

City of Redmond



Agenda

Tuesday, January 26, 2021

4:30 PM

Remote Viewing: Redmond.gov/rctlive, Facebook (@CityofRedmond),
Comcast Channel 21, Zippy Channel 34, or listen at 510-335-7371

Committee of the Whole - Finance, Administration, and Communications

Committee Members

Vanessa Kritzer, Presiding Officer

Jeralee Anderson

David Carson

Steve Fields

Jessica Forsythe

Varisha Khan

Tanika Kumar Padhye

AGENDA

1. Monthly Financial Report through December 2020 [CM 21-026](#)
[Attachment A: December 2020 Monthly Financial Report](#)
[Attachment B: Citywide Overtime Statistics, 4th Quarter 2020](#)
(Requested by: Finance) - 10 minutes

2. Environmental Sustainability Dashboard and Plan Update [CM 21-027](#)
[Attachment A: Sustainability Dashboard](#)
(Requested by: Executive) - 15 minutes

3. Business Licensing Partnership - RMC Revisions [CM 21-024](#)
[Attachment A: Redmond Municipal Code Revisions](#)
[Attachment B: Redmond Municipal Code Revisions Index](#)
(Requested by: Finance/Parks) - 10 minutes

4. Committee Work Plan Updates for 2021 [CM 21-023](#)
[2020 Work Plan](#)
(Requested by: Committee) - 5 minutes



Memorandum

Date: 1/26/2021

File No. CM 21-026

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

Type: Committee Memo

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

FROM: Mayor Angela Birney

DEPARTMENT DIRECTOR CONTACT(S):

Finance	Kelley Cochran	425-556-2748
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TITLE:

Monthly Financial Report through December 2020

OVERVIEW STATEMENT:

Review the Monthly Financial Report from January 1, 2019 through December 31, 2020 along with the quarterly Overtime Report. Please note these numbers are not final as the City is continuing to go through its year-end closing procedures.

Additional Background Information/Description of Proposal Attached

REQUESTED ACTION:

Receive Information

Provide Direction

Approve

REQUEST RATIONALE:

- **Relevant Plans/Policies:**
Review of the City's finances between January 1, 2019 and December 31, 2020.
- **Required:**
N/A
- **Council Request:**
N/A
- **Other Key Facts:**
N/A

OUTCOMES:

Each month the Finance Department reviews the previous month's financial performance. Some highlights from the December Monthly Report, include:

General Fund

- Revenue collections are over targets by approximately 8.5% or \$16.5 million.
- One-time sales tax on construction continues to be the revenue driver. Sales tax has exceeded targets by

approximately 33.6% or \$20 million.

- Property taxes are on target for the year.
- Utility taxes are below budgeted projections by approximately \$4.4 million, consistent with past months, due to the purchase of wholesale electricity by a large customer and the vacancy of commercial buildings because of pandemic.
- Miscellaneous revenue is showing increased collections due to the sale of investments.
- Expenditures are below budget by approximately 7% or \$16 million due to the curtailment of non-critical expenditures and the hiring freeze

Other Funds

- The Recreation Activity Fund has been drawn down to zero due to the lack of allowed recreational activity.
- The utility funds remain on target.
- Expenditures in the CIP remain low at 52%.

COVID Expenses

- As of December 27, 2020, direct COVID expenses totaled \$602,282. A total of 75% of these costs will be reimbursable by FEMA.

Quarterly Overtime Report

- Overtime spending through December 31, 2020 has reached 137.6% of budget (see Attachment B).
- Several unexpected events are driving overtime such as weather-related incidents, the pandemic and wildfire response. In addition, police flagging overtime is up due to the developments happening around the City. Many of these costs are reimbursable.

Staff will provide revised financial information to Council as soon as the year-end closing procedures are complete.

COMMUNITY/STAKEHOLDER OUTREACH AND INVOLVEMENT:

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

BUDGET IMPACT:

Total Cost:

N/A

Approved in current biennial budget:

Yes No N/A

Budget Offer Number:

N/A

Budget Priority:

Responsible Government

Other budget impacts or additional costs:

Yes No N/A

Date: 1/26/2021

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

File No. CM 21-026

Type: Committee Memo

If yes, explain:

N/A

Funding source(s):

N/A

Budget/Funding Constraints:

N/A

Additional budget details attached

COUNCIL REVIEW:

Proposed Upcoming Contact(s)

Date	Meeting	Requested Action
N/A	None Proposed at this Time	N/A

Time Constraints:

N/A

ANTICIPATED RESULT IF NOT APPROVED:

N/A

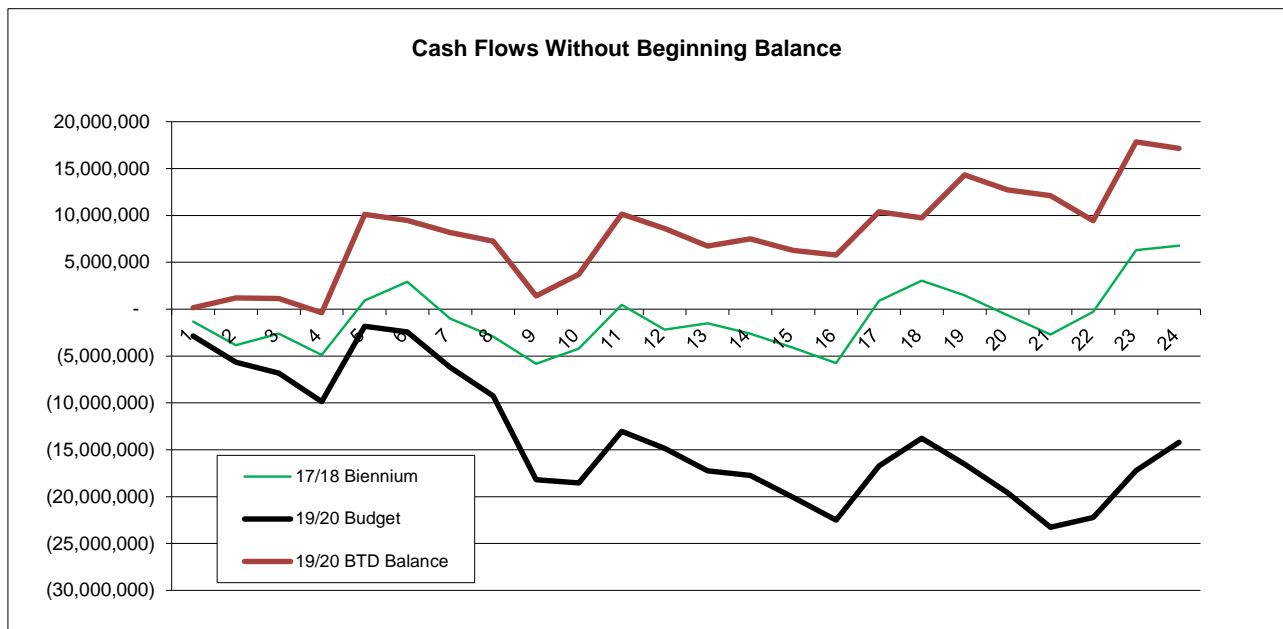
ATTACHMENTS:

Attachment A: Monthly Financial Report Ending December 31, 2020

Attachment B: Quarterly Overtime Report

**City of Redmond, WA
Monthly Cash Flow Summary - General Fund
2019-2020**

	Revenue Budget	BTD Revenue	Expenditure Budget	BTD Expenditures	BTD Balance	On-going Balance
Begin Bal.	-	-	-	-	-	14,204,104
January	5,581,579	6,998,784	8,433,011	6,832,912	165,872	14,369,976
February	11,207,377	15,201,238	16,866,021	14,018,005	1,183,233	15,387,337
March	18,464,918	22,665,945	25,299,032	21,522,040	1,143,905	15,348,009
April	23,872,847	28,786,210	33,732,042	29,166,284	(380,074)	13,824,030
May	40,341,014	46,179,058	42,165,053	36,069,983	10,109,074	24,313,178
June	48,173,973	52,924,744	50,598,063	43,451,339	9,473,406	23,677,510
July	52,821,138	59,138,434	59,031,074	50,961,963	8,176,470	22,380,574
August	58,224,077	65,703,393	67,464,084	58,456,059	7,247,334	21,451,438
September	63,206,400	72,091,097	81,411,728	70,693,254	1,397,843	15,601,947
October	71,511,343	81,806,775	90,059,372	78,089,036	3,717,739	17,921,843
November	85,658,866	96,080,540	98,707,016	85,933,111	10,147,429	24,351,533
December	92,492,550	102,425,622	107,354,660	93,808,475	8,617,147	22,821,251
January	98,771,601	109,191,122	116,002,304	102,473,250	6,717,872	20,921,976
February	106,897,168	117,639,239	124,649,948	110,145,467	7,493,772	21,697,876
March	113,228,552	123,857,913	133,297,591	117,577,739	6,280,174	20,484,278
April	119,456,615	130,647,017	141,945,235	124,863,853	5,783,163	19,987,267
May	133,879,172	142,314,299	150,592,879	131,935,582	10,378,718	24,582,822
June	145,453,180	149,200,009	159,240,523	139,451,900	9,748,109	23,952,213
July	151,345,169	161,090,033	167,888,167	146,768,650	14,321,383	28,525,487
August	156,938,563	167,113,755	176,535,811	154,398,003	12,715,752	26,919,856
September	161,916,559	174,606,601	185,183,455	162,502,999	12,103,602	26,307,706
October	171,592,844	181,078,467	193,831,099	171,637,438	9,441,030	23,645,134
November	185,267,163	199,095,905	202,478,742	181,251,620	17,844,285	32,048,389
December	193,339,349	209,837,410	207,543,453	192,694,534	17,142,876	31,346,980



BTD = Biennium To Date

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

Notes: Please see page 16 for explanations of negative trends, budget variances and other observations

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

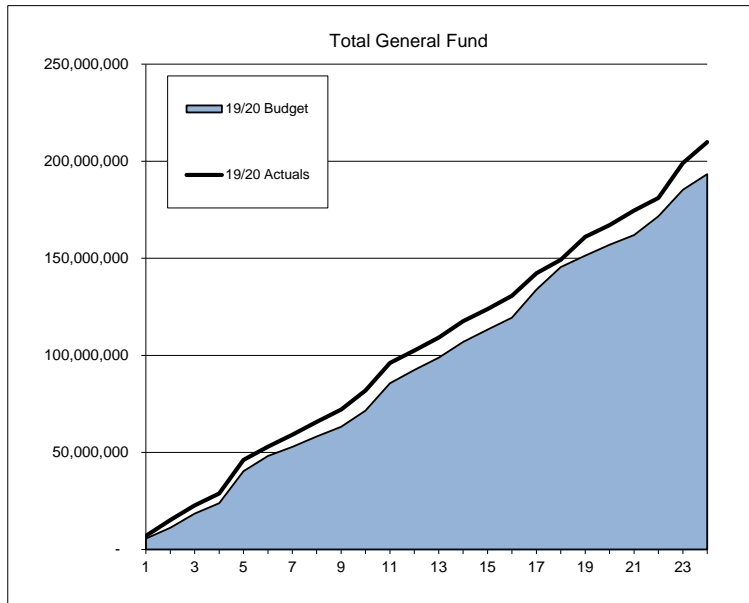
This report and the City's full budgets and financial reports are available on our web site at:

www.redmond.gov

City of Redmond, WA
Monthly Revenue Summary - General Fund
2019-2020

General Fund

	Biennial Budget	Actual	Over / (Under) %
January	5,581,579	6,998,784	25.39%
February	11,207,377	15,201,237	35.64%
March	18,464,918	22,665,945	22.75%
April	23,872,847	28,786,210	20.58%
May	40,341,014	46,179,058	14.47%
June	48,173,973	52,924,744	9.86%
July	52,821,138	59,138,434	11.96%
August	58,224,077	65,703,393	12.85%
September	63,206,400	72,091,097	14.06%
October	71,511,343	81,806,775	14.40%
November	85,658,866	96,080,540	12.17%
December	92,492,550	102,425,622	10.74%
January	98,771,601	109,191,122	10.55%
February	106,897,168	117,639,239	10.05%
March	113,228,552	123,857,913	9.39%
April	119,456,615	130,647,017	9.37%
May	133,879,172	142,314,299	6.30%
June	145,453,180	149,200,009	2.58%
July	151,345,169	161,090,033	6.44%
August	156,938,563	167,113,755	6.48%
September	161,916,559	174,606,601	7.84%
October	171,592,844	181,078,467	5.53%
November	185,267,163	199,095,905	7.46%
December	193,339,349	209,837,410	8.53%
Percent collected to date		108.5%	



Normalized: adjusted for one-time sales tax revenue

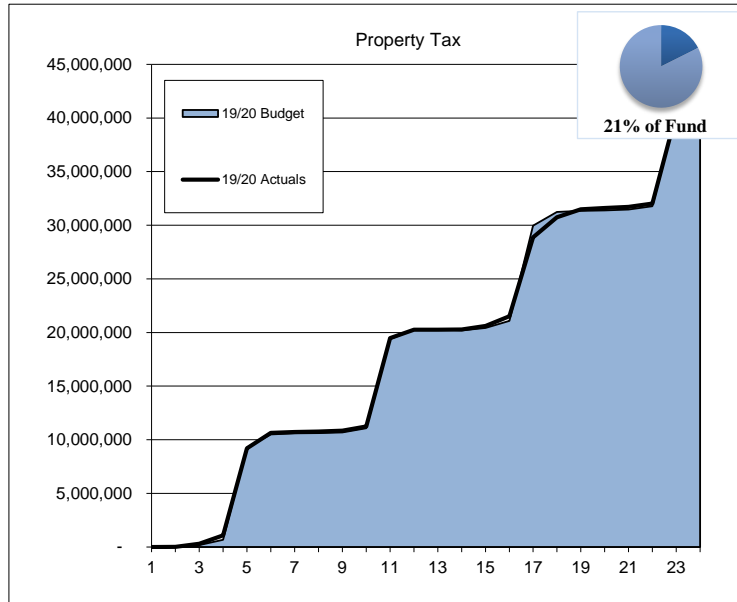
The charts on pages 2 through 6 illustrate General Fund revenues. It is within the General Fund that general taxes are accounted for.

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

Property Tax

21.37% of Total Budget- GF

	Biennial Budget	Actual	Over / (Under) %
January	-	-	0.00%
February	31,259	25,963	-16.94%
March	186,709	304,659	63.17%
April	668,617	1,084,708	62.23%
May	9,284,325	9,210,757	-0.79%
June	10,501,825	10,647,324	1.39%
July	10,594,529	10,732,974	1.31%
August	10,621,435	10,777,524	1.47%
September	10,677,292	10,850,837	1.63%
October	11,072,590	11,236,330	1.48%
November	19,370,012	19,476,169	0.55%
December	20,282,880	20,257,645	-0.12%
January	20,282,880	20,257,645	-0.12%
February	20,204,252	20,279,045	0.37%
March	20,421,198	20,603,667	0.89%
April	21,093,558	21,523,610	2.04%
May	29,957,404	28,879,574	-3.60%
June	31,235,756	30,745,707	-1.57%
July	31,340,477	31,490,860	0.48%
August	31,377,254	31,608,148	0.74%
September	31,469,183	31,705,957	0.75%
October	31,784,218	32,030,749	0.78%
November	40,434,535	40,396,625	-0.09%
December	41,313,377	41,756,898	1.07%
Percent collected to date		101.1%	



Property taxes are paid twice a year (in May and November).

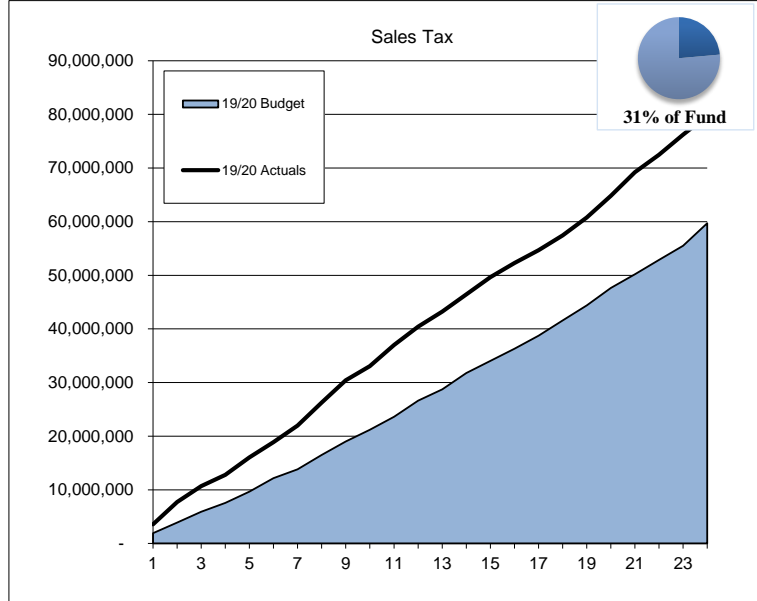
Most property taxes are accounted for in the General Fund however property taxes are also found in Funds 012, 035, 036, and 037.

City of Redmond, WA
Monthly Revenue Summary - General Fund
2019-2020

Sales Tax

30.88% of Total
Budget- GF

	Biennial Budget	Actual	Over / (Under) %
January	1,893,269	3,565,829	88.34%
February	3,878,980	7,712,494	98.83%
March	5,900,809	10,667,331	80.78%
April	7,553,936	12,786,857	69.27%
May	9,648,827	16,049,773	66.34%
June	12,169,572	18,892,581	55.24%
July	13,827,023	21,987,975	59.02%
August	16,486,646	26,254,306	59.25%
September	19,002,082	30,413,334	60.05%
October	21,194,691	33,073,842	56.05%
November	23,631,745	37,003,472	56.58%
December	26,644,564	40,425,026	51.72%
January	28,746,690	43,209,237	50.31%
February	31,786,236	46,439,270	46.10%
March	34,023,908	49,642,737	45.91%
April	36,325,428	52,271,641	43.90%
May	38,746,728	54,660,221	41.07%
June	41,584,824	57,421,113	38.08%
July	44,368,126	60,766,887	36.96%
August	47,641,044	64,791,757	36.00%
September	50,200,843	69,208,761	37.86%
October	52,863,748	72,485,650	37.12%
November	55,484,570	76,209,880	37.35%
December	59,707,905	79,747,179	33.56%
Percent collected to date		133.6%	



Normalized: adjusted for one-time sales tax revenue

The total sales tax rate is 10.0% of the value of the sale of which 0.85% comes to the city for general government purposes and 0.01% for criminal justice.

(most of the rest goes to other jurisdictions including 68% to the state).

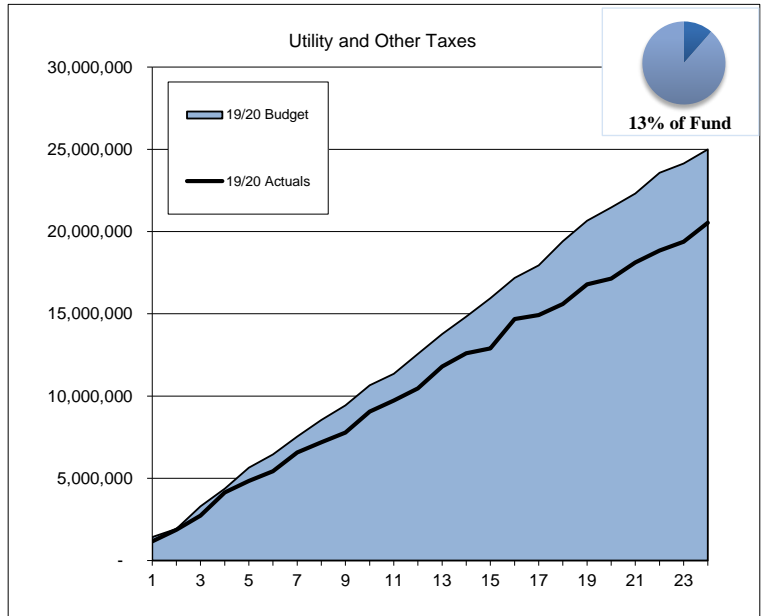
"Normalized" refers to taxes received not related to tax audits.

Sales tax is the largest single revenue source in the General Fund. It is collected by the state and sent to the city about two months after the actual sales transaction. These amounts are net of \$2.5 million in tax on new construction accounted for in the CIP.

Utility / Other Taxes

12.93% of Total
Budget- GF

	Biennial Budget	Actual	Over / (Under) %
January	1,433,370	1,164,848	-18.73%
February	1,918,142	1,875,016	-2.25%
March	3,293,103	2,736,085	-16.91%
April	4,364,934	4,146,326	-5.01%
May	5,643,269	4,833,371	-14.35%
June	6,449,688	5,426,204	-15.87%
July	7,533,193	6,567,982	-12.81%
August	8,545,973	7,191,397	-15.85%
September	9,434,715	7,776,903	-17.57%
October	10,655,757	9,054,876	-15.02%
November	11,354,431	9,732,167	-14.29%
December	12,560,941	10,461,368	-16.72%
January	13,766,702	11,789,119	-14.36%
February	14,829,260	12,604,852	-15.00%
March	15,943,728	12,902,473	-19.07%
April	17,180,764	14,683,170	-14.54%
May	17,948,754	14,917,067	-16.89%
June	19,403,182	15,597,910	-19.61%
July	20,651,518	16,788,626	-18.71%
August	21,469,023	17,143,809	-20.15%
September	22,314,885	18,122,848	-18.79%
October	23,569,511	18,848,032	-20.03%
November	24,138,202	19,379,271	-19.72%
December	24,994,923	20,534,621	-17.84%
Percent collected to date		82.2%	



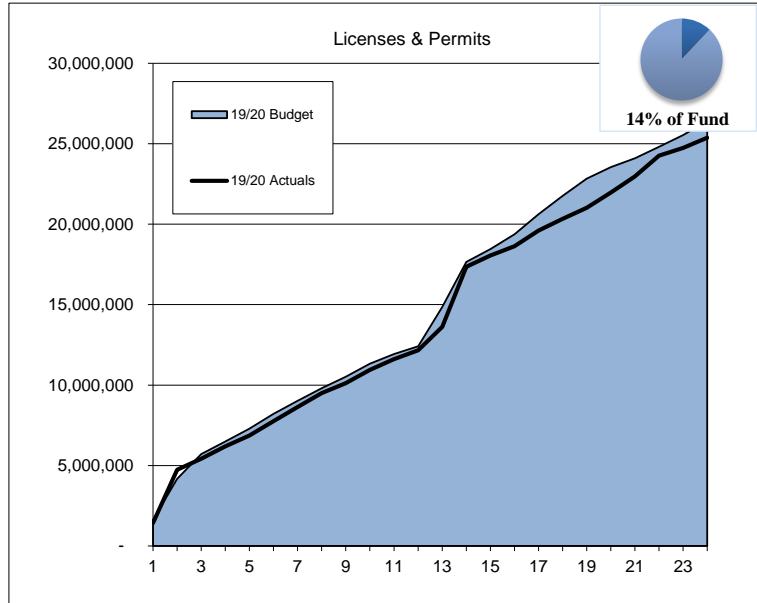
The utility tax rate is 6% of the gross revenues of electricity, telephone, cell phone, garbage and natural gas companies. The rate on cable television companies is 3%. Other taxes include admissions and gambling taxes.

City of Redmond, WA
Monthly Revenue Summary - General Fund
2019-2020

Licenses & Permits

13.66% of Total
Budget- GF

	Biennial Budget	Actual	Over / (Under) %
January	1,624,493	1,431,492	-11.88%
February	4,169,050	4,731,694	13.50%
March	5,713,270	5,427,304	-5.01%
April	6,495,068	6,185,038	-4.77%
May	7,286,020	6,857,676	-5.88%
June	8,205,947	7,761,374	-5.42%
July	9,022,069	8,633,671	-4.30%
August	9,801,940	9,504,934	-3.03%
September	10,516,781	10,119,646	-3.78%
October	11,320,636	10,936,652	-3.39%
November	11,927,889	11,620,809	-2.57%
December	12,409,108	12,162,067	-1.99%
January	14,855,639	13,620,504	-8.31%
February	17,651,289	17,348,749	-1.71%
March	18,450,572	18,051,926	-2.16%
April	19,372,273	18,636,870	-3.80%
May	20,620,783	19,600,052	-4.95%
June	21,764,094	20,332,292	-6.58%
July	22,827,255	21,016,559	-7.93%
August	23,552,431	21,961,336	-6.76%
September	24,093,909	22,974,869	-4.64%
October	24,807,826	24,257,083	-2.22%
November	25,540,182	24,745,462	-3.11%
December	26,408,980	25,374,392	-3.92%
Percent collected to date			96.1%

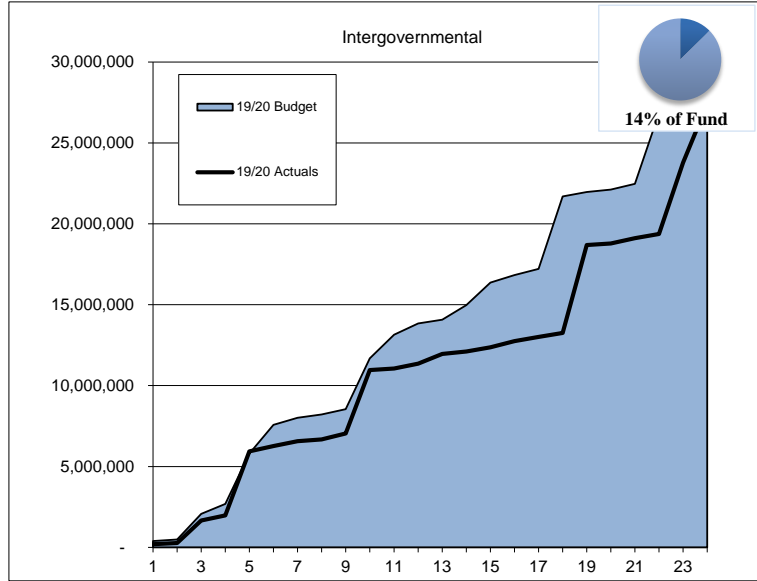


Business license rates are \$50.00 per employee within the business.
 The estimates for business license are \$9.2 million for the biennium.
 The permits are largely development related and are estimated to be almost \$12.2 million for the biennium.

