facilities, but are comfortable riding in bicycle lanes or on paved shoulders if need be.	Comfortable riding with traffic, will use roads without bike lanes.
Percent of Population	31-37%	51-56%	5-9%	4-7%

Note: the percentages above reflect only adults who have stated an interest in bicycling.

Bicycle Travel Supports Urban Mobility

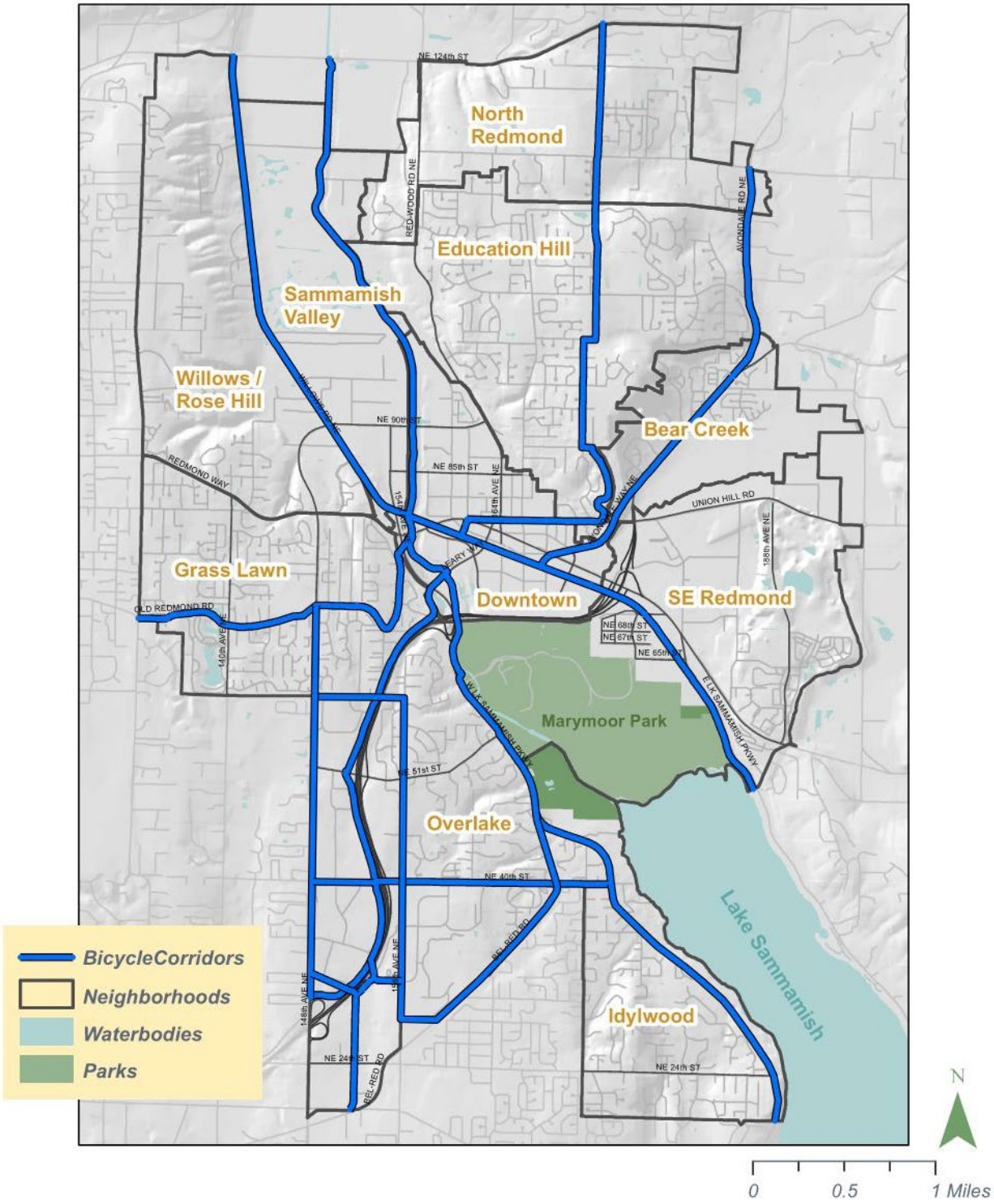
Bicycling is important for supporting light rail ridership. Vehicle parking will be limited due to cost and property impacts, whereas bicycle parking is inexpensive and takes up very little space. Bicycling also significantly increases the number of people that can conveniently access light rail without an automobile. Sound Transit estimates that by 2030, 33 percent of light rail riders will access the Overlake Village station by walking or bicycling (East Link Light Rail FEIS Appendix H1 Table 7-12, East Link Light Rail FEIS Appendix H1 Table 4-11).

The images below illustrate one of the fundamental challenges we face and why a transportation network with increased reliance on active transportation modes is envisioned: moving 200 people in a two-block space means total gridlock by vehicle, even with five lanes, but only takes one lane width when the same 200 people are riding bicycles.

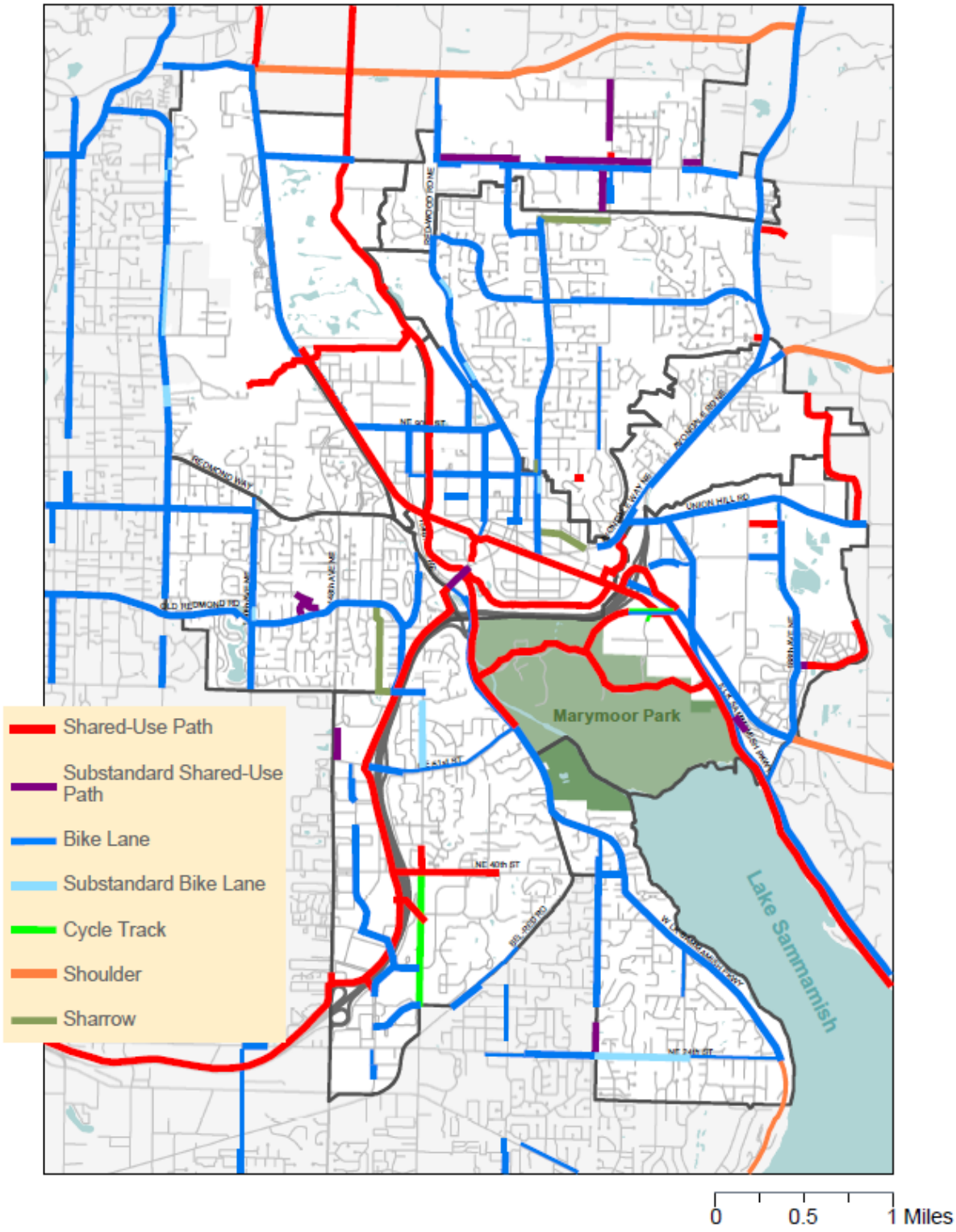
Bicycle System Development

The Redmond Bicycle Design Manual defines the level of traffic stress (LTS) for bicycle facilities in different roadway characteristics, from LTS 1 (lowest stress) to LTS 4 (highest stress). For example, a shared use path is always LTS 1 while painted bicycle lane ranges from LTS 1 on low speed, low volume streets to LTS 4 on high speed, high volume streets. Redmond's goal is to achieve LTS 2 or better on all bicycle modal corridors as shown in the following map.

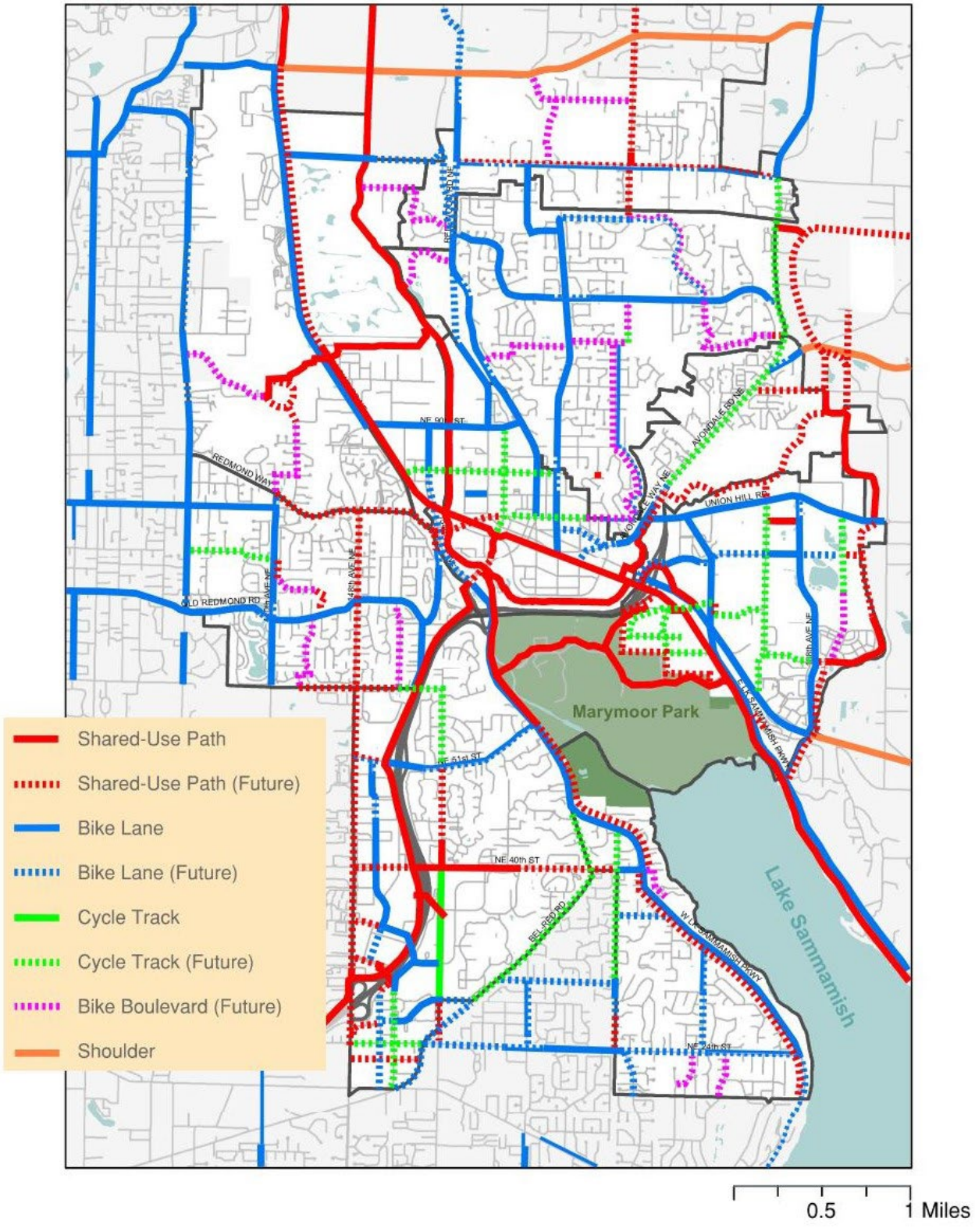
Bicycle Modal Corridors



Bicycle System 2023



Bicycle System 2050



Puget Sound Regional Council

1201 Third Avenue, Suite 500 Seattle, WA 98101-3055 | psrc.org | 206-464-7090

June 21, 2024

Michael Hinze, AICP, RSP[1]
Transportation Planning Manager
City of Redmond
15670 NE 85th Street
Redmond, WA 98073

Dear Mr. Hintze:

We have reviewed the City of Redmond's Downtown Redmond Shared Parking and Circulator Program project and have confirmed that it is consistent with PSRC's long-range Regional Transportation Plan (RTP). Given the nature of this project, it is reflected as a programmatic investment in the plan.

Should this project receive funding and if it is needed, PSRC will work with the City to amend the project into the Regional Transportation Improvement Program and Statewide Transportation Improvement Program as quickly as possible.

Please contact us if you need additional information.

Sincerely,

Jennifer Barnes
Program Manager | Transportation Planning & Projects

The City of Redmond has received letters of support regarding our application to the Washington State Department of Transportation's Regional Mobility Grant application for a shared parking and microtransit vehicle program from a variety of local partners and organizations. Those letters are included in the following order:

1. Redmond Washington state legislators: Senators Manka Dhingra and Patty Kuderer and Representatives Amy Walen, Roger Goodman, Vandana Slatter, and Larry Springer
2. King County Council Member Claudia Balducci
3. Puget Sound Regional Council
4. Sound Transit
5. King County Metro
6. One Redmond
7. Microsoft
8. Amazon
9. Puget Sound Energy
10. Move Redmond
11. Hopelink
12. Plymouth Housing
13. Bellwether Housing
14. The Together Center
15. Eastside for All coalition

Legislative Building

Washington State Legislature Olympia, WA 98504-0600

June 24, 2024

To whom it may concern,

We are writing to express our strong support for the City of Redmond's Regional Mobility Grant application.

With four light rail stations coming to Redmond by 2025, being in the midst of their Redmond 2050 comprehensive planning, and as one of the fastest growing small cities in the country, Redmond's multimodal connectivity needs have never been higher.

The proposed microtransit service will transform mobility in the greater Downtown Redmond area. Like the Bellevue BellHop, this service will aid residents and visitors in navigating the downtown Redmond core and utilize existing parking resources. The project will serve the Redmond Transit Center, Downtown Redmond light rail station, shared parking locations, residential and commercial buildings and neighborhoods. It will connect people to jobs, services, retail, and Redmond's burgeoning tourism industry, and get people out of their cars into cleaner modes of travel.

This project will support our region's mobility and many locally and regionally will benefit. The full 2 line will end at Downtown Redmond station in 2025. Now is the time for this pilot and we urge support.

