CITY OF KIRKLAND
CITY COUNCIL

Joan McBride, Mayor • Doreen Marchione, Deputy Mayor • Dave Asher
Shelley Kloba • Toby Nixon • Penny Sweet • Amy Walen • 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 • www.kirklandwa.gov

AGENDA
KIRKLAND CITY COUNCIL SPECIAL MEETING
City Council Chamber
Wednesday, November 6, 2013
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**.** 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.

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.

1. *CALL TO ORDER*
2. *ROLL CALL*
3. *STUDY SESSION*
   a. 2013-2014 Mid-Biennial Budget Update
4. *EXECUTIVE SESSION*
   a. To Discuss Pending Litigation
   b. To Discuss the Performance of a Public Employee
5. *HONORS AND PROCLAMATIONS*
   a. 2013 Kirkland Arbor Day Proclamation
6. *COMMUNICATIONS*
   a. *Announcements*
   b. *Items from the Audience*
   c. *Petitions*

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.

7. SPECIAL PRESENTATIONS

a. CERT (Community Emergency Response Team) Fall 2013 Graduation

b. Semi Annual Service Awards Recognition

c. Food Policy Council Presentation

8. CONSENT CALENDAR

a. Approval of Minutes: (1) October 15, 2013 Special Meeting

(2) October 15, 2013

(3) October 16, 2013 Special Meeting

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) 7th and 8th Avenue W. Alley Sewermain Replacement Project, Kamins Construction Company, Bothell, WA

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.

g. Approval of Agreements

(1) Resolution R-5010, Approving the First Amendment to an Interlocal Agreement Between the Cities of Auburn, Bainbridge Island, Bellevue, Bothell, Bremerton, Burlington, Camas, Des Moines, Everett, Ferndale, Issaquah, Kelso, Kent, Kirkland, Longview, Lynnwood, Mount Vernon, Poulsbo, Renton, Sammamish, SeaTac, Snoqualmie and Sumner and Cowlitz County Regarding Legal Services.

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.

(2) Kingsgate Water Facilities - Annexation Agreement:

(a) Resolution R-5011, Authorizing the City Manager to Sign the Interlocal Kingsgate Annexation Agreement Regarding Water Facilities Between the Cities of Kirkland and Redmond.

(b) Ordinance O-4424, and its Summary, Amending Kirkland Municipal Code 15.24.020, the Monthly Water Rates Table, to Clarify That Basic Charges are not Applied to Irrigation Water Usage.

(3) Resolution R-5012, Authorizing the City Manager to Sign the Interlocal Cooperative Agreement to Consolidate and Coordinate Training and Share Resources for the East Metro Training Group.

h. Other Items of Business

(1) Additional Funding for Totem Lake/Juanita Basin Stormwater Retrofit Conceptual Design Project

(2) Resolution R-5013, Approving the City of Kirkland's Allocation for the North East King County Regional Public Safety Communications Agency (NORCOM) Budget.

(3) Emergency Sewer Program Petition Response

(4) School Impact Fee Annual Report

(5) Remittance of Duck Dash Raffle Tax Receipts to Selected Agency

(6) Report on Procurement Activities

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.

9. PUBLIC HEARINGS

a. Ordinance O-4421 and its Summary, Relating to Land Use and Zoning and Providing Interim Official Zoning Controls for Zoning Districts Adjoining the Cross Kirkland Corridor and the Eastside Rail Corridor Within the City of Kirkland.

10. UNFINISHED BUSINESS

a. Firing Range and Public Safety Building Update

b. Freestanding Solar Panel Report

c. Resolution R-5014, Calling Upon the Sound Transit Board to Actively Involve Local Jurisdictions in the Planning of Sound Transit 3 and to Include Connections to the Totem Lake Urban Center in Sound Transit 3.

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.

11. NEW BUSINESS

12. REPORTS

a. City Council

(1) Finance and Administration Committee

(2) Public Safety Committee

(3) Community Planning, Housing and Economic Development Committee

(4) Public Works, Parks and Human Services Committee

(5) Regional Issues

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.

b. City Manager

(1) City Council Meeting with the Highlands and Norkirk Neighborhoods

(2) Calendar Update

13. ITEMS FROM THE AUDIENCE

14. ADJOURNMENT

Council Meeting: 11/06/2013
Agenda: Study Session
Item #: 3. a.

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
Sri Krishnan, Financial Planning Manager

Date: October 23, 2013

Subject: **2013-2014 MID-BIENNIAL BUDGET UPDATE**

RECOMMENDATION:

City Council holds its Mid-Biennial Budget Review on November 6th to receive an update on the City's financial condition and to review the City Manager's recommendation for adjustments to the 2013-2014 biennial budget.

BACKGROUND DISCUSSION:

State law requires that a mid-biennial review be completed after September 1st and before December 31st during the first year of the biennium. The purpose of this memo and its attachments is to provide a brief financial update to the City Council, report on the status of the various efforts and investments within Council goal areas as adopted in the 2013-2014 Budget, present recommended adjustments that are needed to the adopted 2013-2014 Budget, and provide information on related policy decisions.

Financial Update

The third quarter Financial Management Report (FMR) provides an analysis of year-to-date results through September 2013 (Attachment A). The September dashboard report (Attachment B) provides high level monitoring of the General Fund revenues and expenditures status and a few key revenue and expenditure indicators across funds that are especially important to watch.

Revenues

As part of the mid-biennial review, departments were asked to provide updated revenue estimates for 2013. Based on these estimates, General Fund revenue collection is estimated to be higher than budget in 2013 primarily because of these three sources:

- **Sales tax** revenue through September is 12.6 percent higher than the same period last year. Based on the data to date, sales tax revenue for the year is estimated to be

approximately 11.9 percent higher than budgeted (approximately $1.7 million more). The City conservatively budgets sales tax with a one-year lag – the 2013 budget was set at the estimated 2012 revenue so the current estimate being over budget is not unexpected. The September sales tax memo (Attachment C) includes an analysis of sales tax revenue trends by business sectors and compares monthly and year-to-date data to last year. Year-to-date revenue has exceeded budget expectations primarily because of substantial increases in the service, contracting, and retail sectors (particularly automotive sales), and positive growth in all major sectors. Those sectors with significant growth are also economically sensitive and inherently volatile; however, year-to-date results are encouraging. Since a large portion of the sales tax revenue may be one-time in nature, staff recommends that these revenues be used to address one-time needs and the remainder be set aside in reserves to address future needs.

- **Fines and forfeitures** revenue is projected to be approximately $120,000 higher than the 2013 budget (about 6.2 percent over budget) primarily because Parking Infraction Penalties are estimated to be higher than budget by approximately $180,000 due to parking enforcement being fully staffed in 2013. This will help offset shortfalls in other revenues in this category.

- **Development services** revenue is projected to be approximately $2.66 million over the 2013 budget (about 61.9 percent over budget). Previously authorized expenditures in 2013 ($222,952), one-time costs associated with recommended 2014 service packages and other expenses account for $1.03 million or about 38.6 percent of the 2013 revenue over budget. Of the remainder, $1.41 million is actually for work that will be done in 2014 and will be set aside in reserves and the balance ($224,134) would be used to replenish the Development Services Technology reserve. The table below summarizes the uses of the development services revenues projected over budget in 2013.

Item	Amount
2013 Budgeted Development Services Revenue	4,300,656
2013 Estimated Development Services Revenue	6,961,800
2013 Estimated Revenue Over Budget	**2,661,144**
Previously Authorized Uses of 2013 Revenue	222,952
2014 Service Packages & Other Expenses:	
Cashier	11,620
Credit Card Charges	60,000
Public Works Development Services Reimbursement to Surface Water Fund	100,000
Building	261,566
Public Works	308,380
Planning	62,492
Subtotal 2013 Uses & 2014 Service Packages & Other Expenses	**1,027,010**
Set Aside for Future Work:	
Building	700,000
Public Works	600,000
Planning	110,000
Subtotal Set Aside for Future Work	**1,410,000**
Technology Reserve Replenishment	**224,134**

Revised 2014 development services revenues are projected to be adequate to cover the ongoing costs of the service packages being recommended by the City Manager.

Other non-General Fund revenues that are estimated to be higher than budgeted in 2013 include:

- **Real Estate Excise Tax (REET)** revenue through September is about 150 percent higher than budgeted for this year and 37.2 percent ahead of the same period last year, reflecting the stronger real estate market. The additional revenues are set aside in the REET Reserve to address the City's capital needs. Once the current Kirkland 2035 planning efforts are complete in 2014, these funds will be reviewed in context of the prioritized capital projects identified in the plans.

  Currently the City is able to use REET revenue for operations and maintenance (O&M) due to the REET flexibility legislation passed by the State (HB 1953). The table below summarizes the use of REET for O&M as authorized in the adopted 2013-2014 Budget.

Item	2013	2014	2013-14
Public Grounds	100,064	100,052	200,116
Median Maintenance	70,000	50,000	120,000
Subtotal Streets	**170,064**	**150,052**	**320,116**
Park Maintenance	90,384	94,955	185,339
Total REET Flexibility	**260,448**	**245,007**	**505,455**

  REET revenue is also being recommended as the source of funding for a 2014 service package for the purchase of a wood chipper at a one-time cost of $61,350.

- **Impact Fees** were budgeted conservatively because of the drop in development activity during the recession. The receipts through September reflect the increased development activity in the community. The transportation impact fees are 332 percent higher than budgeted and 72.2 percent ahead of the same period last year. Similarly, park impact fee revenue is 226 percent higher than budgeted and 68.9 percent ahead of the same period last year. As with REET, no additional use of this source has been planned in the CIP update and uses will be identified based on the Kirkland 2035 plans. Impact fees can only be used for eligible capacity projects. Park Impact fees are currently only used for debt service payments for the KTUB and McAuliffe Park.

Expenditures

Following the recent economic downturn and the implementation of annexation in 2011, the 2013-2014 Budget established a new baseline for expenditures. The budget was developed under the Council's goal of providing a sustainable level of core services that are funded from predictable revenues. In addition to recasting the budget, departments were asked to continue to closely monitor their expenditures. The estimated under-expenditures at the end of 2013 are partially the result of this stewardship. The following are selected highlights of General Fund expenditures:

- Overall, General Fund expenditures are trailing budget expectations through September. The under-expenditure in 2013 is estimated to be approximately $1.3 million of which approximately $0.5 million is in personnel costs, primarily from

vacancies, and the remainder is primarily savings in jail contract costs. About $75,000 of these under-expenditures have already been identified as the source of funding for the "shelling out" of the firing range at the Public Safety Building.

- Fire suppression overtime is projected to be over budget by approximately $59,000 by year end, which may result in some use of the overtime contingency. A reserve has been set aside as a fire overtime contingency (budgeted as $100,000 for each year of the biennium). The table below summarizes the Fire overtime expenditures in 2013 and includes the pending adjustment to the budget to serve the Finn Hill area with overtime staffing at Station 25 – moving the estimated under-expenditure (resulting from staffing starting in August) in this category to 2014.

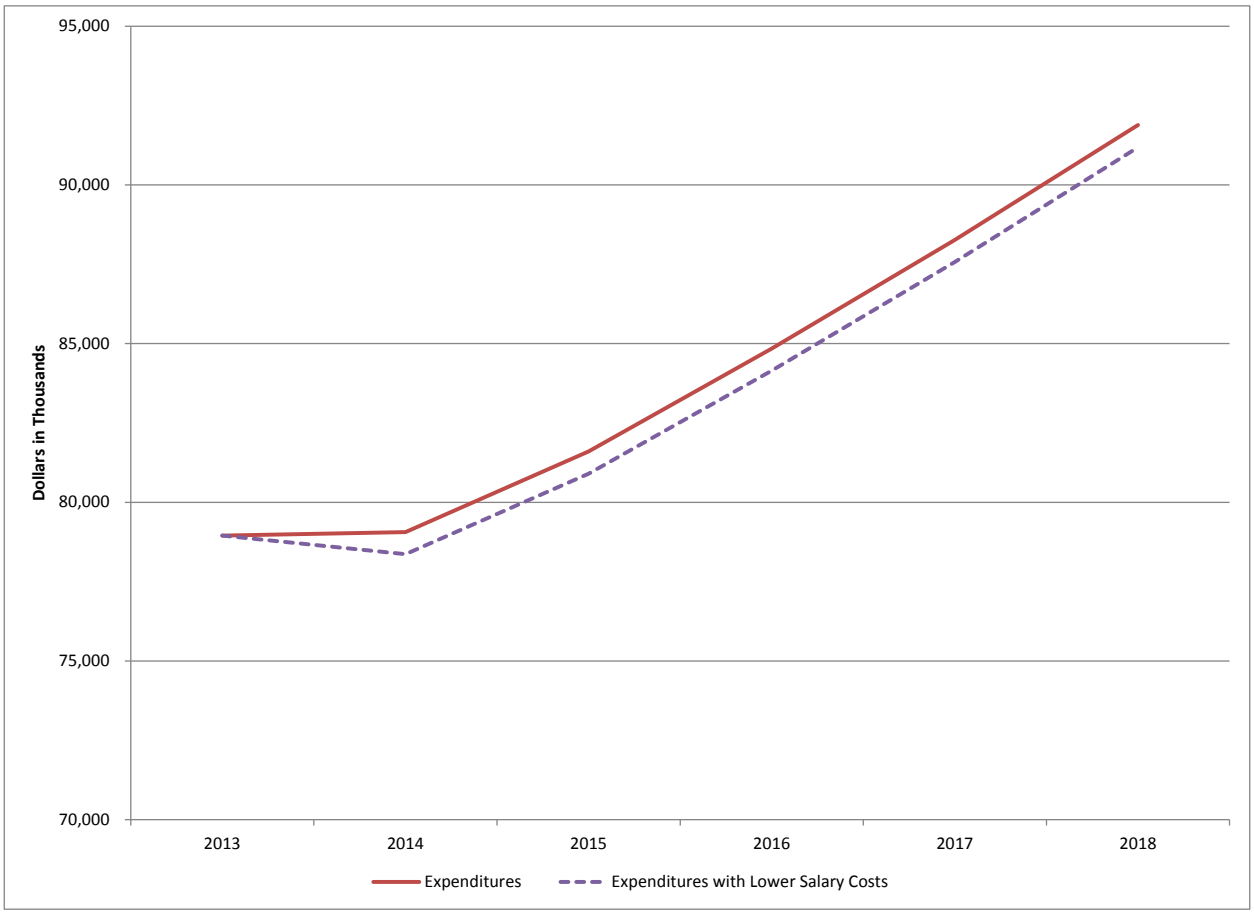
Fire Overtime	Budget	Actuals Through 9/30	Balance as of 9/30	Estimated Rest of Year	Estimated Total For 2013	Variance (Over) / Under
Suppression	677,895	529,198	148,697	188,763	717,961	(40,066)
North Finn Hill*	143,568	53,838	89,730	89,730	143,568	-
Subtotal Suppression	**821,463**	**583,036**	**238,427**	**278,493**	**861,529**	**(40,066)**
Training	118,284	67,324	50,960	50,960	118,284	-
Prevention	40,216	35,284	4,932	24,076	59,360	(19,144)
Total	**979,963**	**685,644**	**294,319**	**353,529**	**1,039,173**	**(59,210)**

*With Pending Budget Adjustment to adjust funding between 2013 and 2014; Shifts started 8/15/13

Expenditure in this category will continue to be monitored and any changes to the budget will be brought forward for Council discussion in 2014.

- Although the General Fund personnel costs were under budget, some departments were over budget in the benefits category because their demographics varied from the average used to budget benefits. This is not a line item or program that can be "managed" by a Department Director so budget reconciliation of the benefits category is done centrally by Finance.

- The 2013 expenditure estimates do not include salary and benefit increases resulting from the implementation of the IAFF labor contract. The adjustment to budget (distribution of the COLA reserve) and estimates will be reflected in the documents presented to Council at the December 10th meeting. At the Council's direction in the adopted work plan and in an effort to build sustainable budgets, staff has made efforts to slow the growth of personnel costs and this is reflected in the new labor contracts that established fixed percentage salary increases. It is estimated that the efforts to date have resulted in the City reducing personnel costs for the 3-year period of 2012 through 2014 by just under $1 million over the cost of CPI-based wages for that same time period. Of this amount, $0.7 million represents an on-going savings. The chart below illustrates the potential long-term savings from this reduction in personnel costs.



The ongoing benefit of controlling the rate of growth in personnel costs would be developing budgets in line with Council's goal of **Financial Stability**: *Provide a sustainable level of core services that are funded from predictable revenue.*

In the 2013-2014 Budget, the City Manager's recommendations were crafted to address the community and City Council priorities within the context of the City Council goals. The funded service packages, key policy recommendations, and major capital investments were presented within the goal areas that they primarily supported. An update on the status of these recommendations is included as Attachment D.

2014 Service Packages

As part of this mid-biennial budget review process, the City Manager requested departments to restrict service packages for 2014 to the following categories: 1) funded with new revenue or offsetting expenditure reductions; 2) directly related to the 2013-2014 City Work Plan; or 3) necessary to fulfill a priority identified by the City Council. All the service packages recommended by the City Manager are fully funded through expenditure offsets, available one-time cash or reserves, REET revenues, or external funding. A summary of the recommendations and funding sources and the service package request details are included as Attachment E.

2014 Service Package Recommendations by Goal Area

The City Manager's recommended service packages reflect Council direction and have been identified as supportive of the City's work plan for the current biennium. Similar to the

presentation in the 2013-2014 Budget message, the recommended 2014 service packages are presented within the context of the City Council goal area they primarily support, although many of them support multiple goals.

NEIGHBORHOODS

The citizens of Kirkland experience a high quality of life in their neighborhoods.
Goal: Achieve active neighborhood participation and a high degree of satisfaction with neighborhood character, services and infrastructure.

- **Temporary CIP Outreach Coordinator** – One-time funding to assist the City in delivering on its commitment to keep the community informed and engaged on the implementation of the Cross Kirkland Corridor project in 2014 at a cost of $62,373. The current project budget is expected to support this use.

PUBLIC SAFETY

Ensure that all those who live, work and play in Kirkland are safe.
Goal: Provide for public safety through a community-based approach that focuses on prevention of problems and a timely response.

- **Police Support Associate** – Recommended as one-time funding for a 0.75 FTE to support the Police Records Unit and implement the new rules regarding public disclosure adopted by the Council at a cost of $79,463.

- **Office Specialist** – Ongoing funding of 0.5 FTE Office Specialist at a cost of $41,793 in the Fire & Building Department to handle records for EMS and Investigations/Prevention and other cross-functional general administrative functions. The Department proposed administrative reorganization is not recommended by the City Manager at this time but will be evaluated during the 2015-2016 budget process.

- **Fire Protection Engineer** – Ongoing funding of 1.0 FTE Fire Protection Engineer at a cost of $131,271, primarily supported by development services revenues and expenditure offset of $2,600, to provide capacity to address the increased volume and complexity of development permits.

- **Emergency Preparedness Coordinator** – Ongoing funding of $55,779 for a 0.5 FTE Emergency Preparedness Coordinator position funded from Emergency Management Performance Grant ($44,421) and General Fund contribution of $11,358.

- **FireRMS Upgrade** – One-time funding of $25,000 and ongoing funding of $14,000 for a total of $39,000 towards the payment of support services for the current software and the evaluation of alternative systems for fire inspection functions into the future.

BALANCED TRANSPORTATION

Kirkland values an integrated multi-modal system of transportation choices.
Goal: To reduce reliance on single occupancy vehicles and improve connectivity and multimodal mobility in Kirkland in ways that maintain and enhance travel times, safety, health and transportation choices.

- **Outside Transportation Consultant Plan Review** – One-time funding for consultant services to help address peak permit workloads using anticipated Public Works development services review fees of $25,000.

PARKS, OPEN SPACES AND RECREATIONAL SERVICES

Kirkland values an exceptional park, natural areas and recreation system that provides a wide variety of opportunities aimed at promoting the community's health and enjoyment.

Goal: To provide and maintain natural areas and recreational facilities and opportunities that enhance the health and well-being of the community.

- **Aquatic Facility Study** – One-time use of available fund balance of $215,000 to partner with the Lake Washington School District and other interested public and private organizations to explore options for replacing the Juanita Aquatic Center by 2017.

- **Wood Chipper** – One-time use of Real Estate Excise Tax (REET) revenues of $61,350 to purchase a dedicated Parks wood chipper as authorized by the passage of HB 1953 (effective July 22, 2011 through December 31, 2016) permitting the use of REET revenues for operations and maintenance.

FINANCIAL STABILITY

Citizens of Kirkland enjoy high quality services that meet the community's priorities.

Goal: Provide a sustainable level of core services that are funded from predictable revenue.

- **Pet License Marketing** – One-time use of $4,434 of the $9,434 refund received from the 2012 prepayment to King County towards pet license promotions and sales in 2014, which will help the City raise the revenues needed to meet the program's cost in 2015.

- **Health Benefits Education and Analysis** – One-time use of $120,000 from the available fund balance in the Health Benefits Fund to develop and support implementation of the five year framework for the City's health benefits and align the City's efforts with the Affordable Care Act by 2018. These funds will be used primarily for efforts around employee education and plan design.

- **Additional 1.0 FTE Utility Billing Staff** – Ongoing funding of 1.0 FTE utility billing position to address increased work volume due to annexation and increased development activity. The cost of this position ($82,499) is funded by development services revenues, utility rates, and expenditure offsets.

- **Telecommunications Audit** – One-time funding to identify and implement recommendations of an audit of current telephone services (fax lines, phones, emergency lines, etc.) at a cost of $25,000. Some savings will result from the audit as unused lines are identified and cancelled. This effort should occur before the Public Safety Building move to ensure no unused lines are carried to the new facility.

ENVIRONMENT

We are committed to the protection of the natural environment through an integrated natural resource management system.

Goal: To protect and enhance our natural environment for current residents and future generations.

- **Comprehensive Plan Update (Environmental Impact Statement)** – One-time supplemental funding based on new estimates for the Environmental Impact Statement (EIS) element required to comply with the State Environmental Policy Act (SEPA) as the City updates its Comprehensive Plan at a cost of $150,000.

- **Spill Bucket Replacement at Fire Station # 27** – One-time funding to remove existing spill buckets that capture any spillage when the fuel tanks are filled and replace with three new spill buckets (one for each underground tank). The replacement will be funded by the Equipment Rental Fund at a cost of $20,000.

ECONOMIC DEVELOPMENT

Kirkland has a diverse, business-friendly economy that supports the community's needs.

Goal: To attract, retain and grow a diverse and stable economic base that supports city revenues, needed goods and services and jobs for residents.

- **Waterfront Optimization Evaluation** – One-time funding of a study to research, evaluate and develop a preliminary feasibility study of options to better utilize the City's waterfront. The study, funded by Lodging Tax Funds, is expected to cost $16,000.

- **Development Services Web Page Redesign** – Implementing a recommendation of the Development Services Study to redesign the City's development services web page to make it easier and more powerful for the customer at a one-time professional services contract cost of $100,000 funded by permit revenues.

- Planning Department's portion of development services revenues that exceeded budget expectations in 2013 will support the following expenditures in 2014 to address peak workloads as a result of the increased development activity:

  - **Assistant Planner Overtime** – One-time funding to address peak workloads resulting from increased development activity in the community at a cost of $20,492.

  - **Additional Professional Services** – Implementing a recommendation from the Development Services Study to fund consultant services to support staff during peak periods of permit activity at a cost of $42,000.

- **Zoning Codes "Charts to Tables" Streamlining Project** – At Council direction, converting the Use Zone Charts to tables in order to simplify the City's Zoning Code with one-time funding of $25,000 from the General Fund.

- Building Division's portion of development services revenues will support the following expenditures:

  - **Building Services Analyst** – Ongoing funding of 1.0 FTE Building Services Analyst to assist the Building Division in researching, analyzing and developing policies and programs at a cost of $124,380.

  - **Electrical-Building Inspector** – Ongoing funding of 1.0 FTE Electrical-Building Inspector to address the increased development activity in the community at a cost of $161,984.

  - **Temporary Building Inspector** – One-time funding of a Temporary Building Inspector in 2014 – a continuation of the level of service in 2013 – to address the level of development activity in the community at a cost of $109,386.

- **Overhead Projector for Rose Hill Room** – One-time funding to purchase and install an overhead projector and related computer hardware for permit review to better serve customers (as nearly all permits are now electronic) at a cost of $10,039.

- **Building On-Call Hours** – One-time funding for on-call administrative support to address peak workloads for Building Permit Technicians at a cost of $57,244.

- **Building – Increase Overtime Hours** – One-time funding of overtime for Building Services Plans Examiners to address peak workloads at a cost of $45,000.

DEPENDABLE INFRASTRUCTURE	*Kirkland has a well-maintained and sustainable infrastructure that meets the functional needs of the community.* Goal: To maintain levels of service commensurate with growing community requirements at optimum life-cycle costs.

- **Parking Space Feasibility Evaluation** – One-time funding of consulting services to make recommendations for short, medium and long-term actions to create new parking spaces and improve parking in downtown Kirkland. The evaluation, funded by the Street Maintenance Fund parking reserve, is expected to cost $50,000.

- **Franchising Legal Fees** – One-time funding to complete the franchise agreement with Comcast that will provide for the management of public rights-of-way at a cost of $25,000.

- **Cost of Service Analysis for Water/Sewer Operating Fund** – One-time funding for consultant services to review the water rate structure within the context of the capital needs identified during the Water Comprehensive Plan update currently under way at a cost of $30,000 paid from the Water/Sewer Operating Fund.

- Public Works development services revenues that exceeded budget expectations in 2013 will support the following expenditures:

  - **Temporary Development Engineer** – One-time funding for a temporary Development Engineer to address increased workloads at a total cost of $122,386.

  - **On-Going Construction Inspector** – Ongoing funding of a 1.0 FTE Construction Inspector position to address increased demand at a total cost of $151,382.

  - **Development Engineering On-Call Funding** – One-time funding for on-call administrative support to address peak workloads for Public Works Permit Technicians at a cost of $20,002.

  - **Increase in Overtime Funding – PW Development Services** – One-time funding to address increased review and inspection workloads at a cost of $5,000.

- **IT Network/Operations Intern** – One-time funding of $7,901 funded by expenditure offsets to hire an intern to assist the IT Service Desk staff deploy 204 computers scheduled for replacement in 2014.

In addition to recommendations directly related to the Goal areas, the following service packages are recommended:

Council/City Manager Directed

- **City Clerk Public Records Analyst** – One-time funding of resources needed to address the new rules adopted by Council regarding public records and provide capacity for the City Clerk to implement changes to the legislative process at a cost of $87,901.

- The following support the City's work plan item, "Implement the Development Services Organization Review Recommendations:"

  - **Adobe LiveCycle Enterprise** – One-time funding of $102,684 (net of $4,000 of expenditure offsets) and ongoing funding of $12,739 for a total of $115,423 towards the payment of support services for the current software and the evaluation of alternative systems for fire inspection functions into the future.

  - **eCityGov Dues Increase** – Reflecting an increase in annual dues as set by the eCityGov Executive Board of $19,500 related to site improvements.

The table below summarizes the various sources used to fund the recommended service packages in 2014.

Funding Source	Amount
General Fund	
Available One-time Cash/Fund Balance	605,515
External Source	44,421
Development Services Revenue	1,127,966
All Other General Fund Fees & Charges	85,367
CIP - Interfund Charges	62,373
Reserves	
REET	61,350
Health Benefits Fund	120,000
Expenditure Offsets	11,150
Subtotal General Fund Service Packages	**2,118,142**
Other Funds	
Available Fund Balance	204,923
Expenditure Offsets	36,901
Lodging Tax	16,000
IT Rates	14,000
Reserves	
Street Maintenance	50,000
Water/Sewer Operating	30,000
Subtotal Other Funds Service Packages	**351,824**
Total Recommended 2014 Service Pacakges	**2,469,966**

Other Budget Adjustments

In addition to the budget adjustments to recognize unanticipated revenues described above, there will be a variety of other budget adjustments brought forward for Council approval in December. The details of these adjustments will be provided in the mid-biennial budget amendment packet, and they will include the following:

- *2014 Service Package Requests* – Reflects changes related to the recommended service packages as summarized in Attachment E. As in prior budget documents, the attachment includes the original service package requests from the departments so the Council can compare these to the final recommendations from the City Manager. The first page of Attachment E is a spreadsheet that shows the original request and the CM recommendations side by side.

- *2013 Reserve Replenishment* – Addition to the Development Services Reserve with $1.27 million from 2013 revenues recognizing that these revenues are for work to be completed in the future and replenishing the Development Services Technology Reserve.

- *Council Directed/Other Requests and Previously Approved Adjustments* - Any additional changes identified by Council and formalizing previously approved actions (fiscal notes, etc). Such as adjustments related to the facilities energy efficiency grant and the 100th Avenue Bicycle Lanes project.

- *CIP Adjustments* - Formalizing changes based on the 2013-2018 CIP update presented to the City Council in September including any updates since that time.

- *Housekeeping Items* - Adjustments that may be needed to budget accounts, fund balances, etc. Examples include recognizing donations to Parks and Fire.

Other Policy Issues

Council Benefits

Based on Council direction, the mid-biennial budget adjustments will include the cost of four councilmembers opting for employee only health coverage through the City based on the recent action of the salary commission. The estimated annual cost of this change is $19,000 in 2014.

Use of City's Manager's Contingency

The adopted 2013-2014 Budget includes a General Fund Operating Reserve Contingency (or City Manger's Contingency) of $50,000 funded from general purpose revenues, which have no restrictions on the public purpose for which they are spent. In 2013 the City Manager has approved the following uses: $2,500 for the Employee Appreciation Barbeque; $2,000 for the Kirkland Time Bank; and $4,618 to pay for temporary administrative support in the City Manager's Office between September and December, 2013 to support the transition to a new Executive Assistant.

Liability Insurance

The City has been informed that based on recent trends in claims and activity, the liability insurance rates are expected to increase in 2014. The current estimated increase in 2014 is

$123,000 net of increases to the General Fund (approximately $167,000 more) and other several funds (approximately $26,000 more) and projected decreases to the Water/Sewer Fund (approximately $68,000 less) and the Street Fund (approximately $1,700 less).

Credit Card Charges

Credit card charges have increased across all activities reflecting an increased use in this form of payment for many of the services provided by the City. In 2013, a large portion of the costs are directly related to increased development activity and current revenues are expected to offset the charges. Looking ahead, it is anticipated that such charges will be a topic of discussion in setting new fees and charges for services.

Public Safety Equipment Sinking Funds

As part of the 2013-2014 Budget, Council established new sinking funds for the replacement of public safety equipment and information technology infrastructure based on an assessment of needs and replacement over a 10 year period. The supporting analysis highlighted that some of the assets included had a life up to 20 years and that additional contributions would be necessary to fully fund the identified needs. At the 2013 Council Retreat, staff informed Council that an addition of $1.1 million in initial contribution plus an additional annual contribution of approximately $100,000 per year would be needed to fund the 20 year horizon. The review of the public safety equipment sinking fund conducted as part of this mid-biennial review process has identified the need to add police radios assigned to officers (in addition to those in vehicles) to the list of items replaced using the sinking fund contributions. This change is estimated to require a one-time contribution of $200,000 to the police equipment sinking fund. The sinking funds will be recalibrated as part of the 2015-2016 budget development process and funding options for the 20-year horizon will be brought forward for Council direction.

Police Firing Range Financing

The original scope of work for the Public Safety Building project construction bid included a bid alternate to construct the firing range. That bid alternate has now expired; however, conditions have changed that have made it advantageous for the City to authorize the firing range scope of work. These changed conditions include interest expressed by the King County Sheriff's Office (KCSO) to contribute funding in exchange for use of the range, the availability of one-time funding from under-expenditures in the 2013 Police Department budget, and the cost differential between constructing the range during the current active project versus as a separate project in the future. The City Council has already authorized $160,000 to build out the shell of the firing range and the contractor has provided a proposal to complete the project for an additional $1.12 million. A more comprehensive discussion of the Police firing range will be presented in a separate memorandum for Council discussion at the regular meeting on November 6, 2013.

The table below summarizes the potential funding scenario based on information developed as part of the mid-biennial budget review process. The intent is to pursue participation by the KCSO in an amount that would contribute to the "additional funding needed"; those discussions are currently in progress. If those negotiations are not successful, the remaining funds could be authorized from one-time resources from unallocated revenues or additional expenditure savings from 2013. Staff expects that the final funding source should be identified before the final budget action in December.

Item	Amount
Estimated Cost of Firing Range:	
Previously Authorized Amount to Construct Shell	160,000
Estimate to Complete Firing Range	1,112,000
2013 Estimated Cost of Firing Range	**1,272,000**
Funding:	
2013 Police Department Under-Expenditures:	
Personnel Costs	291,217
Supplies, Services & Other Costs	157,637
Jail Contract Costs	626,943
2013 Estimated Police Department Under-Expenditures	**1,075,797**
Previously Authorized Use of Secret Service Seizure Funds	85,000
Add'l Funding Needed **(One-time revenues, savings, and/or external revenue)**	**196,203**

Health Benefits Costs

The 2014 budget was set assuming an increase in benefit rates of 7 percent over 2013 rates and staff is recommending no change to this assumption. A more detailed discussion of health benefits costs and the status of the Health Benefits Fund are included as Attachment F.

Telecommunications Utility Tax One-Time Recoveries

The City did not realize as large an increase as expected in telecommunications utility tax revenues after the annexation was completed, despite early and frequent notification of the providers. Other agencies recommended using a contract auditor to evaluate whether the providers were correctly reporting their revenues and the City Manager authorized $10,000 for a contract auditor to review the filings of the top 10 providers (who constitute over 90 percent of the revenues). Based on the results through the first quarter of 2013, staff expanded the auditor's scope to include cable utility tax revenues and cable franchise fees, at an additional cost of $10,000 from funds previously budgeted for franchise audit purposes in the IT Fund. As of this writing, the City has received $136,000 of the $338,000 in back billings invoiced to providers. Staff recommends that any one-time recoveries be set aside in a reserve until the current, unrelated utility tax refund claims are resolved.

Litigation Reserve

The 2013-2014 Budget established a Litigation Reserve balance of $350,000. Based on the use to date and the estimated expenditures for the remainder of this biennium, it is anticipated that this reserve will require the addition of approximately $140,000 from year-end cash to return the balance in this reserve to $50,000. One-time sales tax revenue in 2013 is a potential source of funding this reserve replenishment.

2014 Property Tax Levies

The City Council will be adopting two separate property tax levy ordinances for 2014. One for the City as a whole, including the new neighborhoods and a second ordinance to establish the levy to pay the Fire District 41 debt service. The second ordinance will set the tax to be levied on the properties within the area previously served by the District associated with the District's outstanding debt. The adopted 2014 budget assumed that the City would implement the optional levy increase of 1 percent. The preliminary property tax levy for the City and District need to be adopted on November 19, 2013. Staff will prepare ordinances establishing the

preliminary property tax levies for the City and the District for the November 19 regular meeting.

General Purpose Reserve Replenishment

The adopted 2013-2014 Budget includes replenishment of general purpose reserves at an annual rate of 1 percent of the General Fund expenditures each year of the biennium from current revenues. The table below summarizes the potential uses of revenues that are significantly higher than budget, recommended uses, and the amount remaining that could be used toward additional general purpose reserve replenishment or other purposes. The City Manager is recommending that at least $500,000 be considered for additional reserve replenishment. Note that any change in reserve replenishment would occur in 2014 after financial data for the current year is finalized. Staff will bring forward for Council deliberations updated information regarding the amount available for general purpose reserve replenishment in the second quarter of 2014.

Item	Amount
Estimated Sales Tax Revenue Over 2013 Budget	1,712,216
Estimated Fines & Forfeitures Revenues Over 2013 Budget	120,836
2013 Estimated Revenue Over Budget	**1,833,052**
Potential Funding Source for:	
Litigation Reserve Replenishment	140,000
Liability Insurance - General Fund portion	170,000
2014 Service Packages	605,515
Police Equipment Sinking Fund Adjustments (Police Radios)	200,000
Available for Reserve Replenishment or Other Uses	**717,537**

Next Steps

The next steps for the mid-biennial process are:

November 16 **Mid-Biennial Budget Special Study Session (continued if needed)**
Topics: Follow up from November 6 Study Session

Regular Meeting
Public Hearings on Budget & Preliminary Levy
Preliminary Levy Adoption (must occur on this date)

December 10 Mid-Biennial Budget Adoption
Final Levy Adoption

Financial Management Report as of September 30, 2013

AT A GLANCE:

The City of Kirkland and community partners provide summer feeding program for a second year (page 2 sidebar)

2013 revenues through September increased over 2012 (page 3)

Sales tax revenue increased again in the third quarter (page 5)

Unemployment continues to decrease, inflation is low and the housing market continues to improve (pages 7-8)

Inside this issue:

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Summary of All Operating Funds: *Revenue*

- **General Fund** actual 2013 revenue ended the third quarter **6.3 percent ahead** of the same period last year, an increase of nearly $3.5 million. Higher than budgeted sales tax and development services fees are primarily responsible for the increased revenues. The actual general fund revenues are at **76 percent of budget**. A more detailed analysis of General Fund revenue can be found on page 3, and details on sales tax revenue begin on page 5.
- **Other General Government Funds** actual 2013 revenue is **26.7 percent higher** than it was through the same period in 2012, up nearly $3.4 million. Every fund with the exception of facilities maintenance and cemetery operating had increased revenues. The large growth in revenues over 2012 can be attributed to an adjusted appropriation of funds to Parks Maintenance and new levy revenues from the 2012 Parks and Streets levies. These funds have collected **68.1 percent** of budget so far this year and are set to bring in the remainder when second-half property taxes are collected in October.

There were internal accounting changes for revenues of Water/Sewer, Surface Water, and Solid Waste utilities that contributed to the increases in revenues when comparing 2013 to 2012, however, there was no net increase to the ratepayer due to the change.

- The **Water/Sewer Operating Fund** actual 2013 revenue is **up 20.3 percent** over the same period last year due to an accounting change and rate increases; **73.3 percent of budget** has been collected thus far in 2013. This is slightly low because of seasonal variations and timing of the billing cycle.
- The **Surface Water Management Fund** has received **57 percent of budgeted revenues** so far this year. Surface water charges are paid with property taxes which are primarily received in April and October. This year's revenues are **10.8 percent higher** than they were at the end of September 2012.
- The **Solid Waste Fund** actual 2013 revenue is **12.9 percent ahead** compared to the same period last year. This fund has received **74.3 percent of budget** as of the end of September. Rate increases and an accounting change factored into this growth.

	Year-to-Date Actual			Budget			% of Budget	
Resources by Fund	**9/30/2012**	**9/30/2013**	**% Change**	**2012**	**2013**	**% Change**	**2012**	**2013**
General Gov't Operating:								
General Fund	54,861,507	58,322,727	6.3%	76,303,969	76,780,959	0.6%	71.9%	76.0%
Other General Gov't Operating Funds	12,605,676	15,966,070	26.7%	18,954,113	23,431,652	23.6%	66.5%	68.1%
Total General Gov't Operating	**67,467,183**	**74,288,797**	**10.1%**	**95,258,082**	**100,212,611**	**5.2%**	**70.8%**	**74.1%**
Utilities:								
Water/Sewer Operating Fund	14,493,982	17,440,492	20.3%	20,540,187	23,794,608	15.8%	70.6%	73.3%
Surface Water Management Fund	4,744,298	5,255,788	10.8%	8,391,990	9,224,823	9.9%	56.5%	57.0%
Solid Waste Fund	9,543,988	10,776,198	12.9%	13,228,950	14,495,498	9.6%	72.1%	74.3%
Total Utilities	**28,782,268**	**33,472,478**	**16.3%**	**42,161,127**	**47,514,929**	**12.7%**	**68.3%**	**70.4%**
Total All Operating Funds	**96,249,451**	**107,761,275**	**12.0%**	**137,419,209**	**147,727,540**	**7.5%**	**70.0%**	**72.9%**

Kirkland's Summer Feeding Program has another successful year

Free sack lunches were provided each Tuesday from June 25-August 27 at 132nd Square Park and Juanita Beach Park to needy Kirkland children, making 2013's Summer Feeding Program a great success once again this year. This meal program helped kids continue to get nutritious lunches during the summer, growing in its second year to provide a total of 450 nutritious meals. The number of free lunches provided increased 50% over last year.

The lunches were coordinated by the Youth Services division of Kirkland's Parks and Community Services Department. The City provided administrative oversight and meal transportation and City staff was helped with weekly assistance from community volunteers. Sodexo, a food services contractor, prepared meals for the program at Redmond Middle School. Community volunteers were able to raise over $3,000 in donations toward the meal program, with significant contributions made by Sodexo ($1,000 credit toward meals), Kirkland Kiwanis ($1,000), and Metropolitan Market ($1,000). QFC, Fred Meyer, and Costco all contributed toward the program as well.

This was truly a community effort, with time, money and facilities being donated by private citizens, businesses, Lake Washington School District, and the City of Kirkland. No direct City funds were used for the program, and City contributed funds will remain available to continue the program in 2014.

Summary of All Operating Funds: *Expenditures*

- **General Fund** actual expenditures finished September **up 4 percent** from last year. Expenditures are at **71.1 percent of budget** three-quarters of the way through the year. A more detailed analysis of General Fund expenditures by department is found on page 4.
- **Other Operating Funds** actual expenditures were **up 6.5 percent** due to higher expenditures for parks maintenance, facilities maintenance, street operating, cemetery operating, and operations paid for by the new parks levy. These particular increases totaled nearly $1.7 million but were partially offset by savings of over $870,000 in equipment rental, information technology and lodging tax expenditures. The overall increase in other operating funds is over $1.55 million and most of this is directly from the new 2012 Parks Levy funded maintenance operations which have totaled $1.25 million so far this year. These are completely new expenditures funded solely by dedicated levy revenues. This rise in expenses was anticipated in the budget, and actual expenditures are **lower than budget at 60.5 percent.**

Expenditures in the Water/Sewer, Surface Water, and Solid Waste utility funds have increased mostly due to the internal accounting change, with the taxes now flowing through the utility fund. This results in an expenditure in the utilities as the funds are moved to the General Fund, offset by tax revenues appearing in the utilities, resulting in zero net effect to ratepayers.

- **Water/Sewer Operating Fund** actual expenditures finished the third quarter **30.6 percent higher** than they did in the first three quarters of 2012, and they were **above budget at 82.6 percent**. The majority of this increase is due to the accounting change, which has amounted to more than $1.15 million of new flow-through expenditures from this fund. The expenses are higher than 75 percent three quarters of the way through the year because of the timing of a payment to Cascade Water Alliance and a metro sewer payment. If these two items are taken out then this fund is at 75.8 percent of budget for the year.
- **Surface Water Management Fund** actual expenditures at the end of the third quarter were **15.3 percent higher** than last year. These expenditures have due to the new accounting requirements for utility taxes that pass through this fund. This change was anticipated and is reflected in the budget. Expenditures through September are at **60.4 percent of budget**.
- **Solid Waste Fund** has spent **44.9 percent more** so far in 2013 than it did in 2012. This increase is due to the timing of payments for the solid waste contract and the utility tax accounting change that was implemented for all utilities. So far in 2013, **76 percent of budget has been spent** expenses are in line with budget expectations.

	Year-to-Date Actual			Budget			% of Budget	
Expenditures by Fund	9/30/2012	9/30/2013	% Change	2012	2013	% Change	2012	2013
General Gov't Operating:								
General Fund	47,731,670	49,637,925	4.0%	67,597,127	69,822,135	3.3%	70.6%	71.1%
Other General Gov't Operating Funds	12,463,300	13,270,691	6.5%	18,885,127	21,952,801	16.2%	66.0%	60.5%
Total General Gov't Operating	**60,194,970**	**62,908,616**	**4.5%**	**86,482,254**	**91,774,936**	**6.1%**	**69.6%**	**68.5%**
Utilities:								
Water/Sewer Operating Fund	12,758,408	16,657,584	30.6%	17,325,319	20,169,257	16.4%	73.6%	82.6%
Surface Water Management Fund	3,375,147	3,892,944	15.3%	5,495,211	6,449,354	17.4%	61.4%	60.4%
Solid Waste Fund	8,006,086	11,598,724	44.9%	13,135,052	15,260,157	16.2%	61.0%	76.0%
Total Utilities	**24,139,640**	**32,149,253**	**33.2%**	**35,955,582**	**41,878,768**	**16.5%**	**67.1%**	**76.8%**
Total All Operating Funds	**84,334,610**	**95,057,869**	**12.7%**	**122,437,836**	**133,653,704**	**9.2%**	**68.9%**	**71.1%**

General Fund Revenue

- **Sales tax** revenue allocated to the General Fund is **14.5 percent higher** than it was last year. This is **ahead of budget,** which is based on the prior year, with **83.8 percent of budget** collected thus far. A detailed analysis of total sales tax revenue can be found starting on page 5.
- **Property tax** is at **54.4 percent of budget,** this is slightly ahead of last year in dollar terms with **0.4 percent more** collected through the second quarter. Property tax is mostly collected semiannually in April and October.
- **Utility tax** collections are **below budget expectations at 73.5 percent.** Revenues are **up 2.2 percent** compared to the third quarter of 2012 in spite of lower electricity and gas utility tax revenues. This offsetting revenue growth was due to moderately higher tax revenues across the board in all other utilities.
- **Other taxes** actual revenue is **6.4 percent lower** than the same period in 2012 due to drops in revenue from the admissions tax and the leasehold excise tax. However, this category is at **92.3 percent of budget.**
- The **business licenses (base fee) and franchise fees** have collected **1.2 percent more** than they did at this point last year and are **above budget at 78.2 percent.**
- The **revenue generating regulatory license fee** has brought in **3.1 percent less** than it had by September 2012. However, this drop was anticipated and the revenues are coming in above forecast at **79.4 percent of budget**. This tax is charged to employers on a per-employee basis, and it can fluctuate based on the timing of when businesses submit their payments.
- The **development-related fee** revenues are collectively **up 25.3 percent** and are ahead of projections at **130.8 percent** of their budgeted revenue. **Plan check fees** are **up 50.1 percent** and **Building, Structural and Equipment permits** are **up 16.7 percent** over last year. **Planning fees** revenue has increased **23.2 percent. Engineering Services** has collected **26.9 percent more** than last year. Note that a portion of this additional revenue is for work to be done in subsequent years and will be set aside in reserve for that purpose.
- **Fines and Forfeitures** are **up 30.4 percent** due to the increase of parking and traffic fines being collected. Parking fines have increased because the city has filled the formerly vacant parking enforcement officer position; this revenue source is slightly **above budget expectations at 78 percent**.
- The **other financing sources** category in 2012 reflected the one-time asset transfer from Woodinville Fire & Rescue. So far in 2013, 27.8 percent of budgeted interfund transfers have been posted.

Other Intergovernmental Services were consolidated into Other Charges for Services as part of a Statewide accounting change.

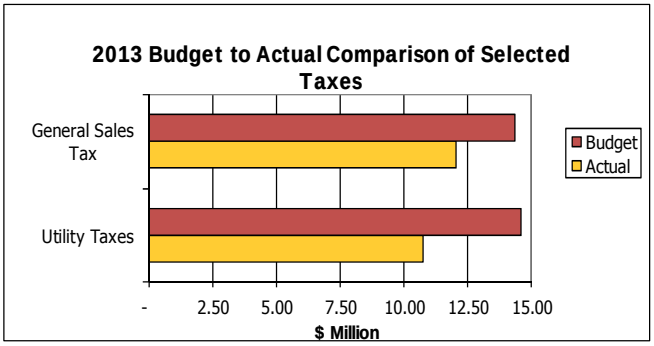
General Fund 2013 revenues ended the third quarter $4 million higher than the same period last year largely due to growth in sales tax, and development permits and fees.

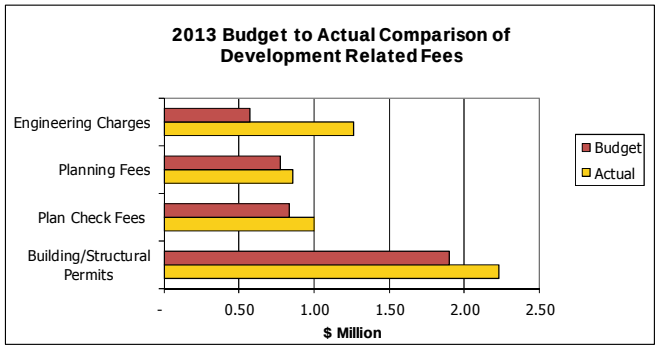
The General Fund is the largest of the General Government Operating funds. It is primarily tax supported and accounts for basic services such as public safety, parks and recreation, and community development.

- ***Many significant General Fund revenue sources are economically sensitive, such as sales tax and development–related fees.***
- ***In 2013 about 424 of the City's 544 regular employees are budgeted within the general fund.***

General Fund Resource Category	Year-to-Date Actual			Budget			% of Budget	
	9/30/2012	9/30/2013	% Change	2012	2013	% Change	2012	2013
Taxes:								
Retail Sales Tax: General	10,517,292	12,041,445	14.5%	13,972,010	14,368,962	2.8%	75.3%	83.8%
Retail Sales Tax Credit: Annexation	2,583,004	2,757,965	6.8%	3,409,791	3,415,626	0.2%	75.8%	80.7%
Retail Sales Tax: Criminal Justice	1,226,615	1,331,907	8.6%	1,568,112	1,634,287	4.2%	78.2%	81.5%
Property Tax	9,002,553	9,037,102	0.4%	16,049,865	16,619,200	3.5%	56.1%	54.4%
Utility Taxes	10,513,435	10,749,860	2.2%	14,468,333	14,618,866	1.0%	72.7%	73.5%
Rev Generating Regulatory License	1,906,727	1,848,246	-3.1%	2,386,300	2,328,005	-2.4%	79.9%	79.4%
Other Taxes	1,049,284	982,071	-6.4%	1,005,488	1,063,975	5.8%	104.4%	92.3%
Total Taxes	**36,798,911**	**38,748,595**	**5.3%**	**52,859,899**	**54,048,921**	**2.2%**	**69.6%**	**71.7%**
Licenses & Permits:								
Building, Structural & Equipment Permits	1,909,181	2,227,352	16.7%	2,343,612	1,900,182	-18.9%	81.5%	117.2%
Business Licenses/Franchise Fees	3,238,725	3,277,986	1.2%	4,109,869	4,193,597	2.0%	78.8%	78.2%
Other Licenses & Permits	194,233	373,783	92.4%	217,579	317,128	45.8%	89.3%	117.9%
Total Licenses & Permits	**5,342,139**	**5,879,121**	**10.1%**	**6,671,060**	**6,410,907**	**-3.9%**	**80.1%**	**91.7%**
Intergovernmental:								
Grants and Federal Entitlements	262,836	54,987	-79.1%	137,835	98,974	-28.2%	190.7%	55.6%
State Shared Revenues & Entitlements	1,095,398	716,390	-34.6%	909,967	1,033,781	13.6%	120.4%	69.3%
EMS	427,546	442,323	3.5%	866,729	884,645	2.1%	49.3%	50.0%
Other Intergovernmental Services	261,639	-	N/A	328,932	-	-100.0%	79.5%	N/A
Total Intergovernmental	**2,047,419**	**1,213,700**	**-40.7%**	**2,243,463**	**2,017,400**	**-10.1%**	**91.3%**	**60.2%**
Charges for Services:								
Internal Charges	4,015,177	3,936,674	-2.0%	5,894,286	5,208,912	-11.6%	68.1%	75.6%
Engineering Services	994,344	1,261,859	26.9%	555,852	574,093	3.3%	178.9%	219.8%
Plan Check Fee	666,155	999,774	50.1%	814,484	836,864	2.7%	81.8%	119.5%
Planning Fees	696,167	857,680	23.2%	544,619	776,347	42.5%	127.8%	110.5%
Recreation	1,028,940	1,105,843	7.5%	1,152,963	1,160,300	0.6%	89.2%	95.3%
Other Charges for Services	1,396,756	2,048,614	46.7%	2,187,273	3,075,552	40.6%	63.9%	66.6%
Total Charges for Services	**8,797,539**	**10,210,444**	**16.1%**	**11,149,477**	**11,632,068**	**4.3%**	**78.9%**	**87.8%**
Fines & Forfeits	1,154,356	1,505,155	30.4%	2,781,169	1,928,925	-30.6%	41.5%	78.0%
Miscellaneous	721,142	765,712	6.2%	598,901	742,738	24.0%	120.4%	103.1%
Total Revenues	**54,861,507**	**58,322,727**	**6.3%**	**76,303,969**	**76,780,959**	**0.6%**	**71.9%**	**76.0%**
Other Financing Sources:								
Transfer of FD 41 & WFR Balances	-	-	N/A	1,426,568	-	N/A	N/A	N/A
Interfund Transfers	-	99,780	N/A	153,560	359,228	133.9%	N/A	27.8%
Total Other Financing Sources	**-**	**99,780**	**N/A**	**1,580,128**	**359,228**	**-77.3%**	**N/A**	**27.8%**
Total Resources	**54,861,507**	**58,422,507**	**6.5%**	**77,884,097**	**77,140,187**	**-1.0%**	**70.4%**	**75.7%**

General Fund Revenue *continued*





General Fund Expenditures

General Fund Department Expenditures	Year-to-Date Actual			Budget			% of Budget	
	9/30/2012	9/30/2013	% Change	2012	2013	% Change	2012	2013
Non-Departmental	753,305	1,007,453	33.7%	1,043,302	1,515,099	45.2%	72.2%	66.5%
City Council	299,983	322,743	7.6%	443,849	403,932	-9.0%	67.6%	79.9%
City Manager's Office	1,299,859	1,303,131	0.3%	1,829,449	2,015,043	10.1%	71.1%	64.7%
Municipal Court	1,510,188	1,578,443	4.5%	2,590,750	2,249,404	-13.2%	58.3%	70.2%
Human Resources	915,953	922,001	0.7%	1,274,208	1,288,257	1.1%	71.9%	71.6%
City Attorney's Office	978,790	998,617	2.0%	1,365,836	1,371,489	0.4%	71.7%	72.8%
Parks & Community Services	5,165,487	5,225,318	1.2%	7,313,947	7,391,021	1.1%	70.6%	70.7%
Public Works (Engineering)	2,614,402	3,072,053	17.5%	3,977,350	4,746,309	19.3%	65.7%	64.7%
Finance and Administration	2,968,923	3,051,782	2.8%	4,245,377	4,167,957	-1.8%	69.9%	73.2%
Planning & Community Development	2,251,178	2,400,893	6.7%	3,319,899	3,596,809	8.3%	67.8%	66.8%
Police	14,140,311	14,524,786	2.7%	20,049,726	20,345,284	1.5%	70.5%	71.4%
Fire & Building	14,833,289	15,253,464	2.8%	20,143,434	20,691,614	2.7%	73.6%	73.7%
Total Expenditures	**47,731,670**	**49,660,684**	**4.0%**	**67,597,127**	**69,782,218**	**3.2%**	**70.6%**	**71.2%**
Other Financing Uses:								
Interfund Transfers	4,622,288	6,618,508	43.2%	9,981,716	12,127,609	21.5%	46.3%	54.6%
Total Other Financing Uses	**4,622,288**	**6,618,508**	**43.2%**	**9,981,716**	**12,127,609**	**21.5%**	**46.3%**	**54.6%**
Total Expenditures & Other Uses	**52,353,958**	**56,279,192**	**7.5%**	**77,578,843**	**81,909,827**	**5.6%**	**67.5%**	**68.7%**

Comparing 2013 actual expenditures to the same period last year:
Overall, excluding interfund transfers, General Fund expenditures are **4.0 percent higher** than 2012, yet they are under budget for the year. So far in 2013, the City has spent **71.2 percent** of total budgeted expenses.

2013 General Fund actual expenditures (excluding "other financing uses") are 4.0 percent higher than they were in 2012.

- Expenditures for **Non-departmental** are **up 33.7 percent** largely due to an increase in medical benefit costs. This was budgeted for and spending is **below budget expectations at 66.5 percent.**
- Actual 2013 expenditures for the **City Council** have **grown 7.6 percent** at this point in the year because the cost of the annual memberships are now paid at the beginning of the year. This timing change also caused expenditures to finish the third quarter at **79.9 percent of budget.**
- The **City Manager's Office** costs are **up 0.3 percent** compared to 2012 due to a slight rise in salaries and benefit expenses. These expenses are below planned spending at **64.7 percent of budget.**
- The **Municipal Court** actuals are **up 4.5 percent** compared to the same period last year due to increased personnel costs, but it is below projections at **70.2 percent of budget**.
- Actual 2013 expenditures for **Human Resources** are **up 0.7 percent** versus last year. This increase can be attributed mostly to salary and wage increases, and the department is at **71.6 percent of budget**.
- **The City Attorney's Office** expenditures are **up 2 percent** above 2012 due to small increases in salaries and wages, along with increased payments for contracted legal services. This result is in line with projections at **72.8 percent of budget.**
- Third quarter 2013 expenditures for the **Parks & Community Services Department** are **up 1.2 percent** compared to the same period last year. This increase is tied to salary increases and seasonal variations in staffing for summer programs. Expenses are below expectations at **70.7 percent of budget**.

Continued on page 5

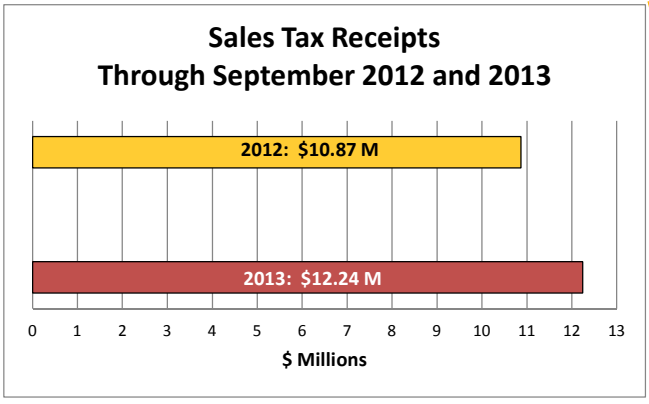
- **Public Works** expenditures have used **64.7 percent of budget.** In dollar terms, spending has been **17.5 percent higher** than the third quarter of 2012 due to growth in wages, salaries, and benefits as new employees have been hired to accommodate post-annexation community needs.
- The **Finance and Administration Department** expenditures are at **73.2 percent of budget**, **rising 2.8 percent** in dollar terms versus last year due to increases in spending on salaries, wages and benefits.
- Actual third quarter expenditures for the **Planning and Community Development Department** finished **up 6.7 percent** over last year because of increased personnel costs due to filling positions that were vacant in 2012 and the high number of permit applications that are driving a need for contract services and overtime; **66.8 percent of their annual budget** has been used thus far.
- The **Police Department** has spent **2.7 percent more** than it had at this point last year, which is within budget expectations with spending at **71.4 percent of budget** at the end of the third quarter. Jail costs continue to be under budget due to contracts with other agencies for lower rates than those charged by King County and an increase in the use of electronic home detention and other sentencing measures as alternatives to jail time.

Summary of Fire District 41 Funds	
2013 Revenues & Expenditures	
Beginning Balance	5,224,166
Investment Interest	$ 1,309
Expenditures:	$ -
Current Balance	**$ 5,225,475**

- Expenditures for the **Fire & Building Department grew 2.8 percent** over last year. This increase is related to slightly higher personnel costs and increased workload from development services activities that has resulted in higher contract work and overtime costs (which are offset by revenues). This department's expenses are within projections at **73.7 percent of budget.** A summary of Fire District #41 funds in shown in the table to the right. Currently these funds are dedicated to the consolidated fire station capital project.

Sales Tax Revenue Analysis

Year-to-date revenue is **up 12.6 percent** compared to the same period last year. This growth in revenue has been concentrated in three sectors; services, contracting and auto/gas retail, with car sales making up the largest single increase. The sales tax revenue received through the third quarter is from November 2012 – July 2013 sales.



Review by business sectors:

- **Contracting is up 12.5 percent** through September compared to 2012. This is the result of several large commercial and multi-family projects along with steady growth in residential construction.
- Sales tax from the retail sectors is collectively **up 10.7 percent** compared to 2012.
- The **auto/gas retail** sector is **up 15 percent** compared to last year due to solid sales increases at all of the dealerships in town, the addition of one new dealership, and a general national trend of increased car buying driven by pent-up demand.
- The **general merchandise/miscellaneous retail** sector is **up 8.2 percent** compared to 2012 largely due to positive performance by two key retailers.
- The **retail eating/drinking** sector performance is **up 6.9 percent** versus last year. Revenue increases can be attributed to many established restaurants posting improved sales along with the opening of several new restaurants late last year.
- **Other retail** is **up 7.8 percent** compared to last year due to positive performance in most categories with the exception of food and beverage stores. Food and beverage stores experienced a 3.3 percent drop that may be due to increased competition with other retailers that offer similar products and selection.
- The **services** sector is **up 32.4 percent** compared to 2012. This increase can be attributed to growth from publishing, information, internet, broadcasting, arts & entertainment, healthcare and other services in the sector. This raw gain is skewed upward because of a large sales tax refund that was paid out to a business in May 2012; however, even if that amount is factored out, the services sector is still up 21.8 percent over last year.
- **Wholesale** is **up 3.1 percent** compared to last year. Strong gains from the first quarter were offset by slower growth in the second and third quarters.
- The **miscellaneous** sector is **up 9.1 percent** compared to last year due to higher revenues across many categories, and mostly from manufacturing and finance.

Neighboring Cities Sales Tax
Bellevue was up 5.0 percent and Redmond was up 3.7 percent through September compared to the same period in 2012. Redmond's increase is moderated by a large tax recovery received in 2012.

King County Sales Tax
King County's sales tax receipts are 6.7 percent higher than they were through the third quarter of 2012.

Business Sector Group	January-September		Dollar Change	Percent Change	Percent of Total		Percent of Change
	2012	2013			2012	2013	
Services	1,184,874	1,568,898	384,024	32.4%	10.9%	12.8%	27.9%
Contracting	1,737,961	1,955,530	217,569	12.5%	16.0%	16.0%	15.8%
Communications	330,465	337,886	7,421	2.2%	3.0%	2.8%	0.5%
Auto/Gas Retail	2,661,641	3,060,550	398,909	15.0%	24.5%	25.0%	29.0%
Gen Merch/Misc Retail	1,406,857	1,522,248	115,391	8.2%	12.9%	12.4%	8.4%
Retail Eating/Drinking	937,774	1,002,622	64,848	6.9%	8.6%	8.2%	4.7%
Other Retail	1,468,917	1,584,154	115,237	7.8%	13.5%	12.9%	8.4%
Wholesale	551,757	569,045	17,288	3.1%	5.1%	4.6%	1.3%
Miscellaneous	589,546	643,012	53,466	9.1%	5.4%	5.3%	3.9%
Total	**10,869,792**	**12,243,945**	**1,374,153**	**12.6%**	**100.0%**	**100.0%**	**100.0%**

Kirkland's sales tax base is comprised of a variety of businesses which are grouped and analyzed by business sector (according to NAICS, or "North American Industry Classification System"). Nine business sector groupings are used to compare 2012 and 2013 year-to-date sales tax receipts in the table to the left.

City of Kirkland Actual Monthly Sales Tax Receipts

Month	Sales Tax Receipts		Dollar Change	Percent Change
	2012	2013		
January	1,104,023	1,333,113	229,090	20.8%
February	1,413,587	1,618,028	204,441	14.5%
March	1,054,686	1,225,511	170,825	16.2%
April	1,086,848	1,181,984	95,136	8.8%
May	1,132,774	1,387,795	255,021	22.5%
June	1,147,892	1,264,563	116,671	10.2%
July	1,287,015	1,380,475	93,460	7.3%
August	1,313,808	1,369,409	55,601	4.2%
September	1,329,159	1,483,067	153,908	11.6%
Total	**10,869,792**	**12,243,945**	**1,374,153**	**12.6%**

When analyzing monthly sales tax receipts, there are two items of special note: First, most businesses remit their sales tax collections to the Washington State Department of Revenue on a monthly basis. Small businesses only have to remit their sales tax collections either quarterly or annually, which can create anomalies when comparing the same month between two years. Second, for those businesses which remit sales tax monthly, there is a two month lag from the time that sales tax is collected to the time it is distributed to the City.

- Monthly sales tax revenues have maintained a rising trend through the third quarter of 2013 with gains over the same months in 2012 averaging 7.7 percent.
- July's revenues rose 7.3 percent year-over-year on the strength of improved performance from the auto retail, contracting, and service sectors.
- August revenues improved 4.2 percent over last year with this growth being led by of services and auto retail, which offset lower revenues in the contracting sector this month.
- September also had increased revenues, with an jump of 11.6 percent over September 2012, with the main growth coming from services, auto retail, and general/other retail.

While growth in sales from auto retail, contracting, and service businesses has contributed to the increase in sales tax revenue, it is still lower than its peak in 2007 prior to annexation. These three sectors account for $1 million in sales tax increases over last year; on the whole, the city's sales tax revenues have grown $1.37 million. These big three sectors have accounted for 73 percent of the sales tax growth over the last year. Because these sectors are economically sensitive, they tend to drop off more than other sectors when the economy is weak, and grow more when the economy is strong. This growth trend has been maintained so far this year and consumer confidence levels remain at consistent levels.

Kirkland's sales tax base is further broken down by business district (according to geographic area), as well as "unassigned or no district" for small businesses and businesses with no physical presence in Kirkland.

Comparing to the same period last year:

Totem Lake, which accounts for 29.5 percent of the total sales tax receipts, was **up 11.5 percent** due to the continued sales growth in the automotive/gas retail sector and improvements in most retail categories. Sixty two percent of this business district's revenue comes from the auto/gas retail sector.

NE 85th Street, which makes up 14.3 percent of the total sales tax receipts, is **up 7.7 percent**. This area's sales grew due to improving auto retail and general retail sales. These two retail sectors contribute 82.3 percent of this business district's revenue.

Downtown, which accounts for 6.5 percent of the total sales tax receipts, was **up 41.9 percent** largely due to the return of information services revenues (which were low in 2012 because of a one-time taxpayer refund that reduced the City's revenues). Factoring out this one-time event, this district would be about 15.9 percent ahead of last year. Improvements to information services and retail eating and drinking are the primary reason for the increase. Retail businesses contribute about 65 percent of this business district's revenue.

Carillon Point & Yarrow Bay, which account for 2.1 percent of the total sales tax receipts, were **down 0.1 percent** compared to last year. About 64.7 percent of this business district's revenue comes from retail eating/drinking and accommodations.

Houghton & Bridle Trails, which have produced 2.4 percent of the total sales tax receipts this year, were **up 4.2 percent** due to rebounding sales at eating & drinking establishments.

Juanita, which has generated 1.5 percent of the total sales tax receipts, was **down 0.4 percent** compared to 2012. This neighborhood saw decreases in revenue in most categories, but this was mostly offset by a positive trend in eating & drinking revenues.

North Juanita, Kingsgate, & Finn Hill account for 3.3 percent of the total sales tax receipts and were **up 2.9 percent** over 2012. Much of this growth came from the personal services, healthcare, and apparel and general merchandise sectors.

Year-to-date sales tax receipts by business district for 2012 and 2013 are compared in the table on the next page.

When reviewing sales tax receipts by business district, it's important to be aware that 45.2 percent of the revenue received so far in 2013 is in the "unassigned or no district" category largely due to contracting and other revenue, which includes revenue from internet, catalog sales and other businesses located outside of the City.

City of Kirkland Sales Tax by Business District

Business District	Jan - Sept Receipts 2012	Jan - Sept Receipts 2013	Dollar Change	Percent Change	Percent of Total 2012	Percent of Total 2013
Totem Lake	3,244,271	3,616,371	372,099	11.5%	29.8%	29.5%
NE 85th St	1,621,182	1,746,594	125,412	7.7%	14.9%	14.3%
Downtown	557,684	791,320	233,636	41.9%	5.1%	6.5%
Carillon Pt/Yarrow Bay	252,915	252,780	(135)	-0.1%	2.3%	2.1%
Houghton & Bridle Trails	284,404	296,293	11,889	4.2%	2.6%	2.4%
Juanita	188,829	188,115	(714)	-0.4%	1.7%	1.5%
Kingsgate	133,025	134,081	1,056	0.8%	1.2%	1.1%
North Juanita	168,262	175,050	6,788	4.0%	1.5%	1.4%
Finn Hill	69,647	72,283	2,636	3.8%	0.6%	0.6%
Unassigned or No District:						
Contracting	1,736,116	1,953,644	217,528	12.5%	16.0%	16.0%
Other	2,613,456	3,017,414	403,958	15.5%	29.3%	29.2%
Total	**10,869,792**	**12,243,945**	**1,374,153**	**12.6%**	**100.0%**	**100.0%**

Sales Tax Revenue Outlook Sales tax receipts for the third quarter of 2013 continued the upward trend in revenues for the City, but at a slower pace than in either the first or second quarters. The higher growth in year-over-year sales tax in earlier quarters was expected to slow since revenues had strengthened in the second half of 2012. Big ticket items such as auto purchases and contracting services continue to drive Kirkland's upward growth. The contracting and automotive/gas retail sectors have contributed 44.9 percent of 2013's overall sales tax gains compared to 2012. All other major sectors in the City have continued to experience growth compared to the third quarter of 2012. The broad category of "services" has posted the second strongest gains overall with a 32.4 percent increase over 2012, accounting for 27.9 percent of Kirkland's sales tax gains in 2013 over last year.

OFFICE VACANCIES:

Third quarter data is not yet available as of 10/24/13.

According to the latest report from CB Richard Ellis Real Estate Services, the Eastside office vacancy rate rose from 13.8 percent in the second quarter of 2012 to 14.7 percent in the second quarter of 2013. However, the Eastside is still the second strongest office market in the Puget Sound region, following only Downtown Seattle. Kirkland's vacancy rate was 7.6 percent, much lower than the Puget Sound average, but higher than the 7.1 percent vacancy rate in the second quarter of 2012.

Occupancy rates have gone down, but much of this trend is linked to new construction and higher rent prices for office space.

The region currently has 1,179,947 SF of office space under construction, including large projects on the Eastside and the continued expansion of Amazon near their current South Lake Union headquarters.

LODGING TAX REVENUE:

Lodging tax revenue grew compared to the third quarter of 2012, finishing the third quarter of 2013 up 11.5 percent, an increase of $17,479.

Economic Environment Update The Washington State economy has continued to expand, adding 11,400 new jobs in the third quarter according to the October 2013 report from the Washington State Economic and Revenue Forecast Council. Locally, the construction industry has been the fastest growing employment sector, while aerospace manufacturing has declined by 200 jobs. The housing market recovery has continued with rising prices and strong permit applications. Consumer spending and sales tax revenues to the state have outperformed their forecast by nearly 1 percent. Federal fiscal policy remained favorable to borrowers in the third quarter, allowing interest rates to remain relatively low for the time being.

Consumer confidence fell slightly at the end of the third quarter, with the Conference Board's Consumer Confidence Index declining to 79.7 in September, down from 81.8 in August. Despite the drop, confidence levels have remained near the score of 80 for the past four months, and monthly variations are expected. According to The Conference Board: "While overall economic conditions appear to have moderately improved, consumers are uncertain that the momentum can be sustained in the months ahead."