Intergovernmental

14.49% of Total
Budget- GF

	Biennial Budget	Actual	Over / (Under) %
January	390,984	197,435	-49.50%
February	485,229	274,358	-43.46%
March	2,068,860	1,664,983	-19.52%
April	2,688,731	1,969,228	-26.76%
May	5,803,225	5,939,700	2.35%
June	7,574,109	6,260,654	-17.34%
July	8,015,520	6,568,137	-18.06%
August	8,216,580	6,667,197	-18.86%
September	8,545,592	7,040,583	-17.61%
October	11,684,652	10,967,287	-6.14%
November	13,150,085	11,053,060	-15.95%
December	13,838,175	11,361,420	-17.90%
January	14,077,318	11,960,283	-15.04%
February	14,975,975	12,110,892	-19.13%
March	16,364,986	12,370,323	-24.41%
April	16,829,002	12,750,561	-24.23%
May	17,210,192	13,009,935	-24.41%
June	21,697,284	13,253,542	-38.92%
July	21,962,544	18,695,736	-14.87%
August	22,113,543	18,780,111	-15.07%
September	22,468,675	19,111,955	-14.94%
October	26,836,919	19,370,373	-27.82%
November	27,279,205	23,789,316	-12.79%
December	28,015,159	27,401,193	-2.19%
Percent collected to date			97.8%



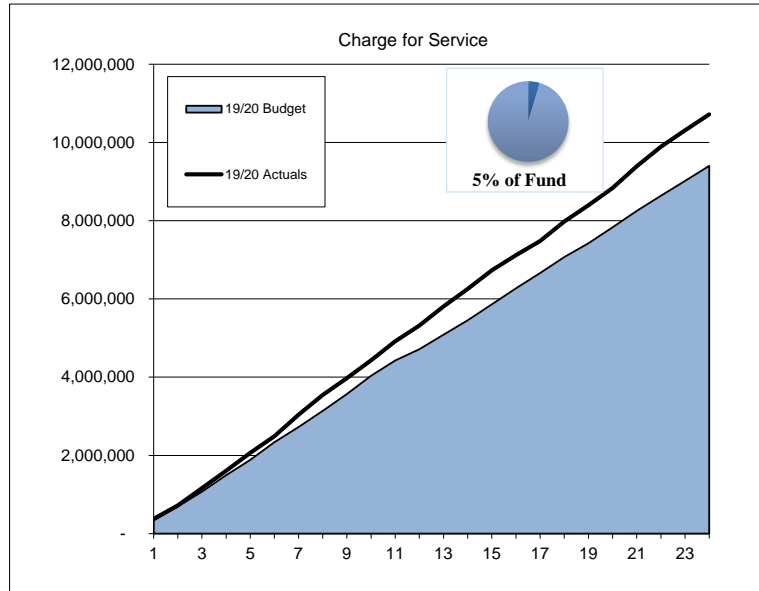
Intergovernmental revenues include contract payments by Fire District 34 for city service to that area (which is 57% of the total), state support for criminal justice efforts, state shared revenues for liquor taxes and liquor profits, and gas tax.
 The city accounts for King County EMS levy payments for basic life support in this account as well as a variety of smaller intergovernmental contract payments to the City.

City of Redmond, WA
Monthly Revenue Summary - General Fund
2019-2020

Charges for Service

4.86% of Total
Budget- GF
Over /
(Under) %

	Biennial Budget	Actual	Over / (Under) %
January	336,903	378,500	12.35%
February	691,352	718,289	3.90%
March	1,072,460	1,163,640	8.50%
April	1,496,432	1,606,147	7.33%
May	1,882,032	2,064,253	9.68%
June	2,333,981	2,488,807	6.63%
July	2,727,166	3,041,157	11.51%
August	3,140,836	3,543,126	12.81%
September	3,564,613	3,976,163	11.55%
October	4,034,734	4,430,975	9.82%
November	4,425,365	4,919,384	11.16%
December	4,711,163	5,320,780	12.94%
January	5,084,258	5,808,239	14.24%
February	5,452,879	6,257,699	14.76%
March	5,858,010	6,729,144	14.87%
April	6,271,590	7,117,559	13.49%
May	6,663,268	7,479,634	12.25%
June	7,070,723	7,980,448	12.87%
July	7,424,597	8,395,264	13.07%
August	7,830,815	8,838,133	12.86%
September	8,246,557	9,390,906	13.88%
October	8,641,293	9,892,919	14.48%
November	9,016,225	10,310,659	14.36%
December	9,401,823	10,718,056	14.00%
Percent collected to date		114.0%	

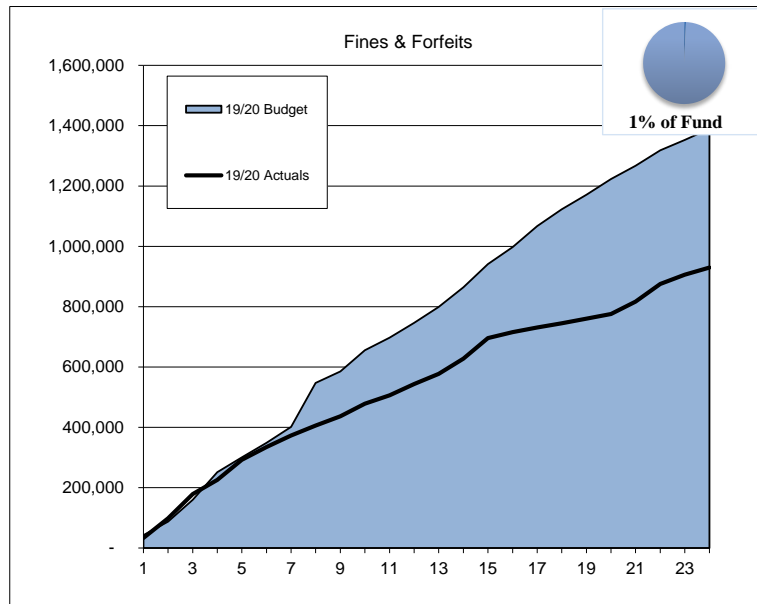


Charges for service include development services and chargebacks for city overhead to other (self-sustaining) funds.

Fines & Forfeits

0.72% of Total
Budget- GF
Over /
(Under) %

	Biennial Budget	Actual	Over / (Under) %
January	42,904	33,383	-22.19%
February	87,144	98,423	12.94%
March	159,928	178,645	11.70%
April	251,205	225,897	-10.07%
May	300,190	292,735	-2.48%
June	349,084	334,740	-4.11%
July	401,777	372,602	-7.26%
August	547,009	405,983	-25.78%
September	585,551	436,983	-25.37%
October	655,842	478,404	-27.06%
November	697,441	506,387	-27.39%
December	746,674	543,745	-27.18%
January	799,115	577,530	-27.73%
February	864,566	627,530	-27.42%
March	941,464	696,194	-26.05%
April	997,548	715,411	-28.28%
May	1,066,808	730,705	-31.51%
June	1,122,641	745,176	-33.62%
July	1,171,086	760,372	-35.07%
August	1,223,196	775,383	-36.61%
September	1,266,841	816,700	-35.53%
October	1,318,462	875,030	-33.63%
November	1,352,451	906,069	-33.01%
December	1,389,664	929,697	-33.10%
Percent collected to date		66.9%	



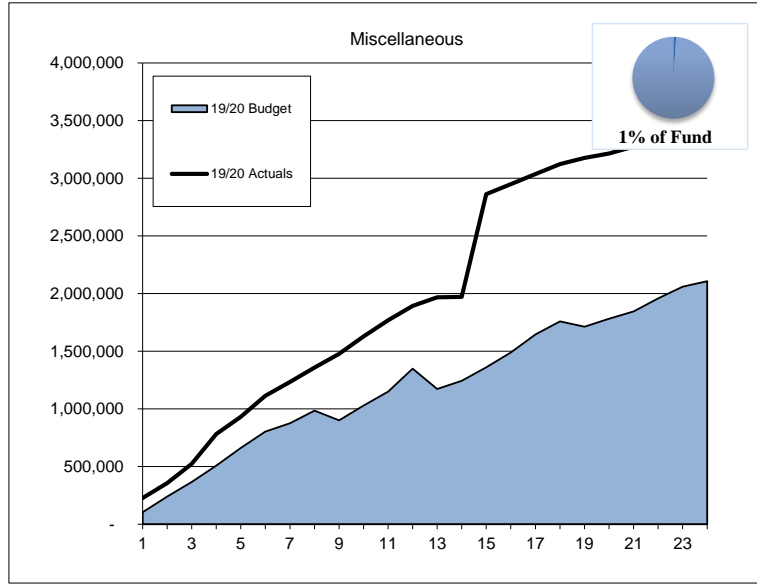
Fines and forfeits collected by the district court on behalf of city for violations of city codes (traffic infractions and misdemeanors). The City accounted for this net of the amount sent to the state until October of 2007 when we began accounting for the full revenue.

City of Redmond, WA
Monthly Revenue Summary - General Fund
2019-2020

Miscellaneous

1.09% of Total
Budget- GF

	Biennial Budget	Actual	Over / (Under) %
January	104,031	227,296	118.49%
February	239,144	356,001	48.86%
March	365,348	523,299	43.23%
April	507,314	782,009	54.15%
May	661,704	930,795	40.67%
June	802,309	1,113,059	38.73%
July	876,476	1,233,936	40.78%
August	984,836	1,358,925	37.98%
September	900,482	1,476,650	63.98%
October	1,028,583	1,628,410	58.32%
November	1,150,262	1,769,092	53.80%
December	1,348,491	1,893,571	40.42%
January	1,172,082	1,968,565	67.95%
February	1,244,070	1,971,203	58.45%
March	1,359,876	2,861,449	110.42%
April	1,488,617	2,948,195	98.05%
May	1,645,706	3,037,111	84.55%
June	1,759,296	3,123,820	77.56%
July	1,713,929	3,175,729	85.29%
August	1,782,647	3,215,078	80.35%
September	1,845,130	3,274,605	77.47%
October	1,957,833	3,318,631	69.51%
November	2,060,561	3,358,622	63.00%
December	2,107,518	3,375,372	60.16%
Percent collected to date		160.2%	

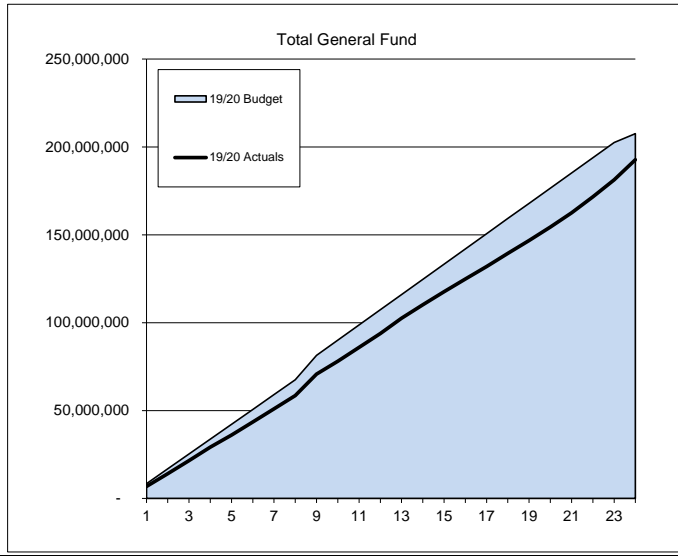


Miscellaneous revenues includes interest earnings on cash, rental revenues and other smaller revenues that do not fit into one of the above categories.

**City of Redmond, WA
Monthly Expenditure Report
2019-2020**

Total General Fund

	Biennial Budget	Actual	Over / (Under) %
January	8,433,011	6,832,912	-18.97%
February	16,866,021	14,018,005	-16.89%
March	25,299,032	21,522,040	-14.93%
April	33,732,042	29,166,284	-13.54%
May	42,165,053	36,069,983	-14.46%
June	50,598,063	43,451,339	-14.12%
July	59,031,074	50,961,963	-13.67%
August	67,464,084	58,456,059	-13.35%
September	81,411,728	70,693,254	-13.17%
October	90,059,372	78,089,036	-13.29%
November	98,707,016	85,933,111	-12.94%
December	107,354,660	93,808,475	-12.62%
January	116,002,304	102,473,250	-11.66%
February	124,649,948	110,145,467	-11.64%
March	133,297,591	117,577,739	-11.79%
April	141,945,235	124,863,853	-12.03%
May	150,592,879	131,935,582	-12.39%
June	159,240,523	139,451,900	-12.43%
July	167,888,167	146,768,650	-12.58%
August	176,535,811	154,398,003	-12.54%
September	185,183,455	162,502,999	-12.25%
October	193,831,099	171,637,438	-11.45%
November	202,478,742	181,251,620	-10.48%
December	207,543,453	192,694,534	-7.15%
% spent		92.85%	



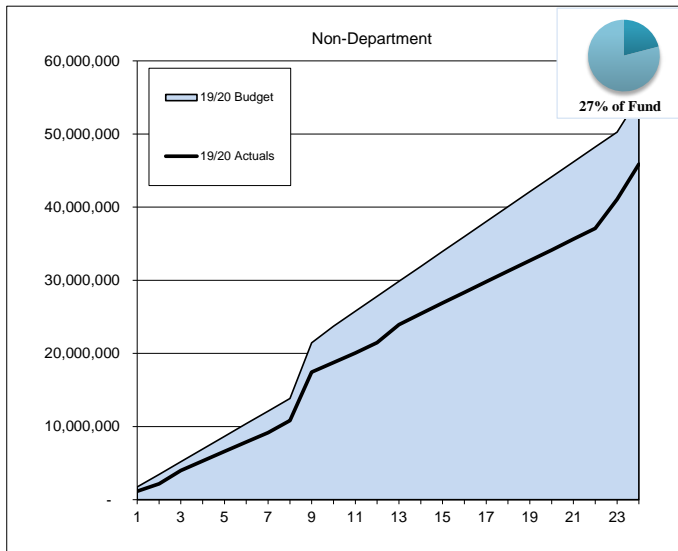
The General Fund accounts for services as described in each of the charts below.

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

Non-Departmental

27% of Total Fund

	Biennial Budget	Actual	Over / (Under) %
January	1,730,722	1,155,231	-33.25%
February	3,461,444	2,162,020	-37.54%
March	5,192,167	3,993,643	-23.08%
April	6,922,889	5,305,330	-23.37%
May	8,653,611	6,612,938	-23.58%
June	10,384,333	7,883,945	-24.08%
July	12,115,055	9,171,690	-24.30%
August	13,845,778	10,816,112	-21.88%
September	21,437,614	17,447,412	-18.61%
October	23,729,451	18,756,851	-20.96%
November	25,771,288	20,053,300	-22.19%
December	27,813,124	21,474,285	-22.79%
January	29,854,961	23,936,741	-19.82%
February	31,896,798	25,419,290	-20.31%
March	33,938,634	26,889,744	-20.77%
April	35,980,471	28,347,650	-21.21%
May	38,022,308	29,797,466	-21.63%
June	40,064,144	31,240,250	-22.02%
July	42,105,981	32,696,863	-22.35%
August	44,147,818	34,145,332	-22.66%
September	46,189,654	35,634,450	-22.85%
October	48,231,491	37,091,707	-23.10%
November	50,273,328	41,082,361	-18.28%
December	55,004,080	45,878,658	-16.59%
% spent		83.41%	



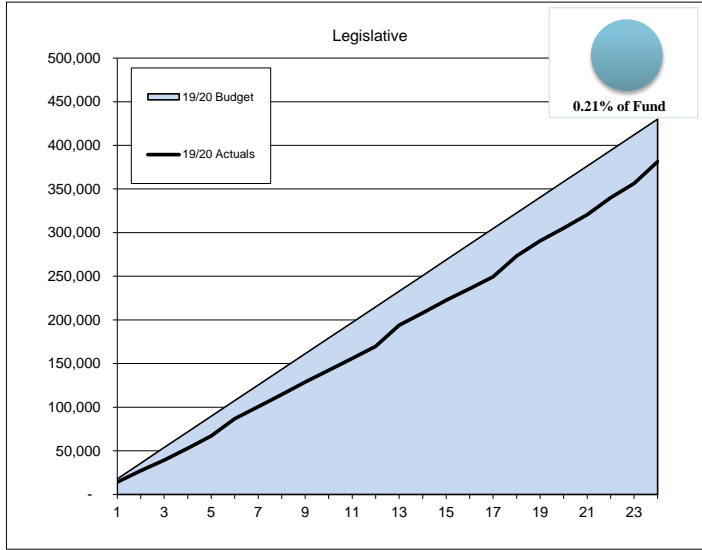
Non-departmental includes insurance payments, transfers to capital improvement funds, payment to the district court, and other smaller general city payments.

**City of Redmond, WA
Monthly Expenditure Report
2019-2020**

Legislative

0.21% of Total Fund

	Biennial Budget	Actual	Over / (Under) %
January	17,918	14,194	-20.78%
February	35,837	27,222	-24.04%
March	53,755	39,362	-26.77%
April	71,673	52,867	-26.24%
May	89,591	66,981	-25.24%
June	107,510	86,659	-19.39%
July	125,428	100,572	-19.82%
August	143,346	114,575	-20.07%
September	161,264	128,894	-20.07%
October	179,183	142,322	-20.57%
November	197,101	155,945	-20.88%
December	215,019	169,825	-21.02%
January	232,937	193,916	-16.75%
February	250,856	208,127	-17.03%
March	268,774	222,568	-17.19%
April	286,692	235,716	-17.78%
May	304,610	249,477	-18.10%
June	322,529	273,397	-15.23%
July	340,447	290,626	-14.63%
August	358,365	305,140	-14.85%
September	376,283	320,633	-14.79%
October	394,202	340,036	-13.74%
November	412,120	356,468	-13.50%
December	430,038	381,317	-11.33%
% spent		88.67%	

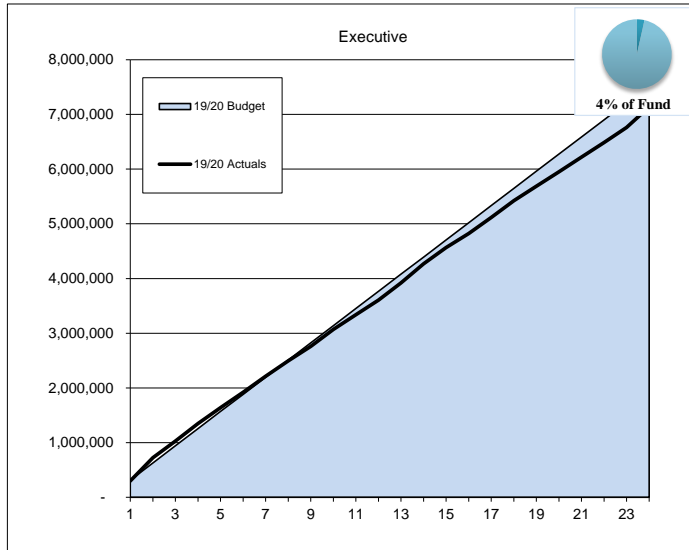


Legislative budget is the budget for the City Council and related expenses.

Executive

4% of Total Fund

	Biennial Budget	Actual	Over / (Under) %
January	313,739	298,783	-4.77%
February	627,479	723,848	15.36%
March	941,218	1,026,145	9.02%
April	1,254,958	1,350,134	7.58%
May	1,568,697	1,636,225	4.30%
June	1,882,436	1,919,034	1.94%
July	2,196,176	2,213,379	0.78%
August	2,509,915	2,496,277	-0.54%
September	2,823,654	2,757,722	-2.34%
October	3,137,394	3,071,017	-2.12%
November	3,451,133	3,338,100	-3.28%
December	3,764,873	3,606,894	-4.20%
January	4,078,612	3,919,605	-3.90%
February	4,392,351	4,268,547	-2.82%
March	4,706,091	4,566,257	-2.97%
April	5,019,830	4,824,920	-3.88%
May	5,333,569	5,116,691	-4.07%
June	5,647,309	5,422,859	-3.97%
July	5,961,048	5,687,394	-4.59%
August	6,274,788	5,951,304	-5.16%
September	6,588,527	6,220,259	-5.59%
October	6,902,266	6,486,504	-6.02%
November	7,216,006	6,763,167	-6.28%
December	7,529,745	7,138,395	-5.20%
% spent		94.80%	



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

**City of Redmond, WA
Monthly Expenditure Report
2019-2020**

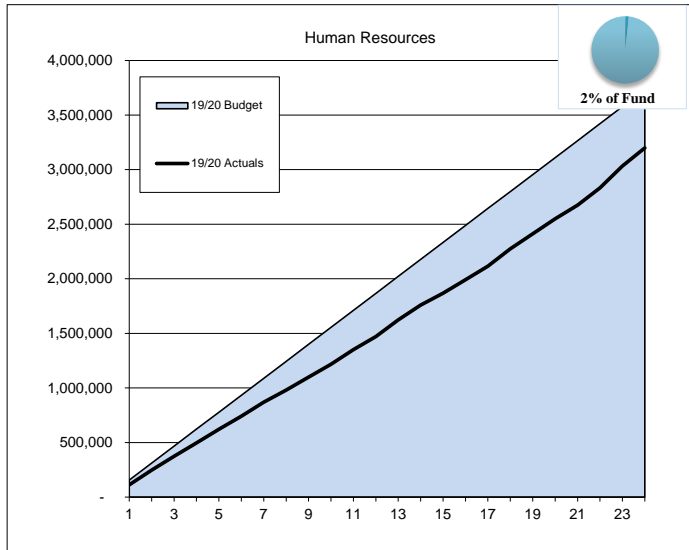
Human Resources

2% of Total Fund

	Biennial Budget	Actual	Over / (Under) %
January	155,519	112,364	-27.75%
February	311,037	247,449	-20.44%
March	466,556	373,918	-19.86%
April	622,075	495,434	-20.36%
May	777,593	620,389	-20.22%
June	933,112	741,543	-20.53%
July	1,088,631	870,519	-20.04%
August	1,244,149	981,505	-21.11%
September	1,399,668	1,098,054	-21.55%
October	1,555,187	1,217,726	-21.70%
November	1,710,705	1,350,632	-21.05%
December	1,866,224	1,471,707	-21.14%
January	2,021,743	1,623,589	-19.69%
February	2,177,261	1,759,693	-19.18%
March	2,332,780	1,867,359	-19.95%
April	2,488,299	1,991,294	-19.97%
May	2,643,817	2,115,035	-20.00%
June	2,799,336	2,275,011	-18.73%
July	2,954,855	2,411,951	-18.37%
August	3,110,373	2,550,162	-18.01%
September	3,265,892	2,674,996	-18.09%
October	3,421,411	2,832,345	-17.22%
November	3,576,929	3,032,527	-15.22%
December	3,732,448	3,199,242	-14.29%

% spent

85.71%



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

Finance

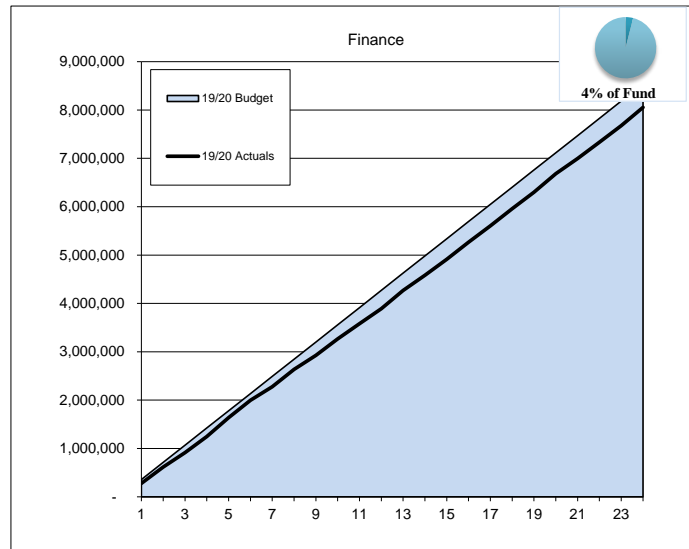
4% of Total Fund

-8.60%

	Biennial Budget	Actual	Over / (Under) %
January	355,799	278,786	-21.64%
February	711,597	617,201	-13.27%
March	1,067,396	913,082	-14.46%
April	1,423,194	1,245,723	-12.47%
May	1,778,993	1,637,314	-7.96%
June	2,134,791	1,997,762	-6.42%
July	2,490,590	2,277,836	-8.54%
August	2,846,388	2,633,695	-7.47%
September	3,202,187	2,926,908	-8.60%
October	3,557,985	3,264,855	-8.24%
November	3,913,784	3,580,661	-8.51%
December	4,269,583	3,891,145	-8.86%
January	4,625,381	4,267,442	-7.74%
February	4,981,180	4,581,494	-8.02%
March	5,336,978	4,915,450	-7.90%
April	5,692,777	5,266,075	-7.50%
May	6,048,575	5,602,850	-7.37%
June	6,404,374	5,958,004	-6.97%
July	6,760,172	6,298,310	-6.83%
August	7,115,971	6,682,555	-6.09%
September	7,471,769	6,996,381	-6.36%
October	7,827,568	7,334,454	-6.30%
November	8,183,366	7,676,566	-6.19%
December	8,539,165	8,054,447	-5.68%

% spent

94.32%



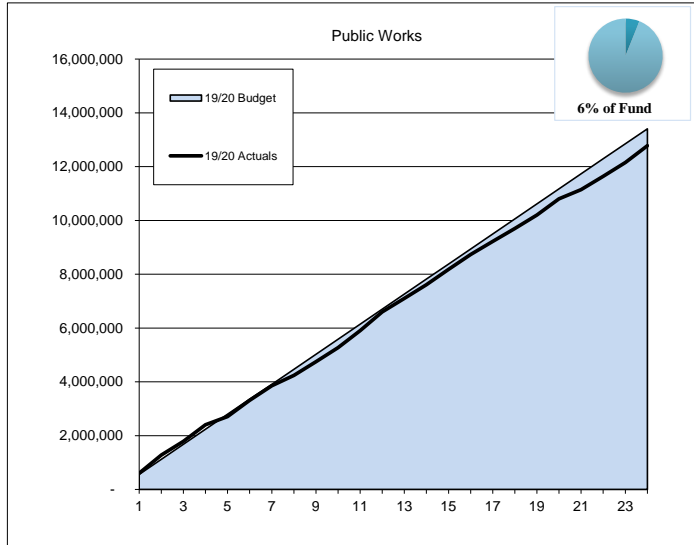
Finance Department provides for accounting, payroll processing, purchasing / payments, financial planning, treasury within the finance discipline.

