



CITY OF KIRKLAND
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MEMORANDUM

To: Dave Ramsay, City Manager

From: Marilynne Beard, Assistant City Manager
Erin Leonhart, Public Works Facilities and Administrative Manager

Date: May 2, 2007

Subject: CITY HALL SPACE OPTIONS

Background

The present City Hall facility was originally built in 1982 and expanded in 1994. The 1994 expansion was expected to accommodate ten years of growth. The City Hall facility is now at capacity and two departments were moved to another facility (505 Market) to relieve overcrowding in this facility. Over the years, the City was able to acquire the properties to the south of City Hall (now rental properties) with the intent of completing a future expansion of the City Hall campus. The rental properties include a duplex, the "Neish House," the "Carter House" and the "City Hall Annex" (former site of Hopelink). All of the buildings are being rented on a month-to-month basis with the exception of the City Hall Annex. The rental properties are in need of significant repairs. A memo from Erin Leonhart is attached that describes the current rental income potential and needed repairs for the properties.

In 2004, the City engaged the services of McClaren, Wilson and Laurie Associates to conduct a long range space needs assessment for the City Hall facility. The consultant was asked to evaluate the City's space needs with and without annexation (final report included space projections based on current staffing, ten years out and twenty years out). The McClaren study concluded that the existing City Hall property along with adjoining residential properties was sufficient to accommodate the expansion of City Hall without annexation. The expansion would accommodate all departments currently in City Hall (including Police) and allow the Human Resources and Parks and Community Services departments to move back into City Hall. The Kirkland Municipal Court which is currently housed in a leased facility in Totem Lake would need to remain off site due to the extensive parking requirements of the operation.

With annexation, the existing City Hall site would be able to accommodate an expanded City Hall with all non-public safety functions housed in one facility. The Police Department (including the jail) and Municipal Court would need to be housed together in a Public Safety Building at another location.

Depicted another way:

	City Hall	Court	Public Safety Building
Without Annexation	Expand on Existing Site	Stay Off Site	None
With Annexation	Expand on Existing Site	Locate in Public Safety Building	Include Police and Court

In 2005, the City Council completed an updated fiscal study of the potential annexation and determined that the near-term deficits created by annexation were sufficient to put the discussion of annexation on hold. In March 2006, the State legislature passed a bill providing annexation incentive funding and the Council began a series of studies and public involvement efforts to revisit the question of annexation. Given the Council's renewed discussion on annexation, a new committee was formed to discuss current and future facilities plans.

The Space Planning Committee is composed of:

- Marilynne Beard, Assistant City Manager
- Erin Leonhart, Public Works Facilities and Administrative Manager
- Dave Snider, CIP Supervisor
- Nancy Cox, Development Review Manager
- Rob Jammerman, Development Engineering Manager
- Eric Olsen, Police Captain
- Sandi Hines, Financial Planning Manager
- Tom Phillips, Building Manager
- Donna Gaw, Network and Operations Manager

The committee has been working on short term space planning and coordination to meet immediate space needs as well as longer term space planning needs (including annexation planning). Part of our work has been related to current capital projects that were funded in the 2006-2011 Capital Improvement Program to redistribute space in Information Technology and Police and to make safety improvements to the jail booking area.

- Police Department Improvements (\$1,958,100) – Included improvements to the Police evidence storage and processing lab facility adjoining the Municipal Court facility and Police Department jail safety and space improvements. The Police Department will proceed with improvements at the evidence facility and jail booking area but will wait to do general space improvements until more is known about annexation. Once the evidence room at the Court is improved, the existing evidence room in the Police Department will be vacated and available for additional locker room, conference and report-writing spaces.
- Information Technology Department Reconfiguration (\$201,000)– This project would reallocate space in the IT Department to better accommodate new functions moved to the department in 2005. This project was also put on hold.

Until a final decision on annexation is known (by way of a Council decision not to pursue annexation or a vote of the PAA residents), long term space planning is necessarily “on hold.” Without annexation all City services (except the Court) would be placed on one site. Annexation would require us to place services on two sites (City Hall and a Public Safety Building). In both cases, the expansion of City Hall would need to take place. However, the expansion of City Hall would entail distinctly different requirements if Police were in or out of the building. Consequently, even though we know that the City Hall expansion will need to go forward, specific design cannot commence until an annexation decision is known.

The Space Planning Committee began meeting in mid-2006 and identified possible short and medium-term options for addressing the most immediate space needs in City Hall (with the understanding that we will ultimately expand City Hall and/or construct a Public Safety facility). The committee identified new positions emerging in the 2007-2008 Budget as well as additional needs arising from phase two of the annexation process. We initially identified three possible short term space solutions:

1. Leased Space
2. Portable Buildings
3. Reallocation of Space within City Hall

During this time, a fourth option emerged when Hopelink relocated to another facility and the City Hall “Annex” became available.

In November, the committee engaged the services of Jensen Fey Associates to analyze the feasibility and cost of these four options. We also asked the consultant to include an estimate of the cost of demolishing the rental properties and replacing them with a temporary parking facility until the City Hall expansion can proceed. Although parking is generally available, the recent and planned addition of new City vehicles associated with new positions and additional staff placed in City Hall creates periods where on-site parking is limited.

The Jensen Fey Report along with a series of staff summaries and memos are attached to this memo and include:

- Rental House Status – A report about the current rental status and condition of the properties to the south of City Hall.
- Space Needs Matrix – This is a summary of newly authorized positions for 2007-2008 with their proposed location (i.e. City Hall, Maintenance Center, etc) and whether they can be accommodated within existing cubicles or need new spaces created.
- Options Matrix – This is high level summary of the options, costs, pros and cons presented in the Jensen/Fey report.

- Preliminary Draft – Review of Historical Significance – This is a preliminary report provided by the Kirkland Heritage Society about the historic significance of two properties located on the properties adjacent to City Hall.
- Jensen/Fey Report on Space Options – This is a report on the feasibility and cost of four options to address short term space needs. The four options were the use of portables, leased space, renovation of the annex (old Hopelink site) and reallocation of space within City Hall. The report includes a cost comparison table.
- Funding Summary – A summary of currently-funded facility projects and new possible projects.
- Timeline – An estimated time line for facilities projects under three scenarios.

Summary of Findings

Staff presented the Space Planning Committee's findings and recommendations to the Finance Committee and their questions and comments are taken into consideration in the sections below.

Short Term Office Space Needs

Of the four options studied, **reallocation of existing space within City Hall** is clearly the least expensive option for providing short term space in City Hall. Space needs in 2007 and 2008 can be met by converting the Houghton Room, Juanita Bay Room (proceeding with the IT Department reconfiguration) and the Lakeview Room to office space. We are proceeding with these projects at this time. The obvious downside of this option is that it provides limited new space and eliminates meeting rooms.

Three other possible projects within City Hall that have been considered include:

- **Remodeling the Public Works Front Counter.** Originally proposed as a way to recapture square footage for staff cubicles, there may be other advantages to this project if it creates better access for customers on Main Street (estimated cost \$80,000).
- **Reconfiguring Meeting Table in the Council Chamber.** This project would reconfigure the conference table in the Council Chambers to provide for a more flexible meeting room. Proceeding with this project may mitigate the loss of conference space. We do not have an estimate for this project at this time.
- **Co-locating the development-related staff within Public Works, Fire and Building and Planning.** This would not necessarily produce any additional space (it may even require more space), but it may create operational efficiencies and improve communications between the various functions. We have asked the three departments to provide a list of staff that would be co-located and where the remainder of their department could be located. Jensen Fey will then analyze the feasibility of this change.

None of the projects noted above are funded at this time.

Two other options that were studied include **leased offsite space and portables** which have similar costs when comparing proposals based on equivalent amount of space.

Portable Buildings could either be placed where the rental properties are currently located or in the existing parking lot at City Hall. Portables could provide more new space than conversion of conference rooms but could also be problematic when we begin the City Hall expansion process (which needs to take place at the same location) and would potentially displace parking. The appearance of portables may also be an issue for the neighborhood.

Leased office space is more practical for functions that don't require any special facilities (i.e. office uses). The Police Department's needs are too specialized to make this a cost effective short term option for their operation. In order to make leasing cost effective, we would need to relocate a large enough department or a portion of the department in order to recapture significant space in City Hall. Development services departments would need to remain together, requiring a large amount of leased space and creating excess space in City Hall. Other functions, such as the City Attorney's Office, are relatively small and are expected to remain close to the City Council and City Manager's Office. Parking may also be an issue with leased space. Available office space close to City Hall typically allocates three parking spaces per each 1,000 square feet of leased space and do not accommodate customer traffic well. Leased space is a better option in the Totem Lake area where parking is more plentiful; however, we would need to make the decision to relocate a group of services to another area of the city.

