

---

# CITY OF KIRKLAND

## CITY COUNCIL



Amy Walen, Mayor • Penny Sweet, Deputy Mayor • Jay Arnold • Dave Asher  
Shelley Kloba • Doreen Marchione • Toby Nixon • Kurt Triplett, City Manager

### *Vision Statement*

*Kirkland is an attractive, vibrant and inviting place to live, work and visit.  
Our lakefront community is a destination for residents, employees and visitors.  
Kirkland is a community with a small-town feel, retaining its sense of history,  
while adjusting gracefully to changes in the twenty-first century.*

---

123 Fifth Avenue • Kirkland, Washington 98033-6189 • 425.587.3000 • TTY Relay 711 • [www.kirklandwa.gov](http://www.kirklandwa.gov)

## AGENDA

### KIRKLAND CITY COUNCIL SPECIAL MEETING

#### City Council Chamber

#### Monday, November 3, 2014

#### 6:00 p.m. – Study Session

#### 7:30 p.m. – Special Meeting

COUNCIL AGENDA materials are available on the City of Kirkland website [www.kirklandwa.gov](http://www.kirklandwa.gov). Information regarding specific agenda topics may also be obtained from the City Clerk's Office on the Friday preceding the Council meeting. You are encouraged to call the City Clerk's Office (425-587-3190) or the City Manager's Office (425-587-3001) if you have any questions concerning City Council meetings, City services, or other municipal matters. The City of Kirkland strives to accommodate people with disabilities. Please contact the City Clerk's Office at 425-587-3190. If you should experience difficulty hearing the proceedings, please bring this to the attention of the Council by raising your hand.

**EXECUTIVE SESSIONS** may be held by the City Council only for the purposes specified in RCW 42.30.110. These include buying and selling real property, certain personnel issues, and litigation. The Council is permitted by law to have a closed meeting to discuss labor negotiations, including strategy discussions.

1. *CALL TO ORDER*
2. *ROLL CALL*
3. *STUDY SESSION*
  - a. 2015-2016 Budget Study Session #2
4. *EXECUTIVE SESSION*
  - a. To Review the Performance of a Public Employee
5. *HONORS AND PROCLAMATIONS*
  - a. 2014 Kirkland Arbor Day Proclamation
6. *COMMUNICATIONS*
  - a. *Announcements*
  - b. *Items from the Audience*
  - c. *Petitions*
7. *SPECIAL PRESENTATIONS*

**ITEMS FROM THE AUDIENCE** provides an opportunity for members of the public to address the Council on any subject which is not of a quasi-judicial nature or scheduled for a public hearing. (Items which may not be addressed under Items from the Audience are indicated by an asterisk\*.) The Council will receive comments on other issues, whether the matter is otherwise on the agenda for the same meeting or not. Speaker's remarks will be limited to three minutes apiece. No more than three speakers may address the Council on any one subject. However, if both proponents and opponents wish to speak, then up to three proponents and up to three opponents of the matter may address the Council.

**QUASI-JUDICIAL MATTERS**

Public comments are not taken on quasi-judicial matters, where the Council acts in the role of judges. The Council is legally required to decide the issue based solely upon information contained in the public record and obtained at special public hearings before the Council. The public record for quasi-judicial matters is developed from testimony at earlier public hearings held before a Hearing Examiner, the Houghton Community Council, or a city board or commission, as well as from written correspondence submitted within certain legal time frames. There are special guidelines for these public hearings and written submittals.

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

**PUBLIC HEARINGS** are held to receive public comment on important matters before the Council. You are welcome to offer your comments after being recognized by the Mayor. After all persons have spoken, the hearing is closed to public comment and the Council proceeds with its deliberation and decision making.

**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 the ordinance is published in the City's official newspaper.

**NEW BUSINESS** consists of items which have not previously been reviewed by the Council, and which may require discussion and policy direction from the Council.

**8. CONSENT CALENDAR**

*a. Approval of Minutes:* October 21, 2014

*b. Audit of Accounts:*  
                     *Payroll*       \$  
                     *Bills*           \$

*c. General Correspondence*

*d. Claims*

*e. Award of Bids*

*f. Acceptance of Public Improvements and Establishing Lien Period*

(1) 100<sup>th</sup> Avenue NE Bicycle Lanes Project, Road Construction Northwest, Inc., Renton, Washington

*g. Approval of Agreements*

*h. Other Items of Business*

(1) Resolution R-5080, Relinquishing Any Interest the City May Have, Except for a Utility Easement, in an Unopened Right-of-Way as Described Herein and Requested by Property Owner Eva L. Hopp.

(2) Report on Procurement Activities

**9. PUBLIC HEARINGS**

*a. Preliminary 2015-2016 Budget*

**10. UNFINISHED BUSINESS**

*a. Ordinance O-4463 and its Summary, Relating to Development Fees and Amending Kirkland Municipal Code Chapters 5.74, 19.36, 21.06 and 21.74.*

*b. Long-Term Street Improvement Closure Policy*

**11. NEW BUSINESS**

*a. Funding Requests from Council Special Projects Reserve*

*b. Public Safety Emergency Radio Network (PSERN)*

*c. Sound Cities Association (SCA) Open Seats/Appointments to 2015 Regional Boards and Commissions*

**12. REPORTS**

*a. City Council Reports*

- (1) Finance and Administration Committee
- (2) Planning, and Economic Development Committee
- (3) Public Safety Committee
- (4) Public Works, Parks and Human Services Committee
- (5) Tourism Development Committee
- (6) Regional Issues

*b. City Manager Reports*

- (1) Calendar Update

*13. ITEMS FROM THE AUDIENCE*

*14. ADJOURNMENT*

**ITEMS FROM THE AUDIENCE**

Unless it is 10:00 p.m. or later, speakers may continue to address the Council during an additional Items from the Audience period; provided, that the total amount of time allotted for the additional Items from the Audience period shall not exceed 15 minutes. A speaker who addressed the Council during the earlier Items from the Audience period may speak again, and on the same subject, however, speakers who have not yet addressed the Council will be given priority. All other limitations as to time, number of speakers, quasi-judicial matters, and public hearings discussed above shall apply.



**CITY OF KIRKLAND**  
**Department of Finance & Administration**  
**123 Fifth Avenue, Kirkland, WA 98033 425.587.3100**  
**www.kirklandwa.gov**

---

## **MEMORANDUM**

**To:** Kurt Triplett, City Manager

**From:** Tracey Dunlap, Director of Finance and Administration

**Date:** October 23, 2014

**Subject:** 2015-2016 BUDGET STUDY SESSION #2

The November 3 study session will be a continuation of the budget deliberations from the October 30 study session. Any follow-up materials requested by the City Council at the October 30 Study Session will be distributed at the meeting.

There will also be a discussion to highlight the changes to the preliminary Capital Improvement Program (CIP) Update that was originally presented to the City Council on June 17, 2014. Attachment A summarizes those changes, which includes the June 17, 2014 staff report as Attachment 1.



**CITY OF KIRKLAND**  
**Department of Finance & Administration**  
**123 Fifth Avenue, Kirkland, WA 98033 425.587.3100**  
**www.kirklandwa.gov**

## MEMORANDUM

**To:** Kurt Triplett, City Manager

**From:** Tracey Dunlap, Director of Finance and Administration  
 Tom Mikesell, Financial Planning Manager  
 Neil Kruse, Senior Financial Analyst

**Date:** October 24, 2014

**Subject:** **PRELIMINARY UPDATE OF THE 2013-18 CAPITAL IMPROVEMENT PROGRAM FOR THE PERIOD OF 2014-2018**

### **RECOMMENDATION:**

City Council continues discussion and provides direction for finalizing updates to the 2013-18 Revised Capital Improvement Program (CIP) to be brought forward for Council adoption on December 9<sup>th</sup>.

### **BACKGROUND DISCUSSION:**

The Council approved an update to the 2013-2018 CIP in December 2013. Due to the fact that several major Kirkland 2035 capital plans are underway such as the Surface Water Master Plan and the Transportation Master Plan, the decision was made to conduct another smaller update this year; with a full CIP update to be conducted in 2015 once the results of the various plans are known.

The Council was presented with proposed updates to the adopted 2013-2018 Revised CIP at the June 17<sup>th</sup> Council meeting (see Attachment 1). In addition to these changes, staff is recommending the following revisions to the adopted 2013-2018 Revised CIP:

### **Revenue Status**

- Contributions made to water/sewer and surface water capital funds were updated to reflect planned changes that are part of the utility rates adopted by Council on October 7<sup>th</sup> as shown in the table below:

	Water/Sewer		Surface Water		Surface Water Transportation	
	Revised	Previous	Revised	Previous	Revised	Previous
2015	<b>3,387,000</b>	2,950,000	<b>1,685,000</b>	1,588,000	<b>500,000</b>	950,000
2016	<b>3,612,000</b>	2,950,000	<b>1,744,000</b>	1,588,000	<b>500,000</b>	950,000
2017	<b>3,612,000</b>	2,950,000	<b>1,744,000</b>	1,588,000	<b>500,000</b>	950,000
2018	<b>3,612,000</b>	2,950,000	<b>1,744,000</b>	1,588,000	<b>500,000</b>	950,000

Changes to external funding were recognized as described in the project highlights below.

- Project funding changes approved by Council since June as highlighted below.

## **Project Highlights**

### *TRANSPORTATION*

#### **Funded Projects**

- **Park Lane Pedestrian Corridor Enhancements** (NM 0064 001) – Project total cost increased from \$2,328,900 to \$3,249,200. Council received an update on this project at the September 2nd Council meeting and approved funding recommendations, which included \$869,936 from the Surface Water Construction reserve and \$50,317 from REET 2 reserve for the replacement of reduced parking revenues due to a waving of parking fees during certain hours while Park Lane is under construction.
- **6<sup>th</sup> Street South Sidewalk** (NM 0082 000) – Project cost increased from \$437,600 to \$583,150 funded from external developer contributions and a TIB grant.
- **6<sup>th</sup> Street South/Kirkland Way Traffic Signal** (TR 0065) – Project cost increased from \$1,092,000 to \$1,200,550 and timing changed from 2014 to 2015 to coordinate with adjacent related projects. This project is funded from impact fees.
- **Kirkland ITS Implementation Phase I** (TR 0111 000) – Project budgeted in previous CIP periods, but received additional \$90,000 funding as approved by Council on September 16<sup>th</sup> for the project award of bid. Revised project budget is \$2,171,000.
- **6<sup>th</sup> Street South/9<sup>th</sup> Avenue South Traffic Signal** (TR 0115) – Project was removed from CIP when the signal was to be installed by developer per revised development agreement. The final development agreement puts the project into the CIP with a revised total cost of \$1,013,300, fully funded through developer contribution, but built by the City.

#### **Unfunded Projects**

- **100<sup>th</sup> Avenue Road Improvement** (ST 0083 101) – Project cost increased from \$9,500,000 to \$13,500,000 as an outcome of the 100<sup>th</sup> Avenue Corridor Study, as outlined in the City Council agenda memo for the October 21 Council meeting. The final adoption of the 100<sup>th</sup> Avenue NE Corridor Study by the City Council is scheduled to occur at an upcoming meeting.

### *WATER/SEWER UTILITY*

#### **Funded Project**

- **4<sup>th</sup> Street Watermain Replacement (WA 0152)** – New funded water main project to replace 68-year old undersized pipe in the Norkirk Neighborhood that has broken twice in 5-months (\$440,000).
- **Emergency Sewer Construction Program (SS 0056)** – Project has been suspended pending the outcome of a renewed public outreach effort and revised strategies to facilitate sanitary sewer connections, as approved by Council on July 1. Project cost reduced from \$4,200,000 to \$130,000 for close-out of the 2013 program and the added public outreach.

### *SURFACE WATER*

#### **Unfunded Projects**

- **Cross Kirkland Corridor Water Quality (SD 0085-001)** – New unfunded surface water project to take advantage of probable grant funding of \$616,000 and City match of \$304,000. (\$920,000) for continuing water quality efforts along the CKC.

### *PARKS*

No changes

*PUBLIC SAFETY***Funded Projects**

- **Hose Replacement** (PS 0077) – Project reduced from \$59,400 to \$36,300; expenses beginning in 2015 are incorporated into a general equipment replacement project (PS 2000).
- **Fire Equipment Replacement** (PS 2000) – New project that incorporates hose replacement along with other periodic small equipment needs. Project cost is \$97,700, which is a net increase of cost of \$74,600 since \$23,100 shifted from the Hose Replacement project.

*GENERAL GOVERNMENT – TECHNOLOGY & FACILITIES*

No changes

**Summary**

Funded projects for the six-year CIP have decreased by \$1,277,700 and unfunded increased by \$4,920,000 since the presentation made in June. The following table summarizes the currently identified 2013-18 CIP compared to the 2013-18 CIP Update adopted in December 2013. The funded has increased by \$1,851,800 and the unfunded has increased by \$112,437,900.

**2014 Update to 2013-2018 Capital Improvement Program**

	<b>6-year Funded CIP</b>	<b>Unfunded CIP</b>	<b>Total CIP</b>
Transportation	69,635,000	372,010,600	441,645,600
Parks	13,994,000	97,425,000	111,419,000
Public Safety	2,896,200	119,100	3,015,300
General Government			
Technology	6,236,300	1,417,400	7,653,700
Facilities	48,383,400	0	48,383,400
<b>Subtotal</b>	<b>141,144,900</b>	<b>470,972,100</b>	<b>612,117,000</b>
Surface Water Mgmt	14,733,500	6,764,200	21,497,700
Water/Sewer	24,963,900	71,491,000	96,454,900
<b>Utilities Subtotal</b>	<b>39,697,400</b>	<b>78,255,200</b>	<b>117,952,600</b>
<b>Grand Total Revised CIP</b>	<b>180,842,300</b>	<b>549,227,300</b>	<b>730,069,600</b>
<b>Adopted 2013-18 CIP</b>	<b>180,260,500</b>	<b>436,789,400</b>	<b>617,049,900</b>
<b>Difference</b>	<b>581,800</b>	<b>112,437,900</b>	<b>113,019,700</b>

**NEXT STEPS:**

Based on Council direction after their review of the 2013-18 CIP update on November 3rd, staff will finalize for adoption on December 9th with the adoption of the 2015-2016 Budget.

**CITY OF KIRKLAND****Department of Finance & Administration****123 Fifth Avenue, Kirkland, WA 98033 425.587.3100****www.kirklandwa.gov****MEMORANDUM**

**To:** Kurt Triplett, City Manager

**From:** Tracey Dunlap, Director of Finance and Administration  
Neil Kruse, Acting Financial Planning Manager

**Date:** June 5, 2014

**Subject:** **PRELIMINARY UPDATE OF THE 2013-18 CAPITAL IMPROVEMENT PROGRAM FOR THE PERIOD OF 2014-2018**

**RECOMMENDATION:**

City Council reviews and accepts the proposed updates to the 2013-18 Capital Improvement Program (CIP). Final changes to the CIP will be brought forward for Council adoption in December. This is an intermediate update covering the time period of 2014-2018. A full CIP process will be conducted in 2015 after several of the major master planning processes are completed.

**BACKGROUND DISCUSSION:**

The purpose of this CIP review is to acknowledge changes made since the update approved in December 2013 and to identify any further changes needed to bring the CIP up-to-date. The proposed changes are primarily related to the following categories:

- Updates and potential changes related to work program items,
- Updates to project timing and cost for prior Council approvals, and
- Recognizing any major changes in funding sources (new, increases, decreases).

Revised CIP Summary Tables (Attachment A) include projects that were previously funded but do not require any funding modifications in the current 6-year CIP, which are listed at the top of each sheet. As in the past, previously funded projects requiring modifications to budget or timing are included in the lower part of the funded project summary tables.

**Revenue Status**

No changes to revenue assumptions have been made at this point, with the exception of recognizing grants that have been awarded since the CIP Update was adopted in December 2013. As discussed in the CIP Update process in 2013, two major CIP-related revenues are coming in above budget as noted below, but additional revenue has not been programmed to date. These revenues are being held aside in anticipation of the needs that will be identified through the Comprehensive Plan process and other master planning processes currently under way and expected to be completed by the end of 2014. The additional revenues are also being set aside in reserves to potentially fund City match and/or backfill for any external funding that may not materialize. The positive revenue trends for key capital project funding-related revenue include:

- The strong recovery in the real estate market is evident in the performance of **Real Estate Excise Tax (REET)** revenue. Revenue received in 2013 exceeded budget by \$3.2 million

(evenly divided between REET 1 and REET 2). Performance in 2014 through April remains above budget expectations, but has slowed compared to last year (down 17.7 percent). No additional use of this source is planned in the update to the CIP, other than previously authorized uses approved by Council.

- **Impact Fees** are budgeted conservatively because of the drop in development activity during the recession. The turnaround in development activity is apparent in this revenue as well. At the end of 2013, transportation impact fees were almost \$1 million ahead of budget and park impact fees were ahead about \$465,000. Revenue through April also exceeds budget expectations, but is down compared to the same period last year. Transportation Impact fees are down 5.1 percent and Park Impact fees are down 32.3 percent compared to the same period last year. As with REET, no additional use of this source has been planned in the CIP update, with the exception of funding the 6<sup>th</sup> St/Kirkland Way Traffic Signal associated with the Google campus expansion. Impact fees can only be used for eligible capacity projects. Park Impact fees are currently only used for debt service payments.
- The **King County Park Levy** was renewed last year. The City also received about \$180,000 of revenue in 2013 from the previous levy. At the last CIP Update in December, the City Manager recommended holding this funding for opportunities for either the CKC or Totem Lake Park. Since that time, the City acquired property for the expansion of Totem Lake Park (Yuppie Pawn Shop), which Council approved in February. The funding plan for this purchase included using the remaining balance of \$180,000 from 2013 levy and funding from the General Capital Contingency reserve as a loan, in the amount of \$820,000. The intent is to use the King County Park Levy proceeds (approximately \$200,000 per year) to replenish the amount used from the General Capital contingency between 2014 and 2017. The 2018 revenue is currently not programmed.

## **Project Highlights**

### *TRANSPORTATION*

#### **Funded Projects**

- **Cross Kirkland Corridor Trail (Interim)** (NM 0024 000) – Total project cost increased from \$3,600,000 to \$4,141,400 due to recognizing the cost of rail removal, which was completely offset by salvage revenue.
- **Rose Hill Business District (NE 85<sup>th</sup> St.) Sidewalks** (NM 0051) – Project cost increased from \$7,857,500 to \$8,075,000 due to construction bids coming in higher than original estimates, which is funded from an additional grant award. More detail is provided in the award of bid memo in the current June 17 Council meeting agenda packet.
- **Park Lane Pedestrian Corridor Enhancements** (NM 0064 001) – Project total cost increased from \$2,238,900 to \$2,328,900. Council received an update on this project at the January 7<sup>th</sup> Council meeting and approved funding recommendations, which included the reduction of the Transportation Alternatives Program (TAP) grant from \$1,180,000 to \$857,000. The grant reduction and project cost increase of \$90,000 was funded from \$160,000 from unspent past years' annual street preservation and sidewalk maintenance program projects and \$253,000 from the Surface Water Construction reserve.
- **6<sup>th</sup> Street South Sidewalk** (NM 0082 000) – Project cost increased from \$412,500 to \$437,600 and timing changed from 2014 to 2015 to coordinate with adjacent related projects. This project is funded from external developer contributions.
- **South Kirkland Transit Oriented Development /Cross Kirkland Corridor Multi-Modal Connection Phase 1** (NM 0084) – Project was changed to reflect a single phase to complete

all aspects. Additional funding from King County of \$150,000 is added to reflect revised scope and timing of project changed from 2014 to 2015. Total project cost is \$1,450,000. The extent of costs ineligible for grant reimbursement is under review to determine whether any supplemental City funding is needed.

- **6<sup>th</sup> Street South/Kirkland Way Traffic Signal** (TR 0065) – Project cost increased from \$992,000 to \$1,092,000 and timing changed from 2014 to 2015 to coordinate with adjacent related projects. This project is funded from impact fees.
- **6<sup>th</sup> Street South/9<sup>th</sup> Avenue South Traffic Signal** (TR 0115) – Project removed from CIP; signal will be installed by developer per revised development agreement.
- The City recently received notice of the successful award of a grant related to the **100<sup>th</sup> Avenue Corridor** project for design. This project will require some City grant match. Staff will return to Council at a later date when more information is available.

### Unfunded Projects

- **South Kirkland TOD/CKC Multi-Modal Connection Phase II** (NM 0085) – This project has been deleted (\$939,000) since the project will be completed in one phase (CNM 0084 - above).
- **Cross Kirkland Corridor Non-Motorized Improvements** (NM 0086 000) – New unfunded project added to take advantage of possible grant opportunities for long-range implementation of the CKC Master Plan (\$90,000,000).
- **Citywide School Walk Route Enhancements** (NM 0087 000) – New unfunded project to take advantage of grant opportunities (\$16,300,000). This unfunded project is in addition to the currently funded investment in safe school walk routes.
- **NE 124<sup>th</sup> Street Sidewalk** (NM 0088 000) – New unfunded project to provide sidewalk connection to existing sidewalks in Totem Lake west of I-405 (\$326,700).
- **Lakefront Pedestrian & Bicycle Improvements** (NM 0089 000) – New unfunded project to take advantage of grant opportunities for enhancement of non-motorized facilities on the City's lakefront (\$1,000,000).
- **Juanita Drive "Quick Wins"** (NM 0090 000) – New unfunded project to take advantage of grant opportunities for various improvements to Juanita Drive identified in the Juanita Corridor Master Plan (\$1,350,000).
- **Totem Lake Non-Motorized Bridge** (NM 0091 000) – New unfunded project to take advantage of grant opportunities for design/engineering for a non-motorized bridge connection to the Cross Kirkland Corridor identified in the Totem Lake Master Plan (\$1,067,000).

### *WATER/SEWER UTILITY*

#### Funded Project

- **7<sup>th</sup> Avenue S. Sewermain Replacement** (SS 0064) – Project cost reduced from \$930,500 to \$897,800 due to revised cost estimate.

### Unfunded Project

- **116<sup>th</sup> Avenue NE/NE 70<sup>th</sup>-NE 80<sup>th</sup> Street Watermain Replacement** (WA 0113) – Project moved to unfunded as a result of reprioritized needs in the area. This project was funded in a previous CIP, and was identified as an “active project” in the last update.

### *SURFACE WATER*

### Funded Projects

- **Billy Creek Ravine Stabilization Phase II** (SD 0078) – Project cost changed from \$67,400 to \$87,600 due to revised cost estimates.

### *PARKS*

### Funded Projects

- **Yuppie Pawn Shop Acquisition** (PK 0131 008) – New project added to reflect property purchase as approved by Council in February 2014 (\$2,340,000).
- **Neighborhood Land Acquisition** (PK 0133 300) – Levy-funded project reduced from \$2,350,000 to \$1,500,000 to reflect the use of 2013-2014 funds to purchase property adjacent to Juanita Heights Park (\$240,000) and Yuppie Pawn Shop Acquisition (\$610,000).

### Unfunded Projects

As a housekeeping item, the projects that previously had been identified as unfunded due to repurposing for the Cross Kirkland Corridor purchase have been deleted as they have been incorporated in other funded projects due to the 2012 Parks Levy and other funding or have been combined into another unfunded project as described below. The net reduction to the unfunded Parks CIP is \$1,539,300. Changes to Park projects are as follows:

- **Forbes Lake Park Development** (PK 0056) – Project expected to be completed within remaining project budget. The current work plan includes almost \$600,000 of park improvements.
- **South Juanita Park Site Development** (PK 0053) – Project incorporated into unfunded McAuliffe Park project (PK 0108).
- **Waverly Beach Park Renovation** (PK 0087) – Project balance available was approximately \$240,000 and combined with Waverly Beach Park Renovation project funded by the park levy (CPK 0087 100).
- **Skate Park** (PK 0111) – Project elements incorporated into future unfunded Juanita Beach Park Development (PK 0119 200).
- **Spinney Homestead Park Renovation** (PK 0113) – Balance available was \$50,000 and project consolidated into funded Spinney Homestead Park Renovation funded by the park levy (PK 0113 100).

- **Community Recreation Facility Planning** (PK 0122) – This was funded by a mid-biennial service package in the operating fund, which recently received additional funding to complete the study of two sites.

#### *PUBLIC SAFETY*

#### **Modified Projects**

- The Police Equipment Replacement (PS 1000) was reduced by \$4,300 to reflect updated equipment costs.

#### *GENERAL GOVERNMENT – TECHNOLOGY*

#### **Funded Projects**

- **Copier Replacements** (IT 0500) – Project cost increased from \$80,300 to \$136,700 due to revised equipment list.
- **Maintenance Management System** (IT 0702) – Project cost increased from \$177,600 to \$222,600 to reflect additional consultant costs related to identifying the appropriate solution for replacement of this system.
- **Recreation Registration System Replacement** (IT 0802) – Project moved from unfunded to funded in 2016 because the current system will no longer be supported as of 2017 (\$83,000).

#### **Unfunded Projects**

- **Standard Reporting Tool** (IT 0602) – Project cost increased from \$83,200 to \$379,700 in order to conduct a thorough analysis of need and reporting solutions across multiple city-wide functions. Project remains unfunded.

#### *GENERAL GOVERNMENT – FACILITIES*

#### **Modified Projects**

- Facility life cycle projects were modified to reflect revised cost estimates, increasing by \$16,400 over the 6-year CIP period.

The table that follows summarizes the currently identified 2013-18 CIP, both the funded 6-year program and the longer term needs that are unfunded. The funded has increased by \$1,859,500 and the unfunded has increased by \$107,514,900 from the 2013-18 CIP Update adopted in December 2013.

**2014 Update to 2013-2018 Capital Improvement Program**

	<b>6-year Funded CIP</b>	<b>Unfunded CIP</b>	<b>Total CIP</b>
Transportation	67,357,300	368,010,600	435,367,900
Parks	13,994,000	97,425,000	111,419,000
Public Safety	2,821,600	119,100	2,940,700
General Government			
Technology	6,236,300	1,417,400	7,653,700
Facilities	48,383,400	0	48,383,400
<b>Subtotal</b>	<b>138,792,600</b>	<b>466,972,100</b>	<b>605,764,700</b>
Surface Water Mgmt	14,733,500	5,844,200	20,577,700
Water/Sewer	28,593,900	71,491,000	100,084,900
<b>Utilities Subtotal</b>	<b>43,327,400</b>	<b>77,335,200</b>	<b>120,662,600</b>
<b>Grand Total Revised CIP</b>	<b>182,120,000</b>	<b>544,307,300</b>	<b>726,427,300</b>
<b>Adopted 2013-18 CIP</b>	<b>180,260,500</b>	<b>436,789,400</b>	<b>617,049,900</b>
<b>Difference</b>	<b>1,859,500</b>	<b>107,517,900</b>	<b>109,377,400</b>

**NEXT STEPS:**

Changes will continue to be identified through the budget process and as new information becomes available on projects. Issues that are currently under review are:

- Remaining funding for the KJC Firing Range, given King County's decision not to contract for a block of range time
- Fire Station consolidation/replacement
- Downtown Parking
- City Hall Renovation Plan
- Maintenance Center needs
- Transportation Grant match funding
- Sinking Fund refinements, including incorporation of the KJC and Intelligent Transportation System (ITS)
- Major Systems Replacement

Based on Council acceptance after review of the 2013-18 CIP update on June 17, staff will make the changes. If any subsequent changes are made prior to the end of the year, staff will bring back a revised 2013-18 CIP update for Council's further consideration at a future meeting. The final 2013-18 CIP update will be brought back to the Council for formal adoption in December with the adoption of the 2015-2016 Budget.

**City of Kirkland  
2014 Update to 2013-2018 Capital Improvement Program**

**TRANSPORTATION PROJECTS**

**Funded Projects:**

Project Number	Project Title	Prior Year(s)	2013	2014	2015	2016	2017	2018	2013-2018 Total	Funding Sources				
										Current Revenue	Reserve	Debt	External/Pending Source	
<b><i>Prior Year Active Projects:</i></b>														
NM 0034 001*	Peter Kirk Elementary Sidewalk Phase II	438,000												
NM 0059	6th Street Sidewalk	265,000												
NM 0065	Central Way Pedestrian Enhancements	441,000												
NM 0068*	Lakeview School Walk Route Enhancements	374,300												
NM 0069	100th Ave NE Bike Lanes	274,000												
TR 0070	NE 124th & 124th Ave Intersection Improvements	1,857,873												
TR 0102	GTEC	743,000												
TR 0111 000	Kirkland ITS Implementation Phase I	2,081,000												
<b><i>Subtotal Prior Year Active Projects with no new funding planned</i></b>		<b>6,474,173</b>												
<b><i>Current 2013-2018 CIP:</i></b>														
ST0006	Annual Street Preservation Program		1,750,000	1,750,000	1,750,000	1,750,000	1,750,000	1,750,000	10,500,000	10,500,000				
ST 0006 002~	Annual Street Preservation Program-One-time Project		42,500	158,000	1,268,500				1,469,000					1,469,000
ST 0006 003*	Street Levy Street Preservation		1,959,000	2,574,000	2,300,000	2,300,000	2,300,000	2,300,000	13,733,000	13,733,000				
ST 0055+	98th Avenue Bridge		390,000	1,025,000					1,415,000		15,000			1,400,000
ST 0057 001*	NE 120th Street Roadway Extension (East Section)	2,867,000	556,300	3,085,800					3,642,100	839,300	800			2,802,000
ST 0075~	NE 85th Street Utility Conversion	1,916,800	774,700						774,700	9,200	765,500			
ST 0080	Annual Striping Program		300,000	350,000	350,000	350,000	350,000	350,000	2,050,000	2,050,000				
ST 0082	Juanita Drive Corridor Study		200,000	80,000					280,000	280,000				
ST 0083*	100th Ave NE Corridor Study		70,000						70,000	20,000	50,000			
ST 8888	Annual Concurrence Street Improvements				482,400	480,000	215,000	852,500	2,029,900	1,823,400	206,500			
ST 9999	Regional Inter-Agency Coordination		82,000	82,000	82,000	82,000	82,000	82,000	492,000	492,000				
NM 0006 100	Street Levy-Safe School Walk Routes				150,000	150,000	150,000	150,000	600,000	600,000				
NM 0006 200	Street Levy-Pedestrian Safety		590,000		150,000	150,000	150,000	150,000	1,190,000	1,190,000				
NM 0012	Crosswalk Upgrade Program		70,000		70,000		70,000		210,000	210,000				
NM 0024 000	Cross Kirkland Corridor Trail (Interim)	203,000	2,158,000	1,780,400					3,938,400	276,800	79,200			3,582,400
NM 0024 101*	Cross Kirkland Corridor Master Plan		350,000	150,000					500,000	252,200	247,800			
NM 0051~	Rose Hill Business District Sidewalks	3,715,500	1,156,800	3,202,700					4,359,500					4,359,500
NM 0053+	NE 112th Street Sidewalk		291,700						291,700	35,600	169,800			86,300
NM 0057	Annual Sidewalk Maintenance Program		209,000	200,000	200,000	200,000	200,000	200,000	1,209,000	909,000	300,000			
NM 0064 001	Park Lane Pedestrian Corridor Enhancements Phase II		350,000	1,978,900					2,328,900	572,900	160,000			1,596,000
NM 0073	JFK Non-Motorized Program		75,000	75,000					150,000	30,000	120,000			
NM 0082+	6th Street S. Sidewalk		73,000	364,600					437,600					437,600
NM 0084	South Kirkland TOD/CKC Multi-Modal Connection		-	246,000	1,204,000				1,450,000					1,450,000
NM 8888*	Annual Non-Motorized Program				208,300	605,000	1,043,000	1,043,500	2,899,800	1,660,000	1,239,800			
TR 0004 002	Peter Kirk Restroom Renovation	12,600	127,400						127,400		5,300			122,100
TR 0065+	6th Street/Kirkland Way Traffic Signal			246,200	845,800				1,092,000	1,092,000				-
TR 0078~*	NE 85th St/132nd Ave NE Intersection Improvements		42,000	925,400					967,400					967,400
TR 0080~*	NE 85th St/124th Ave NE Intersection Improvements	1,182,500	31,300	1,223,400					1,254,700					1,254,700
TR 0083	100th Ave NE/NE 132nd Street Intersection Improvements	767,600	350,000	350,000	2,501,000				3,201,000	700,000				2,501,000
TR 0111 003*	Kirkland ITS Implementation Phase IIC		453,000	2,498,000					2,951,000	240,000	509,900			2,201,100
TR 0113*	Citywide Safety & Traffic Flow Improvements		150,600	193,300					343,900		49,500			294,400
TR 8888	Annual Concurrence Traffic Improvements				475,000	543,000	381,300		1,399,300	1,169,300	230,000			
<b>Total Funded Transportation Projects</b>		<b>17,139,173</b>	<b>12,602,300</b>	<b>22,538,700</b>	<b>12,037,000</b>	<b>6,610,000</b>	<b>6,691,300</b>	<b>6,878,000</b>	<b>67,357,300</b>	<b>38,684,700</b>	<b>4,149,100</b>	<b>-</b>	<b>-</b>	<b>24,523,500</b>

**Other Funding Sources Used**

**Notes**  
 \* = Modification in timing and/or cost (see Memo for greater detail)  
 ~ = Projects with pending funding sources to be determined  
 + = Moved from unfunded status to funded status  
 - = Moved from funded status to unfunded status  
 ^ = Annual Program Project Candidates  
 Shaded year(s) = Previous timing  
**Bold italics = New projects**

**TRANSPORTATION PROJECTS**

**Unfunded Projects:**

Project Number	Project Title	Total
ST 0056	132nd Avenue NE Roadway Improvements	25,170,000
ST 0059^	124th Ave NE Roadway Improvements (North Section)	10,000,000
ST 0060	118th Avenue NE Roadway Extension	6,440,000
ST 0061	119th Avenue NE Roadway Extension	5,640,000
ST 0062	NE 130th Street Roadway Extension	10,000,000
ST 0063^	120th Avenue NE Roadway Improvements	8,988,500
ST 0064	124th Ave NE Roadway Widening Imprv (So. Sect'n)	30,349,000
ST 0070	120th Ave NE/Totem Lake Plaza Roadway Imprmnts	3,000,000
ST 0072	NE 120th St Roadway Improvements (West Section)	5,870,000
ST 0073	120th Avenue NE Roadway Extension	16,392,000
ST 0077	NE 132nd St Rdwy Imprv.-Phase I (West Section)	1,348,000
ST 0078	NE 132nd St Rdwy Imprv-Phase II (Mid Section)	316,000
ST 0079	NE 132nd St Rdwy Imprv-Phase III (East Section)	1,119,000
ST 0081	Totem Lake Area Development Opportunity Program	500,000
ST 0083 101	100th Ave NE Roadway Improvements	9,500,000
ST 0084	Finn Hill Emergency Vehicle Access Improvement Study	150,000
ST 0086	Finn Hill Emergency Vehicle Access Connection	900,000
NM 0001	116th Ave NE (So. Sect.) Non-Motorz'd Facil-Phase II	3,378,000
NM 0007	NE 52nd Street Sidewalk	1,068,600
NM 0024 201	Cross Kirkland Corridor Opportunity Fund	500,000
NM 0026	NE 90th Street Sidewalk (Phase II)	2,584,200
NM 0030	NE 90th Street/I-405 Pedestrian/Bicycle Overpass	3,740,700
NM 0031	Crestwoods Park/BNSFR Ped/Bike Facility	2,505,000
NM 0032^	93rd Avenue Sidewalk	1,047,900
NM 0036^	NE 100th Street Bikelane	1,644,300
NM 0037	130th Avenue NE Sidewalk	833,600
NM 0041	Forbes Valley Pedestrian Facility	1,996,600
NM 0043^	NE 126th St Nonmotorized Facilities	4,277,200
NM 0045	NE 95th Street Sidewalk (Highlands)	571,500
NM 0046^	18th Avenue SW Sidewalk	2,255,000
NM 0047	116th Avenue NE Sidewalk (South Rose Hill)	422,100
NM 0048	NE 60th Street Sidewalk	4,979,800
NM 0049^	112th Ave NE Sidewalk	527,600
NM 0050^	NE 80th Street Sidewalk	859,700
NM 0054	13th Avenue Sidewalk	446,700
NM 0055^	122nd Ave NE Sidewalk	866,700
NM 0056	NE 90th Street Sidewalk (Phase I)	1,165,700
NM 0058	111th Avenue Non-Motorized/Emergency Access Connection	2,000,000
NM 0061	NE 104th Street Sidewalk	1,085,000
NM 0062	19th Avenue Sidewalk	814,200
NM 0063	Kirkland Way Sidewalk	414,500
NM 0071	NE 132nd Street Sidewalk Improvement	363,000
NM 0072	NE 132nd Street Sidewalk at Finn Hill Middle School	693,000
NM 0074	90th Ave NE Sidewalk	353,400
NM 0075	84th Ave NE Sidewalk	4,052,800
NM 0076	NE 140th St Sidewalk - Muir Elem Walk Rt Enhan. Phase 1	1,131,000
NM 0077	NE 140th St Sidewalk - Keller Elem Walk Rt Enhan. - N	1,185,000
NM 0078	NE 140th St Sidewalk - Keller Elem Walk Rt Enhan. - S	747,000
NM 0079	NE 140th St Sidewalk - Muir Elem Walk Rt Enhan. Phase 2	648,000
NM 0080	Juanita-Kingsgate Pedestrian Bridge at I-405	4,500,000
NM 0081	CKC to Redmond Central Connector	3,656,000
<b>NM 0086</b>	<b>Cross Kirkland Corridor Non-motorized Improvements</b>	<b>90,000,000</b>
<b>NM 0087</b>	<b>Citywide School Walkroute Enhancements</b>	<b>16,300,000</b>
<b>NM 0088</b>	<b>NE 124th Street Sidewalk</b>	<b>326,700</b>
<b>NM 0089</b>	<b>Lakefront Pedestrian &amp; Bicycle Improvements</b>	<b>1,000,000</b>
<b>NM 0090</b>	<b>Juanita Drive "Quick Wins"</b>	<b>1,350,000</b>
<b>NM 0091</b>	<b>Totem Lake Non-motorized Bridge</b>	<b>1,067,000</b>
<b>Subtotal Unfunded ST and NM Projects</b>		<b>303,040,000</b>

Project Number	Project Title	Total
TR 0056 <sup>f</sup>	NE 85th Street HOV Queue Bypass	841,000
TR 0057	NE 124th Street HOV Queue Bypass	1,722,000
TR 0067	Kirkland Way/CKC Bridge Abutment/Intersection Imprv	6,917,000
TR 0068	Lake Washington Boulevard HOV Queue Bypass	6,580,000
TR 0072	NE 116th Street Eastbound HOV Queue Bypass	7,337,000
TR 0073	NE 70th Street Eastbound HOV Queue Bypass	1,702,000
TR 0074	NE 85th Street Westbound HOV Queue Bypass	1,775,000
TR 0075	NE 124th Street Westbound HOV Queue Bypass	1,275,000
TR 0082 <sup>f</sup>	Central Way/Park Place Center Traffic Signal	200,000
TR 0084	100th Ave NE/NE 124th St Intersection Improvements	2,230,000
TR 0086^	NE 70th St/132nd Ave NE Intersection Improvements	4,590,600
TR 0088^	NE 85th St/120th Ave NE Intersection Improvements	5,272,300
TR 0089	NE 85th St/132nd Ave NE Intersection Imp (Phase II)	1,825,700
TR 0090 <sup>f</sup>	Lake Washington Blvd/NE 38th Place Intersection Imp	500,000
TR 0091^	NE 124th St/124th Ave NE Intersection Improvements	3,503,300
TR 0092	NE 116th St/124th Ave NE N-bound Dual Lft Turn Lanes	1,717,000
TR 0093	NE 132nd St/Juanita H.S. Access Rd Intersect'n Imp	916,000
TR 0094	NE 132nd St/108th Avenue NE Intersect'n Imp	618,000
TR 0095	NE 132nd St/Fire Stn Access Dr Intersect'n Imp	366,000
TR 0096 <sup>f</sup>	NE 132nd St/124th Ave NE Intersect'n Imp	5,713,000
TR 0097	NE 132nd St/132nd Ave NE Intersect'n Imp	889,000
TR 0098 <sup>f</sup>	NE 132nd St/ 116th Way NE (I-405) Intersect'n Imp	300,000
TR 0099	120th Ave/Totem Lake Way Intersection Improvements	2,845,500
TR 0100 100	6th Street & Central Way Intersection Imprmnts Phase 2	1,866,800
TR 0103 <sup>f</sup>	Central Way/4th Street Intersection Improvements	31,000
TR 0104 <sup>f</sup>	6th Street/4th Ave Intersection Improvements	580,000
TR 0105 <sup>f</sup>	Central Way/5th Street Intersection Improvements	564,000
TR 0106 <sup>f</sup>	6th Street/7th Avenue Intersection Improvements	89,400
TR 0107 <sup>f</sup>	Market Street/15th Avenue Intersection Improvements	564,000
TR 0108 <sup>f</sup>	NE 85th Street/124th Ave NE Intersection Improvements	889,000
TR 0109 <sup>f</sup>	Totem Lake Plaza/Totem Lake Blvd Intersection Imprv.	1,500,000
TR 0110 <sup>f</sup>	Totem Lake Plaza/120th Ave NE Intersection Imprv.	1,500,000
TR 0111 001	Kirkland ITS Implementation Phase II	1,189,000
TR 0111 002	Kirkland ITS Implementation Phase IIB	2,644,000
TR 0114	Slater Avenue NE Traffic Calming - Phase I	247,000
<b>Subtotal Unfunded TR Projects</b>		<b>71,299,600</b>
<b>Total Unfunded Transportation (ST, NM, and TR) Projects</b>		<b>374,339,600</b>
<b>Funding Available from Annual Programs for Candidate Projects</b>		<b>6,329,000</b>
<b>Net Unfunded Transportation Projects</b>		<b>368,010,600</b>

\* = Modification in timing and/or cost (see Project Modification Schedule for greater detail)  
 + = Moved from unfunded status to funded status  
 " = Moved from funded status to unfunded status  
 ^ = Annual Program Project Candidates  
 Shaded year(s) = Previous timing  
**Italic = New projects**  
 # = Projects to be funded with development-related revenues

**City of Kirkland  
2014 Update to 2013-2018 Capital Improvement Program**

**SURFACE WATER MANAGEMENT UTILITY PROJECTS**

**Funded Projects:**

Project Number	Project Title	Prior Year(s)	2013	2014	2015	2016	2017	2018	2013-2018 Total	Funding Source				
										Current Revenue	Reserve	Debt	External Source	
<b><i>Prior Year Active Projects:</i></b>														
SD 0025	NE 85th Street Detention	621,800												
SD 0065**	Cochran Spr/Yarrow Pt Flood Control	205,800												
Subtotal Prior Year Active Projects with no new funding planned		827,600												
<b><i>Current 2013-18 CIP:</i></b>														
SD 0047	Annual Replacement of Aging/Failing Infrastructure		200,000	200,000	200,000	200,000	200,000	200,000	1,200,000	1,200,000				
SD 0048	Cochran Springs / Lake Washington Blvd Crossing Enh.	180,000		340,000	667,100	450,000			1,457,100	1,457,100				
SD 0051	Forbes Creek/KC Metro Access Road Culvert Enh.	232,200					688,000	370,700	1,058,700	1,058,700				
SD 0053	Forbes Creek/Coors Pond Channel Grade Controls	260,200						164,700	164,700	164,700				
SD 0058	Surface Water Sediment Pond Reclamation Phase II	115,400			497,600	238,000			735,600	735,600				
SD 0059	Totem Lake Boulevard Flood Control Measures	585,400	302,800	1,048,000					1,350,800	1,014,800			336,000	
SD 0067	NE 129th Place/Juanita Creek Rockery Repair	115,500			223,300				223,300	223,300				
SD 0075**	Totem Lake Twin 42 Inch Culvert Replacement	922,000	3,494,000						3,494,000	1,253,200	2,240,800			
SD 0076#	NE 141st Street/111th Avenue NE Culvert Repair		181,500						181,500		181,500			
SD 0077#	Goat Hill Storm Drainage Repair			153,700					153,700	153,700				
SD 0078**	Billy Creek Ravine Stabilization Phase II			87,600					87,600	34,500	53,100			
SD 0079**	Public Safety Building Stormwater Quality Demonstration		160,000						160,000		160,000			
SD 0081	Neighborhood Drainage Assistance Program (NDA)		50,000		50,000		50,000		150,000		150,000			
SD 0082	Kirkland Decant Facility Expansion		75,000	1,193,000					1,268,000		317,100		950,900	
SD 0083	7th Avenue S Storm Main Replacement			240,000					240,000		240,000			
SD 0085	Cross Kirkland Corridor (CKC) Storm Water Retrofit			120,000					120,000		-		120,000	
SD 8888	Annual Streambank Stabilization Program		217,900			350,000	350,000	425,000	1,342,900	1,125,000	217,900			
SD 9999	Annual Surface Water Infrastructure Replacement Program		218,000			350,000	350,000	427,600	1,345,600	1,127,600	218,000			
<b>Total Funded Surface Water Management Utility Projects</b>		<b>3,238,300</b>	<b>4,899,200</b>	<b>3,382,300</b>	<b>1,638,000</b>	<b>1,588,000</b>	<b>1,638,000</b>	<b>1,588,000</b>	<b>14,733,500</b>	<b>9,548,200</b>	<b>3,778,400</b>	<b>0</b>	<b>1,406,900</b>	

**SURFACE WATER MANAGEMENT UTILITY PROJECTS**

**Unfunded Projects:**

Project Number	Project Title	Total
SD 0045^	Carillon Woods Erosion Control Measures	549,600
SD 0046#	Regional Detention in Forbes and Juanita Creek Basins	2,810,200
SD 0049#	Forbes Creek/108th Avenue NE Fish Passage Improvements	332,900
SD 0050#	NE 95th Street/126th Avenue NE Flood Control Measures	55,900
SD 0052^	Forbes Creek/Slater Avenue Embankment Stabilization	139,700
SD 0054#	Forbes Creek/BNSFRR Fish Passage Improvements	424,200
SD 0055	Forbes Creek / 98th Avenue NE Riparian Plantings	75,500
SD 0056^	Forbes Creek Ponds Fish Passage/Riparian Plantings	213,000
SD 0061^	Everest Park Stream Channel/Riparian Enhancements	1,095,500
SD 0062^	Stream Flood Control Measures at Kirkland Post Office	345,400
SD 0063^	Everest Creek-Slater Avenue at Alexander Street	830,300
SD 0068	128th Ave NE/NE 60th Street To NE 64th St Drainage Imp.	270,300
SD 0070	Juanita Creek Watershed Enhancement Study	50,000
SD 0074	Streambank Stabilization Program – NE 86th Street	640,200
SD 0084	Market Street Storm Main Rehabilitation	700,000
<b>Subtotal Unfunded Surface Water Management Utility Projects</b>		<b>8,532,700</b>
<b>Funding Available from Annual Programs for Candidate Projects</b>		<b>2,688,500</b>
<b>Net Unfunded Surface Water Management Utility Projects</b>		<b>5,844,200</b>

**Notes**

- \* = Modification in timing and/or cost (see Project Modification Schedule for greater detail)
- + = Moved from unfunded status to funded status
- " = Moved from funded status to unfunded status
- ^ = Annual Streambank Stabilization Program Project Candidates
- \*\* = Project completed/closed
- # = Annual Storm Drain Replacement Program Project Candidates
- Shaded year(s) = Previous timing
- Bold italics = New projects***

**City of Kirkland  
2014 Update to 2013-2018 Capital Improvement Program**

**WATER/SEWER UTILITY PROJECTS**

**Funded Projects:**

Project Number	Project Title	Prior Year(s)	2013	2014	2015	2016	2017	2018	2013-18 Total	Funding Source			
										Current Revenue	Reserve	Debt	External Source
<b><i>Prior Year Active Projects:</i></b>													
WA 0063 **	Supply Station #3 Replacement	141,000											
WA 0093	Vulnerability Analysis	367,900											
WA 0094 **	North Reservoir Painting	3,399,000											
WA 0115	Telemetry Upgrades	150,000											
WA 0142**	3rd St Watermain Upgrade	100,000											
WA 0144**	120th Ave NE Watermain Replacement	272,000											
SS 0074	Sewer System Telemetry Upgrade	150,000											
SS 0075	Inflow/Infiltration Reduction Upgrade	200,000											
Subtotal Prior Year Active Projects with no new funding planned		4,779,900											
<b><i>Current 2013-18 CIP:</i></b>													
WA 0090	Emergency Sewer Pgm Watermain Replacement Pgm		50,000		50,000		50,000		150,000	150,000			
WA 0102	104th Ave NE Watermain Replacement						974,500		974,500	974,500			
WA 0116	NE 80th Street Watermain Replacement (Phase II)		442,000	2,394,400					2,836,400	869,000	1,967,400		
WA 0121 **	NE 109th Ave/106th Court NE Watermain Replacement	215,000	156,300						156,300	156,300			
WA 0134	5th Ave S / 8th St S Watermain Replacement							850,000	850,000	850,000			
WA 0140	NE 85th Street Watermain Replacement	626,000	2,494,400	871,800					3,366,200	3,366,200			
WA 0145	Kirkland Avenue/6th Street S Watermain Replacement					785,000			785,000	785,000			
WA 0148	Park Lane Watermain Replacement		62,000	235,000					297,000	297,000			
WA 0150	6th Street Watermain Replacement			372,500	148,000				520,500	520,500			
WA 0151	7th Avenue S Watermain Replacement			325,000	53,000				378,000	378,000			
WA 8888	Annual Watermain Replacement Program						562,100	402,700	964,800	964,800			
WA 9999	Annual Water Pump Station/System Upgrade Pgm						562,100	402,700	964,800	964,800			
SS 0056	Emergency Sewer Construction Program		922,000	478,000	969,000	431,000	950,000	450,000	4,200,000		4,200,000		
SS 0064 *	7th Avenue South Sewermain Replacement			897,800					897,800	897,800			
SS 0067	NE 80th Street Sewermain Replacement (Phase II)		600,000	1,836,000					2,436,000	365,400	2,070,600		
SS 0073	Rose Point Sewer Lift Station Replacement				1,088,400	1,471,400			2,559,800	2,559,800			
SS 0078	5th Avenue S Sewermain Replacement			188,900	38,000				226,900	226,900			
SS 0079	3rd Avenue S & 2nd Street S Sewermain Replacement				487,000	740,000			1,227,000	1,227,000			
SS 0080	20th Avenue Sewermain Replacement							812,000	812,000	812,000			
SS 0081 **	7th / 8th Avenue West Alley Sewermain Replacement		354,000						354,000	354,000			
SS 8888	Annual Sanitary Pipeline Replacement Program			217,400	497,800	138,300	562,100	402,800	1,818,400	1,818,400			
SS 9999	Annual Sanitary Pump Station/System Upgrade Pgm			217,400	497,800	138,300	562,200	402,800	1,818,500	1,818,500			
		<b>5,620,900</b>	<b>5,080,700</b>	<b>8,034,200</b>	<b>3,829,000</b>	<b>3,704,000</b>	<b>4,223,000</b>	<b>3,723,000</b>	<b>28,593,900</b>	<b>20,355,900</b>	<b>4,200,000</b>	<b>4,038,000</b>	<b>0</b>

