CITY OF KIRKLAND

CITY COUNCIL

James Lauinger, Mayor • Joan McBride, Deputy Mayor • Dave Asher • Mary-Alyce Burleigh
Jessica Greenway • Tom Hodgson • Bob Sternoff • David Ramsay, City Manager

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AGENDA
KIRKLAND CITY COUNCIL SPECIAL MEETING
City Council Chamber
Wednesday, November 7, 2007
6:00 p.m. – Special Study Session – Peter Kirk Room
7:30 p.m. – Special Meeting

COUNCIL AGENDA materials are available on the City of Kirkland website www.ci.kirkland.wa.us, at the Public Resource Area at City Hall or at the Kirkland Library on the Friday afternoon prior to the City Council meeting. 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 (587-3190) or the City Manager's Office (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 587-3190, or for TTY service call 587-3111 (by noon on Monday) if we can be of assistance. 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 to discuss matters where confidentiality is required for the public interest, including buying and selling property, certain personnel issues, and lawsuits. An executive session is the only type of Council meeting permitted by law to be closed to the public and news media

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.

P - denotes a presentation from staff or consultant

1. *CALL TO ORDER*
2. *ROLL CALL*
3. *STUDY SESSION,* Peter Kirk Room
   - *a.* 2007-2008 Mid-Biennial Budget Update
4. *EXECUTIVE SESSION*
5. *SPECIAL PRESENTATIONS*
   - *a.* Centennial Garden Arbor - Heritage Park
   - *b.* Arbor Day Proclamation and Green Tip
   - *c.* Community Emergency Response Team (CERT) Graduates Recognition
   - *d.* World Diabetes Day Proclamation
6. *REPORTS*
   - *a.* *City Council*
     - (1) Regional Issues
   - *b.* *City Manager*
     - (1) Draft of Annexation Response Letter
     - (2) Calendar Update

CONSENT CALENDAR consists of those items which are considered routine, for which a staff recommendation has been prepared, and for items which Council has previously discussed and no further discussion is required. The entire Consent Calendar is normally approved with one vote. Any Council Member may ask questions about items on the Consent Calendar before a vote is taken, or request that an item be removed from the Consent Calendar and placed on the regular agenda for more detailed discussion.

GENERAL CORRESPONDENCE Letters of a general nature (complaints, requests for service, etc.) are submitted to the Council with a staff recommendation. Letters relating to quasi-judicial matters (including land use public hearings) are also listed on the agenda. Copies of the letters are placed in the hearing file and then presented to the Council at the time the matter is officially brought to the Council for a decision.

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.

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

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

P - denotes a presentation from staff or consultant

7. COMMUNICATIONS

a. Items from the Audience

b. Petitions

8. CONSENT CALENDAR

a. Approval of Minutes: October 16, 2007

b. Audit of Accounts:

Payroll $

Bills $

c. General Correspondence

(1) Michael Thompson, Regarding Parking Citation

d. Claims

(1) Jim Risher

(2) Michael G. Riston

(3) Brienne P. Wahlman

e. Award of Bids

f. Acceptance of Public Improvements and Establishing Lien Period

g. Approval of Agreements

(1) Resolution R-4674, Approving Amendment One to the Interlocal Agreement between the ECityGov Alliance and the City of Kirkland Regarding Cooperative Purchasing and Use of a Combined Small Works Roster

h. Other Items of Business

(1) Authorizing Issuance of a Cabaret Dance License

(2) Reporting on Procurement Activities

9. PUBLIC HEARINGS

* *a.* Appealing Hearing Examiner Decision on Stephanus Variance and Substantial Development Permit

10. UNFINISHED BUSINESS

a. Development Fee Update

b. Authorizing Budget Adjustment for Environmental Impact Statement (EIS) Consultant Contract for Touchstone, Orni, and Altom Private Amendment Requests

c. Awarding the Construction Contract for the 2007 Emergency Sewer Program (ESP) Project to Shoreline Construction Company of Woodinville, WA, and Authorizing a Budget Increase

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

a. Facilities Financing Overview

b. Introducing Water Use Efficiency Rule

c. Resolution R-4675, Amending the Master Plan for Juanita Beach Park

12. ANNOUNCEMENTS

13. ADJOURNMENT

P - denotes a presentation from staff or consultant

Council Meeting: 11/07/2007
Agenda: Study Session
Item #: 3. a.

CITY OF KIRKLAND
Department of Finance & Administration
123 Fifth Avenue, Kirkland, WA 98033 425.587.3100
www.ci.kirkland.wa.us

MEMORANDUM

To: Dave Ramsay, City Manager

From: Tracey Dunlap, Director of Finance and Administration
Sandi Hines, Financial Planning Manager

Date: October 25, 2007

Subject: **2007-2008 Mid-Biennial Budget Update**

RECOMMENDATION:

City Council hold its Mid-Biennial Budget Review on November 7th to receive an update on the City's financial condition and to review the City Manager's recommendation for adjustments to the 2007-2008 biennial budget.

BACKGROUND DISCUSSION:

The 2007-2008 Budget was the City's second biennial budget. 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, present recommended adjustments that are needed to the adopted 2007-2008 Budget, and present draft updated fiscal policy language regarding the use of capital reserves and CIP funding transfers.

Financial Update

As the first year of the biennial budget draws to an end, the revenue outlook for 2008 is tempered by changes in economic conditions (i.e. development trends and retail spending). A recent article from the National League of Cities highlights changes in the economy and the struggles cities will face in the coming years (see Attachment A). While there are some revenue opportunities available, the changing economy is presenting risks for the 2008 revenue outlook. A General Fund revenue summary comparing 2007 estimates to budget is included as Attachment B.

- Sales tax revenue is seeing a decline for the last three months from the same months of 2006, with year-to-date figures as of October 2007 up only 1.9 percent. While 2006 was an especially strong year, changes in economic conditions are starting to show the volatility of this revenue source. The auto/gas retail sector continues to be the star performer so far this year with the development-related sectors (contracting, services and wholesale) down this year compared to the same period last year. An additional factor that will affect sales tax in late 2008 and into 2009 is the opening of a new Costco in Bellevue and possibly Redmond.

- Revenue from the City's contract with Fire District #41 continues to decline due to a shift in the percent recovery allocation. The contract allocation is based on the proportion split of assessed value (AV). The City's AV continues to increase at a higher rate than the Fire District's causing a shift in costs away from the Fire District to the City.

- The telecommunications utility tax is coming in significantly higher than budgeted. This is a volatile revenue source that has decreased three of the past six years. The 2007 budget assumed a ten percent decrease but we are actually projecting a ten percent increase, although we believe it is prudent to continue budgeting this item conservatively in the future.

- Funding received from a 911 tax is collected on the City's behalf by King County. The City is able to use these funds for labor and equipment needs directly related to emergency 911 dispatch services. The Police Department has been experiencing a high volume of turnover in the Communications Center and has had to use extensive overtime to backfill for vacancies and leave time. The Police Department is pursuing reimbursement of overtime from our E911 account for about $110,000. Additionally, in order to keep current staff well trained and to train new staff, the department will be seeking reimbursement for training expenses in 2008 from the E911 funds for about $40,000. If successful, the funds would be reflected at the mid-year budget update in 2008. On a related note, expenses for the technology start up costs of NORCOM are being pursued as possible expenses that could be paid for by our E911 funds. The NORCOM One-Time Costs service package is assumed to be partially funded by the E911 funds (about $44,000).

- New construction property tax figures are not final yet, but the preliminary figures from King County show at least a 2 percent increase. This is the amount already budgeted into the 2008 budget, so no decrease in revenue is expected for property tax.

- A six-year levy for Emergency Medical Services (EMS) is on the November 2007 ballot. Any adjustments based on the passing, or failure, of the levy will be addressed during the mid-year review in 2008.

On the expenditure side, most departments are "on track" for 2007. Like revenues, there are some areas of opportunity and risk to watch as we move into the second year of the biennium.

- The June 2007 CPI, which is used as the basis for all bargaining unit contract COLA adjustments, came in lower than estimated. The June 2007 CPI was 3.31 percent, lower than the 3.5 percent projection used in the COLA reserve calculations. As a result, the 2008 COLA will range from 2.98 to 3.31 percent depending on the bargaining unit contract.

- Firefighter overtime is tracking over budget for 2007 due to several disabilities and FMLA leaves. This expenditure will be watched as we proceed into 2008 and reevaluated during the mid-year process of 2008.

- In the Police Department, an area of risk is the jail costs. To-date in 2007 costs are tracking fairly close, to slightly over, budget. Jail costs are hard to predict due to their very nature and make this expenditure area one to watch for the coming year.

- Recruitment costs, mostly related to advertising in the Human Resources department, are on pace to spend the biennial budget amount during 2007. The number of recruitments for 2007 surpassed the number of recruitments done in all of 2006 as of September. Contributing to the increase is additional positions added for 2007 and the difficulty in recruiting certain sectors (e.g. police services), including having to go out multiple times for the same position.

- Medical health benefits continue to increase greater than the rate of inflation. For 2008 the City's medical health benefit rates went up 14.8 percent for the plan that the large majority of the employees participate in. This compares to a 2007 increase of about 6 percent and a 10 percent increase that was budgeted for 2008. The increase should be able to be absorbed through excess COLA reserves that remain from 2006 and the lower than planned increase in CPI for 2007.

- The City's prosecution contract expires at the end of 2007. We have not received any information regarding increased rates, but fully expect to see some increase when a new contract is submitted. Council will be briefed as more information is known.

Budget Adjustments

The Council provided direction at the November 2006 budget sessions regarding priority service package requests for the mid-bi review process. The priority requests are service packages requested as part of the 2007-08 budget process that were not funded, or only partially funded, but identified as priorities for the mid-bi process. With the priority request list as established by Council for the mid-bi review, potential Phase 3 annexation-related service packages, and limited resources to fund all requests, there was no call made for new requests from the departments. However, items that had previously gone before Council where direction was given to move ahead with a funding request at the mid-bi budget review were included in the competition for the limited resources available. A summary of the priority and annexation service packages and Council directed items, along with the City Manager's recommendation, is included as Attachment C. Detailed service packages for these requests are included as Attachment D. The following table shows the funding source breakdown for the priority service packages and Council directed items.

Funding Sources	
General Fund Additional 07 Revenue (Attachment A)*	1,473,692
CIP Reallocation/E-911 Funds (NORCOM)	188,297
Expenditure Savings	30,400
IT Reserves	63,210
Potential Development Fees	285,337
LTAC – Additional Hotel/Motel Tax Revenue	11,000
Total	**2,051,936**

* Excludes FEMA Reimbursement of $57,391

In addition to the priority service packages and the Council directed items, two other categories of adjustments are recommended to the 2007-2008 budget – Previously Approved Adjustments (fiscal notes) and Housekeeping Adjustments. As a matter of note, the mid-biennial adjustments do not include any additional replenishment of reserves. The 2007-2008 adopted budget included replenishment of reserves in the amount of $2,757,252 from expected interest revenue over the two year period.

Priority Service Package Requests – As mentioned above, these include requests made during the 2007-2008 budget process that were not funded, or only partially funded, but identified by Council as priorities for any available resources at the mid-biennial review process. Many of these requests are continuations of existing programs that have been funded in prior years with one-time resources. The amounts were revised as part of this process and the total revised priority requests are recommended for funding.

Council Directed/Other Requests – Some of these requests are for items that have gone before the Council since the budget was adopted where Council directed staff to move forward with a funding request at the mid-bi process. These include Public Art funding, CTR Plan funding, Green Power, and Green Building Issues. The other requests are service packages related to a variety of processes underway and include the remaining annexation related service packages for phase 3, services and support related to the development services cost of service study, recruitment advertising and support, the City's share of the NORCOM 2008 technology costs, funding for federal legislative advocate services, and additional funding for tourism through the Lodging Tax Fund.

Previously Approved Adjustments - These include funding requests already reviewed by Council at an earlier meeting this year for new or additional funding from reserves. Adjustments include reserve uses for property purchases (Niedermeier

and Shelton properties), planned action EIS for downtown private amendment requests, additional funding for annexation phase 2 outreach, affordable housing regulations, and the Concours d'Elegance admissions tax rebate to Evergreen Hospital.

Housekeeping Items – A variety of housekeeping adjustments are needed to adjust budget accounts and budgeted beginning fund balances to actual beginning fund balances for 2007.

A summary of all requested adjustments is included as Attachment E. It is organized by adjustment type within each fund. The adjustment summary provides the department request (where applicable), City Manager's recommendation for funding, and the funding source.

Fiscal Policies Related to Capital Reserves and CIP Funding

As a result of closing out a number of completed CIP projects, the need to revisit and update the fiscal policies regarding capital reserves and the CIP was identified. Recommended changes are summarized below.

Current language in Fiscal Policies:

> Reserve and Fund Balance Policies section:

- The City Manager may authorize the use of the General Capital Contingency up to an aggregate total of $100,000 per year in increments not to exceed $25,000. The City Manager will provide regular reports to the City Council at a regular Council meeting if this authorization is used.

Proposed updated language to Fiscal Policies:

> Reserve and Fund Balance Policies section *(revised section):*

- The City Manager may authorize the use of capital funding reserve up to an aggregate total of $100,000 per year in increments not to exceed $25,000. The City Manager will provide regular reports to the City Council at a regular Council meeting if this authorization is used. Capital funding reserves include: General Capital Contingency, Street Improvement Reserve, REET Reserves, Impact Fee Reserves, Water/Sewer Capital Contingency, Water/Sewer Construction Reserve, Surface Water Capital Contingency, and Surface Water Construction Reserve.

> Capital Improvement Policies section *(new section):*

- The City Manager may authorize the reallocation of CIP project funds between CIP projects within a CIP category up to $50,000 per instance. Funding may only be reallocated within a CIP category (i.e. between Transportation projects, or Parks projects, or Public Safety projects, etc.) when one project is over budget and, in the same period, a second project within the same CIP category has been completed and is closing out under budget. The City Manager will provide regular reports to the City Council at a regular Council meeting if this authorization is used.

The proposed adjustments to close CIP projects are summarized in Attachment F and result in a net return of funds to each reserve. The savings returned to the reserves will be added to the reserve balance and be available for future needs. The table on the following page shows the net return to each reserve.

Capital Reserve	Return of Funds
General Capital Contingency	2,253
Street Improvement Reserve	233,262
REET II Reserve	315,448
Water/Sewer Capital Contingency	422,361
Surface Water Capital Contingency	242,131
Total	**1,215,455**

The net need of funds shown in the Other category on Attachment F for $243,566 is funded from operating funds or external sources of grants and developer contributions.

Other Items or Actions of Note

Several processes are underway that may necessitate further action but that are still in the refinement stages.

- **NORCOM** – It has been determined that the City will be the fiscal agent for the soon to be formed NORCOM agency. As fiscal agent, the City will be collecting funds from member agencies and making payments on behalf of NORCOM. As a result, the City will need to create a new agency fund in which to account for and report on this activity. Staff are still in the preliminary stages of gathering all the details necessary to implement this responsibility. More information and an ordinance to create a new agency fund will be brought back to the Council at the December Council meeting.

- **Tour Dock** – Staff is looking into using revenues received into the Tour Dock fund for repairs and lighting at the dock and the potential of electronic pay stations for moorage. The contract with the Port of Seattle has been completed and all revenue now received into this fund is available for the maintenance, repair and operation of the dock and is not required to be accounted for in a separate special revenue fund. Staff will be bringing more information back to the Council at their December meeting regarding expenditures and the closure of this fund. Revenues from the tour dock and related expenses will be accounted for in the General Fund after the closure of the special revenue Tour Dock fund.

- **Development Services Cost of Service Study** – The Finance Committee and Council have been briefed on the continuing progress of the cost of service study for development services. At the November 7th Council meeting, information regarding the results of the study as well as fee recommendations will be presented. The proposal would be to bring the final fee adjustments and necessary resolutions before the Council at the December meeting, with an effective date of February 1, 2008. The recommended funding for the development services service packages is dependent on adoption of the recommended fee increases.

- **Outside Agencies** – The Council adopted ongoing and one-time funding amounts for both 2007 and 2008 as part of the 2007-2008 budget process. A portion of the funding is still to be allocated annually through a competitive application process. In addition to the General Fund appropriation for outside agencies, funding for tourism-related items comes from the Lodging Tax Fund. A memo from the City Manager's office describing the outside agency process, adopted funding for 2007-2008, and the applications and recommendations for 2008 funding (both General Fund and Lodging Tax Fund) is included as Attachment G. Also included as part of that attachment is a matrix showing 2007 funding, 2008 requests and recommendations for 2008 funding allocations.

Attachment A

City Finances OK for Now; Storm Clouds Ahead

by Sherry Conway Appel and Chris Hoene

The fiscal condition of the nation's cities improved in the past year, according to a new report released last week by NLC. Seven in 10 city officers report that their cities are better able to meet fiscal needs during 2007 than in the previous year. Conversely, one-third of cities re are less able to meet their fiscal needs. This was particularly true of Midwest cities, where just under half of cities reported they were less meet their financial needs.

The picture for 2008 is less optimistic with city officials predicting a slowdown in revenues and increased spending pressures. Concerns ab health of real estate markets and their potential impacts on property tax revenues, combined with increased calls for property tax relief fr homeowners and residents, will cloud the picture in 2008. Health care and pension costs, in particular, are increasing at a faster rate thar revenues.

The NLC report, City Fiscal Conditions in 2007, found that when adjusted for inflation, city revenues grew only 1.1 percent from 2005 to 2 while expenditures grew by 1.2 percent. Looking at 2007, revenue growth is expected to be less than 1 percent (0.4 percent) while expe are increasing by 3.5 percent, creating a revenue gap of 3.1 percent that cities would have to close by cutting services or raising revenue

"City officials are going to be facing difficult choices in the coming years — both to plan for the future and to fill gaps in revenue and sper levels," said NLC Executive Director Donald J. Borut. "The purchasing power of cities and towns is under tremendous pressure — with inc costs for such staples as public safety and infrastructure as well as increases in health insurance and pensions for public employees. Cities doing the people's business — getting commuters to work, picking up the trash, keeping libraries open, making sure their streets are safe leaders are being innovators. But it's getting more difficult in the face of increased demands for more services from their constituents."

Given the gap between revenues and expenditures, nearly half (45 percent) of all responding city finance officers reported they have incr and charges for services. Twenty-nine percent reported that their city opted for increasing property tax rates, while 17 percent reported r property tax rates. Increases in sales tax, income tax, and other tax rates have been much less frequent.

Looking at specific revenue sources, sales tax receipts improved in 2006 over previous year receipts, increasing by 3 percent, adjusted fo Property tax revenues increased in 2006 by 4 percent when adjusted for inflation, and projections for 2007 indicate that they will continue by 5.5 percent, reflecting historical highs and the strong real estate market in recent years. The current housing downturn, however, will affect cities' revenue collections in the next few years as assessments catch up with market changes.

"The housing boom benefited most cities' treasuries over the last decade," said report co-author Michael Pagano, dean of the College of U Planning and Public Affairs at the University of Illinois at Chicago. **"**But now that the housing market's decline has taken hold in many neighborhoods and cities, property tax receipts will likely fall in 2008 unless tax rates are increased. We haven't seen a drop in real estate like this for nearly 15 years."

On the spending side, three in four city finance officers report increases in public safety spending in 2007, while 59 percent are increasing for infrastructure or capital projects, 52 percent are increasing the growth rate in their operating budgets to support a variety of new and services, and 39 percent report increases in human services spending, often referred to as social services programs.

Eight in 10 city finance officers cite prices and inflation, employee wages, and the cost of employee health benefits as having negative im their budgets. Rising costs for public safety, infrastructure, and employee pensions are also affecting their bottom line. One in four city fir officers also say that changes in the amount of federal and state aid to cities are having a negative impact on city budgets.

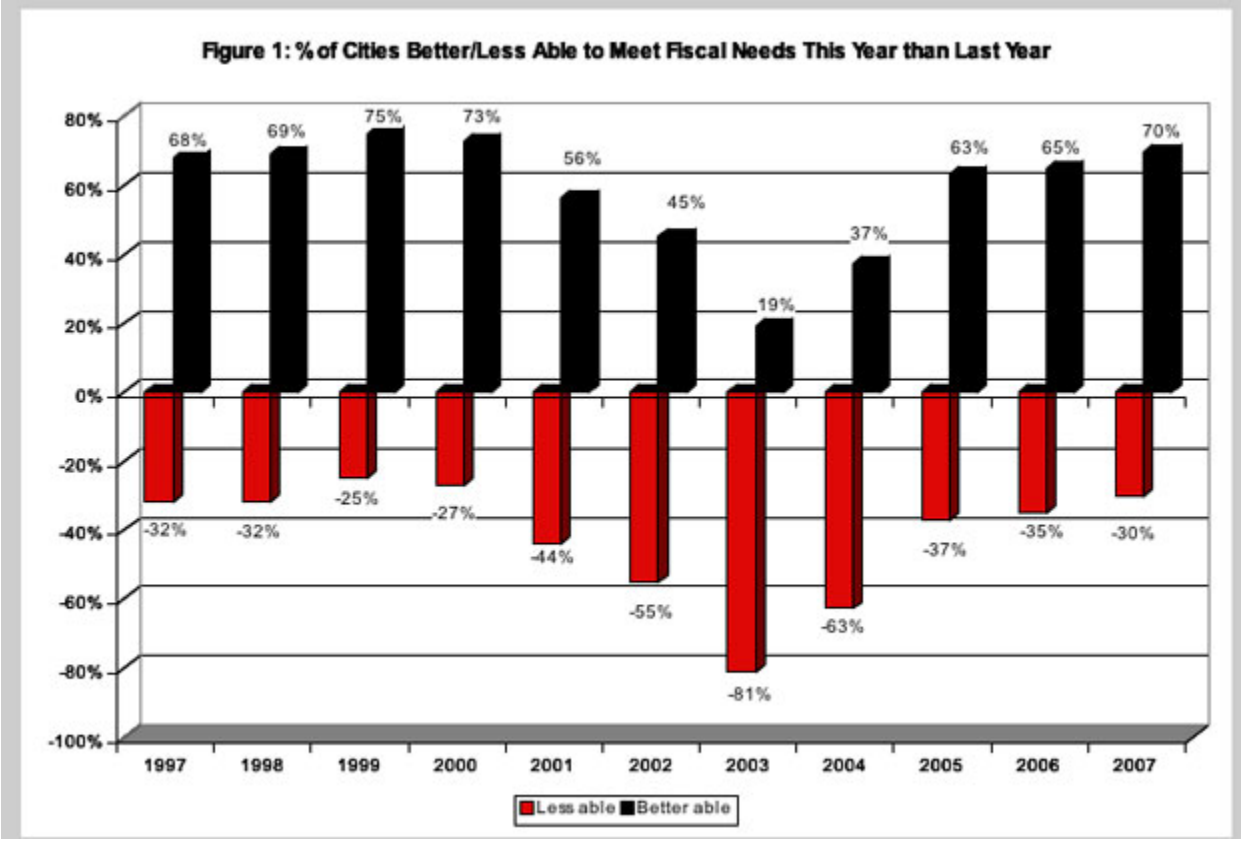
According to the survey of city financial officers conducted between April and June 2007, the generally positive financial picture was repo cities regardless of whether they relied on property, sales or income taxes or what size they were. Officials in the Midwest (51 percent), h were less likely to say their cities were better off in 2007 than city officials in the South (79 percent), Northeast (74 percent), and West (7 percent).

NLC's City Fiscal Conditions in 2007 is based on an annual survey of city finance officers, now in its twenty-second year. The survey is ma more than 1,000 city finance officers in cities over 10,000 in population and the 2007 responses are based on 359 responses to this year's

The survey results are representative of city fiscal conditions of different sizes (for cities over 10,000) and in different regions of the coun References to years are for fiscal years as defined by the cities themselves. Generally, city fiscal years begin on one of three dates: Janua 1, or October 1. The survey asks for final revenue numbers for the latest fiscal year for which cities have finalized numbers (in this case 2 about revenues, fiscal actions and factors affecting city budgets in 2007, and about the direction in which their city's fiscal conditions are 2008.

E-Page # 10

Attachment A



CITY OF KIRKLAND
GENERAL FUND
2007 MID-BIENNIAL REVENUE ESTIMATES as of 10/22/07

ATTACHMENT B

Revenue Sources	2007 Budget	2007 Estimate	Dollar Variance
Taxes:			
Property Tax	8,790,086	8,790,086	-
Sales Tax:			
General	15,736,923	15,918,981	182,058
Criminal Justice	1,025,000	1,114,253	89,253
Utility Taxes:			
Electric	2,150,000	2,357,526	207,526
Gas	1,450,000	1,223,727	(226,273)
Telephone	2,300,000	3,027,000	727,000
Garbage	552,682	540,225	(12,457)
Sewer	572,300	605,138	32,838
Water	539,917	597,713	57,796
Surface Water	385,135	372,354	(12,781)
Revenue Generating Regulatory License	975,000	936,671	(38,329)
Gambling & Other Taxes	461,000	418,900	(42,100)
Total Taxes	**34,938,043**	**35,902,573**	**964,530**
Licenses and Permits:			
Building/Structural	2,183,450	2,078,436	(105,014)
Franchise Fees	990,000	1,006,610	16,610
Business & Other Licenses	598,850	603,574	4,724
Total Licenses and Permits	**3,772,300**	**3,688,620**	**(83,680)**
Intergovernmental:			
Emergency Medical Services	504,376	504,376	-
Fire District Revenue	3,329,121	3,184,310	(144,811)
Liquor Taxes	552,478	538,324	(14,154)
Grants & Other Intergovernmental	675,759	856,544	180,785
Total Intergovernmental	**5,061,734**	**5,083,554**	**21,820**
Charges for Services:			
Planning Fees & Plan Check Fees	1,825,900	1,927,660	101,760
Engineering Development Fees	625,000	635,000	10,000
Recreation Charges	81,000	79,516	(1,484)
Internal Charges	3,365,127	3,443,777	78,650
Other Charges	724,393	880,192	155,799
Total Charges for Services	**6,621,420**	**6,966,145**	**344,725**
Fines and Forfeits	**1,152,750**	**1,317,860**	**165,110**
Miscellaneous	**408,065**	**448,786**	**40,721**
Interfund Transfers	**491,398**	**491,398**	**0**
Resources Forward	**5,787,927**	**5,865,784**	**77,857**
General Fund Total*	**58,233,637**	**59,764,720**	**1,531,083**

ATTACHMENT C

City of Kirkland
2007-2008 Budget
Mid-biennial Service Package Requests

Original Priority List

Department	Request Description	One-Time Staff Req.	Original Amount	Revised Amount	City Manager Recommendation	Funding Source
City Manager	Additional Economic Development Funding*		86,000	55,000	55,000	07 Addt'l revenue
City Manager	NORCOM Transition (City of Kirkland share)		91,000	189,349	189,349	07 Addt'l revenue
Parks & Comm. Service	Additional Human Services Grant Funding*		56,983	-	-	Funded in Final Bgt
Parks & Comm. Service	EnhanceWellness Program for Older Adults		15,000	7,500	7,500	07 Addt'l revenue
Parks & Comm. Service	Environmental Stewardship-Comm. Outreach & Ed.	0.5	46,731	53,588	53,588	07 Addt'l revenue
Finance & Admin.	Document Management Prof. Svcs (CIP potential)*		85,000	-	-	Funded in CIP
Planning & Comm. Develop.	ARCH Housing Trust Fund: Annual Contribution		216,000	216,000	216,000	07 Addt'l revenue
Planning & Comm. Develop.	Code Enforcement Officer	0.5	48,215	56,127	56,127	07 Addt'l revenue
Planning & Comm. Develop.	Neighborhood Plan Updates		20,000	-	-	
Police	Accreditation Fees and Expenses		25,480	25,480	25,480	07 Addt'l revenue
Fire & Building	Plans Examiner	1.0	50,846	-	-	Funded in Final Bgt
Public Works - Street Op.	Graffiti Program	1.0	79,716	82,791	82,791	07 Addt'l revenue
Public Works - Street Op.	Public Grounds Tech	1.0	83,159	81,956	81,956	07 Addt'l revenue
Information Technology	Applications Analyst - PD Systems	1.0	87,825	94,929	94,929	07 Addt'l revenue
Information Technology	Currently Kirkland Intern	hourly	16,229	15,613	15,613	07 Addt'l revenue
Information Technology	Web Production Assistant	1.0	68,762	78,351	78,351	07 Addt'l revenue
Total			**1,076,946**	**956,684**	**956,684**	

Except for those items denoted by *, amount is the department's 2008 request. For those items with *, amount is the difference between the total 07-08 department request and the City Manager's recommended funding.

City Council Directed/Other Requests

Department	Request Description	One-Time Staff Req.	Original Amount	Revised Amount	City Manager Recommendation	Funding Source
City Manager	Estimated NORCOM One-Time Costs**		1,375,000	188,297	188,297	CIP & E-911 Funds
City Manager	Public Art Funding		50,000	50,000	50,000	07 Addt'l revenue
City Manager	Federal Legislative Advocate Services		20,000	20,000	20,000	07 Addt'l revenue
Public Works	CTR Plan Funding		50,000	50,000	50,000	07 Addt'l revenue
Public Works-Facilities	Green Power		10,000	10,000	10,000	07 Addt'l revenue
City Manager	Annexation - Phase 3 Communications		26,100	39,100	39,100	07 Addt'l revenue
Human Resources	Annexation - Human Resources Analyst		56,810	-	-	
City Attorney's Office	Annexation - Legal Services		40,000	20,000	20,000	07 Addt'l revenue
Public Works	Annexation - CIP Assessment of Sidewalks		13,000	-	-	
Finance & Admin	Annexation - Fiscal Services Resources		70,147	70,147	70,147	07 Addt'l revenue
Information Technology	Annexation - GIS Mapping		281,920	281,920	117,989	07 Addt'l revenue
Human Resources	HR Analyst	0.7	56,977	56,977	56,977	07 Addt'l revenue
Human Resources	Recruitment Advertising		40,000	40,000	40,000	07 Addt'l revenue
Planning & Comm. Develop.	Urban Forester	0.5	53,789	53,789	24,295	07 Addt'l revenue
Planning & Comm. Develop.	Professional Services for Permit Review		64,000	64,000	64,000	Development Fees
Planning & Comm. Develop.	Downtown Strategic Plan Update - Phase II		30,400	30,400	30,400	Expenditure Savings
Planning & Comm. Develop.	Green Building Issues		18,500	18,500	18,500	07 Addt'l revenue
Police	School Resource Officer	1.0	181,793	181,793	-	
Information Technology	Support for Wireless in the Field Project	0.65	63,210	63,210	63,210	IT Reserves
Information Technology	Support for Dev. Svcs-Wireless in the Field Proj (fee study)	0.35	34,478	34,478	34,478	Development Fees
Fire & Building	Building Services - Office Technician (fee study)	1.0	66,859	66,859	66,859	Development Fees
Dev Svcs (PW, Plng, F/B)	Permit Process Review-Phase 2 (fee study)		70,000	70,000	70,000	Development Fees
Dev Svcs (PW, Plng, F/B)	Acceptance of Credit Cards (fee study)		50,000	50,000	50,000	Development Fees
Total			**2,722,983**	**1,459,470**	**1,084,252**	
Lodging Tax Fund	Tourism Program		11,000	11,000	11,000	Hotel/Motel Tax
Grand Total			**3,810,929**	**2,427,154**	**2,051,936**	

** Revised amount reflects 2008 technology share only. One-time costs in 2009 are estimated at $1.1 million.

Attachment D

CITY OF KIRKLAND

2007-2008 SERVICE PACKAGE REQUEST

TITLE	Economic Development - Services for Entrepreneurs	
DEPARTMENT	**DIVISION**	**FUND**
City Manager	City Manager	General Fund

CITY PHILOSOPHIES

- Financial Stability
- Unique Community Character

DESCRIPTION AND JUSTIFICATION

Kirkland is a city of small businesses. The average number of employees per business is seven. There are over 1,000 home-based businesses. Small businesses in Washington have one of the highest rates of failure in the nation. Kirkland businesses also have a high rate of turnover, most noticeably in the downtown retail core.

There are many resources that offer assistance - both technical and financial - to small businesses. Business assistance centers at the University of Washington (Bothell) and the Bellevue Entrepreneur Center are two local facilities that provide individual counseling for small business. They also provide student consulting teams that work with individual businesses and nonprofits. In order to utilize these services (which are free to the business client), cities pay annual dues to the schools or nonprofit entities that administer the programs.

The City of Kirkland Economic Development and Tourism Programs have several projects that could be accomplished by student consulting teams at a cost much lower than internships or paid consultants. Some potential projects include: a unified strategy for downtown retail promotion, operation and merchandizing; feasibility analysis for a waterfront taxi and other waterfront programming; an asset study to identify Kirkland assets, common descriptors and messages, in order to develop a promotion campaign for Kirkland.

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

NUMBER OF FTE's REQUESTED

COST SUMMARY	2007 Ongoing	2007 One-Time	2008 Ongoing	2008 One-Time	Total
Personnel Services	$ -	$ -	$ -	$ -	$ -
Supplies & Services	$ -		$ -	$ 5,000	$ 5,000
Capital Outlay	$ -	$ -	$ -	$ -	$ -
Total Service Package Cost	**$ -**	**$ -**	**$ -**	**$ 5,000**	**$ 5,000**
Expenditure Savings / Offsetting Revenue	$ -	$ -	$ -	$ -	$ -
Net Service Package Cost	**$ -**	**$ -**	**$ -**	**$ 5,000**	**$ 5,000**

SERVICE PACKAGE COST SUMMARY WORKSHEET

Attachment D

TITLE	Economic Development - Services for Entrepreneurs

		2007		2008		
Description	**Account #**	**Ongoing**	**One-Time**	**Ongoing**	**One-Time**	**Total**
PERSONNEL SERVICES						
						$ -
						$ -
						$ -
						$ -
						$ -
						$ -
	Total	**$ -**	**$ -**	**$ -**	**$ -**	**$ -**
SUPPLIES & SERVICES						
Student Consulting Teams	0100201310*5410100				$ 5,000	$ 5,000
						$ -
						$ -
						$ -
						$ -
						$ -
						$ -
						$ -
						$ -
						$ -
						$ -
						$ -
	Total	**$ -**	**$ -**	**$ -**	**$ 5,000**	**$ 5,000**
CAPITAL OUTLAY						
						$ -
						$ -
						$ -
						$ -
	Total	**$ -**	**$ -**	**$ -**	**$ -**	**$ -**
EXPENDITURE SAVINGS / OFFSETTING REVENUE						
						$ -
						$ -
	Total	**$ -**	**$ -**	**$ -**	**$ -**	**$ -**
NET SERVICE PACKAGE COST		**$ -**	**$ -**	**$ -**	**$ 5,000**	**$ 5,000**

Attachment D

CITY OF KIRKLAND

2007-2008 SERVICE PACKAGE REQUEST

TITLE	Economic Development - Marketing and Promotion	
DEPARTMENT	**DIVISION**	**FUND**
City Manager	City Manager	General

CITY PHILOSOPHIES

- Community Involvement
- Financial Stability
- Unique Community Character

DESCRIPTION AND JUSTIFICATION

The Economic Development Manager working with IT, CMO (Tourism), and Planning can accomplish a great deal of the work required to promote Kirkland as a business and tourist destination. However there are certain items that will likely entail outside consultation.

- A permanent CD that includes a short video and access to City websites must be created as part of a leave-behind package for business and tourism prospects.

- Print collateral materials (folder, business cards, photos, data sheets) must be created and printed.

- Additional services are required to create a real estate presence on the City website, including an interactive map, photos, text and contacts for development opportunity sites.

- A map layer will also need to be inserted in current maps being created by Tourism, that indicates locations that are important to business prospects.

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

NUMBER OF FTE's REQUESTED

COST SUMMARY	2007 Ongoing	2007 One-Time	2008 Ongoing	2008 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**

SERVICE PACKAGE COST SUMMARY WORKSHEET

Attachment D

TITLE	Economic Development - Marketing and Promotion

		2007		2008		
Description	**Account #**	**Ongoing**	**One-Time**	**Ongoing**	**One-Time**	**Total**
PERSONNEL SERVICES						
						$ -
						$ -
						$ -
						$ -
						$ -
						$ -
	Total	**$ -**	**$ -**	**$ -**	**$ -**	**$ -**
SUPPLIES & SERVICES						
Printing Paper Collateral	0100201310*5490400				$ 1,000	$ 1,000
Pro Services Interactive Map	0100201310*5410100				$ 12,000	$ 12,000
Pro Services Gen Promotion	0100201310*5410100				$ 12,000	$ 12,000
						$ -
						$ -
						$ -
						$ -
						$ -
						$ -
						$ -
	Total	**$ -**	**$ -**	**$ -**	**$ 25,000**	**$ 25,000**
CAPITAL OUTLAY						
						$ -
						$ -
						$ -
						$ -
	Total	**$ -**	**$ -**	**$ -**	**$ -**	**$ -**
EXPENDITURE SAVINGS / OFFSETTING REVENUE						
						$ -
						$ -
	Total	**$ -**	**$ -**	**$ -**	**$ -**	**$ -**
	NET SERVICE PACKAGE COST	**$ -**	**$ -**	**$ -**	**$ 25,000**	**$ 25,000**

Attachment D

CITY OF KIRKLAND

2007-2008 SERVICE PACKAGE REQUEST

TITLE	Economic Development - Professional Services (Parmac)	
DEPARTMENT	**DIVISION**	**FUND**
City Manager	City Manager	General

CITY PHILOSOPHIES

- Financial Stability

DESCRIPTION AND JUSTIFICATION

The City Council approved the rezoning of the Parmac business area as part of revisions to the Totem Lake Neighborhood Plan in 2006. The Council envisions the 30-acre Parmac area as a high tech office district area able to accommodate buildings of up to 80 feet in height.

This service package provides the resources to contract with Capstone Advisors for a fee not to exceed $25,000 for the first phase of consulting, which will include developing three alternative visions for the district. Included in the scope is best practices research, physical (site) planning for each option, consideration of organizational structures for development, and creating the business case for redevelopment. This phase will also provide the basis for a funding request in 2009.

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

NUMBER OF FTE's REQUESTED

COST SUMMARY	2007 Ongoing	2007 One-Time	2008 Ongoing	2008 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**

SERVICE PACKAGE COST SUMMARY WORKSHEET

Attachment D

TITLE	Economic Development - Professional Services (Parmac)

		2007		2008		
Description	Account #	Ongoing	One-Time	Ongoing	One-Time	Total
PERSONNEL SERVICES						
						$ -
						$ -
						$ -
						$ -
						$ -
						$ -
	Total	**$ -**	**$ -**	**$ -**	**$ -**	**$ -**
SUPPLIES & SERVICES						
Consultant services	0100201310*5410100				$ 25,000	$ 25,000
						$ -
						$ -
						$ -
						$ -
						$ -
						$ -
						$ -
						$ -
						$ -
						$ -
						$ -
	Total	**$ -**	**$ -**	**$ -**	**$ 25,000**	**$ 25,000**
CAPITAL OUTLAY						
						$ -
						$ -
						$ -
						$ -
	Total	**$ -**	**$ -**	**$ -**	**$ -**	**$ -**
EXPENDITURE SAVINGS / OFFSETTING REVENUE						
						$ -
						$ -
	Total	**$ -**	**$ -**	**$ -**	**$ -**	**$ -**
NET SERVICE PACKAGE COST		**$ -**	**$ -**	**$ -**	**$ 25,000**	**$ 25,000**

Attachment D

CITY OF KIRKLAND

2007-2008 SERVICE PACKAGE REQUEST

TITLE	NORCOM Transition (Kirkland Portion)	
DEPARTMENT	**DIVISION**	**FUND**
City Manager	City Manager	General

CITY PHILOSOPHIES

- A Safe Community
- Organizational Values

DESCRIPTION AND JUSTIFICATION

The NORCOM initiative is regional partnership that consolidates dispatch services that currently serve the area. A group of 14 participants including Fire Districts and Cities recently completed a Business and Services Plan, including a model governance agreement, for a regional public safety communications agency. The Interlocal agreement creating the agency was executed in October 2007.

The NORCOM Steering Committee has identified a transition schedule that includes the hiring of an executive director, setting up financial and personnel policies and procedures, hiring of a technology implementation team, and procurement of an integrated CAD/Mobile/RMS system. In 2008, the City will incur Kirkland's share of the cost of the executive director and technology staff, capital reserve, facility modifications, and technology procurement. Start-up for NORCOM is scheduled for mid-2009. There will be additional transition costs in 2009 related to asset transfer, back-up facility, and a continuation of executive director and technology staffing expenses. This service package funds the transition costs related to staffing, capital reserve, and facility modifications.

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

NUMBER OF FTE's REQUESTED

COST SUMMARY	2007 Ongoing	2007 One-Time	2008 Ongoing	2008 One-Time	Total
Personnel Services	$ -	$ -	$ -	$ -	$ -
Supplies & Services	$ -	$ -	$ -	$ 189,349	$ 189,349
Capital Outlay	$ -	$ -	$ -	$ -	$ -
Total Service Package Cost	**$ -**	**$ -**	**$ -**	**189,349**	**189,349**
Expenditure Savings / Offsetting Revenue	$ -	$ -	$ -	$ -	$ -
Net Service Package Cost	**$ -**	**$ -**	**$ -**	**189,349**	**189,349**

SERVICE PACKAGE COST SUMMARY WORKSHEET

Attachment D

TITLE	NORCOM Transition (Kirkland Portion)

		2007		2008		
Description	**Account #**	**Ongoing**	**One-Time**	**Ongoing**	**One-Time**	**Total**
PERSONNEL SERVICES						
						$ -
						$ -
						$ -
						$ -
						$ -
						$ -
	Total	**$ -**	**$ -**	**$ -**	**$ -**	**$ -**
SUPPLIES & SERVICES						
Transition Services -						$ -
Exec Dir & Technology Implementation	0100201310*5510100				$ 189,349	$ 189,349
						$ -
						$ -
						$ -
						$ -
						$ -
						$ -
						$ -
	Total	**$ -**	**$ -**	**$ -**	**189,349**	**189,349**
CAPITAL OUTLAY						
						$ -
						$ -
						$ -
	Total	**$ -**	**$ -**	**$ -**	**$ -**	**$ -**
EXPENDITURE SAVINGS / OFFSETTING REVENUE						
						$ -
	Total	**$ -**	**$ -**	**$ -**	**$ -**	**$ -**
	NET SERVICE PACKAGE COST	**$ -**	**$ -**	**$ -**	**189,349**	**189,349**

Attachment D

CITY OF KIRKLAND

2007-2008 SERVICE PACKAGE REQUEST

TITLE	EnhanceWellness Program for Older Adults	
DEPARTMENT	**DIVISION**	**FUND**
Parks & Community Services	Community Services	General

CITY PHILOSOPHIES

- Human Services

DESCRIPTION AND JUSTIFICATION

In the City's March, 2000 Senior Needs Assessment, *Creating a Vital Community for People as They Age*, the report commits to the challenge of becoming a community vital to people as they age. One of the key findings addressed in this report was to "ensure that all information and assistance efforts address the needs of non-English speaking seniors". This need was re-emphasized by local service providers. The report also indicates that "services for non-English speaking seniors is an increasing need and is one that is likely to grow."

The Enhance Wellness Program (EWP), formerly the Health Enhancement Program, is a participant-driven wellness program that is community based and part of the Senior Wellness Project of Senior Services. The program is designed to decrease the frequency of hospitalizations, reduce the length of time in the hospital and to improve overall health. EWP participants make a one-year commitment to work with a registered nurse who provides personal encouragement and feedback to adopt healthier behaviors. Participants are also assisted with problem solving, health education and regular monitoring, counseling and support groups and are linked to other necessary community services. In 2005, this program was expanded to include a social worker, one day per week, to provide additional counseling, programs and support groups regarding emotional and health issues faced by seniors.

This request is to continue Council's support of the EWP. The EWP supports older adults in taking charge of their own lives and making better choices about their health. Since the program began in 2004, Kirkland continues to exceed expectations in regard to higher participation and greater outcomes than any other King County site.

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

NUMBER OF FTE's REQUESTED

COST SUMMARY	2007 Ongoing	2007 One-Time	2008 Ongoing	2008 One-Time	Total
Personnel Services	$ -	$ -	$ -	$ -	$ -
Supplies & Services	$ -	$ -	$ -	$ 7,500	$ 7,500
Capital Outlay	$ -	$ -	$ -	$ -	$ -
Total Service Package Cost	**$ -**	**$ -**	**$ -**	**$ 7,500**	**$ 7,500**
Expenditure Savings / Offsetting Revenue	$ -	$ -	$ -	$ -	$ -
Net Service Package Cost	**$ -**	**$ -**	**$ -**	**$ 7,500**	**$ 7,500**

SERVICE PACKAGE COST SUMMARY WORKSHEET

Attachment D

TITLE	EnhanceWellness Program for Older Adults

		2007		2008		
Description	Account #	Ongoing	One-Time	Ongoing	One-Time	Total
PERSONNEL SERVICES						
						$ -
						$ -
						$ -
						$ -
						$ -
						$ -
	Total	**$ -**	**$ -**	**$ -**	**$ -**	**$ -**
SUPPLIES & SERVICES						
Professional Services	0101505550*5410100				$ 7,500	$ 7,500
						$ -
						$ -
						$ -
						$ -
						$ -
						$ -
						$ -
						$ -
						$ -
						$ -
						$ -
	Total	**$ -**	**$ -**	**$ -**	**$ 7,500**	**$ 7,500**
CAPITAL OUTLAY						
						$ -
						$ -
						$ -
						$ -
	Total	**$ -**	**$ -**	**$ -**	**$ -**	**$ -**
EXPENDITURE SAVINGS / OFFSETTING REVENUE						
						$ -
						$ -
	Total	**$ -**	**$ -**	**$ -**	**$ -**	**$ -**
	NET SERVICE PACKAGE COST	**$ -**	**$ -**	**$ -**	**$ 7,500**	**$ 7,500**

Attachment D

CITY OF KIRKLAND

2007-2008 SERVICE PACKAGE REQUEST

TITLE	Environmental Stewardship - Community Outreach & Education

DEPARTMENT	DIVISION	FUND
Parks & Community Services	Maintenance	General

CITY PHILOSOPHIES

- Environmental Stewardship

DESCRIPTION AND JUSTIFICATION

In June, 2005, the City launched the Green Kirkland program to educate and engage the community to remove invasive plants from its urban forests and parks. In 2005 the City held nine volunteer events (330 volunteers completed 1072 hours of work) and, as of July, 2006, held eight volunteer events (163 volunteers completed 470 hours of work).

In addition, the city is in the process of developing a 20-year plan that will be completed in 2007 which will assess the current ownership of open space/habitat lands in the City of Kirkland, provide an environmental quality and land-use assessment of the City of Kirkland's currently owned public open space and natural areas, and assess the current capacity of municipal agencies, community organizations and volunteers to restore Kirkland-owned open space and natural areas

A key component of the Green Kirkland program is volunteer stewardship. This position's scope of work will be to identify, develop and implement strategies for diverse community and business involvement, developing ongoing voluntary stewardship programs and activities specifically to remove invasive plants from Kirkland's urban forests and restore them with native plants. This long-term, temporary position would also be responsible for obtaining grants and other funds to support the community outreach position and to augment programs such as the Kirkland youth work program TASK (Teens Assisting Sustainable Kirkland).

This service package is consistent with the Natural Resources Management Plan, Council's direction to increase Environmental Stewardship and responds to the 2006 community survey that identified Environmental Stewardship as important.

2008 costs updated to reflect salary step increase, higher than anticipated costs for postage and advertising, training and travel which was not originally considered and a proposed share of a City-wide volunteer database software purchase.

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

NUMBER OF FTE's REQUESTED

COST SUMMARY	2007 Ongoing	2007 One-Time	2008 Ongoing	2008 One-Time	Total
Personnel Services	$ -	$ -	$ -	$ 46,696	$ 46,696
Supplies & Services	$ -	$ -	$ -	$ 6,892	$ 6,892
Capital Outlay	$ -	$ -	$ -	$ -	$ -
Total Service Package Cost	**$ -**	**$ -**	**$ -**	**$ 53,588**	**$ 53,588**
Expenditure Savings / Offsetting Revenue	$ -	$ -	$ -	$ -	$ -
Net Service Package Cost	**$ -**	**$ -**	**$ -**	**$ 53,588**	**$ 53,588**

SERVICE PACKAGE COST SUMMARY WORKSHEET

Attachment D

TITLE	Environmental Stewardship - Community Outreach & Education

		2007		2008		
Description	**Account #**	**Ongoing**	**One-Time**	**Ongoing**	**One-Time**	**Total**
PERSONNEL SERVICES						
Regular Salary	0101207680*5100200				$ 34,248	$ 34,248
Benefits	0101207680*5200200				$ 12,448	$ 12,448
						$ -
						$ -
						$ -
						$ -
	Total	**$ -**	**$ -**	**$ -**	**$ 46,696**	**$ 46,696**
SUPPLIES & SERVICES						
Office Supplies	0101207680*5310100				$ 1,000	$ 1,000
Operating Supplies	0101207680*5310200				$ 2,000	$ 2,000
Computer Equipment	0101207680*5350300					$ -
Postage	0101207680*5420200				$ 500	$ 500
Travel & Subsistence	0101207680*5430100				$ 500	$ 500
Advertising	0101207680*5440100				$ 800	$ 800
IT Reserves	0101207680*5459102				$ 467	$ 467
Training	0101207680*5490200				$ 500	$ 500
Software	0101207680*5490500				$ 1,125	$ 1,125
						$ -
						$ -
						$ -
	Total	**$ -**	**$ -**	**$ -**	**$ 6,892**	**$ 6,892**
CAPITAL OUTLAY						
						$ -
						$ -
						$ -
						$ -
	Total	**$ -**	**$ -**	**$ -**	**$ -**	**$ -**
EXPENDITURE SAVINGS / OFFSETTING REVENUE						
						$ -
						$ -
	Total	**$ -**	**$ -**	**$ -**	**$ -**	**$ -**
	NET SERVICE PACKAGE COST	**$ -**	**$ -**	**$ -**	**$ 53,588**	**$ 53,588**

Attachment D

CITY OF KIRKLAND

2007-2008 SERVICE PACKAGE REQUEST

TITLE	ARCH Housing Trust Fund: Annual Contribution	
DEPARTMENT	**DIVISION**	**FUND**
Planning & Community Dev	Policy & Planning	General

CITY PHILOSOPHIES

- Human Services

DESCRIPTION AND JUSTIFICATION

This service package request would provide monetary support to the ARCH (A Regional Coalition for Housing) housing trust fund. ARCH maintains a trust fund that is used to support projects serving low-income, moderate-income and special needs housing throughout the Eastside. ARCH has set a goal for total annual trust fund contributions from member cities of $1,000,000 to $2,000,000. Kirkland's fair share contribution to the trust fund, using formulas developed by ARCH to establish parity among member jurisdictions, is between $159,000 and $269,000. The City's average contribution over the last nine years, including both general funds and CDBG allocations, has been $224,667. Notable projects that the City has supported in the last few years include preservation of existing affordable housing units in Issaquah, creation of two new group homes for developmentally disable adults in Redmond, and down payment assistance funds for moderate income first time home buyers in east King County.

This service package will create a guaranteed contribution to the ARCH housing trust fund of $216,000, the midpoint of the City's parity range. The City has relied on Community Development Block Grant (CDBG) funds and one-time service packages in the past to help fund this service. However, Federal funding for the CDBG program continues to decline. Due to reductions in Federal funding and the need to improve efficiencies with the remaining funding available, the City and other CDBG consortium member cities agreed, beginning in 2006, to have one central process for allocation of CDBG funds rather than each city allocating its own funds. ARCH received a total of $252,000 in CDBG capital dollars from the CDBG consortium in 2007. Approximately $61,000 of that amount is attributed to Kirkland. Prior to 2006, ARCH had received between $531,000 and $678,000 in CDBG capital dollars from the ARCH cities. It is anticipated that ARCH will receive approximately $250,000 in CDBG capital funds from the CDBG consortium for 2008. However, that and future allocations from the CDBG consortium are uncertain at this time.

An alternate approach would be to fund a service package of $159,000, the low end of Kirkland's parity range. If that approach is taken, the City's average contribution over the ten year period, including 2008, would be just over $218,000.

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

NUMBER OF FTE's REQUESTED

COST SUMMARY	2007 Ongoing	2007 One-Time	2008 Ongoing	2008 One-Time	Total
Personnel Services	$ -	$ -	$ -	$ -	$ -
Supplies & Services		$ -	$ -	$ 216,000	$ 216,000
Capital Outlay	$ -	$ -	$ -	$ -	$ -
Total Service Package Cost	**$ -**	**$ -**	**$ -**	**$ 216,000**	**$ 216,000**
Expenditure Savings / Offsetting Revenue	$ -	$ -	$ -	$ -	$ -
Net Service Package Cost	**$ -**	**$ -**	**$ -**	**$ 216,000**	**$ 216,000**

SERVICE PACKAGE COST SUMMARY WORKSHEET

Attachment D

TITLE	ARCH Housing Trust Fund: Annual Contribution

		2007		2008		
Planning & Community Dev	**Account #**	**Ongoing**	**One-Time**	**Ongoing**	**One-Time**	**Total**
PERSONNEL SERVICES						
						$ -
						$ -
						$ -
						$ -
						$ -
						$ -
	Total	**$ -**	**$ -**	**$ -**	**$ -**	**$ -**
SUPPLIES & SERVICES						
Intergovernmental/Interfund	0105305820*5510100				$ 216,000	$ 216,000
						$ -
						$ -
						$ -
						$ -
						$ -
						$ -
						$ -
						$ -
						$ -
						$ -
						$ -
	Total	**$ -**	**$ -**	**$ -**	**$ 216,000**	**$ 216,000**
CAPITAL OUTLAY						
						$ -
						$ -
						$ -
						$ -
	Total	**$ -**	**$ -**	**$ -**	**$ -**	**$ -**
EXPENDITURE SAVINGS / OFFSETTING REVENUE						
						$ -
						$ -
	Total	**$ -**	**$ -**	**$ -**	**$ -**	**$ -**
	NET SERVICE PACKAGE COST	**$ -**	**$ -**	**$ -**	**$ 216,000**	**$ 216,000**

Attachment D

CITY OF KIRKLAND

2007-2008 SERVICE PACKAGE REQUEST

TITLE	Code Enforcement Officer .5 FTE

DEPARTMENT	DIVISION	FUND
Planning & Community Dev.	Land Use	General

CITY PHILOSOPHIES

Unique Community Character.
A Safe Community.
Environmental Stewardship.

DESCRIPTION AND JUSTIFICATION

Code enforcement involves several departments functioning independently for the most part. The Code Enforcement Service Team (CEST) meets once every other month and provides an opportunity for coordination, but each department generally processes complaints, investigations and violations on their own. It is becoming increasingly difficult and inefficient to operate in this manner. We have had an additional .5 FTE Code Enforcement Officer (CEO) from one-time sources for '07. We are requesting one-time funds in '08 to continue to help to accomplish some (but not all) of the following:

1) Issuing notices and handling appeals for other departments. Building and Public Works have expressed a need for increased time and expertise in carrying out code enforcement duties such as issuing Notice of Violation and taking appeals to the Hearing Examiner. Inspectors and field staff in line departments are not trained for this level of Code Enforcement work. Centralizing this activity will ensure that the work is done consistently and legally.

2) Coordinating interdepartmental cases. Planning CEO's are discovering that some chronic cases are intertwined with Building or Public Works issues. However, our existing efforts go down separate tracks. If Code Enforcement was further coordinated, the cases would have a higher likelihood for quick resolution.

3) Performing enhanced enforcement work for the Building Dept. There is a backlog in the Building Department of code enforcement work. Over the years, the Building Department has not had the staff resources to place a high priority on resolving old cases, or pursing new ones.

4) Enforcing the illegal removal of street trees. Public Works staff does not have time or training to enforce the illegal removal of street trees. If the City considers it desirable to treat our tree resources consistently between private and public property, then filling this position can help.

5) Enforcing storm water violators. Public Works storm water staff is actively educating businesses regarding pollution issues. Little time is left to enforce non-cooperative parties. The Planning CEO could assist in this regard.

6) Private graffiti enforcement. Planning CEO have not had time to follow-up on graffiti complaints on private property.

7) More time for zoning cases. The Council has adopted more strict rules on tree removal and has discussed better tools for home occupation

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

NUMBER OF FTE's REQUESTED

COST SUMMARY	2007 Ongoing	2007 One-Time	2008 Ongoing	2008 One-Time	Total
Personnel Services	$ -	$ -	$ -	$ 52,749	$ 52,749
Supplies & Services	$ -	$ -	$ -	$ 3,378	$ 3,378
Capital Outlay	$ -	$ -	$ -	$ -	$ -
Total Service Package Cost	**$ -**	**$ -**	**$ -**	**$ 56,127**	**$ 56,127**
Expenditure Savings / Offsetting Revenue	$ -	$ -	$ -	$ -	$ -
Net Service Package Cost	**$ -**	**$ -**	**$ -**	**$ 56,127**	**$ 56,127**

SERVICE PACKAGE COST SUMMARY WORKSHEET

Attachment D

TITLE	Code Enforcement Officer .5 FTE

		2007		2008		
Description	**Account #**	**Ongoing**	**One-Time**	**Ongoing**	**One-Time**	**Total**
PERSONNEL SERVICES						
Salaries	0105105810*5100100				$ 37,434	$ 37,434
Benefits	0105105810*5200100				$ 12,949	$ 12,949
Hourly Wages	0105105810*5100200				$ 2,035	$ 2,035
Hourly Benefits	0105105810*5200200				$ 331	$ 331
						$ -
						$ -
	Total	**$ -**	**$ -**	**$ -**	**$ 52,749**	**$ 52,749**
SUPPLIES & SERVICES						
IT Rental Charges	0105105810*5459101				$ 2,824	$ 2,824
Telecom Charges	0105105810*5459401				$ 129	$ 129
Copier Charge	0105105810 *5459701				$ 425	$ 425
						$ -
						$ -
						$ -
						$ -
						$ -
						$ -
						$ -
						$ -
						$ -
	Total	**$ -**	**$ -**	**$ -**	**$ 3,378**	**$ 3,378**
CAPITAL OUTLAY						
						$ -
						$ -
						$ -
						$ -
	Total	**$ -**	**$ -**	**$ -**	**$ -**	**$ -**
EXPENDITURE SAVINGS / OFFSETTING REVENUE						
						$ -
						$ -
	Total	**$ -**	**$ -**	**$ -**	**$ -**	**$ -**
NET SERVICE PACKAGE COST		**$ -**	**$ -**	**$ -**	**$ 56,127**	**$ 56,127**

Attachment D

CITY OF KIRKLAND

2007-2008 SERVICE PACKAGE REQUEST

TITLE	Police Accreditation Fees and Expenses	
DEPARTMENT	**DIVISION**	**FUND**
Police	Administration	General

CITY PHILOSOPHIES

- Organizational Values
- Financial Stability

DESCRIPTION AND JUSTIFICATION

In 2005, the Police Department achieved full State Accreditation through the Washington Association of Sheriffs and Police Chiefs (WASPC). Since that time, WASPC has discontinued their Accreditation program and agencies wishing to retain Accreditation status must become members of the Commission on Accreditation for Law Enforcement Agencies (CALEA), a national Accreditation program.

Accreditation allows our department to evaluate and improve existing procedures while at the same time building a substantial foundation for the future of our agency. Participation in Accreditation sends a strong positive message to the community that we are committed to providing services of the highest quality and that our practices are consistent with rigorous professional standards. Accreditation also decreases the susceptibility to litigations and costly civil court settlements. Ongoing funding is crucial for the department to retain its status as an accredited agency.

Funding is required for yearly CALEA membership fees as well as costs for attending quarterly CALEA conferences. The conferences provide valuable training and information to accredited agencies that is unavailable elsewhere. Currently, the department has an Accreditation Committee consisting of five members. This committee is an integral part of Accreditation and continual training must be provided to the committee members for the program to be successful. The department will be sending two or more committee members to each of the four yearly CALEA training conferences. Per contract, yearly membership fees are assessed by CALEA and include estimated costs for on site assessments, which occur every three years. Maintenance of the CALEA files, of which there are currently over 450, require yearly additions to each file and this request includes funding to cover the cost of the necessary supplies to update and keep the files current.

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

NUMBER OF FTE's REQUESTED

COST SUMMARY	2007 Ongoing	2007 One-Time	2008 Ongoing	2008 One-Time	Total
Personnel Services	$ -	$ -	$ -	$ -	$ -
Supplies & Services	$ -	$ -	$ -	$ 25,480	$ 25,480
Capital Outlay	$ -	$ -	$ -	$ -	$ -
Total Service Package Cost	**$ -**	**$ -**	**$ -**	**$ 25,480**	**$ 25,480**
Expenditure Savings / Offsetting Revenue	$ -	$ -	$ -	$ -	$ -
Net Service Package Cost	**$ -**	**$ -**	**$ -**	**$ 25,480**	**$ 25,480**

SERVICE PACKAGE COST SUMMARY WORKSHEET

Attachment D

TITLE	Police Accreditation Fees and Expenses

		2007		2008		
Description	**Account #**	**Ongoing**	**One-Time**	**Ongoing**	**One-Time**	**Total**
PERSONNEL SERVICES						
						$ -
						$ -
						$ -
						$ -
						$ -
						$ -
	Total	**$ -**	**$ -**	**$ -**	**$ -**	**$ -**
SUPPLIES & SERVICES						
CALEA Yearly Accreditation Fee					$ 4,030	$ 4,030
CALEA Training Conferences					$ 6,000	$ 6,000
CALEA Travel and Subsistence					$ 14,700	$ 14,700
CALEA File Maintenance					$ 750	$ 750
						$ -
						$ -
						$ -
						$ -
						$ -
						$ -
						$ -
						$ -
	Total	**$ -**	**$ -**	**$ -**	**$ 25,480**	**$ 25,480**
CAPITAL OUTLAY						
						$ -
						$ -
						$ -
						$ -
	Total	**$ -**	**$ -**	**$ -**	**$ -**	**$ -**
EXPENDITURE SAVINGS / OFFSETTING REVENUE						
						$ -
						$ -
	Total	**$ -**	**$ -**	**$ -**	**$ -**	**$ -**
NET SERVICE PACKAGE COST		**$ -**	**$ -**	**$ -**	**$ 25,480**	**$ 25,480**

Attachment D

CITY OF KIRKLAND

2007-2008 SERVICE PACKAGE REQUEST

TITLE	Graffiti Program	
DEPARTMENT	**DIVISION**	**FUND**
Public Works	Streets	Street Operating

CITY PHILOSOPHIES

A Safe Community
Unique Community Character
Investment in the Infrastructure
Organizational Values

DESCRIPTION AND JUSTIFICATION

To continue to formalize our current graffiti efforts into a permanent Graffiti Removal and Management Program - 1 FTE, a vehicle, and supplies to aid in graffiti documentation, removal, tracking and reporting.

As of August 2, 2004, the Interim Graffiti Removal and Management Program has been underway to combat graffiti in a more expeditious manner. To date, 6,446 service requests have been handled and over 15,000 tags have been removed. The Program, lead by the Public Works Department (PW), is a result of multi-departmental cooperation and coordination with outside agencies. Citizens can report graffiti via a telephone hotline or web access and field personnel discover the majority of graffiti while working in the community. Thus far, seasonal labor dollars out of various Street budget accounts have been redirected to pay for graffiti-related expenditures. This reprioritization of effort has lead to a reduced level of service in other areas such as painting and right of way, median and trail maintenance. The incidence of graffiti is not seasonal however and continuous coverage as well as funding is needed.

PW oversees the Program and is also the one point of contact for all graffiti reported within the City of Kirkland. PW is responsible for documenting; removal, or coordinating the removal, of the graffiti; tracking/logging of service requests and providing periodic reports to the Police Department. The current program addresses graffiti on public property and rights-of-way as well as on private property. The goal is to remove graffiti within 24 hours since quick removal has been shown to deter future graffiti and other crimes.

By utilizing maps of graffiti incidents made possible by the tracking conducted by PW, areas that are heavily tagged have been identified providing important information to Police that may assist with patrolling decisions as well as with crime analysis and reporting efforts. Also, tracking has allowed PW to supply information to Police to assist with prosecution and crime prevention efforts.

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

NUMBER OF FTE's REQUESTED	1.00				
	2007		**2008**		
COST SUMMARY	**Ongoing**	**One-Time**	**Ongoing**	**One-Time**	**Total**
Personnel Services	$ -	$ -	$ -	$ 62,012	$ 62,012
Supplies & Services	$ -	$ -	$ -	$ 20,779	$ 20,779
Capital Outlay	$ -	$ -	$ -	$ -	$ -
Total Service Package Cost	**$ -**	**$ -**	**$ -**	**$ 82,791**	**$ 82,791**
Expenditure Savings / Offsetting Revenue	$ -	$ -	$ -	$ -	$ -
Net Service Package Cost	**$ -**	**$ -**	**$ -**	**$ 82,791**	**$ 82,791**

SERVICE PACKAGE COST SUMMARY WORKSHEET

Attachment D

TITLE	Graffiti Program

		2007		2008		
Description	**Account #**	**Ongoing**	**One-Time**	**Ongoing**	**One-Time**	**Total**
PERSONNEL SERVICES						
Salary - Utility Person	1172734310*5100100			$ -	$ 38,904	$ 38,904
Benefits	1172734310*5200100			$ -	$ 23,108	$ 23,108
						$ -
						$ -
						$ -
						$ -
	Total	**$ -**	**$ -**	**$ -**	**$ 62,012**	**$ 62,012**
SUPPLIES & SERVICES						
Operating Supplies	1172734310*5310200			$ -	$ 6,120	$ 6,120
Maintenance Inventory	1172734310*5340600			$ -	$ 1,224	$ 1,224
Small Tools & Minor Equipment	1172734310*5350100			$ -	$ 250	$ 250
Operating Rentals & Leases	1172734310*5450100			$ -	$ 250	$ 250
Intrfnd Rental - Fleet Oper Chrg	1172734310*5459201			$ -	$ 4,162	$ 4,162
Intrfnd Rental - Fleet Repl Chrg	1172734310*5459202			$ -	$ 3,672	$ 3,672
Repairs and Maintenance	1172734310*5480100			$ -	$ 250	$ 250
IT Rental	1172734310*5459101			$ -	$ 4,851	$ 4,851
						$ -
						$ -
						$ -
						$ -
	Total	**$ -**	**$ -**	**$ -**	**$ 20,779**	**$ 20,779**
CAPITAL OUTLAY						
Vehicle Purchase (PU-64)	117 271 ####					$ -
						$ -
						$ -
						$ -
	Total	**$ -**	**$ -**	**$ -**	**$ -**	**$ -**
EXPENDITURE SAVINGS / OFFSETTING REVENUE						
Temp Hrly Wages	117 271 ####					$ -
Temp Hrly Benefits	117 271 ####					$ -
	Total	**$ -**	**$ -**	**$ -**	**$ -**	**$ -**
	NET SERVICE PACKAGE COST	**$ -**	**$ -**	**$ -**	**$ 82,791**	**$ 82,791**

Attachment D

CITY OF KIRKLAND

2007-2008 SERVICE PACKAGE REQUEST

TITLE	Public Grounds - Groundsperson

DEPARTMENT	DIVISION	FUND
Public Works/Street	Public Grounds	Street Operating

CITY PHILOSOPHIES

Unique Community Character
- Environmental Stewardship
- Investment in the Infrastructure
- Organizational Values

DESCRIPTION AND JUSTIFICATION

Public Grounds continues to need ongoing experienced help. Our workload had increased with the addition of new City properties, right-of-way trees and spraying, medians, triangles, gateways and the Central Business District (CBD) along with requests for additional services. Currently Public Grounds is staffed with a supervisor, a part time arborist, a temporary Grounds Technician, two full time employees and when available, seasonal employees. The temporary Grounds Technician is only funded through 2007. Over the years Public Grounds has faced many obstacles to maintaining expected levels of service. Public Grounds has received no additional help and in the past few years there has been a severe decline in available seasonal employees. In addition, Teamster contract changes have restricted what seasonal employees can do, resulting in more work that only full time employees can complete. We have found that we cannot meet Levels of Service (LOS) expectations with seasonal laborers with limited skills and short durations of stay. Seasonal staff have to be rehired, retrained and monitored more closely than regular staff. This position would give us the skills necessary to add to our skill levels, reduce expenditures on contracted professional services and enable us to meet LOS expectations. Experience has shown we can "do more with less" with skilled, full-time employees versus seasonal labor.

Public grounds is responsible for maintaining the cities overall appearance. The Temporary grounds technician position was created after Teamster's ruled that the Supervisor could not work in the field as originally planned. The current temporary grounds employee has a spray license and a horticulture background, with current responsibilities in the following key areas: The Central Business District (including: landscaped medians, turf, garbage, tree well evaluations, inspections and maintenance of the area to avoid hazards and claims), all flower maintenance and installation throughout the city, responsible for a portion of the spraying, fertilization of turf and plants and assisting with the training of seasonal employees. Teamsters contract defines a temporary position as being "hired for a specific assignment that has a duration of employment and schedule that is anticipated to work 1040 hours or more in a 12 month period;" however the temporary grounds technician has been funded since 2002, responsibilities have not and will not go away, in fact responsibilities are ongoing and increasing. If this position is lost key areas may not be maintained, and the current levels of service will deteriorate further. Public Grounds is struggling to maintain the cities appearance with current staff and cannot afford additional losses. In order to preserve the cities appearance public grounds needs the support of the City and Council beginning with the funding of much needed public grounds employees.

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

NUMBER OF FTE's REQUESTED	1.00				
	2007		2008		
COST SUMMARY	Ongoing	One-Time	Ongoing	One-Time	Total
Personnel Services	$ -	$ -	$ -	$ 64,150	$ 64,150
Supplies & Services	$ -	$ -	$ -	$ 17,806	$ 17,806
Capital Outlay	$ -	$ -	$ -	$ -	$ -
Total Service Package Cost	**$ -**	**$ -**	**$ -**	**$ 81,956**	**$ 81,956**
Expenditure Savings / Offsetting Revenue	$ -	$ -	$ -	$ -	$ -
Net Service Package Cost	**$ -**	**$ -**	**$ -**	**$ 81,956**	**$ 81,956**

SERVICE PACKAGE COST SUMMARY WORKSHEET

Attachment D

TITLE	Public Grounds - Groundsperson

		2007		2008		
Description	**Account #**	**Ongoing**	**One-Time**	**Ongoing**	**One-Time**	**Total**
PERSONNEL SERVICES						
Regular Salary and Wage	1172714272-5100100			$ -	$ 40,752	$ 40,752
Benefits	1172714272-5200200			$ -	$ 23,398	$ 23,398
						$ -
						$ -
						$ -
						$ -
	Total	**$ -**	**$ -**	**$ -**	**$ 64,150**	**$ 64,150**
SUPPLIES & SERVICES						
Uniforms	1172714272-5204200			$ -	$ 400	$ 400
Small tools and equipment	1172714272-5350100			$ -	$ 100	$ 100
Communications	1172714272-5420100			$ -	$ 500	$ 500
Travel and Subsistance	1172714272-5430100			$ -	$ 50	$ 50
Training	1172714272-5490200			$ -	$ 300	$ 300
Dues and Membership	1172714272-5490300			$ -	$ 25	$ 25
IT Rental	1172734310*5459101			$ -	$ 4,851	$ 4,851
Seasonal crew surplus vehicles	1172734310*5459201			$ -	$ 11,580	$ 11,580
						$ -
						$ -
						$ -
						$ -
	Total	**$ -**	**$ -**	**$ -**	**$ 17,806**	**$ 17,806**
CAPITAL OUTLAY						
						$ -
						$ -
						$ -
						$ -
	Total	**$ -**	**$ -**	**$ -**	**$ -**	**$ -**
EXPENDITURE SAVINGS / OFFSETTING REVENUE						
						$ -
						$ -
	Total	**$ -**	**$ -**	**$ -**	**$ -**	**$ -**
NET SERVICE PACKAGE COST		**$ -**	**$ -**	**$ -**	**$ 81,956**	**$ 81,956**

Attachment D

CITY OF KIRKLAND

2007-2008 SERVICE PACKAGE REQUEST

TITLE	Applications Analyst - PD Systems

DEPARTMENT	DIVISION	FUND
Information Technology	Applications	Information Technology

CITY PHILOSOPHIES

- A Safe Community
- Investment in the Infrastructure
- Organizational Values

DESCRIPTION AND JUSTIFICATION

We are using (and need) two staff to support Police technology needs. This request is to continue one-time funding for the second staff member.

Even though NORCOM appears poised to become a reality, it will not start operation during this budget period. We currently support 3 police departments in 3 locations, with close to 50 mobile computers and 150 users (hosted agencies are billed for their use of IT resources.) We also support the police's mobile computing.

The police department has a full slate of projects to implement over the next couple of years, including: finisihing an internal affairs application; electronic ticketing and accident software; a personnel scheduling application; mobile computer replacements for all KPD cars; Cingular network upgrade to High Speed Packet Data Access (HSPDA); additional data sharing initiatives, and continued support for the Norcom Technology Study, etc.

One FTE is required just to keep the existing systems up to date and running smoothly. To do all of the additional work the police want done, we need to continue the funding for the second staff member. This position is being requested one-time at this point because we anticipate that we will only need the one FTE that we already have to provide Police IT support after NORCOM becomes a reality.

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

NUMBER OF FTE's REQUESTED

COST SUMMARY	2007 Ongoing	2007 One-Time	2008 Ongoing	2008 One-Time	Total
Personnel Services	$ -	$ -	$ -	$ 95,549	$ 95,549
Supplies & Services	$ -	$ -	$ -	$ 2,380	$ 2,380
Capital Outlay	$ -	$ -	$ -	$ -	$ -
Total Service Package Cost	**$ -**	**$ -**	**$ -**	**$ 97,929**	**$ 97,929**
Expenditure Savings / Offsetting Revenue	$ -	$ -	$ -	$ 3,000	$ 3,000
Net Service Package Cost	**$ -**	**$ -**	**$ -**	**$ 94,929**	**$ 94,929**

SERVICE PACKAGE COST SUMMARY WORKSHEET

Attachment D

TITLE	Applications Analyst - PD Systems

		2007		2008		
Description	**Account #**	**Ongoing**	**One-Time**	**Ongoing**	**One-Time**	**Total**
PERSONNEL SERVICES						
Salary	5226101880*5100200		$ -		$ 70,360	$ 70,360
Benefits	5226101880*5200200		$ -		$ 25,189	$ 25,189
						$ -
						$ -
						$ -
						$ -
	Total	**$ -**	**$ -**	**$ -**	**$ 95,549**	**$ 95,549**
SUPPLIES & SERVICES						
Telephone Service Office & Cell	5226101880*5420100				$ 780	$ 780
Office Supplies	5226101880*5310100				$ 100	$ 100
Travel	5226101880*5430100				$ 300	$ 300
Training	5226101880*5490200				$ 1,200	$ 1,200
						$ -
						$ -
						$ -
						$ -
						$ -
						$ -
						$ -
						$ -
	Total	**$ -**	**$ -**	**$ -**	**$ 2,380**	**$ 2,380**
CAPITAL OUTLAY						
						$ -
						$ -
						$ -
						$ -
	Total	**$ -**	**$ -**	**$ -**	**$ -**	**$ -**
EXPENDITURE SAVINGS / OFFSETTING REVENUE						
Mercer Island and Medina Reimburs.	5220000000*3381901				$ 3,000	$ 3,000
						$ -
	Total	**$ -**	**$ -**	**$ -**	**$ 3,000**	**$ 3,000**
NET SERVICE PACKAGE COST		**$ -**	**$ -**	**$ -**	**$ 94,929**	**$ 94,929**

Attachment D

CITY OF KIRKLAND

2007-2008 SERVICE PACKAGE REQUEST

TITLE	Currently Kirkland Television Show	
DEPARTMENT	**DIVISION**	**FUND**
Information Technology	MultiMedia Services	Information Technology

CITY PHILOSOPHIES

- Community Involvement
- A Safe Community

DESCRIPTION AND JUSTIFICATION

Currently Kirkland is a regular television feature show produced by the City for the citizens. It is aired on our City television station and available digitally from our City website. Currently Kirkland highlights news: recent, current and near-future events. It is an opportunity to share information about everything from summer concerts in the park to the impact of major construction. During 2006, Currently Kirkland highlighted economic development activities, emergency preparedness, I-405 and Transit Center updates, Dog Days in Kirkland, Wireless in the Parks and many other topics. We feel this type of programming is very useful to the community, and provides strong support for the City Council's desire to improve city communications with the public.

This request is for the Broadcast Intern needed to write material for the show and do the on-camera work. We do not have the resources to easily prodcue the television show without the intern, and in 2008 we anticipate the need to focus on the potenetial annexation and on continued "green" education.

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

NUMBER OF FTE's REQUESTED

COST SUMMARY	2007 Ongoing	2007 One-Time	2008 Ongoing	2008 One-Time	Total
Personnel Services	$ -	$ -	$ -	$ 15,613	$ 15,613
Supplies & Services	$ -	$ -	$ -	$ -	$ -
Capital Outlay	$ -	$ -	$ -	$ -	$ -
Total Service Package Cost	**$ -**	**$ -**	**$ -**	**$ 15,613**	**$ 15,613**
Expenditure Savings / Offsetting Revenue	$ -	$ -	$ -	$ -	$ -
Net Service Package Cost	**$ -**	**$ -**	**$ -**	**$ 15,613**	**$ 15,613**

SERVICE PACKAGE COST SUMMARY WORKSHEET

Attachment D

TITLE	Currently Kirkland Television Show

		2007		2008		
Description	**Account #**	**Ongoing**	**One-Time**	**Ongoing**	**One-Time**	**Total**
PERSONNEL SERVICES						
Broadcast Intern Salary	5226101892*5100200			$ -	$ 13,541	$ 13,541
Broadcast Intern Benefits	5226101892*5200200			$ -	$ 2,072	$ 2,072
						$ -
						$ -
						$ -
						$ -
	Total	**$ -**	**$ -**	**$ -**	**$ 15,613**	**$ 15,613**
SUPPLIES & SERVICES						
						$ -
						$ -
						$ -
						$ -
						$ -
						$ -
						$ -
						$ -
						$ -
						$ -
						$ -
						$ -
	Total	**$ -**	**$ -**	**$ -**	**$ -**	**$ -**
CAPITAL OUTLAY						
						$ -
						$ -
						$ -
						$ -
	Total	**$ -**	**$ -**	**$ -**	**$ -**	**$ -**
EXPENDITURE SAVINGS / OFFSETTING REVENUE						
						$ -
						$ -
	Total	**$ -**	**$ -**	**$ -**	**$ -**	**$ -**
NET SERVICE PACKAGE COST		**$ -**	**$ -**	**$ -**	**$ 15,613**	**$ 15,613**

Attachment D

CITY OF KIRKLAND

2007-2008 SERVICE PACKAGE REQUEST

TITLE	Web Production Assistant	
DEPARTMENT	**DIVISION**	**FUND**
Information Technology	Applications	Information Technology

CITY PHILOSOPHIES

- Organizational Values
- Community Involvement
- Unique Community Character

DESCRIPTION AND JUSTIFICATION

This is a currently filled one-time funded position. The work is ongoing.