Renovation of the City Hall Annex could provide up to 6,500 square feet of useable space (assuming use of the main floor and basement areas). The site could house anywhere from 30 to 50 staff, depending on how the space is allocated. The site could also provide meeting space (i.e. office on the main floor and meeting space on the lower floor). The Annex has the advantage of being close to City Hall but needs significant renovation in order to make it useable for office space. The high cost of renovation (estimated at about \$1.8 million) is due, in large part, to the need to replace mechanical, plumbing and electrical systems in the building which are currently in disrepair and inadequate to support a business environment. An alternative would involve demolition of the annex and building a new facility that would eventually be incorporated into the expanded City Hall campus. If the decision was made to demolish the annex and construct a new building the estimated cost for similar square footage would be somewhat higher (closer to \$2.5 million). In either case, we would want to consider opportunities for obtaining LEED certification and using applying "green building" concepts.

Renovation of the Annex (or construction of a new building) is the most expensive option in the short term for providing space for City services. Earlier City Council direction preserved the Annex since it was housing the Hopelink food bank operation. Since Hopelink has moved, interest has been expressed in preserving the building for its historic significance. In the long term, the renovated building could be incorporated into the expanded City Hall campus as a small conference/meeting facility. Although it is not cost effective as a long term space solution, if the City Council wants to preserve the building we will need to incur the renovation expense sooner or later. Staff recommends that the first priority for the renovated building would be to provide additional space for City staff until more permanent solutions can be put in place.

The Planning Department was asked to comment on the building's historic significance and to discuss the building with the Kirkland Heritage Society. Senior Planner Angela Ruggeri responded with the following

note:

[City Hall Annex is] on the B list of the Historic Resources Inventory. This is the “significant” category. These buildings have been altered slightly but substantially retain their original character. They can be improved and potentially moved up to Category A. There are 79 buildings in this category. It was the Sessions Funeral Home and was built in 1923. The building style is classical vernacular. This architecture type and the fact that it was a funeral home give it historic value.

The Finance Committee requested additional information on the historic significance of the City Hall Annex and the Carter House – two of the buildings on the property adjacent to City Hall originally purchased to accommodate the expansion of City Hall. Staff spoke with Bob Burke to obtain input from the Heritage Society on both the Annex and the Carter house which is located next to the annex. They have provided a preliminary report that is included as an attachment to this report. Most of the report relates to the annex (formerly the Sessions Funeral Home). The Heritage Society recommends that the Sessions Funeral Home building be preserved and renovated and that the City engage the services of an architectural firm that specializes in the restoration of historic buildings to oversee the project. They have not fully evaluated the Carter House and have not provided a recommendation at this time. They also reference the City’s comprehensive plan policy related to preservation of historic properties which is provided in full below.

Policy CC-2.1: Preserve historic resources and community landmarks of recognized significance.

The preservation of resources that are unique to Kirkland or exemplify past development periods is important to Kirkland’s identity and heritage. The City, the Kirkland Heritage Society, and Kirkland’s citizens can utilize a variety of methods to preserve historic resources and community landmarks, including the following, which are listed in order of priority:

- *Retain historic buildings by finding a compatible use that requires minimal alteration.*
- *Design new projects to sensitively incorporate the historic building on its original site, if the proposed development project encompasses an area larger than the site of the historic resource.*
- *Retain and repair the architectural features that distinguish a building as an historic resource.*
- *Restore architectural or landscape/streetscape features that have been destroyed.*
- *Move historic buildings to a location that will provide an environment similar to the original location.*
- *Provide for rehabilitation of another historic building elsewhere to replace a building that is demolished or has its historic features destroyed.*
- *Provide a record and interpretation of demolished or relocated structures by photographs, markers and other documentation.*

As noted earlier, the rental properties (including the Annex and the Carter House) are in need of significant repair. Any rental income that could be derived from the properties will be needed to pay for replacement of furnaces, siding, roofs, etc. that will be demolished within five years (when the City Hall expansion takes place). Given the recommendation of the Heritage Society, staff recommends that the City Hall Annex be considered for renovation and designated as office space for City services until the City Hall expansion is completed. We further recommend that the Carter House be demolished along with the other rental properties adjacent to City Hall and that the City engage a qualified consultant that can identify and salvage any historic features of the house that still remain intact.

Public Safety Building

For the long term, staff can continue to explore options for a **Public Safety Building**, however, unless annexation occurs, it is not necessary to build a new public safety facility on a different site. The outcome of the jail operations study will also inform us about the degree to which the City should continue to have a jail and whether to expand it as proposed in the McClaren study (the current jail occupies about 1,000 square feet and the larger, 75-bed jail in the McClaren report would occupy a total of 20,461 square feet with or without annexation – about 25% of the total public safety building space needs). The NORCOM project will also affect space needs. The current communications center occupies about 800 square feet and the McClaren report projected a need of up to 3,970 square feet (with annexation). Certain elements of public safety facilities such as jails and communications centers are required to be built to “essential facilities” standards in order to withstand the effects of natural disasters. Any facility requiring an essential facility standard will be more costly. Consequently, decisions about these functions may yield significant savings from the original building costs estimate.

An additional alternative to the original proposal from McClaren would be the development of a **Public Safety “campus”** utilizing the existing Court building and acquiring adjacent buildings to house other police functions. Despite the original proposal to keep all services on site without annexation, the facilities needs of the Police Department may be more cost-effectively met with the campus concept, especially if we no longer operated a communications center and chose not to expand the jail. A \$50,000 study was approved by the City Council for a Public Safety Building feasibility study as part of the phase two annexation effort. The City also received a funding allocation of \$750,000 from the State for the public safety building that may be able to be applied to the feasibility study.

Timeline

Additional space is needed at this time (with or without annexation). The design and construction of a major new facility can be expected to take about three years (twelve to fourteen months to design and two years for construction). A diagram of a possible timeline is included as an attachment at the end of this report. Even if the City Council ultimately decided not to pursue annexation and we started the City Hall expansion project now, it would not be ready for occupancy until mid-2010. Assuming that annexation continues forward and is approved, new facilities would not be available for occupancy until late 2011 and early 2012. With a 2009 effective date for annexation, leased space will be the only realistic option to house new staff hired to serve the annexation area.

Recommendation

In summary, the committee recommends that we take the following steps to address space needs in the City Hall facility. In the short term, staff is currently in the process of converting some of the City Hall conference rooms to office space to address immediate space needs this year. In order to make this option work, we will need to be more flexible about meeting spaces (e.g. use directors' or managers' offices, Heritage Hall, and make the Norkirk Room more available). Some funding will be needed to be allocated for the project and we can reallocate funding from the CIP projects.

In addition, staff is recommending three additional actions:

1. **The City should invest in restoration of the City Hall Annex**, since its renovation could provide a medium term solution for City Hall (until an annexation decision is made).
2. **The City should demolish the other rental properties** to the south of City Hall and consider temporary parking for the site until the City Hall project begins. Items of historic significance should be salvaged from the Carter House before demolition.
3. **Staff should proceed with the Public Safety Feasibility Study** and report back to Council about options and relative costs.

A summary of costs and available funding is included as the last attachment to this memo.



MEMORANDUM

To: Marilynne Beard, Assistant City Manager
From: Erin J. Leonhart, Public Works Facilities & Administrative Manager
Date: February 15, 2007
Subject: RENTAL HOUSES ADJACENT TO CITY HALL – STATUS REPORT

The City of Kirkland owns the block of properties on Third Avenue between First Street and Second Street. These properties were purchased for future expansion of City Hall. These properties, from west to east, are:

BUILDING NAME	STREET ADDRESS	YEAR BUILT
City Hall Annex	302 1 st Street	1923
Carter House	120 3 rd Avenue	1912
Neish House	136 3 rd Avenue	1950
Duplex	144 & 148 3 rd Avenue	1979

The City Hall Annex was leased by Hopelink until October 2006; the other properties have been leased to private residents. In 2006, when we began discussions about space needs at City Hall, the leases on those properties were allowed to expire. Since that time, tenants in the Carter House, Neish House and one unit of the Duplex have continued to rent the properties on a month-to-month basis (at monthly rates ranging from \$1050 to \$1795). One unit of the Duplex has been vacant since September 1, 2006.

The City contracts with Protocol Property Management to handle the day-to-day needs at these properties as well as find new tenants when properties are available. Rent is set based upon market conditions. Our contract with Protocol sets forth the following payment schedule:

1. A management fee of nine percent (9%) of monthly rental fees collected, excluding Leasehold Excise Tax.
2. A leasing commission equivalent to one month's rent for signing a new tenant.
3. Leasing commission of four percent (4%) of the total lease amount for renewing an existing tenant's lease.

