

City of Redmond



Agenda

Regular Business Meeting

Tuesday, April 6, 2021

7:00 PM

**Remote Viewing: [Redmond.gov/rctlive](https://redmond.gov/rctlive), Facebook (@CityofRedmond),
Comcast Channel 21, Ziply Channel 34, or listen at 510-335-7371**

City Council

Mayor

Angela Birney

Councilmembers

Tanika Kumar Padhye, President

Jeralee Anderson, Vice-President

David Carson

Steve Fields

Jessica Forsythe

Varisha Khan

Vanessa Kritzer

REDMOND CITY COUNCIL

AGENDA SECTION TITLE REFERENCE GUIDE

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

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

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

Staff Reports are made to the Council by the department directors on issues of interest to the Council which do not require Council action.

The **Ombudsperson Report** is made by the Councilmember who is serving as ombudsperson. The ombudsperson designation rotates among Council members on a monthly basis. She/he is charged with assisting citizens to resolve problems with City services. Citizens may reach the ombudsperson by calling the Mayor's office at (425) 556-2101.

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

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

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

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

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

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

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

Redmond City Council Agendas, Meeting Notices, and Minutes are available on the City's Web Site:

<http://www.redmond.gov/CouncilMeetings>

FOR ASSISTANCE AT COUNCIL MEETINGS FOR THE HEARING OR VISUALLY IMPAIRED:

Please contact the City Clerk's office at (425) 556-2194 one week in advance of the meeting.

I. SPECIAL ORDERS OF THE DAY

- A. PROCLAMATION: Sexual Assault Awareness Month - April 2021

[Proclamation](#)

- B. PROCLAMATION: Poetry Month - April 2021

[Proclamation](#)

- C. COVID-19 Update

II. ITEMS FROM THE AUDIENCE

Please contact the Clerk's Office at cityclerk@redmond.gov to provide comment. Please label written public comment as "Items from the Audience" (500 word limit) or verbal comment at the time of the meeting is available by contacting the Clerk's Office for coordination by 3 p.m. on April 6th.

III. CONSENT AGENDA**A. Consent Agenda**

1. Approval of the Minutes: March 16, 2021, Special Meeting and Regular Business Meeting, (Digital recordings of Regular City Council meetings are available for purchase by contacting the City Clerk's Office, and on-demand videos are available online.)

[Special Meeting Minutes for March 16, 2021](#)

[Regular Meeting Minutes for March 16, 2021](#)

2. Approval of Payroll/Direct Deposit and Claims Checks

[Payroll Check Approval Register, March 25, 2021](#)

[Council Payroll Check Approval Register, March 31, 2021](#)

[Check Approval Register, April 6, 2021](#)

3. [**AM No. 21-042**](#) Administrative Updates to the Teamsters Police Support and Teamsters Police Officers Collective Bargaining Agreements
(Human Resources)

[Attachment A: Redlined Police Officer Collective Bargaining Agreement](#)

[Attachment B: Redlined Police Support Collective Bargaining Agreement](#)

4. [AM No. 21-043](#) Approval of the 2021-22 Go Redmond King County Metro Grant Contract
(Planning)

[Attachment A: Background Information](#)

5. [AM No. 21-044](#) Approval for Award of the Construction Contract for the Retaining Walls - Replacement and Installation - Redmond Way @ Willows Project to Kamins Construction Inc., in the Amount of \$1,078,733
(Public Works)

[Attachment A: Vicinity Map](#)

[Attachment B: Site Plan Overview](#)

[Attachment C: Bid Schedule Summary](#)

6. [AM No. 21-045](#) Adoption of a Resolution Rejecting all bids for the Pump Station 15 Abandonment Project

a. Resolution No. 1545: A Resolution of the City Council of the City of Redmond, Washington, Rejecting All Bids Received by the City on the Pump Station 15 Abandonment, Project No. 20021204
(Public Works)

[Attachment A: Background, Bid, and Fiscal Information](#)

[Attachment B: Resolution](#)

7. [AM No. 21-046](#) CIP Proviso Initial Report Acceptance
(Public Works)

[Attachment A: CIP Proviso Initial Report](#)

8. [AM No. 21-047](#) Confirmation of Appointments of Human Services Commission Members
(Executive)

B. Items Removed from the Consent Agenda

IV. HEARINGS AND REPORTS

A. Public Hearings

Please contact the Clerk's Office at cityclerk@redmond.gov to provide comment. Please label written public comment as "Public Hearing" (500 word limit) or verbal comment at the time of the meeting is available by contacting the Clerk's Office for coordination by 3 p.m. on April 6th.

1. [AM No. 21-048](#) City of Redmond IT Security Performance Audit Report from Office of the Washington State Auditor (SAO)
(Technology and Information Services)

[Attachment A: IT Security Performance Audit Report](#)

B. Reports

1. Staff Reports

- a. [AM No. 21-049](#) Long-Term Recovery Plan Update (LTRP)
(Planning/Fire)

[Attachment A: 2021 Q1 Long-Term Recovery Plan Update](#)

[Attachment B: 2021 Q1 Update of Recovery Strategies](#)

[Attachment C: Executive Summary](#)

[Attachment D: Long Term Recovery Plan](#)

- b. [AM No. 21-050](#) Updates to the King County Countywide Planning Policies, Including Growth Targets
(Planning)

[Attachment A: Staff Presentation](#)

[Attachment B: King County Presentation](#)

[Attachment C: King County Staff Report and Summary](#)

[Attachment D: King County Draft CPPs](#)

- c. [AM No. 21-051](#) 2020 Fourth Quarter Financial Report
(Finance)

[Attachment A: 2020 Fourth Quarter Financial Report](#)

2. Ombudsperson Report

Fields

3. Committee Reports

V. UNFINISHED BUSINESS

VI. NEW BUSINESS

- A. [AM No. 21-052](#) Approval of Amendments to the Non-Represented Pay Plan

(Human Resources)

[Attachment A: Non Represented Pay Plan Amendments](#)

[Attachment B: Supplemental NR Pay Plan Amendments](#)

- B. [AM No. 21-053](#) Approval of the Parks Department Recovery Plan

(Human Resources/Parks)

[Attachment A: Parks Recovery Plan](#)

[Attachment B: Presentation](#)

VII. EXECUTIVE SESSION

VIII. ADJOURNMENT



City of Redmond

15670 NE 85th Street
Redmond, WA

Memorandum

Date: 4/6/2021
Meeting of: City Council
Day

File No. SPC 21-033
Type: Special Orders of the

PROCLAMATION: Sexual Assault Awareness Month - April 2021



PROCLAMATION

- WHEREAS,** in Washington State, 45% of women and 22% of men report having experienced sexual violence in their lifetime; and
- WHEREAS,** in King County, 7,152 adults and children received specialized assistance in 2020 from organizations with programming for sexual assault victims; and
- WHEREAS,** rape is among the most underreported crimes for reasons that include a victim's fear of being disbelieved or further traumatized within systems designed to support them, and additional barriers, such as language, immigration status, gender bias, and systemic racism, further oppress and silence victims; and
- WHEREAS,** individual and community impacts of sexual violence are rooted in and compounded by racial, gender, sexual orientation, and other forms of oppression, and Black, Indigenous, other people of color, people living in poverty, LGBTQ people, elders, people with disabilities, and other people targeted by oppression are affected by sexual violence in significant and complex ways; and
- WHEREAS,** statewide, 29% of the survivors who were supported by a community sexual assault organization in 2019 identified as Black, Indigenous, and people of color, and of those identifying ethnicity, 21% identified as Latinx/Hispanic; and
- WHEREAS,** King County is home to many organizations that provide culturally and linguistically specific services for survivors from various racial, ethnic, faith, and cultural communities, survivors who are immigrants and refugees, survivors who are LGBTQ, and survivors with disabilities, and these culturally-specific services are critical to effectively respond to the specific needs and barriers many survivors face; and
- WHEREAS,** negative impacts of sexual violence trauma on women, men, children, and youth include fear, concern for safety, symptoms of post-traumatic stress disorder, injury, and missed work or school; and
- WHEREAS,** working together as a community, we can alleviate the trauma of sexual violence by ensuring supportive resources are available to all survivors, while standing up to harmful attitudes and behaviors that contribute to sexual assault;

NOW, THEREFORE, I, ANGELA BIRNEY, Mayor of the City of Redmond, Washington, do hereby proclaim April 2021 as

SEXUAL ASSAULT AWARENESS MONTH

and ask Redmond residents to join advocates and communities throughout King County in taking action to prevent sexual violence by standing with survivors, so that together, we commit to a safer future for all children, young people, adults, and families in our community.

Angela Birney, Mayor

April 6, 2021

Date

City Hall

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



City of Redmond

15670 NE 85th Street
Redmond, WA

Memorandum

Date: 4/6/2021
Meeting of: City Council
Day

File No. SPC 21-029
Type: Special Orders of the

PROCLAMATION: Poetry Month - April 2021

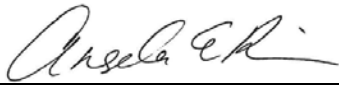
PROCLAMATION

- WHEREAS, the Academy of American Poets established April as National Poetry Month in 1996; and
- WHEREAS, National Poetry Month seeks to highlight the extraordinary legacy and ongoing achievement of poets, introduce people to the pleasures and benefits of reading poetry, bring poets and poetry to the public in immediate and innovative ways, and make poetry an important part of children's education; and
- WHEREAS, poetry has produced some of the nation's leading creative artists and has inspired other artists in fields such as music, theatre, film, dance, and the visual arts; and
- WHEREAS, poetry, as an essential part of the arts and humanities, affects every aspect of life today, including education, the economy, and community pride and development; and
- WHEREAS, the City of Redmond's Arts and Culture Commission and Cultural Arts Program strive to make poetry accessible to everyone in our community by providing unique art and cultural experiences that continue to build a high quality of life in Redmond through the Redmond Poet Laureate Program and poetry performances at community events; and
- WHEREAS, Redmond invests in poets and literary organizations through grants, partnerships, and commissions, and we are proud to see all cultural arts organizations grow in Redmond to strengthen Redmond's cultural, creative, and economic vibrancy; and
- WHEREAS, the Redmond Poet Laureate program produces a variety of programming and community engagement opportunities offered to Redmond residents and visitors to build a more literate and understanding community through poetry and the literary arts by broadening awareness of poetry and expressing the spirit of Redmond culture through poetry;

NOW, THEREFORE, I, ANGELA BIRNEY, Mayor of the City of Redmond, do hereby proclaim April 2021 as

POETRY MONTH

and encourage residents to participate in city, non-profit organizations, and private venue literary arts programs and follow the City of Redmond Facebook page for poems and poetic activities throughout the month of April.


Angela Birney, Mayor

April 6, 2021
Date



City of Redmond

15670 NE 85th Street
Redmond, WA

Memorandum

Date: 4/6/2021
Meeting of: City Council
Day

File No. SPC 21-030
Type: Special Orders of the

COVID-19 Update



City of Redmond

15670 NE 85th Street
Redmond, WA

Memorandum

Date: 4/6/2021
Meeting of: City Council

File No. SPC 21-031
Type: Minutes

Approval of the Minutes: March 16, 2021, Special Meeting and Regular Business Meeting, (Digital recordings of Regular City Council meetings are available for purchase by contacting the City Clerk's Office, and on-demand videos are available online.)

CALL TO ORDER AND ESTABLISHMENT OF QUORUM

A Special Meeting of the Redmond City Council was called to order by Mayor Birney at 6:30 p.m. The meeting was held remotely. Council members present and establishing a quorum were: Anderson, Carson, Forsythe, Kritzer and Padhye.

Councilmember Fields arrived at the meeting at 6:41 p.m.

Councilmember Khan was absent from the meeting.

The purpose of the special meeting was to interview candidates for the Library Board of Trustees and the Arts and Culture Commission.

Kris Anderson, Chair of the Library Board of Trustees, introduced Clara Yuan as the candidate for the Library Board of Trustees.

The candidate spoke regarding background, interest in the work of the board, and responded to Councilmember inquiries.

Discussion ensued regarding strengths, improvements, and reading.

Chris Weber, staff liaison for the Arts and Culture Commission, introduced Menka Soni and Cari Scotkin as candidates for the Arts and Culture Commission.

Each candidate spoke to their background, interest in the work of the commission, and responded to Councilmember inquiries.

Discussion ensued regarding favorite city arts event; vibrancy; Renton Mayor's Task Force; sustainability; and collaboration among the commissions.

ADJOURNMENT

There being no further business to come before the Council the special meeting adjourned at 6:57 p.m.

ANGELA BIRNEY, MAYOR

CITY CLERK

Minutes Approved: April 6, 2021

CALL TO ORDER AND ESTABLISHMENT OF QUORUM

A Regular Meeting of the Redmond City Council was called to order by Mayor Angela Birney at 7:00 p.m. The meeting was held remotely. Council members present and establishing a quorum were: Anderson, Carson, Fields, Forsythe, Khan, Kritzer and Padhye.

ITEMS FROM THE AUDIENCE

Mayor Birney opened Items from the Audience at this time.

The following person commented regarding holding a joint meeting with the City of Bellevue for planning of the Overlake Village and Northeast Bellevue areas.: Tom Hinman.

The following person commented regarding policies for sustainable development: David Morton.

There being no one else requesting to provide comment, Mayor Birney closed Items from the Audience at this time.

CONSENT AGENDA

MOTION: Councilmember Padhye moved to approve the Consent Agenda. The motion was seconded by Councilmember Anderson.

1. Approval of the Minutes: March 2, 2021, Regular Business Meeting, and March 9, 2021, Special Meeting
2. Approval of Payroll/Direct Deposit and Claims Checks

PAYROLL/DIRECT DEPOSITS AND WIRE TRANSFERS:

#110084 through #110090
#1287 through #1287

\$9,367.25

#186617 through #186628
#110091 through #110789
#1288 through #1292

\$3,548,519.19

CLAIMS CHECKS:

#431915 through #432121

\$5,552,307.46

3. AM No. 21-037¹: Adoption of the Resolution Approving the Housing Action Plan
 - a. Resolution No. 1544: A Resolution of the City Council of the City of Redmond, Washington, Approving the Housing Action Plan as a Guiding Document with Recommendations for Future Housing Policy, Planning, and Regulatory Amendments to Improve Housing Diversity, Quantity, and Affordability to Meet the Needs of All Economic Segments of the Community
4. AM No. 21-038: Approval of City of Redmond Utilities Strategic Plan
5. AM No. 21-039: Approve Revised Interlocal Agreement with the City of Kirkland for Willows Road Intertie
6. AM No. 21-040²: Confirmation of Appointments and Reappointments of Board and Commission Members

VOTE: The motion passed (7 - 0).

ITEMS REMOVED FROM THE CONSENT AGENDA

3. AM No. 21-037: Adoption of the Resolution Approving the Housing Action Plan
 - a. Resolution No. 1544: A Resolution of the City Council of the City of Redmond, Washington, Approving the Housing Action Plan as a Guiding Document with Recommendations for Future Housing Policy, Planning, and Regulatory Amendments to Improve Housing Diversity, Quantity, and Affordability to Meet the Needs of All Economic Segments of the Community

¹ This item was pulled from the Consent Agenda and discussed separately.

² This item was commented on.

MOTION: Councilmember Forsythe moved to approve AM No. 21-037. The motion was seconded by Councilmember Kritzer.

MOTION: Forsythe moved to amend Action 2.3 on page 37 to say "Whenever possible, sustainable building design options are preferred." Instead of "Where possible, sustainable building design options should be considered." The motion was seconded by Councilmember Kritzer.

Mayor Birney read the resolution title into the record.

Following Councilmember remarks,

VOTE: The motion to amend passed (6 - 1) with Councilmember Carson in opposition.

VOTE: The main motion as amended passed (7 - 0).

HEARINGS AND REPORTS

STAFF REPORT

- a. AM No. 21-041: Redmond 2050 Quarterly Update - First Quarter 2021

Beverly Mesa-Zendt, Deputy Director of Planning and Community Development, introduced this item. Jeff Churchill, Long Range Planning Manager, Beckye Frye, Principal Planner, and Caroline Chapman, Senior Planner, provided a report to the Members of the Council and responded to Councilmember inquiries.

OMBUDSPERSON REPORT

Councilmember Carson reported regarding Lime scooters; Items from the Audience comments; and not using city email for political purposes.

Councilmember Kritzer reported receiving resident contacts regarding increasing tower farms; bags to benches; and testified in support of the low carbon fuel standard.

COMMITTEE REPORTS

Councilmember Forsythe provided the following committee report:

- Eastside Human Services Forum Governance Committee.

MOTION: Councilmember Forsythe moved to approve the 2021 work plan for the Parks and Human Services Committee of the Whole. The motion was seconded by Councilmember Carson.

Following Councilmember remarks,

VOTE: The motion passed (7 - 0).

MOTION: Councilmember Carson moved to approve the 2021 work plan for the Planning and Public Works Committee of the Whole. The motion was seconded by Councilmember Padhye.

Following Councilmember remarks,

VOTE: The motion passed (7 - 0).

Councilmember Anderson provided the following committee report:

- Public Works Board.

Councilmember Kritzer provided the following committee reports:

- Sound Cities Association;
- King Conservation District; and
- Testified in support of affordable child care development.

Councilmember Padhye provided the following committee report:

- Sound Cities Association Equity and Inclusion Cabinet.

NEW BUSINESS

MOTION: Councilmember Fields moved request that Council Leadership prepare by April 30th, for a full Council approval, a high-level Council calendar for the remainder of 2021, and that committee work plans be updated within 30 days of approval. The motion was seconded by Councilmember Anderson.

Following Councilmember remarks,

MOTION: Councilmember Carson moved amend the motion to read that Council Leadership prepare by April 30th, for a full Council approval, a high-level Council calendar for the remainder

March 16, 2021

of 2021. The motion was seconded by
Councilmember Fields.

VOTE: The motion to amend passed (7 - 0).

VOTE: The main motion as amended passed (7 - 0).

ADJOURNMENT

The regular meeting adjourned at 8:15 p.m.

ANGELA BIRNEY, MAYOR

CITY CLERK

Minutes Approved: April 6, 2021



City of Redmond

15670 NE 85th Street
Redmond, WA

Memorandum

Date: 4/6/2021
Meeting of: City Council

File No. SPC 21-032
Type: Check Register

Approval of Payroll/Direct Deposit and Claims Checks

City of Redmond
Payroll Check Approval Register
Pay period: 3/1 - 3/16/2021
Check Date: 03/25/2021

Check Total:	\$ 35,278.60
Direct Deposit Total:	\$ 2,111,299.63
Wires & Electronic Funds Transfers:	\$ 1,435,335.06
Grand Total:	<u>\$ 3,581,913.29</u>

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


All Checks numbered **186629** through **186643** ,
Direct deposits numbered **110790** through **111482** , and
Electronic Fund transfers **1293** through **1297**
are approved for payment in the amount of **\$3,581,913.29**
on this **6 day of April 2021**.

Note:

City of Redmond
Payroll Final Check List
Pay period: 3/1 - 3/16/2021
Check Date: 03/25/2021

Total Checks and Direct deposit:	\$ 3,163,520.29
Wire Wilmington Trust RICS (MEBT):	\$ 418,393.00
Grand Total:	<u>\$ 3,581,913.29</u>

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

DocuSigned by:

49AEA1067BB4495...

Human Resources Director, City of Redmond
Redmond, Washington

City of Redmond
Payroll Check Approval Register
Pay period: 3/01 - 3/31/2021
Check Date: 3/31/2021

Check Total:	\$	-
Direct Deposit Total:	\$	8,244.34
Wires & Electronic Funds Transfers:	\$	2,562.43
Grand Total:	\$	<u>10,806.77</u>

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

All Checks numbered through ,
Direct deposits numbered **111483** through **111489** , and
Electronic Fund transfers **1298** through **1298**
are approved for payment in the amount of **\$10,806.77**
on this **6th day of April 2021**.

Note:

City of Redmond
Payroll Final Check List
Pay period: 3/01 - 3/31/2021
Check Date: 3/31/2021

Total Checks and Direct deposit:	\$	8,738.16
Wire Wilmington Trust RICS (MEBT):	\$	2,068.61
Grand Total:	\$	<u>10,806.77</u>

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

DocuSigned by:
Cathryn Laird
49AEA1067BB4495...

Human Resources Director, City of Redmond
Redmond, Washington

I, the Finance Director, do hereby certify to the City Council, that the checks for the month of March 2021 are true and correct to the best of my knowledge.

Kelley Cochran, Deputy Finance Director
City of Redmond
Redmond, Washington

We, the undersigned Councilmembers, do hereby certify under penalty of perjury that the materials have been furnished, the services rendered or the labor performed as described herein, that any advance payment is due and payable pursuant to a contract or is available as an option for full or partial fulfillment of a contractual obligation, and that the claim is a just, due and unpaid obligation against the City of Redmond, and that we are authorized to authenticate and certify to said claim. All checks numbered 432122 through 432461 and Wire Transfers are approved for payment in the amount of \$4,907,123.70

This 6th day of April 2021.



Memorandum

Date: 4/6/2021
Meeting of: City Council

File No. AM No. 21-042
Type: Consent Item

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

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

Human Resources	Lindsay Smith	Human Resources Analyst
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TITLE:

Administrative Updates to the Teamsters Police Support and Teamsters Police Officers Collective Bargaining Agreements

OVERVIEW STATEMENT:

The Redmond Police Association (RPA) was the previous union representative of the police officer and police support employees. Teamster Local No. 117 became the PERC certified union representative of police officer and police support employees as of September 22, 2020. Due to that certification, administrative changes to the collective bargaining agreements (CBAs) with each bargaining unit are required.

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

REQUESTED ACTION:

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

REQUEST RATIONALE:

- **Relevant Plans/Policies:**
RPA Police Commissioned CBA; RPA Police Support CBA
- **Required:**
RCW 35A.11.020
- **Council Request:**
N/A
- **Other Key Facts:**
Council previously reviewed and approved the RPA Police Commissioned and Police Support collective bargaining agreements.

OUTCOMES:

These CBAs set forth the working relationship between the City and the police officer and police support employees, and covers salaries, benefits, working conditions, and other information. These changes to the CBA as a result of Teamsters' representation are administrative in nature and include the following changes:

- Updated identification of union representative from "RPA" and "Association" to "Teamsters" and "Union"
- Added "unintended consequences" language and maintain Memorandum of Understanding (MOU)/Letter of Understanding (LOU) language (see Section 14.4 of Police Officer CBA and Section 13.4 of Police Support CBA)
- Updated formatting and signature blocks
- Added Appendix C, which includes an index of effective MOUs and LOUs
- Incorporated one existing MOU into language of Police Support CBA (see Section 5.4.1.1)

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:

These administrative changes do not affect wages, benefits, or working conditions, and as a result there are no fiscal impacts.

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

Budget Offer Number:

000232

Budget Priority:

Strategic and Responsive

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
2/23/2021	Committee of the Whole - Finance, Administration, and Communications	Receive Information
3/23/2021	Committee of the Whole - Finance, Administration, and Communications	Receive Information

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:

The administrative changes are intended to update the CBAs to reflect the employee groups' current union representation while maintaining the substance of the CBAs for the remainder of the term. If these changes are not approved, there will be continued internal and external confusion as to the union representation of these two employee groups.

ATTACHMENTS:

Attachment A: Redlined Police Officer Collective Bargaining Agreement
Attachment B: Redlined Police Support Collective Bargaining Agreement



Fully Recommended Settlement Offer
By and Between
City of Redmond (LEO) and
Teamsters Local Union No. 117
February 24, 2021

A G R E E M E N T

By and Between

TEAMSTERS LOCAL UNION NO. 117

Affiliated With The
International Brotherhood of Teamsters
Representing The Law Enforcement Officers



And

CITY OF REDMOND

Term of Agreement

September 22, 2020 through December 31, 2021



Fully Recommended Settlement Offer
By and Between
City of Redmond (LEO) and
Teamsters Local Union No. 117
February 24, 2021

~~AGREEMENT~~

~~by and between~~

~~CITY OF REDMOND, WASHINGTON~~

~~and~~

~~REDMOND POLICE ASSOCIATION~~

~~(Representing the Law Enforcement Officers)~~

~~January 1, 2019- December 31, 2021~~



AGREEMENT
by and between
CITY OF REDMOND, WASHINGTON
and
REDMOND POLICE ASSOCIATION

(~~Representing the Law Enforcement Officers~~)
January 1, 2019– December 31, 2021

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AGREEMENT
by and between
CITY OF REDMOND, WASHINGTON
and
REDMOND POLICE ASSOCIATION

(~~Representing the Law Enforcement Officers~~)
January 1, 2019 – December 31, 2021

THIS AGREEMENT is entered into by and between the CITY OF REDMOND, WASHINGTON (hereinafter referred to as the “Employer”), and ~~the REDMOND POLICE ASSOCIATION~~ TEAMSTERS LOCAL UNION NO. 117 (hereinafter referred to as the “~~Association~~ Union”).

ARTICLE 1
DEFINITIONS

1.1 “Employer” shall mean the City of Redmond, Washington.

1.2 “~~Association~~ Union” shall mean the ~~Redmond Police~~ Teamsters Local Union No. 117 ~~Association~~.

1.3 “Employee” shall mean an individual employed in the bargaining unit covered by this Agreement. The term “Employee” as used in this Agreement includes both male and female employees covered by this Agreement. In addition, wherever in this Agreement the masculine gender is used, it is intended that it will apply to the feminine gender as well except as provided in Article 12 Physical Fitness Plan.

1.4 “Bargaining Unit” shall mean the employees in the Redmond Police Department described in Article 2, Section 2.1.

1.5 “Regular Shift Change” shall mean a shift change on a regular basis (usually one hundred eighty days) or as a posted shift change because of military leave situation, training courses and special events, with at least four (4) calendar days posted notice given for the shift change, provided that no notice shall be required for shift changes of employees during their training period. This shall not preclude other appropriate shift changes made by mutual agreement or by the Employer for cause, provided that no cause shall be necessary for the employer to change an employee's shift at any time to another shift which is scheduled for substantially the same time period in the day.

1.6 “Domestic Partner” means a person who is part of a registered domestic partnership that is currently recognized as being in effect under RCW Chapter 26.60.

1.7 “Patrol Personnel” shall only include those assigned to the Patrol division and assigned to the Bike unit.



ARTICLE 2

RECOGNITION, ~~ASSOCIATION~~ UNION MEMBERSHIP, AND DUES DEDUCTION

21 Recognition - The Employer shall recognize the ~~Association~~ Union as the sole collective bargaining agent for all ~~regular~~ full-time and ~~regular~~ part-time law enforcement officers employed by ~~commissioned police officers of the City of Redmond Police Department~~ below the rank of Lieutenant, excluding elected officials, officials appointed for fixed terms, and confidential employees.

22 Payroll Deduction - Upon receipt of a voluntarily signed authorization by an employee covered by this Agreement, the Employer shall deduct from the employee's wage the regular monthly ~~Association~~ Union membership dues payable by the employee to the ~~Association~~ Union during the period provided for in the signed authorization. The Employer shall remit said monthly dues to the ~~Association~~ Union on a monthly basis.

23 Revocation - Employee may revoke Employee's authorization for Payroll deduction, after Employee provides written notice to the ~~Association~~ Union. Every effort will be made to end the deduction effective on the first payroll after the request is received from the ~~Association~~ Union to Human Resources.

2.4 Indemnification/Hold Harmless - The ~~Association~~ Union shall indemnify, defend and hold the Employer harmless against any claims made and against any suit instituted against the Employer based on or relating to an Employee authorization for payment of dues or service changes equivalent to the regular ~~Association~~ Union initiation fee and monthly dues, other than actions brought by the ~~Association~~ Union to enforce this Article. The ~~Association~~ Union shall refund to the Employer any amounts paid to it in error on account an Employee Authorization for payment of dues or service changes equivalent to the regular ~~Association~~ Union initiation fee and monthly dues upon presentation of proper evidence.

ARTICLE 3

~~ASSOCIATION~~ UNION RIGHTS

3.1 Association Union Officials Time Off - An ~~Association~~ Union official who is an employee in the bargaining unit (~~Association~~ Union Steward and/or a member of the Negotiation Committee) may, at the discretion of the Chief or the Chief's designee, be granted time off while conducting contract negotiations or grievance resolution, including arbitration proceedings, on behalf of the employees in the bargaining unit provided:

They notify the Employer at least forty-eight (48) hours prior to the time off, unless such notice is not reasonably possible;

The Employer is able to properly staff the employees' job duties during the time off; and



The wage cost to the Employer is no greater than the cost that would have been incurred had the ~~Association~~Union Official not taken time off.

The Employer shall endeavor to allow a minimum of two (2) members of the ~~Association~~Union's negotiation committee to attend negotiation sessions on on-duty time. Such members shall be designated by the ~~Association~~Union at least one (1) week in advance, where possible, and may include individuals assigned to other than day shift if the Employer determines that manning on that shift is adequate, without the necessity of overtime (such individuals shall be considered to be transferred to day shift for the day on which the negotiation session is held.) The Chief's approval pursuant to this Section shall not be unreasonably withheld.

32 Association ~~Union~~ Investigative and Visitation Privileges - ~~The President of the Representatives of the Association~~Union or other representative of the ~~Association~~Union may with the permission of the Chief or the Chief's designee visit the work location of employees covered by this Agreement at any reasonable time and location for the purpose of investigating grievances. Such representative's activities shall be limited during such investigations to matters relating to this Agreement.

33 Bulletin Boards - The Employer shall provide suitable space for a bulletin board to be used by the ~~Association~~Union.

34 Labor Management Committee - There shall be a Labor Management Committee comprised of members/representatives of the ~~association~~Union and management representatives. Non- committee members may attend committee meetings. The committee shall meet at least quarterly to discuss issues of continuing importance to the ~~Association~~Union and/or Employer. More frequent meetings may be held at the request of either party, provided five (5) days' notice of the meeting is given, together with notice of the intended topics for discussion. Nothing herein shall constitute a waiver of either party's right to demand collective bargaining of intended or actual changes in mandatory subjects of bargaining. ~~Association~~Union representatives to the committee shall be allowed to perform committee functions while on duty, subject to approval of their shift supervisor.

ARTICLE 4 HOURS OF WORK, OVERTIME, CALLBACK AND STANDBY

4.1 Hours of Work/Patrol Division. The work schedule for patrol personnel shall be four (4) consecutive days on and three (3) consecutive days off. Each workday shall consist of ten (10) consecutive hours on duty.

4.1.1 Days Off Rotation – Patrol Personnel, except Bike unit working the 4/10 schedule shall rotate their days off in the following manner. The rotation for days off shall occur on the Saturday beginning every sixth (6th), thirteenth (13th), twentieth (20th), and twenty-sixth (26th) week of the cycle and starting with the day shift. The same sequence of days off rotations shall continue



after the mid-year shift change.

4.2 Hours of Work/Non-Patrol Division - The work schedule for all non-patrol personnel and K-9 Officer shall consist of five (5) consecutive days. Each work day shall consist of eight (8) consecutive hours on duty. Each five (5) day workweek shall be followed by two (2) consecutive twenty-four (24) hour days off. Traffic Officers, NRO, Crime Prevention, and Recruitment and Hiring Officers shall work four (4) shifts of ten (10) hours each per week, with at least two (2) contiguous days off, and with a third (3rd) day off scheduled each week on a fixed or rotating basis at the Employer's option. Detectives shall work four (4) shifts of ten (10) hours each per week, with Saturday and Sundays as fixed days off, and with a third day off scheduled each week, on a fixed or rotating basis at the Employer's option.

4.2.1 Notwithstanding the normal 4/10 schedule for Detectives and Traffic, Employer, in its discretion, may modify an employee's 4/10 schedule during any calendar week in which training is scheduled on the employee's regularly scheduled day off.

4.3 Breaks - For employees on eight (8) and ten (10) hour shifts, a work day shall include at least a thirty (30) minute lunch break and two (2) fifteen (15) minute coffee breaks. All employees shall be subject to immediate call during coffee and lunch breaks.

4.4 Schedule Change - The afore-referenced schedules shall apply except for regular schedule shift changes or bona fide emergencies declared by the Mayor or Chief of Police, which could not otherwise be anticipated, and which might require deviating from the schedule. Schedules may be adjusted by mutual agreement of the Employee, Association Union and Employer. An employee may be changed to an eight (8) hour shift for training.

4.5 Overtime - Overtime shall be that time an employee works in excess of their usual work schedule week (40 hours), which shall be compensated at the rate of one and one-half (1-1/2) times the employee's regular hourly rate of pay. A workweek for Patrol personnel shall be defined as the seven (7) day period from Saturday through Friday. A workweek for the non-Patrol personnel shall be defined as the seven (7) day period from Monday through Sunday.

4.5.1 All overtime shall be authorized by the Chief or the Chief's designee in advance or within twenty-four (24) hours after the work has been performed, or such longer time as is reasonable under the circumstances, in order to qualify as paid or compensatory time. Overtime shall be adjusted by compensatory leave or by overtime pay in accordance with Section 11.3.

4.5.2 All overtime shall be compensated for in increments of fifteen (15) minutes with the major portion of fifteen (15) minutes being paid as fifteen (15) minutes.

4.5.3 Overtime – Non-LEOFF Employer - When an employee works an extra duty assignment (for example flagging) and the City is paid by a non-LEOFF employer, the employee's compensation shall only be taken as pay. Compensatory time is not allowed. Employees who



work an extra duty assignment shall be compensated for the actual time worked, but in no event shall such compensation be less than four (4) hours at the overtime rate.

4.6 Callback - Except as otherwise provided below, in Subsection 4.6.3, employees called back to service after completing a duty shift, while on their day off or more than three (3) hours before the start of their regular shift, shall be compensated for the actual time spent, but in no event shall such compensation be less than three (3) hours at the overtime rate as provided for in this Article 4.

4.6.1 Employees who make Court or other subpoenaed appearances while off duty shall be required, except for bona fide emergencies, to perform solely that specific assignment.

4.6.2 Employees called back while on vacation or leave of absence shall be reimbursed reasonable transportation costs required to return to duty provided the employee is more than one hundred (100) miles away from the employee's home. Provided, however, that payment need not be made if the officer schedules vacation after notice is given to the officer or if the officer can reasonably reschedule the required appearance date. The officer shall consult with the supervisor as soon as the conflict is known.

4.6.3 Callback for court appearances shall be administered pursuant to the provisions of this subsection.

4.6.3.1 Off-duty employees required to standby for immediate response to a court appearance on behalf of Employer shall be entitled to three (3) hours at the overtime rate for such standby time, provided that if the employee is called in to court, the standby time shall be included in the three (3) hour minimum callback.

4.6.3.2 A night shift patrol officer scheduled to attend both a morning and afternoon court session shall: (a) be relieved from working nine hours prior to the beginning of the morning session with no loss of pay, and (b) have the time spent in court treated as the employee's normal work shift on court day and receive compensation for the court sessions at his or her regular rate of pay. The employee will be compensated for court at the overtime rate if the court session lasts longer than the employee's regularly scheduled shift. In the event the employee actually attends only a morning or afternoon court session, he/she shall be compensated for the actual time spent, but in no event shall such compensation be less than three (3) hours at the overtime rate and the employee will be required to make up the hours for the session he/she was not required to attend. An off-duty employee required to attend either a morning and/or afternoon court session shall be compensated for the actual time spent at the overtime rate, but in no event shall such compensation be less than three (3) hours at the overtime rate. The Employer may elect to pay the officer continuously during the break between the court sessions, in which case only one (1) minimum three (3) hour callback will apply.

4.6.4 Except as required by law, there shall be no compensation for callbacks occasioned by the employee's own neglect.



4.7 Standby On-Call Duty - An off-duty employee who is required to keep the Employer informed of his/her whereabouts or an employee who is required to be available by telephone shall be considered to be on Standby On-Call Duty.

4.7.1 The Employer shall not require employees to be on Standby On-Call Duty without compensation except in the case of bona fide emergencies declared by the Mayor or Chief of Police. Employees shall endeavor, on an entirely voluntary basis, to keep the Employer informed of their whereabouts and/or their availability.

4.7.2 Standby On-Call Duty shall be authorized only by the Chief or the Chief's designee. When Standby On-Call Duty is ordered, which either (a) requires the employee to carry a cellular phone and to respond to a call-out within forty-five (45) minutes, or (b) places such restrictions on the employee that require the employee be paid pursuant to the FLSA regulations contained in 5 CFR 551.431 or applicable Washington State statutes, such Standby On-Call Duty shall be paid for at a rate equal to the higher of twenty percent (20%) of the employee's regular basic hourly rate of pay or the rate required by the FLSA or state statute. An employee assigned to First Call shall not be deemed to be on Standby On-Call Duty.

4.8 First Call - Any Employee assigned as First Call for Traffic, PIO or Investigations shall be guaranteed a minimum of two (2) hours overtime for each weekend day (including extended three (3) and (4) day holiday weekends) the Employee is so assigned.

4.9 Leave for Testimony - Officers subpoenaed and required to testify in criminal cases on behalf of their former law enforcement employer shall receive up to a maximum total of forty (40) hours of paid leave, on a cumulative basis for all such cases, as necessary to testify. Paid leave in excess of forty (40) hours for any one employee to testify in criminal matters for the employee's former employer, or to testify for a former employer in a civil matter, may be granted in the discretion of the Chief or the Chief's designee. All fees or compensation received by the Employee in relation to such testimony shall be accounted for by the employee and paid to the City.

4.10 Daylight Savings Time – Employees who work a longer shift when the clocks are moved back one hour to Standard time in the fall will be paid for the time in excess of the employee's normal work day at the overtime rate of pay. Employees who work shorter shifts when the clocks are moved forward to Daylight Savings time in the spring will have the option of choosing to work an additional hour so that the employee works a 10-hour shift or to use one hour of paid time off (e.g. vacation, compensatory time, holiday banked, etc., but not sick) at the employee's discretion.



ARTICLE 5 SENIORITY

5.1 Definitions Relating to Seniority - As used in this Agreement the following terms shall have the meanings indicated:

- a. “Department Seniority” means the length of an employee's most recent Continuous Employment in the Department measured from the employee's first compensated day of employment in the Department as a commissioned officer.
- b. “Seniority in Classification” means the length of an employee's most recent Continuous Employment in a classification in the Department (which shall include service in any higher classification as provided in this Article) measured from the first date of employment in that classification or a higher classification in the Department.
- c. “Continuous Employment” means a continuous period of employment in the Department that is unbroken by resignation, discharge or retirement. Leaves of absence, or military leaves shall not break Continuous Employment. Layoffs and reductions in classification pursuant to Subsection 5.6.1 shall not break Continuous Employment until the expiration of the period during which the employee has a right to be offered reemployment or promotion pursuant to Subsection 5.6.2 of this Agreement. Upon a break in Continuous Employment an employee shall lose all seniority.
- d. “Order” means the order of Department Seniority or Seniority in Classification arranged from the longest seniority to the shortest. If more than one employee is hired or promoted on the same date, the Order of seniority shall be determined by using the following criteria:
 - 1. The Order of Department Seniority for employees hired on the same date shall be determined by the order (from the highest to lowest) of each employee's unrounded score on the exam for the position held by each employee, respectively. In the event of equal scores, the Order shall be determined by a random means, which once determined shall thereafter be established for all purposes.
 - 2. The Order of Seniority in Classification for employees promoted on the same date shall be determined by the order (from the highest to the lowest) of each employee's unrounded score on the applicable promotional exam. In the event of equal unrounded scores, the Order of Seniority in Classification shall be determined by the Order of each employee's Department Seniority.



e. “Department” means the City of Redmond Police Department.

5.2 Seniority List The Employer shall maintain and post, at least annually, a current seniority list reflecting the Order of Department Seniority and Seniority in Classification. These lists, appropriately updated to reflect any new hires, promotions, terminations or other changes, shall be used whenever action based upon seniority is called for by this Agreement, and in such other cases as may be agreed by the Employer and the ~~Association~~ Union.

5.3 Leaves During the period an employee is on a leave of absence, layoff status, or military leave longer than thirty (30) consecutive days, seniority shall not accrue except as required by any applicable statutory or regulatory provisions, including RCW 38.40.060 and RCW 73.16.031 - .061 and any amendments thereto. Upon returning to work after such layoff or leave, an employee shall be granted the level of seniority accrued as of the last day prior to such leave or layoff.

5.4 Vacation Scheduling Vacation scheduling for each calendar year (January 1 through December 31) shall be administered in accordance with Department Seniority and shall begin at the conclusion of the shift bidding process and will be completed no later than November 30th. Thereafter vacation requests shall be administered on a “first come, first served” basis.

5.5 Shift Bidding Regular Shift changes (as defined in Subsection 1.5) shall be determined by bidding based upon Seniority in Classification; provided that, shift bidding preference may be given, to a maximum of two (2) officers per work team, to allow for employees who are working towards an Associate, Bachelor or Master’s degree in a program that has been determined to be to the benefit to the City, as defined in the City’s Employee Education Assistance Program. (Work team in this instance will be all of the officers assigned to work a designated set of days.) Shift bidding preference may be adjusted at the discretion of the Employer to accommodate positions of alternative deployment such as Bicycle Officers, Pro-Act Officers, etc.

5.5.1 After the yearly bid is complete and all shift assignments finalized, Sergeants and officers may choose to request an alternate shift assignment (day, swing, power, or night) via a memo to an Operations Lieutenant via the chain of command. Additionally, if a new shift assignment is created after the yearly bid is complete and all shift assignments finalized, officers will be notified and officers may choose to request the new shift assignment via a memo or interest to an operations Lieutenant via the chain of command, submitted before the shift assignment is filled.

When command acts to fill a shift assignment, several factors are taken into consideration:

- A. Operational and departmental needs.
- B. Date the request was received.
- C. Seniority of requestor.
- D. Nature of request.



5.6 Personnel Reduction

5.6.1 Personnel Reduction Process - In the event of a personnel reduction, for whatever reason, the Employer and Association Union agree to follow the process and procedure contained in this Article. Employees shall be laid-off in inverse Order of Seniority in Classification. Except as otherwise provided in this Section, an employee above the classification of Police Officer shall bump back to the next lower classification, if any, previously held by that employee in which such employee's Seniority in Classification is greater than the Seniority in Classification of all other employees who would otherwise be in such lower classification after implementation of the personnel reduction. Lateral entry personnel in a classification higher than Police Officer who have not held a lower classification in the Department shall bump back to the lowest applicable classification if their Department Seniority is greater than all other employees who would otherwise hold the lower classification after implementation of the personnel reduction. The process and procedure contained in this Article shall apply to bargaining unit members and, in addition, the non-bargaining unit, commissioned members of the Department of a higher classification shall bump back into the last lower classification held by that individual which is included in the bargaining unit on the same basis as provided in this Article, notwithstanding the fact that the lower classification is included in the bargaining unit. The steps for a personnel reduction shall be as follows:

- Step 1** **Designation by Employer** - The Employer will designate the number of employees in each classification to be laid-off by notice to the Association Union (the "Designation Notice") and by posting in the Department, which notice shall specify an effective date for the personnel reduction (the "Effective Date"), which shall not be earlier than ninety (90) days from the date of the Designation Notice.
- Step 2** **Volunteers** - For a period of thirty (30) days after the Designation Notice employees in the classifications affected by the personnel reduction shall have the opportunity to voluntarily accept layoff, or bump to a reduction to a lower classification as provided herein, as of the Effective Date, without regard to their seniority rights. Volunteers shall be accepted on a first-come, first-served basis. The number of volunteers shall be limited by the number of employees in each classification subject to the personnel reduction as specified in the Designation Notice.
- Step 3** **Implementation** - Within forty (40) days after the Designation Notice the Employer shall deliver to the Association Union, and post, a notice (the "Personnel Reduction Notice") which shall list (a) the layoffs and reductions in classification which will result upon implementation of the personnel reduction and the voluntary layoffs and reductions in classification; (b) the Order of all employees affected by the layoffs and



reductions in classification; and (c) the Order of all employees not affected by the layoffs and reductions in classification. Any employee who believes that the Personnel Reduction Notice improperly reflects the intent of this Agreement shall provide written notice to the Employer and ~~Association~~Union within ten (10) days after posting of the notice. The notice shall describe the basis of the employee's position, and the employee's interpretation of the proper application of this Agreement, including the identity of employees who would be affected by the different interpretation. The Employer and the ~~Association~~Union will review the issues with all employees who would be affected. If the Employer and the ~~Association~~Union cannot resolve the issues raised within thirty (30) days after the Personnel Reduction Notice is posted, both parties agree to submit the issue to binding arbitration on an expedited basis before a single arbitrator which the parties agree to select provided that the arbitrator must be available for a hearing and decision within sixty (60) days after the Personnel Reduction Notice is posted. The arbitrator so selected shall hold a hearing and render a decision based on the interpretation and application of the provisions of this Agreement within thirty (30) days after the arbitrator's selection. All employees whose layoff or reduction in classification status might be affected by the results of the arbitration, including the possibility of being subject to layoff or reduction in classification although the employee was not included in the list of layoffs and reductions in classification in the Personnel Reduction Notice, shall have the right to appear and present their position to the arbitrator. For all issues related to the application and interpretation of this Section 5.6 the arbitration process in this Section shall supersede the grievance arbitration process as provided in Article 13. The agreement by the ~~Association~~Union, and/or ruling by the arbitrator pursuant to this Section shall be binding on all employees, provided that any employee who was not designated for layoff by the Personnel Reduction Notice, but who becomes subject to layoff as a result of an agreement by the ~~Association~~Union or the arbitrator's ruling, shall not be laid-off until Employer has provided the employee with at least thirty (30) days written notice of layoff.

Step 4

Amendment of Reduction - At any time after the Designation Notice the Employer may reduce the number of employees to be laid-off by providing notice to the ~~Association~~Union, provided however, the reduction shall not effect the time periods specified in this Article which shall continue to be measured from the Designation Notice. The Employer shall have the right to delay the Effective Date of the personnel reduction for up to sixty (60) days after the date specified in the Designation Notice.

5.62 Re-Employment and Promotion Rights - Employees bumped back to a lower



classification shall be eligible to promote to vacancies in the previously held higher classification, or any lower classification, by Order of Seniority in Classification in that higher classification. Employees above the classifications of Police Officer who volunteer to be laid-off pursuant to Step 2 above shall be eligible to fill vacancies in that previously held classification, or any lower classification, by Order of Seniority in Classification in that classification, during the Re-Employment Eligibility Period as defined below. All employees laid-off, or volunteering to be laid-off pursuant to Step 2 above, shall be eligible to fill Police Officer vacancies, by Order



of Department Seniority, during the Re-Employment Eligibility Period. In all cases, the eligible employee with the highest Seniority in Classification shall be entitled to the opening, provided that such eligible employee must be a “Qualified Employee”, which for the purposes of this Section shall be defined as an individual who (a) meets the then current employment standards, and (b) if the Re-Employment Offer is more than twenty-four (24) months after the Effective Date. Any employee re-employed or promoted pursuant to this Section who was on probation as of the Effective Date shall complete the probation period upon re-employment or promotion, without any credit for the period between the Effective Date and the first date of re-employment or promotion pursuant to this Section. “Re-Employment Eligibility Period” shall mean the five (5) year period which commences on the Effective Date. Employees offered re-employment pursuant to this Section more than twenty-four (24) months after the Effective Date shall be required to satisfactorily complete appropriate retraining. Employees who fail to satisfactorily complete the retraining shall be subject to termination. The employee and ~~Association~~ Union shall have the right to grieve whether the retraining was satisfactorily completed, but shall not have the right to grieve whether the retraining or employment standards are appropriate. When the Employer desires to fill a position for which an individual is entitled to re-employment if the individual is a Qualified Employee, or promotion, pursuant to this Section, the Employer shall send an offer of re-employment (subject to a subsequent determination that the employee is a Qualified Employee) or promotion, as the case may be, (the “Re-Employment Offer”) via certified mail, return receipt requested, to the eligible employee at his/her last known address. If the employee fails to respond within fifteen (15) days after mailing of the offer, or rejects the offer, the employee shall have no further right to re-employment or promotion pursuant to this Section, provided that a former employee who was laid off or who voluntarily accepted layoff from a classification above Police Officer, shall have the right to be offered re-employment at such higher classification, or any applicable lower classification, if he/she is a Qualified Employee and has the highest Order of Seniority in Classification in that classification of all eligible employees, although such employee has previously failed to respond to, or rejected an offer of re-employment as a Police Officer. For the purposes of this Article, a former employee's last known address shall be the address appearing on the Employer's records, and may be changed by the former employee only by providing the Employer with notice of a new address by certified mail, return receipt requested.



ARTICLE 6 WAGES

6.1 Wages - The monthly rates of pay for employees covered by this Agreement shall be as set forth in the Appendix "A" which by this reference shall be incorporated herein as if set forth in full.

ARTICLE 7 HOLIDAYS

7.1 Dates - The following days shall be considered holidays for all employees covered by this Agreement:

<u>Holiday</u>	<u>Date to be Observed</u>
New Year's Day	January 1
M.L. King Day	3rd Monday in Jan.
President's Day	3rd Monday in Feb.
Memorial Day	Last Monday in May
Independence Day	July 4
Labor Day	1st Monday in Sept.
Veterans' Day	November 11
Thanksgiving Day	4th Thursday in Nov.
The Day After Thanksgiving	4th Friday in Nov.
Christmas Eve	December 24
Christmas Day	December 25
Floating Holiday (taken on a date mutually agreed by the employee and the Employer)	

7.1.1 Employees other than patrol personnel shall be paid for the number of hours in the employees' usual workday at the regular rate of pay for the twelve (12) appointed holidays; provided (a) if the Employee is required, in the Employer's discretion, to work a regularly scheduled shift which commences on a holiday, the employee shall be compensated at the rate of time and one-half (1-1/2) for the regularly scheduled hours for that shift, and (b) if work, other than the employee's regularly scheduled shift, be performed on any said holiday, the employee shall be compensated at the rate of time and one half (1-1/2) for that portion of the work that falls within the appointed holiday. Each employee shall have the option, subject to the approval of the Employer (which shall not be unreasonably denied), of electing compensatory time in lieu of monetary compensation for work done on the above specified holidays. Holiday hours will not be carried over or paid out at the end of a calendar year.

7.1.2 Employees working a standard work week Monday through Friday shall observe the holidays listed in Section 7.1 on the date specified, or if the holiday falls on a regularly scheduled day off, on the work day which immediately precedes or follows the holiday, as established by the Employer. Employees working a shift schedule other than the standard work week shall observe the holidays listed in Section 7.1 on the date specified.



7.13 Employees other than Patrol Personnel who perform any work on a holiday shall be paid in the manner provided in Subsection 7.1.1. When a holiday falls on a non-patrol employee's regular day off, the employee shall have the election to (a) choose an alternative day off during the same week, or (b) have 10 hours added to their floating holiday bank. Floating holiday bank hours may not be carried over, except hours added for Christmas Eve and/or Christmas Day will be carried over. Floating holiday bank hours may not be paid out at the end of the calendar year or at time of separation.

7.14 Employees shall not be eligible for the Floating Holiday until the completion of six (6) months continuous service.

7.15 Employees other than patrol personnel who are called to work from off-duty status on a holiday shall receive compensatory time off (on a straight time basis) for all hours worked on the callback in addition to holiday pay as defined in Section 7.1.1.

7.2 **Time Off in Lieu of Holidays** - Patrol Personnel shall, in lieu of the holiday pay as provided above in this Article VII, be credited with twelve and one-third (12 1/3) holiday hours ("Holiday Time") for each month during which they work a majority of the time in the patrol division. Such officers who work on a holiday will be paid at their straight time rate. Officers shall take Holiday Time off in the same manner as other leave is administered in the Department, provided that, any time taken off on a holiday, as defined in Section 7.1, shall be deducted from Holiday Time. The Department shall have the right to order an officer to take time off on a holiday, provided that such notice shall be provided to the officer on or before the last day the officer's assigned shift is scheduled to work prior to the holiday. All accumulated Holiday Time of such patrol officers in excess of twelve and one-third (12 1/3) hours which has not been used by November 30 of each year shall be "cashed out" by the City paying the employee at the straight time rate for each unused hour of Holiday Time. The twelve and one-third (12 1/3) hours of Holiday Time not cashed out shall be carried over into the next calendar year. Any officer transferring between a patrol assignment and a non-patrol assignment shall be covered by this Section 7.2 for the month during which the transfer occurred if the officer works a majority of the time in the patrol assignment during that month, as determined by the total hours scheduled in said month, excluding overtime, otherwise the officer shall be covered by Section 7.1 above. If an officer transfers out of patrol to a non-patrol holiday bank assignment their holiday bank will be cashed out within 30 days.

ARTICLE 8 LEAVES

8.1 **Vacation Leave** - Each full-time employee shall earn vacation leave time each month according to length of service, with the total vacation accrual to be as noted in the following schedule:

<u>Length of Continuous Service</u>	<u>Annual Vacation Hours Accrued</u>
1st-2nd year	96



3rd year	104
4th year	112
5th year	128
7th year	136
9th year	144
11th year	152
13th year	160
15th year	168
17th year	176
20th year	184

Vacation accrual rates change on the first pay period following the employee's next year of service. For example, if an employee's hire date is June 20, 2016, the employee starts his/her 3rd year on June 20, 2018, with the accrual increase starting on the first pay period of July 2018.

Employees who are currently receiving vacation leave at the "23 year and on" schedule will be grandfathered at the 192 hours vacation accrued per year. If those employees separate service and are rehired, the grandfathered status will cease.

8.1.1 After six (6) months continuous service, an employee's vacation credits earned shall be vested as of the end of each full month of service and shall be taken in accordance with standard personnel practices in force with the Employer.

8.1.2 Employees whose employment is terminated for any reason shall receive pay for any vacation time earned but not taken through their last full month of employment. When an employee voluntarily resigns his/her employment, the last day worked is considered the last day on the City's payroll, which normally may not be extended by vacations, holidays or compensatory time.

8.2 **Sick Leave** - Please refer to 9.30 Sick Leave in the Personnel Manual.

8.2.1 For the purpose of this Subsection, retirement shall be defined as either (a) normal service retirement or (b) voluntary termination in good standing after twenty (20) years of continuous service with the Redmond Police Department. Please refer to 7.120 Retirement Bonus Pay in the Personnel Manual.

8.2.2 The sick leave provisions contained herein are to be considered as a part of the Employer's obligation under the Law Enforcement Officers and Fire Fighters (LEOFF) Retirement System (Revised Code of Washington, Chapter 41.26) to provide health and disability coverage for the employees included therein. All sick leave time off shall be charged against accrued sick leave regardless of whether it is covered under the LEOFF Act or not. It is not the intention of this provision to provide duplicate coverage, or to provide an extension to LEOFF disability payments beyond six (6) months from the date of disability.



83 Bereavement Leave - Upon the death, or serious illness with an impending death, of a member of the employee's immediate family, the employee shall be entitled up to forty (40) hours, to be used in full day increments, of Bereavement Leave without loss of compensation for the employee's regularly scheduled shifts not worked during such leave. The forty (40) hours of Bereavement Leave shall be used within a 14-day period from the date of death, or the onset of impending death. Additional time off as may be required for travel or other circumstances may be granted if approved in advance by the Employer. Such additional time shall be deducted from vacation or compensatory leave.

83.1 “Immediate Family” for bereavement leave shall be defined as spouse; Domestic Partner; parent; child; sibling; grandparent; grandchild; mother-in-law; father-in-law; step parent; stepchild; foster- child; legal ward; child of a Domestic Partner; or mother, or father, of a Domestic Partner.

84 Leave of Absence - Leave of absence without pay may be granted to an employee for a period of not to exceed one (1) year by the Department Head subject to the approval of the Mayor when it has been determined to be in the interest and to the welfare and convenience of the Employer providing adequate provision can be made for replacement of the employee during the employee's absence. To obtain a leave of absence, an employee must take application submitting the reasons for requesting the leave of absence, the length of time requested and the expected return date. No leave of absence without pay shall be granted until all accrued and unused vacation time has been utilized by the employee. Leave of absence time shall not affect civil service and seniority status of the employee.

85 Parental Leave and Family Sick Leave – Please refer to 9.30 Sick Leave in the Personnel Manual.

86 Shared Leave Program

86.1 The parties agree to adopt a Shared Leave Program under the terms and conditions set forth below.

86.2 Purpose - The Shared Leave Program enables regular full-time employees to donate annual vacation leave to fellow regular full-time employees who are faced with taking leave without pay or termination due to extraordinary or severe physical or mental illnesses. The program also allows employees to accept donated annual vacation leave to care for relatives or household members suffering from an extraordinary or severe illness if the duration of the illness will cause the employee to take leave without pay or to terminate employment. Implementation of the program for any individual employee is subject to agreement by the Employer, and the availability of shared leave from other employees. The Employer's decisions in implementing and administering the shared leave program shall be reasonable.

86.3 Definitions - The following definitions shall apply to this provision.

a “Employee's relative”: Shall mean the employee's spouse, Domestic



Partner, child, step child, child of Domestic Partner, grandchild, grandparent, step parent, or parent.

- b. “Household members”: Shall mean persons who reside in the same home who have reciprocal duties to, and provide financial support for, one another. This term shall include foster children and legal wards, even if they do not live in the household. The term does not include persons sharing the same general house, when the living style is primarily that of a dormitory or commune.
- c. “Severe or extraordinary”: Shall mean serious, extreme, or life-threatening conditions.

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

- a. Employees may donate vacation leave available in their leave bank, provided the donation does not cause the employee's annual vacation leave balance to fall below forty (40) hours.
- b. Compensatory leave may be donated, with no restrictions.
- c. The Employer shall determine whether an eligible employee shall receive shared leave and, if so, the amount of donated leave the employee may receive; provided, no employee shall receive more than two thousand eighty-eight (2,088) hours of shared leave during total City employment.

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

- a. When the Employer determines the employee meets the criteria described in this policy.
- b. The employee is not eligible for time-loss compensation under RCW Chapter 51.32. If the time-loss claim is approved at a later time, all leave received shall be returned to the donors, and the employee shall return any overpayment to the department.
- c. The employee has complied with department policies regarding the use of sick leave.
- d. If the donated leave is from a different City agency, it shall be transferable only by agreement of both agency heads.



- e. The Employer may require the employee to submit, prior to approval or disapproval, a medical certificate from a licensed physician or health care practitioner verifying the severe or extraordinary nature and expected duration of the condition.

866 Recipient Responsibilities

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

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

- a. Divided among the donors on a pro-rated basis, computed on the original donated value;
- b. Returned at its original donor value; and
- c. Reinstated to each contributor's annual vacation leave balance.

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

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

ARTICLE 9 INSURANCE AND DISABILITY BENEFITS

91 Self-Insurance - All medical, dental and vision coverage shall be provided through self-insurance by the Employer in substantially the form adopted by the Employee Benefits Committee and approved by the City Council on May 26, 1992 (the "Self Insurance Plan"). Effective January 1, 2008, employees will pay twenty percent (20%) of the dependent medical dental and vision premiums. For each plan year, the Employer shall retain an independent third party, experienced in setting rates for self-funded plans, who shall determine the appropriate and prudent rates for the self-insured plan, to be effective for that year. The independent third party shall use the usual and customary insurance/actuary principles and procedure to establish the rates. Prior to the final rates being set, the City and the independent third party shall meet with the Union to review the methodology and data used to prepare the rates. Bargaining unit employees who elect to be covered



by Kaiser Permanente shall pay the cost of such coverage that exceeds the amount paid by the Employer under the self-insured plan for the employee and dependents. The Employer's contribution shall be prorated for part-time employees, pursuant to the Redmond Personnel Manual.

9.1.1 For the purpose of Paragraph 9.1 only, the term "dependent" shall include Domestic Partners and a Domestic Partner's dependent children. Such designation shall not control whether such individuals are dependents for any other purpose, including federal income tax.

9.1.2 The Employer and ~~Association~~Union agree to continue to use the Benefits Committee, on which the ~~Association~~Union has a representative, to explore modifications to the Self- Insurance Plan.

9.2 **Liability Insurance** - The Employer shall continue to provide the current insurance protection against potential liability actions resulting from an employee's performance of duty unless and until the City adopts an ordinance, in substantially the form attached hereto, providing for the indemnification, holding harmless, and defense of employees against potential liability actions resulting from an employee's performance of duty. Upon the adoption of and during the maintenance of an ordinance in substantially the form attached hereto, the City shall be relieved of its obligation to provide the current insurance protection against potential liability actions resulting from an employee's performance of duty. In the event the ordinance is not adopted or is adopted and materially changed or repealed, the City shall comply with the obligation to provide the insurance protection against potential liability actions resulting from an employee's performance of duty at the level in effect on January 1, 2006. Employer undertakes a good faith obligation to provide the ~~Association~~Union with a summary of any material changes to the liability insurance policy within thirty (30) days after the renewal date of the policy. Provided, however, if the Employer fails to provide the summary or the summary is, for any reason, not acceptable to the ~~Association~~Union, the ~~Association~~Union's shall have the obligation to make a written request to Employer for the summary, or modifications thereto.

9.3 **Disability Benefits** - Regular full-time employees who are disabled and unable to return to work on account of illness or injury for a continuous period in excess of three (3) months, and who have used all of their sick leave and vacation benefits, shall receive, for a period not to extend beyond the end of six (6) months of continuous absence from work, disability benefits in the following amounts, less Workers' Compensation Benefits and any amounts paid to the employee from or on behalf of the City, received during the corresponding pay periods, based on length of continuous City employment prior to the last day of work:

Two (2) years of employment:	30% of salary
Three (3) years of employment:	40% of salary
Four (4) years of employment:	50% of salary
Five (5) or more years of employment:	60% of salary

An employee shall not be eligible for the disability benefits as provided in this Section if the



employee has previously received such benefits within the five (5) years immediately prior to the last day of work prior to the disability.

94 Life Insurance - The Employer shall provide a life insurance and Accidental Death and Dismemberment (AD&D) policy in the amount of Fifty Thousand and 00/100 Dollars (\$50,000.00) per employee.

95 Section 125 Plan - Employees in the bargaining unit will be eligible to participate in the Employer's Section 125 plan.

96 Participation in Employer's Wellness Program - The ~~Association~~Union will participate in the Employer's Wellness Program effective January 1, 2013 with no separate monthly charge (premium) to be paid by any individual employee or the ~~Association~~Union for participating in the Wellness Program.

ARTICLE 10 UNIFORMS, CLOTHING ALLOWANCE, AND CLEANING ALLOWANCE

101 Uniform - The employer shall continue to provide each employee with all authorized and required uniforms and equipment. Any changes to the authorized and required uniforms and equipment shall be by mutual agreement through the labor management process.

102 Clothing Allowance - Detectives, Detective Sergeant, and Recruitment Officers required to wear professional business attire shall receive a clothing allowance of Three Hundred and Fifty Dollars (\$350.00) each six (6) months. Detectives (which shall include employees assigned to Pro-Act), Detective Sergeants (which shall include Sergeants assigned to Pro-Act) who are not required to wear professional business attire, receive a clothing allowance of Three Hundred and Fifty Dollars (\$350.00) each twelve (12) months. For assignments that may be temporary in nature the clothing allowance shall not be payable until and unless the employee has been continuously assigned to the non-uniformed position for a period of six (6) months, at which time the allowance shall be paid retroactively to the first date of such assignment. An employee assigned to a non-uniformed unit for the first time and required to wear professional business attire shall receive two (2) clothing allowance payments in advance at the commencement of the assignment which shall be a credit against the first two (2) clothing allowance payments which would otherwise be paid to the employee. An employee assigned to a non-uniformed unit for the first time and not required to wear professional business attire shall receive one (1) clothing allowance payment in advance at the commencement of the assignment which shall be a credit against the first clothing allowance payment which would otherwise be paid to the employee. As a condition of receiving each allowance payment, employees may be required to provide receipts for purchase of appropriate detective clothing. Such receipts may be used in the year the clothing was purchased with any excess receipts over the annual clothing allowance usable in the two years following the purchase of the clothing.

103 Loss and Destruction - Employees shall be held accountable for all protective clothing or protective devices assigned to the employee by the Employer. Loss or destruction of items of



clothing or protective devices shall be replaced by the Employer where said loss was incurred as a direct result of the performance of the employee while on the job or as the result of an occurrence not due to the employee's intentional act or negligence. Accountable items of clothing or protective devices assigned to an employee which are lost or mutilated as a direct result of the employee's negligence shall be replaced by the employee.

104 Property of Employer - All uniforms and equipment issued by the Employer to each employee shall remain the property of the Employer. If the Employer requires an employee to carry a Cell Phone while off-duty, the Employer shall provide the employee with the option of driving a City vehicle to and from the employee's residence. The Employer shall be free to adopt regulations governing the use of the vehicle while the employee is off-duty.

105 Cleaning - Those personnel issued the washable "Class A" uniform shall be responsible for all cleaning costs associated with it, except the "wool" Class A uniform. All personnel identified in section 10.2 of this agreement shall have their clothing cleaned, at one hundred percent (100%) of the necessary cost, by a cleaning service provided by the Employer.

ARTICLE 11 MISCELLANEOUS

11.1 Training - When any employee is required to attend law enforcement training courses, unless otherwise paid for, the entire costs shall be borne by the Employer by making arrangements to be billed by the school in advance for tuition and actual expenses incurred, by reimbursement, or by a combination of these methods. Whenever permitted by State Law the Employer shall make every effort to obtain authorization for payment of expenses in advance to the end that the employee shall not be required, to the extent possible, to attend such schools under a "pay out of your own pocket and be reimbursed" arrangement.

11.1.1 In order to minimize disruptions to employees' lives, the Employer shall attempt to schedule training during employees' regular shifts. Recognizing that scheduled training during employees' regular shifts will not always be possible and subject to the requirements of Articles 11.1.3 and 11.1.4, in the event an employee is required to attend training lasting eight (8) hours or more on the employees' regular day off or requests and is approved for training lasting eight (8) hours or more on the employee's regular day off, the Employer may: (a) deny the training, or (b) compensate the employee in pay or compensatory time at a time and one-half the regular rate for all training, or (c) flex the employee's schedule to accommodate such training so long as the Employer provides the employee with at least seven (7) calendar days' notice that his/her schedule will be flexed. The seven (7) calendar days' notice may be waived by the employee. In the event an employee's schedule is flexed, the alternate days off must be mutually agreed to.

11.1.2 The option to be credited compensatory time shall not apply to employees during Basic Academy Training. It shall be the responsibility of Employees attending Basic Academy Training to notify the Chief or the Chief's designee of optional training schedules established by the Academy that will cause overtime to accrue and to obtain prior approval for the overtime. If



the Department denies the overtime request, the Department shall inform the Academy that it has elected to not pay for the overtime, and that the employee is not expected to attend the designated optional training. The Department shall also inform the ~~Association~~ Union of the denial and the reasoning therefore.

11.13 All employees required to attend training of eight (8) hours or more shall: (a) be relieved from working either nine (9) hours prior to the beginning of training or nine (9) hours after the conclusion of training with no loss of pay, and (b) have the time spent in training treated as the employee's normal work shift on the training day and receive compensation for the training period at his or her regular rate of pay. The employee will be compensated for training at the overtime rate if the training last longer than the employee's regularly scheduled shift.

11.1.3.1 An employee that would be relieved under this section shall have the option not to work his/her scheduled shift before the training. Employees opting not to work a scheduled shift before the training will be required to use utilize accrued leave to cover the hours from the start of his/her scheduled shift to the time when the employee would have been relieved.

11.14 The schedule of an employee attending full day or longer training courses shall be adjusted to conform to the hours of the training program and to exclude breaks and eating periods from the work day, provided, however, if the training is within the City of Redmond and the employee is subject to call during the training, breaks and eating periods will be included in the work day.

11.2 Department Meetings - All department meetings that off duty employees are required to attend shall be compensated for at the overtime rate set. The Employer shall whenever possible give employees reasonable notice of said meetings.

11.2.1 Attendance at optional special training classes, whether conducted at the police station or at other locations, shall be without additional compensation.

11.3 Compensatory Time - Compensatory time may be accrued by an employee in lieu of pay for court-time call backs, holidays or overtime up to a maximum of ninety (90) hours. Compensatory time cannot be earned when an employee works an extra duty assignment and the City is paid by a non-LEOFF employer (see 4.5.3).

11.3.1 The Chief of Police shall have the discretion of permitting additional compensatory time in lieu of overtime pay.

11.3.2 Accrued compensatory time off shall be taken at a time mutually agreeable to the Employer and the employee. Compensatory time off shall not be taken in conjunction with vacation leave except upon the approval of the Chief of Police or designee.

11.3.3 No compensatory time shall be deducted from that accrued to the employee unless the employee actually used that compensatory time or was paid for same or agreed to having it removed for disciplinary purposes.



11.4 Ammunition - Employer shall provide and replace at least annually the necessary duty ammunition for each commissioned officer with such amount to be no less than one box. In addition, no less than six hundred (600) rounds of target ammunition shall be provided each commissioned officer on an annual basis for purposes of firearms training and qualification.

11.5 Performance of Duty - All employees covered by this Agreement shall present themselves on time for their duty schedules in proper working uniform, ready to perform their assigned duties and that there shall be no strikes, slow-downs, stoppage of work or any interference with the efficient management of the Police Department.

11.6 New Hire Probationary Period - The probationary period for Police Officers sent to the Basic Law Enforcement Training Academy shall be one (1) year from the date the officer successfully completes the Academy. Otherwise, probation shall be governed by the Redmond Civil Service Rules and Regulations.

11.7 Civil Service; Discipline and Discharge - Any conflict between the provisions of this Agreement and the City of Redmond Civil Service Rules and Regulations shall be resolved as follows:

- a. To the extent the labor agreement does not address a matter (i.e., discipline, seniority, layoffs, etc.) and Civil Service does, then Civil Service shall prevail; and
- b. To the extent the labor agreement addresses a matter (i.e., discipline, seniority, layoffs, etc.) and Civil Service also does so, the labor agreement shall prevail. The Employer and ~~Association~~Union otherwise retain their statutory rights to bargain changes in Civil Service Rules and Regulations (i.e., changes initiated after the effective date of this Agreement) for employees in the bargaining unit. Upon receiving notice of such proposed change(s) from the Civil Service Commission, either party may submit a written request to the Mayor (within sixty (60) calendar days after receipt of such notice) and the result of such bargaining shall be made a part of this Agreement.

All demotion, suspension or discharge actions of a nonprobationary nature (i.e., after the probationary period) shall be taken only for just cause, and shall be subject to review solely through the grievance procedure contained in this Agreement, provided that, if the ~~Association~~Union elects to not submit a demand for arbitration pursuant to Subsection 13.1.2 of the grievance procedure, thereby waiving the right to arbitration, the employee shall have the right to review of the action by the Civil Service Commission, as provided in the Civil Service Rules and Regulations, which shall then apply the substantive and procedural rights as provided in the Civil Service Rules and Regulations. The parties further agree that all decisions relating to the accommodation of a disability are excluded from civil service review provided that such decisions shall be subject to the grievance procedure of this Agreement to the extent such decision is governed by this Agreement.



11.8 Nondiscrimination - The Employer shall not unlawfully discriminate against any employee with respect to compensation, terms, conditions or privileges of employment, on the basis of race, color, creed, religion, age, gender, marital status, sexual orientation, honorably discharged veteran or military status, Association Union membership, or the presence of any sensory, mental or physical disability. An employee or Association Union claiming discrimination under this Section shall not be entitled to a remedy under the grievance procedure in the event the employee or the Association Union seek other administrative or legal remedies for the alleged discrimination, provided however, that filing a claim solely for the purpose of complying with applicable time limitations (such as a statute of limitations) shall not be considered as seeking another remedy unless and until the employee or Association Union fails to obtain dismissal of such claim within a reasonable time after there has been an award in the grievance arbitration. If the employee or Association Union fails to obtain such a dismissal, or seeks other administrative or legal remedies for the alleged discrimination after the grievance arbitration award, the grievance arbitration award shall be vacated, of no force and effect, and the parties shall be entitled to be placed in the status quo ante, in effect prior to the issuance of the arbitration award.

11.9 Crime Prevention Officer and Public Information Officer (PIO) - All of the duties that have been performed by the Crime Prevention Officer and all of the duties performed by the Public Information Officer (PIO) may be assigned either to this bargaining unit or to a civilian position covered by the Police Support Bargaining Unit.

ARTICLE 12 PHYSICAL FITNESS PLAN

12.1 General Purpose

12.1.1 Law enforcement officers have unique job functions, some of which can be physically demanding and dangerous. An officer's capability to perform those functions can affect personal and public safety. Physical fitness underlies an officer's ability to perform many of the frequent and critical job tasks as well as the demanded training of skills.

12.1.2 The purpose of the City of Redmond Police Department physical fitness plan is to promote the physical capability of the members of the Redmond Police Department to meet the physical demands inherent in a police officer's job and to enhance the members' general physical fitness level, with the understanding that some individuals have unique physical characteristics which must be taken into account in assessing and applying the requirements for obtaining the physical fitness incentive.

12.1.3 Participation in the physical fitness program is voluntary. The design of the physical fitness program is not intended to be punitive in nature, but is instead designed to encourage employees to continue to maintain the ability to meet the requirements of the Washington State Criminal Justice Training Commission Basic Law Enforcement Academy (BLEA) Physical Ability Test (PAT).



12.2 Standards

12.2.1 The standard employees must satisfy are the requirements of the PAT, including achieving the minimum score for each individual testing component as well as the minimum passing score established by BLEA.

12.3 Conduct of Examinations

12.3.1 Officers and Sergeants who chose to participate will demonstrate that they meet the requirements of the PAT to a qualified physical fitness instructor during the calendar year. Employees shall be given up to three (3) opportunities to successfully complete the test per BLEA standards.

12.3.2 Members shall be on on-duty status during the examination process, but shall receive no overtime or extra compensation for the time spent taking the examination unless ordered to take the test at a time other than scheduled hours of work.

12.3.3 Members shall not be required to sign waivers of liability for the examination.

12.4 Physical Limitations

12.4.1 Any employee with proven, temporary physical limitations which prevent or substantially hinder compliance with any or all of the requirement(s) for obtaining the physical fitness incentive should be granted an exemption from compliance with such requirements.

12.4.1.1 To be eligible for such an exemption, an employee must submit a written statement from the employee's physician, to the Employer, establishing the condition or disability which prevents the employee from meeting any or all of the requirement(s) for obtaining the physical fitness incentive.

12.4.1.2 If the Employer disagrees with the judgment of the employee's physician, then the Employer shall have the right to have the employee examined by a physician of its choice and at its expense.

12.4.1.3 If the physician utilized by the Employer disagrees with the employee's physician, then the two physicians shall select a third physician, who shall examine the employee at the Employer's expense.

12.4.1.4 The judgment of the third physician as to the employee's physical condition shall be binding, unless mutually agreed to the contrary by the parties.

12.4.1.5 If an employee granted such a temporary exemption meets the standards for which the employee was not granted an exemption, then the employee shall be deemed to have demonstrated that he/she meets the requirements for obtaining the physical fitness incentive and shall be paid the incentive in accordance with section 12.6 below.



12.4.2 In the event an employee is unable to meet any of the standards of the plan due to a disability as defined in the Americans With Disabilities Act (“ADA”), Washington State Law Against Discrimination (“WSLAD”), or claims that a standard is contrary to any laws or regulations, then the Employer will meet and discuss such situations on a case-by-case basis to jointly determine, in consultation with the individual employee, whether an alternative requirement or requirements can be established for the employee which complies with such legal requirements. This review and consultation shall be limited to the specific requirement(s) which the employee is unable to meet due to such disability, or the requirement(s) which otherwise fails to meet established legal requirements.

12.4.2.1 Upon request by the City, the employee shall (a) provide information regarding any claimed disability, including a statement by the employee's treating physician, and (b) submit to an examination by a physician selected by the City, at the City's expense.

12.4.2.2 If it is determined that a meaningful alternative requirement or requirements cannot be established for the employee or that a test poses an increased risk to the employee, the requirement(s) shall be waived and the employee shall be deemed to have demonstrated that he/she meets the requirements for obtaining the physical fitness incentive and shall be paid the incentive in accordance with section 12.6 below.

12.4.2.3 If the employee and Employer are unable to reach agreement relating to adjustment or waiver of the requirement(s) due to disability or otherwise as provided herein, the issue may be submitted by either party to the grievance procedure. The parties acknowledge that the intent of this Subsection is to provide a procedure by which the physical fitness standards can be customized on an individual basis as required to accommodate protected disabilities, or other legal requirements, and the parties agree to cooperate to accomplish this goal.

12.4.3 The Employer agrees to indemnify and hold the ~~Association~~Union harmless from liability to any employee who successfully claims that the physical fitness requirements or alternative requirements violate the employees' rights under the ADA or WSLAD.

12.5 Training for the Plan

12.5.1 To the extent shift scheduling allows, the Employer, in its reasonable discretion, will endeavor to allow three (3) hours of duty time per week to train for the physical fitness plan. This time can be taken in a maximum of sixty (60) minutes at a time. These 60 minutes include dressing time to get ready for physical fitness and to get ready to go back into service.

12.6 Annual Incentive Bonus

12.6.1 Employees who are able to demonstrate that they meet the requirements of the PAT shall receive an incentive bonus of two and one-half percent (2.5%) of the employee's base annual



salary effective at the time of the test. The employees who successfully pass the test shall receive this bonus incentive within thirty (30) days of taking the test.

12.7 Physical Fitness Reopener - Either party may reopen this Article 12 for negotiation at any time during the term of this Agreement for the purpose of modifying the provisions hereof to conform to statutory and/or regulatory requirements.

ARTICLE 13 GRIEVANCE PROCEDURE

13.1 Definition and Procedure - A grievance shall be defined as an issue raised relating to the interpretation, application or violation of any terms or provisions of this Agreement.

13.1.1 An employee and/or the Association Union, within fourteen (14) calendar days from the occurrence or knowledge of the occurrence of an alleged grievance or when the employee and/or Association Union should reasonably have known of the existence of the grievance may bring said grievance to the attention of the Chief in writing, setting forth the nature of the grievance, the facts and/or documents on which it is based, the provision or provisions of the Agreement allegedly violated and the relief requested.

13.1.2 The Chief or the Chief's designee shall respond in writing to the alleged grievance within fourteen (14) calendar days. If the Chief's response does not resolve the grievance, the Association Union shall, within fourteen (14) calendar days after the date of the Chief's response, submit the grievance to the Mayor in writing for adjustment. Upon failure of the Mayor to resolve the alleged grievance within the following fourteen (14) calendar day period, the Association Union shall then be permitted the right to submit a written demand for arbitration to the Employer, within twenty-eight (28) calendar days.

13.1.3 If the grievance is not settled satisfactorily by the Mayor, the Association Union and the Employer may mutually agree to submit the grievance to mediation. Within fourteen (14) calendar days the two (2) parties shall agree upon a mediator drawn from a panel of neutral mediators trained in grievance mediation. The mediator will attempt to assure that all necessary facts and considerations are disclosed, but will not have authority to compel resolution of the grievance. The parties will not be limited solely to the facts and arguments presented at earlier steps of the grievance procedure. No transcript or record of the mediation conference will be made, nor will formal rules of evidence be followed. If no settlement is reached in mediation, the grievance may be appealed to arbitration in accordance with the procedure in Subsection 13.1.4 below. In this case, the mediator may not serve as arbitrator, nor may any party reference the fact that a mediation conference was held or not held. Nothing said or done by the mediator or any party in the process of the mediation or settlement discussions may be referenced or introduced into evidence at the arbitration hearing. The cost of the mediator shall be borne equally by both parties.

13.1.4 The Employer and the Association Union shall immediately thereafter select an arbitrator to hear the dispute. If the Employer and the Association Union are not able to agree upon



an arbitrator within five (5) calendar days after receipt by the Employer of the demand for arbitration, the Association Union and/or Employer may request a list of seven (7) arbitrators from the Federal Mediation and Conciliation Service or other referral service as agreed by the parties. After receipt of the same the parties shall alternately strike the names of the arbitrators until only one (1) name remains, who shall, upon hearing the dispute, render a decision which shall be final and binding upon all parties. The arbitrator's decision may not provide for retroactivity beyond one hundred eighty (180) days prior to the filing of the grievance.

13.15 In the event one of the parties is unable to meet the time deadlines set forth above, the other party shall grant an extension for good cause shown.

13.16 Nothing herein shall prevent an employee from seeking assistance from the Association Union or the Association Union from furnishing such assistance to any stage of the grievance procedure.

13.17 The expenses of the arbitrator, the cost of any hearing room and the cost of shorthand reporter, unless such are paid by the State of Washington, shall be borne by the losing party. The arbitrator shall designate the losing party in the arbitration decision. Each party shall be completely responsible for bearing all costs of preparing and presenting its own case, including compensating its own attorneys and witnesses. This agreed allocation of costs is intended to supersede any statutory provision assessing attorneys' fees against a party so long as the City does not appeal an arbitration decision. If the City appeals an arbitration decision, this section shall be null and void as to the grievance giving rise to the arbitration decision from the date the grievance was originally filed, and this section shall not supersede any statutory provision assessing attorneys' fees against the City.

13.18 Association Union business conducted by a representative of the Association Union and aggrieved employee under this Section may be performed during duty hours consistent with the requirements of Section 4.1.

ARTICLE 14

SCOPE OF BARGAINING AGREEMENT

14.1 General - This Agreement contains all the terms and conditions agreed upon by the parties, and any and all rights concerned with the management and operation of the Department in accordance with its responsibilities and the powers and authority, which the Employer possesses, are exclusively that of the Employer unless expressly limited by this Agreement.

14.2 Personnel Manual - The City of Redmond Personnel Manual authorized by Ordinance and as supplemented or amended hereafter by City Ordinance and Executive Order is hereby made a part of this Agreement except that specific provisions of this Agreement shall prevail wherever a conflict therewith exists. Without waiving any rights to bargain regarding any other matter, the Association Union shall retain its rights under state law to bargain any changes in the



personnel manual which concern or impact mandatory subjects of bargaining relating to the Bargaining Unit.

14.3 Right to Bargain - The parties to this Agreement acknowledge that each has had the unlimited right and opportunity to make proposals with respect to any matter deemed a proper subject for collective bargaining. The results of the exercise of that right are set forth in this Agreement. Therefore, the Employer and the ~~Association~~ **Union** each voluntarily and unqualifiedly agree to waive the right to oblige the other party to bargain with respect to any subject or matter not specifically covered by this Agreement during the term of the Agreement, except as otherwise mutually agreed upon.

14.4 Unintended Consequences – It is the intent of the parties to continue the contract period as if there was no transition from RPA to Teamsters while recognizing that there has been a transition in Union representation. The intention is not to otherwise modify the contract until the end of the original contract period. The parties agree that the MOUs and LOUs attached to this contract as Appendix C shall continue in effect for the duration of this agreement. If, during the term of this Agreement or any extension thereof, there is an issue that arises related to an MOU, LOU, or Agreement that would have been handled differently had the Teamsters not become the representative, the Parties agree that their intention will be to carry out the terms of the MOU, LOU, or Agreement as it would have been if there was not a transition to Teamsters representation.

ARTICLE 15 LEGALITY

15.1 General - Should any provision of this Agreement or the application of such provision be rendered or declared invalid by a Court of final jurisdiction or by reason of any existing or subsequently enacted legislation, the remaining parts or portions of this Agreement shall remain in full force and effect. Should any proposal submitted by the ~~Association~~ **Union** and agreed to by the Employer not be put into effect because of applicable legislation, Executive Orders or Regulations dealing with Wage and Price Stabilization, then such proposals or any part thereof shall become effective at such time, in such amounts, and for such periods as shall be permitted by Law at any time during the life of this Agreement.

ARTICLE 16 DURATION AND REOPENERS

16.1 This Agreement shall be effective ~~January 1~~ September 22, 2019 ~~2020~~, and shall remain in full force and effect through December 31, 2021.

**CITY OF REDMOND
UNION NO. 117/IBT ASSOCIATION**

REDMOND POLICE TEAMSTERS LOCAL

By: _____
~~John Marchione~~ Angela Birney, Mayor

By: _____
~~Tom Parsons~~ John Searcy, Secretary-



Treasurer, ~~President~~

Date: _____

Date: _____

ATTEST:

By: _____

~~Michelle Hart~~ Cheryl Xanthos, City Clerk

Date: _____



APPENDIX A

PAY PLAN "P" – RPA POLICE OFFICER, CORPORAL, & SERGEANT

THIS APPENDIX is supplemental to the AGREEMENT by and between the CITY OF REDMOND, WASHINGTON (hereinafter referred to as the "Employer") and the Redmond Police ~~Association~~Union (hereinafter referred to as "~~Association~~Union").

A.1 Salary - January 1, 2019 Salary – Effective January 1, 2019, the monthly rates of pay for employees covered by this Agreement shall be based on the following. For Police Officer, this represents a 4% increase and a one-time competitive market adjustment of approximately 1.19%. Corporal is a newly established position as of January 1, 2019, and is a 10% increase above Step E of Police Officer. Sergeant Step A is a 7% increase above Corporal, and Sergeant Step B is a 3% increase above Sergeant Step A.

2019 PAY PLAN "P" - POLICE OFFICER AND SERGEANT					
Ordinance No. -					
Effective Jan. 1, 2019					
Redmond Police					
Association Union					

Grade	Position Title	Step	Duration	Monthly	Annually
P1	Police Officer	A	0-12m	\$6,634	\$79,609
		B	13-24m	\$6,813	\$81,756
		C	25-36m	\$7,159	\$85,904
		D	37-48m	\$7,338	\$88,058
		E	49m+	\$7,683	\$92,199
P3	Corporal	A		\$8,452	\$101,419
P5	Sergeant	A	0-12m	\$9,043	\$108,518
		B	13m+	\$9,314	\$111,773



January 1, 2020 Salary – Effective January 1, 2020, the monthly rates of pay for employees covered by this Agreement shall be based on the following. This represents a 4% increase.

2020 PAY PLAN "P" - POLICE OFFICER AND SERGEANT					
Ordinance No. - Effective Jan. 1, 2020 Redmond Police Association Union					
Grade	Position Title	Step	Duration	Monthly	Annually
P1	Police Officer	A	0-12m	\$6,899	\$82,793
		B	13-24m	\$7,086	\$85,026
		C	25-36m	\$7,445	\$89,340
		D	37-48m	\$7,632	\$91,580
		E	49m+	\$7,991	\$95,887
P3	Corporal	A		\$8,790	\$105,476
P5	Sergeant	A	0-12m	\$9,404	\$112,858
		B	13m+	\$9,687	\$116,244

January 1, 2021 Salary – Effective January 1, 2021, the monthly rates of pay for employees covered by this Agreement shall be based on the following. This represents a 3% increase.

2021 PAY PLAN "P" - POLICE OFFICER AND SERGEANT					
Ordinance No. - Effective Jan. 1, 2021 Redmond Police Association Union					
Grade	Position Title	Step	Duration	Monthly	Annually
P1	Police Officer	A	0-12m	\$7,106	\$85,277
		B	13-24m	\$7,298	\$87,577
		C	25-36m	\$7,668	\$92,020
		D	37-48m	\$7,861	\$94,328
		E	49m+	\$8,230	\$98,764
P3	Corporal	A		\$9,053	\$108,640
P5	Sergeant	A	0-12m	\$9,687	\$116,244
		B	13m+	\$9,977	\$119,732

A.1.2 Advancement through the proficiency levels shall be automatic, provided performance of the individual is progressing satisfactorily. Should performance not be progressing



satisfactorily the next automatic step may be extended for up to six (6) months, provided the employee has been notified in writing at least thirty (30) days prior to the date the increase would become effective.

A.1.3 All increases in rates of pay shall become effective on the pay anniversary date as defined in the Redmond Personnel Manual.

A.2 Accreditation Pay - The salaries specified in the pay plans included as exhibits herein or adopted pursuant to this Agreement include the 1.25% incentive pay recognizing the Department's accreditation by the Commission on Accreditation for Law Enforcement Agencies or other accrediting entity or agency selected by the Department. Should the Police Department lose its accreditation, the rates will be reduced by 1.25%.

A.3 Premium Pay - Employees shall be entitled to receive the following percentage of base salary as premium pay, based upon their years of service as a uniformed officer within the Department:

Completed Years of Service	Longevity Premium	Education Premium	
		AA Degree or 135 Credits from an Accredited Four-Year College or University	OR Bachelor's Degree
0	--	.75%	1.5%
3	--	.75%	1.5%
4	--	.75%	1.5%
5	1.0%	1.5%	3.0%
6	1.0%	1.5%	3.0%
7	1.0%	1.5%	3.0%
8	1.0%	1.5%	3.0%
9	1.0%	1.5%	3.0%
10	2.25%	1.5%	3.5%
11	2.25%	1.5%	3.5%
12	2.25%	1.5%	3.5%
13	2.25%	1.5%	3.5%
14	2.25%	1.5%	3.5%
15	3.0%	2.0%	4.5%
16	3.0%	2.0%	4.5%
17	3.0%	2.0%	4.5%
18	3.0%	2.0%	4.5%
19	3.0%	2.0%	4.5%
20	4.0%	2.5%	5.0%
25	4.5%	2.5%	5.0%

All degrees and credits must be from an accredited institution reasonably acceptable to the City.

All funds paid to an employee pursuant to Section A.6 or any similar tuition reimbursement plan,



except for post-college graduate classes under prior agreements or the Employee Education Assistance Program (EEAP) in the City's Personnel Manual, shall be a credit and set-off against the amounts due to the employee pursuant to the Education Premium percentage until the City has been fully reimbursed for the total amount it paid the employee.

A.4 **Special Assignments**

Specialty Assignment*	Increase
Detective Sergeant and Detective	4% above regular base pay
Pro-Act Sergeant and Pro-Act Detective	4% above regular base pay
K-9 Officer	To compensate employees assigned as K-9 Officers for the duties related to the care and maintenance of the police dog, K-9 Officers shall: <ul style="list-style-type: none"> a. receive an additional three and one-half percent (3.5%) of their base pay; b. one (1) hour each week at their overtime rate; and c. one-half (1/2) hour "release time" per regularly scheduled shift for such care and maintenance.
Traffic Sergeant and Traffic Officer	4% above regular base pay
School Resource Officer (SRO)	4% above regular base pay
Recruiting Officer	4% above regular base pay
Training Sergeant	4% above regular base pay
Outreach Sergeant	4% above regular base pay

Collateral Duties*	Increase
Firearms Instructors DT Instructors EVOC Instructors SWAT CNT	4% above regular base pay. Employees assigned more than one of the collateral duties shall be capped at 4% above regular base pay.

*The pay for employees working in a specialty assignment and assigned one or more of the listed collateral duties shall be capped at 6% above regular base pay. An employee may hold no more than one specialty assignment. Those employees assigned as Corporal are not eligible for special assignment or collateral pay.

A.5 Work Out of Classification - A provisionally appointed Sergeant shall receive Step "A" of the Police Sergeant rate of pay retroactive. A Police Officer or Corporal assigned the duties of F.T.O (Field Training Officer) shall receive one-quarter (1/4) hour of overtime pay for every two consecutive hours worked in that capacity during a ten (10) hour shift.

A.6 Tuition Reimbursement - Employees shall be reimbursed for tuition expense for college



courses taken on off-duty time in furtherance of college and post-graduate degrees as provided in the City of Redmond Personnel Manual under Employee Education Assistance Program, provided that a determination that a degree is not job related shall be subject to the grievance procedure.

A.7 Retroactive Pay The parties agree that all compensation improvements shall be retroactive and due upon execution of an agreement or interest arbitration award and will be paid on a separate check, on the next regular payday which is more than forty-five (45) days from the date of the award or execution of the agreement, whichever first occurs. Further, the parties agree that retroactive compensation for the period before the execution of the collective bargaining agreement will be paid only to individuals who either (a) are on the payroll as of the date of ratification, (b) have retired, or (c) leave employment as a result of disability.

CITY OF REDMOND _____ **REDMOND POLICE ASSOCIATION**

By: _____ By: _____
John Marchione, Mayor Tom Parsons, President

Date: _____ Date: _____

ATTEST:

Michelle Hart, City Clerk

Date: _____



APPENDIX B OFFICER BILL OF RIGHTS

THIS APPENDIX is supplemental to the AGREEMENT by and between the CITY OF REDMOND, WASHINGTON (hereinafter referred to as the “Employer”), and the REDMOND POLICE ~~ASSOCIATION~~UNION (hereinafter referred to as “~~Association~~Union”).

B1 Because of the ever-increasing responsibilities and duties required of police officers in the performance of their duties which of necessity increase their contact with the general public and could lead to misunderstandings and questions surrounding the activities of members of the Public Department, it is mutually required, therefore, that procedures be established in order to provide for full investigation of any questions arising from contacts and relationships with the public and also to provide for safeguards in order to protect the police officer in these investigations so that the matters can be dealt with in fairness and in an expeditious manner, the following guidelines are set forth:

B1.1 An employee of the Redmond Police Department shall be entitled to be advised in writing, if the employee so requests, of the particular nature of an internal investigation, and other information which shall reasonably inform the employee of the allegations against him/her, and as to whether the employee is a witness or the focus of the investigation. If the employee is the focus of the investigation, this information shall be provided thirty (30) hours prior to interrogation of the employee and should include names of complaining witnesses (unless the witness is a confidential informant or otherwise requests anonymity). This Section shall not apply to the initial investigation, including the gathering of physical drug testing or breathalyzer evidence, which occurs surrounding the initial call or incident.

B1.2 Interrogations of said Police Department employees shall be at a reasonable hour; preference for such time of interrogations shall be when the individual is on duty and/or during the daytime; provided, however, that the gravity and exigencies of the investigation shall in all cases control the time of said interrogation.

B1.3 All interrogations shall be held at the Redmond Police Station facility except when this would be impractical. The employees shall be afforded an opportunity and the necessary facilities to contact an attorney and/or ~~association~~Union representative prior to commencement of the interrogation. The employee's attorney and/or the ~~Association~~Union representative may be present during the interrogation, but said attorney shall not be permitted to participate in the interrogation. Nothing herein shall in any way restrict the rights of the attorney and/or the ~~Association~~Union representative to consult with the employee during the process of the interrogation.

B1.4 The interrogation shall be conducted in the most expeditious manner consistent with the scope and gravity of the subject matter of the interrogation and the employee shall at all times be given reasonable periods to attend to personal necessities, such as meals, telephone calls to the employee's private attorney and rest periods.

B1.5 The employee shall not be subjected to any profane language nor threatened with ~~CITY OF REDMOND/RPA 2019-2021 AGREEMENT~~

APPENDIX B – Page 39



dismissal, transfer or other disciplinary punishment as a guise to obtain the resignation of said employee nor shall the employee be subjected to intimidation in any manner during the process of interrogation. No promises or rewards shall be made to the said employee as an inducement to answer questions.

B16 At the employee's request, and at no cost to the Employer, the interrogation shall be recorded on tape and the tape(s) shall be immediately turned over to a third (3rd) neutral party (i.e., City Clerk) who shall be responsible for their safe keeping. Within a reasonable period after the conclusion of the investigation and no later than forty-eight (48) hours (not counting Saturday or Sunday) prior to a predisciplinary hearing, the employee shall be advised of the results of the investigation and the recommended disposition (which may be a range of possible dispositions) and shall be provided a copy of the investigatory file (excluding information from and the identity of confidential informants and other witnesses requesting confidentiality upon which the department does not intend to rely).

B17 An employee covered by this Agreement shall not be required to take or be subjected to any lie detector tests or similar tests as a condition of continued employment within the Redmond Police Department.

B18 When an employee, whether on or off duty, uses deadly force which results in the injury or death of a person, the employee shall not be required to make a written or recorded statement for twenty-four (24) hours after the incident except that promptly following the incident the employee shall verbally report to a superior a brief summary of the incident and any information necessary to secure evidence, identify witnesses, or apprehend suspects. The affected employee may waive the requirement to wait twenty-four (24) hours.

B19 Nothing contained in any of the above provisions shall restrict and/or limit the authority of the Chief of Police in the performance of this duties and responsibilities as the Chief Administrator of the Redmond Police Department.

B.1.9.1 Policy – The City and the Guild recognize that drug use by employees would be a threat to the public welfare, the safety of department personnel, and the public confidence in the Redmond Police Department. It is the goal of this policy to eliminate or absolve illegal drug usage through education, rehabilitation of the affected personnel, and other appropriate actions in the circumstances. In addition to the existing Department and City policies, the parties acknowledge that the use of alcoholic beverages or unauthorized drugs shall not be permitted at the City's work sites and/or while an employee is on duty nor shall an employee report for duty under the influence of alcohol or unauthorized drug.

While the City wishes to assist employees with alcohol or chemical dependency problems, safety is the City's first priority. Therefore, employees shall not report for work or continue working if they are under the influence of, or impaired by, the prohibited substances listed in Sections 5 and 6 of this article or impaired by any other drug or substance of any nature. Employees participating in treatment programs are expected to observe all job performance standards and work rules.



B.1.9.2 Informing Employees About Drug and Alcohol Testing – All employees shall be fully informed of this drug and alcohol testing policy. Employees will be provided with information concerning the impact of the use of alcohol and drugs on performance.

Employees who voluntarily come forward and ask for assistance to deal with a drug or alcohol problem shall not be disciplined by the City solely for coming forward and admitting a problem. The City shall not be prevented from disciplining an employee for other legitimate reasons just because the employee has voluntarily asked for assistance with a drug or alcohol problem.

The City encourages employees to seek treatment for drug and alcohol abuse voluntarily. To encourage employees to do so, the City makes available the Employee Assistance Program (EPA).

Any decision to voluntarily seek help through the Employee Assistance Program, or privately, will not in and of itself interfere with an employee's continued employment or eligibility for promotional opportunities. Information regarding an employee's participation in the Employee Assistance Program will be maintained in confidence.

B.1.9.3 Employee Testing – Unless otherwise required by law, employees shall not be subject to random urine testing, blood testing or other similar or related tests for the purpose of discovering possible drug or alcohol abuse. If the City has reasonable suspicion to believe an employee's work performance is impaired due to drug or alcohol use, the City may require the employee to undergo a drug and/or alcohol test consistent with the conditions set forth in this Appendix.

Reasonable suspicion for the purposes of this article is defined as follows: The City's determination that reasonable suspicion exists shall be based on specific, articulated observations concerning the appearance, behavior, speech or body odors of an employee.

B.1.9.4 Sample Collection and Testing – The collection and testing of urine and blood samples shall be performed at a US HealthWorks clinic. In the event that collection and testing at DrugProof is not feasible for any reason, the collection and testing shall be at another laboratory or health care professional qualified and authorized to administer and perform drug testing, evaluation and reporting according to the Substance Abuse and Mental Health Services Administration (SAMHSA) or successor agency guidelines. The sample collection and testing shall be performed consistent with SAMSHA guidelines.

Employees have the right, upon making a request promptly after being informed of the request for a sample, to a reasonable opportunity for [Association Union](#) and/or legal representation to be present during the submission of the sample, provided that the [Association Union](#) or legal representative must be available at the testing facility within one-half hour of the request. Prior to submitting to a urine or blood sample, the employee will be required to sign a consent and release form as attached to this Appendix. Failure of the employee to sign the consent and release form as attached shall be grounds for discipline.



A split sample shall be reserved in all cases for an independent analysis in the event of a positive test result. All samples must be stored in a manner as established by SAMHSA. All positive confirmed samples and related paperwork must be retained by the laboratory for at least six (6) months or for the duration of any grievance, disciplinary action, or legal proceedings, whichever is longer.

B.1.9.5 Drug Testing – The laboratory shall test for the substances and within the limits as provided by the Department of Health and Human Services Substance Abuse and Mental Health Services Administration (“SAMHSA”) Mandatory Guidelines for Federal Workplace Drug Testing Programs (“SAMHSA Standards”).

Drug test results gathered under this Appendix will not be used in a criminal investigation or prosecution.

B.1.9.6 Alcohol Testing – A breathalyzer or similar equipment certified by the state toxicologist shall be used to screen for alcohol use, and if positive, the results shall be confirmed by a blood alcohol test performed by US HealthWorks or other qualified laboratory. This screening test shall be performed by an individual properly qualified to perform the tests utilizing appropriate equipment. An initial positive alcohol level shall be 0.02 grams per 210 L. of breath. That is, if both breaths register at .02 or above, that constitutes a positive test. If only one breath is at .02 or above and the other is below .02, the test is negative. If initial testing results are negative, testing shall be discontinued, all samples destroyed and records of the testing expunged from the employee’s files. Only specimens identified as positive on the initial test shall be confirmed by using a blood alcohol level. Sample handling procedures, as detailed in Section 4, shall apply. A positive blood alcohol level shall be 0.02 grams per 100 ml of blood. If confirmatory testing results are negative, all samples shall be destroyed and records of the testing expunged from the employee’s files.

B.1.9.7 Laboratory Results – The laboratory will initially advise only the employee and any Medical Review Physician as indicated by SAMHSA Standards of any positive results. The results of any positive drug or alcohol test will be released to the City by DrugProof once any Medical Review Physician has finished review and analysis of the laboratory’s test. Unless otherwise required by law, the City will keep the results confidential and shall not release them to the general public. Nothing in this Appendix shall prevent the City from using the results or fact of testing as evidence to defend itself, its employees or its position in any grievance, arbitration or legal proceedings.

B.1.9.8 Testing Program Costs – The City shall pay for all costs incurred for drug and alcohol testing required by the City hereunder, as well as the expenses associated with the Medical Review Physician. Travel to and from the laboratory or other collection location, and the time required to take the test shall be considered on duty time, provided that the City shall have the right to adjust the employee’s schedule to avoid an overtime obligation.

B.1.9.9 Duty Assignment After Treatment – If the duty assignment for an employee is modified or changed as a result of a rehabilitation program, then after an employee successfully completes his/her rehabilitation program, the employee shall be returned to the



regular duty assignment held prior to the rehabilitation program if such an assignment is open.. If an employee comes forward and requests assistance with a drug or alcohol problem under Section 2 of this Appendix, once treatment and follow-up care is completed, and one (1) year has passed with no further violations of this Appendix, the employee's personnel and medical files shall be purged of any reference to his/her drug problem or alcohol problem. All other violations of this Appendix shall remain a part of the employee's permanent personnel file.

B.1.9.10 Right of Appeal – The employee has the right to challenge the drug or alcohol test and any discipline imposed in the same manner that he/she may grieve any other City action.

B1.10 Psychological Evaluations

B.1.10.1 Any relevant medical history of the employee which the examining professional conducting a psychological evaluation requests shall be released by the employee only to the examining professional.

B.1.10.2 The examining professional shall issue a written report to the Employer, as the client, provided however, the employee shall have the right to meet with the examining professional to discuss the evaluation results, and provided further that such report shall be released only as provided in the Medical Release attached hereto as Appendix B-1.

B.1.10.2.1 If the employee believes that the conclusions of the examining professional are in error, the employee may obtain an additional examination at the employee's own expense and the Employer will provide the examining professional with documents which were utilized by the Employer's examining professional.

B.1.10.2.2 The Employer will undertake to have the Employer's examining professional make him/herself available to answer appropriate questions by the examining professional who conducts the independent examination. The Employee shall bear the costs of the Employer's examining professional's time to the extent the time required to answer such questions exceeds one (1) hour.

B.1.10.3 Should an employee grieve a disciplinary or discharge action taken as a result of a psychological examination, the Employer shall allow release of the examination and supporting documents upon which it relies for the action, and all other prior examinations of the employee determined to be relevant by the grievance arbitrator after a confidential review by the arbitrator.

B1.11 Personnel Records

B.1.11.1 The Employer will notify an employee upon receipt of a public disclosure request for information in the employee's personnel file. The procedure relating to the response to such request shall be as provided in the Personnel Manual.



B.1.12 Personnel File Review

B.1.12.1 Each employee's personnel files shall be open for review by the employee, provided that, employees shall not have the right to review psychological evaluations or supervisor's notes prepared for the purpose of preparing employee's evaluations.

B.1.12.2 Contents - A "personnel file" shall be defined as any file pertaining to the bargaining unit member's employment status, work history, training, disciplinary records, or other personnel-related matters pertaining to the bargaining unit member. It is further understood that a personnel file does not include material relating to medical records, preappointment interview forms, Internal Affairs files, or applicant background investigation documents such as, but not limited to, psychological evaluations and polygraph results.

CITY OF REDMOND _____ **REDMOND POLICE ASSOCIATION**

By: _____ By: _____
John Marchione, Mayor _____ Tom Parsons, President

Date: _____ Date: _____

ATTEST:

Michelle Hart, City Clerk

Date: _____



APPENDIX B-1

CONSENT/RELEASE FORM

I consent to the collection and analysis of a urine and/or blood sample by DrugProof for those drugs, alcohol, and/or controlled substances specified in the Collective Bargaining Agreement pursuant to the Substance Abuse Policy agreed to between the City of Redmond and the Redmond Police ~~Association~~ Union.

If I test positive, I agree to make myself and any requested records available to DrugProof or the Medical Review Physician within 48 hours of such request.

I understand that I have the right to my complete test results. If I test positive, I have the right to have the split sample tested at my expense at a second SAMHSA certified laboratory of my choice. I understand that I must request such test of the split sample within 72 hours of notification of a positive test result.

I understand that the Employer is requiring me to submit to this testing as a condition of my employment and that if I tamper with, alter, substitute, or otherwise obstruct or fail to cooperate with the testing process, I will be subject to disciplinary action up to and including termination.

I further understand that a confirmed positive test will result in actions taken by the employer and for the employee which are consistent with the City's policies and procedures for substance abuse testing and treatment.

I understand that the employer will administer the Policy consistent with federal and state constitutional and statutory requirements. Also, by signing this consent form, I am not waiving the right to challenge any confirmed positive test result and any Employer action based thereon. In order to pursue any challenge related to this test, I will, however, be required to authorize the laboratory and Medical Review Physician to release to my Employer and the Redmond Police ~~Association~~ Union any information relating to the test or test results. Further, I understand that my Employer may require me to participate in a treatment or rehabilitation program. If required to do so, I authorize the laboratory and Medical Review Physician to release any information relating to the test or test results to the Substance Abuse Professional (SAP) or treatment counselor. My signature below indicates my consent for release of this information.

Employee Signature

Date

Employee Printed Name

Patient

Date



APPENDIX C

Continuation of Agreements

The parties specifically agree that the following Memorandums of Understanding and Letter of Understanding will continue in full force and effect:

MOU – Paid Family and Medical Leave

LOU – Regarding Changes to the RedMed Summary Plan Description

MOU – Technology Usage Policy (“TUP”) Expectations Prior to Training

MOU – Hiring Incentives for Lateral Police Officers

MOU – HRA VEBA Employee Contributions – Law Enforcement

MOU – HRA VEBA Sick Leave Retirement Bonus

MOU – Extra Duty Assignments for Non-LEOFF Employees (Flagging)

MOU – Corporal Position



APPENDIX D
GUIDELINES FOR HIRING NON-COMMISSIONED EMPLOYEES
MEMORANDUM OF UNDERSTANDING
by and between
CITY OF REDMOND, WASHINGTON
and
~~REDMOND POLICE~~
~~ASSOCIATION~~**TEAMSTERS LOCAL**
UNION NO. 117

(representing both the Uniformed and Police Support Employees)

The CITY OF REDMOND (the "City") and the ~~REDMOND POLICE~~
~~ASSOCIATION~~**TEAMSTERS LOCAL UNION NO. 117** (the
"RPA") hereby recognize the mutual benefits of modifying the existing collective bargaining agreements between the RPA and the City to delineate the rights and obligations of the City, the RPA and any non-commissioned employee of the Redmond Police Department who is hired as a commissioned officer in the Department pursuant to any education waiver allowed by the Department. When such non-commissioned employees of the Department seek employment as commissioned officers the City may recognize such employee's on-the-job experience with the Redmond Police Department as constituting a significant qualifying experience that warrants a limited waiver of the entry level education requirement as described below. In furtherance of the parties' mutual recognition of the advantages of providing for greater flexibility in regards to the application of the education requirement, the parties further agree as follows:

1. The requirement for applicants for commissioned positions with the Redmond Police Department to have an Associate of Arts Degree or its equivalent is a requirement that the City has the right to modify or remove. For so long as the City continues such requirement, the City and the RPA agree that the manner in which the requirement is fulfilled for those candidates with employment experience as non-commissioned employees of the Redmond Police Department is modified to allow the education requirement to be fulfilled after employment is commenced as described below.
2. The parties agree that employees with experience as paid non-commissioned employees of the Redmond Police Department seeking employment as commissioned officers of the Redmond Police Department may apply even though they have not yet fulfilled the requirement of an Associate of Arts Degree (or its equivalent), where (i) they are in good standing in the Department, (ii) they are matriculated in an accredited institution of higher education, and (iii) there is a reasonable prospect that they will fulfill the education requirement within forty (40) months of the commencement of their employment as commissioned officers (at least one-half of the required credits have been fulfilled), under the condition that their failure to complete the Associate of Arts Degree within forty (40) months will constitute grounds for termination of their employment in a commissioned position.



