



# 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

123 Fifth Avenue • Kirkland, Washington 98033-6189 • 425.587.3000 • TTY 425.587.3111 • [www.ci.kirkland.wa.us](http://www.ci.kirkland.wa.us)

### AGENDA

#### KIRKLAND CITY COUNCIL MEETING

#### City Council Chamber

#### Tuesday, November 4, 2008

#### 6:00 p.m. – Study Session

#### 7:30 p.m. – Regular Meeting

COUNCIL AGENDA materials are available on the City of Kirkland website [www.ci.kirkland.wa.us](http://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.

1. *CALL TO ORDER*
2. *ROLL CALL*
3. *STUDY SESSION*
  - a. 2009-2010 Budget
4. *EXECUTIVE SESSION*
  - a. To Discuss Pending Litigation
5. *SPECIAL PRESENTATIONS*
  - a. Vision 2020 and March Linkage - Lake Washington School District Superintendent Chip Kimball and Board of Directors President Jackie Pendergrass
  - b. Cultural Council Presentation Regarding Art in Private Development
  - c. 2008 Arbor Day Proclamation and Invitation
  - d. City Wide and City Employee Food Drive – Human Services Advisory Committee Member Anahita Nakhjiri and City of Kirkland Chief Information Officer Brenda Cooper
6. *REPORTS*
  - a. *City Council*
    - (1) Regional Issues

- b. *City Manager*

  - (2) Calendar Update

7. *COMMUNICATIONS*

- a. *Items from the Audience*
- b. *Petitions*

8. *CONSENT CALENDAR*

- a. *Approval of Minutes:* (1) October 16, 2008  
(2) October 21, 2008
- b. *Audit of Accounts:*
  - Payroll* \$
  - Bills* \$

- c. *General Correspondence*
- d. *Claims*
- e. *Award of Bids*
- f. *Acceptance of Public Improvements and Establishing Lien Period*
- g. *Approval of Agreements*
- h. *Other Items of Business*

- (1) Ordinance No. 4153, Relating to Fair Housing; Prohibiting the Refusal to Rent a Dwelling Unit Solely on the Basis of a Section 8 Voucher or Certificate Rental Request; and Adding a New Section 11.72.035 to the Kirkland Municipal Code
- (2) Report on Procurement Activities
- (3) Resolution R-4730, Approving the City of Kirkland’s Allocation for the North East King County Regional Public Safety Communications Agency (NORCOM) Budget

9. *PUBLIC HEARINGS*

10. *UNFINISHED BUSINESS*

11. *NEW BUSINESS*

12. *ANNOUNCEMENTS*

13. *ADJOURNMENT*

**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.

**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.



**CITY OF KIRKLAND**  
**Department of Finance & Administration**  
123 Fifth Avenue, Kirkland, WA 98033 425.587.3100  
[www.ci.kirkland.wa.us](http://www.ci.kirkland.wa.us)

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## **MEMORANDUM**

**To:** David Ramsay, City Manager

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

**Date:** October 23, 2008

**Subject:** Budget Study Session

The November 4 study session will be a continuation of the budget deliberations from the October 30 study session. Additional materials requested by the City Council will be distributed at the meeting.

**CITY OF KIRKLAND**

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

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**MEMORANDUM**

**To:** David Ramsay, City Manager

**From:** Deb Powers, Urban Forester

**Date:** October 22, 2008

**Subject:** Kirkland's 2008 Arbor Day Proclamation and Invitation

**Recommendation**

Approve attached proclamation.

**Background**

Attached is the proclamation declaring **Saturday, November 8, 2008** as Arbor Day in the City of Kirkland. The Mayor, City Council and the public are invited to attend a planting ceremony and dedication of a native Grand fir in Carillon Park at noon.

The event is being co-hosted by the City of Kirkland and the Green Kirkland Partnership. The Arbor Day Ceremony will include Kirkland Mayor Jim Lauinger planting a commemorative native Grand fir. Puget Sound Energy is a potential sponsor of the event. Also, a representative from Washington Department of Natural Resources may be present to acknowledge Kirkland's 2007 Tree City USA status.

Prior to the tree planting ceremony at noon, participants and volunteers are welcome to join Green Kirkland Partnership in planting over 100 native shrubs and seedlings in areas of Carillon 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 2008. 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," November 1<sup>st</sup> - 8<sup>th</sup> has also been declared by EarthCorps as Climate Action Week, formerly known as Carbon Offset Day. Nine sites in the greater Seattle Metro area are highlighted as volunteer opportunities, including Carillon Park.



## A PROCLAMATION OF THE CITY OF KIRKLAND

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### Designating November 8, 2008 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 6th 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 Grand fir in Carillon Park on Saturday, November 8, 2008, at noon in honor of the City of Kirkland's commitment to urban forestry and native areas restoration;

**NOW THEREFORE**, I, James Lauinger, Mayor of the City of Kirkland, Washington, do hereby proclaim November 8, 2008 as Kirkland Arbor Day.

**FURTHER**, I urge all citizens to celebrate Arbor Day by planting a tree today, so others may live tomorrow.

Signed this 4<sup>th</sup> day of November, 2008

\_\_\_\_\_  
James Lauinger, Mayor



KIRKLAND CITY COUNCIL SPECIAL STUDY SESSION MINUTES  
October 16, 2008

1. CALL TO ORDER
2. ROLL CALL

ROLL CALL:

Members Present: Mayor Jim Lauinger, Deputy Mayor Joan McBride, Councilmember Dave Asher, Councilmember Mary-Alyce Burleigh, Councilmember Jessica Greenway, Councilmember Tom Hodgson, and Councilmember Bob Sternoff.  
Members Absent: None.

3. SPECIAL STUDY SESSION
  - a. Downtown Plan and Zoning

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, Senior Planner Jon Regala and Design Review Board Chair Brian Berg.

4. ADJOURNMENT

The Kirkland City Council special study session of October 16, 2008 adjourned at 8:40 p.m.

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City Clerk

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Mayor



KIRKLAND CITY COUNCIL REGULAR MEETING MINUTES  
October 21, 2008

1. CALL TO ORDER

2. ROLL CALL

ROLL CALL:

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

Members Absent: None.

3. STUDY SESSION

a. Joint Meeting with the Human Services Advisory Committee

Joining Councilmembers for this discussion in addition to City Manager Dave Ramsay were Parks and Community Services Human Services Coordinator Sharon Anderson, Human Services Advisory Committee members Chris Houden, Anahita Nakhjiri, Katherine Robichaux and Chair Tom Sherrard.

4. EXECUTIVE SESSION

a. To Discuss Labor Negotiations

5. SPECIAL PRESENTATIONS

6. REPORTS

a. City Council

(1) Regional Issues

Councilmembers shared information regarding the King County Flood Control District Advisory Board; Suburban Cities Association Leadership meeting; Totem Lake Transit Center dedication and open house; Alternative Giving Fair; Suburban Cities Association Public Issues Committee meeting; Sister City of Walla Walla staff visit, Housing Committee meeting; Green Team rain garden project and the Lakeview Elementary walk your child to school event.

b. City Manager

(1) Calendar Update

(2) Acknowledgement of Washington State Chapter of the American Public Works Association 2008 Roy Morse Award presented to Kirkland Public Works Director Daryl Grigsby

7. COMMUNICATIONS

a. Items from the Audience

Carolyn Vache, 17723 NE 133rd Street, Redmond, WA  
Barb Billingham, 7619 NE 125th Street, Kirkland, WA  
Stephanie Mapelli, PO Box 2985, Kirkland, WA  
Claire Beighle, 13105 167th Avenue NE, Kirkland, WA  
Deirdre Johnson, 7538 125th Place NE, Kirkland, WA  
Nona Ganz, 10207 NE 112th Street, Kirkland, WA  
Reagan Myers and Moe Kelsey, 110 110th Avenue NE, Bellevue, WA  
Kevin Murphy, 21214 NE 151st Street, Woodinville, WA  
Cindy Burt, 12119 NE 66th Street, Kirkland, WA  
Marilyn Pedersen, 716 1st Street South, Kirkland, WA  
Jim McElwee, 12907 NE 78th Place, Kirkland, WA

b. Petitions

8. CONSENT CALENDAR

a. Approval of Minutes: October 7, 2008

b. Audit of Accounts:

Payroll \$ 2,075,348.09

Bills \$ 1,976,967.74

run # 776 check # 502755

run # 777 check #'s 502756-502948

run # 778 check #'s 502950-502958

run # 779 check #'s 502959-503136

c. General Correspondence

d. Claims

e. Award of Bids

f. Acceptance of Public Improvements and Establishing Lien Period

(1) Establish Lien Period, and Approve Additional Funds for 2007 Water System Improvement Project

- g. Approval of Agreements
- h. Other Items of Business

(1) Ordinance No. 4140 and its Summary, entitled "AN ORDINANCE OF THE CITY OF KIRKLAND GRANTING VERIZON NORTHWEST INC. A NON-EXCLUSIVE CABLE FRANCHISE."