The Internet and Intranet play an increasingly significant role of the city's communication strategy. We funded help for our Webmaster through IT reserves by regularly employing an intern before 2006. In 2006, it became clear that we needed full-time help, and the position was funded through IT reserves.

The number of large and time-sensitive web production requests, such as Economic Development and Annexation, are increasing. Several core city systems are moving to a web based delivery, such as the City's financial system (IFAS 7i). During the upcoming biennium, we will also do at least one website look and feel upgrade and continue to help departments with requests for web-based applications like city policies for HR and technical support for the explorekirkland.net website. More departments and special projects are using tools like list servers which also require support.

The webmaster alone is unable to meet daily and high priority requests, and we truly do need two full-time staff to manage the projects and the daily work, to back each other up, stay abreast of technology, and work on effective integration between our various communication channels.

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

NUMBER OF FTE's REQUESTED	1.00				
	2007		**2008**		
COST SUMMARY	**Ongoing**	**One-Time**	**Ongoing**	**One-Time**	**Total**
Personnel Services	$ -	$ -	$ -	$ 77,501	$ 77,501
Supplies & Services	$ -	$ -	$ -	$ 850	$ 850
Capital Outlay	$ -	$ -	$ -	$ -	$ -
Total Service Package Cost	**$ -**	**$ -**	**$ -**	**$ 78,351**	**$ 78,351**
Expenditure Savings / Offsetting Revenue	$ -	$ -	$ -	$ -	$ -
Net Service Package Cost	**$ -**	**$ -**	**$ -**	**$ 78,351**	**$ 78,351**

SERVICE PACKAGE COST SUMMARY WORKSHEET

Attachment D

TITLE	Web Production Assistant

		2007		2008		
Description	**Account #**	**Ongoing**	**One-Time**	**Ongoing**	**One-Time**	**Total**
PERSONNEL SERVICES						
Salary	5226101880*5100100			$ -	$ 54,763	$ 54,763
Benefits	5226101880*5200100			$ -	$ 22,738	$ 22,738
						$ -
						$ -
						$ -
						$ -
	Total	**$ -**	**$ -**	**$ -**	**$ 77,501**	**$ 77,501**
SUPPLIES & SERVICES						
Travel	5226101880*5430100			$ -	$ 100	$ 100
Training	5226101880*5490200			$ -	$ 700	$ 700
Office Supplies	5226101880*5310100			$ -	$ 50	$ 50
Printing	5226101880*5490400					$ -
						$ -
						$ -
						$ -
						$ -
						$ -
						$ -
						$ -
						$ -
	Total	**$ -**	**$ -**	**$ -**	**$ 850**	**$ 850**
CAPITAL OUTLAY						
						$ -
						$ -
						$ -
						$ -
	Total	**$ -**	**$ -**	**$ -**	**$ -**	**$ -**
EXPENDITURE SAVINGS / OFFSETTING REVENUE						
						$ -
						$ -
	Total	**$ -**	**$ -**	**$ -**	**$ -**	**$ -**
NET SERVICE PACKAGE COST		**$ -**	**$ -**	**$ -**	**$ 78,351**	**$ 78,351**

Attachment D

CITY OF KIRKLAND

2007-2008 SERVICE PACKAGE REQUEST

TITLE	NORCOM Estimated Technology Costs (Kirkland Portion)	
DEPARTMENT	**DIVISION**	**FUND**
City Manager	City Manager	General

CITY PHILOSOPHIES

- A Safe Community
- Organizational Values

DESCRIPTION AND JUSTIFICATION

The NORCOM initiative is regional partnership that consolidates dispatch services that currently serve the area. A group of 14 participants including Fire Districts and Cities recently completed a Business and Services Plan, including a model governance agreement, for a regional public safety communications agency. The Interlocal agreement creating the agency was executed in October 2007.

The NORCOM Steering Committee has identified a transition schedule that includes the hiring of an executive director, setting up financial and personnel policies and procedures, hiring of a technology implementation team, and procurement of an integrated CAD/Mobile/RMS system. In 2008, the City will incur Kirkland's share of the cost of the executive director and technology staff, capital reserve, facility modifications, and technology procurement. Start-up for NORCOM is scheduled for mid-2009. There will be additional transition costs in 2009 related to asset transfer, back-up facility, and a continuation of executive director and technology staffing expenses. This service package funds the transition costs related to technology procurement.

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

NUMBER OF FTE's REQUESTED

COST SUMMARY	2007 Ongoing	2007 One-Time	2008 Ongoing	2008 One-Time	Total
Personnel Services	$ -	$ -	$ -	$ -	$ -
Supplies & Services	$ -	$ -	$ -	$ 188,297	$ 188,297
Capital Outlay	$ -	$ -	$ -	$ -	$ -
Total Service Package Cost	**$ -**	**$ -**	**$ -**	**188,297**	**188,297**
Expenditure Savings / Offsetting Revenue	$ -	$ -	$ -	$ 144,600	$ 144,600
Net Service Package Cost	**$ -**	**$ -**	**$ -**	**43,697**	**43,697**

SERVICE PACKAGE COST SUMMARY WORKSHEET

Attachment D

TITLE	NORCOM Estimated Technology Costs (Kirkland Portion)

		2007		2008		
Description	**Account #**	**Ongoing**	**One-Time**	**Ongoing**	**One-Time**	**Total**
PERSONNEL SERVICES						
						$ -
						$ -
						$ -
						$ -
						$ -
						$ -
	Total	**$ -**	**$ -**	**$ -**	**$ -**	**$ -**
SUPPLIES & SERVICES						
Technology Procurement	TBD				$ 188,297	$ 188,297
						$ -
						$ -
						$ -
						$ -
						$ -
						$ -
						$ -
	Total	**$ -**	**$ -**	**$ -**	**188,297**	**188,297**
CAPITAL OUTLAY						
						$ -
						$ -
						$ -
	Total	**$ -**	**$ -**	**$ -**	**$ -**	**$ -**
EXPENDITURE SAVINGS / OFFSETTING REVENUE						
CIP Reallocation					$ 144,600	
						$ -
	Total	**$ -**	**$ -**	**$ -**	**$ 144,600**	**$ 144,600**
	NET SERVICE PACKAGE COST	**$ -**	**$ -**	**$ -**	**43,697**	**43,697**

Attachment D

CITY OF KIRKLAND

2007-2008 SERVICE PACKAGE REQUEST

TITLE	Public Art Funding	
DEPARTMENT	**DIVISION**	**FUND**
Non-Departmental	City Manager	General Fund

CITY PHILOSOPHIES

- Unique Community Character
- Community Involvement

DESCRIPTION AND JUSTIFICATION

On July 17, 2007 City Council at the CIP Study Session indicated the desire to support and fund public art. The City Council was presented with four potential options for funding the arts and the majority of council indicated support for option four, which includes a percent for art funding program as well as an annual allocation. This service package is a request for an allocation of one time funds in the amount of $50,000.

If funding is granted the Cultural Council would develop a strategic plan for the allocation of the funding. This intial allocation would likely be largely devoted to developing a comprehensive cultural arts plan for the City of Kirkland. The CIty of Kirkland recognizes the importance of providing funding for works of art and art events in public places throughout the city of Kirkland and it is recognized as an important investment necessary to:

- Further define the community's identity and sense of place, to
- Promote social interaction and discourse, to
- Bring the arts into everyday life and to
- Memorialize the past while expressing shared values for the future.

This service package is in alignment with the City Philosophies and supports the City Council mission through:

Enhancement of Kirkland as a community for living, working and leisure, with an excellent quality of life which preserves the City's existing charm.

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

NUMBER OF FTE's REQUESTED

COST SUMMARY	2007 Ongoing	2007 One-Time	2008 Ongoing	2008 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**

SERVICE PACKAGE COST SUMMARY WORKSHEET

Attachment D

TITLE	Public Art Funding

		2007		2008		
Description	Account #	Ongoing	One-Time	Ongoing	One-Time	Total
PERSONNEL SERVICES						
						$ -
						$ -
						$ -
						$ -
						$ -
						$ -
	Total	**$ -**	**$ -**	**$ -**	**$ -**	**$ -**
SUPPLIES & SERVICES						
Professional Services	0100201310*5410100				$ 50,000	$ 50,000
						$ -
						$ -
						$ -
						$ -
						$ -
						$ -
						$ -
						$ -
						$ -
						$ -
						$ -
	Total	**$ -**	**$ -**	**$ -**	**$ 50,000**	**$ 50,000**
CAPITAL OUTLAY						
						$ -
						$ -
						$ -
						$ -
	Total	**$ -**	**$ -**	**$ -**	**$ -**	**$ -**
EXPENDITURE SAVINGS / OFFSETTING REVENUE						
						$ -
						$ -
	Total	**$ -**	**$ -**	**$ -**	**$ -**	**$ -**
NET SERVICE PACKAGE COST		**$ -**	**$ -**	**$ -**	**$ 50,000**	**$ 50,000**

Attachment D

CITY OF KIRKLAND

2007-2008 SERVICE PACKAGE REQUEST

TITLE	Federal Legislative Advocate Services	
DEPARTMENT	**DIVISION**	**FUND**
City Manager's Office		General

CITY PHILOSOPHIES

- Investment in infrastructure
- Human services
- Financial stability

DESCRIPTION AND JUSTIFICATION

In recent years, it has become increasingly common for local governments to retain a federal lobbyist to advocate for federal appropriations requests. In 2007, Kirkland entered into a contract with APCO Worldwide to prepare and support two federal appropriations requests to secure public funds for: the NE 120th Street Extension ($1.5 million); and Juanita Beach Water Quality ($950,000.) In addition, APCO provided support to the regional NORCOM funding request.
In support of these requests, APCO has: advised Kirkland about the creation of supporting materials; contacted key congressional staff to obtain support for the City's funding requests; monitored the budget and appropriations process; and, coordinated meetings in Washington, D.C. with City of Kirkland representatives and key congressional staff.

While the NE 120th Street Extension and Juanita Beach projects were well-received by our Congressional delegation, these projects did not receive federal funding appropriations this year. NORCOM was included in both the House and Senate Criminal Justice budgets and is slated to receive between $250,000 - $650,000 in federal funding pending the outcome of the conference committee negotiations. This fall, staff along with APCO met with key representatives from Senator Murray's, Senator Cantwell's and Rep. Inslee's staff to discuss the likelihood that Kirkland fare well with future funding requests. The staff confirmed that the funding outlook is very competitive for the foreseeable future, but encouraged us to continue to pursue our requests. Staff feels that it is important to maintain a federal lobbyist for an additional year in order to assess whether the gains that we have made in building relationships in Washington, DC and refining our requests will result in greater success with appropriations.
The key assets that a federal lobbyist brings to the City are access to and relationships with key Congressional staff and elected officials. Having a presence in Washington, DC significantly enhances the City's likelihood of securing federal appropriations.

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

NUMBER OF FTE's REQUESTED

COST SUMMARY	2007 Ongoing	2007 One-Time	2008 Ongoing	2008 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**

SERVICE PACKAGE COST SUMMARY WORKSHEET

Attachment D

TITLE	Federal Legislative Advocate Services

		2007		2008		
Description	Account #	Ongoing	One-Time	Ongoing	One-Time	Total
PERSONNEL SERVICES						
						$ -
						$ -
						$ -
						$ -
						$ -
						$ -
	Total	**$ -**	**$ -**	**$ -**	**$ -**	**$ -**
SUPPLIES & SERVICES						
Legislative Advocate	0100201310 5410100				$ 20,000	$ 20,000
						$ -
						$ -
						$ -
						$ -
						$ -
						$ -
						$ -
						$ -
						$ -
						$ -
						$ -
	Total	**$ -**	**$ -**	**$ -**	**$ 20,000**	**$ 20,000**
CAPITAL OUTLAY						
						$ -
						$ -
						$ -
						$ -
	Total	**$ -**	**$ -**	**$ -**	**$ -**	**$ -**
EXPENDITURE SAVINGS / OFFSETTING REVENUE						
						$ -
						$ -
	Total	**$ -**	**$ -**	**$ -**	**$ -**	**$ -**
	NET SERVICE PACKAGE COST	**$ -**	**$ -**	**$ -**	**$ 20,000**	**$ 20,000**

Attachment D

CITY OF KIRKLAND

2007-2008 SERVICE PACKAGE REQUEST

TITLE	Commute Trip Reduction Plan Funding

DEPARTMENT	DIVISION	FUND
Public Works	Public Works	$50,000

CITY PHILOSOPHIES

Environmental stewardship
Investment in the Infrastructure

DESCRIPTION AND JUSTIFICATION

The City Council approved the draft CTR Plan and the suggested $50,000 fund for the CTR program at the September 18, 2007 City Council meeting. This money will be used to leverage additional funding available from WSDOT, King County and other sources.

The New CTR Efficiency Law requires local jurisdictions to more aggressively promote CTR and sets a more aggressive goal for each jurisdiction to achieve a 10% single-occupancy vehicle (SOV) reduction between 2008 and 2011. Staff with help of a consultant drafted a CTR Plan that is being recommeded by the Puget Sound Regional Council to the State CTR Board for approval. The Plan was presented to the City Council on September 18, 2007 for review and comment. Currently, the City provides no fund toward the CTR effort to reduce SOV. The draft CTR Plan identified programs and strategies that would be needed to achieve the 10% SOV reduction goal. The CTR programs and strategies requires a funding gap of approximately $150,000 per year. The plan calls for use of a wide range of tools to reduce drive alone trips. New tools that will be used to help employers reduce drive alone trips include:

- Evaluate market for a car sharing service.
- Develop a telework program to encourage employers to implement telework at their work sites.
- Work with business groups to increase management support for CTR.
- Increase networking opportunities among CTR work sites to coordinate ridesharing activities.
- Work with King County Metro to improve ridematching services to commuters.
- Continue to implement land use regulations that encourage development of high density centers to promote higher transit services and use.
- Continue to implement development regulations that encourage connection to non-motorized and multi-modal facilities.
- Work with employers to implement parking management strategies to discourage driving alone.

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

NUMBER OF FTE's REQUESTED

COST SUMMARY	2007 Ongoing	2007 One-Time	2008 Ongoing	2008 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**

SERVICE PACKAGE COST SUMMARY WORKSHEET

Attachment D

TITLE	Commute Trip Reduction Plan Funding

		2007		2008		
Description	**Account #**	**Ongoing**	**One-Time**	**Ongoing**	**One-Time**	**Total**
PERSONNEL SERVICES						
						$ -
						$ -
						$ -
						$ -
						$ -
						$ -
	Total	**$ -**	**$ -**	**$ -**	**$ -**	**$ -**
SUPPLIES & SERVICES						
CTR Coordinator	0102343224*5410100			$ -	$ 12,500	$ 12,500
Telework Education	0102343224*5410100			$ -	$ 12,500	$ 12,500
Marketing & Promotion	0102343224*5410100			$ -	$ 25,000	$ 25,000
						$ -
						$ -
						$ -
						$ -
						$ -
						$ -
						$ -
						$ -
						$ -
	Total	**$ -**	**$ -**	**$ -**	**$ 50,000**	**$ 50,000**
CAPITAL OUTLAY						
						$ -
						$ -
						$ -
						$ -
	Total	**$ -**	**$ -**	**$ -**	**$ -**	**$ -**
EXPENDITURE SAVINGS / OFFSETTING REVENUE						
						$ -
						$ -
	Total	**$ -**	**$ -**	**$ -**	**$ -**	**$ -**
NET SERVICE PACKAGE COST		**$ -**	**$ -**	**$ -**	**$ 50,000**	**$ 50,000**

Attachment D

CITY OF KIRKLAND

2007-2008 SERVICE PACKAGE REQUEST

TITLE	Environmental Stewardship - Green Power Purchase	
DEPARTMENT	**DIVISION**	**FUND**
PUBLIC WORKS	FACILITIES	127

CITY PHILOSOPHIES

Environmental Stewardship

DESCRIPTION AND JUSTIFICATION

At the August 7th meeting, Council recommended the purchase of 50% Green Power from Puget Sound Energy for City facilities as recommneded by staff. Puget Sound Energy's Green Power program is one in which companies and agencies pay a premium for renewable energy generated from resources such as solar or wind. Puget Sound Energy's Green Power product is comprised of a combination of wind (87%), biomass (13%), and solar (less than 1%). The surcharge for Green Power purchases over 1 million kilowatt hours/year is $0.006 per kilowatt hour. For purchases under 1 million kilowatt hours/year, the charge is $0.0125 per kilowatt hour.

The purchase of 50% Green Power amounts to a combined total in all City facilities of 1,666,535 hours and will cost $10,000. As we increase energy efficiency in the buildings, the amount of Green Power purchased will be reduced resulting in a lower premium until we reach the 1 million kilowatt hour mark. The use of green power will result in a reduction of 791 tons of carbon dioxide equivalent. The intention would be that, starting in 2009, the green power premimum costs would be built into the Facilities budget and charged to departments through internal rental rates.

The purchase of Green Power is in line with the City's environmental stewardship philosophy, will help to achieve the approved greenhouse reduction reduction targets, and will demonstrate Kirkland's leadership and support for the development of additional sustainable energy sources. Reducing dependence on energy of any variety is the most environmentally sound goal so staff will continue pursuing ways to reduce energy usage in facilities with equipment retrofits and behavioral changes independent of the Green Power purchase.

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

NUMBER OF FTE's REQUESTED

COST SUMMARY	2007 Ongoing	2007 One-Time	2008 Ongoing	2008 One-Time	Total
Personnel Services	$ -	$ -	$ -	$ -	$ -
Supplies & Services	$ -	$ -	$ -	$ 10,000	$ 10,000
Capital Outlay	$ -	$ -	$ -	$ -	$ -
Total Service Package Cost	**$ -**	**$ -**	**$ -**	**$ 10,000**	**$ 10,000**
Expenditure Savings / Offsetting Revenue	$ -	$ -	$ -	$ -	$ -
Net Service Package Cost	**$ -**	**$ -**	**$ -**	**$ 10,000**	**$ 10,000**

SERVICE PACKAGE COST SUMMARY WORKSHEET

Attachment D

TITLE	Environmental Stewardship - Green Power Purchase

		2007		2008		
Description	**Account #**	**Ongoing**	**One-Time**	**Ongoing**	**One-Time**	**Total**
PERSONNEL SERVICES						
						$ -
						$ -
						$ -
						$ -
						$ -
						$ -
	Total	**$ -**	**$ -**	**$ -**	**$ -**	**$ -**
SUPPLIES & SERVICES						
City Hall	1272111830*5470100				$ 5,635	$ 5,635
Court	1272111250*5470100				$ 540	$ 540
Peter Kirk Comm Center	1272115550*5470100				$ 847	$ 847
North Kirkland Comm Center	1272117550*5470100				$ 260	$ 260
Maintenance Center	1272113950*5470100				$ 1,122	$ 1,122
Fire Station 21	1272112250*5470100				$ 213	$ 213
Fire Station 22	1272112250*5470100				$ 200	$ 200
Fire Station 24	1272112250*5470100				$ 98	$ 98
Fire Station 25	1272112250*5470100				$ 185	$ 185
Fire Station 26	1272112250*5470100				$ 316	$ 316
Fire Station 27	1272112250*5470100				$ 307	$ 307
505 Market	1272111830*5470100				$ 277	$ 277
	Total	**$ -**	**$ -**	**$ -**	**$ 10,000**	**$ 10,000**
CAPITAL OUTLAY						
						$ -
						$ -
						$ -
						$ -
	Total	**$ -**	**$ -**	**$ -**	**$ -**	**$ -**
EXPENDITURE SAVINGS / OFFSETTING REVENUE						
						$ -
						$ -
	Total	**$ -**	**$ -**	**$ -**	**$ -**	**$ -**
	NET SERVICE PACKAGE COST	**$ -**	**$ -**	**$ -**	**$ 10,000**	**$ 10,000**

Attachment D

CITY OF KIRKLAND

2007-2008 SERVICE PACKAGE REQUEST

TITLE	Annexation Communication -- Phase 3

DEPARTMENT	DIVISION	FUND
City Manager	City Manager	General

CITY PHILOSOPHIES

- Community Involvement

DESCRIPTION AND JUSTIFICATION

The City conducted a request for proposals for communications and public outreach consulting services for annexation. The RFP included a phased approach to communication with phase 1 focusing on the existing Kirkland community (currently underway). Phase two and three extend the outreach to the Potential Annexation Area (PAA) and incorporate pre-election planning, post election and implementation communication. In July, the City engaged the services of EnviroIssues to implement phase 1 of the strategy with additional phases to be considered if the City Council decides to proceed with further study of annexation. This service package provides funding for the next two phases of the communications strategy proposed by EnviroIssues.

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

NUMBER OF FTE's REQUESTED

COST SUMMARY	2007 Ongoing	2007 One-Time	2008 Ongoing	2008 One-Time	Total
Personnel Services	$ -	$ -	$ -	$ -	$ -
Supplies & Services	$ -	$ -	$ -	$ 39,100	$ 39,100
Capital Outlay	$ -	$ -	$ -	$ -	$ -
Total Service Package Cost	**$ -**	**$ -**	**$ -**	**$ 39,100**	**$ 39,100**
Expenditure Savings / Offsetting Revenue	$ -	$ -	$ -	$ -	$ -
Net Service Package Cost	**$ -**	**$ -**	**$ -**	**$ 39,100**	**$ 39,100**

SERVICE PACKAGE COST SUMMARY WORKSHEET

Attachment D

TITLE	Annexation Communication – Phase 3

		2007		2008		
Description	**Account #**	**Ongoing**	**One-Time**	**Ongoing**	**One-Time**	**Total**
PERSONNEL SERVICES						
						$ -
						$ -
						$ -
						$ -
						$ -
						$ -
	Total	**$ -**	**$ -**	**$ -**	**$ -**	**$ -**
SUPPLIES & SERVICES						
Professional Services	0100201310*5410100		$ -		$ 39,100	$ 39,100
						$ -
						$ -
						$ -
						$ -
						$ -
						$ -
						$ -
						$ -
						$ -
						$ -
						$ -
	Total	**$ -**	**$ -**	**$ -**	**$ 39,100**	**$ 39,100**
CAPITAL OUTLAY						
						$ -
						$ -
						$ -
						$ -
	Total	**$ -**	**$ -**	**$ -**	**$ -**	**$ -**
EXPENDITURE SAVINGS / OFFSETTING REVENUE						
						$ -
						$ -
	Total	**$ -**	**$ -**	**$ -**	**$ -**	**$ -**
NET SERVICE PACKAGE COST		**$ -**	**$ -**	**$ -**	**$ 39,100**	**$ 39,100**

Attachment D

CITY OF KIRKLAND

2007-2008 SERVICE PACKAGE REQUEST

TITLE	Annexation - Legal Services	
DEPARTMENT	**DIVISION**	**FUND**
City Attorney	City Attorney	General

CITY PHILOSOPHIES

- Financial Stability
- Organizational Values

DESCRIPTION AND JUSTIFICATION

Outside Counsel (annexation issues): Increased costs for legal services for outside counsel to assist the City Attorney's Office with an election method annexation. The City Attorney's Office anticipates the need for outside counsel services to address debt issues, issues with special districts existing in the potential annexation area, and to assist in writing ballot propositions. The City Attorney's Office views the use of outside counsel as necessary both because this office does not have sufficient depth to address certain time consuming and time sensitive annexation issues and because this office will need access to special expertise.

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

NUMBER OF FTE's REQUESTED

COST SUMMARY	2007 Ongoing	2007 One-Time	2008 Ongoing	2008 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**

SERVICE PACKAGE COST SUMMARY WORKSHEET

Attachment D

TITLE	Annexation - Legal Services

		2007		2008		
Description	Account #	Ongoing	One-Time	Ongoing	One-Time	Total
PERSONNEL SERVICES						
						$ -
						$ -
						$ -
						$ -
						$ -
						$ -
	Total	**$ -**	**$ -**	**$ -**	**$ -**	**$ -**
SUPPLIES & SERVICES						
Outside Counsel	0100401520*5410200				$ 20,000	$ 20,000
						$ -
						$ -
						$ -
						$ -
						$ -
						$ -
						$ -
						$ -
						$ -
						$ -
						$ -
	Total	**$ -**	**$ -**	**$ -**	**$ 20,000**	**$ 20,000**
CAPITAL OUTLAY						
						$ -
						$ -
						$ -
						$ -
	Total	**$ -**	**$ -**	**$ -**	**$ -**	**$ -**
EXPENDITURE SAVINGS / OFFSETTING REVENUE						
						$ -
						$ -
	Total	**$ -**	**$ -**	**$ -**	**$ -**	**$ -**
	NET SERVICE PACKAGE COST	**$ -**	**$ -**	**$ -**	**$ 20,000**	**$ 20,000**

Attachment D

CITY OF KIRKLAND

2007-2008 SERVICE PACKAGE REQUEST

TITLE	Annexation - Fiscal Services Resources

DEPARTMENT	DIVISION	FUND
Finance & Administration	Financial Planning & Administration	General

CITY PHILOSOPHIES

- Financial Stability
- Unique Community Character

DESCRIPTION AND JUSTIFICATION

A fiscal model for annexation was developed for the City by outside consultants in 2006. Consulting resources are needed for further fine-tuning of the fiscal model and to address any potential financial issues. Additionally, engaging a part-time budget analyst will allow staff to manipulate the model to do future analysis on the issues around annexation. The budget analyst will be able to backfill the current work load of the financial planning division to make senior staff available for in-depth fiscal analysis.

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

NUMBER OF FTE's REQUESTED

COST SUMMARY	2007 Ongoing	2007 One-Time	2008 Ongoing	2008 One-Time	Total
Personnel Services	$ -	$ -	$ -	$ 38,840	$ 38,840
Supplies & Services	$ -	$ -	$ -	$ 31,307	$ 31,307
Capital Outlay	$ -	$ -	$ -	$ -	$ -
Total Service Package Cost	**$ -**	**$ -**	**$ -**	**$ 70,147**	**$ 70,147**
Expenditure Savings / Offsetting Revenue	$ -	$ -	$ -	$ -	$ -
Net Service Package Cost	**$ -**	**$ -**	**$ -**	**$ 70,147**	**$ 70,147**

SERVICE PACKAGE COST SUMMARY WORKSHEET

Attachment D

TITLE	Annexation - Fiscal Services Resources

		2007		2008		
Description	**Account #**	**Ongoing**	**One-Time**	**Ongoing**	**One-Time**	**Total**
PERSONNEL SERVICES						
Salaries	0104111410*5100200		$ -		$ 28,335	$ 28,335
Benefits	0104111410*5200200		$ -		$ 10,505	$ 10,505
						$ -
						$ -
						$ -
						$ -
	Total	**$ -**	**$ -**	**$ -**	**$ 38,840**	**$ 38,840**
SUPPLIES & SERVICES						
Professional Services	0104111410*5410100		$ -		$ 25,000	$ 25,000
Office Furniture & Equipment	0104111410*5350200		$ -		$ 2,590	$ 2,590
IT Reserve Charges	0104111410*5459102		$ -		$ -	$ -
IT Reserve Charges	0104111410*5459102		$ -		$ 467	$ 467
Office Supplies	0104111410*5310100				$ 100	$ 100
Training	0104111410*5490200				$ 400	$ 400
Travel & Subsistence	0104111410*5430100				$ 600	$ 600
Computer	0104111410*5350300				$ 2,150	$ 2,150
						$ -
						$ -
						$ -
						$ -
	Total	**$ -**	**$ -**	**$ -**	**$ 31,307**	**$ 31,307**
CAPITAL OUTLAY						
						$ -
						$ -
						$ -
						$ -
	Total	**$ -**	**$ -**	**$ -**	**$ -**	**$ -**
EXPENDITURE SAVINGS / OFFSETTING REVENUE						
						$ -
						$ -
	Total	**$ -**	**$ -**	**$ -**	**$ -**	**$ -**
NET SERVICE PACKAGE COST		**$ -**	**$ -**	**$ -**	**$ 70,147**	**$ 70,147**

Attachment D

CITY OF KIRKLAND

2007-2008 SERVICE PACKAGE REQUEST

TITLE	Annexation - GIS Mapping	
DEPARTMENT	**DIVISION**	**FUND**
Information Technology	GIS	Information Technology

CITY PHILOSOPHIES

- Unique Community Character
- Community Involvement
- Investment in the Infrastructure
- Financial Stability
- A Safe Community

DESCRIPTION AND JUSTIFICATION

This annexation-related request is to start getting the core GIS data layers in the annexation area into our enterprise-wide GIS and up to our data standards. The work is largely consultant based with implications for ongoing map data maintenance should the annexation proceed. No matter when we start this process or how we fund it, there is approximately a two year span time beginning to end for this project.

Annexation preliminary analysis is expected to include maps of the Potential Annexation Area (PAA) for land use, transportation, environmental issues, public safety, utilities, and parks/recreation, among others. In the PAA, available GIS data consists of King County sources and some Kirkland project mapping. However, the PAA GIS data is substandard and not current, and will not meet the needs of detailed spatial analysis needed. In order to support the city's PAA planning, the GIS program requires funding to extend key data layers out to the full extent of the PAA plus a nominal buffer. The primary data layers required for this planning and analysis work are: addresses, land parcels, easements, zoning, comprehensive plan land use, surface water drainage utilities, and street network.

If the annexation proceeds, other important GIS data layers such a tree inventories, ESA work, etc., will be needed. Most of that data is not needed for annexation planning and so we propose waiting until there is a firm and final decision before we begin planning for these. If the cash is not available or scarce, another option is to put off existing GIS work plan items and shift priorities and funding to this need. We have not explored this option with GIS Steering.

Since this is a logical body of work with economies of scale associated with purchasing all of the necessary consulting at once, we recommend issuing an RFP for all of the work, including the 2007 and 2008 work, and writing a clear termination clause that allows us to cancel any unfinished work if the Council chooses not to fund the 2008 portion of the work for any reason. Please note that there will be no completed deliverables from just the 2007 funding identified here.

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

NUMBER OF FTE's REQUESTED

COST SUMMARY	2007 Ongoing	2007 One-Time	2008 Ongoing	2008 One-Time	Total
Personnel Services	$ -	$ -	$ -	$ -	$ -
Supplies & Services	$ -	$ -	$ -	$ 281,920	$ 281,920
Capital Outlay	$ -	$ -	$ -	$ -	$ -
Total Service Package Cost	**$ -**	**$ -**	**$ -**	**$ 281,920**	**$ 281,920**
Expenditure Savings / Offsetting Revenue	$ -	$ -	$ -	$ -	$ -
Net Service Package Cost	**$ -**	**$ -**	**$ -**	**$ 281,920**	**$ 281,920**

SERVICE PACKAGE COST SUMMARY WORKSHEET

Attachment D

TITLE	Annexation - GIS Mapping

		2007		2008		
Description	Account #	Ongoing	One-Time	Ongoing	One-Time	Total
PERSONNEL SERVICES						
						$ -
						$ -
						$ -
						$ -
						$ -
						$ -
	Total	**$ -**	**$ -**	**$ -**	**$ -**	**$ -**
SUPPLIES & SERVICES						
Professional Services	5226101880*5410100		$ -		$ 281,920	$ 281,920
						$ -
						$ -
						$ -
						$ -
						$ -
						$ -
						$ -
						$ -
						$ -
						$ -
						$ -
	Total	**$ -**	**$ -**	**$ -**	**$ 281,920**	**$ 281,920**
CAPITAL OUTLAY						
						$ -
						$ -
						$ -
						$ -
	Total	**$ -**	**$ -**	**$ -**	**$ -**	**$ -**
EXPENDITURE SAVINGS / OFFSETTING REVENUE						
						$ -
						$ -
	Total	**$ -**	**$ -**	**$ -**	**$ -**	**$ -**
	NET SERVICE PACKAGE COST	**$ -**	**$ -**	**$ -**	**$ 281,920**	**$ 281,920**

Attachment D

CITY OF KIRKLAND

2007-2008 SERVICE PACKAGE REQUEST

TITLE	Temporary Human Resources Analyst 0.70 FTE

DEPARTMENT	DIVISION	FUND
HUMAN RESOURCES		General Fund

CITY PHILOSOPHIES

Organizational Values

DESCRIPTION AND JUSTIFICATION

Human Resources and employment law and practices have undergone a great deal of change in recent years necessitating inreased focus on consistency and legal compliance in employment practices. Additionally,HR has been become a stand-alone department and modified the customer service model. This change has been very positive for the City and its employees. These requirements have also increased the level and complexity workloads for the Department and the Analysts. HR has been more of an internal services strategic partner and has taken on duties that, in the past, were often outsourced to consultants.

With the increased workload in numerous areas and collective bargaining negotiations underway, Human Resource staffing levels fall short of the resources available to manage additional necessary and critical projects such as the Personnel Policy Revision, Supervisor Training, City-wide Trainings, Employee and Labor Relations Salary Surveys and Negotiations Support. Further, the departments have come to rely upon Human Resources for increased consultative services and support for their re-organizations, service increases and projects such as the potential Annexation and NORCOM. Illustrative of some the HR specific project needs will be:

Salary surveys and labor negotiations support - We will need dedicated staff time assigned to the numerous salary survey work for this biennium (such as the previous work on AFSCME and MAC). Police Non-Commissioned negotiations need be concluded and IAFF and SEIU salary surveys are pending in order to accomplish appropriate classification, compensation and collective bargaining actions for contracts ending December 31, 2007. Additionally, new labor negotiations support will commence in 2008 for Teamsters and AFSCME for contracts ending December 31, 2008.

Personnel Policy Revision Process: This project needs a dedicated staff person and is estimated to take up to one full year to complete. The personnel policies were identified and require updates to assure legal and practice compliance, response to changing legislation and court ruling.

Training competencies program: The City is dedicated to providing training programs aimed at supervisors, managers, and staff that provide skills that will allow personal growth career development, succession planning and reflect organizational values of the City. At the Manager / Supervisor level training will also include law, (revised) policy, and processes that will limit risk and exposure to the City when managing employees and staff.

The projects and programs identified support a strong need for temporary staffing of a 0.7 FTE Analyst for 2008. It is noted that the request for a 0.7 FTE for potential Annexation preparation has been dropped and the work will be absorbed within the current regular and this temporary position.

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

NUMBER OF FTE's REQUESTED	0.70				
	2007		2008		
COST SUMMARY	Ongoing	One-Time	Ongoing	One-Time	Total
Personnel Services	$ -	$ -	$ -	$ 56,977	$ 56,977
Supplies & Services	$ -	$ -	$ -	$ -	$ -
Capital Outlay	$ -	$ -	$ -	$ -	$ -
Total Service Package Cost	**$ -**	**$ -**	**$ -**	**$ 56,977**	**$ 56,977**
Expenditure Savings / Offsetting Revenue	$ -	$ -	$ -	$ -	$ -
Net Service Package Cost	**$ -**	**$ -**	**$ -**	**$ 56,977**	**$ 56,977**

SERVICE PACKAGE COST SUMMARY WORKSHEET

Attachment D

TITLE	Temporary Human Resources Analyst 0.70 FTE

		2007		2008		
Description	**Account #**	**Ongoing**	**One-Time**	**Ongoing**	**One-Time**	**Total**
PERSONNEL SERVICES						
HR Analyst salary 0.70 FTE	010 030 1620 510100				$ 40,690	$ 40,690
HR Analyst benefits 0.7.0 FTE	010 030 1620 510200				$ 16,287	$ 16,287
						$ -
						$ -
						$ -
						$ -
	Total	**$ -**	**$ -**	**$ -**	**$ 56,977**	**$ 56,977**
SUPPLIES & SERVICES						
Supplies and services can						$ -
be obsorbed in current budget						$ -
an office and computer already exist.						$ -
						$ -
						$ -
						$ -
						$ -
						$ -
						$ -
						$ -
						$ -
						$ -
	Total	**$ -**	**$ -**	**$ -**	**$ -**	**$ -**
CAPITAL OUTLAY						
						$ -
						$ -
						$ -
						$ -
	Total	**$ -**	**$ -**	**$ -**	**$ -**	**$ -**
EXPENDITURE SAVINGS / OFFSETTING REVENUE						
						$ -
						$ -
	Total	**$ -**	**$ -**	**$ -**	**$ -**	**$ -**
NET SERVICE PACKAGE COST		**$ -**	**$ -**	**$ -**	**$ 56,977**	**$ 56,977**

Attachment D

CITY OF KIRKLAND

2007-2008 SERVICE PACKAGE REQUEST

TITLE	Recruitment Advertising	
DEPARTMENT	**DIVISION**	**FUND**
Human Resouces		General

CITY PHILOSOPHIES

Organizational Values

DESCRIPTION AND JUSTIFICATION

The City of Kirkland is dedicated to attracting quality applicants to realize the ongoing employment needs of the City. Recruiting/Advertising costs have been identified as an increased expenditure for 2007 exhausting the majority of available advertising funds. The advertising/recruiting budget came in 29% over budget for the 2005 -2006 budget period and we are continuing to experience an increase in job recruitment expenditures despite efforts to manage and modify recruiting efforts. Despite cost containment strategies, we are estimating that we will fall short approximately $40,000 at the close of the 2007 - 2008 budget cycle.

Factors' contributing to the increased expenditure is the increase in the number of job recruitments. From the period of October 2006 to October 2007, 51 1.0 FTE's have been hired and 165 part-time, on-call or seasonal employees have been hired. Overall recruitments are on pace to have tripled over the past 5 years. This is at a time when the qualified labor pool is smaller than the anticipatable numbers leaving the public sector work-place. While this is a national problem and the City of Kirkland is devising strategies to mitigate this issue, current recruitment budget resources are exceeded in order to meet reasonable needs. In addition to an increase in the number of overall FTE's in the City, a change in the applicant pool has yielded a multi-generational applicant pool which is a challenging audience to target, often resulting recruiting for the same position multiple times.

As new employment trends are identified new recruiting strategies are continuing to be reviewed and implemented, including various advertising sources, in order to reach potential applicants and contain costs.

It must be noted that recruitments are merely the "poster child" for the massive increase in both frequency and complexity in supporting organizational needs of the departments and the City in all areas of Human Resources service.

This service request is for one-time funding in the amount of $40,000 for 2008 to keep up the expanded recruiting/advertising needs of the City.

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

NUMBER OF FTE's REQUESTED

COST SUMMARY	2007 Ongoing	2007 One-Time	2008 Ongoing	2008 One-Time	Total
Personnel Services	$ -	$ -	$ -	$ -	$ -
Supplies & Services	$ -	$ -	$ -	$ 40,000	$ 40,000
Capital Outlay	$ -	$ -	$ -	$ -	$ -
Total Service Package Cost	**$ -**	**$ -**	**$ -**	**$ 40,000**	**$ 40,000**
Expenditure Savings / Offsetting Revenue	$ -	$ -	$ -	$ -	$ -
Net Service Package Cost	**$ -**	**$ -**	**$ -**	**$ 40,000**	**$ 40,000**

SERVICE PACKAGE COST SUMMARY WORKSHEET

Attachment D

TITLE	Recruitment Advertising

		2007		2008		
Description	Account #	Ongoing	One-Time	Ongoing	One-Time	Total
PERSONNEL SERVICES						
						$ -
						$ -
						$ -
						$ -
						$ -
						$ -
	Total	**$ -**	**$ -**	**$ -**	**$ -**	**$ -**
SUPPLIES & SERVICES						
Advertising/Recruitment	0100301620-5440100				$ 40,000	$ 40,000
						$ -
						$ -
						$ -
			$ -			$ -
						$ -
						$ -
						$ -
						$ -
						$ -
						$ -
						$ -
	Total	**$ -**	**$ -**	**$ -**	**$ 40,000**	**$ 40,000**
CAPITAL OUTLAY						
						$ -
						$ -
						$ -
						$ -
	Total	**$ -**	**$ -**	**$ -**	**$ -**	**$ -**
EXPENDITURE SAVINGS / OFFSETTING REVENUE						
						$ -
						$ -
	Total	**$ -**	**$ -**	**$ -**	**$ -**	**$ -**
NET SERVICE PACKAGE COST		**$ -**	**$ -**	**$ -**	**$ 40,000**	**$ 40,000**

Attachment D

CITY OF KIRKLAND

2007-2008 SERVICE PACKAGE REQUEST

TITLE	Urban Forester .5 FTE	
DEPARTMENT	**DIVISION**	**FUND**
PLANNING & COMM DEV	Policy & Planning	General

CITY PHILOSOPHIES

- Environmental Stewardship
- Unique Community Character
- Community Involvement
- Investment in Infrastructure

DESCRIPTION AND JUSTIFICATION

In 2000, the City approved funding for urban forestry consulting services. The funding was converted to a .5 FTE Urban Forestry position in Planning & Community Development. Since then, significant progress has been made in protecting and enhancing the City's tree canopy. With a professional arborist on staff, the City has made a concerted effort to improve our tree and landscaping standards and practices including a city-wide street tree inventory, new tree and vegetation regulations, more effective code enforcement responses, an annual Arbor Day event, the designation of Kirkland as a Tree City USA, providing education and training and working with other departments.

There is additional need for a full time Urban Forester. A 1.0 FTE would be available during the entire work week to be able to respond more quickly and efficiently to customers, applicants applying for permits, homeowners, and the general public along with being a resource to planners reviewing tree plans under the new tree regulations. In addition, the Urban Forester would be more available to respond to complaints or instances of illegal tree cutting.

Since May of '07, the Urban Forester position has received addional .25 FTE funding by the Public Works Department to assist in Development Review. The Urban Forester is identifying street trees that are impacted by new development and proactively working with developers to retain them. This is new work that had not been previously done. The funds from Public Works are for 2007 only. The additional staffing would allow this work to continue.

The City will be reviewing and potentially updating its tree regulations in 2008. The additional staffing would enable this project to be undertaken and result in no net decrease in permit review service levels. Consistent with the Natural Resource Management Plan, the additional staffing would have more availability to work with neighborhood associations and community groups on tree planting. Additional tasks could include the preparation of handouts and brochures, working on a Heritage tree program, education and outreach, and assistance to other

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

NUMBER OF FTE's REQUESTED	0.50				
	2007		**2008**		
COST SUMMARY	**Ongoing**	**One-Time**	**Ongoing**	**One-Time**	**Total**
Personnel Services	$ -	$ -	$ -	$ 21,931	$ 21,931
Supplies & Services	$ -	$ -	$ -	$ 2,364	$ 2,364
Capital Outlay	$ -	$ -	$ -	$ -	$ -
Total Service Package Cost	**$ -**	**$ -**	**$ -**	**$ 24,295**	**$ 24,295**
Expenditure Savings / Offsetting Revenue	$ -	$ -	$ -	$ -	$ -
Net Service Package Cost	**$ -**	**$ -**	**$ -**	**$ 24,295**	**$ 24,295**

SERVICE PACKAGE COST SUMMARY WORKSHEET

Attachment D

TITLE	Urban Forester .5 FTE

		2007		2008		
Description	**Account #**	**Ongoing**	**One-Time**	**Ongoing**	**One-Time**	**Total**
PERSONNEL SERVICES						
Urban Forester .5 FTE Salary	0105105810*5100100			$ -	$ 15,899	$ 15,899
Urban Forester .5 FTE Benes	0105105810*5200100			$ -	$ 6,032	$ 6,032
Clerical Hourly Wages 104 hrs	0105105810*5100200			$ -	$ -	$ -
Clerical Hourly Benefits	0105105810*5200200			$ -	$ -	$ -
						$ -
						$ -
	Total	**$ -**	**$ -**	**$ -**	**$ 21,931**	**$ 21,931**
SUPPLIES & SERVICES						
IT Rental Charges	0105105810*5459101			$ -	$ 1,810	$ 1,810
Telecom Charges	0105105810*5459401			$ -	$ 129	$ 129
Copier Charge	0105105810*5459701			$ -	$ 425	$ 425
						$ -
						$ -
						$ -
						$ -
						$ -
						$ -
						$ -
						$ -
						$ -
	Total	**$ -**	**$ -**	**$ -**	**$ 2,364**	**$ 2,364**
CAPITAL OUTLAY						
						$ -
						$ -
						$ -
						$ -
	Total	**$ -**	**$ -**	**$ -**	**$ -**	**$ -**
EXPENDITURE SAVINGS / OFFSETTING REVENUE						
						$ -
						$ -
	Total	**$ -**	**$ -**	**$ -**	**$ -**	**$ -**
NET SERVICE PACKAGE COST		**$ -**	**$ -**	**$ -**	**$ 24,295**	**$ 24,295**

Attachment D

CITY OF KIRKLAND

2007-2008 SERVICE PACKAGE REQUEST

TITLE	Professional Services for Development Review	
DEPARTMENT	**DIVISION**	**FUND**
Planning	Land Use Management	General

CITY PHILOSOPHIES

Unique Community Character
Environmental Stewardship
Community Invovlement

DESCRIPTION AND JUSTIFICATION

The Department of Planning and Community Development utilizes a contract planner to assist in the processing of development permits, primarily short plats. Supplementing the work of in-house employees allows the department to maintain target permit processing levels of service.

In the 2007- 2008 budget, $122,252 of one-time funds was approved for development review professional services. Through the end of August, $77,784 had been expended. Of that, $15,700 was reimbursed from applicants for expedited permit review. The remaining unreimbursed expenditure was $62,084. If expenditures continue at the same rate through the remainder of the biennium, total expenditures would be $186,250, $64,000 over budget. Consequently, this service package request seeks an additional $64,000 to cover development review services through the remainder of the biennium.

It is expected that this budget request will be offset by additional revenues from short plat applications. The revenue from process I applications (most of which are short plats) originally projected for the 2007-2008 biennium was $440,000. Through June of 2007, actual revenue for process I permits was $145,680. At this rate, total revenue at the end of the biennium will be about $580,000, exceeding the projection by $140,000.

By comparison, the department expended $206,000 in unremimbursed development review professional services in 2005/2006.

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

NUMBER OF FTE's REQUESTED

COST SUMMARY	2007 Ongoing	2007 One-Time	2008 Ongoing	2008 One-Time	Total
Personnel Services	$ -	$ -	$ -	$ -	$ -
Supplies & Services	$ -	$ -	$ -	$ 64,000	$ 64,000
Capital Outlay	$ -	$ -	$ -	$ -	$ -
Total Service Package Cost	**$ -**	**$ -**	**$ -**	**$ 64,000**	**$ 64,000**
Expenditure Savings / Offsetting Revenue	$ -	$ -	$ -	$ -	$ -
Net Service Package Cost	**$ -**	**$ -**	**$ -**	**$ 64,000**	**$ 64,000**

SERVICE PACKAGE COST SUMMARY WORKSHEET

Attachment D

TITLE	Professional Services for Development Review

		2007		2008		
Description	Account #	Ongoing	One-Time	Ongoing	One-Time	Total
PERSONNEL SERVICES						
						$ -
						$ -
						$ -
						$ -
						$ -
						$ -
	Total	**$ -**	**$ -**	**$ -**	**$ -**	**$ -**
SUPPLIES & SERVICES						
Professional Services	0105205860 5410100				$ 64,000	$ 64,000
						$ -
						$ -
						$ -
						$ -
						$ -
						$ -
						$ -
						$ -
						$ -
						$ -
						$ -
	Total	**$ -**	**$ -**	**$ -**	**$ 64,000**	**$ 64,000**
CAPITAL OUTLAY						
						$ -
						$ -
						$ -
						$ -
	Total	**$ -**	**$ -**	**$ -**	**$ -**	**$ -**
EXPENDITURE SAVINGS / OFFSETTING REVENUE						
					$ -	$ -
						$ -
	Total	**$ -**	**$ -**	**$ -**	**$ -**	**$ -**
	NET SERVICE PACKAGE COST	**$ -**	**$ -**	**$ -**	**$ 64,000**	**$ 64,000**

Attachment D

CITY OF KIRKLAND

2007-2008 SERVICE PACKAGE REQUEST

TITLE	Downtown Strategic Plan	
DEPARTMENT	**DIVISION**	**FUND**
Planning	Long-Range Planning	General

CITY PHILOSOPHIES

- Unique Community Character
- Community Involvement
- Investment in Infrastructure
- Financial Stability

DESCRIPTION AND JUSTIFICATION

Update of the 2001 Downtown Strategic Plan. On October 16, 2007, the Downtown Advisory Committee (DAC) reported to City Council with a Strategic Situation Assessment of downtown Kirkland. That Assessment outlines the issues and opportunities for the next phase of the project (updating the plan). The City Council expressed an interest in having the DAC continue in its advisory capacity and proceeding with recommenations on the update. The Council also identified additional issues and opportunities for consideration.

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

NUMBER OF FTE's REQUESTED

COST SUMMARY	2007 Ongoing	2007 One-Time	2008 Ongoing	2008 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	$ -	$ -	$ -	$ 30,000	$ 30,000
Net Service Package Cost	**$ -**	**$ -**	**$ -**	**$ -**	**$ -**

SERVICE PACKAGE COST SUMMARY WORKSHEET

Attachment D

TITLE	Downtown Strategic Plan

		2007		2008		
Description	Account #	Ongoing	One-Time	Ongoing	One-Time	Total
PERSONNEL SERVICES						
						$ -
						$ -
						$ -
						$ -
						$ -
						$ -
	Total	**$ -**	**$ -**	**$ -**	**$ -**	**$ -**
SUPPLIES & SERVICES						
Professional Services	0105305820 5410100				$ 30,000	$ 30,000
						$ -
						$ -
						$ -
						$ -
						$ -
						$ -
						$ -
						$ -
						$ -
						$ -
						$ -
	Total	**$ -**	**$ -**	**$ -**	**$ 30,000**	**$ 30,000**
CAPITAL OUTLAY						
						$ -
						$ -
						$ -
						$ -
	Total	**$ -**	**$ -**	**$ -**	**$ -**	**$ -**
EXPENDITURE SAVINGS / OFFSETTING REVENUE						
Transfer from Lakeshore Plaza	0105305820 5410100				$ 30,000	$ 30,000
(JL #OPL0501000)						$ -
	Total	**$ -**	**$ -**	**$ -**	**$ 30,000**	**$ 30,000**
	NET SERVICE PACKAGE COST	**$ -**	**$ -**	**$ -**	**$ -**	**$ -**

Attachment D

CITY OF KIRKLAND

2007-2008 SERVICE PACKAGE REQUEST

TITLE	Green Building Program	
DEPARTMENT	**DIVISION**	**FUND**
Planning	Long-Range Planning	General

CITY PHILOSOPHIES

Environmental Stewardship

Community Involvement

DESCRIPTION AND JUSTIFICATION

The adopted Natural Resource Management Plan states that the City should "design a program to provide incentives for low energy use and green construction." Buildings have a significant impact on environmental quality, resource use and human health. In the US, buildings account for 36% of the total energy use. Green buildings conserve water and energy and use healthier materials.

This service package is a request to fund Phase I of a three-phase Green Building Program. Phase I is a pilot program that is primarily focused on a priority permit processing incentive to facilitate sustainable building in the construction of new single family homes. The program would be administered jointly by Planning, Building and Public Works. In order to qualify for priority processing the home would need to be certified to achieve a level of 4 or 5 stars under the "Built Green" program or a LEED home under the "LEED for Homes" program.

As part of the start-up costs, staff is requesting $18,500. These funds will be utilized for educational and promotional materials, outreach to homeowners and the building community, technical assistance, and assistance with review of the priority pemits. Staff will evaluate the pilot program and report back to the Council as part of the2009-2010 budget for Phases II and III.

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

NUMBER OF FTE's REQUESTED

COST SUMMARY	2007 Ongoing	2007 One-Time	2008 Ongoing	2008 One-Time	Total
Personnel Services	$ -	$ -	$ -	$ -	$ -
Supplies & Services	$ -	$ -	$ -	$ 18,500	$ 18,500
Capital Outlay	$ -	$ -	$ -	$ -	$ -
Total Service Package Cost	**$ -**	**$ -**	**$ -**	**$ 18,500**	**$ 18,500**
Expenditure Savings / Offsetting Revenue	$ -	$ -	$ -	$ -	$ -
Net Service Package Cost	**$ -**	**$ -**	**$ -**	**$ 18,500**	**$ 18,500**

SERVICE PACKAGE COST SUMMARY WORKSHEET

Attachment D

TITLE	Green Building Program

		2007		2008		
Description	Account #	Ongoing	One-Time	Ongoing	One-Time	Total
PERSONNEL SERVICES						
						$ -
						$ -
						$ -
						$ -
						$ -
						$ -
	Total	**$ -**	**$ -**	**$ -**	**$ -**	**$ -**
SUPPLIES & SERVICES						
Professional Services	0105305820 5410100				$ 18,500	$ 18,500
						$ -
						$ -
						$ -
						$ -
						$ -
						$ -
						$ -
						$ -
						$ -
						$ -
						$ -
	Total	**$ -**	**$ -**	**$ -**	**$ 18,500**	**$ 18,500**
CAPITAL OUTLAY						
						$ -
						$ -
						$ -
						$ -
	Total	**$ -**	**$ -**	**$ -**	**$ -**	**$ -**
EXPENDITURE SAVINGS / OFFSETTING REVENUE						
						$ -
						$ -
	Total	**$ -**	**$ -**	**$ -**	**$ -**	**$ -**
NET SERVICE PACKAGE COST		**$ -**	**$ -**	**$ -**	**$ 18,500**	**$ 18,500**

Attachment D

CITY OF KIRKLAND

2007-2008 SERVICE PACKAGE REQUEST

TITLE	Network Analyst - Wireless Field Workers	
DEPARTMENT	**DIVISION**	**FUND**
Information Technology	Network & Operations	

CITY PHILOSOPHIES

- Investment in the Infrastructure

DESCRIPTION AND JUSTIFICATION

For the past year and a half, we have been working on designing, testing, and deploying field technology for use by inspectors so that they have computers in the field, access to the systems that they use to do inspections and access to other regular work tools such as email. The goals for implementing field technology are to improve customer service by providing quicker updates about permit status so that remote project managers can see updates, and to help city staff work more efficiently, so that they can do some of the work they might have had to do at their desks after hours while they're in the field.

The work to design and deploy this technology has primarily been done by the IT Applications Analyst who supports the development services departments. As the project transitions from implementation to support, the work needs to move from the Applications division staff, who will be needed to support the next major project (replacement of the permit system) to the Network and Operations Division.

Ongoing support for this technology will impact two areas:

1) The IT Help Desk will take calls from the inspectors when they need immediate help in the field, and will also perform regular maintenance for the computers, printers, car mounts, and other hardware associated with the projects.

2) As we have learned from supporting similar field technology for the Police Department, the most common problems experienced by field workers are related to connectivity. There are multiple possible points of failure between the inspector's computer and the applications they are accessing back here at City Hall. These include the wireless phone network, our wireless and wired networks, and the software, such as Net Motion, that keeps remote users as operational as possible as they drive through dead spots or otherwise jump between wireless networks in the course of their day.

Because the work will fall across these two functions, we are proposing that the technology fee fund 50% of a new position, and 50% of an existing Help Desk position, and then IT fund the other half of each position and use IT reserves to make up any difference that might exist once the new position is costed. Similar support for the Police Department does take a full FTE or more, and although there are fewer field units so far (with additional deployment planned in the future), we believe that there will be a stiff learning curve and that effective implementation will

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

NUMBER OF FTE's REQUESTED					
	2007		**2008**		
COST SUMMARY	**Ongoing**	**One-Time**	**Ongoing**	**One-Time**	**Total**
Personnel Services	$ -	$ -	$ -	$ 95,308	$ 95,308
Supplies & Services	$ -	$ -	$ -	$ 2,380	$ 2,380
Capital Outlay	$ -	$ -	$ -	$ -	$ -
Total Service Package Cost	**$ -**	**$ -**	**$ -**	**$ 97,688**	**$ 97,688**
Expenditure Savings / Offsetting Revenue	$ -	$ -	$ -	$ -	$ -
Net Service Package Cost	**$ -**	**$ -**	**$ -**	**$ 97,688**	**$ 97,688**

SERVICE PACKAGE COST SUMMARY WORKSHEET

Attachment D

TITLE	Network Analyst - Wireless Field Workers

		2007		2008		
Description	**Account #**	**Ongoing**	**One-Time**	**Ongoing**	**One-Time**	**Total**
PERSONNEL SERVICES						
Salary	5226101880*5100200				$ 70,152	$ 70,152
Benefits	5226101880*5200200				$ 25,156	$ 25,156
						$ -
						$ -
						$ -
						$ -
	Total	**$ -**	**$ -**	**$ -**	**$ 95,308**	**$ 95,308**
SUPPLIES & SERVICES						
Telephone Svc. Office and cell	5226101880*5420100				$ 780	$ 780
Office Supplies	5226101880*5310100				$ 100	$ 100
Travel	5226101880*5430100				$ 300	$ 300
Training	5226101880*5490200				$ 1,200	$ 1,200
						$ -
						$ -
						$ -
						$ -
						$ -
						$ -
						$ -
						$ -
	Total	**$ -**	**$ -**	**$ -**	**$ 2,380**	**$ 2,380**
CAPITAL OUTLAY						
						$ -
						$ -
						$ -
						$ -
	Total	**$ -**	**$ -**	**$ -**	**$ -**	**$ -**
EXPENDITURE SAVINGS / OFFSETTING REVENUE						
						$ -
						$ -
	Total	**$ -**	**$ -**	**$ -**	**$ -**	**$ -**
NET SERVICE PACKAGE COST		**$ -**	**$ -**	**$ -**	**$ 97,688**	**$ 97,688**

Attachment D

CITY OF KIRKLAND

2007-2008 SERVICE PACKAGE REQUEST

TITLE	Building Services - Office Technician	
DEPARTMENT	**DIVISION**	**FUND**
Fire and Building	Building Services	General

CITY PHILOSOPHIES

-Fiscal Stability
-Organizational Values

DESCRIPTION AND JUSTIFICATION

The approval of this service package will add one office technician to the building division. Although there are two office technicians currently working at the building division permit counter, one of the office technicians is actually assigned to the fire administrative division of the Fire and Building Department. Over the years, as the workload in the building division has steadily increased, this office technician's duties were diverted from the fire administrative division to the building division. The fire administrative division has been reorganized and this office technician is needed back in the fire administrative division as planned in the restructure. When the current office technician stops doing building division work, a void will be created that must be filled in order for the building division to function properly.

There have been two recent city studies that support this new position and the staff transfer between divisions. First, the fire prevention study has shown that we are not providing the same level of fire prevention service as the surrounding communities. Second, the permit process study suggests that office technicians play a greater role and more time in the permit intake and completion process. Additionally, a current fee study is examining our permit fee schedules to ensure that the appropriate levels of city costs are being reimbursed; making this an ideal time to make adjustments.

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

NUMBER OF FTE's REQUESTED	1.00				
	2007		**2008**		
COST SUMMARY	**Ongoing**	**One-Time**	**Ongoing**	**One-Time**	**Total**
Personnel Services	$ -	$ -	$ -	$ 59,040	$ 59,040
Supplies & Services	$ -	$ -	$ -	$ 7,819	$ 7,819
Capital Outlay	$ -	$ -	$ -	$ -	$ -
Total Service Package Cost	**$ -**	**$ -**	**$ -**	**$ 66,859**	**$ 66,859**
Expenditure Savings / Offsetting Revenue	$ -	$ -	$ -	$ 66,859	$ 66,859
Net Service Package Cost	**$ -**	**$ -**	**$ -**	**$ -**	**$ -**

SERVICE PACKAGE COST SUMMARY WORKSHEET

Attachment D

TITLE	Building Services - Office Technician

		2007		2008		
Description	**Account #**	**Ongoing**	**One-Time**	**Ongoing**	**One-Time**	**Total**
PERSONNEL SERVICES						
Salaries/Wages	0109502420*5100100			$ -	$ 38,808	$ 38,808
Benefits	0109502420*5100200			$ -	$ 20,232	$ 20,232
						$ -
						$ -
						$ -
						$ -
	Total	**$ -**	**$ -**	**$ -**	**$ 59,040**	**$ 59,040**
SUPPLIES & SERVICES						
IT Telecom Charges	0109502420*5459401			$ -	$ 258	$ 258
IT Operating Charges	0109502420*5459101			$ -	$ 5,394	$ 5,394
IT Replacement Charges	0109502420*5459102			$ -	$ 467	$ 467
Training	0109102210*5490200			$ -	$ 400	$ 400
Travel & Subsistance	0109102210*5430100			$ -	$ 400	$ 400
Office Supplies	0109102210*5430100			$ -	$ 900	$ 900
						$ -
						$ -
						$ -
						$ -
						$ -
						$ -
	Total	**$ -**	**$ -**	**$ -**	**$ 7,819**	**$ 7,819**
CAPITAL OUTLAY						
						$ -
						$ -
						$ -
						$ -
	Total	**$ -**	**$ -**	**$ -**	**$ -**	**$ -**
EXPENDITURE SAVINGS / OFFSETTING REVENUE						
Building Permit Fees	0109102210*3221001			$ -	$ 40,115	$ 40,115
Building Plan Review Fees	0109102210*3458301			$ -	$ 26,744	$ 26,744
	Total	**$ -**	**$ -**	**$ -**	**$ 66,859**	**$ 66,859**
	NET SERVICE PACKAGE COST	**$ -**	**$ -**	**$ -**	**$ -**	**$ -**

Attachment D

CITY OF KIRKLAND

2008 SERVICE PACKAGE REQUEST

TITLE	Development Service Permit System Review Phase 2	
DEPARTMENT	**DIVISION**	**FUND**
Public Works	Engineering (Development Services)	010 (General)

CITY PHILOSOPHIES

The City is continually seeking ways to refine the permitting process to make it is as efficient as possilble for City Staff and the permit customer.

DESCRIPTION AND JUSTIFICATION

The description and justification for this service package are as follows:

1. The City needs to undertake a comprehensive review of the permit review and inspection process to be sure that it is operating as efficiently as possible prior to the proposed annexation which is estimated to bring a 60% increase in permit activity.
2. The City's permit tracking software, Advantage, is scheduled to be replaced in the next 2-4 years; a comprehensive review of the permitting system is needed before we purchase new software (the recently completed IT Strategic Plan recommended this permit system comprehensive review as the 2nd most important project identified in the plan).
3. In June of 2007, City Council approved the use of $31,500 from the from the City's Contingency Fund to hire the Latimore Company to conduct Phase I of this study. Phase I assessed the Single-family Building Permit review and Inspection Process.
4. To continue with additional phases of this study in 2008 , the Development Services Managers (Rob Jammerman, Nancy Cox, and Tom Phillips) recommend that an additional $70,000 be allocated to fund this study. The additional phases will include implementation of the phase I recommendations and process assessment for other permit types such as , commercial and multifamily building permits, Land Surface Modification Permits, and Land Use Permits.
5. The Development Services Fee Study, which will be completed by the end of 2007, is recommending that a system charge be integrated into the overall fee model, to help pay for comprehensive studies such as this one. If the system charge recommendation is approved (as part of the fee study), $70,000 will be allocated in 2008 to cover this service package.
6. $70,000 has been requested for professional services, but further review and refinement of this Service Package may show that a small percentage of the service package should be used to off-set in-house staff time allocated to this project. As an example, on-call staff may be needed to temporarily back fill in-house staff that are working on this project.

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

NUMBER OF FTE's REQUESTED	0 at this time- temp staff may be recommended later				
	2007		**2008**		
COST SUMMARY	**Ongoing**	**One-Time**	**Ongoing**	**One-Time**	**Total**
Personnel Services	$ -	$ -	$ -	$ -	$ -
Supplies & Services	$ -	$ -	$ -	$ 70,000	$ 70,000
Capital Outlay	$ -	$ -	$ -	$ -	$ -
Total Service Package Cost	**$ -**	**$ -**	**$ -**	**$ 70,000**	**$ 70,000**
Expenditure Savings / Offsetting Revenue	$ -	$ -	$ -	$ 70,000	$ 70,000
Net Service Package Cost	**$ -**	**$ -**	**$ -**	**$ -**	**$ -**

SERVICE PACKAGE COST SUMMARY WORKSHEET

Attachment D

TITLE	Development Service Permit System Review Phase 2

		2007		2008		
Description	**Account #**	**Ongoing**	**One-Time**	**Ongoing**	**One-Time**	**Total**
PERSONNEL SERVICES						
						$ -
						$ -
						$ -
						$ -
						$ -
						$ -
	Total	**$ -**	**$ -**	**$ -**	**$ -**	**$ -**
SUPPLIES & SERVICES						
Professional Services					$ 70,000	$ 70,000
						$ -
						$ -
						$ -
						$ -
						$ -
						$ -
						$ -
						$ -
						$ -
						$ -
						$ -
	Total	**$ -**	**$ -**	**$ -**	**$ 70,000**	**$ 70,000**
CAPITAL OUTLAY						
						$ -
						$ -
						$ -
						$ -
	Total	**$ -**	**$ -**	**$ -**	**$ -**	**$ -**
EXPENDITURE SAVINGS / OFFSETTING REVENUE						
Dev. Services System Fee					$ 70,000	$ 70,000
						$ -
	Total	**$ -**	**$ -**	**$ -**	**$ 70,000**	**$ 70,000**
	NET SERVICE PACKAGE COST	**$ -**	**$ -**	**$ -**	**$ -**	**$ -**

CITY OF KIRKLAND

Attachment D

2007-2008 SERVICE PACKAGE REQUEST

TITLE	Development Fee - Credit Card Acceptance

DEPARTMENT	DIVISION	FUND
Bldg, Fire, Planning, Public Works	Development Services	General

CITY PHILOSOPHIES

Financial Stability
Organizational Values

DESCRIPTION AND JUSTIFICATION

City Council reviewed background information regarding credit cards, such as the fees paid by the City and estimated credit card useage, and at the October 16th Council meeting, directed staff to implement credit card acceptance effective with 2008 development fees (expedtecd to be 2/1/08). There has been a lot of customer interest in the City accepting credit cards for in-person development services transactions, in addition to online transactions (E-Permits, Utility On-Line, and Parks & Recreation programs) for which the City currently accepts credit cards.

Staff estimates that approximately 5% of the City's utility customers pay their bills using credit and debit cards. The City accepts credit cards for all online transactions (E-Permits, Utility On-Line, and Parks & Recreation programs) currently. An initial survey of other jurisdictions indicates that up to 50% of development services customers may prefer credit cards to checks or cash. Over time, customers have requested that the City revise its current policy of not accepting credit cards for development services-related charges. The estimated total service charges would be approximately $50,000 per year ($4.5 million in development revenues*50%*2.29%=$51,525) if credit cards were accepted for development services-related charges. Assuming costs of $50,000, this would equate to a 1.1% increase in fees.

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

NUMBER OF FTE's REQUESTED

COST SUMMARY	2007 Ongoing	2007 One-Time	2008 Ongoing	2008 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**

SERVICE PACKAGE COST SUMMARY WORKSHEET

Attachment D

TITLE	Development Fee - Credit Card Acceptance

		2007		2008		
Description	**Account #**	**Ongoing**	**One-Time**	**Ongoing**	**One-Time**	**Total**
PERSONNEL SERVICES						
						$ -
						$ -
						$ -
						$ -
						$ -
						$ -
	Total	**$ -**	**$ -**	**$ -**	**$ -**	**$ -**
SUPPLIES & SERVICES						
Buiding	0109502420*5490100				$ 29,630	$ 29,630
Fire Prevention	0109302230*5490100				$ 2,940	$ 2,940
Planning	0105105810*5490100				$ 9,510	$ 9,510
Public Works	0102313220*5490100				$ 7,920	$ 7,920
						$ -
						$ -
						$ -
						$ -
						$ -
						$ -
						$ -
						$ -
	Total	**$ -**	**$ -**	**$ -**	**$ 50,000**	**$ 50,000**
CAPITAL OUTLAY						
						$ -
						$ -
						$ -
						$ -
	Total	**$ -**	**$ -**	**$ -**	**$ -**	**$ -**
EXPENDITURE SAVINGS / OFFSETTING REVENUE						
						$ -
						$ -
	Total	**$ -**	**$ -**	**$ -**	**$ -**	**$ -**
	NET SERVICE PACKAGE COST	**$ -**	**$ -**	**$ -**	**$ 50,000**	**$ 50,000**

ATTACHMENT E

City of Kirkland
2007-2008 Budget
Mid-biennial Adjustments

Fund & Adjustment Type	2007-2008 Proposed Adjustment			2007-2008 City Manager Recommended			Funding Source				
	Ongoing	One-time	Total	Ongoing	One-time	Total	Available Fund Balance	Additional Revenue	Expenditure Offset	Reserves	Notes
GENERAL FUND											
ORIGINAL PRIORITY LIST											
Additional Economic Development Funding	-	55,000	55,000	-	55,000	55,000	-	55,000	-	-	
NORCOM Transition (City of Kirkland share)	-	189,349	189,349	-	189,349	189,349	-	189,349	-	-	
EnhanceWellness Program for Older Adults	-	7,500	7,500	-	7,500	7,500	-	7,500	-	-	
Environmental Stewardship-Comm. Outreach & Education	-	53,588	53,588	-	53,588	53,588	-	53,588	-	-	
ARCH Housing Trust Fund: Annual Contribution	-	216,000	216,000	-	216,000	216,000	-	216,000	-	-	
Code Enforcement Officer	-	56,127	56,127	-	56,127	56,127	-	56,127	-	-	
Police Accreditation Fees and Expenses	-	25,480	25,480	-	25,480	25,480	-	25,480	-	-	
Graffiti Program (funding to Street Operating)	-	82,791	82,791	-	82,791	82,791	-	82,791	-	-	
Public Grounds Tech (funding to Street Operating Fund)	-	81,956	81,956	-	81,956	81,956	-	81,956	-	-	
Applications Analyst - PD Systems (funding to IT Fund)	-	94,929	94,929	-	94,929	94,929	-	94,929	-	-	
Currently Kirkland Intern (funding to IT Fund)	-	15,613	15,613	-	15,613	15,613	-	15,613	-	-	
Web Production Assistant (funding to IT Fund)	-	78,351	78,351	-	78,351	78,351	-	78,351	-	-	
COUNCIL DIRECTED/OTHER REQUESTS											
Estimated NORCOM One-Time Costs	-	188,297	188,297	-	188,297	188,297	-	43,697	144,600	-	CIP Reallocation/E-911 Rev
Public Art Funding	-	50,000	50,000	-	50,000	50,000	-	50,000	-	-	
Federal Legislative Advocate Services	-	20,000	20,000	-	20,000	20,000		20,000			
CTR Plan funding	-	50,000	50,000	-	50,000	50,000	-	50,000	-	-	
Green Power (funding to Facilities Fund)	-	10,000	10,000	-	10,000	10,000	-	10,000	-	-	
Annexation - Phase 3 Communications	-	39,100	39,100	-	39,100	39,100	-	39,100	-	-	
Annexation - Legal Services	-	20,000	20,000	-	20,000	20,000	-	20,000	-	-	
Annexation - Fiscal Services Resources	-	70,147	70,147	-	70,147	70,147	-	70,147	-	-	
Annexation - GIS Mapping (funding to IT Fund)	-	281,920	281,920	-	117,989	117,989	-	117,989	-	-	
HR Analyst	-	56,977	56,977	-	56,977	56,977	-	56,977	-	-	
Recruitment Advertising	-	40,000	40,000	-	40,000	40,000	-	40,000	-	-	
Urban Forester	-	53,789	53,789	-	24,295	24,295	-	24,295	-	-	
Professional Services for Permit Review	-	64,000	64,000	-	64,000	64,000	-	64,000	-	-	Development Fees
Green Issues	-	18,500	18,500	-	18,500	18,500	-	18,500	-	-	
School Resource Officer	-	181,793	181,793	-	-	-	-	-	-	-	
Support for Dev. Svcs-Wireless in the Field Project (fee study)	-	34,478	34,478	-	34,478	34,478	-	34,478	-	-	Development Fees
Building Services - Office Technician (fee study)	-	66,859	66,859	-	66,859	66,859	-	66,859	-	-	Development Fees
Permit Process Review - Phase 2 (fee study)	-	70,000	70,000	-	70,000	70,000	-	70,000	-	-	Development Fees
Acceptance of Credit Cards (fee study)	-	50,000	50,000	-	50,000	50,000	-	50,000	-	-	Development Fees

ATTACHMENT E

City of Kirkland
2007-2008 Budget
Mid-biennial Adjustments

Fund & Adjustment Type	2007-2008 Proposed Adjustment			2007-2008 City Manager Recommended			Funding Source				
	Ongoing	One-time	Total	Ongoing	One-time	Total	Available Fund Balance	Additional Revenue	Expenditure Offset	Reserves	Notes
GENERAL FUND continued											
PREVIOUSLY APPROVED											
Annexation Outreach	-	54,436	54,436	-	54,436	54,436	-	-	-	54,436	Contingency Fund
Park Place Economic Benefit Analysis	-	25,000	25,000	-	25,000	25,000	-	-	-	25,000	Contingency Fund
Park Place Environmental Impact Statement	-	200,000	200,000	-	200,000	200,000	-	-	-	200,000	Contingency Fund
Affordable Housing Regulations Workplan	-	18,000	18,000	-	18,000	18,000	-	-	-	18,000	Council Special Projects Rsv
HOUSEKEEPING ADJUSTMENTS											
FEMA Windstorm Reimbursement	-	57,391	57,391	-	57,391	57,391	-	57,391	-	-	FEMA Reimbursement
2007 Resources Forward Adjustment to Actual Balance	-	77,857	77,857	-	77,857	77,857	77,857	-	-	-	
GENERAL FUND TOTAL	**-**	**2,755,228**	**2,755,228**	**-**	**2,380,010**	**2,380,010**	**77,857**	**1,860,117**	**144,600**	**297,436**	
OTHER FUNDS											
LODGING TAX FUND											
COUNCIL DIRECTED/OTHER REQUESTS											
Tourism Program	-	11,000	11,000	-	11,000	11,000	-	11,000	-	-	Outside Agency Funding
HOUSEKEEPING ADJUSTMENTS											
2007 Resources Forward Adjustment to Actual Balance	-	85,968	85,968	-	85,968	85,968	85,968	-	-	-	
LODGING TAX FUND TOTAL	**-**	**96,968**	**96,968**	**-**	**96,968**	**96,968**	**85,968**	**11,000**	**-**	**-**	
STREET OPERATING FUND											
ORIGINAL PRIORITY LIST											
Graffiti Program	-	82,791	82,791	-	82,791	82,791	-	82,791	-	-	General Fund Revenue
Public Grounds Tech	-	81,956	81,956	-	81,956	81,956	-	81,956	-	-	General Fund Revenue
HOUSEKEEPING ADJUSTMENTS											
FEMA Windstorm Reimbursement	-	10,496	10,496	-	10,496	10,496	-	10,496	-	-	FEMA Reimbursement
2007 Resources Forward Adjustment to Actual Balance	-	183,378	183,378	-	183,378	183,378	183,378	-	-	-	
STREET OPERATING FUND TOTAL	**-**	**358,621**	**358,621**	**-**	**358,621**	**358,621**	**183,378**	**175,243**	**-**	**-**	
CEMETERY OPERATING FUND											
HOUSEKEEPING ADJUSTMENTS											
2007 Resources Forward Adjustment to Actual Balance	-	(805)	(805)	-	(805)	(805)	(805)	-	-	-	
CEMETERY OPERATING FUND TOTAL	**-**	**(805)**	**(805)**	**-**	**(805)**	**(805)**	**(805)**	**-**	**-**	**-**	
PARKS MAINTENANCE FUND											
HOUSEKEEPING ADJUSTMENTS											
2007 Resources Forward Adjustment to Actual Balance	-	184,293	184,293	-	184,293	184,293	184,293	-	-		
PARKS MAINTENANCE FUND TOTAL	**-**	**184,293**	**184,293**	**-**	**184,293**	**184,293**	**184,293**	**-**	**-**	**-**	

ATTACHMENT E

City of Kirkland
2007-2008 Budget
Mid-biennial Adjustments

Fund & Adjustment Type	2007-2008 Proposed Adjustment			2007-2008 City Manager Recommended			Funding Source				
	Ongoing	One-time	Total	Ongoing	One-time	Total	Available Fund Balance	Additional Revenue	Expenditure Offset	Reserves	Notes
RECREATION REVOLVING FUND											
HOUSEKEEPING ADJUSTMENTS											
2007 Resources Forward Adjustment to Actual Balance	-	(74,863)	(74,863)	-	(74,863)	(74,863)	(74,863)	-	-	-	
Prior Year Operating Transfer from General Fund	-	39,000	39,000	-	39,000	39,000	-	39,000	-	-	General Fund Revenue
RECREATION REVOLVING FUND TOTAL	**-**	**(35,863)**	**(35,863)**	**-**	**(35,863)**	**(35,863)**	**(74,863)**	**39,000**	**-**	**-**	
FACILITIES MAINTENANCE FUND											
COUNCIL DIRECTED/OTHER REQUESTS											
Green Power	-	10,000	10,000	-	10,000	10,000	-	10,000	-		General Fund Revenue
PREVIOUSLY APPROVED											
Concours d'Elegance Admissions Tax to Evergreen Hospital	-	3,000	3,000	-	3,000	3,000	-	3,000	-	-	Admissions Tax Rebate
HOUSEKEEPING ADJUSTMENTS											
FEMA Windstorm Reimbursement	-	2,535	2,535	-	2,535	2,535	-	2,535	-	-	FEMA Reimbursement
2007 Resources Forward Adjustment to Actual Balance	-	133,040	133,040	-	133,040	133,040	133,040	-	-	-	
FACILITIES MAINTENANCE FUND TOTAL	**-**	**148,575**	**148,575**	**-**	**148,575**	**148,575**	**133,040**	**15,535**	**-**	**-**	
CONTINGENCY FUND											
HOUSEKEEPING ADJUSTMENTS											
2007 Resources Forward Adjustment to Actual Balance	-	(253,036)	(253,036)	-	(253,036)	(253,036)	(253,036)	-	-	-	
CONTINGENCY FUND TOTAL	**-**	**(253,036)**	**(253,036)**	**-**	**(253,036)**	**(253,036)**	**(253,036)**	**-**	**-**	**-**	
CEMETERY IMPROVEMENT FUND											
HOUSEKEEPING ADJUSTMENTS											
2007 Resources Forward Adjustment to Actual Balance	-	(973)	(973)	-	(973)	(973)	(973)	-	-	-	
CEMETERY IMPROVEMENT FUND TOTAL	**-**	**(973)**	**(973)**	**-**	**(973)**	**(973)**	**(973)**	**-**	**-**	**-**	
IMPACT FEES FUND											
HOUSEKEEPING ADJUSTMENTS											
2007 Resources Forward Adjustment to Actual Balance	-	(292,894)	(292,894)	-	(292,894)	(292,894)	(292,894)	-	-	-	
IMPACT FEES FUND TOTAL	**-**	**(292,894)**	**(292,894)**	**-**	**(292,894)**	**(292,894)**	**(292,894)**	**-**	**-**	**-**	
PARK & MUNICIPAL RESERVE FUND											
HOUSEKEEPING ADJUSTMENTS											
2007 Resources Forward Adjustment to Actual Balance	-	1,264,426	1,264,426	-	1,264,426	1,264,426	1,264,426	-	-		
PARK & MUNICIPAL RESERVE FUND TOTAL	**-**	**1,264,426**	**1,264,426**	**-**	**1,264,426**	**1,264,426**	**1,264,426**	**-**	**-**		