3. Employees who fail to fulfill the education requirement within the requisite forty (40) months shall be subject to demotion to the employee's last held non-commissioned position, if a vacancy exists in such position. If such a vacancy does not exist the parties agree that the City may terminate the employee's employment in the commissioned position notwithstanding the provisions of Civil Service Rules (8.40) and the City of Redmond/RPA collective bargaining agreements in effect at that time. The parties agree that such a termination for failure to meet the education requirement within the forty (40) months shall not be subject to a Civil Service appeal, a grievance under the collective bargaining agreement, or challenge in any other forum on any grounds whatsoever, including lack of cause. Provided that where the employee is prevented from completing the education requirement due to intervening causes or personal hardship beyond the employee's immediate control, and the employee promptly (and in no event after the expiration of the forty (40) month period) provides the City with notice of the details and expected duration of the intervening cause or personal hardship, the employee shall be provided a reasonable extension in which to complete the requirement, corresponding to the length of the intervening cause or hardship. In the event of termination, the provisions of the current RPA Support employees collective bargaining agreement under Re-employment and Promotion Rights (5.5.2) shall apply in the same manner as if the employee was laid off from the last non-commissioned position held by the employee in the Department effective as of the date of the termination.

Employees hired pursuant to provisions shall receive the highest priority for the existing education slots allocated in the shift bidding system.

~~DATED~~ the ___ day of _____, 2007.

~~CITY OF REDMOND~~ _____ ~~REDMOND POLICE ASSOCIATION~~

By: _____ By: _____
Rosemarie Ives, Mayor Joaquin Lipana, President

Date: _____ Date: _____

~~ATTEST:~~

Bonnie L. Mattson, City Clerk

Date: _____



ATTACHMENT 9.3-A

ORDINANCE NO. _____

AN ORDINANCE OF THE CITY OF REDMOND, WASHINGTON, ADDING A NEW CHAPTER 2.06 TO THE REDMOND MUNICIPAL CODE IN ORDER TO PROVIDE FOR THE INDEMNIFICATION OF CITY OFFICIALS AND EMPLOYEES; PROVIDING FOR SEVERABILITY AND ESTABLISHING AN EFFECTIVE DATE.

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

Section 1. **Indemnification.** A new Chapter 2.06 is hereby added to the Redmond Municipal Code to read as follows:

Chapter 2.06

INDEMNIFICATION OF CITY EMPLOYEES AND OFFICIALS

Sections:

2.06.010	Definitions.
2.06.020	Legal representation.
2.06.030	Exclusions.
2.06.040	Determination of exclusion.
2.06.050	Representation and payment of claims — Conditions.
2.06.060	Effect of compliance with conditions.
2.06.070	Failure to comply with conditions.
2.06.080	Reimbursement of incurred expenses.
2.06.090	Conflict with provisions of insurance policies.
2.06.100	Pending claims.



2.06.10 Definitions.

Unless the context indicates otherwise, the words and phrases used in this chapter shall have the following meanings:

A. “Employee” means any person who is or has been employed by the city. “Employee” does not include independent contractors.

B. “Official” means any person who is serving or has served as an elected city official, and any person who is serving or has served as an appointed member of any city board, commission, committee or other appointed position with the city. “Official” does not include independent contractors performing the duties of appointed positions.

2.06.20 Legal representation.

A. As a condition of service or employment the city shall provide to an official or employee, and any spouse of an official or employee to the extent the marital community is implicated, subject to the conditions and requirements of this chapter, and notwithstanding the fact that such official or employee may have concluded service or employment with the city, such legal representation as may be reasonably necessary to defend a claim or lawsuit filed against such official or employee resulting from any conduct, act or omission of such official or employee performed or omitted on behalf of the city in their capacity as a city official or employee, which act or omission is within the scope of their service or employment with the city.

B. The legal services shall be provided by the office of the city attorney unless:

1. Any provision of an applicable policy of insurance provides otherwise; or
2. A conflict of interest or ethical bar exists with respect to said representation; or
3. The Mayor determines that the assignment of counsel other than the city attorney is necessary or prudent under the circumstances.



C. In the event that outside counsel is retained under subsection (B)(2) above, the city shall indemnify the employee from the reasonable costs of defense.

2.06.30 Exclusions.

A. In no event shall protection be offered under this chapter by the city to:

1. Any dishonest, fraudulent, criminal, willful, intentional or malicious act or course of conduct of an official or employee;
2. Any act or course of conduct of an official or employee which is not performed on behalf of the city;
3. Any act or course of conduct which is outside the scope of an official's or employee's service or employment with the city; and/or
4. Any lawsuit brought against an official or employee by or on behalf of the city.

Nothing herein shall be construed to waive or impair the right of the city council to institute suit or counterclaim against any official or employee nor to limit its ability to discipline or terminate an employee.

B. The provisions of this chapter shall have no force or effect with respect to any accident, occurrence or circumstance for which the city or the official or employee is insured against loss or damages under the terms of any valid insurance policy; provided, that this chapter shall provide protection, subject to its terms and limitations, above any loss limit of such policy. The provisions of this chapter are intended to be secondary to any contract or policy of insurance owned or applicable to any official or employee. The city shall have the right to require an employee to utilize any such policy protection prior to requesting the protection afforded by this chapter.

2.06.040 Determination of exclusion.

The determination of whether an official or employee shall be afforded a defense by the city under the terms of this chapter shall be finally determined by the city council on the recommendation of the mayor. The mayor



and/or city council may request the city attorney to provide an opinion or recommendation concerning the determination. The decision of the city council shall be final as a legislative determination of the council. Nothing herein shall preclude the city from undertaking an officer or employee's defense under a reservation of rights.

**2.06.50 Representation and payment of claims —
Conditions.**

The provisions of this chapter shall apply only when the following conditions are met:

A. In the event of any incident or course of conduct potentially giving rise to a claim for damage, or the commencement of a suit, the official or employee involved shall, as soon as practicable, give the city risk manager written notice thereof, identifying the official or employee involved, all information known to the official or employee involved, all information known to official or employee with respect to the date, time, place and circumstances surrounding the incident or conduct giving rise to the claim or lawsuit, as well as the names and addresses of all persons allegedly injured or otherwise damaged thereby, and the names and addresses of all witnesses.

B. Upon receipt thereof, the official or employee shall forthwith deliver any claim, demand, notice or summons or other process relating to any such incident or conduct to the city risk manager, mayor, or city clerk, and shall cooperate with the city risk manager and city attorney, or an attorney designated by the city, and, upon request, assist in making settlement of any suit and enforcing any claim for any right of subrogation against any persons or organizations that may be liable to the city because of any damage or claim of loss arising from the incident or course of conduct, including but not limited to rights of recovery for costs and attorneys' fees arising out of state or federal statute upon a determination that the suit brought is frivolous in nature.

C. Such official or employee shall attend interviews, depositions, hearings and trials and shall assist in securing and giving evidence and obtaining attendance of witnesses all without any additional compensation to the official or employee and, in the event that an employee has left the employ of the city, no fee or compensation shall be



provided. The city shall pay reasonable out-of-pocket expenses and costs (e.g. travel expenses, parking expenses, etc) incurred by employees and officials (including former employees and former officials) in connection with such attendance. All such expenses shall be approved by the mayor or her designee and the mayor's determination shall be final.

D. Such official or employee shall not accept nor voluntarily make any payment, assume any obligations, or incur any expense relating to the claim or suit, other than for first aid to others at the time of any incident or course of conduct giving rise to any such claim, loss or damage.

2.06.060 Effect of compliance with conditions.

If legal representation of an official or employee is undertaken by the city attorney, all of the conditions of representation are met, and a judgment is entered against the official or employee, or a settlement made, the city shall pay such judgment or settlement; provided, that the city may, at its discretion, appeal as necessary such judgment.

2.06.070 Failure to comply with conditions.

In the event that any official or employee fails or refuses to comply with any of the conditions of Section 2.06.050, or elects to provide his/her own representation with respect to any such claim or litigation, then all of the provisions of this chapter shall be inapplicable, and have no force or effect with respect to any such claim or litigation.

2.06.80 Reimbursement of incurred expenses.

A. If the city determines that an official or employee does not come within the provisions of this chapter, and a court of competent jurisdiction later determines that such claim does come within the provisions of this chapter, then the city shall pay any judgment rendered against the official or employee and reasonable attorneys' fees incurred in defending against the claim. The city shall pay any attorneys' fees incurred in obtaining the determination that such claim is covered by the provisions of this chapter.

B. If the city determines that a claim against a city official or employee does not come within the provisions of this chapter, and a court of competent jurisdiction later finds that such claim does not come within



the provisions of this chapter, then the city shall be reimbursed by the official or employee for costs or expenses incurred in obtaining the determination that such claim is not covered by the provisions of this chapter.

2.06.090 Conflict with provisions of insurance policies.

Nothing contained in this chapter shall be construed to modify or amend any provision of any policy of insurance where any city official or employee thereof is the named insured. In the event of any conflict between this chapter and the provisions of any such policy of insurance, the policy provisions shall be controlling; provided, however, that nothing contained in this section shall be deemed to limit or restrict any employee's or official's right to full coverage pursuant to this chapter, it being the intent of this chapter and section to provide the coverage detailed in this chapter outside and beyond insurance policies which may be in effect, while not compromising the terms and conditions of such policies by any conflicting provision contained in this chapter.

2.06.100 Pending claims.

The provisions of this chapter shall apply to any pending claim or lawsuit against an official or employee, or any such claim or law suit hereafter filed, irrespective of the date of the events or circumstances which are the basis of such claim or lawsuit.

Section 2. Severability. If any section, sentence, clause or phrase of this ordinance or any code provision adopted hereby should be held to be invalid or unconstitutional by a court of competent jurisdiction, such invalidity or unconstitutionality shall not affect the validity or constitutionality of any other section, sentence, clause or phrase of this ordinance or any such code provision.

Section 4. Effective Date. This ordinance, being an exercise of a power specifically delegated to the City legislative body, is not subject to referendum, and shall



take effect five (5) days after passage and publication of an approved summary thereof
consisting of the title.

CITY OF REDMOND

MAYOR ROSEMARY IVES

ATTEST/AUTHENTICATED:

MALISA FILES, CITY CLERK

APPROVED AS TO FORM:
OFFICE OF THE CITY ATTORNEY:

By:_____

FILED WITH THE CITY CLERK:
PASSED BY THE CITY COUNCIL:
SIGNED BY THE MAYOR:
PUBLISHED:
EFFECTIVE DATE:
ORDINANCE NO:_____



ATTACHMENT 9.3-B

ORDINANCE NO. 2408

AN ORDINANCE OF THE CITY OF REDMOND, WASHINGTON, RELATING TO INDEMNIFICATION OF CITY EMPLOYEES AND OFFICIALS, AMENDING SECTION 2.06.020 OF THE REDMOND MUNICIPAL CODE TO ADOPT PROVISIONS INDEMNIFYING THE REGISTERED DOMESTIC PARTNERS OF EMPLOYEES AND OFFICIALS; PROVIDING FOR SEVERABILITY AND ESTABLISHING AN EFFECTIVE DATE.

WHEREAS, in 2006, the City adopted Chapter 2.06 of the Redmond Municipal Code providing for the indemnification of City employees and officials; and

WHEREAS, in 2008 the Washington State Legislature amended chapter 26.16 RCW to provide for community property between domestic partners who have registered with the Washington Secretary of State; and

WHEREAS, the City Council desires to amend Section 2.06.020 of the Redmond Municipal Code to include indemnification of registered domestic partners of employees or officials of the City, under the same conditions as Section 2.06.020 currently indemnifies spouses of employees and officials of the City.

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

Section 1. Amendment of section. RMC 2.06.02, Legal Representation, is hereby amended to read as follows:

2.06.020 Legal representation.

A. As a condition of service or employment the city shall provide to an official or employee, and any spouse or registered domestic partner of an official or employee to the extent the [MARITAL] community, as community is defined in chapter 26.16 RCW as



amended by Chapter 6, Laws of 2008, is implicated, subject to the conditions and requirements of this chapter, and notwithstanding the fact that such official or employee may have concluded service or employment with the city, such legal representation as may be reasonably necessary to defend a claim or lawsuit filed against such official or employee resulting from any conduct, act or omission of such official or employee performed or omitted on behalf of the city in their capacity as a city official or employee, which act or omission is within the scope of their service or employment with the city.

B. The legal services shall be provided by the office of the city attorney unless:

1. Any provision of an applicable policy of insurance provides otherwise; or

2. A conflict of interest or ethical bar exists with respect to said representation; or

3. The Mayor determines that the assignment of counsel other than the city attorney is necessary or prudent under the circumstances.

C. In the event that outside counsel is retained under subsection (B)(2) above, the city shall indemnify the employee from the reasonable costs of defense.

Section 2. Severability. If any section, sentence, clause or phrase of this ordinance or any code provision adopted hereby should be held to be invalid or unconstitutional by a court of competent jurisdiction, such invalidity or unconstitutionality shall not affect the validity or constitutionality of any other section, sentence, clause or phrase of this ordinance or any such code provision.

Section 3. Effective date. This ordinance shall take effect five (5) days after passage and publication of an approved summary thereof consisting of the title.




ADOPTED by the Redmond City Council this 15 day of July, 2008.

CITY OF REDMOND



JOHN MARCHIONE, MAYOR

ATTEST/AUTHENTICATED:


MICHELLE M. MCGEHEE, CMC, CITY CLERK

(SEAL)

APPROVED AS TO FORM:
OFFICE OF THE CITY ATTORNEY:

By: 

FILED WITH THE CITY CLERK:	July 9, 2008
PASSED BY THE CITY COUNCIL:	July 15, 2008
SIGNED BY THE MAYOR:	July 15, 2008
PUBLISHED:	July 21, 2008
EFFECTIVE DATE:	July 26, 2008
ORDINANCE NO:	<u>2408</u>

ORD 2408

3



Fully Recommended Settlement Offer
By and Between
City of Redmond (Police Support) and
Teamsters Local Union No. 117
February 24, 2021

A G R E E M E N T

By and Between

TEAMSTERS LOCAL UNION NO. 117

Affiliated With The
International Brotherhood of Teamsters
Representing Police Support



And

CITY OF REDMOND

Term of Agreement

September 22, 2020 through December 31, 2021



Fully Recommended Settlement Offer
By and Between
City of Redmond (Police Support) and
Teamsters Local Union No. 117
February 24, 2021

~~AGREEMENT~~

~~by and between~~
~~CITY OF REDMOND, WASHINGTON~~
~~and~~
~~REDMOND POLICE ASSOCIATION~~
~~(Representing the Police Support Bargaining Unit)~~

~~January 1, 2019 through December 31, 2021~~



AGREEMENT
by and between
CITY OF REDMOND, WASHINGTON
and
REDMOND POLICE ASSOCIATION
(Representing the Police Support Bargaining Unit)

January 1, 2019 through December 31, 2021

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~~AGREEMENT~~
~~BY AND BETWEEN~~
~~CITY OF REDMOND, WASHINGTON~~
~~and~~
~~REDMOND POLICE ASSOCIATION~~
~~(Representing the Police Support Bargaining Unit)~~

~~January 1, 2019 through December 31, 2021~~

THIS AGREEMENT effective ~~January 1~~September 22, 20~~19~~20, is entered into by and between the CITY OF REDMOND, Washington, hereinafter referred to as the "Employer," and ~~the REDMOND POLICE ASSOCIATION~~TEAMSTERS LOCAL UNION NO. 117, hereinafter referred to as the "~~Association~~Union," representing the Police Support Bargaining Unit.

ARTICLE 1. DEFINITIONS

- 1.1 "Employer" shall mean the City of Redmond, Washington.
- 1.2 "~~Association~~Union" shall mean ~~the Redmond Police Association~~ Teamsters Local Union No. 117.
- 1.3 "Employee" shall mean an individual employed in the bargaining unit covered by this Agreement. The term "Employee" as used in this Agreement includes both male and female employees covered by this Agreement. In addition, wherever in this Agreement the masculine gender is used, it is intended that it will apply to the feminine gender as well.
- 1.4 "Bargaining Unit" shall mean all employees in the Redmond Police Department described in Article 2, Section 2.1.
- 1.5 "Emergency" shall mean an unforeseen combination of circumstances requiring immediate action.
- 1.6 "Domestic Partner" means a person who is part of a registered domestic partnership that is currently recognized as being in effect under RCW Chapter 26.60.



**ARTICLE 2. RECOGNITION, ~~ASSOCIATION~~ UNION MEMBERSHIP AND
PAYROLL DEDUCTION**

- 2.1** **Recognition** - The Employer shall recognize the ~~Association~~Union as the sole collective bargaining agent for all regular full-time and regular part-time non-commissioned employees employed by the City of Redmond in its police department, excluding the Chief of Police, uniformed personnel within the meaning of RCW 41.56.030(7), confidential employees and supervisors.
- 2.2** **Payroll Deduction** - Upon receipt of a voluntarily signed authorization by an employee covered by this Agreement, the Employer shall deduct from the employee's wage the regular monthly ~~Association~~Union membership dues payable by him to the ~~Association~~Union during the period provided for in the signed authorization. The Employer shall remit said monthly dues to the ~~Association~~Union on a monthly basis.
- 2.3** **Revocation** - Employee may revoke Employee's authorization for Payroll deduction, ~~after Employee provides written notice to the Union, to the Association by written notice to the Employer.~~ Every effort will be made to end the deduction effective on the first payroll after the request is received ~~from the Union to by~~ Human Resources.
- 2.4** **Indemnification/Hold Harmless** - The ~~Association~~Union shall indemnify, defend and hold the Employer harmless against any claims made and against any suit instituted against the Employer based on or relating to an Employee authorization for payment of dues or service charges equivalent to the regular ~~Association~~Union initiation fee and monthly dues, other than actions brought by the ~~Association~~Union to enforce this Article. The ~~Association~~Union shall refund to the Employer any amounts paid to it in error on account of an Employee authorization for payment of dues or service charges equivalent to the regular ~~Association~~Union initiation fee and monthly dues upon presentation of proper evidence.
- 2.5** **Supplemental Employees** - Employer shall limit the use of supplemental employees as provided in the Personnel Manual, with the following additional parameters for the job classifications covered by this bargaining unit:
- 251** Supplemental employees shall not be in the bargaining unit, but the bargaining unit shall have the right to question the continued supplemental status (as defined by Personnel Manual) of the employee.
- 252** If the time limitations provided for in Personnel Manual for the use of supplemental employees are exceeded, the employee shall remain as a supplemental employee, provided that the bargaining unit shall have the right to give the Employer notice of the violation, and the Employer shall then have thirty (30) days to resolve the



situation either by terminating the supplemental employee or initiating a Civil Service process to fill the position.

- 253 If the supplemental employee is hired as a regular employee through Civil Service with no break in service, the probation period provided in Section 11.2 for that employee will be reduced by fifty percent (50%) of the time that employee continuously worked in the position as a supplemental employee, provided that the probation period shall not be reduced to less than three (3) months.
- 254 No supplemental employees shall be employed in a classification while former employees in the bargaining unit who are qualified and available for work remain in layoff status within that classification.
- 255 The Employer shall provide regular reports to the President of the ~~Association~~ Union on the use of supplemental employees within the bargaining unit.

ARTICLE 3. ~~ASSOCIATION~~ UNION RIGHTS

- 3.1 **~~Association~~ Union Officials Time Off** - An ~~Association~~ Union official who is an employee in the bargaining unit (~~Association~~ Union Steward and/or a member of the Negotiating Committee) may, at the discretion of the Chief or his designee, be granted time off while conducting contract negotiations or grievance resolution, including arbitration proceedings, on behalf of the employees in the bargaining unit provided:

They notify the Employer at least forty-eight (48) hours prior to the time off; unless such notice is not reasonably possible;

The Employer is able to properly Staff the employees job duties during the time off; and

The wage cost to the Employer is no greater than the cost that would have been incurred had the ~~Association~~ Union Official not taken time off.

The Employer shall endeavor to allow a minimum of two (2) members of the ~~Association~~ Union's negotiation committee to attend negotiation sessions on on-duty time. Such members shall be designated by the ~~Association~~ Union at least one (1) week in advance, where possible, and may include individuals assigned to other than day shift if the Employer determines that manning on that shift is adequate, without the necessity of overtime (such individuals shall be considered to be transferred to day shift for the day on which the negotiation session is held.) The Chief's approval pursuant to this Section shall not be unreasonably withheld.



- 3.2 **Association Union Investigative and Visitation Privileges** - ~~The President of the Association~~ **Representatives of the Union** or other official representative may with the permission of the department head or his designee visit the work location of employees covered by this Agreement at any reasonable time and location for the purpose of investigating grievances. Such representative shall limit ~~his~~ **their** activities during such investigations to matters relating to this Agreement.
- 3.3 **Bulletin Boards** - The Employer shall provide suitable space for a bulletin board to be used by the **Association Union**.
- 3.4 **Labor Management Committee** - There shall be a Labor Management Committee comprised of members/representatives of the **association Union** and management representatives. Non-committee members may attend committee meetings. The committee shall meet at least quarterly to discuss issues of continuing importance to the **Association Union** and/or Employer. More frequent meetings may be held at the request of either party, provided five (5) days' notice of the meeting is given, together with notice of the intended topics for discussion. Nothing herein shall constitute a waiver of either party's right to demand collective bargaining of intended or actual changes in mandatory subjects of bargaining. **Association Union** representatives to the committee shall be allowed to perform committee functions while on duty, subject to approval of their shift supervisor.

ARTICLE 4. HOURS OF WORK, OVERTIME, CALLBACK, COMPENSATORY TIME, AND STAND-BY

- 4.1 **Workweek** - Except as otherwise provided for in this Article, the workweek for all members of the bargaining unit shall be forty (40) hours.
- 4.1.1 **Workday & Work Cycle - Dispatch** - The workday for dispatch employees, including both Dispatchers and the Lead Dispatcher, shall consist of ten (10) consecutive hours. The start of the workday begins at the discretion of the City.

The Lead Dispatcher may be assigned to work the schedule and work cycle contained herein or a different schedule and work cycle as determined by the Employer, provided such different schedule and cycle may not exceed forty (40) hours in a work week.

The work cycle for Dispatch employees shall be a cycle composed of a total of seven (7) periods as follows: (a) three (3) consecutive periods consisting of five (5) consecutive workdays followed by three (3) consecutive days off, (b) followed by



one (1) period of five (5) consecutive workdays followed by four (4) consecutive days off, (c) followed by two (2) periods of four (4) consecutive workdays followed by four (4) consecutive days off, and then (d) one (1) period of four (4) consecutive workdays followed by three (3) consecutive days off, and then repeat the cycle. Dispatch employees may be assigned to begin this schedule at any point of the schedule cycle.

Upon mutual agreement of a Dispatcher and the City, a Dispatcher may work an alternate forty (40) hour work schedule, provided that the City's agreement shall be in its sole discretion, and the City may in its sole discretion at any time rescind its agreement to the alternate schedule.

A workday for Dispatch employees shall include at least a thirty (30) minute meal period and three (3) fifteen (15) minute rest periods. Employees assigned as Dispatchers shall be subject to immediate call during meal and rest periods. Subject to prior approval, and within the sole discretion of the supervisor, rest and meal periods may be combined.

Upon agreement by either party, this Subsection may be reopened at any time to negotiate implementation of a schedule for Dispatch other than that contained in this Subsection.

412

Workday - Police Support Services Specialists, Property/Evidence Technician, Crime Analyst, Administrative Assistant, Police Program Coordinator, and Legal Advocate - The workday for Police Support Services Specialists, Property/Evidence Technician, Crime Analyst, Administrative Assistant, Police Program Coordinator, and Legal Advocate shall consist of eight (8) hours within nine (9) consecutive hours to a maximum of forty (40) hours per week, or ten (10) hours within eleven (11) consecutive hours to a maximum of forty (40) hours per week. These hours may be scheduled by the Employer between 7:00 a.m. and 8:00 p.m. Except in emergency situations (or when agreed to by the employee and their supervisor), an employee shall receive at least fifteen (15) days advance notice of schedule changes.

A workday for Police Support Services Specialists, Property/Evidence Technician and Crime Analyst, Administrative Assistant, Police Program Coordinator, and Legal Advocate shall include a one (1) hour meal period (which may be reduced to a minimum of one-half (1/2) hour by agreement between the employee and Employer) and two fifteen (15) minute rest periods. Subject to prior approval, and within the sole discretion of the supervisor, rest and meal periods may be combined.

Upon agreement by either party, this subsection may be reopened at any time to negotiate implementation of a schedule for Administrative Assistant or Police



Support Services different from that contained in this Subsection.

- 413** **Flextime** - Flextime schedules varying from the hours described herein will be allowed as mutually agreed by the employee and the Employer. Such adjustments will be on a straight time, hour-for-hour basis within the same work week without regard to the provisions of Section 4.2 Overtime.
- 414** **FLSA Exempt Employees** - Employees in positions determined to be exempt from overtime under the federal Fair Labor Standards Act (FLSA) shall work schedules set by the Employer in light of the nature of the work. Starting and ending times are approximate, reflective of the flexibility inherent in the FLSA exempt status. Absences of up to four (4) hours shall not be recorded or charged to a leave bank. Absences of four (4) hours or more shall be charged to the appropriate leave bank as eight (8) hours. Exempt employees shall be expected to work forty (40) hours per week as provided for in Section 4.1.
- 415** The afore-referenced schedules shall apply except for regular scheduled shift changes or bona fide emergencies declared by the Mayor or Chief of Police which could not otherwise be anticipated and which might require deviating from the schedule.
- 4.2** **Overtime** - Overtime shall be that time (a) a full-time non-exempt employee works in excess of the regularly scheduled workday or workweek, or in any event, hours in excess of forty (40) hours in any workweek, or (b) a regular part-time non-exempt employee works in excess of eight (8) hours in any one day or in excess of forty (40) hours in any workweek. The workweek shall be defined as the seven (7) day period from Monday through Sunday. When computing overtime, authorized paid leave shall be treated as time worked. Overtime shall be paid at one-and-one-half (1-1/2) times the regular rate of pay.
- 421** All overtime shall be authorized in writing in advance by the employee's supervisor, or within twenty-four (24) hours after the work has been performed, or such longer time as is reasonable under the circumstances, in order to qualify as paid or compensatory time. Overtime shall be compensated by compensatory leave or by overtime pay in accordance with Section 4.6, et seq.
- 422** All overtime shall be compensated for in increments of fifteen (15) minutes with the major portion of fifteen (15) minutes being paid as fifteen (15) minutes.
- 423** To avoid fatigue and ensure employee safety, an employee shall not work in excess of fourteen (14) consecutive hours. Employees shall have at least nine (9) hours off in between work shifts (regular or overtime). In emergency circumstances, these rules



do not apply.

- 4.3** **Administrative Leave (Exempt Employees)** - FLSA exempt employees are granted forty-eight (48) hours of administrative leave each calendar year in recognition of hours worked beyond the standard workweek. Administrative leave is prorated for exempt part-time employees and for employees who start mid-year. Exempt employees who work no hours outside the standard workweek are not granted administrative leave. Section 6.26 of the Personnel Manual shall govern the use of Administrative Leave by exempt bargaining unit employees.
- 4.4** **Callback** - Employees called back to service after completing a duty shift, while on their day off, to attend a court hearing, to attend a mandatory department meeting, or more than three (3) hours before the start of their regular shift, shall be compensated for the actual time spent, but in no event shall such compensation be less than three (3) hours at the overtime rate as provided for in Article 4.
- 441** Employees who make Court or other subpoenaed appearances while off duty shall be required, except for bona fide emergencies, to perform solely that specific assignment.
- 442** Employees called back while on vacation or leave of absence shall be reimbursed reasonable transportation costs required to return to duty, provided the employee is more than one hundred (100) miles away from his home. Provided, however that payment need not be made if the employee schedules vacation after notice is given to the employee or if the employee can reasonably reschedule the vacation or the required appearance date. The employee shall consult with the supervisor as soon as the conflict is known.
- 4.5** **Training** - All training requests shall be approved or denied by the Training Division. The City will not pay any expenses for an employee who chooses to attend a training that was denied by the Training Division.
- 4.6** **Compensatory Time** - Compensatory time may be accrued by an employee in lieu of pay for court-time, callbacks, holidays or overtime up to a maximum of ninety (90) hours.
- 461** The Chief of Police shall have the discretion of permitting additional compensatory leave in lieu of overtime pay in accordance with budget allowances and restrictions; provided however, all compensatory time accrued in excess of ninety (90) hours in any calendar year shall be paid on the last payday of November of each year.



- 4.62 Accrued compensatory time off shall be taken at a time mutually agreeable to the Employer and the employee. Once annual vacation bidding is completed, requests for compensatory time off will be approved or denied within fifteen (15) days of receipt. (This does not prevent a request from being made or granted with less than fifteen days' notice.) Compensatory leave will be approved only when the employee has sufficient earned leave to cover the request. Compensatory leave will be granted on a first-come, first-served basis. In the event two compensatory leave requests are submitted simultaneously, the employee with greater seniority will be given preference.
- 4.63 No compensatory time shall be deducted from that accrued to the employee unless the employee actually used that compensatory time or was paid for same or agreed to having it removed for disciplinary purposes.
- 4.64 When an employee covers for another employee who has taken compensatory leave, such time shall be compensated as paid time only, not compensatory time.
- 4.7 **Work out of Class** - An employee who is assigned to work in a higher classification shall be paid at a rate of ten percent (10%) over the employee's regular rate or at the minimum rate of the higher classification, whichever is greater, for each full hour worked in the higher classification. Under no circumstance shall the out of class rate of pay exceed the maximum rate of the higher classification.
- 4.8 **Standby Duty** - An off duty employee who is required to keep the Employer informed of his whereabouts or an employee who is required to be available by telephone shall be considered to be on Standby Duty.
- 4.81 The Employer shall not require employees to be on Standby Duty without compensation except in the case of bona fide emergencies declared by the Mayor or Chief of Police. Employees shall endeavor, on an entirely voluntary basis, to keep the Employer informed of their whereabouts and/or their availability.
- 4.82 Standby Duty shall be authorized only by the Chief of Police or his designee. When Standby Duty is ordered, which either (a) requires the employee to carry a pager or cellular phone and to respond to a call-out within forty five (45) minutes, or (b) qualifies the employee for standby pay pursuant to the FLSA regulations contained in 29 CFR 551.431 or applicable Washington State laws, such Standby Duty shall be paid for at a rate of twenty percent (20%) of the employee's regular basic hourly rate of pay, provided that an employee assigned to First Call shall not be deemed to be on Standby Duty.
- 4.9 **First Call** - Any Employee assigned as First Call for Public Information Officer (PIO)



shall be compensated at the rate of one (1) hour overtime for each week day (Monday-Thursday 5:00 PM to 7:00 AM). When assigned First Call on a weekend, two (2) hours overtime for each weekend day (including extended three (3) and four (4) day holiday weekends and for each weekday on which a holiday occurs, as defined in 7.1.2). When assigned First Call on a Saturday/Sunday, the employee shall be compensated two (2) hours overtime for each of these days. First Call assignment for the weekend begins on Friday at 5:00 PM, the employee is not compensated for time on Friday before the weekend.

- 4.10** **Bilingual Employees & Translation Services** - Bilingual employees may seek approval from the Chief of Police to receive premium pay for providing language services. Approval for such pay is granted by submitting a memo through the chain of command describing the employee's qualifications to speak that language. The Department currently recognizes Spanish, Mandarin Chinese, and Russian as constituting the primary language needs of the community. Other languages may be considered by the Chief (or designee) for premium pay after discussion and agreement through the Labor Management process.

Premium Pay for bilingual employees and translation services, after approval by the Chief (or designee), shall be set at a rate of \$50 per month.

- 4.11** **Daylight Savings Time** - Employees who work a longer shift when the clocks are moved back one hour to Standard time in the fall will be paid for the time in excess of the employee's normal work day at the overtime rate of pay. Employees who work shorter shifts when the clocks are moved forward to Daylight Savings time in the spring will have the option of choosing to work an additional hour so that the employee works a 10-hour shift or to use one hour of paid time off (e.g. vacation, compensatory time, etc., but not sick) at the employee's discretion. If the employee chooses to work an additional hour the employee, with supervisory approval, can choose to work the hour at the beginning or the end of the shift.

- 4.12** **Essential Personnel** – Positions identified as essential personnel include: Lead Communications Dispatcher, Communications Dispatcher, Lead Police Support Services Specialist, Police Support Services Specialist, and Police Program Coordinator (Public Engagement Coordinator).

ARTICLE 5. SENIORITY AND PERSONNEL REDUCTION

- 5.1** **Definitions Relating to Seniority** - As used in this Agreement the following terms shall have the meanings indicated:



- a. "Bargaining Unit Seniority" means the length of an employee's most recent Continuous Employment within the Police Support bargaining unit (the "Bargaining Unit") measured from his/her first compensated day of employment in the Bargaining Unit.
- b. "Seniority in Classification" means the length of an employee's most recent Continuous Employment in a classification in the Bargaining Unit (which shall include service in any higher classification as provided in this Article) measured from the first date of employment in that classification or a higher classification in the Bargaining Unit. Seniority in the Classification of Support Services Specialists, and Lead Support Services Specialists who previously worked in the Communications Division means the length of the employee's most recent Continuous Employment in the Bargaining Unit measured from the first date of employment in the Communications Division.
- c. "Continuous Employment" means a continuous period of employment in the Bargaining Unit that is unbroken by resignation, discharge or retirement. Leaves of absence, or military leaves shall not break Continuous Employment. Layoffs and reductions in classification pursuant to Subsection 5.5 shall not break Continuous Employment until the expiration of the period during which the employee has a right to be offered reemployment or promotion pursuant to Subsection 5.5.1 of this Agreement. Upon a break in Continuous Employment an employee shall lose all seniority.
- d. "Order" means the order of Bargaining Unit Seniority or Seniority in Classification arranged from the longest seniority to the shortest. If more than one employee is hired or promoted on the same date, the Order of seniority shall be determined by using the following criteria:
 - 1. The Order of Bargaining Unit Seniority for employees hired on the same date shall be determined by the order (from the highest to lowest) of each employee's unrounded score on the exam for the position held by each employee, respectively. In the event of equal scores, the Order shall be determined by a random means, which once determined shall thereafter be established for all purposes.
 - 2. The Order of Seniority in Classification for employees promoted on the same date shall be determined by the order (from the highest to the lowest) of each employee's unrounded score on the applicable promotional exam. In the event of equal unrounded scores, the Order of Seniority in Classification shall be determined by the Order of each employee's Bargaining Unit Seniority.



e. "Department" means the City of Redmond Police Department.

5.2 **Seniority List** - The Employer shall maintain and post, at least annually, a current seniority list reflecting the Order of Bargaining Unit Seniority and Seniority in Classification. These lists, appropriately updated to reflect any new hires, promotions, terminations or other changes, shall be used whenever action based upon seniority is called for by this Agreement, and in such other cases as may be agreed by the Employer and the Association Union.

5.3 **Leaves** - During the period an employee is on a leave of absence, layoff status, or military leave longer than thirty (30) consecutive days, seniority shall not accrue except as required by any applicable statutory or regulatory provisions, including RCW 38.40.060 and RCW 73.16.031 - .061 and any amendments thereto. Upon returning to work after such layoff or leave, an employee shall be granted the level of seniority accrued as of the last day prior to such leave or layoff.

5.4 **Vacation Scheduling** - Effective for the 2017 vacation bid and thereafter, vacation scheduling for each year shall be administered for the period of February through January in accordance with Bargaining Unit Seniority by Division during the December sign-up period. Thereafter, vacations for that Vacation Scheduling Year shall be administered on a "first come, first served" basis. Once approved, vacation hours may not be changed to compensatory time. After the December sign up period, compensatory time shall be treated as leave for scheduling purpose as outlined in Article 4.6.2.

5.4.1 Requests for vacation leave shall be approved or denied within fifteen (15) days after the close of the December sign-up period. Thereafter, all other requests for vacation leave shall be approved or denied within fifteen (15) days of receipt.

5.4.1.1 Normally one (1) Dispatcher per twenty-four (24) hour day (i.e. day, swing and graveyard shifts together) will be granted vacation leave, except for holidays recognized under Article 7. At least one (1) Dispatcher may be allowed off on vacation on holidays when all the shifts on that holiday are otherwise fully staffed without the use of mandatory overtime. Voluntary overtime holiday leave coverage will be posted for vacation leave requests totaling up to ten (10) hours in the twenty-four (24) hour period. If no one chooses to cover the vacation leave request, the requesting employee will be required to work the holiday.

5.4.1.2 The employer will not revoke approval and/or cancel a dispatch employee's vacation time except in the event of a change that prevents the dispatch center from being reasonably staffed through the use of overtime. If employer revokes approval or



cancels vacation time due to such a change, it shall within a reasonable time thereafter inform the employee and the Union of the nature of the change.

5.4.1.3 If more than one (1) dispatcher requests time off in the same twenty-four (24) hour period, and the total overtime required to cover the leave requests in that twenty-four (24) hour period does not exceed ten (10) hours, the additional time off request(s) will be granted.

5.4.1.4 Nothing in this Section 5.4 shall preclude the employer from exercising greater flexibility when scheduling vacation.

5.5 **Personnel Reduction Process** - In the event of a personnel reduction, for whatever reason, the Employer and ~~Association~~Union agree to follow the process and procedure contained in this Article. Employees shall be laid-off in inverse Order of Seniority in Classification. Except as otherwise provided in this Section, an employee above the classification of Communications Dispatcher or Police Support Services Specialist shall bump back to the next lower classification as defined below, if any, previously held by that employee in which such employee's Seniority in Classification is greater than the Seniority in Classification of all other employees who would otherwise be in such lower classification after implementation of the personnel reduction. Lateral entry personnel in the classifications of Lead Communications Dispatcher, or Lead Police Support Services Specialist who have not held a lower classification in the Department shall bump back to the lowest applicable classification if their Bargaining Unit Seniority is greater than all other employees who would otherwise hold the lower classification after implementation of the personnel reduction. The process and procedure contained in this Article shall apply to bargaining unit members and, in addition, the non-bargaining unit, non-commissioned members of the Department of a higher classification shall bump back into the last lower classification held by that individual which is included in the bargaining unit on the same basis as provided in this Article, notwithstanding the fact that the lower classification is included in the bargaining unit. Communications and records personnel shall only be entitled to bump into positions within their divisions, respectively. The order of communications classifications within the Department, from lowest to highest, shall be Communications Dispatcher, and Lead Communications Dispatcher. The order of records classifications within the Department, from the lowest to the highest, shall be Police Support Services Specialist, and Lead Police Support Services Specialist. Employees holding the Property/Evidence Technician, Crime Analyst, Legal Advocate, Police Program Coordinator (Volunteer Program Coordinator), Police Program Coordinator (Public Engagement Coordinator), and Police Program Coordinator (Crime Prevention Coordinator) classifications shall not be entitled to bump into another classification.



The steps for a personnel reduction shall be as follows:

Step 1 Designation by Employer - The Employer will designate the number of employees in each classification to be laid-off by notice to the ~~Association~~Union (the "Designation Notice") and by posting in the Department, which notice shall specify an effective date for the personnel reduction (the "Effective Date"), which shall not be earlier than ninety (90) days from the date of the Designation Notice.

Step 2 Volunteers - For a period of thirty (30) days after the Designation Notice employees in the classifications affected by the personnel reduction shall have the opportunity to voluntarily accept layoff, or bump to a reduction to a lower classification as provided herein, as of the Effective Date, without regard to their seniority rights. Volunteers shall be accepted on a first-come, first-served basis. The number of volunteers shall be limited by the number of employees in each classification subject to the personnel reduction as specified in the Designation Notice.

Step 3 Implementation - Within forty (40) days after the Designation Notice the Employer shall deliver to the ~~Association~~Union, and post, a notice (the "Personnel Reduction Notice") which shall list (a) the layoffs and reductions in classification which will result upon implementation of the personnel reduction and the voluntary layoffs and reductions in classification; (b) the Order of all employees affected by the layoffs and reductions in classification; and, (c) the Order of all employees not affected by the layoffs and reductions in classification.

Any employee who believes that the Personnel Reduction Notice improperly reflects the intent of this Agreement shall provide written notice to the Employer and ~~Association~~Union within ten (10) days after posting of the notice. The notice shall describe the basis of the employee's position, and the employee's interpretation of the proper application of this Agreement, including the identity of employees who would be affected by the different interpretation. The Employer and the ~~Association~~Union will review the issues with all employees who would be affected.

If the Employer and the ~~Association~~Union cannot resolve the issues raised within thirty (30) days after the Personnel Reduction Notice is posted, both parties agree to submit the issue to binding arbitration on an expedited basis before a single arbitrator, which the parties agree to select, provided that the arbitrator must be available for a hearing and decision within sixty (60) days after the Personnel Reduction Notice is posted. The arbitrator so selected



shall hold a hearing and render his/her decision based on the interpretation and application of the provisions of this Agreement within thirty (30) days after his/her selection. All employees whose layoff or reduction in classification status might be affected by the results of the arbitration, including the possibility of being subject to layoff or reduction in classification although the employee was not included in the list of layoffs and reductions in classification in the Personnel Reduction Notice, shall have the right to appear and present their position to the arbitrator.

For all issues related to the application and interpretation of this Section 5.5 the arbitration process in this Section shall supersede the grievance arbitration process as provided in Article 11. The agreement by the AssociationUnion, and/or ruling by the arbitrator pursuant to this Section shall be binding on all employees, provided that any employee who was not designated for layoff by the Personnel Reduction Notice, but who becomes subject to layoff as a result of an agreement by the AssociationUnion or the arbitrator's ruling, shall not be laid-off until Employer has provided the employee with at least thirty (30) days written notice of layoff.

Step 4 Amendment of Reduction - At any time after the Designation Notice the Employer may reduce the number of employees to be laid-off by providing notice to the AssociationUnion, provided, however, the reduction shall not affect the time periods specified in this Article which shall continue to be measured from the Designation Notice. The Employer shall have the right to delay the Effective Date of the personnel reduction for up to sixty (60) days after the date specified in the Designation Notice.

5.5.1 Re-Employment and Promotion Rights - Employees bumped back to a lower classification shall be eligible to promote to vacancies in the previously held higher classification, or any lower classification within the appropriate division, by Order of Seniority in Classification in that higher classification. Specifically:

- Employees above the classifications of **Police Support Services Specialist** and **Communications Dispatcher** who volunteer to be laid-off pursuant to Step 2 above shall be eligible to fill vacancies in that previously held classification, or any lower classification, by Order of Seniority in Classification in that classification, during the Re-Employment Eligibility Period as defined below.
- **Police Support Services Specialists**, and **Lead Police Support Services Specialists** laid-off, or volunteering to be laid-off pursuant to Step 2 above, shall be eligible to fill Record Specialist vacancies, by Order of Bargaining



Unit Seniority, during the Re-Employment Eligibility Period.

- **Communications Dispatchers, and Lead Communications Dispatchers** laid-off, or volunteering to be laid-off pursuant to Step 2 above, shall be eligible to fill Communications Dispatcher vacancies, by Order of Bargaining Unit Seniority, during the Re-Employment Eligibility Period.

In all cases, the eligible employee with the highest Seniority in Classification shall be entitled to the opening, provided that such eligible employee must be a "Qualified Employee", which for the purposes of this Section shall be defined as an individual who (a) meets the then current employment standards, and (b) if the Re-Employment Offer is more than twenty-four (24) months after the Effective Date. Any employee re-employed or promoted pursuant to this Section who was on probation as of the Effective Date shall complete the probation period upon re-employment or promotion, without any credit for the period between the Effective Date and the first date of re-employment or promotion pursuant to this Section.

"Re-Employment Eligibility Period" shall mean the two (2) year period which commences on the Effective Date. Employees offered re-employment pursuant to this Section more than twenty-four (24) months after the Effective Date shall be required to satisfactorily complete appropriate retraining. Employees who fail to satisfactorily complete the retraining shall be subject to termination. The employee and ~~Association~~ Union shall have the right to grieve whether the retraining was satisfactorily completed, but shall not have the right to grieve whether the retraining or employment standards are appropriate.

When the Employer desires to fill a position for which an individual is entitled to re-employment if the individual is a Qualified Employee, or promotion, pursuant to this Section, the Employer shall send an offer of re-employment (subject to a subsequent determination that the employee is a Qualified Employee) or promotion, as the case may be, (the "Re-Employment Offer") via certified mail, return receipt requested, to the eligible employee at his/her last known address. If the employee fails to respond within fifteen (15) days after mailing of the offer, or rejects the offer, the employee shall have no further right to re-employment or promotion pursuant to this Section, provided that a former employee who was laid off or who voluntarily accepted layoff from a classification above Communications Dispatcher or Police Support Services Specialist, shall have the right to be offered re-employment at such higher classification, or any applicable lower classification, if he/she is a Qualified Employee and has the highest Order of Seniority in Classification in that classification of all eligible employees, although such employee has previously failed to respond to, or rejected an offer of re-employment as a Communications Dispatcher or Police Support Services Specialist, respectively.



Fully Recommended Settlement Offer
By and Between
City of Redmond (Police Support) and
Teamsters Local Union No. 117
February 24, 2021

For the purposes of this Article, a former employee's last known address shall be the address appearing on the Employer's records, and may be changed by the former employee only by providing the Employer with notice of a new address by certified mail, return receipt requested.



ARTICLE 6. WAGES

- 6.1** **Incorporation of Appendix A** - The monthly rates of pay for employees covered by this Agreement shall be as set forth in the Appendix "A" which by this reference shall be incorporated herein as if set forth in full.

ARTICLE 7. HOLIDAYS

- 7.1** **Recognized Holidays** - The following days shall be considered holidays for all employees covered by this Agreement:

- New Year's Day
- Martin Luther King's Birthday
- Presidents' Day
- Memorial Day
- Independence Day
- Labor Day
- Veteran's Day
- Thanksgiving Day
- Day After Thanksgiving Day
- Christmas Eve Day
- Christmas Day
- Floater

- 7.1.1** **Dispatchers and Lead Dispatchers** - All Dispatchers and Lead Dispatchers are entitled to twelve (12) holidays per year as stated in Section 7.1 above. These employees shall be paid for the number of hours in the employee's required workday at their regular rate of pay for the actual holiday date (as opposed to the date recognized by the City). Additionally, if a Dispatcher or Lead Dispatcher is required to work on the actual holiday (any of the 24 hours of the holiday), the employee shall be compensated at the holiday rate of two times the employee's regular rate of pay for all hours worked.

In the event a dispatch employee makes a request to be relieved from work on a holiday, the Employer shall approve or deny the request within fifteen (15) days of receipt.

- 7.1.2** **Employees Other than Dispatchers and Lead Dispatchers** - All employees other than Dispatchers and Lead Dispatchers are entitled to twelve (12) holidays per year as stated in Section 7.1 above. These employees shall be paid for eight (8) hours at their regular rate of pay for the date the City recognizes as the holiday (as opposed to the actual holiday date). To the extent the City mandates a work schedule other than an eight (8) hour work schedule, the employees shall be paid at their regular rate for the number of hours the employees are required to work in the workday for the date the City recognizes as the holiday (as opposed to the actual holiday date). Additionally, if the employee is required, at the Employer's discretion, to work on the actual holiday, the employee shall be compensated at the holiday rate of two times



the employee's regular rate of pay for all hours worked.

ARTICLE 8. LEAVES

- 81** **Vacation Leave** - Each full-time employee shall earn vacation leave time each month according to length of service, with the total vacation accrual to be as noted in the following schedule:

Years of Employment	Monthly Accrual Rate (hours)
1 st and 2 nd Year	8
3 rd Year	8.6666
4 th Year	9.3333
5 th Year	10.6666
7 th Year	11.3333
9 th Year	12
11 th Year	12.6666
13 th Year	13.3333
15 th Year	14
17 th Year	14.6666
20 th Year	15.3333
23 rd Year	16

- 8.1.1** After six (6) months continuous service, an employee's vacation credits earned shall be vested as of the end of each full month of service and shall be taken in accordance with standard personnel practices in force with the Employer. Employees whose employment is terminated for any reason shall receive pay for any vacation time earned through their last full month of employment but not taken.

- 82** **Sick Leave** - Employees shall accumulate and use Washington Paid Sick Leave (WASL) and Regular Sick Leave (RSL) in accordance with the City's Personnel Manual. To the extent the City desires to change any provisions in the Personnel Manual relating to sick leave, the City shall provide notice and an opportunity to bargain to the union prior to implementing any change. Employees shall have a right to grieve if the Personnel Manual language is not followed.

- 82.1** **Retirement Bonus** - Employees shall be entitled to convert twenty-five percent (25%) of accrued but unused sick leave to cash upon retirement or death.

- 83** **Bereavement Leave** - Upon the death, or serious illness with an impending death, of a member of the employee's immediate family, the employee shall be entitled to up



to forty (40) hours, to be used in full day increments, of Bereavement Leave without loss of compensation for the employee's regularly scheduled shifts not worked during such leave. The forty (40) hours Bereavement Leave shall be used within a 14 day period from the date of death, or the onset of impending death.

- 83.1 "Immediate family" shall be defined as spouse, Domestic Partner, parent, child, sibling, grandparent, grandchild, mother-in-law, father-in-law, step parent, stepchild, foster-child, legal ward, child of a Domestic Partner; or mother or father of a Domestic Partner.
- 83.2 Additional time off as may be required for travel or other circumstances may be granted if approved in advance by the Employer. Such additional time shall be deducted from accrued leave.
- 84 **Unpaid Leave of Absence** - Unpaid leaves of absences, including unpaid sabbaticals, shall be governed by the Personnel Manual. Leave of absence without pay may be granted to an employee for a period of not to exceed one (1) year by the Department Head subject to the approval of the Mayor when it has been determined to be in the interest and to the welfare and convenience of the Employer providing adequate provision can be made for replacement of the employee during his absence. Unpaid leaves of absence shall modify an employee's seniority as provided for in Section 5.3 of this Agreement.
- 85 **Pregnancy and Parenting Leave** - Employees shall be entitled to leave for pregnancy disability and to care for a newborn in accordance with the City's Personnel Manual. To the extent the City desires to change any provisions in the Personnel Manual relating to pregnancy and parenting leave, the City shall provide notice and an opportunity to bargain to the ~~Association~~Union prior to implementing any change. Employees shall have a right to grieve if the Personnel Manual language is not followed.
- 86 **Family Sick Leave** - The Employer shall comply with all federal and state laws addressing the use of leave for the care of family members. Paid leave shall be used concurrent with FMLA/FLA leave.
- 87 **Shared Leave Program Adopted** - The parties agree to adopt a Shared Leave Program under the terms and conditions set forth below.
- 87.1 **Purpose** - The Shared Leave Program enables regular full-time employees to donate vacation, floating holiday leave, and compensatory time, to fellow regular employees of the City who are faced with taking leave without pay or termination due to extraordinary or severe physical or mental illnesses. The program also allows



employees to accept donated leave to care for relatives or household members suffering from an extraordinary or severe illness if the duration of the illness will cause the employee to take leave without pay or to terminate his or her employment. Implementation of the program for any individual employee is subject to agreement by the Employer, and the availability of shared leave from other employees. The Employer's decisions in implementing and administering the shared leave program shall be reasonable.

8.7.2 **Definitions** - The following definitions shall apply to this provision.

- a. "Employee's relative": Shall mean the employee's spouse, Domestic Partner, child, step child, child of Domestic Partner, grandchild, grandparent, step parent, or parent.
- b. "Household members": Shall mean persons who reside in the same home who have reciprocal duties to, and provide financial support for, one another. This term shall include foster children and legal wards, even if they do not live in the household. The term does not include persons sharing the same general house, when the living style is primarily that of a dormitory or commune.
- c. "Severe or extraordinary": Shall mean serious, extreme, or life-threatening conditions.

8.7.3 **Donation Restrictions (Shared Leave)** - The following restrictions shall apply to all shared leave transactions:

- a. Employees may donate vacation leave available in their leave bank, provided the donation does not cause the employee's vacation leave balance to fall below forty (40) hours.
- b. Compensatory leave may be donated, with no restrictions.
- c. The Employer shall determine whether an eligible employee shall receive shared leave and, if so, the amount of donated leave the employee may receive; provided, no employee shall receive more than two thousand eighty-eight (2,088) hours of shared leave during total City employment.

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

- a. When the Employer determines the employee meets the criteria described in



this policy.

- b. The employee is not eligible for time-loss compensation under RCW Chapter 51.32. If the time-loss claim is approved at a later time, all leave received shall be returned to the donors, and the employee shall return any overpayment to the department.
- c. The employee has complied with department policies regarding the use of sick leave.
- d. The Employer may require the employee to submit, prior to approval or disapproval, a medical certificate from a licensed physician or health care practitioner verifying the severe or extraordinary nature and expected duration of the condition.

875 Recipient Responsibilities

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

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

- a. Divided among the donors on a pro-rated basis, computed on the original donated value;
- b. Returned at its original donor value; and
- c. Reinstated to each contributor's annual vacation leave balance.

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



- 87.8 Participation in the Shared Leave Program is voluntary. No employee shall be coerced, threatened, intimidated, or financially induced into donating annual leave for purposes of this program.
- 88 **Military Leave** - Military leave shall be administered pursuant to appropriate laws. For purposes of vacation scheduling, military leave shall not be considered when determining minimum staffing.

ARTICLE 9, INSURANCE BENEFITS

- 91 **Health Insurance** - During the term of this Agreement, all medical, dental and vision coverage shall be provided through self-insurance by the Employer in substantially the form adopted by the Employee Benefits Committee and approved by the City Council on May 26, 1992 (the "Self-Insurance Plan"). The employer shall pay 100% of the self-insurance premium for employees and 80% of the self-insurance premium for dependents. Employees shall pay twenty percent (20%) of the cost of self-insurance premiums for dependent coverage. Self-insurance premium contributions for part-time employees shall continue to be pro-rated based on the City's contribution to full-time employee and dependent premiums.

Employees electing to be covered by Kaiser Permanente shall pay the cost of such coverage that exceeds the amount paid by the Employer under the Self- Insurance Plan for the employee and dependents. Employee self-insurance premiums shall be paid through payroll deduction and the Employer will establish and maintain a qualified section 125 plan that allows for pretax payment of self- insurance premiums required by this section.

It is the City's goal to have active participation on the Committee by each bargaining unit and the non-represented employees. The [AssociationUnion](#) will appoint a representative who will actively participate and vote as a member of the Employee Benefits Advisory Committee (EBAC). Without limiting EBAC's original purpose, EBAC will research increasing healthcare costs, as well as plan design and potential options for health care program delivery in an effort to control health care costs in a manner mutually beneficial to the Employer and the Employees. EBAC will have the authority to recommend changes in the RedMed Self Insurance Plan. Recommended changes will only become applicable to the [AssociationUnion](#) represented employees upon ratification by the [AssociationUnion](#).

- 92 **Reserved**



93 **Liability Insurance** - The Employer agrees to carry liability insurance covering Bargaining Unit employee's liability arising from performance of their duties with coverage and policy limits consistent with those applying to other City of Redmond employees. It is agreed that the scope of coverage, exclusions and policy limits of such insurance may change without the Union's agreement, based on the available insurance and the Employer's assessment of appropriate levels of coverage.

94 **Disability Benefits** - Regular full-time employees who are disabled and unable to return to work on account of illness or injury for a continuous period in excess of three (3) months, and who have used all of their sick leave and vacation benefits, shall receive, for a period not to extend beyond the end of six (6) months of continuous absence from work, disability benefits in the following amounts, less Workers' Compensation Benefits and any amounts paid to the employee from or on behalf of the City, received during the corresponding pay periods, based on length of continuous City employment prior to the last day of work:

One (1) year of employment:	40% of salary
Two (2) years of employment:	50% of salary
Three (3) years of employment:	60% of salary

An employee shall not be eligible for the disability benefits as provided in this Section if the employee has previously received such benefits within the five (5) years immediately prior to the last day of work prior to the disability.

95 **Life Insurance** - The Employer shall provide group term life insurance and Accidental Death and Dismemberment (AD&D) insurance in the amount of Fifty Thousand Dollars (\$50,000) per employee.



ARTICLE 10. UNIFORMS

- 10.1** **Uniform and Equipment** - The Employer shall provide each Program Coordinator, and Property Evidence Technician with the following authorized uniforms and equipment. Changes to uniform and equipment items may be made by mutual agreement of the parties through the labor/management process.

Property Evidence Technician Uniform

- 1 Jacket
- 2 Approved Pants
- 3 Approved Shirts
- 1 Belt
- 1 Approved Footwear (pair)

- 10.2** **Clothing** - The Employer shall provide each Police Program Coordinator with the following authorized clothing.

- 1 Jacket
- 2 Polo Shirts with City Logo

- 10.3** **Loss and Destruction** - Employees shall be held accountable for all clothing and equipment assigned to the employee by the employer. Loss or destruction of items of clothing or equipment shall be replaced by the Employer where said loss was incurred as a direct result of the performance of the employee while on the job or as the result of an occurrence not due to the employee's intentional act or negligence. Accountable items of clothing or equipment assigned to an employee, which are lost or mutilated, as a direct result of the employee's negligence shall be replaced by the employee.

- 10.4** **Property of the Employer** - All uniforms, clothing and equipment issued by the Employer to each employee shall remain the property of the Employer.

ARTICLE 11. MISCELLANEOUS

- 11.1** **Training** - When any employee is required to attend training courses, unless otherwise paid for, the entire costs shall be borne by the Employer by making arrangements to be billed by the school in advance for tuition and actual expenses incurred, by reimbursement, or by a combination of these methods. Whenever permitted by State Law, the Employer shall make every effort to obtain authorization for payment of expenses in advance to the end that the employee shall not be required, to the extent possible, to attend such schools under a "pay out of your own pocket and be reimbursed" arrangement.



- 11.1.1** Any employee attending required training on the individual's normal scheduled days off shall be compensated at the overtime rate or receive compensatory time off as provided for in this Agreement. Upon fifteen (15) days prior notice, or by mutual agreement, an employee's weekly work schedule may be adjusted by the Employer in the same week to minimize the payment of overtime. Travel time to training shall be compensated according to the provisions of the federal Fair Labor Standards Act (FLSA).
- 11.2** **Probation Period** - All newly hired employees or former employees who have been rehired shall be subject to a probation period which is considered an integral part of the selection process. During the probation period an employee is required to demonstrate suitability for the position by actual performance of the work. The employee may be terminated at any time during the probation period without cause. The probation period shall be one (1) year for Communications Dispatchers, and Lead Communications Dispatchers, and six (6) months for all other members of the Bargaining Unit, except as modified by Section 2.5.3.
- 11.3** **Performance of Duty** - All employees covered by this Agreement shall present themselves on time for their duty schedules in proper working attire, ready to perform their assigned duties and that there shall be no strikes, slow-downs, stoppage of work or any interference with the efficient management of the Police Department.
- 11.4** **Part-Time Employee Benefits** - The benefits for regular part-time employees in the bargaining unit shall be adjusted from the benefits provided for full-time employees elsewhere in this Agreement as provided in the Personnel Manual as hereafter amended or revised.
- 11.5** **Civil Service, Discipline, and Discharge**
- 11.5.1** **Conflicts between Agreement and Civil Service Rules and Regulations** - Any conflict between the provisions of this Agreement and the City of Redmond Civil Service Rules and Regulations shall be resolved as follows:
- a. to the extent the labor agreement does not address a matter (i.e., discipline, seniority, layoffs, etc.) and Civil Service does, then Civil Service shall prevail; and
 - b. to the extent the labor agreement addresses a matter (i.e., discipline, seniority, layoffs, etc.) and Civil Service also does so, the labor agreement shall prevail. The Employer and ~~Association~~ **Union** otherwise retain their statutory rights to bargain changes in Civil Service Rules and Regulations (i.e., changes initiated



after the effective date of this Agreement) for employees in the bargaining unit. Upon receiving notice of such proposed change(s) from the Civil Service Commission, either party may submit a written request to the Mayor (within sixty (60) calendar days after receipt of such notice) and the result of such bargaining shall be made a part of this Agreement.

1152 **Demotion, Suspension, and Discharge** - All demotion, suspension or discharge actions of a non-probationary nature shall be taken only for just cause, and shall be subject to review solely through the grievance procedure contained in this Agreement, provided that, if the ~~Association~~ Union elects to not submit a demand for arbitration pursuant to Section 12.5 of the grievance procedure, thereby waiving the right to arbitration, the employee shall have the right to review the action by the Civil Service Commission, as provided in the Civil Service Rules and Regulations, which shall then apply the substantive and procedural rights as provided in the Civil Service Rules and Regulations. The parties further agree that all decisions relating to the accommodation of a disability are excluded from civil service review provided that such decisions shall be subject to the grievance procedure of this Agreement to the extent such decision is governed by this Agreement.

1153 **Application of Civil Service** - The parties acknowledge that prior to June 1, 1996 neither party to this Agreement or the employees covered by this Agreement acted in accordance with the rights and responsibilities of the parties and employees as specified in the City of Redmond Civil Service Ordinance and Civil Service Rules and Regulations ("Civil Service"). Pursuant to the authority contained in RCW 41.56 the parties agree pursuant to this Agreement that effective June 1, 1996 the employees in the bargaining unit shall be subject to Civil Service except as otherwise specifically provided herein. The City, RPA and the employees hereby waive any past failure prior to June 1, 1996 to comply with Civil Service and agree to take no action against the other parties hereto based on such failure to comply, including, but not limited to dismissing an employee on the basis that they were not hired in a manner consistent with Civil Service, challenging promotions on the basis that they were not made in conformance with Civil Service procedures, or challenging any discipline, discharge or other employee action by the City on any basis related to Civil Service.

1154 **Change of Law Relating to Civil Service** - The ~~Association~~ Union and the Employer acknowledge that the mandatory application of Civil Service to employees of this bargaining unit is an unsettled issue. If (a) the holding of Teamsters v. Moses Lake, 70 Wn. App. 404, 1993, is overruled by the Washington State Supreme Court, or (b) statutory amendments are adopted which exclude the employees of this bargaining unit from coverage of the state Civil Service statute, the parties agree that the employees and all bargaining unit positions shall immediately cease to be governed by any Civil Service laws and regulations of the state or the Employer, and that the



following provisions of this Agreement shall immediately be terminated and be of no further force and effects: the last sentence of Section 8.4; and Section 11.5.

- 11.6** **Removal of Warning Letters** - Warning letters (which shall not include written reprimands) shall not remain in the employee's personnel file for longer than twelve (12) months; provided however, if repeated offenses or deficiencies occur during the period, all such notices may remain in the file until twelve (12) months has elapsed without further offenses or deficiencies.
- 11.7** **Non-Discrimination** - The Employer shall not unlawfully discriminate against any employee with respect to compensation, terms, conditions or privileges of employment, on the basis of race, color, creed, religion, age, gender, marital status, sexual orientation, honorably discharged veteran or military status, Association Union membership, or the presence of any sensory, mental or physical disability.

ARTICLE 12. GRIEVANCE PROCEDURE

- 12.1** **Grievance Definition** - A grievance shall be defined as an issue raised relating to the interpretation, application or violation of any terms or provisions of this Agreement.
- 12.2** **Step 1** - An employee and/or the Association Union, within fourteen (14) calendar days from the occurrence or knowledge of the occurrence of an alleged grievance or when the employee and/or Association Union should reasonably have known of the existence of the grievance, may bring said grievance to the attention of the Chief in writing, setting forth the nature of the grievance, the facts and/or documents on which it is based, the provision or provisions of the Agreement allegedly violated and the relief requested.
- 12.3** **Step 2** - The Chief or his designee shall respond in writing to the alleged grievance within fourteen (14) calendar days. If the Chief's response does not resolve the grievance, the Association Union shall, within fourteen (14) calendar days after the date of the Chief's response, submit the grievance to the Mayor in writing for adjustment. Upon failure of the Mayor to satisfactorily resolve the alleged grievance within the following fourteen (14) calendar day period, the Association Union may then be permitted the right to submit a written demand for arbitration to the Employer within twenty-eight (28) calendar days.
- 12.4** **Mediation** - If the grievance is not settled satisfactorily by the Mayor, the Association Union and the Employer may mutually agree to submit the grievance to mediation. Within fourteen (14) calendar days the two (2) parties shall agree upon a mediator drawn from a panel of neutral mediators trained in grievance mediation. The



mediator will attempt to assure that all necessary facts and considerations are revealed to him/her, but will not have authority to compel resolution of the grievance. The parties will not be limited solely to the facts and arguments presented at earlier steps of the grievance procedure. No transcript or record of the mediation conference will be made, nor will formal rules of evidence be followed. If no settlement is reached in mediation, the grievance may be appealed to arbitration in accordance with the procedure in Section 12.5 below. In this case, the mediator may not serve as arbitrator, nor may any party reference the fact that a mediation conference was held or not held. Nothing said or done by the mediator or any party in the process of the mediation or settlement discussions may be referenced or introduced into evidence at the arbitration hearing. The cost of the mediator shall be borne equally by both parties.

- 12.5** **Arbitration** - The Employer and the ~~Association~~Union shall immediately thereafter select an arbitrator to hear the dispute. If the Employer and the ~~Association~~Union are not able to agree upon an arbitrator within five (5) calendar days after receipt by the Employer of the demand for arbitration, the ~~Association~~Union and/or Employer may request a list of the seven (7) arbitrators from the Federal Mediation and Conciliation Service or other referral service as agreed by the parties. After receipt of same the parties shall alternately strike the names of the arbitrators until only one (1) name remains, who shall, upon hearing the dispute, render a decision which shall be final and binding upon all parties. The arbitrator's decision may not provide for retroactivity beyond one hundred eighty (180) days prior to the filing of the grievance.
- 12.6** **Extensions** - In the event one of the parties is unable to meet the time deadlines set forth above, the other party shall grant an extension for good cause shown.
- 12.7** **~~Association~~Union Assistance** - Nothing herein shall prevent an employee from seeking assistance from the ~~Association~~Union or the ~~Association~~Union from furnishing such assistance at any stage of the grievance procedure.
- 12.8** **Expenses and Attorney's Fees** - The expenses of the arbitrator, the cost of any hearing room and the cost of shorthand reporter, unless such are paid by the State of Washington, shall be borne by the losing party. The arbitrator shall designate the losing party in the arbitration decision. Each party shall be completely responsible for bearing all costs or preparing and presenting its own case, including compensating its own attorneys and witnesses. This agreed allocation of costs is intended to supersede any statutory provision assessing attorneys' fees against a party so long as the City does not appeal an arbitration decision. If the City appeals an arbitration decision, this section shall be null and void as to the grievance giving rise to the arbitration decision from the date the grievance was originally filed, and this section shall not supersede any statutory provision assessing attorneys' fees against the City.



- 12.9 **Association Union Business** - **Association Union** business conducted by a representative of the **Association Union** and aggrieved employee under this Section may be performed during duty hours, with the consent of the Chief of Police or designee.

ARTICLE 13. SCOPE OF AGREEMENT

- 131 **General** - This Agreement and the Memorandum of Understanding of even date herewith contain all the terms and conditions agreed upon by the parties, and any and all rights concerned with the management and operation of the Department, in accordance with its responsibilities and the powers and authority, which the City possesses, are exclusively that of the Employer unless expressly limited by this Agreement.

- 132 **Personnel Manual** - The City of Redmond Personnel Manual authorized by Ordinance and as supplemented or amended hereafter by City Ordinance and Executive Order, is hereby made a part of this Agreement except that specific provisions of this Agreement shall prevail wherever a conflict therewith exists. The **Association Union** shall retain its rights under state law to bargain any changes in the personnel manual which concern or impact mandatory subjects of bargaining.

- 133 Opportunity to Bargain** - The parties to this Agreement acknowledge that each has had the unlimited right and opportunity to make proposals with respect to any matter deemed a proper subject for collective bargaining. The results of the exercise of that right are set forth in this Agreement. Therefore, the Employer and the **Association Union** each voluntarily and unqualifiedly agree to waive the right to oblige the other party to bargain with respect to any subject or matter not specifically covered by this Agreement during the term of the Agreement, except as otherwise mutually agreed upon.

- 133134 Unintended Consequences** – It is the intent of the parties to continue the contract period as if there was no transition from RPA to Teamsters while recognizing that there has been a transition in Union representation. The intention is not to otherwise modify the contract until the end of the original contract period. The parties agree that the MOUs and LOUs attached to this contract as Appendix C shall continue in effect for the duration of this agreement. If, during the term of this Agreement or any extension thereof, there is an issue that arises related to an MOU, LOU, or Agreement that would have been handled differently had the Teamsters not become the representative, the Parties agree that their intention will be to carry out the terms of the MOU, LOU, or Agreement as it would have been if there was not a transition to Teamsters representation.



ARTICLE 14. LEGALITY

- 14.1** **Severability** - Should any provision of this Agreement or the application of such provision be rendered or declared invalid by a Court of final jurisdiction or by reason of any existing or subsequently enacted legislation, the remaining parts or portions of this Agreement shall remain in full force and effect.
- 14.2** **Merger** - If, during the term of this Agreement, the Employer elects to consolidate dispatch with other agencies, by merger, contract or otherwise, this Agreement will be reopened to negotiate the impact, including proposals concerning continued employment of Dispatchers.

ARTICLE 15. DURATION

- 15.1** This Agreement shall be effective ~~January 1~~September 22, 2019~~2020~~, and shall remain in full force and effect through December 31, 2021.

CITY OF REDMOND

REDMOND POLICE ASSOCIATION
TEAMSTERS LOCAL UNION NO. 117

By: _____
~~John Marchione~~Angela Birney, Mayor
~~President~~Secretary-Treasurer

By: _____
~~Tom Parsons~~John Searcy,

Date: _____

Date: _____

ATTEST:

~~Michelle Hart~~Cheryl Xanthos, City Clerk

Date: _____



APPENDIX "A" SALARIES AND WAGES

A1 **2019 Salaries** - Effective January 1, 2019, the monthly salaries for employees covered by this Agreement shall be based on the following pay plan table. This represents an approximate 1.02% increase to age the pay ranges, a one-time competitive market adjustment averaging 3.5% to the pay ranges, and a 3.6% adjustment to the 2018 pay rates, based on one hundred percent (100%) of the June 2018 Consumer Price Index-W (CPI-W), with a two percent (2.0%) minimum and a five percent (5%) maximum. Communications Dispatcher and Lead Communications Dispatcher will receive an additional one-time two percent (2%) added to the base pay rates.

2019 PAY PLAN PS* - POLICE SUPPORT								
Ordinance No. ____								
Redmond Police Association Union - Representing the Police Support								
Bargaining Unit								
Effective Jan. 1, 2019								
			Monthly			Annually		
Grade	FLSA	Position Title	Min	Mid	Max	Min	Mid	Max
C113	NE	Crime Analyst	\$5,615	\$6,458	\$7,300	\$67,383	\$77,490	\$87,598
C116	NE	Police Program Coordinator	\$4,459	\$5,659	\$6,859	\$53,506	\$67,910	\$82,314
C13	NE	Communications Dispatcher	\$4,766	\$5,481	\$6,196	\$57,186	\$65,770	\$74,354
C15	NE	Lead Communications Dispatcher	\$4,839	\$5,875	\$6,911	\$58,063	\$70,500	\$82,937
C14	NE	Lead Police Support Services Specialist	\$4,662	\$5,360	\$6,059	\$55,940	\$64,325	\$72,710
C15	NE	Legal Advocate	\$4,393	\$5,335	\$6,277	\$52,720	\$64,021	\$75,321
C19	NE	Property Evidence Technician	\$4,403	\$5,062	\$5,722	\$52,832	\$60,746	\$68,661



Grade	FLSA	Position Title	Monthly			Annually		
			Min	Mid	Max	Min	Mid	Max
C11	NE	Police Support Services Specialist	\$4,111	\$4,728	\$5,345	\$49,334	\$56,740	\$64,145
C20	NE	Police Support Administrative Assistant	\$4,066	\$4,676	\$5,286	\$48,791	\$56,114	\$63,437
C21	NE	Police Support Administrative Specialist	\$4,322	\$4,971	\$5,620	\$51,869	\$59,657	\$67,445

*All pay rates include the 1.25% accreditation pay, recognizing the Department's accreditation by the Commission on Accreditation for Law Enforcement Agencies or other accrediting entity or agency selected by the Department. Should the Police Department lose its accreditation, the rates will be reduced by 1.25%.

A2 **2020 Salaries** - Effective on January 1, 2020, the monthly salary ranges for each position in the bargaining unit, and the individual rates of pay for employees in those positions shall be increased by one hundred percent (100%) of the June 2019 Consumer Price Index-W (CPI-W), with a two percent (2%) minimum and a five percent (5.0%) maximum.

A3 **2021 Salaries** - Effective January 1, 2021, the monthly salary ranges for each position in the bargaining unit, and the individual rates of pay for employees in those positions shall be increased by one hundred percent (100%) of the June 2020 Consumer Price Index-W (CPI-W), with a two percent (2%) minimum and a five percent (5%) maximum.

A4 **Crime Prevention Officer and Public Information Officer (PIO)** - All of the duties that have been performed by the Crime Prevention Officer and all of the duties performed by the Public Information Officer (PIO) may be assigned either to this bargaining unit or to a civilian position covered by the Police Support Bargaining Unit.

A5 **Advancement/Administration of Compensation** - Employee compensation shall be administered pursuant to the established merit pay system, including the Guidelines for Compensation Study Implementation attached as Exhibit B and the Merit Matrix Guidelines attached as Exhibit C.



A6 **Effective Dates of Pay Increases** - All increases in rates of pay shall become effective on the first of the following pay period.

A7 **Promotional Pay Raises** - An employee who is promoted receives a pay increase on the effective date of the promotion. Normally, the increase is a minimum of six percent (6%) or to the minimum of the new pay range, whichever is greater. The employee's pay anniversary date is adjusted to the date of promotion.

A8 An employee assigned the duties of training another employee in this bargaining unit, either in a new position or needing remedial training, shall be referred to as a Training Officer (T.O.). T.O.s shall receive ¼ hour of overtime pay for every 2 hours worked as a T.O. The hours worked as a T.O. will be credited per shift.

A9 **Service Award** – Service Awards will be paid annually to regular full-time Employees on the first pay period in December, as follows:

<u>Completed Years Continuous Service</u>	<u>Service Award Paid Annually</u>
6 1/2 years	\$500/year
10 years	\$750/year
15 years	\$1,000/year
20 years	\$1,500/year
25 years	\$2,000/year

A10 **Retroactive Pay** - The parties agree that any retroactive compensation due upon execution of an agreement will be paid on the next regular payday which is more than forty-five (45) days from the date of execution of the agreement. Further, the parties agree that retroactive compensation for the period before the execution of the collective bargaining agreement for that period will be paid only to individuals who either (a) are on the payroll as of the date of ratification, (b) have retired, or (c) leave employment as a result of disability.

A11 **Compensation Study Implementation** - When market data is used to make adjustments to salary ranges, individual employee pay will be adjusted in accordance with the following rules:

1. When the base pay of individual employees is found to be below the bottom of the new salary range, the individual's pay will be raised to the bottom of the new range and performance incentive rules will apply.
2. When the base pay of an individual employee is found to be above the top of the new salary range, the individual's pay will be frozen until such



time as their base pay is within the assigned salary range for their position. Employees who are at the top of their range, or beyond the top of their range, will continue to be eligible for performance incentives, in instances where performance incentives are applicable.

When the base pay of an individual employee is within the new salary range, no adjustment will be made to an individual's pay. Performance incentive rules will apply when applicable.

A.12 **Merit Matrix Guidelines** – The parties agree to the following merit matrix language effective on January 1, 2019:

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

- 1 – Does not meet standards;
- 2 – Meets standards;
- 3 – Exceeds standards; or
- 4 – Distinguished.

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

<u>Average overall score</u>	<u>Amount of increase</u>
1.0 – 1.99	No increase
2.0 – 2.59	2% increase
2.6 – 3.19	3% increase
3.2 – 3.69	4% increase
3.7 – 4.0	5% increase

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

Supervisors shall provide a six (6) month performance evaluation check-in with



employees to advise them where they fall generally in terms of their performance score and to provide information to the employee on how they may improve their overall performance.

In the event the employee's current base rate of pay is lower than the top of the pay range, any merit pay increase will be added to the employee's base rate of pay. If the employee's merit pay increase is larger than the difference between the employee's current base rate of pay and the top of the pay range, the employee's base rate of pay will be increased to the top of the pay range and the balance of the merit pay award will be issued by the City as a lump sum. Finally, if the employee's current base rate of pay is already at the top of the pay range, the amount of the merit pay award will be issued by the City as a lump sum payment. In the event an employee receives an average overall score between 1.0 – 1.99 and, therefore, receives no merit pay increase, the employee's supervisor is required to develop a written performance improvement plan, provide the written plan to the employee, and forward a copy to the Human Resources Department.



APPENDIX "B" BILL OF RIGHTS

- B.1** An employee of the Redmond Police Department shall be entitled to be advised in writing, if the employee so requests, of the particular nature of an internal investigation, and other information which shall reasonably inform the employee of the allegations against him/her and as to whether the employee is a witness or the focus of the investigation. If the employee is the focus of the investigation, this information shall be provided thirty (30) hours prior to interrogation of the employee and should include names of complaining witnesses (unless the witness is a confidential informant or otherwise requests anonymity) and other information which shall reasonably inform the employee of the allegations against him/her.
- B.2** Interrogations of said Police Department employees shall be at a reasonable hour; preference for such time of interrogations shall be when the individual is on duty and/or during the daytime; provided, however, that the gravity and exigencies of the investigation shall in all cases control the time of said interrogation.
- B.3** All interrogations shall be held at the Redmond Police Station facility except when this would be impractical. The employees shall be afforded an opportunity and the necessary facilities to contact an attorney and/or ~~association~~Union representative prior to commencement of the interrogation. The employee's attorney and/or the ~~Association~~Union representative may be present during the interrogation, but said attorney shall not be permitted to participate in the interrogation. Nothing herein shall in any way restrict the rights of the attorney and/or the ~~Association~~Union representative to consult with the employee during the process of the interrogation.
- B.4** The interrogation shall be conducted in the most expeditious manner consistent with the scope and gravity of the subject matter of the interrogation and the employee shall at all times be given reasonable periods to attend to personal necessities, such as meals, telephone calls to the employee's private attorney and rest periods.
- B.5** The employee shall not be subjected to any profane language nor threatened with dismissal, transfer or other disciplinary punishment as a guise to obtain the resignation of said employee nor shall the employee be subjected to intimidation in any manner during the process of interrogation. No promises or rewards shall be made to the said employee as an inducement to answer



questions.

- B.6** At the employee's request, and at no cost to the Employer, the interrogation shall be recorded on tape and the tape(s) shall be immediately turned over to a third (3rd) neutral party (i.e., City Clerk) who shall be responsible for their safe keeping. Within a reasonable period after the conclusion of the investigation and no later than forty-eight (48) hours (not counting Saturday or Sunday) prior to a pre-disciplinary hearing, the employee shall be advised of the results of the investigation and the recommended disposition (which may be a range of possible dispositions) and shall be provided a copy of the investigatory file (excluding information from and the identity of confidential informants and other witnesses requesting confidentiality upon which the department does not intend to rely).
- B.7** An employee covered by this Agreement shall not be required to take or be subjected to any lie detector tests or similar tests as a condition of continued employment within the Redmond Police Department.
- B.8** Nothing contained in any of the above provisions shall restrict and/or limit the authority of the Chief of Police in the performance of his duties and responsibilities as the Chief Administrator of the Redmond Police Department.
- B.9** **Policy.** The City and the Guild recognize that drug use by employees would be a threat to the public welfare, the safety of department personnel, and the public confidence in the Redmond Police Department. It is the goal of this policy to eliminate or absolve illegal drug usage through education, rehabilitation of the affected personnel, and other appropriate actions in the circumstances. In addition to the existing Department and City policies, the parties acknowledge that the use of alcoholic beverages or unauthorized drugs shall not be permitted at the City's work sites and/or while an employee is on duty nor shall an employee report for duty under the influence of alcohol or unauthorized drugs.

While the City wishes to assist employees with alcohol or chemical dependency problems, safety is the City's first priority. Therefore, employees shall not report for work or continue working if they are under the influence of, or impaired by, the prohibited substances listed in Sections 5 and 6 of this article or impaired by any other drug or substance of any nature. Employees participating in treatment programs are expected to observe all job performance standards and work rules.



B.10 **Informing Employees About Drug and Alcohol Testing.** All employees shall be fully informed of this drug and alcohol testing policy. Employees will be provided with information concerning the impact of the use of alcohol and drugs on performance.

Employees who voluntarily come forward and ask for assistance to deal with a drug or alcohol problem shall not be disciplined by the City solely for coming forward and admitting a problem. The City shall not be prevented from disciplining an employee for other legitimate reasons just because the employee has voluntarily asked for assistance with a drug or alcohol problem.

The City encourages employees to seek treatment for drug and alcohol abuse voluntarily. To encourage employees to do so, the City makes available the Employee Assistance Program (EAP).

Any decision to voluntarily seek help through the Employee Assistance Program, or privately, will not in and of itself interfere with an employee's continued employment or eligibility for promotional opportunities. Information regarding an employee's participation in the Employee Assistance Program will be maintained in confidence.

B.11 **Employee Testing.** Unless otherwise required by law, employees shall not be subject to random urine testing, blood testing or other similar or related tests for the purpose of discovering possible drug or alcohol abuse. If the City has reasonable suspicion to believe an employee's work performance is impaired due to drug or alcohol use, the City may require the employee to undergo a drug and/or alcohol test consistent with the conditions set forth in this Appendix.

Reasonable suspicion for the purposes of this article is defined as follows: The City's determination that reasonable suspicion exists shall be based on specific, articulated observations concerning the appearance, behavior, speech or body odors of an employee.



B.12 **Sample Collection and Testing.** The collection and testing of urine and blood samples shall be performed at a US HealthWorks clinic. In the event that collection and testing at a City approved facility is not feasible for any reason, the collection and testing shall be at another laboratory or health care professional qualified and authorized to administer and perform drug testing, evaluation and reporting according to the Substance Abuse and Mental Health Services Administration (SAMHSA) or successor agency guidelines. The sample collection and testing shall be performed consistent with SAMSHA guidelines.

Employees have the right, upon making a request promptly after being informed of the request for a sample, to a reasonable opportunity for ~~Association~~Union and/or legal representation to be present during the submission of the sample, provided that the ~~Association~~Union or legal representative must be available at the testing facility within one-half hour of the request. Prior to submitting to a urine or blood sample, the employee will be required to sign a consent and release form as attached to this Appendix. Failure of the employee to sign the consent and release form as attached shall be grounds for discipline.

A split sample shall be reserved in all cases for an independent analysis in the event of a positive test result. All samples must be stored in a manner as established by SAMHSA. All positive confirmed samples and related paperwork must be retained by the laboratory for at least six (6) months or for the duration of any grievance, disciplinary action, or legal proceedings, whichever is longer.

B.13 **Drug Testing.** The laboratory shall test for the substances and within the limits as provided by the Department of Health and Human Services Substance Abuse and Mental Health Services Administration (“SAMHSA”) Mandatory Guidelines for Federal Workplace Drug Testing Programs (“SAMHSA Standards”).

Drug test results gathered under this Appendix will not be used in a criminal investigation or prosecution.

B.14 **Alcohol Testing.** A breathalyzer or similar equipment certified by the state toxicologist shall be used to screen for alcohol use, and if positive, the results shall be confirmed by a blood alcohol test performed by at a City approved facility or other qualified laboratory. This screening test shall be performed by an individual properly qualified to perform the tests utilizing appropriate



equipment. An initial positive alcohol level shall be 0.02 grams per 210 L. of breath. That is, if both breaths register at .02 or above, that constitutes a positive test. If only one breath is at .02 or above and the other is below .02, the test is negative. If initial testing results are negative, testing shall be discontinued, all samples destroyed and records of the testing expunged from the employee's files. Only specimens identified as positive on the initial test shall be confirmed by using a blood alcohol level. Sample handling procedures, as detailed in Section 4, shall apply. A positive blood alcohol level shall be 0.02 grams per 100 ml of blood. If confirmatory testing results are negative, all samples shall be destroyed and records of the testing expunged from the employee's files.

- B.15** **Laboratory Results.** The laboratory will initially advise only the employee and any Medical Review Physician as indicated by SAMHSA Standards of any positive results. The results of any positive drug or alcohol test will be released to the City by at a City approved facility once any Medical Review Physician has finished review and analysis of the laboratory's test. Unless otherwise required by law, the City will keep the results confidential and shall not release them to the general public. Nothing in this Appendix shall prevent the City from using the results or fact of testing as evidence to defend itself, its employees or its position in any grievance, arbitration or legal proceedings.
- B.16** **Testing Program Costs.** The City shall pay for all costs incurred for drug and alcohol testing required by the City hereunder, as well as the expenses associated with the Medical Review Physician. Travel to and from the laboratory or other collection location, and the time required to take the test shall be considered on duty time, provided that the City shall have the right to adjust the employee's schedule to avoid an overtime obligation.
- B.17** **Duty Assignment After Treatment.** If the duty assignment for an employee is modified or changed as a result of a rehabilitation program, then after an employee successfully completes his/her rehabilitation program, the employee shall be returned to the regular duty assignment held prior to the rehabilitation program if such an assignment is open. If an employee comes forward and requests assistance with a drug or alcohol problem under Section 2 of this Appendix, once treatment and follow-up care is completed, and one (1) year has passed with no further violations of this Appendix, the employee's personnel and medical files shall be purged of any reference to his/her drug problem or alcohol problem. All other violations of this Appendix shall remain a part of the employee's permanent personnel file.



B.18 **Right of Appeal.** The employee has the right to challenge the drug or alcohol test and any discipline imposed in the same manner that he/she may grieve any other City action.

B.19 **Psychological Evaluations**

B.19.1 Any relevant medical history of the employee which the examining professional conducting a psychological evaluation requests shall be released by the employee only to the examining professional.

B.19.2 The examining professional shall issue a written report to the Employer, as the client, provided however, the employee shall have the right to meet with the examining professional to discuss the evaluation results, and provided further that such report shall be released only as provided in a Medical Release mutually agreed upon by the Employer and Employee.

B.19.3 If the employee believes that the conclusions of the examining professional are in error, the employee may obtain an additional examination at the employee's own expense and the Employer will provide the examining professional with documents which were utilized by the Employer's examining professional.

B.19.4 The Employer will undertake to have the Employer's examining professional make him/herself available to answer appropriate questions by the examining professional who conducts the independent examination. The Employee shall bear the costs of the Employer's examining professional's time to the extent the time required to answer such questions exceeds one (1) hour.

B.19.5 Should an employee grieve a disciplinary or discharge action taken as a result of a psychological examination, the Employer shall allow release of the examination and supporting documents upon which it relies for the action, and all other prior examinations of the employee determined to be relevant by the grievance arbitrator after a confidential review by the arbitrator.

B.20 **Personnel Records**

B.20.1 The Employer will notify an employee upon receipt of a public



disclosure request for information in the employee's personnel file. The procedure relating to the response to such request shall be as provided in the Personnel Manual.

B.20.2 Each employee's personnel files shall be open for review by the employee, provided that, employees shall not have the right to review psychological evaluations or supervisor's notes prepared for the purpose of preparing employee's evaluations.

B.21 **Contents.** A "personnel file" shall be defined as any file pertaining to the bargaining unit member's employment status, work history, training, disciplinary records, or other personnel-related matters pertaining to the bargaining unit member. It is further understood that a personnel file does not include material relating to medical records, pre-appointment interview forms, Internal Affairs files, or applicant background investigation documents such as, but not limited to, psychological evaluations and polygraph results.



APPENDIX C

Continuation of Agreements

The parties specifically agree that the following Memorandums of Understanding and Letter of Understanding will continue in full force and effect:

MOU – Paid Family and Medical Leave

LOU – Regarding Changes to the RedMed Summary Plan Description

MOU – Technology Usage Policy (“TUP”) Expectations Prior to Training

MOU – HRA VEBA Employee Contributions – Support



Memorandum

Date: 4/6/2021
Meeting of: City Council

File No. AM No. 21-043
Type: Consent Item

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

Planning and Community Development	Carol Helland	425-556-2107
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DEPARTMENT STAFF:

Planning and Community Development	Sarah Pyle	Planning Manager
Planning and Community Development	LaNaya Myers	TDM Program Administrator

TITLE:

Approval of the 2021-22 Go Redmond King County Metro Grant Contract

OVERVIEW STATEMENT:

Continuing the successful partnership between the City of Redmond and King County Metro that has been in place since 1999, King County Metro is providing \$242,500 of grant funding that will allow Go Redmond to continue offering coordinated Transportation Demand Management products and services through December 31, 2022.

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

REQUESTED ACTION:

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

REQUEST RATIONALE:

- **Relevant Plans/Policies:**
Commute Trip Reduction Law (RCW 70.94.521-551), Redmond Transportation Master Plan, and Redmond's Transportation Management Program Requirements
- **Required:**
N/A
- **Council Request:**
N/A
- **Other Key Facts:**
The City approved a grant agreement with King County Metro for Transportation Demand Management Services for the 2019-2020 biennium in the amount of \$236,000. An extension of this contract was approved by Council on July 21, 2020 allowing remaining funds to roller over into the new year for continued use through June 30, 2021 in response to impacts of COVID-19 and anticipated grant negotiation delays for the new biennium.

OUTCOMES:

The partnership between the City of Redmond and King County began in 1999 to educate and engage Redmond residents, employees, and employers in using alternatives to driving alone through the Go Redmond program. Program services help businesses meet their goals for the Commute Trip Reduction (CTR) law and Transportation Management Programs (TMP), reducing energy consumption, air pollution, and traffic congestion. Go Redmond continues to advance the shared objectives of the City and Metro to reduce drive-alone trips, thereby gaining users of transit, vanpool, carpool, biking, and walking.

In anticipation of light-rail openings, areas of concentrated focus for the next few years will be:

- Continuing our incentive program and expanding education and employer grants to Redmond employers;
- Restarting our residential TDM program with a focus on 10-minute neighborhoods;
- Continuing the multifamily ORCA programs; and
- Getting Redmond light rail ready.

With the support of Metro's funding, Hopelink will continue to implement our TDM in Diverse Communities program and will work to expand the virtual outreach, that was started last year, to riders most impacted by the effects of COVID -19. Lastly, we will explore new ways to collaborate on pilot interventions around Redmond by looking at shared parking opportunities.

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:

\$242,500 funded by King County Metro and \$337,500 of City contributions

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

Budget Offer Number:

0000343

Budget Priority:

Vibrant and Connected Community

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

If yes, explain:

\$337,500 in City matching funds

Funding source(s):

118 - Operating Grants. The Operating Grants Fund accounts for grants which are largely related to reducing congestion on roadways.

Budget/Funding Constraints:

This agreement would fund products and services from January 1, 2021 through December 31, 2022.

☐ **Additional budget details attached**

COUNCIL REVIEW:

Previous Contact(s)

Date	Meeting	Requested Action
3/9/2021	Committee of the Whole - Planning and Public Works	Approve

Proposed Upcoming Contact(s)

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

Time Constraints:

The current King County Metro agreement expires June 30, 2021.

ANTICIPATED RESULT IF NOT APPROVED:

If the proposed Interlocal Agreement is not approved, the City would not receive \$242,500 in funding from King County Metro. We would be unable to continue our successful partnership with Hopelink which has helped to connect diverse communities to needed mobility options. The City's ability to support Redmond employers and all residents would be significantly impacted, including Go Redmond programming and preparing for the upcoming opening of light-rail and the return of increased commuters to Redmond.

ATTACHMENTS:

Attachment A: Background Information

Go Redmond has been very successful in forming partnerships with local businesses, schools, and residents to provide effective alternatives to single-occupant vehicle use. Below are some examples of accomplishments completed in 2019-2020 as well as some areas of focus going into 2021-22.

2019-2020 Accomplishments:

- Pilot ORCA for multifamily: Worked with five downtown apartment buildings. Distributed surveys, educational postcards, and ORCA cards to over 400 tenants.
- Waze Carpooling on Willows Road: Construction mitigation
- Delivery of 233 ORCA cards and vanpool subsidies to new riders that live or work in Redmond.
- Contracted work with Hopelink to provide Transportation Demand Management (TDM) Services to low-income, immigrant, and senior communities in Redmond resulting in over 100 in person transit orientation trainings and over 110 pedestrian visibility kits distributed.
- Expanded partnership with the Greater Redmond Transportation Management Association (GRTMA) to more effectively reach our Redmond employers. The GRTMA has taken on Go Redmond tasks, like running social media platforms, subsidy distribution, and administering employer grants.

2021-2022 Transportation Demand Management Focus Areas:

The City of Redmond's TDM Program works to support a multimodal city where residents, visitors, and employers have equitable access to transportation options. Work will be focused in four key areas in 2021-22.

1. Employer TDM: Continuing our successful partnership, the Go Redmond program will continue to support commuters by providing education and training to Employee Transportation Coordinators, transportation program grants, and transportation subsidies for their employees. We plan to emphasize telecommuting grants, subsidies, and education for employers and support their transition back to the workplace post COVID-19, with an emphasis on supporting the essential work force (healthcare, manufacturing, etc).
2. Residential TDM: 80% of all trips are non-commute related and with Redmond's projected growth and urbanization, TDM efforts are needed to reduce drive alone trips, reliance on a personal vehicle, reduce congestion, and improve the health and vitality of our community. Residential TDM will include outreach and pilot programming to multifamily buildings, neighborhood-based outreach, and a school-based program.

3. Equitable TDM: Transportation related costs are the second highest household expense and low-income households are especially burdened by these costs. Certain modes of transportation are seeing a pronounced gender gap or divergent experiences for those using the available options. Men are twice as likely to be bicycle commuters, and women have more pronounced safety concerns in using public transit. By TDM working to address equity issues, we are ensuring all people in Redmond have access to safe transportation options and we are building a more equitable and welcoming city.
4. Pilot Interventions: The TDM Landscape is changing quickly with new technologies and transportation options in micro mobility. By keeping a flexible program structure, the City of Redmond's TDM program can address opportunities as they arise and show proof of concept to new technologies and approaches.



Memorandum

Date: 4/6/2021
Meeting of: City Council

File No. AM No. 21-044
Type: Consent Item

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

Public Works	Dave Juarez	425-556-2733
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DEPARTMENT STAFF:

Public Works	Aaron Noble	Project Manager
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TITLE:

Approval for Award of the Construction Contract for the Retaining Walls - Replacement and Installation - Redmond Way @ Willows Project to Kamins Construction Inc., in the Amount of \$1,078,733

OVERVIEW STATEMENT:

Construction bids for the Redmond Way Rockery Replacement Project were opened and Kamins Construction Inc. was the low bidder. The bidder's unit prices, extensions, and additions have been checked for accuracy and unbalanced bid items. References have been checked and found to be satisfactory.

The existing rock retaining wall at Redmond Way and West Lake Sammamish Parkway is at the end of its safe and useful life and has shown significant signs of weathering and degradation.

This project will consist of the following infrastructure improvements:

- Replace 1000 linear feet of failing rockery retaining wall.
- Replace 1000 linear feet of sidewalk and constructed to ADA standards.
- Replace 45 linear feet of storm pipe.
- Plant new trees and ground cover along the steep slopes to prevent erosion.

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

REQUESTED ACTION:

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

REQUEST RATIONALE:

- **Relevant Plans/Policies:**
N/A
- **Required:**
Council approval is required to award contracts/agreements over \$300,000 per 2018 City Resolution 1503.
- **Council Request:**
N/A

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

OUTCOMES:

This project will improve pedestrian and traffic safety along Redmond Way and West Lake Sammamish Parkway by removing the risk of failure and rocks falling from the existing rockery.

COMMUNITY/STAKEHOLDER OUTREACH AND INVOLVEMENT:

- **Timeline (previous or planned):**
N/A
- **Outreach Methods and Results:**
There has been numerous meetings and communications with the managers of the Gates of Redmond apartment complex. The Gates of Redmond are located just west of the project site at 15325 Redmond Way.
- **Feedback Summary:**
N/A

BUDGET IMPACT:

Total Cost:
\$1,758,618

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

Budget Offer Number:
CIP

Budget Priority:
Vibrant and Connected

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

Funding source(s):
CIP:
Total: \$1,758,618
Transportation: \$1,658,618
Stormwater: \$100,000

Budget/Funding Constraints:
N/A

☐ **Additional budget details attached**

COUNCIL REVIEW:

Previous Contact(s)

Date	Meeting	Requested Action
2/9/2021	Committee of the Whole - Planning and Public Works	Provide Direction

Proposed Upcoming Contact(s)

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

Time Constraints:

The contract needs to be awarded so construction can be completed before the rainy season begins.

ANTICIPATED RESULT IF NOT APPROVED:

If the project is not awarded construction could be delayed and/or additional costs could be accrued due to weather mitigation.

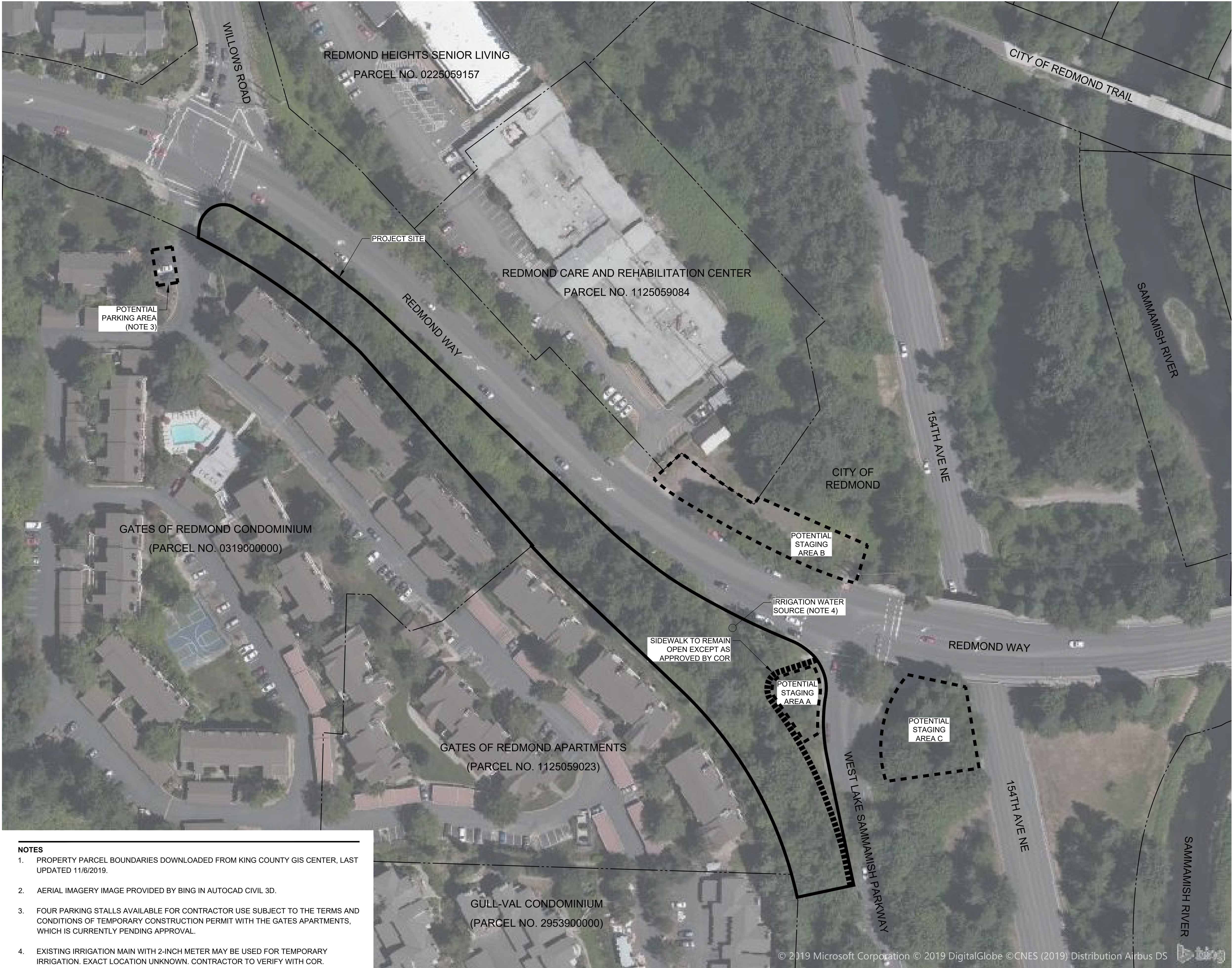
ATTACHMENTS:

Attachment A: Vicinity Map

Attachment B: Site Plan Overview

Attachment C: Bid Schedule Summary

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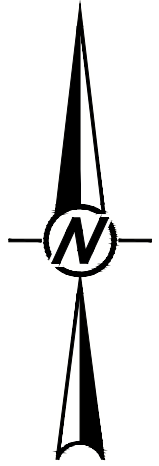


- NOTES**
1. PROPERTY PARCEL BOUNDARIES DOWNLOADED FROM KING COUNTY GIS CENTER, LAST UPDATED 11/6/2019.
 2. AERIAL IMAGERY IMAGE PROVIDED BY BING IN AUTOCAD CIVIL 3D.
 3. FOUR PARKING STALLS AVAILABLE FOR CONTRACTOR USE SUBJECT TO THE TERMS AND CONDITIONS OF TEMPORARY CONSTRUCTION PERMIT WITH THE GATES APARTMENTS, WHICH IS CURRENTLY PENDING APPROVAL.
 4. EXISTING IRRIGATION MAIN WITH 2-INCH METER MAY BE USED FOR TEMPORARY IRRIGATION. EXACT LOCATION UNKNOWN. CONTRACTOR TO VERIFY WITH COR.

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DRAFT**

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1" = 50' FEET

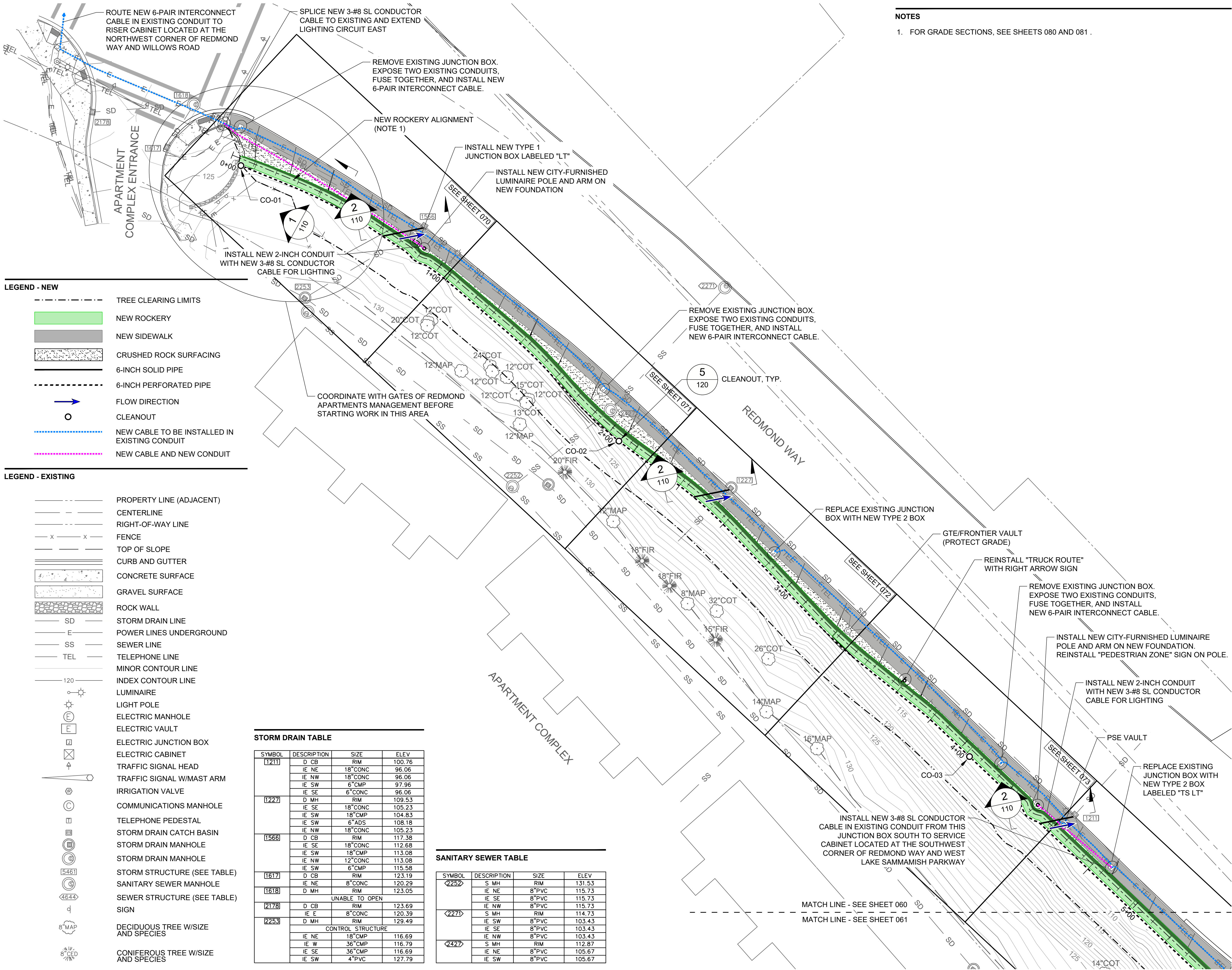
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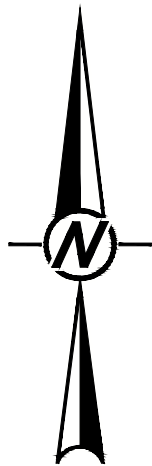
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	TITLE WORK AREAS							
REV. D	5 of 25	SHEET 040		REV. YYY-MM-DD DESCRIPTION DESIGNED PREPARED REVIEWED APPROVED				
D	2020-06-12	FINAL DESIGN DRAFT FOR REVIEW		VMN	REDMOND	FSS	JJ	
C	2020-02-28	100% DESIGN		VMN	REDMOND	FSS	JJ	
B	2019-12-02	60% DESIGN		VMN	REDMOND	FSS	JJ	
A	2019-08-16	30% DESIGN		VMN	REDMOND	FSS	JJ	

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- NOTES**
1. FOR GRADE SECTIONS, SEE SHEETS 080 AND 081 .