**Notes**

- \* = Modification in timing and/or cost (see Project Modification Schedule for greater detail)
- + = Moved from unfunded status to funded status
- " = Moved from funded status to unfunded status
- ^ = Annual Watermain or Sanitary Pipeline Replacement Program Project Candidates
- \*\* = Project completed/closed
- # = Annual Pump Station/System Upgrade Program Project Candidates
- Shaded year(s) = Previous timing
- Bold italics = New projects***

**WATER/SEWER UTILITY PROJECTS****Unfunded Projects:**

<b>Project Number</b>	<b>Project Title</b>	<b>Total</b>
WA 0052	108th Avenue NE Watermain Replacement	1,584,000
WA 0057	116th Avenue NE Watermain Replacement	2,731,000
WA 0067#	North Reservoir Pump Replacement	611,000
WA 0096	NE 83rd Street Watermain Replacement	450,000
WA 0097	NE 80th Street Watermain Replacement (Phase III)	1,386,000
WA 0098	126th Ave NE/NE 83rd & 84th St/128th Ave NE Watermain Replacement	1,197,000
WA 0103^	NE 113th Place/106th Ave NE Watermain Replacement	841,000
WA 0104	111th Ave NE/NE 62nd St-NE 64th St Watermain Replacement	1,493,000
WA 0108	109th Ave NE/NE 58th St Watermain Replacement	504,000
WA 0109	112th Ave NE Watermain Replacement	1,179,000
WA 0111	NE 45th St And 110th/111th Ave NE Watermain Replacement	1,303,000
WA 0113**	116th Ave NE/NE 70th-NE 80th St Watermain Replacement	2,222,100
WA 0118^	112th -114th Avenue NE/NE 67th-68th Street Watermain Replacement	3,360,100
WA 0119	109th Ave NE/111th Way NE Watermain Replacement	2,304,000
WA 0120^	111th Avenue Watermain Replacement	182,000
WA 0122	116th Avenue NE/NE 100th Street Watermain Replacement	1,506,000
WA 0123	NE 91st Street Watermain Replacement	453,000
WA 0124^	NE 97th Street Watermain Replacement	685,000
WA 0126#	North Reservoir Outlet Meter Addition	72,300
WA 0127#	650 Booster Pump Station	1,603,000
WA 0128	106th Ave NE-110th Ave NE/NE 116th St-NE 120th St Watermain Replacement	2,305,000
WA 0129	South Reservoir Recoating	981,000
WA 0130^	11th Place Watermain Replacement	339,000
WA 0131#	Supply Station #1 Improvements	61,500
WA 0132	7th Avenue/Central Avenue Watermain Replacement	907,000
WA 0133	Kirkland Avenue Watermain Replacement	446,000
WA 0135	NE 75th Street Watermain Replacement	711,000
WA 0136^	NE 74th Street Watermain Replacement	193,000
WA 0137^	NE 73rd Street Watermain Replacement	660,000
WA 0138	NE 72nd St/130th Ave NE Watermain Replacement	1,476,000
WA 0139"	6th Street S Watermain Replacement	785,000
WA 0146^	6th Street/Kirkland Way Watermain Replacement	693,000
WA 0147^	106th Avenue NE from NE 60th Street to NE 68th Street	661,500
SS 0051	6th Street South Sewermain Replacement	804,000
SS 0052	108th Avenue NE Sewermain Replacement	5,110,000
SS 0062^	NE 108th Street Sewermain Replacement/Rehabilitation	4,405,000
SS 0068	124th Avenue NE Sewermain Replacement	1,315,000
SS 0069	1st Street Sewermain Replacement	3,945,000
SS 0070	5th Street Sewermain Replacement	1,354,000
SS 0071	6th Street Sewermain Replacement	308,000
SS 0072	Kirkland Avenue Sewermain Replacement	1,980,000
SS 0077	West Of Market Sewermain Replacement	21,681,000
SS 0082	3rd Street & Central Way Sanitary Sewer Crossing	270,000
<b>Subtotal Unfunded Water/Sewer Utility Projects</b>		<b>77,057,500</b>
<b>Funding Available from Annual Programs for Candidate Projects</b>		<b>5,566,500</b>
<b>Net Unfunded Water/Sewer Utility Projects</b>		<b>71,491,000</b>

Notes

\* = Modification in timing and/or cost (see Project Modification Schedule for greater detail)

+ = Moved from unfunded status to funded status

" = Moved from funded status to unfunded status

^ = Annual Watermain or Sanitary Pipeline Replacement Program Project Candidates

# = Annual Pump Station/System Upgrade Program Project Candidates

Shaded year(s) = Previous timing

***Bold italics = New projects***

## City of Kirkland 2014 Update to 2013-2018 Capital Improvement Program

**PARK PROJECTS**

**Funded Projects:**

Project Number	Project Title	Prior Year(s)	2013	2014	2015	2016	2017	2018	2013-2018 Total	Funding Source		
										Current Revenue	Reserve	External Source
<b><i>Prior Year Active Projects:</i></b>												
PK 0056	Forbes Lake Park Development	952,500										
PK 0108	McAuliffe Park Development	288,414										
PK 0109	Juanita Bay Park Wetland Restoration	215,000										
PK 0123	Peter Kirk Pool Upgrades	175,000										
PK 0124	Snyder's Corner Park Site Development	75,000										
<b><i>Subtotal Prior Year Active Projects with no new funding planned</i></b>		<b><i>1,705,914</i></b>										
<b><i>Current 2013-18 CIP:</i></b>												
PK 0049	Open Space, Pk Land & Trail Acq Grant Match Program		100,000						100,000		100,000	
PK 0066	Park Play Area Enhancements				50,000	50,000	50,000	50,000	200,000	200,000		
PK 0087 100*#	Waverly Beach Park Renovation		115,000	624,000					739,000	500,000	239,000	
PK 0095 200	Heritage Park - Heritage Hall Renovations		50,000						50,000	50,000		
PK 0113 100*	Spinney Homestead Park Renovation		493,000						493,000	443,000	50,000	
PK 0114 101	Mark Twain Park Renovation (Design)						75,000		75,000	75,000		
PK 0115	Terrace Park Renovation		75,000	440,000					515,000	515,000		
PK 0116 100	Lee Johnson Field Lighting Replacements			150,000					150,000	150,000		
PK 0119*	Juanita Beach Park Development Phase 2	3,450,000					100,000	1,207,000	1,307,000	807,000		500,000
PK 0119 100#	Juanita Beach Bathhouse Replacement & Shelter				200,000	1,000,000			1,200,000	1,200,000		
PK 0121	Green Kirkland Forest Restoration Program	396,703	75,000	75,000	75,000	75,000	75,000	75,000	450,000	450,000		
PK 0131	Park and Open Space Acquisition Program						508,000		508,000	508,000		
<b><i>PK 0131 008</i></b>	<b><i>Park Acq-Yuppie Pawn Shop Property</i></b>			<b><i>2,340,000</i></b>					<b><i>2,340,000</i></b>	<b><i>610,000</i></b>	<b><i>640,000</i></b>	<b><i>1,090,000</i></b>
PK 0133 100#	Dock & Shoreline Renovations		150,000	150,000	250,000	250,000			800,000	800,000		
PK 0133 200#	City-School Playfield Partnership						500,000	500,000	1,000,000	1,000,000		
PK 0133 300#	Neighborhood Park Land Acquisition						750,000	750,000	1,500,000	2,350,000		
PK 0133 400#	Edith Moulton Park Renovation		100,000	100,000	800,000				1,000,000	1,000,000		
PK 0134	132nd Park Playfields Renovation		75,000		637,000				712,000	712,000		
PK 0138	Everest Park Restroom/Storage Building Replacement			75,000		660,000			735,000	735,000		
PK 0139 100*	Totem Lake Park Master Plan		120,000						120,000		120,000	
<b>Total Funded Park Projects</b>		<b>5,552,617</b>	<b>1,353,000</b>	<b>3,954,000</b>	<b>2,012,000</b>	<b>2,035,000</b>	<b>2,058,000</b>	<b>2,582,000</b>	<b>13,994,000</b>	<b>12,105,000</b>	<b>1,149,000</b>	<b>1,590,000</b>

**Notes**

\* = Modification in timing and/or cost (see Project Modification Schedule for greater detail)

+ = Moved from unfunded status to funded status

" = **Moved from funded status to unfunded status**

Shaded year(s) = Previous timing

Bold italics = New projects

**Italics** - *Repurposed projects*

# = Park Levy Candidates

**PARK PROJECTS****Unfunded Projects:**

<b>Project Number</b>	<b>Project Title</b>	<b>Total</b>
PK 0078 600	A.G. Bell Elementary Playfields Improvements	200,000
PK 0078 800	International Comm. School Playfield Improvements	300,000
PK 0086	Totem Lake Neighborhood Park Acquisition & Development	2,500,000
PK 0087 101	Waverly Beach Parks Renovation (Phase 2)	1,000,000
PK 0095 100	Heritage Park Development - Phase III & IV	2,500,000
PK 0096	Ohde Avenue Park Development	250,000
PK 0097	Reservoir Park Renovation	500,000
PK 0099	N. Juanita (East) Neighborhood Park Acquisition/Development	2,500,000
PK 0100	N. Juanita (West) Neighborhood Park Acquisition/Development	2,500,000
PK 0101	N. Rose Hill Neighborhood Park Acquisition/Development (North)	2,500,000
PK 0102	N. Rose Hill Neighborhood Park Acquisition/Development (Central)	2,500,000
PK 0103	Market Neighborhood Park Acquisition/Development	3,500,000
PK 0108	McAuliffe Park Development	7,000,000
PK 0114	Mark Twain Park Renovation	750,000
PK 0116	Lee Johnson Field Artificial Turf Installation	1,500,000
PK 0117	Lake Avenue West Street End Park Enhancement	100,000
PK 0119 200	Juanita Beach Park Development (Phase 3)	10,000,000
PK 0122 100	Community Recreation Facility Construction	42,000,000
PK 0124"	Snyder's Corner Park Site Development	1,000,000
PK 0125	Dock Renovations	250,000
PK 0126	Watershed Park Master Planning & Park Development	1,100,000
PK 0127	Kiwanis Park Master Planning & Park Development	1,100,000
PK 0128	Yarrow Bay Wetlands Master Planning & Park Development	1,600,000
PK 0129	Heronfield Wetlands Master Planning & Development	1,600,000
PK 0133 500	Lee Johnson Field Synthetic Turf and Lighting	1,500,000
PK 0135	Juanita Heights Park Master Planning and Development	1,125,000
PK 0136	Kingsgate Park Master Planning and Park Development	1,150,000
PK 0137	Windsor Vista Park Master Planning and Park Development	1,150,000
PK 0139	Highlands Park Renovation	750,000
PK 0139 101	Totem Lake Park Acquisition	3,000,000
<b>Total Unfunded Parks Projects</b>		<b>97,425,000</b>

## Notes

\* = Modification in timing and/or cost (see Project Modification Schedule for greater detail)

+ = Moved from unfunded status to funded status

" = Moved from funded status to unfunded status

Shaded year(s) = Previous timing

Bold italics = New projects

Italics - *Repurposed projects*

**City of Kirkland  
2014 Update to 2013-2018 Capital Improvement Program**

**PUBLIC SAFETY PROJECTS**

**Funded Projects:**

Project Number	Project Title	Prior Year(s)	2013	2014	2015	2016	2017	2018	2013-2018 Total	Funding Source		
										Current Revenue	Reserve	External Source
<b><i>Prior Year Active Projects</i></b>												
PS 0056	Disaster Supply Storage Units	142,700										
PS 0057	Disaster Care Response Vehicle	70,000										
PS 0062	Defibrillator Unit Replacement	253,900										
PS 0065	Disaster Response Portable Generator	300,000										
<b><i>Subtotal Prior Year Active Projects with no new funding planned</i></b>		766,600										
<b><i>Current 2013-18 CIP</i></b>												
<b>FIRE</b>												
PS 0067	Dive Rescue Equipment			55,000					55,000	55,000		
PS 0071	Self Contained Breathing Apparatus (SCBA)		741,600					9,000	750,600	750,600		
PS 0075	Portable Radios						347,000		347,000	347,000		
PS 0076	Personal Protective Equipment			518,200			400		518,600	518,600		
PS 0077	Hose Replacement		35,000	1,300	7,700	2,200	10,000	3,200	59,400	59,400		
<b>POLICE</b>												
PS 1000*	Police Equipment Replacement		53,100	111,700	183,900	318,000	278,800	145,500	1,091,000	1,091,000		
<b>Total Funded Public Safety Projects</b>		<b>766,600</b>	<b>829,700</b>	<b>686,200</b>	<b>191,600</b>	<b>320,200</b>	<b>636,200</b>	<b>157,700</b>	<b>2,821,600</b>	<b>2,821,600</b>	<b>0</b>	<b>0</b>

**Unfunded Projects:**

Project Number	Project Title	Total
PS 0068	Local Emergency/Public Communication AM Radio	119,100
<b>Total Unfunded Public Safety Projects</b>		<b>119,100</b>

Notes

\* = Modification in timing and/or cost (see Project Modification Schedule for greater detail)

+ = Moved from unfunded status to funded status

" = Moved from funded status to unfunded status

Shaded year(s) = Previous timing

***Bold italics = New projects***

**City of Kirkland**  
**2014 Update to 2013-2018 Capital Improvement Program**

**GENERAL GOVERNMENT PROJECTS - Technology****Funded Projects:**

Project Number	Project Title	Prior Year(s)	2013	2014	2015	2016	2017	2018	2013-2018 Total	Funding Source		
										Current Revenue	Reserves/ Prior Yr	External Source
<b>Prior Year Active Projects</b>												
GG 0006 110	Records Management System	1,297,200										
GG 0006 205	Municipal Court Technology Projects	50,000										
<b>Subtotal Prior Year Active Projects with no new funding planned</b>		1,347,200										
<b>Prior Year Active Projects</b>												
GG 0006 501	Permit System Replacement	906,412	75,000						75,000		75,000	
IT 0100 000*	Network Server Replacements	176,158	161,000	66,400	36,000	23,800	164,500	66,400	518,100	507,100	11,000	
IT 0110 000	Network Infrastructure	310,312	50,000	200,000	39,000	36,600	41,100	37,600	404,300	250,300	154,000	
IT 0120 000*	Network Storage, Backup & Archiving	332,384	987,100		18,400	20,100	80,000	1,071,400	2,177,000	1,514,900	662,100	
IT 0130 000	Network Phone Systems			50,000	395,000				445,000	225,257	219,743	
IT 0140 000	Network Security	30,000	130,000	65,000	55,000		75,000	30,000	355,000	206,000	149,000	
IT 0200 000	Geographic Information Systems		170,000	185,000	250,000	250,000	250,000	250,000	1,355,000	878,000	477,000	
IT 0300 000	Finance and HR System Modules		47,400	21,100	49,300	5,800			123,600		123,600	
IT 0402 000	Financial System Replacement					150,000			150,000		150,000	
IT 0500 000*	Copier Replacements				52,200	15,000	39,000	30,500	136,700	136,700		
IT 0601 000	Help Desk System Replacement Phase 2				66,000				66,000		66,000	
IT 0702 000*	Maintenance Management System Upgrade		30,000	147,600	45,000				222,600	53,100	169,500	
IT 0802 000+	Recreation Registration System Replacement					83,000			83,000		83,000	
IT 0901 000	Disaster Recovery System Improvement			125,000					125,000	125,000		
<b>Total Funded General Gov. Projects - Technology</b>		<b>3,102,466</b>	<b>1,650,500</b>	<b>860,100</b>	<b>1,005,900</b>	<b>584,300</b>	<b>649,600</b>	<b>1,485,900</b>	<b>6,236,300</b>	<b>3,896,357</b>	<b>2,339,943</b>	<b>0</b>

**Unfunded Projects:**

Project Number	Project Title	Total
IT 0401 000	Utility Billing/Cashiering System Replacement	491,700
IT 0501 000	Police ProAct Unit NCIC Handheld Computers	52,000
IT 0602 000	Standard Reporting Tool	379,700
IT 0701 000	Fleet Management Systems Replacement	80,000
IT 0902 000	Customer Relationship Management System	414,000
<b>Total Unfunded General Government Projects - Technology</b>		<b>1,417,400</b>

**Notes**

\* = Modification in timing and/or cost (see Project Modification/Deletion Schedule for greater detail) Additionally, all Technology projects are using a new project numbering convention

+ = Moved from unfunded status to funded status

" = Moved from funded status to unfunded status

Shaded year(s) = Previous timing

Bold italics = New projects

## City of Kirkland 2014 Update to 2013-2018 Capital Improvement Program

**GENERAL GOVERNMENT PROJECTS - Facilities**

**Funded Projects:**

Project Number	Project Title	Prior Year(s)	2013	2014	2015	2016	2017	2018	2013-2018 Total	Funding Source				
										Current Revenue	Reserve	Debt	External Source	
<b><i>Prior Year Active Projects</i></b>														
GG 0037	Maintenance Center Expansion	1,450,000												
<b><i>Subtotal Prior Year Active Projects</i></b>		1,450,000												
<b><i>Current 2013-18 CIP</i></b>														
GG 0008	Electrical, Energy Management & Lighting Systems		18,900		66,400	10,200		44,100	139,600		139,600			
GG 0009	Mechanical/HVAC Systems Replacements		41,000	222,800	47,000		198,300	317,600	826,700		814,700			
GG 0010*	Painting, Ceilings, Partition & Window Replacements			68,000	144,400	122,600	194,900	205,300	735,200		735,200			
GG 0011*	Roofing, Gutter, Siding and Deck Replacements		41,800	132,300	34,600	141,800	257,700	608,200	608,200		608,200			
GG 0012	Flooring Replacements		66,400	105,800	23,300	82,000	96,500	374,000	374,000		374,000			
GG 0013 102	Public Safety Building Phase II	1,504,000	17,045,200	14,113,000					31,158,200		8,020,790	22,023,327	1,114,083	
GG 0014	City Facilities Energy Efficiency Project		846,000						846,000		586,000		260,000	
GG 0035 100	City Hall Expansion	166,500	433,500	1,450,000	7,950,000				9,833,500		528,924	5,804,576	3,500,000	
GG 0039	Consolidated Fire Station No 25	1,368,000	3,862,000						3,862,000			3,862,000		
<b>Total Funded General Government Projects - Facilities</b>		<b>4,488,500</b>	<b>22,288,400</b>	<b>16,052,500</b>	<b>8,313,600</b>	<b>190,700</b>	<b>617,000</b>	<b>921,200</b>	<b>48,383,400</b>	<b>0</b>	<b>11,807,414</b>	<b>31,689,903</b>	<b>4,874,083</b>	

Notes

\* = Modification in timing and/or cost (see Project Modification/Deletion Schedule for greater detail)

" = Moved from funded status to unfunded status

Shaded year(s) = Previous timing

Bold italics = New projects

+ = Moved from unfunded status to funded status



## **CITY OF KIRKLAND**

**123 Fifth Avenue, Kirkland, WA 98033 425.587.3000**  
**www.kirklandwa.gov**

---

### **MEMORANDUM**

**To:** Kurt Triplett, City Manager  
**From:** Deb Powers, Urban Forester  
**Date:** October 23, 2014  
**Subject:** 2014 ARBOR DAY PROCLAMATION

### **RECOMMENDATION**

That the Mayor proclaims November 8, 2014 as Arbor Day in the City of Kirkland.

### **BACKGROUND**

Attached is the proclamation declaring Saturday, November 8, 2014 as Arbor Day in the City of Kirkland. The annual Arbor Day Celebration and forest restoration will take place at Everest Park from 10am to 2pm. Volunteers are invited to reconnect with nature and support stewardship efforts by planting native trees, shrubs and ground cover, and removing invasive plants.

Following a free pizza lunch for all volunteers provided courtesy of The Watershed Company, a ceremonial native tree planting will take place with Mayor Amy Walen, Ben Thompson from the Washington State Department of Natural Resources, and Kirkland Urban Forester Deb Powers.

Since 2001, Kirkland has celebrated its autumnal Arbor Day to coincide with a Green Kirkland Partnership forest restoration project. The event brings together different groups of staff and volunteers – all working together for a healthy, sustainable urban forest in Kirkland.

By annually meeting the National Arbor Day Foundation standards in 2014, Kirkland has maintained its status as a Tree City USA for thirteen consecutive years. In addition, Kirkland is one of a limited number of cities in the State of Washington that has received five Growth Awards for exceeding these standards.

Kirkland Urban Forester Deb Powers and Green Kirkland Partnership Supervisor Sharon Rodman are the recipients of the 2014 Arbor Day Proclamation.

cc: Sharon Rodman  
Paul Stewart

Attachment: 2014 Arbor Day Proclamation



## A PROCLAMATION OF THE CITY OF KIRKLAND

---

### Proclaiming November 8, 2014 as Kirkland Arbor Day

**WHEREAS**, Arbor Day is observed around the world to celebrate, plant, and care for trees and the state of Washington has celebrated Arbor Day since 1917; and

**WHEREAS**, by proclaiming and celebrating Arbor Day each year, Kirkland meets the National Arbor Day Foundation's 'Tree City USA' criteria; and

**WHEREAS**, to celebrate Arbor Day, Green Kirkland Partnership volunteers plant an abundance of native trees, restoring the City's natural areas and contributing to a healthy, sustainable urban forest; and

**WHEREAS**, the City of Kirkland's adopted Urban Forestry Strategic Management Plan will implement well-coordinated, consistent, efficient and sustainable management of the City's tree canopy; and

**WHEREAS**, trees absorb air pollutants and particulate matter; reduce the urban heat island effect; slow and clean surface water runoff, thereby improving water quality; increase property values and make Kirkland a healthier, more desirable community,

**NOW, THEREFORE, I**, Amy Walen, Mayor of Kirkland, do hereby proclaim Saturday, November 8<sup>th</sup>, 2014 as Kirkland Arbor Day in celebration of the benefits of trees and the importance of caring for them.

Signed this 3<sup>rd</sup> day of November, 2014

---

Amy Walen, Mayor



KIRKLAND CITY COUNCIL REGULAR MEETING MINUTES  
October 21, 2014

1. CALL TO ORDER
2. ROLL CALL

ROLL CALL:

Members Present: Councilmember Jay Arnold, Councilmember Dave Asher, Councilmember Shelley Kloba, Councilmember Doreen Marchione, Councilmember Toby Nixon, Deputy Mayor Penny Sweet, and Mayor Amy Walen.

Members Absent: None.

3. STUDY SESSION

- a. Transportation Master Plan Update

Joining Councilmembers for this discussion were City Manager Kurt Triplett and Public Works Transportation Engineering Manager Dave Godfrey. Also present were City of Kirkland Transportation Commission member John Perlic and consultants from Fehr & Peers, Principal Don Samdahl and Associate Kendra Breiland.

4. EXECUTIVE SESSION

- a. To Discuss Potential Property Acquisition

Mayor Walen announced that Council would enter into executive session for the purpose of discussing potential property acquisition at 6:59 p.m. and would return to regular meeting at 7:30 p.m. Acting City Attorney Oskar Rey was also in attendance. At 7:30 p.m., City Clerk Kathi Anderson announced that Council would require additional time, returning at 7:35 p.m., which they did.

5. HONORS AND PROCLAMATIONS

None.

6. COMMUNICATIONS

- a. Announcements
- b. Items from the Audience

Paula Marin  
Boliver Choi

Judy Pirone  
Melissa Galvez  
Jackie Bui  
Steve Roberts  
Sam Elder  
Hanna Welander  
Lindsay Godfrey  
Linda Benson  
Sharon Sherrard  
Margaret Schwender  
Loita Hawkinson  
Michael Raymond  
Rich Hill  
Lloyd Pernela  
Midge Conner  
Glenn Landguth  
Rob Deveza

c. Petitions

7. SPECIAL PRESENTATIONS

a. Kirkland Performance Center Façade Proposal

Facilities Services Manager Chris Dodd provided a brief background and introduced Kirkland Performance Center Executive Director Jeff Lockhart, who presented the proposal for Council consideration; both presenters also responded to Council questions. Councilmember Marchione recused herself for the appearance of fairness in light of her membership on the board of the Center.

Motion to Approve the Kirkland Performance Center Façade Proposal for \$25,000 from the Facilities Sinking Fund for 2015.

Moved by Deputy Mayor Penny Sweet, seconded by Councilmember Jay Arnold

Vote: Motion carried 6-0

Yes: Councilmember Jay Arnold, Councilmember Dave Asher, Councilmember Shelley Kloba, Councilmember Toby Nixon, Deputy Mayor Penny Sweet, and Mayor Amy Walen.

b. Kirkland 2035 Update #15

Communications Manager Marie Stake provided the update and a review of the communications survey results.

8. CONSENT CALENDAR

a. Approval of Minutes

(1) October 7, 2014

(2) October 13, 2014

- b. Audit of Accounts:  
Payroll \$2,863,776.27  
Bills \$4,172,872.03  
run #1357 checks #556573 - 556713  
run #1358 checks #556718 - 556879

- c. General Correspondence

- d. Claims

Claims received from Richard L. Johnson and PEMCO on behalf of Rebekah Predmore were acknowledged via approval of the Consent Calendar.

- e. Award of Bids

- f. Acceptance of Public Improvements and Establishing Lien Period

- (1) Generator Transfer Switches Project, Pointer Electric Inc., Bow, Washington

- Work on the Generator Transfer Switches Project, completed by Pointer Electric, Inc. of Bow, Washington was accepted via approval of the Consent Calendar. Additionally, the use of additional \$47,928 from Fire Department Capital Improvement Project savings for project close-out was also approved via approval of the Consent Calendar.

- g. Approval of Agreements

- h. Other Items of Business

- (1) Resolution R-5075, entitled "A RESOLUTION OF THE CITY COUNCIL OF THE CITY OF KIRKLAND RATIFYING AMENDMENTS TO THE 2012 KING COUNTY COUNTYWIDE PLANNING POLICIES."

- (2) Ordinance O-4461, entitled "AN ORDINANCE OF THE CITY OF KIRKLAND RELATING TO IMPACT FEES FOR CHANGES IN USE AND SUSPENDING TRANSPORTATION IMPACT FEES FOR CHANGES OF USE THAT DO NOT RESULT IN INCREASED FLOOR AREA AND AMENDING SECTION 27.04.035 OF THE KIRKLAND MUNICIPAL CODE."

- (3) Report on Procurement Activities

Motion to Approve the Consent Calendar.

Moved by Councilmember Doreen Marchione, seconded by Councilmember Dave Asher

Vote: Motion carried 7-0

Yes: Councilmember Jay Arnold, Councilmember Dave Asher, Councilmember Shelley Kloba, Councilmember Doreen Marchione, Councilmember Toby Nixon, Deputy Mayor Penny Sweet, and Mayor Amy Walen.

9. PUBLIC HEARINGS

- a. Ordinance O-4462, Relating to the Regulation of Odors from Marijuana Retail Processing and Production Businesses.

Mayor Walen opened the public hearing. Planning and Community Development Director Eric Shields reviewed the proposed ordinance, requested further Council direction and responded to Council questions. Testimony was provided by Andrew Honig, Chris Vanderberge, Liane Yukoff, and Mark Nelson. No further testimony was offered and the Mayor closed the hearing. Additional Council discussion followed.

Motion to Approve Ordinance O-4462, entitled "AN ORDINANCE OF THE CITY OF KIRKLAND RELATING TO THE REGULATION OF ODORS FROM MARIJUANA RETAIL, PROCESSING AND PRODUCTION BUSINESSES" after first removing the word "retail" in section 2.

Moved by Councilmember Dave Asher, seconded by Councilmember Jay Arnold

Vote: Motion carried 7-0

Yes: Councilmember Jay Arnold, Councilmember Dave Asher, Councilmember Shelley Kloba, Councilmember Doreen Marchione, Councilmember Toby Nixon, Deputy Mayor Penny Sweet, and Mayor Amy Walen.

Motion to Direct staff to use approach number 1, "prepare code amendments that reflect the current interim regulations," in the preparation of ongoing regulations.

Moved by Councilmember Doreen Marchione, seconded by Deputy Mayor Penny Sweet

Vote: Motion carried 6-1

Yes: Councilmember Jay Arnold, Councilmember Dave Asher, Councilmember Doreen Marchione, Councilmember Toby Nixon, Deputy Mayor Penny Sweet, and Mayor Amy Walen.

No: Councilmember Shelley Kloba.

Council recessed for a short break at 9:30 p.m.

10. UNFINISHED BUSINESS

- a. Resolution R-5076, Authorizing Additional Search and Analysis of Sites to Be Considered For a Potential Facility to Provide For the Recreation and Aquatic Needs of Residents and Authorizing the Parks and Community Services Department to Solicit Additional Community Input.

Motion to Approve Resolution R-5076, entitled "A RESOLUTION OF THE CITY COUNCIL OF THE CITY OF KIRKLAND AUTHORIZING ADDITIONAL SEARCH FOR AND ANALYSIS OF SITES TO BE CONSIDERED FOR A POTENTIAL FACILITY TO

PROVIDE FOR THE RECREATION AND AQUATIC NEEDS OF RESIDENTS AND AUTHORIZING THE PARKS AND COMMUNITY SERVICES DEPARTMENT TO SOLICIT ADDITIONAL COMMUNITY INPUT."

Moved by Councilmember Doreen Marchione, seconded by Deputy Mayor Penny Sweet

Vote: Motion carried 6-1

Yes: Councilmember Jay Arnold, Councilmember Shelley Kloba, Councilmember Doreen Marchione, Councilmember Toby Nixon, Deputy Mayor Penny Sweet, and Mayor Amy Walen.

No: Councilmember Dave Asher.

- b. Resolution R-5077, Authorizing the Mayor to Sign the King County-Cities Climate Collaboration (K4C) Joint Letter of Commitment on Behalf of the City of Kirkland.

Motion to Approve Resolution R-5077, entitled "A RESOLUTION OF THE CITY COUNCIL OF THE CITY OF KIRKLAND AUTHORIZING THE MAYOR TO SIGN THE KING COUNTY-CITIES CLIMATE COLLABORATION (K4C) JOINT LETTER OF COMMITMENT ON BEHALF OF THE CITY OF KIRKLAND."

Moved by Councilmember Dave Asher, seconded by Councilmember Jay Arnold

Vote: Motion carried 6-1

Yes: Councilmember Jay Arnold, Councilmember Dave Asher, Councilmember Shelley Kloba, Councilmember Doreen Marchione, Deputy Mayor Penny Sweet, and Mayor Amy Walen.

No: Councilmember Toby Nixon.

- c. Resolution R-5078, Approving a City of Kirkland Legislative Agenda to be Addressed to the 2015 Session of the State Legislature.

Intergovernmental Relations Manager Lorrie McKay provided a short presentation on the City of Kirkland 2015 State Legislative Priorities Agenda.

Motion to Approve Resolution R-5078, entitled "A RESOLUTION OF THE CITY COUNCIL OF THE CITY OF KIRKLAND APPROVING A CITY OF KIRKLAND LEGISLATIVE AGENDA TO BE ADDRESSED TO THE 2015 SESSION OF THE STATE LEGISLATURE," as amended.

Moved by Councilmember Dave Asher, seconded by Councilmember Doreen Marchione

Vote: Motion carried 7-0

Yes: Councilmember Jay Arnold, Councilmember Dave Asher, Councilmember Shelley Kloba, Councilmember Doreen Marchione, Councilmember Toby Nixon, Deputy Mayor Penny Sweet, and Mayor Amy Walen.

Motion to Amend Resolution R-5078, by adding ", particularly the SR520 corridor" to the first legislative priority.

Moved by Councilmember Dave Asher, seconded by Councilmember Doreen Marchione

Vote: Motion carried 7-0

Yes: Councilmember Jay Arnold, Councilmember Dave Asher, Councilmember

Shelley Kloba, Councilmember Doreen Marchione, Councilmember Toby Nixon, Deputy Mayor Penny Sweet, and Mayor Amy Walen.

d. Draft Surface Water Master Plan Update

Surface Water Engineering Supervisor Jenny Gaus provided an overview of the draft plan, responded to Council questions and received Council direction regarding policy decisions related to the proposed plan.

11. NEW BUSINESS

a. Parkplace Zoning Amendment Review Request

Senior Planner Angela Ruggeri reviewed the proposed amendment request and timeline for Council consideration.

Motion to Direct the Planning Commission to study and provide a recommendation on the Parkplace proposal to amend the text of the Zoning Code for CBD 5A. Moved by Councilmember Doreen Marchione, seconded by Councilmember Jay Arnold

Vote: Motion carried 7-0

Yes: Councilmember Jay Arnold, Councilmember Dave Asher, Councilmember Shelley Kloba, Councilmember Doreen Marchione, Councilmember Toby Nixon, Deputy Mayor Penny Sweet, and Mayor Amy Walen.

b. Resolution R-5079, Adopting the 100th Avenue NE Corridor Study.

This item was deferred to a future Council meeting.

12. REPORTS

a. City Council Reports

(1) Finance and Administration Committee

(2) Planning, and Economic Development Committee

Chair Arnold reported on zoning code table simplification and neighborhood plan updates.

(3) Public Safety Committee

Chair Sweet reported on the Ebola virus; Puget Sound Energy radio network consolidation; and animal control services.

(4) Public Works, Parks and Human Services Committee

(5) Tourism Development Committee

(6) Regional Issues

Councilmembers shared information regarding a recent Sound Cities Association Public Issues Committee meeting; the Hopelink "Reaching Out" benefit luncheon; and upcoming combined Sound Cities Association and Association of Washington Cities networking luncheon; the Kirkland Chamber of Commerce Business Roundtable; the Kirkland Chamber of Commerce luncheon; the Kirkland Performance Center "An Affair For the Arts" Annual Auction and Gala; a Kirkland Alliance of Neighborhoods meeting; the "Connect the World" Municipal Broadband Conference; a tour of Water Resource Inventory Area (WRIA) 8 salmon recovery area and Ballard locks; the City of Woodinville Chamber of Commerce luncheon; an Emergency Management Advisory Committee meeting; a Solid Waste meeting; and a Puget Sound Regional Council Transportation Policy Board meeting.

The Mayor directed a number of questions to City Manager Kurt Triplett about funding budget requests such as Winter Shelter and the Heritage Society that come before the Council at meetings. A Council discussion of the issue followed. Council then directed the City Manager to bring back some options for Winter Shelter, the Heritage Society, and Kirkland Arts Center funding to a future meeting.

b. City Manager Reports

City Manager Kurt Triplett informed the Council that the 2015-16 Budgets are now available; requested and received authorization from the Council to negotiate for the purchase of an easement on the Waddell property in Houghton to access the Cross Kirkland Corridor; noted that the Christ Church of Kirkland in Totem Lake is interested in meeting with the City of Kirkland to discuss the siting of the Aquatics Recreation Community Center; and recapped a recent meeting with Coventry regarding the Totem Lake Mall.

(1) Calendar Update

City Manager Kurt Triplett informed the Council that the issue of animal control services would be at a January council meeting, and reminded Council that the 100th Avenue NE Corridor Study deferred from this meeting would be brought back at a future meeting.

13. ITEMS FROM THE AUDIENCE

14. ADJOURNMENT

The Kirkland City Council regular meeting of October 21, 2014 was adjourned at 11:09 p.m.

---

City Clerk

---

Mayor



**CITY OF KIRKLAND**  
**Department of Public Works**  
123 Fifth Avenue, Kirkland, WA 98033 425.587.3800  
[www.kirklandwa.gov](http://www.kirklandwa.gov)

---

**MEMORANDUM**

**To:** Kurt Triplett, City Manager

**From:** David Snider, P.E., Capital Projects Manager  
Kathy Brown, Public Works Director

**Date:** October 23, 2014

**Subject:** 100<sup>TH</sup> AVENUE NE BICYCLE LANES – ACCEPT WORK

**RECOMMENDATION:**

It is recommended that City Council accepts the work performed on the 100<sup>th</sup> Avenue NE Bicycle Lanes Project, as constructed by Road Construction Northwest, Inc. of Renton, WA, and establishes the statutory lien period.

**BACKGROUND DISCUSSION:**

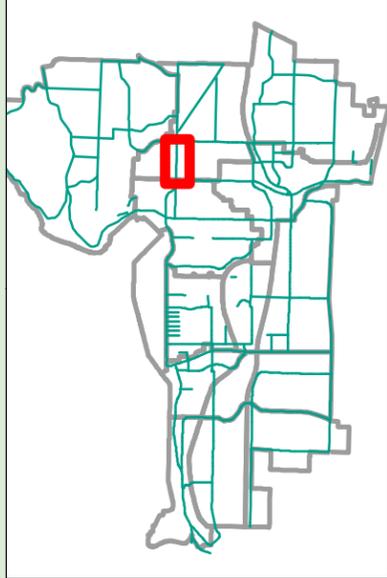
The 100<sup>th</sup> Avenue NE Bicycle Lanes Project (CNM 0069) provides for bicycle, pedestrian, and traffic improvements on 100<sup>th</sup> Avenue NE, between NE 124<sup>th</sup> Street and NE 132<sup>nd</sup> Street. New bicycle lanes and narrower vehicle travel lanes were installed. In addition, the non-functioning in-pavement crosswalk lights were replaced with a Rapid Flashing Beacon (RFB) system that includes Accessible Pedestrian Signals (APS) at two existing pedestrian crosswalks (See Attachment A).

The APS element is an integrated system that communicates information about the *WALK* and *DON'T WALK* intervals in non-visual formats such as audible tones or recorded voice and vibro-tactile surfaces for pedestrians who are blind or have low vision. In October, 2013, after the project's start date, the Washington State Department of Transportation Local Programs (WSDOT LP) added a new requirement for all federally funded projects administered through WSDOT LP to include Americans with Disabilities (ADA) and Section 504 (non-discrimination) compliance. In working closely with WSDOT LP on the added design and procurement of the APS system, approval from WSDOT LP was also obtained for the use of local forces (City crews) to install the crosswalk upgrade. The cost of the upgrade was \$22,053. In addition to ADA compliance, the newly installed crosswalk upgrades are also consistent with the City's evolving ADA Transition Plan requirements for crosswalks.

At their regular meeting of September 3, 2013, the City Council awarded the construction contract for the 100th Avenue NE Bicycle Lanes Project to Road Construction Northwest, in the amount of \$190,470. At that same meeting, the City Council approved a project budget increase to \$27,000 using REET 2 Reserves to increase total funding to \$274,000. There were two sources of project funding: a Federal Surface Transportation Program (STP) grant in the amount of \$119,000, and \$155,000 in City funds. The construction was completed on January 29, 2014, with a total of \$184,256 paid to the contractor, including one change order in the amount of \$4,783 to provide equitable adjustment for an unknown existing condition beneath both median islands. The final project costs totaled \$273,930 (Attachment B).

With cost savings realized through the construction contract, primarily through cost savings for reduced material quantities, plus the additional costs for the new APS improvements, the original overall project budget remains intact with less than \$100.00 to be returned to the original funding source (Attachment B).

Attachment A – Vicinity Map  
Attachment B - Project Budget Report



### Area Map

#### Legend

-  Crosswalks
-  Streets
-  Tax Parcels



New Bike Lanes

Pedestrian Crosswalk Upgrades

- New RFBs
- New APS Buttons
- New ADA Ramps
- Median Islands Modified

Photo



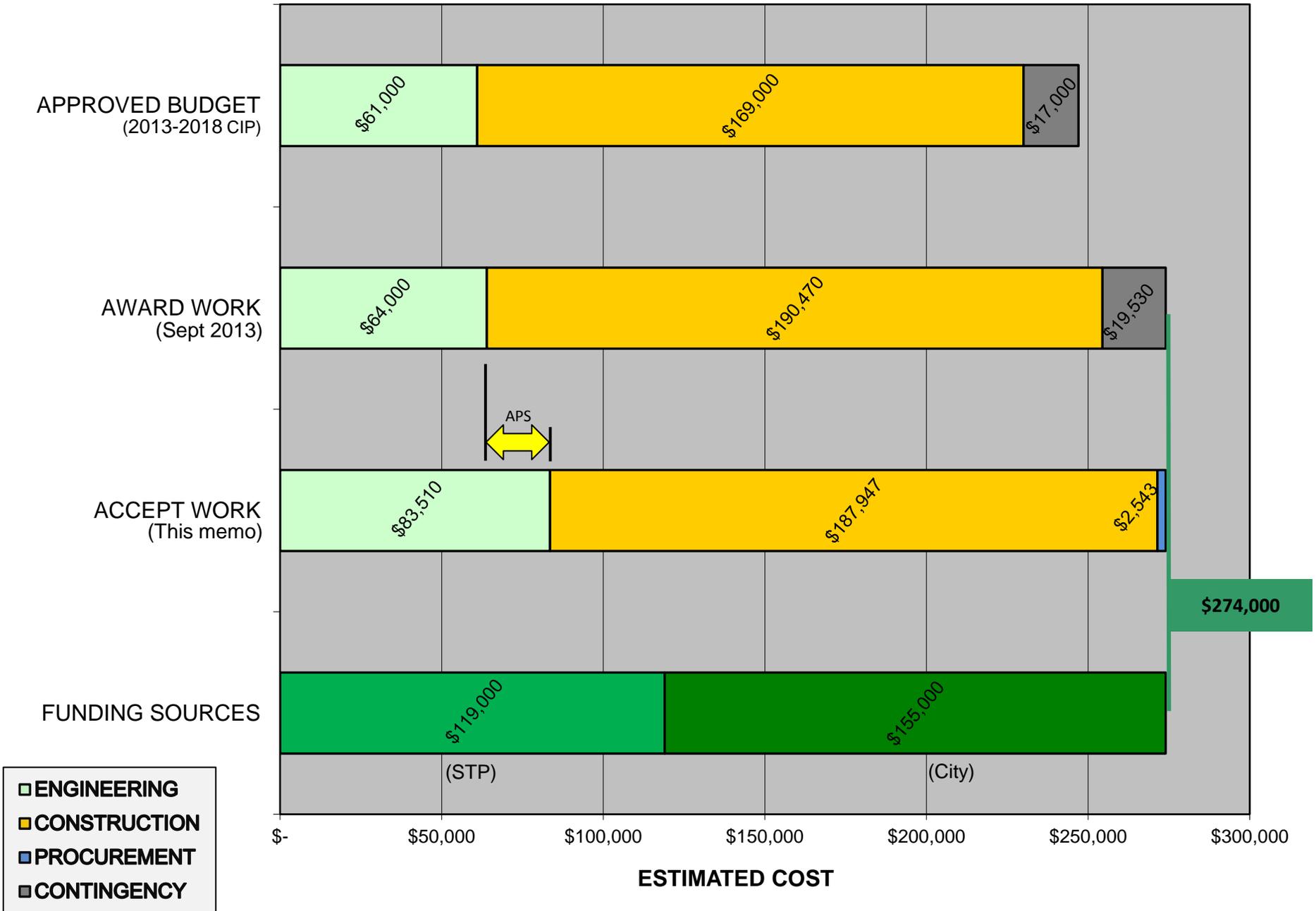
# Vicinity Map

## 100th Avenue NE Bicycle Lanes

**100th Avenue NE Bicycle Lanes**  
**CNM-0069**

**Attachment B**

**Project Budget Report**





**CITY OF KIRKLAND**  
**Department of Public Works**  
123 Fifth Avenue, Kirkland, WA 98033 425.587.3800  
www.kirklandwa.gov

---

## **MEMORANDUM**

**To:** Kurt Triplett, City Manager

**From:** Katy Coleman, Development Engineering Analyst  
Kathy Brown, Public Works Director

**Date:** October 21, 2014

**Subject:** RESOLUTION TO RELINQUISH THE CITY'S INTEREST IN A PORTION OF UNOPENED RIGHT-OF-WAY VAC14-01930

## **RECOMMENDATION:**

It is recommended that the City Council adopts the attached Resolution relinquishing interest, except for a utility easement, in a portion of unopened alley abutting the property located at 606 11<sup>th</sup> Avenue. Specifically, the subject property is identified as the south 8 feet of the unopened alley abutting the north boundary of the following described property: Lots 33, 34, and 35, Block 240, Supplementary Plat to Kirkland, according to the plat thereof recorded in Volume 8 of Plats, page 5, records of King County, Washington; together with: Lot L, Supplementary Plat of Central Addition, according to the plat thereof recorded in Volume 6 of Plats, page 85, records of King County, Washington.

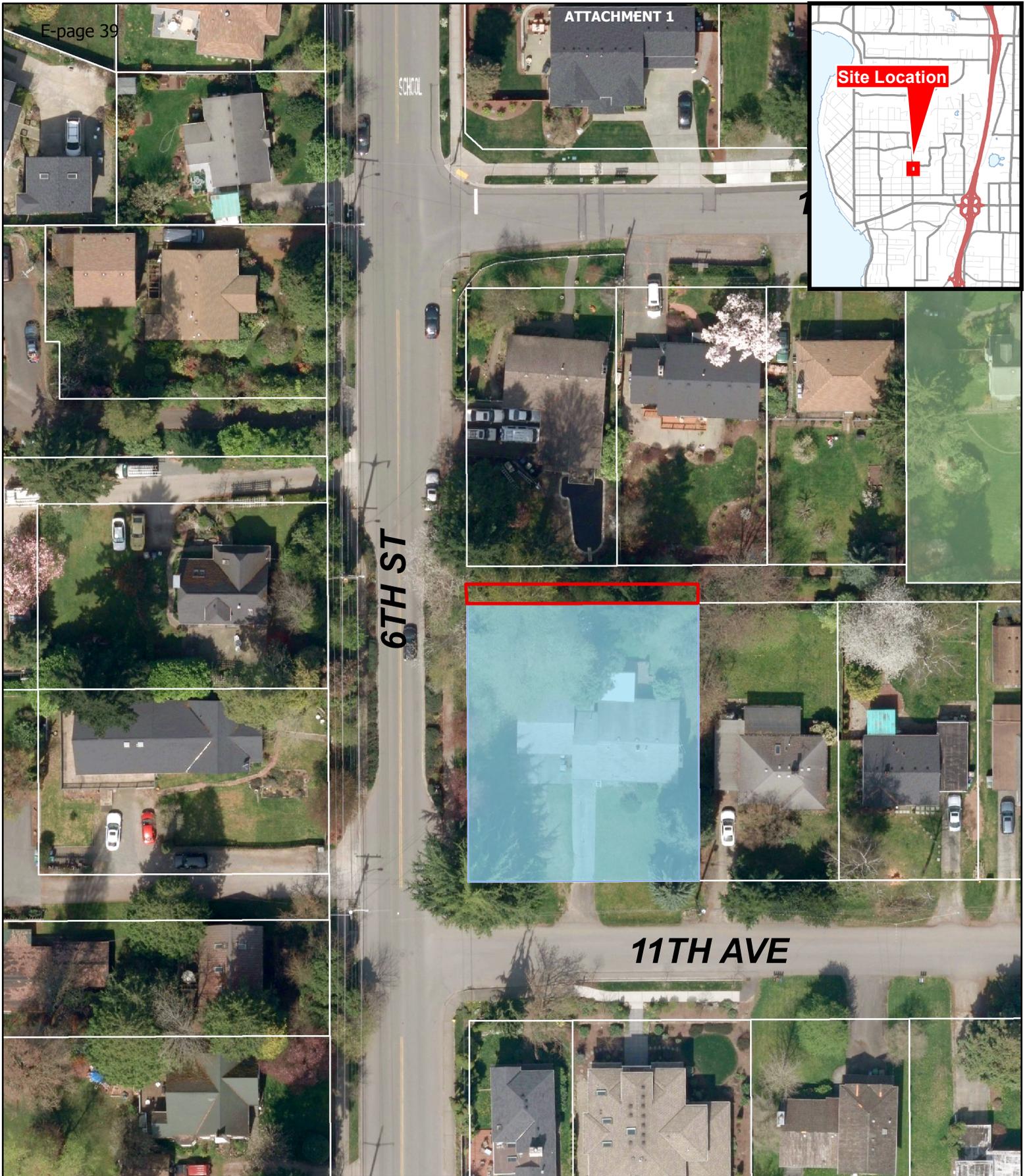
## **BACKGROUND DISCUSSION:**

The unopened portion of the alley abutting the property of 606 11<sup>th</sup> Ave (Attachment 1) was originally platted and dedicated in 1890 as Supplementary Plat of Central Addition, and in 1891 as Supplementary Plat to Kirkland. The Five Year Non-User Statute provides that any street or right-of-way platted, dedicated, or deeded prior to March 12, 1904, which was outside City jurisdiction when dedicated, and which remains unopened or unimproved for five continuous years, is then vacated. The subject right-of-way has not been opened or improved, but it has never formally been vacated and still appears on the City records as unopened right of way.