In addition, we must pay Leasehold Excise Taxes (LHET) in the amount of 12.84%

CURRENT RENTAL RATES & INCOME POTENTIAL

PROPERTY	MONTHLY RENT	ANNUAL RENT	PROTOCOL FEES	LHET	POSSIBLE INCOME*	2006 ACTUAL
CARTER	\$ 1,795	\$ 21,540	\$ 3,734	\$ 2,766	\$ 15,041	\$ 14,768
NEISH	\$ 1,395	\$ 16,740	\$ 2,902	\$ 2,149	\$ 11,689	\$ 11,614
DUPLEX	\$ 2,100	\$ 25,200	\$ 4,368	\$ 3,236	\$ 17,596	\$ 14,777
TOTAL	\$ 5,290	\$ 63,480	\$ 11,003	\$ 8,151	\$ 44,326	\$ 41,160

*DOES NOT INCLUDE MAINTENANCE & MINOR REPAIRS

The rental properties along Third Avenue are in need of maintenance, in some cases major repairs would be required to continue leasing them. According to the "Rental Property Lifecycle Model" that was created to schedule major maintenance for these buildings, the items in the table below are due now or in the recent past.

MAINTENANCE NEED	COST (IN 2004 \$)	YEAR DUE
CARTER HOUSE		
Roof	\$16,000	2007
Paint - Exterior	\$12,000	2006
Furnace	\$5,000	2007
Water Heater	\$3,000	2007
CARTER TOTAL	\$36,000	
NEISH HOUSE		
Roof	\$11,440	2006
Gutters	\$1,300	2006
Paint - Exterior	\$4,000	2007
Water Heater	\$1,900	2005
NEISH TOTAL	\$18,640	
DUPLEX		
Roof	\$14,300	2003
Gutters	\$2,500	2003
Paint - Exterior	\$10,400	2003
Flooring	\$14,000	2003
Shake Siding	\$42,200	2003
DUPLEX TOTAL	\$83,400	
GRAND TOTAL	\$138,040	

RECOMMENDATION

The rental properties along Third Avenue were purchased with the intent of demolishing the buildings when City Hall was expanded. The properties are in various states of disrepair and, in order to continue renting them, major replacements/repairs would be necessary. In order to recoup funds invested in the properties, we would need to continue renting them for at least four more years. Staff recommends that the properties be demolished in 2007.

Facilities Space Requirements

New Positions/Temps	Facility	Contact	Existing Position	Have Space	Need Space	Hire Date	Notes
Probation Officer	CT	T. Jeffries		x			
Communications Coordinator	CH	Burrows		x			
Temp HR Analyst	505		x				
Parks Accounts Associate	MC		x				
Parks Maintenance Adds (Seasonal)	MC	Filan			x		Locker/parking
Parks Environmental Steward	505	Schroder			?	January	Could be a contract position that works elsewhere/at home
Dock Master	Parks	Metteer		x			Budgeted for a "shack" in Marina Park
PW Engineering Office Specialist	CH	Jammerman		x		Jan/Feb	
NTCP Program Support	CH		x				
PW Temp Construction Inspector	CH		x				
Customer Account Associate	CH	M. Olson		x		February	
Code Enforcement Officer	CH		x				
Corrections Officers (5 FTEs)	CH	Markle			x*		*Need locker room space!!
Building Permit Technician	CH	Blake		x			
Temp Electrical Inspector	CH	Blake		x			
Plans Examiner	CH	Blake	x		x		
3rd Party Review (3 FTEs)	CH	T. Phillips			x	Mar/April	
Emergency Planning Coordinator	CH	Blake			x	Feb/March	
Graffiti Program	MC		x				
Field Arborist	MC		x				

Facilities Space Requirements

New Positions/Temps	Facility	Contact	Existing Position	Have Space	Need Space	Hire Date	Notes
Public Grounds Tech	MC		x				
Recreation Coordinator	PKCC	LaRue			?		left msg 12/28
Recycling Program Coordinator	CH	Jammerman		x		January	Combined w/existing Stormwater Outreach
Fleet Administrative Clerk	MC		x				
Systems Administrator Finance/HR	CH		x				
Applications Analyst Police	CH		x				
Web Production Assistant	CH		x				
GIS Analyst	CH	Cooper	x		x		Existing space is inadequate
Videographer	CH	Cooper	x		x		Planned space changes would help, has work-stations but no desk space
Help Desk Vista	CH	Cooper			x	2008	Small space/desk for intern-type person who is primarily in the field
New Positions/Temps	Facility	Contact	Existing Position	Have Space	Need Space	Hire Date	Notes
Annexation Study (if we proceed to Phase 2)							
Coordinator	CH	Beard			x	June	
Administrative Assistant	CH		x				
HR Analyst	505	Kenny			x	June	
Fiscal Analyst	CH	Dunlap		?	x	June	
Planner	CH	Shields			x	June	
PD Recruit	CH	Markle			x		
GIS Mapping	CH	Cooper		x			Contract work – no space component

Key

CH City Hall CT Courthouse PKCC Peter Kirk Community Center
 MC Maintenance Center 505 505 Market (HR & Parks)

**Kirkland City Hall
Facilities & Space Need Study**

Option	Space Provided FTEs	Cost (Annual/One Time)	Pros	Cons
1. Lease	3,000–5,000 sf 1,000 lsf for 10 staff 2,000 lsf for 19 staff 3,000 lsf for 28 staff 5,000 lsf for 46 staff	\$16–\$30 sf/yr plus \$10/sf for Tenant Improvements beyond allowance ¹ Cost if \$30 sf/yr \$30K yr/\$150K for 5 yrs \$60K yr/\$300K for 5 yrs \$90K yr/\$450K for 5 yrs \$150K yr/\$750K for 5 yrs	Short-term needs met, quickly occupied, low initial cost, no parking impact at City Hall	Distant from City Hall, not long-term solution, offerings are limited and volatile, potentially limited parking on-site
2. Annex Building	6,500 sf Additional single large room (possible meeting space)	\$1,800,627 assumes conference center use (includes additional 30% for design, engineering, permits, contingency, furnishings and sales tax)	City-owned, close to City Hall, flexible uses, preserves building, short- and long-term needs met, investment	Building's condition, extensive improvements required, high initial cost, occupancy not immediate, affects future City Hall expansion, parking spaces needed
3. Portables	924 sf for 8 staff (or replace 2-3 conference rooms) Single (14' x 66') 1,792 sf for 16 staff (or replace up to 5 conference rooms) Double (28' x 64')	\$10,200/year (\$10,680 incl. restroom) lease plus ¹ -\$112,183 set up ("Dry" site improvements & utility) -\$123,320 set up ("Wet" site improvements & utility) \$20,400/year (\$23,064 incl. restroom) lease ¹ -\$120,183 set up ("Dry" site improvements & utility) -\$131,320 set up ("Wet" site improvements & utility)	Not permanent, short-term needs met, close to City Hall	Initial cost, temporary, appearance, occupies/needs land, parking spaces needed, not long-term solution
4. Remodel City Hall Conference room/ cubicle reconfiguration	2,791 sf for 32 Staff	See note ¹	Relative low cost, uses existing space, short-term needs met	Loss of meeting/conference rooms, temporary solution, somewhat disruptive
Existing residential properties developed into parking lot	Parking only	\$745,322		

NOTE

1. \$27 per sf (New/reconditioned cubicles) + \$8 per sf (Power whips, wiring, terminations) + \$15 per sf (Reconfiguration work) + \$5 per sf (IT)

**PRELIMINARY DRAFT
REVIEW OF HISTORICAL SIGNIFICANCE
Carter House and Sessions Funeral Home
City of Kirkland**

It should be noted that this is preliminary information based on limited additional research on these two properties. Members of the Kirkland Heritage Society visited the Sessions Building on March 23rd. We have not looked at the interior of the Carter House; although I have asked Sue Carter for historical information. We have also asked members of the Unitarian Church if they have records of the building during the time they occupied it such as photographs and plans.

General Background Information

Both of these structures were included in an *Historic Resources Survey and Inventory Report* conducted by Mimi Sheridan, AICP, for the Kirkland Heritage Society in 1999. The City had requested that we prioritize the importance of these properties. Both the Carter House (K 310) and the Sessions Funeral Home (K-004) were in the second highest priority – Category B. This is defined as being “Significant” and noted “These buildings have been altered slightly but substantially retain their original character. The owners of these buildings may be interested in improving them to get the potential benefits of Category A designation.”

Specific Historical Information by Building

Attachment A includes the Historic Property Inventory Form for each of these properties. The Sessions Funeral Home was inventoried in 1991 by David Harvey. The Carter House was inventoried in 1999 by Mimi Sheridan.