(2) Ordinance No. 4141 and its Summary, entitled "AN ORDINANCE OF THE CITY OF KIRKLAND GRANTING NORTHSORE UTILITY DISTRICT, A WASHINGTON MUNICIPAL CORPORATION, THE RIGHT, PRIVILEGE, AUTHORITY AND FRANCHISE TO CONSTRUCT AND MAINTAIN, REPAIR, REPLACE, OPERATE UPON, OVER, UNDER, ALONG AND ACROSS THE FRANCHISE AREA FOR PURPOSES OF ITS WATER AND SEWER UTILITY BUSINESS."

(3) Authorizing Additional Funds for Phase 2 (South Section) of 116th Avenue NE Non-Motorized Facilities

The use of an additional \$150,000 in surface water utility funds to complete the project design were approved.

(4) Report on Procurement Activities

(5) Lodging Tax Advisory Committee Appointments

Les Utley, Heathman Hotel General Manager, and Ryan Noel, Courtyard Marriott General Manager, were appointed to the Lodging Tax Advisory Committee.

(6) Inflation Rates and Impact Fee Indexing

Motion to Approve the Consent Calendar.

Moved by Councilmember Mary-Alyce Burleigh, seconded by Deputy Mayor Joan McBride

Vote: Motion carried 7-0

Yes: Mayor Jim Lauinger, 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. Ordinance No. 4149, Relating to Land Use and Zoning Within Central Business District (CBD) Zone 1, Adopting Interim Zoning Regulations Limiting the Height of Buildings Within Design Districts 1A and 1B as Designated in the Moss Bay Neighborhood Portion of the Comprehensive Plan to Three and Four Stories, Respectively; Limiting the Height of Buildings Within 100 Feet of Lake Street or Lake Street South to Two Stories; and Repealing Ordinance 4139

Mayor Lauinger opened the public hearing. City Attorney Robin Jenkinson explained the options being presented for Council consideration for an ordinance adopting interim zoning regulations in Central Business District Zone 1 and a portion of Zone 2 and repealing Ordinance 4139. Additional testimony was provided by:

Andy Loos, 808 5th Avenue, Seattle, WA

Jim McElwee, 12907 NE 78th Place, Kirkland, WA

Bill Vadino, Greater Kirkland Chamber of Commerce, 401 Parkplace, Kirkland, WA

Manny Benkowski, 5010 5th Place, Kirkland WA

Phillip Shonger, 538 Central Way, Kirkland, WA

No further testimony was offered and the Mayor closed the hearing.

Motion to Approve Ordinance No. 4149, entitled "AN INTERIM ORDINANCE OF THE CITY OF KIRKLAND RELATING TO LAND USE AND ZONING WITHIN CENTRAL BUSINESS DISTRICT (CBD) ZONE 1, AND A PORTION OF ZONE 2, ADOPTING INTERIM ZONING REGULATIONS LIMITING THE HEIGHT OF BUILDINGS WITHIN DESIGN DISTRICTS 1A AND 1B AS DESIGNATED IN THE MOSS BAY NEIGHBORHOOD PORTION OF THE COMPREHENSIVE PLAN TO THREE AND FOUR STORIES, RESPECTIVELY; LIMITING THE HEIGHT OF BUILDINGS WITHIN 100 FEET OF LAKE STREET OR LAKE STREET SOUTH TO TWO STORIES; LIMITING THE HEIGHT OF BUILDINGS WITHIN A PORTION OF CBD ZONE 2 TO ONE STORY; AND REPEALING ORDINANCE 4139."

Moved by Councilmember Dave Asher, seconded by Councilmember Jessica Greenway

Vote: Motion carried 6-1

Yes: Mayor Jim Lauinger, Councilmember Dave Asher, Councilmember Mary-Alyce Burleigh, Councilmember Jessica Greenway, Councilmember Tom Hodgson, and Councilmember Bob Sternoff.

No: Deputy Mayor Joan McBride.

Council recessed for a short break.

10. UNFINISHED BUSINESS

- a. Ordinance No. 4143, Relating to Land Use and Zoning, Adopting Interim Zoning Regulations for the Review Process for City Council Initiated Amendments to the Comprehensive Plan and/or Text of the Zoning Code in Central Business District (CBD) Zones 1, 2, 3, 4, 6, 7, and 8, Including Amendments to Kirkland Zoning Code Chapter 142, Design Review

Motion to Approve Ordinance No. 4143, entitled \"AN INTERIM ORDINANCE OF THE CITY OF KIRKLAND RELATING TO LAND USE AND ZONING, ADOPTING INTERIM ZONING REGULATIONS FOR THE REVIEW PROCESS FOR CITY COUNCIL INITIATED AMENDMENTS TO THE COMPREHENSIVE PLAN AND/OR TEXT OF THE ZONING CODE IN CENTRAL BUSINESS DISTRICT (CBD) ZONES 1, 2, 3, 4, 6, 7, AND 8, INCLUDING AMENDMENTS TO KIRKLAND ZONING CODE CHAPTER 142, DESIGN REVIEW.\"",

Moved by Councilmember Dave Asher, seconded by Councilmember Jessica Greenway

Vote: Motion carried 4-3

Yes: Mayor Jim Lauinger, Councilmember Dave Asher, Councilmember Jessica Greenway, and Councilmember Tom Hodgson.

No: Deputy Mayor Joan McBride, Councilmember Mary-Alyce Burleigh, and Councilmember Bob Sternoff.

- b. Approving Correspondence Regarding SR 520 Eastside Transit and HOV Project

Public Works Director Daryl Grigsby introduced Washington State Department Transportation Ron Paananen and Julie Meredith who presented information on the Eastside Transit and HOV Project and SR520 Tolling Plan.

Motion to Approve correspondence regarding SR 520 Eastside Transit and HOV Project.

Moved by Councilmember Dave Asher, seconded by Deputy Mayor Joan McBride

Vote: Motion carried 7-0

Yes: Mayor Jim Lauinger, Deputy Mayor Joan McBride, Councilmember Dave Asher, Councilmember Mary-Alyce Burleigh, Councilmember Jessica Greenway, Councilmember Tom Hodgson, and Councilmember Bob Sternoff.

- c. Downtown Kirkland Transit Center 60% Status Update

Public Works Capital Projects Manager Ray Steiger presented information on the Downtown Kirkland Transit Center, and introduced partner agency

representatives in the audience: Mark Johnston, Sound Transit and Sally Turner, King County Metro. Boris Srdar of the Kirkland Cultural Council shared slides and information about the project art.

- d. School Walk Routes Status Report and Correspondence from Kaylee Nilan, Margaret Carnegie, Karen Tennyson, James McElwee, Kristin Stone, Kim Lowe, Mari Bercaw, Megan Hayton, and Cindy Smith Regarding School Walk Routes

Capital Projects Manager Ray Steiger and Public Works Director Daryl Grigsby responded to Council's questions regarding the issues. Council provided direction to respond to correspondence from citizens about the school walk routes and requested additional information from staff for further discussion.

- e. Tax Burden Study Follow-Up

Finance and Administration Director Tracey Dunlap introduced Michael Hodgins from Berk and Associates who presented information regarding the Tax Burden Study.