ATTACHMENT E

City of Kirkland
2007-2008 Budget
Mid-biennial Adjustments

Fund & Adjustment Type	2007-2008 Proposed Adjustment			2007-2008 City Manager Recommended			Funding Source				
	Ongoing	One-time	Total	Ongoing	One-time	Total	Available Fund Balance	Additional Revenue	Expenditure Offset	Reserves	Notes
TOUR DOCK FUND											
HOUSEKEEPING ADJUSTMENTS											
2007 Resources Forward Adjustment to Actual Balance	-	6,024	6,024	-	6,024	6,024	6,024	-	-		
TOUR DOCK FUND TOTAL	**-**	**6,024**	**6,024**	**-**	**6,024**	**6,024**	**6,024**	**-**	**-**		
STREET IMPROVEMENT FUND											
HOUSEKEEPING ADJUSTMENTS											
2007 Resources Forward Adjustment to Actual Balance	-	621,267	621,267	-	621,267	621,267	621,267	-	-		
STREET IMPROVEMENT FUND TOTAL	**-**	**621,267**	**621,267**	**-**	**621,267**	**621,267**	**621,267**	**-**	**-**		
GRANT CONTROL FUND											
HOUSEKEEPING ADJUSTMENTS											
2007 Resources Forward Adjustment to Actual Balance	-	(38)	(38)	-	(38)	(38)	(38)	-	-		
GRANT CONTROL FUND TOTAL	**-**	**(38)**	**(38)**	**-**	**(38)**	**(38)**	**(38)**	**-**	**-**		
EXCISE TAX FUND											
HOUSEKEEPING ADJUSTMENTS											
2007 Resources Forward Adjustment to Actual Balance	-	448,073	448,073	-	448,073	448,073	448,073	-	-		
EXCISE TAX FUND TOTAL	**-**	**448,073**	**448,073**	**-**	**448,073**	**448,073**	**448,073**	**-**	**-**		
UTGO DEBT FUND											
HOUSEKEEPING ADJUSTMENTS											
2007 Resources Forward Adjustment to Actual Balance	-	(13,445)	(13,445)	-	(13,445)	(13,445)	(13,445)	-	-		
UTGO DEBT FUND TOTAL	**-**	**(13,445)**	**(13,445)**	**-**	**(13,445)**	**(13,445)**	**(13,445)**	**-**	**-**		
LID DEBT SERVICE FUND											
HOUSEKEEPING ADJUSTMENTS											
2007 Resources Forward Adjustment to Actual Balance	-	2,286	2,286	-	2,286	2,286	2,286	-	-		
LID DEBT SERVICE FUND TOTAL	**-**	**2,286**	**2,286**	**-**	**2,286**	**2,286**	**2,286**	**-**	**-**		
GENERAL CAPITAL PROJECTS FUND											
PREVIOUSLY APPROVED ADJUSTMENTS											
Niedermeier Property Purchase (Everest Pk) C PK 0130	-	193,200	193,200	-	193,200	193,200	-	-	-	193,200	REET 1 Reserve
Shelton Property Purchase Closing Costs		5,000	5,000		5,000	5,000	-	-	-	5,000	REET 1 Reserve
HOUSEKEEPING ADJUSTMENTS											
2007 Resources Forward Adjustment to Actual Balance	-	1,840,385	1,840,385	-	1,840,385	1,840,385	1,840,385	-	-	-	
Fire District #41 Contract Reconciliation	-	(32,000)	(32,000)	-	(32,000)	(32,000)	(32,000)	-	-	-	
GENERAL CAPITAL PROJECTS FUND TOTAL	**-**	**2,006,585**	**2,038,585**	**-**	**2,006,585**	**2,006,585**	**1,808,385**	**-**	**-**	**198,200**	

ATTACHMENT E

City of Kirkland
2007-2008 Budget
Mid-biennial Adjustments

Fund & Adjustment Type	2007-2008 Proposed Adjustment			2007-2008 City Manager Recommended			Funding Source				
	Ongoing	One-time	Total	Ongoing	One-time	Total	Available Fund Balance	Additional Revenue	Expenditure Offset	Reserves	Notes
GRANT CAPITAL PROJECTS FUND											
HOUSEKEEPING ADJUSTMENTS											
2007 Resources Forward Adjustment to Actual Balance	-	71,066	71,066	-	71,066	71,066	71,066	-	-	-	
GRANT CAPITAL PROJECTS FUND TOTAL	**-**	**71,066**	**71,066**	**-**	**71,066**	**71,066**	**71,066**	**-**	**-**		
WATER/SEWER OPERATING FUND											
HOUSEKEEPING ADJUSTMENTS											
FEMA Windstorm Reimbursement	-	20,233	20,233	-	20,233	20,233	-	20,233	-	-	FEMA Reimbursement
2007 Resources Forward Adjustment to Actual Balance	-	(15,569)	(15,569)	-	(15,569)	(15,569)	(15,569)	-	-	-	
WATER/SEWER OPERATING FUND TOTAL	**-**	**4,664**	**4,664**	**-**	**4,664**	**4,664**	**(15,569)**	**20,233**	**-**	**-**	
WATER/SEWER DEBT SERVICE FUND											
HOUSEKEEPING ADJUSTMENTS											
2007 Resources Forward Adjustment to Actual Balance	-	2,120	2,120	-	2,120	2,120	2,120	-	-	-	
WATER/SEWER DEBT SERVICE FUND TOTAL	**-**	**2,120**	**2,120**	**-**	**2,120**	**2,120**	**2,120**	**-**	**-**		
WATER/SEWER CAPITAL PROJECTS FUND											
HOUSEKEEPING ADJUSTMENTS											
2007 Resources Forward Adjustment to Actual Balance	-	599,006	599,006	-	599,006	599,006	599,006	-	-	-	
WATER/SEWER CAPITAL PROJ. FUND TOTAL	**-**	**599,006**	**599,006**	**-**	**599,006**	**599,006**	**599,006**	**-**	**-**		
SURFACE WATER OPERATING FUND											
HOUSEKEEPING ADJUSTMENTS											
FEMA Windstorm Reimbursement	-	10,795	10,795	-	10,795	10,795	-	10,795	-	-	FEMA Reimbursement
2007 Resources Forward Adjustment to Actual Balance	-	298,988	298,988	-	298,988	298,988	298,988	-	-	-	
SURFACE WATER OPERATING FUND TOTAL	**-**	**309,783**	**309,783**	**-**	**309,783**	**309,783**	**298,988**	**10,795**	**-**	**-**	
SOLID WASTE FUND											
HOUSEKEEPING ADJUSTMENTS											
FEMA Windstorm Reimbursement	-	44,439	44,439	-	44,439	44,439	-	44,439	-	-	FEMA Reimbursement
2007 Resources Forward Adjustment to Actual Balance	-	126,013	126,013	-	126,013	126,013	126,013	-	-	-	
SOLID WASTE FUND TOTAL	**-**	**170,452**	**170,452**	**-**	**170,452**	**170,452**	**126,013**	**44,439**	**-**	**-**	
EQUIPMENT RENTAL FUND											
HOUSEKEEPING ADJUSTMENTS											
Service Package Vehicle Equipment	-	13,400	13,400	-	13,400	13,400	-	13,400	-	-	General Fund funding
2007 Resources Forward Adjustment to Actual Balance	-	89,731	89,731	-	89,731	89,731	89,731	-	-	-	
EQUIPMENT RENTAL FUND TOTAL	**-**	**103,131**	**103,131**	**-**	**103,131**	**103,131**	**89,731**	**13,400**	**-**	**-**	

ATTACHMENT E

City of Kirkland
2007-2008 Budget
Mid-biennial Adjustments

Fund & Adjustment Type	2007-2008 Proposed Adjustment			2007-2008 City Manager Recommended			Funding Source				
	Ongoing	One-time	Total	Ongoing	One-time	Total	Available Fund Balance	Additional Revenue	Expenditure Offset	Reserves	Notes
INFORMATION TECHNOLOGY FUND											
ORIGINAL PRIORITY LIST											
Applications Analyst - PD Systems funding to Info Tech	94,929	-	94,929	-	94,929	94,929	-	94,929	-	-	General Fund Revenue
COUNCIL DIRECTED/OTHER REQUESTS			-								
Currently Kirkland Intern funding to Info Tech	15,613	-	15,613	-	15,613	15,613	-	15,613	-	-	General Fund Revenue
Web Production Assistant funding to Info Tech	78,351	-	78,351	-	78,351	78,351	-	78,351	-	-	General Fund Revenue
Annexation - GIS Mapping	-	281,920	281,920	-	137,989	137,989	-	137,989	-	-	
Support for Dev. Svcs-wireless in the field project (IT Rsvs)	63,210	-	63,210		63,210	63,210	-	-	-	63,210	IT Reserves
Support for Dev. Svcs-wireless in the field project (fee study)	34,478	-	34,478	-	34,478	34,478	-	34,478	-	-	Development Fees
HOUSEKEEPING ADJUSTMENTS											
2007 Resources Forward Adjustment to Actual Balance	-	232,568	232,568	-	232,568	232,568	232,568	-	-	-	
INFORMATION TECHNOLOGY FUND TOTAL	**286,581**	**514,488**	**801,069**	**-**	**657,138**	**657,138**	**232,568**	**361,360**	**-**	**63,210**	
FIREFIGHTERS PENSION FUND											
HOUSEKEEPING ADJUSTMENTS											
2007 Resources Forward Adjustment to Actual Balance	-	865	865	-	865	865	865	-	-	-	
FIREFIGHTERS PENSION FUND TOTAL	**-**	**865**	**865**	**-**	**865**	**865**	**865**	**-**	**-**		
TOTAL OTHER FUNDS	**286,581**	**6,315,639**	**6,634,220**	**-**	**6,458,289**	**6,458,289**	**5,505,874**	**691,005**	**-**	**261,410**	
TOTAL ALL FUNDS	**286,581**	**9,070,867**	**9,389,448**	**-**	**8,838,299**	**8,838,299**	**5,583,731**	**2,551,122**	**144,600**	**558,846**	
NON-APPROPRIATION ADJUSTMENTS											
Downtown Strategic Plan Update - Phase II	-	30,000	30,000	-	30,000	30,000	-	-	(30,000)	-	Expenditure Savings

CIP PROJECT CLOSE OUTS
return funds/(need funds)

ATTACHMENT F

CIP #	Description	Surface Water Contingency/ Reserve	Streambank Stabilization	Water/Sewer Contingency/ Reserve	Street Improvement Reserve	REET II Reserve	General Capital Contingency	Other	Notes
CSD 0028	Juanita Creek at 122nd	$ (15,720)							extra in-house
CSD 0034	NE 63rd Street ravine	$ (8,743)							
CSD 0036	Hourglass Pond	$ (27,000)							additional plantings after one year maintenance
CSD 0042	Central Way Storm	$ 68,997							reduced scope based on system analysis
CSD 0044	47th outfall	$ (44,000)							scope expansion (with fiscal note)
CSD 0044	47th outfall	$ (1,909)							easement required
CSD 0237	NW College Creek		$ 4,782						
CSD 0337	Juanita Creek stabilization		$ 261,658						original scope not built (Juanita HS property)
CSD 0437	Slater Ave/Cedar St streambank							$ (25,000)	Water Div unanticipated maintenance
CSD 0437	Slater Ave/Cedar St streambank		$ (102,000)	$ (20,000)					per fiscal note 8/25/05
CSD 0437	Slater Ave/Cedar St streambank		$ 106,066						contractor proposed alternate construction method
CSS 0047	Juanita Liftstation			$ (20,558)					engineering fees > than anticipated
CSS 0048	7th Street W sewermain replacement			$ 349,009					use of "slip-line" technology was acceptable
CSS 0055	Inflow and Infiltration Program			$ (35,092)					King County interlocal required higher matching than anticipated
CSS 0065	Slater Ave sewermain encasement			$ 90,123					bids received allowed lower construction costs
CSS 0556	2005 Emergency Sewer Program			$ 39,860					return to water/sewer reserves
CWA 0021	18th Avenue watermain replacement			$ 12,554					
CWA 0054	NE 113th Place Watermain			$ 14,591					
CWA 0079	6th Avenue watermain replacement			$ (6,889)					
CWA 0080	1st Street Watermain			$ 43,144					
CWA 0089	Slater Ave Watermain (south)			$ (45,315)					poor soil conditions during construction
CWA 0092	4th Ave Watermain			$ (33,804)					
CWA 0114	116th Ave NE Watermain replacement			$ 24,364					
CWA 0590	2005 Emergency Sewer Watermain			$ 10,374					
CNM 0002	Kirkland Ave sidewalk				$ 2,032				
CNM 0003	NE 95th Street Sidewalk					$ 251,528			existing sw and deletion of wetland impacts
CNM 0009	100th Ped/bike overpass					$ (28,558)			added construction costs
CNM 0038	8th St/9th Ave Sidewalk					$ 6,518			
CNM 0040	13th Ave sidewalk				$ 102,279				used existing curb, gutter and storm system
CNM 0042	116th Ave NE non-motorized facilities							$ (218,566)	outside funding: CTED, CMAQ, developer contribution
CNM 0112	2001 Crosswalk program					$ (8,760)			
CNM 0512	2005 Crosswalk program					$ (530)			
CST 0030	Juanita Drive					$ (136,105)			lower concomitant collection/grant reimb
CST 0031	Slater Avenue					$ (108,289)			lower concomitant collection/grant reimb
CST 0066	Norkirk Neighborhood Traffic Calming				$ 15,731				
CST 0068	NE 52nd Street crossing				$ (88,000)				cost escalation from original scope; Council authorized
CST 0068	NE 52nd Street crossing				$ 40,637				
CST 0106	01 Street preservation				$ (4,547)				
CST 0106-003	120th Ave Overlay				$ (1,060)				
CST 0306	2003 Street preservation				$ 37,244				
CST 0506	2005 street preservation				$ 35,658				

CIP PROJECT CLOSE OUTS
return funds/(need funds)

ATTACHMENT F

CIP #	Description	Surface Water Contingency/ Reserve	Streambank Stabilization	Water/Sewer Contingency/ Reserve	Street Improvement Reserve	REET II Reserve	General Capital Contingency	Other	Notes
CST 0606	2006 Street preservation				$ 297,734				scope of project fixed at bid opening; transfer to '07
CST 0706	2007 Street Preservation				$ (297,734)				receipt of 2007 transfer; Council authorized
CTR 0059	128th Lane/BNSF Railroad crossing				$ 77,954				RR construction addressed critical elements
CTR 0060	NE 85th St/128th Ave NE intersection					$ (11,002)			
CTR 0061	NE 68th St/State St intersection				$ 2,687				
CTR 0062	NE 85th St/124th Ave NE intersection					$ (13,582)			
CTR 0063	NE 124th St/100th Ave NE intersection				$ 4,046				
CTR 0064	NE 132nd St/100th Ave NE intersection					$ (14,717)			
CTR 0066	6th and Central Signal					$ 55,574			portion completed by private development
CTR 0071	NE 116th St/124th Ave NE intersection					$ 191,447			
CTR 0076	132nd St/124th Ave w. King County					$ 145,655			King County participation higher than anticipated
CTR 0077	Hazard Elimination Systems					$ (14,800)			
CTR 0077	Hazard Elimination Systems					$ 1,069			
CPK 0076	Kirkland Teen Center						$ 11,069		
CGG 0028	Municipal Court Relocation						$ (3,055)		
CGG 0029	Maintenance Center Improvements						$ (10,958)		
OPW 0306	Totem Lake Fiber Conduit						$ 5,197		
SST 0501	2005 Striping program				$ 8,601				
Total		**$ (28,375)**	**$ 270,506**	**$ 422,361**	**$ 233,262**	**$ 315,448**	**$ 2,253**	**$ (243,566)**	

Attachment G

CITY OF KIRKLAND
City Manager's Office
123 Fifth Avenue, Kirkland, WA 98033 425.587.3001
www.ci.kirkland.wa.us

MEMORANDUM

To: David Ramsay, City Manager

From: Sheila Cloney, Special Projects Coordinator

Date: October 22, 2007

Subject: 2008 City Manager Recommendation for Community Agency and Tourism Funding Requests

As part of the 2007-2008 Budget process, the City Council revised the outside agency funding process. Beginning in 2007, "partner agencies" (i.e. Kirkland Performance Center, Friends of Youth and the Kirkland Downtown Association) received funding for 2007 and 2008. "Community Agency" requests remained on an annual cycle and were funded by a combination of a General Fund allocation (established at $61,000 for 2008 and a portion of annual Lodging Tax funds). Requests funded from the Lodging Tax Fund are reviewed by the Lodging Tax Advisory Committee and are for tourism-related projects.

Following is a summary of the ongoing and one-time funds appropriated in the 2008 portion of the 2007-2008 biennial budget.

	Ongoing	One-time
Partner Agencies		
KDA	10,000	15,000
KPC		50,000
Friends of Youth	60,000	
Subtotal Partner Agencies	**70,000**	**65,000**
4th of July Fireworks		**30,000**
Lodging Tax*		**17,000**
Community Agencies**		**63,375**
Total 2008 Budgeted	**70,000**	**175,375**

*LTAC is recommending the allocation of an additional $11,000 from available fund balance for total 2008 funding of $28,000.
**$61,000 allocated for 2008 plus 2,375 in unallocated 2007 funds for a total of $63,375.

For 2008, the City received a total of $129,525 in requests for Community Agency funding and $35,000 in Lodging Tax funding requests. The City Manager has recommended that Outside Agency Funding requests be funded at a level of $63,375. The Lodging Tax Advisory Committee (LTAC) has recommended funding requests at a level of $28,000 from the lodging tax fund. Included as Attachment 1 to this memo is a summary spreadsheet showing all of the 2008 requests, the City Manager's & LTAC's recommendations and the 2007 funding as a reference.

Funding Type	2007 Funding	2008 Requests	2008 Recommendation
Community Agency	67,125	129,525	63,125
Partner Agencies	135,000	135,000	135,000
Tourism	30,000	35,000	28,000
4th of July	30,000	30,000	30,000

The 2008 requests are summarized on the following pages.

PARTNER AGENCIES

The following agencies were included in the biennial budget for both 2007 and 2008. One of the agencies is requesting additional funding to what was allocated for them for 2008 as a Partner Agency. A summary of the budgeted funding is shown below.

KIRKLAND DOWNTOWN ASSOCIATION

Project	Requested Amount	Recommendation	Source
Kirkland Downtown Association	$25,000	$25,000	**Partner Agency -** $10,000 Ongoing; 15,000 One-time base budget;

KDA focuses on creating a more vibrant downtown for the Kirkland community. Having eliminated the business grant program, the City contracted with the KDA in 2007 to provide economic development services related to promoting downtown businesses in the amount of $10,000 and 15,000 in one-time funds. $25,000 is allocated again in 2008 for the KDA under a contract with specific performance measures and managed by the Economic Development Manager. A copy of the KDA work plan for 2008 is included as Attachment 2.

The KDA is requesting an additional $41,000 in Community Agency and $8,000 in Lodging Tax funds (see discussion below).

FRIENDS OF YOUTH

Project	Requested Amount	Recommendation	Source
Friends of Youth	$60,000	$60,000	Base Budget- **Partner Agency**

Ongoing funding was approved in the 2007-2008 Budget for Friends of Youth for operations of the Kirkland Teen Center.

KIRKLAND PERFORMANCE CENTER

Project	Requested Amount	Recommendation	Source
Operational Support	$50,000	$50,000	Base Budget **Partner Agency**

The Kirkland Performance Center provides a theater facility in which arts, entertainment and community gatherings are presented. Approximately 70,000 people attend events at KPC annually.

KPC was allocated $50,000 in 2007 and 2008 (total $100,000) in outside agency support from one-time funds.

The Kirkland Performance Center is requesting an additional $10,000 in Lodging Tax funds to fund the 2008-2009 KPC Season Brochures (see discussion below).

OTHER BASE BUDGET ALLOCATIONS

Two requests were provided funding within the base budget.

4th of JULY FIREWORKS

Project	Requested Amount	Recommendation	Source
July 4th Fireworks	$50,000	$30,000	One-time base budget allocation of $30,000 ($30,000 each year)

Celebrate Kirkland produces a 4th of July event that fosters community spirit and celebrates the diverse elements of our community. A parade, picnic, and annual fireworks show provide an opportunity for everyone to recognize and celebrate Independence Day. A multitude of volunteers, community groups and businesses make this event possible. The City of Kirkland provides funding of $30,000 for the fireworks display. This funding is supplemented by fundraising conducted by Celebrate Kirkland.

The City Council allocated $30,000 for 2007 and $30,000 in 2008 of one-time funds for the 4th of July fireworks display. Celebrate Kirkland is requesting an additional $20,000 in funding for fireworks.

Celebrate Kirkland is also requesting funding for the picnic, the parade and marketing which are all considered below under the community agency requests.

LEADERSHIP EASTSIDE

Project	Requested Amount	Recommendation	Source
Tuition	$ -0-	$3,000	Ongoing Base Budget in Human Resources

Leadership Eastside offers training in a classroom setting. In 2007 Council allocated funds in the Human Resources budget for scholarships for both 2007 and 2008.

Leadership Eastside is also requesting $6,000 in community agency funding for operating support (see discussion below).

COMMUNITY AGENCY REQUESTS

Community agency requests are considered on an annual basis. A total of $63,375 is appropriated (but not yet allocated) for 2008. The following summarizes the requested amounts and the corresponding recommendation.

BRIDLE TRAILS FOUNDATION

Project	Requested Amount	Recommendation	Source
Party in the Park	$500	$325	One-Time Community Agency Funds

Bridle Trails Foundation has applied for a second year of funding to cover the cost of hanging banners to advertise the annual Party in the park. Funding would be contingent upon the inclusion of ExploreKirkland.com in all marketing materials. The $325 covers the cost of hanging two banners ($300) and the banner hanging permit fee of ($25).

CELEBRATE KIRKLAND

Project	Requested Amount	Recommendation	Source
July 4th Fireworks	$20,000	$0	Community Agency - One-Time Funds
July 4th Picnic	$4,500	$4,500	Community Agency - One-Time Funds
July 4th Parade operations	$6,000	$4,500	Community Agency – One-Time Funds
July 4th Marketing	$7,000	$4,000	LTAC - One-Time Funds
TOTAL	**$37,500**	**$13,000**	

Celebrate Kirkland produces a 4th of July event that fosters community spirit and celebrates the diverse elements of our community. A parade, picnic, and annual fireworks show provide an opportunity for everyone to recognize and celebrate Independence Day. A multitude of volunteers, community groups and businesses make this event possible. The City of Kirkland provides funding of $30,000 for the fireworks display. This funding is supplemented by fundraising conducted by Celebrate Kirkland.

The City Council allocated $30,000 for 2007 and $30,000 in 2008 of one-time funds for the 4th of July fireworks display. Celebrate Kirkland is requesting an additional $20,000 in funding for fireworks.

Celebrate Kirkland received $13,000 in community agency and tourism funds in 2007.

CLASSIC CAR SHOW – Kirkland Downtown Association

Project	Requested Amount	Recommendation	Source
Kirkland Classic Car Show	$4,500	$3,500	Community Agency - One-Time Funds

2008 will mark the fifth annual Classic Car Show. The event brings 5,000-10,000 visitors to downtown Kirkland where they enjoy the cars, shop and patronize the local restaurants. This will be the fifth year the Car Show has requested funding.

In 2007, the car show received $3,500.

CONCOURS

Project	Requested Amount	Recommendation	Source
Concours – Event Production	$6,675	$2,500	One-Time Community Agency Funds
Concours – Marketing (LTAC)	$6,000	$6,000	LTAC
TOTAL	**$12,675**	**$8,500**	

Concours d'Elegance has applied for a second year of funding to support its annual display of elegant cars similar to the annual show at Pebble Beach. Tourism funds would be used to leverage ad buys with regional and national travel publications. In 2006 Concours generated and was returned $1,781.65 in admissions tax that was in turn donated to Evergreen Hospital.

In 2007 Concours received $5,500 in community event and tourism funding.

EASTSIDE HERITAGE SOCIETY

Project	Requested Amount	Recommendation	Source
Kirkland City Hall Historical Displays	$4,500	$0.0	One-Time Community Agency Funds

The Eastside Heritage Society operates the Eastside Heritage Center in Bellevue. Over the past year, they have provided historical displays at City Hall. They are requesting $4,500 to produce five exhibits for Kirkland City Hall. A letter of endorsement for the Kirkland Heritage Society is included as Attachment 3.

This is a new funding request.

HERITAGE SOCIETY

Project	Requested Amount	Recommendation	Source
Preservation, Heritage Week, Heritage Resource Center Operating	$2,000	$2,000	One-Time Community Agency Funds

The Kirkland Heritage Society informs residents and visitors about Kirkland's history and preserves artifacts, documents, structures and sites important to Kirkland's past.

The City has funded the Heritage Society at the $2,000 level for several years. In 2007, the Heritage Society also received $3,000 in Lodging Tax funds for a special project.

INTERLAKEN TRAILBLAZERS

Project	Requested Amount	Recommendation	Source
Volkswalk	$500	$300	Community Agency - One-Time Funds

In addition to the two Kirkland Year round Volkswalks, the Interlaken Trailblazers would like to host a one-day walk through Kirkland in 2008.

In 2007 the City funded this event at $300.

JR. SOFTBALL WORLD SERIES

Project	Requested Amount	Recommendation	Source
Jr. Softball World Series	$10,000	$8,000	Community Agency – One Time Funds

The Jr. Softball World Series is a popular week-long softball tournament involving regional Little League all-star champions from five US regions, Canada, Europe, Latin America, Asia and a host team.

In 2007 the City funded this event at $8,000.

KIRKLAND ARTS CENTER

Project	Requested Amount	Recommendation	Source
Free or subsidized art opportunities	$10,000	$4,000	Community Agency – One Time Funds

The Kirkland Art Center continues to gain recognition as an eastside destination and studio for artists to practice their craft.

The Kirkland Art Center received $6,000 in 2007 ($4,000 in community agency funding and $2,000 in Lodging Tax funding for a special project.)

KIRKLAND ARTIST STUDIO TOUR (KAST)

Project	Requested Amount	Recommendation	Source
Kirkland Artists Studio Tour	$4,000	$2,000	LTAC

The Kirkland artist studio tour has grown in popularity, supporting the growing art community in Kirkland and attracting visitors to spend Mother's Day in Kirkland.

KAST was funded at $2,000 in 2007.

KIRKLAND DOWNTOWN ASSOCIATION (KDA)

Project	Requested Amount	Recommendation	Source
Kirkland Downtown Association	$41,000	$27,000	One-Time Community Agency Funds
Tourism Promotion – LTAC	$8,000	$8,000	LTAC
Total	**$49,000**	**$35,000**	

The KDA is requesting an additional $41,000 to supplement their partner agency funding to fund a half-time staff person, rent increases and their normal events, services and programs.

In 2007 the KDA received $27,000 of community agency funding and $8,000 from Lodging Tax funds.

FRIENDS OF THE LIBRARY OF KIRKLAND (FOLK)

Project	Requested Amount	Recommendation	Source
Kirkland Library Adult Spelling Bee	$3,350	$1,000	One-Time Community Agency Funds

The Kirkland Library has applied for funding to promote the Kirkland Adult Spelling Bee. In 2007, their project was "If Everyone Read the Same Book."

The Kirkland Library received $1,000 in 2007.

KIRKLAND PERFORMANCE CENTER (KPC)

Project	Requested Amount	Recommendation	Source
2007-2008 Season Brochure	$10,000	$8,000	One-Time LTAC funds

The Kirkland Performance Center provides a theater facility in which arts, entertainment and community gatherings are presented. Approximately 70,000 people attend events at KPC annually.

The Kirkland Performance Center is requesting $10,000 in Lodging Tax funds to fund the 2008-2009 KPC Season Brochures.

This project was funded at $8,000 in 2007.

LEADERSHIP EASTSIDE

Project	Requested Amount	Recommendation	Source
Program Year Operating Support	$6,000	$ -0-	One-time Community Agency Funds

Leadership Eastside offers training in a classroom setting. They are requesting $6,000 for general operating support for their program.

In 2007 Council allocated funds in the Human Resources budget for scholarships for both 2007 and 2008.

SEVEN HILLS OF KIRKLAND – KITH

Project	Requested Amount	Recommendation	Source
Seven Hills of Kirkland	$7,000	$7,000	Community Agency - One-Time Funds

The Seven Hills bike ride raises funds for the on-going programs of the Kirkland Interfaith Transitions in Housing. The ride will bring approximately 700 cyclists to the downtown for an event that has been widely recognized by the biking community. Seven Hills also offers an opportunity for KITH to explain its programs and projects to a wide variety of community members.

Seven Hills was funded at $7,000 in 2007.

TRANSPORTATION CHOICES COALITION

Project	Requested Amount	Recommendation	Source
Program Support	$3,000	$1,500	Community Agency - One-Time Funds

Transportation Choices Coalition provides education and support for expanding transportation options for Kirkland residents in an effort to improve mobility and preserve the environment. This is the fourth year Transportation Choices Coalition has requested funding.

Transportation Choices Coalition was funded at $1,500 for a membership fee in 2007.

Complete copies of the individual requests are available in hard copy in the City Manager's Office.

Attachment 1

City of Kirkland
2008 Outside Agency Funding Recommendation

Event / Project	2008 Funding Requests				2008 Funding Recomendation/Source						2007 Funding Approved Funding (for reference)				
							Partner Agencies						Partner Agencies		
	2008 Community Requests	2008 Partner Funded/4th of July	2008 LTAC Requests	2008 Total Requests	LTAC	One-Time	2008 One-Time	2008 Ongoing	Total 2008 Sources	Diff Funding to Request	LTAC	One-Time	2007 One-Time	2007 Ongoing	Total 2007 Sources
Bridle Trails Park	500			$ 500		*325*			$ 325	$ (175)		*325*			$ 325
Celebrate Kirkland 4th of July Fireworks Show - *Special Event Budget*	20,000	30,000		$ 50,000			30,000		$ 30,000	$ (20,000)			30,000		$ 30,000
Celebrate Kirkland 4th of July Parade	6,000			$ 6,000		*4,500*			$ 4,500	$ (1,500)		*4,500*			$ 4,500
Celebrate Kirkland 4th of July Picnic	4,500			$ 4,500		*4,500*			$ 4,500	$ -		*4,500*			$ 4,500
Celebrate Kirkland Marketing - LTAC			7,000	$ 7,000	4,000				$ 4,000	$ (3,000)	4,000				$ 4,000
Classic Car Show	4,500			$ 4,500		*3,500*			$ 3,500	$ (1,000)		*3,500*			$ 3,500
Concours	6,675			$ 6,675		*2,500*			$ 2,500	$ (4,175)		*2,500*			$ 2,500
Concours - LTAC			6,000	$ 6,000	6,000				$ 6,000	$ -	3,000				$ 3,000
Eastside Heritage Center	4,500			$ 4,500					$ -	$ (4,500)					$ -
Feet First				$ -					$ -	$ -		*1,000*			$ 1,000
Friends of Youth - *PARTNER AGENCY*		60,000		$ 60,000				60,000	$ 60,000	$ -				60,000	$ 60,000
Heritage Society	2,000			$ 2,000		*2,000*			$ 2,000	$ -		*2,000*			$ 2,000
Heritage Society				$ -					$ -	$ -	*3,000*				$ 3,000
Interlaken Trailblazers	500			$ 500		*300*			$ 300	$ (200)		*300*			$ 300
Jr. Softball World Series	10,000			$ 10,000		*5,000*			$ 5,000	$ (5,000)		*8,000*			$ 8,000
KDA Funding - *PARTNER AGENCY*	41,000	25,000		$ 66,000		*27,000*	15,000	10,000	$ 52,000	$ (14,000)			15,000	10,000	$ 25,000
KDA General Promotion - LTAC			8,000	$ 8,000	8,000				$ 8,000	$ -	8,000				$ 8,000
KDA Community Agency				$ -					$ -	$ -		*18,500*			$ 18,500
KDA Community Agency (Addl' funding)				$ -					$ -	$ -		*8,500*			$ 8,500
Kirkland Art Center-Free or Subsidized Art Opportunities	10,000			$ 10,000		*4,000*			$ 4,000	$ (6,000)		*4,000*			$ 4,000
Kirkland Art Center Gallery Brochure - LTAC				$ -					$ -	$ -	*2,000*				$ 2,000
Kirkland Artist Studio Tours (KAST) - LTAC			4,000	$ 4,000	2,000				$ 2,000	$ (2,000)	2,000				$ 2,000
Kirkland Library	3,350			$ 3,350		*1,000*			$ 1,000	$ (2,350)		*1,000*			$ 1,000
Kirkland Performance Center - *PARTNER AGENCY*		50,000		$ 50,000			50,000		$ 50,000	$ -			50,000		$ 50,000
Kirkland Performance Center (brochure) LTAC			10,000	$ 10,000	8,000				$ 8,000	$ (2,000)	8,000				$ 8,000
Kirkland Uncorked				$ -					$ -	$ -					$ -
Leadership Eastside	6,000			$ 6,000					$ -	$ (6,000)					$ -
Seven Hills of Kirkland	7,000			$ 7,000		*7,000*			$ 7,000	$ -		*7,000*			$ 7,000
Transportation Choices Coalition	3,000			$ 3,000		*1,500*			$ 1,500	$ (1,500)		*1,500*			$ 1,500
Totals	$ 129,525	$ 165,000	$ 35,000	$ 329,525	$ 28,000	$ 63,125	$ 95,000	$ 70,000	$ 256,125	$ (73,400)	$ 30,000	$ 67,125	$ 95,000	$ 70,000	$ 262,125

Available $ 63,375

(Over)/Under $ 250

Attachment 2

Item	total project cost/note	Hours @$60	Other funding sources	Grant Award	Source	Deliverable	Performance Measure	Duration	Status
Flowerpots			8,500 PW	$ 6,500	Amenities	flower pots	Number, physical pots	12 months	0%
TGITH promotion	placards, new flowerpot signage and			$ 4,500	Amenities	signs, ads	Bus placards and signs from Memorial Day through Labor Day	Memorial-Labor day	0%
Holiday decorations	lighted decorations for light poles			$ 3,000	Amenities	4 light pole decorations	Hung by November 15th	6 weeks	0%
power washing	agragate sidewalks in the downtown			$ 2,500	Amenities	completion of powerwashing			0%
Nights of Shopping promotion	bus advertising campaign, local paper advertising & PR			$ 4,500	Amenities	bus placards & ads	Campaign runs from mid-November through December	6 weeks	0%
Retailers / community outreach	Time spent on issues relating to merchants/ owners, and those living/working in the downtown core.	260		$ 15,600	Bus/Comm				0%
VIC - Ongoing services	KDA regular staff handling M-F visitor queries	130		$ 7,800	Bus/Comm				0%
Monthly resturant and retailers meetings, 8 months total	Includes notification, planning, aquiring possible guest speakers, etc.	64		$ 3,840	Bus/Comm			Late Spring, summer and fall - in coordination with city educational events	0%
City sponsored event support	sponsored events, such as Sustainable September, Uncorked, Jazz	50		$ 3,000	Bus/Comm				0%
TGITh promotion for Memorial Day through Labor Day	promotion and support for Memorial Day - Labor Day	80		$ 4,800	Bus/Comm		Business open until 8:00 PM Memorial day through Labor Day	Memorial-Labor day	0%
Jazz Nights in Kirkland campaign & Support		142		$ 8,520	Bus/Comm		Jazz nights on Second Thursdays, monthly starting in January of 08	monthly - second Thursdays	
Database of Downtown	monthly updates	24		$ 1,440	Bus/Comm		750 businesses email addresses		0%
Rolling rack display				$ 1,000	LTAC		completed by March 08	Display available outside office during office hours	0%
VIC - Saturday Hours				$ 800	LTAC		Hired staff 6 hours on Saturday	Memorial-Labor day	0%
Jazz nights in Kirkland support materials				$ 4,500	LTAC		advertising support for Jazz Nights program	Jan - Dec.	0%

Kirkland Heritage Society
203 Market Street
Kirkland, WA 98033
425 827-3346

July 13, 2007

Heather Trescases
Executive Director
Eastside Heritage Center
P.O. Box 40535
Bellevue, WA 98015

RE: City of Kirkland, 2008 Community Agency Program

Dear Heather:

I am writing this letter on behalf of the Kirkland Heritage Society in support of your request for funding through Kirkland's Community Agency Program.

Over the past two years, particularly, you and your staff have provided a great deal of technical assistance to the Kirkland Heritage Society in furthering our work. Among those were:

- Setting up a Saturday morning session to review how the PastPerfect database worked prior to our Board's decision to purchase it and begin the process of better organizing our collections;
- Staff reviewing our present archives to give us ideas on how we might be able to do it better; and
- Agreeing to sell the Neir book and Lamson Centennial booklet on your website and at the recent Strawberry Festival. This opens up another venue for KHS to sell these items.

In addition, the excellent exhibit you put together in the Kirkland City Hall is another reminder to our citizens of the rich history of Kirkland and the East Side.

We look forward to an ongoing working relationship and urge support of your request to continue these efforts.

Sincerely,

Robert G. Burke
President

CITY OF KIRKLAND
Department of Parks & Community Services
505 Market Street, Suite A, Kirkland, WA 98033 425.587.3300
www.ci.kirkland.wa.us

MEMORANDUM

To: David Ramsay, City Manager

From: Jennifer Schroder, Director of Parks and Community Services
Michael Cogle, Park Planning Manager

Date: October 24, 2007

Subject: Rotary Club of Kirkland Donation for Centennial Garden Arbor at Heritage Park

RECOMMENDATION:

That the City Council accept a donation of $36,500 from the Rotary Club of Kirkland for construction of the Centennial Garden Arbor at Heritage Park.

BACKGROUND DISCUSSION:

We are very pleased to report that the Rotary Club of Kirkland has selected the City of Kirkland as the recipient of their latest civic contribution. The Rotary Club has agreed to fund construction of the arbor structure in the Centennial Garden at Heritage Park. As you may recall, the garden arbor (graphic rendition attached) was included as part of the overall garden design, but we were unable to fund its construction in the latest phase of park development. The arbor includes eight 10-foot tall concrete columns similar to those found in the front of Heritage Hall and has an overall size of 16' x 24'.

The Rotary Club will be donating $36,500, which is the estimated cost of construction and project management. The goal will be to complete construction of the arbor by early spring of 2008, in time for the planned formal dedication ceremony for the latest phase of Heritage Park development.

Rachel Knight, President of Kirkland Rotary, and Steve Brown, Immediate Past President, will attend the November 7 City Council meeting to present the donation.

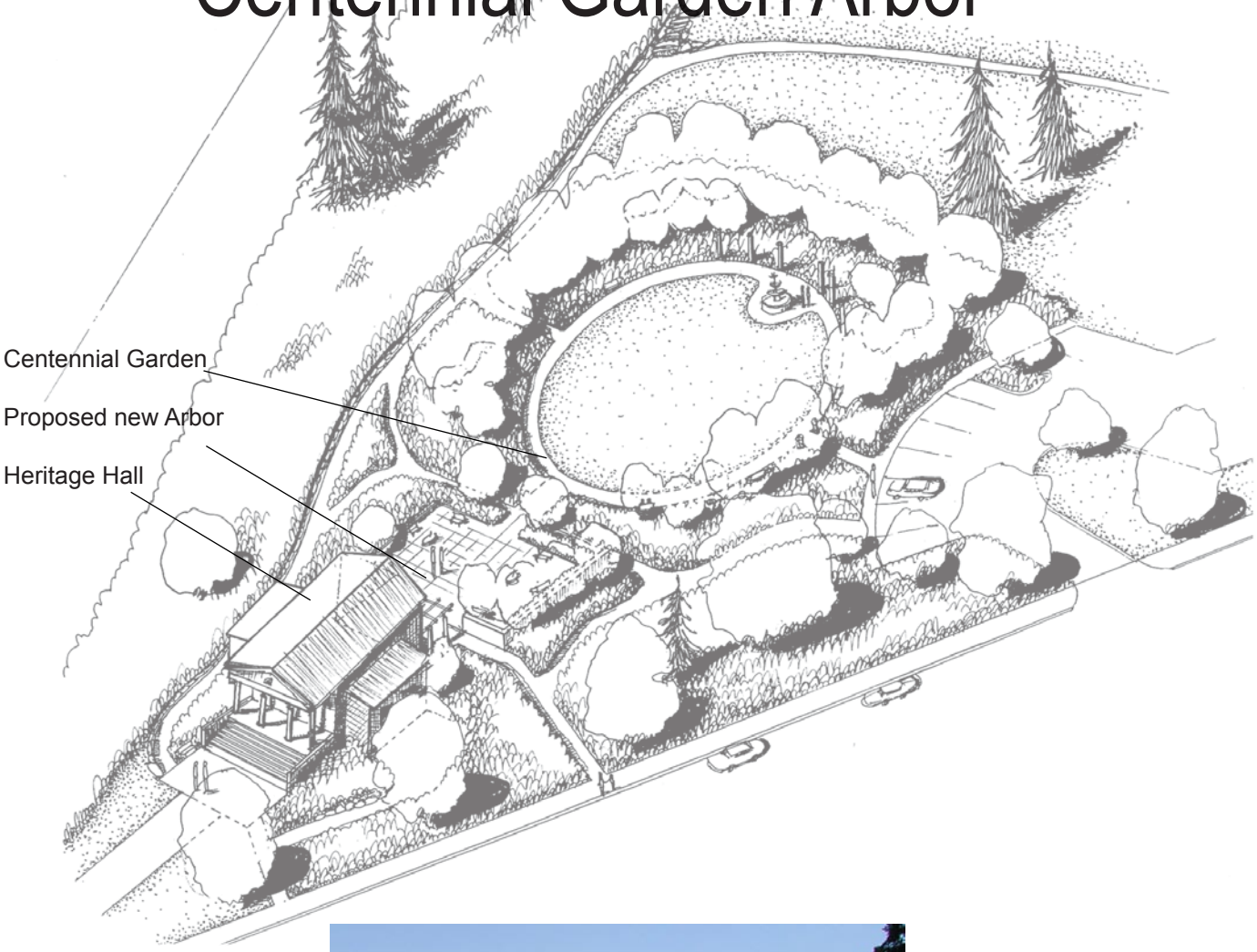
Attachment

Barker Landscape Architects
City of Kirkland Parks & Community Services

March 1, 2007

Phase 2 of Heritage Park

Centennial Garden Arbor



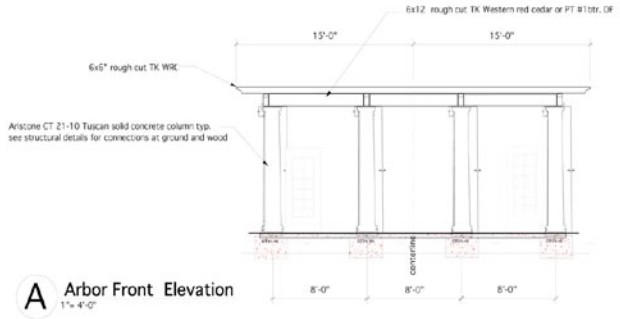
Garden Arbor Project Description for Heritage Hall

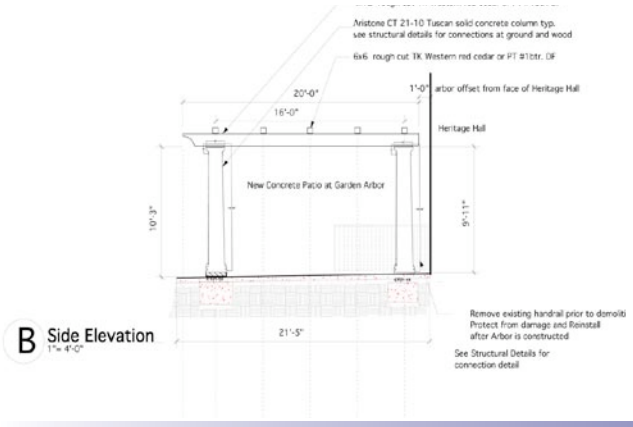
Project Summary: New Garden Arbor at north side of Heritage Hall.

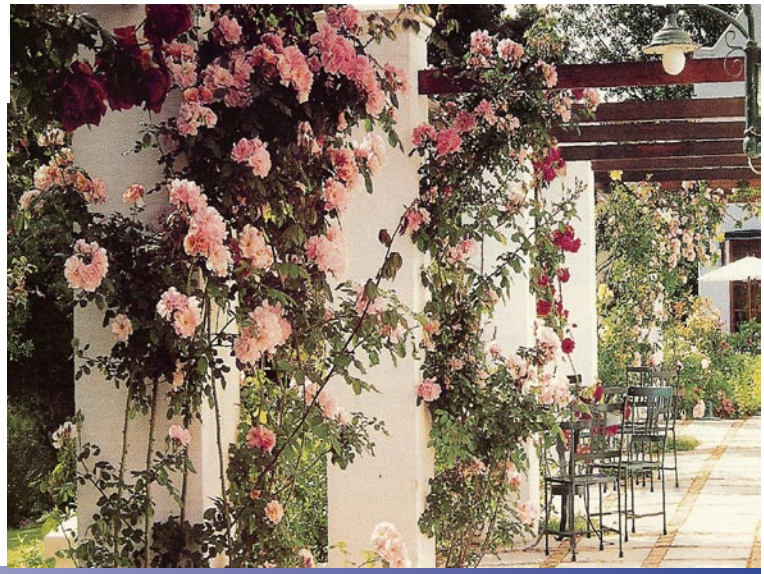
Garden Arbor: This proposed new structure will mimic the columns on the south side of the Hall, but will not be connected to the Hall as it is proposed to be set 12" away from the north wall. The columns will be precast concrete stained white to match the building, and will support a heavy timber arbor structure which will support climbing roses. The arbor will be in proportion to the building and approximately the same height as the west wing.

Simulation of columns at nouth side of Heritage Hall

Columns at south side of Heritage Hall







Common Names of Garden Pallette

Bear's Breeches
Lady's Mantle
Serviceberry
Wood Anemone
Windflower
Kinnikinnick/Common Barberry
Lady Fern
White Rockrose
Bunchberry
Hardy Cyclamen
Apple Blossom
Coastal Strawberry
Salal
Gunnera
Chinese Witchhazel
Diane Witch Hazel
Jelena Witch Hazel
Hebe
Blue Oat Grass
Lenten Rose
Hosta
Ceasar's Brother Siberian Iris
Madonna Lily
Watson's Magnolia
China Wilson Magnolia
Victoria Magnolia
Korea Oyama Magnolia
Yulan Magnolia
Magnolia 'Galaxy'
Elizabeth Magnolia
Dull Oregon Grape/Long-leaf m.
Pacific Wax Myrtle
'Tête-à-Tête' Narcissus
Poet's Narcissus
Tree Peony
Candelabra primula
Solomon's Seal
Sword Fern
Red Oak
White Oak
Royal Azalea
Snowbird Azalea
Bald hip rose
Rambler Rose
Nootka Rose
Showy Pavement Rose
Dwarf Purple Willow
Chinese Scholar Tree
Japanese Snowbell Tree
Snowberry
Silver Linden
Evergreen Huckleberry
Koreanspice Viburnum

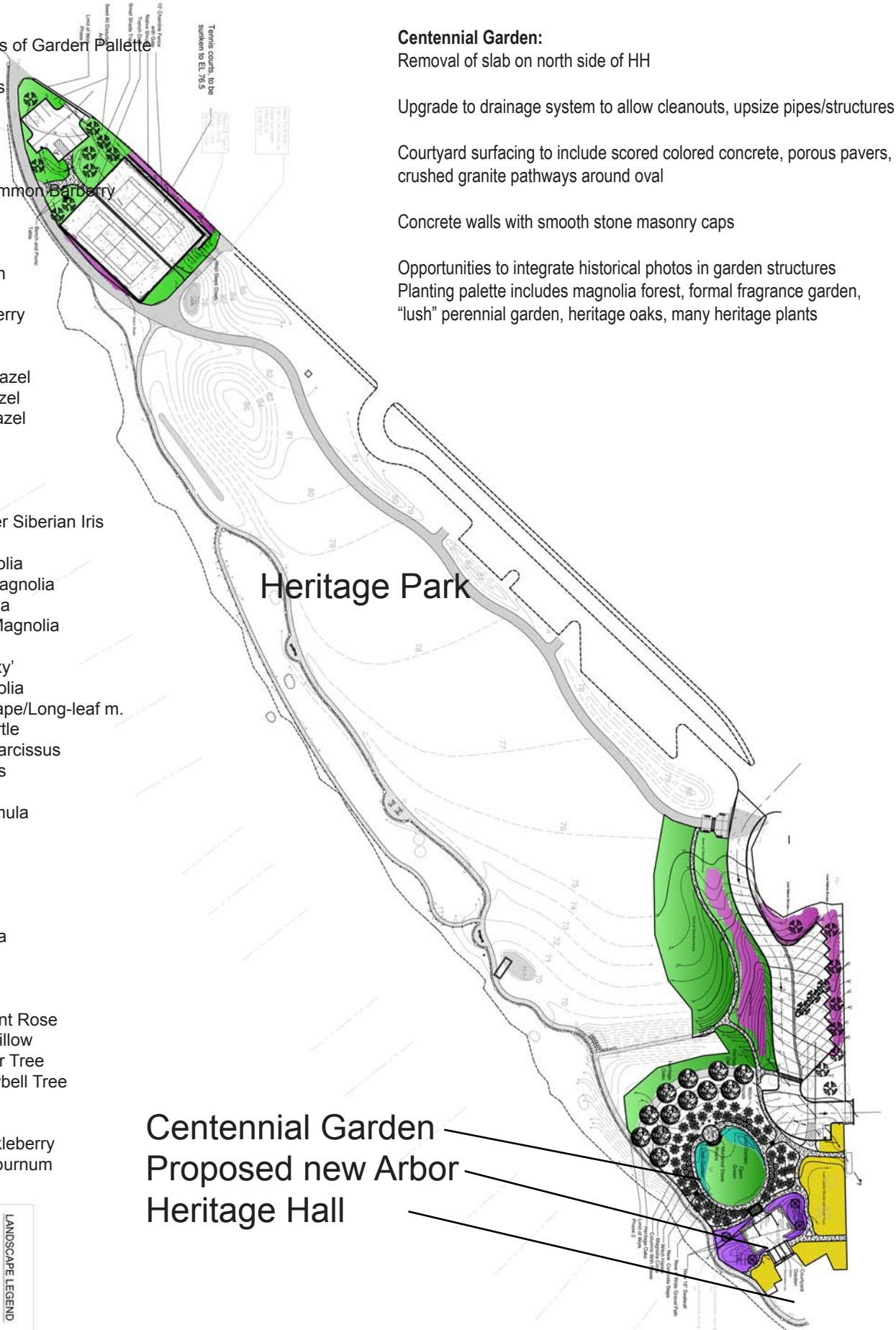
Centennial Garden:
Removal of slab on north side of HH

Upgrade to drainage system to allow cleanouts, upsize pipes/structures

Courtyard surfacing to include scored colored concrete, porous pavers, crushed granite pathways around oval

Concrete walls with smooth stone masonry caps

Opportunities to integrate historical photos in garden structures
Planting palette includes magnolia forest, formal fragrance garden, "lush" perennial garden, heritage oaks, many heritage plants



CITY OF KIRKLAND
Planning and Community Development Department
123 Fifth Avenue, Kirkland, WA 98033 425.587.3225
www.ci.kirkland.wa.us

MEMORANDUM

To: David Ramsay, City Manager

From: Stacey Ray, Urban Forester

Date: October 24, 2007

Subject: Kirkland's 2007 Autumn Arbor Day Proclamation and Invitation

Recommendation

Approve attached proclamation.

Background

Attached is the Arbor Day proclamation for a ceremony and dedication of a native Vine maple in Watershed Park on **Saturday, November 10 at 9:00 a.m.** at the 110th Street entrance. The Mayor, City Council and the public are invited to attend.

The event is being co-hosted by the City of Kirkland and the Green Kirkland Partnership. The Arbor Day Ceremony will include a representative from the Washington State Department of Natural Resources Urban and Community Forestry Program presenting Kirkland Mayor Jim Lauinger with a Tree City USA recognition certificate for having earned 2006 Tree City USA status. Puget Sound Energy has generously donated the Vine maple to be planted, and a representative will participate in the ceremony as well.

At the conclusion of the ceremony, participants and volunteers are welcome to join Green Kirkland Partnership in planting over 100 native shrubs and seedlings in areas of Watershed Park that have been previously cleared of invasive vegetation by their volunteers.

The proclamation, along with the Arbor Day Ceremony, will fulfill one of the four standards required for Kirkland to become a Tree City USA for the Year 2007. The Tree City USA designation from the National Arbor Day Foundation requires annual renewal in order to show that the City has met all four standards: 1. urban forest budget of at least $2 per capita, 2. an urban forestry board or related body, 3. tree regulation, and 4. proclamation and celebration of Arbor Day.

In addition to being designated "Kirkland Arbor Day," Saturday, November 10th has also been declared by Washington State Governor Gregoire as Carbon Offset Day. Seven sites in the greater Seattle Metro area are highlighted as volunteer opportunities, including Watershed Park.

A PROCLAMATION OF THE CITY OF KIRKLAND

Designating November 10, 2007 as "Kirkland Arbor Day"

WHEREAS, in 1872, J. Sterling Morton proposed to the Nebraska Board of Agriculture that a special day be set aside for the planting of trees; and

WHEREAS, this celebration, called Arbor Day, was first observed with the planting of more than a million trees in Nebraska; and

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

WHEREAS, trees can reduce the erosion of our precious topsoil by wind and water, cut heating and cooling costs, moderate the temperature, clean the air, produce oxygen, and provide habitat for wildlife; and

WHEREAS, trees in our city increase property values, enhance the economic vitality of business areas, beautify our community which improves the quality of life; and

WHEREAS, trees wherever planted in Kirkland can be enjoyed by citizens and visitors, making "Kirkland the place to be";

WHEREAS, Kirkland received its 5th Tree City USA award from the National Arbor Day Foundation; and

WHEREAS, Kirkland's Arbor Day is a ceremony with the Green Kirkland Partnership to plant a native Vine maple in Watershed Park on Saturday, November 10, 2007, at 9:00 a.m. in honor of the City of Kirkland's commitment to urban forestry and native areas restoration;

WHEREAS, Puget Sound Energy has donated the Vine maple to recognize Kirkland's Tree City USA achievement;

NOW THEREFORE, I, James Lauinger, Mayor of the City of Kirkland, Washington, do hereby proclaim November 10, 2007 as Kirkland Arbor Day.

FURTHER, I urge all citizens to celebrate Arbor Day by planting a tree today, so they may grow to provide benefits for and be appreciated by future generations.

Signed this 7th day of November, 2007

_____

James Lauinger, Mayor

EarthCorps
LOCAL RESTORATION · GLOBAL LEADERSHIP

HOSTED BY EARTHCORPS AND ESURANCE

esurance
The Road to Change Starts Here

VOLUNTEER FOR CARBON OFFSET DAY!

ONE DAY
SEVEN SITES
SATURDAY 11.10.07

1. FRINK PARK LESCHI
2. PIONEER PARK MERCER ISLAND
3. WATERSHED PARK KIRKLAND
4. DAHL PLAYFIELD UNIVERSITY DISTRICT
5. HITT'S HILL COLUMBIA CITY
6. VICTORY CREEK NORTHGATE
7. WEST HYLEBOS WETLANDS PARK FEDERAL WAY

SIGN UP TODAY AT:
WWW.CARBONOFFSETDAY.ORG

ADDITIONAL SPONSORS

King County · BOEING · GREEN KIRKLAND · GREEN SEATTLE · goose

Ms. Natalie Morrone-Bell and Mr. Scott Bell · City Year
Davis Wright Tremaine · Earth Ministry · Friends of Dahl Playfield
Friends of Frink Park · Friends of Hitt's Hill Park · Friends of the Hylebos
Global Visionaries · Neighbors of Victory Ravine · Seattle Works

GET THERE WITH LESS IMPACT: WALK, BIKE, BUS, RIDESHARE TO THE WORKSITE.

GREEN KIRKLAND PARTNERSHIP hosts

Arbor Day

Saturday, November 10
9 a.m. - 12 p.m.
Watershed Park
4500 110th Ave., Kirkland, WA

Join volunteers in planting native trees in the park.
Tools, gloves and light refreshments provided.

425-587-3261
www.ci.kirkland.wa.us/greenkirkland

TREE CITY USA

CITY OF KIRKLAND WASHINGTON

CITY OF KIRKLAND
123 Fifth Avenue, Kirkland, WA 98033 425.587.3000
www.ci.kirkland.wa.us

MEMORANDUM

To: Dave Ramsay, City Manager

From: Jeff Blake, Director of Fire and Building Department

Date: 10/23/07

Subject: Special Presentation

RECOMMENDATION:

Recognize the graduates of our Community Emergency Response Team course with a brief explanation of the program and award them Certificates of Completion.

BACKGROUND DISCUSSION:

KIRKLAND GRADUATES EIGHTH AND NINTH CERT CLASSES

The Community Emergency Response Team (CERT) program trains citizens to prepare for and respond effectively to disasters. 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, CERTs will be able to provide them with useful information and support. Later, they will be able to help the City reestablish stability to the community. CERTs may also help with non-emergency projects that help improve the safety of their community.

The 29 students in Kirkland's eighth and ninth CERT courses (combined) graduate November 4, 2007. The next two courses will begin in January, 2008. Both afternoon and evening courses are open to the general public. The afternoon course will also be available for staff who want the training to join our City CERT team. Residents and people who work in the Kirkland fire response area (Kirkland and Fire District 41) may participate at no cost. Residents outside this area will be accepted on a space-available basis, for a fee of $25.00, which helps defray some of the course costs.

CITY OF KIRKLAND
City Manager's Office
123 Fifth Avenue, Kirkland, WA 98033 425.587.3001
www.ci.kirkland.wa.us

MEMORANDUM

To: David Ramsay, City Manager

From: Tracy Burrows, Intergovernmental Relations Manager

Date: October 26, 2007

Subject: World Diabetes Day Proclamation

RECOMMENDATION**:**

It is recommended that Mayor James L. Lauinger proclaim November 14, 2007 *"World Diabetes Day"*.

BACKGROUND DISCUSSION:

Alyssa Olsen, Program Coordinator of the American Diabetes Association Seattle Office has requested a proclamation in support of the UN Resolution on Diabetes, which designates the observance of November 14th as World Diabetes Day.

Diabetes is disease in which the body does not produce or properly use insulin, a hormone that is needed to convert sugar, starches and other food into energy needed for daily life. The cause of diabetes is a mystery, although both genetics and environmental factors appear to play roles. There has been a 61% increase of Americans with diabetes since 1990 with an estimated number of annual deaths at over 200,000. The American Diabetes Association was founded in 1940 and has been funding innovative diabetes research since 1955. They provide the public with information and education as well as serving as advocates for the diabetes community.

Alyssa Olsen, Program Coordinator for the American Diabetes Association and a type 1 diabetic herself, will be attending the November 7th Council meeting to accept the World Diabetes Day proclamation on their behalf. Alyssa and her husband, Kirkland Police Officer Kyle Olsen are extremely passionate about helping their community combat this sweeping epidemic.

A PROCLAMATION OF THE CITY OF KIRKLAND

Designating November 14, 2007, As "World Diabetes Day"

WHEREAS, nearly twenty-one million American children and adults – including 425,000 people living in Washington state – have diabetes, a serious disease that has no cure; and

WHEREAS, the cost of diabetes to Washington state has been estimated at more than 5.6 billion dollars annually (and more than 1 billion dollars in King County); and

WHEREAS, another 54 million Americans have pre-diabetes, a condition that puts them at the highest risk for developing type 2 diabetes; and

WHEREAS, diabetes is the fifth-leading cause of death by disease in the United States and more than one third of the people with diabetes (6.2 million Americans) don't know that they have the disease; and

WHEREAS, millions of Americans lack access to the care, treatment, and education needed to manage the disease and prevent its serious and costly complications, including heart disease, stroke, kidney failure, blindness, and lower-limb amputation; and

WHEREAS, an increase in community awareness of risk factors and symptoms related to diabetes can improve the likelihood that people with diabetes will get the attention they need before developing the disease and its devastating complications; and

WHEREAS, worldwide, more than 246 million people suffer from diabetes and the total will increase to 350 million by 2020; and

WHEREAS, the United Nations General Assembly has designated the current World Diabetes Day, November 14, as a United Nations Day, to be observed every year beginning in 2007; and

WHEREAS, the United Nations invites governmental and non-governmental organizations to observe World Diabetes Day in order to raise public awareness of diabetes and its related complications; and

WHEREAS, the United Nations encourages supporters of the UN Resolution on Diabetes to fight the worldwide epidemic by helping to ensure that individuals with diabetes have access to care, treatment, and education;

NOW THEREFORE, I, James L. Lauinger, do hereby proclaim November 14th as World Diabetes Day in support of the UN Resolution. I encourage all Kirkland help fight this disease and its life-threatening complications by increasing awareness of the risk factors for diabetes, making healthy lifestyle choices, and by providing care and treatment to those suffering from diabetes.

Signed this 7th day of November, 2007

_____

James L. Lauinger, Mayor

KIRKLAND CITY COUNCIL REGULAR MEETING MINUTES
October 16, 2007

1. CALL TO ORDER

2. ROLL CALL

ROLL CALL:
Members Present: Deputy Mayor Joan McBride, Councilmember Dave Asher, Councilmember Mary-Alyce Burleigh, Councilmember Jessica Greenway, Councilmember Tom Hodgson, and Councilmember Bob Sternoff.
Members Absent: Mayor Jim Lauinger.

Mayor James Lauinger was absent/excused from the meeting due to a family emergency.

3. STUDY SESSION

Councilmember Dave Asher was absent/excused from the Study Session due to an unavoidable delay.

a. Downtown Strategic Plan Update

Joining Councilmembers for this discussion in addition to City Manager Dave Ramsay were Director of Planning and Community Development Eric Shields, Planning Supervisor Jeremy McMahan, Members of the Downtown Advisory Committee Brian Berg, Rob Butcher, Joe Castleberry, Jeff Cole, Bea Nahon, Glenn Peterson and Co-chairs Mike Nelson and Jeff Trager as well as consultants Bonnie Berk and Meghann Glavin of Berk and Associates.

4. EXECUTIVE SESSION

a. To Discuss Labor Relations

5. SPECIAL PRESENTATIONS

a. Twenty-five Year Service Award: Planning and Community Development Director Eric Shields

Deputy Director Paul Stewart and City Manager Dave Ramsay reviewed Mr. Shields' service and contributions to the City.

b. National Community Planning Month Proclamation

Planning and Community Development Director Eric Shields and Planning Commissioner Byron Katsuyama accepted the proclamation.

c. Pedestrian Flag Program Kick-off Proclamation

Public Works Director Daryl Grigsby reviewed the development of the Pedestrian Flag program. Transportation Engineering Manager David Godfrey introduced program partner representative Kirkland Arts Center Executive Director Quinn Elliott, who accepted the proclamation for "Take It to Make It" week.

d. John Chadwick, Washington District 9 Little League Administrator - Junior Softball Little League World Series

Following Mr. Chadwick's presentation of a gold club sponsor award to the City for their support of the series, Council recognized his recent retirement as District 9 Administrator, and contributions to the sport and community.

6. REPORTS

a. City Council

(1) Regional Issues

City Councilmembers shared information regarding the recent Growth Management Council meeting; Carillon Woods park opening; Kirkland Business Roundtable; Metropolitan Solid Waste Management Advisory Committee; Governing Magazine Performance Management Conference; 520 Mediation process; Bridge Ministries Fundraising Event; Kirkland Interfaith Transitions in Housing Fundraising Event; Hopelink Fundraising Luncheon; Public Issues Committee meeting; Emergency Preparedness Fair at Evergreen Medical Center; Kirkland Interfaith Network Holiday Giving Fair; City Hall hosting of the Kirkland Shia Imami Ismali Muslim Community.

b. City Manager

(1) Calendar Update

7. COMMUNICATIONS

a. Items from the Audience

Joell Burville, 1500 4th Street, Kirkland, WA
Sammie Standel, 6009 104th Ave NE, Kirkland, WA
Larry Mallory, Honda of Kirkland, 124 NE 85th Street; Kirkland, WA
Michael Wilson, Kirkland Central Condominiums, 211 Kirkland Avenue, #206, Kirkland, WA

b. Petitions

8. CONSENT CALENDAR

a. Approval of Minutes:

(1) September 18, 2007

(2) October 2, 2007

b. Audit of Accounts:
Payroll $ 1,990,360.38
Bills $ 2,111,216.15
run # 699 check #'s 492555 - 492768
run # 700 check #'s 492918 - 493040

c. General Correspondence

(1) Linda Jones, Regarding Noise Level

(2) Keith Maehlum, Regarding Plaza at Yarrow Bay Office Park

d. Claims

(1) Janice Belt

e. Award of Bids

f. Acceptance of Public Improvements and Establishing Lien Period

(1) 2007 Sidewalk Maintenance Project

g. Approval of Agreements

(1) Resolution R-4672, entitled "A RESOLUTION OF THE CITY COUNCIL OF THE CITY OF KIRKLAND APPROVING AN INTERLOCAL AGREEMENT BETWEEN THE CITY OF KIRKLAND AND OTHER PARTICIPATING AGENCIES FOR THE PROVIDING OF AUTOMATIC AID AND TRAINING COOPERATION WITH RESPECT TO FIRE AND EMERGENCY MEDICAL SERVICES; AND AUTHORIZING THE CITY MANAGER TO SIGN THE AGREEMENT ON BEHALF OF THE CITY OF KIRKLAND."

h. Other Items of Business

(1) Ordinance No. 4114, entitled "AN ORDINANCE OF THE CITY OF KIRKLAND RELATING TO VACATING A PORTION OF A RIGHT-OF-WAY BASED ON AN APPLICATION FILED BY JOHN VAN BUSKIRK AND JOHAL KARNAIL, FILE NO. VAC07-00002."

(2) Resolution R-4673, entitled "A RESOLUTION OF THE CITY COUNCIL OF THE CITY OF KIRKLAND ADOPTING PERFORMANCE

STANDARDS AS THE KIRKLAND FIRE DEPARTMENT'S RESPONSE TIME OBJECTIVES AS REQUIRED IN CHAPTER 35A.92 RCW."

Motion to Approve the Consent Calendar.
Moved by Councilmember Mary-Alyce Burleigh, seconded by Councilmember Dave Asher
Vote: Motion carried 6-0
Yes: Deputy Mayor Joan McBride, Councilmember Dave Asher, Councilmember Mary-Alyce Burleigh, Councilmember Jessica Greenway, Councilmember Tom Hodgson, and Councilmember Bob Sternoff.

9. PUBLIC HEARINGS

a. Proposition 1 Medic One - Emergency Medical Services Renewal of Existing Regular Property Tax Levy:

(1). a. The King County Council adopted Ordinance 15861 concerning funding for the Medic One emergency medical services system. This proposition would replace an expiring levy to continue funding of Medic One emergency medical services. It would authorize King County to impose regular property tax levies of $0.30 or less per thousand dollars of assessed valuation for each six consecutive years, with collection beginning in 2008, as provided in King County Ordinance 15861. Shall this proposition be:
{ } Approved { } Rejected

(1). b. Resolution R-4671, Supporting the County-wide 2008-2013 Medic One/Emergency Medical Services Levy, Proposition No. 1, on the November 6, 2007, General Election Ballot

Motion to Approve Resolution R-4671, entitled "A RESOLUTION OF THE CITY COUNCIL OF THE CITY OF KIRKLAND SUPPORTING THE COUNTY-WIDE 2008-2013 MEDIC ONE/EMERGENCY MEDICAL SERVICES LEVY, PROPOSITION NO. 1, ON THE NOVEMBER 6, 2007, GENERAL ELECTION BALLOT."
Moved by Councilmember Mary-Alyce Burleigh, seconded by Councilmember Bob Sternoff
Vote: Motion carried 6-0
Yes: Deputy Mayor Joan McBride, Councilmember Dave Asher, Councilmember Mary-Alyce Burleigh, Councilmember Jessica Greenway, Councilmember Tom Hodgson, and Councilmember Bob Sternoff.

Deputy Mayor McBride opened the public hearing. Fire Chief Jeff Blake shared information regarding the Medic One system. No further testimony was offered and the Deputy Mayor closed the hearing. Chief Blake responded to Council questions.

Council recessed for a short break.

10. UNFINISHED BUSINESS

a. Regarding Development Fee Update - Credit Card Considerations

Finance and Administration Director Tracey Dunlap responded to Council questions and comment.

b. Ordinance No. 4115 and its Summary, Relating to Solid Waste Collection Rates and Amending Section 16.12.030

Motion to Approve Ordinance No. 4115 and its Summary, entitled "AN ORDINANCE OF THE CITY OF KIRKLAND RELATING TO SOLID WASTE COLLECTION RATES AND AMENDING SECTION 16.12.030 OF THE KIRKLAND MUNICIPAL CODE."
Moved by Councilmember Mary-Alyce Burleigh, seconded by Councilmember Dave Asher
Vote: Motion carried 6-0
Yes: Deputy Mayor Joan McBride, Councilmember Dave Asher, Councilmember Mary-Alyce Burleigh, Councilmember Jessica Greenway, Councilmember Tom Hodgson, and Councilmember Bob Sternoff.

c. Regional Jail Planning Update

Assistant City Manager Marilynne Beard provided Council with a status report on the work done by the Jail Planning Task Force.

11. NEW BUSINESS

a. Green Building Program

Planning and Community Development Deputy Director Paul Stewart introduced the program team members and reviewed background information. The Green Building Team Lead, Planner David Barnes, followed with detail about the pilot program (phase one).

b. Ordinance No. 4116 and its Summary, Repealing Chapter 19.24 of the Kirkland Municipal Code and Reenacting a New Chapter 19.24 of the Kirkland Municipal Code Relating to the Permitting of Special Events

Special Projects Coordinator Sheila Cloney provided an overview of the proposed ordinance.

Motion to Approve Ordinance No. 4116 and its Summary, entitled "AN ORDINANCE OF THE CITY OF KIRKLAND REPEALING CHAPTER 19.24 OF THE KIRKLAND MUNICIPAL CODE AND REENACTING A NEW CHAPTER

19.24 OF THE KIRKLAND MUNICIPAL CODE RELATING TO THE PERMITTING OF SPECIAL EVENTS."
Moved by Councilmember Mary-Alyce Burleigh, seconded by Councilmember Dave Asher
Vote: Motion carried 6-0
Yes: Deputy Mayor Joan McBride, Councilmember Dave Asher, Councilmember Mary-Alyce Burleigh, Councilmember Jessica Greenway, Councilmember Tom Hodgson, and Councilmember Bob Sternoff.

12. ANNOUNCEMENTS

Deputy Mayor McBride thanked the Council for their support during her conduct of the evening's meeting.

13. ADJOURNMENT

The Kirkland City Council regular meeting of October 16, 2007 was adjourned at 10:20 p.m.

City Clerk

Mayor

Council Meeting: 11/07/2007
Agenda: General Correspondence
Item #: 8. c. (1).

CITY OF KIRKLAND
123 Fifth Avenue, Kirkland, WA 98033 (425) 587-3000
www.ci.kirkland.wa.us

MEMORANDUM

To: Dave Ramsay, City Manager

From: Tami White, Parking Coordinator

Date: October 24, 2007

Subject: Email response to Mr. Michael Thompson regarding a parking ticket

RECOMMENDATION

It is recommended that the Council authorize the Mayor to respond by email to Mr. Michael Thompson about the parking citation he received on Friday, October 12th.

BACKGROUND DISCUSSION

Mr. Thompson and his wife are new to the area and visited downtown Kirkland on Friday, October 12th. They came back from dinner and to their surprise found a parking citation. They did notice that the parking lot at Lakeshore Plaza (lakefront, as he referred to it) had both free parking and pay parking. He also states that they were 30 minutes early for when the parking became free, which means he arrived about 7:00 p.m. He felt that at night in an unfamiliar area, the two different parking areas were not clearly marked. He confirms this by stating that he walked up and down the area and saw other cars with citations. He plans on writing the proprietors to tell them he will not return to Kirkland again because of this experience. He felt the City's parking layout is such to generate another source of income.

In June 2004, the City installed a total of 60 (now 58) pay parking stalls in both the Lakeshore Plaza and Lake and Central locations in order to give people an option to stay longer and to meet the demands of turnover for convenient parking as part of a parking management tool. Over this time, we have received complaints to the confusion of having both pay and free stalls in the same lot. The Parking Advisory Board has communicated with council in the past to consider, at least, the Lake and Central location as a completely pay lot. In the board's next study session with council, they plan on communicating the public's response to downtown parking, the technology which may fit well with our downtown and their recommendations.

DRAFT

Hello Mr. Thompson,

Thank you for taking the time to share your unfortunate parking experience with me. It is true with the partially pay and 2-hour free parking stalls confusion can present itself to someone who is unfamiliar to our parking lots. I will ask staff to review the current signage in the Lakeshore Plaza parking lot. We specifically will look at it from the perspective of someone both new to our City and who is unfamiliar with our practice of having two types of parking in the same lot.

In June 2004, we increased what was 10 pay stalls to approximately 58 pay stalls allowing customers up to 4-hours of parking versus the standard 2-hour stalls. The demand for longer term parking coupled with what our parking studies showed, that when the parking is full it's best managed by offering patrons pay parking options. Pay parking encourages turnover which provides parking opportunities for more people.

Downtown parking is a challenge for many communities, and we do rely on feedback like yours to help us continue to improve parking in Kirkland. If you have any other parking questions or comments, you may contact Tami White, the Parking Coordinator, by email twhite@ci.kirkland.wa.us or by phone at 425.587.3871.

Sincerely,

James L. Lauinger

----- Original Message -----
From: Mike Thompson <miket1024@hotmail.com>
To: James Lauinger
Sent: Sat Oct 13 09:00:39 2007
Subject: No longer doing business in Kirkland

Sir,

I am new to the area and last night my wife and I visited Kirkland where we had a nice dinner and did some shopping and found it quite pleasant. Imagine our surprise when we returned to our car and found a parking citation. It seems the lot we parked in at the lakefront was partially free, and partially paid and apparently we parked there 30 minutes before it also became free. When parking at night, in an unfamiliar area, this was certainly not clear, so today I'm paying the $20 fine. Rest assured however that we will never return to Kirkland and that we will be writing the proprietors we did business with last night to tell them why. It is unfortunate that short sited bureaucrats have created a situation where short term gains outweigh long term investments. And please don't bother with the excuses about how well marked it is; I walked up and down the area where I parked and saw more than half of the cars with citations. Clearly visitors are confused, and just as clearly the city simply wants another source of income.

Sincerely,

Michael Thompson

CITY OF KIRKLAND
Department of Finance and Administration
123 Fifth Avenue, Kirkland, WA 98033 425.587.3100
www.ci.kirkland.wa.us

MEMORANDUM

To: David Ramsay, City Manager

From: Kathi Anderson, City Clerk

Date: October 24, 2007

Subject: CLAIM(S) FOR DAMAGES

RECOMMENDATION

It is recommended that the City Council acknowledge receipt of the following Claim(s) for Damages and refer 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) Jim Risher
The Sign Factory
13015 102nd Lane NE Apt. 3
815 8th Street
Kirkland, WA 98033

Amount: Unspecified Amount

Nature of Claim: Claimant states damage to property resulted from a water main break.

(2) Michael G. Riston
445 7th Avenue
Kirkland, WA 98033

Amount: $139.98

Nature of Claim: Claimant states damage to property resulted during an investigation by the Kirkland Police.

(3) Brienne P. Wahlman
Kirkland Village
13015 102nd Lane NE Apt. 3
Kirkland, WA 98034

Amount: $440.64

Nature of Claim: Claimant states damage to property resulted during an investigation by the Kirkland Police.

CITY OF KIRKLAND
Department of Finance & Administration
123 Fifth Avenue, Kirkland, WA 98033 425.587.3100
www.ci.kirkland.wa.us

MEMORANDUM

To: Dave Ramsay, City Manager

From: Tracey Dunlap, Director of Finance and Administration
Barry Scott, Purchasing Agent

Date: October 30, 2007

Subject: Amendment to eCityGov Alliance Interlocal Agreement

RECOMMENDATION**:**

City Council amend the interlocal agreement that established the eCityGov Alliance to include language to allow for cooperative purchasing and the use of various shared rosters, and that the City Council designate a small works roster maintained by the eCityGov Alliance as the City's official small works roster.

BACKGROUND DISCUSSION:

With the approval of the City Council, the City of Kirkland began participating in the Shared Small Works Roster program administered by the City of Lynnwood in 2001. In 2005, the City began participating in the Shared Architects and Engineers Roster (A & E Roster) program also administered by the City of Lynnwood. There was no charge to the City for participating in these programs.

The City of Lynnwood has now announced that they will no longer be able to support these rosters and the rosters will now be administered by the Municipal Research Services Center (MRSC). MRSC has notified the City of Kirkland that an annual fee of $750 would be charged to the City for continued participation in the shared rosters. (Contractors and consultants will also be charged a fee for being registered on the rosters, but the amount of their fees has not yet been determined.) MRSC has also indicated that it intends to continue only focusing on the rosters relevant to contracting for public works projects.

In response to the announcements by the City of Lynnwood and MRSC, purchasing staff from the cities of Bellevue, Shoreline and Kirkland saw the opportunity to expand the use of shared rosters by working with the eCityGov Alliance to create a Purchasing Portal. In addition to the Small Works and A & E rosters, the Purchasing Portal will initially include a vendor registration system and Professional Services and General Services roster systems. All the partner cities are involved in the process and additional cities have expressed interest in participating.

It is envisioned that the Purchasing Portal will be further enhanced to facilitate cooperative purchasing by allowing participating cities and special districts to share access to competitively bid contracts. Additionally, the Purchasing Portal can serve as a tool for economic development. Suppliers, contractors and consultants will be able to register at one website to have access to business opportunities with all of eCityGov Alliance partners and a number of subscribing cities and special districts.

While MRSC will primarily be marketing their shared rosters to smaller towns and special districts, the eCityGov Alliance will be marketing the Purchasing Portal to medium and larger sized cities and special districts with a need for more elaborate and all encompassing systems.

The City of Bellevue currently has very sophisticated Small Works Roster and Architects and Engineers Roster systems in place. In addition, they have a vendor registration system and Professional Services and General Services roster systems.

The eCityGov Alliance will purchase the City of Bellevue's roster systems for use by alliance partner cities as the initial purchasing portal. The total cost of the applications is $50,000. This purchase will be amortized over five (5) years with the City of Kirkland paying $5,000 each year. While the final amount of the ongoing fee has not been determined the most recent estimate for the City of Kirkland is $3,000 per year beginning in 2008.

Brenda Cooper, Chief Information Officer, indicated that the cost of the Purchasing Portal for 2008 would be absorbed by currently available eCityGov Alliance funding.

RESOLUTION R-4674

A RESOLUTION OF THE CITY COUNCIL OF THE CITY OF KIRKLAND APPROVING AMENDMENT ONE TO THE INTERLOCAL AGREEMENT BETWEEN THE ECITYGOV ALLIANCE AND THE CITY OF KIRKLAND REGARDING COOPERATIVE PURCHASING AND USE OF A COMBINED SMALL WORKS ROSTER.