Sincerely,

Sen. Patty Kuderer – 48th Legislative District

Rep. Roger Goodman – 45th Legislative District

Rep. Amy Walen – 48th Legislative District

Rep. Larry Springer – 45th Legislative District

Rep. Vandana Slatter – 48th Legislative District

Sen. Manka Dhingra – 45th Legislative District

King County

Metropolitan King County Council

June 24, 2024

To whom it may concern,

As the King County Councilmember that represents downtown Redmond, I am writing to express my support for the City of Redmond's Regional Mobility Grant application and project of an on-demand shuttle service and shared parking program aimed at the surrounding community, as well as employees who work in the city. I believe that these two initiatives can enhance transportation options, better manage parking, and foster a more sustainable and inclusive urban environment.

Redmond, like other cities in King County, is changing and evolving to welcome more employment and housing. To meet the opportunities that go along with growth it's critical to concurrently find transportation solutions and choices that follow.

The proposed on-demand shuttle service and shared parking program represent proactive and innovative solutions to these challenges, offering a comprehensive approach that benefits the surrounding community and employees. By providing a convenient and efficient transportation option, the proposed shuttle service will improve access for employees, reduce commute times, and enhance overall mobility within the area. As a longtime proponent of expanding light rail, I'm especially excited about the connection to the new light rail station that this shuttle would provide so they can get around our region via public transportation rather than driving alone.

By encouraging the efficient use of parking spaces and promoting alternative modes of transportation, the program will help manage parking and enhance the quality of life for employees, residents, and visitors alike. I'm grateful for the City of Redmond's leadership and foresight in developing these integrated transportation solutions and for actively engaging with stakeholders.

As a King County Councilmember, I stand ready to support and participate in these initiatives, collaborating with the City of Redmond and other stakeholders to promote awareness, provide input, and contribute to their successful implementation. By working together, we can create a more accessible, equitable, and vibrant urban environment for all. I look forward to the opportunity to contribute to the success of the on-demand shuttle service and shared parking program and to further strengthen our partnership with the City of Redmond.

Sincerely,

Claudia Balducci

King County Councilmember, District 6

Puget Sound Regional Council

1201 Third Avenue, Suite 500 Seattle, WA 98101-3055 | psrc.org | 206-464-7090

June 21, 2024

Michael Hinze, AICP, RSP[1]
Transportation Planning Manager
City of Redmond
15670 NE 85th Street
Redmond, WA 98073

Dear Mr. Hintze:

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Should this project receive funding and if it is needed, PSRC will work with the City to amend the project into the Regional Transportation Improvement Program and Statewide Transportation Improvement Program as quickly as possible.

Please contact us if you need additional information.

Sincerely,

Jennifer Barnes
Program Manager | Transportation Planning & Projects

SOUNDTRANSIT

June 21, 2024

Mayor Angela Birney
City of Redmond
15670 NE 85th Street
Redmond, WA 97101

Mayor Birney:

I am writing on behalf of Sound Transit to support the City of Redmond's application for the Regional Mobility Grant, which would support its implementation of an on-demand shuttle service and parking program. By increasing transportation options and alleviating parking pressures, these initiatives would foster a more sustainable, inclusive, and economically robust urban environment.

The proposed shuttle service would provide a convenient and efficient transportation option to and from offices, retail, and residential areas. In doing so, it would not only ensure more residents are better able to access employment, essential services, and social connection — it would do so while reducing commute times, the number of vehicles on the road, and greenhouse gas emissions.

At Sound Transit, we are also particularly excited at the prospect of the shuttle service connecting residents to Link light rail at the future Downtown Redmond Station, which is scheduled to open in spring 2025. The shuttle would provide immediate access to our 2 Line and, soon after, the entirety of our light rail system.

Furthermore, the City's shared-parking program would optimize use of existing parking resources, thereby reducing congestion in frequently visited areas. This increased efficiency would again help in lowering emissions and easing access to jobs, healthcare, and more.

The City developed its proposals through active engagement with a wide range of community stakeholders, ensuring the initiatives meet a diverse set of needs. No matter any one passenger's destination, the shuttle service and parking program would contribute to greater vitality and mobility in Redmond and across the region.

CHAIR
Dow Constantine
King County Executive

VICE CHAIRS
Kim Roscoe
Fife Mayor

Dave Somers
Snohomish County Executive

BOARD MEMBERS
Nancy Backus
Auburn Mayor

Claudia Balducci
King County Councilmember

Angela Birney
Redmond Mayor

Bruce Dammeier
Pierce County Executive

Cassie Franklin
Everett Mayor

Christine Frizzell
Lynnwood Mayor

Bruce Harrell
Seattle Mayor

Jim Kastama
Puyallup Mayor

Roger Millar
Washington State Secretary of Transportation

Ed Prince
Renton Councilmember

Dan Strauss
Seattle Councilmember

Dave Upthegrove
King County Council Chair

Peter von Reichbauer
King County Councilmember

Kristina Walker
Tacoma Councilmember

Girmay Zahilay
King County Council Vice Chair

INTERIM
CHIEF EXECUTIVE OFFICER
Goran Sparrman

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401 S. Jackson St., Seattle, WA 98104-2826 • Reception: (206) 398-5000 • FAX: (206) 398-5499
www.soundtransit.org

Sound Transit supports efforts to connect more people to more places to make life better and create equitable opportunities for all. We are pleased to endorse the City of Redmond's application and urge WSDOT to include it for funding.

Sincerely,

John S. Henry
Deputy CEO, Chief Finance & Business Administration Officer

Central Puget Sound Regional Transit Authority • Union Station
401 S. Jackson St., Seattle, WA 98104-2826 • Reception: (206) 398-5000 • FAX: (206) 398-5499
www.soundtransit.org

DocuSign Envelope ID: A34B0299-DF2C-4FD9-B5C3-7867764D3B20

King County
Department of Transportation
Metro Transit Division
Service Development
201 South Jackson Street
KSC-TR-0426
Seattle, WA 98104-3856

To whom it may concern,

On behalf of King County Metro Transit Division, I am writing to express our support for the City of Redmond application for a Regional Mobility Grant to pilot an on-demand flexible service within the City of Redmond.

At Metro, we understand the importance of sustainable and efficient transportation solutions for our community. The introduction of an on-demand service represents a way to continue learning how mobility options can address local transportation challenges while promoting accessibility, increasing shared rides, and reducing congestion. This initiative aligns with our shared goals of enhancing mobility options, reducing environmental impact, and learning how emerging mobility options fit into the transit network and larger transportation system.

Residents and visitors alike will benefit from improved access, which in turn supports local businesses and reduces the strain on our urban infrastructure. We are excited to see how this program can enhance mobility, leverage existing park and ride locations, and increase ridership on the light rail and bus network in downtown Redmond. Additionally, the introduction of an on-demand service will provide convenient and flexible transportation alternatives, encouraging more sustainable travel choices and reducing reliance on single-occupancy vehicles.

Metro also supports and appreciates the City of Redmond's commitment to collaborate in developing the service, sharing detailed data from the service (including origins and destinations and other performance data) and learning how this service fits into the broader mobility network in King County. Their openness to evolving partnerships around mobility options into the future will help us serve King County residents with continued service excellence.

We are committed to supporting the City of Redmond in the successful implementation and ongoing operation of transportation solutions; and partnering to build an overall mobility system that meets the needs of the people of King County. Please do not hesitate to reach out if Metro can provide any further assistance or support.

Sincerely,

DocuSigned by:
Chris O'Claire
5639CF2A18F148D...

6/24/2024

Cc: Peter Heffernan, Intergovernmental Relations, King County Metro

DocuSign Envelope ID: A34B0299-DF2C-4FD9-B5C3-7867764D3B20

OneRedmond

Executive Committee

Steve Yoon
President
Mill Creek Residential

Ryan Baumgartner
Treasurer
SCS

Tom Markl
Secretary
Nelson Legacy Group

Michael Mattmiller
Past President
Microsoft

Mayor Angela Birney
At-Large
City of Redmond

Board of Director

Mary Morrow
Past President
Nelson Legacy Group

Vanessa Kritzer
Council President
City of Redmond

Barb Wilson
Microsoft

Eva Macdonald
Meta

Keri Pravitz
Amazon

Angela Rozmyn
Natural and Built Environments

Stephanie Lizza
EvergreenHealth

Katie Kendall
McCullough Hill Leary

Victor Mesa
UniSea

Matt Larson
Puget Sound Energy

Lauren Paolini
AT&T

Melody Lanthorn
Seattle Marriott Redmond

Committee Chairs

Melody Lanthorn
Lodging and Tourism
Seattle Marriott Redmond

Ryan Baumgartner
Finance
SCS

Tom Markl
Government Affairs
Nelson Legacy Group

June 10, 2024

To whom it may concern,

On behalf of the OneRedmond Board, I am writing to express our support for the City of Redmond's Regional Mobility Grant application and project of an on-demand shuttle service and shared parking program that aims to address transportation challenges and promote sustainable mobility within our community. These initiatives represent important steps toward enhancing accessibility, reducing congestion, and improving the quality of life for residents, employees, and visitors alike.

As the Chamber of Commerce and Tourism Promotion Area Managing Organization, we are committed to serving the needs and interests of our businesses and understand the critical role that transportation plays in shaping the livability and economic vitality of our city. Limited parking availability, traffic congestion, and first/last mile connections from public transit can create significant barriers to mobility, employment opportunities, and recreational activities.

The proposed on-demand shuttle service and shared parking program offer innovative solutions to these pressing challenges, providing convenient, efficient, and sustainable transportation options for residents, workers, and visitors. By offering on-demand shuttle services tailored to the needs of different neighborhoods and implementing a shared parking program to optimize parking resources, the City of Redmond has demonstrated its commitment to enhancing mobility and promoting equitable access to transportation throughout our community.

Furthermore, these initiatives align with broader efforts to promote sustainability, reduce greenhouse gas emissions, and create more walkable, bikeable, and transit-friendly neighborhoods. By encouraging the use of alternative modes of transportation and reducing reliance on single-occupancy vehicles, the on-demand shuttle service and shared parking program will contribute to our city's efforts to combat climate change and build a more resilient and environmentally sustainable community for future generations.

We commend the City of Redmond for its leadership and vision in advancing these forward-thinking transportation solutions and for actively engaging with stakeholders to ensure that the needs and priorities of our community are addressed. We are confident that the on-demand shuttle service and shared parking program will have a positive impact on the quality of life for residents and visitors, enhancing mobility, reducing congestion, and fostering a more vibrant and inclusive urban environment.

OneRedmond | 8383 158th Ave NE, STE 225, Redmond, WA 98052 | 425.885.4014

We stand ready to support and advocate for the implementation of these initiatives, working collaboratively with the City and other stakeholders to promote awareness, secure funding, and address challenges that may arise. Together, we can build a transportation system that meets the needs of all members of our community and helps to create a more sustainable, equitable, and prosperous future for our city.

Thank you for your dedication to improving transportation options and enhancing the quality of life in our community. We look forward to working with you to ensure the success of the on-demand shuttle service and shared parking program, and to continue advancing our shared goals of building a more inclusive and sustainable city for all.

Sincerely,

Kristina Hudson
Chief Executive Officer

June 20, 2024

To whom it may concern,

Microsoft Corporation, the largest employer within the City of Redmond, strongly supports the City of Redmond's Regional Mobility Grant application and project of an on-demand shuttle service and shared parking program aimed at serving employees of our corporation and the surrounding community.

These initiatives hold tremendous potential to enhance transportation options, alleviate parking pressures, and foster a more sustainable and inclusive urban environment. Microsoft understands the importance of addressing transportation challenges to ensure the well-being and productivity of our employees and to support the broader community.

- The proposed on-demand shuttle service and shared parking program represent proactive and innovative solutions to these challenges, offering a comprehensive approach that benefits both our employees and the surrounding community. By providing a convenient and efficient transportation option, the shuttle service will improve access to our campus, reduce commute times, and enhance overall mobility within the area.

- The shared parking program will optimize the utilization of parking resources, maximizing efficiency and reducing congestion in the vicinity of our corporate campus. By encouraging the efficient use of parking spaces and promoting alternative modes of transportation, the program will help alleviate parking pressures and enhance the quality of life for employees, residents, and visitors alike.

We commend the City of Redmond for its leadership and foresight in developing these integrated transportation solutions. We are excited to explore how such a program could be integrated into our Commute Trip Reduction programs to further accomplish the goals to reduce drive-alone rates in Washington state. We stand ready to collaborate with the City of Redmond and other stakeholders to promote the successful implementation of these programs.

Sincerely,

Barb Wilson

Barb Wilson, Microsoft
Puget Sound Government Affairs

June 25, 2024

Washington State Department of Transportation
Regional Mobility Grant Program

Via electronic mail: PTDGrants@wsdot.wa.gov

RE: City of Redmond, Regional Mobility Grant Application

To whom it may concern,

I write to express Amazon's support for the City of Redmond's application to the Washington State Department of Transportation's Regional Mobility grant program. The City of Redmond is proposing an on-demand shuttle service and shared parking program aimed at serving workers, residents, and the surrounding community. As a large employer with a significant presence in Redmond, we recognize the importance of enhancing transportation options, alleviate parking pressures, and foster a more sustainable and inclusive urban environment.

The proposed on-demand shuttle service and shared parking program represent proactive and innovative solutions to transportation challenges, offering a comprehensive approach that benefits both our employees and the surrounding community.

We ask that you give the City of Redmond's application full consideration. We commend the City of Redmond for its leadership in developing these integrated transportation solutions and for actively engaging with stakeholders to ensure that the needs and priorities of employers and the surrounding community are addressed. Please let us know if you have any questions.

Sincerely,

Pearl Leung
Senior Manager, Public Policy
Amazon

2121 7th Avenue
Seattle, WA 98121

PUGET SOUND ENERGY

June 20, 2024

Regional Mobility Grant Program
Washington State Department of Transportation

To Whom It May Concern:

On behalf of Puget Sound Energy (PSE), I am writing to express our support for the City of Redmond's application to the Washington State Department of Transportation Regional Mobility Grant Program. The on-demand electric shuttle service and shared parking project proposed in the grant application will address key transportation challenges and promote sustainable mobility in Redmond. These initiatives represent important steps toward enhancing accessibility, reducing congestion, and improving the quality of life for residents and visitors.

Puget Sound Energy is Washington State's oldest and largest privately-owned and publicly regulated electric and natural gas utility. Today, PSE delivers safe, reliable and affordable energy to approximately 1.1 million electric customers and 840,000 natural gas customers across ten counties in western and central Washington, including the City of Redmond. By 2045, PSE will have a 100% carbon free electric supply. Our goal is to partner with customers and industries to identify programs which cost-effectively reduce carbon emissions across our region. We strive to be our customers' clean energy partner of choice and we continually work with them to develop innovative ways to serve their energy needs and help meet their environmental goals.

Transportation is the largest contributor to greenhouse gas emissions in Washington and plays a critical role in shaping the livability and vitality of cities. Limited parking availability, traffic congestion, and first/last mile connections from public transit can create significant barriers to mobility, impeding access to essential services, employment opportunities, and recreational activities. The proposed on-demand electric shuttle service and shared parking program offers an innovative solution to these pressing challenges by providing convenient, efficient, and sustainable transportation options for residents, workers, and visitors. This project will enhance mobility and promote equitable access to transportation by offering on-demand shuttle services tailored to the needs of different neighborhoods and implementing a shared parking program to optimize parking resources.

Puget Sound Energy is supportive of the City of Redmond's application and their pursuit of funding to the Regional Mobility Grant Program. By encouraging the use of alternative modes of transportation and reducing reliance on single-occupancy vehicles, the on-demand electric shuttle service and shared parking program will contribute to our region's efforts to combat climate change and build a more resilient and environmentally sustainable community.