Eva L. Hopp, owner of the property abutting this right-of-way, submitted information to the City claiming the right-of-way was subject to the Five Year Non-User Statute (Vacation by Operation of Law), Laws of 1889, Chapter 19, Section 32. After reviewing this information, the City Attorney concurs with Ms. Hopp, and recommends approval of the enclosed Resolution to bring closure to the matter.

Attachment 1: Vicinity Map  
Resolution

Site Location



**Hopp Non-User Vacation Exhibit**  
**606 11th Avenue**

- Proposed Vacation
- Hopp Property
- Granted Non-User Vacations



Produced by the City of Kirkland.  
 (c) 2014, the City of Kirkland, all rights reserved.  
 No warranties of any sort, including but not limited to accuracy, fitness or merchantability, accompany this product.  
 Printed 2014 - Public Works

RESOLUTION R-5080

A RESOLUTION OF THE CITY COUNCIL OF THE CITY OF KIRKLAND RELINQUISHING ANY INTEREST THE CITY MAY HAVE, EXCEPT FOR A UTILITY EASEMENT, IN AN UNOPENED RIGHT-OF-WAY AS DESCRIBED HEREIN AND REQUESTED BY PROPERTY OWNER EVA L. HOPP

WHEREAS, the City has received a request to recognize that any rights to the land originally dedicated in 1890 as right-of-way abutting a portion of Supplementary Plat of Central Addition and in 1891 as right-of-way abutting a portion of Supplementary Plat to Kirkland have been vacated by operation of law; and

WHEREAS, the Laws of 1889, Chapter 19, Section 32, provide that any county road which remains unopened for five years after authority is granted for opening the same is vacated by operation of law at that time; and

WHEREAS, the area which is the subject of this request was annexed to the City of Kirkland, with the relevant right-of-way having been unopened; and

WHEREAS, in this context it is in the public interest to resolve this matter by agreement,

NOW, THEREFORE, BE IT RESOLVED by the City Council of the City of Kirkland as follows:

Section 1. As requested by the property Eva L. Hopp, the City Council of the City of Kirkland hereby recognizes that the following described right-of-way has been vacated by operation of law and relinquishes all interest it may have, if any, except for a utility easement, in the portion of right-of-way described as follows:

A portion of unopened alley being identified as the south 8 feet of the unopened alley abutting the north boundary of the following described property: Lots 33, 34, and 35, Block 240, Supplementary Plat to Kirkland, according to the plat thereof recorded in Volume 8 of Plats, page 5, records of King County, Washington; together with Lot L, Supplementary Plat of Central Addition, according to the plat thereof recorded in Volume 6 of Plats, page 85, records of King County, Washington.

Section 2. This resolution does not affect any third party rights in the property, if any.

Passed by majority vote of the Kirkland City Council in open meeting this \_\_\_\_ day of \_\_\_\_\_, 2014

Signed in authentication thereof this \_\_\_\_\_ day of \_\_\_\_\_, 2014.

\_\_\_\_\_  
MAYOR

Attest:

\_\_\_\_\_  
City Clerk



## CITY OF KIRKLAND

Department of Finance & Administration  
123 Fifth Avenue, Kirkland, WA 98033 425.587.3100  
www.kirklandwa.gov

### MEMORANDUM

**To:** Kurt Triplett, City Manager

**From:** Barry Scott, Purchasing Agent

**Date:** October 23, 2014

**Subject:** REPORT ON PROCUREMENT ACTIVITIES FOR COUNCIL MEETING OF NOVEMBER 4, 2014

This report is provided to apprise the Council of recent and upcoming procurement activities where the cost is estimated or known to be in excess of \$50,000. The "Process" column on the table indicates the process being used to determine the award of the contract.

The City's major procurement activities initiated since the last report, dated October 9, 2014, are as follows:

	Project	Process	Estimate/Price	Status
1.	Stormwater Decant Facility Expansion	Invitation for Bids	\$800,000 - \$900,000	Advertised on 10/15 with bids due on 10/30.

Please contact me if you have any questions regarding this report.



**CITY OF KIRKLAND**  
**Department of Finance & Administration**  
**123 Fifth Avenue, Kirkland, WA 98033 425.587.3100**  
**www.kirklandwa.gov**

---

**MEMORANDUM**

**To:** Kurt Triplett, City Manager  
**From:** Tracey Dunlap, Director of Finance and Administration  
**Date:** October 23, 2014  
**Subject:** PUBLIC HEARING ON PRELIMINARY 2015-2016 BUDGET

RECOMMENDATION:

City Council holds a public hearing on the Preliminary 2015-2016 Budget.

BACKGROUND DISCUSSION:

The purpose of this public hearing is to solicit public comment on the Preliminary 2015-2016 Budget as submitted by the City Manager and available to the public on October 21, 2014. The budget document is available at <http://www.kirklandwa.gov/budgetdoc>.

A public hearing on anticipated revenue sources was held on September 16, 2014. RCW 35A.33 requires that a public hearing on the upcoming budget period be held on or before the first Monday in December.

Study sessions are scheduled for October 30<sup>th</sup>, November 3<sup>rd</sup>, and November 10<sup>th</sup> (if needed). Another public hearing will be held on November 18, 2014. The budget is expected to be adopted at the December 9, 2014 City Council meeting.

At the beginning of the public hearing, staff will provide a summary of Council's discussion to date on the Preliminary 2015-2016 Budget.



**CITY OF KIRKLAND**  
**Department of Finance & Administration**  
123 Fifth Avenue, Kirkland, WA 98033 425.587.3101  
[www.kirklandwa.gov](http://www.kirklandwa.gov)

---

## **MEMORANDUM**

**To:** Kurt Triplett, City Manager

**From:** Tracey Dunlap, Director of Finance and Administration  
Kyle Butler, Budget Analyst

**Date:** October 21, 2014

**Subject:** DEVELOPMENT FEE UPDATE – FEE ORDINANCE

### **RECOMMENDATION:**

City Council adopts the attached ordinance amending development fees.

### **BACKGROUND DISCUSSION:**

On October 7, 2014, the City Council reviewed the preliminary fee recommendations of the development fee update, the third in a series of presentations regarding the history of previous development fee studies at the City and preliminary cost of service findings (August 6, 2014 and September 2, 2014, respectively). This memo summarizes the development fee recommendations resulting from the update process in order to bring cost recoveries more in line with Council cost recovery targets.

Using 2013 actual results as a baseline, the update found that building and public works engineering services were recovering above target levels, but were below full cost recovery, while fire prevention and planning revenues fell short of their target recovery levels. Details of the adjustments are shown in Attachment A, but highlights of the proposed fee adjustments include:

#### **Fire Prevention**

- Broad changes to Fire Prevention fees structure, shifting from hourly rates and variable rates to fixed fees based on the permit type and project size. Also changing fee collection timing to match with Building fees with plan review fees due at application and inspection fees due at permit issuance.
- Two changes have been made since the October 7 meeting, the fireworks permit was reduced to \$100 due to a statutory limit and the smoke control systems base plan review fee was changed from \$3,525 to \$700 plus 3<sup>rd</sup> party review fees. These advanced smoke control systems for large multi-story buildings are rare in Kirkland and require specialized review from 3<sup>rd</sup> party consultants with the appropriate expertise; costs will be passed through to the applicant.
- If the proposed fees had been in place in 2013, it is estimated to that they would have resulted in projected new revenues of \$210,913.

## Planning

- Reestablish a fee for Zoning Verification Letters of \$205 to pay for staff time spent processing these requests (see supplemental information provided later in the memo).
- Eliminate the refund provision for pre-submittal meetings, which was only requested seven times in 2013. In addition, staff proposes an exemption to pre-submittal fees for one-house single family projects, which will be implemented administratively.
- Increase the Environmental review base fee from \$567 to \$927.
- If the proposed fee adjustments had been in place in 2013, it is estimated that they would have generated an additional \$11,323 in revenues.

## Building

- Implement annual electrical permits for institutional customers.
- Increase the demolition fee from \$26 to \$250 to more accurately reflect the cost.
- Housekeeping changes to municipal code to clarify existing code.
- If the proposed fees had been in place in 2013, it is estimated that they would have generated an estimated \$42,516 in new revenue.

## Other Changes

- Public Works Engineering is recommending a housekeeping change removing language in KMC 5.74 regarding civil penalties for tree removal that duplicate those that currently appear in KMC 1.12.100 (see Attachment B).
- Adjust the My Building Permit (MBP) surcharge from 1.3% to 3.5% on all applicable fees to provide greater technology services to the development community.
- Update the code for all development fees to reflect the 2013 administrative fee adjustment based on the Consumer Price Index (CPI) and to adjust listed hourly rates to \$120 an hour based on the Building Services target rate (the function with the most effort that is billed hourly).

## Questions from Council

The City Council had some questions during the October 7<sup>th</sup> presentation that staff has researched:

- Does Public Works charge a fee for vacated Right-of-Way (ROW) permits?
  - Yes, the City charges for five hours of labor for "nonuser ROW relinquishments". This fee is currently \$385 based on the rate of \$77 per hour, and it will increase with the hourly rate adjustment from this ordinance to \$120 per hour for a total of \$600).
- Would it be possible to scale pre-submittal fees based on the size of projects?
  - Yes, this is possible but development staff recommends keeping a flat rate for pre-submittal conferences because of the benefit they offer to both the development community and City staff. The planning staff is proposing the elimination the pre-submittal fee for single family construction of one-house developments.

- What types of projects would the proposed Zoning Verification Letter fee impact?
  - Developers occasionally need Zoning Verification Letters to secure financing for projects. In 2013, there were 13 letters requested and all were for commercial projects, with the majority of the requests coming from out-of-state firms, as summarized in the following table.

Zoning Verification Letters	
Project Types	
Retail/office	9
Multifamily Apartments	4
Single Family	0
Total	13
Requesting Originization	
Out-of-State	11
In State	2
Total	13

- What are examples of Zoning Verification Letters?
  - Examples of zoning verification letter requests and responses are included as Attachment C.
- How much revenue could be generated by Fire Prevention fees if Kirkland raised fees to the median rate of neighboring cities?
  - Fees could legally be raised up to the full cost of service for Fire Prevention (\$388,201), which is 407% of 2013 fees and would generate \$293k in new revenues. The proposed fee changes bring cost recovery to target levels (321% of 2013 fees) for a total of \$211k of net new revenues. Staff estimates show that the median cost of fire prevention fees for neighboring cities is 353% of 2013 fees and fees set at that rate would generate \$242k in new revenues. Staff recommends current fee proposal as an interim step before pursuing any larger fee changes (see table below for details).

Fire Prevention Fees		
	Percent of 2013 Fees	Net New Revenues
Proposed Target Cost Recovery	321%	\$ 210,913
Full Cost Recovery	407%	\$ 292,713
Eastside Median Cost	353%	\$ 241,856

## Summary

An ordinance amending Building, Fire Prevention, Planning, and Public Works development fees has been prepared and is attached for Council adoption at the meeting on November 3, 2014. Staff recommends that the new fees become effective on January 1, 2015.

Attachments

A – Summary of Recommended Fees

B – KMC 1.12.100

C – Zoning Verification Letters

Development Fee Update Ordinance

Cc: Eric Shields, Planning and Community Development Director  
Nancy Cox, Development Review Manager  
Kathy Brown, Public Works Director  
Rob Jammerman, Development Engineering Manager  
Kevin Nalder, Fire and Building Director  
Dave Walker, Fire Marshal  
Tom Phillips, Building Official  
Tom Mikesell, Financial Planning Manager

Development Fee Update List										
Function:	Fire Prevention									
Proposed fee change details										
Fee Name	Variable fee info (eg valuation or # of sprinkler heads)	New or Existing Fee?	Proposed Fee	Existing Fee (if applicable)	Reference in KMC (if applicable)	Justification for fee update	Number of units in 2013	Revenues in 2013	Projected new revenues with new fees	Net New Revenues
Building Plan Review / Fire	Valuation based fee =< \$100,000	Existing	\$ 140	\$ 81	KMC 21.74	Account for all costs associated with plan review of projects of similar size including remodels and ADUs. Move to a valuation system for predictable pricing for customer.	260	\$ 30,643	\$ 36,400	\$ 79,607
	\$100,000-499,999	existing	\$ 560	\$ 316		Account for all plan review costs associated with projects including SFR and commercial TI projects	75		\$ 42,000	
	\$500,000-2,500,000	existing	\$ 710	\$ 395		Account for all plan review costs associated with larger homes and mid size commercial structures	25		\$ 17,750	
	>2,500,000	existing	\$ 1,410	\$ 790		Account for all plan review costs associated with larger commercial structures	10		\$ 14,100	
Fire protection Sprinkler Fees Commercial	Size of system 1-25 heads	existing	\$140 for plan review + \$210 for inspection	\$ 250	KMC 21.74	Separate costs of plan review and inspection. Collect plan review fees up front to reflect KMC 21.74 and inspection fees at issuance. Category accounts for some non-reviewable permits	55	\$ 62,879	\$ 19,250	\$ 121,801
	26-100 heads	existing	\$140 for plan review +\$280 for inspection	\$ 380		Address increased costs of inspecting larger systems.	30		\$ 12,600	
	101-1000	existing	\$420 for plan review +\$420 for inspection	\$ 900		Address increased costs of inspecting larger systems.	10		\$ 8,400	
	>1000 heads	existing	\$1,700 for plan review +\$1,700 for inspection	\$ 900		Addresses very large commercial systems with interdependent controls, zones and systems including fire pumps and auxiliary water sources.	1		\$ 3,400	
Fire Protection Sprinkler fees Residential 13D	Size of System 1-50 heads	existing within current permits	\$140 for plan review +\$210 for inspection	\$ 180	KMC 21.74	Address full cost of reviewing and inspecting small single family systems	20	\$ 62,879	\$ 7,000	\$ 121,801
	51-100 heads	existing	\$140 for plan review +\$280 for inspection	\$ 240		Address full cost of reviewing and inspecting larger single family systems	3		\$ 1,260	
	101-1000	existing	\$420 for plan review +\$420 for inspection	\$ 240		Addresses the very rare, large residences that have commercial characteristics	1		\$ 840	
Underground Supply Main	Fixed	existing	\$520 for plan review +\$280 for inspection	\$ 330	KMC 21.74	Larger buildings have independent supply lines installed separate from the sprinkler plans and require review and inspection. This fee is encapsulated in existing fees based on small systems. This addresses large modern building practices.	5	\$ 62,879	\$ 4,000	\$ 121,801
Building Radio Coverage	Fixed	existing	\$370 for plan review +\$560 for inspection	\$ 158		Fixed pricing for in building radio coverage reflecting costs for review and inspection	3		\$ 2,790	
Fixed Fire Suppression (Hoods)	Fixed	existing	\$220 for plan review +\$280 for inspection	\$ 200		Fixed pricing for fixed system suppression systems including booths or hoods.	20		\$ 10,000	
Smoke Control Systems	Fixed plus 3rd party review fees as necessary	existing	\$700 for plan review +\$700 for inspection +3rd party review fees	\$ 158		Base fees for plan reviews and inspections performed by City staff and pass through of costs for services contracted out when expertise is not available in house. Projects are very large and time intensive for review of interdependent systems.	2	\$ 62,879	\$ 2,800	\$ 121,801
Fire Alarm/Detection	Based on valuation of system and fee schedule-<\$25,000	existing	\$226 for plan review +\$140 for inspection	\$ 330	KMC 21.74	Separate costs of plan review and inspection. Collect plan review fees up front at application to reflect KMC 21.74 and inspection fees at issuance. Variability in system size reflected in per device calculation	110		\$ 30,800	
	\$25,000-50,000	existing	\$280 for plan review +\$280 for inspection	\$ 560		Separate costs of plan review and inspection. Collect plan review fees up front to reflect KMC 21.74 and inspection fees at issuance. Variability in system size reflected in per device calculation	40		\$ 22,400	
	\$50,000-\$100,000	existing	\$280 for plan review +\$560 for inspection	\$ 560		Separate costs of plan review and inspection. Collect plan review fees up front to reflect KMC 21.74 and inspection fees at issuance. Variability in system size reflected in per device calculation	36	\$ 30,240		

Development Fee Update List										
Function:	Fire Prevention									
Proposed fee change details										
Fee Name	Variable fee info (eg valuation or # of sprinkler heads)	New or Existing Fee?	Proposed Fee	Existing Fee (if applicable)	Reference in KMC (if applicable)	Justification for fee update	Number of units in 2013	Revenues in 2013	Projected new revenues with new fees	Net New Revenues
	>\$100,000	existing	\$560 for plan review + \$1700 for inspection	\$ 660		Separate costs of plan review and inspection. Collect plan review fees up front to reflect KMC 21.74 and inspection fees at issuance. Variability in system size reflected in per device calculation	10		\$ 22,600	
Transmitter only replacement (NO review)	Fixed fee	existing	\$210 for inspection	\$ 110			30		\$ 6,300	
Update development service fees table 13 to reflect current fee schedules.	Housekeeping					In addition to fee schedule clearly identify requirement to obtain permits for all categories of required permits in IFC and in operating policy.				\$
IFC Operational Permit (see Schedule below)	Fixed Fee	existing	Fixed Fees, all collected at submission. See below.			Move to only two categories. Reviewable and non-reviewable. Collecting plan review fees at application and inspection fees at issuance.	32	\$ 1,967	\$ 11,472	\$ 9,505
IFC permits (permits not requiring review)					KMC 21.74		The line above accounts for all fees listed below			
Amusement Buildings	Fixed Fee	new^	\$ 140	\$81 an hour		An operational permit is required to operate a special amusement building.				
Carnivals, Fairs, Exhibits and Trade shows	Fixed Fee	new^	\$ 140	\$81 an hour		An operational permit is required to conduct any of these activities. Other conditions requiring permit may also be required in addition to this basic permit. Events qualifying under the City's <u>Special Event permitting</u> will be reviewed and permitted under that category.				
Open Flame or Gas Fired Equipment within a Mall	Fixed Fee	new^	\$ 140	\$81 an hour		The display of liquid or gas fired equipment or the use of open flame or flame producing equipment within a mall requires an operational permit.				
Cutting and Welding	Fixed Fee	new^	\$ 140	\$81 an hour		An operational permit is required to conduct cutting or welding operations within the jurisdiction. Permits are not site specific and valid for up to 3 years.				
Fumigation and insecticidal fogging	Fixed Fee	new^	\$ 140	\$81 an hour		An operational permit is required to operate a business of fumigation or fogging or for the storage of toxic or flammable fumigant.				
Hot Work	Fixed Fee	new^	\$ 140	\$81 an hour		Any hot work not associated with a building permit. Including: public demonstrations, portable hot work equipment used within a structure, welding booths, application of roof coverings and hot work conducted in urban interface fire areas. In the case of welding associated permits only one permit is required. (Hot work or welding)				
Open Flames	Fixed Fee	new^	\$ 140	\$81 an hour		A permit is required to use an open flame within a structure classified as an assembly or dining occupancy or in any occupancy requiring a liquor license.				
Spraying or Dipping	Fixed Fee	new^	\$ 140	\$81 an hour		An operational permit is required to conduct spraying or dipping operations utilizing flammable or combustible liquids or combustible powders. Additional permits may be required for hazardous materials that exceed allowable amounts. Permits are site specific and are valid for up to 3 years.				
Essential oils and extractions	Fixed Fee	new^	\$ 140	\$81 an hour		An operational permit is required for oil and essence extraction operations utilizing flammable or combustible liquids or gases. Additional permits may be required for hazardous materials that exceed allowable amounts. Permits are site specific and are valid for up to 3 years.				
Temporary membrane structures and tents	Fixed Fee	new^	\$ 140	\$81 an hour		A permit is required to operate an air supported membrane structure or tent in excess of 400 square feet. Or a cluster of tents in excess of 700 square feet. Or a single tent over 700 square feet that does not have sides. Exception: tents used for recreational camping. Tents used as temporary housing shall be reviewed and permitted under that category.				
Carbon Dioxide	Fixed Fee	new^	\$ 140	\$81 an hour		An operational permit is required to conduct operations that have the potential to create low or high oxygen environments within structures. Including, but not limited to; CO2 enhancement, O2 enhancement, use of materials that may off-gas displacing oxygen and specialty fire suppression systems. Permits are site specific and valid for up to 3 years.				
Sparklers	No fee	new^	\$ -	\$ -		The use of sparklers at specific events qualifying for expressive displays require a permit. There is no fee associated with this permit.				
IFC permits (permits requiring review)					KMC 21.74		The line above accounts for all fees listed below			
Hazardous materials	Fixed Fee	new^	\$140 for plan review +\$140 for inspection	\$81 an hour		A permit is required to store, transport on site, dispense, use or handle hazardous materials in excess of amounts listed in table 105.6.20 A permit is also required to store, handle or use hazardous production materials at a production facility.				

Development Fee Update List										
Function:		Fire Prevention								
Proposed fee change details										
Fee Name	Variable fee info (eg valuation or # of sprinkler heads)	New or Existing Fee?	Proposed Fee	Existing Fee (if applicable)	Reference in KMC (if applicable)	Justification for fee update	Number of units in 2013	Revenues in 2013	Projected new revenues with new fees	Net New Revenues
Aerosol Products	Fixed Fee	new <sup>A</sup>	\$140 for plan review +\$140 for inspection	\$81 an hour		Manufacture, storage or handling of an aggregate amount in excess of 500 lbs. of level 2 or level 3 aerosol products requires a permit.				
Combustible dust and fibers	Fixed Fee	new <sup>A</sup>	\$140 for plan review +\$140 for inspection	\$81 an hour		Operations producing combustible fibers in excess of 100 cubic feet or operations producing combustible dust require a permit				
Compressed Gases	Fixed Fee	new <sup>A</sup>	\$140 for plan review +\$140 for inspection	\$81 an hour		The use, storage or handling of compressed gases in excess of the amounts listed in table 105.6.8 requires a permit. These amounts vary depending on toxicity and reactivity, contact the Fire Prevention Bureau to verify listed amounts for specific types of gases.				
Cryogenic fluids	Fixed Fee	new <sup>A</sup>	\$140 for plan review +\$140 for inspection	\$81 an hour		The use, storage or handling of cryogenic fluids in excess of the amounts listed in table 105.6.10 requires a permit. These amounts vary depending on toxicity and reactivity, contact the Fire Prevention Bureau to verify listed amounts for specific types of cryogenic fluids.				
LP Gas	Fixed Fee	new <sup>A</sup>	\$140 for plan review +\$140 for inspection	\$81 an hour		An operational permit is required for the storage and use of LP gas in excess of 100 gallons aggregate. Permits are site specific and valid for up to 5 years.				
Magnesium	Fixed Fee	new <sup>A</sup>	\$140 for plan review +\$140 for inspection	\$81 an hour		An operational permit is required to melt, cast, heat treat or grind more than 10 lbs. of magnesium.				
Flammable/reactive metals	Fixed Fee	new <sup>A</sup>	\$140 for plan review +\$140 for inspection	\$81 an hour		a permit is required to store or handle more than 50 lbs. aggregate of flammable metals including but not limited to magnesium and lithium. Permits are site specific and valid for up to 3 years.				
Battery systems	Fixed Fee	new <sup>A</sup>	\$140 for plan review +\$140 for inspection	\$81 an hour		A permit is required to store or use battery systems having a liquid capacity in excess of 50 gallons. Permits are site specific and valid for up to 3 years.				
Explosives	Fixed Fee	new <sup>A</sup>	\$140 for plan review +\$140 for inspection	\$81 an hour		A permit is required for the manufacture, storage, handling, sale, or use of any quantity of explosives, explosive materials, fireworks or pyrotechnic effects identified within the IFC. For legal exceptions contact the Fire Prevention bureau. Fireworks specific permits will be processed under that category.				
Temporary Housing	Fixed Fee	new <sup>A</sup>	\$140 for plan review +\$140 for inspection	\$81 an hour		Temporary residential housing in structures (including tents) that are not designed for permanent habitation require a permit. Permits are valid for up to 90 days. Fees may be waived if housing is considered emergency housing.				
Fireworks	Fixed Fee	new <sup>A</sup>	\$100 for plan review	\$81 an hour		Consumer fireworks are illegal to sell, purchase, use or possess within the City of Kirkland. Shows by a WA licensed pyrotechnician require a permit. The storage, loading, handling or production of fireworks also requires a permit. This permit is \$100.00 and is valid for the event permitted.				
Special Events	Fixed Fee	new <sup>A</sup>	\$140 for plan review +\$140 for inspection	\$81 an hour		Events qualifying for the City's <u>Special Events Permit and Planning</u> will have all permitted conditions collected under one permit issued by the department for the duration of that single event.				
Underground storage tank removal	Fixed Fee	new <sup>A</sup>	\$140 for plan review +\$140 for inspection	\$81 an hour		The removal or alteration of underground storage tanks requires a permit. Permits must be issued prior to final removal of any remaining stored product. Exception; residential tanks on single family residential lots are exempt.				
Permits may also be required for activities deemed hazardous by the Fire Marshal but not listed here	Hourly Charge		\$120 an hour	\$81 an hour						
								Total Net new revenue:		\$ 210,913

<sup>A</sup> new to our fee schedule, these existed before as an hourly charge, but were not specified in the fee schedule

Development Fee Update List									
Function	Planning								
Proposed fee change details									
Fee Name	New or Existing Fee?	Proposed Fee*	Existing Fee (if applicable)	Reference in KMC (if applicable)	Justification for fee update	Number of units in 2013	Revenues in 2013	Projected revenues with new fees	Net New Revenues
Zoning Verification Letter	New	\$205			These are discreet requests from developers and consultants for technical zoning information for specific properties. Bellevue charges \$310, Redmond doesn't charge.	13	0	\$ 2,665	\$ 2,665
Delete refund for pre-submittal meetings	Existing		\$518 + MBP surcharge	5.74.070	Time consuming step for staff (checks have to be issued for the refunds). These are code required meetings for 90% of development permits. Bellevue and Redmond have no fee for pre-application meetings but have predevelopment processes with fees, so comparison is difficult.	169 meetings (12 single family)	\$82,356	\$ 85,974	\$ 3,618
Environmental review base fee	Existing	\$ 927	\$ 567		Environmental reviews have consistently recovered less than 1/5th of their cost over the last decade, this increase would improve that recovery without dramatically increasing costs to customers	14	7938	\$ 12,978	\$ 5,040
								Total Net New Revenue:	\$ 11,323

Development Fee Update List										
Function:		Building Services								
Proposed fee change details										
Fee Name	New or Existing Fee?	Proposed Fee*	Existing Fee (if applicable)	Reference in KMC (if applicable)	Justification for fee update	Number of units in 2013	Revenues in 2013	Projected revenues with new fees	Net New	
Stop Work Order	Existing	add a \$200 minimum	Double the permit fee	21.74.025(i)	Fees for work without permits are addressed in 2 sections, KMC 21.06.405 and KMC 21.74.025(i). To avoid confusion KMC 21.06.405 should be eliminated. To help recover the cost of administering a stop work order, KMC 21.74.025(i) should be amended to make the minimum investigation fee.	100	15800	\$ 20,000	\$	4,200
Demolition Permit	Existing	\$250	\$26		Our current fee is \$26, we would like to increase to more accurately reflect the cost to the City. We may have been feeing this incorrectly. According to 21.74.030, this should be a valuation based, which would allow us to recover our costs.	168	\$ 4,368	\$ 42,000	\$	37,632
Adult Family Home	New	\$100 or the current	Charge 1 hour	N/A	This is a service the City provides to DSHS. We do not have a fee for this inspection, so we have traditionally charged one hour of inspection time. It should be a separate item in the City's fee schedule.	10	\$ 790	\$ 1,214	\$	424
"Basic" permit registration	New	Based on valuation using the permit fee schedule	Based on valuation using the permit fee schedule		A Basic permit is one in which the building is repeating the construction of a specific house plan. We do not currently have a specific fee for the first review (or registration) of a basic plan.	0	\$ -	No new revenue since these houses would have had to pay anyway. This is an administrative change.		
Plan Review for a "Basic" Building Permit	New	\$500	\$474, based on 6 hrs. @ \$79		We have been allowing a reduced plan review fee for a Basic permits (see item #3 above) because the review time is about half of a typical house. We started doing this with a few large subdivisions, and since we didn't have a specific fee, we have been estimating the amount of hours spent by staff to do the review and used the hourly rate.	10	\$ 4,740	\$ 5,000	\$	260
Annual electrical permit	New	\$2,400	Varies		We would like to create a new electrical permit, patterned on Labor and Industries' "Annual Permit". It would only be available to large institutions such as hospitals and school districts that employ licensed electricians. The scope of the work done under this permit would be limited to small work that is less than 100 amps. Instead of getting a separate electrical permit for each small installation, the permit holder would request a monthly inspection and all work done during that month would be inspected. The cost of the permit would be based on the number of licensed electricians employed.	72 single permits (24 per year per institution)	\$ 7,200	\$ 7,200	\$	-
Additional plan review fee	New	Hourly	Hourly		Additional plan review fee if review items aren't corrected the first time. A footnote should be added to the fee schedule clarifying that uncorrected items will be reviewed at the hourly rate.			No net change		
Expedited SFR Plan Review	New	\$1,700	\$1,700		Customers occasionally request that we expedite the review of their new single family home. We have been doing this for a few years by charging an additional flat \$1,700 based on the estimated hours to review a typical house at our overtime hourly rate. We would like to see this fee added to our fee schedule.	62	\$ 105,400	\$ 105,400	\$	-
Limit refunds to 180 days	Housekeeping	N/A	N/A	21.06.415 and 21.74.025(C)	Refunds are mentioned in 2 different KMC sections. 21.06.415 clarifies the refund must be requested within 180 days. 21.74.025 should be updated to state the same.					\$ -
Update the determination of valuation language in the KMC	Housekeeping				How to determine the valuation of work is located in KMC 21.06.400 and KMC 21.74.030(c)(2) and both sections only refer to building permits. We need to add the valuation determination of other permits. Also, it should be clarified that the building official may exempt unusually expensive equipment from the valuation of work. A good example is photovoltaic roof panels, where typically only one inspection is needed but the electrical permit fee is unusually high because of the cost of the photovoltaic panels.					\$ -
Update the Development Services fee schedules in KMC	Housekeeping				Many of the fee schedules were adjusted administratively to the CPI in 2013. The KMC was not updated to reflect this change, causing confusion when the public searches the KMC for our fees					\$ -
State Surcharge	Housekeeping: Clean up Table 2, regarding the State surcharge.				KMC 21.74.030 Table 2 should be clarified to indicate that the Multi-family fee is a State surcharge fee. The 2 fees should be combined and the reference to satellite dishes and spas should be eliminated.					\$ -
									Total Net New Revenue:	\$ 42,516

### **1.12.100 Special provisions relating to enforcement of tree regulations.**

(a) General Requirements. This section applies to all trees in the city, including private property trees, public property trees and street trees. Enforcement shall be conducted in accordance with procedures set forth in this chapter. Special enforcement provisions related to tree conservation are set forth in this section.

(b) Authority. It shall be the duty of the applicable department director to administer the provisions of this section.

(c) Fines for Tree Removal.

(1) Each unlawfully removed or damaged tree shall constitute a separate violation.

(2) Any person who aids or abets in the violation shall be considered to have committed a violation for purposes of fines.

(3) Fines shall be assessed in accordance with Table 1.12.100. Fines are due according to the corrective action described in the notice of tree fines and restoration due. The applicable department director may elect not to seek fines if he or she determines that the circumstances do not warrant imposition of fines in addition to restoration.

**Table 1.12.100**

<b>Types of Violations</b>	<b>Allowable Fines per Violation</b>
1. Removal of tree(s) approved to be removed, but prior to final tree plan approval or issuance of a city tree removal permit	\$100.00 per tree
2. Removal or damage of tree(s) that are or would be shown to be retained on an approved tree plan or any other violation of approved tree protection plan	\$1,000 per tree
3. Removal of tree(s) without applying for or obtaining a required city permit	\$1,000 per tree

(d) Tree Restoration.

(1) Violators of Kirkland Zoning Code Chapter 95 or of a permit issued thereunder shall be responsible for restoring unlawfully damaged areas in conformance with a restoration plan approved by the applicable department director. The restoration plan shall provide for repair of any environmental and property damage and restoration of the site. The goal of the restoration plan shall be a site condition that, to the greatest extent practical, equals the site condition that would have existed in the absence of the violation. In cases where the violator intentionally or knowingly violated this chapter or has committed previous violations of this chapter, restoration costs may be based on the city-appraised tree value of the subject trees in which the violation occurred, utilizing the industry standard trunk formula method in the current edition of the "Guide for Plant Appraisal." If diameter of removed tree is unknown, determination of the diameter size shall be made by the applicable department director by comparing size of stump and species to similar trees in similar growing conditions. The amount of costs above the approved restoration plan will be paid into the city forestry account.

(2) Restoration Plan Standards. The restoration plan shall be in accordance to the following standards:

(A) The number of trees required to be planted is equal to the number of tree credits of illegally removed trees according to Kirkland Zoning Code Table 95.33.1.

(B) The minimum size for a tree planted for restoration is twelve-foot-tall conifer and three-inch caliper deciduous or broadleaf evergreen tree. The city may approve smaller restoration tree sizes at a higher restoration ratio, provided the site has capacity for the additional trees and the results of restoration at a higher restoration ratio are as good or better than at the normal ratio. The smallest allowable alternatives to the normal restoration requirements shall be two eight-foot conifers for one twelve-foot conifer or two two-inch caliper deciduous for one three-inch caliper deciduous tree.

(C) In the event the violators cannot restore the unlawfully removed or damaged trees, the violators shall make payment to the city forestry account. Unless otherwise determined to base the restoration costs on appraised value, the amount paid will be the city's unit cost for a restoration tree multiplied by the number of outstanding tree credits. The city's unit cost is based on the current market cost of purchase, installation and three-year maintenance for a minimum-sized tree for restoration.

(D) The restoration plan shall include a maintenance plan and an agreement or security to ensure survival and maintenance of restoration trees for a three-year period unless the violation was on a site with an approved tree plan, in which case the maintenance period is five years.

(e) Failure to Restore or Pay Fines. The city may issue a notice of civil violation to the person(s) who fails to restore or pay fines according to the procedures set forth in this chapter. (Ord. 4451 § 7, 2014; Ord. 4280 § 1 (part), 2011)



## The Planning & Zoning Resource Corporation

---

100 NE 5th Street · Oklahoma City, Oklahoma 73104

Telephone (405) 840-4344 · Fax (405) 840-2608

Toll Free (800) 344-2944 · Toll Free Fax Available on Request

Please fax to my direct fax number 405-563-7885

To: Jeremy McMahan  
Fax: 425 587 3232  
Email: [planninginfo@kirklandwa.gov](mailto:planninginfo@kirklandwa.gov)  
Date: 07/07/2014  
Subject: Zoning Verification Letter and Additional Documents  
Ref. Number: 75476-135  
RE: Supermarket 1142, 12519 Northeast 85th Street, Kirkland, Washington

Add'l Info: Parcel Number 1233100540

Attached is our request for property information on the above-mentioned property. Please copy it onto your letterhead, provide the requested information, sign and return to me via either my direct fax, shown above, or via email to [Karen.Foreman@pzr.com](mailto:Karen.Foreman@pzr.com).

It is my understanding that there will Not be fees associated with this request. Please be advised that the total fees are not to exceed \$0.00 without my approval. If you should expect the fees to exceed this amount, please notify me as soon as possible. Furthermore, any additional costs associated with this request must be approved, in writing, prior to their incurrence.

Thank you in advance for your time and consideration on the above matter. If there are any questions you are unable to answer please let me know who I should contact. If you have any questions or concerns, do not hesitate to contact me at the toll free number 800-344-2944, extension 3431. You may also reach me by email at: [Karen.Foreman@pzr.com](mailto:Karen.Foreman@pzr.com).

Sincerely,  
Karen Foreman

(PLEASE COPY ONTO YOUR LETTERHEAD)

**The Planning & Zoning Resource Corporation**  
100 NE 5th Street  
Oklahoma City, OK 73104

07/07/2014

ATTN: Karen Foreman

Ref. No. 75476-135

RE: Supermarket 1142, 12519 Northeast 85th Street, Kirkland, Washington

Add'l Info. Parcel Number 1233100540

**The current zoning classification for the subject property is:** \_\_\_\_\_

**Adjacent property zoning designations:**

North: \_\_\_\_\_

South: \_\_\_\_\_

East: \_\_\_\_\_

West: \_\_\_\_\_

**Is the subject property part of a Planned Unit Development?**

\_\_\_\_\_ Yes, part of a PUD (See comment)

\_\_\_\_\_ No, not part of a PUD

Comment: \_\_\_\_\_

**Is the subject property part of an Overlay District?**

\_\_\_\_\_ Yes, within an Overlay District

\_\_\_\_\_ No, not within an Overlay District

Comment: \_\_\_\_\_

**The subject property is currently regulated by:**

\_\_\_\_\_ Section \_\_\_\_\_ of the Zoning Ordinance

\_\_\_\_\_ Planned Unit Development Ordinance No. \_\_\_\_\_ (copy attached)

\_\_\_\_\_ Site Plan Approval Case No. \_\_\_\_\_ (copy of plan and case attached)

Comment: \_\_\_\_\_

**According to the zoning ordinances and regulations for this district, the use of the subject property is a:**

- Permitted Use by Right
- Permitted Use by Special/Specific Use Permit
- Copy Attached
- Copy Not Available (see comment)
- Legal Non-Conforming Use (no longer permitted by right due to amendments, re-zoning, variance granted or other changes. See comments)
- Non-Permitted Use

Comment: \_\_\_\_\_

**The subject structure(s) was developed:**

- In accordance with Current Zoning Code Requirements and is Legal Conforming
- Non-Conforming (see comments)
- In accordance with Previous Zoning Code Requirements (amendments, rezoning, variance granted) and is Legal Non-Conforming to current zoning requirements
- Prior to the adoption of the Zoning Code and is Grandfathered/Legal Non-conforming to current zoning requirements.
- In accordance with Approved Site Plan and is Legal Conforming to approved site plan. If any nonconforming issues exist with respect to current zoning requirement; the subject property would be considered legal non-conforming.

Comment: \_\_\_\_\_

**Information regarding variances, special permits/exceptions, ordinances or conditions:**

- There do not appear to be any variances, special permits/exceptions, ordinances or conditions that apply to the subject property.
- The following apply to the subject property (see comments):
  - Variance - Documentation attached or is otherwise, no longer available (see comment)
  - Special Permit/Exception Documentation attached or is otherwise, no longer available (see comment)
  - Ordinance Documentation attached or is otherwise, no longer available (see comment)
  - Conditions Documentation attached or is otherwise, no longer available (see comment)

Comment: \_\_\_\_\_

**Rebuild: In the event of casualty, in whole or in part, the structure located on the subject property:**

- May be rebuilt in the current form (i.e. no loss of square footage, same footprint, with drive through(s), if applicable.
- May not be rebuilt in its current form, except upon satisfaction of certain conditions, limitations, or requirements. Please see section \_\_\_\_\_ of the current zoning code/ordinance for details.

Comment: \_\_\_\_\_

**To the best of your knowledge, do your records show any unresolved zoning code violations?**

Yes, there are open violations on file in our records. (See attached list and/or copies/cases)

No, there are no open violations on file in our records.

\*Please note, this request is for open violations of which you are aware. PZR is not requesting an inspection be made.

Please call the undersigned at \_\_\_\_\_, extension \_\_\_\_\_ if you have questions or concerns.

Sincerely:

Name: \_\_\_\_\_

Department: \_\_\_\_\_

Title: \_\_\_\_\_

Email: \_\_\_\_\_



July 28, 2014

Karen Foreman  
Karen.foreman@pzr.com  
The Planning and Zoning Resource Corporation

Subject: Zoning Verification Letter Request  
12519 NE 85<sup>th</sup> Street, Kirkland, WA 98033  
Parcel: #1233100540

Ms. Foreman,

I am an Assistant Planner with the City of Kirkland, Washington Department of Planning and Community Development and pursuant to information available to the City of Kirkland hereby certify as to the following:

1. The property located at 12519 NE 85<sup>th</sup> Street, Kirkland, WA 98033, parcel number 1233100540 (The Property), is located in the City Limits of Kirkland.
2. The property is currently located in the Rose Hill Business District 5A (RH 5A) use zone, which is a commercial zone. The City of Kirkland Zoning Code currently in effect allows for retail establishment uses in the RH 5A zone. A complete copy of the current zoning regulations, including all allowed uses and amendments, can be found online at: <http://www.codepublishing.com/wa/kirkland/>. The RH 5A Use Zone contains use regulations pertaining to the Property's setbacks, lot coverage, height, etc., defining the developable building envelope.
3. The use of the property is permitted within the RH 5A zone. You can access the Use Zone Chart for the RH 5A zone (KZC 53.54) that shows the maximum allowable density and parking requirements online here: <http://www.codepublishing.com/wa/kirkland/?pdfs/53-54.pdf>
4. The Property is within the Rose Hill Business District Design District.
5. The parcels to the north, south and west of the Property are within the same RH 5A zone. The parcels to the east of the Property are within the RH 5A and RM 1.8 zones.



6. There are no active applications (e.g. zoning, subdivision, special use permit, conditional use permit, variance, site plan approval, etc.) currently pending with respect to the Property.
7. There are no records in the City files of unsatisfied zoning, subdivision, building, fire, or other ordinance violations.
8. According to available information, the current use conforms to current zoning use regulations. If non-conforming, the improvements may be restored to the current use and dimensions in the event the building were to be damaged if the damage does not exceed 50 percent of the assessed or appraised value of that improvement, whichever is greater. Any damages exceeding 50 percent of the assessed or appraised property value, then the development could be rebuilt but must conform to current Zoning Code standards (KZC 162.30).
9. Please contact the City of Kirkland Building Department for certificate of occupancy information at 425-587-3600.
10. This information was researched by the person signing this letter on behalf of the City, on request, as a public service. To the best of my knowledge, the above information is believed to be accurate; however, the City assumes no liability for error or omissions. All information was obtained from public records which may be inspected during regular business hours.

Please contact me with any additional questions at (425) 587-3259.

Sincerely,

A handwritten signature in blue ink that reads "Allison Zike".

Allison Zike  
Department of Planning and Community Development

---

July 09, 2014

Site 31505

Jeremy McMahan

,

**RE:**

**Watermark Apartments  
530 Second Avenue  
1248700115**

Jeremy McMahan

Please find this to be a formal request for zoning verification on the above stated property. We are researching these matters for a zoning compliance report. Please incorporate the answers to the following questions in a letter on letterhead.

- What is the current zone of the property?
- Are there any overlay districts?
- Is this property a permitted use in this district?
- Did the property receive site plan approval, and if so, can you provide a copy?
- What are the abutting zoning districts?
- Are there any outstanding building or zoning violations on file?
- Were any variances or special permits issued?
- Was a certificate of occupancy issued and if so, may we obtain a copy of it?

**If you can not Fax or E-mail  
Please return the letter to:**

Zoning Info, Inc.  
3555 N.W. 58th Street  
Suite 505  
Oklahoma City, OK 73112  
Phone: 405-525-2998  
Fax: 405-528-4878

Thank you,

Tarah Jones Briscoe  
Research Specialist  
Extension: 112  
tbriscoe@zoning-info.com

**Our clients deadline for this information is 07/19/2014.**



August 4, 2014

Zoning Information, Inc.  
Attn: Tarah Briscoe  
3555 NW 58<sup>th</sup> Street  
Suite 505  
Oklahoma City, OK 73112

Subject: Zoning Verification Letter Request  
530 2<sup>nd</sup> Avenue, Kirkland, WA  
Parcel # 1248700115

Ms. Briscoe,

I am an Assistant Planner with the City of Kirkland, Washington Department of Planning and Community Development and pursuant to information available to the City of Kirkland hereby certify as to the following:

1. The property located at 530 2<sup>nd</sup> Avenue, Kirkland, WA 98033, parcel number 1248700115 (The Property), is located in the City Limits of Kirkland and is subject to all applicable codes and laws.
2. The property is currently located in the Central Business District 5 (CBD 5) use zone, which is a commercial zone. In the CBD 5 Use Zone, a multifamily residential use is permitted. A complete copy of the current zoning regulations, including all allowed uses and amendments, can be found online: <http://www.codepublishing.com/wa/kirkland/>. The CBD 5 Use Zone Chart contains use regulations pertaining to the Property's setbacks, lot coverage, height, etc., defining the developable building envelope.
3. The property is located within the Design Review Overlay and is subject to design review pursuant to the CBD 5 standards, the design regulations located in chapter 92 of the Zoning Code, and subject to the design review process listed in chapter 142 KZC.
4. The property was developed in 1997 under Kirkland development standards.
5. The property is bordered by the following zoning: CBD 5A (Commercial) to the north, CBD 5 (Commercial) to the south and west, and Planned Area 5B (Office) to the east.
6. There are no current or active violations on record for this property.
7. According to available information, the current use conforms to current zoning use regulations. If non-conforming, the improvements may be restored to the current use and

dimensions in the event the building were to be damaged if the damage does not exceed 50 percent of the assessed or appraised value of that improvement, which ever is greater. Any damages exceeding 50 percent of the assessed or appraised property value, then the development could be rebuilt but must conform to current Zoning Code standards (KZC 162.30).

8. Please contact the City of Kirkland Building Department for certificate of occupancy information at 425-587-3600 or for copies of construction plans.

Please contact me with any additional questions at (425) 587-3246.

Sincerely,

A handwritten signature in blue ink, appearing to read 'C. Geitz', followed by a large, stylized flourish.

Christian Geitz  
Department of Planning and Community Development

ORDINANCE O-4463

AN ORDINANCE OF THE CITY OF KIRKLAND RELATING TO DEVELOPMENT FEES AND AMENDING KIRKLAND MUNICIPAL CODE CHAPTERS 5.74, 19.36, 21.06 AND 21.74.

The City Council of the City of Kirkland do ordain as follows:

Section 1. Section 5.74.040 of the Kirkland Municipal Code ("KMC") is amended to read as follows:

**5.74.040 Fees charged by the public works department.**

(a) The schedule below establishes permit and administrative fees charged by the public works department.

<b><u>Fee Type</u></b>	<b><u>Fee Amount</u></b>
<b>Water – Meter installation</b> (Each fee includes a \$50 administration charge) 3/4" meter 1" meter 1-1/2" meter 2" meter Greater than 2"	<del>\$156129.00</del> <del>\$184159.00</del> <del>\$199225.00</del> <del>\$383294.00</del> Time and materials
<b>Water – Billing</b> Customer-requested service shutoff during business hours Customer-requested service shutoff during nonbusiness hours Water service shutoff or turn-on for unpaid user bill before 3:00 p.m. on business days Water service shutoff or turn-on for unpaid user bill after 3:00 p.m. on business days Service calls if broken water line was caused by owner/occupant Special water meter reading Alternate billing Cut lock fee Shutoff tag Water restrictions penalty	\$30.00 \$80.00 \$40.00 \$90.00 \$20.00 \$40.00 \$10.00 \$60.00 \$20.00 Up to \$50.00/day
<b>Sewer - permits</b> New or replacement side sewer inspection Side sewer repair (< 10 feet) inspection Side sewer cap inspection Septic system abandonment inspection Side Sewer Stub fee (for City-installed stub)	<del>\$436425.00</del> <del>\$6058.00</del> <del>\$6058.00</del> <del>\$6058.00</del> <del>\$10911062.00</del> min. or as documented

<p><b>Sewer – Discharge regulation</b>  Penalty for late discharge report (late after 30 days)</p> <p>Penalty—Discharge compliance, incomplete actions</p> <p>Penalty—Nonmaintenance of FOG systems</p> <p>Penalty—Inaccurate or incomplete report</p>	<p>\$25.00/day for first 20 days, then \$100.00/day, for a maximum of \$1,000.00 total.</p> <p>\$100.00/day for 60 days max.</p> <p>\$500.00 + city maintenance costs.</p> <p>Second year: \$1,000.00 + city maintenance costs</p> <p>\$100.00 for first offense</p>
<p><b>Sewer – Billing</b>  Sewer service call (customer problem)</p>	<p>\$20.00</p>
<p><b>Right of Way</b>  Permit to work in ROW – Standard</p> <p>Permit to work in ROW – Basic</p> <p>Street cut fee 1-50 sq ft.</p> <p>Street cut fee 51-100 sq ft.</p> <p>Street cut fee 101 sq ft or larger</p> <p>Street cut administration fee</p>	<p><del>\$382372.00</del></p> <p><del>\$109106.00</del></p> <p><del>\$205200.00</del></p> <p><del>\$411400.00</del></p> <p><del>\$411 + \$411 \$400 + \$400</del> for each additional 100 sq ft</p> <p><del>\$2625.00</del></p>
<p><b>Storm Drainage (Surface Water)</b>  Surface Water Drainage Plan check fees (see PW Pre-Approved Plans and Policies for description of review types):</p> <p>A) Small – Type I Review</p> <p>B) Small – Type II Review</p> <p>C) Targeted Review</p> <p>D) Full Review</p> <p>E) Roof/ Driveway Drain Connection Inspection</p> <p>F) Surface Water Adjustment Process (see PW Pre-approved Plans and Policies for full description)</p>	<p><del>\$385375.00</del></p> <p><del>\$929905.00</del></p> <p><del>\$1,6231,580.00</del></p> <p><del>\$3,2453,160.00</del></p> <p><del>\$654637.00</del></p> <p><del>\$154150</del> for up to 2 hours of process, and <del>\$12075.00</del>/hour thereafter</p>
<p><b>Miscellaneous Review and Inspection Fees</b></p> <p>When the Public Works Department provides engineering review or inspections services, and a fee for such service is not published, the applicant shall pay the following rate for such services:</p> <p>Impact fee – Independent Fee Review</p>	<p><del>\$12075.00</del> per hour</p>

Right-of-way non-user relinquishment review fee	<del>\$205</del> <del>200.00</del> , plus <del>\$120</del> <del>75.00</del> per hour of review  <del>\$600</del> <del>375.00</del> for up to 5 hours process, and <del>\$120</del> <del>75.00</del> /hour thereafter
<b>City trees</b> Civil penalties for violations, per day	<del>1<sup>st</sup> violation — \$200</del> <del>2<sup>nd</sup> violation — \$400</del> <del>3<sup>rd</sup> violation — \$600</del>

(b) Whenever any construction work, public improvement or other activity is required or permitted to be performed upon any public right-of-way, or within or upon any property which, upon completion of said work or activity, is to be conveyed or dedicated as public right-of-way or public easement, the city shall not accept for maintenance or otherwise such work, improvement, facility or activity until there has been paid to the city by the person required or permitted to perform such work or activity an amount equal to ten percent of the estimated cost of construction of such work, improvement, facility or activity as and for reimbursement to the city for its cost of review and inspection of such work, improvement, facility or activity. In addition, prior to the release of any permit for construction of storm drainage collection and conveyance on private property, the permit applicant shall pay a fee equal to ten percent of the estimated cost of construction of such work, improvement, facility or activity as and for reimbursement to the city for its cost of review and inspection of such work, improvement, facility or activity. Estimated cost of construction shall be determined by the director of the department of public works. Whenever such a review and inspection fee is required, the public works department is authorized to collect up to one-half of the fee at permit application with the remainder being due at permit issuance.