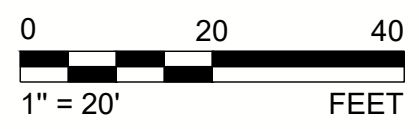
- LEGEND - NEW**
- TREE CLEARING LIMITS
 - NEW ROCKERY
 - NEW SIDEWALK
 - CRUSHED ROCK SURFACING
 - 6-INCH SOLID PIPE
 - 6-INCH PERFORATED PIPE
 - FLOW DIRECTION
 - CLEANOUT
 - NEW CABLE TO BE INSTALLED IN EXISTING CONDUIT
 - NEW CABLE AND NEW CONDUIT

- LEGEND - EXISTING**
- PROPERTY LINE (ADJACENT)
 - CENTERLINE
 - RIGHT-OF-WAY LINE
 - FENCE
 - TOP OF SLOPE
 - CURB AND GUTTER
 - CONCRETE SURFACE
 - GRAVEL SURFACE
 - ROCK WALL
 - SD STORM DRAIN LINE
 - E POWER LINES UNDERGROUND
 - SS SEWER LINE
 - TEL TELEPHONE LINE
 - MINOR CONTOUR LINE
 - INDEX CONTOUR LINE
 - LUMINAIRE
 - LIGHT POLE
 - ELECTRIC MANHOLE
 - ELECTRIC VAULT
 - ELECTRIC JUNCTION BOX
 - ELECTRIC CABINET
 - TRAFFIC SIGNAL HEAD
 - TRAFFIC SIGNAL W/MAST ARM
 - IRRIGATION VALVE
 - COMMUNICATIONS MANHOLE
 - TELEPHONE PEDESTAL
 - STORM DRAIN CATCH BASIN
 - STORM DRAIN MANHOLE
 - STORM DRAIN MANHOLE
 - STORM STRUCTURE (SEE TABLE)
 - SANITARY SEWER MANHOLE
 - SEWER STRUCTURE (SEE TABLE)
 - SIGN
 - DECIDUOUS TREE W/SIZE AND SPECIES
 - CONIFEROUS TREE W/SIZE AND SPECIES


STORM DRAIN TABLE			
SYMBOL	DESCRIPTION	SIZE	ELEV
1211	D CB	RIM	100.76
	IE NE	18"CONC	96.06
	IE NW	18"CONC	96.06
	IE SW	6"CMP	97.96
	IE SE	6"CONC	96.06
1227	D MH	RIM	109.53
	IE SE	18"CONC	105.23
	IE SW	18"CMP	104.83
	IE SW	6"ADS	108.18
	IE NW	18"CONC	105.23
1566	D CB	RIM	117.38
	IE SE	18"CONC	112.68
	IE SW	18"CMP	113.08
	IE NW	12"CONC	113.08
	IE SW	6"CMP	115.58
1617	D CB	RIM	123.19
	IE NE	8"CONC	120.29
	D MH	RIM	123.05
1618	UNABLE TO OPEN		
	D CB	RIM	123.69
2178	IE E	8"CONC	120.39
	D MH	RIM	129.49
2253	CONTROL STRUCTURE		
	IE NE	18"CMP	116.69
	IE W	36"CMP	116.79
	IE SE	36"CMP	116.69
	IE SW	4"PVC	127.79

SANITARY SEWER TABLE			
SYMBOL	DESCRIPTION	SIZE	ELEV
2252	S MH	RIM	131.53
	IE NE	8"PVC	115.73
	IE SE	8"PVC	115.73
2271	IE NW	8"PVC	115.73
	IE SW	8"PVC	103.43
	IE SE	8"PVC	103.43
2427	IE NW	8"PVC	103.43
	S MH	RIM	112.87
	IE NE	8"PVC	105.67
2427	IE NE	8"PVC	105.67
	IE SW	8"PVC	105.67

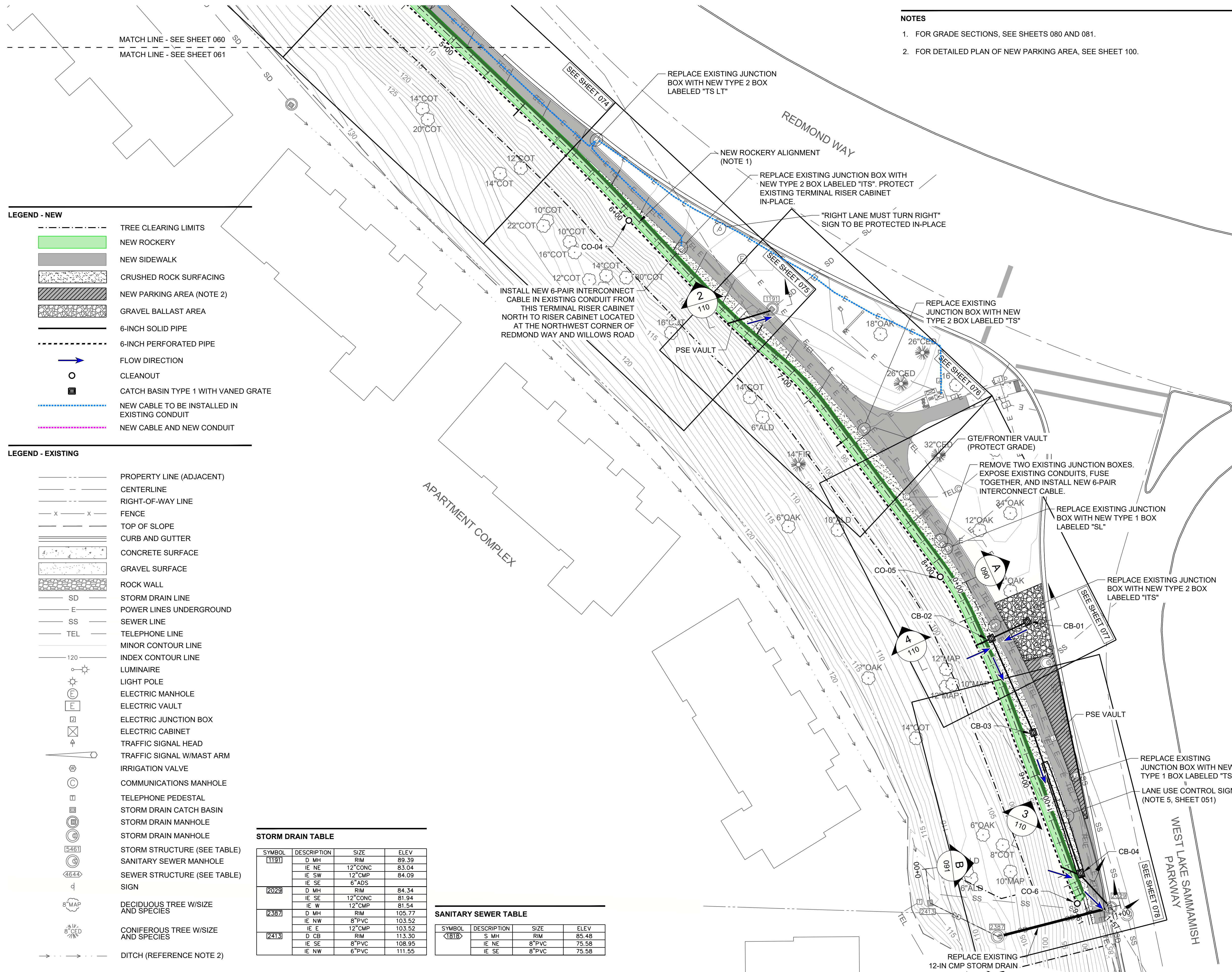
**FINAL DESIGN
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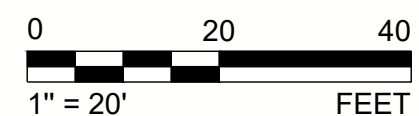
SEAL

PROJECT REDMOND WAY ROCKERY REPLACEMENT REDMOND, WASHINGTON		CLIENT CITY OF REDMOND	
TITLE SITE PLAN OVERVIEW (1 OF 2)		CONSULTANT REDMOND 18300 NE UNION HILL ROAD REDMOND, WA 98052 USA [+1] (425) 883-0777 www.golder.com	
PROJECT NO. 1403741903		GOLDER	
PHASE 008			
REV. 8 of 25		SHEET 060	
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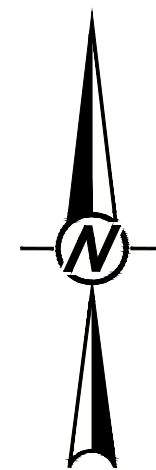
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FINAL DESIGN
DRAFT



SEAL



CLIENT
CITY OF REDMOND

PROJECT
REDMOND WAY ROCKERY REPLACEMENT
REDMOND, WASHINGTON

TITLE

SITE PLAN OVERVIEW (2 OF 2)

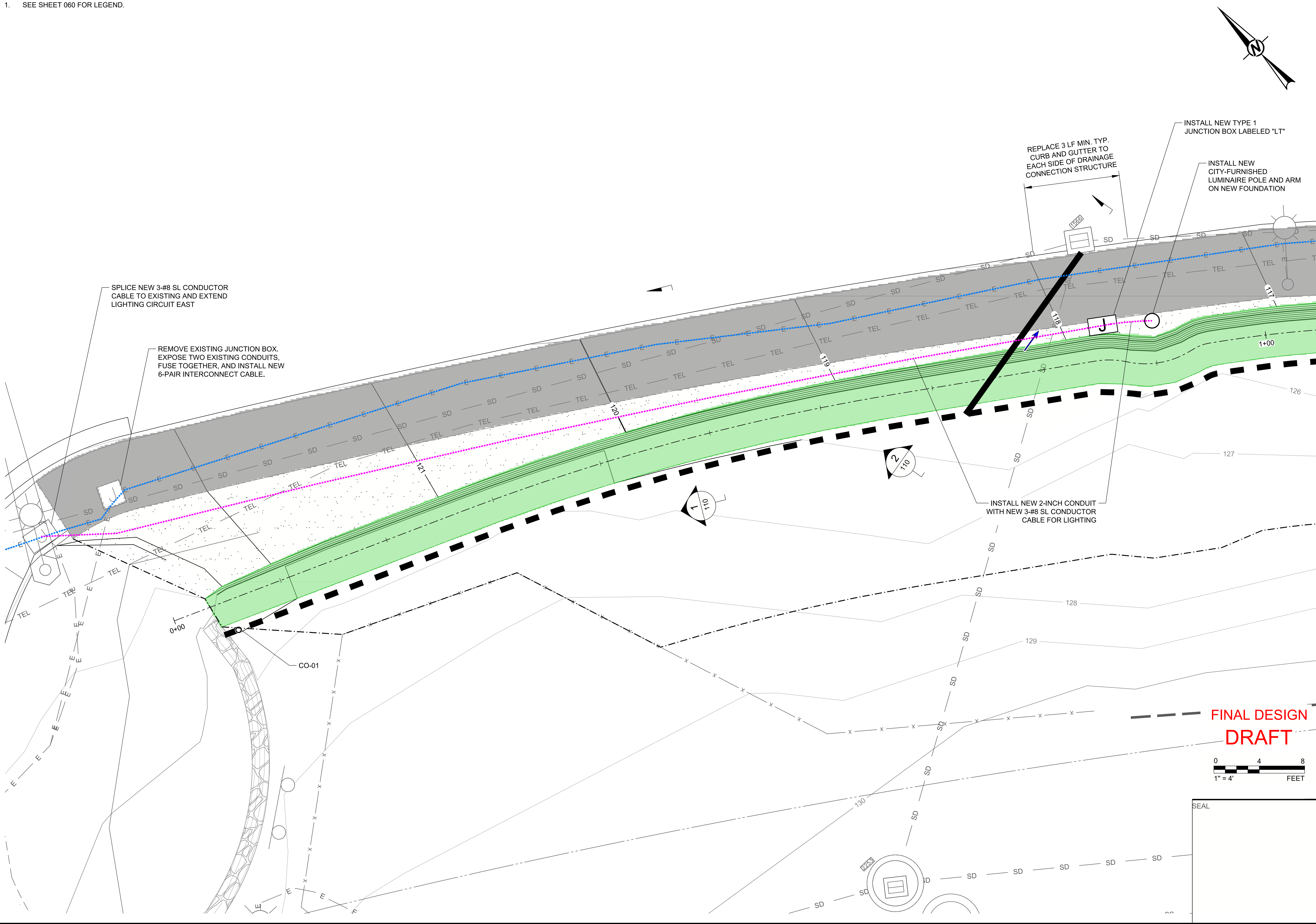
REDMOND
18300 NE UNION HILL ROAD
REDMOND, WA 98052
USA
[+1] (425) 883-0777
www.galder.com



REV.	YYY-MM-DD	DESCRIPTION	DESIGNED	PREPARED	REVIEWED	APPROVED
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PROJECT NO.	PHASE
1403741903	008

1. SEE SHEET 060 FOR LEGEND.



CLIENT
CITY OF REDMOND

PROJECT
REDMOND WAY ROCKERY REPLACEMENT
REDMOND, WASHINGTON

CONSULTANT

GOLDER

REDMOND
18300 NE UNION HILL ROAD
REDMOND, WA 98052
USA
[+1] (425) 883-0777
www.golder.com

TITLE
SITE PLAN - STA 0+00 to 1+04

PROJECT NO.	PHASE
1403741903	008

D	2020-06-12	FINAL DESIGN DRAFT FOR REVIEW	VMN	REDMOND	FSS	JJ
C	2020-02-28	100% DESIGN	VMN	REDMOND	FSS	JJ
B	2019-12-02	60% DESIGN	VMN	REDMOND	FSS	JJ
A	2019-08-16	30% DESIGN	VMN	REDMOND	FSS	JJ
REV	YYYY-MM-DD	DESCRIPTION	DESIGNED	PREPARED	REVIEWED	APPROVED

IF THIS MEASUREMENT DOES NOT MATCH WHAT IS SHOWN, THE SHEET SIZE HAS BEEN MODIFIED FROM ANSI D

Retaining Walls: Redmond Way Rockery Attachment C: Bid Summary
20011914
BID TABULATION

	Engineer's Estimate	Kamins Construction, Inc.
Schedule A Total	<u>\$981,950.74</u>	<u>\$1,017,470.06</u>
Schedule B Sub-Total	<u>\$61,923.96</u>	<u>\$55,643.62</u>
10.1% Sales Tax	\$6,254.32	\$5,620.01
Schedule B Total	<u>\$68,178.28</u>	<u>\$61,263.63</u>
Total Schedule A and B	\$1,050,129.02	\$1,078,733.69



Memorandum

Date: 4/6/2021
Meeting of: City Council

File No. AM No. 21-045
Type: Consent Item

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

Public Works	Dave Juarez	425-556-2733
--------------	-------------	--------------

DEPARTMENT STAFF:

Public Works	Colin Sherrill	Engineer
Public Works	Lisa Rigg	Senior Utility Engineer
Public Works	Steve Hitch	Interim Engineering Manager
Public Works	Mike Haley	Interim Engineering Supervisor

TITLE:

Adoption of a Resolution Rejecting all bids for the Pump Station 15 Abandonment Project

- a. Resolution No. 1545: A Resolution of the City Council of the City of Redmond, Washington, Rejecting All Bids Received by the City on the Pump Station 15 Abandonment, Project No. 20021204

OVERVIEW STATEMENT:

Wastewater Pump Station 15 low bid exceeded the engineers estimate and created a significant project funding deficit. Staff are recommending to adopt the resolution to reject all bids.

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

REQUESTED ACTION:

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

REQUEST RATIONALE:

- **Relevant Plans/Policies:**
N/A
- **Required:**
Council approval is required to award contracts/agreements over \$300,000 per 2018 City Resolution 1503. RCW 35.23.352 requires Council action by resolution to reject all bids.
- **Council Request:**
N/A

- **Other Key Facts:**

Requesting for this to be a consent item for Council approval at the April 6, 2021 Council business meeting.

OUTCOMES:

The low bid exceeded the project budget and caused a project deficit of \$1.4 million. City staff do not feel that Pump Station 15 is in a critical enough condition to warrant additional funding. Staff recommends that Council reject all the bids and staff will return to council when a new plan is devised.

COMMUNITY/STAKEHOLDER OUTREACH AND INVOLVEMENT:

- **Timeline (previous or planned):**

City staff have informed the Home Owners Association of The Point community that the planned project will not be taking place and that other more cost effective solutions will be considered.

- **Outreach Methods and Results:**

City staff called and emailed the Home Owners Association of The Point community.

- **Feedback Summary:**

N/A

BUDGET IMPACT:

Total Cost:

\$3,737,872

Approved in current biennial budget:

☒ Yes

☐ No

☐ N/A

Budget Offer Number:

2021-2022 CIP

Budget Priority:

2021-2022 Healthy and Sustainable City Wastewater Priority

Other budget impacts or additional costs:

☒ Yes

☐ No

☐ N/A

If yes, explain:

The current budget is \$2,308,703 and after the bid opening there is a deficit of \$1,429,169.

Cost of construction is higher than originally anticipated due to the following:

- Limited supply of qualified contractors to do this work
- Construction pricing has increased since 30% design
- Complicated pipe installation due to deep sewer, limited working hours, and major utility crossings.

Further explanation is in Attachment A.

Funding source(s):

Wastewater CIP Fund

Budget/Funding Constraints:

The funding for this project is derived from allocated funds in the 2021-2022 Wastewater CIP.

☒ **Additional budget details attached**

COUNCIL REVIEW:

Previous Contact(s)

Date	Meeting	Requested Action
3/23/2021	Committee of the Whole - Finance, Administration, and Communications	Approve

Proposed Upcoming Contact(s)

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

Time Constraints:

The City is obligated to either accept or reject all bids within 45 days after the bid opening.

ANTICIPATED RESULT IF NOT APPROVED:

The City Council could choose to accept the bids and award the contract to the apparent low bidder, KLB Construction; however, this action is not recommended based on the current project funding. The current Plans and Specification package can be ready for a re-advertisement of this project until January 2022, since Washington Dept. of Transportation Standard Specifications are updated annually.

ATTACHMENTS:

Attachment A - background, bid, and fiscal information

Attachment B - Resolution: Reject All Bids

Project Purpose

The purpose of this project is to abandon existing Wastewater Pump Station 15 and replace it with 1,800 feet of gravity-fed sewer line.

Background

Wastewater Pump Station 15 is located in the South Willows Basin on 134th Ct NE and was built in 1985 to serve the Pointe Townhome development. Wastewater Pump Station 15 is nearing the end of its useful life and needs to be upgraded, replaced, or abandoned. BHC provided an alternative design analysis on November 1st, 2019 showing possibilities for rehabilitating the existing pump station or a variety of gravity sewer design options. After reviewing the report, the City decided to abandon the station and construct a new gravity sewer line from the existing pump station eastward down Redmond Way. The cost estimates in the study for rehabilitating the existing station and building a gravity sewer were very similar.

Project Description

The project will abandon the existing pump station and replacing it with 1,800 feet of gravity-fed sewer. This project provides a life expectancy of 100 plus years and eliminates ongoing maintenance and repair costs required for continued operation of the pump station. The new sewer line will include 1,835 linear feet of 8" sewer pipe from the existing pump station location extending south along 134th Ct NE towards Redmond Way, then east along Redmond Way to connect to the existing gravity-fed manhole in 138th Lane NE. The project will provide a sewer main stub to the Redmond neighborhood that is SE of the Redmond Way/132nd Ave NE intersection.

Bid Results

The project was advertised in the Daily Journal of Commerce on February 3rd, 2021, and February 10th, 2021. The City Clerk received bids until 11am, February 25th, 2021. There were two (2) bidders and the bids are summarized below:

Bidder	Business Location	Amount Bid
Interwest Construction, Inc.	Burlington, WA	\$ 2,564,112
KLB Construction, Inc.	Lynnwood, WA	\$ 2,530,225
	<i>Engineer's Estimate</i>	<i>\$ 2,193,971</i>

All bidder's unit prices, extensions and additions have been checked for accuracy and unbalanced bid items. Proposed

Fiscal

The 2019 alternative design analysis predicted that the cost of construction would be \$1,196,767. During design the construction estimate increased to \$2,193,971, which was the estimate at 100% design. The low bidder, KLB, bid the project at \$2,530,226, which

is over the Engineer's estimate by \$336,254. The high construction cost created a project deficit of \$1,429,169.

City staff believe that several factors led to the project surpassing the construction estimate from 2019.

Due to the current construction environment in the Puget Sound region, both overall construction costs and demand for qualified contractor availability is high. While this was generally anticipated, construction pricing has significantly increased more than expected since the 2019 Alternative Study. The pandemic has drastically impacted the construction industry and suppliers and in doing so impacted the construction bid amount.

The 2019 alternative design analysis assumed working hours in Redmond Way would be 8-hour workdays. During the design Public Works Traffic Operations informed the Project Manager that working hours were to be 9am – 4 pm in Redmond Way. Due to the limitation on working hours, the traffic control will have to be set up and removed each day. This will take time away from daily construction progress and will increase the number of working days, thus increasing the cost of construction.

The Alternative Study of the project did not account for a layer of concrete that is under the asphalt in Redmond Way. This concrete will have to be removed during excavation and will add time to the construction duration. Additionally, the study did not account for the costs associated with excavating under the 42" Seattle Tolt water transmission main, and under two large British Petroleum natural gas pipes. All these constructability issues created an increase in construction cost.

Estimated costs for the project are shown below.

Project Budget:

Wastewater CIP	<u>\$2,308,703</u>
Total Funding	\$2,308,703

Estimated Project Costs:

Design Phase	\$460,528
Construction Phase	<u>\$3,277,344</u>
Total Estimated Project Cost	\$3,737,872

ATTACHMENT B

CITY OF REDMOND
RESOLUTION NO. _____

A RESOLUTION OF THE CITY COUNCIL OF THE CITY
OF REDMOND, WASHINGTON, REJECTING ALL BIDS
RECEIVED BY THE CITY ON THE PUMP STATION 15
ABANDONMENT, PROJECT NO. 20021204

WHEREAS, the City opened bids on the project commonly known
as Pump Station 15 Abandonment, Project No. 20021204, on
February 25, 2021; and

WHEREAS, all bids received by the City substantially
exceeded the Engineer's construction estimate for the project;
and

WHEREAS, in light of these facts, the Public Works
Department has recommended that the City Council reject all bids
on the project; and

WHEREAS, the City Council concurs with this recommendation.

NOW, THEREFORE, THE CITY COUNCIL OF REDMOND, WASHINGTON
HEREBY RESOLVE AS FOLLOWS:

Section 1. Rejection of Bids. All bids received by the
City on the Pump Station 15 Abandonment, Project
No. 20021204, are hereby rejected. All bid deposits received by
the City shall be returned to the bidders with notification of
the rejection.

ADOPTED by the Redmond City Council this _____ day of
April, 2021.

CITY OF REDMOND

ANGELA BIRNEY, MAYOR

ATTEST:

CHERYL XANTHOS, MMC, CITY CLERK

(SEAL)

FILED WITH THE CITY CLERK:
PASSED BY THE CITY COUNCIL:
RESOLUTION NO.



Memorandum

Date: 4/6/2021
Meeting of: City Council

File No. AM No. 21-046
Type: Consent Item

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

Public Works	Dave Juarez	425-556-2733
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DEPARTMENT STAFF:

Public Works	Jon Spangler	Construction Division Manager
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TITLE:

CIP Proviso Initial Report Acceptance

OVERVIEW STATEMENT:

The CIP Proviso Initial Report was presented to City Council on 3/23/21. Council shall determine acceptance by motion of the Initial Report during a regularly scheduled council business meeting within two scheduled business meetings after receipt.

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

REQUESTED ACTION:

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

REQUEST RATIONALE:

- **Relevant Plans/Policies:**
Budget Proviso adopted by Council in the 2021-2022 Biennial Budget.
- **Required:**
Council action on the report is required by the CIP Proviso.
- **Council Request:**
The CIP Proviso outlines the actions requested by Council to accept the initial Proviso report during a regularly scheduled Council meeting.
- **Other Key Facts:**
N/A

OUTCOMES:

N/A

COMMUNITY/STAKEHOLDER OUTREACH AND INVOLVEMENT:

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

BUDGET IMPACT:

Total Cost:
N/A

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

Budget Offer Number:
N/A

Budget Priority:
N/A

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

Funding source(s):
N/A

Budget/Funding Constraints:
N/A

☐ Additional budget details attached

COUNCIL REVIEW:

Previous Contact(s)

Date	Meeting	Requested Action
3/23/2021	Study Session	Receive Information

Proposed Upcoming Contact(s)

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

Time Constraints:

Within the Proviso, Council set the deadline for approval of the initial report within 2 business meetings of receipt of the report.

ANTICIPATED RESULT IF NOT APPROVED:

The Initial Report would be revised and resubmitted for Council approval.

ATTACHMENTS:

Attachment A: CIP Proviso Initial Report

CIP Proviso

Initial Report – March 23, 2021



Redmond
WASHINGTON

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Introduction

The CIP Proviso (Appendix A) was approved by the City Council on December 10, 2020, as part of the 2021-2022 budget. The Proviso has a requirement for an initial report and final report.

According to Part 1, Section A of the Proviso, the Initial Report will include the following:

- I. Summary description of the progress through March 1, 2021
- II. Status, evaluations and expected recommendations from work completed in 2020
- III. Changes and anticipated improvements to the CIP budgeting and monitoring process
- IV. Outline and schedule of how changes will be implemented

The elements of Part 1, Section B, of the Proviso that are contained in this Initial report include:

1. Standardization of definitions
2. Project program planning standards
3. Risk and oversight
4. Investment prioritization

Work is progressing on the remaining elements of the Proviso.

Initial Report Acceptance

Council shall determine acceptance by motion during a regularly scheduled council business meeting within two scheduled business meetings after receipt.

I. Summary Description

Work on the CIP Proviso is actively progressing while capital project management and delivery continues. Project highlights include:

- Evaluating 2019-2020 results and accomplishments
 - Projects completed
 - Spend rate
- Gathering data on definitions, policies, and processes
 - Standardization of definitions - CIP Policies
 - Project program planning standards - Business Case
 - Risk and oversight - Risk Management process
 - Investment prioritization - CIS
- Identifying potential program enhancements
 - Enhanced business case justification
 - Revised project evaluation criteria including incorporating social equity
 - Portfolio and program level performance metrics
 - Continuous improvement of program management
 - Clear and consistent communication with Council
 - Enhanced budget presentation materials
- State Auditor's Office
 - Contacted State Auditor's Office
 - Two meetings to discuss potential support services
 - Recommending process improvements

II. Status, Evaluations and Recommendations

A. Status through 2020

Detailed below are the enhancements to the 2020 Capital Project Delivery, including:

- Initiated a more comprehensive business case process
- Updated the Governance Committee process
 - Refined Governance Charter
 - Further defined roles for the Portfolio Management Committee and the Governance Committee
 - Developed CIP SharePoint site to manage process and decisions
- Expanded CIP reporting to include projects not managed by the Construction Division
- Developed programmatic spend reports and initiated quarterly program spending projections
- Refined funding distribution projections through improved scheduling and monthly project spending by phase
- Improved the process to identify projects with issues and potential remedies

Additional program changes due to Covid-19 restrictions:

- Initiated electronic document routing and signing process
- Developed virtual bid opening process
- Numerous changes to inspection and site meeting processes
- Made several revisions to the CIP as funding and staffing projections changed

B. Evaluation/Expected Recommendations from Work Completed in 2020

2020 was a productive year for Redmond's capital project delivery program. Thirteen of 15 projects were completed in the target year with two lagging projects likely to be completed this April. Spending was in line with projections at just over 80%. Projects targeted for 2021 are on track. However, external issues are likely to result in two projects being moved to 2022. Other concerns that may have an impact on project delivery are increased costs due to a robust building environment, bids coming in higher than expected and materials becoming harder to obtain due to longer lead times. The following observations are based on a preliminary evaluation of 2020:

- Project management software is still needed – project data is not easy to access and data across programs or the portfolio requires manual analysis. Project management software has been prioritized after the City makes progress on the current Big Four technology projects.
- Design schedules for larger projects with external requirements need to be extended. Most common causes for project design delays include:
 - External permitting (Keller Farm – Army Corps permit, and Smith Woods – Muckleshoot Tribe review)
 - Property rights acquisition (Right-of-Way) with limited real property staff resources and longer negotiation timelines
 - Coordination with other projects (Sound Transit and private development)
 - Grants (Fire Station 16 and Central Connector Linkages)

- Scope uncertainty and/or scope changes (90th Pond)
 - Internal permitting
- Performance metrics and measurement need enhancing
- Re-examine reporting to City Council

C. Progress on Elements of Proviso Part 1, Section B

The numbering in this section matches numbering in the Proviso Part 1, Section B.

1. Standardization of definitions

Existing definitions and policies that determine investments to be included in the CIP are being reviewed and refined. The existing definitions and policies are included in Appendix B.

2. Project program planning standards

CIP Project planning is reviewed monthly to evaluate the progress of all active projects. Schedule adjustments and potential cost concerns are identified, and effective course corrections are presented. Schedule information is used for workload planning and is a driver for inspector assignments. The information is displayed as a bar chart including preliminary design, design, construction and close out sections with accompanying milestone dates, budget and costs estimates. A sample of the bar chart is included in Appendix B.

3. Risk and oversight

Planning and managing for risks help improve the likelihood that the project will be successfully delivered. The level of risk planning needed is dependent on the size, complexity and inherent risks associated with projects. Generally, the current risk management approach has three levels:

- Minimal risk – no formal process
- Light risk – risks evaluated with business case and used to develop contingencies
- Standard risk – formal risk analysis

Please see Appendix B for further information.

4. Investment prioritization

The Capital Investment Strategy process is used to prioritize the projects that are used to plan the investments (see Appendix B). Projects are developed by the functional areas driven by the Comprehensive and system plans and refined by functional priorities. Business cases are developed and are brought together across the City and evaluated by City-wide criteria (sample Business Case included in Appendix B). Priority projects are added to the CIP based on priority, investment timing and available funding. Additional detail on this process will be presented to Council separate from this report.

Work is progressing on the remaining elements of the Proviso; a brief description is provided.

5. Descriptions of major changes - a process currently exists to report individual project changes to the City's Governance Committee. We are considering the format and information refinements for reporting to Council
6. Improvement to budget preparation
 - a. Considering several options to enhance budget presentations
 - b. Considering further enhancements to Budget document materials
7. Communication of revenue
 - a. Considering changes to the presentation of the scope and scale of CIP revenues
 - c. Considering changes to the Budget document materials to be more understandable including, one-page outlines for each project and categorization of presentation
8. Improvements to budget process
 - a. Evaluate continuous project appropriation
 - b. Analyze advantages and disadvantages of expenditure at the project or program
 - c. Improve performance metrics realizing the limitations for software
 - d. Consider options for portfolio reporting and the baseline. Current baseline for each project is at 30% design. project level -
 - e. Consider options to develop qualitative benefits through asset management currently defined in the business case
 - f. Evaluate tools needed to conduct a program or master project level rollup
 - g. Improve and standardize contingency process.
9. Refine approach and focus on cost of the project to complete reporting options

III. Budgeting and Monitoring Changes

CIP project budgets are consistently monitored, and cost estimates are reevaluated a minimum of nine times throughout the life of the project.

CIP Project budgets, including contingencies based on risk, are established with the approval of the overall City biennial budget. The approved projects are scheduled based on the funding allocations by year, project business case and delivery target are set by the functional area. An outline of the process is below:

- At project initiation the budget is reviewed with the project charter and the project cost estimate is updated.
- Project design commences and is taken through 30% design to review and decide on the preferred alternative. At this point, the cost estimate is updated and the project "baseline" is set for the scope, schedule, and budget. The baseline is used to measure project performance.
- As the design progresses, the cost estimate is typically updated at 60% design, 90% design and 100% design, when the engineer's estimate for bidding is established. If at any point the cost estimate is more than planned, the project is highlighted. These highlighted projects are monitored, and changes are brought to the CIP Governance Committee for consideration. If budget changes are needed, the project is brought to City Council for approval. Change approval can be as part of the budget process or at a strategic point such as, with consideration of consultant agreement, supplemental agreement or grant approval.
- Once the project is ready for construction, it is advertised, bids are received, the apparent low bid is determined, and then the project cost estimate is reevaluated. The project is taken to Council for award with any adjustment to the budget as needed.
- As the project progresses through construction the budget is monitored and any change orders are considered within the project contingency.
- Once the project construction contract work is complete, the work is accepted by Council and any remaining funds are typically sent back to their originating fund.

IV. Outline/Schedule - Change Implementation

The second quarter of 2021 will be used to develop the final Proviso report with recommendations for Proviso Part 2, Section B elements.

Enhanced Reporting to City Council – Commitment was made during the budget process to enhance CIP reporting. Current ideas being considered:

- Quarterly reporting on portfolio and program overall status
- Projects with issues and changes
- Council actions expected in the next 3-6 months
 - Consultant agreements or supplementals
 - Awards
 - Acceptances
 - Other

If Council approves, development could begin as soon as the second quarter of 2021, initial Implementation in the third quarter of 2021, with full implementation in 2022.

Project Management Software – The search for Project Management software has been delayed due to implementation of the Big Four technology projects. Project Management Software could be the next priority project after one of the current “Big 4” projects is completed.

Improve Performance Metrics – Data management and evaluation is limited without Project Management software, but some performance data is available and could provide a better general understanding on the CIP portfolio. The CIP spend rate and the monthly construction project update presentation are currently used as a reporting mechanism with Council.

Additional Program enhancements being considered:

- Improvements to the business case justification section to better tie project to long-range plans and functional area goals.
- Improved reporting on projects managed outside of the Construction Division.
- Refinement to the risk management process to consider changes as potential risks are identified or mitigated.
- Stronger project baselining to formally set the foundation for performance measurement
- Expanded program manager responsibilities and reporting requirements to strengthen broader understanding of the program status, not just individual project status.
- Development of stronger lessons learned. Not just after completion of project but over time to measure performance of project and ensure project goals are met.

Implementation schedules for the above items will be developed for the Final Proviso report.

Appendix A

CIP Proviso

EXHIBIT D-2

P1 PROVIDED THAT:

A: Of this appropriation in the General Fund, Fund 100, \$1,700,000 shall not be expended or encumbered until the Mayor transmits the following two reports and are both accepted by Council by motion:

Initial Report to be provided to Council on or before March 31st, 2021 will provide a summary description of the progress through March 1st, 2021, and includes the status, evaluations and expected recommendations from work completed in 2020, of changes and anticipated improvements to the CIP budgeting and monitoring process. This report will also include an outline and schedule of how changes and associated improvements to the CIP process will be implemented in the form of a budget revision prior to December 31st, 2021. Council shall determine acceptance by motion during a regularly scheduled council business meeting within two scheduled business meetings after receipt.

Final Report to be provided to Council on or before July 1st, 2021 will provide the results of an evaluation of the methodologies, reporting, and financial policies as they relate to the Capital Investment Program, and is accompanied within 30 days of submittal and not before 15 days of submittal, by a scheduled council study session with staff presentations of findings and recommendations. Council shall determine acceptance by motion during a regularly scheduled council business meeting within two scheduled business meetings after receipt.

These reports, and required by this proviso, shall be submitted with the purpose of providing Council with the information to determine, and by approved motion and/or ordinance, changes, that will strengthen the City of Redmond's *Capital Investment Plan (CIP)*.

If the Mayor fails to submit either report by the stated due dates herein and completed in a comprehensive manner as defined in section B of this proviso, the expenditure restrictions become in effect until the end of the budget biennium or until Council takes action to amend the budget with a formal budget revision.

B: These reports shall include, but not be limited to, the following:

- 1) An assessment of potential options that will improve CIP definitions in order to provide improved consistency and standardization of what is included in CIP. These definitions shall include nature of assets, dollar amount thresholds, standard project management naming of project phases, life expectancy of asset, staff costs to be charged to CIP, when a study is CIP, equipment purchases, financial plan descriptions and definitions.
- 2) Project and Program planning standards that include defined project phases, business case requirements, benefits justifications, realistic timelines, and measurement and estimates of progress regarding scope, schedule, and budget.
- 3) Improved standardization of risk management planning and oversight communication.
- 4) An assessment of potential options that will improve criteria and communication of investment prioritization and organization of CIP such Safety, Legal Mandates, Grant Opportunities, Maintaining or Improving Service Levels, Cost Savings, Preservation of Assets, Strategic goals,

- 5) Understandable descriptions of major changes to CIP proposed budget that explain change drivers, funding limitations, or other constraints.
- 6) Improvements to budget preparation for the Preliminary Budget and communication with council during the budget adoption process.
 - a) Clear summaries at total CIP, program levels, project levels of expenditures to date, status of planned project milestones, reliable estimates to complete, and timelines.
 - b) Crosswalks that clearly define changes in priorities of CIP budget requests from prior budget period
- 7) Options to improve and communicate a revenue plan that supports appropriation at the project level, establishes fund reserves, and is understandable in its alignment with higher summary levels including budgets by fund levels and other constraints and restrictions of revenues.
- 8) Potential options to improve year over year budget needs of 6 Year CIP
 - a) Evaluate multi-biennial project appropriation implemented in phases with automatic carryover of budget appropriation or continuing appropriation.
 - b) Evaluate advantages and disadvantages of expenditure at the project or program level as compared to expenditure authority at fund level.
 - c) Options to establish improved performance metrics, with emphasis on high cost, high risk projects that monitor scope, schedule, budget, and risk mitigation actions.
 - d) Provide options for establishing a baseline for project budgets that will be used to measure budget to actuals across the life of the project regardless of additional or reduced appropriation not related to scope changes.
 - e) Provide options to measure benefits of project with emphasis on improved safety, measurable cost savings, and improved services in the operating budget
 - f) Evaluation of program or master project level rollup of projects, including potential of expenditure authority at these levels. (Common characteristics, similar in scope, relatively small in scope and budget, and within the biennium duration.
 - g) Options to improve and standardize contingency appropriation consistent with the risk plan and to reflect changes (typically reductions) as risk factors are clarified as a project progresses through the design and construction phases.
 - h) Standard for estimating and presenting costs to complete an existing project based on planned completion of scope, phase, etc. Specifically, a calculated Estimate to Complete by subtracting Estimate at Completion from expenditures to date should not be considered an acceptable number to present to council for budget deliberations.
- 9) Develop reporting options that meet the needs of Council to make informed budget decisions, monitor and provide CIP oversight, strengthen financial policies and collaborate with the Mayor to ensure delivery and investment in capital infrastructure and assets to maintain and improve services to the people in Redmond in a timely, cost effective, and value-driven manner.

P2 FURTHER PROVIDED THAT:

A: Of this appropriation, \$ 300,000 shall not be expended or encumbered within the General Fund 100 and in the Finance Department until the Finance Director requests an audit in writing of the Capital Investment Program by the Office of the Washington State Auditor to conduct an objective examination of our 2019/2020 CIP practices and requests that this audit be completed prior to June 1st, 2021.

Appendix B

Attachments

Capital Investment Program Glossary

Capital Investment Program Fiscal and Accounting Policy

CIP Project and Portfolio Definitions

CIP Project Status and Phase Breakdown/Definitions

Sample Bar Chart

Risk Management Plan Process

Overview of Capital Investment Strategy (CIS) Methodology

Sample Business Case

Capital Investment Program Glossary

CAPITAL INVESTMENT PROGRAM GLOSSARY

CITY OF REDMOND

Appropriation: An authorization by the City Council that allows expenditures of government resources. Appropriations are typically granted for a one-year period.

Beginning Fund Balance: The amount remaining after accounting for the previous year's revenues, less the previous year's expenditures.

Bond (Debt Instrument): A written promise to pay a specified sum of money at a specified future date, at a specified interest rate. Bonds are ordinarily used to finance capital facilities. Redmond typically issues general obligation, revenue or special assessment bonds.

Capital Facilities Plan (CFP): A planning document required by the Growth Management Act that addresses capital projects and anticipated sources of funding over a six-year period.

Capital Investment/ Improvement Program (CIP): A budget and planning process used by the City to determine what capital projects will be carried out during the next six-year period. The first year of the six is included in the annual operating budget and the remaining years' projections are updated annually.

Capital Investment Strategy (CIS): A strategy which ensures capital investments across the City are proposed in a coordinated fashion and focused on the vision as defined by the adopted comprehensive plan. It informs the capital facilities plan and the ability of the City to facilitate growth. An inherent aspect is the ability to maintain the City's past investments into the future.

Capital Assets: Assets of significant value and having a useful life of several years. Capital assets are also called fixed assets.

Community Facilities District: The voluntary landowner financing of community facilities and local, sub-regional, and regional infrastructure by the forming of legal entity called a community facilities district. Community facilities districts may only include land within urban growth areas designated under the state growth management act, located in portions of one or more cities, towns, or counties.

Contingency: A budgetary reserve set aside for emergencies or unforeseen expenditures not otherwise budgeted.

Ending Fund Balance: The beginning fund balance plus current year revenues, less current year expenditures.

Fund: An independent fiscal and accounting entity with a self-balancing set of accounts recording cash and/or other resources together with all related liabilities, obligations, reserves and equities.

Fund Balance: The excess of a fund's assets over its liabilities.

Intergovernmental Revenue: Funds received from federal, state and other local government sources in the form of grants, shared revenues and payment in lieu of taxes.

Improvements: Buildings, structures or attachments to land such as sidewalks, trees, drives, tunnels, drains and sewers.

Maintenance and Operations Center (MOC): The facility that is the base for most of the City's field operations staff for Public Works and Parks. Also located at the MOC is the City's vehicle maintenance shop.

Maintenance and Operating (M&O) Costs: Expenditures that represent amounts paid for supplies (e.g. office supplies, repair and maintenance supplies, minor equipment and software), and other services (e.g.

ongoing contracts, professional services, communication, utilities and intergovernmental services).

Performance Measure: A numerical expression documenting some aspect of the output or outcomes of an activity, service, process or program.

Revenue Bonds: Bonds issued pledging future revenues (usually water, sewer or drainage charges) to cover debt payments.

Supplemental Appropriation: An appropriation approved by the Council after the initial budget is adopted.

Vision Blueprint: A long-range capital investment strategy that outlines the investment needed in the long-term to realize the City's vision.

Capital Investment Program Fiscal Policy

CAPITAL INVESTMENT PROGRAM FISCAL AND ACCOUNTING POLICY

CITY OF REDMOND

Capital Investment Fiscal Policies

- The City will make capital improvements in accordance with an adopted capital investment program. Capital funds may be used on:
 - Non-recurring capital expenditures (such as capital projects).
 - Qualifying non-recurring capital projects should be at least \$50,000 (or part of a system with a value of more than \$50,000); and
 - towards an asset with a useful life of at least five years; or
 - directly for related costs (such as preliminary engineering, monitoring of capital asset performance, etc); or
 - planning efforts that result in specific capital improvements identified in the City's Capital Investment Strategy and approved by the Capital Investment Program Governance Committee.
- The capital investment program and the base operating budget will be reviewed at the same time to ensure that the City's capital and operating needs are balanced with each other and that the capital investment program is aligned with the City's other long-range plans.
- The City will develop a six-year plan for capital improvements including operations and maintenance costs and update it every biennium. Capital expenditures will be forecasted taking into account changes in population, changes in real estate development, or changes in relevant economic condition of the City and the region.
- The City will identify the estimated costs and potential funding sources for each capital project proposal before it is submitted to Council for approval. The City will use intergovernmental assistance and other outside resources whenever possible.
- All staff (FTEs) related to capital project implementation will charge directly to capital projects if the projects are a part of the Capital Investment Strategy and approved by the City's Capital Investment Program Governance Committee.
- The City will determine the least costly financing method for all new projects.
- The City will transfer, annually, five percent (5%) of discretionary General Fund revenues made up of one-time and ongoing funds and the pavement management contribution to the capital investment program as part of the City's biennial budget.
- The City will develop and maintain a "Capital Investment Strategy" (also known as the "Vision Blueprint") that facilitates the planning for meeting the facility and other capital needs of the community consistent with the City's vision, comprehensive plan and functional area plans (in that order).
- Discretionary capital investment revenues collected from the five percent (5%) or more General Fund transfer and real estate excise tax will be utilized for capital improvements that support the vision of the city consistent with the City's Capital Investment Strategy.
- Real Estate Excise Tax will be used for one-time capital project funding, not for general maintenance of the City's infrastructure as allowed by law.

- A contribution (\$1.1 million) from sales tax on construction, adjusted annually for inflation, will be transferred into the capital investment program.
- Applications to receive grant funding will only be submitted if the project receiving the funding is a part of the City's Capital Investment Strategy and/or approve by the Capital Investment Program Governance Committee.
- The City will utilize the Business Fee and Tax Advisory Committee to advise the City on expenditures from the transportation surcharge portion of the Business Tax as outlined in City Council Resolution Number 1375.

Short-Term Debt Policies

- Short-term debt is defined as a period of three years or less.
- The City may use short-term debt to cover temporary cash flow shortages, which may be caused by a delay in receipting tax revenues or issuing long-term debt. The City will not use short-term debt for current operations.
- The City may issue interfund loans rather than outside debt instruments to meet short-term cash flow needs. Interfund loans will be permitted only if an analysis of the affected fund indicates excess funds are available and the use of these funds will not impact the fund's current operations. All interfund short-term borrowing will be subject to Council approval and will bear interest based upon prevailing rates.

Long-Term Debt Policies

- Long Term debt is that debt which exceeds three years.
- The City will utilize long-term borrowing for capital improvements that cannot reasonably be financed on a pay-as-you-go basis from anticipated cash flows.
- Acceptable uses of bond proceeds are items which can be capitalized and depreciated. Refunding bond issues designed to restructure currently outstanding debt is also an acceptable use of bond proceeds provided that the net present value (NPV) of savings is at least 4%.
- The City will determine whether self-supporting bonds (such as special assessment improvement district bonds) are in the City's best interest when planning to incur debt to finance capital improvements.
- The City will not use long-term debt for current operations.
- The City will maintain proactive communications with the investment community about its financial condition. The City will follow a policy of full disclosure on financial reports and bond prospectus including proactive compliance with disclosure to the secondary market.
- General Obligation Bond Policy
 - Every project proposed for financing through general obligation debt shall be accompanied by a full analysis of the future operating and maintenance costs associated with the project.
 - Bonds cannot be issued for a longer maturity schedule than a conservative estimate of the useful life of the asset to be financed.
 - Before general obligation bond propositions are placed before the voters, the capital project under consideration should have been included in the Capital Improvement Program. The source of funds should describe the intended use of bond financing.
- Limited Tax General Obligation Bond Policies

- As a precondition to the issuance of limited tax general obligation bonds, alternative methods of financing should also be examined.
- Limited tax general obligation bonds should only be issued under certain conditions:
 - A project requires monies not available from alternative sources;
 - Matching fund monies are available which may be lost if not applied for in a timely manner; or
 - Catastrophic conditions.
- Financing of Lease Purchases
 - Under Washington State law, the public may vote to approve bond issues for general government purposes in an amount not to exceed 2.5% of assessed valuation. Within the 2.5% limit, the Redmond City Council may approve bond issues and/or lease purchases up to 1.5% of the city's total assessed value. In addition, state law provides for an additional 2.5% of assessed valuation for parks and open space purposes with a vote of the public.
 - Lease purchase financing may be used when the cost of borrowing or other factors make it in the City's best interest.
- Long Term Interfund Loans
 - The City may issue interfund loans rather than outside debt instruments as a means of financing capital improvements. Interfund loans will be permitted only if an analysis of the affected fund indicates excess funds are available and the use of these funds will not impact the fund's anticipated operations. All interfund borrowing will be subject to prior approval by the City Council and will bear interest based upon prevailing rates.
 - The decision to use interfund loans rather than outside debt will be based on which is deemed to be the most cost effective approach to meet city capital needs. Such assessment will be reviewed by the City's Financial Advisor who shall provide an objective analysis and recommendation to the City Council.
- No bond issued for a capital project of the City shall result in a debt-to-equity ratio of greater than 0.5 for the project without voter approval. All bonds shall include adequate financing to complete all phases of work (Item 5d), unless otherwise limited by law.

Reserve Fund Policies

- Biennium surpluses in the General Fund will be used to fund one-time operations and capital expenditures, dedicated to the Capital Improvement Program or placed in an economic contingency account if there are surplus balances remaining after all current expenditure obligations and reserve requirements are met.
- In order to maintain the significant investments in utility capital assets there shall be a transfer from the utility operations funds to the utility capital project or reserve funds to be expended on future utility capital projects. The transfer will be calculated on the current year's depreciation expense, less the annual principal payments on outstanding debt.
- Bond reserves shall be created and maintained by the Water/Wastewater and Stormwater Utilities in accordance with the provisions set forth in the bond covenants.

Capital Investment Accounting Policies

- The costs of normal maintenance and repairs that do not add to the value of the asset or materially extend assets' lives are not capitalized.
- Major outlays for capital assets and improvements are capitalized as projects are constructed.
- Land, construction in progress, and works of art are not depreciated.
- Property, plant, and equipment of the City are depreciated using the straight-line method over the following estimated useful lives:

Assets	Years
Buildings/Building Improvements	50
Other Improvements	15-50
Vehicles	3-15
Machinery and equipment	6-20
Utility infrastructure	10-100
Streets, paths, trails	50
Streetlights and traffic signals	30

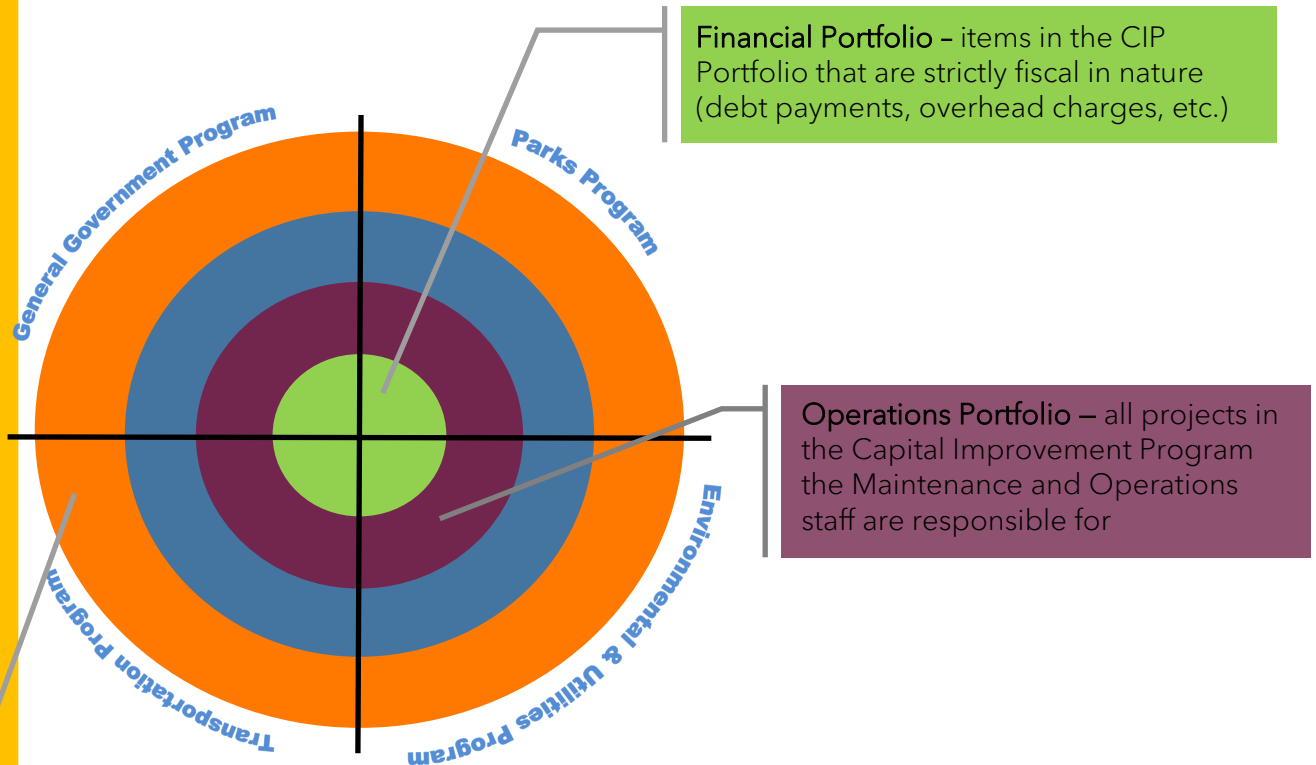
CIP Project and Portfolio Definitions

CIP Program & Portfolios

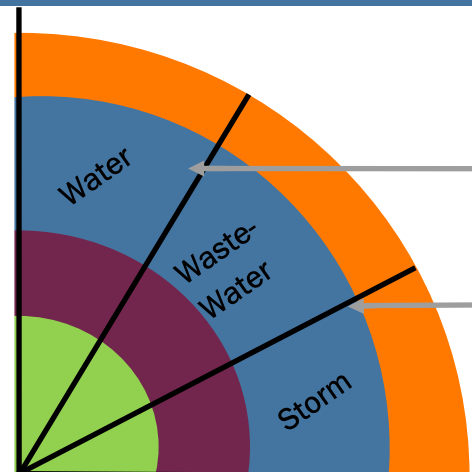
CIP Project and Portfolio Definitions

Capital Improvement Program (CIP), a dynamic community planning and fiscal management program used to coordinate the location, timing, and financing of capital improvements over a multi-year period

CIP Portfolio, all the items and projects in the capital improvement program approved by the City Council



Program, a group of related projects managed in a coordinated way to obtain benefits not available from managing individually. Redmond's 4 (four) program areas are Transportation, Utilities, Parks, and General Government



Portfolio & Project Oversight

- Governance Committee**, the authorization body which provides direction on capital projects; includes Directors and the COO
- Portfolio Management Committee**, made up of program managers, Construction Division manager and fund managers (general fund and utilities). Committee evaluates project progress, considers deviations from plans, provides guidance to project staff and makes recommendations to the Governance Committee
- CIP Portfolio Manager**, the person responsible for facilitating committee meetings, tracking portfolio and program data and bringing project issues to the committees for information and guidance
- Program Managers**, the four (4) program managers are responsible for delivery of all projects within the their respective program area and for supporting the entire CIP Portfolio
- Project Manager** - Construction Division Engineer assigned to lead the project through design and construction
- Functional Area**, the seven (7) main infrastructure types the City manages: water, wastewater, stormwater, facilities, traffic ops, transportation, and parks
- Functional Area Manager**, person with management responsibility over a functional area
- Functional Area Lead**, staff person assigned to be the functional area representative on the project responsible for project initiation/chartering and supporting the project team throughout the project

Project Type

Active - a project that has been initiated and has not yet been accepted and/or is not on hold

Added - any project not in the Complete Construction Division Portfolio originally approved by City Council in the budget process but is later assigned to the Construction Division. Also includes any project separated from an approved project creating an additional project.

Carry Over - projects that at baseline were planned for substantial completion in a given year but were not completed and were carried over into the next year.

Inactive - a project that has 'not started', or is 'on hold'

Not Started - a project that is on the CIP plan but has not been started

On Hold - a project paused at any time during preliminary design or design

Open - a project in any "stage" from Initiation through Warranty/Closeout

Removed - a project removed from the CIP, moved from Construction Division to Functional Area or Maintenance to complete; includes projects merged with another project



Projects Phases & Stages

All active projects have four (4) distinct phases

Right of Way, the process of procuring property and easements. The Right of Way phase can occur concurrently with the Preliminary and/or Final Design phases and should be complete before project advertisement.

Preliminary Design, the period from project initiation through the completion of 30% design, when the project baseline is established.

Design, the period from baseline establishment through contract award by Council or Mayor

Construction, the period following project award through physical completion and project acceptance

Projects pass through multiple stages while in a project phase.

Initiation/Chartering, the first stage of Preliminary Design when a project number is assigned to it, the project charter is created and ends when a Notice to Proceed is sent to the Consultant

Preliminary Design (0% - ~30%), the second and final stage of Preliminary Design when the preferred alternative is selected, the scope is defined, and the baseline schedule and cost estimate is developed

60%, 90%, & 100%, progressive stages during the Design phase of the project

Bid/Award, the final stage of the Design phase when the project goes out to bid and the contract is awarded to the lowest responsible bidder

Pre-Construction, the first stage of the Construction phase when contract documents are signed and the pre-construction meeting is held

Construction, when active construction activities are taking place, this stage ends at substantial completion

Punchlist, following substantial completion, construction activities are directed by the punchlist created by the project team after inspection of the project

Acceptance, the final stage of the Construction phase. All construction activities have completed and the project is prepared for acceptance by Council or the Mayor

Baseline - project statistics at the point in time when preliminary design is completed (~30%), the preferred alternative is selected, scope is defined, schedule defined based on scope, detailed cost estimate developed based on scope and schedule and authorized funding is in place. Project management performance is evaluated relative to the baseline.

CIP Project Milestones

Key events marking the achievement of significant goals in the development of a project. Typically: initiation, baseline, advertisement, award, substantial completion, acceptance, and close.



02/18/21

Other Definitions & Project Tools

Stages of Completion

Substantial Completion – point near the end of construction where the City has possession and use of the infrastructure; project looks done to the public. This milestone is used for performance reporting

Physical Completion – all contractor project work is complete, including all punch list items

Completed – Construction contract accepted by City (Council or Mayor). May still be work for staff or consultants before the project is closed.

Closed – all work completed, warranty period & work completed, project number is closed

Complete Construction Division Portfolio, all the projects in the CIP Construction Division Portfolio plus any other projects assigned to the Construction Division funded by other means (ex. fire district support projects, Sound Transit projects, maintenance or operations funded projects, projects for other agencies)

Construction Division Project Planning Bar Chart

Schedule spreadsheet of the Complete Construction Division Portfolio of projects with work proposed in the current six-year CIP

Monthly Project Progress Meeting – meeting with Construction Division leadership, Financial and Grant Analyst and Project Coordinators to review the Construction Division project planning bar chart and discuss status of all active projects (scope, schedules and budgets/costs), look ahead at upcoming projects, develop feedback for project management staff and provide information for organizational reporting

Project Cost Sheets – financial spreadsheets for each active project, including expenditures, funding breakdown and approved budget. Data is pulled from Dynamics and manually updated – typically monthly.

Dynamics – City's electronic financial system



CIP Project Status and Phase Breakdown/Definitions

CIP PROJECT STATUS AND PHASE BREAKDOWN

State	Status	Phase	Phase Description	Stage	Ending Milestone	Description/Comment
Planned	Inactive			Not Started	Initiation	
Open	Active	Right-of-Way	Procuring property and easements	Preliminary Design/ Final Design	ROW settled	Occurs across several stages/phases in Preliminary or Final Design sub phases – should be complete before advertising.
		Preliminary Design	Period from initiation through ~30% design, when the project baseline is established	Initiation/Chartering	Design Start	Assign project number, Project Charter, Consultant Selection. Design start commences with Consultant Notice to Proceed.
				Preliminary Design (0% - ~30%)	Project Baseline (~30%)	Preliminary design is completed (~30%), preferred alternative selected, scope defined, schedule set, detailed cost estimate developed based on scope and schedule and authorized funding in place.
		Design	Period from baseline through award by Council or Mayor	(Final) Design (~30% - 100%)	Ready to Advertise	Design progresses through stages to 100% where bid documents are ready to advertise.
				Bid/Award	Bids Accepted	The Bid period is from ad date to bid acceptance.
					Awarded	The Award period from bid acceptance to award by Council or Mayor.
		Construction	Period from award through acceptance	Construction	Construction Start	The pre-construction period includes activities such as contract signing, submittals, and the pre-construction meeting.
					Substantial Completion	The main construction period is between active construction start and substantial completion when the City has use and possession.
					Physical Completion	The punchlist period is the time between substantial completion and physical completion where work on punchlist items occurs.
				Acceptance	Acceptance	The acceptance period is between physical completion and Council/Mayor acceptance where contractor project paperwork is finalized.
	Warranty/ Closeout	Warranty/ Closeout	Period from acceptance through final closure	Warranty/Closeout	Closed	The Warranty period is typically one year from acceptance. Once any Warranty work is completed and all City paperwork finalized, the project is closed in accounting system.
	Inactive	Preliminary or Final Design	Project put on hold once started	On Hold		Can happen at any point in Preliminary Design or Design.
Closed	Closed	Closed		Closed	Closed	A completed (or cancelled) project as opposed to one that has not started.

DEFINITIONS

Acceptance	The construction contract is accepted by City (Council or Mayor) after all required closing paperwork received from contractor. Staff and consultants will still have closeout work (e.g., paperwork, record drawings, warranty work) before the project is closed.
Active Project	A project that has been initiated and has not yet been accepted and/or is not on hold.
Baseline	The project baseline is set at the point in time when preliminary design is completed (~30%), the preferred alternative is selected, scope is defined, schedule defined based on scope, detailed cost estimate developed based on scope and schedule and authorized funding is in place. Project management performance is evaluated relative to the baseline.
Closed	A project is closed when all work is completed, the warranty period and associated work are done, all paperwork is finalized and the project number is closed in accounting system. A project that has been cancelled is also considered closed.
Inactive Project	A project is considered inactive if it is in the biennial CIP but has not been started, or it has started but is currently on hold.
Initiation	Initiation begins when a budget account number is established and the Project Manager begins the project charter process.
Open Project	An open project is a project in any "stage" from Initiation through Warranty/Closeout. A project on hold is considered an Open Project even though it is Inactive.
Physical Completion	Physical completion occurs when the contractor has completed all project work, including all punch list items.
Substantial Completion	The point near the end of construction where the City has possession and use of the infrastructure; project looks done to the public. This milestone is used for performance reporting.
Warranty	The warranty period starts on the acceptance date and is typically one year. A warranty inspection is performed shortly before warranty expiration and the contractor is notified of any items requiring replacement/fixing under the warranty.

Sample Bar Chart

Note: this is only a portion of the full chart
Red text represents updated information

Updated
03/02/21

Substantial Completion

Contract Award

Detailed Cost Estimate

CIS Estimate

Mar-21

This month

Scope to Budget

Placeholder

No Estimate

Apr-21

May-21

Functional Area	Lead Inspector	Inspector	Functional Area Lead	Construction PM	Functional Area Mgr	Project Name	Current Approved Budget	Total Cost Estimate	Initiation	Preliminary Design Start	Baseline (30%)	Advertise	Award	Substantial Completion	Acceptance	Closeout	Jan 2021	Feb 2021	Mar 2021	Apr 2021	May 2021	Jun 2021	Jul 2021	Aug 2021	Sep 2021	Oct 2021	Nov 2021	Dec 2021	Jan 2022	Feb 2022
Transportation	Rich H	Ilir D	Peter D.	Eric D.	Don C.	NE 51st St. (CFD) and 156th Hawk Signal	7,348,017	7,348,017	Feb-16	Feb-16	Feb-16	May-19	Jun-19	Jun-20	Apr-21	Apr-22														
TOSE	Pat G	Cody C		John M.	Paul C	Willows Road Rehab & Conduit for TSIP	3,109,099	2,692,357	Mar-17	Apr-17	Jun-18	Apr-19	May-19	Jul-20	Apr-21	Apr-22														
Wastewater			Jeff T.	Mike H.	Scott T.	Control & Telemetry System Upgrades Phs I (PS 1, 4, 5, 6, 7 & 8)	1,082,000	1,082,000	Aug-18	Aug-18	Sep-18	Nov-18	May-19	Mar-21	Apr-21	Apr-22														
Parks		James L	Quinn K.	John M.	Dave T.	Redmond Pool Rehabilitation (Phase 2)	2,774,271	2,755,276	Feb-19	Jun-19	Sep-19	Feb-20	May-20	Apr-21	May-21	May-22														
Transportation	Pat G	Pat G	Peter D.	Bassa m A.	Peter D.	SR520 Trail Grade Separation @ NE 40th St.	14,261,932	14,261,931	Jun-16	Apr-16	May-18	Jan-20	Mar-20	May-21	Jul-21	Jul-22														
Water	Rich H	Rich H		Mike H.		Hypochlorite Generation Unit Replacement	507,700	507,700				Oct-20	Jan-21	May-21	Jun-21	Jun-22														
Water	Consultant	Consultant	Lisa R.	Joe O.	Steve H.	SE Redmond Tank Painting & Seismic Upgrade	5,887,698	5,790,596	Nov-18	Jun-19	Oct-19	Jun-20	Jul-20	Jun-21	Sep-21	Sep-22														
Wastewater	Goldman	Mike P	Scott T.	Mike H.	Scott T.	Pump Station 15 Abandonment (previously Replacement)	2,308,703	3,368,492	Jan-12	Jan-12	Mar-20	Feb-21	Mar-21	Jul-21	Aug-21	Aug-22														
Water	Rich H	Rich H	Lisa R.	Eric D.	Steve H.	VFD Pump Replacement	2,304,151	2,304,151	Apr-20	Apr-20	Jun-20	Oct-20	Jan-21	Aug-21	Oct-21	Oct-22														
Transportation	Goldman	Phillips	Peter D.	John M.	Don C.	31st St. Light Rail Access to Ped/Bike Bridge	644,480	792,181	Nov-19	Nov-19	Mar-20	May-21	Jun-21	Aug-21	Oct-21	Oct-22														
Parks/Facilities	James L	James L	Tom L	Joe O.	Lee Ann S.	KCFD Seismic Repairs 14 & 18	4,178,215	4,075,224	Feb-18	May-18	Jul-19	Sep-20	Nov-20	Sep-21	Sep-21	Sep-22														
TOSE	Rich H	Rich H	Adnan S.	Aaron N.	Paul C	Retaining Walls - RedWay Rockery	1,628,505	1,504,067	Apr-19	Jun-19	Aug-19	Feb-21	Apr-21	Sep-21	Dec-21	Dec-22														
Stormwater	Rich H	Cody C	Emily F.	John M.	Steve H.	Willows Road Culvert Replacement	3,228,318	3,228,318	Mar-17	Apr-17	Jun-18	Dec-20	Feb-21	Oct-21	Dec-21	Dec-22														
Parks	Pat G	Pat G	Jeff A.	Rob C.	Dave T.	Westside Park Renovation	2,600,000	2,600,000	Aug-19	Oct-19	Feb-20	Mar-21	Apr-21	Oct-21	Dec-21	Dec-22														
Wastewater	Otak	Otak	Scott T.	Mike H.	Scott T.	Pump Station 13 Replacement	14,030,795	14,030,795	Jun-18	Oct-18	Feb-19	Feb-20	Mar-20	Nov-21	Jan-22	Jan-23														
Parks/Stormwater	Pat G	Mike P	Roger D	Rob C.	Steve H.	Smith Woods Stream/Pond Rehab	1,396,004	1,169,751	Aug-18	Mar-19	Apr-20	Jun-21	Aug-21	Nov-21	Feb-22	Feb-23														

Risk Management Plan Process



Risk Management Plan Process

Complete brainstorming exercise with the project team to identify all elements on the Risk Management Matrix. Ensure the team assesses the needs specific to the current phase of the project. This document provides direction on how to develop the Risk Management Matrix.

I. Risk Identification

Risk Identification is the act of defining all possible risks that may significantly impact the success of the project. Risk identification is a continuous process because new risks and opportunities emerge as the project progresses through its life cycle.

Sources to Use While Identifying Risks:

- Team brainstorming / Team Expertise
- Team Meetings
- Emergency Issues
- Project Reports
- Lessons Learned
- Similar Project Risk Management Matrixes

1. Date Identified (A)

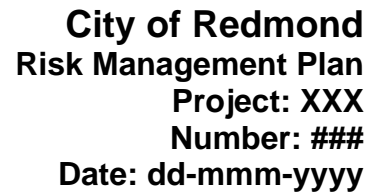
Identify date the risk or opportunity was added.

2. Specific Risk or Opportunity (B)

Define the risk or opportunity specific to the project for the current project phase. The level of detail will vary per project, the team should focus on high level issues. These are specific issues that may affect the successful completion of deliverables.

Samples Risk Areas to Consider:

- Technical: Design incomplete, deviations required, unexpected geotechnical issues, etc.
- External: Funding changes, stakeholders request late changes, new stakeholders emerge and add work, conflicting projects, land owner issues, etc.
- Competing Priorities: Other projects having higher priority deadlines.
- Lack of Resources: Not enough staff to complete tasks within identified schedule.
- Environmental: Permit timelines, regulation changes, possible contaminated soils, etc.
- Organizational: Inexperienced staff, changes in staff, etc.
- Project Management: Insufficient time to plan, poor WBS, unplanned work, lack of coordination, etc.
- Right-of-Way: Permit windows, railroad agreements, property owner issues, etc.
- Construction: Unexpected buried objects, utility issues, weather, etc.
- Regulatory: New permits required, new land use regulations, etc.
- Public/Political: Community opposition, political leader interest, etc.
- Scope: Risks associated with changes of scope, need for 'fixes' to achieve the required technical design.
- Quality: Failure to complete tasks to the required level of technical or quality performance.



- Schedule: Failure to complete tasks within the estimated time limits.
- Economic Conditions: A good/rising economy can drive up costs.
- Cost: Failure to complete tasks within the estimated budget allowances.
- Lack of Funding: Funding priorities change such that project priorities change.
- Timing: Identify other projects or special events which will require accommodations.
- Special Features: Items which may drive up costs – Art work, Slip Lining.
- Bid Risk: Poor bids and the need to re-bid.

II. Qualitative Analysis

Qualitative risk analysis is a method that identifies the probability that each risk will occur and the effect of each individual risk on the project objectives. The probability, impact and overall severity rating of the risk is identified and agreed upon by the team.

3. Probability (C)

Define “What is the likelihood of the identified risk occurring?”

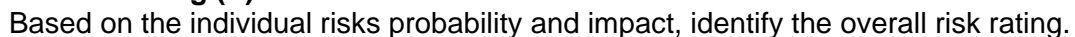
VH	Very High	80 - 99%
V	High	60 - 79%
M	Medium	40 - 59%
L	Low	20 - 39%
VL	Very Low	1 - 19%

4. Impact (D)

Define if the risk were to occur, "What is the level of influence it will have on the project outcome?"

VH	Very High	80 - 99%
V	High	60 - 79%
M	Medium	40 - 59%
L	Low	20 - 39%
VL	Very Low	1 - 19%

5. Overall Rating (E)



III. Risk Response

Risk response is identification of specific strategy or mix of strategies to deal with each risk. Items could involve primary and secondary plans, dependent upon level of severity. The strategy is identified and agreed upon by the team.

6. Strategy (F)

Identify person or group responsible for the delivery of the items defined. It is important to include who will communicate with whom.

Definitions:

- Avoid: Change the project plan to eliminate the risk. This is done by adjusting the scope, schedule, and/or the budget.
 - Example: A lower priority project was scheduled to complete the PE phase by year end. Four other high priority projects acquired additional funding, which required the project to go to ad six month earlier than scheduled.
 - Risk: Not meeting project advertisement date.
 - Strategy: Avoid potential for not meeting project advertisement date by expediting project tasks with use of additional staff.
- Transfer: Shift the risk and responsibility to a third party through use of a more capable contractor or consultant. Insurance or financial protection may be an option. Risk is not eliminated by this strategy.
 - Example: Use of geotechnical consultants that have the expertise.
 - Risk: Not able to complete necessary soils testing due to inexperience.
 - Strategy: Transfer the risk of not being able to complete soil testing tasks to Consultant.
- Mitigate: Reduce the probability and/or effect of the risk to an acceptable level.
 - Example: The project team has seen an increase in manufacturing days for signal poles, which has caused a delay in past project delivery times.
 - Risk: Not receiving the signal poles within the allotted working days.
 - Strategy: To mitigate the risk to completion of the project, the team chooses to have a separate contract, in advance of the project, to ensure materials are available once notice to proceed is given to the Contractor.
- Accept: “Do Nothing Strategy” until the risk actually occurs and is dealt with at a future time. Contingency reserve may be considered to cover this strategy.
 - Example: A new finance strategy is being proposed to Council. Acceptance of the program will provide additional funds for three intersection projects. Approval of the new finance program will require all three projects to go to advertisement within six months of approval. If the finance program is not approved project advertisement will be established at a later date.



- Risk: Not having the projects ready for project advertisement if new funding program approved.
- Strategy: Accept the fact the project needs to be at a certain state now and ready for project advertisement in six month. Continue working on project deliverables to ensure project advertisement date can be met.

7. Planned Response (G)

A planned response or action, aligned with the strategy, is identified to deal with each risk. Planned responses may change throughout the project, as more details are available and the design progresses.

IV. Monitoring and Controlling

Monitoring and Controlling continues through the life of the project. As the team progresses through the design phases, details will become prevalent. This provides the team opportunities to re-assess and monitor the planned responses, add/re-analyze/change the identified risks. All team members will identify risks throughout the preliminary engineering phase and utilize the risk management plan to assess, monitor, and manage them.

8. Assigned Responsible Person (H)

Identify person or group responsible to manage the individual risk. It is the responsibility of the assigned individual to provide status on the issue and escalate concerns to the appropriate team member and/or Supervisor.

9. Current Status, Date (I)

The Project Lead will identify timing of status updates to the team. As project phases shift and are completed timing will also change. It is the responsibility of each team member to provide timely updates to the Project Lead.

Overview of Capital Investment Strategy (CIS) Methodology

Overview of Capital Investment Strategy (CIS) Methodology

History: The first Capital Investment Strategy (CIS) was completed in 2011 and spanned 18 years of capital investments. CIP Portfolio Mgt. Team includes staff from 11 functional areas (see list below). Every 15 months or so the CIS Team reconvenes to develop a recommended 6-year CIP. During the early development of the CIS, the team has regular check-ins with the CIP Governance Committee for their feedback and guidance. Typically, during 1Q of a budget adoption year, the CIP Portfolio Mgt Team delivers to the CIP Governance Committee a recommendation for capital investments for the 6-year CIP and outer years (together, the CIS).

CIP Portfolio Management Team's 11 Functional Area Staff Representatives:

- Transportation Planning & Engr.
- Traffic Operations
- Environmental Sustainability
- Parks
- Facilities
- Planning
- Water
- Wastewater
- Stormwater
- Police
- Fire

Methodology used to develop the current 2021-2030 CIS including the proposed 6-year 2021 –'26 CIP

Step 1: Reflect new processes and tools from lessons learned from prior CIS development.

Step 2: Evaluate and confirm the Thematic Strategies used to elicit key capital investments and are aligned with Redmond's Comprehensive Plan vision for how the City should develop, Budget by Priorities dashboard measures, and the *2019 Community Strategic Plan*. Evaluate and confirm Guiding Principles used to guide how the City will accomplish Thematic Strategies' outcomes.

Step 3: Through business case submissions, candidate projects and investments are identified from approved functional plans, and strategic plans.

Step 4: Candidate projects and investments are scored and ranked based on two sets of criteria:

Urgency criteria evaluate each proposed capital project on a continuum of 0 – 30 points to determine the degree of urgency to list a project in the upcoming CIS. The 7 criteria consider:

1. The status of the project if it is already reflected in the current 2017- 22 CIP,
2. The Impact to grant funding if the investment is not included in 2019- 24 CIP, and whether the investment:
3. Supports an initiative by an elected official,
4. Has a federal or state mandate with a hard deadline,
5. Eliminates or significantly reduces risk or addresses health, life-safety conditions,
6. Is responsive to a substandard physical condition,

7. The infrastructure project's schedule aligns with time-sensitive schedules of private and public partnerships.

Importance criteria evaluate three levels of a project's importance. A 40/40/20 rule requires each functional area to distribute their projects across a High/Med/Low continuum – 40% high importance; 40% medium importance; 20% at the low end of the importance continuum – relative to how each project ranked in its own respective functional plan.

Step 5: Outreach. Staff provides presentations to update the following groups about the CIS process: Planning Commission, Parks and Arts Commission, Ped-Bike Advisory Commission, Budget Finance and Tax Advisory Commission and OneRedmond.

Step 6: Recommendation: After the CIS Team delivers its preliminary ranked CIP list to the CIP Governance Committee, the Construction Operations staff sequence projects, confirm staff capacity and assign construction project managers. The Finance staff develop recommended cash flows to fund the projects. The Governance Committee is presented the recommendation which is reflected as the CIP recommendation in the preliminary budget for Council consideration, as well as for citizen review during public hearings held prior to Council approval of the biennium budget.

Step 7: The Covid-19 pandemic required a re-prioritization of the recommendation due to the changing economy and grim revenue forecasts.

2021-2030 CIS (2021-2026 CIP) Evaluation Criteria

7 Urgency Evaluation Criteria	Points
<p>1. Status of Project in Current 2017-22 CIP.</p> <p><i>Purpose is to focus on proposed CIS projects with grants that have either been applied for or have been awarded and recognize that grant funds free up City funds which can be redirected to other City investments.</i></p>	<p>5 = Contract awarded and project under construction 3 = Project in 30-100% design, approved business case 1 = Project is in 2017-22 CIP and/or has completed Phase Gate 1 - been initiated, 0-30% design, alternatives analysis/business case completed 0 = Project is not included in current 2017-22 CIP</p>
<p>2. Impact to grant funding if investment is not included in 2019-24 CIP.</p> <p><i>Purpose is to focus on proposed CIS projects with grants that have either been applied for or awarded and recognize that grant funds free up City funds which can be redirected to other City investments.</i></p>	<p>5 = Project already has some construction funding, and if not funded in the 2019-24 CIP, project would lose greater than 50% of its total project costs from outside funding sources. 3 = If not funded, project would lose less than 50% of its total project cost from outside funding sources. 1 = Grants applied for. 0 = No grants have been applied for.</p>
<p>3. Investment supports an initiative by an elected official.</p> <p><i>Purpose is to acknowledge priority projects of the Mayor and Council.</i></p>	<p>5 = The requested project is reflected in the 2017-18 Executive Summary Strategic Plan. 3 = Project is not in the Executive Summary Strategic Plan but has been singled out as a priority by Mayor or Council. E.g. TSIP projects 0 = Project is not listed in 2017-18 Executive Summary Strategic Plan nor singled out as a priority by Mayor or Council.</p>
<p>4. Investment has federal or state mandate with hard deadlines.</p> <p><i>Purpose is to acknowledge that even though some projects have hard deadlines, some deadlines can be renegotiated without the City becoming noncompliant.</i></p>	<p>5 = Consequences of noncompliance are punitive e.g. 95th Bridge may result in denial of future permits by WA Dept. of Fish and Wildlife 1 = Deadline can be deferred by negotiation or another method and progress by City can be demonstrated. e.g. ADA Compliance (City can show a defensible record of progress) 0 = Project is not impacted by a federal or state mandate.</p>
<p>5. Investment eliminates or significantly reduces risk or addresses health, life-safety conditions.</p> <p><i>Purpose is to identify projects that eliminate or significantly reduce the City's exposure to risk of health, life-safety conditions related to systems, facilities, and live and work environments.</i></p>	<p>5 = Project substantially prevents or remedies a significant health, safety, security condition, or addresses customer problems and issues involving unsafe conditions or has clear safety compliance ramifications. Problems and issues must be well documented. 3 = Project mitigates a deficient health, safety, security condition, or addresses customer problems and issues involving unsafe conditions or has clear safety compliance ramifications. Problems and issues must be well documented. 1 = Project will have a slight positive improvement on remedying a deficient health, safety, security condition, or in addressing customer problems and issues involving unsafe conditions. 0 = No unsafe health, life-safety issues are associated with project.</p>

<p>6. Investment is responsive to a substandard physical condition.</p> <p><i>Purpose is to distinguish among projects that address substandard physical conditions by awarding higher points to those projects that can significantly improve the effectiveness, efficiency, or reliability of system operations and service delivery.</i></p>	<p>5 = Project will have a slight positive improvement on remedying a deficient health, safety, security condition, or in addressing customer problems and issues involving unsafe conditions.</p> <p>3 = Asset is in poor condition. Significant maintenance or partial rehabilitation is required, and consequences are moderate if the asset fails.</p> <p>1 = Asset is in fair condition. Some corrective maintenance is necessary to increase performance or extend useful life, and consequences are low if the asset fails.</p> <p>0 = Project has no substandard physical condition to remedy, no negative consequences.</p>
<p>7. The infrastructure project's schedule aligns with time-sensitive schedules of private and public partnerships.</p> <p><i>Purpose is to acknowledge that the City has entered into agreements or is negotiating with partners to deliver a capital investment by a certain time.</i></p>	<p>5 = Project's time-sensitive schedule is acknowledged by an actual or imminent funding agreement between the City and public or private parties.</p> <p>3 = Project's time-sensitive schedule is acknowledged by an actual or imminent funding agreement between the City and public or private parties.</p> <p>0 = Project schedule is not driven by an agreement between City and external parties.</p>

Sample Business Case



CIP Business Case Standard Form

Project Name W Lake Sammamish Pkwy Improvements (51st Street to Bel-Red Road) - Prelim Design

Functional Manager Don Cairns Title Trans Planning Mgr Ext. 2834

Functional Lead Peter Dane Title Senior Planner Ext. 2816

Department Planning

Functional Area(s) Transportation

Location (enter address or coordinates, if multiple locations, attach list)

West Lake Sammamish Parkway between, 51st to Bel-Red Road

Geographic Area Overlake

CIP Status ☒ Exists on 2019-2024 CIP ☐ Proposed in Last CIS (not funded) ☐ New

Project Type New infrastructure

Description (1 or 2 sentences)

Design only. Widen WLSP to one add GP lane both directions (3 to 5 lanes), sidewalk on west side, bike lanes, and extend Sammamish River Trail south from 51st to Bel-Red Road

Project Scope (list of what's included)

some of the units and quantities exclusively for the roundabout portion of work include:
2,400 TON HMA CL A
125 LF roundabout truck apron
5,160 SF soil nail wall
1,100 curb and gutter

Project Management ☒ Construction Division ☐ Functional Area ☐ Other

Is Real Property support needed? ☒ Yes ☐ No

IS TIS support needed? ☐ Yes ☒ No

What other Functional Areas could be impacted by this project? (check all that apply) ☐ None

☐ Facilities ☐ Fire ☒ Parks ☒ Planning ☐ Police

☒ Stormwater ☐ Transportation ☒ Wastewater ☒ Water

Project Objectives *(describe qualitative objectives of the project)*

Improve mobility for vehicles to reduce congestion on West Lake Sammamish Parkway. This reduction in congestion would improve quality of life.

Increase safety by:

- providing a space for pedestrians to walk outside of the roadway, and
- extending the Sammamish River Trail from 51st Street to Bel-Red Road so southbound bicyclists travel on the new Trail instead of southbound in the northbound shoulder like some bicyclists do today

Justification

Why are you proposing this project now?

This project is on the Transportation Facilities Plan (contains the top priority projects in the Transportation Master Plan) to be completed by 2030.

Why is this project a high priority?

To improve neighborhood connections by adding vehicle capacity, providing a pedestrian facility for access and safety, extending the Sammamish River Trail from 51st Street to Bel-Red Road

When would you like this project delivered? 2026

How are you expecting this project to be funded? *(check all that apply, describe other)*

☒ CIP Fund ☐ Grants ☐ Partnership ☐ Other: _____

How will you measure the quantitative success of the project?

Reduction in vehicle volume to capacity ratio, increases in bicycle and pedestrian volumes

Was this project previously approved in the 2021-2024 CIP? ☒ Yes ☐ No

If Yes, has it changed? ☐ Yes ☒ No

Project Readiness

☒ Yes ☐ No Do you have staff capacity to support this project?

☒ Yes ☐ No Are scope and objectives set?

☒ Yes ☐ No Are all external feasibility issues resolved?

☒ Yes ☐ No Are other impacted functional areas committed to supporting this project?

If No on any explain.

Only projects with all Yes answers will be considered for the CIP.

Are there any other issues, conditions or requirements that could impact the ability of this project to proceed efficiently through design and construction?

☒ Yes ☐ No. If Yes, explain.

Extensive property acquisition needed along corridor
King County jurisdiction, wetland impacts

I have reviewed and am approving this project for schedule and cost estimate development.

Donald Cairns
Functional Area Manager

12/27/2019
Date

Project Name	West Lake Sammamish Parkway Improvements (51st Street to Bel-Red Road) - Prelim Design		
Functional Area	Transportation		
Manager	Don Cairns		
Department	Public Works		
Director	Carol Helland		
Lead	Peter Dane		
Construction PM (if assigned)	N/A		
Project Schedule			
Proposed Delivery Date (Substantial Completion)	2026		
Project Budget			
Budget 2021-2026	\$3,500,000		
Project Budget is based on	<0	% Design*	
Total Project Budget	\$3,500,000		
Projected Spent through 2020	\$0		
*<0% indicates conceptual level estimate prior to full project scope completion; 0% indicates scope is complete but design not started yet			

City of Redmond

Planning Level Opinion of Probable Costs

Roadway Cost Estimate



Project Cost Summary

Project Name: West Lake Sammamish Parkway Improvements (51st Street to Bel-R

Project ID: 0

Created By: ECD

Concept No.: 0

Date: 1/20/2020

	Cost	Risk Assessment	Contingency		Total
			%	Amount	
Preliminary Design	\$2,500,000	High	40%	\$1,000,000	\$3,500,000
Final Design	\$0	High	40%	\$0	\$0
Construction	\$0	Medium	30%	\$0	\$0
Right of Way	\$0	Medium	30%	\$0	\$0
Estimate of Probable Cost (2017)			Subtotal		\$3,500,000
Project Escalation \$0					
Year of cost index:		2026			
Midpoint of Construction:		2026			
Escalation Rate:		5.00%			
TOTAL ESTIMATE OF PROBABLE COST					\$3,500,000
Annual Maintenance and Operations Cost \$0					
See Detail Sheets for Assumptions					
The above cost opinion is in 2017 dollars for Comparative Level Evaluation of concepts, Class 4 or Class 5 (0% to 10% design) estimate of the AACE Cost Estimate Classification System. The cost does not include financial costs or operations and maintenance costs. In addition, there are no costs for the mitigation or remediation associated with the potential discovery of hazardous materials. The order of magnitude cost opinion shown has been prepared for guidance in project evaluation at the time of the estimate. The final costs of the project will depend on actual labor and material costs, actual site conditions, productivity, competitive market conditions, final project scope, final project schedule, and other variable factors. As a result, the final project costs will vary from the estimate presented above. Because of these factors, funding needs must be carefully reviewed prior to making specific financial decisions or establishing final budgets.					

Project Schedule

WLSP Improvements (51st Street to Bel-Red Road) - Prelim Design Schedule

ID	Task Name	Duration	Start	Finish	
1	Project Initiation	20 days	Mon 6/2/25	Fri 6/27/25	
2	Project Charter	50 days	Mon 6/30/25	Fri 9/5/25	
3	Preliminary Design	250 days	Mon 9/8/25	Fri 8/21/26	

Boilerplate CIP Schedule Date: Fri 1/31/20	Task		External Tasks		Inactive Milestone		Start-only	
	Milestone		Project Summary		Inactive Summary		Finish-only	
	Summary		Split		Manual Task		Progress	
	Rolled Up Task		Rolled Up Split		Duration-only		Deadline	
	Rolled Up Milestone		External Milestone		Manual Summary Rollup			
	Rolled Up Progress		Inactive Task		Manual Summary			



CIP Business Case Rating Form

Project Name W Lake Sammamish Pkwy Improvements (51st Street to Bel-Red Road) - Prelim Design

Functional Manager Don Cairns Title Trans Planning Mgr Ext. 2834

Functional Lead Peter Dane Title Senior Planner Ext. 2816

Department Planning

Functional Area(s) Transportation

Enter your project's score for each criteria noted below. For more information see [Citywide Rating Criteria](#).

Score	Category	Rating Guidance
0	I. Status of Project in Current 2017-22 CIP	5 Contract awarded & project under construction
		3 Project in 30-100% design, approved business case
		1 Project is in 2019-20 CIP and/or has been initiated, 0-30% design, alternatives analysis/business case completed
		0 Project is not included in current 2019-20 CIP
0	II. Impact to grant funding if investment is not included in 2019-24 CIP	5 Project already has some construction funding, and if not funded in the 2021-26 CIP, project would lose greater than 50% of its total project costs from outside funding sources.
		3 If not funded, project would lose less than 50% of its total project cost from outside funding sources.
		1 Grants applied for.
		0 No grants have been applied for.
5	III. Investment supports an initiative by an elected official	5 The requested project is reflected in the Oct 2019 <i>Community Strategic Plan</i> .
		3 Project is not in the <i>Community Strategic Plan</i> but has been singled out as a priority by Mayor or Council
		1 n/a
		0 Project is not listed in <i>Community Strategic Plan</i> nor singled out as a priority by Mayor or Council.
0	IV. Investment has federal or state mandate with hard deadlines	5 Consequences of noncompliance are punitive
		3 n/a
		1 Deadline can be deferred by negotiation or another method and progress by City can be demonstrated.
		0 Project is not impacted by a federal or state mandate.
5	V. Investment eliminates or significantly reduces risk or addresses health, life-safety conditions	5 Project substantially prevents or remedies a significant health, safety, security condition, or addresses customer problems and issues involving unsafe conditions or has clear safety compliance ramifications.
		3 Project mitigates a deficient health, safety, security condition, or addresses customer problems and issues involving unsafe conditions or has clear safety compliance ramifications.
		1 Project will have a slight positive improvement on remedying a deficient health, safety, security condition, or in addressing customer problems and issues involving unsafe conditions.
		0 No unsafe health, life-safety issues are associated with project.

CIP Business Case – Rating Form

Score	Category	Rating Guidance
0	VI. Investment is responsive to a substandard physical condition	5 Asset is in very poor condition. Requires <i>complete</i> rehabilitation or replacement. There is a high cost for on-going maintenance and/or the consequences are high if the asset fails.
		3 Asset is in poor condition. <i>Significant</i> maintenance or <i>partial</i> rehabilitation is required, and consequences are moderate if the asset fails.
		1 Asset is in fair condition. Some <i>corrective</i> maintenance is necessary to increase performance or extend useful life, and consequences are low if the asset fails.
		0 Project has <i>no substandard</i> physical condition to remedy, no negative consequences.
0	VII. The infrastructure project's schedule aligns with time-sensitive schedules of private and public partnerships	5 Project's time-sensitive schedule is acknowledged by an actual or imminent funding agreement between the City and public or private parties.
		3 Contract is "in play" – preliminary stages of negotiation
		1 n/a
		0 Project schedule is not driven by an agreement between City and external parties.

10 Total Score

I have reviewed the scope, schedule, cost estimate, and this rating and am approving this project for consideration for inclusion on the CIP.

Director

12/27/2019
Date



The City of Redmond assures that no person shall, on the grounds of race, color, national origin, or gender, as provided by Title VI of the Civil Rights Act of 1964 and the Civil Rights Restoration Act of 1987, be excluded from participation in, be denied the benefits of, or be otherwise subjected to discrimination under any program or activity. For more information about Title VI, please visit redmond.gov/TitleVI.

无歧视声明可在本市的网址 redmond.gov/TitleVI 上查阅 | El aviso contra la discriminación está disponible en redmond.gov/TitleVI.



Memorandum

Date: 4/6/2021
Meeting of: City Council

File No. AM No. 21-047
Type: Consent Item

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

Executive	Lisa Maher	425-556-2427
-----------	------------	--------------

DEPARTMENT STAFF:

Executive	Cheryl Xanthos	City Clerk
Executive	Kalli Biegel	Deputy City Clerk

TITLE:

Confirmation of Appointments of Human Services Commission Members

OVERVIEW STATEMENT:

There are two openings on the Human Services Commission due to the resignation of Shawn Roland and the term expiration of Arjun Ram.

The following candidates have completed the interview process to fill these vacancies: Rachid Erekaeni will fill the seat left by Shawn Roland, and Marilyn Lazaro will fill the seat left by Arjun Ram.

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

REQUESTED ACTION:

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

REQUEST RATIONALE:

- **Relevant Plans/Policies:**
N/A
- **Required:**
Council confirmation is required for these Commission Member mayoral appointments.

RMC: 4.30.050(A).

Council confirmation on a nomination made by the mayor may occur only at a special meeting called for the purpose of considering the appointment, or the next regular meeting following the meeting at which the interview took place.

RMC: 4.10.030(A)

- **Council Request:**
N/A
- **Other Key Facts:**
The candidates were interviewed by the Mayor and City Staff.

OUTCOMES:

The Commission Members would serve until the term expiration dates listed below:

Human Services Commission

Rachid Erekaeni	First (Partial) Term to Expire March 31, 2023
Marilyn Lazaro	First Term to Expire March 31, 2025

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:

N/A

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

If yes, explain:

N/A

Funding source(s):

N/A

Budget/Funding Constraints:

N/A

☐ **Additional budget details attached**

COUNCIL REVIEW:

Previous Contact(s)

Date	Meeting	Requested Action
3/23/2021	Special Meeting	Receive Information

Proposed Upcoming Contact(s)

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

Time Constraints:

The Human Services Commission currently has vacant seats.

ANTICIPATED RESULT IF NOT APPROVED:

If the Redmond City Council chooses not to confirm the appointments, the Mayor would need to interview new candidates for the open seats.

ATTACHMENTS:

None.



Memorandum

Date: 4/6/2021
Meeting of: City Council

File No. AM No. 21-048
Type: Public Hearing

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

Executive	Malisa Files	425-556-2166
Technology and Information Services	Melissa Brady	425-556-2134

DEPARTMENT STAFF:

Technology and Information Services	Simrat Sekhon	TIS Security and Compliance Manager
-------------------------------------	---------------	-------------------------------------

TITLE:

City of Redmond IT Security Performance Audit Report from Office of the Washington State Auditor (SAO)

OVERVIEW STATEMENT:

The City partnered with Office of the Washington State Auditor (SAO) to conduct an Information Technology (IT) security audit to examine IT systems used in City operations, and to identify opportunities to improve IT security. SAO offers an opportunity to participate in a performance audit under initiative 900 to help Washington's local governments protect their IT systems. The audit commenced in March 2020 and was completed in February 2021, with the final report published by Office of the Washington State Auditor (SAO) on March 11, 2021. Assistant Audit Manager from SAO will provide an overview of the audit report to the Members of the City Council.

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

REQUESTED ACTION:

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

REQUEST RATIONALE:

- **Relevant Plans/Policies:**
N/A
- **Required:**
N/A
- **Council Request:**
N/A
- **Other Key Facts:**
N/A

OUTCOMES:

The security of IT systems and related data reinforces the stability of government operations, and the safety and well-being of residents. Therefore, protecting these systems is paramount to public confidence. City of Redmond's willingness to volunteer to participate in IT security Performance Audit, demonstrates that the city's management and staff want to be accountable to the citizens and good stewards of public resources.

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:
N/A

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

If yes, explain:
N/A

Funding source(s):
N/A

Budget/Funding Constraints:
N/A

☐ Additional budget details attached

COUNCIL REVIEW:

Previous Contact(s)

Date	Meeting	Requested Action
------	---------	------------------

2/23/2021	Committee of the Whole - Finance, Administration, and Communications	Receive Information
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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: City of Redmond IT Security Performance Audit Report



Office of the Washington State Auditor
Pat McCarthy

Performance Audit Report

Opportunities to Improve City of Redmond's Information Technology Security

Published: March 11, 2021

Report Number: 1027932



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The mission of the State Auditor’s Office

Provide citizens with independent and transparent examinations of how state and local governments use public funds, and develop strategies that make government more efficient and effective.

The results of our work are widely distributed through a variety of reports, which are available on our website and through our free, electronic [subscription service](#).

We take our role as partners in accountability seriously. We provide training and technical assistance to governments and have an extensive quality assurance program.

For more information about the State Auditor’s Office, visit www.sao.wa.gov.

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State Auditor’s Office contacts

State Auditor Pat McCarthy
564-999-0801, Pat.McCarthy@sao.wa.gov

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564-999-0809, Scott.Frank@sao.wa.gov

Kelly Collins, CPA – Director of Local Audit
564-999-0807, Kelly.Collins@sao.wa.gov

Peg Bodin, CISA – Assistant Director of IT Audit
564-999-0965, Peggy.Bodin@sao.wa.gov

Kathleen Cooper – Director of Communications
564-999-0800, Kathleen.Cooper@sao.wa.gov

To request public records

Public Records Officer
564-999-0918, PublicRecords@sao.wa.gov

Introduction

Critical government services depend on information technology systems with confidential information, which must be protected to avoid service disruptions and financial losses

Governments depend on information technology (IT) systems to deliver an array of critical functions. The security of IT systems and related data underpins the stability of government operations, and the safety and well-being of residents. Therefore, protecting these systems is paramount to public confidence, because the public expects governments to protect these systems from IT security incidents that could disrupt government services.

These IT systems also process and store confidential data. Aside from the loss of public confidence, a data breach involving this information can cause governments to face considerable tangible costs, including those associated with identifying and repairing damaged systems and notifying and helping victims.

Government IT systems and data are attractive targets for cyberattacks

Government IT systems present a particularly tempting target to cyber criminals. In addition to selling stolen information for financial gain, attackers often target government systems with ransomware, essentially rendering IT systems and data unavailable until the attackers are paid. Because government IT systems support critical operations, attacked governments are often placed in the difficult position of either failing to deliver core services or paying an expensive ransom to the attackers.

Government organizations across the United States and around the world have been and continue to be critically affected by cybercrime. In addition to harming governments' ability to access their data and carry out operations, hackers have managed to disable telephone systems, email, water utility pumps, emergency dispatch centers, online tax and utility payment systems, and the ability to open jail cell doors remotely. According to a study by Emsisoft, at least 113 state and local governments in the United States were affected by ransomware in 2019 alone. When combined with ransomware attacks on healthcare and education organizations, the study estimated that the total cost of these attacks in 2019 may have exceeded \$7.5 billion. School districts nationwide have continued to be targeted, resulting in increased disruption for students who are already adapting to remote learning due to COVID-19.

Washington governments have also been affected by cyberattacks. From 2016 through to the end of 2020, 11 Washington governments reported data breaches to the Washington State Attorney General's Office as a result of a cyber-attack. Multiple state and local governments have also reported cybersecurity incidents to the State Auditor's Office, including frauds that occurred as the result of cybersecurity activity and a city whose operations were crippled by ransomware.

To help Washington's local governments protect their IT systems, we offer them the opportunity to participate in a performance audit designed to identify opportunities to improve their IT systems.

The City of Redmond chose to participate in this audit.

IT security incident

Any unplanned or suspected event that could pose a threat to the confidentiality, integrity or availability of information assets.

Data breach

An IT security incident that results in the confirmed disclosure of confidential information to an unauthorized party.

This audit looked for opportunities to improve the city's IT security

To help the City of Redmond protect its IT systems and secure the data it needs to operate, we conducted a performance audit designed to identify opportunities to improve IT security. This audit answered the following questions:

- Does the city have vulnerabilities in its IT environment that could lead to increased risk from external or internal threats?
- Do the city's IT security practices align with selected security controls?

Evaluating effective implementation of IT security practices

To determine if the city has implemented effective IT security practices, we conducted tests to determine if selected controls were implemented properly and functioning effectively.

Comparing the city's IT security program to leading practices

We assessed the city's IT security policies, procedures and practices to selected leading practices in this area to identify any improvements that could make them stronger. We selected leading practices from the Center for Information Security's *CIS Controls*, which were developed by a broad community of private and public sector stakeholders after examining the most common attack patterns. The *CIS Controls* are a prioritized list of control areas designed to help organizations with limited resources optimize their security defense efforts to achieve the highest return on investment.

We gave city management the results of the tests as they were completed.

Next steps

Our performance audits of local government programs and services are reviewed by the local government's legislative body and/or by other committees of the local government whose members wish to consider findings and recommendations on specific topics. The City of Redmond's legislative body will hold a public hearing to consider the findings of the audit. Please check the City of Redmond's website for the exact date, time and location. The State Auditor's Office conducts periodic follow-up evaluations to assess the status of recommendations, and may conduct follow-up audits at its discretion. See **Appendix A**, which addresses the I-900 areas covered in the audit. **Appendix B** contains more information about our methodology.

Audit Results

The results of our audit work and recommendations were communicated to the City of Redmond's management for its review, response and action. We found that, while the city's IT policies and practices partially align with industry leading practices, there are areas where improvements can be made. The city has taken steps to address issues we identified, and is continuing to make improvements.

Because the public distribution of tests performed and test results could increase the risk to the city, distribution of this information is kept confidential under RCW 42.56.420(4), and under Generally Accepted Government Auditing Standards, Sections 9.61-9.67. We shared detailed results with the city.

Recommendations

To help ensure the City of Redmond protects its IT systems and the information contained in those systems, we make the following recommendations:

- Continue remediating identified gaps
- Revise the city's IT security policies and procedures to align more closely with leading practices

Auditor's Remarks

The Washington State Auditor's Office recognizes the City of Redmond's willingness to volunteer to participate in this audit, demonstrating its dedication to making government work better. It is apparent the city's management and staff want to be accountable to the citizens and good stewards of public resources. Throughout the audit, they fostered a positive and professional working relationship with the State Auditor's Office.

Auditee Response



Redmond
WASHINGTON

**Connected Community
Enhanced Livability
Environmental Sustainability**

To: Peggy Bodin
Assistant Director of IT Audits
Office of the Washington State Auditor
302 Sid Snyder Ave SW, Olympia, WA 98504-0021

From: Jonny Chambers
Technology & Information Services Director
City of Redmond, 15670 NE 85TH Street, Redmond, WA 98052

Date: February 25, 2021

Subject: Response Letter, SAO IT Security Audit

Dear Ms. Bodin,

On behalf of the City of Redmond's Technology & Information Services Department, thank you for allowing us to review and respond to the cybersecurity performance audit report recently provided by your office.

It was a pleasure working with Michael Hjermstad, Joseph Clark, Robert Pratt, Erin Laska and rest of your team who evaluated the City of Redmond's IT security controls. Every interaction with the members of your team was informative, collaborative, and well appreciated.

Thank you for the detail you put into your evaluation and for the recommendations you have made. We have already begun acting on your suggestions and will continue to make efforts to strengthen our IT Security Program. We remain committed to addressing the remaining recommendations in the report and to continuously improve our processes and capabilities.

Sincerely,

Jonny Chambers
Technology & Information Services Director
City of Redmond

City Hall

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

Appendix A: Initiative 900 and Auditing Standards

Initiative 900, approved by Washington voters in 2005 and enacted into state law in 2006, authorized the State Auditor’s Office to conduct independent, comprehensive performance audits of state and local governments.

Specifically, the law directs the Auditor’s Office to “review and analyze the economy, efficiency, and effectiveness of the policies, management, fiscal affairs, and operations of state and local governments, agencies, programs, and accounts.” Performance audits are to be conducted according to U.S. Government Accountability Office government auditing standards.

In addition, the law identifies nine elements that are to be considered within the scope of each performance audit. The State Auditor’s Office evaluates the relevance of all nine elements to each audit. The table below indicates which elements are addressed in the audit. Specific issues are discussed in the Results and Recommendations sections of this report.

I-900 element	Addressed in the audit
1. Identify cost savings	No. The audit did not identify measurable cost savings. However, strengthening IT security could help the city avoid or mitigate costs associated with a data breach or security incident.
2. Identify services that can be reduced or eliminated	No. The audit objectives did not address services that could be reduced or eliminated.
3. Identify programs or services that can be transferred to the private sector	No. The audit did not identify programs or services that could be transferred to the private sector.
4. Analyze gaps or overlaps in programs or services and provide recommendations to correct them	Yes. The audit compared the city’s IT security controls against leading practices and made recommendations to align them.
5. Assess feasibility of pooling information technology systems within the department	No. The audit did not assess the feasibility of pooling information systems; it focused on the city’s IT security posture.
6. Analyze departmental roles and functions, and provide recommendations to change or eliminate them	Yes. The audit evaluated the roles and functions of IT security at the city and made recommendations to better align them with leading practices.
7. Provide recommendations for statutory or regulatory changes that may be necessary for the department to properly carry out its functions	No. The audit did not identify a need for statutory or regulatory change.
8. Analyze departmental performance data, performance measures, and self-assessment systems	Yes. The audit examined and made recommendations to improve IT security control performance.
9. Identify relevant best practices	Yes. The audit identified and used leading practices published by the Center for Internet Security to assess the city’s IT security controls.

Compliance with generally accepted government auditing standards

We conducted this performance audit under the authority of state law (RCW 43.09.470), approved as Initiative 900 by Washington voters in 2005, and in accordance with Generally Accepted Government Auditing Standards (July 2018 revision) issued by the U.S. Government Accountability Office. Those standards require that we plan and perform the audit to obtain sufficient, appropriate evidence to provide a reasonable basis for our findings and conclusions based on our audit objectives. We believe that the evidence obtained provides a reasonable basis for our findings and conclusions based on our audit objectives.

Appendix B: Scope, Objectives and Methodology

Scope

The audit assessed the extent to which the City of Redmond's IT security programs, including their implementation and documentation, aligned with selected *CIS Controls* and the supporting sub-controls. This audit did not assess the city's alignment with federal or state special data-handling laws or requirements.

Objectives

To help the City of Redmond protect its IT systems and secure the data it needs to operate, we conducted a performance audit designed to identify opportunities to improve IT security. This audit answered the following questions:

- Does the city have vulnerabilities in its IT environment that could lead to increased risk from external or internal threats?
- Do the city's IT security practices align with selected security controls?

Methodology

To answer the audit objectives, we conducted technical testing on the city's internal network, and we compared the city's IT security programs to selected leading practices.

Vulnerability testing

To determine if the city has vulnerabilities in its IT environment we conducted limited technical analysis of select portions of the city's internal network. We performed this work in March 2020 using automated tools configured by our IT security specialists. This included identifying vulnerabilities and assessing them to determine whether they could be exploited.

Comparing the city's IT security programs to leading practices

To determine whether the city's IT security practices align with leading practices, we interviewed key city IT staff, reviewed the city's IT security policies and procedures, observed city security practices and settings, and conducted limited technical analysis of city systems. This work was completed at the city between February and April 2020, with some additional follow-up afterwards.

We used selected controls from the *CIS Controls*, version 7.1, as our criteria to assess the city's IT security programs and to identify areas that could be made stronger.

CIS is a nonprofit organization focused on safeguarding public and private organizations against cyber threats. Its *CIS Controls* are a prioritized set of leading practices for cyber defense created to stop the most pervasive and dangerous attacks, are informed by analysis of real-world attack data, and are developed and vetted across a broad community of government and industry practitioners. Contributors to the *CIS Controls* have included the U.S. Department of Defense, the National Security Agency, the U.S. Department of Energy national energy labs, law enforcement organizations, Verizon, HP and Symantec.

Each control consists of a series of sub-controls that are distinct and measurable tasks; when the sub-controls are implemented together, they fully meet the requirements of the overall control. We assessed the city against all applicable sub-controls to determine the alignment with each of the overall controls examined. We did this by assessing the extent to which the city met each sub-control in three areas:

1. **Implementing** the sub-control
2. **Automating or technically enforcing** the sub-control, which minimizes the possibility of the sub-control failing due to human error or inconsistent processes
3. **Maintaining documentation** to support the sub-control, such as policies or procedures

We also assessed the extent to which the city's IT management was **reporting** on the control to city leadership.

Work on internal controls

This audit assessed the IT security internal controls at the City of Redmond. We used a selection of controls from the 20 *CIS Controls* as the internal control framework for the assessment. The first six are considered among the most important controls to put in place to protect an organization. Based on an initial assessment, we selected four controls to include in the scope. To protect the city's IT systems, and the confidential and sensitive information in those systems, this report does not identify the specific controls assessed during the audit. We completed our assessment for the purpose of identifying opportunities for the city to improve its internal IT security controls but not to provide assurance on the city's current IT security posture.



Memorandum

Date: 4/6/2021
Meeting of: City Council

File No. AM No. 21-049
Type: Staff Report

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

Planning and Community Development	Carol Helland	425-556-2107
Fire	Adrian Sheppard	425-556-2201

DEPARTMENT STAFF:

Planning and Community Development	Sarah Pyle	Manager, Community Development and Implementation
Fire	Patti-Jean Hooper	Emergency Preparedness Manager
Fire	Todd Short	Fire Marshall

TITLE:
Long-Term Recovery Plan Update (LTRP)

OVERVIEW STATEMENT:

This is an informational briefing and the first update to the City of Redmond's Long-Term Recovery Plan. Staff will update Council on April 6, 2021 on baseline conditions related to housing, economic development, impacted infrastructure, organizational operations of essential services and the Redmond Partnership Network. An overview and status briefing will also be provided on the recommended short-term, mid-term, and long-term recovery strategies.

Long-Term Community Recovery

The Long-Term Recovery planning stage of the City's emergency management operations was completed in August of 2020. The recovery planning effort took place in coordination with regional partners, community stakeholders, and community members and used the National Disaster Recovery Framework (NDRF) published by FEMA.

The Framework defines:

- Ten core components and areas of focus for recovery;
- Eight principles that guide recovery core capability development and recovery; support activities under the NDRF;
- Roles and responsibilities of recovery coordinators and other stakeholders;
- A coordinating structure that facilitates communication and collaboration among all stakeholders to effectively manage recovery planning; and
- The overall process by which communities can capitalize on opportunities to rebuild stronger, smarter, and safer.

Planning efforts leveraged the expertise of city staff, external experts (community agencies, national organizations), and federal, state, and local experts in the field of disaster recovery.

The following steps were completed as part of the planning process between May and August 2020:

1. The Mayor sponsored and oversaw the local recovery management effort;
2. An organizational structure for the planning effort was developed and continued to be refined as we advanced through the planning process;
3. Internal and external stakeholders were identified and engaged in the planning and included in the organizational structure;
4. Recovery Principles were defined and included as part of on-going public outreach and involvement, and were made a focal point in communications;
5. The planning effort itself included the following elements:
 - a. Current conditions analysis and baseline assessment;
 - b. Extensive partner and stakeholder outreach;
 - c. Articulation of the community's post-disaster vision;
 - d. Identification of community goals and impacts; and
 - e. Development and prioritization of projects to achieve the vision and goals.

Since the completion of the Long-Term Recovery Plan, the following work has been underway:

1. Continued responses and mitigation efforts;
2. Scoping and implementation of recommended recovery strategies and actions; and

Continued monitoring and quarterly evaluation of the current conditions and status of implementation work

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

REQUESTED ACTION:

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

REQUEST RATIONALE:

- **Relevant Plans/Policies:**
Comprehensive Emergency Management Plan
National Disaster Recovery Framework
Redmond Comprehensive Plan
- **Required:**
Comprehensive Emergency Management Plan
National Disaster Recovery Framework
Redmond Comprehensive Plan
- **Council Request:**
Quarterly status updates were requested on the City progress toward Plan implementation.
- **Other Key Facts:**
N/A

OUTCOMES:

The goal of this effort is to maintain and ensure the health and safety of the general public while expediting the reconstitution of government operations and services; fostering individual, private-sector, non-governmental, and public assistance programs to keep people housed and to promote restoration; and taking additional measures for social, environmental, and economic restoration so that life in the Redmond community can resume, continue and advance in the context of our “new normal.”

COMMUNITY/STAKEHOLDER OUTREACH AND INVOLVEMENT:

- **Timeline (previous or planned):**
 - Business Advisory Committee Meetings- as needed
 - Redmond Partnership Network - quarterly
 - Website- on-going
 - Internal Staff SharePoint - on-going
 - Surveys
- **Outreach Methods and Results:**
 - 1:1 Phone Calls
 - October Webinar on Outdoor Dining
 - 30 in attendance
 - Survey to Businesses
 - 15% response rate
 - Quarterly Meetings with the Recovery Partnership Network
 - 43 Total number of attendees: August 2020, November 2020, January 2021; supported by 9 staff members across all departments
 - Business Advisory Committee Meetings
 - July 27 and 29, 2020 and March 5, 2021
 - Survey Responses
 - 573 staff provided responses to the surveys issued in January and February 2021
- **Feedback Summary:**
 - Small businesses within the City have all been impacted but have responded that while facing many challenges most have been able to adapt and pivot with the Governor’s orders. Most significant changes to business operations has been needing to create fresh digital platforms and market to new customers.
 - Local agencies continue to collaborate on supporting on-going community needs. This includes but is not limited to youth education, workforce redevelopment, small business support, mental health, food insecurity, housing insecurity, recreation, senior support and transit access.
 - Staff feel supported and seen for their contributions. They also acknowledge that the increased workloads with reduced staffing is not sustainable and impacting overall morale.