WHEREAS, the eCityGov Alliance and the City of Kirkland desire to amend the Agreement Establishing the eCityGov Alliance to provide for the establishment and maintenance of a cooperative procurement process; and

WHEREAS, the City of Kirkland desires to participate in the cooperative procurement process in which the eCityGov Alliance will be the lead agency; and

WHEREAS, the eCityGov Alliance and the City of Kirkland are authorized to enter into this Amendment One to the Agreement Establishing the eCityGov Alliance pursuant to RCW Chapter 39.34, The Interlocal Cooperation Act;

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

Section 1. The City Manager is hereby authorized and directed to execute on behalf of the City, Amendment One to the Agreement Establishing the eCityGov Alliance, in a form substantially similar to that attached as Exhibit A, which by this reference is incorporated into this Resolution, as though fully set forth herein.

Passed by majority vote of the Kirkland City Council in open meeting this 7th day of November, 2007.

Signed in authentication thereof this _____ day of _____, 2007.

_____
MAYOR

Attest:

_____
City Clerk

EXHIBIT A

Amendment One
To Interlocal Agreement Establishing eCityGov Alliance

The Undersigned Cities having entered into an Interlocal Agreement establishing the eCityGov Alliance (hereinafter referred to as "the Interlocal"), which replaced the previous eCityGov Alliance Agreement dated November 5, 2002, now, in consideration of the mutual promises herein stated, request modification of the aforementioned Interlocal Agreement as specified in Section VII-G of the Interlocal. The Interlocal shall be amended as follows:

Section II- PURPOSE shall be amended to add a new paragraph F which shall read as follows:

F. Create economies of scale among Alliance members and subscribers by establishing and maintaining a cooperative purchasing process which includes but is not limited to the creation of a small works roster and shared procurement portal. The eCityGov Alliance shall be the lead agency for purposes of complying with the requirements of RCW 39.04.155, now or as hereafter amended.

Section VI- FINANCE & BUDGET Paragraph B shall be amended to add a new sentence which shall read as follows:

Ownership of Property. The Alliance may own real, personal and intellectual properties. The Principals will each have a percentage proportional ownership interest in all such property based upon the city's population as a percentage of the total population of all Principal cities and will proportionally share in obligations and benefits, financial or otherwise, from such ownership interest. <u>Whenever intellectual property is assigned to the Alliance, any Principal may use components of the assigned intellectual property, at no cost, in order to develop its own intellectual property applications. In addition, anytime a member organization develops, on behalf of the Alliance, any intellectual property which is paid for exclusively by the Alliance, that intellectual property become the property of the Alliance.</u>

All other terms and conditions of the Interlocal shall remain the same.

Effective this 30th day of November, 2007.

CITY OF BELLEVUE

_____
City Manager
Date: _____

CITY OF BOTHELL

_____
City Manager
Date: _____

CITY OF SNOQUALMIE

_____
Mayor
Date: _____

CITY OF ISSAQUAH

_____
Mayor
Date _____

CITY OF KENMORE

_____
City Manager
Date: _____

CITY OF KIRKLAND

_____
City Manager
Date: _____

CITY OF MERCER ISLAND

_____
City Manager
Date: _____

CITY OF SAMMAMISH

_____
City Manager
Date: _____

CITY OF WOODINVILLE

_____
City Manager
Date: _____

Approved as to Form:

_____
City Attorney
City of Bellevue

_____
City Attorney
City of Bothell

_____
City Attorney
City of Snoqualmie

_____
City Attorney
City of Kenmore

_____
City Attorney
City of Issaquah

_____
City Attorney
City of Kirkland

Approved as to Form:

_____
City Attorney
City of Mercer Island

_____
City Attorney
City of Sammamish

_____
City Attorney
City of Woodinville

CITY OF KIRKLAND
Department of Finance & Administration
123 Fifth Avenue, Kirkland, WA 98033 425.587.3100
www.ci.kirkland.wa.us

MEMORANDUM

To: Dave Ramsay

From: Tracey Dunlap, Director of Finance and Administration

Date: October 24, 2007

Subject: Cabaret Dance License

RECOMMENDATION:

City Council authorize the issuance of a Cabaret Dance License to Las Margaritas.

POLICY IMPLICATIONS:

The request and recommended action being presented to City Council is consistent with the Municipal Code and City Council practice.

BACKGROUND DISCUSSION:

Las Margaritas, located at 12301 120th Ave NE, has made application for a Cabaret Dance License. Staff has completed its review/investigation and the above referenced establishment has met the requirements of the Municipal Code. Staff recommends the issuance of a Cabaret Dance License be granted.

CITY OF KIRKLAND

123 FIFTH AVENUE KIRKLAND, WASHINGTON 98033-6189 425.587.3140

LICENSE APPLICATION FOR CABARET, CELEBRATION, PUBLIC DANCE

This application may be used for the procurement of any of the following: **a Public Dance License** whereby a public dance shall include any dance to which the general public is admitted for which an attendance charge or donation is imposed as a condition of attendance; **a Celebration License** for a one-time event, **a Cabaret License** permitting music only, or permitting both music and dancing, in a place of business in which food or liquor is sold and consumed on the premises.

This license may be issued to the manager of the place of business or in the name of a corporation or partnership. Full information must be supplied with references to all of the partners, officers and directors of the corporation, as required by City ordinances. Upon report by the Chief of Police, this application will be referred to the City Council for final determination.

PLEASE PRINT OR TYPE

1. **CHECK ONE**

____	* Application for Public Dance License	$ 100.00	yearly
____	* Application for Public Dance Permit	$ 25.00	per dance
____	** Application for Cabaret Music License	$ 100.00	yearly
X	** Application for Cabaret Dance License	$ 250.00	yearly
____	Application for Celebration License	$ 25.00	one day - one-time

~~Date of Event Only~~ ~~10-20-2007~~ To year end 2007

(* Application must be submitted 48 hours prior to dance.)

(** $ 15.00 deposit for investigative costs required with application.)

2. Name of Applicant: La Union LLC Applicant's Telephone: (425) 823-7474
   Applicants Address: 12301 120th AVE. NE. Kirkland, WA 98034
3. Name of Business: Las Margaritas Business Telephone: (425) 823-7474
4. Will any admission fee be charged for the listed activity? If so, how much? Between $10 to $25
5. Name and address where event is to be held (if different from business address): ____
6. Name of Manager: Irene Gomez Manager's Telephone: (425) 737-1792
   Manager's Address: 20311 7th Pl W. Lynnwood, WA 98036
7. Name of person(s) or corporation to whom or which license is to be issued: La Union LLC.
8. Qualifications of person signing this application:
   a. How long have you resided in King County? Two years
   b. How long have you resided in the State of Washington? Two years
   c. Previous address: 3422 166th Pl SW Dates at that address: ____
9. Have you ever been convicted of committing a felony? NO

DECLARATION:
I declare under penalty of perjury under the laws of the State of Washington that the foregoing is true and correct.

10. Signature and official capacity of applicant: [signature] General Manager
11. Signature of person accepting fee: [signature] Date: 10/18/2007

RETURN COMPLETED FORM AND PAYMENT TO:

City of Kirkland/Licensing
123 Fifth Avenue
Kirkland WA 98033
(425) 587-3140 or Fax (425)587-3110

OCT 18 REC'D

FOR OFFICIAL USE ONLY

Record of Report of Chief of Police/or his designee

I hereby recommend LAS MARGARITAS of license for which application has been made.

Remarks: CRIMINAL HISTORY IS NON EXISTENT

Signature of the Chief of Police [signature] LT. MT. URSINO (DESIGNEE) Date: 10-18-2007

Action of the Kirkland City Council (where applicable)

Application Approved by _____ Date: _____

Application Approved by _____ Date: _____

Reason for Disapproval _____

License No. _____ Date: _____

Receipt No. 146984 Date: 10/18/2007

Fee Amount: $125.00 pro-rated to year's end

CITY OF KIRKLAND
Department of Finance & Administration
123 Fifth Avenue, Kirkland, WA 98033 425.587.3100
www.ci.kirkland.wa.us

MEMORANDUM

To: David Ramsay, City Manager

From: Barry Scott, Purchasing Agent

Date: October 24, 2007

Subject: REPORT ON PROCUREMENT ACTIVITIES FOR COUNCIL MEETING OF NOVEMBER 7, 2007

This report is provided to apprise the Council of recent and upcoming procurement activities where the cost is estimated to be in excess of $50,000. This report also includes the process being used to determine the award of the contract.

Following is a report on the City's major procurement activities since September 4th:

	Project	Process	Estimate/Price	Status
1.	116th Ave NE Non-Motorized Improvements (CIP # NM0042)	Invitation for Bids	$975,000 - $1,025,000	Project to be advertised on October 25th with bids due on November 16th.

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

CITY OF KIRKLAND
Planning and Community Development Department
123 Fifth Avenue, Kirkland, WA 98033 425.587-3225
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MEMORANDUM

To: David Ramsay, City Manager **QUASI-JUDICIAL**

From: Eric Shields, AICP, Planning Director
Stacy Clauson, Project Planner

Date: Wednesday, October 24, 2007

Subject: APPEAL OF HEARING EXAMINER DECISION ON STEPHANUS VARIANCE AND SUBSTANTIAL DEVELOPMENT PERMIT, FILE NO. ZON06-00030, SHR07-00004, AND APL07-00007

RECOMMENDATION

Hold a closed record appeal and direct staff to return to the November 20, 2007 Council meeting for a Council decision to either:

1. Affirm the decision of the Hearing Examiner if the disputed findings of fact and conclusions are correct;

2. Modify or reverse the decision of the Hearing Examiner if the disputed findings of fact and conclusions are not correct and the correct findings of fact and conclusions do not support the decision; or

3. Direct the Hearing Examiner to hold a rehearing on specified matters.

The City Council may, by a vote of at least five members, suspend the rule to vote on the matter at the next meeting and vote on the appeal at this meeting.

RULES FOR CITY COUNCIL CONSIDERATION

Review Process: Kirkland Municipal Code Section 150.80 establishes that appeals from the decision of the Hearing Examiner will be considered and decided upon by the City Council. Procedures for these appeals are set forth in Zoning Code Sections 150.80 through 150.125 and are summarized below.

The City Council shall consider the specific findings and conclusions disputed in the letter of appeal, based on the record of the hearing before the Hearing Examiner, the letter on appeal, the

Staff Report on Appeal and written arguments submitted by the appellants before this meeting. The City Council shall consider oral arguments of the appellants, or their representatives on the disputed findings and conclusions. The City Council may reasonably limit the oral arguments to facilitate the orderly and timely conduct of the appeal.

The appellant has the responsibility of convincing the City Council that the Hearing Examiner made an incorrect decision because of erroneous findings of fact or conclusions.

BACKGROUND DISCUSSION

1. Location: 4611 Lake Washington Blvd NE (see Enclosure 1)

2. Application: Zoning Permit and Substantial Development Permit for an addition to an existing duplex. The addition would consist of a 522 square foot upper floor addition to the duplex as well as an addition for garage space to provide additional covered parking for the units. The proposed garage addition would require a variance to the zoning regulations to reduce the north required yard to 21 feet. The applicant presented two alternative designs for the garage addition for City review (both require a variance), as follows:
    a. Option A (see Enclosure 4.a): This is the applicant preferred alternative. A two story stacked garage that would provide additional parking for the basement and upper story unit. The addition would occur on the north side of the existing duplex and would measure approximately 17 feet by 21 feet. The garage addition would be two stories in height, aligning with the basement and main floor levels.
    b. Option B (see Enclosure 4.b): A one story garage addition that would provide additional parking for the basement and upper story unit in a tandem parking configuration. The addition would occur on the basement level of the building and would measure approximately 17 feet by 40 feet.

3. Hearing Examiner Decision: On September 14, 2007, after considering all of the information, testimony and comments submitted on the matter, the Hearing Examiner approved the application for a zoning permit and substantial development permit for the second story addition, subject to conditions. The Hearing Examiner denied the variance request to the north required yard that would have allowed the addition of garage space to provide additional covered parking for the units (see Enclosure 2).

    In rendering the decision to deny the requested variance, the Hearing Examiner determined that the variance proposal did not meet two of the criteria for the grant of a variance. All of the following criteria must be met in order to grant variance relief: *1. The variance will not be materially detrimental to the property or improvements in the area of the subject property or to the City in part or as a whole; and 2. The variance is necessary because of special circumstances regarding the size, shape, topography, or location of the subject property, or the location of a preexisting improvement on the subject property that conformed to the Zoning Code in effect when the improvement was constructed; and 3.The variance will not constitute*

a grant of special privilege to the subject property which is inconsistent with the general rights that this code allows to other property in the same area and zone as the subject property.

The Hearing Examiner determined that the proposal would meet the first criterion, that the proposal would not be materially detrimental. The Hearing Examiner determined that no special circumstances were present to justify encroachment into the required yard to provide new enclosed parking to serve the upper unit. The Hearing Examiner also found that allowing variance relief under Option A or B as proposed would constitute a grant of special privilege.

The key issue in denying the proposal was the provision for additional parking to serve the upper unit – the Hearing Examiner determined that the existing parking serving the upper unit was comparable to other new residential development and that the creation of additional parking to serve this unit would go beyond the rights enjoyed by other properties in the same zone or area. In contrast, the Hearing Examiner found that the design of the existing basement level garage constituted a special circumstance that would support variance relief to provide an additional space to serve the lower unit and that granting a variance to provide additional enclosed parking to serve the basement unit would not constitute a grant of special privilege. Since the application presented to the Hearing Examiner included parking to support both the upper and lower units and the Hearing Examiner found that a variance for additional parking to serve the upper units could not meet all of the criteria, the proposed variance was denied.

4. Appeal of the Hearing Examiner Decision: One appeal of the Hearing Examiner decision was filed in a timely manner. The property owner, John Stephanus, filed an appeal on October 2, 2007 (See Enclosure 8). A summary of the nature and scope of the appeal is provided below.

NATURE AND SCOPE OF THE APPEAL

An appeal of the Hearing Examiner's decision to deny the request for a zoning variance from the north required yard was filed October 2, 2007 by Duana Kolouskova, the attorney for the property owner, John Stephanus.

The appellant requests that the City Council reverse the Hearing Examiner Findings, Conclusions, and Recommendation and instead determine that sufficient evidence exists to support a variance for the Option B proposal as set forth in Enclosure 4.b. Alternatively, the appellant requests that the City Council direct the Hearing Examiner to hold a rehearing for the Hearing Examiner to consider a modified proposal to Option B.

It should be noted that if the Council elects to direct the Hearing Examiner to hold a rehearing, the motion may limit the scope of the matters to be considered at this rehearing. Further, the rehearing will be noticed to the public, who can participate in the rehearing. The rehearing will need to occur within 28 calendar days of the date the City Council orders the rehearing, and the time limits and other pertinent requirements of this chapter shall apply to the rehearing.

The issues raised in the appeal letter are summarized by staff below and can be found in more detail as part of the appeal letter. In addition, staff has summarized the applicable code citation, Hearing Examiner conclusion, and related exhibits.

1. Item #1 (see Section E of the Appeal Letter). The duplex unit was installed without permits and that there is a pending code enforcement action.

   Applicable code provision: KZC 30.35.010 requires that a Process I permit to establish an attached or stacked dwelling unit in the WD III zone.

   Applicable provisions in Hearing Examiner Exhibits:
   - Staff analysis of the Process I permit that was previously obtained to allow the duplex unit is contained in the Enclosure 3, Section II.A.1.a, beginning on Page 3 and II.B, beginning on Page 4. There are no pending enforcement actions on this site.

2. Items #2 through 5 (see Section E of the Appeal Letter).

   - The facts do not show special circumstances to support a variance for either Option A or Option B as currently proposed.

   - The main level garage is the size of a standard two-car garage, that the garage door is only slightly smaller, and that the main level garage is comparable to other new residential development.

   - Option B would not be consistent with the special circumstances requirement for the variance because it would provide additional enclosed parking for both the lower and upper units.

   Applicable code provision: One of the three criteria used to evaluate a variance application is as follows: The variance is necessary because of special circumstances regarding the size, shape, topography, or location of the subject property, or the location of a preexisting improvement on the subject property that conformed to the Zoning Code in effect when the improvement was constructed.

   Hearing Examiner Conclusions: The Hearing Examiner evaluates this criterion in Conclusions 6 and 7 of Section B. The Hearing Examiner determined that no special circumstances were present to justify encroachment into the required yard to provide new enclosed parking space to serve the upper unit.

   Applicable provisions in Hearing Examiner Exhibits:

   - Enclosure 4.a depicts Option A, a proposal to construct a two story stacked garage that would provide additional parking for the basement and upper story unit. The existing garage configuration and proposed addition for the basement level unit are depicted on Sheet A2. The existing garage configuration and proposed addition for the upper unit are depicted on Sheet A3.
   - Enclosure 4.b depicts Option B, a proposal to construct a one story garage addition that would provide additional parking for the basement and upper story unit in a tandem

parking configuration. The existing garage configuration and proposed addition to the basement level are depicted on Sheet A2. The existing garage configuration for the upper unit is depicted on Sheet A3.

- Staff analysis of this variance criterion is contained in the Enclosure 3, Section II.D.5, beginning on Page 12.
- The applicant has addressed compliance with this criterion in Enclosure 5.a. In response to comments submitted during the public comment period, additional information was provided by the applicant responding to this criterion, in Enclosure 5.c.
- The neighboring resident and property owner of the property located to the west of the site has submitted comments on the application responding to this criterion in Enclosure 6.c and 6.d.
- Enclosure 5.e provides additional information on the existing garage dimensions.
- Enclosure 6.h contains a response to the information contained in Enclosure 5.e.

3. Items #5 and 6 (see Section E of the Appeal Letter).

- A variance under Options A or B would constitute a grant of special privilege.

- A variance for one additional enclosed parking space would be consistent with other development and not constitute a grant of special privilege.

Applicable code provision: One of the three criteria used to evaluate a variance application is as follows: The variance will not constitute a grant of special privilege to the subject property which is inconsistent with the general rights that this code allows to other property in the same area and zone as the subject property.

Hearing Examiner Conclusions: The Hearing Examiner evaluates this criterion in Conclusions 6 and 7 of Section B. The Hearing Examiner determined that allowing variance relief under Option A or B as proposed would constitute a grant of special privilege.

Applicable provisions in Hearing Examiner Exhibits:

- Staff analysis of this variance criterion is contained in Enclosure 3, Section II.D.6, beginning on Page 14.
- The applicant has addressed compliance with this criterion in Enclosure 5.a. In response to comments submitted during the public comment period, additional information was provided by the applicant responding to this criterion, in Enclosure 5.c.
- The neighboring resident and property owner of the property located to the west of the site has submitted comments on the application responding to this criterion in Enclosure 6.c and 6.d.

The City Council shall only consider the specific elements of the Hearing Examiner's decision disputed in the letter of appeal.

REQUIRED ITEMS

The following required items can be found in this advisory report as follows:

1. The staff report prepared for the public hearing before the Hearing Examiner is included as Enclosure 3.
2. The written decision of the Hearing Examiner is included as Enclosure 2.
3. All written testimony and comments submitted to the Hearing Examiner are included as Enclosure 5 and 6.
4. A summary of the testimony, comments and discussion at the hearing of the Hearing Examiner is included as Enclosure 7. A complete electronic sound recording of the public hearing can be found at the City's website, by following the link to the recording of the September 6, 2007 Hearing Examiner meeting
5. The letter of appeal is included as Enclosure 8.

STAFF ANALYSIS

The following is a brief analysis of the specific factual findings and conclusions disputed in the letter of appeal. In considering the appeal, the key issues to be decided are as follows:

1. Do the facts show that there are special circumstances present to support a variance for additional enclosed parking for the upper unit?
    a. Information submitted by the applicant indicates that the main floor garage has an interior width of 20 feet 4 inches and a garage door width of 15 feet 10 inches (see Enclosure 5.e).
    b. Testimony provided by the owner, John Stephanus, at the hearing indicated that the main floor garage cannot accommodate anything more than either one standard size vehicle or two very compact vehicles in very close proximity. He currently parks what he describes as two very small sports cars in this garage and finds it very tight, having had to install protective material on the garage walls to protect the car doors. The garage is too narrow to park two standard-sized vehicles and still be able to open the vehicle doors.
    c. The applicant has also cited topography and existing building configuration as factors contributing to the variance request (see Enclosure 5.a, pages 3 and 4).
    d. In a letter submitted on behalf of the neighboring resident to the west, an architect representing the neighbor has concluded that no special circumstances exist to substantiate the variance request. The architect notes the existing parking available on the site, including the main level garage dimensions, which are greater than the minimum necessary (20' x 20') required for a two-car garage (see Enclosure 6.c).
    e. The neighbor to the west also addresses his impression of the current use of the main level garage, indicating that it is currently used for parking two vehicles (see Enclosure 5.d and oral testimony at hearing).
    f. The neighbor to the west also indicated that there other options for accommodating parking that have not been examined, including conversion of existing living area into garage space (oral testimony at hearing).
    g. Staff analysis noted that the applicant had not demonstrated that the design of the main level garage poses a special circumstance that necessitates an addition into a required yard. The dimensions of the garage would be consistent with typical

residential design. Also, if the applicant desires to widen the garage for additional convenience, there appears to be additional room available within the required yard to widen the main floor garage (see Enclosure 3, Section II.D.5, beginning on Page 12).

h. The Hearing Examiner concluded that the main level garage is the size of a standard two-car garage and that the garage door is only slightly smaller than a standard two-car garage door width. Further, she concluded that the main level garage provides two enclosed parking spaces, which is comparable to other new residential development, in addition to the surface parking that is available on the site (see Enclosure 2, Hearing Examiner Conclusion #6).

2. Do the facts show that there are special circumstances to support a variance for additional enclosed parking for the lower unit?
    a. Testimony provided by the owner, John Stephanus, at the hearing indicated that it is physically impossible to park two vehicles in the basement level garage and difficult even to park one vehicle given the access configuration.
    b. Staff analysis noted that the location and design of the existing basement level parking poses a challenge to reasonable access and is a special circumstance that should be addressed. A garage addition on the basement level would help to mitigate some of the design issues by eliminating the 90 degree angle turn into the garage from the driveway (see Enclosure 3, Section II.D.5, beginning on Page 12).
    c. The neighboring resident and property owner of the property located to the west of the site has submitted comments on the application responding to this criterion in Enclosures 6.C and 6.D.
    d. The Hearing Examiner has concluded that the difficulty of access and existing design of the basement level garage constitutes a special circumstance that would support variance relief to provide an additional parking space in the basement garage to serve the lower dwelling unit, which would be comparable to other development in the area (see Enclosure 2, Hearing Examiner Conclusion #7).

3. Do the facts show that a variance under Option B would constitute a grant of special privilege?
    a. The applicant has argued that many, if not most, other single family and duplex homes in the area have garage/enclosed parking for at least two standard passenger vehicles per unit and that this variance would simply allow each unit in this duplex to have a minimum reasonable area of enclosed parking for each unit (see Enclosure 5.a).
    b. In a letter submitted on behalf of the neighboring resident to the west, an architect representing the neighbor has concluded that the owner does not suffer any hardship as to adequate and reasonable parking for this personal home and duplex and, as a result, granting this variance would constitute a grant of special privilege which would be inconsistent with the general rights of other property owners in the same zone (see Enclosure 6.C).

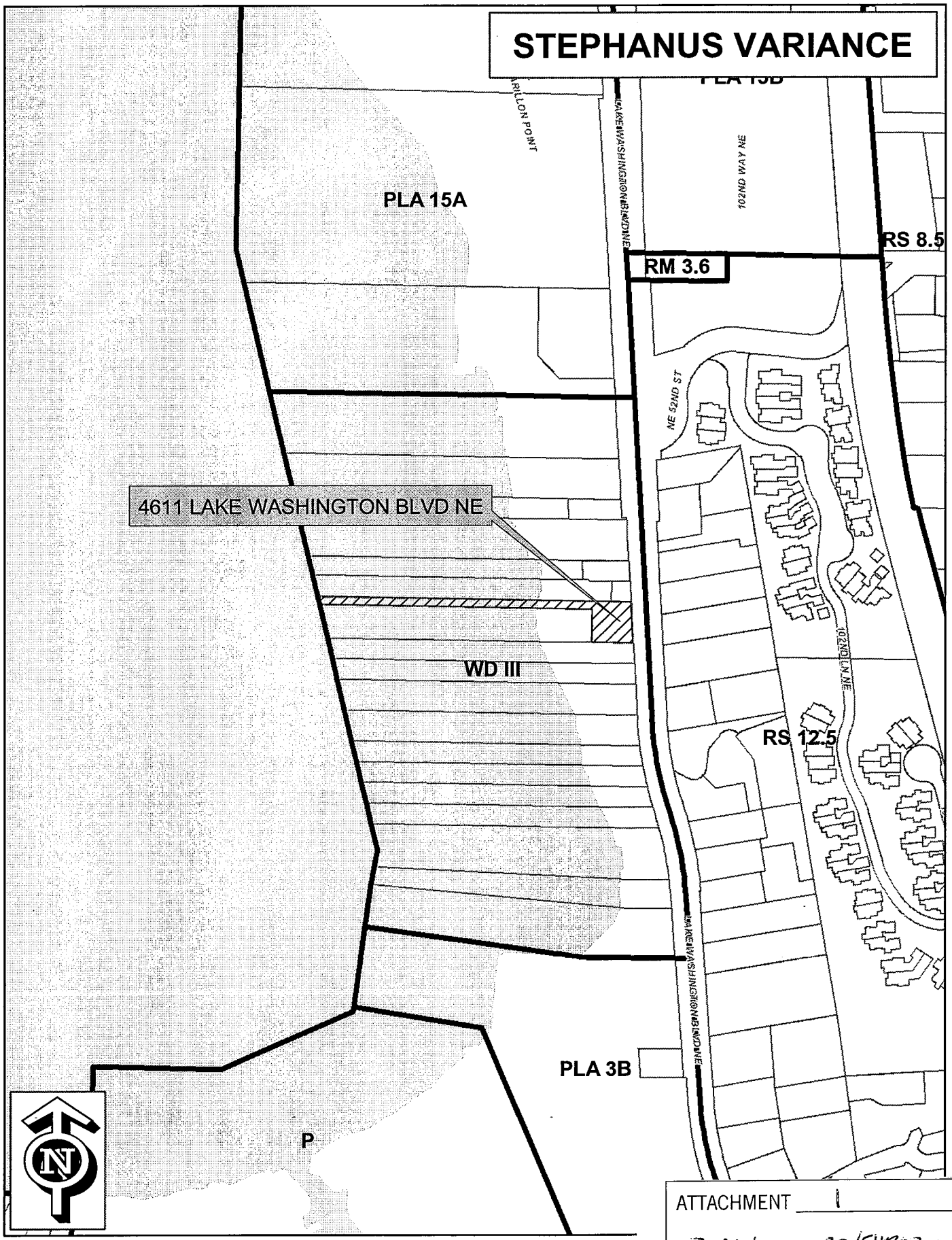
c. Staff analysis noted that since the main floor garage could accommodate two parked vehicles for the upper unit, the proposal to provide additional enclosed parking area to support this unit would not be necessary for reasonable use of the property and therefore would grant a special privilege (see Enclosure 3, Section II.D.6, beginning on Page 14).

d. The Hearing Examiner has concluded that the creation of the additional enclosed parking space to serve the main floor unit would go beyond the rights enjoyed by other properties in the same zone or area, since the property currently enjoys two enclosed spaces to serve the main floor. As a result, the Hearing Examiner concluded that the addition of enclosed parking area to serve the main floor unit would be a grant of special privilege. Granting a variance to allow one additional enclosed parking space to serve the basement unit would be consistent with other development in the area and would not constitute a grant of special privilege (see Enclosure 2, Hearing Examiner Conclusion #8).

ENCLOSURES

Note: A full copy of the staff advisory report will be available for City Council review in the Council study room. The following enclosures contains key, relevant exhibits to the record established for this case.

1. Vicinity Map
2. Hearing Examiner Decision
3. Exhibit A to Hearing Examiner Decision - Staff Advisory Report
4. Exhibit A, Attachment 2 - Proposal Drawings
    a. Option A
    b. Option B
5. Applicant documentation supporting variance
    a. October 26, 2006 letter from Duana Kolouskova, representing applicant, assessing proposal for compliance with variance criteria
    b. August 10, 2007 letter from Duana Kolouskova, representing applicant, assessing consistency with Comprehensive Plan
    c. July 11, 2007 letter from Duana Kolouskova, representing applicant, responding to public comment letters
    d. July 9, 2007 letter from Mark Travers responding to public comment letters
    e. September 7, 2007 letter from Duana Kolouskova
6. Public Comments
    a. December 1, 2006 letter from Michael J. Deitch
    b. December 11, 2006 letter from Karen Santa, Windermere
    c. Letter from Brian Brand, Baylis Architects
    d. August 17, 2007 letter from Michael J. Deitch
    e. Comment letter from Arman Manoucheri and Fatima Esfahani
    f. Comment letter from Richard and Laura Schafer
    g. Comment letter from Robert Tema, dated September 3, 2007
    h. Comment letter from Michael Deitch, dated September 10, 2007
7. Minutes from September 6, 2007 public hearing
8. Letter of Appeal



ATTACHMENT 1

ZONO6-00030/SHR07-0004

Enclosure 2

CITY OF KIRKLAND
HEARING EXAMINER FINDINGS, CONCLUSIONS AND RECOMMENDATION

APPLICANT: Mark Travers on behalf of John Stephanus

FILE NO.: ZON06-00030 and SHR07-00004

SITE LOCATION: 4611 Lake Washington Blvd NE

APPLICATION: Application for Zoning Permit and Substantial Development Permit for an addition to an existing duplex. The addition would consist of a 522 square foot upper floor addition to the duplex, and an addition for garage space. The proposed garage addition requires a variance to the zoning regulations to reduce the north required yard to 21 feet (the required yard would be 29 or 27.5 feet, for applicant's proposed Options A and B, respectively.)

REVIEW PROCESS: Process IIA, Hearing Examiner conducts public hearing and makes final decision.

SUMMARY OF KEY ISSUES: Compliance with the criteria for variance approval

PUBLIC HEARING:

The Hearing Examiner conducted a public hearing on the application commencing at 7 p.m. on September 6, 2007, in City Council Chambers, City Hall, 123 Fifth Avenue, Kirkland, Washington. A verbatim recording of the hearing is available in the City Clerk's Office. The minutes of the hearing are generally available from the Department of Planning and Community Development within 10 working days after the hearing.

The applicant submitted additional information on September 7, 2007, describing the dimensions of the garages on the site and on the property to the west. The information was made available to those who testified or submitted written comments to the Hearing Examiner. The record was re-opened to allow addition of the applicant's September 7, 2007 submittal, as well as the comment submitted by Michael Deitch in response.

The following persons spoke at the public hearing:

From the City:

Stacy Clauson, Associate Planner

From the Applicant:
Duana Kolouskova, attorney
Mark Travers, project architect
John Stephanus

From the Community:
Michael Deitch

CORRESPONDENCE

Comment letters on the application were submitted to the Department and the Hearing Examiner and are included in the file on this matter.

FINDINGS, CONCLUSIONS AND RECOMMENDATION

After considering the evidence in the record and inspecting the site, the Hearing Examiner enters the following findings of fact and conclusions:

A. Findings:

1. Except as set forth below, the Findings of Fact set forth in the Department's Advisory Report are adopted by reference.

2. The site is addressed as 4611 Lake Washington Blvd NE and is approximately 12,635 square feet in size. The property has 26 feet of linear frontage along Lake Washington. The buildable portion of the site measures 100.28 feet by 104 feet, and contains approximately 10,068 square feet.

3. The property is developed with a duplex structure and private pier. The duplex was approved as a conversion from a single family residence in 1994 by the City, File No. IIA-94-107. That permit was granted subject to a condition requiring the establishment of a public access easement over the southerly 10 feet of the northerly 15 feet of the subject property. The installation of the public access walkway was deferred until adjoining properties redevelop into multifamily uses. The duplex unit was apparently installed without permits, and the Advisory Report notes a pending enforcement action on this matter. The Advisory Report at pages 4-5 describes the history of other permits at the site.

4. The site is shown on the City's maps to be underlain with a Seismic Hazard area.

5. The site is zoned WD III, a medium-density residential zone. The site is designated as Urban Residential 2 (UR2) Shoreline Environment.

6. The site slopes downhill to the west with an elevation drop of approximately 16 feet across the eastern rectangular portion of the site. The basement level of the building is recessed below the level of Lake Washington Boulevard, while the main floor level is approximately six feet above the Boulevard's elevation. A retaining wall is located along the south side of the access driveway; the wall extends above the driveway by approximately three feet.

7. The properties to the north and south are located in the WD III zone and the UR 2 shoreline environment. The property immediately to the north has been developed nearly to the property line separating it from the subject site. The upland portions of the site are bordered by single family residences, and the waterward portions are bordered by private piers. The property to the east is zoned RS 12.5 and is outside shoreline jurisdiction. The site abuts the Lake Washington Boulevard NE right-of-way. Property across the street is developed with single family uses.

8. The area between Lake Washington Boulevard NE and Lake Washington, south of NE 52nd Street, has been designed for medium density development, and the current pattern in the area includes a mix of single- and multifamily structures. Many of the lots are narrow (approximately 50 feet in width). The exceptions to the general pattern are found in the several condominium sites in the area, including the Breakwater, Yarrow Cove, Yarrow Bay, Chartwater, Breakers and Yarrow Shores Condominiums. All of these structures observe the north required yard, except for the Yarrow Bay overwater structure (see Attachment 13 to the Advisory Report).

9, West of the property is a single family residence and Lake Washington. The property to the west takes access from Lake Wahington Blvd. NE by an access easement across the subject site. This easement is 16 feet wide for the majority of its length and widens to 19.5 feet on the western portion.

10. Various permits and/or approvals have been issued for this site, as described in the staff report at page 4.

11. The building as currently configured contains two separate dwelling units, with independent living facilities present on the basement level. The structure includes a main floor garage serving the upper unit, and a lower level (basement) garage serving the lower level unit. The upper garage can accommodate two small cars, but the basement garage can only accommodate a single car, given the garage's size and access. A driveway and parking area are located in front of the residence, in the required front yard. The site can accommodate parking for five vehicles in the enclosed and surface parking areas on the site.

12. The Advisory Report notes that the basement floor garage measures approximately 21 feet by 24 feet, while the main floor garage measures 20 feet 11 inches by 20 feet. Information submitted by the applicant indicates that the useable area of the garages is somewhat less than this, since the basement garage has an interior width of 19

feet by 8 inches, and the main floor garage has an interior width of 20 feet 4 inches. Each garage door is approximately 15 feet 10 inches wide.

13. The driveway leading to the basement garage can be used to park vehicles in tandem configuration behind the garage door.

14. The driveway serving the basement garage is located parallel to the access driveway; it requires a "three-point" turn in order to access the garage; the retaining wall and angled access to this garage render make it difficult or impossible to approach the garage head-on.

15. The proposal is for an addition to the existing duplex. The addition would consist of a 522-square foot upper floor addition, and an addition for garage space to provide additional covered parking for the units. The garage addition would require variance approval to reduce the required north yard to 21 feet.

16. The applicant has submitted two alternative proposals for the garage addition. Option A is the applicant's preferred alternative. Under Option A, a two-story stacked garage would provide two additional enclosed parking spaces, one for the basement and one for the upper story unit. The addition would occur on the north side of the existing duplex and would measure approximately 17 feet by 21 feet. The garage addition would be two stories, aligning the basement and main floor levels.

17. Under Option B, a one-story garage addition measuring approximately 17 feet by 40 feet would be constructed at the basement level of the building, and would provide two additional enclosed parking spaces in a tandem parking configuration to serve the basement and upper story units

18. The existing building is located approximately 34.5 feet from the north property line. In the WD III zone, the required north yard is determined by the greater of 15 feet or one-and-half times the height of the primary structure above average building elevation (ABE) minus 10 feet. The average building elevation (ABE) would be approximately 26 feet under Option A and 25 feet under Option B. Therefore, the required yard would be 29 feet under Option A, and 27.5 feet under Option B. As noted above, the applicant seeks approval to reduce the yard to 21 feet.

19. Under either Option A or Option B, only the lower story addition would encroach into the required yard. Under Option A, the top of the garage addition would align with the top of the main floor elevation, while under Option B, the top of the garage addition would align with the first floor elevation. Under Option A, the main floor level garage addition would be exposed to view from the access easement. Under Option B, approximately two to three feet of the western portion of the basement level garage addition would extend above the height of the existing retaining wall.

20. Under either option, the proposed addition would not exceed the allowed height limit.

21. Owners of properties to the east and to the west have submitted their objections to the variance request, expressing concerns about the need for this variance, the impacts to adjacent properties, and impacts to views.

22. Several variances have been granted over the past few years for properties along Lake Washington Blvd NE, permitting encroachment into north required yards, as described in Attachment 14 to the Advisory Report. The subject properties were 50 feet in width, and the width of the lots was a factor in granting the variances.

23. A standard two-car garage measures 20 feet by 20 feet. A 16-foot wide door is the standard width for a two-car garage door.

24. The applicant purchased the property in 1996, and resides in the upper unit. Given the size of the garages and the access to them, the applicant's experience has been that only smaller cars will fit into the garage. The applicant's proposal adds two enclosed parking spaces, so that each unit would have an additional enclosed parking space.

25. The Director has recommended approval of the upper floor addition but recommends denial of the variance under both Option A and Option B for failure to meet all of the variance criteria. The Advisory Report notes that the Department would support an amended request to provide additional parking at the basement level to support the lower unit, because of the location and design of the existing basement parking garage. At hearing, the Department presented a conceptual drawing of a possible amended plan, but the applicant has not proposed revisions to its application as submitted.

26. KZC 150.50 provides that the applicant has the burden of convincing the Hearing Examiner that the applicant is entitled to the requested decision.

B. Conclusions:

1. Except as noted below, the conclusions set forth in the Advisory Report are adopted by reference.

2. With the exception of the north required yard standard, the proposed addition would meet the fundamental site development standards applicable to an Attached or Stacked Dwelling Unit in the WD III zone. In addition, the proposal would be compatible with applicable Special Regulations concerning public pedestrian access, view corridors, and compatibility with the scenic nature of the waterfront.

3. The proposal would also comply with the regulations for Attached and Stacked Dwelling Unit Regulations in the Shoreline Master Program applicable to the UR 2

Shoreline Environment. The proposal would also satisfy the criteria of WAC 173-27-150 for a Substantial Development Permit. In addition, the land use would be consistent with the Comprehensive Plan designation of medium density residential use.

4. KZC Section 120.20 contains the criteria for the grant of a variance. All of the following criteria must be met in order to grant variance relief: *"(1) The variance will not be materially detrimental to the property or improvements in the area of the subject property or to the City, in part or as a whole; and (2) The variance is necessary because of special circumstances regarding the size, shape, topography, or location of the subject property, or the location of a preexisting improvement on the subject property that conformed to the Zoning Code in effect when the improvement was constructed; and (3) The variance will not constitute a grant of special privilege to the subject property which is inconsistent with the general rights that this code allows to other property in the same area and zoned as the subject property."*

5. The application would meet the first criterion. The proposed addition would meet the allowable height limit and would not extend into the required view corridor; although the Department has concluded that Option A would be out of scale with other nearby structures, this difference was not shown to constitute a material detriment.

6. The next issue is whether the variance is necessary because of special circumstances. The special circumstances cited by the applicant include the size of the garages, the turning movements that are necessary to access the garages, topography and existing building configuration. Although it is understandable that the applicant wishes to improve the enclosed parking and access for both units at the property, the facts in this record do not show special circumstances to support the grant of a variance for either Option A or Option B as currently proposed. The main level garage is the size of a standard two-car garage, and the garage door is only slightly smaller than a standard two-car garage door width. The main level garage provides two enclosed parking spaces, which is comparable to other new residential development, in addition to the surface parking that is available at the site. No special circumstance is presented to justify encroachment into the required yard in order to provide a new enclosed parking space at the main floor level to serve the upper dwelling unit.

7. The basement garage, because of the 90-degree angle turn required from the driveway, can only accommodate a single car. This difficulty of access and existing design constitutes a special circumstance that would support variance relief to provide an additional parking space in the basement garage to serve the lower dwelling unit, which would be comparable to other development in the area. However, Option B proposes a basement level addition that would provide an additional space for both the basement and the upper story unit, so Option B would not be consistent with the requirement that special circumstances be present to justify the variance.

8. The last criterion is whether the variance would constitute a grant of special privilege. Allowing variance relief under either Option A or Option B as proposed

would constitute a grant of special privilege. The creation of the additional enclosed parking space to serve the main floor unit, under the circumstances shown here, would go beyond the rights enjoyed by other properties in the same zone or area, since the property currently enjoys two enclosed spaces to serve the main floor. Granting a variance to allow one additional enclosed parking space to serve the basement unit would be consistent with other development in the area and would not constitute a grant of special privilege.

9. Because the requested variance does not meet all three of the criteria, it cannot be granted.

Decision

The application for a zoning permit and substantial development permit for the second story addition is approved subject to the conditions set forth in the Advisory Report at Section I.B, but the variance request to the north required yard is denied.

Entered this 14th day of September, 2007.

_____
Anne Watanabe
Hearing Examiner

EXHIBITS

The following exhibits were offered and entered into the record:

A. Planning and Community Development Staff Advisory Report
Attachments 1-17
1. Vicinity Map
2. Proposal drawings
3. Development Standards
4. KZC 85.15
5. Comment letters re: property to the west (Deitch property)
6. Comment letter from Arman Manoucheri and Fatima Esfahani
7. Comment Letter from Richard and Laura Schafer
8. July 11, 2007 letter from Duana Kolouskova, representing applicant
9. July 9, 2007 letter from Mark Travers
10. Regulations for Attached and Stacked Dwelling Units in WD III zone
11. Staff analysis of use zone chart compliance
12. Applicant response to variance review criteria (10/26/06 and 8/10/07 letters from Duana Kolouskova)
13. Aerial photograph depicting WD III zone with Assessor Map information
14. Summary of past variances to north required yard
15. Regulations for attached and stacked dwelling units in UR 2 shoreline environment
16. Staff analysis of proposal compliance with UR 2 shoreline regulations
17. Lakeview neighborhood Land Use Map

B. Comment letter from Robert Tema, dated September 3, 2007
C. Letter dated September 7, 2007, concerning corrected garage dimensions, from Duana Kolouskova
D. Email comment from Michael Deitch, dated 9/10/07, regarding Kolouskova 9/7/07 letter

PARTIES OF RECORD

Mark Travers 2315 E. Pike Street, Seattle, WA 98122
John Stephanus, 4611 Lake Washington Blvd NE, Kirkland, WA 98033
Duana Kolouskova, Johns Monroe Mitsunaga, 1601 114th Street Avenue SE, Suite 110, Bellevue, WA 98004
Richard and Laura Schafer, 4630 Lake Washington Blvd NE, Kirkland, WA 98033
Arman Manoucheri and Fatima Esfahani, 4610 Lake Washington Blvd NE, Kikrland, WA 98033
Michael Deitch, 4613 Lake Washington Blvd NE, Kirkland, WA 98033
Karen Santa, 13000 NE 30th Street, Bellevue, WA 98005

Brian Brand, Baylis Architects, 10801 Main Street, Bellevue, WA 98004
Robert Tema, 4561 Lake Washington Blvd NE, Kirkland, WA 98033
Department of Planning and Community Development
Department of Public Works
Department of Building and Fire Services

APPEALS AND JUDICIAL REVIEW

The following is a summary of the deadlines and procedures for appeals. Any person wishing to file or respond to an appeal should contact the Planning Department for further procedural information.

APPEAL TO CITY COUNCIL

Under Section 150.80 of the Zoning Code, the Hearing Examiner's decision may be appealed by the applicant and any person who submitted written or oral testimony or comments to the Hearing Examiner. A party who signed a petition may not appeal unless such party also submitted independent written comments or information. The appeal must be in writing and must be delivered, along with any fees set by ordinance, to the Planning Department by 5 p.m. _____, fourteen (14) calendar days following the postmarked date of distribution of the Hearing Examiner's decision on the application.

APPEAL TO SHORELINE HEARINGS BOARD

Pursuant to RCW 90.58.180 and WAC 173-27-220, any person aggrieved by the City's final decision on the Shoreline Substantial Development Permit may seek appeal to the State Shorelines Hearing Board. All petitions for review shall be filed with the Shoreline Hearings Board within twenty-one (21) days of the date the Department of Ecology receives the City's decision. Within seven (7) days of filing any petition for review with the Shoreline Hearings Board, the petitioner shall serve copies of the petition for review on the Department of Ecology, the State Attorney General and the City of Kirkland. The petition for review must contain items required by WAC 461-08-055.

JUDICIAL REVIEW

Section 150.130 of the Zoning Code allows the action of the City in granting or denying this zoning permit to be reviewed in King County Superior Court. The petition for review must filed within twenty-one (21) calendar days of the issuance of the final land use decision by the City.

LAPSE OF APPROVAL

Pursuant to RCW 90.8.200 and WAC 173-27-090, construction or substantial progress toward construction of a project for which a Substantial Development Permit has been granted pursuant to the Shoreline Management Act must be undertaken within two (2) years after the date of approval. The project must be completed within five (5) years and a one (1) year extension may be considered.

"Date of approval" means the date of approval by the City of Kirkland, or the termination of review proceedings if such proceedings were initiated pursuant to RCW 90.58.180 and WAC 173-27-220.

Enclosure 3

CITY OF KIRKLAND
Planning and Community Development Department
123 Fifth Avenue, Kirkland, WA 98033 425.587-3225
www.ci.kirkland.wa.us

ADVISORY REPORT
FINDINGS, CONCLUSIONS, AND RECOMMENDATIONS

To: Kirkland Hearing Examiner

From: _____ Stacy Clauson, Project Planner

_____ Eric R. Shields, AICP, Planning Director

Date: October 30, 2007

File: STEPHANUS VARIANCE AND SUBSTANTIAL DEVELOPMENT PERMIT, FILE NO. ZON06-00030 AND SHR07-00004

Hearing Date and Place: September 6, 2007 at 7 pm (or as soon thereafter as possible)
City Hall Council Chamber
123 Fifth Avenue, Kirkland

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I. INTRODUCTION

A. APPLICATION

1. Applicant: Mark Travers on behalf of John Stephanus

2. Site Location: 4611 Lake Washington Blvd NE (see Attachment 1)

3. Request: Zoning Permit and Substantial Development Permit for an addition to an existing duplex. The addition would consist of a 522 square foot upper floor addition to the duplex as well as an addition for garage space to provide additional covered parking for the units. The proposed garage addition would require a variance to the zoning regulations to reduce the north required yard to 21 feet. The applicant has presented two alternative designs for the garage addition for City review (both require a variance), as follows:

   a. Option A (see Attachment 2.a): This is the applicant preferred alternative. A two story stacked garage that would provide additional parking for the basement and upper story unit. The addition would occur on the north side of the existing duplex and would measure approximately 17 feet by 21 feet. The garage addition would be two stories in height, aligning with the basement and main floor levels.

   b. Option B (see Attachment 2.b): A one story garage addition that would provide additional parking for the basement and upper story unit in a tandem parking configuration. The addition would occur on the basement level of the building and would measure approximately 17 feet by 40 feet.

4. Review Process: The proposal requires the following review:

   a. Modification to an existing attached or stacked dwelling unit, requiring a Process I review;

   b. Modification to an existing attached or stacked dwelling unit within the shoreline jurisdiction, requiring a Substantial Development Permit review, using Process I;

   c. A variance for encroachment into the north required yard under the Zoning Code provisions, requiring a Process IIA review.

   Pursuant to KZC 145.10 and KMC 24.06.040(b)(1), if the use or activity that requires approval through Process I is part of a proposal that requires additional approval through Process IIA, the entire proposal is reviewed using Process IIA.

   Process IIA, Hearing Examiner conducts public hearing and makes final decision.

5. Summary of Key Issues and Conclusions: The key issue is compliance with the applicable criteria for approval of zoning variances. Staff is recommending approval of the upper floor addition, which does not require a variance. Staff is not recommending approval of the variance as submitted under Option A or B (see Section II.D.3-6), but does acknowledge that the location and design of the existing basement parking level poses a challenge to reasonable access and is a special circumstance that should be addressed. As a result, staff would recommend that the applicant explore an alternate proposal that would provide a basement level addition for the lower unit only. This alternative could address the special circumstance that exists in a way that does not pose a detrimental impact to neighboring residents or the City as a whole.

B. RECOMMENDATIONS

1. Based on Statements of Fact and Conclusions (Section II), and Attachments in this report, we recommend approval of the SDP and zoning permit for the second story addition, subject to the conditions noted below.

2. Based on Statements of Fact and Conclusions (Section II), and Attachments in this report, we recommend denial of the requested variance to the north required yard as presented in either option.

3. This application is subject to the applicable requirements contained in the Kirkland Municipal Code, Zoning Code, and Building and Fire Code. It is the responsibility of the applicant to ensure compliance with the various provisions contained in these ordinances. Attachment 3, Development Standards, is provided in this report to familiarize the applicant with some of the additional development regulations. This attachment does not include all of the additional regulations. When a condition of approval conflicts with a development regulation in Attachment 3, the condition of approval shall be followed (see Conclusion II.G.2).

4. As part of the application for a Building Permit the applicant shall submit:

   a. Revised plans to conform to the north required yard (see Conclusion II.ED.7.b).

   b. A geotechnical report, prepared by a qualified engineer or engineering geologist, meeting the requirements of KZC Section 85.15 (see Conclusion II.A.1.b).

5. In order for a home occupation to operate out of this site, a City of Kirkland business license would need to be obtained and the business would need to be operated consistent with the regulations contained in KZC 115.65.

II. FINDINGS OF FACT AND CONCLUSIONS

A. SITE DESCRIPTION

1. Site Development and Zoning:

   a. Facts:

      (1) Size: The property contains approximately 12,635 square feet of land area with 26 feet of linear frontage along Lake Washington.

      (2) Land Use: The property contains a duplex structure and a private pier. The duplex was approved to be converted from a single family residence in 1994, under File No. IIA-94-107. As part of the conditions of approval for this zoning permit, a public access easement was established over the southerly 10 feet of the northerly 15 feet of the subject property. Installation of the public access walkway was deferred until adjoining properties redevelop into multi-family uses. Key issues considered during the review of the zoning permit included installation of the pedestrian access walkway, landscaping, and a pending enforcement for the duplex unit, which was installed without permits.

      According to the City's Landslide and Seismic Hazard Areas Map, the site is underlain with a Seismic Hazard area.

(3) Zoning: WDIII, a medium density residential zone

(4) Shoreline Designation: Urban Residential 2 (UR2)

(5) Terrain and Vegetation: The site slopes downhill to the west across the site, with an elevation drop of approximately 16 feet across the eastern, rectangular portion of the site. Vegetation consists of typical residential trees and shrubbery.

b. Conclusions: The existing development is a factor to be considered in the review of the applicant's variance request. See II.D.5 for further discussion. To address potential hazards associated with development in a seismic hazard area, prior to building permit issuance, the applicant should submit a geotechnical report, prepared by a qualified engineer or engineering geologist, meeting the requirements of KZC Section 85.15 (see Attachment 4).

2. Neighboring Development and Zoning:

a. Facts: The subject property is surrounded by the following zones and uses:

North: Properties to the north are also located within the WD III zone and UR 2 shoreline environment. The upland portion of the site is bordered by single family residences. The waterward portion of the site is bordered by private piers.

South: Properties to the south are located in the WD III zone and UR 2 shoreline environment. The upland portion of the site is bordered by two single family residences on one lot. The waterward portion of the site is bordered by a private pier.

East: Property to the east is zoned RS 12.5 and is outside shoreline jurisdiction. The site abuts the Lake Washington Blvd NE right-of-way. Property across the street is developed with single-family residential uses.

West: Lake Washington and a single family residence. The residence is accessed from Lake Washington Blvd NE by an access easement which crosses the subject property. The access easement is 16 feet in width for the majority of the length, widening to 19.5 feet on the western portion.

b. Conclusion: The surrounding development is relevant to this application and is discussed further in Sections II.D.2.c and II.D.4 below.

B. HISTORY

1. Facts: The following previous development permits have been reviewed by the City of Kirkland:

a. Building Permit No. 890756 was issued for the construction of a single-family residence on the subject property.

b. Shoreline Substantial Development Permit No. SD-90-126, an application to construct a private pier, was approved on December 12, 1991.

c. Zoning Permit IIA-SD-92-61, an application to convert a single-family residence to a duplex, was approved on February 12, 1993. A building permit was not

submitted within the lapse of approval time frame established as part of the permit and, as a result, the rights acquired through this process were terminated.

d. Zoning Permit IIA-94-107, an application to convert a single-family residence to a duplex, was approved on March 8, 1995.

e. In 2000, the City approved a business license (BUS10080) for Stockbridge Autos, Inc., a wholesale auto dealership, to operate as a home occupation at this site, under the regulations contained in KZC 115.65. The business license has since expired.

2. Conclusion: The structure has been approved for use as a duplex. At the time that the duplex was approved, there was a finding that the use, which would include required parking, would be consistent with the City's zoning regulations. In order for a home occupation to operate out of this site, a City of Kirkland business license would need to be obtained and the business would need to be operated consistent with the regulations contained in KZC 115.65.

C. PUBLIC COMMENT

1. The Public Comment Period for the project originally extended from January 11, 2007 to January 31, 2007. A second, corrected public comment period was held open from July 13, 2007 to August 13, 2007 to provide the full 30-day shoreline permit public comment time frame. Copies of written comments submitted are included as Attachment 5 through 7. The public comments have been submitted by or on behalf of the property owner located to the west of the site (see Attachment 5.a-d). Separate correspondence was also submitted by the two separate property owners of the lots located to the east of the site (see Attachments 6 and 7). The applicant has responded to these comment letters in Attachment 8 and 9. Issues addressed in the comments (paraphrased), together with responses from staff include:

a. The neighbor to the west has submitted a letter stating his objection to the issuance of a variance that would result in a structure that extends above the existing retaining wall located along the access easement serving his property (see Attachments 5.a-d). The neighbor has submitted comments from a realtor and architect addressing the proposal. The following issues were addressed as part of this correspondence:

(1) Adding another structure on the other side of the narrow driveway would give the entrance to the residence an appearance of an alley, negatively impacting the property.

(2) According to the neighbor's realtor, narrowing an entrance to the property would devalue and take away from the overall setting of his property.

(3) The structure is currently used as a single family home. The upper garage presents no problem for access and the lower garage is used for parking. Vehicles are also parked on other areas of the site. Existing parking does not justify variance.

(4) Concern that the size of the lot and the small area is not conducive to more automobiles.

(5) Concern about drainage impacting his property.

(6) According to analysis by the neighbor's architect, the variance proposal is not consistent with the criteria for review established in KZC 120.20. In particular, the following issues were addressed:

(a) No special circumstances exist on the subject property to substantiate the variance request. The architect has estimated that the site contains adequate parking space for 8 vehicles.

(b) The construction of the proposed stacked garage (Option A) would be detrimental to the neighbor to the west and the community. The reduction in open space would impact the neighboring property to the west by constricting the access and impact the view to the front of the residence from the street, adversely impacting the value of his property and sense of arrival.

(c) Since the applicant does not suffer any hardship, granting of the variance would constitute a grant of special privilege.

Response: Staff is recommending denial of the stacked garage (Option A). Staff would disagree that the existing development presents no hardship, given the difficulty in accessing the basement level garage. Under either Option A or B, the addition would continue to comply with required setbacks from the edge of the access easement. A limited garage at the basement level would appear to minimize the perceived impacts cited by the neighbor. Section II.D.3-6 below contains a detailed analysis of the staff recommendation on the variance.

The building, as configured, currently contains two separate dwelling units, with independent living facilities present on the basement level. There is no indication in City records that a business is currently being operated out of the home. If a home based business were to operate out of the site, it would need to be done in a manner consistent with the regulations contained in KZC 115.65. The addition will be reviewed by the Public Works Department at the time of the building permit review. Upon initial review, the Public Works Department has noted that all roof and driveway drainage must be tight-lined to the storm drainage system (see Attachment 3).

b. The owner of the properties located directly across the Lake Washington Blvd NE to the east of the site, at 4610 and 4618 Lake Washington Blvd, have submitted their objection to the setback because it would cause diminishment of the open look for houses across the street and from the city street (see Attachment 6). The neighbor objected to any increase in height above the existing building.

c. The owners of the property at 4630 Lake Washington Blvd NE, located on the east side of Lake Washington Blvd and slightly to the north of the site, has submitted their objection to the variance request, commenting that there is no legitimate reason to add parking space and that the building appears overly massive for its site (see Attachment 7). The neighbors commented that if the garage enlargement is approved, pedestrians will be faced with a reduced view and the view from their home will also be diminished.

Response: The proposed second floor would not extend above the height of the existing structure. Staff concurs that Option A, which results in additional mass along the street elevation, would pose an impact to surrounding properties and is not recommending that this option be approved. Staff believes that with the submittal of Option B, which would not be visually prominent from the street or

properties located on the east side of the street, the applicant has appropriately responded to these concerns.

2. Conclusions: Compliance with the variance criteria are further discussed in Section II.D.4-6.

D. ZONING CODE COMPLIANCE

1. Fundamental Site Development Standards

a. Facts:

(1) The fundamental site development standards pertaining to an Attached or Stacked Dwelling Unit in the WD III zone are set forth in Zoning Code Sections 30.30 and 30.35.010 (see Attachment 10).

(2) A summary of the regulations contained in KZC Section 30.30 and 30.35.010 and the relationship of the proposal to them is contained in Attachment 11.

(3) The north required yard is equal to the greater of 15 feet of 1 ½ times the height of the primary structure above average building elevation minus 10 feet. For instance, a building height of 30 feet above average building elevation results in a north required yard of 35 feet. Based upon recently corrected average building elevation calculations, the building height above ABE is approximately 26 feet under Option A and 25 feet under Option B, resulting in a north required yard of 29 and 27.5 feet, respectively. (Note: Required yard shown on plans of 34.6 feet was based on an incorrect calculation of building height, which overestimated building height at slightly less than 30 feet above average building elevation). The proposal includes a request to construct a garage addition that would be located 21 feet from the north property line, encroaching into the north required yard.

b. Conclusions: The proposal complies with the regulations for the WD III zone, except for the north required yard. The proposed encroachment into the north required yard requires approval of a variance. See Sections II.D.3 and II.D.4-6 below for more information on the variance request.

2. Applicable Special Regulations:

a. Public Pedestrian Access

(1) Facts:

(a) Special Regulation #2 requires that the development provide public pedestrian access from the right-of-way to and along the entire waterfront of the subject property within the high waterline yard. Access to the waterfront may be waived by the City if public access along the waterfront of the subject property can be reached from adjoining property. The City shall require signs designating the public pedestrian access and public uses areas.

(b) When the residence was converted to a duplex in 1994, the Hearing Examiner required the property owner to establish a public pedestrian access easement. The access was permitted to be located in the driveway, if marked by a change in paving, a painted border or other means which would not interfere with the vehicular use. Completion of the border, if it was to be painted, was deferred until the pedestrian access walkway sign is installed. Installation of the pedestrian access walkway sign was deferred until the waterfront properties adjoining the easement area are converted to multifamily use.

(c) The pedestrian access easement has been established and recorded under Recording Number 199506290278. A concrete driveway and walkway extending to the shoreline has been installed. The residences located adjoining the easement area have not been converted to multifamily use.

(2) Conclusions: The interpretation under the prior zoning permit for the conversion of the single family residence to a duplex are still relevant to the current proposal. As a result, the installation of the public access signs should continue to be deferred until the waterfront properties adjoining the easement area are converted to multifamily use.

b. View Corridor

(1) Facts:

(a) A view corridor must be maintained across 30% of the average parcel width. The average parcel width is determined by averaging the distance from the north to the south property lines as measured along the high waterline and the front property line. The average parcel width is approximately 63 feet (100' as measured at the front property line + 26 feet measured at the high waterline = 126/2= 63). Based on this average parcel width, the view corridor would be approximately 18.9 feet.

(b) The view corridor must be in one continuous piece. Within the view corridor, structures, parking areas and landscaping will be allowed, provided that they do not obscure the view from Lake Washington Boulevard to and beyond Lake Washington. This corridor must be adjacent to either the north or south property line, whichever will result in the widest view corridor given

development on adjacent properties. The view corridor is adjacent to the north property line in one continuous piece and is located coincident with an existing access easement to provide the widest view corridor.

(c) The existing structures comply with required view corridor and the proposed additions would not be located within the view corridor.

(2) Conclusions: The proposal is consistent with the zoning regulations requiring a view corridor to be maintained across the property.

c. Compatibility

(1) Facts:

(a) Special Regulation #6 states that the design of the site must be compatible with the scenic nature of the waterfront. If the development will result in the isolation of a detached dwelling unit, site design, building design and landscaping must mitigate the impacts of that isolation.

(b) As defined in the Zoning Code, isolation means when a use abuts or is directly across the street from high density or higher intensity uses, on at least three sides. The site is surrounded by existing single family development, except for the lot to the south, which contains two detached dwelling units. None of the abutting residences abut or are located across the street from a higher density use on three sides.

(c) Properties adjoining the development on the north, south, and west property lines, which are single family homes, are buffered with an existing minimum 5-foot wide landscape strip.

(d) The duplex contains generous outdoor living areas and windows oriented toward Lake Washington.

(e) The site provides a view corridor across the northern portion of the site to and beyond Lake Washington.

(2) Conclusions: Given the existing view corridor, site and building design, and landscaping, the proposal is compatible with the scenic nature of the waterfront. The project, does not isolate a detached dwelling unit.

3. VARIANCE

a. Facts: Zoning Code Chapter 120 sets forth the mechanism whereby a provision of the Code may be varied on a case-by-case basis if the application of the provision would result in an unusual and unreasonable hardship.

(1) Zoning Code section 120.20 establishes three decisional criteria with which a variance request must comply in order to be granted. The applicant's response to these criteria can be found in Attachment 12. Sections II.D.4 through II.D.6 contain the staff's findings of fact and conclusions based on these three criteria.

b. Conclusions: Based on the following analysis, the application under either Option A or B, as submitted, does not meet the established criteria for a variance. As addressed below, a portion of the proposal, which would consist of additional parking on the basement level to support the lower unit only, would be consistent with the criteria for a variance. Staff would support an amended request that provided additional parking at the basement level to support the lower unit.

4. Variance Criterion 1: The variance will not be materially detrimental to the property or improvements in the area of the subject property or to the City, in part or as a whole.

a. Facts:

(1) The requirement for a north required yard is intended to address the distance between structures, the building mass of structures in relationship to building height, and the amount of sun/shadow falling onto adjoining properties. In the WD III zone, the north required yard is determined by the greater of 15 feet or 1 ½ times the height of the primary structure above average building elevation minus 10 feet. Under these provisions, the height of the tallest portion of the building is used to determine the setback that will apply to all portions of the primary structure. Based upon recently corrected average building elevation calculations, the building height above ABE is approximately 26 feet under Option A and 25 feet under Option B, resulting in a north required yard of 29 and 27.5 feet, respectively.

(2) The height of the upper floor of the existing structure, which is the tallest portion of the structure, has imposed the required setback along the north required yard. Under either proposed option, the tallest portions of the building would continue to comply with the north required yard, and a lower story addition would encroach into the required yard. Under Option A, the top of the garage addition would align with the top of the main floor elevation, while under Option B, the top of the garage addition would align with the 1st floor elevation.

(3) The site slopes downhill to the west across the site, with an elevation drop of approximately 16 feet across the eastern, rectangular portion of the site. The basement level of the building is recessed below the elevation of Lake Washington Blvd, while the main floor level is located approximately 6 feet above the elevation of Lake Washington Blvd.

(4) The site contains a vehicular access easement along the north property line which serves the property owner located to the west (a single family residence) as well as provides the primary access to the site. The eastern portion of the basement level of the building is recessed below the elevation of this access easement, with the westernmost portion of the basement level partially located above the elevation of the driveway as the driveway slopes downhill to the west. To retain the grade change between the basement level and the driveway, a retaining wall has been constructed along the south side of the access driveway. The retaining wall extends above the height of the driveway by approximately 3 feet at the western extent of the retaining wall. As a result of this existing site arrangement, under Option A, the main floor level garage addition would be exposed to view from the access easement. Under Option B, approximately 2-3 feet of the western portion of the basement level

garage addition would extend above the height of the existing retaining wall.

(5) The area located between Lake Washington Blvd NE and Lake Washington, south of NE 52nd Street has been designed for medium density residential development. The current development pattern in this area is varied, containing a mixture of single family residences and multifamily complexes. Given this mixture, the following general patterns can be observed:

(a) Many of the lots are narrow (approximately 50 feet in width) and contain structures that would be less than 50 feet in width (see Attachment 13).

(b) Notable exceptions to the general pattern are found at a number of condominium sites located in this area, including the Breakwater, Yarrow Cove, Yarrow Bay, Chartwater, Breakers, and Yarrow Shores Condominiums. These structures have been designed to accommodate the north required yard, except for the Yarrow Bay overwater structure, which is setback significantly from the street.

(6) With the garage addition, the building width along the street will measure approximately 69 feet.

(7) Under either option, the proposed garage addition would be separated from the north property line by 21 feet, encompassed by the 16-foot wide access easement and the required 5-foot setback from the edge of the easement. As a result of existing nonconforming development on the property to the north, the structure separation between the addition and the existing residence to the north would also be 21 feet.

(8) The neighbor to the west, who shares the access with the subject property, has expressed concern about how the proposal would change the view and openness as he approaches his residence (see Attachment 5). The neighbors to the east have also submitted letters objecting to the proposal, based on view impacts as well increased building mass and the loss of openness between structures (see Attachment 6 and 7).

b. <u>Conclusion</u>:

(1) Under either option, the proposed addition will not exceed the allowed height, nor will it extend into the required view corridor or other required yards. The public's interest in preserving and enhancing the visual openness from public rights-of-way to and beyond Lake Washington is therefore protected.

(2) Because of its relative height and separation to the property to the north, Option A would not adversely impact the solar access of the residence to the north. Under Option A, the addition would continue to comply with the required 5-foot setback from the edge of an access easement, which mitigates some of the concerns about the access easement as expressed by the neighbor sharing this easement. The mass of the structure as visible from the right-of-way and adjoining properties is increased under Option A. Under the proposal, the relationship of the

building width to the building height as well as the relationship to the surrounding buildings and the spaces which are created between the buildings would be altered and, as a result, the building form would appear more massive as perceived from Lake Washington Blvd and the access easement. As a result, the building with Option A would be out of scale with and have a more prominent building bulk and mass along this stretch of Lake Washington Blvd than other nearby structures.

(3) Option B will not have a detrimental impact on the surrounding residences due, largely, to its limited visual presence. Due to the existing grades, the addition would not be visible from most vantages and would be built into the existing slope in order to minimize any visual impacts. The addition would not impact the solar access to the property to the north. The addition would provide for additional covered parking in a manner which is not highly visible from the City right-of-way or adjoining properties.

5. Variance Criterion 2: The variance is necessary because of special circumstances regarding the size, shape, topography, or location of the subject property, or the location of preexisting improvements on the subject property that conformed to the Zoning Code in effect when the improvement was constructed.

a. Facts:

(1) The property contains approximately 12,635 square feet of land. The rectangular, buildable portion of site measures 100.28 x 104 feet, containing approximately 10,068 square feet.

(2) The existing building is located 34.5 feet from north property line. The building height above ABE is approximately 26 feet under Option A and 25 feet under Option B, resulting in a north required yard of 29 and 27.5 feet, respectively.

(3) The existing structure is located approximately 30 feet from front property line, which coincides with the front required yard. The structure is located approximately 5 feet from western property line, which coincides with the required yard.

(4) The development is required to provide 1.7 parking stalls for each unit. In addition, guest parking at a minimum rate of .5 stalls per unit would be required at this site, which does not have available on-street parking along Lake Washington Blvd. As a result, a total of five parking stalls are required.

(5) Under the provisions of KZC 115.115.5.a which addresses the location of driveways and parking areas supporting duplexes, vehicles may be parked in the required front, rear, and north property line yards if parked on a driveway and/or parking area.

(6) Presently, the site contains the following areas that are available for parking:

(a) The existing building contains a basement floor garage measuring approximately 21' x 24'.

(b) The driveway leading to this garage space can be used to park vehicles in a tandem configuration behind the garage door.

(c) The existing building contains a main floor garage that measures approximately 20'11" x 20', with a garage door opening of 16 feet (as measured in the field by staff).

(d) A driveway and parking area are located in front of the residence, in the required front yard.

(7) According to the applicant, reasonable access to and use of the basement floor garage for parking is adversely impacted by the current configuration of the garage, with the following design issues:

(a) The driveway serving the garage is located parallel with the access driveway and necessitates a 3-point turn to negotiate the turn to the garage.

(b) The garage doors are located at a 90 degree angle to the driveway leading to the garage and the limited distance from the garage door to the retaining wall, combined with the difficult access to the driveway does not allow a vehicle to approach the garage head-on.

(8) According to the applicant, the main floor garage is not of sufficient size to reasonably accommodate two parked vehicles. The existing building contains a main floor garage that measures approximately 20'11" x 20', with a garage door opening of 16 feet.

(9) A standard two-car garage measures 20' x 20'. A 16' wide door is a standard two car garage door width.

b. Conclusions:

(1) The size and shape of the lot has not necessitated the need for a variance.

(2) Under the existing parking configuration, the site development does comply with the City's minimum parking standards. The site can accommodate parking for at least five vehicles in both the enclosed and surface parking areas identified on the site.

(3) The location and design of the existing basement parking level poses a challenge to reasonable access and is a special circumstance that should be addressed. The challenges posed by the design of this garage space make it difficult to park one vehicle within the garage. A garage addition on the basement level would help to mitigate some of the design issues by eliminating the 90 degree angle turn into the garage from the driveway.

(4) The applicant has not demonstrated that the design of the main level garage poses a special circumstance that necessitates an addition into a required yard. The dimensions of the garage would be consistent with typical residential design. If the applicant desires to widen the garage

for additional convenience, there appears to be additional room available within the required yard to widen the main floor garage.

6. Variance Criterion 3: The variance would not constitute a grant of special privilege to the subject property which is inconsistent with the general rights that this Code allows for other properties in the same area and zone as the subject property.

   a. Facts:

      (1) Historical development along the stretch of WD III zoning located south of Carillon Point appears to contain many structures which would encroach into the required north property line (see Attachment 13).

      (2) Under the current regulations, there have been several variances approved to the north required yard (see Attachment 14). In general, past variances to this regulation were based upon a narrow lot width that significantly impacted the proposed site development.

      (3) Based upon development patterns observed by staff, it is typical for new residential construction to contain up to 2 enclosed parking stalls for each dwelling unit. Based upon existing dimensions and access, it appears that the main floor parking garage, which serves the upper unit, can accommodate two vehicles, while the basement floor, which serves the lower unit, may reasonably accommodate one vehicle.

   b. Conclusion:

      (1) Past variances to the north required yard in the WDIII zone have been limited to unique situations where the application of the standard would result in significant hardship, such as significantly constrained building width. The current proposal is not comparable to this past precedent.

      (2) Since the main floor garage could accommodate two parked vehicles for the upper unit, the proposal to provide additional enclosed parking area to support this unit would not be necessary for reasonable use of the property and therefore would grant a special privilege.

      (3) The provision of additional enclosed parking area to support the lower unit would provide parking that would be more similar to that seen in new residential development.

7. GENERAL ZONING CODE CRITERIA

   a. Fact: Zoning Code section 150.65.3 states that a Process IIA application may be approved if:

      (1) It is consistent with all applicable development regulations and, to the extent there is no applicable development regulation, the Comprehensive Plan; and

      (2) It is consistent with the public health, safety, and welfare.

   b. Conclusion: With the recommended conditions of approval, the proposed upper floor addition outside of the required yards would be consistent with the criteria in section 150.65.3 and does not necessitate a variance. This portion of the proposal will allow continued development of the site in a manner consistent

with the Comprehensive Plan, the Shoreline Master Program, the Zoning Code and surrounding properties. Adequate provisions have been made for landscaping and view corridors. Construction will be required to occur consistent with applicable codes of the City.

Staff has recommended that the variance to the north required yard not be approved as currently presented, because it does not comply with the variance criteria established in Zoning Code section 120.20 (see Section II.D.3-6). If the variance to the north required yard is not approved, the building permit shall demonstrate compliance with the north required yard provisions established in Kirkland Zoning Code.

E. SHORELINE MASTER PROGRAM

1. Attached and Stacked Dwelling Unit Regulations

a. Facts:

(1) The subject property is located within the jurisdiction of the City's Shoreline Master Program (KMC Chapter 24.05) and is in the Urban Residential 2 (UR 2) Shoreline Environment. The UR 2 Shoreline Environment allows attached and stacked dwelling subject to approval of a Substantial Development Permit. The regulations for attached and stacked dwelling units are contained in Attachment 15.

(2) A summary of the regulations contained in KMC 24.05.110 and 24.05.150 and the relationship of the proposal to them is contained in Attachment 16.

b. Conclusion: The proposal complies with the regulations for attached and stacked dwelling units in the UR 2 shoreline environment.

2. SHORELINE SUBSTANTIAL DEVELOPMENT

a. Fact: WAC 173-27-150 establishes that a Substantial Development Permit may only be granted when the proposed development is consistent with all of the following:

(1) The policies and procedures of the Shoreline Management Act.

(2) The provisions of WAC Chapter 173-27.

(3) Chapter 24.05 of the Kirkland Municipal Code.

b. Conclusion: The proposal complies with WAC 173-27-150. It is consistent with the policies and procedures of the Shoreline Management Act because it will allow expansion of a permitted use, designed and conducted in a manner to minimize, insofar as practical, any resultant damage to the ecology and environment of the shoreline area and any interference with the public's use of the water. The addition will continue to allow opportunities for the public to view the shoreline. It is consistent with the provisions of WAC 173-27 because a complete application for a Substantial Development Permit has been submitted by the proponent and appropriate notice of the application has been given. As discussed in sections II.E.1.b it is consistent with Chapter 24.05 of the Kirkland Municipal Code.

F. COMPREHENSIVE PLAN

1. Fact: The subject property is located within the Lakeview neighborhood. Figure L-1 on page XV.A-2 designates the subject property for medium density residential use (see Attachment 17).

2. Conclusion: The land use is consistent with the Comprehensive Plan for the subject property.

G. DEVELOPMENT STANDARDS

1. Fact: Additional comments and requirements placed on the project are found on the Development Standards, Attachment 3.

2. Conclusion: The applicant should follow the requirements set forth in Attachment 3.

III. SUBSEQUENT MODIFICATIONS

Modifications to the approval may be requested and reviewed pursuant to the applicable modification procedures and criteria in effect at the time of the requested modification.

IV. APPEALS AND JUDICIAL REVIEW

The following is a summary of the deadlines and procedures for appeals. Any person wishing to file or respond to an should contact the Planning Department for further procedural information.

A. APPEALS

1. Appeal to City Council:

   Section 150.80 of the Zoning Code allows the Hearing Examiner's decision to be appealed by the applicant and any person who submitted written or oral testimony or comments to the Hearing Examiner. A party who signed a petition may not appeal unless such party also submitted independent written comments or information. The appeal must be in writing and must be delivered, along with any fees set by ordinance, to the Planning Department by 5:00 p.m., _____, fourteen (14) calendar days following the postmarked date of distribution of the Hearing Examiner's decision on the application.

2. Appeal to Shoreline Hearings Board:

   Pursuant to RCW 90.58.180 and WAC 173-27-220 any person aggrieved by the City's final decision on the Shoreline Substantial Development Permit may seek appeal to the State Shoreline Hearings Board by filing a petition for review. All petitions for review shall be filed with the Shoreline Hearings Board within 21 days of the date the Department of Ecology receives the City's decision. Within seven days of filing any petition for review with the Shoreline Hearings Board, the petitioner shall serve copies of the petition for review on the Department of Ecology, the State Attorney General and the City of Kirkland. The petition for review must contain items required by WAC 461-08-055.

B. JUDICIAL REVIEW

Section 150.130 of the Zoning Code allows the action of the City in granting or denying this zoning permit to be reviewed in King County Superior Court. The petition for review must be filed within 21 calendar days of the issuance of the final land use decision by the City.

V. LAPSE OF APPROVAL

Pursuant to RCW 90.58.200 and WAC 173-27-090, construction or substantial progress toward construction of a project for which a Substantial Development Permit has been granted pursuant to the Shoreline Management Act must be undertaken within two (2) years after the date of approval. The project must be completed within five (5) years and a one (1) year extension may be considered.

"Date of approval" means the date of approval by the City of Kirkland, or the termination of review proceedings if such proceedings were initiated pursuant to RCW 90.58.180 and WAC 173-27-220.

VI. APPENDICES

Attachments 1 through 17 are attached.

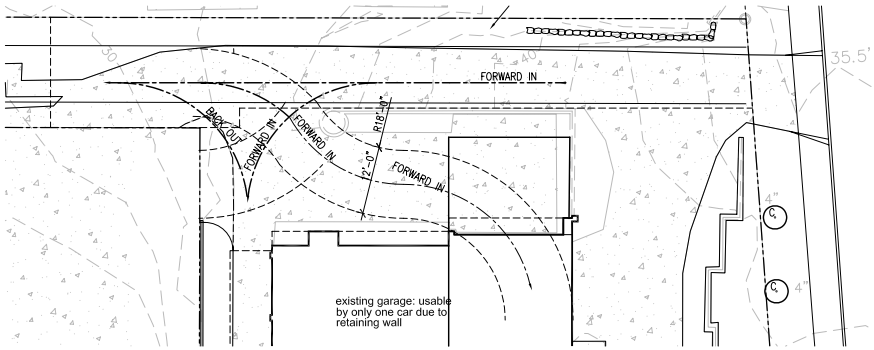
1. Vicinity Map
2. Proposal Drawings
    a. Option A
    b. Option B
3. Development Standards
4. KZC 85.15
5. Comment Letters concerning property to west
    a. December 1, 2006 letter from Michael J. Deitch
    b. December 11, 2006 letter from Karen Santa, Windermere
    c. Letter from Brian Brand, Baylis Architects
    d. August 17, 2007 letter from Michael J. Deitch
6. Comment letter from Arman Manoucheri and Fatima Esfahani
7. Comment letter from Richard and Laura Schafer
8. July 11, 2007 letter from Duana Kolouskova, representing applicant, responding to public comment letters
9. July 9, 2007 letter from Mark Travers responding to public comment letters
10. Regulations for Attached and Stacked Dwelling Units in WD III zone
11. Staff Analysis of Use Zone Chart Compliance
12. Applicant response to variance review criteria
    a. October 26, 2006 letter from Duana Kolouskova, representing applicant, assessing proposal for compliance with variance criteria
    b. August 10, 2007 letter from Duana Kolouskova, representing applicant, assessing consistency with Comprehensive Plan
13. Aerial Photograph depicting WD III zone, with Assessor Map information, including lot dimensions
14. Summary of Past Variances to north required yard
15. Regulations for Attached and Stacked Dwelling Units in UR 2 shoreline environment
16. Staff Analysis of proposal compliance with UR 2 shoreline regulations
17. Lakeview Neighborhood Land Use Map

VII. PARTIES OF RECORD

Applicant, MARK TRAVERS, 2315 E PIKE STREET, SEATTLE WA 98122
JOHN STEPHANUS, 4611 LAKE WASHINGTON BOULEVARD NE, KIRKLAND WA 98033
DUANA KOLOUSKOVA, JOHNS MONROE MITSUNGAGA, 1601 114TH AVE SE, SUITE 110, BELLEVUE, WA 98004
RICHARD AND LAURA SCHAFER, 4630 LAKE WASHINGTON BLVD NE, KIRKLAND, WA 98033
ARMAN MANOUCHERI, FATIMA ESFAHANI, 4610 LAKE WASHINGTON BLVD, KIRKLAND, WA 98033
MICHAEL J DEITCH, 4613 LAKE WASHINGTON BLVD NE, KIRKLAND, WA 98033
KAREN SANTA, WINDERMERE REAL ESTATE , 13000 NE 30TH STREET, BELLEVUE, WA 98005
BRIAN BRAND, BAYLIS ARCHITECTS, 10801 MAIN STREET, BELLEVUE, WA 98004
Department of Planning and Community Development

Department of Public Works
Department of Building and Fire Services

A written decision will be issued by the Hearing Examiner within eight calendar days of the date of the open record hearing.