Carter House, 120 Third Avenue

The Carter House was built in 1912 and is associated with John Wester as the builder. He was also an early Mayor of Kirkland. The building was built in the days of Burke & Farrar who bought the holdings of Peter Kirk’s Company. The prominent location of the building has been documented in many photographs from Lake Street in downtown Kirkland. That view is now partially blocked by new development.

Sessions Funeral Home, 302 First Street

The Sessions Funeral Home was built in 1923 by E.L.Sessions for \$18,000. It was touted as one of the most modern in the West. Attachment B has some articles copied from the microfilm of the East Side Journal from 1923 through 1936 when Mr. Sessions died. There is also a picture of Sterling and Dorothy Sessions and Milton and Coralie Sessions under the E. L. Sessions, Undertaker sign in our KHS space in Heritage Hall. We conducted an

oral interview on February 11th of this year. The two brothers are grandchildren of E.L. Sessions.

The Harvey inventory calls this a fine example of a vernacular adaptation of the Classical Revival style. It also notes that there were dormers on the front façade roof and a portico located on the north façade that have been removed. It is noted that the ramps were added when the building was converted to church and day care uses. Additional research needs to be done to document these historical features.

The visit to the building shows that it is essentially intact. That most of the windows and glass doors which are considered defining features are intact and in good shape. A long term member of the Unitarian Church said that she didn't think they made any major changes, but they are trying to find additional information. It appears that some of the stencil work referred to in one of the articles may still be evident on the ceiling in the main room. The design of the ramps and railings is not in character with the building.

City Policy on Preserving Kirkland historic identity (Policy CC-2.1)

There are a number of policies in the Community Character chapter of the Comprehensive Plan dealing with historic preservation, but this one provides some specific, prioritized methods.

This policy identifies a variety of methods in priority order to preserve Kirkland's historic identity:

- Retain historic buildings by finding a compatible use that requires minimal alteration;
- Design new projects to sensitively incorporate the historic building on its original site, if the proposed development project encompasses an area larger than the site of the historic resource;
- Retain and repair the architectural features that distinguish a building as an historic resource;
- Restore architectural or landscape/streetscape features that have been destroyed;
- Move historic buildings to a location that will provide an environment similar to the original location;
- Provide for rehabilitation of another historic building elsewhere to replace a building that is demolished or has its historic features destroyed; and
- Provide a record and interpretation of demolished or relocated structures by photographs, markers and other documentation.

Recommendations for the Sessions Funeral Home

The following recommendations apply to the Sessions Funeral Home since we have not fully evaluated the Carter House.

We feel this building should be preserved, restored and renovated due to the essential integrity of the original building and the role that it has played in the Community's history not only as one of the first, if not the first, major funeral home, but also through re-use over the years as a church and daycare as well as City functions such as Hope Link.

Assuming the Sessions Funeral Home is to be preserved additional research should be done on the building and its history and an application should be prepared to make it a Kirkland Landmark. This would make it eligible for 4Culture funds.

To assure a sensitive restoration and renovation of the building, it is recommended that the City solicit qualifications and hire a qualified Historic Preservation Architect. Some of the firms interviewed for the Cannery Feasibility Study should be considered and KHS can provide additional names to consider.

For the renovation work on Heritage Hall, we were fortunate the winning contractor had some limited experience with historic structures; however, the practice of utilizing the small works roster makes it such that you cannot utilize the criteria of having historic structure experience. A way should be found to make that a priority criteria for any contractor.

The Kirkland Heritage Society offers its service and experience to help through the selection, design and construction process to help assure the historic character.

ATTACHMENTS:

- A. Historic Property Inventory Forms
- B. Articles and Photographs Related to Sessions Family

Kirkland Heritage Society
Robert A. Burke
29 MAR 07

HISTORIC PROPERTY INVENTORY FORM

Field Surv# **K-310**

Area **Norkirk**

State of Washington, Department of Community Development
Office of Archaeology and Historic Preservation
P.O. Box 48343
Olympia WA 98504 (360) 407-0752

IDENTIFICATION SECTION

Field Site No. _____ OAHP Inv # _____
Site Name **Historic**
Common
Field Recorder **Mimi Sheridan**
Owner's Name **Susan S. Carter**
Address **120 Third Avenue**
City/State/Zip Code **Kirkland WA 98033**

Category **B**

Status

- Survey / Inventory
- National Register
- State Register
- Determined Eligible
- Determined Not Eligible
- Other (HABS, HAER, NHL)
- Local Designation

PHOTOGRAPHY

Photography Neg. No. **R8, F25**
(Roll No. & Frame No.)
View of **SW**
Date **10/5/98**

Classification District Site Building Structure Object **blgd**
District Status NR SR LR INV
Contributing Non-Contributing
District/Thematic Nomination Name _____

DESCRIPTION SECTION

Materials & Features / Structural Types

Building Type **residence**
Plan **rectangular**
Structural System **wood**
No. of Stories **1.5**

Roof Type **gable**

- Gable Hip
- Flat Pyramidal
- Monitor Other (specify) _____
- Gambrel
- Shed

Cladding (Exterior Wall Surface) **shingle, clapboard**

- Log
- Horizontal Wood Siding
- Rustic Drop
- Clapboard
- Wood Shingle
- Board and Batten
- Vertical Board
- Asbestos/Asphalt
- Brick
- Stone
- Stucco
- Terra Cotta
- Concrete/Concrete Block
- Vinyl/Aluminum Siding
- Metal (specify) _____
- Other (specify) _____

Roof Material **composition**

- Wood Shingle
- Wood Shake
- Composition
- Slate
- Tar/Built-Up
- Tile
- Metal (specify) _____
- Other (specify) _____
- Not Visible

Foundation **poured**

- Log Concrete
- Post & Pier Block
- Stone Poured
- Brick Other (specify) _____
- Not Visible

Integrity (Include detailed description in Description of Physical Appearance)

Changes to plan
Changes to windows
Changes to original cladding
Changes to interior
Other (specify) _____

Intact Slight Moderate Extensive
slight extensive intact

LOCATION SECTION

Address **120 THIRD AVENUE**
City/Town/County/Zip Code **KIRKLAND King WA 98033**
Twp. / Range / Section **25-05-05** 1/4 Section 1/4 1/4 Section
Tax No./Parcel No. **388580-8600** Acreage _____
Quadrangle or map name _____
UTM References Zone _____ Easting _____ Northing _____
Plat / Block / Lot **Kirkland Add. Bl. 210, Lots 8-10**
Supplemental Map(s) _____



High Styles/Forms (check one or more of the following) **bungalow**

- Greek Revival
- Gothic Revival
- Italianate
- Second Empire
- Romanesque Revival
- Stick Style
- Queen Anne
- Shingle Style
- Colonial Revival
- Beaux Arts / Classical
- Chicago / Commercial Style
- American Foursquare
- Mission Revival
- Spanish Colonial Revival/ Mediterranean
- Tudor Revival
- Craftsman / Arts & Crafts
- Bungalow
- Prairie Style
- Art Deco / Art Moderne
- Rustic Style
- International Style
- Northwest Style
- Commercial Vernacular
- Residential Vernacular (see below)
- Other (specify) _____

Vernacular House Types

- Gable Front
- Gable front and wing
- Side Gable
- Cross Gable
- Pyramidal / Hipped
- Other (specify) _____

ATTACH A.

Study Unit Themes (check one or more of the following)

architecture

- Agriculture
- Architecture/Landscape Architecture
- Commerce
- Communications
- Community Planning / Development
- Conservation
- Education
- Entertainment/Recreation
- Ethnic Heritage (specify) _____
- Health / Medicine
- Manufacturing / Industry
- Military
- Politics / Government / Law
- Religion
- Science & Engineering
- Social Movements / Organizations
- Transportation
- Other (specify) _____
- Study Unit Sub-Themes (specify) _____

Statement of Significance

Date of Construction 1912

Architect / Engineer / Builder Westery

- In the opinion of the surveyor, this property appears to meet the criteria of the National Register of Historic Places.
- In the opinion of the surveyor, this property is located in a potential historic district (National and/or local).

This simple bungalow was built in the early days of Burke & Farrar's Kirkland development. Although it has new windows, it retains many of its original bungalow characteristics such as wood shingle cladding, knee brackets and a recessed porch. The carport may replace a porch that was once in that location; the decorative trim on the support posts has probably been added.

This house acquires additional prominence from its highly visible location on a hill at the end of a major street, and because it was built by Westery, one of the best known local builders during those years.

Description of Physical Appearance

This bungalow sits slightly above the street with a rocky and shrubs in the front. A driveway goes up to the left side of the house, where there is an attached gabled carport.