## 11. NEW BUSINESS

- a. Jail Environmental Impact Statement Agreement:

Assistant City Manager Marilynne Beard provided background information and described the contract implications.

(1) Resolution R-4729, Authorizing the City Manager to Sign the SEPA Nominal Lead Agency Agreement Between the City of Kirkland and the Cities of Bellevue, Redmond, Seattle, and Shoreline

Motion to Approve Resolution R-4729, entitled "A RESOLUTION OF THE CITY COUNCIL OF THE CITY OF KIRKLAND AUTHORIZING THE CITY MANAGER TO SIGN THE SEPA NOMINAL LEAD AGENCY AGREEMENT BETWEEN THE CITY OF KIRKLAND AND THE CITIES OF BELLEVUE, REDMOND, SEATTLE, AND SHORELINE."

Moved by Deputy Mayor Joan McBride, seconded by Councilmember Bob Sternoff

Vote: Motion carried 7-0

Yes: Mayor Jim Lauinger, Deputy Mayor Joan McBride, Councilmember Dave Asher, Councilmember Mary-Alyce Burleigh, Councilmember Jessica Greenway, Councilmember Tom Hodgson, and Councilmember Bob Sternoff.

- b. State Environmental Policy Act (SEPA), Land Surface Modification (LSM), and Cottage Housing Code Amendments:

Planning consultant Lauri Anderson presented information on the proposed amendments and reviewed the process to date.

(1) Ordinance No. 4150 and its Summary, Relating to State Environmental Policy Act Procedures and Policies; Repealing and Re-enacting Section 24.02 of the Kirkland Municipal Code (KMC); and Approving a Summary Ordinance for Publication, File No. ZON08-00007

Motion to Approve Ordinance No. 4150 and its Summary, entitled "AN ORDINANCE OF THE CITY OF KIRKLAND RELATING TO STATE ENVIRONMENTAL POLICY ACT PROCEDURES AND POLICIES; REPEALING AND RE-ENACTING SECTION 24.02 OF THE KIRKLAND MUNICIPAL CODE (KMC); AND APPROVING A SUMMARY ORDINANCE FOR PUBLICATION, FILE NO. ZON 08-00007."

Moved by Councilmember Mary-Alyce Burleigh, seconded by Deputy Mayor Joan McBride

Vote: Motion carried 6-1

Yes: Mayor Jim Lauinger, Deputy Mayor Joan McBride, Councilmember Mary-Alyce Burleigh, Councilmember Jessica Greenway, Councilmember Tom Hodgson, and Councilmember Bob Sternoff.

No: Councilmember Dave Asher.

(2) Ordinance No. 4151 and its Summary, Relating to Land Surface Modifications; Amending Portions of the Following Chapters of Ordinance 3719 as Amended, the Kirkland Zoning Ordinance: Chapter 1-User Guide; Chapter 5-Definitions; Chapter 30-WD Zones; Chapter 50-CBD Zones; Chapter 52- JBD Zones; Chapter 6-PLA Zones; and Chapter 115-Miscellaneous Standards; Amending Portions of the Following Titles of the Municipal Code: Title 9-Health and Sanitation and Title 21-Buildings and Construction; Adopting a New Title 29 Entitled "Land Surface Modification" in the Kirkland Municipal Code; and Approving a Summary Ordinance for Publication, File No. ZON08-00007

Motion to Approve Ordinance No. 4151 and its Summary, entitled "AN ORDINANCE OF THE CITY OF KIRKLAND RELATING TO LAND SURFACE MODIFICATIONS; AMENDING PORTIONS OF THE FOLLOWING CHAPTERS OF ORDINANCE 3719 AS AMENDED, THE KIRKLAND ZONING ORDINANCE: CHAPTER

1-USER GUIDE; CHAPTER 5-DEFINITIONS; CHAPTER 30-WD ZONES; CHAPTER 50-CBD ZONES; CHAPTER 52- JBD ZONES; CHAPTER 6-PLA ZONES; AND CHAPTER 115- MISCELLANEOUS STANDARDS; AMENDING PORTIONS OF THE FOLLOWING TITLES OF THE MUNICIPAL CODE: TITLE 9-HEALTH AND SANITATION AND TITLE 21-BUILDINGS AND CONSTRUCTIONS; ADOPTING A NEW TITLE 29 ENTITLED "LAND SURFACE MODIFICATION" IN THE KIRKLAND MUNICIPAL CODE; AND APPROVING A SUMMARY ORDINANCE FOR PUBLICATION, FILE NO. ZON08-00007."

Moved by Councilmember Mary-Alyce Burleigh, seconded by Deputy Mayor Joan McBride

Vote: Motion carried 7-0

Yes: Mayor Jim Lauinger, Deputy Mayor Joan McBride, Councilmember Dave Asher, Councilmember Mary-Alyce Burleigh, Councilmember Jessica Greenway, Councilmember Tom Hodgson, and Councilmember Bob Sternoff.

(3) Ordinance No. 4152 and its Summary, Relating to Cottage, Carriage and Two/Three-Unit Homes; Amending Portions of the Following Chapter of Ordinance 3719 As Amended, the Kirkland Zoning Ordinance: Chapter 113-Cottage, Carriage and Two/Three-Unit Homes; Amending Portions of the Following Title of the Municipal Code: Title 22-Subdivisions; and Approving a Summary Ordinance for Publication, File No. ZON08-00007

Motion to Approve Ordinance No. 4152 and its Summary entitled, AN ORDINANCE OF THE CITY OF KIRKLAND RELATING TO COTTAGE, CARRIAGE AND TWO/THREE-UNIT HOMES: AMENDING PORTIONS OF THE FOLLOWING CHAPTER OF ORDINANCE 3719 AS AMENDED, THE KIRKLAND ZONING ORDINANCE: CHAPTER 113-COTTAGE, CARRIAGE AND TWO/THREE-UNIT HOMES; AMENDING PORTIONS OF THE FOLLOWING TITLE OF THE MUNICIPAL CODE: TITLE 22-SUBDIVISIONS; AND APPROVING A SUMMARY ORDINANCE FOR PUBLICATION, FILE NO. ZON08-00007

Moved by Councilmember Mary-Alyce Burleigh, seconded by Deputy Mayor Joan McBride

Vote: Motion carried 7-0

Yes: Mayor Jim Lauinger, Deputy Mayor Joan McBride, Councilmember Dave Asher, Councilmember Mary-Alyce Burleigh, Councilmember Jessica Greenway, Councilmember Tom Hodgson, and Councilmember Bob Sternoff.

- c. Designating Delegates to the National League of Cities Annual Business Meeting

No delegates were selected as no Councilmembers will be attending the conference.

12. ANNOUNCEMENTS

13. ADJOURNMENT

The Kirkland City Council regular meeting of October 21, 2008 was adjourned at 11:21 p.m.

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City Clerk

Mayor

**CITY OF KIRKLAND**

City Attorney's Office

123 Fifth Avenue, Kirkland, WA 98033 425.587.3030

[www.ci.kirkland.wa.us](http://www.ci.kirkland.wa.us)

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**MEMORANDUM**

**To:** David Ramsay, City Manager

**From:** Robin S. Jenkinson, City Attorney

**Date:** October 24, 2008

**Subject:** Fair Housing

**RECOMMENDATION:**

The City Council pass the attached ordinance which would add a Section 11.72.035 to Chapter 11.72 of the Kirkland Municipal Code, "Unfair Housing Practices." Section 11.72.035 specifically prohibits landlords from refusing to rent based solely on a request by a rental applicant to use a Section 8 rental certificate or voucher to cover a portion of the rent.

**BACKGROUND:**

The Section 8 Rental Certificate program is authorized by the U.S. Housing Act of 1937 Section 8(b). The Section 8 Rental Certificate program increases affordable housing choices for very low-income households by allowing families to choose privately owned rental housing. Families apply to a local public housing authority for a Section 8 Certificate. The local public housing authority pays the landlord the difference between 30 percent of the household's adjusted income and the rent for the dwelling unit. In order to participate in the program, landlords must agree to accept no more than the fair market rent established by the U.S. Department of Housing and Urban Development (HUD).