U.S. unemployment for August 2013 was 7.3 percent, while Washington State reported a 6.8 percent unemployment rate. These rates are down from 8.2 percent nationally and 8.1 percent in Washington in August 2012. King County's unemployment rate was 5.1 percent in July 2013 compared to 7.5 percent in July 2012. The unemployment rate in Kirkland was lower that the County, State and Nation with the unemployment rate at 4.3 percent in July 2013, down from 6.3 percent in June 2012. Unemployment data is reported on a one month lag at the national and state levels and on a two month lag at the county and city levels.

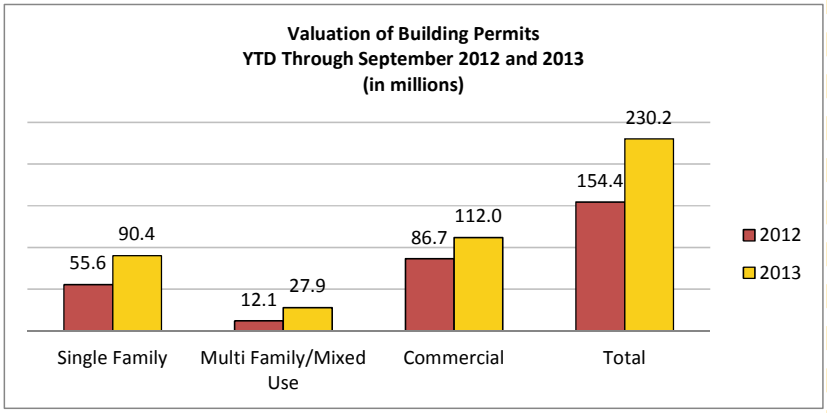
The Western Washington Purchasing Manager Index indicated continued growth in economic activity in September 2013. The index was at 54.4, down 0.5 points from August, while this is still positive, it indicates a slowing of this year's growth trend. Index numbers less than 50 indicate a shrinking economy, while those over 50 signal an expanding economy.

Local **development activity** in terms of the valuation of the City's building permits through Sep-

(Continued on page 8)

Economic Environment Update *continued*

tember has risen compared to last year. This is illustrated in the chart to the right. Development activity has increased across the board, with the largest increase in dollar terms coming from commercial building permits and the largest increase by percentage coming from multi-family/ mixed use permits. This growth has largely come in the second and third quarters. Single family building permits have experienced strong growth and make up nearly 40 percent of the City's total building permit revenues.



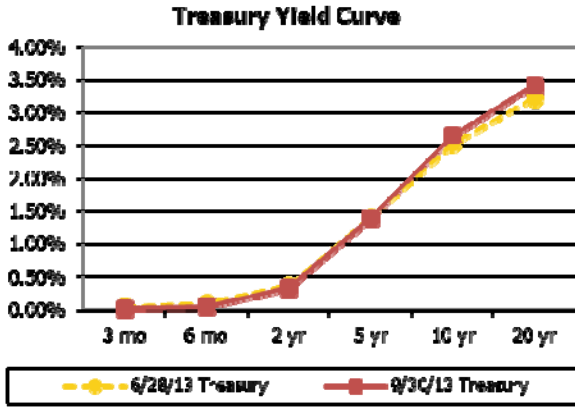
Closed sales of **new and existing single-family homes** on the Eastside were up 18.2 percent in the third quarter of 2013 over last year. The median price of a single family home also increased from $507,500 in September 2012 to $569,000 in September 2013. Closed sales of houses across King County were up 22.3 percent, with median prices increasing from $375,000 to $420,000. Closed sales of condos on the Eastside increased 22.2 percent between September 2012 and September 2013. The median price of a condo on the Eastside rose from $234,950 to $267,500 during this time, an increase of 13.85 percent. Across King County the median price of a condo was $229,500 in September 2013, up 6.99 percent from $214,500 in September 2012.

Seattle metro consumer price index (CPI) is calculated bi-monthly and the most recent index from August 2013 was 1.1 percent. This is a lower inflation rate than the CPI through August in 2012, which rose 2.5 percent. The national CPI was 1.5 percent at the end of August 2013, which is lower than the 2.1 percent average for 2012. Seattle's inflation has been mostly consistent with national trends so far this year.

Investment Report

MARKET OVERVIEW

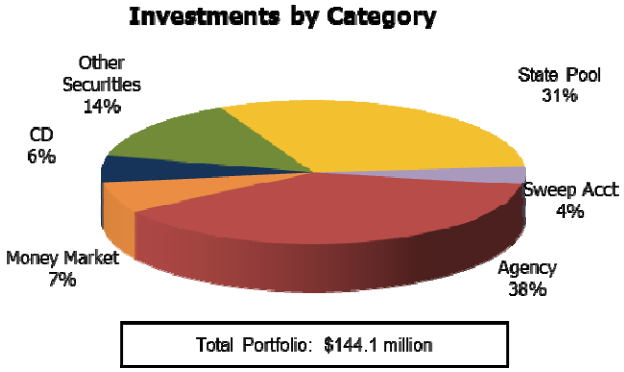
The Fed Funds rate remained at 0.25 percent during the third quarter of 2013. The slow but steady improvement in the economic recovery continues. The yield curve changed very little at the end of the third quarter, rising slightly on the long end and dropping almost to zero on the short end.



CITY PORTFOLIO

The primary objectives for the City of Kirkland's investment activities are: legality, safety, liquidity and yield. Additionally, the City diversifies its investments according to established maximum allowable exposure limits so that reliance on any one issuer will not place an undue financial burden on the City.

The City's portfolio decreased in the third quarter of 2013 to $144.1 million compared to $153.7 million on June 30, 2013. The decrease in the portfolio is in part related to the normal cash flows of the third quarter, as the second half of property taxes is received at the end of October and early November. A portion of the decrease for the third quarter is due to the construction costs of the Public Safety Building which began in June.



Diversification

The City's current investment portfolio is composed of Government Sponsored Enterprises (GSEs) bonds, US Agency bonds, State and Local Government bonds, the State Investment Pool, an overnight bank sweep account, a bank money market account and bank certificates of deposit. City investment procedures allow for 100% of the portfolio to be invested in U.S. Treasury or Federal Government obligations.

2013 ECONOMIC OUTLOOK and INVESTMENT STRATEGY

The outlook for growth in the U.S. economy is weaker than that of three months ago, according to 41 forecasters surveyed by the Federal Reserve Bank of Philadelphia. The U.S. economy is expected to grow at an annual rate of 1.5 percent in 2013 and 2.6 percent in 2014. CPI inflation is expected to average 1.8 percent in 2013 and 2.0 percent in 2014. The unemployment rate is expected to average 7.5 percent in 2013 and fall to 7.1 percent in 2014. The Fed Funds rate, currently at 0.25 percent, is expected to remain at this level well into 2016.

The portfolio duration has increased as securities have matured and cash balances in the portfolio have decreased. The focus on the next 2 quarters will be purchasing shorter term securities to continue reducing the duration during this period of rising interest rates. The opportunities for increasing portfolio returns are scarce as short term interest rates continue at historically low levels. During periods of low interest rates the portfolio duration should be kept shorter with greater liquidity so that the City is in a position to be able to purchase securities with higher returns when interest rates begin to rise. The State Pool is currently at 0.12 percent and will continue to remain low as the Fed Funds rate remains at 0.00 to 0.25 percent. Total estimated investment income for 2013 is $790,000.

Investment Report *continued*

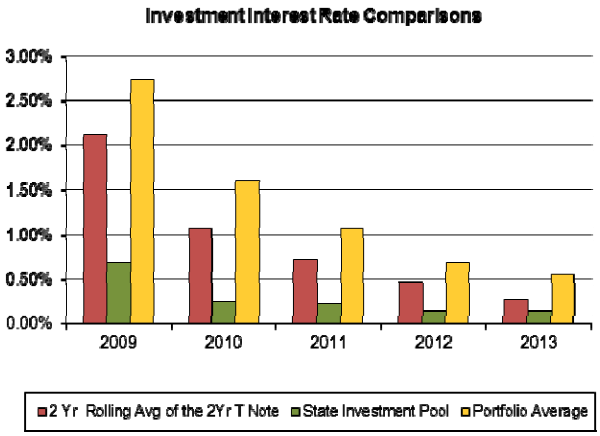
Liquidity

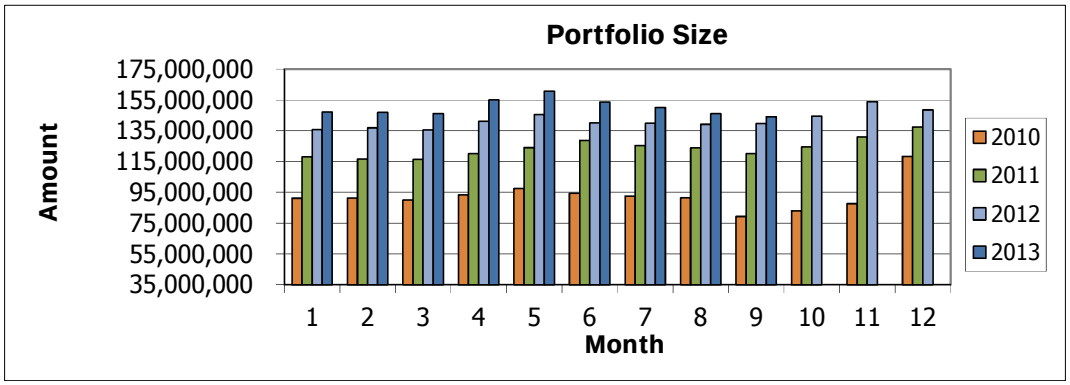
The target duration for the City's portfolio is based on the 0-5 year U.S. Treasury. The average maturity of the City's investment portfolio increased from 1.84 years on June 30, 2013 to 1.92 years on September 30, 2013 due to the decrease in the cash of the portfolio.

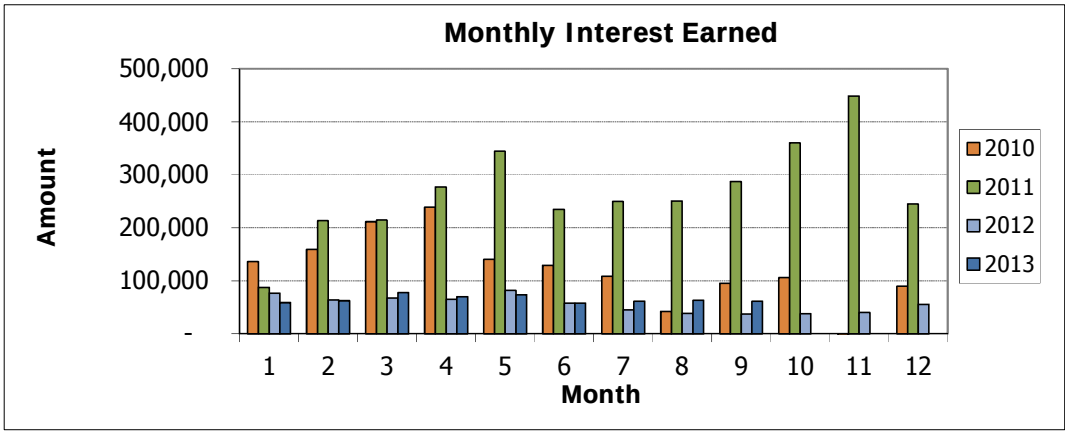
Yield

The City Portfolio yield to maturity increased from 0.52 percent on June 30, 2013 to 0.56 percent on September 30, 2013. Through September 30, 2013, the City's annual average yield to maturity was 0.58 percent. The City's portfolio benchmark is the range between the 90 day Treasury Bill and the 2 year rolling average of the 2 year Treasury Note. This benchmark is used as it is reflective of the maturity guidelines required in the Investment Policy adopted by City Council. The City's portfolio outperformed both the 90 day T Bill and the 2 year rolling average of the 2 year Treasury Note, which was 0.28 percent on September 30, 2013.

The City's practice of investing further out on the yield curve than the State Investment Pool results in earnings higher than the State Pool during declining interest rates and lower earnings than the State Pool during periods of rising interest rates. This can be seen in the adjacent graph.







***Reserves** are an important indicator of the City's fiscal health and effectively represent "savings accounts" that are established to meet unforeseen budgetary needs (general purpose reserves) or are dedicated to a specific purpose. The reserves are listed with their revised estimated balances as of September 30, 2013.*

Reserve Analysis

General Purpose Reserves

- The **Revenue Stabilization Reserve** was used almost in its entirety during the 2009-10 biennium as part of the budget balancing strategy to address the severe economic downturn, which allowed the City to mitigate some negative impacts to services. Contributions have been made to replenish the reserves since then and with planned contributions in 2013 and 2014, the reserve is expected to be at target by the end of 2014.
- The **Building and Property Reserve** has been identified as an available funding source for facility expansion and renovation projects and a significant portion is planned to be used during the current biennium, which will bring the reserve just slightly below target.
- The **General Capital Contingency Reserve** was used to fund project cost over-runs in the previous biennium, so replenishment from General Fund 2012 year-end cash was planned in 2013.

General Capital Reserves

- Real estate activity remains strong in 2013. **Real Estate Excise Tax (REET)** collections are 37 percent ahead of the same period last year. Revenue through the third quarter are almost 150 percent of budget, so the current budgeted ending balance does not reflect actual revenue trends and will be reviewed later in the year for potential adjustment. REET 2 reserves were used in 2012 to assist in the re-payment of the loan from the utilities for the purchase of the Cross Kirkland Corridor in 2011.
- **Impact fees** are also significantly ahead of last year as the result of the high level of development activity in 2013 and ahead of budget. Transportation impact fees are 72 percent ahead of the same period last year and park impact fees are 70 percent ahead. There is minimal planned use of transportation impact fees for capital projects and no planned use of park impact fees for park capital projects in the current budget cycle except for debt related to parks. As with REET, the budgeted ending balance for Impact Fees will be reviewed at the end of 2013 for possible adjustment.

Reserves	Est. 2013 Beginning Balance	Adopted 2014 Ending Balance	Revised 2014 Ending Balance	2013-14 Target	Revised Over (Under) Target
GENERAL PURPOSE RESERVES WITH TARGETS					
General Fund Reserves:					
General Fund Contingency	50,000	50,000	50,000	50,000	0
General Oper. Reserve (Rainy Day)	2,806,513	2,806,513	2,806,513	4,219,482	(1,412,969)
Revenue Stabilization Reserve	1,231,431	2,468,068	2,468,068	2,468,068	0
Building & Property Reserve	2,137,598	571,579	571,579	600,000	(28,421)
Council Special Projects Reserve	250,000	178,372	171,372	250,000	(78,628)
Contingency	2,201,870	2,426,425	2,426,425	4,275,442	(1,849,017)
General Capital Contingency*	2,686,587	4,810,795	4,810,795	5,735,330	(924,535)
General Purpose Reserves with Targets	**11,363,999**	**13,311,752**	**13,304,752**	**17,598,322**	**(4,293,570)**
ALL OTHER RESERVES WITH TARGETS					
General Fund Reserves:					
Litigation Reserve	350,000	350,000	350,000	50,000	300,000
Firefighter's Pension Reserve*	1,746,298	1,484,958	1,484,958	1,568,207	(83,249)
Health Benefits Fund:					
Claims Reserve*	1,187,813	2,615,856	2,615,856	1,424,472	1,191,384
Rate Stabilization Reserve	1,000,000	1,000,000	1,000,000	500,000	500,000
Excise Tax Capital Improvement:					
REET 1**	3,477,948	4,507,512	4,210,481	1,071,000	3,139,481
REET 2**	2,284,826	2,319,112	1,952,797	2,225,500	(272,703)
Water/Sewer Operating Reserve:	2,414,471	2,414,471	2,414,471	1,979,380	435,091
Water/Sewer Debt Service Reserve:	488,200	498,591	498,591	508,717	(10,126)
Water/Sewer Capital Contingency:	1,107,600	1,107,600	1,107,600	250,000	857,600
Surface Water Operating Reserve:	706,364	706,364	706,364	412,875	293,489
Surface Water Capital Contingency:	816,480	816,480	816,480	758,400	58,080
Other Reserves with Targets	**15,580,000**	**17,820,944**	**17,157,598**	**10,748,551**	**6,409,047**
Reserves without Targets	**35,751,424**	**35,847,270**	**35,099,316**	**n/a**	**n/a**
Total Reserves	**62,695,423**	**66,979,966**	**65,561,666**	**n/a**	**n/a**

*Includes replenishments adopted in early April 2013 and adjustments to actual cash balances adopted in June.

**Includes replenishments adopted in early April 2013 and adjustments to actual cash balances adopted in June; does not reflect increased collections in 2013, which will be considered for budget adjustments.

The target comparison reflects revised ending balances to the targets established in the budget process for those reserves with targets.

General Purpose reserves are funded from general revenue and may be used for any general government function.

All Other Reserves with Targets have restrictions for use either from the funding source or by Council-directed policy (such as the Litigation Reserve).

The summary to the right details all Council authorized uses and additions through September 30, 2013.

USES AND ADDITIONS HIGHLIGHTS

RESERVE	AMOUNT	DESCRIPTION
2013-14 Council Authorized Uses		
2013 First Quarter Uses	$302,000	
2013 Second Quarter Uses	$626,319	
Real Estate Excise Tax 2 - Transp.	$61,600	100th Avenue Bicycle Lanes
Real Estate Excise Tax 2 - Transp.	$3,670	Lakeview School Walkroute
Real Estate Excise Tax 2 - Transp.	$19,000	Peter Kirk Elementary Sidewalk
Facilities Sinking Fund	$475,711	Facilities Energy Efficiency Grant Match
2013-14 Council Authorized Additions		
Surface Water Transportation Reserve	$21,000	Central Way Pedestrian Enhancements
Surface Water Transportation Reserve	$49,000	Peter Kirk Elementary Sidewalk

Financial Management Report as of September 30, 2013

General Fund and Contingency reserves are funded from general purpose revenue and are governed by Council-adopted policies.

Special Purpose reserves reflect both restricted and dedicated revenue for specific purpose, as well as general revenue set aside for specific purposes.

General Capital Reserves provide the City the ability to respond to unexpected changes in costs and accumulate funds for future projects. It is funded from both general revenue and restricted revenue.

Utility reserves are funded from utility rates and provide the utilities with the ability to respond to unexpected costs and accumulate funds for future replacement projects.

Internal service funds are funded by charges to operating departments. They provide for the accumulation of funds for replacement of equipment, as well as the ability to respond to unexpected costs.

Reserves	Description	Est. 2013 Beginning Balance	Adopted 2014 Ending Balance	Additional Authorized Uses/Additions	Revised 2014 Ending Balance
GENERAL FUND/CONTINGENCY					
General Fund Reserves:					
General Fund Contingency	Unexpected General Fund expenditures	50,000	**50,000**	**0**	**50,000**
General Oper. Reserve (Rainy Day)	Unforeseen revenues/temporary events	2,806,513	**2,806,513**	**0**	**2,806,513**
Revenue Stabilization Reserve	Temporary revenue shortfalls	1,231,431	**2,468,068**	**0**	**2,468,068**
Building & Property Reserve	Property-related transactions	2,137,598	**571,579**	**0**	**571,579**
Council Special Projects Reserve	One-time special projects	250,000	**178,372**	**(7,000)**	**171,372**
Contingency	Unforeseen expenditures	2,201,870	**2,426,425**	**0**	**2,426,425**
Total General Fund/Contingency		**8,677,412**	**8,500,957**	**(7,000)**	**8,493,957**
SPECIAL PURPOSE RESERVES					
General Fund Reserves:					
Litigation Reserve	Outside counsel costs contingency	350,000	**350,000**	**0**	**350,000**
Labor Relations Reserve*	Labor negotiation costs contingency	65,348	**65,348**	**0**	**65,348**
Police Equipment Reserve*	Equipment funded from seized property	48,685	**58,685**	**0**	**58,685**
LEOFF 1 Police Reserve	Police long-term care benefits	618,079	**618,079**	**0**	**618,079**
Facilities Expansion Reserve	Special facilities expansions reserve	800,000	**-**	**0**	**0**
Development Services Reserve*	Revenue and staffing stabilization	1,004,194	**1,187,020**	**0**	**1,187,020**
Development Svcs. Technology Reserve	Permit system replacement	264,810	**159,792**	**0**	**159,792**
Tour Dock*	Dock repairs	138,892	**171,392**	**0**	**171,392**
Tree Ordinance*	Replacement trees program	29,717	**29,717**	**0**	**29,717**
Revolving/Donation Accounts*	Fees/Donations for specific purposes	451,090	**537,890**	**0**	**537,890**
Lodging Tax Fund*	Tourism program and facilities	240,991	**221,951**	**0**	**221,951**
Cemetery Improvement*	Cemetery improvements/debt service	662,614	**712,174**	**0**	**712,174**
Off-Street Parking	Downtown parking improvements	147,016	**212,836**	**0**	**212,836**
Firefighter's Pension*	Long-term care/pension benefits	1,746,298	**1,484,958**	**0**	**1,484,958**
Total Special Purpose Reserves		**6,567,734**	**5,809,842**	**0**	**5,809,842**
GENERAL CAPITAL RESERVES					
Excise Tax Capital Improvement:					
REET 1**	Parks/transportation/facilities projects, parks debt service	3,477,948	**4,507,512**	**(297,031)**	**4,210,481**
REET 2**	Transportation and other capital projects	2,284,826	**2,319,112**	**(366,315)**	**1,952,797**
Impact Fees					
Roads**	Transportation capacity projects	2,060,540	**2,066,737**	**0**	**2,066,737**
Parks**	Parks capacity projects	685,727	**598,023**	**0**	**598,023**
Street Improvement	Street improvements	995,958	**995,958**	**0**	**995,958**
General Capital Contingency*	Changes to General capital projects	2,686,587	**4,810,795**	**0**	**4,810,795**
Total General Capital Reserves		**12,191,586**	**15,298,137**	**(663,346)**	**14,634,791**
UTILITY RESERVES					
Water/Sewer Utility:					
Water/Sewer Operating Reserve	Operating contingency	2,414,471	**2,414,471**	**0**	**2,414,471**
Water/Sewer Debt Service Reserve*	Debt service reserve	488,200	**498,591**	**0**	**498,591**
Water/Sewer Capital Contingency	Changes to Water/Sewer capital projects	1,107,600	**1,107,600**	**0**	**1,107,600**
Water/Sewer Construction Reserve	Replacement/re-prioritized/new projects	9,093,871	**8,228,606**	**0**	**8,228,606**
Surface Water Utility:					
Surface Water Operating Reserve	Operating contingency	706,364	**706,364**	**0**	**706,364**
Surface Water Capital Contingency	Changes to Surface Water capital projects	816,480	**816,480**	**0**	**816,480**
Surface Water-Transp. Related Rsv	Replacement/re-prioritized/new projects	3,794,629	**4,580,229**	**44,757**	**4,624,986**
Surface Water Construction Reserve	Trans. related surface water projects	1,990,126	**1,485,091**	**(317,000)**	**1,168,091**
Total Utility Reserves		**20,411,741**	**19,837,432**	**(272,243)**	**19,565,189**
INTERNAL SERVICE FUND RESERVES					
Health Benefits:					
Claims Reserve*	Health benefits self insurance claims	1,187,813	**2,615,856**	**0**	**2,615,856**
Rate Stabilization Reserve	Rate stabilization	1,000,000	**1,000,000**	**0**	**1,000,000**
Equipment Rental:					
Vehicle Reserve*	Vehicle replacements	9,154,784	**9,260,709**	**0**	**9,260,709**
Radio Reserve	Radio replacements	7,686	**7,686**	**0**	**7,686**
Information Technology:					
PC Replacement Reserve*	PC equipment replacements	308,256	**482,150**	**0**	**482,150**
Technology Initiative Reserve	Technology projects	690,207	**523,835**	**0**	**523,835**
Major Systems Replacement Reserve	Major technology systems replacement	245,500	**656,200**	**0**	**656,200**
Facilities Maintenance:					
Operating Reserve	Unforeseen operating costs	550,000	**550,000**	**0**	**550,000**
Facilities Sinking Fund*	20-year facility life cycle costs	1,702,704	**2,437,162**	**(475,711)**	**1,961,451**
Total Internal Service Fund Reserves		**14,846,950**	**17,533,598**	**(475,711)**	**17,057,887**
Grand Total		**62,695,423**	**66,979,966**	**(1,418,300)**	**65,561,666**

*Includes replenishments adopted in early April 2013 and adjustments to actual cash balances adopted in June.

**Includes replenishments adopted in early April 2013 and adjustments to actual cash balances adopted in June; does not reflect increased collections in 2013, which will be considered for budget adjustments.

The Financial Management Report (FMR) is a high-level status report on the City's financial condition that is produced quarterly.

- It provides a **summary budget to actual and year over year comparisons** for year-to-date revenues and expenditures for all operating funds.
- The **Sales Tax Revenue Analysis** report takes a closer look at one of the City's larger and most economically sensitive revenue sources.
- **Economic environment** information provides a brief outlook at the key economic indicators for the Eastside and Kirkland such as office vacancies, residential housing prices/sales, development activity, inflation and unemployment.
- The **Investment Summary** report includes a brief market overview, a snapshot of the City's investment portfolio, and the City's year-to-date investment performance.
- The **Reserve Summary** report highlights the uses of and additions to the City's reserves in the current year as well as the projected ending reserve balance relative to each reserve's target amount.

- Tracey Dunlap, Director of Finance & Administration
- Michael Olson, Deputy Director of Finance & Administration
- Sri Krishnan, Financial Planning Manager
- Neil Kruse, Senior Financial Analyst
- Kyle Butler, Budget Analyst
- George Dugdale, Budget Analyst

City of Kirkland
123 5th Avenue
Kirkland, WA 98033
Ph. 425-587-3101
www.kirklandwa.gov

Economic Environment Update References:

- The Conference Board Consumer Confidence Index Press Release September 24, 2013
- Carol A. Kujawa, MA, A.P.P., *ISM-Western Washington, Inc. Report On Business*, Institute for Supply Management-Western Washington, September, 2013
- Quarterly Economic & Revenue Publication, September 2013—Washington State Economic & Revenue Forecast Council
- CB Richard Ellis Real Estate Services, Market View Puget Sound, Second Quarter 2013
- Northwest Multiple Listing Service
- U.S. Bureau of Labor Statistics
- Washington State Employment Security Department
- Washington State Department of Revenue
- Washington State Department of Labor & Industries
- City of Kirkland Building Division
- City of Kirkland Finance & Administration Department

September 2013 Financial Dashboard Highlights

October 16, 2013

- The dashboard report reflects the 2013 share of the biennial budget adopted by the City Council on December 11, 2012, as amended on April 2, 2013 and June 18, 2013. The actual revenues and expenditures summarized in the dashboard reflect nine months of data, or 75 percent of the calendar year.
- Total General Fund revenues received through September were at 76.2 percent of budget; at this time last year 2012 receipts were at 70.26 percent of budget.
  - Some large portions of General Fund revenues are received only periodically, including property tax (which is mostly received in April/May and October/November) and King County's semi-annual Emergency Medical Services (EMS) payments. The second half EMS payment and the second half property taxes are not yet reflected in General Fund revenues.
  - Utility tax receipts were 75 percent at the end of September. This number does not include the $135,700 received through a utility tax audit carried out in 2013, which is being set aside against pending refund claims. In 2012, these revenues were at 72.67 percent of budget through September.
  - Sales tax revenues at the end of September were at 83.6 percent of budget. Year-to-date sales tax revenue is up 12.6 percent in dollar terms compared to year-to-date through September last year, an increase of $1.37 million. This increase has been largely due to improved performance in the service, contracting, and auto/gas retail sectors. The year to date sales tax revenue reflects activity from November, 2012 through July, 2013 due to the two month lag from sales tax collection to Kirkland's receipt of the funds from the Department of Revenue.
  - Business license revenues through September are at 81 percent of budget; this is a similar position as last September, when business license revenues were also at 81 percent of budget.
  - Development fees in September exceeded the budget for the full year and finished the month at 136.6 percent of annual budget. Note that a significant portion of these revenues will be set aside for work that will occur in subsequent years and used for additional overtime and staffing to help process the development activity. Development activities and revenues are volatile and can increase or decrease significantly as market conditions change. Revenue predictions for 2014 assume that the rate of change will slow in 2014, a trend that has started in 2013.
  - Gas taxes were slightly below target at 73.1 percent of budget through the end of September. This is slightly higher than last year when gas tax was at 71.22 percent of budget through September. In dollar terms, the total gas tax collected is up $26,700 compared to last September.
- Total General Fund expenditures were under budget at 67.3 percent through September, or three quarters of the way through the year.
  - General fund salaries and benefits are under budget at 72 percent at the end of September.
  - Contract jail costs are below budget expectations at 37.3 percent of budget. Most of the savings are due to the use of lower-cost electronic home detention and other sentencing measures as alternatives to jail time. Note that these under expenditures may be used to help with expenditures related to the Public Safety Building starting in 2014.
  - Fire suppression overtime is slightly over budget at 78.2 percent. The year-to-date spending is also slightly over 2012 when 75.93 percent of the overtime budget had been used through September. The 2013 one-time service package for $253,230 of additional overtime funding to staff Fire Station #24 is shown separately on the Dashboard. Staffing at Station #24 began in September with 696 hours of staffing, costing an estimated 13.7 percent of budget, or $34,700.
  - Fuel costs are under budget expectation at 57.3 percent of budget as of the end of September.

Attachments: September Dashboard

Development Services Report

City of Kirkland Budget Dashboard 10/16/2013

Annual Budget Status as of **9/30/2013** (Note 1)

Percent of Year Complete **75.00%**

General Fund

	2013 Budget	Year-to-Date Actual	% Received/ % Expended	Status Current Report	Status Last Report	Notes
Total Revenues (2)	76,087,621	57,980,185	76.2%			
Total Expenditures	83,626,705	56,289,519	67.3%			

Key Indicators (All Funds)

Revenues						
Sales Tax	14,638,962	12,243,945	83.6%			Prior YTD = $10,869,792
Utility Taxes	14,618,866	10,961,655	75.0%			Excludes $135,743 recovered through utility tax audit
Business License Fees	2,824,117	2,288,718	81.0%			
Development Fees	4,300,656	5,588,438	129.9%			
Gas Tax	1,696,178	1,240,679	73.1%			
Expenditures						
GF Salaries/Benefits	52,680,752	37,925,465	72.0%			Excludes Fire Suppression Overtime
Fire Suppression Overtime	677,895	530,398	78.2%			Excludes FS 24 Overtime
F.S. #24 Overtime Staffing	253,230	34,696	13.7%			
Contract Jail Costs	1,611,741	601,586	37.3%			
Fuel Costs	794,758	485,026	61.0%			

Status Key

Revenue is higher than expected or expenditure is lower than expected

Revenue/expenditure is within expected range

WATCH - Revenue/expenditure outside expected range

Note 1 - Report shows annual values during the first year of the biennium (2013).

Note 2 - Total budgeted expenditures in 2013 and 2014 exceed budgeted revenues due to planned use of reserves (ex: funding of CIP sinking fund reserves and use of Building and Property Reserve).

n/a - not applicable

Development Services Report – September 2013

Development Services is comprised of the Fire and Building, Public Works and Planning Departments. The Building Department reports on all building construction related permits including electrical, mechanical and plumbing trade permits, signs and grading permits. Fire permits are not reported on since they are tracked separately from the Building Department budget. Public Works Department revenue is generated from infrastructure improvement permits and Planning Department revenue is the result of land use permits. A review of the September, 2013 permit data allows us to offer the following:

- The September, 2013 Building Permit related statistics continue the upward trend that we witnessed throughout 2012. New single-family residential permit applications for September were up with 24 applications received compared to 12 last year. So far this year we have received 263 applications compared to 159 last year which is a 65% increase in new single-family permit activity. In contrast, commercial tenant improvement permits and single-family remodel permits were flat with 33 applications received compared to 33 last September.

- The monthly average of total building related permits received so far this year (466) continues to exceed the monthly average for 2012 (451), with the total number of permits received in September (451) exceeding September 2012 (359) by 26%.

- Building Department revenue for September was $300,655 which is 11% of our budgeted $2,822,576 and 128% of the average monthly projected revenue of $235,215. Year to date revenue of $3,335,997 is ahead by $1,219,065 (118% of the budgeted annual revenue has been collected). The Building Department recently hired a Permit Technician and a Plans Examiner and has made several additional service package requests to meet this on-going permit demand.

- Public Works Department development revenue for September, 2013 was $105,930 which is $36,941 more than the average monthly projected revenue of $68,989 and year-to-date revenue is ahead by $1,006,802 (197% of the budgeted annual revenue has been collected). The permit activity continues to exceed our workload capacity and permit review times for large projects have fallen below our target review times. Public Works is in the process of hiring a Temporary Development Engineer to assist with permit review services.

- Planning Department revenue for September, 2013 was $67,787 which is $13,603 above our adjusted monthly projected revenue average of $54,184 for 2013. Year-to-date revenue is ahead by $66,331 (85% of the budgeted annual revenue has been collected).

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 & Administration
George Dugdale, Budget Analyst

Date: October 15, 2013

Subject: September Sales Tax Revenue Analysis

September sales tax revenue is **up 11.6 percent** over September 2012. **Year-to-date** revenue is **up 12.6 percent** compared to the same period last year. Sales tax revenue from the service, contracting, and retail sectors has increased substantially, with positive growth in all major sectors. The sales tax revenue received in September comes from July sales.

Comparing September 2013 sales tax collections to September 2012 indicates that revenues remain higher in many categories with the percentage year to year increase being higher than at any point since May:

- The **services** sector is **up 33.3 percent** over September 2012, or about $46,633. This is substantially higher than the increase between August 2013 and August 2012, with particularly strong growth seen in healthcare, up 137 percent or $12,600.
- The **retail** sectors are collectively **up 9.8 percent** compared to the same month in 2012, which translates to around $79,400 in growth over last September. This is slightly lower than the growth seen last month compared to August 2012 as strong growth in auto/gas retail was offset by weaker growth in retail eating/drinking and other retail.
    - **Auto/gas retail's** receipts **increased 13.5 percent** over last September, totaling growth of about $43,200.
    - **Other retail** performance is **up 10.9 percent** or about $17,700 compared to September 2012.
    - The **retail eating/drinking** sector is **up 3.6 percent** versus September 2012, an increase of $4,100. This is down from the 9.8 percent increase between August 2013 and August 2012, due to a fall in receipts from some major restaurants.
    - The **General merchandise/miscellaneous retail** sector is **up 6.9 percent** over September 2012 or about $14,338 due to increased receipts from major retailers.
- The **miscellaneous** sector is **up 25.7 percent** from September 2012 or about $17,000, largely because of a refund paid to a business last year.
- The **communications** sector is **up 6.3 percent** or about $2,600.
- **Contracting** for September 2013 was **up 5.2 percent** compared to September 2012, or about $11,000. This is a return to growth for the sector following two months which were lower than the same period in 2012.
- **Wholesale** is **down 4.4 percent** compared to September 2012, about $2,700. This is the first time this year that the sector has been down compared with the same month last year.

City of Kirkland Actual Monthly Sales Tax Receipts

Business Sector Group	September		Dollar Change	Percent Change	Percent of Total	
	2012	2013			2012	2013
Services	140,146	186,779	46,633	33.3%	10.5%	12.6%
Contracting	213,242	224,231	10,989	5.2%	16.0%	15.1%
Communications	41,273	43,883	2,610	6.3%	3.1%	3.0%
Auto/Gas Retail	320,211	363,402	43,191	13.5%	24.1%	24.5%
Gen Merch/Misc Retail	208,717	223,055	14,338	6.9%	15.7%	15.0%
Retail Eating/Drinking	115,615	119,733	4,118	3.6%	8.7%	8.1%
Other Retail	162,039	179,777	17,738	10.9%	12.2%	12.1%
Wholesale	61,750	59,027	(2,723)	-4.4%	4.6%	4.0%
Miscellaneous	66,166	83,179	17,013	25.7%	5.1%	5.6%
Total	**1,329,159**	**1,483,066**	**153,907**	**11.6%**	**100.0%**	**100.0%**

Year-to-date business sector review:

The 12.6 percent growth in year to date sales tax revenue is concentrated in three sectors, services, contracting and auto/gas retail, with car sales making up the largest single increase. Car sales are up $389,000 over 2012. All three of these sectors are volatile and saw large declines during the recession:

- The **services** sector is **up 32.4 percent** compared to 2012, the largest percentage growth of any sector in the City. This growth is widely spread across arts & entertainment, healthcare, publishing, information, internet, and broadcasting. The growth is skewed because of a large sales tax refund to a business in May 2012; however, even when that amount is factored out, the services sector is still up 21.7 percent over last year.
- Gains in **contracting** sales tax remain higher than in 2012, although the size of the increase has fallen from 19.3 percent in July 2013 to being **up 12.5 percent** in September 2013.
- **Retail** sales tax revenue is collectively **up 10.7 percent** compared to last year.
    - The **auto/gas retail** sector is **up 15.0 percent** compared to 2012 due to the addition of one new dealership and improved revenues at the established dealerships. This sector has posted gains for twenty three consecutive months and has the largest growth in dollar amount of any sector ($398,900).
    - **General merchandise/miscellaneous retail** sales taxes are **up 8.2 percent** from increased revenues across the sector, led by two large retailers.
    - **Retail eating/drinking** sales tax revenue is **up 6.9 percent** compared to 2012. Revenue increases can be attributed to many established restaurants posting improved sales along with a net increase in the total number of restaurants in the City.
    - **Other retail** is **up 7.8 percent** compared to last year due to positive performance in most categories particularly non-store retailers, which continue to increase in size. However, there has been a decline in food and beverage store sales.
- The **miscellaneous** sector is **up 9.1 percent** compared to last year due to higher revenues from the finance and utilities categories.
- **Wholesale** is **up 3.1 percent** compared to last year.
- The **communications** sector has also grown slightly compared to last year, **up 2.2 percent**.

City of Kirkland Actual Sales Tax Receipts

Business Sector Group	January-September		Dollar Change	Percent Change	Percent of Total		Percent of Change
	2012	2013			2012	2013	
Services	1,184,874	1,568,898	384,024	32.4%	10.9%	12.8%	27.9%
Contracting	1,737,961	1,955,530	217,569	12.5%	16.0%	16.0%	15.8%
Communications	330,465	337,886	7,421	2.2%	3.0%	2.8%	0.5%
Auto/Gas Retail	2,661,641	3,060,550	398,909	15.0%	24.5%	25.0%	29.0%
Gen Merch/Misc Retail	1,406,857	1,522,248	115,391	8.2%	12.9%	12.4%	8.4%
Retail Eating/Drinking	937,774	1,002,622	64,848	6.9%	8.6%	8.2%	4.7%
Other Retail	1,468,917	1,584,154	115,237	7.8%	13.5%	12.9%	8.4%
Wholesale	551,757	569,045	17,288	3.1%	5.1%	4.6%	1.3%
Miscellaneous	589,546	643,012	53,466	9.1%	5.4%	5.3%	3.9%
Total	**10,869,792**	**12,243,945**	**1,374,153**	**12.6%**	**100.0%**	**100.0%**	**100.0%**

National and State Context

Consumer confidence, which increased in August to 81.8 fell to 79.7 at the end of September. According to Lynn Franco of the Conference Board, "Consumer Confidence decreased in September as concerns about the short-term outlook for both jobs and earnings resurfaced, while expectations for future business conditions were little changed. Consumers' assessment of current business and labor market conditions, however, was more positive. While overall economic conditions appear to have moderately improved, consumers are uncertain that the momentum can be sustained in the months ahead." Slight fluctuations in consumer confidence have been the pattern throughout the summer as scores have remained between 82 and 79. This followed a rise in consumer confidence during the first half of the year as consumers moved past earlier fears about the debt ceiling and federal government closure. It remains to be seen what the reemergence of these factors does to consumer confidence through fall 2013.

National and state unemployment data is reported by the Bureau of Labor Statistics (BLS) on a one month lag, and according to the BLS' preliminary August 2013 data, Washington State's unemployment rate has increased slightly from 6.9 percent in July to 7.0 percent in August while the national rate has fallen from 7.4 percent in July to 7.3 percent in August. The most recent local unemployment data is from July which showed that King County's unemployment rate was unchanged at 5.1 percent. The City of Kirkland's unemployment was revised to 4.3 percent in June and July. August data is not yet available for local unemployment and is currently not being updated due to the federal government shutdown. It should be noted that unemployment data for Kirkland does not currently include the recently annexed neighborhoods. Staff has been in contact with BLS and they will be including the new neighborhoods in their Kirkland data as of early 2015.

The Washington State Economic Forecast Council (WSEFC) released their quarterly forecast in September and reported good growth in the Washington job market with 11,200 jobs added since June, 200 more than expected. These jobs were almost all in private service-providing sectors including 3,900 in trade, transportation and utilities. There was a net addition of 2,200 jobs in the construction sector, which has become the fastest growing sector in the state. This trend is reflected in the City's sales tax data.

State-wide housing construction experienced a sharp drop in the second quarter of 2013 after a sustained rapid rise through 2012 and the first quarter of 2013. This was due to a decline in the number of multi-family units authorized from 17,200 in the first quarter to 8,500 in the second. Preliminary data for the third quarter suggests little change from the second quarter declines. In spite of this market correction, WSEFC believes the overall outlook for the housing market in Washington remains positive, particularly as the number of permits for single-family units continues to grow. Permits for single-family

units were up from 18,900 in the first quarter of 2013 to 19,200 in the second. House prices have also continued to rise in Washington State and have risen for 17 consecutive months in the Seattle metro area. Even with these, gains Seattle area home prices are 18.1 percent lower than their 2007 peak.

After a decline in April and May, light vehicle registrations rebounded through the summer months, reaching a four year high of 279,800 in August. The Institute of Supply Management's – Western Washington Index (WWI) continues to suggest there will be sustained moderate growth in the manufacturing sector. The August 2013 WWI was 55.7, higher than in July 2013 and above 50, the number which indicates positive growth.

Inflation in the Seattle area has remained low in 2013 and close to the national rate, and the WSEFC predicts this trend will continue through the rest of the year. In August 2013, the Seattle CPI-W was 1.1 percent. The core index, which excludes food and energy, increased 1.3 percent over the year, compared to 1.8 percent for the nation. National average gas prices have fallen from $3.64 per gallon at the end of July to $3.57 per gallon at the end of August.

Conclusion

Sales tax revenues continued their upward trend in September, and the rate of growth also increased following three months of decreasing gains. However, the trend is still slower than in the first half of the year. In May 2013, year to date sales tax receipts had grown 16.5 percent, and at the end of September this has pulled back to 12.6 percent. Year-to-date growth has been maintained in every major sales sector in Kirkland, however, most of this growth, 72.8 percent, has been in three sectors: services, contracting, and automotive/gas sales, which are historically volatile, meaning the growth seen so far in 2013 should be viewed with caution.

As a reminder, the City uses the one-year "lag" method when budgeting for expected sales tax revenue, meaning that the 2013 budget is based off of estimates for 2012 tax revenue. When comparing actual 2013 revenues with budgeted revenues, please be aware that budgeted revenues are conservative figures and that actual 2013 revenues are expected to exceed budgeted amounts, which has been the case so far this year.

STATUS OF KEY RECOMMENDATIONS BY GOAL AREA

The 2013-2014 Budget included funded service packages, key policy recommendations, and major capital investments which were presented within the context of the City Council goal areas they primarily supported. The following tables provide the current status on the progress made to date under each of the goal areas.

NEIGHBORHOODS

The citizens of Kirkland experience a high quality of life in their neighborhoods.

Goal: Achieve active neighborhood participation and a high degree of satisfaction with neighborhood character, services and infrastructure.

Goals	Status
• Ongoing funding for Neighborhood Traffic Control program through the Proposition 1 Streets Levy (if passed) - $300,000	• Installed 14 Rectangular Rapid Flash Beacons (RRFB) on school routes with Proposition 1 Streets Levy - $600,000
• Filling the additional 0.5 FTE CIP outreach position to enhance communication about projects	• Filled 0.5 FTE CIP outreach position to enhance communication about projects
• Updating Growth Management Act (GMA) Comprehensive Plan and Environmental Impact Statement (EIS), $326,000, which includes neighborhood planning	• Updating Growth Management Act (GMA) Comprehensive Plan and Environmental Impact Statement (EIS) – on schedule and had successful open house
• Establishing opportunity funds for improvements in the new neighborhoods for sidewalks and pedestrian safety	• Established opportunity funds for improvements in the new neighborhoods for sidewalks and pedestrian safety – consultant reports being reviewed for potential projects

PUBLIC SAFETY

Ensure that all those who live, work and play in Kirkland are safe.

Goal: Provide for public safety through a community-based approach that focuses on prevention of problems and a timely response.

Goals	Status
• Completing the Public Safety Building CIP project ($27.4 million in 2013-2014)	• Construction of the Public Safety Building is in progress with an estimated completion date mid-year 2014
• Commencing operation of the Public Safety Building (One-time and Ongoing) ○ Jail Operations, 3.00 FTE, $787,102 ○ Public Safety Building operations and maintenance (O&M), 1.0 FTE, $719,583 ○ Help Desk Staffing for the Public Safety Building and Network Support, 0.20 FTE, $51,349	• Public Safety Building operation-related costs are anticipated to occur in 2014

• Police Strategic Plan, $100,000	• The Police Strategic Plan process is scheduled to begin in 2014
• Establish Police equipment sinking fund, $250,000 one-time and $250,000 ongoing	• The Police equipment sinking fund has been established and is expected to be further refined as part of the 2015-2016 budget development process
• Municipal Court Security, $86,076	• Municipal Court Security cost is included in the current biennium
• Fire Strategic Plan implementation actions: ○ Finn Hill Fire Station Staffing (50% of 12-hour aid car coverage), $649,130 one-time *[This funding is an opportunity fund to create an initial partnership with Northshore Fire District. The staffing is not likely to be financially sustainable beyond 2014 without a strong economic recovery or some sort of voter approved revenue.]* ○ Policy & Procedure Manual, $17,000 one-time ○ City Emergency Manager, 1.0 FTE, $322,814 - Ongoing ○ Senior Financial Analyst to help meet budgeting, financial analysis, and administrative needs in the Fire & Building Department, $235,781 - One-time ○ Administrative Assistant Reclassification to Administrative Supervisor to help to meet the administrative and supervisory needs of the Fire & Building Department, $12,089 – Ongoing	• Action items related to the implementation of the Fire Strategic Plan: ○ Staffing to serve the Finn Hill area using overtime began in August 2013 at Station 25 ○ The department has hired a consultant to update the Policy & Procedure Manual ○ The City Emergency Manager position was filled on a temporary basis during part of 2013 and is expected to be filled on an on-going basis early in 2014 ○ The Senior Financial Analyst was hired in early 2013 ○ The Administrative Assistant has been reclassified to Administrative Supervisor
• Fire Records Specialist, 0.25 FTE one-time in 2013 to support the EMS transport fee program, $24,716	• Fire Records Specialist to support the EMS transport fee program is in place for 2013
• Consolidated Fire Station CIP Project ($3.9 million in 2013-2014)	• The City has undertaken the public outreach process-related to the Consolidated Fire Station CIP Project

• Fire equipment CIP projects ($431,200 on 2013-2014)	• Fire equipment CIP has been updated to include hose replacement costs in 2013-2014
• Establish Fire equipment sinking fund, $750,000 one-time and $750,000 ongoing	• The Fire equipment sinking fund has been established and is expected to be further refined as part of the 2015-2016 budget development process
• Increase EMS Transport Fee with inflation	• The 2013 EMS Transport Fee was increased by the inflation factor and the 2014 fee is scheduled to be increased as well by 1.4%

HUMAN SERVICES

Kirkland is a diverse and inclusive community that respects and welcomes everyone and is concerned for the welfare of all.

Goal: To support a regional coordinated system of human services designed to meet the special basic needs of our community and remove barriers to opportunity.

Goals	Status
• Maintained on-going funding levels for human service agencies at $1.3 million • Continued staffing for participation in regional human services initiatives	• The on-going funding levels for human service agencies and staffing for participation in regional human services initiatives are in place and have been effective to date

BALANCED TRANSPORTATION

Kirkland values an integrated multi-modal system of transportation choices.

Goal: To reduce reliance on single occupancy vehicles and improve connectivity and multimodal mobility in Kirkland in ways that maintain and enhance travel times, safety, health and transportation choices.

Goals	Status
• Non-motorized Transportation CIP projects totaling $5.2 million for 2013-2014, including $3.9 million for the Cross Kirkland Corridor interim trail and Master Plan, sidewalks, and pedestrian safety	• Progress has been made on the funded Non-motorized Transportation CIP projects including the Cross Kirkland Corridor, where the rails have now been removed
• Transportation Engineer, 0.85 FTE, $186,620 – Funded ongoing from permit revenues and expenditure offsets	• Permit revenues are fully able to support the Transportation Engineer position
• Transportation Engineer - Traffic Signal Operations, 0.75 FTE, $178,074 to provide ongoing resources to maximize the investment in intelligent transportation system (ITS) technology to improve traffic flow	• The Transportation Engineer - Traffic Signal Operations has been filled

• Intelligent Transportation System (ITS) Software Support, $50,000 – Ongoing cost of ITS system • Transportation CIP projects totaling $1.2 million in 2013-2014 • Ongoing funding for Pedestrian Safety improvements through the Proposition 1 Streets Levy (if passed) - $300,000	• Updates to the Transportation CIP projects were presented to Council in September and the revised 2013-2018 CIP will be brought forward for Council adoption in December along with the mid-biennial budget adjustments.

PARKS, OPEN SPACES AND RECREATIONAL SERVICES

Kirkland values an exceptional park, natural areas and recreation system that provides a wide variety of opportunities aimed at promoting the community's health and enjoyment.

Goal: To provide and maintain natural areas and recreational facilities and opportunities that enhance the health and well being of the community.

Goals	Status
• Parks CIP projects totaling $3.6 million in 2013-2014, including $2 million from the Proposition 2 Parks Levy (if passed)	• Approximately $2.3 million per year in Proposition 2 Parks Levy funding has been programmed in to the operating and capital budgets in 2013 and 2014

• Parks Operations and Maintenance (REET Funded) - $299,928
  ○ Add a Senior Groundsperson position one-time funded with REET
  ○ Open restrooms at neighborhood parks
  ○ Provide seasonal labor to care for the City Cemetery and parks amenties
	• REET funded Parks Operations and Maintenance have been implemented in 2013

• Ongoing Parks Operations & Maintenance service levels funded from the Proposition 2 Parks Levy (if passed)
  ○ Restore Maintenance and Operations, 2.5 FTE, $1,111,575
  ○ Lifeguards, $203,182
  ○ Forest Restoration, 3.0 FTE, $712,484
  ○ OO Denny Park Maintenance, 1.0 FTE, $261,181
  ○ Edith Moulton Park Renovation, $5,660 (O&M only)
	• The following Parks Operations & Maintenance service levels were funded from the Proposition 2 Parks Levy:
	  ○ Restore Maintenance and Operations, 2.5 FTE
	  ○ Additional lifeguards added in 2013
	  ○ 3.0 FTE added for Green Kirkland (Forest Restoration)
	  ○ OO Denny Park Maintenance has been implemented
	  ○ Edith Moulton Park Renovation is in master planning phase

○ City-School Partnership Projects, $5,960 (O&M only) ○ Cross Kirkland Corridor Trail Maintenance, 0.75 FTE, $197,669 • Boat Launch Pay Station, $19,500 ($3,000 – Ongoing) • Kirkland Performance Center one-time funding, $68,000	○ City-School Partnership Projects funded in 2017-18 (O&M only) ○ Cross Kirkland Corridor Trail Maintenance, 0.75 FTE • Boat Launch Pay Station has not been installed due to public feedback against it • The Kirkland Performance Center received one-time funding of $34,000 in 2013 and is scheduled to receive another $34,000 next year

HOUSING

The City's housing stock meets the needs of a diverse community by providing a wide range of types, styles, size and affordability.

Goal: To ensure the construction and preservation of housing stock that meets a diverse range of incomes and needs.

Goals	Status
• Increasing ARCH Housing Trust Fund contribution from $432,000 to $630,000 • Continued support of affordable housing projects in the City, specifically the Transit-Oriented Development at the South Kirkland Park & Ride	• The adopted 2013-2014 Budget includes increased funding for ARCH and continued support of affordable housing projects in the City

FINANCIAL STABILITY

Citizens of Kirkland enjoy high quality services that meet the community's priorities.

Goal: Provide a sustainable level of core services that are funded from predictable revenue.

Goals	Status
• No basic operations funded by one-time revenues • Incorporating a component into the on-going budget for replenishment based on 1% of the General Fund budget • Restoring the revenue stabilization reserve to 100% of target	The adopted 2013-2014 Budget includes: • No basic operations funded by one-time revenues • On-going budget for reserve replenishment based on 1% of the General Fund budget • Revenue stabilization reserve at 100% of target

• Establishing sinking funds for Public Safety and Information Technology equipment ($1.5 million one-time and $950,000 per year on-going), plus setting aside funding for major IT systems replacement ($500,000 one-time)	• Sinking funds for Public Safety and Information Technology equipment
• Pursuing new on-going revenue sources to stabilize support of on-going programs, through placement of the levy propositions on the November 2012 ballot for Streets and Parks	• New on-going revenue was secured from the passage of Propositions 1 and 2 in November 2012
• Investing in development of a Performance Management System, $50,000	• The City is in the process of signing a contract for the purchase of a performance management tool and related professional services

ENVIRONMENT

We are committed to the protection of the natural environment through an integrated natural resource management system.

Goal: To protect and enhance our natural environment for current residents and future generations.

Goals	Status
• Establish adequate rates to support the needs of the Sewer, Surface Water, and Solid Waste utilities, resulting in: ○ 6.82% rate increase in 2013 and no increase in 2014 for Sewer ○ No rate increase for Surface Water ○ 12.89% rate increase for 2013 and no increase in 2014 for Solid Waste	• The adopted 2013-2014 Budget established adequate rates to support the needs of the Sewer, Surface Water, and Solid Waste utilities
• Financing Sewer utility CIP projects totaling $5.0 million for 2013-2014 • Financing Surface Water utility CIP projects totaling $7.1 million for 2013-2014, including a $5.7 million investment in Totem Lake	• Utility CIP projects in 2013-2014 are adequately funded. Revisions to the CIP will be brought forward for adoption in December
• Rain Garden Program (offset with hourly reductions), $60,000 - Ongoing	• Rain Garden Program has been implemented
• Maintenance Center Office Specialist (offset with reduction), 0.50 FTE, $88,538 – Ongoing	• Maintenance Center administrative support is being evaluated prior to this position being filled

• Surface Water Equipment, $79,966 ($18,880 – Ongoing) • Ongoing funding for the Green Kirkland program through the Proposition 2 Parks Levy (if passed)	• Surface Water Equipment is adequately funded • The Proposition 2 Parks Levy funding was used to fund the Green Kirkland program on an ongoing basis

ECONOMIC DEVELOPMENT

Kirkland has a diverse, business-friendly economy that supports the community's needs.

Goal: To attract, retain and grow a diverse and stable economic base that supports city revenues, needed goods and services and jobs for residents.

Goals	Status
• Continued implementation of the Totem Lake Action Plan, including: ○ Market Study of Totem Lake – Comprehensive Plan Update, $25,000 ○ Totem Lake Surface Water capital projects ($5.2 million in 2013-2014) ○ An additional $2.9 million in 2013-2014 toward the 120th Avenue road improvement CIP project	• Totem Lake Action Plan: ○ Market Study of Totem Lake in progress ○ Surface water capital projects in the Totem Lake Area designed to address flooding and surface water control are currently underway and are expected to be completed by 2014 ○ Funds for 120th Ave Project are obligated; contract will be advertised in November 2013 for project completion in 2014
• As part of the tax and regulatory review to remove barriers to new businesses: ○ Continued suspension of impact fee for change of use ○ Waiver of the per FTE revenue generating regulatory license fee for new small businesses (less than 10 FTEs) during their first year of operation in Kirkland	• The suspension of impact fee for change of use and waiver of the per FTE revenue generating regulatory license fee for new small businesses in the first year of operation remain in place
• Continued 85th Street Corridor capital investments ($2.4 million in 2013-2014)	• Additional funding is being pursued for the completion of the 85th Street Corridor capital investments as presented to Council on July 2, 2013. The revised 2013-2018 CIP included potential external sources in the funding matrix to complete these investments
• Lodging tax funding for special events, $50,000 for 2013	• Lodging tax funds were used to market special events in 2013

• Setting funds aside to conduct development fee and impact fee studies to reflect the results of the Development Services Organizational Study and the Comprehensive Plan update	• The development fee and impact fee studies are scheduled for 2014
• Continued funding of programs with business and development interests, including the Kirkland Business Roundtable and the business retention program	• The Kirkland Business Roundtable has contributed to the discussion on the Cross Kirkland Corridor and Kirkland 2035
• Ongoing Cultural Arts Commission support - $30,000	• The Cultural Arts Commission supported by the City with 5 hours/wk of special events coordinator time in 2013

DEPENDABLE INFRASTRUCTURE

Kirkland has a well-maintained and sustainable infrastructure that meets the functional needs of the community.

Goal: To maintain levels of service commensurate with growing community requirements at optimum life-cycle costs.

Goals	Status
• Establishing adequate rates to support the needs of the Water utility, resulting in a 3.37% rate increase in 2013 and 4.87% increase in 2014	• The adopted 2013-2014 Budget established adequate rates to support the needs of the Water utility
• Financing Water utility CIP projects totaling $5.5 million for 2013-2014 • Financing Street CIP projects totaling $14.6 million for 2013-2014, including $6 million from the proposed Roads Levy	• Revisions to the CIP will be brought forward for adoption in December
• Right-of-way Construction Inspector, 1.0 FTE, $236,566 – Ongoing from ROW permit fees	• Right-of-way Construction Inspector funded from ongoing ROW permit fees has been hired
• Temporary Laborer (REET Funded), $200,116 to continue maintenance activities • Median Maintenance Best Practices Study & Retrofit (REET Funded), $120,000	• REET funded operations and maintenance activities have been implemented, the majority of the work is during spring and summer months. Median Maintenance best practices & retrofit scheduled to begin in 2014
• Ongoing funding for increased Street Overlay through the Proposition 1 Streets Levy (if passed) - $5.4 million (includes 1.0 FTE CIP Engineer to manage programs)	• Ongoing funding for Street Overlay was increased through the successful passage of Proposition 1 - Streets Levy

Attachment E

City of Kirkland
2013 Mid-Bi Budget Review
2014 Service Package Requests

		2014 Department Request				2014 City Manager Recommended				Funding Source							
Pkg. #		FTE	Ongoing	One-time	Total	FTE	Ongoing	One-time	Total	Available Fund Balance	External Source	Expenditure Offset	Fees/ Charges	REET	CIP	Reserves	Total Funding Sources
GENERAL FUND																	
City Manager's Office																	
010CM01	Pet License Marketing	-	-	4,434	4,434	-	-	4,434	4,434	-	-	-	4,434	-		-	4,434
City Manager's Office		**-**	**-**	**4,434**	**4,434**	**-**	**-**	**4,434**	**4,434**	**-**	**-**	**-**	**4,434**	**-**	**-**	**-**	**4,434**
Human Resources																	
010HR01	Health Benefits Education & Analysis	-	-	120,000	120,000	-	-	120,000	120,000	-	-	-		-		120,000	120,000
Human Resources		**-**	**-**	**120,000**	**120,000**	**-**	**-**	**120,000**	**120,000**	**-**	**-**	**-**	**-**	**-**	**-**	**120,000**	**120,000**
Parks																	
010PK01	Aquatic Facility Study	-	-	215,000	215,000	-	-	215,000	215,000	215,000	-	-	-	-	-	-	215,000
010PK02	Wood Chipper	-	6,984	61,350	68,334	-	6,984	61,350	68,334	-	-	-	6,984	61,350		-	68,334
Subtotal Parks		**-**	**6,984**	**276,350**	**283,334**	**-**	**6,984**	**276,350**	**283,334**	**215,000**	**-**	**-**	**6,984**	**61,350**	**-**	**-**	**283,334**
Public Works																	
010PW01	On-Going Construction Inspector	1.00	115,390	35,992	151,382	1.00	115,390	35,992	151,382	-	-	-	151,382	-	-	-	151,382
010PW02	Temporary Development Engineer	-	-	122,386	122,386	-	-	122,386	122,386	-	-	-	122,386	-		-	122,386
010PW03	Development Engineering On-Call Funding	-	-	20,002	20,002	-	-	20,002	20,002	-	-	-	20,002	-		-	20,002
010PW04	Increase in Overtime Funding	-	-	5,000	5,000	-	-	5,000	5,000	-	-	-	5,000	-		-	5,000
010PW05	Outside Transportation Consultant Plan Review	-	-	25,000	25,000	-	-	25,000	25,000	-	-	-	25,000	-		-	25,000
010PW06	Development Services Web Page Redesign	-	-	100,000	100,000	-	-	100,000	100,000	-	-	-	100,000	-		-	100,000
010PW07	Temporary CIP Outreach Coordinator	-	-	62,373	62,373	-	-	62,373	62,373	-	-	-	-	-	62,373	-	62,373
Subtotal Public Works		**1.00**	**115,390**	**370,753**	**486,143**	**1.00**	**115,390**	**370,753**	**486,143**	**-**	**-**	**-**	**423,770**	**-**	**62,373**	**-**	**486,143**
Finance & Administration																	
010FA01	Additional 1.0 FTE Utility Billing Staff	1.00	77,968	4,531	82,499	1.00	77,968	4,531	82,499	-	-	8,550	73,949	-	-	-	82,499
010FA02	City Clerk Public Records Analyst	1.00	90,151	4,531	94,682	-	-	87,901	87,901	87,901	-	-	-	-	-	-	87,901
Subtotal Finance & Administration		**2.00**	**168,119**	**9,062**	**177,181**	**1.00**	**77,968**	**92,432**	**170,400**	**87,901**	**-**	**8,550**	**73,949**	**-**	**-**	**-**	**170,400**
Planning & Community Development																	
010PL01	Comp Plan Update (Envirn. Impact Stmt)	-	-	169,479	169,479	-	-	150,000	150,000	150,000	-	-	-	-	-	-	150,000
010PL02	Assistant Planner Overtime	-	-	20,492	20,492	-	-	20,492	20,492		-	-	20,492	-		-	20,492
010PL03	Additional Professional Services	-	-	42,000	42,000	-	-	42,000	42,000		-	-	42,000	-		-	42,000
010PL04	Zoning Code "Charts to Tables" Streamlining Proj.	-	-	25,000	25,000	-	-	25,000	25,000	25,000							25,000
Subtotal Planning & Community Development		**-**	**-**	**256,971**	**256,971**	**-**	**-**	**237,492**	**237,492**	**175,000**	**-**	**-**	**62,492**	**-**	**-**	**-**	**237,492**
Police																	
010PD01	Police Support Associate (Recommended 0.75 FTE)	1.00	89,151	12,600	101,751	-	-	79,463.25	79,463	79,463	-	-	-	-		-	79,463
Subtotal Police		**1.00**	**89,151**	**12,600**	**101,751**	**-**	**-**	**79,463**	**79,463**	**79,463**	**-**	**-**	**-**	**-**	**-**	**-**	**79,463**
Fire & Building																	
010FB01	Building Services Analyst	1.00	119,941	4,439	124,380	1.00	119,941	4,439	124,380	-	-	-	124,380	-	-	-	124,380
010FB02	Building Administrative Assistant	1.00	103,603	4,887	108,490	-	-	-	-	-	-	-	-	-		-	-
010FB03	Electrical Building Inspector	1.00	129,449	32,535	161,984	1.00	129,449	32,535	161,984	-	-	-	161,984	-		-	161,984
010FB04	Temporary Building Inspector	-	-	109,386	109,386	-	-	109,386	109,386	-	-	-	109,386	-		-	109,386
010FB05	Overhead Projector for Rose Hill Room	-	-	10,039	10,039	-	-	10,039	10,039	-	-	-	10,039	-		-	10,039
010FB06	Building - On-call Hours	-	-	57,244	57,244	-	-	57,244	57,244	-	-	-	57,244	-		-	57,244
010FB07	Building - Increase Overtime Hours	-	-	45,000	45,000	-	-	45,000	45,000	-	-	-	45,000	-		-	45,000
010FB08	MSA - Medical Services Administrator	-	2,266	-	2,266	-	-	-	-	-	-	-	-	-		-	-
010FB09	Office Specialist - Reorg not recommended	0.50	41,793	-	41,793	0.50	41,793	-	41,793	36,793	-	-	5,000	-		-	41,793
010FB10	Fire Protection Engineer	1.00	128,348	2,923	131,271	1.00	128,348	2,923	131,271		-	2,600	128,671	-		-	131,271
010FB11	Emergency Preparedness Coordinator	1.00	105,712	2,923	108,635	0.50	52,856	2,923	55,779	11,358	44,421	-	-	-		-	55,779
Subtotal Fire & Building		**5.50**	**631,112**	**269,376**	**900,488**	**4.00**	**472,387**	**264,489**	**736,876**	**48,151**	**44,421**	**2,600**	**641,704**	**-**	**-**	**-**	**736,876**
GENERAL FUND TOTAL		**9.50**	**1,010,756**	**1,319,546**	**2,330,302**	**6.00**	**672,729**	**1,445,413**	**2,118,142**	**605,515**	**44,421**	**11,150**	**1,213,333**	**61,350**	**62,373**	**120,000**	**2,118,142**

Attachment E

City of Kirkland
2013 Mid-Bi Budget Review
2014 Service Package Requests

		2014 Department Request				2014 City Manager Recommended				Funding Source							
Pkg. #		FTE	Ongoing	One-time	Total	FTE	Ongoing	One-time	Total	Available Fund Balance	External Source	Expenditure Offset	Fees/ Charges	REET	CIP	Reserves	Total Funding Sources
OTHER FUNDS																	
Lodging Tax Fund																	
112CM01	Waterfront Optimization Evaluation	-	-	16,000	16,000	-	-	16,000	16,000	-	-	-	4,000	-	-	12,000	16,000
Lodging Tax Fund		**-**	**-**	**16,000**	**16,000**	**-**	**-**	**16,000**	**16,000**	**-**	**-**	**-**	**4,000**	**-**	**-**	**12,000**	**16,000**
Street Maintenance Fund																	
117PW01	Parking Space Feasibility Evaluation	-	-	50,000	50,000	-	-	50,000	50,000	-	-	-	-	-	-	50,000	50,000
Street Maintenance Fund		**-**	**-**	**50,000**	**50,000**	**-**	**-**	**50,000**	**50,000**	**-**	**-**	**-**	**-**	**-**	**-**	**50,000**	**50,000**
Equipment Rental Fund																	
521PW01	Spill Bucket Replacement at Fire Station 27	-	-	20,000	20,000	-	-	20,000	20,000	20,000	-	-	-	-	-	-	20,000
Equipment Rental Fund		**-**	**-**	**20,000**	**20,000**	**-**	**-**	**20,000**	**20,000**	**20,000**	**-**	**-**	**-**	**-**	**-**	**-**	**20,000**
Information Technology Fund																	
522IT01	Adobe LiveCycle Enterprise	-	14,200	114,847	129,047	-	12,739	106,684	119,423	115,423	-	4,000	-	-	-	-	119,423
522IT02	eCityGov Dues Increase	-	19,500	-	19,500	-	19,500	-	19,500	19,500	-	-	-	-	-	-	19,500
522IT03	Telecommunications Audit	-	-	25,000	25,000	-	-	25,000	25,000	-	-	25,000	-	-	-	-	25,000
522IT04	Franchising Legal Fees	-	-	25,000	25,000	-	-	25,000	25,000	25,000	-	-	-	-	-	-	25,000
522IT05	FireRMS Upgrade, 2014 Support/Fire Inpections	-	14,000	25,000	39,000	-	14,000	25,000	39,000	25,000	-	-	14,000	-	-	-	39,000
522IT06	IT Net/Ops Intern	-	-	7,901	7,901	-	-	7,901	7,901	-	-	7,901	-	-	-	-	7,901
Information Technology Fund		**-**	**47,700**	**197,748**	**245,448**	**-**	**46,239**	**189,585**	**235,824**	**184,923**	**-**	**36,901**	**14,000**	**-**	**-**	**-**	**235,824**
Water/Sewer Operating Fund																	
411PW01	Cost of Service Analysis	-	-	30,000	30,000	-	-	30,000	30,000	-	-	-	-	-	-	30,000	30,000
Water/Sewer Operating Fund		**-**	**-**	**30,000**	**30,000**	**-**	**-**	**30,000**	**30,000**	**-**	**-**	**-**	**-**	**-**	**-**	**30,000**	**30,000**
TOTAL OTHER FUNDS		**-**	**47,700**	**313,748**	**361,448**	**-**	**46,239**	**305,585**	**351,824**	**204,923**	**-**	**36,901**	**18,000**	**-**	**-**	**92,000**	**351,824**
TOTAL ALL FUNDS		**9.50**	**1,058,456**	**1,633,294**	**2,691,750**	**6.00**	**718,968**	**1,750,998**	**2,469,966**	**810,438**	**44,421**	**48,051**	**1,231,333**	**61,350**	**62,373**	**212,000**	**2,469,966**

CITY OF KIRKLAND
2014 SERVICE PACKAGE REQUEST

TITLE	Pet License Marketing	010CM01

DEPARTMENT	DIVISION	FUND
City Manager's Office	Communications	General

CITY COUNCIL GOALS

Financial Stability: Provide a sustainable level of core services that are funded from predictable revenue.

Operational Values:
- Regional Partnerships
- Efficiency

DESCRIPTION AND JUSTIFICATION

The City contracts with King County Regional Animal Services (control, shelter & licensing), the costs of which are covered by the sale of pet licenses to pet-owners within the City of Kirkland.

In 2012, the total program cost for Kirkland was $268,590. Pet license sales generated $235,146, leaving a net cost of $33,444. Under the terms of the 2010 ILA, a mitigation credit of $30,569 was applied to the net cost resulting in a final net cost of $2,875. The City pre-paid $12,309 to King County for the 2012 service year. The City received a refund of $9,434.

Animal Services is estimated to cost a total of $243,000 in 2013; $248,000 in 2014; and $261,000 in 2015.

Through deliberate and varied approaches to pet license promotions and sales efforts, the City will contain the overall costs of animal services. Paid advertisements, utility bill inserts, renewal calls, direct mail, door-to-door outreach and other efforts are among the City's obligations under the terms of the 2013 ILA with King County for Regional Animal Services.

CMO Communications request that $4,434 of the $9,434 refund received be allocated toward pet license promotions and sales in 2014 which will better position the City to raise the necessary revenue to meet the program's cost in 2015.