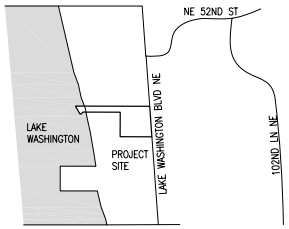


Garage Diagram
Scale: 1"=10'-0"
NORTH

CERCIDYPHYLLUM JAPONICUM	KATSURA TREE	
SYMPHORICARPOS ALBUS	SNOWBERRY	

MK	BOTANICAL NAME	COMMON NAME	QTY.	SIZE	COMMENTS
A			3	10"ø	EXISTING TREES
B			3 1	4"ø 5"ø	EXISTING TREES
C			4 1	4"ø 5"ø	EXISTING TREES

Plant Schedule



Vicinity Plan
NORTH

PROJECT:	SINGLE FAMILY RESIDENCE 4611 LAKE WASHINGTON BLVD KIRKLAND, WA
OWNER:	4611 LAKE WASHINGTON BLVD KIRKLAND, WA 98033 (206) 459-3278 CONTACT: JOHN STEPHANUS
ARCHITECT/AGENT:	MARK TRAVERS ARCHITECT 2315 E PIKE ST SEATTLE, WA 98122 (206) 763-8496 CONTACT: MARK TRAVERS
SCOPE OF WORK:	ADDITION OF 2 STORY SINGLE-CAR GARAGE AND SECOND FLOOR OFFICE ADDITION TO AN EXISTING MULTI-FAMILY RESIDENCE
CONSTRUCTION TYPE:	V-B
ZONE:	WD III
OCCUPANCY:	R-3
APPLICABLE CODES:	KMC 2003 IRC 2003 IBC 2003 WSEC 2003 UPC 2002 NEC 2002 SECS VIAQ

Project Information

LOT AREA:	12,635 SF
EXISTING LOT COVERAGE (INCLUDING EXISTING BUILDING AND IMPERVIOUSE AREAS)	7,307 SF
EXISTING LOT COVERAGE:	57.83%
IMPERVIOUS AREA ADDED	48 SF
PROPOSED LOT COVERAGE:	58.21%

NOTE:
PROPOSED ADDITION IS OVER EXISTING PAVED DRIVEWAY AND 48 SF OF EXISTING LANDSCAPE AREA

PARKING CALC'S:

TOTAL REQ'D	2.5 SPACES
TOTAL EXIST.	2 SPACES
TOTAL PROV'D	3 SPACES

Project Calculations

TAX ID#: 4104500055

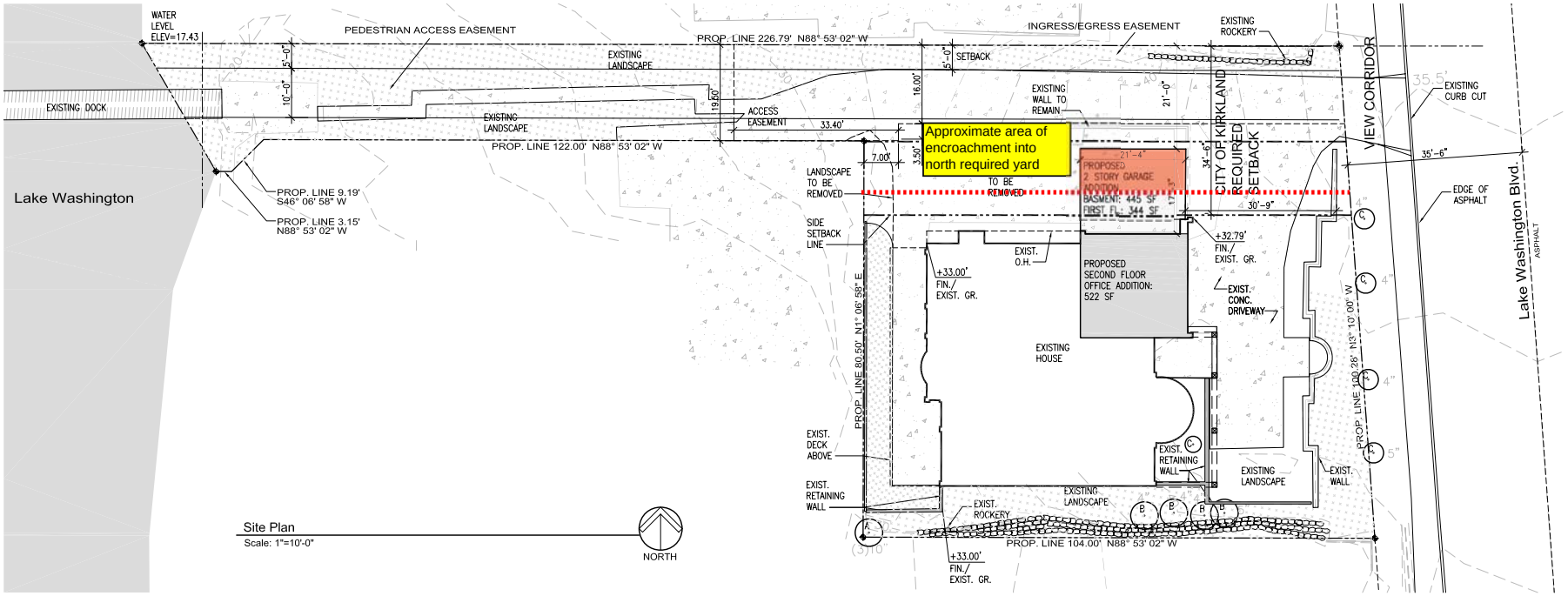
LEGAL DESCRIPTION:

LOT 11 & 12, LAKE WASHINGTON BLVD. BEACH UNRECORDED, LOT LINE ADJUSTMENT #89-139, RECORDED UNDER THE RECORDING #8911211669, RECORDS OF KING COUNTY, CITY OF KIRKLAND, WA.

Legal Description

A1	SITE PLAN, PROJECT DATA
A1.1	AVERAGE BUILDING ELEVATION DIAGRAM
A2	BASEMENT FLOOR PLAN
A3	FIRST LEVEL FLOOR PLAN
A4	SECOND LEVEL FLOOR PLAN
A5	ELEVATION WEST
A6	ELEVATION EAST
A7	ELEVATION NORTH
A8	SECTIONS & DETAILS

Sheet Index



Site Plan
Scale: 1"=10'-0"
NORTH

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Enclosure 4.a

Option A

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Site Plan, Project Info.

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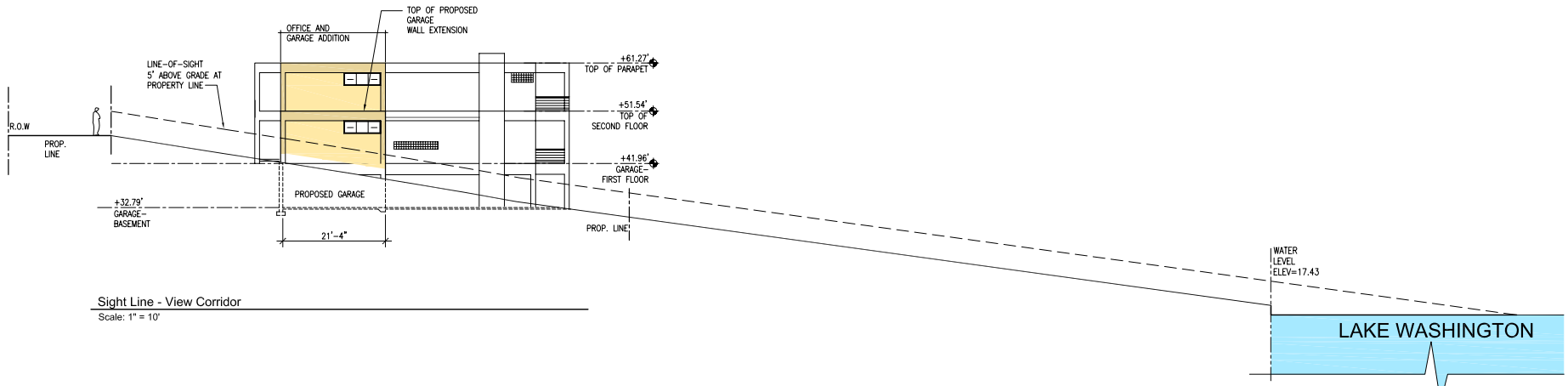
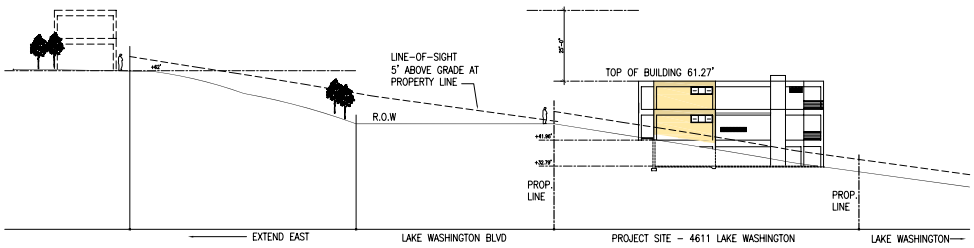
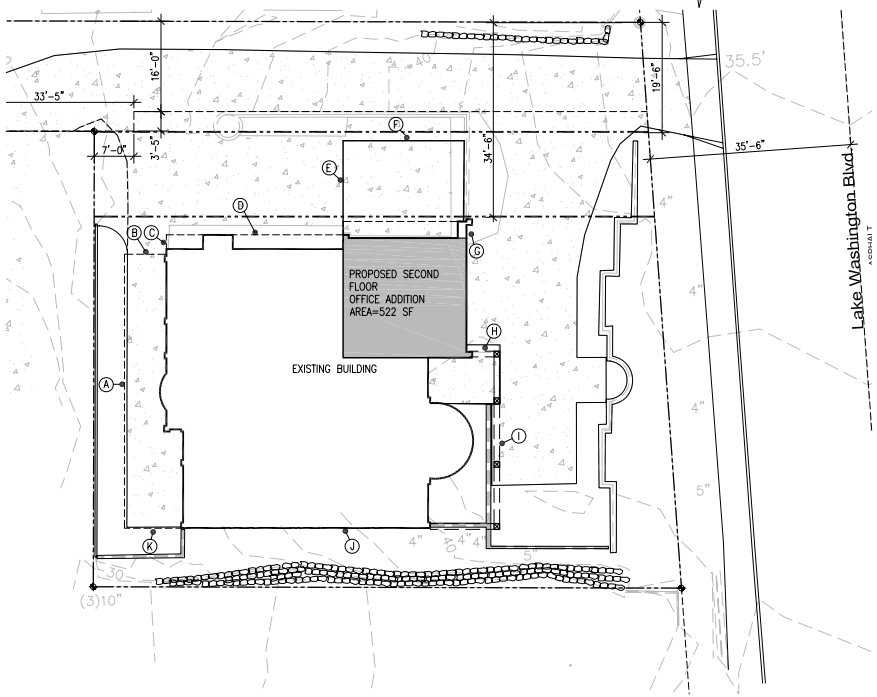
A1



Sight Line - View Corridor
Scale: 1" = 10'



Site Section Looking South
Scale: 1" = 20'



BUILDING MIDPOINTS	EXISTING ELEVATIONS AT BUILDING MIDPOINTS	WALL SEGMENT LENGTH
Ⓐ	33.0'	48.5'
Ⓑ	33.0'	7.0'
Ⓒ	33.0'	3.74'
Ⓓ	32.9'	38.2'
Ⓔ	32.85'	16.64'
Ⓕ	32.8'	21.66'
Ⓖ	41.96'	38.68'
Ⓗ	41.96'	5.43'
Ⓘ	41.96'	30.79'
Ⓙ	37.5'	56.32'
Ⓚ	33.0'	10.03'

$$\frac{A(33.0 \times 48.5)}{48.5} + \frac{B(33.0 \times 7)}{7} + \frac{C(33.0 \times 3.74)}{3.74} + \frac{D(32.9 \times 31.23)}{31.23} + \frac{E(32.85 \times 16.64)}{16.64} +$$

$$\frac{F(32.8 \times 21.43)}{21.43} + \frac{G(41.96 \times 38.68)}{38.68} + \frac{H(41.96 \times 5.43)}{5.43} + \frac{I(41.96 \times 30.79)}{30.79} + \frac{J(37.5 \times 56.32)}{56.32} +$$

$$\frac{P(33.0 \times 10.03)}{10.03}$$

$$= \frac{9{,}517.71}{269.79} = \underline{\underline{35.28' \text{ AVERAGE ELEVATION}}}$$

Average Elevation Calculation

Average Building Elevation Diagram
Scale: 1"=10'-0"

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Average Building Elevation Calculation

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A1.1

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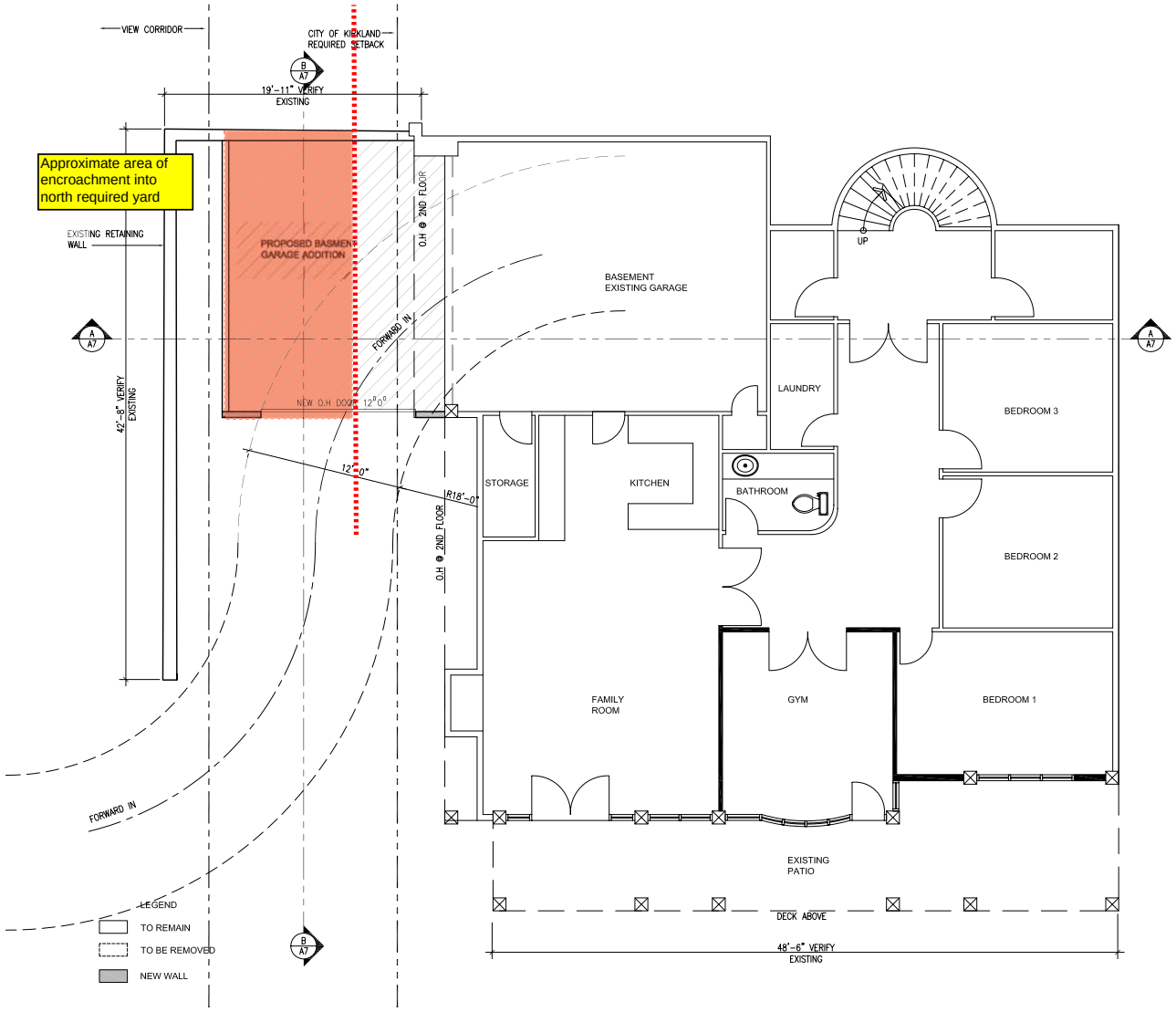

Basement Floor Plan
Scale: 1/4"=1'-0"

EXISTING BASEMENT PATIO	392 SF
EXISTING BASEMENT LIVING SPACE	1988 SF
EXISTING BASEMENT GARAGE	532 SF
BASEMENT GARAGE ADDITION	445 SF

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Basement Floor Plan

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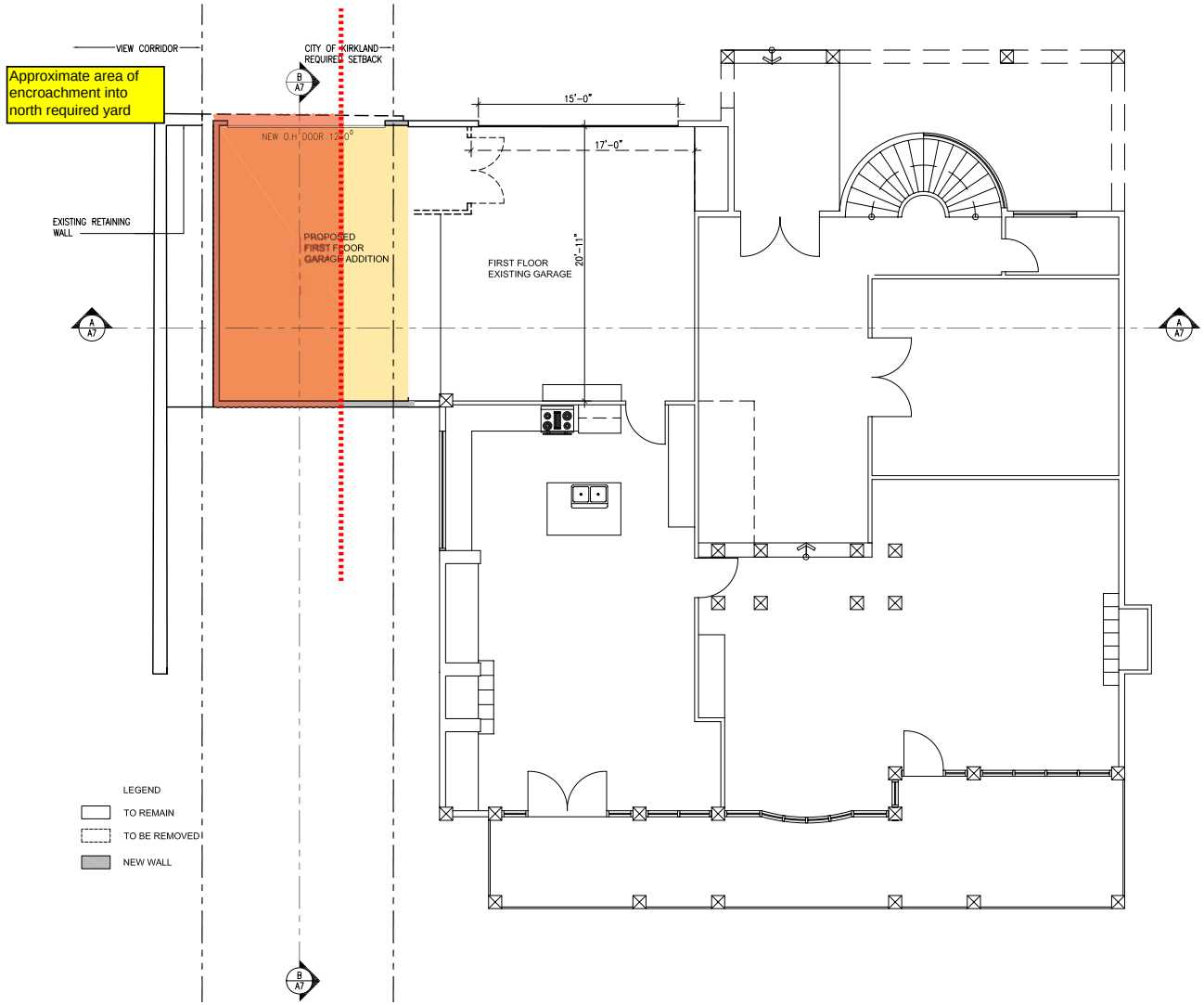

First Floor Plan
Scale: 1/4"=1'-0"

EXISTING DECK	392 SF
EXISTING LIVING SPACE	2011 SF
EXISTING GARAGE	482 SF
GARAGE ADDITION	344 SF

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First Floor Plan

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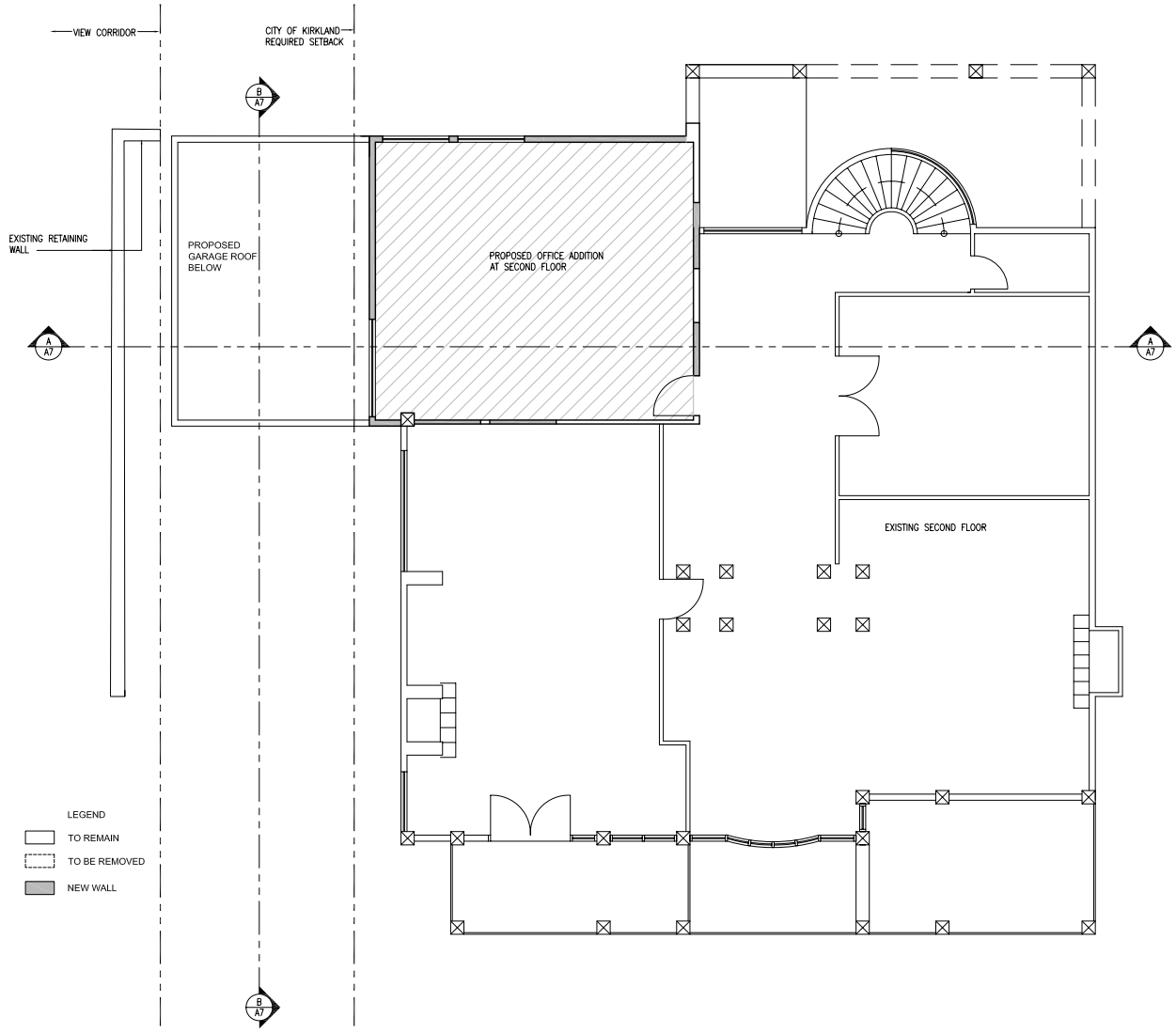

Second Floor Plan
Scale: 1/4"=1'-0"

EXISTING DECK	126 SF
EXISTING LIVING SPACE	2056 SF
OFFICE ADDITION	522 SF

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Second Floor Plan

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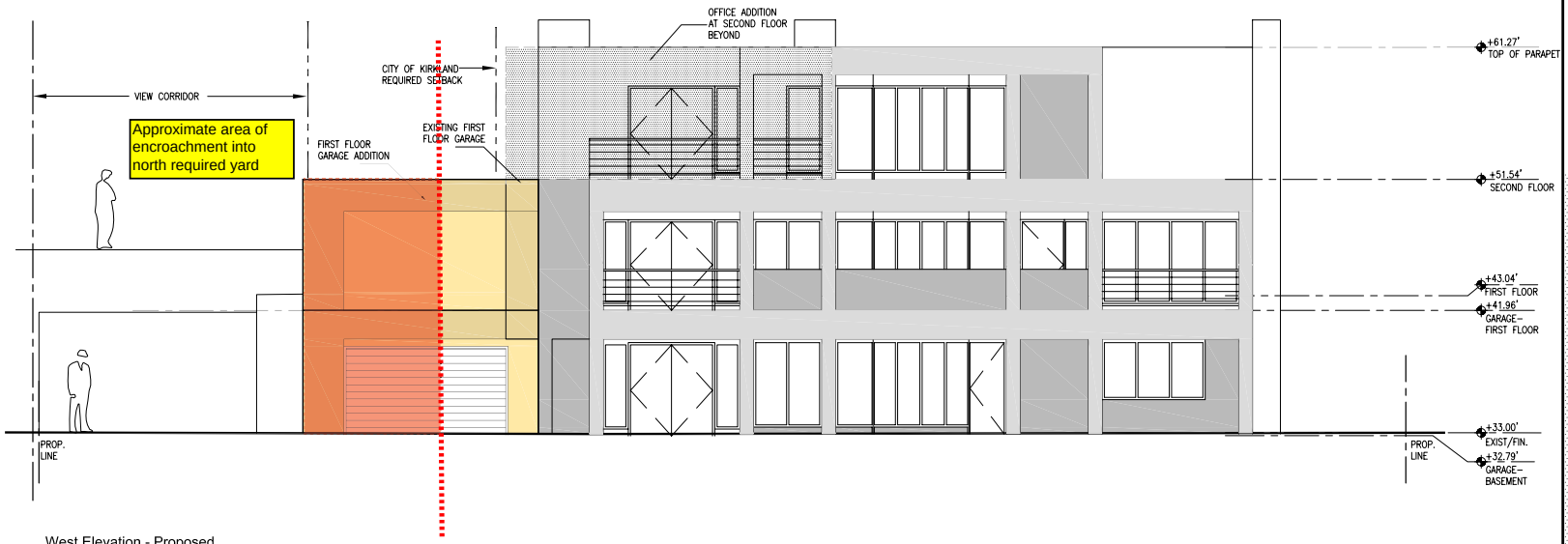

West Elevation - Proposed
Scale: 1/4"=1'-0"

West Elevation - Existing
Scale: 1/4"=1'-0"

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West Elevations

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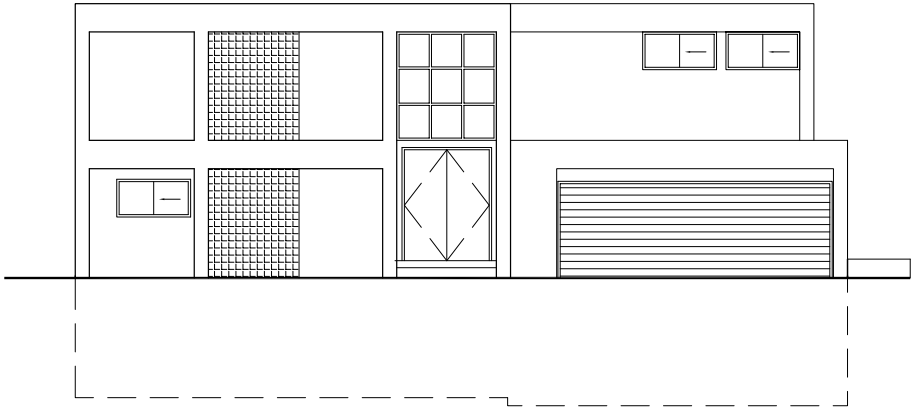
East Elevation - Proposed
Scale: 1/4"=1'-0"



East Elevation - Existing
Scale: 1/4"=1'-0"

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East Elevations

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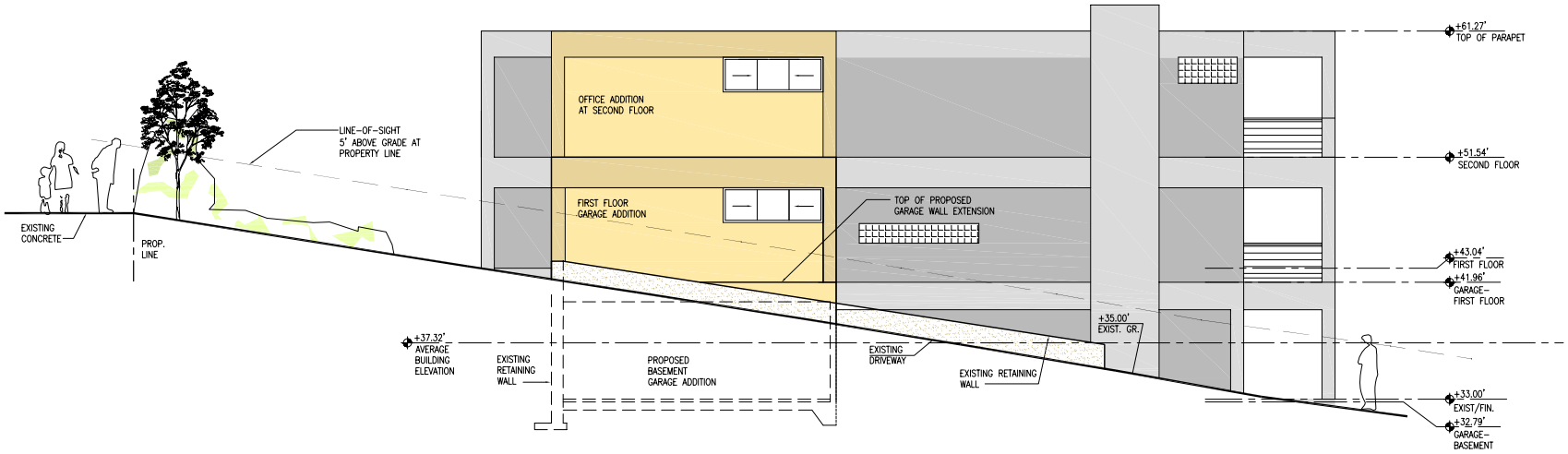

North Elevation - Proposed
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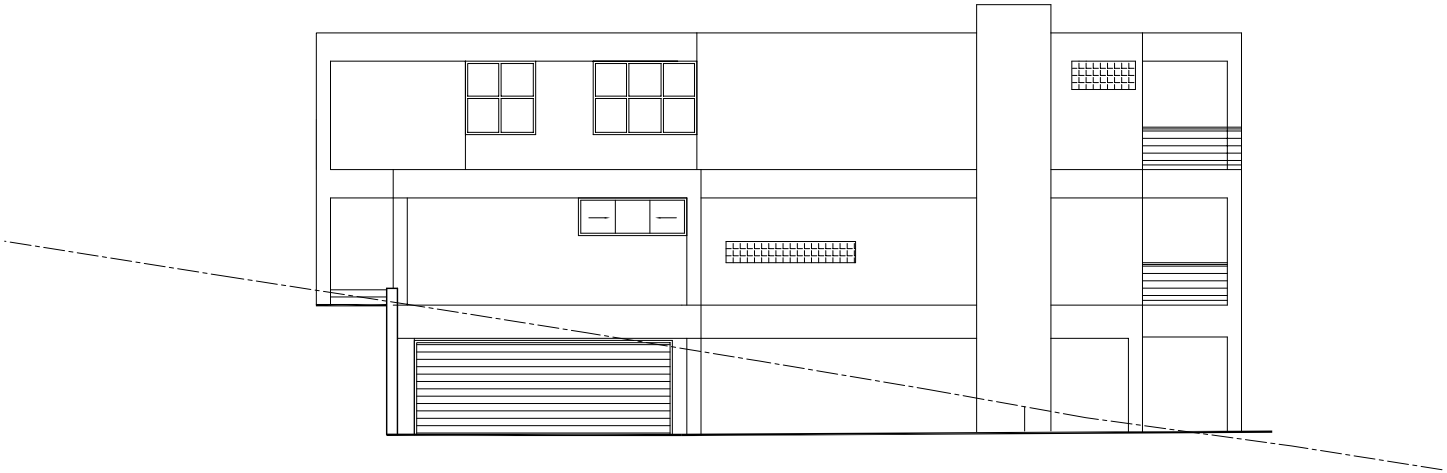

North Elevation
Scale: 1/4"=1'-0"

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North Elevations

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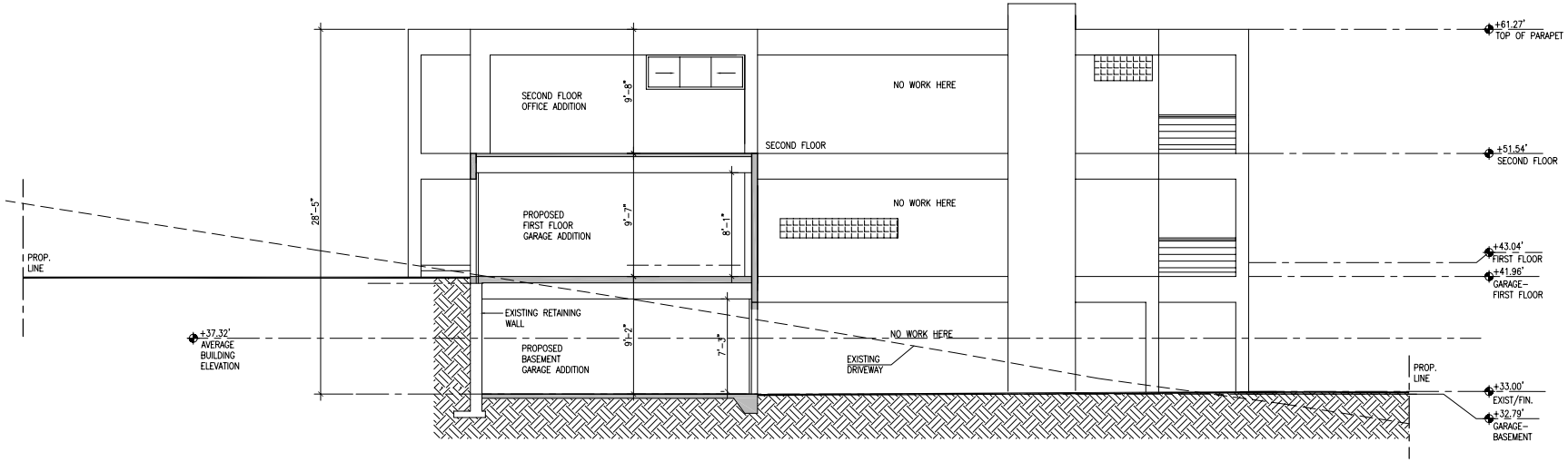

Section BB
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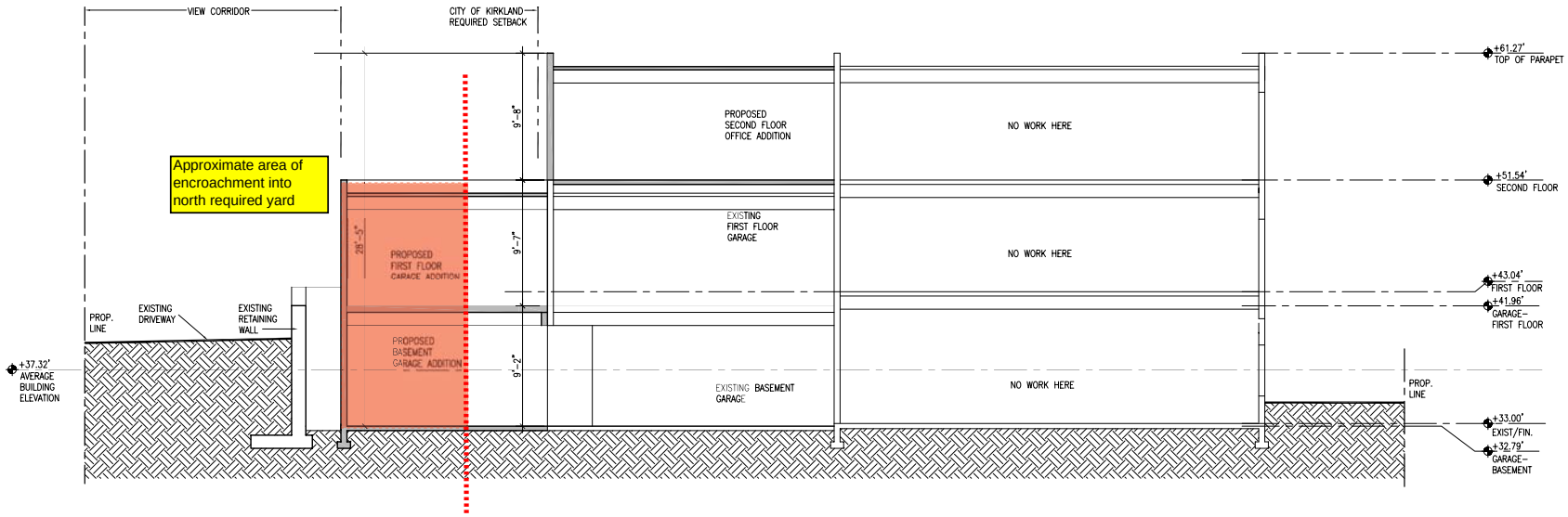

Section AA
Scale: 1/4"=1'-0"

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Sections

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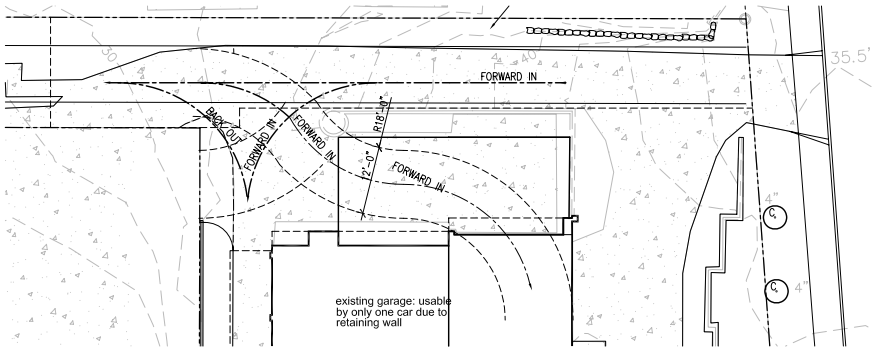


Garage Diagram

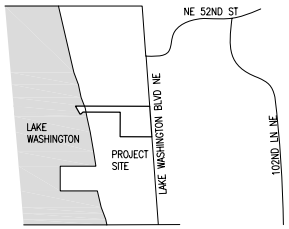
Scale: 1"=10'-0"

NORTH

CERCIDYPHYLLUM JAPONICUM	KATSURA TREE	
SYMPHORICARPOS ALBUS	SNOWBERRY	

MK	BOTANICAL NAME	COMMON NAME	QTY.	SIZE	COMMENTS
A			3	10"ø	EXISTING TREES
B			3 1	4"ø 5"ø	EXISTING TREES
C			4 1	4"ø 5"ø	EXISTING TREES

Plant Schedule



Vicinity Plan

NORTH

A1	SITE PLAN, PROJECT DATA
A1.1	AVERAGE BUILDING ELEVATION DIAGRAM
A2	BASEMENT FLOOR PLAN
A3	FIRST LEVEL FLOOR PLAN
A4	SECOND LEVEL FLOOR PLAN
A5	ELEVATION WEST
A6	ELEVATION EAST
A7	ELEVATION NORTH
A8	SECTIONS & DETAILS

Sheet Index

LOT AREA:	12,635 SF
EXISTING LOT COVERAGE (INCLUDING EXISTING BUILDING AND IMPERVIOUSE AREAS)	7,307 SF
EXISTING LOT COVERAGE:	57.83%
IMPERVIOUS AREA ADDED	48 SF
PROPOSED LOT COVERAGE:	58.21%

NOTE:
PROPOSED ADDITION IS OVER EXISTING PAVED DRIVEWAY AND 48 SF OF EXISTING LANDSCAPE AREA

PARKING CALC'S:

TOTAL REQ'D	2.5 SPACES
TOTAL EXIST.	2 SPACES
TOTAL PROV'D	3 SPACES

Project Calculations

PROJECT:	SINGLE FAMILY RESIDENCE 4611 LAKE WASHINGTON BLVD KIRKLAND, WA
OWNER:	4611 LAKE WASHINGTON BLVD KIRKLAND, WA 98033 (206) 459-3278 CONTACT: JOHN STEPHANUS
ARCHITECT/AGENT:	MARK TRAVERS ARCHITECT 2315 E PIKE ST SEATTLE, WA 98122 (206) 763-8496 CONTACT: MARK TRAVERS
SCOPE OF WORK:	ADDITION OF 2 STORY SINGLE-CAR GARAGE AND SECOND FLOOR OFFICE ADDITION TO AN EXISTING MULTI-FAMILY RESIDENCE
CONSTRUCTION TYPE:	V-B
ZONE:	WD III
OCCUPANCY:	R-3
APPLICABLE CODES:	KMC 2003 IRC 2003 IBC 2003 WSEC 2003 UPC 2002 NEC 2002 SECS VIAQ

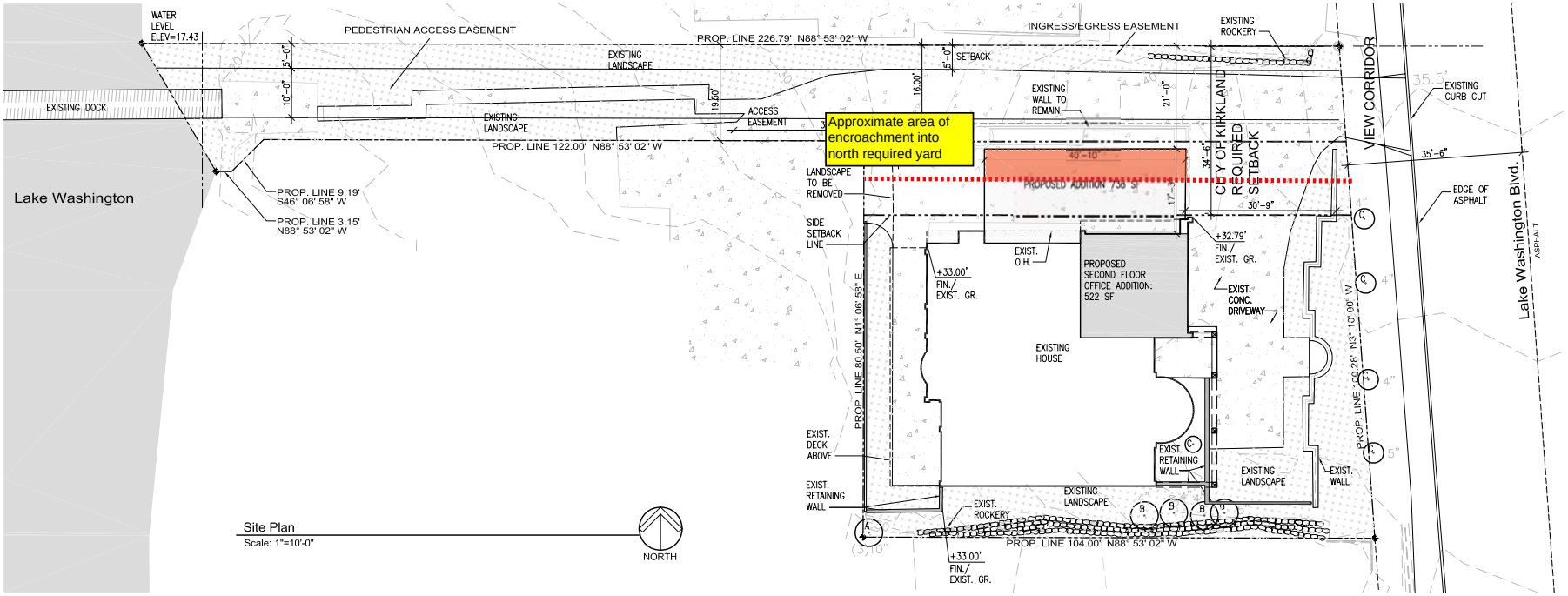
Project Information

TAX ID#: 4104500055

LEGAL DESCRIPTION:

LOT 11 & 12, LAKE WASHINGTON BLVD. BEACH UNRECORDED, LOT LINE ADJUSTMENT #89-139, RECORDED UNDER THE RECORDING #8911211669, RECORDS OF KING COUNTY, CITY OF KIRKLAND, WA.

Legal Description



Site Plan

Scale: 1"=10'-0"

NORTH

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Enclosure 4.b

Option B

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Fax: 206-328-3238
www.marktraversarchitect.com

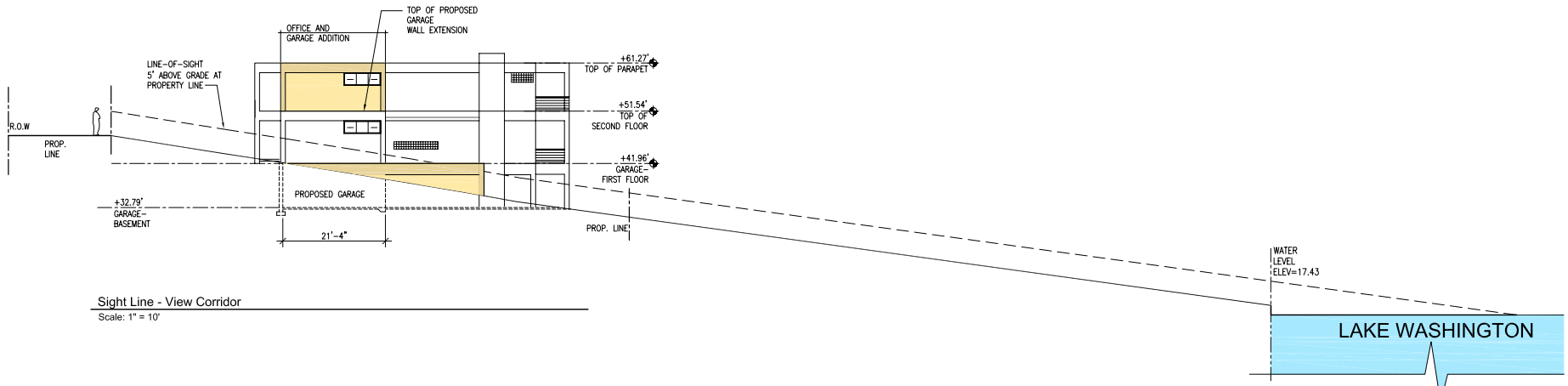
Drawn: VHN
Checked: MTT
Date: 08/06/07

4611 Lake Washington Blv.
Kirkland, WA

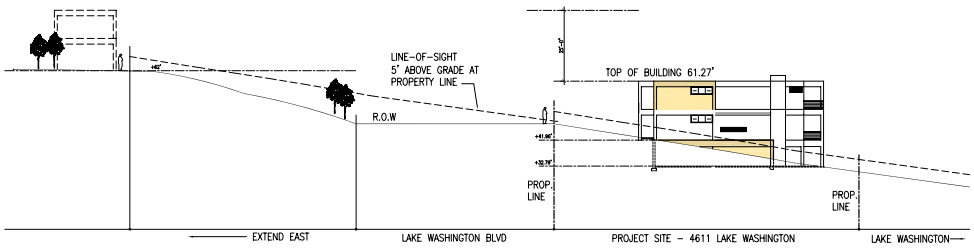
Site Plan, Project Info.

Submittal / Revisions

A1



Sight Line - View Corridor
Scale: 1" = 10'



Site Section Looking South
Scale: 1" = 20'

BUILDING MIDPOINTS	EXISTING ELEVATIONS AT BUILDING MIDPOINTS	WALL SEGMENT LENGTH
Ⓐ	33.0'	48.5'
Ⓑ	33.0'	7.0'
Ⓒ	33.0'	3.74'
Ⓓ	32.9'	38.2'
Ⓔ	32.85'	16.64'
Ⓕ	32.8'	21.66'
Ⓖ	41.96'	38.68'
Ⓗ	41.96'	5.43'
Ⓘ	41.96'	30.79'
Ⓙ	37.5'	56.32'
Ⓚ	33.0'	10.03'

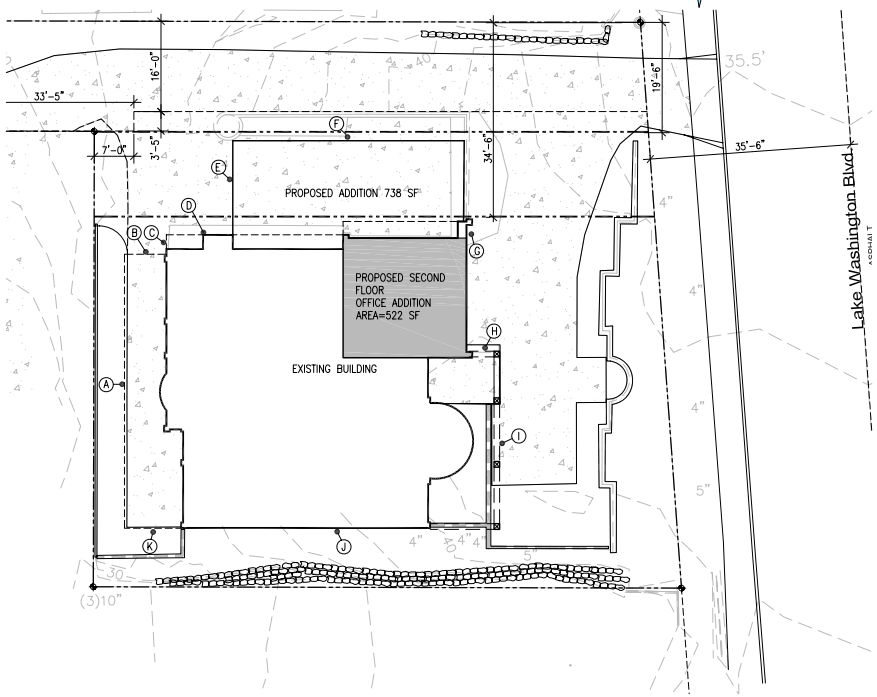
$$\frac{A(33.0 \times 48.5)}{48.5} + \frac{B(33.0 \times 7)}{7} + \frac{C(33.0 \times 3.74)}{3.74} + \frac{D(32.9 \times 11.73)}{11.73} + \frac{E(32.85 \times 16.64)}{16.64} +$$

$$\frac{F(32.8 \times 40.93)}{40.93} + \frac{G(41.96 \times 38.68)}{38.68} + \frac{H(41.96 \times 5.43)}{5.43} + \frac{I(41.96 \times 30.79)}{30.79} + \frac{J(37.5 \times 56.32)}{56.32} +$$

$$\frac{K(33.0 \times 10.03)}{10.03}$$

$$= \frac{9815.759}{269.79} = \underline{\underline{36.38' \text{ AVERAGE ELEVATION}}}$$

Average Elevation Calculation



Average Building Elevation Diagram
Scale: 1"=10'-0"

NORTH

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4611 Lake Washington Blv.
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Average Building Elevation Calculation

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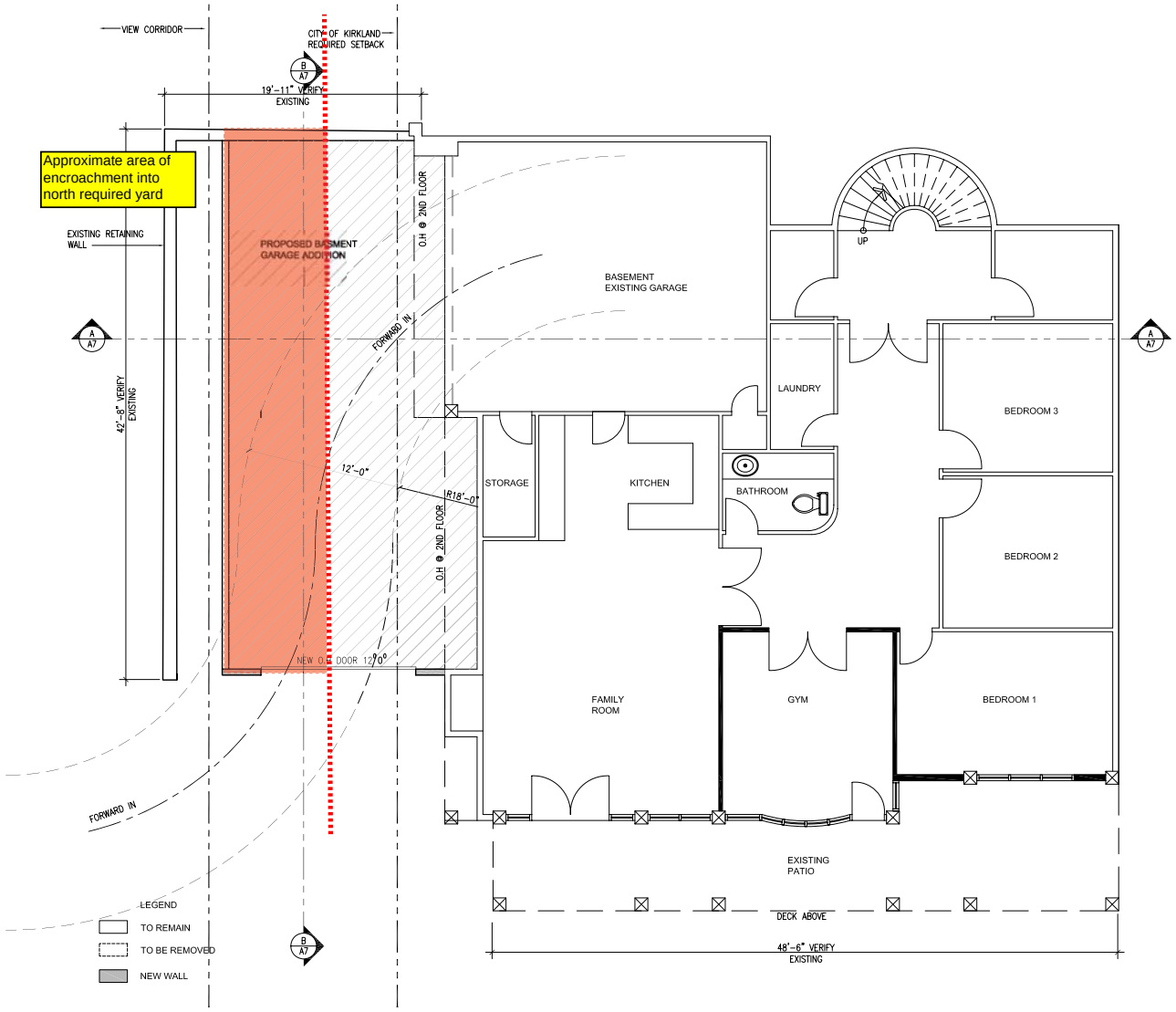

Basement Floor Plan
Scale: 1/4"=1'-0"

EXISTING BASEMENT PATIO	392 SF
EXISTING BASEMENT LIVING SPACE	1988 SF
EXISTING BASEMENT GARAGE	532 SF
BASEMENT GARAGE ADDITION	445 SF

NORTH

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Basement Floor Plan

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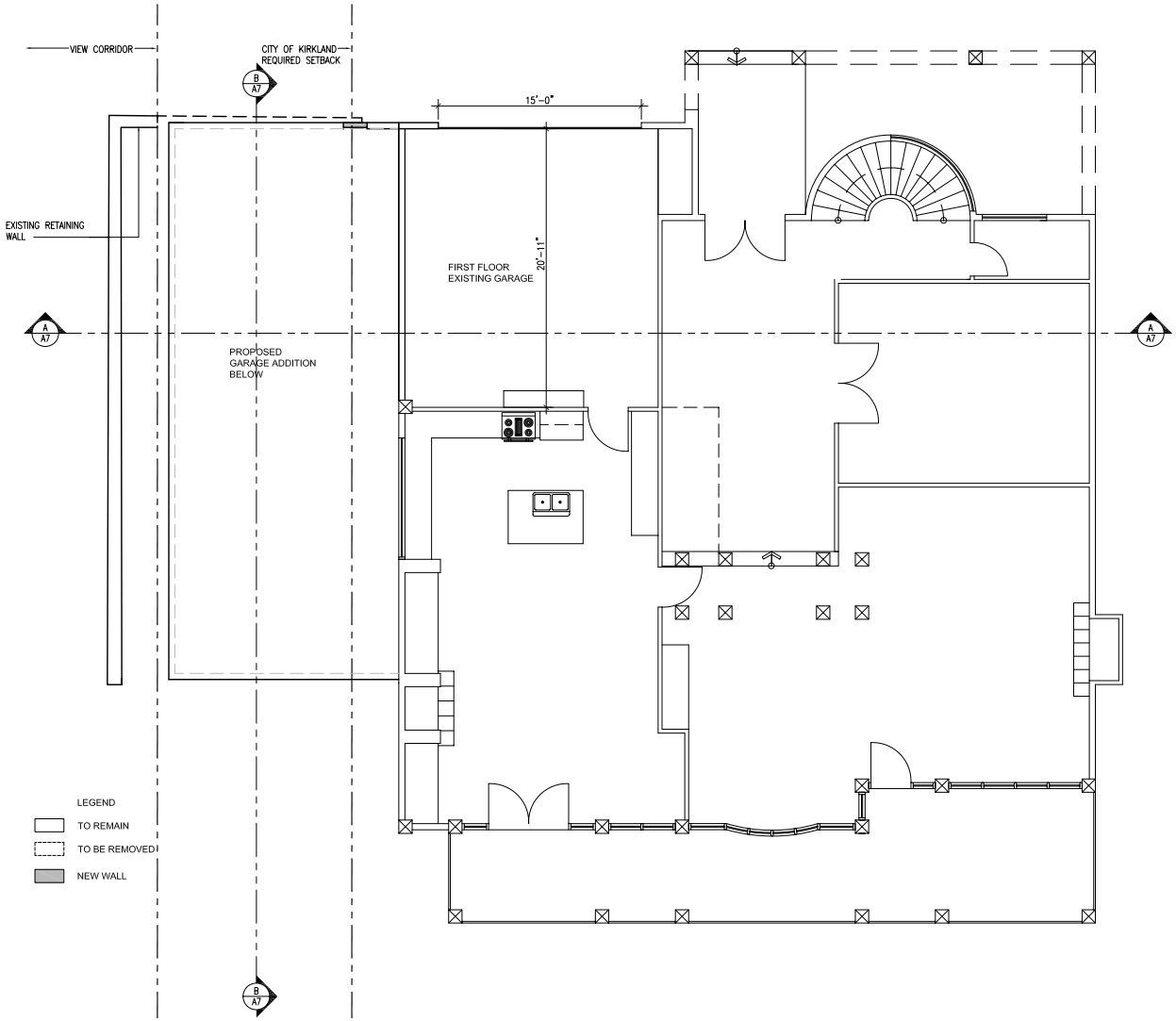

First Floor Plan
Scale: 1/4"=1'-0"

EXISTING DECK	392 SF
EXISTING LIVING SPACE	2011 SF
EXISTING GARAGE	482 SF
GARAGE ADDITION	344 SF

NORTH

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First Floor Plan

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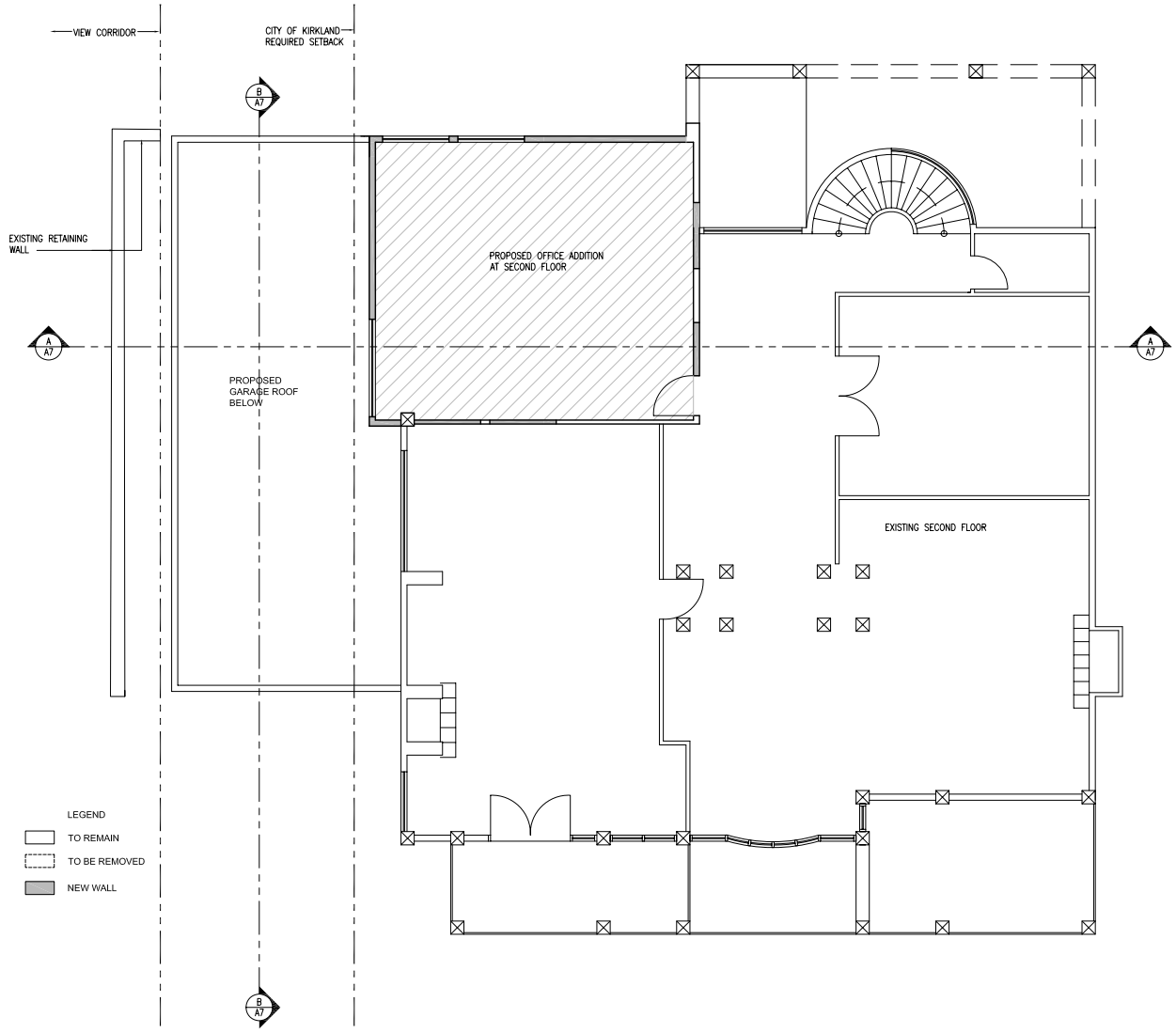

Second Floor Plan
Scale: 1/4"=1'-0"

EXISTING DECK	126 SF
EXISTING LIVING SPACE	2056 SF
OFFICE ADDITION	522 SF

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Second Floor Plan

Submittal / Revisions

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West Elevation - Proposed
Scale: 1/4"=1'-0"

West Elevation - Existing
Scale: 1/4"=1'-0"

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West Elevations

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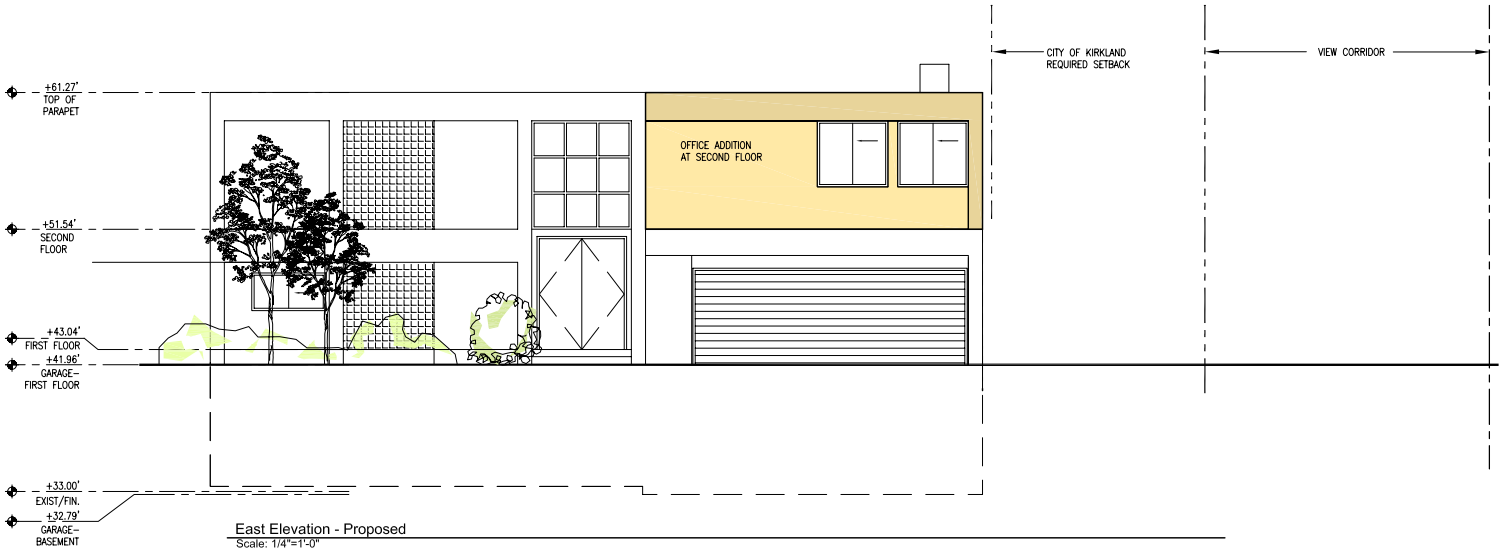
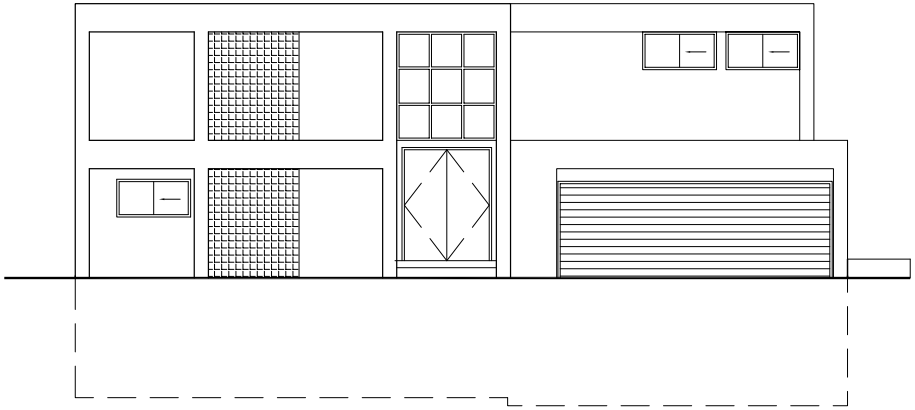


East Elevation - Proposed
Scale: 1/4"=1'-0"



East Elevation - Existing
Scale: 1/4"=1'-0"

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East Elevations

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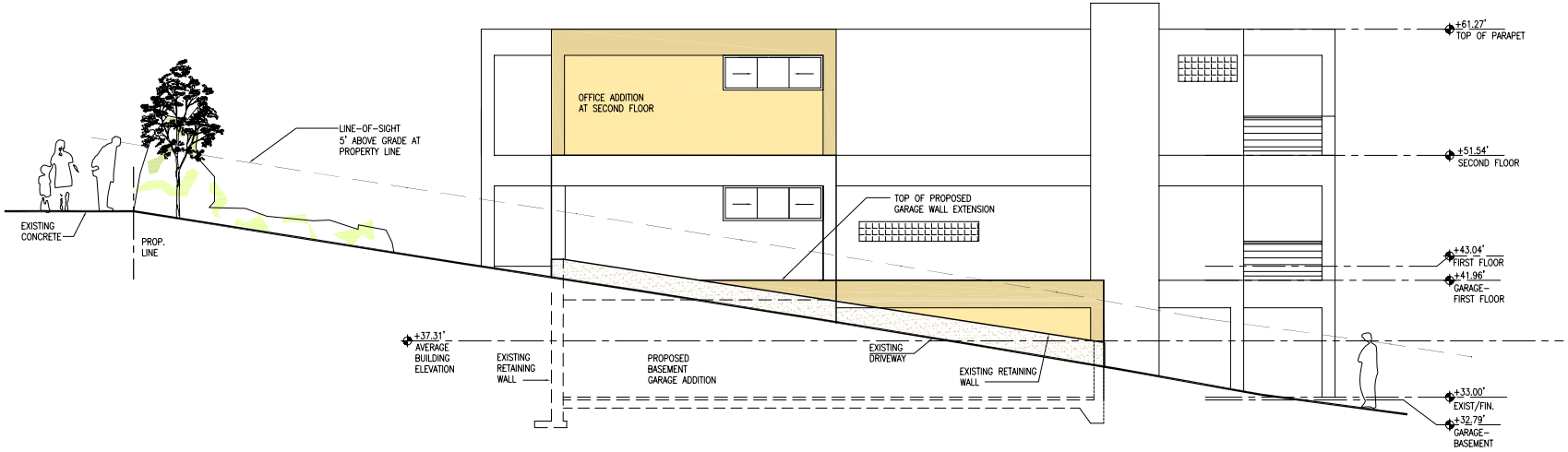
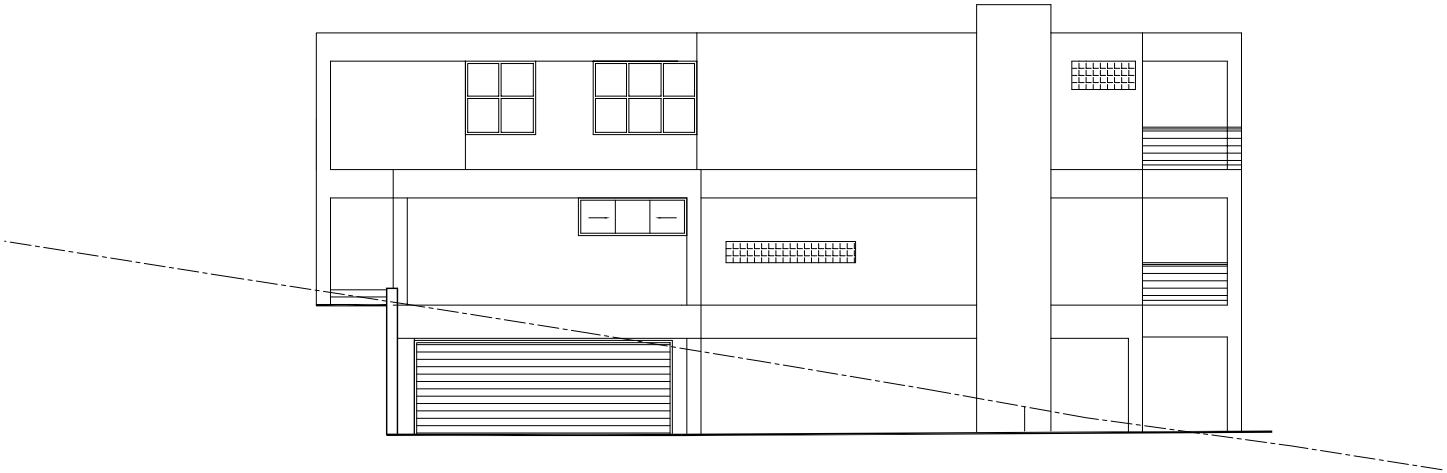


North Elevation - Proposed
Scale: 1/4"=1'-0"



North Elevation
Scale: 1/4"=1'-0"

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North Elevations

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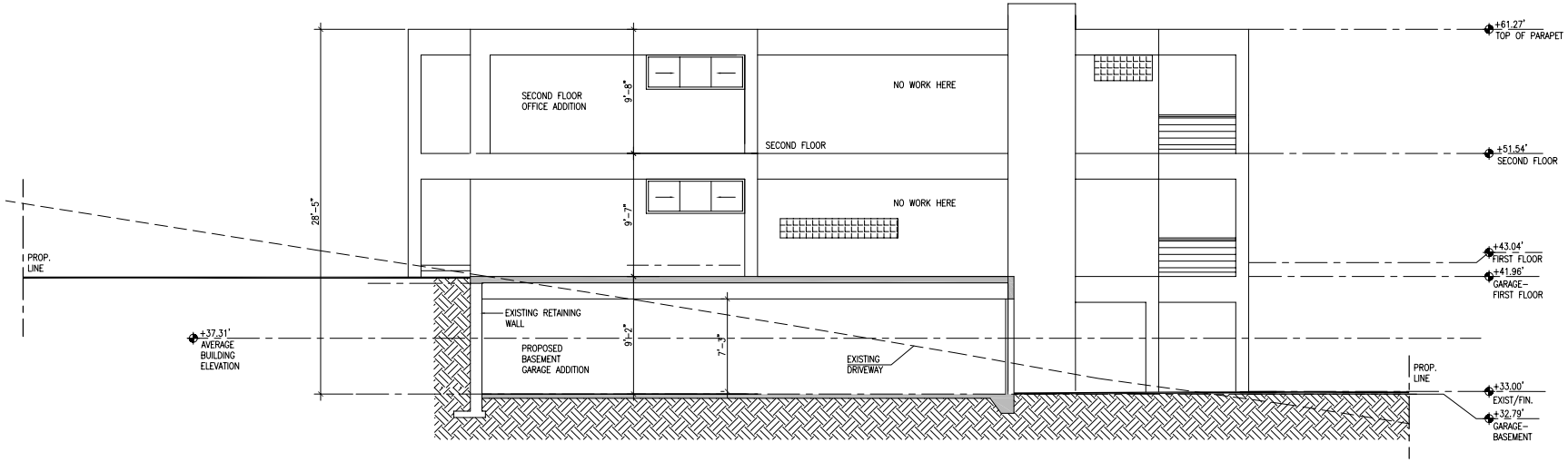
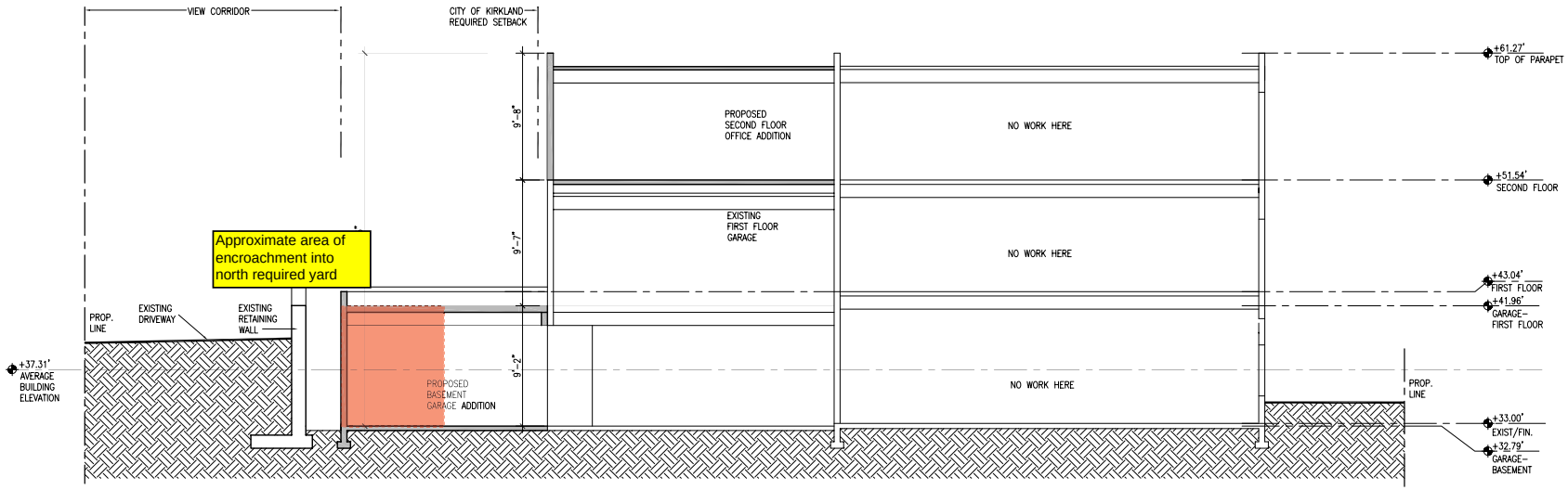


Section BB
Scale: 1/4"=1'-0"



Section AA
Scale: 1/4"=1'-0"

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Sections

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RECEIVED
OCT 27 2006
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PLANNING DEPARTMENT
BY

Robert D. Johns • Michael P. Monroe • Darrell S. Mitsunaga • Duana T. Koloušková

Ms. Stacy Clauson, Planner
Planning and Community Development
City of Kirkland
123 Fifth Avenue
Kirkland, WA 98033

October 26, 2006

Re: Request for Variance
Stephanus Residence, 4611 Lake Washington Blvd. (additional garage parking)

Dear Ms. Clauson:

As you are aware, this office represents Mr. John Stephanus with respect to his variance application to construct a garage addition to his legally established duplex. Thank you again for your time in working with our team on this project in advance of formal application submittal.