Sincerely,

Heather Mulligan

Heather Mulligan
Manager, Customer Clean Energy Solutions

Move Redmond

Board of Directors

President
Shannon Mangan
Cascade Bicycle Club

Secretary
Carlos Cruz
Redmond Resident

Treasurer
Wes Mills
Redmond Employee

Angela Rozymn
Natural & Built Environments

Jeff Aumell
Microsoft

Charles Duba
DigiPen

Sue Stewart
Redmond Resident

Phil Miller
Redmond Resident

Washington State Department of Transportation
310 Maple Park Avenue SE
P.O. Box 47300
Olympia, WA 98504-7300

RE: City of Redmond, Regional Mobility Grant Support Letter

To whom it may concern,

Move Redmond is pleased to express our strong support for the City of Redmond's Regional Mobility Grant Application that would fund a shared parking program and an on-demand microtransit vehicle service. Move Redmond is a Transportation Management Association and advocates for making Redmond a more livable community through investments in walking, biking, and transit. Our organization recognizes the profound impact that accessible transportation has on the well-being of all community members.

Transportation barriers often pose significant challenges, especially for those experiencing financial insecurity, people with mobility challenges, and non-drivers. The introduction of an on-demand microtransit vehicle service is a critical step towards eliminating these barriers. It solves the first/last mile problem, and ensures that residents, workers, and visitors can fully benefit from the new light rail coming to Downtown Redmond.

By providing a convenient and affordable transportation option, on-demand service has the potential to significantly reduce reliance on single-occupancy vehicles, aligning with our mission to reduce vehicle miles traveled and increase access to transit. Investing in innovative solutions like the on-demand microtransit service demonstrates a commitment to fostering inclusive and sustainable communities. It enhances access for people who live in areas where adding additional fixed route transit service is not viable or the transit runs infrequently. It also supports access to essential services like healthcare, education, and employment.

As a Transportation Management Association, Move Redmond knows the importance of proper parking management. Parking Management is critical to effectively allocating public space and right of way to the highest and best use, while also meeting the demand of parking in Downtown Redmond. Currently in Redmond there is an excess of large parking lots and a perception that there is not enough parking. Parking lots must be managed and shared to more effectively use space and meet the demands of people seeking parking near light rail in Downtown Redmond. Managing parking alone is not going to solve the issue of a mis-matched expectation of free, available parking right in front of a destination. A key part of managing the parking problem is the adaptive challenge of shifting expectations around what parking is available. This is critical work in behavior change and in supporting Redmond in its shift from suburban community to growing city. A key part of the vision for this grant is not only funding, typical parking management, but doing the critical communications work and encouragement through TDM programming.

Redmond is a regional job center, employees live all over the Puget Sound Region and commute into Redmond because of its high quality paying jobs and access to economic opportunity. In

Move Redmond

Redmond 90% of people who work here do not live here. People take ferries, vanpools, multiple buses and often drive when there are no alternatives available to reach Redmond. Improving transit access to and from light rail and managing parking in this City not only benefit the residents but the many employees who commute from around the region. The more seamless we can make the trips from a transit hub to people's final destination, the more competitive transit will be compared to driving and people will change behavior to reduce vehicle miles traveled.

Move Redmond appreciates the thoughtful approach that the City of Redmond is taking in this grant application and we believe that these projects are critical to the success of the light rail and bus transit in Redmond. We know that the decisions in Redmond have a regional impact because of its prominence as an employment center and quickly growing city in the region.

Thank you for your dedication to improving the lives of our community members and for considering our input on this crucial initiative. We look forward to continuing our partnership and supporting efforts to enhance transportation equity in Redmond.

Sincerely,

Kelli Refer
Executive Director
Move Redmond

hopelink
hopelink.org
8990 154th Ave. NE
Redmond, WA 98052

To Whom it May Concern,

I am writing on behalf of Hopelink to express our enthusiastic support for the City of Redmond's Regional Mobility Grant Application and proposed project of shared parking and an on-demand microtransit vehicle. As an organization deeply committed to supporting vulnerable communities, including Redmond, we recognize the invaluable impact that accessible transportation can have on improving access and overall well-being.

Transportation barriers often pose significant challenges particularly for individuals and families experiencing financial insecurity. The introduction of an on-demand microtransit vehicle service represents a crucial step towards addressing these first/last mile barriers and ensuring all Redmond community members can fully utilize the new light rail transit coming to Redmond.

By providing a convenient and affordable transportation option, the on-demand microtransit vehicle service has the potential to provide non-single occupancy vehicle access for residents across our community. This initiative aligns closely with our vision for a coordinated transportation network that allows all people to move freely around East King County and throughout the Puget Sound region.

Moreover, we commend the City of Redmond for its proactive approach to addressing the complex interplay of transportation and social equity issues within our community. By investing in innovative solutions like the on-demand microtransit vehicle service, the City of Redmond demonstrates its commitment to fostering inclusive and sustainable communities where all residents have the opportunity to lead healthy and fulfilling lives.

In addition to facilitating access to our programs and partner agencies, we anticipate that the on-demand microtransit vehicle service will also enhance access to other essential services, such as healthcare facilities, educational institutions, and employment opportunities. This holistic approach to transportation planning underscores the City of Redmond's dedication to promoting social equity and fostering community resilience.

As a trusted partner in serving Redmond's community, Hopelink stands ready to collaborate with the City of Redmond and other stakeholders to ensure the success and sustainability of the on-demand microtransit vehicle service. Together, we can work towards building a more just and inclusive community where everyone has the opportunity to access the resources they need to thrive.

Thank you for your commitment to improving the lives of our community members and for considering our input on this important initiative. We look forward to continuing our collaboration and supporting efforts to enhance transportation equity in Redmond.

Sincerely,

Susan Carter
Susan Carter (Jun 17, 2024 07:59 PDT)

Susan Carter
VP of Transportation

Plymouth Housing
Building Hope. Transforming Lives.

June 24, 2024

To Whom It May Concern:

I am writing on behalf of Plymouth Housing to express our full support for the City of Redmond Regional Mobility Grant Application and proposed project of shared parking and an on-demand microtransit vehicle.

As an organization deeply committed to equity and community health, we recognize the invaluable impact that accessible transportation can have on community well-being. We know that transportation barriers often pose significant challenges for people experiencing financial insecurity. The introduction of an on-demand microtransit vehicle service represents a crucial step towards addressing these first/last mile barriers and ensuring all Redmond community members can fully utilize the new light rail transit coming to Redmond.

Plymouth Housing has worked for more than 40 years to solve homelessness through housing, and we are currently developing 100 units of new permanent supportive housing close to Redmond's major bus lines and new light rail station. By providing a convenient and affordable transportation option, the on-demand microtransit vehicle service will help the future residents of our building access the many resources and community amenities Redmond has to offer. We anticipate the program will connect our residents to essential services, such as healthcare facilities and educational institutions. Access and availability of transportation is critical for service utilization, and we believe our residents would greatly benefit from this potential program.

By approaching transportation and housing planning holistically, the City of Redmond has demonstrated its dedication to promoting social equity and fostering community resilience. We commend the City for its proactive approach and investments in innovative solutions like this to ensure all residents have the opportunity to lead healthy and fulfilling lives. We are ready and eager to collaborate with the City and other stakeholders to ensure the success and sustainability of the on-demand microtransit vehicle service in Redmond.

Thank you for considering our input on this important initiative.

Sincerely,

Karen Peterson

Karen Peterson
Vice President of Real Estate

2113 Third Avenue, Seattle, WA 98121-2321 | 206-374-9409
@PlymouthHousing PlymouthHousing.org

BELLWETHER
HOUSING

June 24, 2024

To whom it may concern,

I am writing on behalf of Bellwether Housing to express support for the City of Redmond Regional Mobility Grant Application and their proposed project of shared parking and an on-demand microtransit vehicle.

This initiative aligns with Bellwether's mission to provide affordable housing to residents in urban King County near public transit, jobs, schools, and community resources. We recognize the importance of accessible transportation to help individuals and families live their lives in ways that work for them.

Bellwether Housing is currently developing The Prisma, a 333-unit affordable rental housing project adjacent to the Overlake Village Station in Redmond. It is expected to open in 2027. The ground floor commercial spaces will feature a small business incubator and culturally informed local community services.

On-demand microtransit vehicle service addresses barriers to transportation, particularly first/last mile barriers, and increases social equity by providing a full spectrum of transportation options. A wide array of available transportation options is well understood to increase community resilience.

Bellwether Housing stands ready to collaborate with the city and other stakeholders to ensure the success and sustainability of the on-demand microtransit vehicle service.

Sincerely,

Jovan Ludovice
Vice President for Development

433 Minor Ave N
Seattle, WA 98109

To whom it may concern,

I am writing on behalf of Together Center to express our enthusiastic support for the City of Redmond Regional Mobility Grant Application and proposed project of shared parking and an on-demand microtransit vehicle. As an organization deeply committed to supporting vulnerable communities within Redmond, we recognize the invaluable impact that accessible transportation can have on improving access and overall well-being.

Transportation barriers often pose significant challenges for individuals and families experiencing financial insecurity. The introduction of an on-demand microtransit vehicle service represents a crucial step towards addressing these first/last mile barriers and ensuring all Redmond community members can fully utilize the new light rail transit coming to Redmond.

By providing a convenient and affordable transportation option, the on-demand microtransit vehicle service has the potential to increase non-single occupancy vehicle access for residents across our community. This initiative aligns closely with our mission to create access to human services to people can find help when they need it.

Moreover, we commend the City for its proactive approach to addressing the complex interplay of transportation and social equity issues within our community. By investing in innovative solutions like the on-demand microtransit vehicle service, the City demonstrates its commitment to fostering inclusive and sustainable communities where all residents have the opportunity to lead healthy and fulfilling lives.

In addition to facilitating access to our programs and partner agencies, we anticipate that the on-demand microtransit vehicle service will also enhance access to other essential services, such as healthcare facilities, educational institutions, and employment opportunities. This holistic approach to transportation planning underscores the City's dedication to promoting social equity and fostering community resilience.

As a trusted partner in serving Redmond's community, Together Center stands ready to collaborate with the City and other stakeholders to ensure the success and sustainability of the on-demand microtransit vehicle service. Together, we can work towards building a more just and inclusive community where everyone has the opportunity to access the resources they need to thrive.

Thank you for your commitment to improving the lives of our community members and for considering our input on this important initiative. We look forward to continuing our collaboration and supporting efforts to enhance transportation equity in Redmond.

Sincerely,

Kim Sarnecki, CEO

EASTSIDE FOR ALL

EastsideForAll.org | 425-209-0895

June 13, 2024

To Whom It May Concern:

I am writing on behalf of Eastside For All to express our enthusiastic support for the City of Redmond Regional Mobility Grant Application and proposed project of shared parking and an on-demand microtransit vehicle. As an organization deeply committed to supporting the needs of people of color, immigrant, and lower-income communities in Redmond, we recognize the invaluable impact that accessible transportation can have on improving access and overall well-being.

Transportation barriers often pose significant challenges for individuals and families experiencing financial insecurity. The introduction of an on-demand microtransit vehicle service represents a crucial step towards addressing these first/last mile barriers and ensuring all Redmond community members can fully utilize the new light rail transit coming to Redmond.

By providing a convenient and affordable transportation option, the on-demand microtransit vehicle service has the potential to increase non-single occupancy vehicle access for residents across our community.

In addition to facilitating access to our programs and partner agencies, we anticipate that the on-demand microtransit vehicle service will enhance access to other essential services, such as healthcare facilities, educational institutions, and employment opportunities.

We hear often from our community members about the need for more transportation options that are affordable, reliable, and effective. This initiative aligns closely with our mission to support systemic and structural solutions that address racial, social, and economic inequities. We're grateful to the City for its dedication to social equity and innovations that can make a meaningful difference in people's daily lives.

As a trusted partner in serving Redmond's community, Eastside For All welcomes the opportunity to work with the City and other stakeholders for the success and sustainability of the on-demand microtransit vehicle service. Together, we can work towards building a more just and inclusive community where everyone has the opportunity to access the resources they need to thrive.

Thank you for your commitment to improving the lives of our community members and for considering our input on this important initiative. We look forward to continuing our collaboration and supporting efforts to enhance transportation equity in Redmond.

Sincerely,

Debbie Lacy, Founder/Executive Director
Eastside For All

Washington State Department of Transportation

Public Transportation Division
310 Maple Park Avenue S.E.
P.O. Box 47387
Olympia, WA 98504-7387

WSDOT Contact: Matthew Cramer
WSDOT E-mail: Matthew.Cramer@wsdot.wa.gov
WSDOT Phone: 360-905-2152

Regional Mobility Grant Program			
Agreement Number	PTD1148	***Grantee:***	
Term of Agreement	July 1, 2025 through June 30, 2027		**City of Redmond**
Vendor #	916001492		**PO Box 9710**
UEI	XK1UCKFKU3N9		**Redmond, WA 98073-9710**
ALN # / ALN Name	N/A		
Indirect Cost Rate	N/A		
R & D	No	**Contact:**	Kim Keeling
Service Area	King County	**Email:**	khkeeling@redmond.gov

THIS AGREEMENT, entered into by the Washington State Department of Transportation, hereinafter "WSDOT," and the Grantee identified above, hereinafter the "GRANTEE," individually the "PARTY" and collectively the "PARTIES."

WHEREAS, the State of Washington in its Sessions Laws of 2025, ESSB 5161 Sections 221 and 308 authorizes funding for Public Transportation Programs and other special proviso funding as identified in the budget through its 2025-2027 biennial appropriations to WSDOT; and

WHEREAS, the GRANTEE has requested funds for the project(s) or program(s) shown under the heading titled "Funding by Project" (hereinafter known as the "Project(s)") which has been selected by WSDOT for funding assistance.

NOW THEREFORE, in consideration of the terms, conditions, covenants, and performances contained herein, or attached and incorporated and made a part hereof, IT IS MUTUALLY AGREED AS FOLLOWS:

SECTION 1
SCOPE OF WORK AND BUDGET

Funding by Project

Project Title: City of Redmond-TDM Parking Managemnt & On-Demand Microtransit Plan
UPIN # 20250008
Scope of Work: Provide on-demand micro transit service and a shared parking program to enhance local and regional mobility to Downtown Redmond, which is the future end of the Sound Transit 2 line.

Funds	Current Percentage	Current Funds	Projected Funds	Total Funds
Regional Mobility	80.00%	$975,000		$975,000
Grant Funds	**80.00%**	**$975,000**	$0	**$975,000**
Contractor's Funds	20.00%	$243,750	$0	$243,750
Total Project Cost	**100%**	**$1,218,750**	**$0**	**$1,218,750**

Budget: *Current State Funds reflect total funding appropriated by the Washington State Legislature for the 2025-2027 biennium. As applicable, Federal Funds are subject to availability of federal apportionments and obligation by the Federal Transit Administration (FTA).*

Section 2
Purpose of Agreement

A. The purpose of this AGREEMENT is for WSDOT to provide funds to the GRANTEE for public transportation services that meet the needs of persons in the State of Washington.

B. If this AGREEMENT includes any funding with federal funds, in addition to the requirements of Sections 1 through 34 of the AGREEMENT the GRANTEE will also comply with all requirements imposed by, or pursuant to 49 USC chapter 53, all other applicable federal laws, regulations and requirements and the requirements set forth in Exhibit I, Federal Provisions for this AGREEMENT that Includes Federal Funds (Grant Agreement), which is attached hereto and by this reference incorporated into this AGREEMENT, "Federal Provisions ."

Section 3
Scope of Project

The GRANTEE shall undertake and complete the Project described and detailed in **Section 1- Scope of Work**. The GRANTEE shall operate the service within the service area described in Section 1, in accordance with the terms and conditions of this AGREEMENT.

Section 4
Term of Agreement

The GRANTEE shall commence, perform, and complete the work identified under this AGREEMENT within the time defined in the caption space header titled "Term of Agreement" on this AGREEMENT regardless of the date of signature and execution of this AGREEMENT unless terminated as provided herein.