Is this Service Package tied to a CIP Project? ☑ **No** ☐ **Yes** **CIP #** _____

NUMBER OF FTE's REQUESTED	0.00

COST SUMMARY	2013 Ongoing	2013 One-Time	2014 Ongoing	2014 One-Time	Total
Personnel Services	$ -	$ -	$ -	$ -	$ -
Supplies & Services	$ -	$ -	$ -	$ 4,434	$ 4,434
Capital Outlay	$ -	$ -	$ -	$ -	$ -
Total Service Package Cost	**$ -**	**$ -**	**$ -**	**$ 4,434**	**$ 4,434**
Expenditure Savings	$ -	$ -	$ -	$ -	$ -
Offsetting Revenue	$ -	$ -	$ -	$ 4,434	$ 4,434
Net Service Package Cost	**$ -**	**$ -**	**$ -**	**$ -**	**$ -**

2014 SERVICE PACKAGE REQUEST

TITLE	Pet License Marketing	010CM01

			2013		2014		
Description	**Org Key**	**Object**	**Ongoing**	**One-Time**	**Ongoing**	**One-Time**	**Total**
PERSONNEL SERVICES							
							$ -
							$ -
							$ -
							$ -
							$ -
							$ -
		Total	**$ -**	**$ -**	**$ -**	**$ -**	**$ -**
SUPPLIES & SERVICES							
CMO Communications	0100201310	5490400				$ 4,434	$ 4,434
							$ -
							$ -
							$ -
							$ -
							$ -
							$ -
							$ -
							$ -
							$ -
							$ -
							$ -
		Total	**$ -**	**$ -**	**$ -**	**$ 4,434**	**$ 4,434**
CAPITAL OUTLAY							
							$ -
							$ -
		Total	**$ -**	**$ -**	**$ -**	**$ -**	**$ -**
CORRESPONDING EXPENDITURE SAVINGS (if applicable)							
							$ -
							$ -
							$ -
							$ -
		Total	**$ -**	**$ -**	**$ -**	**$ -**	**$ -**
CORRESPONDING OFFSETTING REVENUE (if applicable)							
RASKC Rebate from 2012 PL sales	010*					$ 4,434	$ 4,434
							$ -
		Total	**$ -**	**$ -**	**$ -**	**$ 4,434**	**$ 4,434**
		NET SERVICE PACKAGE REQUEST	**$ -**	**$ -**	**$ -**	**$ -**	**$ -**

CITY OF KIRKLAND
2014 SERVICE PACKAGE REQUEST

TITLE	Health Benefits Education & Analysis	010HR01

DEPARTMENT	DIVISION	FUND
Human Resources		General

CITY COUNCIL GOALS

Financial Stability - Citizens of Kirkland enjoy high-quality services that meet the community's priorities.

DESCRIPTION AND JUSTIFICATION

Requesting a temporary Analyst to develop and support a five-year framework aligning with the Affordable Care Act and the Performance Management Program for the organization as the effective next step to meet council goals and envisioned leadership directives. The requested position will be a temporary position in the Human Resources Department, dedicated to strategic planning and development of a long-term plan for the City's health benefits.

The addition of a temporary Analyst position will provide the dedicated assistance required to develop and promote a predictable long-term healthcare strategy across all employee groups, aligning with increased organizational efficiencies across our government. This long-term strategy will be targeted at improving the quality of healthcare while moderating costs.

This position would be a full time position funded for 2014.

Is this Service Package tied to a CIP Project? ☑ **No** ☐ **Yes** **CIP #** _____

NUMBER OF FTE's REQUESTED	0.00

COST SUMMARY	2013 Ongoing	2013 One-Time	2014 Ongoing	2014 One-Time	Total
Personnel Services	$ -	$ -	$ -	$ 114,399	$ 114,399
Supplies & Services	$ -	$ -	$ -	$ 5,601	$ 5,601
Capital Outlay	$ -	$ -	$ -	$ -	$ -
Total Service Package Cost	**$ -**	**$ -**	**$ -**	**$ 120,000**	**$ 120,000**
Expenditure Savings	$ -	$ -	$ -	$ -	$ -
Offsetting Revenue	$ -	$ -	$ -	$ -	$ -
Net Service Package Cost	**$ -**	**$ -**	**$ -**	**$ 120,000**	**$ 120,000**

2014 SERVICE PACKAGE REQUEST

TITLE	Health Benefits Education & Analysis	010HR01

			2013		2014		
Description	**Org Key**	**Object**	**Ongoing**	**One-Time**	**Ongoing**	**One-Time**	**Total**
PERSONNEL SERVICES							
Salaries/wages	0100301811	5100100				$ 78,972	$ 78,972
Benefits	0100301811	5200100				$ 35,427	$ 35,427
							$ -
							$ -
							$ -
							$ -
		Total	**$ -**	**$ -**	**$ -**	**$ 114,399**	**$ 114,399**
SUPPLIES & SERVICES							
Standard PC	0100301811	5350300				$ 1,301	$ 1,301
Standard PC software	0100301811	5490500				$ 938	$ 938
Standard Telephone	0100301811	5350200				$ 280	$ 280
Desk Chair	0100301620	5350200				$ 500	$ 500
Standard Workstation	0100301620	5350200				$ 1,200	$ 1,200
Office Supplies	0100301811	5310100				$ 300	$ 300
IT Replacement Charge	0100301811	5459102				$ 271	$ 271
Training	0100301811	5490200				$ 300	$ 300
Professional Services	0100301811	5410100				$ 511	$ 511
							$ -
							$ -
							$ -
		Total	**$ -**	**$ -**	**$ -**	**$ 5,601**	**$ 5,601**
CAPITAL OUTLAY							
							$ -
							$ -
		Total	**$ -**	**$ -**	**$ -**	**$ -**	**$ -**
CORRESPONDING EXPENDITURE SAVINGS (if applicable)							
							$ -
							$ -
							$ -
							$ -
		Total	**$ -**	**$ -**	**$ -**	**$ -**	**$ -**
CORRESPONDING OFFSETTING REVENUE (if applicable)							
							$ -
							$ -
		Total	**$ -**	**$ -**	**$ -**	**$ -**	**$ -**
		NET SERVICE PACKAGE REQUEST	**$ -**	**$ -**	**$ -**	**$ 120,000**	**$ 120,000**

CITY OF KIRKLAND
2014 SERVICE PACKAGE REQUEST

TITLE	Aquatic Facility Study	010PK01

DEPARTMENT	DIVISION	FUND
Parks and Community Services	Administration	General

CITY COUNCIL GOALS

2013-2014 City Work Program

DESCRIPTION AND JUSTIFICATION

Partner with the Lake Washington School District and other interested public and private organizations to explore options for replacing the Juanita Aquatic Center by 2017. This project will require additional resources for project management, aquatic facility expertise, analysis of potential site or sites, and evaluation of financing options under different participation scenarios.

Is this Service Package tied to a CIP Project? ☑ **No** ☐ **Yes** **CIP #** _____

NUMBER OF FTE's REQUESTED	0.00

COST SUMMARY	2013 Ongoing	2013 One-Time	2014 Ongoing	2014 One-Time	Total
Personnel Services	$ -	$ -	$ -	$ -	$ -
Supplies & Services	$ -	$ -	$ -	$ 215,000	$ 215,000
Capital Outlay	$ -	$ -	$ -	$ -	$ -
Total Service Package Cost	**$ -**	**$ -**	**$ -**	**$ 215,000**	**$ 215,000**
Expenditure Savings	$ -	$ -	$ -	$ -	$ -
Offsetting Revenue	$ -	$ -	$ -	$ -	$ -
Net Service Package Cost	**$ -**	**$ -**	**$ -**	**$ 215,000**	**$ 215,000**

2014 SERVICE PACKAGE REQUEST

TITLE	Aquatic Facility Study	010PK01

			2013		2014		
Description	**Org Key**	**Object**	**Ongoing**	**One-Time**	**Ongoing**	**One-Time**	**Total**
PERSONNEL SERVICES							
							$ -
							$ -
							$ -
							$ -
							$ -
							$ -
		Total	**$ -**	**$ -**	**$ -**	**$ -**	**$ -**
SUPPLIES & SERVICES							
Project Mgmt		5410100				$ 75,000	$ 75,000
Design Consultant		5410100				$ 80,000	$ 80,000
Site Analysis		5410100				$ 45,000	$ 45,000
Financial Analysis		5410100				$ 15,000	$ 15,000
							$ -
							$ -
							$ -
							$ -
							$ -
							$ -
							$ -
							$ -
							$ -
		Total	**$ -**	**$ -**	**$ -**	**$ 215,000**	**$ 215,000**
CAPITAL OUTLAY							
							$ -
							$ -
		Total	**$ -**	**$ -**	**$ -**	**$ -**	**$ -**
CORRESPONDING EXPENDITURE SAVINGS (if applicable)							
							$ -
							$ -
							$ -
							$ -
		Total	**$ -**	**$ -**	**$ -**	**$ -**	**$ -**
CORRESPONDING OFFSETTING REVENUE (if applicable)							
							$ -
							$ -
		Total	**$ -**	**$ -**	**$ -**	**$ -**	**$ -**
		NET SERVICE PACKAGE REQUEST	**$ -**	**$ -**	**$ -**	**$ 215,000**	**$ 215,000**

CITY OF KIRKLAND
2014 SERVICE PACKAGE REQUEST

TITLE	Wood Chipper	010PK02

DEPARTMENT	DIVISION	FUND
PW & Parks	Streets & Parks	Various

CITY COUNCIL GOALS

Public Safety, Transportation, Emergency Preparedness, Dependable Infrastructure, Environment, Efficiency/Effectiveness/Responsiveness, Parks & Open Space.

DESCRIPTION AND JUSTIFICATION

Currently the City has one wood chipper. This particular piece of equipment is used by Public Works and Parks in weekly cooperation. With our community doubling in size it has become apparent that a second chipper would be very beneficial to operations and at times very necessary. Situations have arisen whether it be storm related, mechanical breakdown, and/or imminent operational need that have emphasized the need to request this piece of equipment. The merits of a wood chipper are extremely valuable to staff for effective work production and the facilitation of the tree limbs being ground up and returned to our natural areas. The practice not only saves time and resources, it's a great benefit to our community in helping to suppress weeds, retain moisture, and soil health. In the scenario of a storm that deposits limbs throughout the right-of-way, chainsaws and chippers are key tools in clearing the streets of blocking vegetation.

Is this Service Package tied to a CIP Project? ☑ **No** ☐ **Yes** **CIP #** _____

NUMBER OF FTE's REQUESTED	0.00

COST SUMMARY	2013 Ongoing	2013 One-Time	2014 Ongoing	2014 One-Time	Total
Personnel Services	$ -	$ -	$ -	$ -	$ -
Supplies & Services	$ -	$ -	$ 6,984	$ -	$ 6,984
Capital Outlay	$ -	$ -	$ -	$ 61,350	$ 61,350
Total Service Package Cost	**$ -**	**$ -**	**$ 6,984**	**$ 61,350**	**$ 68,334**
Expenditure Savings	$ -	$ -	$ -	$ -	$ -
Offsetting Revenue	$ -	$ -	$ -	$ -	$ -
Net Service Package Cost	**$ -**	**$ -**	**$ 6,984**	**$ 61,350**	**$ 68,334**

2014 SERVICE PACKAGE REQUEST

TITLE	Wood Chipper	010PK02

			2013		2014		
Description	**Org Key**	**Object**	**Ongoing**	**One-Time**	**Ongoing**	**One-Time**	**Total**
PERSONNEL SERVICES							
							$ -
							$ -
							$ -
							$ -
							$ -
							$ -
		Total	**$ -**	**$ -**	**$ -**	**$ -**	**$ -**
SUPPLIES & SERVICES							
Chipper - Fleet Op. Charge	0101207680	5459201			$ 3,852		$ 3,852
Chipper - Fleet Repl. Charge	0101207680	5459202			$ 3,132		$ 3,132
							$ -
							$ -
							$ -
							$ -
							$ -
							$ -
							$ -
							$ -
							$ -
							$ -
		Total	**$ -**	**$ -**	**$ 6,984**	**$ -**	**$ 6,984**
CAPITAL OUTLAY							
Bandit 1590XP - Wood Chipper						$ 61,350	$ 61,350
							$ -
		Total	**$ -**	**$ -**	**$ -**	**$ 61,350**	**$ 61,350**
CORRESPONDING EXPENDITURE SAVINGS (if applicable)							
							$ -
							$ -
							$ -
							$ -
		Total	**$ -**	**$ -**	**$ -**	**$ -**	**$ -**
CORRESPONDING OFFSETTING REVENUE (if applicable)							
							$ -
							$ -
		Total	**$ -**	**$ -**	**$ -**	**$ -**	**$ -**
		NET SERVICE PACKAGE REQUEST	**$ -**	**$ -**	**$ 6,984**	**$ 61,350**	**$ 68,334**

CITY OF KIRKLAND
2014 SERVICE PACKAGE REQUEST

TITLE	On-Going Construction Inspector	010PW01

DEPARTMENT	DIVISION	FUND
Public Works	Development Engineering	General

CITY COUNCIL GOALS

Economic Development and Dependable Infrastructure

DESCRIPTION AND JUSTIFICATION

Fund an on-going Construction Inspector to meet development demand.

• Public Works has two permanent Construction Inspectors and one Temporary Construction Inspector. We also have one Right-of-Way (ROW) Construction Inspector that is solely responsible for the inspection of Franchise work in the ROW; this position is fully funded by Franchise ROW Permit Revenue.

• The Public Works development inspection workload has sustained itself for close to two years now with no signs of slowing.

• Through August of 2013 Public Works issued permits with utility and street improvements valued at over $9 million and our overall permit revenue for 2013 is projected to be $1.8 million over the budgeted revenue.

• Our previous record for street and utility improvements installed by private development was $6.6 million in 2006. At this time we had three full-time permanent Construction Inspectors and the City was about half the size it is today.

• Construction activity continues to show no signs of slowing as evidenced by the record number of short plats, subdivisions and commercial projects that are in various stages of review by the City.

Is this Service Package tied to a CIP Project? ☑ **No** ☐ **Yes** **CIP #** _____

NUMBER OF FTE's REQUESTED	1.00

COST SUMMARY	2013 Ongoing	2013 One-Time	2014 Ongoing	2014 One-Time	Total
Personnel Services	$ -	$ -	$ 99,713	$ -	$ 99,713
Supplies & Services	$ -	$ -	$ 15,677	$ 8,992	$ 24,669
Capital Outlay	$ -	$ -	$ -	$ 27,000	$ 27,000
Total Service Package Cost	**$ -**	**$ -**	**$ 115,390**	**$ 35,992**	**$ 151,382**
Expenditure Savings	$ -	$ -	$ -	$ -	$ -
Offsetting Revenue	$ -	$ -	$ 115,390	$ 35,992	$ 151,382
Net Service Package Cost	**$ -**	**$ -**	**$ -**	**$ -**	**$ -**

2014 SERVICE PACKAGE REQUEST

TITLE	On-Going Construction Inspector	010PW01

			2013		2014		
Description	**Org Key**	**Object**	**Ongoing**	**One-Time**	**Ongoing**	**One-Time**	**Total**
PERSONNEL SERVICES							
Construction Inspector - Step C	0102334422	5100100			$ 66,504		$ 66,504
Benefits	0102334422	5200100			$ 33,209		$ 33,209
							$ -
							$ -
							$ -
							$ -
		Total	**$ -**	**$ -**	**$ 99,713**	**$ -**	**$ 99,713**
SUPPLIES & SERVICES							
							$ -
Office Furniture	0102334422	5350200				$ 2,000	$ 2,000
Computer	0102334422	5350300				$ 5,116	$ 5,116
Fleet Repl Chrg	0102334422	5459202			$ 4,200		$ 4,200
Fleet Oper Chrg	0102334422	5459201			$ 2,580		$ 2,580
IT operating	0102334422	5459101			$ 6,781		$ 6,781
IT replacement	0102334422	5459102			$ 666		$ 666
Communication	0102334422	5420100			$ 600		$ 600
Office Supplies	0102334422	5310100			$ 50		$ 50
Travel	0102334422	5430100			$ 100		$ 100
Training	0102334422	5490200			$ 500		$ 500
Boot Allowance	0102334422	5204200			$ 200		$ 200
computer software	0102334422	5490500				$ 1,876	$ 1,876
		Total	**$ -**	**$ -**	**$ 15,677**	**$ 8,992**	**$ 24,669**
CAPITAL OUTLAY							
Vehicle-hybrid or Equal	0102334422	5550100				$ 27,000	$ 27,000
							$ -
		Total	**$ -**	**$ -**	**$ -**	**$ 27,000**	**$ 27,000**
CORRESPONDING EXPENDITURE SAVINGS (if applicable)							
							$ -
							$ -
							$ -
							$ -
		Total	**$ -**	**$ -**	**$ -**	**$ -**	**$ -**
CORRESPONDING OFFSETTING REVENUE (if applicable)							
2013 Development Revenue	multiple see 2013 Est					$ 35,992	$ 35,992
2014 Development Revenue	multiple see 2014 Est				$ 115,390		$ 115,390
		Total	**$ -**	**$ -**	**$ 115,390**	**$ 35,992**	**$ 151,382**
		NET SERVICE PACKAGE REQUEST	**$ -**	**$ -**	**$ -**	**$ -**	**$ -**

CITY OF KIRKLAND
2014 SERVICE PACKAGE REQUEST

TITLE	Temporary Development Engineer	010PW02

DEPARTMENT	DIVISION	FUND
Public Works	Development Engineering	General

CITY COUNCIL GOALS

Economic Development and Dependable Infrastructure

DESCRIPTION AND JUSTIFICATION

Fund a temporary Development Engineer to meet development engineering permit review demand.

• Approximately 80% of the street and utility improvements installed by private development is given to the City upon completion. Because the improvements will be owned and maintained by the City, a Development Engineer must serve as a permit reviewer and a project manager. When staffing levels are balanced, Development Engineers spend approximately 50% of their time reviewing projects, 30% of their time working on active projects (issued permits), and the remaining 20% of their time answering development questions. As the number of active projects increases, there is a shift to more time spent on active projects and the time available for plan review decreases. This shift in time results in longer permit review times.

• The Public Works development permitting workload has sustained itself for close to two years now with no signs of slowing as evidenced by the record number of short plats, subdivisions and commercial projects that are in various stages of review by the City.

• Through August of 2013 Public Works issued permits with utility and street improvements valued at over $9 million and our overall permit revenue for 2013 is projected to be $1.8 million over the budgeted revenue.

• In order to meet or exceed our permit review timelines, a temporary Development Engineer is needed in 2014 to review and manage the existing permits issued in 2013 and the planned projects in 2014.

Is this Service Package tied to a CIP Project? ☑ **No** ☐ **Yes** **CIP #** _____

NUMBER OF FTE's REQUESTED	0.00

COST SUMMARY	2013 Ongoing	2013 One-Time	2014 Ongoing	2014 One-Time	Total
Personnel Services	$ -	$ -	$ -	$ 115,685	$ 115,685
Supplies & Services	$ -	$ -	$ -	$ 6,701	$ 6,701
Capital Outlay	$ -	$ -	$ -	$ -	$ -
Total Service Package Cost	**$ -**	**$ -**	**$ -**	**$ 122,386**	**$ 122,386**
Expenditure Savings	$ -	$ -	$ -	$ -	$ -
Offsetting Revenue	$ -	$ -	$ -	$ 122,386	$ 122,386
Net Service Package Cost	**$ -**	**$ -**	**$ -**	**$ -**	**$ -**

2014 SERVICE PACKAGE REQUEST

TITLE	Temporary Development Engineer	010PW02

			2013		2014		
Description	**Org Key**	**Object**	**Ongoing**	**One-Time**	**Ongoing**	**One-Time**	**Total**
PERSONNEL SERVICES							
Temp Development Eng-salary	0102334422	5100100				$ 80,064	$ 80,064
Temp Development Eng-benefits	0102334422	5200100				$ 35,621	$ 35,621
							$ -
							$ -
							$ -
							$ -
		Total	**$ -**	**$ -**	**$ -**	**$ 115,685**	**$ 115,685**
SUPPLIES & SERVICES							
Computer & monitor	0102334422	5350300				$ 3,492	$ 3,492
Office Furniture	0102334422	5350200				$ 2,000	$ 2,000
Software	0102334422	5350300				$ 938	$ 938
IT Replacement Charge	0102334422	5459102				$ 271	$ 271
							$ -
							$ -
							$ -
							$ -
							$ -
							$ -
							$ -
							$ -
							$ -
		Total	**$ -**	**$ -**	**$ -**	**$ 6,701**	**$ 6,701**
CAPITAL OUTLAY							
							$ -
							$ -
		Total	**$ -**	**$ -**	**$ -**	**$ -**	**$ -**
CORRESPONDING EXPENDITURE SAVINGS (if applicable)							
							$ -
							$ -
							$ -
							$ -
		Total	**$ -**	**$ -**	**$ -**	**$ -**	**$ -**
CORRESPONDING OFFSETTING REVENUE (if applicable)							
2013 Development Revenue	multiple-see 2013 estimate					$ 122,386	$ 122,386
							$ -
		Total	**$ -**	**$ -**	**$ -**	**$ 122,386**	**$ 122,386**
		NET SERVICE PACKAGE REQUEST	**$ -**	**$ -**	**$ -**	**$ -**	**$ -**

CITY OF KIRKLAND
2014 SERVICE PACKAGE REQUEST

TITLE	Development Engineering On-Call Funding	010PW03

DEPARTMENT	DIVISION	FUND
Public Works	Development Engineering	General

CITY COUNCIL GOALS

Economic Development and Dependable Infrastructure

DESCRIPTION AND JUSTIFICATION

Due to sustained increase in development permit activity, the Public Works Permit Technicians have had to dedicate all of their working time to permit processing and customer inquires. This has caused the normal routine administrative duties such as filing and electronic scanning of records to be put on hold in 2013. One-time funding of $20,000 is being requested to pay for temporary help from the Human Resources Department on-call pool to assist in 2014 with administrative duties. The other benefit of having an employee from the on-call pool is that this person can also receive Public Works customer service training and can then be available to assist the department on an as-needed basis (such as when a regular employee is on an extended leave period). It is also important to note that the Zucker Development Services Study recommended additional staff to assist with the electronic record scanning project (recommendation 193 and 194). This request can be off-set by 2013 Public Works permit revenue.

Is this Service Package tied to a CIP Project? ☑ **No** ☐ **Yes** **CIP #** _____

NUMBER OF FTE's REQUESTED	0.00

COST SUMMARY	2013 Ongoing	2013 One-Time	2014 Ongoing	2014 One-Time	Total
Personnel Services	$ -	$ -	$ -	$ 20,002	$ 20,002
Supplies & Services	$ -	$ -	$ -	$ -	$ -
Capital Outlay	$ -	$ -	$ -	$ -	$ -
Total Service Package Cost	**$ -**	**$ -**	**$ -**	**$ 20,002**	**$ 20,002**
Expenditure Savings	$ -	$ -	$ -	$ -	$ -
Offsetting Revenue	$ -	$ -	$ -	$ 20,002	$ 20,002
Net Service Package Cost	**$ -**	**$ -**	**$ -**	**$ -**	**$ -**

2014 SERVICE PACKAGE REQUEST

TITLE	Development Engineering On-Call Funding	010PW03

			2013		2014		
Description	**Org Key**	**Object**	**Ongoing**	**One-Time**	**Ongoing**	**One-Time**	**Total**
PERSONNEL SERVICES							
Hourly Wages - On-call	0102334422	5100200				$ 16,851	$ 16,851
Hourly Benefits - On-call	0102334422	5200200				$ 3,151	$ 3,151
							$ -
							$ -
							$ -
							$ -
		Total	**$ -**	**$ -**	**$ -**	**$ 20,002**	**$ 20,002**
SUPPLIES & SERVICES							
							$ -
							$ -
							$ -
							$ -
							$ -
							$ -
							$ -
							$ -
							$ -
							$ -
							$ -
							$ -
							$ -
		Total	**$ -**	**$ -**	**$ -**	**$ -**	**$ -**
CAPITAL OUTLAY							
							$ -
							$ -
		Total	**$ -**	**$ -**	**$ -**	**$ -**	**$ -**
CORRESPONDING EXPENDITURE SAVINGS (if applicable)							
							$ -
							$ -
							$ -
							$ -
		Total	**$ -**	**$ -**	**$ -**	**$ -**	**$ -**
CORRESPONDING OFFSETTING REVENUE (if applicable)							
2013 PW Development Revenue	multiple-see 2013 estimate					$ 20,002	$ 20,002
							$ -
		Total	**$ -**	**$ -**	**$ -**	**$ 20,002**	**$ 20,002**
NET SERVICE PACKAGE REQUEST			**$ -**	**$ -**	**$ -**	**$ -**	**$ -**

CITY OF KIRKLAND
2014 SERVICE PACKAGE REQUEST

TITLE	Increase in Overtime Funding	010PW04

DEPARTMENT	DIVISION	FUND
Public Works	Development Engineering	General

CITY COUNCIL GOALS

Economic Development

DESCRIPTION AND JUSTIFICATION

In order to be responsive to review and inspection workload demands, additional overtime funding is being requested for 2014.

Is this Service Package tied to a CIP Project? ☑ **No** ☐ **Yes** **CIP #** _____

NUMBER OF FTE's REQUESTED	0.00

COST SUMMARY	2013 Ongoing	2013 One-Time	2014 Ongoing	2014 One-Time	Total
Personnel Services	$ -	$ -	$ -	$ 5,000	$ 5,000
Supplies & Services	$ -	$ -	$ -	$ -	$ -
Capital Outlay	$ -	$ -	$ -	$ -	$ -
Total Service Package Cost	**$ -**	**$ -**	**$ -**	**$ 5,000**	**$ 5,000**
Expenditure Savings	$ -	$ -	$ -	$ -	$ -
Offsetting Revenue	$ -	$ -	$ -	$ 5,000	$ 5,000
Net Service Package Cost	**$ -**	**$ -**	**$ -**	**$ -**	**$ -**

2014 SERVICE PACKAGE REQUEST

TITLE	Increase in Overtime Funding	010PW04

			2013		2014		
Description	**Org Key**	**Object**	**Ongoing**	**One-Time**	**Ongoing**	**One-Time**	**Total**
PERSONNEL SERVICES							
Overtime Pay	0102334422	5100300				$ 5,000	$ 5,000
							$ -
							$ -
							$ -
							$ -
							$ -
		Total	**$ -**	**$ -**	**$ -**	**$ 5,000**	**$ 5,000**
SUPPLIES & SERVICES							
							$ -
							$ -
							$ -
							$ -
							$ -
							$ -
							$ -
							$ -
							$ -
							$ -
							$ -
							$ -
							$ -
		Total	**$ -**	**$ -**	**$ -**	**$ -**	**$ -**
CAPITAL OUTLAY							
							$ -
							$ -
		Total	**$ -**	**$ -**	**$ -**	**$ -**	**$ -**
CORRESPONDING EXPENDITURE SAVINGS (if applicable)							
							$ -
							$ -
							$ -
							$ -
		Total	**$ -**	**$ -**	**$ -**	**$ -**	**$ -**
CORRESPONDING OFFSETTING REVENUE (if applicable)							
2013 permit revenue						$ 5,000	$ 5,000
							$ -
		Total	**$ -**	**$ -**	**$ -**	**$ 5,000**	**$ 5,000**
		NET SERVICE PACKAGE REQUEST	**$ -**	**$ -**	**$ -**	**$ -**	**$ -**

CITY OF KIRKLAND
2014 SERVICE PACKAGE REQUEST

TITLE	Outside Transportation Consultant Plan Review	010PW05

DEPARTMENT	DIVISION	FUND
Public Works	Transportation Engineering	General

CITY COUNCIL GOALS

Economic Development and Dependable Infrastructure

DESCRIPTION AND JUSTIFICATION

This request provides funding for a consultant to supplement review of traffic impact analysis reports and parking studies. Recently, reviews have been taking longer than is desirable due to a larger than normal number of projects and because of a large volume of projects. Consultant services will be retained as needed to provide help during times when large developments are taking staff's time to review, or when the volume of projects becomes too large to review in a timely manner.

Is this Service Package tied to a CIP Project? ☑ **No** ☐ **Yes** **CIP #** _____

NUMBER OF FTE's REQUESTED	0.00

COST SUMMARY	2013 Ongoing	2013 One-Time	2014 Ongoing	2014 One-Time	Total
Personnel Services	$ -	$ -	$ -	$ -	$ -
Supplies & Services	$ -	$ -	$ -	$ 25,000	$ 25,000
Capital Outlay	$ -	$ -	$ -	$ -	$ -
Total Service Package Cost	**$ -**	**$ -**	**$ -**	**$ 25,000**	**$ 25,000**
Expenditure Savings	$ -	$ -	$ -	$ -	$ -
Offsetting Revenue	$ -	$ -	$ -	$ 25,000	$ 25,000
Net Service Package Cost	**$ -**	**$ -**	**$ -**	**$ -**	**$ -**

2014 SERVICE PACKAGE REQUEST

TITLE	Outside Transportation Consultant Plan Review	010PW05

			2013		2014		
Description	**Org Key**	**Object**	**Ongoing**	**One-Time**	**Ongoing**	**One-Time**	**Total**
PERSONNEL SERVICES							
							$ -
							$ -
							$ -
							$ -
							$ -
							$ -
		Total	**$ -**	**$ -**	**$ -**	**$ -**	**$ -**
SUPPLIES & SERVICES							
Professional Services	0102334422	5410100				$ 25,000	$ 25,000
							$ -
							$ -
							$ -
							$ -
							$ -
							$ -
							$ -
							$ -
							$ -
							$ -
							$ -
		Total	**$ -**	**$ -**	**$ -**	**$ 25,000**	**$ 25,000**
CAPITAL OUTLAY							
							$ -
							$ -
		Total	**$ -**	**$ -**	**$ -**	**$ -**	**$ -**
CORRESPONDING EXPENDITURE SAVINGS (if applicable)							
							$ -
							$ -
							$ -
							$ -
		Total	**$ -**	**$ -**	**$ -**	**$ -**	**$ -**
CORRESPONDING OFFSETTING REVENUE (if applicable)							
2013 PW Development revenue	multiple-see 2013 estimate					$ 25,000	$ 25,000
							$ -
		Total	**$ -**	**$ -**	**$ -**	**$ 25,000**	**$ 25,000**
		NET SERVICE PACKAGE REQUEST	**$ -**	**$ -**	**$ -**	**$ -**	**$ -**

CITY OF KIRKLAND
2014 SERVICE PACKAGE REQUEST

TITLE	Development Services Web Page Redesign	010PW06

DEPARTMENT	DIVISION	FUND
Public Works (+Building/Planning)	Public Works Engineering	General

CITY COUNCIL GOALS

Economic Development

DESCRIPTION AND JUSTIFICATION

The Development Services Study recommended a redesign of the City's web page for Development Services so that it is easier and more powerful for the customer to use. It is anticipated that the new web page would be very interactive and allow users a better experience when seeking information about development in Kirkland. The Development Services Managers will meet with the Information Technology Department to refine the scope for this project. The listed service package price is a "not to exceed" dollar amount and we will look for ways to make the project as inexpensive as possible, while at the same time designing a world-class web page that is looked upon by customers as the best around.

Is this Service Package tied to a CIP Project? ☑ **No** ☐ **Yes** **CIP #** _____

NUMBER OF FTE's REQUESTED	0.00

COST SUMMARY	2013 Ongoing	2013 One-Time	2014 Ongoing	2014 One-Time	Total
Personnel Services	$ -	$ -	$ -	$ -	$ -
Supplies & Services	$ -	$ -	$ -	$ 100,000	$ 100,000
Capital Outlay	$ -	$ -	$ -	$ -	$ -
Total Service Package Cost	**$ -**	**$ -**	**$ -**	**$ 100,000**	**$ 100,000**
Expenditure Savings	$ -	$ -	$ -	$ -	$ -
Offsetting Revenue	$ -	$ -	$ -	$ 100,000	$ 100,000
Net Service Package Cost	**$ -**	**$ -**	**$ -**	**$ -**	**$ -**

2014 SERVICE PACKAGE REQUEST

TITLE	Development Services Web Page Redesign	010PW06

			2013		2014		
Description	**Org Key**	**Object**	**Ongoing**	**One-Time**	**Ongoing**	**One-Time**	**Total**
PERSONNEL SERVICES							
							$ -
							$ -
							$ -
							$ -
							$ -
							$ -
		Total	**$ -**	**$ -**	**$ -**	**$ -**	**$ -**
SUPPLIES & SERVICES							
Professional Services	0102334422	5410100				$ 100,000	$ 100,000
							$ -
							$ -
							$ -
							$ -
							$ -
							$ -
							$ -
							$ -
							$ -
							$ -
							$ -
		Total	**$ -**	**$ -**	**$ -**	**$ 100,000**	**$ 100,000**
CAPITAL OUTLAY							
							$ -
							$ -
		Total	**$ -**	**$ -**	**$ -**	**$ -**	**$ -**
CORRESPONDING EXPENDITURE SAVINGS (if applicable)							
							$ -
							$ -
							$ -
							$ -
		Total	**$ -**	**$ -**	**$ -**	**$ -**	**$ -**
CORRESPONDING OFFSETTING REVENUE (if applicable)							
2013 Dev Srvcs Permit Revenue	Multiple					$ 100,000	$ 100,000
							$ -
		Total	**$ -**	**$ -**	**$ -**	**$ 100,000**	**$ 100,000**
		NET SERVICE PACKAGE REQUEST	**$ -**	**$ -**	**$ -**	**$ -**	**$ -**

CITY OF KIRKLAND
2014 SERVICE PACKAGE REQUEST

TITLE	Temporary CIP Outreach Coordinator	010PW07

DEPARTMENT	DIVISION	FUND
Public Works	Capital Improvement Program	General

CITY COUNCIL GOALS

Neighborhoods

DESCRIPTION AND JUSTIFICATION

Request for a .50 temporary FTE through 2014 to assist the City in delivering its commitment to keep the community and beyond informed about the status of the Cross Kirkland Corridor. 2014 will be key to molding the future vision of the corridor and public outreach and coordination is essential. The interim gravel trail will be constructed in 2014, and the Master Plan, currently underway will help scope out a future regional paved trail and a regional transit pathway on the Corridor. Kirkland 2035 is also underway and will provide many opportunities for public involvement and input on the Cross Kirkland Corridor Master Plan. The temporary Neighborhood Outreach Coordinator will coordinate outreach activities through ongoing contact with the community residents in and around the Cross Kirkland Corridor, and other stakeholders. Support efforts of the Capital Projects team working with neighborhood and community stakeholders, to improve the level of awareness of the CKC project and receive community input. This is a temporary position to be funded by the Capital Improvement Program.

Is this Service Package tied to a CIP Project? ☐ **No** ☑ **Yes** **CIP #** **Various**

NUMBER OF FTE's REQUESTED	0.00

COST SUMMARY	2013 Ongoing	2013 One-Time	2014 Ongoing	2014 One-Time	Total
Personnel Services	$ -	$ -	$ -	$ 62,373	$ 62,373
Supplies & Services	$ -	$ -	$ -	$ -	$ -
Capital Outlay	$ -	$ -	$ -	$ -	$ -
Total Service Package Cost	**$ -**	**$ -**	**$ -**	**$ 62,373**	**$ 62,373**
Expenditure Savings	$ -	$ -	$ -	$ -	$ -
Offsetting Revenue	$ -	$ -	$ -	$ -	$ -
Net Service Package Cost	**$ -**	**$ -**	**$ -**	**$ 62,373**	**$ 62,373**

2014 SERVICE PACKAGE REQUEST

TITLE	Temporary CIP Outreach Coordinator	010PW07

			2013		2014		
Description	**Org Key**	**Object**	**Ongoing**	**One-Time**	**Ongoing**	**One-Time**	**Total**
PERSONNEL SERVICES							
Neighborhood Outreach -salary	0102323815	5100100				$ 43,878	$ 43,878
Neighborhood Outreach -benefits	0102323815	5200100				$ 18,495	$ 18,495
							$ -
							$ -
							$ -
							$ -
		Total	**$ -**	**$ -**	**$ -**	**$ 62,373**	**$ 62,373**
SUPPLIES & SERVICES							
							$ -
							$ -
							$ -
							$ -
							$ -
							$ -
							$ -
							$ -
							$ -
							$ -
							$ -
							$ -
							$ -
		Total	**$ -**	**$ -**	**$ -**	**$ -**	**$ -**
CAPITAL OUTLAY							
							$ -
							$ -
		Total	**$ -**	**$ -**	**$ -**	**$ -**	**$ -**
CORRESPONDING EXPENDITURE SAVINGS (if applicable)							
							$ -
							$ -
							$ -
							$ -
		Total	**$ -**	**$ -**	**$ -**	**$ -**	**$ -**
CORRESPONDING OFFSETTING REVENUE (if applicable)							
							$ -
							$ -
		Total	**$ -**	**$ -**	**$ -**	**$ -**	**$ -**
		NET SERVICE PACKAGE REQUEST	**$ -**	**$ -**	**$ -**	**$ 62,373**	**$ 62,373**

CITY OF KIRKLAND
2014 SERVICE PACKAGE REQUEST

TITLE	Additional 1.0 FTE Utility Billing Staff	010FA01

DEPARTMENT	DIVISION	FUND
Finance & Administration	Customer Accounts	General

CITY COUNCIL GOALS

Financial Stability
Environment

DESCRIPTION AND JUSTIFICATION

There are currently six Utility Billing Customer Account Associates who process all of the billing and handle customer service for Kirkland's utility accounts and provide backup to the City cashier. Kirkland has approximately 22,500 solid waste, 12,200 water and 10,200 sewer utility customers. This includes the additional 10,000+ solid waste customers that were added when the JFK area was annexed in 2011. A 1.0 FTE was requested and approved in 2011 in anticipation of the increased workload due to annexation, a 20% increase in staffing. However, the actual increase in activity for a number of utility billing processes and customer service interactions has increased from 75% to 200% compared to pre-annexation levels. The current level of staffing has resulted in a backlog of work, for example addressing delinquent accounts and placing liens on properties. In May of this year, staff hours were dedicated to pursuing collections on delinquent accounts with overtime. More than $117,000 in past due balances was successfully collected, out of a total outstanding balance of over $221,000. It is anticipated that an addition of the proposed resources would begin to assist with the on-going workload, address the backlog and avoid potential loss of revenues. Additional process and workload reviews will be conducted in 2014 to determine if this additional resource is adequate to meet the increased workload or whether further resources will be needed (potential 2015-2016 service package).

Half of this position (0.5 FTE) will back up the cashier and be funded similar to the cashier funding sources and 0.5 will support utility billing. Staffing the cashier position for all hours that City hall is open and covering for paid leaves requires 1.5 staff. This addition will allow the current utility staff who backup the cashier to focus on utility billing workload. The position would be funded in part by development revenues and expenditure savings due to reduced billing costs. The remainder of the cost would be paid from utility reserves in 2014 and the cost would be built into on-going rates thereafter.

Is this Service Package tied to a CIP Project? ☑ **No** ☐ **Yes** **CIP #** _____

NUMBER OF FTE's REQUESTED	1.00

COST SUMMARY	2013 Ongoing	2013 One-Time	2014 Ongoing	2014 One-Time	Total
Personnel Services	$ -	$ -	$ 77,472	$ -	$ 77,472
Supplies & Services	$ -	$ -	$ 496	$ 4,531	$ 5,027
Capital Outlay	$ -	$ -	$ -	$ -	$ -
Total Service Package Cost	**$ -**	**$ -**	**$ 77,968**	**$ 4,531**	**$ 82,499**
Expenditure Savings	$ -	$ -	$ (8,550)	$ -	$ (8,550)
Offsetting Revenue	$ -	$ -	$ 69,418	$ 4,531	$ 73,949
Net Service Package Cost	**$ -**	**$ -**	**$ -**	**$ -**	**$ -**

2014 SERVICE PACKAGE REQUEST

TITLE	Additional 1.0 FTE Utility Billing Staff	010FA01

			2013		2014		
Description	**Org Key**	**Object**	**Ongoing**	**One-Time**	**Ongoing**	**One-Time**	**Total**
PERSONNEL SERVICES							
Salary	0104313812	5100100			$ 31,196		$ 31,196
Benefits	0104313812	5100200			$ 19,446		$ 19,446
							$ -
Salary	0104311481	5100100			$ 16,426		$ 16,426
Benefits	0104311481	5100200			$ 10,404		$ 10,404
							$ -
		Total	**$ -**	**$ -**	**$ 77,472**	**$ -**	**$ 77,472**
SUPPLIES & SERVICES							
Office Furniture & Equipment	0104313812	5350200				$ 2,271	$ 2,271
Computer	0104313812	5350300				$ 2,260	$ 2,260
IT Replacement	0104313812	5459102			$ 271		$ 271
Training	0104313812	5490200			$ 200		$ 200
Supplies	0104313812	5310100			$ 25		$ 25
							$ -
							$ -
							$ -
							$ -
							$ -
							$ -
							$ -
							$ -
		Total	**$ -**	**$ -**	**$ 496**	**$ 4,531**	**$ 5,027**
CAPITAL OUTLAY							
							$ -
							$ -
		Total	**$ -**	**$ -**	**$ -**	**$ -**	**$ -**
CORRESPONDING EXPENDITURE SAVINGS (if applicable)							
Printing Services contract savings	0104313812	5410100			$ (8,550)		$ (8,550)
							$ -
							$ -
							$ -
		Total	**$ -**	**$ -**	**$ (8,550)**	**$ -**	**$ (8,550)**
CORRESPONDING OFFSETTING REVENUE (if applicable)							
Development Services Revenue					$ 11,620		$ 11,620
Utility Revenues/Reserves					$ 57,798	$ 4,531	$ 62,329
		Total	**$ -**	**$ -**	**$ 69,418**	**$ 4,531**	**$ 73,949**
		NET SERVICE PACKAGE REQUEST	**$ -**	**$ -**	**$ -**	**$ -**	**$ -**

CITY OF KIRKLAND
2014 SERVICE PACKAGE REQUEST

TITLE	City Clerk Public Records Analyst	010FA02

DEPARTMENT	DIVISION	FUND
Finance & Administration	City Clerk	General

CITY COUNCIL GOALS

Open and transparent government

DESCRIPTION AND JUSTIFICATION

In July 2013, the City Council adopted new rules related to public records. The City Clerk's Office has been evaluating the on-going resource needs of this function as the new process is being implemented and requests are tracked in more detail. Based on review of the data, there have been at least six major requests over the past two+ years that would be classified as Category 5 (large number of records not easily identified requiring legal review and exemption logs). Responding to these requests has taken 6 months to over 18 months. The City Clerk's Office currently expends approximately 0.5 FTE of the City Clerk's time responding to public disclosure requests and the related training and management of the City-wide process. The level of staffing in the City Clerk's Office has not increased in several years, despite increases in the volume and complexity of public records requests and the annexation in 2011. The City of Bellevue has a full-time Public Disclosure Analyst with a paralegal background who reports to the Public Records Manager (who in turn reports to the Bellevue City Clerk). We have identified several other jurisdictions that apply this approach as well. If Kirkland adopted this approach, the City Clerk would continue to be the City's Public Records Officer responsible for policy implementation and providing backup, but the new position would be responsible for maintaining the software and responding to the bulk of public records requests. This position would also be responsible for on-going training to ensure that the new, more complex procedures are followed consistently throughout the City. This would free up about a third of the City Clerk's time to focus on refining and formalizing the City's legislative support process (a priority of the City Manager) and supporting the Council and the City Manager. If the person in the position has paralegal training, they could also assist the City Attorney's Office with document review and exemption log preparation, one of the cited benefits of the Bellevue position.

[City Manager's recommendation is to fund one-time]

Is this Service Package tied to a CIP Project? ☑ **No** ☐ **Yes** **CIP #** _____

NUMBER OF FTE's REQUESTED	1.00

COST SUMMARY	2013 Ongoing	2013 One-Time	2014 Ongoing	2014 One-Time	Total
Personnel Services	$ -	$ -	$ 83,099	$ -	$ 83,099
Supplies & Services	$ -	$ -	$ 7,052	$ 4,531	$ 11,583
Capital Outlay	$ -	$ -	$ -	$ -	$ -
Total Service Package Cost	**$ -**	**$ -**	**$ 90,151**	**$ 4,531**	**$ 94,682**
Expenditure Savings	$ -	$ -	$ -	$ -	$ -
Offsetting Revenue	$ -	$ -	$ -	$ -	$ -
Net Service Package Cost	**$ -**	**$ -**	**$ 90,151**	**$ 4,531**	**$ 94,682**

2014 SERVICE PACKAGE REQUEST

TITLE	City Clerk Public Records Analyst	010FA02

			2013		2014		
Description	**Org Key**	**Object**	**Ongoing**	**One-Time**	**Ongoing**	**One-Time**	**Total**
PERSONNEL SERVICES							
Salary (Step A)	0104511425	5100100			$ 52,399		$ 52,399
Benefits	0104511425	5100200			$ 30,700		$ 30,700
							$ -
							$ -
							$ -
							$ -
		Total	**$ -**	**$ -**	**$ 83,099**	**$ -**	**$ 83,099**
SUPPLIES & SERVICES							
Office Furniture & Equipment	0104511425	5350200				$ 2,271	$ 2,271
Computer	0104511425	5350300				$ 2,260	$ 2,260
IT Replacement	0104511425	5459102			$ 271		$ 271
IT Operating	0104511425	5459101			$ 6,781		$ 6,781
							$ -
							$ -
							$ -
							$ -
							$ -
							$ -
							$ -
							$ -
							$ -
		Total	**$ -**	**$ -**	**$ 7,052**	**$ 4,531**	**$ 11,583**
CAPITAL OUTLAY							
							$ -
							$ -
		Total	**$ -**	**$ -**	**$ -**	**$ -**	**$ -**
CORRESPONDING EXPENDITURE SAVINGS (if applicable)							
							$ -
							$ -
							$ -
							$ -
		Total	**$ -**	**$ -**	**$ -**	**$ -**	**$ -**
CORRESPONDING OFFSETTING REVENUE (if applicable)							
							$ -
							$ -
		Total	**$ -**	**$ -**	**$ -**	**$ -**	**$ -**
		NET SERVICE PACKAGE REQUEST	**$ -**	**$ -**	**$ 90,151**	**$ 4,531**	**$ 94,682**

CITY OF KIRKLAND
2014 SERVICE PACKAGE REQUEST

TITLE	Comprehensive Plan Update (Environmental Impact Statement)	010PL01
DEPARTMENT	**DIVISION**	**FUND**
Planning	Policy & Planning	General

CITY COUNCIL GOALS

Balanced Transportation
Dependable Infrastructure
Diverse Housing
Economic Development
Environment
Neighborhoods
Parks, Open Spaces and Recreation Services

DESCRIPTION AND JUSTIFICATION

The City has begun the process to update the Comprehensive Plan as required by the Growth Management Act. A revised plan is due by June 30, 2015 and is noted on the Citywide 2013-2014 Work Program. As part of the Comprehensive Plan update, an Environmental Impact Statement (EIS) is needed to comply with the State Environmental Policy Act (SEPA). The last major EIS and plan update was done almost 9 years ago in 2005. The current EIS does not cover the additional land area and population as a result of annexation. In addition, the City has new 20-year housing and employment targets to plan for.

The purpose of an EIS is to assist the public and decision-makers in considering decisions on the goals, policies and development regulations for the Comprehensive Plan. It will also save staff time and money since it will reduce or eliminate the need for future SEPA analysis for code and plan updates as well as minimizing the requirements for SEPA for some development applications. The EIS will also be necessary to analyze and document the transportation impacts based on future land use by incorporating the Transportation Master Plan into the Comprehensive Plan.

Partial funding in the amount of $100,000 for the Comprehensive Plan update and EIS was approved as part of the 2013-2014 budget. An additional $150,000 is requested due to anticipated costs to undertake a comprehensive EIS. This is based on the known costs of other EIS's for site specific areas (MRM at $150,000 and Potala at $90,000). The EIS for the Comprehensive Plan will cover the entire city. The request also includes one-time funding of $19,497 for a .50 intern assistance for 2014. Having an intern is a more cost effective way to undertake routine tasks such as data collection, basic research, and public outreach materials and events rather than senior level staff.

It is possibly (but unlikely) that the legislature will fund some costs for local governments to comply with GMA. The City should continue to note this as part of our legislative effort for the upcoming session. In the past the city has received GMA grants around $40,000. [City Manager's recommendation is to fund at $150,000]

Is this Service Package tied to a CIP Project? ☑ **No** ☐ **Yes** **CIP #** _____

NUMBER OF FTE's REQUESTED	0.00				
	2013		**2014**		
COST SUMMARY	**Ongoing**	**One-Time**	**Ongoing**	**One-Time**	**Total**
Personnel Services	$ -	$ -	$ -	$ 19,479	$ 19,479
Supplies & Services	$ -	$ -	$ -	$ 150,000	$ 150,000
Capital Outlay	$ -	$ -	$ -	$ -	$ -
Total Service Package Cost	**$ -**	**$ -**	**$ -**	**$ 169,479**	**$ 169,479**
Expenditure Savings	$ -	$ -	$ -	$ -	$ -
Offsetting Revenue	$ -	$ -	$ -	$ -	$ -
Net Service Package Cost	**$ -**	**$ -**	**$ -**	**$ 169,479**	**$ 169,479**

2014 SERVICE PACKAGE REQUEST

TITLE	Comprehensive Plan Update (Environmental Impact Statement)	010PL01

			2013		2014		
Description	**Org Key**	**Object**	**Ongoing**	**One-Time**	**Ongoing**	**One-Time**	**Total**
PERSONNEL SERVICES							
Intern hourly wages	0105305851	5100200				$ 16,338	$ 16,338
Intern hourly benefits	0105305851	5200200				$ 3,141	$ 3,141
							$ -
							$ -
							$ -
							$ -
		Total	**$ -**	**$ -**	**$ -**	**$ 19,479**	**$ 19,479**
SUPPLIES & SERVICES							
Professional Services	0105305851	5410100				$ 150,000	$ 150,000
							$ -
							$ -
							$ -
							$ -
							$ -
							$ -
							$ -
							$ -
							$ -
							$ -
							$ -
							$ -
		Total	**$ -**	**$ -**	**$ -**	**$ 150,000**	**$ 150,000**
CAPITAL OUTLAY							
							$ -
							$ -
		Total	**$ -**	**$ -**	**$ -**	**$ -**	**$ -**
CORRESPONDING EXPENDITURE SAVINGS (if applicable)							
							$ -
							$ -
							$ -
							$ -
		Total	**$ -**	**$ -**	**$ -**	**$ -**	**$ -**
CORRESPONDING OFFSETTING REVENUE (if applicable)							
							$ -
							$ -
		Total	**$ -**	**$ -**	**$ -**	**$ -**	**$ -**
		NET SERVICE PACKAGE REQUEST	**$ -**	**$ -**	**$ -**	**$ 169,479**	**$ 169,479**

CITY OF KIRKLAND
2014 SERVICE PACKAGE REQUEST

TITLE	Assistant Planner Overtime	010PL02

DEPARTMENT	DIVISION	FUND
Planning	Land Use Management	General

CITY COUNCIL GOALS

Implement the Development Services Organizational Review recommendations - faster processing times was recommended to respond to customer feedback, particularly for single family permits. The dramatic increase in development activity has created greater competition for qualified staff and the sheer volume has been overwhelming. Review times, therefore, have not improved but are being maintained.

DESCRIPTION AND JUSTIFICATION

The Assistant Planners perform the bulk of the work that is at it's highest level in years. This includes: 1) single family building permit review and 2) counter and telephone inquiries. They also perform review of expedited single family and short plat reviews on overtime (funded by the applicants). In addition, in 2013 they have each had 4 hours/week (total 8 hours) of general funded overtime approved to complete non-expedited work. They do not have time every week to use this OT, but it is important when faced with peak levels to have it available. It is important because it enables them to maintain the established permit review timeframes. This request is to continue the same level of non-expedited overtime work but to change the funding source to the building plan check fee funds. The building plan check fees, 43% of which are allocated to Planning, are at high levels as a result of the high number of permits some of which the Assistant Planners process.

Is this Service Package tied to a CIP Project? ☑ **No** ☐ **Yes** **CIP #** _____

NUMBER OF FTE's REQUESTED	0.00

COST SUMMARY	2013 Ongoing	2013 One-Time	2014 Ongoing	2014 One-Time	Total
Personnel Services	$ -	$ -	$ -	$ 20,492	$ 20,492
Supplies & Services	$ -	$ -	$ -	$ -	$ -
Capital Outlay	$ -	$ -	$ -	$ -	$ -
Total Service Package Cost	**$ -**	**$ -**	**$ -**	**$ 20,492**	**$ 20,492**
Expenditure Savings	$ -	$ -	$ -	$ -	$ -
Offsetting Revenue	$ -	$ -	$ -	$ 20,492	$ 20,492
Net Service Package Cost	**$ -**	**$ -**	**$ -**	**$ -**	**$ -**

2014 SERVICE PACKAGE REQUEST

TITLE	Assistant Planner Overtime	010PL02

			2013		2014		
Description	**Org Key**	**Object**	**Ongoing**	**One-Time**	**Ongoing**	**One-Time**	**Total**
PERSONNEL SERVICES							
Overtime, assistant planner	0105105850	5100300				$ 20,492	$ 20,492
							$ -
							$ -
							$ -
							$ -
							$ -
		Total	**$ -**	**$ -**	**$ -**	**$ 20,492**	**$ 20,492**
SUPPLIES & SERVICES							
							$ -
							$ -
							$ -
							$ -
							$ -
							$ -
							$ -
							$ -
							$ -
							$ -
							$ -
							$ -
							$ -
		Total	**$ -**	**$ -**	**$ -**	**$ -**	**$ -**
CAPITAL OUTLAY							
							$ -
							$ -
		Total	**$ -**	**$ -**	**$ -**	**$ -**	**$ -**
CORRESPONDING EXPENDITURE SAVINGS (if applicable)							
							$ -
							$ -
							$ -
							$ -
		Total	**$ -**	**$ -**	**$ -**	**$ -**	**$ -**
CORRESPONDING OFFSETTING REVENUE (if applicable)							
Building Plan Check Fee	0109502420	3458301				$ 20,492	$ 20,492
							$ -
		Total	**$ -**	**$ -**	**$ -**	**$ 20,492**	**$ 20,492**
		NET SERVICE PACKAGE REQUEST	**$ -**	**$ -**	**$ -**	**$ -**	**$ -**

CITY OF KIRKLAND
2014 SERVICE PACKAGE REQUEST

TITLE	Additional Professional Services	010PL03

DEPARTMENT	DIVISION	FUND
Planning	Land Use Management	General

CITY COUNCIL GOALS

Implement the Development Services Organizational Review recommendations - faster processing times was recommended to respond to customer feedback, particularly for single family permits. The dramatic increase in development activity has created greater competition for qualified staff and the sheer volume has been overwhelming. Review times, therefore, have not improved but are being maintained.

DESCRIPTION AND JUSTIFICATION

Use of consultants is a recommended relief valve when permit levels are high. Short plat activity has been exceeding projections (2013 6 month actual is 77% of revenue budget for Process I permits). PCD contracted with Ron Hanson (who processed short plat applications for the City during the peak periods from 2006 - 2008) in Sept. 2012 to process short plats. Ron is extremely proficient in this work and handles expedited (applicant paid) short plat applications, as well. This Service Package will enable the department to continue to use Ron for this work in 2014 if the levels remain high as expected. The short plat pre-submittal activity is an indicator of a continuation of the high levels. In 2013, Ron was paid from the PCD Professional Services fund and from PCD reserves. PCD was approved to use reserves for the consultant in March 2013. For 2014 PCD is requesting shifting the funding source to the building plan check fees which have been at high levels. The building plan check fees, 43% of which are allocated to Planning, are at high levels as a result of the high number of permits. Although Ron does not process building permits, his work on short plats provides planners more time to work on building permits and maintain established timeframes.

Is this Service Package tied to a CIP Project? ☑ **No** ☐ **Yes** **CIP #** _____

NUMBER OF FTE's REQUESTED	0.00

COST SUMMARY	2013 Ongoing	2013 One-Time	2014 Ongoing	2014 One-Time	Total
Personnel Services	$ -	$ -	$ -	$ -	$ -
Supplies & Services	$ -	$ -	$ -	$ 42,000	$ 42,000
Capital Outlay	$ -	$ -	$ -	$ -	$ -
Total Service Package Cost	**$ -**	**$ -**	**$ -**	**$ 42,000**	**$ 42,000**
Expenditure Savings	$ -	$ -	$ -	$ -	$ -
Offsetting Revenue	$ -	$ -	$ -	$ 42,000	$ 42,000
Net Service Package Cost	**$ -**	**$ -**	**$ -**	**$ -**	**$ -**

2014 SERVICE PACKAGE REQUEST

TITLE	Additional Professional Services	010PL03

			2013		2014		
Description	**Org Key**	**Object**	**Ongoing**	**One-Time**	**Ongoing**	**One-Time**	**Total**
PERSONNEL SERVICES							
							$ -
							$ -
							$ -
							$ -
							$ -
							$ -
		Total	**$ -**	**$ -**	**$ -**	**$ -**	**$ -**
SUPPLIES & SERVICES							
Professional Services	0105305851	5410100				$ 42,000	$ 42,000
							$ -
							$ -
							$ -
							$ -
							$ -
							$ -
							$ -
							$ -
							$ -
							$ -
							$ -
		Total	**$ -**	**$ -**	**$ -**	**$ 42,000**	**$ 42,000**
CAPITAL OUTLAY							
							$ -
							$ -
		Total	**$ -**	**$ -**	**$ -**	**$ -**	**$ -**
CORRESPONDING EXPENDITURE SAVINGS (if applicable)							
							$ -
							$ -
							$ -
							$ -
		Total	**$ -**	**$ -**	**$ -**	**$ -**	**$ -**
CORRESPONDING OFFSETTING REVENUE (if applicable)							
Building Plan Check Fee	0109502420	3458301				$ 42,000	$ 42,000
							$ -
		Total	**$ -**	**$ -**	**$ -**	**$ 42,000**	**$ 42,000**
		NET SERVICE PACKAGE REQUEST	**$ -**	**$ -**	**$ -**	**$ -**	**$ -**

CITY OF KIRKLAND
2014 SERVICE PACKAGE REQUEST

TITLE	Zoning Code "Charts to Tables" Streamlining Project	010PL04

DEPARTMENT	DIVISION	FUND
Planning	Policy & Planning	General

CITY COUNCIL GOALS

Implement the Development Services Organization Review recommendations - simplify the Zoning Code to further the goals of Economic Development and Neighborhoods.

DESCRIPTION AND JUSTIFICATION

PCD laid out prototypes taking the existing Use Zone Charts and converting them into tables to respond to the Zucker report. Code Publishing took this work and estimated the cost to make the change. This is not the complete implementation of the Zucker recommendations for the code, but is a major step forward. The advantages are: 1) Reduces volume of code by approx. 350 pages, 2) Makes code more user friendly, 2) Saves money on printing future supplements, 3) Makes code easier to amend, 3) Improves code searching capability – current PDF charts cannot be searched, and 4) Enables eNotes and Pop-up zoning definitions* – cannot use these features with PDF charts.
*New features that will be provided when the code hosting is transitioned from Bellevue to Code Publishing

Is this Service Package tied to a CIP Project? ☑ **No** ☐ **Yes** **CIP #** _____

NUMBER OF FTE's REQUESTED	0.00

COST SUMMARY	2013 Ongoing	2013 One-Time	2014 Ongoing	2014 One-Time	Total
Personnel Services	$ -	$ -	$ -	$ -	$ -
Supplies & Services	$ -	$ -	$ -	$ 25,000	$ 25,000
Capital Outlay	$ -	$ -	$ -	$ -	$ -
Total Service Package Cost	**$ -**	**$ -**	**$ -**	**$ 25,000**	**$ 25,000**
Expenditure Savings	$ -	$ -	$ -	$ -	$ -
Offsetting Revenue	$ -	$ -	$ -	$ -	$ -
Net Service Package Cost	**$ -**	**$ -**	**$ -**	**$ 25,000**	**$ 25,000**

2014 SERVICE PACKAGE REQUEST

TITLE	Zoning Code "Charts to Tables" Streamlining Project	010PL04

			2013		2014		
Description	**Org Key**	**Object**	**Ongoing**	**One-Time**	**Ongoing**	**One-Time**	**Total**
PERSONNEL SERVICES							
							$ -
							$ -
							$ -
							$ -
							$ -
							$ -
		Total	**$ -**	**$ -**	**$ -**	**$ -**	**$ -**
SUPPLIES & SERVICES							
Professional Services	0105305851	5410100				$ 25,000	$ 25,000
							$ -
							$ -
							$ -
							$ -
							$ -
							$ -
							$ -
							$ -
							$ -
							$ -
							$ -
		Total	**$ -**	**$ -**	**$ -**	**$ 25,000**	**$ 25,000**
CAPITAL OUTLAY							
							$ -
							$ -
		Total	**$ -**	**$ -**	**$ -**	**$ -**	**$ -**
CORRESPONDING EXPENDITURE SAVINGS (if applicable)							
							$ -
							$ -
							$ -
							$ -
		Total	**$ -**	**$ -**	**$ -**	**$ -**	**$ -**
CORRESPONDING OFFSETTING REVENUE (if applicable)							
							$ -
							$ -
		Total	**$ -**	**$ -**	**$ -**	**$ -**	**$ -**
		NET SERVICE PACKAGE REQUEST	**$ -**	**$ -**	**$ -**	**$ 25,000**	**$ 25,000**

CITY OF KIRKLAND
2014 SERVICE PACKAGE REQUEST

TITLE	Police Support Associate	010PD01

DEPARTMENT	DIVISION	FUND
Police	Administration	General

CITY COUNCIL GOALS

Public Safety

DESCRIPTION AND JUSTIFICATION

The Kirkland Police Department (KPD) is requesting one (1) new FTE Police Support Associate to provide additional public disclosure support in the Records Unit. The Records Unit has processed approximately 1,498 public disclosure requests (excluding government agency requests) from January to September 2013. On average, 166 public disclosure requests are processed each month. In order to timely respond to the overwhelming public disclosure requests, the police department requests one (1) new FTE Police Support Associate to focus on processing public disclosure requests and assist with purging case reports that are past the retention schedule. If a case report is past its retention schedule and has not been purged, the Records Unit is required by State law to disclose the case report to the public.
The Records Unit has a significant backlog of case reports that have not been purged due to limited resources. In early 2013, the police department hired a temporary employee to alleviate the backlog. The temporary employee has been successful in purging case reports back to 1992. The end date for the temporary employee is December 2013. It is imperative that the Records Unit continues to purge case reports that are past the retention schedule in order to reduce the amount of information that is available for public disclosure requests.

[City Manager's recommendation to fund one-time at .75 FTE]

Is this Service Package tied to a CIP Project? ☑ **No** ☐ **Yes** **CIP #** _____

NUMBER OF FTE's REQUESTED	1.00

COST SUMMARY	2013 Ongoing	2013 One-Time	2014 Ongoing	2014 One-Time	Total
Personnel Services	$ -	$ -	$ 79,261	$ -	$ 79,261
Supplies & Services	$ -	$ -	$ 9,890	$ 12,600	$ 22,490
Capital Outlay	$ -	$ -	$ -	$ -	$ -
Total Service Package Cost	**$ -**	**$ -**	**$ 89,151**	**$ 12,600**	**$ 101,751**
Expenditure Savings	$ -	$ -	$ -	$ -	$ -
Offsetting Revenue	$ -	$ -	$ -	$ -	$ -
Net Service Package Cost	**$ -**	**$ -**	**$ 89,151**	**$ 12,600**	**$ 101,751**

2014 SERVICE PACKAGE REQUEST

TITLE	Police Support Associate	010PD01

			2013		2014		
Description	**Org Key**	**Object**	**Ongoing**	**One-Time**	**Ongoing**	**One-Time**	**Total**
PERSONNEL SERVICES							
SALARY & WAGES	0108502111	5100100			$ 48,819		$ 48,819
BENEFITS	0108502111	5200100			$ 30,063		$ 30,063
OVERTIME, ANNUAL	0108502111	5100300			$ 379		$ 379
							$ -
							$ -
							$ -
		Total	**$ -**	**$ -**	**$ 79,261**	**$ -**	**$ 79,261**
SUPPLIES & SERVICES							
BACKGROUND SERVICES	0108202121	5410100				$ 4,125	$ 4,125
DUES & MEMBERSHIPS	0108102110	5490300			$ 34		$ 34
OFFICE SUPPLIES	0108502111	5310100			$ 150		$ 150
TRAINING OFFICE SUPPLIES	0108102140	5310100			$ 5		$ 5
TRAINING OPERATING SUPPLIES	0108102140	5310200			$ 20		$ 20
TRAINING REGISTRATIONS	0108102140	5490200			$ 800		$ 800
TRAINING TRAVEL & SUBSIST.	0108102140	5430100			$ 400		$ 400
UNIFORM & MAINTENANCE	0108502111	5204200			$ 750	$ 600	$ 1,350
IT OPERATING	0108502111	5459101			$ 7,460		$ 7,460
IT REPLACEMENT RESERVE	0108102110	5459102			$ 271		$ 271
SMALL TOOLS & EQUIPMENT	0108502111	5350100				$ 700	$ 700
OFFICE FURNITURE/EQUIPMENT	0108502111	5350200				$ 4,675	$ 4,675
COMPUTER EQUIPMENT	0108502111	5350300				$ 2,500	$ 2,500
		Total	**$ -**	**$ -**	**$ 9,890**	**$ 12,600**	**$ 22,490**
CAPITAL OUTLAY							
							$ -
							$ -
		Total	**$ -**	**$ -**	**$ -**	**$ -**	**$ -**
CORRESPONDING EXPENDITURE SAVINGS (if applicable)							
							$ -
							$ -
							$ -
							$ -
							$ -
							$ -
		Total	**$ -**	**$ -**	**$ -**	**$ -**	**$ -**
CORRESPONDING OFFSETTING REVENUE (if applicable)							
							$ -
							$ -
		Total	**$ -**	**$ -**	**$ -**	**$ -**	**$ -**
		NET SERVICE PACKAGE REQUEST	**$ -**	**$ -**	**$ 89,151**	**$ 12,600**	**$ 101,751**

CITY OF KIRKLAND
2014 SERVICE PACKAGE REQUEST

TITLE	Building Services Analyst	010FB01

DEPARTMENT	DIVISION	FUND
Fire and Building	Building Services	General

CITY COUNCIL GOALS

- To ensure the construction and preservation of housing stock that meet a diverse range of incomes and needs.
- Provide a sustainable level of core services that are funded from predictable revenue.
- To maintain levels of service commensurate with growing community requirements at optimum life-cycle costs.

DESCRIPTION AND JUSTIFICATION

This service package will provide a Building Services Analyst for the Building Division which will be modeled after the Development Engineering Analyst in Public Works. This position will assist in researching, analyzing and developing Building Services tasks, policies and programs. The essential responsibilities of this position will include:

1. Create and edit EnerGov reports using Crystal reports.
2. Create and administer a program to resolve expired permits.
3. Provide technical support to Building Services staff with EnerGov and MybuildingPermit.com (MBP) issues.
4. Make minor configuration changes to EnerGov and MBP.
5. Create and update operating procedures and policies for the operation of EnerGov, MBP and other permitting procedures.
6. Assist in forecasting construction activity trends.

The Building Services Division has never had an Analyst or specialist to help resolve more complex tasks. Since annexation our workload has increased to the point that some key tasks are not getting done. This position will give the Building Services Division the staff and expertise to accomplish these tasks.

Is this Service Package tied to a CIP Project? ☑ **No** ☐ **Yes** **CIP #** _____

NUMBER OF FTE's REQUESTED	1.00

COST SUMMARY	2013 Ongoing	2013 One-Time	2014 Ongoing	2014 One-Time	Total
Personnel Services	$ -	$ -	$ 112,089	$ -	$ 112,089
Supplies & Services	$ -	$ -	$ 7,852	$ 4,439	$ 12,291
Capital Outlay	$ -	$ -	$ -	$ -	$ -
Total Service Package Cost	**$ -**	**$ -**	**$ 119,941**	**$ 4,439**	**$ 124,380**
Expenditure Savings	$ -	$ -	$ -	$ -	$ -
Offsetting Revenue	$ -	$ -	$ 119,941	$ 4,439	$ 124,380
Net Service Package Cost	**$ -**	**$ -**	**$ -**	**$ -**	**$ -**

2014 SERVICE PACKAGE REQUEST

TITLE	Building Services Analyst	010FB01

			2013		2014		
Description	**Org Key**	**Object**	**Ongoing**	**One-Time**	**Ongoing**	**One-Time**	**Total**
PERSONNEL SERVICES							
Salary	0109502420	5100100			$ 76,920		$ 76,920
Benefits	0109502420	5200100			$ 35,169		$ 35,169
							$ -
							$ -
							$ -
							$ -
		Total	**$ -**	**$ -**	**$ 112,089**	**$ -**	**$ 112,089**
SUPPLIES & SERVICES							
Work Station/telephone	0109502420	5350200				$ 1,900	$ 1,900
Computer Hardware	0109502420	5350300				$ 2,539	$ 2,539
Training	0109502420	5490200			$ 400		$ 400
Travel & Subsistance	0109502420	5430100			$ 400		$ 400
IT Operating Charge	0109502420	5459101			$ 6,781		$ 6,781
IT Replacement Charge	0109502420	5459102			$ 271		$ 271
							$ -
							$ -
							$ -
							$ -
							$ -
							$ -
							$ -
		Total	**$ -**	**$ -**	**$ 7,852**	**$ 4,439**	**$ 12,291**
CAPITAL OUTLAY							
							$ -
							$ -
		Total	**$ -**	**$ -**	**$ -**	**$ -**	**$ -**
CORRESPONDING EXPENDITURE SAVINGS (if applicable)							
							$ -
							$ -
							$ -
							$ -
		Total	**$ -**	**$ -**	**$ -**	**$ -**	**$ -**
CORRESPONDING OFFSETTING REVENUE (if applicable)							
Plan Check Fees	0109502420	3458301			$ 119,941	$ 4,439	$ 124,380
							$ -
		Total	**$ -**	**$ -**	**$ 119,941**	**$ 4,439**	**$ 124,380**
		NET SERVICE PACKAGE REQUEST	**$ -**	**$ -**	**$ -**	**$ -**	**$ -**

CITY OF KIRKLAND
2014 SERVICE PACKAGE REQUEST

TITLE	Building Administrative Assistant	010FB02

DEPARTMENT	DIVISION	FUND
Fire and Building	Building Services	General

CITY COUNCIL GOALS

- To ensure the construction and preservation of housing stock that meet a diverse range of incomes and needs.
- Provide a sustainable level of core services that are funded from predictable revenue.
- To maintain levels of service commensurate with growing community requirements at optimum life-cycle costs.

DESCRIPTION AND JUSTIFICATION

This service package will provide an Administrative Assistant for the Building Division who will be primarily responsible for Building's payroll, purchasing, accounts payable/accounts receivable and the Division's record management system. This work is currently being done by the Administrative Assistant in the Administrative Division of the Fire and Building Department. Other duties will include assisting Building staff with correspondence, special projects and other duties listed in the job description. Transferring this work to the Building Division will ensure these duties will be paid for with permit revenue.