BUDGET IMPACT:

Total Cost:
N/A

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

Budget Offer Number:

N/A

Budget Priority:

N/A

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

If yes, explain:

The Pandemic and Long-Term Recovery Plan was included within the adopted budget.

The department Directors have assessed and restructured management activities and redeployed staffing assignments from the Community Development and Implementation Team, as well as, several divisions throughout the organization to address the added demands of a long-term recovery planning and implementation efforts. To provide the necessary capacity to support recovery, other workplan items were delayed. Recovery planning is an essential function of the City that is necessary to re-establish a healthy and functioning community that will better sustain itself over time.

Beyond the costs of responding to the current event, staff became familiar with various kinds of funding available for post-disaster recovery through all levels of government - federal, state, and county. Recovery planning took into account the overall damage as well as fiscal and economic impacts of the pandemic to the entire community and then developed a comprehensive disaster recovery financial strategy in line with the City's long-range financial strategy.

Funding source(s):

N/A

Budget/Funding Constraints:

N/A

☐ Additional budget details attached

COUNCIL REVIEW:

Previous Contact(s)

Date	Meeting	Requested Action
8/11/2020	Study Session	Receive Information
4/21/2020	Committee of the Whole - Public Safety	Receive Information
4/28/2020	Study Session	Receive Information
6/9/2020	Committee of the Whole - Planning and Public Works	Receive Information
7/21/2020	Committee of the Whole - Public Safety	Receive Information
12/1/2020	Business Meeting	Approve
2/16/2021	Business Meeting	Receive Information
3/16/2021	Committee of the Whole - Public Safety	Receive Information

Proposed Upcoming Contact(s)

Date	Meeting	Requested Action
------	---------	------------------

6/15/2021	Business Meeting	Receive Information
-----------	------------------	---------------------

Time Constraints:

This is an informational briefing only.

ANTICIPATED RESULT IF NOT APPROVED:

This is an informational briefing only.

ATTACHMENTS:

Attachment A: 2021 Q1 Long-Term Recovery Plan Update

Attachment B: 2021 Q1 Update of Recovery Strategies

Attachment C: Executive Summary of LTRP

Attachment D: Long-Term Recovery Plan 08.2020

Redmond's Long-Term Recovery Plan - Q1 2021 Update

COVID-19

April 6, 2021
City of Redmond
Prepared for: Mayor Birney



MOVING FORWARD
TOGETHER

#OurRedmond

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2021 Q1 Long-term Recovery Plan Update



This is the first update to the City's Long-term Recovery Plan that was originally presented to City Council on August 11, 2020.

In the past year, the City has continued to respond to evolving and changing community needs resulting from the pandemic. Our primary focus has been to minimize the spread of COVID, ensure continuity of essential services, and mitigate the impact of COVID experienced by those who live and work in Redmond. While most response and mitigation work that was underway last year has continued, the event has remained steady and we have not seen a dramatic increase in quantity or severity of impacts related to housing, economic development, or infrastructure in *recent months*. Pandemic related healthcare impacts have leveled out and have slowly decreased. This is due to Personal Protective Equipment (PPE) measures, restrictions on activities, funding at federal, state and local levels, eviction moratoriums, and most recently the availability of vaccines.

It is important to acknowledge that much of the actions to-date have centered on persistent response and mitigation due the ongoing pandemic, such as supporting the administering of vaccines, continued support to those whose housing has been impacted and small businesses support. Additionally, work has begun to lay the foundation of recovery focused elements such as repopulation and reopening of City Hall, preparing for the deployment of event permits later in the year and workforce development support for employees and businesses. All of these efforts are also coupled with indirect strategies such as updates to internal processes, updates to codes and updates policies that further advance community goals and recovery upon conclusion of the emergency.

This document is a *supplemental* report of updates to current conditions and Recovery strategies. For a comprehensive overview of the Recovery Plan, impacts, response and mitigation actions deployed for the event, the City's role, principles of the plan and alignment with the Comprehensive Plan policies please review the main document located on the [City's Long-Term Recovery Webpage](#).

Housing and Human Services

Demand for human services has remained steady, with the greatest demand for services seen in areas of food, behavioral health, shelter and day centers for individuals experiencing homelessness, and rental assistance. Human services staff worked to ensure that non-profit partners had the resources and support needed to continue providing critical services to Redmond residents. This included assessing trends and needs, offering flexibility to meet city contractual requirements, providing additional funding support, and sharing information and resources (e.g. translated public health materials).

CARES Act/Community Development Block Grant – CV Grant Funding Disbursement

Federal COVID response funding enabled non-profits to provide services virtually, implement additional safety measures for in-person services, and to meet increased demand for critical services such as food and rental assistance support. Over \$900,000 was awarded to fifteen local human service agencies. The following are just a few examples of how these funds were utilized to address community needs.

- Behavioral Health:
 - Four agencies offering virtual counseling services to clients
 - More than 1500 counseling sessions through IKRON alone
- Rental Assistance:
 - 185 families remained housed
- Homeless Services:
 - Shelter doors remain open for 70 homeless families
- Food:
 - 5661 packs of food to Lake Washington School District (LWSD) students

A detailed presentation and discussion of this topic was held with City Council on February 16, 2021.

Crisis Connections

Crisis Connections manages the 211 information and referral line, which provides access to a variety of resources in King County. They also manage the 24-hour Crisis Line, which offers immediate help to individuals, families, and friends of people in emotional crisis.

211 calls from Redmond residents (2019 and 2020)

211 calls (2019)				
1 st Qtr.	2 nd Qtr.	3 rd Qtr.	4 th Qtr.	YTD
198	221	202	246	867

211 calls (2020)				
1st Qtr.	2nd Qtr.	3rd Qtr.	4th Qtr.	YTD
182 -8.1%	285 +29%	286 +42%	248	1001

Up 15% overall from 2019. Many of the calls are requests for housing assistance and help with paying rent.

Crisis Line calls (2019)				
1 st Qtr.	2 nd Qtr.	3 rd Qtr.	4 th Qtr.	YTD
330	531	282	155	1298

Crisis Line calls (2020)				
1 st Qtr.	2 nd Qtr.	3 rd Qtr.	4 th Qtr.	YTD
739	755	948	885	3880

Up nearly 200% from the previous year. Mental health and emotional support continues to be a growing area of impact and concern as the pandemic continues.

Hopelink

To limit COVID-19 exposure for clients, Hopelink transitioned from their standard grocery model to distributing prepacked food boxes, which contains 21 meals per box. In 2020, Hopelink distributed over 2.7 million meals through all their food banks, almost 400,000 more meals than in 2019. 373,000 meals were distributed from the Redmond location.

Meals Distributed (2019)				
1 st Qtr.	2 nd Qtr.	3 rd Qtr.	4 th Qtr.	YTD
554,318	600,495	587,909	604,515	2,347,237

Meals Distributed (2020)				
1 st Qtr.	2 nd Qtr.	3 rd Qtr.	4 th Qtr.	YTD
672,327	764,841	623,385	677,250	2,737,803

A 10% increase was seen in meals distributed from Hopelink's Redmond Location.

Meals Distributed from Redmond Location	
2019	2020
365,430	373,000

Hopelink's Financial Resiliency Program, which helps with rent, move-in costs, and other basic need expenses, served 135 Redmond households in 2020. In response to increased demand, extended job losses, and the ongoing eviction moratorium, Hopelink reported the need for much higher rental assistance and increased their cap to \$3000 or three months of rent.

City of Redmond Direct Service Programs

Senior Lunch Program 2020 (data following last update)

4,435 Lunches	June 17 - Dec 23, 2020
	4,435 lunches provided

Senior Lunch Program 2021 thus far

725 Lunches	Jan 13 - Feb 24, 2021
	725 lunches provided

Meals on Wheels (MOW)

5,601 & 1,154 Meals	5,601 meals delivered in 2020 (Jan - Dec)
	1,154 meals delivered in 2021 (Jan - Feb)

Parks and Recreation Virtual

120 - 150 Participants	Sept. 1, 2020 - Feb. 24, 2021
	10-12 weekly adult and senior fitness classes
	120 - 150 ongoing participants
40 - 50 Participants	4-6 weekly free interest or socialization group meetings
	40-50 ongoing participants

Economic Development

Total Number of Business Licenses in Redmond

4,441 and 4,190 Business Licenses	4,441 as of January 2020
	4,190 as of January 2021

Business licenses totals above for 2021 may reflect both businesses no longer in operation and those still renewing. Currently, we anticipate approximately 200 more renewals within the comparable time. The total number of business that operate within the City and hold licenses annual is around 6,000 each year. Overall, between new businesses and those that have closed, the expected overall reduction in number of businesses is low at this time but could continue to increase as the pandemic persists. Additionally, as the tax season concludes we will be able to complete further analysis and have a greater understanding of the depth of impacts to all businesses.

Small Businesses Most Affected Sectors Continue to be:

1. Personal Services/Medical	5. Hotels/Hospitality & Special Events Industry
2. Manufacturing	6. Gig-workers
3. Food Service	7. Fitness
4. Retail	8. Education (including childcare)

Challenges to Remaining Open or Navigating Closures

- Limits on indoor occupancy and separation requirements
- Staff - unemployment earnings, inconsistent scheduling, childcare, and fear of exposure
- Operational costs associated with overhead, PPE, additional equipment, software licensing, and creating digital platforms
- Consumer confidence in safety precautions
- Competition of modified services
- Online retailers and logistics
- Curfews
- Behavior changes of consumers due to prolonged duration of emergency event

Previous challenges that have been addressed in majority:

- Accessing Personal Protective Equipment (PPE)
- Digitizing payments
- Retraining customers on protocols and expectations

2020 Federal Funding Received by Redmond-based organizations: \$314.3 M

Paycheck Protection Program (PPP): 1,557 LOANS | \$ 248.3 MILLION | 25,058 JOBS
Economic Injury Disaster Loan (EIDL): 869 LOANS | \$ 61.6 MILLION*
EIDL Advance: 1,211 GRANTS | \$ 4.4 MILLION

*data as of 11/15/20

An additional \$34 million more was distributed to Remond businesses in January of 2021

City Small Business Grants:

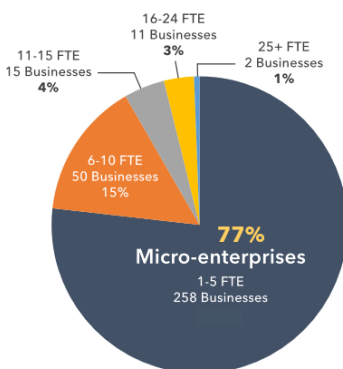
In October and December of 2020, the City distributed \$1.85 million via three grant opportunities to local businesses:

- 1.) Small business grants for businesses with less than 50 employees and with a brick and motor location
- 2.) Winterization Reimbursement Grant
- 3.) Small busines grant for home and micro-businesses

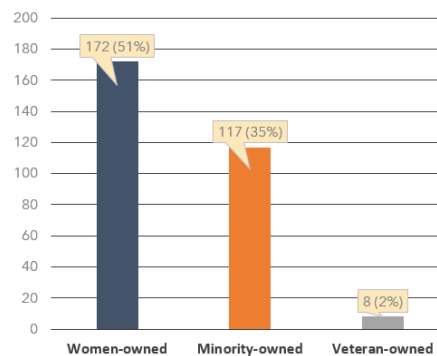
Grant Disbursement Data:

352 GRANTS | 1,348 JOBS SUPPORTED | 99% OF APPLICANTS RECEIVED GRANTS

Full-Time Equivalent Employees



Women/Minority/Veteran - Owned



Industry Category

Industry	%
Restaurants	20.2%
Health Services	14.3%
Personal Services	12.2%
Retail	12.2%
Day Care	6.3%
Non-Profit	5.1%
Manufacturing	4.8%
Professional Services	4.8%
Education	4.5%
Other	4.5%
Entertainment	3.9%
Technology	3.6%
Construction	2.1%
Hospitality	1.8%
	100%

Additional Funding Opportunities Available:

- The State and County have both begun developing local loan and grant programs to support resiliency and impacts of mandated restrictions.
- The federal government has re-funded the Paycheck Protection Program loan program (PPP) with \$284 billion. First time applicants, as well as those who had previously received funding are eligible to apply.
- The federal government is also finalizing the American Rescue Plan that would allocate additional funding directly to local agencies, businesses, and households. 15 million of which is estimated to be disbursed to the City over two years.

Current Reopening Limitations

King County is presently in Phase 3 of the Governors orders. Phase 3 allows in-person spectators at events for the first time in a year. Below are current restrictions of a few of the City's most impacted sectors.

Eating and Drinking Establishments	<ul style="list-style-type: none">• Indoor seating is permitted at 50% capacity as long as physical distance between customers at adjacent tables can be achieved• Table size is limited to a maximum of six (6) people with a maximum of two (2) households per table• Alcohol service is prohibited after 11 p.m. (food service may continue past 11 p.m)
Indoor Entertainment: Theaters, Museums, Recreational Activities	<ul style="list-style-type: none">• Limited to 50% capacity (unless large venue such as stadium which are capped at 25%)• Maximum of six (6) people with a maximum of two (2) households• Additional protocols required for singing, bowling and similar activities
Professional Services	<ul style="list-style-type: none">• Professional Services are required to mandate that employees work from home when possible and close offices to the public if possible– Any office that must remain open must limit occupancy to 50% of indoor occupancy limits
Personal Services	<ul style="list-style-type: none">• 50% capacity limit• The service provider must wear a NIOSH approved N95 face covering

In all cases specific sanitation protocols have been outlined and each business must put in place a COVID-19 operation plan.

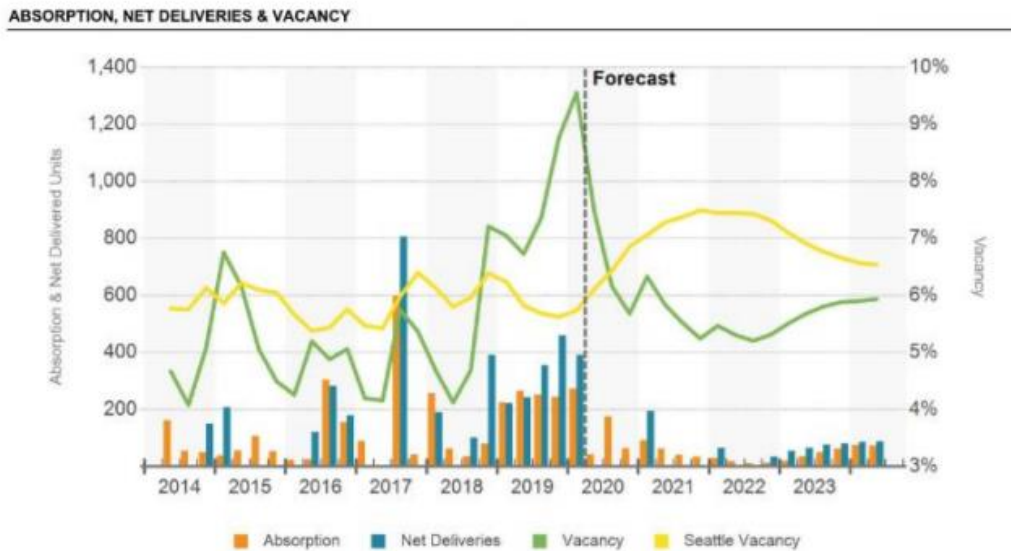
Commercial Real-estate Impacts by Sector

Multi-family

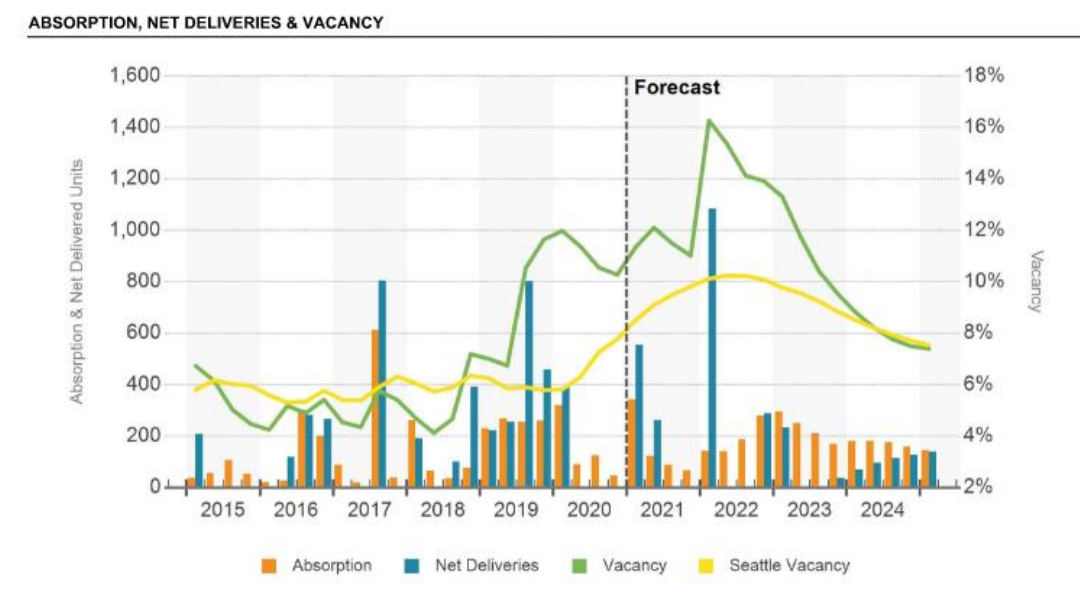
Multi-family vacancy has increased from 8% in June of last year to 11% currently. High-end units have seen a substantial increase in vacancy rates while mid and lower-end units have remained steady around 7-8%. The smallest units, studio and one-bedrooms account for the highest number of vacancies. Forecasting for 2021 and 2022 has changed since last summer with there now being an expectation of a peak of double the vacancies than previously anticipated. This is due to a few factors, most significantly being the extended duration of the

pandemic and economic recovery. Another factor impacting the change in forecast is that the City is anticipating 800 more new units to come available in 2022 than it had last year.

June 2020



March 2021

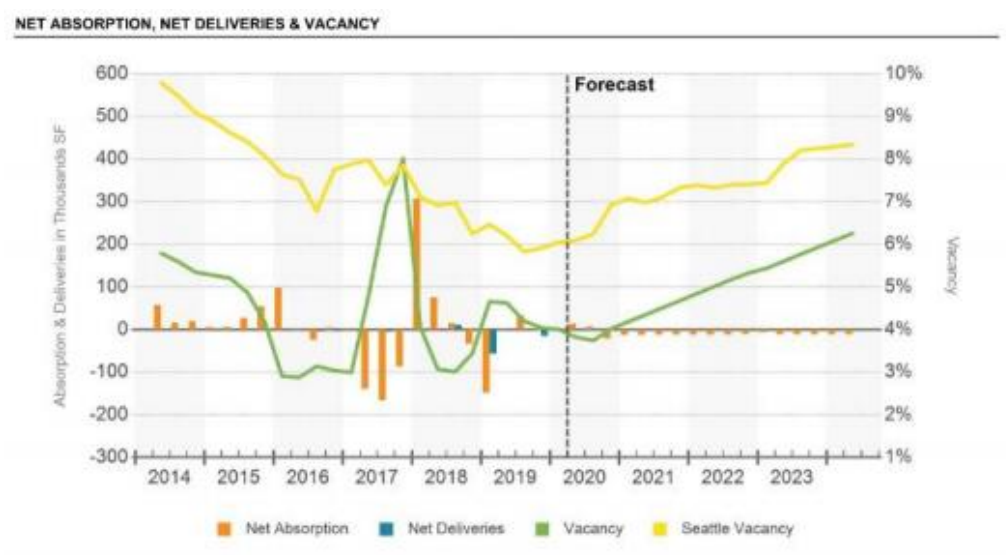


Offices

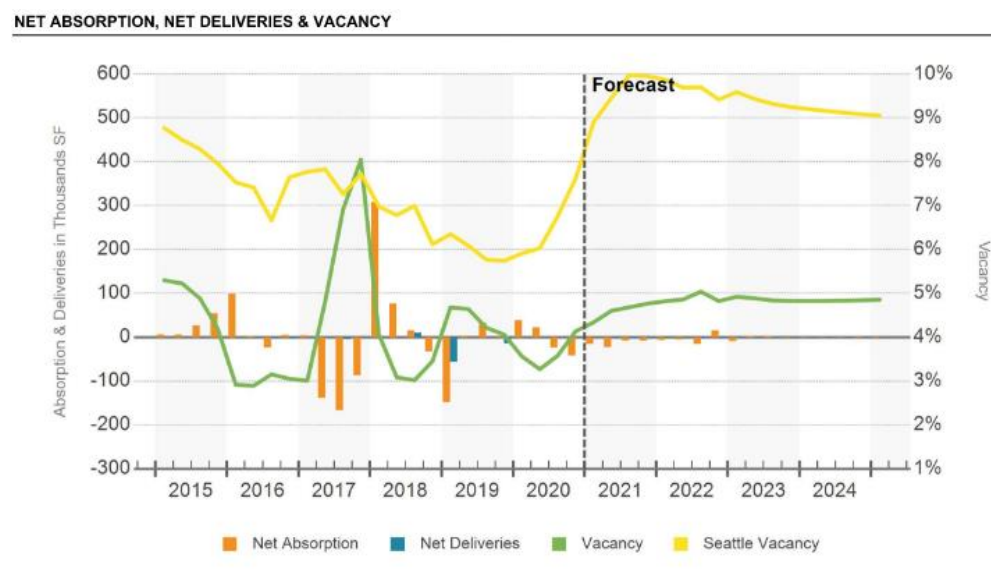
Redmond's office vacancies increased slightly from 3.9% last June to 4.1% currently. The forecasting also has been updated and now reflects that we are likely not going to see a much further increase through 2023 due to conversions of other spaces and new long-term

leases that have taken place the past several months. Offices continue to be an area in demand and that could contribute to economic recovery if there was an increase in supply. At this time there is no anticipated delivery of new offices expected.

June 2020



March 2021

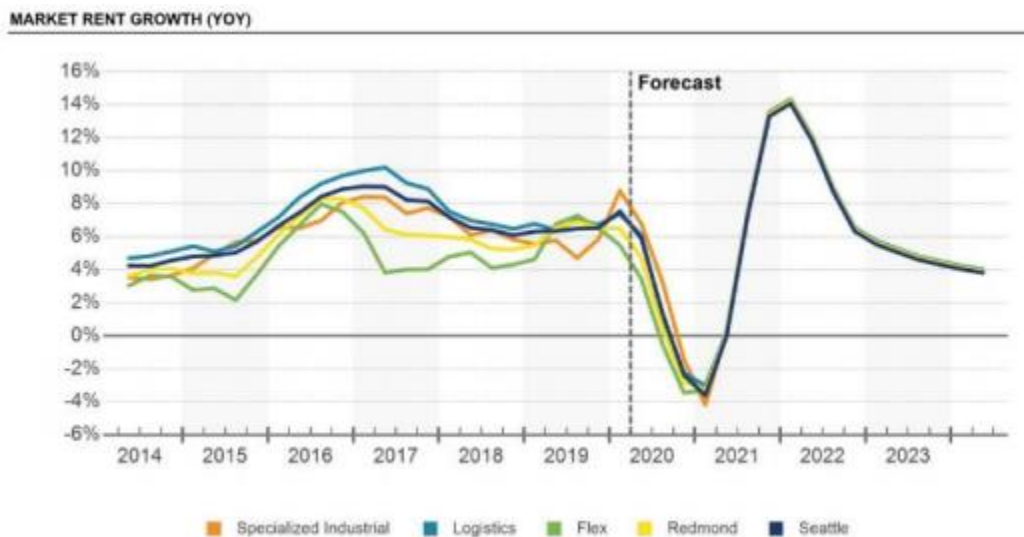


Industrial and Manufacturing

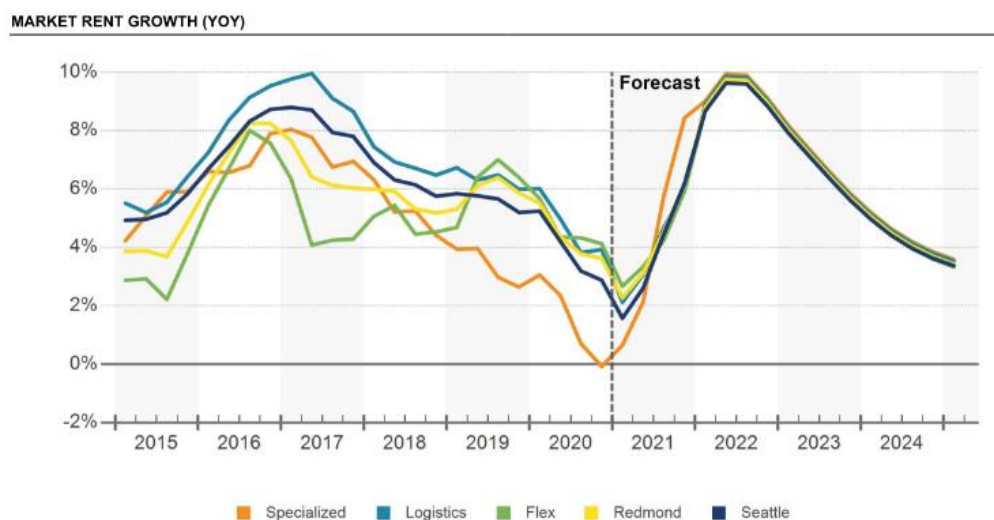
Vacancies in Industrial and Manufacturing rose as expected from 1.7% in June to 3% currently. It is still forecasted to increase up to about 4% and then hold steady through the coming years. This is largely due to the limited real estate and zoning for this market. The rent

growth for Industrial and Manufacturing has also gone as previously forecasted in June of last year, seeing its most significant drop taking place now and anticipated to begin stepping back out.

June 2020



March 2021



All data provided via costar.

Transit

Service Reductions

The March and September 2020 service reductions implemented by Metro and Sound Transit in response to COVID-19 ridership dips remain in effect (see table 1 below). No additional changes are planned for March 2021.

Route	Service Area	Type	June 2020 Service Level	March 2021 Service Level
B	Redmond TC-Bellevue TC	RapidRide	Full	Full
224	Duvall-Novelty Hill-Redmond TC	DART all-day	Full	Full
930	Totem Lake-Redmond TC	DART all-day	Full	Full
221	Ed Hill-Bellevue College	All-day	Full	Reduced
245	Kirkland TC-Overlake-Eastgate	Frequent all-day	Full	Reduced
269	Issaquah-SE Redmond-Overlake	All-day	Full	Reduced
225	Kenmore-Overlake/RTS	All-day	Reduced	Reduced
226	Bellevue TC-Overlake-Eastgate	All-day	Reduced	Reduced
250	Avondale-Kirkland-Bellevue TC	Frequent all-day	Reduced	Reduced
ST 542	Redmond TC-Green Lake	All-day	Reduced	Reduced
ST 545	SE Redmond-Downtown Seattle	Frequent all-day	Reduced	Reduced
232	Duvall-Redmond TC-Bellevue TC	Peak-hour	Suspended	Suspended
249	Idylwood-Overlake-Bellevue	All-day	Suspended	Suspended
268	SE Redmond-Downtown Seattle	Peak-hour	Suspended	Suspended
931	UW Bothell-Woodinville-Redmond	All-day	Suspended	Suspended
ST 541	Overlake-U District	Peak-hour	Suspended	Suspended
ST 544	Overlake-S Lk Union	Peak-hour	Suspended	Suspended

Transit Service Restoration

The region is taking steps toward planning how to restore transit service beginning in September 2021. Transit agencies have surveyed customers and reached out to large employers, community organizations, and jurisdictions to assess return-to-work and other commuting plans. The City of Redmond is actively engaging in this process by promoting feedback opportunities and participating in regional conversations facilitated by King County Metro, Puget Sound Regional Council (PSRC), etc.

Additional information about pandemic transit service recovery is expected to be available in June and July 2021.

Transit Ridership

Ridership on Metro and Sound Transit routes is greatly reduced, reflecting COVID-19-related remote work/school trends (down 60-90% compared to 2019). However, it's clear there is a core ridership that continues to depend on and use transit service. The highest ridership has been seen on the B Line with average weekday boardings near 2,000 throughout the pandemic. Sound Transit 545 (Redmond-Seattle), Metro Route 245 (Kirkland-Redmond TS-Eastgate), and Metro Route 250 (Bellevue TC-Avondale) have all consistently seen ridership of nearly 1,000 or more average weekday boardings. Route 930 has seen average weekday boardings of approximately 100 riders.

Highlights of impacts to transit users in Redmond (residents and others):

- Many routes have reduced frequency or hours of service - about 10-20% on average.
- Peak-hour express service to Bellevue is suspended (alternative: B Line), and to Seattle is reduced.
- This has impacted service workers and others who have relied on transit and work in, but do not live within Redmond.

Continued Outreach

Partners at Hopelink, Move Redmond and staff have continued to collaborate with King County Metro and riders to better understand the impacts reduced and suspended routes are having on employers and members of our community.

Vaccines

Percent of Population Vaccinated with at least one Dose

Portion of population with at least one or first dose in Kirkland, Redmond, Bothell and Woodinville:

16 years and older	65 years and older	75 years and older
28.1%	81.1%	86.1%

<https://www.kingcounty.gov/depts/health/covid-19/data/vaccination.aspx>

Portion of population with at least one or first dose in for zip code **98052** and **98053**:

16 years and older	65 years and older	75 years and older
33.7%	83.4%	95.1%

City Support Administering Vaccines within the Community

Redmond Fire has mobile vaccination teams that are providing vaccination at the direction of Public Health Seattle King County. The focus up to this point has been Adult Family Homes and Senior Living facilities across all Northeast King County. Currently these teams are working to finalize second doses and have administered over 1500 doses so far. The focus of the teams over the next two weeks will be to address homebound seniors in single family residents and staff of facilities with outreach to at risk homeless populations.

Microsoft Mass Vaccination Site

An Emergency Management Services (EMS) standby team is onsite daily at the Microsoft High Volume Vaccination site Monday through Friday. This team is there to provide care to individuals that may experience injuries or illness while visiting the vaccination site. This may involve stumbles, falls, anxiety, adverse reactions, cardiac events, etc.

Organization

Adopted Budget

Since the presentation of the City's Long-Term Recovery Plan, the City adopted its biennial budget December 10, 2020. The budget planned for a reduction in staff. It also planned for a decrease in revenue due to an anticipated slowing in development.

Changes to Public Meetings

Recently, the Governor announced that the public meetings order that had been re-extended each month during the pandemic will remain in effect through the end of the declared emergency event. The City has been holding public meetings remotely since April 2020.

35,222 total meetings	35,222 virtual meetings have been held in the past 180 days
5,870 avg per month	An average of 5,870 virtual meetings per month
200 public meetings	Nearly 200 City Council, Committee of the Whole, Parks and Trails, Design Review Board, Landmark Commission, Planning Commission and neighborhood meetings have been held virtually since the start of the stay at home orders

Staff have continued to collaborate remotely with each other, partners, and the community through remote meeting opportunities.

Facilities

Staff who support essential services that cannot be effectively facilitated remotely have remained on-site and in the field. Precautions and necessary equipment, station modifications, and field landing sites have been made available and implemented to ensure continued safety of staff.

Continued Efficiencies

To best support the increased workload during this time, modifications in delivery of City services continued to increase efficiencies where possible and streamline internal processes. Examples include:

- Increased use of SharePoint for document collaboration
- Process improvements for internal and external customers
- Updating of software tools frequently used to provide public services
- Mail and package distribution
- Virtual on-boarding process

Increased use of DocuSign

- **4,523** total documents routed
- Average of **4 days** to complete routing
- **2,322** completed in less than **1 day**
- Savings of nearly **11,500** printed pages!

As part of a focus on both continuous improvement and sustainability, an element of the repopulation and reopening plan will incorporate how we can best maintain some of the reductions in use of paper and other tools that have been mostly absent while staff have been remote.

Outreach

The City has remained focused on ensuring inclusive public outreach continues during remote work. To ensure all members of the community are able to have the same type of opportunities to participate, staff have taken a variety of approaches to sharing information and gathering feedback. A few examples include:

- Expanded mailing lists
- Increased updates and notifications of decisions and activities taking place
- Innovative virtual open houses that allow the community to interact with materials and staff
- Providing more office hours on projects
- Creating recordings of meetings even those traditionally not recorded
- Postcard mailings to help ensure those who may have engaged in-person in the past are aware of important happenings

- In-person distance field meetings
- Via phone

Employee Remote Data Consumption

Even as some staff have begun working safely back on-site, data usage of remote users has consistently grown. This correlates with what we have observed in other areas, that staff have been able to continue to effectively provide most essential and non-essential services remotely, but also that many staff are working during the time they would traditionally be commuting. The additional time worked by staff has been needed to provide the traditional services as well as continue responding to needs of the pandemic while strategically preparing for a resilient recovery. As we proceed forward with the repopulation and reopening plans, we will need to review department work programs and individual workplans to adjust for commutes and other shift transition from current 100% virtual environments.

City of Redmond Employee Remote Users		
Pre-Covid-19: only a few remote users, average data consumption of 5 GB per day		
During COVID-19 Usage		
Dates	# Remote Users	Daily Average Data Consumption
5/1-5/31/20	383	157 GB
7/1-7/31/20	347	147 GB
8/1-9/30/20	386	165 GB
11/1-12/29/20	416	206 GB
1/1-1/31/21	387	225 GB

The organization is presently operating with less staff, but we are hearing from staff that increased workloads and competing deadlines make it challenging to meet core job duties. Overall, whether they are telecommuting or working in the field, employees are generally feeling what we call pandemic fatigue and are working hard to meet their workload demands.

Remote Work Trip Savings

Over the past 12 months the City's Transportation Demand Team has been tracking the impact of telework and saved trips on the environment.

Number of Trips	SOV Miles Saved	CO2 Emissions Saved
52,564	830,049	801,819

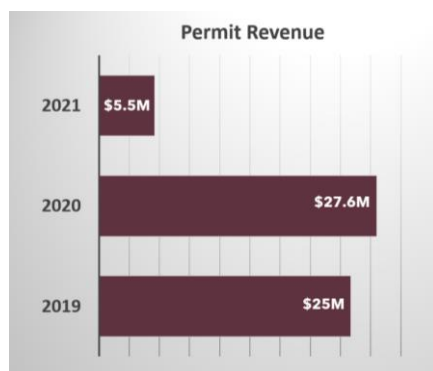
The CO2 savings is equivalent to what would need to be absorbed by **16,700 trees**. Total miles not driven is equivalent to traveling to the **moon 2.5 times**.

Trainings

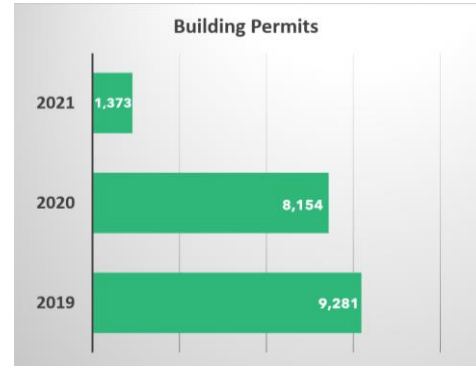
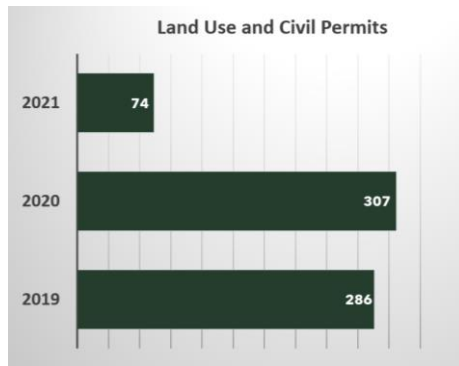
Staff Trainings have begun again in all areas with the exception to those that are non-urgent and require close-proximity of in-person facilitation. Human Resources and individual departments have updated delivery of planned or essential trainings to provide effective and collaborative virtual opportunities.

Permits and Revenue and Inspections

Development and permits remained strong overall throughout the pandemic. A dramatic drop as the region predicated in April did not take place; however, a few areas came in slightly lower.



- We saw a **10%** increase in revenue in 2020 compared to 2019 and are on track to do about the same in 2021, but it is still early in the year and this could fluctuate.
- Field inspections on development permits came in right on par with 2019. This is notable as the Governor had issued a six week stay on construction in April 2020.



- Building permits came in about **10%** lower than the previous year but remained steady overall throughout the year and following restrictions placed on construction.
- Land Use and Civil Construction permits were about a **6%** increase from the previous year. This is largely due to Temporary Use Permits being issued for outdoor dining.

Redmond's Partnership Network (RPN)

56 COMMUNITY REPRESENTATIVES OF **44** AGENCIES, ORGANIZATIONS, GROUPS, AND CLUBS

Cross-departmental staff team (currently led by PCD's Community and Implementation team)	Representatives from: <ul style="list-style-type: none"> • Fire • Parks • Planning • Police • Public Works
Three quarterly virtual meetings with next meeting on April 19	<ul style="list-style-type: none"> • Recovery needs, issues, and strategies check ins • Weather and other event preparedness
Community-led collaborations	<ul style="list-style-type: none"> • Additional distribution of Redmond Lights blinkers • Wintertime communication connections • Arts and food vouchers
Sharing information - presentations from LWSD and NAMI	<ul style="list-style-type: none"> • School services and food support • Self-care for providers
Community-staff and community-community connections	<ul style="list-style-type: none"> • Mask distribution pop-ups • Additional support for essential food distributions • Faith-based Little Free Pantry Plan
In-development:	<ul style="list-style-type: none"> • Self-managed Redmond-based services and resources information portal • RPN webpage • Recruiting additional member groups • Piloting communication connections for those who do not have access to digital information.

Recovery Strategies

Staff and community partners have been dedicated to meeting the needs of the community and organization. In August, an initial set of recovery strategies were recommended to be implemented. Since that time staff has included some additional strategies to expand upon to further address immediate and ongoing needs of our community and partners.

The recovery strategies are classified by the *short*, immediate to six months (continued response and mitigation), *medium*, six to 18 months (mitigation and recovery focused), and *long-term*, 18-36 months (recovery focused).

- There are 91 total strategies that had been identified to properly support continued response and mitigation efforts, while also strategically and intentionally preparing the community for a resilient recovery.
- Many strategies directly address impacts and needs triggered by the pandemic, while others are laying the path for us to be ready and well positioned at the conclusion of the event.

91 Total Strategies

- **36** completed
- **22** have gone from 'not begun' to 'underway'

The status updates of the Recovery Strategies shows the intense amount of additional work staff throughout the City have assumed in order to address the impacts of the pandemic on the community while also providing essential services and core functions essential to the City's operation.

Next Quarter

Repopulation and Reopening

Over the coming months staff will be predominantly focused on continuing to prepare for the repopulation of city facilities and the reopening of City Hall. Status and progress on the recovery strategies and other related work is not expected to change significantly while focus is directed towards preparing for welcoming all back to city facilities.

Future Updates

To ensure efficiency and effectiveness of updates, staff is seeking input regarding what information would be most valuable to the City Council for inclusion in future updates. The next update is planned to come before Council in June.



Recovery Strategies Table

Item	March 2021 Status ○Not begun ◐Underway ●Complete	Original Status ○Not begun ◐Underway ●Complete	Short Medium Long-term	Communitywide or Organization	Facilitating Department(s) or Entity	Status Update as of March 2020
Hold appreciation campaign and event for local businesses, essential employees and others throughout the City that have been anchors to the community during the pandemic. Include partner and local non-profits who have been supporting residents and businesses too.	○	○	M, L	Organization	Organization Wide	Not yet started
Hold training with director-identified department liaisons to familiarize staff with the Planning Commission approval process.	○	○	M	Organization	PCD	Not yet started
Relaunch of community training programs such as CERT as part of COOP.	○	○	M	Organization	Fire	Community training programs remain on hold for the duration of state mandated closure period.
Relaunch of blood pressure checks with enhanced protocols as part of COOP.	○	○	L	Organization, Communitywide	Fire	Blood pressure checks remain on hold for the duration of state mandated closure period.
Work on long-term ways to support businesses ability to generate profits in coming years.	○	○	M, L	Organization, Communitywide	PCD	Not yet started. Is part of 2021-2022 economic development programing with partners.
Update Tourism Strategic Plan to respond to impacts of the pandemic over next two to five years.	○	○	M, L	Organization	PCD	Not yet started
Complete Manufacturing Park needs analysis.	○	○	L	Organization	PCD	Not yet started
Update supplemental staff procedures and protocols to better respond to gaps in capacity, workloads, and FTE limitations.	◐	◐	S/M	Organization	Human Resources	Supplemental Policy under revision, tentatively going to Directors March 2021. In partnership with supplemental hiring managers to survey upcoming hiring needs for 2021.
Continue to update and maintain policies, plans, and training programs in response to Emergency Preparedness Recommendations in above section.	◐	◐	S, M, L	Organization	Emergency Management, Executive	This is currently underway and continuing as a regular function of Emergency Management's annual workplan.
Update the Zoning Code to increase simplification and diversity of uses, respond to Housing Action Plan implementation strategies, Community Strategic Plan, and Comprehensive Plan Goals, as well create consistency and clarity of code application and requirements.	◐	◐	S, M, L	Organization	PCD	on-going- Code Rewrite Phase I to go before City Council this year and Phase II is now underway.
Gradually re-activate parks events and activities in alignment with federal, state, local, and City of Redmond guidelines. Primary guidance will be provided by the Centers for Disease Control and Prevention (CDC), health departments, and the Washington State Governor's office.	◐	◐	S, M, L	Organization, Communitywide	Parks	Parks COOP Team meets weekly to update plan accordingly based on data, phase development and CDC/State recommendations and adjusts events and activities to meet requirements and maintain staff and community safety; Parks COOP Plan being used as model/example for other departments to follow.
Expedite the development and implementation of a reopening plan aligning levels of service (LOS) with the Governors 4-phase reopening plan and City administration directives in the COOP.	◐	◐	S, M, L	Organization, Communitywide	Parks	Parks COOP and Implementation Teams meet weekly to update reopening/recovery plan accordingly based on data, phase development and CDC/State guidelines/recommendations; Modifications performed for events and activities/programs to meet requirements and maintain staff and community safety; Sports field usage and outdoor programs and activities currently being offered, virtual fitness, art, and other activities also taking place; Currently evaluating and planning spring/summer event and program offerings based on current and anticipated spring/summer CDC/State guidelines, community and staff safety and community tolerance for such activities, with a primary focus on outdoor offerings.
Work with local partners such as OneRedmond, GRTMA, Hopelink, IAWW, CISC to organize partner led solutions with the community for longer term.	◐	○	S, M, L	Communitywide	Partners, Community	Taking place via community agencies individually, small businesses, residents and also collectively through collaborations such as the Redmond Partnership Network.
Work collaboratively across City departments to comprehensively and holistically support evolving community needs.	◐	◐	S, M, L	Organization	All Departments	RPN Staff team members have come together to hear form the community and offer solutions and make program adjustments to address immediate issues. On-going cross-departmental collaboration will continue to understand and continue addressing long-term and changing community needs.
Support housing stability for residents at risk of losing housing by promoting dispute resolution services, coordinating rental assistance resources, and working with non-profit providers to provide services.	◐	○	S, M, L	Organization, Communitywide	PCD	Ongoing. This is a new strategy that was added to respond to current and anticipated on-going community support
Track new COVID response funding and facilitate grant and contracting process to respond to ongoing community needs (e.g. rental assistance).	◐	○	S, M, L	Organization, Communitywide	PCD	This is a new strategy that was added to respond to the monitor funding needs, expenses and impacts. This will be an on-going activity. Council was briefed on 2/16 of most recent work completed in 2020 via CARES Act funds.

Expand marketing campaigns to highlight open businesses, increase consumer confidence, and describe current operations models.	●	●	S, M	Organization, Communitywide	PCD	Working weekly with partners and consultants to continue new marketing campaigns, holiday programs and other communication to share out which businesses are open and incite customers to visit. Thanksgiving Campaign resulted in over 3,000 meals being sold and businesses seeing increased sales from year before.
Undertake development review process streamlining to align workloads with staffing capacity, expedite review, provide predictability in customer experience and timing, and appropriately manage the cost of doing business in Redmond, and provide relief to strained staff capacity.	●	○	S, M	Organization	PCD, Public Works	Underway. Created Utilities Availability Certificate staff. Began review of roles and responsibilities between DSC and PW to define when staff should be partaking in reviews and at what stages. Discussions underway regarding ROW use permit process and consolidation of permit center.
Draft Continuity of Government Plan.	●	●	S, M	Organization	Emergency Management, Executive	Utilizing the Red/White/Blue ECC teams with regular interaction with each department Director, the COOP and COG will be completed by the end of 2Q2021.
Update annual workplans to respond to change in pace due to current protocols, funding changes, and consultant delays impacting safety audits, traffic calming, and other programming.	●	○	S, M	Organization	Public Works	Underway. Completed 2020 workplan adjustments. 2021 work planning underway. Utility Strategic Plan is helping to prioritize work planning.
Energov workflow streamlining for all divisions to create a maintenance plan and enable more self-service by customers, public, and staff, as well as reduced internal system issues.	●	●	S, M	Organization	PCD	Underway. 2021 Workplan for Energov finalized and includes the streamlining of all workflows.
Expand REPs and guidance information to increase efficiencies and online self-service by customers.	●	●	S, M	Organization	PCD	Underway. 2021 Workplan for Energov finalized and includes the updating of all REPS language by Q3.
Draft a Pandemic Plan and update Family of Emergency Management Plans.	●	●	S	Organization	Emergency Management	The Pandemic Plan was updated in 2020. The Hazard Mitigation Plan annex to King County was completed in 2020. EMD's work plan for 2021 includes updates for the CEMP, ESFs, and COOP/COG.
All departments to develop one-page Continuity of Operations Plan outline to detailed action plan depending on number of external services and essential operations to respond to budget adjustments and LOS changes. This strategy has been replaced. Departments will begin developing repopulation plans. Additionally an overarching plan will be developed.	●	●	S	Organization	All Departments	Emergency Management will coordinate with every department to update their COOPs for current and future emergency event preparation. The Fire Department has begun outlining the planning process for repopulation and reopening. They
Launch small business banner advertising program.	●	●	S	Organization, Communitywide	Parks, PCD	Program was under development for business banners/advertising on Parks sports fields (along fence lines), greater details/parameters needed evaluation and determining (duration, rotation, priority and waiting list process, possible restrictions, etc.); Parks staffing reductions and higher priority tasks have resulted in reprioritization of this item, will be resumed at a later date.
Update Human Services Strategic Plan to respond to impacts of the pandemic and evolving community needs.	●	○	S	Organization, Communitywide	PCD	
Partner with non-profits to support education, community outreach, and navigation process for vaccinations, with particular attention to immigrant and refugee population.	●	○	S	Organization, Communitywide	PCD	This is a new strategy that was added to respond to need of supporting accessibility of vaccines to vulnerable populations and persons of color.
Prioritize and review value of regional and internal regularly attended/ scheduled meetings.	●	○	M, L	Organization, Communitywide	All Departments	Departments continue to evaluate specific topics and value of attending such meetings and determines with leadership if attendance is a priority on a case by case basis, frequency and attendance modified accordingly. Some meetings have paused during pandemic and others have been added or expanded as a result of Covid-19 impacts.
Long-term solution for part-time in-office workforce include dual equipment planning, workstation modification, "landing" sites, and equipped meeting spaces.	●	○	M, L	Organization	TIS, Parks, Finance	Front desk area "sneeze guards", already deployed to Development Services, Customer Service Center, and Community Centers in preparation for reopening; Plan in place for removal of appropriate amount of chairs in conference center and other gathering spaces to maintain proper distancing and/or adhere to other CDC/State guidelines in place when reopening occurs, will remain in progress and routinely addressed as guidelines change. Additional work underway to address hybrid workforce needs, updates to conference rooms and distancing or workspaces.
Consider more flexible policies for use of public rights of way in urban centers.	●	○	M, L	Organization, Communitywide	PCD	Began as part of outdoor dining permits. Underway for row uses for projects under development. Will be completed more extensively as part of the multiphase code rewrite over the next three years alongside Transportation Planning & Engineering and Public Works partners.
Create a reactivation plan for community facing and interactive programming as part of COOP.	●	○	M, L	Organization, Communitywide	Police	The COOP post-COVID will entail a continuation of online classes offered to the public, coupled with traditional in-person instruction. It will be a hybrid between the two to satisfy the community members individual comfort level
Consider permanent policy changes and flexibility to support small businesses and development.	●	○	M	Organization, Communitywide	PCD	Underway in Planning via the multi-year code rewrite project and reviewing of deviation approvals over last several years. The period comprehensive plan review is also underway.
Standardize and streamline process for timesheet corrections.	●	●	M	Organization	Human Resources	WorkForce Dimensions - Timekeeping in progress for Phase 1, target implementation date of 4/1. DocuSign has been implemented in the meantime to address corrections.

Plan for alternative solutions to capture past due payments of utility bills or update the revenue forecasting for an extended duration.	●	●	M	Organization, Communitywide	Finance	Utility billing keeps records on all past due utility bills and keeps in contact with the bill payers. During COVID, Utility Billing has worked with delinquent accounts to institute payment plans and has followed the Governor's orders on charging of late fees and shut-offs. The order's remain in place.
Systematically update the scheduling of all development reviews organization wide so staff is able to plan accordingly, and applicants can be provided predictable timelines.	●	○	M	Organization	TIS, PCD	Have begun updating permitting software and building out updated program structure streamline annual workplan and enable enhancement to make work easier and more transparent.
Update workplan, expectations, and goals for vegetation maintenance for next 24 months as part of COOP.	●	○	M	Organization	Public Works, Parks	Underway. Standard messaging created with Customer Service to notify public of vegetation priority and LOS adjusted in 2020 workplan. 2021 workplan development underway - LOS will not change as no seasonal staff is budgeted. COOP is in 2021 workplans.
Fire training division must be updated to offer more days for opportunity to make-up missed courses due to social distancing and reduced participant occupancy in classroom training areas.	●	○	M	Organization	Fire	Fire has changed how training is being delivered, which will continue through state mandated closure period. Continuing to conduct internal training using social distancing and online options. External/regional training (i.e. HazMat and Technical Rescue) has been cancelled due to closures.
Cross departmental streamlining of business practices and processes including updates to the Civil Construction Review and Entitlement Process to address staff workloads, inconsistencies, and increasing cost and time of doing business within the City.	●	○	M	Organization	PCD	Development Services Center (DSC) and Public Works have completed streamlining on UAC. DSC and cross-departmental partners are preparing for intake process improvements to DSC via creation of a Permit Center. The next component will be evaluating individual permit processing for technical compliance.
Initiate a solution that allows payment processing more frequently than two days a week.	●	○	M	Organization, Communitywide	Finance, Parks, PCD	Survey will be completed to determine desired need, as additional service needs have been placed on Permit Techs from reduction levels in Customer Services staff.
Update and complete the Facility Operation Plan as additional information is provided.	●	●	M	Organization	Parks	Facilities Operations are documented and evaluated weekly by Parks leadership, Parks COOP and Implementation Teams based on the latest CDC/State guidelines and adjusted appropriately.
Update the ROW use permitting and inspection process to streamline and to provide defined timelines for developers and staff.	●	○	M	Organization	Public Works, PCD	Underway. Public Works is working with Planning to develop a new workflow.
Evaluate the Real Property function and streamline processes.	●	○	M	Organization	Finance	A team has been established and a list of improvement efforts is currently being prioritized.
Proceed with 2050 and Overlake Planned Action - EIS to reduce cost of doing business, advance comprehensive environmental protection, ensure vision of City is well communicated through policies and regulations, and support resiliency of the community. Consider a Planned Action EIS in Downtown and Marymoor.	●	●	L	Organization, Communitywide	PCD	Long Range team as begun the path to the periodic Comprehensive Plan update, Transportation Management Plan update, and Overlake Neighborhood plan update.
Monitor transit impacts and ridership, and advocate with partners for service restoration.	●	○	L	Organization, Communitywide	PCD	Have held two forums with local partners, KC Metro and employers, employees to discuss the concerns and impacts of riding transit during the pandemic and in response to the September service reductions. Continued partnership and advocacy with service providers are necessary to realize our development goals and housing.
Development events and planning strategies for 2021-2022.	●	●	L	Organization, Communitywide	Parks	Event strategies are being evaluated/considered based on CDC/State guidelines, further 21-22 strategy development also underway and contingent on the re-hiring of an Events Coordinator position and re-establishing event funding that was reduced and/or eliminated from the biennial budget.
Expand What's Open Eastside and continue streamlining platform interface and advertising.	●	●	M	Organization	PCD	Limited capacity for transition to enhanced mobile app, but is underway.
Refresh tourism matching event grant program to target most impacted business sectors such as hotels, and update grant process to be more straightforward to expedite awarding of funds.	●	○	M	Organization, Communitywide	PCD	underway. Timing for grant window dependent on reopening restrictions.
Focus tourism efforts on recruitment of events for 2021-22 that support local businesses and hotels.	●	○	L	Organization	PCD	Have secure new sporting event for 2022, negotiating additional large scale new event and deployed GEEKO OUT GOLD hotel and local currency tourism program.
Resume filling of board and commissions member vacancies.	●	●	S	Organization, Communitywide	Executive, Communications	The Deputy City Clerk is now the official contact for boards and commission. A process is being formalized for boards and commissions appointments and reappointments. New recruitments have resumed.
Look into HVAC modifications to increase outside air. Increased airflow results in increased strain on equipment and cost to maintain comfortable indoor temperature while also ensuring safe circulation.	●	●	M	Organization, Communitywide	Parks, Executive Emergency Management	Facilities/Park Operations has added/modified ventilation at all City locations and continues to monitor and adjust as needed (performed routinely at this time based on seasonal changes/needs, though adjustments routinely performed all necessary/significant HVAC modifications to allow for these routine adjustments has been completed).

Update current policies and draft new policies necessary to support a refreshed City culture around teleworking. How to develop/learn the culture remotely for new and existing staff. How to create opportunities/expectations for interactions outside of Teams meeting. Keeping strong connections between management and staff long term.	●	◐	S, M	Organization	Human Resources	Telecommuting/AWS training offered 7/25/2020. Telecommuting policy finalized 1/25/2021. Telecommuting training will be offered again in 2021.
Develop citywide solution to cumbersome process work arounds and difficulties in receiving mail and packages.	●	○	M	Organization	All Departments	Parks Customer Service Center (CSC) staff is accepting all deliveries Tue/Wed/Thur at City Hall, Wright Runstad accepting Mon/Fri; CSC staff informing/coordinating pickup by addressee; Mail services vendor (Copiers NW) has resumed satellite site delivery/pickup of USPS and interoffice mail daily to PSB, FM, MOC, Fire Administration (FS 11, they then distribute to other stations); CSC staff continues to coordinate with other City Hall workgroups for mail pickup and/or opens/scans/emails time sensitive items to Exec, Finance, etc. This process is not anticipated to change again until repopulation and reopening of all facilities.
Outdoor Dining Permit.	●	●	S	Organization	PCD, Public Works, Communications	complete and on-going
Long-term solution for computer or technology equipment repair and pick-up.	●	○	M	Organization	TIS	Coordination has been streamlined, request are made online and facilitated via department staff on-store or TIS as necessary
Increased process efficiencies and training for cloud-based collaboration tools.	●	○	M	Organization	TIS	Trainings and Q/A meetings have been deployed. Additionally TIS has made staff available to provide divisional training upon request.
Increase staff training on communication tools to improve protocols, address timelines, and strengthen skills as outreach increasingly moves to digital platforms.	●	○	M	Organization	Communications	Refreshed communications toolbox on City Web, new branding guidelines rolled out in mid-August
Consider reduction of underutilized programs such as wellness programming and tuition reimbursement.	●	◐	S/M	Organization	Human Resources	Both Programs reduced in 2021-2022 budget adoption to support deficit
Increase pro-card limits for at least three city staff members permanently to meet emergency needs.	●	○	S	Organization	Finance, Emergency Management	Fire Department has increased procard limits for the department's Central Purchasing Officer
Coordinate with updated state regulations and guidance including leave laws and safety protocols.	●	◐	S/M	Organization	Human Resources	Compliant with Safe Start, transitioned to Healthy Washington, CARES Act
Implement teleworks and alternative work schedule (AWS) programs to increase retention and recruitment.	●	◐	M	Organization	Human Resources	Telecommuting/AWS training offered 7/25/2020. Telecommuting policy finalized 1/25/2021. Telecommuting options advertised in Job posting. Telecommuting training will be offered again in upcoming year, once buildings reopen.
Evaluate solutions for remaining in-office processes such as faxes, confidential document share and dual / split file storage.	●	○	M, L	Organization	Organization wide	Digital fax options have been put in place where appropriate, confidential documents are being handle in-person by staff scheduled to be on-site. Where available files have been converted digital and are being maintained or generated digitally in majority since the start of the pandemic. There is not expected to be further changes to practices prior to the reopening of City Hall.
Adopt budget adjustments that respond to lost revenue, essential services, and community impacts for 2019-2020 budget.	●	◐	S	Organization	Finance	In 2020, a list of reductions was reviewed with Council including the elimination of 9 vacant positions. The new budget for 2021-2022 is predicated on continuing lower revenue collections due to COVID. The City reduced the biennial budget by an additional \$11 million over the 2020 reductions.
Prepare plan for streamlined processing of business license renewals beginning in January 2021.	●	○	M	Organization, Communitywide	Parks	Online/self-serve process streamlined for businesses; Plan developed and implemented for adequate staffing levels/support dedicated to program taking into consideration Parks Customer Experience Division staff reductions/layoffs and significant 1st quarter volume.
Create standardized templates for navigating Comprehensive Plan amendments, zoning code amendments, and the Planning Commission process to respond to increased workloads, Council backlog, deadlines, and limited staffing capacity.	●	○	M	Organization	PCD	Revised application forms, intake instructions and docket procedures have been deployed to respond both to current needs, provide increased clarity, manage workloads and support the periodic update.
Create indoor and outdoor staff landing and break areas at multiple City facilities for staff who are regularly in the field and do not have break and lunch areas available. Also provide restroom facility access or mobile restrooms.	●	○	S	Organization	Public Works	Complete. Manager offices, conference rooms, and workout room at PW-MOC have been repurposed for crew seating and break areas. Restroom access at MOC building 1, Trinity building, and Public Safety lobby and City parks.
Update all planned public participation, outreach, workshops and reprioritize. Develop and maintain a public outreach database as a way to coordinate and add diversity and efficiency to our typical stakeholder outreach and prevent stakeholder fatigue.	●	◐	S, M	Organization, Communitywide	Communications, Public Works, Parks, PCD	PCD: Long Range team developed a database of stakeholders to track those involved by frequency, topic and continue to be able to grow and ensure diverse participation throughout the City. Other community involvement efforts such as updates to the Zoning Code are considered for coordination and collaboration across Planning's work plan. PW: Monthly Utilities/Communications Team meetings are used to prioritize and develop strategies to reach public during COVID-19. Targeted capital project outreach continues. Comms: supported departments in deployment of online meetings, recording postings, and increased digital communications. Additional templates were provided as part of the revised Communications tool box. The Communications Team continues to manage the City's GovDelivery public outreach database. Clerk's Office is managing public participation for Council meetings.

Crew restrictions to use single occupancy vehicles - as more people return to work, less spare vehicles will be available. Solution needed for staff until sharing of vehicles can resume.	●	○	M	Organization	Public Works, Finance	Complete. Two vehicles have been reassigned from other workgroups, others are PW vehicles that Fleet has postponed sending to auction. 4/10 schedule and vehicle cleaning kits make sharing vehicles possible. Safety policy in place when multiple vehicle occupants are required.
Update and audit program modifications due to increased exposure risk to staff with public reopening's - facilities, parks, etc. - keep staff safe during interactions.	●	○	S, M	Organization	All Departments	PPE inventory procured and stocked for reopening of City programs; Signage and wayfinding/pedestrian flow through facilities addressed; Conditions of entry developed and signage in place; QR Code touchless check-in deployed; Plexiglass barriers for front desks in place; Modified staffing levels and social distancing requirements addressed; Will remain in progress as adjustments are continually evaluated and implemented based on latest CDC/State guidelines. Individual departments have deployed workload specific measures as well. This strategy will be updated again as part of the repopulation plans.
Create coordinated communication plans for all field crew staff.	●	◐	S	Organization	Public Works, Parks	Complete. Parks and Public Works MOC leadership meet regularly to coordinate policies and communications to field staff. Field staff receive cascading information from leadership at least weekly. Monthly PW newsletter sent to all staff.
Coordinate with relevant City departments to restore Lime scooter service as a mobility option supporting travel and business recovery efforts.	●	◐	S	Organization, Communitywide	PCD, Public Works	Completed. Lime Scooters being deployed with updated terms and policies.
Relaunch parking enforcement Downtown.	●	●	S	Organization, Communitywide	PCD	complete.
Update parking enforcement plan to cease enforcement of City Hall consistent with recommendation from Downtown Strategic Parking Management Study.	●	◐	M	Organization, Communitywide	PCD	Following the adoption of the 2021 budget Parking Enforcement has been modified and reduced.
Streamline internal approval processes, increased use of DocuSign, and training.	●	○	M	Organization	Police	The PD now uses DocuSign for all PANs and it will soon be used to streamline the internal accident review process. The Training Unit uses the online portal "PowerDMS" more frequently for training to limit in-person instruction (Complete)
Update Police managed training for City employees - shifting to virtual classroom platforms for employees to include workplace de-escalation, ALICE, personal safety, and others.	●	◐	S, M	Organization	Police	PD provided training for city staff shifted to a virtual platform; conducting a majority of the training via TEAMS.
Update 911 Dispatch/Response to Emergency Protocols with permanent process and protocol changes.	●	◐	M, L	Organization	Police	Callers are directed to online report for a number of reports, which reduces officer contact. Non-emergency callers receiving a screening of "Are you or any of your household members exhibiting flu-like symptoms." Callers with complaints related to the governor's directives receive a link as a resource (Complete)
Deploy updated process for fingerprinting and Concealed Pistol Licenses.	●	◐	S	Organization, Communitywide	Police	Permitium was implemented in August 2020, which allows residents to apply, renew, and replace CPLs. Fingerprinting services for the community are suspended but prints from private vendors are accepted (Complete)
Update programming to reflect current capacity funding and timeline potential.	●	○	S	Organization	Executive	Sustainability Plan implementation activities are being aligned with existing and supportive efforts where feasible to maximize efficiency and staff capacity. Programming is currently under development and new efforts will be added in 2021/2022 to support the City's climate and sustainability goals.
Look at opportunities for process and staffing structure revisions to support staff workloads, increase efficiency, and respond to stakeholder and applicant feedback.	●	○	S	Organization	PCD	Realignment and restructuring of department went into effect on 1/1/2021. Updates to structure were made to align with lines of business and create capacity to address continuous improvements
Launch restaurant delivery to major parks within the City.	●	◐	S	Organization, Communitywide	Parks	Program launched early August, 2020, survey results reflected the program was not significantly utilized, program continues but no further modifications are planned at this time.
Launch City Hall senior lunch pick-up program.	●	●	S	Organization, Communitywide	Parks	Program launched mid June, serving 70-80 seniors daily (two days per week) through 2020; Program was viewed as completed at last update but is now being revisited as program was reduced to 1 day per week in 2021 due to staffing and budget reductions in current biennium; Currently collaborating with Human Services and evaluating options and funding to increase frequency and meal options.
Update recruitment approach to better attract prospective talent during the pandemic and remote work structure.	●	◐	S	Organization	Human Resources	Advertising City Hall closure/telework environment in job postings. Streamlined requisition approvals, virtual interviewing and on-boarding to shorten the recruitment process.
Launch small business grant program.	●	◐	S	Organization, Communitywide	PCD	Three small business grant programs were facilitated between October and December 2020
Complete eastside market analysis for business and talent.	●	◐	M	Organization	PCD	Completed. An update that focuses on workforce opportunities as they relate to the impacts of the pandemic will be deployed over the next year.
Create Curbside pick-up option.	●	●	S	Organization, Communitywide	PCD	completed.
Explore specific ways to support local restaurant businesses during winter months.	●	○	S, M	Organization, Communitywide	PCD	City funded reimbursement grants to support outdoor dining materials and provided extensions to all temporary use permits. Public Works developed a snow removal plan to avoid Streateries where possible. Funded large holiday marketing campaigns.
Participate in welcome back campaigning and public relations for local businesses.	●	●	S	Organization	PCD	complete
Develop small business advisory panel to share impacts and needed support over next two years.	●	◐	S, M, L	Organization, Communitywide	PCD	Developed for both food service and non-food service

As businesses and City facilities remain closed or restricted during the long-term from public access including to restrooms, the City's field staff, delivery drivers, and others have limited access to safe and healthy restroom facilities. Evaluate the need for additional facilities for City staff and for the community.	●	○	S, M	Organization, Communitywide	All Departments	COR field staff now have access to City Hall and/or PSB public restrooms; Parks has opened six park structures for staff use; Parks restrooms open for community use; Touchless visitor/vendor check-in processes deployed at City facilities for contact tracing needs, thus delivery drivers and other authorized vendors may use restrooms as necessary when onsite, following all PPE and distancing protocol. Additional outdoor staging areas have been made available. Additional cars have been made available where they previously had been shared.
Partner with eastside cities to apply for EDA grant for the creation of a workforce development program.	●	●	S, M	Organization, Communitywide	PCD	Eastside response team both submitted EDA grants for workforce development.
Apply for EDA grant for the creation of a small business recovery hub and training services to support stabilization of local businesses.	●	◐	S	Communitywide	Partners, Community	OneRedmond long-term resiliency and business support.
Create community agency panel and connections that respond to COVID-19 specific impacts and future emergencies.	●	◐	S, M, L	Communitywide	Partners, Community	Was developed and has met three times with more than 50 partners from 44 organizations known as Redmond Partnership Network.
Create internal landing page regarding COVID-19 for staff on all current organizational protocols, requirements, and updates with a question submittal option and archive of notes, e-mails and meeting recordings.	●	○	S	Organization	Communications, Human Resources	COVID-19 Incident Page Available on new SharePoint Intranet (City Web)

Executive Summary

Identifying and Realizing Redmond's Long-Term Recovery Vision

The nation's first case of COVID-19 was found in Snohomish County in January 2020. On February 28, 2020, the Washington Department of Health announced two additional cases – one in King County and one in Snohomish County. On February 29, 2020, Governor Jay Inslee declared a state of emergency in response to the new cases and directed state agencies to use all resources necessary to prepare for and respond to the outbreak. Since that time, state, regional, and local governments have responded proactively to issues as they continue to emerge and as the COVID-19 pandemic persists.

The goal of Redmond's Long-Term Recovery Plan (LTRP), outlined in this document, is to re-establish a healthy and functioning community that will sustain itself over time. The LTRP employs Federal Emergency Management Agency (FEMA) standards.



What is the City of Redmond's role in the recovery?

Information has become a priority of governmental operations. Many of Redmond's residents rely on City government to provide accurate and timely information. People also look to the City to provide essential services that support a high quality of life for the entire Redmond community.

The strong desire to foster community re-establishment, coupled with the imperative to provide accurate and timely information, prompted the City to take proactive actions toward its long-term recovery from the COVID-19 pandemic. While the pandemic continues to evolve, the City's leadership and staff strongly support a community vision and path forward that ensures a re-establishment of a healthy and functioning community that sustains itself over time.

Redmond's recovery is holistic and organic. It means many different things to its community, partners, stakeholders, and staff. The Long-Term Recovery Plan (LTRP) represents resiliency and long-term planning on behalf of the participants in the Plan's development and of those for whom the Plan establishes a one to five-year comprehensive recovery vision for the City

Citywide Impacts

The City and Redmond community have experienced several systemic impacts:

- Redmond’s largest business sector, Information and Technology, successfully responded to the limitations instituted as a result of the COVID-19 pandemic. Infrastructure had been previously established allowing business operations and employment to continue with relative ease following a brief period of reorganization during the initial impact of the pandemic. However, the broader economy, including though not limited to personal services, food services, hospitality and special events, manufacturing, education, and construction experienced significant reductions in revenue. A study by Community Attributes, Inc. for the Seattle Metropolitan Chamber of Commerce reports that the greater Seattle region lost \$13.4 billion in gross business revenue during the first six months of 2020 compared to the same period in 2019. During the 2019-2020 biennium, the City experienced a budgetary shortfall of \$4 million, related to the loss of fees, registrations, rentals, and other revenue.
- A portion of the Redmond community continued experiencing preexisting as well as new insecurities regarding access to food and housing. During the April through August 2020 study period, Hopelink provided over 51,000 food boxes, equating to over 1 million meals; the City’s Senior Curbside Lunch Program provided 980 meals; and Sound Generations – Meals on Wheels provided over 3,000 meals. Though support for housing was also provided in the form of rental assistance and eviction moratoriums, not all community members benefitted. People for whom English is not a primary language — comprising 12 percent (or 7,000) of Redmond’s residents - and undocumented workers have been impacted in greater magnitude than other community members.

Impacts by Recovery Plan Components

All components comprising the City’s long-term recovery are anticipated to continue experiencing impacts related to the COVID-19 pandemic. The insights below represent recovery plan components impacted most severely during the study period — April through August of 2020.

Housing

The City along with other jurisdictions throughout the Puget Sound region have implemented a wide variety and large number of policies addressing housing affordability and choices. These policies are developed upon the foundation of a “*housing to jobs balance*” whereby people working within the City have the opportunity to also live in Redmond. Currently, the majority of the City’s 10 neighborhoods require 10 percent of housing units at 80 percent of the King County median income in developments of 10 or more dwellings. Increased focus on housing affordability began in 2019 under a statewide initiative, including the creation of a Housing Choices Strategy and additional support for the “*missing middle*” – housing types providing cost options and transitional forms bridging multi-family and single-family dwelling types.

The unanticipated conditions created by the COVID-19 pandemic resulted in additional strain upon already fragile housing supplies. Local demand for housing solutions is demonstrated by the City’s homeless community and indirectly, by the number of people commuting to the City for employment. However, the pandemic created additional demand through which alternative housing types became urgent. In the absence of citywide safety policy specific to housing, community service organizations and local hotels responded with short-term housing

solutions. Though the solutions remain unpredictable in the long-term, these provisions filled a portion of essential needs in rapid response during the initial outbreak.

Human Services

The City facilitates support for a portion of community service organizations providing services to Redmond's residents. This network of 22 providers represents a strong solution-oriented system, however, it is only a portion of the broader community support system. Some organizations operating independent of the formal network have continued to provide various services to people in need including food, shelter, advocacy and counseling, and translation services. These organizations, like those supported by the City, are experiencing budgetary and staffing challenges as demand for services increases, placing continued operations at risk.

A comprehensive and holistic approach to citywide community services has not been previously facilitated though, during the study period, the network rapidly expanded to 46 service providers and is anticipated to continue increasing in numbers and in capacity. The COVID-19 pandemic raised awareness of the demand for collaborative and inclusive responses to community needs through which organizations involving various focuses can communicate across missions, supporting common recovery goals.

Parks, Arts, Culture, Food Systems, and Health

Leadership and staff from the City's Department of Parks and Recreation developed, implemented, and continued maintaining a Continuity of Operations Plan (COOP) during the study period. The COOP is in alignment with the National Disaster Recovery Framework and with the City's Emergency Management Plan allowing the department to implement responses to unique community needs and provide staff clear and concise action schedules. The COOP remains effective as an evolving, "living" document, responding to new conditions and employing safety standards in real-time response to Governor Inslee's Safe Start Washington Phased Reopening Plan.

However, the department was significantly impacted by a loss of revenue stemming from cancellation of recreation classes and facility rentals due to building closures. Facilities remained closed during the study period, in alignment with Safe Start standards, while some recreation classes transferred to virtual classrooms. Maintenance of City parks continued with some impacts experienced by staff as a result of community members' unsafe social distancing and mask practices. Social distancing standards and budgetary constraints limited community gathering opportunities whereby City-sponsored events such as Derby Days and So Bazaar were canceled and transitioned to online venues.

Some cultural opportunities were implemented by local organizations such as Centro Cultural Mexicano's *Border Doors Exhibit*. However, as with community service agencies, small organizations providing cultural services experienced significant budgetary and staffing constraints, particularly in the absence of in-person opportunities for advocacy, collaboration, and involvement.

Additionally, Redmond like many Puget Sound jurisdictions, imports its food supplies. Access to agriculture decreases as development of land within the growth management area continues. The COVID-19 pandemic provides a serious workplace hazard, described by Washington State Department of Labor and Industries, with specific requirements to protect agriculture and related industries. Alternatives such as community and backyard gardens, backyard chicken husbandry, and rooftop gardens provide the community a minor level of access to locally grown and thereby resilient food systems. Due to the complexity of this topic and the timeframe of this plan's development, additional research is suggested to understand and develop recommendations in the context of long-term recovery and ongoing community resiliency.

Economic Development

The City's business licensing database indicates over 4,000 businesses provided employment in Redmond during the study period. The distribution of 1,500 Paycheck Protection Program (PPP) loans for a total of \$47,304,050 supported 25 percent of Redmond businesses and supported the retention of 14,869 jobs as of June 30, 2020. Within Washington state, a majority of PPP loans were provided to the health care and social assistance, professional services, construction, and manufacturing sectors. Funds provided to Redmond's small businesses supported utility and rent relief, lease re-negotiation, new opportunities for outdoor area operations, and other short-term needs.

The pandemic raised awareness of the importance of accurate and timely information. Small businesses stated their reliance on City messaging regarding public safety protocols and emergency services such as distribution of personal protective equipment and signage. Though a proactive involvement approach for small businesses had not been implemented as a primary focal point of economic development, the COVID-19 pandemic strengthened efforts by the City and OneRedmond to include frequent and ongoing focus groups and one-on-one conversations with small businesses regarding short-, medium-, and long-term recovery needs.

Public Safety and Mental Health

Requirements for social distancing appear to correspond to an increase in mental health concerns. The Stay Home, Stay Healthy order and physical distancing guidelines have been significantly felt by adult over 60 as well as by people living alone. Online venues strive to provide accessible and equitable alternatives though are not within reach of all community members. As of 2019, the Washington Office of Financial Management reported 727 Redmond households having access to the internet only through smartphone technology and 931 households not having access to the internet, particularly without access to the Redmond Library. Community service providers continue to report increases in mental health and crisis issues on behalf of their clients. It is anticipated that these impacts will continue in the wake of the pandemic's trajectory.

Building Services

The City's economic forecast is linked to many business sectors including the construction industry. The COVID-19 pandemic's initial outbreak resulted in pauses to development activities including public and private projects, affecting the project lifecycles for several property asset classes including hospitality, commercial, office, residential, and services. Obstacles to construction included full or partial bans on construction activities, lack of material, required physical distancing and other health and safety standards that modified traditional operations, and regulatory challenges. Once the City's Department of Planning and Community Development successfully resumed permitting and inspections, local development activity increased as measured on a monthly basis. Yet, national financial investor requirements continue changing with long-term impacts anticipated such as the availability of capital, investment readiness, and viable tenants.

Timely response and ongoing collaboration with the development community continues to aid recovery of this business sector and support increased levels of development activity. Redmond is unique in that development of the East Link Light Rail infrastructure continued with service to Overlake anticipated in 2023 and to Downtown in 2024. A corresponding increase in demand for transit-oriented development remains likely near the Overlake, SE Redmond, and Downtown light rail stations.

Outlook

The COVID-19 pandemic raised awareness of many issues and will continue to require the City and community to adjust. It is anticipated that the region as well as the City will experience uncertainty regarding economic conditions and employment. The Long-Term Recovery Plan recognizes these challenges and sets forth a series of local actions to be facilitated by the City and the community, ensuring Redmond's long-term recovery and resiliency. Long-term strategies provide opportunity for recovery of directly impacted areas such as small business revenue and workforce redevelopment training. Strategies also suggest comprehensive refinements including streamlining operations to reduce the cost of doing business, increasing the ability for businesses to thrive, realizing the City's vision and Comprehensive Plan, and restructuring and process audits to create efficiencies and additional capacity for City operations and staff.

Collaboration, communication, and diversity are among the recovery plan components that offer significant potential for re-establishing a healthy and functioning community that will sustain itself over time.

Redmond's Long-Term Recovery

COVID-19

August 7, 2020
City of Redmond
Prepared for: Mayor Birney



MOVING FORWARD
TOGETHER

#OurRedmond

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The City of Redmond assures that no person shall, on the grounds of race, color, national origin, or gender, as provided by Title VI of the Civil Rights Act of 1964 and the Civil Rights Restoration Act of 1987, be excluded from participation in, be denied the benefits of, or be otherwise subjected to discrimination under any program or activity. For more information about Title VI, please visit redmond.gov/TitleVI.

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Executive Summary

Identifying and Realizing Redmond’s Long-Term Recovery Vision

The nation’s first case of COVID-19 was found in Snohomish County in January 2020. On February 28, 2020, the state Department of Health announced two additional cases – one in King County and one in Snohomish County. On February 29, 2020, Governor Jay Inslee declared a state of emergency in response to the new cases and directed state agencies to use all resources necessary to prepare for and respond to the outbreak. Since that time, state, regional, and local governments have responded proactively to issues as they continue to emerge, and the COVID-19 pandemic persists.

The goal of Redmond’s Long-Term Recovery Plan (LTRP), outlined in this document, is to re-establish a healthy and functioning community that will sustain itself over time. The LTRP employs Federal Emergency Management Agency (FEMA) standards.



In order to complete thorough analysis and complete the plan within the 12-week National Disaster Recovery Framework timeline a more expansive Executive Summary could not be included.

An expanded executive summary is being prepared and will be made available to Council and the public.

Introduction

Redmond’s Long-Term Recovery Plan – COVID-19

Starting recovery planning early is important. The sense of urgency that often prevails after an emergency event can lead to local jurisdictions making decisions in the short-term that preclude longer-term options. Sustainable decision-making and long-term strategies for implementation provide opportunities for improving upon solutions and responses.

During the past 12-weeks, the Long-Term Recovery Planning team has worked together and developed the Long-Term Recovery Plan, including:

- Comprehensive analysis and assessment of current conditions
- Recovery strategies recommended for implementation for over the next one to 36 months:
 - Short-term, immediate to six months
 - Mid-term, six to 18 months
 - Long-term, 18 to 36 months
 - On-going monitoring indefinitely of economic health

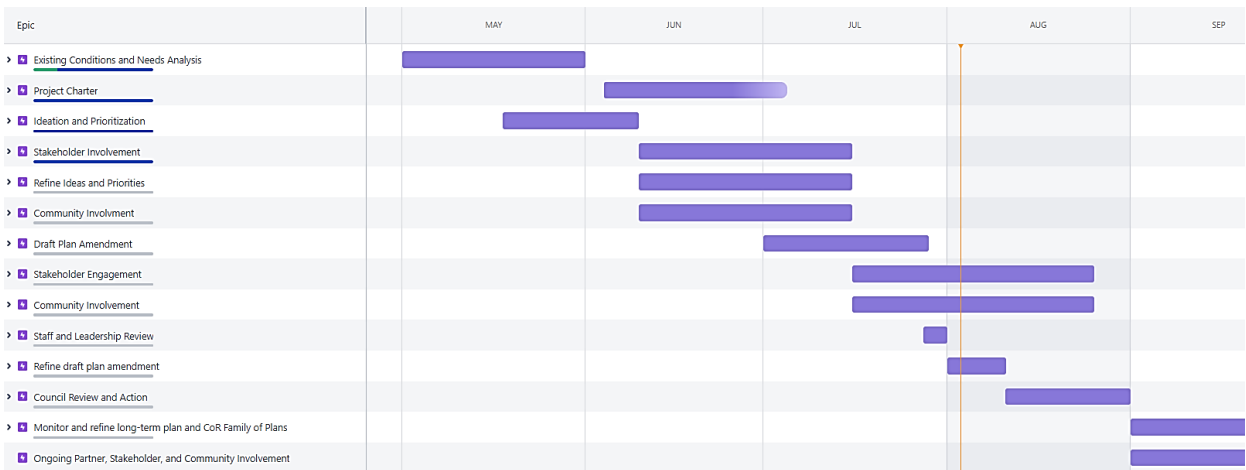


FIGURE 1 - 12-WEEK PROJECT TIMELINE AND PRIMARY TASKS DEVELOPED AND MANAGED IN THE JIRA PROJECT MANAGEMENT SYSTEM

Monitoring and adaptively managing will also be a primary component of the Plan and ensure that this is a living process that can respond to the unique outcomes of this emergency. The pandemic is ongoing therefore, several short and mid-term strategies will continue to address mitigation — reoccurring and ongoing impacts to the community and region from the COVID-19 pandemic.

Recommended long-term recovery strategies are proposed to support these ongoing impacts, as well as post-pandemic recovery and the City’s long-term resiliency. Some strategies may not be deployed in full immediately or might require modification depending on the duration and overall magnitude of the pandemic.

What is the City of Redmond's role in the recovery?

Information has become a priority of governmental operations. Many of Redmond's residents rely on City government to provide accurate and timely information. People also look to the City to provide essential services that support a high quality of life for the entire Redmond community.

The strong desire to foster community re-establishment, coupled with the imperative to provide accurate and timely information, prompted the City to take proactive actions toward its long-term recovery from the COVID-19 pandemic. While the pandemic continues to spread and evolve, the City's leadership and staff strongly support a community vision and path forward that ensures a re-establishment of a healthy and functioning community that sustains itself over time.

Redmond's recovery is holistic and organic. It means many different things to its community, partners, stakeholders, and staff. The Long-Term Recovery Plan (LTRP) represents resiliency and long-term planning on behalf of the participants in the Plan's development and of those for whom the Plan establishes a one to five-year comprehensive recovery vision for the City.



Disaster Recovery

FEMA's Disaster Recovery Framework

Recovery Planning is the sequence of interdependent and often concurrent emergency response activities that progressively advance a community toward defined and planned outcomes following a specific event. Decisions made early in the recovery process will have a cascading impact on the nature, speed, inclusiveness, and effectiveness of recovery and community resiliency.

The National Disaster Recovery Framework (NDRF) guides effective recovery support to disaster-impacted states, tribes, territorial, and local jurisdictions. It provides a flexible structure that enables disaster recovery managers to operate in a unified and collaborative manner. It also focuses on how best to restore, redevelop, and revitalize the health, social, economic, natural, and environmental fabric of the community and build a more resilient nation (<https://www.fema.gov/national-disaster-recovery-framework>).

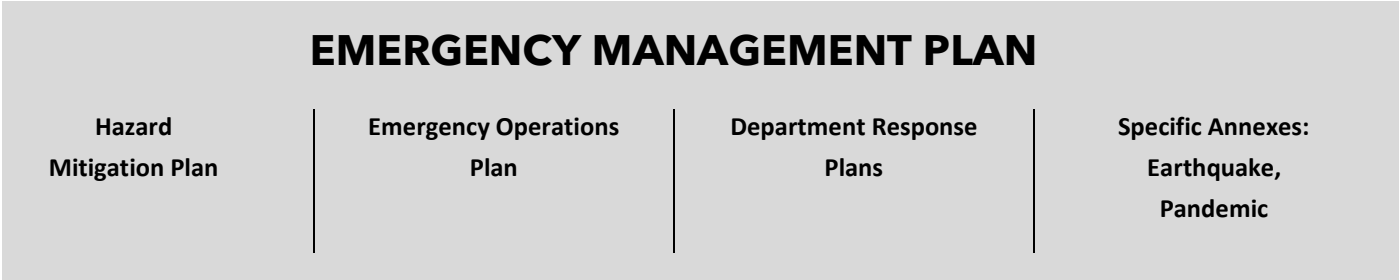
The NDRF provides:

- Eight principles, guiding recovery core capability development and recovery support activities
- The roles and responsibilities of recovery coordinators and other stakeholders
- A coordinating structure that facilitates communication and collaboration among all stakeholders, guidance for pre and post-disaster recovery planning
- The overall process by which communities can capitalize on opportunities to rebuild stronger, smarter, and safer

The NDRF addresses a wide variety of disasters and draws heavily from experience gained during response and recovery efforts associated with the nation’s most common disasters including hurricanes, tornados, flooding, and earthquakes. Recovery support functions identified in the NDRF provide a structure for facilitating problem-solving, improving access to resources, and fostering coordination.

These include:

- Community Planning and Capacity Building
- Economics
- Health and Social Services
- Housing
- Infrastructure Systems
- Natural and Cultural Systems



Post-disaster recovery planning results in a new community vision, goals, initiatives, programs, strategies, and projects.

How is this Disaster Recovery Unique?

Long-Term Recovery During Disaster Response to Unprecedented Pandemic

Redmond's Long-Term Recovery Plan builds upon the NDRF, tailoring a recovery plan to the City's unique conditions and to the COVID-19 pandemic. The COVID-19 pandemic, which is an unprecedented emergency event, continues to emerge on a global scale and therefore, requires a specialized and expanded approach to long-term recovery at the local level.

The City has made diligent efforts over the years in emergency preparedness including drafting and implementing guidance for response and recovery operations. The City's Emergency Management Plan (CEMP) references response and recovery approaches to the impacted community (refer to page 38). The CEMP communicates that recovery of the City's essential functions should be managed through the Continuity of Government (COG) Plan or the departmental Continuity of Operations Plans (COOP).

The City's Hazard Mitigation Plan (HMP), a companion to the CEMP, provides additional details, guidance, and approaches to recovery. The HMP outlines recovery planning protocols, modeled for three types of natural disaster events: landslides, winter storms with power outages, and earthquakes. This plan also emphasizes that the recovery planning process shall be flexible and updated to respond to the nature of a specific incident type.

The breadth of the COVID-19 pandemic emergency is such that no single person in the community has been left unaffected and no single division of the organization has been unimpacted. The event did not occur in a singular instance with clear parameters on extent of impacts — the COVID-19 pandemic is ongoing without a known end-date or clear magnitude of the ultimate impacts. The City's CEMP and HMP create intentional parameters for the majority of disasters Washington has experienced to-date, predominately natural disasters. However, these plans are not well-calibrated for the wide-reaching impacts of a global pandemic. Therefore, this Long-Term Recovery Plan – COVID-19 is a *"living document"* to be revisited and adaptively updated during the continued mitigation, response, and recovery process. This Plan provides a comprehensive assessment of baseline conditions both communitywide and internal to the City organization. The recovery strategies and implementation goals discussed herein range from highly specific to high-level and future oriented for completion by City departments pursuant to leadership directed workplans.

An established recovery framework, baseline assessment, and implementation plan provides support for proactive and strategic decisions going forward, including for unanticipated expansion or increased severity of the COVID-19 pandemic.

The Redmond community is well situated with a diverse network of connected and inclusive service providers, providing long-term recovery with a positive vision of the future.

Redmond's long-term recovery capitalizes on a strong, connected community. Many service-oriented organizations, faith-based institutions, civic clubs, learning institutions, and cultural centers bridge the needs of community members with opportunities and resources. The leaders and members of this rich network have met the current challenges in a comprehensive, timely, well-organized manner. However, this successful response does not necessarily mean that all needs have been or will be met.

This global pandemic has stressed resources in unpredicted ways. The long-term recovery planning process considers a broad range of conditions beyond the foundation provided by NDRF and includes the following 10 recovery components:

1. **Building Services** including public facilities, public and private development, and development review functions

2. **Customer Services** including facility usage, communication and delivery services, and business operations
3. **Communications** including internal, external, intra-agency, and as a conduit between federal and state communications and the Redmond community
4. **Economic Development** including all current and future businesses
5. **Finances** and the biennial budget
6. **Human Resources** including procedures, protocols, and services for all City staff
7. **Human Services** including partner agencies and community needs
8. **Parks, Arts, Culture, Food Systems, and Wellbeing** including education, health, and recreation needs of the greater Redmond community
9. **Public Safety and Mental Health** including continued emergency response and maintenance of operations
10. **Data and Statistics** including technological software, equipment, and services supporting standard and emergency operations

Preparedness, Mitigation, Response Recovery

Process and Timeline

How is Recovery Planning of COVID-19 Aligned with Mitigation and Response to Affected Areas and People?

Emergency preparedness and activation is a part of a planned and anticipated cycle including the following phases and corresponding facilitated state, regional, and local actions to-date:

- **Preparedness:** planning and activities to reduce the impacts of an emergency and prepare the organization for effective mitigation, response, and recovery efforts (*example: training exercises and updating plans*)
- **Mitigation:** the capabilities necessary to reduce loss of life, property, or infrastructure by lessening the impact of a disaster (*example: eviction moratorium and rental assistance*)
- **Response:** capabilities necessary to save lives, protect property, infrastructure, and the environment, and meet human needs after an incident has occurred (*example: 911- response for COVID-19 medical related calls*)
- **Recovery:** capabilities to assist the community when affected by an incident (example: reducing barriers and cost of doing business like parklet permitting and accessing additional resources)

The approach to this emergency is not sequential due the COVID-19 pandemic's ongoing nature. It is overlapping with parallel processes employed for mitigating impacts while also preparing for the future. New information about the COVID-19 pandemic continues to emerge and the City is actively working to keep the community informed, stabilize essential services, and partner with other agencies to support those in the community who have been impacted. The City is simultaneously planning for recovery from this pandemic while preparing for future emergency events including possible intensification of the current emergency.

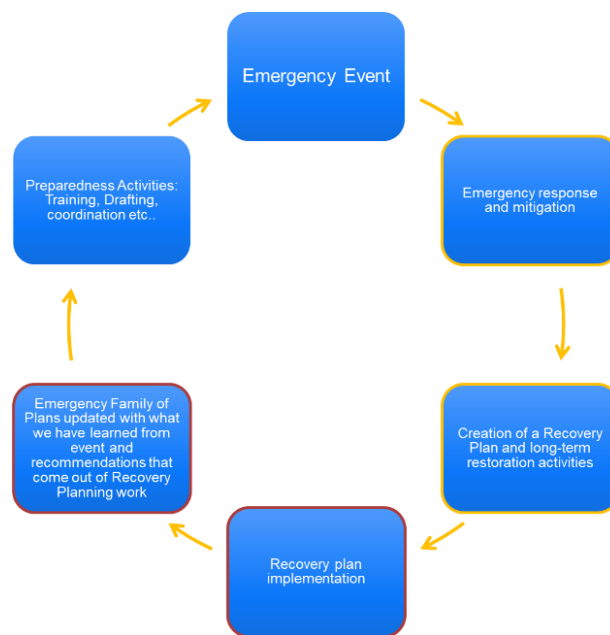


FIGURE 2 - ACTIONS OUTLINED IN YELLOW AND RED OCCUR IN TANDEM DURING THE COVID-19 PANDEMIC EVENT

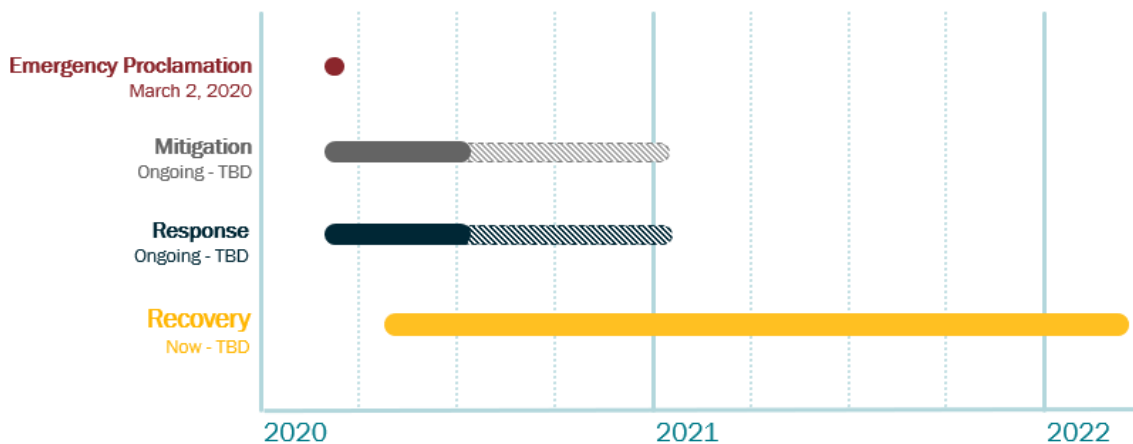


FIGURE 3 - TIMELINE OF CITY OF REDMOND'S ACTIONS IN RESPONSE TO THE COVID-19 PANDEMIC

Summary of Actions to Date, as of July 25, 2020

- ✓ Emergency Command Center (ECC) activated
- ✓ Declaration of Emergency made
- ✓ City Hall closed, Redmond Community Center and Teen Center
- ✓ ECC coordinated with TIS deployment of remote workstation and equipment pick-up
- ✓ ECC coordinated ordering additional tools for staff to operate remotely
- ✓ ECC distributed masks to community partners supporting vulnerable populations and holds remaining masks
- ✓ Parks and open spaces are closed to extent feasible
- ✓ ECC and Parks Department deploys senior lunch pick-up program and Meals on Wheels Program
- ✓ Some amenities of parks and open spaces are closed
- ✓ Programming that was not in alignment with the Governor's orders or would jeopardize the health and safety of the community are postponed, canceled, or moved to digital format
- ✓ Recovery Manager appointed
- ✓ Mayor directs recovery planning to commence
- ✓ Emergency management team begins updates to all emergency plans and the creation of a new Annex plan for pandemic
- ✓ Human Services efforts significantly increased to support non-profits and identify/respond to new and emerging community needs
- ✓ Tourism and Economic Development efforts reallocated to focus on supporting businesses required to reduce operations

Housing

- ✓ Tracking and advocating for the award and distribution of COVID-19 resources from government (federal, state, and county), private sector entities and foundations to East King County non-profit service providers (e.g. additional county funds to purchase hotel vouchers for individuals experiencing homelessness).
- ✓ Participating in the King County Pandemic Community Advisory Group (PCAG) to advise the Seattle Foundation on priorities and grant recipients for the foundation's Round 1 COVID-19 Response Fund.

- ✓ Modifying our operations and approach to be responsive to the evolving needs and challenges faced by non-profits, including revisions to contract reporting requirements, extending the 2021-2022 Human Services Fund grant application deadline.
- ✓ Identifying City resources, prioritizing based on greatest needs, and matching approved funding to identified needs consistent with adopted criteria and guiding principles which will require further Council discussion.
- ✓ Sharing resources and information with external community partners and broader community via social media, website, etc.

Economic Development

- ✓ Webinar series on reopening guidelines and CARES Act funding held in multiple languages.
- ✓ One-on-one loan packaging assistance for those who need start to finish support preparing loan applications.
- ✓ Temporary policy updates and programs such as curbside pick-up and reuse of assigned parking. City staff distributed free curbside pick-up signage to businesses.
- ✓ One-on-one assistance for business planning, financial planning support, and guidance for pivoting operations in the short and long-term to respond to the changing business context.
- ✓ Connecting business and community partners to available grants and advocating for funds to come to the city and support eastside businesses including a session with Congresswoman DelBene.
- ✓ Support for translation services.
- ✓ Development of the What's Open Eastside by staff in TIS and PCD. This tool will provide free marketing to all businesses (not just restaurants) and will include homebased businesses and allow operators to update information about their status in real-time. There is no other tool like this that provides free marketing to all business types and helps relay how local business have pivoted to meet public health mandates.
- ✓ Creation of OneEastside via OneRedmond 501c3 Foundation to help fund the OneEastside Small Business Recovery Initiative.
- ✓ Recovery planning and stakeholder outreach to mitigate the effects of health department requirements for business operations during the Safe Start reopening phases (2-3-4).
- ✓ Participation in the Eastside Welcome Back Campaign focused on drawing people out to local businesses during the next stages of reopening, and using a variety of marketing tools and outreach to grow consumer confidence and highlight the why the eastside is one of the easiest places to enjoy services and restaurants while remaining safe and healthy.
- ✓ Working with partner agencies to explore development of a workforce program to support the reemployment of those who have lost their jobs due to COVID-19.
- ✓ Supporting OneRedmond efforts to secure Economic Development Administration (EDA) and King County grants to provide funding and free services to the public.
- ✓ OneRedmond partnered with other eastside agencies, King County, and Amazon to distribute PPE to 450 businesses.
- ✓ Development of a small business grant program in partnership with OneRedmond to distribute approximately 1.5 million dollars in CARES Act funding.
- ✓ Ordinance and resolution allowing temporary use of public right of way at no cost to expand outdoor seating capacity.

Principles of Recovery

Principles of NDRF Blend with State, Regional, and Local Uniqueness

The National Disaster Recovery Framework (NDRF), as well as state and county plans, identify principles for recovery including deferment to and empowerment of local agencies. King County's direct funding contributions to work being completed by the City, in support of human services and small businesses, exemplifies these principles. The City of Redmond has leveraged existing principles, modifying them to respond to the unique nature of this emergency event and be tailored to the community of Redmond.



Recovery Plan Policies, Goals, and Indicators

Community partnership on the recovery plan ensures that while we continue to be adaptive and flexible as to what the future normal may be, we remain rooted in the foundations of the community's traditions and values.

Overarching recovery policies and goals should be in alignment with or built upon existing community vision and adopted plans.

Redmond's Comprehensive Plan Goals Support the Long-Term Recovery Plan (outlined below):

- To conserve agricultural lands and rural areas, to protect and enhance the quality of the natural environment, and to sustain Redmond's natural resources as the City continues to accommodate growth and development.
- To retain and enhance Redmond's distinctive character and high quality of life, including an abundance of parks, open space, good schools, and recreational facilities.
- To emphasize choices and equitable access in housing, transportation, stores, and services.

- To support vibrant concentrations of retail, office, service, residential, and recreational activity in Downtown and Overlake.
- To maintain a strong and diverse economy and to provide a business climate that retains and attracts locally owned companies, as well as internationally recognized corporations.
- To provide opportunities to live a healthy lifestyle, enjoy a variety of community gathering places, and celebrate diverse cultural opportunities.
- To provide convenient, safe, and environmentally friendly transportation connections within Redmond and between Redmond and other communities for people and goods.
- To cultivate a well-connected community, working together and with others in the region, to implement a common vision for Redmond's sustainable future.

The NDRF and the American Planning Association recommend including a safety element in jurisdictional Comprehensive Plans. This element (or chapter) addresses mitigation, resiliency, and sustainability. Safety related policies are reflected in portions of the Comprehensive Plan addressing neighborhood revitalization and redevelopment and other future-based scenarios regarding investment and intervention in the context of emergency management and recovery.

The City's Comprehensive Plan includes policies that guide and support Long-Term Recovery Planning. The following are primary policies from the City's Comprehensive Plan, Community Strategic Plan, and Mayor's vision that are in alignment with long-term recovery from the COVID-19 pandemic. Additional policies are included in the Appendix.

Policy	Goal	Potential Indicators/ Metrics
EV-1 Provide a positive, accessible, and "user-friendly" atmosphere to those seeking municipal services.	Provide clear direction and simple opportunities to find and access accurate and up-to-date services and information. Ensure predictable and centralized points of contacts for major services.	<ul style="list-style-type: none"> • Reduction in number of steps applicants or residents must complete to submit for permits or request information. • 80% satisfaction survey of obtaining information.
EV-4 Preserve and expand the current economic base and employment levels; use wisely the finite supply of urban land and the existing infrastructure in Redmond by supporting economic development to occur within existing retail, office, manufacturing, and mixed-use areas.	A variety of opportunities support Redmond's diverse array of businesses to thrive and grow. Business needs are supported through a focus on short, medium, and long-term economic goals.	<ul style="list-style-type: none"> • Complete annual, 5-year, and 10-year assessment and updates to zoning in alignment with economic development goals and conditions. • Meet quarterly with Redmond businesses.
EV-20 Implement, in conjunction with business, education and other community partners, the Strategic Plan for Economic Development.	Strategic Plan for Economic Development includes short, medium, and long-term actions meeting the needs of Redmond's diverse array of current and future businesses.	<ul style="list-style-type: none"> • Develop maintenance schedule for Strategic Plan for Economic Development that responds to direct impacts of the pandemic induced recession.
HO-18 Ensure an appropriate supply and mix of housing and affordability levels to meet the needs of people who work and desire to live in Redmond, especially near	Redmond's housing supply meets the unique needs of the community including during short, medium, and long-term emergency events.	<ul style="list-style-type: none"> • Reduction in the number of people experiencing housing insecurity as a result of COVID-19. • Streamline permitting process and zoning.

existing and planned employment centers, such as Downtown, Overlake, and SE Redmond.		<ul style="list-style-type: none"> • Reduction in the time it takes new housing to be built.
HO-22 Encourage and support the development of emergency, transitional, and permanent housing with appropriate on-site services for persons with special needs.	The community's needs including special and short-term needs are met in the form of permanent, emergency, transitional, and other forms of housing.	<ul style="list-style-type: none"> • Number and variety of housing units available increases in alignment with the total demand of housing types including special and short-term housing needs.
HS-5 Monitor changes in local human services needs and priorities in an ongoing way and adjust the City's response as appropriate.	Coordination occurs proactively across City departments, work programs, and with community agencies and partners to monitor and address local human service conditions.	<ul style="list-style-type: none"> • Report annually on human service conditions and on actions implemented in partnership with community agencies and partners (Redmond Partnership Network).
TR-38 Protect Redmond's transportation system against disasters by maintaining prevention and recovery strategies that are coordinated locally and regionally.	Redmond's transportation system is proactively supported for protection and continuity of services including during short, medium, and long-term emergency events.	<ul style="list-style-type: none"> • Transportation infrastructure and services demonstrate a marked increase in meeting local transportation demand. • Identify and plan for implementation of improvements to transportation infrastructure and services in alignment with the Long-Term Recovery Plan's strategies for implementation.
Community Strategic Plan Cultural Inclusion Strengthen the City's relationship with communities of diversity.	Research continues and actions address identified gaps and needs on behalf of communities of diversity.	<ul style="list-style-type: none"> • Coordinate quarterly with the Redmond Partnership Network including cultural and faith-based organizations and institutions. • Identify and implement with the Redmond Partnership Network actions supporting underrepresented, vulnerable, and undocumented community members.
Community Strategic Plan Infrastructure Continue investments in key opportunity projects that support economic and community vitality.	The City strategically leverages funds and capital investment opportunities by working in partnership with other agencies and the private sector consistent with the capital investment priorities of the City.	<ul style="list-style-type: none"> • Involve Redmond's diverse community and comprehensive cross-section of businesses in annual review and identification of capital investment priorities. • Classify capital investment priorities based on their support for small, medium, and large business sectors and on behalf of the community and housing needs.
Mayor's Vision Redmond is a connected community that enhances livability and sustains the environment, and that places Redmond as a leader locally, regionally, and nationally.	The City prioritizes the connectedness, livability, sustainability, and resiliency, and the leadership of the community.	<ul style="list-style-type: none"> • Involve the community in planning for its long-term resiliency in alignment with the Long-Term Recovery Plan's strategies for implementation. • Increased mobility options and increased transit ridership over coming 12 months. • Light-rail station openings.

Policies and Plan Coordination

The following information provides an overview of opportunities for citywide policy and plan coordination regarding Emergency Management and for long-term recovery and resiliency. The actions listed below are included in the Long-Term Recovery Plan's recovery strategies:

Recovery Policy Area	Comprehensive Plan Elements	Emergency Management and Hazard Mitigation Plans	Other Local and Regional Plans
Land Use and Reconstruction	Safety element consideration	To be evaluated	To be evaluated
Infrastructure and Transportation Restoration	✓	To be evaluated	To be evaluated
Housing Recovery	✓	To be evaluated	To be evaluated
Economic Redevelopment	Strategic Economic Development Plan update recommended	To be evaluated	To be evaluated
Environmental Restoration	✓	To be evaluated	To be evaluated
Health and Social Recovery	Safety element consideration	To be evaluated	To be evaluated

Recovery Components

Redmond's Long-Term Recovery Plan utilizes the NDRF structure to ensure a comprehensive and inclusive approach to re-establishing a healthy and functioning community that sustains itself over time. The recovery planning guidance from the NDRF suggests the following recovery components:

- Infrastructure
- Human Services
- Community Planning
- Natural and Cultural Resources
- Economic Recovery

These components, however, were developed in anticipation of isolated and finite emergency events such as earthquakes, natural disasters, or terrorist attacks that involve physical impacts to structures or immediate injury to members of a community. These recovery components do not take into consideration a prolonged emergency of the type, magnitude, and undeterminable terminus of the COVID-19 pandemic. The City of Redmond has expanded upon these components to account for the variable extent of impact and the ongoing nature of this pandemic emergency. The characteristics of this emergency requires a focus on community-based infrastructure and internal operations.

Expanding the recovery components to meet the specific impacts of this event demonstrates the Recovery Plan's guiding principles of viability and future focused



FIGURE 4 - RECOVERY COMPONENTS - COMBINING THE RECOMMENDATIONS OF THE NDRF FRAMEWORK, THE UNIQUE CONDITIONS OF THE COVID-19 PANDEMIC, AND REDMOND'S VIBRANT COMMUNITY

These comprehensive recovery components demonstrate a cross-disciplinary and multi-departmental approach by City leadership and staff (internal operations), necessary for implementing the essential actions needed to support recovery from impacts to the community-based infrastructure. Like the City's Comprehensive Plan, all people and activities of a diverse and welcoming community are included and supported in ensuring the City's long-term health, vitality, and resilience.

The recovery components overlap with the implementation strategies, discussed in detail in **the Recovery Process** chapter below:

- City-led actions including procedures, programs, projects, and operations
- City-led collaborative actions with recovery partners, recovery stakeholders, and the community
- Recovery Partner — agencies and organization providing community services in Redmond — actions with City support or sponsorship
- Recovery Stakeholder — Redmond businesses — actions with City support or sponsorship
- Community-led actions

Expanding the recovery components to meet the specific impacts of this event demonstrates the Recovery Plan's guiding principles of viability and future focused.

Recovery Process

On March 2, 2020, Mayor Angela Birney declared a proclamation of local emergency due to public health impacts of the COVID-19 pandemic. In April, staff were directed to begin the recovery planning process.

Developing the City's Long-Term Recovery Plan involved a compressed timeline from April to August 2020, during which a cross-departmental team of 22 primary and 10 supporting staff members led planning, community involvement, communication, research, analysis, and development efforts. This team was supported by the Recovery Leadership team comprised of leadership representing the executive office, City departments, and emergency management.

Staff contributed a rich variety of skills to the planning process. The development of a recovery plan requires a deep understanding of existing conditions and City standards as a baseline upon which to determine strategies and goals for resilient outcomes and to clarify associated risks and obstacles. Additionally, the planning process recognized constraints such as navigating unknown emergency timelines, capacity limitations for both coordination and execution, finite resources and barriers to communications.



FIGURE 5 - HOLISTIC SKILL SET PROVIDED BY DIVERSE CROSS-DEPARTMENTAL STAFF TEAM

The team facilitated a series of activities with a broader group of staff. Results of these activities are discussed in the **Current Conditions** chapter below:

1. Current conditions including impacts to departments, divisions, and teams resulting from the COVID-19 pandemic and the departmental responses to those impacts.
2. Identification of short, medium, and long-term mitigation measures and goals for recovery from COVID-19 on behalf of departments, divisions, and teams.

The project management team developed a charter and scope of work in alignment with the National Disaster Recovery Framework Success Factors that include:

- Comprehensive scope and analysis of current impacts
- Emphasis on community participation and involvement
- Organizational flexibility (in policy and structure)
- Engaged and active community partnerships and planned monitoring

While these success factors were prioritized within the charter and project scope of work, they also represented in the City's guiding principles of Long-Term Recovery Plan – COVID-19.