This letter accompanies our application for variance from the City's required North property line setbacks to allow for a stacked expansion of the existing garage for the duplex. Our review of the site's physical constraints and surrounding existing neighborhoods reveals the following: (a) the size of this stacked garage is the minimum necessary space to accommodate one to two resident vehicles, (b) the stacked garage is reasonably located, and (c) a variance from the City requirements regarding the north yard setback is both necessary and appropriate.

The variance we propose is set forth in detail on the plans submitted with this variance ("variance plans"). In short, the additional garage space on the upper floor would allow for a total of two average size or sport utility vehicles, i.e. standard passenger vehicles. *See*, variance plans, Sheet A3. The additional garage space on the lower floor would allow garage space for one passenger vehicle. *See*, variance plans, Sheet A3.

This variance would ensure safety and functionality for the duplex, preserve the integrity of the existing neighborhood, and avoid any significant impact to adjacent properties and the neighborhood in general, while providing the existing duplex with much-needed appropriate enclosed parking.

ATTACHMENT 12.A
ZON06-00030/SP07-00004

T: (425) 451-2812 • F: (425) 451-2818
Alderwood Building
1601 114th Ave. SE • Suite 110 • Bellevue, WA 98004

A. Background information and basis for variance request.

Mr. Stephanus purchased this property and has legally established it as duplex: Mr. Stephanus resides in the upper unit. Each of the two units has its own separate outside entrance and garage. However, the garage for each unit is either so small as to reasonably accommodate only one standard-size passenger vehicle (upper/ street level garage) or involves excessively intricate turning/driving movements to utilize the garage at all (lower/first floor garage).

The majority of homes in the neighborhood have a garage or enclosed area that accommodates two to three standard passenger vehicles per dwelling unit. This variance request would simply allow Mr. Stephanus' duplex to have the same minimum reasonable and useable garage area to park one to two vehicles for each unit. The variance is necessary for each unit in the legally established duplex to have adequate and useable garage parking.

When Mr. Stephanus began the process of designing adequate garage space, the plans originally necessitated four variances from regulations related to pedestrian easement setbacks, view corridors (which would have required a variance from both zoning and shoreline regulations), and the north property-line yard/setback. Mr. Stephanus worked closely with his architect over a period of months, including numerous site visits to physically measure the minimum necessary area to add a single enclosed parking space for a total of two spaces for the upper unit, and a single enclosed additional parking space for a total of one to two spaces for the lower unit.

In addition, Mr. Stephanus reviewed with his architect the viability and utility of constructing the upper garage without a wall separation between the existing garage area and the addition. However, it was clear that removing the wall separation would only remove a matter of inches from the needed variance area, a physically and aesthetically insignificant difference. Removing that wall separation would result in significant expense and additional engineering without obviating the need for variance: the variance request would not change in any significant manner at all were this wall eliminated.

Finally, as the plans reflect, the proposed garage addition is a stacked, two-story addition, that minimizes the incursion into the yard area. However, the stacked nature of the garage would be hidden from Lake Washington Boulevard. The lower garage would be at ground floor, i.e. basement level, and the upper garage would actually be a few feet lower than street level because of the site's topography. *See*, variance plans, Sheet A7.

B. Setback Requirement and Criteria for Variance Approval.

The Kirkland Zoning Code ("KZC") imposes a North Property Line required yard area, i.e. setback, that is the greater of (a) fifteen feet (15') or (b) 1-1/2 times the height of the primary structure above average building elevation minus ten feet (10'). *KZC §30.35.020.* For this duplex, the required yard area, i.e. setback from the property line, is thirty-four feet and six inches (34', 6"). This setback is more than double the minimum setback of fifteen feet.

I previously discussed with you the question of whether a variance is necessary at all for the addition of garage space for passenger vehicle parking (as opposed to utility or boat storage, for example). City Code permits outright the use of these yard areas for driveways and parking areas. *KZC §115.115.* You reviewed this issue and determined that, despite the foregoing language, a variance application is necessary for this proposed addition. We are submitting this variance in compliance with your determination. However, we submit this variance 'under protest', as is necessary in order to preserve this issue.

Assuming a variance is necessary, the variance criteria are found in *KZC §120.20* and are as follows:

1. The variance will not be materially detrimental to the property or improvements in the area of the subject property or to the City as a whole; and

2. The variance is necessary because of special circumstances regarding the size, shape, topography, or location of the subject property, or the location of a preexisting improvement on the subject property that conformed to the Zoning Code in effect when the improvement was constructed; and

3. The variance will not constitute a grant of special privilege to the subject property which is inconsistent with the general rights that this code allows to other property in the same area and zoned as the subject property.

C. The Proposed Variance Complies with the City Code Variance Criteria.

i. Special circumstances.

Generally, a variance is appropriate where special circumstances exist and the variance will not be materially detrimental to the public welfare and surrounding community. In this situation, special circumstances exist because the existing duplex has inadequate

garage, i.e. enclosed, space for the residents' passenger vehicles. The proposed garage addition would allow for a total of two standard passenger or sport utility vehicles to be parked in an enclosed space for the upper unit; and allow for one to two standard passenger or sport utility vehicles to be parked in the lower unit, depending upon the driving/turning movements that the vehicle can accomplish. *See*, Sheets A2 and A3.

Currently, the garage for the upper unit can only accommodate one standard vehicle. *See*, Sheet A3. The garage for the lower unit can also fit one vehicle depending on the turning radius/ability of such vehicle. *See*, Sheet A2.

The maximum benefit of this variance will be to allow two cars in the upper unit and a maximum of two cars for the lower unit, but more likely a single car, eliminating the driving/turning movement problems.

Finally, the existing lot dimensions and duplex make it impossible for garage space to be accommodated anywhere else on the property or in any other more efficient manner. Said differently, the proposed garage addition is located on the only area of the property that allows for a logical location and sufficient area for an enclosed parking space. The topography and dimensions of the lot create a special circumstance: the lot is narrow and slopes downhill toward the lake. As a result, the only feasible location for enclosed parking is in the proposed area. The proposed garage addition would be located on what is really a side-yard, not a front or rear yard. In addition, the proposed garage addition would be contained within an existing retaining wall area. *See*,Sheet A1.

Because the lot is narrow, the original residence was constructed higher than it might otherwise have been. The height of the house directly affected the size of the north yard/setback. *KZC §30.35.020.* However, the addition itself would be one story lower than the existing roof line: the proposed addition is only one story above ground level, versus the two above-ground stories of the existing duplex. *See*, Sheet A7. Therefore, the incursion of a basement and one story stacked garage has far less visual and light impact and would be consistent with the resulting narrower, but still quite large (21'), yard/setback area.

ii. Not materially detrimental.

The variance will not be materially detrimental to the property, the surrounding area, or the City as a whole. Even with the addition, the exterior wall of the garage will be set back from the property line by twenty-one feet (21').

Further, the proposed garage addition would be located within an area that is currently already enclosed by a retaining wall resulting from the topography of the site. *See*, Sheet A1. The garage addition would be constructed *inside* of that retaining wall. The proposal to stack the garage addition is, simply, the most efficient manner of providing the parking spaces.

Visually and aesthetically, the proposed addition will not be materially detrimental to either the existing structure/property to the north or to any passers-by on Lake Washington Boulevard.

From the boulevard, the garage addition would appear to be a single story, twelve-foot (12') wide garage. *See*, Sheet A7. The addition would not encroach into the pedestrian easement or setback or the view corridor. In addition, even with the addition, the street-facing façade would not be dominated by the garage in any different manner than a common single family residence or duplex. *See*, Sheet A6.

From the north, the roof-line of the proposed garage addition would be lower than the existing roof-line and would not be any closer to the property line than the existing retaining wall.

Finally, the proposal is consistent with other existing homes and duplexes in the area. We have provided photos of various other existing homes and duplexes with the same or more enclosed parking area per unit, located in some circumstances much closer to a property line than is proposed in this case.

iii. Will not constitute a grant of special privilege.

Many, if not most, other single family and duplex homes in the area have garage/enclosed parking for at least two standard passenger vehicles per unit. This variance would simply allow each unit in this duplex to have a minimum reasonable area of enclosed parking for each unit without making any significant alterations to the existing site (again, the addition would be contained within the bounds of the existing retaining wall).

Without this variance, Mr. Stephanus suffers a hardship as to adequate and reasonable enclosed parking for his personal home and for the second, downstairs unit.

In conclusion, a variance is necessary in order to allow for adequate and reasonable enclosed parking for each of the two legally established duplex units. The garage addition has been designed by an experience architect in a manner that would flow with

the existing house design and minimize/eliminate any negative visual or aesthetic impacts on the surrounding area. Overall, the variance would be a net benefit to the property and a small but positive aesthetic addition to the City.

Based on the foregoing, we respectfully request the City to approve this variance request and allow the garage addition.

Sincerely,

Duana T. Kolouškova

Direct Tel: (425) 467-9966
Email: kolouskova@jmmlaw.com

cc: John Stephanus
Mark Travers, Travers Architects

1950-1 Variance request letter 10-24-06

JOHNSMONROEMITSUNAGA PLLC

Robert D. Johns • Michael P. Monroe • Darrell S. Mitsunaga • Duana T. Koloušková

Ms. Stacy Clauson, Planner
Planning and Community Development
City of Kirkland
123 Fifth Avenue
Kirkland, WA 98033

August 10, 2007

Re: Stephanus Variance Application
4611 Lake Washington Blvd.

Dear Ms. Clauson:

Thank you for meeting with me last week to discuss the alternative site plan we submitted and the anticipated timeline for moving this application to hearing. As part of that meeting, you were interested in any further comments we might have related to the application, in particular with respect to policies contained in the City's Comprehensive Plan.

While the Comprehensive Plan (the "Plan") does not directly provide development regulations for site specific proposals, the Plan does provide some information on the City's general concerns and priorities for the area. The Plan discusses the Lakeview Neighborhood in some detail, and provides that medium density development south of NE 59th Street should be reviewed with certain considerations in mind. We note that the Plan expressly determines that medium density development is appropriate for the area in which the property is located. *Plan*, page XV.A-6. Discussed below are the policies we have identified as relevant and supportive of this variance.

Medium density development should not significantly increase traffic volumes on streets with predominantly single -family development. *Plan*, page XV.A-4, (2). In addition, parking for medium density development should be visually screened from adjacent properties and should not be located within the front yard. *Plan*, page XV.A-4 (5). Preferred methods to buffer parking are landscaping and locating parking below the structure. *Id.*

The proposed variance under either proposed plan is supportive of these policies. First, the addition of truly useable enclosed parking will make long term consistent use of the

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ATTACHMENT 12.B
ZON06-00030/SHR07-00004

duplex much more viable. In this way, the duplex accomplishes true medium density development without adding another access cut or more traffic than already permitted to Lake Washington Boulevard. In no circumstance will the variance result in any additional traffic, let along significant traffic, to streets fronted predominantly by single-family development.

Second, the additional of useable enclosed parking promotes the policy of visually screening parking from adjacent properties. While both plans screen parking appropriately and remove regular parking from the driveway area in the front of the duplex, the alternative site plan also promotes parking for the duplex below the structure. Again, with either site plan, adequate enclosed parking would be provided, eliminating unscreened parking in the front driveway.

Finally, we would note that this project does not alter or affect the existing duplex consistency with policies (1), (3), or (4).

In addition, we would note that the variance complies with the City's Design Principle prioritizing location of parking in enclosed areas to the side and rear of structures away from the street. *Plan*, page C-6.

Apart from the foregoing, you also had questions related to plan elevations and notes. Our architect, Mark Travers, has provided revised elevations to you directly. In addition, the note "landscaping to be removed" is deleted. Mr. Stephanus never intended for this landscaping to be removed; the note was simply an editing error.

Thank you for your review of this application. Please feel free to contact me with any other information you may need during your review.

Sincerely,

Duana T. Kolouškova

Direct Tel: (425) 467-9966
Email: kolouskova@jmmlaw.com

Cc: John Stephanus
Mark Travers

1950-1 ltr to Clauson 8-10-07

Enclosure 5.c

RECEIVED
JUL 11 2007
AM PM
PLANNING DEPARTMENT
BY

JOHNSMONROEMITSUNAGA PLLC

Robert D. Johns • Michael P. Monroe • Darrell S. Mitsunaga • Duana T. Kolouskova

Ms. Stacy Clauson, Planner
Planning and Community Development
City of Kirkland
123 Fifth Avenue
Kirkland, WA 98033

July 11, 2007

Re: Request for Variance
Stephanus Residence, 4611 Lake Washington Blvd. (additional garage parking)

Dear Ms. Clauson:

This letter is provided in response to the public comments regarding the Stephanus setback variance. Attached hereto is also response letter from Mr. Stephanus' architect, Mark Travers. Also submitted today are (1) an alternative plan set created in response to public comments (submitted under separate cover) and (2) a shoreline substantial development permit application and attendant fee.

Response to Public Comments, Generally

As a primary matter, there is no question that the area subject to the variance is the only area on the property that can accommodate the necessary additional enclosed parking.

Only three members of the public submitted comments regarding the application. These comments focus almost exclusively on a fear over loss of view. However, neighboring property owners' and the general community's rights to views of Lake Washington are protected under the view corridor requirements of KZC 24.05.150. As you are aware based on our initial discussions prior to application, the proposed garage was specifically re-designed from an earlier concept so as not to encroach into that view corridor. Apart from this view corridor, the general public has no other view rights over the property.

The standard for a variance is not one of absolutes or impossibility. Instead, courts have framed the question of whether a variance is requested as a result of a 'practical difficulty' or an 'unnecessary hardship'. *See e.g. Martel v. City of Vancouver*, 35 Wn. App. 250 (1983). The purpose of a variance is to allow exceptions in appropriate

ATTACHMENT 8
ZON06-00030/SHR07-00004

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Alderwood Building
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circumstances, most commonly to area requirements such as setbacks (see below). *Hoberg v. Bellevue*, 76 Wn. App. 357 (1994).

There are two types of variances: use variance and area (or bulk) variances. A use variance would permit a use not otherwise allowed outright or conditionally in the applicable zone. An area variance permits variation from setbacks, height restrictions and the like. In this case, the applicant seeks an 'area variance'. The type of variance is important because courts, and consequently local jurisdictions, "generally approve area variances upon a lesser showing of hardship or practical difficulty than is required for a use variance." *Martel v. City of Vancouver*, 35 Wn. App. 250, 256.

Finally, generalized neighborhood discontent or disagreement with a proposal is not a sufficient or legal basis for denial. *Maranatha Mining v. Pierce County*, 59 Wn. App. 795 (1990). The public comments focus on a desire to retain current views over Lake Washington. There is no evidence that the proposed improvements would result in significant loss of view for properties located across the public road and uphill. However, as noted above, the general public's right to view is protected by the view corridor. This right is not impacted by the variance. Apart from this view corridor, the few comments reflecting general displeasure or disagreement with the variance are simply not sufficient to support a denial These comments do not refute the need and justification for the variance as described in the original application.

Specific Response to Deitch Comments

The majority of comments submitted regarding this variance come from the neighboring property owner to the west, Mr. Deitch. Mr. Deitch's property benefits from a 15 foot access easement over Mr. Stephanus' property. It is important that the proposed variance not only is specifically designed not to impact the view corridor, but also entirely avoids this easement area. Apart from this easement and his general benefit of the view corridor as a member of the community, Mr. Deitch has no legal right to any additional view, open space or other aesthetic control over the applicant's property.

First, in response to the comments from Mr. Deitch's architect, Brian Brand, the need for the variance is not as one-dimensional as the simple garage dimensions. While the existing garage dimensions are too restricted to accommodate two standard passenger vehicles in each garage (one garage for each of two stacked units), equally significant is the need to maneuver and use garage for standard size vehicles. Mr. Brand does not dispute that the existing garages, particularly the lower, are difficult at best to enter/exit for parking even a single standard size passenger vehicle.

As a result of the maneuvering limitations, the upper and lower garage can each only accommodate one standard-size vehicle, i.e. one enclosed parking space for each unit. *See also Travers letter, attached.* In contrast, commonly accepted residential parking standards provide for two to three enclosed parking spaces for a home. This variance does not seek anything beyond this common standard: the variance would result in two *useable* enclosed parking spaces for each dwelling unit.

Second, as noted above, Mr. Deitch enjoys a 15 foot access easement. Apart from this easement and the view corridor, there is no legal basis for Mr. Brand's assertion that Mr. Deitch enjoys a 34 foot, 6 inch wide open space.

Third, we note that Mr. Brand and Mr. Deitch do not address the benefits of this variance on the Deitch property. As a result of this variance, Deitch's privacy will be increased. While the City may feel that such a consideration is not relevant; Mr. Deitch's assertions related to any open space or views outside the view corridor are equally irrelevant.

Fourth, Mr. Brand accurately notes in his email that the property to the north of Mr. Stephanus encroaches into its setback virtually to the property line. As a result, Mr. Deitch apparently looks to Mr. Stephanus to overcompensate for this situation.

The purpose of setbacks is to ensure safety considerations such as fire separation. The City's zoning code operates to impose a 34 foot-6 inch side yard setback on Mr. Stephanus' property. These setbacks are excessive; the side yard setback more than doubles the standard 15 foot setback.

The reduction of that setback to 21-feet (a) significantly exceeds the standard 15-foot setback, (b) does not affect the existing driveway shared by Mr. Deitch as the existing retaining wall running along that driveway will be unchanged, and (c) retains more than 20 feet of separation between structures on Mr. Stephanus' property and the property to the north.

Apart from the foregoing, we would note that the current variance application is well reduced from the original design discussed with you prior to the application. The variance proposal was reduced to the absolute minimum necessary so as to eliminate all impacts on the view corridor and provide the maximum side yard setback while allowing for appropriate and standard enclosed parking consistent with any other like property.

Alternative Design

After review of the collective public comments, Mr. Stephanus has worked to create an alternate design that would still accommodate the needed enclosed parking but provide such in a different configuration. The alternative design submitted today do not resolve the practical difficulties that exist on the property for the stacked dwelling units, as this design would provide parking on solely the lower level. However, this alternative design will accommodate more realistic enclosed parking than currently exists on the site and is a reasonable accommodation of the neighboring property owners' concerns.

Therefore, we submit this alternative design for your review. We maintain the original variance proposal as the primary design as such is truly the minimum necessary to accommodate parking for the stacked dwelling units. However, in the event you recommend denial of the original design, we request that you to make a recommendation on the alternative design as well.

Thank you for the opportunity to provide this additional information.

Sincerely,

Duana T. Koloušková

Direct Tel: (425) 467-9966
Email: kolouskova@jmmlaw.com

cc: John Stephanus
Mark Travers, Travers Architects

1950-1 letter to Clauson 7-11-07

Mark Travers

Architect

July 9th, 2007

Ms. Stacy Clauson, Planner
Planning and Community Development
City of Kirkland
123 Fifth Ave.
Kirkland, WA. 98033

RE: File # ZONO6-00030, Stephanus

I am writing on behalf of the owner, regarding the comments received in response to the proposed Variance.

It appears that the major issue of concern raised in public concern letters is the upper portion of the proposal which adds garage space on the East side of the building at the upper level. There appears to be no concern regarding the proposed second floor office addition, located on the East side of the building. Likewise, there appears to be no substantive objection to the proposed garage addition at the lower level.

The comment letters that have been entered into the public record by neighbors or on behalf of neighbors, share a common theme; the loss of a view. For the record, it is necessary to point out that the current proposal does not encroach into the view corridor. In fact the proposed addition stops short of being right up to the required view corridor, by several feet. The variance request is for a setback reduction, only. Clearly, any additional view due to the easement or required setback is something that the neighbors and or general public have come to feel entitled to. Currently there are landscape features and a retaining wall that are located within the easement and view corridor.

While the current configurations of both garages are theoretically adequate in area, the maneuvering space is inadequate. The inadequate maneuvering space results in significant limitation on the use of each garage to a single vehicle. This is the Germaine point of the request for a variance.

206.763.8496 P
206.328.3238 F

Why Too Que
Building
2315 E Pike Street
Seattle, WA 98122

www@marktraversarchitect.com

Z:\John Stephanus\MarmoVariance-07092007.doc

ATTACHMENT 9
ZON06-00030/SHR07-00004

As is argued in the public comment letter by Brian Brand of Baylis Architects, it is possible for the owner to park vehicles in the driveway. However it is customary within a community of a high standard to park in an enclosed garage, which of course would benefit the public welfare. Visually it is unquestionably more appealing to view a well designed pattern of fenestration on a building as opposed to randomly parked automobiles in a driveway. Finally, the applicant is entitled to a garage useable for at least two vehicles (standard residences now commonly accommodate three vehicles) both for protection of the vehicles over time from the elements as well as vehicle safety.

The side yard easement that would be reduced due to the proposed stacked garage is, as Ms. Koulouskova pointed out in the application material, currently more than double the required 15 . The proposed configuration does not impose itself upon the existing access easement or the pedestrian access easement. To my knowledge there is no requirement within the zoning code to provide "open space" as indicated in Mr. Brand's letter.

The variance is appropriate for the minimum amount of work necessary to accommodate vehicles per unit in enclosed garages.
The standard size automobile during the time that the original building was designed has changed. The maneuvering room of current sport utility vehicles is more demanding. Moreover, the design of the original building failed to provide adequate maneuvering clearances in the first place which constitutes a hardship.

In summary, the proposed variance request represents the minimum scope of work necessary to meet the off street parking requirements for the duplex. The enclosure of vehicles within a garage will actually enhance the visual appeal for the surrounding community at large. Accommodating the minimum amount of parking on site cannot be considered a special privilege, if so; it is a special privilege that many of the neighboring properties now enjoy.

Finally, after in depth consideration of the public comments and the limited options for the site, we have prepared an alternative design for the City to consider. This alternative design extends the lower garage to the West as opposed to the "stacked design". This alternative creates other practical complications for the property and the stacked dwelling units. However, the applicant submits this alternative in an attempt to be flexible in the design dialogue. Please note that this alternative does not replace our original proposal as this alternative comes at a significant loss in the accommodation of enclosed parking but instead is submitted as an alternate method of accommodating some of the needed enclosed parking.

Sincerely

Mark Travers, Architect AIA

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Enclosure 5.e
SEP 10 2007
AM PM
PLANNING DEPARTMENT
BY

JOHNSMONROEMITSUNAGA PLLC

Robert D. Johns • Michael P. Monroe • Darrell S. Mitsunaga • Duana T. Kolouškova •

Ms. Anne Watanabe
Hearing Examiner
City of Kirkland
123 Fifth Avenue
Kirkland, WA 98033

September 7, 2007

Via Facsimile and US Mail

Re: Stephanus Variance Application
4611 Lake Washington Blvd.

Dear Hearing Examiner:

Thank you for your consideration of the above variance application. In response to public comment provided last night regarding existing garage dimensions, we wish to provide the following corrected calculations for your consideration.

The garage dimensions as currently exist on the Stephanus property with duplex structure are as follows:

- Upper garage has a door width of 15' 10"
- Upper garage has an interior width of 20' 4" between a wall and closets which form the wall on the other side
- Lower garage has a door width of 15' 10"
- Lower garage has an interior width of 19' 8"
- Lower driveway/surface parking area is of varying widths, with 15' being the width at the turn abutment

The dimensions of the garages for the property to the west are as follows for the single family dwelling:

- One 15' 10" door
- One 8' 10" door
- Both garage doors open into a common large garage area with parking for four vehicles via a lift on the single width door side; 3 cars of floor space.

EXHIBIT C
ZON06-00030/SHR07-00001

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We respectfully request that the foregoing corrected dimensions be included in the record under review.

Sincerely,

Duana T. Kolouškova

Direct Tel: (425) 467-9966
Email: kolouskova@jmmlaw.com

Cc: Ms. Stacy Clauson, City Planner
John Stephanus
Mark Travers

1950-1 ltr to Hearing Examiner 9-7-07

E-Page # 199

Enclosure 6.a

Subj: **permit #06-00030**
Date: 12/1/2006 10:41:17 AM Pacific Standard Time
From: PetPorcheman
To: sclauson@kirkland.wa.us

Stacy
My email address is petporcheman@aol.com I have no problem if the lower garage is placed on the setback as long as it stays below the existing retaining wall. I would oppose the upper garage since it changes the entrance to my house as far as view and openness. Since the north property has and old house with no set back adding another structure on the other side of the narrow driveway would give my entrance the appearance of an alley. This change of setting would definitely have a negative effect on my property. Pease tell me what is necessary to arrive at a compromise on this permit so that the negative impact on my property is minimized. I think this is addressed in section 120.20 item #1. I am talking to an architect to help me compose a formal letter. I will also get a Realtor to document the negative impact. Sincerely,

michael j. deitch , 4613 lake washington blvd ne , kirkland washington 98033, 425 827 6623

emailed & Handcarried

RECEIVED
DEC - 1 2006
AM PM
PLANNING DEPARTMENT
BY

ATTACHMENT 5.A
ZON06-00030/SHR07-00004

Enclosure 6.b

Windermere
Karen Santa

December 11, 2006

RECEIVED
JAN - 4 2007
AM PLANNING DEPARTMENT PM
BY

Mr Michael Deitch
4613 Lake Washington BLVD NE
Kirkland WA 98033

Dear Mr. Deitch:

You have a beautiful piece of property along Lake Washington Boulevard and I can understand any concern you may have which may affect its "value".

Thank you for contacting me for an evaluation of the "proposed" structure requested to the South of your driveway. It is has been my experience, narrowing an entrance to a property distracts from the serenity and beauty of the overall setting of the piece. Any structure built would devalue and take away from the openness as you make your approach. Ones driveway is the "window" to what any owner or guest may envision and is greatly important to the overall setting of each specific home. A narrowed entrance gives a feeling of being crowded and that is truly why we have "setbacks" established by the City of Kirkland in the first place. Setbacks protect us as individual homeowners and to "beautify" our community.

If you or your neighbors would care to discuss this any further, please do not hesitate to contact me at 206-915-8888.

Regards,

Karen Santa
Windermere

ATTACHMENT 5.B
ZON06-00030/SHR07-0004

Windermere Real Estate/East, Inc.
13000 N.E. 20th Street • Bellevue, WA 98005 • 425/883-1800 • Fa

Enclosure 6.c

BAYLIS ARCHITECTS

PRINCIPALS
Brian Brand, AIA
Richard L. Wagner, AIA
Thomas Frye, Jr., AIA

Ms. Stacy Clauson, Planner
Planning and Community Development
City of Kirkland
123 Firth Avenue
Kirkland, WA 98033

Subject: Request for Variance
Stephanus Residence, 4611 Lake Washington Blvd. #06-00030

Dear Ms. Clauson:

This letter is written to state our opposition to the requested Variance #06-00030, requested by Mr. John Stephanus to substantially reduce his north property line setback for his residence located at 4611 Lake Washington Boulevard.

Baylis Architects represents Mr. Michael Deitch who owns the property at 4613 Lake Washington Boulevard, a waterfront home just west of Mr. Stephanus's home and the street frontage and easement access to Mr. Deitch's property, is located just north of the subject site.

We have reviewed Mr. Stephanus's request for variance and disagree with his initial statements and do not believe his request meets the criteria for granting a variance as stated in KZC #120.20.

With regard to the initial statements provided in his request, we do not believe that the site's physical constraints nor the surrounding existing neighborhood provide the necessary hardships warranted for the granting of the variance requested. Specifically, a) the size of the existing garage(s) exceeds the minimum necessary to accommodate resident vehicles; b) the proposed stacked garage is not reasonably located; and c) the requested variance from the site setback is neither necessary nor appropriate. Let us elaborate:

a) In reviewing the plans submitted, we have determined that the existing home currently includes two (2) garages, one at the street level and one in the basement below. The street level garage has an inside dimension of approximately 21'x21', more than the minimum necessary (20'x20') required for a two-car garage. The existing garage door is a 16'x7' door, whish is a standard size for two-car garages which provides adequate space for two (2) passenger vehicles, including most SUV's.

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JAN 22 2007
AM PM
PLANNING DEPARTMENT

ATTACHMENT 5.C
ZON06-00030/SHR07-0004

10801 Main Street
Bellevue, WA 98004
454 0566
425 453 8013
www.baylisarchitects.com

The basement garage appears to have a clear inside dimension of approximately 20'x24', and includes a 16'x7' garage door; again more than the minimum required for an average two-car garage. Although maneuvering vehicles in and out of the basement garage is difficult due to the existing retaining walls, access can be made using a 2- or 3-point turn.

In addition to the enclosed parking, the street level garage includes a large driveway that will accommodate two (2) additional vehicles and the basement driveway will accommodate an additional two (2) vehicles.

Therefore, the existing garages provide covered parking for up to four (4) vehicles and the driveways provide parking for an additional four (4) vehicles for a total of eight (8) parking spaces on site; well above the KZC requirement for three (3) spaces (two for the residence, one for the duplex).

b) The location of the stacked garage greatly reduces the open space on the north side of the subject property from 34'-6" to 21'. This side yard includes a 15' access easement to Mr. Deitch's home and this proposed reduction in side yard creates a substantial impact to Mr. Deitch. The location of the proposed stacked garage creates a constrained entry to his waterfront home and will greatly impact the view from Lake Washington Boulevard to his home. In addition, the location of the proposed stacked garage in the required setback greatly reduces a required "view corridor" for the public to Lake Washington.

c) The proposed variance is not necessary as adequate parking is already available with four (4) enclosed spaces and four (4) unenclosed spaces. The variance is not appropriate as there has not been any demonstration of a required hardship necessary for granting such variance and such approval would constitute a special privilege to the subject property inconsistent with the general rights the code provides other property owners in the same zone.

The subject proposal does not satisfy the criteria necessary for granting a variance as specified in KZC 120.20 as follows:

1) ***Special circumstances*** – No special circumstances exist on the subject site to substantiate the variance request. As stated above, the existing home provides adequate space for eight (8) vehicles, fur (4) enclosed spaces plus four (4) unenclosed spaces well above the three (3) spaces

required by KZC, two (2) for the residence and one (1) for the duplex. In addition, the KZC does not specify that parking spaces need to be enclosed.

2) ***Not materially detrimental*** – The construction of the proposed stacked garage in the required setback would be detrimental to Mr. Deitch and the community. Mr. Deitch currently enjoys a 34'-6" open space, which includes the 15' access easement to his waterfront home. The proposed stacked garage would reduce the total open space to just 21'. This would greatly impact his property by constricting the access drive to Mr. Deitch's home and by impacting the view to the front of his home from the street. This would have a very detrimental impact on the value of his property and the visual feeling of arrival.

   In addition, reducing this required setback would constrict an existing view corridor for the public from the sidewalk to Lake Washington and Seattle.

3) ***Will not constitute a grant of special privilege*** – Mr. Stephanus does not suffer any hardship as to the adequate and reasonable parking for his personal home and duplex. On the contrary, Mr. Stephanus has enclosed parking for up to four (4) vehicles and unenclosed parking for an additional four (4) vehicles, well more than required by KZC and more than most properties in this zoning district. Granting this variance would constitute a grant of special privilege which would be inconsistent with the general rights of other property owners in the same zone. In fact if this variance were granted Mr. Stephanus, Mr. Deitch should have a right to the reduction in his setback on his waterfront property.

Please feel free to call if you have any questions or comments regarding the contents of this letter. I would like to be kept informed as to dates of public hearings and decisions regarding this request.

Sincerely,

BAYLIS ARCHITECTS INC.

Brian R. Brand, AIA
Vice President

cc: Michael Deitch
BRB:brb/amp

8-17-07

RECEIVED
AUG 21 2007
_____AM_____PM
PLANNING DEPARTMENT
BY_____

MS. STACY CLAUSON, PLANNER
CITY OF KIRKLAD
123 FIFTH AVE
KIRKLAND, WA 98033

RE: RESPONSE TO STEPHANUS VARIANCE

DEAR MS CLAUSON:

1. IN MY CASE IT NOT ONLY IS THE LOSS OF VIEW COMING DOWN MY DRIVEWAY I AM CONCERNED ABOUT, BUT THE CONFINEMENT THAT ADDITIONAL UTILIZATION OF THE PROPERTY WILL CAUSE. THIS DOESN'T LEAD TO MORE PRIVACY FOR ME. THAT IS AN ATTORNEY TALKING. PLEASE SEE THE LETTER ATTACHED FROM KAREN SANTA, WINDERMERE REAL ESTATE. THE BOTTOM LINE IS ALLOWING MR. STEPHANUS TO BUILD ON THE SET BACK WILL HAVE A NEGATIVE IMPACT TO THE VALUE OF MY HOUSE.
2. CURRENTLY MR. STEPHANUS USES THE BUILDING AS A SINGLE FAMILY HOME. THE UPPER GARAGE PRESENTS NO PROBLEM ACCESSING, AND CURRENTLY HAS A PORSCHE TURBO, AND A LAMBORGINI. IT ALSO HAS A WORKBENCH AND ETC. THE LOWER GARAGE HAS A WIDEBODY PORSCHE, SEVERAL MOTORCYCLES, VARIOUS CAR TIRES AND ETC. HE ALSO HAS THREE AUTOMOBILES PARKED ON THE PROPERTY. THIS MAKES A TOTAL OF 6 AUTOMOBILES AND ABOUT THAT MANY MOTORCYCLES. THIS NECESSATATES HIS DOMESTIC HELP PARKING IN MY PARKING, MAKING IT DIFFICULT OR IMPOSSIBLE TO TURN AROUND, DEPENDING ON THE SIZE OF THE VECHICLE. WHEN A VECHILE CANNOT TURN AROUND IT MEANS IT MUST BACK UP THE HILL AND ONTO LAKE WASHINGTON BLVD. .
3. EIGHT GARAGE SPACES DOES NOT JUSTIFY THE VARIANCE IN MY OPINION. I WOULD ALSO LIKE TO HAVE MORE GARAGE SPACE AND HAVE A SIMULAR SETBACK. DOES THAT MEAN ALL OF USE IN THE AREA CAN HAVE A VARIANCE AND AVOID SETBACKS?
4. SETBACKS ARE FOR MORE THAN FIRE PROTECTION. IT IS MY UNDERSTANDING THAT WHEN THE HOUSE WAS BUILT THAT SETBACK WAS NECESSARY BECAUSE OF THE HEIGHT OF MR. STEPHANUS'S HOUSE.
5. THESE TWO HOUSES ARE BUILT ON A GRADE WITH WATER RUNNING DOWN TOWARD MY HOUSE. AS IT IS WHEN THERE IS A LARGE RAINFALL THE DRAINS WILL NOT ACCOMMODATE THE

ATTACHMENT 5.d
ZON06-00030/SHR07-00004

WATER AND WATER GOES UNDER MY GARAGE DOOR. ELIMINATING ANY ADDITIONAL LANDSCAPING WILL WORSEN THIS SITUATION.

6. LAST MR. STEPAHANUS, CURRENTLY HAS A DEALERS LICIENCE WITH NO OFFICIAL SITE FOR AUTOS. THE SIZE OF THE LOTS, AND THE SMALL AREA TO MANAUVER THAT THE SITE AFFORDS IS NOT CONDUCIVE TO MORE AUTOMOBLIES.

Windermere

Karen Santa

December 11, 2006

Mr Michael Deitch
4613 Lake Washington BLVD NE
Kirkland WA 98033

Dear Mr. Deitch:

You have a beautiful piece of property along Lake Washington Boulevard and I can understand any concern you may have which may affect its "value".

Thank you for contacting me for an evaluation of the "proposed" structure requested to the South of your driveway. It is has been my experience, narrowing an entrance to a property distracts from the serenity and beauty of the overall setting of the piece. Any structure built would devalue and take away from the openness as you make your approach. Ones driveway is the "window" to what any owner or guest may envision and is greatly important to the overall setting of each specific home. A narrowed entrance gives a feeling of being crowded and that is truly why we have "setbacks" established by the City of Kirkland in the first place. Setbacks protect us as individual homeowners and to "beautify" our community.

If you or your neighbors would care to discuss this any further, please do not hesitate to contact me at 206-915-8888.

Regards,

Karen Santa
Windermere

Windermere Real Estate/East, Inc.
13000 N.E. 20th Street • Bellevue, WA 98005 • 425/883-1800 • Fax 425/885-0100

Enclosure 6.e

RECEIVED
DEC 21 2006
AM PM
PLANNING DEPARTMENT
BY

City of Kirkland
Attn. Planning Dept.
123 Fifth Ave
Kirkland, WA 98033

Reference File Number: ZONO6-00030 setback variance

We are the homeowners across the street from the proposed variance to eliminate setback referenced above. Please let the records reflect that while we wish our neighbor the best with his or her improvement, we do object to the setback as it would cause considerable diminishment of the open look for both houses across the street as well as a negative impact on the open look of the city street.

It is our understanding that the height of the building will not be changed (above the existing height of the main building). If this is incorrect we vigorously object to any construction which would have an impact on the view.

Thank you for your careful consideration of this objection.

Arman Manoucheri
Urban Planner

Fatima Esfahani

homeowners of 4610 and 4618 Lake Washington Blvd. NE, Kirkland

ATTACHMENT 6
ZONO6-00030/SAR07-00004

Enclosure 6.f

Stacy Clauson

From: res0sf9v@comcast.net
Sent: Thursday, January 18, 2007 6:11 PM
To: Stacy Clauson
Cc: res0sf9v@comcast.net
Subject: Re: ZON06-00030 - OPPOSITION LETTER

Attachments: ZON06-00030 - Proposed Drawings

ZON06-00030 - Proposed Draw...

Dear Ms. Clauson,

We want to go on record with our opposition to the Stephanus variance requested in File # ZONO6-00030. We live across the boulevard from this duplex & see no legitimate reason to add to the environment-polluting traffic already congesting Kirkland & the Eastside by allowing the applicant to increase available parking space. Additionally, the duplex in question appears overly massive for its site, & allowing the owner to cover yet more of this lot for automobiles seems a very poor precedent to set. If this garage enlargement is approved, pedestrians on the sidewalk will be faced with a reduced lake view &, on a personal note, the view of the lake from all floors of our home will also be diminished. If they will not be adhered to, why does Kirkland establish building setbacks at all?

Richard & Laura Schafer
4630 Lk Wa Blvd NE
Kirkland, WA 98033

425 822 8663

---------- Original message ----------
From: "Stacy Clauson" <SClauson@ci.kirkland.wa.us>
> Dear Richard,
>
> Attached are copies of the proposal for this proposal. If you have
> any questions, please feel free to contact me. Thank you.
>
> Stacy Clauson
> Planner
> City of Kirkland
> Planning and Community Development
> 123 Fifth Avenue
> Kirkland, WA 98033
> 425-587-3248
> sclauson@ci.kirkland.wa.us
>
>

ATTACHMENT 7
ZON06-00030/SHR07-00004

Enclosure 6.g

RECEIVED
SEP 05 2007
AM PM
PLANNING DEPARTMENT
BY

ROBERT P TEMA
4561 LAKE WASH. BLVD NE #204
KIRKLAND, WA 98033-7619

Sept. 3, 2007

Ref. File No. ZON06-00030
SHR07-00004

CITY OF KIRKLAND
STACY CLAUSON
PLANNING DEPT.
ATTN: EXAMINER
123 5th Ave
Kirkland, WA 98033

Dear Madam/Sir:

I strongly object to granting the requested variance(s). The Zoning Regulations are there to ensure the city grows in an orderly manner, not variance by variance. I very strongly urge you not to grant these variances, for the good of the City of Kirkland.

Thank you.

Sincerely,

Robert P Tema

P.S. Please excuse my handwriting

EXHIBIT B
ZON06-00030/SHR07-00004

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SEP 11 2007
AM PM
PLANNING DEPARTMENT

Subj: **(no subject)**
Date: 9/10/2007
To: SClauson@ci.kirkland.wa.us

STACY CLAUSON AND Ms Anne Wantanabe

IN RESPONSE THE STEPHANUS RESPONSE CONCERNING HIS GARAGE SIZES. I CANNOT COMMENT ON THE INTERIOR OF MR. STEPHANUS'S GARAGES. THE DIMENSIONS I GAVE AT THE MEETING WERE FROM HIS APPLICATION. BUT THE DOORS TO HIS TWO GARAGES MEASURE THE SAME 16' DOORS THAT MY DOUBLE DOOR MEASURES. I CAN SAY THAT HIS LOWER GARAGE HOUSES A CAR AND SEVERAL MOTORCYCLES, TIRES ETC. I AM SURE IT WOULD HOUSE TWO CARS IF HE WANTED.

IN RESPONSE TO MY GARAGE. IT HAS ONE DOUBLE DOOR AND ONE SINGLE DOOR, WHICH OPEN TO A SINGLE GARAGE. HOWEVER THERE IS A POST BETWEEN THE FIRST SPACE AND THE SECOND SPACE. THIS POST IS AT THE LEVEL OF THE DRIVERS DOOR. THE PASSENGERS DOOR IS AT THE LEVEL OF THE FURNACE. CONSEQUENTLY NEITHER DOOR CAN BE FULLY OPENED. THIS SPACE IS OCCUPIED BY A SMALL SUV HYUNDAI TUCSON. I JUST MEASURED THE WIDTH OF THAT STALL (FROM POST TO FURNACE AND IT IS 9'). THE AREA THAT OCCUPIED THE LEFT IS LOCATED WHERE THE SINGLE GARAGE DOOR PROVIDED ACCESS. IT IS A STACKING LIFT FOR RESIDENTIAL USE. I CANNOT STACK TWO CARS WITH ROOFS OR EVEN ONE STANDARD CAR WITH A ROOF AND THE CONVERTIBLE 59 CORVETTE THAT IS STACKED. IT FUNCTIONS ONLY BECAUSE I, AM, TO TUCK THE WINDSHIELD INTO A VAULTED AREA IN THAT ONE STALL, THAT WAS PRESENT TO PROVIDE A WINDOW AND SOURCE OF LIGHT IN THE GARAGE. THIS CAR ON THE TOP MUST BE A SPORTS CAR WITH THE TOP DOWN. THE SPACE BETWEEN THE SECOND AND THIRD CARS DOESN'T ALLOW THOSE DOORS TO BE FULLY OPENED, BETWEEN THE FIRST CAR AND THE SECOND CAR. BETWEEN THE SECOND CAR AND THIRD CAR THE DOORS CAN ONLY BE OPENED FULLY IF THE CARS ARE POSITIONED SO THE OTHER DOOR CANNOT BE OPENED. THE DIMENSION BETWEEN THE POST AND THE OUTER WALL IS 20'5" CONSEQUENTLY I HAVE 9' PLUS 20'5' FOR A TOTAL OF 29'5" OF WIDTH. I DON'T KNOW WHAT MR. STEPHANAUS WAS TRYING TO ESTABLISH BY SUBMITTING MY DOOR SIZES BUT IT IS HARDLY A LARGE GARAGE. THE POST IS STRUCTURAL AND COULD NOT BE REMOVED.
AT THE HEARING MR. STEPHANUS TRIED THROUGH HIS LAWYER TO ESTABLISH A HARDSHIP BECAUSE HE COULD NOT RENT HIS LOWER UNIT. TO MY KNOWLEDGE THAT UNIT HAS NEVER BEEN FOR RENT. I AM SURE IT HAS NEVER HAD A FOR RENT SIGN OR BEEN LISTED FOR RENT SINCE I HAVE LIVED AT THE ADJACENT HOUSE. CONVERSELY WHEN I MOVED IN THE LOWER UNIT GARAGE WAS OCCUPIED BY AN OLDER SPORTS CAR, MOTORCYCLES, TIRES, AND OTHER ITEMS OF STORAGE.

WHEN ASKED WHY AFTER SO MANY YEARS AT THE RESIDENCE MR. STEPHANUS DECIDED TO APPLY FOR A VARIANCE FOR ADDITIONAL GARAGE SPACE. MR. STEPHANUS REPLIED THAT HE WAS JUST GETTING AROUND TO IT. I WOULD SAY A BETTER ANSWER IS THAT HE HAS MOTIVATION TO HAVE MORE GARAGE SPACE TO HOUSE HIS MORE RECENTLY ACQUIRED SPORTS CARS OF WHICH SOME HAVE DEALER PLATES ON.

I STRONGLY FEEL THAT BECAUSE OF THE CONFIGURATION OF MR. STEPHANUS'S LOT WHICH GIVES HIM APPROXIMATELY 25 FEET OF WATERFRONT, AND THE LARGE SIZE OF HIS DWELLING THE SITE DOESN'T LEND ITSELF TO ANOTHER 17'X40' FOOT GARAGE. AS I SAID IN THE HEARING I THINK IF MR. STEPHANUS WANTS SPACE FOR 8 AUTOMOBILES INSIDE HE SHOULD EITHER CONSIDER TRANSFERRING SOME OF HIS PRESENT LIVING SPACE INTO GARAGE SPACE OR RENT OFF SITE GARAGES. ELIMINATING OUTSIDE PARKING FOR A POTENTIAL DUPLEX WILL CREATE PROBLEMS FOR THE NEIGHBORING HOUSES, WHEN VISITORS TO THE DUPLEX HAVE TO FIND PARKING. IT WOULD NATURALLY SPILL ONTO ADJACENT PROPERTY.

AS I TRIED TO CONVEY TO THE HEARING EXAMINER, THE ADDITION OF GARAGES IS NOT GOING TO MAKE ANY DIFFERENCE IN ACCESSING LOWER GARAGES BECAUSE NAVIGATING AROUND THE RETAINING WALL IS MORE CHALLENGING THAT ACCESSING THE PRESENT GARAGE. IT HAS TO BE DONE SO THAT YOU DON'T SCRAPE THE WALL OR HIGH CENTER A CAR WITH RESTRICTED

EXHIBIT D
ZON06-00030/SHR07-0004

CLEARANCE. IT CANNOT BE DONE IN ONE TURN TO MY EXPERIENCE.

ONE SOLUTION TO MAKING THE LOWER GARAGE MORE EASILY ACCESSIBLE WOULD BE TO MODIFY THE OPENING TO TAKE A 19' DOOR. THIS WAS A SUGGESTION FROM MY ARCHITECT.

FINALLY I WOULD ASK THAT THE HEARING EXAMINER VIEW MR. STEPHANUS'S HOUSE FROM MY FRONT DOOR. I THINK THAT SHE WOULD HAVE TO AGREE THAT IT IS MASSIVE ALREADY. ANY ADDITION THAT IS VISIBLE FROM MY YARD (A 40 FOOT GARAGE) WOULD BE ADDING TO THE MASS OF THE HOUSE, AND MAKING IT EVEN MORE OVERWHELMING!!

RESPECTIVELY SUBMITED ,

MICHAEL J. DEITCH (PROPERTY TO THE WEST)

PLEASE SENT A REPLY EMAIL THAT YOU RECEIVED THIS LETTER BY SEPT 13, 2007 , THANK YOU

KIRKLAND HEARING EXAMINER
September 06, 2007

1. CALL TO ORDER (7:00 PM)

2. PUBLIC HEARING (7:02 PM)

   A. STEPHANUS VARIANCE AND SUBSTANTIAL DEVELOPMENT PERMIT FILE NO. ZON06-00030 AND SHR07-00004 ADDRESS: 4611 LAKE WASHINGTON BOULEVARD NE

Anne Watabane, Deputy Hearing Examiner, explained the agenda. She stated that she will make a decision on the project within 8 days from tonight and she will issue a recommendation at that time. The Hearing Examiner also entered into the record a comment letter from Robert T. Tema, 4561 Lake Washington Blvd #204, Kirkland.

Stacy Clauson, Project Planner, presented an overview of the Applicant's project.

Ms. Clauson presented the staff report at this time to be entered into the record.

Ms. Clauson began her presentation at this time which included images of the site location, proposal and review process, development plans (Options A and B), existing conditions, surrounding development, public comments, general approval criteria, staff conclusions on upper floor addition, variance approval criteria, zoning variance analysis, and staff recommendation.

Ms. Clauson concluded her presentation at this time.

Duana Kolouskova, attorney for the Applicant, came forward at this time to present on the project. She addressed some of the points that Ms. Clauson presented and also discussed some standards she wanted the Hearing Examiner to consider for the variance and final decision on the project.

Mark Travers of Mark Travers Architects, 2315 E Pike Street, Seattle, came forward to speak about the project at this time. His presentation included diagrams of Options A and B and discussion surrounding public comment and variance.

Mr. Travers responded to Ms. Kolouskova's questions regarding impacts to views with the garage addition (Option B). Mr. Travers presented a site selection to illustrate to the Hearing Examiner the impact to views.

Mr. Travers responded to Ms. Kolouskova's questions regarding parking and parking surfaces.

Mr. Travers responded to Ms. Kolouskava's questions regarding the existing retaining wall and garage.

Mr. Travers concluded his presentation at this time.

Mr. Travers responded to the Hearing Examiner's question regarding Option A and intrusion into the setback. Ms. Clauson added comments to Mr. Travers' response.

John Stephanus, Property Owner, 4611 Lake Washington Blvd NE, Kirkland, came forward at this time to speak about the property. He responded to Ms. Kolouskova's questions regarding the garage, parking, the use of the structure as a duplex and variances.

Mr. Stephanus summarized his main points and concluded his presentation at this time.

Mr. Stephanus responded to the Hearing Examiner's question regarding the parking space available in the lower parking area and in the surface parking area.

The Hearing Examiner had no further questions.

The Applicant concluded his presentation at this time.

Michael Deitch, 4613 Lake Washington Blvd, Kirkland, lives directly west of the property and uses the easement across the property. He expressed diagreement with the Applicant about the said small size of the garage and lack of space. He also expressed concern about the massing and of the garage as viewed from his residence.

Mr. Deitch responded to the Hearing Examiner's questions regarding the size of the garage.

Mr. Stephanus responded to Mr. Deitch's questions regarding the size of the garage.

Mr. Deitch returned to speak briefly about the garage and the view of the surface of the garage.

The Hearing Examiner asked if staff had any input about any issues presented tonight. Ms. Clauson expressed concern about the upper story garage and setback.

Ms. Clauson responded to the Hearing Examiner's questions regarding variances.

The Hearing Examiner invited final comment from the Applicant at this time.

Ms. Kolouskova and Mr. Stephanus returned to respond to public comment regarding the turning radius to the garage and the visibility of the garage.

Ms. Kolouskova said that the property is available for a site visit by the Hearing Examiner.

The Hearing Examiner closed the public hearing at this time.

3. ADJOURNMENT (8:19 PM)

_____

Planning Staff

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BY

BEFORE THE CITY COUNCIL OF THE CITY OF KIRKLAND

John Stephanus, Appellant.	**NO. ZON06-00030; SHR 07-00004** NOTICE OF APPEAL OF HEARING EXAMINER FINDINGS, CONCLUSIONS AND RECOMMENDATION

A. Decision Appealed.

Hearing Examiner Findings, Conclusions and Recommendation regarding Stephanus request for zoning variance from north yard setback, dated September 14, 2007.

B. Project Name/File Number.

Stephanus Variance, File Nos. ZON06-00030 and SHR 07-00004.

C. Appellant's Contact Information.

Applicant / Appellant:

John Stephanus
Property Owner and Applicant
4611 Lake Washington Blvd. NE

COPY

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ATTORNEYS AT LAW
1601 114th Ave. SE, Suite 110
Bellevue, Washington 98004
Tel: (425) 451 2812 / Fax (425) 451 2818

Appellant's Attorney:

Duana Kolouškovа
Johns Monroe Mitsunaga, PLLC
1601 114th Avenue S.E., Suite 110
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(425) 467-9966

D. Appellant's Legal Interest in the Property.

Mr. Stephanus is the property owner and co-applicant with his architect Mark Travers.

E. Summary of Grounds for Appeal and Errors of Law and Fact.

1. The Hearing Examiner erroneously found that the duplex unit was installed without permits and that there is a pending code enforcement action. *Hearing Examiner Findings, Conclusions and Recommendation* ("*Decision*"), page 2, Finding 3.

Correction: Conversion of the structure to duplex was approved in 1995 based on application of the prior property owner. There is no evidence or basis for finding of any actions taken without permits or pending code enforcement action. To the contrary, per the staff report "The structure has been approved for use as a duplex." *Staff Report*, page P5. As testified by Mr. Stephanus at the open record hearing, the structure is not used and has not been marketable as a duplex because of the enclosed parking problem.

2. The Hearing Examiner erroneously concluded that the facts do not show special circumstances to support a variance for either Option A or Option B as currently proposed. *Decision*, page 6, Conclusion 6.

Correction: The facts presented both in the written record and in the testimony at the

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Hearing Examiner's open record public hearing demonstrate that special circumstances support the variance under either Option A or Option B. This variance criterion was discussed at the open record hearing in testimony and in the letters of support for the application in the record, dated October 26, 2006, and July 11, 2007. Additional support for the variance was provided on August 10, 2007.

3. The Hearing Examiner erroneously found that the main level garage is the size of a standard two-car garage, that the garage door is only slightly smaller, and that the main level garage is comparable to other new residential development. *Decision*, page 6, Conclusion 6.

Correction: Evidence in the record shows that the main floor garage is smaller than a standard garage and cannot accommodate anything more than either one standard size vehicle or two very small compact vehicles in close proximity as to limit access into/out of the vehicles.

4. The Hearing Examiner erroneously concluded that Option B would not be consistent with the special circumstances requirement for the variance because it would provide additional enclosed parking for both the lower and upper units. *Decision*, page 6, Conclusion 7.

Correction: Special circumstances exist to support a variance for additional enclosed parking for both the upper, and most importantly, the lower units.

5. The Hearing Examiner erroneously that a variance under either Options A or B would constitute a grant of special privilege. *Decision*, pages 6-7, Conclusion 8.

Correction: A variance for additional enclosed parking for both the upper, and most

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importantly, the lower units under Option A or B would not constitute a grant of special privilege. This variance criterion was discussed at the open record hearing in testimony and in the letters of support for the application in the record, dated October 26, 2006, and July 11, 2007. Additional support for the variance was provided on August 10, 2007.

6. The Hearing Examiner erroneously concluded that a variance for one additional enclosed parking space would be consistent with other development and not constitute a grant of special privilege. *Decision*, pages 6-7, Conclusion 8.

Correction: A variance under either Option A or B would be consistent with other development and not constitute a grant of special privilege as discussed in the record. However, even for the lower unit alone, a variance for two enclosed parking spaces is fundamentally necessary based on the existing turning radius for the lower garage. Were a variance granted to allow only one additional enclosed parking space at the lower level, such would eliminate the existing parking space as the new enclosed area would terminate the ability to access the existing parking space. *See Attachment 2B to Staff Report*, page P31, (Plan Sheet A1, Garage Diagram "existing garage usable by only one car due to retaining wall": showing turning radius for existing garage superimposed with proposed Option B lower garage).

Pursuant to KZC 150.90, the Applicant/Appellant respectfully requests the opportunity to provide written argument in support of this appeal prior to the City Council's consideration of the appeal and the opportunity to provide argument in support of the variance and this appeal either in person or through representative at the City Council's regular hearing on the appeal.

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F. Relief Sought.

Based on the information in the record and the applicable law and pursuant to KZC 150.125, the Applicant/Appellant respectfully request the City Council to **reverse** the Hearing Examiner's Findings, Conclusions and Recommendation and instead determine that sufficient evidence exists to support a variance for the Option B proposal as set forth in the submitted plans.

Alternatively, the Applicant/Appellant respectfully requests the City Council to **modify** the Hearing Examiner's decision to grant a variance to accommodate enclosed parking at the lower until level for an additional two vehicle spaces, i.e. Option B reduced from a length accommodating two tandem vehicles to a length accommodating only two vehicles adjacent to each other. The Applicant/Appellant respectfully submits that a rehearing as provided for under KZC 150.125 would not be necessary for this requested modification of the Hearing Examiner decision.

DATED this 2nd day of October, 2007.

JOHNS MONROE MITSUNAGA, PLLC

By _____
Duana T. Koloušková, WSBA #27532
Attorneys for Applicant/Appellant
Stephanus

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CITY OF KIRKLAND
Department of Finance & Administration
123 Fifth Avenue, Kirkland, WA 98033 425.587-3101
www.ci.kirkland.wa.us

MEMORANDUM

To: Dave Ramsay, City Manager

From: Tracey Dunlap, Director of Finance and Administration
Sri Krishnan, Senior Financial Analyst

Date: October 25, 2007

Subject: **Development Fee Update**

RECOMMENDATION:

City Council review the results of the development fee study update, including fee recommendations, and provide further direction to staff.

BACKGROUND DISCUSSION:

The City's fiscal policies call for a comprehensive review of fees every three years. This memo discusses the preliminary results and recommendations of the most recent review of development fees. A fee study evaluates both the current cost of service as well as the degree to which the fee structure is recovering costs at the target levels established by the City Council. In addition, Council asked staff to provide information and options on several other related items, including:

- Developing recommendation regarding indexing fees to inflation as a means of adjusting fees in years when a comprehensive review is not taking place;
- Accepting credit cards which City Council directed staff to implement for in-person fee payment;
- Charging fees to City General Government Projects beginning January 1, 2008;
- Adding a permit tracking system fee component that would initially fund a process review of non-residential permits and then serve as a sinking fund payment toward system replacement;
- Incorporating the results of a separate consulting study of Single Family Process Redesign/Expedited Review; and
- Evaluating Fire Prevention Bureau Fees. A separate study is underway to evaluate Bureau staffing needs and related fee recommendations. The results will be addressed through a separate process.

A brief history of the City's past development studies is provided for context in reviewing draft results. In 1998, the City Council undertook an initial comprehensive review of the cost of providing development services in order to establish fees. The first step was to determine the full cost of providing development services including direct costs, department indirect costs and citywide overhead costs. The following chart shows the various "layers" of costs considered.

FULL COST OF DEVELOPMENT SERVICES	
City-Wide Overhead	Calculated share of the cost of the internal functions of City government
Departmental Overhead	Calculated or estimated share of the cost of departmental management & administration
Indirect Functions	Hours & associated expenses spent on indirect support activities (Code Enforcement, Public Information, Policy Development, etc.)
Direct Development Services Work	Hours & associated expenses spent on permits & other development activities

The next step was development of cost recovery targets. The cost recovery targets reflect the amount of costs that should be recovered from fees and is based on the perceived public benefit versus private benefit that accrues from development services. To the extent that the service benefits an individual, costs should be borne by the individual (i.e., fee-supported). To the extent that the service provides an overall benefit to the general community, the costs should be borne by everyone (i.e., tax-supported). It is important to note the distinction between "department" costs and "activity" costs. Building permit activities include costs from all three of the departments involved in development services. Likewise, planning permit processes involve not only Planning Department staff, but also involve staff time from the Public Works Department and the Fire and Building Services Department. Each department has its own cost recovery target by cost layer based on the Council's policy guidance on public versus private benefit.

Target recovery levels (expressed as percentages) were established by Council. Finally, specific fee increases were established that achieved the desired level of cost recovery. In some cases, fee increases were phased in over time to mitigate the impact on customers.

The City's fiscal policies require that fees be evaluated every three years and updates were conducted in 2001 and 2004 using the same methodology for calculating the cost of service. During those updates, modifications to the target recovery level were made based on Council direction.

The following table shows the comparison of target cost recovery percentages between each department for the 2004 study.

Service Cost Layer	Building & Fire Prevention Services*	Planning**	Engineering	Overall
Direct Services	100%	80%	80%	90%
Code Enforcement	0%	0%	0%	0%
Public Information	50%	20%	50%	36%
Policy Development	20%	20%	20%	20%
Department & City Overhead	as others	as others	as others	as others
2004 Updated Target Recovery	**91%**	**52%**	**71%**	**72%**

* Includes only that portion of Fire Prevention related to development review.
** Costs exclude long-range planning activities.

The following is a brief summary of the rationale for the cost recovery targets by cost layer as discussed at the September 4, 2007 study session.

Cost Layer	**Building Services**	**Fire Prevention**	**Planning**	**Public Works**
Direct Development Service These costs represent the direct, hands-on work performed to provide development services. Both Planning & Public Works consider part of their regulatory responsibilities benefit the public by protecting existing City environment, character, and infrastructure; whereas, Building and Fire solely benefit the private projects they regulate.	100%	100%	80%	80%
Code Enforcement These costs are associated with ensuring compliance with City code. The cost recovery is based on not penalizing compliant development projects for those who do not follow City regulations. A portion of these costs might be recovered through fines or penalties.	0%	0%	0%	0%
Public Information Cost recovery based on department judgment of the amount of front-counter time that is attributable to the level of development active in the City.	50%	50%	20%	50%
Policy Development This level of recovery was determined because much of the City's planning and policy development focuses on maintaining a specific community "look and feel" for the public. In addition, much of the planning aspects the City performs are required regardless of the level of ongoing development.	20%	20%	20%	20%
General Administration, Training, Department & City-Wide Overhead The labor costs and expenses associated with these activities are targeted to recover in proportion to the recovery levels in the other cost layers based on a weighted average of each department's cost recovery. It is assumed the level of work is proportional to that under all others.	weighted average of all other cost layers	weighted average of all other cost layers	weighted average of all other cost layers	weighted average of all other cost layers

2007 Development Study Conclusions

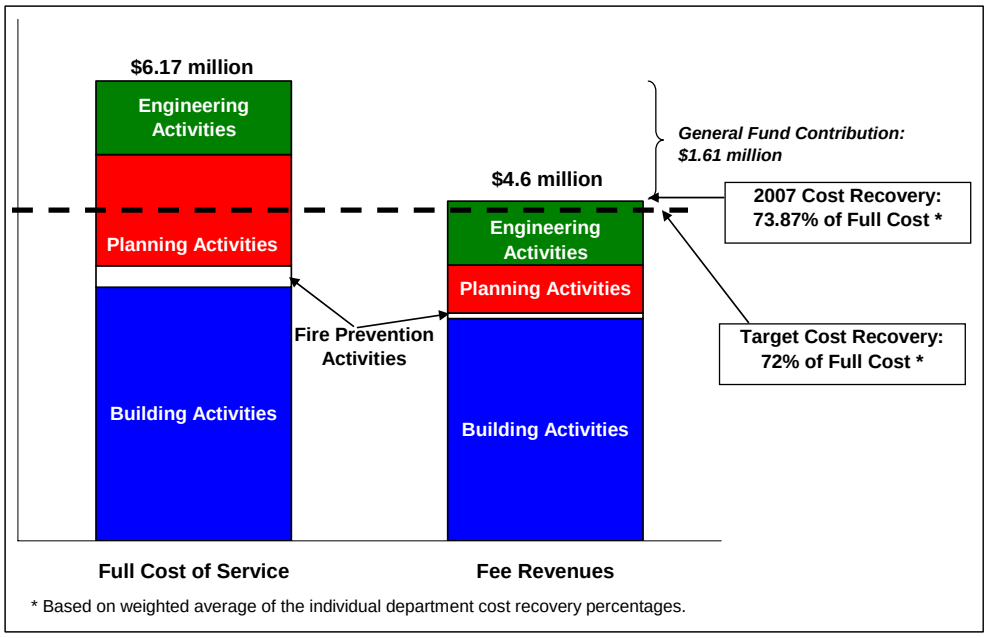
The 2007 cost of services update applies the same methodology as the 2004 update whereby current costs were determined, the current targets applied and a comparison against actual revenue made.

The following table shows the comparison of target cost recovery percentages between each department for the 2007 study.

Service Cost Layer	Building & Fire Prevention Services*	Planning**	Engineering	Overall
Direct Services	100%	80%	80%	90%
Code Enforcement	0%	0%	0%	0%
Public Information	50%	20%	50%	36%
Policy Development	20%	20%	20%	20%
Department & City Overhead	as others	as others	as others	as others
2007 Updated Target Recovery	**88%**	**55%**	**72%**	**72%**

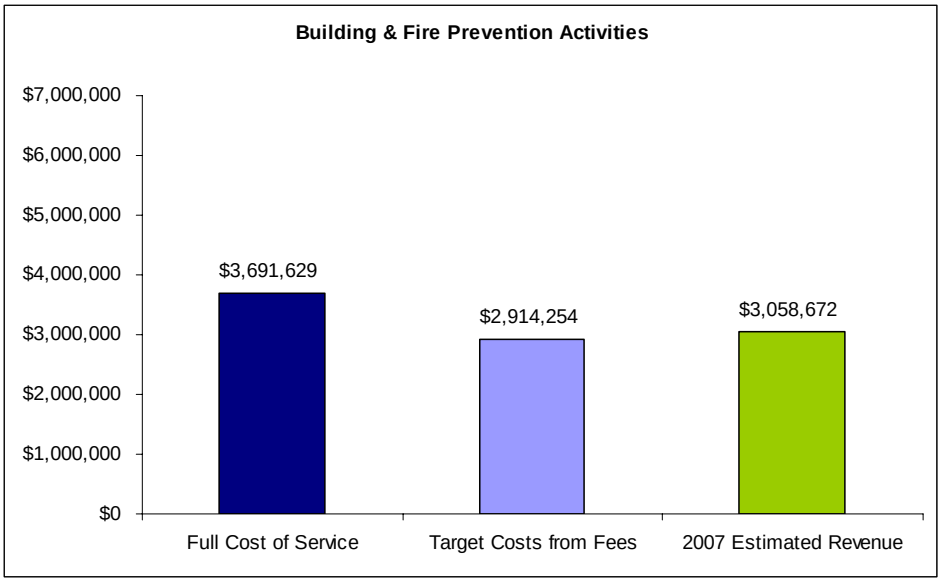
*Includes only that portion of Fire Prevention related to development review.
** Costs exclude long-range planning activities.

- **Overall, estimated fees for development activities are recovering 74% of full cost, which is very close to the target recovery in 2007 of 72%.** This means that 74% of the total cost of providing these services is paid from fees, with the remaining $1.61 million not covered by fees paid by General Fund tax revenues. It is important to recognize that this evaluation looks at a snapshot in time (calendar year 2007), while the development process can span years. Evaluating the target recovery is not a precise exercise, rather it is intended as an indicator that fees are reasonably in-line with Council policy. The chart below compares the full cost of development services to the 2007 estimated revenues.

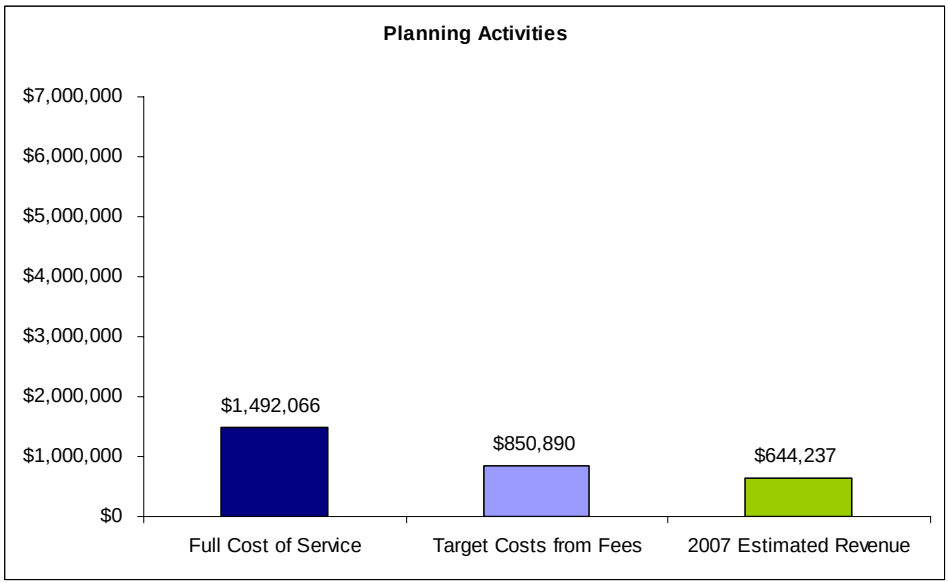


- **Building services and fire prevention activities are slightly over their target cost recovery.** While the building and fire prevention services are slightly over-recovering, they are in fact still recovering substantially less than the total cost of providing these services. Furthermore, the study looks at a point in time in regards to cost and revenue. The building and fire prevention services workload related to specific permits may extend over a long period of time and revenues that are received in one year are needed to pay for ongoing services that may cross into the following year (e.g.

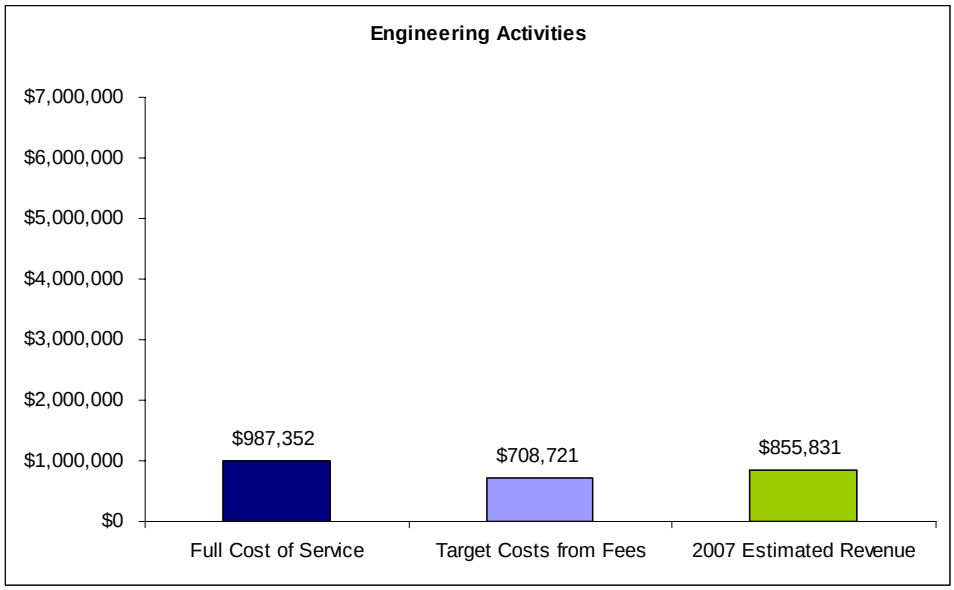
inspections). Actual revenue performance has fluctuated over the years as a result of economic cycles and their influence on the level of development activity and fee changes approved by Council. The chart below compares the full cost, target costs, and the 2007 estimated revenues of building services and fire prevention activities.



- **The Planning development activities across all three functions are recovering about three-quarters of the target level.** For these Planning activities to recover the target cost an overall fee increase of 30% would be required. The chart below compares the full cost, target costs, and the 2007 estimated revenues of planning development activities.



- **Public Works engineering fees are recovering over the target costs.** It should be noted that engineering services functions are much like building permit activities in that revenue received in one year is needed for ongoing services in the following year. In addition, the fees are based on the valuation of the improvements and are therefore subject to significant fluctuations. In fact, these activities have under-recovered in all of the past analyses. The chart below compares the full cost, target costs, and the 2007 estimated revenues of public works engineering activities.



2008 Development Study Projections

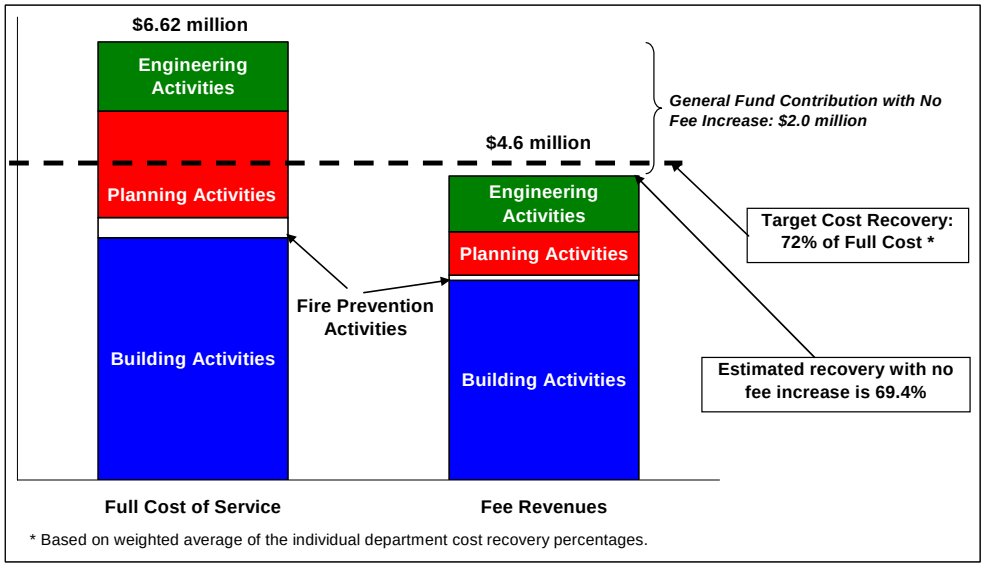
The next step of the analysis involved evaluating the impact of anticipated new costs in 2008 on the recovery rate. In order to do this, the following steps were taken:

- 2008 costs were projected by escalating 2007 costs by 3.31% (June 2007 CPI), and
- Anticipated new costs for service improvements were included:
  - Credit card acceptance fees – $50,000
  - Permit tracking system fee component – $70,000
  - Resources to support wireless in the field ($35,000) and additional office technician support for the Building Division ($68,000) – $103,000

Each of these new costs is expected to improve customer service and processing. In addition, additional professional services for development review services in Planning ($64,000) to reflect higher short-plat costs were also added to the 2008 costs.

The projected 2008 costs were then compared to the 2008 estimated revenues submitted by the departments during the mid-biennial review process. Under this scenario, the total cost increases to $6.62 million from $6.17 million in 2007 while the projected revenues are $4.6 million and therefore, the estimated cost recovery drops to 69.4% of full costs, and less than the 72% target. Thus requiring a fee increase or an increase in General Fund support of $392,089.

The chart below compares the 2008 full cost (with new costs for service improvements) of development services to the 2008 estimated revenues with no fee increases assumed.



Staff used these findings and developed specific fee recommendations. The Fire and Building Department did not recommend any changes to their current fees. The fee structure for building activities currently in place is recovering close to the identified target costs because the valuation table update helps keep pace with inflation. A memo from the Building Division regarding staff recommendations based on the Single Family Review study conducted by Latimore and Associates is included as Attachment A. The Fire Prevention fees will be evaluated separately based on a pending staffing analysis.

The analysis showed that we have been significantly under-recovering fees for Transportation Concurrency Analysis and the transportation component of SEPA (State Environmental Policy Act) review. Public Works Department (Engineering) recommended the following increases that would apply to 10-lot short plat or larger developments only:

- **Transportation Concurrency Analysis fee** – The current fee schedule has a base fee ($220) and an additional fee per hour of staff review in excess of four hours. The base fee is paid when the application is submitted. Any additional fee must be collected after the staff review is complete and the total review time can be determined. We believe that the under recovery has occurred because we have not been routinely collecting for the extra review time. To correct this problem, the new fee schedule eliminates the additional per hour fee and replaces it with a tiered fee schedule based on the estimated number of gross PM peak trips generated by the proposed development. With this approach, the entire fee can be calculated and collected at the time an application is submitted. The table below presents the proposed fee structure:

Estimated Number of Gross PM Peak Trips	Concurrency Review Fee
Less than 20 trips	$500
21 – 50 trips	$700
51 – 200 trips	$1,400
Greater than 201 trips	$1,800

The table below provides a comparison of the proposed fees with fees charged by other jurisdictions.

Transportation Concurrency Analysis Fee Comparison

PM Pk Trips	Bothell	Bellevue	Redmond	Federal Way	Kirkland
< 10				$315	
3 < x < 20	$750	$1,840	$900		
20 < x < 50	$1,500	$1,840	$900		
10 < x < 50		$1,840		$1,448	
50 < x < 500	$2,500	$1,840	$900	$3,084	
>500	$2,500	$1,840	$900	$5,096	
<= 20					$500
<=50					$700
<=200					$1,400
>200					$1,800

- **SEPA (State Environmental Policy Act) review (transportation component only)** – A portion of the SEPA fee is to pay for the review of traffic impact analysis reports. The current fee schedule has a base fee and an additional fee per new residential unit or per square foot of new non-residential gross floor area (GFA). Both Public Works and Planning departments feel that the current fee structure is not representative of the workload generated by this activity and have recommended changes to facilitate cost recovery. The fee changes recommended by the Public Works Department to address the transportation component of SEPA review is discussed here while the Planning Department recommendation is presented later in this memo. The current fee structure uses residential units and the size of non-residential units to approximate time needed to do transportation analysis, but experience shows that this is an inaccurate predictor of workload. Additionally, the fee structure does not include the option of billing the applicant for any additional review time. To correct this problem, the new fee schedule eliminates the fee per new residential unit and the fee per sq. ft. new non-residential GFA and replaces it with fees based on the estimated number of gross PM peak trips generated by the proposed development. With this approach, the entire fee can be calculated and collected at the time an application is submitted. The table below presents the proposed fee structure:

SEPA Fees (Transportation Component only)	Current Fee	Proposed Fee
Applications involving traffic reports		
Fee per new residential unit	$40.00	$0.00
Fee per sq. ft. new non-residential GFA	$0.04	$0.00
Estimated Number of Gross PM Peak Trips		
Less than 20 trips		$850
21 – 50 trips		$1,700
51 – 200 trips		$3,400
Greater than 201 trips		$6,800

A memo from the Public Works Department is included as Attachment B that explains the basis for their proposed fee changes.

For Planning activities, the current fees for many land use permits are structured in a progressive fashion, so that fees for more complicated permits involving higher level decisions are greater than for the lower level, less complicated permits. The proposed fee revisions maintain this progressive structure even though the fee study showed that the cost recovery varies from one type of permit to another.

The comparison of 2008 costs (with new costs for service improvements) and 2008 estimated revenues without fee increases for Planning activities indicated the fees under-recover by approximately 30%. In order to maintain the graduated fee structure, the increases range from 25-35% for most Planning permits except for:

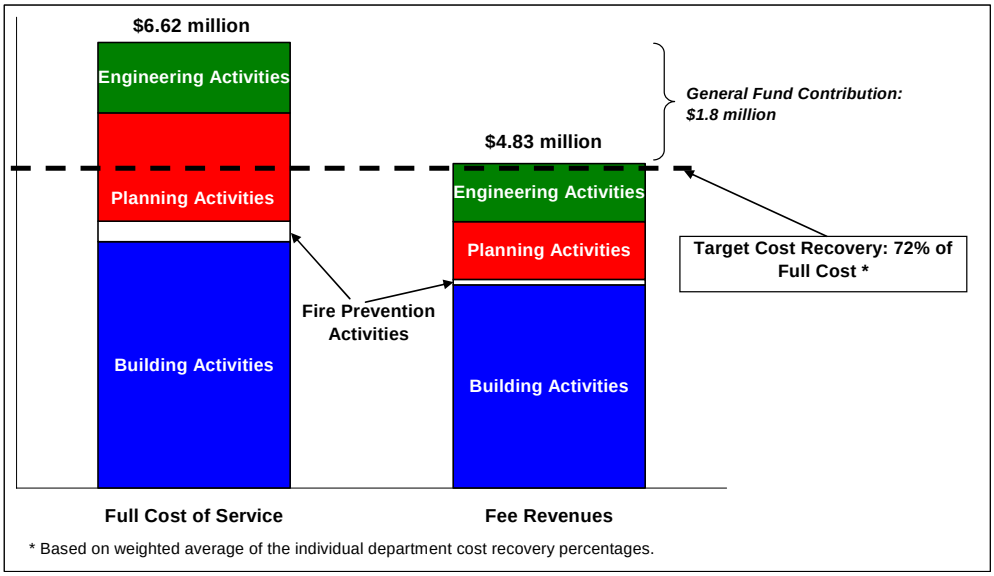
- Environmental Review base fee for the Planning portion of SEPA review – from $260 to $520 – an increase of 100%
- Design review base fee – from $3,920 to $4,116 – an increase of 5%
- Sidewalk Café permits (fixed fee) – from $560 to $616 – an increase of 10%
- Rooftop Appurtenance Modification – new fee – $780

A memo from the Planning Department is included as Attachment C that explains the basis for their proposed fee changes. The proposed fee schedule for the Planning Department land use permits is included as Attachment D.