(c) This section shall not apply to:

(1) Work performed under public works construction contracts let by the city pursuant to Chapter 3.85; or

(2) So much of such work performed under a developer's extension agreement (Chapter 35.91 RCW facilities agreement) as is determined by the director of public works to be for the benefit of the Kirkland water or Kirkland sewer system rather than for the benefit of the property being concurrently subdivided, developed or improved by the signors to the developer extension agreement.

(d) The director is authorized to interpret the provisions of this chapter and may issue rules for its administration. This includes, but is

not limited to, correcting errors and omissions and adjusting fees to match the scope of the project. The fees established here will be reviewed annually, and, effective January 1st of each year, may be administratively increased or decreased by an adjustment, rounded to the nearest dollar, to reflect the current published annual change in the Seattle Consumer Price Index for Wage Earners and Clerical Workers as needed in order to maintain the cost recovery objectives established by the city council.

(e) MyBuildingPermit.com Surcharge. In addition to the fees listed in this section there shall be a ~~one and three tenths~~ three and five tenths percent surcharge collected to pay for the City's MyBuildingPermit.com membership fees and other to help offset the cost of the enhancements and maintenance of the MyBuildingpermit.com and permit tracking software.

Exception: the MyBuildingPermit.com surcharge does not apply to the following:

- (1) Water meter installation.
- (2) Water billing.
- (3) Sewer discharge and penalties.
- (4) Sewer billing.
- (5) Street cut fees.
- (6) City trees or civil penalties.

Section 2. Section 5.74.070 of the KMC is repealed. A new KMC Section 5.74.070 is adopted to read as follows:

**5.74.070 Fees charged by planning department.**

(a) The schedule below establishes fees charged by the Planning & Community Development department. The entire fee must be paid before the review or processing begins, except as otherwise specified.

<b>FEE TYPE</b>	<b>FEE AMOUNT</b>
<b>Preliminary Project Review</b>	
Pre-submittal Meeting, Integrated Development Plan, and/or Pre-design Conference No fee for second pre-submittal meeting if for Integrated Development Plan.	\$518.00

<b>Planning Official Decisions</b>	
Accessory Dwelling Unit (not required if reviewed concurrently with a building permit)	\$425.00
Administrative Design Review	
If application involves new gross floor area (new buildings or additions to existing buildings)	\$2,127.00
No new gross floor area	No fee
Design Review Approval Extension	\$425.00
Design Review Approval Modification	\$1,077.00
Forest Management Plan	\$308.00
Historic Residence Alteration	\$850.00
Integrated Development Plan Modification per KZC 95.30(6)(b)(1)	\$539.00
Integrated Development Plan Modification per KZC 95.30(6)(b)(2)	\$850.00
Master Sign Plan Approval Modification	\$850.00
Multiple Private or ROW Tree Removal Permit	\$205.00
Noise Variance	\$539.00
Off-Site Directional Sign Approval Modification	\$539.00
Parking Modification (additional public works fees may be required per Section 5.74.040)	\$539.00
Personal Wireless Service Facility Planning Official Decision	\$8,578.00
Personal Wireless Service Facility Subsequent or Minor Modification	\$850.00
Rooftop Appurtenance Modification	\$850.00
Sensitive Area Planning Official Decision	\$2,127.00
Shoreline Area – Alternative Options for Tree Replacement or for Vegetation Compliance in Setback	\$205.00
Shoreline Substantial Development Exemption	\$205.00
Temporary Use Permit	\$218.00

Zoning Verification Letter	\$205.00
<b>Planning Director Decisions</b>	
Additional Affordable Housing Incentive—Density Bonus	\$1,077.00
Binding Site Plan	\$2,141.00
Lot Line Alteration	\$1,077.00
Master Sign Plan	\$3,006.00
Multifamily Housing Property Tax Exemption Conditional Certificate	\$1,077.00
Multifamily Housing Property Tax Exemption Conditional Certificate Extension	\$539.00
Multifamily Housing Property Tax Exemption Contract Amendment	\$539.00
Off-Site Directional Sign	\$1,077.00
Process I Approval Modification	\$850.00
Process IIA, IIB or III Approval Modification	\$1,077.00
Short Plat or Subdivision Approval Modification	\$850.00
Variance Exception	\$1,077.00
<b>Process I Review</b>	
Historic Residence Designation	\$1,091.00
Home Occupation	\$1,091.00
Homeless Encampment Temporary Use with Modifications	\$218.00
Innovative Short Subdivision	
Base Fee	\$6,947.00
Fee per lot	\$992.00
Other Process I	
Base Fee	\$4,253.00
Fee per new residential unit	\$496.00
Fee per sq. ft. new non-residential GFA	\$0.30

Short Subdivision	
Base Fee	\$3,273.00
Fee per lot	\$992.00
Substantial Development Permit	
Piers and Docks Associated with Multifamily Development and Marinas and Moorage Facilities Associated with Commercial Uses (new or enlargement of greater than 50% of the existing deck area)	\$10,718.00
Other Shoreline Improvements, including boatlifts and boat platforms	\$4,594.00
Personal Wireless Service Facility Process I Review	\$10,718.00
<b>Process IIA Review</b>	
Innovative Preliminary Subdivision	
Base Fee	\$11,086.00
Fee per lot	\$1,077.00
Other IIA	
Base Fee	\$7,500.00
Fee per new residential unit	\$425.00
Fee per sq. ft. new nonresidential GFA	\$0.42
Personal Wireless Service Facility Process IIA Review	\$20,756.00
Preliminary Subdivision	
Base Fee	\$8,946.00
Fee per lot	\$1,077.00
Subdivision Alteration	\$9,187.00
<b>Process IIB Review</b>	
Historic Landmark Overlay or Equestrian Overlay	\$1,077.00
Other IIB	
Base Fee	\$11,569.00

Fee per new residential unit (including short subdivisions reviewed through Process IIB per Section 22.28.030)	\$425.00
Fee per sq. ft. new nonresidential GFA	\$0.42
Personal Wireless Service Facility Process IIB Review	\$29,943.00
Subdivision Vacation	\$9,187.00
<b>Hearing Examiner Review</b>	
Integrated Development Plan - Modification after Tree Removal per KZC 95.30(6)(b)(3)	\$1,077.00
<b>Design Board Review</b>	
Design Board Concept Review	\$1,466.00
Design Board Design Response Review	
Base Fee	\$4,489.00
Fee per new unit	\$206.00
Fee per sq. ft. new GFA	\$0.21
<b>State Environmental Policy Act (SEPA)</b>	
Review of Environmental Checklist	
Base Fee	\$927.00
Applications involving sensitive areas (streams and/or wetlands only)	\$567.00
Estimated Number of PM Peak Trips	
Less than 20 trips	\$927.00
21—50 trips	\$1,854.00
51—200 trips	\$3,707.00
Greater than 200 trips	\$7,416.00
Preparation of Environmental Impact Statement (EIS)	
* The cost of preparing an EIS is the sole responsibility of the applicant. Kirkland Ordinance No. 2473, as amended, establishes the procedures that the city will use to charge for preparation and distribution of a draft and final EIS. The applicant is required to deposit with the city an amount not	

less than \$5,000 to provide for the city's cost of review and processing an EIS. If the anticipated cost exceeds \$5,000, the city may require the applicant to deposit enough money to cover the anticipated cost.

### Miscellaneous

Appeals and Challenges	
Appeals	\$213.00
Challenges	\$213.00
Note: No Fee for code enforcement hearings	
Concurrency Application—Estimated Number of PM Peak Trips	
Less than 20 trips	\$545.00
21—50 trips	\$763.00
51—200 trips	\$1,527.00
Greater than 200 trips	\$1,963.00
Final Subdivision	
Base Fee	\$2,127.00
Fee per lot	\$213.00
Short Subdivision Recording Review	\$980.00
Sidewalk Cafe Permits	
Base Fee	\$672.00
Fee per sq. ft. of cafe area	\$0.75
Street Vacation	
Base Fee	\$8,578.00
Fee per sq. ft. of street	\$0.42
Miscellaneous Review and Inspection Fees	
When the Planning and Community Development department provides planning review or inspection services, and a fee for such service is not published,	\$120.00 per hour

the applicant shall pay the following rate for such services.	
---	--

<b>Comprehensive Plan and Zoning Text Amendment Requests</b>	
Request for property-specific map change	
Initial request	\$328.00
If request is authorized by city council for review	\$328.00
Request for city-wide or neighborhood-wide policy change	No fee

<b>General Notes:</b>	
<p>1. Fee Reduction for Applications Processed Together: When two or more applications are processed together, the full amount will be charged for the application with the highest fee. The fee for the other application(s) will be calculated at 50% of the listed amount.</p> <p>2. Projects with greater than 50 dwelling units or 50,000 sq. ft. nonresidential GFA: The per unit and per sq. ft. fee for all units above 50 and all GFA above 50,000 sq. ft. shall be reduced by one-half.</p> <p>3. Note for Sensitive Areas permits: a. In cases where technical expertise is required, the Planning Official may require the applicant to fund such studies. b. Voluntary wetland restoration and voluntary stream rehabilitation projects are not subject to fees.</p> <p>4. Construction of affordable housing units pursuant to Chapter <a href="#">112</a> KZC: The fee per new unit and fee per square foot new GFA shall be waived for the bonus or additional units or floor area being developed.</p> <p>5. Note for Historic Residence permits: An additional fee shall be required for consulting services in connection with designation and alteration of historic residences.</p>	

(b) The director of finance and administration is authorized to interpret the provisions of this chapter and may issue rules for its administration. This includes, but is not limited to, correcting errors and omissions and

adjusting fees to match the scope of the project. The fees established here will be reviewed annually, and, effective January 1st of each year, may be administratively increased or decreased, by an adjustment to reflect the current published annual change in the Seattle Consumer Price Index for Wage Earners and Clerical Workers as needed in order to maintain the cost recovery objectives established by the City Council.

(c) MyBuildingPermit.com Surcharge. In addition to the fees listed in this section there shall be a three and five-tenths percent surcharge collected to pay for the City's MyBuildingPermit.com membership fees and to help offset the cost of the enhancements and maintenance of the MyBuildingPermit.com and permit tracking software.

Exception: The MyBuildingPermit.com surcharge does not apply to the fees for comprehensive plan and zoning text amendment requests.

Section 3. Section 19.36.050 of the KMC is amended to read as follows:

**19.36.050 Civil penalties for violations.**

(a) The director of public works or his or her designee shall be responsible for enforcing the provisions of this chapter with respect to street trees. The director of parks and community services or his or her designee shall be responsible for enforcing the provisions of this chapter with respect to city parks and other city property.

(b) When taking enforcement action under this chapter, the city's primary goal, if feasible, shall be full restoration of the area where the violation occurred. Each tree removed, pruned, trimmed, modified, altered or damaged in violation of this chapter shall constitute a separate violation for the purpose of assessing penalties under this chapter Code. Violations shall be deemed to be continuing in nature until the area where the violations occurred is fully restored to the condition it was in prior to the violations; provided, that the city, in its discretion, may suspend the accrual of daily penalties if the property owner is actively and diligently implementing a city-approved restoration plan. The costs of restoration shall not be more than the appraised value of the significant trees removed, according to the most recent edition of the Guide for Plant Appraisal.

(c) In addition to the costs of restoration, the amount of the tree fines and monetary penalty per day for a violation of this Chapter is set forth in ~~Section 5.74.040~~ Chapter 1.12. of this Code.

(d) Payment of a monetary penalty under this chapter does not relieve a person of the duty to correct the violation as ordered by the applicable department director.

Section 4. Sections 21.06.400 and 21.06.405 of the KMC are repealed.

Section 5. Section 21.06.420 of the KMC is amended to read as follows:

**21.06.420 General.**

Construction or work for which a permit is required shall be subject to inspection by the building official and such construction or work shall remain accessible and exposed for inspection purposes until approved. Approval as a result of an inspection shall not be construed to be an approval of a violation of the provisions of this chapter or of other ordinances of the jurisdiction. Inspections presuming to give authority to violate or cancel the provisions of this chapter or of other ordinances of the jurisdiction shall not be valid. It shall be the duty of the permit applicant to cause the work to remain accessible and exposed for inspection purposes. Neither the building official nor the jurisdiction shall be liable for expense entailed in the removal or replacement of any material required to allow inspection.

The building official is authorized to establish a self-certification program whereby certain installations, by approved contractors, will only be subject to spot inspections.

Section 6. Section 21.06.495 of the KMC is amended to read as follows:

**21.06.495 Electrical inspections.**

(a) The installation, alteration or extension of any electrical system, fixtures or components for which a permit is required by this chapter shall be subject to inspection by the building official and such electrical systems, fixtures and components shall remain accessible and exposed for inspection purposes until approved by the building official. It shall be the duty of the permit applicant to cause the electrical systems to remain accessible and exposed for inspection purposes. The city shall not be liable for expense entailed in the removal or replacement of material required to permit inspection. When the installation of an electrical system is complete, an additional and final inspection shall be made. Electrical systems and equipment regulated by the National Electrical Code shall not be connected to the energy source until authorized by the building official.

(b) The building official may require special inspection of equipment or wiring methods where the installation requires special training, equipment, expertise, or knowledge. Where such special inspection is required, it shall be performed by an independent third party acceptable to the building official. The special inspection person/agency shall be designated and approved prior to beginning the installation of wiring or equipment. A written report from the designated special inspection agency indicating that the installation conforms to the appropriate codes and standards shall be received by the building official prior to that installation being approved. All costs for such testing and reporting shall be the responsibility of the permit holder.

(c) Approval as a result of an inspection shall not be construed to be an approval of a violation of the provisions of the National Electrical Code or of other ordinances of the city. Inspections presuming to give authority to violate or cancel the provisions of the National Electrical Code or other ordinances of the city shall not be valid.

(d) The building official, upon notification, shall make the inspections set forth in this section:

(1) Underground. Underground inspection shall be made after trenches or ditches are excavated and bedded, piping and conductors are installed, and before backfill is put in place. Where excavated soil contains rocks, broken concrete, frozen chunks and other rubble that would damage or break the raceway, cable or conductors, or where corrosive action will occur, protection shall be provided in the form of granular or selected material, approved running boards, sleeves or other means.

(2) Rough-In. Rough-in inspection shall be made after the roof, framing, fireblocking and bracing are in place and all wiring and other components to be concealed are complete, and prior to the installation of wall or ceiling membranes. All required equipment grounding conductors installed in concealed cable or flexible conduit systems must be completely installed and made up at the time of the rough-in cover inspection.

(3) Other Inspections. In addition to the inspections specified above, the code official is authorized to make or require other inspections of any construction work to ascertain compliance with the provisions of this code and other laws, which are enforced by the department of electrical inspection.

(4) Final Inspection. The final inspection shall be made after all work required by the permit is completed.

(e) Annual Electrical Permit. Upon approval of the building official, an annual electrical permit may be purchased by a building owner or licensed electrical contractor. This type of permit is available for educational, commercial, industrial, and public locations employing a full-time electrical maintenance staff or having a yearly maintenance contract with a licensed electrical contractor. The permit holder is responsible for correcting all installation deficiencies. The permit holder must make available, to the electrical inspector, all records of all electrical work performed.

This type of electrical permit may be used for retrofit, replacement, maintenance, repair, upgrade, and alterations to electrical systems. This type of permit does not include electrical work for new floor area, new services, feeders and circuits of 100 amperes or greater or when a plan review is required. 12 inspections are allowed in a twelve month period and each inspection is limited to two hours. Additional time and inspections will be charged at the applicable hourly rate.

Section 7. Section 21.74.025 of the KMC is amended to read as follows:

**21.74.025 General provisions for all permits, approvals and development services fees.**

(a) Fee Calculation. The fees for applications for development services established or referenced in this ordinance will be calculated using the fee schedule in effect at the time the review, inspection, or

service is performed and/or due. Each application stands alone and is considered individually for the purpose of calculating fees.

(b) City Projects. The fire and building department will collect all appropriate fees for utility-funded, capital investment program, and special purpose fund projects except as authorized by the director.

(c) Refunds. Any fee established in this chapter which was erroneously paid or collected will be refunded if requested a timely request is received. Table 1 is used to calculate refunds for applications or issued permits or approvals which are withdrawn, canceled, or expired. All refunds must be requested within 180 days of payment.

**Table 1—Calculating Refunds**

Stage in Review Process—Application Submitted		
Type of Fee	Review Started	
Flat review fee or review fee based on valuation, fixtures, devices, size, lots	Nonrefundable	
Stage in Construction Process—Permit Issued		
Type of Fee	No Work Started	Work Started
State Building Code	Nonrefundable	Nonrefundable
Flat inspection fee or inspection fee based on valuation, fixtures, devices, size	20% nonrefundable, 80% refundable	Nonrefundable

(1) Refunds for fees collected and not specifically mentioned herein will be refunded at the direction and discretion of the director or specific ordinance.

(2) Before any refund is released to the applicant the following will be deducted from the refund amount: all fees or charges owed on the subject application or permit; all fees or charges owed on any associated application or permit; any fees or charges that have been assigned to a collection agency plus the fee added on by the collection agency.

(d) Definition of Single-Family. For purposes of this chapter, "single-family" means a building containing not more than two dwelling units each having only one kitchen and each designed for occupancy exclusively by one family. ~~In-unit work, in a residential building over two units, will be considered a single-family application when the scope of work is limited to one unit.~~

(e) Reinspection Fee. In instances where reinspection fees have been assessed, no additional inspection of the work is performed until the required fees are paid.

(f) Outside Consultants. For the use of outside consultants for plan checking and inspections, or both: Actual costs, which include administrative and overhead costs.

(g) Add-On Fees. Fees due after issuance as a result of a field inspection that identified a scope of work different from the work permitted are due and payable within five working days of notification.

(h) Multi-Building Projects. Separate building, mechanical, electrical, plumbing, and fire protection permits are required for each building in a multi-building complex.

(i) Work Without a Permit or Approval. It is unlawful to proceed with any work or any portion of any construction, installation, alteration, repair, or use when the required fee has not been paid and the permit or approval issued. When work for which a permit or approval is required by the Kirkland Municipal Code, regulation, or standard is started or proceeded with prior to obtaining that permit or approval, a penalty may be levied in an amount up to double the fee required for the work unlawfully conducted, ~~as determined by the director~~ with a minimum fee of \$200. This provision does not apply to emergency work when it is proved to the satisfaction of the appropriate director that such work was urgently necessary and that it was not practical to obtain a permit before the commencement of the work. In all such cases, a permit must be obtained as soon as it is practical to do so; and if there is an unreasonable delay in obtaining the permit, a double fee (as provided in this chapter) will be charged. The payment of this double fee does not relieve any person from fully complying with the requirements of the Kirkland Municipal Code in the execution of the work or from any other penalties prescribed by law. Such person may also be required to reimburse the city for all expenses related to any enforcement proceedings as determined by the director.

(j) Consultants. The applicant bears the cost of retaining consultants when the city determines it is necessary to obtain required technical expertise.

(k) Recording Fees. The applicant bears the cost of fees associated with the recording of documents with King County.

(l) Additional Review. Review time required on a project prior to, or in lieu of, an application, is charged at the appropriate hourly rate, as determined by the director.

(m) Definition of Development Service Fee-Based Activity. The fees established herein apply to any activity performed by development services staff required to reach a final decision on an application and to reach the final approval of the work authorized by an issued permit, commonly called "review" and "inspection." This includes, but is not limited to, review of plans and specifications, site visits, public involvement and public hearings, preconstruction meetings, inspections, reinspections, and occupancy requirements.

Section 8. Section 21.74.030 of the KMC is amended to read as follows:

**21.74.030 General provisions for construction permit fees.**

(a) Scope. These general provisions apply to all permits issued by the fire and building department.

(b) Miscellaneous Inspections and Other Fees. Table 2 is used to calculate fees for miscellaneous inspections and additional plan review.

**Table 2—Miscellaneous Inspections and Other Fees based on an Hourly rate of \$120 per hour**

Type	Per Hour	Minimum Fee	Due
Inspection or plan review outside normal hours (in addition to the normal inspection and plan review fee)	<del>\$118.50</del> Hourly rate x 1.5	≥ 1.5 hours	Within 5 days of notification
Plan review resulting from changes to approved plans (in addition to the normal fees associated with a change in scope of work)	<del>\$79.00</del> Hourly rate	.5 hour	At revision issuance
<u>Additional plan review required when requested correction items are not made</u>	\$ Hourly rate	.5 hour	<u>Prior to issuance</u>
<u>Expedited single family plan review (in addition to regular plan review fee)</u>		<u>\$1,700</u>	<u>At intake</u>
Energy/Indoor Air Quality Code		<del>\$75.00</del> <u>\$77.00</u> + \$0.01/square foot	At permit issuance
Washington State Building Code Council surcharge: <del>building, spa and satellite dish permits</del>		\$4.50 for first dwelling unit ± <u>\$2.00</u> each additional unit	
Multifamily permits		\$4.50 for first	

**Table 2—Miscellaneous Inspections and Other Fees  
based on an Hourly rate of \$120 per hour**

Type	Per Hour	Minimum Fee	Due
Permit renewals		dwelling-unit + \$2.00 each additional unit  1/2 the original permit fee	
Reinspection fee (in addition to the normal inspection fee)	\$79.00 <u>Hourly rate</u>	1 hour	Within 5 days of notification
Landlord/tenant inspections conducted pursuant to RCW 59.18.115		\$15.00	At application submittal
<u>Adult Family Home inspection (WABO checklist)</u>		<u>\$100</u>	<u>Prior to the inspection</u>

(c) Building Permits.

(1) Scope. The fees and provisions established here apply to the installation, relocation, addition, demolition, or repair of construction work that requires a permit.

(2) ~~Determination of Value or Valuation. The determination of the value or valuation under any of the provisions of this chapter, unless otherwise noted, will be made on the basis of building valuation data published by a nationally recognized code organization or other valuation criteria approved by the appropriate director. The valuation to be used in computing the plan review and permit fees will be the total value of all construction work, including labor and materials, for which the permit is issued, as well as all finish work, painting, roofing, electrical, plumbing, heating, air conditioning, elevators, fire-extinguishing systems, or any other permanent work or permanent equipment. The "gross area" used in conjunction with the building valuations means the total areas of all floors measured from the exterior face, outside dimensions, or exterior column line of a building including basements, cellars, and balconies, but not including unexcavated areas. Where walls and columns are omitted in the construction of a building, such as an open shed or marquee, the~~

exterior wall of the open side or sides will be considered the edge of the roof. When the value is unknown, it will be determined by the appropriate director.

(32) Building Permit Fee Schedule. Table 3 is used to calculate the building inspection permit fee once the determination of value has been made. The inspection permit fee is due at issuance.

**Table 3—Building Permit Inspection Fees Based on Valuation**

Total Valuation	Fee
\$1.00 to \$500.00	<del>\$23.50</del> <u>25.62</u>
\$501.00 to \$2,000	<del>\$23.50</del> <u>\$25.62</u> for the first \$500.00 plus <del>\$3.05</del> <u>\$3.32</u> for each additional \$100.00 or fraction thereof, to and including \$2,000
\$2,001 to \$25,000	<del>\$69.25</del> <u>\$75.42</u> for the first \$2,000 plus <del>\$14.00</del> <u>\$15.26</u> for each additional \$1,000 or fraction thereof, to and including \$25,000
\$25,001 to \$50,000	<del>\$391.75</del> <u>\$426.40</u> for the first 25,000 plus <del>\$10.10</del> <u>\$10.99</u> for each additional \$1,000 or fraction thereof, to and including \$50,000
\$50,001 to \$100,000	<del>\$643.75</del> <u>\$701.15</u> for the first \$50,000 plus <del>\$7.00</del> <u>\$7.63</u> for each additional \$1,000 or fraction thereof, to and including \$100,000
\$100,001 to \$500,000	<del>\$993.75</del> <u>\$1,082.65</u> for the first \$100,000 plus <del>\$5.60</del> <u>\$6.10</u> for each additional \$1,000 or fraction thereof, to and including \$500,000
\$500,001 and up	<del>\$3,233.75</del> <u>\$3,522.65</u> for the first \$500,000 plus <del>\$4.75</del> <u>\$5.18</u> for each additional \$1,000 or fraction thereof

(4) Plan Review Fees. When the plans and/or specifications describing the proposed construction are reviewed by the building official, the fee will be sixty-five percent of the building inspection permit fee as shown on Table 3. A plan review deposit is due at submittal, and any excess of the deposit over the plan review fee owed will be credited to the issuance fees. If the deposit is insufficient to cover the plan review fee, the applicant will pay the amount of the insufficiency at the time of

issuance. When a 'basic' plan review is allowed by the building official, the review fee to register a 'basic' plan shall be one hundred percent of the building permit fee as shown on Table 3. The plan review fee required when applying for a building permit using a previously registered 'basic' plan shall be \$500.

(5) State Building Code Fee. The state building code fee is collected at issuance for the state on all building, spa, satellite dish, antenna, and demolition permits at the rate of four dollars and fifty cents each. The fee for multifamily building permits is four dollars and fifty cents for the first unit and two dollars for each additional unit. The fee is due at issuance.

(6) Single-Family Combination New Construction Permits. The fee for the mechanical and plumbing permits of a single-family, new construction permit are each eight percent of the building inspection fee. The fee for the electrical permit is nine and one-half percent of the inspection fee. These fees are due at issuance and are in addition to the building inspection fee.

(7) Fees for Sign Permits. Table 4 is used to calculate fees for sign permits. The plan review fee is due at submittal and the inspection fee is due at issuance.

**Table 4—Sign Permits**

Type of Sign	Fee*
Marquee or building-mounted sign (each sign)	<del>\$145.00</del> <u>\$149.00</u>
Freestanding or pole-mounted sign (each sign)	<del>\$195.00</del> <u>\$200.00</u>

\*Includes plan review

(8) Fees for Moving Buildings. Table 5 is used to calculate fees for moving buildings. The fee is due at issuance.

**Table 5—Moving Buildings**

Application Filing Fee		
Move Type	Fee	
Class I & II	\$100.00	
Class III & IV	\$75.00	
Inspection Fee—Class I or II only		
Distance from City Hall		
Up to 10 miles	\$130.00	
Over 10 miles	\$130.00 plus \$1.00/mile	
Right-of-Way Inspection Fee		

Dimensional Combinations	Normal Business Hours	After Hours
1	\$55.20	\$81.05
2	\$110.40	\$162.05
3 or more	\$55.20/hour	\$81.05/hour

(d) Electrical Permits.

(1) Scope. The fees established here apply to the installation, relocation, addition, or repair of electrical work that requires a permit.

(2) Electrical Permit Fee Schedule. Table 6 is used to calculate inspection fees for the installation, replacement, relocation, or repair of each electrical service, system, circuit, appliance and other electrical work once the determination of value has been made. Valuation is determined based on the prevailing fair market value of the materials, labor, and equipment needed to complete the work.

**Table 6 Section I—Electrical Inspection Fees Based on Valuation**

Total Valuation	Fee
Up to \$250.00	<del>\$45.00</del> <u>\$46.22</u>
\$251.00 to \$2,000	<del>\$45.00</del> <u>\$46.22</u> for the first \$250.00 plus <del>\$7.48</del> <u>\$7.68</u> per \$100.00 or fraction thereof
\$2,001 to \$25,000	<del>\$176.00</del> <u>\$184.46</u> for the first \$2,000 plus <del>\$16.50</del> <u>\$16.95</u> per \$1,000 or fraction thereof
\$25,001 to \$50,000	<del>\$555.50</del> <u>\$574.31</u> for the first \$25,000 plus <del>\$14.90</del> <u>\$15.30</u> per \$1,000 or fraction thereof
\$50,001 to \$100,000	<del>\$928.00</del> <u>\$956.81</u> for the first \$50,000 plus <del>\$10.10</del> <u>\$10.37</u> per \$1,000 or fraction thereof
\$100,001 or above	<del>\$1,433</del> <u>\$1,475.31</u> for the first \$100,000 plus <del>\$8.70</del> <u>\$8.93</u> per \$1,000 or fraction thereof

**Table 6 Section II—Low Voltage Electrical Inspection Fees for Security, Telephone and Computer Wiring**

Total Valuation	Fee
Up to \$2,000	<del>\$45.00</del> <u>\$46.22</u>
\$2,001 to \$25,000	<del>\$176.00</del> <u>\$184.46</u> for the first \$2,000 plus <del>\$16.50</del> <u>\$16.96</u> per \$1,000 or fraction thereof x 25%

\$25,001 to \$50,000	<del>\$555.50</del> <u>\$574.31</u> for the first \$25,000 plus <del>\$14.90</del> <u>\$15.30</u> per \$1,000 or fraction thereof x 25%
\$50,001 to \$100,000	<del>\$928.00</del> <u>\$956.81</u> for the first \$50,000 plus <del>\$10.10</del> per <u>\$10.37</u> \$1,000 or fraction thereof x 25%
\$100,001 or above	<del>\$1,433</del> <u>\$1,474.31</u> for the first \$100,000 plus <del>\$8.70</del> <u>\$8.93</u> per \$1,000 or fraction thereof x 25%

(3) Electrical Plan Review Fee. When submittal documents are required by Section 21.70.090, a plan review fee shall be collected at submittal of the electrical permit. Said plan review fee shall be twenty percent of the electrical permit fee. The plan review fees specified in this subsection are separate fees from the permit fees shown in Table 6. When submittal documents are incomplete or changed so as to require additional plan review or when the project involves deferred submittal items, an additional plan review fee shall be charged at the rate of seventy-nine dollars per hour.

(4) Miscellaneous Electrical Inspection Fees. Table 7 is used to calculate permit fees for miscellaneous electrical permits. The fees are due at issuance.

**Table 7—Miscellaneous Electrical Inspection Fees**

Type	Fee
Carnivals—including art and street fairs, haunted houses, amusement rides, and other temporary events	Base fee — <del>\$79.00</del> <u>81.00</u> Per concession — <del>\$20.00</del> <u>20.50</u> Maximum fee — <del>\$250.00</del> <u>256.00</u>
Signs—new circuit installation (for electrical connection. A separate sign permit is required)	<del>\$65.00</del> <u>\$67.00</u>
Portable Classrooms and Mobile Home Service	<del>\$79.00</del> <u>\$81.00</u>
<u>Annual permit per KMC 21.06.495 (e)</u>	<u>\$2,400</u>
Swimming Pools, Hot Tubs, Spas, and Saunas (for electrical connection. A separate building and/or plumbing permit is also required)	<del>\$79.00</del> <u>\$81.00</u>
Temporary Power	<del>\$65.00</del> <u>67.00</u> 1—200 amperes <del>\$110.00</del> 201—400 amperes <u>113.00</u> Table 6 over 400 amperes

(e) Mechanical Permits.

(1) Scope. The fees established here apply to the installation, relocation, addition, or repair of mechanical work that requires a permit.

(2) Wiring. The fees established in this subsection do not include the electrical wiring, which requires a separate permit.

(3) New One- and Two-Family Dwelling Inspection Fee Schedule. Table 8 is used to calculate the fees for miscellaneous single-family mechanical permits. The fees are due at issuance.

**Table 8—Mechanical Inspection Fees—One- and Two-Family Dwellings**

<b>Mechanical Fees For New Single-Family and Duplexes:</b>	
8% of the building permit fee	
<b>Mechanical Fees for Remodels/Additions*</b>	
<ul style="list-style-type: none"> <li>• Each New Appliance <del>\$40.00</del> <u>\$41.00</u> (Maximum Fee <del>\$240.00</del> <u>\$246.00</u>)**</li> <li>• New Duct System <del>\$40.00</del> <u>\$41.00</u></li> <li>• Gas Piping Only <del>\$40.00</del> <u>\$41.00</u></li> <li>• Thermostat Wiring <del>\$20.00</del> <u>\$20.50</u>***</li> </ul>	
<b>Other Fees:</b>	
Additional plan review required by changes, additions or revisions to plans for which an initial review has been completed	<b>\$79.00 per hour</b> (minimum charge 1/2 hour)
Reinspection fees assessed under provisions of Section 21.74.030(b)	<b>\$79.00</b> (per inspection)
Inspection for which no fee is specifically indicated	<b>\$79.00 per hour</b> (minimum charge 1/2 hour)
Inspections outside of	<b>\$118.50 per hour</b>

normal business hours	(minimum charge two hours)
-----------------------	----------------------------

\*No fee for source-specific exhaust fans

\*\*Gas piping included

\*\*\*Must be a licensed electrical contractor

(4) Commercial and Multifamily Inspection Fee Schedule. Table 9 is used to calculate inspection fees for the installation, replacement, relocation, or repair of each commercial heating, ventilation, air-conditioning, or freezing unit or system, and other mechanical equipment once the determination of value has been made. Valuation is determined based on the prevailing fair market value of the materials, labor, and equipment needed to complete the work. The inspection fee is due at issuance.

**Table 9—Mechanical Permit Fees Based on Valuation**

Total Valuation	Fee
Up to \$1,000	<del>\$45.00</del> <u>\$49.07</u>
\$1,001 to \$100,000	<del>\$45.00</del> <u>\$49.07</u> for the first \$1,000 plus <del>\$16.00</del> <u>\$17.25</u> for each additional \$1,000 or fraction thereof to and including \$100,000
\$100,001 and above	<del>\$1,612</del> <u>\$1,756.82</u> for the first \$100,000 plus <del>\$14.00</del> <u>\$15.26</u> for each additional \$1,000 or fraction thereof

(5) Plan Review Fee. When plans and/or specifications describing the mechanical installation are reviewed by the building official, the fee is twenty-five percent of the fee calculated for the mechanical permit based on such plans and/or specifications. The plan review fee is due at submittal and is in addition to the permit fee.

(f) Plumbing Permits.

(1) Scope. The fees established here apply to the installation, relocation, addition, or repair of plumbing work that requires a permit.

(2) Fixtures. For the purposes of this chapter, "fixture" means and includes any appliance which connects to water, drain, or vent.

(3) Fee Schedule. Table 10 Section I is used to calculate the fees for one- and two-family dwelling plumbing permits. Table 10 Section II is used to calculate the fees for nonresidential, mixed-use and multifamily plumbing permits. Valuation is determined based on the prevailing fair market value of the materials, labor, and equipment needed to complete the work. The inspection fee is due at issuance.

**Table 10 Section I—Plumbing Permit Fees—One- and Two-Family Dwellings**

<b>Plumbing Fees For New One- and Two-Family Dwellings:</b>	
8% of the building permit fee	
<b>Plumbing Fees for Alterations/Additions:</b>	
• Each new or moved plumbing fixture: <del>\$20.00</del> <u>\$20.50</u>	
• For re-piping domestic water lines within existing structures: <del>\$20.00</del> <u>\$20.50</u> per dwelling unit	
• Minimum permit fee <del>\$40.00</del> <u>\$41.00</u> , maximum permit fee <del>\$240.00</del> <u>\$246.00</u>	
<b>Other Fees:</b>	
Additional plan review required by changes, additions or revisions to plans for which an initial review has been completed	<b><del>\$79.00</del> per hour</b> (minimum charge 1/2 hour)
Reinspection fees assessed under provisions of Section <a href="#">21.74.030</a> (b)	<b><del>\$79.00</del></b> (per inspection)
Inspection for which no fee is specifically indicated	<b><del>\$79.00</del> per hour</b> (minimum charge 1/2 hour)
Inspections outside of normal business hours	<b><del>\$118.50</del> per hour</b> (minimum charge two hours)

**Table 10 Section II —Plumbing Permit Fees – Nonresidential, Mixed-Use and Multifamily**

<b>Total Valuation</b>	<b>Fee</b>
Up to \$1,000	<del>\$40.00</del> <u>\$41.08</u>
\$1,001 to \$100,000	<del>\$40.00</del> <u>\$41.08</u> for the first \$1,000 plus <del>\$6.72</del> <u>\$6.90</u> for each additional \$1,000 or fraction thereof to and including \$100,000

**Table 10 Section II —Plumbing Permit Fees –  
Nonresidential, Mixed-Use and Multifamily**

Total Valuation	Fee
\$100,001 and above	<del>\$705.28</del> <u>\$748.18</u> for the first \$100,000 plus <del>\$5.94</del> <u>\$6.10</u> for each additional \$1,000 or fraction thereof

(4) Plan Review Fee. When plans and/or specifications describing the plumbing installation are reviewed by the building official, the fee is sixty-five percent of the fee calculated for the plumbing permit based on such plans and/or specifications. The plan review fee is due at submittal and is in addition to the permit fee.

(g) Land Surface Modification Permit Fees.

(1) Scope.

(2) Plan Review Fee. Table 11 is used to calculate the plan review fee on land surface modification permits. The plan review fee is due at submittal.

**Table 11—Grading Plan Review Fee**

	Fee
1,000 cubic yards or less	<del>\$79.00</del> <u>\$81.00</u>
1,001 to 10,000 cubic yards	<del>\$158.00</del> <u>\$162.00</u>
10,001 to 100,000 yards	<del>\$158.00</del> <u>\$162.00</u> for the first 10,000 cubic yards, plus <del>\$24.50</del> <u>\$25.16</u> for each additional 10,000 cubic yards or fraction thereof
100,001 to 200,000 cubic yards	<del>\$269.75</del> <u>\$388.44</u> for the first 100,000 cubic yards, plus <del>\$13.25</del> <u>\$13.61</u> for each additional 10,000 cubic yards or fraction thereof
200,001 cubic yards or more	<del>\$402.25</del> <u>\$525.54</u> for the first 200,000 cubic yards, plus <del>\$7.25</del> <u>\$7.45</u> for each additional 10,000 cubic yards or fraction thereof

(3) Grading Inspection Fee Schedule. Table 12 is used to calculate fees for clearing and grading inspections. The grading inspection fee is due at issuance of the permit.

**Table 12—Grading Inspection Fees**

	<b>Fee</b>
50 cubic yards or less	<del>\$39.50</del> <u>\$40.50</u>
51 to 100 cubic yards	<del>\$79.00</del> <u>\$81.00</u>
101 to 1,000 cubic yards	<del>\$79.00</del> <u>\$81.00</u> for the first 100 cubic yards, plus <del>\$17.50</del> <u>\$17.97</u> for each additional 100 cubic yards or fraction thereof
1,001 to 10,000 cubic yards	<del>\$194.50</del> <u>\$242.73</u> for the first 1,000 cubic yards, plus <del>\$14.50</del> <u>\$14.89</u> for each additional 1,000 cubic yards or fraction thereof
10,001 to 100,000 cubic yards	<del>\$325.00</del> <u>\$376.74</u> for the first 10,000 cubic yards, plus <del>\$66.00</del> <u>\$67.76</u> for each additional 10,000 cubic yards or fraction thereof
100,001 cubic yards or more	<del>\$919.00</del> <u>\$986.76</u> for the first 100,000 cubic yards, plus <del>\$36.50</del> <u>\$37.50</u> for each additional 10,000 cubic yards or fraction thereof

(h) Fire Prevention Fees.

(1) Scope. The fees established here apply to development services by the fire prevention office of the fire department.

(2) Review Fee Schedule. Table 13 is used to calculate the fees for the bureau of fire prevention review and inspection of applications and operational conditions.

**Table 13—Fire Prevention Review and Inspection Fees**

Type	Hourly Rate	Minimum	Due At	
Flammable or combustible liquid tank	\$79.00	2 hours		Issuance
Temporary membrane structures	\$79.00	1 hour		Issuance
Recreational fires	\$79.00	1 hour		Issuance
Plan review <sup>A</sup>	\$79.00	1/2 hour		Issuance

<sup>A</sup>This fee is charged when the scope of work requires fire review.

(3) Fire Protection Sprinkler Systems. Table 14 is used to calculate permit fees for water and chemical nozzle systems. The permit fee is due at issuance.

**Table 14 Section I—New Fire Protection Sprinkler Systems**

Size	Fee
1 to 100 heads	\$330.00
101 to 200 heads	\$410.00
201 to 300 heads	\$500.00
301 or more heads	\$500.00 for the first 300 and \$50.00 per 100 devices or fraction thereof

**Table 14 Section II—NFPA 13D Systems (SFR)**

1 to 40 heads	\$180.00
41 or more heads	\$240.00

**Table 14 Section III—Risers or Supplies**

Per riser <sup>1</sup>	\$25.00
Per supply (post/wall indicator valve, double detector check valve, connection) <sup>2</sup>	\$25.00

<sup>1</sup> One “supply” shall consist of a post or wall indicator valve, a double detector check valve assembly, and a fire department connection (one each).

<sup>2</sup> One “riser” shall consist of an interior zone supply with all accompanying trim with flow switch or pressure switch. It may be either a stand-alone vertical riser, one vertical riser of a manifold system, or where zones are controlled at floors, one floor control valve and all accompanying trim and flow switch.

**Table 14 Section IV—Tenant Improvement or Modification of Fire Sprinkler Systems**

1 to 5 heads	\$110.00
6 to 10 heads	\$150.00

11 to 20 heads	\$200.00
21 to 40 heads	\$260.00
41 to 100 heads	\$330.00
101 to 200 heads	\$410.00
201 to 300 heads	\$500.00
301 or more heads	\$500.00 for the first 300 plus \$50.00 per 100 devices or fraction thereof

**Table 14 Section V—New Fire Suppression System Other than Sprinklers (e.g., Hood and Duct, FM200, etc.)**

1 to 20 heads	\$160.00
21 to 40 heads	\$200.00
41 or more heads	\$200.00 for the first 40 plus \$40.00 per each 40 additional devices or portion thereof

**Table 14 Section VI—Tenant Improvement or System Modification to Fire Suppression System Other than Sprinklers (e.g., Hood and Duct, FM200, etc.)**

1 to 5 heads	\$100.00
6 to 10 heads	\$120.00
11 to 20 heads	\$160.00
21 or more heads	\$160.00 for the first 20 plus \$40.00 per each 20 additional devices or portion thereof

(4) Fire Alarm Systems. Table 15 is used to calculate permit fees for fire alarm systems. The permit fee is due at issuance.

**Table 15 Section I—New Fire Alarm or Detection System Devices**

1 to 100 devices	\$330.00
101 to 200 devices	\$410.00
201 or more devices	\$410.00 for the first 200 devices plus \$50.00 per 100 devices or fraction thereof

**Table 15 Section II—Tenant Improvement of Fire Alarm or Detection System Devices**

1 to 5 devices	\$110.00
6 to 10 devices	\$150.00
11 to 20 devices	\$200.00
21 to 40 devices	\$260.00
41 to 100 devices	\$330.00
101 to 200 devices	\$410.00
201 or more devices	\$410.00 for the first 200 devices plus \$50.00 per 100 devices or fraction thereof

**Table 15 Section III—New Fire Alarm Monitoring System—In Addition to Fees in Sections I or II**

FACP	\$150.00
Transmitter	\$150.00
FACP and Transmitter	\$200.00

**Table 15 Section IV—Replace Fire Alarm Monitoring System and/or Components—In Addition to Fees in Section II**

FACP	\$110.00
Transmitter	\$110.00
FACP and Transmitter	\$120.00

**Table 13—Fire Prevention Review and Inspection Fees**

		<u>Plan Review Fee* Due at application</u>	<u>Inspection Fee* Due at Issuance</u>
<b><u>Fire Department Building Plan Review</u></b>			
<u>Valuation as calculated by the building department</u>	<u>=&lt; \$100,000</u>	<u>\$140.00</u>	<u>N/A</u>
	<u>\$100,000-499,999</u>	<u>\$560.00</u>	<u>N/A</u>
	<u>\$500,000-2,500,000</u>	<u>\$710.00</u>	<u>N/A</u>
	<u>&gt;\$2,500,000</u>	<u>\$1,410.00</u>	<u>N/A</u>
<b><u>Fire protection Sprinkler Fees Commercial</u></b>			
<u>Size of system</u>	<u>1-25 heads</u>	<u>\$140.00</u>	<u>\$210.00</u>
	<u>26-100 heads</u>	<u>\$140.00</u>	<u>\$280.00</u>
	<u>101-1000 heads</u>	<u>\$420.00</u>	<u>\$420.00</u>
	<u>&gt;1000 heads</u>	<u>\$1,700.00</u>	<u>\$1,700.00</u>
<b><u>Fire Protection Sprinkler fees Residential 13D</u></b>			
<u>Size of System</u>	<u>1-50 heads</u>	<u>\$140.00</u>	<u>\$210.00</u>
	<u>51-100 heads</u>	<u>\$140.00</u>	<u>\$280.00</u>
	<u>101-1000 heads</u>	<u>\$420.00</u>	<u>\$420.00</u>
<b><u>Other fire system features.</u></b>			

<u>Underground Supply Main</u>		<u>\$520.00</u>	<u>\$280.00</u>
<u>Building Radio Coverage</u>		<u>\$370.00</u>	<u>\$560.00</u>
<u>Fixed Fire Suppression (Hoods)</u>		<u>\$220.00</u>	<u>\$280.00</u>
<u>Smoke Control Systems</u>	<u>Base fee; plus 3<sup>rd</sup> party</u>	<u>\$700.00</u>	<u>\$700.00</u>
<b><u>Fire Alarm/Detection</u></b>			
<u>Based on valuation of system</u>	<u>&lt;\$25,000</u>	<u>\$226.00</u>	<u>\$140.00</u>
	<u>\$25,000-50,000</u>	<u>\$280.00</u>	<u>\$280.00</u>
	<u>\$50,000-\$100,000</u>	<u>\$280.00</u>	<u>\$560.00</u>
	<u>&gt;\$100,000</u>	<u>\$560.00</u>	<u>\$1,700.00</u>
<u>Transmitter only replacement (NO review)</u>			<u>\$210.00</u>
<b><u>IFC permits (permits not requiring review)</u></b>			
<u>Amusement Buildings</u>			<u>\$140.00</u>
<u>Carnivals, Fairs, Exhibits and Trade shows</u>			<u>\$140.00</u>

<u>Open Flame or Gas Fired Equipment within a Mall</u>			<u>\$140.00</u>
<u>Cutting and Welding</u>			<u>\$140.00</u>
<u>Fumigation and Insecticidal fogging</u>			<u>\$140.00</u>
<u>Hot Work</u>			<u>\$140.00</u>
<u>Open Flames</u>			<u>\$140.00</u>
<u>Spraying or Dipping</u>			<u>\$140.00</u>
<u>Essential oils and extractions</u>			<u>\$140.00</u>
<u>Temporary membrane structures and tents</u>			<u>\$140.00</u>
<u>Carbon Dioxide</u>			<u>\$140.00</u>
<u>Sparklers</u>		<u>No fee</u>	<u>No fee</u>
<b><u>IFC permits (permits requiring review)</u></b>			
<u>Hazardous materials</u>		<u>\$140.00</u>	<u>\$140.00</u>
<u>Aerosol Products</u>		<u>\$140.00</u>	<u>\$140.00</u>
<u>Combustible dust and fibers</u>		<u>\$140.00</u>	<u>\$140.00</u>
<u>Compressed Gases</u>		<u>\$140.00</u>	<u>\$140.00</u>
<u>Cryogenic fluids</u>		<u>\$140.00</u>	<u>\$140.00</u>

<u>LP Gas</u>		<u>\$140.00</u>	<u>\$140.00</u>
<u>Magnesium</u>		<u>\$140.00</u>	<u>\$140.00</u>
<u>Flammable/reactive metals</u>		<u>\$140.00</u>	<u>\$140.00</u>
<u>Battery systems</u>		<u>\$140.00</u>	<u>\$140.00</u>
<u>Explosives</u>		<u>\$140.00</u>	<u>\$140.00</u>
<u>Temporary Housing</u>		<u>\$140.00</u>	<u>\$140.00</u>
<u>Fireworks</u>		<u>\$100.00</u>	<u>N/A</u>
<u>Special Events</u>		<u>\$140.00</u>	<u>\$140.00</u>
<u>Underground storage tank removal</u>		<u>\$140.00</u>	<u>\$140.00</u>

1. Permits may also be required as identified in the International Fire Code or when deemed hazardous by the Fire Marshal.

