

**Memorandum of Understanding
To the Agreement by and between
the City of Kirkland
and
Kirkland Police Guild
representing
NON-COMMISSIONED STAFF**

January 1, 2023 through December 31, 2025

This Memorandum of Understanding (“MOU”) is supplemental to the Collective Bargaining Agreement (“CBA”) by and between the City of Kirkland, Washington, (“Employer”), and the Kirkland Police Guild, representing NON-COMMISSIONED STAFF, (“Guild”).

Background

On June 6, 2024, legislation went into effect allowing “trained and authorized civilian employee[s] of a general authority Washington law enforcement agency” to “review infractions detected through the use of an automated traffic safety camera...and to issue notices of infraction.” RCW 46.63.030(d). Any civilian employees performing this task must be “trained and certified in reviewing infractions and issuing notices of infraction by qualified peace officers.” *Id.*

In order to support with traffic camera footage review and to support other programs and projects within the Police Department, the City has created a new Police Programs Specialist classification.

In accordance with the process outlined in Article 2.2 of the CBA for adding a new position, the City forwarded the new class and proposed wage to the Guild for review. The contract is then subsequently reopened “for the sole purpose of negotiating a wage for the class” if requested by the Guild.

Agreement

The parties agree to the following terms and conditions regarding the Police Programs Specialist classification:

1. The Police Programs Specialist wage scale will be as follows:

GROUP /BU	JOB CLASS	Job Title	RATE	STEP 1	STEP 2	STEP 3	STEP 4	STEP 5	STEP 6	STEP 7
				0 - 6 m	7 - 12 m	13 - 24 m	25 - 36 m	37 - 48 m	49 - 60 m	61 m+
PDNC	6011	Police Programs Specialist	HOURLY	\$ 30.21	\$ 31.11	\$ 31.98	\$ 33.75	\$ 35.56	\$ 36.62	\$ 37.72
PDNC	6011	Police Programs Specialist	MONTHLY	\$ 5,237.28	\$ 5,392.68	\$ 5,543.73	\$ 5,850.18	\$ 6,163.90	\$ 6,346.90	\$ 6,537.94
PDNC	6011	Police Programs Specialist	ANNUAL	\$ 62,847.33	\$ 64,712.19	\$ 66,524.77	\$ 70,202.18	\$ 73,966.74	\$ 76,162.75	\$ 78,455.28

2. The job description for the position is included as Attachment A to this MOU. The job description is included with the MOU for informational purposes only and may be modified in accordance with the normal procedures for modifying job descriptions.

The parties agree that nothing contained in the MOU creates a past practice and that this MOU is not precedent setting in any way.

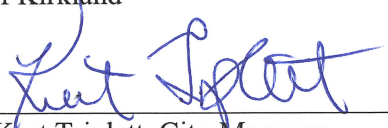
Any dispute and/or conflict as to the meaning, application, and/or interpretation of any portion of this MOU shall be resolved through the grievance provisions of the CBA.

This MOU may be executed in counterparts and when signed by all parties, shall be binding upon the parties. Transmission of this MOU by email showing the original signature of a party shall be considered an original signature and shall be binding upon the signatory party.

This MOU is effective immediately upon signature by all representatives and the parties acknowledge and agree to the terms and conditions set forth in the MOU as evidenced by the signature of the applicable parties below:

City of Kirkland

By: _____


Kurt Triplett, City Manager

Date: _____

9/3/25

Kirkland Police Guild Support Staff

By: _____


Brian Frankeberger (Sep 3, 2025 12:16:39 PDT)

Brian Frankeberger, President

Date: _____

09/03/2025



APPROVED AS TO FORM
City Attorney



LABOR RELATIONS REVIEW
Human Resources Director