**City of Redmond, WA
Monthly Expenditure Report
2019-2020**

Public Works

6% of Total Fund

	Biennial Budget	Actual	Over / (Under) %
January	558,625	603,764	8.08%
February	1,117,250	1,278,010	14.39%
March	1,675,875	1,785,877	6.56%
April	2,234,500	2,401,942	7.49%
May	2,793,125	2,710,544	-2.96%
June	3,351,751	3,308,083	-1.30%
July	3,910,376	3,859,580	-1.30%
August	4,469,001	4,240,979	-5.10%
September	5,027,626	4,749,079	-5.54%
October	5,586,251	5,272,602	-5.61%
November	6,144,876	5,906,868	-3.87%
December	6,703,501	6,597,281	-1.58%
January	7,262,126	7,101,889	-2.21%
February	7,820,751	7,608,545	-2.71%
March	8,379,376	8,182,103	-2.35%
April	8,938,001	8,734,285	-2.28%
May	9,496,626	9,219,368	-2.92%
June	10,055,252	9,701,139	-3.52%
July	10,613,877	10,201,652	-3.88%
August	11,172,502	10,805,681	-3.28%
September	11,731,127	11,147,055	-4.98%
October	12,289,752	11,642,406	-5.27%
November	12,848,377	12,156,605	-5.38%
December	13,407,002	12,779,538	-4.68%
% spent		95.32%	

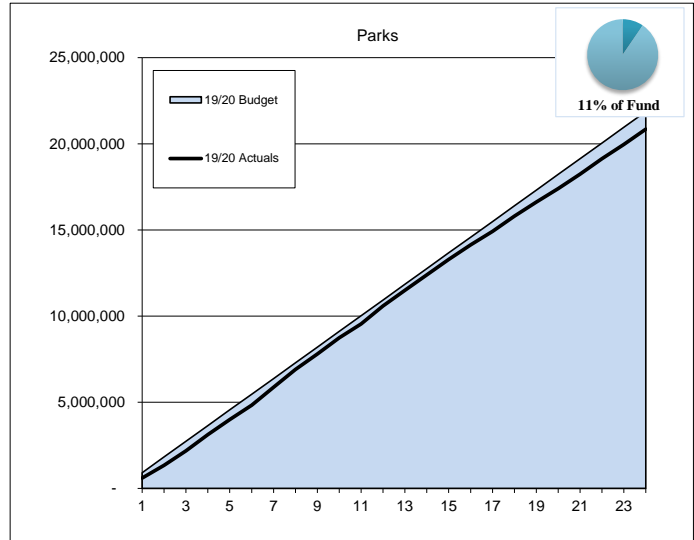


Public Works within the General Fund accounts for maintenance, street maintenance, traffic systems, construction inspection as well as department oversight.

Parks

11% of Total Fund

	Biennial Budget	Actual	Over / (Under) %
January	911,204	603,214	-33.80%
February	1,822,408	1,336,006	-26.69%
March	2,733,611	2,178,885	-20.29%
April	3,644,815	3,115,927	-14.51%
May	4,556,019	3,990,608	-12.41%
June	5,467,223	4,828,704	-11.68%
July	6,378,427	5,875,689	-7.88%
August	7,289,630	6,905,219	-5.27%
September	8,200,834	7,806,486	-4.81%
October	9,112,038	8,738,212	-4.10%
November	10,023,242	9,543,866	-4.78%
December	10,934,446	10,591,442	-3.14%
January	11,845,649	11,500,445	-2.91%
February	12,756,853	12,387,711	-2.89%
March	13,668,057	13,287,179	-2.79%
April	14,579,261	14,140,320	-3.01%
May	15,490,464	14,914,310	-3.72%
June	16,401,668	15,801,518	-3.66%
July	17,312,872	16,618,314	-4.01%
August	18,224,076	17,398,192	-4.53%
September	19,135,280	18,244,365	-4.66%
October	20,046,483	19,136,769	-4.54%
November	20,957,687	19,962,047	-4.75%
December	21,868,891	20,848,981	-4.66%
% spent		95.34%	



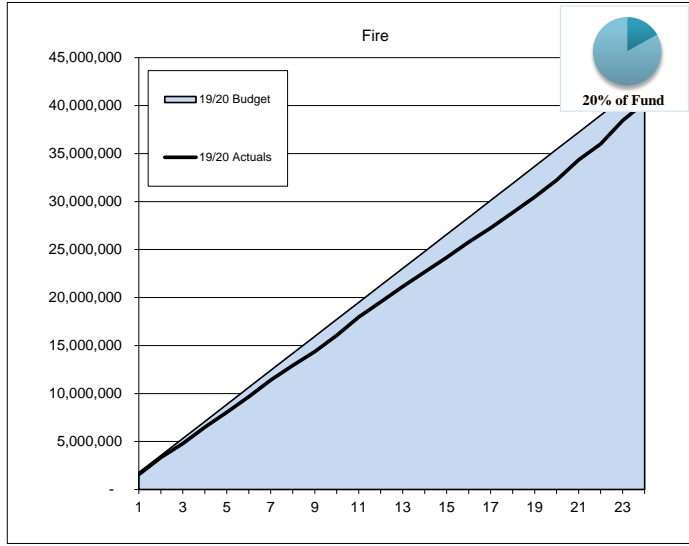
Parks within the General Fund provide for the senior center, some maintenance and some recreation activities (as well as department oversight). The parks planning function is also in this account.

**City of Redmond, WA
Monthly Expenditure Report
2019-2020**

Fire

20% of Total Fund

	Biennial Budget	Actual	Over / (Under) %
January	1,772,137	1,555,462	-12.23%
February	3,544,274	3,329,026	-6.07%
March	5,316,412	4,779,903	-10.09%
April	7,088,549	6,500,438	-8.30%
May	8,860,686	8,040,781	-9.25%
June	10,632,823	9,673,720	-9.02%
July	12,404,960	11,397,259	-8.12%
August	14,177,097	12,930,394	-8.79%
September	15,949,235	14,363,102	-9.94%
October	17,721,372	16,052,342	-9.42%
November	19,493,509	17,968,168	-7.82%
December	21,265,646	19,542,012	-8.11%
January	23,037,783	21,139,287	-8.24%
February	24,809,920	22,667,929	-8.63%
March	26,582,058	24,180,941	-9.03%
April	28,354,195	25,789,735	-9.04%
May	30,126,332	27,255,383	-9.53%
June	31,898,469	28,861,224	-9.52%
July	33,670,606	30,488,649	-9.45%
August	35,442,743	32,229,505	-9.07%
September	37,214,881	34,359,388	-7.67%
October	38,987,018	36,001,351	-7.66%
November	40,759,155	38,439,779	-5.69%
December	42,531,292	40,322,247	-5.19%
% spent		94.81%	

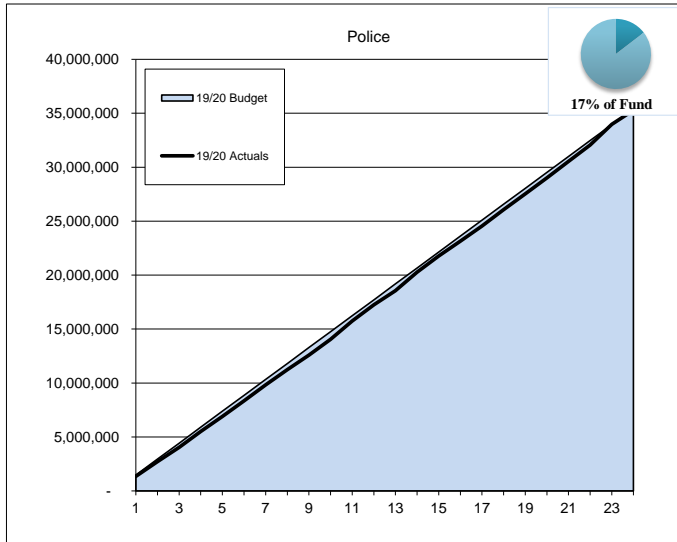


The Fire Department basic services are provided for in this account.
In addition, "advanced life support"
is accounted for in Fund 122 and Fire Services Levy activity is found in Fund 035.

Police

17% of Total Fund

	Biennial Budget	Actual	Over / (Under) %
January	1,475,982	1,351,849	-8.41%
February	2,951,965	2,724,918	-7.69%
March	4,427,947	4,035,290	-8.87%
April	5,903,930	5,513,646	-6.61%
May	7,379,912	6,898,270	-6.53%
June	8,855,895	8,348,995	-5.72%
July	10,331,877	9,822,473	-4.93%
August	11,807,859	11,238,022	-4.83%
September	13,283,842	12,584,316	-5.27%
October	14,759,824	14,049,064	-4.82%
November	16,235,807	15,750,907	-2.99%
December	17,711,789	17,248,192	-2.62%
January	19,187,771	18,563,263	-3.25%
February	20,663,754	20,270,271	-1.90%
March	22,139,736	21,768,780	-1.68%
April	23,615,719	23,158,647	-1.94%
May	25,091,701	24,551,477	-2.15%
June	26,567,684	26,068,716	-1.88%
July	28,043,666	27,529,157	-1.83%
August	29,519,648	29,025,709	-1.67%
September	30,995,631	30,545,884	-1.45%
October	32,471,613	32,052,080	-1.29%
November	33,947,596	33,974,173	0.08%
December	35,423,578	35,283,542	-0.40%
% spent		99.60%	



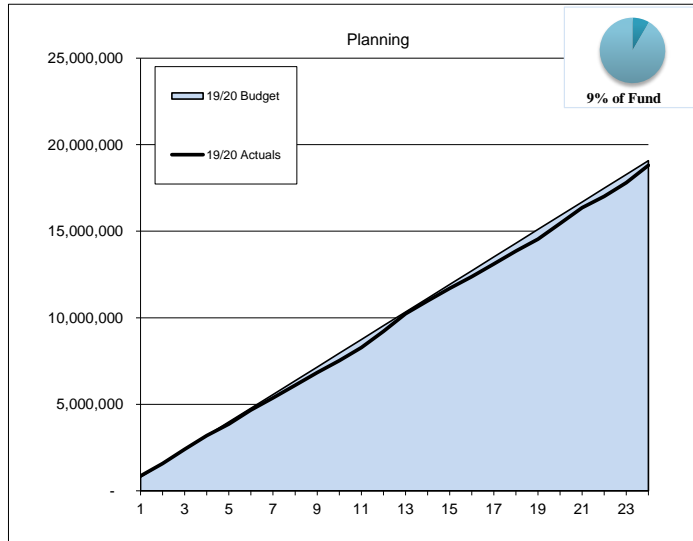
The Police Department services are provided for within this account.
Other activity occurs in other funds (Fund 126 - Drug Enforcement and Fund 036 - Police Services Levy Funds).

**City of Redmond, WA
Monthly Expenditure Report
2019-2020**

Planning

9% of Total Fund

	Biennial Budget	Actual	Over / (Under) %
January	794,884	859,264	8.10%
February	1,589,768	1,572,303	-1.10%
March	2,384,652	2,395,935	0.47%
April	3,179,536	3,184,844	0.17%
May	3,974,420	3,855,933	-2.98%
June	4,769,304	4,662,895	-2.23%
July	5,564,188	5,372,967	-3.44%
August	6,359,072	6,099,280	-4.09%
September	7,153,956	6,831,281	-4.51%
October	7,948,840	7,524,046	-5.34%
November	8,743,724	8,284,663	-5.25%
December	9,538,608	9,215,691	-3.39%
January	10,333,491	10,227,073	-1.03%
February	11,128,375	10,973,860	-1.39%
March	11,923,259	11,697,357	-1.89%
April	12,718,143	12,375,212	-2.70%
May	13,513,027	13,113,523	-2.96%
June	14,307,911	13,849,781	-3.20%
July	15,102,795	14,545,733	-3.69%
August	15,897,679	15,440,490	-2.88%
September	16,692,563	16,359,590	-1.99%
October	17,487,447	17,019,787	-2.67%
November	18,282,331	17,807,927	-2.59%
December	19,077,215	18,808,167	-1.41%
% spent		98.59%	

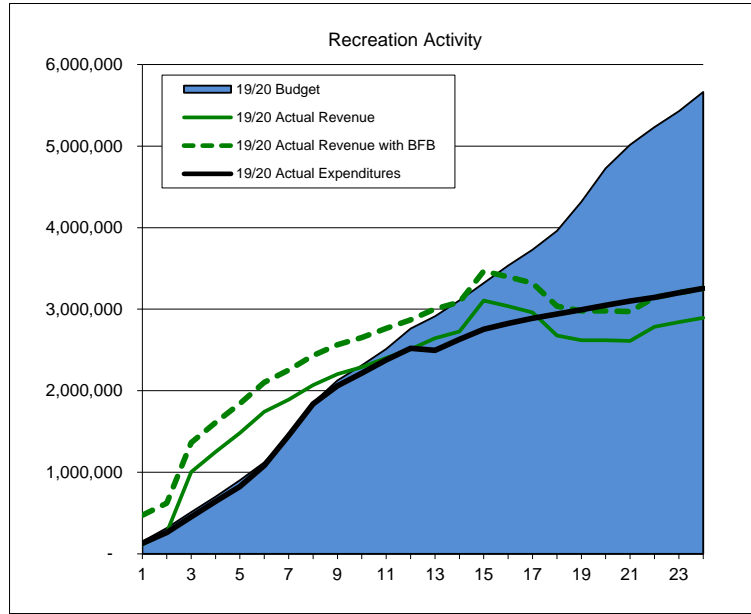


The Planning Department is largely accounted for in this budget which includes the permit center, long-range and short-range planning, and plan reviews.

City of Redmond, WA
Monthly Summary - Operating Funds
2019-2020

Recreation Activity Fund (Fund 110)

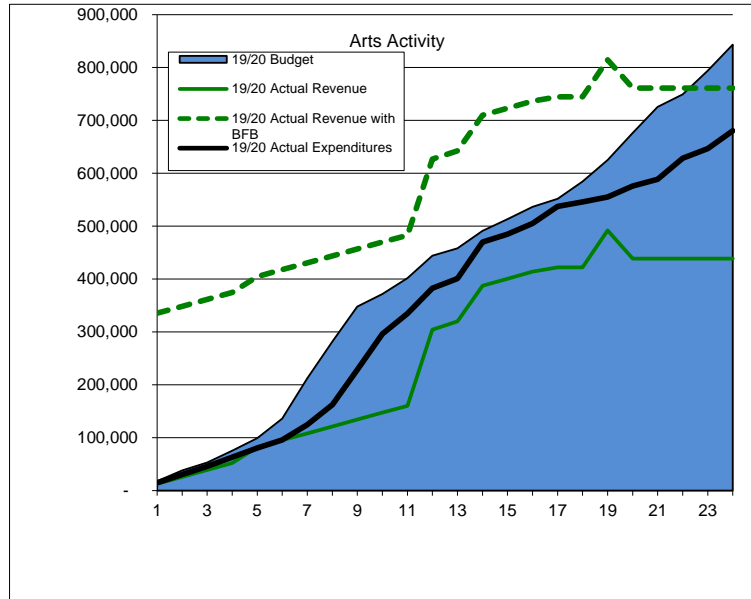
	Biennial Budget	Actual	Over / (Under) %
January	152,223	130,296	-14.40%
February	315,533	260,930	-17.30%
March	513,108	455,008	-11.32%
April	700,895	643,038	-8.25%
May	903,191	825,367	-8.62%
June	1,120,737	1,082,939	-3.37%
July	1,449,815	1,452,455	0.18%
August	1,852,317	1,837,752	-0.79%
September	2,126,782	2,061,635	-3.06%
October	2,311,236	2,215,580	-4.14%
November	2,510,802	2,376,797	-5.34%
December	2,761,674	2,519,621	-8.76%
January	2,913,659	2,497,041	-14.30%
February	3,108,804	2,631,090	-15.37%
March	3,319,379	2,754,917	-17.01%
April	3,534,454	2,826,281	-20.04%
May	3,729,910	2,889,021	-22.54%
June	3,959,907	2,941,776	-25.71%
July	4,316,225	2,993,583	-30.64%
August	4,726,807	3,048,278	-35.51%
September	5,016,269	3,099,314	-38.21%
October	5,231,282	3,144,424	-39.89%
November	5,428,230	3,202,907	-41.00%
December	5,663,329	3,255,349	-42.52%
BTD Status		57.48%	



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

Arts Activity Fund (Fund 011)

	Biennial Budget	Actual	Over / (Under) %
January	17,964	14,726	-18.03%
February	38,228	30,496	-20.23%
March	52,881	45,843	-13.31%
April	75,320	63,070	-16.26%
May	99,198	80,519	-18.83%
June	135,970	95,958	-29.43%
July	212,473	124,496	-41.41%
August	281,861	162,485	-42.35%
September	347,988	228,695	-34.28%
October	371,644	296,153	-20.31%
November	401,834	334,954	-16.64%
December	444,044	382,951	-13.76%
January	458,282	400,934	-12.51%
February	491,356	470,247	-4.30%
March	513,433	484,873	-5.56%
April	536,634	505,311	-5.84%
May	551,670	537,304	-2.60%
June	584,439	545,758	-6.62%
July	625,182	555,185	-11.20%
August	676,642	575,831	-14.90%
September	725,439	588,863	-18.83%
October	749,189	628,727	-16.08%
November	794,097	646,669	-18.57%
December	843,396	680,437	-19.32%
BTD Status		80.68%	

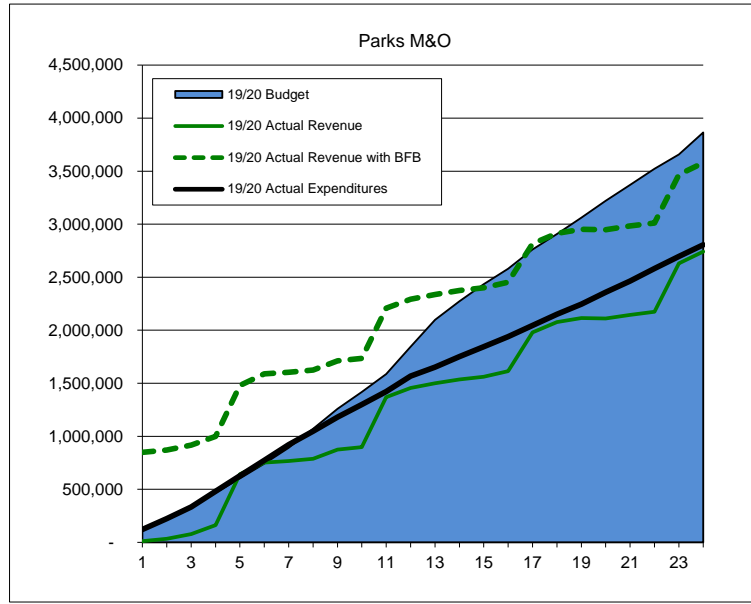


The Arts Activity Fund accounts for salaries and benefits that support the arts programs within the City.
 Revenues are primarily a \$1.50 per capita transfer from the General Fund

City of Redmond, WA
Monthly Summary - Operating Funds
2019-2020

Parks M&O Fund (Fund 012)

	Biennial Budget	Actual	Over / (Under) %
January	114,908	121,638	5.86%
February	226,670	223,233	-1.52%
March	341,423	333,450	-2.34%
April	469,024	482,559	2.89%
May	602,656	626,589	3.97%
June	740,785	773,764	4.45%
July	891,790	920,142	3.18%
August	1,072,009	1,048,447	-2.20%
September	1,258,267	1,180,000	-6.22%
October	1,418,003	1,299,616	-8.35%
November	1,587,441	1,421,776	-10.44%
December	1,844,106	1,568,094	-14.97%
January	2,098,950	1,652,210	-21.28%
February	2,272,980	1,750,525	-22.99%
March	2,433,371	1,845,231	-24.17%
April	2,580,396	1,940,161	-24.81%
May	2,761,367	2,044,265	-25.97%
June	2,907,686	2,151,508	-26.01%
July	3,061,933	2,245,011	-26.68%
August	3,219,920	2,358,080	-26.77%
September	3,369,514	2,464,065	-26.87%
October	3,522,270	2,581,190	-26.72%
November	3,656,500	2,696,217	-26.26%
December	3,864,758	2,805,390	-27.41%
BTD Status		72.59%	



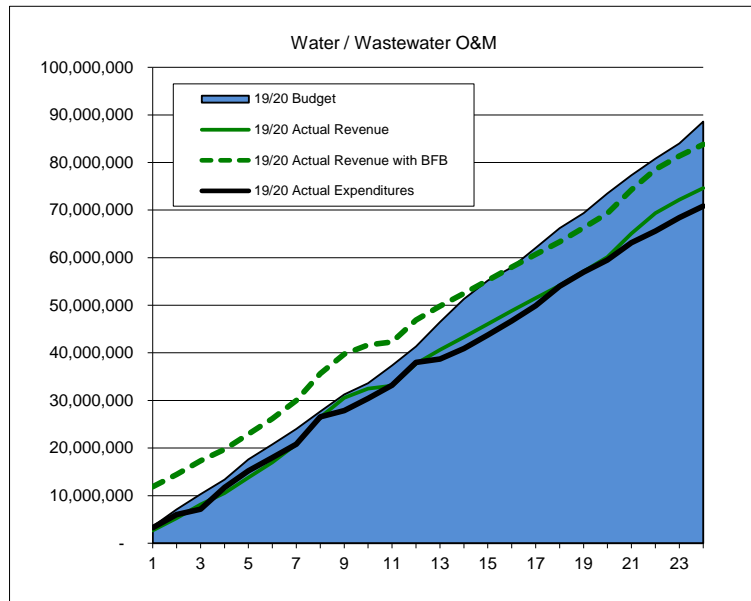
The total sales tax rate is 10.0% of the value of the sale of which 0.85% comes to the city for general government purposes and 0.01% for criminal justice.
 (most of the rest goes to other jurisdictions including 68% to the state).

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

Sales tax is the largest single revenue source in the General Fund. It is collected by the state and sent to the city about two months after the actual sales transaction. These amounts are net of \$2.5 million in tax on new construction accounted for in the CIP.