Please do not hesitate to contact me with any questions.

ORDINANCE NO. 4153

AN ORDINANCE OF THE CITY OF KIRKLAND RELATING TO FAIR HOUSING; PROHIBITING THE REFUSAL TO RENT A DWELLING UNIT SOLELY ON THE BASIS OF A SECTION 8 VOUCHER OR CERTIFICATE RENTAL REQUEST; AND ADDING A NEW SECTION 11.72.035 TO THE KIRKLAND MUNICIPAL CODE.

WHEREAS, the City Council has determined that there is a significant need for low-income rental housing within the City; and

WHEREAS, the City Council has further determined that a significant number of persons are not able to secure adequate rental housing without financial assistance, such as that provided under Section 8 of the Housing Act of 1937; and

WHEREAS, the City Council has also determined that it is essential to assure that housing is available to persons who need financial assistance to secure decent housing; and

WHEREAS, the City Council has therefore determined that it is necessary and appropriate that the City prohibit the refusal to rent a dwelling unit to any rental applicant solely on the basis that the applicant has made such application pursuant to a Section 8 voucher or certificate under the Housing Act of 1937, in order to assure that sufficient amounts of financially assisted housing are available to those persons needing such housing;

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

Section 1. A new Section 11.72.035 is added to the Kirkland Municipal Code to read as follows:

**11.72.035 Dwelling Units – Refusal to Rent Based Solely on Section 8 Voucher or Certificate Request Prohibited.**

No person shall refuse to rent a dwelling unit to any rental applicant solely on the basis that the applicant proposes to rent such unit pursuant to a Section 8 voucher or certificate issued under the Housing Act of 1937; provided this section shall only apply with respect to a Section 8 certificate if the monthly rent on such residential unit is within the fair market rent as established by the Department of Housing and Urban Development. "Dwelling unit" shall have the meaning set forth in Kirkland Municipal Code Section 11.72.010(2).

Section 2. This ordinance shall be in force and effect five days from and after its passage by the Kirkland City Council and publication, as required by law.

Passed by majority vote of the Kirkland City Council in open meeting this \_\_\_\_\_ day of \_\_\_\_\_, 2008.

Signed in authentication thereof this \_\_\_\_\_ day of \_\_\_\_\_, 2008.

\_\_\_\_\_  
MAYOR

Attest:

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City Clerk

Approved as to Form:

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City Attorney



**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 22, 2008  
**Subject:** REPORT ON PROCUREMENT ACTIVITIES FOR COUNCIL MEETING OF NOVEMBER 4, 2008

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. The "Process" column on the table indicates the process being used to determine the award of the contract.

The City's major procurement activities initiated since October 8, 2008 are as follows:

	Project	Process	Estimate/Price	Status
1.	Kirkland Ave/3 <sup>rd</sup> Street Traffic Signal	Invitation for Bids	\$250,000	Advertised week of 10/27. Bids due week of 11/17.
2.	Office Supplies Contract	Cooperative Purchasing Agreement with King County	See below*	Effective November 1, 2008, the City will be using the King County contracts for office supplies (including copy paper) and toner cartridges awarded to Keeney's Office Products of Redmond, WA.

\* Our 2007 expenditures for office supplies and copy paper were almost \$160,000. With the impending expiration of our current contract with Olympic Office Supply, we explored the option of using one of several office supply contracts awarded by other government agencies with which we have cooperative purchasing agreements. Based on potential cost savings and our expectations for customer service, it was determined that the King County contracts awarded to Keeney's Office Products (a Woman Owned Business) would best meet our needs. Keeney's price list is 10-15% lower than Olympic's prices on most major items that the City purchases, so the new contract is expected to save the City approximately \$15,000-\$25,000 annually. (In addition, Keeney's has a contract with the City of Seattle for remanufactured Steelcase wall panel systems that is available for our use.)

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



**CITY OF KIRKLAND**  
**Department of Finance & Administration**  
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## **MEMORANDUM**

**To:** Dave Ramsay, City Manager

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

**Date:** October 23, 2008

**Subject:** NORCOM 2009 Budget Approval

### **RECOMMENDATION:**

City Council approve the NORCOM 2009 Budget and the City's participation.

### **BACKGROUND DISCUSSION:**

The North East King County Regional Public Safety Communications Agency (NORCOM) was formed effective November 1, 2007 by interlocal agreement. NORCOM is in the transition phase, with actual dispatch operations continuing at Bellevue and Kirkland, until July 1, 2009, at which time they expect to commence combined operations. NORCOM is in the process of adopting its first annual budget for 2009 (Attachment A). The NORCOM Governing Board approved the budget in August 2008 and Kirkland was notified of its user fees in early September. The interlocal agreement requires "approval by the legislative authorities of each Principal and Subscriber of their respective allocation for NORCOM's budget" and each agency needs to provide verification of such approval to NORCOM, so that the Governing Board can adopt the budget at their December 12, 2008 meeting.

For reference, we are also providing copies of the NORCOM Service Packages that have been incorporated into the Preliminary Budget, which summarize the net impacts on Kirkland:

- Attachment B - Service Package Request: Corrections Staffing and NORCOM-Ongoing Operating Costs
- Attachment C - Service Package Request: NORCOM One-time Costs

These materials were reviewed with the Public Safety Committee at their October 16, 2008 meeting. Per the terms of the interlocal agreement, staff recommends that the City Council approve the NORCOM 2009 Budget and the City's participation by resolution.

# 2009 Budget





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August 1, 2008

**NORCOM Governing Board:**

I am pleased to transmit the first budget to reflect NORCOM operations. The assumptions used as guidance for the development of the budget are consistent with the adopted business plan that served as the foundation for the formation of NORCOM. The business plan and subsequent cost estimates were developed throughout late 2005 and 2006 and represented the best estimate of costs at that specific point in time. Also contained in this budget document is a budget for the 2009 Transition costs, the Technology budget and any one-time costs required for collection in 2009.

This process has been a challenging yet rewarding experience. The challenge of developing an operating budget for an agency that is not yet operational is unique in itself. It was developed based upon best estimates and validated against budget information from other agencies of similar size and functionality.

The process was a collaborative effort among not only NORCOM staff, but that of the Finance Committee which played an active and important role in helping to refine and validate the proposal. This work effort was conducted over several months and resulted in many adjustments to ultimately produce the Proposed Budget documents included in this packet.

A special meeting of the Joint Operations Board was held on 7/2 and they were briefed on the budgets and unanimously recommended approval to the Governing Board on July 11, 2008.

**2009 Operating Budget:**

The 2009 Operating budget very closely models the original adopted business plan and reflects the increased costs of operating in the current economic environment. The scope of that adopted plan has not changed and reflects the exact number of staff positions and operating principles that were initially envisioned.

**What has changed?**

- The adopted business plan was estimated in 2006 dollars and has been updated to 2009 dollars, resulting in an inflationary adjustment of 14% for the three year period.
- Increases in labor costs reflect existing compensation and benefit packages provided to the Eastside and Kirkland Dispatch Centers consistent with existing Collective Bargaining Agreements.
- Internal charges for IT and communications center equipment support as well as several equipment maintenance agreements were not factored into the original cost estimates.

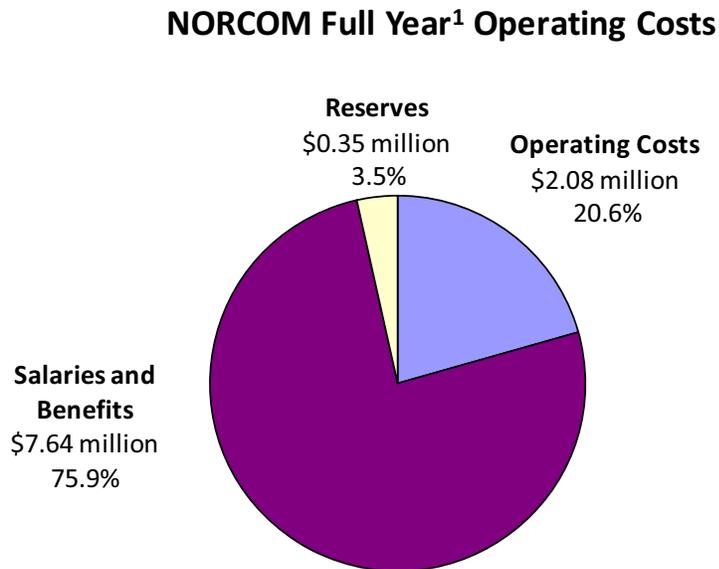
**Operating Reserves and Contingency:**

- The budget proposal assumes a 5% operating contingency.
- A capital replacement reserve is reflected in the budget as \$250,000, which is an estimate until actual replacement costs of capital assets can be calculated.