The full-width recessed porch has decorative brackets on the wood support posts and a plain wood balustrade. Cladding is narrow clapboard to the top of the first floor, with bands of narrow and wide wood shingles above. The main (west) facade has a large gabled dormer with bargeboards, heavy knee brackets and alternating bands of wide and narrow wood shingles, with the upper part flaring out slightly over the lower section. The top of the gable has three narrow vents in a decorative pattern. The dormer has large aluminum-framed sliding windows with shutters and no surrounds. Other windows are new fixed pane, with several original Craftsman-style multipane on the side elevations. Near the carport on the west elevation is a side entry with an unpainted wood stoop. There are two brick chimneys with decorative tops.

Major Bibliographic References

King County Property Tax Records



Jensen / Fey
Architecture and Planning

KIRKLAND CITY HALL FACILITIES & SPACE NEEDS STUDY

Facility & Space Options and Estimates of Costs

Prepared for
City of Kirkland
December 2006

The Justice White House
7730 Leary Way NE • Redmond • Washington 98052
Tel: 425-216-0318 • Fax: 425-216-0329

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Kirkland City Hall Facilities & Space Needs Study

Background

The City of Kirkland retained Jensen/Fey Architecture and Planning in December of 2006 to provide services in support of determining possible options for accommodating anticipated increased numbers of employees at City Hall, with and without annexation, as determined by the various city departments. Jensen/Fey was tasked with:

- Coordinating with City staff to determine space needs, deficiencies and desired improvements.
- Performing necessary data collection and facility and other information about current City Hall interior space and overall campus layout, City Hall Annex, and properties along south edge of City hall campus.
- Performing appropriate assessment and feasibility analysis of space utilization scenarios including general concept cost estimates.

City Hall & Campus:

The Kirkland City Hall building presently encompasses over 70,000 gross square feet in area. Housing the majority of the City's operations and departments with their associated staff, the building is divided between two floors. The upper floor is occupied by City Administration (City Manager's Office), Public Works, Building & Fire, Permitting, Planning, Finance, City Attorney Departments, the Council Room and meeting rooms and restrooms. The lower floor is occupied by the Police Department, 911 Dispatch Center, and I.T. Department, as well as staff break room, fitness center, locker and restrooms, storage and mechanical/electrical rooms, and meeting rooms. City Hall work spaces are mostly open-office cubicles with some enclosed offices and various other general support spaces (restrooms, storage rooms, copy room, conference rooms) and specialized rooms (council room, 911 dispatch, break room). While the size of City Hall seems large, very little interior space is available for absorbing growth or additional services, especially once annexation takes place.

The City Hall campus (see Figure A), which includes City Hall, the Annex, and three residential structures, is comprised of two city blocks of approximately 6.7 acres in area. On-site parking is located around City Hall and at the Annex for visitors, staff, and various city and departments vehicles. There is also on-street parking and a small shared parking lot across Fifth Avenue north of City Hall. Little, if any, excess parking capacity is available and the surrounding streets would be impacted by any significant addition of staff or increase in the number of visitors to City Hall.

To accommodate additional staff and public usage, additional parking will need to be developed. Implementing or expanding carpooling, ride-sharing, use of public transportation

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and similar programs to reduce parking demand may also be necessary. Adding additional parking is also a possibility and the place for adding parking is on the three residential properties just south of City Hall (see Figure B). The City owns these properties and they are presently either unoccupied or leased on a month-to-month basis by the occupants. Current thinking is to remove the three structures at some future time. Long range plans are to use these properties for an expansion of City Hall and/or for a possible parking structure.

The Annex building, located on the southwest corner of the City Hall block is thought to have been built in 1923. The wood-framed, two-story building is almost 7,000 gross square feet in area with approximately 6,500 square feet being usable and split equally between the upper main floor and a “daylight” basement. Recently vacated by Hopelink, the building believed to originally been a Church has served different purposes over the years including a funeral home and temporary City office space. The building, while serviceable, is in average-to-fair condition and is in need of repairs and improvements including replacement of major systems such as electrical and mechanical. It could be used by the City as a conference center, as office space by one of the smaller Departments or a combination of these.

Options for Space

Lease:

Leasing space in an existing office building in the vicinity of City Hall is one option. A quick survey of “For Lease” office space in the areas surrounding City Hall was conducted with the assistance of Ryan Dunham of Ryan Dunham Real Estate, Kirkland. Office space is available for lease in the vicinity of City Hall and in downtown Kirkland. However, offerings are limited and volatile. Buildings with space currently available for lease include the Continental Plaza Building at 550 Kirkland Way, the Homeport Building at 135 Lake Street, Kirkwood Building at 200-218 Kirkland Avenue, the 720 Market Street Building, and the 1410 Market Street Building. Space size ranges from 3,000 to 8,000 square feet and rental rates range from \$16.00 to \$30.00 per SF/year. Basic utilities usually are additional and may be prorated for the entire building based on square footage of space that is leased by a tenant. Parking spaces may be limited at some locations but generally are allocated at 3 spaces per each 1,000 SF of lease space. Most leased space is move-in ready but some remodeling and reconfiguring may be necessary. Larger spaces may be sub-dividable into smaller lease space and some properties may offer an allowance amount for reconfiguring and remodeling leased space. Reconfiguring and remodeling would likely require permits.

PROs: Short-term Needs Met, Quickly Occupied, Low Initial Cost, No Parking Impact

CONs: Distant from City Hall, Not Long-term Solution

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Annex Building:

The City owned Annex building is an available option. Hopelink was renting the building from the City but has recently moved out. The Annex has been used for city office space in the past, notably, during the expansion and remodel of City Hall in the early 1990's. It has approximately 6,500 SF of usable space and has a single large, high ceiling room on the main floor that presents opportunities for various uses including a community meeting space. If the annex is to be used for office space, extensive renovation would need to occur due to its present condition. The annex could also be used as a conference center with the potential to free-up space in City Hall for offices and work areas. Slightly less renovation would need to occur if the annex is to be used as a conference center. Improvements other than cosmetic improvements would require permits.

PROs: City Owned, Close to City Hall, Flexible Uses, Preserves Building, Short & Long-term Needs Met, Investment

CONs: Building's Condition, Extensive Improvements Required, High Initial Cost, Occupancy Not Immediate, Affects Future City Hall Expansion, Parking Spaces Needed

Portables:

Portable structures are another available option for space. They are usually a temporary and short-term solution for more space. Portables are complete self-contained units with heating and cooling, lighting, stairs and ramps, and can include an accessible restroom. Available in several sizes, portables can be single-wide or double-wide, and can be open-plan or have an enclosed area for an office or conference room. Utilities and services including electrical power, communication and data, fire alarm systems, and connection to domestic water and a sewer system (if applicable) must be provided after delivery and setup of a portable. Setup also typically includes seismic tie-downs and skirting. Lease terms are typically 12 months minimum. Deliver, setup, and rental rates vary depending on portable size, whether they are wet or dry – have restrooms or not, and other factors. Permits are required to locate and install portables.

The recommended suitable locations to install portable buildings are in fairly level open areas on firm ground with grass, gravel, or pavement free of trees or other obstructions. Any locations should be close to utilities and services and where connections and links to the existing City Hall communications, security and safety infrastructure and systems could easily be made. This would suggest any portables be located in existing on-site parking areas or another area such as the three residential properties south of City Hall and east of the Annex building (see Figures C and D). Locating a portable in the existing parking areas

would require closing a portion of the driveway around city hall, and this might block a prescribed fire lane and emergency vehicle access which may not be allowed.

PROs: Not Permanent, Short-term Needs Met, Close to City Hall

CONs: Initial Cost, Temporary, Appearance, Occupies/Needs Land, Parking Spaces Needed, Not Long-term Solution

Remodel City Hall:

A remodel of City Hall to gain more usable office space is an option. As presently configured, a limited amount of space exists within City Hall to possibly accommodate some increased growth and additional staff. Obtaining this extra space might be possible by reconfiguring some of the existing cubicle workstations. Significant disruption might occur whilst reconfiguring the cubicles with the amount of time required being unknown at this time, but at least a few days, and depending on a particular departments staffing needs, sufficient space may not be available in that area to accommodate any more staff. This would result in staff being located away or remote from their department. Regardless, any reconfiguration must be well organized, planned and well managed. For space planning purposes, the standard cubicle size is 64 SF plus 16 SF for circulation/access or 80 SF. Smaller functional cubicles (48 SF) are possible. Depending on employee requirements or organizational needs, cubicles can also be larger, but typically they are not more than 100 SF in area.