Finally, although the fee study did not address the fee for private Comprehensive Plan and Zoning Text Amendment Requests involving property specific Comprehensive Plan and Zoning Map changes, staff recommends that the fees be studied in the future to better reflect their actual processing cost. We do not recommend changing the modest fee ($300) for the initial threshold decision, but if a proposal is selected for further consideration, a new higher fee may be warranted. Since this process is already underway this cycle, staff recommends that the raising of this fee be brought as a policy question for the Council to discuss prior to the next budget cycle.

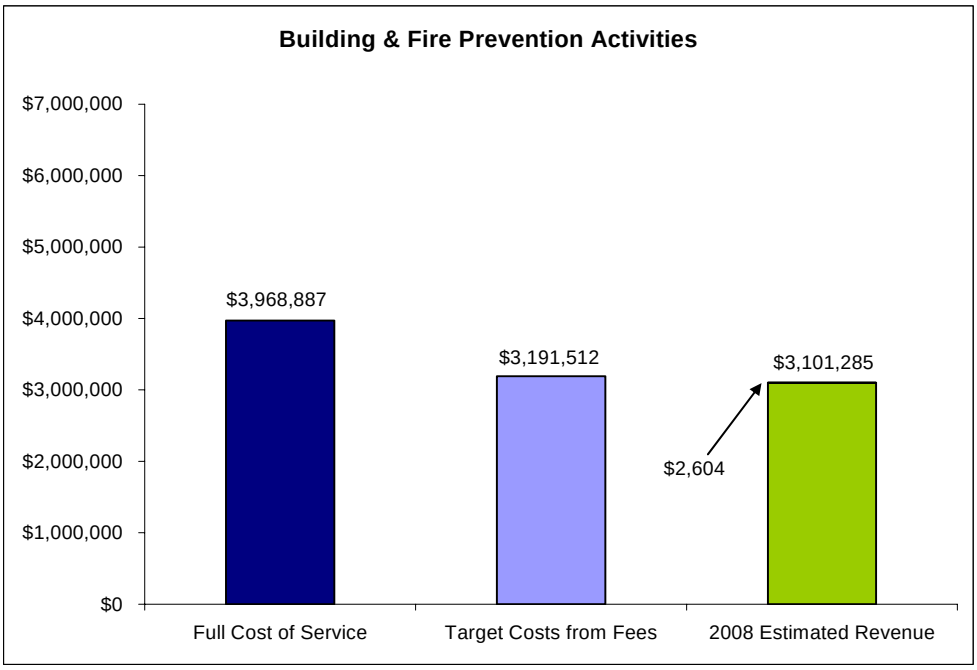
The recommended increase in all fees is projected to generate $230,040 in additional revenue, which equates to a 5% increase in total development services revenue. With the inclusion of the recommended fee adjustments, the General Fund contribution to development services will be $1.8 million, an increase of $184,925 from 2007.

The chart below compares the 2008 full cost (with new costs for service improvements) of development services to the 2008 estimated revenues with staff-recommended fee adjustments.

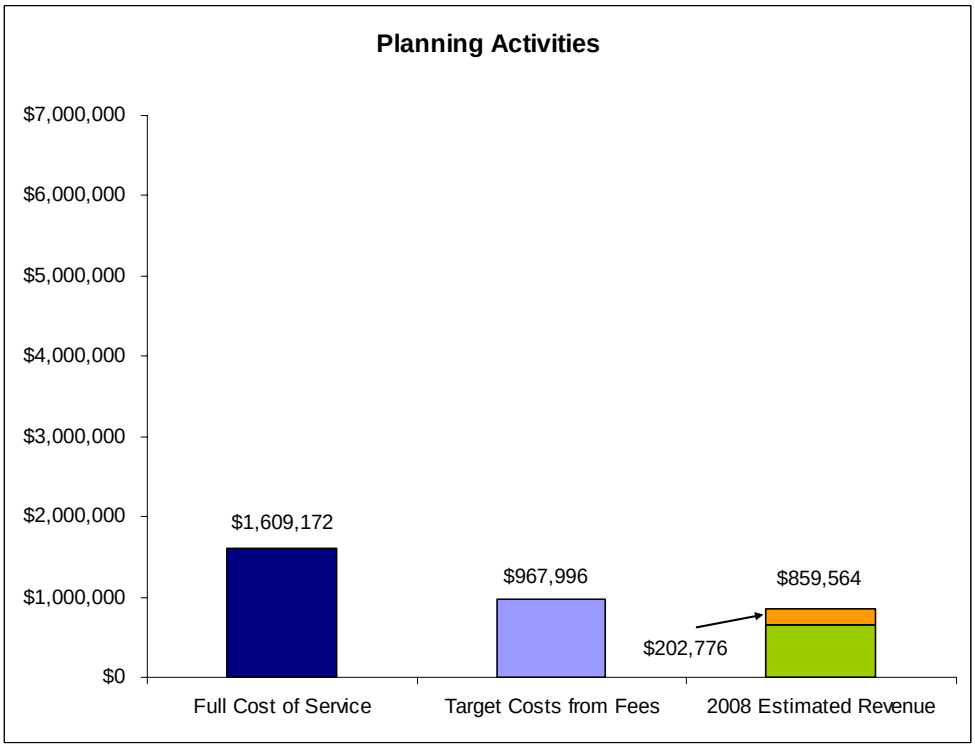


In the following charts, the estimated new revenue from fees is identified by the value between the light blue and green bar below and represented by the orange colored section of the bar representing the 2008 estimated revenue.

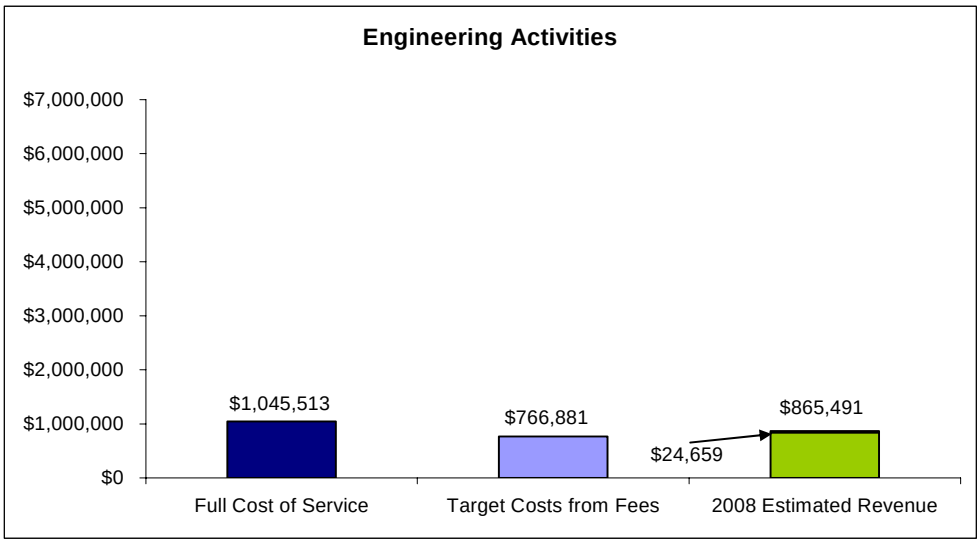
The chart below compares the full cost, target costs, and the 2008 estimated revenues of building services and fire prevention activities.



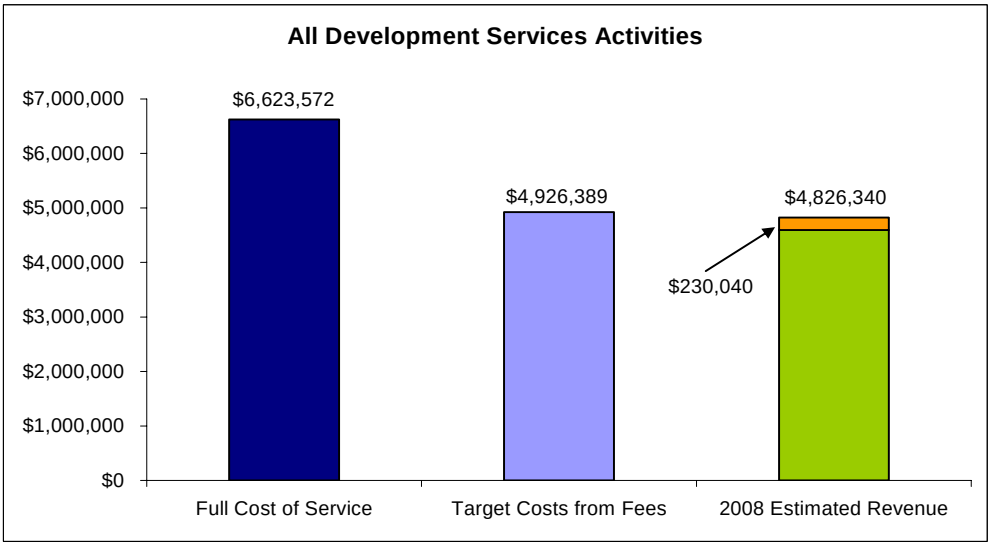
The chart below compares the full cost, target costs, and the 2008 estimated revenues of planning development activities.



The chart below compares the full cost, target costs, and the 2008 estimated revenues of public works engineering activities.



While the individual recovery of each activity to target continues to vary due to the imprecise nature of the estimates, the overall result keeps the development services cost recovery in the target range as shown in the chart below. Each category is still receiving a significant General Fund subsidy. The fee revenues increase $230,040 and the General Fund contribution increases $184,925 in 2008 compared to 2007.



On October 23, 2007, the Finance Committee received the recommended fees as presented by the Planning and Public Works departments and recommends the following next steps:

- **Review recommendation with full Council for adoption effective February 1, 2008.**

- **Continue stakeholder outreach** – on August 27th, staff met with the Kirkland Chamber of Commerce's Public Policy Committee to introduce the development fee update process. Then followed up with them on October 22nd with data on the 2007 costs for development services. Aside from the meetings with the Chamber, stakeholders have also had the opportunity to gather information at the Council Study Session on September 4th and the Council meeting on October 16th. The table below lists the various opportunities stakeholders have had, and will have, to gather information and provide input during the current update process.

August 27	Chamber Public Policy (Introduction)
September 4	Study Session – Introduction/Background
October 16	City Council Update
October 22	Chamber Public Policy
November 7	Draft Recommendations to City Council
November (TBD)	Kirkland Developers Forum (Tentative)
November (TBD)	Kirkland Alliance of Neighborhoods
November 26	Chamber Public Policy
December 11	Tentative Fee Resolution Adoption

- **Sidewalk café permits** – the permit review portion should be increased from $560 to $616 but the small component charged for use of the right-of-way should be further analyzed and brought back to the Economic Development Committee. Staff will add this item to the Economic Development Committee's future agenda items list.

- **Comprehensive Plan and Zoning Text Amendment Requests fee** – raising this fee to better reflect their actual processing cost is a key policy question for the Council to discuss prior to the next budget cycle. Staff will bring back information to the Finance Committee to facilitate a discussion prior to the next round of Private Amendment Requests (PAR) scheduled for 2009.

The Finance Committee also confirmed adding a provision within the relevant code sections to allow for interim inflation adjustments to be made administratively between update cycles if necessary. This provision will be included in the proposed ordinance. Note that the provision would only apply to those categories that are not subject to valuation table changes (building plan review and inspection and engineering development review would not be subject to automatic adjustments).

Following the Council deliberations and approval of staff's fee recommendations, an ordinance amending Planning and Public Works development fees will be prepared for adoption at the Council meeting on December 11, 2007. Staff recommends that the new fees become effective on February 1, 2008.

Attachment A – Memo from Building Division regarding recommendations based on Single Family Review study
Attachment B – Memo from Public Works Department explaining proposed fee changes
Attachment C – Memo from Planning Department explaining proposed fee changes
Attachment D – Proposed Planning Fee Schedule

Cc: Eric Shields, Planning and Community Development Director
Nancy Cox, Development Review Manager
Daryl Grigsby, Public Works Director
Rob Jammerman, Development Engineering Manager
Jeff Blake, Fire and Building Director
Tom Phillips, Building Manager
Sandi Hines, Financial Planning Manager

Attachment A

CITY OF KIRKLAND
Development Services
123 Fifth Avenue, Kirkland, WA 98033 425.587.3000
www.ci.kirkland.wa.us

MEMORANDUM

To: Dave Ramsay, Jeff Blake, Tracey Dunlap, Eric Shields, Daryl Grigsby
From: Tom Phillips, Rob Jammerman, Nancy Cox
Date: October 24, 2007
Subject: Response to Permit Process Study

The Latimore Company's assessment of our single family permitting process found that for the most part our process works very well. We are providing accurate and professional reviews and delivering a high level of customer service. According to the report, the main area needing improvement is our review times. During the period studied, we were taking eight weeks to review a new single family home while many other cities are able to complete the review in four weeks.

There are several factors for this discrepancy. First, a typical Kirkland home is more sophisticated than other homes in the regions. Second, our development standards are higher and more complex than most communities. Finally, some of our procedures need to be updated to improve efficiency. This is the factor that the Latimore Company has addressed.

The report contains the following four recommendations (in italics) to reduce our review time. According to the report, the first three items should reduce our review time from eight weeks to six weeks. Implementation of item #4 should reduce our review time to four weeks.

1. Clarify Key Design Variables Up Front
The areas requiring the most plan re-submittal by applicants are the tree plan, ABE and FAR calculations, and engineering frontage improvements. Therefore, we should strengthen the applicant's ability to arrive on the same conclusions during their design process that City staff will in the course of their reviews. Applicants emphasized uncertainty in ultimate tree plan requirements from plat to grading/land-surface-modification (LSM), demolition, and final building permits in addition to their the ABE and FAR iteration experience.

A new integrated tree plan, worksheets and a more concrete basis for ABE and FAR calculation, an engineering frontage worksheet, and ensuring lobby and online forms and references agree and are up-to-date get us there.

2. Align ABE Accuracy with the Precision of its Measurements
ABE accuracy is out of step with the precision of its measurements. Planning review of applicant ABE calculations that are normally shown somewhere in the drawing sheets is based on topography. Planning compares the reported elevation of the midpoint of each exterior wall with the adjacent grade by interpolating two-foot contours. Typical two-story Kirkland home designs closely approach the 25' upper height limit in most residential zones. 24.92 feet (1" less than 25') is common. That's 1" accuracy where the precision of the measurement is 2' delineation. Disagreement generates a correction cycle.

3. Improve Intake Procedures and Expand Parallel Review
Next, intake procedures should be strengthened so that first review is conclusive. Pre-revision intake standards should also be added to preclude third, fourth and fifth reviews. Reduced iteration

complemented by parallel review tracks for forestry and fire stand to significantly accelerate approval timelines.

Standard in-house review indicates an average performance of 8 weeks for first review and 3 weeks for the second. If we shift the capacity currently consumed by third and successive reviews forward to the first by using more robust walkabout procedures, it appears feasible to achieve 6 week first reviews, a 25% average improvement.

4. Increase Forestry and Engineering Capacity
For an even higher level of service, the Development Services should add capacity in two key areas. Leveraging the first three recommended improvements, a 4 week first review and a 2 week second review may be achievable. This would place Kirkland at the level of service most requested by regional applicants.

This would necessitate faster Forestry and Public Works reviews. Forestry today is a ¾ FTE position. Boosting it to full-time adds 33% more capacity. That could move 4-5 week reviews to 3-3.75 weeks. It is likely that Planning would need to be parallel with Forestry review based on how integrated tree plans perform in practice.

One Public Works specialist conducts all SFR reviews today. Whether standard or third-party, this in-house review consistently averages 5½ weeks (Figs. 11 and 12). Adding a second reviewer could halve these times once the learning curve is climbed.

Staff is in agreement with item #4, but is concerned with how the shorter review times will affect the third party expedited plan review program. A four week review time will most likely encourage most, if not all builders to stop using the expedited program. This will create a 60% to 70% increase to our new residential review workload. In order to maintain the four week review time without the expedited program, an additional FTE will also be needed in building and ½ an FTE in planning. The total new FTEs needed are as follows:

Engineering – 1 FTE
Building – 1 FTE
Planning – .5 FTE
Planning (forester) - .25 FTE

Other variations to the FTEs above are also possible. As we begin to reap the benefits of our more efficient procedures, we may opt not to hire all of the FTEs. We may be able to shift some duties as procedures change or the housing market may slow down, lessening our work load.

We generally agree with the Latimore Company's assessments and recommendations and would like to start developing new procedures for the implementation of the first three items. This is expected to take three to six months. During this time the third party expedited plan review program would remain as is. After implementation of the first three items we will assess our progress to determine if it is cost effective to proceed with item #4. If we decide that item #4 would be cost effective and add value to our customers, we will bring a proposal forward during the planning phase of the 09/10 budget process.

The cost of implementing items #1, 2 and 3 is already accounted for in the current fee study. Item #4 (hiring 2.75 FTEs) would cost approximately $275,000 per year. This could be offset with a 12% increase to the building permit fees, since implementation of item #4 will result in the termination of the expedited review program and the fees associated with it. In other words, instead of the typical builder paying a 50% premium for an expedited review (3 weeks) everyone would receive an expedited review (4 weeks) for a 12% increase in permit fees.

Attachment B

CITY OF KIRKLAND
Department of Public Works
123 Fifth Avenue, Kirkland, WA 98033 425.587.3800
www.ci.kirkland.wa.us

MEMORANDUM

To: Tracey Dunlap

From: Rob Jammerman, Development Engineering Manager

Date: October 12, 2007

Subject: Recommended Public Works Development Fee Adjustments

After reviewing the completed 2007 Development Services Fee Study, Public Works recommends that following fee adjustments and/or changes to help meet our target recovery amounts:

1. **Transportation Concurrency Analysis Fee:** The current fee is $220. In order to meet the estimated target recovery rate of $24,460, this fee should be adjusted as follows:

Estimated Number of Gross PM Peak Trips	Concurrency Review Fee
Less than 20 trips	$500
21 – 50 trips	$700
51 – 200 trips	$1,400
Greater than 201 trips	$1,800

2. **State Environmental Policy Act (SEPA) Fee**: A portion of the SEPA fee is to pay for the review of traffic impact analysis reports. The current fee is $40/new residential unit or $0.04 per square foot of new non-residential gross floor area (GFA). In order to meet the estimated target recovery rate of $44,000 (Public Works portion), this fee should be adjusted as follows:

Estimated Number of Gross PM Peak Trips	Environmental Review Fee
Less than 20 trips	$850
21 – 50 trips	$1,700
51 – 200 trips	$3,400
Greater than 201 trips	$6,800

Attachment C

CITY OF KIRKLAND
Planning and Community Development Department
123 Fifth Avenue, Kirkland, WA 98033 425.587.3225
www.ci.kirkland.wa.us

MEMORANDUM

Date: October 16, 2007

To: Tracey Dunlap, Finance Director

From: Eric Shields, Planning Director
Nancy Cox, Development Review Manager

Subject: **RECOMMENDED LAND USE PERMIT FEE SCHEDULE AND REVENUES FOR 2008**

Recommended Fee Schedule

The recommended fee schedule for 2008 is attached. Following is a summary of the proposed fee increases and the way they were calculated:

- Environmental Review fees have been increased with the intention of meeting the 222% target recovery increase. The method of charging ER fees has been changed to better reflect the amount of traffic generated by a project since much of the cost of ER is associated with traffic impact analysis.
- The fees for most of the Planning permits (Street Vacations, Planning Official decisions, Planning Director decisions, Process I, Process IIA, Process IIB, and Other Miscellaneous) were computed as a group, resulting in a 30% increase to each.
- Design Review fees were calculated separately because the revenue shortage was substantially lower than for other permits, resulting in a 5% increase.
- A new fee for Rooftop Appurtenance Modification was added, modeled after other modification fees.
- Fees for sidewalk café permits were increased by 10% to adjust for inflation. The fee analysis shows that café permits have been substantially over recovering. However, this is misleading since the projected revenues actually reflect two years worth of fees. An argument can be made that the City should collect substantially higher fees for café permits which are closer to the market value of the land. One approach would be to set the base fee at a level sufficient to recover permit processing costs and set the square footage fee to better reflect market value. Staff recommends that this issue be studied by the Economic Development Committee prior to the next budget cycle.
- Planning Pre-submittal and appeal fees were increased by 30% like most of the other permits. This will be a policy decision for the Council because the fees for these two items have always been set well below cost recovery. The proposed fees are still well below the actual processing costs.
- Fees for Home Occupations and Historic Residence Designations were not increased because the Council recently set these fees at a level below cost recovery.
- Finally, although the fee study did not address the fee for private Comprehensive Plan and Zoning Text Amendment Requests involving property specific Comprehensive Plan and Zoning Map changes, staff recommends that the fees be studied in the future to better reflect their actual processing cost. We do not recommend changing the modest fee ($300) for the initial threshold decision, but if a proposal is selected for further consideration, a new higher fee may be warranted. Staff estimates that the cost to process these

requests is similar to Process IIB permits which are approximately $10,000. Consequently, staff recommends raising this fee is a key policy question for the Council to discuss prior to the next budget cycle.

Revenue Changes

The attached spreadsheet shows the potential revenue increase for 2008 if the fee schedule is adopted as recommended.

Cc: Sri Krishnan; Sandi Hines

CITY OF KIRKLAND LAND USE PERMIT FEE SCHEDULE

Proposed for 2008 *Draft 10-16-07*

FEE TYPE	FEE AMOUNT	PROPOSED FEE	Change	% Change
Pre-submittal Mtg. And/Or Pre-design Conf.	$350.00	$475.00		
Note: Fee subtracted from the application if the application is submitted within six months of the pre-submittal meeting.			$125.00	35.71%
Planning Official Decisions				
Accessory Dwelling Unit *(not required if reviewed concurrently with a building permit)*	$300.00	$390.00	$90.00	30.00%
Personal Wireless Service Facility Administrative Decision	$6,050.00	$7,865.00	$1,815.00	30.00%
Personal Wireless Service Facility Subsequent or Minor Modification	$600.00	$780.00	$180.00	30.00%
Parking Modification	$380.00	$494.00	$114.00	30.00%
Sensitive Area Planning Official Decisions **or** Administrative Design Review				
If application involves new gross floor area (new buildings or additions to existing buildings)	$1,500.00	$1,950.00	$450.00	30.00%
No new gross floor area	$0.00			
Master Sign Plan Approval Modification	$600.00	$780.00	$180.00	30.00%
Off-Site Directional Sign Approval Modification	$380.00	$494.00	$114.00	30.00%
Design Review Approval Modification	$760.00	$988.00	$228.00	30.00%
Design Review Approval Extension	$300.00	$390.00	$90.00	30.00%
Historic Residence Alteration	$600.00	$780.00	$180.00	30.00%
Rooftop Appurtenance Modification	new fee	$780.00		
Planning Director Decisions				
Temporary Use Permit	$760.00	$988.00	$228.00	30.00%
Variance Exception	$760.00	$988.00	$228.00	30.00%
Off-Site Directional Sign	$760.00	$988.00	$228.00	30.00%
Master Sign Plan	$2,120.00	$2,756.00	$636.00	30.00%
Short Plat or Subdivision Approval Modification	$600.00	$780.00	$180.00	30.00%
Process I Approval Modification	$600.00	$780.00	$180.00	30.00%
Process IIA, IIB or III Approval Modification	$760.00	$988.00	$228.00	30.00%
Lot Line Alteration	$760.00	$988.00	$228.00	30.00%
Binding Site Plan	$1,510.00	$1,963.00	$453.00	30.00%
Multifamily Housing Property Tax Exemption Conditional Certificate	$760.00	$988.00	$228.00	30.00%
Multifamily Housing Property Tax Exemption Contract Amendment	$380.00	$494.00	$114.00	30.00%
Multifamily Housing Property Tax Exemption Cond. Cert. Extension	$380.00	$494.00	$114.00	30.00%
Noise Variance	$380.00	$494.00	$114.00	30.00%
Process I Review				
Short Subdivision				
Base Fee	$3,000.00	$3,900.00	$900.00	30.00%
Fee per lot	$700.00	$910.00	$210.00	30.00%
Innovative Short Subdivision				
Fixed Fee	$4,900.00	$6,370.00	$1,470.00	30.00%
Fee per lot	$700.00	$910.00	$210.00	30.00%
Substantial Development Permit				
General Moorage Facility	$7,560.00	$9,828.00	$2,268.00	30.00%
Other Shoreline Improvements	$3,240.00	$4,212.00	$972.00	30.00%
Personal Wireless Service Facility Process I Review	$7,560.00	$9,828.00	$2,268.00	30.00%
Other Process I Review				
Residential				
Base Fee	$3,000.00	$3,900.00	$900.00	30.00%
Fee per new residential unit	$350.00	$455.00	$105.00	30.00%
Non-residential				
Base Fee	$3,000.00	$3,900.00	$900.00	30.00%
Fee per square foot new GFA	$0.21	$0.27	$0.06	30.00%
Mixed Use				
Base Fee	$3,000.00	$3,900.00	$900.00	30.00%
Fee per new unit	$350.00	$455.00	$105.00	30.00%
Fee per square foot new GFA	$0.21	$0.27	$0.06	30.00%
Home Occupation	$1,000.00	$1,000.00	$0.00	0.00%
Historic Residence Designation	$1,000.00	$1,000.00	$0.00	0.00%
Process IIA Review				
Preliminary Subdivision				
Fixed Fee	$6,310.00	$8,203.00	$1,893.00	30.00%
Fee per lot	$760.00	$988.00	$228.00	30.00%
Innovative Preliminary Subdivision				
Fixed Fee	$7,820.00	$10,166.00	$2,346.00	30.00%
Fee per lot	$760.00	$988.00	$228.00	30.00%
Personal Wireless Service Facility Process IIA Review	$14,640.00	$19,032.00	$4,392.00	30.00%
Other IIA				
Base Fee	$5,290.00	$6,877.00	$1,587.00	30.00%
Fee per new residential unit	$300.00	$390.00	$90.00	30.00%
Fee per sq. ft. new non-residential GFA	$0.30	$0.39	$0.09	30.00%

CITY OF KIRKLAND LAND USE PERMIT FEE SCHEDULE

Proposed for 2008 *Draft 10-16-07*

FEE TYPE	FEE AMOUNT	PROPOSED FEE	Change	% Change
Process IIB & Process III Review				
Subdivision Vacation or Alteration	$6,480.00	$8,424.00	$1,944.00	30.00%
Historic Landmark Overlay or Equestrian Overlay	$760.00	$988.00	$228.00	30.00%
Personal Wireless Service Facility Process IIB Review	$21,120.00	$27,456.00	$6,336.00	30.00%
Other IIB or III				
Residential (including Short Subdivisions reviewed through Process IIB per KMC 22.28.050)				
Base Fee	$8,160.00	$10,608.00	$2,448.00	30.00%
Fee per new residential unit	$300.00	$390.00	$90.00	30.00%
Fee per sq. ft. new non-residential GFA	$0.30	$0.39	$0.09	30.00%
Design Board Review				
Design Board Concept Review	$1,280.00	$1,344.00	$64.00	5.00%
Design Board Design Response Review				
Base Fee	$3,920.00	$4,116.00	$196.00	5.00%
Fee per new unit	$180.00	$189.00	$9.00	5.00%
Fee per sq. ft. new GFA	$0.18	$0.19	$0.01	5.00%
State Environmental Policy Act (SEPA) Fees				
Review of Environmental Checklist				
Base Fee	$260.00	$520.00	$260.00	100.00%
Applications involving traffic reports				
Fee per new residential unit	$40.00	$0.00	-$40.00	-100.00%
Fee per sq. ft. new non-residential GFA	$0.04	$0.00	-$0.04	-100.00%
Estimated Number of Gross PM Peak Trips				
Less than 20 trips		$850.00	$850.00	
21 – 50 trips		$1,700.00	$1,700.00	
51 – 200 trips		$3,400.00	$3,400.00	
Greater than 201 trips		$6,800.00	$6,800.00	
Applications involving sensitive areas	$260.00	$520.00	$260.00	100.00%
Preparation of Environmental Impact Statement (EIS)				
*The cost of preparing an EIS is the sole responsibility of the applicant. Kirkland Ordinance #2473, as amended, establishes the procedures that the City will use to charge for preparation and distribution of a draft and final EIS. The applicant is required to deposit with the City an amount not less than $5,000 to provide for the City's cost of review and processing an EIS. If the anticipated cost exceeds $5,000, the City may require the applicant to deposit enough money to cover the anticipated cost.				
Miscellaneous				
Appeals and Challenges				
Appeals	$150.00	$195.00	$45.00	30.00%
Challenges	$150.00	$195.00	$45.00	30.00%
Note: No Fee for appeals of Notice of Civil Infraction or Order to Cease				
Sidewalk Café Permits				
Fixed Fee	$560.00	$616.00	$56.00	10.00%
Fee per sq. ft. of cafe area	$0.63	$0.69	$0.06	10.00%
Street Vacation				
Fixed Fee	$6,050.00	$7,865.00	$1,815.00	30.00%
Fee per sq. ft. of street	$0.30	$0.39	$0.09	30.00%
Final Subdivision				
Fixed Fee	$1,500.00	$1,950.00	$450.00	30.00%
Fee per lot	$150.00	$195.00	$45.00	30.00%
Review of Concurrency Application				
Fixed Fee	$210.00		-$210.00	-100.00%
Fee per hour of staff review > 3 hours	$70.00		-$70.00	-100.00%
Fees for Comprehensive Plan and Zoning Text Amendment Requests				
Request for property specific map change				
Initial request	$300.00	$300.00	$0.00	0.00%
If request is authorized by City Council for review	$300.00	$300.00	$0.00	0.00%
Request for city-wide or neighborhood-wide policy change	No charge	No charge		

CITY OF KIRKLAND
Planning and Community Development Department
123 Fifth Avenue, Kirkland, WA 98033 425.587-3225
www.ci.kirkland.wa.us

MEMORANDUM

To: David Ramsay, City Manager

From: Eric Shields, Planning Director
Angela Ruggeri, Senior Planner

Date: October 25, 2007

Subject: Budget Adjustment for the Environmental Impact Statement (EIS) Consultant for the Touchstone, Orni and Altom private amendment requests (PARs) - File numbers ZON07-00016, ZON07-00012 and ZON07-00019.

RECOMMENDATION

Approve the $55,000 budget increase needed to complete the EIS for the three downtown PARs. These funds would be drawn from the City's contingency fund (see attached Fiscal Note).

BACKGROUND DISCUSSION

The Council approved a $200,000 budget allocation for two consulting firms: Jones and Stokes and Mirai to complete the Planned Action EIS for the three private amendment requests in the downtown area at the July 17, 2007 Council meeting. These three requests include the Touchstone PAR for the Park Place redevelopment (Area A on Attachment 1); the Orni PAR for the properties at 825, 903, and 911 5th Avenue (Area B on Attachment 1); and the Altom PAR for the parcel at 220 6th Street and the expanded study area to the north (Area C on Attachment 1).

The rough estimate of $200,000 that was approved by the City Council last July is not enough to cover the costs of the Planned Action EIS. The traffic portion of the environmental review process has turned out to be more complicated and extensive than was originally planned. After doing a thorough evaluation of the work that was necessary, the consultant team initially estimated a budget of $297,000. However, staff and the consultant team were able to reduce this figure to $243,500 (a reduction of $53,500). $42,000 of this reduction was accomplished by having City staff assume responsibility for providing data collection, by reducing the scope of services and by refining the effort required for services. The other $11,500 of the reduction was accomplished by having the applicant assume responsibility for some tasks.

An $11,500 contingency fund has been added to the budget, which brings the contract maximum to a total of $255,000. The use of the contingency fund would be at the discretion of the City. In other words, this additional amount could not be spent without staff approval. The contingency

fund would be used only if necessary to cover tasks such as additional public involvement, briefings, graphics or transportation analysis.

This item has been discussed with the Economic Development Committee and they are recommending approval. The budget and Scope of Services have been included as Attachments 2 and 3. A draft timeline for the Planned Action EIS is included as Attachment 4. The Planning Commission has asked that additional time be added to the period between the draft and final EIS to allow them to do a more complete review and so this timeline will be revised.

ATTACHMENTS:

1. Location map for three PARs
2. Budget
3. Scope of Services
4. Draft Planned Action EIS Timeline
5. Fiscal note for $55,000

Cc: Douglas Howe, 2025 1st Avenue, Suite 790, Seattle, WA 98121
Katherine Orni, 825 5th Avenue, Suite 202, Kirkland, WA 98033
Rhoda Altom, P.O. Box 22926, Seattle, WA 98122
File ZON07-00012
File ZON07-00016
File ZON07-00019

ATTACHMENT 1

Attachment 2

Table 1. Fee Estimate for City of Kirkland Planned Action Ordinance

Task	Consulting Staff											Subcontractor			Production Staff Hours			Labor	Direct	Total
	Munkberg Deb	Loewen Ron	Barnes Jen	Kuo Kai	Grueter Lis	Cerise Gil	Fiedor Bry	Gifford Kev	Pruitt Cyn	Bartley Deb					Support	Pub				
	Proj Dir	Sr Consult III	Mng Consult	Assoc Consult III	Sr Consult III	Sr Consult I	Assoc Consult III	Assoc Consult II	Sr Consult II	Pub Spec	Subtotal	Mirai	Weinman	Subtotal	Editor	Spec	Subtotal	Total	Expenses	Price
Task 1 Project Initiation											$0			$0			$0	$0		
1.1 Data Gathering		1				4					$575			$0			$0	$575		
1.2 Kickoff Meeting	4	4	4	4	3	3		4	4		$3,735	$1,000		$1,000	4	4	$600	$5,335		
1.3 Guidance Memo		2				6					$930			$0	4		$320	$1,250		
Task 2 Plan Alternatives and EIS Scoping											$0			$0			$0	$0		
2.1 SEPA Checklist	1	2			8	22					$3,940			$0			$0	$3,940		
2.2 Draft Determination of Significance	1				2	5					$990			$0			$0	$990		
2.3 Prepare Alternatives		6			9	24					$4,665			$0	8		$640	$5,305		
2.4 Public Open House	1	4			4	6				16	$3,190			$0			$0	$3,190		
2.5 Planning Commission		4				4					$980			$0		8	$560	$1,540		
Task 3 Planned Action Environmental Impact Statement											$0			$0			$0	$0		
3.1 Preliminary Draft EIS											$0			$0			$0	$0		
3.1.1 General sections	1	4			4	16					$3,010			$0	24		$1,920	$4,930		
3.1.2 Land use patterns/housing/employment	1	2			6	24					$3,890			$0	10		$800	$4,690		
3.1.3 Aesthetics	1	2			6		8	36			$5,290			$0	10		$800	$6,090		
3.1.4 Transportation											$0			$0			$0	$0		
3.1.4.1 Transportation Data Collection		4	16	16							$4,300			$0			$0	$4,300		
3.1.4.2 Transportation Policy/Concurrency Review		8	28	10							$5,860			$0			$0	$5,860		
3.1.4.3 Existing Conditons Analysis		4	24	20							$5,780	$5,799		$5,799			$0	$11,579		
3.1.4.4 Model Validation		4	6								$1,350	$8,496		$8,496			$0	$9,846		
3.1.4.5 Alternative Evaluation		4	24	16	8						$6,460	$13,564		$13,564			$0	$20,024		
3.1.4.6 Mitigation Development		8	30	20							$7,130	$8,674		$8,674			$0	$15,804		
3.1.4.7 Transportation Section		8	28	20							$6,860	$3,867		$3,867	24		$1,920	$12,647		
3.1.5 Public Services	1	1			4	4			38		$5,845			$0	16		$1,280	$7,125		
3.1.6 Sewer and Water Services	6	1			4	16					$3,455			$0	10	20	$2,200	$5,655		
3.1.7 PDEIS Preparation and Review		4			8	24					$4,260			$0			$0	$4,260		
3.1.8 Meeting on PDEIS	1	4			2	2					$1,200			$0	4		$320	$1,520		
3.1.9 DEIS preparation	4	4			4	4				4	$2,520			$0	8	12	$1,480	$4,000		
3.1.10 DEIS public meeting or hearing		4			4	4					$1,520			$0		8	$560	$2,080		
3.2 Final EIS											$0			$0			$0	$0		
3.2.1 Preliminary Final EIS content and revisions	1	2			8	24					$4,160	$3,752		$3,752	16		$1,280	$9,192		
3.2.2 Prepare response to comments	1	2			8	16					$3,280			$0	24		$1,920	$5,200		
3.2.3 PFEIS Preparation and Review	1	2			8	8					$2,400			$0	8		$640	$3,040		
3.2.4 Meeting to obtain city comments on PFEIS		4			4	4					$1,520			$0			$0	$1,520		
3.2.5 Final EIS preparation		2			8	16					$3,110			$0	10	20	$2,200	$5,310		
Task 4 Planned Action Ordinance											$0			$0	8	16	$1,760	$1,760		
4.1 Preferred Alternative Analysis	2	16	36	8	8	20		12	8		$13,480	$6,804	$1,000	$7,804			$0	$21,284		
4.2 Planned action ordinance	1	4			8						$1,790			$0	4		$320	$2,110		
4.3 Zoning Amendments	14				8						$3,460			$0			$0	$3,460		
4.4 Public hearing support	2	12			8						$3,040			$0			$0	$3,040		
4.5 Planned action administrative guidance					16						$2,160			$0	8		$640	$2,800		
Task 5 Project Management											$0			$0			$0	$0		
5.1 Management	8	60				52					$15,180			$0			$0	$15,180		
5.2 Project schedule		4				16					$2,300			$0			$0	$2,300		
5.3 Monthly activity reports		4				16					$2,300			$0		10	$700	$3,000		
5.4 Biweekly management meetings		48				28					$9,560			$0			$0	$9,560		
5.5 Meeting Contingency		20									$2,700			$0			$0	$2,700		
Task 6 Project Contingency											$11,430			$0			$0	$11,430		
Total hours	52	269	196	114	160	368	8	52	50	20					200	98				
Jones & Stokes billing rates	$170	$135	$135	$100	$135	$110	$100	$90	$120	$80					$80	$70				
Subtotals	$8,840	$36,315	$26,460	$11,400	$21,600	$40,480	$800	$4,680	$6,000	$1,600	$169,605	$51,957	$1,000	$52,957	$16,000	$6,860	$22,860	$245,422		
Direct Expenses																				
500.00 Subcontractor												**$300**							$300	
521.00 Meals, and Lodging																			$0	
522.00 Airfares																			$0	
523.01 Computer/Faxes																			$0	
523.02 Reproductions						**$3,500**									**$1,500**				$5,000	
523.03 Equipment Rental																			$0	
523.04 Postage and Delivery															**$500**				$300	
523.05 Travel, Auto, incidental. Mileage at current IRS rate (.485/mile)															**$500**				$500	
523.06 GIS/CAD/MAC																			$0	
523.07 Surveys and Reports																			$0	
523.08 Per Diem at $160/day																			$0	
523.09 Project Supplies						**$500**													$500	
529.00 Other Reimbursable Expenses																			$0	
Mark up on all non-labor costs and subcontractors: 5%																			$2,978	
Direct expense subtotal																			$9,578	
Total price																				$255,000

Attachment B

SCOPE OF SERVICES

City of Kirkland
Planned Action EIS

Task 1. Project Initiation

Project Initiation will provide a solid start to the project and ensure efficient use of City and consultant resources in subsequent steps. We anticipate that the Consultants will gather data and conduct a kick-off meeting.

Task 1.1. Data Gathering

The Consultant will coordinate with City staff to collect professional literature and data pertinent to EIS tasks. A data needs list will be prepared and provided to the City and applicants, as appropriate. The Consultant will arrange for 3 PM peak hour turning movement counts at intersections as agreed to by the City.

Task 1.2. Kick-Off Meeting

The Consultant will organize and conduct a kick-off meeting with the City to review project information and goals, brain storm SEPA/Project Objectives, consider options for a public participation, and to confirm the level of technical analysis appropriate to the Planned Action EIS. The Consultant will summarize the Kick-Off meeting in a memo to the City. The Consultant will attend one meeting with the Planning Commission to discuss the schedule.

Task 1.3. Guidance Memo

The Consultant will prepare a guidance memo that addresses roles and responsibilities, document approach and format, a contact list, and other administrative items for use by the Project Team.

Deliverables:

- Data needs list
- Kick-Off Meeting summary
- Guidance Memo

Task 2. Plan Alternatives and EIS Scoping

Task 2.1. SEPA Checklist

Based upon information and direction established in Task 1, the Consultant will prepare a SEPA Checklist that provides a broad and brief review and record of all environmental topics. The EIS Checklist will describe the basis for addressing limited topics further in the EIS and for addressing other topics only within the checklist. The checklist will be based on the applicants' Comprehensive Plan Amendment requests.

Task 2.2. Determination of Significance

The Consultant will prepare a Draft Determination of Significance (DS) and Scoping Notice that describes the intent for a Planned Action and generally describe potential alternatives and EIS topics. Based upon one round of City review the Consultant will finalize the notice. The City will be responsible for publication and distribution of the notice.

Task 2.3. Prepare Alternatives

This scope of services assumes there will be two alternatives analyzed in the EIS: No-Action and Applicant Proposal. There will be only three sites considered for development Park Place, Orni, and Altom as described in applications submitted to the City for Comprehensive Plan Amendment. The Orni and Altom proposals may require the review of a logical zoning boundary beyond these parcels. The Consultant will first analyze the potential area of impact and propose a study area for the City's approval. The Consultant, based on information provided by the City and applicants, will then prepare a description of each alternative that will include a description of the planning envelope of anticipated development in the study area, building typologies, building square footages and usage, and conceptual site plans of potential development. The Consultant will rely on the applicants to provide details of each proposal for the alternative descriptions. Based upon two rounds of City review, and the City's consolidated comments, the Consultant will revise the Alternatives Description.

Task 2.4. Public Open House

Early in the process of preparing the EIS, the Consultant will assist the City in facilitating a public open house to provide an opportunity for the public to review introductory information and ask questions about the planned action process, the EIS topics, and upcoming public comment opportunities. The City will prepare the public notice and make meeting arrangements. The Consultant will assist with the public notice contents, agendas, and meeting facilitation, as well as be prepared to solicit and record citizen comments. The Consultant will provide the basic text/figure content for up to 10 boards along with a board template. The City where required will prepare graphics (maps, applicant proposal, etc.) and the Consultant will insert City's graphics into the board template and assemble the boards. The City will provide basic text/figure for each board and the Consultant will modify for a presentation format. The Consultant will summarize the meeting in introductory sections of the EIS.

Task 2.5. Planning Commission

The Consultant will attend one Planning Commission meeting to present the results of the SEPA Checklist, explain EIS process and upcoming public comment opportunities. It is anticipated the material used at the public open house will be used for this meeting and no additional material will be required.

Deliverables:

- SEPA Checklist
- Determination of Significance/Scoping notice
- Alternatives Description
- Public Open House presentation boards (10)

Task 3. Planned Action Environmental Impact Statement

The Planned Action EIS will contain the following sections:

- Cover Letter
- Fact Sheet
- Table of Contents

- Chapter 1 – Environmental Summary
- Chapter 2 – Description of the Alternatives
- Chapter 3 – Affected Environment, Significant Impacts, and Mitigating Measures
- Chapter 4 – References
- Chapter 5 – Distribution List
- Appendices

Task 3.1. Preliminary Draft Environmental Impact Statement

It is assumed that Land Use Patterns/Plans and Policies, Aesthetics, Transportation, Sewer and Water, and Public Services are elements of the environment that will require analysis through the EIS. For each of the elements of the environment, construction, operation, and cumulative impacts will be addressed, consistent with the requirements of a Planned Action and the level of detail provided for each alternative. Where the Consultant deems appropriate each element will also provide a qualitative analysis if the Applicant Proposal were reduced in scope. Examples include reductions in building size and affect on aesthetics, shading or transportation using the building phasing plan to approximate changes in vehicle impacts with alternative building sizes.

The following sub-tasks describe the approach to conducting the analysis for these elements and the steps for preparation of the Preliminary Draft Planned Action EIS. The fee estimate assumes the City will produce all figures at the direction of the Consultant. The Consultant will meet with the Park Place applicant to discuss the EIS process and determine material applicant will provide.

Task 3.1.1. General Sections: Fact Sheet, Table of Contents, Distribution Lists, etc.

The Consultant will prepare the required fact sheet as well as a table of contents, distribution lists, references, and other general sections.

Task 3.1.2. Land Use Patterns/Plans and Policies

The land use analysis will compare and evaluate the proposed amount, types, scale and pattern of land uses proposed in the Planned Action in comparison with the existing land use pattern and adjacent development. In addition, the analysis will include an evaluation of citywide development targets and capacity relative to the planned action proposal. It is assumed that the City will provide basic quantitative information related to the development capacity of the proposal and alternatives consistent with the City's Comprehensive Plan capacity method.

Task 3.1.3. Aesthetics

The overall aesthetic character of the planned action study area will be described in terms of the quality of the urban environment, the design and character of existing buildings, and building height, bulk and scale. The degree and nature of changes and potential effects on surrounding visual character by the proposal and alternative will be discussed. The analysis will rely primarily on narrative description, supported by photographs of existing conditions and mass modeling of the alternatives. The applicant will provide building bulk and height sketches for all alternatives using SketchUp software. The Consultant using the same software will evaluate the height and bulk of the alternatives as well as conduct shade/shadow analysis..

Task 3.1.4. Transportation

Task 3.1.4.1. Data Collection

Consultant will work with City staff to compile available transportation data and reports relevant to the project, listed under "Assumptions".

As part of this task, the Consultant will review the Park Place applicant's mode split and trip generation assumptions. A memo describing potential issues and appropriateness of using the Park Place assumptions will document the review. This scope of services assumes the trip generation and mode split will be acceptable for use in the EIS and no further work will be required for Park Place or other sites.

Assumptions:

The City will provide:

- Available citywide peak hour and 24-hour tube counts collected in 2006 or 2007
- Materials developed by the Transportation Commission pertaining to review of the City's concurrency management system
- Historical collision data – minimum of 3 most recent years of available data, citywide
- Available information on citywide transportation demand management (TDM) programs
- Building permit data from October 1, 2005 to present, including location, approved floor area or residential units, and types of land use.
- Specific electronic files to be identified by the Consultant of the transportation element of the Comprehensive Plan, including Geographical Information System (GIS) files, maps, and other supporting materials.

- Spreadsheets with existing citywide concurrency calculations, utilizing Transportation Research Circular (TRC) 212 methods for calculating volume-to-capacity ratios (V/Cs)
- Available traffic analysis and/or trip generation assumptions from project applicants.
- Functional classifications, and roadway geometry and speed limits for all roadways included in the travel forecasting model.
- Existing transit services and facilities.
- Existing non-motorized services and facilities.
- Parking studies conducted within the study area.
- Existing geometry and traffic control (including traffic signal timings) for concurrency intersections.
- The Consultant is responsible for: Establishment of data input and output worksheets for analyses conducted, to facilitate data review and quality assessment/quality control (QA/QC)
- Identification of planned future regional facility improvements such as I-405, SR 520, I-90 and any arterial improvements within the City that should be included in the updated travel model.

Assumptions:

- Proposed actions for which trip generation assumptions will be prepared consist of Park Place, and proposals for two sites in the vicinity of the Park Place site.

Deliverables:

- A memorandum documenting the Consultant's review of the Park Place applicant's traffic engineer's trip generation and mode split assumptions.
- One meeting will be held between City staff and Consultant team, to discuss and finalize trip generation assumptions.

Task 3.1.4.2. Transportation Policy / Concurrency Review

The Consultant will review the City's adopted transportation policies and concurrency management system, as well as materials regarding review/recommendations of the current concurrency management system.

The Consultant will develop two revisions to the concurrency management system that would potentially reduce the number of intersections that would be out of concurrency compliance with either of the alternatives. These two concurrency revisions will be within the general overall

current concurrency structure they may adjust the V/C thresholds, definition of analysis locations, or revise subarea groupings.

Assumptions:

- Up to two potential revisions to the concurrency management system will be explored as possible mitigation measures.
- Potential revisions will not depart from the overall structure of the adopted concurrency management system – i.e. revisions could include adjustments to defined V/C thresholds, definition of analysis locations, and/or subarea groupings; but will not include revising the TRC 212 methods for calculating V/Cs, or revising the general approach to how concurrency is measured.
- City will provide one set of consolidated comments on each memorandum. If applicant reviews of memorandums are desired, applicant comments will be included in the City's consolidated comments. City will resolve potential conflicts between different reviewers prior to submittal of comments to Consultant

Deliverables:

- Memorandum documenting measures of effectiveness for relevant transportation policies.
- Memorandum documenting parameters for up to two potential mitigation measures related to revision of the concurrency system.
- One meeting will be held between City staff and Consultant team, to discuss and finalize policy measures.

Task 3.1.4.3. Existing Conditions Analysis

TDM Review

This task includes assessment of transportation demand management (TDM) within the City, and a literature review of analytical measures of TDM strategies.

Existing V/C Analysis

The Consultant will calculate 2007 PM peak hour V/C for concurrency intersections using the TRC 212 methods, and identify locations that exceed adopted City concurrency standards.

Safety Analysis

The Consultant will analyze most recent three years of available collision data. High collision locations and potential safety issues will be identified.

Transportation Demand Management

The Consultant will evaluate Transportation Demand Management (TDM) strategies, and prepare a memorandum documenting potential effects of strategies on mode share. This memo will provide the basis for TDM mitigation discussion in the DEIS.

Task 3.1.4.4. Base Year Travel Demand Model Validation

The Consultant will perform a model validation for the base year (2007) Bellevue-Kirkland-Redmond (BKR) model.

The Consultant will validate the PM peak hour model for the arterials within the City. The Consultant will establish several screenlines and check the model volumes against the existing PM peak hour traffic volumes at the screenlines.

The validation goal for this project will be 10 to 25 percent of the base traffic counts at each screenline. The Consultant will make necessary adjustments to model elements such as centroid connectors and network speed and capacity, if the differences between the model volumes and the baseline volumes do not meet the validation goal.

As a part of the travel demand model validation, the Consultant will review the mode shares estimation in the base year model. The Consultant will review the existing mode share data from the Puget Sound Regional Council model and the census and check against BKR model output.
Assumptions:

- The Consultant will create 2007 travel demand base year model using the building permit data.
- One meeting will be held between City staff and the Consultant team, to confirm the appropriate mode share assumptions and approach for including TDM strategies in the transportation analysis.

Deliverables:

- Memorandum documenting model mode share and TDM analysis approach and assumptions
- Excel files of completed V/C analyses
- Electronic files of validated baseline model
- Documentation for base model validation
- Meeting minutes from City Consultant team meeting.

Task 3.1.4.5. Future Conditions Analysis for Draft EIS Alternatives

Travel volumes will be forecast citywide for two DEIS alternatives. For each alternative, citywide v/c ratios will be developed, consistent with the City's adopted concurrency management system, to identify potential deficiencies.

Alternative 1 – No Action

The Consultant will review the BKR model's 2022 land use assumptions and check with City staff to make sure that they are still valid for the 2022 No Action travel demand modeling. The City will provide the 2014 land use assumptions for the three rezone sites. The Consultant will create 2014 trip tables for background land use growth by interpolating the growth between 2007 and 2022.

The Consultant will review 2014 and 2022 network assumptions with City staff. The City will provide a list of transportation facility improvements to be completed on City arterials through 2014 & 2022. The Consultant will develop a list of regional facility improvements such as I-405, SR 520, I-90 through 2014 and 2022 to be reviewed and approved by the City.

The Consultant will prepare 2014 and 2022 No Action Alternative travel demand models and obtain the 2014 and 2022 No Action Alternative traffic volumes. The City will select intersections where operational analysis will be required based on City SEPA policy. The Consultant will provide 2014 traffic volumes for the selected operational analysis intersections to the Applicant's traffic engineer.

The Consultant will review the model's mode share output. If the mode share outputs from the models are reasonable, no adjustment to the trip tables will be made. If not, the consultant and the City will decide how to deal with this issue.

The Consultant will calculate 2007 V/C ratios for the concurrency intersections using the Circular 212 method.

Alternative 2 – Applicant Proposal

The City will provide the Consultant with the land use and level of intensity that define the applicant proposed alternative and clarify potential 2014 and 2022 development levels for the proposed three rezone sites.

The Consultant will prepare a memo that outlines potential trips generated by the proposed rezones and add the additional vehicle trips to the TAZs that include proposed rezones. Using the model, the Consultant will distribute the net vehicle trips and obtain 2014 and 2022 volumes for the Applicant Proposed Alternative. The Consultant will provide 2014 traffic volumes for the selected operational analysis intersections to the Applicant's traffic engineer.

The Consultant will calculate 2007 V/C ratios for all concurrency intersections using the Circular 212 method.

The Applicant's traffic engineer will provide the Consultant with the construction phasing sequence for the proposal. This sequence will be used to proportion the 2014 proposal incremental increase in traffic volumes at each of the concurrency intersections for each of the construction phases. Based on these phasing volumes the Consultant will calculate 2014 V/C ratios for all of the concurrency intersections using the Circular 212 method. This scope of work assumes there will be 3 interim construction phases prior to completion in 2014.

Assumptions:

- Future conditions analysis for DEIS will be conducted for one long range planning year, 2022.
- No Action land use will be based on the City's current adopted future land use plan.
- The Consultant will coordinate with City staff to define appropriate land use for the Applicants Proposal prior to initiation of analysis.
- In the circumstance where using the City's concurrency standards a sub-area average exceeds the City standard, but individual locations within the sub-area do not exceed the City's individual intersection threshold, the Consultant will coordinate with City staff to identify the priority order of locations for mitigation.

Deliverables:

-
- Excel files of completed V/C for two alternatives (unmitigated)
- Electronic files of future model scenarios

Task 3.1.4.6. Identification of Transportation Mitigation

Mitigation will be developed for deficiencies identified under the three Draft EIS alternatives, according to the following approach:

1. The Applicant's traffic engineer will conduct 2014 LOS analysis (using Synchro software) for each alternative at selected intersections that are shown to fail concurrency or are required for SEPA analysis based on City policy.
2. The Consultant, City staff and the Applicant's traffic engineer will jointly identify capacity improvements needed for concurrency or SEPA analysis (with out policy changes).
3. Test up to two policy changes as mitigation (defined in memo under Task 3.1.4.2) – quantify effect on needed capacity improvements similar to the previous step.

4. The Consultant will prepare planning level cost estimates for capacity improvements identified in steps 2 and 3.

Assumptions:

- Consultant will develop cost estimate template and assumptions, to be approved by City prior to use.

Deliverables:

- Recommended mitigation measures and cost estimates for 2 alternatives
- Meeting minutes from City staff and Consultant team meeting.

Task 3.1.4.7. Draft EIS Transportation Section

The Consultant will summarize the results of the work outlined in Tasks 3.1.4.1 through 3.1.4.6, and prepare a transportation section related to these tasks for the DEIS. Potential effects of the two alternatives to traffic operations, parking, safety, access, circulation, transit, and non-motorized modes will be addressed.

Deliverables:

- Draft EIS transportation section.
- Technical appendix that documents all transportation analysis completed for the Draft EIS.

Task 3.1.5. Public Services

The Public Services analysis will address existing conditions based on current City plans, existing levels of service, estimated needs and demand for service, and projected levels of service under each alternative for the following categories:

- Police, Fire, and Emergency Medical Response
- Parks and Recreation
- Schools

Mitigating measures will describe additional staffing, planned and additional proposed capital facilities and other policies or measures to meet identified significant impacts. This analysis will rely on information to be provided by the City and the applicant's consultants.

Task 3.1.6. Sewer and Water Services

The Sewer and Water Services analysis will address existing conditions based on current City plans, existing levels of service, estimated needs and demand for service, and projected levels of service under each alternative for water and sewer service.

The City will provide estimates of demand using the alternatives description for both sewer and water. The City will also propose mitigation measure where required for sewer and water based on projected demand. The Consultant will document for the DEIS the City's analysis.

Task 3.1.7. PDEIS Preparation & Production

The Consultant will compile all technical sections into a DEIS format consistent with SEPA requirements. The Consultant will prepare a list of maps for the Preliminary DEIS. The scope of services assumes that the City will provide GIS mapping services for the Planned Action EIS. It is assumed that the Preliminary DEIS deliverable will be provided in two phases: (1) as many sections as possible (2) transportation and any remaining sections.

Task 3.1.8. Meeting to Obtain City Comments on PDEIS

The Consultant will meet with City staff as appropriate to obtain comments. It is assumed that the City staff will compile all department comments on the Preliminary DEIS for use by the Consultant.

Task 3.1.9. Draft Planned Action EIS Preparation

The Consultant will incorporate comments received from the City into the Draft Planned Action EIS document. An environmental summary matrix will be prepared for insertion into the public review Draft EIS. A print-check copy of the public review Draft EIS will be provided to the City to confirm requested changes have been made satisfactorily, and upon concurrence, the document would be printed and provided to the City for distribution. For purposes of this scope an approximate value for publishing has been included. The City will reimburse actual expenses.

Task 3.1.10. DEIS Public Meeting or Hearing

The Consultant will facilitate and participate in a public hearing/meeting on the Draft Planned Action EIS. The City will prepare the public notice and make meeting arrangements, including meeting minutes if conducted as a formal hearing. The Consultant will assist with the public notice contents, agendas, and meeting facilitation, as well as be prepared to consider and respond

to citizen and agency questions. The Consultant will prepare up to 10 presentation boards with the City's assistance.

Task 3.2. Final EIS

Task 3.2.1. Preliminary Final EIS Contents and Revisions

The Final EIS will consist of a fact sheet, table of contents, Draft EIS analysis corrections as needed, and responses to comments. The Consultant will prepare revisions based on additional or revised analysis. Chapter 1 and 2 will be repeated with track changes for revisions. Excerpts from Chapter 3 will be included in track changes where revisions are made to the analysis.

Task 3.2.2. Prepare Response to Comments

The Consultant will meet with the City to prioritize and assign responsibilities for responses to the comments as appropriate and in accordance with the approved budget. It is assumed that priorities for responses by the Consultant will be agency comments, and citizen comments of a technical nature. The fee provides an estimate of hours to complete this task based on the assumption that no more then 20 discrete comments are received. Additionally it is assumed the comments will not require substantive additional documentation or EIS revision.

Task 3.2.3. Preliminary FEIS Preparation and Review

The Consultant will prepare a Preliminary FEIS for City review and comment.

Task 3.2.4. Meeting to Obtain City Comments on Preliminary FEIS

After the City has reviewed the Preliminary FEIS, the Consultant will meet with City staff as appropriate to obtain comments. It is assumed that the City staff will compile all department comments for use by the Consultant.

Task 3.2.5. Final EIS Preparation

A print-check copy of the public review Final EIS would be provided to confirm requested changes have been made satisfactorily, and upon concurrence, the document will be printed by

the Consultant and distributed by the City. For purposes of this scope an approximate value for publishing has been included. The City will reimburse actual expenses.

Deliverables:

- Preliminary Draft DEIS
- Draft EIS
- Public Meeting presentation boards (10)
- Preliminary Final EIS
- Final EIS
- Minutes from two City staff Consultant team meetings.

Task 4. Planned Action Ordinance

Task 4.1. Preferred Alternative Analysis

The Consultant will assist City staff and Planning Commission in defining a Preferred Alternative, based on the Draft EIS analysis. The Consultant will prepare a memorandum that will summarize trip generation assumptions for the Preferred Alternative, which will reflect any TDM measures to be implemented as part of the alternative. The Consultant will then develop a travel demand models for the Preferred Alternative for 2014 and 2022.

The Consultant will assign the vehicle trips and obtain 2014 and 2022 traffic volume. The Consultant will provide 2014 traffic volumes for the selected operational analysis intersections to the Applicant's traffic engineer.

The Consultant will calculate 2007 V/C ratios for the concurrency intersections using the Circular 212 method.

Mitigation measures developed for the Preferred Alternative may include both capacity improvements and policy changes, as described in the previous transportation tasks. Planning level cost estimates will be prepared for capacity improvements. An implementation plan will be developed for any policy revisions that are proposed as mitigation.

The Consultant will also analyze the Preferred Alternative for other mitigation measures for the DEIS other environmental elements. **Assumptions:**

- City staff will provide a memo defining the Preferred Alternative, prior to initiation of the analysis.

- Land use, mode share, building height, land uses, trip generation assumptions, etc. for the Preferred Alternative will be within the boundaries defined for the DEIS alternatives.

Deliverables:

- Minutes from Trip generation/mode share meeting with City on the Preferred Alternative

Task 4.2. Planned Action Ordinance

In conjunction with the development of the Refined Alternative, the Consultant will assist the City in the preparation of an ordinance that designates the Planned Action. As outlined in WAC 197-11-168, the ordinance will address:

- The type of project action;
- Compliance with the criteria for a planned action;
- Findings related to adequacy of the Planned Action EIS; and
- Mitigating measures required to qualify future projects as planned actions.

The Consultant will provide the City with examples of Planned Action Ordinances and their attachments. The Consultant will also identify mitigation measures that should be included in the PAO based on the Refined Alternative and FEIS. The Consultant will conduct one review of the PAO. The fee estimate identifies time and materials for this effort additional effort will be considered additional work.

Task 4.3. Zoning Amendments

The Consultant will provide assistance to the City in preparing zoning amendments consistent with the Planned Action Ordinance.

Task 4.4. Public Hearing Support

A public hearing or other opportunity for public comment is required for adoption of a planned action ordinance (PAO). The Consultant will present the results of the EIS process and be available to respond to questions at one public Planning Commission study session and one public hearing and one City Council study session and one public hearing. The City of Kirkland will be responsible for public notice, meeting scheduling and meeting logistics.

Task 4.5. Planned Action Administrative Guidance

In order to assist with implementation of the PAO and review of future proposed planned actions, the Consultant will develop a planned action administrative guidance paper based on the adopted PAO. This document will include (1) a statement of the specific criteria for qualification as a planned action; (2) identification of the form/checklist to be used by the City to evaluate proposed planned actions; (3) a flow chart of the decision-making and review process for proposed planned actions; and (4) a monitoring system to track mitigation and development under the planned action ordinance.

Deliverables:

- Environmental analysis of Refined Alternative.
- Example Planned Action Ordinances
- A list of mitigation measure to be included in the PAO.
- PAO review comments.
- Planned Action Ordinance Administrative Guidance document.

Task 5. Project Management

Task 5.1. Management

The Project Manager will be responsible for management and project delivery during the length of the contract. The project manager will mange the efforts of team members and subconsultants, respond to City's inquiries, and respond to community questions as appropriate.

Task 5.2. Project Schedule

A project schedule will be developed with specific action dates to ensure that the Consultant and the City team maintain the desired schedule. In conjunction with the monthly activity report, the Project Manager and City staff will assess project progress and discuss actions necessary to ensure that the project remains on schedule and within budget on a regular basis.

Task 5.3. Monthly Activity Reports

Each month the Project Manager will provide City staff with an activity report that highlights services provided and accomplished in the prior month, identifying services to be provided, and listing any outstanding issues to be addressed. Billings will be provided in accordance with the City's contract requirements.

Task 5.4. Biweekly Project Meetings

The Project Manager will meet biweekly with City staff either in person or by conference call to discuss the project progress and discuss project elements that need the City's direction. The Project Manager shall organize the meetings, prepare meeting agendas, lead the meetings, and prepare meeting notes for the project team. This scope assumes 1 hour meetings which will be biweekly for the duration of the project contract.

In addition, this scope of work identifies project team and public meetings associated with specific tasks in this Scope of Services. These meetings are listed in the table below. Hours for these meetings are included in the applicable task.

In addition, scheduled, agenda-based project meetings are described under the pertinent task and summarized below. Hours associated with these specific meetings are included under their specific task:

Internal Project Team Meetings

Task	Meeting Purpose
1.2	Kick off meeting
3.1	Meet with Park Place Applicant to discuss EIS
3.1.4.1	Discuss and finalize trip generation assumptions
3.1.4.2	Discuss and finalize transportation policy measures
3.1.4.6	City and Consultant team meet to discuss mitigation
3.1.4.8	Confirm trip generation and mode share for the Preferred Alternative
3.1.8	Review PDEIS comments
3.2.4	Review PFEIS comments
5.4	Biweekly Management Meetings (16 meetings)

Public Meetings/Hearings

Task	Meeting Purpose
1.2	Attend Planning Commission meeting to discuss the project schedule.
2.4	Public Open House and Scoping Meeting
3.1.10	Public meeting/hearing on the Draft EIS
4.3	Planned action ordinance public meeting support (7 meetings)

In addition to the meetings identified above, a total of 20 hours have been reserved for optional unspecified meetings to complete the project. Upon City authorization, these meeting hours shall be allocated to appropriate staff for participation in project-related meetings above and beyond those specifically identified in this Scope of Services. These meetings shall be scheduled in consultation with the Consultant.

Deliverables:

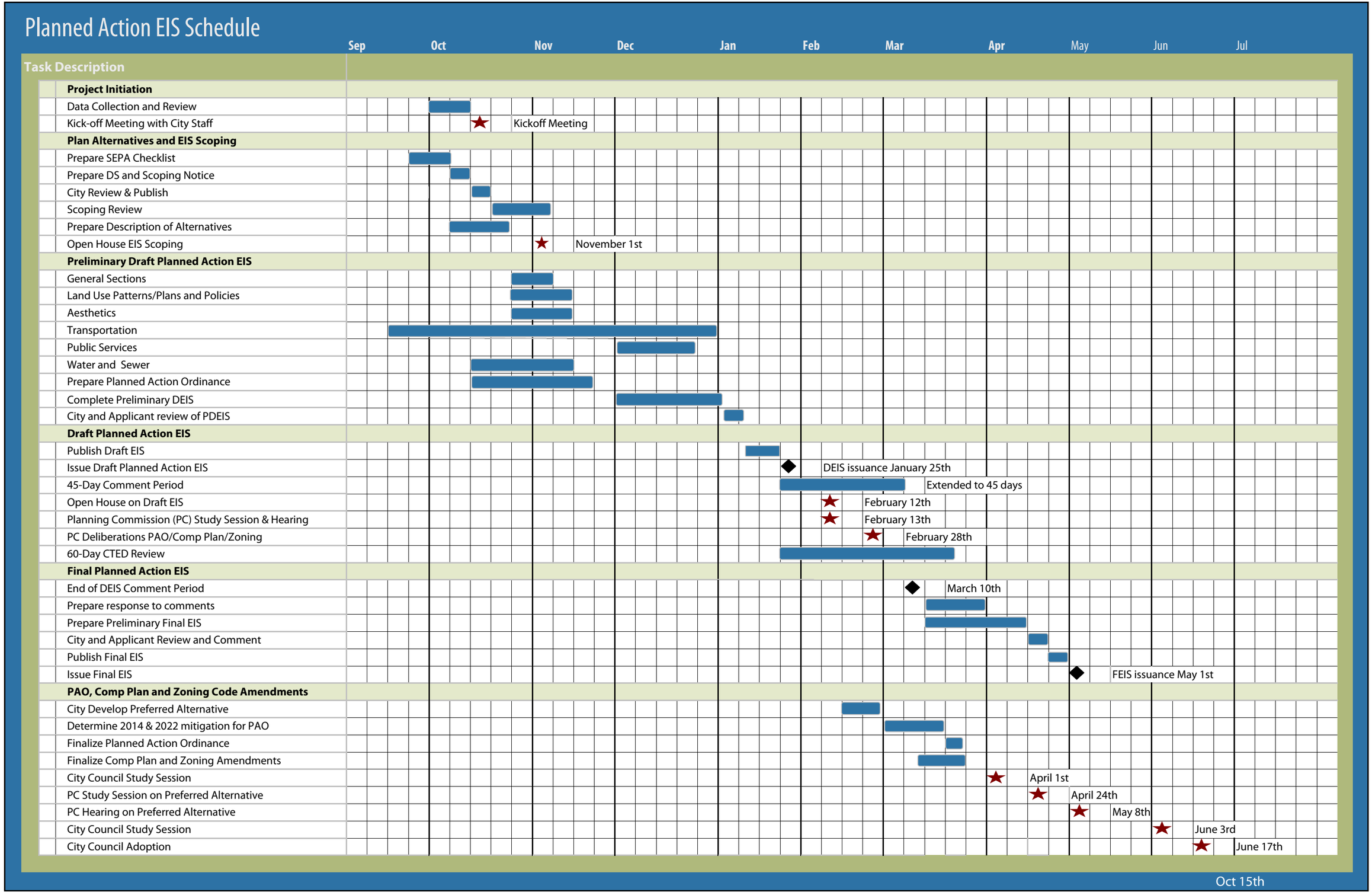
- Project Schedule
- Monthly invoices
- Monthly Project status memos
- Meeting notes

Task 6. Project Contingency

A project contingency budget item is established for potential additional services. These may include but are not limited to public involvement services or analysis of additional environmental elements. These funds will only be expended upon City authorization and for defined tasks beyond those specifically identified in this Scope of Services.

Attachment 4

Planned Action EIS Schedule



ATTACHMENT 5

FISCAL NOTE

CITY OF KIRKLAND

Source of Request

Eric Shields, Planning & Community Development Director

Description of Request

Request for additional funding of $55,000 for the Planned Action Environmental Impact Statement related to the private amendment request for Park Place and two additional downtown private amendment requests - Orni and Altom - to the east of the Park Place Center.

The three proposed private amendment requests in the downtown area are more complicated and will require more extensive work for the traffic portion than originally planned. Additional funding of $55,000 is requested to cover the revised consultant contracts as well as build in a contingency that the City may use, if needed, for additional public involvement, briefings or transportation analysis.

Funding is recommended to come from the Contingency Fund.

Legality/City Policy Basis

Fiscal Impact

One-time use of $55,000 from the Contingency Fund. The contingency is able to fully fund this request.

Recommended Funding Source(s)

	Description	2008 Est End Balance	Prior Auth. 2007-08 Uses	Prior Auth. 2007-08 Additions	Amount This Request	Revised 2008 End Balance	2008 Target
Reserve	Contingency	3,193,826	310,936	0	55,000	2,827,890	3,285,172
	2007-08 Prior Authorized Uses include: $31,500 for a Permit Process Review project, $54,436 for continued Annexation Outreach, $25,000 for a fiscal review of the Park Place developer's analysis of a potential redevelopment and $200,000 for the Planned Action Environmental Impact Statement related to the private amendment request for Park Place.						
Revenue/ Exp Savings							
Other Source							

Other Information

Prepared By	Sandi Hines, Financial Planning Manager	Date	October 25, 2007

Council Meeting: 11/07/2007
Agenda: Unfinished Business
Item #: 10. c.

CITY OF KIRKLAND
123 Fifth Avenue, Kirkland, WA 98033 425.587.3000
www.ci.kirkland.wa.us

MEMORANDUM

To: David Ramsay, City Manager

From: Daryl Grigsby, Public Works Director
Ray Steiger, P.E., Capital Projects Manager

Date: November 6, 2007

Subject: 2007 EMERGENCY SEWER PROGRAM – AWARD CONTRACT

RECOMMENDATION:

It is recommended that the City Council award the construction contract for the 2007 Emergency Sewer Program (ESP) Project to Shoreline Construction Company of Woodinville, WA, in the amount of $1,484,878.73. In addition, it is recommended that the City Council authorize a budget increase of $485,000 with funds coming from utility reserves to fully fund the project.

BACKGROUND DISCUSSION:

The scope of this year's ESP project included the installation of sanitary sewer main in the following Kirkland neighborhoods (see Attachments 1-4):

South Rose Hill Neighborhood:

1) 122nd Avenue NE between NE 73rd & NE 78th Street

2 NE 72nd Street between 124th & 126th Avenue NE and 124th Avenue NE between NE 70th & NE 73rd Street

3) NE 72nd Street between 130th Ave NE & end of cul-de-sac and 130th Ave NE between NE 73rd and NE 71st Ct, and NE 73rd Street between 130th and 132nd Ave NE (additive area including during re-bid due to the NE 73rd Street Sidewalk project CNM-0052).

Juanita Neighborhood:

4) 115th Ave NE between NE 112th & 113th PL NE

The 2007 ESP project will provide sewer availability to 84 properties that are currently served by septic systems. This will bring the total number of properties able to connect to the City's sewer system through all ESP projects to four-hundred eight (408) properties (Attachment 5).

The most recent bid results came as a result of a second bid opening for the 2007 ESP project. On March 20, 2007 Council first authorized staff to advertise for contractor bids and on June 20th only three bids were received. At that first bid opening the lowest bid was from DDJ Construction Company of Ravendale, Washington, in the amount of $1,505,030.48. Based on the lowest bid received from that first opening

the estimated assessment for each ESP beneficiary would have been approximately $25,000-$28,000 and, as a result, on August 7, 2007 staff recommended to Council the following: 1.) the first set of bids be rejected, 2.) that staff conduct an additional open house with the 2007 ESP property owners, and 3.) that the project be re-advertised during a more favorable bidding climate (Attachment 6).

On August 21, 2007 staff met with the property owners and discussed the first bid results together with a plan for the restructuring and re-bidding of the project during the fall when the prospect of a better outcome was anticipated. The residents were appreciative of the opportunity to be updated and supported the decision to reject the first bids; however, the general consensus of those in attendance was that staff should move forward with the Project's re-bidding as soon as it appeared that there would be a more competitive bidding climate. In fact, in addition to supporting the re-bidding, most of those present noted they were willing to pay the amounts in the bids from the June 20th opening. That view was based on their perspectives regarding the current construction climate as well as the potential costs of delay. Based on feedback at the earlier meetings we believe they will be supportive of the lower assessment of $20,000-$22,000 detailed below. Pending Council action, staff will send a program update to all the beneficiaries regarding the current assessment.

The first re- advertisement for the Project was on September 24, 2007 and on October 9, 2007 a total of nine bids were received and tabulated with the following results:

Contractor	Bid	
Shoreline Construction	**$ 1,484,878.73**	
Buno	$ 1,645,375.55	
DDJ	$ 1,719,664.40	
Engineers Estimate	*$ 1,736,247.15*	
Archer	$ 1,759,306.89	
Thomco	$ 1,757,916.14	
RL Alia	$ 2,013,720.54	
KLB	$ 2,046,437.91	
WM Dickson	$ 2,012,734.61	
Ceccanti	$ 2,391,572.45	

The total project cost, including all costs and $50,000 for potential water main utility conflicts, is currently estimated at $1.885 million (Attachment 7 & 8), which would result in an approximate cost per assessment of $20,000-$22,000. This new assessment amount represents an increase of approximately 29% over the 2005 ESP project; however, it is consistent with the overall escalation of construction costs (Attachment 9). The escalation used in the 2008-2013 CIP for sanitary sewer projects was 22% and the ESP project budget was increased from $1.0 to $1.4 million.

With Council award for the 2007 ESP, construction would begin in January with substantial completion expected in summer 2008.