**Strategies:**

- We will use NORCOM staff whenever possible to support technology and communications center equipment to realize the efficiencies of technical staff positions and eliminate or reduce reliance on outsourced support.
- We will endeavor to find the most cost effective method of acquiring outsourced services if internal staff support is not sufficient.
- We are committed to being fully prepared to assume full operations no later than July, 2009.
- We have to assure that we have the trained staff and associated equipment to deliver critical police/fire/EMS services to our stakeholders when NORCOM “goes live.”

The distribution of 2009 budgeted operating costs is summarized in the chart below.



<sup>1</sup>2009 rates assume that "go live" will occur 7/1/09, resulting in six months of NORCOM operating charges.

#### Other funding considerations:

- Also, consistent with the original business plan, it is important to note that there are additional costs that are required in addition to funding the operations budget:
  - Transitions costs for 2009 will be assessed until NORCOM "goes live."
  - In addition to 2009 transition costs for NORCOM, customers of Eastside and Kirkland Dispatch will continue to pay their contract fees for dispatch until NORCOM is operational.
  - The technology project is being funded by a separate assessment. The original assessment has been offset by the grant funds awarded to support technology acquisition (\$1.4m).
  - Asset transfer costs will be collected in 2009.
  - A place holder of \$500,000 has been identified as a onetime cost which will be used to support backup operations for NORCOM.

The table below summarizes each of the cost components in the 2009 budget and compares those figures to the estimates provided to the members in October of 2007.

<b>Cost Component</b>	<b>2009 Budget</b>	Prior Estimate (10-17-07)	Difference
<b>One-Time Costs</b>			
Technology (Net)	\$1,571,921	\$2,887,546	(\$1,315,625)
Asset Transfer	1,424,328	1,424,328	\$0
Back up Facility	<u>500,000</u>	<u>500,000</u>	<u>\$0</u>
<b>Subtotal One-Time</b>	<b>\$3,496,249</b>	\$4,811,874	(\$1,315,625)
<b>Operating Transition (Jan-Jun 09)<sup>1</sup></b>	<b>454,259</b>	337,500	116,759
<b>User Fees for Operations (Jul-Dec 09)</b>	<b><u>4,417,290</u></b>	<u>3,689,271</u>	<u>728,019</u>
<b>Grand Total</b>	<b>\$8,367,798</b>	\$8,838,645	(\$470,847)

1 - Paid in addition to first half charges from current service provider

This document also contains a draft of the user fees and the allocation of the transition and one-time costs by jurisdiction. The participating agencies will be advised on the 2009 user fees no later than September 5, 2008, per the Interlocal Agreement which formed NORCOM.

Supplemental information has been included in appendices and provides information on calls for service and a memorandum on potential budget cuts that was presented to the Joint Operations Board on July 17. The Joint Operations Board confirmed their recommendation that the budget be approved as presented.

Sincerely,

Chris Fischer  
Executive Director

## **NORCOM**

### **2009 Operating Budget**

#### **Account Narrative Summary**

##### **Salaries and Wages/Overtime:**

The 2009 salary projection includes 89 budgeted positions which is consistent with the adopted Business and Services Plan. The amounts used for the dispatch/call taker positions are actual numbers based upon the labor agreements currently in place for both the City of Kirkland and the City of Bellevue. The overall increase in salaries and wages from the estimated 2006 numbers used to develop the model is \$850,000, which is 17.3% higher. It is important to note here that this is a cumulative increase. Also included in this line item is the cost for salaries of the non-represented staff positions. The salaries and wages are budgeted assuming that all positions are filled, so no overtime provision is included.

##### **Benefits:**

NORCOM employees will be afforded the following benefits consistent with founding NORCOM documents: PERS, FICA/Medicare, Medical Insurance premiums, L&I, Dental Insurance premiums, Unemployment Compensation, Individual Life Insurance and a deferred compensation package. The benefits may vary depending upon the result of labor negotiations and the benefit package for the non-collective bargaining unit members that is adopted. Based upon existing collective bargaining agreements, benefits are calculated at 33% of base wages for each employee (versus 25% assumed in the 2006 Business and Services Plan).

##### **Facility Lease/Parking:**

The category provides for payment of leased space on the 7<sup>th</sup> floor of Bellevue City Hall for NORCOM operations. Total square feet is approximately 14,388 @ \$29.25 per square foot which includes utilities, janitorial and minor repairs. These negotiations are currently underway and have not yet been concluded. NOTE: \$30,000 has been added as a line item to cover the costs of parking for employees. Fourteen parking spaces have been identified in the draft lease but that number has yet to be negotiated and will not accommodate the number of spaces required to support NORCOM staff.

##### **Office and Operating Supplies/Postage:**

This account provides office supplies for the Center. Included are items such as postage, computer paper, pens, ribbons, staples, toner cartridges and paper clips. This category also contains the appropriation for any and all miscellaneous supplies for equipment in the facility not separately budgeted. Also included are the supplies needed to support all accounting, training classes and project related functions.

**Memberships, Dues, Publications:**

This category provides funding for miscellaneous memberships, publications, newsletters and local newspapers. These publications are used by com center personnel as well as the Administrative staff. It should be noted here that when it is not possible to release employees from work to attend training, the purchase of publications is very beneficial when utilized through internal training sessions. Organizations such as APCO, WFOS, PSFOA and NWPAC all have monthly publications which will be of value to our employees.

**External Training and Conferences:**

These funds are utilized for Dispatchers, Supervisors and Administrative personnel to attend conferences and training offered by private companies, State Universities and professional organizations. This account also provides funds for employees to attend the APCO regional and national conferences as well as the user group meeting for our technology vendors and a variety of training for technology personnel.

**Printing and Binding:**

This line item provides funds for the reproduction of the Standard Operating Procedures, Training Manual, letterhead paper, envelopes, business cards, recruitment brochures and the annual budget which are all essential to support the Center.

**Consumables:**

Funds in this account are utilized for the purchase of coffee, creamer, sugar and food for meetings, training classes, or for panel members during the oral board process that support NORCOM's overall public mission. In addition, funds in this account will be used to support activities during National Telecommunicators' Week.

**Disaster Supplies:**

NORCOM must insure that we are prepared to sustain personnel required to staff the communications function during emergency conditions, or provide equipment for the transitional process should the need arise to vacate the communications center and relocate to backup operations (flashlights, batteries, etc.) Food purchased in bulk will be rotated from time to time with fresh goods. This will enable NORCOM to support unexpected extended operations as well as provide supplies for backup operations. Food which is not consumed will be donated to the local food bank.

**Tools and Misc Equipment:**

The funds in this account will be used to purchase headsets, keyboards, mice and batteries.

**Facility and Equipment Insurance:**

This insurance coverage includes contents, equipment, errors and omissions, and general liability.

**Recruiting and Advertising/Professional Services:**

This category provides funds for advertising in local newspapers, trade journals and electronic media. These funds will be used to aggressively fill any employee vacancies as they occur. The funds in this account also support medical and psychological screening as well as background investigations required for new hire employees. This account is also intended to fund pre-employment hearing and medical exams. Experience has shown us that in order to formulate a pool of eligible applicants, there is a need to test twice the number of people required in order to compile a list of qualified applicants to fill job vacancies. This fund also supports computer voice stress analysis (CVSA) and drug testing.