The Redmond Recovery staff team met weekly during June and July 2020 to communicate, assess, and develop the Long-Term Recovery Plan's content and recommendations. The team used a variety of tools to accomplish this work as a rapid response to the emerging pandemic:

- JIRA for project management and task assignments
- SharePoint for additional project management including document collaboration, team announcements, and reporting
- Microsoft Teams for meeting and informal communication
- iMeet Central for collaborative graphic development
- GovDelivery and LetsConnectRedmond.com (Bang the Table) for community and staff involvement

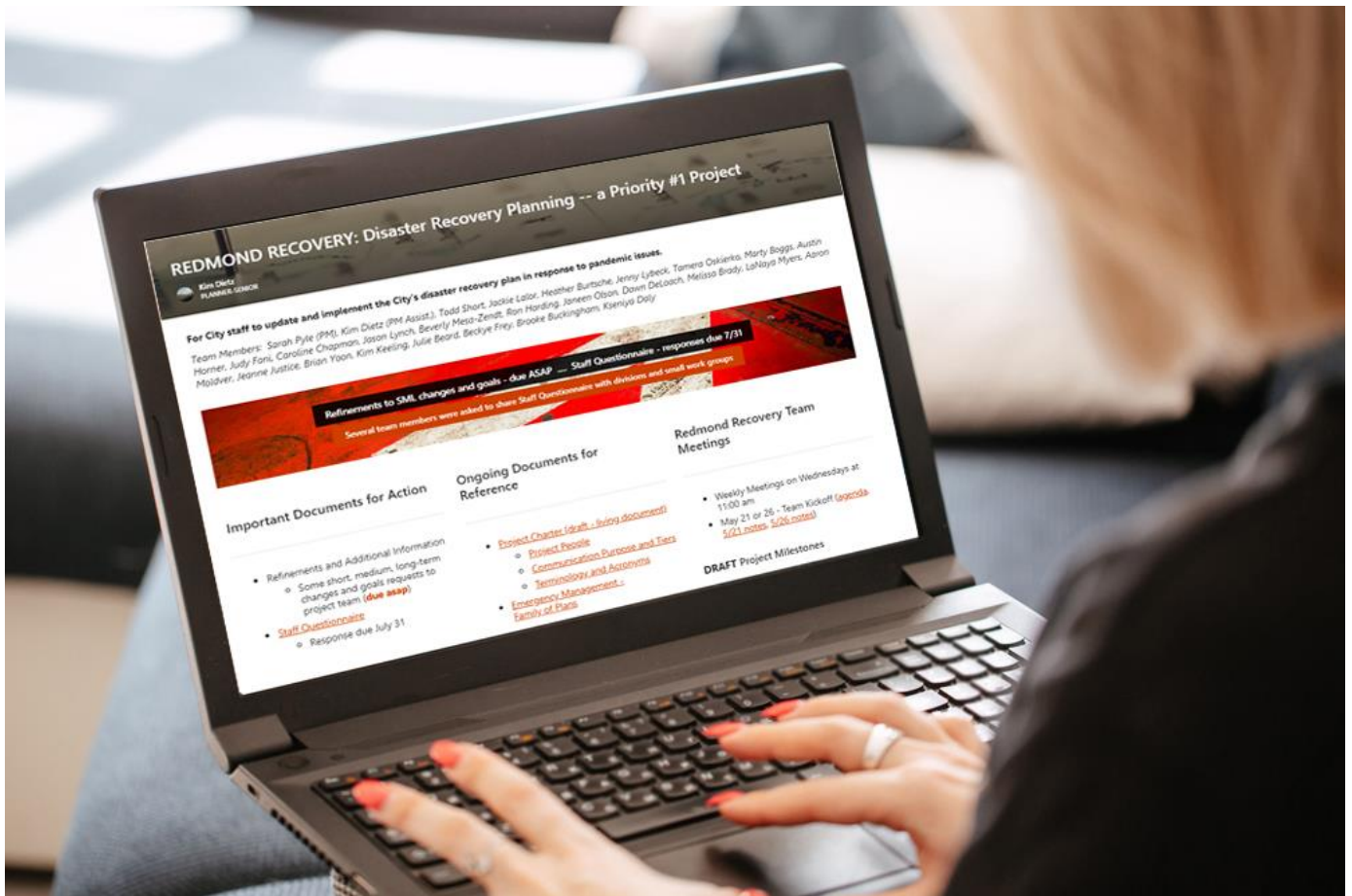


FIGURE 6 - REDMOND RECOVERY STAFF TEAM SHAREPOINT PROJECT MANAGEMENT SITE

Looking forward, the project includes implementation and adaptive management following the City Council's review and action. The Long-Term Recovery Plan is anticipated to change over time as a "living document" — responding to changing circumstances and newly gained knowledge.

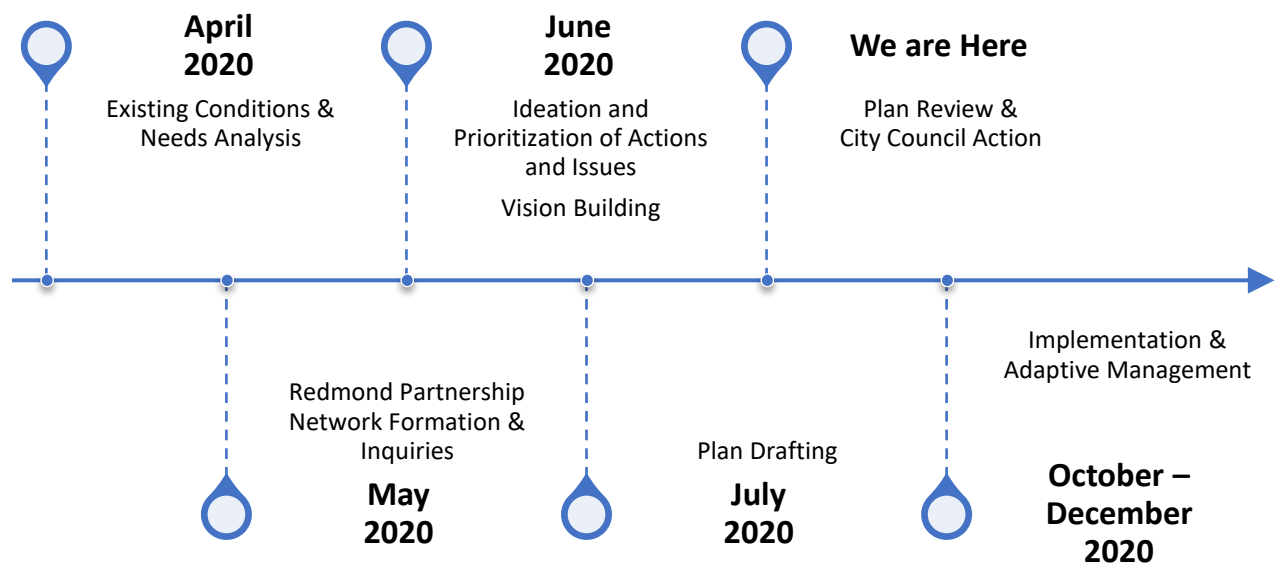


FIGURE 7 - LONG-TERM DISASTER RECOVERY PLANNING - COVID-19: PROJECT MILESTONES

The planning process involved four primary objectives that include monitoring and measuring success during the Long-Term Recovery Plan’s development:

Objective 1

Build and reinforce a Redmond Partnership Network including agencies, organization, businesses, institutions, and others to support the development of the LTRP and to commit to long-term preparedness and community resiliency with the City.

Objective 2

Evaluate the City’s existing conditions, both internal and external, to identify areas of improvement, additions, and opportunities for efficiencies.

Objective 3

Develop a collaborative and common vision for the City and community during and following the COVID-19 pandemic.

Objective 4

Evaluate and measure changes to operations, programs, and services for their appropriateness and effectiveness. Take into consideration local and regional outcomes including those regarding grant distribution and other support mechanisms. The LTRP is intended to be adaptively managed to include periodic adjustments, long-term maintenance, and a continued process improvement methodology.

The remainder of this report provides insights into the community’s conditions at the onsite of the COVID-19 pandemic, conditions and action plans as the pandemic continued, and long-term strategies that respond to all 10 recovery components outlined previously in this chapter.

A reoccurring theme in all emergency preparedness and recovery guidance frameworks both locally and nationally is the necessity for the jurisdiction to clearly outline issues the community is facing and create opportunities for inclusivity and broad stakeholder involvement to ensure that the plan is community driven. This strengthens the City's effort and provides additional operational support for responding to an emergency event. This collaborative strategy accounted* for over 60,000 members of the Redmond population being reached, more than 140,000 points of contact in receipt of information, over 35,000 interactions with websites and other technology, and more than 400 stakeholders directly participating in meetings, forums, surveys, and other feedback inquiries.

**Accounting of community involvement and engagement sourced in alignment with the Long-Term Recovery Plan’s Communication Plan and Summary. Tools such as Let’s Connect, eNewsletters, email, social media, and person-to-person conversations included in the summary.*

Diverse array of established community connections, special interest, and service groups represented via project team members (staff):	Local, state, and regional governments
	City boards and commissions
	Media networks
	Redmond businesses
	Lake Washington School District
	Transportation agencies
	Neighborhood watch groups
	Multifamily housing management
	Community arts and cultural groups
	Faith-based community
	Local and regional social and community service agencies
	People over 60 or older adults
	Underrepresented and vulnerable community members
	Development community
	Technology vendor network

The assembling of a directory of local services, partner interviews, regional partnerships, quarterly network recovery meetings demonstrates the Recovery Plan’s guiding principles of engaged partners and being united and connected.

Highlights of planning efforts facilitated by the project team during the 12-week project development period.

Planning processes facilitated by the Project Team:	44 one-on-one community partner phone interviews
	33 stakeholder outreach events
	Development and deployment of three new permits
	Internal current condition and future planning exercises with over 60 staff members directly and more than 300 staff members indirectly
	Community-led initiatives forum
	Two small business panel meetings
	Community survey
	Development of recovery webpages
	Development of small business resource webpage
	Development of Active Emergencies Recovery Network, “Redmond Partnership Network”
	Coordination with local and state partners to gather data imperative to the planning process
	Updates to internal operational policies
	Development of a list of strategies to be implemented in response to operational needs, supporting staff, and the community in the short-, mid- and long-term

While the primary Recovery Plan development process is complete, smaller departmental and divisional teams will be assembled by directors to scope and implement recommended recovery strategies. Ongoing stakeholder, community, and partner outreach will continue by the core Recovery Team as part of the Plan’s monitoring and adaptive management components. The Recovery Manager and/or Emergency Coordination Center (ECC) will update the Redmond City Council quarterly on the Long-Term Recovery Plan’s status, metrics, and recommended revisions.

Current Conditions

Baseline Starting Point – Moving Forward Together Towards Recovery

Achieving meaningful, long-term outcomes requires a solid framework and recovery implementation strategies. These strategies are only as strong as the data and assessment of current disaster conditions, known as the baseline. The baseline is the City's starting point from which to move forward to recovery and re-establishment of a healthy, functioning community that will sustain itself over time. The current conditions assessment is divided into two main comprehensive sections:

- Community-wide (external to the organization)
- Internal organizational operations

It is recommended that these baseline assessments be updated on a regular basis as the pandemic response and recovery continues.

Community

Housing Insecurity

- Redmond has seen a 56 percent increase in calls to King County's information and referral line, 211. Many of these calls have been for housing and/or rental assistance.
- The statewide eviction moratorium has been extended until October 15, 2020. The impact of COVID-19 on housing stability will not be fully understood until the moratorium is no longer in place.
- Many residents are at risk of losing their housing. Lower income households are much more likely to be impacted by housing costs and an inability to pay rent in the event of lost or reduced wages.
 - 15 percent of Redmond households are paying more than 30 of their income toward rent, which is defined as a cost burdened.
 - 12 percent are severely cost-burdened, which means they are paying more than half of their income toward rent.
- All East King County shelters have been at capacity and are not accepting any new referrals.
- People experiencing homelessness are at risk for infection through community spread of COVID-19. As of July 22, 2020 there have been 332 positive cases in King County (2.4 percent of total County cases).
- Access to critical resources such as documentation (e.g. driver's license), mental health services, etc. has been challenging and limited, especially for individuals who do not have phones.
- Hopelink reported service changes during March to July 2020, including:
 - Disbursement of over \$750,000 in rental assistance funds in comparison to \$500,000 in financial assistance provided in 2019.
 - Services to 135 households, totaling approximately \$142,000 at an average of \$1,050 in assistance to each household. In comparison, 37 Redmond households were served in 2019.
 - Families of Hispanic/Latino descent comprise 40 percent of the households that received services.

Redmond City Residents Served by Rental Assistance

Demographics of Those Served with Rental Assistance FY19 & March 15 to May 12, 2020

March 15 to May 12, 2020	
Households	% compared to ENTIRE 2019 fiscal year
Number of Households	48%
Number of Individuals	56%
Number of Children under 18	54%
Number of Households led by Single Parent	35%
Average Monthly income	96%
Average Number of Children in HHs with Minors	100%
Average Households Size- All Households	117%
Average Disbursement	113%

A comprehensive analysis and baseline assessment of impacts to the community and organization demonstrates the Recovery Plan's guiding principles of transparency, building a foundation for viable solutions and commitment to being future focused.

Demographics of Those Served with Rental Assistance FY19 & March 15 to May 12, 2020

July 1 2018 to June 30 2019 (Fiscal Year 2019)		
Number of Household Served	348	Unduplicated
Number of Individuals	869	Unduplicated
Number of Children under 18	398	
Numer of Households led by Single Parents	138	
Average Monthly Income	\$1,252	based on previous 30 days
Average Number of Children in HHs with minors	2.1	188 households with 398 minors
Average Household Size- All Households	2.5	
Average Disbursement	\$1,013	

March 15th to May 12th 2020		
Number of Household Served	167	Unduplicated. Not all households approved have been entered into the database
Number of Individuals	487	
Number of Children under 18	213	
Number of Households led by Single Parents	48	
Average Monthly Income	\$1,206	based on previous 30 days income
Average Number of Children in HHs with minors	2.1	103 households with 213 minors
Average Household Size- All Households	2.9	
Average Disbursement	\$1,148	13% increase

Race/Ethnicity of Head of Household	Number	Percentage
Hispanic/Latino	49	14.1%
American Indian or Alaska Native	11	3.2%
Asian	20	5.7%
Black or African American	87	25.0%
White	158	45.4%
Multi-Racial	13	3.7%
Native Hawaiian or Other Pacific Islander	2	0.6%
Unknown/refused	8	2.3%

Race/Ethnicity of Head of Household	Number	Percentage
Hispanic/Latino	51	30.5%
American Indian or Alaska Native	0	0.0%
Asian	10	6.0%
Black or African American	30	18.0%
White	62	37.1%
Multiracial	7	4.2%
Native Hawaiian or Other Pacific Islander	2	1.2%
Unknown/refused	5	3.0%

Food Insecurity

- 1,341 Redmond households received basic food assistance in June 2020, compared to 1,156 households in 2019, a 16 percent increase

Distributions of Food – Redmond’s Partnership with Hopelink

- During March to July 2020, Hopelink has distributed almost 51,893 boxes of food, the equivalent to over 1 million meals
- 331 on average each week for the last 15 weeks with peaks near 700
- Approximately 7,369 total food boxes distributed to-date

Distributions of Food – Senior Curbside Lunch Program

The City’s Parks and Recreation staff began distributing meals to seniors in mid-June 2020. This program provides lunchtime meals on Wednesdays and Thursdays, for curbside pickup in front of City Hall.

- 980 meals have been provided during the past seven weeks (June 17 to July 29, 2020)
- The weekly meal distribution has increased from 55 meals per day in June 2020 to 80 meals per day in July and August 2020

The Senior Curbside Lunch Program focuses on nutrition and socialization. Senior recipients have expressed their enjoyment of the meals and appreciation of the opportunity to see the Senior Program staff as well as their friends. This program, funded by the CARES Act grant, will continue through the end of 2020.

Distributions of Food – Meals on Wheels

The City's Parks and Recreation staff works with Sound Generations to administer the Meals on Wheels program to approximately 20 households every two weeks. Since March, Parks and Recreation staff members have delivered 3,086 meals.

The Redmond Senior Center has been providing MOW services for over 25 years. Senior volunteers prepared the orders and delivered the meals prior to Covid19.

Vulnerable Adults

- Redmond has several facilities serving vulnerable adults:
 - Two skilled nursing facilities, for a total of 200 beds
 - Eight assisted living facilities, for a total of 570 beds
 - 19 adult family homes, for a total of 109 beds
- Seven facilities have reported at least one individual diagnosed with COVID-19

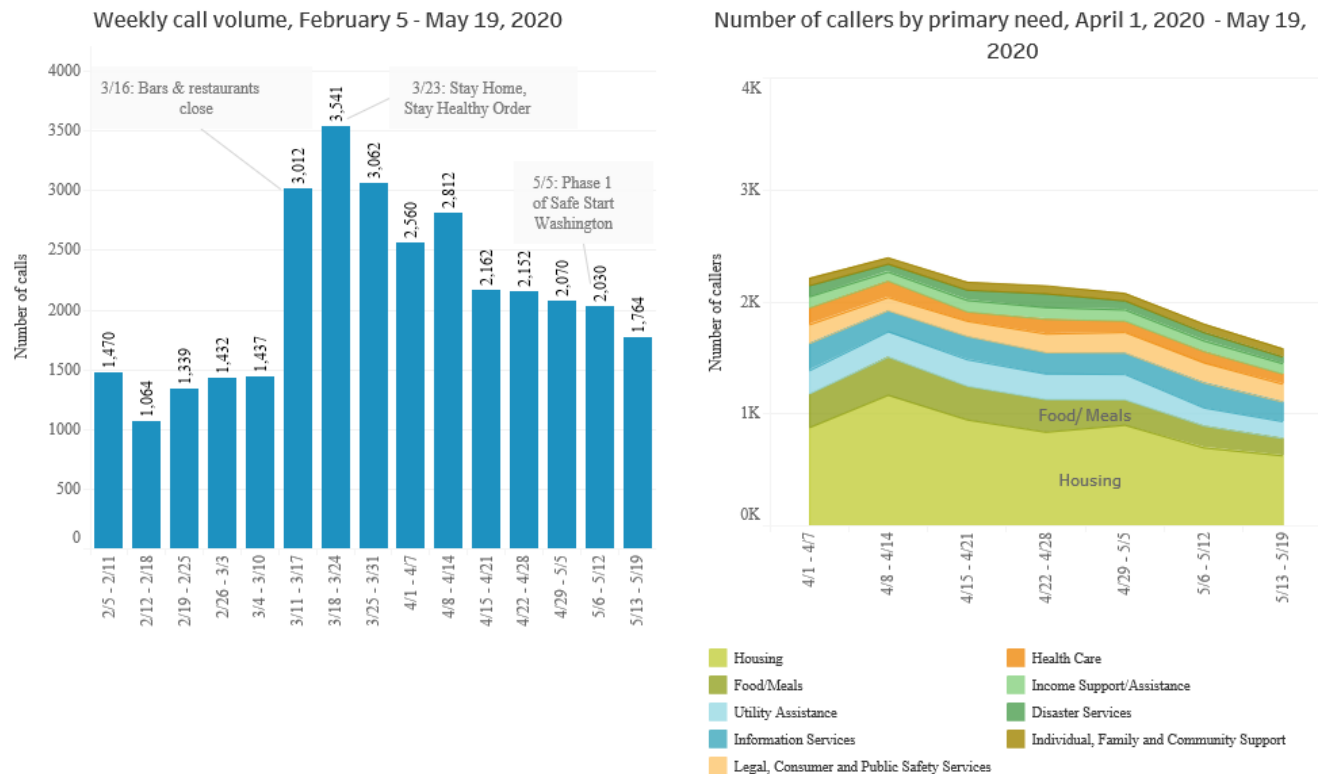


FIGURE 8 - 211 CALL VOLUMES AND NEEDS. AS PHASED RESTART BEGAN CALLS REDUCED BUT HAVE REMAINED HIGHER THAN PRE-PANDEMIC LEVELS.

Access to Healthcare

- 15 percent of Redmond residents are on public health insurance
- 3 percent of residents are uninsured
- 5,200 more people in King County were enrolled in Medicaid in April 2020 than in January 2020
- 22 percent increase in calls to behavioral health crisis line in June 2020 than in 2019

Language Barriers

Almost 12 percent of Redmond residents (approximately 7,000) speak English “less than very well,” as reported by Hopelink, and could encounter difficulties in seeking information, assistance, and health care.

Income and Unemployment

King County residents filed 435,905 new unemployment claims from March 1 – July 11, 2020

Since March 2020, there have been 11,891 unemployment claims filed by Redmond residents - Claims per capita is estimated at 17 percent

Economy

Total number of businesses in Redmond: 4,441

Small Businesses

Most affected sectors

1. Personal Services/Medical
2. Manufacturing
3. Food Service
4. Retail
5. Hotels/ Hospitality & Special Events Industry
6. Gig-workers
7. Fitness
8. Education

General Challenges to Reopening

- Personal Protective Equipment (PPE)
- Digitizing operations and payments
- Limits on indoor occupancy and separation requirements
- Staff – unemployment earnings and inconsistent scheduling
- Operational costs
- Consumer confidence
- Competition
- Online retailers and logistics

Grant Funding Statistics

93,000 companies in Washington State applied for Paycheck Protection Program (PPP) Loans for a total of \$12,058,958,915. The majority of loans were applied for by businesses falling into the following sectors:

- Health Care and Social Assistance - 13 percent
- Professional Services - 12.8 percent
- Construction - 12.4 percent
- Manufacturing - 10.5 percent

In Washington State, 26,053 companies applied for Economic Injury Disaster Loans for a total of \$1,941,845,900.

Redmond PPP Loan Recipients

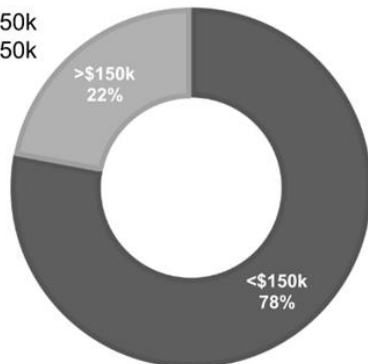
1,500 Total Loans | \$47,304,050

25% of 2019 Registered Businesses

National Data: 4,907,655 Loans | \$517,417,286,175 Dollars | 5,454 Lenders



1,169 <\$150k
331 >\$150k



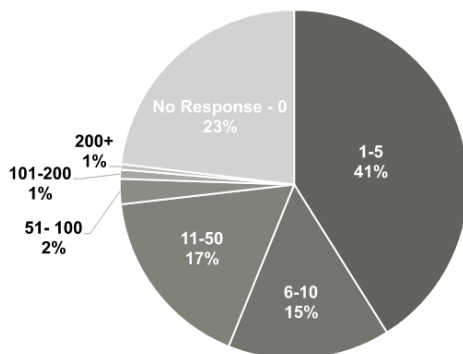
Loan Amount	No. of Loans	%
\$0 - 2,500	21	1.4%
\$2,501 - 5,000	62	4.1%
\$5,001 - 10,000	116	7.7%
\$10,001 - 25,000	358	23.9%
\$25,001 - 50,000	271	18.1%
\$50,001 - 100,000	228	15.2%
\$100,001 - 149,900	113	7.5%
\$150,000 - 350,000	187	12.5%
\$350,000 - 1 million	100	6.7%
\$1 - 2 million	28	1.9%
\$2 - 5 million	11	0.7%
\$5 - 10 million	5	0.3%



June 30, 2020
Paycheck Protection Program (PPP) Loan Data

Redmond PPP Loan Recipients

14,869 Jobs Retained



Jobs Retained	Loans	%
1-5	616	41.1%
6-10	226	15.1%
11-50	256	17.1%
51- 100	35	2.3%
101-200	13	0.9%
200+	7	0.5%
No Response - 0	347	23.1%



June 30, 2020
Paycheck Protection Program (PPP) Loan Data

Barriers to Funding and Resources

- Language fluency
- Residency
- Loan requirements
- Business type
- Incomplete, unavailable or missing documentation

Most Frequent Small Business Support Requests

- Utility/rent relief
- PPP loan application packaging
- Loan Forgiveness Guidance
- Lease re-negotiations
- Operational guidance
- Opportunities businesses to use outdoor areas

Phased Reopening Limitations - Modified Phase 1 (June 5, 2020)

- Recreation and fitness
 - Only allowed outdoor with 5 (not including the instructor) or fewer people outside of household
- Gatherings
 - Only allowed outdoor with 5 or fewer people outside the household
- Additional construction
 - As outlined in Phase 2 guidance
- Manufacturing operations
 - As outlined in Phase 2 guidance
- Real estate
 - 25 percent of building occupancy
 - Indoor services limited to 30 minutes
- In-store retail
 - 15 percent of building occupancy
 - Indoor services limited to 30 minutes
- Personal services
 - 25 percent of building occupancy
- Professional services
 - 25 percent of building occupancy
 - Indoor services limited to 30 minutes for customers
- Photography
 - As outlined in Phase 2 guidance
- Pet grooming
 - 25 percent of building occupancy
- Restaurants
 - No indoor dining allowed
 - Outdoor dining is permitted but seating at 50 percent of existing outdoor capacity

Phase 2 (July 16, 2020; updated July 28, 2020)

- Recreation
 - Outdoor recreation 5 or fewer people outside your household
 - Camping
 - Some sporting activities

- Gatherings
 - Gather with no more than 5 people outside your household per week
 - Indoor spiritual or religious services up to 25 percent of capacity or 200 people, whichever is less (Choirs not allowed)
 - In-home faith-based services or counseling with up to 5 people
 - Weddings and funerals (ceremonies limited to 30 people or 20 percent of capacity indoors, no receptions)
- Travel
 - Essential travel and travel for activities allowed under Phase 1 and Phase 2
- Manufacturing
- Construction
- Real estate
- Photography
- Pet grooming
- In-home/domestic services (nannies, housecleaning, etc.)
- Retail (in-store purchases allowed with restrictions)
- Professional services/office-based businesses (telework remains strongly encouraged)
- Personal services (hair and nail salons, barbers, tattoo, etc.)
- Restaurants/taverns (limited seating indoors restricted to members of same household, no bar service)
- Limited small-group fitness
- Drive-in movie theaters
- Library (curbside pickup)
- Fitness spaces limited to 5 people indoors (gyms, studios, pools, tennis facilities, etc.)

[Link to July 28, 2020 orders](#)

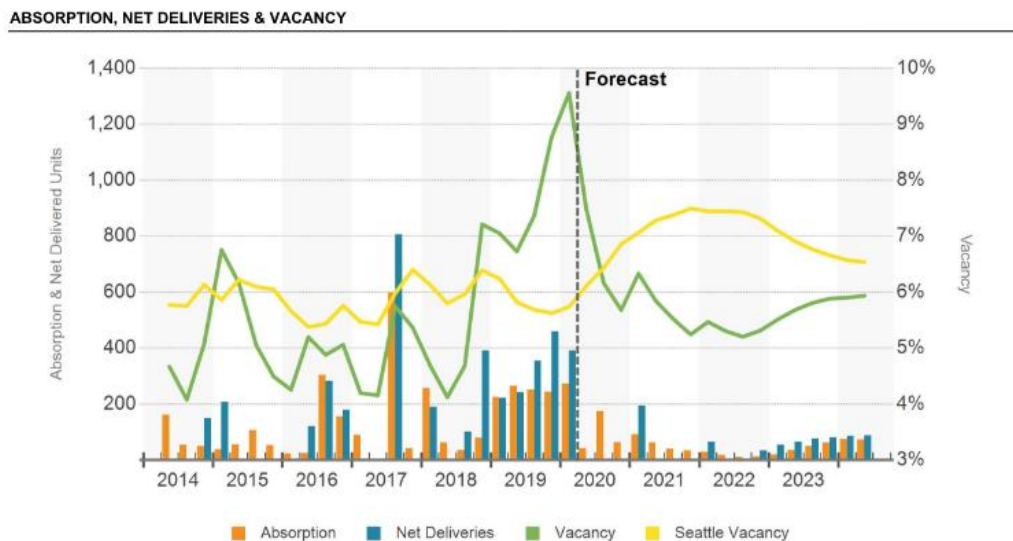
Additional Funding Opportunities Currently Available

- The Coronavirus Aid, Relief, and Economic Security (CARES) Act
- Economic Development Administration
- State Recovery Task Force Grants Phase 2
- Community Development Block Grants (CDBG)
- Private Grants
- King County Small Business Grants

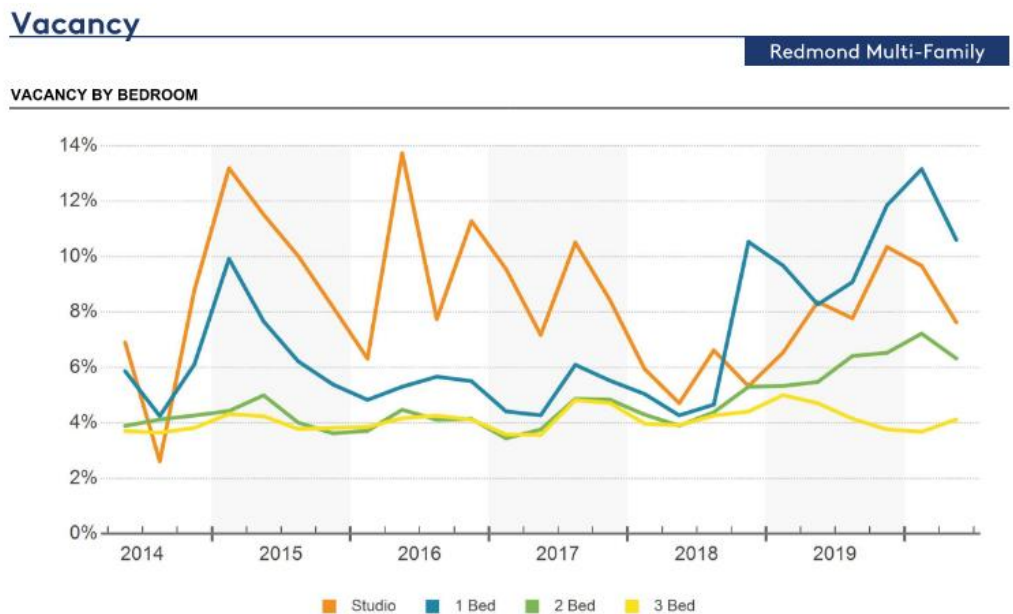
Commercial Real Estate and Rental Market

Multi-family

Redmond's Rental Market as of June 2020 has an 8 percent vacancy rate and market prices have reduced by 0.4 percent.

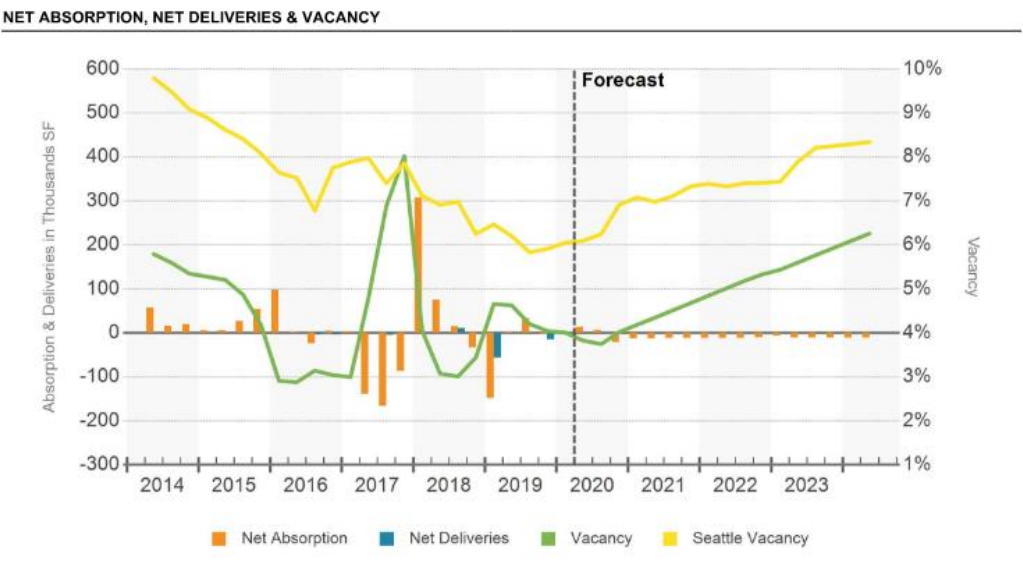


Highest vacancy rates are in studio and one bedroom, with the lowest being 3-bedroom units at just under 4 percent.

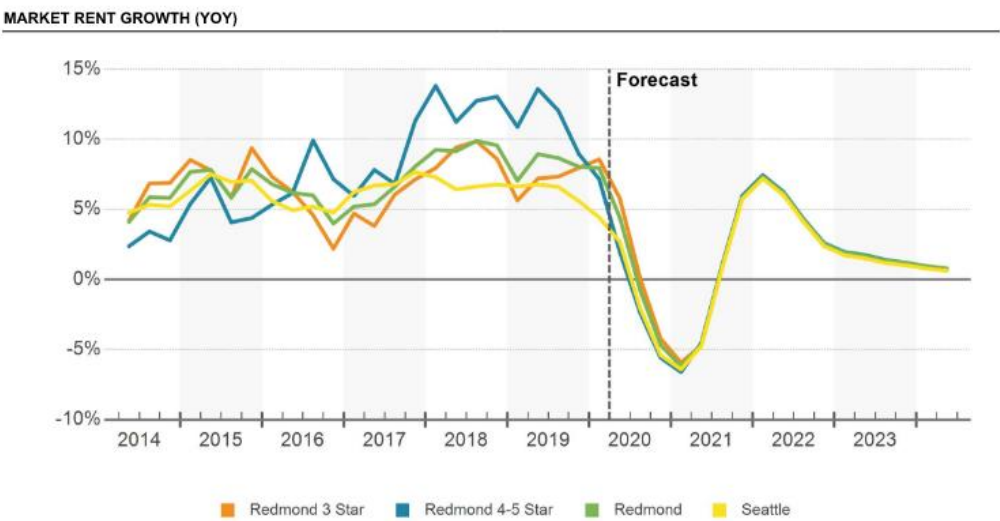


Office

Redmond’s office vacancies are at 3.9 percent and have seen a 5.2 percent lease growth over last year as of June 2020.

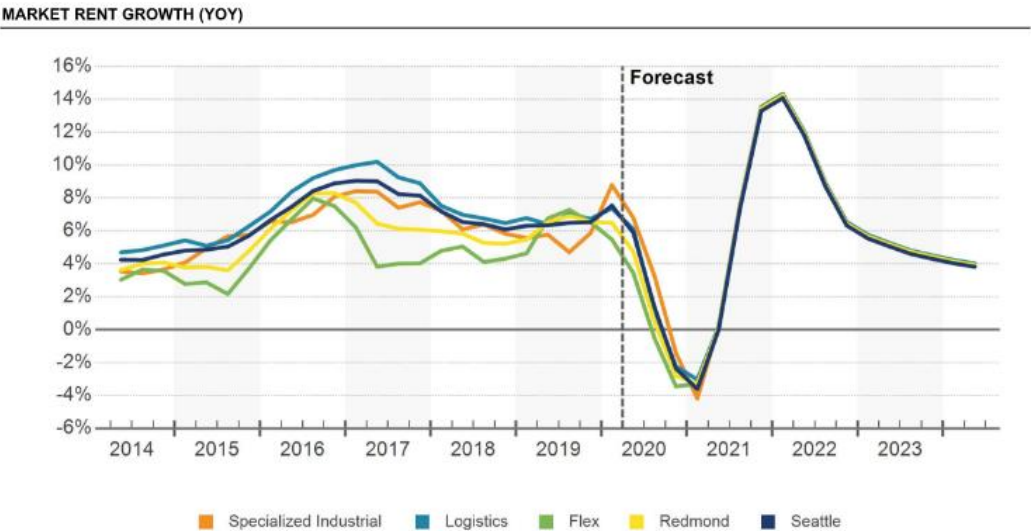


Redmond is expected to see negative commercial lease growth by the end of 2021, in alignment with the Seattle metro area forecasts and in response to operational changes such as permanent shifts to teleworking in some business sectors.



Industrial and Manufacturing

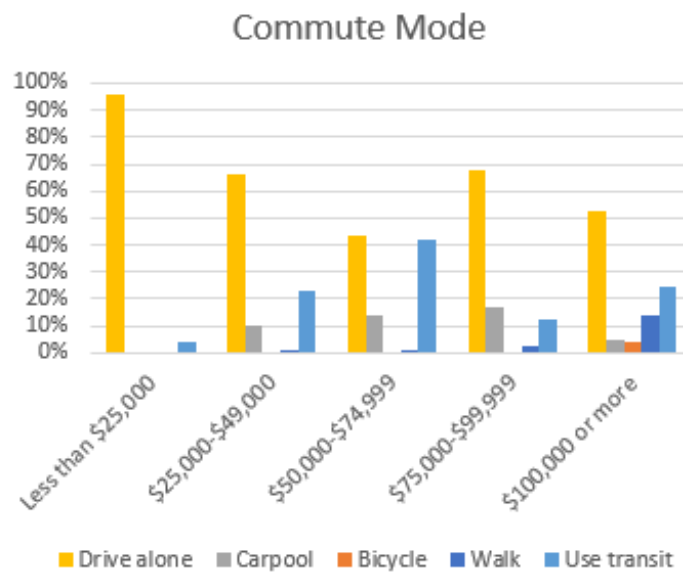
Industrial and manufacturing space within Redmond have also remained at a low vacancy rate (1.7 percent) and have seen a 5.2 percent growth in rent over the last year as of June 2020. Vacancy rates are expected to increase by the end of 2020 to approximately 4 percent but are still anticipated to remain below the Seattle metro area forecasting of about 6 percent. Rent growth is expected to fall dramatically by the end of 2020 and will take approximately a year to return to current levels.



Infrastructure

Transportation

Approximately 40 percent of Redmond households earning \$50,000-74,999 rely on public transit and over 20 percent of those earning \$25,000-\$49,000. Reductions to transit services and concern about safety when accessing transit services are having a great impact on the more vulnerable population groups and the highest user groups.



Metro is planning to further reduce or suspend Metro and Sound Transit service levels in Redmond starting in September 2020.

Route	Service Area	Type	Jun. Service Level	Proposed Sep. Service Level
B	Redmond TC-Bellevue TC	RapidRide	Full	Full
224	Duvall-Novelty Hill-Redmond TC	DART all-day	Full	Full
930	Totem Lake-Redmond TC	DART all-day	Full	Full
221	Ed Hill-Bellevue College	All-day	Full	Reduced
245	Kirkland TC-Overlake-Eastgate	Frequent all-day	Full	Reduced
269	Issaquah-SE Redmond-Overlake	All-day	Full	Reduced
225	Kenmore-Overlake/RTS	All-day	Reduced	Reduced
226	Bellevue TC-Overlake-Eastgate	All-day	Reduced	Reduced
250	Avondale-Kirkland-Bellevue TC	Frequent all-day	Reduced	Reduced
ST 542	Redmond TC-Green Lake	All-day	Reduced	Reduced
ST 545	SE Redmond-Downtown Seattle	Frequent all-day	Reduced	Reduced
232	Duvall-Redmond TC-Bellevue TC	Peak-hour	Suspended	Suspended
249	Idylwood-Overlake-Bellevue	All-day	Suspended	Suspended
268	SE Redmond-Downtown Seattle	Peak-hour	Suspended	Suspended
931	UW Bothell-Woodinville-Redmond	All-day	Suspended	Suspended
ST 541	Overlake-U District	Peak-hour	Suspended	Suspended

Route	Service Area	Type	Jun. Service Level	Proposed Sep. Service Level
ST 544	Overlake-S Lk Union	Peak-hour	Suspended	Suspended

Highlights of impacts to transit users in Redmond (residents and others):

- Many routes will have reduced frequency or hours of service – about 10-20 percent on average
- Peak-hour express service are suspended entirely to Bellevue (alternative: B Line), and reduced to Seattle
- For Education Hill and North Redmond: all-day service will be suspended along most of Red-Wood Rd (Route 931) and the closest alternative will be Route 221 on 166th Ave NE
- For Idylwood: all-day service will be suspended in the neighborhood (Route 249) and the closest alternatives will be routes on 156th Ave NE or on NE 24th St west of 164th Ave NE

Technology

Due to the social distancing requirements and the Governor's order, most individuals have become highly reliant on internet and electronic devices to communicate, work, attend school, and even receive healthcare. A portion of the community, however, has limited or no access to internet. Many Redmond residents who are part of a vulnerable population group relied on services and resources provided through partners such as the King County Library System to access the internet or to use a computer pre-COVID-19. In addition to access limitations, availability, reliability, and speed have become common issues in the most dense and rural parts of the City. While internet was not previously a long-term priority consideration of emergency preparedness or the National Disaster Recovery Framework, it has become one of the most imperative basic needs for the economy and quality of life in the community during the pandemic.

As of 2019, it is estimated that 727 Redmond households only have access to the internet via a smartphone device and 931 Redmond households have no access to the internet at all. (ofm.wa.gov)

Internal Operations

Overall Organization

CITY FINANCIAL IMPACTS

On April 7, 2020, Finance Director, Malisa Files provided City Council with a fiscal update in response to impacts from COVID-19 on the City's revenue. An approximately \$4 million short fall was forecast for the entire 2019-2020 biennium.

2019-2020 Revised Forecast (General Fund)



2019-2020 Revised Forecast

	2019 Actual	2020 Budget	2019-2020 Budget
Beginning Fund Balance	\$10.0		\$10.0
One Time Revenue	\$9.5		\$9.5
Total One-Time Revenue	\$19.5		\$19.5
Ongoing Operating Revenue	\$93.0	\$85.0	\$178.0
Ongoing Operating Expense	\$90.0	\$92.1	\$182.1
Total Surplus/(Deficit)	\$3.0	(\$7.1)	(\$4.1)

City leadership is currently reviewing offers that have been submitted for the 2021-2022 biennium. The budget process will conclude within the next few months and an updated forecast and proposed 2021-2022 budget will be presented to City Council in October.

Costs incurred due to COVID-19 through July 25, 2020:

- Cost for building and equipment sanitation: \$343,405
- Personal Protection Equipment (PPE): \$135,648

Due to the reduced on-site workforce, the following savings have been realized:

- Number of pages printed*

1/1/2019-7/24/2019	1,121,097
1/1/2020-7/24/2020	566,803

**The reduction is almost 50% YTD and equates to 37 trees.*

- DocuSign was deployed to allow for contract and signature routing of internal documents as well as external documents such as applicant project mylars.

To-date: 1381 documents have been routed and completed, most within 6 hours. This is a large reduction not only in printing, but also in completion time which previously was approximately one week.

- City Hall Water Usage

2019	MARCH	APRIL	MAY	JUNE	
CONSUMPTION (gallons)	356,821	687,460	4,601,267	7,647,335	
BILLING TOTAL (dollars)	\$12,561.10	\$15,941.69	\$51,721.64	\$80,675.87	
2020	MARCH	APRIL	MAY	JUNE	
CONSUMPTION (gallons)	274,535	169,808	559,543	858,764	
BILLING TOTAL (dollars)	\$11,411.88	\$10,293.58	\$14,408.69	\$18,623.03	
Year over year variance	MARCH	APRIL	MAY	JUNE	Grand Total
CONSUMPTION (gallons)	82,286	517,652	4,041,724	6,788,571	COVID Reduction
BILLING TOTAL (dollars)	\$1,149.22	\$5,648.11	\$37,312.95	\$62,052.84	11,430,233
Reduction %	23%	75%	88%	89%	\$106,163.12

- Teleworking and Trip Reductions by City Staff YTD

Mode	Number Of Users	Number Of Trips	SOV Miles Saved	CO2 Emissions Saved (LBS)	Gasoline Saved (Gallons)	Dollars Saved
Telework	383	38,715.48	522,445.24	513,562.12	25,598.55	\$193,311.00

Impacts to Operations, Programming, and Work Throughout the Organization

REMOTE WORKFORCE


The Technology and Information Services (TIS) department of the City deployed Microsoft Teams to all staff within one week of the emergency proclamation. Teams software is available on all devices including smart phones allowing staff even in the field to be connected and participate in meetings or briefings unlike ever before.

The addition of Teams has been cited by staff as the most significant tool supporting the remote work capabilities such as external meetings with applicants and partners, staff meetings, trainings, public meetings, development meetings, inspections, phone calls, and document sharing.

Over the past four months since the closure of City Hall, the following actions have taken place remotely:

- More than 50 public meetings
- 12,863 Teams meetings scheduled
- 49,962 Teams calls
- 1,066 of group Teams calls
- 272,763 of chat messages

The ability to hold over 12,000 scheduled remote meetings has allowed the City to continue many essential operations, stay professionally connected as a workforce, and keep the community we serve informed and involved.



Deployment of tools such as Teams and DocuSign, as well as looking for ways to continue to refine temporary and permanent policies and tools demonstrates alignment with the Recovery Plan's guiding principles of flexibility and resiliency.

BOARDS AND COMMISSIONS

The filling of board and commission seats was paused in March. There are currently 9 vacancies that need to be filled. Recruitment and appointments will be recommencing in August 2020.

CITY COUNCIL

The City Council Committee of the Whole, Study Sessions and Regular Business meetings were briefly paused, but resumed consistent with the Open Public Meetings Act (OPMA) guidelines in March 27, 2020 using the Teams virtual meeting platform.

NEIGHBORHOOD MEETING AND HEARING EXAMINER

Public meetings and hearings have continued as scheduled, but with extended comment periods and with meeting recordings made available on the City website for those who may need additional time to access meeting information online.

Summary

Overall, the organization has been able to effectively adapt to social distancing restrictions and transition to a majority remote and digital workforce with approximately 400 of 774 total permanent and supplemental staff working remotely in some capacity. While it initially took some time to retrain customers through virtual avenues for accessing customer service or permitting information and applications, most are familiar with the updated processes now. Some roles continue to necessitate staff being present in-person and in the field. This requires us to ensure ongoing adaptation and management on how we can maintain safety for all.

Some challenges have included exhausted and fatigued staff caused by expanded workloads and back-to-back meetings due to perceived increased availability that the transition to a remote workforce has generated, and an overall culture of urgency in response to the pandemic. The pace of Citywide public business has also been altered as a result of challenges created by the council extended agenda backlog from the OPMA restrictions, cumbersome routing processes for agenda topics, lack of succession planning, redundancy in knowledge of essential information and processes, and difficulties with recruiting of new staff as many potential recruits are hesitant to leave current positions.

Current Conditions and Impacts Assessment by City Department and Division

Communications

All work in majority has shifted focus to current emergencies and response. Staff supported two emergency centers that were open at the same time and have had to frequently work outside of their accustomed area of expertise or traditional areas of assignment. In order to be highly responsive to operational and community needs, updates to City branding and upcoming planned editions of the Focus newsletter have been paused. Additionally, due to emergency workload and to accommodate the immediate turnaround of simultaneous requests, thorough proof reading has not been achievable for deliverables.

More communications and involvement have been deployed via virtual platforms. Staff are relying heavily on digital channels such as the website, eNewsletters, and social media to keep the community updated on the City's efforts. Communications implemented a website pop-up in an attempt to increase participation in the City's digital eNewsletter and keep the community connected to current information.

While all those in the community may not have access to these forums, the options have increased the ability for many to participate that had not previously been able. Adjustments made in response to COVID-19 has opened the door to more acceptance of virtual outreach options such as virtual town halls/forums/meetings.

Ongoing concerns and challenges to communication and information distribution include limited time for research and implementation of best practices. Workloads have increased during the pendency of the pandemic to ensure responses to the increased volume of public inquiries are provided in a timely manner. In addition to the increased number of inquiries, workload volume has increased because, most of the time, staff needs to look further into the request and coordinate cross departmentally in order to provide complete answers.

Customer Service

Due to the absence of public access to City Hall and proximity of staff workspaces, no more than one staff member will be in the office at a time. This has generated some modifications to business practices and additional work. A single staff member is in the office twice a week for services that cannot be done remotely such as cashiering, payment processing, and deposits. This also has created limitation and delays to applications as permit fees paid via check payment/deposits are currently only processed on Tuesdays and Thursdays.

While this has been cumbersome and expanded previous workloads, staff has learned new processes about other departments' workflows and how they approach payments processing for specific types of fees. In this adapted role, the Customer Service team processes payments then advises the respective department regarding payment status.

Work that may have previously been processed or supported by multiple staff is now being completed by only one staff member who can be on-site. Customer service now reviews and opens mail for multiple departments, provides email updates, or scans and sends documents to permit technicians, the Mayor's office, and the City Clerk. Most other work, however, can be done over the phone and via email while still providing excellent customer service to the community. Staff are directing more people to digital processes and resources.

Overall, electronic systems are working well and allowing staff to work remote most of the time. There have been some learning curves and continued challenges, but also the adjustments have built stronger working relationships with other departments through new avenues that Customer Service is supporting.

Environmental Sustainability

The community involvement portion of the City's sustainability work has been challenging due to social distancing requirements. This is especially true as the City tries to reach community members who prefer to access information via non-digital formats. Despite this, the City experienced strong stakeholder participation as online platforms made it easier for participants to access and attend meetings.

As the City moves from the development of the Environmental Sustainability Action Plan to implementation, near-term efforts will likely focus on actions that can be implemented with staff time, minimal budget, and grants. This is a shift from the planned approach and might impact the City's ability to make rapid progress towards the Plan's goals in the near-term. The Environmental Sustainability Action Plan will be implemented in the near-term with an emphasis on City operations and recognizing the hardships experienced by businesses and community members as a result of the COVID-19 pandemic. The Plan's near-term implementation priorities will focus on cost-saving actions for residents and businesses such as energy efficiency and renewable energy. Shifting priorities for response and recovery to COVID-19, and in preparation for the City's biennium budget, has slowed momentum of sustainability actions across the City. Resulting budget constraints, an outcome of the COVID-19 pandemic, are catalyzing regional partnership conversations in looking for opportunities to implement climate actions and achieve economies of scale.

Working from home and social distancing have accelerated alignment with key actions of the City's Sustainability Plan including developing a telecommuting policy, implementing the DocuSign system, and reinforcing digital permit review. The pandemic has encouraged staff to institutionalize key strategies that support the Environmental Sustainability Action Plan. A process to support telecommuting for instance, which is typically developed and implemented over the course of several months or years, has been implemented within a few weeks.

Overall, the planned work and anticipated adoption of the City's Sustainability Plan will continue to advance with some elements accelerated while other more costly components will be delayed. The COVID-19 pandemic has encouraged the City to think about what it means to be a resilient as a community. This is an important parallel as the City prepares for impacts of climate change.

Finance

The Finance Department is continuing to support the COVID-19 efforts, manage ongoing large projects as well as maintaining day-to-day operations. Projects that have continued to advance include the Comprehensive Financial Report for 2019, the annual budget, and in collaboration with TIS, planning for upgrades to the financial and workforce management systems which represent two of the City's Big 4 projects.

The Finance Department is the financial arm of the Emergency Coordination Center. Staff have been modeling the costs of the pandemic to the City and communicating that information out to various sources. Additionally, staff is also involved in collecting information on money potentially coming into the City from revenue sources such as FEMA and the CARES Act.

Finance has been able to use electronic filing for many real estate transactions and other documents. Mail sorting must be completed in a timely manner to ensure the processing of invoices, employee claims for expense, fully executed contracts, certificate's of insurance, titles, Pro-card reconciliations, checks, etc. An employee works in-office once a week to scan and save mail that does not contain confidential information to folders by finance division (Accounts Payable, Operations, Financial Planning). Checks are routed to the safe for customer service to process with the Finance Director; however, because mail is only reviewed once a week, there is a slight delay in processing accounts payable (AP).

In general, the Finance Department has been able to make a smooth transition and was well prepared due to a 12-month training and preparedness program taught by the Emergency Management Division that culminated in a 2-day full scale exercise completed in 2019.

ACCOUNTING

Accounting has staff scheduled to work from City Hall during the week to respond to audit requests, scan and sort mail, print physical AP checks for vendor payment, and issue live payroll checks. Staff have been able to electronically file AP documents such as vendor invoices reducing both time, waste, and needed storage space. DocuSign has been a significant new tool that is being used to complete signature routing processes remotely and without face-to face contact or hard copy routing. Other processes take additional time than they did previously. Due to COVID-19 related activities and modifications to existing processes, some staff have taken on several new tasks. As a result, other tasks have become less efficient.

PURCHASING/ TREASURY

Like Accounting, some purchasing processes cannot be done remotely or take more time to complete. In a few cases, programs have had to pause all together. In-person purchasing trainings are currently unavailable and the City's surplus program is temporarily paused. ActiveNet refunds (processing refunds for Parks) has increased staff's workload due to recreation program cancellations and there has been an influx of tax deferral requests in response to economic impacts experienced by businesses. All bank deposits have been moved to customer service in the interim to reduce duplication of efforts.

The implementation of new tools such as DocuSign have expedited the routing of contracts and streamlined bid submittals, both of which are anticipated to be permanent changes to business practices.

It has been difficult finding streamlined and safe solutions for some notarization needs and the processing and tracking of bank deposits against Dynamics' transactions.

PAYROLL

Payroll has had to adapt several manual or in-person processes to hybrid or digital formats. Most Verifications of Employment come to the City via fax or are not sent in a fillable format. Currently, one staff person processes the verifications when they come into City Hall for payroll. Employee files have traditionally been kept as hard copies with documents like timesheet corrections and Personnel Action Notifications (PAN) being added to employee files after payroll has processed. Now these are scanned to a folder for each payroll. This has been effective and may be a permanent process change. PANS are no longer processed via a live routed document, but via DocuSign reducing the number of days in process and the associated waste. Some processes have customarily been done manually due to the simplicity and scale of the task such as Council Register and Employment Security Notices. Digital workarounds have been created to ensure continued processes, but it is cumbersome. For some procedures, technology does not provide a more efficient system.

UTILITY BILLING

An initial impact of teleworking was the loss of the customer service phone line and it took approximately one-week to restore and has been effective ever since. The Utility Billing division continues to work with the community on payment of utility bills, helping customers who are struggling, and managing payment plans where necessary. Without being in-office, the City does not have the ability to file and process liens. This could result in a revenue loss as it is only possible to file for service within six-months of the past due date.

Previously, notice of potential water terminations have been used as an incentive for customers to pay outstanding bills. However, since we are no longer terminating services due to the pandemic, extra time is given to continue processing and monitoring past due customers in order to send emails, first past due letters, second past due letters, and phone calls.

Overall, staff complete their work from home except for a few items that contain confidential information from low income senior discounts, direct debit applications or notices from the Northwest Kidney Center. For these more sensitive items, a staff member comes into the office once a week.

Fire Department

EMERGENCY MANAGEMENT DIVISION

Multiple programs have been canceled or paused due to the pandemic including community preparedness programs such as Redmond Community Emergency Response Team (CERT), Stop the Bleed, and Redmond Ready. Some programs are anticipated to restart in a modified fashion in the fall of 2020 while others will require additional external guidance from other agencies and partners before a path forward can be identified.

Emergency Management Division (EMD) staff has a hybrid work schedule, part time at Fire Headquarters and part-time remote work, which allows staff to stay connected. Staff has used the commute time savings to respond to increased community inquiries and email traffic.

Presently, the focus of the EMD is:

- Activation of the Emergency Coordination Center (ECC) to monitor and support operations for events such as the peaceful community protests
- Outreach activities to support the community such as free mask distribution, free pet food, and veterinarian services
- Update work on the City Emergency Management Program (CEMP), Hazard Mitigation Plan, and the creation of a new Emergency Support Function Annexes and Pandemic Plan

FIRE PREVENTION

All Fire review and permitting has been able to transition to a remote interface. Inspections have been able to continue when safe distances can be maintained. Fire Prevention staff coordinated with the Lake Washington School District and major employers to schedule annual building inspections to maintain inspection outputs and provide efficiencies in completing inspections when buildings had low occupancy. Staff focused on clearing re-inspection deficiencies that were resolved through completion or repairs verification through remote means. Microsoft Teams was used for daily check-ins with staff, for coordinating inspection assignments, and to provide staff with training and department communication.

Most services, except for blood pressure checks at fire stations, have been able to be maintained. Use of PPE is mandatory, safety and distancing provisions are in-place where possible, and screening of all staff is required. For on-site and field staff, screening procedures were implemented including establishing one entry point for each station. All staff are self-screened prior to shifts and a minimum of one additional time during the day. The screening includes a temperature check and assessment of any known symptoms. COVID-19 screening is executed again when symptoms appear for any of the City's first responders. Protocol requires verification of screening and record keeping.

FIRE RESPONSE

The pandemic has not changed how the Fire Department handles 911 calls. All incidents, whether they be fire related or EMS, are prioritized for life safety, property conservation and incident stabilization. Fire crews continue wearing full PPE and now also practice social distancing when appropriate on all calls.

During the initial COVID-19 outbreak, the City had some difficulty obtaining PPE because the normal process of obtaining a quote from the vendor, to getting a purchase orders through the City, was too slow. Pro-card limits were raised to make emergency purchases, however, by that time, most of the PPE supplies to be provided by the vendors had been exhausted.

The department also had temporary impacts to work staff resulting in increased workloads as some members were quarantined.

Internally, the Fire Department has instituted rules for all personnel reporting to work to check their temperature and sign in. Temperature checks are done 3 times a day. Also, all fire stations and apparatuses are disinfected in the morning and afternoon each day. Personnel are required to wear face masks and practice social distancing in the fire stations. The crews are also monitoring the mental and physical stress that members are going through and offering any assistance that they may need.

Required fire training, often in collaboration with other fire departments, includes wearing face masks, social distancing, and disinfecting of all equipment used. Classroom training has been modified to keep personnel six feet apart and/or offered through Teams.

Overall, the Fire department continues to operate COVID-19 best practices as outlined by the Centers for Disease Control and Prevention (CDC) and King County Public Health. The department continues to be flexible, knowing that improvements can be made to processes as time continues.

Human Resources

Several standard operations have been automated for online and virtual access. Some of the changes have also created process efficiencies and reduction in resource use such as paper and printing. Automation has included use of DocuSign for PANs, leaves and reclassifications, and onboarding and recruitment procedures. New staff orientation, Expedition Series training for supervisors and meetings including the civil service board, Employee Benefits Advisory Committee (EBAC), and other committees as well as labor relations have all shifted to a virtual format. In addition to advancing planned 2020 workplan components, staff has adjusted policies in response to COVID-19 to include new work from home directives, and Governor Inslee's Safe Start requirements. These adjustments include new permanent telecommuting, alternative work, Search Results Featured snippet from the web Families First Coronavirus Response Act (FFCRA), and emergency protocols.

Document requests for materials that are not currently digital or historic files that require on-site staff have created challenges in providing a timely response. Providing personnel file automation and virtual meeting venues have resulted in increased participation during committee meetings, in use of training resources, and by stakeholders involved in policy refinements. However, the necessary and rapid turnaround of legal changes has resulted in less stakeholders input on certain policies and processes. HR is limited on resources to safely (per technology policy) share, transmit, and accept confidential information electronically with external customers. Policy revision priorities have shifted, and urgency has been given to some items previously on hold for future consideration. In general, policy work has been more expansive because development or updating policy while experiencing the topic in practice generates potential for more robust policy solutions.

Recruitment efforts were paused in the month of April which allowed leadership to reevaluate hiring needs in respect to budget. The City initiated close monitoring of all non-critical expenditures, which included imposing a hiring freeze. Roughly 40 positions that were in the recruitment queue were paused, reviewed, and 10 remained permitted to proceed. HR restructured the City's internal recruitment approval routing process to ensure that financial approval was closely reviewed and granted for every requisition requested. All current recruitments (regular and supplemental) continues to be held to that standard, and only those positions that meet essential services for the City are permitted for recruitment. Generally, interviews and testing remain virtual and new hires are subject to a virtual onboarding experience.

Overall, all essential services offered by Human Resources have been able to proceed with little interruption including staff and management training, onboarding, meetings, and policy updates. Staff anticipates maintaining some virtual meetings with stakeholders and routing of DocuSign forms as an efficient, flexible and trackable method for sharing certain documents and information.

Parks and Recreation

The most significant impact for parks and recreation staff has been implementing park amenity closures, program modifications and program and event cancellations to maintain the highest level of service possible in a remote manner. The 2020 Activity Guides and Summer Camps Guide has been removed from the City's current marketing strategies due to most programs being canceled. To address the many cancellations, impacts of the Governor's Safe Start Order, and recreation and facilities planning, the Parks Department developed a Continuity of Operations Plan (COOP) detailing adjustments made to each functional division and program offering. Some programs that have been postponed or canceled will be re-envisioned in a new format. Derby Days is one example, moving to a virtual format, but encouraging the continued community participation through virtual 5K sign-ups and other family-friendly activities. Where programs have not yet been adapted or are being planned for the future, the divisions are working to build in flexibility during the planning process. In addition, some of the recreation staff have been redeployed to offer a park ambassador program; providing a presence in parks, encouraging mask use and social distancing and monitoring the parks for health and safety concerns.

SENIOR CENTER AND PROGRAMMING

The budgeted workplan has been significantly impacted due to the many required program format modifications, revenue source reductions and workforce changes. Traditional daily and weekly duties have continued for all programs including, but not limited to, guest services functions, camp and recreation activity planning and management in all, all maintenance and facility management activities, and administrative support functions. Limits placed on the supplemental workforce have resulted in added responsibilities for many full-time staff members who are also responding in the immediate term to the pandemic and facilities' needs.

The increased emphasis on electronic communications and program formats has required creative thinking and retraining of customers but has been successful. The community has expressed a deep appreciation for the Parks Department responsiveness to the current situations, creative approaches to opening facilities, parks, supporting small businesses, and modified event programming where possible.

PARKS MAINTENANCE AND OPERATION

With field maintenance staffing levels reduced to 65 percent of normal, Park Operations is primarily focused on safety and liability work items, with asset protection as their secondary point of emphasis. Preventative maintenance and beautification work are only being done as time allows. Current Phase 2 closures of playgrounds, sports fields, basketball courts and shelters has changed the way the public is using the park system. Parks Operations is seeing an increasing segment of park users that are choosing to use closed amenities even though there is a robust communication plan to inform and educate users via signage, banners in addition to the park ambassador program. Turf irrigation reductions taken as 2020 cost savings are now becoming very evident as turf at identified locations goes dormant.

PARKS FACILITIES

The parks and facilities crews have been fully deployed and continue to work on maintaining safe and healthy environments for residents, staff, and visitors. The Facilities division continues to monitor building conditions in all City buildings to

maintain and address safety, security, and HVAC needs. Facilities staff are supporting PPE inventory and distribution requests in occupied buildings and performing monitoring in unoccupied buildings. New service requests are being reviewed and prioritized prior to dispatch. Aesthetic service request are lower priority and are only being done as time allows. Facilities crews are also continuing planned Capital Improvement Projects (CIP) project work in multiple sites throughout the city.

Overall, staff has been able to be highly responsive to impacts the department has faced due to the pandemic. Many programs have been canceled and many others have been identified to proceed forward as part of the COOP. Most administrative, planning, meetings, and customer service-related efforts have adapted well to virtual and flexible formats. All staff have had to engage Parks and Recreation customers in new formats.

Planning and Community Development (PCD)

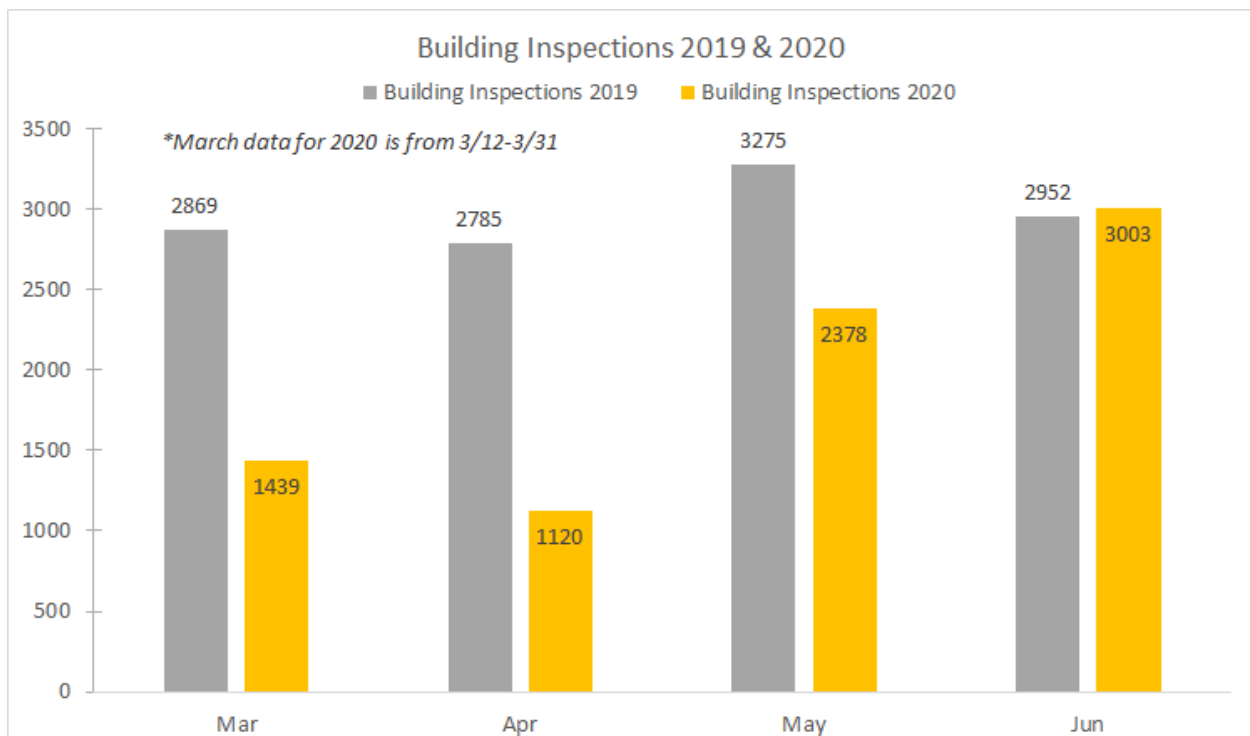
Development Services

BUILDING INSPECTION

During initial stages of the COVID-19 response, staff partnered with customers in utilizing mobile phone technology (“Facetime”) to perform inspections of simple system components such as ditch cover inspections or rough inspections of limited areas.

This method could not be deployed for interior inspections due to environmental conditions present on construction sites (poor lighting, material storage, etc.). Presently, all inspections have been able to resume on-site, but inspections via video technology remains an option for instances where social distancing cannot be maintained, or other safety considerations prevent direct visual inspection of system components. Daily screenings and on-site protocols are required for all field staff. Prior to Teams being available to all staff and while inspections were temporarily suspended, staff briefings and meetings took place outdoors while observing social distancing protocols. Meetings outdoors have continued to be an effective way to debrief when laptops or Teams enabled devices are not available, or when the connection is useful to maintain morale.

The Building division made use of available online platforms for inspector training in preparation for the technical code update that will become effective in February. City of Redmond Clip training portal provided effective means for increasing inspector software skills with applications such as Microsoft Teams and other office applications. Employees can complete training at their own pace and repeat lessons as needed.

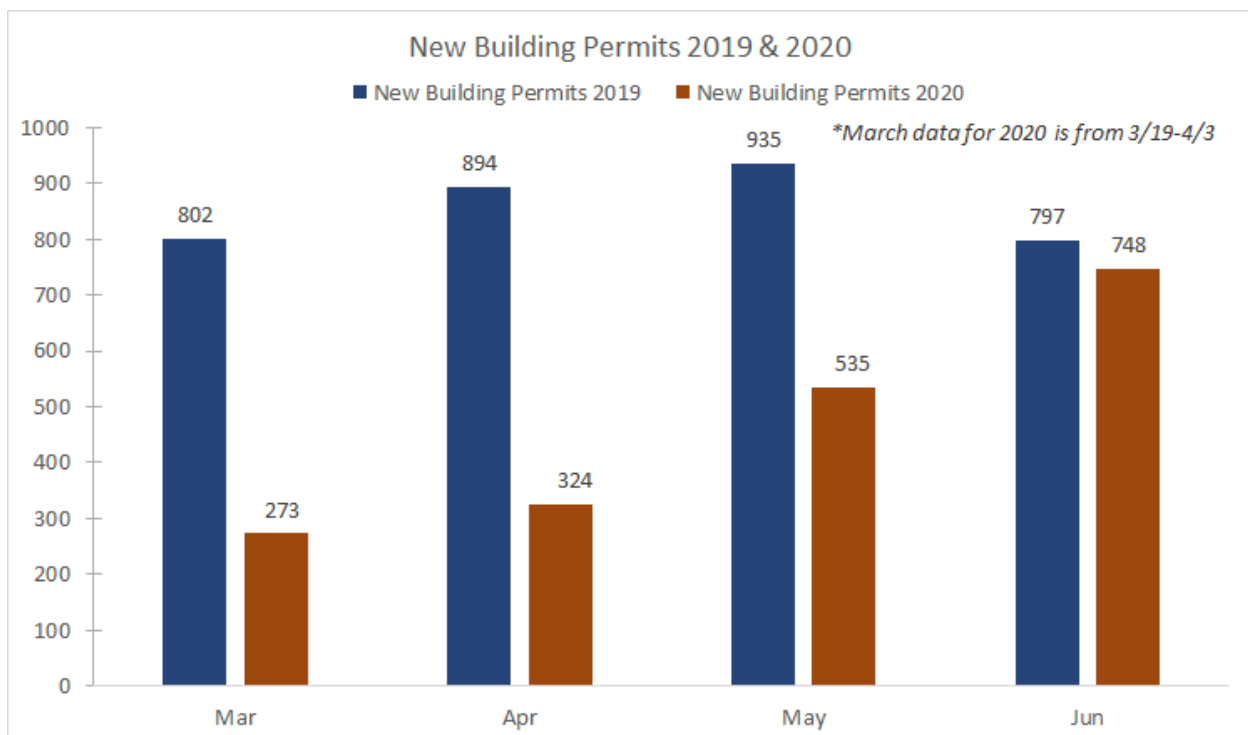


BUILDING PERMITTING AND PLAN REVIEW

Business processes and services such as permitting intake and review have been able to continue for the most part uninterrupted and were stood up in a remote format within about one business day. Staff have been able to transition reviews, intake, customer calls, internal meetings, external meetings and payments to remote options.

The transition has required additional time to retrain or guide applicants who preferred coming in-person previously. While target dates are still commonly being met, the stress of the pandemic and its impact on the economy is generating additional urgency from customers. Staff has been able to continue collaborating and staying connected via Teams. During the early period of transitions to remote working, staff also relied on personal communication channels (cell phones and email) for daily interaction between inspections and technical code experts to avoid project delays.

Code update training via Washington Association of Building Officials (WABO) was made available via live online training, but this platform has limited communications and networking between code officials in other jurisdictions. Some staff experienced challenges with this training resource and were unable to pause or repeat lessons. In these instances, a more interactive setting could have been helpful.



ENGINEERING

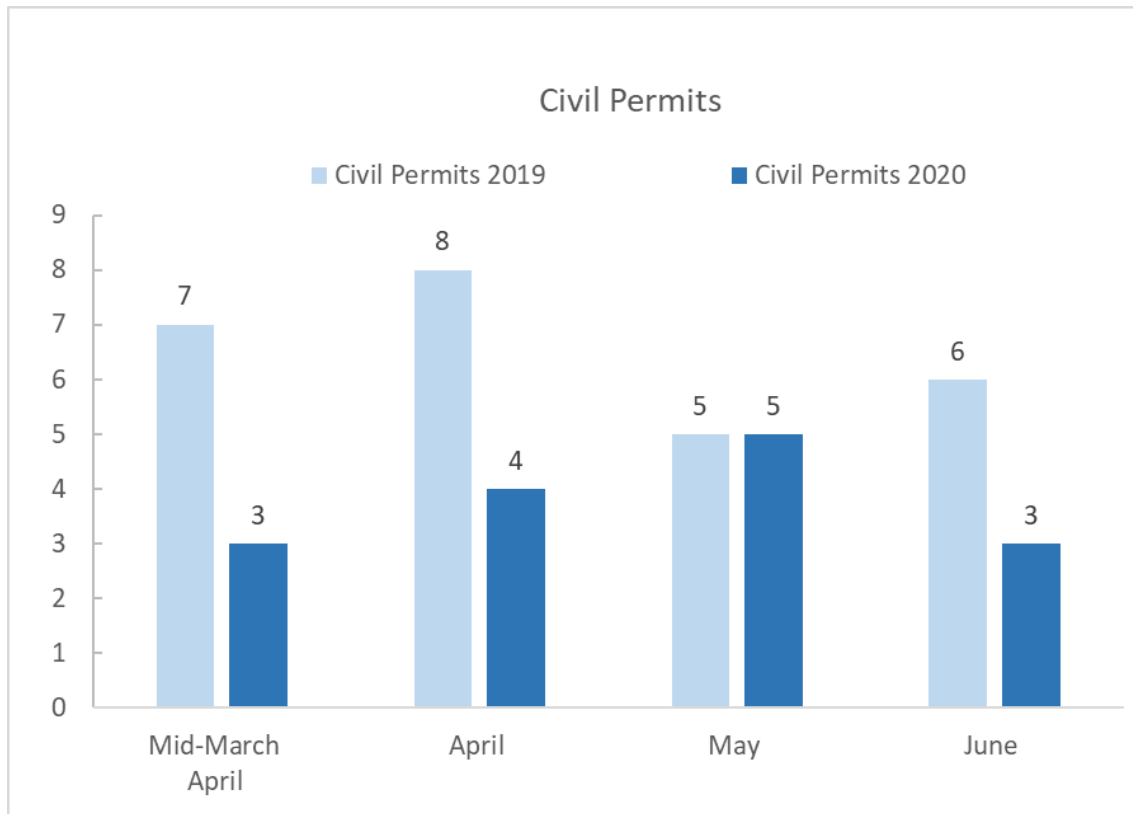
Development Engineering was able to immediately switch to virtual meetings, collaboration, and plan reviews within one business day. Staff use Teams or Zoom to communicate with engineers and developers. In addition to using Teams to meet digitally, Development Engineering has used new tools to hold demonstrations, staff trainings, and route documents for electronic signature. Staff now use DocuSign for digital signatures on civil construction Mylars, Boundary Line Adjustments, easements, final plat documents and refunds. Accommodations have been made for submittal of original documents (administrative documents, performance bonds, etc.) that will need to be retained with wet signatures on-site.

Working remotely has provided an opportunity to focus on streamlining records management processes and look for opportunities to transfer in-person, fax, or paper processes to a digital format to greatly reduce processing time and ensuring more consistent records management. This has also improved consistency with uploading documents to EnerGov and Network Drives. Hydrant Meter Use Permits are being processed electronically via email and Redmond Electronic Permit System (REPS) portal. Monthly hydrant meter permit invoicing and Tap & Connect are now done electronically and no longer sent out via mail or fax machine. While many efficiencies have been implemented, processes that must remain manual such as confirming validity of original documents requires approximately 24-48 hours to turn around due to the reduced City Hall access where these tasks were previously processed over the counter.

Self-servicing opportunities have increased for customers and staff has helped provide guidance on how to view records in response to public records requests, manage accounts, pull receipts, and view outstanding balances/invoices. Most changes have been well received and appreciated by customers. However, difficulty recruiting and hiring staff during the pandemic has been a significant challenge for the division and has stressed staff and elongated review timelines.

As application volumes have continued to increase, predictability has decreased, and overall customer satisfaction has begun to erode. Capacity limitations are causing increased timelines and requiring staff to work late evenings and most weekends.

Overall the shift to digital processing of workloads and hosting meetings has been a smooth transition for both staff and customers. Minor issues have arisen related to processes that must remain manual and efficiencies that are still needed cross departmentally. The largest issue remains in recruitment of senior level engineers to meet application volumes and project demands.

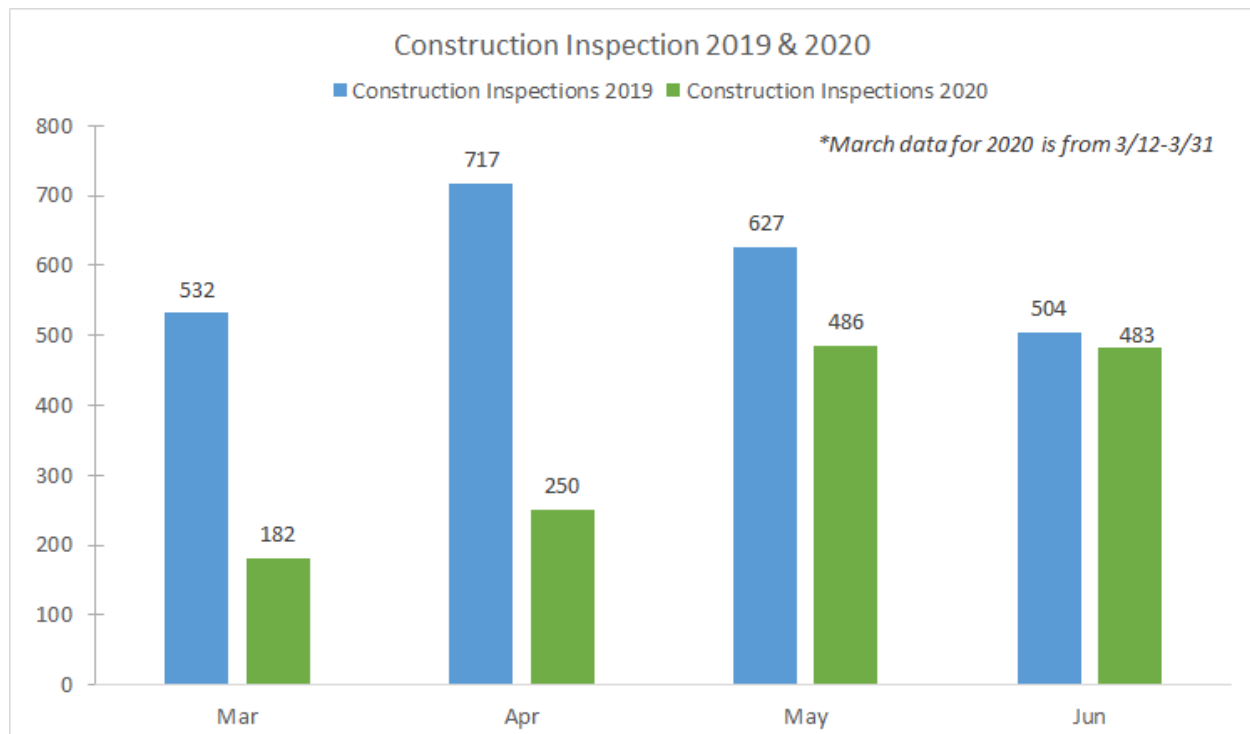


This chart represents the number of new Coordinated Civil Review (CCR) applications only and does not reflect to the backlog of work or other civil related permits such as Engineering Deviation, Water Meter, Side Sewer, Hydrant Use, Final Plats, and Wet Weather permits. Through mid-July, nine applications have been received, and 59 total permits remain in review. Due to staffing capacity limitations, internal processing issues, site condition complexity and the number of deviations per project, applications are taking significantly longer to reach decisions.

CIVIL CONSTRUCTION INSPECTION

Presently, all inspections have been able to resume on-site. Daily screenings and on-site protocols are required for all field staff. Some minor adjustments to business practices have been put in place in response to the closure of City Hall. Hybrid virtual pre-construction meetings followed by a field pre-con at the site with field inspectors and developer/contractors have allowed pre-cons to continue safely in-person but have also enabled technical review staff to remain remote.

Overall, issues have not been difficult to overcome, and staff flexibility has highlighted how small adjustments to business practices can be effective in keeping projects moving forward, thus preventing backlog in the future. Hybrid pre-construction meetings are expected to be a permanent process improvement going forward.



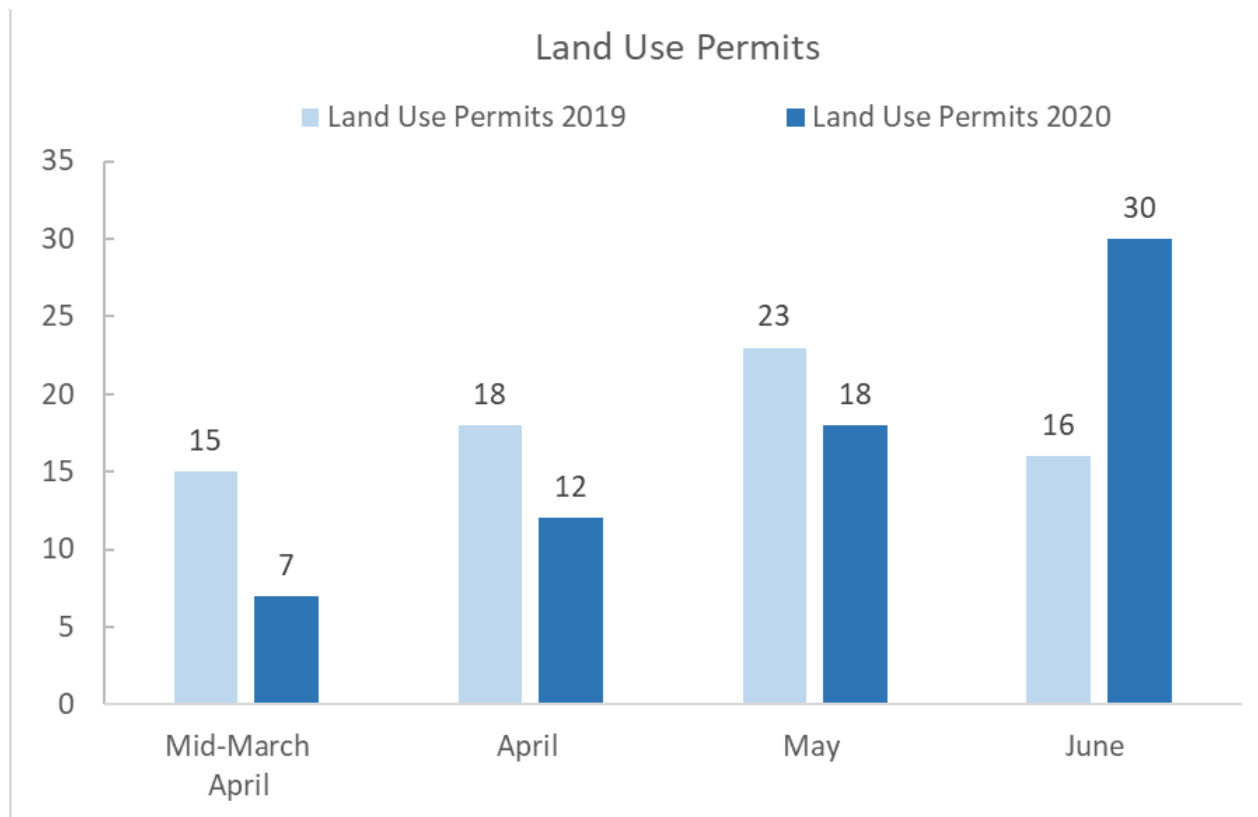
CURRENT PLANNING AND ZONING CODE

Some minor workplan items have paused such as template updates. The bonding backlog removal project was temporarily paused for 30-days because access to bonds needs to be available online going forward to be able to close out projects remotely and limit any hard copies of City files being taken off-site. This project has now resumed. Additional workplan items such as the annual zoning code clean up and the planned rewrite of the zoning code have continued forward due to their significance in recovery and responding to both the required updates to the Comprehensive Plan and to control the cost of doing business within the City.

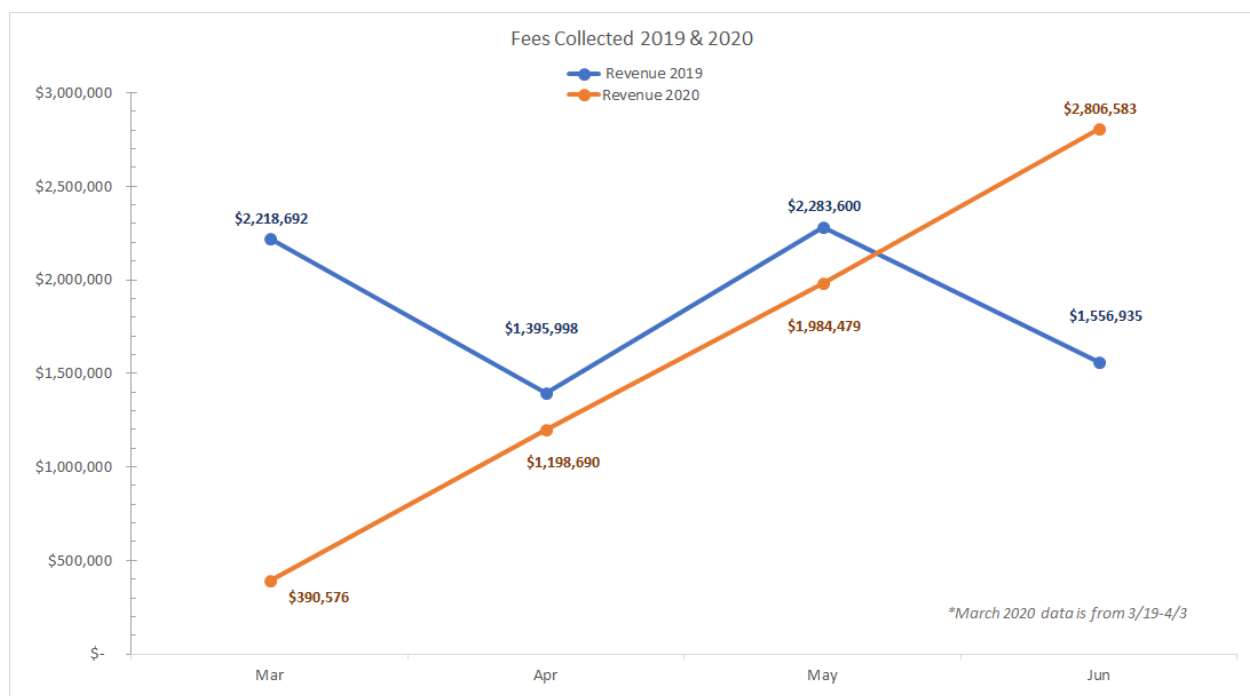
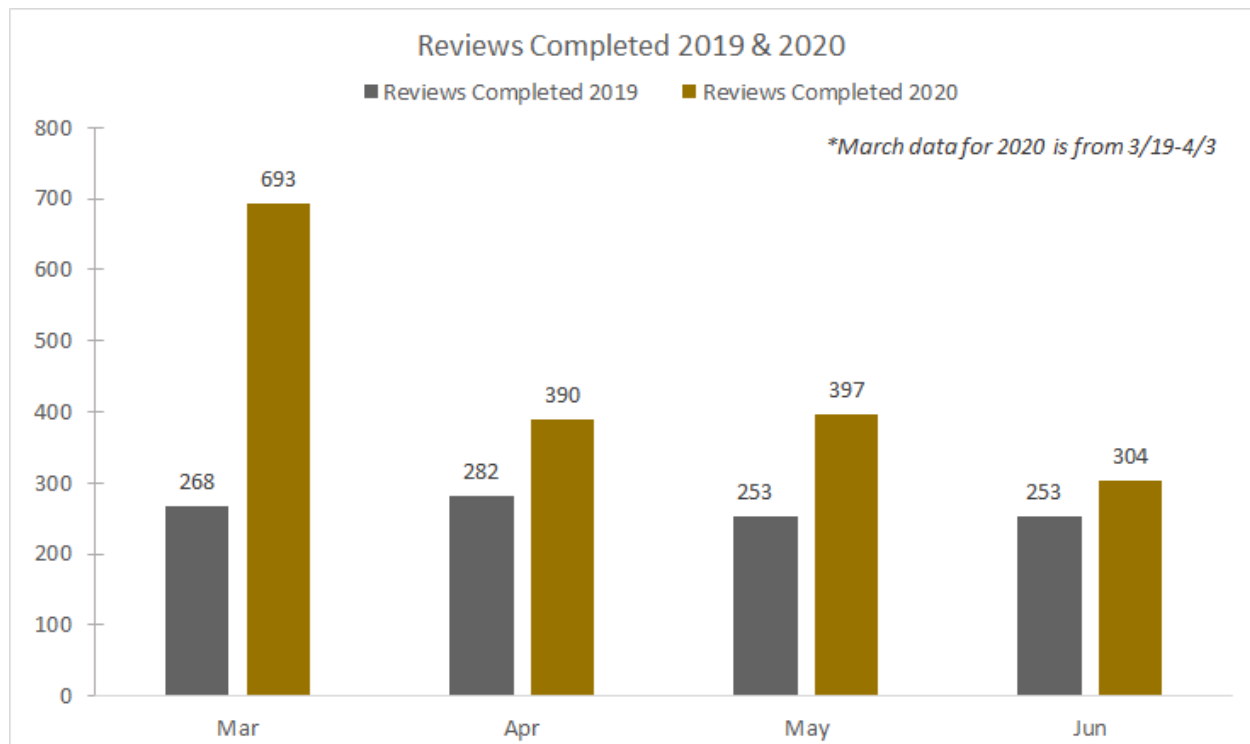
All planned training was canceled or postponed. The Planning Academy restarts on August 6 to addresses some reoccurring training gaps from the past few months. Most other programming and budgeted workplan items are identified as an essential service because it ensures legal compliance of all project applications submitted to the City. Current planning and zoning code update work has continued, but in a completely remote form except for field inspections.

At the on-set of the pandemic, it was anticipated that the pace of permit submittals would immediately begin to slow. While we still do not know what the future will hold, permits volumes have not declined, and have in fact increased month over month since the pandemic began. However, due to current open vacancies and a temporary hiring freeze, staff has had to carry extremely heavy workloads for several months, necessitating very long shifts and working on weekends that are far in excess of forty or even fifty-hour work weeks. Many current planning staff members sit on cross-divisional and cross-departmental charters. While staff has done their best to continue to contribute, their ability to do so has been limited which has the potential to impact entitlement compliance or process improvements later. If level of service decreases too substantially, it will impact the City's ability to take on new permits and support the economic rebound that is necessary to emerge from the effect of the pandemic.

Overall, current planning has continued executing essential services and programming that will be essential to the City's recovery and response to the recession. A temporary Standard Operating Procedure (SOP) for all division operations was created to streamline and clarify process (virtual neighborhood meetings for example) as much as possible. However, the workloads being carried by staff are not sustainable and generating several other issues including reduced levels of service, predictability and consistency. Additionally, there will be ongoing impacts to morale and reduced training to keep technical review staff up to date on current best practices or legal requirements. This outcome also impacts the City's ability to retain qualified staff. The division would benefit from streamlining of cross-divisional and departmental processes, as well as improved role definitions and coordination expectations between divisions and departments that support Development Services Center work.



Overall Development Services Reviews and Revenue



The Development Services Center has collected \$6,380,328 in total permitting revenue for March through June of 2020 compared to \$7,455,225 for the same period in 2019. Once construction resumed, permitting and inspections activities have continued to increase towards pre-pandemic volumes.

GO REDMOND AND COMMUTER ASSISTANCE OFFICE (CAO)

The City's trip reduction programs suspended transit and vanpool fair subsidies in response to the Stay Home, Stay Health Order and King County Metro's decision to temporarily suspend bus fare collections. Staff expanded and pivoted programming to target and support essential workers who were still needing to travel and experiencing impacts of reduced service, limitations on route options, and increased safety concerns. The City's Go Redmond grant program executed in partnership with King County Metro, was modified to help employers encourage and allow telework options via quick grants for Zoom and Teams and to support pedestrian and bike safety through parklet barrier grants.

Many of the Transportation Demand Management (TDM) processes had not yet transitioned to a digital format and therefore were impacted by the closure of City Hall. Locker assignments and parking permits for essential staff and Orca cards have not been able to be distributed with consistency due to access protocols, rhythm of requests and on-site staff availability, as well as required logging and tracking of information for auditing purposes.

Overall, the majority of the trip reduction programming has been able to be modified to respond to the unique needs presented by the pandemic and partnership meetings with other agencies have been able to occur on a more frequent basis to help respond to impacted riders and employees due to tools such as Teams and Zoom.

HOUSING AND HUMAN SERVICES

Due to the pandemic, work related to housing and human services has required a substantial increase in response related tasks. The needs of the community continue to evolve throughout the ongoing pandemic as do the ways the City needs to respond and coordinate with partners. In addition to the 2020 planned programming, staff is now managing federal COVID-19 Community Development Block Grant funding, and community and partner requests.

There also has been a dramatic increase in regional and local collaboration and coordination of efforts to ensure the City stays up to date on information, advocates for additional funding, targets fund expenditure opportunities, and responds swiftly to many new daily and weekly meetings. Staying abreast of the constantly evolving community response and emerging issues facing non-profit partners and other community stakeholders has been particularly challenging. As an example, when surveys and requests for information are sent out, by the time that a response is received, it is often already outdated. Due to non-profits reporting a wide range of funders and cities, intentional communication and collaboration is necessary.

Internal processes and business functions such as staff meetings and Human Services Commission have been able to transition to remote formats allowing workplan items to proceed and funding applications to be reviewed.

Overall, most traditional programming has been able to continue through remote work options. Some activities, however, have had to pause such as mental health or substance abuse group treatment and after school programming. These have ceased for a variety of reasons such as costs associated with technology infrastructure needed to meet Health Insurance Probability and Accounting Act (HIPAA) compliance requirements are too costly.

LONG RANGE PLANNING

In preparation for updates to the Comprehensive Plan, the staff team is evaluating and rethinking public involvement, making certain that the Redmond 2050 (Comprehensive Plan Periodic Update) outreach and involvement is equitable and has broad participation from underrepresented groups. This is a challenge because it is not possible to rely on online tools when internet reliability and access is not universal.

However, many of the new tools and techniques being developed will continue to be used in the future because they allow broader opportunities for the public to provide feedback than ever before. In addition to public involvement, the approach to Comprehensive Plan Updates was expanded to include an emphasis on resiliency and adaptability in work programs.

Most staff work, meetings, and business processes have been able to transition to digital platforms while allowing staff to continue to stay connected and collaborate. Timelines have been unimpacted for the most part with exception of a three-month delay during project kick-off for the Redmond 2050 Comprehensive Plan Periodic Update and six-week delay to the Downtown Parking Management Strategic Plan due to a pause in Council meetings and bid processes. While most timelines have remained on-track, workloads have increased to meet restrictions imposed by the OPMA and to support other City programming and response efforts. Tools like Microsoft Teams has allowed work to proceed in most areas. Teams has presented some challenges during the transition to find a new group rhythm. Organic, casual conversations are not as possible or convenient and are missed by the staff team. The reduction in commute time and daily interruptions has increased staff's ability to focus when not in meetings, but equally has made it difficult to set boundaries.

New tools such as Teams and DocuSign have expedited some processes including formal recommendations by the Planning Commission which have gone from several days to a single day for signature. Staff has also been able to host online pre-proposal meetings, consultant interviews, and other elements of the Request for Proposal (RFP) process. However, some public meetings had to be delayed for re-design to an online venue and consultant response time was elongated early in the pandemic. The online pre-proposal meeting worked well and received much interest, participation, and good feedback. The process should be considered for permanent implementation. Overall, virtual venues have made consultant interviews easier and increased team member participation.

TOURISM AND ECONOMIC DEVELOPMENT

Some traditional tourism promotions were suspended, and resources were instead reallocated to develop tools to communicate about which businesses were open, work with event planners to cancel events, and coordinate with partners on how remaining events could be postponed or modified to meet the Governor's orders. Planned visits to businesses with Sound Transit to discuss their project impacts were canceled, in addition to the foundation business classes held through StartUp425. Staff worked with partners to have resources from these two programs shifted to virtual formats where possible and were otherwise redirected to small business support.

Collectively, tourism and economic development have a total of 0.40 staff FTEs via a split staff member and supplemental staff. To effectively respond to the impacts of COVID-19 on local businesses, staff has had to dedicate four times the traditionally planned hours to this work program. Staff works daily with local businesses to respond to questions and connect them to resources. In partnership with other cities, Redmond has advocated and funded 1:1 small business financial support and business planning including complete loan packaging and creation of individual reopening plans. Staff has also been working with partners at the county and regionwide to coordinate creative ways to support local businesses in acquiring PPE, advertising current operations, and providing training. In response to the restrictions and limitations on reopening, department staff went door-to-door providing signage to create curbside pick-up of goods, presented an ordinance and resolution allowing temporary use of public right-of-way for outdoor dining, launched the What's Open Eastside tool with the support of TIS, and worked with OneRedmond on a number of activities including the development of a small business grant program.

Overall, staff has been as responsive as possible to stakeholder feedback and needs during this time. Due to the severity of the ongoing impact to small businesses, Economic Development continues to require an intense amount of daily staff

resources and attention. Like other areas in Planning and Community Development (PCD), staff is stretched extremely thin and the overall potential impact of their work is diminished.

TRANSPORTATION PLANNING AND ENGINEERING

In general, most work has been able to be completed remotely and projects such as the Transportation Master Plan (TMP) and Sound Transit are proceeding on track as planned. Planned outreach strategies, however, will need to be revised to a digital format. Some programming has been or is anticipated to be impacted. All public Commute Trip Reduction surveys have been postponed and do not yet have a resumption date. On-street parking enforcement was suspended between mid-March and mid-July in response to the Stay Home, Stay Healthy Order generating an approximate \$15,000 loss in anticipated revenue. In addition to the suspension of Parking Enforcement, the pandemic and associated business recovery efforts have provided an opportunity for the City to quickly develop ideas and launch pilots such as, designation of curbside pick-up zones and piloting of code revisions for increased outdoor café space. In both cases, parking enforcement staff were redeployed to pass out information and signage to businesses Downtown alerting them to City support and new opportunities for use of the right-of-way.

Lime Scooter re-activation with revised cleaning protocols was postponed in May by the Emergency Policy Council (EPC). The impact to the City is the continued loss of a reliable micro-mobility option to the community, reduced mobility for the whole community (especially those who do not own a car), isolation and seclusion, and diminished access to the outdoors. The EPC shared that they would reconsider at a later date and work with staff on a path forward to resume this service when staff resources allow.

Planned Capital projects are moving forward but progressing more slowly as revenues are reduced due to the recession and potential modification to funding. Day-to-day projects and business practices have permanently adopted the use of new tools such as DocuSign and Teams for remote meetings. Pre-pandemic, the telework mode split for the City was around one percent. Presently, it is exceeding 50 percent, taking into consideration essential on-site employees. Additionally, a significant savings in staff time and vehicle trips is gained by not having to commute to multiple off-site weekly meetings.

Overall, most work has been able to continue to advance and adaptations have been effective. Ongoing impacts to travel patterns and usage are expected due to the increased fear of riding transit in a pandemic which will continue to affect transit ridership and revenue. This underscores the value of scooters as a safe and socially distant micro-mobility option that could drive additional reductions in car travel when the program resumes.

Impacts of the pandemic could continue to affect the City's programming and transportation planning and might result in a change to capital investment priorities in the long-term due to reduced peak-hour travel. Based upon community feedback and ongoing monitoring of functionality, more flexible use of curb space (e.g. the quick designation of curbside pick-up zones), and the right-of-way (e.g. the conversion of streets to ped-bike only) could be carried forward into the future. Community and bike/ped advocates have felt empowered to call for temporary street or lane closures to provide more space for walking and biking, and temporarily adjusted speed limits to keep speeds low with fewer cars on the road, all of which align well with the community vision for the urban centers.

Police

Police programming and responses has been modified to meet demands while limiting potential virus exposure to the maximum extent possible. COVID-19 symptom screening of all 911 calls now takes place, helping officers choose the appropriate level of PPE and response. For instance, protocol for a death scene now requires only one police officer and

one fire personnel to check for signs of life in order to limit unnecessary exposure to others. Previously this would have involved a higher response until units were cleared but was modified following initial exposures in Kirkland that took place in March. Police are also using compression only CPR at this time in order to limit respiratory exposure to potential COVID-19 patients.

Due to the number of essential personnel who must report to work both in-office and in the field, modifications had to be made to business practices and customer facing services. Patrol teams took advantage of remote working on Thursdays, our typical training and overlap day. On alternating Thursdays, one squad would work from home to complete training, in-service requirements and paperwork, while the other squad reported to work to handle calls for service. This process has ceased now that in-person training can be conducted in certain situations and call volumes have increased. The Investigations Unit was moved to a rotating remote schedule; ensuring there were some detectives on-site during normal business hours while others worked at home to limit the number of employees in their open workspace. Some employees continue to work remotely, including program coordinators such as Crime Prevention Coordinators, Public Information Coordinators, Public Records Specialists, and others that can accomplish their duties from home.

For those visiting the Public Safety Building, many contacts have been moved outdoors where staff meet people outside of the building instead of in station rooms and the lobby as much as possible. Building access for staff was controlled temporarily to one main entrance for temperature checks and hand and boot sanitization took place before entering the building. This decontamination procedure has extended to all entrances so that employees can use different entrances but still check their temperatures and clean their hands and gear before coming inside.

Records and Communications [Dispatch] Divisions are now closed to other employees. Officers face significant exposures in the field therefore they are no longer allowed to enter Records or Communications Division workspaces. This has kept these units healthy but is a strain on morale. The entire agency is one team and it is difficult to have in-person contact eliminated for some critical support units.

Shift briefings have moved to Teams providing more opportunity for participation by staff that were previously unable to make briefings (example: Records and Dispatch were unable to leave their workstations but can now participate). However, remote briefings remove camaraderie building such as beginning of shift casual conversations. The use of Teams will likely continue in a permanent format to facilitate employee connections across the agency.

Community Programming has been able to transition in part to virtual formats and has paused all together for some. Block Watch Captains now meet remotely as this format worked well for them, resulting in high attendance and participation. This format initially did not work for the Community Equity Action Team Advisory Council due to connectivity and equipment issues, but workarounds were identified and at least one successful meeting has occurred, and more are planned.

All public facing programming including the Community Police Academy, general public safety classes, Coffee with a Cop, and other events have been canceled. This has been detrimental in relationship building with the community. Due to the department's biggest connection now being through social media, people who have limited internet access or language barriers have been unable to participate. As a nationwide crisis in policing is taking place during the pandemic, it has been difficult for the department to be limited in ways they engage with the community. Programming will commence as soon as feasible. The Volunteer and Explorer Programs have placed events on hold, although the groups are meeting intermittently online until it is safe to resume in-person activities.

Some non-emergency public services have been closed temporarily. Fingerprinting for public is not available. It was previously done by adult volunteers, most of whom are in high risk groups for contracting COVID-19. Alternative options are being explored including referring people to paid services. New Concealed Pistol Licenses (CPL) are also currently unavailable due to the lack of fingerprinting. This is working poorly for residents who want to obtain CPLs. The department has been working to find a solution and anticipates an updated process will be available soon.

Overall, the Police Department has been able to shift quickly, effectively, and safely to ensure reliable and ongoing delivery of essential services and are continuing to explore new ways to deploy programming that has been temporarily paused.

Public Works

All Public Works staff shifted immediately to remote work. Plan review, project planning, and GIS support have all continued. Local Source Control (LSC) inspections at local businesses were put on hold during the Governor's Stay Home Order. After the order expired, staff has started to slowly phase LSC business inspections back in while being sensitive to needs of businesses during this challenging time such as giving advance notice to make sure it works for the business, PPE, etc. This has been well received. The goal is to listen and help businesses get what they need – it's more broad than environmental now, acting as a conduit to get businesses resources. Consultant work to conduct solid waste and recycling audits and in person door-to-door outreach at large multifamily complexes has been postponed indefinitely. Staff has pivoted capacity to working on outreach materials (handouts) instead that can be provided without physical contact, as well as working on code updates for solid waste and recycling requirements for developments.

Environmental utilities canceled planned recycling events which has been met with frustration from the community. New programming has not been determined yet for recycling events, but staff has completed a comprehensive update to the City's website and detailed a list of alternative locations where items can be taken. Stakeholder involvement for Environmental Sustainability Action Plan and Temporary Construction Dewatering work has continued on-schedule but has moved to a virtual meeting platform.

Additional unanticipated impacts from pausing the hiring of seasonal employees is a reduction in level of service (LOS) for vegetation maintenance & street maintenance. This is impacted further by the reduced availability of Washington Conservation Corps Crew which has also reduced vegetation maintenance and habitat restoration. Temporarily, fats, oil and grease (FOG) source control inspections have also been reduced to shift staff capacity to assisting wastewater crews.

Environmental and Utility Services Division (EUSD) shifted to daily supervisor meetings with the division manager versus once per week. This has helped in maintaining continuity and with work planning. EUSD manager provide an end of day report to division staff that includes regional news, leadership news, and a summary of what people are working on. This has helped in keeping staff connected while working from home. Utilities Engineering staff have an unstructured daily drop-in meeting that creates an opportunity to discuss engineering challenges, share institutional knowledge, and bounce ideas off each other. This also provides a social outlet that is missing from the telework environment.

In Operations and for all field personnel, vehicles have been reassigned to divisions and staff to maintain a 1:1 person per vehicle ratio, thus increasing the use of personal vehicles for City business. Vehicle cleaning takes staff additional time at the beginning and end of days. Some equipment that had previously been shared such as the loader is now only assigned to a single staff member. Stormwater Operations division is running the loader for all crews. Some changes in deployment of staff and facility availability due to social distancing restrictions has created new challenges. Staff who cannot work remotely full-time remain engaged through mobile technology as much as possible. Signal technicians and inspectors worked only out of fleet vehicles until just recently. The limited access to City Hall, limited restroom availability, and limited

access to the Maintenance and Operations Center (MOC), required crews to work out of vehicles. To secure the MOC and ensure protocols are met, the gates at MOC have been closed, making deliveries from vendors and site access difficult.

Daily crew dispatching has been modified from large group to small group to Teams. Management has been limiting tasks except for most critical to those that can be done by individuals. Extra time is needed for PPE to work in proximity on critical tasks (signal cabinet work, water main breaks, pump station cleaning, etc.). Schedules for field staff have been adjusted several times and social distancing limits number of days we have full crews available. Most operations staff had half crews on standby (mid-March to mid-June), and undertook training while at home (data entry, training, other divisions). All crews returned on-site June 22, 2020. Traffic operations schedules were adjusted to modified 9/80 schedules with one day of four hours telework to work on administrative tasks. In operations, maintaining the health and safety of the field staff and ensuring the ability to maintain critical services remains the City's highest priority.

Capital improvement project delivery has been impacted directly and indirectly by the COVID-19 pandemic. Budget reductions, for example, are underway and may be necessary for the short and mid-term, affecting all capital projects that are currently underway and planned for the future. A project undergoing the bidding process also needs to account for COVID-19 restrictions and associated costs. All people, including staff, consultants, and contractors involved in capital improvements are working from home, resulting in some additional time and potentially, in increased project costs. Some City services such as real property have also experienced a reduction in capacity, impacting the timelines and thereby costs of capital projects. In addition, standard practices of project budgeting and time allocations continue to impact project costs and in the long-term could be reconsidered. For example, staff time charged to capital projects when associated with operational delays, sick leave, or vacation is not reimbursable via grant funding.

Overall, many technology related improvements and efficiencies have been implemented. However, changes to bidding processes, adopted budgets, internal staffing changes, and capacity reduction, as well as updated prioritization of biennial projects may impact planned capital improvements. Teams allows field staff to attend meetings without restoring field work site and driving back to the MOC or City Hall which results in a savings in staff time. Morale is good. However, actions taken to keep staff safe separates crews and creates disconnects. Teams of staff are deployed from the MOC to respond in emergency situations and therefore it is difficult request that they work remotely at this time. One of the most positive outcomes has been increased collaboration with Parks and Facilities Operations. More synchronized messaging to staff and similar staffing/return to work plans, including the MOC safety practices document has contributed to more effectively coordination of activities.

TIS

TIS does not provide outward facing services to the community, but does extensively support staff directly through equipment replacement, training and software upgrades, and implementation. Staff has been dedicated since March 12, 2020, to supporting the remote work transitioning of the organization, organizing equipment pick-ups, resolving issues, and rapidly rolling out new tools to respond to changes including Teams, Zoom, headsets, and laptops. As equipment has been replaced, TIS has re-purposed monitors, desktops, and laptops to support employees who are now working at home and in the office. Equipment supplies have become increasingly limited and TIS has made a conscious effort to use all available equipment to support the current split workforce and to ensure social distancing while employees are on-site.

Deployment of Microsoft Teams had been in planning, but the launch had not been anticipated so soon. Staff quickly deployed DocuSign to fill the need of routing internal documents requiring signature as well as external documents such as Mylars. Due to COVID-19 and the revenue shortfalls, TIS has postponed, canceled or deferred 18 programs, positions, or

workplans components. This includes the freezing of two vacant roles and discontinuing supplemental staff support, deferring PC hardware refresh and planned equipment upgrades, as well as pausing smart cities implementation and new software.

The majority of all TIS work can be done remotely or via safe distancing on-site. The Service Desk is scheduled on-site three days a week with limited hours to support staff picking up and dropping off equipment.

In the future as staff throughout the organization return to their physical in-office workspaces part-time, there is an anticipation that the City will need both a remote and on-premise offices without having to carry large monitors and equipment between locations. We do not have the equipment or funding planned for this at this time nor is there a plan in place of for what smaller drop-in setups might look like.

Overall, the transition to provide essential TIS services and support of ongoing maintenance during the pandemic has been especially smooth for most divisions. That said, with a large amount of programming paused for the time being and potential future adaptive needs for a split-workforce, there is a significant amount of planning that will need to be done to ensure that the City is prepared and properly equipped for the next few years.

Community, Partner, Stakeholder, and Staff Involvement and Outreach

The American Planning Association (APA) outlines tactics for undertaking an inclusive and reflective recovery. These tactics include outreach to a broad range of partners and stakeholders and design of all engagements with the end in mind. Framing the issues should be the responsibility of the City or organization, as well as reframing issues and outcomes as needed to enable the community to respond and deal with issues being faced rather than positions held. A primary goal is to reduce ambiguity and ensure there are tangible topics for consideration and feedback.

Gathering information from the community and sharing the information collected from public involvement activities or ongoing emergency information is needed to aid in both short- and long-term decision-making. This tactic helps to expand the problem-solving capacity of the organization facilitating the recovery planning effort and the community participants.


A variety of inquiries were used to obtain insights from the community, region, and from staff during the first few weeks of the COVID-19 pandemic.