[Not recommended for funding]

Is this Service Package tied to a CIP Project? ☑ **No** ☐ **Yes** **CIP #** _____

NUMBER OF FTE's REQUESTED	1.00

COST SUMMARY	2013 Ongoing	2013 One-Time	2014 Ongoing	2014 One-Time	Total
Personnel Services	$ -	$ -	$ 95,751	$ -	$ 95,751
Supplies & Services	$ -	$ -	$ 7,852	$ 4,887	$ 12,739
Capital Outlay	$ -	$ -	$ -	$ -	$ -
Total Service Package Cost	**$ -**	**$ -**	**$ 103,603**	**$ 4,887**	**$ 108,490**
Expenditure Savings	$ -	$ -	$ -	$ -	$ -
Offsetting Revenue	$ -	$ -	$ 103,603	$ 4,887	$ 108,490
Net Service Package Cost	**$ -**	**$ -**	**$ -**	**$ -**	**$ -**

2014 SERVICE PACKAGE REQUEST

TITLE	Building Administrative Assistant	010FB02

			2013		2014		
Description	**Org Key**	**Object**	**Ongoing**	**One-Time**	**Ongoing**	**One-Time**	**Total**
PERSONNEL SERVICES							
Salary	1099502420	5100100			$ 63,036		$ 63,036
Benefits	1099502420	5200100			$ 32,715		$ 32,715
							$ -
							$ -
							$ -
							$ -
		Total	**$ -**	**$ -**	**$ 95,751**	**$ -**	**$ 95,751**
SUPPLIES & SERVICES							
Work Station/telephone	0109502420	5350200				$ 2,648	$ 2,648
Computer Hardware	0109502420	5350300				$ 2,239	$ 2,239
Training	0109502420	5490200			$ 400		$ 400
Travel	0109502420	5430100			$ 400		$ 400
IT Operating Charge	0109502420	5459101			$ 6,781		$ 6,781
IT Replacement Charge	0109502420	5459102			$ 271		$ 271
							$ -
							$ -
							$ -
							$ -
							$ -
							$ -
							$ -
		Total	**$ -**	**$ -**	**$ 7,852**	**$ 4,887**	**$ 12,739**
CAPITAL OUTLAY							
							$ -
							$ -
		Total	**$ -**	**$ -**	**$ -**	**$ -**	**$ -**
CORRESPONDING EXPENDITURE SAVINGS (if applicable)							
							$ -
							$ -
							$ -
							$ -
		Total	**$ -**	**$ -**	**$ -**	**$ -**	**$ -**
CORRESPONDING OFFSETTING REVENUE (if applicable)							
Building Permits	0109502420	3221001			$ 103,603	$ 4,887	$ 108,490
							$ -
		Total	**$ -**	**$ -**	**$ 103,603**	**$ 4,887**	**$ 108,490**
		NET SERVICE PACKAGE REQUEST	**$ -**	**$ -**	**$ -**	**$ -**	**$ -**

CITY OF KIRKLAND
2014 SERVICE PACKAGE REQUEST

TITLE	Electrical-Building Inspector	010FB03

DEPARTMENT	DIVISION	FUND
Fire and Building	Building Services	General

CITY COUNCIL GOALS

- To ensure the construction and preservation of housing stock that meet a diverse range of incomes and needs.
- Provide a sustainable level of core services that are funded from predictable revenue.
- To maintain levels of service commensurate with growing community requirements at optimum life-cycle costs.

DESCRIPTION AND JUSTIFICATION

This service package will provide an additional Electrical-Building inspector for the Building Services Division. The recent Zucker study recommends an average workload of 10 to 15 inspections per day. Kirkland's inspectors are unique in that all of the regular, full time inspectors are electrical-building combination inspectors, making them more efficient than inspectors in most other cities. With this efficiency, they can average 15 inspections a day. When averaging more than 15 inspections per day, the quality of the inspection and the related documentation can become substandard. They often average 18 inspections per day and occasionally the inspectors average 25 inspections per day.

For the past 18 months we have had an average of five inspectors; four of those regular, fulltime, and the fifth being a combination of temporary and on-call inspectors. This service package recognizes that we need a minimum of five regular, fulltime, Electrical-Building Inspectors and possibly a sixth temporary inspector.

Is this Service Package tied to a CIP Project? ☑ **No** ☐ **Yes** **CIP #** _____

NUMBER OF FTE's REQUESTED	1.00

COST SUMMARY	2013 Ongoing	2013 One-Time	2014 Ongoing	2014 One-Time	Total
Personnel Services	$ -	$ -	$ 113,497	$ -	$ 113,497
Supplies & Services	$ -	$ -	$ 15,952	$ 32,535	$ 48,487
Capital Outlay	$ -	$ -	$ -	$ -	$ -
Total Service Package Cost	**$ -**	**$ -**	**$ 129,449**	**$ 32,535**	**$ 161,984**
Expenditure Savings	$ -	$ -	$ -	$ -	$ -
Offsetting Revenue	$ -	$ -	$ 129,449	$ 32,535	$ 161,984
Net Service Package Cost	**$ -**	**$ -**	**$ -**	**$ -**	**$ -**

2014 SERVICE PACKAGE REQUEST

TITLE	Electrical-Building Inspector	010FB03

			2013		2014		
Description	**Org Key**	**Object**	**Ongoing**	**One-Time**	**Ongoing**	**One-Time**	**Total**
PERSONNEL SERVICES							
Salary	0109502420	5100100			$ 78,036		$ 78,036
Benefits	0109502420	5200100			$ 35,461		$ 35,461
							$ -
							$ -
							$ -
							$ -
		Total	**$ -**	**$ -**	**$ 113,497**	**$ -**	**$ 113,497**
SUPPLIES & SERVICES							
Work Station/telephone	0109502420	5350200				$ 1,900	$ 1,900
Computer hardware	0109502420	5350300				$ 3,135	$ 3,135
Training	0109502420	5490200			$ 400		$ 400
Travel	0109502420	5430100			$ 400		$ 400
New Ford Escape	0109502420	5646404				$ 27,500	$ 27,500
IT Operating	0109502420	5459101			$ 6,781		$ 6,781
IT Replacement	0109502420	5459102			$ 271		$ 271
Fleet Operating	0109502420	5459201			$ 3,948		$ 3,948
Fleet Replacement	0109502420	5459502			$ 4,152		$ 4,152
							$ -
							$ -
							$ -
							$ -
		Total	**$ -**	**$ -**	**$ 15,952**	**$ 32,535**	**$ 48,487**
CAPITAL OUTLAY							
							$ -
							$ -
		Total	**$ -**	**$ -**	**$ -**	**$ -**	**$ -**
CORRESPONDING EXPENDITURE SAVINGS (if applicable)							
							$ -
							$ -
							$ -
							$ -
		Total	**$ -**	**$ -**	**$ -**	**$ -**	**$ -**
CORRESPONDING OFFSETTING REVENUE (if applicable)							
Plan Check Fees	0109502420	3458301			$ 129,449	$ 32,535	$ 161,984
							$ -
		Total	**$ -**	**$ -**	**$ 129,449**	**$ 32,535**	**$ 161,984**
		NET SERVICE PACKAGE REQUEST	**$ -**	**$ -**	**$ -**	**$ -**	**$ -**

CITY OF KIRKLAND
2014 SERVICE PACKAGE REQUEST

TITLE	Temporary Building Inspector (Renew Existing)	010FB04
DEPARTMENT	**DIVISION**	**FUND**
Fire and Building	Building Services	General

CITY COUNCIL GOALS

- To ensure the construction and preservation of housing stock that meet a diverse range of incomes and needs.
- Provide a sustainable level of core services that are funded from predictable revenue.
- To maintain levels of service commensurate with growing community requirements at optimum life-cycle costs.

DESCRIPTION AND JUSTIFICATION

This service package will provide a temporary Building Inspector for the Building Services Division to replace the temporary inspector position that was approved through the end of 2013. The recent Zucker study recommends an average workload of 10 to 15 inspections per day. Kirkland's inspectors are unique in that all of the regular, full time inspectors are electrical-building combination inspectors, making them more efficient than inspectors in most other cities. With this efficiency, they can average 15 inspections a day. When averaging more than 15 inspections per day, the quality of the inspection and the related documentation can become substandard. They often average 18 inspections per day and occasionally the inspectors average 25 inspections per day.

For the past 18 months we have had an average of five inspectors; four of those regular, fulltime, and the fifth being a combination of temporary and on-call inspectors. Four the past two months we have been using 5.5 inspectors and still exceeding 15 inspections per day. This service package will help us get to our goal of averaging 15 inspections per day, per inspector.

The use of temporary employees, on-call employees and overtime are part of Building Services strategy for working through peak workload periods while minimizing the risk of layoffs during off peak periods.

Is this Service Package tied to a CIP Project? ☑ **No** ☐ **Yes** **CIP #** _____

NUMBER OF FTE's REQUESTED	0.00				
	2013		**2014**		
COST SUMMARY	**Ongoing**	**One-Time**	**Ongoing**	**One-Time**	**Total**
Personnel Services	$ -	$ -	$ -	$ 109,115	$ 109,115
Supplies & Services	$ -	$ -	$ -	$ 271	$ 271
Capital Outlay	$ -	$ -	$ -	$ -	$ -
Total Service Package Cost	**$ -**	**$ -**	**$ -**	**$ 109,386**	**$ 109,386**
Expenditure Savings	$ -	$ -	$ -	$ -	$ -
Offsetting Revenue	$ -	$ -	$ -	$ 109,386	$ 109,386
Net Service Package Cost	**$ -**	**$ -**	**$ -**	**$ -**	**$ -**

2014 SERVICE PACKAGE REQUEST

TITLE	Temporary Building Inspector (Renew Existing)	010FB04

			2013		2014		
Description	**Org Key**	**Object**	**Ongoing**	**One-Time**	**Ongoing**	**One-Time**	**Total**
PERSONNEL SERVICES							
Salary	0109502420	05100100			$ -	$ 74,316	$ 74,316
Benefits	0109502420	5200100			$ -	$ 34,799	$ 34,799
							$ -
							$ -
							$ -
							$ -
		Total	**$ -**	**$ -**	**$ -**	**$ 109,115**	**$ 109,115**
SUPPLIES & SERVICES							
IT Replacement Charge	0109502420	5459102				$ 271	$ 271
							$ -
							$ -
							$ -
							$ -
							$ -
							$ -
							$ -
							$ -
							$ -
							$ -
							$ -
							$ -
		Total	**$ -**	**$ -**	**$ -**	**$ 271**	**$ 271**
CAPITAL OUTLAY							
							$ -
							$ -
		Total	**$ -**	**$ -**	**$ -**	**$ -**	**$ -**
CORRESPONDING EXPENDITURE SAVINGS (if applicable)							
							$ -
							$ -
							$ -
							$ -
		Total	**$ -**	**$ -**	**$ -**	**$ -**	**$ -**
CORRESPONDING OFFSETTING REVENUE (if applicable)							
Plan Check Fees	0109502420	3458301				$ 109,386	$ 109,386
							$ -
		Total	**$ -**	**$ -**	**$ -**	**$ 109,386**	**$ 109,386**
		NET SERVICE PACKAGE REQUEST	**$ -**	**$ -**	**$ -**	**$ -**	**$ -**

CITY OF KIRKLAND
2014 SERVICE PACKAGE REQUEST

TITLE	Overhead Projector for Rose Hill Room	010FB05

DEPARTMENT	DIVISION	FUND
Fire and Building	Building Services	General

CITY COUNCIL GOALS

- To ensure the construction and preservation of housing stock that meet a diverse range of incomes and needs.
- Provide a sustainable level of core services that are funded from predictable revenue.
- To maintain levels of service commensurate with growing community requirements at optimum life-cycle costs.

DESCRIPTION AND JUSTIFICATION

This service package will provide an overhead projector, screen and computer in the Rose Hill, room similar to the one installed in the Houghton room. The projector in the Houghton room was purchased and installed with development services revenue for use by development services staff. Due to the increased use of electronic plans and the rise in construction activity, the Houghton room is often reserved, so another projector is needed in another room. If needed, this new equipment can be relocated as part of the upcoming city hall remodel.

Is this Service Package tied to a CIP Project? ☑ **No** ☐ **Yes** **CIP #** _____

NUMBER OF FTE's REQUESTED	0.00

COST SUMMARY	2013 Ongoing	2013 One-Time	2014 Ongoing	2014 One-Time	Total
Personnel Services	$ -	$ -	$ -	$ -	$ -
Supplies & Services	$ -	$ -	$ -	$ 10,039	$ 10,039
Capital Outlay	$ -	$ -	$ -	$ -	$ -
Total Service Package Cost	**$ -**	**$ -**	**$ -**	**$ 10,039**	**$ 10,039**
Expenditure Savings	$ -	$ -	$ -	$ -	$ -
Offsetting Revenue	$ -	$ -	$ -	$ 10,039	$ 10,039
Net Service Package Cost	**$ -**	**$ -**	**$ -**	**$ -**	**$ -**

2014 SERVICE PACKAGE REQUEST

TITLE	Overhead Projector for Rose Hill Room	010FB05

			2013		2014		
Description	**Org Key**	**Object**	**Ongoing**	**One-Time**	**Ongoing**	**One-Time**	**Total**
PERSONNEL SERVICES							
							$ -
							$ -
							$ -
							$ -
							$ -
							$ -
		Total	**$ -**	**$ -**	**$ -**	**$ -**	**$ -**
SUPPLIES & SERVICES							
Projector and screen (installed)	0109502420	5350300				$ 7,500	$ 7,500
Computer hardware	0109502420	5350300				$ 2,539	$ 2,539
							$ -
							$ -
							$ -
							$ -
							$ -
							$ -
							$ -
							$ -
							$ -
							$ -
							$ -
		Total	**$ -**	**$ -**	**$ -**	**$ 10,039**	**$ 10,039**
CAPITAL OUTLAY							
							$ -
							$ -
		Total	**$ -**	**$ -**	**$ -**	**$ -**	**$ -**
CORRESPONDING EXPENDITURE SAVINGS (if applicable)							
							$ -
							$ -
							$ -
							$ -
		Total	**$ -**	**$ -**	**$ -**	**$ -**	**$ -**
CORRESPONDING OFFSETTING REVENUE (if applicable)							
Plan Check Fees	0109502420	3458301				$ 10,039	$ 10,039
							$ -
		Total	**$ -**	**$ -**	**$ -**	**$ 10,039**	**$ 10,039**
		NET SERVICE PACKAGE REQUEST	**$ -**	**$ -**	**$ -**	**$ -**	**$ -**

CITY OF KIRKLAND
2014 SERVICE PACKAGE REQUEST

TITLE	Building - On-Call Hours	010FB06

DEPARTMENT	DIVISION	FUND
Fire and Building	Building Services	General

CITY COUNCIL GOALS

- To ensure the construction and preservation of housing stock that meet a diverse range of incomes and needs.
- Provide a sustainable level of core services that are funded from predictable revenue.
- To maintain levels of service commensurate with growing community requirements at optimum life-cycle costs.

DESCRIPTION AND JUSTIFICATION

This service package will provide an additional $57,244 for on-call hours, in addition to the $4,148 already provided for 2014 in the 2013/2014 budget. This money will provide 832 hours for an on-call Electrical-Building Inspector which will help us to reach our goal of not exceeding an average of 15 inspections per day, per inspector. This service package will also provide 616 hours for an on-call Permit Technician. The Permit Technician group is at full capacity and recently took on more work by doing the intake completeness checks for all development services departments for electronic plans. These hours will ensure adequate staffing during periods of training, vacations and sick leave use. The $4,148 originally approved for 2014 will be used for an on-call Electrical-Building Inspector who will be used to review electrical plans.

Is this Service Package tied to a CIP Project? ☑ **No** ☐ **Yes** **CIP #** _____

NUMBER OF FTE's REQUESTED	0.00

COST SUMMARY	2013 Ongoing	2013 One-Time	2014 Ongoing	2014 One-Time	Total
Personnel Services	$ -	$ -	$ -	$ 57,244	$ 57,244
Supplies & Services	$ -	$ -	$ -	$ -	$ -
Capital Outlay	$ -	$ -	$ -	$ -	$ -
Total Service Package Cost	**$ -**	**$ -**	**$ -**	**$ 57,244**	**$ 57,244**
Expenditure Savings	$ -	$ -	$ -	$ -	$ -
Offsetting Revenue	$ -	$ -	$ -	$ 57,244	$ 57,244
Net Service Package Cost	**$ -**	**$ -**	**$ -**	**$ -**	**$ -**

2014 SERVICE PACKAGE REQUEST

TITLE	Building - On-Call Hours	010FB06

			2013		2014		
Description	**Org Key**	**Object**	**Ongoing**	**One-Time**	**Ongoing**	**One-Time**	**Total**
PERSONNEL SERVICES							
Hourly Wages	0109502420	5100200				$ 57,244	$ 57,244
							$ -
							$ -
							$ -
							$ -
							$ -
		Total	**$ -**	**$ -**	**$ -**	**$ 57,244**	**$ 57,244**
SUPPLIES & SERVICES							
							$ -
							$ -
							$ -
							$ -
							$ -
							$ -
							$ -
							$ -
							$ -
							$ -
							$ -
							$ -
							$ -
		Total	**$ -**	**$ -**	**$ -**	**$ -**	**$ -**
CAPITAL OUTLAY							
							$ -
							$ -
		Total	**$ -**	**$ -**	**$ -**	**$ -**	**$ -**
CORRESPONDING EXPENDITURE SAVINGS (if applicable)							
							$ -
							$ -
							$ -
							$ -
		Total	**$ -**	**$ -**	**$ -**	**$ -**	**$ -**
CORRESPONDING OFFSETTING REVENUE (if applicable)							
Development Revenues						$ 57,244	$ 57,244
							$ -
		Total	**$ -**	**$ -**	**$ -**	**$ 57,244**	**$ 57,244**
		NET SERVICE PACKAGE REQUEST	**$ -**	**$ -**	**$ -**	**$ -**	**$ -**

CITY OF KIRKLAND
2014 SERVICE PACKAGE REQUEST

TITLE	Building - Increase Overtime Hours	010FB07

DEPARTMENT	DIVISION	FUND
Fire and Building	Building Services	General

CITY COUNCIL GOALS

- To ensure the construction and preservation of housing stock that meet a diverse range of incomes and needs.
- Provide a sustainable level of core services that are funded from predictable revenue.
- To maintain levels of service commensurate with growing community requirements at optimum life-cycle costs.

DESCRIPTION AND JUSTIFICATION

This service package will provide an additional $45,000 for overtime hours in addition to the $5,000 already approved for 2014 in the 2013-2014 budget. The hours will be used primarily for the Building Services Plans Examiners. Most of the overtime will be used for Expedited Plan Review, which is reimbursed by the customer. We expect to spend $28,080 for Expedited Plan Review in 2013 and 2014. We had only budgeted $3,000 each year. The remaining $21,920 will be used to ensure we are meeting our plan review deadlines and for miscellaneous inspection and Permit Technician overtime as needed.

The use of temporary employees, on-call employees and overtime are part of Building Services strategy for working through peak workload periods while minimizing the risk of layoffs during off peak periods.

Is this Service Package tied to a CIP Project? ☑ **No** ☐ **Yes** **CIP #** _____

NUMBER OF FTE's REQUESTED	0.00

COST SUMMARY	2013 Ongoing	2013 One-Time	2014 Ongoing	2014 One-Time	Total
Personnel Services	$ -	$ -	$ -	$ 45,000	$ 45,000
Supplies & Services	$ -	$ -	$ -	$ -	$ -
Capital Outlay	$ -	$ -	$ -	$ -	$ -
Total Service Package Cost	**$ -**	**$ -**	**$ -**	**$ 45,000**	**$ 45,000**
Expenditure Savings	$ -	$ -	$ -	$ -	$ -
Offsetting Revenue	$ -	$ -	$ -	$ 45,000	$ 45,000
Net Service Package Cost	**$ -**	**$ -**	**$ -**	**$ -**	**$ -**

2014 SERVICE PACKAGE REQUEST

TITLE	Building - Increase Overtime Hours	010FB07

			2013		2014		
Description	**Org Key**	**Object**	**Ongoing**	**One-Time**	**Ongoing**	**One-Time**	**Total**
PERSONNEL SERVICES							
Overtime Pay	0109502420	5100300				$ 45,000	$ 45,000
							$ -
							$ -
							$ -
							$ -
							$ -
		Total	**$ -**	**$ -**	**$ -**	**$ 45,000**	**$ 45,000**
SUPPLIES & SERVICES							
							$ -
							$ -
							$ -
							$ -
							$ -
							$ -
							$ -
							$ -
							$ -
							$ -
							$ -
							$ -
							$ -
		Total	**$ -**	**$ -**	**$ -**	**$ -**	**$ -**
CAPITAL OUTLAY							
							$ -
							$ -
		Total	**$ -**	**$ -**	**$ -**	**$ -**	**$ -**
CORRESPONDING EXPENDITURE SAVINGS (if applicable)							
							$ -
							$ -
							$ -
							$ -
		Total	**$ -**	**$ -**	**$ -**	**$ -**	**$ -**
CORRESPONDING OFFSETTING REVENUE (if applicable)							
Plan Check Fees	0109502420	3458301				$ 45,000	$ 45,000
							$ -
		Total	**$ -**	**$ -**	**$ -**	**$ 45,000**	**$ 45,000**
		NET SERVICE PACKAGE REQUEST	**$ -**	**$ -**	**$ -**	**$ -**	**$ -**

CITY OF KIRKLAND
2014 SERVICE PACKAGE REQUEST

TITLE	MSA - Medical Services Administrator	010FB08

DEPARTMENT	DIVISION	FUND
Fire & Building	Administration	General

CITY COUNCIL GOALS

Public Safety - Goal : Provide for public safety through a community-based approach that focuses on prevention of problems and a timely response. Financial Stability - Goal: Provide a sustainable level of core services that are funded from predictable revenue.

DESCRIPTION AND JUSTIFICATION

Reorganize the current 1.0 FTE EMS Captain to an MSA - Medical Services Administrator/Deputy Chief. Per the 2012 Strategic Plan, Recommendation #6, add a Medical Services Administrator (MSA) at the rank of division chief to manage the medical division. The MSA would be responsible for training, quality assurance, quality improvement, regional medical protocol participation and implementation, risk management, and grants. With the reorganization, the department would be able to meet the recommendation of the strategic plan with no financial impact to the city; current additional funding from BLS Transport Fee revenue. Potential funding, to offset General Fund expenditures, could include access to regional Medic One monies.

[Not recommended for funding]

Is this Service Package tied to a CIP Project? ☑ **No** ☐ **Yes** **CIP #** _____

NUMBER OF FTE's REQUESTED	0.00

COST SUMMARY	2013 Ongoing	2013 One-Time	2014 Ongoing	2014 One-Time	Total
Personnel Services	$ -	$ -	$ 2,266	$ -	$ 2,266
Supplies & Services	$ -	$ -	$ -	$ -	$ -
Capital Outlay	$ -	$ -	$ -	$ -	$ -
Total Service Package Cost	**$ -**	**$ -**	**$ 2,266**	**$ -**	**$ 2,266**
Expenditure Savings	$ -	$ -	$ -	$ -	$ -
Offsetting Revenue	$ -	$ -	$ -	$ -	$ -
Net Service Package Cost	**$ -**	**$ -**	**$ 2,266**	**$ -**	**$ 2,266**

2014 SERVICE PACKAGE REQUEST

TITLE	MSA - Medical Services Administrator	010FB08

			2013		2014		
Description	**Org Key**	**Object**	**Ongoing**	**One-Time**	**Ongoing**	**One-Time**	**Total**
PERSONNEL SERVICES							
Medical Services Administrator	0109102210	5100100			$ 2,266		$ 2,266
							$ -
							$ -
							$ -
							$ -
							$ -
		Total	**$ -**	**$ -**	**$ 2,266**	**$ -**	**$ 2,266**
SUPPLIES & SERVICES							
							$ -
							$ -
							$ -
							$ -
							$ -
							$ -
							$ -
							$ -
							$ -
							$ -
							$ -
							$ -
							$ -
		Total	**$ -**	**$ -**	**$ -**	**$ -**	**$ -**
CAPITAL OUTLAY							
							$ -
							$ -
		Total	**$ -**	**$ -**	**$ -**	**$ -**	**$ -**
CORRESPONDING EXPENDITURE SAVINGS (if applicable)							
							$ -
							$ -
							$ -
							$ -
		Total	**$ -**	**$ -**	**$ -**	**$ -**	**$ -**
CORRESPONDING OFFSETTING REVENUE (if applicable)							
							$ -
							$ -
		Total	**$ -**	**$ -**	**$ -**	**$ -**	**$ -**
		NET SERVICE PACKAGE REQUEST	**$ -**	**$ -**	**$ 2,266**	**$ -**	**$ 2,266**

CITY OF KIRKLAND
2014 SERVICE PACKAGE REQUEST

TITLE	Office Specialist	010FB09
DEPARTMENT	**DIVISION**	**FUND**
Fire & Building	Administration	General

CITY COUNCIL GOALS

Public Safety - Goal : Provide for public safety through a community-based approach that focuses on prevention of problems and a timely response. Financial Stability - Goal: Provide a sustainable level of core services that are funded from predictable revenue.

DESCRIPTION AND JUSTIFICATION

Currently, the department has a temporary 0.25 FTE Fire Records Specialist to support the EMS transport fee program for 2013. This is one-time funding, though the revenue to support this position (BLS Transport Fees) is on-going and increasing. This position handles transport billing, HIPPA compliance, records management and the coordination of scheduling for training and other requirements. The department also has a 0.5 FTE Office Tech which we would like to reclassify and combine with the 0.25 FTE Fire Records Specialist and increase by 0.25 FTE to achieve a 1.0 FTE Office Specialist to handle records for EMS and Investigations/Prevention and much needed cross-functional general administrative functions. While the City added emergency response personnel to serve the newly annexed area, there was not a corresponding increase in administration and support. In fact, there was a decrease in Administrative Assistant FTE's. The loss of the 0.9 Fire District 41 FTE has been significant. The fire strategic plan consultant concluded this "hampers both strategic and day-to-day effectiveness".

[Funding of 0.5 FTE Office Specialist recommended but not the proposed reorganization]

Is this Service Package tied to a CIP Project? ☑ **No** ☐ **Yes** **CIP #** _____

NUMBER OF FTE's REQUESTED	0.50				
	2013		**2014**		
COST SUMMARY	**Ongoing**	**One-Time**	**Ongoing**	**One-Time**	**Total**
Personnel Services	$ -	$ -	$ 41,793	$ -	$ 41,793
Supplies & Services	$ -	$ -	$ -	$ -	$ -
Capital Outlay	$ -	$ -	$ -	$ -	$ -
Total Service Package Cost	**$ -**	**$ -**	**$ 41,793**	**$ -**	**$ 41,793**
Expenditure Savings	$ -	$ -	$ -	$ -	$ -
Offsetting Revenue	$ -	$ -	$ 5,000	$ -	$ 5,000
Net Service Package Cost	**$ -**	**$ -**	**$ 36,793**	**$ -**	**$ 36,793**

2014 SERVICE PACKAGE REQUEST

TITLE	Office Specialist	010FB09

			2013		2014		
Description	**Org Key**	**Object**	**Ongoing**	**One-Time**	**Ongoing**	**One-Time**	**Total**
PERSONNEL SERVICES							
.50 Office Specialist	0109102210	5100100			$ 41,793		$ 41,793
							$ -
							$ -
							$ -
							$ -
							$ -
		Total	**$ -**	**$ -**	**$ 41,793**	**$ -**	**$ 41,793**
SUPPLIES & SERVICES							
							$ -
							$ -
							$ -
							$ -
							$ -
							$ -
							$ -
							$ -
							$ -
							$ -
							$ -
							$ -
							$ -
		Total	**$ -**	**$ -**	**$ -**	**$ -**	**$ -**
CAPITAL OUTLAY							
							$ -
							$ -
		Total	**$ -**	**$ -**	**$ -**	**$ -**	**$ -**
CORRESPONDING EXPENDITURE SAVINGS (if applicable)							
							$ -
							$ -
							$ -
							$ -
		Total	**$ -**	**$ -**	**$ -**	**$ -**	**$ -**
CORRESPONDING OFFSETTING REVENUE (if applicable)							
BLS Transport Fees					$ 5,000		$ 5,000
							$ -
		Total	**$ -**	**$ -**	**$ 5,000**	**$ -**	**$ 5,000**
		NET SERVICE PACKAGE REQUEST	**$ -**	**$ -**	**$ 36,793**	**$ -**	**$ 36,793**

CITY OF KIRKLAND
2014 SERVICE PACKAGE REQUEST

TITLE	Fire Protection Engineer	010FB10

DEPARTMENT	DIVISION	FUND
Fire & Building	Prevention	General

CITY COUNCIL GOALS

Public Safety: Goal - Provide for public safety through a community-based approach that focuses on prevention of problems and a timely response. Financial Stability: Goal - Provide a sustainable level of core services that are funded from predictable revenue.

DESCRIPTION AND JUSTIFICATION

Fire prevention has need of an additional plan reviewer based on increased volumes of development within single family housing and commercial development. Increased size and complexity of developments also require a higher level of expertise than is currently available in-house. To meet demand, provide timely and efficient service to developers, and to reduce liability associated with development design, a qualified Fire Protection Engineer (FPE) is requested for the Fire Prevention Bureau.

Offsetting costs may include monies from the current professional services line, increased fee rates to match similar jurisdictions (currently under review) and the increased volumes of permits being collected in 2013 (up 30%) and looking forward. Opportunities to contract out FPE services to smaller jurisdictions may also be explored to enhance offsets for ongoing costs.

Estimated costs are drawn from similar positions via the cities of Bellevue and Seattle.

[City Manager's recommendation is based on the position reporting to the Building Division plan review section]

Is this Service Package tied to a CIP Project? ☑ **No** ☐ **Yes** **CIP #** _____

NUMBER OF FTE's REQUESTED	1.00

COST SUMMARY	2013 Ongoing	2013 One-Time	2014 Ongoing	2014 One-Time	Total
Personnel Services	$ -	$ -	$ 120,422	$ -	$ 120,422
Supplies & Services	$ -	$ -	$ 7,926	$ 2,923	$ 10,849
Capital Outlay	$ -	$ -	$ -	$ -	$ -
Total Service Package Cost	**$ -**	**$ -**	**$ 128,348**	**$ 2,923**	**$ 131,271**
Expenditure Savings	$ -	$ -	$ -	$ 2,600	$ 2,600
Offsetting Revenue	$ -	$ -	$ -	$ -	$ -
Net Service Package Cost	**$ -**	**$ -**	**$ 128,348**	**$ 5,523**	**$ 133,871**

2014 SERVICE PACKAGE REQUEST

TITLE	Fire Protection Engineer	010FB10

			2013		2014		
Description	**Org Key**	**Object**	**Ongoing**	**One-Time**	**Ongoing**	**One-Time**	**Total**
PERSONNEL SERVICES							
Salary	0109302230	5100100			$ 84,000		$ 84,000
Benefits	0109302230	5200100			$ 36,222		$ 36,222
Uniform	0109302230	5204200			$ 200		$ 200
							$ -
							$ -
							$ -
		Total	**$ -**	**$ -**	**$ 120,422**	**$ -**	**$ 120,422**
SUPPLIES & SERVICES							
Standard laptop w/ docking	0109302230	5350300				$ 1,798	$ 1,798
Computer licensing software	0109302230	5490500				$ 1,125	$ 1,125
Travel	0109302230	5430100			$ 400		$ 400
Training	0109302230	5490200			$ 400		$ 400
IT Operating Charge	0109302230	5459101			$ 6,781		$ 6,781
IT Replacement Charge	0109302230	5459102			$ 345		$ 345
							$ -
							$ -
							$ -
							$ -
							$ -
							$ -
							$ -
		Total	**$ -**	**$ -**	**$ 7,926**	**$ 2,923**	**$ 10,849**
CAPITAL OUTLAY							
							$ -
							$ -
		Total	**$ -**	**$ -**	**$ -**	**$ -**	**$ -**
CORRESPONDING EXPENDITURE SAVINGS (if applicable)							
Contract with Bellevue	0109302230	5410100				$ 2,600	$ 2,600
							$ -
							$ -
							$ -
		Total	**$ -**	**$ -**	**$ -**	**$ 2,600**	**$ 2,600**
CORRESPONDING OFFSETTING REVENUE (if applicable)							
	0109302230	541					$ -
							$ -
		Total	**$ -**	**$ -**	**$ -**	**$ -**	**$ -**
		NET SERVICE PACKAGE REQUEST	**$ -**	**$ -**	**$ 128,348**	**$ 5,523**	**$ 133,871**

CITY OF KIRKLAND
2014 SERVICE PACKAGE REQUEST

TITLE	Emergency Preparedness Coordinator	010FB11

DEPARTMENT	DIVISION	FUND
Fire & Building	Office of Emergency Management	General

CITY COUNCIL GOALS

Public Safety - Goal : Provide for public safety through a community-based approach that focuses on prevention of problems and a timely response. Financial Stability - Goal: Provide a sustainable level of core services that are funded from predictable revenue.

DESCRIPTION AND JUSTIFICATION

This service package is to fund the much needed Emergency Preparedness Coordinator position. Emergency Preparedness is an essential function of government; residents expect and depend on the City to be prepared to function during a disaster and to be able to recover from one. It is vital to support, train, and educate City of Kirkland employees in order for them to effectively support the City of Kirkland community. Employees must be supplied with up-to-date disaster plans and equipment to effectively manage a disaster situation and training to practice their disaster role. One person cannot complete all the work needed to get the city prepared; the Emergency Preparedness Coordinator position is the key that coordinates a City-wide cross departmental team that moves the City of Kirkland toward preparedness while assisting the City Emergency Manager.

[City Manager's recommendation is to fund 0.5 FTE on-going]

Is this Service Package tied to a CIP Project? ☑ **No** ☐ **Yes** **CIP #** _____

NUMBER OF FTE's REQUESTED	1.00

COST SUMMARY	2013 Ongoing	2013 One-Time	2014 Ongoing	2014 One-Time	Total
Personnel Services	$ -	$ -	$ 97,736	$ -	$ 97,736
Supplies & Services	$ -	$ -	$ 7,976	$ 2,923	$ 10,899
Capital Outlay	$ -	$ -	$ -	$ -	$ -
Total Service Package Cost	**$ -**	**$ -**	**$ 105,712**	**$ 2,923**	**$ 108,635**
Expenditure Savings	$ -	$ -	$ -	$ -	$ -
Offsetting Revenue	$ -	$ -	$ 44,421	$ -	$ 44,421
Net Service Package Cost	**$ -**	**$ -**	**$ 61,291**	**$ 2,923**	**$ 64,214**

2014 SERVICE PACKAGE REQUEST

TITLE	Emergency Preparedness Coordinator	010FB11

			2013		2014		
Description	**Org Key**	**Object**	**Ongoing**	**One-Time**	**Ongoing**	**One-Time**	**Total**
PERSONNEL SERVICES							
Salary	0109602510	5100100			$ 76,308		$ 76,308
Benefits	0109602510	5200100			$ 21,378		$ 21,378
Uniforms	0109602510	5204200			$ 50		$ 50
							$ -
							$ -
							$ -
		Total	**$ -**	**$ -**	**$ 97,736**	**$ -**	**$ 97,736**
SUPPLIES & SERVICES							
Standard Laptop w/ docking	0109602510	5350300				$ 1,798	$ 1,798
Computer Licensing Software	0109602510	5490500				$ 1,125	$ 1,125
Travel	0109602510	5430100			$ 400		$ 400
Training	0109602510	5490200			$ 400		$ 400
IT Operating Charge	0109602510	5459101			$ 6,781		$ 6,781
IT Replacement Charge	0109602510	5459102			$ 395		$ 395
							$ -
							$ -
							$ -
							$ -
							$ -
							$ -
							$ -
		Total	**$ -**	**$ -**	**$ 7,976**	**$ 2,923**	**$ 10,899**
CAPITAL OUTLAY							
							$ -
							$ -
		Total	**$ -**	**$ -**	**$ -**	**$ -**	**$ -**
CORRESPONDING EXPENDITURE SAVINGS (if applicable)							
							$ -
							$ -
							$ -
							$ -
		Total	**$ -**	**$ -**	**$ -**	**$ -**	**$ -**
CORRESPONDING OFFSETTING REVENUE (if applicable)							
EMPG Grant					$ 44,421		$ 44,421
							$ -
		Total	**$ -**	**$ -**	**$ 44,421**	**$ -**	**$ 44,421**
		NET SERVICE PACKAGE REQUEST	**$ -**	**$ -**	**$ 61,291**	**$ 2,923**	**$ 64,214**

CITY OF KIRKLAND
2014 SERVICE PACKAGE REQUEST

TITLE	Waterfront Optimization Evaluation	112CM01

DEPARTMENT	DIVISION	FUND
City Manager	Tourism	Lodging Tax

CITY COUNCIL GOALS

Economic Development: To attract, retain and grow a diverse and stable economic base that supports city revenues, needed goods and services and jobs for residents. Parks, Open Spaces and Recreational Services: To provide and maintain natural areas and recreational facilities and opportunities that enhance the health and wellbeing of the community

DESCRIPTION AND JUSTIFICATION

The waterfront is Kirkland's most treasured asset and favorite visitor destination. Activity on the waterfront benefits retail, restaurant, office and hospitality businesses immediate to it, and also, increases the value of residential properties with views and/or access to it. A recent study completed by the Parks and Community Services Department identified repairs and maintenance items of the waterfront infrastructure. This service package would supplement that $30,000 study by identifying added infrastructure (such as additional transient moorage), programs and services that would attract more visitors to the City, enhance resident use of the waterfront, provide revenues for parks maintenance and staffing, etc. The elements of the study would include: 1) Provide a baseline of current improvements and use of waterfront parks, and future plans; 2) Gather information about programming of comparable city waterfronts; 3) Launch an online survey of residents and businesses to generate ideas for new programs; 4) Hold focus groups with watersport interests (e.g. kayak, paddle boat, canoe, sailboat), concessionaires (e.g. restaurants), transportation providers (e.g. electric ferries). Ideas will be ranked and a preliminary feasibility study will be prepared for two–three top priorities. A committee consisting of Parks and Tourism Development Committee members will be used to oversee the study and report to City Council at draft and final stages.

This request is to apply 2013 projected revenue: $4,000; and Tourism Reserves (1120905730 3999901): $12,000 toward the total cost of the WOE study in 2014. We would also apply 2013 savings of $2,000 as well as 2014 Professional Services funding in the amount of $12,000.

Is this Service Package tied to a CIP Project? ☑ **No** ☐ **Yes** **CIP #** _____

NUMBER OF FTE's REQUESTED	0.00

COST SUMMARY	2013 Ongoing	2013 One-Time	2014 Ongoing	2014 One-Time	Total
Personnel Services	$ -	$ -	$ -	$ -	$ -
Supplies & Services	$ -	$ -	$ -	$ 16,000	$ 16,000
Capital Outlay	$ -	$ -	$ -	$ -	$ -
Total Service Package Cost	**$ -**	**$ -**	**$ -**	**$ 16,000**	**$ 16,000**
Expenditure Savings	$ -	$ -	$ -	$ -	$ -
Offsetting Revenue	$ -	$ -	$ -	$ 16,000	$ 16,000
Net Service Package Cost	**$ -**	**$ -**	**$ -**	**$ -**	**$ -**

2014 SERVICE PACKAGE REQUEST

TITLE	Waterfront Optimization Evaluation	112CM01

			2013		2014		
Description	**Org Key**	**Object**	**Ongoing**	**One-Time**	**Ongoing**	**One-Time**	**Total**
PERSONNEL SERVICES							
							$ -
							$ -
							$ -
							$ -
							$ -
							$ -
		Total	**$ -**	**$ -**	**$ -**	**$ -**	**$ -**
SUPPLIES & SERVICES							
Professional Services Study	1120905730	5410100				$ 16,000	$ 16,000
							$ -
							$ -
							$ -
							$ -
							$ -
							$ -
							$ -
							$ -
							$ -
							$ -
							$ -
		Total	**$ -**	**$ -**	**$ -**	**$ 16,000**	**$ 16,000**
CAPITAL OUTLAY							
							$ -
							$ -
		Total	**$ -**	**$ -**	**$ -**	**$ -**	**$ -**
CORRESPONDING EXPENDITURE SAVINGS (if applicable)							
							$ -
							$ -
							$ -
							$ -
		Total	**$ -**	**$ -**	**$ -**	**$ -**	**$ -**
CORRESPONDING OFFSETTING REVENUE (if applicable)							
Projected 2013 Revenue	1120000000	3133001				$ 4,000	$ 4,000
LTAC Reserves	1120905730	3999901				$ 12,000	$ 12,000
		Total	**$ -**	**$ -**	**$ -**	**$ 16,000**	**$ 16,000**
		NET SERVICE PACKAGE REQUEST	**$ -**	**$ -**	**$ -**	**$ -**	**$ -**

CITY OF KIRKLAND
2014 SERVICE PACKAGE REQUEST

TITLE	Parking Space Feasibility Evaluation	117PW01

DEPARTMENT	DIVISION	FUND
Public Works	Streets	Street Maintenance

CITY COUNCIL GOALS

Dependable Infrastructure

DESCRIPTION AND JUSTIFICATION

Parking continues to be a concern to those who visit, work and live in downtown Kirkland, and to a lesser extent in other neighborhoods. These concerns were discussed at a recent Economic Development Committee meeting. This service package would pay for consulting services to make recommendations for short, medium and long term actions to improve parking in Kirkland. The scope of work would include items such as:

1. Understand and assess parking services currently delivered by the City of Kirkland. Not an in-depth analysis, but rather an overview of principal strengths, areas for improvements and resulting needs. Interview key stakeholders, evaluate available data and synthesize information.
2. Evaluate applications of new technology from up to 5 different vendors for their appropriateness to Kirkland. These would include systems that implement web-based parking solutions that are vertically integrated from users finding available stalls, through payment, data collection, enforcement and ticket payment. Discuss integration into Kirkland's ITS system. Make recommendations for next steps.
3. Perform pro-forma evaluations on the financial viability of development of additional public parking supply on up to 3 different sites in downtown Kirkland. Describe funding options involving nearby property owners, pay parking customers, general city revenue and any other viable funding sources. Evaluate the feasibility of partnering with developers to provide added public parking. Make recommendations.
4. Evaluate parking wayfinding on-street & in city owned facilities & recommend improvements.

Is this Service Package tied to a CIP Project? ☑ **No** ☐ **Yes** **CIP #** _____

NUMBER OF FTE's REQUESTED	0.00

COST SUMMARY	2013 Ongoing	2013 One-Time	2014 Ongoing	2014 One-Time	Total
Personnel Services	$ -	$ -	$ -	$ -	$ -
Supplies & Services	$ -	$ -	$ -	$ 50,000	$ 50,000
Capital Outlay	$ -	$ -	$ -	$ -	$ -
Total Service Package Cost	**$ -**	**$ -**	**$ -**	**$ 50,000**	**$ 50,000**
Expenditure Savings	$ -	$ -	$ -	$ -	$ -
Offsetting Revenue	$ -	$ -	$ -	$ -	$ -
Net Service Package Cost	**$ -**	**$ -**	**$ -**	**$ 50,000**	**$ 50,000**

2014 SERVICE PACKAGE REQUEST

TITLE	Parking Space Feasibility Evaluation	117PW01

			2013		2014		
Description	**Org Key**	**Object**	**Ongoing**	**One-Time**	**Ongoing**	**One-Time**	**Total**
PERSONNEL SERVICES							
							$ -
							$ -
							$ -
							$ -
							$ -
							$ -
		Total	**$ -**	**$ -**	**$ -**	**$ -**	**$ -**
SUPPLIES & SERVICES							
Professional Services	1172344450	5410100				$ 50,000	$ 50,000
							$ -
							$ -
							$ -
							$ -
							$ -
							$ -
							$ -
							$ -
							$ -
							$ -
							$ -
		Total	**$ -**	**$ -**	**$ -**	**$ 50,000**	**$ 50,000**
CAPITAL OUTLAY							
							$ -
							$ -
		Total	**$ -**	**$ -**	**$ -**	**$ -**	**$ -**
CORRESPONDING EXPENDITURE SAVINGS (if applicable)							
							$ -
							$ -
							$ -
							$ -
		Total	**$ -**	**$ -**	**$ -**	**$ -**	**$ -**
CORRESPONDING OFFSETTING REVENUE (if applicable)							
							$ -
							$ -
		Total	**$ -**	**$ -**	**$ -**	**$ -**	**$ -**
		NET SERVICE PACKAGE REQUEST	**$ -**	**$ -**	**$ -**	**$ 50,000**	**$ 50,000**

CITY OF KIRKLAND
2014 SERVICE PACKAGE REQUEST

TITLE	Spill Bucket Replacement at Fire Station 27	521PW01

DEPARTMENT	DIVISION	FUND
Public Works	Fleet	Equipment Rental

CITY COUNCIL GOALS

Environment & Public Safety

DESCRIPTION AND JUSTIFICATION

Summary: To furnish labor, equipment, and material necessary to remove existing spill buckets and replace with three new spill buckets (one for each underground tank) elevated higher than existing spill buckets to alleviate the introduction of water intrusion into the tanks.

Background: The 3 underground tanks for Fire Station #27's fueling system were installed over 20 years ago (1992). The spill bucket surrounds the "fill tube" for each tank. The spill bucket is covered with a steel lid. The surrounding concrete is not elevated to sufficient height to prevent rain water from entering the spill bucket. The spill bucket (named for catching overspill of fuel when the tanks are being refueled) has become rusty and corroded over the years due to water introduction. Water has also been introduced into the fuel tanks themselves resulting in fuel degradation due to bacteria growth. This growth plugs pump and vehicle filters, and progressed to a condition which necessitated cleaning of the three fuels tanks over the last 2 years for a total cost of $17,735.24. This service package will prevent similar problems in the future and protect our investment in the cleaning of the fuel tanks. This expense can be covered by the Fleet operating reserve.

Is this Service Package tied to a CIP Project? ☑ **No** ☐ **Yes** **CIP #** _____

NUMBER OF FTE's REQUESTED	0.00

COST SUMMARY	2013 Ongoing	2013 One-Time	2014 Ongoing	2014 One-Time	Total
Personnel Services	$ -	$ -	$ -	$ -	$ -
Supplies & Services	$ -	$ -	$ -	$ 20,000	$ 20,000
Capital Outlay	$ -	$ -	$ -	$ -	$ -
Total Service Package Cost	**$ -**	**$ -**	**$ -**	**$ 20,000**	**$ 20,000**
Expenditure Savings	$ -	$ -	$ -	$ -	$ -
Offsetting Revenue	$ -	$ -	$ -	$ -	$ -
Net Service Package Cost	**$ -**	**$ -**	**$ -**	**$ 20,000**	**$ 20,000**

2014 SERVICE PACKAGE REQUEST

TITLE	Spill Bucket Replacement at Fire Station 27	521PW01

			2013		2014		
Description	**Org Key**	**Object**	**Ongoing**	**One-Time**	**Ongoing**	**One-Time**	**Total**
PERSONNEL SERVICES							
							$ -
							$ -
							$ -
							$ -
							$ -
							$ -
		Total	**$ -**	**$ -**	**$ -**	**$ -**	**$ -**
SUPPLIES & SERVICES							
Repair & Maintenance	5212414860	5636301				$ 20,000	$ 20,000
							$ -
							$ -
							$ -
							$ -
							$ -
							$ -
							$ -
							$ -
							$ -
							$ -
							$ -
		Total	**$ -**	**$ -**	**$ -**	**$ 20,000**	**$ 20,000**
CAPITAL OUTLAY							
							$ -
							$ -
		Total	**$ -**	**$ -**	**$ -**	**$ -**	**$ -**
CORRESPONDING EXPENDITURE SAVINGS (if applicable)							
							$ -
							$ -
							$ -
							$ -
		Total	**$ -**	**$ -**	**$ -**	**$ -**	**$ -**
CORRESPONDING OFFSETTING REVENUE (if applicable)							
							$ -
							$ -
		Total	**$ -**	**$ -**	**$ -**	**$ -**	**$ -**
		NET SERVICE PACKAGE REQUEST	**$ -**	**$ -**	**$ -**	**$ 20,000**	**$ 20,000**

CITY OF KIRKLAND
2014 SERVICE PACKAGE REQUEST

TITLE	Adobe LiveCycle Enterprise	522IT01

DEPARTMENT	DIVISION	FUND
Information Technology	Applications / Digital Communications	Information Technology

CITY COUNCIL GOALS

This project directly supports the work plan item to "Implement the Development Services Organizational Review Recommendations" - the need for forms is called out in the report. It also supports Council goals for public safety through supporting numerous Court projects. The operational values of efficiency and accountability are both served by this project as this software (over the long run) will prevent double-entry, minimize mistakes, allow greater citizen interaction and reduce paper.

DESCRIPTION AND JUSTIFICATION

Adobe LiveCycle Enterprise is an enterprise forms creation tool that allows for complex and unlimited forms creation. It provides the city with licenses for the unlimited distribution, use, and design of forms across multiple technology platforms (including mobile, tablet, and full-screen browsers). Many departments including the development services departments (Fire and Building, Public Works, and Planning), the Court, Finance, and Human Resources have expressed interest in this project. The first groups to begin using it will be Development Services and the Court. The ongoing portion of this request will be billed out through IT rates, probably via FTE.

Is this Service Package tied to a CIP Project? ☑ **No** ☐ **Yes** **CIP #** _____

NUMBER OF FTE's REQUESTED	0.00

COST SUMMARY	2013 Ongoing	2013 One-Time	2014 Ongoing	2014 One-Time	Total
Personnel Services	$ -	$ -	$ -	$ -	$ -
Supplies & Services	$ -	$ -	$ 12,739	$ 106,684	$ 119,423
Capital Outlay	$ -	$ -	$ -	$ -	$ -
Total Service Package Cost	**$ -**	**$ -**	**$ 12,739**	**$ 106,684**	**$ 119,423**
Expenditure Savings	$ -	$ -	$ -	$ (4,000)	$ (4,000)
Offsetting Revenue	$ -	$ -	$ -	$ -	$ -
Net Service Package Cost	**$ -**	**$ -**	**$ 12,739**	**$ 102,684**	**$ 115,423**

2014 SERVICE PACKAGE REQUEST

TITLE	Adobe LiveCycle Enterprise	522IT01

			2013		2014		
Description	**Org Key**	**Object**	**Ongoing**	**One-Time**	**Ongoing**	**One-Time**	**Total**
PERSONNEL SERVICES							
							$ -
							$ -
							$ -
							$ -
							$ -
							$ -
		Total	**$ -**	**$ -**	**$ -**	**$ -**	**$ -**
SUPPLIES & SERVICES							
Software Licensing	5226101881	5490500				$ 63,900	$ 63,900
Travel for Trainers	5226101881	5430100				$ 4,000	$ 4,000
Training	5226101881	5410100				$ 12,100	$ 12,100
Hardware	5226101881	5350300				$ 4,927	$ 4,927
Tax	5226101881	5490500				$ 9,018	$ 9,018
Contingency	5226101881	5410100				$ 12,739	$ 12,739
Annual support	5226101881	5480100			$ 12,739		$ 12,739
							$ -
							$ -
							$ -
							$ -
							$ -
							$ -
		Total	**$ -**	**$ -**	**$ 12,739**	**$ 106,684**	**$ 119,423**
CAPITAL OUTLAY							
							$ -
							$ -
		Total	**$ -**	**$ -**	**$ -**	**$ -**	**$ -**
CORRESPONDING EXPENDITURE SAVINGS (if applicable)							
Reduction in Acrobat Pro licenses	5226101882	5490500				$ (4,000)	$ (4,000)
							$ -
							$ -
							$ -
		Total	**$ -**	**$ -**	**$ -**	**$ (4,000)**	**$ (4,000)**
CORRESPONDING OFFSETTING REVENUE (if applicable)							
							$ -
							$ -
		Total	**$ -**	**$ -**	**$ -**	**$ -**	**$ -**
		NET SERVICE PACKAGE REQUEST	**$ -**	**$ -**	**$ 12,739**	**$ 102,684**	**$ 115,423**

CITY OF KIRKLAND
2014 SERVICE PACKAGE REQUEST

TITLE	eCityGov Dues Increase	522IT02

DEPARTMENT	DIVISION	FUND
Information Technology	Administration	Information Technology

CITY COUNCIL GOALS

The eCityGov Alliance's product MyBuildingPermit.com directly supports the Council work plan item "Implement the Development Services Organization Review recommendations." Additionally, the eCityGOv Alliance NWMAPS.net and NWProperty.net support the Economic Development Goal, and other portals support operation values of regional partnership and efficiency.

DESCRIPTION AND JUSTIFICATION

The City of Kirkland is a founding member of the eCityGov Alliance, and provides regional permitting, plan review, job application, a parks and trails search, a recreation search, economic development information, mapping and other electronic services. After years of price stability during the recession, the eCityGov Executive Board increased the annual dues owed from $58,000 to $77,326. Going into this budget period, one large partner dropped out (Renton). This change plus inflation increased Kirkland's dues by approximately $12,500. Additional voted funding of just under $7,000 will support technical work and additional outreach related to the regional eCityGov applications that we use for hiring, mapping, economic development, and other activities. It will also fund a study of a regional Open Government portal. This is anticipated to be an ongoing change in Kirkland's dues. Further investments are being contemplated for future years and so this may increase yet again.

Is this Service Package tied to a CIP Project? ☑ **No** ☐ **Yes** **CIP #** _____

NUMBER OF FTE's REQUESTED	0.00

COST SUMMARY	2013 Ongoing	2013 One-Time	2014 Ongoing	2014 One-Time	Total
Personnel Services	$ -	$ -	$ -	$ -	$ -
Supplies & Services	$ -	$ -	$ 19,500	$ -	$ 19,500
Capital Outlay	$ -	$ -	$ -	$ -	$ -
Total Service Package Cost	**$ -**	**$ -**	**$ 19,500**	**$ -**	**$ 19,500**
Expenditure Savings	$ -	$ -	$ -	$ -	$ -
Offsetting Revenue	$ -	$ -	$ -	$ -	$ -
Net Service Package Cost	**$ -**	**$ -**	**$ 19,500**	**$ -**	**$ 19,500**

2014 SERVICE PACKAGE REQUEST

TITLE	eCityGov Dues Increase	522IT02

			2013		2014		
Description	**Org Key**	**Object**	**Ongoing**	**One-Time**	**Ongoing**	**One-Time**	**Total**
PERSONNEL SERVICES							
							$ -
							$ -
							$ -
							$ -
							$ -
							$ -
		Total	**$ -**	**$ -**	**$ -**	**$ -**	**$ -**
SUPPLIES & SERVICES							
ECityGov Dues Increase	5226101880	5490300			$ 19,500		$ 19,500
							$ -
							$ -
							$ -
							$ -
							$ -
							$ -
							$ -
							$ -
							$ -
							$ -
							$ -
		Total	**$ -**	**$ -**	**$ 19,500**	**$ -**	**$ 19,500**
CAPITAL OUTLAY							
							$ -
							$ -
		Total	**$ -**	**$ -**	**$ -**	**$ -**	**$ -**
CORRESPONDING EXPENDITURE SAVINGS (if applicable)							
							$ -
							$ -
							$ -
							$ -
		Total	**$ -**	**$ -**	**$ -**	**$ -**	**$ -**
CORRESPONDING OFFSETTING REVENUE (if applicable)							
							$ -
							$ -
		Total	**$ -**	**$ -**	**$ -**	**$ -**	**$ -**
		NET SERVICE PACKAGE REQUEST	**$ -**	**$ -**	**$ 19,500**	**$ -**	**$ 19,500**

CITY OF KIRKLAND
2014 SERVICE PACKAGE REQUEST

TITLE	Telecommunications Audit	522IT03

DEPARTMENT	DIVISION	FUND
Information Technology	Network and Operations	Information Technology

CITY COUNCIL GOALS

The Telecommunications Audit supports the Council's "Financial Stability" goal.

DESCRIPTION AND JUSTIFICATION

Over time, phone bills become incorrect and unwieldy. Here are some examples:

• As phone services are added and subtracted, departments sometimes end up paying for services they no longer use.

• Less expensive options can become available, but if city staff are not aware of them then the city can continue to pay old (and high) rates for services that are now available for less.

This audit will look at our traditional telephone services (fax lines, phones, emergency lines, etc.) as well as our cellular services. It is very likely that at least some ongoing costs will be eliminated and/or reduced through this process. This project includes funding to implement audit recommendations.

Is this Service Package tied to a CIP Project? ☑ **No** ☐ **Yes** **CIP #** _____

NUMBER OF FTE's REQUESTED	0.00

COST SUMMARY	2013 Ongoing	2013 One-Time	2014 Ongoing	2014 One-Time	Total
Personnel Services	$ -	$ -	$ -	$ -	$ -
Supplies & Services	$ -	$ -	$ -	$ 25,000	$ 25,000
Capital Outlay	$ -	$ -	$ -	$ -	$ -
Total Service Package Cost	**$ -**	**$ -**	**$ -**	**$ 25,000**	**$ 25,000**
Expenditure Savings	$ -	$ -	$ -	$ (25,000)	$ (25,000)
Offsetting Revenue	$ -	$ -	$ -	$ -	$ -
Net Service Package Cost	**$ -**	**$ -**	**$ -**	**$ -**	**$ -**

2014 SERVICE PACKAGE REQUEST

TITLE	Telecommunications Audit	522IT03

			2013		2014		
Description	**Org Key**	**Object**	**Ongoing**	**One-Time**	**Ongoing**	**One-Time**	**Total**
PERSONNEL SERVICES							
							$ -
							$ -
							$ -
							$ -
							$ -
							$ -
		Total	**$ -**	**$ -**	**$ -**	**$ -**	**$ -**
SUPPLIES & SERVICES							
Professional Services	5226101882	5410100				$ 25,000	$ 25,000
							$ -
							$ -
							$ -
							$ -
							$ -
							$ -
							$ -
							$ -
							$ -
							$ -
							$ -
		Total	**$ -**	**$ -**	**$ -**	**$ 25,000**	**$ 25,000**
CAPITAL OUTLAY							
							$ -
							$ -
		Total	**$ -**	**$ -**	**$ -**	**$ -**	**$ -**
CORRESPONDING EXPENDITURE SAVINGS (if applicable)							
						$ (25,000)	$ (25,000)
							$ -
							$ -
							$ -
		Total	**$ -**	**$ -**	**$ -**	**$ (25,000)**	**$ (25,000)**
CORRESPONDING OFFSETTING REVENUE (if applicable)							
							$ -
							$ -
		Total	**$ -**	**$ -**	**$ -**	**$ -**	**$ -**
		NET SERVICE PACKAGE REQUEST	**$ -**	**$ -**	**$ -**	**$ -**	**$ -**

CITY OF KIRKLAND
2014 SERVICE PACKAGE REQUEST

TITLE	Franchising Legal Fees	522IT04

DEPARTMENT	DIVISION	FUND
Information Technology	Administration	Information Technology

CITY COUNCIL GOALS

Franchising the City's telecommunications providers helps with management of the public rights of way, which is a key element in the Council's Dependable Infrastructure goal. Cable companies - by law - must have franchises from Local Franchising Authorities (in this case, the City) in order to operate as cable providers.

DESCRIPTION AND JUSTIFICATION

The Information Technology Department had anticipated needing money to pay legal fees associated with the Comcast cable franchise in 2015. Comcast requested that we begin negotiations in 2013. IT has been charging 2013 costs against part of a carryover project of $25,000 to audit Comcast. The Finance department is spending $5,000 to perform a limited audit of Comcast's compliance. The other $20,000 is expected to be sufficient to pay 2013 legal expenses associated with this effort. We anticipate that we will need up to an existing $25,000 in additional funds to complete the Comcast franchise.

Is this Service Package tied to a CIP Project? ☑ **No** ☐ **Yes** **CIP #** _____

NUMBER OF FTE's REQUESTED	0.00

COST SUMMARY	2013 Ongoing	2013 One-Time	2014 Ongoing	2014 One-Time	Total
Personnel Services	$ -	$ -	$ -	$ -	$ -
Supplies & Services	$ -	$ -	$ -	$ 25,000	$ 25,000
Capital Outlay	$ -	$ -	$ -	$ -	$ -
Total Service Package Cost	**$ -**	**$ -**	**$ (25,000)**	**$ 25,000**	**$ 25,000**
Expenditure Savings	$ -	$ -	$ -	$ (25,000)	$ (25,000)
Offsetting Revenue	$ -	$ -	$ -	$ -	$ -
Net Service Package Cost	**$ -**	**$ -**	**$ -**	**$ -**	**$ -**

2014 SERVICE PACKAGE REQUEST

TITLE	Franchising Legal Fees	522IT04

			2013		2014		
Description	**Org Key**	**Object**	**Ongoing**	**One-Time**	**Ongoing**	**One-Time**	**Total**
PERSONNEL SERVICES							
							$ -
							$ -
							$ -
							$ -
							$ -
							$ -
		Total	**$ -**	**$ -**	**$ -**	**$ -**	**$ -**
SUPPLIES & SERVICES							
Legal fees for Comcast franchise	5226101892	5410100				$ 25,000	$ 25,000
							$ -
							$ -
							$ -
							$ -
							$ -
							$ -
							$ -
							$ -
							$ -
							$ -
							$ -
		Total	**$ -**	**$ -**	**$ -**	**$ 25,000**	**$ 25,000**
CAPITAL OUTLAY							
							$ -
							$ -
		Total	**$ -**	**$ -**	**$ -**	**$ -**	**$ -**
CORRESPONDING EXPENDITURE SAVINGS (if applicable)							
						$ (25,000)	$ (25,000)
							$ -
							$ -
							$ -
		Total	**$ -**	**$ -**	**$ -**	**$ (25,000)**	**$ (25,000)**
CORRESPONDING OFFSETTING REVENUE (if applicable)							
							$ -
							$ -
		Total	**$ -**	**$ -**	**$ -**	**$ -**	**$ -**
		NET SERVICE PACKAGE REQUEST	**$ -**	**$ -**	**$ -**	**$ -**	**$ -**

CITY OF KIRKLAND
2014 SERVICE PACKAGE REQUEST

TITLE	FireRMS Upgrade, 2014 Support and Fire Inspections	522IT05
DEPARTMENT	**DIVISION**	**FUND**
Information Technology	APPS	Information Technology

CITY COUNCIL GOALS

The service package supports the Public Safety goal directly and also supports the operational values of efficiency and accountability.

DESCRIPTION AND JUSTIFICATION

We only budgeted for FireRMS (Zoll) support through the end of 2013 and based on NORCOM's schedule for decision about changes to the FireRMS function, we anticipate that we will need to pay support for at least one more year. We are additionally requesting $35,000 ($30,000 in one-time funds and $5,000 in ongoing costs) to select a system to move the fire inspections function into. This is not a precise estimate. Until work is done later this year to develop requirements and survey the possibilities, we will not have a better number. It would be possible to re-visit funding when we have a better number. Note that if Zoll meets Fire's needs for inspection, this cost could be zero.

Is this Service Package tied to a CIP Project? ☑ **No** ☐ **Yes** **CIP #** _____

NUMBER OF FTE's REQUESTED	0.00				
	2013		**2014**		
COST SUMMARY	**Ongoing**	**One-Time**	**Ongoing**	**One-Time**	**Total**
Personnel Services	$ -	$ -	$ -	$ 25,000	$ 25,000
Supplies & Services	$ -	$ -	$ 14,000	$ -	$ 14,000
Capital Outlay	$ -	$ -	$ -	$ -	$ -
Total Service Package Cost	**$ -**	**$ -**	**$ 14,000**	**$ 25,000**	**$ 39,000**
Expenditure Savings	$ -	$ -	$ -	$ -	$ -
Offsetting Revenue	$ -	$ -	$ -	$ -	$ -
Net Service Package Cost	**$ -**	**$ -**	**$ 14,000**	**$ 25,000**	**$ 39,000**

2014 SERVICE PACKAGE REQUEST

TITLE	FireRMS Upgrade, 2014 Support and Fire Inspections	522IT05

			2013		2014		
Description	**Org Key**	**Object**	**Ongoing**	**One-Time**	**Ongoing**	**One-Time**	**Total**
PERSONNEL SERVICES							
Fire Inspections Prof Svcs	5226101881	5410100				$ 25,000	$ 25,000
							$ -
							$ -
							$ -
							$ -
							$ -
		Total	**$ -**	**$ -**	**$ -**	**$ 25,000**	**$ 25,000**
SUPPLIES & SERVICES							
FireRMS 2014 Support	5226101881	5480100			$ 9,000		$ 9,000
Fire Inspections Support	5226101881	5480100			$ 5,000		$ 5,000
							$ -
							$ -
							$ -
							$ -
							$ -
							$ -
							$ -
							$ -
							$ -
							$ -
							$ -
		Total	**$ -**	**$ -**	**$ 14,000**	**$ -**	**$ 14,000**
CAPITAL OUTLAY							
							$ -
							$ -
		Total	**$ -**	**$ -**	**$ -**	**$ -**	**$ -**
CORRESPONDING EXPENDITURE SAVINGS (if applicable)							
							$ -
							$ -
							$ -
							$ -
		Total	**$ -**	**$ -**	**$ -**	**$ -**	**$ -**
CORRESPONDING OFFSETTING REVENUE (if applicable)							
							$ -
							$ -
		Total	**$ -**	**$ -**	**$ -**	**$ -**	**$ -**
		NET SERVICE PACKAGE REQUEST	**$ -**	**$ -**	**$ 14,000**	**$ 25,000**	**$ 39,000**

CITY OF KIRKLAND
2014 SERVICE PACKAGE REQUEST

TITLE	IT Net/Ops Intern	522IT06

DEPARTMENT	DIVISION	FUND
Information Technology	Network and Operations	Information Technology

CITY COUNCIL GOALS

The IT Net/Ops Intern position supports the Council's "Efficiency" operational value.

DESCRIPTION AND JUSTIFICATION

Next year, IT is scheduled to deploy 204 computers. This work will go much more smoothly with an intern to assist the Service Desk staff with delivery of computers and with wiping computers clean so that they can be surplussed. Also, by adding this position, there will be less impact on the Service Desk's ability to deliver their regular services in a timely manner. This request will fund a 40 hour a week position for 13 weeks.

Is this Service Package tied to a CIP Project? ☑ **No** ☐ **Yes** **CIP #** _____

NUMBER OF FTE's REQUESTED	0.00

COST SUMMARY	2013 Ongoing	2013 One-Time	2014 Ongoing	2014 One-Time	Total
Personnel Services	$ -	$ -	$ -	$ 7,901	$ 7,901
Supplies & Services	$ -	$ -	$ -	$ -	$ -
Capital Outlay	$ -	$ -	$ -	$ -	$ -
Total Service Package Cost	**$ -**	**$ -**	**$ -**	**$ 7,901**	**$ 7,901**
Expenditure Savings	$ -	$ -	$ -	$ (7,901)	$ (7,901)
Offsetting Revenue	$ -	$ -	$ -	$ -	$ -
Net Service Package Cost	**$ -**	**$ -**	**$ -**	**$ -**	**$ -**

2014 SERVICE PACKAGE REQUEST

TITLE	IT Net/Ops Intern	522IT06

			2013		2014		
Description	**Org Key**	**Object**	**Ongoing**	**One-Time**	**Ongoing**	**One-Time**	**Total**
PERSONNEL SERVICES							
Salary	5226101882	5100200				$ 6,630	$ 6,630
Benefits	5226101882	5200200				$ 1,271	$ 1,271
							$ -
							$ -
							$ -
							$ -
		Total	**$ -**	**$ -**	**$ -**	**$ 7,901**	**$ 7,901**
SUPPLIES & SERVICES							
							$ -
							$ -
							$ -
							$ -
							$ -
							$ -
							$ -
							$ -
							$ -
							$ -
							$ -
							$ -
							$ -
		Total	**$ -**	**$ -**	**$ -**	**$ -**	**$ -**
CAPITAL OUTLAY							
							$ -
							$ -
		Total	**$ -**	**$ -**	**$ -**	**$ -**	**$ -**
CORRESPONDING EXPENDITURE SAVINGS (if applicable)							
						$ (7,901)	$ (7,901)
							$ -
							$ -
							$ -
		Total	**$ -**	**$ -**	**$ -**	**$ (7,901)**	**$ (7,901)**
CORRESPONDING OFFSETTING REVENUE (if applicable)							
							$ -
							$ -
		Total	**$ -**	**$ -**	**$ -**	**$ -**	**$ -**
		NET SERVICE PACKAGE REQUEST	**$ -**	**$ -**	**$ -**	**$ -**	**$ -**

CITY OF KIRKLAND
2014 SERVICE PACKAGE REQUEST

TITLE	Cost of Service Analysis	411PW01

DEPARTMENT	DIVISION	FUND
Public Works	Water Operating	Water/Sewer Fund

CITY COUNCIL GOALS

Dependable Infrastructure & Financial Stability

DESCRIPTION AND JUSTIFICATION

The City is in the process of updating the Water Comprehensive Plan, and it is expected to be completed this winter. This service package would pay for consulting services to review the rate structure in the context of the capital needs identified in the Water Comprehensive Plan and review policy issues related to conservation, fire flow and other operations. Allocation of water system costs among customer classes will also be reviewed at this time.