Water/Wastewater O&M Fund (Fund 401)

	Biennial Budget	Actual	Over / (Under) %
January	3,536,577	3,261,469	-7.78%
February	7,099,537	6,024,350	-15.14%
March	10,296,254	7,130,658	-30.75%
April	13,392,055	11,732,075	-12.40%
May	17,623,902	15,192,292	-13.80%
June	20,743,868	17,976,768	-13.34%
July	24,012,836	20,787,206	-13.43%
August	27,692,035	26,569,292	-4.05%
September	31,265,627	27,883,610	-10.82%
October	33,618,622	30,398,490	-9.58%
November	37,338,047	33,212,265	-11.05%
December	41,348,884	38,018,435	-8.05%
January	46,480,329	38,684,019	-16.77%
February	51,316,312	40,937,263	-20.23%
March	55,186,021	43,759,731	-20.71%
April	57,941,238	46,691,525	-19.42%
May	62,041,298	49,918,427	-19.54%
June	66,180,435	53,991,194	-18.42%
July	69,364,073	56,976,625	-17.86%
August	73,512,103	59,527,141	-19.02%
September	77,293,733	63,140,020	-18.31%
October	80,777,971	65,591,980	-18.80%
November	83,985,785	68,428,539	-18.52%
December	88,591,805	70,827,069	-20.05%
BTD Status		79.95%	

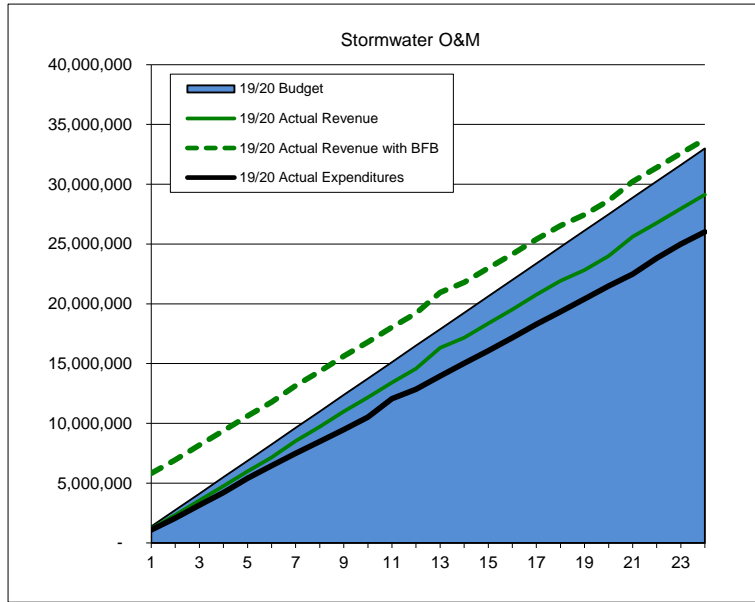


The Water/Wastewater O&M Fund accounts for the operations of the city's water and wastewater utilities.
 A transfer from these revenues is made to support the capital improvements necessary to maintain and develop related facilities. These improvements are accounted for in Funds 403 and 404.

City of Redmond, WA
Monthly Summary - Operating Funds
2019-2020

Stormwater O&M Fund (Fund 405)

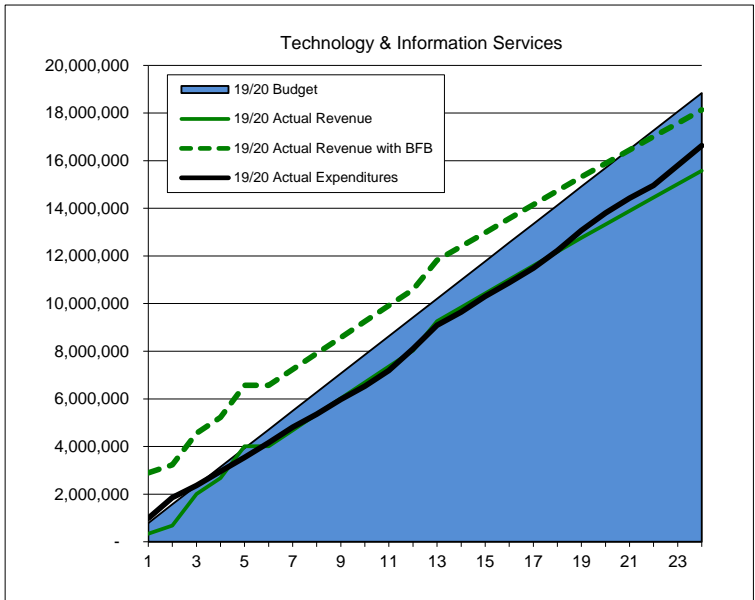
	Biennial Budget	Actual	Over / (Under) %
January	1,374,963	1,088,316	-20.85%
February	2,749,926	2,077,373	-24.46%
March	4,124,889	3,160,003	-23.39%
April	5,499,852	4,210,313	-23.45%
May	6,874,815	5,412,753	-21.27%
June	8,249,779	6,455,882	-21.74%
July	9,624,742	7,485,329	-22.23%
August	10,999,705	8,478,984	-22.92%
September	12,374,668	9,486,277	-23.34%
October	13,749,631	10,530,818	-23.41%
November	15,124,594	12,071,674	-20.19%
December	16,499,557	12,856,996	-22.08%
January	17,874,520	13,965,235	-21.87%
February	19,249,483	15,019,217	-21.98%
March	20,624,446	16,074,404	-22%
April	21,999,409	17,159,569	-22.00%
May	23,374,372	18,293,605	-21.74%
June	24,749,336	19,331,666	-21.89%
July	26,124,299	20,400,893	-21.91%
August	27,499,262	21,493,869	-21.84%
September	28,874,225	22,487,225	-22.12%
October	30,249,188	23,818,145	-21.26%
November	31,624,151	24,990,601	-20.98%
December	32,999,114	26,016,118	-21.16%
BTD Status		78.84%	



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

Technology & Information Services Fund (520)

	Biennial Budget	Actual	Over / (Under) %
January	784,964	986,445	25.67%
February	1,569,927	1,859,038	18.42%
March	2,354,891	2,362,067	0.30%
April	3,139,855	2,953,910	-5.92%
May	3,924,819	3,536,902	-9.88%
June	4,709,782	4,162,596	-11.62%
July	5,494,746	4,812,366	-12.42%
August	6,279,710	5,358,643	-14.67%
September	7,064,673	5,980,862	-15.34%
October	7,849,637	6,531,175	-16.80%
November	8,634,601	7,192,384	-16.70%
December	9,419,565	8,101,813	-13.99%
January	10,204,528	9,095,382	-10.87%
February	10,989,492	9,642,846	-12.25%
March	11,774,456	10,305,222	-12.48%
April	12,559,419	10,876,224	-13.40%
May	13,344,383	11,488,375	-13.91%
June	14,129,347	12,223,593	-13.49%
July	14,914,310	13,071,309	-12.36%
August	15,699,274	13,801,732	-12.09%
September	16,484,238	14,427,527	-12.48%
October	17,269,202	14,966,667	-13.33%
November	18,054,165	15,801,547	-12.48%
December	18,839,129	16,631,009	-11.72%
% spent		88.28%	



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

City of Redmond, WA

Monthly All Funds Recap

December-20

(Note - Biennial Budget)

FUND	Beginning Balance	Revenues	Expenditure Budget	Expenditures	Ending Balance	% Expended
Arts Activity	322,536	438,503	843,396	680,437	80,602	80.68%
Business Tax	1,211,896	11,459,745	12,354,313	11,142,317	1,529,324	90.19%
Capital Replacement Reserve	4,314,880	2,000,000	6,314,880	2,709,647	3,605,233	42.91%
Community Events	18,521	800,142	1,252,214	752,573	66,090	60.10%
Fire Equipment Reserve	2,678,519	927,619	3,567,003	142,643	3,463,495	4.00%
Public Safety Levy Fund	4,691,660	10,368,435	16,174,059	12,799,436	2,260,659	79.14%
General Gov't Major Maint	1,248,196	17,810,682	8,125,591	6,965,414	12,093,465	85.72%
General Fund	14,204,104	209,837,410	207,543,453	192,674,915	31,366,599	92.84%
Human Services Grants	53,006	4,549,364	4,486,333	2,337,720	2,264,650	52.11%
Operating Reserve	7,200,732	809,092	8,089,824	212,366	7,797,458	2.63%
Parks Levy Fund	559,779	706,672	1,314,124	856,614	409,837	65.19%
Parks Maint. & Operations	837,401	2,741,443	3,864,758	2,805,390	773,454	72.59%
Parks Maintenance Prjts	1,208,804	2,906,282	4,998,732	3,709,427	405,659	74.21%
Real Property Fund	509,882	7,455,717	5,812,509	5,278,179	2,687,420	90.81%
Transportation Maint. Prjt	13,449,319	11,945,726	26,064,772	17,446,779	7,948,266	66.94%
TOTAL GENERAL GOV'T	52,509,235	284,756,830	310,805,961	260,513,855	76,752,210	83.82%
Advanced Life Support	1,252,314	15,729,992	17,961,398	15,904,856	1,077,450	88.55%
Cable Access Fund	546,265	8,874	566,306	487,055	68,084	86.01%
Drug Enforcement	125,617	20,428	125,617	9,376	136,669	7.46%
Fire Donations	284,448	164,643	434,051	14,995	434,096	3.45%
Fleet Maintenance	2,826,300	5,890,397	8,837,571	5,610,171	3,106,525	63.48%
General Gov't Capital	2,956,007	3,530,732	6,202,222	4,086,913	2,399,827	65.89%
Information Technology	2,555,760	15,579,203	18,839,129	16,631,009	1,503,954	88.28%
Insurance	1,122,991	2,343,558	3,482,510	2,395,340	1,071,209	68.78%
Medical Self Insurance	9,272,099	29,495,577	36,835,786	34,126,322	4,641,354	92.64%
Development Review	3,979,131	14,101,460	17,933,304	10,019,041	8,061,550	55.87%
Non-Voted Bonds	1,823,146	9,329,286	11,136,504	11,128,489	23,943	99.93%
Novelty Hill Water Projects	9,861,246	1,760,653	740,000	590,627	11,031,272	79.81%
Novelty Hill Utility	4,664,373	15,363,608	20,593,451	15,283,537	4,744,444	74.22%
Novelty Hill Wastewater Projects	10,916,471	1,906,631	-	90,020	12,733,082	#DIV/0!
Operating Grants	617,073	2,720,646	3,680,790	1,598,172	1,739,546	43.42%
Parks Capital Projects	6,693,480	15,016,941	16,627,926	11,747,998	9,962,424	70.65%
Real Estate Excise Tax	6,507,085	11,753,535	16,537,085	8,540,334	9,720,286	51.64%
Recreational Activity	360,529	2,894,820	5,663,329	3,255,349	(0)	57.48%
Solid Waste Recycling	982,165	2,195,631	2,976,173	2,046,607	1,131,189	68.77%
Stormwater Capital	29,839,491	9,810,934	30,568,941	4,254,126	35,396,299	13.92%
Stormwater Management	4,625,889	29,131,889	32,999,114	29,086,748	4,671,030	88.14%
Tourism Hotel/Motel	805,029	860,335	1,979,860	773,960	891,404	39.09%
Transportation Capital Projects	9,032,064	14,959,810	28,757,738	11,164,700	12,827,174	38.82%
Wastewater Construction	15,565,818	5,509,623	20,263,282	13,267,853	7,807,588	65.48%
Water Capital	16,715,225	7,207,781	9,097,395	5,115,550	18,807,456	56.23%
Water / Sewer Utility	9,180,541	74,622,605	88,591,805	74,799,668	9,003,477	84.43%
Worker's Compensation	421,080	3,116,901	4,043,019	3,394,408	143,573	83.96%
GRAND TOTAL	206,040,873	579,783,322	716,280,267	545,937,080	239,887,115	76.22%

Notes and explanations:

N/A

City of Redmond, WA
Monthly Capital Funds Recap
December-20
(Note - Biennial Budget)

FUND	Beginning Balance	Revenues	Expenditure Budget*	Expenditures	Ending Balance	% Expended
Parks Maintenance Prjts	1,208,804	2,906,282	4,998,732	3,709,427	405,659	74.21%
Transportation Maint. Prjt	13,449,319	11,945,726	26,064,772	17,446,779	7,948,266	66.94%
General Gov't Major Maint	1,248,196	17,810,682	8,125,591	6,965,414	12,093,465	85.72%
General Gov't Capital	2,956,007	3,530,732	6,202,222	4,086,913	2,399,827	65.89%
Novelty Hill Water Pjts	9,861,246	1,760,653	740,000	590,627	11,031,272	79.81%
Novelty Hill Wastewtr Pjts	10,916,471	1,906,631	-	90,020	12,733,082	N/A
Parks Capital Pjts	6,693,480	15,016,941	16,627,926	11,747,998	9,962,424	70.65%
Stormwater Capital	29,839,491	9,810,934	30,568,941	4,254,126	35,396,299	13.92%
Transportation Capital Pjts	9,032,064	14,959,810	28,757,738	11,164,700	12,827,174	38.82%
Wastewater Construction	15,565,818	5,509,623	20,263,282	13,267,853	7,807,588	65.48%
Water Capital	16,715,225	7,207,781	9,097,395	5,115,550	18,807,456	56.23%
GRAND TOTAL	117,486,122	92,365,795	151,446,599	78,439,405	131,412,511	51.79%

Notes and explanations:

N/A

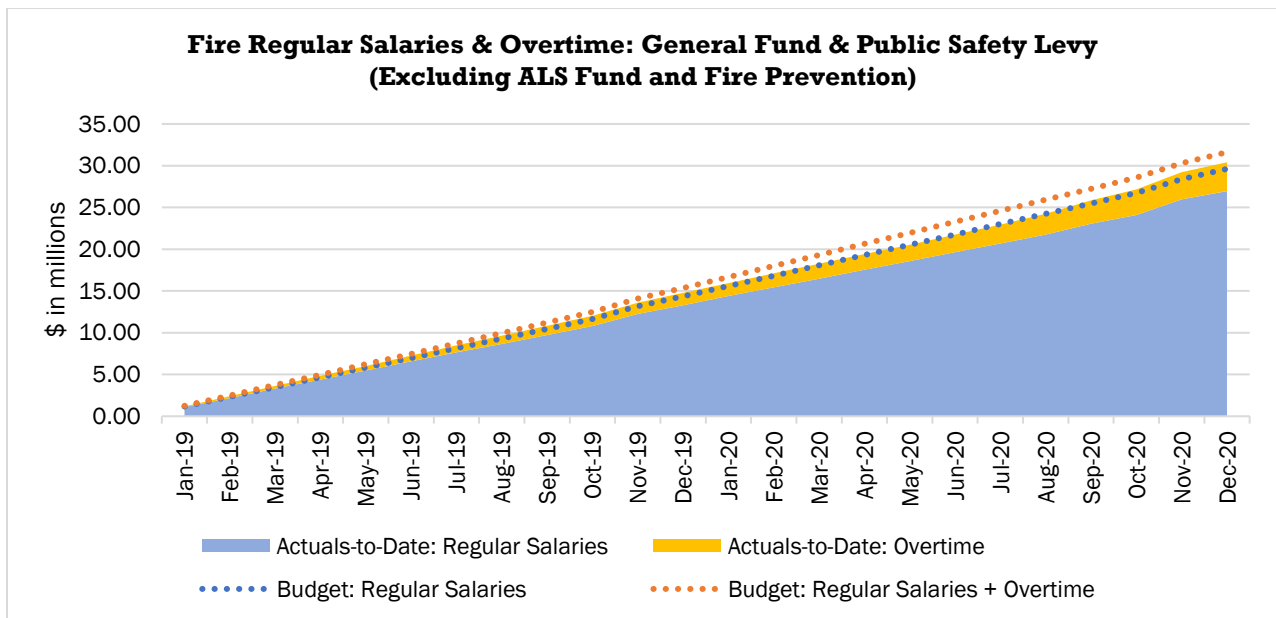
Attachment B
Citywide Overtime Statistics
(2019-2020 Biennium)

As of December 31, 2020, the target for overtime spending is 100.0% of the biennial budget. At this time, overtime spending for the entire City has reached 137.6% of budget, with spending varying among departments as shown below.

Fire Department

Fire Department spending has reached 135.7% of their biennial overtime budget. Reasons for Fire overtime being above target include:

- *Unanticipated Events:* Without the costs identified below, Fire's overtime would be at 120.6% of budget. Some of these were reimbursed in part or in full. These will be discussed further under *Reimbursable Costs*:
 - *COVID-19 Pandemic:* The Department's response to the COVID-19 pandemic has generated \$309,108 in extraordinary overtime costs.
 - *Fall 2020 Wildfire Response:* Overtime expenses related to personnel deployed to out-of-state wildfires or their respective backfill staffing totaled \$238,103.
 - *February 2019 Snow Event:* Overtime related to these snowstorms incurred approximately \$78,095 in unanticipated costs.
- *Reimbursable Costs:* Total biennial Fire Department overtime is \$5,632,083. However, a significant portion of these expenditures are reimbursed from the following external sources.
 - *King County Medic One Levy:* \$2,074,046 or 36.8% of total overtime expenditures are associated with Advanced Life Support operations and the Mobile Integrated Health Program.
 - *Development Revenues:* Additionally, \$108,610 or 1.9% is due to after-hours work performed by Fire Prevention, which is reimbursed by development services customers.
 - *COVID-19 Pandemic:* 75% of overtime expenditures related to eligible COVID-19 response activities are reimbursed by the Federal Emergency Management Agency (FEMA). Additionally, costs related to the staffing of COVID-19 test sites in South King County are refunded in full by King County's CARES Act allocation.
 - *Wildfire Response:* Overtime costs related to most wildfire deployments are reimbursed in full by the Washington State Department of Natural Resources. Expenditures related to Urban Search and Rescue Task Force firefighters who were deployed are reimbursed through federal funding managed by Pierce County Emergency Management.
- Although overtime costs are high, total salaries and wages for the Department remain below expected levels at this point in the biennium as salary savings from vacancies have absorbed a significant amount of overtime costs.



- 2020 overtime expenses excluding the Advanced Life Support Fund and Fire Prevention—where the bulk of reimbursed overtime is charged—are 35.1% or \$515,328 above this same time last year. Most of this can be explained by COVID-19 and wildfire deployment costs identified above which the City is largely able to reimburse.

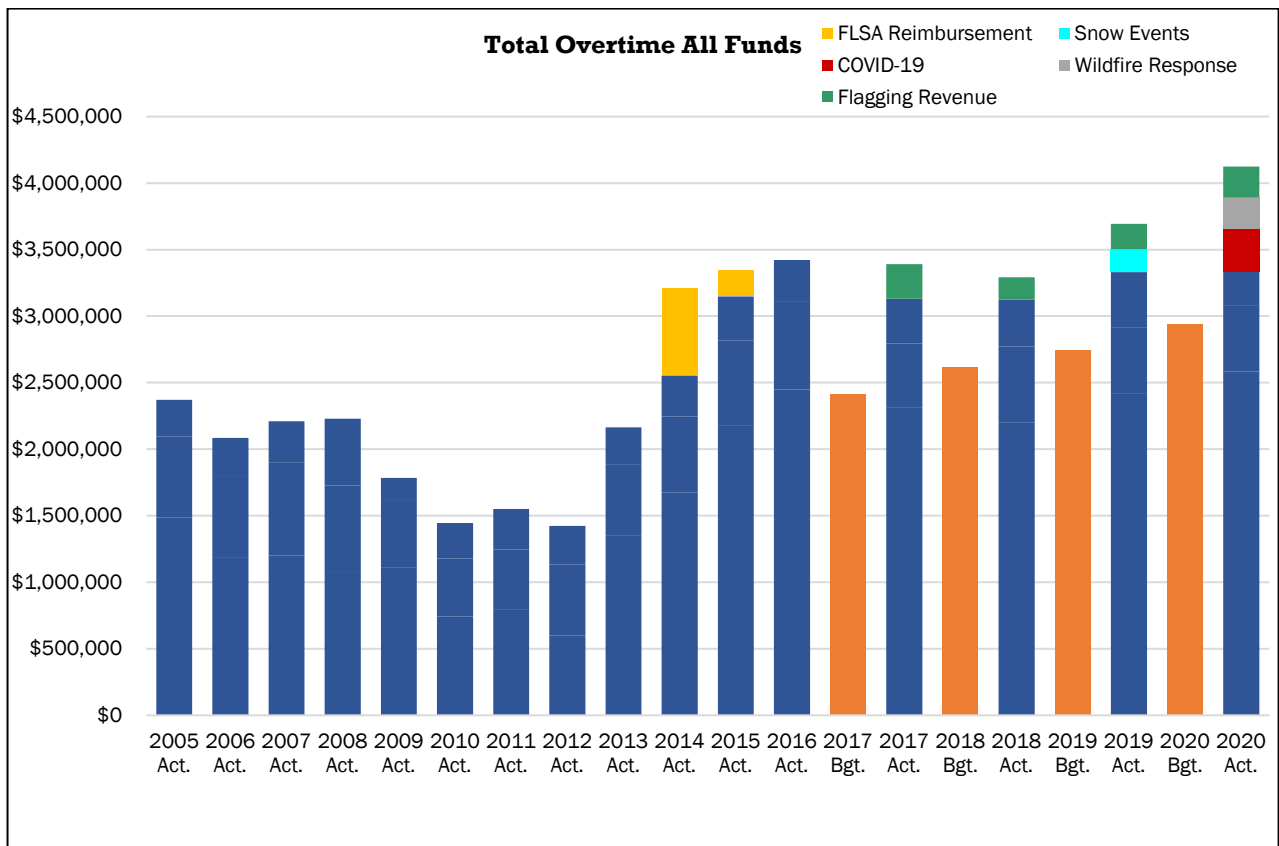
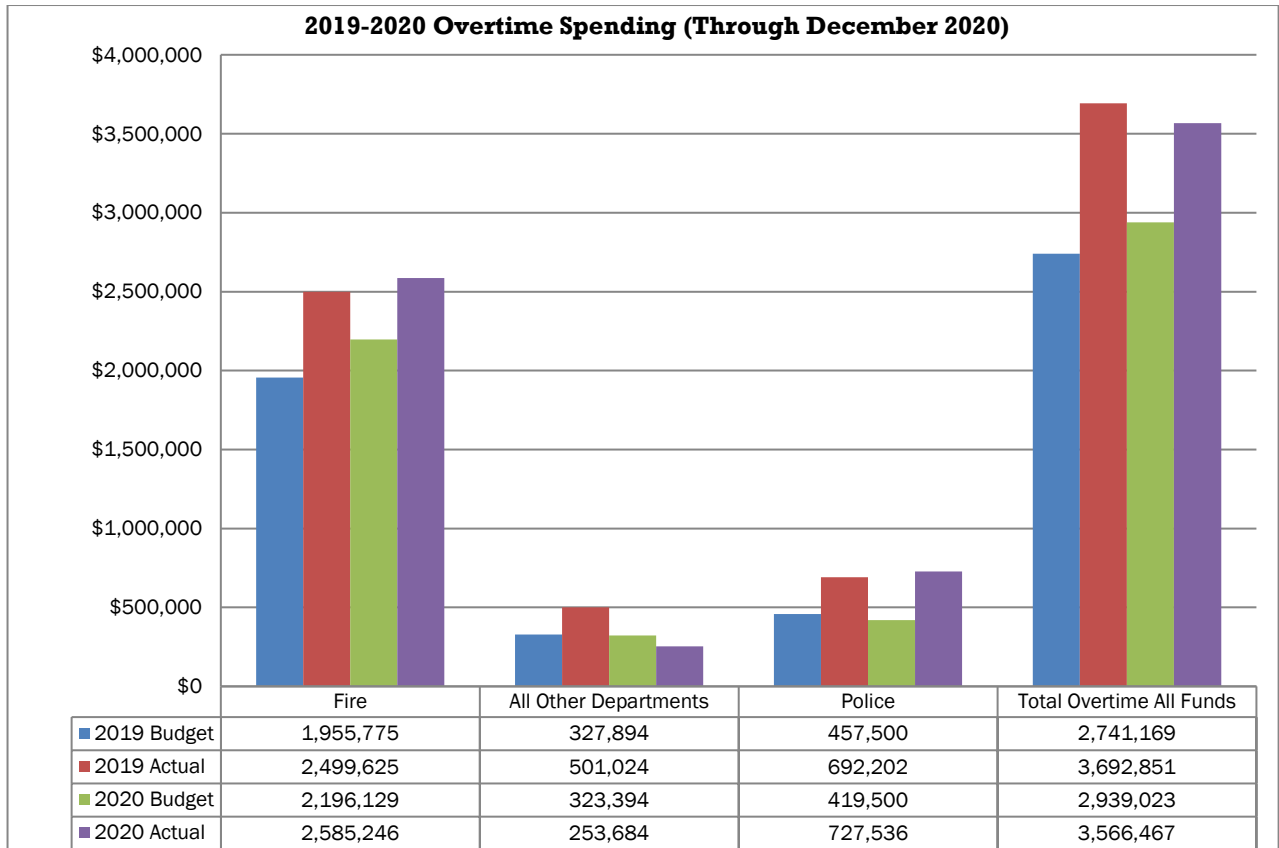
Police Department

- The Police Department’s overtime spending is tracking at 162.5% to budget; however, this is offset by police flagging revenue of \$420,067, bringing the percentage down to 114.6%. If costs related to the COVID-19 pandemic and 2019 snow event were not incurred, this percentage would fall further to 113.2%.
- Police overtime in 2020 when controlling for flagging revenues is even with 2019. Like the Fire Department, a significant amount of overtime expenses were related to vacancies with salary savings absorbing a portion of these costs in 2019. Although vacancy-related overtime subsided in 2020, potential savings were offset by expenditures related to civil unrest response during the summer.