Section 5
General Compliance Assurance

The GRANTEE agrees to comply with all instructions as prescribed in the *WSDOT Public Transportation State Grant Programs Guidebook*, hereinafter referred to as the "Guidebook", and any amendments thereto, found at https://wsdot.wa.gov/business-wsdot/grants/public-transportation-grants/manage-your-public-transportation-grant which by this reference is incorporated herein as if fully set forth in this AGREEMENT.

Section 6
GRANTEE's Share of Project Costs

A. The Total Project Cost shall not exceed the amounts detailed in **Section 1**. The GRANTEE agrees to expend eligible funds, together with any GRANTEE's Funds allocated for the Project, in an amount sufficient to complete the Project. . If at any time the GRANTEE becomes aware that the cost of the Project will exceed or be less than the amount identified in **Section 1**, the GRANTEE shall notify WSDOT in writing within thirty (30) calendar days of making that determination. Nothing in **Section 6(A),** shall preclude the requirements specified in **Section 7 (B)** for payments at the end of the biennium.

B. **Minimum Match:** The GRANTEE is required to provide a minimum match of funds for the Project as identified in **Section 1**, indicated as GRANTEE's Funds.

Section 7
Reimbursement and Payment

A. Payment will be made by WSDOT on a reimbursable basis for actual costs and expenditures incurred while performing eligible direct and related indirect Project work during the life of the Project. Payment is subject to the submission to and approval by WSDOT of properly prepared invoices that substantiate the costs and expenses submitted by the GRANTEE for reimbursement. Failure to send in progress reports and financial information as required in **Section 9 –Reports** may delay payment. The GRANTEE shall submit an invoice detailing and supporting the costs incurred. Such invoices may be submitted no more than once per month and no less than once per year, during the course of this AGREEMENT. If approved by WSDOT, properly prepared invoices shall be paid by WSDOT within thirty (30) days of receipt of the invoice.

B. The GRANTEE shall submit an invoice for completed work in the same state fiscal year in which it was incurred. Pursuant to RCW 43.88.020(13) “fiscal year” is defined as the year beginning July 1st and ending the following June 30th. Reimbursement requests must be received no later than July 15 of the following state fiscal year. If the GRANTEE is unable to provide an invoice by this date, the GRANTEE shall provide an estimate of the charges to be billed so WSDOT may accrue the expenditures in the proper fiscal year. Any payment request received after the timeframe prescribed above will not be eligible for reimbursement.

Section 8
Assignments and Subcontracts

A. The GRANTEE shall submit to WSDOT a copy of any contract, amendment, or change order thereto pertaining to this Project for review and documentation. This includes any completed Project facilities and/or infrastructure under this AGREEMENT, or other actions obligating the GRANTEE in any manner with any third party with respect to its rights and responsibilities under this AGREEMENT, including any leasing and/or lending the Project or any part thereof to be used by anyone not under the GRANTEE’s direct supervision.

B. The GRANTEE agrees to include all applicable sections of the AGREEMENT such as **Section 5, Sections 8 through 20, and Section 27,** in each subcontract and in all contracts it enters into for the employment of any individual, procurement of any materials, or the performance of any work to be accomplished under this AGREEMENT.

Section 9
Anti – lobbying

A. It is WSDOT’s policy that no funds awarded through the agency to grantees can be used for lobbying activities.
B. GRANTEEs who receive an award through WSDOT shall certify on an annual basis that the awarded funds are not used for lobbying activities. This certification may be provided as part of the Certification & Assurances annual submittal.

Section 10
Reports

A. The GRANTEE shall prepare quarterly reports regarding services provided pursuant to this AGREEMENT and other related information as prescribed in the Guidebook, and any amendments thereto, whichever is applicable, or as requested by WSDOT. Due to Legislative and WSDOT reporting requirements, any required quarterly progress reports shall be submitted for the duration of the AGREEMENT period regardless of whether the underlying funding sources have been exhausted. Post-grant annual performance reporting may also be required as prescribed in the Guidebook. Those reports include, but are not limited to:
    1. Project Passenger Trips Provided
    2. Project Service Hours Provided
    3. Project Revenue Service Miles Provided
    4. Narrative Progress Report
    5. Financial Status/Summaries of the Project.

B. Failure to meet any of the above-identified report submittal timelines may result in the GRANTEE being considered to be in breach of contract and "Not In Good Standing" as defined in the Guidebook referenced in **Section 5 - General Compliance Assurance** of this agreement. Failure to meet the above-identified report submittal timelines may also prevent the GRANTEE from receiving future PT Rideshare grant funds in the next biennium.

Section 11
Energy Credit

To the extent GRANTEE receives any monies from the sale or disposition of energy credits, decarbonization credits, environmental credits, or any other monies through its participation of a like program, GRANTEE agrees to reinvest those monies into services and projects consistent with the STATE'S public transportation grant program. GRANTEE'S obligation to reinvest these monies under this provision shall be in an amount no less than the proportion of the STATE'S funding of this AGREEMENT.

Section 12
No Obligation by the State Government

No contract between the GRANTEE and its subGRANTEEs shall create any obligation or liability for WSDOT with regard to this AGREEMENT without WSDOT's specific written consent, notwithstanding its concurrence in, or approval of, the award of any contract or subcontract or the solicitations thereof.

Section 13
Personal Liability of Public Officers

No officer or employee of WSDOT shall be personally liable for any acts or failure to act in connection with this AGREEMENT, it being understood that in such matters they are acting solely as agents of WSDOT.

Section 14
Ethics

A. Relationships with Employees and Officers of WSDOT. The GRANTEE shall not extend any loan, gratuity or gift of money in any form whatsoever to any employee or officer of WSDOT, nor shall GRANTEE knowingly rent or purchase any equipment and materials from any employee or officer of WSDOT.

B. Employment of Former WSDOT Employees. The GRANTEE hereby warrants that it shall not engage on a full-time, part-time, or another basis during the period of this AGREEMENT, any professional or technical personnel who are or have been, at any time during the period of this AGREEMENT, in the employ of WSDOT without the written consent of WSDOT.

Section 15
Civil rights

The GRANTEE shall not discriminate on the basis of race, color, national origin, or sex in the award and performance of any WSDOT-assisted contract or in the administration of its public transportation services.

Section 16
Compliance with Laws and Regulations

A. The GRANTEE agrees to abide by all applicable state and federal laws and regulations including but not limited to, those concerning employment, equal opportunity employment, nondiscrimination assurances, project record keeping necessary to evidence compliance with such federal and state laws and regulations, and retention of all such records. The GRANTEE will adhere to all applicable nondiscrimination provisions in chapter 49.60 RCW.

B. Additionally, the GRANTEE agrees to comply, as applicable, with the following:
   1. SB 5974 Move Ahead Washington
   2. RCW 70A.02 Healthy Environmental for All (HEAL) ACT,
   3. RCW 70A. 65.260 Climate Commitment ACT, and
   4. Chapter 49.46 RCW – Minimum Wage Requirements & Labor Standards
   5. Chapter 43.21C RCW - State Environmental Policy Act (SEPA)
   6. Executive Order 21-02 Archeological and Cultural Resources

C. Except when a federal statute or regulation preempts state or local law, no provision of the AGREEMENT shall require the GRANTEE to observe or enforce compliance with any provision, perform any other act, or do any other thing in contravention of state or local law. If any provision or compliance with any provision of this AGREEMENT violates state or local law or would require the GRANTEE to violate state or local law, the GRANTEE agrees to notify WSDOT immediately in writing. Should this occur, WSDOT and the GRANTEE agree to make appropriate arrangements to proceed with or, if necessary, expeditiously, terminate the AGREEMENT.

Section 17
Environmental and Regulatory Requirements

The GRANTEE agrees to secure any necessary local, state, and federal permits and approvals, and comply with all applicable requirements of Chapter 43.21C RCW State Environmental Policy Act (SEPA). The GRANTEE agrees to comply with all applicable requirements of Executive Order 21-02, Archaeological and Cultural Resources, for all capital construction projects or land acquisitions not undergoing Section 106 review under the National Historic Preservation Act of 1966 (Section 106).

Section 18
Accounting Records

A. Project Accounts. The GRANTEE agrees to establish and maintain for the Project either a separate set of accounts or separate accounts within the framework of an established accounting system that can be identified with the Project. The GRANTEE agrees that all checks, payrolls, invoices, contracts, vouchers, orders, or other accounting documents pertaining in whole or in part to the Project shall be clearly identified, readily accessible and available to WSDOT upon request, and, to the extent feasible, kept separate from documents not pertaining to the Project.

B. Documentation of Project Costs and Program Income. The GRANTEE agrees to support all allowable costs charged to the Project, including any approved services contributed by the GRANTEE or others, with properly executed payrolls, time records, invoices, contracts, or vouchers describing in detail the nature and propriety of the charges. The GRANTEE also agrees to maintain accurate records of all program income derived from implementing the Project.

Section 19
Audits, Inspection, and Retention of Records

Submission of Proceedings, Contracts, Agreements, and Other Documents. During the performance period of the Project and for six (6) years thereafter, the GRANTEE agrees to retain intact and to provide any data, documents, reports, records, contracts, and supporting materials relating to the Project as WSDOT may require. Project closeout does not alter these recording and record-keeping requirements. Should an audit, enforcement, or litigation process be commenced, but not completed, during the aforementioned six-year period then the GRANTEE's obligations hereunder shall be extended until the conclusion of that pending audit, enforcement, or litigation process.

A. **General Audit Requirements**. The GRANTEE agrees to obtain any other audits required by WSDOT at GRANTEE's expense. Project closeout will not alter the GRANTEE's audit responsibilities.

B. **Inspection**. The GRANTEE agrees to permit WSDOT and the State Auditor, or their authorized representatives, to inspect all Project work materials, payrolls, and other data, and to audit the books, records, and accounts of the GRANTEE and its subGRANTEEs pertaining to the Project. The GRANTEE agrees to require each third party to permit WSDOT, and the State Auditor or their duly authorized representatives, to inspect all work, materials, payrolls, and other data and records involving that third party contract, and to audit the books, records, and accounts involving that third party contract as it affects the Project.

Section 20
Labor Provisions

Overtime Requirements. No GRANTEE or subGRANTEE contracting for any part of the Project work which may require or involve the employment of laborers or mechanics shall require or permit any such laborer or mechanic in any workweek in which he or she is employed on such work to work in excess of forty (40) hours in such workweek unless such laborer or mechanic receives compensation at a rate not less than one and one-half times the basic rate of pay for all hours worked in excess of forty (40) hours in such workweek. The GRANTEE will comply with all applicable provisions of Title 49 RCW, Labor Regulations.

Section 21
Changed Conditions Affecting Performance

The GRANTEE hereby agrees to immediately notify WSDOT of any change in conditions or law, or of any other event, which may affect its ability to perform the Project in accordance with the provisions of this AGREEMENT.

Section 22
Coordination of Special Needs Transportation

It is the policy of WSDOT to actively support the coordination of special needs transportation in the state. As a condition of assistance, the GRANTEE is required to participate in local coordinated planning as led by GRANTEE's relevant Metropolitan Planning Organization (MPO) and/or Regional Transportation Planning Organization (RTPO). Persons with special transportation needs means those persons, including their personal attendants, who because of physical or mental disability, income status, or age are unable to transport themselves or purchase transportation.

Section 23
Remedies for Misuse or Noncompliance.

If WSDOT determines that the Project has been used in a manner materially different from **Section 1- Scope of Work**, WSDOT may direct the GRANTEE to repay WSDOT the State-funded share of the Project. WSDOT may also withhold payments should it determine that the GRANTEE has failed to materially comply with any provision of this AGREEMENT.

Section 24
Disputes

A. **Disputes.** Disputes, arising in the performance of this AGREEMENT, which are not resolved by agreement of the PARTIES, shall be decided in writing by the WSDOT Public Transportation Division Assistant Director or designee. This decision shall be final and conclusive unless within ten (10) days from the date of the GRANTEE's receipt of WSDOT's written decision, the GRANTEE mails or otherwise furnishes a written appeal to the Director of the Public Transportation Division or the Director's designee. The GRANTEE's appeal shall be decided in writing by the Director of the Public Transportation Division within thirty (30) days of receipt of the appeal by the Director of the Public Transportation Division or the Director's designee. The decision shall be binding upon the GRANTEE and the GRANTEE shall abide by the decision.

B. **Performance During Dispute**. Unless otherwise directed by WSDOT, the GRANTEE shall continue performance under this AGREEMENT while matters in dispute are being resolved.

C. **Claims for Damages**. Should either PARTY to this AGREEMENT suffer injury or damage to person, property, or right because of any act or omission of the other PARTY or any of that PARTY's employees, agents or others for whose acts it is legally liable, a claim for damages therefore shall be made in writing to such other PARTY within thirty (30) days after the first observance of such injury or damage.

D. **Rights and Remedies**. All remedies provided in this AGREEMENT are distinct and cumulative to any other right or remedy under this document or afforded by law or equity, and may be exercised independently, concurrently, or successively and shall not be construed to be a limitation of any duties, obligations, rights and remedies of the PARTIES hereto. No action or failure to act by WSDOT or the GRANTEE shall constitute a waiver of any right or duty afforded any of them under this AGREEMENT, nor shall any such action or failure to act constitute an approval of or acquiescence in any breach thereunder, except as may be specifically agreed in writing.

E. **Venue and Process** In the event that either PARTY deems it necessary to institute legal action or proceedings to enforce any right or obligation under this AGREEMENT, the PARTIES hereto agree that any such action shall be initiated in the Superior Court of the State of Washington situated in Thurston County. The PARTIES agree that the laws of the State of Washington shall apply.

Section 25
Termination

A. Termination for Convenience. WSDOT and/or the GRANTEE may suspend or terminate this AGREEMENT, in whole or in part, and all or any part of the financial assistance provided herein, at any time by written notice to the other PARTY. WSDOT and the GRANTEE shall agree upon the AGREEMENT termination provisions including but not limited to the settlement terms and conditions, and in the case of partial termination the portion to be terminated. Written notification must set forth the reasons for such termination, the effective date, and in case of a partial termination the portion to be terminated. However if, in the case of partial termination, WSDOT determines that the remaining portion of the award will not accomplish the purposes for which the award was made, WSDOT may terminate the award in its entirety. The PARTIES may terminate this AGREEMENT for convenience for reasons including, but not limited to, the following:
   1. The requisite funding becomes unavailable through the failure of appropriation or otherwise;
   2. WSDOT determines, in its sole discretion, that the continuation of the Project would not produce beneficial results commensurate with the further expenditure of funds;
   3. The GRANTEE is prevented from proceeding with the Project as a direct result of an Executive Order of the President with respect to the prosecution of a war or in the interest of national defense; or an Executive Order of the President or Governor of the State with respect to the preservation of energy resources;
   4. The GRANTEE is prevented from proceeding with the Project by reason of a temporary, preliminary, special, or permanent restraining order or injunction of a court of competent jurisdiction where the issuance of such order or injunction is primarily caused by the acts or omissions of persons or agencies other than the GRANTEE; or
   5. The State Government determines that the purposes of the statute authorizing the Project would not be adequately served by the continuation of financial assistance for the Project;

B. In the case of termination for convenience under subsections A.1-5 above, WSDOT shall reimburse the GRANTEE for all costs payable under this AGREEMENT that the GRANTEE

properly incurred prior to termination. The GRANTEE shall promptly submit its claim for reimbursement to WSDOT. If the GRANTEE has any property in its possession belonging to WSDOT, the GRANTEE will account for the same, and dispose of it in the manner WSDOT directs.