Other spaces which might be used for office space are conference and meeting rooms. They could be re-purposed for use as work spaces rather than support-type spaces. Re-purposing has occurred in the past at City Hall according to city staff, and would require little or no cost other than installation of cubicles furniture systems with I.T. modifications for networking and communications. An analysis of existing City Hall finds approximately 2,790 square feet of conference and meeting rooms may be available for staff workstation space. See Figure E for a conversion of meeting and conference rooms to workspaces and the number that could be accommodated. Some meeting rooms including the Council Room, Peter Kirk Room (ECC), and Police Dept. Briefing room are not included in this square footage. These rooms are required for their respective uses and can not or should not be re-purposed.

Any significant remodel of City Hall in order to optimize space in the short-term would be extremely costly, disruptive, and would not add space to the building. An addition or further expansion of City Hall has been previously addressed in a space needs report by McClaren, Wilson & Lawrie of Phoenix, Arizona and is part of a long-term solution which is not addressed by this report.

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PROs: In City Hall, Relative Low Cost, Uses Existing Space, Short-term Needs Met

CONs: Loss of Meeting/Conference Rooms, Temporary Solution, Somewhat Disruptive

Estimated Costs of Space

Leased Office Space

At the current possible maximum rental rate of \$30/sf/year for office space in the vicinity of City Hall, the approximate rent for one-year for different leased square footage (LSF) are:

1,000 LSF, for approx. 10 staff =	\$30,000 per year; a 5-year lease would be \$150,000.
2,000 LSF, for approx. 19 staff =	\$60,000 per year; a 5-year lease would be \$300,000.
3,000 LSF, for approx. 28 staff =	\$90,000 per year; a 5-year lease would be \$450,000.
5,000 LSF, for approx. 46 staff =	\$150,000 per year; a 5-year lease would be \$750,000.

These costs do not include furniture, fixtures, and equipment which would be required and necessary for operations. A suggested budgetary allowance amount for new or reconditioned cubicles similar to the City's existing system is \$27.00 per square foot plus an allowance of \$8.00 per square foot for power whips and communications wiring and terminations. Leased space reconfiguration or remodeling costs, deposits for cleaning and damages, in-advance rent payments, utilities, maintenance services, and any applicable taxes are also not included in the above rent amounts. Note that staff numbers decrease as more space is leased in order to provide support areas. Support areas would include copier and file space, conference rooms and break rooms.

Annex Building Improvements

Figure F is an estimate of probable construction costs for budgeting purposes of improvements which have been identified as being necessary for the Annex Building. The estimate includes construction costs with contractor markups. Design and engineering costs, permitting costs, design and construction contingencies, sales taxes, and inflation escalation are not included. This cost estimate assumes the Annex is to be used as a conference center. If to be used for office, the electrical power upgrade and telecommunications and low-voltage systems costs would be significantly more – perhaps double.

Portable Building

Figure G is an estimate of probable costs for delivery and setup of a portable building for use as office space.

Figure H is an estimate of probable costs for providing utilities to a “dry – no restroom” portable building and to a “wet – with restroom portable building to be used as office space.

City Hall Remodel

Re-purposing meeting rooms and conferences rooms would likely require little or no cost other than purchase of cubicles, furniture, and supporting equipment (if spare cubicle components and furniture are not in storage) and their installation. Because costs for cubicles, furniture, and supporting equipment can vary widely depending on quality, specific components, and quantities required, no estimate is provided. A suggested budgetary allowance amount for new or reconditioned cubicles similar to the City’s existing system is \$27.00 per square foot plus an allowance of \$8.00 per square foot for power whips and communications wiring and terminations. Cost of reconfiguring the existing cubicles is likewise undeterminable at this time as such costs are labor intensive, require some preliminary plans of configurations, type of specific components, and quantities required to price out. However, a suggested budgetary allowance amount for reconfiguration work, assuming any new parts are same as the existing cubicle systems, is \$15.00 per square foot. This amount does not include I.T. work described below.

I.T. modifications for networking and communications and/or reconfigured cubicles would be required in the re-purposed meeting and conference rooms, and to reconfigure existing workstations in the open office work areas. This work might be performed “in house” by I.T. personnel at relatively low cost. However, a budget allowance amount for the I.T work of \$5.00 per square foot is suggested.

Existing Residential Properties – Parking Lot

Figure I shows an estimate of probable construction costs of developing the existing three “City Owned” residential properties as a possible parking lot. The cost estimate includes construction costs with contractor markups. Design and engineering costs, permitting costs, design and construction contingencies, sales taxes, and inflation escalation are not included.

Conclusions and Recommendations

In the short-term, the best and least costly option is to use space available in City Hall to house new part and full-time employees by reconfiguring of cubicles and re-purposing some if not all meeting and conference rooms. This option locates new staff in City Hall near to the various departments and support spaces. The disadvantages of this option are the necessary reconfiguration of cubicles with the inherent disruptions and resulting in smaller cubicles, and the loss of meeting and conference rooms. The meeting and conference room space can be redeveloped in the Annex Building at significant cost, although this could be considered a long-term investment. A variation on this option would be to locate new offices in the Annex Building. This would be slightly less costly, would avoid the disruptions, and preserve the existing meeting rooms and conference rooms in City Hall. A remodel of the Annex would take more than a few months to complete and relatively high cost may be justified.

The second best option would be to lease the necessary amount of office space in a nearby building. Disadvantages of this option would be the possible need to remodel the lease space prior to move in, the likely multi-year lease with its upfront and on-going costs, and the separation of some personnel from City Hall.

The remaining option to use portable buildings is not a viable option, in our opinion, because their rental rates combined with their costs of delivery, setup, and providing utilities and services is comparable to the cost of the leased office space option. Other disadvantages are the requirement for more parking or the displacement of existing parking, and if located on the three residential properties, would require their removal for any future expansion of City Hall; this would result in having to again find temporary space for staff as a result of the loss of space the portables were providing.

Report prepared by:

Clay Wallace, AIA, NCARB
Principal

Figure A



KIRKLAND CITY HALL CAMPUS
FIGURE A

Figure B

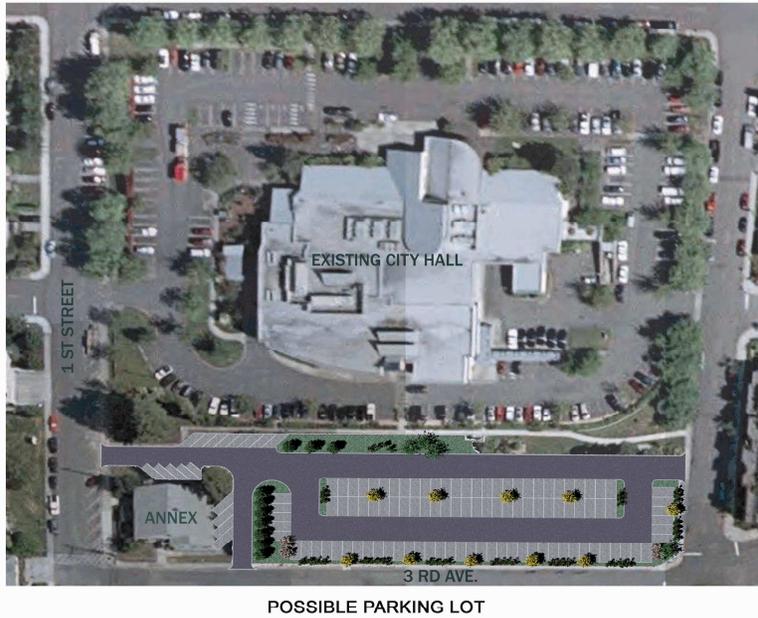


FIGURE B

KIRKLAND CITY HALL SPACE NEEDS STUDY

Figure C



Figure D



FIGURE D

KIRKLAND CITY HALL SPACE NEEDS STUDY

Figure E

FIGURE E

Kirkland City Hall Facility/Space Study
 Dec 2006
Kirkland City Hall Conference/Meeting Rooms - Conversion to Work Space

	Conference / Meeting Room Name	Size (approx sf)	Located On	Dept/Area	Available For Use	Max # of Estimated Work Spaces @ 80 sf ea.
1	Everest*	236	2nd Floor	Public Works	Yes*	3
2	Houghton	453	2nd Floor	Public-General	Yes	5
3	Juanita Bay	288	1st Floor	Public-General	Yes	3
4	Highlands	247	2nd Floor	Planning	Unk	3
5	Moss Bay	223	2nd Floor	Building & Fire	Yes	3
6	Norkirk	271	2nd Floor	City Manager	Yes	3
7	Rose Hill	541	2nd Floor	Public-General	Yes	6
8	Lakeview	289	2nd Floor	Finance	Unk	3
9	Police Dept Conf	243	1st Floor	Police	Yes	3
TOTALS		2,791				32

* The Everest room has been converted into work space for 4 Public Works construction inspectors.