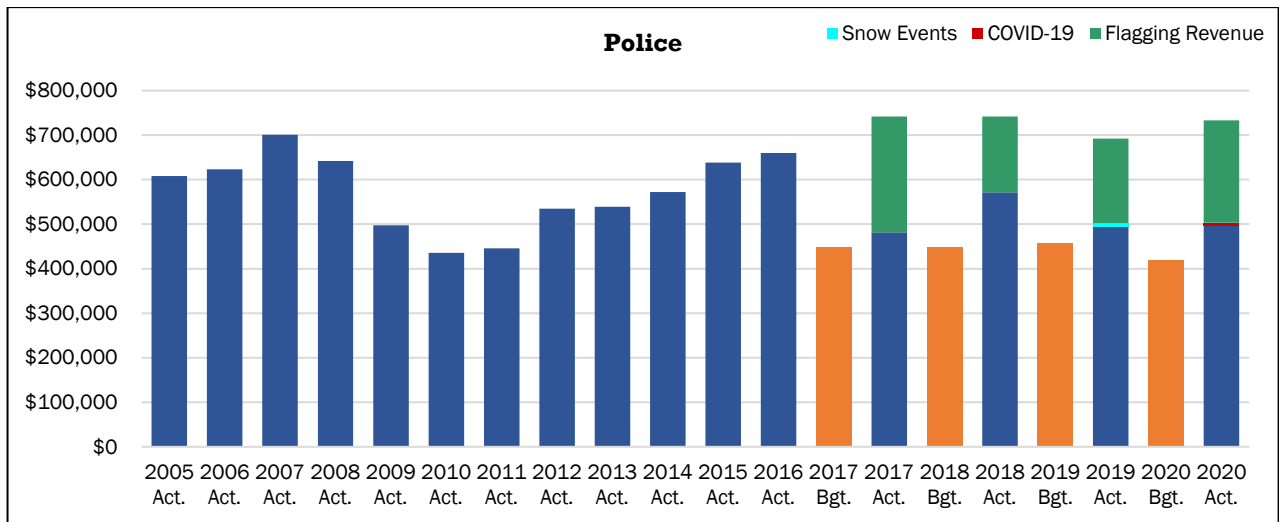
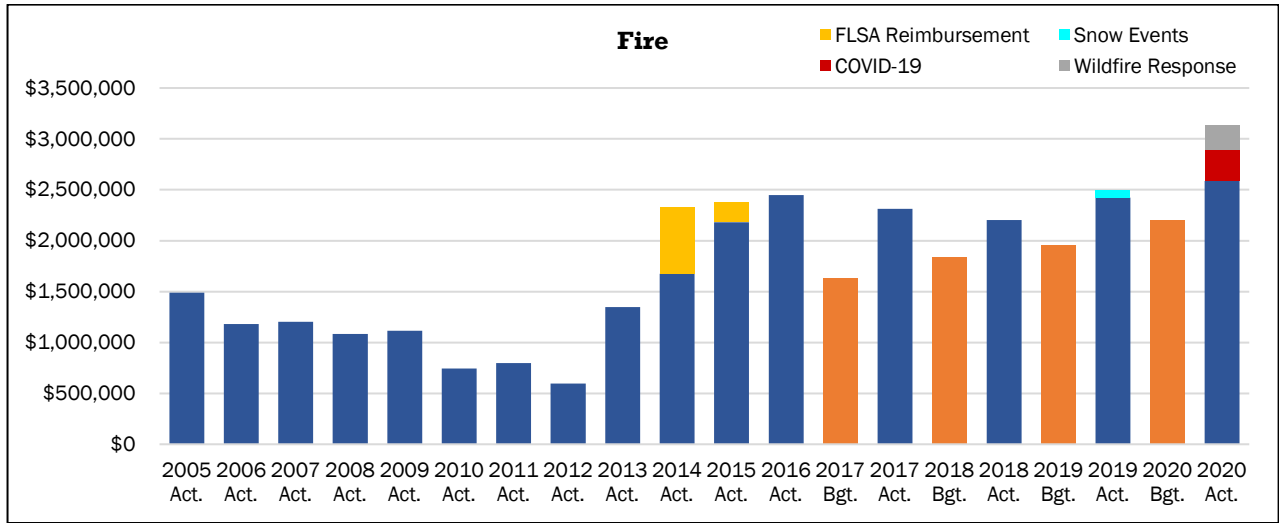
Other City Departments

- All other departments’ overtime is tracking at 116.6% of their total biennial budget. The 2019 snow event incurred significant overtime costs of approximately \$85,851, mostly in the Public Works and Parks Departments. In addition, City departments outside of Fire and Police have also spent \$4,613 in overtime in response to the COVID-19 pandemic. Without these costs, this percentage would decline to 102.7%.
- Overtime expenditures in departments other than Police and Fire declined significantly in 2020. When excluding 2019 snow event and COVID-19 related costs, overtime spending fell by 38.9% from 2019 levels.

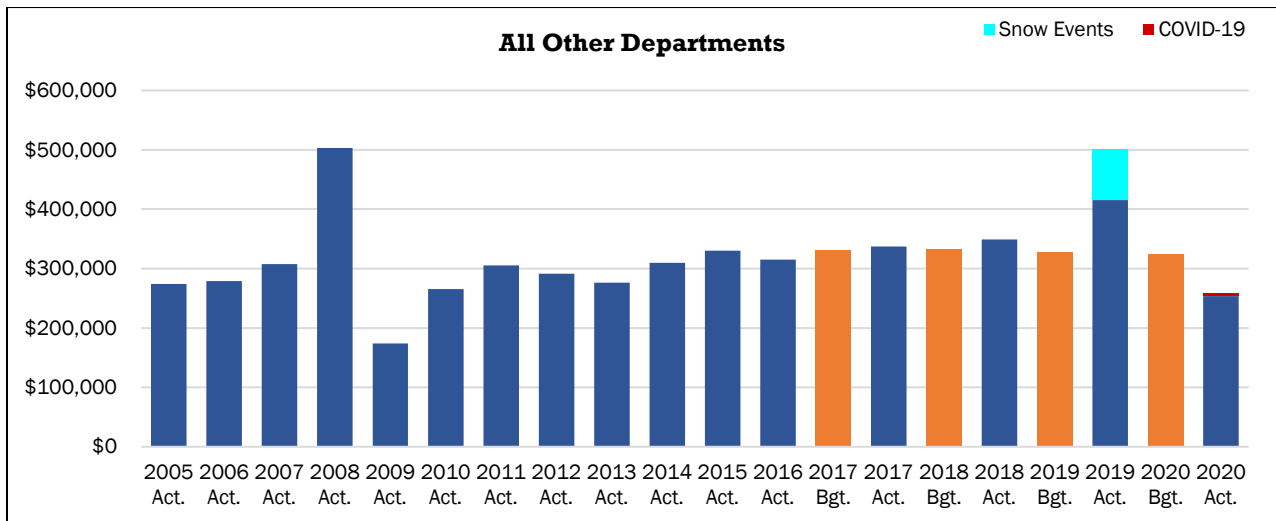
Citywide Overtime Statistics (2019-2020 Biennium)



Citywide Overtime Statistics (2019-2020 Biennium)



Please note: The City also received grant reimbursements of \$147,218 in 2013 and \$183,000 in 2014, reducing net overtime expenses for department operations backed by general revenues to \$391,595 and \$388,827, respectively. This is not depicted in the graph above.





Memorandum

Date: 1/26/2021

File No. CM 21-027

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

Type: Committee Memo

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

FROM: Mayor Angela Birney

DEPARTMENT DIRECTOR CONTACT(S):

Executive	Malisa Files	425-556-2166
Technology and Information Services	Jonny Chambers	425-556-2160

DEPARTMENT STAFF:

Executive	Jenny Lybeck	Sustainability Program Manager
Technology and Information Services	Melissa Brady	Information Services Manager

TITLE:

Environmental Sustainability Dashboard and Plan Update

OVERVIEW STATEMENT:

The February Study Session will provide the opportunity for Council to provide feedback on the scope of the Environmental Sustainability Data Dashboard initiative and receive an informational update about Environmental Sustainability Action Plan implementation efforts.

Additional Background Information/Description of Proposal Attached

REQUESTED ACTION:

Receive Information Provide Direction Approve

REQUEST RATIONALE:

- **Relevant Plans/Policies:**
Community Strategic Plan
Environmental Sustainability Action Plan
- **Required:**
N/A
- **Council Request:**
The 2021-2022 Budget includes \$250,000 to support the development of a Sustainability Data Dashboard. The City Council expressed interest in being involved in the early stages of this initiative.
- **Other Key Facts:**
The City Council authorized the Sustainability Data Dashboard in the 2021-22 biennial budget.

OUTCOMES:

The February Study Session was scheduled following the adoption of the 2021-22 biennial budget to provide an overview of Redmond’s past sustainability data tracking efforts and solicit feedback on Council’s priorities for the dashboarding effort and other key considerations moving forward.

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:

Budgeted \$250,000

Approved in current biennial budget: Yes No N/A

Budget Offer Number:

00326

Budget Priority:

Strategic and Responsive

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

If yes, explain:

N/A

Funding source(s):

General Fund - \$250,000

Budget/Funding Constraints:

N/A

Additional budget details attached

COUNCIL REVIEW:

Previous Contact(s)

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

Proposed Upcoming Contact(s)

Date Meeting Requested	Action	Direction
2/23/2021	Study Session	Provide Direction

Time Constraints:

City Council input on the scope of the Sustainably Data Dashboard effort is important to maintaining the project schedule.

ANTICIPATED RESULT IF NOT APPROVED:

Staff is not seeking approval at this time.

ATTACHMENTS:

Attachment A: Environmental Sustainability Data Tracking Background

Overview

Ongoing data monitoring and evaluation is critical in understanding a community’s progress towards its climate goals and targets. It ensures programs and activities are best serving the community, generating positive impact, and ultimately informing the development and delivery of evidence-based climate change strategies.

Through the 2021-22 biennial budget, the City will explore and implement strategies to modernize and streamline sustainability data tracking efforts. This effort builds on more than 10 years of sustainability data tracking and aligns the City’s sustainability work with the vision of the TIS 4 Year Strategic Plan.

Background

Redmond has been tracking key climate and sustainability indicators for more than 10 years using multiple platforms and tools, including:

Scope 5

- **Description:** From 2013-2018 Redmond leveraged the online platform [Scope 5](#) to visualize key sustainability metrics. This was done in partnership with King County-Cities Climate Collaboration members Bellevue, Kirkland, Mercer Island, and King County.
- **Purpose:** Scope 5 allowed the City to calculate greenhouse gas emissions, transparently track metrics, and share progress with stakeholders via a public website. The City tracked more than 25 metrics through Scope 5 across the following focus areas:
 - Government Operations
 - Community Emissions
 - Community Energy Use
 - Community Transportation
 - Community Waste
 - Community Water Consumption
- **Current status:** K4C members mutually agreed to transition away from the Scope 5 platform in 2018 due to limitations in the software. The City now calculates its municipal and community greenhouse gas inventory through ICLEI’s online platform ClearPath. This is a widely used tool among local governments and a best practice across the field. All other indicators continue to be tracked as outlined below.

ESAP

- **Description:** A comprehensive sustainability inventory was compiled at the onset of the Environmental Sustainability Action Plan planning process to summarize Redmond’s past, current, and potential future sustainability-related activities and context. The sustainability inventory included a quantitative assessment of baseline conditions and future trends in key sustainability performance indicators (KPIs).
- **Purpose:** The inventory informed the metrics and the wedge analysis – the analysis that quantifies the path to the City’s GHG reduction goals – included in the final ESAP. This data also informed future trends, which were provided for three scenarios:
 - A Business-As-Usual scenario that assumes the City takes no further action to further sustainability goals.

ATTACHMENT A – Environmental Sustainability Data Tracking Background

- An Adjusted Business-As-Usual scenario that takes into account existing and anticipated external policies and activities.
- A Target scenario that can be used to compare projected future trends to relevant adopted targets, such as those set by Washington State or King County (K4C, PSRC).
- **Current status:** The ESAP includes data and historical trends for more than 30 KPIs, which the City will continue to monitor and report on moving forward. As outlined in the ESAP, Redmond will leverage two key mechanisms to monitor progress, including public annual progress and evaluation reports and biennial GHG inventory updates.

2021 Project Overview

The foundation of the City’s data tracking efforts includes Excel-based spreadsheets. While this is common practice, it limits sharing capabilities and requires frequent updates to be most effective. Through the 2021-22 biennial budget, City Council allocated \$250,000 for the environmental sustainability data initiative. The goal of this effort is to implement strategies to enhance data transparency and increase data-driven learning opportunities to guide the City’s progress towards its climate and sustainability goals.

To achieve this vision, funds from the 2021-22 budget will support the development of enhanced data tracking capabilities and a dashboarding system to monitor and inform the City’s programming and progress. The project will buildout automated data collection and visualization procedures where feasible, as well as explore the addition of key software and services subscriptions.



Memorandum

Date: 1/26/2021

File No. CM 21-024

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

Type: Committee Memo

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

FROM: Mayor Angela Birney

DEPARTMENT DIRECTOR CONTACT(S):

Parks	Carrie Hite	425-556-2326
Finance	Kelley Cochran	425-556-2748

DEPARTMENT STAFF:

Parks	Ryan Spencer	Customer Service Administrator
Parks	Denise Shinoda	Customer Service Coordinator

TITLE:

Business Licensing Partnership - RMC Revisions

OVERVIEW STATEMENT:

The City of Redmond has entered into a partnership with the Washington State Department of Revenue for administration of the City’s Business Licensing Program through the State Business Licensing Service (BLS), per Council approval in 2020. Revisions to the Redmond Municipal Code governing the business licensing program are being proposed to align the Code with the program and ensure accuracy, clarity, consistency and ease of interpretation for the business community. We will be requesting Council adoption of these proposed revisions and wish to take this opportunity to receive additional input and answer any questions City Leadership and the Council may have.

Additional Background Information/Description of Proposal Attached

REQUESTED ACTION:

Receive Information

Provide Direction

Approve

REQUEST RATIONALE:

• Relevant Plans/Policies:

N/A

• Required:

RCW 35.90, Municipal Business Licensing.

• Council Request:

N/A

• Other Key Facts:

In preparation for launching this partnership to the business community on March 18, 2021, code revisions are critical to our outreach efforts to provide a seamless transition and clear and consistent policy direction to

businesses.

OUTCOMES:

Code revisions that are clear, easy to comprehend, align with Washington State Department of Revenue Business Licensing Service policies and provide little to no gap between City and State terminology will provide an optimal experience for our customers and staff.

COMMUNITY/STAKEHOLDER OUTREACH AND INVOLVEMENT:

- **Timeline (previous or planned):**
Outreach to the business community is taking place now and further efforts will be initiated in March, 2021.
- **Outreach Methods and Results:**
We are currently educating our business community of the upcoming partnership during transactions and correspondence taking place for the 2021 licensing renewal cycle that is underway January 1 through March 15, 2021. In March information will be provided through City eNews, City website, direct mail and email to our current business licensing database as well as new data we will have available through the Department of Revenue.
- **Feedback Summary:**
During this year’s renewal process multiple businesses have already expressed their excitement and appreciation that the City will be implementing this partnership.

BUDGET IMPACT:

Total Cost:

N/A

Approved in current biennial budget:

Yes No N/A

Budget Offer Number:

000250 - Community and Economic Development (The City Business Licensing Program is budgeted for under this priority, but the partnership and municipal code revisions have no additional costs)

Budget Priority:

Vibrant and Connected

Other budget impacts or additional costs:

Yes No N/A

If yes, explain:

N/A

Funding source(s):

N/A

Budget/Funding Constraints:

N/A

Additional budget details attached

COUNCIL REVIEW:

Previous Contact(s)

Date	Meeting	Requested Action
8/25/2020	Committee of the Whole - Finance, Administration, and Communications	Provide Direction
9/15/2020	Business Meeting	Approve

Proposed Upcoming Contact(s)

Date	Meeting	Requested Action
2/16/2021	Business Meeting	Approve

Time Constraints:

A city that imposes a general business license requirement must adopt the mandatory provisions required in State law by December 31, 2022, if partnering with the State of Washington. The City is currently working with the Department of Revenue on preparations necessary for the scheduled launch of all new general business applications and renewals being processed through the BLS effective March 18, 2021.

ANTICIPATED RESULT IF NOT APPROVED:

If the proposed Redmond Municipal Code revisions are not adopted by March 18, 2021 there will be confusion and unnecessary complexity for the business community, as well as for staff to implement and administer the program. Examples of items requiring modifications to ensure clarity and a seamless transition are conflicting and inconsistent terminology, clarity on what license types will be processed through the BLS versus remaining managed by the City, and the appropriate method to be used by businesses for reporting their employee’s hours worked in Redmond.

ATTACHMENTS:

Attachment A: Redmond Municipal Code Revisions

Attachment B: Redmond Municipal Code Revisions Index

Title 5
BUSINESS LICENSES AND REGULATIONS

Chapters:

- 5.04 General Business Regulations
- 5.05 Public Massage or Reflexology Establishment
- 5.08 Peddlers, Solicitors, and Canvassers
- 5.10 Regulation of Pawnbrokers
- 5.12 Detective Agencies
- 5.16 Taxicabs
- 5.20 Cabaret Dances
- 5.22 Public Dances and Dance Halls
- 5.28 Carnivals, Circuses, and Amusement Activities
- 5.32 Repealed
- 5.36 Music Boxes
- 5.44 Occupation Tax
- 5.48 Garbage Collection Tax
- 5.52 Public Bathhouses
- 5.56 Tow Trucks
- 5.60 Cable Communications Systems
- 5.64 Repealed
- 5.65 Commute Trip Reduction Program
- 5.68 Licensing and Operation of Adult Entertainment Facilities
- 5.75 Business License for Telecommunications Carriers and Providers
- 5.80 Shooting Sports Facilities

The Redmond Municipal Code is current through Ordinance 2979, passed November 19, 2019.

Disclaimer: The City Clerk's Office has the official version of the Redmond Municipal Code. Users should contact the City Clerk's Office for ordinances passed subsequent to the ordinance cited above.

City Website: <http://www.redmond.gov/>

Telephone number: (425) 556-2900

Chapter 5.04
GENERAL BUSINESS REGULATIONS¹

Sections:

- 5.04.010 Purpose.
- 5.04.020 Scope.
- 5.04.030 Definitions.
- 5.04.040 Business license required.
- 5.04.045 Master event business license.
- 5.04.050 Finance director as license officer.
- 5.04.060 Qualifications of applicants.
- 5.04.070 Procedures for issuance of license.
- 5.04.080 Fees – Payment.
- 5.04.084 Employees provided by a temporary employment service agency.
- 5.04.085 Penalty for late payment – Interest.
- 5.04.090 Display of license – Renewal – Transfer.
- 5.04.100 Notification of exemption or termination of business activities.
- 5.04.110 Operating without a license.
- 5.04.120 License fee additional to others imposed.
- 5.04.130 Exemptions.
- 5.04.140 Criteria for denial, suspension or revocation of license.
- 5.04.150 Request for hearing.
- 5.04.160 Penalties.

5.04.010 Purpose.

The provisions of this chapter shall be deemed an exercise of the power of the city to license for revenue and for regulation.

(Ord. 2546 § 2 (part), 2010: Ord. 2238 § 1 (part), 2004: Ord. 1924 § 1, 1996).

5.04.020 Scope.

All persons engaging in a business or occupation within the limits of the city as hereinafter defined shall be subject to the provisions of this title. The finance director shall be responsible for enforcing the provisions of this title.

(Ord. 2546 § 2 (part), 2010: Ord. 2238 § 1 (part), 2004: Ord. 1924 § 1, 1996).

5.04.030 Definitions.

Where used in this chapter or title, the following words and terms shall have the meanings as defined in this section, unless, from the context, a more limited or different meaning is clearly defined or apparent:

(A) “Business” includes all activities, occupations, pursuits, or professions located or engaged within the city with the object of gain, benefit or advantage to the person engaging in the same, or to any other person or class, directly or indirectly;

(B) “Business license” is that document approved by the city for issuance, providing proof of licensing the transaction of business within the city by the person whose name appears thereon for the stated license period. For the purpose of this chapter, an original or officially issued duplicate of the document constitutes a valid “business license” for every purpose;

(C) “Employee” means any person who performs work, labor, or services for a business and is on the business’ payroll. For the purpose of this chapter, the term “employee” also includes all full-time, part-time, seasonal, limited duration and other workers on the business’ payroll, and self-employed persons, sole proprietors, owners, managers, partners, any family members working at the business, and any officers, agents or personal representatives acting in a fiduciary capacity;

(D) Engaging in Business.

(1) The term “engaging in business” means commencing, conducting, or continuing in business, and also the exercise of corporate or franchise powers, as well as liquidating a business when the liquidators thereof hold themselves out to the public as conducting such business.

(2) This section sets forth examples of activities that constitute engaging in business in the city, and establishes safe harbors for certain of those activities so that a person who meets the criteria may engage in de minimis business activities in the city without having to pay a business license fee. The activities listed in this section are illustrative only and are not intended to narrow the definition of “engaging in business” in subsection (1). If an activity is not listed, whether it constitutes engaging in business in the city shall be determined by considering all the facts and circumstances and applicable law.

(3) Without being all inclusive, any one of the following activities conducted within the city by a person, or its employee, agent, representative, independent contractor, broker or another acting on its behalf constitutes engaging in business and requires a person to register and obtain a business license:

(a) Owning, renting, leasing, maintaining, or having the right to use, or using, tangible personal property, intangible personal property, or real property permanently or temporarily located in the city.

(b) Owning, renting, leasing, using, or maintaining, an office, place of business, or other establishment in the city.

(c) Soliciting sales.

(d) Making repairs or providing maintenance or service to real or tangible personal property, including warranty work and property maintenance.

(e) Providing technical assistance or service, including quality control, product inspections, warranty work, or similar services on or in connection with tangible personal property sold by the person or on its behalf.

(f) Installing, constructing, or supervising installation or construction of, real or tangible personal property.

(g) Soliciting, negotiating, or approving franchise, license, or other similar agreements.

(h) Collecting current or delinquent accounts.

- (i) Picking up and transporting tangible personal property, solid waste, construction debris, or excavated materials.
- (j) Providing disinfecting and pest control services, employment and labor pool services, home nursing care, janitorial services, appraising, landscape architectural services, security system services, surveying, and real estate services including the listing of homes and managing real property.
- (k) Rendering professional services such as those provided by accountants, architects, attorneys, auctioneers, consultants, engineers, professional athletes, barbers, baseball clubs and other sports organizations, chemists, psychologists, court reporters, dentists, doctors, detectives, laboratory operators, teachers, veterinarians.
- (l) Meeting with customers or potential customers, even when no sales or orders are solicited at the meetings.
- (m) Training or recruiting agents, representatives, independent contractors, brokers or others, domiciled or operating on a job in the city, acting on its behalf, or for customers or potential customers.
- (n) Investigating, resolving, or otherwise assisting in resolving customer complaints.
- (o) In-store stocking or manipulating products or goods, sold to and owned by a customer, regardless of where sale and delivery of the goods took place.
- (p) Delivering goods in vehicles owned, rented, leased, used, or maintained by the person or another acting on its behalf.

(4) The city expressly intends that engaging in business include any activity sufficient to establish nexus for purposes of applying the license fee under the law and the constitutions of the United States and the State of Washington. Nexus is presumed to continue as long as the taxpayer benefits from the activity that constituted the original nexus generating contact or subsequent contacts.

(E) “Finance director” or “director” means the City of Redmond Finance Director or his/her designee;

(F) “Person” includes the singular and the plural and also means and includes any person, firm, corporation, association, club, partnership, independent contractor, society or any group of individuals acting as a unit;

(G) “City” means the City of Redmond, Washington; and

(H) “Year” means a calendar year.

(I) “Business Licensing Service” or “BLS” means the office within the Washington State Department of Revenue providing business licensing services to the city.

(Ord. 2940 § 2, 2018: Ord. 2546 § 2 (part), 2010: Ord. 2238 § 1 (part), 2004: Ord. 2003 § 1, 1998: Ord. 1924 § 1, 1996).

5.04.040 Business license required.

(A) No person may engage in any business within the city without first having obtained and being the holder of a valid and subsisting license to engage in such business, to be known as a “business license,” and without paying the city business license fee imposed by this chapter.

(1) Business entities utilizing independent contractors shall provide the Finance Director with a list of independent contractors, including names, addresses, telephone numbers, and the nature of the goods or services provided to or on behalf of the business entity.

(B) Persons or companies doing business in the City of Redmond must comply with this chapter regardless of the physical location of the business (i.e., whether located inside, or entering the city from a location outside Redmond City limits). If entering the city from outside city limits, an original or officially issued duplicate city license must be obtained for use at each location in the city where business is transacted concurrently. A person located inside city limits must obtain a separate original license issued specifically for each separate physical location.

(C) A person operating multiple business entities, such as when having more than one Unified Business Identifier assigned, must obtain a separate business license for each separate business location in the city of each such separate business entity.

(Ord. 2839 § 2, 2016; Ord. 2605 § 2, 2011; Ord. 2546 § 2 (part), 2010; Ord. 2238 § 1 (part), 2004; Ord. 1924 § 1, 1996).