2. Additional fees for review or inspection are charged at \$120.00 an hour.

3. There is a 2 hour minimum charge for inspections outside of normal business hours.

4. Work requiring a 3rd party will be billed at actual cost.

(i) MyBuildingPermit.com Surcharge. In addition to the fees listed in this section there shall be a ~~one and three-tenths~~ three and five-tenths surcharge collected to pay for the city's MyBuildingPermit.com membership fees and other to help offset the cost of the enhancements and maintenance of the MyBuildingpermit.com and permit tracking software.

Exception: the MyBuildingPermit.com surcharge does not apply to the following:

- 1) The State Building Code Council surcharge
- 2) Landlord tenant complaint fees
- 3) ~~Table 13—Fire Prevention Review and Inspection Fees~~

(j) Determination of Value or Valuation. The applicant for a permit shall provide an estimated permit value at time of application. The value or valuation for any permit under any of the provisions of this chapter shall be that provided by the applicant or as determined by the building official, whichever is higher. When applicable, the valuation determinations by the building official will be made on the basis of the building valuation data table published by the International Code Council. The floor area referenced in the ICC valuation data table shall be the "gross floor area" which means the total areas of all floors—measured from the exterior face of the walls including basements, cellars, and balconies, but not including unexcavated areas. Where walls are omitted in the construction of a building, such as a carport or porch, the edge of the roof will be considered the exterior wall of the open side.

For building permits the valuation will include the total value of all construction work, including labor and materials, for which the permit is issued, as well as all finish work, painting, roofing, electrical, plumbing, heating, air conditioning, elevators, fire-extinguishing systems, or any other permanent work or permanent equipment. The building official may exempt unusually expensive equipment from the valuation of work.

The valuation for a building permit issued to complete the work of an expired permit shall be based upon the value of all work not completed under the previous permit, with a minimum valuation of four thousand dollars for each required remaining inspection.

Section 9. If any provision of this ordinance or its application to any person or circumstance is held invalid, the remainder of the ordinance, or the application of the provision to other persons or circumstances is not affected.

Section 10. This ordinance shall be in force and effect on January 1, 2015, after its passage by the Kirkland City Council and publication pursuant to Section 1.08.017, Kirkland Municipal Code in the summary form attached to the original of this ordinance and by this reference approved by the City Council.

Passed by majority vote of the Kirkland City Council in open meeting this \_\_\_\_\_ day of \_\_\_\_\_, 2014.

Signed in authentication thereof this \_\_\_\_\_ day of \_\_\_\_\_, 2014.

\_\_\_\_\_  
MAYOR

Attest:

\_\_\_\_\_  
City Clerk

Approved as to Form:

\_\_\_\_\_  
City Attorney

PUBLICATION SUMMARY  
OF ORDINANCE O-4463

AN ORDINANCE OF THE CITY OF KIRKLAND RELATING TO DEVELOPMENT FEES AND AMENDING KIRKLAND MUNICIPAL CODE CHAPTERS 5.74, 19.36, 21.06 AND 21.74.

SECTION 1. Amends Section 5.74.040 of the Kirkland Municipal Code ("KMC") relating to Public Works Department permit and administration fees.

SECTION 2. Repeals and readopts a new Section 5.74.070 of the KMC relating to Planning Department permit and administration fees.

SECTION 3. Amends Section 19.36.050 of the KMC to clarify that penalties and fines regarding street trees are set forth in Chapter 1.12 of the KMC.

SECTION 4. Repeals Sections 21.06.400 and 21.06.405 of the KMC relating to building permit valuations and commencing work prior to obtaining required permits.

SECTION 5. Amends Section 21.06.420 of the KMC relating to building official inspections and authorizes a self-certification program for certain types of inspections.

SECTION 6. Amends Section 21.06.490 of the KMC relating to electrical permits and authorizes annual electrical permits.

SECTION 7. Amends Section 21.74.025 of the KMC relating to general provisions for all permits, approvals and development services fees.

SECTION 8. Amends Section 21.74.030 of the KMC relating to construction permit fees.

SECTION 9. Provides a severability clause for the ordinance.

SECTION 10. Authorizes publication of the ordinance by summary, which summary is approved by the City Council pursuant to Section 1.08.017 Kirkland Municipal Code and establishes the effective date as January 1, 2015.

The full text of this Ordinance will be mailed without charge to any person upon request made to the City Clerk for the City of Kirkland. The Ordinance was passed by the Kirkland City Council at its meeting on the \_\_\_\_\_ day of \_\_\_\_\_, 2014.

I certify that the foregoing is a summary of Ordinance  
                     approved by the Kirkland City Council for summary  
publication.

\_\_\_\_\_  
City Clerk

**CITY OF KIRKLAND**

Department of Public Works

123 Fifth Avenue, Kirkland, WA 98033 425.587.3800

www.kirklandwa.gov

---

**MEMORANDUM**

**To:** Kurt Triplett, City Manager

**From:** Rob Jammerman, Development Engineering Manager  
Kathy Brown, Public Works Director

**Date:** October 24, 2014

**Subject:** LONG-TERM STREET IMPROVEMENT CLOSURES DURING CONSTRUCTION

**RECOMMENDATION:**

It is recommended that City Council:

- Reviews the background discussion regarding long-term closures of street improvements (sidewalks, bicycle lanes, and parking lanes) by private development projects, and
- Directs staff by motion to add the attached Street Improvement Closure Policy (see Attachment 1) into the Kirkland Public Works Pre-Approved Plans and Policies Book.

**BACKGROUND DISCUSSION:**

During the first quarter of 2014, the Public Works, Parks, and Human Services Council Committee asked Public Works staff to address concerns related to long-term closures of street improvements by private development projects; with a primary focus on the closure of sidewalks.

The following outlines the issues and the recommended actions:

1. The primary issue raised by the Council Committee was concern over long-term pedestrian detours around construction projects that close the sidewalk during construction. The members of the Committee agreed that sidewalk closures with detour routes are sometimes necessary to allow developers to have adequate time and space to install the required street and utility improvements. They indicated that the Public Works Department should try to minimize the length of time a sidewalk is closed and that a sidewalk should never be closed solely for contractor convenience (e.g., a construction staging area).
2. The Council Committee members reviewed a staff recommendation to implement a fee for long-term street improvement closures. The primary focus of the fee schedule was to charge for pedestrian street improvement closures exceeding 8 weeks. The Council Committee agreed that staff should proceed with an Ordinance to adopt the fee schedule and present it at an upcoming Council meeting. The proposed fee schedule was also presented to the Planning, Housing, and Economic Development Council Committee, and they concurred that an Ordinance to adopt the fee schedule should be presented to the City Council.
3. On July 1, 2014, Ordinance O-4448 was presented to the Council. The Ordinance proposed the implementation of a fee schedule for long-term street improvement closures beginning January 1, 2015 (see Attachment 2). After discussing the proposed fee schedule, the Council concluded that, prior to adopting the Ordinance, staff should conduct outreach with developers and the community that would be impacted by the new fee schedule.

4. In July 2014, a notice was sent to over 1,500 subscribers of the Kirkland 2035 list-serve. The only substantial comment was from Glen Buhlmann, representing Kirkland Greenways, who raised concerns about bicycle lane and sidewalk closures. Mr. Buhlman asked that more stringent rules and a higher fee schedule be adopted than what was being considered. (see Attachment 3)
5. In addition to the notice, a Kirkland Developer Stakeholder Group was formed consisting of the following:
  - David Hoffman, Master Builders Association
  - Robert Pantley, Natural and Built Environments
  - Doug Waddell, Waddell Properties
  - Aaron Hollingberry, Toll Brothers Development
  - Holly Smith, Polygon Development
  - Dave Tomson, SRM Development

Staff met with the Developer Stakeholder Group to receive feedback on the proposed long-term street improvement closures fee schedule; the group had the following comments and recommendations:

- a. They agreed that street improvement closures should not be allowed just for convenience of the project, i.e., storage or staging in the right of way (ROW).
  - b. They expressed that the proposed Ordinance was too stringent because it didn't consider the unique construction challenges of developing in areas of the City with no building setback from the public right-of-way.
  - c. They pointed out that many street improvement closures are directly related to the installation of street and utility improvements required by the City.
  - d. They expressed that the fee could be extremely expensive for projects that had to exceed 8 week closures (due to construction challenges mentioned above) and could be a deterrent to development in Kirkland.
  - e. They pointed out that Kirkland had no existing policies or standards regarding long-term closures and this was a new issue to them that had not been raised on their previous projects.
  - f. They recommended that members from the Stakeholder Group be allowed to work with Public Works staff to draft a new policy which clearly outlines the circumstances when a street improvement can be closed and for how long.
  - g. They recommended that the new policy should be tested for a year and then re-reviewed by the Public Works, Parks, and Human Services Council Committee to receive feedback on how it was working.
6. At the August 3<sup>rd</sup> Public Works and Parks Council Committee meeting, staff discussed the outreach that had been done and the request by the Stakeholder Group to allow them to work on a policy as an alternative to an ordinance. The Council Committee agreed with this direction.
  7. In August 2014, David Hoffman, Master Builders Association (MBA) and Robert Pantley, Natural and Built Environments, met with Public Works staff to collaborate on a proposed policy that would address Stakeholder concerns. Staff also included language in the policy to address some issues raised by Kirkland Greenways. After the policy was completed, David Hoffman (on behalf of the Stakeholder Group) sent a letter to the City supporting the policy. (see Attachment 4).

8. At the Sept 3<sup>rd</sup> Public Works and Parks Council Committee, staff presented the proposed policy to the Committee along with the letter of support from Mr. Hoffman. After reviewing the proposed policy and the letter of support, the Committee agreed that adoption of the Long-term Street Improvement Closure Policy in the Public Works Pre-Approved Plans and Policies Book would achieve the results they were seeking, and that an ordinance would not be necessary at this time. The Committee recommended that the policy be presented at a future City Council meeting and that the staff report back in a year to the Committee to review the policy and how it was working. The Committee also recommended that staff continue to maintain an open dialogue with developers and Kirkland Greenways to minimize construction impacts on pedestrians and bicyclists, while allowing development projects the time needed to install new street and utility improvements.
9. The proposed policy strikes a balance between the concerns raised by the Stakeholder Group that the original Ordinance was too stringent, and the comments from Kirkland Greenways that it was not stringent enough. While the "per week fee after 8 weeks" is eliminated, the policy includes strong language that failure to comply with the policy will result in an immediate Stop Work Order on the project and/or fines as outlined in the title 19.04.010 of the Kirkland Municipal Code. Therefore staff believes that the current proposal will meet the goal of discouraging long-term sidewalk closures, while not unduly burdening developers to the point where economic development would be adversely impacted.

If the full Council concurs with the staff, Public Works and Parks Committee and Developer Stakeholder group, then staff is looking for Council to approve by motion to add the Street Improvement Closure Policy into the Kirkland Public Works Pre-Approved Plans and Policies Book.

Attachments:

1. Long-term Street Improvement Closure Policy
2. July 1, 2014 City Council Agenda Item
3. Comment Letter from Kirkland Greenways
4. Letter of support from Mr. David Hoffman, MBA

**CITY OF KIRKLAND**123 FIFTH AVENUE, KIRKLAND WASHINGTON 98033-6189 (425) 587-3800

---

**DEPARTMENT OF PUBLIC WORKS****PRE-APPROVED PLANS POLICY**

-DRAFT-

**Policy R-\_\_ : Long-term Street Improvement Closure Policy**

The purpose of this policy is to outline when Street Improvements (sidewalks, bike lanes, and parking lanes) can be closed for construction or maintenance purposes.

1. Street Improvements serve the public and closure of any improvement should be minimized whenever possible. Street Improvement closures will be reviewed for new construction or required maintenance on new buildings.
2. Street Improvements shall not be closed or detoured for the convenience of a development project to have more room to work, i.e. temporary long-term use of the street improvement area to store or stage materials, equipment, job trailers, etc. shall not be allowed.
3. The Public Works Construction Inspector has the authority to require immediate field changes to Street Improvement detours or closures to address pedestrian, bicycle and vehicular safety, or functionality issues.
4. All Street Improvement closures and detour plans must be reviewed and approved by the Public Works Department.
5. A sidewalk detour plan is required for the temporary closure of any street improvement on a Collector or Arterial type street and along any City-adopted School Walk route or any other street with a high-use of pedestrians as determined by the Public Works Department.
6. All detour plans shall be designed per the standards in the Manual on Uniform Traffic Control Devices (MUTCD).
7. Pedestrian's detours should be maintained on the same side of the street whenever possible. As an example, temporary closure of parking and detouring pedestrians into an approved route along the parking lane is preferred to detouring the pedestrian to the opposite side of the street.
8. When it is necessary to detour pedestrians to the opposite side of the street, the detour shall provide the safest and shortest route possible for the pedestrian.
9. The Public Works Department may approve daily closures of Street Improvements (with an approved detour route plan) to facilitate construction work in the public right-of-way, but the street improvements shall be reopened at the end of each work day.

10. A long-term closure is any closure exceeding two weeks. The Public Works Department may approve long-term closures of street improvements (with approved detour routes) to facilitate construction or maintenance work in the public right-of-way under the following conditions:
  - a. The closure is limited to the shortest time frame possible. The Contractor shall submit a proposed Street Improvement closure schedule describing the time the type of work causing the closure and the proposed number of days for the closure.
  - b. A closure is limited to eight weeks unless approved by the Public Works Director. A request to exceed the 8-week limit will be reviewed on a case by case basis and must be due to extenuating circumstances such as weather delays, unknown construction changes (such as unknown utility relocations), etc. Each extension request will be reviewed and considered in two-week increments.
  - c. The Public Works Department will review and may approve multiple closures of up to eight (8) weeks in duration for large complex construction projects. Large complex construction projects with small-to-zero required setback from the public right-of-way (as adopted by the Kirkland Zoning Code) will typically require long-term Street Improvement closures in order to allow for parking structure excavation and construction, new street improvement and utility installation, and construction of the building. Many buildings with zero setbacks are required to provide covered pedestrian amenities such as awnings or other features which must be completed before the new sidewalk can be opened to pedestrians.
  - d. If a development project has multiple right-of-way frontages, the long-term closure of Street Improvements on each frontage will be reviewed separately.
11. Failure to adhere to these standard will result in an immediate Stop Work Order on the project and/or fines as outlined in the title 19.04.010 of the Kirkland Municipal Code.

### **19.04.010 Obstructions in right-of-way.**

---

It is a simple crime for any person to drop, deposit, leave or permit to be deposited upon a street or sidewalk or within other portions of the public right-of-way any object, structure, construction material, equipment or other natural or artificial thing which obstructs or tends to obstruct vehicles or persons traveling thereon; except as provided in Section [19.04.050](#) or otherwise authorized by city ordinance or specific permission of the city.

Such a deposit is a public nuisance. As an alternative to, or in addition to, issuance of a criminal citation or notice of civil violation pursuant to Chapter [1.12](#) for violation of this section, the city may take such action as may be necessary to abate the nuisance. Whenever the nuisance poses a present danger, the city has the authority to cause its immediate removal.

Any person violating this section shall be liable to the city for the costs of the removal of the nuisance

### **1.12.010 Purpose.**

---

The purpose of this chapter is to establish an efficient system to enforce the regulations of the city, to provide an opportunity for a prompt hearing and decision on alleged violations of these regulations, and to establish monetary penalties for violations. (Ord. 4280 § 1 (part), 2011)

### **1.12.030 Voluntary correction.**

---

(a) Applicability. This section applies whenever the applicable department director determines that a violation of a regulation has occurred or is occurring.

(b) General. The applicable department director shall make a reasonable attempt to secure voluntary correction by contacting the person responsible for the violation, where possible, explaining the violation and requesting correction.

(c) Issuance of Voluntary Correction Agreement. A voluntary correction agreement may be entered into between the person responsible for the violation and the city, acting through the applicable department director.

(1) Content. The voluntary correction agreement is a contract between the city and the person responsible for the violation under which such person agrees to abate the violation within a specified time and according to specified conditions. The voluntary correction agreement shall include the following:

(A) The name and address of the person responsible for the violation; and

(B) The street address or a description sufficient for identification of the building, structure, premises, or land upon or within which the violation has occurred or is occurring; and

(C) A description of the violation and a reference to the provision(s) of the city ordinance or regulation which has been violated; and

(D) The necessary corrective action to be taken, and a date or time by which correction must be completed; and

(E) An agreement by the person responsible for the violation that the city may abate the violation and recover its costs and expenses and assess a monetary penalty pursuant to this chapter from the person responsible for the violation if terms of the voluntary correction agreement are not met; and

(F) An agreement that by entering into the voluntary correction agreement the person responsible for the violation waives the right to an administrative appeal of the violation and/or the required corrective action.

(2) Right to a Hearing Waived. The person responsible for the violation waives the right to an administrative appeal of the violation and the required corrective action upon entering into a voluntary correction agreement.

(3) Extension—Modification. An extension of the time limit for correction or a modification of the required corrective action may be granted by the applicable department director if the person responsible for the violation has shown due diligence and/or substantial progress in correcting the violation but unforeseen circumstances render correction under the original conditions unattainable.

(4) Abatement by the City. The city may abate the violation in accordance with Section [1.12.060](#) if the terms of the voluntary correction agreement are not met.

(5) Collection of Costs. If the terms of the voluntary correction agreement are not met, the person responsible for the violation shall be assessed a monetary penalty commencing on the date set for correction and thereafter, in accordance with Section [1.12.040](#), plus all costs and expenses of abatement, as set forth in Section [1.12.060](#). (Ord. 4280 § 1 (part), 2011)

#### **1.12.040 Notice of civil violation.**

---

(a) Issuance.

(1) When the applicable department director determines that a violation has occurred or is occurring, and is unable to secure voluntary correction pursuant to Section [1.12.030](#), the applicable department director may issue a notice of civil violation to the person responsible for the violation.

(2) The applicable department director may issue a notice of civil violation without having attempted to secure voluntary correction as provided in Section [1.12.030](#) under the following circumstances:

(A) When an emergency exists;

(B) When a repeat violation occurs;

(C) When the violation creates a situation or condition which cannot be corrected;

(D) When the person knows or reasonably should have known that the action is in violation of a city regulation.

(b) Content. The notice of civil violation shall include the following:

- (1) The name and address of the person responsible for that violation; and
- (2) The street address or description sufficient for identification of the building, structure, premises, or land upon or within which the violation has occurred or is occurring; and
- (3) A description of the violation and a reference to the provision(s) of the city regulation which has been violated; and
- (4) The required corrective action and a date and time by which the correction must be completed, after which the city may abate the unlawful condition in accordance with Section [1.12.060](#) and the hearing examiner's order; and
- (5) The date, time and location of a hearing before the hearing examiner, which will be at least ten days from the date the notice of civil violation is issued; and
- (6) A statement indicating that the hearing will be canceled and no monetary penalty will be assessed if the applicable department director approves the completed, required corrective action at least forty-eight hours prior to the hearing, except that this statement need not be included where the violation constitutes a repeat violation or the violation creates a situation or condition which cannot be corrected; and
- (7) A statement that the costs and expenses of abatement incurred by the city pursuant to Section [1.12.060](#) and a monetary penalty in an amount per day for each violation as specified in subsection (e) of this section may be assessed against the person to whom the notice of civil violation is directed as specified and ordered by the hearing examiner.

(c) Service of Notice. The applicable department director shall serve the notice of civil violation upon the person to whom it is directed, either personally or by mailing a copy of the notice of civil violation to such person at their last known address. If the person to whom it is directed cannot after due diligence be personally served within King County and if an address for mailed service cannot after due diligence be ascertained, notice shall be served by posting a copy of the notice of civil violation conspicuously on the affected property or structure. Proof of service shall be made by a written declaration under penalty of perjury executed by the person effecting the service, declaring the time and date of service, the manner by which the service was made, and if by posting the facts showing that due diligence was used in attempting to serve the person personally or by mail.

(d) Extension. No extension of the time specified in the notice of civil violation for correction of the violation may be granted, except by order of the hearing examiner.

(e) Monetary Penalty. The amount of the monetary penalty per day or portion thereof for each violation is as follows:

- (1) First violation: one hundred dollars;
- (2) Second violation: two hundred dollars;

(3) Third violation: three hundred dollars;

(4) Additional violation in excess of three: five hundred dollars.

The hearing examiner may double the monetary penalty schedule if the violation was a repeat violation. In determining the amount of the monetary penalty for repeat violations, the hearing examiner shall consider the factors set forth in Section [1.12.050\(d\)\(4\)](#).

(f) Continued Duty to Correct. Payment of a monetary penalty pursuant to this chapter does not relieve the person to whom the notice of civil violation was issued of the duty to correct the violation.

(g) Collection of Monetary Penalty.

(1) The monetary penalty constitutes a personal obligation of the person to whom the notice of civil violation is directed. Any monetary penalty assessed must be paid to the city within ten calendar days from the date of mailing of the hearing examiner's decision or a notice from the city that penalties are due.

(2) The city attorney or his/her designee is authorized to take appropriate action to collect the monetary penalty. The city may contract with a collection agency for this purpose. (Ord. 4280 § 1 (part), 2011)

### **1.12.050 Hearing before the hearing examiner.**

(a) Notice. A person to whom a notice of civil violation is issued will be scheduled to appear before the hearing examiner not less than ten calendar days after the notice of civil violation is issued.

(b) Prior Correction of Violation or Payment of Monetary Penalty. Except in the case of a repeat violation or a violation which creates a situation or condition which cannot be corrected, the hearing will be canceled and no monetary penalty will be assessed if the applicable department director approves the completed required corrective action at least forty-eight hours prior to the scheduled hearing.

(c) Procedure. The hearing examiner shall conduct a hearing on the civil violation pursuant to the rules of procedure of the hearing examiner. The applicable department director and the person to whom the notice of civil violation was directed may participate as parties in the hearing and each party may call witnesses. The city shall have the burden of proof to demonstrate by a preponderance of the evidence that a violation has occurred and that the required corrective action, if applicable, is reasonable. The determination of the applicable department director as to the need for the required corrective action shall be accorded substantial weight by the hearing examiner in determining the reasonableness of the required corrective action.

(d) Decision of the Hearing Examiner.

(1) The hearing examiner shall determine whether the city has established by a preponderance of the evidence that a violation has occurred and that the required correction is reasonable and shall affirm, vacate, or modify the city's decisions regarding the alleged violation and/or the required corrective action, with or without written conditions.

(2) The hearing examiner shall issue an order to the person responsible for the violation which contains the following information:

(A) The decision regarding the alleged violation including findings of fact and conclusions based thereon in support of the decision;

(B) The required corrective action;

(C) The date and time by which the correction must be completed;

(D) The monetary penalties assessed based on the criteria in subsection (d)(3) of this section;

(E) The date and time after which the city may proceed with abatement of the unlawful condition if the required correction is not completed.

(3) Assessment of Monetary Penalty. Monetary penalties assessed by the hearing examiner shall be in accordance with the monetary penalty schedule in Section [1.12.040](#). The hearing examiner shall have the following options in assessing monetary penalties:

(A) Assess monetary penalties beginning on the date the notice of civil violation was issued and thereafter; or

(B) Assess monetary penalties beginning on the correction date set by the applicable department director or an alternate correction date set by the hearing examiner and thereafter; or

(C) Assess no monetary penalties.

(4) Determining Monetary Penalty. In determining the monetary penalty assessment, the hearing examiner shall consider the following factors:

(A) Whether the person responded to staff attempts to contact the person and cooperated with efforts to correct the violation;

(B) Whether the person failed to appear at the hearing;

(C) Whether the violation was a repeat violation;

(D) Whether the person showed due diligence and/or substantial progress in correcting the violation;

(E) Whether a genuine code interpretation issue exists; and

(F) Any other relevant factors.

(5) Effect of Repeat Violations. The hearing examiner shall assess a monetary penalty for each repeat violation as set forth in Section [1.12.040](#).

(6) Notice of Decision. The hearing examiner shall mail a copy of the decision to the person responsible for the violation and to the applicable department director within ten working days of the hearing.

(e) Failure to Appear. If the person to whom the notice of civil violation was issued fails to appear at the scheduled hearing, the examiner will enter an order finding that the violation occurred and assess the appropriate monetary penalty. The city will carry out the hearing examiner's order and recover all related expenses plus the cost of the hearing and any monetary penalty from that person.

(f) Appeal to Superior Court. An appeal of the decision of the hearing examiner must be filed with superior court within twenty-one calendar days from the date the hearing examiner's decision was mailed to the person to whom the notice of civil violation was directed, or is thereafter barred. (Ord. 4409 § 1, 2013; Ord. 4372 § 2 (Att. B) (part), 2012; Ord. 4280 § 1 (part), 2011)

### **1.12.060 Abatement by the city.**

---

(a) The city may abate a condition which was caused by or continues to be a civil violation when:

(1) The terms of a voluntary correction agreement pursuant to Section [1.12.030](#) have not been met; or

(2) A notice of civil violation has been issued pursuant to Section [1.12.040](#) and a hearing has been held pursuant to Section [1.12.050](#) and the required correction has not been completed by the date specified in the hearing examiner's order; or

(3) The condition is subject to summary abatement as provided for in subsection (b) of this section.

(b) Summary Abatement. Whenever any violation of a regulation causes a condition the continued existence of which constitutes an immediate and emergent threat to the public health, safety or welfare or to the environment, the city may summarily and without prior notice abate the condition. Notice of such abatement, including the reason for it, shall be given to the person responsible for the violation as soon as reasonably possible after the abatement.

(c) Authorized Action by the City. Using any lawful means, the city may enter upon the subject property and may remove or correct the condition which is subject to abatement. The city may seek such judicial process as it deems necessary to effect the removal or correction of such condition.

(d) Recovery of Costs and Expenses. The costs, including incidental expenses, of correcting the violation shall be billed to the person responsible for the violation and/or the owner, lessor, tenant or other person entitled to control, use and/or occupy the property and shall become due and payable to the city at the permit center within ten calendar days. The term "incidental expenses" includes but shall not be limited to personnel costs, both direct and indirect, including attorney's fees; costs incurred in documenting the violation; hauling, storage and disposal expenses; and actual expenses and costs of the city in preparing notices, specifications and contracts, and in accomplishing and/or contracting and inspecting the work; and the costs of any required printing and mailing.

(e) Interference. No person shall obstruct, impede, or interfere with the city or its agents, or with any person who owns or holds any interest or estate in any property, in performing any tasks necessary to correct the violation. (Ord. 4280 § 1 (part), 2011)

**1.12.070 Stop work orders and orders to cease and desist.**

---

(a) Issuance of Order. Whenever the applicable department director finds any activity is being conducted or work being performed without a permit or in a manner contrary either to the provisions of the Kirkland Zoning Code or Kirkland Municipal Code, including any of the technical codes adopted by reference in Title [21](#), the applicable department director is authorized to issue a stop work order or order to cease and desist. The order shall be in writing and shall be given to the owner or occupant of the property involved, or to the owner's agent, or to the person doing the work. Upon issuance of a stop work order or order to cease and desist, the cited work or activity shall immediately cease. The order shall state the reason for the order, and the conditions under which the cited work or activity will be permitted to resume.

(b) Fees and Penalties. The applicable department director is authorized to assess a special investigation fee for the issuance of a stop work order or order to cease and desist based on the costs to the city of investigation and enforcement of the order. Any person who shall continue any work or activity on the property after having been served with a stop work order or order to cease and desist (except such work as that person is directed to perform to remove a violation or unsafe condition) shall be subject to penalties as provided under this chapter and as otherwise prescribed by law. A stop work order or order to cease activity may be appealed in the same manner and pursuant to the same provisions as a notice of civil violation under this chapter. (Ord. 4280 § 1 (part), 2011)



**CITY OF KIRKLAND**  
**Department of Public Works**  
 123 Fifth Avenue, Kirkland, WA 98033 425.587.3800  
 www.kirklandwa.gov

Council Meeting: 07/01/2014  
 Agenda: New Business  
 Item #: 11. a.

## MEMORANDUM

**To:** Kurt Triplett, City Manager

**From:** Rob Jammerman, Development Engineering Manager  
 Marilynne Beard, Interim Public Works Director

**Date:** June 18, 2014

**Subject:** LONG-TERM USE FEE OF THE PUBLIC RIGHT-OF-WAY FOR PRIVATE DEVELOPMENT PROJECTS

### RECOMMENDATION:

It is recommended that the City Council reviews the background and proposed fee schedule for long-term use of the public right-of-way (ROW) by private development projects and adopts the attached Ordinance authorizing the ROW fee schedule.

### BACKGROUND DISCUSSION:

During the first quarter of 2014, the Public Works, Parks, and Human Services Council Committee and the Planning, Housing, and Economic Development Council Committee each reviewed the proposed the long-term right-of-way use fee for private development projects. The Committees reviewed the following background and recommended the adoption of the following fee structure.

#### *Typical Types of Uses in the Public ROW*

The Public Works Department reviews and issues permits and provides inspection for all construction work occurring in the public ROW. In most cases construction in the ROW is short-term and the ROW is restored to public use at the end of the work day (or sooner). However, in some cases, the construction project may require or cause long-term closures of certain portions of the ROW. The tables below describe some typical short-term and long-term ROW restrictions.

#### **Short-Term Examples**

Type of Project	Notes
Installation of a utility line in the ROW	Project may span over a longer duration due to installation and restoration requirements. In most cases, the street or sidewalk is reopened for use at the end of the work day.
Installation of street improvements (curbs and sidewalks)	Project may span over a longer duration due to installation and restoration requirements. In most cases, the sidewalk must remain closed for a short-term while concrete is poured and cured. A pedestrian detour route is required.
Temporary pedestrian detour due to safety reasons (example: multiple trucks entering and exiting the site)	A temporary pedestrian detour route is installed during working hours, and the sidewalk is reopened at the end of the work day.
Building Maintenance or installation of appurtenance on the front of the building (example: new sign installation)	The contractor is required to obtain a ROW permit to close the sidewalk while they are working on the building. A pedestrian detour route is required. The sidewalk must be reopened at the end of the day.

**Long-term Example**

Type of Project	Notes
Contractor proposes long-term pedestrian detour due to site constraints (i.e. deep excavations or pedestrian safety concerns due to overhead construction adjacent to the sidewalk).	This situation is more prevalent in areas where there are no building setbacks from the public right-of-way such as business districts. During construction it is often necessary to detour the pedestrian traffic around the site because of safety concerns or if it is not possible to keep the sidewalk open due to site constraints.

***Negative Impacts of Long-term ROW Use***

When an existing ROW improvement, such as a sidewalk, bike lane or parking lane, is impacted by a construction project, safe and efficient travel by pedestrians, bicyclists, and motorists is often disrupted when they must be detoured to an alternate route. The private use temporarily compromises a public facility. This impact to safe and convenient public use should be minimized whenever possible, but no financial incentives for the contractor to complete the ROW work in a timely manner have been adopted by the City.

***Neighboring Cities' Policies***

City	Long-term Use Fee	Notes
Kirkland	No	Development Engineer and Inspector work with the contractor to develop a plan that minimizes the impact on the pedestrian and provides a safe detour route when long-term use cannot be avoided.
Redmond	No	Same approach as Kirkland
Bothell	No	Same approach as Kirkland
Bellevue	Yes	Nominal fee for use exceeding two weeks on non-residential streets. Minor fee is based on appraised value of adjacent property and square feet of ROW used.
Seattle	Yes	Nominal fee (\$0.10 psf/month) for the initial long-term use and the fee doubles every month that the long-term closure continues.

***Long-term ROW Use Fee Recommendation***

Both City Council committees recommended that a fee schedule should be developed that recognizes the challenges of working in the ROW, but also provides a financial incentive to open the ROW as soon as possible. Staff is recommending the following fee schedule to incentivize reopening of the ROW (see Figure 1 below). The fee will apply to the closure of sidewalks, bicycle lanes or parking stalls along Collector, Minor Arterial, or Principal Arterial type streets and for sidewalks along adopted safe school walk routes along any type of street. It is hoped that this fee schedule will encourage developers and contractors to complete projects as expeditiously as possible to avoid additional project costs. Since City projects are already managed to minimize impacts on the public, the City would not be subject to the fees.

**Figure 1 – Proposed Fee Schedule**

<b>Duration of closure</b>	<b>Type of work causing closure</b>	<b>Fee</b>	<b>Conditions</b>	
0-2-weeks	Any type of work	No Fee	An approved pedestrian /bike detour must be provided.	
0-8 weeks	Utilities or street improvements in the ROW	No Fee		
2-8 weeks*	Closure associated with a project but not related to utility or street improvements	\$2.50/LF per week; \$250 min/wk.		
9 weeks or longer*	For any type of work	\$10/LF per week \$500 min/wk.	Fee increases \$2.50/LF per week (\$250 minimum) for each additional week of closure.	An approved pedestrian/bike detour must be provided.

\*The ordinance as currently drafted authorizes the Public Works Director to modify or waive these fees if the long-term closure is found to be beneficial to the City and there are no other alternatives.

***Effective Date of the New Fee and Public Outreach***

Staff recommends that the effective date of the new fee occur on January 1, 2015 to align with other permitting fee changes that normally occur at the beginning of each year. This delayed effective date will allow staff to educate our customers about the new fee and they will have time to prepare for the fee and plan their project schedules accordingly. Our planned outreach and education will include the following:

1. Discussion with developers and builders about the new fee at all pre-submittal meetings.
2. At least two bulletins sent out the Kirkland Developers Partnership Forum notifying them of the new fee.
3. Notices will be placed on the City website and at each of the Development Services counters in City Hall.

Attachment - Ordinance

ORDINANCE O-4448

AN ORDINANCE OF THE CITY OF KIRKLAND RELATING TO LONG TERM RIGHT-OF-WAY USE AND AMENDING CHAPTER 19.04 AND SECTION 5.74.070 OF THE KIRKLAND MUNICIPAL CODE.

The City Council of the City of Kirkland do ordain as follows:

Section 1. Kirkland Municipal Code Chapter 19.04 is amended by the addition of a new section to read as follows:

**19.04.090 Long Term Right-of-Way Use– Permit Required.**

1. Purpose – During private development or other events, it may become necessary to close off public access in the right-of-way long-term. This section authorizes the city to issue permits and enforce such a closure.

2. Permit Required - A long term right-of-way use permit is required, allowing closure of a sidewalk, bicycle lane, or parking stall closures along collector, minor arterial, or principal arterial-type streets and sidewalks along city-adopted safe school walk routes along any type of street. The director of public works has the authority to issue the permit.

3. Duration of Closure and Fees – Definition and duration of long-term closure and fees are established by Section 5.74.070 of this Code. The public works director may modify or waive these fees if the long-term closure is found to be beneficial to the city and there are no other alternatives.

4. Application Requirements – The owner of the abutting property (or their agent) shall apply for a long term right-of-way use permit on a form to be provided by the department of public works. The application shall contain all information requested by the city, including a diagram showing the area to be closed, a pedestrian/bike detour plan, and the anticipated duration of the closure.

5. Permit Conditions – The public works director may attach reasonable conditions to a long term right-of-way use permit.

6. Enforcement – Enforcement authority rests with the director of public works or his/her designee, which may include personnel of the building or construction and project management departments.

Section 2. Kirkland Municipal Code Section 5.74.070 is amended to read as follows:

**5.74.040 Fees charged by the public works department.**

(a) The schedule below establishes permit and administrative fees charged by the public works department.

Fee Type	Fee Amount
Water—Meter installation (Each fee includes a \$50.00 administration charge)  3/4" meter  1" meter  1-1/2" meter  2" meter  Greater than 2"	          \$129.00  \$159.00  \$225.00  \$294.00  Time and materials
Water—Billing  Customer-requested service shutoff during business hours  Customer-requested service shutoff during nonbusiness hours  Water service shutoff or turn-on for unpaid user bill before 3:00 p.m. on business days  Water service shutoff or turn-on for unpaid user bill after 3:00 p.m. on business days  Service calls if broken water line was caused by owner/occupant  Special water meter reading  Alternate billing  Cut lock fee  Shutoff tag  Water restrictions penalty	                      \$30.00  \$80.00  \$40.00  \$90.00  \$20.00  \$40.00  \$10.00  \$60.00  \$20.00  Up to \$50.00/day
Sewer—Permits  New or replacement side sewer inspection  Side sewer repair (< 10 feet) inspection  Side sewer cap inspection  Septic system abandonment inspection  Side sewer stub fee (for city-installed stub)	          \$425.00  \$58.00  \$58.00  \$58.00  \$1,062.00 min. or as documented
Sewer—Discharge regulation  Penalty for late discharge report (late after 30 days)  Penalty—Discharge compliance, incomplete actions  Penalty—Nonmaintenance of FOG systems  Penalty—Inaccurate or incomplete report	          \$25.00/day for first 20 days, then \$100.00/day, for a maximum of \$1,000.00 total.  \$100.00/day for 60 days max.  \$500.00 + city maintenance costs. Second year: \$1,000.00 + city maintenance costs  \$100.00 for first offense
Sewer—Billing  Sewer service call (customer problem)	  \$20.00

Fee Type	Fee Amount
Right-of-Way Permit to work in ROW—Standard Permit to work in ROW—Basic Street cut fee 1—50 sq. ft. Street cut fee 51—100 sq. ft. Street cut fee 101 sq. ft. or larger Street cut administration fee	\$372.00 \$106.00 \$200.00 \$400.00 \$400.00 + \$400.00 for each additional 100 sq. ft. \$25.00 per street cut
<u>Long Term Right-of-Way (ROW) Use. Regardless of duration, an approved pedestrian/bike detour must be provided</u>  <u>2-8 weeks: Closure associated with a project but not related to utility or street improvements.</u>  <u>9 weeks or longer : Any type of work</u>	\$2.50/LF per week; \$250 minimum/week  \$10/LF per week, \$500 minimum/week Fee increases \$2.50/LF (\$250 minimum) for each additional week of closure
Storm Drainage (Surface Water) Surface water drainage plan check fees (see PW pre-approved plans and policies for description of review types): (a) Small—Type I review (b) Small—Type II review (c) Targeted review (d) Full review (e) Roof/driveway drain connection inspection (f) Surface water adjustment process (see PW pre-approved plans and policies for full description)	\$375.00 \$905.00 \$1,580.00 \$3,160.00 \$637.00 \$150.00 for up to 2 hours of process, and then \$75.00/hour thereafter
Miscellaneous Review and Inspection Fees  When the public works department provides engineering review or inspections services, and a fee for such service is not published, the applicant shall pay the following rate for such services Impact fee—Independent fee review Right-of-way nonuser relinquishment review fee	\$75.00 per hour \$200.00, plus \$75.00 per hour of review \$375.00 for up to 5 hours' process, and \$75.00/hour thereafter
City trees  Civil penalties for violations, per day	1st violation—\$200.00 2nd violation—\$400.00 3rd violation—\$600.00

(b) Whenever any construction work, public improvement or other activity is required or permitted to be performed upon any public right-of-way, or within or upon any property which, upon completion of said work or activity, is to be conveyed or dedicated as public right-of-way or public easement, the city shall not accept for maintenance or otherwise such work, improvement, facility or activity until there has been paid to the city by the person required or permitted to perform such work or activity an amount equal to ten percent of the estimated cost of construction of such work, improvement, facility or activity as and for reimbursement to the city for its cost of review and inspection of such work, improvement, facility or activity. In addition, prior to the release of any permit for construction of storm drainage collection and conveyance on private property, the permit applicant shall pay a fee equal to ten percent of the estimated cost of construction of such work, improvement, facility or activity as and for reimbursement to the city for its cost of review and inspection of such work, improvement, facility or activity. Estimated cost of construction shall be determined by the director of the department of public works. Whenever such a review and inspection fee is required, the public works department is authorized to collect up to one-half of the fee at permit application with the remainder being due at permit issuance.

(c) This section shall not apply to:

(1) Work performed under public works construction contracts let by the city pursuant to Chapter 3.85; or

(2) So much of such work performed under a developer's extension agreement (Chapter 35.91 RCW facilities agreement) as is determined by the director of public works to be for the benefit of the Kirkland water or Kirkland sewer system rather than for the benefit of the property being concurrently subdivided, developed or improved by the signors to the developer extension agreement.

(d) The director is authorized to interpret the provisions of this chapter and may issue rules for its administration. This includes, but is not limited to, correcting errors and omissions and adjusting fees to match the scope of the project. The fees established here will be reviewed annually, and, effective January 1st of each year, may be administratively increased or decreased by an adjustment, rounded to the nearest dollar, to reflect the current published annual change in the Seattle Consumer Price Index for Wage Earners and Clerical Workers as needed in order to maintain the cost recovery objectives established by the city council.

(e) MyBuildingPermit.com Surcharge. In addition to the fees listed in this section there shall be a one and three-tenths percent surcharge collected to pay for the city's MyBuildingPermit.com membership fees.

Exception: the MyBuildingPermit.com surcharge does not apply to the following:

- (1) Water meter installation.
- (2) Water billing.

- (3) Sewer discharge and penalties.
- (4) Sewer billing.
- (5) Street cut fees.
- (6) City trees or civil penalties.

Section 3. This ordinance shall be in force and effect on January 1, 2015, after its passage by the Kirkland City Council and publication pursuant to Section 1.08.017, Kirkland Municipal Code in the summary form attached to the original of this ordinance and by this reference approved by the City Council.

Passed by majority vote of the Kirkland City Council in open meeting this \_\_\_\_ day of \_\_\_\_\_, 2014.

Signed in authentication thereof this \_\_\_\_ day of \_\_\_\_\_, 2014.

\_\_\_\_\_  
MAYOR

Attest:

\_\_\_\_\_  
City Clerk

Approved as to Form:

\_\_\_\_\_  
City Attorney

PUBLICATION SUMMARY  
OF ORDINANCE O-4448

AN ORDINANCE OF THE CITY OF KIRKLAND RELATING TO LONG TERM RIGHT-OF-WAY USE AND AMENDING CHAPTER 19.04 AND SECTION 5.74.070 OF THE KIRKLAND MUNICIPAL CODE.

SECTION 1. Amends Kirkland Municipal Code Chapter 19.04 by the addition of a new section 19.04.090 relating to requirements of a Long Term Right-of-Way Use Permit.

SECTION 2. Amends Kirkland Municipal Code Section 5.74.040 relating to permit and administrative fees charged by the public works department.

SECTION 3. Authorizes publication of the ordinance by summary, which summary is approved by the City Council pursuant to Section 1.08.017 Kirkland Municipal Code and establishes the effective date as January 1, 2015, after publication of summary.

The full text of this Ordinance will be mailed without charge to any person upon request made to the City Clerk for the City of Kirkland. The Ordinance was passed by the Kirkland City Council at its meeting on the \_\_\_\_\_ day of \_\_\_\_\_, 2014.

I certify that the foregoing is a summary of Ordinance \_\_\_\_\_ approved by the Kirkland City Council for summary publication.

\_\_\_\_\_  
City Clerk



Kirkland Greenways  
 12813 NE 83<sup>rd</sup> St.  
 Kirkland, WA 98033  
<http://www.kirklandgreenways.org>

R. Jammerman, K. Triplett, Mayor Walen, Deputy Mayor Sweet, City Councilmembers:

Kirkland Greenways is committed to seeing Kirkland become a walkable, bikeable city for people of All Ages and Abilities. We are very encouraged to read that the City Council is considering a proposed ordinance on sidewalk closures that would support the City's commitment to walkability.

In truly walkable cities, when the sidewalk is closed, the developer carves a protected space out of the street on the same side of the right of way for people to walk on. If that space prevents automobile traffic from flowing in two ways (or one way for a one-way street) then the developer provides flaggers to get the cars through or just completely closes the street. The same is true for a bicycle lane since cities only put bicycle lanes on streets where it is not safe for bikes to mix with automobile traffic. It is not clear from Kirkland's ordinances if this is currently required or not since we can't seem to find any definition of what a "detour" is, nor can we find any mention of bicycle lanes.

Closing a sidewalk or bike lane creates hazards for vulnerable road users in wheelchairs, walking or bicycling. These road users rely on the shortest available route and are inconvenienced much more than cars when they need to detour out of their way. Backtracking to the crosswalk and going to the other side of the street and then back again can make a walk unacceptably long, especially for those in wheelchairs, those walking with children or groceries or both, or for those with limited mobility.

In order to achieve City Council's goal for Kirkland to be a walkable, bikeable city for all residents, Kirkland Greenways proposes completely rewriting the city's sidewalk closure ordinance to include:

- Detour, for both sidewalk and bicycle lane as appropriate must be same side of the right of way
- Covered sidewalk should be used where necessary to prevent sidewalk closures
- ADA accessible for sidewalks, bicycle accessible for bicycle lanes
- Close a lane of traffic if needed to provide same-side-of-right-of-way passage
- Provide flaggers 24 x 7 if needed to allow cars through when a lane of traffic is closed or require sidewalk/bikelane to be reopened at the end of every work day
- If a sidewalk or bike lane is actually closed (i.e. without providing a same-side-of-right-of-way-detour) then **City Council must have a public vote to allow this** and it should be limited to a reasonable length of time such as a maximum of 2 or 3 days. Anything longer than that is when stiff financial penalties should come into play, increasing daily, not weekly and costing the developer at least an order of magnitude more than the current proposals. The developer should not be able to look at the cost of paying the fines and decide that it is an acceptable cost of doing business. The order of \$50 per foot of frontage per day as a starting level seems reasonable, raising by 20% per day compounded until hitting some maximum such as \$200 per foot of frontage.

Giving priority to pedestrians and cyclists over builder preference/storage or over automobile traffic is the only way to a walkable, vibrant, bicycle-friendly community. Nothing proposed here would be an undue burden on developers. Developers have been building skyscrapers while keeping sidewalks open for many many decades. It is not unreasonable to ask them to do this in Kirkland where our height limits are two orders of magnitude below skyscraper height.



Kirkland Greenways  
12813 NE 83<sup>rd</sup> St.  
Kirkland, WA 98033  
<http://www.kirklandgreenways.org>

Kirkland greenways is not experienced in writing up verbiage of ordinances like this but you can use Feet First's recommendations for sidewalk closures as a template and simply add in "as well as bicycle lanes" where appropriate:

<http://www.feetfirst.org/wp-content/uploads/2013/02/Walking-Sidewalks-Construction.pdf>

Issuing minimal fines after 8 weeks of sidewalk closure with nothing specifying what type of detour the developer needs to provide is not an acceptable policy for a city like Kirkland.

We request the city get both Feet First and Cascade Bicycle Club to review any proposed changes to sidewalk closure ordinances. Of course Kirkland Greenways requests the ability to review the final proposed ordinance text as well.

Thank-You,

A handwritten signature in dark ink, appearing to read "Glen Buhlmann", with a long horizontal flourish extending to the right.

Glen Buhlmann,  
Co-Director, Kirkland Greenways

Cc: Elizabeth Kiker, Executive Director, Cascade Bicycle Club  
Lisa Quinn, Executive Director, Feet First  
Jeff Aken, Principal Planner, Cascade Bicycle Club



MBA of King and Snohomish Counties  
335 116th Avenue SE  
Bellevue, Washington 98004  
t 425.451.7920 / 800.522.2209  
f 425.646.5985 www.masterbuildersinfo.com

---

September 2, 2014

Kirkland City Council  
123 Fifth Ave  
Kirkland, WA 98033

Councilmembers,

We're writing today on behalf of the 3,000 member companies of the Master Builders Association of King and Snohomish Counties regarding the Public Works Department's proposed "Sidewalk, Bike Lane, and Parking Lane Closure Policy" (draft policy). We appreciate the opportunity to provide feedback on the draft policy.

As the communities in the city of Kirkland continue to urbanize, new development projects will necessitate the intermittent closure of sidewalks, bike lanes and parking lanes. We applaud the city council and staff in Kirkland for moving to address this issue to create policies and guidelines that are effective, reasonable to promote both economic development and to keep access to the public benefit with the priority to pedestrians and bicyclists with some temporary parking loss being a secondary concern.

There are three fundamental questions that should be asked prior to the adoption of any new policy:

1. What is the best way to implement an effective policy?
2. Is the policy clearly written so both applicants and enforcement officials can effectively interpret the rules?
3. Have we thoughtfully balanced the needs to build our urban cores in an effective cost conscious way while keeping pedestrian and bicycle access open as much as possible without creating penalties for encouraging economic development in the new policy?