**Financial Audit:**

This line item is an estimated cost for the annual audit performed by the State Auditors Office.

**Professional and Technical Services:**

This account provides for ongoing outside professional, technical and engineering services that exceed what can be practically provided by NORCOM staff. This allows us to acquire these services without adding more staff positions and is a supplement on an "as needed" or contractual basis. This account includes financial/accounting assistance and payroll support as well.

**Labor Negotiation Support:**

This line item is for the services of a professional negotiator for negotiations with collective bargaining units.

**Bank Fees:**

This item is for banking fees incurred and not covered elsewhere in the budget.

**Legal Services/Labor Support:**

This account is to pay for legal counsel on labor and other issues requiring support from an attorney. Funds in this account will allow NORCOM management the latitude needed for legal consultation and/or representation which would not be covered through other accounts.

**Accreditation:**

This account will cover NORCOM's participation in the CALEA and other accreditation programs for the initial startup of the accreditation process.

**Travel/Mileage Reimbursement:**

Funds in this account support lodging, food and travel for NORCOM employees to attend various schools and conferences external to the Center. This account further supports those NORCOM employees who utilize personal vehicles for NORCOM business, such as travel to and from meetings and local training classes. The reimbursement rate is set by the IRS and changes annually.

**Vehicle Allowance:**

This account supports the use of a private vehicle for the Executive Director.

**Tuition Reimbursement:**

This expense has been included in the Training budget for 2009.

**ACCESS – State of Washington:**

This is a contractually obligated amount for use of A Central Computerized Enforcement Service System operated by the Washington State Patrol as a service for law enforcement agencies. This account pays for the line fees/interface connecting NORCOM to the Washington State Patrol computer in Olympia and NORCOM's transactions. ACCESS is the State link to NCIC – National Crime Information Center.

**Equipment Rental:**

This account covers the cost of specialized equipment required to test and implement technology which will not be used on a sustaining basis.

**Telephones/Communications:**

This account will support all business lines, emergency lines, directory assistance and long distance charges. Long distance calls are routinely made from the Center to support field operations and includes costs for the AT&T language line. This fund also supports cell phones/personal digital assistants (PDAs) and/or radio pagers for on-call staff members.

**Repair and Maintenance:**

This account covers contracts for major and minor equipment groups as well as non-contract repairs not covered elsewhere in the budget. The majority of these payments are a one-time expenditure at various times throughout the year. This account also supports ongoing repair and maintenance for radio console issues.

**Local/Wide Area Network Operations:**

The funds in this account provides for the ongoing operation of the Local Area Network (LAN). This system includes the PC workstations, software and other network security. Also included in this account is the website registration, SPAM and anti-virus updates, and software licenses. (NOTE: not yet determined if this will be contracted out to City of Bellevue IT or handled internally but the budget assumes City of Bellevue support.)

**System Software:**

This account supports all software maintenance costs for CAD and all related technology, includes DECCAN, mobile data, etc.

**System Maintenance:**

Funds in this account provide for the on-going maintenance and support of all technology systems that support NORCOM operations. This account also includes radio console upgrades and programming.

**Fire Alerting System Maintenance:**

This account supports the operations, repair, maintenance of all hardware and software required to operate the Zone 1 Fire Alerting System.

**Capital Equipment Replacement Reserve:**

This account supports the replacement of any items that are scheduled to be replaced during the 2009 budget year and establishes the fund to replace existing equipment as appropriate.

**Operating Expense Reserve:**

A working capital reserve provision based on 5% of operating expenses.

**Backup Center:**

No operating budget provision has been included for a backup center. Instead, a one-time payment of \$500,000 has been included as a placeholder.

(NOTE: Placeholder categories included in the 2006 budget for fuel and facility repairs have been included in other line items.)

**The tables on the following pages summarize the full year:**

- **2009 Operating Costs (Exhibit 1)**
- **2009 User Fee Calculation, recognizing offsetting E-911 and the 6% subscriber revenues (Exhibit 2).**

The draft user fees by jurisdiction are included in Exhibit 3 on both a full year basis and for 6-months, assuming that NORCOM will “go live” on July 1, 2009. Note that this cost would be in addition to costs from the current dispatch service providers for January-June 2009. Final user fees will be transmitted to jurisdictions no later than September 5.



**NORCOM**  
**Comparison of Full Year Operating Budget**  
**2006 vs. 2009**

<b>Employee Costs</b>	<b>2006</b>	<b>2009</b>	<b>Diff</b>
Salaries & Wages	\$ 4,897,880	\$ 5,746,611	848,731
Overtime	\$ -	-	-
Dental Insurance			
Life Insurance			
Medical Insurance			
Industrial Insurance	\$ 1,224,470	1,896,382	671,912
FICA / Medical			
Retirement			
Supplemental Insurance			
Unemployment Compensation			
<b>Employee Total</b>	<b>\$ 6,122,350</b>	<b>\$ 7,642,993</b>	<b>1,520,643</b>
<b>Operating Costs</b>			
Facility Lease	\$ 444,204	\$ 420,797	(23,407)
Parking	\$ 30,000	30,000	-
Office & Operations Supplies	\$ 48,000	29,857	(18,143)
Postage	\$ 5,000	5,421	421
Memberships, Dues, Publications	\$ 10,000	4,410	(5,590)
External Training & Conferences	\$ 12,000	84,975	72,975
Printing and Binding	\$ 7,500	12,050	4,550
Consumables	\$ 2,400	1,310	(1,090)
Disaster Supplies	\$ 2,500	1,500	(1,000)
Tools and Equipment	\$ 10,000	7,600	(2,400)
Facility and Equipment Insurance	\$ 100,000	107,333	7,333
Recruiting and Advertising	\$ 50,000	54,213	4,213
Financial Audit	\$ 20,000	11,665	(8,335)
Professional and Technical Services	\$ 75,000	126,857	51,857
Labor Negotiation Support	\$ 25,000	20,000	(5,000)
Bank Fees	\$ 1,200	1,301	101
Legal Services	\$ 25,000	27,106	2,106
Accreditation (CALEA)	\$ 10,000	9,680	(320)
Travel & Mileage Reimbursement	\$ 10,000	10,100	100
Vehicle Allowance	\$ 6,000	6,506	506
Tuition Reimbursement	\$ 12,000	-	(12,000)
ACCESS - Washington State	\$ 35,000	30,600	(4,400)
Equipment Rental	\$ 10,000	10,843	843
Electric Utility	\$ -	-	-
Water and Sewer	\$ -	-	-
Refuse Collection	\$ -	-	-
Telephone Service	\$ 75,000	38,271	(36,729)
Cellular, Pager, Trunked Radio Service	\$ 12,000	45,200	33,200
Fuel	\$ 3,600	-	(3,600)
Repair and Maintenance	\$ 25,000	212,889	187,889
Janitorial Service	\$ -	-	-
Local and Wide Area Network Operations	\$ 75,000	25,000	(50,000)
Facility Repairs	\$ -	0	-
System Software	\$ 50,000	54,213	4,213
System Maintenance	\$ 274,000	510,900	236,900
Console/Communications Maintenance	\$ -	176,000	176,000
Back-Up Center (included in one-time costs)			
<b>Operating Total</b>	<b>\$ 1,465,404</b>	<b>2,076,596</b>	<b>611,192</b>
<b>Employee &amp; Operating Total</b>	<b>\$ 7,587,754</b>	<b>9,719,589</b>	<b>2,131,835</b>
Capital Equipment Replacement Reserve	\$ 250,000	250,000	-
Operating Expense Reserve	\$ -	103,830	103,830
<b>Reserve Total</b>	<b>\$ 250,000</b>	<b>353,830</b>	<b>103,830</b>
<b>Operating &amp; Reserve Total</b>	<b>\$ 1,715,404</b>	<b>2,430,426</b>	<b>715,022</b>
<b>Total Cost</b>	<b>\$ 7,837,754</b>	<b>\$ 10,073,419</b>	<b>\$ 2,235,665</b>
<b>Percentage Change</b>			<b>28.52%</b>