Is this Service Package tied to a CIP Project? ☑ **No** ☐ **Yes** **CIP #** _____

NUMBER OF FTE's REQUESTED	0.00

COST SUMMARY	2013 Ongoing	2013 One-Time	2014 Ongoing	2014 One-Time	Total
Personnel Services	$ -	$ -	$ -	$ -	$ -
Supplies & Services	$ -	$ -	$ -	$ 30,000	$ 30,000
Capital Outlay	$ -	$ -	$ -	$ -	$ -
Total Service Package Cost	**$ -**	**$ -**	**$ -**	**$ 30,000**	**$ 30,000**
Expenditure Savings	$ -	$ -	$ -	$ -	$ -
Offsetting Revenue	$ -	$ -	$ -	$ -	$ -
Net Service Package Cost	**$ -**	**$ -**	**$ -**	**$ 30,000**	**$ 30,000**

2014 SERVICE PACKAGE REQUEST

TITLE	Cost of Service Analysis	411PW01

			2013		2014		
Description	**Org Key**	**Object**	**Ongoing**	**One-Time**	**Ongoing**	**One-Time**	**Total**
PERSONNEL SERVICES							
							$ -
							$ -
							$ -
							$ -
							$ -
							$ -
		Total	**$ -**	**$ -**	**$ -**	**$ -**	**$ -**
SUPPLIES & SERVICES							
Professional Services	4112513457	5410100				$ 30,000	$ 30,000
							$ -
							$ -
							$ -
							$ -
							$ -
							$ -
							$ -
							$ -
							$ -
							$ -
							$ -
		Total	**$ -**	**$ -**	**$ -**	**$ 30,000**	**$ 30,000**
CAPITAL OUTLAY							
							$ -
							$ -
		Total	**$ -**	**$ -**	**$ -**	**$ -**	**$ -**
CORRESPONDING EXPENDITURE SAVINGS (if applicable)							
							$ -
							$ -
							$ -
							$ -
		Total	**$ -**	**$ -**	**$ -**	**$ -**	**$ -**
CORRESPONDING OFFSETTING REVENUE (if applicable)							
							$ -
							$ -
		Total	**$ -**	**$ -**	**$ -**	**$ -**	**$ -**
		NET SERVICE PACKAGE REQUEST	**$ -**	**$ -**	**$ -**	**$ 30,000**	**$ 30,000**

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

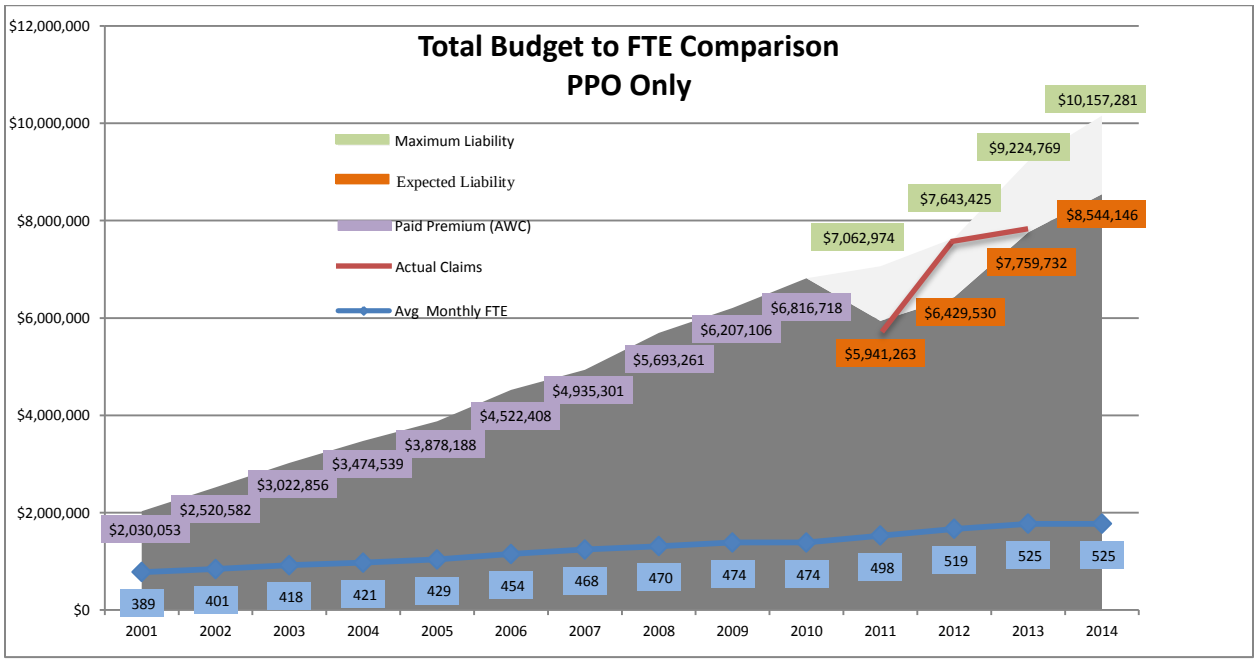
From: Tracey Dunlap, Director of Finance & Administration
Neil Kruse, Senior Financial Analyst
Nicole Bruce, Senior Human Resources Analyst

Date: October 25, 2013

Subject: Healthcare Costs and the Health Benefits Fund

The purpose of this memorandum is to provide a more in-depth discussion of the self-insured medical cost budget recommendation, in the context of the healthcare discussion that took place at the October 15 City Council Study Session.

A version of the graph below was presented at the study session. That version illustrated a combination of actual and projected medical claims. To better understand how we develop our internal budget and how that varies from actuarial projections, we have created a more expansive version of the graph below to try and further explain this complex subject.



The figures through 2010 represent the actual amounts paid to the AWC Trust before the City changed to a self-insured model. The 2011 through 2014 figures represent the actuarial projections on which our stop loss insurance premiums were based, which is a conjectural figure calculated based on the number of projected participants at the point in time of each

renewal. The top figure (green) is the maximum aggregate liability after which the City's stop loss insurance kicks in and the lower figure (orange) is the expected liability (claims) based on actuarial analysis. The actual claims the City incurred is illustrated by the red line.

The City's actual premium contributions are based on the actual number of participants and policy decisions about whether the City wants to add to or use reserves to fund a portion of the difference between the expected liability and the maximum liability. The actual activity in the fund for 2011 and 2012 is summarized below, with the estimated 2013 figures and the proposed 2014 budget.

Recap of Health Benefits Fund Activity

	Actual 2011	Actual 2012	2013 Estimate	2014 Estimate
RESOURCES				
Resources Forward	-	2,208,954	3,060,490	4,465,165
Medical Contributions	7,135,504	8,142,290	9,343,439	9,997,480
Rate Stabilization Contribution	500,000	500,000	-	-
Prescription Rebates	40,753	74,923	77,967	50,000
Stop Loss Rebates	-	258,144	260,857	-
Staffing	97,000	107,594	111,432	113,861
Wellness Contributions	43,980	53,430	65,000	65,000
Miscellaneous Revenue	56,345	18,185	22,110	10,172
Subtotal Other Resources	238,078	512,276	537,366	239,033
TOTAL RESOURCES	**7,873,582**	**11,363,520**	**12,941,295**	**14,701,678**
USES				
Medical Premium Services	4,545,018	6,804,665	7,256,672	9,148,493
Internal Professional Services	97,000	107,472	111,446	113,861
Fixed Costs Professional Svcs	1,013,367	1,390,188	1,102,709	1,091,512
Wellness Program	-	24	3,193	65,000
2014 Outreach Program	-	-	-	120,000
Miscellaneous Expenses	9,243	681	2,111	93,950
TOTAL EXPENSES	**5,664,628**	**8,303,030**	**8,476,131**	**10,632,816**
Reserves:				
Claims Reserve	863,405	2,258,660	2,232,822	2,814,921
Rate Stabilization Reserve	500,000	1,000,000	1,000,000	1,000,000
Wellness Program	43,980	97,386	159,193	159,193
Total Reserves:	1,407,385	3,356,046	3,392,015	3,974,114
Additional/Use of Reserves	801,570	(295,556)	1,073,150	94,748
TOTAL USES	**7,873,582**	**11,363,520**	**12,941,295**	**14,701,678**

A discussion of the dynamics in each year follows.

- Actual activity in 2011 (the first year of the plan):
  - The City's actual premium contribution was $7.1 million (consistent with the maximum liability based on the actual participants),
  - The actual claims paid and associated program costs totaled $5.7 million,

- In addition to the medical premium contribution, there were other revenues (rebates, interest earnings) and contributions toward non-premium costs (staffing, wellness) of $0.2 million,
- By Council policy, a rate stabilization set aside of $0.5 million was made,
- This activity resulted in an accumulated cash balance of $2.2 million. Of this amount:
  - $0.9 million was the legally required claims reserve (8 weeks of claims for the first year of the plan),
  - $0.04 million was set aside for wellness programs,
  - $0.5 million was the rate stabilization reserve, and
  - The remaining $0.8 million represented additional reserves toward the second year legal requirement (a good result).

- Actual activity in 2012:
  - The City's actual premium contribution was $8.1 million (which was higher than the actuarial results due to increased staffing from annexation),
  - The actual claims paid and associated program costs totaled $8.3 million,
  - Other revenues and contributions toward non-premium costs totaled $0.5 million,
  - Another set aside for the rate stabilization reserve of $0.5 million was made,
  - This activity resulted in an accumulated cash balance of $3.0 million. Of this amount:
    - $2.3 million was the legally required claims reserve (16 weeks of claims),
    - $0.1 million was set aside for wellness programs,
    - A net reserve use of $0.3 million was required,
    - Leaving a net balance of $0.7 million in the rate stabilization reserve due to higher than expected claims (a not so good result).

- Projected activity in 2013:
  - The renewal from the stop loss insurer reflected an 18% increase over the prior year due to the high claims activity in 2012. The City made a policy decision to raise the premiums about 13% (contribution of $9.3 million given changes in staffing) with a plan to use approximately $500,000 in the rate stabilization reserve to insure the difference, if needed.
  - Unlike 2012, actual/estimated claims paid are less than projected, increasing approximately 7% from the prior year, resulting in no projected use of the rate stabilization balance and in fact restoring it to the $1 million level,
  - Taken with the other resources of $0.5 million, the estimated reserve balance is $4.5 million, consisting of:
    - $2.2 million for the legally required balance,
    - $0.1 million was set aside for wellness programs,
    - $1.0 million in the rate stabilization reserve, and
    - Additional reserves over the legal requirement of $1.1 million (a very good result).

- Estimated activity in 2014:
  - The adopted 2014 budget reflects a 7% overall increase in premium contributions to $10.0 million.
  - The 2014 stop loss renewal represents a 10% increase in the maximum liability from the previous year's renewal and a 26% increase over the estimated claims, still reflecting the impact of 2012's high claims activity.
  - Staff is recommending that the contributions remain at the budgeted level, which results in the potential use of up to $0.7 million in the reserves over the legal requirement before the City reaches the actuarial maximum liability.
  - In addition, a new tax associated with the Affordable Care Act takes effect in 2014 ($0.1 million) and the City Manager is recommending funding of a $0.1 million one-time service package to help address the changes to the health care program, a total use of $0.2 million.
  - In the (hopefully unlikely) event that the City reaches the actuarial maximum liability, the projected reserve balance would be:
    - $2.8 million for the legally required balance (with the increase based on this higher claims),
    - $0.2 million was set aside for wellness programs,
    - $1.0 million in the rate stabilization reserve, and
    - Additional reserves over the legal requirement of $0.1 million.

While staff believes that the recommended actions in the current biennium are prudent, it is important to recognize that steps need to be taken to slow the growth in these costs. The continued assumed uses of reserves helps us to moderate increases while changes are taking place, but at some point, the plan will need to "true up" the funding contributions. One of the objectives of moving to a self-insured program was greater visibility into the program and the ability to make adjustments as needed. The five-year framework for healthcare contemplates making changes to the plans to better control costs and behaviors, some of which were discussed at the October 15 Study Session. The impact of these changes will hopefully moderate the rate of growth in medical costs in anticipation of the "Cadillac Tax" element of the Affordable Care Act in 2018.

CITY OF KIRKLAND
Planning and Community Development Department
123 Fifth Avenue, Kirkland, WA 98033
425.587-3225 - www.kirklandwa.gov

MEMORANDUM

To: Kurt Triplett, City Manager

From: Deb Powers, Urban Forester

Date: October 24, 2013

Subject: 2013 Kirkland Arbor Day Proclamation

RECOMMENDATION

That the Mayor proclaims Saturday, November 9, 2013 as Arbor Day in the City of Kirkland.

BACKGROUND DISCUSSION

Attached is the proclamation declaring **Saturday, November 9, 2013** as Arbor Day in the City of Kirkland. The annual Arbor Day Celebration and forest restoration will take place at Watershed Park from 10am to 2pm, when 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 Joan McBride, Washington State Department of Natural Resources Sarah Foster, 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 2013, Kirkland has maintained its status as a Tree City USA for twelve consecutive years. In addition, Kirkland is one of a limited number of cities in the State of Washington that has received four Growth Awards for exceeding these standards.

Kirkland Urban Forester Deb Powers and Green Kirkland Partnership Supervisor Sharon Rodman are the recipients of the 2013 Arbor Day Proclamation.

cc: Sharon Rodman
Paul Stewart

A PROCLAMATION OF THE CITY OF KIRKLAND

Proclaiming November 9, 2013 as Kirkland Arbor Day in Kirkland, Washington

WHEREAS, in 1872, J. Sterling Morton proposed to the Nebraska Board of Agriculture that a special day be set aside for the planting and celebrating of trees called Arbor Day, which is now observed throughout the nation and the world; and

WHEREAS, Washington, the "Evergreen State," has celebrated Arbor Day since 1917; and

WHEREAS, by celebrating Arbor Day with a forest restoration project, Kirkland meets the National Arbor Day Foundation's Tree City USA criteria yet also promotes the stewardship of Kirkland's native forested areas; and

WHEREAS, Kirkland has shown a commitment to responsible urban forest management by receiving its 11th consecutive Tree City USA award and by earning its 4th Growth Award from the National Arbor Day Foundation in 2012; and

WHEREAS, Kirkland Arbor Day 2013 is an event with the Green Kirkland Partnership to plant native trees, shrubs and ground cover in Watershed Park to reconnect with nature in honor of the City of Kirkland's commitment to urban forestry and natural areas restoration; and

WHEREAS, trees improve air and water quality, provide wildlife habitat; contribute to human health, safety, community character, economic stability and improve the overall quality of life; and

WHEREAS, recognizing the importance of these benefits, the City of Kirkland adopted the Urban Forestry Strategic Management Plan in 2013 to ensure a healthy and sustainable community forest,

NOW THEREFORE, I, Joan McBride, Mayor of Kirkland, do hereby proclaim Saturday, November 9, 2013 as Kirkland Arbor Day and urge all citizens to celebrate Arbor Day by supporting efforts to protect our trees and woodlands for the health and well-being of this and future generations.

Signed this 6th day of November, 2013

_____

Joan McBride, Mayor

CITY OF KIRKLAND
123 Fifth Avenue, Kirkland, WA 98033 425.587.3650
www.kirklandwa.gov

MEMORANDUM

To: Kurt Triplett, City Manager

From: J Kevin Nalder Director Fire and Building Department
Helen Ahrens-Byington, Deputy Fire Chief

Date: October 23rd, 2013

Subject: CERT class graduation

Recommendation:

Council recognizes the graduates of our Community Emergency Response Team course with a brief explanation of the program and awards them Certificates of Completion.

Background Discussion:

The Community Emergency Response Team (CERT) program teaches citizens how to be prepared and trains them to be able to help others after a disaster. The 26-hour CERT course is taught by a trained team of first responders and other professionals. Training covers the Incident Command System, disaster preparedness, fire suppression, basic medical assessment and first aid, light search & rescue operations, and disaster psychology.

CERT members understand the risks disasters pose to people and property. They have taken steps to reduce hazards and lessen the impact of disasters once they have occurred. When disasters overwhelm local response capability, they are trained to take care of themselves and give critical support to their family members, neighbors, and others in their immediate area until professionals arrive. When first responders arrive, CERT's will be able to provide them with useful information and support. Later, they will be able to help City reestablish stability to the community. CERTs may also help with non-emergency projects that help improve the safety of their community.

Kirkland's 16th CERT course was made possible in partnership with the Northshore Baptist Church which donated the use of its building for the 8 weeks of class. This CERT class completed their final simulation drill on November 3rd and come before Council for recognition of their success. The next course will be held in winter/spring of 2014. Residents and people who work, or attend school in the City of Kirkland are welcome to participate. Residents outside this area will be accepted on a space-available basis.

CERT Graduate	Neighborhood
Steve Bennett	Finn Hill
Meredith Bogguess	Finn Hill
Patricia Davis	Finn Hill
Cameron Dooley	Juanita
Curt Dooley	Finn Hill
Shari Dooley	Finn Hill
Roland (Bill) William Golden	Finn Hill
Chris Harvey	Juanita
Phil Harvey	Juanita
Matthew Hawn	Lost Lake
Peg Rusnak Hill	Juanita
Tom Kracht	Juanita
Kenn Kullberg	Evergreen
Jean Ludwig	Juanita
Brandi McBurney	Rose Hill
Larry McKinney	North Rose Hill
Lori Melton	Kingsgate
Meredith, Nikki	North Rose Hill
Jeffrey Naranjo	Norkirk
Scott Parker	Kingsgate
Patricia Pinkston	Rose Hill
Deonne Poston	Everest
Laurel Z Rich	Finn Hill
Patricia Riehl	Juanita
Lorraine Rough	Juanita
Kerry Rowan	South Rose Hill
Don Sayler	Finn Hill
Chris Shriver	Bridle trails
Loren Steel	Highlands
Pat Sween	Juanita
Marlene Vacknitz	Finn Hill
Sean Watson	Juanita

Council Meeting: 11/06/2013
Agenda: Special Presentations
Item #: 7. b.

CITY OF KIRKLAND
Human Resources Department
505 Market Street, Suite B, Kirkland, WA 98033 425.587-3210
www.kirklandwa.gov

MEMORANDUM

To: Kurt Triplett, City Manager

From: Betsy Reali, Human Resources Analyst

Date: October 24, 2013

Subject: Semi Annual Fall Service Award Recognition – Special Presentations

Recommendation:
On a semi-annual basis the Council includes a roll call list of employees reaching benchmark service years of twenty years and above on the Council Agenda under Special Presentations.

Employees reaching benchmarks of 20, 25, 30, 35 (and beyond) years of service receive an Acrylic Plaque etched with the employee(s) name, department and service years and an award certificate.

From the podium the Mayor will read each employee's name, years of service, department and position title accompanied by a handshake and photograph when presenting the award. Each recognized employee will walk around the podium and shake the hand of all the seated councilmembers before returning to their seat. The names listed below are confirmed, any changes to the employee list below will be communicated prior to the ceremony.

Twenty years of Service

Employee Name	Department	Position
Rod Lank	Human Resources	Senior HR Analyst
David Godfrey	Public Works	Transportation Engineering Manager

Twenty-five years of Service

Employee Name	Department	Position
Gregory Neumann	Public Works	Water Manager

Thirty years of Service

Employee Name	Department	Position
Janet Jonson	City Manager's Office	Executive Assistant
James Kissinger	Police	Detective

Thirty-five years of Service

Employee Name	Department	Position
Larry Peabody	Fire & Building	Battalion Chief
Patrick Gallagher	Police	Sergeant

Another award ceremony recognizing employees who reach these yearly benchmarks between January 1st and June 30th, 2014 will be scheduled for an upcoming summer 2014 Council meeting.

Attachment: Roll call list

The City of Kirkland Proudly recognizes and Honors the following employees for their contributions over the last …			
Service Awards	**20 years of service**		
Employee Name	**Anniversary Date**	**Department**	**Position**
ROD LANK	October 11, 1993	Human Resources	Senior HR Analyst
DAVID GODFREY	October 18, 1993	Public Works	Transportation Engineering Manager
Service Awards	**25 years of service**		
Employee Name	**Anniversary Date**	**Department**	**Position**
GREGORY NEUMANN	November 7, 1988	Public Works	Water Division Manager
Service Awards	**30 years of service**		
Employee Name	**Anniversary Date**	**Department**	**Position**
JANET JONSON	September 12, 1983	City Manager's Office	Executive Assistant
JAMES KISSINGER	September 12, 1983	Police	Detective
Service Awards	**35 years of Service**		
Employee Name	**Anniversary Date**	**Department**	**Position**
LARRY PEABODY	October 7, 1978	Fire & Building	Battalion Chief
PATRICK GALLAGHER	November 1, 1978	Police	Sergeant

CITY OF KIRKLAND
Planning and Community Development Department
123 Fifth Avenue, Kirkland, WA 98033
425.587-3225 - www.kirklandwa.gov

MEMORANDUM

To: Kurt Triplett, City Manager

From: Eric Shields, Planning Director

Date: October 23, 2013

Subject: Presentation from Food Policy Council

RECOMMENDATION

Council receives a presentation at the November 6, 3013 Council meeting from the Food Policy Council.

BACKGROUND DISCUSSION

At the November 6 meeting, Liz Underwood-Bultmann will provide a presentation on the food policy blueprints, which are a recent product from the Regional Food Policy Council. The blueprints focus on providing food policy recommendations for local government. Information on the Food Policy Council can be found on the PSRC website (http://www.psrc.org/about/advisory/regional-food-policy-council/).

KIRKLAND CITY COUNCIL SPECIAL MEETING

Minutes

October 15, 2013

1. CALL TO ORDER

Mayor McBride called the Special Meeting of the Kirkland City Council to order at 5:00 p.m.

2. ROLL CALL

Members Present: Mayor Joan McBride, Deputy Mayor Doreen Marchione, Councilmembers Dave Asher, Shelley Kloba, Toby Nixon, Penny Sweet and Amy Walen.

3. LIBRARY BOARD INTERVIEWS

a. Edison P. Colio, Jr.
b. Sandy R. Hayes
c. Ann Kuehn
d. Patricia Lockhart
e. Deepa Narayanan
f. Alpa Parikh

4. SELECTION AND APPOINTMENT OF LIBRARY BOARD MEMBERS

Following discussion of the applicants' qualifications, Councilmember Asher moved to appoint Deepa Narayanan to the Library Board for the remainder of an unexpired term ending March 31, 2015; to appoint Alpa Parikh to the Library Board for the remainder of an unexpired term ending March 31, 2016; and to select Ann Kuehn as an alternate appointee should an additional vacancy arise within the next six months on the Library Board. Councilmember Nixon seconded the motion, which passed unanimously.

5. ADJOURNMENT

The October 15, 2013 Special Meeting of the Kirkland City Council was adjourned at 5:45 p.m.

City Clerk

Mayor

KIRKLAND CITY COUNCIL REGULAR MEETING MINUTES
October 15, 2013

1. CALL TO ORDER

2. ROLL CALL

ROLL CALL:
Members Present: Councilmember Dave Asher, Councilmember Shelley Kloba, Deputy Mayor Doreen Marchione, Mayor Joan McBride, Councilmember Toby Nixon, Councilmember Penny Sweet, and Councilmember Amy Walen.
Members Absent: None.

3. STUDY SESSION

a. Healthcare Update and Five Year Framework

Joining Councilmembers for this discussion were City Manager Kurt Triplett, Director of Human Resources and Performance Management James Lopez and Senior Human Resources Analyst Nicole Bruce.

4. EXECUTIVE SESSION

Mayor McBride announced at 6:50 p.m. that Council would enter into an executive session to discuss the performance of a public employee and would return to regular meeting at 7:30 p.m. At 7:30 p.m. City Clerk Kathi Anderson announced that Council would require additional time in executive session and would return to regular meeting at 7:40 p.m., which they did.

a. To Discuss the Performance of a Public Employee

5. HONORS AND PROCLAMATIONS

a. Proclamation Honoring the 2013 Junior Softball World Series Host Team

The Host Team's General Manager Nolan Radke, Coaches John Warford and Steve Bivens, and team members Tori Bivens, Carly Campana, Alex Hanger, Kayla Henry, Tatum Kawabata, Juliana Lynch, Lisa Nelson, Gianna Paribello, Brynn Radke, Natalie Vetto, Hannah Walker, and Kristina Warford accepted the proclamation from Mayor McBride and Councilmember Sweet.

b. Kirkland Performance Center Annual Report and 15th Anniversary Proclamation

Kirkland Performance Center Executive Director Dan Mayer accepted the proclamation from Mayor McBride and Councilmember Nixon, and provided an overview of the Center's activities.

6. COMMUNICATIONS

a. Announcements

b. Items from the Audience

John Chadwick
Doug Davis
Scott Pehrson
Thor Carpenter
Karen Shellow
Pierre Geurts

c. Petitions

7. SPECIAL PRESENTATIONS

a. Kirkland 2035 Update #7

Deputy City Manager Marilynne Beard provided an update on upcoming public outreach and communication efforts.

b. Sound Cities Association

Sound Cities Association Executive Director Deanna Dawson shared information on the Association's work and membership benefits.

c. Sound Transit Presentation and ST3 Draft Resolution

Sound Transit Government and Community Relations Officer Trinity Parker and Planning Director David Beal provided an overview of ST3 planning for Council review and led a discussion in consideration of a draft resolution of support.

Council recessed for a short break.

8. CONSENT CALENDAR

a. Approval of Minutes: October 1, 2013

b. Audit of Accounts:
Payroll $2,775,625.64
Bills $4,249,726.16

run #1253 checks #547126 - 547173
run #1254 checks #547175 - 547304
run #1255 checks #547329 - 547489

c. General Correspondence

d. Claims

Claims submitted by Andrea Bach and Isidro Hegouaburu, Jennifer Johnson, Larry Lars Knudsen, and Sean Woody, were acknowledged via approval of the consent calendar.

e. Award of Bids

f. Acceptance of Public Improvements and Establishing Lien Period

g. Approval of Agreements

(1) International Association of Firefighters (IAFF) Local No. 2545 Collective Bargaining Agreement 2012- 2014

The agreement was ratified and adopted via approval of the consent calendar.

h. Other Items of Business

(1) Resolution R-5004, entitled "A RESOLUTION OF THE CITY COUNCIL OF THE CITY OF KIRKLAND ADOPTING THE KIRKLAND POST ISSUANCE COMPLIANCE POLICY SETTING FORTH THE POLICY OF THE CITY OF KIRKLAND WITH RESPECT TO MEETING ITS OBLIGATIONS UNDER FEDERAL TAX LAW FOLLOWING THE ISSUANCE OF SECURITIES."

(2) Ordinance O-4420 and its Summary, entitled "AN ORDINANCE OF THE CITY OF KIRKLAND RELATING TO THE ISSUANCE AND SALE OF AN UNLIMITED TAX GENERAL OBLIGATION REFUNDING BOND OF THE CITY IN THE PRINCIPAL AMOUNT OF $4,670,000 TO REFUND CERTAIN OUTSTANDING UNLIMITED TAX GENERAL OBLIGATION BONDS OF THE CITY, AND PAY FOR COSTS OF ISSUANCE OF THE BOND; PROVIDING THE FORM AND TERMS OF THE BOND; AMD APPROVING THE SALE OF SUCH BOND."

(3) Resolution R-5005, "A RESOLUTION OF THE CITY OF KIRKLAND RELINQUISHING ANY INTEREST THE CITY MAY HAVE IN AN UNOPENED RIGHT-OF-WAY AS DESCRIBED HEREIN AND REQUESTED BY PROPERTY OWNERS WINFIELD HOMES, LLC."

(4) Report on Procurement Activities

(5) Surplus and Disposal of Equipment Rental Vehicles

Fleet #	Year	Make	WIN/Serial Number	License #	Mileage
TL-11	1988	Wisconsin	1W91SE204J1008948	05145D	N/A
TL-16	1990	Wisconsin	1W91SE205L2008488	42608D	N/A
TL-31	2013	Olympic	1C9TF2520DT997226	56173D	N/A
Hyrail	1996	Dodge 2500 Rail Capable	3B7KF23W7TM151213	55011D	217,308

Motion to Approve the Consent Calendar.
Moved by Councilmember Dave Asher, seconded by Deputy Mayor Doreen Marchione
Vote: Motion carried 7-0
Yes: Councilmember Dave Asher, Councilmember Shelley Kloba, Deputy Mayor Doreen Marchione, Mayor Joan McBride, Councilmember Toby Nixon, Councilmember Penny Sweet, and Councilmember Amy Walen.

9. PUBLIC HEARINGS

a. Lake Washington School District February 2014 Ballot Measures:

Mayor McBride reviewed the parameters and opened the public hearing. Intergovernmental Relations Manager Lorrie McKay provided an overview of the proposed resolutions of support. Testimony was provided by LWSD Superintendent Dr. Traci Pierce, Johanna Palmer and Susan Wilkins. No further testimony was offered and the Mayor closed the hearing.

(1) Resolution R-5006, Stating the City Council's Support for Proposition No. 1, the Lake Washington School District No. 414 Replacement of Existing Educational Programs and Operations Levy.

Motion to Approve Resolution R-5006, entitled "A RESOLUTION OF THE CITY COUNCIL OF THE CITY OF KIRKLAND STATING THE CITY COUNCIL'S SUPPORT FOR PROPOSITION NO. 1, THE LAKE WASHINGTON SCHOOL DISTRICT NO. 414 REPLACEMENT OF EXISTING EDUCATIONAL PROGRAMS AND OPERATIONS LEVY."
Moved by Councilmember Dave Asher, seconded by Councilmember Penny Sweet
Vote: Motion carried 7-0
Yes: Councilmember Dave Asher, Councilmember Shelley Kloba, Deputy Mayor Doreen Marchione, Mayor Joan McBride, Councilmember Toby Nixon, Councilmember Penny Sweet, and Councilmember Amy Walen.

(2) Resolution R-5007, Stating the City Council's Support for Proposition No. 2, the Lake Washington School District No. 414 Replacement of Existing Capital Project Levies.

Motion to Approve Resolution R-5007, entitled "A RESOLUTION OF THE CITY COUNCIL OF THE CITY OF KIRKLAND STATING THE CITY COUNCIL'S

SUPPORT FOR PROPOSITION NO. 2, THE LAKE WASHINGTON SCHOOL DISTRICT NO. 414 REPLACEMENT OF EXISTING CAPITAL PROJECT LEVIES."
Moved by Councilmember Penny Sweet, seconded by Councilmember Toby Nixon
Vote: Motion carried 7-0
Yes: Councilmember Dave Asher, Councilmember Shelley Kloba, Deputy Mayor Doreen Marchione, Mayor Joan McBride, Councilmember Toby Nixon, Councilmember Penny Sweet, and Councilmember Amy Walen.

(3) Resolution R-5008, Stating the City Council's Support for Proposition No. 3, the Lake Washington School District No. 414 General Obligation Bonds Measure.

Motion to Approve Resolution R-5008, entitled "A RESOLUTION OF THE CITY COUNCIL OF THE CITY OF KIRKLAND STATING THE CITY COUNCIL'S SUPPORT FOR PROPOSITION NO. 3, THE LAKE WASHINGTON SCHOOL DISTRICT NO. 414 GENERAL OBLIGATION BONDS MEASURE."
Moved by Councilmember Shelley Kloba, seconded by Councilmember Dave Asher
Vote: Motion carried 6-1
Yes: Councilmember Dave Asher, Councilmember Shelley Kloba, Deputy Mayor Doreen Marchione, Mayor Joan McBride, Councilmember Penny Sweet, and Councilmember Amy Walen.
No: Councilmember Toby Nixon.

b. Ordinance O-4421 and its Summary, Relating to Land Use and Zoning and Providing Interim Official Zoning Controls for Zoning Districts Adjoining the Cross Kirkland Corridor and the Eastside Rail Corridor Within the City of Kirkland.

Mayor McBride opened the public hearing. Planning Supervisor Jeremy McMahan reviewed the draft ordinance as proposed for Council consideration and feedback. Testimony was provided by Lisa McConnell, Duana Kolouskova, and Greg Rairdon. No further testimony was offered and the Mayor continued the hearing to Council's next meeting on November 6, 2013.

c. Resolution R-5009, Approving a Development Agreement with KTOD LLC, Modifying the Timing of Payment of Certain Impact Fees and Capital Facility Charges for the Construction of 58 Affordable Housing Units as Part of the South Kirkland Transit Oriented Development.

Mayor McBride opened the public hearing. Testimony was provided by Hal Ferris and Eric Evans. No further testimony was offered and the Mayor closed the hearing.

Motion to Approve Resolution R-5009, entitled "A RESOLUTION OF THE CITY COUNCIL OF THE CITY OF KIRKLAND APPROVING A DEVELOPMENT AGREEMENT WITH KTOD LLC, MODIFYING THE TIMING OF PAYMENT OF CERTAIN IMPACT FEES AND CAPITAL FACILITY CHARGES FOR THE CONSTRUCTION OF 58 AFFORDABLE HOUSING UNITS AS PART OF THE SOUTH KIRKLAND TRANSIT

ORIENTED DEVELOPMENT."
Moved by Councilmember Dave Asher, seconded by Deputy Mayor Doreen Marchione
Vote: Motion carried 7-0
Yes: Councilmember Dave Asher, Councilmember Shelley Kloba, Deputy Mayor Doreen Marchione, Mayor Joan McBride, Councilmember Toby Nixon, Councilmember Penny Sweet, and Councilmember Amy Walen.

10. UNFINISHED BUSINESS

None.

11. NEW BUSINESS

a. Gambling Ordinances:

(1) Ordinance O-4422 and its Summary, Relating to Gambling and Amending Kirkland Municipal Code Section 7.48.020 to Require the Written Consent of the Landlord Before Gambling Activities May Commence or Continue and Section 7.02.110 to Require Compliance With This Requirement Before a Business License Can Be Issued or Renewed.

Motion to Approve Ordinance O-4422 and its Summary, entitled "AN ORDINANCE OF THE CITY OF KIRKLAND RELATING TO GAMBLING AND AMENDING KIRKLAND MUNICIPAL CODE SECTION 7.48.020 TO REQUIRE THE WRITTEN CONSENT OF THE LANDLORD BEFORE GAMBLING ACTIVITIES MAY COMMENCE OR CONTINUE AND SECTION 7.02.110 TO REQUIRE COMPLIANCE WITH THIS REQUIREMENT BEFORE A BUSINESS LICENSE CAN BE ISSUED OR RENEWED."
Moved by Councilmember Dave Asher, seconded by Councilmember Penny Sweet
Vote: Motion carried 7-0
Yes: Councilmember Dave Asher, Councilmember Shelley Kloba, Deputy Mayor Doreen Marchione, Mayor Joan McBride, Councilmember Toby Nixon, Councilmember Penny Sweet, and Councilmember Amy Walen.

(2) Ordinance O-4423, Relating to Gambling and Amending Kirkland Municipal Code Section 7.48.017 to Clarify That Social Card Games Conducted as Commercial Stimulants Are Prohibited in the City of Kirkland, Even if Conducted for Charitable Purposes.

Motion to Approve Ordinance O-4423, entitled "AN ORDINANCE OF THE CITY OF KIRKLAND RELATING TO GAMBLING AND AMENDING KIRKLAND MUNICIPAL CODE SECTION 7.48.017 TO CLARIFY THAT SOCIAL CARD GAMES CONDUCTED AS COMMERCIAL STIMULANTS ARE PROHIBITED IN THE CITY OF KIRKLAND, EVEN IF CONDUCTED FOR CHARITABLE PURPOSES."

Moved by Councilmember Dave Asher, seconded by Councilmember Amy Walen
Vote: Motion carried 7-0
Yes: Councilmember Dave Asher, Councilmember Shelley Kloba, Deputy Mayor Doreen Marchione, Mayor Joan McBride, Councilmember Toby Nixon, Councilmember Penny Sweet, and Councilmember Amy Walen.

12. REPORTS

a. City Council

(1) Finance and Administration Committee

Has not met.

(2) Public Safety Committee

Has not met.

(3) Community Planning, Housing and Economic Development Committee

No report available.

(4) Public Works, Parks and Human Services Committee

Chair Marchione reported on the Totem Lake Master Plan; Seattle Tilth and McAuliffe Park; Emergency Sewer Program; Northwest Pond Project; policy review on use of sidewalks and street rights-of-way.

(5) Regional Issues

Council shared information regarding Walk Your Child to School week; appreciation for the Finance Department for their work on the General Obligation Refunding Bond; appreciation for the approval of the new International Association of Firefighters (IAFF) bargaining agreement; Mark Twain Elementary limitation on portables; Kirkland Downtown Association Tree Lighting financial needs; Sound Cities Association Public Issues Committee; Association of Washington Cities Regional Meeting; Sound Cities Regional Committees application deadline; Tech City Conference at Microsoft; and I-405 tolling issues.

b. City Manager

(1) Calendar Update

Everett Neighborhood Meeting and Fire Station 22; Cross Kirkland Corridor Walk on October 27.

13. ITEMS FROM THE AUDIENCE

14. ADJOURNMENT

The Kirkland City Council regular meeting of October 15, 2013 was adjourned at 11:20 p.m.

City Clerk

Mayor

CITY OF KIRKLAND
CITY COUNCIL

Council Meeting: 11/06/2013
Agenda: Approval of Minutes
Item #: 8. a. (3).

Joan McBride, Mayor • Doreen Marchione, Deputy Mayor • Dave Asher
Shelley Kloba • Toby Nixon • Penny Sweet • Amy Walen • 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 • www.kirklandwa.gov

AGENDA

KIRKLAND CITY COUNCIL
EVEREST NEIGHBORHOOD
SPECIAL MEETING

Houghton Fire Station 22
6602 108th Avenue NE

Wednesday, October 16, 2013
7:00 – 8:45 p.m.

6:45 – 7:00 p.m.	1.	Informal Casual Conversations
7:00 – 7:05 p.m.	2.	Welcome and Introduction – Mayor Joan McBride
7:05 – 7:10 p.m.	3.	Comments from the Everest Neighborhood Chair – Anna Rising
7:10 – 7:30 p.m.	4.	Introductions from City Council Members
7:30 – 8:45 p.m.	5.	General Discussion and Questions from the Audience
8:45 p.m.	6.	Adjourn
8:45 – 9:00 p.m.	7.	Social Time

Mayor Joan McBride called the October 16, 2013 Kirkland City Council Special Meeting to order at 7:04 p.m. The following members of the City Council were present: Mayor Joan McBride, Deputy Mayor Doreen Marchione, Councilmembers Dave Asher, Shelley Kloba, Toby Nixon, and Penny Sweet. Councilmember Amy Walen was excused.

The Kirkland City Council Special Meeting was adjourned at 8:51 p.m.

City Clerk

Mayor

Council Meeting: 11/06/2013
Agenda: Claims
Item #: 8. d.

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

MEMORANDUM

To: Kurt Triplett, City Manager

From: Kathi Anderson, City Clerk

Date: October 24, 2013

Subject: CLAIM(S) FOR DAMAGES

RECOMMENDATION
It is recommended that the City Council acknowledges receipt of the following Claim(s) for Damages and refers each claim to the proper department (risk management section) for disposition.

POLICY IMPLICATIONS
This is consistent with City policy and procedure and is in accordance with the requirements of state law (RCW 35.31.040).

BACKGROUND DISCUSSION
The City has received the following Claim(s) for Damages from:

(1) Brian Dai
1807 3rd Street
Kirkland, WA 98033

Amount: Unspecified amount

Nature of Claim: Claimant states damage to vehicle resulted from being struck by a City vehicle.

(2) Synnove Fielding
221 5th Avenue S #E-305
Kirkland, WA 98033

Amount: $210,938.48

Nature of Claim: Claimant states injuries resulted from tripping on an elevated edge of the sidewalk.

(3) Andrea Fitzgerald
14014 Juanita Drive NE C2
Kirkland, WA 98034

Amount: Unspecified amount

Nature of Claim: Claimant states damage to vehicle resulted from striking an unmarked pothole in an area being repaved on 116th Avenue NE.

(4) Albert Squires
7815 NE 147th Street
Kenmore, WA 98028

Amount: $10,547.91

Nature of Claim: Claimant states damage to vehicle resulted from being struck by a City vehicle.

(5) Sarah Talbot
22930 NE 12th Pl
Sammamish, WA 98074

Amount: Unspecified amount

Nature of Claim: Claimant states damage to vehicle resulted from being struck by a City vehicle.

Note: Names of claimant are no longer listed on the Agenda since names are listed in the memo.

Council Meeting: 11/06/2013
Agenda: Establishing Lien Period
Item #: 8. f. (1).

CITY OF KIRKLAND
Department of Public Works
123 Fifth Avenue, Kirkland, WA 98033 425.587.3809
www.kirklandwa.gov

MEMORANDUM

To: Kurt Triplett, City Manager

From: Dave Snider, P.E., Capital Projects Manager
Pam Bissonnette, Interim Public Works Director

Date: October 24, 2013

Subject: 7th & 8th Avenue W. Alley Sewermain Replacement Project – Accept Work

RECOMMENDATION:

It is recommended that City Council accepts 7th & 8th Avenue W. Alley Sewermain Replacement Project, as constructed by Kamins Construction Company of Bothell, WA, and establishes the statutory lien period.

BACKGROUND AND DISCUSSION:

The 7th & 8th Ave. W Alley Sewermain Replacement Project replaced aging 6-inch concrete sewer main with new 8-inch poly-vinyl chloride main line, together with the construction of new side sewer connections and the replacement of 2 new shallow manholes in the Market Neighborhood (Attachment A).

At their regular meeting on June 18, 2013, City Council awarded the contract for this Project to Kamins Construction Company in the amount of $148,588.93. The work began July 15 and was completed on August 16, 2013. The total amount earned by the contractor was $136,510.17, including all payments for varying bid item quantities and for one deductive change order in the amount of $3,351.75. The change order was for a re-negotiated unit price of HMA (asphalt) Trench Patch based on field quantity that were significantly less than originally estimated.

With the original contractor bid price 16% less than the engineer's estimate, the Project's budget was reduced at the time of award to $266,500. With total Project expenses of approximately $212,000, the remaining funds will be returned to the water/sewer construction reserve at the time of Project close-out (Attachment B).

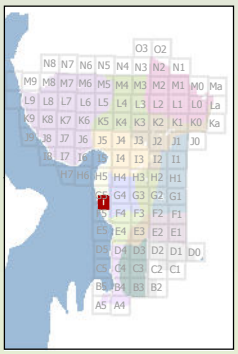
Attachment A – Vicinity Map
Attachment B – PBR

Attachment A

7th & 8th Ave W Alley Sewermain Replacement Project - SS-0081

Legend

- SS_Manholes
- SS_Nodes
- SS_Main
- Buildings
- Road
- Overpass
- Parks
- Schools
- Parcels
- Railroads
- Major Streets
- Streets
- City Limits
- COK Grid
- QQ Grid
- Lakes



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CITY OF KIRKLAND WASHINGTON

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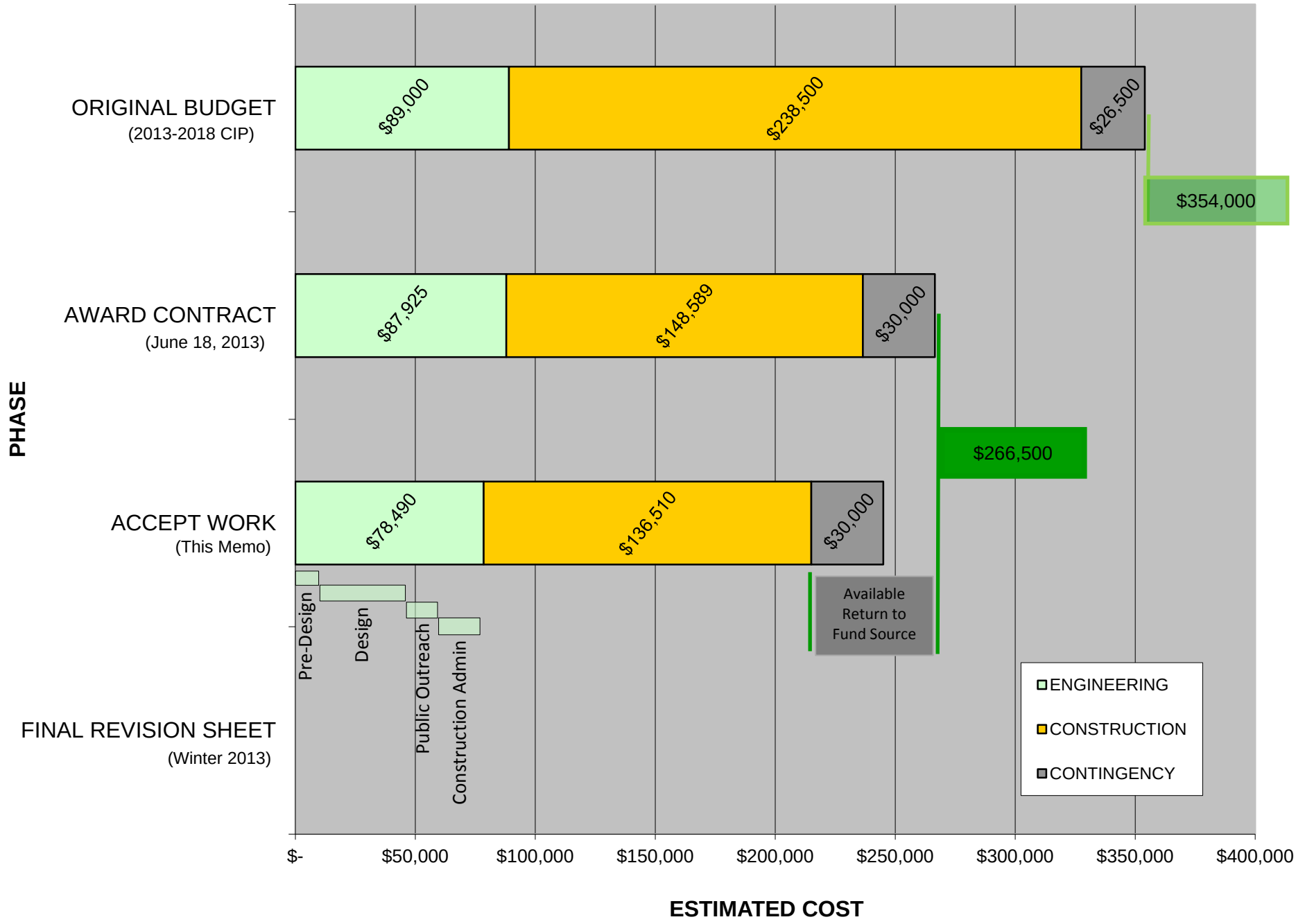
Author:
Name: 2_Attach A-Vicinity Map2012 Award V2
Date Saved: 4/29/2013 12:52:28 PM

Path: H:\Pw\CIP group\Project Files\SS\SS 0081 7th, 8th Avenues West Alley Sewer Main Replacement\Council\Award\2_Attach A-Vicinity Map2012 Award V2.mxd

7th & 8th Ave W Alley Sewermain Replacement Project (SS-0081)

Attachment B

Project Budget Report



Council Meeting: 11/06/2013
Agenda: Approval of Agreements
Item #: 8. g. (1).

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: Pam Bissonnette, Interim Public Works Director
Rob Jammerman, Development and Environmental Services Manager
Jenny Gaus, Surface Water Engineering Supervisor

Date: October 11, 2013

Subject: Additional Kirkland Funding for NPDES Phase II Municipal Stormwater Permit Appeal

RECOMMENDATION:

It is recommended that City Council approves the attached resolution authorizing the City Manager to sign the attached Amendment 1 to the interlocal agreement for legal services associated with appeal of the National Pollutant Discharge Elimination System (NPDES) Phase II Municipal Stormwater Permit, which commits the city to providing an additional $12,500 in funding.

BACKGROUND AND DISCUSSION:

On September 18, 2012, the City Council approved Resolution R-4937 authorizing the City Manager sign the interlocal agreement for legal services to join the coalition of local cities in appeal of the Phase II NPDES Municipal Stormwater Permit and authorizing expenditure of $25,000 toward associated coalition legal fees. Legal costs are higher than originally anticipated due to lack of staff availability at local cities and the complexity of the case at hand. The coalition is requesting additional funding from all members with an amount based on each city's population. As Kirkland has a population greater than 50,000, the requested amount is $12,500. This would make the total contribution from Kirkland $37,500. Even with the increased amount, participating in the coalition is signficantly less expensive to the City than an individual appeal. However, while the recommendation is to approve this amendment, staff will closely monitor the case and if additional funding requests are made, Kirkland will reevaluate its participation in the coalition.

Background on the NPDES stormwater permit and on the appeal was provided in the 2012 memo, which can be viewed here:

http://www.kirklandwa.gov/Assets/City+Council/Council+Packets/091812/8g1_ApprovalofAgreements.pdf

Funds for continued participation in the appeal would be drawn from Surface Water Reserves. A fiscal note is attached (see Attachment A).

Attachments:
A: Fiscal Note for Use of Surface Water Utility Reserves
B: Resolution
C: Amendment 1 to ILA for legal services

ATTACHMENT A

FISCAL NOTE

CITY OF KIRKLAND

Source of Request

Pam Bissonnette, Interim Public Works Director

Description of Request

Request for funding of $12,500 from Surface Water Operating fund working capital for legal services related to the National Pollutant Discharge Eliminination System (NPDES) Phase II Municipal Stormwater Permit Appeal.

Legality/City Policy Basis

Fiscal Impact

One-time use of $12,500 of Surface Water Operating fund working capital. 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 2012 End Balance	2014 Target
Reserve	Surface Water Working Capital	2,952,415	56,722	0	12,500	2,883,193	N/A
	Council is also considering a request for additional funding for Totem Lake/Juanita Basin Retrofit project ($56,722); the reserve balance assumes approval of both of these requests.						
Revenue/Exp Savings							
Other Source							

Other Information

Surface Water Operating fund working capital is available for unanticipated expenditures.

Prepared By	Neil Kruse, Senior Financial Analyst	Date	October 11, 2013

RESOLUTION R-5010

A RESOLUTION OF THE CITY COUNCIL OF THE CITY OF KIRKLAND APPROVING THE FIRST AMENDMENT TO AN INTERLOCAL AGREEMENT BETWEEN THE CITIES OF AUBURN, BAINBRIDGE ISLAND, BELLEVUE, BOTHELL, BREMERTON, BURLINGTON, CAMAS, DES MOINES, EVERETT, FERNDALE, ISSAQUAH, KELSO, KENT, KIRKLAND, LONGVIEW, LYNNWOOD, MOUNT VERNON, POULSBO, RENTON, SAMMAMISH, SEATAC, SNOQUALMIE AND SUMNER AND COWLITZ COUNTY REGARDING LEGAL SERVICES.

WHEREAS, on September 18, 2012, the City Council approved Resolution R-4937 authorizing the City Manager to sign an interlocal agreement to join other participating jurisdictions (the "Coalition") in exploring legal and other avenues available to challenge the then recently adopted Department of Ecology ("DOE") Standards; and

WHEREAS, the Phase II National Pollutant Discharge Elimination System ("NPDES") Permit is required under provisions of the Federal Clean Water Act and requires members of the Coalition to develop and maintain storm water programs; and

WHEREAS, the DOE Standards, purportedly adopted under the NPDES Permit authority, may impose costly burdens on landowners, including members of the Coalition and may also cause costly legal challenges to members of the Coalition as a result of enforcing the Standards; and

WHEREAS, the potential impact of the DOE Standards on members of the Coalition and property owners is so significant and far-reaching, members of the Coalition joined together to file an appeal with the Pollution Control Hearings Board; and

WHEREAS, the Coalition retained outside counsel to represent the Coalition in the appeal and have collectively paid for legal services; and

WHEREAS, the cost of legal services has been higher than originally anticipated and additional funding is needed from the Coalition members; and

WHEREAS, based upon population, the City of Kirkland is being asked to provide an additional $12,500 in funding for a cumulative total contribution of $37,500; and

WHEREAS, the members of the Coalition are public agencies as defined by Ch. 39.34 of the Revised Code of Washington, and may enter into interlocal agreements on the basis of mutual advantage to provide services and facilities in the manner and pursuant to forms of governmental organization that will accord best with geographic,

economic, population, and other factors influencing the needs and development of local communities.

NOW, THEREFORE, be it resolved by the City Council of the City of Kirkland as follows:

Section 1. The City Manager is authorized to execute on behalf of the City of Kirkland an amendment to the Interlocal Agreement substantially similar to that attached as Exhibit "A", which is entitled "First Amendment to the Interlocal Agreement between the Cities of Auburn, Bainbridge Island, Bellevue, Bothell, Bremerton, Burlington, Camas, Des Moines, Everett, Ferndale, Issaquah, Kelso, Kent, Kirkland, Longview, Lynnwood, Mount Vernon, Poulsbo, Renton, Sammamish, SeaTac, Snoqualmie and Sumner and Cowlitz County Regarding Legal Services."

Passed by majority vote of the Kirkland City Council in open meeting this _____ day of _____, 2013.

Signed in authentication thereof this ____ day of _____, 2013.

_____
MAYOR

Attest:

_____
City Clerk

R-5010
Exhibit A

FIRST AMENDMENT TO THE INTERLOCAL AGREEMENT BETWEEN THE CITIES OF AUBURN, BAINBRIDGE ISLAND, BELLEVUE, BOTHELL, BREMERTON, BURLINGTON, CAMAS, DES MOINES, EVERETT, FERNDALE, ISSAQUAH, KELSO, KENT, KIRKLAND, LONGVIEW, LYNNWOOD, MOUNT VERNON, POULSBO, RENTON, SAMMAMISH, SEATAC, SNOQUALMIE AND SUMNER AND COWLITZ COUNTY REGARDING LEGAL SERVICES

THE INTERLOCAL AGREEMENT ("Agreement") is entered into between the Cities of Auburn, Bainbridge Island, Bellevue, Bothell, Bremerton, Burlington, Camas, Des Moines, Everett, Ferndale, Issaquah, Kelso, Kent, Kirkland, Longview, Lynnwood, Mount Vernon, Poulsbo, Renton, Sammamish, SeaTac, Snoqualmie, Sumner and Cowlitz County is hereby amended as follows:

Paragraph 4.1 of the Interlocal is hereby amended to read as follows:

4.1 The Legal Services' fees and costs shall be shared by members of the Coalition based upon the cost-sharing formula set forth in the First Amended Exhibit "A" attached hereto and incorporated by this reference. This obligation shall continue through conclusion of the Legal Services as provided in Paragraph 2 above, unless a member of the Coalition terminates its participation in this Agreement as provided in Paragraph 5. Members of the Coalition hereby authorize said fees and costs up to $675,000. Provided, however, any increase in the cost of legal services that would require additional payments from any Coalition members in excess of the obligations set forth in the First Amended Exhibit "A" shall require amendment of this Agreement unless an individual Coalition member expressly volunteers to increase its share without the necessity of amendment of this Interlocal Agreement.

All other provisions of the Interlocal Agreement remain in full force and effect.

IN WITNESS, the parties below execute this First Amendment to the Coalition Interlocal Agreement which shall become effective as of _____, 2013.

AUBURN:	**BAINBRIDGE ISLAND:**
CITY OF AUBURN By: _____ Print Name: _____ Its:_____ Date: _____	CITY OF BAINBRIDGE ISLAND By: _____ Print Name: _____ Its:_____ Date: _____
NOTICES TO BE SENT TO: _____ _____	**NOTICES TO BE SENT TO:** _____ _____

_____ _____ (___) _____-_____ (Telephone) (___) _____-_____ (Facsimile)	_____ _____ (___) _____-_____ (Telephone) (___) _____-_____ (Facsimile)
APPROVED AS TO FORM: _____	**APPROVED AS TO FORM:** _____

BELLEVUE: CITY OF BELLEVUE By: _____ Print Name: _____ Its:_____ Date: _____	**BOTHELL:** CITY OF BOTHELL By: _____ Print Name: _____ Its:_____ Date: _____
NOTICES TO BE SENT TO: _____ _____ _____ _____ (___) _____-_____ (Telephone) (___) _____-_____ (Facsimile)	**NOTICES TO BE SENT TO:** _____ _____ _____ _____ (___) _____-_____ (Telephone) (___) _____-_____ (Facsimile)
APPROVED AS TO FORM: _____	**APPROVED AS TO FORM:** _____
BREMERTON: CITY OF BREMERTON By: _____ Print Name: _____ Its:_____ Date: _____	**BURLINGTON:** CITY OF BURLINGTON By: _____ Print Name: _____ Its:_____ Date: _____

NOTICES TO BE SENT TO: _____ _____ _____ _____ (___) _____-_____ (Telephone) (___) _____-_____ (Facsimile)	**NOTICES TO BE SENT TO:** _____ _____ _____ _____ (___) _____-_____ (Telephone) (___) _____-_____ (Facsimile)
APPROVED AS TO FORM: _____	**APPROVED AS TO FORM:** _____

CAMAS: CITY OF CAMAS By: _____ Print Name: _____ Its:_____ Date: _____	**COWLITZ COUNTY:** COWLITZ COUNTY By: _____ Print Name: _____ Its:_____ Date: _____
NOTICES TO BE SENT TO: _____ _____ _____ _____ (___) _____-_____ (Telephone) (___) _____-_____ (Facsimile)	**NOTICES TO BE SENT TO:** _____ _____ _____ _____ (___) _____-_____ (Telephone) (___) _____-_____ (Facsimile)
APPROVED AS TO FORM: _____	**APPROVED AS TO FORM:** _____
DES MOINES: CITY OF DES MOINES	**EVERETT:** CITY OF EVERETT

By: _____ Print Name: _____ Its:_____ Date: _____	By: _____ Print Name: _____ Its:_____ Date: _____
NOTICES TO BE SENT TO: _____ _____ _____ _____ (___) _____-_____ (Telephone) (___) _____-_____ (Facsimile)	**NOTICES TO BE SENT TO:** _____ _____ _____ _____ (___) _____-_____ (Telephone) (___) _____-_____ (Facsimile)
APPROVED AS TO FORM: _____	**APPROVED AS TO FORM:** _____
FERNDALE: CITY OF FERNDALE By: _____ Print Name: _____ Its:_____ Date: _____	**ISSAQUAH:** CITY OF ISSAQUAH By: _____ Print Name: _____ Its:_____ Date: _____
NOTICES TO BE SENT TO: _____ _____ _____ _____ (___) _____-_____ (Telephone) (___) _____-_____ (Facsimile)	**NOTICES TO BE SENT TO:** _____ _____ _____ _____ (___) _____-_____ (Telephone) (___) _____-_____ (Facsimile)
APPROVED AS TO FORM: _____	
KELSO:	**KENT:**

CITY OF KELSO By: _____ Print Name: _____ Its:_____ Date: _____	CITY OF KENT By: _____ Print Name: _____ Its:_____ Date: _____
NOTICES TO BE SENT TO: _____ _____ _____ _____ (___) _____-_____ (Telephone) (___) _____-_____ (Facsimile)	**NOTICES TO BE SENT TO:** _____ _____ _____ _____ (___) _____-_____ (Telephone) (___) _____-_____ (Facsimile)
APPROVED AS TO FORM: _____	**APPROVED AS TO FORM:** _____

KIRKLAND: CITY OF KIRKLAND By: _____ Print Name: _____ Its:_____ Date: _____	**LONGVIEW:** CITY OF LONGVIEW By: _____ Print Name: _____ Its:_____ Date: _____
NOTICES TO BE SENT TO: _____ _____ _____ _____ (___) _____-_____ (Telephone) (___) _____-_____ (Facsimile)	**NOTICES TO BE SENT TO:** _____ _____ _____ _____ (___) _____-_____ (Telephone) (___) _____-_____ (Facsimile)
APPROVED AS TO FORM:	**APPROVED AS TO FORM:**

_____	

LYNNWOOD: CITY OF LYNNWOOD By: _____ Print Name: _____ Its:_____ Date: _____	**MOUNT VERNON:** CITY OF MOUNT VERNON By: _____ Print Name: _____ Its:_____ Date: _____
NOTICES TO BE SENT TO: _____ _____ _____ _____ (___) _____-_____ (Telephone) (___) _____-_____ (Facsimile)	**NOTICES TO BE SENT TO:** _____ _____ _____ _____ (___) _____-_____ (Telephone) (___) _____-_____ (Facsimile)
APPROVED AS TO FORM: _____	**APPROVED AS TO FORM:** _____

POULSBO: CITY OF POULSBO By: _____ Print Name: _____ Its:_____ Date: _____	**RENTON:** CITY OF RENTON By: _____ Print Name: _____ Its:_____ Date: _____
NOTICES TO BE SENT TO: _____ _____ _____	**NOTICES TO BE SENT TO:** _____ _____ _____

_____ (___) _____-_____ (Telephone) (___) _____-_____ (Facsimile)	_____ (___) _____-_____ (Telephone) (___) _____-_____ (Facsimile)
APPROVED AS TO FORM: _____	**APPROVED AS TO FORM:** _____

SAMMAMISH: CITY OF SAMMAMISH By: _____ Print Name: _____ Its:_____ Date: _____	**SEA-TAC** CITY OF SEA-TAC By: _____ Print Name: _____ Its:_____ Date: _____
NOTICES TO BE SENT TO: _____ _____ _____ _____ (___) _____-_____ (Telephone) (___) _____-_____ (Facsimile)	**NOTICES TO BE SENT TO:** _____ _____ _____ _____ (___) _____-_____ (Telephone) (___) _____-_____ (Facsimile)
APPROVED AS TO FORM: _____	**APPROVED AS TO FORM:** _____

SNOQUALMIE: CITY OF SNOQUALMIE By: _____ Print Name: _____ Its:_____ Date: _____	**SUMNER:** CITY OF SUMNER By: _____ Print Name: _____ Its:_____ Date: _____

R-5010
Exhibit A

NOTICES TO BE SENT TO: _____ _____ _____ _____ (___) _____-_____ (Telephone) (___) _____-_____ (Facsimile)	**NOTICES TO BE SENT TO:** _____ _____ _____ _____ (___) _____-_____ (Telephone) (___) _____-_____ (Facsimile)
APPROVED AS TO FORM: _____	**APPROVED AS TO FORM:** _____

R-5010
Exhibit A

FIRST AMENDED EXHIBIT "A"
TO
INTERLOCAL AGREEMENT REGARDING LEGAL SERVICES

For purposes of pursuing an appeal of the 2013-18 NPDES permit issued by the state Department of Ecology on August 1, 2012, the following delineates the financial contributions to be made by members of the Governmental Entities Coalition.

Entities with a population of up to 10,000:	$15,000
Entities with a population between 10,001 and 30,000	$22,500
Entities with a population between 30,001 and 50,000	$30,000
Entities with a population above 50,000	$37,500

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: Pam Bissonnette, Interim Public Works Director

Date: October 25, 2013

Subject: Kingsgate Water Facilities – Annexation Agreement

RECOMMENDATION:

It is recommended that City Council:

1) Approves the resolution authorizing the City Manager to execute the Kingsgate Annexation Agreement Regarding Water Facilities located in the Kingsgate (aka Evergreen Hills) Neighborhood; and
2) Approves the ordinance amending the Kirkland Municipal Code (KMC) 15.24.020 to reflect how irrigation (sprinkler) consumption charges have been historically applied.

BACKGROUND DISCUSSION:

Kirkland annexed the Kingsgate Neighborhood along with Finn Hill and Juanita in 2011. For the most part, the Northshore Utility District (NUD) provides water and sanitary sewer service within the newly annexed areas of Kirkland. Water (only) for a portion of the eastern-most annexed properties is provided by the Woodinville Water District, and water (only) for a small portion of the eastern-most annexed properties is provided by the City of Redmond (Attachment A). Service of this area by Redmond is the result of the cities of Kirkland, Redmond, and Bellevue's 1997 assumption of the former Rose Hill Water District. Under this agreement Kirkland will provide water to the affected properties but NUD will continue to provide sewer service.

The 1997 Assumption Agreement established the division of Rose Hill assets and subsequent responsibilities for each of the three Cities. Additional terms of the Assumption Agreement identify that when unincorporated areas of King County, within the former Rose Hill Water District, are annexed by a City, the (water) customers within that area should be served by the City they are now in. Since the 2011 Annexation, Kirkland and Redmond staff have been working on terms of the transfer of the Kingsgate water facilities to Kirkland.

The Kingsgate Annexation Agreement contains terms of the transfer of the water facilities. Three parcels associated with this Agreement are neither within the City of Kirkland nor within the future growth boundary of the City of Redmond, and as such, service of these three properties is not addressed in the 1997 Assumption Agreement. However, because of the operational requirements to serve water to these parcels (JB Lawn, King County DNR's York Pump Station, and the Lake Washington Youth Soccer owned Muller Farm), Kirkland will be

providing them service at the same time the remaining parcels are transferred. Under the Agreement service will be transferred to the City of Kirkland on January 2, 2014.

Prior to the service transfer, Kirkland and Redmond staff will coordinate a special outreach mailing to the affected properties. Information regarding the impacts of the transfer (i.e. new billing responsibility, Kirkland maintenance activities, etc.) will be provided along with a comparison of rates for each customer that shows the differences in rates these new Kirkland customers can expect (Attachment B). Kirkland utility billing will process customer bills beginning in 2014.

All water systems are different which results in different costs and rate structures. For example, Kirkland serves a little more than half its city limits while Redmond serves virtually all customers in its city limits and a large service area outside the city (Novelty Hill). Redmond has two different rate structures with substantially higher rates that apply in the Novelty Hill area versus the incorporated City. An operational difference is that Redmond has five water tanks to deal with peaking needs while Kirkland has one. Redmond's rate structure also appears to have stronger conservation price signals built in to its residential and irrigation rates.

A good time to look at water rate structure issues is when the Water Comprehensive Plan is updated, which is expected to be complete in the next several months. At that time the rate structure can be evaluated in the context of the capital needs identified and policy issues related to conservation, fire flow, and other operating practices. Public Works will be submitting a water rate service package as part of the 2013 mid-biennial budget update.

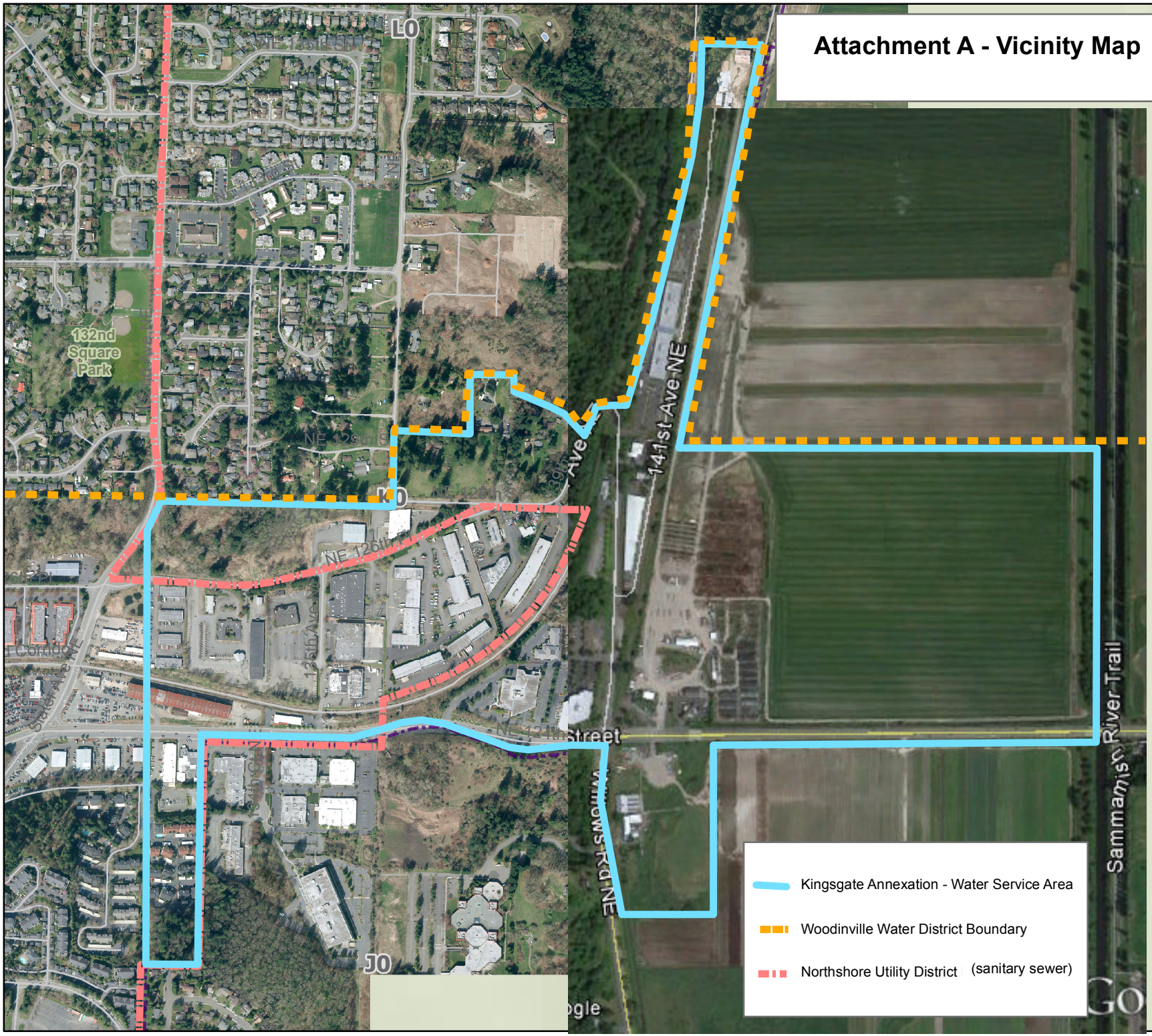
The 66 customers in the Kingsgate (water) service area include approximately 3.4 miles of pipe and appurtenances which will represent approximately two percent of Kirkland's overall service area; sanitary service will continue to be provided by Northshore. Based on the current customer base, primarily commercial and multi-family accounts, the annual revenue generated will be approximately $100,000. The anticipated maintenance cost increase is an estimated $36,000. Staff will continue to evaluate the overall impacts on existing resources. However this added system, combined with the 52 customers added with the Bridleview assumption in 2009, along with increased demands to complete utility upgrades ahead of the larger Street preservation program, means it is likely that additional resources may be necessary to continue to deliver the existing high service level. This evaluation is currently underway as a component of the Water Comprehensive Plan update.

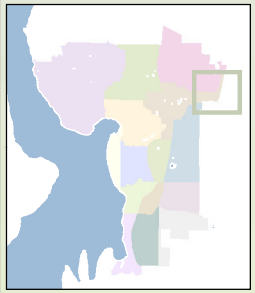
The second recommended action is to make an amendment to KMC 15.24.020 regarding irrigation meter charges. Commercial customers have the option of installing water meters to separate irrigation uses from other water uses in order to avoid sewer charges for water that does not enter the sewer system. The City Council has previously determined that a separate rate should be charged for irrigation (sprinkler) water usage. Consistent with the City's longstanding practice, the amendment in the attached ordinance clarifies that only usage charges, and not basic charges, apply to irrigation meters. Staff recommends this housekeeping clarification in the Code which removes the superseded 2012 rates.

Attachment A: Vicinity Map
Attachment B: Water Rate Comparison

Kingsgate Annexation Water Service Transfer Area

Attachment A - Vicinity Map





0 180 360 540 720 Feet

0 0.03 0.06 0.09 0.12 Miles

CITY OF KIRKLAND WASHINGTON

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Author:
Name: Kingsgate Annexation Area revised
Date Saved: 10/30/2013 7:22:24 AM

Path: G:\MISCMEMO\2013\Kingsgate Annexation Area revised.mxd

2013 Monthly Water Rate

Kirkland						Redmond					
			cost per1 unit = 100 cu.ft.= 750 gal					cost per1 unit = 100 cu.ft.= 750 gal			
		fixed charge	0-2 units	2.01-12	>12	meter size	fixed charge	0-4 units	4.01-10	10.01-20	>20
Residential		$ 17.32	$0.00	$4.16	$5.45	3/4"	$13.10	$1.60	$3.20	$4.80	$6.40
						1.0"	$16.70	$1.60	$3.20	$4.80	$6.40
						1.5"	$20.20	$1.60	$3.20	$4.80	$6.40
						2.0"	$30.00	$1.60	$3.20	$4.80	$6.40
			cost per1 unit = 100 cu.ft.= 750 gal					cost per1 unit = 100 cu.ft.= 750 gal			
Multifamily and Commercial									Winter	Summer	
									(11/1 to 5/31)	(6/1 to 10/31)	
Code#1-	5/8 x 3/4"	$ 15.46		$4.67		5/8 - 3/4"	$17.25		$2.10	$3.60	
Code#2-	1"	$ 26.59		$4.67		1"	$30.75		$2.10	$3.60	
Code#3-	1.5"	$ 42.25		$4.67		1.5"	$53.25		$2.10	$3.60	
Code#4-	2"	$ 67.77		$4.67		2"	$80.20		$2.10	$3.60	
Code#5-	3"	$ 192.49		$4.67		3"	$152.00		$2.10	$3.60	
Code#6-	4"	$ 265.88		$4.67		4"	$234.00		$2.10	$3.60	
Code#7-	5"	$ 343.78		$4.67							
Code#8-	6"	$ 455.16		$4.67		6"	$458.00		$2.10	$3.60	
Code#9-	8"	$ 677.95		$4.67		8"	$729.00		$2.10	$3.60	
Irrigation		$ -		$5.53		3/4"	$17.25		$5.80		
						1"	$30.75		$5.80		
						1.5"	$53.25		$5.80		
						2"	$80.20		$5.80		
						3"	$152.00		$5.80		
						4"	$234.00		$5.80		
Senior Rate											
50% of basic per month		$ 8.66									

RESOLUTION R-5011

A RESOLUTION OF THE CITY COUNCIL OF THE CITY OF KIRKLAND AUTHORIZING THE CITY MANAGER TO SIGN THE INTERLOCAL KINGSGATE ANNEXATION AGREEMENT REGARDING WATER FACILITIES BETWEEN THE CITIES OF KIRKLAND AND REDMOND.