Public Works staff, who administers these closures, has listened carefully to the City Council's concerns, as well as listened to the public and industry stakeholders to create a set of policies and guidelines that we believe will be effective when implemented, solving the instances in the recent past where sidewalks were closed for prolonged periods of time. Due to the short time involved in developing this policy and summer vacations there should be some expanded work performed on definitions in the draft policy but we believe the foundation of the concepts are secure, ensuring that the public will gain the benefits of

new communities while keeping a focus on pedestrian and bicycle access. We believe that the staff proposed guidelines are headed in the right direction and ask that the Council Public Works committee support staff's efforts to continue refining these guidelines

We strongly agree in theory with the draft policy. Although, as with any draft document, there are clarifications to be made, it is our belief that the draft policy proposed by the Public Works Department provides clarity to our industry. The draft uses previously adopted code enforcement procedures to grant city staff the tools they need to address what can be a challenging situation. There is room for clarity in the draft and we would appreciate the time to work with staff on those changes prior to council adoption. We believe that final language could be completed during the first half of September and then sent on to the full Council for adoption.

Thank you for the opportunity to comment on the draft policy related to closures of sidewalks, bike lanes and parking lanes. If you have any questions please contact David Hoffman at (425) 460-8224.

Best regards,

A handwritten signature in black ink, appearing to read 'D. Hoffman', is written over the printed name.

David Hoffman  
Master Builders Association



**CITY OF KIRKLAND**  
**Department of Finance & Administration**  
**123 Fifth Avenue, Kirkland, WA 98033 425.587.3100**  
**www.kirklandwa.gov**

---

## 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 15<sup>th</sup> 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							
<b>One-time use of \$12,013 of the Council Special Projects Reserve.</b> 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
<b>Reserve</b>	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.						
<b>Revenue/Exp Savings</b>							
<b>Other Source</b>							
Other Information							
Prepared By	Neil Kruse, Senior Financial Analyst				Date	October 23, 2014	

**CITY OF KIRKLAND**

**City Attorney's Office**  
123 Fifth Avenue, Kirkland, WA 98033 425.587.3030  
[www.kirklandwa.gov](http://www.kirklandwa.gov)

---

**MEMORANDUM**

**To:** Kurt Triplett, City Manager  
**From:** Oskar Rey, Assistant City Attorney  
**Date:** October 28, 2014  
**Subject:** Public Safety Emergency Radio Network Briefing and Update

**RECOMMENDATION**

That the City Council reviews this staff memo and provides any necessary direction regarding the City's participation in the process of forming a new regional Public Safety Emergency Radio Network ("PSERN").

**BACKGROUND****1. History of the Emergency Radio Network in King County.**

The City currently receives its emergency radio services through the Eastside Public Safety Communications Agency ("EPSCA"). EPSCA was formed in 1992 through an interlocal agreement between the cities of Bellevue, Redmond, Kirkland, Mercer Island, and later Issaquah. The purpose of EPSCA is to create an emergency radio sub-region in East King County to better serve and represent the area with respect public safety communications while maintaining local control of emergency radio assets and two way radio communications for public safety.

EPSCA is governed by an executive board consisting of the chief executive officer of each of the EPSCA cities. For Kirkland, Bellevue and Mercer Island, the City Managers are the EPSCA board members. For Issaquah and Redmond, the board members are the Mayors. Board members are allowed to appoint alternates. In addition, an operations board made up of public safety officials from each area manages EPSCA operations and advises the board. Overall operations are managed by an EPSCA Executive Director, which is currently Scott Hatfield. EPSCA is a separate legal entity tasked with developing, owning, operating, and managing an eastside radio system, which comprises a portion of a larger county-wide system.

There are four entities responsible for the current emergency radio system —EPSCA, King County, City of Seattle and Valley Communications (ValleyComm). The current radio system was formed in connection with a 1992 King County ballot measure. King County distributed funds to the four entities and each entity was responsible for building a portion of the overall system. Each entity owns separate towers and equipment, all of which is run by a central system. The current county-wide system was completed in 1997 and still provides the emergency radio network for this region serving 16,000 radios. In addition to first responders, the current system is used by some school districts, utilities, transportation providers, hospitals, and other government entities.

The Current system is approaching 20 years old and is built on a technology that is 30 years old. The vendor has indicated that support for the current system is coming to an end and will be eliminated in 2018. In addition, more repairs are required as the system ages, and replacement parts and support for some aspects of the system are no longer available. The system does not provide the desired level of coverage in certain parts of the County and its capacity is taxed during major events. Responder operational needs have changed since the first system was implemented and the current system no longer meets those needs.

## **2. Steps towards a New, Regional Emergency Radio System (PSERN).**

In 2012, King County convened a group of King County, EPSCA, Seattle and ValleyComm officials to consider how to implement a new state-of-the-art, seamless, unified emergency radio system. The new system was named the Public Safety Emergency Radio Network (PSERN). A Steering Committee from the four entities was created to guide the technology, policy and fiscal issues associated with a new system, and a King County project office was created for implementation. In 2013 the four parties cooperatively issued an RFP for replacement of the current system. The new system will require another countywide ballot measure to fund, take 5-6 years to complete and users will begin migrating from the current radio system to the new one in 2019. King County expenses will be reimbursed by the levy proceeds.

The Steering Committee has been developing two proposed interlocal agreements for the governance and implementation of the new system. One interlocal agreement will govern the implementation of the new system and the process of transferring users from the current system to the new system ("Implementation ILA"). During implementation of the new system and migration of users from the old to the new system, King County will be the lead agency responsible for overseeing the project. Major project decisions will be made by a Joint Board comprised of four members—one each from King County, EPSCA, Seattle and ValleyComm. Each entity will select its own member to the Joint Board. Unanimous Joint Board approval will be required for major project decisions that impact the cost or scope of the project.

Under the Implementation ILA, King County will be responsible for managing the project and overseeing the transition from the old to the new system until "full system acceptance" of the PSERN system. Full system acceptance will occur when all users are using the new system and it has been fully installed and successfully tested.

The second interlocal agreement will address the type of entity that will be responsible for operation and maintenance PSERN once full system acceptance has occurred ("Entity ILA"). The consensus is that the new entity should be a separate legal entity responsible for the entire system and not just portions of it. Under the current system there is already considerable overlap in coverage so that users often use facilities that are not part of their home jurisdiction. For example, an EPSCA user in Issaquah may communicate over facilities owned by one of the other three jurisdictions.

There will be even more overlap and interconnectivity under the new system, which is more advanced technologically. The increasing interdependence of the new system makes the regional divisions of the current system less meaningful. There will also be benefits associated with having a single entity responsible for the entire system and having consistent inspection, maintenance and repair practices across the entire system. The Implementation ILA has been the subject of

extensive negotiations, and staff anticipates that it will request Council authorization to sign the Implementation ILA at the November 18, 2014 Council Meeting.

The Entity ILA is not as far along, and staff anticipates bringing that ILA to a subsequent Council Meeting. Under the Entity ILA, each of the current owners will have one equally weighted vote on the Board governing the new system. In other words, EPSCA will select a single member to represent the Eastside, and that representative would be one of four members of the Board of the new PSERN entity. Under the new PSERN entity:

- All infrastructure including radio tower sites, backhaul equipment, and dispatch consoles would be owned by PSERN.
- All subscriber radios (mobile and portable radios) would be owned by the end user.
- All capital costs as well as initial emergency radios would be covered by a county wide ballot measure to occur in April 2015. End users would be responsible for subsequent replacement radios.
- Subscriber fees would be paid to the new PSERN entity to cover all maintenance of the infrastructure and console equipment as well as all upgrade and update costs.

King County has indicated that entering into the Implementation ILA is a prerequisite for it to place the PSERN measure on the ballot.

### **3. Funding PSERN**

The PSERN project, including sites, equipment, labor, sales tax, and interest on bonds will cost approximately \$225 million. The King County Executive anticipates asking the King County Council to put a funding measure on the ballot in April 2015. King County anticipates proposing a levy lid lift to fund PSERN. The current estimate of the impact of the ballot measure, if passed, is 6.5-7.0 cents per \$1,000 of assessed value over 9 years.

EPSCA and the City have worked hard on ensuring that user rates for radios and consoles stay relatively stable under the new PSERN system since rates will fund the ongoing operation of the system. Recent projections show that radio rates will remain stable or may drop slightly in connection with the new system. Nonetheless, EPSCA has requested that language be added to the Implementation ILA that would require funds to be reserved so that they can be used to reduce rates for users or entities that experience rate increases as a result of the PSERN transition.

### **4. Prior EPSCA Actions**

EPSCA has been working with King County, Seattle and ValleyComm on the various issues associated with the transition from the current system to a new PSERN system. This transition can only occur if approved by each of the EPSCA member cities. On September 11, 2014, the EPSCA Board adopted a resolution recommending that its member cities support the PSERN project and adopt the Implementation ILA and the Entity ILA so long as the following items are addressed:

- EPSCA member jurisdictions retain the ability to select and appoint the EPSCA area PSERN Board member according to the process and terms decided by EPSCA member jurisdictions;

- All remaining EPSCA reserves stay with EPSCA member cities when the transition to PSERN occurs;
- All emergency radios are owned by the individual jurisdictions and not by PSERN;
- A rate stabilization fund that phases in the cost increases to all jurisdictions in King County associated with the new radio system is included in the ballot measure;
- An appropriate EPSCA staff retention and transition plan is reached between EPSCA and PSERN;
- An "operations board" of emergency radio users is created that will advise the PSERN Board;
- Appropriate legal agreements are reached between EPSCA and PSERN that allow for EPSCA member jurisdictions to retain the rights to and value of the radio spectrum that EPSCA will transition to PSERN in the event that PSERN is not created or PSERN is abolished at some point in the future.

The parties to the Implementation ILA are in the process of finalizing the ILA and prepare it for approval by their respective governing bodies. City staff anticipates bringing the Implementation ILA to the City Council for adoption at the November 18, 2014 Council Meeting.



**CITY OF KIRKLAND**  
**City Manager's Office**  
123 Fifth Avenue, Kirkland, WA 98033 425.587.3001  
www.kirklandwa.gov

---

## MEMORANDUM

**To:** Kurt Triplett, City Manager  
**From:** Lorrie McKay, Intergovernmental Relations Manager  
**Date:** October 24, 2014  
**Subject:** SCA OPEN SEATS AND APPOINTMENTS TO REGIONAL BOARDS & COMMITTEES - 2015

### **RECOMMENDATION:**

It is recommended that Council discusses the various open seats and strategically identifies which members are interested in continuing with their SCA committee appointments, who is term-limited off, and who wants to seek new opportunities. Councilmembers are encouraged to consider, research and identify their desired appointments prior to the November 18<sup>th</sup> Council meeting.

Nominations for 2015 appointments are due no later than November 20, 2014. All interested members (including those currently serving on boards and committees) must complete the nomination form (Attachment A) and submit it along with a statement of interest detailing relevant background and experience in order to be considered for appointment.

### **BACKGROUND DISCUSSION:**

SCA is anticipating some turnover on SCA appointed Boards and Committees in 2014. While the SCA appoints members to some 28 Regional Boards and Committees, there will be open seats on 21 Regional Boards and Committees due to member retirements and term limited positions.

At its 2012 Annual Meeting, SCA Membership voted to change the Bylaws, putting term limits on appointments of 6 years for member seats. There are no Kirkland members who will reach the 6 year term limit this year. (Term limits do not apply during service as an alternate)

#### SCA Appointed Seats Currently Held by Kirkland City Councilmembers

Currently six Kirkland City Councilmembers serve on ten regional boards or committees to which SCA appoints. Kirkland City Council participation on the boards or committees count toward term limits. Terms for seven of these regional boards or committees expire at the end of this year.

1. Puget Sound Regional Council Transportation Policy Board - Amy Walen (expires 12/31/14)
2. Economic Development Council of Seattle and King County (EDC) - Amy Walen (expires 12/31/14)
3. Regional Policy Committee (RPC) – Amy Walen (expires 12/31/14)
4. Regional Transit Committee (RTC) – Dave Asher (expires 12/31/14)
5. Regional Law, Safety & Justice (RLSJ) – Toby Nixon (expires 12/31/14)
6. Regional Water Quality Committee (RWQC) - Penny Sweet, Alternate (expires 12/31/14)
7. Committee to End Homelessness - Doreen Marchione (expires 12/31/15)
8. Mental Illness and Drug Dependency Oversight Committee (MIDD) - Dave Asher (expires 12/31/15)
9. Domestic Violence Initiative Regional Task Force (DVI) – Shelley Kloba (term expires 12/31/14)
10. Emergency Management Advisory Committee (EMAC) - Penny Sweet (expires 12/31/15)

The SCA's 83 page 2014 Regional Board and Committee Appointment booklet (Attachment B) lists all of the boards and committees to which SCA makes appointments. The booklet also includes the roles and responsibilities of each committee; the dates, times, and location of committee meetings; the SCA staff person responsible for each committee; the 2014 representatives to each committee; and the term expiration date for each appointment. The booklet can also be accessed at the following link <http://soundcities.org/wp-content/uploads/pdf/2014-appointments-booklet.pdf>

#### City of Kirkland Seats on Regional Boards or Committees

With the annexation of the northern neighborhoods in 2011, the City of Kirkland's population increased from 49,000 to over 81,000 making it eligible for its own seat on some boards or committees. The City has its own seat on the Puget Sound Regional Council's Executive Board and the Emergency Medical Services (EMS) Advisory Task Force. Because Kirkland has its own seats on these bodies, a Kirkland Councilmember would not be eligible for an SCA seat on either of these committees.

#### Benchmarks for 2015 Board and Committee Appointments:

- Deadline for nominations to 2014 boards and committees – November 20, 2014
- PIC Nominating Committee forwards recommended slate of appointees to PIC – December 3, 2014
- PIC makes a recommendation on the slate of appointees to the Board of Directors – December 10, 2014
- SCA Board of Directors finalizes 2015 board and committee appointments – December 17, 2014
- Board and Committee Appointee Orientation – January 28, 2015

#### **SUMMARY**

Councilmembers should determine their interest in continuing with their current SCA committee appointments and who wants to seek new opportunities prior to the November 18<sup>th</sup> Council meeting to avoid duplication of applications from Kirkland if possible. Nominations for 2015 board and committee appointments are due November 20, 2014.

Attachments: A. 2015 Boards and Committees Nomination Form  
B. 2014 Regional Board and Committee Appointment booklet (83 pages)



## 2015 CALL FOR NOMINATIONS

### Appointments to Regional Boards and Committees

Sound Cities Association (SCA) makes appointments or recommends for appointment to 28 regional boards and committees. For 2015, there will be open seats on 21 boards and committees.

For detailed information about each committee, please refer to:

<http://soundcities.org/wp-content/uploads/pdf/2014-appointments-booklet.pdf>

This guide contains helpful information about each committee, including: the roles and responsibilities of each committee; the dates, times, and location of committee meetings; the SCA staff person responsible for each committee; the 2014 representatives to each committee; and the term expiration date for each appointment.

Nominations for 2015 board and committee appointments are due **November 20, 2014**. All interested members (including those currently serving on boards and committees) must submit a nomination form in order to be considered for appointment.

Applications for boards and committees are reviewed by the PIC Nominating Committee, which is comprised of one representative from each SCA Caucus (South, North, South Valley, and Snoqualmie Valley). The PIC Nominating Committee considers a variety of factors in making appointments. Some boards and committees have specific requirements for appointments. The committee also strives to maintain balanced geographic distribution, and a balance of membership from large and small cities. The background and interest level of applicants is considered, as is the applicant's past service on boards and committees. The committee also looks to balance the need for institutional knowledge and expertise with a desire to obtain fresh perspectives and new voices. SCA values diversity, and strives to create an inclusive environment. All SCA members are encouraged to apply for boards and committees. The Nominating Committee recommends a slate of appointments to the SCA Public Issues Committee (PIC), which in turn submits recommendations for appointments to the SCA Board of Directors for approval.

Deadline for nominations to 2015 boards and committees	<b>November 20, 2014</b>
PIC Nominating Committee forwards recommended slate of appointees to PIC	<b>December 3, 2014</b>
PIC makes a recommendation on the slate of appointees to the SCA Board of Directors	<b>December 10, 2014</b>
SCA Board of Directors finalizes 2015 board and committee appointments	<b>December 17, 2014</b>
Board and Committee Appointee Orientation	<b>January 28, 2015</b>

**To apply, please fill out this form, and submit a statement of interest detailing your relevant background and experience for each position via email to [sca@soundcities.org](mailto:sca@soundcities.org).**

<b>Board/Committee Name</b>	<b># of Seats</b> M = Member A = Alternate	<b>Nominee's Name</b>	<b>City</b>	<b>Preference</b> 1 = first choice, 2 = second choice, etc.
Board of Health (BoH)	2M / 1A			
Committee to End Homelessness (CEH) Governing Board *	1M			
Domestic Violence Initiative (DVI)	4M / 4M			
Economic Development Council (EDC) (formerly enterpriseSeattle) – City must be EDC Investor	8M			
Emergency Management Advisory Committee (EMAC) (elected or staff) *	1M / 1A			
Growth Management Planning Council (GMPC)	6M / 4A			
Interagency Advisory Council to End Homelessness in King County (IAC) (staff) *	1M			
King Conservation District (KCD) Advisory Committee	3M / 3A			
King County Consortium Joint Recommendations Committee (JRC) for CDBG	4M			
Law Enforcement Officers' and Fire Fighters' Plan 1 (LEOFF1) Disability Retirement Board	1M			
Local Hazardous Waste Management Program Coordinating Committee (LHWMP)	1M			
PSRC Executive Board	3M / 3A			
PSRC Growth Management Policy Board (GMPB)	3M / 3A			
PSRC Operations Committee	1M / 1A			
PSRC Transportation Policy Board (TPB)	3M / 3A			
Regional Law, Safety, and Justice Committee (RLSJ)	6M			
Regional Policy Committee (RPC)	4M / 2A			
Regional Transit Committee (RTC)	8M / 4A			
Regional Water Quality Committee (RWQC)	4M / 2A			
Solid Waste Advisory Committee (SWAC) *	2M			
South Central Action Area Caucus Group (SCAACG)	2M			

\* Indicates that this appointment is for a multi-year term. Two-year terms: LEOFF1, CEH and MIDD. Three-year terms: EMAC, SWAC and IAC.



---

SOUND **CITIES** ASSOCIATION

---

2014  
REGIONAL COMMITTEE AND  
BOARD APPOINTMENTS

# Table of Contents

<b>Sound Cities Association 2014 Board of Directors</b> .....	2
<b>Sound Cities Association Staff</b> .....	3
<b>Committees and Boards</b>	
Board of Health (BOH) King County .....	4
Committee to End Homelessness (CEH) King County .....	6
Domestic Violence Initiative (DVI) Regional Task Force King County .....	8
Economic Development Council of Seattle & King County (EDC).....	10
Emergency Management Advisory Committee (EMAC) King County .....	12
Growth Management Planning Council (GMPC) King County .....	15
Joint Recommendations Committee (JRC) for CDBG King County .....	19
King Conservation District (KCD) Advisory Committee.....	21
King County Flood Control District Advisory Committee (KCFCDAC) .....	24
LEOFF 1 Disability Board (LEOFF1) King County .....	27
Local Hazardous Waste Management Program (LHWMP) King County .....	28
Mental Illness and Drug Dependency (MIDD) Oversight Committee King County .....	30
Puget Sound Regional Council Economic Development District Board (EDDB) .....	32
Puget Sound Regional Council Executive Board .....	34
Puget Sound Regional Council Growth Management Policy Board (GMPB) .....	37
Puget Sound Regional Council Operations Committee .....	40
Puget Sound Regional Council Transportation Policy Board (TPB).....	41
Regional Law, Safety and Justice Committee (RLSJ) King County.....	46
Regional Policy Committee (RPC) King County .....	48
Regional Transit Committee (RTC) King County.....	51
Regional Water Quality Committee (RWQC) King County.....	60
Solid Waste Advisory Committee (SWAC) King County .....	65
South Central Action Area Caucus Group (SCAACG) Puget Sound Partnership .....	67
<b>Staff Committees</b>	
Interagency Advisory Council (IAC) Committee to End Homelessness .....	70
Regional AFIS Advisory Committee (AFIS) King County .....	72
Regional Project Evaluation Committee (RPEC) Puget Sound Regional Council .....	73
<b>2013 Miscellaneous SCA Policy Positions</b> .....	74
<b>SCA Board Policies regarding Appointments to Regional Committees and Boards</b> .....	75

## Sound Cities Association 2014 Board of Directors



President  
John Marchione  
Redmond  
North Caucus



Vice President  
Matt Larson  
Snoqualmie  
Snoqualmie Valley  
Caucus



Treasurer  
Don Gerend  
Sammamish  
North Caucus



Director-at-Large  
Dave Hill  
Algona  
South Valley  
Caucus



Immediate Past  
President  
Denis Law  
Renton



Bill Allison  
Maple Valley  
South Caucus



Nancy Backus  
Auburn  
South Caucus



David Baker  
Kenmore  
North Caucus



Chris Eggen  
Shoreline  
North Caucus



Jim Haggerton  
Tukwila  
South Caucus



Dennis Higgins  
Kent  
South Caucus



Bob Harrison  
Issaquah  
City Manager/  
Administrator  
Representative



Bernie Talmas  
Woodinville  
SCA Public Issues  
Committee (PIC) Chair

## Sound Cities Association Staff



Deanna Dawson



Lyset Cadena



Doreen Booth



Kristy Burwell

Deanna Dawson – Executive Director  
[deanna@soundcities.org](mailto:deanna@soundcities.org)  
206-433-7170

Lyset Cadena - Senior Policy Analyst  
[lyset@soundcities.org](mailto:lyset@soundcities.org)  
206-433-7169

Doreen Booth – Policy Analyst  
[doreen@soundcities.org](mailto:doreen@soundcities.org)  
206-433-7147

Kristy Burwell – Administrative Services Manager  
[kristy@soundcities.org](mailto:kristy@soundcities.org)  
206-433-7168

## Board of Health (BOH) King County



David Baker



Largo Wales



Shari Winstead

### 2014 SCA Board of Health Appointments

Member	City	Email Address	Term Expiration
David Baker	Kenmore	dbaker@kenmorewa.gov	12/31/14
Largo Wales	Auburn	lwales@auburnwa.gov	12/31/14
Alternate	City	Email Address	
Shari Winstead	Shoreline	swinstead@shorelinewa.gov	12/31/14
Staff		Email Address	
Doreen Booth		doreen@soundcities.org	

### Board of Health Meeting Times and Location

The BOH meets on the third Thursday of each month from 1:30 PM – 3:30 PM. Caucus meetings are held ahead of the BOH meeting from 12:30 PM—1:30 PM. Meetings are held in the King County Council Chambers, 10<sup>th</sup> floor, King County Courthouse, 516 Third Avenue, Seattle.

Website: [www.kingcounty.gov/healthservices/health/BOH.aspx](http://www.kingcounty.gov/healthservices/health/BOH.aspx)

### A Brief History/Role of the Board

The King County Council established the King County Board of Health (BOH) in accordance with Washington State law (RCW 70.05.035). The functions of the BOH are to set countywide public health policy, enact and enforce local public health regulations, and carry out other duties of local boards of health specified in state law.

#### **Board of Health Make Up/Voting Rights:**

The BOH is constituted as a federated body, with 10 voting members and 1 nonvoting member. Eight of the 10 voting members are elected officials - 3 from the King County Council (whose votes are weighted as two votes each), 3 from the Seattle City Council, and 2 from suburban cities. The 2 remaining voting members are health professionals that are selected by members of the Board. These health professionals serve as citizen public health experts, assisting the Board with complex, often technical public health issues. A third health professional serves as the nonvoting member.

### Issues that will likely be considered by the BOH in 2014

- Health system transformation including implementation of the Affordable Care Act and other activities that will impact the health of King County residents.
- Sustainable, long term public health financing.
- Address emerging issues.

### Selected SCA Board of Health Policy Position Statements

#### **Pharmaceutical Products**

SCA supports a King County product stewardship program that provides a safe and effective means of disposal of pharmaceutical products. (October 31, 2012)

SCA supports a product stewardship program that provides a safe and effective means of disposal of pharmaceutical products. (July 14, 2010)

#### **Public Health Funding**

Suburban Cities Association recognizes that stable and dedicated public health funding is needed to protect our community. It further acknowledges that it must be a funding source that does not run counter to the interests of cities, such as a county-wide utility tax. (January 16, 2009)

#### **Volunteer Health Care Worker liability in emergency situations**

SCA supports amendments to RCW 4.24.300 and HB 1703 concerning volunteer health care worker liability in emergency situations and asks AWC for assistance with the following:

1. The elimination of gross negligence from the immunity exception because this is a gray area.
2. Increasing the standard of proof from a simple preponderance of the evidence to clear, cogent and convincing evidence.
3. Indemnification of licensed volunteer health professionals by the state against any expenses (including attorneys fees and disbursements), judgments, fines and costs, actually and reasonably incurred in defending the action, suit or proceeding giving rise thereto. (January 18, 2008)

#### **Funding Public Health**

Suburban Cities' members agree that additional funding for public health is needed. To that end, the Suburban Cities Association supports the request of the Joint Selection Committee on Public Health Funding for \$50 million state funds annually in new monies for public health needs throughout Washington State. Our membership believes public health services are a function of the state and county governments, and therefore requests that a distribution be made at the county level proportionate to the need to increase the counties' existing efforts toward effective outcomes. (March 28, 2007)

## Committee to End Homelessness (CEH) Governing Board—King County



Doreen Marchione

Greg Taylor

### 2014 SCA Committee to End Homelessness Governing Board Appointments

Member	City	Email Address	Term Expiration
Doreen Marchione	Kirkland	dmarchione@kirklandwa.gov	12/31/15
Greg Taylor	Renton	gtaylor@rentonwa.gov	12/31/14
Staff	Email Address		
Doreen Booth	doreen@soundcities.org		

### Committee to End Homelessness Governing Board Meeting Times and Location

The CEH Governing Board meets on the fourth Wednesday of the quarter at Seattle City Hall, Bertha Knight Landes Room, 600 Fourth Avenue, Seattle. Meetings are held from 8:30 AM to 10:30 AM. Caucus meetings will be held ahead of the CEH meetings at a time to be determined. The 2014 meetings will be held on January 22, April 23, July 23, and October 22.

Website: [www.cehkc.org](http://www.cehkc.org)

### A Brief History/Role of the Committee to End Homelessness

In 2000-2001 St. Mark’s Cathedral convened a community dialogue focused on the crisis of homelessness in our community. A feasibility committee was established to investigate the possibility of creating a region-wide response to homelessness. Through these efforts, the Committee to End Homelessness in King County was formed.

In 2002, eight organizations, coalitions, and local governments came together in a unified effort to provide the vision and leadership required to develop and implement a plan to end homelessness in King County, Washington. Committee members and stakeholders in the planning process include homeless or formerly homeless youth and adults, representatives from faith communities, philanthropy, businesses, local governments, non-profit human service providers, non-profit housing developers, and advocates.

*King County's Ten-Year Plan to End Homelessness* (approved in 2005) is an expression of our collective commitment to actively seek long-term and sustainable solutions to the issue, rather than continuing to simply manage episodes of homelessness as they occur. It is a commitment to ensure that there is an appropriate, affordable roof over everyone living in King County whether young or old, living alone or with families, sick or well.

In 2005, a Governing Board was charged with building political will and overseeing plan implementation. The Governing Board convened a Consumer Advisory Council to assist them in formulating policy and monitoring plan implementation. SCA appoints 2 members to the Governing Board.

An Interagency Council comprising representatives of multiple system works to set priorities, develop detailed action plans, and coordinate activities. SCA appoints 3 staff members to the IAC. See page 67.

In the fall of 2008, the Governing Board called for the creation of a "Fundors Group" of the major homelessness funders. This group consists of department directors and executive directors from King County, City of Seattle, King County Housing Authority, Seattle Housing Authority, Bill & Melinda Gates Foundation, Building Changes, United Way of King County, a Regional Coalition for Housing (ARCH) and SCA representatives.

Working together, the Fundors Group members establish joint priorities, deliverables and time lines that are reviewed and commented upon by the Governing Board. The Fundors Group members coordinate funding through a Joint Notice of Funding Availability (NOFA) that includes 7 different funders and 17 different funding sources. This results in a funding process that allows the system to jointly select projects, ensuring that the projects include all needed elements, capital, operating, services, mental health, etc., so as to simplify the application process and greatly speed up the process of bring a project to completion.

**Committee to End Homelessness Make Up/Voting Rights:**

The Governing Board provides high-level oversight to the Committee to End Homelessness. It is made up of more than 20 community leaders and 2 individuals who have experienced homelessness. The Governing Board helps sustain the vision and leadership of the Ten-Year Plan to End Homelessness, guides planning, coordinates current funding, and works to create additional resources.

**Issues that will likely be considered by the CEH Governing Board in 2014**

- Crisis response system improvements.
- Changes to board and committee policies to ensure consistency with federal policies.
- Implementation of the CEH youth/young adult and family homelessness initiatives.
- Transforming single adult shelter to be a pathway to housing.

## Domestic Violence Initiative (DVI) Regional Task Force



Susan Honda



Shelley Kloba



Doris McConnell



Debbie Ranniger

Photo  
not  
available



Yolanda Trout

Dawn Dofelmire

2014 SCA Domestic Violence Initiative Appointments			
Member	City	Email Address	Term Expiration
Susan Honda	Federal Way	susan.honda@cityoffederalway.com	12/31/14
Shelley Kloba	Kirkland	skloba@kirklandwa.gov	12/31/14
Doris McConnell	Shoreline	dmccconnell@shorelinewa.gov	12/31/14
Debbie Ranniger	Kent	dranniger@kentwa.gov	12/31/14
Alternate	City	Email Address	Term Expiration
Dawn Dofelmire	Algona	dawnd@algonawa.gov	12/31/14
Yolanda Trout	Auburn	ytrout@auburnwa.gov	12/31/14
Staff	Email Address		
Doreen Booth	doreen@soundcities.org		

### **Domestic Violence Initiative Meeting Times and Location**

The DVI Regional Task Force meets quarterly at rotating sites around King County. Caucus meetings will be scheduled in advance of DVI meetings.

DVI Information: [www.kingcounty.gov/~media/exec/PSB/documents/RLSJC/2010/Materials/Jan2010DVIMemo.ashx](http://www.kingcounty.gov/~media/exec/PSB/documents/RLSJC/2010/Materials/Jan2010DVIMemo.ashx).

### **A Brief History/Role of the Committee**

The goals of the Domestic Violence Initiative (DVI) are to deliver practical improvements to our region's legal response to domestic violence and to develop practical steps to improve operations, streamline communication, raise standards, and minimize barriers that interfere with victim safety and offender accountability. The Domestic Violence Initiative was formed by the King County Prosecuting Attorney and the King County Coalition Against Domestic Violence. This committee focuses on improving the effectiveness of our region's legal response to domestic violence.

#### **Domestic Violence Initiative Regional Task Force Make Up/Voting Rights:**

The DVI Regional Task Force is comprised of leaders of organizations involved in our region's legal response to domestic violence, including public health, community based organizations, and civil and criminal justice agencies. Committee work is done by consensus.

### **Issues that will likely be considered by the DVI in 2014**

- Finding a constructive response to victims of domestic violence who do not have immigration status.
- Risk assessment in domestic violence.
- Coordination of domestic violence responses in a time of diminishing resources.

### **Selected SCA Domestic Violence Initiative Policy Position Statements**

#### **Domestic Violence Checklist**

SCA supports the voluntary use of domestic violence protection order checklists designed for and intended to be used by court and data centers, judges and participants, police departments, and patrol officers to provide uniformity, reduce costs and improve accuracy. (June 16, 2010)

## Economic Development Council of Seattle and King County (EDC)



Layne Barnes



Jeanne Burbidge



John Holman



Tom Odell



Ed Prince



John Stilin



Allan Van Ness



Amy Walen

### SCA Member Cities - Appointments to Economic Development Council

Member	City	Email Address	Term Expiration
Layne Barnes	Maple Valley	layne.barnes@maplevalleywa.gov	12/31/14
Jeanne Burbidge	Federal Way	jeanne.burbidge@cityoffederalway.com	12/31/14
John Holman	Auburn	jholman@auburnwa.gov	12/31/14
Tom Odell	Sammamish	todell@sammamish.us	12/31/14
Ed Prince	Renton	eprince@rentonwa.gov	12/31/14
John Stilin	Redmond	jcstilin@redmond.gov	12/31/14
Allan Van Ness	Kenmore	avanness@kenmorewa.gov	12/31/14
Amy Walen	Kirkland	awalen@kirklandwa.gov	12/31/14

## **Economic Development Council of Seattle & King County Board Meeting Time and Location**

Meetings are held quarterly; the first meeting of 2014 will be held on February 20 at 4 PM, location TBD. For more information, contact Cathy Callow at (206) 389-8661. The Economic Development Council of Seattle and King County's office is located at 1301 - 5th Avenue, Suite 2500, Seattle.

Website: <http://edc-seaking.org/>

## **A Brief History/Role of the Board**

The Economic Development Council of Seattle and King County (EDC), (formerly enterpriseSeattle), is a public-private economic development partnership that was founded in 1971. EDC's mission is to be a "difference-maker" in the community by growing the jobs and tax base in King County, its 39 cities, and the greater Puget Sound region. EDC provides confidential, free-of-charge, information and assistance to decision makers and consultants working with companies seeking office, distribution, manufacturing and research and development facilities in King County and its 39 cities. The EDC serves as the first point of contact for site selection consultants and company analysts looking to expand or relocate businesses in the greater Seattle area. Innovative, knowledge-based industries drive our economy. EDC is committed to their continued success to accelerate regional economic development and ensure sustained prosperity.

### **EDC Municipal Partners - SCA Member Cities in 2013:**

Auburn  
Federal Way  
Issaquah  
Kenmore  
Kirkland  
Maple Valley  
Redmond  
Renton  
Sammamish  
Shoreline  
Tukwila

SCA is a member of the EDC, and is represented on the EDC Board by its Executive Director.

### **Other Economic Development Committees**

The PSRC Economic Development District Board addresses regional economic policy. See page 29. SCA also has an Economic Development Subcommittee.

# Emergency Management Advisory Committee (EMAC) King County



Gail Harris



Don Persson



Penny Sweet



Pam Fernald

Photo  
not  
available

Mark Hagreen



Sean Kelly

## 2014 SCA Emergency Management Advisory Committee Appointments

Member	City	Email Address	Term Expiration
Gail Harris	Shoreline	gharris@shorelinewa.gov	12/31/14
Don Persson	Renton	dpersson@rentonwa.gov	12/31/16
Penny Sweet	Kirkland	psweet@kirklandwa.gov	12/31/15
Alternate	City	Email Address	
Pam Fernald	SeaTac	pfernald@ci.seatac.wa.us	12/31/14
Mark Hagreen	Redmond	mhagreen@redmond.gov	12/31/15
Sean Kelly	Maple Valley	sean.kelly@maplevalleywa.gov	12/31/16
Staff	Email Address		
Doreen Booth	doreen@soundcities.org		

## Individual SCA Member Jurisdiction Seats (Cities in King County with populations over 100,000)

Member	City	Email Address
Dominic Marzano	Kent	dmarzano@kentwa.gov

### **Emergency Management Advisory Committee Meeting Times and Location**

EMAC meets on the second Tuesday of each month from 1:00 PM – 2:30 PM. Caucus meetings will be held in advance of the EMAC meeting from 12 PM - 1:00 PM in a conference room inside the Emergency Operations Center. Meetings are held at the Regional Communications and Emergency Coordination Center (RCECC), 3511 NE 2<sup>nd</sup> Street, Renton.

Website: [http://www.kingcounty.gov/safety/prepare/EmergencyManagementProfessionals/Plans/HomelandSecurity/EMAC\\_Region6HomelandSecurityCouncil.aspx](http://www.kingcounty.gov/safety/prepare/EmergencyManagementProfessionals/Plans/HomelandSecurity/EMAC_Region6HomelandSecurityCouncil.aspx)

### **A Brief History/Role of the Committee**

The Emergency Management Advisory Committee (EMAC) and its subcommittees advise, assist, review, and comment on emergency management and homeland security issues, regional planning and policies. EMAC is an advisory body to the King County Executive, the King County Council, and the Office of Emergency Management on emergency management issues in order to facilitate coordination of regional emergency planning in King County.

#### **Emergency Management Advisory Committee Make Up/Voting Rights:**

There are 28 seats on the committee. Members represent cities, fire service, law enforcement, hospitals, the Port of Seattle, government, special purpose districts, tribes, utilities, non-profit agencies, churches, and the private sector. SCA appoints three members and three alternates on the committee. Members may be elected officials or staff. In addition, Kent, Bellevue and Seattle have their own seats.

### **Issues that will likely be considered by the EMAC in 2014**

- Projects in support of regional public safety law enforcement and fire emergency Response.
- Regional Disaster and Logistics Planning.
- Support of the Region 6 Type III Incident Management Team.
- Annual grant submission proposals for Federal Homeland Security funds.
- Regional Planning Initiatives: debris management, resource management and logistics, mass evacuation strategy and public education.
- Shelter Capacity: continuation of the regional shelter capability building.

### **Selected SCA Emergency Management Policy Position Statements**

#### **WAC 118-09-040 – Emergency Management Performance Grant (EMPG)**

SCA opposes a Rule Change to WAC 118-09-040 without additional stakeholder review and input, including but not limited to, an open and transparent process for stakeholder input (including an opportunity for input from the elected officials representing affected jurisdictions), and a thorough review of the impact of such a Rule Change on the emergency management capabilities of the cities in the Puget Sound region. (May 16, 2012)

**King County Emergency Management Ordinance**

SCA supports the amendments to the King County Emergency Management Ordinance to clarify that:

- The mission of the Department of Emergency Management is to serve as the coordinating entity for cities, county governmental departments and the private sector and coordinate with other appropriate agencies during incidents and events of regional significance; and
- The Department foster cooperative planning at all levels to enable a uniform and rational approach to the coordination of multi-agency and multi-jurisdictional actions for all regional mitigation, preparedness, response, and recovery efforts.

(December 15, 2010)

# Growth Management Planning Council (GMPC) King County



Layne Barnes



Chris Eggen



Tola Marts



Tom Odell



Ed Prince



Jeff Wagner



Debbie Bertlin



Tamie Deady



Leanne Guier



John Stilin

## 2014 SCA Growth Management Planning Council Appointments

Member	City	Email Address	Term Expiration
Layne Barnes	Maple Valley	layne.barnes@maplevalleywa.gov	12/31/14
Chris Eggen	Shoreline	ceggen@shorelinewa.gov	12/31/14
Tola Marts	Issaquah	tolam@issaquahwa.gov	12/31/14
Tom Odell	Sammamish	todell@sammamish.us	12/31/14
Ed Prince	Renton	eprince@rentonwa.gov	12/31/14
Jeff Wagner	Covington	jwagner@covingtonwa.gov	12/31/14

### 2014 SCA Growth Management Planning Council Appointments (continued)

Alternate	City	Email Address	Term Expiration
Debbie Bertlin	Mercer Island	debbie.bertlin@mercergov.org	12/31/14
Tamie Deady	Black Diamond	tdeady@ci.blackdiamond.wa.us	12/31/14
Leanne Guier	Pacific	lguier@ci.pacific.wa.us	12/31/14
John Stilin	Redmond	jcstilin@redmond.gov	12/31/14
Staff	Email Address		
Doreen Booth	doreen@soundcities.org		

### Growth Management Planning Council Meeting Times and Location

GMPC meetings in 2014 will be held on February 26, May 21, July 23, September 24, and December 17. Meetings are from 4:00 PM - 6:00 PM. Caucus meetings are held from 3:00 PM - 4:00 PM in advance of the GMPC meeting. Meetings are held at PSRC, 1011 Western Avenue, Suite 500, Seattle, WA 98104.

Website: [www.kingcounty.gov/property/permits/codes/growth/GMPC.aspx](http://www.kingcounty.gov/property/permits/codes/growth/GMPC.aspx)

### A Brief History/Role of the Council

The Growth Management Act (GMA), passed by the State Legislature in 1990, requires that counties and cities develop a collaborative set of framework policies to guide development of each jurisdiction's comprehensive plan. The Growth Management Planning Council (GMPC) is a formal body created by interlocal agreement, currently consisting of elected officials from King County, Seattle, Bellevue, other cities and towns in King County, and special purpose districts. Realization of a countywide vision involves collaboration, trade-offs and difficult choices about the appropriate level of growth, its location, the type of growth to be encouraged, public spending, governance decisions, environmental protection, and the quality of life in King County. Through the GMPC, jurisdictions within King County are working together to plan for economic and population growth in King County. The GMPC policies must be approved by the King County Council and ratified by King County cities.

The GMPC is staffed by an Interjurisdictional Team (IJT). The IJT meets twice a month to develop materials for the GMPC. Staff members are from the cities of Tukwila, Renton, Redmond, Kirkland, Seattle, and Bellevue and from King County, special districts (water and sewer), Public Health of Seattle-King County, and Sound Cities Association. The IJT reaches out to planning directors throughout the county as needed (i.e. Affordable Housing Targets).

### Growth Management Planning Council Make Up/Voting Rights:

Seattle	3 representatives	3 votes (2 Councilmembers/Mayor)
King County	6 representatives	6 votes (5 Councilmembers/Executive)
SCA	6 representatives	3 votes
Bellevue	1 representatives	½ vote

Special districts have two ex-officio seats on the committee; one seat is held by a sewer/water district representative and one by a school district representative.

### Issues that will likely be considered by the GMPC in 2014

- Implementing 2012 CPP Amendments, including climate change and healthy communities policies.
- Schools and sewers policy work.
- Affordable Housing Target Work Program oversight.

### Selected SCA Growth Management Planning Council Policy Position Statements

#### **CPPs and the Extension of Sewer Lines to Schools outside UGA**

SCA supports countywide planning policies that protect the rural and resource lands in the county by focusing urban growth and land uses within the UGA, and SCA supports strict limits on locating urban public facilities and infrastructure outside the UGA, and SCA supports amending the CPPs to prohibit the extension of sewer lines into the rural area, including to schools, on the condition that such prohibition not extend to rural area properties currently owned by public school districts and intended to be developed as schools. If the school district sells its property outside of the UGA to a third party, the prohibition of the extension of sewer lines will be applied. SCA would also support a position that the affected school districts collectively, King County, and affected municipalities through their SCA representation agreed to, if that position was consistent with Vision 2040 policies and the Growth Management Act. (September 15, 2011; June 9, 2011)

#### **SCA supports the following guiding principles for updating the Countywide Planning Policies:**

**Roles and responsibilities.** The CPP update should be specific about the expected roles and responsibilities of the GMPC, King County, cities, other governmental agencies in implementing the regional vision, as set forth in Vision 2040. The CPPs should recognize the major role that cities will play as the predominant form of urban area governance, and support the full range of investments and tools cities will need to achieve the regional vision.

**Local discretion.** The CPPs should recognize explicitly the importance of local discretion in implementing the countywide vision for growth and the substantive goals and objectives contained in the policies. Rather than impose new requirements, especially mandates that may impose a cost on local governments, the CPP update should emphasize incentives, substantive guidance and promotion of best practices, and regional dialogue and coordination.

**Coordination.** The CPPs should provide a framework for improved coordination of land use, transportation, and economic development planning and plan implementation in the county, to include emerging issues, such as climate change.

**Consistency with current vision.** The CPPs should continue to support a pattern of regional growth that is focused within existing Urban Growth Areas and reinforces the Urban Centers strategy.

**Promotion of best practices.** The CPPs should promote a range of proven and innovative programs intended to foster environmental sustainability, economic vitality, and an overall high quality of life throughout the county, with policies that encourage and support existing and future local efforts.

**Healthy communities.** SCA supports the concept of healthy communities and the important role the CPPs should play in providing guidance in this area of community planning. However, the updated CPPs should recognize local discretion in planning for land uses and infrastructure improvements that are associated with increased physical activity and other actions that promote public health benefits.

**Infrastructure.** Successful implementation of the countywide growth vision contained in the CPPs is dependent on the timely provision of key infrastructure to serve that growth—including transportation and a range of urban services and utilities. GMPC should consider ways in which the updated CPPs can provide a framework for coordinated infrastructure and service planning that addresses investment priorities as well as the local cost implications of growth policies. The GMPC should also consider steps the county and cities could take to secure needed funding.

**Transportation outcomes.** The CPPs should promote transit-supportive land uses as well as regional and local infrastructure improvements that connect centers of population and employment throughout the county, reduce dependency on the single-occupancy vehicle, reduce air and water pollution, use energy efficiently, and reduce congestion.

**Concurrency.** The CPPs should promote best practices and regional coordination on transportation concurrency, while also respecting the discretion of cities in establishing local levels-of-service and concurrency methods and standards. (October 14, 2010)

### **CPPs and overlapping PAAs**

SCA supports an amendment to the Countywide Planning Policies (CPP) that would allow for annexation of overlapping Potential Annexation Areas in the North Highline urban unincorporated area, provided such an amendment is 1) limited in effect to the North Highline and the cities of Seattle, Burien, SeaTac and Tukwila and 2) approved by all affected SCA member cities. SCA does not support any amendment to the CPPs that alters current countywide policy prohibiting PAA overlaps elsewhere in the county. (June 25, 2008)

### **Donut Hole Issue**

Cities are the proper provider of urban services and planning for urban growth within their boundaries. SCA therefore urges King County to enter into negotiations with all cities that have “donut” holes – urban or rural – and work toward quick annexation of these anomalies. As the Maple Valley “donut hole” is rural today, another urban island should not be created. SCA urges King County to negotiate with Maple Valley to ensure that annexation of the donut hole occurs as soon as possible upon urban designation and that permitting of any development of this property occurs under city jurisdiction. (July 25, 2007)

### **Healthy Communities**

SCA supports the concept of healthy communities but believes that each city must make decisions on linkages, if any, between land use, transportation policies, and public health based on the specific needs and policies of their own communities. Therefore: SCA opposes any new amendments to either Countywide or Multi-county Planning Policies that link land use and transportation policies with public health. (May 26, 2005)

## Joint Recommendations Committee (JRC) for Community Development Block Grant (CDBG) King County Consortium



Pam Fernald



Ken Hearing



Jerry Robison



Paul Winterstein

### 2014 SCA Joint Recommendations Committee Appointments

Member	City	Email Address	Term Expiration
Pam Fernald	SeaTac	pferald@ci.seatac.wa.us	12/31/14
Ken Hearing	North Bend	khearing@northbendwa.gov	12/31/14
Jerry Robison	Burien	jerryr@burienwa.gov	12/31/14
Paul Winterstein	Issaquah	paulw@issaquahwa.gov	12/31/14
Staff		Email Address	
Doreen Booth		doreen@soundcities.org	

### Other Representatives from SCA Member Cities

Member	City	Email Address
Rob Beem	Shoreline	rbeem@shorelinewa.gov
Jay Bennett	Federal Way	jay.bennett@cityoffederalway.com
Michael Hursh	Auburn	mhursh@auburnwa.gov
Rob Odle	Redmond	rodle@redmond.gov
Alternate	City	Email Address
Terry Higashiyama	Renton	thigashiyama@rentonwa.gov
Colleen Kelly	Redmond	ckelly@redmond.gov
2nd Alternate		
Katherin Johnson	Kent	kjohnson@kentwa.gov

### Joint Recommendations Committee Meeting Times and Location

JRC meets the fourth Thursday of the month from 9:30 AM – 11:30 AM. Caucus meetings are held in advance of the JRC meeting from 8:30 AM— 9:30 AM. The JRC meets at the King County Airport/Boeing Field, Main Terminal Building Meeting Room, 7277 Perimeter Road South, Seattle.

Website: [www.kingcounty.gov/socialservices/housing/consortium/consortiumstructure/](http://www.kingcounty.gov/socialservices/housing/consortium/consortiumstructure/)

### **A Brief History/Role of the Committee**

The Joint Recommendations Committee (JRC) develops policy on a wide range of housing and community development issues. It was created through the interlocal cooperation agreements that formed the King County Community Development Block Grant (CDBG) Consortium and the King County HOME Investment Partnerships (HOME) Consortium. King County receives about \$10-\$12 million of these federal funds each year. The JRC makes recommendations on this funding to the County Executive.

#### **JRC Make Up/Voting Rights:**

The JRC is made up of 12 representatives: 3 from the County (appointed by the County Executive), 4 representing the 29 cities that are parties to the CDBG Consortium Interlocal Cooperation Agreement (appointed by SCA), 2 representing “Joint Agreement cities” (appointed by the 3 Joint Agreement cities), 2 representing “HOME only” cities (appointed by the 4 HOME only cities), and 1 representing the City of Seattle.

Voting is dependent on the type of membership in the consortium. Each member has 1 vote but not all members can vote on all issues. The 4 SCA appointees can vote on all issues. King County has negotiated a three-year Regular CDBG Consortium Interlocal Cooperation Agreement with 29 cities in King County. SCA’s 4 appointees represent those 29 cities.

Three cities (Shoreline, Renton and Redmond) are “Joint Agreement cities” – King County administers their CDBG funds on behalf of the cities. Joint Agreement cities have 2 representatives on the JRC. These cities participate in some but not all JRC funding programs. Four cities, called “HOME only cities” (Bellevue, Kent, Auburn and Federal Way) receive their own CDBG funds directly. HOME only cities have 2 representatives on the JRC. These cities participate in some but not all JRC funding programs. Seattle participates on the JRC for some limited funding programs. Normandy Park is not currently a member of the JRC consortium. Milton participates with Pierce County.

### **Issues that will likely be considered by the JRC in 2014**

- Administer HOME (a federal fund for housing development) and the Regional Affordable Housing Program (a program created by the state legislature for low-income housing) with their respective consortia.
- Recommend project awards.
- Discussion and adoption of the 2015-2017 Consolidated Plan.
- Adopt the updated Analysis of Impediments to Fair Housing Choice.
- Adopt the updates to the regional Affordable Housing Program Guidelines.
- Updating Interlocal Agreements for CDBG and HOME programs.