5.04.045 Master event business license.

(A) Any person organizing, promoting, sponsoring, or conducting any arts or crafts fair, farmer's market, trade show, or other similar event which:

(1) Does not exceed seven days in duration and does not occur more than once in any calendar year; or

(2) Does not exceed two days in duration during any calendar week and does not operate for more than six months in any calendar year, at which multiple dealers or vendors will be present selling goods or services at a single location, may obtain a master event business license directly from the city, as provided in this section. The master event business license shall cover all dealers and vendors involved in the event and individual dealers and vendors participating in the event shall not be required to obtain separate business licenses in connection with their participation.

(B) The city may also obtain a master event business license for the following city-sponsored community events for which an admission fee is charged: Friday performance arts events, summer music series, Special Monthly Events at the Redmond Senior Center, the father/daughter dance, the mother/daughter tea, Big Truck Day, Redmond Senior Center Talent Shows, and the Spring/Fall Farm School Activities. Additional city-sponsored community events for which an admission fee is charged may be added to this list with approval of the event-sponsoring department and the Finance Director.

(C) Applicants for a master event business license shall be required to meet all requirements of this chapter for issuance of a business license and shall be required to pay all fees and taxes imposed by this chapter on behalf of themselves and all dealers and vendors covered by the master event business license.

(D) Holders of master event business licenses shall be required to provide the Finance Director with a list of all participating dealers and vendors at least ten days prior to the event. The list shall include the dealer or vendor's name, address, telephone number, and state UBI number. Only those dealers and vendors set forth on the list are covered under the master event business license.

(E) Nothing in this section is intended to prevent the city from requiring other permits or approvals in connection with an event covered by this section, including but not limited to any necessary building and zoning approvals, and any necessary right-of-way use permits.

(Ord. 2940 § 3, 2018; Ord. 2770 § 2, 2014; Ord. 2605 § 3, 2011).

5.04.050 Finance director as license officer.

(A) The finance director must ensure all license fees are collected properly, and will approve issuance of licenses in the name of the city to all persons qualified under the provisions of this chapter and has the authority to:

- (1) Adopt Forms. Adopt the city's application, license, renewal, annual return, and all other necessary or convenient forms, other than those utilized by the Business Licensing Service, and prescribe the information to be provided on such forms maintained by the city. Such information required on the city-maintained forms shall include, but not be limited to, the name of the applicant, his or her residence address, date of birth, place of business, the nature of the business, the form of ownership, the names of all officers of the business, the UBI number (if applicable), and the number of employees;
- (2) Obtain Endorsement. Submit the information from applications, when deemed appropriate, to other city officials for their endorsements thereon as to compliance by the applicant with all city regulations which the officials have the duty of enforcing;
- (3) Investigate. Investigate and determine the eligibility of any applicant for a license as prescribed herein;
- (4) Examine Records. Examine and audit the books and records of any applicant or licensee when reasonably necessary to the administration and enforcement of this chapter. The records of a business, including but not limited to federal and state tax returns and invoices, shall be open for examination by the finance director or authorized agent at any time to the extent not prohibited by law;
- (5) Give Notice. Notify any applicant of the acceptance or rejection of the application;
- (6) Regulate Form of Licenses. Ensure that each license issued directly from the city is numbered, and shows the name of the licensee, business address and the character of the business authorized to be transacted.

(Ord. 2546 § 2 (part), 2010: Ord. 2238 § 1 (part), 2004: Ord. 2003 § 2, 1998: Ord. 1924 § 1, 1996).

5.04.060 Qualifications of applicants.

(A) Standards to Be Applied. The finance director may base the decision to approve or deny the issuance of a license upon the following criteria:

- (1) Applicant History. All violations of city regulations or convictions within the 10 years immediately preceding application, which directly relate to the operation of the applicant's current proposed business.
- (2) License History. Whether such applicant previously operated in this or another jurisdiction under a license that was subsequently revoked or suspended; the reasons therefor, and the demeanor of the applicant subsequent to such action.
- (3) No Obligation to City. Except as otherwise provided in this chapter, applicants may not be in default under the provisions of this chapter or indebted or obligated in any manner to the city, except for current taxes and other obligations not past due.
- (4) Compliance with City Regulations. The proposed use of any premises may not be in violation of any city building, safety, fire, health or land use regulations as determined by the city department charged with the enforcement of said regulations.

(Ord. 2546 § 2 (part), 2010: Ord. 2238 § 1 (part), 2004: Ord. 1924 § 1, 1996).

5.04.070 Procedures for issuance of license.

(A) Formal Application Required. Every person required to procure a city business license under the provisions of this chapter must submit an application for such license to the Business Licensing Service. The application must include all information required for all licenses requested, the total fees due for all licenses, and the application handling fee required by RCW 19.02.075.

(1) The city finance director will determine whether the application may be approved for license issuance.

(2) An incomplete application for a business license will be deemed abandoned 120 days after the date of submittal, and be administratively withdrawn, unless such application has in the interim been pursued in good faith to be completed. Applicants which have had their application administratively withdrawn will forfeit a minimum of \$119.00 in 2021 and \$122.00 in 2022 of the new application fee submitted.

(B) Commencement of Business Activities. No person is entitled or authorized to engage in business within the city until such time as the finance director has approved the issuance of a business license pursuant to the terms of this chapter. The mere acceptance of a business license application by the city does not grant any right or privilege under this chapter, except as otherwise provided by law.

(C) Burden on Applicant. The finance director, or other designated officer or service, is authorized, but not required, to mail to persons engaging in business forms for applications and/or renewals for licenses. Failure of the person to receive any such form does not excuse the person from making application for and securing the license required by this chapter.

(D) New License Applications Meet the Requirement for Hazardous Materials Questionnaire Submittal. Applications for new business licenses, including home businesses, and mobile businesses proposed to operate within the boundaries of Critical Aquifer Recharge Area I and II, must be reviewed by the City of Redmond Director of Public Works, or his or her designee for regulatory status related to hazardous materials handling and may require submittal of additional information related to hazardous materials handling. Applications for business license renewals may require submittal of additional information related to hazardous materials handling, by the City of Redmond Director of Public Works, or his or her designee, in accordance with the requirements under Chapter 13.07, Wellhead Protection.

(Ord. 2940 § 4, 2018; Ord. 2862 § 2 (part), 2016; Ord. 2770 § 3, 2014; Ord. 2667 § 1, 2012; Ord. 2546 § 2 (part), 2010; Ord. 2269 § 1, 2005; Ord. 2238 § 1 (part), 2004; Ord. 2180 § 1 (part), 2003; Ord. 1924 § 1, 1996).

5.04.080 Fees – Payment.

(A) Reporting by Hours Method. The annual business license fee is calculated by determining the number of employee hours worked in the City of Redmond in the previous year and multiplying that figure by \$0.061979 in 2021. The resulting dollar amount must be rounded to the nearest cent. The City shall allocate \$51.00 out of each \$119.00 received to the general fund and \$68.00 out of each \$119.00 received to transportation capital improvements or transportation demand management projects in 2021. The annual business license fee in 2022 is calculated by determining the number of employee hours worked in the City of Redmond in the previous year and multiplying that figure by \$0.063542. The resulting dollar amount must be rounded to the nearest center. The City shall allocate \$52.00 out of each \$122.00 received to the general fund and \$70.00 out of each \$122.00 received to transportation capital improvements or transportation demand management projects in 2022.

(1) Repealed by Ord. 2546.

(2) Repealed by Ord. 2546.

(3) Annual employee hours are calculated based on the sum of the four quarterly reports submitted to the Washington State Department of Labor and Industries for the previous year.

(4) It is the responsibility of the employer to determine the number of hours worked within the city from these reports. Businesses that did not file quarterly reports with the Washington State Department of Labor and Industries must determine the number of hours worked within the city and demonstrate, if required, to the satisfaction of the finance director, that the number of employee hours worked is correct.

(5) Employers without a full year history must estimate the number of employee hours that will be worked in the current year.

(6) Repealed by Ord. 2839.

(7) Repealed by Ord. 2839.

(B) If at any time during the year it appears that the number of employee hours worked was under-reported at the time of application or renewal, an additional license fee and a penalty on the additional license fee is due. The penalty is equal to twenty percent (20%) per annum of the additional fee, plus any accounting, legal, or administrative expenses incurred by the city in determining the under-reporting or in collecting the tax and penalty.

(C) The license fee for a business required to be licensed under this chapter and not located within the city's corporate limits is also calculated based upon the number of employee hours who worked within the city, as described in subsection (A), but in no event may the license fee due be stated as less than the minimum fee set forth in subsection (E) of this section.

(D) Businesses doing business in the city that have no employees physically working within the city must pay the minimum license fee required under this chapter.

(E) The minimum fee for any license issued under this chapter is \$119.00 in 2021 and \$122.00 in 2022.

(1) Exemptions. The following entities may claim an exemption from the city's license application and renewal fees, but if so exempt under this subsection such entities must still register and obtain a city business license under this chapter, unless otherwise indicated.

(a) Any nonprofit entity exempt from taxation under a provision of 26 USC § 501(c), provided they submit a copy of their Internal Revenue Service tax exemption status determination letter..

(b) Governmental entities that engage solely in activities which are not exclusively governmental, such as some activities of a hospital or medical clinic.

(c) A nonprofit organization operated exclusively for a religious purpose and deemed by the Internal Revenue Service as exempt from federal taxation under 26 USC § 501(c)(3), even without the issuance of a tax exemption determination letter, is fully exempt from all requirements of this chapter. Such a religious organization conducting any actual commercial business activity beyond their core religious purpose is fully liable for complying with all licensing requirements of this chapter for such other business activities.

(d) Civic groups, service clubs, and social organizations that are not engaged in any profession, trade, or occupation, but are organized to provide civic, service or social activities in the city. Examples of such organizations may include but are not limited to: Soroptimists; Kiwanis; Lions; Rotary; American Legion; children's and adults' athletic organizations; and similar types of groups, clubs or organizations.

(e) For purposes of the license by this chapter, any person or business whose annual value of products, gross proceeds of sales, or gross income of the business in the city is equal to or less than \$2,000 and who does not maintain a place of business within the city, shall submit a business license registration to the director or designee, but be exempt from the

city license fee therefor. The threshold does not apply to regulatory license requirements or activities that require a specialized permit.

(F) The annual license fee is due on or before the license expiration date.

(G) A licensee may request that the city refund that portion of the annual business license overpaid on the basis that the business miscounted the number of employee hours worked. The request must be in writing and the city must receive the request and all supporting payroll documentation no later than 60 days after the end of the licensee's fiscal year in which the error was made. If the finance director is satisfied that the business paid an excess business license fee, then the city will refund the excess fee paid by the business during either the current license year or no further than one prior license year past.

(H) Payment made directly to the city by check shall not be deemed a payment of the fee unless and until the same has been honored in the usual course of business, nor shall acceptance of any such check operate as an acquittance or discharge of the fee unless and until the check is honored. Any person who submits a business license fee payment by check to the city pursuant to the provisions of this chapter shall be assessed a NSF fee set by the finance director if the check is returned unpaid by a bank or other financial institution for insufficient funds in the account or for any other reason. Payments by check submitted to the Business Licensing Service will be subject to applicable rules adopted by the Washington State Department of Revenue.

(I) If any person required by the terms and provisions of this chapter to pay a license fee for any period fails or refuses to do so, the person shall not be granted a license for the current period until the delinquent license fee, together with penalties, has been paid in full. Any license fee due and unpaid under this chapter and any penalties thereon shall constitute a debt to the city and may be collected in court proceedings in the same manner as any other debt in like amount, which remedy shall be in addition to all other existing remedies.

(Ord. 2940 § 5, 2018; Ord. 2862 § 2 (part), 2016; Ord. 2839 § 3, 2016; Ord. 2770 § 4, 2014; Ord. 2667 § 2, 2012; Ord. 2567 § 2, 2010; Ord. 2546 § 2 (part), 2010; Ord. 2318 § 1, 2006; Ord. 2238 § 1 (part), 2004; Ord. 2088 § 1, 2000; Ord. 2003 § 3, 1998; Ord. 1953 § 1, 1997; Ord. 1924 § 1, 1996).

5.04.084 Employees provided by a temporary employment service agency.

The following provisions shall apply to businesses engaged in the practice of providing temporary employees or workers ("temporary agencies") to businesses located within the city and to businesses located within the city which utilize the services of such employees or workers:

(1) Temporary agencies located within the city shall include all temporary employees and workers placed with businesses located within the city in calculating the number of employee hours worked in addition to employees described under RMC 5.04.030(C);

(2) Temporary agencies located outside the city which place temporary employees or workers with businesses located within the city shall include all such temporary employees and workers in calculating the number of hours worked by their employees;

(3) Businesses located within the city which utilize temporary employees or workers provided by a temporary agency shall not include the temporary employees or workers in calculating the number of their employee hours;

(4) Temporary agencies placing temporary employees and workers within the city shall calculate the number of hours worked by such employees and workers in the manner provided by RMC 5.04.080(A);

(5) In addition to submitting an initial business license application or subsequent renewal application to the Business Licensing Service, all businesses located within the city which use temporary employees or workers furnished by a temporary agency must separately report directly to the city finance director the number of employee hours worked by such temporary staff using the formula set forth in RMC

5.04.080(A) and further indicate the names and addresses of the temporary agencies furnishing said employees or workers. Failure to so report the number of hours worked by temporary employees or workers or the names and addresses of the agencies furnishing said employees or workers will result in the city imposing a penalty equal to ten percent (10%) of the company's total business license fee. In addition, failure to report may result in revocation, suspension, or denial of the business license.

(Ord. 2546 § 2 (part), 2010: Ord. 2238 § 1 (part), 2004: Ord. 2088 § 2, 2000: Ord. 2003 § 4, 1998).

5.04.085 Penalty for late payment – Interest.

(A) For each payment due, if such payment is not made by the due date, the city shall impose its own set of penalties, in addition to those provided for in 5.04.090, as follows:

(1) Fifty (50) percent of the total license fee due for any payment or portion thereof that is received or postmarked after license expiration..

(B) The finance director is authorized, but not obligated, to waive all or any portion of the city-imposed penalties and interest provided herein in the event that the director determines that the late payment was the result of excusable neglect or extreme hardship.

(Ord. 2546 § 2 (part), 2010: Ord. 2238 § 1 (part), 2004: Ord. 1924 § 1, 1996).

5.04.090 Display of license – Renewal – Transfer.

(A) Display of License. Every license granted under this chapter must be posted in a conspicuous place in the place of business of the licensee for which it was issued. No person may allow any license to remain posted, displayed, or used after the period for which it was issued has expired, or when it has been suspended or revoked, or for any other reason has become ineffective.

(B) Renewal. Each license expires on the date established by the Business Licensing Service (BLS), and must be renewed on or before that date in order to continue engaging in business in the city under that license.

(1) The application to renew a license must be submitted to BLS, and must include all information required to renew each license involved, the total fees due for all licenses, and the renewal application handling fee required by RCW 19.02.075.

(2) The license term and respective fee amount may be prorated as necessary to synchronize the license expiration with the expiration of the business license account maintained by BLS.

(3) Failure to complete the renewal by the license expiration will incur the late renewal penalty required by RCW 19.02.085 in addition to all other fees due.

(4) Failure to complete the renewal of the license within 120 days after the license expiration will result in the cancellation of the license, and will require submitting a new application as provided by this chapter to continue engaging in business in the city.

(C) Nontransferability. Any license issued under and by virtue of the provisions of this chapter is personal and nontransferable. A person may not allow another person to engage in business in the city under their license, and no person may engage in business in the city under another person's license.

(D) New Location Desired. A licensee may change the location of the licensed business, provided the Business Licensing Service is notified sufficiently prior to the change to allow the city to review and approve the change. Business may not commence at the new location until the change is approved by the city. A change of location may require the submission of a new application, as provided for in this chapter.

(E) Repealed by Ord. 2839.

(F) Change in Ownership. In the event of the sale of a business, the new owner must obtain their own license for the business, as provided for in this chapter. The new owner may not commence business in the city under the acquired business until the issuance of the business license.

(Ord. 2839 § 4, 2016; Ord. 2546 § 2 (part), 2010; Ord. 2238 § 1 (part), 2004; Ord. 1924 § 1, 1996).

5.04.100 Notification of exemption or termination of business activities.

(A) Every person who has obtained a business license required by this chapter and who thereafter ceases to engage in business within the city shall, prior to the end of the calendar year during which business operations have been terminated, must, at least by the current expiration date of the license, notify the Business Licensing Service that business activities have ceased. Any business for which a license has been issued is presumed to continue in operation within the city unless notice of termination of business activities has been given as provided above, and respective penalties may be imposed, and other enforcement proceedings may be commenced based on such presumption.

(B) Every person who engages in a business in the city, and which is exempt from all the licensing provisions of this chapter under federal, state, and/or local laws, must notify the finance director in writing of the existence of their business in the city, their exemption from the license requirements, and the basis for that exemption.

(C) Any business exempt from the provisions of this chapter or which has terminated its business activities in the city is not entitled to a refund of any portion of the city license fee paid to the city under this chapter.

(Ord. 2546 § 2 (part), 2010; Ord. 2238 § 1 (part), 2004; Ord. 1924 § 1, 1996).

5.04.110 Operating without a license.

Any person who engages in, or carries on, any business subject to the payment of a license fee hereunder without having obtained a business license to do so shall be guilty of a violation of this chapter for each day during which the business is so engaged in or carried on; and any person subject thereto who fails or refuses to pay the license fee, or any part thereof, on or before the due date, shall be deemed to be operating without having obtained a license to do so.

(A) Any City of Redmond police officer, any code compliance officer, or other such person designated by the finance director can assist the finance director in enforcing the provisions of Title 5.

(B) Businesses operating without a license are subject to a one hundred (100) percent penalty of the licensing fee due.

(C) The finance director is authorized, but not obligated, to waive all or any portion of the penalties provided herein in the event that the finance director determines that operating without a license was due to excusable neglect or extreme hardship.

(Ord. 2546 § 2 (part), 2010; Ord. 2238 § 1 (part), 2004; Ord. 1924 § 1, 1996).

5.04.120 License fee additional to others imposed.

The license fee levied in this chapter shall be additional to any license fee or tax imposed or levied under the law or any other ordinance of the city except as expressly provided herein.

(Ord. 2546 § 2 (part), 2010; Ord. 2238 § 1 (part), 2004; Ord. 1924 § 1, 1996).

5.04.130 Exemptions.

(A) The provisions of this chapter shall not apply to:

- (1) Any instrumentality of the United States, the State of Washington, or political subdivision thereof with respect to the exercise of governmental functions;
- (2) Any farmer, gardener, or other person who sells, delivers or peddles any fruits, vegetables, berries, butter, eggs, fish, milk, poultry, meat or any farm produce or edibles raised, caught, produced or manufactured by such person in the state;
- (3) Repealed by Ord. 2546;
- (4) Any apartment or condominium, residential rental or leasing activity which does not involve more than four residential units at any one location within the city, provided that if any such single rental property includes five or more separate dwelling units the person offering such a property for rent must obtain a business license as otherwise required by this chapter;
- (5) Any insurance producer who represents insurance companies or sells insurance to the public and is properly licensed by the state;
- (6) Newspaper carriers under the age of 18;
- (7) Any person, business, enterprise, firm, or corporation which the city is forbidden to license or tax under state or federal law;
- (8) Businesses that do not engage in other business activities within the city limits but are merely complying with destination-based sourcing rules as outlined in the National Streamlined Sales Tax (SST) Agreement; or
- (9) Community special events that are sponsored by the city and that are open to the public without the payment of an admission fee are exempt from the requirement to obtain a business license. In addition, no business license shall be required for dealers, vendors, entertainers, instructors, and others with whom the city or any co-sponsor contracts to provide goods or services at the event. As used in this subsection, "community special event" means the following events sponsored or co-sponsored by the City: Derby Days, Redmond Lights, Health Fair, Redmond Bike Bash, City of Redmond Poet Laureate, So Bazaar Night Market, Artist-in-Residence, Welcoming Week and the Redmond Senior Center Outdoor Music Series.

Additional city-sponsored community special events that are open to the public without the payment of an admission fee may be added to this list with approval of the event-sponsoring department and the Finance Director. The City Council will be notified of changes to the list of free city-sponsored community events.

- (10) If a person, or its employee, agent, representative, independent contractor, broker or another acting on the person's behalf, engages in no other activities in or with the city but the following, it need not register and obtain a business license.
 - (a) Meeting with suppliers of goods and services as a customer.
 - (b) Meeting with government representatives in their official capacity, other than those performing contracting or purchasing functions.
 - (c) Attending meetings, such as board meetings, retreats, seminars, and conferences, or other meetings wherein the person does not provide training in connection with tangible personal property sold by the person or on its behalf. This provision does not apply to any board of director member or attendee engaging in business such as a member of a board of directors who attends a board meeting.
 - (d) Renting tangible or intangible property as a customer when the property is not used in the city.

(e) Attending, but not participating in a “trade show” or “multiple vendor events.” Persons participating at a trade show shall review the city’s trade show or multiple vendor event ordinances.

(f) Conducting advertising through the mail.

(g) Soliciting sales by phone from a location outside the city.

(11) A seller located outside the city merely delivering goods into the city by means of common carrier is not required to register and obtain a business license, provided that it engages in no other business activities in the city. Such activities do not include those in subsection (10).

(Ord. 2940 § 6, 2018; Ord. 2770 § 5, 2014; Ord. 2605 § 4, 2011; Ord. 2546 § 2 (part), 2010; Ord. 2401 § 4, 2008; Ord. 2238 § 1 (part), 2004; Ord. 1953 § 2, 1997; Ord. 1924 § 1, 1996).

5.04.140 Criteria for denial, suspension or revocation of license.

The finance director may deny issuance of a business license to any applicant or suspend or revoke any and all business licenses of any holder when such person, or any other person with any interest in the application or license:

(1) Knowingly violates or knowingly causes, aids, abets, or conspires with another to cause any person to violate any state, federal, or city law which may affect or relate to the applicant or license holder’s business, except for federal statutes, rules and regulations relating to marijuana that are in conflict with state law, as long as the applicant or person with interest in the application has a current state license to operate a marijuana facility;

(2) Has obtained a license or permit by fraud, misrepresentation, concealment, or through inadvertence or mistake;

(3) Is or has been convicted of, forfeits bond upon, or pleads guilty to any felony offenses directly related to the operation of the applicant’s or license holder’s business unless the offense relates to marijuana and the applicant has a current state license to operate a marijuana facility;

(4) Makes a misrepresentation or fails to disclose a material fact to the city related to any of the obligations set forth in this chapter;

(5) Violates any building, safety, fire or health regulation on the premises in which the business is located after receiving warning from the city to refrain from such violations;

(6) Is in violation of a zoning regulation of the city;

(7) Is indebted or obligated to the city for past due taxes excluding special assessments such as LID assessments;

(8) Fails to maintain the license in a good standing status with the city.

(Ord. 2744 § 2, 2014; Ord. 2605 § 5, 2011; Ord. 2546 § 2 (part), 2010; Ord. 2238 § 1 (part), 2004; Ord. 1924 § 1, 1996).

5.04.150 Request for hearing.

(A) Notification of Suspension, Revocation, or Denial. When the finance director determines that there is cause for denying, suspending or revoking any license issued pursuant to this chapter, the director shall notify the applicant or person holding such license by registered or certified mail, return receipt requested, of the director’s decision. Notice mailed to the address on file shall be deemed received three (3) days after mailing. The notice shall specify the grounds for the denial, suspension or revocation. The suspension or revocation shall become effective ten (10) days from the date the notice is delivered or

deemed received unless the person affected thereby files a written request with the director for a hearing before the city hearing examiner within such ten (10) day period.

(B) Hearing Procedure. Upon written request as set out above, the hearing examiner shall schedule and hold a hearing within thirty (30) days following receipt of such request. During the pendency of the hearing and until action by the city council the action of the director shall be stayed. At the hearing, both the applicant or licensee and the city shall be entitled to present evidence. Upon completion of the hearing, the hearing examiner shall make written findings and a recommendation to the city council. At a public meeting, the city council, upon considering the findings and recommendations of the hearing examiner, shall, without need for further evidence:

- (1) Accept the hearing examiner's recommendation as presented; or
- (2) Determine no action is warranted; or
- (3) Modify the recommended action.

(C) Appeal from City Council. Appeal from a decision of the city council shall be to the King County Superior Court and must be served and filed within thirty (30) days of the decision of the city council. In the event the applicant or license holder does not follow the procedures within the time periods set forth above, the license of said person shall be denied, suspended or revoked, and that action shall be final.

(D) Return of License upon Revocation. Whenever any license issued under this chapter is revoked, the licensee shall immediately return the license to the finance director.

(Ord. 2546 § 2 (part), 2010: Ord. 2238 § 1 (part), 2004: Ord. 1924 § 1, 1996).

5.04.160 Penalties.

(A) Any person violating or failing to comply with any of the provisions of this chapter shall be guilty of a misdemeanor, and, upon conviction thereof, shall be punished as provided in Section 1.01.110 of the Redmond Municipal Code.