- Small business questionnaires
- Partner agency interviews
- Business stakeholder questionnaires and online focus groups
- Development community focus groups
- Community questionnaires
- One-on-one business interviews by OneRedmond
- A Housing Action Plan questionnaire that included two COVID-19 pandemic questions
- A City staff questionnaire

The pandemic also continued to evolve during this active feedback period. This resulted in an observable distinction in responses provided during early phases of the emergency in comparison those provided during the pandemic's mid-term/current phase.

Additional forms of involvement are scheduled to continue after the authoring of this report. The results of the following involvement efforts will be provided as an addendum:

- Redmond Partnership Network meeting
- Transportation and social service focus group



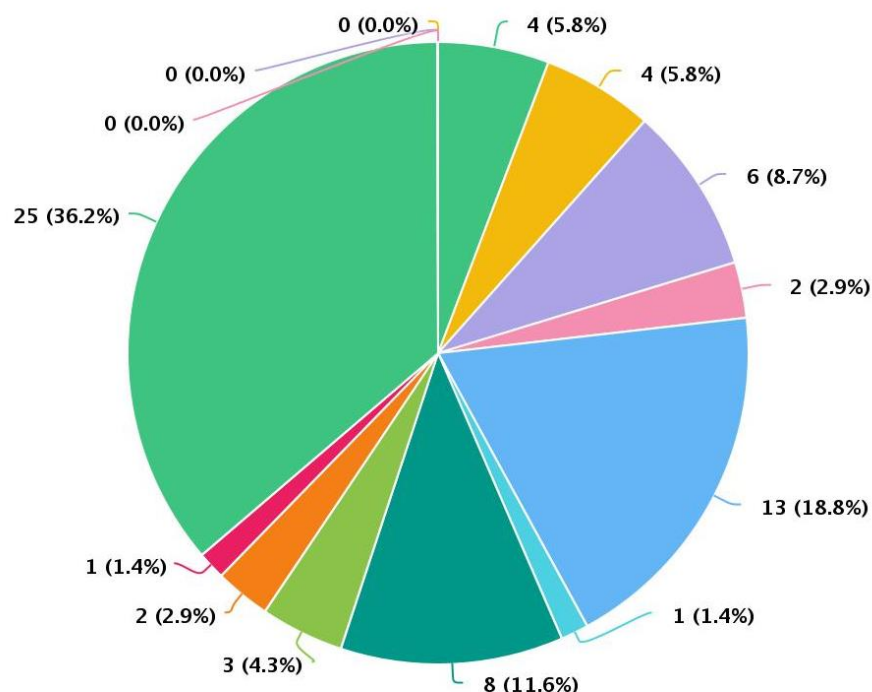
Over 140,000 points of contact* received information and over 35,000 engaged with information or participated in Redmond's Long-Term Recovery as of July 24, 2020.

Surveys and Questionnaires

Small Business Survey

69 small businesses participated in the small business questionnaire during July 5 to July 23, 2020.

Most respondents represented enterprises involved in the business and information and the food and hospitality sectors.



Question options

(Click items to hide)

- Business & Information
 ● Construction/Utilities/Contracting
 ● Education
- Finance & Insurance
 ● Food & Hospitality
 ● Gaming
 ● Health Services
- Personal Services
 ● Real Estate & Housing
 ● Safety/Security & Legal
- Other (please specify)
 ● Agriculture & Forestry/Wildlife
 ● Natural Resources/Environmental
- Transportation

Primary concerns of small businesses during that time period included:

- Ability to pay rents that had not been reduced
- Ability to secure personal protective equipment and other safety equipment including disinfectants
- Access to the Paycheck Protection Program

- Ability to legally operate businesses in general and to be consistent with standard operating procedures previously in-place

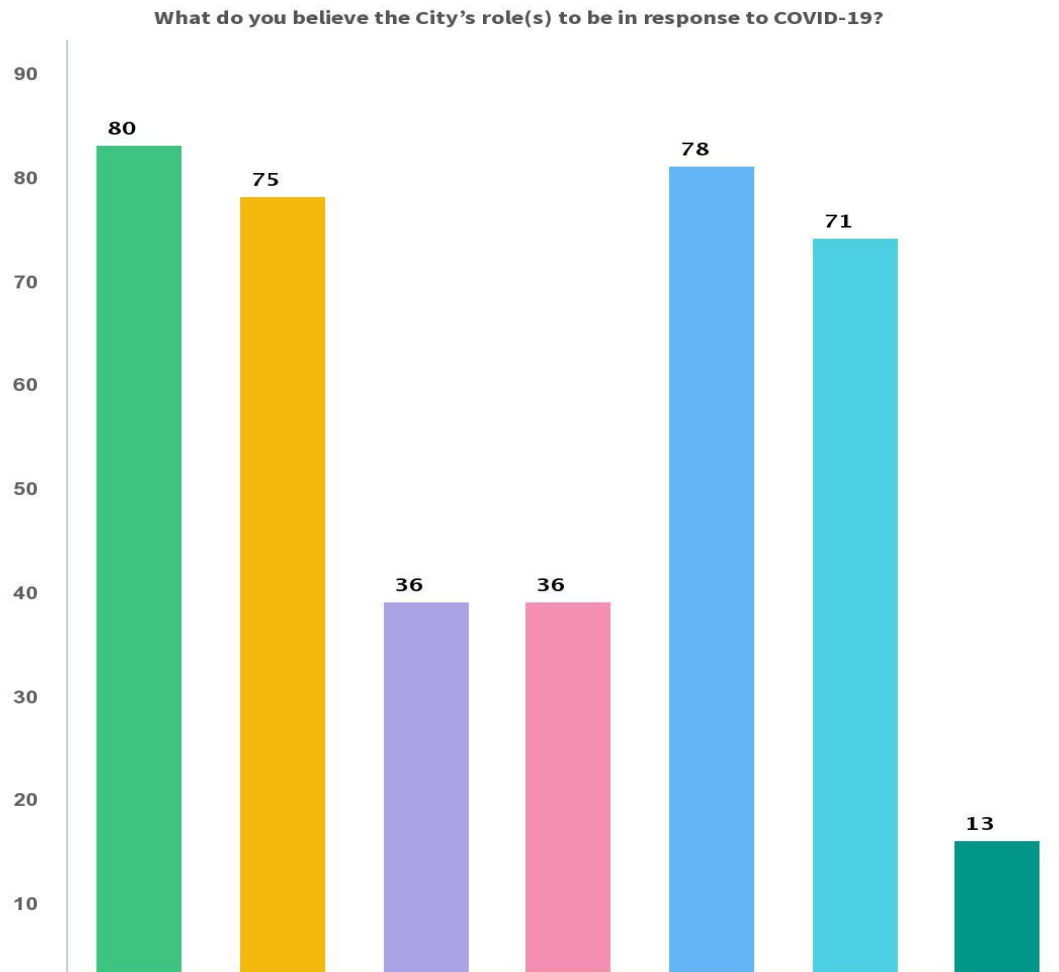
Community Questionnaire

During July 5 to July 23, 2020, 98 people participated in the community questionnaire regarding COVID-19 and the long-term recovery planning effort.



Of the respondents, 78 (80 percent) indicated that the City was being somewhat effective to very effective in its response to COVID-19.

In addition, respondents ranked communication of information, safety, and access to essential resources as key roles for the City in its response efforts.



Question options

(Click items to hide)

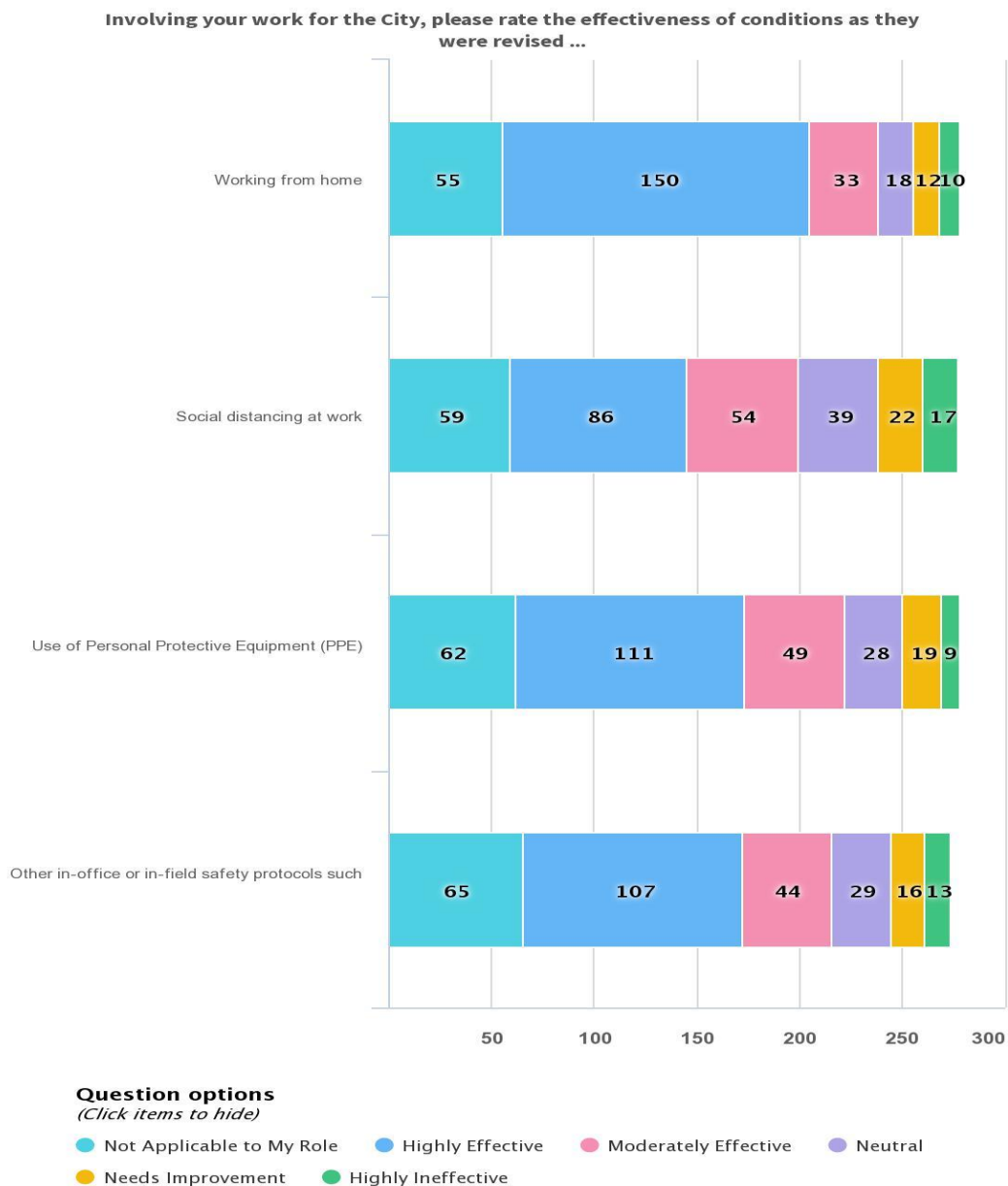
- Communicate information about health and safety best practices in a timely manner
- Restrict certain activities for the safety of the community
- Involve the community in COVID-19 conversations and online forums
- Provide personal protective equipment and other life safety resources to the community
- Connect community members with necessary resources (examples: food, shelter, financial resources)
- Connect businesses with necessary resources (example: state and federal financial resources)
- Other (please specify)

The feedback from local businesses and members of the community highlight the success and importance of the City's Recovery Principles engaged partners, being united and connected and responsiveness.

City Staff Questionnaire

281 City staff responded to an internal questionnaire during July 15 to July 24, 2020. This questionnaire remained open through July 31, 2020. Greater than 50 percent of staff rated several aspects of working conditions as being moderately to highly effective and clear to highly clear:

- Working from home (67 percent, not applicable to 20 percent)
- Social distancing at work (50 percent, not applicable to 21 percent)
- Use of Personal Protective Equipment at work (58 percent, not applicable to 22 percent)
- Clarity of work-related directions and processes (83 percent, not applicable to 2 percent)



Many staff feel valued and appreciated by the Mayor, leadership, and colleagues as the City has supported their safety and a remote form of continued operations. Staff are also realizing reporting new levels of demand on their time as meetings via Teams continues throughout the workday and, in some instances, beyond the typical workday. However, staff has appreciated the opportunity to use new technology such as Teams and DocuSign to ease the transition and support standard work programs from remote locations.

Housing Questionnaire

As part of the July 2020 Housing Action Plan questionnaire, 10 percent of those who participated shared that their housing had become less stable due to COVID-19, five percent were not confident they could pay their rent next month, and nearly 25 percent had at least one member of their household experience job loss.

Detailed results from interviews, surveys, and questionnaires completed between May and July are provided in the Appendix.

Interviews and Focus Group Discussions

OneRedmond Business Walk

In July 2020, OneRedmond and Washington Small Business Development Center (SBDC) staff began their new initiative of visiting small businesses in Redmond. The first walk took place near Marymoor Park. The team distributed free personal protective equipment, information and resources for businesses, and discussed with the business owners their current challenges with COVID-19, future concerns about redevelopment, and how the City of Redmond, OneRedmond, and the SBDC could assist small businesses now and in the future, particularly regarding recovery planning ideas.

When asked how business was doing, the responses included:

- “Doing triple the amount of business as before the pandemic.”
- “We are doing fine – not as great as before but hanging in there.”
- “We may not last through September.”
- One business shared that they may have to close permanently due to COVID-19.

This range of experiences due to COVID-19 was revealing — highlighting the importance of supporting and maintaining a diverse portfolio of businesses in the City.

The most consistent concern of these businesses was the potential to be dislocated as redevelopment in Marymoor Village begins in the vicinity of the new light rail station. Most frequently described concerns included:

- New land use, zoning, and transportation policies
- Cost of rent in a new building
- Difficulty in finding space in which to relocate

Focus group respondents offered ideas for supporting businesses at risk of displacement and ensuring the City maintains a diverse business portfolio including:

- Ensuring adequate land and zoning is available for a wide variety of business types
- Ensuring road networks are established and sufficient for larger trucks
- Considering developing a public-private industrial park for those displaced by redevelopment

The Small Business Walk Initiative will continue to the end of 2020 and into 2021, with the goal of visiting at least 100 small businesses in person every year. The Long-Term Recovery Plan also includes an ongoing strategy for involving the Redmond Partnership Network through regularly scheduled meetings with partners (community agencies and organizations), stakeholders (businesses), and staff. The results of conversations held to-date are described below.

Partner Agency Interviews

44 partner agencies that serve the Redmond community were interviewed during June 4 to 15, 2020, by City staff asking a series of common questions. Agencies described concerns regarding their business operations as well as concerns on behalf of the recipients of their services.

Key concerns regarding business operations included:

- Decreases to standard service models whereby some services could not or were no longer able to be provided
- Decreases in staffing due to financial impacts to business or as a result of illness and/or fears of illness
- Increased demand on services by and for recipients
- Increased use of and shifting demand for online service models including associated cost of technology and educational demands on staff
- Maintenance of safe working conditions on behalf of staff and service providers

Key concerns on behalf of recipients included:

- Increases in housing insecurity including ability to pay rent that had not been reduced and associated fear of evictions
- Isolation, particularly on behalf of older adults (over 60) as well as youth clients
- Increased issues regarding mental health, substance abuse, and crisis response
- Increased unemployment and resulting demands for assistance and clarity in navigating claims procedures and providing services through unemployment and state-funded health systems
- Increased food instability particularly related to older adults (over 60) and those with limited mobility
- Safety of recipients receiving in-person or group services

The partner agencies will continue meeting on a regularly basis as a primary portion of the Redmond Partnership Network, as discussed in the **Ongoing Involvement and Outreach** chapter.

Construction and Development Feedback

Some financing requirements have become more difficult and timelines have shortened making predictability in permitting timelines, requirements, and cost more important for advancing current projects or pursuing new ones. Local development application stakeholders shared the following as areas of concern and challenge in continuing to development in Redmond during the pandemic:

- Permitting timelines and level of service expectations not being met within a reasonable time period
- Investors and developers during times of extreme uncertainty need predictability to continue an existing project or pursue a new project
- Uncertainty regarding what uses will be viable in the short, medium, and long-term, especially on the ground level of mixed-use developments

- Extended review timelines and inconsistent path in decision-making is generating nervousness in financiers and investors especially when there are target dates required to retain financing
- Applicants perceive that there are increased internal structural issues that are also impacting timelines and paths to decisions generating overall lack of internal alignment of City visions being executed and coordinated between staff and decision-makers. This necessitates applicants working between multiple groups without clear decision-makers, extends timelines, and significantly increases costs associated with consultant time
- Major costs concerns are not related to fees but delays associated with comment changes, inconsistencies between review groups, and additional infrastructure asks
- Code and infrastructure standards are not consistent with urban center environments and level of density expected. An example is utilities not being located under sidewalks and required parking ratios
- New energy codes scheduled to go into effect in February will have a large impact on developments
- The zoning code lacks clarity, predictability, and is a barrier to planning and completing projects

These concerns are also aligning with information published by the Registry, a Puget Sound real-estate publication from the National Multifamily Housing Council (NMHC) construction survey.

- 57 percent of multifamily developers who responded to the survey described their company's construction delays within the jurisdictions. The primary reasons cited for delays in starts included:
 - Permitting, entitlement (83 percent)
 - Professional services (56 percent)
 - Economic uncertainty (52 percent)
 - Availability of construction financing (48 percent)

The NMHC construction survey was issued three times throughout the pandemic and is intended to gauge the magnitude of the disruption caused by the COVID-19 outbreak on multifamily construction.

Feedback from local applicant stakeholders and regional partners for consideration during development of ongoing recovery strategies included:

- Contract (recommended for the City) with third party consultants to assist until staffing capacity is stable
- Provide improved and defined path to decisions
- Ensure the code is straight-forward, allowed uses simplified, and the code is maintained more frequently
- Improve vesting options to support greater predictability for large-scale housing projects and financing conditions
- Update entitlement and intake processes to be more simplified and direct
- Provide more detailed comments with cited regulations and guidance on what the City would like to see
- Consider standalone permits for feasibility contingent entitlement components such as Geotech review, critical area delineations, and traffic concurrency
- Pause some aggressive changes to housing requirements and environmental sustainability to observe outcomes of pandemic impacts on development climate, costs, and constraints over the next year
- Reduce parking requirements and on-site maneuvering of trash and delivery trucks in urban centers to increase housing units
- Provide permit extensions allowing for projects struggling with financing to complete entitlement and develop as financing comes back versus walking away permanently due to pandemic

Stakeholders also noted that while there continue to be significant challenges to pursuing projects and development of housing, the City's timely restoration of key operations has been meaningful in response to current development impacts. Areas of operational continuity included:

- Permitting and inspections
- Modifications to the Design Review Board process to address a back log
- Public hearings



Operational continuity for Planning and Community Development is significant - development directly impacts revenue, infrastructure, and housing availability.

Recovery Stakeholder Focus Group – Small Businesses and Restaurants

On July 27, 2020, staff held the first Recovery Stakeholder Focus Group meeting involving small businesses and restaurants that are in the urban and local centers. In general, the discussion was positive in response to City actions to provide a streamlined Temporary Outdoor Dining Permit that was paid for with grant.

- The outdoor dining permit allowed for a new parklet that resulted in an immediate 30 to 40 percent increase in customer access. The following comments were received from the first parklet permit applicant.
 - Would like to continue using the parklet after COVID-19 ends. It was constructed for easy de- and recommission
 - Clear guidance is helpful for the learning curve of the permit, installation, and operation
 - Many customers prefer outside dining versus in-door dining while both are being provided and used
- Challenges for restaurants and businesses are anticipated to increase during the fall, as the weather changes
- Restaurants are not able, per state law, to serve liquor to “delivery/drop-off” places such as Downtown Park
- One idea for the fall and winter season is for the City to establish a community dining space in the Downtown Park as a rhythm of scheduled events:
 - The City could sponsor the “weekly” event in the fall
 - Restaurants could rotate providing liquor service (beer garden concept) under the City’s sponsorship that meets state law
 - The cost of outdoor tent(s) would be shared as they are too costly for one business/restaurant to manage
 - Grant options should be explored to fund this type of event and necessary equipment
 - Reference was made to the new Issaquah Streatory program
- For the longer-term, the City’s continued efforts to promote small businesses and restaurants is helpful and appreciated
- Would appreciate more connection and involvement of small businesses and restaurants by the City and OneRedmond to include:
 - Centralized small business group
 - Regularly scheduled meetings

- Training opportunities

Additional meetings with the recovery stakeholder group are a recommended strategy for the Long-Term Recovery Plan implementation.

Ongoing Involvement and Outreach

Building and Maintaining a Redmond Partnership Network

An emergency event, whether short- or long-term, or at an unprecedented level such as the COVID-19 pandemic, provides an opportunity for community connections and collaborative solutions. COVID-19 has thus far demonstrated many opportunities for the community to collaborate, working to realize and re-establish a healthy, functioning community that sustains itself over time.



A Redmond Partnership Network weaves a community net tightly, supporting all members of the community and preventing every person from falling through.

The Redmond Partnership Network is ultimately comprised of the community: agencies, civic clubs, institutions, organizations, and government providing services to Redmond's residents and businesses.

A foundation of the Redmond Partnership Network has been constructed and strengthened by the City over the course of many years. Work groups including Emergency Management Team, Police's Community Engagement Division, and Human Services have maintained portions of the Network. However, individual connections and groups have limited collaborative abilities including communication across singular missions and visions.

Under the umbrella of the Redmond Partnership Network actions including those toward the City's long-term recovery from COVID-19 can be multi-faceted and comprehensive. Communications and connections will occur regularly, with the group identifying and acting on priorities in support of Redmond's vision.



FIGURE 9 - IMPLEMENTATION AND OPPORTUNITIES OF THE REDMOND PARTNERSHIP NETWORK

Maintaining and engaging in these on-going collaborations increases problem solving capacity, ensures the City is up to date on all relevant information, and aligns with the Recovery Plans guiding principles of engaged partners and being united and connected.

Next Steps & Recommendations

Redmond's Long-Term Recovery Plan Implementation

Implementation of the Long-Term Recovery Plan began during the Plan's development. This is an outcome of the unusual nature of this type ongoing emergency, where the ultimate magnitude and terminus of the event are unknown.

Implementation will continue, becoming increasingly formal and standardized following the City Council's adoption of the Plan's content. As part of short, medium, and long-term strategies, staff will develop performance measures to speak to how they tangibly contribute to recovery and align with the City's adopted visions and policies. Metrics that are valid and reliable are necessary for increasing the community's resiliency and ability to reframe issues, reflect, adaptively manage, and adjust strategies as warranted.



Next steps involve every component of the Long-Term Recovery Plan

The overarching goal of the Long-Term Recovery Plan components is for the City to continue working toward the re-establishment of a healthy, functioning community that will sustain itself over time. This includes several primary actions:

- Continue monitoring the effectiveness of the Long-Term Recovery Plan and its actions and adaptively manage as necessary
- Provide timely updates to the City's Emergency Management family of plans including:
 - Six-month minor adjustment reflecting outcomes of the Long-Term Recovery Plan
 - One-year and five-year amendment reflecting effectiveness of the Long-Term Recovery Plan



FIGURE 10 - CITY'S MONITORING OF SHORT, MEDIUM, AND LONG-TERM GOALS OF RECOVERY

As mentioned previously the strategies and activities are recommended to be executed over the next one-to-24-months. Due to the unique nature of the pandemic and unknown timeline, implementation of recovery strategies and activities will be further scoped out by department work groups executed as part of their leadership directed workplans. Some activities will be initiated immediately while others will need to be scoped and planned for future implementation. It is recommended that each director work with staff to begin developing workplans and specific timelines of those recovery strategies not yet underway. In addition to internal strategies, staff liaisons will also work with community partners and stakeholders on community and private organization led efforts. The responsibility for managing this work should be assigned to a single point of contact such as the Emergency Management Division.

Evaluating and deploying ways that we can revise and expand emergency preparedness activities demonstrates the Recovery Plan's guiding principles of being responsive, transparent and future focused.

Recommendations for the City's Emergency Management Preparedness Efforts in the Future

1. A core component of all disaster recovery plans is a recommendation on how to impact future preparedness and response efforts. In addition to the above recovery strategies, the recovery team staff have developed the following recommendations based upon the research, outreach, analysis, and the baseline assessment completed over the past 12-weeks.
2. Establish a hierarchy for deployment of essential services. Rather than deploying all essential services within 72-hours, define a hierarchy of services that should be made available immediately and those that can be activated

over a two-week period. An adopted deployment hierarchy will allow for focused and strategic planning, limiting extensive workarounds, confusion, future changes, and impacts on staffing.

3. Establish a centrally managed, routinely updated and tested, active emergency partner network (Redmond Partnership Network). This will allow immediate coordinated efforts with emergency response decision-makers ensuring vulnerable and impacted community members and businesses have expeditious access to services and resources needed.
4. Perform an emergency management audit of the Comprehensive Plan, Zoning Code, and the City functional plans, and implement amendments that account for additional and simultaneous disaster events including long-term global pandemics such as COVID-19. A cursory inventory and preliminary recommendations for updates to the Comprehensive Plan are included in the Appendix.
5. Develop a cross-departmental scenario disaster plan of action that coordinates departmental plans of action for operations.
 - a. *For example, an earthquake combined with a severe winter storm, a global pandemic combined with civil unrest, a 100-year flood combined with high winds, etc. The ECC was activated during the pandemic for multiple emergencies at one time. Due to the duration of the pandemic staffing capacity created difficulties in managing multiple emergencies at once form an informational and operation standpoint.*
6. All City departments perform brief scenario drills on an annual basis to respond to various, unanticipated disasters, and multiple-disaster events.
7. Develop a short-term alternative communication network in collaboration with Planning and Community Development (PCD), the Citywide Communications Team and Public Safety functional areas to provide centralized locations throughout the City for essential notifications.
 - a. *For example, centralized places for timely informational postings could be coordinated with the Recovery Partner and Stakeholder Networks, Block Watch captains, Community Emergency Response Team (CERT) graduates, and Amateur Radio Emergency Services (ARES) operators. Staff throughout the City noted confusion regarding current protocols and plans due to the number of changes that were triggered by COVID-19, the governor's orders, or other factors.*
8. As part of the recovery strategies, each department should develop a brief high-level to in-depth Continuity of Operations Plan depending on magnitude of impacts to services, workplans, or programming.
9. Each department should work with Human Resources to develop succession planning and redundancy plans to capture knowledge of essential processes, direction, regulations, and operations.
10. Expand pro-card limits for at least one staff member per department to ensure pro-card limits do not prevent future emergency purchases such a PPE.
11. Establish biennium budget funding, even in limited amount, to help with potential immediate response costs and consultant support for recovery planning work.
















Recovery Strategies for Implementation














The below table outlines recovery strategies for implementation in the short, immediate to six month, medium, six to 18 months, and long-term, 18-36 months. The table also identifies responsible departments and current status and will be updated on a quarterly basis as part of communications to both City Council and the community. Staff will also provide updates and briefings on current performance measures, individual charters, and works plans.

Item	Status ○ Not begun ◐ Underway ● Complete	Short, Medium, Long-term	Communitywide or Organization	Facilitating Department(s) or Entity
Draft a Pandemic Plan and update Family of Emergency Management Plans.	◐	S	Organization	Emergency Management
Draft Continuity of Government Plan.	◐	S, M	Organization	Emergency Management, Executive
Continue to update and maintain policies, plans, and training programs in response to Emergency Preparedness Recommendations in above section.	◐	S, M, L	Organization	Emergency Management, Executive
Create internal landing page regarding COVID-19 for staff on all current organizational protocols, requirements, and updates with a question submittal option and archive of notes, e-mails and meeting recordings.	○	S	Organization	Executive, Communications
Resume filling of board and commissions member vacancies.	◐	S	Organization, Communitywide	Executive, Communications
Look into HVAC modifications to increase outside air. Increased airflow results in increased strain on equipment and cost to maintain comfortable indoor temperature while also ensuring safe circulation.	◐	M	Organization, Communitywide	Parks, Executive Emergency Management
Update current policies and draft new policies necessary to support a refreshed City culture around teleworking. How to develop/learn the culture remotely for new and existing staff. How to create opportunities/expectations for interactions outside of Teams meeting. Keeping strong connections between management and staff long term.	◐	S, M	Organization	Human Resources
Develop citywide solution to cumbersome process work arounds and difficulties in receiving mail and packages.	○	M	Organization	All Departments
All departments to develop one-page Continuity of Operations Plan outline to detailed action plan depending on number of external services and essential operations to respond to budget adjustments and LOS changes.	◐	S	Organization	All Departments










Outdoor Dining Permit.	●	S	Organization	PCD, Public Works, Communications
Standardize and streamline process for timesheet corrections.	◐	M	Organization	Human Resources, Finance
Long-term solution for computer or technology equipment repair and pick-up.	○	M	Organization	TIS
Long-term solution for part-time in-office workforce include dual equipment planning, workstation modification, "landing" sites, and equipped meeting spaces.	○	M, L	Organization	TIS, Parks, Finance
Increased process efficiencies and training for cloud-based collaboration tools.	○	M	Organization	TIS
Increase staff training on communication tools to improve protocols, address timelines, and strengthen skills as outreach increasingly moves to digital platforms.	○	M	Organization	Communications
Consider reduction of underutilized programs such as wellness programming and tuition reimbursement.	◐	S/M	Organization	Human Resources
Update supplemental staff procedures and protocols to better respond to gaps in capacity, workloads, and FTE limitations.	◐	S/M	Organization	Human Resources
Increase pro-card limits for at least three city staff members permanently to meet emergency needs.	○	S	Organization	Finance, Emergency Management
Coordinate with updated state regulations and guidance including leave laws and safety protocols.	◐	S/M	Organization	Human Resources
Implement teleworks and alternative work schedule (AWS) programs to increase retention and recruitment.	◐	M	Organization	Human Resources
Plan for alternative solutions to capture past due payments of utility bills or update the revenue forecasting for an extended duration.	◐	M	Organization, Communitywide	Finance
Evaluate solutions for remaining in-office processes such as faxes, confidential document share and dual / split file storage.	○	M, L	Organization	Organization wide
Adopt budget adjustments that respond to lost revenue, essential services, and community impacts for 2019-2020 budget.	◐	S	Organization	Finance


Prepare plan for streamlined processing of business license renewals beginning in January 2021.	<input type="radio"/>	M	Organization, Communitywide	Parks
Create standardized templates for navigating Comprehensive Plan amendments, zoning code amendments, and the Planning Commission process to respond to increased workloads, Council backlog, deadlines, and limited staffing capacity.	<input type="radio"/>	M	Organization	PCD
Hold training with director-identified department liaisons to familiarize staff with the Planning Commission approval process.	<input type="radio"/>	M	Organization	PCD
Proceed with 2050 and Overlake Planned Action -EIS to reduce cost of doing business, advance comprehensive environmental protection, ensure vision of City is well communicated through policies and regulations, and support resiliency of the community. Consider a Planned Action EIS in Downtown and Marymoor.	<input checked="" type="radio"/>	L	Organization, Communitywide	PCD
Update annual workplans to respond to change in pace due to current protocols, funding changes, and consultant delays impacting safety audits, traffic calming, and other programming.	<input type="radio"/>	S, M	Organization	Public Works
Systematically update the scheduling of all development reviews organization wide so staff is able to plan accordingly, and applicants can be provided predictable timelines.	<input type="radio"/>	M	Organization	TIS, PCD, Public Works
Create indoor and outdoor staff landing and break areas at multiple City facilities for staff who are regularly in the field and do not have break and lunch areas available. Also provide restroom facility access or mobile restrooms.	<input type="radio"/>	S	Organization	Public Works
Undertake development review process streamlining to align workloads with staffing capacity, expedite review, provide predictability in customer experience and timing, and appropriately manage the cost of doing business in Redmond, and provide relief to strained staff capacity.	<input type="radio"/>	S, M	Organization	PCD, Public Works
Update all planned public participation, outreach, workshops and reprioritize. Develop and maintain a public outreach database as a way to coordinate and add diversity and efficiency to our typical stakeholder outreach and prevent stakeholder fatigue.	<input checked="" type="radio"/>	S, M	Organization, Communitywide	Communications, Public Works, Parks, PCD
Crew restrictions to use single occupancy vehicles - as more people return to work, less spare vehicles will be available. Solution needed for staff until sharing of vehicles can resume.	<input type="radio"/>	M	Organization	Public Works, Finance
Update and audit program modifications due to increased exposure risk to staff with public reopening's – facilities, parks, etc. – keep staff safe during interactions.	<input type="radio"/>	S, M	Organization	All Departments

Create coordinated communication plans for all field crew staff.		S	Organization	Public Works, Parks
Update workplan, expectations, and goals for vegetation maintenance for next 24 months as part of COOP.		M	Organization	Public Works, Parks
Coordinate with relevant City departments to restore Lime scooter service as a mobility option supporting travel and business recovery efforts.		S	Organization, Communitywide	PCD, Public Works
Relaunch parking enforcement Downtown.		S	Organization, Communitywide	PCD
Update parking enforcement plan to cease enforcement of City Hall consistent with recommendation from Downtown Strategic Parking Management Study.		M	Organization, Communitywide	PCD
Consider more flexible policies for use of public rights of way in urban centers.		M, L	Organization, Communitywide	PCD
Monitor transit impacts and ridership, and advocate with partners for service restoration.		L	Organization, Communitywide	PCD
Streamline internal approval processes, increased use of DocuSign, and training.		M	Organization	Police
Update Police managed training for City employees - shifting to virtual classroom platforms for employees to include workplace de-escalation, ALICE, personal safety, and others.		S, M	Organization	Police
Update 911 Dispatch/Response to Emergency Protocols with permanent process and protocol changes.		M, L	Organization	Police
Create a reactivation plan for community facing and interactive programming as part of COOP.		M, L	Organization, Communitywide	Police
Deploy updated process for fingerprinting and Concealed Pistol Licenses.		S	Organization, Communitywide	Police
Fire training division must be updated to offer more days for opportunity to make-up missed courses due to social distancing and reduced participant occupancy in classroom training areas.		M	Organization	Fire
Relaunch of community training programs such as CERT as part of COOP.		M	Organization	Fire
Relaunch of blood pressure checks with enhanced protocols as part of COOP.		L	Organization, Communitywide	Fire

Cross departmental streamlining of business practices and processes including updates to the Civil Construction Review and Entitlement Process to address staff workloads, inconsistencies, and increasing cost and time of doing business within the City.		M	Organization	PCD
Energov workflow streamlining for all divisions to create a maintenance plan and enable more self-service by customers, public, and staff, as well as reduced internal system issues.		S, M	Organization	PCD
Expand REPs and guidance information to increase efficiencies and online self-service by customers.		S, M	Organization	PCD
Update the Zoning Code to increase simplification and diversity of uses, respond to Housing Action Plan implementation strategies, Community Strategic Plan, and Comprehensive Plan Goals, as well create consistency and clarity of code application and requirements.		S, M, L	Organization	PCD
Update programming to reflect current capacity funding and timeline potential.		S	Organization	Executive
Look at opportunities for process and staffing structure revisions to support staff workloads, increase efficiency, and respond to stakeholder and applicant feedback.		S	Organization	PCD
Initiate a solution that allows payment processing more frequently than two days a week.		M	Organization, Communitywide	Finance, Parks, PCD
Gradually re-activate parks events and activities in alignment with federal, state, local, and City of Redmond guidelines. Primary guidance will be provided by the Centers for Disease Control and Prevention (CDC), health departments, and the Washington State Governor's office.		S, M, L	Organization, Communitywide	Parks
Expedite the development and implementation of a reopening plan aligning levels of service (LOS) with the Governors 4-phase reopening plan and City administration directives in the COOP.		S, M, L	Organization, Communitywide	Parks
Development events and planning strategies for 2021-2022.		L	Organization, Communitywide	Parks
Update and complete the Facility Operation Plan as additional information is provided.		M	Organization	Parks
Launch restaurant delivery to major parks within the City.		S	Organization, Communitywide	Parks
Launch small business banner advertising program.		S	Organization, Communitywide	Parks, PCD

Launch City Hall senior lunch pick-up program.	●	S	Organization, Communitywide	Parks
Update recruitment approach to better attract prospective talent during the pandemic and remote work structure.	◐	S	Organization	Human Resources
Launch small business grant program.	◐	S	Organization, Communitywide	PCD
Complete eastside market analysis for business and talent.	◐	M	Organization	PCD
Expand What's Open Eastside and continue streamlining platform interface and advertising.	◐	M	Organization	PCD
Look at permanent policy changes and flexibility to support small businesses and development.	○	M	Organization, Communitywide	PCD
Create Curbside pick-up option.	●	S	Organization, Communitywide	PCD
Work on long-term ways to support businesses ability to generate profits in coming years.	○	M, L	Organization, Communitywide	PCD
Explore specific ways to support local restaurant businesses during winter months.	○	S, M	Organization, Communitywide	PCD
Update Tourism Strategic Plan to respond to impacts of the pandemic over next two to five years.	○	M, L	Organization	PCD
Update Human Services Strategic Plan to respond to impacts of the pandemic and evolving community needs.	○	S	Organization, Communitywide	PCD
Focus tourism efforts on recruitment of events for 2021-22 that support local businesses and hotels.	○	L	Organization	PCD
Participate in welcome back campaigning and public relations for local businesses.	●	S	Organization	PCD
Develop small business advisory panel to share impacts and needed support over next two years.	◐	S, M, L	Organization, Communitywide	PCD
Refresh tourism matching event grant program to target most impacted business sectors such as hotels, and update grant process to be more straightforward to expedite awarding of funds.	○	M	Organization, Communitywide	PCD
Expand marketing campaigns to highlight open businesses, increase consumer confidence, and describe current operations models.	◐	S, M	Organization, Communitywide	PCD
Prioritize and review value of regional and internal regularly attended/ scheduled meetings.	○	M, L	Organization, Communitywide	All Departments

As businesses and City facilities remain closed or restricted during the long-term from public access including to restrooms, the City's field staff, delivery drivers, and others have limited access to safe and healthy restroom facilities. Evaluate the need for additional facilities for City staff and for the community.		S, M	Organization, Communitywide	All Departments
Update the ROW use permitting and inspection process to streamline and to provide defined timelines for developers and staff.		M	Organization	Public Works, PCD
Evaluate the Real Property function and streamline processes.		M	Organization	Finance
Work with local partners such as OneRedmond, GRTMA, Hopelink, IAWW, CISC to organize partner led solutions with the community for longer term.		S, M, L	Communitywide	Partners, Community
Partner with eastside cities to apply for EDA grant for the creation of a workforce development program.		S, M	Organization, Communitywide	PCD
Apply for EDA grant for the creation of a small business recovery hub and training services to support stabilization of local businesses.		S	Communitywide	Partners, Community
Create citywide small business and community advisory panels that respond to COVID-19 specific impacts for community led solutions.		S, M, L	Communitywide	Partners, Community
Work collaboratively across City departments to comprehensively and holistically support evolving community needs.		S, M, L	Organization	All Departments
Complete Manufacturing Park needs analysis.		L	Organization	PCD



Recovery strategies such as the implementation of a Temporary Outdoor Dining permit, Curbside Pick-up, 2050 Visioning, and Park’s Restaurant delivery drop-off program all demonstrate the Recovery Plan’s guiding principles of flexibility, responsiveness and resiliency.

Regional Partner Collaborations

During the pandemic, the City worked closely with regional partners in coordinating mitigation and response efforts. The City will continue working closely with public and private organizations to keep the community up to date, provide connections to resources, and collaborate on innovative and creative solutions to best serve our community during the pandemic. This includes weekly and bi-weekly meetings with:

- Other eastside jurisdictions
- City of Seattle
- King County
- Sound Cities Association (SCA)
- Governor’s Office
- State Representatives
- Hopelink
- Lake Washington School District
- OneRedmond
- Bellevue Chamber of Commerce
- Eastside Small Business bi-weekly (hosted by King County)
- Greater Redmond Transportation Management Association (GRTMA)
- National League of Cities
- Federal Representatives

In addition to the ongoing coordination and collaboration with the above groups, as part the Redmond Partnership Network, quarterly meetings with over 40 partner agencies and local community groups will take place over the next 24-months.

Conclusion


Redmond's Long-Term Recovery Vision

Redmond's recovery planning efforts, goals, and strategies focus on capabilities necessary to assist the community in responding and recovering effectively and efficiently to the COVID-19 pandemic. The analysis of the baseline conditions of both the organization and community completed over the past 12 weeks has confirmed the City's role and the community's need for a strong pathway to long-term recovery and community resiliency. The City's role includes:

- Distribution of coordinated, prompt, reliable, and actionable information
- Connection to available resources and services as part of the Redmond Partnership Network
- Ensuring informed and coordinated leadership throughout all levels of government
- Ensuring pre, post, and community-based recovery planning
- Monitoring of impacts and gaps to infrastructure systems such as transit and technology
- Respond to housing and food insecurity
- Promoting economic development

While emergency incidents on any scale can have impacts throughout a community, the COVID-19 pandemic has left no single person within the Redmond community unimpacted. It is vital that we not only view recovery through a pre-disaster lens, but also move forward through viable, future focused decision making and development of resilient processes, capabilities, and systems that showcase Redmond's innovative and creative nature while ensuring all we do is firmly rooted in our adopted community goals and visions. Recovery is not an isolated mission to be engaged only during post-disaster conditions. As the pandemic is ongoing, this Recovery Plan and baseline assessment will remain a living document to be regularly reviewed to evaluate consistency with evolving conditions, existing and new policies, and the experience gained from its use. The Redmond Long-Term Recovery Plan provides a guide for the City to move forward with great intention as we implement identified recovery strategies and align them with the City's Housing Action Plan, Community Strategic Plan, Comprehensive Plan, and Mayor's Vision. Department staff, the community, and partner agencies will be engaged in implementing the strategies and principles of this plan.

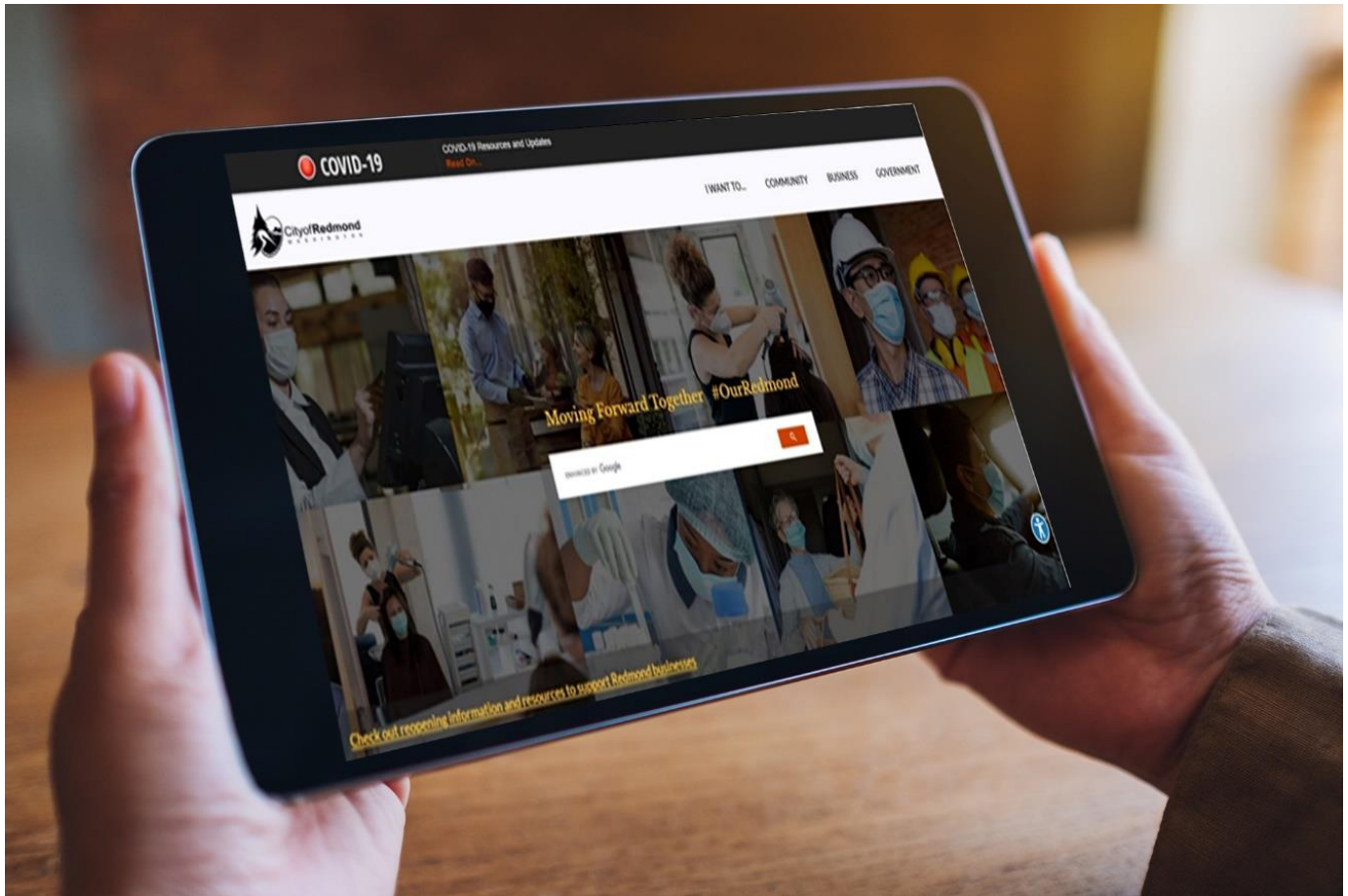
Starting recovery planning early has afforded the City the ability to be excellent stewards of energy, efforts, and resources while addressing the specific areas most impacted while elevating processes in need of greater efficiency, adapting communication to meet the needs of our community, and executing viable, transparent, and future focused decisions.



The goal of the LTRP, which employs Federal Emergency Management Agency (FEMA) standards, is to re-establish a healthy and functioning community that will sustain itself over time.

Moving Forward Together

The City's Recovery webpage will be maintained with up-to-date information on the implementation of recovery strategies and impacts of the pandemic.



Acknowledgements

Long-term Recovery Plan Steering Committee:

Maxine Whattam, City Operations Officer
Darrel Lowe, Police Chief
Don Horton, Acting Fire Chief
Carol Helland, Planning and Community Development Director
Malisa Files, Finance Director
Cathryn Laird, Human Resources Director
Lisa Maher, Communication Manager

Staff Recovery Planning Team:

Sarah Pyle, Recovery Planning Manager, Planning and Community Development
Kim Dietz, Recovery Plan Co-Project Manager, Planning and Community Development
Jackie Lalor, Communications
Heather Burtsche, Customer Service
Janeen Olson, Emergency Management
Anika Van Ry, Executive Office
Jenny Lybeck, Executive Office, Sustainability
Tamera Oskierko, Finance
Brian Yoon, Fire Department
Dawn DeLoach, Fire Department
Todd Short, Fire Department and Fire Review
Kseniya Daly, Human Resources
Austin Horner, Parks
Marty Boggs, Parks
Alaric Bien, Planning and Community Development
Beverly Mesa-Zendt, Planning and Community Development
Becky Frey, Planning and Community Development
Brooke Buckingham, Planning and Community Development
Caroline Chapman, Planning and Community Development
Jason Lynch, Planning and Community Development
Judy Fani, Planning and Community Development
Kim Keeling, Planning and Community Development
LaNaya Myers, Planning and Community Development
Julie Beard, Police Department
Ron Harding, Police Department
Aaron Moldver, Public Works
Jeanne Justice, Public Works
Micah Ross, Public Works
Paul Chou, Public Works

Appendix

Information obtained during preliminary development of Redmond's Long-Term Recovery Plan



[View Project Charter](#)



[Terminology and Acronyms](#)

Communication Involvement Summary

The following involvement summary reflects communication actions as of July 24, 2020.

What's Open Eastside Tool

5/18/20: GIS What's Open Eastside Tool Sent to Business List for Editing (Link to email Here)

Business List: 2,112 Recipients (delivered)

42% Open Rate = 897 Unique Opens

501 Unique Clicks

5/25/20: Marketing Starts Region-wide for GIS What Open Eastside Map (Link to Map)

As of 7/24/20 (last 60 days): 7,600 visits

780 Total Businesses Listed

5/26/20: City eNews Includes What's Open Eastside Map (Link to email Here)

City eNews List: 6,886 Recipients (delivered)

28% Open Rate = 1,897 Unique Opens

212 Unique Clicks (clicks specific to the What's Open Eastside Tool)

7/20/20: What's Open Eastside Tool - FB Ads Start for 3 Weeks

TBD (11,696 reach by 7/24; 81 clicks)

Total Visits as of 7/24/20: 7,600

Website

5/25/20: Updated Small Business COVID-19 Page Goes Live

Layout changed to be more segmented by topic

Includes the What's Open Eastside Tool and other Redmond specific resources

5/26/20: Website Static Image on Homepage Directing Users to COVID-19 Topics

6/22/20: Special Outdoor Seating Permit accepting public applications (added to website/SM)

6/26/20: Let's Connect Recovery webpage live on redmond.gov webpage

Questionnaires

Business:

6/2/20: Commercial Utility Insert with Online Business Questionnaire
1,275 Inserts Mailed

6/12/20: Business Questionnaire Reminder Email to Business License List

Business List: 1,575 Recipients (delivered)

45% Open Rate = 710 Unique Opens

312 Unique Clicks

Stakeholder:

6/26/20: Stakeholder Questionnaires - Live on Let's Connect

www.LetsConnectRedmond.com/RecoveryStakeholders

Community:

6/26/20: Community Questionnaire - Live on Let's Connect

<https://www.letsconnectredmond.com/moving-forward>

6/29/20: Community Questionnaire sent in City eNews

City eNews List: 7,065 Recipients (delivered)

28% Open Rate = 1,961 Unique Opens

71 Unique Clicks (clicks specific to the Community Recovery Questionnaire)

7/14/20: Community Questionnaire sent in Parks eNews

Parks eNews List: 28,163 Recipients (delivered)

23% Open Rate = 6,488 Unique Opens

60 Unique Clicks (clicks specific to the Community Recovery Questionnaire)

Staff:

7/15/20: Send out Staff Questionnaire (due by July 31)

Temporary Outdoor Dining Permit

6/22/20: Temporary Outdoor Dining Permit sent in eNews (added to website and posted to SM)

City eNews List: 7,012 Recipients (delivered)

30% Open Rate = 2,086 Unique Opens

21 Unique Clicks (clicks specific to the online permit application)

Business Passport Program

8/7/20: Video of Mayor for OneRedmond Business Passport Program

TBD

Additional Analysis

May 1 – July 24, 2020

Recovery page- <https://www.redmond.gov/1394/Reopening-Information>

Total pageviews: 576

Top referrals:

38% come from homepage

35% come from /1356/Covid-19-Coronavirus-Information

Several others all under 5%

Resources for Business Impacted- <https://www.redmond.gov/1367/Resources-for-Businesses-Impacted>

Total pageviews: 733

Top referrals:

50% come from /1356/Covid-19-Coronavirus-Information

31% come from homepage

Several others all under 5%

Facebook posts generate very little clicks

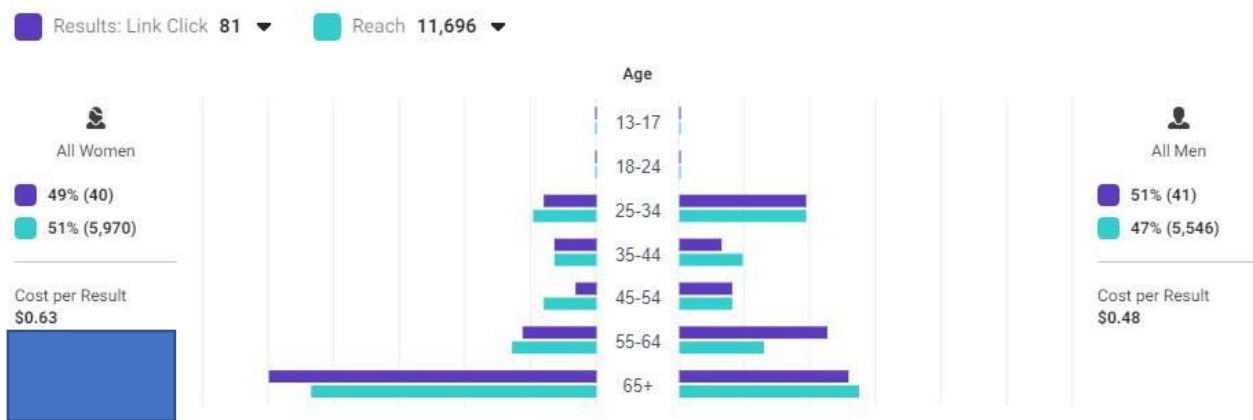
What's Open Eastside Tool Facebook Ad

Analytics for this week

Total clicks: 81

Total reach: 11,696

Demographics: (Most clicks come from 65+)



Small Business Survey



[View Results](#)

Partner Agency Interviews and On-Going Connection



[View Report](#)

Partner agencies represent a key portion of the Redmond Partnership Network. The City will continue to provide involvement opportunities for this group as well as the Business Stakeholder group on a regular basis. Partner agencies, as of July 25, 2020 include:

- A Regional Coalition for Housing
- Aegis Living at Marymoor
- Aegis Living of Redmond

- Alliance of People with Disabilities
- Centro Cultural Mexicano
- Chinese Information and Service Center
- Emerald Heights
- Evangelical Chinese Church
- Fairwinds Redmond
- HealthPoint
- Holy Resurrection Armenian
- Ikron
- India Association of Western Washington
- King County Housing Authority
- King County Library System
- King County Metro
- Lake Washington School District
- Muslim Community Resource Center
- NorthWest Share
- Overlake Christian Church
- Overlake Terrace
- Redmond Community Court
- Redmond United Methodist Church
- Redmond Kiwanis Club
- Rotary Club of Redmond
- Sound Generations Meals on Wheels
- Sound Transit

The Partner agencies are anticipated to being quarterly meetings under the umbrella of the Redmond Partnership Network on August 17, 2020. Discussion topics will include:

- Logistical planning: meeting dates and times
- What is currently working well and what is not working very well?
- Looking to the community's long-term future (5 to 10 years), what is important for this group to consider?
- What additional actions toward Redmond's long-term recovery are important for this group to considered in the short (6 months) and medium-term (1 to 2 years)?

Community Questionnaire



[View Results](#)

Summary of Small Business Walk by OneRedmond

On July 9, 2020, OneRedmond and Washington Small Business Development Council staff visited and spoke to 19 out of approximately 25 businesses in the Evans Business Park portion of Marymoor Village. They visited a vibrant and varied mix of small businesses and learned about the unique products and services these small businesses provide to the Redmond community and beyond.

- Despite the challenges that potential redevelopment and COVID-19 have created, nearly every business indicated a desire to continue to be located in Redmond, was relatively or completely pleased with the business environment in the City and had very few concerns or complaints of the City of Redmond or OneRedmond.
- When asked how business was doing, the responses ranged from “doing triple the amount of business as before the pandemic,” to, “we are doing fine – not as great as before but hanging in there,” to “we may not last through September,” and at least one business may have closed permanently due to COVID-19.
- Approximately one-third of the businesses had applied for and received a CARES Act loan or grant and a few were preparing to submit their forgiveness applications or pay the loan back. At least three of the businesses attended one or more of the OneRedmond online webinars during the spring, with a few expressing appreciations.
- The most consistent concern of the businesses was the potential to be dislocated as redevelopment surrounding the new light rail station begins. Issues regarding new land use and transportation zoning policies, cost of rent in a new building, and difficulty in finding new space to relocate were the top concerns.

City Staff Questionnaire



[View Results](#)

Comprehensive Plan Emergency Management and Resiliency Inventory: Suggestions for Addressing the COVID-19 Pandemic

Emergency Management and Resiliency Policies of the Comprehensive Plan	Suggestions per COVID-19 Pandemic as of July 26, 2020
EV-1 Provide a positive, accessible and “user-friendly” atmosphere to those seeking municipal services.	Consider services provided remotely and in accordance with social distancing protocols.
EV-2 Foster a culture throughout the City organization that continuously improves the quality, predictability, timeliness, and cost of the development process.	Consider short-term, emergency opportunities to maintain or increase the quality, efficiency, and cost of the development process.
EV-4 Preserve and expand the current economic base and employment levels; use wisely the finite supply of urban land and the existing infrastructure in Redmond by supporting economic development to occur within existing retail, office, manufacturing and mixed-use areas.	Consider short-term opportunities and flexibility such as short-term temporary use permits that capitalize on alternative areas throughout the City.
<p>EV-20 Implement, in conjunction with business, education and other community partners, the Strategic Plan for Economic Development to:</p> <ul style="list-style-type: none"> • Recognize that a successful community requires a strong local and regional economy; • Identify actions to take to develop a sustainable local economy; • Identify strategies to retain existing businesses and help them succeed; • Increase the awareness of Redmond as a desirable business location by including a city marketing plan which focuses on the assets of the city, the types of businesses to market to, and the marketing strategies to utilize; • Preserve existing and recruit new jobs within the Target Industry Clusters as identified in the Strategic Plan, which include: <ul style="list-style-type: none"> ○ Software and Information Technology, ○ Retail and Tourism, ○ Avionics and Homeland Defense, 	Strengthen this policy to address emergency management, resiliency, and unanticipated conditions such as short to long-term disaster events during which business as normal is not feasible or permitted. Provide timely update to the Strategic Plan for Economic Development to include short, medium, and long-term actions and reflection on the COVID-19 pandemic.

<ul style="list-style-type: none"> ○ Renewable Energy/Clean Technology, and ○ Emerging Industries and Entrepreneurs. • Identify methods to attract additional knowledge-based businesses and the skilled employees to serve those businesses; • Identify, preserve, promote and enhance educational, environmental, cultural and social qualities within Redmond that will be attractive to the future workforce; and • Identify regional and national economic development programs and the means to access their resources for the city. 	
HO-18 Ensure an appropriate supply and mix of housing and affordability levels to meet the needs of people who work and desire to live in Redmond, especially near existing and planned employment centers, such as Downtown, Overlake and SE Redmond.	Maintain and include additional short-term housing and affordability choices to continue supporting the community during extended, long-term disaster or emergency events. Consider additional aspects of housing choices that reflect transitioning between dwelling types and account for health and crisis resiliency.
HO-22 Encourage and support the development of emergency, transitional and permanent housing with appropriate on-site services for persons with special needs.	Maintain and include similar support for persons experiencing short-term, unprecedented needs in the aftermath of or during an extended emergency event.
HS-5 Monitor changes in local human services needs and priorities in an ongoing way and adjust the City's response as appropriate.	Maintain
HS-6 Work to increase the base of both public and private resources to support programs providing human services with a focus on strategic investments.	Maintain
TR-2 Ensure that the transportation system provides for the mobility and access needs of those who live, shop, visit, work and recreate in Redmond.	Maintain
TR-34 Use advanced technology to manage the transportation system by: <ul style="list-style-type: none"> • Improving the efficiency of the system; • Disseminating travel, roadway, incident and emergency information to system users; and 	Maintain

<ul style="list-style-type: none"> Improving information collection for the purpose of traffic management. 	
TR-38 Protect Redmond's transportation system against disasters by maintaining prevention and recovery strategies that are coordinated locally and regionally.	Consider addressing flexibility within the system to support long-term disaster or emergency events including those necessitating social distancing and disinfection of equipment and facilities.
PI-6 Enable citizens to learn more about local government and promote public discussion of community issues through use of techniques, such as educational materials, workshops and special programs.	Maintain
PI-8 Use all public involvement and communication options at the City's disposal, such as websites; surveys; workshops, open houses and other meetings; and citizen advisory groups.	Expand by including alternative forms of communication such as bulletin boards in the event of communication or other system failures in the aftermath or during an extended disaster or emergency event.
UT-23 Pursue the creation of emergency inter-ties with adjacent purveyors.	Maintain
UT-49 Develop and implement an emergency response plan for responding to surface and groundwater contamination emergencies to protect Redmond wells, coordinating among affected City departments.	Maintain
UT-85 Prioritize City emergency and operating communications over private telecommunications in the case where a private telecommunication service desires use of a public building or facility to avoid conflicts between signal interference and mounting space.	Maintain
UT-86 Acknowledge the importance of citizen band and amateur radio services in potential emergency situations when considering regulatory changes that would affect the operational ability of such facilities.	Consider expanding to include alternative forms of communication dissemination such as official postings of information at public facilities and temporary bulletin boards.
CF-1 Develop and regularly update functional plans that assess capital facility needs and strategies for addressing such needs. Provide opportunities for public involvement appropriate to the nature of the update. Use functional plans to guide the development of	Consider similar policy supporting maintenance of Emergency Preparedness, Management, and Action plans at departmental levels similar to CF-2.5 below.

<p>capital priorities and investment decisions within each of the following functional areas:</p> <ul style="list-style-type: none"> • Fire protection and response, including the city and Fire District #34; • Police protection; • Stormwater and surface water management; • Water and sewer systems; • Parks, arts, recreation, culture and conservation; • Transportation; • Emergency preparedness and management; • General government facilities; and • Other functional areas as identified. 	
<p>CF-2.5 Ensure that functional and strategic plans address emergency preparedness needs as applicable including:</p> <ul style="list-style-type: none"> • Seismic retrofits; • Infrastructure resiliency ("Safe-to-fail") mechanisms including backup power generation, resilient network infrastructure, and communications; and • Methods and facilities ("Alternative Service Centers") to provide essential services including shelter, food and water, medical care, cleanup, and restoration. Local alternative Service Centers in areas of the City less susceptible to hazards liquefaction, landslides, and floods. 	<p>Maintain and strengthen to include long-term disaster response and recovery.</p>
<p>Neighborhoods Element: Idylwood Neighborhood Plan (Goals)</p> <p>Preparing neighbors with an emergency plan:</p> <ul style="list-style-type: none"> • Residents recognize that the neighborhood's geography and infrastructure may increase the potential for power outages during inclement weather. They look forward to establishing an Idylwood Emergency Preparedness Plan as a guide for residents to remain safe and prepared throughout the year. 	<p>Consider implementing this neighborhood goal across all of Redmond's ten neighborhoods with coordination with the City's Family of Emergency Management Plans</p>
<p>NE-15 Plan, deploy, and maintain physical and social infrastructure such that vulnerability to natural hazards and disasters is reduced for all</p>	<p>Maintain and duplicate or strengthen to address long-term disaster response and recovery such as the COVID-19 pandemic.</p>

members of the community, and ensure that communities are adequately prepared to respond to a crisis, response is effective and coordinated, and recovery is accelerated.	
<p>Natural Environment Element: Frequently Flooded Areas</p> <p>Frequently Flooded Areas are open channel and overbank areas within the 100-year floodplain that are frequently inundated with floodwater. Floodplains are generally flat, low-lying areas adjacent to rivers or streams that periodically flood during storm events. These areas move large volumes of water and debris downstream during storms.</p> <p>The Federal Emergency Management Agency (FEMA) delineates flood hazards along major river and stream corridors to identify areas at risk from floodwater.</p> <p>This information is used for both floodplain management and insurance rating.</p>	<p>As discussed here, incorporate aspects of the National Disaster Recovery Plan in the Comprehensive Plan by development an Emergency Management element and coordinating where applicable the Comprehensive Plan, Zoning Code, and Functional Plans.</p>

Comprehensive Plan – a Safety Element

A safety element is recommended for addition to the City’s Comprehensive Plan and for integration with the Emergency Management Family of Plans and other functional plans. The safety element is developed and maintained with significant involvement from the community, employing a focus on disaster planning and various unexpected events. The American Planning Association developed a context for mitigation and recovery planning, shown below, to describe community-based, comprehensive planning that prepares a jurisdiction for *“seeking betterment and reversing decline, improving the community’s ability to function, and responding to the full dynamic of the community, not only in its physical form.”*



FIGURE 11 - (CONTEXT FOR RECOVERY PLANNING BY BARRY HOKANSON, AICP. PAS REPORT 576 - PLANNING FOR POST-DISASTER RECOVERY: NEXT GENERATION, AMERICAN PLANNING ASSOCIATION, BARRY HOKANSON)

Though the City’s Comprehensive Plan does not currently include a Safety element nor is such element mandatory by WAC 365-196-400 (Growth Management Act—Procedural Criteria for Adopting Comprehensive Plans and Development Regulations: Mandatory Elements), the Long-Term Recovery Plan recommends introducing this new element during the 2050 or subsequent periodic updates to the Comprehensive Plan. The WAC 365-190-020 establishes minimum guidelines for counties and cities to classify and designate agricultural lands, forest lands, mineral resource lands, and critical areas, within which risks as a result of natural hazards such as volcanos, steep slopes, and seismic hazard areas are discussed. This information might serve as a foundation for future citywide policies.





Memorandum

Date: 4/6/2021
Meeting of: City Council

File No. AM No. 21-050
Type: Staff Report

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

Planning and Community Development	Carol Helland	425-556-2107
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DEPARTMENT STAFF:

Planning and Community Development	Beverly Mesa-Zendt	Deputy Director
Planning and Community Development	Caroline Chapman	Senior Planner

TITLE:

Updates to the King County Countywide Planning Policies, Including Growth Targets

OVERVIEW STATEMENT:

The purpose of this staff report is to provide information on proposed amendments to the King County Countywide Planning Policies (CPPs), including the growth targets which are included in the CPPs. A Special Meeting Session is scheduled for April 13, 2021 when representatives from King County will be providing more detailed information on proposed CPP amendments.

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

REQUESTED ACTION:

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

REQUEST RATIONALE:

- **Relevant Plans/Policies:**
Redmond Comprehensive Plan and all implementing functional and strategic plans, Redmond Zoning Code, Transportation Master Plan
- **Required:**
RCW 36.70A.115 Growth Management Act, Vision 2050 Regional Growth Strategy Policies; King County Countywide Planning Policies
- **Council Request:**
N/A
- **Other Key Facts:**
CPPs.
The Growth Management Act (GMA) requires counties and cities to collaboratively and periodically review and update the Countywide Planning Policies ([CPP](#))

[s](https://www.kingcounty.gov/~media/depts/executive/performance-strategy-budget/regional-s)). The [Growth Management Planning Council](https://www.kingcounty.gov/depts/executive/performance-strategy-budget/regional-planning/Growth-Management/GMPC.aspx) (GMPC) is a formal body of elected officials from jurisdictions throughout the county charged with overseeing the preparation of the CPPs. In King County, the CPPs address growth management within the county and integrate regional and legislative policy changes including those provided through Vision 2050, GMA amendments, and Sound Transit and other regional transit investments. Policies are provided through a series of chapters including:

- Environment,
- Development Patterns,
- Housing,
- Transportation, and
- Public Facilities and Services.

The primary purpose of the CPPs is to ensure consistency and coordination between the Multicounty Planning Policies contained in VISION 2050 and the comprehensive plans of cities and towns within King County on growth management issues. The King County CPPs, which include local housing and employment growth targets, are expected to be updated in 2021 in accordance with the following timeline.

- **March 2021** Growth Management Planning Council reviews the draft CPP amendments including growth targets and releases the draft for public comments.
- **June 2021** Growth Management Planning Council approves CPP amendments and recommends CPPs to the King County Council for consideration.
- **3Q 2021** King County Council consideration and adoption of CPP amendments
- **4Q 2021** Amendments forwarded to each city and town for ratification.

Growth Targets

City Staff continues to work with the 11 Core Cities in King County to come to agreement on growth targets which will inform planning for land use, transportation, and capital facilities. Staff will provide an update on the growth target process and outcomes as part of the April 6th Staff Report when more information is available.

OUTCOMES:

City of Redmond Ratification of the CPPs

Review and ratification of the CPPs will demonstrate active involvement and participation in the process provided under the Growth Management Act and the CPPs. Updates contemplated as part of Redmond 2050 will be guided and informed by the King County CPPs. Redmond will use these updated growth targets to inform planning for land use, transportation, and capital facilities.

Puget Sound Regional Council (PSRC) Certification

Certification of comprehensive plans is a requirement for jurisdictions that intend to apply for PSRC funding or proceed with projects submitted into the Regional Transportation Improvement Program. During its certification review, PSRC looks for substantial consistency between a plan's land use growth assumptions and adopted countywide growth targets and certifies the transportation element of the Comprehensive Plan.

COMMUNITY/STAKEHOLDER OUTREACH AND INVOLVEMENT:

- **Timeline (previous or planned):**
March 2021: The King County draft growth targets will be available for public comment as part of the proposed CPPs after the GMPC approves the release of the Public Review Draft.

- **Outreach Methods and Results:**

Feedback and comments will be invited and then considered in the final draft presented to the GMPC. The GMPC maintains a list of interested parties to whom the draft CPPs will be distributed. GMPC staff will host public meetings to reach out to stakeholder groups and interested members of the public.

- **Feedback Summary:**

Staff will apprise the Council of public input and resulting changes to the drafts as we become aware of them.

BUDGET IMPACT:

Total Cost:

Comprehensive planning is a component of the Planning and Community Development work program that is conducted by staff in the Long-Range Planning Division.

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

Budget Offer Number:

000250 (Community and Economic Development)

Budget Priority:

Vibrant and Connected

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

If yes, explain:

Growth targets will have budgetary impacts associated with comprehensive plan updates, functional plan updates, and zoning implementation. City contracts associated with the Redmond 2050 periodic review include review and incorporation of growth targets and related updates as part of that scope of work.

Funding source(s):

General Fund

Budget/Funding Constraints:

N/A

☐ Additional budget details attached

COUNCIL REVIEW:

Previous Contact(s)

Date	Meeting	Requested Action
3/10/2021	Committee of the Whole - Planning and Public Works	Receive Information
1/19/2021	Business Meeting	Provide Direction
1/12/2021	Committee of the Whole - Planning and Public Works	Receive Information
6/16/2020	Business Meeting	Receive Information

Proposed Upcoming Contact(s)

Date	Meeting	Requested Action
4/13/2021	Special Meeting	Receive Information

Time Constraints:

Amendments must be ratified within 90 days of King County approval and require affirmation by the county and cities and towns representing at least 70 percent of the county population and 30 percent of those jurisdictions.

ANTICIPATED RESULT IF NOT APPROVED:

This staff report is being provided for information only, and no approval is being sought at this time.

ATTACHMENTS:

Attachment A - CPP Staff Presentation
Attachment B - King County CPP Presentation
Attachment C - King County Staff Report and Summary
Attachment D - King County Draft CPPs

Countywide Planning Policies

April 6, 2021

Beverly Mesa-Zendt, Deputy Planning Director

Caroline Chapman, Senior Planner



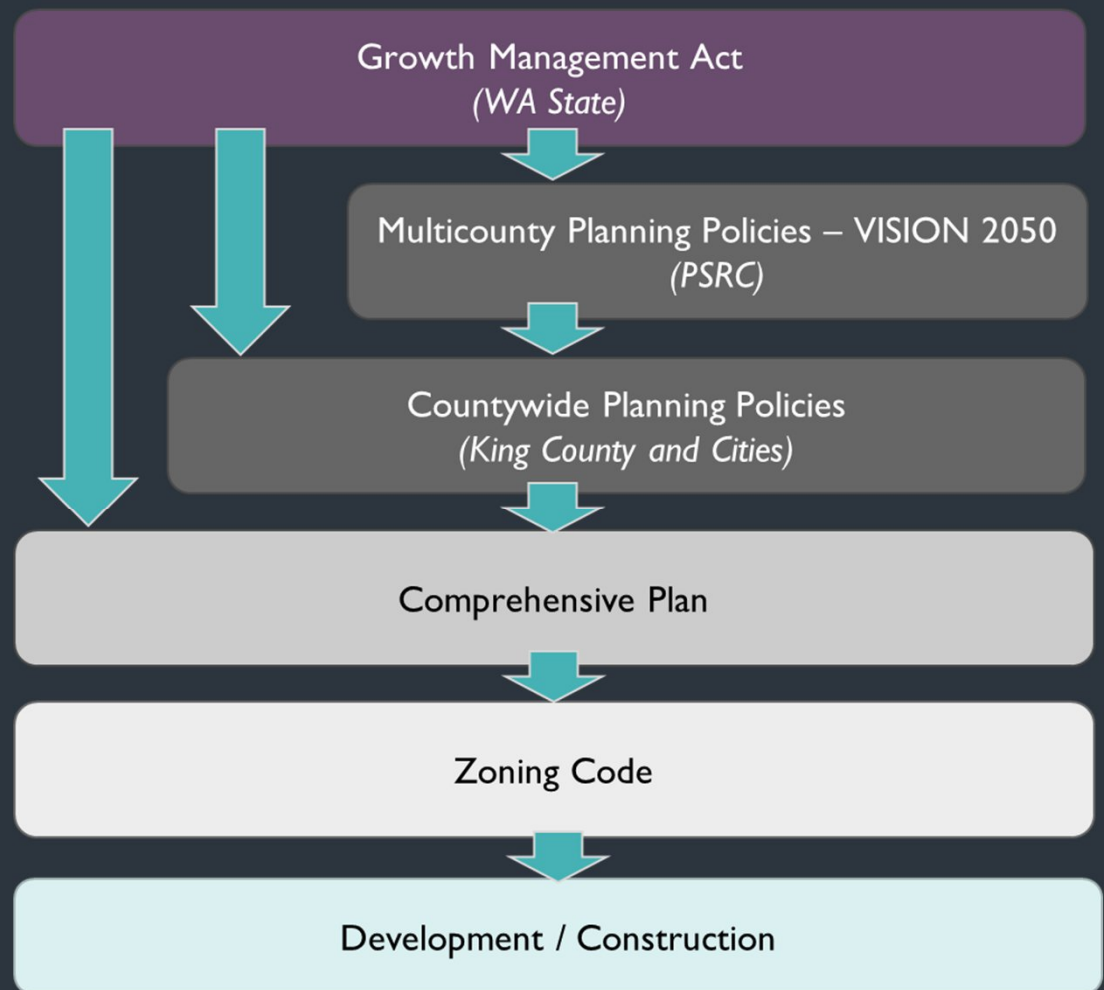
Purpose

.....

- Provide information on proposed amendments to the King County Countywide Planning Policies (CPPs)
- Review Redmond population & employment growth targets
- Ask Council about topics of particular interest



Implementing the Growth Management Act



Growth Management Planning Council (GMPC)

- Established in 1992 via Interlocal Agreement
- Convened by the King County Executive
- Members representing: King County, City of Seattle, Sound Cities Association
- Ex-Officio members representing: Special Purpose Districts, School Districts, Port of Seattle
- Oversee the Countywide Planning Policies including: the UGA, Growth Targets, policies for topics of a countywide nature that cross jurisdictional lines
- Make recommendations to the King County Council
- **Ratification:** After approval by the King County Council, approval of amendments within 90 days by county & cities representing at least 70% of the population and 30% of those jurisdictions

King County Countywide Planning Policies

Countywide Planning Policies Establish:

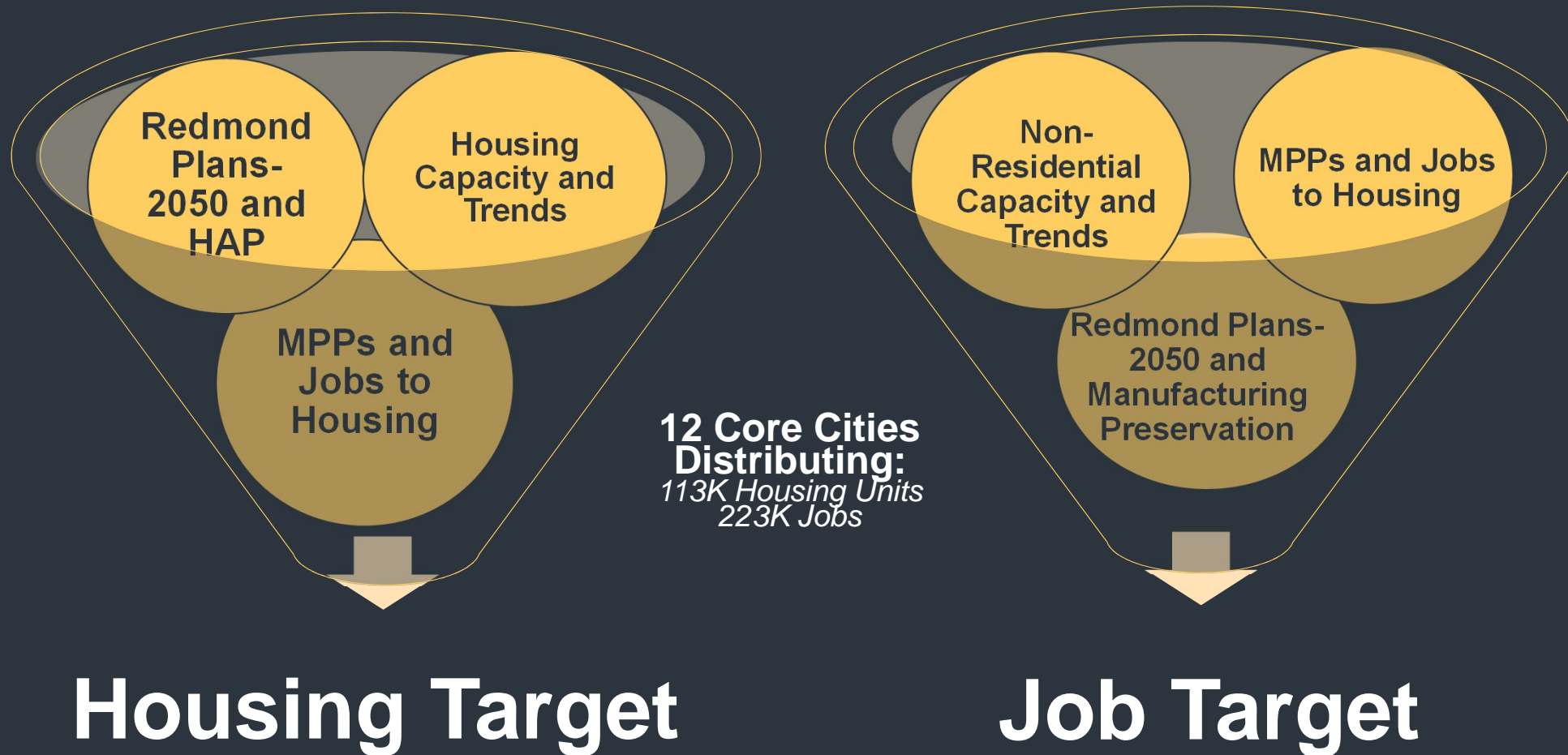
- Guidance for the comprehensive plans
- Urban growth area boundary
- Criteria for revising growth boundary
- Growth targets for each jurisdiction
- Criteria for defining urban centers and manufacturing/industrial centers
- Policies for issues of a countywide nature

Chapters:

- Environment
- Development Patterns
- Housing
- Economy
- Transportation
- Public Facilities and Services

CPP's ensure consistency & coordination between
VISION 2050 & Comprehensive Plans

Underway Now | Core Regional Caucus Deliberations



Redmond Preliminary Targets 2019-2044



HOUSING UNITS

King County Housing Target Range
11,667-21,674

Draft Target:
20,000 housing units
~49,600 people

Current Capacity
17,768 housing units

Recent Trends
754 housing units/year

JOBS

King County Jobs Target Range
17,700-24,410

Draft Target:
20,000 jobs

Current Capacity
14,522 jobs

Recent Trends
Average of 2,123 jobs/year

Countywide Planning Policy Milestones and Adoption





Thank You



Any Questions?



KING COUNTY COUNTYWIDE PLANNING POLICIES & GROWTH TARGETS

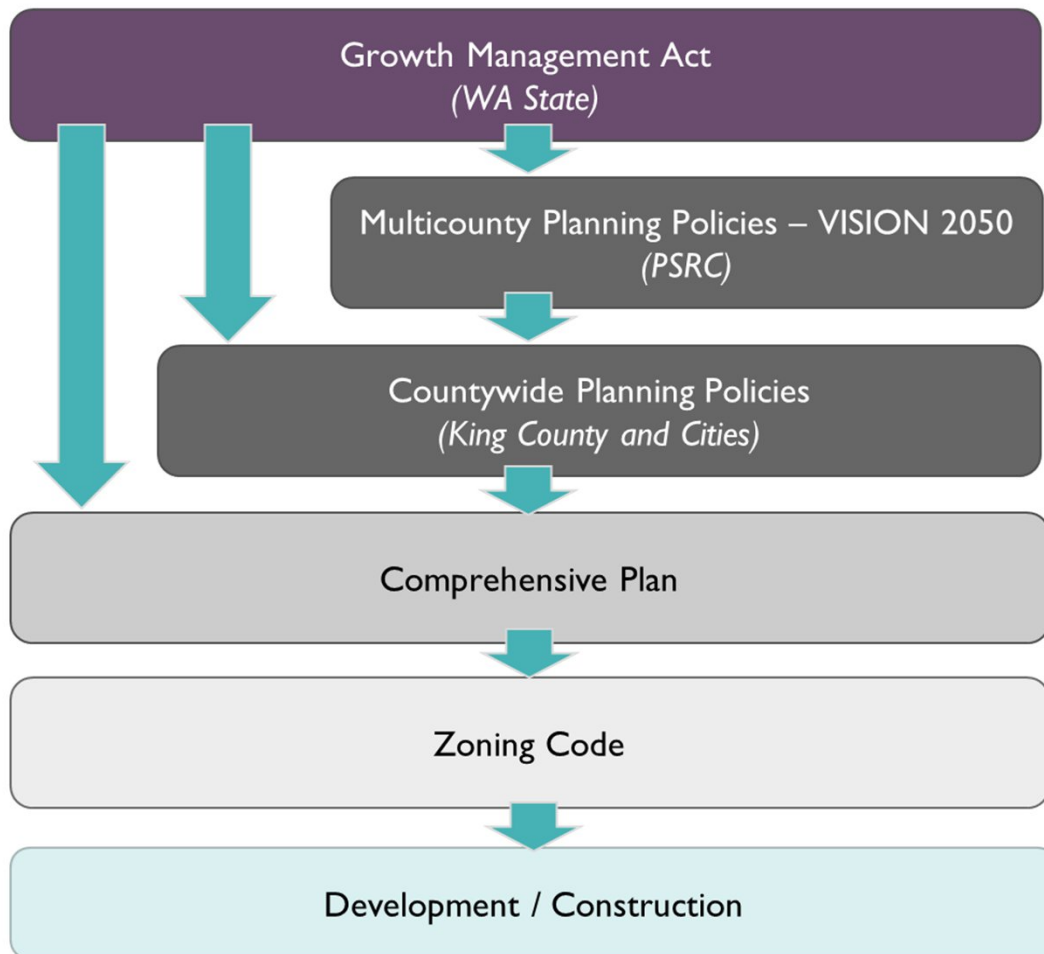
PRESENTATION FOR CITY OF REDMOND
APRIL 13, 2020





TONIGHT'S AGENDA

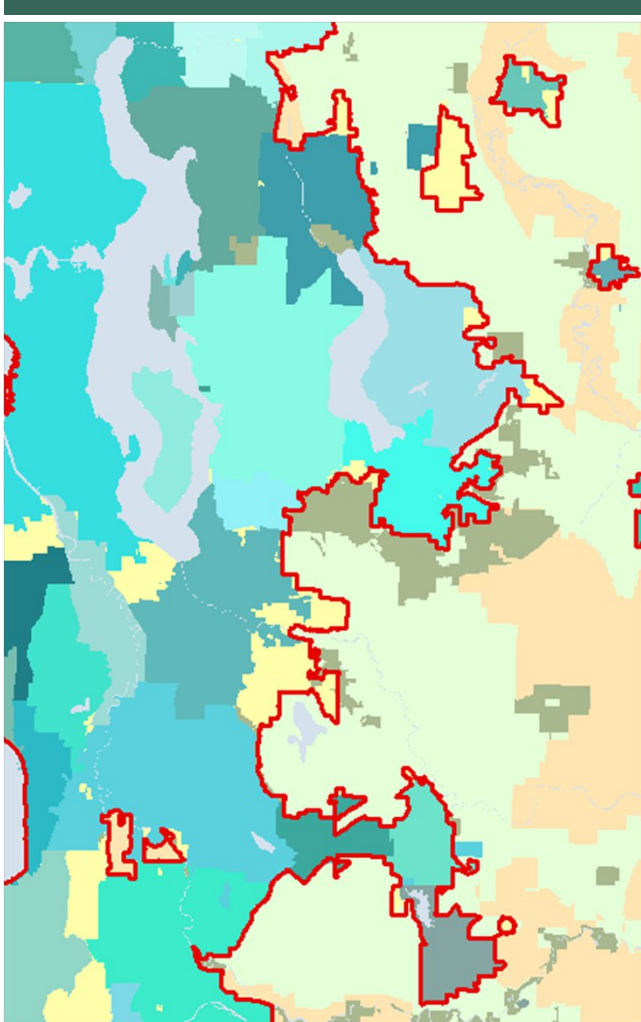
- GMA + GMPC Overview
- Countywide Planning Policies Update
- Growth Targets
- Schedule



IMPLEMENTING THE GROWTH MANAGEMENT ACT

GROWTH MANAGEMENT PLANNING COUNCIL (GMPC)

- Established in 1992 via Interlocal Agreement
- Convened by the King County Executive
- Members representing: King County, City of Seattle, Sound Cities Associations
- Ex-Officio members representing: Special Purpose Districts, School Districts, Port of Seattle
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- Make recommendations to the King County Council
- Ratification: after approval and ratification by the King County Council, approval of amendments within 90 days by county & cities representing at least 70% of the population and 30% of those jurisdictions



Countywide Planning Policies establish:

- Guidance for the comprehensive plans
- Urban growth area boundary
- Criteria for revising growth boundary
- Growth targets for each jurisdiction
- Criteria for defining urban centers and manufacturing/industrial centers
- Policies for issues of a countywide nature

WHY UPDATE COUNTYWIDE PLANNING POLICIES NOW?

-
- VISION 2050 update + Regional Centers Framework
 - New growth targets for 2024 Comprehensive Plans
 - Policy guidance for 2024 Comprehensive Plans
 - Other policy and legislative changes since 2012
 - Policy recommendations from GMPC's Affordable Housing Committee

2021 COUNTYWIDE PLANNING POLICIES

GUIDING PRINCIPLES



Establish a focused scope for review based on the 2012 baseline



Center social equity

Integrate regional policy & legislative changes



- VISION 2050
- GMA amendments – e.g. for buildable lands
- ST3 and other regional transit investments
- Address unresolved King County Comp. Plan countywide issues
- Policy recommendations from the GMPC's Affordable Housing Committee



Provide clear, actionable direction for comprehensive plans



Implement Regional Growth Strategy with 2044 growth targets that provide the land use assumption for periodic comprehensive plan updates

ENVIRONMENT KEY THEMES



- Emphasize climate change by adding a new subsection.
- Update the greenhouse gas reduction goals to correspond to the goals set by the King County-Cities Climate Collaboration (K4C).
- Protect and restore natural resources that sequester and store carbon.
- Address fossil fuel facilities to protect public health, safety, and welfare; and to protect the natural ecosystem to reduce climate change.
- Address environmental justice issues across several policies including access to a healthy environment, community resilience, and reduction of pollution.
- Provide parks, trails, and open space within walking distance of urban residents prioritizing underserved communities.
- Call for the use of best available science when establishing and implementing environmental standards.

ECONOMY KEY THEMES



- Support the Regional Economic Strategy.
- Support advanced manufacturing throughout the county.
- Foster a supportive environment for locally owned and women and minority owned businesses.
- Reduce historic and ongoing disparities in income and employment opportunities for communities that have been economically disadvantaged.
- Call for the development of a system that provides a safety net during economic downturns.
- Prioritize a diversity of middle-wage jobs.
- Encourage the public and private sectors to incorporate environmental stewardship and social responsibility into their practices.

DEVELOPMENT PATTERNS KEY THEMES



- Integrate social equity and public health into local and countywide planning.
- Codify growth target and urban growth capacity report processes.
- Address four-to-one program provisions.
- Establish a Centers Designation Framework consistent with the PSRC regional framework
- Ensure better understanding of past housing and land use practices that have led to inequities by race and ethnicity.
- Develop new growth targets with a planning horizon to 2044, and link growth targets to land use assumptions in comprehensive plans.
- Strengthen city-county collaboration around annexation area planning. Clarify the process for reassigning potential annexation areas.
- Recognize the role of Cities in the Rural Area consistent with the King County Comprehensive Plan.

HOUSING KEY THEMES



- Align with existing plans including VISION 2050 and the Regional Affordable Housing Task Force Final Report and Recommendations.
- Redefine Countywide Need as the number of homes needed today and, in the future, to ensure that no low-income household is cost burdened.
- Guide cities and the county through a four-step continuous improvement process to meet the countywide need
- Establish regular monitoring of regional and jurisdictional progress through the Affordable Housing Dashboard and leverage new centralized data infrastructure created by King County staff that support the AHC.

HOUSING KEY THEMES, CONT'D.



- The CPP policy amendments are structured to achieve health and equity outcomes with five key equity objectives:
 - Equitable processes and outcomes;
 - Increased housing supply, particularly for households with the greatest needs;
 - Expanded housing options and increased affordability accessible to transit and employment;
 - Expanded housing and neighborhood choice for all residents; and
 - Housing stability, healthy homes, and healthy communities.

TRANSPORTATION KEY THEMES



- Emphasize creating an equitable transportation system.
- Improve the safety of the system for all users.
- Encourage alternatives to driving along including transit and active transportation.
- Minimize displacement and impact on affected communities.
- Strengthen connections between land use and transportation.
- Promote a sustainable system by encouraging transit use, active transportation and alternative fuels.

PUBLIC FACILITIES + SERVICES KEY THEMES

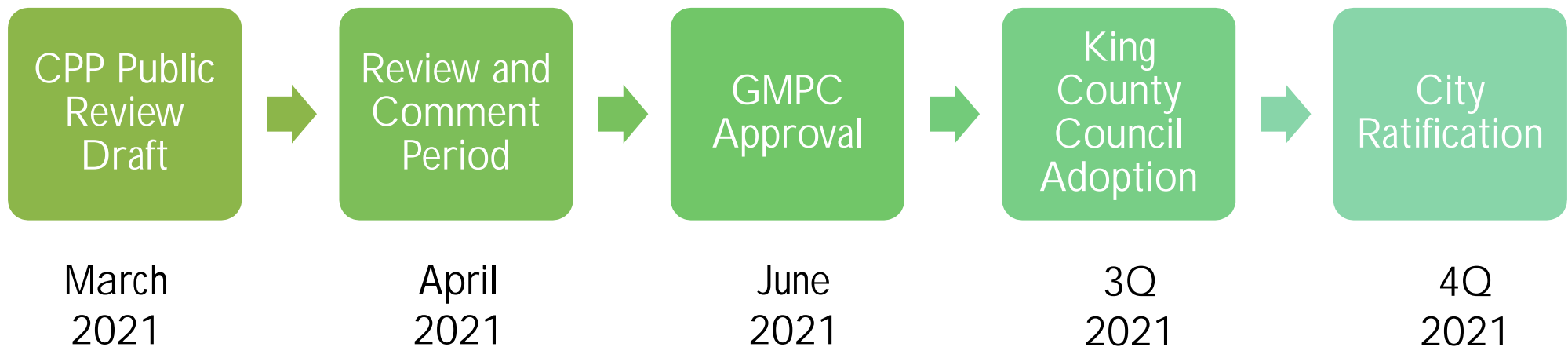


- Address impacts of climate change on fisheries and water reuse and reclamation.
- Make investments in renewable and alternative energy sources.
- Make the provision of telecommunication infrastructure a focus on broadband service to businesses and households of all income levels.
- Commit specific RCW acknowledgement and requirements for district-jurisdiction review meetings with reports to the GMPC to school siting policy.
- Establish a process for public capital facilities of regional or statewide importance to incorporate equity in determining impacts and benefits.
- Prioritize investments for affordable and equitable access to public services in this chapter.
- Consider climate change, economic and health impacts when siting and building essential public facilities.
- Establish a new Public Facility and Service Disaster Preparedness topic area

NEXT STEPS

- Draft Countywide Planning Policies scheduled to be released for public comment at the March 31st GMPC meeting
- Public comment in April/May
- Amend draft policies for June 24th GMPC meeting

COUNTYWIDE PLANNING POLICIES MILESTONES AND ADOPTION



FOR MORE INFORMATION GMPC WEBSITE

THE KING COUNTY INTERJURISDICTIONAL TEAM

FACILITATOR: KAREN WOLF, FAICP: KAREN.WOLF@KINGCOUNTY.GOV

GROWTH TARGETS LEAD: REBECCA H MASKIN, AICP: RMASKIN@KINGCOUNTY.GOV

2021 CPP Update – *Interim* Chapter Summaries

The chapters of the King County Countywide Planning Policies are proposed to be updated with amendments to existing 2012 policies and with the inclusion of new policies to align with VISION 2050 Multicounty Planning Policies. Below, is a summary of the concepts guiding the proposed changes, organized by chapter.

1. Environment

- Emphasize climate change by adding a new subsection.
- Update the greenhouse gas reduction goals to correspond to the goals set by the King County-Cities Climate Collaboration (K4C).
- Protect and restore natural resources that sequester and store carbon.
- Address fossil fuel facilities to protect public health, safety, and welfare; and to protect the natural ecosystem to reduce climate change.
- Address environmental justice issues across several policies including access to a healthy environment, community resilience, and reduction of pollution.
- Provide parks, trails, and open space within walking distance of urban residents prioritizing underserved communities.
- Call for the use of best available science when establishing and implementing environmental standards.

2. Development Patterns

- Integrate social equity and public health into local and countywide planning.
- Ensure a stable urban growth area boundary.
- Codify growth target and urban growth capacity report processes.
- Link growth targets to land use assumptions in comprehensive plans.
- Address four-to-one program provisions, clarifying the process for reassigning potential annexation areas.
- Establish a Centers Designation Framework consistent with the PSRC regional framework (note: this is related to the GMPC approved process for identifying Candidate Countywide Centers by the end of 2021. These candidates will be in effect until 2025-26, at which time GMPC will finalize the designations.)
- Ensure better understanding in local planning of past housing and land use practices have led to inequities by race and ethnicity.
- Develop new growth targets with a planning horizon to 2024.
- Strengthen city-county collaboration around annexation area planning.
- Recognize the role of Cities in the Rural Area consistent with the King County Comprehensive Plan.

3. Housing

The Housing Chapter is being updated to support efforts of the Regional Affordable Housing Task Force (RAHTF) to address the shortfall of 156,000 affordable homes needed in 2018 and another 88,000 affordable homes by 2040 and other housing and affordable housing needs. The Affordable Housing Committee (AHC) expects to adopt a recommendation to the GMPC at their next meeting on January 29, 2021. The draft amendments shared with the GMPC were developed by the Affordable Housing Committee's Housing Interjurisdictional Team (HIJT).

In response to stakeholder feedback, the HIJT developed CPP amendments to achieve the following:

- Align with existing plans, including VISION 2050 and the RAHTF recommendations;
- Strengthen methods of local and regional accountability; and
- Achieve health and equity outcomes.

Align with Existing Plans

- *VISION 2050*: Proposed amendments to the CPP Housing Chapter reflect changes in VISION 2050, including addressing displacement, supporting moderate density housing development, acknowledging historic inequities in access to homeownership, and planning for affordability near transit.
- *Regional Affordable Housing Task Force Final Report and Recommendations*: The proposed CPP Housing Chapter amendments align with and advance the goals recommended by the Task Force.

Strengthen Methods of Local and Regional Accountability

- *New Definition of Countywide Need*: The proposed amendments adopt the RAHTF report's approach to defining housing need as the number of homes needed today and in the future to ensure that no low-income household is cost burdened.
- *Revised Learning Model*: The proposed Housing Chapter policies guide cities and the county through a four-step continuous improvement process to meet the countywide need:
 - Conduct a housing inventory and analysis;
 - Implement policies and strategies to equitably meet housing needs;
 - Measure results and provide accountability; and
 - Adjust strategies to meet housing needs.
- *More Effective Regional Monitoring System*: The proposed chapter revisions seek to:
 - Establish regular monitoring of regional and jurisdictional progress through the Affordable Housing Dashboard; and
 - Minimize the reporting burden on local jurisdictions by leveraging the new centralized data infrastructure created by King County staff that support the AHC.

Achieve Health and Equity Outcomes

- The CPP policy amendments are structured to achieve health and equity outcomes. In terms of equity, the proposed amendments promote:
 - Distributional equity: An individual's income race, ethnicity, immigration status, sexual orientation, ability, or income doesn't impact their ability to access housing in the neighborhood of their choice;
 - Cross-generational equity: The impact of the housing policies created result in fair and just distribution of benefits and burdens to future generations;
 - Process equity: The housing policy development, decision-making, and implementation process is inclusive, open, fair, and accessible to all stakeholders; and
 - Reparative policies: The policies implemented will actively seek to repair harms cause by racially biased policies.
- The policies are grouped in the "implement policies and strategies to equitably meet housing needs" section of the chapter into five key equity objectives:
 - Equitable processes and outcomes;
 - Increased housing supply, particularly for households with the greatest needs;
 - Expanded housing options and increased affordability accessible to transit and employment;
 - Expanded housing and neighborhood choice for all residents; and
 - Housing stability, healthy homes, and healthy communities.

4. Economy

- Support the Regional Economic Strategy.
- Support advanced manufacturing throughout the county.
- Foster a supportive environment for locally owned and women and minority owned businesses.
- Reduce historic and ongoing disparities in income and employment opportunities for communities that have been economically disadvantaged.
- Call for the development of a system that provides a safety net during economic downturns.
- Prioritize a diversity of middle-wage jobs.
- Encourage the public and private sectors to incorporate environmental stewardship and social responsibility into their practices.

5. Transportation

- Emphasize creating an equitable transportation system.
- Improve the safety of the system for all users.
- Encourage alternatives to driving along including transit and active transportation.
- Minimize displacement and impact on affected communities.
- Strengthen connections between land use and transportation.
- Promote a sustainable system by encourage transit use, active transportation and alternative fuels.

6. Public Facilities and Services

- Address impacts of climate change on fisheries and water reuse and reclamation.
- Make investments in renewable and alternative energy sources.
- Make the provision of telecommunication infrastructure a focus on broadband service to businesses and households of all income levels.
- Further continue King County's ahead-of-the-curve approach to school siting policy with specific RCW acknowledgement, and requirements for district-jurisdiction review meetings with reports to the GMPC.
- Establish a process for public capital facilities of regional or statewide importance to incorporate equity in determining impacts and benefits.
- Prioritize investments for affordable and equitable access to public services in this chapter.
- Consider climate change, economic and health impacts when siting and building essential public facilities.
- Establish a new Public Facility and Service Disaster Preparedness topic area to plan for such preparedness and ensure a resilience and recovery focus in facilities site selection.

King County 2021 CPP Update

IJT Review Draft, Proposed Edits to the Preliminary Public Review Draft

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DRAFT

King County Countywide Planning Policies

Proposed new language and new policies are underlined and proposed deletions are ~~crossed-out~~. Changes from the February 24th version submitted to the GMPC are **highlighted in yellow and red** text. Major policy changes are identified using green **UPDATED** box.

2021 CPP #	2012 CPP #	Policy/Action	Reason for Change/MPP/ Notes
General Policies			
Amendments			
G-1	G-1	<p>Maintain the currency of the Countywide Planning Policies through periodic review and amendment. Initiate and review all amendments at the Growth Management Planning Council through the process described below:</p> <ul style="list-style-type: none"> a) Only the Growth Management Planning Council may propose amendments to the Countywide Planning Policies except for amendments to the Urban Growth Area that may also be proposed by King County in accordance with policies DP-15 and DP-16 to DP-17; b) Growth Management Planning Council recommends amendments to the King County Council for consideration, possible revision, and approval; proposed revisions by the King County Council that are of a substantive nature may be sent to the Growth Management Planning Council for their consideration and revised recommendation based on the proposed revision; c) A majority vote of the King County Council both constitutes approval of the amendments and ratification on behalf of the residents of Unincorporated King County; d) After approval and ratification by the King County Council, amendments are forwarded to each city and town for ratification. Amendments cannot be modified during the city ratification process; and e) Amendments must be ratified within 90 days of King County approval and require affirmation by the county and cities and towns representing at least 70 percent of the county population and 30 percent of those jurisdictions. Ratification is either by an affirmative vote of the city's or town's council or by no action being taken within the ratification period. 	<p>No change</p> <p>Note: Updated to cover all three relevant policies.</p>

Environment

2021 CPP #	2012 CPP #	Policy/Action	Reason for Change/MPP/ Notes
Monitoring			
G-2	G-2	Monitor and benchmark the progress of the Countywide Planning Policies towards achieving the Regional Growth Strategy inclusive of the environment, development patterns, housing, the economy, transportation and the provision of public services. Identify corrective actions to be taken if progress toward benchmarks is not being achieved.	Note: No change proposed.
Investment			
G-3	G-3	Work collaboratively to identify and seek regional, state, and federal funding sources to invest in infrastructure, strategies, and programs to enable the full implementation of the Countywide Planning Policies. Balance needed regional investments with local needs when making funding determinations.	Note: No change proposed. H-Action-3 State Support and Coordination: PSRC will monitor and support as appropriate members' efforts to seek new funding and legislative support for housing; and will coordinate with state agencies to implement regional housing policy.
Consistency			
G-4	G-4	Adopt comprehensive plans that are consistent with the Countywide Planning Policies as required by the Growth Management Act.	Note: No change proposed.
Environment			
Environmental Sustainability			
EN-1	EN-1	Incorporate environmental protection and restoration efforts <u>including climate action, mitigation, and resilience</u> into local comprehensive plans to ensure that the quality of the natural environment and its contributions to human health and vitality are sustained now and for future generations.	Note: Revised to be broader in scope and include climate Action, mitigation and resilience.
EN-2 (propos ed number ing)	New Policy	<u>Develop and implement environmental strategies using integrated and interdisciplinary approaches for environmental assessment and planning, in coordination with local jurisdictions, tribes, and countywide planning groups.</u>	MPP-EN-1 Develop and implement regionwide environmental strategies, coordinating among local jurisdictions, tribes, and countywide planning groups. MPP-EN-2 Use integrated and interdisciplinary approaches for environmental planning and assessment at regional, countywide, and local levels.

Environment

2021 CPP #	2012 CPP #	Policy/Action	Reason for Change/MPP/ Notes
EN-3	EN-2	<u>Require Ensure</u> public and private projects to incorporate locally appropriate low impact development approaches, <u>developed using a watershed planning framework</u> , for managing stormwater, protecting water quality, minimizing flooding and erosion, protecting habitat, and reducing greenhouse gas emissions.	MPP-EN-18 Reduce stormwater impacts from transportation and development through watershed planning, redevelopment and retrofit projects, and low-impact development. <i>Note: The tenets of LID tools are excellent techniques to bring our hydrologic regimes closer to predevelopment character via retaining water on-site, but some have proven difficult to install and maintain, and as a result ineffective despite expensive price tags. One size does not fit all for exact LID methods and therefore should be tailored to individual city's needs.</i>
EN-4	EN-3	Encourage the transition to a sustainable energy future by reducing demand through planning for efficiency and conservation, <u>supporting development of energy management technology such as advanced thermostats or software that optimizes usage</u> , and by meeting reduced needs from sustainable sources.	MPP-CC-5 Pursue the development of energy management technology as part of meeting the region's energy needs. links to both Economic disparities and to Green jobs etc. MPP-PS-4 Promote demand management and the conservation of services and facilities prior to developing new facilities.
EN-5	EN-4	Identify and preserve regionally significant open space networks in both Urban and Rural Areas. Develop strategies and funding to protect lands that provide the following valuable functions: <ul style="list-style-type: none"> Physical or visual separation delineating growth boundaries or providing buffers between incompatible uses; Active and passive outdoor recreation opportunities; Wildlife habitat and migration corridors that preserve and enhance ecosystem resiliency in the face of urbanization and climate change; Preservation of ecologically sensitive, scenic, or cultural resources; Urban green space, habitats, and ecosystems; Forest resources; and Food production potential. 	Policy Moved MPP-EN-3 Maintain and, where possible, improve air and water quality, soils, and natural systems to ensure the health and well-being of people, animals, and plants. Reduce the impacts of transportation on air and water quality, and climate change. MPP-EN-11 Designate, protect, and enhance significant open spaces, natural resources, and critical areas through mechanisms, such as the review and comment of countywide planning policies and local plans and provisions. MPP-EN-14 Identify and protect wildlife corridors both inside and outside the urban growth area.

Environment

2021 CPP #	2012 CPP #	Policy/Action	Reason for Change/MPP/ Notes
EN-6	EN-5	<p><u>Ensure all residents of the region regardless of race, social, or economic status have a clean and healthy environment. Identify and mitigate unavoidable negative impacts of public actions that disproportionately affect people of color and low income populations those frontline communities that are disproportionately impacted due to existing and historical racial, social, environmental, and economic inequities, and who have limited resources or capacity to adapt to a changing environment.</u></p>	<p>MPP-EN-4 Ensure that all residents of the region, regardless of race, social, or economic status, <u>have clean air, clean water, and other elements of live in a healthy environment, with minimal exposure to pollution.</u></p> <p>Note: Add Front Line Communities definition to Glossary. Frontline communities are those that are disproportionately impacted by climate change due to existing and historical racial, social, environmental, and economic inequities, and who have limited resources and/or capacity to adapt. These populations often experience the earliest and most acute impacts of climate change, but whose experiences afford unique strengths and insights into climate resilience strategies and practices. Frontline communities include Black, Indigenous, and People of Color (BIPOC) communities, immigrants and refugees, people living with low incomes, communities experiencing disproportionate pollution exposure, women and gender non-conforming people, LGBTQIA+ people, people who live and/or work outside, those with existing health issues, people with limited English skills, and other climate vulnerable groups.</p> <p>Source for definition https://your.kingcounty.gov/dnrc/climate/documents/2020-SCAP-Full-Plan.pdf, Appendix 1: Glossary of Terms, Page 288</p>

Earth and Habitat

EN-7 (proposed number ing)	New Policy	<p><u>Locate development in a manner that minimizes impacts to natural features through the use of environmentally sensitive development practices that take into account design, materials, construction, and ongoing maintenance.</u></p>	<p>MPP-EN-5 Locate development in a manner that minimizes impacts to natural features. Promote the use of innovative environmentally sensitive development practices, including design, materials, construction, and on-going maintenance.</p>
EN-8	EN-6	<p>Coordinate approaches and standards for defining and protecting critical areas, especially where such areas and impacts to them cross jurisdictional boundaries.</p>	<p>No change.</p>
EN-9 (proposed number ing)	New Policy	<p><u>Use the best available science when establishing and implementing environmental standards.</u></p>	<p>MPP-EN-6 Use the best information available at all levels of planning, especially scientific information, when establishing and implementing environmental standards established by any level of government.</p>

Environment

2021 CPP #	2012 CPP #	Policy/Action	Reason for Change/MPP/ Notes
EN-10	EN-7	Encourage basin-wide approaches to wetland protection, emphasizing preservation and enhancement of the highest quality wetlands and wetland systems.	No change. Policy Moved
EN-11	EN-8	Develop an integrated and comprehensive approach to managing fish and wildlife habitat <u>to accelerate recovery conservation, focusing on enhancing the habitat of iconic species like salmon, orca and other especially protecting</u> endangered, threatened, and sensitive species.	MPP-EN-16 Preserve and enhance habitat to <u>support healthy wildlife and accelerate the recovery of salmon, orca, and other threatened and endangered species and species of local importance prevent species from inclusion on the Endangered Species List and to accelerate their removal from the list.</u>
EN-12 (proposed number ing)	New Policy	Reduce and mitigate air, noise, and light pollution caused by transportation, industries, public facilities, hazards and other sources. Prioritize reducing these impacts on vulnerable populations and areas that have been disproportionately affected.	MPP-EN-7 Reduce and mitigate <u>mitigate noise and light pollution caused by traffic-transportation, industries, public facilities, and other sources.</u> MPP-EN-8 Reduce impacts to vulnerable populations and areas that have been disproportionately affected by noise, air pollution, or other environmental impacts.
EN-13 (proposed number ing)	New Policy	Ensure that new development, open space protection efforts, and mitigation projects support the State's streamflow restoration law, in order to promote robust, healthy, and sustainable salmon populations, and other ecosystem functions working closely within Water Resource Inventory Areas that encompass King County, and utilizing adopted watershed plans.	Note: This new policy addresses <u>state law decisions adopted in light of</u> the Hirst Decision, and potential <u>the newly required</u> planning, land use and ecological restoration efforts.
EN-14	EN-9	Implement salmon habitat protection and restoration priorities in approved Water Resource Inventory Area plans.	No change.
EN-15 (proposed number ing)	New Policy	Enhance the urban tree canopy to provide wildlife habitat, support community resilience, mitigate urban heat, manage stormwater, conserve energy, improve mental and physical health, and strengthen economic prosperity. Prioritize places where Black, Indigenous, and other people of color, low income, and frontline community members live.	MPP-EN-9 Enhance urban tree canopy to support community resilience, mitigate urban heat, manage stormwater, conserve energy, improve mental and physical health, and strengthen economic prosperity. Note: Additional text to address inequities
Flood Hazards			
EN-16	EN-10	Coordinate and fund holistic flood hazard management efforts through the King County Flood Control District.	Note: Edit to reflect multiple approaches used to address these issues – programmatic, planning, restoration, capital projects, etc.
EN-17	EN-11	Cooperate to meet Meet <u>Meet</u> regulatory standards for floodplain development <u>through inter-jurisdictional collaboration as +.</u> These standards are regularly updated for consistency with relevant federal requirements, including those related to the Endangered Species Act.	Note: Minor text edits. <u>Changed per UAC comment.</u>

Environment

2021 CPP #	2012 CPP #	Policy/Action	Reason for Change/MPP/ Notes
EN-18	EN-12	Work cooperatively Cooperate with the federal, state, and regional agencies and forums to develop regional levee maintenance standards that ensure public safety and protect habitat.	No Change.
Water Resources			
EN-10	EN-7	Encourage basin-wide approaches to wetland protection, emphasizing preservation and enhancement of the highest quality wetlands and wetland systems.	No change. Policy moved.
EN-19	EN-13	Collaborate with the Puget Sound Partnership to implement the Puget Sound Action Agenda and to coordinate land use and transportation plans and actions for the benefit of Puget Sound and its watersheds.	MPP-EN-17 Maintain and restore natural hydrological functions and water quality within the region's ecosystems and watersheds to recover the health of Puget Sound and, where feasible, restore them to a more natural state.
EN-20	EN-14	Manage natural drainage systems to improve water quality and habitat functions, minimize erosion and sedimentation, protect public health, reduce flood risks, and moderate peak storm water runoff rates. Work cooperatively among local, regional, state, national and tribal jurisdictions to establish, monitor and enforce consistent standards for managing streams and wetlands throughout drainage basins.	No change.
EN-21 (proposed numbering)	New Policy	Support and incentivize environmental stewardship on private and public lands to protect and enhance habitat, water quality, and other ecosystem services, including protection of watersheds. In particular, protect wellhead areas that are sources of the region's drinking water supplies.	MPP-EN-10 Support and incentivize environmental stewardship on private and public lands to protect and enhance habitat, water quality, and other ecosystem services, including protection of watersheds and wellhead areas that are sources of the region's drinking water supplies.
EN-22	EN-15	Establish a multijurisdictional approach for funding and monitoring water quality, quantity, biological conditions, and outcome measures and for improving the efficiency and effectiveness of monitoring efforts.	No change.