### **Selected SCA Joint Recommendations Committee Policy Position Statements**

#### **Housing and Community Development Program Risk Analysis**

SCA supports that the Housing and Community Development Program analyze capital project pre-applications for any site specific risks that are identifiable prior to a phase one environmental review. Pre-applications may be requires to provide evidence that the project can secure appropriate insurance at the level required by King County Risk Management. The cost of insurance will be reviewed as part of the feasibility analysis for projects. If evidence of ability to secure insurance cannot be provided, the project will not be invited to submit a full application. (September 13, 2010)

# King Conservation District (KCD) Advisory Committee

## 2014 SCA Appointments



Jim Berger



Kate Kruller



Mary Lou Pauly



Brenda Fincher



Mary Jane Goss



Nancy Tosta

## 2014 SCA King Conservation District Advisory Committee Appointments

Member	City	Email Address	Term Expiration
Jim Berger	Carnation	jimb@carnationwa.gov	12/31/14
Kate Kruller	Tukwila	kate.kruller@tukwilawa.gov	12/31/14
Mary Lou Pauly	Issaquah	maryloup@issaquahwa.gov	12/31/14
Alternate	City		
Brenda Fincher	Kent	bfincher@kentwa.gov	12/31/14
Mary Jane Goss	Lake Forest Park	mgoss@ci.lake-forest-park.wa.us	12/31/14
Nancy Tosta	Burien	nancyt@burienwa.gov	12/31/14
Staff		Email Address	
Lyset Cadena		lyset@soundcities.org	

### **King Conservation District Advisory Committee Meeting Times and Location**

The KCD Advisory Committee meets on the 3rd Wednesday of the month from 4:00-6:00pm at rotating sites. Additionally, the KCD Executive Advisory Committee meets the 1st Wednesday of the month from 1:00-2:30pm via conference call.

Website: [www.kingcd.org](http://www.kingcd.org)

### **A Brief History/Role of the King Conservation District Advisory Committee**

The King Conservation District (KCD) was established in 1949 by the Washington Conservation Commission to provide landowners with assistance to protect and enhance natural resources. KCD serves 35 jurisdictions (34 cities and King County) with a combined population of 1.8 million. The District's mission is "to promote the sustainable uses of natural resources through responsible stewardship."

More than 60 years after it was formed, increased urbanization, endangered salmon, loss of forest cover, threats to the health of Puget Sound, increase challenges from stormwater and flooding, and the need for a resilient, sustainable, and equitable food system make the King Conservation District's programs and services essential.

KCD collaborates with private landowners, member jurisdictions and nonprofit organizations to provide stewardship services. Because it is an independent, non-regulatory agency, KCD is seen by many landowners as a trusted mentor and partner, providing education, technical assistance, and financial incentives to help people implement measures to improve the sustainability and productivity of their land.

In 2014, KCD convened a new Advisory Committee as part of its implementation of the Task Force/Conservation Panel recommendations. Throughout the spring and summer, the Advisory Committee guided KCD in developing this Program of Work for 2015. KCD is grateful to the members of the Advisory Committee for their dedication and commitment in addressing our region's most urgent natural resource challenges:

- Small Lot Rural Forestry and Urban Tree Canopy
- Sustainable Regional Food System
- Rural Agriculture
- Urban Agriculture
- Shoreline and Riparian Habitat
- Landowner Incentive Program

SCA has appointing authority for three representatives and three alternates. Only cities that are members of the KCD are eligible for appointment. Enumclaw, Federal Way, Milton, Pacific, and Skykomish are not members of the KCD.

## Selected SCA King Conservation District Policy Position Statements

### **King Conservation District 2015 Program of Work**

Sound Cities Association (SCA) supports the 2015 King Conservation District (KCD) Program of Work as recommended by the KCD Advisory Committee, and supports adoption of a budget to support the Program of Work in its entirety. (July 16, 2014)

### **King Conservation District (KCD)**

1. SCA recognizes the value of the King Conservation District (KCD), and supports continued funding of the KCD, provided that;
2. SCA supports the continuation of WRIA funding through the KCD in 2013, and the future;
3. Given the current economic climate and the heavy tax burdens on property owners in our communities, SCA supports a revenue neutral direction for the KCD at this time. Should future funding for programs currently funded through KCD come through an alternative source, SCA would support a proportional decrease in revenues collected by KCD. For example, if the King County Flood Control District were to fund the WRIAs in the future, SCA would support a corresponding decrease in revenue collection for the KCD;
4. SCA supports continued funding of the KCD Jurisdictional Grant Program. The current processes for grant application and compliance may place unduly onerous burdens on cities. SCA supports reducing these administrative burdens in order to maximize the value of grants to cities;
5. SCA supports the creation of a formal advisory committee to provide direction to the KCD in the future. Such a body would ensure that KCD expenditures provide value to taxpayers throughout the County- from rural, urban, and suburban communities alike. Representation on this advisory committee should include proportional representation from elected officials in the Suburban Cities. (August 15, 2012)

# King County Flood Control District Advisory Committee (KCFCDAC)

## 2014 SCA Appointments



Mike Cero



Mary Jane Goss



Susan Honda



Marlla Mhoon

Photo  
not  
available



Dawn Dofelmire



Leanne Guier



Erika Morgan



Bernie Talmas

## Individual SCA Member Jurisdictions with Permanent Seats



Nancy Backus  
Auburn



Jim Berger  
Carnation



Suzette Cooke  
Kent



Jim Haggerton  
Tukwila



Ken Hearing  
North Bend



Matt Larson  
Snoqualmie



Denis Law  
Renton

<b>2014 SCA King County Flood Control District Advisory Committee Appointments</b>			
<b>Member</b>	<b>City</b>	<b>Email Address</b>	<b>Term Expiration</b>
Mike Cero	Mercer Island	mike.cero@mercergov.org	12/31/15
Mary Jane Goss	Lake Forest Park	mgoss@ci.lake-forest-park.wa.us	12/31/15
Susan Honda	Federal Way	susan.honda@cityoffederalway.com	12/31/15
Marlla Mhoon	Covington	mmhoon@covingtonwa.gov	12/31/15
<b>Alternate</b>	<b>City</b>	<b>Email Address</b>	
Dawn Dofelmire	Algona	dawnd@algonawa.gov	12/31/15
Leanne Guier	Pacific	lguier@ci.pacific.wa.us	12/31/15
Erika Morgan	Black Diamond		12/31/15
Bernie Talmas	Woodinville	btalmas@ci.woodinville.wa.us	12/31/15
<b>Staff</b>		<b>Email Address</b>	
Doreen Booth		doreen@soundcities.org	

<b>Individual SCA Member Jurisdictions with Permanent Seats</b>		
<b>Member</b>	<b>City</b>	<b>Email Address</b>
Nancy Backus	Auburn	nbackus@auburnwa.gov
Jim Berger	Carnation	jimb@carnationwa.gov
Suzette Cooke	Kent	scooke@kentwa.gov
Jim Haggerton	Tukwila	jim.haggerton@tukwilawa.gov
Ken Hearing	North Bend	khearing@northbendwa.gov
Matt Larson	Snoqualmie	mayor@ci.snoqualmie.wa.us
Denis Law	Renton	dlaw@rentonwa.gov

### **King County Flood Control District Advisory Committee Meeting Times and Location**

The KCFCDAC meets monthly from 1:00 PM - 3:30 PM between February and August and then as policy issues arise. Caucus meetings are held in advance of the KCFCDAC from 12:00 PM - 1:00 PM. Meetings are located at rotating sites around King County.

Website: [www.kingcounty.gov/environment/waterandland/flooding/flood-control-zone-district/governance/advisory-committee.aspx](http://www.kingcounty.gov/environment/waterandland/flooding/flood-control-zone-district/governance/advisory-committee.aspx)

### **A Brief History/Role of the King County Flood Control District Advisory Committee**

The King County Council governs the Flood District as a “District Board of Supervisors”. The King County Flood Control District Advisory Committee (KCFCDAC) is charged with providing the King County Flood Control District Board of Supervisors with expert policy advice on regional flood protection issues. The committee reviews and recommends an annual work program and budget for the district, including capital improvement program projects and funding levels, subject to approval or approval and modification by the District Board of Supervisors.

**King County Flood Control District Advisory Committee Make Up/Voting Rights:** Each seat on the advisory committee has one vote. The KCFCDAC is composed of both permanent and rotating (two-year) members. The 10 permanent seats on the committee are held by each mayor, or designated councilmember alternate of Tukwila, Auburn, Kent, Renton, Snoqualmie, North Bend, Carnation, Seattle and Bellevue. The King County Executive is the tenth permanent member of the committee. Four of the rotating seats are held by mayors or city council members nominated by the Sound Cities Association (SCA). SCA also recommends 4 alternates. This is a two-year appointment.

### **Issues that will likely be considered by the KCFCDAC in 2014**

- 2014-2019 budget and financing options.
- Policy direction to guide district oversight, capital improvement priorities, and financial planning.
- Flood Preparedness, Regional Flood Warning Center and post flood recovery

### **Selected SCA King County Flood Control District Advisory Committee Policy Position Statements**

#### **King County Flood Control District – Seattle Seawall**

SCA supports partial funding, up to the additional \$24.5 million requested, for the Seattle seawall replacement project from funds available through the King County Flood Control District as part of its 2011-2016 Capital Improvement Program. Support for such expenditure is contingent on 1) not creating a precedent that establishes FCD support for coastal zone projects as a general policy, and 2) not jeopardizing other significant flood control projects funded through the CIP. (June 9, 2011)

#### **King County Flood Control District Exempt from \$5.90 Levy Rate Cap**

SCA should seek legislative changes that would make Flood Control Districts exempt from the \$5.90 levy rate cap. (September 13, 2010)

#### **King County Flood Control District’s Budget Reallocation for 2010**

SCA supports the King County Flood Control District’s proposed 2010 Budget Reallocation with concern that the reallocation will cause the fund balance at the end of the 6-year window to be reduced to \$1M and will no longer meet the \$2.5M Emergency Reserve Target for 2015. (April 21, 2010)

# Law Enforcement Officers’ and Fire Fighters’ Plan 1 (LEOFF1) Disability Retirement Board King County



Verna Seal

## 2014 SCA Law Enforcement Officers’ and Fire Fighters’ Disability Retirement Board Appointments

Member	City	Email Address	Term Expiration
Verna Seal	Tukwila	verna.seal@tukwilawa.gov	12/31/14

## Law Enforcement Officers’ and Fire Fighters’ Disability Retirement Board Meeting Times and Location

Meetings are held monthly on the last Wednesday of each month from 9 AM—12 PM in Conference Room 118 on the first floor of the King County Chinook Building, 401 Fifth Avenue, Seattle.

Website: [www.kingcounty.gov/employees/LEOFF1/Meetings.aspx](http://www.kingcounty.gov/employees/LEOFF1/Meetings.aspx)

## A Brief History/Role of the Board

The King County Disability Retirement Board for Law Enforcement Officers’ and Fire Fighters’ Plan 1 (LEOFF1) reviews and rules on claims for reimbursement of medical expenses and applications for disability leave and retirement benefits mandated under Washington State LEOFF retirement Plan 1.

The Board represents 14 fire districts and 12 public safety departments in unincorporated King County as well as the King County Sheriff’s Office. The Board’s jurisdiction covers a membership of approximately 633 active-duty and retired LEOFF-1 fire fighters and police officers.

**LEOFF 1 Disability Board Oversight Make Up/Voting Rights:** There are five voting members (a Firefighter representative, Police representative, Sound Cities Association representative, King County Council representative, and a Citizen representative), a medical consultant, a mental health consultant, a legal consultant and an administrator.

# Local Hazardous Waste Management Program (LHWMP) Management Coordinating Committee (MCC)



David Baker

## 2014 SCA Local Hazardous Waste Management Program Management Coordination Committee Appointment

Member	City	Email Address	Term Expiration
David Baker	Kenmore	dbaker@kenmorewa.gov	12/31/14
Staff	Email Address		
Doreen Booth	doreen@soundcities.org		

## Local Hazardous Waste Management Program Management Coordination Committee Meeting Times and Location

The LHWMP’s Management Coordination Committee (MCC) meets on the third Tuesday of every month from 10:15 AM – 12:00 PM. The MCC meets in the King/Chinook Conference Rooms, 6th Floor of the King Street Center, 201 S. Jackson, Seattle.

Website: [www.lhwmp.org/home/AboutUs/mcc.aspx](http://www.lhwmp.org/home/AboutUs/mcc.aspx)

## A Brief History/Role of LHWMP and the Management Coordination Committee

The Local Hazardous Waste Management Program (LHWMP) in King County is a multi-jurisdictional program whose mission is to protect and enhance public health and environmental quality throughout King County by reducing the threat posed by the production, use, storage and disposal of hazardous materials. The Program is implemented through a multi-jurisdictional Management Coordination Committee (MCC). The MCC was enabled by the Seattle City Council (SMC 10.76) and the King County Board of Health (BOH Code 2.08.) It is also recognized as the Program governing entity by the Washington State Department of Ecology. The MCC sets the Program’s strategic direction and implementation of policies and oversees the Program’s operations including development of annual budgets and work plans.

**LHWMP’s Management Coordination Committee Make Up/Voting Rights:**

The MCC is made up of 5 members and each member has 1 vote.

One representative from each of the following:

- King County Department of Natural Resources (DNR) – Solid Waste Division;
- King County DNR – Water and Land Resources Division;
- Seattle Public Utilities;
- Sound Cities Association;
- Seattle-King County Public Health.

**Issues that will likely be considered by LHWMP’s MCC in 2014**

- Development of the Program’s 2014 intergovernmental budget package.
- Approval of the Program’s 2014 State & Federal Legislative Agendas.
- Additional work on hazardous product take-back legislation.
- Revisions to the Program’s utility surcharge rate structure.

**Selected SCA Local Hazardous Waste Committee Policy Position Statements**

**Product Stewardship**

The Sound Cities Association supports product stewardship approaches that enhance our existing reuse, recycling and waste management systems by requiring product manufacturers to be responsible for their products that contain toxic and hazardous materials. (October 16, 2013)

SCA supports a King County product stewardship program that provides a safe and effective means of disposal of pharmaceutical products. (October 31, 2012)

**Local Hazardous Waste Management Plan 2012 Rate Increase**

SCA supports the proposed Local Hazardous Waste Management Plan 2012 Rate Increase Proposal. The total increase from the 2006 rates to the proposed 2012 rates is 35% overall or 4.4% annualized from 2006 through the end of the rate period of 2014. (December 15, 2010)

**Pharmaceutical Products**

SCA supports a product stewardship program that provides a safe and effective means of disposal of pharmaceutical products. (July 14, 2010)

## Mental Illness and Drug Dependency (MIDD) Oversight Committee King County



Dave Asher



Carol Benson

### 2014 SCA Mental Illness and Drug Dependency Oversight Committee Appointments

Member	City	Email Address	Term Expiration
Dave Asher	Kirkland	dasher@kirklandwa.gov	12/31/15
Alternate	City	Email Address	
Carol Benson	Black Diamond	cbenson@ci.blackdiamond.wa.us	12/31/15
Staff		Email Address	
Doreen Booth		doreen@soundcities.org	

### Mental Illness and Drug Dependency Oversight Committee Meeting Times and Location

2014 meetings will be held on February 27, March 27, April 24, June 26, August 28, October 23, and December 11 at the King County Chinook Building, 401 Fifth Avenue, Seattle. Meetings are held from 12:15 PM - 1:45 PM. Caucus meetings will be held in advance of the MIDD from 11:15 AM - 12:15 PM.

Website: [www.kingcounty.gov/healthservices/MHSA/MIDDPlan/MIDDCommittees.aspx](http://www.kingcounty.gov/healthservices/MHSA/MIDDPlan/MIDDCommittees.aspx)

### A Brief History/Role of the Committee

The MIDD Oversight Committee is an advisory body to the King County Executive and Council. Its purpose is to ensure that the implementation and evaluation of the strategies and programs funded by the MIDD sales tax revenue are transparent, accountable, collaborative and effective.

The MIDD Oversight Committee is a unique partnership of representatives from the health and human services and criminal justice communities. Recognizing that King County is the countywide provider of mental health and substance abuse services, the committee will work to ensure that access to mental health and chemical dependency services is available to those who are most in need throughout the county, regardless of geographic location.

**Issues that will likely be considered by the MIDD in 2014**

- Creation and implementation of work plan for MIDD funding reauthorization
- Evaluation of MIDD-funded programs

**Selected SCA Mental Illness and Drug Dependency Policy Position Statements**

**MIDD Prioritization Rating Tool for future funding**

SCA supports the use of MIDD prioritization rating tool as a primary method to evaluate the future funding prioritization of MIDD strategies in the context of reduced MIDD revenues and the use of MIDD revenues to supplant basic human/mental health services provided by King County. SCA strongly recommends that the County implement savings in the MIDD programs by requiring program reductions when such cuts do not reduce the effectiveness of the program. This may reduce the number of clients served or delay the expansion of the scope of the program. Such savings method should be used prior to implementation of the prioritization. (September 10, 2009)

**Non-supplantation Language on existing and/or voter approved levies**

SCA opposes changes in non-supplantation language on existing and/or voter approved levies. And, that SCA not oppose a King County request to the State legislature to amend the enabling language for country mental illness and drug dependency (MIDD) funding to allow a small change in the tax to provide funding for existing Mental Health and Drug Courts. (February 25, 2009)

## Puget Sound Regional Council Economic Development District Board (EDDB)



Catherine Stanford



John Stilin



Jim Berrios



Jeanne Burbidge

### 2014 SCA PSRC Economic Development District Board Appointments

Member	City	Email Address	Term Expiration
Catherine Stanford	Lake Forest Park	cstanford@cityofflp.com	12/31/15
John Stilin	Redmond	jcstilin@redmond.gov	12/31/15
Alternate	City	Email Address	Term Expiration
Jim Berrios	Kent	jberrios@kentwa.gov	12/31/15
Jeanne Burbidge	Federal Way	jeanne.burbidge@cityoffederalway.com	12/31/15
Staff	Email Address		
Doreen Booth	doreen@soundcities.org		

### PSRC Economic Development District Board Meeting Times and Location

The EDDB meets quarterly on the first Wednesday from 1:00 PM - 3:00 PM. Caucus meetings will be held in advance of the EDDB from 12:00 PM - 1:00 PM. In 2014 meetings will be held on March 5, June 4, September 3, and December 3. Meetings are held at PSRC, 1011 Western Avenue, Suite 500, Seattle, WA 98104.

Website: [www.psrc.org/about/boards/edd](http://www.psrc.org/about/boards/edd)

### A Brief History/Role of the Board

The regional Economic Development District (EDD) is the federally designated economic development district for the central Puget Sound region covering King, Kitsap, Pierce and Snohomish counties. Its members include representatives from private business, local governments, tribes and trade organizations. The EDD entered into a Memorandum of Understanding (2003) with PSRC whereby the two agencies have consolidated staff services, both to increase government efficiency and to further integrate the District's economic development work with the regional growth management and transportation planning of the Regional Council.

**Economic Development District Board Make Up:**

Currently there are 36 members on the board of directors. The majority of seats on the board of directors must be filled by those representing general purpose local governments.

<b>Jurisdiction</b>	<b>Members</b>
King County	1
Other cities and towns in King County (SCA Appointees)	2
Seattle	2
Bellevue	1
Pierce County	1
Other cities and towns in Pierce County	1
Tacoma	1
Snohomish County	1
Other cities and towns in Snohomish County	1
Everett	1
Kitsap County	1
Other cities and towns in Kitsap County	1
Bremerton	1

The requirements for the remainder of the seats are: 1-7 seats for federally recognized Tribes; seats for each of 4 port districts; DOE; 4 Economic Development Councils; 4 Workforce Development Councils; Labor; Chamber; at least 25% seats not elected officials or staff appointed by local government; and other appointments to ensure adequate representation.

**Other Economic Development Committees**

The Economic Development Council of Seattle and King County’s mission is to be a “difference-maker” in the community by growing the jobs and tax base in King County, its 39 cities, and the greater Puget Sound region. See page 10 of the handbook for more information. SCA also has an Economic Development Subcommittee; to find out more, go to [www.soundcities.org](http://www.soundcities.org).

<b>Issues that will likely be considered by the EDDB in 2014</b>
<ul style="list-style-type: none"> <li>• Implementation of the Regional Economic Strategy.</li> </ul>

**Selected SCA PSRC Economic Development District Board Policy Position Statements**

**Tourism Promotion Areas**

SCA will work with AWC to promote legislation that would allow two or more cities or towns located in a county with a population greater than one million that have entered into an inter-local agreement, to select one of the cities or towns to be the legislative authority for the purpose of establishing a tourism promotion area. (October 22, 2008)

**Funding and tools**

- a) SCA supports identification of State funding/tools for effective economic development; and,
- b) SCA supports state and federal funding and funding mechanisms to foster and support economic development and revitalization efforts in cities. (July 28, 2005)

# Puget Sound Regional Council Executive Board

## 2014 SCA Appointments



Dave Hill



John Marchione



Marlla Mhoon



Don Gerend



Mia Gregerson



Will Ibershof



Nancy Backus

## SCA Member Cities with Individual Seats (Cities in King County with populations over 80,000)



Suzette Cooke  
Kent



Jim Ferrell  
Federal Way



Denis Law  
Renton



Amy Walen  
Kirkland

### 2014 SCA PSRC Executive Board Appointments

Member	City	Email Address	Term Expiration
Dave Hill	Algona	mayor@algonawa.gov	12/31/14
John Marchione	Redmond	jmarchione@redmond.gov	12/31/14
Marlla Mhoon	Covington	mmhoon@covingtonwa.gov	12/31/14
Alternate	City	Email Address	
Don Gerend	Sammamish	dgerend@sammamish.us	12/31/14
Mia Gregerson	SeaTac	mgregerson@ci.seatac.wa.us	12/31/14
Will Ibershof	Duvall	will.ibershof@duvallwa.gov	12/31/14
2nd Alternate			
Nancy Backus	Auburn	nbackus@auburnwa.gov	12/31/14
Staff		Email Address	
		lyset@soundcities.org	

### SCA Member Cities with Individual Seats (Cities in King County with populations over 80,000)

Member	City	Email Address
Suzette Cooke	Kent	scooke@kentwa.gov
Jim Ferrell	Federal Way	jim.ferrell@cityoffederalway.com
Denis Law	Renton	dlaw@rentonwa.gov
Amy Walen	Kirkland	awalen@kirklandwa.gov

### PSRC Executive Board Meeting Times and Location

Meeting times and place: The PSRC Executive Board typically meets once a month on the fourth Thursday from 10:00 AM – 11:30 AM at PSRC, 1011 Western Avenue, Suite 500, Seattle, 98104. Caucus meetings are held in advance of the Executive Board in the East Meeting Room from 9:00 AM - 10:00 AM.

Website: [www.psrc.org/about/boards/exec](http://www.psrc.org/about/boards/exec)

### A Brief History/Role of the Board

The Executive Board, chaired by the Regional Council President, meets monthly, and carries out delegated powers and responsibilities between meetings of the General Assembly.

**Executive Policy Board Make Up/Voting Rights:** Each county, and each city of 80,000 + population are permanently assigned positions on the Executive Board pursuant to RCW.47.80.060. For the remaining member cities and towns in each county, the method of appointment is at the discretion of the member jurisdictions. In King County, SCA appoints representatives on behalf of Other Cities & Towns.

Total votes for all city and county jurisdictions within each county are proportional to each county's share of the regional population. County government is entitled to fifty percent (50%) of their respective county's total vote. City and town votes are based on their respective share of the total incorporated population of their county. A simple majority of members of the Executive Board constitutes a quorum.

<b>Jurisdiction</b>	<b>Members</b>	<b>Weighted Votes</b>
King County	2	260.18
Seattle	4	96.06
Bellevue	1	19.41
Federal Way	1	13.94
Kent	1	18.56
Kirkland	1	12.70
Renton	1	14.63
Other Cities & Towns (SCA Appointees)	3	84.88
Kitsap County	1	34.39
Bremerton	1	16.26
Other Cities & Towns	1	18.13
Pierce County	2	108.89
Tacoma	1	50.56
Other Cities & Towns	1	58.33
Snohomish County	2	96.54
Everett	1	24.56
Other Cities & Towns	2	71.98
Total Member Jurisdictions	26	1,000

A two-thirds (2/3) majority vote may be called for if the board members representing a county, the largest city within that county, and the other cities and towns within that county, unanimously call for a two-thirds vote. When a simple majority is required on a vote, it shall be one-half (1/2) plus one of those present and voting. When a two-thirds (2/3) majority is required, it shall be a two-thirds (2/3) majority of those present and voting.

#### **Issues that will likely be considered by the PSRC Executive Board in 2014**

- Transportation 2040 Plan update.
- Continue to implement the Regional Economic Strategy.
- Continue the work on policies and implementation of Vision 2040.
- Approve Surface Transportation Program (STP), Congestion Mitigation and Air Quality (CMAQ), and Federal Transit Administration (FTA) fund distributions.

## Puget Sound Regional Council Growth Management Policy Board (GMPB)



Terri Briere



Hank Margeson



Bernie Talmas



John Holman



Chris Roberts



Jason Walker

### 2014 SCA PSRC Growth Management Policy Board Appointments

Member	City	Email Address	Term Expiration
Terri Briere	Renton	tbriere@rentonwa.gov	12/31/14
Hank Margeson	Redmond	hmargeson@redmond.gov	12/31/14
Bernie Talmas	Woodinville	btalmas@ci.woodinville.wa.us	12/31/14
Alternate	City	Email Address	
John Holman	Auburn	jholman@auburnwa.gov	12/31/14
Chris Roberts	Shoreline	croberts@shorelinewa.gov	12/31/14
Jason Walker	Duvall	jason.walker@duvallwa.gov	12/31/14
Staff		Email Address	
Doreen Booth		doreen@soundcities.org	

### PSRC Growth Management Policy Board Meeting Times and Location

GMPB meets every month on the first Thursday from 10:00 AM – 12:00 PM. Caucus meetings are held in advance of the GMPB meeting from 9:00 AM— 10:00 AM. Meetings are held at PSRC, 1011 Western Avenue, Suite 500, Seattle, WA 98104.

Website: [www.psrc.org/about/boards/gmpb](http://www.psrc.org/about/boards/gmpb)

**A Brief History/Role of the Board**

The purpose of the Growth Management Policy Board is to advise the Executive Board of the Puget Sound Regional Council on regional aspects of growth management issues pursuant to (a) state legislation (Multicounty Planning Policies, State Environmental Policy Act and Regional Transportation Planning Organizations) and (b) the 1993 Regional Council Interlocal Agreement. Per adopted procedures, the Board reviews local plans and countywide planning policies and makes recommendations to the Executive Board regarding compatibility with the Growth Management Act and consistency with the adopted regional growth and transportation strategies.

**Growth Management Policy Board Make Up/Voting Rights:**

There are 31 members of the GMPB, 20 are voting members.

<b>Jurisdiction</b>	<b>Members</b>
King County	2
Other cities and towns in King County (SCA Appointees)	3
Seattle	2
Bellevue	1
Pierce County	1
Other cities and towns in Pierce County Tacoma	1
Snohomish County	1
Other cities and towns in Snohomish County Everett	1
Kitsap County	1
Other cities and towns in Kitsap County Bremerton	1

There are seats for 1 Port and 2 Tribal representatives. Voting members have 1 vote each and actions and recommendations shall be approved by a simple majority of the voting members present. Voting members may move and second any motion for discussion. Non-voting members may move or second a motion which may move forward for discussion only if a voting member makes the other required part of a motion (e.g., “second” or “move”). In cases where a substantial minority opinion is held by at least 3 members, this opinion is transmitted to the Board together with the GMPB action.

**Issues that will likely be considered by the PSRC GMPC in 2014**

- Policy framework for PSRC’s federal funds.
- Action on Regional Industrial Lands Inventory.
- Growth targets under Vision 2040.
- Provide oversight of the “Growing Transit Communities” program.
- Stormwater and regional alliances.
- Action on Regional Centers Report.

## **Selected SCA Growth Management Policy Board Policy Position Statements**

### **Transportation 2040 (T2040) Prioritization**

SCA supports Transportation 2040 (T2040) Prioritization in accordance with the following guiding principles. T2040 Prioritization should include:

- A. Separate investment categories that prioritize like investments against like investments (i.e. bicycle/pedestrian/complete streets is its own category);
- B. Overarching measures that are used within each category to assess a project's likelihood of furthering a desired outcome (i.e. jobs – this measure considers the extent to which projects support businesses and job creation);
- C. Addressing maintenance, preservation and operations beginning with an inventory of the existing conditions of the Regional Transportation Network;
- D. That the Prioritization process not move forward, to the General Assembly, until there is agreement on the criteria to prioritize projects;
- E. Any crosscheck with regional growth trends must use updated population and employment forecasts rather than aspirational targets used in 2040 work plans.

(November 2, 2011)

### **Procedures and Criteria for new Regional Growth Centers**

SCA supports the update of the Procedures and Criteria for new Regional Growth Centers, including criteria for existing densities of 18 Activity Units per gross acre and planned growth levels of 45 Activity Units per gross acre as proposed by PSRC staff conditioned on the addition of criteria to the current proposal to require applicants for new centers designation to demonstrate the regional significance of the proposed center and a commitment to accommodate housing and jobs at densities sufficient to support high-capacity transit through long-term growth and development over the 20-year comprehensive planning period and beyond. Future phases of PSRC work to implement Vision 2040 through a regional centers strategy should consider, as needed, additional amendments to criteria for new and existing centers to promote the success of that strategy through focused public and private investments. (June 9, 2011)

### **Projects Connecting Urban Centers**

SCA supports more explicit policy language in the PSRC Federal Funds Regional Competition that gives equal treatment to projects that connect two urban centers and to projects that connect to only one center. This acknowledges that getting to an urban center is just as critical as connecting two urban centers.

SCA supports adding new criteria for non-motorized projects such as trail projects where priority will be given to projects connecting regional trail routes or connecting to regional trail routes, and for sidewalk projects, where priority will be given to pedestrian routes providing access to school bus stops, schools and parks. (May 21, 2008)

### **Healthy Communities**

SCA supports the concept of healthy communities but believes that each city must make decisions on linkages, if any, between land use, transportation policies, and public health based on the specific needs and policies of their own communities. Therefore: SCA opposes any new amendments to either Countywide or Multi-county Planning Policies that link land use and transportation policies with public health. (May 26, 2005)

# Puget Sound Regional Council Operations Committee



John Marchione

Denis Law

## 2014 SCA PSRC Operations Committee Appointments

Member	City	Email Address	Term Expiration
John Marchione	Redmond	<a href="mailto:jmarchione@redmond.gov">jmarchione@redmond.gov</a>	12/31/14
Alternate	City	Email Address	
Denis Law	Renton	<a href="mailto:dlaw@rentonwa.gov">dlaw@rentonwa.gov</a>	12/31/14

## PSRC Operations Committee Meeting Time and Location

The PSRC Operations Committee meets on the 4th Thursday of each month at 9:00 AM at PSRC, 1011 Western Avenue, Suite 500, Seattle, WA 98104.

Website: [www.psrc.org/about/boards/ops](http://www.psrc.org/about/boards/ops)

## A Brief History/Role of the Committee

The Operations Committee is composed of Executive Board Members and chaired by the Regional Council Vice President. The Committee reviews and makes recommendations to the Executive Board on the budget and work program, and on contracts and other financial and personnel issues. Operations Committee make-up:

Jurisdiction	Members
King County	2
Other cities and towns in King County (SCA Appointee)	1
Seattle	1
Pierce County	1
Other cities and towns in Pierce County	1
Snohomish County	1
Other cities and towns in Snohomish County	1
Other cities and towns in Kitsap County	1
Statutory Member	1

## Puget Sound Regional Council Transportation Policy Board (TPB)



Don Gerend



Dave Hill



Amy Walen



Chris Eggen



Kate Kruller



Dana Ralph

### 2014 SCA PSRC Transportation Policy Board Appointments

<b>Member</b>	<b>City</b>	<b>Email Address</b>	<b>Term Expiration</b>
Don Gerend	Sammamish	dgerend@sammamish.us	12/31/14
Dave Hill	Algona	mayor@algonawa.gov	12/31/14
Amy Walen	Kirkland	awalen@kirklandwa.gov	12/31/14
<b>Alternate</b>	<b>City</b>	<b>Email Address</b>	
Chris Eggen	Shoreline	ceggen@shorelinewa.gov	12/31/14
Kate Kruller	Tukwila	kate.kruller@tukwilawa.gov	12/31/14
Dana Ralph	Kent	dralph@kentwa.gov	12/31/14
<b>Staff</b>		<b>Email Address</b>	
Lyset Cadena		lyset@soundcities.org	

### PSRC Transportation Policy Board Meeting Times and Location

The Transportation Policy Board meets on the second Thursday of the month, from 9:30 AM - 11:30 AM. Caucus meetings are held in advance of the TPB from 8:30 AM - 9:30 AM. Meetings are held at PSRC, 1011 Western Avenue, Suite 500, Seattle, WA 98104.

Website: [www.psrc.org/about/boards/tpb](http://www.psrc.org/about/boards/tpb)

### A Brief History/Role of the Board

The Transportation Policy Board includes representatives of the PSRC's member jurisdictions, regional business, labor, civic and environmental groups. The Transportation Policy Board meets monthly to make recommendations on key transportation issues to the Executive Board.

#### Transportation Policy Board Make Up/Voting Rights:

All actions and recommendations of the Board are approved by a simple majority of the voting members present. Voting members may move and second any motion for discussion. Non-voting and ex officio members may move or second a motion which may move forward for discussion only if a voting member makes the other required part of a motion (e.g., "second" or "move"). In cases where a substantial minority opinion is held by at least three voting members of the Board, this opinion shall be transmitted to the Executive Board together with the Board action. If at least 3 or more non-voting and/or ex officio members wish to record a substantial dissenting opinion to a given action, the Chair should acknowledge such minority opinion and ask that the expressed opinion be included with the Policy Board action when it is forwarded to the Executive Board. A quorum consists of half of the voting members, except that State legislative voting members will not be counted towards fulfilling the quorum requirement.

Jurisdiction	Members
King County	2
Other cities and towns in King County (SCA Appointees)	3
Seattle	2
Bellevue	1
Pierce County	1
Other cities and towns in Pierce County	1
Tacoma	1
Snohomish County	1
Other cities and towns in Snohomish County	1
Everett	1
Kitsap County	1
Other cities and towns in Kitsap County	1
Bremerton	1
Federally Recognized Tribes	2
State Legislative Transportation Committee	4
Statutory Members	3

### Issues that will likely be considered by the PSRC TPB in 2014

- Transportation 2040 Plan update
- Monitor and comment on federal transportation reauthorization.
- Make recommendations to the 2014 Legislature on actions needed to implement Transportation 2040.

## Selected SCA Transportation Policy Board Policy Position Statements

### **Balancing the T2040 Financial Strategy**

In order to balance the PSRC T2040 financial strategy, SCA supports adopting a hybrid approach rather than basing decisions solely on the PSRC prioritization scorecard. While this scorecard is a valuable source of information, it was not designed for or intended to be used as the sole tool for evaluating projects. (December 18, 2013)

### **Comprehensive Approach to Regional Tolling**

The Sound Cities Association supports a more comprehensive approach to regional tolling implementation, through the formation of a special task force convened by the Puget Sound Regional Council that would advance the review of a system-wide approach to tolling our region's major highway facilities as an alternative to the current path of implementing tolling on a corridor by corridor basis. This comprehensive review should include consideration of the following components:

- Ability to demonstrate the value to toll payers and the region at large;
- Equity for toll payers across the region and a fair distribution of costs and benefits;
- Analysis of the direct and external costs and benefits of relatively recent tolling on Tacoma Narrows Bridge, SR 520 and SR 167, and future facilities, including an assessment of overall system performance across modes, greenhouse gas emissions, vehicle miles travelled, traffic diversion and potential mitigation measures, and experiences of the travelling public;
- Review the impact of tolling by income quintile, based on household car ownership and use;
- Review of the technology available to achieve a regional solution, the implementation challenges, and a proposed phasing plan with greater definition than that provided in the region's Transportation 2040 Plan;
- A robust discussion of the uses of both near and long-term revenues for transit to maximize the efficiency and equity of the tolled corridors and the system as a whole;
- Timing and staging of tolling implementation in tandem with the availability of choices, such as transit, that provide alternatives to paying tolls to address inequitable impacts as well as system operations; and
- Review and comparison of alternative finance options including Road Usage Charges (VMT).

(May 29, 2013)

### **Regional Tolling**

SCA supports mitigation from the State of Washington to address impacts from the current regional tolling of SR 520, as well as the potential regional tolling of I-90 and other future regional tolling. (April 17, 2013)

### **Transportation 2040 (T2040) Prioritization**

SCA supports Transportation 2040 (T2040) Prioritization in accordance with the following guiding principles. T2040 Prioritization should include:

- A. Separate investment categories that prioritize like investments against like investments (i.e. bicycle/pedestrian/complete streets is its own category);
- B. Overarching measures that are used within each category to assess a project's likelihood of furthering a desired outcome (i.e. jobs – this measure considers the extent to which projects support businesses and job creation);
- C. Addressing maintenance, preservation and operations beginning with an inventory of the existing conditions of the Regional Transportation Network;
- D. That the Prioritization process not move forward, to the General Assembly, until there is agreement on the criteria to prioritize projects;
- E. Any crosscheck with regional growth trends must use updated population and employment forecasts rather than aspirational targets used in 2040 work plans.

(November 2, 2011)

### **Transportation 2040 Plan**

SCA supports the Draft Transportation 2040 plan with the following recommendations:

- SCA recommends that adaptive management be incorporated into the plan in its entirety including as adaptive management relates to climate change.
- SCA recommends a detailed process for moving the unprogrammed investments and policies to the constrained portion of the plan.
- SCA recommends there should be a methodology which encourages incorporating new concepts and technology into the plan.
- SCA recommends that because of the \$65 Billion funding gap (between current law revenue and the constrained plan), all funding options should be given serious consideration
- SCA recommends that any plan must be a hybrid that supports transit options and highway and arterial capacity improvement to serve urban fringe communities.

(March 10, 2010)

### **PSRC Preliminary Preferred Alternative to the Transportation 2040 Update**

That SCA support PSRC's Preliminary Preferred Alternative to the Transportation 2040 Update.

(November 5, 2009)

### **Regarding Transportation 2040**

SCA supports the following guiding principles in updating Transportation 2040:

- SCA supports efforts in the update of Transportation 2040 to reduce congestion on facilities for all types of freight and personal travel.
- SCA supports efforts in the update of Transportation 2040 to reduce greenhouse gas emissions and other pollutants by emphasizing conservation, new technologies and the linking of land use and transportation policies more tightly.
- SCA supports efforts in the update of Transportation 2040 to support the development of sustainable transportation funding.
- SCA supports efforts in the update of Transportation 2040 to consolidate all transit agencies in the PSRC region into one regional transit agency.

(September 10, 2009)

### **Projects Connecting Urban Centers**

- SCA supports more explicit policy language in the PSRC Federal Funds Regional Competition that gives equal treatment to projects that connect two urban centers and to projects that connect to only one center. This acknowledges that getting to an urban center is just as critical as connecting two urban centers.
- SCA supports adding new criteria for non-motorized projects such as trail projects where priority will be given to projects connecting regional trail routes or connecting to regional trail routes, and for sidewalk projects, where priority will be given to pedestrian routes providing access to school bus stops, schools and parks.

(May 21, 2008)

### **Transportation Funding**

- A. SCA will continue to support the needs of all suburban cities for funding for local, arterial and regional transportation.
- A. SCA will support transportation funding, especially local option revenues for major arterial projects.
- A. SCA will support local transportation funding options such as a gas tax, MVET, weight fees, and a regional transportation funding structure that is fair and equitable.
- B. SCA will support additional local funding options for transportation. Examples include a local sales tax, gas tax and more liberal TIF (traffic impact fee) calculations.
- C. SCA will support funding to complete urban corridors. (July 28, 2005)

## Regional Law Safety and Justice Committee (RLSJ) King County



Dave Carson



Kate Kruller



Joseph Cimaomo, Jr.



Toby Nixon



Dana Ralph



Jesse Salomon

### 2014 SCA Regional Law Safety and Justice Committee Appointments

Member	City	Email Address	Term Expiration
Dave Carson	Redmond	dcarson@redmond.gov	12/31/14
Kate Kruller	Tukwila	kate.kruller@tukwilawa.gov	12/31/14
Joseph Cimaomo, Jr.	Covington	jcimaomojr@covingtonwa.gov	12/31/14
Toby Nixon	Kirkland	tnixon@kirklandwa.gov	12/31/14
Dana Ralph	Kent	dralph@kentwa.gov	12/31/14
Jesse Salomon	Shoreline	jsalomon@shorelinewa.gov	12/31/14

#### Staff

#### Email Address

Lyset Cadena

lyset@soundcities.org

### Regional Law Safety and Justice Committee Meeting Times and Location

The Regional Law, Safety, and Justice Committee meets the last Thursday of the month from 7:30 AM – 9:00 AM from January to March and every other month thereafter. Generally, the meetings are held in the Bertha Knight Landes Room in Seattle City Hall, 600 Fourth Ave.

Website: [www.kingcounty.gov/operations/Budget/RLSJC.aspx](http://www.kingcounty.gov/operations/Budget/RLSJC.aspx)

### A Brief History/Role of the Committee

RLSJ was created by state law to share and coordinate criminal justice information and programs, to address important criminal justice issues in the region and plan future needs. The chairmanship of the committee rotates annually between SCA, the City of Seattle, and King County. For 2014, Seattle City Attorney Pete Holmes will be chair. SCA caucus meetings are scheduled as needed. The SCA Caucus Chair and Vice-Chair are also expected to attend meetings of the RLSJ Steering Committee, which meets on the Wednesday following the main meeting from 12:00 PM - 1:00 PM in a location set by the chair. The Steering Committee is responsible for determining what issues will come before the Committee, and setting meeting agendas.

**Regional Law Safety and Justice Committee Make Up/Voting Rights:** Committee work is done by consensus.

### Issues that will likely be considered by the RLSJ in 2014

- Ongoing revenue challenges and the impact of fiscal constraints on public safety.
- The integration of new alternatives to incarceration and inmate programs.
- Mental health illness, chemical dependency, and the criminal justice system.
- I-502 implementation.
- Health and Human Services.
- Court and jail issues, including policies regarding prosecution of misdemeanors.

### Selected SCA Regional Law Safety and Justice Policy Position Statements

#### Domestic Violence Checklist

SCA supports the voluntary use of domestic violence protection order checklists designed for and intended to be used by court and data centers, judges and participants, police departments, and patrol officers to provide uniformity, reduce costs and improve accuracy. (June 16, 2010)

#### Strategies

- A. SCA will continue to serve the suburban cities in developing a suburban city strategy for dealing with misdemeanor and criminal justice needs; and,
- B. SCA supports working with King County to place a high priority on working with the cities to develop long term strategies dealing with the incarceration of misdemeanor inmates; and,
- C. SCA supports the development of county-wide services within the Sheriff's office to support the suburban cities such as air support. (July 28, 2005)

#### Flexibility in contracting

SCA supports the flexibility for cities in the provision of municipal court services including the authorization of cities to contract with other cities for municipal court services, contract with the county for court services and to appoint judges. (May 26, 2005)

## Regional Policy Committee (RPC) King County



Dini Duclos



John Stokes



Bernie Talmas



Amy Walen



Hank Margeson



Bill Peloza

### 2014 SCA Regional Policy Committee Appointments

Member	City	Email Address	Term
Dini Duclos	Federal Way	dini.duclos@cityoffederalway.com	12/31/14
John Stokes	Bellevue	jstokes@bellevuewa.gov	12/31/14
Bernie Talmas	Woodinville	btalmas@ci.woodinville.wa.us	12/31/14
Amy Walen	Kirkland	awalen@kirklandwa.gov	12/31/14
Alternate	City	Email Address	
Hank Margeson	Redmond	hmargeson@redmond.gov	12/31/14
Bill Peloza	Auburn	bpeloza@auburnwa.gov	12/31/14
Staff		Email Address	
Lyset Cadena		lyset@soundcities.org	

### Regional Policy Committee Meeting Times and Location

The Regional Policy Committee meets the second Wednesday of each month from 3:00 PM – 5:00 PM. Caucus meetings are held in the Blue Conference Room in advance of the RPC from 2:00 PM - 3:00 PM. Meetings are held in the King County Council Chambers, 10<sup>th</sup> Floor, King County Courthouse, 516 Third Avenue, Seattle.

Website: [www.kingcounty.gov/council/committees/regional\\_policy.aspx](http://www.kingcounty.gov/council/committees/regional_policy.aspx)

### A Brief History/Role of the Regional Policy Committee

In the early 1990's following the merger of King County and Metro, in response to structural changes in King County government, three multijurisdictional policy committees were created to address transportation (Regional Transit Committee - RTC), water pollution control (Regional Water Quality Committee - RWQC), and regional issues (Regional Policy Committee - RPC).

The Regional Policy Committee (RPC) is responsible for addressing countywide issues including human services, public health, housing, open space, solid waste management, regional services financial policies, criminal justice, jails and district court services, and the siting of regional facilities. The RPC reviews and recommends regional policies and plans (other than transit and water quality) for consideration by the King County Council.

**Regional Policy Board Make Up/Voting Rights:** Each regional committee consists of 9 voting members. Representation on the RPC includes 3 county councilmembers and 6 local elected city officials. Each county councilmember's vote is weighted as 2 votes. City officials are appointed from Seattle and other cities and towns in King County. Seattle appoints 2 representatives (each with one vote). SCA appoints 4 representatives (each with 1 vote). Members representing 6 ½ votes constitute a quorum of a regional committee. In the absence of a quorum, the committee may perform all committee functions except for voting on legislation or a work program. Each King County regional committee has a chair and a vice-chair. The chair is a county councilmember appointed by the chair of the county council. The vice-chair is appointed by majority vote of those committee members who are not county

### Issues that will likely be considered by the RPC in 2014

Countywide plans and policies included in the committee's 2014 work program, as defined by the committee including:

- Solid Waste Transfer and Management and Comprehensive Plan Update.
- Public Safe Answering Points (PSAP) Plan and possible consolidation and Emergency Radio Replacement.
- Review and approve the 2013 Annual Veteran's and Human Service Levy Report.
- Review and approve Mental Illness and Drug Dependency Action Plan 2013 Annual Report.
- Ten Year Plan to End Homelessness including emphasis on a countywide strategy to address Homeless Youth aged 18 – 24.
- Review of the King County Health and Human Services Transformation Plan.

## **Selected SCA Regional Policy Committee Policy Position Statements**

### **Solid Waste – Energy Waste Technology**

Sound Cities Association supports the Solid Waste Division conducting a full review of options for waste disposal, including waste-to-energy, as part of the upcoming Sustainable Solid Waste System Study and through the Comprehensive Solid Waste Management Plan process.

(July 17, 2013)

### **2006 Solid Waste Transfer & Waste Management Plan Updates**

SCA requests that the Metropolitan Solid Waste Advisory Committee (MSWAC) and the King County Solid Waste Division review and recommend any appropriate updates to the 2006 Solid Waste Transfer and Waste Management Plan. (April 17, 2013)

### **Service Improvement Plan of the Veterans Services Levy**

SCA supports continuity of services pursuant to adoption of the Service Improvement Plan (SIP) to guide the goals and investments of the Veterans and Human Services Levy for the next six years. (November 2, 2011)

### **Veterans and Human Services Levy**

SCA supports the renewal of the King County Veterans and Human Services Levy in 2011 at the current level of five cents per \$1,000 of assessed value and with the continued 50-50% split between funding for services targeted specifically for veterans and their families and services for other King County residents.

(February 14, 2011)

## Regional Transit Committee (RTC) King County



Kimberly Allen



Bruce Bassett



Dennis Higgins



Dave Hill



Wayne Osborne



Marcie Palmer



Tom Vance



John Wright



Bill Allison



Dave Asher



Kathy Hougardy



Matt Larson

### 2014 SCA Regional Transit Committee Appointments

Member	City	Email Address	Term Expiration
Kimberly Allen	Redmond	kallen@redmond.gov	12/31/14
Bruce Bassett	Mercer Island	bruce.bassett@mercergov.org	12/31/14
Dennis Higgins	Kent	dhiggins@kentwa.gov	12/31/14
Dave Hill	Algona	mayor@algonawa.gov	12/31/14
Wayne Osborne	Auburn	wosborne@auburnwa.gov	12/31/14
Marcie Palmer	Renton	mpalmer@rentonwa.gov	12/31/14
Tom Vance	Sammamish	tvance@sammamish.us	12/31/14
John Wright	Lake Forest Park	jwright@cityofflp.com	12/31/14

### 2014 SCA Regional Transit Committee Appointments (continued)

Alternate	City	Email Address	Term Expiration
Bill Allison	Maple Valley	bill.allison@maplevalleywa.gov	12/31/14
Dave Asher	Kirkland	dasher@kirklandwa.gov	12/31/14
Kathy Hougardy	Tukwila	kathy.hougardy@tukwilawa.gov	12/31/14
Matt Larson	Snoqualmie	mayor@ci.snoqualmie.wa.us	12/31/14

Staff	Email Address
Lyset Cadena	lyset@soundcities.org

### Regional Transit Committee Meeting Times and Location

The Regional Transit Committee meets the third Wednesday of each month from 3:00 PM – 5:00 PM. Caucus meetings are held in advance of the RTC in the Horiuchi Conference Room from 2:00 PM – 3:00 PM. Meetings are held in the King County Council Chambers, 10<sup>th</sup> Floor, King County Courthouse, 516 Third Avenue, Seattle.