(B) In addition to any criminal penalties provided for in (A) above, the finance director may also impose a civil penalty in an amount not to exceed \$1,000 per violation of this title. Any party assessed a civil penalty by the finance director may appeal the finance director's decision on such penalty as provided for in RMC 1.14.120.

(Ord. 2546 § 2 (part), 2010: Ord. 2238 § 1 (part), 2004: Ord. 1924 § 1, 1996).

¹ Prior legislation: Ords. 246, 734, 815, 1019, 1029, 1040, 1111, 1209, 1229, 1275, 1403, 1480, 1483, 1592, 1662, 1752 and 1815.

Chapter 5.05
REFLEXOLOGY ESTABLISHMENT

Sections:

5.05.010 Repealed.

5.05.012 Definitions.

5.05.020 Additional business license requirement for public massage or reflexology establishment.

5.05.020 Additional business license requirement for public massage or reflexology establishment.

(A) Any individual who applies for a business license for a public massage establishment must, in addition to meeting the licensing requirements of Chapter 5.04, provide directly to the city finance director evidence that the individual has received a state of Washington massage practitioner's license pursuant to RCW Chapter 18.108, which license shall be current and in effect unless such person is exempt from the state license requirement. The application for a city business license under Chapter 5.04 must state specifically the applicant intends to operate the business as a public massage establishment. Additionally, any individual rendering services at the public massage establishment must also possess a state of Washington massage practitioner's license.

(B) Any individual who applies for a business license for a public reflexology establishment must, in addition to meeting the licensing requirements of Chapter 5.04, provide directly to the city finance director evidence that the individual has received a state of Washington reflexology certification pursuant to RCW Chapter 18.108, which certification shall be current and in effect unless such person is exempt from the state license requirement. The application for a city business license under Chapter 5.04 must state specifically the applicant intends to operate the business as a public reflexology establishment. Additionally, any individual rendering services at the public reflexology establishment must also possess a state of Washington reflexology certification.

(Ord. 2770 § 6 (part), 2014: Ord. 2546 § 2 (part), 2010: Ord. 1563 § 1 (part), 1990).

Chapter 5.08
PEDDLERS, SOLICITORS, AND CANVASSERS

Sections:

5.08.005 Purpose.

5.08.010 Peddler, solicitor, or canvasser defined.

5.08.020 License required – Exceptions.

5.08.030 Application – Fee.

5.08.035 Restrictions on place and time of peddling, soliciting, or canvassing.

5.08.040 Penalty.

5.08.020 License required – Exceptions.

(A) Any person seeking to engage in business as a peddler, solicitor, or canvasser shall first obtain a peddler, solicitor, or canvasser license as provided for in this chapter. The license required by this chapter is separate from and in addition to the business license issued under Chapter 5.04 RMC, which may also be required when applicable.

(B) Exceptions. No person shall be required to take out a license or pay a fee:

(1) For the peddling of local newspapers;

(2) For the peddling of fruits, vegetables, berries, butter, eggs, fish, milk, poultry, meats, or any farm produce or edibles raised, caught, produced or manufactured by such person in any place in this state;

(3) When that person, after having been specifically requested by another to do so, calls upon that other person for the purpose of displaying goods, literature or giving information about any article, thing, product or service;

(4) When that person is acting in his or her capacity as a member of a charitable, religious or nonprofit organization or corporation which has received tax exempt status under 26 U.S.C. Sec. 501(c)(3) or other similar civic, charitable or nonprofit organizations;

(5) When a person is engaged in political or other First Amendment speech or solicitation; or

(6) When that person's peddling or solicitation consists exclusively of the solicitation of order(s) to be filled solely by interstate shipment on behalf of businesses that do not maintain a place of intrastate business in the state of Washington.

(Ord. 2546 § 2 (part), 2010: Ord. 1418 § 2, 1988: Ord. 809 § 1, 1978: Ord. 43 § 1, 1926).

Chapter 5.10

REGULATION OF PAWNBROKERS

Sections:

5.10.010 License required.

- 5.10.015 Adoption by reference.
- 5.10.020 Repealed.
- 5.10.030 Definitions.
- 5.10.040 License fee.
- 5.10.050 Application for license.
- 5.10.055 Fixed place of business required.
- 5.10.060 Criteria for denial or revocation of license.
- 5.10.065 Request for hearing.
- 5.10.080 Records required.
- 5.10.090 Records and articles to be available for inspection.
- 5.10.100 Seller or consignor to give true name and address.
- 5.10.110 Transcript to be furnished.
- 5.10.120 Police seizures – Police holds.
- 5.10.125 Pawnbroker sale of pledged property limited – Written document required for transactions.
- 5.10.130 Penalty.

5.10.010 License required.

It is unlawful for any person, firm or corporation to engage in the business of pawnbroker within the city without first obtaining a license pursuant to the provisions of this chapter. The license required by this chapter is separate from and in addition to the business license issued under Chapter 5.04 RMC, which may also be required when applicable.

(Ord. 2546 § 2 (part), 2010: Ord. 1778 § 1, 1994: Ord. 1155 § 1 (part), 1983).

Chapter 5.12

DETECTIVE AGENCIES

Sections:

5.12.010 Definitions.

5.12.020 Additional business license requirement for private detective agencies.

5.12.030 Additional business license requirement for private security companies.

5.12.040 (Deleted by Ord. 1671.)

5.12.050 (Deleted by Ord. 1671.)

5.12.060 (Deleted by Ord. 1671.)

5.12.070 (Deleted by Ord. 1671.)

5.12.080 (Deleted by Ord. 1671.)

5.12.090 (Deleted by Ord. 1671.)

5.12.100 (Deleted by Ord. 1671.)

5.12.110 (Deleted by Ord. 1671.)

5.12.020 Additional business license requirement for private detective agencies.

Any person who applies for a business license for a private detective agency must, in addition to meeting the requirements of Chapter 5.04, provide directly to the city finance director evidence that the person has a current state of Washington private detective agency license pursuant to RCW Chapter 18.165. Copies of state licenses for the private detective agency must be filed with the city finance director before the city business license application can be approved.

(Ord. 2546 § 2 (part), 2010: Ord. 1671 § 1 (part), 1992: Ord. 968 § 1, 1981: Ord. 406 § 2, 1966).

5.12.030 Additional business license requirement for private security companies.

Any person who applies for a business license for a private security company must, in addition to meeting the requirements of Chapter 5.04, provide directly to the city finance director evidence that the person has a current state of Washington private security company license pursuant to RCW Chapter 18.170. Additionally, any individual employed as a private security guard by a private security company must possess a current state of Washington private security guard license. Copies of state licenses for the private security company must be filed with the city finance director before the city business license application can be approved.

(Ord. 2546 § 2 (part), 2010: Ord. 1671 § 1 (part), 1992: Ord. 1480 § 5 (part), 1989: Ord. 406 § 3, 1966).

Chapter 5.16

TAXICABS

Sections:

5.16.010 King County regulations adopted by reference.

5.16.020 Business license required.

5.16.010 King County regulations adopted by reference.

Chapter 6.64 of the King County Code entitled “For-Hire Transportation - Taxicabs, For-Hire Vehicles, For-Hire Drivers and Transportation Network Companies” including all future amendments, is adopted by reference as if set forth in full herein; provided, that any references to unincorporated King County in Section 6.64.010, as well as any other sections pertaining to the application of the ordinance codified in this chapter, shall be changed to refer to the city of Redmond.

(Ord. 2546 § 2 (part), 2010: Ord. 1521 § 1, 1989: Ord. 126 § 1, 1949).

5.16.020 Business license required.

In addition to any licenses required by Chapter 6.64 of the King County Code, a person shall also obtain a business license pursuant to Chapter 5.04 of this code when required to do so by the provisions of that chapter.

(Ord. 2546 § 2 (part), 2010: Ord. 1521 § 2, 1989: Ord. 126 § 2, 1949).

Chapter 5.20 CABARET DANCES

Sections:

5.20.010 Cabaret dance defined.

5.20.020 License required – Fees – Payment.

5.20.030 Application.

5.20.031 License – Criteria for approval – Reapplication – Appeals.

5.20.035 Renewals.

5.20.040 License regulations.

5.20.045 Criteria for suspension or revocation of license.

5.20.050 Conduct at dances.

5.20.060 Exceptions.

5.20.070 Penalty for violation.

5.20.020 License required – Fees – Payment.

(A) It is unlawful for any person, firm or corporation to operate or conduct a cabaret dance within the city without first having obtained and being the holder of a valid and subsisting license to do so, to be known as a “Cabaret Dance License.” The fee for any such cabaret dance license shall be set by council resolution. The entire annual license fee shall be payable for the applicable calendar year regardless of when the application for license is made and shall not be prorated for any part of the year. Annual license renewals shall be payable in full on February 1st of each subsequent calendar year of operation. The license required under this chapter is separate from and in addition to the business license issued under Chapter 5.04 RMC, which may also be required when applicable.

(B) No license to conduct a cabaret dance shall be granted unless the applicant therefor is of good moral character.

(Ord. 2546 § 2 (part), 2010: Ord. 1480 § 7, 1989: Ord. 739 § 1, 1976: Ord. 404 § 1, 1966: Ord. 253 § 2, 1961).

Chapter 5.22
PUBLIC DANCES AND DANCE HALLS

Sections:

5.22.010 Definitions.

5.22.020 License required – Fee – Renewals.

5.22.030 License – Exemption and waiver of payment.

5.22.040 License – Application.

5.22.050 License – Criteria for approval – Reapplications.

5.22.055 Conditions upon issuance of license – Review of operations.

5.22.060 Appeal from denial or conditions.

5.22.062 Security personnel required.

5.22.063 Litter control – Security for cleanup.

5.22.066 Loitering on premises prohibited.

5.22.070 Revocation or suspension of license.

5.22.072 Age restrictions.

5.22.073 Hours of operation.

5.22.074 Public dances – Readmission fee.

5.22.076 Access – By police and fire officers.

5.22.078 License limited to licensee and location.

5.22.080 Applicability.

5.22.020 License required – Fee – Renewals.

(A) It is unlawful for any person to conduct a public dance within the city without first having obtained and being the holder of a valid and subsisting license for such activity, to be known as a public dance license; provided, however, that any holder of a valid and current cabaret license shall be exempt from the license provisions of this chapter. The annual fee for a public dance license shall be set by council resolution.

(B) The entire annual license fee shall be paid for the applicable calendar year regardless of when the application for license is made, and shall not be prorated for any part of the year. Annual license renewals shall be obtained and paid in full by February 1st of each calendar year.

(C) There shall be assessed and collected by the finance director an additional charge computed as a percentage of the license fee, on renewal applications not made, including payment of the required fee, on or before January 31st of each calendar year. The amount of said additional charge shall be set by council resolution.

(D) The license required under this chapter is separate from and in addition to the business license issued under Chapter 5.04 RMC, which may also be required when applicable.

(Ord. 2546 § 2 (part), 2010: Ord. 1480 § 8, 1989: Ord. 1319 § 2 (part), 1986).

Chapter 5.36 MUSIC BOXES

Sections:

5.36.010 Purpose.

5.36.020 Music box defined.

5.36.030 License required.

5.36.040 Application.

5.36.050 Issuance – Term.

5.36.060 Fees.

5.36.070 (Repealed by Ord. 1624.)

5.36.080 Operation of music boxes.

5.36.090 Revocation of license.

5.36.100 Penalty.

5.36.030 License required.

It is unlawful for any person, firm or corporation to place for operation, or any person, firm or corporation to operate within the city any music box, as herein defined, without first having obtained and being the holder of a valid and subsisting license in accordance with the provisions of this chapter. The licenses required under this chapter are separate from and in addition to the business license issued under Chapter 5.04 RMC, which may also be required when applicable.

(Ord. 2546 § 2 (part), 2010: Ord. 251 § 3, 1960).

Chapter 5.52
PUBLIC BATHHOUSES

Sections:

5.52.010 Purpose and scope.

5.52.020 Definitions.

5.52.030 Exemptions.

5.52.040 License – Required.

5.52.050 License – Fees.

5.52.060 License – Display required.

5.52.070 License – Probationary.

5.52.080 License – Application.

5.52.090 License – Issuance and renewal.

5.52.100 Premises – Inspection.

5.52.110 Premises – Condition.

5.52.120 Employee – License required.

5.52.130 Employee – Age restriction.

5.52.140 Unlawful to admit certain persons.

5.52.150 Unlawful to advertise without license.

5.52.160 Consumption of liquor on premises – Unlawful.

5.52.170 Business hours.

5.52.180 List of services required.

5.52.190 Public bathhouse attendant license – Application.

5.52.200 Public bathhouse attendant license – Issuance and renewal.

5.52.210 License – Application fee nonrefundable.

5.52.220 License – Expiration.

5.52.230 License – Suspension or revocation.

5.52.240 License – Denial – Hearing.

5.52.250 Penalty for violation.

5.52.040 License – Required.

(A) No person shall conduct, operate or maintain a public bathhouse without first obtaining a license as provided in this chapter.

(B) No person shall act as a public bathhouse attendant without first obtaining a license as provided in this chapter.

(C) The licenses required by this chapter are separate from and in addition to the business license issued under Chapter 5.04 RMC, which may also be required when applicable.

(Ord. 2546 § 2 (part), 2010; Ord. 1562 § 1 (part), 1990).

Chapter 5.56 TOW TRUCKS

Sections:

5.56.010 Definitions.

5.56.020 License – Required.

5.56.030 License – Application.

5.56.040 Registration certificate and inspection report required.

5.56.050 Proof of insurance and indemnification agreement.

5.56.060 License – Fee.

5.56.070 Ownership.

5.56.080 License – Approval.

5.56.090 Driver – Current list required.

5.56.100 Inspection.

5.56.110 Driver – Regulations.

5.56.120 Rates.

5.56.130 Location and base of operation.

5.56.140 Twenty-four hour service.

5.56.150 Impound and storage yards.

5.56.160 Charges – Preparation of towing bills.

5.56.170 License – Grounds for revocation.

5.56.180 Lifting and towing.

5.56.190 Emergency lighting.

5.56.200 Weight ratio.

5.56.210 Brakes – Performance ability.

5.56.220 Safety devices.

5.56.230 Enforcement.

5.56.240 Appeal.

5.56.250 Additional rules.

5.56.260 Other licenses required.

5.56.270 Penalty for violation.

5.56.020 License – Required.

It is declared to be essential to the public interest that no person shall be authorized or permitted to operate a tow truck business within the city limits of Redmond unless such person shall be the holder of a valid license to do so, issued by the city. The license required by this chapter is separate from and in addition to the business license issued under Chapter 5.04 RMC, which may also be required when applicable.

(Ord. 2546 § 2 (part), 2010; Ord. 577 § 2, 1972).

Chapter 5.60

CABLE COMMUNICATIONS SYSTEMS

Sections:

- 5.60.010 Purpose and intent.
- 5.60.020 Defined terms and phrases.
- 5.60.030 Franchise required.**
- 5.60.040 Franchise application required.
- 5.60.050 Initial franchise grants – Request for proposals.
- 5.60.060 Franchise processing costs.
- 5.60.070 Grant of franchise.
- 5.60.080 Term of franchise.
- 5.60.090 Franchise nontransferable.
- 5.60.100 Franchise area – Annexations.
- 5.60.110 Contents of franchise agreements – Relation to chapter.
- 5.60.120 Rate regulation.
- 5.60.130 Franchise fees and fees in lieu of franchise fees.
- 5.60.140 Bundled services.
- 5.60.150 Technical standards.
- 5.60.160 Public, education and government access channels.
- 5.60.170 Public access channel.
- 5.60.180 General financial provisions.
- 5.60.190 Indemnification.
- 5.60.200 Insurance.
- 5.60.210 Required approvals – Submission of plans and reports.
- 5.60.220 Access to rights-of-way.
- 5.60.230 General conditions upon construction, operation and repair.
- 5.60.240 Maintenance of and inspection of records.
- 5.60.250 Reports.
- 5.60.260 Inspection and testing of cable communications systems.
- 5.60.270 Copies of reports filed with other regulatory bodies.
- 5.60.280 Failure to report.
- 5.60.290 Other records required.
- 5.60.300 Exemptions.
- 5.60.310 Production of documents – Due diligence.
- 5.60.320 Liquidated damages for noncompliance.
- 5.60.330 Enforcement and remedies – Revocation.
- 5.60.340 Effect of termination or forfeiture.
- 5.60.350 Customer service standards – Generally.
- 5.60.360 Customer service standards – Operations.
- 5.60.370 Customer service standards – Notices and billing.
- 5.60.380 Further remedies.
- 5.60.390 Protection of city and residents.
- 5.60.400 Cable franchise renewals – Procedure.
- 5.60.410 Franchise transfers, assignments or change in control – Applications.
- 5.60.420 Franchise transfers, assignments or change in control – Contents of application.
- 5.60.430 Franchise transfers, assignments or change in control – City’s determination.
- 5.60.440 Legal qualifications.
- 5.60.450 Continuity of service.
- 5.60.460 Compliance with state and federal laws.
- 5.60.470 Notices.
- 5.60.480 Remedies cumulative.
- 5.60.490 Severability.

5.60.030 Franchise required.

No person may construct or operate a cable communications system within the rights-of-way of the city without a properly granted franchise awarded pursuant to this chapter, which franchise must be in full force and effect. To the extent permitted by law, all requirements herein with respect to or connected directly or indirectly a cable system shall also apply to an OVS franchise and OVS system and any process related thereto. The franchises required by this chapter are separate from and in addition to the business license issued under Chapter 5.04 RMC, which may also be required when applicable.

(Ord. 2546 § 2 (part), 2010: Ord. 2174 § 1 (part), 2003).

Chapter 5.68

LICENSING AND OPERATION OF ADULT ENTERTAINMENT FACILITIES

Sections:

PART A: GENERALLY

- 5.68.010 Purpose.
- 5.68.020 Scope.
- 5.68.030 Definitions.
- 5.68.040 Penalties.
- 5.68.050 Nuisance.
- 5.68.060 Activities not prohibited.

PART B: LICENSING REQUIREMENTS

5.68.070 License required.

- 5.68.080 Application for adult business license.
- 5.68.090 Application for manager's or entertainer's license.
- 5.68.100 Initial investigation.
- 5.68.110 Issuance and denial of licenses.
- 5.68.120 Renewal of licenses.
- 5.68.130 Nontransferability of licenses.
- 5.68.140 Suspension and revocation of licenses.
- 5.68.150 Appeal of denial, suspension, or revocation of license.
- 5.68.160 Inspections and public health and safety suspensions.
- 5.68.170 Recordkeeping requirements and monthly reports.
- 5.68.180 License requirement for existing adult entertainment facilities.

PART C: OPERATIONAL REQUIREMENTS

- 5.68.190 Regulations applicable to all adult entertainment facilities.
- 5.68.200 Regulations specifically applicable to adult cabarets.
- 5.68.210 Regulations specifically applicable to adult arcades.

PART B: LICENSING REQUIREMENTS

5.68.070 License required.

- (A) It is unlawful for any person to operate an adult entertainment facility unless that person is the holder of a valid adult business license issued by the finance director under this chapter.
- (B) It is unlawful for any person to work as a manager in an adult entertainment facility unless that person is the holder of a valid manager's license issued by the finance director under this chapter.
- (C) It is unlawful for any person to work or perform as an entertainer in an adult entertainment facility unless that person is the holder of a valid entertainer's license issued by the finance director under this chapter.
- (D) It is unlawful for any person to work or perform as an escort unless that person is the holder of a valid entertainer's license issued by the finance director under this chapter.
- (E) It is unlawful for any person to work or perform as a nude or semi-nude model in an adult entertainment facility unless that person is the holder of a valid entertainer's license issued by the finance director under this chapter.
- (F) It is unlawful for the owner or operator of an adult entertainment facility to employ a person to work as a manager at the adult entertainment facility unless that person is licensed as a manager under this chapter.
- (G) It is unlawful for the owner or operator of an adult entertainment facility to employ a person to work or perform as an entertainer at the adult entertainment facility unless that person is licensed as an entertainer under this chapter.
- (H) It is unlawful for the owner or operator of an adult entertainment facility to employ a person to work or perform as an escort unless that person is licensed as an escort under this chapter.

(I) It is unlawful for the owner or operator of an adult entertainment facility to employ a person to work or perform as a nude or semi-nude model unless that person is licensed as a nude or semi-nude model under this chapter.

(J) The licenses required by this chapter are separate from and in addition to the business license issued under Chapter 5.04 RMC, which may also be required when applicable.

(Ord. 2546 § 2 (part), 2010: Ord. 1966 § 3, 1998: Ord. 1920 § 3, 1996).

Chapter 5.75

BUSINESS LICENSE FOR TELECOMMUNICATIONS CARRIERS AND PROVIDERS

Sections:

5.75.010 Purpose of telecommunications business license registration.

5.75.020 Definitions.

5.75.030 Telecommunications business license required.

5.75.040 Business license fee.

5.75.050 General penalties.

5.75.060 Other remedies.

5.75.070 Fees and compensation not a tax.

5.75.030 Telecommunications business license required.

(1) All cable operators, telecommunications carriers, and telecommunications providers who offer or provide any cable service or telecommunications service for a fee directly to the public, either within the city, or outside the corporate limits, from cable or telecommunications facilities within the city shall, on an annual basis, apply for and obtain a telecommunications business license and occupation registration from the city pursuant to this chapter on forms to be provided by the city, which shall include the following:

(A) The identity and legal status of the applicant, including any affiliates;

(B) The name, address, telephone number, and title of the officer, agent or employee responsible for the accuracy of the telecommunications business registration application statement;

(C) A description of applicant's existing or proposed facilities within the city;

(D) A description of the service that the applicant intends to offer or provide, or is currently offering or providing, to persons, firms, businesses or institutions within the city, or to those outside the city limits using facilities located within the city;

(E) Information sufficient to determine whether the applicant is subject to the public way permitting and/or franchising requirements imposed by Chapters 5.60 and 12.14 RMC;

(F) Information sufficient to determine whether the transmission, origination or receipt of the services provided or to be provided by the applicant constitutes an occupation or privilege subject to any municipal telecommunications tax, utility tax or other occupation tax imposed by the city;

(G) Information sufficient to determine that the applicant has applied for and received any certificate of authority required by any federal or state agency to provide telecommunications services or facilities within the city; and

(H) Information sufficient to determine that the applicant has applied for and received any construction permit, operating license or other approvals required by the Federal Communications Commission to provide services or construct facilities within the city.

(2) All person required to obtain the license issued under this chapter must comply with RMC 12.14.030 and also obtain a city business license issued under Chapter 5.04 RMC.

(Ord. 2546 § 2 (part), 2010: Ord. 1927 § 1, 1997).

Chapter 5.80
SHOOTING SPORTS FACILITIES

Sections:

5.80.020 Definitions.

5.80.030 License required.

5.80.040 Operating without a license prohibited.

5.80.050 Denial, suspension or revocation of license.

5.80.060 Operating license fee.

5.80.065 License amendment.

5.80.070 License renewal.

5.80.080 Operating standards and specifications.

5.80.090 Liability.

5.80.100 Complaint process.

5.80.110 Hiring consultants and investigators.

5.80.120 Appeals.

5.80.130 Penalty.

5.80.200 Severability.

5.80.030 License required.

(1) The operators of all existing shooting sports facilities shall apply for an operating license no later than three months from the effective date of this chapter. If an operating shooting facility is annexed to the city of Redmond, the shooting facility operator shall apply for an operating license no later than three months from the effective date of the annexation. The operating license required by this chapter is separate from and in addition to the business license issued under Chapter 5.04 RMC, which may also be required when applicable.

(2) The operator of each new shooting sports facility shall apply for an operating license at the time of application for building permits or land use permits necessary for the new facility. The application shall be made on a form prescribed by the administrator and shall include all of the following information:

- (a) The name, address, and telephone number of the person completing the application;
- (b) The name, address, and telephone number of the facility;
- (c) The names, addresses, and telephone numbers of all owners of the facility. If the owner is a partnership, the names, addresses and telephone numbers of all partners. If the owner is a corporation, the names, addresses and telephone numbers of all corporate officers;
- (d) The name, address, and telephone number of a designated contact person to whom all licensing correspondence, including any notices and complaints provided for in this chapter, shall be sent. It is the responsibility of the shooting sports facility to keep this contact information updated in writing throughout the duration of any license and the owners and operators agree, by submitting an application and obtaining a license, that notice to the contact person at the last address provided to the administrator in writing is proper notice to the owners and operators of the facility;
- (e) The shooting types allowed or proposed to be allowed at the facility;
- (f) Repealed by Ord. 2485;

(g) Repealed by Ord. 2485;

(h) Whether use of the facility will be open to the public, open only to private membership, open to organizational training such as law enforcement, or any combination of the above;

(i) The site plan required by RMC 5.80.080(A)(3) showing the location of all buildings, parking areas, and access points; safety features of the facility; elevations of any outdoor range showing target areas, backstops or butts; and the approximate location of buildings on adjacent properties;

(j) The notarized certification required by subsection (3) of this section;

(k) The operations plan required by RMC 5.80.080(A)(4);

(l) The applicant shall pay the non-refundable application fee and license fee established by this chapter at the time of application; and

(m) Proof of liability insurance coverage in the amount required by RMC 5.80.080(A)(20) shall be submitted with the license application.