C. Termination for Default. WSDOT may suspend or terminate this AGREEMENT for default, in whole or in part, and all or any part of the financial assistance provided herein, at any time by written notice to the GRANTEE, if the GRANTEE materially breaches or fails to perform any of the requirements of this AGREEMENT, including:

1. Takes any action pertaining to this AGREEMENT without the approval of WSDOT, which under the procedures of this AGREEMENT would have required the approval of WSDOT;
2. Jeopardizes its ability to perform pursuant to this AGREEMENT, United States of America laws, Washington state laws, or local governmental laws under which the GRANTEE operates;
3. Fails to make reasonable progress on the Project or violates this AGREEMENT in a way that endangers substantial performance of the Project; or
4. Fails to perform in the manner called for in this AGREEMENT or fails to comply with, or is in material violation of, any provision of this AGREEMENT. WSDOT shall serve a notice of termination on the GRANTEE setting forth the manner in which the GRANTEE is in default hereunder. If it is later determined by WSDOT that the GRANTEE had an excusable reason for not performing, such as events which are not the fault of or are beyond the control of the GRANTEE, such as a strike, fire or flood, WSDOT may: (a) allow the GRANTEE to continue work after setting up a new delivery of performance schedule, or (b) treat the termination as a termination for convenience.

D. WSDOT, in its sole discretion may, in the case of a termination for breach or default, allow the GRANTEE ten (10) business days, or such longer period as determined by WSDOT, in which to cure the defect. In such case, the notice of termination will state the time period in which cure is permitted and other appropriate conditions. If the GRANTEE fails to remedy to WSDOT's satisfaction the breach or default within the timeframe and under the conditions set forth in the notice of termination, WSDOT shall have the right to terminate this AGREEMENT without any further obligation to the GRANTEE. Any such termination for default shall not in any way operate to preclude WSDOT from also pursuing all available remedies against the GRANTEE and its sureties for said breach or default.

E. In the event that WSDOT elects to waive its remedies for any breach by the GRANTEE of any covenant, term or condition of this AGREEMENT, such waiver by WSDOT shall not limit WSDOT's remedies for any succeeding breach of that or of any other term, covenant, or condition of this AGREEMENT.

F. If this AGREEMENT is terminated, whether for convenience or for default, before the specified end date set forth in the caption header, “Term of Agreement”, WSDOT and the GRANTEE shall execute an amendment to this AGREEMENT identifying the termination date and the reason for termination.

Section 26
Forbearance by WSDOT Not a Waiver

Any forbearance by WSDOT in exercising any right or remedy hereunder, or otherwise afforded by applicable law, shall not be a waiver of or preclude the exercise of any such right or remedy.

Section 27
Lack of Waiver

In no event shall any WSDOT payment of grant funds to the GRANTEE constitute or be construed as a waiver by WSDOT of any GRANTEE breach, or default. Such payment shall in no way impair or prejudice any right or remedy available to WSDOT with respect to any breach or default.

Section 28
Limitation of Liability

A. The GRANTEE shall indemnify, defend, and hold harmless WSDOT, its agents, employees, and officers and process and defend at its own expense any and all claims, demands, suits at law or equity, actions, penalties, losses, damages, or costs (hereinafter referred to collectively as "claims"), of whatsoever kind or nature brought against WSDOT, arising out of, in connection with or incident to the execution of this AGREEMENT and/or the GRANTEE's performance or failure to perform any aspect of this AGREEMENT. This indemnity and defense provision applies to all claims against WSDOT, its agents, employees, and officers arising out of, in connection with, or incident to the negligent acts or omissions of the GRANTEE, its agents, employees, officers, and subGRANTEEs of any tier. Provided, however, that nothing herein shall require the GRANTEE to indemnify, defend, and hold harmless or defend WSDOT, its agents, employees, or officers to the extent that claims are caused by the sole negligent acts or omissions of WSDOT, its agents, employees or officers; and provided further that if such claims result from the concurrent negligence of (a) the GRANTEE its employees, agents, officers or GRANTEEs and (b) the STATE, its employees or authorized agents, or involves those actions covered by RCW 4.24.115, the indemnity and defense provisions provided herein shall be valid and enforceable only to the extent of the negligence of the GRANTEE, its employees, officers, authorized agents, and/or GRANTEEs. The indemnification and hold harmless provision shall survive termination of this AGREEMENT.

B. The GRANTEE shall be deemed an independent GRANTEE for all purposes, and the employees of the GRANTEE or its subGRANTEEs and the employees thereof, shall not in any manner be deemed to be the employees of WSDOT.

C. The GRANTEE agrees that its obligations under this AGREEMENT extend to any claim, demand, and/or cause of action by, or on behalf of its employees or agents while performing under this AGREEMENT. For this purpose, the GRANTEE, by MUTUAL NEGOTIATION, hereby waives any immunity that would otherwise be available to it against such claims under the Industrial Insurance provisions in Title 51 RCW.

D. In the event either the GRANTEE or WSDOT incurs attorney's fees, costs or other legal expenses to enforce the provisions of this section of this AGREEMENT against the other PARTY, all such fees, costs and expenses shall be recoverable by the prevailing PARTY.

Section 29
Agreement Modifications

Either PARTY may request changes to this AGREEMENT. Any changes to the terms of this AGREEMENT must be mutually agreed upon and incorporated by written amendment to this AGREEMENT. Such written amendment to this AGREEMENT shall not be binding or valid unless signed by the persons authorized to bind from each of the PARTIES. Provided, however, that changes to the federal award identification number, DUNS, project title, federal ID number, CFDA number, milestones, PIN the contact person of either PARTY, or dollar amount changes that do not affect the Project total cost, will not require a written amendment, but will be approved and documented by WSDOT through an administrative revision. WSDOT shall notify the GRANTEE of the revision in writing.

Section 30
WSDOT Advice

The GRANTEE bears complete responsibility for the administration and success of the Project as defined by this AGREEMENT and any amendments thereto. If the GRANTEE solicits advice from WSDOT on problems that may arise, the offering of WSDOT advice shall not shift the responsibility of the GRANTEE for the correct administration and success of the Project, and WSDOT shall not be held liable for offering advice to the GRANTEE.

Section 31
Subrogation

A. Prior to Subrogation. WSDOT may require the GRANTEE to take such reasonable action as may be necessary or appropriate to preserve the GRANTEE's right to recover damages from any person or organization alleged to be legally responsible for injury to the Project Equipment as defined in the scope of work or other property in which WSDOT has a financial interest.
B. Subrogation. WSDOT may require the GRANTEE to assign to WSDOT all rights of recovery against any person or organization for loss, to the extent of WSDOT's loss. Upon assignment, the GRANTEE shall execute, deliver, and do whatever else reasonably necessary to secure WSDOT's rights. The GRANTEE shall do nothing after any loss to intentionally prejudice the rights of WSDOT.
C. Duties of the GRANTEE. If WSDOT has exercised its right of subrogation, the GRANTEE shall cooperate with WSDOT and, upon WSDOT's request, assist in the prosecution of suits and enforce any right against any person or organization who may be liable to WSDOT due to damage to Project Equipment. The GRANTEE shall attend hearings and trials as requested by WSDOT, assist in securing and giving evidence as requested by WSDOT, and obtain the attendance of witnesses as requested by WSDOT.

Section 32
Counterparts

This AGREEMENT may be simultaneously executed in several counterparts, each of which shall be deemed to be an original having identical legal effect.

Section 33
Complete Agreement

This document contains all covenants, stipulations, and provisions agreed upon by the PARTIES. No agent or representative of WSDOT or the GRANTEE has the authority to make, and neither WSDOT nor the GRANTEE shall be bound by or be liable for, any statement, representation, promise or agreement not set forth herein or made by written amendment hereto.

Section 34
Severability

If any covenant or provision of this AGREEMENT shall be adjudged void, such adjudication shall not affect the validity or obligation of performance of any other covenant or provision, or any part thereof, which in itself is valid if such remainder conforms to the terms and requirements of applicable law and the intent of this AGREEMENT. No controversy concerning any covenant or provision shall delay the performance of any other covenant or provision except as herein allowed.

Section 35
Order of Precedence

Any conflict or inconsistency in this AGREEMENT and its attachments will be resolved by giving documents precedence in the following order:

1. Federal Law
2. Exhibit 1, Federal Provisions, If applicable
3. State law
4. This AGREEMENT
5. The Consolidated Operating Guidebook

Section 36
Execution

This AGREEMENT is executed by the Director, Public Transportation Division, State of Washington, Department of Transportation, or the Director's designee, not as an individual incurring personal obligation and liability, but solely by, for and on behalf of the State of Washington, Department of Transportation, in the capacity as Director, Public Transportation Division, or as a designee.

Section 37
Binding Agreement

The undersigned acknowledge that they are authorized to execute this AGREEMENT and bind their respective agency(ies) and or entity(ies) to the obligations set forth herein.

IN WITNESS WHEREOF, the PARTIES hereto have executed this AGREEMENT on the day and year last written below.

WASHINGTON STATE DEPARTMENT OF TRANSPORTATION	GRANTEE
Authorized Representative Public Transportation Division	Authorized Representative
	Title
	Print Name
Date	Date

Memorandum

Date: 9/2/2025
Meeting of: City Council

File No. AM No. 25-125
Type: Consent Item

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

Planning and Community Development	Carol Helland	425-556-2107

DEPARTMENT STAFF:

Planning and Community Development	Seraphie Allen	Deputy Director
Planning and Community Development	Jeff Churchill	Long Range Planning Manager

TITLE:
Adoption of an Ordinance Amending the Redmond Zoning Code for the 2025 Annual Code Cleanup

a. Ordinance No. 3226: An Ordinance of the City of Redmond, Washington, Amending Title 21 of the Redmond Municipal Code, Known as the Redmond Zoning Code, to Complete the 2025 Annual Code Cleanup, Providing for Severability, and Establishing an Effective Date

OVERVIEW STATEMENT:
Staff recommends that the Council adopt an ordinance amending the Redmond Zoning Code as part of the Annual Code Cleanup (see Attachment B). The three items in this package are:

- Clarifying when a change of use triggers compliance with off-street parking requirements.
- Correcting an error in a table concerning public hearing requirements for Type V permit applications.
- Adding a definition for culvert.

The Planning Commission recommended Council approve these amendments on June 11, 2025 (see Attachment A). The Council reviewed the Commission's recommendation at its August 4, 2025, Committee of the Whole meeting.

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

REQUESTED ACTION:

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

REQUEST RATIONALE:

- **Relevant Plans/Policies:**
  Comprehensive Plan policy PI-17 calls for clear development regulations.
- **Required:**

Ordinance adoption requires Council approval.

- **Council Request:**
  N/A
- **Other Key Facts:**
  N/A

OUTCOMES:

The outcome of the annual code cleanup is development regulations that are clear to customers, staff, and the community.

COMMUNITY/STAKEHOLDER OUTREACH AND INVOLVEMENT:

- **Timeline (previous or planned):**
  Q2 2025.
- **Outreach Methods and Results:**
  E-newsletters, public hearing.
- **Feedback Summary:**
  No comment of testimony was received on these code cleanup items.

BUDGET IMPACT:

Total Cost:
$5,350,743 is the total value of the Community and Economic Development offer, which includes the staff time devoted to this work.

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

Budget Offer Number:
0000304 - Community and Economic Development

Budget Priority:
Vibrant and Connected

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

Funding source(s):
General Fund.

Budget/Funding Constraints:
N/A.

☐ **Additional budget details attached**

COUNCIL REVIEW:

Previous Contact(s)

Date	Meeting	Requested Action
8/4/2025	Committee of the Whole - Planning and Public Works	Provide Direction

Proposed Upcoming Contact(s)

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

Time Constraints:
None.

ANTICIPATED RESULT IF NOT APPROVED:
Ambiguities and errors in the code will persist if the item is not approved.

ATTACHMENTS:
Attachment A: Planning Commission Report with Appendices
Attachment B: Ordinance Amending the Redmond Zoning Code

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Redmond
WASHINGTON

PLANNING COMMISSION REPORT AND RECOMMENDATION TO CITY COUNCIL

June 25, 2025

Project File Number:	**LAND-2025-00121 | SEPA-2025-00122**
Proposal Name:	**2025 Annual Code Cleanup**
Applicant:	**City of Redmond**
Staff Contacts:	Jeff Churchill, Long Range Planning Manager 425-556-2492

FINDINGS OF FACT

Public Hearing and Notice

a. Planning Commission Study Sessions and Public Hearing Dates
   i. The City of Redmond Planning Commission held a study session on May 28 and June 11, 2025.
   ii. The City of Redmond Planning Commission held a public hearing on the proposed amendments on June 11, 2025. No comments were received.

b. Notice and Public Involvement
   The public hearing notice was published in the Seattle Times on May 21, 2025in accordance with RZC 21.76.080 Review Procedures. Notice was also provided by including the hearing schedule in Planning Commission agendas and extended agendas, distributed by email to various members of the public and various agencies.

Redmond Zoning Code Amendment Summary and Criteria Evaluation

The City of Redmond is proposing amendments to the Redmond Zoning Code (RZC) to clarify various requirements to improve usability of the RZC for staff, customers, and community members. The amendments are summarized in the table below.

Chapter	Amendment Summary	Rationale
RZC 21.40 Parking Standards	Clarifies that change of use is not a trigger for requiring additional parking.	Removes barrier to re-tenanting existing space.
RZC 21.76 Review Procedures	Correct error concerning public hearings for Type V permits.	Corrects error.
RZC 21.78 Definitions	Add definition for "culvert" where none exists.	Ensures all code users have common understanding of the term.

The full amendments are provided as Attachment A: Recommended Amendments to the Redmond Zoning Code.

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Staff Analysis

The staff analysis for this proposal can be found in Attachment A to the Technical Committee Report.

Recommended Conclusions of the Technical Committee

On May 21, 2025, the Technical Committee reviewed amendments to the Redmond Zoning Code, as documented in Appendix D, and found the amendments to be consistent with applicable review criteria and therefore recommended approval.

RECOMMENDED CONCLUSIONS

The Planning Commission has reviewed:

A. *Applicable criteria for approval: RZC 21.76.070 Criteria for Evaluation and Action, and*
B. *The Technical Committee Report* ***(Appendix D).***

Summary of Planning Commission Discussion Issues

The Commission asked for clarification on the use of the terms "FEMA," "floodplain," and "floodway" in the revisions to RZC Appendix approved by the Technical Committee.

Recommendation

The Planning Commission finds the amendments to the Redmond Zoning Code, to be consistent with applicable review criteria and therefore recommended approval as shown in Attachment A.

Seraphie Allen, Deputy Director
Planning and Community Development

Signed by:
Susan Weston
2E66B184628E4A6...
Susan Weston
Planning Commission Chair

Attachments

A. Recommended Amendments to the Redmond Zoning Code

Appendices

A. Planning Commission Issues Matrix
B. Public Hearing Notice
C. Planning Commission Meeting Minutes
D. Technical Committee Report with Exhibits

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REDMOND ZONING CODE

Code Amendment Summary

Non-Conforming Parking

Subject Matter Expert	*Jeff Churchill*
Author	*Jeff Churchill*
Policy Basis for Amendment	*TR-35*
Relevant Code Portions	RZC 21.40.010.C.1

Proposed Amendment Overview

The amendment clarifies that on sites with non-conforming parking quantities, a change of use is not a trigger for requiring additional parking if there is no increase in size of the structure and no increase in the degree of non-conformity.

Rationale

- Removes barrier to re-tenanting existing space.
- Consistent with Comprehensive Plan policy TR-35 concerning prioritizing space for people, housing, jobs, services, recreation, amenities, and environmental sustainability.