2021 CPP #	2012 CPP #	Policy/Action	Reason for Change/MPP/ Notes
Open Space			
EN-5	EN-4	<p>Identify and preserve regionally significant open space networks in both Urban and Rural Areas <u>through implementation of the Regional Open Space Plan</u>. Develop strategies and funding to protect lands that provide the following valuable functions:</p> <ul style="list-style-type: none"> • <u>Ecosystem linkages crossing jurisdictional boundaries;</u> • Physical or visual separation delineating growth boundaries or providing buffers between incompatible uses; • Active and passive outdoor recreation opportunities; • Wildlife habitat and migration corridors that preserve and enhance ecosystem resiliency in the face of urbanization and climate change; • Preservation of ecologically sensitive, scenic, or cultural resources; • Urban green space, habitats, and ecosystems; • Forest resources; and • Food production potential. 	<p>MPP-EN-3 Maintain and, where possible, improve air and water quality, soils, and natural systems to ensure the health and well-being of people, animals, and plants. Reduce the impacts of transportation on air and water quality, and climate change.</p> <p>MPP-EN-11 Designate, protect, and enhance significant open spaces, natural resources, and critical areas through mechanisms, such as the review and comment of countywide planning policies and local plans and provisions.</p> <p>MPP-EN-12 Identify, preserve, and enhance significant regional open space networks and linkages across jurisdictional boundaries <u>through implementation and update of the Regional Open Space Conservation Plan</u>.</p> <p>MPP-EN-14 Identify and protect wildlife corridors both inside and outside the urban growth area.</p>
EN-23 (proposed number ing)	New Policy	<u>Identify, preserve, and enhance significant regional open space networks and linkages across jurisdictional boundaries through implementation of the Regional Open Space Conservation Plan.</u>	<p>Policy Moved</p> <p>MPP-EN-12 Identify, preserve, and enhance significant regional open space networks and linkages across jurisdictional boundaries <u>through implementation and update of the Regional Open Space Conservation Plan</u>.</p>
EN-24 (proposed number ing)	New Policy	<u>Preserve and restore native vegetation and tree canopy, especially where it protects habitat and contributes to overall ecological function.</u>	MPP-EN-13 <u>Preserve and restore native vegetation and tree canopy to protect habitat, especially where it protects habitat and contributes to the overall ecological function and where invasive species are a significant threat to native ecosystems.</u>
EN-25 (proposed number ing)	New Policy	<u>Provide parks, trails, and open space within walking distance of urban area residents. Prioritize historically underserved communities for open space improvements and investments.</u>	MPP-EN-15 <u>Provide parks, trails, and open space within walking distance of urban residents. Prioritize historically underserved communities for open space improvements and investments.</u>

2021 CPP #	2012 CPP #	Policy/Action	Reason for Change/MPP/ Notes
Restoration & Pollution			
EN-26 (proposed number ing)	New Policy	Reduce and promote alternatives to the use of toxic pesticides, fertilizers, and other products <u>to</u> minimize risks to human health and the environment.	MPP-EN-19 Reduce the use of <u>toxic pesticides, and chemical fertilizers, and other products</u> to the extent feasible and identify alternatives that minimize risks to human health and the environment.
EN-27 (proposed number ing)	New Policy	Restore ecological function and value to the region's freshwater and marine shorelines, watersheds, and estuaries to a natural condition for ecological function and value, <u>where appropriate</u> .	MPP-EN-20 Restore – where appropriate and possible – the region's freshwater and marine shorelines, watersheds, and estuaries to a natural condition for ecological function and value.
EN-28 (proposed number ing)	New Policy	Prevent, mitigate, and remediate harmful environmental pollutants and hazards, including light, air, soil, and structural hazards, where they have contributed to racially disparate environmental and health impacts, and to increase environmental resiliency in low-income communities.	Note: Addressing pollution and especially environmental and social justice issues for frequently affected community members and addressing hazard mitigation and resiliency comments from GMPC.
EN-29 (proposed number ing)	New Policy	Adopt policies, regulations, and processes, related to new or existing fossil fuel facilities, that are designed to: <ul style="list-style-type: none"> • <u>Protect public health, safety, and welfare from all impacts of fossil fuels facilities;</u> • <u>Mitigate and prepare for any impacts of fossil fuel facility disasters on all communities;</u> • <u>Protect and preserve natural ecosystems from the construction and operational impacts of fossil fuel facilities;</u> • <u>Manage impacts on public services and infrastructure in emergency management, resilience planning, and capital spending;</u> • <u>Ensure comprehensive environmental review, and extensive community engagement, during initial siting, modifications, and on a periodic basis; and</u> • <u>Reduce climate change impacts from fossil fuel facility construction and operations.</u> 	Note: Addresses Fossil Fuels, Fossil Fuel Facilities and Fossil Fuel Facilities Review Process and their role in transforming to clean energy. Add these terms to the glossary.

2021 CPP #	2012 CPP #	Policy/Action	Reason for Change/MPP/ Notes
Climate Change			
EN-30 (Proposed numbering)	New Policy	Adopt and implement policies <u>and programs</u> that substantially reduce greenhouse gas emissions to meet state, regional, and local emissions reduction goals, including targets adopted by the Puget Sound Clean Air Agency.	<p>MPP-CC-1 Advance the adoption and implementation of actions that substantially reduce greenhouse gas emissions in support of state, regional, and local emissions reduction goals, including targets adopted by the Puget Sound Clean Air Agency.</p> <p>Address the central Puget Sound region's contribution to climate change by, at a minimum, committing to comply with state initiatives and directives regarding climate change and the reduction of greenhouse gases. Jurisdictions and agencies should work to include an analysis of climate change impacts when conducting an environmental review process under the State Environmental Policy Act.</p> <p>MPP-CC-11 Support achievement of regional greenhouse gas emissions reduction goals through countywide planning policies and local comprehensive plans.</p> <p>CC-Action-3: Policies and Actions to Address Climate Change: Cities and counties will incorporate emissions reduction policies and actions that contribute meaningfully toward regional greenhouse gas emission goals, along with equitable climate resiliency measures, in their comprehensive planning. Strategies include land uses that reduce vehicle miles traveled and promote transit, biking, and walking consistent with the Regional Growth Strategy, developing and implementing climate friendly building codes, investments in multimodal transportation choices, and steps to encourage a transition to cleaner transportation and energy systems.</p>

Environment

2021 CPP #	2012 CPP #	Policy/Action	Reason for Change/MPP/ Notes
EN-31 (proposed numbering)	EN-16	<p>Plan for land use patterns, buildings, and transportation systems that minimize air pollution and greenhouse gas emissions, including:</p> <ul style="list-style-type: none"> • Maintaining or exceeding existing standards for carbon monoxide, ozone, and particulates; • Directing growth to Urban Centers and other mixed use/ high density locations that support mass transit, encourage non-motorized modes of travel and reduce trip lengths; • Facilitating modes of travel other than single occupancy vehicles including transit, walking, bicycling, and carpooling; • Incorporating energy-saving strategies in infrastructure planning and design; • Encouraging inter-jurisdictional planning to ensure efficient use of transportation infrastructure and modes of travel; • Encouraging new development to use low emission construction practices, low or zero net lifetime energy requirements and “green” building techniques; • Reducing building energy use through green building <u>and retrofit of existing buildings;</u> and • Increasing the use of low emission vehicles, such as efficient electric-powered vehicles. 	<p>MPP-CC-2 Reduce the rate of building energy use per capita, both in building use and in transportation activities through green building and retrofit of existing buildings.</p> <p>Note: Revised to include retrofitting of buildings.</p>
EN-32 (proposed numbering)	EN-17	<p>Align <u>Establish a countywide greenhouse gas emissions reduction goals and targets that meets or exceeds the statewide reduction requirement that is stated as the 2050 goal of a 50 percent reduction below 1990 levels with the latest international climate science and statewide targets aiming to limit the most severe impacts of climate change and keep global warming under 1.5 degrees Celsius.</u></p>	<p>Note: State has targets using 1990 as a base year and most other cities in King County use either 2005 or 2007 as a base year. However, this revision reflects alignment with State and international climate science while acknowledging the goal of keeping global warming under 1.5 degrees Celsius.</p>
EN-33 (proposed numbering)	EN-18	<p>Reduce countywide sources of greenhouse gas emissions compared to a 2007 baseline, by 25% by 2020, 50% by 2030, 75% by 2040; and 95% and <u>net zero emissions</u> 80% by 2050. Assuming 1% annual population growth, these targets translate to per capita emissions of approximately 8.5 metric tons of carbon dioxide equivalent (MTCO₂e) by 2020, 5 MTCO₂e, and 1.5 MTCO₂e by 2050.</p>	<p>Note: Acknowledges the State emission reduction target for and is consistent with the 2020 SCAP revisions. Broad K4C city elected official support for strengthening these targets.</p>

Environment

2021 CPP #	2012 CPP #	Policy/Action	Reason for Change/MPP/ Notes
EN-34 (proposed number ing.)	EN-18A	King County shall assess and report countywide greenhouse gas emissions associated with resident, business, and other local government buildings, on road vehicles, and solid waste at least every two years. King County shall also update its comprehensive greenhouse gas emissions inventory that quantifies all direct local sources of greenhouse gas emissions as well as emissions associated with local consumption at least every five years. <u>Encourage cities in King County to develop city specific emissions inventories and data, in partnership with King County.</u>	<i>Note: Added specific language that points KC cities to KC for help and partnership in creating an emission inventory. <u>This work will be done through the K4C.</u></i>
EN-35 (proposed number ing.)	EN-19	Promote energy efficiency, conservation methods, and sustainable energy sources, electrification of the transportation system, reduction of single occupancy trips and vehicle miles traveled, to reduce greenhouse gases to support <u>state, regional, and local</u> climate change reduction goals.	MPP-CC-3 Reduce greenhouse gases by expanding the use of conservation and alternative energy sources, <u>electrifying the transportation system, and by reducing vehicle miles traveled by increasing alternatives to driving alone.</u>
EN-36 (proposed number ing.)	EN-20	Plan and implement Implement land use and building practices, transportation, transportation investments, and building practices including <u>cleaner fuels and vehicles, and alternatives to driving alone, in order to that</u> will greatly reduce pollution and consumption of fossil fuels.	MPP-EN-21 Continue efforts to reduce pollutants from transportation activities, including through the use of cleaner fuels and vehicles and increasing alternatives to driving alone, as well as design and land use. MPP-CC-12 Prioritize transportation investments that support achievement of regional greenhouse gas emissions reduction goals, such as by <u>reducing vehicle miles traveled.</u>
EN-37 (proposed number ing.)	New Policy	<u>Address rising sea water by siting and planning for relocation of hazardous industries and essential public services away from the 500-year floodplain.</u>	MPP-CC-10 Address rising sea water by siting and planning for relocation of hazardous industries and essential public services away from the 500-year floodplain.
EN-38 (proposed number ing.)	New Policy	<u>Protect and restore natural resources such as forests, farmland, wetlands, estuaries, and urban tree canopy, that sequester and store carbon.</u>	MPP-CC-4 Protect and restore natural resources that sequester and store carbon such as forests, farmland, wetlands, estuaries, and urban tree canopy. Take positive actions to reduce carbons, such as increasing the number of trees in urban portions of the region.

Development Patterns

2021 CPP #	2012 CPP #	Policy/Action	Reason for Change/MPP/ Notes
EN-39 (proposed numbering)	New Policy	Support the production and storage of clean renewable energy.	<p>Note: Helps implement the CETA and acknowledges that storage of energy will be integral in the State achieving the 2020 CETA targets.</p> <p>Definitions for Glossary – Clean renewable energy: Includes the production of electricity from wind, solar and geothermal and does not include production of energy created by combustion of fuel that causes greenhouse gas emissions or produces hazardous waste.</p> <p>King County's definition of renewable energy from 2020 Strategic Climate Action Plan: Renewable energy is energy created from sources that can be replenished in a short period of time. The five renewable sources used most often are biomass (such as wood and biogas), the movement of water, geothermal (heat from within the earth), wind, and solar.</p>
Development Patterns			
DP-1	DP-1	<p>All <u>Designate all</u> lands within King County <u>subject to Growth Management Act planning are designated</u> as:</p> <ul style="list-style-type: none"> • <u>a)</u> Urban land within the Urban Growth Area, where new growth is focused and accommodated; • <u>b)</u> Rural land, where farming, forestry, and other resource uses are protected, and very low-density residential uses, and small-scale non-residential uses are allowed; or • <u>c)</u> Resource land, where permanent regionally significant agricultural, forestry, and mining lands are preserved. <p><u>In each of these lands, environmentally sensitive critical areas may exist and these are to be conserved through regulations, incentives, and programs.</u></p>	<p>MPP-DP-40: Protect and enhance significant open spaces, natural resources, and critical areas.</p> <p>Reason for change(s) Note: Technical clarification. Addresses critical areas. Sub-bulleted consistency.</p>

Development Patterns

2021 CPP #	2012 CPP #	Policy/Action	Reason for Change/MPP/ Notes
Urban Growth Area			
Urban Lands			
DP-2	DP-2	<p><u>Accommodate housing and employment growth first and foremost in cities and centers within the Urban Growth Area, where residents and workers have higher access to opportunity and high-capacity transit.</u> Promote a pattern of compact development within the Urban Growth Area that includes housing at a range of urban densities, commercial and industrial development, and other urban facilities, including medical, governmental, institutional, and educational uses <u>and schools</u>, and parks and open space. The Urban Growth Area will include a mix of uses that are convenient to and support public transportation in order to reduce reliance on single occupancy vehicle travel for most daily activities.</p>	<p>MPP-DP-1 Develop high quality, compact urban communities throughout the region's urban growth area that impart a sense of place, preserve local character, provide for mixed uses and choices in housing types, and encourage walking, bicycling, and transit use.</p> <p>MPP-DP-11 Identify and create opportunities to develop parks, civic places <u>(including schools)</u> and public spaces, especially in or adjacent to centers.</p> <p>MPP-RGS-4 Accommodate the region's growth first and foremost in the urban growth area. Ensure that development in rural areas is consistent with the regional vision <u>and the goals of the Regional Open Space Conservation Plan.</u></p> <p>Reason for change(s) Note: Edits for consistency on role of UGA. Includes schools, consistent with other policies on school siting.</p>

Development Patterns

2021 CPP #	2012 CPP #	Policy/Action	Reason for Change/MPP/ Notes
DP-3	DP-3	<p>Efficiently develop Develop and use residential, commercial, and manufacturing land <u>efficiently</u> in the Urban Growth Area to create healthy and vibrant urban communities with a full range of urban services, and to protect the long-term viability of the Rural Area and Resource Lands. Promote the efficient use of land within the Urban Growth Area by using methods such as:</p> <ul style="list-style-type: none"> • <u>a) Directing concentrations of housing and employment growth to <u>high opportunity areas like</u> designated centers <u>and station areas</u>, consistent with the numeric goals in the regional growth strategy;</u> • <u>b) Encouraging compact development with a mix of compatible residential, commercial, and community activities;</u> • c) Maximizing <u>Optimizing</u> the use of existing capacity for housing and employment; • <u>d) Redeveloping underutilized lands, in a manner that considers equity and mitigates displacement; and</u> • <u>e) Coordinating plans for land use, transportation, <u>schools</u>, capital facilities and services.</u> 	<p>MPP-DP-4 Support the transformation of key underutilized lands, such as <u>surplus public lands or environmentally contaminated lands as brownfields and greyfields</u>, to higher-density, mixed-use areas to complement the development of centers and the enhancement of existing neighborhoods.</p> <p>MPP-DP-11 Identify and create opportunities to develop parks, civic places (<u>including schools</u>) and public spaces, especially in or adjacent to centers.</p> <p>(Local) MPP-DP-Action-7 Identification and Clean-up of Underused Lands: Local governments, in cooperation with state and/or federal regulatory agencies, will develop strategies for cleaning up brownfield and contaminated sites. Local jurisdictions should identify underused lands (such as environmentally contaminated land and surplus public lands) for future redevelopment or reuse.</p> <p>MPP-RGS-6 Encourage efficient use of urban land by maximizing <u>optimizing</u> the development potential of existing urban lands <u>and increasing density in the urban growth area in locations consistent with the Regional Growth Strategy such as advancing development that achieves zoned density.</u></p> <p>Reason for change(s) Note: Sub-bulleting consistency. Expands centers framework consistent with later policies. Addresses role of underutilized lands.</p>
DP-4	DP-4	<p>Concentrate housing and employment growth within the designated Urban Growth Area. Focus housing growth in the Urban Growth Area within cities, countywide designated Urban <u>Regional Centers regional centers, Countywide Centers countywide centers</u>, and locally designated local centers, <u>to promote access to opportunity.</u> Focus employment growth within <u>regional and countywide designated Urban and Manufacturing/Industrial Centers manufacturing/industrial centers</u> and within locally designated local centers.</p>	<p>MPP-RGS-9 Focus a significant share of population and employment growth in designated regional growth centers.</p> <p>MPP-RGS-10 Focus a significant share of employment growth in designated regional manufacturing/industrial centers.</p> <p>Reason for change(s) Note: Refined to focus on centers, and consolidates UGA concepts into earlier policy.</p>
DP-5	DP-5	<p>Decrease Reduce greenhouse gas emissions through land use strategies that promote a mix of housing, employment, and services at densities sufficient to promote walking, bicycling, transit, and other alternatives to auto travel.</p>	

Development Patterns

2021 CPP #	2012 CPP #	Policy/Action	Reason for Change/MPP/ Notes
DP-6	DP-6	Plan for development patterns Adopt land use and community investment strategies that promote public health and address racially and ethnically disparate health outcomes and promote access to opportunity. by providing Provide all residents with opportunities for employment, safe and convenient daily physical activity, social connectivity, and protection from exposure to harmful substances and environments, <u>and housing in high opportunity areas.</u>	<p>MPP-DP-3 Preserve and Enhance existing neighborhoods and create vibrant, sustainable compact urban communities that provide diverse choices in housing types, a to provide a high degree of connectivity in the street network to accommodate walking, bicycling, and transit use, and sufficient public spaces.</p> <p>MPP-DP-15 Design communities to provide an improved safe and welcoming environments for walking and bicycling.</p> <p>MPP-DP-18 Address existing health disparities and improve health outcomes in all communities.</p> <p>Reason for change(s) Note: Direction to examine past housing practices for disparities. Adds missing concepts related to health and health disparities and equity.</p>
DP-7	DP-7	Plan for development patterns street networks that provide a high degree of connectivity in order to encourage walking, bicycling, and transit use, and that promote safe and healthy routes to and from public schools.	<p>MPP-DP-3 Preserve and Enhance existing neighborhoods and create vibrant, sustainable compact urban communities that provide diverse choices in housing types, a to provide a high degree of connectivity in the street network to accommodate walking, bicycling, and transit use, and sufficient public spaces.</p> <p>Reason for change(s) Note: Revised focus on transportation and connectivity.</p>
DP-8	DP-8	Increase access to healthy food in communities throughout the Urban Growth Area by encouraging the location of healthy food purveyors, such as grocery stores, farmers markets, and community food gardens in proximity to residential uses and transit facilities, <u>especially in those areas with limited access to healthy food.</u>	<p>MPP-DP-20 Support agricultural, farmland, and aquatic uses that enhance the food system in the central Puget Sound region and its capacity to produce fresh and minimally processed foods.</p> <p>Reason for change(s) Note: Addresses social equity.</p>
DP-8	DP-8	Designate Urban Separators as permanent low-density incorporated and unincorporated areas within the Urban Growth Area. Urban Separators are intended to protect Resource Lands, the Rural Area, and environmentally sensitive areas, and create open space and wildlife corridors within and between communities while also providing public health, environmental, visual, and recreational benefits. Changes to Urban Separators are made pursuant to the Countywide Planning Policies amendment process described in policy G-1. Designated Urban Separators within cities and unincorporated areas are shown in the Urban Separators Map in Appendix 3.	
DP-21	DP-10	Discourage incompatible land uses from locating adjacent to general aviation airports throughout the county.	Reason for change(s) Note: Consolidated in new DP-21.

Development Patterns

2021 CPP #	2012 CPP #	Policy/Action	Reason for Change/MPP/ Notes
DP-X1 (temporary numbering)	New Policy	No new Fully Contained Communities shall be approved in unincorporated <u>King County</u> .	<p>MPP-DP-34 Avoid new fully contained communities outside of the designated urban growth area because of their potential to create sprawl and undermine state and regional growth management goals.</p> <p>MPP-DP-35 In the event that a proposal is made for creating a new fully contained community, the county shall make the proposal available to other counties and to the Regional Council for advance review and comment on regional impacts.</p> <p>Reason for change(s) Note: Consistent with KC Comp Plan policy U-181 Except for existing Fully Contained Community designations, no new Fully Contained Communities shall be approved in King County. Adds master planned resorts given their similar form and impacts.</p>
Growth Targets			
DP-11	DP-11	<p>GMPC shall allocate residential and employment growth to each city and <u>urban</u> unincorporated urban area in the county. This allocation is predicated on:</p> <ul style="list-style-type: none"> • <u>a)</u> Accommodating the most recent 20-year population projection from the state Office of Financial Management and the most recent 20-year regional employment forecast from the Puget Sound Regional Council; • <u>b)</u> Planning for a pattern of growth that is consistent with the Regional Growth Strategy including focused growth within cities and <u>potential annexation areas</u> with countywide designated centers and within other larger cities <u>high capacity transit communities</u>, limited development in the Rural Area, and protection of designated Resource Lands; • <u>c)</u> Efficiently using existing zoned and future planned development capacity as well as the capacity of existing and planned infrastructure, including sewer and, water systems, <u>and road stormwater</u>; • <u>d)</u> Promoting a land use pattern that can be served by a connected network of public transportation services and facilities and pedestrian and bicycle infrastructure and amenities; 	<p>MPP-DP-12 Design transportation projects and other infrastructure to achieve community development objectives and improve communities.</p> <p>MPP-RGS-Goal <u>The region accommodates growth in urban areas, focused in designated centers and near transit stations, to create healthy, equitable, vibrant communities well-served by infrastructure and services. Rural and resource lands continue to be vital parts of the region that retain important cultural, economic, and rural lifestyle opportunities over the long term.</u></p> <p>MPP-RGS-8 <u>Attract 65% of the region's residential growth and 75% of the region's employment growth to the regional growth centers and high-capacity transit station areas to realize the multiple public benefits of compact growth around high-capacity transit investments. As jurisdictions plan for growth targets, focus development near high-capacity transit to achieve the regional goal.</u></p> <p>(Local) MPP-RGS-Action-7 Regional Growth Strategy <u>As counties and cities update their comprehensive plans in 2023/24 to accommodate growth targets and implement the</u></p>

Development Patterns

2021 CPP #	2012 CPP #	Policy/Action	Reason for Change/MPP/ Notes
		<ul style="list-style-type: none"> e) Improving the jobs/housing balance connection consistent with the <u>Regional Growth Strategy, both within between counties in the region and within subareas in the county;</u> f) Promoting sufficient opportunities for <u>equitable</u> housing and employment <u>development that is distributed throughout the Urban Growth Area and within all jurisdictions in a manner that promotes racial and social equity;</u> g) Allocating growth to each Potential Annexation Areas within the urban unincorporated area <u>generally</u> proportionate to its share of unincorporated capacity for housing and employment growth. 	<p>Regional Growth Strategy, support a full range of strategies, including zoning and development standards, incentives, infrastructure investments, housing tools, and economic development, to achieve a development pattern that aligns with VISION 2050 and to reduce rural growth rates over time and focus growth in cities.</p> <p>(Local) MPP-RGS-Action-8 Plan for Jobs-Housing Balance: Countywide planning organizations will consider data on jobs-housing balance, especially recent and projected employment growth within Metropolitan and Core cities, to set housing growth targets that substantially improve jobs-housing balance consistent with the Regional Growth Strategy. Metropolitan and Core cities experiencing high job growth will take measures to provide additional housing capacity for a range of housing types and affordability levels to meet the needs of those workers as well as the needs of existing residents who may be at risk of displacement.</p> <p>Reason for change(s) Note: Sub-bulleting consistency. Updated to reflect the Regional Growth Strategy.</p>
DP-12	DP-12	<p>GMPC shall:</p> <ul style="list-style-type: none"> a) Update housing and employment targets periodically to provide jurisdictions with up-to-date growth allocations to be <u>incorporated used as the land use assumption in state-mandated comprehensive plan updates;</u> b) Adopt housing and employment growth targets in the Countywide Planning Policies pursuant to the procedure described in policy G-1; c) <u>Create a coordinated countywide process to reconcile and set growth targets that implements the Regional Growth Strategy through countywide shares of regional housing and jobs, allocations to Regional Geographies, and individual jurisdictional growth targets;</u> d) Adjust targets administratively upon annexation of unincorporated Potential Annexation Areas by cities. Growth targets for the <u>2006-2031</u> planning period are shown in table DP-1. 	<p>MPP-RGS-3 Provide flexibility in establishing and modifying growth targets within countywide planning policies, provided growth targets support the Regional Growth Strategy.</p> <p>(Local) MPP-RGS-Action-9 Growth Targets Countywide planning organizations will work to develop processes to reconcile any discrepancies between city and county adopted targets contained in local comprehensive plans.</p> <p>Reason for change(s) Note: Sub-bulleting consistency. Provision reflecting collaborative nature of the process. Addresses need to reconcile land use assumptions when establishing growth targets.</p>
DP-13	DP-13	<p><u>All jurisdictions shall</u> Plan to accommodate housing and employment targets in all jurisdictions. This includes:</p>	<p>MPP-RGS-2 Use consistent countywide targeting processes for allocating population and employment growth consistent with the regional vision, including establishing: (a) local employment</p>

Development Patterns

2021 CPP #	2012 CPP #	Policy/Action	Reason for Change/MPP/ Notes
		<ul style="list-style-type: none"> • <u>a) Using the adopted targets as the land use assumption for their comprehensive plan;</u> • <u>b) Establishing local growth targets for regional growth centers, where applicable;</u> • <u>c) Adopting Ensuring adopted comprehensive plans and zoning regulations that provide capacity for residential, commercial, and industrial uses that is sufficient to meet 20-year growth needs targets and is consistent with the desired growth pattern described in VISION 2040 2050;</u> • <u>d) Coordinating Ensuring adopted local water, sewer, transportation and other infrastructure plans and investments among agencies, including special purpose district plans, are consistent with adopted targets as well as regional and countywide plans; and</u> • <u>e) Transferring and accommodating unincorporated area housing and employment targets as annexations occur.</u> 	<p>targets, (b) local housing targets based on population projections, and (c) local housing and employment growth targets for each designated regional growth center <u>and manufacturing/industrial center.</u></p> <p>MPP-RGS-12 <u>Avoid increasing development capacity inconsistent with the Regional Growth Strategy in regional geographies not served by high-capacity transit.</u></p> <p>(local) MPP-RGS-Action-7 Regional Growth Strategy: <u>As counties and cities update their comprehensive plans in 2023/24 to accommodate growth targets and implement the Regional Growth Strategy, support a full range of strategies, including zoning and development standards, incentives, infrastructure investments, housing tools, and economic development, to achieve a development pattern that aligns with VISION 2050 and to reduce rural growth rates over time and focus growth in cities.</u></p> <p>(local) MPP-RGS-Action-8 Plan for Jobs-Housing Balance: <u>Countywide planning organizations will consider data on jobs-housing balance, especially recent and projected employment growth within Metropolitan and Core cities, to set housing growth targets that substantially improve jobs-housing balance consistent with the Regional Growth Strategy. Metropolitan and Core cities experiencing high job growth will take measures to provide additional housing capacity for a range of housing types and affordability levels to meet the needs of those workers as well as the needs of existing residents who may be at risk of displacement.</u></p> <p>Reason for change(s) Note: <u>Sub-bulleting consistency. Links targets to Plan, per DP Action 7, addresses consistency of capacity to target, and jobs/housing balance.</u></p>

Development Patterns

2021 CPP #	2012 CPP #	Policy/Action	Reason for Change/MPP/ Notes
<u>Amendments to the Urban Growth Area</u>			
DP-14	DP-14	Review the Urban Growth Area at least every ten years. In this review consider monitoring reports and other available data. As a result of this review, and based on the criteria established in policies DP-15 and DP-16 through DP-18 , King County may propose and then the Growth Management Planning Council may recommend amendments to the Countywide Planning Policies and King County Comprehensive Plan that make changes to the Urban Growth Area boundary.	Reason for change(s) Note: Technical clarification.
DP-15	DP-15	Allow amendment of the Urban Growth Area only when the following steps have been satisfied: a) The proposed expansion <u>amendment</u> is under review by the County as part of an amendment process of the King County Comprehensive Plan; b) King County submits the proposal to the Growth Management Planning Council for the purposes of review and recommendation to the King County Council on the proposed amendment to the Urban Growth Area; c) The King County Council approves or denies the proposed amendment; and d) If approved by the King County Council, the proposed amendment is ratified by the cities following the procedures set forth in policy G-1.	Reason for change(s) Note: Expands role of GMPC, consistent with current practice.

Development Patterns

2021 CPP #	2012 CPP #	Policy/Action	Reason for Change/MPP/ Notes
DP-16	DP-16	<p>Allow expansion of the Urban Growth Area only if at least one of the following criteria is met:</p> <ul style="list-style-type: none"> a) A countywide analysis determines that the current Urban Growth Area is insufficient in size and additional land is needed to accommodate the housing and employment growth targets, including institutional and other non-residential uses, and there are no other reasonable measures, such as increasing density or rezoning existing urban land, that would avoid the need to expand the Urban Growth Area; or b) A proposed expansion of the <u>contiguous</u> Urban Growth Area is accompanied by dedication of permanent open space to the King County Open Space System, where the acreage of the proposed open space: <ul style="list-style-type: none"> 1) is at least <u>a minimum of</u> four times the acreage of the land added to the Urban Growth Area; <u>and</u> 2) is contiguous with the <u>original 1994</u> Urban Growth Area with at least a portion of the dedicated open space surrounding the proposed Urban Growth Area expansion; and 3) Preserves is onsite and preserves high quality habitat, critical areas, or unique features that contribute to the band of permanent open space along the edge of the Urban Growth Area; or c.) The area is currently a King County park being transferred to a city to be maintained as a park in perpetuity or is park land that has been owned by a city since 1994 and is less than thirty acres in size. 	<p>Reason for change(s) <u>Note</u>: Refocuses program to avoid growth in outlying areas. Technical clarifications for consistency with County program.</p>

Development Patterns

DP-17	DP-17	<p>Add land to the Urban Growth Area only if If expansion of the Urban Growth Area is warranted based on the criteria in DP-16(a) or DP-16(b), add land to the Urban Growth Area only if and it meets all of the following criteria:</p> <ul style="list-style-type: none"> a) Is adjacent to the existing Urban Growth Area; b) For expansions based on DP-16(a) only, is no larger than necessary to promote compact development that accommodates anticipated growth needs <u>and is adjacent to the existing Urban Growth Area boundary;</u> b) For expansions based on DP-16(b): <ul style="list-style-type: none"> i) Is adjacent to the original 1994 contiguous Urban Growth Area boundary; e) ii) Can be efficiently provided with urban services and does not require any supportive facilities, services, roads, or any infrastructure to cross or be located in the Rural Area or new open space area, and does not overly burden King County road networks in the Rural Area; d) iii) Follows topographical features that form natural boundaries, such as rivers and ridge lines and does not extend beyond natural boundaries, such as watersheds, that impede the provision of urban services; e) iiiv) Is not currently designated as Resource Land; f) ivv) Is sufficiently free of environmental constraints to be able to support urban development without significant adverse environmental impacts, unless the area is designated as an Urban Separator by interlocal agreement between King County and the annexing city; and vi) Only residential development is allowed on the new urban land; and vii) For expansions that are adjacent to a municipal boundary, approval shall be <u>g) Is subject to an agreement between King County and the city or town adjacent to the area that the area will be added to the city's Potential Annexation Area. No development on the property shall occur until the property is annexed by the city. These Urban Growth Area expansions require an agreement between the property owner, the annexing city, and the County. Upon ratification of the amendment, the Countywide Planning Policies</u> 	<p>Reason for change(s) Note: Same as DP-16. Policy changes are consistent with 2020 Executive Proposed King County Comprehensive Plan <u>that was considered and deferred by the County Council and GMPC in 2020.</u></p>
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Development Patterns

2021 CPP #	2012 CPP #	Policy/Action	Reason for Change/MPP/ Notes
		will reflect both the Urban Growth Area change and Potential Annexation Area change.	
DP-18	DP-18	<p>Allow redesignation of Urban land currently within the Urban Growth Area to Rural land outside of the Urban Growth Area if the land is not needed to accommodate projected urban growth, is not served by public sewers, is contiguous with the Rural Area, and:</p> <ul style="list-style-type: none"> a) Is not characterized by urban development; b) Is currently developed with a low density lot pattern that cannot be realistically redeveloped at an urban density; or c) Is characterized by environmentally sensitive areas making it inappropriate for higher density development. 	
Review and Evaluation Program			
DP-19	DP-19	<p>Conduct a buildable lands program that meets or exceeds the review and evaluation requirements of the Growth Management Act. The purposes of the buildable lands program are:</p> <ul style="list-style-type: none"> • <u>a) To collect and analyze data on development activity, land supply, and capacity for residential, commercial, and industrial land uses in urban areas;</u> • To evaluate the consistency of actual development densities with current comprehensive plans; and • <u>b) To determine whether jurisdictions are achieving urban densities by comparing growth and development assumptions and targets in the countywide planning policies and comprehensive plans with actual growth and development that has occurred; and</u> • <u>c) To evaluate the sufficiency of land capacity to accommodate growth for the remainder of the planning period.</u> 	<p>Reason for change(s) Note: Sub-bulleted consistency. Additional provisions in response to changes in state law (not a part of VISION).</p>

Development Patterns

2021 CPP #	2012 CPP #	Policy/Action	Reason for Change/MPP/ Notes
DP-20	DP-20	<p>If necessary based on the findings of a periodic buildable lands evaluation report, adopt reasonable measures, other than expansion of the Urban Growth Area, to increase land capacity for housing and employment growth within the Urban Growth Area by making more efficient use of urban land consistent with current plans and targets. The County and its cities, through the Growth Management Planning Council, will collaboratively determine whether reasonable measures other than amending the Urban Growth Area are necessary to ensure sufficient additional capacity if a countywide urban growth capacity report determines that:</p> <ul style="list-style-type: none"> a) the current Urban Growth Area is insufficient in capacity to accommodate the housing and employment growth targets; or b) any jurisdiction contains insufficient capacity to accommodate the housing and employment growth targets, has not made sufficient progress toward achieving the housing and employment growth targets, or has not achieved urban densities consistent with the adopted comprehensive plan. <p>Reasonable measures should be adopted to help implement local targets in a manner consistent with the Regional Growth Strategy.</p>	<p>Reason for change(s) Note: Codifies collaborative process, consistent with current practices.</p>
DP-X2 (tempo rary number ing)	New Policy	<p>Adopt any necessary reasonable measures in comprehensive plans, and these may include increased land capacity for housing and employment or other measures to promote growth that is consistent with planned urban densities and adopted housing and employment targets. Jurisdictions will report adopted reasonable measures to the GMPC and will collaborate to provide data periodically on the effectiveness of those measures.</p>	<p>Reason for change(s) Note: Codifies collaborative process, consistent with current practices.</p>

Development Patterns

2021 CPP #	2012 CPP #	Policy/Action	Reason for Change/MPP/ Notes
Joint Planning and Annexation			
DP-21	DP-21	Coordinate the preparation of comprehensive plans with among adjacent and other affected jurisdictions, military facilities, tribal governments, ports, airports, and other related entities as a means to avoid or mitigate the potential cross-border impacts of urban development <u>and encroachment of incompatible uses.</u>	<p>MPP-DP-7 <u>Consider the potential impacts of development to culturally significant sites and tribal treaty fishing, hunting, and gathering grounds.</u></p> <p>MPP-DP-48 Protect the continued operation of general aviation airports from encroachment by incompatible uses and development on adjacent land.</p> <p>MPP-DP-49 Protect military lands from encroachment by incompatible uses and development on adjacent land.</p> <p>MPP-DP-50 Protect industrial lands <u>zoning and manufacturing/industrial centers</u> from encroachment by incompatible uses and development on adjacent land.</p> <p>MPP-DP-51 <u>Protect tribal reservation lands from encroachment by incompatible land uses and development both within reservation boundaries and on adjacent land.</u></p> <p>Reason for change(s) Note: Consolidates collaboration with other entities into one joint planning policy.</p>
DP-22	DP-22	Designate Potential Annexation Areas in city comprehensive plans and adopt them in the Countywide Planning Policies. Ensure that <u>Affiliate all Potential Annexation Areas with adjacent cities and ensure they do not overlap or leave urban unincorporated urban-islands between cities. Except for parcel or block-level annexations that facilitate service provision, commercial areas, and low- and high-income residential areas should be annexed holistically rather than in a manner that leaves residential urban unincorporated urban areas stranded. Annexation is preferred over incorporation.</u>	<p>MPP-DP-27 Affiliate all urban unincorporated lands appropriate for annexation with an adjacent city or identify those that may be feasible for incorporation. To fulfill the Regional Growth Strategy, <u>while promoting economical administration and services</u>, annexation is preferred over incorporation.</p> <p>MPP-RGS-16 <u>Identify strategies, incentives, and approaches to facilitate the annexation or incorporation of unincorporated areas within urban growth areas into cities.</u></p> <p>Reason for change(s) Note: Consolidates annexation topics. New provision to support holistic approaches to annexation boundary decisions, rather than piecemeal annexations.</p>

Development Patterns

2021 CPP #	2012 CPP #	Policy/Action	Reason for Change/MPP/ Notes
DP-23	DP-23	Facilitate the annexation of unincorporated areas within the Urban Growth Area that are already urbanized and are within a city's Potential Annexation Area in order to provide increase the provision of urban services to those areas. Annexation is preferred over incorporation. To move Potential Annexation Areas towards annexation, cities and the County shall work to establish pre-annexation agreements that identify mutual interests; and ensure coordinated planning and compatible development; until annexation is feasible.	MPP-DP-29 Support annexation and incorporation in urban unincorporated areas by planning for phased growth of communities to be economically viable, supported by the urban infrastructure, and served by public transit. Reason for change(s) Note: New provision to require pre-annexation area agreements. This is based on King County Comprehensive Plan workplan action 17, which developed an annexation plan and presented to GMPC in 2019.
DP-24	DP-26	Develop agreements between King County and cities with Potential Annexation Areas to apply city-compatible development standards that will guide land development prior to annexation. <u>Utilize tools and strategies such as service and infrastructure financing, transferring permitting authority, or identifying appropriate funding sources to address infrastructure and service provision issues.</u>	MPP-DP-28 Support joint planning between cities, and counties, <u>and service providers</u> to work cooperatively in planning for urban unincorporated areas to ensure an orderly transition to city governance, including efforts such as: (a) establishing urban development standards, (b) addressing service and infrastructure financing, and (c) transferring permitting authority. MPP-RGS-16 <u>Identify strategies, incentives, and approaches to facilitate the annexation or incorporation of unincorporated areas within urban growth areas into cities.</u> Reason for change(s) Note: Expands lists of potential strategies.

Development Patterns

2021 CPP #	2012 CPP #	Policy/Action	Reason for Change/MPP/ Notes
DP-25	DP-24	<p>UPDATED</p> <p>Allow cities to annex territory only within their designated Potential Annexation Area as shown in the Potential Annexation Areas Map in Appendix 2. Phase annexations to coincide with the ability of cities <u>or existing special purpose districts</u> to coordinate the provision of a full range of urban services to areas to be annexed.</p> <p>a) <u>For areas that have received approval for annexation from the King County Boundary Review Board, the City shall include a process that includes collaboration with King County for annexation in the next statutory update of their Comprehensive Plan.</u></p> <p>b) <u>Jurisdictions may negotiate with one another regarding changing boundaries or affiliations of Potential Annexation Areas and may propose such changes to GMPC as an amendment to Appendix 2. In proposing any new or revised PAA boundaries or city affiliation, jurisdictions should consider the criteria in DP-27. In order to ensure that any changes can be included in local comprehensive plans, any proposals resulting from such negotiation should be brought to GMPC for action no later than two years prior to the statutory deadline for the major plan update.</u></p> <p><u>Note: IJT is still working on this policy</u></p>	<p>MPP-DP-29 Support annexation and incorporation in urban <u>unincorporated areas by planning for phased growth of communities to be economically viable, supported by the urban infrastructure, and served by public transit.</u></p> <p>MPP-DP-30 Support the provision and coordination of urban services to unincorporated urban areas by the adjacent city or, where appropriate, by the county <u>or an existing utility district</u> as an interim approach.</p> <p><u>Reason for change(s) Note:</u> Recognizes that special districts have an important role in some locations. New provision with processes for resolving boundary issues. New provision to allow boundaries to change following negotiation or GMPC involvement.</p>

Development Patterns

2021 CPP #	2012 CPP #	Policy/Action	Reason for Change/MPP/ Notes
DP-26	DP-25	<p>Within the North Highline unincorporated area, where Potential Annexation Areas overlapped prior to January 1, 2009, <u>Strive to establish alternative non-overlapping Potential Annexation Area boundaries within the North Highline unincorporated area, where Potential Annexation Areas overlapped prior to January 1, 2009,</u> through a process of negotiation. Absent a negotiated resolution, a city may file a Notice of Intent to Annex with the Boundary Review Board for King County for territory within its designated portion of a Potential Annexation Area overlap as shown in the Potential Annexation Areas Map in Appendix 2 and detailed in the city's comprehensive plan after the following steps have been taken:</p> <ol style="list-style-type: none"> The city proposing annexation has, at least 30 days prior to filing a Notice of Intent to annex with the Boundary Review Board, contacted in writing the cities with the PAA overlap and the county to provide notification of the city's intent to annex and to request a meeting or formal mediation to discuss boundary alternatives, and; The cities with the Potential Annexation Area overlap and the county have either: <ol style="list-style-type: none"> Agreed to meet but failed to develop a negotiated settlement to the overlap within 60 days of receipt of the notice, or Declined to meet or failed to respond in writing within 30 days of receipt of the notice. 	
DP-27	DP-27	<p>Evaluate proposals to annex or incorporate <u>urban</u> unincorporated land based on the following criteria, <u>as applicable</u>:</p> <ol style="list-style-type: none"> Conformance with Countywide Planning Policies including the Urban Growth Area boundary; The ability of the annexing or incorporating jurisdiction to <u>efficiently</u> provide urban services at standards equal to or better than the current service providers; and The effect of the Annexation <u>annexation or incorporation in a manner that will avoid</u> avoiding or creating unincorporated islands of development; <u>The ability to serve the area in a manner that addresses social equity and promotes access to opportunity; and</u> <u>Based upon joint outreach to community, the ability and interest of a city in moving forward with a timely annexation of the area, consistent with these criteria.</u> 	<p>Reason for change(s) Note: New criteria addressing a range of topics, supporting annexation work plan findings.</p>

Development Patterns

2021 CPP #	2012 CPP #	Policy/Action	Reason for Change/MPP/ Notes
DP-28	DP-28	Resolve the issue of unincorporated road islands within or between cities. Annexation of R-roadways and shared streets within or between cities, but still under King County jurisdiction, should be annexed by considered by cities that are adjacent cities to them. Cities and the county shall work to establish timeframes for annexation of these road islands.	Reason for change(s) Note: Encourages timelines to facilitate resolution.
Centers			
Urban Centers			
DP-29	DP-29	Concentrate Focus housing and employment growth within into designated Urban Regional Growth Centers regional growth centers, at levels consistent with the Regional Growth Strategy, and at densities that maximize high-capacity transit.	MPP-DP-22 Plan for densities that maximize benefits of transit investments in high-capacity transit station areas that are expected to attract significant new population or employment growth. MPP-RGS-8 Attract 65% of the region's residential growth and 75% of the region's employment growth to the regional growth centers and high-capacity transit station areas to realize the multiple public benefits of compact growth around high-capacity transit investments. As jurisdictions plan for growth targets, focus development near high-capacity transit to achieve the regional goal. Reason for change(s) Note: Combined DP-29 and DP-33 into single policy.
DP-30	DP-30	Designate Urban Regional Growth Centers regional growth centers in the Countywide Planning Policies where city-nominated locations meet the criteria in policies DP-31 and DP-32 and where the city's commitments will help ensure the success of the center. Urban the King County Centers Designation Framework. Urban Regional Growth Centers Regional growth centers will be limited in number and located on existing or planned high capacity transit corridors to provide a framework for targeted private and public investments that support regional land use and transportation goals. The Land Use Map in Appendix 1 shows the locations of the designated Urban Centers.	Reason for change(s) Note: Technical clarifications.

Development Patterns

2021 CPP #	2012 CPP #	Policy/Action	Reason for Change/MPP/ Notes
DP-31 Criteria moved to in Appendix 6: King County Centers Designation Framework	DP-31	<p><u>The King County Centers Designation Framework, adopted in Appendix 6, establishes designation processes and timelines, minimum existing and planned density thresholds, and subarea planning expectations. King County designated centers are shown on the Land Use Map in Appendix 1.</u></p> <p>Allow designation of new Urban Centers where the proposed Center:</p> <p>a) Encompasses an area up to one and a half square miles; and</p> <p>b) Has adopted zoning regulations and infrastructure plans that are adequate to accommodate</p> <p>— i) A minimum of 15,000 jobs within one-half mile of an existing or planned high-capacity transit station;</p> <p>— ii) At a minimum, an average of 50 employees per gross acre within the Urban Center; and</p> <p>— iii) At a minimum, an average of 15 housing units per gross acre within the Urban Center.</p>	<p>MPP-DP-21 Provide a regional framework for designating and evaluating regional growth centers.</p> <p>MPP-DP-24:Provide a regional framework for designating and evaluating regional manufacturing/industrial centers.</p> <p>MPP-DP-Action-8 Center Plans and Station Area Plans: <u>Each city or county with a designated regional center and/or light rail transit station area will develop a subarea plan for the designated regional growth center, station area(s), and/or manufacturing/industrial center. Cities and counties will plan for other forms of high-capacity transit stations, such as bus rapid transit and commuter rail, and countywide and local centers, through local comprehensive plans, subarea plans, neighborhood plans, or other planning tools. Jurisdictions may consider grouping station areas that are located in close proximity.</u></p> <p><i>Note: Adds new appendix 3, which is the Centers Designation Framework Matrix.</i></p>

Development Patterns

2021 CPP #	2012 CPP #	Policy/Action	Reason for Change/MPP/ Notes
DP-32 Criteria moved to in Appendix 6: King County Centers Designation Framework	DP-32	<p>Establish subarea plans for designated regional and countywide centers that comport with the expectations in the <u>King County Centers Designation Framework</u> adopted in Appendix 6.</p> <p>Adopt a map and housing and employment growth targets in city comprehensive plans for each Urban Center, and adopt policies to promote and maintain quality of life in the Center through:</p> <ul style="list-style-type: none"> • A broad mix of land uses that foster both daytime and nighttime activities and opportunities for social interaction; • A range of affordable and healthy housing choices; • Historic preservation and adaptive reuse of historic places; • Parks and public open spaces that are accessible and beneficial to all residents in the Urban Center; • Strategies to increase tree canopy within the Urban Center and incorporate low-impact development measures to minimize stormwater runoff; • Facilities to meet human service needs; • Superior urban design which reflects the local community vision for compact urban development; • Pedestrian and bicycle mobility, transit use, and linkages between these modes; • Planning for complete streets to provide safe and inviting access to multiple travel modes, especially bicycle and pedestrian travel; and Parking management and other strategies that minimize trips made by single-occupant vehicle, especially during peak commute periods. 	<p>MPP-DP-44 Work to conserve valuable rural and resource lands through techniques, such as conservation programs, Encourage the use of innovative techniques, including the transfer of development rights, and the purchase of development rights, and conservation incentives. Use these techniques to Focus growth within the urban growth area, (especially cities), to lessen pressures to convert rural and resource areas to residential uses more intense urban-type development, while protecting the future economic viability of sending areas and sustaining rural and resource-based uses.</p> <p>MPP-DP-Action-9: Mode Split Goals for Centers: Each city with a designated regional growth center and/or manufacturing/industrial center will establish mode split goals for these centers and identify strategies to encourage transportation demand management and alternatives to driving alone.</p> <p>Note: Links to expectations from PSRC that will need to be met to be designated regionally.</p>
DP-X3 (tempo rary number ing.)	New Policy	<p>Evaluation of the potential physical, economic, and cultural displacement of <u>marginalized</u> residents and businesses in <u>Regional Growth Centers regional growth centers</u> and high-capacity transit station areas should be conducted, <u>particularly for Black, Indigenous, immigrant, and other communities at greatest risk</u>. Use a range of strategies to mitigate identified displacement impacts.</p>	<p>MPP-DP-23 Evaluate planning in regional growth centers and high-capacity transit station areas for their potential physical, economic, and cultural displacement of <u>marginalized residents and businesses</u>. Use a range of strategies to mitigate displacement impacts.</p> <p><u>Reason for change(s) Note:</u> New policy addressing equity issues, consistent with MPP.</p>
N/A	DP-33	<p>Form the land use foundation for a regional high-capacity transit system through the designation of a system of Urban Centers. Urban Centers should receive high priority for the location of transit service.</p>	<p><u>Reason for change(s) Note:</u> Duplicative of other policies.</p>

Development Patterns

2021 CPP #	2012 CPP #	Policy/Action	Reason for Change/MPP/ Notes
Local Centers			
DP-X4 (tempo rary number ing)	New Policy	Designate Countywide Centers countywide centers in the Countywide Planning Policies where locations meet the criteria in the King County Centers Designation Framework. Countywide Centers-centers shall have zoned densities that support high-capacity transit and be located on existing or planned transit corridors.	<p>MPP-DP-26 Establish Implement the adopted a common framework to designate countywide centers among the countywide processes for designating subregional centers to ensure compatibility within the region.</p> <p>MPP-RGS-11 Encourage growth in designated countywide centers.</p> <p>Reason for change(s) Note: Establishes new countywide center process.</p>
DP-38	DP-38	Identify in comprehensive plans local centers, such as city or neighborhood centers, transit station areas, or other activity nodes, where housing, employment, and services are accommodated in a compact form and at sufficient densities to support transit service and to make efficient use of urban land.	<p>MPP-DP-25 Support the development of centers within all jurisdictions, including <u>high-capacity transit station areas and countywide and local centers.</u> town centers and activity nodes.</p> <p>Reason for change(s) Note: Technical change.</p>
N/A	DP-34	Concentrate manufacturing and industrial employment within countywide designated Manufacturing/ Industrial Centers. The Land Use Map in Appendix 1 shows the locations of the designated Manufacturing/Industrial Centers.	<p>Reason for change(s) Note: Replaced by edits in DP-37, referencing the new Framework.</p>

Development Patterns

2021 CPP #	2012 CPP #	Policy/Action	Reason for Change/MPP/ Notes
N/A Criteria moved to in Appendix 6: King County Centers Designation Framework	DP-35	<p>Adopt in-city comprehensive plans a map and employment growth targets for each Manufacturing/ Industrial Center and adopt policies and regulations for the Center to:</p> <ul style="list-style-type: none"> • Provide zoning and infrastructure adequate to accommodate a minimum of 10,000 jobs; • Preserve and enhance sites that are appropriate for manufacturing or other industrial uses; • Strictly limit residential uses and discourage land uses that are not compatible with manufacturing and industrial uses, such as by imposing low maximum size limits on offices and retail uses that are not accessory to an industrial use; • Facilitate the mobility of employees by transit and the movement of goods by truck, rail, air or waterway, as appropriate; • Provide for capital facility improvement projects which support the movement of goods and manufacturing/industrial operations; • Ensure that utilities are available to serve the center; • Avoid conflicts with adjacent land uses to ensure the continued viability of the land in the Manufacturing/ Industrial Center for manufacturing and industrial activities; and <p>Attract and retain the types of businesses that will ensure economic growth and stability.</p>	Note: Replaced by edits in DP-37, referencing the new Framework.
Manufacturing/ Industrial Centers			
DP-36	DP-36	Minimize or mitigate potential health impacts of the activities in Manufacturing/Industrial Centers manufacturing/industrial centers on residential communities, schools, open space, and other public facilities.	

Development Patterns

2021 CPP #	2012 CPP #	Policy/Action	Reason for Change/MPP/ Notes
DP-37	DP-37	<p>Designate and accommodate industrial growth in additional Manufacturing/Industrial a network of <u>Regional Industrial Employment and Industrial Growth centers, and Countywide Industrial Centers</u> regional and countywide industrial centers to support economic development and familymiddle wage jobs in King County. Designate these centers in the Countywide Planning Policies pursuant to the procedures described in policy G-1 based on nominations from cities and after determining that:</p> <ul style="list-style-type: none"> a) the nominated locations meet the criteria set forth in policy DP-35 the King County Centers Designation Framework and the criteria established by the Puget Sound Regional Council for <u>Regional Manufacturing/Industrial Centers</u> regional manufacturing/ industrial centers; b) the proposed center's location will promote a countywide system of <u>Manufacturing/Industrial Centers</u> manufacturing/ industrial centers with the total number of centers representing a realistic growth strategy for the county; and c) the city's commitments will help ensure the success of the center. 	<p>MPP-RGS-10 Focus a significant share of employment growth in designated regional manufacturing/industrial centers.</p> <p><i>Reason for change(s) Note:</i> Recognizes the typology, and the role of accommodating growth.</p>
Urban Design and Historic Preservation			
DP-39	DP-39	<p>Develop neighborhood planning and design processes that encourage infill development, redevelopment, and reuse of existing buildings and that, where appropriate based on local plans, enhance the existing community character and mix of uses. Plan for neighborhoods or subareas to encourage infill and redevelopment, provision of adequate public spaces, and reuse of existing buildings and underutilized lands, as well as enhance public health, existing community character, and mix of uses. Neighborhood and subarea planning will include equitable engagement with <u>priority populations low income households, Black, Indigenous, and other communities of color, and immigrants, including people facing language barriers.</u></p>	<p>MPP-DP-2 <u>Reduce disparities in access to opportunity for the region's residents through inclusive community planning and targeted public and private investments that meet the needs of current and future residents and businesses.</u></p> <p>MPP-DP-4 Support the transformation of key underutilized lands, such as <u>surplus public lands or environmentally contaminated lands as brownfields and greyfields</u>, to higher-density, mixed-use areas to complement the development of centers and the enhancement of existing neighborhoods.</p> <p>MPP-DP-10 Design public buildings and spaces that contribute to a sense of community and a sense of place.</p> <p>MPP-DP-17 Promote cooperation and coordination among transportation providers, local government, and developers to ensure that joint- and mixed-use developments are designed to promote and improve physical, mental, and social health and reduce the impacts of climate change on the natural and built environments.</p>

Development Patterns

2021 CPP #	2012 CPP #	Policy/Action	Reason for Change/MPP/ Notes
			<p>MPP-DP-Action-7 Identification and Clean-up of Underused Lands: Local governments, in cooperation with state and/or federal regulatory agencies, will develop strategies for cleaning up brownfield and contaminated sites. Local jurisdictions should identify underused lands (such as environmentally contaminated land and surplus public lands) for future redevelopment or reuse.</p> <p>Reason for change(s) Note: Addresses equity in planning, as well as other planning topics.</p>
DP-40	DP-40	Promote a high quality of design and site planning in publicly-funded and private development throughout the Urban Growth Area. <u>Where appropriate, provide for connectivity in the street network to accommodate walking, bicycling, and transit use, in order to promote health and well-being.</u>	<p>MPP-DP-3 Preserve and Enhance existing neighborhoods and create vibrant, sustainable compact urban communities that provide diverse choices in housing types, a to provide a high degree of connectivity in the street network to accommodate walking, bicycling, and transit use, and sufficient public spaces.</p> <p>MPP-DP-12 Design transportation projects and other infrastructure to achieve community development objectives and improve communities.</p> <p>MPP-DP-15 Design communities to provide an improved <u>safe and welcoming</u> environments for walking and bicycling.</p> <p>MPP-DP-16 Incorporate provisions addressing <u>Address and integrate</u> health and well-being into appropriate regional, countywide, and local planning <u>practices</u> and decision-making processes.</p> <p><i>Notes: Addresses transportation issues in urban design.</i></p>

Development Patterns

2021 CPP #	2012 CPP #	Policy/Action	Reason for Change/MPP/ Notes
DP-41	DP-41	Preserve significant historic, <u>visual</u> , archeological, cultural, architectural, artistic, and environmental features, especially where growth could place these resources at risk. <u>Celebrate cultural resources that reflect the diversity of the community.</u> Where appropriate, designate individual features or areas for protection or restoration. Encourage land use patterns and adopt regulations that protect historic resources and sustain historic community character.	<p>MPP-DP-5 Identify, protect and enhance those elements and characteristics that give the central Puget Sound region its identity, especially the natural visual resources and positive urban form elements.</p> <p>MPP-DP-6 Preserve significant regional historic, visual, and cultural resources, including public views, landmarks, archaeological sites, historic and cultural landscapes, and areas of special character.</p> <p>MPP-DP-9 Support urban design, historic preservation, and arts to enhance quality of life, <u>support local culture</u>, improve the natural and human-made environments, promote health and well-being, contribute to a prosperous economy, and increase the region's resiliency in adapting to changes or adverse events.</p>
DP-42	DP-42	Design new development to create <u>Create and protect systems of green infrastructure, such as urban forests, parks, green roofs, and natural drainage systems, in order to reduce climate-altering pollution and increase resilience of communities to climate change impacts. Prioritize neighborhoods with historical underinvestment in green infrastructure. Use natural features crossing jurisdictional boundaries to help determine the routes and placement of infrastructure connections and improvements.</u>	<p>MPP-DP-13 Allow natural boundaries to help determine the routes and placement of infrastructure connections and improvements.</p> <p>MPP-DP-14 Recognize and work with linear systems that cross jurisdictional boundaries – including natural systems, continuous land use patterns, and transportation and infrastructure systems – in community planning, development, and design.</p> <p><i>Reason for change(s) Note: Expands integration with natural systems in planning.</i></p>
DP-43	DP-43	Design communities, neighborhoods, and individual developments using techniques that reduce heat absorption, particularly in Urban Centers. <u>Regional and Countywide Centers and residential neighborhoods with less tree canopy and open spaces.</u>	<p><i>Reason for change(s) Note: Technical change. Reflects importance of healthy and complete communities.</i></p>

Development Patterns

2021 CPP #	2012 CPP #	Policy/Action	Reason for Change/MPP/ Notes
DP-44	DP-44	Adopt <u>flexible</u> design standards, <u>incentives</u> , or guidelines that foster <u>green building, multimodal transportation, and</u> infill development that is compatible with <u>enhances</u> the existing or desired urban character.	<p>MPP-DP-19 Develop and implement design guidelines to encourage construction of healthy buildings and facilities to promote healthy people.</p> <p>MPP-DP-46 Support and provide incentives to increase the percentage of new development and redevelopment – both public and private – to be built at higher performing energy and environmental standards.</p> <p>MPP-DP-47 Streamline development standards and regulations for residential and commercial development <u>and public projects</u>, especially in centers <u>and high-capacity transit station areas</u>, to provide flexibility and to accommodate a broader range of project types consistent with the regional vision.</p> <p>Reason for change(s) Note: Expands the range of tools to be considered.</p>
Rural Area and Resource Lands			
Rural Area			
DP-X5 (tempo rary number ing)	New Policy	<u>Provide opportunities for residential and employment growth within Cities in the Rural Area at levels consistent with adopted growth targets. Growth levels should not create pressure for conversion of nearby Rural or Resource lands, nor pressure for extending or expanding urban services, infrastructure, and facilities such as roads or sewer across or into the Rural Area.</u>	<p>MPP-DP-31 Promote transit service to and from existing cities in rural areas.</p> <p>MPP-DP-37 Ensure that development occurring in rural areas is rural in character and is focused into communities and activity areas.</p> <p>MPP-RGS-13 Direct <u>Plan for</u> commercial, retail, and community services that serve rural residents to locate in neighboring cities and existing activity areas to prevent <u>avoid</u> the conversion of rural land into commercial uses.</p> <p>Reason for change(s) Note: Codifies existing role of freestanding Cities in the Rural Area, and recognizes the important role they play in their contexts.</p>

Development Patterns

2021 CPP #	2012 CPP #	Policy/Action	Reason for Change/MPP/ Notes
DP-45	DP-45	Limit growth in the Rural Area to prevent sprawl and the overburdening of rural services, reduce and avoid the need for new rural infrastructure, maintain rural character, and protect <u>open spaces and</u> the natural environment.	<p>MPP-DP-33 Do not allow urban net densities in rural and resource areas.</p> <p>Reason for change(s) Note: Adds open space lands to character of rural areas.</p> <p>MPP-DP-45 Avoid growth in rural areas that cannot be sufficiently served by roads, utilities, and services at rural levels of service.</p> <p>MPP-RGS-4 Accommodate the region's growth first and foremost in the urban growth area. Ensure that development in rural areas is consistent with the regional vision <u>and the goals of the Regional Open Space Conservation Plan.</u></p> <p>MPP-RGS-14 <u>Manage and reduce rural growth rates over time, consistent with the Regional Growth Strategy, to maintain rural landscapes and lifestyles and protect resource lands and the environment.</u></p>
DP-46	DP-46	<p>Limit residential development in the Rural Area to housing at low densities that are compatible with rural character and comply with the following density guidelines:</p> <ul style="list-style-type: none"> a) One home per 20 acres where a pattern of large lots exists and to buffer Forest Protection Districts and Agricultural Districts; b) One home per 10 acres where the predominant lot size is less than 20 acres; or c) One home per five acres where the predominant lot size is less than 10 acres. <p>Allow limited clustering within development sites to avoid-prevent development on environmentally critical lands or on productive forest or agricultural lands, but not to exceed the density guidelines cited in (a) through (c).</p>	<p>MPP-DP-33 Do not allow urban net densities in rural and resource areas.</p>

Development Patterns

2021 CPP #	2012 CPP #	Policy/Action	Reason for Change/MPP/ Notes
DP-47	DP-47	Limit the extension of urban infrastructure improvements through the Rural Area to only cases where it is necessary to serve the Urban Growth Area and where there are no other feasible alignments. Such limited extensions may be considered only if land use controls are in place to restrict uses appropriate for the Rural Area and only if access management controls are in place to prohibit tie-ins to the extended facilities. <u>Transit service may cross non-urban lands to serve cities in the Rural Area.</u>	<p>MPP-DP-37 Ensure that development occurring in rural areas is rural in character and is focused into communities and activity areas.</p> <p>MPP-DP-38 Maintain the long-term viability of permanent rural land by avoiding the construction of new highways and major roads in rural areas.</p> <p><i>Reason for change(s) Note: Supports transit service in outlying areas, when economic viable.</i></p>
DP-48	DP-48	Establish rural development standards to <u>and strategies to ensure all development</u> protects the natural environment, <u>including farmlands and forest lands</u> , by using seasonal and maximum clearing limits for vegetation, limits on the amount of impervious surface, surface water management standards that preserve natural drainage systems, water quality and groundwater recharge, and best management practices for resource based activities.	<p>MPP-DP-32 Contribute to improved ecological functions and more appropriate use of rural lands by minimizing impacts through innovative and environmentally sensitive land use management and development practices.</p> <p>MPP-DP-36 Use existing and new tools and strategies to address vested development to ensure that future growth meets existing permitting and development standards and prevents further fragmentation of rural lands.</p> <p>MPP-DP-39 Support long-term solutions for the environmental and economic sustainability of agriculture and forestry within rural areas.</p> <p>MPP-DP-41 Establish best management practices that protect the long-term integrity of the natural environment, adjacent land uses, and the long-term productivity of resource lands.</p> <p><i>Reason for change(s) Note: Expands from standards to include strategies to protect these resources.</i></p>
DP-49	DP-49	Prevent or, if necessary, mitigate negative impacts of urban development to the adjacent Rural Area. <u>Mitigate negative impacts of industrial-scale development that occurs within the Rural Area.</u>	MPP-PS-6 Encourage the design of public facilities and utilities in rural areas to be at a size and scale appropriate to rural locations, so as not to increase development pressure.
DP-50	DP-50	Except as provided in Appendix 5 (March 31, 2012 School Siting Task Force Report), limit new nonresidential uses located in the Rural Area to those that are demonstrated to serve the Rural Area, unless the use is dependent upon a rural location. Such uses shall be of a size, scale, and nature that is consistent with rural character.	<p>MPP-DP-37: Ensure that development occurring in rural areas is rural in character and is focused into communities and activity areas.</p> <p>MPP-PS-6 Encourage the design of public facilities and utilities in rural areas to be at a size and scale appropriate to rural locations, so as not to increase development pressure.</p>

Development Patterns

2021 CPP #	2012 CPP #	Policy/Action	Reason for Change/MPP/ Notes
DP-51	DP-51	Allow cities that own property in the Rural Area to enter into interlocal agreements with King County to allow the cities to provide services to the properties they own as long as the cities agree to not annex the property or serve it with sewers or any infrastructure at an urban level of service. The use of the property must be consistent with the rural land use policies in the Countywide Planning Policies and the King County Comprehensive Plan.	MPP-DP-41 Establish best management practices that protect the long-term integrity of the natural environment, adjacent land uses, and the long-term productivity of resource lands.
Resource Lands			
DP-52	DP-52	Promote and support forestry, agriculture, mining and other resource-based industries outside of the Urban Growth Area as part of a diverse and sustainable regional economy. Avoid redesignating natural resource lands to rural.	MPP-DP-39: Support long-term solutions for the environmental and economic sustainability of agriculture and forestry within rural areas.
DP-53	DP-53	Conserve commercial agricultural and forestry resource lands primarily for their long-term productive resource value and for the open space, scenic views, wildlife habitat, and critical area protection they provide. Limit Avoid redesignation to non-resource uses and limit the subdivision of land so that parcels remain large enough for commercial resource production.	MPP-DP-42 Support the sustainability of designated resource lands. Do not convert these lands to other uses. Reason for change(s) Note: Expands policy to address range of issues.
DP-54	DP-54	Encourage best practices in agriculture and forestry operations for long-term protection of the natural resources, <u>habitat, and workers.</u>	Reason for change(s) Note: Addressing equity and environment.
DP-55	DP-55	Prohibit annexation of lands within designated Agricultural Production Districts or within Forest Production Districts by cities.	MPP-DP-42 Support the sustainability of designated resource lands. Do not convert these lands to other uses.
DP-56	DP-56	Retain the Lower Green River Agricultural Production District as a regionally designated resource that is to remain in unincorporated King County.	
DP-57	DP-57	Discourage Prevent incompatible land uses adjacent to designated Resource Lands to prevent avoid interference with their continued use for the production of agricultural, mining, or forest products.	MPP-DP-43 Ensure that resource lands and their related economic activities are not adversely impacted by development on adjacent non-resource lands.
DP-58	DP-58	Support <u>agricultural, farmland, and aquatic uses that enhance the food system, and promote</u> local production and processing of food to reduce the need for long distance transport and to increase the reliability and security of local food. Promote activities and infrastructure, such as farmers markets, farm worker housing and agricultural processing facilities, that benefit both cities and farms by improving access to locally grown agricultural products.	MPP-DP-20 Support agricultural, farmland, and aquatic uses that enhance the food system in the central Puget Sound region and its capacity to produce fresh and minimally processed foods. Reason for change(s) Note: Recognizes importance of these lands to food issues.
DP-59	DP-59	Support institutional procurement policies that encourage purchases of locally grown food products.	
DP-60	DP-60	Ensure that extractive industries <u>and industrial-scale operations on resource lands</u> maintain environmental quality and minimize negative impacts on adjacent lands.	

Development Patterns

2021 CPP #	2012 CPP #	Policy/Action	Reason for Change/MPP/ Notes
DP-61	DP-61	Use a range of tools, including land use designations, development regulations, level-of-service standards, and transfer or purchase of development rights to preserve Rural and Resource Lands and focus urban development within the Urban Growth Area.	MPP-DP-44 Work to conserve valuable rural and resource lands through techniques, such as conservation programs, Encourage the use of innovative techniques, including the transfer of development rights, and the purchase of development rights, and conservation incentives. Use these techniques to Focus growth within the urban growth area, (especially cities), to lessen pressures to convert rural and resource areas to residential uses more intense urban-type development, while protecting the future economic viability of sending areas and sustaining rural and resource-based uses.
DP-62	DP-62	Use transfer of development rights to shift potential development from the Rural Area and Resource Lands into the Urban Growth Area, especially cities. Implement transfer of development rights within King County through a partnership between the county and cities that is designed to: <ul style="list-style-type: none"> • <u>a)</u> Identify rural and resource sending sites that satisfy countywide conservation goals and are consistent with regionally coordinated transfer of development rights efforts; • <u>b)</u> Preserve rural and resource lands of compelling interest countywide and to participating cities; • <u>c)</u> Identify appropriate transfer of development rights receiving areas within cities; • <u>d)</u> Identify incentives for city participation in regional transfer of development rights (i.e. county-to-city transfer of development rights); • <u>e)</u> Develop interlocal agreements that allow rural and resource land development rights to be used in city receiving areas; • <u>f)</u> Identify and secure opportunities to fund or finance infrastructure within city transfer of development rights receiving areas; and • <u>g)</u> Be compatible with existing within-city transfer of development rights programs. 	Reason for change(s) Note: Sub-bulleting consistency.

2021 CPP #	2012 CPP #	Policy/Action	Reason for Change/MPP/ Notes																														
Housing																																	
H-Overarching Goal	Housing Overarching Goal	<p>The housing needs of all economic and demographic groups are met within all jurisdictions. Provide a full range of affordable, accessible, healthy, and safe housing choices to every resident in King County. All jurisdictions work to:</p> <ul style="list-style-type: none">• preserve, improve, and expand their housing stock;• promote fair and equitable access to housing for all people;• and take actions that eliminate race-, place-, ability-, and income-based housing disparities.	<p>MPP-H-Goal Plan for housing supply, forms and densities to meet the region's current and projected needs consistent with the Regional Growth Strategy and to make significant progress towards jobs/housing balance.</p> <p>Notes: Revised to reflect actions to take an equity orientation</p>																														
Housing Inventory and Needs Analysis																																	
H-1	H-1	<p>Address the countywide need for housing affordable to households with moderate, low, and very low, and extremely low incomes, (including those with special needs), at a level that calibrates with the jurisdiction's identified affordability gap for those households. The countywide need for housing in 2044 by percentage of Area Median Income (AMI) is: 50-80% of AMI (moderate) 16% of total housing supply 30-50% of AMI (low) 12% of total housing supply 30% and below AMI (very low) 12% of total housing supply 30% and below AMI (extremely low) 15% of total housing supply, 31-50% of AMI (very low) 15% of total housing supply, and 51-80% of AMI (low) 19% of total housing supply.</p> <p>Table H-1 provides additional context on the countywide need for housing.¹</p> <table><tr><th>Table H 1: King Countywide Need</th><th>At or Below 30% AMI</th><th>Between 31% AMI and 50% AMI</th><th>Between 51% AMI and 80% AMI</th><th>At or Below 80% AMI</th></tr><tr><td colspan="5">Housing Units by Affordability (2019)</td></tr><tr><td>Number of Units</td><td>44,000</td><td>122,000</td><td>180,000</td><td>346,000</td></tr><tr><td>As Share of Total Units</td><td>5%</td><td>13%</td><td>19%</td><td>36%</td></tr><tr><td colspan="5">Additional Affordable Housing Units Needed (2019-2044)</td></tr><tr><td>Additional Housing Units Needed to</td><td>105,000</td><td>31,000</td><td>23,000</td><td>159,000</td></tr></table>	Table H 1: King Countywide Need	At or Below 30% AMI	Between 31% AMI and 50% AMI	Between 51% AMI and 80% AMI	At or Below 80% AMI	Housing Units by Affordability (2019)					Number of Units	44,000	122,000	180,000	346,000	As Share of Total Units	5%	13%	19%	36%	Additional Affordable Housing Units Needed (2019-2044)					Additional Housing Units Needed to	105,000	31,000	23,000	159,000	<p>MPP-H-1 Plan for housing supply, forms and densities to meet the region's current and projected needs consistent with the Regional Growth Strategy and to make significant progress towards jobs/housing balance.</p> <p>Notes: Incorporates an adjusted RAHTF Regional Affordable Housing Task Force (RAHTF) approach of defining countywide need as the number of units needed to eliminate cost burden by low-income households by 2044. Ensures strategies are calibrated with the countywide need. Changes to the area median income (AMI) categories per new Growth Management Act (GMA) definitions. Supports distributional equity.</p>
Table H 1: King Countywide Need	At or Below 30% AMI	Between 31% AMI and 50% AMI	Between 51% AMI and 80% AMI	At or Below 80% AMI																													
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Additional Housing Units Needed to	105,000	31,000	23,000	159,000																													

¹ Table H-1 includes both homeownership and rental units.

Housing

2021 CPP #	2012 CPP #	Policy/Action	Reason for Change/MPP/ Notes
H-3	H-3	<p>Conduct an inventory and analysis in each jurisdiction of existing and projected housing needs of all economic and demographic segments of the population in each jurisdiction and summarize the findings in the housing element. The inventory analysis and analysis inventory shall include:</p> <ul style="list-style-type: none"> a. Characteristics of the existing housing stock, including supply, affordability and diversity of housing types; b. Characteristics of populations, including projected growth and demographic change; c. The housing needs of very-low, low, and moderate-income households; and d. The housing needs of special-needs populations. a. <u>affordability gap of the jurisdiction's housing supply as compared to countywide need percentages from policy H-1 (see table H-2 in Appendix);</u> b. <u>number of existing housing units by housing type, age, number of bedrooms, occupants per room, condition, tenure, and AMI limit (for income-restricted units);</u> c. <u>percentage of residential land zoned for and geographic distribution of moderate- and high-density housing in the jurisdiction;</u> d. <u>number of units, including number of income-restricted units, within a half-mile walkshed of high capacity or frequent transit stations and regional and countywide centers;</u> e. <u>household characteristics, by race/ethnicity:</u> <ul style="list-style-type: none"> i. <u>income (median and by AMI bracket)</u> ii. <u>tenure</u> iii. <u>size</u> iv. <u>housing cost burden and severe housing cost burden;</u> f. <u>current population characteristics, by race/ethnicity:</u> <ul style="list-style-type: none"> i. <u>age</u> ii. <u>disability;</u> g. <u>projected population growth and demographic change;</u> h. <u>housing development capacity within a half-mile walkshed of high capacity or frequent transit;</u> i. <u>ratio of housing to jobs in the jurisdiction;</u> j. <u>summary of existing and proposed partnerships and strategies, including dedicated resources, for meeting countywide housing need, particularly for populations disparately impacted;</u> 	<p>H-Action-4 Local Housing Needs: <u>Counties and cities will conduct a housing needs analysis and evaluate the effectiveness of local housing policies and strategies to achieve housing targets and affordability goals to support updates to local comprehensive plans. Analysis of housing opportunities with access to jobs and transportation options will aid review of total household costs.</u></p> <p>Notes: Requires reporting findings from housing needs analysis in the comprehensive plan. Specifies in more detail what should be included in a housing needs analysis includes housing condition, calculation of the jurisdictional affordability gap, distribution of diverse housing types, needs of BIPOC communities, and development capacity near transit. Revisions to align with new GMA AMI definitions. Supports distributional equity and reparative policies.</p>

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2021 CPP #	2012 CPP #	Policy/Action	Reason for Change/MPP/ Notes
		<p>k. <u>the housing needs of people who need supportive services or accessible units, including but not limited to people experiencing homelessness, disabled persons, people with medical conditions, and older adults; and</u></p> <p>l. <u>the housing needs of communities experiencing disproportionate harm of housing inequities including Black, Indigenous, and People of Color (BIPOC).</u></p>	
H-4	New Policy	Evaluate the effectiveness of existing housing policies and strategies to meet a significant share of countywide need. Identify gaps in existing partnerships, policies, and dedicated resources for meeting the countywide need and eliminating racial and other disparities in access to housing and neighborhoods of choice.	<p>H-Action-4 Local Housing Needs: RAHTF Goal 7: Counties and cities will conduct a housing needs analysis and evaluate the effectiveness of local housing policies and strategies to achieve housing targets and affordability goals to support updates to local comprehensive plans. Analysis of housing opportunities with access to jobs and transportation options will aid review of total household costs.</p> <p>Notes: New policy to evaluate effectiveness of housing efforts.</p>
H-5	New Policy	Document the local history of racially exclusive and discriminatory land use and housing practices, consistent with local and regional fair housing reports and other resources. Explain the extent to which that history is still reflected in current development patterns, housing conditions, tenure, and access to opportunity. Demonstrate how current strategies are addressing impacts of those racially exclusive and discriminatory policies and practices. The County will support jurisdictions in identifying and compiling resources to support this analysis.	<p>MPP-H-5 Promote homeownership opportunities for low-income, moderate-income, and middle-income families and individuals while recognizing historic inequities in access to homeownership opportunities for communities of color.</p> <p>MPP-H-12 Identify potential physical, economic, and cultural displacement of low-income households and marginalized populations that may result from planning, public investments, private redevelopment, and market pressure. Use a range of strategies to mitigate displacement impacts to the extent feasible.</p> <p>Notes: New policy to understand contributing factors to regional and local housing disparities by race. Supports reparative policies.</p>
Regional Collaboration			
H-6	H-14 and H-15	<p>Work cooperatively among jurisdictions to provide mutual support in meeting countywide housing growth targets and affordable housing needs. Collaborate in developing sub-regional and countywide housing resources and programs, including funding, to provide affordable housing for very-low, low, and moderate-income households.</p> <p><u>Collaborate with diverse partners (e.g. employers, financial institutions, philanthropic, faith, and community-based organizations) on provision of</u></p>	<p>RAHTF Goal 7 MPP-H-11 Encourage interjurisdictional cooperative efforts and public-private partnerships to advance the provision of affordable and special needs housing</p> <p>Notes: Merged two similar policy concepts together and clarified who jurisdictions should collaborate with.</p>

Housing

2021 CPP #	2012 CPP #	Policy/Action	Reason for Change/MPP/ Notes
		resources (e.g. funding, surplus property) and programs to meet countywide housing need.	
H-7	H-16	Work cooperatively with the Puget Sound Regional Council and other agencies to identify ways to expand that provide technical assistance to local jurisdictions in developing, implementing to support the development, implementation, and monitoring the success of strategies that achieve the goals of this chapter promote affordable housing that meets changing demographic needs. Collaborate in developing and implementing a housing strategy for the four-county central Puget Sound region.	<p>H-Action-1 Regional Housing Strategy: PSRC, together with its member jurisdictions, state agencies, housing interest groups, housing professionals, advocacy and community groups, and other stakeholders will develop a comprehensive regional housing strategy to support the 2024 local comprehensive plan update. The housing strategy will provide the framework for regional housing assistance (see H-Action-2, below) and shall include the following components:</p> <ul style="list-style-type: none"> • In the near term, a regional housing needs assessment to identify current and future housing needs to support the regional vision and to make significant progress towards jobs/housing balance and quantify the need for affordable housing that will eliminate cost burden and racial disproportionality in cost burden for all economic segments of the population, including those earning at or below 80 percent of Area Median Income throughout the region. This will provide necessary structure and focus to regional affordable housing discussions • Strategies and best practices to promote and accelerate: housing supply, the preservation and expansion of market rate and subsidized affordable housing, housing in centers and in proximity to transit, jobs-housing balance, and the development of moderate-density housing options • Coordination with other regional and local housing efforts <p>H-Action-2 Regional Housing Assistance: PSRC, in coordination with subregional, county, and local housing efforts, will assist implementation of regional housing policy and local jurisdiction and agency work. Assistance shall include the following components:</p> <ul style="list-style-type: none"> • Guidance for developing local housing targets (including affordable housing targets), model housing policies, and best housing practices

Housing

2021 CPP #	2012 CPP #	Policy/Action	Reason for Change/MPP/ Notes
			<ul style="list-style-type: none"> • Technical assistance, including new and strengthened tools, to support local jurisdictions in developing effective housing strategies, action plans, and programs • Collection and analysis of regional housing data, including types and uses of housing and effectiveness of zoning, regulations, and incentives to achieve desired outcomes • Technical assistance in support of effective local actions to address displacement, including data on displacement risk and a toolbox of local policies and actions <p><i>Notes: Broadens the intent of working with other agencies.</i></p>
H-8	New Policy	<u>Collaborate with populations most disproportionately impacted by housing cost burden in developing, implementing and monitoring strategies that achieve the goals of this chapter. Prioritize the needs and solutions articulated by these disproportionately impacted populations.</u>	<p>RAHTE Goal 7 H-Action-6 Displacement: <u>Metropolitan Cities, Core Cities, and High Capacity Transit Communities will develop and implement strategies to address displacement in conjunction with the populations identified of being at risk of displacement including residents and neighborhood-based small business owners.</u></p> <p><i>Notes:</i> New policy recognizes the need to ensure that housing policy development, decision-making, and implementation is inclusive and serves those most disproportionately impacted by the housing crisis. Supports process equity.</p>

2021 CPP #	2012 CPP #	Policy/Action	Reason for Change/MPP/ Notes
Strategies to Meet Housing Needs			
H-9	New Policy	Adopt intentional, targeted actions that repair harms to Black, Indigenous, and People of Color (BIPOC) households from past and current racially exclusive and discriminatory land use and housing practices (generally identified through Policy H-5). Promote equitable outcomes in partnership with communities most impacted.	<p>MPP-H-5 Promote homeownership opportunities for low-income, moderate-income, and middle-income families and individuals while recognizing historic inequities in access to homeownership opportunities for communities of color.</p> <p>MPP-H-12 Identify potential physical, economic, and cultural displacement of low-income households and marginalized populations that may result from planning, public investments, private redevelopment, and market pressure. Use a range of strategies to mitigate displacement impacts to the extent feasible.</p> <p>Notes: New policy to repair harm to communities impacted by exclusionary land use policy in partnership with those impacted. Supports reparative policies and cross-generational and process equity.</p>
H-10	H-5	Adopt policies, incentives, strategies, actions, and regulations at the local and countywide levels that promote housing supply, affordability, and diversity, including those that address a significant share of the countywide need for housing affordable to very- that increase the supply of long-term income-restricted housing for extremely low, very low, and moderate low-income households and households with special needs. These strategies should address the following: a. Overall supply and diversity of housing, including both rental and ownership; b. Housing suitable for a range of household types and sizes; c. Affordability to very-low, low, and moderate income households; d. Housing suitable and affordable for households with special needs; e. Universal design and sustainable development of housing; and f. Housing supply, including affordable housing and special needs housing, within Urban Centers and in other areas planned for concentrations of mixed land uses.	<p>MPP-H-3 Achieve and sustain – through preservation, rehabilitation, and new development – a sufficient supply of housing to meet the needs of low-income, moderate-income, middle-income, and special needs individuals and households that is equitably and rationally distributed throughout the region.</p> <p>H-Action-5 Affordable Housing Incentives: As counties and cities plan for and create additional housing capacity consistent with the Regional Growth Strategy, evaluate and adopt techniques such as inclusionary or incentive zoning to provide affordability.</p> <p>Notes: References incentives and more clearly specifies the reason for adoption. Includes a new provision for meeting the countywide need and needs of special needs populations. Supports distributional equity.</p>

Housing

2021 CPP #	2012 CPP #	Policy/Action	Reason for Change/MPP/ Notes
H-11	H-7	<u>Implement strategies to overcome cost barriers to housing affordability, and implement strategies to overcome them. Strategies to do this vary but can include updating development standards and regulations, shortening permit timelines, implementing online permitting, optimizing residential densities, reducing parking requirements, and developing programs, policies, partnerships, and incentives to decrease costs to build and preserve affordable housing.</u>	<p>MPP-H-10 Encourage jurisdictions to review and streamline development standards and regulations to advance their public benefit, provide flexibility, and minimize additional costs to housing.</p> <p>H-Action-7 Housing Choice: Counties and cities will update regulations and strategies to reduce barriers to the development and preservation of moderate density housing to address the need for housing between single-family and more intensive multifamily development, consistent with the Regional Growth Strategy.</p> <p>H-Action-8 Housing Production: Counties and cities will review and amend, where appropriate and consistent with the Regional Growth Strategy, development standards and regulations to reduce barriers to the development of housing by providing flexibility and minimizing additional costs.</p> <p><i>Notes:</i> Adds greater specificity about the type of barriers that need to be overcome to meet countywide need.</p>
H-12	New Policy	<u>Prioritize the use of local and regional resources (e.g. funding, surplus property) for income-restricted housing, particularly for extremely low-income households, special needs populations, and others with disproportionately greater housing needs. Consider projects that promote access to opportunity, anti-displacement, and wealth building for Black, Indigenous, and People of Color communities to support implementation of policy H-9.</u>	<p>MPP-H-4 Address the need for housing affordable to low- and very low-income households, recognizing that these critical needs will require significant public intervention through funding, collaboration, and jurisdictional action.</p> <p>MPP-H-5 Promote homeownership opportunities for low-income, moderate-income, and middle-income families and individuals while recognizing historic inequities in access to homeownership opportunities for communities of color.</p> <p><i>Notes:</i> New policy to support equitably meeting the greatest needs. Supports distributional and cross-generational equity.</p>

Housing

2021 CPP #	2012 CPP #	Policy/Action	Reason for Change/MPP/ Notes
H-13	H-9	Plan for Increase housing choices for everyone—particularly those earning lower wages—in locations accessible to or within a reasonable commute that is accessible to major employment centers and affordable to <u>all income levels</u> . Ensure there are zoning ordinances and building policies in place that allow and the workforce in them so people of all incomes can live near or within commuting distance of their places of work. Encourage encourage housing production at a-levels that improves the jobs-housing balance of housing to employment throughout the county across all income levels.	MPP-H-2 Provide a range of housing types and choices to meet the housing needs of all income levels and demographic groups within the region. MPP-H-6 Develop and provide a range of housing choices for workers at all income levels throughout the region in a manner that promotes accessibility to jobs and provides opportunities to live in proximity to work that is accessible to job centers and attainable to workers at anticipated wages. <i>Notes:</i> Sharpens focus on housing choice and achieving a jobs/housing balance tailored to the needs of the county's low-wage workforce. Supports distributional equity.
H-14	New Policy	Expand the supply and range of housing types—including affordable units—at densities sufficient to maximize the benefits of transit investments throughout the county.	MPP-H-7 Expand the supply and range of housing <u>at densities to maximize the benefits of transit investments, including affordable units, in growth centers and station areas throughout the region.</u> <i>Notes:</i> New policy encourages more housing units and types to achieve affordability near transit and areas targeted for growth. Supports distributional equity.
H-15	H-10	Promote housing affordability in coordination with transit, bicycle, and pedestrian plans and investments and in proximity to transit hubs and corridors, such as through transit-oriented development and planning for mixed uses in transit station areas. Support the development and preservation of income-restricted affordable housing that is within walking distance to high capacity and frequent transit.	MPP-H-8 Promote the development and preservation of long-term affordable housing options in walking distance to transit by implementing zoning, regulations, and incentives. <i>Notes:</i> Encourages the development and preservation of affordable housing near transit. Supports distributional equity.
H-16	H-4	Adopt inclusive planning tools and policies whose purpose is to increase the ability of all residents to live in the neighborhood of their choice, reduce disparities in access to opportunity areas, and meet the needs of the region's current and future residents by: a. P roviding access to affordable housing to rent and own throughout the jurisdiction, with a focus on areas of high opportunity; b. e Expanding Provide zoning capacity for moderate density housing throughout within each the jurisdiction, especially in areas currently zoned for lower density single-family detached housing, in the Urban Growth Area and capacity for high-density housing, where appropriate, consistent with the Regional Growth Strategy for a range of housing types and densities, sufficient to accommodate each	MPP-H-2 Provide a range of housing types and choices to meet the housing needs of all income levels and demographic groups within the region. MPP-H-3 Achieve and sustain – through preservation, rehabilitation, and new development – a sufficient supply of housing to meet the needs of low-income, moderate-income, middle-income, and special needs individuals and households that is equitably and rationally distributed throughout the region.

Housing

2021 CPP #	2012 CPP #	Policy/Action	Reason for Change/MPP/ Notes
		<p>jurisdiction's overall housing targets and, where applicable, housing growth targets in designated Urban Centers.</p> <p>c. eEvaluating the feasibility of, and implementing, where appropriate, inclusionary and incentive zoning to provide affordable housing; and</p> <p>d. pProviding access to housing types that serve a range of household sizes, types, and incomes, including 2+ bedroom homes for families with children and/or adult roommates and accessory dwelling units, efficiency studios, and/or congregate residences for single adults.</p>	<p>MPP-H-9 Expand housing capacity for moderate density housing to bridge the gap between single-family and more intensive multifamily development and provide opportunities for more affordable ownership and rental housing that allows more people to live in neighborhoods across the region. Encourage the use of innovative techniques to provide a broader range of housing types for all income levels and housing needs.</p> <p>H-Action-5 Affordable Housing Incentives: As counties and cities plan for and create additional housing capacity consistent with the Regional Growth Strategy, evaluate and adopt techniques such as inclusionary or incentive zoning to provide affordability.</p> <p>H-Action-7 Housing Choice: Counties and cities will update regulations and strategies to reduce barriers to the development and preservation of moderate density housing to address the need for housing between single-family and more intensive multifamily development, consistent with the Regional Growth Strategy.</p> <p>Notes: Promote more affordable housing options in more places, moderate density housing, and inclusionary and incentive zoning to support housing choice. Supports distributional and cross-generational equity.</p>
H-17	New Policy	<p>Lower barriers to and promote access to affordable homeownership for extremely low-, very low-, and low-income, households. Emphasize:</p> <p>a. <u>supporting long-term affordable homeownership opportunities for households earning at or below 80% AML (which may require up-front initial public subsidy and policies that support diverse housing types); and</u></p> <p>b. <u>remedying historical inequities in and expanding access to homeownership opportunities for Black, Indigenous and People of Color communities.</u></p>	<p>MPP-H-5 Promote homeownership opportunities for low-income, moderate-income, and middle-income families and individuals <u>while recognizing historic inequities in access to homeownership opportunities for communities of color.</u></p> <p>Notes: New policy to promote affordable homeownership to further reduce the racial homeownership gap. Supports cross-generational and distributional equity.</p>

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H-18	H-6	Promote equitable development and adopt anti-displacement strategies, including dedicated funds for land acquisition and affordable housing production and preservation. Mitigate displacement that may result from planning, public and private investments, and market pressure. Implement anti-displacement measures prior to or concurrent with development capacity increases and capital investments. Preserve existing affordable housing units, where appropriate, including acquisition and rehabilitation of housing for long-term affordability.	MPP-H-12 Identify potential physical, economic, and cultural displacement of low-income households and marginalized populations that may result from planning, public investments, private redevelopment, and market pressure. Use a range of strategies to mitigate displacement impacts to the extent feasible. H-Action-6 Displacement: Metropolitan Cities, Core Cities, and High Capacity Transit Communities will develop and implement strategies to address displacement in conjunction with the populations identified of being at risk of displacement including residents and neighborhood-based small business owners. <i>Notes:</i> Addresses displacement risk and expands concept beyond housing preservation. Supports distributional equity.
H-19	H-13	Implement, P promote and enforce fair housing policies and practices so that every person in the county has equitable access and opportunity to thrive in their communities of choice, and plan for communities that regardless of their race, gender identity, sexual identity, ability, use of a service animal, age, immigration status, national origin, familial status, religion, source of income, military status, or membership in any other relevant category of protected people, include residents with a range of abilities, ages, races, incomes, and other diverse characteristics of the population of the county.	RAHTF Goal-4 No related MPP <i>Notes:</i> Adds greater specificity about the fair housing practices. Supports distributional equity.
H-20	New Policy	Adopt and implement policies that protect housing stability for renter households; expand protections and supports for low-income renters and renters with disabilities.	RAHTF Goal-4 No related MPP <i>Notes:</i> New policy to promote housing stability for low-income renters and people with disabilities. Supports distributional equity.
H-21	H-11	Encourage the maintenance of existing housing stock in order to ensure that the condition and quality of the housing is safe and livable. Adopt and implement programs and policies that ensure healthy and safe homes.	RAHTF Goal-4 No related MPP <i>Notes:</i> Promotes actions to ensure healthy and safe homes. Supports distributional equity.
H-22	H-12	Plan for residential neighborhoods that protect and promote the health and well-being of residents by supporting <u>equitable active living and healthy eating</u> access to parks and open space, safe pedestrian and bicycle routes, clean air, soil and water, fresh and healthy foods, high-quality education from early learning through K-12, affordable and high-quality transit options and living wage jobs and by reducing exposure to harmful environmental s hazards and pollutants.	No related MPP or RAHTF Plan Alignment <i>Notes:</i> Broadens elements that support resident health and well-being. Supports distributional and cross-generational equity.

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Measuring Results			
H-23	H-17	<p>Monitor housing supply, affordability, and diversity, including progress toward meeting a significant share of the progress toward meeting countywide housing growth targets, countywide need, and eliminating disparities in access to housing and neighborhoods of choice. Where feasible, use existing regional and jurisdictional reports and monitoring tools and collaborate to reduce duplicative reporting. for affordable housing for very-low, low, and moderate income households. Monitoring should encompass: Jurisdictions, including the county for unincorporated areas, will report annually to the county:</p> <ol style="list-style-type: none"> Number and type of new Total housing units; Number of units lost to demolition, redevelopment, or conversion to non-residential use; Number of new Total income-restricted units by AMI limit, for which the city is a party to affordable housing covenants on the property title that are affordable to very-low, low-, and moderate-income households; Of total housing Number of affordable units, net new housing units created during the reporting period, and what type of housing was constructed, broken down by at least single-family, moderate density housing types, high density housing types newly preserved and units acquired and rehabilitated with a regulatory agreement for long-term affordability for very-low, low-, and moderate-income households; Of total income-restricted units, net new income-restricted units, by tenure, AMI limit, address, and term of rent and income restrictions, created during the reporting period Housing market trends including affordability of overall housing stock; Percentage of total zoned residential capacity by type of housing allowed, including but not limited to single-family, moderate density, and high density Changes in zoned capacity for housing, including housing densities and types; New strategies (e.g. land use code changes, dedicated fund sources, conveyance of surplus property) implemented during the reporting period to increase housing diversity or increase the supply of income-restricted units in the jurisdiction The number and nature of fair housing complaints and violations; and Jurisdiction's new strategies implemented during the reporting period to reduce disparate housing outcomes and expand housing and 	<p>H-Action-2 Regional Housing Assistance: PSRC, in coordination with subregional, county, and local housing efforts, will assist implementation of regional housing policy and local jurisdiction and agency work. Assistance shall include the following components:</p> <ul style="list-style-type: none"> Guidance for developing local housing targets (including affordable housing targets), model housing policies, and best housing practices Technical assistance, including new and strengthened tools, to support local jurisdictions in developing effective housing strategies, action plans, and programs Collection and analysis of regional housing data, including types and uses of housing and effectiveness of zoning, regulations, and incentives to achieve desired outcomes Technical assistance in support of effective local actions to address displacement, including data on displacement risk and a toolbox of local policies and actions <p>H-Action-4 Local Housing Needs: Counties and cities will conduct a housing needs analysis and evaluate the effectiveness of local housing policies and strategies to achieve housing targets and affordability goals to support updates to local comprehensive plans. Analysis of housing opportunities with access to jobs and transportation options will aid review of total household costs.</p> <p>Notes: Makes monitoring a shared responsibility of local jurisdictions and regional partners, via existing reports and monitoring tools. Narrows to data that can reasonably be collected annually and adds new data to understand changes in outcomes for those most disproportionately impacted.</p>

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		<p><u>neighborhood choice for BIPOC households and other population groups identified through policy H-5.</u>Housing development and market trends in Urban Centers</p> <p><u>The county will report annually:</u></p> <ul style="list-style-type: none"> a. <u>countywide housing inventory of:</u> <ul style="list-style-type: none"> i. <u>total housing units;</u> ii. <u>total income-restricted units, by AMI limit;</u> iii. <u>total housing units, net new housing units created during the reporting period and what type of housing constructed; and</u> iv. <u>total income-restricted units by tenure, AMI limit, location, created during the reporting period, starting in 2021;</u> v. <u>total net new income-restricted units and the term of rent and income restrictions created during the reporting period, starting in December 2022;</u> vi. <u>share of households by housing tenure by jurisdiction; and</u> vii. <u>zoned residential capacity percentages broken down by housing type/number of units allowed per lot.</u> b. <u>the county's new strategies (e.g. dedicated fund sources, conveyance of surplus property) implemented during the reporting period to increase the supply of restricted units in the county, including geographic allocation of resources;</u> c. <u>the county's new strategies implemented during the reporting period to reduce disparate housing outcomes and expand housing and neighborhood choice for BIPOC households and other population groups identified through policy H-5.</u> d. <u>number of income-restricted units within a 1/2 mile walkshed of a high-capacity or frequent transit stations in the county;</u> e. <u>share of households with housing cost burden, by income band, race, and ethnicity;</u> f. <u>tenant protection policies adopted by jurisdiction; and</u> g. <u>number of individuals and households experiencing homelessness, by race and ethnicity.</u> <p><u>Where feasible, jurisdictions will also collaborate to provide:</u></p> <ul style="list-style-type: none"> a. <u>net new units accessible to persons with disabilities</u> 	
H-24	New Policy	<p><u>The county will annually provide transparent, ongoing information measuring jurisdictions' progress toward meeting countywide affordable housing need, according to H-23, using public-facing tools such as the King County's Affordable Housing Dashboard.</u></p>	<p>H-Action-2 Regional Housing Assistance: PSRC, in coordination with subregional, county, and local housing efforts, will assist implementation of regional housing policy and local jurisdiction and agency work. Assistance shall include the following components:</p>

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			<ul style="list-style-type: none"> Guidance for developing local housing targets (including affordable housing targets), model housing policies, and best housing practices Technical assistance, including new and strengthened tools, to support local jurisdictions in developing effective housing strategies, action plans, and programs Collection and analysis of regional housing data, including types and uses of housing and effectiveness of zoning, regulations, and incentives to achieve desired outcomes Technical assistance in support of effective local actions to address displacement, including data on displacement risk and a toolbox of local policies and actions <p>H-Action-4 Local Housing Needs: Counties and cities will conduct a housing needs analysis and evaluate the effectiveness of local housing policies and strategies to achieve housing targets and affordability goals to support updates to local comprehensive plans. Analysis of housing opportunities with access to jobs and transportation options will aid review of total household costs.</p> <p><i>Notes: Makes monitoring a shared responsibility of local jurisdictions and regional partners, via existing reports and monitoring tools. Narrows to data that can reasonably be collected annually and adds new data to understand changes in outcomes for those most disproportionately impacted.</i></p>
H-25	H-18	Review and amend, a minimum every five years, the countywide and local housing policies and strategies and actions when, especially where monitoring in Policy H-23 and H-24 indicates that adopted strategies are not resulting in adequate affordable housing to meet the jurisdiction's share of the countywide need. Consider amendments to land use policies and the land use map where they present a significant barrier to the equitable distribution of affordable housing.	<p>No related MPP or RAHTE Plan Alignment</p> <p><i>Notes:</i> Reflects that a five-year timeline does not line up with the eight-year planning cycle. Adds reference to policies stating what data should be monitored to determine whether adopted strategies are resulting in adequate affordable housing to meet the jurisdiction's share of countywide need. Adds considerations for equitable distribution of affordable housing.</p>

Economy

2021 CPP #	2012 CPP #	Policy/Action	Reason for Change/MPP/ Notes
n/a	H-8	H-8 Tailor housing policies and strategies to local needs, conditions and opportunities, recognizing the unique strengths and challenges of different cities and sub-regions. Jurisdictions may consider a full range of programs, from optional to mandatory, that will assist in meeting the jurisdictions's share of the countywide need for affordable housing.	No related MPP Notes: Deleted; policy H-8 because the concepts are covered elsewhere in other policies.
Economy			
EC-1	EC-1	Coordinate local and countywide economic policies and strategies with VISION 2040 <u>2050</u> and the Regional Economic Strategy.	
EC-2	EC-2	Support economic growth that accommodates employment growth targets (see table DP-1) through local land use plans, infrastructure development, and implementation of economic development strategies. <u>Prioritize growth of a diversity of middle--wage jobs and prevent the loss of such jobs from the region.</u>	MPP-EC-9 Promote economic activity and employment growth that creates widely shared prosperity and sustains a diversity of family living-wage jobs for the region's residents. MPP-EC-21 Concentrate a significant amount of economic growth in designated centers and connect them to each other in order to strengthen the region's economy and communities and to promote economic opportunity. Note: Adds middle wage jobs for economic equity /MPP-EC-21, MPP-EC-9.
EC-3	EC-3	UPDATED Identify and support <u>Support advanced manufacturing, aerospace, tourism, creative economy, food and agriculture, and technology support</u> industry clusters and <u>their related</u> subclusters within King County that are as integral components of the Regional Economic Strategy or that may otherwise emerge as having significance to and King County's economy. <u>Emphasize support for clusters that: are vulnerable or threatened by market forces; that provide middle-wage jobs; that play an outsized role in the local economy; or that have significant growth potential.</u>	MPP-EC-3 Support established and emerging efforts to retain and expand industry clusters that export manufacture goods and provide services for export, increasing capital in the region, and import capital, and have growth potential. Note: Identifies key industries for King County /MPP-EC-31.
EC-4	EC-4	Evaluate the performance of economic development policies and strategies in business development and <u>middle wage</u> job creation. Identify and track key economic metrics to help jurisdictions and the county as a whole evaluate the effectiveness of local and regional economic strategies.	MPP-EC-9 Promote economic activity and employment growth that creates widely shared prosperity and sustains a diversity of family living-wage jobs for the region's residents. Note: Adds middle wage jobs for economic equity /MPP-EC-9.

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Business Development			
EC-5	EC-5	Help businesses thrive through: <ul style="list-style-type: none"> • Transparency, efficiency, and predictability of local regulations and policies; • Communication and partnerships between business, government, schools, and research institutions; and • Government contracts with local businesses. 	No-Change MPP-EC-2 Foster a positive business climate by encouraging regionwide and statewide collaboration among business, government, <u>utilities</u> , education, labor, military, workforce development, and other nonprofit organizations.
EC-6	EC-6	Foster the retention and development of those businesses and industries that export their goods and services outside the region <u>manufacture goods and provide services for export.</u>	MPP-EC-3 Support established and emerging efforts to retain and expand industry clusters that export manufacture goods and provide services for export, increasing capital in the region, and import capital, and have growth potential. Note: More accurately describes King County's economy /MPP-EC-3.
EC-7	EC-7	Promote an economic climate that is supportive of business formation, expansion, and retention, and emphasizes the importance of small businesses, and fosters a supportive environment for locally , women and BIPOC owned businesses, women-owned businesses, and businesses with Black, Indigenous, immigrant, and other owners of color, in creating jobs.	MPP-EC-1 Support economic development activities that help to <u>recruit, retain, expand, or diversify the region's businesses, targeted ,</u> Target recruitment activities towards businesses that provide family living-wage jobs. MPP-EC-7 Foster a supportive environment for business startups, small businesses, and locally owned, and women- and minority-owned businesses to help them continue to prosper.
EC-8	EC-8	Foster a broad range of public-private partnerships to implement economic development policies, programs and projects, <u>including partnerships involving community groups, and ensure such partnerships share decision-making power with and spread benefits to community groups. Use partnerships to foster connections between employers, local vocational and-/educational programs and community needs.</u>	MPP-EC-13 Address unique obstacles and special needs — as well as recognize the special assets — of disadvantaged populations in improving the region's shared economic future. Promote equity and access to opportunity in economic development policies and programs. Expand employment opportunity to improve the region's shared economic future.
EC-9	EC-9	Identify, and support, and leverage the retention of key regional and local assets to the economy, <u>including assets that are unique to our region's position as an international gateway, such as major airports, seaports, educational facilities, research institutions, health care facilities, long-haul trucking facilities, and manufacturing facilities., and port facilities.</u>	MPP-EC-4 Leverage the region's position as an international gateway by supporting businesses, <u>airports, seaports, and agencies involved in trade-related activities.</u> MPP-EC-5 Recognize the region's airports as critical economic assets that support the region's businesses, commercial aviation activities, aerospace manufacturing, general aviation, and <u>military missions.</u>

Economy

2021 CPP #	2012 CPP #	Policy/Action	Reason for Change/MPP/ Notes
EC-10	EC-10	Support the regional food economy including the production, processing, wholesaling, and distribution of the region's agricultural food and food products to all King County communities. Emphasize increasing-improving access to these for communities with limited presence of healthy, <u>affordable, culturally-relevant</u> food options.	MPP-EC-23 Support economic activity in rural and natural resource areas at a size and scale that is compatible with the long-term integrity and productivity of these lands.
People			
EC-11	EC-11	Work with schools and other institutions to increase graduation rates and sustain a highly-educated and skilled local workforce. This includes aligning job training and education offerings that are consistent with the skill needs of the region's industry clusters. Identify partnership and funding opportunities where appropriate. <u>Align workforce development efforts with (BIPOC) Black, Indigenous, and other communities of color</u> and immigrant communities.	MPP-EC-10 Ensure that the region has a high-quality education system that is accessible to all of the region's residents. MPP-EC-11 Ensure that the region has high-quality and accessible training programs that give people opportunities to learn, maintain, and upgrade skills necessary to meet the current and forecast needs of the regional and global economy.
EC-12	EC-12	Celebrate the cultural diversity of local communities as a means to enhance <u>social capital, neighborhood cohesion, the county's global relationships, and support for cultural and arts institutions.</u>	MPP-EC-20 Sustain and enhance arts and cultural institutions to foster an active and vibrant community life in every part of the region.
EC-13	EC-13	Reduce the <u>Eliminate and correct for historical and ongoing disparities in income, and employment, and wealth building opportunities for BIPOC and other communities that have been</u> economically disadvantaged populations, including minorities and women by committing resources to human services, community development, housing, economic development, and public infrastructure. <u>Black, Indigenous, and other people of color.</u> Steer investments to community and economic development initiatives that elevate economic opportunity for those communities most marginalized and impacted by disinvestment and economic disruptions.	MPP-EC-12 <u>Identify potential physical, economic, and cultural displacement of existing businesses that may result from redevelopment and market pressure. Use a range of strategies to mitigate displacement impacts to the extent feasible.</u> MPP-EC-13 Address unique obstacles and special needs—as well as recognize the special assets—of disadvantaged populations in improving the region's shared economic future. Promote equity and access to opportunity in economic development policies and programs. Expand employment opportunity to improve the region's shared economic future. MPP-EC-14 Foster appropriate and targeted economic growth in distressed- areas with low and very low access to opportunity to improve access to create economic opportunity for current and future residents of these areas. MPP-EC-15 Support and recognize the contributions of the region's culturally and ethnically diverse communities and Native Tribes, including in helping the region continue to expand its international economy.