(3) Every application for a shooting sports facility operating license shall be accompanied by a notarized certification by the shooting sports facility operator that the facility complies with this chapter, meets commonly accepted shooting facility safety and design practices, and will be operated in a manner that protects the safety of the general public.

(4) After receipt of an application for a shooting sports facility operating license, the administrator will make a determination as to whether or not such application is complete. If the application is not complete, the applicant shall be so notified and the application shall not be processed further until such time as the applicant completes it. When the application is complete, the administrator will forward copies of the same to the public safety authority, the City of Redmond Planning and Community Development Department, and any other city department or city personnel deemed appropriate by the administrator in order to determine whether the shooting sports facility meets the requirements of this chapter and any other applicable city ordinance or regulation. Each consulted department or staff member shall review the application for compliance with regulations administered by that department or staff member and shall forward a report to the administrator containing the results of that review. The administrator may request additional information from the license applicant as necessary to review the license application; provided, that such additional information is solely of a type required for clarification of responses to subsections (2)(a) through (2)(m) and (3) of this section.

(5) By applying for and as a condition of issuance of a shooting sports facility operating license, the shooting sports facility operator agrees to permit representatives of the public safety authority and any other appropriate city personnel to enter the facility at all reasonable times in order to perform site inspections in regard to licensure or any public safety concerns. Prior notification of such inspections will be given to the operator when reasonably possible.

(6) The administrator shall issue a shooting sports facility operating license upon determining that the facility meets the requirements of this chapter and other applicable city ordinances and regulations. The administrator shall make that determination after receiving the reports of the public safety authority and other consulted city departments and city personnel and only if the public safety authority and such consulted departments and personnel determine that the application and the facility are in full compliance with this chapter and any other applicable city ordinances or regulations. The license shall ordinarily be issued within thirty days of the filing of a complete application. Failure to issue the license within the thirty-day period shall not, however, mean that the license is approved. In the event that the administrator is unable to issue the license within the thirty-day time period, the administrator shall provide a report to the license applicant stating the reasons why the license will not or has not been issued within the prescribed time. The report shall also provide an estimate of time for completion of the licensing process.

(7) The shooting sports facility operating license issued under this chapter shall authorize only those shooting types that have been specifically applied for and that are identified in the license. The addition of new shooting types or the addition of a new range or ranges for existing shooting types at a shooting sports facility shall require amendment of the existing license before any such new shooting type is allowed. This section shall not relieve the applicant of any obligation to obtain any other required business license, land use, fire safety, or building permits or approvals, except shooting sports facilities in operation prior to the effective date of this chapter shall not be required to seek new land use, fire safety or building permits solely for issuance of a license. All facilities licensed under this subsection must conform to or abide by the City of Redmond's business license requirements as described in Chapter 5.04 RMC.

(8) This chapter shall not apply to shooting sports facilities owned or operated by any instrumentality of the United States, State of Washington, or a political subdivision of the State of Washington.

(Ord. 2546 § 2 (part), 2010; Ord. 2485 § 1 (part), 2009; Ord. 2122 § 1, 2002; Ord. 2120 § 1 (part), 2002)

Chapter 12.14

TELECOMMUNICATIONS

Sections:

Article I. General Provisions	12.14.560	Removal of Unauthorized Telecommunications Facilities.
12.14.010 Purpose.	12.14.570	Emergency Removal or Relocation of Telecommunications Facilities.
12.14.020 Definitions.	12.14.580	Damage to Telecommunications Facilities.
12.14.030 Business License Required.	12.14.590	Restoration of public ways, other ways, and City Property.
12.14.040 Application to Existing Franchise Ordinances, Agreements, Leases, and Permits -- Effect of Other Laws.	12.14.600	Duty to Provide Information.
12.14.050 Relief.	12.14.610	Leased Capacity.
12.14.060 Other Remedies.	12.14.620	Insurance.
12.14.070 Fees and Compensation Not a Tax.	12.14.630	General Indemnification.
12.14.075 Single Master Permit.	12.14.640	Security Fund.
Article II. Master Permits	12.14.650	Restoration/Performance/Warranty Bond.
12.14.080 Master Permit.	12.14.660	Coordination of Construction Activities.
12.14.090 Entire City.	12.14.670	Assignments or Transfers of Grant.
12.14.100 Master Permit Application.	12.14.680	Transactions Affecting Control of Grant.
12.14.110 Approval/Denial of Master Permit.	12.14.690	Revocation or Termination of Grant.
12.14.120 Appeal of Director's Decision.	12.14.700	Notice and Duty to Cure.
12.14.130 Term of Master Permit.	12.14.710	Hearing.
12.14.140 Compensation to the City.	12.14.720	Standards for Revocation or Lesser Sanctions.
12.14.150 Repealed.	12.14.730	Incorporation by Reference.
12.14.160 Renewal of Master Permit.	12.14.740	Notice of Entry on Private Property.
12.14.170 Standards for Renewal of Master Permit.	12.14.750	Safety Requirements.
12.14.180 Obligation to Cure as a Condition of Renewal.	12.14.760	Repealed.
12.14.185 Pre-application Conference.	12.14.770	Responsibilities of the Owner.
Article III.	12.14.780	Additional Ducts or Conduits.
12.14.190 –	Article VI. Construction Standards	
12.14.280 Repealed.	12.14.800	General Construction Standards.
Article IV. Facilities Lease	12.14.810	Right-of-Way Use Permit or Small Cell Permit Required.
12.14.290 Facilities Lease.	12.14.820	Construction Codes.
12.14.300 Lease Application.	12.14.830	Applications.
12.14.310 Determination by the City.	12.14.840	Engineer's Certification.
12.14.320 Term of Facilities Lease.	12.14.850	Traffic Control Plan.
12.14.330 Interference with Other Users.	12.14.860	Issuance of Permit.
12.14.340 Repealed.	12.14.870	Appeal of Director's Decision.
12.14.350 Repealed.	12.14.880	Compliance with Right-of-Way Use Permit or Small Cell Permit.
12.14.360 Compensation to the City.	12.14.890	Display of Right-of-Way Use Permit or Small Cell Permit.
12.14.370 Amendment of Facilities Lease.	12.14.900	Survey of Underground Telecommunications Facilities.
12.14.380 Repealed.	12.14.910	Repealed.
12.14.390 Obligation to Cure as a Condition of Renewal.	12.14.915	Noncomplying Work.
Article V. Conditions of Master Permits	12.14.920	Completion of Construction.
12.14.400 Purpose.	12.14.930	Record Drawings.
12.14.410 Non-Exclusive Grant.	12.14.940	Restoration After Construction, Installation, Maintenance, Repair or Replacement.
12.14.420 Rights Granted.	12.14.950	Landscape Restoration.
12.14.430 Fee for recovery of City costs.	12.14.960	Construction Surety.
12.14.440 Repealed.	12.14.970	Above-Ground Telecommunications Facilities.
12.14.450 Acceptance.	12.14.980	Severability.
12.14.460 Police Power.	Article VII. Small Cell Permits	
12.14.470 Rules and Regulations by the City.	12.14.990	Master Permit Required.
12.14.480 Location of Telecommunications Facilities.	12.14.1000	Small Cell Permit application contents.
12.14.490 Compliance with One-Number Locator Service.	12.14.1010	Small Cell Permit application completeness review.
12.14.500 Interference with the public ways.	12.14.1020	Review process.
12.14.510 Damage to Property.	12.14.1030	Facilities Lease for Small Cell Facilities.
12.14.520 Notice of Work.	12.14.1040	Shorelines and Critical Areas.
12.14.530 Maintenance of Telecommunications Facilities.	12.14.1050	Consolidated Permit.
12.14.540 Relocation or Removal of Telecommunications Facilities.	12.14.1060	Modifications to Small Cell Facilities.
12.14.550 Building Moving.		

12.14.030 Business License Required.

A City of Redmond Business License as issued under the provisions of Chapter 5.04 RMC, is required, and all other terms and conditions of this Chapter must be adhered to by all Telecommunications providers.

(Ord. 2965 § 2 (part), 2019; Ord. 2925 § 2 (part), 2018; Ord. 2175 § 1 (part), 2003).

Redmond New Zoning Code

ARTICLE VII

DEFINITIONS

RZC 21.78

DEFINITIONS

H DEFINITIONS

Home Business. A business activity which results in a product or service and is conducted in whole or in part on a residential premises and is clearly subordinate to use of the premises as a residence. Home business does not include any business activity relating to marijuana.

(Ord. 2744) Effective on: 6/28/2014

Redmond Community Development Guide

20C

Land Use Regulations

20C.30.15

Residential Zones

20C.30.15-010 Purpose.

The purpose of this division is to describe the desired intent for development in each residential zone of Redmond. The zones range in character and intensity from rural to semi-rural, suburban and urban. The intent of each zone is based on the policies contained in the City of Redmond Comprehensive Plan (RCDG Title 20B) and the Comprehensive Land Use Designations as defined in Policies LU-32 through LU-35 of RCDG Title 20B. To complement the primarily residential nature of these zones, churches, schools, parks, and homebusinesses, as well as a limited number of other uses are also allowed in residential zones. (Ord. 2126; Ord. 1901)

20C.30.60

Home Business.

20C.30.60-010 Purpose.

The purpose of the home business regulations is to allow for limited commercial activity within residences while ensuring that all commercial activity remains incidental to the residential use and does not interfere with the residential character of the neighborhood through noise, traffic, safety hazards, or other public nuisances that may be generated by the commercial activity.

(Ord. 1901)

20C.30.60-020 Applicability.

Home businesses are allowed in all residential zones of the City as an accessory use to an existing dwelling unit. A business license shall be required for all Redmond Home Occupation Businesses. The Planning Director shall act as the final approval authority for all home business license applications. In addition, the Planning Director may impose conditions to mitigate any potential adverse impacts on surrounding uses and may consider the need to limit the hours of operation of a home business.

(Ord. 1901)

20C.30.60-030 Requirements.

The following standards shall apply to all home businesses. An applicant wishing to apply for a business license for a home business must demonstrate compliance with these standards prior to obtaining a business license.

- (1) **Location.** A home business shall be carried on wholly within the principal building or within an accessory structure. No home business nor any storage of goods, materials, or products connected with a home business shall be allowed outside of the principal building or accessory structure, except as allowed for family day care providers. Where an accessory dwelling unit exists, a home business may be conducted in either the primary dwelling unit or the accessory dwelling unit, but not both.
- (2) **Number.** Any number of home businesses may be conducted within any single dwelling unit, including an accessory dwelling unit and all accessory structures, provided that the combined impacts of any and all businesses do not exceed the limits set forth in this section.
- (3) **Size.** No more than 25 percent of the gross floor area of the principal dwelling unit may be used for the home business. In the case of home businesses being conducted within accessory structures or detached accessory dwelling units, there shall be no size restriction placed upon the usable area for the home business.
- (4) **Residency.** A home business must be conducted by a family member who resides in the dwelling unit. Floor space in either the primary dwelling unit or an accessory structure may not be rented out to persons not residing within the primary dwelling unit or accessory dwelling unit for business purposes. No more than one person outside the family group that resides on the premises shall engage in any business located on the premises.
- (5) **Restricted Materials.** No toxic, explosive, flammable, combustible, corrosive, etiologic, radioactive, or other restricted materials shall be used or stored on the site.
- (6) **Maintaining Residential Character.** The business shall be conducted in a manner which will not alter the normal residential character of the premises by exterior alteration of the property, expansion of parking, construction, creation of a separate entrance, the use of color, materials, lighting, signs (other than on the applicant's vehicle), exterior storage of materials, goods or merchandise, or by the emission of sound, electric interference, vibration, dust, glare, heat, smoke, odors or liquids.
- (7) **Business Traffic.** Visitors, customers, and/or deliveries shall be limited to two per hour. In any case, no combination of visitors, customers, and/or deliveries may exceed a total of eight per day.
- (8) **Vehicles.** Vehicles larger than 10,000 pounds gross weight shall not be operated out of the premises or park on the property or adjacent streets. No more than one vehicle used in the business may be parked on the premises or operated out of the premises.
- (9) **Parking.** The home business shall not displace or impede the use of required parking spaces for primary or accessory dwelling units.
- (10) **Utility Demand.** Utility demand (water, sewer, or garbage) shall not exceed normal residential levels.
- (11) **Applicable Codes.** Structures must meet City building, construction, fire and land use regulations.

(12) Motor Vehicle-Related Home Businesses.

- (a) Office-only activities for motor vehicle-related uses may be allowed as home businesses, provided all other requirements of this section are met.
- (b) Office-only motor vehicle-related home businesses and stock-in-trade within the residence may be allowed, provided that the following activities related to the office use are performed at other locations: washing and waxing, paint striping and detail application, window repair or replacement, and repairing and tuning of boats.
- (c) Except as provided in subsections (9) and (12)(b) of this section and for businesses legally licensed as such within the City of Redmond as of June 14, 1995, no motor vehicle-related businesses shall be allowed as home businesses, including, but not limited to: auto, truck, or heavy equipment repair; body work, welding, detailing, or painting; or taxicab, van shuttle, limousine, or other transportation services.

(13) Family Day Care Providers.

- (a) Family day care providers are permitted as home businesses. All other day care providers are prohibited in all residential zones except the R-20 and R-30 zones.
- (b) Family day care providers shall obtain a business license and maintain the City of Redmond license as long as the use operates.
- (c) The family day care provider shall not care for more than 12 children at any time.
- (d) Family day care facilities are required to adhere to all standards prescribed in this section for home businesses, except that:
 - (i) Family day care facilities are exempt from the limitations on business traffic to and from the facility as specified in subsection (7) of this section;
 - (ii) The amount of gross floor area within the principal dwelling unit that may be devoted to the family day care business shall be the minimum number of square feet required by the State, or 25 percent of the total gross floor area, whichever is the greater.
 - (iii) Family day care providers may have two additional employees on the premises at a time outside the family group that reside on the premises engaged in the family day care home business.
- (e) Family day care providers may operate from 5:30 a.m. to 9:00 p.m.
- (f) Family day care providers shall comply with all building, fire, safety, and health codes.
- (g) Family day care providers shall obtain all required state approvals. The State shall certify that the proposed family day care provider will have a safe passenger-loading area. The family day care provider shall provide the City with a copy of the state license.

(Ord. 2401; Ord. 1901)

Citation	Comments
Chapter 5.04 List of Sections	Revised the title of section 5.04.084
5.04.030 (B)	Modified the definition of 'business license' to accommodate the document that will be issued through BLS. Also embedded a comment into the text of the document regarding the self-service portal that will allow licensees to procure their own reprints and/or duplicates of the license.
5.04.030 (C)	Embedded a comment into the text of the document regarding clarifying the use of 'temporary' in this definition refers to actual employees of a licensed business as opposed to how the same term is used later to refer to staff provided by a temporary staffing agency.
5.04.030 (F) NEW Subsection	Added "independent contractor" to definition of "person" per DOR recommendations to provide clarity
5.04.030 (I) NEW Subsection	Added a definition for 'BLS'.
5.04.040 (A)	A couple minor technical changes, plus a comment embedded into the text suggesting discussing the treatment of allowing some independent contractors reported as an employee of the business to which the contractor is providing services under certain circumstances; this was addressed when model ordinance was adopted in Dec, 2018, codified in this chapter as subsections 5.04.030 D and 5.04.130 A.10, considering deletion of this portion in view of overall consistency, and to avoid potential confusion; and including "independent contractor" in the definition of "Person (5.04.030 (F)) as one of the entities needing to hold a city business license without the current exemption provision.
5.04.040 (A) (1)	Embedded a comment indicating the reporting requirement for businesses utilizing independent contractors is not anticipated to be supported through BLS, and would need to continue to be administered by the city.
5.04.040 (B) & (C)	Based on the assumed intent of these two subsection, some technical changes are suggested to clarify and make it more compatible with the BLS process.
5.04.045 (A) (2)	Added a clarifying term to show the temporary 'master event license' would continue to be administered by the city outside of the BLS process.
5.04.050 (A) (1), (2), & (6)	Modified the language to accommodate how the duties may be changed to accommodate the BLS process, and what would remain administered through the city and not BLS.

Citation	Comments
5.04.060 (A)	Modification made as to the process in which the city approves the issuance made through BLS (as opposed to directly issuing the license). Since the section would already be opened for revision, other minor technical changes are also suggested in the section.
5.04.070	Several changes suggested throughout the section reflecting changes necessary to accommodate the BLS process.
5.04.080 (A) & (B)	<p>Suggested some simplification in these two main subsections for readability. Moved some duplicative content from the two and placed it in a separate, new subsection; see new subsection (K) - subsection (K) removed after further discussion with DOR as allocation is based on the base fee, not a percentage.</p> <p>Also removed all references to "Reporting by FTE Method" as BLS platform can accommodate a single fee structure, City has opted to use "Reporting by Hours Method" based on experience of "FTE" resulting in only full-time employees being reported, hours more sensibly includes reporting of part-time, seasonal, limited duration, etc.</p> <p>Suggested several technical updates throughout the section.</p>
5.04.080 (E) (1)	<p>Suggested a somewhat significant modification to the current fee exemptions extended to 'nonprofits'. The bottom line of the suggested changes:</p> <p>(a) Subsection would deal only with nonprofits <i>other than those of a religious nature</i>, continue to provide a fee exemption [only] if they provide proof of their federal tax-exempt status, and expanded the allowance of that tax exemption to be derived from the entire subparagraph (c) of section 501, and not just to subparagraph (3).</p> <p>(c) Because the IRS more frequently assumes religious organizations to be qualified tax exempt under 501(c)(3) without the organization needing to apply for, or the IRS issuing a letter of determination to the organization, many (most?) such religious organizations would not be able to fulfill a requirement of providing proof of that tax exemption, and so through the BLS process would be channelled to obtaining a full city license with full fees.</p> <p>The suggestion is to simply provide such religious organizations a full license exemption, both for the license and any fees that could otherwise be due.</p> <p>A further provision is added that if such a religious organization operates a commercial business activity, it would be fully liable for a full license and full fees for that activity (for example, a church operating a retail bookstore).</p>
5.04.080 (F), (G), & (H)	Suggested several minor updates in these three subsections intended to better accommodate the BLS process.

Citation	Comments
5.04.080 (K) NEW Subsection	Inserted the city's allocation of license fees that was duplicated in both subsections (A) and (B). Also changed the dollar amount of the allocations to a percentage (intended to avoid needing to change the allocation every time the fee amount changed - unless either the ratio and/or destination funds were to change). - COR revised DOR recommendation, allocation is calculated on the base fee, not a percentage allocation, thus removed new DOR proposed section and added proper text back to subsection A
5.04.084 Section title	Suggested to modify the title of this section to better clarify its subject matter being different that the usage of the term 'temporary employees' as used in 5.04.030.
5.04.084 (5)	Added separation of the requirement for reporting the use of an employment service agency from the BLS process. The reporting/collection of this information is assumed to continue to be administered by the city, outside the BLS process.
5.04.085	Because of the BLS proration/synchronization process the license expiration date will no longer be strictly on a single calendar date (currently 12/31). Therefore, if the city wishes to continue to assess its own late penalty in addition to the BLS penalty required by statute, revision to this section is offered that would approximate the timing of the city penalty in a manner similar to what is currently in this section. The other option is if the city wishes to forego this penalty to simply repeal this section. COR has modified the penalty for late payment/renewal fee structure to provide improved clarity and understanding to businesses, more effective and efficient management of collection by staff, relief for businesses (removed 100% penalty tier), and better alignment with BLS and other jurisdictions.
5.04.090 (B)	Suggested revisions and inserted the description of the new process to accommodate the BLS renewal process.
5.04.090 (C) & (D)	Added description for the process of a location change to accommodate the BLS process.
5.04.090 (F) NEW Subsection	Inserted a description related to the change in ownership of a business, as would be handled through BLS.
5.04.100	Various adjustments suggested to provide separation between process handled through BLS and that which remains with the city.
5.04.130 (A) (4)	Suggest clarifying the wording made in the negative, of when a license is not required, to provide for the positive condition of when a business license becomes required.

Citation	Comments
5.04.130 (A) (9)	Modified list of community special events (no impact to BLS work, simply using this opportunity to update code appropriately)
5.04.140 (8) NEW Subsection	Inserted a new subsection indicating the condition of not maintaining a license in good standing (i.e., failing to renew, etc.) as another ground for [revocating] the license; in support of the new process in 5.04.090 (B).
5.05.020 (A) & (B)	Inserted a statement that the license(s) required by this chapter are separate from the business license of chapter 5.04.
5.08.020 (A)	Inserted a statement that the license(s) required by this chapter are separate from the business license of chapter 5.04.
5.10.010	Inserted a statement that the license(s) required by this chapter are separate from the business license of chapter 5.04.
5.12.020 5.12.030	Inserted a statement that the license(s) required by this chapter are separate from the business license of chapter 5.04.
5.16.010	<p>Updated the text of the title of the section of King County code to reflect the current text of that section title. Also deleted a reference to a section of the K>C> code that no longer exists.</p> <p>No need to indicate a separation between the taxi license and the city business license since that is already stated in RMC 5.16.020.</p>
5.20.020 (A)	Inserted a statement that the license(s) required by this chapter are separate from the business license of chapter 5.04.
5.22.020 (D) NEW Subsection	Inserted a statement that the license(s) required by this chapter are separate from the business license of chapter 5.04.
5.36.030	Inserted a statement that the license(s) required by this chapter are separate from the business license of chapter 5.04.
5.52.040 (C) NEW Subsection	Inserted a statement that the license(s) required by this chapter are separate from the business license of chapter 5.04.

Citation	Comments
5.56.020	Inserted a statement that the license(s) required by this chapter are separate from the business license of chapter 5.04.
5.60.030	Inserted a statement that the franchise required by this chapter is separate from the business license of chapter 5.04.
5.68.070 (J) NEW Subsection	Inserted a statement that the license(s) required by this chapter are separate from the business license of chapter 5.04.
5.75.030 (1) & (2) Renumbered the existing text as subsection (1) to accommodate inserting a NEW subsection (2)	Inserted a statement that the license(s) required by this chapter are separate from the business license of chapter 5.04.
5.80.030 (1)	Inserted a statement that the license(s) required by this chapter are separate from the business license of chapter 5.04.
12.14.030	Added a citation to chapter 5.04 to clarify the 'business license' required by this section.
20C.30.60-020	Embedded a comment into this section as a point of notice that BLS intends to issue a license for Home Occupations with a unique title for the license "endorsement" issued. (Note, no revisions suggested other than terminology of "Home Occupation Business" to align with BLS terms, simply a point of information, will be working with Planning to implement this proposed change during the 2021 code cleanup effective in Q1 2022).



City of Redmond

15670 NE 85th Street
Redmond, WA

Memorandum

Date: 1/26/2021

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

File No. CM 21-023

Type: Committee Memo

Committee Work Plan Updates for 2021



City of Redmond City Council

Finance, Administration and Communications Committee: Committee Workplan – 2020

Quarter	Finance	Administration/HR	Communications	Information Technology
1 st	<ul style="list-style-type: none"> • Monthly Financial Reports • Quarterly OT Report • Budget Planning Overview • Sound Transit Easement Releases • Fire Department Master Plan Consultant Agreement 	<ul style="list-style-type: none"> • Committee Workplan • Refugee Resettlement Discussion • Pay Plan “N” Update 	<ul style="list-style-type: none"> • Communications Update 	<ul style="list-style-type: none"> • Records Management Project Update
2 nd	<ul style="list-style-type: none"> • Monthly Financial Reports • Quarterly Financial Report • Long Range Financial Strategy • Fiscal Policy Review • Quarterly OT Report • Potential: Budget Adjustment • Budget Update 	<ul style="list-style-type: none"> • Community Strategic Plan Progress Report • Fire contact approval • Safety Program update • Compensation/Classification Project Update • Training Update (Navigation Series) • Workforce Management update 	<ul style="list-style-type: none"> • Monthly Communications Update • Communications and Outreach Strategic Plan Framework 	<ul style="list-style-type: none"> • Cable Franchise Renewal: Contract Preparation Update • Smart City Program • TIS/Big4 Project Update
3 rd	<ul style="list-style-type: none"> • Monthly Financial Reports • Quarterly Financial Report • Quarterly OT Report • CIS/TIP Update • Budget Study Session Calendar 	<ul style="list-style-type: none"> • Community Strategic Plan Progress Report • Benefits updates • Workforce Management Update • Compensation/Classification Project Update • Benefit updates/open enrollment 	<ul style="list-style-type: none"> • Monthly Communications Update • Annual Citizen Surveys and new options • Council community outreach/communication options • 	<ul style="list-style-type: none"> • Frontier/NW Fiber Cable Franchise Renewal City Data Program

Approved May 19, 2020



4 th	<ul style="list-style-type: none">• Monthly Financial Reports• Quarterly Financial Report• Quarterly OT Report• Potential: Budget Adjustment• Preliminary Budget Overview	<ul style="list-style-type: none">• Committee Holiday Schedule• Year-end pay plan changes• Final benefit changes• Compensation/Classification Update	<ul style="list-style-type: none">• Monthly Communications Update• Communications and Community Involvement Year in Review	<ul style="list-style-type: none">• TIS/Big4 Update• Smart City Program
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