Note:
 Peter Kirk Room not included
 Council Study Room not included
 Police Dept Briefing Room not included

Figure F

FIGURE F

Kirkland City Hall Facility/Space Study						Dec 2006
ANNEX BUILDING IMPROVEMENTS						
Description	Quantity	Unit	Unit Cost	Extension	Total	
Replace Windows	34	EA	500.00	\$17,000		
Replace Exterior Doors & Hardware	8	EA	2,000.00	\$16,000		
Patch & Repair Trim/Siding/Railings	1	LS	5,000.00	\$5,000		
Prep & Paint Building Exterior	6000	SF	2.00	\$12,000		
Repair Brick Chimney	1	LS	2,500.00	\$2,500		
Clean Up Site	10,000	SF	0.20	\$2,000		
						\$54,500
Demo Exterior & Interior Wall GWB & Insulation	16000	SF	0.60	\$9,600		
Demo Attic Insulation	3500	SF	0.30	\$1,050		
Hazardous Material Removal & Decontamination	1	LS	20,000.00	\$20,000		
Demo Restrooms	4	EA	300.00	\$1,200		
Demo Kitchen, Cabinets, & Misc Areas	1	LS	1,500.00	\$1,500		
Remove Interior Doors & Frames	1	LS	1,000.00	\$1,000		
Demo Floor Finishes	7000	SF	0.80	\$5,600		
						\$39,950
Repair Damaged Wall/Floor/Ceiling Structure	1	LS	10,000.00	\$10,000		
Seismic Connections & Upgrades	1	LS	5,000.00	\$5,000		
Reconfigure Interior Walls, Infill Openings, Etc	1	LS	10,000.00	\$10,000		
Construct New Restrooms	4	EA	20,000.00	\$80,000		
Construct New Food/Beverage Prep Room	2	LS	10,000.00	\$20,000		
Install New Interior Doors, Frames & Hardware	20	EA	1,500.00	\$30,000		
Insulate Exterior Walls - Upper Floor	2900	SF	2.50	\$7,250		
Insulate Exterior Walls - Lower Floor	2600	SF	3.00	\$7,800		
Install Vapor Barrier & GWB - Exterior Walls	5500	SF	2.00	\$11,000		
Install New Attic Insulation	3800	SF	2.00	\$7,600		
Install New Interior GWB Walls	9500	SF	1.50	\$14,250		
Install New Ceilings - GWB & Acoustic	7000	SF	2.00	\$14,000		
Paint Walls & Trim	15000	SF	1.00	\$15,000		
Paint Ceilings & Soffits	3500	SF	1.50	\$5,250		
New Floor Finishes	7000	SF	3.50	\$24,500		
Misc Interior Trim & Accessories	1	LS	10,000.00	\$10,000		
						\$271,650
Electrical (Power & Lighting) Demolition	7000	SF	1.00	\$7,000		
Electrical Service Upgrade	1	LS	20,000.00	\$20,000		
New Electrical (Power & Lighting) Systems	7000	SF	23.00	\$161,000		
Telecommunications & Low-Voltage Demolition	7000	SF	0.50	\$3,500		
New Telecommunications & Low-Voltage Systems	7000	SF	5.00	\$35,000		
New Security System Allowance	7000	SF	2.00	\$14,000		
New Audio-Visual System Allowance	1	LS	15,000.00	\$15,000		
Telecommunications Ductbank to City Hall	1	LS	15,000.00	\$15,000		
						\$270,500
Mechanical (HVAC & Plumbing) Demolition	7000	SF	1.00	\$7,000		
New Mechanical (HVAC & Plumbing)	7000	SF	40.00	\$280,000		
Oil Fuel Tank Decommissioning & Cleanup	1	LS	25,000.00	\$25,000		
Natural Gas Service	1	LS	20,000.00	\$20,000		
						\$332,000
	Subtotal					\$968,600
Estimating Contingency	10%	of	968,600			\$96,860
	Subtotal					\$1,065,460
Contractor Markups (GC/OH&P/Insur)	30%	of	1,065,460			\$319,638
	TOTAL					\$1,385,098

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Figure G

FIGURE G

Kirkland City Hall Facility/Space Study Dec 2006
Portable Buildings for Office Space - Delivery, Setup, & Lease Costs*

* Site Improvements, Utility Connections, Permits & Fees, & Taxes are not included

Single Portable Size	14 X 66	924 SF	Estimated Max # of Possible Work Spaces 8	
FIXED CHARGES				
Delivery Rate w/ Pilot Car				\$475.00
Return Rate w/ Pilot Car (estimated)				\$600.00
Standard Setup				\$250.00
Breakdown (estimated)				\$300.00
Cleaning/Damage Deposit				\$625.00
Seismic Tiedown				\$1,140.00
Skirting				\$3,360.00
ADA Ramp Setup				\$900.00
ADA Ramp Breakdown				\$900.00
OSHA Compliant Steps	25 each	X	10	\$250.00
	Total			<u>\$8,800.00</u>
RENT COSTS				
Unit Rental Rate (Monthly)	12 months	X	625	\$7,500.00
ADA Ramp Rate (Monthly)	12 months	X	225	\$2,700.00
	Subtotal			<u>\$10,200.00</u> per year rental charges
	TOTAL w/o Restroom			\$19,000.00
ADA Restroom (Monthly)	12 months	X	40	\$480.00
	TOTAL w/ Restroom			\$19,480.00

Double Portable Size	28 X 64	1792 SF	Estimated Max # of Possible Work Spaces 16	
FIXED CHARGES				
Delivery Rate w/ Pilot Car				\$950.00
Return Rate w/ Pilot Car (estimated)				\$1,100.00
Standard Setup				\$3,500.00
Breakdown (estimated)				\$3,750.00
Cleaning/Damage Deposit				\$1,475.00
Seismic Tiedown				\$2,280.00
Skirting				\$3,864.00
ADA Ramp Setup				\$900.00
ADA Ramp Breakdown				\$900.00
OSHA Compliant Steps	25 each	X	10	\$250.00
	Total			<u>\$18,969.00</u>
RENT COSTS				
Unit Rental Rate (Monthly)	12 months	X	1475	\$17,700.00
ADA Ramp Rate (Monthly)	12 months	X	225	\$2,700.00
	Subtotal			<u>\$20,400.00</u> per year rental charges
	TOTAL w/o Restroom			\$39,369.00
ADA Restroom (Monthly)	12 months	X	222	\$2,664.00
	TOTAL w/ Restroom			\$42,033.00

Figure H

FIGURE H

Kirkland City Hall Facility/Space Study
PORTABLE (Dry) BUILDING SITE IMPROVEMENTS & UTILITY SERVICES
 Dec 2006

Description	Quantity	Unit	Unit Cost	Extension	Total
Electrical Service	1	EA	15,000.00	\$15,000	
Telecommunications Ductbank & Cable to City Hall	1	LS	55,000.00	\$55,000	
Telecommunications	924	SF	2.50	\$2,310	
CATV System	924	SF	0.50	\$462	
Fire Alarm System	924	SF	1.50	\$1,386	
Security System	924	SF	1.50	\$1,386	
Portable Building Delivery & Setup, etc				NA	
	Subtotal				\$75,544
Estimating Contingency	10%	of	\$75,544		\$7,554
	Subtotal				\$83,098
Contractor Markups (GC/OH&P/Insur)	35%	of	83,098		\$29,084
	TOTAL				\$112,183

Note: SF costs for a single portable of 924 sf. For double portable or each additional single portable add \$8000.

PORTABLE (Wet) BUILDING SITE IMPROVEMENTS & UTILITY SERVICES

Description	Quantity	Unit	Unit Cost	Extension	Total
Electrical Service	1	EA	15,000.00	\$15,000	
Telecommunications Ductbank & Cable to City Hall	1	LS	55,000.00	\$55,000	
Telecommunications	924	SF	2.50	\$2,310	
CATV System	924	SF	0.50	\$462	
Fire Alarm System	924	SF	1.50	\$1,386	
Security System	924	SF	1.50	\$1,386	
Domestic Water Connection (less meter cost)	1	EA	2,500.00	\$2,500	
Sanitary Sewer Connection	1	EA	5,000.00	\$5,000	
Portable Building Delivery & Setup, etc				NA	
	Subtotal				\$83,044
Estimating Contingency	10%	of	83,044		\$8,304
	Subtotal				\$91,348
Contractor Markups (GC/OH&P/Insur)	35%	of	91,348		\$31,972
	TOTAL				\$123,320

Note: SF costs for a single portable of 924 sf. For double portable or each additional single portable add \$8000.