**USER FEES  
BREAKDOWN**

<b>CONFIGURATION</b>			
Console	Staffing	Turnover	
Call Receivers	4.00	20.00%	
Fire Dispatchers	3.00	20.00%	
Police Dispatchers	2.00	20.00%	
Operations Supervisor	1.00	10.00%	

NORCOM Cost	Fire / EMS		Police		NORCOM
	Amount	% of Total	Amount	% of Total	Total
Salary & Benefits	\$ 3,821,496	50.00%	\$ 3,821,496	50.00%	\$ 7,642,993
Other Operating Costs	\$ 1,038,298	50.00%	\$ 1,038,298	50.00%	\$ 2,076,596
<b>Operating Total</b>	<b>\$ 4,859,794</b>	<b>50.00%</b>	<b>\$ 4,859,794</b>	<b>50.00%</b>	<b>\$ 9,719,589</b>
Operating Expense Reserve	\$ 51,915	50.00%	\$ 51,915	50.00%	\$ 103,830
Capital Equipment Replacement Reserve	\$ 125,000	50.00%	\$ 125,000	50.00%	\$ 250,000
<b>NORCOM Total</b>	<b>\$ 5,036,709</b>		<b>\$ 5,036,709</b>		<b>\$ 10,073,419</b>
E9-1-1 & Subscriber 6% Revenue (\$39,000)	\$ 619,419		\$ 619,419		\$ 1,238,838
<b>NORCOM Net Expense</b>	<b>\$ 4,417,290</b>		<b>\$ 4,417,290</b>		<b>\$ 8,834,581</b>

Police	Calls	Operating Cost	
		Each	Total
Bellevue	58,921	\$ 32.481	\$ 1,913,799
Clyde Hill	3,641	\$ 32.481	\$ 118,263
Kirkland	51,187	\$ 32.481	\$ 1,662,607
Medina	6,116	\$ 32.481	\$ 198,638
Mercer Island	16,132	\$ 32.481	\$ 523,984
<b>Total</b>	<b>135,996</b>	<b>\$ 32.481</b>	<b>\$ 4,417,290</b>
<b>% of Total</b>	<b>65.93%</b>		<b>50.00%</b>

Fire & EMS	Calls	Operating Cost	
		Each	Total
Bellevue	17,170	\$ 62.859	\$ 1,079,250
Bothell	4,684	\$ 62.859	\$ 294,429
Eastside Fire & Rescue	8,979	\$ 62.859	\$ 564,407
KCFD # 16 - Northshore	3,324	\$ 62.859	\$ 208,942
KCFD # 27 - Fall City	748	\$ 62.859	\$ 47,018
KCFD # 4 - Shoreline	9,158	\$ 62.859	\$ 575,627
KCFD # 45 - Duvall	988	\$ 62.859	\$ 62,104
KCFD # 51 - Snoqualmie Pass	320	\$ 62.859	\$ 20,115
Kirkland	7,293	\$ 62.859	\$ 458,396
Mercer Island	2,283	\$ 62.859	\$ 143,506
Redmond	10,298	\$ 62.859	\$ 647,317
Snoqualmie	829	\$ 62.859	\$ 52,110
Woodinville Fire & Life Safety	4,201	\$ 62.859	\$ 264,069
<b>Total</b>	<b>70,274</b>	<b>\$ 62.859</b>	<b>\$ 4,417,290</b>
<b>% of Total</b>	<b>34.07%</b>		<b>50.00%</b>
<b>NORCOM Total</b>	<b>206,270</b>	<b>\$ 42.83</b>	<b>\$ 8,834,581</b>

**NORCOM**  
**2006 vs. 2009 Comparison**  
**With Bellevue Smoothing Contribution**  
**Using Updated 8Q Average Calls for Service**

Summary of All Agencies	FULL YEAR COSTS					6 MONTHS (ASSUMING 7/1/09 GO LIVE) - Note 1				
	2009	Subscriber Fee	2006 Model	Diff	% Diff	2009	Subscriber Fee	2006 Model	Diff	% Diff
Bellevue Fire	1,884,374		1,706,717	177,657	10.41%	942,187		853,359	88,828	10.41%
Bellevue Police	2,279,685		2,149,267	130,418	6.07%	1,139,843		1,074,633	65,209	6.07%
<b>Bellevue Total</b>	<b>4,164,059</b>		<b>3,855,984</b>	<b>308,075</b>	<b>7.99%</b>	<b>2,082,029</b>		<b>1,927,992</b>	<b>154,038</b>	<b>7.99%</b>
Bothell Fire	223,414		169,078	54,336	32.14%	111,707		84,539	27,168	32.14%
Clyde Hill Police	102,935		54,900	48,035	87.50%	51,468		27,450	24,017	87.50%
Duvall Fire	47,125		36,282	10,843	29.89%	23,562		18,141	5,422	29.89%
Eastside Fire and Rescue	428,274		340,685	87,589	25.71%	214,137		170,343	43,794	25.71%
Fall City Fire	35,678		27,231	8,446	31.02%	17,839		13,616	4,223	31.02%
Kirkland Fire	347,832		270,098	77,735	28.78%	173,916		135,049	38,867	28.78%
Kirkland Police	1,447,112		1,022,416	424,696	41.54%	723,556		511,208	212,348	41.54%
<b>Kirkland Total</b>	<b>1,794,945</b>		<b>1,292,514</b>	<b>502,431</b>	<b>38.87%</b>	<b>897,472</b>		<b>646,257</b>	<b>251,215</b>	<b>38.87%</b>
Medina Police	136,097		61,772	74,325	120.32%	68,049		30,886	37,163	120.32%
Mercer Island Fire	108,893		86,436	22,457	25.98%	54,446		43,218	11,228	25.98%
Mercer Island Police	451,461		407,022	44,439	10.92%	225,730		203,511	22,219	10.92%
<b>Mercer Island Total</b>	<b>560,354</b>		<b>493,458</b>	<b>66,896</b>	<b>13.56%</b>	<b>280,177</b>		<b>246,729</b>	<b>33,448</b>	<b>13.56%</b>
Northshore Fire	158,546		130,938	27,607	21.08%	79,273		65,469	13,804	21.08%
Redmond Fire	491,187	38,839	381,907	148,119	38.78%	245,593	19,420	190,954	74,059	38.78%
Shoreline Fire District	436,788		338,511	98,277	29.03%	218,394		169,256	49,138	29.03%
Snoqualmie Fire	39,541		27,784	11,757	42.31%	19,771		13,892	5,878	42.31%
Snoqualmie Pass Fire	15,263		9,446	5,817	61.58%	7,632		4,723	2,909	61.58%
Woodinville FLSD	200,376		158,051	42,325	26.78%	100,188		79,025	21,163	26.78%
<b>Total</b>	<b>\$8,834,581</b>	<b>\$38,839</b>	<b>\$7,378,542</b>	<b>\$1,494,878</b>	<b>20.26%</b>	<b>\$4,417,290</b>	<b>\$19,420</b>	<b>\$3,689,271</b>	<b>\$747,439</b>	<b>20.26%</b>

Excluding Bellevue    \$4,670,522    \$38,839    \$3,522,558    \$1,186,803    33.69%

Note 1: The 6-month NORCOM operating cost is in addition to 6 months of operating costs from the existing providers.



## NORCOM

### 2009 Transition/One-Time Budget

In addition to the operating costs described earlier, there will be transition costs for 2009 that will be assessed until NORCOM “goes live.” These costs are related to activities of the executive management team from January through June 2009. In addition to the 2009 transition costs for NORCOM, customers of Eastside and Kirkland Dispatch will continue to pay their contract fees for dispatch until NORCOM is operational.

Exhibit 4 contains the 2009 transition costs for the January through June 2009 period.

