



CITY OF KIRKLAND
Department of Finance & Administration
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MEMORANDUM

To: Kurt Triplett, City Manager
From: Tracey Dunlap, Director of Finance and Administration
Date: October 23, 2014
Subject: FUNDING REQUESTS FROM COUNCIL SPECIAL PROJECTS RESERVE

RECOMMENDATION:

City Council approves proposed funding of selected requests using the Council Special Projects Reserve, based on Council direction received on October 21, 2014.

BACKGROUND DISCUSSION:

At the October 21, 2014 City Council meeting, the Council directed staff to bring back a request for funding approval of the following items from the Special Projects Reserve:

Catholic Community Services - \$4,013 for shelter funding in 2014. The Eastside Winter Shelter for Women and Families provides essential life-saving shelter for some of the most vulnerable citizens of Kirkland and surrounding cities. The Sophia Way responded to the unprecedented number of women and families utilizing the Eastside Winter Shelter for Women and Families last spring by keeping its doors open an extra two months (May 31st). The emergency grants they received to facilitate this extension did not end up fully covering all of the expenses. Catholic Community Services, who is taking over operation of the shelter this season, would like to open the shelter November 15th and it is requesting additional support from the cities of Redmond, Bellevue and Kirkland in order to do so. Note that the preliminary 2015-2016 budget includes recommended funding for this program of \$13,226.

Kirkland Heritage Society - \$4,000 to help support preservation of the City's historical information and artifacts. The Heritage Society catalogs and curates the history of Kirkland and has requested funding to support these efforts on behalf of the City. This approval is intended to provide requested funding for 2015-2016 at \$2,000 per year. Funding would be contingent on an executed contract between the City of Kirkland and the Heritage Society that ensures that the funds are spent in a manner that is legal and appropriate. This contract would be overseen by the City's Economic Development Manager.

Kirkland Arts Center (KAC) - \$4,000 to fund one-time capital improvements to the KAC facility to help ensure their continued support of the arts in Kirkland. The Kirkland Arts Center offers programs that promote and support the arts and have identified facility improvements that will assist them to continue to provide these services.

Pam Rembold, the KAC Executive Director, identified several current projects for which KAC is seeking grant funding:

- Replacement of the main electrical service panel costing roughly \$8,000.00 will serve as a critical update for continued safety.
- Replace door hardware with accessible lever hardware throughout building - \$6,000.
- Supplemental Exit signs with battery back-up for egress, approximately \$5000.

As with the Heritage Society request, funding for the KAC would be contingent on an executed contract between the City of Kirkland and the KAC that ensures that the funds are spent in a manner that is legal and appropriate. This contract would also be overseen by the City's Economic Development Manager.

Finance and Administration Committee discussion

The Finance and Administration Committee met on Tuesday, October 28 and discussed the three requests for Special Projects funding. The Committee suggested that the Kirkland Arts Center amount should not exceed the amount of the other two requests, which is the reason the proposed amount for the KAC is \$4,000. The full Council may choose to accept or modify that amount. The Committee also suggested that some sort of "Arts and Events" matching fund be considered by the Council during the 2015-2016 budget deliberations. The fund would contain a pot of money that organizations could apply for to match 4Culture and other outside grant opportunities.

The proposed funding source for these three requests totaling \$12,013 is the Council Special Projects Reserve. The current reserve balance is \$29,072 and, after the proposed uses, the balance will be \$17,059. A fiscal note supporting this request is attached.

FISCAL NOTE

CITY OF KIRKLAND

Source of Request							
Tracey Dunlap, Director of Finance & Administration							
Description of Request							
Three requests to fund from the Council Special Projects Reserve: 1) Eastside Winter Shelter-Catholic Community Services, \$4,013; 2) Kirkland Heritage Society, \$4,000; and 3) Kirkland Arts Center, \$4,000.							
Legality/City Policy Basis							
Fiscal Impact							
One-time use of \$12,013 of the Council Special Projects Reserve. The reserve is able to fully fund this request.							
Recommended Funding Source(s)							
	Description	2014 Est End Balance	Prior Auth. 2013-14 Uses	Prior Auth. 2013-14 Additions	Amount This Request	Revised 2014 End Balance	2014 Target
Reserve	Council Special Projects Rsv.	250,000	234,428	13,500	12,013	17,059	250,000
	2013-14 Prior Authorized Use of Council Special Projects Reserve: \$71,628 to fund Human Services Option #2, \$11,000 for the 4th of July Fireworks, \$15,000 for Kirkland Performance Center Storage Loft reimbursement, Nourishing Networks Central operations, \$25,000, and Spirit of America 9-11 Memorial Sculpture purchase, \$13,500, Totem Lake EIS \$75,300, Kirkland Performance Center Operational Support \$16,000, and Imagine Housing \$7,000. 2013-14 Prior Authorized Additions include: \$13,500 from not proceeding with the aquisition bid for the 9/11 Memorial Sculpture as approved by Council on June 17, 2014.						
Revenue/Exp Savings							
Other Source							
Other Information							
Prepared By	Neil Kruse, Senior Financial Analyst				Date	October 23, 2014	