WHEREAS, the City of Kirkland has annexed the Kingsgate Annexation area; and

WHEREAS, in 1997, the cities of Kirkland, Redmond, and Bellevue (the "Cities") entered into an Interlocal Operation and Maintenance Agreement by which the Cities allocated the assets, liabilities and operations of the Rose Hill Water District, a former municipal corporation in King County Washington; and

WHEREAS, Section 2 of the 1997 Agreement assigned the service areas to the Cities and provides that any unincorporated area which is subsequently annexed into a city shall remain in or be transferred to the service area of the annexing city; and

WHEREAS, Section 14 of the 1997 Agreement provides that the Cities may agree to adjust the use or ownership of the joint facilities identified in the 1997 Agreement; and

WHEREAS, the cities of Kirkland and Redmond wish to transfer the ownership of Redmond's distribution facilities within the Kingsgate Annexation Area to Kirkland; and

NOW, THEREFORE, be it resolved by the City Council of the City of Kirkland as follows:

Section 1. The City Manager is authorized to execute the Interlocal Kingsgate Annexation Agreement Regarding Water Facilities," substantially similar to the document attached as Attachment A.

Passed by majority vote of the Kirkland City Council in open meeting this _____day of _____, 2013.

Signed in authentication thereof this _____day of _____, 2013.

_____
MAYOR

Attest:

_____
City Clerk

R-5011
Attachment A

KINGSGATE ANNEXATION AGREEMENT REGARDING WATER FACILITIES

This Kingsgate Annexation Agreement Regarding Water Facilities ("Agreement") is made by and between the cities of Kirkland ("Kirkland"), and Redmond ("Redmond"), municipal corporations in King County, Washington.

RECITALS

A. The cities of Kirkland, Redmond, and Bellevue previously entered into an Assumption Agreement whereby the cities assumed the assets, liabilities and operations of the Rose Hill Water District, a former municipal corporation in King County, Washington.

B. Related to that, the cities of Kirkland, Redmond, and Bellevue previously entered into an Interlocal Operation and Maintenance Agreement dated October 9, 1997 (the "1997 Agreement") and amended in 2005.

C. Section 2 of the 1997 Agreement assigned the assumed service areas to the three cities and provided that any unincorporated area which is subsequently annexed into a city shall remain in or be transferred to the service area of the annexing City.

D. The City of Kirkland has annexed the Kingsgate Annexation area.

E. The 1997 Agreement is silent on the process and mechanism to transfer the Kingsgate Annexation service area and its associated water facilities between the cities.

F. Section 14 of the 1997 Agreement provides that the cities may agree to adjust the use and/or ownership of the joint facilities identified in the 1997 Agreement either temporarily or permanently.

G. Kirkland and Redmond wish to transfer the ownership of the water distribution facilities within the Kingsgate Annexation area and an area adjacent to the annexation area located on NE 124th Street, east of Willows Road;

NOW, THEREFORE, in consideration of the terms and conditions contained herein, the parties agree as follows:

1. Redmond agrees to transfer ownership of the water distribution facilities within the Kingsgate Annexation area consisting of approximately 24,000 feet of water mains, fire hydrants, water meters and other appurtenances. In addition, Redmond agrees to transfer ownership of the water distribution facilities to the area east of the annexation area along NE 124th Street, but physically connected to the annexation area water system. See Exhibit A.

2. Kirkland agrees that all assets transferred by Redmond to Kirkland under this Agreement are transferred "as is, where is" without warranty of any kind. Kirkland agrees that Redmond is not responsible for any defects in the assets transferred under this Agreement and that all responsibility for maintenance, repair, or correction of any defects in said assets shall be the sole responsibility of Kirkland upon transfer of the assets.

3. Kirkland agrees to continue to provide water supply to the Redmond water mains lying easterly of the joint use main in 132nd Ave NE through these transferred pipes, and all future replacements thereof, after the transfer of assets by Redmond.

4. Kirkland and Redmond agree that Kirkland's ownership of the water mains in NE 124th Street shall extend to the southern right-of-way line along NE 124th Street. It is further agreed the ownership of the water mains along the boundary line south of NE 124th Street shall be at the City Limits line with Kirkland on the west and Redmond on the east.

5. Kirkland and Redmond administrative staff shall coordinate the transfer of the assets and customers. Redmond shall do a final reading of the transferred customers' meters no later than January 2, 2014, and Kirkland shall concurrently do a beginning read of the transferred customers' meters. Redmond shall provide a bill of sale for the distribution assets that are transferred. The Facilities will be transferred to Kirkland on January 2, 2014.

6. Kirkland agrees to assist Redmond with the collection process for any transferred account that fails to pay their final bill from Redmond. Kirkland will provide water termination service that will remain in effect until Redmond has been paid the amount of the final bill.

7. Redmond agrees that any capital charges related to water distribution collected by Redmond from new development/redevelopment in this area from January 1, 2013, through December 31, 2013, shall be conveyed to Kirkland by February 1, 2014.

8. Severability. The invalidity of any clause, sentence, paragraph, subdivision, section or portion of this Agreement shall not affect the validity of the remainder of this Agreement.

9. This Agreement shall take effect upon signature by each City. Except as expressly modified by this Agreement, all terms and conditions of the 1997 Agreement and 2005 Amendment shall remain in full force and effect.

EXECUTED by the parties on the dates set forth below.

CITY OF KIRKLAND

By:_____
Its:_____
Dated:_____

APPROVED AS TO FORM:

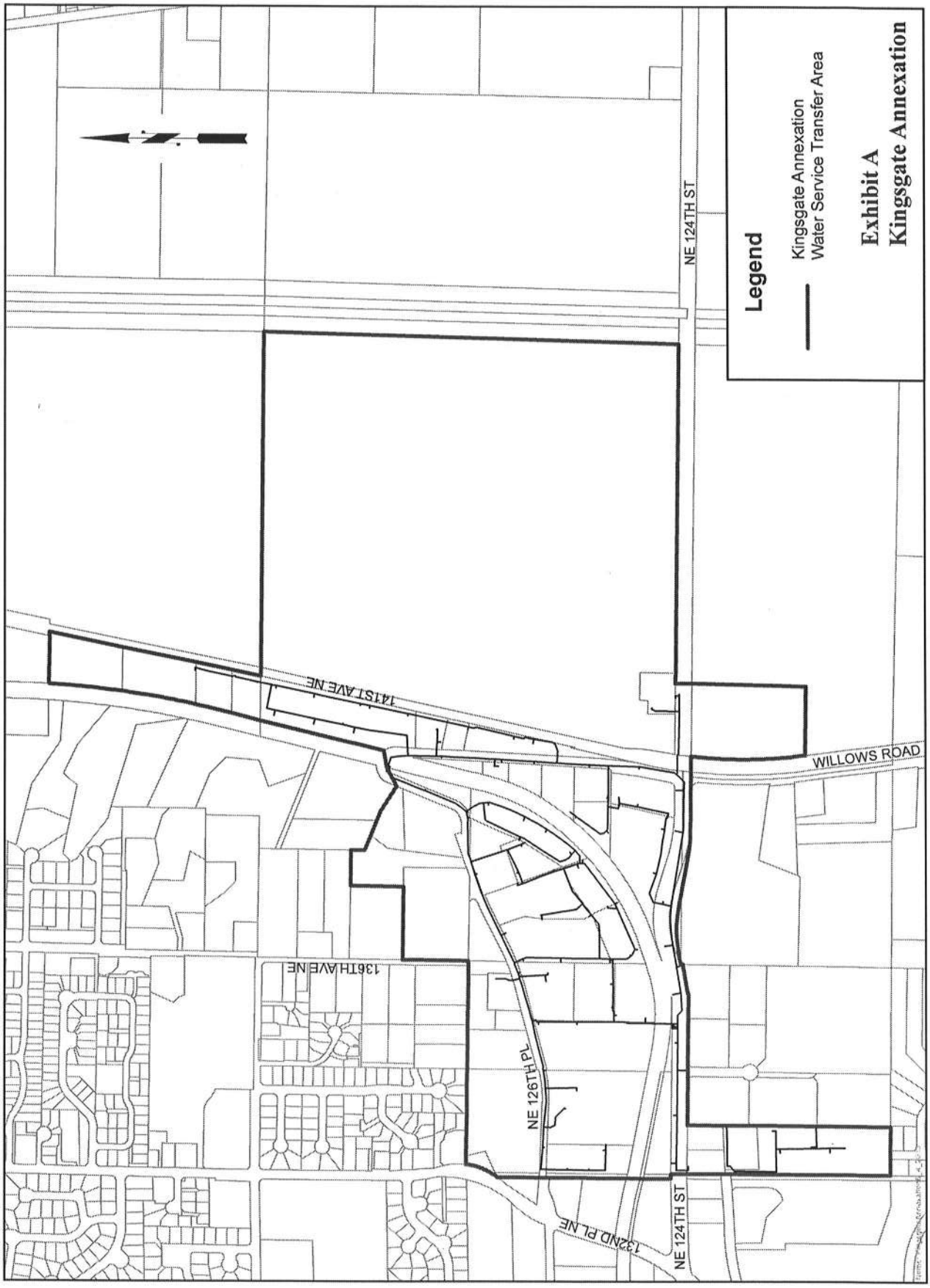
By:_____
Kirkland City Attorney Date

CITY OF REDMOND

By:_____
Its:_____
Dated:_____

APPROVED AS TO FORM:

By:_____
Redmond City Attorney Date


Legend
Kingsgate Annexation
Water Service Transfer Area
Exhibit A
Kingsgate Annexation
NE 124TH ST
141ST AVE NE
WILLOWS ROAD
136TH AVE NE
NE 126TH PL
132ND PL NE
NE 124TH ST

ORDINANCE O-4424

AN ORDINANCE OF THE CITY OF KIRKLAND AMENDING KIRKLAND MUNICIPAL CODE 15.24.020, THE MONTHLY WATER RATES TABLE, TO CLARIFY THAT BASIC CHARGES ARE NOT APPLIED TO IRRIGATION WATER USAGE.

WHEREAS, City of Kirkland commercial and multifamily residential water customers have the option of installing a water meter to separate irrigation uses from other water uses in order to avoid sewer charges for water that does not enter the sewer system; and

WHEREAS, the City Council has previously determined that a separate rate should be charged for irrigation water usage; and

WHEREAS, there is a need to clarify that basic charges are not applied to irrigation water usage;

NOW, THEREFORE, the City Council of the City of Kirkland do ordain as follows:

Section 1. Table 15.24.020 of the Kirkland Municipal Code is amended to read as follows:

15.24.020 Monthly water rates.
The monthly water charge required to be paid to the city by customers of the water system is established in Table 15.24.020.

~~Table 15.24.020 Effective 2012)~~

	~~Customer Class~~	~~Rate~~
~~a.~~	~~Single-family residential~~	
~~(1)~~	~~Basic charge (includes 200 cubic feet of water consumed)~~	~~$16.76~~
~~PLUS~~		
~~(2)~~	~~Water consumption charge – 201 cubic feet to 1,200 cubic feet~~	~~$4.02 per 100 cubic feet~~
~~PLUS~~		
~~(3)~~	~~Water consumption charge – over 1,200 cubic feet~~	~~$5.27 per 100 cubic feet~~

~~b. All other customers, including commercial and multifamily residential~~

		~~Meter Size (inches)~~	~~Rate~~
~~(1)~~	~~Basic charge per size of meter~~	~~5/8 x 3/4~~	~~$14.96~~
		~~1~~	~~$25.72~~
		~~1-1/2~~	~~$40.87~~
		~~2~~	~~$65.56~~
		~~3~~	~~$186.21~~
		~~4~~	~~$257.21~~
		~~5~~	~~$332.57~~
		~~6~~	~~$440.32~~
		~~8~~	~~$655.85~~

~~PLUS~~

~~(2)~~	~~Water consumption charge~~	~~$4.52 per 100 cubic feet of water consumed~~

~~PLUS~~

~~(3)~~	~~Sprinkler consumption charge~~	~~$5.35 per 100 cubic feet of water consumed~~

Table 15.24.020 (Effective 2013)*

	Customer Class	**Rate**
a.	Single-family residential	
(1)	Basic charge (includes 200 cubic feet of water consumed)	$17.32
	PLUS	
(2)	Water consumption charge – 201 cubic feet to 1,200 cubic feet	$4.16 per 100 cubic feet
	PLUS	

(3) Water consumption charge – over 1,200 cubic feet	$5.45 per 100 cubic feet

b. All other customers, including commercial and multifamily residential

	Meter Size (inches)	Rate
(1) Basic charge per size of meter	5/8 x 3/4	$15.46
	1	$26.59
	1-1/2	$42.25
	2	$67.77
	3	$192.49
	4	$265.88
	5	$343.78
	6	$455.16
	8	$677.95

PLUS

(2) Water consumption charge	$4.67 per 100 cubic feet of water consumed

~~PLUS~~ For customers with separate irrigation meters

(3) Sprinkler consumption charge	$5.53 per 100 cubic feet of water consumed

* Code reviser's note: Section 2 of Ordinance 4373 provides, "The monthly service and consumption rates for water customers established in this ordinance shall go into effect and become the rates to be charged as of December 1, 2012, provided, however, that the monthly rates for water customers billed on the City of Kirkland billing cycles number 2, number 4, and number 5 shall go into effect January 1, 2013."

Table 15.24.020 (Effective 2014)*

Customer Class	Rate
a. Single-family residential	
(1) Basic charge (includes 200 cubic feet of water consumed)	$18.16

PLUS

(2) Water consumption charge – 201 cubic feet to 1,200 cubic feet	$4.36 per 100 cubic feet

PLUS

(3) Water consumption charge – over 1,200 cubic feet	$5.72 per 100 cubic feet

b. All other customers, including commercial and multifamily residential

	Meter Size (inches)	Rate
(1) Basic charge per size of meter	5/8 x 3/4	$16.21
	1	$27.88
	1-1/2	$44.31
	2	$71.07
	3	$201.86
	4	$278.83
	5	$360.52
	6	$477.33
	8	$710.97

PLUS

(2) Water consumption charge	$4.90 per 100 cubic feet of water consumed

~~PLUS~~ For customers with separate irrigation meters

(3) Sprinkler consumption charge	$5.80 per 100 cubic feet of water consumed

* Code reviser's note: Section 2 of Ordinance 4373 provides, "The monthly service and consumption rates for water customers established in this ordinance shall go into effect and become the rates to be charged as of December 1, 2013, provided, however, that the monthly rates for water customers billed on the City of Kirkland billing cycles number 2, number 4, and number 5 shall go into effect January 1, 2014."

Section 2. This ordinance shall be in force and effect five days from and 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 _____, 2013.

Signed in authentication thereof this _____ day of _____, 2013.

_____
MAYOR

Attest:

_____
City Clerk

Approved as to Form:

_____
City Attorney

PUBLICATION SUMMARY
OF ORDINANCE O-4424

AN ORDINANCE OF THE CITY OF KIRKLAND AMENDING KIRKLAND MUNICIPAL CODE 15.24.020, THE MONTHLY WATER RATES TABLE, TO CLARIFY THAT BASIC CHARGES ARE NOT APPLIED TO IRRIGATION WATER USAGE.

SECTION 1. Amends the Table in Kirkland Municipal Code Section 15.24.020 clarifying that the the basic charges are not applied to irrigation water usage.

SECTION 2. 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 five days 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 _____, 2013.

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

_____
City Clerk

CITY OF KIRKLAND
123 Fifth Avenue, Kirkland, WA 98033 425.587.3000
www.kirklandwa.gov

MEMORANDUM

To: Kurt Triplett, City Manager

From: J Kevin Nalder, Director, Fire and Building Department
Joseph Sanford, Deputy Fire Chief
Mike Dettmer, Battalion Chief

Date: October 24, 2013

Subject: Interlocal Agreement - East Metro Training Group

RECOMMENDATION:

City Council authorizes the City Manager to execute the attached Interlocal Agreement (ILA) to become a formal member of a regional training consortium identified as "East Metro Training Group" (EMTG).

BACKGROUND DISCUSSION:

The Kirkland Fire Department Training and Safety Division is currently responsible for all of the local, state, and federal training and safety mandates. These responsibilities include all Emergency Medical Service (EMS) training required to maintain Emergency Medical Technician (EMT) licensing for all firefighters, specialized rescue training, live fire training, near shore water rescue training, and all other training commensurate to the duties of a firefighter. State laws require detailed recordkeeping of all required training.

The Safety Division aspect of the fire department includes mandates to create and maintain safety training, policies, annual inoculations, tuberculosis screening, SCBA respiratory testing and hearing testing for all firefighters, Labor and Industry required health and safety meetings and training. These required functions require detailed and secure record keeping.

Currently, the City of Kirkland Fire Department does not own a training facility that would accommodate compliance with the required annual training. The East Metro Training Group (EMTG) has two such training facilities. One is located in the City of Kenmore and the other is located in the City of Bellevue. Prior to forming an informal training and best practices partnership in June 2010 with Bellevue and Redmond Fire Departments, the Kirkland Fire Department would travel to the Washington State Fire Training Facility in North Bend, Washington for training requiring a live fire training

tower and other training props in order to achieve department training needs. Additionally, newly hired firefighters were sent either to the North Bend facility or Bates Technical College training academy located in Tacoma, Washington for a ten-week recruit academy and then return for three weeks with the Kirkland Fire training division to learn operational protocols specific to the Kirkland Fire Department. Since June 2010, the department has participated in two joint recruit academies utilizing the Bellevue and Northshore training facilities and partner agency instructors. Internal joint recruit academies allow the firefighters that are hired by the member departments to be trained using the same equipment, practices, and high standards of the departments they will serve. The joint recruit academy is reduced from thirteen weeks in duration to twelve weeks with more training topics covered and hours of actual training received during the academy. A third joint recruit academy will commence in January 2014.

Mercer Island Fire joined the informal training partnership in September 2010 and Northshore Fire District joined in December 2011. The proposed ILA would formalize and unite the training and safety divisions of five fire departments; Kirkland, Redmond, Bellevue, Northshore and Mercer Island as the East Metro Training Group. This cooperative agreement would provide for shared responsibilities and prevent each agency from having to duplicate operational training and safety functions, personnel and facilities.

BENEFITS

Because Kirkland Fire, Redmond Fire and Bellevue Fire Departments respond cross-jurisdictionally on a daily basis and work collectively to mitigate emergency incidents of all types, it makes sense that coordination of training for incident response be cooperative. Structure fire responses require 22 to 26 firefighters to respond. Mass Casualty Incidents require an even greater number of first responders where coordination of operational processes is essential. These requirements exceed the minimum daily staffing level of the Kirkland Fire Department and a majority of Bellevue and Redmond Fire Departments daily minimum staffing.

Previously, training for large scale incidents required moving resources to a central location and out of their response areas. This had a severe impact on response times. With cooperative, joint training, each jurisdiction is required to contribute only a small portion of it's staffing to make large scale training exercises possible. This keeps the majority of resources in their assigned areas and gets responders the required training.

In addition, each jurisdiction is required to train to common and recognized competencies. Each agency is dispatched and responds via a centralized communications center (NORCOM). Each department has limited resources with which to commit to training. Each department also has specialized equipment and facilities allowing for training, accessibility and usage by all without additional costs.

Participation in EMTG joint training has allowed:

1. "Best Practices" to be established for many of the common fire incidents that each jurisdiction responds to.
2. Sharing of equipment for training purposes and on emergency responses.
3. Specialization of Training Officers which increases expertise in critical areas
4. Sharing of training facilities
5. Reduction of travel time to and from training facilities.
6. Increased service to the community and increased firefighter safety through standardized training and coordination of response to emergencies.

ELEMENTS OF THE INTERLOCAL AGREEMENT:

Key points in the Interlocal Agreement consist of the establishment of a Governing Board and an Administering Agency, as well as a fire personnel "per capita" budget allocation. The Governing Board is made up of the Fire Chief or designee from each agency. Each member agency has one vote.

The Administering Agency is established to carry out administrative functions and act as the fiscal agent pertaining to EMTG activities. The City of Bellevue will be the Administering Agency for the initial three years. This position will rotate thereafter.

The Budget is determined by the Board on an annual basis. Costs are determined on a per capita basis. Contributions for 2014 are figured as follows:

2014 Budget Proposal

$19,000	MCO Training Supplies: Disposable items, porta-cans, liquid smoke, extrication vehicles, propane, etc.
$9,000	Rescue/Specialist (Structural Collapse, Confined Space, Rope Rescue): plywood, cement, dumpster, etc.
$7,000	Professional Services: speakers, outside trainers, Train-the-Trainer classes
$13,300	Training Facility Equipment Fund: smoke machine, mannequins, broken equipment.
$48,300	**Total**

2014 Capital Budget*

$1,165	Training Facilities: electricity, sewer, maintenance

Bellevue	210 personnel
Kirkland	100 personnel
Mercer Island	28 personnel
Redmond	105 personnel
Northshore	40 personnel

2014 EMTG Shared Budget - $48,300 divided by 483 = $100 per capita

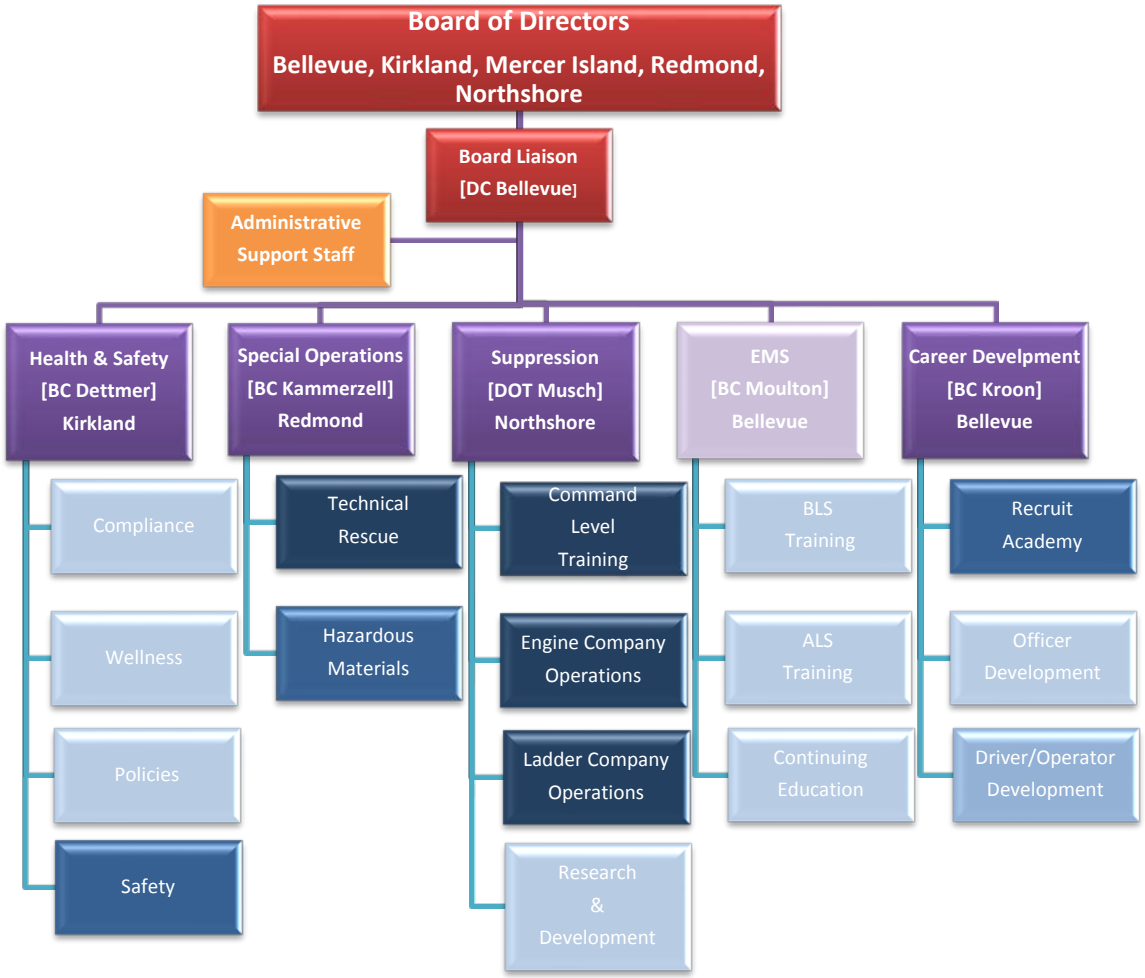
2014 Capital Budget - $1,165 divided by 233 = $5 per person
*[$5 per capita for non-Training Facility partners (Kirkland, Redmond, Mercer Island)]

Kirkland's portion of the 2014 budget is $10,500. This money has been budgeted and is currently in the adopted 2014 budget. The money would be utilized for training regardless of participation in EMTG and is NOT an increase in the training budget.

Each agency is responsible for the maintenance, repair and replacement if its own equipment and each agency retains ownership of its equipment.

Termination of Membership in EMTG is granted with 120 days notice and all assets are returned to the original owner upon termination.

The following organizational chart assigns responsibilities to each department. The light shaded positions are those that currently do not have personnel identified for the operations that are listed in those boxes.



The EMTG was reviewed by the Public Safety Committee which recommends adoption. The Redmond City Council approved the ILA on October 15, 2013. The Bellevue City Council has placed the ILA on the November 2013 calendar. The Mercer Island City Council has placed the ILA on the January 2014 calendar.

RESOLUTION R-5012

A RESOLUTION OF THE CITY COUNCIL OF THE CITY OF KIRKLAND AUTHORIZING THE CITY MANAGER TO SIGN THE INTERLOCAL COOPERATIVE AGREEMENT TO CONSOLIDATE AND COORDINATE TRAINING AND SHARE RESOURCES FOR THE EAST METRO TRAINING GROUP.

WHEREAS, the firefighters for the cities of Kirkland, Bellevue, Mercer Island, Redmond and King County Fire Protection District 16 must receive training as required in WAC 296-305-05502; and

WHEREAS, these firefighters respond cross-jurisdictionally through mutual aid agreements and collectively work together to mitigate emergencies of all types, including but not limited to, structural fires, high rise fires, vehicle fires, technical rescues, vehicle collisions, wildland fires, water rescue, and multi-casualty incidents; and

WHEREAS, coordination and consolidation of this required training would facilitate more coordinated responses for these emergency incidents and better service to the public; and

WHEREAS, Kirkland, Bellevue, Mercer Island, Redmond and King County Fire Protection District 16 have diversified training equipment and facilities which, if shared, would allow for efficiencies and economies of scale for training costs; and

WHEREAS, the City Council believes the sharing of training costs and equipment will facilitate cross jurisdictional emergency responses in a cost effective manner and may be most efficiently achieved by entering into the attached Interlocal Cooperative Agreement;

NOW, THEREFORE, be it resolved by the City Council of the City of Kirkland as follows:

Section 1. The City Manager is authorized to execute the "Interlocal Cooperative Agreement to Consolidate and Coordinate Training and Share Resources for the East Metro Training Group," substantially similar to the document attached as Exhibit A.

Passed by majority vote of the Kirkland City Council in open meeting this _____day of _____, 2013.

Signed in authentication thereof this _____day of _____, 2013.

_____
MAYOR

Attest:

_____
City Clerk

INTERLOCAL COOPERATIVE AGREEMENT TO CONSOLIDATE AND COORDINATE TRAINING AND SHARE RESOURCES FOR THE EAST METRO TRAINING GROUP

THIS AGREEMENT is entered into by and between the City of Bellevue, City of Kirkland, City of Mercer Island, City of Redmond, and King County Fire Protection District 16 (also known as the Northshore Fire Department), and such other agencies subsequently approved by the East Metro Training Group Board pursuant to Section 5 below (the "parties" or "members").

RECITALS

Whereas, each party's firefighters are required to train for competency as required in WAC 296-305-05502, which training, education, and ongoing development must be provided for all firefighters commensurate with those duties and functions that firefighters are expected to perform; and

Whereas, the parties respond cross-jurisdictionally on a daily basis through mutual aid agreements and collectively work together to mitigate emergencies of all types, including but not limited to Structural Fires, High Rise Fires, Vehicle Fires, Technical Rescues, Vehicle Accidents, Wild-land Fires, Water Rescue, and Multi-casualty Incidents; and

Whereas, during large scale multi-casualty incidents (MCI's), coordination of operational processes and treatment plans is recommended for optimal treatment of those involved; and

Whereas, varied staffing levels are on duty at any time for each party, and with limited resources, a collective approach is needed to achieve consistent and safe operations for all firefighters working at emergency incidents; and

Whereas, prior to the coordination of training divisions, the parties had individual training and operational plans, causing uncoordinated efforts to mitigate emergencies; and

Whereas, each party's firefighters are dispatched by a centralized communications center (NORCOM) that operates on the same radio communications network, and joint training has allowed for refinement of the communications model; and

Whereas, joint training has allowed for the development of standardized "Best Practices" for all fire services provided by each party, thereby increasing the operating safety of all employees during emergency incidents; and

Whereas, each party has diversified training equipment and facilities, and if shared, allows accessibility and usage to all;

NOW, THEREFORE, THE PARTIES AGREE AS FOLLOWS:

1. AUTHORITY

This Agreement is entered into pursuant to the Interlocal Cooperation Act, as codified in Chapter 39.34 RCW.

2. PURPOSE AND OBJECTIVES

This Agreement, dated for reference purposes as the _____day of _____2013, is entered into by and between the undersigned municipal corporations and public agencies to formalize the East Metro Training Group ("EMTG") to improve service delivery, coordinate and consolidate training opportunities, and to share resources. No separate legal entity is created by this Agreement. This Agreement is subject to any Mutual Aid Agreements otherwise entered into by any of the parties to this Agreement. The EMTG's specific goals and objectives are as follows:

A. Consolidate and coordinate fire training opportunities among member agencies;

B. Share personnel and resources to achieve economies of scale, and to reduce and eliminate redundancies;

C. Develop compliant and standardized training programs for member agencies;

D. Combine recruit fire academies;

E. Safety;

F. Enhanced delivery of mutual aid.

3. TERM

This Agreement shall be effective on _____day of _____, 2013 for one (1) year, regardless of the date of execution, and shall be automatically renewed on the _____ day of _____ each successive year for an additional one (1) year period. Any party may terminate its participation in this Agreement as provided in Section 11. The withdrawal of any party shall not, however, automatically result in the dissolution of the EMTG, but rather the withdrawing party shall, after the effective date of withdrawal, no longer be considered a party under this Agreement.

4. INDEPENDENT CONTRACTOR/EMPLOYEE RESPONSIBILITY

The parties acknowledge and agree that in the performance of this Agreement, those parties participating in activities under this Agreement are acting as independent contractors and not as agents of each other. Any and all employees of any party acting in the EMTG shall be considered an employee only of the party that regularly employs such person. Each party shall be solely and exclusively responsible for the

compensation and benefits for their employee(s) acting in the EMTG. All rights, duties, and obligations of the employer and the employee shall remain with the party for which the employee works. Each party shall be responsible for ensuring compliance with all applicable laws with regard to its employees and with provisions of any applicable collective bargaining agreements and civil service rules and regulations.

5. GOVERNANCE

A. EMTG Board Composition. EMTG shall be governed by the EMTG Board of Directors ("Board") consisting of the Fire Chief, or his/her designee, from each participating agency. Each member of the Board shall have an equal vote and voice on all Board decisions. All Board decisions shall be made by a majority vote of the Board members, or their designees, appearing at the meeting in which the decision is made. A quorum of the members must be present at any such meeting. A simple majority of the parties to this Agreement shall constitute a quorum for purposes of doing business on any issue.

B. EMTG Board Meetings. The EMTG Board shall meet as often as it deems necessary and not less than once per calendar year. Not less than fourteen (14) days advance notice of regular meetings shall be given. Special meetings may be called by any Board Member upon giving all other Board Members not less than ten (10) days prior notice. In an emergency, the EMTG Board may dispense with notice requirements for special meetings, but must, in good faith, use best efforts to provide fair and reasonable notice to all Board Members. Board Members (or alternates) may participate by telephone conference or equivalent means.

C. EMTG Board Authority. The EMTG Board shall have the authority to:

a. Make policy and procedure determinations necessary to guide and direct the administration of this Agreement;

b. Establish and maintain a budget and to make assessments as provided in this Agreement, or necessary expenditures;

c. Establish one or more special funds with the Administering Agency for EMTG as authorized by RCW 39.34.030, to be known as the "Operating Fund of the EMTG Joint Board", which may be established in various accounts and subaccounts;

d. Appoint a Chief of Training and a Group Manager for EMTG and establish minimum staffing levels for the EMTG and from each member;

e. Add members to EMTG where the addition of the public agency is in the best interest of EMTG, and the newly added member will positively affect EMTG's ability to achieve its objectives.

6. ADMINISTERING AGENCY

The EMTG shall have an Administering Agency to carry out administrative functions as approved by the Board and to act as the Fiscal Agent for EMTG. As Fiscal Agent, the Administering Agency will have all powers and authority necessary or appropriate to deposit, manage and expend monies from any funds authorized by this Agreement, any of which actions must be approved by the Board. The City of Bellevue agrees to serve as the Administering Agency for an initial term of no more than three (3) years from the effective date of this Agreement. At the end of this period, the position of Administering Agency will rotate to another Member for a three-year term and then another, and so on. If no Member volunteers to serve as the Administering Agency, the EMTG Board will appoint one.

7. FINANCING/BUDGET

The annual operating and capital budget will be prepared by the Board each year. The budget will show estimated costs of time and materials for overall EMTG operations and individual programs. The annual operating budget of the EMTG will be based on a division among the parties using a simple per capita formula as outlined below:

A. Contributions: Per Capita Formula

1. Example: Member A has 100 personnel, Member B has 80 personnel, and Member C has 70 personnel. The total annual EMTG Budget is $30,000.

Based on the information in the above example, member contributions would be calculated as follows:

Per Capita Contribution: $30,000 divided by 250 personnel = $120 per employee

Member A Contribution: 100 Personnel x $120 = $12,000
Member B Contribution: 80 personnel x $120 = $9,600
Member C Contribution: 70 personnel x $120 = $8,400

2. The Budget will not include the cost of personnel assigned by each member to the EMTG. However, use and appointment of member personnel shall be rotated in such a manner that over time each member will bear similarly proportionate personnel costs. The Budget will reflect the cost of shared expenses consistent with EMTG's purpose and objectives such as: regional training and education programs, office supplies, phone and T-1 lines, postage, instructional media, curriculum, reference materials, and outside instructors for delivery of training programs.

3. Start-up costs will be borne by all parties in their proportionate share as determined in A above.

4. The annual capital budget will establish reserves for and provide for the costs associated with maintenance and routine repairs of the unique training facilities (currently provided by Bellevue and Northshore). A per capita formula will be used to establish the annual assessment to each party. The annual assessment for parties providing unique fire training facilities (i.e. live fire, large area search, laddering, standpipe, etc.) will be taken into consideration by the Board.

B. Notification:

1. The EMTG will notify each member of its contribution to the budget by August 15 of each year. Contributions will be submitted to the EMTG by February 15 of the following year.

8. PROPERTY CONTRIBUTIONS, MAINTENANCE AND REPAIRS

A. Contributions Per Capita. Because of the cooperative nature of EMTG, each member is expected to provide property or physical resources to EMTG over time in a percentage reflected in the per capita formula set forth above.

B. Equipment. Each member shall be responsible for the maintenance, repair or replacement of any and all equipment that it owns and that is used during training exercises or otherwise by the EMTG in compliance with that member's policies and best practices. The party that owns the equipment used in training exercises shall retain ownership and shall maintain it in a safe and reliable condition at its own expense. Each member will promptly notify the EMTG Board of any damage that occurs to equipment used during training activities or in EMTG activities or of any concerns that equipment or facilities may not be working properly. A red tag indicating "unsafe – do not use" shall be attached to the equipment or prop and it shall immediately be taken out of use.

C. Other property. A member that uses property and/or physical resources that have been contributed for use by the EMTG shall keep all maintenance and repair records associated with the property/physical resource and make copies of them available to EMTG upon request.

D. Props. All props must be properly maintained and stored by the member, and all live-fire props shall be covered under the property insurance policy of the owning party. Use of any live-fire prop(s) will require the user to designate an operator(s) to meet and comply with the manufacturers' requirements for safe operation of said prop(s) and to pass the training program provided by the owning agency for use of said prop(s).

E. Training Facilities. Each member agrees to take all due care to avoid damage to the Bellevue and Northshore training facilities. The EMTG shall notify Bellevue or Northshore immediately of any damage to their respective facilities. The

EMTG shall be liable for all costs associated with the repair, replacement, and restoration of the training facilities or for any and all damage that may occur as a result of this agreement, except for normal wear and tear, on a pro rata basis, except in the event of a party's negligence, in which event the provisions of Section 9 below shall govern.

F. Vehicles. For purposes of this Agreement, each member authorizes only its own employees to drive its respective vehicles and agrees that any claims or lawsuits that arise due to the use of a vehicle in any activity related to this Agreement shall be the responsibility of the member whose employee is using the vehicle.

9. INDEMNIFICATION AND HOLD HARMLESS

Each party to this Agreement agrees to indemnify and hold harmless the other participating parties and their elected officials, officers, and employees from any loss, claims, judgment, settlement or liability, including costs and attorney fees ("Damages"), arising out of and to the extent caused by the negligent acts or omissions of the indemnifying party arising out of the EMTG activities under this Agreement. For this purpose, each indemnifying party, by mutual negotiation, hereby waives, as respects all other non-indemnifying parties only, any immunity that would otherwise be available against such claims under the industrial insurance provisions of Title 51 RCW. In the event a non-indemnifying member incurs any judgment, award, and/or cost arising therefrom, including attorney fees, to enforce the provisions of this Section, all such fees, expenses and costs shall be recoverable from the indemnifying party.

Each party further agrees to defend, indemnify, and hold harmless the Administering Agency/Fiscal Agent from any Damages arising out of Administering Agency/Fiscal Agent's acts or omissions undertaken in its capacity as Administering Agency/Fiscal Agent in any claim or action arising out of the activities under this Agreement brought by a member's official, officer, employee or other person(s) under the supervision or control of that member.

10. NOTICE OF CLAIMS AND LAWSUITS

In the event that a lawsuit is brought or a claim is filed against a party or its employees for actions arising out of their conduct in support of EMTG operations, the party shall promptly notify the other parties that the claim or lawsuit has been initiated.

11. TERMINATION OF MEMBERSHIP IN EMTG

A party may permanently withdraw its participation in the EMTG by providing written notice of its withdrawal and serving such notice upon each Board member of the remaining parties. A notice of withdrawal shall be provided with at least 120 days advance notice in writing to the EMTG Board. A withdrawing party relinquishes all rights to any funds provided to the EMTG pursuant to section 7 except for funds provided to establish reserves, which will be reimbursed within 30 days to the withdrawing city in the pro-rata amount to which it would be entitled on the date notice

of withdrawal is given. Any equipment loaned to the EMTG will be returned to that member. A decision to withdraw does not relieve the withdrawing member of its liability or financial responsibilities incurred prior to the effective date of the termination. The withdrawal of any member shall not automatically result in dissolving the EMTG. The withdrawing member shall waive any right to any funds contributed for the operations of the EMTG or to share in the proceeds at the time of EMTG's dissolution.

12. TERMINATION OF EMTG

This Agreement may be terminated and the EMTG dissolved by approval of a two-thirds (2/3) vote of the Board at any time. Any vote for termination of the Agreement shall require participation from all members unless that Board member refuses to participate in the meeting being held to consider termination.

13. DISTRIBUTION OF ASSETS UPON TERMINATION

Upon termination of this Agreement, the EMTG shall be deemed dissolved and:

a. All funds remaining in the EMTG Funds, Accounts or Accounts held in favor of the EMTG will be disbursed equitably as determined by the Board, which should be proportional to the contributions made absent circumstances justifying a different formula.

b. All property loaned to the EMTG without charge or credit shall revert to the loaning party.

c. Any property not claimed shall be declared surplus by the Board and disposed of pursuant to state law for the disposition of surplus property. The proceeds from the sale or disposition of any property and equipment purchased with EMTG funds, after payment of any and all costs of sale or debts of the EMTG, shall be equally distributed to the remaining members of EMTG at the time of dissolution, which should be proportional to the contributions made absent circumstances justifying a different formula.

14. COMPLIANCE WITH LAW

The EMTG and all its members shall comply with all Federal, State, and local laws.

15. VENUE

The venue for any action related to this Agreement shall be in the Superior Court in and for King County, Washington, at Seattle.

16. FILING

Upon execution hereof, the Administering Agency shall provide to each member a copy of this Agreement to be filed with the appropriate office of each member (i.e., the City Clerks of the respective participating municipalities), and each member shall further file or post the Agreement on its respective website as required by law.

17. COUNTERPARTS

This Agreement may be signed in counterparts and, if so signed, shall be deemed one integrated agreement.

18. MODIFICATION

The parties may amend, modify or supplement this Agreement only by written agreement executed by all the parties hereto.

19. NO THIRD PARTY BENEFICIARIES

There are no third party beneficiaries to this Agreement, and this Agreement shall not impart any rights enforceable by any person or entity that is not a party hereto.

20. SEVERABILITY

The invalidity of any clause, sentence, paragraph, subdivision, section or portion of this Agreement shall not affect the validity of the remainder of the Agreement.

21. AUTHORITY TO ENTER INTO AGREEMENT

This Agreement shall be executed on behalf of each participating member by its duly authorized representative and pursuant to an appropriate resolution, ordinance, or authorizing practice of each participating agency.

By signing below, the signor certifies that he or she has the authority to sign this Agreement on behalf of the party, and the party agrees to the terms of this Agreement.

City of Bellevue

City Manager	Date

Approved as to form:

City Attorney	Date

City of Kirkland

City Manager	Date

Approved as to form:

City Attorney	Date

City of Mercer Island

City Manager	Date

Approved as to form:

City Attorney	Date

City of Redmond

Mayor	Date

Approved as to form:

City Attorney	Date

Northshore Fire Department

Fire Chief	Date

Approved as to form:

Attorney	Date

Council Meeting: 11/06/2013
Agenda: Other Business
Item #: 8. h. (1).

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: Pam Bissonnette, Interim Public Works Director
Jenny Gaus, Surface Water Engineering Supervisor

Date: October 22, 2013

Subject: Additional funding for Totem Lake/Juanita Basin Stormwater Retrofit Conceptual Design Project

RECOMMENDATION:
It is recommended that the City Council approves use of $56,722 in Surface Water Utility reserves for addition of four tasks to the Totem Lake/Juanita Basin Stormwater Retrofit Conceptual Design Project consistent with the Totem Lake Action Plan that prioritizes economic development and flood reduction investments in Totem Lake. The tasks include:

1) Examine use of an alternative flow control standard for Totem Lake;
2) Evaluate impacts of that proposed standard and proposed stormwater retrofit facilities on flood levels of Totem Lake;
3) Produce a Quality Assurance Project Plan (QAPP);
4) Fund a contingency item for additional soil exploration.

BACKGROUND AND DISCUSSION:
The City Council approved the grant agreement for the Totem Lake/Juanita Basin Stormwater Retrofit Conceptual Design Project on June 18th, 2013 (see June 18th Council Memo). The purpose of this project is to develop conceptual designs and cost estimates for 3 stormwater retrofit facilities. The overall project cost in the grant agreement is $270,960, with Ecology providing $247,100 toward that total. Engineering consulting fees were estimated at $220,000 in the grant application. Staff proposes to add four tasks to the project at a cost of $56,722.

The following two tasks are described in greater detail below: investigation and implementation of an alternative flow control standard, and modeling of the impacts of proposed stormwater retrofit facilities on the flood level of Totem Lake. Staff believes that these tasks will result in benefits for redevelopment and for the environment of the lake. Details of each of these tasks are provided below. The cost of these tasks is $29,357.

Two other tasks, development of a QAPP, and a contingency fund for soil exploration were not in the original consulting services estimate, but are necessary for successful completion of the grant and the project. When developing the project, staff assumed that a QAPP would not be required for the project. The Department of Ecology (granting agency) has since determined that a QAPP is required. This task is most readily done by the engineering consultant, and the cost is estimated at $7,365. In addition, it is recommended that the project budget include contingency funds of $20,000 for doing soil exploration borings at proposed project locations. Although efforts will be made to use existing soils information and thus not to use these funds, it may be necessary in certain instances to collect soils information to insure that the proposed facility will function as designed. The total of these two tasks is $27,365.

Alternative Flow Control Standard

Initially, it was assumed that all areas of the Totem Lake Watershed would need to meet stringent standards for flow control and water quality treatment as noted in *The 2012 Stormwater Management Manual for Western Washington – the "Ecology Manual"*. Large facilities would be needed to hold water and release it slowly. Staff were planning to look for ways to provide these facilities regionally, thus somewhat reducing costs for redevelopment as compared to providing facilities for each individual site. But the overall size would be set by the need to have very low release rates. This concept is similar to a bathtub - the smaller the drain hole (the release rate), the larger the bathtub needs to be to prevent it from overflowing for a given amount of water pouring into it.

Northwest Hydraulic Consultants (NHC), the consultant chosen through a Request for Proposals process and interview, suggested that it may be possible to use an alternate and less stringent standard for areas that drain directly to Totem Lake. This is because standards in the Ecology Manual are intended to protect stream channels from erosion and scouring during smaller (< 2-year) storm events. Because Totem Lake provides a certain degree of natural control of flows, it may be possible to use the water-level fluctuation needs of the lake and surrounding wetlands, rather than a theoretical stream channel, as the basis for flow control standards. This may result in higher allowable release rates for smaller storms, resulting in smaller facilities that still protect the ecology of the lake. If successful, this would be a win for both redevelopment efforts and the environment. NHC has experience with working with Ecology to review and approve this type of alternate standard for the City of Issaquah, and feels confident that they could do the same thing with Totem Lake.

Investigation of an alternative flow control standard was not included as part of the original grant project. It is estimated that this additional work will add $16,300 to the consulting work cost.

Flood Impacts of Proposed Facilities

Flood control is a top priority in the Totem Lake basin. Capital projects over the last 2 years, coupled with a project next year to the west of I-405, will significantly reduce flooding. In designing stormwater retrofit projects, we want to ensure that these facilities help to further reduce flooding. The stormwater retrofit grant project however specifically prohibited use of funds for investigation or resolution of flooding problems. Although it was not included in the scope of work for the grant, staff suggests that additional engineering work to determine the flood impacts of the proposed projects would be good insurance as we move forward. NHC estimates that this work would cost approximately $7,500, although it is somewhat difficult to entirely separate this task from the overall modeling effort for the project.

Funding

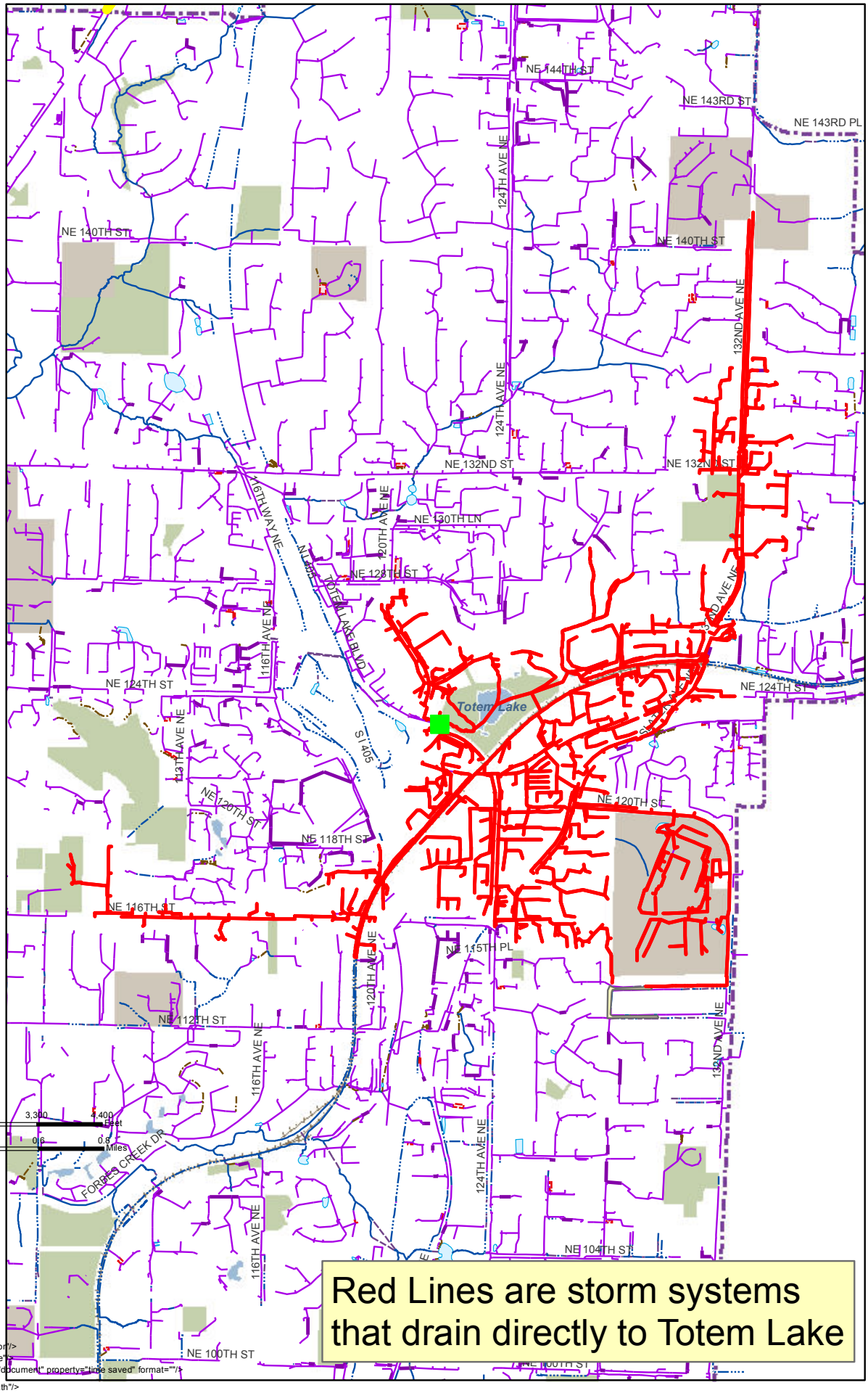
Funds for this $56,722 addition to the Totem Lake/Juanita Basin Stormwater Retrofit Conceptual Design Project would be drawn from Surface Water Utility Operating Reserves. The attached fiscal note (Attachment B) notes that reserves are available for use. Although this is a significant expenditure, the hope is that it will result in future gains in terms of facilitating redevelopment of Totem Lake and in protecting the lake and surrounding wetlands.

Attachments:
A: Map of storm lines draining directly to Totem Lake
B: Fiscal Note for Use of Surface Water Utility Reserves

Cc: Rob Jammerman, Development and Environmental Services Manager

Attachment A

Totem Lake Drainage



Red Lines are storm systems that drain directly to Totem Lake

Legend

Surface Water Mains

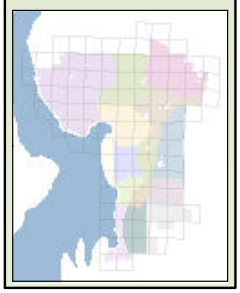
L_Subtype

- Culvert
- Pipe
- Tank

Surface Water Channels

L_Subtype

- Ditch
- Stream
- Swale



N W E S

0 1,100 2,200 3,300 4,400 Feet

0 0.2 0.4 0.6 0.8 Miles

CITY OF KIRKLAND WASHINGTON

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Author: <dyn type="document" property="author"/>
Name: <dyn type="document" property="name"/>
property="date saved" format="short"/> <dyn type="document" property="time saved" format=""/>
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ATTACHMENT B

FISCAL NOTE

CITY OF KIRKLAND

Source of Request

Pam Bissonnette, Interim Public Works Director

Description of Request

Request for funding of $56,722 from Surface Water Operating fund working capital to investigate alternative flow control standard for areas that drain Totem Lake as an additional element to the Totem Lake/Juanita Basin Stormwater Retrofit Study grant project.

Legality/City Policy Basis

Fiscal Impact

One-time use of $56,722 of Surface Water Operating fund working capital. 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 2012 End Balance	2014 Target
Reserve	Surface Water Working Capital	2,952,415	12,500	0	56,722	2,883,193	N/A
	Council is also considering a request for funding NPDES Stormwater Permit Appeal Legal Services ($12,500); the reserve balance assumes approval of both of these requests.						
Revenue/Exp Savings							
Other Source							

Other Information

Surface Water Operating fund working capital is available for unanticipated expenditures.

Prepared By	Neil Kruse, Senior Financial Analyst	Date	October 22, 2013

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 24, 2013

Subject: 2014 NORCOM BUDGET APPROVAL

RECOMMENDATION:
The Council approves by resolution Kirkland's share of the 2014 NORCOM budget.

BACKGROUND DISCUSSION:
On July 1, 2009, the North East King County Regional Public Safety Communications Agency (NORCOM) began dispatch operations. The interlocal agreement forming NORCOM calls for each participating agency to approve their portion of NORCOM's budget before it is adopted, which will occur this year on December 13, 2013 (ILA Section 12(c)).

Technically, the City of Kirkland approved NORCOM's budget as part of the adoption of the 2013-2014 budget on December 11, 2012; however, the figures included for NORCOM at that time were estimates, as NORCOM had not yet prepared its 2014 budget. For NORCOM as a whole, user assessments are increasing an average of 1.12%. The increase in Kirkland's cost is due to increased Police calls and shifts in call volume among agencies. Staff is recommending that the City Council approve the revised figure, which will be incorporated into the City's mid-biennium budget adjustments. A comparison of the adopted versus the revised figures is provided in the table below.

	Police	Fire	Total
2014 in Adopted Budget Basic Budget	1,906,518	474,400	2,380,918
2014 Revised Budget NORCOM 2014 Approved Budget	1,951,578	481,014	2,432,592
Net Change	**45,060**	**6,614**	**51,674**

The net increase of $51,674 will be taken into account during the budget balancing process as part of the mid-biennium update. Note that a one-time payment to Kirkland in 2014 of $203,466 for 2012 overpayments based on actual call volume was allocated to the Public Safety equipment sinking fund as part of the adopted 2013-2014 budget and is not included in the figures above.

RESOLUTION R-5013

A RESOLUTION OF THE CITY COUNCIL OF THE CITY OF KIRKLAND APPROVING THE CITY OF KIRKLAND'S ALLOCATION FOR THE NORTH EAST KING COUNTY REGIONAL PUBLIC SAFETY COMMUNICATIONS AGENCY (NORCOM) BUDGET.

WHEREAS, the North East King County Regional Public Safety Communications Agency (NORCOM) was formed effective November 1, 2007; and

WHEREAS, NORCOM is in the process of adopting its annual budget for 2014; and

WHEREAS, the NORCOM Interlocal Agreement, to which the City is a party, requires that the City Council approve the City's allocation for NORCOM's budget;

NOW, THEREFORE, be it resolved by the City Council of the City of Kirkland as follows:

Section 1. The City of Kirkland's allocation for the North East King County Regional Public Safety Communications Agency (NORCOM) budget, as proposed to be included in the City of Kirkland in the 2013 – 2014 mid-biennial budget update, is approved.

Passed by majority vote of the Kirkland City Council in open meeting this _____ day of _____, 2013.

Signed in authentication thereof this ____ day of _____, 2013.

_____
MAYOR

Attest:

_____
City Clerk

Council Meeting: 11/06/2013
Agenda: Other Business
Item #: 8. h. (3).

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

To: Kurt Triplett, City Manager

From: Dave Snider, PE, Capital Projects Manager
Pam Bissonnette, Interim Public Works Director

Date: October 24, 2013

Subject: 2013 Emergency Sewer Program - Petition Response

RECOMMENDATION:

It is recommended that the City Council receives a staff response to a recent petition (Attachment A) regarding the 2013 Emergency Sewer Program (ESP).

BACKGROUND DISCUSSION:

The ESP helps safeguard the environment from poorly maintained or failed private sewer septic systems. In 1998, a program to extend sewer main lines to those areas of Kirkland with older and/or failing septic systems was first developed in response to an increasing number of septic failures on properties with no direct access to sanitary sewer. The first ESP Project began in 1999. Since 1998, 512 connections have been established with 220 actually retiring their septic system and connecting to sewer. Currently, an estimated 900 Kirkland properties remain with active septic systems. There is now existing sewer system infrastructure currently in place to serve approximately half of those properties.

The 2013 ESP Project includes the following Kirkland neighborhoods (Attachment B):

North Rose Hill:
Area 1 – NE 87th PL and NE 88th PL

South Rose Hill:
Area 2 – NE 78th PL

South Juanita:
Area 3
a) NE 112th St between 112th Ave NE and 115th Ave NE
b) Private Drive north of NE 112th St between 112th Ave NE and 115th Ave NE

Area 4 – 108th Ave NE between NE 116th St and NE 121st St (adjacent to McAuliffe Park)

The design for the 2013 ESP began in January 2013 but then was paused in July to allow staff time to review growing resident concerns over escalating Project costs. Since its inception, the overall Program costs have steadily increased at a rate of approximately 7.5%/yr (Attachment C). As such, the 2013 costs have reached an estimated $28,000 per assessment, as compared to $8,000 for the original Project in 1999 and $20,633 for the most recently completed 2011 Project. As the costs have increased significantly, staff feels it is prudent to take some time to review the City's overall Program and to look at programs offered by other agencies, returning to Council at a future meeting with those findings and an updated recommendation for the Program.

At the City Council meeting of September 17, three residents of the fifteen private properties included in Area 4 of the 2013 ESP project, submitted a Petition. The general stated purpose of the Petition read: *"Our signatures below represent our agreement that we do not want a sewer line in Area 4."* The Petition went on to include seven additional points, as listed on Attachment A, and as discussed in detail below.

Petition Response

In response to the *concerns* listed on the Petition, staff presents the following:

a. *"We acknowledge that the installation of a sewer line has its benefits to some residents, but not those that will be impacted by the exorbitant cost that is being proposed as the responsibility of the homeowners."*

   Response: Each property owner is going to regard the question of cost versus benefit differently; however, staff acknowledges the rising costs of the Program and, with City Manager concurrence, placed the 2013 Program on pause to further evaluate options for moving forward.

   The Emergency Sewer Program is a cost-sharing method, as required by City Municipal Code. Further, as described above, the Program and its financial mechanism has been in use by the City of Kirkland since 1998. The cost-sharing approach is also commonly used by other cities that have city-managed sanitary sewer systems. As per the Program requirements, and as governed by state law and Municipal Code, the owners of those properties that benefit from the improvement pay a proportionate share of the costs.

b. *"Residents on 108th Ave have been living there an average of 27 years without any major septic issues."*

   Response: Due to the wide variability in septic system performance and the different practices of regular maintenance by property owners, septic systems do not have a standard design life. The best systems may last for 20 to 30 years or more, especially if the property owner is using the septic system properly, the drain field conditions are good, and regular maintenance is being performed. However, the vast majority of septic systems in an urban area will eventually experience some level of failure.

Even if the septic systems along 108th Avenue have lasted as long as reported without major incident, there is no way to determine if and for how long that performance will continue.

c. *"If the septic tank did fail and had to be replaced, it would be at far less a cost than what the City is proposing as the cost for homeowners ($40,000 plus). An estimate for septic tank replacement of similar size properties is $10-$15,000."*

Response: This statement does not account for potential City and Health Code compliance or other costs that may be incurred by a Property Owner that experiences a future septic system failure.

In the event of septic failure, where any portion of the effected property is within 330 feet of the sanitary sewer main in any direction, Municipal Code and King County Health Department rules require the property owner to respond to the failure by connecting to the sanitary sewer system. Replacing the failed septic system is not an acceptable alternative where the property is within the 330-feet limit. Further, it is not requisite that the sanitary sewer main be conveniently located with respect to direction, topography or other factors, and the direct cost to the Property Owner in such circumstances can be vastly higher than those stated in the Petition, being even significantly more than that currently estimated for the 2013 ESP Program.

Even in instances of septic failure that do not require sewer connection, the costs to address a septic system failure are rarely predictable. Replacement of a septic system can be higher than the construction of a new system since it can be very difficult to determine the causes of the system failure. Further, most developed parcels do not have sufficient undeveloped area for a new drain field. A complete replacement of the entire system, including replacing a significant quantity of soil in the drain field area of the failed system, will certainly cost more to perform than the Petitioners' estimate above. And doing so will not guarantee the problem will be solved or the new septic system will last as long as the original one.

A key benefit of the Emergency Sewer Program has been allowing residents peace of mind regarding the question of dealing with a septic system failure, either by immediately connecting to the sanitary sewer and decommissioning their septic system, or having that option available to them in the future.

d. *"We find it unfair that we have to pay for infrastructure costs of sewer lines given that they will be utilized far beyond the years of our use. Infrastructure for other services such as gas, water, electricity, cable, etc. are not borne by the homeowner; only the hook up from the residence. (What is the history or precedence of other residents in Kirkland paying for the infrastructure costs of the sewer lines?)"*

Response: The following are some key facts regarding the Petitioners' assumptions on this point:

- City Municipal Code does not permit the design and construction of new sanitary sewer to be paid for out of either connection fees and/or monthly service charges to those connected. Instead, those fees finance only the maintenance and repair of the existing system.

- The design and construction of new City-managed utilities, including financing methods, is different from that of private utilities (i.e. gas, cable, electric, etc.), developer-constructed utilities, and utility district managed utilities. Private utility owners, developers, and utility districts can design and build their new utilities using ways and means not permitted to Cities that are governed by State laws and Municipal Codes.

- With few exceptions, the City's existing sanitary sewer system has been constructed over the years either through private development action or, since 1999, the Emergency Sewer Program. For those system improvements that came though development action, the entire cost of design and construction of the sewer was/is included in the eventual sale or lease price for that property. However, upon resale, that specific cost element for the improvement becomes somewhat obscured. Nevertheless, it does remain integral to the property, being passed along through subsequent sales or leasing transactions. Similarly, the beneficiaries of past Kirkland ESP projects paid for the sewer system improvements through the cost sharing benefit of the Program, and those costs became integral to the value of the benefitting property.

e. "A sewer line in Area 4 primarily benefits five parcels owner by the City of Kirkland; parcels that were purchased with our taxpayer dollars. The proposed sewer line impacts 3 other residences."

Response: At the point the Program was paused (60% design), the plans provide for 15 connections for servicing residential properties along 108th Street, regardless of ownership. Consequently, the individual assessments were determined based upon the estimated design and construction costs being evenly divided by 15, per City Municipal Code.

The petitioner's identification of "five parcels owned by the City of Kirkland" is in reference to individual parcels making up McAuliffe Park and, as required by Municipal Code, those parcels (of which there are actually 7 – see Attachment B) were included within the shared costs.

f. "There is no direct monetary benefit to our homes, now or in the event of a future sale."

Response: It is difficult to measure, directly or indirectly, a specific monetary benefit for any home improvement project. Property values, particularly during real estate transactions, can vary greatly and are largely driven by intangible market behavior and the perceptions of value for both buyer and seller.

Consequently, there are no definitive facts or statistics available to either prove or disprove this point made on the Petition. General feedback from realtors has supported a trend of buyer perception favoring sanitary sewer connections over on-site septic systems.

g. *"The proposed expense of the system would cost each homeowner approximately $350+ a month in loan repayment plus the monthly cost of sewer service. This amount would place an undue financial burden on us as homeowners, and would likely cause many of us to sell our homes and also diminish the value of our homes with the placement of a lien in the event of a sale."*

Response: The financing plan the City offered by ESP participation is a 10-year loan at a current interest rate of 2.37%. A lien is placed on the property, which is typical for home improvement loans of this nature. For discussion purposes, an individual assessment of $28,000, with the inclusion of the one-time Kirkland Capital Facilities Charge (CFC) of $3,056, does result in an annual payment of over $3,700 (approximately $311 per month), which can represent a significant investment by a property owner. As a result of this, staff is continuing to evaluate the overall Program and its escalating costs.

CONCLUSION

The overall approach and methods used by staff in implementing the Program are comparable to those used by other municipalities throughout the state, and around the U.S., for City-managed sanitary sewer systems. It is, however, apparent that the ESP, as originally envisioned and implemented over the past several years, needs to be reviewed further by staff and followed up with a new recommendation to City Council on moving the Program forward.

As noted above, the Petitioners also demonstrated the need for the City to provide better information about the Program. The estimated individual assessment costs for 2013, as determined at the 60% design phase, represent a significant hurdle for the Program to overcome. Staff will continue to work on providing property owners adequate information, guidance, and support in order to arrive at informed decisions regarding what is a substantial property improvement.

Attachment A: Petition
Attachment B: ESP 2013 Program
Attachment C: Past ESP Assessments

ATTACHMENT A
Council Meeting: 09/17/2013
Agenda: Communications - Petitions
Item #: 6. c. (1).

G-13-226

PETITION AGAINST
CITY OF KIRKLAND EMERGENCY SEWER PROGRAM
REPRESENTING HOMEOWNERS IN AREA 4

- We acknowledge that the installation of a sewer line has its benefits to some residents, but not those that will be impacted by the exorbitant cost that is being proposed as the responsibility of the homeowners.
- Residents on 108th Ave have been living there an average of ~~15+~~ 27 years without any major septic issues.
- If the septic tank did fail and had to be replaced, it would be at far less a cost than what the City is proposing as the cost for homeowners ($40,000 plus). An estimate for septic tank replacement of similar size properties is $10-$15,000.
- We find it unfair that we have to pay for infrastructure costs of sewer lines given that they will be utilized far beyond the years of our use. Infrastructure for other services such as gas, water, electricity, cable, etc. are not borne by the homeowner; only the hook up from the residence. (What is the history or precedence of other residents in Kirkland paying for the infrastructure costs of the sewer lines?)
- A sewer line in Area 4 primarily benefits five parcels owned by the City of Kirkland; parcels that were purchased with our taxpayer dollars. The proposed sewer line impacts 3 other residences.
- There is no direct monetary benefit to our homes, now or in the event of a future sale.
- The proposed expense of the system would cost each homeowner approximately $350+ a month in loan repayment plus the monthly cost of sewer service. This amount would place an undue financial burden on us as homeowners, and would likely cause many of us to sell our homes and also diminish the value of our homes with the placement of a lien in the event of a sale.

Our signatures below represent our agreement that we do not want a sewer line in Area 4.

Property 11631:

Homeowner name	Signature	Date	Years in Residence
GEEGEE SUNDBY J. DAVID SUNDBY	Gee Gee Sundby [illegible]	8/26/13	37 years

Property 11633:

Homeowner name	Signature	Date	Years in Residence
[illegible]	[illegible] ~~LAURA~~ L JACOBSEN	8.26.13	27 yrs.