Website: [www.kingcounty.gov/council/committees/regional\\_transit.aspx](http://www.kingcounty.gov/council/committees/regional_transit.aspx)

### A Brief History/Role of the Regional Transit Committee

In the early 1990's following the merger of King County and Metro, in response to structural changes in King County government, three multijurisdictional policy committees were created to address transportation (Regional Transit Committee - RTC), water pollution control (Regional Water Quality Committee - RWQC), and regional issues (Regional Policy Committee - RPC).

The Regional Transit Committee (RTC) reviews and makes recommendations to the King County Council on policies and plans for the public transportation services operated by King County. These policies govern the long and short range planning and delivery of bus service; establish the structure for transit fares; the purchase of new buses; and the construction of bus shelters, park and ride lots, and other transit facilities.

**Regional Transit Committee Make Up/Voting Rights:** Each regional committee consists of 9 voting members. Representation on the RTC includes three 3 county councilmembers and 6 local elected city officials. Each county councilmember's vote is weighted as 2 votes. City officials are appointed from Seattle and other cities and towns in King County. Seattle currently appoints 2 representatives (each with one vote). SCA currently appoints 8 representatives (each with fractional (1/2 vote). Members representing 6 ½ votes constitute a quorum of a regional committee. In the absence of a quorum, the committee may perform all committee functions except for voting on legislation or a work program. Each King County regional committee has a chair and a vice-chair. The chair is a county councilmember appointed by the chair of the County council. The vice-chair is appointed by majority vote of those committee members who are not county councilmembers.

### Issues that will likely be considered by the RTC in 2014

- Implementation of the Strategic Plan for Public Transportation and the Metro Transit Service Guidelines.
- Monitor Five-year implementation plan for alternatives to traditional transit service delivery.
- 2014/2015 Outlook for Transit.
- Monitor Transit Access Study.
- Proposed System-wide Transit Cuts.

### Selected SCA Regional Transit Committee Policy Position Statements

#### Guiding Principles to Inform King County Metro Cuts

SCA supports the following guiding principles to inform Metro's Transit Service Cut Proposal:

1. Public Process Highlighted by Public Education and Engagement:
  - Clear and transparent process.
  - Public engagement, including major transit stakeholders, that seeks input on specific impacts resulting from Metro's proposed service cuts and ideas to lessen these impacts, while still reducing service hours in these areas and routes.
  - Robust public communications, including but not limited to: (1) Explanation of Metro's current financial situation including the latest revenue estimate, revenue shortfall, and the number of service hour cuts that would be required to balance updated costs and revenue, in a way that is clearly understandable to stakeholders, including the average commuter; (2) explaining the need for service cuts and the methodology used to develop service cuts so that the public can understand why specific cuts are being proposed, (3) reporting on public engagement, including the effect of public input on proposed service cuts and (4) the effective use of technology to inform and involve the public on the service reduction process and proposed service changes and cuts.
  - Timing that makes sense given the speed of the decision-making process.
2. Service Cut Proposal and Sequencing/Phasing of Service Cuts:
  - Implement the Service Guidelines to the fullest extent practicable.
  - Transmit one service cut package to the King County Council for the for the full amount of service cuts that are necessary, recognizing that service cuts may be implemented in 2014 and 2015 (during service changes in September 2014 and February, June and September 2015). The County's development, review and adoption of one service cut package will promote public awareness of the magnitude of upcoming service cuts.
  - Service Cuts should be done in a manner that is directly tied to changing revenue conditions. The amount of service hours cut should only be the amount necessary to balance revenues and costs.
  - Ensure that service cuts throughout the county are done in a fair manner and clearly demonstrate geographic and social equity throughout the entire county. Considerations of geographic equity are of particular importance to cities and we request that Metro provide data on the distribution of transit service hours and proposed service hour cuts by sub-area.

- Make service changes by restructuring service within and across jurisdictions, not solely by cutting existing routes. Service changes across large geographies or that cross multiple jurisdictions should provide for an interconnected transit network.
- Consider partnerships with regional organizations, tribes, local jurisdictions, and the private sector that are willing to fully or partially fund transit service to lessen the impacts of cuts, including alternatives to traditional service. (December 18, 2013)

#### **King County Metro Long Range Planning**

The Sound Cities Association supports the development of a King County Metro Long Range Plan that incorporates transit service needs identified in city comprehensive plans.

(May 29, 2013)

#### **King County Transit Metro Strategic Plan**

SCA supports the King County Metro Transit Strategic Plan for Public Transportation 2011-2021 subject to the following conditions:

- a. That robust policies and strategies that achieve administrative, overhead, and other system-wide efficiencies and cost are included in the Strategic Plan update, and that the plan require that Metro periodically report on actions taken and outcomes related to efficiency, especially prior to considering any significant service changes.
- b. That the plan represents balanced prioritization of productivity, geographic value, and social equity in the guidelines for providing transit service fairly throughout the county. Factors for the reduction of services related to productivity, geographic value, and social equity shall be clearly stated in the strategic plan. Factors for the addition of services related to productivity, geographic value, and social equity shall be clearly stated in the strategic plan.
- c. That the plan includes performance measures and service guidelines that reflect the land use, growth, and travel patterns that characterize suburban and rural areas of King County, rapid growth and changing demographics of suburban and rural communities as evidenced in the most recent Census data, and system design elements that effectively link suburban and rural city residents to bus transit, such as park-n-ride facilities.
- d. That measures that will ensure geographic balance in the distribution of transit service are included in the Strategic Plan update. Specifically, at a minimum, SCA supports several current proposed plan elements, including:
  - Prioritizing service to urban and activity centers that are located in communities throughout urban King County
  - Tailoring productivity measures to different categories of routes, such as frequent all-day service vs. peak service and corridors serving central Seattle and University of Washington locations vs. corridors for travel exclusively between suburban locations

- e. That adoption of the plan includes a requirement to develop and market expanded “alternative” transit services in areas with relatively low productivity that may face significant cuts under the proposed guidelines.
- f. That adoption of the plan includes a requirement that Metro will initiate a collaborative process to identify concerns about the service guidelines as they pertain to additions to the system with a report and recommendations transmitted to the RTC along and with timely opportunity to consider and recommend amendments to the plan and guidelines as needed, preferably prior to seeking council or public approval for long-term funding for transit in the county.
- g. That the plan includes social equity guidelines that focus on transit dependent populations, specifically low-income people, seniors, students, and disabled individuals without access to automobiles or otherwise dependent on bus transportation to meet daily needs.
- h. That the plan includes explicit feedback procedures and opportunities to evaluate within a stated period of time whether service guidelines are performing as intended and, if needed, amend the service guidelines based on performance over time.
- i. That Metro provides to policy makers sufficient information on scenarios for system cuts, system growth, and system restructures for the purposes of understanding, prior to plan adoption, the potential impacts of the proposed service guidelines on transit service levels to communities and subareas of King County. (June 9, 2011)

### **Regional Transit Task Force (RTTF) Guiding Principles**

SCA recommends the following guiding principles for Regional Transit Task Force:

#### *SCA Guiding Principles for King County Transit Services*

The primary objective of the King County Regional Transit Task Force is to recommend to the King County Executive and County Council a policy framework that reflects the prioritization of key system design factors and to make recommendations about transit system design and function. These frameworks will be derived from an exploration of the transit system and its integration with the region’s public transportation and overall transportation system.

The following proposed draft guiding principles are organized in accordance with the policy framework and transit system design factors called out in the Regional Task Force Scope of Work.

#### *Concurrence with, or Proposed Changes to, the Vision and Mission of King County Metro*

SCA concurs with the current Metro mission statement to: “Provide the best possible public transit services that get people on the bus and improve regional mobility and quality of life in King County.”

#### *Criteria for Systematically Growing the Transit System to Achieve the Vision Social Equity and Environmental Justice*

- Metro should provide services and facilities that benefit all socioeconomic groups. Metro should take measures to ensure that the environmental impacts of its services and facilities do not disproportionately negatively impact any socioeconomic group.
- In particular, Metro should provide access to transit services to transit-dependent populations, such as low-income households, the elderly, disabled, and other

households without personal automobiles.

#### *Geographic Equity*

- Metro should strive for an equitable distribution of transit service throughout the county, with consideration for locations of actual population and employment growth, planned population and employment growth, transit-supportive land uses, and locations of revenue generation.
- Metro should strive to balance county-wide coverage and access to transit in all communities in King County with providing more intensive services to areas of the county with higher demonstrated transit ridership demand.
- In striving for geographic equity, Metro should take into consideration investments from all sources -- including Metro ferries, van pools, street cars, and trolleys, Sound Transit, private transit service, and any other transit services provided within King County.

#### *Land Use*

- Transit service should serve existing land uses and support countywide growth management objectives.
- New transit service should be prioritized to locations where existing uses and recent growth have resulted in demand for transit, particularly suburban locations, that have seen the majority of the county's growth in the past 20 years. Special consideration should be given to areas of the county that lack any transit service or have low levels of service relative to service demand.
- Transit service should support the regional growth strategy and adopted countywide growth targets, which call for the majority of new growth to occur in communities with urban centers, including Seattle and many suburban cities, as well as substantial growth in smaller and more outlying communities. Transit service should support local plans that call for a mix and density of residential and commercial uses that promote transit ridership.

#### *Financial Sustainability*

- Current sources of transit funding are insufficient and unreliable. Additional funding and funding tools that would provide predictable, sustainable revenues for transit will be needed.
- Additional local funding options should be evaluated for areas desiring additional service levels.
- Metro should develop a system to monitor its financial stability on an ongoing basis and publish data on operating revenues and capital and operating costs in a timely manner.

#### *Economic Development*

Recognizing that convenient access to transit can spur economic development, transit facilities should be located in areas where local land use plans and zoning support economic development. Growth in the transit system should occur concurrently with employment growth to facilitate commuter access to key employment and service centers.

*Productivity and Efficiency*

See guiding principles for productivity and efficiency under Strategies for Increasing the Efficiency of King County Metro below.

*State and Federal Legislative Agenda Issues to Achieve the Vision*

Additional funding and funding tools that would provide sustainable revenues for transit will be needed.

*Strategies for Increasing the Efficiency of King County Metro*

- To minimize the potential for reductions in transit service, Metro should continue to take measures to increase its efficiency and reduce operating costs. These include the measures recommended in the 2009 Transit Performance Audit, as well as any measures recommended in the 2010 audit of Metro's bus procurement program.
- Metro should coordinate services with Sound Transit and other providers to reduce duplication of services.
- Metro should strive to maximize ridership while at the same time recognizing that growth in ridership is a gradual process that requires safe, frequent, and reliable service and time to develop, particularly in newly urbanizing locations of the county.

*Criteria for Systematically Reducing the Transit System should Revenues not be Available to Sustain It*

Reductions in the transit system should not be considered until Metro has implemented all feasible measures to increase its productivity and efficiency (see above).

Any system-wide reduction in transit service due to insufficient operating revenues shall strive to maintain a minimum level of transit service, transit security, and customer service in all geographic areas of the county, and to preserve the voter-approved Transit Now programs within the collection of Transit Now revenues.

Reductions must be in proportion to each subarea's share of the total service investment, at each major service change, tailored to the needs of each sub-area, including the need to serve transit-dependent populations and implemented within each subarea in communication and consultation with appropriate King County Subarea Boards.

(May 12, 2010)

**Transit Service Restoration**

SCA supports the following policy for transit service restoration:

- a. SCA supports no change to the existing 40/40/20 new service allocation policy at this time.
- b. The 2010 work program for the King County Regional Transit Committee shall focus on restoration of transit service cuts, if any. (October 15, 2009)

**Tax Neutral Shift of Excess Property Tax**

SCA supports the King County Executive's proposal for a tax neutral shift of excess property tax revenues from AFIS and the Ferry District to reduce the anticipated Metro budget shortfall and to fund six RapidRide routes and the new ST 520 "urban partnership" service, subject to compliance restrictions on the revenues. (October 15, 2009)

### **Budget Shortfall for Transit Services**

To address the potential budget shortfall for Transit services, SCA supports fare increases before reductions in services are implemented. SCA supports an increase in Transit's target for fare box recovery to a minimum of 30 percent of operating expense (OE) from operating revenues (OR) for bus services. Vanpool and other general public passenger services will have their own operating revenue to operating expense ratio. The OR/OE is one of many factors to be considered in evaluating fare proposals. Achieving a specified OR/OE by itself is neither a sufficient reason for a fare increase nor for any particular level of increase.

The Transit Program consists of three subfunds: Transit Operating, Revenue Fleet Replacement, and Transit Capital. SCA supports Transit's development of a plan for reducing the size of the Revenue Fleet Replacement Fund balance before cutting service hours. The Revenue Fleet Replacement Sub-Fund shall maintain a balance sufficient to fund replacement of the vehicle fleet; reserves in excess of cash flow requirements may be invested at inter-fund borrowing rates in Council approved transit capital projects. Investment earnings attributable to reserves in each of these subfunds will be credited to that subfund. (September 10, 2009)

To address the potential budget shortfall for Transit services, SCA supports fare increases before reductions in services are implemented. (September 5, 2009)

### **Guiding Principles for Reducing Metro Transit Service Hours**

- Any reduction in service should strive to maintain at least a minimum level of transit service, providing transit access to all geographic areas of the county.
- Any reduction in service should strive to preserve the voter-approved Transit Now programs to the fullest extent possible within the collection of Transit Now revenues.
- Any reduction in service should strive to provide better coordination to avoid duplication in service between Sound Transit and Metro where feasible.
- Any system wide reductions in service shall be in proportion to each subarea's share of the total service investment, at each major service change.
- Any reduction in service should tailor the type of service and service levels to the needs of each sub-area
- Any reduction in service must be implemented within each subarea in communication and consultation with appropriate King County Subarea Boards. (June 17, 2009)

### **Reaffirmation of service investment distribution**

SCA supports the Six Year Transit Development Plan Strategy IM-3: Any system wide reduction in service investment shall be distributed among the subareas in proportion to each subarea's share of the total service investment. (April 15, 2009)

### **King County Legislative Proposal regarding Statutory Authority to levy MVET**

Suburban Cities Association opposes King County's legislative proposal to gain statutory authority to levy a Motor Vehicle Excise Tax to fund transit services in part to help mitigate impacts of the replacement of the Alaskan Way Viaduct, as well as to fund Transit Now projects beyond 2009 and additional new service as funds permit. If King County gains this statutory authority, SCA supports a voter-approved approach to levy the MVET with the

distribution of new service hours based on the 40/40/20 subarea allocation formula.  
(March 16, 2009)

**Shortfall funding for Metro Transit**

SCA supports a fifty cent fare increase to help close a serious shortfall in Metro Transit's current 2008-2009 biennial budget. (November 12, 2008)

**Transit Now**

SCA supports the proposal to increase the sales and use tax by 0.1 percent to make the needed enhancements to Metro Transit/s capital and maintenance programs and operations that will allow expansion of Metro bus service throughout King County. (October 13, 2006)

**Parking Fees at Park and Ride Lots**

SCA supports the continuation of offering park and ride lots at no cost to users.  
(May 17, 2006)

## Regional Water Quality Committee (RWQC) King County



Ed Prince



Doris McConnell



Wayne Osborne



John Wright



Penny Sweet



Kevin Wallace

### 2014 SCA Regional Water Quality Committee Appointments

Member	City	Email Address	Term
Ed Prince	Renton	eprince@rentonwa.gov	12/31/14
Doris McConnell	Shoreline	dmccconnell@shorelinewa.gov	12/31/14
Wayne Osborne	Auburn	wosborne@auburnwa.gov	12/31/14
John Wright	Lake Forest Park	jwtwright@cityofflp.com	12/31/14
Alternate	City	Email Address	
Penny Sweet	Kirkland	psweet@kirklandwa.gov	12/31/14
Kevin Wallace	Bellevue	krwallace@bellevuewa.gov	12/31/14
Staff		Email Address	
Doreen Booth		doreen@soundcities.org	

### Regional Water Quality Committee Meeting Times and Location

RWQC meets the first Wednesday of the month from 3:00 PM – 5:00 PM. Caucus meetings are held in advance of the RWQC from 2:00 PM - 3:00 pm. Meetings are held in the King County Council Chambers, 10<sup>th</sup> Floor, King County Courthouse, 516 Third Avenue, Seattle.

Website: [www.kingcounty.gov/council/committees/regional\\_water\\_quality.aspx](http://www.kingcounty.gov/council/committees/regional_water_quality.aspx)

### **A Brief History/Role of the Regional Water Quality Committee**

In the early 1990's following the merger of King County and Metro, in response to structural changes in King County government, three multijurisdictional policy committees were created to address transportation (Regional Transit Committee - RTC), water pollution control (Regional Water Quality Committee - RWQC), and regional issues (Regional Policy Committee - RPC).

The Regional Water Quality Committee (RWQC) develops, reviews and recommends countywide policies and plans regarding water quality and sewer services issues, long range capital facilities plans, rate policies and facilities siting to guide King County's regional water quality responsibilities for consideration by King County Council.

**Regional Water Quality Committee Make Up/Voting Rights:** Each regional committee consists of 9 voting members. Representation on the RWQC includes 3 county councilmembers, 2 sewer district appointees, and 4 local elected city officials. Each county councilmember's vote is weighted as 2 votes. City officials are appointed from Seattle and other cities and towns in King County. Seattle appoints 2 members (each with 1 full vote). SCA appoints 4 representatives (each with fractional (1/2) vote). The Council may by ordinance authorize the appointment of additional, nonvoting members representing entities outside of the County that receive sewerage treatment services from the county. Members representing 6 ½ votes constitute a quorum of a regional committee. In the absence of a quorum, the committee may perform all committee functions except for voting on legislation or a work program. Each King County regional committee has a chair and a vice-chair. The chair is a county councilmember appointed by the chair of the county council. The vice-chair is appointed by majority vote of those committee members who are not county councilmembers.

### **Issues that will likely be considered by the RWQC in 2014**

- Regional Wastewater Services Plan (RWSP) Financial Policies.
- Combined Sewer Overflow (CSO) Program/Plan Update.
- Regional Wastewater Service Plan Update (Strategy).
- Major Capital and Asset Management Projects.
- Water quality issues.
- Capacity charge policies.

## Selected SCA Regional Water Quality Committee Policy Position Statements

### **King County Water Quality Assessment and Monitoring Study**

SCA generally supports the current scope of work for the proposed Water Quality Assessment and Monitoring Study, but has concerns about the wide range of estimated costs for each element and the high ends of the estimated cost ranges. SCA supports approval of the Water Quality Assessment and Monitoring Study scope of work with the following caveats:

- The primary focus of the scope of work shall be to address items required as part of the Combined Sewer Overflow (CSO) program review, plan update, and program implementation;
- Discretionary items including: the “Synthesis Report” (Element 3) and “Scientific and Technical Review Team” (Element 4) should be included in the scope of work if the anticipated outcomes will produce long term cost savings for King County ratepayers;
- The need for an Executive Advisory Panel (as set forth in Element 5) has not been clearly established. Until and unless the need for a Panel is clearly demonstrated to RWQC and the County Council, the up to \$450,000 budgeted for this line item should not be expended;
- SCA requests that the Wastewater Treatment Division provide an annual report to the RWQC, which shall include detail regarding the costs expended and benefits received as a result of the expenditures.
- SCA supports the addition of a cost benefit analysis as a separate study to provide data and evaluation of the best investments of \$1 billion to achieve acceptable water quality standards by 2030. (August 21, 2013)

### **Reclaimed Water Comprehensive Plan – Strategies**

That SCA supports moving forward from Step 3 to Step 4 on the Reclaimed Water Comprehensive Plan and request inclusion of a cost-benefit analysis of the existing system. (March 24, 2011)

### **Reclaimed Water Planning Process**

SCA supports the following criteria for the reclaimed water planning process:

Regional wastewater system planning. The purpose of this criterion is to evaluate how serving potential uses for reclaimed water fits into future improvements and operations of the regional wastewater system. This criterion will gauge the following:

- Ability to maintain the efficient and safe operations of the regional wastewater system.
- Ability to cost-effectively incorporate a reclaimed water strategy into future King County regional wastewater treatment and/or conveyance improvements.
- Ability to meet regulatory requirements, including those reasonably anticipated.
- Ability to obtain funding from benefited parties.

*Creating, resources from wastewater.* The purpose of this criterion is to evaluate how serving potential uses for reclaimed water meets WTD's vision of creating resources from wastewater. This criterion will gauge the following:

- The volume of treated effluent that can be beneficially reused as reclaimed water.
- The sustainability of uses of reclaimed water with a cost benefits analysis. Institutional barriers, such as existing laws, policies, or agreements that may constrain ability to serve uses.
- The extent to which surface water or wetlands or groundwater conditions and habitat could be improved by the use of reclaimed water, such as improved low- flow conditions in streams, lower stream temperatures, or other enhancements.

*Protecting water quality in Puget Sound.* The purpose of this criterion is to evaluate how serving potential uses for reclaimed water reduces reliance on Puget Sound for the discharge of effluent. This criterion will gauge the following:

- The extent to which pollutants from the county's regional wastewater System are reduced through production and use of reclaimed water.
- The extent to which a higher level of treatment reduces pollutant headings in Puget Sound. (March 10, 2010)

#### **Reused/Reclaimed Water**

SCA supports the proposed Reclaimed Water planning process for future expansion. (October 15, 2009)

#### **County Sewer Rates/Capacity Charges**

SCA supports the proposed two-year County Sewer Rate increase to \$31.90.

SCA supports the proposed 2009 increase in King County Capacity Charge Rate for new hook-ups of \$47.64, a 3% increase over the current rate. (June 25, 2008)

#### **Reused/Reclaimed Water**

SCA supports the policy change as submitted to the RWQC and overall, SCA supports reuse/ reclaimed water, but continues to require the County to perform the necessary business case studies needed to evaluate the timing, effectiveness, and desirability of reuse/reclaimed water. (September 27, 2006)

#### **Financing Regional Water Quality (Culver Funding) (RWQC)**

SCA supports the position that while Culver funding is important to this region, the County, with its regional partners, needs to look towards alternative funding sources for the Culver Program. (July 19, 2006)

#### **Capacity Charge Methodology regarding CSO Costs**

SCA supports the revision of the capacity charge methodology to revise CSO costs from the shared customer category to the existing customer category. (July 19, 2006)

**Capacity Charges vs. Rate to Pay for Growth (RWQC)**

SCA supports the policy of growth pays for growth and encourage that language be added to our contracts to support that policy, but to recommend against applying a specific formula for calculation of the capacity charge within our Component Agency contracts. (July 19, 2006)

**Summaries/representation/I-I Control Program/Hook Up Charges**

- A. SCA supports the RWQC and County Council requirement of regular executive summaries (monthly) of the costs to monitor “rate creep” in an attempt to avoid increases in Sewer Rate/Capacity Charge (sewer hookups) in the short and long term.
- B. SCA supports the status quo representation from suburban cities. Suggested changes to committee structure—12 members and 4 alternates distributed as follows: KC Council (4 members); SCA (4 members w/1/2 vote each & 2 alternates); Seattle Council (2 members & 1 alternate); and Sewer Districts (2 members & 1 alternate). For purposes of voting, this change may require a weighted or one/1/2 vote system.
- C. SCA encourages municipalities to continue to monitor the development of an I/I Control Program initiated by KC. Follow the MWPAAC technical guidance/ recommendation on this issue.
- D. SCA supports full disclosure of new hook up charges at point of sale. This would allow the home buyer options on how to pay the more than \$4,100 current capacity charge. (May 26, 2005)

## Solid Waste Advisory Committee (SWAC) King County



David Baker

Stacia Jenkins

### 2014 SCA Solid Waste Advisory Committee Appointments

Member	City	Email Address	Term Expiration
David Baker	Kenmore	dbaker@kenmorewa.gov	9/30/14
Stacia Jenkins	Normandy Park	stacia.jenkins@ci.normandy-park.wa.us	9/30/14

### Staff Email Address

Doreen	doreen@soundcities.org
--------	------------------------

### King County Solid Waste Advisory Committee Meeting Times and Location

SWAC meetings are held on the third Friday of each month from 9:30 AM – 11:30 AM. Caucus meetings are held in advance of SWAC from 8:30 AM— 9:30 AM. SWAC meets in the 8<sup>th</sup> Floor Conference Room of the King Street Center, 201 S. Jackson, Seattle.

Website: <http://your.kingcounty.gov/solidwaste/about/advisory-committees.asp>

### A Brief History/Role of the Committee

The Solid Waste Advisory Committee (SWAC) is a citizens’ advisory body that provides input on solid waste management issues and decisions affecting county residents and the services they receive. SWAC is established under state law. The committee is balanced geographically and includes those who receive solid waste services, public interest groups, labor, recycling businesses, solid waste collection companies and local elected officials. SWAC reviews and advises on policy issues, including the Comprehensive Solid Waste Management Plan and the annual budget. This is a three year appointment.

#### **King County Solid Waste Advisory Committee Make Up/Voting Rights:**

The SWAC is composed of at least 9 and no more than 20 members representing a balance of interests among the following groups: citizens, public interest groups, labor, business, the waste management industry, local elected public officials, the recycling industry, manufacturers locating in King County, and marketing and education interests. Members shall provide ongoing public input, coordination, and information exchange between the SWAC and the groups that they represent.

Recommendations to the Solid Waste Division, Executive, County Council, or any other entity in the name of the SWAC shall be approved by a majority vote of the SWAC members present. Minority opinions may also be forwarded with the majority recommendation. Subcommittee recommendations shall not be considered recommendations of the SWAC unless the full SWAC has acted to approve them.

**Issues that will likely be considered by the SWAC in 2014**

- Product Stewardship Initiatives.
- Solid Waste Transfer and Waste Management Plan Update.
- Sustainable Solid Waste Management Study.

**Selected SCA Solid Waste Advisory Committee Policy Position Statements**

**Pharmaceutical Products**

SCA supports a product stewardship program that provides a safe and effective means of disposal of pharmaceutical products. (July 14, 2010)

**MSWMAC as Solid Waste Forum**

SCA supports the proposal that Metropolitan SW Management Advisory Committee (MSWMAC) replace TPC as the Solid Waste Interlocal Forum, while recognizing RPC's role as the policy review body for solid waste and other regional issues. (March 16, 2009)

**Solid Waste Transfer and Waste Export Plan**

SCA supports the adoption of the Solid Waste Transfer and Waste Export System Plan. (September 19, 2007)

**Proposed Solid Waste Rate Increase**

The proposed basic tip fee of \$95.00 per ton for 2008 through 2010 is driven by inflation, the debt service needed to fund capital projects and a desire for the financial stability of a three-year rate. The Solid Waste Division has not had a rate increase since 1999 and despite implementing operating efficiencies, costs and inflationary pressures have caught up and capital investment is necessary at this time. SCA supports the proposed increase in the tip fee for Solid Waste from \$82.50 to \$95.00. (April 18, 2007)

## Puget Sound Partnership South Central Action Area Caucus Group (SCAACG)



Chris Eggen



Jim Haggerton

### 2014 SCA South Central Action Area Caucus Group Appointments

Member	City	Email Address	Term Expiration
Chris Eggen	Shoreline	ceggen@shorelinewa.gov	12/31/14
Jim Haggerton	Tukwila	jim.haggerton@tukwilawa.gov	12/31/14
Staff		Email Address	
Doreen Booth		doreen@soundcities.org	

### South Central Action Area Caucus Group Meeting Times and Location

The SCAACG meets quarterly, typically from 12:00 PM - 2:00 PM. Caucus meetings will be held ahead of the SCAACG from 11:00 AM—12 PM. Meetings are held at Renton City Hall, 7<sup>th</sup> floor, 1055 South Grady Way, Renton; however, the location and time is subject to change. 2014 meetings will be held on February 19, May 5, August 18, and November 10.

Website: [www.govlink.org/sc-puget-sound-action-area/Index.htm](http://www.govlink.org/sc-puget-sound-action-area/Index.htm)

### A Brief History/Role of the Committee

The goal and charge of the Puget Sound Partnership is to recover the health and function of Puget Sound ecosystems. Integrating and implementing the Puget Sound Salmon Recovery Plan and the Action Agenda are the basis for achieving Puget Sound recovery. The Partnership is working with local communities in action areas across Puget Sound to identify local Puget Sound recovery priorities and coordinate efforts to implement actions called for in the Action Agenda, which guides the effort to recover Puget Sound by 2020. The purpose of the South Central Action Area Caucus Group is to help refine and confirm local action area priorities using input from constituents, and to help identify opportunities to become more efficient and effective through coordination and integration of Puget Sound recovery efforts.

Caucus group membership includes elected officials and staff from key implementer groups, including local jurisdictions, watershed groups, tribes, business, and non-governmental organizations. SCA appoints 2 members to the Committee. Committee work is done by consensus.

### **Issues that will likely be considered by the SCAACG in 2014**

- Continue to build and cultivate strong community support for Puget Sound recovery.
- Seek input from constituents and represent interests of constituents on implementation of the Action Agenda.
- Work collaboratively to advance strategic local priorities for implementing the Action Agenda for Puget Sound recovery, including advising the Partnership on legislative priorities, funding needs, and direction and allocation of resources.
- Identify opportunities to coordinate and integrate local efforts to advance Puget Sound recovery.

### **Selected SCA South Central Action Area Caucus Group Policy Position Statements**

#### **South Central Action Area Caucus Group (SCAACG) – Guiding Principles**

SCA supports the following guidelines to be used in reviewing the Action Area Briefs:

- The SCAACG may encourage or recommend local government to make certain regulatory or policy additions, revisions, and updates to support Puget Sound recovery efforts; however, the SCAAC should not put into place plans or policies that require local governments to adopt more stringent regulations/plans/policies than currently exist.
- The SCAACG may collect existing information/data/studies from local governments. Governments will make available existing information/data/studies in a timely manner, as resources are available.
- The SCAACG may encourage local governments to prioritize actions consistent with the Action Agenda and SCAAC priorities. Local governments should consider such prioritization requests if they are consistent with local policies, regulations, and work plans.
- The SCAACG may encourage local governments to work collaboratively with other organizations on achieving Action Area goals.
- The SCAACG may lead a communication effort among members in an effort to meet Action Agenda priorities in a more consistent manner. Local governments should consider participation, as resources are available. (July 20, 2011)

## **Staff Appointments**

**Interagency Advisory Council (IAC) - Committee to End Homelessness (CEH)**  
**Regional Automated Fingerprint Identification System (AFIS) Advisory Council - King County**  
**Regional Project Evaluation Committee (RPEC) - Puget Sound Regional Council (PSRC)**

## Interagency Advisory Council (IAC) Committee to End Homelessness (CEH)

### 2014 SCA Interagency Advisory Council Staff Appointments

Member	City	Email Address	Term Expiration
Jennifer Henning	Renton	jhenning@rentonwa.gov	12/31/16
Michael Hursh	Auburn	mhursh@auburnwa.gov	12/31/15
Colleen Kelly	Redmond	ckelly@redmond.gov	12/31/14
Staff	Email Address		
Doreen Booth	doreen@soundcities.org		

### Interagency Advisory Council Meeting Times and Location

Interagency Council Meetings are scheduled for the first Monday of the month from 2 PM - 4 PM.

Meeting locations rotate among Bellevue City Hall, Renton City Hall, and St. Mark's Episcopal Cathedral locations.

Website: <http://cehkc.org/committees/committeelC.aspx>

### A Brief History/Role of the Committee

The Interagency Advisory Council (IAC) is the body of the Committee to End Homelessness (CEH) that works to sponsor changes to current programs and systems; coordinate data collection, analysis and reporting; recommend policy direction to the Governing Board; and create ways to better serve people experiencing homelessness.

Members of the IAC are typically directors of large organizations and systems that are critical to ending homelessness, and include King County; human service directors and city managers; the directors of county corrections and public health; faith leaders; housing developers; service providers; and other community leaders. Two individuals who have experienced homelessness also serving on the Interagency Council.

These agencies, institutions, and individuals are vital to creating changes in current programs and moving local institutions forward in support of the ten-year plan.

The Interagency Advisory Council was created as one piece of a three-part governance structure approved by the Committee to End Homelessness King County and charged with a key leadership role in the implementation of the Ten-Year Plan to End Homelessness. Other bodies include the CEH Governing Board and the CEH Consumer Advisory Council.

### **Role of the Interagency Advisory Council**

- Develop and recommend policy to the Governing Board that will further the goals and objectives of the Ten-Year Plan to End Homelessness.
- Upon direction from the Governing Board, incorporate selected policies and strategies within departments, programs and service areas over which the IAC member may have jurisdiction to assure the successful implementation of the Ten-Year Plan.
- Educate and influence policy makers and advocate for system reform and increased resources at the local, state and federal levels in support the Ten-Year Plan.
- Identify opportunities to coordinate countywide strategies and funding to end homelessness, especially linkages between housing and services, and collaborate on grant opportunities as appropriate.
- Encourage and sustain partnerships through incentives and targeted funding opportunities and review grant application and funding recommendations for consistency with the Ten-Year Plan.
- Oversee coordination and development of annual work plans for the Governing Board's approval.
- Establish subcommittees to assist with implementing the IAC's responsibilities and review and approve work program for each subcommittee.
- Coordinate data collection, analysis and reporting.

# Regional Automated Fingerprint Identification System (AFIS) Advisory Committee King County

## 2014 SCA Regional Automated Fingerprint Identification System (AFIS) Advisory Committee Appointment

Member	City	Email Address	Term Expiration
Bob Harrison	Issaquah	bobh@issaquahwa.gov	12/31/16

## Regional Automated Fingerprint Identification System (AFIS) Advisory Committee Meeting Times and Location

AFIS meetings are held quarterly on the third Thursday of the month from 9:30 AM -11:30 AM in the Executive Conference Room in the King County Chinook Building, 401 Fifth Avenue, Seattle.

Website: [www.kingcounty.gov/afis](http://www.kingcounty.gov/afis)

## Role & Mission of the Regional Automated Fingerprint Identification System (AFIS) Advisory Committee

Regional Automated Fingerprint Identification System (AFIS) Advisory Committee provides oversight on the operation and funding of AFIS services in King County. Since AFIS operations affect all law enforcement and jail agencies in King County, its involvement in recommending policy, setting expectations and protocols for each jurisdiction and recommending budget proposals, will ensure that the operation remains responsive to the needs of the region. SCA appoints a City Manager/City Administrator representative to the AFIS Advisory Board.

### **Mission**

The Regional AFIS Program promotes public safety and contributes to crime reduction by providing expert fingerprint identification services to criminal justice agencies throughout King County. Through support of King County voters, the Regional Automated Fingerprint Identification System (AFIS) provides criminal identification services that officers, investigators, prosecutors, and corrections staff have all come to rely upon. The program is recognized for its high standards in quality, accuracy, and service. Its existence aids in solving crimes throughout King County, and contributes to the safety of both officers and citizens.

## Regional Project Evaluation Committee (RPEC) Puget Sound Regional Council (PSRC)

### 2014 SCA Regional Project Evaluation Committee Appointments

<b>Member</b>	<b>City</b>	<b>Email Address</b>	<b>Term Expiration</b>
Maiya Andrews	Burien	maiya@burienwa.gov	12/31/15
Don Cairns	Redmond	dcairns@redmond.gov	12/31/15
Daniel Marcinko	Snoqualmie	dmarcinko@ci.snoqualmie.wa.us	12/31/15
Kirk McKinley	Shoreline	kmckinley@shorelinewa.gov	12/31/15
<b>Alternate</b>	<b>City</b>	<b>Email Address</b>	<b>Term Expiration</b>
Gary Costa	Issaquah	garyc@issaquahwa.gov	12/31/15
Ingrid Gaub	Auburn	igaub@auburnwa.gov	12/31/15
David Godfrey	Kirkland	dgodfrey@kirklandwa.gov	12/31/15
Jim Seitz	Renton	jseitz@rentonwa.gov	12/31/15
<b>Staff</b>	<b>Email Address</b>		
Lyset Cadena	SCA Staff	lyset@soundcities.org	

### Regional Project Evaluation Committee Meeting Times and Location

The RPEC meets on the 4th Friday of the month, from 9:30 AM – 11:30 AM at PSRC, 1011 Western Avenue, Suite 500, Seattle, WA 98104.

Website: <http://www.psrc.org/about/advisory/rpec/>

### Role of the Committee

The Regional Project Evaluation Committee (RPEC) makes recommendations on criteria and specific projects for federal funding and addresses related transportation planning issues. RPEC representation is based on current population. SCA appoints 4 members and 4 alternates. SCA typically appoints Public Works Directors or other high profile staff that are responsible for applying for and managing federal transportation grants within their jurisdiction.

## 2013 Miscellaneous SCA Policy Positions

### **Shoreline Light Rail Station – Preferred Location**

The Sound Cities Association urges the Sound Transit Board to support the City of Shoreline's preferred alternative for Lynwood Link Extension light rail station locations at NE 145th Street and NE 185th Street. NE 145th Street provides better connections throughout the region, is more closely aligned with Shoreline's long term planning goals, and would prevent negative traffic impacts on Shoreline residents. (September 18, 2013)

### **Marketplace Fairness Act**

The Sound Cities Association supports the Marketplace Fairness Act. (May 29, 2013)

### **Flexible use of Lodging Tax Revenues by local jurisdictions**

SCA supports the flexible use of lodging tax revenues by local jurisdictions for the operations and marketing of special events and festivals beyond June 30, 2013, and supports passage of Substitute House Bill 1253 and companion bill Substitute Senate Bill 5262. (March 8, 2013)

### **Watershed Investment Authorities**

SCA supports the formation of a stakeholder group by the Washington State Legislature, as the means to reach consensus on bill language regarding watershed investment authorities, to be introduced in the 2014 legislative session. (February 20, 2013)

### **Public Records Act**

SCA is committed to open and transparent government and to upholding the intent of the Public Records Act. SCA supports the legislative efforts of the Association of Washington Cities (AWC) and others to help relieve the onerous cost burdens associated with Public Records Requests that are harassing, frivolous, or overly burdensome. (February 20, 2013)

## **SCA Board Policies Regarding Appointments to Regional Committees and Boards**

### **701 APPOINTMENT POLICY**

A member representing the Sound Cities Association is expected to reflect policy which has been developed by the Sound Cities Association when sitting as a member of any regional committee, board or task force. (8/16/1995)

#### **701.1 Exercise of SCA Appointment Authority**

- a) Sound Cities Association (hereafter, SCA) exercises appointment authority on behalf of its member cities for those regional forums in which the municipalities of King County, other than Seattle, share representation and where, by charter, bylaw or interlocal contract, the appointment authority is exercised by the affected jurisdictions.
- b) SCA's appointment authority for shared representation is valid for so long as SCA's membership comprises over 50% of the suburban municipalities containing over 50% of the suburban population.
- c) SCA may be asked to recommend appointments to regional forums where appointment authority resides in others (state or county executives or legislative bodies). SCA is not responsible for the appointment subsequently made, staffing scheduling or information distribution.
- d) While SCA attempts to meet the representational requirements of regional bodies, it is the policy of SCA's board of directors to promote consolidation of regional issues in such a way as to provide for effective decision-making through efficient use of our staff and elected officials' time. This policy may be evidenced through the creation of the SCA Public Issues Committee. (9-19-2007)
- e) SCA shall retain discretion in accepting or exercising appointment authority for new forums, based on the perceived value of the forum proposed, availability of elected officials or staff with prerequisite knowledge, and the availability of alternate forums for exercise of the same function. The Board shall be the final arbiter of acceptance of responsibility for new forums.
- f) Board appoints staff representatives. (10-29-99, 7/28/05, 9/19/07)

#### **701.2. Identification of Appointees**

Regional Committee Appointments shall be recommended to the Board of Directors by December 1st each year. (Bylaws 11/17/04, 9/19/07)

- a) SCA shall, in the fall of each year, issue a call for nominations from the cities of King County for all open seats for King County regional boards, committees and task forces.
- b) SCA shall provide for notice to the membership of:
  - all regional appointments currently being reviewed,
  - the process and timeline for approval of appointments,

- any requirements or criteria for consideration
- appointments which are available due to retirement or resignation
- c) The Public Issues Committee through its Nominating Committee shall review all pertinent information and determine a draft list of appointments for the coming year with regard to the following criteria:
  - geographic distribution
  - size distribution
  - governance distribution
  - ability to serve, interest in serving, past participation
  - knowledge of the subject matter
- d) Appointments may be continued from year to year, upon recommendation of the Public Issues Committee and approval of the Board of Directors, based on:
  - past participation and continued interest in serving,
  - successful representation of membership interests in past efforts,
  - information from the caucus chair, if any,
  - comparative need for organizational continuity in any appointment.
- e) Appointments are valid for one year unless specified by the governing authority. (9/19/07)
- f) Alternates will be appointed for boards, committees and task forces, according to the same criteria as full members. (10/29/1999, 7/28/2005)
- g) For vacancies and new appointment opportunities, SCA shall issue a call for nominations from the cities of King County and follow the procedure as outlined in b) through f) above. Any vacancies occurring after August 1st shall be filled at the discretion of the Board of Directors. (7/19/2006)
- h) Appointment of electeds for terms less than 6 months or interim workgroups and task forces shall be made directly by the Board of Directors. (7/19/2006)

### 701.3 Roles and Responsibilities of Appointees

- a) Appointees and alternates to regional forums are expected to attend meetings of the forum and of the SCA caucus. At the beginning of each appointment year, caucus chairs, in coordination with the executive director, shall establish steps to be taken in confirming attendance, notifying of absences or other procedural matters concerning the forum. (9/19/2007)
- b) Appointees and alternates should be knowledgeable of the subject matter of the forum, reviewing materials and participating in discussion on behalf of the interests of the affected jurisdictions. Appointees shall observe any protocols or procedures of the forum in which they participate.
- c) Alternates should participate in all caucus meetings and in materials distribution on a par with full members, including the discussion of any caucus consensus position.
- d) Alternates will be considered by the Board to succeed to full participation in any forum on the resignation or illness of the principal appointee, for the duration of the current term. (9/19/2007)
- e) Appointees and alternates should regularly report activities and pending issues of their

forum to SCA's membership, through attendance and participation in SCA meetings of the Public Issues Committee and/or membership meetings, written reports or electronic communication, as is appropriate.

- f) Appointees and alternates shall, in all matters for which they are a delegate of SCA, represent the common interests of all member cities. Appointees shall notify the caucus lead and the Executive Director of SCA in the event that the interests of the city for which they are an elected official prevents them from or interferes with their representation of the interests of all member cities.
- g) A representative designated as caucus chair by SCA's appointees shall be individually responsible for reporting forum issues and activities to the Public Issues Committee, and for working with and being available to any assigned staff in support of that forum. (9/19/2007)
- h) The caucus members should be responsible for identification of cross-forum issues and the caucus chair should be responsible for communicating cross-forum or conflicting issues to the Board. (Board 10/29/1999, 7/28/2005, 9/19/2007)

#### 701.4. ANNUAL PREPARATION FOR APPOINTMENTS PROCESS

- a) SCA will provide for a joint seminar to provide training and orientation for regional appointees, alternates and any affected staff in January. This training will be scheduled to provide an orientation vehicle for newly elected officials. Newly elected officials will also be invited to attend.
  - Caucus chairs and vice-chairs will be selected with consideration being given to
  - geographic balance. (9/19/2007, 10/19/11)
  - Process for action will be identified
  - Member staff will be assigned and duties identified
- b) SCA, in consultation with caucus chairs for the various forums, will provide for an annual review of existing forums, which may include external or internal assessments of the forum's utility to the member cities, effectiveness of the forum in meeting the needs of regional decision making, and potential future value to the member cities. In consultation with the Board, SCA's president will provide for dissemination or communication of the annual review to member cities and regional governments. (Board 10/29/99, 7/28/05, 9/19/07)

#### 701.5 SCA Caucuses – Manner of Acting

- a) Caucus Chair Responsibilities
  - Determine if caucus meeting is needed
  - Set SCA Caucus meeting agenda with the assistance of lead staff
  - Have identified technical staff to provide technical briefing, as necessary
  - Attend and chair SCA Caucus meeting.
  - Confirm attendance of an SCA Caucus alternate in case of an absence.
  - Absent an SCA position, poll Caucus and develop a majority position of those present or available prior to regional forum meeting. Absent a majority position, ask for a delay in action. (9/19/2007)

- Attend regional forum meetings.
  - Seventy-five percent attendance at both caucus and regional committee meetings is expected.
  - Serve as liaison to SCA Public Issues Committee; communicate SCA Board positions on issues.
  - Brief Public Issues Committee and solicit ideas and discussion when appropriate.
  - Present agreed-to motions to regional forum or designate this responsibility to other Caucus member.
  - Coordinate political and policy issues with other regional forum members from Seattle and King County as appropriate.
  - After an SCA appointee misses 30% of the caucus and/or committee meetings SCA shall inquire about the intent of the appointee to fulfill his/her responsibilities. At 50% absence, the Board of Directors may ask for the resignation of the appointee. (7/22/09)
  - Make every attempt to generate a caucus recommendation to SCA for the development of a timely position statement. (10/20/10)
- b) Caucus Member/Alternate Responsibilities
- Represent SCA Board position on issues.
  - Review material in advance of meetings; participate in discussion and help develop Caucus consensus.
  - Attend Caucus meetings and briefings.
  - Attend regional committee meetings.
  - Seventy-five percent attendance at both caucus and regional committee meeting is expected.
  - Alternates participate as members in all activities except voting. (7/28/2005)
  - Absent an SCA position, the caucus chair shall poll Caucus and develop a majority position of those present or available prior to regional forum meeting. Absent a majority position, the caucus chair shall ask for a delay in action. Absent a delay in action, delegates represent their perception of the position of the membership. In the event of the latter, SCA appointees may not further lobby their individual position as a representative of SCA. Absent an SCA position or consensus by the caucus, appointees may lobby as a representative of their city unless the issue has been identified as a divisive issue by the SCA Board of Directors. If the issue is a divisive issue the appointees shall abstain from voting. (10/20/10)
  - After an SCA appointee misses 30% of the caucus and/or committee meetings SCA shall inquire about the intent of the appointee to fulfill his/her responsibilities. At 50% absence, the Board of Directors may ask for the resignation of the appointee. (7/22/09)
- c) Caucus Staff Lead
- Caucus staff will be appointed by the Executive Director when possible and appropriate. (6/16/2010)
  - Caucus staff should represent balanced geographic distribution
  - The purpose of the caucus staff lead is to:

1. Support the public policy positions of SCA and the work of the electeds assigned to the board/committee;
2. Support the caucus chair in planning agendas for SCA caucus meetings;
3. Advise the caucus on issues and concerns of the member jurisdictions, to assist in drafting the background and recommended policy positions for the SCA Public Issues Committee; and
4. Assist in drafting the background and recommended policy positions for the SCA Public Issues Committee. (9/19/2007)

## **702 REGIONAL PROJECT EVALUATION COMMITTEE FOR PSRC**

### 702.1 Background

The Regional Project Evaluation Committee is a standing committee of the Puget Sound Regional Council (PSRC), established for the purpose of ranking projects consistent with the policy framework adopted by the PSRC's Executive Board. The Committee is made up of staff members from participating general governments and agencies, currently identified and authorized by a process administered by the Sound Cities Association.

Staff who are designated as representing 'other cities and towns' in all four participating counties are the only staff who must represent the interests of more than one unit of general government. Thus, it is important that these staff are mindful of their role and responsibilities to 'other cities and towns'. (4-1-2004, 7-28-2005)

### 702.2 Process and administration

SCA's process for identifying and naming staff shall be designed to

- distribute representation from all geographic regions represented by these SCA cities as equally as possible, by communicating with all cities in a geographic region on the occasion of a vacancy;
- provide for notice to all SCA cities through the mayor or chief executive officer, when a vacancy occurs on the committee due to resignation or retirement of an existing staff member;
- ensure that no city or individual staff person shall serve more than three funding cycles (six years, the current 'life' of federal transportation enabling statutes) as a voting member of the RPEC, without other cities in the geographic region having an opportunity to identify a staff member to serve on the committee;
- open a call for nominations at the conclusion of each funding cycle (typically 3 years), to ensure appropriate participation; (7-19-2006)
- provide staff members to serve as alternates to the full members of the RPEC. The alternates shall be afforded preference in appointment when a member vacancy occurs;
- ensure that the King County-wide forum chair is a member of the RPEC, if that forum chair is an employee of a city which is classified as one of the 'other cities and towns' of King County, within the meaning of the Puget Sound Regional Council's representational scheme.

The Board of SCA shall have final authority on appointments to the RPEC.

(4-1-2004, 7-28-2005)

### 702.3 Roles and responsibilities

Staff members serving on behalf of 'other cities and towns' in King County shall endeavor to:

- exercise judgment in the application of project ranking criteria in a manner that represents 'other cities and towns' in King County equally, without undue preference to projects within their city;
- arrange regular communication with the group of cities represented on matters coming before the RPEC, through electronic written reports or meetings;
- make themselves known to and available for consultation with elected officials serving on the Transportation Policy Board or the Executive Board of Puget Sound Regional Council, to ensure appropriate linkage among all parties representing 'other cities and towns' at the Puget Sound Regional Council. (4-1-2004)



---

SOUND CITIES ASSOCIATION

6300 Southcenter Blvd. Suite 206  
Tukwila, WA 98188  
Phone: (206) 433-7168  
Email: [sca@soundcities.org](mailto:sca@soundcities.org)  
Website: [www.soundcities.org](http://www.soundcities.org)