Figure I

FIGURE I

Dec 2006

Kirkland City Hall Facility/Space Study
3 EXISTING HOUSES/LOTS REDEVELOPMENT - PARKING LOT

Description	Quantity	Unit	Unit Cost	Extension	Total
Demolition of Existing Houses & Disposal Costs	6800	SF	3.00	\$20,400	
Demolition & Clearing 3 Existing Lots	40000	SF	0.50	\$20,000	
Oil Fuel Tank Decommissioning & Cleanup	2	EA	20,000.00	\$40,000	
					\$80,400
Lot/Site & Paving Base Prep	40000	SF	1.50	\$60,000	
New Pervious Concrete Paving & Extruded Curbs	38000	SF	8.00	\$304,000	
Drainage System Allowance	1	LS	15,000.00	\$15,000	
Landscaping & Screening Allowance	1	LS	25,000.00	\$25,000	
Parking Lot Lighting Allowance	1	LS	17,500.00	\$17,500	
					\$421,500
	Subtotal				\$501,900
Estimating Contingency	10%	of	501,900		\$50,190
	Subtotal				\$552,090
Contractor Markups (GC/OH&P/Insur)	35%	of	552,090		\$193,232
	TOTAL				\$745,322

SPACE NEEDS OPTIONS - COST COMPARISONS

Approximate Same SF (except Annex) and 5-Year Time Frame - No Furniture or Moving Costs

PORTABLES

Number of Units			3			
Size (SF)			924			
Total			2772			
Possible						
Number of						
Work Spaces			26			
Total Parking*			45			
Fixed Costs	D/SU/R Crg	\$ 8,800			*New Gravel	*New Pvmt Existing Lot
	Site Work	\$ 123,000	\$ 131,800	\$ 26,400	\$ 26,400	\$ 26,400
	Site Prep	\$ 745,322		\$ 369,000	\$ 369,000	\$ 369,000
				\$ 440,000	\$ 745,322	\$0
Annual Costs	Rent Port.	\$ 7,500	\$ 22,500			
	Rent Stair	\$ 2,700	\$ 8,100			
	Rent RR	\$ 480	\$ 1,440			
		\$ 10,680	\$ 32,040			
Term (yrs)			5	\$ 160,200	\$ 160,200	\$ 153,000
				\$ 995,600	\$ 1,300,922	\$ 548,400
Issues:	Parking Spaces Lost					Dry Portables

Number of Units			2			
Size (SF)			1792			
Total			3584			
Possible						
Number of						
Work Spaces			33			
Total Parking*			60+			
Fixed Costs	D/SU/R Crg	\$ 18,969			*New Gravel	*New Pvmt Existing Lot
	Site Work	\$ 123,000	\$ 141,969	\$ 37,938	\$ 37,938	\$ 37,938
	Site Prep	\$ 745,322		\$ 246,000	\$ 246,000	\$ 246,000
				\$ 440,000	\$ 745,322	\$0
Annual Costs	Rent Port.	\$ 17,700	\$ 35,400			
	Rent Stair	\$ 2,700	\$ 5,400			
	Rent RR	\$ 2,664	\$ 5,328			
		\$ 23,064	\$ 46,128			
Term (yrs)			5	\$ 230,640	\$ 230,640	\$ 204,000
				\$ 954,578	\$ 1,259,900	\$ 487,938
Issues:	Parking Spaces Lost & Fire Lane Blocked					Dry Portables

LEASE

Size (SF)			3000			
Possible						
Number of						
Work Spaces			28			
Total Parking			3+			
Upfront Costs				Unknown		Unknown
Annual Rent - Possible Range			\$16/SF	\$ 48,000	\$30/SF	\$ 90,000
Annual Costs - Utilities, Etc.				Unknown		Unknown
Term (yrs)			5	\$ 240,000		\$ 450,000
Issues:	Lack of Parking					

KIRKLAND SPACE NEEDS STUDY
SPACE NEEDS OPTIONS - COST COMPARISONS

CITY HALL MEETING ROOMS

Size (SF) **2791** Conference/Meeting Rooms - See Figure
Possible
Number of
Work Spaces **32**
Total Parking Existing - Unchanged
Fixed Costs Conversion MINIMAL Furniture/Office Systems & Data-Electrical Connections

Issues: Loss of Conference/Meeting Spaces & No Added Parking

ANNEX BUILDING - CONFERENCE CENTER or OFFICES

Size (SF) **6500**
Possible
Number of
Work Spaces **30-50**
Total Parking Existing **13**
Fixed Costs Remodel **\$1,385,098** plus 30% soft costs **\$1,800,627**

Issues: Cost

City of Kirkland Space Projects Funding Summary

Projects	One-Time Costs	Annual Ongoing Cost	Office Square Footage Gained	Cost per Square Foot Gained
Funded CIP Projects				
Police Evidence Storage and Lab Improvements	960,100			
Police Space and Jail Safety Improvements ¹	998,000			
Technology Department Space Improvements	201,000			
City Hall Rental Property Life Cycle Carryover	98,612			
Total	2,257,712			
Spent/Committed Funding				
Police Evidence Storage and Lab Improvements	(960,100)			
Police Space and Jail Safety Improvements	(500,000)			
Technology Department Space Improvements	(201,000)			
City Hall Rental Property Life Cycle Carryover	-			
Total	(1,661,100)			
Net Available	596,612			
Possible Space Projects to Fund				
Convert Conference Rooms to Office Space	29,680	-	742	40.00
City Hall Annex Renovation	1,800,627	-	6,500	277.02
Council Chamber Remodel	543,400	-	-	N/A
Rental House Demolition	80,400	-	-	N/A
Portables - 8 staff ²	123,320	10,680	924	145.02
Portables - 16 staff ²	131,320	23,064	1,792	86.15
Leased Office Space ³	10,000	30,000	1,000	40.00
Remodel of PW Front Counter	80,000	-	800	100.00
Total	2,798,747	63,744		

¹ Gain of 2,200 square feet of locker space, but no additional office space gained.

² Portable costs shown are the higher end of the range and include the following:
8 staff - \$10,680 annual lease cost (including restroom) & \$123,320 set-up cost for wet site improvements
16 staff - \$23,064 annual lease cost (including restroom) & \$131,320 set-up cost for wet site improvements
Option - Portable costs excluding restrooms and with dry site improvements range from:
8 staff - \$10,200 annual lease cost & \$112,183 set-up cost for dry site improvements & utilities
16 staff - \$20,400 annual lease cost & \$120,183 set-up cost for dry site improvements & utilities

³ Leased office space costs range from \$16 to \$30 per square foot for annual lease and an additional \$10 per sq foot for tenant improvements beyond any allowance.

At a cost of \$30 per sf/year:

- 1,000 lsf for 10 staff = \$30,000 yr/\$150,000 for 5 yrs (plus tenant improvements)
- 2,000 lsf for 19 staff = \$60,000 yr/\$300,000 for 5 yrs (plus tenant improvements)
- 3,000 lsf for 28 staff = \$90,000 yr/\$450,000 for 5 yrs (plus tenant improvements)
- 5,000 lsf for 46 staff = \$150,000 yr/\$750,000 for 5 yrs (plus tenant improvements)

Facilities Timeline

NO Annexation March 2007

NO Annexation August 2008

YES Annexation August 2008

	Jan	Feb	Mar	Apr	May	Jun	Jul	Aug	Sep	Oct	Nov	Dec	
2007			Go/No Go to Phase 2*	IF YES -- GO TO Phase 2 and 3 of Annexation									
				IF NO -- Proceed with City Hall Project	IF NO -- City Hall Bldg Design								
			Go/No Go on CH Annex	IF YES -- Complete City Hall Annex Project									
2008	City Hall Bldg Design						CITY HALL CONSTRUCTION						
	Phase 2 and 3 (continued)								Election***	IF YES GO TO Phase 4			
											IF YES -- City Hall and Public Safety Bldg Design		IF NO -- City Hall Bldg Design
2009	CITY HALL CONSTRUCTION												
	City Hall and Public Safety Bldg Design									CITY HALL AND PS BLDG CONSTRUCTION			
	City Hall Design									CITY HALL CONSTRUCTION			
			Annexation Effective Date										
2010	CITY HALL CONSTRUCTION												
	CITY HALL CONSTRUCTION												
	Phase 4 (continued)												
	CITY HALL AND PS BLDG CONSTRUCTION												
2011	CITY HALL CONSTRUCTION												
													
	Phase 4 (continued)												
2011	CITY HALL AND PS BLDG CONSTRUCTION												
													

*If "Go" then proceed to ILA negotiation with King County to establish timeline and funding commitment

**If "Go" then proceed to election and select election date

***If annexation measure passes, Council to adopt ordinance accepting annexation.

 = occupancy