Property 11643:

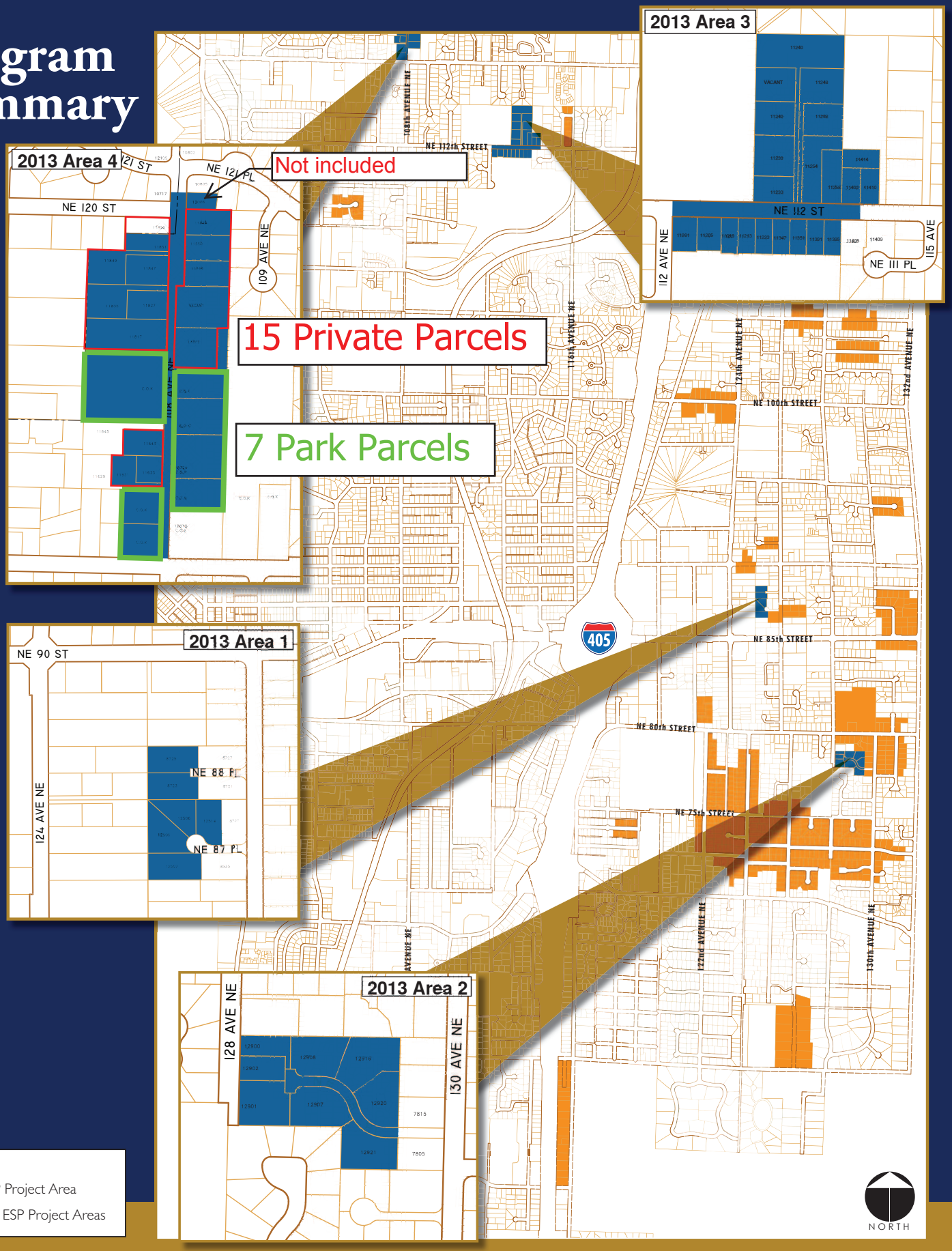
Homeowner name	Signature	Date	Years in Residence
Julie Brand	Julie Brand	9/4/13	17 years

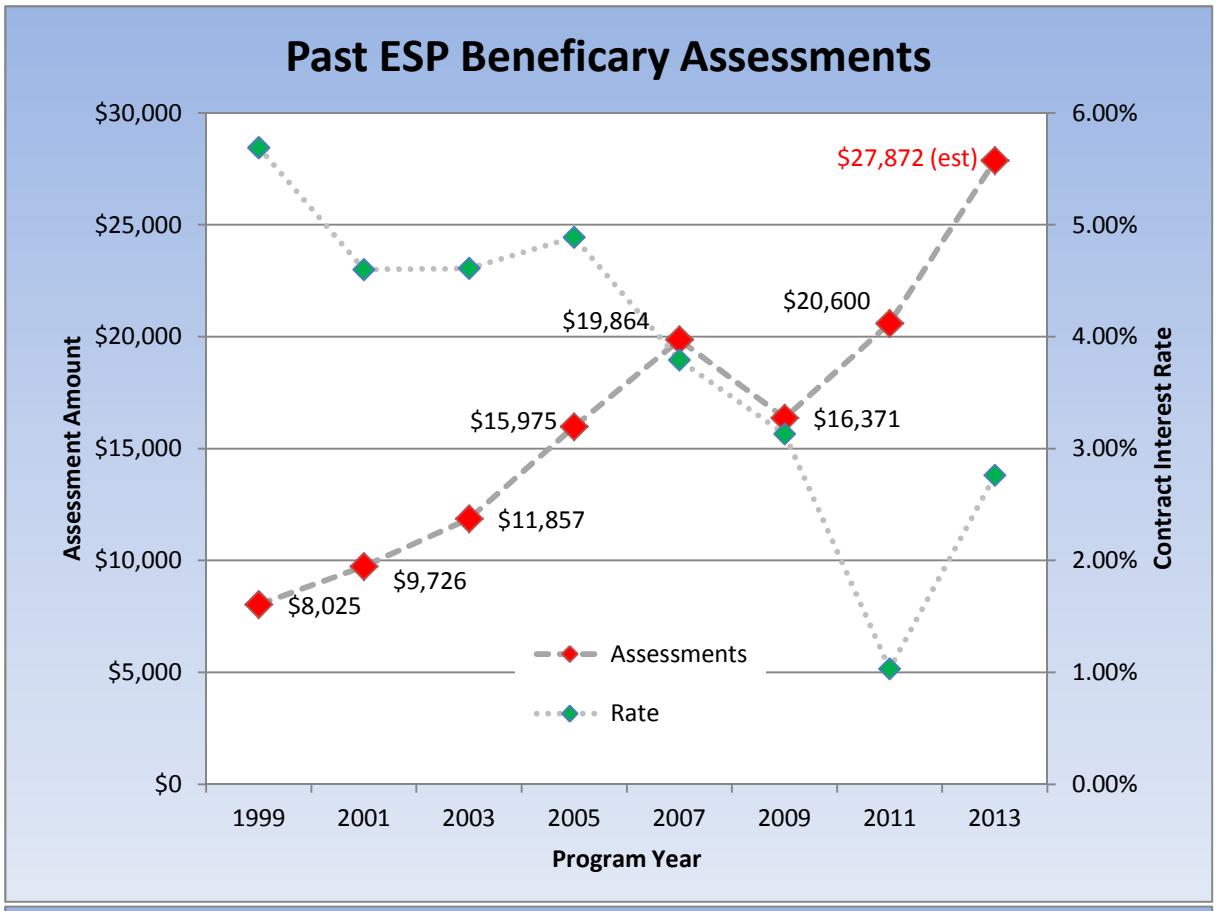
CITY OF KIRKLAND

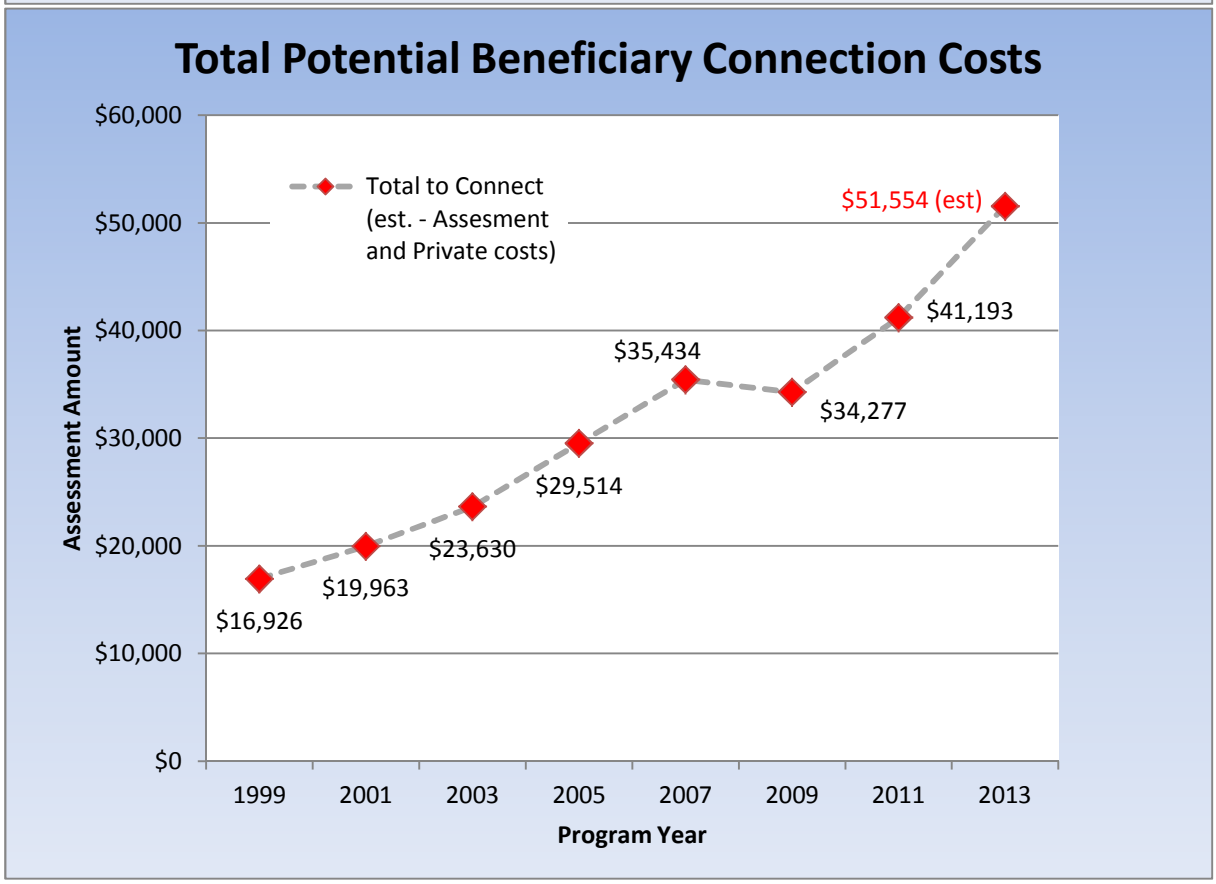
2013 Emergency Sewer Program

ATTACHMENT B

Program Summary




Past ESP Beneficary Assessments
$30,000
$25,000
$20,000
$15,000
$10,000
$5,000
$0
Assessment Amount
6.00%
5.00%
4.00%
3.00%
2.00%
1.00%
0.00%
Contract Interest Rate
$27,872 (est)
$20,600
$19,864
$16,371
$15,975
$11,857
$9,726
$8,025
Assessments
Rate
1999
2001
2003
2005
2007
2009
2011
2013
Program Year


Total Potential Beneficiary Connection Costs
$60,000
$50,000
$40,000
$30,000
$20,000
$10,000
$0
Assessment Amount
Total to Connect (est. - Assesment and Private costs)
$51,554 (est)
$41,193
$35,434
$34,277
$29,514
$23,630
$19,963
$16,926
1999
2001
2003
2005
2007
2009
2011
2013
Program Year

Council Meeting: 11/06/2013
Agenda: Other Business
Item #: 8. h. (4).

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 & Administration
Eric Shields, Director of Planning & Community Development
Pam Bissonnette, Director of Public Works

Date: October 22, 2013

Subject: SCHOOL IMPACT FEES

RECOMMENDATION:

That the Council accepts the report on school impact fees, as required by RCW 82.02.070.

BACKGROUND DISCUSSION:

In April 2011, the City of Kirkland and the Lake Washington School District (LWSD) entered into an interlocal agreement whereby the City would begin collecting school impact fees from new development upon the completion of the June 2011 annexation. That agreement provides that LWSD will "prepare an annual report in accordance with the requirements of RCW 82.02.070 showing the system improvements that were financed in whole or in part by impact fees and the amount of funds expended. The annual report shall be sent to the City on or before April 1st of each year for the preceding calendar year. Copies of the annual report shall also be submitted to the City Council." This action is consistent with requirement of RCW 82.02.070 that "Annually, each county, city, or town imposing impact fees shall provide a report on each impact fee account showing the source and amount of all moneys collected, earned, or received and system improvements that were financed in whole or in part by impact fees." This memorandum provides the required information for the period since inception (June 2011) through the end of 2012. This information was delayed due to administrative lack of clarity on how and to whom the information should be reported, which has now been resolved.

There are two attachments to this memorandum:

- Attachment A - Letters from LWSD summarizing the system improvements financed and the total funds received and related interest for 2011 and 2012.
- Attachment B – Monthly reports showing the source and amount of all moneys collected by the City from inception through November 2012, which corresponds to the amounts reported by LWSD. The detailed data tracked by the Public Works Department reflects the month the City collected the impact fees, which are then remitted to LWSD the following month. The revenue figures in the LWSD letters report the amounts in the month received by LWSD.

The process for reporting this information has been clarified between the City and LWSD and annual reports should occur on schedule in the future.

Lake Washington School District

Support Service Center
15212 NE 95TH Street • Redmond, WA 98062
Office: (425) 936-1100 •Fax: (425) 936-1146
www.lwsd.org

October 21, 2013

Eric Shields
Public Works Department
City of Kirkland
123 5th Avenue, Kirkland, WA 98033
RE: 2012 IMPACT FEE FINANCIAL REPORT

Dear Mr. Shields:

As requested via email here is an amended report for 2011 showing additional information about funds collected as well as the originally-reported expenditures.

In fulfillment of the interlocal agreement between Lake Washington School District and the City of Kirkland regarding expenditure of impact fees (RCW 82.02.070), I hereby report that Lake Washington School District expended a total of $0.00 for calendar year 2011.

Impact Fees collected by the City of Kirkland and transferred to Lake Washington School District totaled $40,051.00 for calendar year 2011.
No interest was recorded for this account during 2011.

If you have any questions, please feel free to contact me at (425) 936-1121; email: jlove@lwsd.org.

Sincerely,

John Love
Capital Fund Analyst

Cc: Forrest Miller, Director of Support Services, Lake Washington School District
Denise Stiffarm, K&L Gates

Lake Washington School District

Support Service Center
15212 NE 95TH Street • Redmond, WA 98062
Office: (425) 936-1100 •Fax: (425) 936-1146
www.lwsd.org

October 21, 2013

Eric Shields
Public Works Department
City of Kirkland
123 5th Avenue, Kirkland, WA 98033
RE: 2012 IMPACT FEE FINANCIAL REPORT

Dear Mr. Shields:

As requested via email here is an amended report for 2012 showing additional information about funds collected as well as the originally-reported expenditures.

In fulfillment of the interlocal agreement between Lake Washington School District and the City of Kirkland regarding expenditure of impact fees (RCW 82.02.070), I hereby report that Lake Washington School District expended a total of $261,080.54 for calendar year 2012.

Impact Fees collected by the City of Kirkland and transferred to Lake Washington School District totaled $468,687.00 for calendar year 2012.
Interest earned on this account during the 2012 calendar year was $1,907.57.

If you have any questions, please feel free to contact me at (425) 936-1121; email: jlove@lwsd.org.

Sincerely,

John Love
Capital Fund Analyst

Cc: Forrest Miller, Director of Support Services, Lake Washington School District
Denise Stiffarm, K&L Gates

Enclosure

3wa6amprj01.p **LAKE WASHINGTON**
05.12.10.00.00-10.2-010001 **Project To Date Status**

Month/Year: 12/2012 **Budget Type: PRJ - Project Budgets**
Fund: 20 - Capital Projects Fund

Fd T GL Proj TT OBBB UUU 4444 5555	CURRENT CALENDAR YEAR
Project 7608 Northstar Middle School	
-- Totals for Project 7608 -->	261,080.54
-- Total-------->	261,080.54

********** **End of report** **********

Summary of Monthly School Impact Fee Received
(June 2011-November 2012)

Date	Monthly Receipt		
Jun-11	-		
Jul-11	6,250		
Aug-11	12,500		
Sep-11	6,924		
Oct-11	4,136		
Nov-11	10,241	**40,051**	**Total Remitted to LWSD in 2011**
Dec-11	18,750		
Jan-12	15,746		
Feb-12	14,353		
Mar-12	10,049		
Apr-12	31,253		
May-12	34,712		
Jun-12	61,434		
Jul-12	36,846		
Aug-12	50,492		
Sep-12	58,327		
Oct-12	64,527		
Nov-12	72,198	**468,687**	**Total Remitted to LWSD in 2012**

Remit to: Lake Washington School District #414
Attn: Accounting Department
16250 NE 74th St.
P. O. Box 97039
Redmond, WA 98073

SCHOOL IMPACT FEES COLLECTED
2011 JULY

ORDINANCE 4285 06/01/11
04/04/11 Interlocal Agreement for the Collection, Distribution, and Expenditure of School Impact Fees

COK SCHOOL IMPACT RATE SCHEDULE	Date	% of Fee	SF - $6,250	MF - $1,732	Admin
	06/01/11 -- 02/29/12	50%	3125	866	65
	03/01/12 -- 02/28/13	80%	5000	1386	65
	3/1/2013	100%	6250	1732	65

CASE NUMBER	SITE ADDRESS	TAX PARCEL	APPLICANT'S NAME	DATE PAID	RECEIPT #	AMOUNT PAID
KC B11L017	12625 68THE AVE NE	405570-0496	MCJUNKIN, PATRICK	07/01/11	241588	$ 6,250.00
						$ 6,250.00
				IFAS		$ 6,315.00
			School Impact Admin Fee Overpayment to be refunded to applicant		CK	$ (65.00)

CITY OF KIRKLAND
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SCHOOL IMPACT FEES COLLECTED
2011 August

ORDINANCE 4285 06/01/11
04/04/11 Interlocal Agreement for the Collection, Distribution, and Expenditure of School Impact Fees

COK SCHOOL IMPACT RATE SCHEDULE	Date	% of Fee	SF - $6,250	MF - $1,732	Admin
	06/01/11 -- 02/29/12	50%	3125	866	65
	03/01/12 -- 02/28/13	80%	5000	1386	65
	3/1/2013	100%	6250	1732	65

CASE NUMBER	SITE ADDRESS	TAX PARCEL	APPLICANT'S NAME	DATE PAID	RECEIPT #	AMOUNT PAID
BLD11-00270	12627 NE 106TH PL	674370-0311	MERIT HOMES, INC.	08/01/11	248998	$ 3,125.00
BLD11-00176	12704 NE 105TH CT	674370-0358	ARKADI GABRIELIAN	08/05/11	250478	$ 3,125.00
BLD11-00245	11133 78TH LN NE	033310-0265	JAMES MILLER & PAULA MILLER	08/23/11	255055	$ 3,125.00
BLD11-00246	11147 78TH LN NE	033310-0267	JAMES MILLER & PAULA MILLER	08/23/11	255055	$ 3,125.00
						$ 12,500.00
				IFAS		$ 12,500.00
					CK	$ -

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SCHOOL IMPACT FEES COLLECTED
2011 September

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04/04/11 Interlocal Agreement for the Collection, Distribution, and Expenditure of School Impact Fees

COK SCHOOL IMPACT RATE SCHEDULE	Date	% of Fee	SF - $6,250	MF - $1,732	Admin
	06/01/11 -- 02/29/12	50%	3125	866	65
	03/01/12 -- 02/28/13	80%	5000	1386	65
	3/1/2013	100%	6250	1732	65

CASE NUMBER	SITE ADDRESS	TAX PARCEL	APPLICANT'S NAME	DATE PAID	RECEIPT #	AMOUNT PAID	
BLD11-00309	11143 78TH PL NE	033310-0266	MILLER, JAMES & PAULA	09/06/11	258374	$ 3,125.00	
BLD11-00219	8903 130TH AVE NE	388810-0101	FDIC	09/22/11	264453	$ 3,125.00	
BLD11-00264	9957 NE 138TH PL #1	755830-0180	CAMWEST GARMIRE LLC	09/02/11	257822	$ 337.00	*
BLD11-00462	9949 NE 138TH PL #4	755830-0180	CAMWEST GARMIRE LLC	09/21/11	263871	$ 337.00	*
			*KING COUNTY RATES APPLIED				
						$ 6,924.00	
				IFAS			
					CK	$ 6,924.00	

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SCHOOL IMPACT FEES COLLECTED
2011 October

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COK SCHOOL IMPACT RATE SCHEDULE	Date	% of Fee	SF - $6,250	MF - $1,732	Admin
	06/01/11 -- 02/29/12	50%	3125	866	65
	03/01/12 -- 02/28/13	80%	5000	1386	65
	3/1/2013	100%	6250	1732	65

CASE NUMBER	SITE ADDRESS	TAX PARCEL	APPLICANT'S NAME	DATE PAID	RECEIPT #	AMOUNT PAID	
BLD111-00360	7112 NE 132ND ST	867790-0320	MAJID & NAHID VOSSOUGHI	10/11/11	272695	$ 3,125.00	
BLD11-00461	9952 NE 138TH PL 3	755830-0180	CAMWEST GARMIRE LLC	10/11/11	272745	$ 337.00	*
BLD11-00464	9945 NE 138TH PL 5	755830-0180	CAMWEST GARMIRE LLC	10/21/11	277025	$ 337.00	*
BLD11-00463	9956 NE 138TH PL 2	755830-0180	CAMWEST GARMIRE LLC	10/27/11	278959	$ 337.00	*
			*KING COUNTY RATES APPLIED				
						$ 4,136.00	

IFAS

CK $ 4,136.00

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SCHOOL IMPACT FEES COLLECTED
2011 November

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04/04/11 Interlocal Agreement for the Collection, Distribution, and Expenditure of School Impact Fees

COK SCHOOL IMPACT RATE SCHEDULE	Date	% of Fee	SF - $6,250	MF - $1,732	Admin
	06/01/11 -- 02/29/12	50%	3125	866	65
	03/01/12 -- 02/28/13	80%	5000	1386	65
	3/1/2013	100%	6250	1732	65

CASE NUMBER	SITE ADDRESS	TAX PARCEL	APPLICANT'S NAME	DATE PAID	RECEIPT #	AMOUNT PAID
BLD11-00552	1718 8TH ST. W	124550-0828	ROGNIER, BRYAN & DANA	11/04/11	281883-4	$ 3,125.00
BLD11-00617	7525 116TH AVE NE	92505-9320	DGR DEVELOPMENT, INC.	11/22/11	286993	$ 3,125.00
BLD11-00616	7522 116TH AVE NE	92505-9319	DGR DEVELOPMENT, INC.	11/23/11	288058	$ 3,125.00
BLD11-00180	11627 91ST LN NE	141330-0010	BAYSHORE LLC	11/02/11	281064	$ 866.00
			*KING COUNTY RATE APPLIES			
						$ 10,241.00
				IFAS		$ 10,241.00
					CK	$ -

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SCHOOL IMPACT FEES COLLECTED
2011 December

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04/04/11 Interlocal Agreement for the Collection, Distribution, and Expenditure of School Impact Fees

COK SCHOOL IMPACT RATE SCHEDULE	Date	% of Fee	SF - $6,250	MF - $1,732	Admin
	06/01/11 -- 02/29/12	50%	3125	866	65
	03/01/12 -- 02/28/13	80%	5000	1386	65
	3/1/2013	100%	6250	1732	65

CASE NUMBER	SITE ADDRESS	TAX PARCEL	APPLICANT'S NAME	DATE PAID	RECEIPT #	AMOUNT PAID
BLD11-00634	7630 NE 143RD CT	242604-9191	PARKLAND HOMES, INC.	12/06/11	294615	$ 3,125.00
BLD11-00635	7626 NE 143RD CT	242604-9192	PARKLAND HOMES, INC.	12/06/11	294615	$ 3,125.00
BLD11-00392	355 SLATER ST S	123940-0240	ISOLA FINANCIAL III LLC	12/12/11	297142	$ 3,125.00
BLD11-00403	351 SLATER ST S	123940-0245	ISOLA FINANCIAL III LLC	12/12/11	297144	$ 3,125.00
BLD11-00393	313 SLATER ST S	123940-0260	ISOLA FINANCIAL III LLC	12/12/11	297143	$ 3,125.00
BLD11-00607	12863 64TH CT NE	405570-0476	WEST TIER DEVELOPMENT GRP	12/14/11	298289	$ 3,125.00
						$ 18,750.00
				IFAS		$ 18,750.00
					CK	$ -

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SCHOOL IMPACT FEES COLLECTED
2012 January

ORDINANCE 4285 Effective 06/01/11
04/04/11 Interlocal Agreement for the Collection, Distribution, and Expenditure of School Impact Fees

COK SCHOOL IMPACT RATE SCHEDULE	Application Date	% of Fee	SF - $6,250	MF - $1,732	Admin
	06/01/11 -- 02/29/12	50%	3125	866	65
	03/01/12 -- 02/28/13	80%	5000	1386	65
	3/1/2013	100%	6250	1732	65

CASE NUMBER	SITE ADDRESS	TAX PARCEL	APPLICANT'S NAME	DATE PAID	RECEIPT #	AMOUNT PAID
BLD11-00649	11705 82ND AVE NE	153150-0100	BURNSTEAD CONSTRUCTION LLC	01/04/12	304942	$ 3,246.00
BLD11-00523	12879 64TH CT NE	405570-0478	WEST TIER DEVELOPMENT	01/04/12	304977	$ 3,125.00
BLD11-00636	7622 NE 143RD CT	242604-9193	PARKLAND HOMES, INC.	01/24/12	313207	$ 3,125.00
BLD11-00637	7618 NE 143RD CT	242604-9073	PARKLAND HOMES, INC.	01/24/12	313207	$ 3,125.00
BLD11-00633	2087TH AVE S	180790-0060	BRAATEN, TOM & BETH	01/25/12	314887	$ 3,125.00
						$ 15,746.00
				IFAS		$ 15,746.00
					CK	$ -

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SCHOOL IMPACT FEES COLLECTED
2012 February

ORDINANCE 4285 Effective 06/01/11
04/04/11 Interlocal Agreement for the Collection, Distribution, and Expenditure of School Impact Fees

COK SCHOOL IMPACT RATE SCHEDULE	Application Date	% of Fee	SF - $6,250	MF - $1,732	Admin
	06/01/11 -- 02/29/12	50%	3125	866	65
	03/01/12 -- 02/28/13	80%	5000	1386	65
	3/1/2013	100%	6250	1732	65

CASE NUMBER	SITE ADDRESS	TAX PARCEL	APPLICANT'S NAME	DATE PAID	RECEIPT #	AMOUNT PAID
BLD11-00404	11732 NE 112TH ST	332605-9267	CALLIDUS NEW PROJECTS LLC	02/03/12	319688	$ 3,125.00
BLD12-00010	11711 82ND AVE NE	153150-0090	BURNSTEAD CONSTRUCTION LLC	02/10/12	322532	$ 3,246.00
KC B11L0145 *	8818 NE 117TH PL	375450-1221	STANBROOKE CUSTOM HOMES INC	02/14/12	323799	$ 6,250.00
BLD11-00526	10721 N3 65TH LN 15	788260-0280	LAKEVIEW LANE RESIDENTIAL LLC	02/01/12	318320	$ 1,732.00
	* King County Fee Collected					
						$ 14,353.00

IFAS

CK $ 14,353.00

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SCHOOL IMPACT FEES COLLECTED
2012 March

ORDINANCE 4285 Effective 06/01/11
04/04/11 Interlocal Agreement for the Collection, Distribution, and Expenditure of School Impact Fees

COK SCHOOL IMPACT RATE SCHEDULE	Application Date	% of Fee	SF - $6,250	MF - $1,732	Admin
	06/01/11 -- 02/29/12	50%	3125	866	65
	03/01/12 -- 02/28/13	80%	5000	1386	65
	3/1/2013	100%	6250	1732	65

CASE NUMBER	SITE ADDRESS	TAX PARCEL	APPLICANT'S NAME	DATE PAID	RECEIPT #	AMOUNT PAID
BLD11-00176	12704 NE 105TH CT	674370-0358	ARKADI GABRIELIAN	03/12/12	250478	$ 3,125.00
BLD11-00176	12704 NE 105TH CT	674370-01358	ARKADI GABRIELIAN	03/12/12	REFUND	$ (3,125.00)
BLD12-00096	12878 64TH CT NE	405570-0472	WEST TIER DEVELOPMENT CORP	03/13/12	333184	$ 3,125.00
BLD12-00106	9913 NE 138TH PL 6	755830-0180	CAMWEST GARMIRE LLC	03/14/12	333749	$ 337.00
BLD12-00007	9026 NE 127TH PL	302605-9371	PANORAMA ESTATES LLC	03/19/12	335924	$ 3,125.00
BLD12-00019	9030 NE 127TH PL	302605-9372	PANORAMA ESTATES LLC	03/19/12	335924	$ 3,125.00
BLD12-00128	9907 NE 138TH PL 9	755830-0180	CAMWEST GARMIRE LLC	03/21/12	337885	$ 337.00
						$ 10,049.00
				IFAS		$ 10,049.00
					CK	$ -

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SCHOOL IMPACT FEES COLLECTED **ORDINANCE 4285 Effective 06/01/11**
2012 April **04/04/11 Interlocal Agreement for the Collection, Distribution, and Expenditure of School Impact Fees**

COK SCHOOL IMPACT RATE SCHEDULE	Application Date	% of Fee	SF - $6,250	MF - $1,732	Admin
	06/01/11 -- 02/29/12	50%	3125	866	65
	03/01/12 -- 02/28/13	80%	5000	1386	65
	3/1/2013	100%	6250	1732	65

CASE NUMBER	SITE ADDRESS	TAX PARCEL	APPLICANT'S NAME	DATE PAID	RECEIPT #	AMOUNT PAID	
BLD12-00183	9833 NE 138TH PL, #15	755830-0180	TOLL WA LP	04/18/12	TRC-000426-18-04-2012	$ 337.00	*
BLD12-00184	9834 NE 138TH PL, #27	755830-0180	TOLL BROS, INC.	04/18/12	TRC-000425-18-04-2012	$ 337.00	*
BLD11-00501	10614 NE 65TH LN, #9	788260-0280	TOLL BROS, INC.	04/24/12	TRC-000548-24-04-2012	$ 3,125.00	
BLD11-00508	10610 NE 65TH LN	UNDER REVIEW	TOLL BROS, INC.	04/09/12	TRC-000262-09-04-2012	$ 3,125.00	
BLD11-00589	8817 130TH AVE NE	388810-0242	NATURAL & BUILT ENVIRON	04/27/12	TRC-000617-27-04-2012	$ 3,125.00	
BLD12-00031	12621 NE 90TH ST	123310-0702	VALLERAND, JEREMY	04/26/12	TRC-000607-26-04-2012	$ 3,125.00	
BLD12-00039	13113 N3 84TH ST	311102-0040	LAUREL HILL PARTNERS LLC	04/13/12	TRC-000356-13-04-2012	$ 3,125.00	
BLD12-00045	13109 NE 84TH ST	311102-0050	LAUREL HILL PARTNERS LLC	04/16/12	TRC-000388-16-04-2012	$ 3,125.00	
BLD12-00140	12871 64TH CT NE	405570-0477	WEST TIER DEVELOPMENT CORP	04/03/12	TRC-000169-03-04-2012	$ 5,000.00	
BLD12-00141	8132 NE 117TH PL	153150-0010	BURNSTEAD CONSTRUCTION LLC	04/20/12	TRC-000481-20-04-2012	$ 3,246.00	*
BLD12-00142	8140 NE 117TH PL	153150-0020	BURNSTEAD CONSTRUCTION LLC	04/20/12	TRC-000480-20-04-2012	$ 3,246.00	
BLD12-00154	9835 NE 138TH PL, #14	755830-0180	CAMWEST GARMIRE LLC	04/04/12	TRC-000172-04-04-2012	$ 337.00	*
			*King County Assessed Fee				
						$ 31,253.00	
				IFAS		$ 31,253.00	
					CK	$ -	

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SCHOOL IMPACT FEES COLLECTED
2012 May

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	03/01/12 -- 02/28/13	80%	5000	1386	65
	3/1/2013	100%	6250	1732	65

CASE NUMBER	SITE ADDRESS	TAX PARCEL	APPLICANT'S NAME	DATE PAID	RECEIPT #	AMOUNT PAID	
BLD12-00188	12931 NE 90TH ST	3888100244	NATURAL & BUILT ENVIRONMENTS	05/16/12	TRC-001102-16-05-2012	$ 1,875.00	*
BLD12-00205	9909 NE 138TH PL	7558300180	TOLL BROS INC	05/09/12	TRC-000897-09-05-2012	$ 337.00	
BLD12-00026	12714 90TH PL NE	3026059223	PANORAMA ESTATES LLC	05/07/12	TRC-000845-07-05-2012	$ 3,125.00	
BLD12-00060	620 7TH ST S	2505500026	NICHOLAS HANCULAK	05/01/12	TRC-000715-01-05-2012	$ 3,125.00	
BLD12-00066	7611 NE 143RD CT	2426049056	PARKLAND HOMES INC	05/18/12	TRC-001164-18-05-2012	$ 3,125.00	
BLD12-00123	6024 108TH AVE NE	825059243	LEXINGTON DEVELOPMENT	05/31/12	TRC-001603-31-05-2012	$ 3,125.00	
BLD12-00161	10724 NE 65TH LANE, #18	7882600280	TOLL WA LP	05/25/12	TRC-001479-25-05-2012	$ 5,000.00	
BLD12-00177	13105 NE 84TH ST	3111020060	LAUREL HILL PARTNERS LLC	05/25/12	TRC-001469-25-05-2012	$ 5,000.00	
BLD12-00178	13101 NE 84TH ST	3111020070	LAUREL HILL PARTNERS LLC	05/25/12	TRC-001469-25-05-2012	$ 5,000.00	
BSF12-00263	12874 64TH CT NE	4055700473	WEST TIER DEVELOPMENT CORP	05/30/12	TRC-001578-30-05-2012	$ 5,000.00	
						$ 34,712.00	
				IFAS		$ 34,712.00	
					CK	$ -	

* $5,000 SCHOOL IMPACT FEE LESS DEFERRED SCHOOL IMPACT FEE OF $3,125

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SCHOOL IMPACT FEES COLLECTED
2012 June

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	03/01/12 -- 02/28/13	80%	5000	1386	65
	3/1/2013	100%	6250	1732	65

CASE NUMBER	SITE ADDRESS	TAX PARCEL	APPLICANT'S NAME	DATE PAID	RECEIPT #	AMOUNT PAID
BSF12-00659	9911 NE 138TH PL	7558300180	TOLL WA LP	06/12/12	TRC-001950-12-06-2012	$ 337.00
BSF12-00662	9903 NE 138TH PL	7558300180	TOLL WA LP	06/12/12	TRC-001952-12-06-2012	$ 337.00
BSF12-00663	9837 NE 138TH PL	7558300180	TOLL WA LP	06/12/12	TRC-001951-12-06-2012	$ 337.00
BLD11-00499	10612 NE 65TH LN	414770UNIT 08	N/A	06/22/12	TRC-002298-22-06-2012	$ 3,125.00
BLD12-00016	7632 116TH AVE NE	925059078	PKP UC	06/28/12	TRC-002496-28-06-2012	$ 3,125.00
BLD12-00027	9034 NE 127TH PL	3026059373	N/A	06/18/12	TRC-002121-18-06-2012	$ 3,125.00
BSF12-00780	14434 122ND PL NE	2126059103	HARBOUR HOMES LLC	06/22/12	TRC-002288-22-06-2012	$ 5,672.00
BSF12-00782	14438 122ND PL NE	2126059103	HARBOUR HOMES LLC	06/22/12	TRC-002290-22-06-2012	$ 5,672.00
BSF12-00783	14405 122ND PL NE	2126059103	HARBOUR HOMES LLC	06/22/12	TRC-002291-22-06-2012	$ 5,672.00
BSF12-00089	6520 106TH AVE NE	7882600280	TOLL WA LP	06/13/12	TRC-001981-13-06-2012	$ 5,672.00
BSF12-01003	10619 NE 65TH LN	7882600280	TOLL WA LP	06/20/12	TRC-002205-20-06-2012	$ 5,672.00
BSF12-01037	8222 NE 117TH ST	3767300060	LAKEMONT HOMES LLC	06/22/12	TRC-002287-22-06-2012	$ 5,672.00
BSF12-01264	8226 NE 117TH ST	3767300060	LAKEMONT HOMES LLC	06/29/12	TRC-002540-29-06-2012	$ 5,672.00
BSF12-01265	8216 NE 117TH ST	3767300060	LAKEMONT HOMES LLC	06/29/12	TRC-002540-29-06-2012	$ 5,672.00
BSF12-01266	8210 NE 117TH ST	3767300060	LAKEMONT HOMES LLC	06/19/12	TRC-002175-19-06-2012	$ 5,672.00
						$ 61,434.00
				IFAS		$ -
					CK	$ 61,434.00

CITY OF KIRKLAND
Department of Public Works
123 Fifth Avenue, Kirkland, WA 98033
425.587.3800
www.kirklandwa.gov
Contact: Teri Woolley 425.587.3836

Remit to: Lake Washington School District #414
Attn: Accounting Department
16250 NE 74th St.
P. O. Box 97039
Redmond, WA 98073

SCHOOL IMPACT FEES COLLECTED **ORDINANCE 4285** **Effective 06/01/11**

2012 JULY **04/04/11 Interlocal Agreement for the Collection, Distribution, and Expenditure of School Impact Fees**

COK SCHOOL IMPACT RATE SCHEDULE	Application Date	% of Fee	SF - $6,250	MF - $1,732	Admin
	06/01/11 -- 02/29/12	50%	3125	866	65
	03/01/12 -- 02/28/13	80%	5000	1386	65
	3/1/2013	100%	6250	1732	65

CASE NUMBER	SITE ADDRESS	TAX PARCEL	APPLICANT'S NAME	DATE PAID	RECEIPT #	AMOUNT PAID
BLD12-00188	12931 NE 90TH ST	3888100244	NATURAL & BUILT ENVIRONMENTS LLC	07/11/12	TRC-002840-11-07-2012	$ 672.00
BLD11-00588	8805 130TH AVE NE	3888100104	N/A	07/25/12	TRC-003267-25-07-2012	$ 3,125.00
BLD12-00067	7615 NE 143RD CT	2426049056	PARKLAND HOMES INC	07/23/12	TRC-003144-23-07-2012	$ 3,125.00
BLD12-00068	7603 NE 143RD CT	2426049056	PARKLAND HOMES INC	07/23/12	TRC-003143-23-07-2012	$ 3,125.00
BSF12-00600	13037 NE 84TH ST	425059038	LAUREL HILL PARTNERS LLC	07/06/12	TRC-002709-06-07-2012	$ 5,672.00
BSF12-00666	9830 NE 138TH PL	N/A	TOLL WA LP	07/27/12	TRC-003365-27-07-2012	$ 337.00
BSF12-00779	14426 122ND PL NE	2126059103	HARBOUR HOMES LLC	07/31/12	TRC-003480-31-07-2012	$ 5,672.00
BSF12-00784	14430 122ND PL NE	2126059103	HARBOUR HOMES LLC	07/31/12	TRC-003479-31-07-2012	$ 5,672.00
BSF12-01085	11717 82ND AVE NE	1531500080	BURNSTEAD CONSTRUCTION LLC	07/02/12	TRC-002556-02-07-2012	$ 2,426.00
BSF12-01267	9841 NE 138TH PL	7558300180	TOLL WA LP	07/17/12	TRC-002973-17-07-2012	$ 337.00
BSF12-01269	9839 NE 138TH PL	7558300180	TOLL WA LP	07/17/12	TRC-002975-17-07-2012	$ 337.00
BSF12-01270	9819 NE 138TH PL	1926059126	TOLL WA LP	07/17/12	TRC-002974-17-07-2012	$ 337.00
BSF12-01271	9826 N3 138TH PL	1926059126	TOLL WA LP	07/17/12	TRC-002972-17-07-2012	$ 337.00
BSF12-01390	13116 NE 80TH ST	7420400080	OAKVIEW HOMES LLC	07/02/12	TRC-002654-02-07-2012	$ 5,672.00
						$ 36,846.00
				IFAS		$ -
					CK	$ 36,846.00

*$3125 DEFERRED

CITY OF KIRKLAND
Department of Public Works

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www.kirklandwa.gov

Contact: **Teri Woolley 425.587.3836**

Remit to: Lake Washington School District #414
Attn: Accounting Department
16250 NE 74th St.
P. O. Box 97039
Redmond, WA 98073

SCHOOL IMPACT FEES COLLECTED
2012 August

ORDINANCE 4285 Effective 06/01/11
04/04/11 Interlocal Agreement for the Collection, Distribution, and Expenditure of School Impact Fees

COK SCHOOL IMPACT RATE SCHEDULE	Application Date	% of Fee	SF - $6,250	MF - $1,732	Admin
	06/01/11 -- 02/29/12	50%	3125	866	65
	03/01/12 -- 02/28/13	80%	5000	1386	65
	3/1/2013	100%	6250	1732	65

CASE NUMBER	SITE ADDRESS	TAX PARCEL	APPLICANT'S NAME	DATE PAID	RECEIPT #	AMOUNT PAID	
BLD12-00140	12871 64TH CT. NE	4055700477	WEST TIER DEVELOPMENT	08/09/12	TRC-003748-09-08-2012	$ 672.00	ADJ
BLD12-00161	10724 NE 65TH LN	N/A	10724 NE 65TH LN	08/09/12	TRC-003752-09-08-2012	$ 672.00	ADJ
BSF12-00263	12874 64TH CT NE	4055700473	WEST TIER DEVELOPMENT	08/09/12	TRC-003749-09-08-2012	$ 672.00	ADJ
BSF12-01687	8148 NE 117TH PL	1531500030	BURNSTEAD CONSTRUCTION	08/17/12	TRC-003994-17-08-2012	$ 2,426.00	
BSF12-00374	13223 NE 135TH CT	866000010	CORNELL TERMURE	08/22/12	TRC-004070-22-08-2012	$ 5,672.00	
BSF12-00749	1333 8TH ST W	856000490	MORGAN, JOHN & ANITA	08/06/12	TRC-003649-06-08-2012	$ 5,672.00	
BSF12-01050	12905 NE 105TH PL	3326059126	MERIT HOMES	08/14/12	TRC-003897-14-08-2012	$ 5,672.00	
BSF12-01254	8145 NE 117TH PL	1531500140	BURNSTEAD CONSTRUCTION	08/07/12	TRC-003662-07-08-2012	$ 5,672.00	
BSF12-01345	9827 NE 138TH PL	1926059126	TOLL WA LP	08/03/12	TRC-003582-03-08-2012	$ 337.00	*
BSF12-01563	330 10TH AVE	1245003095	KILPATRICK, LYNN	08/14/12	TRC-003916-14-08-2012	$ 5,672.00	
BSF12-01829	12855 64TH CT NE	4055700475	WEST TIER DEVELOPMENT	08/09/12	TRC-003747-09-08-2012	$ 5,672.00	
BSF12-01929	9829 NE 138TH PL	7558300180	TOLL WA LP	08/03/12	TRC-003583-03-08-2012	$ 337.00	*
BSF12-02215	8918 125TH LN NE	1233100920	MERIT HOMES	08/23/12	TRC-004101-23-08-2012	$ 5,672.00	
BSF12-02216	8914 125TH LN NE	1233100915	MERIT HOMES	08/23/12	TRC-004082-23-08-2012	$ 5,672.00	
						$ 50,492.00	
				IFAS		$ 50,492.00	
					CK	$ -	

* KING COUNTY ASSESSED FEE

CITY OF KIRKLAND
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Redmond, WA 98073

SCHOOL IMPACT FEES COLLECTED
2012 September

ORDINANCE 4285 Effective 06/01/11
04/04/11 Interlocal Agreement for the Collection, Distribution, and Expenditure of School Impact Fees

COK SCHOOL IMPACT RATE SCHEDULE	Application Date	% of Fee	SF - $6,250	MF - $1,732	Admin
	06/01/11 -- 02/29/12	50%	3125	866	65
	03/01/12 -- 02/28/13	80%	5000	1386	65
	3/1/2013	100%	6250	1732	65

CASE NUMBER	SITE ADDRESS	TAX PARCEL	APPLICANT'S NAME	DATE PAID	RECEIPT #	AMOUNT PAID
BSF12-00598	10710 NE 65TH LN	N/A	TOLL WA LP	09/26/12	TRC-005090-26-09-2012	$ 692.00
BLD12-00018	9042 NE 127TH PL	3026059374	PANORAMA ESTATES LLC	09/11/12	TRC-004644-11-09-2012	$ 3,125.00
BLD12-00025	9022 NE 127TH PL	3026059370	PANORAMA ESTATES LLC	09/12/12	TRC-004671-12-09-2012	$ 3,125.00
BSF12-01112	1306 2ND ST.	1245002349	HEIDI APEL-TSAO	09/07/12	TRC-004537-07-09-2012	$ 5,672.00
BSF12-01498	6831 NE 129TH ST	4055700505	BRANT HAEG	09/12/12	TRC-004665-12-09-2012	$ 5,672.00
BSF12-01597	302 3RD AVE S	1875000190	TOLL WA LP	09/04/12	TRC-004352-04-09-2012	$ 5,672.00
BSF12-02003	13031 NE 84TH ST	425059038	LAUREL HILL PARTNERS LLC	09/05/12	TRC-004430-05-09-2012	$ 5,672.00
BSF12-02150	9838 NE 138TH PL	1926059126	TOLL WA LP	09/20/12	TRC-004932-20-09-2012	$ 337.00
BSF12-02214	12503 NE 90TH ST	1233100920	MERIT HOMES INC	09/04/12	TRC-004383-04-09-2012	$ 5,672.00
BSF12-02346	8910 125TH LN NE	1233100915	MERIT HOMES INC	09/24/12	TRC-005023-24-09-2012	$ 5,672.00
BSF12-02396	12849 64TH CT NE	4055700474	WEST TIER DEVELOPMENT CORP	09/25/12	TRC-005068-25-09-2012	$ 5,672.00
BSF12-02555	14437 122ND PL NE	8663240100	HARBOUR HOMES LLC	09/28/12	TRC-005167-28-09-2012	$ 5,672.00
BSF12-02607	9831 NE 138TH PL	8078200000	TOLL WA LP	09/13/12	TRC-004721-13-09-2012	$ 5,672.00
						$ 58,327.00
				IFAS		$ 58,327.00
					CK	$ -

CITY OF KIRKLAND
Department of Public Works
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Contact: **Teri Woolley 425.587.3836**

Remit to: Lake Washington School District #414
Attn: Accounting Department
16250 NE 74th St.
P. O. Box 97039
Redmond, WA 98073

SCHOOL IMPACT FEES COLLECTED
2012 October

ORDINANCE 4285 Effective 06/01/11
04/04/11 Interlocal Agreement for the Collection, Distribution, and Expenditure of School Impact Fees

COK SCHOOL IMPACT RATE SCHEDULE	Application Date	% of Fee	SF - $6,250	MF - $1,732	Admin
	06/01/11 -- 02/29/12	50%	3125	866	65
	03/01/12 -- 02/28/13	80%	5000	1386	65
	3/1/2013	100%	6250	1732	65

CASE NUMBER	SITE ADDRESS	TAX PARCEL	APPLICANT'S NAME	DATE PAID	RECEIPT #	AMOUNT PAID
BSF12-02607	9831 NE 138TH PL	8078200000	TOLL WA LP	10/24/12	538396	$ (5,335.00) *
BLD1200178	13101 NE 84TH ST	3111020070	LAUREL HILL PARTNERS LLC	10/19/12	TRC-005728-19-10-2012	$ 672.00
BMU12-01313	12340 NE 115TH PL	3326059092	MSPT IV LLC	10/11/12	TRC-005484-11-10-2012	$ 37,368.00
BLD11-00253	404 15TH AVE	1245001868	404 15TH AVE LLC	10/18/12	TRC-005671-18-10-2012	$ 3,125.00
BSF12-00710	13023 NE 84TH ST	425059038	LAUREL HILL PARTNERS LLC	10/15/12	TRC-005580-15-10-2012	$ 5,672.00
BSF12-01049	12908 NE 105TH PL	N/A	MERIT HOMES INC	10/12/12	TRC-005518-12-10-2012	$ 5,672.00
BSF12-01077	116 12TH AVE	1245002765	RICK BURNSTED CONST LLC	10/17/12	TRC-005632-17-10-2012	$ 5,672.00
BSF12-01353	10702 NE 65TH LN	N/A	TOLL WA LP	10/18/12	TRC-005662-18-10-2012	$ 5,672.00
BSF12-02345	9817 NE 138TH PL	8078200000	TOLL WA LP	10/08/12	TRC-005382-08-10-2012	$ 337.00
BSF12-02553	14433 122ND PL NE	8663240090	HARBOUR HOMES LLC	10/26/12	TRC-005930-26-10-2012	$ 5,672.00
						$ 64,527.00
				IFAS		$ 64,527.00
					CK	$ -

CITY OF KIRKLAND
Department of Public Works
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* refund of overpayment (5672-337)

Remit to: Lake Washington School District #414
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Redmond, WA 98073

SCHOOL IMPACT FEES COLLECTED
2012 November

ORDINANCE 4285 Effective 06/01/11
04/04/11 Interlocal Agreement for the Collection, Distribution, and Expenditure of School Impact Fees

COK SCHOOL IMPACT RATE SCHEDULE	Application Date	% of Fee	SF - $6,250	MF - $1,732	Admin
	06/01/11 -- 02/29/12	50%	3125	866	65
	03/01/12 -- 02/28/13	80%	5000	1386	65
	3/1/2013	100%	6250	1732	65

CASE NUMBER	SITE ADDRESS	TAX PARCEL	APPLICANT'S NAME	DATE PAID	RECEIPT #	AMOUNT PAID
BLD12-00177	13105 NE 84TH ST	3111020060	LAUREL HILL PARTNERS LLC	11/06/12	TRC-006455-06-11-2012	$ 672.00
BLD12-00188	12931 NE 90TH ST	3888100244	NATURAL & BUILD ENVIRONMENTS	11/19/12	TRC-006837-19-11-2012	$ 3,125.00
BSF12-01047	12904 NE 105TH PL	3326059126	MERIT HOMES INC	11/06/12	TRC-006453-06-11-2012	$ 5,672.00
BSF12-01586	317 2ND AVE S	1875000190	TOLL WA LP	11/27/12	TRC-006982-27-11-2012	$ 5,672.00
BSF12-01977	7015 NE 138TH ST	4093300090	JOHN MCLEAN	11/19/12	TRC-006829-19-11-2012	$ 5,672.00
BSF12-02118	9813 NE 138TH PL	1926059126	TOLL WA LP	11/27/12	TRC-006959-27-11-2012	$ 337.00
BSF12-02313	10719 NE 65TH LN	4147700000	LAKEVIEW RESIDENTIAL LLC	11/15/12	TRC-006709-15-11-2012	$ 5,672.00
BSF12-02420	315 3RD AVE S	4070700365	TOLL WA LP	11/20/12	TRC-006868-20-11-2012	$ 5,672.00
BSF12-02476	8906 125TH LN NE	1233100927	MERIT HOMES INC	11/26/12	TRC-006948-26-11-2012	$ 5,672.00
BSF12-02834	1946 3RD ST	1245000385	THIRD STREET GREENBANK DEV	11/02/12	TRC-006347-02-11-2012	$ 5,672.00
BSF12-02916	14429 122ND PL NE	8663240080	HARBOUR HOMES LLC	11/13/12	TRC-00628-13-11-2012	$ 5,672.00
BSF12-02918	14441 122ND PL NE	8663240110	HARBOUR HOMES LLC	11/13/12	TRC-006629-13-11-2012	$ 5,672.00
BSF12-03136	6551 125TH AVE NE	925059098	DGR DEVELOPMENT	11/09/12	TRC-006532-09-11-2012	$ 5,672.00
BSF12-03269	6431 NE 129TH ST	4055700470	WEST TIER DEVELOPMENT CORP	11/08/12	TRC-006509-08-11-2012	$ 5,672.00
BSF12-03467	6559 125TH AVE NE	925059098	DGR DEVELOPMENT	11/09/12	TRC-006531-09-11-2012	$ 5,672.00
						$ 72,198.00
				IFAS		$ 72,198.00
					CK	$ -

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

Contact: **Teri Woolley 425.587.3836**

CITY OF KIRKLAND
Department of Finance & Administration
123 Fifth Avenue, Kirkland, WA 98033 425.587.3000
www.kirklandwa.gov

MEMORANDUM

To: Kurt Triplett, City Manager

From: Tracey Dunlap, Director of Finance and Administration

Date: October 8, 2013

Subject: REMITTANCE OF DUCK DASH RAFFLE TAX RECEIPTS TO SELECTED AGENCY

RECOMMENDATION:

That the Council approves the remittance of the Duck Dash raffle tax receipts to an agency or agencies on the list of Community Human Services Agencies recommended to the City Council by the Human Services Advisory Committee.

BACKGROUND DISCUSSION:

The Kirkland Rotary had a Duck Dash August 11, 2012. This fundraising event provides funds to support the Kirkland Rotary.

All organizations that have raffles in Kirkland are required to collect and remit a raffle tax to the City. Gross revenues less cash paid as/for prizes are used to determine the taxable amount. When a raffle is conducted by a charitable or nonprofit organization, no tax is imposed on the first ten thousand dollars (per calendar year) of gross receipts. The raffle tax due is based on the taxable amount times a rate of five percent.

At the June 1, 1999 City Council meeting, the Council requested that staff and the Human Services Advisory Committee (HSAC) review options and make recommendations for a process to distribute raffle tax revenues to human service agencies. Since that time, the City has honored this request by distributing raffle tax collected to local nonprofit or charitable organizations that are selected by the event organizer from the list of HSAC agencies.

Kirkland Rotary has selected the Kirkland Interfaith Transitions in Housing (KITH) as the recipient of the remittance. Therefore City staff are proposing that the 2012 Kirkland Rotary Duck Dash raffle tax be paid to the Kirkland Interfaith Transitions in Housing in the amount of $809.80.

Council Meeting: 11/06/2013
Agenda: Other Business
Item #: 8. h. (6).

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 24, 2013

Subject: REPORT ON PROCUREMENT ACTIVITIES FOR COUNCIL MEETING OF NOVEMBER 5, 2013

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 2, 2013, are as follows:

	Project	Process	Estimate/Price	Status
1.	Lee Johnson Field Lighting Upgrade	Cooperative Purchase	$150,218	Using contract awarded by King County Directors' Association (KCDA) to Musco Lighting of Muscaline, IA.

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

Council Meeting: 11/06/2013
Agenda: Public Hearings
Item #: 9. a.

CITY OF KIRKLAND
Planning and Community Development Department
123 Fifth Avenue, Kirkland, WA 98033
425.587-3225 - www.kirklandwa.gov

MEMORANDUM

To: Kurt Triplett, City Manager

From: Jeremy McMahan, Planning Supervisor
Eric Shields, Planning Director

Date: October 25, 2013

Subject: Public Hearing (continued from October 15) on Interim Land Use Regulations for Properties Adjoining the Cross Kirkland and Eastside Rail Corridors, File No. PLN13-01667

RECOMMENDATION

It is recommended that City Council continues the public hearing on an interim ordinance establishing temporary land use regulations applying to properties adjoining the Cross Kirkland Corridor and Eastside Rail Corridor (the "Corridor"). Following the public hearing, the Council should decide whether to include option 1 or option 2 for expanded uses, whether to include regulations for setbacks, PSE set aside or design standards then adopt the ordinance as presented or modified.

If adopted, the interim ordinance would remain in effect for a period of up to six months while the City considers more permanent regulations.

BACKGROUND DISCUSSION

The City Council held a public hearing on October 15, 2013 to consider adoption of Ordinance 4421. The Council took public testimony and discussed the Ordinance. The following summarizes the Council discussion, staff's understanding of direction given, and direction needed to move forward:

1. **Expanded Uses**

   Interim Ordinance: The interim ordinance presents two options for Council consideration. Both options expand the allowances for restaurant and tavern uses in the TL 7, 9A, 10B, 10C, 10D, and 10E for properties within 150' of the corridor.

   - **Option 1** would continue to only allow restaurants as an accessory use, but increase the allowable square footage to 50% of the gross floor area.
   - **Option 2** would allow restaurant and tavern uses outright, without a limit on the gross floor area. The City Council could also request a hybrid option that might treat the TL office zones differently than the TL industrial zones.

Council Direction: Most Council members supported expanding restaurant and tavern uses. The Council did not express a clear preference for which option was preferred. Several Council members expressed support for a public comment from Lisa McConnell about allowing ceramics studios, glassworks, textiles, custom metalworks, and fine furniture studios with a small display/sales area fronting the corridor. Those uses are all currently allowed in the light industrial zones and are also currently allowed to have accessory retail sales areas (varying between 20% and 35% of the gross floor area). Therefore, the interim ordinance does not need to address this unless the City Council wishes to expand the amount of retail sales area. For example Council could direct that all retail accessory uses are allowed to use 50% of the gross floor area.

Direction Needed:

- *Does Council support the expanded restaurant & tavern uses?*
- *If so, does Council prefer Option 1 or Option 2?*
- *Does Council wish to expand the allowed retail sales area for artisan/manufacturing uses?*

2. **Retail Storage Use**

Interim Ordinance: The interim ordinance establishes that no new or expanded "Retail Establishments Providing Storage Services" are allowed on properties within 150 feet of the corridor.

Council Direction: All Council members supported this provision of the interim ordinance.

Direction Needed: *The Ordinance reflects the direction noted above.*

3. **Setbacks**

Interim Ordinance: The draft interim ordinance reviewed at the October 15 Council meeting established a standard 10' setback in all commercial, office, and industrial zoned areas.

Council Direction: A majority of Council members were concerned about the impact of this provision in the interim ordinance on the auto sales industry in Totem Lake based on public testimony. Therefore, the provision has been modified not to apply to the TL 7 and TL 9A zones, the primary zones in Totem Lake with car dealerships that border the corridor. The setback would apply to all other commercial, office and industrial zones.

Direction Needed: *The Ordinance reflects the direction noted above.*

4. **Design Standards**

Interim Ordinance: The draft interim ordinance reviewed at the October 15 meeting established basic design regulations for properties adjoining the corridor to ensure site planning and building design orient appropriately to the corridor. These regulations would apply to all properties along the corridor, with the exception of single family zones.

Site design regulations would require landscape islands to break up parking along the corridor, integration of site and corridor landscaping, pedestrian connections from buildings to the corridor, and public pedestrian connections from adjoining street to the corridor. It should be noted that the pedestrian connection provisions clarify existing regulations as applicable to the corridor.

Building design regulations would expand existing regulations for blank walls as applicable to the corridor, require landscape screening or other treatment of parking garages facing the corridor, and require building facades facing the corridor to be modulated and receive the same level of architectural detail as other facades.

Council Direction: A majority of Council members indicated concerns about these provisions in the interim ordinance applying to the Totem Lake auto dealership zones for reasons previously described. Council also shared the concern expressed by Lisa McConnell that the design standards would be difficult to apply to the Yarrow Bay Business District zones since the properties are significantly lower in elevation than the corridor. Therefore, the provision has been modified not to apply to TL 7 and TL 9A, the primary zones in Totem Lake with car dealerships that border the corridor. The provision would also not apply to the YBD 2 zone, the commercial zoning in the Yarrow Bay Business District. The design standards would apply to all other commercial, office and industrial zones and have been modified to address potential access constraints such as grade issues.

Direction Needed: *The Ordinance reflects the direction noted above. Should the Council wish to delete the design standards entirely, it would delete Section IV by motion.*

5. **Set Aside for PSE Alignment**

Interim Ordinance: The draft interim ordinance reviewed at the October 15 Council meeting established a 25' set aside on properties adjoining the corridor in Totem Lake zones TL 4A, TL 4C, TL 7, TL 9A, and TL 10B. The effect was to preclude new structures in this area while design of the facility continues.

Council Direction: A majority of Council members indicated that they did not support this provision in the interim ordinance. Therefore, the provision is not included in the attached ordinance.

Direction Needed: *Should Council wish to include a set aside provision, the deleted text is included in Attachment 1 and can be included by motion.*

Lastly, there was a public comment at the hearing requesting that the interim ordinance include a prohibition on construction trailers unless associated with public improvements and a limit or prohibition on vehicular crossings. One Council member indicated an interest in this addition. Staff would suggest that those topics are matters for City discussion as owner and manager of the corridor property and, as such, should not be included in zoning regulations intended to address what happens on adjoining private property. *If Council wishes to include such limits in the interim ordinance, they should so indicate and include them in any motion to adopt the ordinance.*

SUMMARY

As previously discussed, the interim ordinance is a way to address existing opportunities and threats for the Corridor. Items 1 and 2, where a majority of Council members indicated a desire to adopt interim regulations, are areas where the Council agrees that there is a present opportunity or threat that needs to be addressed immediately.

Staff would recommend that any further deliberation on items 3-5 weigh the opportunities and threats within the same context in deciding if those issues must be addressed in that same timeframe.

PUBLIC COMMENT

Attachment 2 provides copies of all public comment received after the posting of the October 15th City Council packet.

Staff provided a briefing to the Houghton Community Council on October 24th. While the Community Council did not take a formal position on those portions of the interim ordinance effective within their jurisdiction, they did request that staff pass on their support for establishing a 10' setback from the Corridor as a placeholder while permanent regulations are developed.

Attachments:

1. Deleted Sections from Interim Ordinance
2. Public Comment

Cc: Lisa McConnell
Duana Kolouskova
Greg Rairdon
Bob Tjossem
Pam Bissonnette
David Godfrey

Sections Deleted from Ordinance O-4421

The following regulations were included in the October 15th public hearing draft of O-4421 but have been removed based on Council preliminary direction.

IV. Set Aside for Puget Sound Energy 115 kV Alignment Planning

Purpose: To preserve design flexibility and public safety in alignment of the Puget Sound Energy 115 kV facility in the Corridor through the Totem Lake area.

Regulation: For properties located within Totem Lake zones TL 4A, TL 4C, TL 7, TL 9A, and TL 10B, no new structure may be built and no existing structure may be expanded within 25 feet of the Corridor.

From: Lisa Berenson
To: Jeremy McMahan
Subject: Cross Kirkland Corridor Interim Ordinance, File No. PLN13-01667
Date: Monday, October 14, 2013 2:59:13 PM

Jeremy-

I am contact you regarding Cross Kirkland Corridor Interim Ordinance, File No. PLN13-01667.

I have some comments I wish to share;

1. Allow Expanded restaurant / tavern uses within 150' of the corridor (s): Agree. But, what about small retail boutiques?
2. Prohibit new Retail Storage Facilities on certain properties adjoining the corridor (s): Absolutely Agree. There are enough Storage Facilities and Industrial Facilities in the Totem Lake Area already. The focus should be on small retail boutiques and restaurant / tavern.
3. Establish a 10' Wide setback from the corridor (s) in all commercial, office, and industrial zones: Disagree, the 10' set back is not enough considering the combination of commercial, office, and industrial usage. The set back should be 25' to align with the setback for the PSE alignment for the new Sammamish- Juanita 115kV project.
4. Establish 25' wide "set aside" from corridor (s) to preclude new construction in the "set aside" while City works with PSE on alignment of the new Sammamish- Juanita 115kV project: Agree.
5. Establish basic design regulations for properties adjoining the corridor (s) to ensure site planning and building design orient appropriately to the corridor with the exception of single family zones: Agree. However, the Basic Design regulations should mandate low height of buildings, maintain as much natural light and sunlight as possible, low and medium density, allow for consistency in appropriate exterior lighting, feel, function, aesthetic, etc., allow for pedestrian and bike travel on both sides of the corridor (s), and incorporate outdoor works of art, water features, and natural landscaping for wildlife and natural beauty.

This should be an opportunity to make this project "shine", not just "another project".

Thank you.

Lisa

LISA BERENSON, LEED AP Interior Designer 206 409 3958

lisab8186@gmail.com

8230 NE 143rd Place, Kirkland, WA 98034

ROBERT P TJOSSEM

44320 S E EDGEWICK ROAD
NORTH BEND, WA 98045

Jeremy McMahan
Planning Supervisor
% City of Kirkland

J mcmahan@kirkland.gov

Re:
Interim Ordinance for Cross Kirkland Corridor

Dear Jeremy,

I am writing on behalf of the Tjossem family which owns the property at 13400 NE 124th St., Kirkland. It is leased to two tenants: (1) Wesco Auto Body Supply and (2) Eastside European (repair).

Our property is zoned industrial (TL7) and is directly east of the new Toyota Dealership being built on the former Graham Steel site. We abut NE 124 on the south and the remainder of the railway right of way on the north.

Our property is somewhat unique because of its shape and size. The west boundary is 97 feet wide (north to south) including the 25' of railroad right of way we purchased many years ago. It extends east of the existing Puget Sound Energy Electric line. So it is extremely long and narrow.

We use the northerly portion of the property for parking and access. A small portion of the building (1' at west and 6'at east end) are located on the 25' we purchased from the railroad.

Thus, in our case any set back requirement from the existing current right of line affects us. I guess it would make it non-conforming.

We would ask the City to provide some flexibility in the code to be able to deal with our situation in a more equitable way. Perhaps a special grand fathering provision that would allow for parking and access where these uses exist under county development standards.

Another way you could deal with this type of situation would be through a variance process, to allow some flexibility so that the set back and other limitations are not cast in concrete.

We thank you for your consideration.

Yours Very Truly,

Robert G. Tjossem

Cc Robert Tjossem
Julianne Tjossem McEwen
Russell Tjossem

From: Eric Shields
To: Jeremy McMahan
Subject: FW: October 24th meeting
Date: Friday, October 25, 2013 8:15:53 AM

Eric Shields

From: Lisa A. McConnell [mailto:kirby994@frontier.com]
Sent: Friday, October 25, 2013 6:50 AM
To: Houghton Council
Subject: October 24th meeting

Dear Councilmembers,

Hello my name is Lisa McConnell. I'd like to rapidly go through some of the issues of Interim Ordinances for the Cross Kirkland Corridor. First two ordinances I would like you to consider.

1. To not allow construction trailers and equipment to encroach or be allowed on Corridor unless the developer is providing and constructing Public Improvements on the Corridor as part of their development.
2. Severely limiting, restricting, or preferably prohibiting further crossings by autos on the Corridor, such as is being done by the Google driveway. I realize that the Google development had some very special circumstances that allowed for such a crossing to be allowed but I would like that to be codified for the future, so that we don't get a "well Google got to, why not me" expectation. It should be that crossings of the corridor will not be allowed unless under a very special circumstance. This preserves the best asset of the Corridor, that it is relatively unencumbered by auto traffic and preserves the safe flow of people, be they bikes or pedestrians, or future transit users.

   As was stated so well by Transportation Commission vice chair Mr Singhal last night, connections and access to the Corridor need to also be an intrinsic part of the Master Plan for the Corridor, not just something we add on as demand will dictate. You will see from the presentation of the recent planning day, that neighbors and citizens are already thinking beyond just trail planning and to how we will access this great asset. To this end I would like you all to start considering how we can involve not just property owners directly adjacent and abutting the corridor in being involved in adding public improvements to the corridor, such as Google has done but other businesses and high density residences that may decidedly benefit from a fully built out and accessable trail. Example being our own Houghton Everest Business area. I can see it might be in Met Market or PCC's interest to help fund or provide a great access for non motorized traffic from the trail to their business. This is where we need to start thinking about public-private partnerships to fund and

build an amazing Corridor and how to welcome them into the process.

This brings me to one of the Interim Ordinances being considered tonight. Design Standards and Guidelines. Although the good intentions of this ordinance is to ensure new businesses orient to the Corridor as well as streetfront, I believe it is premature to do this before Master Planning and is too blunt and broad to be useful. 2 Examples:

1) Site Design, item c and d, public access and required public pedestrian walkways will not work in Yarrow Bay Business District due to the steep grade difference between the Corridor and the businesses below. It could be dangerous to allow public access at most locations and unfairly burdensome to require an ADA compliant walkway on such steep slopes.
2) Building Design. Again Yarrow Bay. The Building Facades we would be "enjoying" on the Corridor in this section would be the roof tops. Considerations such as heat, glare, HVAC system venting and noise will affect the Corridor experience more than horizontal modulation. We have an opportunity here to offer incentives for green roof design and creation of public spaces on the rooftops.

I think these Design Standard issues and all others should be left to the finer tuned Master Plan process, not here as an Interim Ordinance.

1. Expanded Uses
I agree with the Interim Ordinance emphasis on continuing and supporting the light industrial nature of the zones being considered. Because of this, I'd like you to reconsider the other light industrial options such as glassblowing, textiles, ceramics, custom metalworks, etc. The intention was to create a zone to go to rather than to go through. We need to rethink and expand our idea of what the corridor could be and do for us. The TL7 and 9A would be where people go, grab a bite, stroll along, and engage artisans at work, with the corridor being the lovely backdrop. And maybe the Corridor is how you got there in the first place instead of a car. Or maybe you've come from out of town just to be here. Either way, it is a place to go to, stay, gather, and enjoy.

2. Setbacks
I wholeheartedly agree with the reasoning and logic used to establish 10 feet as a setback. Kudos.

3. PSE Alignment
In my discussions with Transportation Engineering Manager David Godfrey and City Manager Kurt Triplett, it becomes obvious to me that the technical and negotiation details of the PSE Alignment are in incredibly capable hands. But this is a difficult one. I feel it is unfair and places an undue burden on the adjacent businesses to accommodate PSE in their pursuit of expansion and infrastructure improvement. There should be some kind of middle ground here. I support the City as it, hopefully, continues to have fruitful discussions with PSE.

Thank you for your consideration,

Lisa McConnell

From: Lisa A. McConnell
To: Jeremy McMahan
Cc: City Council
Subject: Cross Kirkland Corridor Interim Ordinance, File No. PLN13-01667
Date: Tuesday, October 15, 2013 1:56:00 PM

For the Public Hearing October 15, 2013 on Cross Kirkland Corridor Interim Ordinance, File No. PLN13-01667

From Lisa McConnell
5905 106th Avenue NE
Kirkland WA 98033
Kirby994@frontier.com

Dear Councilmembers and Madam Mayor,

Hello my name is Lisa McConnell. I'd like to rapidly go through some of the issues of Interim Ordinances for the Cross Kirkland Corridor.

1. Expanded Uses
   I agree with the Interim Ordinance emphasis on continuing and supporting the light industrial nature of the zones being considered. Because of this, I'd like you to reconsider the other light industrial options such as glassblowing, textiles, ceramics, custom metalworks, etc. The intention was to create a zone to go to rather than to go through. We need to rethink and expand our idea of what the corridor could be and do for us. The TL7 and 9A would be where people go, grab a bite, stroll along, and engage artisans at work, with the corridor being the lovely backdrop. And maybe the Corridor is how you got there in the first place instead of a car. Or maybe you've come from out of town just to be here. Either way, it is a place to go to, stay, gather, and enjoy.

2. Setbacks
   I wholeheartedly agree with the reasoning and logic used to establish 10 feet as a setback. Kudos.

3. PSE Alignment
   In my discussions with Transportation Engineering Manager David Godfrey and City Manager Kurt Triplett, it becomes obvious to me that the technical and negotiation details of the PSE Alignment are in incredibly capable hands. I support the interim ordinance and the City as it, hopefully, continues to have fruitful discussions with PSE.

4. Design Standards
   Although the good intentions of this ordinance is to ensure new businesses orient to the Corridor as well as streetfront, I believe it is premature to do this before Master Planning and is too blunt and broad to be useful. 2 Examples:
   1) Site Design, item c and d, public access and required public pedestrian walkways will not work in Yarrow Bay Business District due to the steep grade difference between the Corridor and the businesses below. It could be dangerous to allow public access at most locations and unfairly burdensome to require an ADA compliant walkway on such steep slopes.

2) Building Design. Again Yarrow Bay. The Building Facades we would be "enjoying" on the Corridor in this section would be the roof tops. Considerations such as heat, glare, HVAC system venting and noise will affect the Corridor experience more than horizontal modulation. We have an opportunity here to offer incentives for green roof design and creation of public spaces on the rooftops.

I think these Design Standard issues and all others should be left to the finer tuned Master Plan process, not here as an Interim Ordinance.

Finally two Interim Ordinances I'd like to suggest.

1. To not allow construction trailers and equipment to encroach or be allowed on Corridor unless the developer is providing and constructing Public Improvements on the Corridor as part of their development.
2. Severely limiting, restricting, or preferably prohibiting further auto crossings on the Corridor.

Thank you for your time and consideration,
Lisa McConnell

JohnsMonroe
MitsunagaKoloušková PLLC

Robert D. Johns • Michael P. Monroe • Darrell S. Mitsunaga • Duana T. Koloušková

Honorable City Council
City of Kirkland
123 5th Avenue
Kirkland, WA 98033

October 15, 2013

Re: Proposed Ordinance O-4421: Interim Zoning Regulations Along Cross Kirkland and Eastside Rail Corridors

Dear Honorable City Council members:

As you may already be aware, we are the attorneys for Greg Rairdon, Dodge Chrysler Jeep of Kirkland, Fiat of Kirkland, and RC 124th LLC. We provide the following comments regarding the City's proposed interim zoning regulations for properties abutting the Cross Kirkland Corridor.

The interim regulations under consideration take a very broad brush approach in imposing new restrictions on all properties along the Corridor, irrespective of their zoning or actual uses. This approach is fundamentally inconsistent with the Kirkland Zoning Code, which addresses considerations such as yards, setbacks and design review on a use-by-use basis, so that each regulation is responsive to the specific use. By taking a uniform approach to yards, setbacks and design review, the City renders the current zoning chart regulations completely meaningless for all properties along the Corridor.

It is important that the Council recognize the new trail will run though many well established areas that have been developed with uses such as auto retail for decades. By their very nature, such uses involve significant parking, important signage, and highly functional and technical buildings to serve auto retail needs. We support the City's proposed trail corridor but believe that such can and must be designed and built in a manner that respects and does not interfere with the well-established uses along the corridor.

The City has spent years fostering a strong relationship with the business interests in the Totem Lake area, and in particularly encouraging an auto retail zone along NE 124th Street. Most recently, the City addressed its forthcoming Comprehensive Plan updates in the March 2013 Totem Lake Bulletin. In that update, the City recognized that Totem

T: (425) 451-2812 • F: (425) 451-2818
1601 114th Ave. SE • Suite 110 • Bellevue, WA 98004
www.jmmklanduselaw.com

Lake business and property owners needed relief from certain development regulations. The City indicated it intended to review light industrial and other commercial land designations to determine how current uses, such as auto retail, can be further accommodated.

The proposed interim regulations directly contradict the City's stated interest in fostering these important light industrial and commercial uses, particularly the auto retail uses which the City has been encouraging along NE 124th Street. The proposed interim regulations lack any meaningful consideration of long-standing uses and run counter to fostering businesses such as auto retail.