Key Decision Points (as applicable)

- N/A

Stakeholder Feedback to Date

- None

EXISTING CODE:

C.1. Nonconforming Parking.

a. A development that met the parking requirements in effect at the time it was approved but that does not have sufficient parking spaces to meet the current requirements of this chapter, may continue to operate with the parking deficiency as long as no enlargement is made that would require additional parking spaces;

b. When a development with nonconforming parking is enlarged so as to require additional parking spaces, the requirements of this chapter shall apply only to the enlargement;

c. When a preexisting building with nonconforming parking is remodeled or rehabilitated but not enlarged, the existing use of the building may continue without providing additional parking. In the event that the land use is increased by an addition of building square footage, the minimum level of parking required, including bicycle parking required by this chapter, consistent with the increased land use affected by the change must be

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provided, or an approved Mobility Management Program, as provided in RZC 21.52.020, Mobility Management Program, must be implemented for the site that effectively reduces parking demand;

d. When additional uses are placed on the same lot with the nonconforming parking or an enlarged lot of which the lot with nonconforming parking is a part, the requirements of this chapter shall apply only to the additional use; and

e. *Repealed.*

f. *Parking in Downtown, Overlake, and Marymoor Design Districts.*

i. Developments with nonconforming parking shall not be required to provide additional parking spaces when a change of use occurs or minor improvements are performed; provided, that the change of use or minor improvement does not enlarge the structure or increase the amount of nonconformity.

ii. Developments, sites, and structures where a portion of the sites and/or structures have been obtained under threat of condemnation shall not be required to provide additional parking spaces than that which was sufficient to meet the requirements in place during the most recent development or construction of the site.

WORKING AMENDMENT:

C.1. Nonconforming Parking.

a. A development that met the parking requirements in effect at the time it was approved but that does not have sufficient parking spaces to meet the current requirements of this chapter, may continue to operate with the parking deficiency as long as no enlargement is made that would require additional parking spaces;

b. When a development with nonconforming parking is enlarged so as to require additional parking spaces, the requirements of this chapter shall apply only to the enlargement;

c. When a preexisting building with nonconforming parking is remodeled or rehabilitated but not enlarged, the existing use of the building may continue without providing additional parking. In the event that the land use is increased by an addition of building square footage, the minimum level of parking required, including bicycle parking required by this chapter, consistent with the increased land use affected by the change must be provided, or an approved Mobility Management Program, as provided in RZC 21.52.020, Mobility Management Program, must be implemented for the site that effectively reduces parking demand;

d. When additional uses are placed on the same lot with the nonconforming parking or an enlarged lot of which the lot with nonconforming parking is a part, the requirements of this chapter shall apply only to the additional use; and

~~e. Repealed.~~

~~f. Parking in Downtown, Overlake, and Marymoor Design Districts.~~

e. ~~i.~~ Developments with nonconforming parking shall not be required to provide additional parking spaces when a change of use occurs or minor improvements are performed; provided, that the change of use or minor improvement does not enlarge the structure or increase the amount of nonconformity.

f. ~~ii.~~ Developments, sites, and structures **in Downtown, Overlake, and Marymoor Village** where a portion of the sites and/or structures have been obtained under threat of condemnation shall not be required to provide additional parking spaces than that which was sufficient to meet the requirements in place during the most recent development or construction of the site.

Docusign Envelope ID: 1AA8B1B1-947D-4B98-9ED7-A0069D1EA175

REDMOND ZONING CODE

Code Amendment Summary

Public Hearings for Type V Permits

Subject Matter Expert	*Carol Helland*
Author	*Jeff Churchill*
Policy Basis for Amendment	*PI-17 concerning clear development regulations.*
Relevant Code Portions	Table 21.76.050A

Proposed Amendment Overview

The amendment corrects an error concerning when public hearings are required.

Rationale

- Table 21.76.050A incorrectly states that no public hearing is held for Type V permit applications.
- This contradicts the language in RZC 21.76.050.J.

Key Decision Points (as applicable)

- N/A

Stakeholder Feedback to Date

- None

EXISTING CODE:

Table 21.76.050A
Permit Types

	Permit Type					
	Type I Administrative	**Type II Administrative**	**Type III Quasi-Judicial**	**Type IV Quasi-Judicial**	**Type V Quasi-Judicial**	**Type VI Legislative**
Level of Impact and Level of Discretion Exercised by Decision Maker	Least level of impact or change to policy/regulation. Least level of discretion.					Potential for greatest level of impact due to changes in regulation or policy. Greatest level of discretion.
Input Sought	Minimal-generally no public notice required. No public hearing.	Notice of Application provided. No public hearing. Neighborhood meeting only required for short plats meeting certain criteria.	Notice of Application provided. Neighborhood meeting may be required. Public hearing is required.	Notice of Application provided. Neighborhood meeting may be required. Public hearing is required.	No	Notice of Public Hearing provided.

Docusign Envelope ID: 1AA8B1B1-947D-4B98-9ED7-A0069D1EA175

Public Hearing Prior to Decision?	No	No	Yes, Hearing Examiner (or Landmark Commission)[2]	Yes, Hearing Examiner	No	Yes, Planning Commission
Decision Maker	Appropriate Department	Technical Committee	Hearing Examiner (or Landmark Commission)[2]	City Council	City Council	City Council
Administrative Appeal Body	Hearing Examiner (Hearing Examiner decision on appeal may be appealed to Superior Court.)	Hearing Examiner[1](Hearing Examiner decision on appeal may be appealed to Superior Court.)	None (decision appealable to Superior Court)[1] Hearing Examiner[3] (Hearing Examiner decision appealable to Superior Court)	None (decision appealable to Superior Court)	None (decision appealable to Superior Court)	None (decision appealable to Superior Court)

TABLE NOTES:

1. Shoreline Substantial Development Permits, Shoreline Variances, and Shoreline Conditional Use Permits are appealable directly to the State Shorelines Hearings Board. Use Permits are appealable directly to the State Shorelines Hearings Board.

2. Landmark Commission makes decisions for Certificate of Appropriateness Level III permits.

3. Only for decision by Landmark Commission

WORKING AMENDMENT:

Table 21.76.050A
Permit Types

	Permit Type					
	Type I Administrative	**Type II Administrative**	**Type III Quasi-Judicial**	**Type IV Quasi-Judicial**	**Type V Quasi-Judicial**	**Type VI Legislative**
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Public Hearing Prior to Decision?	No	No	Yes, Hearing Examiner (or Landmark Commission)[2]	Yes, Hearing Examiner	Yes	Yes, Planning Commission
Decision Maker	Appropriate Department	Technical Committee	Hearing Examiner (or Landmark Commission)[2]	City Council	City Council	City Council
Administrative Appeal Body	Hearing Examiner (Hearing Examiner decision on appeal may be appealed to Superior Court.)	Hearing Examiner[1](Hearing Examiner decision on appeal may be appealed to Superior Court.)	None (decision appealable to Superior Court)[1] Hearing Examiner[3] (Hearing Examiner decision appealable to Superior Court)	None (decision appealable to Superior Court)	None (decision appealable to Superior Court)	None (decision appealable to Superior Court)

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Docusign Envelope ID: 1AA8B1B1-947D-4B98-9ED7-A0069D1EA175

REDMOND ZONING CODE

Code Amendment Summary

Definition of Culvert

Subject Matter Expert	*Doug De Vries, Cindy Wellburn*
Author	*Lauren Alpert*
Other Key Staff	*N/A*
Policy Basis for Amendment	*Provide clarity to stakeholders including applicants, city leaders, hearing examiner, and staff. The definition also in compliance with the Washington State regulations.*
Relevant Code Portions	*Article VIII Definitions (21.78) C definitions* *21.08.147, 21.64.020, 21.14.070, 21.64.020.D.3,21.14.070* *Definition for In-Water Structure*

Proposed Amendment Overview

- Adds definition to 21.78 for culverts

Rationale

- Adding clarity for users of the code

Research Methods and Findings (as applicable)

- It complies with WA and Federal regulations

Key Decision Points (as applicable)

- Use bulleted list to highlight the Team's most significant decision points; sub bullets are ok

Stakeholder Feedback to Date

- Include no more than 3 items; sub bullets are ok

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EXISTING CODE:

No definition currently exists

WORKING AMENDMENT:

Culvert. A structure, typically under a roadway, rail line, trail or embankment, that is used to convey flow from a natural channel or drainage ditch.

PROPOSED AMENDMENT:

Culvert. A structure or pipe which is designed to convey stormwater through an obstacle such as beneath a road, railway, trail or embankment. Culverts can be classified as either fish passage or standard.

Last edited: <date>
Previous revisions: <list of dates>

2025 Annual Code Cleanup

Issue		Discussion Notes	Issue Status
1	Use of FEMA, floodplain, and floodway in RZC Appendix 1 (Weston)	**Commission Discussion** Commissioner asked for explanation of use of the terms "FEMA," "floodplain," and "floodway" in RZC Appendix 1.D.1.b. **Staff Comments** The FEMA 100-year floodplain is the physical area that is inundated during a 100-year storm event. Another way of saying it is, "an area with a 1% chance of flooding to a certain depth in any given year." The floodway is a planning tool. It is a designation created to determine how far into the 100-floodplain building can be allowed without raising floodwaters to a designated height. Running model simulations repeatedly identifies a corridor in the floodplain that becomes the floodway. There is both a FEMA floodway and a zero-rise floodway. The purpose of the requirements in RZC Appendix 1 is to have applicants summarize flood hazards for development sites, including descriptions and calculations for both the floodplain and the floodway.	Opened 5/28/25 Closed 6/11

Redmond
WASHINGTON

NOTICE OF PUBLIC HEARING
CITY OF REDMOND

Redmond Zoning Code Amendment:
Proposal Name (LAND-2025-00121)

The City of Redmond Planning Commission will hold a Public Hearing at Redmond City Hall Council Chambers, 15670 NE 85th Street, Redmond, Washington on **June 11, 2025 at 7 p.m.** or as soon thereafter, on:

SUBJECT: Zoning Code Amendment for **2025 Annual Code Cleanup**. Project number LAND-2025-00121. The proposal includes minor amendments to RZC 21.40, Parking Standards, RZC 21.76, Review Procedures, and RZC 21.78, Definitions.

REQUESTED ACTION: Planning Commission recommendation on the proposed amendment to the Redmond Zoning Code.

PUBLIC PARTICIPATION: Join in-person at City Hall, watch live at redmond.gov/RCTV, Comcast channel 21, Ziply channel 34, on facebook.com/CityofRedmond, or listen live by phone by calling 510-335-7371.

Public comment can be provided in-person or by phone during the meeting by providing a name and phone number to PlanningCommission@redmond.gov no later than 5 p.m. on the day of the hearing.

Written public comments should be submitted prior to the hearing by email to PlanningCommission@redmond.gov no later than 5 p.m. on the hearing date. Comments may also be sent by mail to: Planning Commission, MS: 4SPL, P.O. Box 97010, Redmond, Washington, 98073-9710.

A copy of the proposal is available at redmond.gov/671/Proposed-Minor-Code-Changes. If you have any comments, questions, or would like to be a Party-of-Record on this proposal, **please contact Jeff Churchill, Planning Manager, 425-556-2492, jchurchill@redmond.gov.**

If you are hearing or visually impaired, please notify Planning Department staff at 425-556-2441 one week in advance of the hearing to arrange for assistance.

LEGAL NOTICE: May 21, 2025

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MEETING MINUTES

REDMOND PLANNING COMMISSION MEETING

Wednesday, June 11, 2025 – 7:00 p.m.

1. Call to Order & Roll Call – 7:00 p.m.

Commissioners Present:	Chair Susan Weston, Commissioners Adam Coleman, Bryan Copley, Denice Gagner, Tara Van Niman, and Aparna Varadharajan
Commissioners Excused:	Vice-Chair Jeannine Woodyear
Staff Present:	Lauren Alpert, Jeff Churchill, Glenn Coil, Michael Hintze, Francesca Liburdy, Nick Roach, and Chris Wyatt
Recording Secretary:	Carolyn Garza, LLC

2. Approval of the Agenda

   - *Motion to approve the Agenda by Commissioner Copley, seconded by Commissioner Coleman. The Motion passed.*

3. Approval of Meeting Minutes

   - *Motion by Commissioner Copley to approve the May 28, 2025 Meeting Minutes. Motion seconded by Commissioner Coleman. The Motion passed unanimously.*

4. Items from the Audience (General)

   - Rachel Mazur, Hillis Clark Martin & Peterson P.S., 999 - 3rd Avenue, Suite 4600, Seattle, WA, Land Use Council for Columbia Pacific Advisors, stated that written comments had been submitted last Friday and stated being available for questions in the audience during the meeting.

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- David Morton, Redmond 98053, began speaking regarding the Redmond Flex Urban Development Project. Chair Weston stated that the verbal Public Hearing in question had been closed, but that written comment remains open, and the written comment of David Morton had been received earlier today.
- Ben Varin also wished to comment to the Public Hearing which had been closed to verbal comments at the last meeting and did not have other General Comment.

5. Annual Redmond Zoning Code Amendments (Public Hearing and Study Session)

Planning Manager Churchill gave the presentation.

Public Hearing

There were no requests to speak.

Chair Weston closed both written and verbal portions of the Public Hearing.

Study Session

Planning Manager Churchill stated that regarding the remaining issue on the Matrix, staff had provided an explanation regarding Flood Plains and Floodways. Chair Weston closed the Issue and clarified that there was no further review needed.

Motion by Commissioner Copley to recommend approval to City Council of the 2025 Annual Cleanup Package for the Redmond Zoning Code. Motion seconded by Commissioner Van Niman. The Motion passed unanimously.

6. Transportation Master Plan (TMP) (Status Update)

Planning Manager Hintze began the presentation with street plan goals.

Commissioner Aparna asked if bike lanes can cosmetically be different than the road for vehicles to indicate speeds visually and for safety around various motorized equipment, and more safety clarity at intersections. Planning Manager Hintze replied that design refinements are needed, and that the TMP will look at signal timing in the Bike chapter.

Chair Weston asked that when an Issue Matrix is created, questions be captured with the name of the asking Commissioner so that comments can eventually be closed, and that one topic at a time be raised.

Senior Planner Liburdy continued with the transit presentation.

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Chair Weston asked that Lake Washington School District statistic information be brought back for a discussion regarding school buses and the amount of traffic involved getting children to and from school, similar to how Sound Transit is quantified, and information regarding transit options for major employers.

Commissioner Van Niman asked for more information regarding bus options and school partnerships in the Plan.

Commissioner Gagner asked how transit hubs will improve mobility for underserved communities.

Commissioner Coleman stated that there is an opportunity to create a mix of usage through an agreement between schools and Metro to reduce traffic.

Commissioner Aparna asked if central parcels within neighborhoods could become transit stops.

Planning Manager Hintze continued with the bicycle presentation.

Commissioner Van Niman stated that an important component is a marketing strategy or outreach to schools, large employers, and the community regarding biking. Chair Weston stated that safe places for bike lock ups should be included.

Commissioner Aparna stated that large employers offer showers and secure bicycle storage.

Chair Weston stated that the micro-mobility bucket is overly broad, that speeds of various motorized equipment are a hazard on a non-motorized bike or pedestrian path, and that licenses and training are not required for many.

Commissioner Gagner asked if e-scooter goals have been met and how metrics have been measured and communicated to the public.

Commissioner Coleman stated that clarity in labeling the types of motorized equipment is needed as well as difference in performance, in example, the time to accelerate to a speed is needed before mixing types within lanes.

Commissioner Aparna asked if zones are being considered to be completely pedestrian or for micro-mobility exclusively in centers during festivals.

Chair Weston asked for the current definition of separated bike lanes, and that the network map should be reviewed to ensure improvements are prioritized to extend trail segments to destinations.

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Senior Planner Liburdy continued the presentation with the pedestrian plan.

Commissioner Aparna stated that the wayfinding piece is key and a high-level of navigation capability is missing, such as where walking becomes interrupted or unsafe, and where connectivity becomes utilitarian more than recreational.

Commissioner Coleman asked for more assistance for the visually impaired. Planning Manager Hintze replied that there is an Americans with Disabilities Act (ADA) transition plan being developed.

Commissioner Van Niman stated that there is a Sea-Tac Airport employee with the sole job of wayfinding, asked if redevelopment would require a cut-through on private property, and if there is a way to ensure the pedestrian paths are kept free of public micro-mobility devices.