Economy

2021 CPP #	2012 CPP #	Policy/Action	Reason for Change/MPP/ Notes
Places			
EC-14	EC-14	Foster economic and employment growth in designated <u>Regional, Countywide, and Local Urban Centers and Manufacturing/ Industrial Centers</u> through local investments, planning, and financial policies.	<p>MPP-EC-14 Support and recognize the contributions of the region's culturally and ethnically diverse communities and Native Tribes, including in helping the region continue to expand its international economy.</p> <p>MPP-EC-21 Concentrate a significant amount of economic growth in designated centers and connect them to each other in order to strengthen the region's economy and communities and to promote economic opportunity.</p> <p>MPP-EC-22 Maximize the use of existing designated manufacturing/industrial centers by focusing appropriate types and amounts of employment growth in these areas and by protecting them from incompatible adjacent uses.</p>
EC-15	EC-15	Make local investments to maintain and expand infrastructure and services that support local and regional economic development strategies. Focus investment where it encourages growth in designated centers and helps achieve employment targets.	MPP-EC-6 Ensure the efficient flow of people, goods, services, and information in and through the region with infrastructure investments, particularly in and connecting designated centers, to meet the distinctive needs of the regional economy.
EC-16	EC-16	Add to the vibrancy and sustainability of our communities and the health and well-being of all people through safe and convenient access to local services, neighborhood-oriented retail, purveyors of healthy food (e.g. grocery stores and farmers markets), and transportation choices.	No change.
EC-17	EC-17	Promote the natural environment as a key economic asset <u>and work to improve access to it as an economic driver</u> . Work cooperatively with local businesses to protect and restore the natural environment in a manner that is <u>equitable, efficient, predictable and minimizes impacts on businesses complements economic prosperity</u> . Encourage private, public, and non-profit sectors to incorporate environmental stewardship and social responsibility into their practices. Encourage development of established and emerging industries, technologies and services that promote environmental sustainability, especially those addressing climate change and resilience.	<p>MPP-EC-8 Encourage the private, public, and nonprofit sectors to incorporate environmental and social responsibility into their practices.</p> <p>MPP-EC-16 Ensure that economic development sustains and respects the region's environmental quality <u>environment and encourages development of established and emerging industries, technologies, and services, that promote environmental sustainability, especially those addressing climate change and resilience</u>.</p>

Economy

2021 CPP #	2012 CPP #	Policy/Action	Reason for Change/MPP/ Notes
EC-18	EC-18	Maintain an adequate supply of land within the Urban Growth Area to support economic development. Inventory, plan for, and monitor the land supply and development capacity for, manufacturing/ industrial, commercial and other employment uses that can accommodate the amount and types of economic activity anticipated during the planning period.	<p>MPP-EC-19 Recognize the need for employment <u>Support economic activity and job creation in cities in the rural areas at a size, scale, and type compatible with these communities, and promote compatible occupations (such as, but not limited to, tourism, cottage and home-based businesses, and local services) that do not conflict with rural character and resource-based land uses.</u></p> <p>MPP-EC-23 Support economic activity in rural and natural resource areas at a size and scale that is compatible with the long-term integrity and productivity of these lands.</p>
EC-19	EC-19	<p>UPDATED</p> <p>Support <u>Manufacturing/Industrial Centers manufacturing/industrial centers</u> by adopting industrial siting with land use policies that limit the loss of <u>protect industrial land, retain and expand</u> industrial lands and jobs, maintain the region's economic diversity, and <u>employment</u>, support family-wage jobs a <u>diverse regional economy, and provide for</u> the evolution of <u>Manufacturing/Industrial Centers</u> these Centers to reflect industrial business trends, including <u>in</u> technology and automation. Prohibit or strictly limit non-supporting or incompatible activities that can <u>may</u> interfere with the retention or and operation of industrial businesses, especially in Manufacturing/Industrial Centers <u>while recognizing that a wider mix of uses, in targeted areas and circumstances, may be appropriate when designed to be supportive of and compatible with industrial employment.</u></p> <p><u>Note: IJT is still working on this policy</u></p>	<p>MPP-EC-22 Maximize the use of existing designated manufacturing/industrial centers by focusing appropriate types and amounts of employment growth in these areas and by protecting them from incompatible adjacent uses.</p> <p>MPP-DP-50 Protect industrial lands <u>zoning and manufacturing/industrial centers</u> from encroachment by incompatible uses and development on adjacent land.</p> <p><u>Note:</u> Advances MIC <u>findings industries and jobs</u> in King County MPP-EC-22. Protects the land and jobs while supporting a level of local flexibility to reflect the evolution of how these industries function.</p> <p><u>MPP-DP-50 Protects the land and jobs while supporting a level of local flexibility to reflect the evolution of how these industries function.</u></p>
EC-20	EC-20	Facilitate redevelopment of contaminated sites through local, county and state financing and other strategies that assist with funding environmental remediation.	No change.

Economy

2021 CPP #	2012 CPP #	Policy/Action	Reason for Change/MPP/ Notes
EC-21	EC-21	Encourage economic activity within Rural Cities that does not create adverse impacts to the surrounding Rural Area and Resource Lands and will not create the need to provide urban services and facilities to those areas	No-Change MPP-EC-19 Recognize the need for employment Support economic activity and job creation in cities in the rural areas at a size, scale, and type compatible with these communities, and promote compatible occupations (such as, but not limited to, tourism, cottage and home-based businesses, and local services) that do not conflict with rural character and resource-based land uses. MPP-EC-23 Support economic activity in rural and natural resource areas at a size and scale that is compatible with the long-term integrity and productivity of these lands.
EC-22 (proposed number ing)	New Policy	Encourage commercial and mixed use development that provide a range of job opportunities throughout the region to create a much closer balance and match between the location of jobs and housing.	New policy based on MPP-EC-18 MPP-EC-18 Use incentives and investments to create a closer balance between jobs and housing, consistent with the regional growth strategy. Develop and provide a range of job opportunities throughout the region to create a much closer balance and match between jobs and housing.
EC-23 (proposed number ing)	New Policy	Develop and implement systems that provide a financial safety net during economic downturns and recovery, and direct resources in ways that reduce inequities and build economic resiliency for those communities most negatively impacted by asset poverty.	Note: COVID-informed new equity policy suggestion.
EC-24 (proposed number ing)	New Policy	Ensure public investment decisions protect culturally significant economic assets and advance the business interests of BIPOC business immigrants, and Black, Indigenous, and other communities during public investment decisions of color.	Note: New policy related to equity.
EC-25 (proposed number ing)	New Policy	Stabilize and prevent economic displacement of small, culturally relevant businesses and business clusters during periods of growth, contractions, and redevelopment. Track and respond to key indicators of displacement and mitigate risks through data collection, analyses, and adaptive responses.	MPP-EC-12 Identify potential physical, economic, and cultural displacement of existing businesses that may result from redevelopment and market pressure. Use a range of strategies to mitigate displacement impacts to the extent feasible. Note: New policy related to equity.

Transportation

2021 CPP #	2012 CPP #	Policy/Action	Reason for Change/MPP/ Notes
Transportation			
Supporting Growth			
T-1	T-1	Work cooperatively with the Puget Sound Regional Council, the state, and other relevant agencies to finance and develop an <u>equitable and sustainable</u> multi-modal transportation system that enhances regional mobility and reinforces the countywide vision for managing growth. Use VISION 2050 2040, the <u>Regional Transportation 2040 Plan</u> , and the <u>Regional Growth Strategy</u> as the policy and funding framework for creating a system of Urban Centers and <u>Manufacturing/ Industrial Centers</u> manufacturing/industrial centers linked by a <u>multimodal network</u> including high-capacity transit, <u>frequent</u> bus transit and an interconnected system of <u>roadways</u> , freeways and high-occupancy vehicle lanes.	<u>Minor text update, MPP-T-7</u> <u>MPP-T-7 Fund, complete, and operate the highly efficient, multimodal system in the Regional Transportation Plan to support the Regional Growth Strategy. Coordinate WSDOT, regional, and local transportation agencies, in collaboration with the state legislature, to build the multimodal system. Coordinate state, regional, and local planning efforts for transportation through the Puget Sound Regional Council to develop and operate a highly efficient, multimodal system that supports the Regional Growth Strategy.</u>
T-2	T-2	Avoid construction of major roads and capacity expansion on existing roads in the Rural Area and Resource Lands. Where increased roadway capacity is warranted to support safe and efficient travel through the Rural Area, appropriate rural development regulations and effective access management should be in place prior to authorizing such capacity expansion in order to make more efficient use of existing roadway capacity and prevent unplanned growth in the Rural Area.	<u>No Change, MPP-T-22</u> <u>MPP-T-22 Avoid construction of major roads and capacity expansion on existing roads in rural and resource areas. Where increased roadway capacity is warranted to support safe and efficient travel through rural areas, appropriate rural development regulations and strong commitments to access management should be in place prior to authorizing such capacity expansion in order to prevent unplanned growth in rural areas.</u>
T-3	T-3	Increase the share of trips made countywide by modes other than driving alone through coordinated land use planning, public and private investment, and programs focused on centers and connecting corridors, consistent with locally adopted mode split goals.	<u>No Change, MPP-13</u> <u>MPP-T-13 Increase the proportion of trips made by transportation modes that are alternatives to driving alone, especially to and within centers and along corridors connecting centers, by ensuring availability of reliable and competitive transit options.</u>
T-X1 (temporary numbering)	New Policy	<u>Reduce the need for new capacity roadway improvements through investments in transportation system management and operations, pricing programs, and transportation demand management strategies that improve the efficiency of the current system.</u>	<u>New Policy, MPP-T-3</u> <u>MPP-T-3 Reduce the need for new capital improvements through investments in operations, pricing programs, demand management strategies, and system management activities that improve the efficiency of the current system.</u>

Transportation

2021 CPP #	2012 CPP #	Policy/Action	Reason for Change/MPP/ Notes
T-X2 (tempo rary number ing)	New Policy	Prioritize transportation investments that provide and encourage alternatives to single-occupancy vehicle travel and increase travel options, especially to and within centers and along corridors connecting centers.	New Policy, MPP-T-12 MPP-T-12 Emphasize transportation investments that provide and encourage alternatives to single-occupancy vehicle travel and increase travel options, especially to and within centers and along corridors connecting centers.
T-4	T-4	Develop station area plans for high capacity transit stations and mobility transit-hubs based on community engagement processes. Plans should reflect the unique characteristics, local vision for each station area including transit supportive land uses, transit rights-of-way, stations and related facilities, multi-modal linkages, safety improvements, place-making elements and minimize displacement.	Updated Text, MPP-T-19 MPP-T-19 Apply urban design principles Design in transportation programs and projects for to support local and regional growth centers and high-capacity transit station areas.
T-5	T-5	Support countywide growth management and climate objectives by prioritizing transit service to areas where existing housing and employment densities support transit ridership and to Urban Centers and other areas planned for housing and employment densities that will support transit ridership. Address the mobility needs of transit-dependent populations in allocating transit service and provide at least a basic level of service throughout the Urban Growth Area.	MPP-T-15 Prioritize investments in transportation facilities and services in the urban growth area that support compact, pedestrian- and transit-oriented densities and development. MPP-T-18 Promote coordination among transportation providers and local governments to ensure that joint- and mixed-use developments are designed in a way that improves overall mobility and accessibility to and within such development.
T-X3 (tempo rary number ing)	New Policy	Provide transit and mobility services where they are needed most and address the needs of black, indigenous, and people of color, people with low and no-income, and people with special transportation needs in allocating transit and mobility service. Provide the appropriate service level to support the land uses in Urban Growth Areas.	Previous policy seemed to include two separate ideas, MPP-T-10 MPP-T-10 Ensure mobility choices for people with special transportation needs, including persons with disabilities, seniors the elderly, youth the young, and people with low-incomes populations.
T-X4 (tempo rary number ing)	New Policy	Implement transportation programs and projects that promote access to opportunity for Black, Indigenous, and people of color, people with low and no- incomes, and people with special transportation needs.	New Policy, MPP-T-9 MPP-T-9 Implement transportation programs and projects that provide access to opportunities while preventing or mitigating in ways that prevent or minimize negative impacts to people of color, people with low-income, minority, and people with special transportation needs-populations.

Transportation

2021 CPP #	2012 CPP #	Policy/Action	Reason for Change/MPP/ Notes
T-X5 (tempo rary number ing)	New Policy	Implement transportation programs and projects that prevent and mitigate the displacement of Black, Indigenous, and people of color, people with low and no- incomes, and people with special transportation needs.	New Policy, MPP-T-9 MPP-T-9 Implement transportation programs and projects that provide access to opportunities while preventing or mitigating in ways that prevent or minimize negative impacts to people of color, people with low-income, minority, and people with special transportation needs-populations.
T-6	T-6	Encourage transit ridership by i-Integrate designing transit facilities and services as well as non-motorized infrastructure so that they are integrated with public spaces and private developments to create an safe and inviting waiting and transfer environments and encourage transit ridership countywide-public realm.	Updated Text, MPP-T-15 MPP-T-15 Prioritize investments in transportation facilities and services in the urban growth area that support compact, pedestrian- and transit-oriented densities and development.
T-7	T-7	Advocate for policies and actions in Ensure state and capital improvement policies and actions programs that promote equity and sustainability, are consistent with the Regional Growth Strategy, and support VISION 2050, 2040 and the Countywide Planning Policies.	Updated Text, MPP-T-8 MPP-T-8 Strategically expand capacity and increase efficiency of the transportation system to move goods, services, and people consistent with the Regional Growth Strategy to and within the urban growth area. Focus on investments that produce the greatest net benefits to people and minimize the environmental impacts of transportation.
T-8	T-8	Prioritize state, regional and local funding to transportation investments that support countywide adopted growth targets and are focused on multi-modal mobility and safety, equity, and climate change goals, as well as centers (local, countywide and regional) where applicable.	Updated Text, MPP-T-8 MPP-T-8 Strategically expand capacity and increase efficiency of the transportation system to move goods, services, and people consistent with the Regional Growth Strategy to and within the urban growth area. Focus on investments that produce the greatest net benefits to people and minimize the environmental impacts of transportation.

Transportation

2021 CPP #	2012 CPP #	Policy/Action	Reason for Change/MPP/ Notes
Mobility			
T-X6 (temporary numbering)	New Policy	<u>Advocate for and pursue new, innovative, sustainable, and progressive transportation funding methods including user fees, tolls, and other pricing mechanisms, that reduce the volatility of transit funding and funds the maintenance, improvement, preservation and operation of the transportation system.</u>	<p>New Policy, MPP-RC-11, MPP-RC-12, T-Action-1, T-Action-2</p> <p>MPP-RC-11 Explore new and existing sources of funding for services and infrastructure, recognizing that such funding is vital if local governments are to achieve the regional vision.</p> <p>MPP-RC-12 Support local and regional efforts to develop state legislation to provide new fiscal tools to support local and regional planning and to support infrastructure improvements and services.</p> <p>T-Action-1 – Support for Regional Transportation Plan that is consistent with VISION 2050.</p> <p>T-Action-2 Funding: PSRC, together with its member jurisdictions, will advocate for new funding tools to address the gap in local funding identified in the Regional Transportation Plan.</p>
T-9	T-9	Promote the mobility of people and goods through a multi-modal transportation system based on regional priorities consistent with VISION 2040 2050 and local comprehensive plans.	<p>Minor text update, MPP-T-1</p> <p>MPP-T-1 Maintain and operate transportation systems to provide safe, efficient, and reliable movement of people, goods, and services.</p>
T-X7 (temporary numbering)	New Policy	<u>Determine if capacity needs can be met from investments in transportation system operations and management, pricing programs, transportation demand management, public transportation and system management activities that improve the efficiency of the current transportation system, prior to implementing major roadway capacity expansion projects. Focus on investments that produce the greatest net benefits to people, especially communities and individuals where needs are greatest, and goods movement that minimize the environmental impacts of transportation.</u>	<p>New Policy, MPP-T-3, MPP-T-8</p> <p>MPP-T-3 Reduce the need for new capital improvements through investments in operations, pricing programs, demand management strategies, and system management activities that improve the efficiency of the current system.</p> <p>MPP-T-8 Strategically expand capacity and increase efficiency of the transportation system to move goods, services, and people consistent with the Regional Growth Strategy to and within the urban growth area. Focus on investments that produce the greatest net benefits to people and minimize the environmental impacts of transportation.</p>

Transportation

2021 CPP #	2012 CPP #	Policy/Action	Reason for Change/MPP/ Notes
T-10	T-10	Support effective management, maintenance, and preservation of existing air, marine and rail transportation capacity and infrastructure to address current and future capacity needs in cooperation with responsible agencies, affected communities, and users.	Updated Text, MPP-T-27 MPP-T-27 Coordinate regional planning with railroad line capacity expansion plans and support capacity expansion that is compatible with state, regional, and local plans.
T-X8 (temporary numbering)	New Policy	Promote coordination planning and effective management to optimize the movement of people and goods in the region's aviation system in a manner that minimizes health, air quality, and noise impact to the community, especially frontline communities. Consider demand management alternatives as future aviation growth needs are analyzed, recognizing capacity constraints at existing facilities and the time and resources necessary to build new ones.	New Policy, MPP-T-28 MPP-T-28 Promote coordinated planning and effective management to optimize the region's aviation system in a manner that minimizes health, air quality, and noise impacts to communities, including historically marginalized communities. Consider demand management alternatives as future growth needs are analyzed, recognizing capacity constraints at existing facilities and the time and resources necessary to build new ones. Support the ongoing process of development of a new commercial aviation facility in Washington State. Support effective management of existing air transportation capacity and ensure that future capacity needs are addressed in cooperation with responsible agencies, affected communities, and users.
T-11	T-11	Develop and implement freight mobility strategies that strengthen, preserve, and protect King County's role as a major regional freight distribution hub, an international trade gateway, and a manufacturing area. Minimize community impacts.	Updated text MPP-T-14 Integrate transportation systems to make it easy for people and freight to move from one mode or technology to another. MPP-T-24 Improve key facilities connecting the region to national and world markets to support the economic vitality of the region. MPP-T-25 Ensure the freight system supports the growing needs of global trade and state, regional and local distribution of goods and services. meets the needs of: (1) global gateways, (2) producer needs within the state and region, and (3) regional and local distribution.
T-12	T-12	Address the needs of people who do not drive, non-driving populations, either by choice or circumstances (e.g. elderly, teens, low income, and persons with disabilities), in the development and management of local and regional transportation systems.	Updated text, MPP-T-1 MPP-T-1 Maintain and operate transportation systems to provide safe, efficient, and reliable movement of people, goods, and services.

Transportation

2021 CPP #	2012 CPP #	Policy/Action	Reason for Change/MPP/ Notes
T-13	T-13	<u>Consider mobility options, connectivity, active transportation access, and safety in the siting, design of transit stations and transit mobility hubs, to promote connectivity and access for pedestrian and bicycle patrons especially those that are serviced by high-capacity transit.</u>	<u>Updated text, MPP-T-1</u> MPP-T-1 Maintain and operate transportation systems to provide safe, efficient, and reliable movement of people, goods, and services.
T-X9 (temporary numbering)	New Policy	<u>Invest in transportation to improve economic and living conditions so that industries and workers are retained and attracted to the region, and to improve quality of life for all workers.</u>	<u>New Policy, MPP-T-23</u> MPP-T-23 Make transportation investments that improve economic and living conditions so that industries and skilled workers continue to be retained and attracted to the region.
T-X10 (temporary numbering)	New Policy	<u>Respond to changes in mobility patterns and needs for both people and goods, encouraging partnerships with nonprofit providers and the private sector where applicable.</u>	<u>New Policy, MPP-T-34</u> MPP-T-34 Be responsive to changes in mobility patterns and needs for both people and goods, and encourage partnerships with the private sector, where applicable. Encourage public and private sector partnerships to identify and implement improvements to personal mobility and freight movement.
System Operations			
T-14	T-14	<u>Prioritize essential maintenance, preservation, and safety improvements of the existing transportation system to protect mobility, extend useful life of assets, and avoid more costly replacement projects.</u>	<u>Updated Text, MPP-T-2</u> MPP-T-2 Protect the investment in the existing system and lower overall life-cycle costs through effective maintenance and preservation programs.
T-15	T-15	<u>Design and operate transportation facilities in a manner that is compatible with and integrated into the natural and built environments in which they are located. Incorporate features such as natural drainage, native plantings, and local design themes that facilitate integration and compatibility.</u>	<u>Updated Text, MPP-T-21</u> MPP-T-21 Design transportation facilities to fit within the context of the built or natural environments in which they are located.
T-X11 (temporary numbering)	New Policy	<u>Reduce stormwater pollution from transportation facilities and improve fish passage through retrofits and updated design standards. When feasible, integrate with other improvements to achieve multiple benefits and cost efficiencies.</u>	<u>New Policy, MPP-32</u> MPP-T-32 Reduce stormwater pollution from transportation facilities and improve fish passage, through retrofits and updated design standards. Where feasible, integrate with other improvements to achieve multiple benefits and cost efficiencies.

Transportation

2021 CPP #	2012 CPP #	Policy/Action	Reason for Change/MPP/ Notes
T-16	T-16	Protect the Develop a resilient transportation system (e.g. roadway, rail, transit, nonmotorized, air, and marine) and protect against major disruptions and climate change impacts. by developing Develop prevention, adaptation, mitigation, and recovery strategies and by coordinate ing disaster response plans.	Updated Text, MPP-T-31 MPP-T-31 Advance the resilience of the transportation system by incorporating redundancies, preparing for disasters and other impacts, and coordinated planning for system recovery. Protect the transportation system against disaster, develop prevention and recovery strategies, and plan for coordinated responses.
T-17	T-17	Promote the use of telling and other pricing strategies and transportation system management and operations tools strategies to effectively manage the transportation system and provide an equitable, stable, and sustainable transportation funding source to and improve mobility.	Updated Text, MPP-T-3 MPP-T-3 Reduce the need for new capital improvements through investments in operations, pricing programs, demand management strategies, and system management activities that improve the efficiency of the current system.
T-X12 (temporary numbering)	New Policy	Promote roads and transit facility design that includes well-defined, safe, and appealing spaces for pedestrians and bicyclists whenever feasible and cost effective.	New Policy, MPP-T-17 MPP-T-17 Promote and incorporate bicycle and pedestrian travel as important modes of transportation by providing facilities and <u>navigable reliable connections.</u>
T-19	T-19	Design roads and streets , including retrofit projects, to accommodate a range of motorized and non-motorized travel modes <u>within the travel corridor</u> in order to reduce injuries and fatalities, <u>contribute to achieving the state goal of zero deaths and serious injuries,</u> and to encourage non-motorized travel. The design should include well-defined, safe and appealing spaces for pedestrians and bicyclists	Updated Text, MPP-T-11 MPP-T-11 Design, construct, and operate <u>a safe and convenient transportation system for all users</u> transportation facilities to serve all users safely and conveniently, including motorists, pedestrians, bicyclists, and transit users, while accommodating the movement of freight and goods, <u>using best practices and context sensitive design strategies as suitable to each facility's function and context as determined by the appropriate jurisdictions.</u>
T-20	T-20	Develop a transportation system that minimizes negative <u>impacts to communities, especially BIPOC health and historically marginalized communities such as environmental</u> impacts to human health, and the environment such as including <u>noise and including</u> exposure to environmental toxins generated by vehicle emissions <u>all communities, especially Black, indigenous, and other communities of color and low income communities, that have been disproportionately affected by transportation decisions.</u>	Updated Text, MPP-T-5 MPP-T-5 Develop a transportation system that minimizes negative impacts to, <u>and promotes, human health.</u>

Transportation

2021 CPP #	2012 CPP #	Policy/Action	Reason for Change/MPP/ Notes
T-21	T-21	Provide equitable opportunities for an active, healthy lifestyle by integrating the needs of pedestrians and bicyclists in the local transit, countywide, and regional transportation plans and systems.	Updated Text, MPP-T-16 MPP-T-16 Improve local street patterns – including their design and how they are used – for walking, bicycling, and transit use to enhance communities, connectivity, and physical activity.
T-22	T-22	Plan and develop a countywide transportation system that supports the connection between land use and transportation, and essential travel that reduces greenhouse gas emissions by advancing strategies that shorten trip length or replace vehicle trips to decrease reduce vehicle miles traveled.	Updated Text, MPP-T-5 MPP-T-5 Develop a transportation system that minimizes negative impacts to, and promotes, human health.
T-23	T-23	Apply technologies, programs, and other strategies (e.g. intelligent transportation systems (ITS), first and last mile connections) where needed to that optimize the use of existing infrastructure and support equity in order to improve mobility, reduce congestion and vehicle miles traveled, increase energy-efficiency, <u>reduce greenhouse-gas emissions</u> , and reduce the need for new infrastructure.	Updated Text, MPP-T-30, MPP-T-33 MPP-T-30 Provide infrastructure sufficient to support widespread electrification of the transportation system. MPP-T-33 Prepare for changes in transportation technologies and mobility patterns, to support communities with a sustainable and efficient transportation system. Seek the development and implementation of transportation modes and technologies that are energy-efficient and improve system performance.
T-24	T-24	Promote the expanded use of alternative fuel (e.g. electric) and zero emission vehicles by the general public with measures such as converting transit and public and private fleets, applying incentive programs, and providing for electric vehicle charging stations throughout the Urban Growth Area.	Updated Text, MPP-T-29 MPP-T-29 Support the transition to a cleaner transportation system through investments in zero emission vehicles, low carbon fuels and other clean energy options. Foster a less polluting system that reduces the negative effects of transportation infrastructure and operation on the climate and natural environment.
N/A	T-18	Develop a countywide monitoring system to determine how transportation investments are performing over time consistent with Transportation 2040 recommendations.	Note: Redundant policy removed.

2021 CPP #	2012 CPP #	Policy/Action	Reason for Change/MPP/ Notes
Public Facilities and Services			
Urban & Rural Levels of Service			
PF-1	PF-1	Provide a full range of urban services in the Urban Growth Area to support the Regional Growth Strategy and adopted growth targets and limit the availability of urban services in the Rural Area consistent with VISION 2040/2050.	<p>MPP-PS-3 Time and phase services and facilities to guide growth and development in a manner that supports the Regional Growth Strategy-vision.</p> <p>MPP-PS-5 Do not provide urban services in rural areas. Design services for limited access when they are needed to solve isolated health and sanitation problems, so as not to increase the development potential of the surrounding rural area.</p> <p>MPP-PS-6 Encourage the design of public facilities and utilities in rural areas to be at a size and scale appropriate to rural locations, so as not to increase development pressure.</p>
Collaboration Among Jurisdictions			
PF-X1 (tempo rary number ing)	New Policy	<u>Provide affordable and equitable access to public services to all communities, especially the historically underserved. Prioritize investments to address disparities.</u>	<p>MPP-PS-2 Promote affordability and equitable access of public services to all communities, especially the historically underserved. Prioritize investments to address disparities.</p> <p>Note: Affordable and equitable provisions added</p>
PF-2	PF-2	<u>Coordinate among jurisdictions and service providers to provide reliable and cost-effective services to the public through coordination among jurisdictions and service providers.</u>	<p>MPP-PS-1 Protect and enhance the environment and public health and safety when providing services and facilities.</p> <p>MPP-PS-7 Obtain urban services from cities or appropriate regional service providers, and encourage special service districts, including sewer, water, and fire districts, to consolidate or dissolve as a result. Encourage cities, counties, and special service districts, including sewer, water, and fire districts, to coordinate planning efforts, agree on optimal ways to provide efficient service, and support consolidations that would improve service to the public.</p>

Public Facilities and Services

2021 CPP #	2012 CPP #	Policy/Action	Reason for Change/MPP/ Notes
PF-3	PF-3	Cities are Recognize cities as the appropriate providers of services to the Urban Growth Area, either directly or by contract. Extend urban services through the use of special districts only where there are agreements with the city in whose Potential Annexation Area the extension is proposed. Within the Urban Growth Area, as time and conditions warrant, cities will assume local urban services provided by special service districts.	MPP-PS-3 Time and phase services and facilities to guide growth and development in a manner that supports the <u>Regional Growth Strategy-vision</u> . MPP-PS-17 Coordinate, design, and plan for public safety services and programs, <u>including emergency management</u> . These efforts may be interjurisdictional.
Utilities			
Water Supply			
PF-4	PF-4	Develop plans for long-term water provision to support growth and to address the potential impacts of climate change <u>and fisheries protection on</u> regional water resources.	MPP-PS-21 Identify and develop additional water supply sources to meet the region's long-term water needs, recognizing Consider the potential impacts on water supply from of climate change and fisheries protection on <u>the region's water supply</u> . MPP-PS-25 Protect the source of the water supply to meet the needs for both human consumption and for environmental balance.
PF-5	PF-5	Support efforts to e Ensure that all residents-consumers have access to a safe, reliably maintained, and sustainable drinking water source that meets present and future needs.	MPP-PS-22 Provide residents of the region with access to high quality drinking water that meets or is better than federal and state requirements.
PF-6	PF-6	Coordinate water supply among local jurisdictions, tribal governments, and water purveyors to provide reliable and cost-effective sources of water for all users <u>and needs</u> , including <u>for</u> residents, businesses, fire districts, and aquatic species.	MPP-PS-23 Promote coordination among local and tribal governments and water providers and suppliers to meet long-term water needs in the region in a manner that supports the region's growth strategy.
PF-7	PF-7	Plan and locate water systems in the Rural Area that are appropriate <u>appropriately sized</u> for rural uses and densities and <u>that</u> do not increase the development potential of in the Rural Area.	MPP-PS-5 Do not provide urban services in rural areas. Design services for limited access when they are needed to solve isolated health and sanitation problems, so as not to increase the development potential of the surrounding rural area.
PF-8	PF-8	Recognize and support agreements with water purveyors in adjacent cities and counties to promote effective conveyance of water supplies and to secure adequate supplies for emergencies.	
PF-9	PF-9	Implement water conservation and efficiency efforts to protect natural resources, reduce environmental impacts, and support a sustainable long-term water supply to serve the growing population.	MPP-PS-4 Promote demand management and the conservation of services and facilities prior to developing new facilities. MPP-PS-24 Reduce the per capita rate of water consumption through conservation, efficiency, reclamation, and reuse.

Public Facilities and Services

2021 CPP #	2012 CPP #	Policy/Action	Reason for Change/MPP/ Notes
PF-10	PF-10	Encourage Require water reuse and reclamation, where feasible, especially for high-volume non-potable water users such as parks, schools, and golf courses.	MPP-PS-9 Promote improved conservation and more efficient use of water, as well as the increased use of reclaimed water, to reduce wastewater generation and ensure water availability. Note: Strengthens the language, while still acknowledging reuse and reclamation may not be feasible everywhere.
Sewage Treatment and Disposal			
PF-11	PF-11	Require all development in the Urban Growth Area to be served by a public sewer system except: a) single-family residences on existing individual lots that have no feasible access to sewers may utilize individual septic systems on an interim basis; or b) development served by alternative technology other than septic systems that: <ul style="list-style-type: none"> provide equivalent performance to sewers; provide the capacity to achieve planned densities; and will not create a barrier to the extension of sewer service within the Urban Growth Area. 	MPP-PS-10 Serve new development within the urban growth area with sanitary sewer systems or fit it with dry sewers in anticipation of connection to the sewer system. Alternative technology to sewers should be considered only when it can be shown to produce treatment at standards that are equal to or better than the sewer system and where a long-term maintenance plan is in place. MPP-PS-11 Replace failing septic systems within the urban growth area with sanitary sewers or alternative technology that is comparable or better. MPP-PS-12 Use innovative and state-of-the-art design and techniques when replacing septic tanks to restore and improve environmental quality.
PF-12	PF-12	Prohibit sewer service in the Rural Area and on Resource Lands except: a) where needed to address specific health and safety problems threatening existing structures; or b) as allowed by Countywide Planning Policy DP-47; or c) as provided in Appendix 5 of the (March 31, 2012 School Siting Task Force Report). Sewer service authorized consistent with the policy shall be provided in a manner that does not increase development potential in the Rural Area.	MPP-PS-5 Do not provide urban services in rural areas. Design services for limited access when they are needed to solve isolated health and sanitation problems, so as not to increase the development potential of the surrounding rural area.
Solid Waste			
PF-13	PF-13	Reduce the solid waste stream and encourage reuse and recycling.	MPP-PS-4 Promote demand management and the conservation of services and facilities prior to developing new facilities. MPP-PS-8 Develop conservation measures to reduce solid waste and increase recycling.

Public Facilities and Services

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Energy			
PF-14	PF-14	Reduce the rate of energy consumption through efficiency and conservation as a means to lower energy costs and mitigate environmental impacts associated with traditional energy supplies.	MPP-PS-4 Promote demand management and the conservation of services and facilities prior to developing new facilities. MPP-PS-14 Reduce the rate of energy consumption through conservation and alternative energy forms to extend the life of existing facilities and infrastructure.
PF-15	PF-15	Invest in, and promote the use of, low-carbon, renewable, and alternative energy resources to help meet the county's long-term energy needs, reduce environmental impacts associated with traditional energy supplies, and increase community sustainability.	MPP-PS-13 Promote the use of renewable energy resources to meet the region's energy needs. MPP-PS-15 Support the necessary investments in utility infrastructure to facilitate moving to low-carbon energy sources.
Telecommunications			
PF-16	PF-16	Plan for the equitable provision of telecommunication infrastructure to serve growth and development in a manner consistent with the regional and countywide vision and affordable, convenient, and reliable broadband internet access to businesses, and to households of all income levels, with a focus on underserved areas.	MPP-PS-16 Plan for the provision of telecommunication infrastructure to provide access to residents and businesses in all communities, especially underserved areas, serve growth and development in a manner that is consistent with the regional vision and friendly to the environment. Note: Adding in additional policy for equity in access to internet (as existing policy is focused on telecommunication infrastructure for growth and development).
Human and Community Services			
PF-17	PF-17	Provide human and community services to meet the needs of current and future residents in King County communities through coordinated planning, funding, and delivery of services by the county, cities, and other agencies.	MPP-PS-18 Locate community facilities and health and human services in centers and near transit facilities for all to access services conveniently. Encourage health and human services facilities to locate near centers and transit for efficient accessibility to service delivery.

Public Facilities and Services

2021 CPP #	2012 CPP #	Policy/Action	Reason for Change/MPP/ Notes
Locating Facilities and Services			
PF-18	PF-18	Locate schools, institutions, and other community facilities and services that primarily serve urban populations within the Urban Growth Area, where they are accessible to the communities they serve, except as provided in Appendix 5 of the {March 31, 2012 School Siting Task Force Report} and as provided specifically for in Pierce County by RCW 36.70A.211. Locate these facilities in places that are well served by transit and pedestrian and bicycle networks.	<p>MPP-PS-18 <u>Locate community facilities and health and human services in centers and near transit facilities for all to access services conveniently. Encourage health and human services facilities to locate near centers and transit for efficient accessibility to service delivery.</u></p> <p>MPP-PS-21-27 Site schools, institutions, and other community facilities that primarily serve urban populations within the urban growth area in locations where they will promote the local desired growth plans, <u>except as provided for by RCW 36.70A.211.</u></p>
PF-19	PF-19	Locate new schools and institutions primarily serving rural residents in neighboring cities and rural towns, except as provided in Appendix 5 of the {March 31, 2012 School Siting Task Force Report} and as provided specifically for in Pierce County by RCW 36.70A.211 and I. Locate new community facilities and services that primarily serve rural residents in neighboring cities and rural towns, with the limited exceptions when their use is dependent upon a rural location and their size and scale supports rural character.	<p>MPP-PS-22</p> <p>MPP-PS-6 Encourage the design of public facilities and utilities in rural areas to be at a size and scale appropriate to rural locations, so as not to increase development pressure.</p> <p>MPP-PS-28 Locate schools, institutions, and other community facilities serving rural residents in neighboring cities and towns and design these facilities in keeping with the size and scale of the local community, <u>except as provided for by RCW 36.70A.211.</u></p>
PF-19A	PF-19A (2016)	<p>Plan, through a cooperative process between jurisdictions and school districts, that public school facilities are available, to meet the needs of existing and projected residential development consistent with adopted comprehensive plan policies and growth forecasts. Cooperatively work with each school district located within the jurisdiction's boundaries to evaluate the school district's ability to site school facilities necessary to meet the school district's identified student capacity needs. Use school district capacity and enrollment data and the growth forecasts and development data of each jurisdiction located within the school district's service boundaries.</p> <p><u>Commencing in January 2016 and continuing every two years thereafter, each jurisdiction and the school district(s) serving the jurisdiction shall confer to share information and determine if there is development capacity and the supporting infrastructure to site the needed school facilities.</u></p>	MPP-PS-6 Encourage the design of public facilities and utilities in rural areas to be at a size and scale appropriate to rural locations, so as not to increase development pressure.

Public Facilities and Services

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		<p>If not, cooperatively prepare a strategy to address the capacity shortfall. Potential strategies may include:</p> <ul style="list-style-type: none"> • Shared public facilities such as play fields, parking areas and access drives • School acquisition or lease of appropriate public lands • Regulatory changes such as allowing schools to locate in additional zones or revised development standards • School design standards that reduce land requirements (such as multi-story structures or reduced footprint) while still meeting programmatic needs <p>In 2017, and every two years thereafter, King County shall report to the GMPC on whether the goals of this policy are being met. The GMPC shall identify corrective actions as necessary to implement this policy.</p>	
Siting Public Capital Facilities			
PF-20	PF-20	<p>Site or expand public capital facilities of regional or statewide importance within the county in a way using a process that incorporates broad public involvement and equitably disperses impacts and benefits and supports while supporting the Countywide Planning Policies.</p> <p><i>Note: IJT still working on this policy</i></p>	<p>MPP-PS-29 Site or expand regional capital facilities in a manner that (1) reduces adverse social, environmental, and economic impacts on the host community, <u>especially on historically marginalized communities</u>, (2) equitably balances the location of new facilities <u>away from disproportionately burdened communities</u>, and (3) addresses regional planning objectives.</p> <p>MPP-PS-30 Do not locate regional capital facilities outside the urban growth area unless it is demonstrated that a non-urban site is the most appropriate location for such a facility.</p> <p>Notes: Policy includes the concept that regional facilities can have impacts <u>and</u> benefits. (Only the negative impacts are reflected in MPP-PS-29.) Both are carried over into the proposed edit, along with the MPP concept of siting/expanding in consideration of historically marginalized communities that have been disproportionately burdened.</p> <p>The proposed edit also considers that while equity (as a regional planning objective) will be considered when making siting/expansion decisions, there should also be consideration of the ground to be made up for the historically marginalized communities. (Adopted PF-20 looks at equitable dispersion of</p>

Public Facilities and Services

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			<p>impacts and benefits of future siting/expansion decisions, without explicitly indicating that past decisions that may have resulted in inequities re: location will also be part of the picture.</p> <p>New proposed Policy CPP-PF-20 proposes adding a provision for a siting process for EPF that incorporates environmental justice and broad stakeholder involvement to ensure equitable distribution.</p>
PF-X2 (temporary numbering)	New Policy	<u>Consider climate change, economic, and health impacts when siting and building essential public services and facilities.</u>	<p>MPP-PS-20 <u>Consider climate change, economic, and health impacts when siting and building essential public services and facilities.</u></p> <p>Note: New proposed Policy proposes adding a provision for a siting process for EPF that incorporates environmental justice and broad stakeholder involvement to ensure equitable distribution.</p>
Public Facility and Disaster Preparedness			
PF-X3 (temporary numbering)	New Policy	<u>Plan for public safety services and programs, including emergency management, and support interjurisdictional coordination.</u>	MPP-PS-17 <u>Coordinate, design, and plan for public safety services and programs, including emergency management. These efforts may be interjurisdictional.</u>
PF-X4 (temporary numbering)	New Policy	<u>Establish new or expanded sites for public facilities, utilities, and infrastructure in a manner that ensures disaster resiliency and public service recovery.</u>	MPP-PS-19 <u>Support efforts to increase the resilience of public services, utilities, and infrastructure by preparing for disasters and other impacts and coordinated planning for system recovery.</u>



Memorandum

Date: 4/6/2021
Meeting of: City Council

File No. AM No. 21-051
Type: Staff Report

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

Finance	Kelley Cochran	425-556-2748
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TITLE:
2020 Fourth Quarter Financial Report

OVERVIEW STATEMENT:

Each month the Redmond City Council's Finance, Administration and Communications (FAC) Committee reviews the City's monthly financial report. At the end of each calendar quarter the full City Council reviews the highlights from that quarter's financial statements. The purpose of this staff report is to review the quarterly financial performance from January 1, 2019 through December 31, 2020.

In addition, the preparation of the City's 2020 annual financial statements has begun and are due to the Washington State Auditor's Office (SAO) on May 1, 2021. After which the SAO will begin their audit and the Finance Department will bring forward and budget adjustment to Council to recognize the calculated beginning fund balances.

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

REQUESTED ACTION:

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

REQUEST RATIONALE:

- **Relevant Plans/Policies:**
N/A
- **Required:**
N/A
- **Council Request:**
N/A
- **Other Key Facts:**
N/A

OUTCOMES:

As reported at the January Finance, Administration and Communications Committee of the Whole meeting, some

financial highlights at the end of December 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 2020, direct COVID expenses totaled \$602,282. A total of 75% of these costs will be reimbursable by FEMA.

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:

N/A

Other budget impacts or additional costs:

☐ Yes

☐ No

☒ N/A

If yes, explain:

N/A

Funding source(s):

N/A

Budget/Funding Constraints:

N/A

☐ Additional budget details attached

COUNCIL REVIEW:

Previous Contact(s)

Date	Meeting	Requested Action
Monthly	Committee of the Whole - Finance, Administration, and Communications	Receive Information

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 - 2020 Fourth Quarterly Monthly Financial Report Presentation

2019-2020 Budget 2020 Fourth Quarter Financial Report

April 6, 2021



City of Redmond
WASHINGTON

Purpose

- Brief review of Major Funds
 - General Fund
 - Water/Wastewater Fund
 - Recreation Activity Fund

General Fund Quarterly Performance

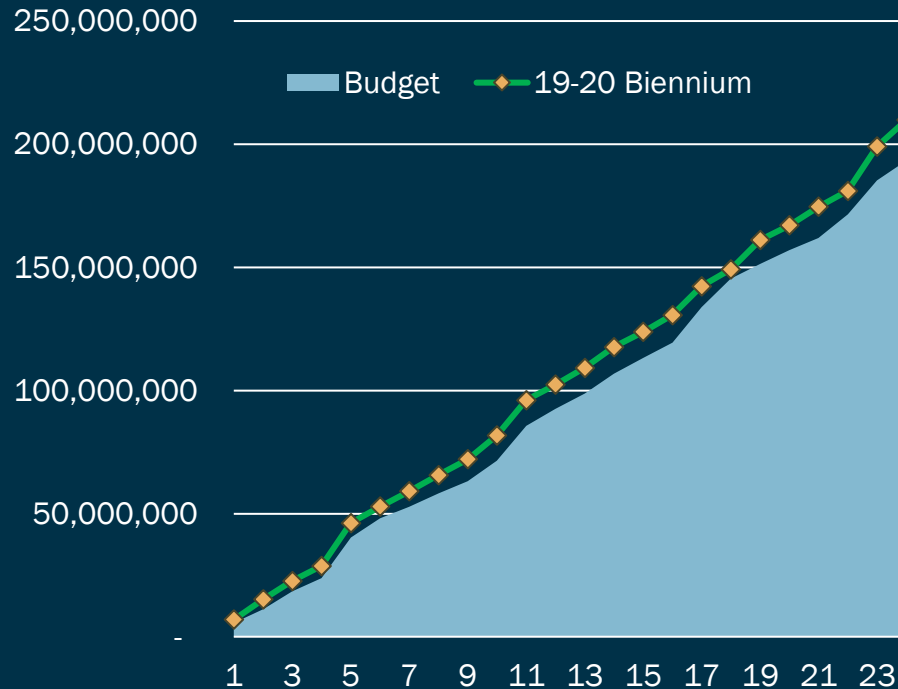
- Revenue ahead of trends
 - Sales tax above targets
 - Sales tax on construction continues to be strong
 - Property taxes on target
 - Utility taxes remain below targets
 - Licenses and permits show a small uptick
 - Charges for services remain strong
- Expenditures below budget

General Fund Experience

- Revenues 8.5% more than anticipated for the biennium
- Expenditures approximately 7% under projected budget.
 - Hiring freeze remained in affect as well as the curtailment of non-critical expenditures

General Fund Revenues

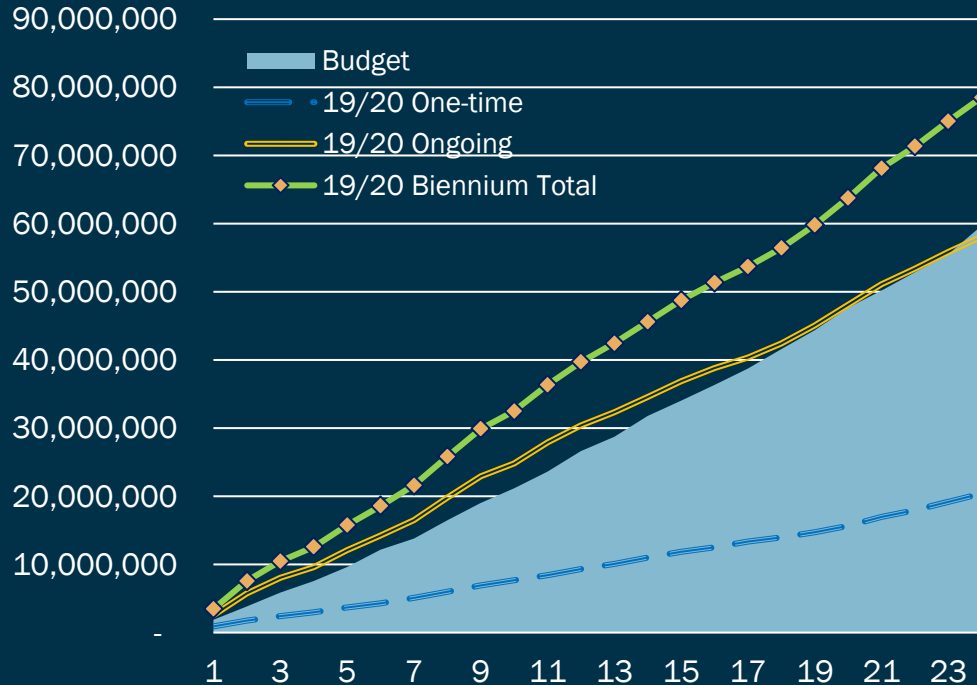
2019-2020



- \$209 million in collections
- 8.5% ahead of projected targets
- One-time sales tax continues to drive collections

General Fund – Sales Tax

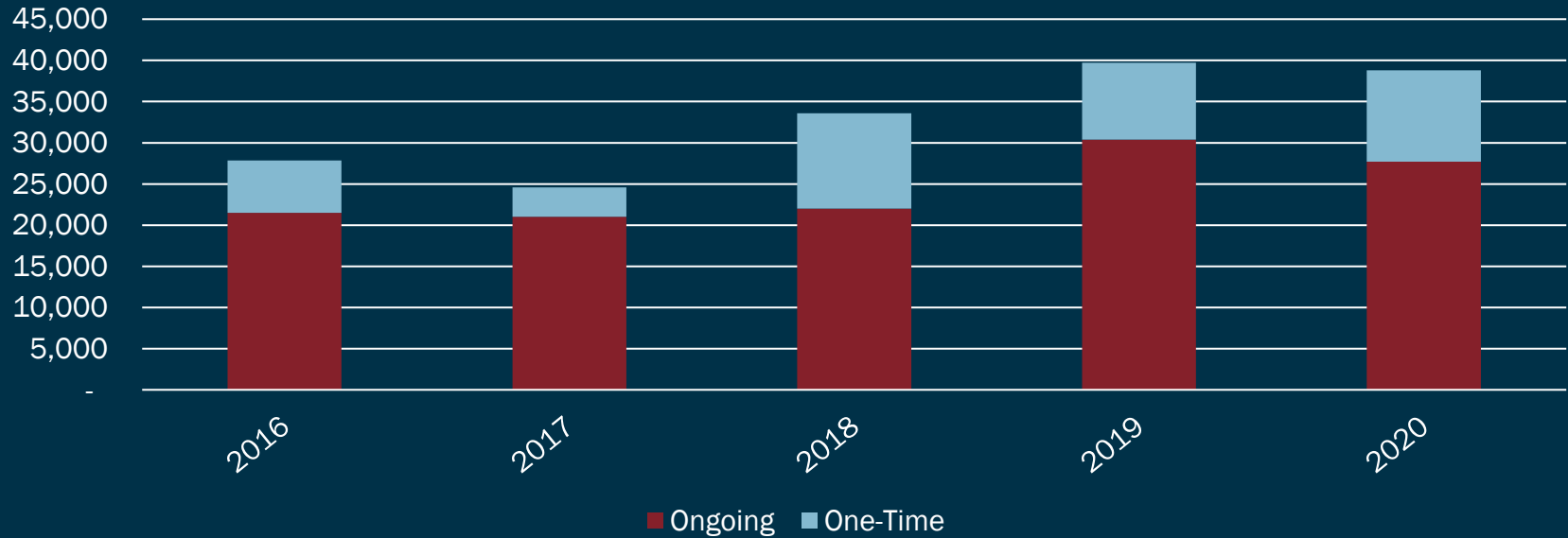
2019-2020



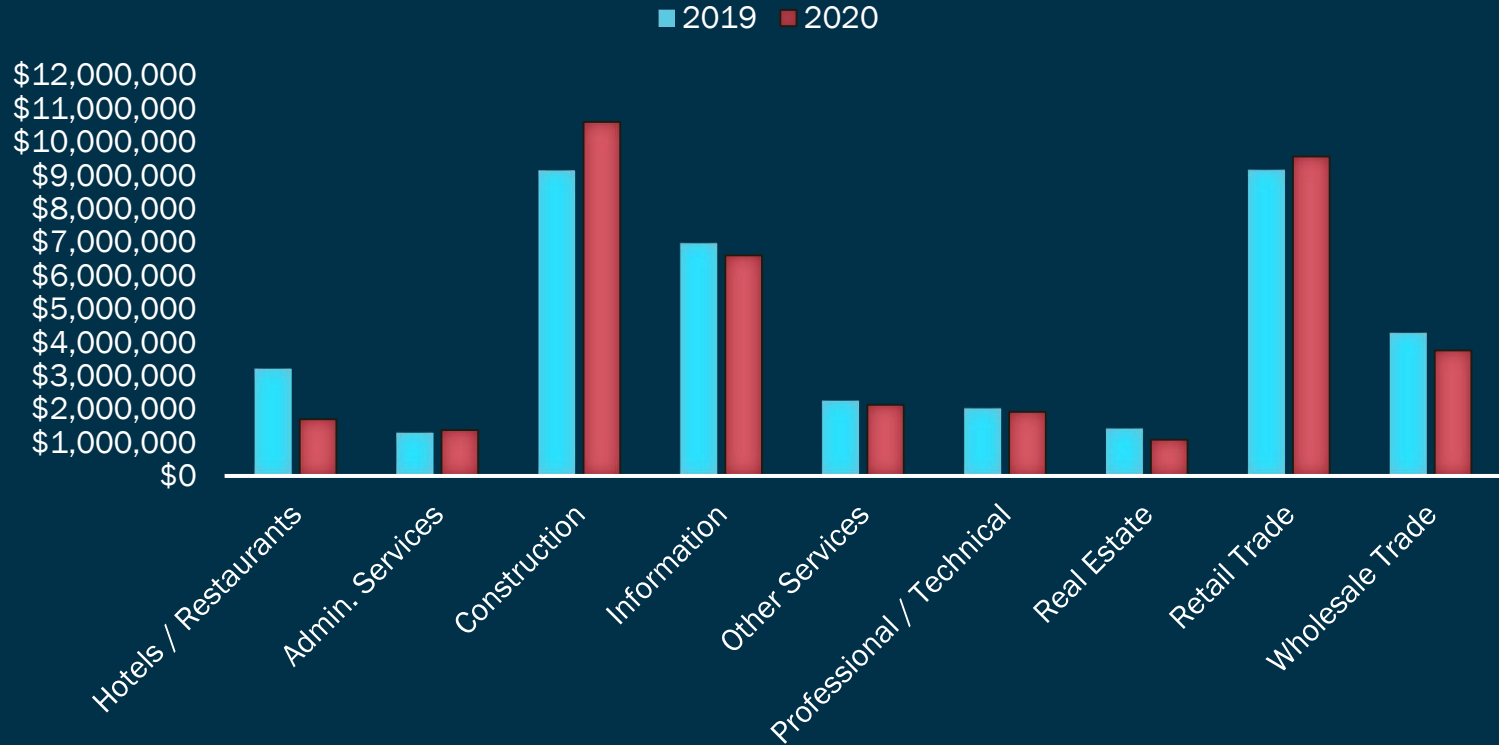
- 2019-2020 performance above projections by 34%
- One-time construction sales tax continue to remain strong

Sales Tax

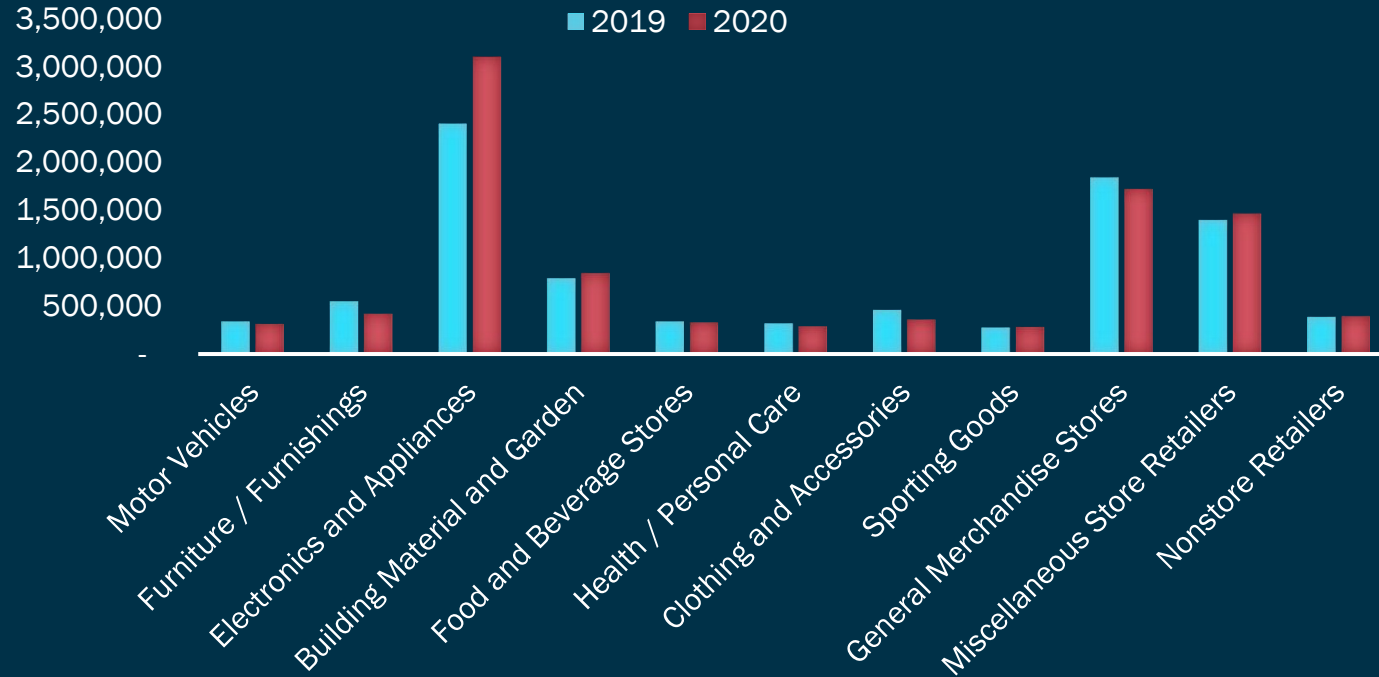
December YTD by Year
(In Thousands)



General Fund – Sales Tax

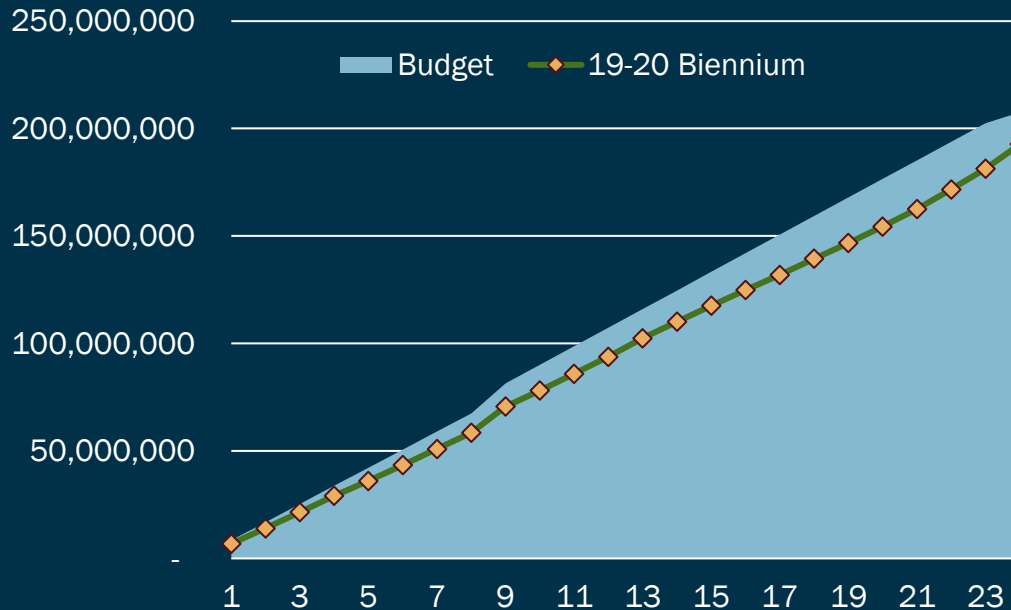


General Fund — Retail Sales Tax



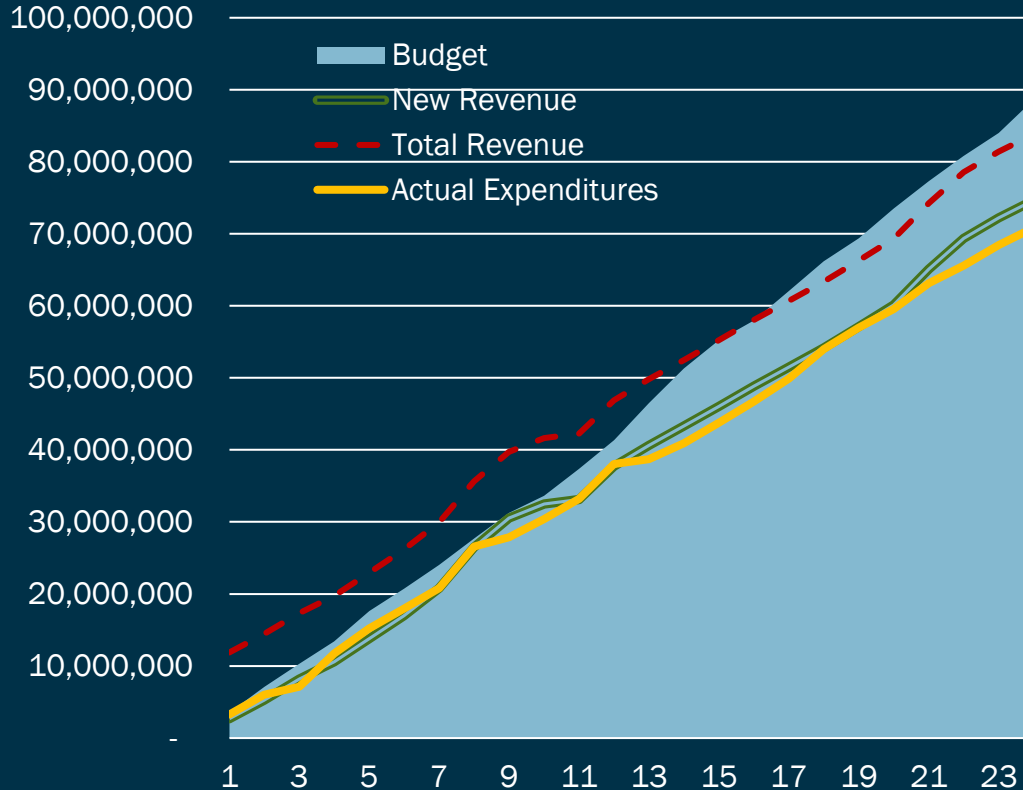
General Fund - Expenditures

2019-2020



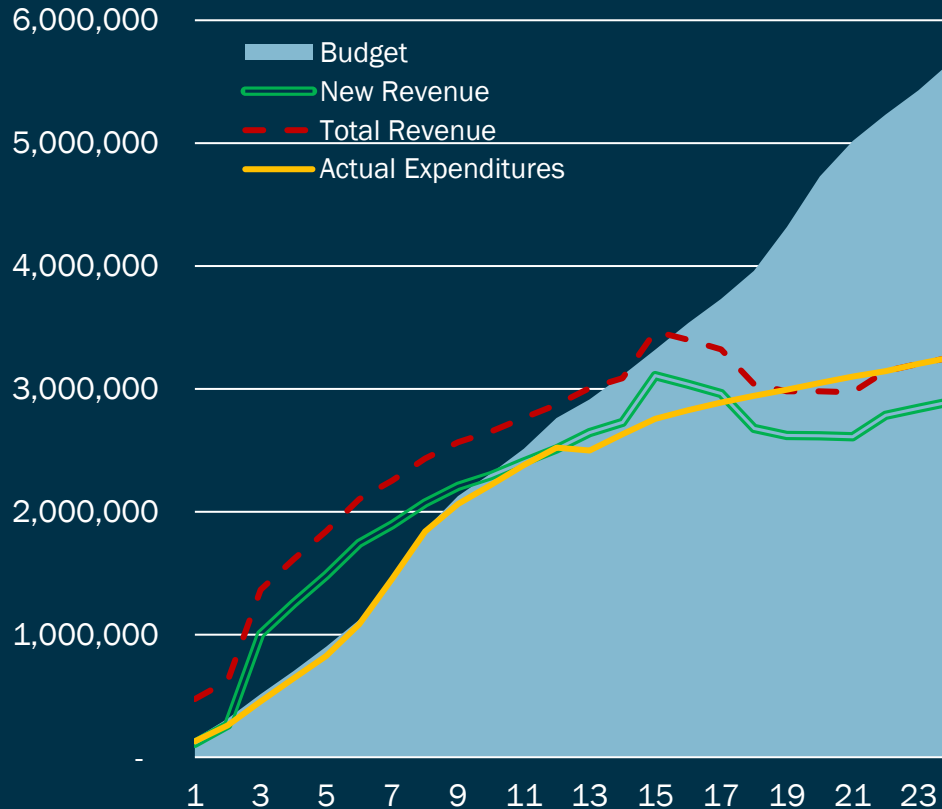
- Expenditures under budget by 7.1%
- Lower expenditures occurring due to hiring freeze, curtailment of non-critical expenditures contingencies and one-time project timelines

Water/Wastewater



- Water revenues continue to decline due to lack of use in the commercial sector
- Although revenues are in line with expenditures, staff continues to closely monitor the utilities

Recreation Activity



- In 2020, due to Covid-19 pandemic, Recreation program fee revenue was reduced by 95%.

Capital Investments

Funds	Beginning Balance	Revenues	Expenditure Budget	Expenditures	Ending Balance	% Expended
CIP Maintenance	\$15,906,319	\$32,662,390	\$39,189,095	\$28,121,619	\$20,447,390	72%
General CIP	18,681,551	33,507,484	51,587,886	26,999,611	25,189,424	52%
Utility CIP	<u>82,898,251</u>	<u>26,195,621</u>	<u>60,669,618</u>	<u>23,318,175</u>	<u>85,775,697</u>	38%
Grand Total	\$117,486,121	\$92,365,795	\$151,446,599	\$78,439,405	\$131,412,511	52%

Projects of note the City is working on include:

- General CIP: Transportation projects associated with Sound Transit and Microsoft projects
- Facilities Master Plan: Redmond Pool and Seismic Upgrades to Fire Stations
- Utilities: Pump Station Replacements, Pressure Reducing Valves



Kelley Cochran
Interim Finance Director
425-556-2748
kcochran@redmond.gov



Memorandum

Date: 4/6/2021
Meeting of: City Council

File No. AM No. 21-052
Type: New Business

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

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

Human Resources	Mary Grady	Sr HR Analyst
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TITLE:

Approval of Amendments to the Non-Represented Pay Plan

OVERVIEW STATEMENT:

The Non-Represented Pay Plan contains the salary ranges for those classifications not represented by union contract. This memo provides the Council with information on the addition of three classification positions to this Pay Plan.

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

REQUESTED ACTION:

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

REQUEST RATIONALE:

- **Relevant Plans/Policies:**
N/A
- **Required:**
City Council is required to authorize salary and/or classification changes to pay plans, in accordance with the City of Redmond Personnel Manual Section 7.10.
- **Council Request:**
N/A
- **Other Key Facts:**
Council has previously reviewed and approved pay plans changes when classification positions are added or deleted.

OUTCOMES:

The addition of Deputy Executive Department Director supports the operational management of the Executive Department, allowing the Chief Operating Officer to focus on broad scope city-wide strategic work, and supports the

goal of maintaining deputy director positions for all departments. The addition of the Diversity, Equity and Inclusion (DEI) Program Manager supports the City's commitment to diversity, equity and inclusion as outlined in the Community Strategic Plan and as adopted in the City's 2021-2022 budget. The addition of the Deputy Technology and Information Services Director supports the goal of maintaining deputy director positions for all departments.

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:
Strategic and Responsive

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
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3/23/2021	Committee of the Whole - Finance, Administration, and Communications	Provide Direction
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Proposed Upcoming Contact(s) N/A

Time Constraints:

Implementation of the amended Non-Represented Pay Plan is targeted for the first week of April so that recruitment activities for the Diversity, Equity and Inclusion Program Manager and the Deputy Executive Department Director can begin.

ANTICIPATED RESULT IF NOT APPROVED:

There would be a delay in implementing the City's diversity, equity and inclusion initiatives. The Chief Operating Officer would be required to continue to focus on day-to-day management of the Executive Department which would impair her ability to focus on city-wide strategic initiatives.

ATTACHMENTS:

Attachment A: Non-Represented Pay Plan

Attachment B: Supplemental Non-Represented Pay Plan



2021 Pay Plan "N" - Non-Represented Employees

Ordinance No.

Effective

			Monthly			Annually		
Grade	FLSA	Position Title	Minimum	Midpoint	Maximum	Minimum	Midpoint	Maximum
NE68	NE	Accounting Associate - Senior	\$4,995	\$5,869	\$6,743	\$59,940	\$70,428	\$80,916
NA10	NE	Administrative Assistant	\$4,195	\$4,930	\$5,664	\$50,340	\$59,160	\$67,968
NA20	NE	Administrative Specialist	\$4,545	\$5,341	\$6,137	\$54,540	\$64,092	\$73,644
NA45	E	Assistant Director - Community Planning	\$9,759	\$11,467	\$13,174	\$117,108	\$137,604	\$158,088
NA46	E	Assistant Director - Development Services	\$9,907	\$11,642	\$13,376	\$118,884	\$139,704	\$160,512
NA50	E	Assistant Director Public Works, Maint. & Ops.	\$9,807	\$11,524	\$13,240	\$117,684	\$138,288	\$158,880
NA85	E	Assistant Director/City Engineer	\$10,076	\$11,839	\$13,602	\$120,912	\$142,068	\$163,224
NA70	E	Assistant Maintenance Manager	\$8,217	\$9,655	\$11,093	\$98,604	\$115,860	\$133,116
NM80	E	Chief Policy Advisor	\$9,903	\$11,637	\$13,371	\$118,836	\$139,644	\$160,452
NC01	E	City Clerk	\$7,899	\$9,280	\$10,661	\$94,788	\$111,360	\$127,932
NC15	E	Communications and Marketing Manager	\$8,555	\$10,052	\$11,549	\$102,660	\$120,624	\$138,588
NC60	E	Communications and Marketing Supervisor	\$7,230	\$8,495	\$9,760	\$86,760	\$101,940	\$117,120
NC05	E	Communications Dispatch Supervisor	\$6,725	\$7,903	\$9,080	\$80,700	\$94,836	\$108,960
NC20	E	Community Support Administrator	\$6,558	\$7,706	\$8,853	\$78,696	\$92,472	\$106,236
NC50	E	Customer Experience Manager	\$7,599	\$8,929	\$10,259	\$91,188	\$107,148	\$123,108
ND01	NE	Department Administrative Coordinator	\$5,324	\$6,256	\$7,188	\$63,888	\$75,072	\$86,256
TBD	E	Deputy Executive Department Director	\$9,652	\$11,340	\$13,028	\$115,824	\$136,080	\$156,336
ND15	E	Deputy Finance Director	\$9,652	\$11,340	\$13,028	\$115,824	\$136,080	\$156,336
NA60	E	Deputy Fire Chief	\$11,071	\$13,009	\$14,946	\$132,852	\$156,108	\$179,352
ND02	E	Deputy Human Resources Director	\$9,652	\$11,340	\$13,028	\$115,824	\$136,080	\$156,336
ND05	E	Deputy Parks Director	\$9,251	\$10,870	\$12,489	\$111,012	\$130,440	\$149,868
ND35	E	Deputy Planning & Community Development Director	\$10,161	\$11,940	\$13,718	\$121,932	\$143,280	\$164,616
ND20	E	Deputy Prosecuting Attorney	\$7,434	\$8,735	\$10,035	\$89,208	\$104,820	\$120,420
ND40	E	Deputy Public Works Director/City Engineer	\$10,685	\$12,555	\$14,424	\$128,220	\$150,660	\$173,088
TBD	E	Deputy Technology & Information Services Director	\$10,993	\$12,917	\$14,840	\$131,916	\$155,004	\$178,080
ND25	E	Development Services Center Supervisor	\$7,570	\$8,895	\$10,219	\$90,840	\$106,740	\$122,628
TBD	E	Diversity, Equity & Inclusion Program Manager	\$6,933	\$8,146	\$9,359	\$83,196	\$97,752	\$112,308
NE01	E	Emergency Preparedness Manager	\$8,547	\$10,043	\$11,538	\$102,564	\$120,516	\$138,456
NE20	E	Engineer - Senior	\$8,328	\$9,786	\$11,243	\$99,936	\$117,432	\$134,916
NE30	E	Engineering Manager	\$9,611	\$11,293	\$12,974	\$115,332	\$135,516	\$155,688
NE50	E	Engineering Supervisor	\$8,801	\$10,341	\$11,880	\$105,612	\$124,092	\$142,560
NE68	NE	EPSCA Senior Accounting Associate	\$4,995	\$5,869	\$6,743	\$59,940	\$70,428	\$80,916
NE45	E	Executive Analyst	\$6,232	\$7,323	\$8,413	\$74,784	\$87,876	\$100,956
NF70	E	Facilities Manager	\$8,156	\$9,584	\$11,011	\$97,872	\$115,008	\$132,132
NF20	E	Financial Analyst	\$5,887	\$6,918	\$7,949	\$70,644	\$83,016	\$95,388
NF30	E	Financial Analyst - Senior	\$7,026	\$8,256	\$9,485	\$84,312	\$99,072	\$113,820
NF40	E	Financial Planning Manager	\$8,793	\$10,333	\$11,872	\$105,516	\$123,996	\$142,464
NF60	E	Financial Services Manager	\$8,722	\$10,248	\$11,774	\$104,664	\$122,976	\$141,288
NF65	E	Financial Services Supervisor	\$6,375	\$7,491	\$8,606	\$76,500	\$89,892	\$103,272
NH10	NE	Human Resources Analyst	\$5,965	\$7,009	\$8,053	\$71,580	\$84,108	\$96,636
NH15	E	Human Resources Manager	\$8,490	\$9,976	\$11,462	\$101,880	\$119,712	\$137,544
NI01	E	Inspection Supervisor	\$7,070	\$8,307	\$9,543	\$84,840	\$99,684	\$114,516
NI10	E	IS Manager	\$9,858	\$11,583	\$13,308	\$118,296	\$138,996	\$159,696
NI20	E	IS Supervisor	\$8,836	\$10,383	\$11,929	\$106,032	\$124,596	\$143,148
NM15	E	Maintenance and Operations Supervisor	\$7,532	\$8,850	\$10,167	\$90,384	\$106,200	\$122,004
NM01	E	Maintenance Manager	\$9,167	\$10,771	\$12,375	\$110,004	\$129,252	\$148,500
NP02	E	Park Maintenance and Operations Manager	\$7,635	\$8,971	\$10,307	\$91,620	\$107,652	\$123,684
NP10	E	Parks Maintenance and Operations Supervisor	\$6,547	\$7,692	\$8,836	\$78,564	\$92,304	\$106,032
NP25	E	Parks Planning and Cultural Arts Manager	\$8,194	\$9,628	\$11,062	\$98,328	\$115,536	\$132,744
NP30	E	Payroll Supervisor	\$6,370	\$7,485	\$8,599	\$76,440	\$89,820	\$103,188
NP50	E	Planning Manager	\$8,832	\$10,378	\$11,924	\$105,984	\$124,536	\$143,088



2021 Pay Plan "N" - Non-Represented Employees

Ordinance No.

Effective

			<u>Monthly</u>			<u>Annually</u>		
Grade	FLSA	Position Title	Minimum	Midpoint	Maximum	Minimum	Midpoint	Maximum
NA80	E	Police Captain	\$12,514	\$13,141	\$13,768	\$150,168	\$157,692	\$165,216
NP67	NE	Police Crime Analyst (limited duration)	\$5,781	\$6,648	\$7,515	\$69,372	\$79,776	\$90,180
NP69	NE	Police Program Coordinator (limited duration)	\$4,639	\$5,888	\$7,137	\$55,668	\$70,656	\$85,644
NP71	E	Police Support Services Manager	\$7,690	\$9,036	\$10,381	\$92,280	\$108,432	\$124,572
NP68	E	Police Support Services Supervisor	\$6,443	\$7,570	\$8,697	\$77,316	\$90,840	\$104,364
NP95	E	Project Management Office Manager	\$10,822	\$12,716	\$14,610	\$129,864	\$152,592	\$175,320
NP90	E	Purchasing/Contracting Manager	\$8,525	\$10,017	\$11,509	\$102,300	\$120,204	\$138,108
NR01	E	Real Property Manager	\$7,470	\$8,778	\$10,085	\$89,640	\$105,336	\$121,020
NR10	E	Recreation Division Manager	\$8,127	\$9,549	\$10,971	\$97,524	\$114,588	\$131,652
NR15	E	Recreation Program Administrator	\$6,398	\$7,518	\$8,637	\$76,776	\$90,216	\$103,644
NR20	E	Recreation Program Manager	\$6,926	\$8,138	\$9,349	\$83,112	\$97,656	\$112,188
NR60	NE	Risk & Safety Program Coordinator	\$6,056	\$7,116	\$8,176	\$72,672	\$85,392	\$98,112
NS40	E	Safety Program Manager	\$6,933	\$8,147	\$9,360	\$83,196	\$97,764	\$112,320
NS50	E	Security Compliance Manager	\$10,128	\$11,900	\$13,671	\$121,536	\$142,800	\$164,052
NS03	E	Senior Human Resources Analyst	\$6,948	\$8,164	\$9,379	\$83,376	\$97,968	\$112,548
NS10	E	Supervising Attorney	\$9,787	\$11,500	\$13,212	\$117,444	\$138,000	\$158,544
NU10	E	Utility Supervisor	\$8,067	\$9,479	\$10,891	\$96,804	\$113,748	\$130,692



2021 Pay Plan "N-S" - Non-Represented Employees Supplemental

Ordinance No.

Effective

Hourly

Grade	FLSA	Position Title	Minimum	Midpoint	Maximum
SNE68	NE	Accounting Associate - Senior	\$23.05	\$27.38	\$31.70
SNA10	NE	Administrative Assistant	\$19.36	\$22.99	\$26.62
SNA20	NE	Administrative Specialist	\$20.98	\$24.91	\$28.84
SNA45	NE*	Assistant Director - Community Planning	\$45.04	\$53.49	\$61.93
SNA46	NE*	Assistant Director - Development Services	\$45.72	\$54.30	\$62.87
SNA50	NE*	Assistant Director Public Works, Maint. & Ops.	\$45.26	\$53.75	\$62.24
SNA85	NE*	Assistant Director/City Engineer	\$46.50	\$55.22	\$63.94
SNA70	NE*	Assistant Maintenance Manager	\$37.92	\$45.04	\$52.15
SNM80	NE*	Chief Policy Advisor	\$45.71	\$54.28	\$62.85
SNC01	NE*	City Clerk	\$36.46	\$43.29	\$50.13
SNC15	NE*	Communications and Marketing Manager	\$39.48	\$46.89	\$54.29
SNC60	NE*	Communications and Marketing Supervisor	\$33.37	\$39.63	\$45.88
SNC05	NE*	Communications Dispatch Supervisor	\$31.04	\$36.86	\$42.68
TBD	NE*	Community Support Administrator	\$30.27	\$35.94	\$41.62
SNC50	NE*	Customer Experience Manager	\$35.07	\$41.65	\$48.22
SND01	NE	Department Administrative Coordinator	\$24.57	\$29.18	\$33.79
TBD	NE*	Deputy Executive Department Director	\$44.55	\$52.90	\$61.25
SND15	NE*	Deputy Finance Director	\$44.55	\$52.90	\$61.25
SNA60	NE*	Deputy Fire Chief	\$51.10	\$60.68	\$70.26
SND02	NE*	Deputy Human Resources Director	\$44.55	\$52.90	\$61.25
SND05	NE*	Deputy Parks Director	\$42.70	\$50.70	\$58.71
SND35	NE*	Deputy Planning & Community Development Director	\$46.90	\$55.69	\$64.48
SND20	NE*	Deputy Prosecuting Attorney	\$34.31	\$40.74	\$47.18
SND10	NE*	Deputy Public Works Director/City Engineer	\$49.32	\$58.56	\$67.81
TBD	NE*	Deputy Technology & Information Services Director	\$50.74	\$60.25	\$69.76
SND25	NE*	Development Services Center Supervisor	\$34.94	\$41.49	\$48.04
TBD	NE*	Diversity, Equity & Inclusion Program Manager	\$32.00	\$38.00	\$44.00
SNE01	NE*	Emergency Preparedness Manager	\$39.45	\$46.84	\$54.24
SNE20	NE*	Engineer - Senior	\$38.44	\$45.64	\$52.85
SNE30	NE*	Engineering Manager	\$44.36	\$52.68	\$60.99
SNE50	NE*	Engineering Supervisor	\$40.62	\$48.24	\$55.85
SNE68	NE	EPSCA Senior Accounting Associate	\$23.05	\$27.38	\$31.70
TBD	NE	Executive Analyst	\$28.76	\$34.16	\$39.55
SNF70	NE*	Facilities Manager	\$37.64	\$44.70	\$51.76
SNF20	NE*	Financial Analyst	\$27.17	\$32.27	\$37.36
SNF30	NE*	Financial Analyst - Senior	\$32.43	\$38.51	\$44.59



2021 Pay Plan "N-S" - Non-Represented Employees Supplemental

Ordinance No.

Effective

Hourly

Grade	FLSA	Position Title	Minimum	Midpoint	Maximum
SNF40	NE*	Financial Planning Manager	\$40.58	\$48.19	\$55.80
SNF60	NE*	Financial Services Manager	\$40.26	\$47.80	\$55.35
TBD	NE*	Financial Services Supervisor	\$29.42	\$34.94	\$40.46
SNH10	NE	Human Resources Analyst	\$27.53	\$32.69	\$37.85
SNH15	NE*	Human Resources Manager	\$39.18	\$46.53	\$53.88
SNI01	NE*	Inspection Supervisor	\$32.63	\$38.75	\$44.87
SNI10	NE*	IS Manager	\$45.50	\$54.03	\$62.56
SNI20	NE*	IS Supervisor	\$40.78	\$48.43	\$56.07
SNM15	NE*	Maintenance and Operations Supervisor	\$34.76	\$41.28	\$47.80
SNM01	NE*	Maintenance Manager	\$42.31	\$50.24	\$58.18
SNP02	NE*	Park Maintenance and Operations Manager	\$35.24	\$41.85	\$48.45
SNP10	NE*	Parks Maintenance and Operations Supervisor	\$30.22	\$35.88	\$41.55
SNP25	NE*	Parks Planning and Cultural Arts Manager	\$37.82	\$44.91	\$52.00
SNP30	NE*	Payroll Supervisor	\$29.40	\$34.91	\$40.43
SNP50	NE*	Planning Manager	\$40.76	\$48.41	\$56.05
SNA80	NE*	Police Captain	\$57.76	\$68.59	\$79.42
SNP67	NE	Police Crime Analyst (limited duration)	\$26.68	\$31.68	\$36.69
SNP69	NE	Police Program Coordinator (limited duration)	\$21.41	\$25.43	\$29.44
SNP71	NE*	Police Support Services Manager	\$35.49	\$42.15	\$48.80
SNP68	NE*	Police Support Services Supervisor	\$29.74	\$35.31	\$40.89
SNP95	NE*	Project Management Office Manager	\$49.95	\$59.31	\$68.68
SNP90	NE*	Purchasing/Contracting Manager	\$39.35	\$46.72	\$54.10
SNR01	NE*	Real Property Manager	\$34.48	\$40.94	\$47.41
SNR10	NE*	Recreation Division Manager	\$37.51	\$44.54	\$51.58
SNR15	NE*	Recreation Program Administrator	\$29.53	\$35.07	\$40.60
SNR20	NE*	Recreation Program Manager	\$31.97	\$37.96	\$43.95
SNR60	NE	Risk & Safety Program Coordinator	\$27.95	\$33.19	\$38.43
SNS40	NE*	Safety Program Manager	\$32.00	\$38.00	\$44.00
SNS50	NE*	Security Compliance Manager	\$46.74	\$55.51	\$64.27
SNS03	NE*	Senior Human Resources Analyst	\$32.07	\$38.08	\$44.09
SNS10	NE*	Supervising Attorney	\$45.17	\$53.64	\$62.11
SNU10	NE*	Utility Supervisor	\$37.23	\$44.21	\$51.19

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



Memorandum

Date: 4/6/2021
Meeting of: City Council

File No. AM No. 21-053
Type: New Business

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

Human Resources	Cathryn Laird	425-556-2125
Parks	Carrie Hite	425-556-2326

DEPARTMENT STAFF:

Parks	Loreen Hamilton	Deputy Parks Director
Human Resources	Mary Grady	Sr HR Analyst

TITLE:

Approval of the Parks Department Recovery Plan

OVERVIEW STATEMENT:

Due to the ongoing pandemic and reduced revenues from in-person activities, programs, and rentals, the Parks and Recreation Department reduced 10 FTE positions from the Recreation and Customer Experience teams at the end of 2020. As pandemic numbers have reduced and vaccinations are beginning to be more widespread, there have been increased opportunities to rent fields, run programs, and increase revenues. Service levels have reached a point that more positions are needed. Revenue has been identified to recover 3 positions immediately. An additional 5 positions will be recovered between 2021-2022 as recreation facilities are reopened and more programs, services, and rentals are added which will, in turn, increase revenue levels.

If approved, the HR and Parks Departments would work together to immediately recall two employees to return to work in April 2020 and retain one employee that was to be laid off March 31, 2021. The remaining five positions would be refilled throughout 2021 and 2022 as the financial recovery allows.

We are requesting Council to approve FTE authority of 8 positions to be filled throughout 2021-2022. Currently, Parks and Recreation has 62 FTEs. This would increase the FTE capacity to 70 FTEs. No additional spending authority approval is needed. No adjustment to the pay plans is requested.

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

REQUESTED ACTION:

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

REQUEST RATIONALE:

- **Relevant Plans/Policies:**
Cost of Service Methodology
2021-2022 Adopted Biennial Budget
- **Required:**
N/A
- **Council Request:**
N/A
- **Other Key Facts:**
Budget reductions for the 2021-2022 biennium reduced 10 FTE positions from the Parks Budget. Eight of those positions are being requested to be approved by Council to be added back to Parks FTE capacity to recall or fill. Positions will not be rehired or recalled until benchmarks of reopening and/or revenue targets have been met. (See attachment)

OUTCOMES:

The recovery of these eight positions will allow the Parks Department to:

- Provide robust parks and recreation services, programs, and activities for the community;
- Reopen recreation facilities when staffing levels, community interest, and guidelines allow;
- Meet the needs of the community as it recovers from COVID restrictions;
- Increase staff morale and create more balanced workloads for existing staff;
- Increase revenues to help stabilize funds.

COMMUNITY/STAKEHOLDER OUTREACH AND INVOLVEMENT:

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

BUDGET IMPACT:

Total Cost:
\$1,539,629

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

Budget Offer Number:
Healthy and Sustainable - 000217
Vibrant and Connected - 000250

Budget Priority:

Healthy and Sustainable; Vibrant and Connected

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

If yes, explain:

Recovery of all positions is dependent on revenue generation in the RAF, Events Fund, and General Fund. Budget authority for programs and spending was accounted for in the 2021-2022 budget. FTEs were removed from the Parks budget and must be re-established. No budget appropriation or funding changes are requested.

Funding source(s):

General Fund - 100

Recreation Activity Fund - 011

Events Fund - 013

Budget/Funding Constraints:

The RAF positions will be constrained by the revenues that are received. While projections are modest, the ongoing evaluation of the current Cost of Service Methodology, current vaccination levels, and potential community hesitation to gather could impact the actual revenues received.

☐ Additional budget details attached

COUNCIL REVIEW:

Previous Contact(s)

Date	Meeting	Requested Action
3/23/2021	Committee of the Whole - Finance, Administration, and Communications	Provide Direction

Proposed Upcoming Contact(s) - N/A

Time Constraints:

The HR Department and the Parks Department anticipate being able to recall two employees beginning in April 2021 and retain one employee that was to be laid off on March 31, 2021.

ANTICIPATED RESULT IF NOT APPROVED:

Progress toward recovery of Parks and Recreation programs would be significantly impaired by limited staff capabilities. If a decision is delayed, the hiring will be delayed which will impact Parks ability to serve the community through day camps, recreation activities and services, and customer service response times internally and externally.

ATTACHMENTS:

Attachment A: Recovery Plan

Attachment B: Presentation

Parks & Recreation Recovery

The City of Redmond Parks and Recreation Recovery Plan is a guiding document for the redeployment of recreation and engagement activities, services, and staff. As the COVID-19 pandemic has impacted each section of Parks and Recreation uniquely, the recovery of these activities, services, and staff will require agility, flexibility, and creativity.

For the purposes of this document, recovery is defined as evaluating, reimagining and deploying activities, services, and staff to create programmatic and financial stability following the COVID-19 pandemic. Recovery is a process that will require the organization to review programs, services, and processes as a greater whole and evaluate with a lens looking at the success of the entire organization.

When recovering from the pandemic, the organization will make determinations of how to rebuild. Current staff and resources will work within their classifications; but may be assigned various tasks to contribute to the recovery plan.

Recovery will consist of the following:

- Evaluate Cost of Service Methodology and make recommended policy changes to City Council. This process will be independent of the Recovery, but integral to the success of long-term recovery.
- Identify programs, staff, and services that create revenue for redeployment.
- Identify programs, staff, and services that do not meet Cost Recovery and determine their future viability.
- Identify programs, staff, and services that are Tier 1 in the Cost Recovery Methodology and ensure consistent revenue to support (General Fund, Parks Levy, etc).
- Evaluate and shift staffing structure and responsibilities as necessary to meet COS Methodology and community's tolerance after the pandemic.
- Build out a robust alternate funding plan to support and create sustainability events, programs, and services.
- Evaluate signature event strategy and make recommendations to create a sustainable events fund.
- Continue to refine and deliver customer service as one model and identify efficiencies.

Meeting these goals will result in robust, stabilized funds (including Recreation Activity Fund, Parks Levy, General Fund, Events Fund, and Arts Fund) and services for the Redmond Community.

Recovery will be a multi-faceted, stair step approach. Staff will be called back or hired based on the stair step approach laid out in this document. This plan is a projection and will change based on the ongoing pandemic, greater economic recovery, and needs of the City of Redmond.

This table lays out the stair step approach to recalling staff for Parks and Recreation services, programs, and activities. Timing is approximate and based on conservative projected revenues in the Recreation Activity Fund, Events Fund, and General Fund. Positions will not be rehired until cash flow can support incoming FTEs. Positions are essential to robust programs, services, and activities for the City of Redmond.

	Timing	Positions Recalled	Fund Impacted & Biennial Cost	Trigger to Rehire	Services, Programs, & Activities
Step 1	April 2021	- 2 Recreation Coordinators (1 Programmer; 1 Customer Service) - 1 Recreation Program Assistant (Customer Service)	- General Fund - \$223,125 - Recreation Activity Fund - \$561,519	RAF Balance of \$52,010	- Field Rentals - Virtual Programs - Sports Leagues - Outdoor Programs
Step 2	May 2021	- 1 Recreation Program Assistant (Sports)	- Recreation Activity Fund - \$144,232	RAF Balance of \$55,000	Same as above while adding: - Summer Day Camps - Outdoor Fitness
Step 3	July 2021	- 1 Recreation Program Assistant (Customer Service)	- Recreation Activity Fund - \$145,836	RAF Balance of \$93,505	Same as above while adding (where allowed): - Facility Rentals - Reopen Recreation Facilities where allowable by guidelines and staffing support
Step 4	August 2021	- 1 Recreation Program Coordinator (Teen Services)	- General Fund - \$180,625	Work with Finance to secure reliable General Fund source	Same as above while adding (where allowed): - Reopen OFH for limited services & activities
Step 5	October 2021	- 1 Recreation Program Coordinator (Events)	- Events Fund - \$158,025	Events Fund Balance of \$60,000	Rehire in October to stand up installation only Redmond Lights
Step 6	January 2022	- 1 Recreation Program Coordinator (Seniors)	- General Fund - \$126,240	Work with Finance to secure reliable General Fund source	Same as above while adding: - Increase Senior and Recreation Programs (indoor and outdoor as allowed)

Parks & Recreation Recovery Plan

April 6, 2021

Carrie Hite, Parks and Recreation Director

Loreen Hamilton, Parks and Recreation Deputy Director





Purpose

- Seek approval to add 8.0 FTEs to the Parks and Recreation Department
- Inform City Council and the Community about Parks and Recreation Recovery Plan
- Share summer opportunities for recreation services and programs

COVID-19 Impacts to Recreation



March 2020 – All facilities closed and in person programs canceled. 2 FTEs reduced due to pandemic.

December 2020 – 10 FTEs were reduced in the Recreation and Community Engagement teams due to significant loss of revenue.

January 2021 – Recreation and Engagement created Pandemic Level of Service to meet needs of community with reduced staffing capacities. Staff reductions continue to impact service levels to the community.

Current Programs & Services

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- Virtual Activities (including RYPAC, SAC, fitness classes, interest groups, etc)
- Senior Curbside Lunch Program
- Animal Care at Farrel-McWhirter Park
- Outdoor Programs (including fitness classes and farm experiences)
- Field Rentals





Additional Spring & Summer Programs & Services

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- Outdoor Summer Camps
- Increased Fitness Classes
- Additional Outdoor Experiences (including Pony Rides & Let's Goat Hike)
- Senior Lunch twice per week
- Sports Leagues
- City Hall Reopening

Recovery Steps



	Timing	Positions Recalled	Fund Impacted & Biennial Cost
Step 1	April 2021	2 Recreation Program Coordinators (1 Programmer; 1 Customer Service) 1 Recreation Program Assistant (Customer Service)	Recreation Activity Fund - \$561,519 General Fund - \$223,125
Step 2	May 2021	1 Recreation Program Assistant (Sports)	Recreation Activity Fund - \$144,232
Step 3	July 2021	1 Recreation Program Assistant (Customer Service)	Recreation Activity Fund - \$93,905
Step 4	August 2021	1 Recreation Program Coordinator (Teens)	General Fund - \$180,625
Step 5	October 2021	1 Recreation Program Coordinator (Events)	Events Fund - \$158,025
Step 6	January 2022	1 Recreation Program Coordinator (Seniors)	General Fund - \$126,240



Timeline

- April 6, 2021 – Approve addition of 8.0 FTEs bringing Parks FTE count to 70.0
- April 7, 2021 – Issue recall notice to 2 staff laid off January 2021 and retain 1 staff who was to be laid off March 31, 2021
- Ongoing – Work with HR and Finance to continue rehiring positions as revenue and service benchmarks are reached

Recommendation



- Approve addition of 8.0 FTEs to the Parks and Recreation Department with no additional spending authority needed



Thank You



Any Questions?





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Title - Image

Month Day, Year
Name, Title





Title - Reversed



Month Day, Year

Name, Title





Title and Two Columns

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Add a sentence or two
providing a description or
background information

Subheading 2

Add a sentence or two
providing a description or
background information



Section Header



Subheading



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Simple Table



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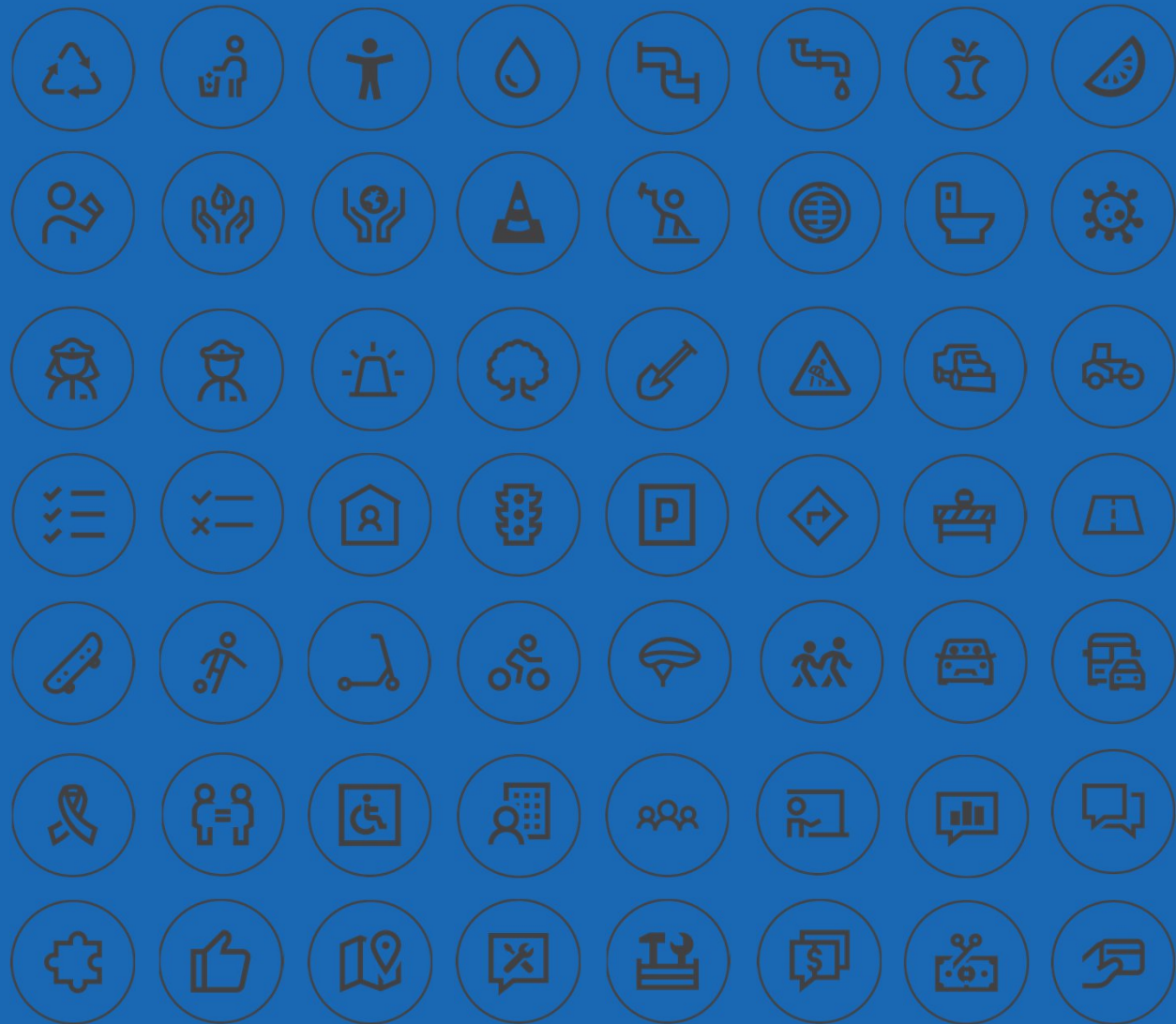
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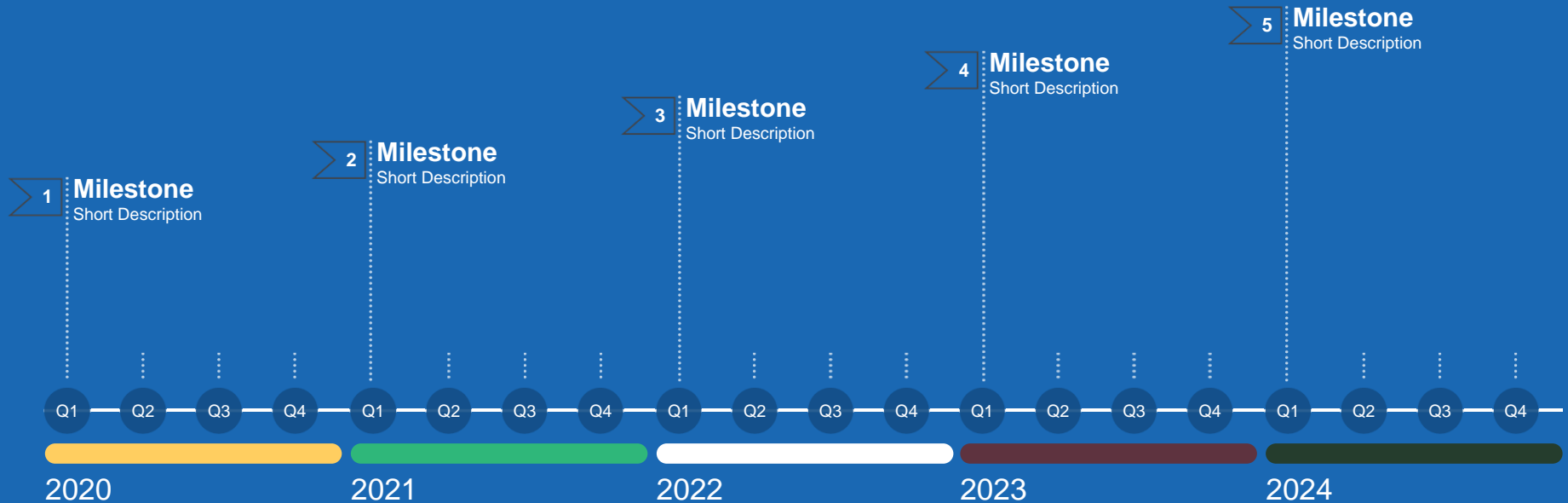


Department Icons

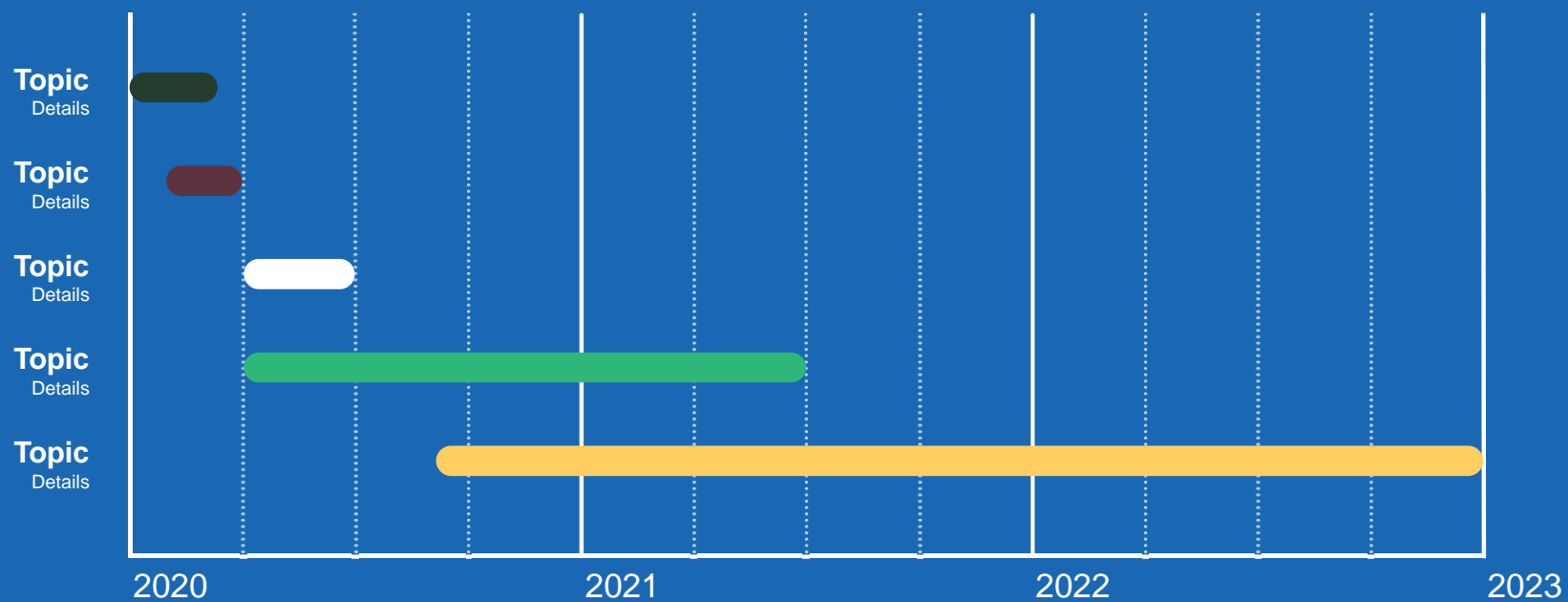
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Roadmap



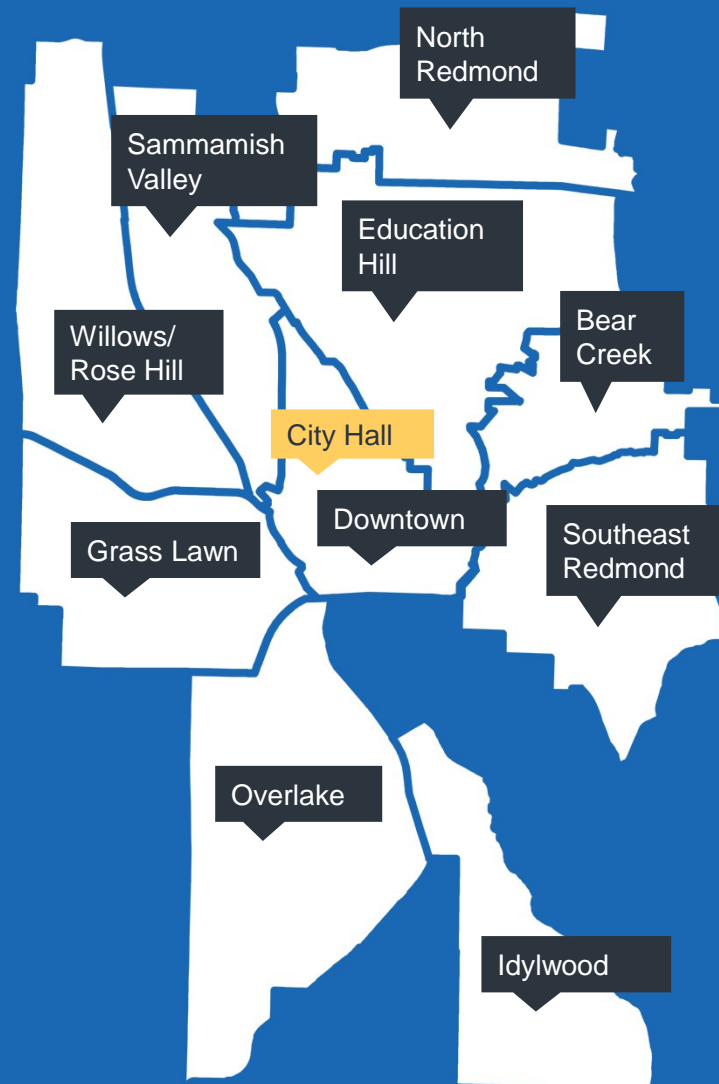
Gantt Chart



Neighborhood Map

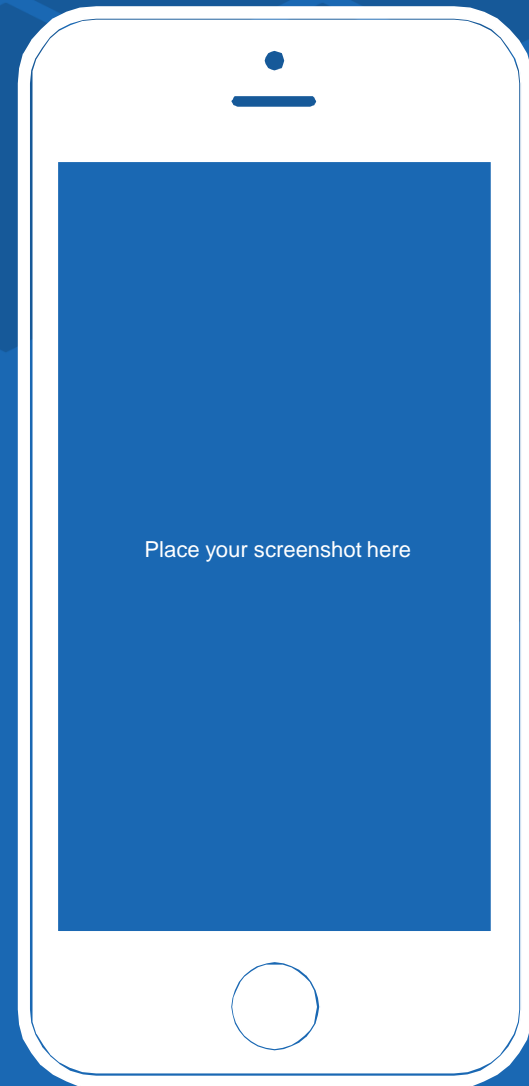
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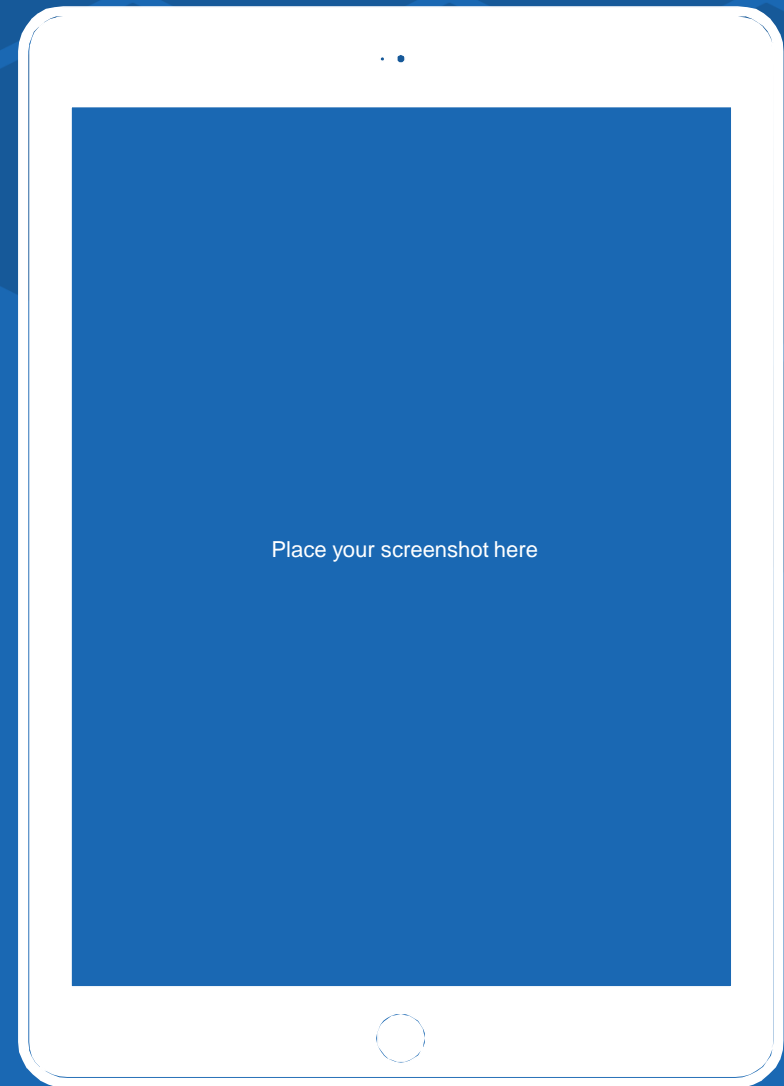
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