We have communicated our concerns to City staff in advance of tonight's hearing. In doing so, we have not learned of any emergency or imminent threat to the trail planning that might warrant these severe interim regulations. Therefore, we request that the City send this ordinance back to staff for review of what uses and portions of the corridor truly warrant interim zoning restrictions while the necessary comprehensive planning is completed.

For these reasons, we object to adoption of any interim regulations in the form set forth in Proposed Ordinance O-4421. We also provide the following additional specific comments regarding three particular arenas of proposed regulation: Required Yards, PSE 'Set-Aside, and Design Standards.

III. Required Yards

The Cross Kirkland Corridor is currently 100 feet wide as it winds its way past the Rairdon property, through an area that has long been developed with industrial uses and retail uses compatible with these uses, such as auto retail. Existing businesses could have the option of providing this new yard if their establishments would benefit from attracting the users of the corridor and if appropriate incentives were included in the regulations to balance the impact of such new regulation. However, the Corridor runs for miles through varying City neighborhoods and cannot be expected to be uniformly lined with uses that address or serve the users of the corridor. We have seen no support for uniformly requiring property owners to provide an additional 10 feet of landscaping given the current adequate width of the corridor. Such a blanket yard requirement on all businesses is highly inequitable and without any ready justification.

IV. PSE Set-Aside

The proposal for a blanket 25-foot wide set-aside to "preserve design flexibility and public safety in alignment" of Puget Sound Energy's proposed transmission line in the Corridor is a patently unlawful inverse condemnation and verges on egregious. It appears from public records that Puget Sound Energy can run its transmission line along its

existing easement within the Corridor in a manner that would not require any dedication of any property rights from adjacent property. Even if that were not possible, taking private property rights, whether through a setback, easement, right-of-way, or fee simple acquisition can only be legally performed if there is a legitimate public use or purpose and just compensation provided. Irrespective of whether a regulation is interim or permanent, it must have a clear public purpose and advance a legitimate state interest. Further, even if temporary, such a regulation must be based on just compensation or would be deemed an unlawful temporary taking. *See e.g. City of Seattle v. McCoy*, 101 Wn. App. 815 (2000).

Under the present circumstances, the City would effectuate inverse condemnation and an unconstitutional taking if it were to impose the 25-foot 'set aside' as provided for under proposed Ordinance O-4421, even on an interim basis. We emphatically request the Council to refrain from imposing such set-aside.

V. Design Standards

For the reasons discussed earlier in this letter, existing businesses along the Corridor should not be subject to new, uniform design standards beyond the current code requirements. In particular, auto retail establishments in the area have been designed and constructed to address customers arriving from the adjacent streets. Signage, building design, site layout, and landscaping is oriented to welcome customers from NE 124th Street. This design has been completed using the City's design standards and setbacks already specifically adopted for auto retail use.

Landscaping, pedestrian walkways and building design standards all need to be addressed on a zone-by-zone and use-by-use basis, as is currently provided in the Kirkland Zoning Code. Master planning for this area, to be incorporated into the updated Comprehensive Plan and amended Zoning Code, is the time to address any additional site and building design considerations. Imposing these design standards on all properties along the Corridor, irrespective of use or zone, without any planning process or meaningful public input is both inequitable and violates fundamental Growth Management Act planning tenets of ensuring meaningful public participation and thoughtful long range planning. There is simply no basis in the record provided to date that would warrant such a sudden and blanket set of severe design requirements even on an interim basis. Experience shows that blanket site and building design standards, such as these interim regulations, will result in unused or even dangerous walkways, landscaping in illogical or undesirable locations and building design that conflicts with established legal uses without any meaningful aesthetic benefit.

Thank you for the opportunity to provide comments on Proposed Ordinance O-4421. We hope these comments support a Council decision not to adopt these interim regulations and instead help to start a more meaningful public dialogue and planning process.

Sincerely,

Duana T. Kolouškovа

Direct Tel: (425) 467-9966
Email: kolouskova@jmmlaw.com

cc: Kurt Trippet, City Manger
Eric Shields, Planning Supervisor
Greg Rairdon

1833-1 Ltr to Council re interim ordinance 10-15-13

ORDINANCE O-4421

AN INTERIM ORDINANCE OF THE CITY OF KIRKLAND RELATING TO LAND USE AND ZONING AND PROVIDING INTERIM OFFICIAL ZONING CONTROLS FOR ZONING DISTRICTS ADJOINING THE CROSS KIRKLAND CORRIDOR AND THE EASTSIDE RAIL CORRIDOR WITHIN THE CITY OF KIRKLAND.

WHEREAS, the Eastside Rail Corridor is a rail corridor, a portion of which runs through the City of Kirkland ("City"), that is railbanked pursuant to 16 U.S.C. 1247(d); and

WHEREAS, in 2012, the City purchased a 5.75 mile segment of the Eastside Rail Corridor that runs through Kirkland and a small portion of Bellevue, which is known as the "Cross Kirkland Corridor" or the "CKC;" and

WHEREAS, The City is actively planning the future development of the Kirkland portion of the Eastside Rail Corridor as a multi-modal transportation corridor; and

WHEREAS, King County has purchased the remainder of the Eastside Rail Corridor within Kirkland city limits and is actively planning the corridor's future development as a multi-modal transportation corridor; and

WHEREAS, many of the existing zoning regulations along the Cross Kirkland Corridor and the Eastside Rail Corridor within the City of Kirkland were established at a time when the primary use of the corridor was for heavy rail; and

WHEREAS, with the purchase of the Cross Kirkland Corridor and the Eastside Rail Corridor for a multi-modal transportation corridor necessitates a review of existing zoning regulations; and

WHEREAS, the City Council would like to enact a limited number of zoning regulations on an interim basis while it considers permanent zoning regulations regarding; and

WHEREAS, the City Council held a public hearing on October 15, 2013; and

WHEREAS, the City has the authority to adopt an interim zoning ordinance pursuant to RCW 35A.63.220 and RCW 36.70A.390;

NOW THEREFORE, the City Council of the City of Kirkland do ordain as follows:

Section 1. For purposes of this ordinance, "Corridor" shall refer to the Cross Kirkland Corridor and the Eastside Rail Corridor within the City of Kirkland.

Section 2. The regulations as set forth in Attachment A attached to this ordinance and incorporated by reference are adopted.

Section 3. Findings of Fact.

A. The recitals set forth above are hereby adopted as findings of fact.

B. It is appropriate to establish regulations pertaining to development along the Corridor on an interim basis while the City Council considers permanent zoning regulations with respect to properties adjoining the Corridor.

Section 4. The interim regulations adopted by this Ordinance shall continue in effect for one hundred eighty (180) days from the effective date of this Ordinance, unless repealed, extended, or modified by the City Council. The Council may adopt extensions of this Ordinance after any required public hearing pursuant to RCW 35A.63.220 and RCW 36.70A.390.

Section 5. To the extent the subject matter of this ordinance, pursuant to Ordinance 2001, is subject to the disapproval jurisdiction of the Houghton Community Council, this ordinance shall become effective within the Houghton Community Municipal Corporation only upon approval of the Houghton Community Council or the failure of said Community Council to disapprove this ordinance within 60 days of the date of the passage of this Ordinance.

Section 6. Severability. Should any provision of this Ordinance or its application to any person or circumstance be held invalid, the remainder of the ordinance or the application of the provision to any other persons or circumstances shall not be affected.

Section 7. This Ordinance shall be in force and effect five days from and after its passage by the Kirkland City Council and publication, as required by law.

Passed by majority vote of the Kirkland City Council in open meeting this _____ day of _____, 2013.

Signed in authentication thereof this _____ day of _____, 2013.

_____
MAYOR

Attest:

_____
City Clerk

Approved as to Form:

_____
City Attorney

For purposes of this ordinance, "Corridor" shall refer to the Cross Kirkland Corridor and the Eastside Rail Corridor within the City of Kirkland.

I. Restaurant and/or Tavern Uses

Purpose: To encourage uses that are supportive of the active nonmotorized and multi-use vision for the Corridor

Regulation:

A. Option 1: For all properties located within Totem Lake zones TL 7, TL 9A, TL 10B, TL 10C, TL 10D, and TL 10E and within 150' of the Corridor, a Restaurant or Tavern use is permitted as an accessory use to an allowed/primary use provided the gross floor area of the Restaurant or Tavern use does not exceed 50% of the gross floor area of the allowed/primary use. The Restaurant or Tavern use shall be subject to all other applicable special regulations for Restaurant or Tavern use in the zone.

B. Option 2: For all properties located within Totem Lake zones TL 7, TL 9A, TL 10B, TL 10C, TL 10D, and TL 10E and within 150' of the Corridor, Restaurant or Tavern shall be an allowed use with no limits on gross floor area and no requirements that the use be accessory to a primary use. The Restaurant or Tavern use shall otherwise be subject to the development standards listed in the applicable zone. For the TL 9A and 10B zones where Restaurant or Tavern is not listed as an allowed use, the use shall be subject to the development standards for an Office use and required parking spaces shall be 1 per each 100 square feet of gross floor area.

II. Retail Storage

Purpose: To avoid siting new or expanded facilities that are detrimental to the active nonmotorized vision for the Corridor

Regulation: No new Retail Establishments Providing Storage Services, as listed in the applicable Kirkland Zoning Code use zone charts, shall be allowed on properties within 150 feet of the Corridor. No expansion of existing Retail Establishments Providing Storage Services shall be allowed on properties within 150 feet of the Corridor.

III. Required Yards

Purpose: To preserve adequate open space between the Corridor and adjoining development.

Regulation: Within all Commercial, Industrial, and Office zones adjoining the Corridor, the minimum required yard shall be ten (10) feet as measured from the common property line. The TL 7 and TL 9A zones are not subject to this required yard.

Regulation: Outdoor use, activity or storage areas located adjacent to the Corridor must comply with the minimum ten foot required yard.

IV. Design Standards

Purpose: To ensure that new development is designed in keeping with the active nonmotorized and multi-use vision for the Corridor.

Regulation: Development on properties adjoining the Corridor; except those properties located in single family, TL 7, TL 9A, and YBD 2 zones; shall comply with the following standards:

1. Site Design: Development adjoining the Corridor shall be designed to complement and interact with the public nature of the Corridor though the following site design and pedestrian improvements:
   a. Landscape islands required pursuant to KZC 95.44 (Internal Parking Lot Landscaping Requirements) shall be provided such that there are no more than eight contiguous parking stalls along the corridor.
   b. In addition to providing the screening and buffering functions required by the KZC, landscape design shall integrate with and complement corridor functions.
   c. A pedestrian entrance facing the Corridor shall be provided with pedestrian access connecting from the entrance to the Corridor installed pursuant to the standards of KZC 105.18.2.a. The City may waive the connection requirement where grade or other natural features preclude access to the Corridor.
   d. Public pedestrian walkways required by KZC 105.19.1 shall include circumstances where blocks are unusually long and pedestrian access is necessary to connect between existing streets and the Corridor. The City may waive the connection requirement where grade or other natural features preclude access to the Corridor.
2. Building Design: Building design adjoining the Corridor shall acknowledge the high visibility from this active public space through the following building design standards:
   a. All buildings shall be designed so that facades visible from the Corridor comply with the provisions of KZC 92.15.3 (Blank Wall Treatment).
   b. All building shall be designed so that parking garages visible from the Corridor comply with the provisions of KZC 92.15.4.a and b (Parking Garages).
   c. Building facades visible from the Corridor shall incorporate similar building materials and window treatment as other facades of the building.
   d. Building facades visible the Corridor shall avoid long, unbroken facades and rooflines by incorporating horizontal and vertical modulation to break large building masses into smaller building masses.

Compliance with these design standards shall be administered by the Planning Official in conjunction with review of an applicable development permit unless the proposal is subject to Design Board review, in which case the Design Review Board shall review the proposal for compliance.

PUBLICATION SUMMARY
OF ORDINANCE O-4421

AN INTERIM ORDINANCE OF THE CITY OF KIRKLAND RELATING TO LAND USE AND ZONING AND PROVIDING INTERIM OFFICIAL ZONING CONTROLS FOR ZONING DISTRICTS ADJOINING THE CROSS KIRKLAND CORRIDOR AND THE EASTSIDE RAIL CORRIDOR WITHIN THE CITY OF KIRKLAND.

SECTION 1. Defines "Corridor" as referring to the Cross Kirkland Corridor and the Eastside Rail Corridor within the City of Kirkland.

SECTION 2. Adopts and incorporates regulations by attachment.

SECTION 3. Sets forth the findings of fact.

SECTION 4. Sets forth the effective date for the interim regulations.

SECTION 5. Establishes that this ordinance, to the extent it is subject to disapproval jurisdiction, will be effective within the disapproval jurisdiction of the Houghton Community Council Municipal Corporation upon approval by the Houghton Community Council or the failure of said Community Council to disapprove this Ordinance within 60 days of the date of the passage of this Ordinance.

SECTION 6. Provides a severability clause for the Ordinance.

SECTION 7. 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 five days after publication of summary, except as provided in Section 5.

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 15th day of October, 2013.

I certify that the foregoing is a summary of Ordinance O-4421 approved by the Kirkland City Council for summary publication.

_____
City Clerk

CITY OF KIRKLAND
Department of Public Works
123 Fifth Avenue, Kirkland, WA 98033 425.587.3809
www.kirklandwa.us

Council Meeting: 11/06/2013
Agenda: Unfinished Business
Item #: 10. a.

MEMORANDUM

To: Kurt Triplett, City Manager

From: Public Safety Building Executive Steering Committee
Dave Snider, Capital Projects Manager

Date: October 24, 2013

Subject: PUBLIC SAFETY BUILDING UPDATE AND PROPOSED FIRING RANGE

RECOMMENDATION:

It is recommended that the City Council:

- Approves a construction contract change to complete the build-out of the Police Department Firing Range,
- Authorizes a Project budget increase of $1,122,000 for the range using funds identified as part of the mid-biennial budget adjustments, and
- Receives a status update on the progress of the ongoing PSB construction.

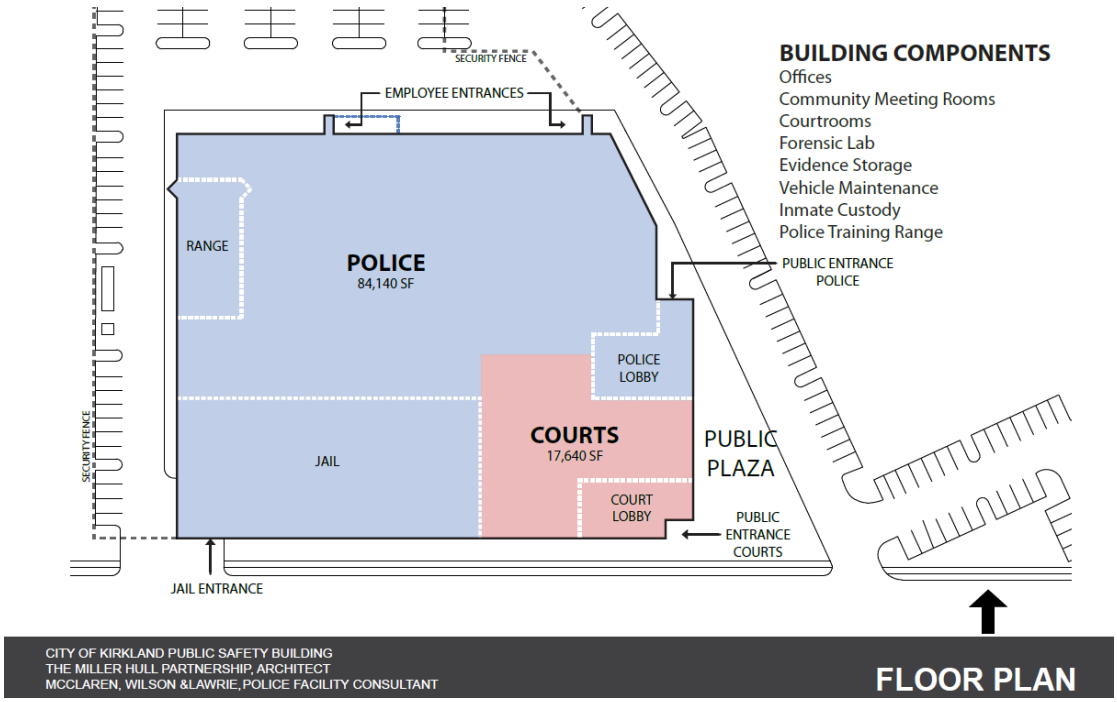
BACKGROUND AND DISCUSSION:

The Public Safety Building (PSB) Project was first advertised for bids on March 6, 2013, and included a base bid with four separate additive alternates for Heating and Ventilation Controls (HVAC), an increased bed capacity for the Jail, a fully completed Police firing range, and expanding the amount of exposed ceiling structure to be painted. At their regular meeting of May 7, 2013, City Council awarded the contract for the PSB construction to Cornerstone General Contractors, Inc., Bothell, WA, in the amount of $23,478,500, including $22,805,566 for the Base Bid plus two additive alternates.

As part of the design development, leading to the advertisement for contractor bids, there were on-going discussions and evaluations regarding increasing the number of beds in the jail and of constructing a tactical training firing range for the Police Department. As discussed with City Council at their meeting of February 19, 2013, the inclusion of additive alternates for both were introduced -- at that time, the firing range was estimated to cost $1,094,000. Upon receipt of the contractor bids; however, the contractor cost for completing the firing range came to $952,540. The staff recommendation for award did not include the alternates to increasing the jail bed number ($561,516) or completing the firing range ($952,540) due to the impacts on the overall PSB budget. The original integrated firing range bid expired several months after it was not awarded. Subsequent total estimates are higher due to increased costs of adding the range into a project bid that was accepted, designed, scheduled and budgeted without range construction.

At the bid opening, the lowest bid price received exceeded the engineer's estimate and, concurrent with the award, City Council approved an increase of $451,619 in the overall Project budget needed to fund the base scope of work and the additive alternate for HVAC ($595,461); at that same meeting City Council (by a second motion) also approved an additional budget increase of $77,473 to fund an expanded ceiling paint alternate. The resultant was a total construction contract amount of $23,478,500. As outlined in the May 7, 2013 contract award memo(Attachment A), the additional funding for the budget increase needed to award the contract came from sources including design engineering contingency savings, Build America Bond interest, and REET 1 Reserves.

As designed, the PSB contains nearly 102,000 square feet of interior space. Within that area is 18,000 square feet dedicated to the Court for two large courtrooms, one smaller courtroom and staff office space. The Police Department area provides for 84,000 square feet for office including future growth space, a 55-bed jail, an area for tactical training, a firing range shell, a forensic lab and evidence processing.

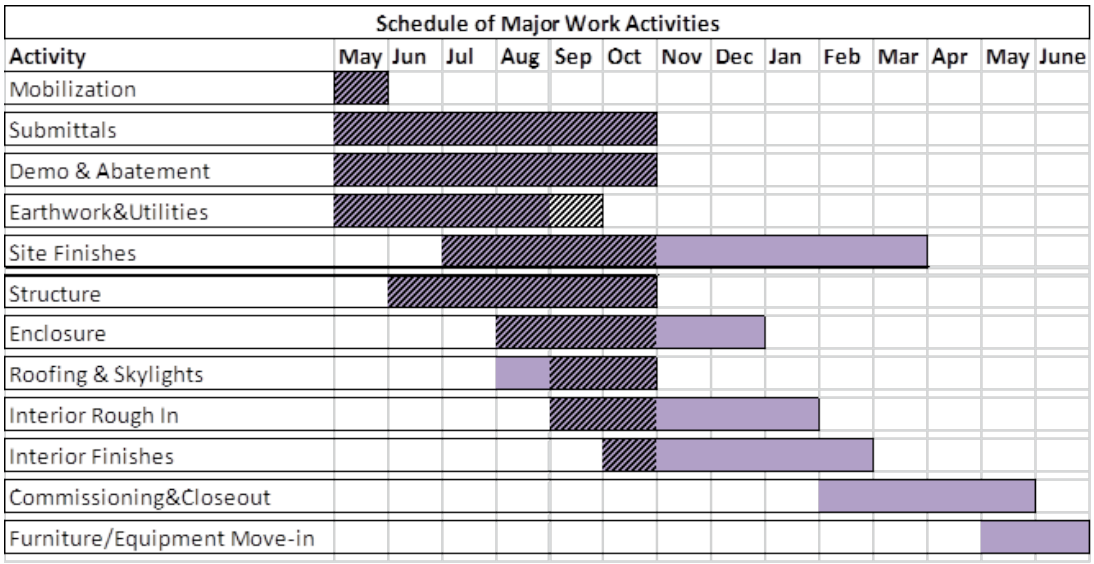


Construction Progress Update

The major work activities completed to date include the building and site demolition, concrete wall modification, concrete wall pour backs, structural steel additions, roof trusses and dry-in, added structure for the firing range, site utilities, and building mechanical system plumbing. Activities in progress at this time are fire suppression rough-in, insulation, interior framing, electrical, drywall installation, storefronts, painting, and site work.

Schedule

With a May 20 start date, the project is currently 5 months into a 13 month overall schedule. The work is 40% complete against a projection of 42%. Specific work activities that have caused a lag in the overall schedule include the placement of the generator, which was delayed due to some mechanical system re-engineering needed in the early phase of the project, and mechanical system changes that resulted in more work to be done under the existing concrete slab that caused a delayed start in some early electrical work. However, this minor loss progress should be re-captured in November and the Project is deemed to be on schedule at this time.



Budget

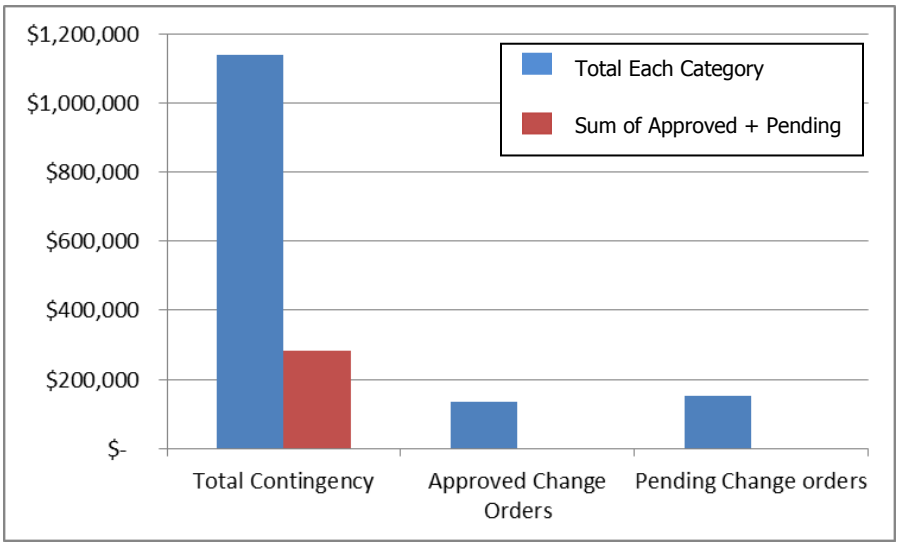
The Project expenditures are progressing well within the available contingency. The contingency budget set for this project was $1,139,402 (approximately 5% of the construction contract amount). To date, the *approved* change orders are $133,751, excluding Change Order #2 for the additional firing range structural add (not funded from the contingency) and a pending change order list of an additional $151,023. The combination of the approved and pending change orders account for 1.2% of the total construction contract amount, well below industry standards for Design-Bid-Build "hard bid" public works projects. The normal change order percentage range is 3% for an excellent project to 8% on the high end of acceptable.

The change orders approved to date break out into the following percentages:

Category	% Approved	% Pending	% TOTAL
Unforeseen Conditions	.22	.17	.39
Design Coordination*	.33	.35	.68
Owner Initiated	.02**	0.12	.14
TOTAL	.57	0.64	1.21

* Design Coordination refers to gaps or interpretation of the plans and specs

** excluding the previous add for the firing range structure



Currently, 75% of the contingency budget remains available and the Project is considered to be on budget at this time.

Challenges
Overall the project is progressing smoothly. There have been some challenges with coordination of utilities to the site because the survey in the bid documents did not extend beyond the property line. The utilities needed to be connected from across NE 118th Street and there were numerous utilities already in the street which had to be avoided. Excellent teamwork between the contractor, the City of Kirkland Utilities staff, PSE and Verizon developed a solution which kept all existing utilities intact while adding the all new conduits and lines needed to serve the PSB.

Upcoming Milestones and Work Tasks
The next major milestone in the construction schedule is "Dry-In" which is the point in construction where the roof and building envelope are complete and the Contractor is able to begin heating the space. The conditioning of the space is significant to the installation of the finish materials: drywall, paint, wood products, flooring etc. The Contractor plans to reach dry-in by mid-December, at the latest.

Upcoming work tasks include interior framing, electrical rough-in, heating ventilation and air-conditioning rough-in, site paving and setting of rooftop air handling units, exterior fencing and security features.

Police Firing Range Request

Concurrent with the construction phase for the PSB, Kirkland Police Department staff continued to seek funding to complete the firing range within the PSB as the Police Chief has identified finishing the firing range as one of his top operational priorities. Those efforts included research on the costs for external training, including overtime costs, travel time impacts on officers, as outlined in an accompanying memo (Attachment B), as well as the outreach effort directed towards other area law enforcement agencies in an effort to ascertain any interest in funding assistance. As a result of this outreach and other considerations, conditions have now changed making it advantageous for the City to move forward with completing the full scope of work for the firing range.

These changed conditions include preliminary interest by the King County Sheriff's Office (KCSO) to contribute funding in exchange for use of the range, together with the availability of significant one-time funding from under-expenditures in the 2013 Kirkland Police Department budget, and the cost differential between constructing the range during the current active project versus as a separate project in the future. As Construction Contract Change Order Number 1, City Council previously authorized $160,000 to build out the shell of the firing range, and now the contractor has provided a proposal to complete the scope of work for an additional $1.12 million. If completion of the range is approved by City Council, it will be authorized as a new change order, representing less than 5% of the total construction contract value. Completing the range after the PSB is finished and occupied will cost significantly more that finishing it now.

The table below summarizes the potential funding scenario based on information developed as part of the mid-biennial budget review process. The intent is to pursue participation by the KCSO in an amount that would contribute to the "additional funding needed"; those discussions are currently in progress. If those negotiations are not successful, the remaining funds could be authorized from one-time resources from unallocated revenues or additional expenditure savings from 2013.

2013 Firing Range Financing Assumptions

Item	Amount
Estimated Cost of Firing Range:	
Previously Authorized Amount to Construct Shell	160,000
Estimate to Complete Firing Range	1,112,000
2013 Estimated Cost of Firing Range	**1,272,000**
Funding:	
2013 Police Department Under-Expenditures:	
Personnel Costs	291,217
Supplies, Services & Other Costs	157,637
Jail Contract Costs	626,943
2013 Estimated Police Department Under-Expenditures	**1,075,797**
Previously Authorized Use of Secret Service Seizure Funds	85,000
Add'l Funding Needed (One-time revenues, savings, and/or external revenue)	**196,203**

Timing for Firing Range Decision

There are a number of financial reasons to proceed with the build-out now versus later. Given that the general contractor's teams and resources are already on site, they will be able to leverage their subcontractors to avoid incurring additional mobilization costs. They are currently able to add the work into their existing sequence so that additional management, oversight, and equipment costs can be shared with on-going activities and without impact to the overall schedule. Another advantage to adding the work at this time is the construction can be done in its normal sequence as opposed to having to demolish portions of the building later to accommodate the additional construction. Additionally, the firing range subcontractor that was the low bidder on bid date has agreed to hold his price from bid day.

Lastly, there is the issue of the escalating cost of construction. According to the Turner Construction Cost Index (http://www.turnerconstruction.com/cost-index), a widely recognized industry cost tracker, construction costs have been slowly but steadily rising with an overall growth of 4.33% over the same period last year. That one indicator alone could have a cost impact of $50,000 per year on any future construction costs for the firing range.

Given the excellent progress being made on the PSB, a critical point has been reached and a City Council decision is needed on moving forward with the full build-out of the Police firing range. On October 17 the Public Safety Committee was briefed on the recommendation to complete the range and concurred with the staff recommendation.

Next City Council Check-in

The Public Safety Committee will be touring the building on November 21 starting at 8:30 a.m., and staff extends the invitation to all other Council members to attend if they wish. The whole building will be "dried-in" in December and another good opportunity to tour the facility will be in January or February as the framing will be essentially complete so as to get a good sense of the various spaces. Staff will plan on returning to City Council with another progress update at a regular Council meeting in spring, 2014.

Attachment A – April Award Memo
Attachment B – Police Firing Range Justification Memo

Council Meeting: 05/07/2013
Agenda: Unfinished Business
Item #: 11. c.

CITY OF KIRKLAND
Department of Public Works
123 Fifth Avenue, Kirkland, WA 98033 425.587.3809
www.kirklandwa.us

MEMORANDUM

To: Kurt Triplett, City Manager

From: Public Safety Building Executive Steering Committee

Date: April 25, 2013

Subject: Public Safety Building Project – Award Construction Contract

RECOMMENDATION:

It is recommended that the City Council awards the Public Safety Building Project construction contract to Cornerstone General Contractors Inc. of Bothell, WA in the amount of $23,401,027 and authorize an increase in the project budget of $451,619 to fund the base scope of work.

The Council may also wish to consider authorizing an additional increase of $77,473 from REET 1 reserves to fund the expanded ceiling paint alternate in the construction contract.

BACKGROUND AND DISCUSSION:

The design phase of the Public Safety Building (PSB) project was complete at the end of February, 2013. The PSB project was first advertised for bids on March 6, 2013 complete with Supplemental Bidder Responsibility Criteria specific to completion of projects of similar size and scope. At this time of bid advertisement, the engineer's estimated total project cost was $41,543,107 including a construction estimate of $22,940,250. With previously approved funding of $41,552,265, there was a remaining budget balance of $9,158 left.

The bid opening was held April 5, 2013 with five bids received. The low bid was determined by the base bid amount; however heating, ventilation and air conditioning (HVAC) controls were bid separately as Alternates 5a, 5b and 5c; one of these three alternates must be included in the contract.

Current City facilities use Delta brand HVAC controls. In order to provide a competitive bid and maintain the ability to select a preferred supplier, the bids for HVAC controls were separated from the base bid. Three HVAC suppliers were identified to provide bids and the preferred supplier (Delta) provided the low bid. The base bid combined with the selected bid for HVAC controls (Contract Amount) is as follows:

Contractor	Base Bid	HVAC Control	Contract Amount
Construction Estimate	$22,512,047.00	$428,203.00	$22,940,250.00
Cornerstone General Contractors Inc.	**$22,805,566.00**	**$595,461.00**	**$23,401,027.00**
Construction Services Inc.	$23,022,375.00	$492,750.00	$23,515,125.00
Berschauer Phillips	$23,245,918.00	$612,036.02	$23,857,954.02
Allied Construction	$23,323,500.00	$657,000.00	$23,980,500.00
Pease Construction	$24,288,096.00	$603,498.30	$24,891,594.30

The low bid contract amount for the construction contract is $23,401,027 and exceeds the engineer's estimate by $460,777. With a total budget surplus of $9,158 prior to opening bids a budget shortfall of $451,619 now exists.

Staff recommends the following funding options to re-balance the budget:

The design and engineering phase is nearing completion, so it is appropriate to reduce the contingency for this phase from $189,508 to $50,000, offsetting $139,508 of the professional services overage.	$139,508
Interest earnings on the unspent Build America Bond proceeds have exceeded the projected amount. An additional $130,553 is available to be used toward the project.	$130,553
After the changes described above, a balance of $181,558 remains, which is proposed to be funded using REET 1 reserves.	$181,558
Total	$451,619

At the April 18th Public Safety Committee meeting, interest was expressed in exploring options for funding the increased jail capacity alternate and the expanded ceiling paint alternate. The most logical funding source for these two alternatives is from the REET 1 reserve, which does have a healthy fund balance of over $3 million. Staff does not recommend pursuing either one of these alternates as they were originally only intended to be funded if bids came in lower than the engineer's estimate. Additionally, analysis shows that there is no immediate Kirkland need to expand the jail size beyond 55 beds. The attached memo explains the current demand for jail beds in the region. (Attachment A).

At the same April 18th Public Safety Committee meeting, the question of how much more will it cost to construct the jail expansion at a later date was raised. Staff has reviewed the scope of work to complete the jail expansion at a later date. All work below the concrete slab is included in the current base scope of work for the project and the electrical and HVAC systems are sized to accommodate the jail expansion. This limits the amount of additional demolition and coordination with the buildings existing systems. The main cost increase to complete the work at a later date is the re-mobilization cost. 15% of the current construction cost of $561,516 is estimated for re-mobilization.

The table below summarizes the cost to complete the jail expansion work at a later date in today's dollars.

Current bid amount for the jail expansion alternate	$561,516
15% for re-mobilization	$84,230
Total	$645,746

Depending on when the work is completed additional cost associated with price escalation are expected. Including escalation, the jail expansion cost is expected to range from $645,746 to $730,000 if the work is completed within the next five years. Despite these potential cost increases, staff is not recommending completing the jail expansion at this time, given the lack of immediate need, the many jail bed options in the region and the potential opportunity cost of using significant REET 1 reserves while the City is implementing many capital projects.

However, the $77,473 expanded ceiling paint alternative is substantially less than the jail alternative. If Council should choose to include this alternate in the construction contract, the funding requirement from REET 1 reserves would increase by $77,473. Adequate funds within the REET 1 reserve exist to accomplish this alternate. A separate fiscal note is attached for Council consideration.

With an award of the contract by City Council at their May 7, 2013 meeting, construction will begin in May, 2013. A ground breaking ceremony is scheduled for Friday May 17th. An eleven month construction period is anticipated with an additional two months to complete punchlist items, close out and move in. Occupancy is expected at the end of June, 2014.

With design and bidding complete, staff has the design information to begin the procurement of furnishings and equipment for the building. To the extent possible, existing furnishings from Court and Police will be used. A list of required equipment and furnishings is currently being developed that identifies long lead items for early procurement.

The public art process is also underway. Staff has hired Perri Howard and Leslie Bain to coordinate the public art process. City representatives from the Police Department and Court, as well as representatives from the Kirkland Arts Commission, have met, toured local facilities with public art and are in the process of selecting artists. Staff will report back to Council this summer with an update to introduce the artists and their concepts.

Attachment A: Jail Capacity Memo
Attachment B: Fiscal Note – Base scope of work
Attachment C: Fiscal Note – Including Ceiling Paint Alternate

Public Safety Building
116th Ave
405 Fwy
Lake Blvd NE
NE 122nd Way
116th Ave NE
NE 120th St
120th Ave NE
NE 117th St
Public Safety Building
Existing Municipal Court
Open Space

ATTACHMENT B

CITY OF KIRKLAND
Police Department
123 Fifth Avenue, Kirkland, WA 98033 425.587.3400
www.kirklandwa.gov

MEMORANDUM

To: Eric Olsen, Chief of Police

From: Michael Ursino, Administrative Captain
Hiedi Popochock, Police Senior Financial Analyst

Date: October 30, 2013

Subject: Public Safety Building Firing Range Needs Assessment

PURPOSE

This memo will address the needs and uses of the proposed firing range for the Public Safety Building.

BACKGROUND ON FIREARMS TRAINING

The Kirkland Police Department (KPD) currently has 114 commissioned and non-commissioned officers that are armed with a firearm. It is imperative that officers maintain department firearm training standards and stay current on firearm safety. In order for officers to maintain department firearms training standards, officers have to successfully complete a series of qualification exercises that are conducted a minimum of twice a year. KPD currently utilizes three firing range facilities to conduct qualification exercises. The majority of the qualification exercises occur at the Issaquah Police Department (IPD) firing range. When the IPD firing range is not available, the department utilizes two private firing ranges. The private firing ranges are utilized mainly for remedial training and for firearms practice for off-duty officers.

Failing to train is an issue in law enforcement that has been addressed at many different levels, for many different reasons. Deadly force is one of those reasons. When it comes to firearms qualifications no court has made a specific decision on the frequency of qualifying, however, they have addressed the substance of the training. The minimum qualification interval mentioned above is the standard set by KPD General Orders and Procedures. The International Association of Law Enforcement Firearms Instructors (IALEFI), the body of professional firearms trainers have set the recommended level of qualifying as quarterly. According to IALEFI, "The learning curve required for the psychomotor skills needed for semiautomatic pistol manipulation is such that without constant and frequent reinforcement, those skills will deteriorate".[1] The International Association of Chiefs of Police (IACP), have suggested that firearms qualifications should preferably be held three times a year, and have suggested that annual, or even semi-annual, firearms training is insufficient for the purposes of avoiding liability.[2] The department's recommendation is to increase qualifications from twice per year to quarterly, and for training to occur as often as possible. The availability of a local firing range makes this recommendation feasible.

[1] International Association of Law Enforcement Firearms Instructors – Training Standards (2004 Revision)
[2] International Association of Chiefs of Police Model Deadly Force Policy (2001)

Training does not simply mean point the weapon down range and pull the trigger. In addition to classroom instruction of deadly force policy and procedure and other topics, most trainers suggest the range instruction should include:

- Clearing stoppages with either hand
- Drills that simulate malfunctions
- Emergency tactical reloading with either hand
- Manipulation of safeties and de-cocking levers with either hand
- Low-light and judgmental (decision-making) shooting
- Shooting while moving to cover
- One-handed firing
- Giving verbal challenges
- Firing and clearing malfunctions from various "officer down" positions
- Engaging multiple targets

Qualifications conducted by KPD include all of the above topics. If an officer has an issue with any of them further training needs to be conducted. Although not all of the training would require a range, the advantage of live fire practice cannot be replaced with simulation.

A significant amount of range time is also needed for the National Integrated Ballistic Information Network (NIBIN) Program, which is managed by the United States Bureau of Alcohol, Tobacco, Firearms and Explosives (ATF). To use NIBIN, firearms examiners or technicians enter cartridge casing evidence into the Integrated Ballistic Identification System (IBIS). These images are correlated against the database. Law enforcement can search against evidence from their jurisdiction, neighboring agencies, and others across the country. Currently, the weapons are given to instructors on range days to fire and collect the casings. The backlog of weapons to be tested continues to increase due to limited access to firing range facilities. It is absolutely imperative that KPD catches up on submitting evidence of firearms.

Completing a firing range in the Public Safety Building would not only create efficiencies it will also create opportunities to conduct real life scenario-based trainings that increase officer safety, effectiveness and reduced City liability. The current configuration will allow for 180 degree shooting at a moving target. Vehicles can be moved onto the range allowing officers to shoot from a seated position or around the hood of a car. All of this being done while the emergency lights are activated creating an atmosphere as close to reality as possible.

Other uses for the range include:

- Remedial training
- Monthly officer practice
- Gun Safety Courses
- Less lethal training
- Special Response Team Training
- Make-up training days
- Pre-academy qualifications
- Instructor development

DISCUSSION ON NEED

There are several issues that surround qualifying and training 114 officers twice a year at different firing range facilities.

- Availability of range rental
- Availability of officers/training

Availability of Range Rental

The limited range rental availability has forced KPD to pay the firearm instructors overtime in order to administer the mandatory qualification exercises. There have been several instances where the available days for the firing ranges did not coincide with the on-duty firearm instructors' schedules. This problem was further compounded when additional officers were added for annexation starting in 2010. In 2014, the new Kirkland Jail at the Public Safety Building will add three new non-commissioned officers that will have to complete the training and qualification exercises.

In late 2012, the IPD firing range was closed for six months for repairs and maintenance. The police department was tasked with qualifying 114 commissioned and non-commissioned officers at two private firing ranges.

Availability of Officers

Currently the average patrol staffing for a 12 hour period is between 10.5 and 11 officers per shift. KPD allows three officers to qualify at a time. If at all possible an on-duty instructor is used for the day, to eliminate overtime. Currently, when officers go to an outside range to qualify, four of the on duty staff are out of the city for approximately three hours in order to complete the qualification exercise. Depending on which range is utilized the officers can take between 20 and 30 minutes to respond to an emergency in Kirkland. This not only slows down the response time considerably but requires that a make-up day on the range be scheduled resulting in additional costs. There are always make-up days for each qualification, again relying on the availability of a facility, instructor and the officer.

DISCUSSION OF FINANCIAL CONSIDERATIONS

Cost of Range Rental

In the past three years, KPD has spent approximately $25K-$28K annually for firing range rental fees and personnel overtime to conduct only qualification exercises, excluding the cost of officer travel time to and from the ranges.

KPD has spent a total of $46,279 in firing range rental fees over the past three years. Officers have access to private firing range facilities for practice and remedial training, if needed. KPD has utilized two firing range facilities in Bellevue and one firing range facility in Everett. The department encourages officers to practice once a month by supplying fifty rounds of ammunition to officers. The table below illustrates a breakdown of range rental fees for the past three years.

Cost of Overtime for Instructors

Instructor overtime has increased significantly due to the limited firing range availability and the number of officers to qualify. At a minimum, 684 hours are used for qualification exercises annually. The table below illustrates instructor overtime costs from 2010 to 2012 totaling

$31,200. It is anticipated that the instructor overtime will be eliminated with access to a 24 hour facility. From 2010 to 2012,

Firearm Instructor Overtime Costs	
Year	**Expenditures**
2010	$10,620
2011	$11,743
2012	$8,836[1]

[1]Limited qualification exercises were conducted in 2012 due to lack of range availability.

Cost of Travel Time for Officers

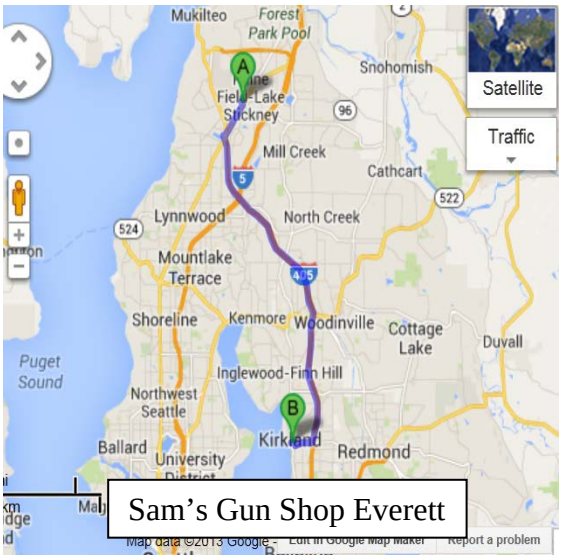
Officer travel time to and from rented ranges was also calculated from 2010 through 2012. Allowing each armed officer an hour of total commute time (round-trip), 234 hours of time each year was spent commuting between the IPD firing range, Sam's Gun Shop in Everett and/or Wade's Gun Shop in Bellevue. An estimated total of $8,190 was spent each year just on travel time and $24,570 cumulatively over the last three years. This figure includes two round trips per armed officer in 2010 and 2011 and one round trip in 2012.

Even operating in a code response from the Issaquah range the congested traffic corridor of I-90 W and I-405 N presents challenges of it's own including increased liability of running code in frequent grid lock.

I-90 W and I-405 N	**17.1 mi, 22 mins**
	In current traffic: 23 mins

Responding from Sam's gun shop in Everett has similar issues to the I-90 corridor. The response time is about the same, but the traffic and weather conditions can dictate what the response time will actually be.

I-405 S	18.1 mi, 22 mins
	In current traffic: 23 mins



BACKGROUND ON USE

There are operating considerations surrounding the use of a range at the new Public Safety Building that are discussed below.

- Type of range
- Operation of range
- Rentals to outside agencies
- Cost of range operations
- Noise

Type of Range

There are basically two types of ranges available, leaded and lead-free. The type of range that has been identified by the consultant (McClaren, Wilson & Lawrie, Inc.) as the most appropriate for the Public Safety Building is a lead-free system. Although lead-free ammunition is more expensive, the maintenance of a leaded filtering system can be very costly. The firing range bid is based on a lead-free range and is controlled mostly by the type of ammunition.

- **Ammunition:** The significant source of particulate lead in an indoor range is the ammunition used. Lead-free ammunition is mandatory in a lead-free range and therefore must be controlled.

  The use of both lead-free primers and totally encapsulated projectiles results in airborne lead being totally eliminated at the firing line and breathing zone. Reliable non-lead primers and projectiles are becoming the standard and continue to get better.

  Lead-free ammunition (The Green Ammunition) has greatly improved over the past five years and can simulate a duty round. Historically, green ammunition would be twice the cost of leaded ammunition. Currently, the cost differential between the two types of ammunition is not as substantial anymore. KPD purchases leaded ammunition as soon as it is available. Lead-free ammunition is easier to locate and purchase. Currently the costs are about the same.

- **Maintenance:** Most lead-free ranges are maintained the same way. As described in the excerpt below.

The rubber particle trap system needs to be mined periodically to recover the spent bullets that have been fired into them. . In other ranges of this type, mining has occurred anywhere from six to eight years after installation depending on use. The average cost of range mining is about $150 dollars per linear foot. Based on the configuration of the range, it will cost about $7,500 to mine.

Another option to the mining companies is to 'self-mine'. Mining the lead-free range is as simple as separating the projectiles from the ballistic rubber pellets. It is recommended that range owners contact firms that are knowledgeable about range technology and best suited for directing the range metals to the appropriate companies for further metal recycling. However, since the range is completely lead-free, the mining of the rounds is not a hazard or difficult because there is nothing to be sorted other than the projectile from the backstop particles.

The maintenance and operation of this range is low and most maintenance can be done utilizing range personnel.

Operation of the Range

The KPD firing range will be operated by the Firing Range Master (FRM) which will be a part-time position filled by a current FTE. The FRM will manage the use of the range for KPD and will conduct or arrange the firearm training of officers, detention personnel, and court security in firearm and law enforcement equipment safety. The FRM will also manage the maintenance of the firing range and will maintain the inventory of ammunition and targets. The FRM will have five firearm instructors for assistance. Firearm instructors are full-time officers who provide firearm instruction as an ancillary assignment. KPD will be increasing the number of instructors by three to insure one firearm instructor is available at all times. Any instruction in the range by an outside agency will be conducted by a state qualified firearms instructor provided by the outside agency. This instructor will be given clear direction on the rules and regulations of the range.

The checkout system will be managed much like a rental car program. The Kirkland Police Firing Range Master or his delegate will check out the range to the agency prior to use and will inspect the range when they have finished.

Range rental to the general public will not be allowed; however, the opportunity to conduct firearms safety classes to the public will be scheduled a few times of year and will be at minimal cost. On-duty firearms instructors will be used eliminating overtime costs. The firing range would also be utilized to enhance the Citizen's Police Academy weapons familiarization segment at no charge.

Rental to Outside Agencies

Although the new firing range has not been identified as a revenue source, it has the potential to be rented out by surrounding agencies. The hourly rental rate for local firing ranges varies from $35 to $48, depending on day or night use. The KPD range could be rented anytime it is not in use by KPD which can provide some cost recovery. For example, KPD spent $16,119 in range rental fees in 2011. The IPD firing range annual revenue for range rental in 2011 was $34,100.

Currently several inquiries have been made by local Law Enforcement Agencies requesting use of the KPD range. Discussions are ongoing focusing on one time capital money and/or ongoing rental fees.

Cost of Range Operation

- Facility maintenance includes electricity, light bulb replacement and HVAC service
    - $7.62 per sf. @ 4194 sf. = $87.00 per 24 hour day.
    - Janitorial services will be completed by corrections under the direction of the Range Master or his/her designee
- Range Master:
    - Added to current duties and absorbed with in the current FTE
- Range Equipment Maintenance:
    - To be determined
- Range mining is only needed about every couple of years, depending on the use
    - If needed $3700.00 per year is a conservative estimate.

Total Per 24hr. day = $97.01
Total Annual Cost = $35,405

The annual cost of operating a KPD range 24 hours per day as proposed is roughly equivalent to the current costs of range rental, overtime and travel time. However, having the range located in Kirkland will allow significantly more training to be provided, as well as eliminating the need to send officers out of Kirkland to train. Thus for the same approximate costs, Kirkland gets better trained officers and more daily police coverage of the city.

Range Operation Noise
The Public Safety Committee inquired about the sound isolation and whether the sound of gunfire would be heard within the building or on the exterior (especially adjoining properties). The noise levels have been addressed by BRC/Acoustics & Audiovisual Design. Analysis includes the following sound control and acoustical interior noise issues, in part:[3]

- Sound isolation from adjacent non-range spaces
- Fire-arms noise at exterior locations

The following excerpts from the consultant's report describes noise goals at interior areas

- In non-sensitive interior areas just west of the range, sound will be audible but low level (i.e. less than 35 dBA)
    - Evidence Storage

[3] Complete analysis available upon request.

- Armory
- Ready Room
- Vehicle Maintenance

- In sensitive interior areas, west of grid G- will be nearly inaudible (i.e. 25 to 30 dBA or less)
    - Court
    - Records
    - Administration
    - Investigations
    - Public Entries

The following decibel chart has been added for reference purposes only.

Approximate Decibel Level	Examples
0 dB	the quietest sound you can hear.
30 dB	whisper, quiet library.
60 dB	normal conversation, sewing machine, typewriter.
90 dB	lawnmower, shop tools, truck traffic; 8 hours per day is the maximum exposure (protects 90% of people).
100 dB	chainsaw, pneumatic drill, snowmobile; 2 hours per day is the maximum exposure without protection.
115 dB	sandblasting, loud rock concert, auto horn; 15 minutes per day is the maximum exposure without protection.
140 dB	gun muzzle blast, jet engine; noise causes pain and even brief exposure injures unprotected ears; maximum allowed noise with hearing protector.

Further research is being done on whether noise from the range is audible on the exterior of the building and, if so, whether it can be heard from adjacent properties. Staff will provide more information at the Council meeting regarding noise impacts.

Conclusion

As the department grew so did the need for more range time and space. Evaluating current range practice indicated areas of concern, availability and associated costs. The closure of Issaquah in 2012 highlighted the risk of not having a Kirkland range. Building a range is expensive, however, the costs are mostly fixed and there is opportunity for cost recovery. Control of range space and time is a benefit not realized until a department struggles to find a location that meets the needs of the department, both in cost and availability.

Although the department has been qualifying twice a year, the goal is to qualify quarterly and to train whenever possible and as realisticly as practical. Utilizing a 24/7 facility will ensure that officers are trained above a minimum standard, reducing liability for the City while creating a safer environment for officers and the public.

Council Meeting: 11/06/2013
Agenda: Unfinished Business
Item #: 10. b.

CITY OF KIRKLAND
Planning and Community Development Department
123 Fifth Avenue, Kirkland, WA 98033
425.587-3225 - www.kirklandwa.gov

MEMORANDUM

To: Kurt Triplett, City Manager

From: Eric Shields, Planning Director

Date: October 25, 2013

Subject: Freestanding Solar Panels

RECOMMENDATION

Council receives information on Kirkland regulations pertaining to freestanding solar panels and provides direction to staff on:

- Issues to address in revising regulations;
- Whether to prepare, for Council consideration at a future meeting, a moratorium on free standing solar panels pending completion of the new regulations.

BACKGROUND DISCUSSION

At the October 15, 2013 City Council meeting, three people spoke to the Council expressing concerns about a freestanding solar panel constructed on property at the southern end of the Finn Hill Neighborhood. The speakers asked the Council to consider adopting a moratorium and code amendment preventing the construction of additional such panels, including a planned second panel on the property where the first panel was constructed. The speakers also suggested that the panels constitute a home occupation because power generated from the panels is sold to Puget Sound Energy (PSE). The Council asked that staff provide a report on the status of the solar panels, the code amendments now in process and the potential for a moratorium.

Existing Zoning Code Regulations

Currently, there are no zoning regulations explicitly addressing freestanding solar panels. Section 115.10 of the Zoning Code allows accessory facilities and solar panels have been considered to fall within this provision. Consequently, the panels are subject to the height and bulk regulations of the code. They may not be located in required yards (20' front, 5' side, 10' rear), exceed the maximum permitted height (30') or exceed the maximum allowed lot coverage (50%). Section 115.60 explicitly allows rooftop solar panels on flat roofs to exceed the maximum permitted height by a maximum of six inches, but this provision does not apply to freestanding solar panels.

Solar Panels Constructed and Planned on Finn Hill

Existing Panel: The existing solar panel was installed by Mr. Mosher under building permit number BSF13-01389. The application was submitted on March 14, 2013 and issued on April

22, 2013. The solar panel was installed incorrectly on the property and did not comply with the required five foot side yard setback or the required ten foot setback from NE 110th Place. Note that the panel is designed to rotate and because it is rectangular, its position relative to the adjacent property lines varies as it rotates. The Planning Department has ordered Mr. Mosher to move the panel to meet the setback requirements at all times during its rotation.

The City handled the required correction through the permit revision process. A revision to this permit was submitted for the corrections required on September 26, 2013. The submittal included a survey of the property which is on file with the Building Permit Application. The revision review was completed and the corrections issued to the applicant on October 1, 2013. The building permit is still active and will not be finaled until the location of the structure is corrected and verified in the field by the Planning Department at time of final inspection.

Second Panel: A permit for a second solar panel was submitted on September 25, 2013. The permit was reviewed for compliance with all applicable zoning and building codes and was issued by the City on October 15, 2013. Mr. Mosher has indicated his desire/ intent to install the panel by the end of November, at which time he will correct the location of the first panel.

Do the Solar Panels Constitute a Home Occupation?

Neighbors of Mr. Mosher have submitted a complaint to the City asserting that use of the panels constitutes a home based business (home occupation) since the panels are generating power that is "sold" to PSE. A picture of a new "solar meter" on the side of the house was provided with the suggestion that the meter shows the energy from at least one of the panels will move only into and not away from the PSE power grid.

The Planning Department conducted an investigation and concluded that due to the nature of the power generation and operation of the PSE green power program, the use of the panels does not constitute a home occupation.

The State of Washington recognizes the public benefits of alternative methods of power generation, such as solar panels, and has adopted financial incentives for homeowners to be partially reimbursed for the cost of system installation. In addition, other incentives, administered through the local electric utilities, provide owners of on-site energy generation systems with credits for energy generated in excess of the amount actually used on site. This is accomplished by "net metering."

According to discussions with a PSE representative, a special bi-directional meter is installed at properties with solar panels. The meter tracks energy flowing both into and away from the residence. The customer is billed only for the net energy used and is not compensated for any excess energy generated. In other words, the best customers are able to do is eliminate their PSE energy bills. They cannot make a profit. Furthermore, the power credits are reset each year. To protect utility workers, the special meter also allows the flow of energy from the property to be cut off when the network is under repair.

Staff also learned that the State Department of Revenue does not consider the power credits to be taxable income.

Based on the above, the Planning Department concluded that the generation of solar power at a residence does not constitute a home occupation. It is worth noting that if the City were to

treat free-standing solar panels as a business, the City would likely have to do the same for rooftop panels.

Glare Impacts

Another part of the complaint is that the solar panels cause glare to adjacent properties. Section 115.50 of the Zoning Code states:

> *Any artificial surface which produces glare which annoys; injures; endangers the comfort, repose, health or safety of persons on abutting properties or streets; or in the use of property, is a violation of this code.*

The solar panels are designed to track the movement of the sun during the course of the day. Glare may be a problem near the end of the day around the time of the summer solstice. The panels are currently not in operation, but when they are activated, the Department will closely monitor concerns about glare and if glare is a problem, the panels will be required to be adjusted to prevent it.

Code Amendments under Consideration

Shortly after the first solar panel on Finn Hill was constructed, the Planning Director met with neighbors to discuss their concerns. Residents were informed that the constructed panel was vested, but that the City could consider Zoning Code amendments to determine whether additional regulations are desired. The Planning Department then was in the early stages of processing a group of code amendments and the Planning Director indicated a willingness to add this issue to the group of amendments.

On September 12, the Planning Department introduced this issue to the Planning Commission. Staff suggested consideration of amendments that would require mitigation of the aesthetic impacts of free-standing solar panels. The Planning Commission agreed to consider the issue, but asked if it would be possible to expand the review to include other accessory facilities, such as those for wind power generation. The Planning Department is now researching this issue and will present our research to date to the Planning Commission and Houghton Community Council on November 21. The group of amendments under consideration includes 27 topics. We plan to complete the amendments by early 2014; however, we have concerns that expanding the scope of the project could slow down the ability to complete the full group of code amendments in a timely manner. If it does, staff may need to phase the amendments, drop some from consideration in this group, or delay completion. Staff would appreciate any guidance that the Council may have in how to handle the potential amendments.

Interim Regulations/ Moratorium

Concerned neighbors of the Finn Hill solar panel have asked that a moratorium be adopted to immediately prevent the construction of additional freestanding solar panels pending consideration of new Zoning Code regulations. A moratorium would not affect the vested panels on the Finn Hill property, but would prevent other panels from being erected. The Planning Department not has heard from anyone else expressing an interest in erecting freestanding solar panels. If the Council is interested in considering a moratorium, it should direct staff to prepare a draft ordinance for consideration at a public hearing at a future meeting.

Council Meeting: 11/06/2013
Agenda: Unfinished Business
Item #: 10. c.

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: David Godfrey, P.E., Transportation Engineering Manager
Pam Bissonnette, Interim Public Works Director

Date: October 24, 2013

Subject: Sound Transit 3 Resolution

RECOMMENDATION:

It is recommended that City Council review and adopt the attached resolution and interest statement concerning Sound Transit 3.

BACKGROUND DISCUSSION:

On May 21, 2013, Sound Transit presented its planning for the next phase of development, known as Sound Transit 3 (ST 3) to the City Council. At its June 4 meeting, Council directed staff to develop a resolution outlining Kirkland's interests in ST 3 and offered some points for inclusion in the resolution and accompanying interest statement. Following a presentation by Sound Transit staff at the October 15, 2013, Council meeting, the Council reviewed and revised the resolution and interest statement.

At the October 15 meeting, the Council also recommended a prioritization of the elements presented in the interest statement. The prioritization of these elements was addressed at the October 22, 2013, Public Works, Parks and Human Services Council Committee meeting. The attached interest statement reflects the Committee's recommendation as a result of that discussion.

RESOLUTION R-5014

A RESOLUTION OF THE CITY COUNCIL OF THE CITY OF KIRKLAND CALLING UPON THE SOUND TRANSIT BOARD TO ACTIVELY INVOLVE LOCAL JURISDICTIONS IN THE PLANNING OF SOUND TRANSIT 3 AND TO INCLUDE CONNECTIONS TO THE TOTEM LAKE URBAN CENTER IN SOUND TRANSIT 3.

WHEREAS, the Sound Transit Board has begun planning the next set of capital and service investments known as Sound Transit 3, which includes planning for transit expansion throughout the region and specifically on the east side of Lake Washington; and

WHEREAS, the goals and policies of the City of Kirkland Comprehensive Plan call for high capacity transit service in Kirkland; and

WHEREAS, the City Council's goal for balanced transportation includes a reduction in reliance on single occupancy vehicles; and

WHEREAS, the City of Kirkland is updating its Comprehensive Plan and developing a new Transportation Master Plan, with a planning horizon to 2035, which will call for increased employment and population in the Totem Lake Urban Center; and

WHEREAS, the City of Kirkland recognizes the linkage between land use and transportation and the need to connect the Totem Lake Urban Center to the regional transit system; and

WHEREAS, the City of Kirkland purchased and is planning for transit on the Cross Kirkland Corridor which connects both the Totem Lake Urban Center and the South Kirkland Park & Ride to LINK Light Rail in Bellevue and other destinations; and

WHEREAS, the City of Kirkland has supported previous phases of Sound Transit planning and development including Sound Move in 1996, the Transit and Roads package in 2007 and ST2 in 2008; and

WHEREAS, the City anticipates support of future Sound Transit phases should they contain components that adequately meet the needs of Kirkland's citizens and the region;

NOW, THEREFORE, be it resolved by the City Council of the City of Kirkland as follows:

Section 1. The Kirkland City Council calls upon the Sound Transit Board to actively involve local jurisdictions in the planning of Sound Transit 3.

Section 2. The Kirkland City Council further calls upon the Sound Transit Board to include connections to the Totem Lake Urban Center in Sound Transit 3 and to address the other interests of the City of Kirkland included in the Interest Statement attached as Exhibit A and incorporated by this reference.

Passed by majority vote of the Kirkland City Council in open meeting this _____ day of _____, 2013.

Signed in authentication thereof this ____ day of _____, 2013.

_____
MAYOR

Attest:

_____
City Clerk

R-5014
Exhibit A

CITY OF KIRKLAND
SOUND TRANSIT 3 INTEREST STATEMENT
NOVEMBER 6, 2013

Both Sound Move and Sound Transit 2 were actively supported by the Kirkland City Council. Both of those previous measures met the interests of Kirkland and of the region. Kirkland looks forward to supporting Sound Transit 3 (ST3) and have developed a set of interests that, when met, would garner Kirkland's full support of any potential upcoming measure.

LINK light rail (or equivalent) to Totem Lake via the Cross Kirkland Corridor: ST3 must support connection of Urban Centers. The City's primary interest is connecting the Totem Lake regional urban center to the rest of the region with LINK light rail or an equivalent high capacity transit technology. Based on the increases in population and employment anticipated over the next 20 years, a high quality, frequent and permanent route such as that delivered by LINK light rail must be made. Investment in the CKC is a long standing Kirkland interest. Because East Link investments are currently being made on the Eastside Rail Corridor, the CKC is a logical starting point for an alignment.

Interim Transit Modes via the Cross Kirkland Corridor: LINK light rail to Totem Lake may take decades to plan, permit and implement. Until LINK light rail is in place, construction of a near term "transit throughway" that would allow Bus Rapid Transit, shuttles, street cars or similar transit modes on the CKC is a necessary first step toward providing service to Totem Lake.

Bus Rapid Transit on I-405: Sound Transit should implement Bus Rapid Transit on the existing I-405 Express Toll Lanes to serve Totem Lake as contemplated in the I-405 Master Plan. Bus Rapid Transit on I-405 can provide service similar to light rail while light rail is in design and construction.

Integrated Bicycle and Pedestrian Facilities: Kirkland residents need to be able to bike and walk safely and conveniently to transit facilities. Sound Transit should invest in pedestrian and bicycle friendly transit facilities, but should also invest in connections outside the narrow boundaries of their facilities. This will integrate transit options into the existing bicycle and pedestrian networks and fill in missing links.

Support for New Revenue Authority from the State: The City of Kirkland is prepared to advocate for additional funding authority from the Legislature in order to fund an ST3 plan that meets the interests of the City and the region. Kirkland believes that new ST3 revenue authority should include options to fund construction of a regional paved trail along the entire Eastside Rail Corridor to enhance multi-modal mobility for the region.

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: Kari Page, Neighborhood Outreach Coordinator

Date: October 24, 2013

Subject: Upcoming City Council Meeting with the Highlands and Norkirk Neighborhoods

RECOMMENDATION:

City Council finalize the agenda for the City Council Meeting with the Highlands and Norkirk Neighborhoods.

BACKGROUND:

The Council is scheduled to meet with Highlands and Norkirk Neighborhood residents on Wednesday, November 20, 2013 6:45–8:45 p.m. at the Maintenance Center, 915 8th Street.

Unless otherwise instructed by Council, staff will continue to format the meetings as previously done.

The agenda for the meeting is as follows:

6:45-7:00 p.m.	Informal Casual Conversations
7:00-7:05 p.m.	Welcome and Introduction - Mayor Joan McBride
7:05-7:10 p.m.	Comments from the Highlands and Norkirk Neighborhoods Chairs
7:10-7:30 p.m.	Introductions from City Council Members
7:30-8:45 p.m.	General Discussion and Questions from Audience
8:45 p.m.	Social Time

The following topics were submitted by the Highlands and Norkirk Neighborhood Association Boards. These will be added to the list of questions submitted online by residents and answers will be distributed at the meeting and posted online.

Highlands

1. Why does it appear that we have more Police Officers than other cities do? What is the ratio of Police in Kirkland compared with other cities?

2. What is the status of the City building an indoor pool? (Preferably a wave pool, available for high school swim/dive teams.)

3. What is the status of the Parkplace redevelopment? Totem Lake Mall?

4. Would Council consider banning plastic shopping bags and to-go containers? What about discouraging the use of disposable plastic water bottles?

5. What is the status of City support for community events such as 4th of July, holidays, and concerts?

6. What is likely to happen at Potala Village?

Norkirk

7. Relating to Potala Village, what can be developed at the Market St. neighborhood business site? Could we run into any of the same problems/issues they have had at Potala Village?

8. What is the status of the regulations for the "pod" development at the Crab Cracker site? Will the City wait until we see how this one works out before allowing more? Or are more already allowed? Norkirk is interested in how the limited parking will work out.

9. How much height is allowed in the core part of downtown where there is still a small town/village feel?

10. How much interest does the City have in preserving the Cannery as an historic site? What can be done to facilitate this?

11. Marijuana retail—Will we have any input if there is a site proposed in our neighborhood? Can we prevent a retail site at Market and 15th, which is a safe school walk route crossing?

12. What has been proposed or discussed, if anything, during the visioning for the Comp Plan update about improving transportation/traffic on the N-S routes thru Kirkland (Market, Lake WA Boulevard, State St. etc.)?

13. Cross Kirkland Corridor—What is the most likely source of grants and what will be the priorities for how to spend any available money? What improvements would be priorities?

Attachment A outlines the timeline for receiving the questions and answers in advance of the meetings and a map of the areas. If you have any suggestions or changes to this schedule, please contact Kari Page at (425) 587-3011.

City Council Meetings in the Neighborhoods

2013

M	T	W	T	F	S	S
JANUARY						
	1	2	3	4	5	6
7	8	9	10	11	12	13
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DECEMBER						1
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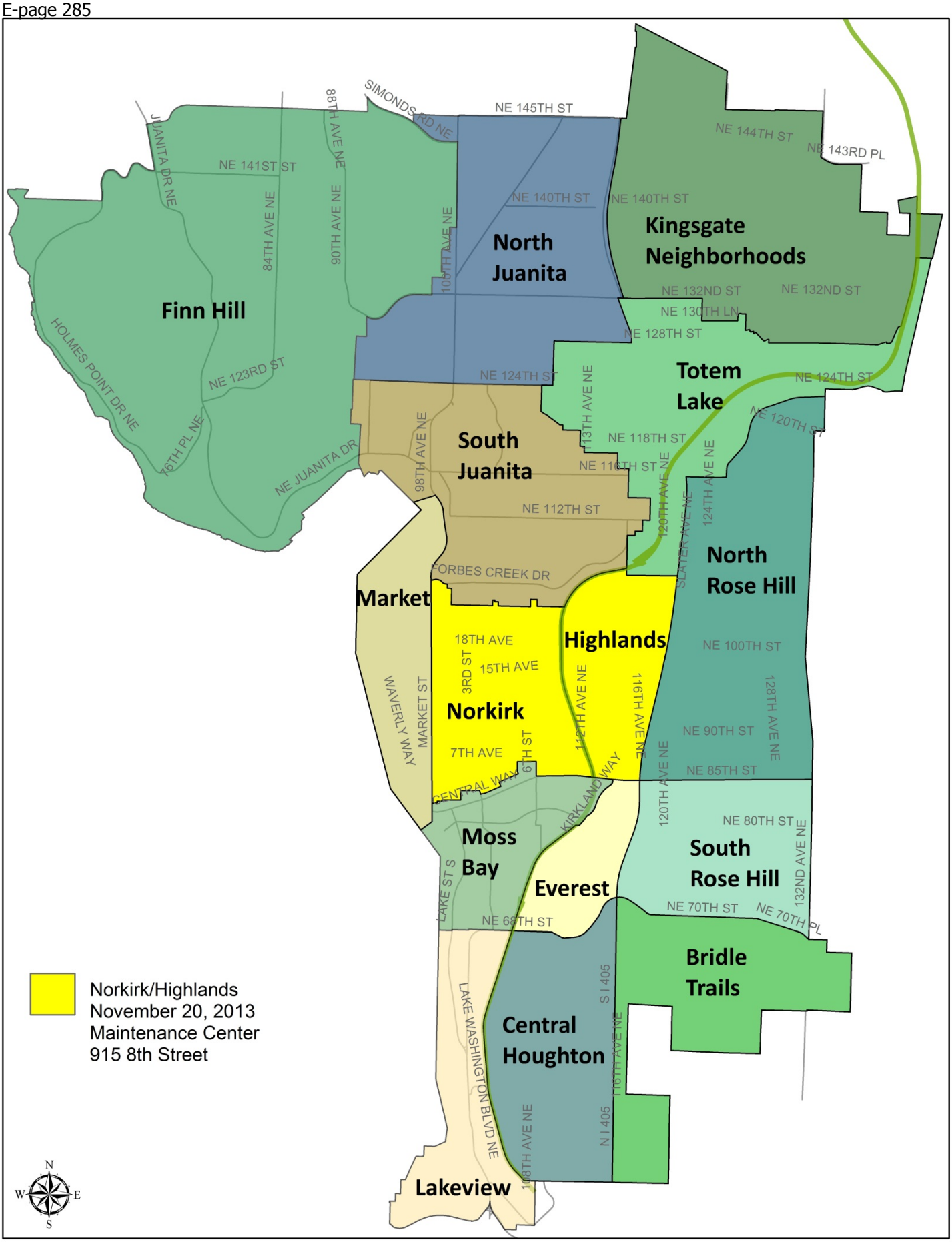
30	31					

	City Council Meetings in the Neighborhoods 2013 Schedule
	Spring 2013: no meeting – program evaluation
	Town Hall Meeting: City Council Chambers, City Hall June 9, 2013
	Everest Neighborhood: Houghton Fire Station, 6602 108th Avenue Northeast October 16, 2013
	Norkirk and Highlands Neighborhoods: Maintenance Center, 915 8th Street November 20, 2013

	Milestone
	Residents receive mailing and submit questions
	Regular Council meeting to finalize agenda
	Directors answer questions from residents
	City Council receives questions and answers
	City Council meeting with the Neighborhood


Finn Hill
North Juanita
Kingsgate Neighborhoods
Totem Lake
South Juanita
Market
Highlands
North Rose Hill
Norkirk
Moss Bay
Everest
South Rose Hill
Bridle Trails
Central Houghton
Lakeview
JUANITA DR NE
88TH AVE NE
SIMONDS RD NE
NE 145TH ST
NE 144TH ST
NE 143RD PL
NE 141ST ST
84TH AVE NE
90TH AVE NE
100TH AVE NE
NE 140TH ST
NE 140TH ST
NE 132ND ST
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NE 130TH LN
NE 128TH ST
HOLMES POINT DR NE
NE 123RD ST
NE 124TH ST
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113TH AVE NE
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76TH PL NE
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FORBES CREEK DR
18TH AVE
3RD ST
15TH AVE
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WAVERLY WAY
MARKET ST
112TH AVE NE
116TH AVE NE
128TH AVE NE
7TH AVE
6TH ST
NE 90TH ST
NE 85TH ST
CENTRAL WAY
KIRKLAND WAY
120TH AVE NE
NE 80TH ST
132ND AVE NE
LAKE ST S
NE 70TH ST
NE 70TH PL
NE 68TH ST
S I 405
LAKE WASHINGTON BLVD NE
116TH AVE NE
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108TH AVE NE
Norkirk/Highlands
November 20, 2013
Maintenance Center
915 8th Street
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