Chair Weston asked for clarification regarding acceptable jaywalking at low stress pedestrian crossings. Planning Manager Hintze replied that the intention of providing new mid-block crossings is to create safe, comfortable places for people to cross the street. Chair Weston asked that language be tightened for clarity.

Chair Weston stated that as the Issues Matrix does not include Commissioner names the issues will be reviewed to close in September.

Senior Planner Liburdy concluded the presentation with community engagement.

Commissioner Coleman stated waiting for an email reply regarding mitigating safety around Electric Vehicles (EV) in pedestrian areas.

Commissioner Aparna asked about the resilience of pavement and road materials from a safety perspective, such as an asphalt mix with potholes. Senior Planner Liburdy replied that there will be a maintenance tractor that will address maintenance of the transportation network, but not being within the Growth Management Act (GMA) requirements within Planning Commission purview. Commissioner Aparna stated that resilience should be addressed in all chapters, part of the 2050 charter.

Commissioner Coleman asked if a goal of 50% able to access a mass transit point within 10-minutes of walking is being considered.

7. *10-minute Break*

8. 2025-26 Annual Docket (Public Hearing and Study Session)

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Senior Planner Coil stated that three written comments had been received since the last meeting. Verbal comments are closed.

Chair Weston stated for transparency that although code allows an option for the Planning Commission to add items to the docket that have not been through the formal docket process, the option is non-standard and that the Commission will need to decide if setting a precedent is wise; the application process was decided by Council, published, and Commissioners as representatives of the community received training in February, 2025. Deadlines, fees, and a two-step process for docket additions are for fairness and transparency. The docket item request in question has been communicated through emails, not published in a packet or with an opportunity for feedback from the public. The property owner has not applied although there has been steady contact with the city with opportunities to ask about the normal process. Re-opening verbal comments will be considered if the Planning Commission decides to move forward outside of the normal docket process.

Commissioner Van Niman stated that the property owner has operated in good faith, that Mayor Birney and Director Helland had directed the property owner to contact the Planning Commission, and that rather than working outside of the process, the process available is being used. Chair Weston replied that the interaction between the Mayor and Director was not known about by all Commissioners and Commissioner Van Niman described the timeline per a written comment from the property owner received today. Chair Weston stated that the information has not been distributed in the city packet. Senior Planner Coil replied that the written comment in question was forwarded via email to Commissioners. Commissioner Van Niman stated that the city has determined that all criteria have been met. Chair Weston replied that only a letter written by the property owner had been received and that the Planning Commission has not heard directly from the Planning Department Director or the Mayor instructing the Planning Commission to address.

Commissioner Aparna stated that the letter states that the Planning Director and Mayor were met with on May 23, 2025, while the deadline for applications was April 1, 2025. Commissioner VanNiman replied that later in the letter the property owner stated being directed to come to the Planning Commission. Commissioner Aparna replied that the deadline had already been missed, and that if a docket item is allowed to be considered outside of the process while others have respected the process in place, the precedent set by allowing could be detrimental; that the Planning Commission has the authority to add to the docket is for a principle and not to advocate for a particular parcel or project. Commissioner VanNiman stated again that the process states that the Planning Commission has the mechanism and that the Mayor and Planning Department Director have confirmed according to the letter from the property owner. Chair Weston replied that the process set by the City Council does not include the Planning Commission option and that the mechanism is question is in zoning code, separate.

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Commissioner Gagner asked if there was information regarding why the property owner missed the April deadline, approaching the Mayor after the deadline. Chair Weston replied no.

Commissioner Copley stated having read an email from Commissioner Aparna this evening after 5 p.m. opposing the docket addition and stated a concern about precedent. Commissioner Copley stated having called Rebecca Bloom with Columbia Pacific Advisors at 6 p.m. to ask why the deadline was missed. Bloom replied that the property owner was attempting to have code amended until April, and then contacted and was replied to via email by Carol Helland, Planning Director, and Mayor Birney, to go through the process.

Chair Weston stated that the property owner had been spoken with on November 6, 2024 through the code change process, and that they were referred to the docket process on December 4, 2024, the Planning Commission decision. Training on the process was held on February 12, 2025 and the property owner has had numerous contacts with the city. The property owner was aware of pathways to be on the docket and to file on time if interested.

Commissioner Coleman stated not having seen the email or notes from a meeting with the Planning Director and Mayor, and other than the conversation the issue would not be considered. Chair Weston stated not being aware of documentation.

Commissioner Aparna stated that if the Planning Director and Mayor asked the property owner to come to the Planning Commission, the suggestion did not indicate the project would be placed on the docket, not a mandate.

Commissioner Gagner asked for staff opinion. Senior Planner Coil replied that staff does not take a position and referred the Commission to threshold criteria analysis.

Chair Weston stated that there is not disagreement that there is an option in zoning code for the Planning Commission to be able to offer, but the question is if the Planning Commission as a group believes this is a good path forward, to use the statement in zoning code to shepherd certain projects around the stated process.

Commissioner Coleman asked how many times a similar situation has arisen, and Planning Manager Churchill replied that the situation has never happened in memory. Commissioner Coleman asked for clarification that allowing this will open the opportunity to bypass the process and Chair Weston replied yes, that is the implication.

Commissioner Van Niman asked why a property owner would choose to be late and that the property owner operates in good faith. Chair Weston replied that there is a $10,104.70 application fee to change zoning code by City Council to reclaim time and wages of the city, and by not applying the city must cover the fee. The property owner has offered today to cover the fee, but the fee is a standard part of the application process and why there is a process. Chair Weston stated that there is the appearance, but possibly not the intent, of lobbying rather than using proper process channels with Public Comment. Chair Weston stated that whether Commission efforts should be put

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into alternate channels from those already published is in question and not to discuss why the property owner was late.

Commissioner Copley asked why the Planning Commission has the capability in zoning code if it is not going to be used and stated that providing housing is important. Chair Weston replied that the stage of the process is not to argue the merits of a particular project but only whether to put a project on the docket. Commissioner Copley asked if the question was to docket the item or about docketing in general. Chair Weston replied that the process was not being addressed at this time. Commissioner Copley asked for clarification that including the project on the docket would set a precedent and Chair Weston replied that a published procedure could be circumnavigated.

Chair Weston asked if the Issues Matrix could be discussed, with further discussion regarding the project in question following.

Senior Planner Coil stated that the first item was regarding the timing of an application. The second item was related to the threshold criteria analysis. Chair Weston asked to review number four regarding the fee, followed by discussion of the remainder of items as desired by the Commission. Planning Manager Churchill stated that the fee is a combined Comprehensive Plan amendment fee and SEPA fee, that the city Attorney is researching if there is a mechanism for the property owner to pay the fee offered today, and that there must be an answer before City Council can make a decision. Chair Weston stated clarification that the research is because the request is outside of the normal process.

Commissioner Copley stated that the fee must be paid to avoid a precedent of circumnavigating the fee.

Commissioner Aparna stated that the property owner has not made an official application, and while informal application has been made and an email stated the fee will be covered, and staff has been asked to look into the project based on a Public Comment only and that the Planning Commissioners could be approached individually in various ways outside of the Commission. Conversations are being held outside of the process, which builds consensus outside, but basic discussions must be held within the Commission process. Chair Weston stated that discussion regarding the merit of the process is not being discussed and asked for a Motion to pass the docket as is, with a possible amendment after the Motion, and that if the amendment is seconded discussion and a vote can occur or four Commissioners voting in favor.

Commissioner Copley asked if the Commissioners feel they have the information needed to vote. Commissioner Coleman asked for notes from the meeting mentioned in the email from the property owner to understand if the Planning Commission was being instructed to look at the project for the docket. Chair Weston replied that the Commission has not been instructed to do so. Commissioner Coleman asked if the conversation in question should be struck as there is no confirmation. Commissioner Van Niman replied that the property owner wrote that they were given the advice. Commissioner Coleman asked again where the notes are from the conversation, hearsay at this point, and that the principal of the process is at risk by setting a

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precedent. Chair Weston stated that there is not a formal application. Commissioner Van Niman stated trusting that the Planning Director and the Mayor told the property owner to come to the Planning Commission.

Chair Weston stated that there is a difference of opinion that will not be productive to argue further and asked if there are other questions needing to be satisfied to hold a vote. Commissioner Copley stated feeling conflicted, inclined to believe the property owner is operating in good faith, however that allowing the process to be subverted will create problems in the future and that much of the information has only been received by Commissioners after 5 p.m. today, not a part of the public disclosure package, the responsibility of the Commission being to know the full picture prior to voting.

Commissioner Aparna stated having emailed objections to Commissioners the prior weekend. The property owner added comments via email late this afternoon, the timing a matter of concern as the last meeting Minutes were published last week. The first missed deadline was most likely an error, acknowledged, but that the process continues to be subverted; the Public Hearing was published but the information from the property owner was sent two hours prior to the meeting.

Chair Weston asked Commissioner Copley if there was a specific question that could help a decision and Commissioner Copley replied no, originally hoping to better understand not setting a precedent as a new Commissioner but now understanding that the issue has never come up.

Chair Weston asked that unless there are additional questions, an amendment is a valid choice if needed, the facts unchanging, and asked again if there is any information that could change confidence level in the choice. Commissioner Copley replied that lack of an opportunity for Public Comment was the only issue. Chair Weston stated that there is an option to re-open Public Comment in a Motion and vote.

Motion by Commissioner Copley to re-open all Public Comment. Motion seconded by Commissioner Van Niman. The Motion failed 3-3 with no abstentions (Four in favor did not occur).

Chair Weston closed written comment.

Motion by Commissioner Van Niman to add the project to the docket. There was not a second. The Motion failed.

Motion by Commissioner Aparna to recommend approval to the City Council of the 2025-26 Annual Docket as presented in the packet. Motion seconded by Commissioner Van Niman. There was no further discussion. The Motion passed with one abstention.

9. Staff & Commissioner Updates

Senior Planner Alpert stated that a Lunch & Learn was held for staff with Eastside for All, a community-based organization. On Tuesday, June 17, 2025, Principal Planner Frey

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will be on a panel for accessible design cohosted with the Visibility Empowerment Center and Magical Bridge Foundation, a free webinar.

Planning Manager Churchill stated that City Council will address the 2025 Code Package and a resolution authorizing the application for County wide centers for Marymoor Village and the Southeast Redmond Manufacturing Industrial Center on June 17, 2025. Two projects beginning are a Center market study and the Capital Investment Strategy update.

10. Adjourn

- *Motion to adjourn at 9:08 p.m. by Commissioner Copley, seconded by Commissioner Aparna. The Motion passed.*

Minutes approved on:
July 23, 2025

Planning Commission Chair

Signed by:
Susan Weston
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Redmond
WASHINGTON

TECHNICAL COMMITTEE REPORT AND RECOMMENDATION TO THE PLANNING COMMISSION

May 21, 2025

Project File Number:	**LAND-2025-00121; SEPA-2025-00122**	
Proposal Name:	**2025 Annual Code Cleanup**	
Applicant:	**City of Redmond**	
Staff Contacts:	Jeff Churchill, Long Range Planning Manager	425-556-2492

TECHNICAL COMMITTEE COMPLIANCE REVIEW AND RECOMMENDATION

Technical Committee shall make a recommendation to the Planning Commission for all Type VI reviews (RZC 21.76.060.E). The Technical Committee's recommendation shall be based on the decision criteria set forth in the Redmond Zoning Code. Review Criteria: *RZC 21.76.070.AE Zoning Code Amendment -Text*

REDMOND ZONING CODE AMENDMENT SUMMARY

The City of Redmond is proposing amendments to the Redmond Zoning Code (RZC) to clarify various requirements to improve usability of the RZC for staff, customers, and community members. The amendments are summarized in the table below.

Chapter	Amendment Summary	Rationale
RZC 21.40 Parking Standards	Clarifies that change of use is not a trigger for requiring additional parking.	Removes barrier to re-tenanting existing space.
RZC 21.76 Review Procedures	Correct error concerning public hearings for Type V permits.	Corrects error.
RZC 21.78 Definitions	Add definition for "culvert" where none exists.	Ensures all code users have common understanding of the term.

RZC 21.76.070.AE – TEXT AMENDMENT CRITERIA	**MEETS/ DOES NOT MEET**
All amendments to the RZC processed under this section shall be in conformance with the Comprehensive Plan.	Meets

STATE ENVIRONMENTAL POLICY ACT (SEPA)

The lead agency for this proposal has determined that the requirements of environmental analysis, protection, and mitigation measures have been adequately addressed through the City's regulations and Comprehensive Plan together with applicable state and federal laws. Additionally, the lead agency has determined that the proposal does not have a probable significant adverse impact on the environment as described under SEPA. An Environmental Impact Statement (EIS) is not required under RCW 43.21C.030(2). This decision was made after review of a completed environmental checklist and other information on file with the lead agency.

- In accordance with WAC 197-11-340(2) an opportunity for comment and appeal period was provided from May 28 to June 11, 2025.

DEPARTMENT OF COMMERCE NOTIFICATION

The City notified the Washington State Department of Commerce of its intent to adopt amendments to development regulations on May 21, 2025.

STAFF RECOMMENDATION

Based on the compliance review of the decision criteria set forth in RZC 21.76.070.AE Zoning Code Amendment – Text, staff recommends approval of the proposed amendments. Staff compliance review and analysis is provided in Attachment A.

TECHNICAL COMMITTEE RECOMMENDATION

The Technical Committee has reviewed the proposed amendments identified in Attachment B and finds the amendments to be consistent with review criteria in RZC 21.76.070.AE Zoning Code Amendment – Text.

REVIEWED AND APPROVED BY

Carol Helland,
Planning and Community Development Director

Aaron Bert,
Public Works Director

Attachments

A. Staff Compliance Review and Analysis
B. Proposed Redmond Zoning Code Amendments

Redmond Zoning Code Text Amendment Criteria (RZC 21.76.070.AE)

CRITERION	ANALYSIS
All amendments to the RZC processed under this section shall be in conformance with the Comprehensive Plan.	Meets. The proposed amendments correct errors and improve code clarity. Making the amendments is consistent with Comprehensive Plan policy PI-17, which reads: *Prepare and maintain development regulations that implement Redmond's Comprehensive Plan and include all significant development requirements. Ensure that the regulations are clearly written and can be efficiently and effectively carried out. Avoid duplicative or inconsistent requirements. Ensure that the development regulations can be accessed, understood, and used to the greatest extent possible by all people.*

REDMOND ZONING CODE

Code Amendment Summary

Non-Conforming Parking

Subject Matter Expert	*Jeff Churchill*
Author	*Jeff Churchill*
Policy Basis for Amendment	*TR-35*
Relevant Code Portions	RZC 21.40.010.C.1

Proposed Amendment Overview

The amendment clarifies that on sites with non-conforming parking quantities, a change of use is not a trigger for requiring additional parking if there is no increase in size of the structure and no increase in the degree of non-conformity.

Rationale

- Removes barrier to re-tenanting existing space.
- Consistent with Comprehensive Plan policy TR-35 concerning prioritizing space for people, housing, jobs, services, recreation, amenities, and environmental sustainability.