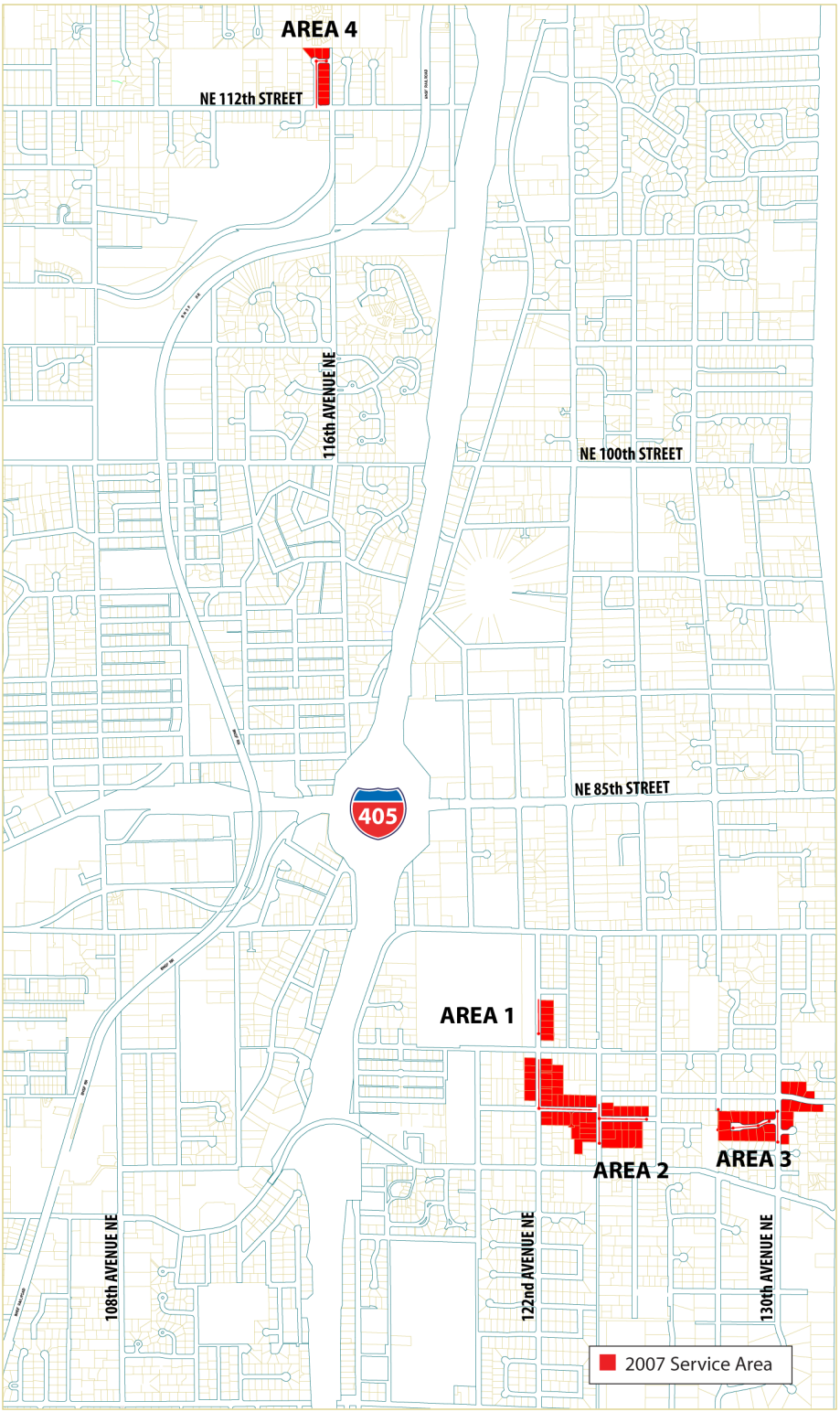
cc: Denise Pirolo, PE, Project Engineer

Attachments: Vicinity Maps
ESP Overview
Reject Bid Memo
Project Budget Report
Fiscal Note
ESP Escalation Costs

CITY OF KIRKLAND

2007 EMERGENCY SEWER PROGRAM

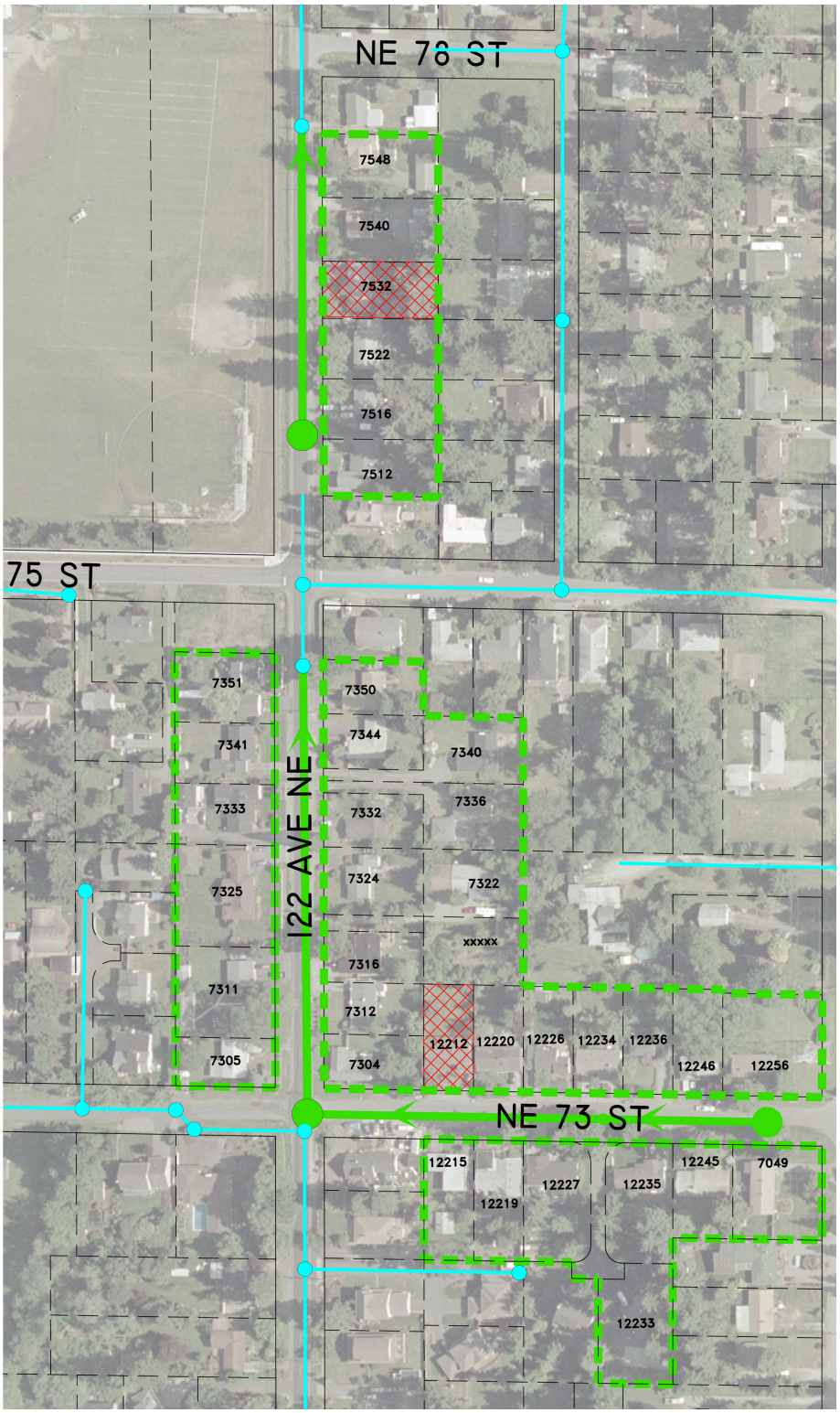
ATTACHMENT 1



CITY OF KIRKLAND

2007 EMERGENCY SEWER PROGRAM

ATTACHMENT 2



LEGEND

- REPORTED FAILURE
- SERVICE AREA
- PROPOSED SANITARY SEWER ALIGNMENT
- EXISTING SANITARY SEWER MAIN

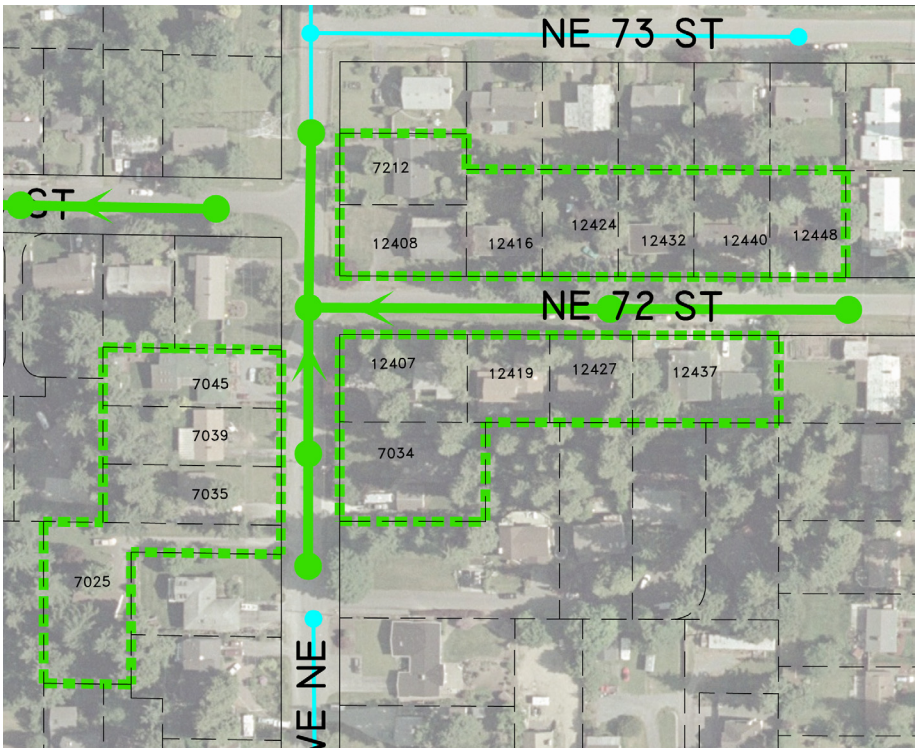
Area I

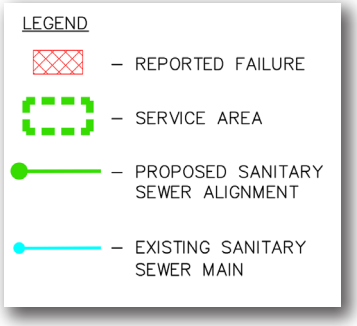
otak

CITY OF KIRKLAND

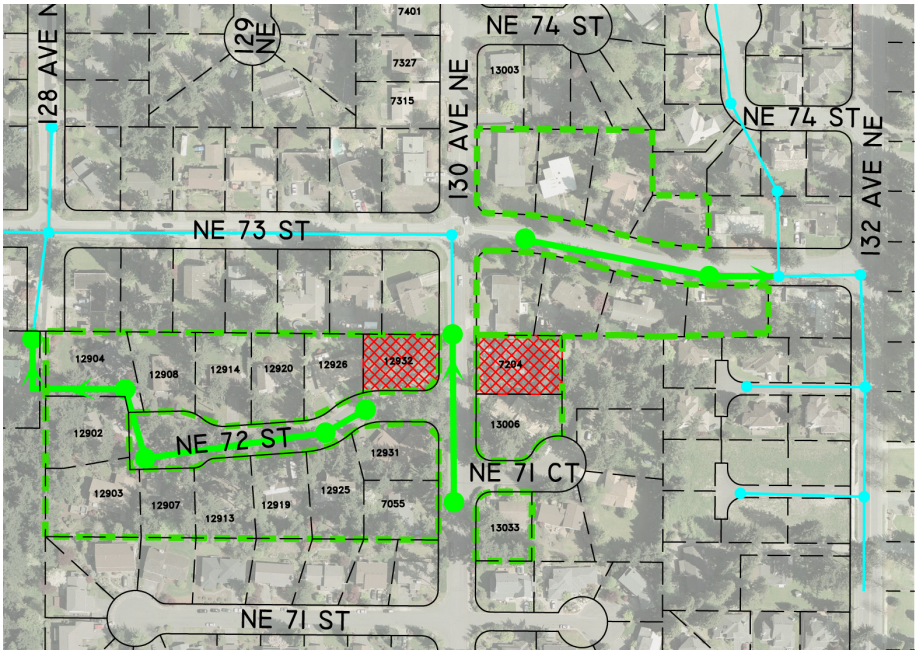
2007 EMERGENCY SEWER PROGRAM

ATTACHMENT 3





Area 2

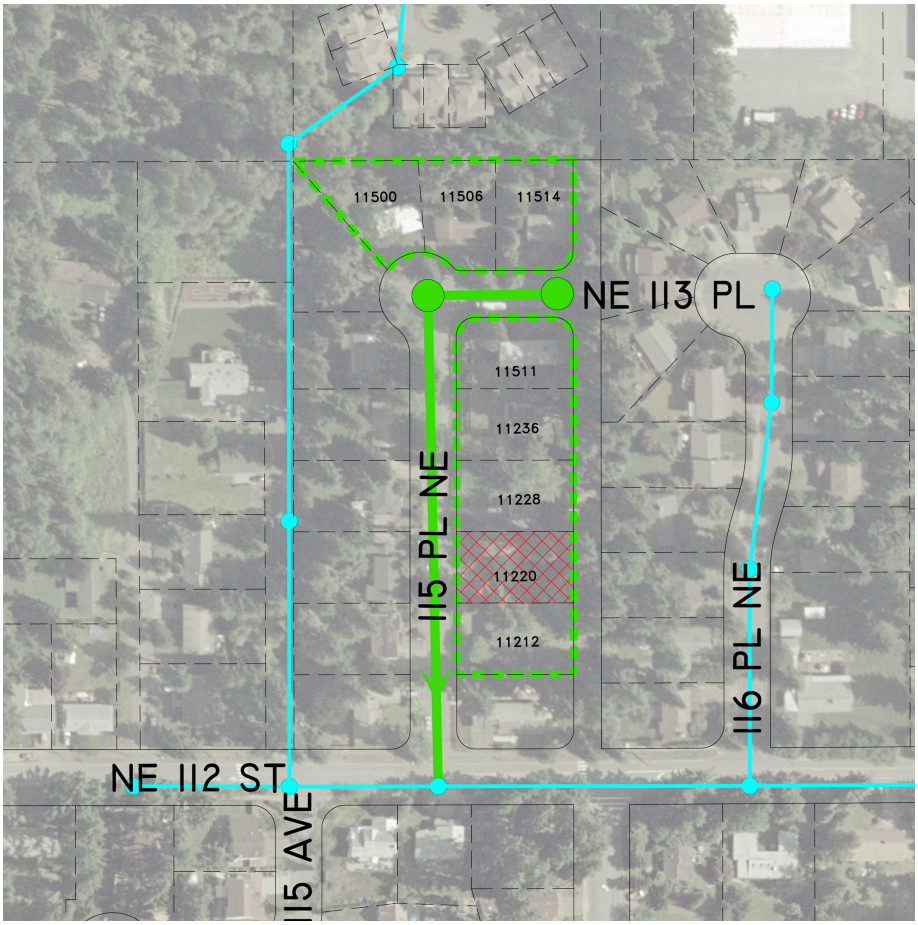


Area 3

CITY OF KIRKLAND

2007 EMERGENCY SEWER PROGRAM

ATTACHMENT 4



LEGEND

- REPORTED FAILURE
- SERVICE AREA
- PROPOSED SANITARY SEWER ALIGNMENT
- EXISTING SANITARY SEWER MAIN

Area 4

EMERGENCY SEWER PROGRAM OVERVIEW

EMERGENCY SEWER PROGRAM OVERVIEW AS OF September 30, 2007

Program	Year	Length (lineal feet)	# Connections Provided*	Connected To Date	Final Project Cost	Cost Per Assessment	Reimbursed through 9/30/07	% Reimbursed	Principal Due
1	1999	2,900	54	34	$576,028	$8,025	$474,576	82%	$101,452
2	2001	4,756	74	43	$725,995	$9,726	$611,290	84%	$114,705
3	2003	5,700	113	42	$1,435,668	$11,857	$963,293	67%	$472,375
4	2005	4,150	83	15	$1,325,925	$15,975	$449,713	34%	$876,212
5	2007	4,597	84						
TOTAL		22,103	408	134	$4,063,616		$2,498,872	61%	$1,564,744

*0.5 attributed to adjacent developer sewer extension

33% Percent Connected

Program	Year	Connections	Paid in Full	Payment Refinance	Payment Sale	Payment Other	ACTIVE Contracts	Delinquent Contracts	Inactive
1	1999	54	43	13	21	9	6	2	4
2	2001	74	57	20	15	22	11	2	7
3	2003	113	64	21	15	28	33	3	17
4	2005	83	25	3	4	17	20	3	44
5	2007	84							
TOTAL		408	189	57	55	76	70	10	72

% of Contracts paid with refinance	13.97%
% of Sales	13.48%
% Other (payout)	18.63%
Paid in full	46.32%

ATTACHMENT 6

CITY OF KIRKLAND
123 Fifth Avenue, Kirkland, WA 98033 425.828.1100
www.ci.kirkland.wa.us

MEMORANDUM

To: David Ramsay, City Manager

From: Daryl Grigsby, Public Works Director
Ray Steiger, P.E., Capitol Projects Manager

Date: August 7, 2007

Subject: 2007 EMERGENCY SEWER PROGRAM – REJECT BIDS, AUTHORIZE REBID

RECOMMENDATION:

It is recommended that the City Council reject bids received for the construction of the 2007 Emergency Sewer Project (ESP). Additionally, it is recommended that the Council authorize staff to reevaluate and/or modify the plans and specifications, and again advertise for contractor bids on the project later this fall.

BACKGROUND DISCUSSION:

The original scope of this year's ESP project included the installation of sanitary sewer main in the following Kirkland neighborhoods (Attachments A, B & C):

South Rose Hill Neighborhood –

1) 122nd Avenue NE between NE 73rd & NE 78th Street
2) NE 72nd Street between 124th & 126th Avenue NE and 124th Avenue NE between NE 70th & NE 73rd Street
3) NE 72nd Street between 130th Ave NE & end of cul-de-sac and 130th Ave NE between NE 73rd and NE 71st Ct

Juanita Neighborhood –

4) 115th Ave NE between NE 112th & 113th PL NE

At their meeting of March 20, 2007, Council was presented with the history and resident support of the 2007 ESP- a program that is to provide nearly 80 new sewer connections together with the construction of 4,100 lineal feet of new sewer main. At that meeting Council approved an increase to the overall project budget by $400,000 revising it from $1,000,000 to $1,400,000 and authorized staff to prepare the project for contractor bids. Individual assessments for the beneficiaries of the program were calculated to be approximately $18,000 per connection, based on construction costs of $1,000,000 and a total project cost of 1,400,000. Using historical costs that have been experienced in the emergency sewer program, the $18,000 appeared to be an appropriate estimate for the assessments (Attachment D).

On June 20th bids were opened and only three bids were received. The lowest bid was received from DDJ Construction Company of Ravendale, Washington in the amount of $1,505,030.48, approximately 15% above the engineers estimate for the project:

Contractor	Base Bid
Engineers Estimate	$1,326,151.23
DDJ	$1,503,030.48
Kar_Vel	$1,853,248.32
RL Alia	$1,876,119.40

The lowest bid was approximately $200,000 above the final engineer's estimate which was already higher than originally reported to Council in March based on several factors discovered during preparation of the final design: 1) one side street connections and 2) construction through a portion of private property in an area where all other utilities are underground. Based on feedback from the contractors, the currently available work for the utility contracts led to much higher than anticipated bids. Most importantly, the lowest bid would result in an increase to the individual assessments to nearly $25,000 – significantly above that discussed with property owners. Besides what staff believes to be a higher than normal bid (based on seasonal bidding increases) and the significantly higher individual assessments, a third consideration was made in recommending that the bids be rejected.

During the spring of 2007 during the outreach on another City project not related to the ESP, a neighborhood meeting was held with the residents of the City's first Low Impact Development (LID) project - NE 73rd Street Sidewalk (NW-0052), and a number of comments were received about the desire for sanitary sewer. It was hoped that sewer would be provided prior to the LID project construction since currently most of the homes on the street are still served by septic systems. In order in ensure that all eight residents along the LID area were interested, an additional meeting was held on May 30, 2007 to inform the residents about the ESP program. It was also explained that the assessment amount would be incurred by each individual for the new sewer. There was positive feedback and a consensus that the road should be included as part of the 2007 ESP. There was insufficient time to design and include the NE 73rd Street element in the 2007 program; however with the rejection of bids, staff will be in a position to incorporate the street in a larger project this fall.

Considering the prices received at this bid opening and other recently opened bids, in consideration of delay increases that will be experienced to some degree, the engineers estimate has been revised to reflect rising bid item costs and updated to include the sewer main extension on NE 73rd. At this point, the total anticipated budget needs would be $2.4 million. In consideration of these factors, Staff recommends the following:

- Reject the bids and reevaluate the project to find opportunities to reduce the cost;
- Advertise for bid in what will hopefully be a more competitive climate;
- Conduct and open house in September allowing the ESP property owners to weigh in on the increasing costs and newly revised assessment based on the latest cost estimate;
- Include NE 73rd in the contract to help reduce the overall assessment;
- Consider bidding the project as several schedules in order to evaluate and not include 115th PL NE that may be driving the project cost up higher.

With Council's approval Staff will move forward with the preceding steps and return prior to bid with an updated report on the status of the project. Under the current schedule, Staff anticipates readvertising late this fall/winter.

During the recent CIP discussions, Council asked for an update on the availability of sewer under the Emergency Sewer Program (four successful programs prior to this year). As a follow up on that request, Staff has assembled information for Council. Since the original report was delivered in 1998 when approximately 1500 properties were estimated to be on septic systems (INSERT THE ATTACHMENT # OF THE 1999 SEPTIC MAP) and would require approximately 87,000 feet of new sewermain, the ESP program has installed approximately 17,500 feet of new main. During the same timeframe, Development activity has installed approximately 48,000 feet of new main (Attachments X &Y). Although the amount of developer installed sewermain is approximately three times that done by the ESP, much of the developer

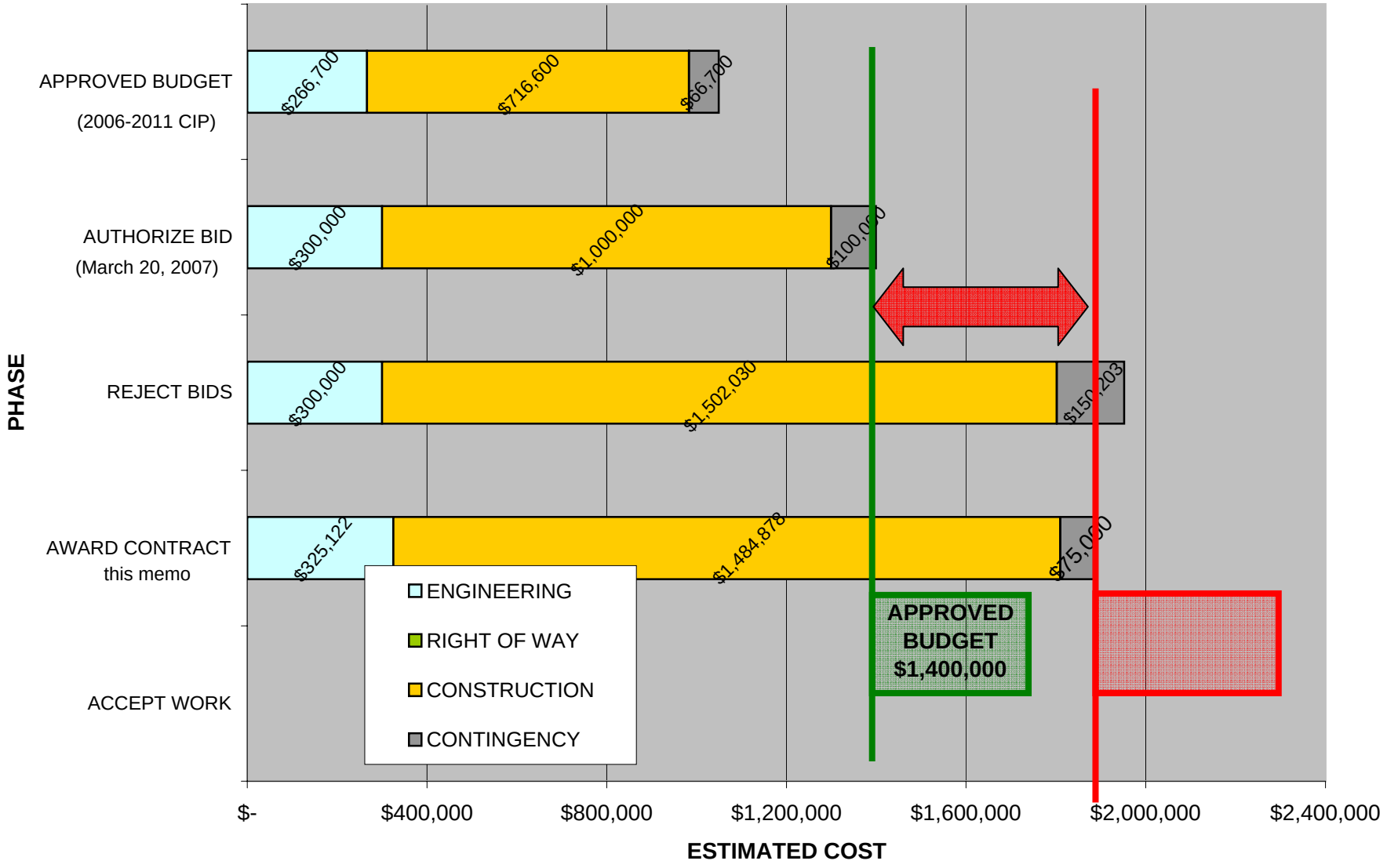
installed sewermain is within development or serves short-plats, subdivisions, etc, not in the septic system area, and thus does not directly provide the opportunity for residents to connect and get off septic systems. A more reasonable estimate of the developer installed sewermain which allows residents to connect and get off septic systems is approximately equivalent to that installed by the ESP. Thus if on an average 9000' per program year is installed, it is estimated that the entire City can be served in approximately 12-16 years.

cc: Denise Pirolo, PE, Project Engineer

Attachments: (2)

2007 EMERGENCY SEWER PROGRAM

PROJECT BUDGET REPORT



ATTACHMENT 8

FISCAL NOTE

CITY OF KIRKLAND

Source of Request

Daryl Grigsby, Public Works Director

Description of Request

Request for additional funding of $485,000 from the Utility Construction Reserve for the 2007 Emergency Sewer Program to complete areas in the South Rose Hill and Juanita neighborhoods and to address four failed septic systems. Due to expected increased costs, the Council previously approved $350,000 towards the completion of the project. The first round of bids was rejected in August 2007 because of even greater than expected costs and the increased assessment amount per homeowner. The second round of bids was received in October with a low bid that is acceptable. The estimated total project cost is still greater than the approved budget and an additional $485,000 is being requested to address the four failures and install 84 connections.

Legality/City Policy Basis

The Emergency Sewer Program was established to provide financing for sewer extensions to allow properties that are currently on septic systems to connect to the City's sanitary sewer system. The program provides for repayment to begin within ten years of the improvement or when a property either connects to the sewer extension or changes ownership.

Fiscal Impact

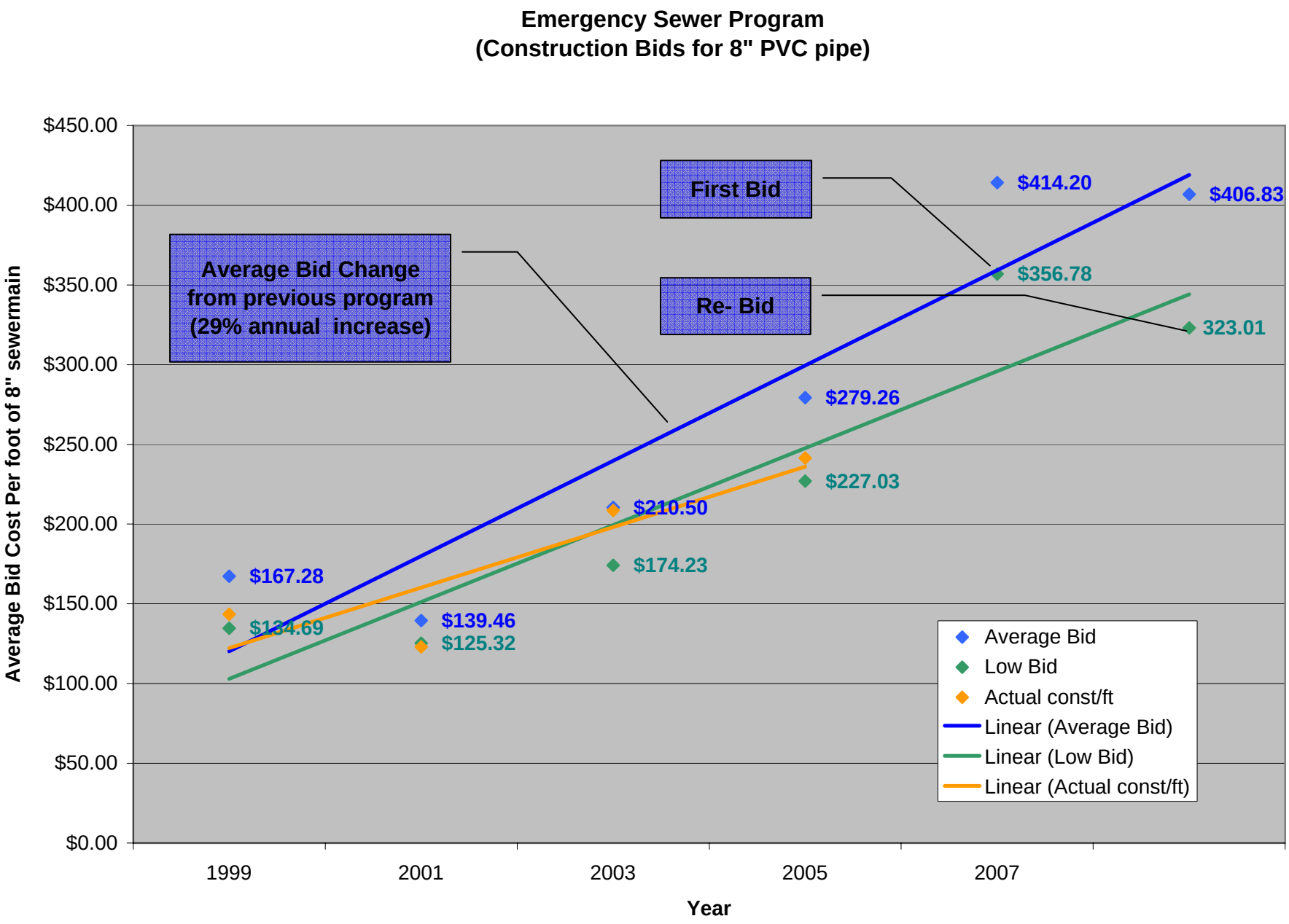
One-time use of $485,000 of the Utility Construction Reserve designated for future capital projects. The reserve is fully able to fund this request. No future water/sewer CIP projects are delayed or eliminated due to this request.

Recommended Funding Source(s)

	Description	2008 Est End Balance	Prior Auth. 2007-08 Uses	Prior Auth. 2007-08 Additions	Amount This Request	Revised 2008 End Balance	2008 Target
Reserve	Utility Construction Reserve	8,738,358	350,000	0	485,000	7,903,358	see below
	The Utility Construction Reserve accounts for capital contributions from utility rates and connections charges and is used to fund capital projects. Capital replacement cycles require that reserves accumulate to pay for future replacement of infrastructure to supplement the use of debt. The liability against this reserve occurs in future years as capital replacement needs peak. 2007-2008 Prior Authorized Uses includes a previous request for additional funding of $350,000 for the 2007 Emergency Sewer Program due to increased costs.						
Revenue/Exp Savings							
Other Source							

Other Information

Prepared By	Sandi Hines, Financial Planning Manager	Date	October 25, 2007


Emergency Sewer Program
(Construction Bids for 8" PVC pipe)
Average Bid Cost Per foot of 8" sewermain
$450.00
$400.00
$350.00
$300.00
$250.00
$200.00
$150.00
$100.00
$50.00
$0.00
1999
2001
2003
2005
2007
Year
Average Bid Change from previous program (29% annual increase)
First Bid
Re- Bid
$167.28
$134.69
$139.46
$125.32
$210.50
$174.23
$279.26
$227.03
$414.20
$356.78
$406.83
323.01
Average Bid
Low Bid
Actual const/ft
Linear (Average Bid)
Linear (Low Bid)
Linear (Actual const/ft)

Council Meeting: 11/07/2007
Agenda: New Business
Item #: 11. a.

CITY OF KIRKLAND
Department of Finance & Administration
123 Fifth Avenue, Kirkland, WA 98033 425.587.3100
www.ci.kirkland.wa.us

MEMORANDUM

To: David Ramsay, City Manager

From: Tracey Dunlap, Director of Finance and Administration

Date: October 25, 2007

Subject: Facilities Financing Overview

Purpose: To identify potential financial resources that could be available to finance the City's facilities needs, particularly a Public Safety Campus and expansion at the Maintenance Center and City Hall. It is important to recognize that a detailed financing plan based on the facility needs and timing will be developed based on the results of the upcoming feasibility study, as discussed later in this document.

Assumptions:

- The potential sources identified below reflect funding options using current potential revenue sources.
- Sources are assumed to be applied to councilmanic (non-voted) debt. If voted debt is an option, it would be in addition to these sources since it would be accompanied by a new excess levy (new revenue).
- Debt calculations assume 30 year bonds at 5% interest (note that the City's existing fiscal policy limiting G.O. bond maturities to 20 years will need to be revised as part of the debt management policy discussion).

Potential Sources:

Cash Resources

Available capital reserves: The Preliminary CIP staff report included an estimate of the increment of available funding from existing capital reserves that could provide a source to use towards part of the unmet facility needs (see Attachment A). As shown in the following chart, short term facility needs are already tapping into that available balance. These cash resources could provide a source for a portion of the upfront design and acquisition costs, prior to issuing long-term debt.

Commitments Against Capital Reserves

	REET 1	Building & Property Reserve	Facilities Expansion Reserve	Total
2008 Revised Ending Cash Balance	**5,921,872**	**2,411,002**	**800,000**	**9,132,874**
Less: City Hall Annex Renovation	1,800,000	0	0	**1,800,000**
Less: Target	1,500,000	0	0	**1,500,000**
Potential Available towards Facilities	**2,621,872**	**2,411,002**	**800,000**	**5,832,874**

Grant Funding: The City has received a $750,000 state grant for Phase I planning and design funding for a public safety campus that would provide a wide range of services to citizens that are engaged in the criminal justice system. The campus would include a police station, municipal court, municipal jail, probation services, and crime lab. The Kirkland Public Safety Campus would consolidate key services to manage transportation demand, decrease congestion, and reduce the cost and critical staff resources devoted to jail transport. The plan will also explore the option of integrating the campus location into land adjacent to the City's existing municipal court. The grant and local match are expected to be used to complete the site plans, final architectural drawings, and fund initial land acquisition.

Potential sale of 505 Market St. building: If a major expansion of City Hall is undertaken, it could result in the City selling the 505 Market St. building. The debt associated with the 505 building will be retired by the end of 2007. An earlier evaluation of facilities funding (January 2006) contained an estimate of proceeds from such a sale at $2 million, which could logically be put toward new facilities costs. If the space provided by the 505 building becomes part of the facilities solution, this funding source would not be available.

Other Sources: As of this draft, we are still researching whether there may be some cash resources available from the following sources:

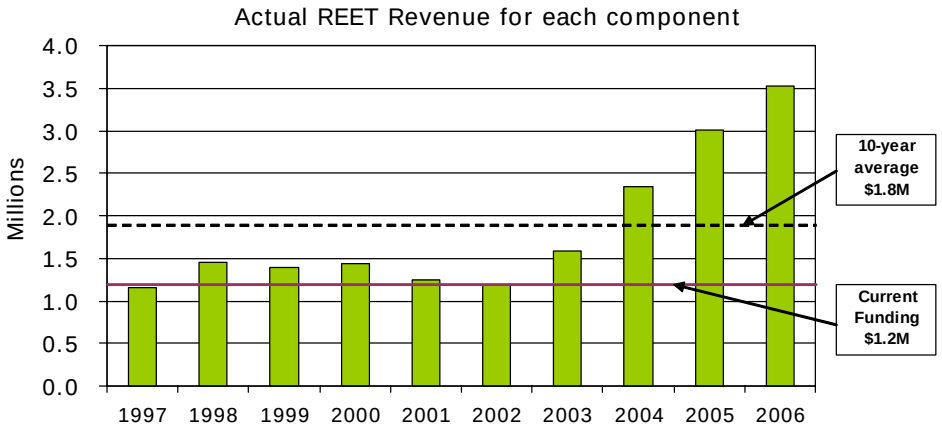
- Projected Sinking Fund Balances related to existing impacted facilities – depending on the timing of facilities expansions, there may be some projects planned to be funded from the facilities sinking fund that would be incorporated into the expansion projects. Sizing of this potential cash resource is dependent on the location and schedule for expansion and will be estimated as more detailed facilities needs become available.
- Any unspent portion of current near-term police facilities projects – based on current project estimates, approximately $800,000 in planned expenditures would be avoided if a new public safety facility is pursued. In that case, this funding could be redirected to that project.

In total, identified cash resources fall in the $7.3-9.3 million range, assuming that no other expenditures are authorized against these balances.

Revenues to Support Debt

Revenues supporting current debt: The annual debt service on councilmanic bonds is currently being paid from a variety of general revenue sources (details on the specific debt issues, balances, and funding sources is included in Attachment B). The current outstanding principal balance on this debt is $11.1 million. As this debt is retired, the revenue streams currently dedicated to pay the debt service can be used for new debt without impacting General Fund operating revenues. In 2011, $350,000 becomes available as the maintenance center debt is retired and in 2015, another $750,000 becomes available as the parking garage and City Hall expansion debt is retired. By 2021, all of the outstanding non-voted G.O. debt will be retired. The City has the ability to structure debt and/or to combine the use of reserves and debt in order to take advantage of these revenue streams as they become available. By "wrapping" new debt service around the existing debt service resources as the debt retires, the City could issue up to $18.7 million in new bonds, and using approximately $4.2 million in reserves to make interest only payments until the existing debt retires. An example of this strategy is included as Attachment C.

Potential commitment of future REET1 revenues: As part of the March 2007 City Council Retreat, the current trends in REET collections reflect the strong real estate market, as shown in the graphic below. The preliminary CIP assumes an additional commitment of $300,000 (to a total of $1.0 million) for Parks projects.



If we were to commit additional receipts of $300,000 per year to facilities debt, which is supportable based on the ten year average, it would service approximately $4.5 million in borrowing. Based on receipts in recent years, a larger commitment might be possible, but it is important to recognize the cyclical nature of these revenues in contemplating such a commitment.

Court lease payments: The Municipal Court currently makes lease payments averaging about $210,000 per year (base rent) and the lease term ends in 2011. If the Court is incorporated into the Public Safety Campus and this revenue stream could be available to service additional debt after the end of the term or earlier if a sublet is secured. These revenues could support an additional $3.2 million in borrowing.

Other Sources: There may be additional options for servicing debt that are being researched further:

- Contribution/Participation of City utilities and other fee-generating activities – How much of the facilities needs will serve functions with dedicated revenues sources?

- Annexation Sales Tax Credit – As discussed in the Phase I annexation report (see excerpt in Attachment D), the analysis assumed that the facilities related to providing service in the potential annexation area would be eligible cost for inclusion in the 10-year annexation sales tax credit calculation. To determine how much of the facilities cost can be attributed to annexation, the more detailed assessment of facilities needs will have to be completed. Structuring debt to take advantage of the credit would require a 10-year amortization, which would need to be analyzed in concert with the "wrap around" scenario described above. Since the results of the public safety facility feasibility study that is currently in progress will impact both the overall costs and allocation between the existing City and the PAA, it is difficult to size how much debt the sales tax credit may support, but a revised estimate is expected to be developed once additional information becomes available.

Total debt that could be supported from identified revenues (before annexation) is in the range of $25 million, assuming use of $4.2 million in reserves to make initial interest only payments. Potential debt that may be supported by the annexation sales tax credit is currently under evaluation.

Process to Define Facilities Needs:

This discussion identifies potential revenue sources that represent the "means" for pursuing the City's facilities requirements, but an equally important component is to identify the specific facilities "needs". As discussed earlier, a Public Safety Campus feasibility study is underway which is expected to better define the space needs related to public safety, with and without annexation. Based on the outcome of that effort, the City will need to determine how the public safety options relate to meeting the needs at the Maintenance Center and City Hall, again with and without annexation. A full financing strategy can only be developed by marrying the means and the needs, given the number of variables involved, especially related to the sizing of facilities and the timing of needs. As the needs become more focused, specific strategies can be developed regarding the size and timing of debt issues and cash resources. Several of the key decision points include:

- Should a separate public safety campus be planned, regardless of annexation? Initial City Council direction was to evaluate this option, in addition to serving existing city needs on the City Hall site. Note that this assumption differs from that reflected in the Phase I annexation study and will need to be evaluated as specific options are identified further.
- What size jail facility should be planned for?
- What are the cost and timing considerations for the public safety facility with and without annexation?
- What are the cost and timing considerations for the maintenance center expansion, with and without annexation?
- What are the cost and timing considerations for the City Hall expansion, with and without annexation?

Summary:

Resource	Total
Available Capital Reserves	$5,832,874
Public Safety Grant	750,000
Potential 505 Market Sale	2,000,000
Potential Savings on Police Projects	800,000
Debt Supported by Retiring GO Sources	18,700,000
Less: Reserves for Interest Only Payments	(4,200,000)
Debt Supported by $300,000 of REET	4,500,000
Debt Supported by $210,000 Court Lease	3,200,000
Potential Available towards Facilities	$31,582,874

Initial estimates based on current assumptions are that identified revenue sources could support facilities costs of $25-32 million (before factoring in potential annexation sales tax credit revenue), made up of a combination of debt and cash resources. More detailed estimates and strategies will be developed as needs are identified and further costs become available.

Note that any increases in operating costs associated with new or expanded facilities will need to be factored into the operating budget.

The debt management policy discussion is expected to occur at the Finance Committee meetings in late 2007 and early 2008, with recommended changes expected to be available for consideration by the full City Council well in advance of any potential debt issues.

Attachment A

CITY OF KIRKLAND
Department of Finance & Administration
123 Fifth Avenue, Kirkland, WA 98033 425.587.3100
www.ci.kirkland.wa.us

MEMORANDUM

To: Dave Ramsay, City Manager

From: Tracey Dunlap, Director of Finance and Administration
Sandi Hines, Financial Planning Manager

Date: July 5, 2007

Subject: Report on Capital Reserves – Uses and Balances

The Finance Committee reviewed draft Capital Improvement Program (CIP) information at their May 29 and June 26 meetings. As part of the discussion regarding funding sources, the Finance Committee requested to see what capital-related reserves we use and their current balances. The table below shows two perspectives of the reserves. First, the reserve balances are shown based on budget amounts. When the 2007-08 budget was developed, the estimated starting balance was calculated and netted against the planned uses for CIP projects, McAuliffe debt service and the balloon payment on the 505 Market Building and the planned additions of interest income, revenue, and operating transfers. The net result is the projected 2008 Budgeted Ending Balance. This balance was displayed in the reserve section of the budget document, as well as used for fiscal notes. This budgeted ending balance is then netted of any Council authorized uses and additions that have occurred to-date.

The second look at reserves is from the actual cash balance. The actual cash balance forward into 2007 is net of the planned uses and additions, as described above. Also, the Council authorized uses and additions are netted against the cash balance to give a revised ending cash balance as of a point in time (in this case, June 2007).

	REET 1	General Capital Contingency	Building & Property Reserve	Facilities Expansion Reserve[1]	Total
2008 Budgeted Ending Balance	6,673,678	3,312,834	2,421,002	800,000	**13,207,514**
2007 Authorized Uses	791,394	0	10,000	0	**801,394**
2007 Authorized Additions	0	0	0	0	**0**
2008 Revised Ending Budget Balance	**5,882,284**	**3,312,834**	**2,411,002**	**800,000**	**12,406,120**
2007 Beginning Cash Balance[2]	8,536,539	4,075,350	2,421,002	800,000	**15,832,891**
2007-08 Planned Uses[3, 4]	5,229,273	0	0	0	**5,229,273**
2007-08 Planned Additions[3]	3,406,000	394,174	0	0	**3,800,174**
2007 Authorized Uses	791,394	0	10,000	0	**801,394**
2007 Authorized Additions	0	0	0	0	**0**
2008 Revised Ending Cash Balance	**5,921,872**	**4,469,524**	**2,411,002**	**800,000**	**13,602,398**

[1] Balance available net of 2006 CIP projects: IT Dept. Reconfiguration, Police Evidence Storage/Lab, and Police Dept. Safety Improvements

[2] 2007 actual beginning cash balance

[3] Planned uses and additions based on Revised 2006-11 CIP; does not include or assume Preliminary 2008-13 CIP

[4] Includes balloon payment for 505 Market building of $1.75 million

Two other capital-related reserves are the REET 2 reserve and the Street Improvement Reserve. Both of these reserves are dedicated to the Transportation CIP. Council has dedicated the second quarter of the 1 percent REET revenue (i.e. REET 2) to solely fund transportation capital improvements. The Street Improvement reserve is made up mostly of excess gas tax revenue received over budget. Gas tax revenues are restricted for the purposes of maintaining and improving the streets.

The City faces the challenge of multiple facility needs over the coming years including City Hall expansion, Maintenance Center expansion, and a potential Public Safety campus. Capital reserves will play a small part in helping to fund these needs. A more detailed financing plan will be done as needs assessments are completed. Based on the chart above, actual cash balances in the capital-related reserves are $1.2 million greater than the budgeted balances. This increment of available funding would a source to use towards part of the unmet facility needs. As shown in the following chart and described below, short term facility needs are already tapping into that available balance.

Commitments Against Capital Reserves

	REET 1	General Capital Contingency[1]	Building & Property Reserve	Facilities Expansion Reserve	Total
2008 Revised Ending Cash Balance	**5,921,872**	**4,469,524**	**2,411,002**	**800,000**	**13,602,398**
Less: City Hall Annex Renovation	1,800,000	0	0	0	**1,800,000**
Less: Target	1,500,000	8,189,400	0	0	**9,689,400**
Uncommitted Balance	**2,621,872**	**(3,719,876)**	**2,411,002**	**800,000**	**2,112,998**
Potential Available towards Facilities	**2,621,872**	**0**	**2,411,002**	**800,000**	**5,832,874**

[1] Target set at 10% of the non-utility funded Preliminary 2008-2013 CIP

The **REET 1 Reserve** has been committed in the Preliminary 2008-2013 CIP to fund the renovation of the City Hall Annex building at $1.8 million. This renovation is part of the short term strategy of addressing space needs at City Hall. The target (minimum balance) for the REET 1 reserve is set equal to one year's allocation of CIP funding (i.e. $1 million for Parks and $.5 million for Transportation).

The **General Capital Contingency** is a reserve that is available to fund general capital projects (i.e. non-utility projects) when the scope or cost of the project exceeds the budgeted amount. The target established by fiscal policy is ten percent of the funded six-year Capital Improvement Program (CIP) less utility projects. The target listed in the table is the updated target based on the Preliminary 2008-2013 CIP and is substantially larger than the previous target of $5,822,280. This reserve is not recommended to be used towards funding facility needs because it is intended to cover unexpected cost and scope changes on CIP projects. Also, using the Preliminary CIP as the basis for the target, this reserve is significantly under the updated target as set by Council policy.

The **Building and Property Reserve** balance of $2.4 million is available as a funding source for facility needs. This reserve does not have a target and has been used for such projects in the past as land acquisition and building improvements. Examples of past projects include all or partial funding for the Carter house, McAuliffe property, 505 Market building and costs related to the historic church relocation (now known as Heritage Hall).

The **Facilities Expansion Reserve** does not have a predetermined target; however the Council made strides in the past year to bring this reserve to $2 million. The 2006 CIP had identified three facilities projects to be partially funded from this reserve in the amount of $1.2 million. These projects include the Police Evidence Storage/Processing Lab (Phase 1 &2) at the Municipal Court (total cost of $685,000), Police Department Safety Improvements (Phase 1) at City Hall (total cost $998,000) and the Information Technology Department Reconfiguration (total cost $201,000). Of these projects, the project improvements at the Court for Police evidence storage and processing lab and the reconfiguration of the IT Department are expected to be completed as planned. The Police Department Safety Improvement project included safety improvements for the jail booking area as well as some improvements to general office space. Most of the safety improvements for the jail area are being completed, but the general office space improvements are on hold and will be evaluated with more middle to longer term solutions. The estimated amount of unspent budget from this project that would be available towards all facilities needs is $498,000.

As facilities needs become more defined, a more detailed financing plan will be prepared. Based on initial estimates, reserves are expected to play a roll in getting projects started, but the overall financing will require a combination of cash reserves and long-term debt financing.

Attachment B

CITY OF KIRKLAND
Department of Finance & Administration
123 Fifth Avenue, Kirkland, WA 98033 425.587.3100
www.ci.kirkland.wa.us

MEMORANDUM

To: David Ramsay, City Manager

From: Tracey Dunlap, Director of Finance & Administration

Date: July 5, 2007

Subject: Debt Management Policies and Related Issues

Background

As discussed at the City Council retreat in March 2007, one of the tools available to the City to make progress on capital improvements is the increased use of long-term debt for large projects with long useful lives. As part of that discussion, the City Council requested further information regarding formation of a debt management policy and related issues. This issue paper is organized to provide a refresher on the various bond funding mechanisms, the City's current debt position, an updated look at bond ratings and their affect on the City's financial status, and options related to debt management policies.

Use of City Bonded Debt

The two most common types of tax supported debt issued by cities to fund capital projects are Limited Tax and Unlimited Tax General Obligation Bonds. General Obligation bonds are the most secure type of debt a City can issue because they pledge the "full faith and credit" of the City based on our ability to levy taxes to repay the debt. As a result of the low risk nature of general obligation debt, it has a lower cost (i.e. can be issued at lower interest rates).

Unlimited Tax General Obligation (UTGO) Bonds provide new revenue to fund the debt service as they represent debt that is approved by voters for a specific purpose. Citizens have agreed to levy property taxes to repay the debt over a period of years.

Limited Tax General Obligation (LTGO) Bonds (Councilmanic or non-voted bonds) can be issued with approval of City Council. The debt is repaid from general revenues of the City. It is still based on the City's ability to tax citizens to repay debt. However, it does not provide any additional revenue to fund debt service payments and must be paid from existing revenue sources.

The City's utility funds have different debt funding options available, including revenue bonds and other loan programs such as the State's Public Works Trust Fund (PWTF), both of which have been used by the City to finance utility infrastructure improvements in the past. The debt service on these instruments is supported by the revenues of each utility and does not have a claim on the City's tax revenues. Since utility rates represent the primary source for paying this debt service and the utility enterprises are expected to be self sufficient, use of these debt instruments is evaluated as part of the master planning process and utility rate studies and will not be addressed as part of this discussion.

Attachment A summarizes the City's current debt outstanding (LTGO of $11 million and UTGO of $10 million) and the City's remaining debt capacity. As the table shows, the legal limits on the City's remaining debt capacity are quite large ($120 million for LTGO and $635 million for UTGO). However, there are practical limits in terms of affordability (for LTGO which is paid for from existing revenues) and political realities (for UTGO which requires a 60% majority vote).

Bond & Credit Ratings

When the City issues debt, a thorough review of the City's financial condition is completed by bond rating agencies. Based on their findings, the bonds are given a rating. The City's bond rating is a reflection of its creditworthiness and affects the cost to the City of issuing debt. The City of Kirkland uses two agencies – Moody's Investor Service and Standard & Poor's (S&P) – to rate its credit and bonds. For the 2004 Water and Sewer Revenue Bonds, the City's underlying rating was AA- (S&P) and A1 (Moody's).

Standard & Poor's has identified the "Top 10 Management Characteristics of Highly Rated Credits In U.S. Public Finance" [1] as:

1. An established rainy day/budget stabilization reserve,
2. Regular economic and revenue reviews to identify shortfalls early,
3. Prioritized spending plans and established contingency plans for operating budgets,
4. A formalized capital improvement plan in order to assess future infrastructure requirements,
5. Long-term planning for all liabilities of a government, including pension obligations, other post employment benefits and other contingent obligations would be optimal and allow for comprehensive assessment of future budgetary risks,
6. A debt affordability model in place to evaluate future debt profile,
7. A pay-as-you-go financing strategy as part of the operating and capital budget,
8. A multiyear financial plan in place that considers the affordability of actions or plans before they are part of the annual budget,
9. Effective management and information systems,
10. A well-defined and coordinated economic development strategy.

Upon inspection, Kirkland exhibits all of these characteristics, with number 6 – the debt affordability model – representing an area where additional evaluation is warranted as part of a debt financing plan.

Another credit rating agency, FitchRatings, indicates that typical policies limit direct debt based on one or more of the following measures[2]:

- 2-5% of full market value,
- Direct debt of $2,000-3,000 per capita,
- Debt service 8-12% of budgeted expenditures,
- Amortization to 50% or more within 10 years.

It is important to note that Fitch views the appropriateness of such limits in the context of the issuer's overall risk profile. The City's current placement against selected measures, as well as those of selected surrounding jurisdictions, are summarized in the table on the following page. The City compares favorably to Moody's median values and most of the other jurisdictions.

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[1] Standard & Poor's Public Finance Publication Date January 11, 2006.
[2] FitchRatings Public Finance Tax Supported Special Report, "To Bond or Not To Bond", June 21, 2005.

General Obligation Debt Comparison

Prepared by D.A. Davidson Fixed Income Capital Markets

Measure	Moody's 2006 Medians[1]	Kirkland	Redmond[3]	Renton	Bellevue	Lynnwood
Net Direct Debt (% of Value)	0.71%	0.22%	0.41%	0.67%	0.77%	0.24%
Net Direct Debt Per Capita	n.a.	$506	$897	$861	$1,578	$266
Debt Service as % of GF Revenues[2]	8.73%	1.35%	4.35%	5.71%	5.61%	1.60%

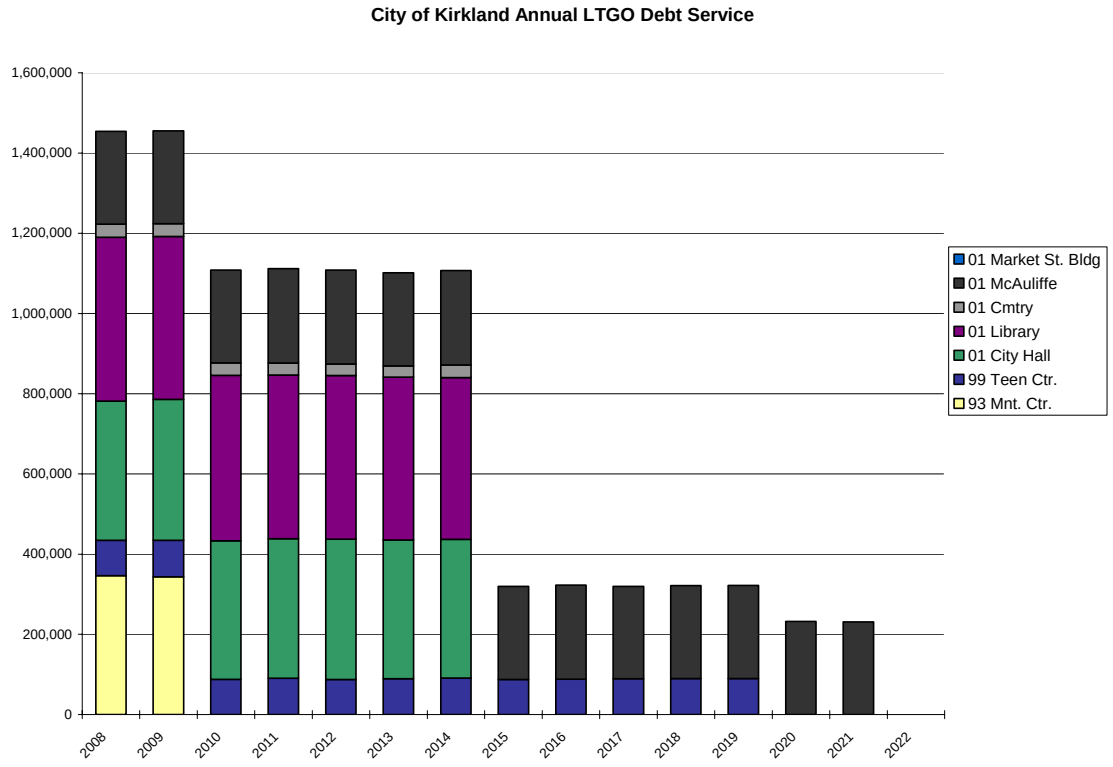
[1] For populations between 50,000 and 100,000

[2] Does not include debt supported by voter approved excess levies

[3] Includes lease revenue issue which was done in 2004 for city hall project by Redmond Community Properties (a 63-20 entity)

Status of Current Indebtedness

Attachment B provides the annual debt service on the City's outstanding indebtedness, with subtotals by type of debt. The graphic below shows the annual debt service on councilmanic bonds by year, which is currently being paid from a variety of general revenue sources. As this debt is retired, the revenue streams currently dedicated to pay the debt service can be used for new debt without impacting General Fund operating revenues. In 2011, $350,000 becomes available as the maintenance center debt is retired and in 2015, another $750,000 becomes available as the parking garage and City Hall expansion debt is retired. The City has the ability to structure debt and/or to combine the use of reserves and debt in order to take advantage of these revenue streams as they become available. By 2015, this $1.1 million could support over $13.5 million in new borrowing (assuming 20 years and 5% interest); although, if this revenue is used for this purpose, it is not available to meet other potential general fund needs.



Debt Management Policies

It is strongly recommended by various credit rating agencies and government finance organizations that cities have a formal written debt policy to ensure the correct use and issuance of debt. Such policies help protect the City against financial downfall, as well as provide its bond purchasers with assurance of returned money. Currently, the City of Kirkland has debt management policies incorporated into the Fiscal Policies that are part of the biennial budget (Attachment C). The Government Finance Officers Association (GFOA) describes a debt policy as:

> "...written guidelines and restrictions that affect the amount and type of debt issued by a state or local government, the issuance process, and the management of a debt portfolio... [it] improves the quality of decisions, provides justification for the structure of debt issuance, identifies policy goals, and demonstrates a commitment to long-term financial planning, including a multi-year capital plan" (GFOA, 2003).

Attachment D summarizes the GFOA recommended practices regarding debt management policies. In addition, we reviewed several examples of debt policies with varying degrees of complexity. The majority of the sample policies and articles indicate that a formal debt policy should include:

- The uses of debt
- Legal limitations of issuing debt including City and legislative policy/law
- Allowable types of debt
- Methods of sale
- Professional consultation
- Disclosure

In reviewing the City's existing debt management policies, it appears that an update is warranted to ensure that the policies are current and address all of the common criteria. Staff recommends that the Council Finance Subcommittee undertake a review and update of these policies, to be brought forward for consideration by the full City Council upon completion. An opportune time to address these policies would be as part of the development of the financing plan for City facilities that are currently unfunded in the CIP.

Attachment C

CITY OF KIRKLAND, WASHINGTON

Limited Tax General Obligation Bonds

Debt Capacity Analysis

$1,450,000 Overall Debt Service Target After 2014

Net Debt Service Schedule

Date	Principal	Interest	Total P+I	Existing D/S	Net New D/S	Resource Increase *(1)*
12/01/2007	-	-	-	916,484.38	916,484.38	
12/01/2008	-	841,446.50	841,446.50	1,454,210.00	2,295,656.50	841,446.50
12/01/2009	-	841,446.50	841,446.50	1,455,347.50	2,296,794.00	842,584.00
12/01/2010	-	841,446.50	841,446.50	1,108,010.00	1,949,456.50	495,246.50
12/01/2011	-	841,446.50	841,446.50	1,111,895.00	1,953,341.50	499,131.50
12/01/2012	-	841,446.50	841,446.50	1,108,122.50	1,949,569.00	495,359.00
12/01/2013	-	841,446.50	841,446.50	1,101,475.00	1,942,921.50	488,711.50
12/01/2014	-	841,446.50	841,446.50	1,107,235.00	1,948,681.50	494,471.50
12/01/2015	295,000.00	841,446.50	1,136,446.50	319,605.00	1,456,051.50	1,841.50
12/01/2016	300,000.00	829,351.50	1,129,351.50	322,667.50	1,452,019.00	(2,191.00)
12/01/2017	315,000.00	816,901.50	1,131,901.50	319,822.50	1,451,724.00	(2,486.00)
12/01/2018	325,000.00	803,671.50	1,128,671.50	321,397.50	1,450,069.00	(4,141.00)
12/01/2019	340,000.00	789,826.50	1,129,826.50	322,137.50	1,451,964.00	(2,246.00)
12/01/2020	450,000.00	775,172.50	1,225,172.50	232,037.50	1,457,210.00	3,000.00
12/01/2021	460,000.00	755,597.50	1,215,597.50	231,275.00	1,446,872.50	(7,337.50)
12/01/2022	710,000.00	735,449.50	1,445,449.50	-	1,445,449.50	(8,760.50)
12/01/2023	745,000.00	704,209.50	1,449,209.50	-	1,449,209.50	(5,000.50)
12/01/2024	775,000.00	670,759.00	1,445,759.00	-	1,445,759.00	(8,451.00)
12/01/2025	810,000.00	635,961.50	1,445,961.50	-	1,445,961.50	(8,248.50)
12/01/2026	850,000.00	599,592.50	1,449,592.50	-	1,449,592.50	(4,617.50)
12/01/2027	885,000.00	561,427.50	1,446,427.50	-	1,446,427.50	(7,782.50)
12/01/2028	925,000.00	521,691.00	1,446,691.00	-	1,446,691.00	(7,519.00)
12/01/2029	970,000.00	479,603.50	1,449,603.50	-	1,449,603.50	(4,606.50)
12/01/2030	1,010,000.00	435,468.50	1,445,468.50	-	1,445,468.50	(8,741.50)
12/01/2031	1,060,000.00	389,513.50	1,449,513.50	-	1,449,513.50	(4,696.50)
12/01/2032	1,105,000.00	341,283.50	1,446,283.50	-	1,446,283.50	(7,926.50)
12/01/2033	1,155,000.00	291,006.00	1,446,006.00	-	1,446,006.00	(8,204.00)
12/01/2034	1,210,000.00	237,991.50	1,447,991.50	-	1,447,991.50	(6,218.50)
12/01/2035	1,265,000.00	182,452.50	1,447,452.50	-	1,447,452.50	(6,757.50)
12/01/2036	1,325,000.00	124,389.00	1,449,389.00	-	1,449,389.00	(4,821.00)
12/01/2037	1,385,000.00	63,571.50	1,448,571.50	-	1,448,571.50	(5,638.50)
Total	**$18,670,000.00**	**$18,476,463.00**	**$37,146,463.00**	**$11,431,721.88**	**$48,578,184.88**	

Notes:

(1) New LTGO debt service increment above FY 2008 budget.

Attachment D

Excerpts from Kirkland Long-Term Fiscal Model Final Summary of Findings Page 16-17
(Contained in Consolidated Summary of Phase 1 Fiscal Analysis dated February 20, 2007)

Facility Needs

- The City of Kirkland has facility needs regardless of the decision on annexation, though the annexation decision would dramatically increase those needs. An annexation scenario increases total facility needs by approximately $50 million:
  - **Base City Facility Needs -- $29.6 million**
    - City Hall expansion and public safety: $25 million
    - Maintenance facility expansion: $4.6 million
  - **City Needs with Annexation -- $80.7 million**
    - City Hall expansion: $28.9 million
    - New public safety and jail facilities: $44.0 million
    - Maintenance facility expansion: $7.8 million
- The 2005 annexation analysis included a $1.6 million per year charge for facility impacts resulting from annexation based on the debt service for a 30-year bond to pay for specific improvements. The cost was determined based on a "fair share" of new facilities using the number of FTE's to allocate costs. The analysis assumed a PAA facility cost allocation of $ 25.6 million, comprised of the following shares for specific improvements:
  - City Hall expansion: $6.6 million
  - Maintenance center expansion: $3.2 million
  - New public safety building: $15.8 million
- The $50 million estimate likely overstates the "true incremental cost" for two reasons:
  - The property owners in the PAA's will, upon annexation, contribute to existing voted-G.O. debt. This will reduce existing City taxpayer burden. From an equity perspective this can be considered an offset against the incremental cost of facilities due to annexation. The present value of these taxpayer savings is approximately $2.2 million.
  - Regardless of the annexation decision, the City will need to address the base City facility needs. For the purposes of analysis, one could assume that this base need would be funded through a new voted G.O. bond. If this were done, the millage rate to repay these bonds could be applied to the PAA annexation areas to develop a credit that would reflect a balanced base City situation. This credit would be worth approximately $10.5 million.
- Adjusting the incremental estimate to account for these credits results in a PAA facility cost impact of $38 million. As a result, the annual facility cost impacts could range from a low of $1.6 million per year for a "fair share" approach to a high of $2.7 million per year for an incremental approach.
- There are a number of issues that will influence how facility impacts might be viewed, in particular the eligibility of these costs for sales tax credit and how one interprets potential changes in annexation economics resulting from policy changes to address base fiscal challenges.

Council Meeting: 11/07/2007
Agenda: New Business
Item #: 11. b.

CITY OF KIRKLAND
Department of Public Works
123 Fifth Avenue, Kirkland, WA 98033 425.587.3800
www.ci.kirkland.wa.us

MEMORANDUM

To: David Ramsay, City Manager

From: Van Ingram-Lock, Management Analyst
Erin Leonhart, Facilities & Operations Administrative Manager
Daryl Grigsby, Public Works Director

Date: October 25, 2007

Subject: WATER USE EFFICIENCY RULE – INTRODUCTION
(RULE REQUIREMENTS AND PROPOSED CONSERVATION GOALS)

RECOMMENDATION:
It is recommended that City Council provide input regarding new Water Use Efficiency Rule requirements and proposed conservation goals. A public hearing will be held and a resolution setting conservation goals will be presented at a subsequent meeting.

BACKGROUND AND DISCUSSION:
In 2003 the Washington State Legislature passed the Municipal Water Law (HB1338) to address the increasing demand on our state's water resources. The Law identifies additional elements related to water rights, system capacity, service area consistency and conservation that are required in all water system plans. Also included in the Law was a directive for the Washington State Department of Health (DOH) to adopt a rule that establishes water use efficiency requirements for all municipal water suppliers. The outcome of this was the Water Use Efficiency (WUE) Rule.

The Department of Health developed three elements (Planning Requirements, Distribution Leakage Standard and Goal Setting/Performance Reporting) with the goal of ensuring safe, reliable drinking water by:

1. Contributing to long-term water supply reliability and public health protection;
2. Promoting good stewardship of the state's water resources; and
3. Ensuring efficient operation and management of water systems.

Table 1 following this memorandum provides a summary of WUE requirements, their compliance dates, and how they will impact Kirkland. The Rule imposes water system planning requirements that will need to be incorporated at the next update of the Water Comprehensive Plan in 2013. In addition, the Rule establishes several requirements that take effect independently of the Plan, some of which are already in place in Kirkland. One element of the rule requires municipal water suppliers to establish a water conservation goal which must be reviewed through a public process and adopted by City Council no later than January 22, 2008. This goal must be re-established every six years via a public process. Progress towards the goal must be reported annually to the State and City customers.

PUBLIC PROCESS
The water use efficiency rule requires that the public have the opportunity with two weeks' advance notice to comment on the conservation goals proposed by the City. Staff recommends that this occur at the December 11th Council meeting with the required notice being provided in the local newspaper as well as on the City website.

HOW WERE THE CASCADE AND MEMBER GOALS DEVELOPED?

Since 2004, the City of Kirkland has been a member of Cascade Water Alliance (Cascade) along with 7 other water providers (Bellevue, Redmond, Issaquah, Sammamish Plateau, Covington, Skyway and Tukwila). As a member, Kirkland began buying water through Cascade (previously, Kirkland bought water directly from Seattle) and Cascade assumed the responsibility of administering a regional conservation program on behalf of its members.

In May 2007, the Cascade Board adopted, by resolution, a conservation goal for the collective Cascade service area. The goal states that "Cascade will dedicate resources necessary to achieve a cumulative combined Member savings of 1 million gallons per day on an annual basis and 1.45 million gallons per day during peak season by 2014." Kirkland's proposed conservation goal, which is based primarily on Kirkland's portion of Cascade's regional goal, is to achieve 88,000 gallons per day (gpd) in savings by the end of the six year (2008-13) water conservation program. This would represent a 2.2% reduction from 2006 consumption (see table below), in spite of an estimated 1% per year increase in population. Details of Kirkland's portion of the regional program are shown in the attached table from the Cascade Conservation Program (Table 2-11).

KIRKLAND TOTAL WATER CONSUMPTION, 2002-2006		
YEAR	**TOTAL GALLONS PER YEAR**	**AVG GALLONS PER DAY**
2006	1,440,934,484	3,947,766
2005	1,379,278,340	3,778,845
2004	1,429,148,622	3,915,476
2003	1,474,144,188	4,038,751
2002	1,405,728,368	3,851,311

Cascade's conservation goal was developed from the Conservation Program based upon the 2005 Cascade Conservation Potential Assessment (CPA). The CPA analyzed conservation opportunities and estimated water savings and costs associated with 22 conservation measures. The CPA included a market research survey carried out within the Cascade service area. The survey provided information about residential customer knowledge, attitudes, equipment, and behaviors related to water conservation. The process of moving from the CPA analysis to the Conservation Program consisted of the following steps:

- Determine the conservation budget.
- Allocate the Cascade budget to each Member.
- Develop Members' CPA spreadsheets.
- Select measures for inclusion in Conservation Program.
- Select Members' measure implementation intensity.
- Validate compliance with the State Water Use Efficiency Rule.
- Combine results for each Member into the Conservation Program.

CITY OF KIRKLAND'S RECOMMENDED CONSERVATION GOAL

Staff is recommending that Kirkland's portion of the Cascade conservation goal (88,000 gallons per day (gpd) in savings by 2013) be adopted as the Kirkland goal for the purpose of the Water Use Efficiency Rule. By means of comparison, other Cascade members and their water savings goals at full implementation (end of the six year (2008-2013) of the water conservation program are:

- City of Redmond - achieve 178,000 gallons per day on an average annual basis (equivalent to 1.6% of 2013 demand) and 245,000 gallons per day during peak season
- Sammamish Plateau Water and Sewer District - achieve 129,000 gallons per day on an average annual basis (equivalent to 2.7% of 2006 demand)

It is important to note that the three organizations above have conservation programs in addition to the Cascade program. The City of Kirkland has relied on the regional water provider for conservation services since we were a direct customer to Seattle Public Utilities. We currently do not have staff or funding to support an in-house program. If there is an interest in the future of increasing conservation activities, this can be addressed by recommending increases to the Cascade program or funding a Kirkland staff position within the Water Utility.

Table 1 Water Use Efficiency Rule Impact to the City of Kirkland

Category	Compliance Date	New Requirement	Impact to Kirkland
Data Collection & Demand Forecast	Water System Plans submitted after January 22, 2008.	1. Provide monthly and annual **production/purchase** numbers for each source.	Monthly data will be provided when Comp Plan is next submitted for approval in 2013 as required.
		2. Provide annual **consumption** by customer class.	None, Kirkland already meets requirement.
		3. Provide annual quantity **supplied to other public water systems**.	Will need to be provided when Comp Plan is next submitted for approval in 2013 as required.
		4. Provide "**seasonal variations**" consumption by customer class.	Will need to be provided when Comp Plan is next submitted for approval in 2013 as required.
		5. Provide **demand forecast** including all implemented or "cost effective" evaluated measures.	None, Kirkland already meets requirement.
		6. Evaluate **reclaimed water** opportunities.	Will need to be provided when Comp Plan is next submitted for approval in 2013 as required.
		7. Consider water use efficiency **rate structure**.	None, Kirkland already meets requirement.
Meters	Fully metered by January 22, 2017. Submit metering plan by July 1, 2008.	1. Meter all **sources.**	None, Kirkland already meets requirement.
		2. Meter all **service connections**.	None, Kirkland already meets requirement.
		3. For systems **not fully metered**: Create meter installation plan, perform activities to minimize leakage until fully metered, and report annually on installation and leak minimization actions.	None, Kirkland already meets requirement.

Category	Compliance Date	New Requirement	Impact to Kirkland
Distribution System Leakage	First report completed by July 1, 2008. First compliance determination made by July 1, 2010.	1. **Calculate** annual volume and percent using formula defined in the Rule.	None, Kirkland already meets requirement.
		2. **Report** annually: annual leakage volume, annual leakage percent, and, for systems not fully metered, meter installation progress and leak minimization activities.	
		3. Develop water loss control **action plan** (if leakage is over 10% for 3 year average).	
Goals	Goals established by January 22, 2008.	1. **Establish** measurable conservation goals (and re-establish every 6 yrs). Provide schedule for achieving goals. Goals must be in terms of water production or usage.	Staff is recommending goals to be approved at the November 7th Council meeting and the public process is slated to occur at the December 11th Council meeting.
		2. Use a **public process** to establish the goals.	
		3. **Report** annually on progress.	
Efficiency Program	Water System Plans submitted after January 22, 2008.	1. **Describe existing** conservation program.	None, Kirkland already meets requirement.
		2. **Estimate water saved** over last 6 years due to conservation program.	
		3. Describe conservation **goals**.	Will need to be provided when Comp Plan is next submitted for approval in 2013 as required.
		4. Implement or evaluate **1-12 measures**, depending on size.	Recommended conservation goals when approved will meet this requirement.
		5. Describe conservation **programs for next 6 years** including schedule, budget, and funding mechanism.	Will need to be provided when Comp Plan is next submitted for approval in 2013 as required.
		6. Describe how customers will be **educated** on efficiency practices.	
		7. Estimate **projected water savings** from selected measures.	
		8. Describe how efficiency program will be **evaluated** for effectiveness.	
		9. Estimated **leakage from transmission lines** (if not included in distribution system leakage).	None, Kirkland already meets requirement.
Performance Reports	First report completed by July 1, 2008.	1. **Develop** annual report including: goals and progress towards meeting them, total annual production, annual leakage volume and percent, and, for systems not fully metered, status of meter installation and actions taken to minimize leakage.	Kirkland will need to develop this report and its distribution strategy. The first report is due July 1, 2008.

Table 2-11 & 2-12 Kirkland's Proposed Conservation Goal and Savings

2.5 City of Kirkland

A summary of how the Conservation Program is anticipated to be implemented in Kirkland is provided in Table 2-11. The savings for each year are shown in Table 2-12 and Figures 2-15 and 2-16. The Kirkland analysis spreadsheet is provided in Appendix E.

Table 2-11 - Kirkland Program Details

Conservation Measure		Participants		Devices/Rebates		Savings (at full implementation)		Costs	
		Total	Avg Annual[1]	Total	Avg Annual[1]	Annual gpd	Peak Season gpd	Total Over Plan Period	Avg Annual[1]
SF	Toilet rebates - 1.6 gpf	0	0	0	0	0	0	$0	$0
	Toilet leak detection and repair	2,013	335	5,636	939	9,982	9,982	$5,636	$939
	Decreased shower use	249	41	n/a	n/a	1,585	1,585	$0	$0
	Clothes washers rebates	880	147	880	147	13,219	13,219	$44,000	$7,333
	Decreased partial clothes washer loads	246	41	n/a	n/a	898	898	$0	$0
	Free irrigation audits – automatic systems	84	14	84	14	1,307	3,910	$35,262	$5,877
	Irrigation controller rebates	99	17	99	17	773	2,313	$24,833	$4,139
	Irrigation system rain sensor rebates	89	15	89	15	258	771	$8,940	$1,490
	Allow lawn to go dormant	413	69	n/a	n/a	13,697	40,978	$0	$0
MF	Toilet rebates - 1.6 gpf ($80 rebate)	585	98	995	166	10,770	10,770	$79,560	$13,260
	Toilet rebates - 1.0 gpf (E)[2]	220	37	374	62	5,330	5,330	$37,400	$6,233
	Toilet leak detection and repair	1,714	286	2,914	486	5,569	5,569	$2,914	$486
	Free showerheads - 2.0 gpm	201	34	302	50	1,697	1,697	$906	$151
	Decreased shower use	229	38	n/a	n/a	955	955	$0	$0
	Free bathroom faucet aerators – 1.0 gpm	201	34	463	77	1,300	1,300	$532	$89
	Clothes washers rebates	758	126	152	25	7,464	7,464	$7,584	$1,264
	Decreased partial clothes washer loads	169	28	n/a	n/a	201	201	$0	$0
	Irrigation controller rebates	8	1	8	1	339	1,015	$4,199	$700
	Irrigation system rain sensor rebates	8	1	8	1	113	338	$840	$140
ICI	Toilet rebates - 1.6 gpf	35	6	140	23	5,179	5,179	$13,968	$2,328
	Toilet rebates - 1.0 gpf (E)[2]	14	2	58	10	2,823	2,823	$5,787	$964
	Urinal rebates - 1.0 gpf	12	2	17	3	361	361	$873	$146
	Urinal rebates - waterless	6	1	9	1	434	434	$873	$146
	Clothes washers rebates	1	0	17	3	1,936	1,936	$5,187	$864
	Ice machines rebates	6	1	6	1	892	892	$4,480	$747
	Irrigation controller rebates	10	2	10	2	1,276	3,817	$5,027	$838
	Irrigation system rain sensor rebates	10	2	10	2	425	1,272	$1,005	$168
TOTAL		n/a	n/a	n/a	n/a	88,784	125,010	$289,805	$48,301

1. Most measures will be implemented evenly over the six-year planning period; therefore, their actual annual numbers should match the average annual numbers.

Table 2-12 - Kirkland Cumulative Savings

Category	2008	2009	2010	2011	2012	2013
Annual Basis						
Hardware	9,316	18,632	27,949	37,265	46,581	55,897
Behavior	5,481	10,962	16,444	21,925	27,406	32,887
Total	14,797	29,595	44,392	59,190	73,987	88,784
Peak Season Basis						
Hardware	10,807	21,614	32,421	43,228	54,035	64,842
Behavior	10,028	20,056	30,084	40,112	50,141	60,169
Total	20,835	41,670	62,505	83,340	104,175	125,010

Figure 2-15 – Kirkland Savings (Annual Basis)

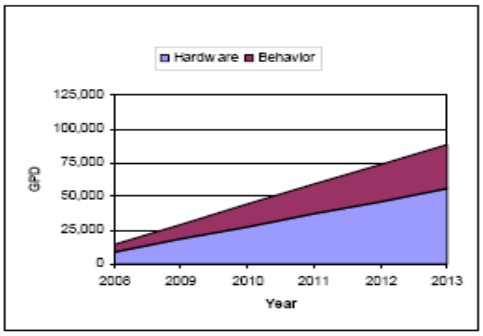
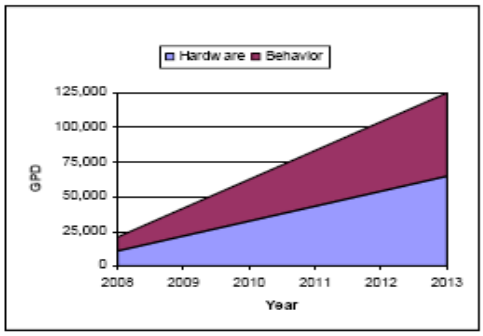


Figure 2-16 – Kirkland Savings (Peak Season Basis)



CITY OF KIRKLAND
Department of Parks & Community Services
505 Market Street, Suite A, Kirkland, WA 98033 425.587.3300
www.ci.kirkland.wa.us

MEMORANDUM

To: David Ramsay, City Manager

From: Jennifer Schroder, Director of Parks and Community Services
Michael Cogle, Park Planning Manager

Date: October 30, 2007

Subject: Resolution Amending the Juanita Beach Park Master Plan

RECOMMENDATION:

City Council adopt the attached Resolution amending the Juanita Beach Park Master Plan to include potential use of the historic Forbes House as a Community Facility.

BACKGROUND DISCUSSION:

The Juanita Beach Park Master Plan was adopted by the City Council in May of 2006 (Resolution R-4570). The master plan described possible uses for the historic Forbes House as follows:

> *"....the historic residence provides space for park offices, meetings, family reunions, and weddings. The entry garden and small orchard provide outdoor rooms for events and celebrate the historic character of the house." (pages 25 and 31 of the master plan).*

The Master Plan inadvertently omitted specific references to use of the building for other community purposes, such as space for appropriate non-profit organizations. "Community Facility" is a defined term in the City's Zoning Code, as follows:

> *"A use which serves the public and is generally of a public service, noncommercial nature. Such use shall include food banks, clothing banks, and other non-profit social service organizations; nonprofit recreational facilities; and nonprofit performing arts centers."*

An amendment to the park master plan requires that the Park Board hold a public hearing. Public notice (including direct mailings to nearby residents, display signs, email notices to the neighborhood association, and City website postings) was given for the Board to hold such a hearing on Wednesday, September 12, 2007. No citizens spoke at the hearing. Following the hearing, the Park Board voted unanimously to recommend that the Juanita Beach Park Master Plan be amended so that the Forbes House could be used as a Community Facility in the future.

RESOLUTION R-4675

A RESOLUTION OF THE CITY COUNCIL OF THE CITY OF KIRKLAND AMENDING THE MASTER PLAN FOR JUANITA BEACH PARK.

WHEREAS, the Park Board and Department of Parks and Community Services organized and completed an extensive planning process to create a vision for the future of Juanita Beach Park, involving important stakeholders and interested citizens; and

WHEREAS, the City Council passed Resolution 4570 on May 16, 2006, adopting the master plan for Juanita Beach Park; and

WHEREAS, the Park Board and Department of Parks and Community Services desire the amendment of the Juanita Beach Park Master Plan to expand allowable uses of the historic Forbes House to include use as a Community Facility; and

WHEREAS, a Community Facility includes uses which serve the public and are generally of a public service, noncommercial nature, and may include: food banks; clothing banks; other non-profit social service organizations; nonprofit recreational facilities; and nonprofit performing arts centers; and

WHEREAS, pursuant to public notice on September 12, 2007, the Park Board conducted a public hearing for the purposes of soliciting public comment on the proposed amendment to the Juanita Beach Park Master Plan; and

WHEREAS, the Park Board has provided the City Council with a written report and recommendation on the proposed amendment to the Juanita Beach Park Master Plan; and

WHEREAS, in open public meeting, the City Council considered the written report and recommendation of the Park Board.

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

Section 1. The Kirkland City Council hereby adopts and approves amendments to the Juanita Beach Park Master Plan to expand allowable uses of the historic Forbes House to include use as a Community Facility.

Passed by majority vote of the Kirkland City Council in open meeting this _____ day of _____, 2007.

Signed in authentication thereof this _____ day of _____, 2007.

_____
MAYOR

Attest:

_____
City Clerk