Key Decision Points (as applicable)

- N/A

Stakeholder Feedback to Date

- None

EXISTING CODE:

C.1. Nonconforming Parking.

a. A development that met the parking requirements in effect at the time it was approved but that does not have sufficient parking spaces to meet the current requirements of this chapter, may continue to operate with the parking deficiency as long as no enlargement is made that would require additional parking spaces;

b. When a development with nonconforming parking is enlarged so as to require additional parking spaces, the requirements of this chapter shall apply only to the enlargement;

c. When a preexisting building with nonconforming parking is remodeled or rehabilitated but not enlarged, the existing use of the building may continue without providing additional parking. In the event that the land use is increased by an addition of building square footage, the minimum level of parking required, including bicycle parking required by this chapter, consistent with the increased land use affected by the change must be

provided, or an approved Mobility Management Program, as provided in RZC 21.52.020, Mobility Management Program, must be implemented for the site that effectively reduces parking demand;

d. When additional uses are placed on the same lot with the nonconforming parking or an enlarged lot of which the lot with nonconforming parking is a part, the requirements of this chapter shall apply only to the additional use; and

e. *Repealed.*

f. *Parking in Downtown, Overlake, and Marymoor Design Districts.*

i. Developments with nonconforming parking shall not be required to provide additional parking spaces when a change of use occurs or minor improvements are performed; provided, that the change of use or minor improvement does not enlarge the structure or increase the amount of nonconformity.

ii. Developments, sites, and structures where a portion of the sites and/or structures have been obtained under threat of condemnation shall not be required to provide additional parking spaces than that which was sufficient to meet the requirements in place during the most recent development or construction of the site.

WORKING AMENDMENT:

C.1. Nonconforming Parking.

a. A development that met the parking requirements in effect at the time it was approved but that does not have sufficient parking spaces to meet the current requirements of this chapter, may continue to operate with the parking deficiency as long as no enlargement is made that would require additional parking spaces;

b. When a development with nonconforming parking is enlarged so as to require additional parking spaces, the requirements of this chapter shall apply only to the enlargement;

c. When a preexisting building with nonconforming parking is remodeled or rehabilitated but not enlarged, the existing use of the building may continue without providing additional parking. In the event that the land use is increased by an addition of building square footage, the minimum level of parking required, including bicycle parking required by this chapter, consistent with the increased land use affected by the change must be provided, or an approved Mobility Management Program, as provided in RZC 21.52.020, Mobility Management Program, must be implemented for the site that effectively reduces parking demand;

d. When additional uses are placed on the same lot with the nonconforming parking or an enlarged lot of which the lot with nonconforming parking is a part, the requirements of this chapter shall apply only to the additional use; and

~~e. Repealed.~~

~~f. Parking in Downtown, Overlake, and Marymoor Design Districts.~~

e. ~~i.~~ Developments with nonconforming parking shall not be required to provide additional parking spaces when a change of use occurs or minor improvements are performed; provided, that the change of use or minor improvement does not enlarge the structure or increase the amount of nonconformity.

f. ~~ii.~~ Developments, sites, and structures **in Downtown, Overlake, and Marymoor Village** where a portion of the sites and/or structures have been obtained under threat of condemnation shall not be required to provide additional parking spaces than that which was sufficient to meet the requirements in place during the most recent development or construction of the site.

REDMOND ZONING CODE

Code Amendment Summary

Public Hearings for Type V Permits

Subject Matter Expert	*Carol Helland*
Author	*Jeff Churchill*
Policy Basis for Amendment	*PI-17 concerning clear development regulations.*
Relevant Code Portions	Table 21.76.050A

Proposed Amendment Overview

The amendment corrects an error concerning when public hearings are required.

Rationale

- Table 21.76.050A incorrectly states that no public hearing is held for Type V permit applications.
- This contradicts the language in RZC 21.76.050.J.

Key Decision Points (as applicable)

- N/A

Stakeholder Feedback to Date

- None

EXISTING CODE:

Table 21.76.050A
Permit Types

	Permit Type					
	Type I Administrative	**Type II Administrative**	**Type III Quasi-Judicial**	**Type IV Quasi-Judicial**	**Type V Quasi-Judicial**	**Type VI Legislative**
Level of Impact and Level of Discretion Exercised by Decision Maker	Least level of impact or change to policy/regulation. Least level of discretion.					Potential for greatest level of impact due to changes in regulation or policy. Greatest level of discretion.
Input Sought	Minimal-generally no public notice required. No public hearing.	Notice of Application provided. No public hearing. Neighborhood meeting only required for short plats meeting certain criteria.	Notice of Application provided. Neighborhood meeting may be required. Public hearing is required.	Notice of Application provided. Neighborhood meeting may be required. Public hearing is required.	No	Notice of Public Hearing provided.

Public Hearing Prior to Decision?	No	No	Yes, Hearing Examiner (or Landmark Commission)[2]	Yes, Hearing Examiner	No	Yes, Planning Commission
Decision Maker	Appropriate Department	Technical Committee	Hearing Examiner (or Landmark Commission)[2]	City Council	City Council	City Council
Administrative Appeal Body	Hearing Examiner (Hearing Examiner decision on appeal may be appealed to Superior Court.)	Hearing Examiner[1](Hearing Examiner decision on appeal may be appealed to Superior Court.)	None (decision appealable to Superior Court)[1] Hearing Examiner[3] (Hearing Examiner decision appealable to Superior Court)	None (decision appealable to Superior Court)	None (decision appealable to Superior Court)	None (decision appealable to Superior Court)

TABLE NOTES:

1. Shoreline Substantial Development Permits, Shoreline Variances, and Shoreline Conditional Use Permits are appealable directly to the State Shorelines Hearings Board. Use Permits are appealable directly to the State Shorelines Hearings Board.

2. Landmark Commission makes decisions for Certificate of Appropriateness Level III permits.

3. Only for decision by Landmark Commission

WORKING AMENDMENT:

Table 21.76.050A
Permit Types

	Permit Type					
	Type I Administrative	**Type II Administrative**	**Type III Quasi-Judicial**	**Type IV Quasi-Judicial**	**Type V Quasi-Judicial**	**Type VI Legislative**
Level of Impact and Level of Discretion Exercised by Decision Maker	Least level of impact or change to policy/regulation. Least level of discretion.					Potential for greatest level of impact due to changes in regulation or policy. Greatest level of discretion.
Input Sought	Minimal-generally no public notice required. No public hearing.	Notice of Application provided. No public hearing. Neighborhood meeting only required for short plats meeting certain criteria.	Notice of Application provided. Neighborhood meeting may be required. Public hearing is required.	Notice of Application provided. Neighborhood meeting may be required. Public hearing is required.	No	Notice of Public Hearing provided.
Public Hearing Prior to Decision?	No	No	Yes, Hearing Examiner (or Landmark Commission)[2]	Yes, Hearing Examiner	Yes	Yes, Planning Commission
Decision Maker	Appropriate Department	Technical Committee	Hearing Examiner (or Landmark Commission)[2]	City Council	City Council	City Council
Administrative Appeal Body	Hearing Examiner (Hearing Examiner decision on appeal may be appealed to Superior Court.)	Hearing Examiner[1](Hearing Examiner decision on appeal may be appealed to Superior Court.)	None (decision appealable to Superior Court)[1] Hearing Examiner[3] (Hearing Examiner decision appealable to Superior Court)	None (decision appealable to Superior Court)	None (decision appealable to Superior Court)	None (decision appealable to Superior Court)

TABLE NOTES:

1. Shoreline Substantial Development Permits, Shoreline Variances, and Shoreline Conditional Use Permits are appealable directly to the State Shorelines Hearings Board. Use Permits are appealable directly to the State Shorelines Hearings Board.

2. Landmark Commission makes decisions for Certificate of Appropriateness Level III permits.

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REDMOND ZONING CODE

Code Amendment Summary

Definition of Culvert

Subject Matter Expert	*Doug De Vries, Cindy Wellborn*
Author	*Lauren Alpert*
Other Key Staff	*N/A*
Policy Basis for Amendment	*Provide clarity to stakeholders including applicants, city leaders, hearing examiner, and staff. The definition also in compliance with the Washington State regulations.*
Relevant Code Portions	*Article VIII Definitions (21.78) C definitions* *21.08.147, 21.64.020, 21.14.070, 21.64.020.D.3,21.14.070* *Definition for In-Water Structure*

Proposed Amendment Overview

- Adds definition to 21.78 for culverts

Rationale

- Adding clarity for users of the code

Research Methods and Findings (as applicable)

- It complies with WA and Federal regulations

Key Decision Points (as applicable)

- Use bulleted list to highlight the Team's most significant decision points; sub bullets are ok

Stakeholder Feedback to Date

- Include no more than 3 items; sub bullets are ok

EXISTING CODE:

No definition currently exists

WORKING AMENDMENT:

Culvert. A structure, typically under a roadway, rail line, trail or embankment, that is used to convey flow from a natural channel or drainage ditch.

PROPOSED AMENDMENT:

Culvert. A structure or pipe which is designed to convey stormwater through an obstacle such as beneath a road, railway, trail or embankment. Culverts can be classified as either fish passage or standard.

Last edited: <date>
Previous revisions: <list of dates>

REDMOND CITY COUNCIL
ORDINANCE NO. _____

AN ORDINANCE OF THE CITY OF REDMOND, WASHINGTON, AMENDING TITLE 21 OF THE REDMOND MUNICIPAL CODE, KNOWN AS THE REDMOND ZONING CODE, TO COMPLETE THE 2025 ANNUAL CODE CLEANUP, PROVIDING FOR SEVERABILITY, AND ESTABLISHING AN EFFECTIVE DATE

WHEREAS, the Growth Management Act (GMA) requires that comprehensive plans and development regulations shall be subject to continuing evaluation and review; and

WHEREAS, the GMA requires that development regulations be consistent with comprehensive plan policies; and

WHEREAS, Comprehensive Plan policy PI-17 calls for development regulations that are clearly written and can be efficiently and effectively carried out; and

WHEREAS, Comprehensive Plan policy PI-18 calls for permit review processes that are timely and predictable; and

WHEREAS, the City undertakes an annual code cleanup effort consistent with those policies; and

WHEREAS, on May 28, 2025, the City of Redmond issued a Determination of Non-Significance for the 2025 Annual Code Cleanup under the State Environmental Policy Act; and

WHEREAS, state agencies were sent 60-day notices of proposed RZC amendments on May 21, 2025; and

WHEREAS, on May 28 and June 11, 2025, the Planning Commission conducted study sessions for these amendments; and

WHEREAS, on June 11, 2025, the Planning Commission held a public hearing for these amendments during which no testimony was received; and

WHEREAS, the Planning Commission recommended approval of the 2025 Annual Code Cleanup on June 11, 2025, adopted a report documenting its recommendation on June 25, 2025, and subsequently transmitted such recommendation to the City Council for consideration; and

WHEREAS, the City Council reviewed the Planning Commissions' recommendation and received on the recommendation on August 4, 2025; and

WHEREAS, having considered the Planning Commission's recommendations, the City Council desires to amend the Redmond Zoning Code.

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

Section 1. Classification. This is a code ordinance.

Section 2. Findings and Conclusions. The City Council hereby adopts the findings and conclusions contained in the associated Planning Commission Report, including all related

attachments and exhibits to those reports, City file no. LAND-2025-00121.

Section 3. RZC Chapter 21.40 Parking Standards Amended. RZC 21.40.010.C.1 is amended as follows:

1. Nonconforming Parking.

   a. A development that met the parking requirements in effect at the time it was approved but that does not have sufficient parking spaces to meet the current requirements of this chapter, may continue to operate with the parking deficiency as long as no enlargement is made that would require additional parking spaces;

   b. When a development with nonconforming parking is enlarged so as to require additional parking spaces, the requirements of this chapter shall apply only to the enlargement;

   c. When a preexisting building with nonconforming parking is remodeled or rehabilitated but not enlarged, the existing use of the building may continue without providing additional parking. In the event that the land use is increased by an addition of building square footage, the minimum level of parking required, including bicycle parking required by this chapter, consistent with the increased land use affected by the change must be

provided, or an approved Mobility Management Program, as provided in RZC 21.52.020, Mobility Management Program, must be implemented for the site that effectively reduces parking demand;

d. When additional uses are placed on the same lot with the nonconforming parking or an enlarged lot of which the lot with nonconforming parking is a part, the requirements of this chapter shall apply only to the additional use; and

[~~e. REPEALED.~~]

[~~f. PARKING IN DOWNTOWN, OVERLAKE, AND MARYMOOR DESIGN DISTRICTS.~~]

e. [~~i.~~] Developments with nonconforming parking shall not be required to provide additional parking spaces when a change of use occurs or minor improvements are performed; provided, that the change of use or minor improvement does not enlarge the structure or increase the amount of nonconformity.

f. [~~ii.~~] Developments, sites, and structures **in Downtown, Overlake, and Marymoor Village** where a portion of the sites and/or structures have been obtained under threat of condemnation shall not be required to provide additional parking spaces than that which was sufficient

to meet the requirements in place during the most recent development or construction of the site.

Section 4. RZC 21.76 Review Procedures Amended. Table 21.76.050A, Permit Types, is amended as follows:

Table 21.76.050A
Permit Types

	Permit Type					
	Type I Administrative	**Type II Administrative**	**Type III Quasi-Judicial**	**Type IV Quasi-Judicial**	**Type V Quasi-Judicial**	**Type VI Legislative**
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Public Hearing Prior to Decision?	No	No	Yes, Hearing Examiner (or Landmark Commission)[2]	Yes, Hearing Examiner	[~~NO~~] **Yes**	Yes, Planning Commission
Decision Maker	Appropriate Department	Technical Committee	Hearing Examiner (or Landmark Commission)[2]	City Council	City Council	City Council

Table 21.76.050A
Permit Types

	Permit Type					
	Type I Administrative	**Type II Administrative**	**Type III Quasi-Judicial**	**Type IV Quasi-Judicial**	**Type V Quasi-Judicial**	**Type VI Legislative**
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TABLE NOTES:

1. Shoreline Substantial Development Permits, Shoreline Variances, and Shoreline Conditional Use Permits are appealable directly to the State Shorelines Hearings Board. Use Permits are appealable directly to the State Shorelines Hearings Board.

2. Landmark Commission makes decisions for Certificate of Appropriateness Level III permits.

3. Only for decision by Landmark Commission

Section 5. RZC 21.78 Definitions Amended. RZC 21.78.120 C Definitions, is amended to add a definition for "culvert" as follows:

Culvert. A structure, typically under a roadway, rail line, trail or embankment, that is used to convey flow from a natural channel or drainage ditch.

Section 6. Codification of Redmond Zoning Code Amendments. The Administration is directed to codify amendments to the Redmond Zoning Code, and in so doing, update numbering, update

references, correct typographical errors, and apply general formatting standards.

Section 7. 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 of any other section, sentence, clause, or phrase of this ordinance.

Section 8. Effective date. This ordinance shall become 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 2nd day of September, 2025.

CITY OF REDMOND

_____
ANGELA BIRNEY, MAYOR

ATTEST:

_____
CHERYL XANTHOS, MMC, CITY CLERK (SEAL)

APPROVED AS TO FORM:

_____
REBECCA MUELLER, CITY ATTORNEY

FILED WITH THE CITY CLERK:
PASSED BY THE CITY COUNCIL:
SIGNED BY THE MAYOR:
PUBLISHED:
EFFECTIVE DATE:
ORDINANCE NO.

Docusign Envelope ID: 1ABD0E6D-C7A1-4510-BC52-DA95903F6E62

City of Redmond
Payroll Check Approval Register
Pay period: 7/16 - 7/31/2025
Check Date: 8/08/2025

Check Total:	$	47,601.36
Direct Deposit Total:	$	2,971,579.71
Wires & Electronic Funds Transfers:	$	1,753,070.21
Grand Total:	$	4,772,251.28

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

All Checks numbered **188758** through **188768** ,
Direct deposits numbered **189751** through **190574** , and
Electronic Fund transfers **1871** through **1875**
are approved for payment in the amount of **$4,772,251.28**
on this **10 day of August 2025.**

Note:

Check # 188757 - Vendor Check Reprint

City of Redmond
Payroll Final Check List
Pay period: 7/16 - 7/31/2025
Check Date: 8/08/2025

Total Checks and Direct deposit:	$	4,238,210.62
Wire Wilmington Trust RICS (MEBT):	$	534,040.66
Grand Total:	$	4,772,251.28

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

Signed by:
Catluryn Laird
7C0092BCC9C549B...

Human Resources Director, City of Redmond
Redmond, Washington