The one-time costs that are expected to be assessed in 2009 include:

- The 2009 technology project costs. The original estimate provided to jurisdictions in October 2007 has been adjusted to reflect the federal appropriation that NORCOM subsequently received. Note that this amount may be further offset if additional grants are secured in the next few months. Given the outstanding COPS/UASI grant applications, we recommend that each jurisdiction refrain from appropriating the technology budget until we are notified of the award decisions (hopefully in early fall) and, if NORCOM is successful, the technology assessment will be adjusted accordingly
- Asset transfer costs will be collected in 2009, with the estimated cost of \$1.4 million as shown in October 2007. Before the transfer takes place, the asset inventory and age will be updated to arrive at a final asset transfer cost.
- A place holder of \$500,000 has been identified as a onetime cost which will be used to support backup operations for NORCOM.

Exhibit 5 contains the draft allocation of the transition and one-time costs to each jurisdiction. The final values will be transmitted with the user fees by September 5.

**NORCOM 2009 Transition Budget**

REVISED - 7/25/2008

**Transition Budget for Operations**

Notes

<b>Costs are shown for 6 months assuming 7/1/09 "Go Live"</b>		
<b>Operations Transition Expenditures</b>		
Executive Director	\$ 84,000	Full year contract at \$150,000 plus \$10,000 expenses esc. at 5%
IT Program Manager	74,825	Full year 2009 salary \$105,000 + 33% benefits + \$10,000 expenses
Facilities Modification	-	Assumed to be completed in 2008 or carried over w/08 funds
Accounting Services	16,750	Clark Nuber contract (6 months)
Legal Services	35,000	general counsel, labor relations (6 months)
Insurance	4,500	Renewal prior to beginning joint operations
HR Manager	69,239	Full year 2009 salary \$96,600 + 33% benefits + \$10,000 expenses
Admin Support	36,920	Full year 2009 salary \$48,000 + 33% benefits + \$10,000 expenses
Operations Manager	71,500	Full year 2009 salary \$100,000 + 33% benefits + \$10,000 expenses
Finance Manager	61,525	Full year 2009 salary \$85,000 + 33% benefits + \$10,000 expenses
Contingency	-	no new funding/assumed to be funded w/savings from 2008
<b>Total Operations Transition</b>	<b>\$ 454,259</b>	

**Transition Budget for Technology**

<b>2009 Technology Expenditures</b>		
2009 IT Transition Costs	\$ 75,000	1 systems analyst 1/09+1 SA in April - through July (all 4 in ops 7/1 on)
2009 Technology Budget	<u>2,887,546</u>	as of 10-19-07; figure may be revised based on RFP results
<b>Total 2009 Technology Budget</b>	<b>\$ 2,962,546</b>	
Funds Available for 2009 Tech. Costs	<u>(1,390,625)</u>	Remainder of federal appropriation
<b>Net Estimated 2009 Tech. Cost</b>	<b>\$ 1,571,921</b>	

Note: These figures reflect 2009 technology estimates only and do not include the asset transfer (\$1.4 million) or backup facility (\$0.5 million).

FOR REFERENCE ONLY: Transition Budget as of 10-19-07

<b>2009</b>	
Executive Director Salary (assumes 6 mos transition to start up)	\$80,000
Technology Project Manager (assumes 6 months to start-up)	\$57,500
CAD, RMS, and Mobile System Administration 3.0 FTE (assumes 6 mos)	\$150,000
Back-Up System Administrator (assumes 6 mos)	\$50,000
<b>TOTAL 2009</b>	<b>\$337,500</b>

## 2009 Estimate of Transition and Technology Budget Cost Allocation

<b>BASED ON UPDATED 2007 CALLS FOR SERVICE</b>
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REVISED DRAFT - 7/25/08

Jurisdiction	2007 Call Volume	Percentage (separate for Fire/Police)	Jurisdiction's Share of Assets	Jurisdiction's Share of Back-Up	Jurisdiction's share of 2009 Technology Budget	Total 2009 - One-Time Costs	Change from 10-17-07 One-Time Costs	2009 Transition Costs
Bellevue Fire	16,426	24.26%	\$172,792	\$60,657	\$190,697	\$424,146	(\$265,315)	\$55,108
Bellevue Police	57,516	43.12%	\$307,110	\$107,809	\$338,934	\$753,853	(\$420,811)	\$97,946
<b>Bellevue Total</b>			<b>\$479,902</b>	<b>\$168,466</b>	<b>\$529,631</b>	<b>\$1,177,999</b>	<b>(\$686,125)</b>	<b>\$153,055</b>
Kirkland Fire	6,897	10.19%	\$72,552	\$25,469	\$80,070	\$178,092	(\$112,078)	\$23,139
Kirkland Police	51,179	38.37%	\$273,273	\$95,931	\$301,591	\$670,795	(\$143,425)	\$87,155
<b>Kirkland Total</b>			<b>\$345,826</b>	<b>\$121,400</b>	<b>\$381,661</b>	<b>\$848,887</b>	<b>(\$255,503)</b>	<b>\$110,294</b>
Mercer Island Police	15,941	11.95%	\$85,118	\$29,880	\$93,938	\$208,936	(\$115,204)	\$27,147
Mercer Island Fire	2,192	3.24%	\$23,059	\$8,095	\$25,448	\$56,601	(\$36,258)	\$7,354
<b>Mercer Island Total</b>			<b>\$108,176</b>	<b>\$37,975</b>	<b>\$119,386</b>	<b>\$265,537</b>	<b>(\$151,462)</b>	<b>\$34,501</b>
Clyde Hill**	3,738	2.80%	\$19,959	\$7,007	\$22,028	\$48,993	\$5,273	\$6,366
Medina***	5,001	3.75%	\$26,703	\$9,374	\$29,470	\$65,547	\$16,354	\$8,516
Woodinville Fire & Safety	4,022	5.94%	\$42,309	\$14,852	\$46,693	\$103,855	(\$65,942)	\$13,494
Shoreline Fire	9,142	13.50%	\$96,168	\$33,759	\$106,134	\$236,061	(\$127,606)	\$30,671
Northshore Fire	3,371	4.98%	\$35,461	\$12,448	\$39,135	\$87,045	(\$53,624)	\$11,310
Eastside Fire and Rescue	8,608	12.71%	\$90,551	\$31,787	\$99,934	\$222,273	(\$143,730)	\$28,879
Fall City Fire	736	1.09%	\$7,742	\$2,718	\$8,545	\$19,005	(\$10,250)	\$2,469
Bothell****	4,427	6.54%	\$46,569	\$16,348	\$51,395	\$114,312	(\$67,330)	\$14,852
Redmond Fire (inc. FD 34)	9,825	14.51%	\$103,353	\$36,281	\$114,063	\$253,698	\$253,698	\$32,962
Snoqualmie Pass Fire	310	0.46%	\$3,261	\$1,145	\$3,599	\$8,005	(\$2,143)	\$1,040
Duvall Fire	924	1.36%	\$9,720	\$3,412	\$10,727	\$23,859	(\$18,601)	\$3,100
Snoqualmie	820	1.21%	\$8,626	\$3,028	\$9,520	\$21,174	(\$8,633)	\$2,751
<b>TOTAL- PARTICIPATING AGENCIES</b>	<b>201,075</b>		<b>\$1,424,328</b>	<b>\$500,000</b>	<b>\$1,571,921</b>	<b>\$3,496,249</b>	<b>(\$1,315,625)</b>	<b>\$454,259</b>
Remaining Federal Appropriation after \$310K budgeted in 2008					\$1,390,625	1,390,625	\$1,390,625	
<b>OVERALL TOTAL</b>			<b>\$1,424,328</b>	<b>\$500,000</b>	<b>\$2,962,546</b>	<b>\$4,886,874</b>	<b>\$75,000</b>	<b>\$454,259</b>

\*\*Includes Yarrow Point, population 1,000

\*\*\*Includes Hunts Point, population 445

\*\*\*\*Includes Snohomish Fire Prot. District 10, population 11,000





## Appendix A - Calls for Service Information

NORCOM  
**Calls for Service Comparison**  
 28-Jul-08

Jurisdiction	2005 Call Volume	Business Plan % with Redmond	2007 Call Volume	2007 Annual % (Transition)	2Q06-1Q08 8Q/2 Call Volume	2009 Operating % (8 Q Avg)
Bellevue Fire	16,238	24.48%	16,426	24.26%	17,170	24.43%
Bellevue Police	61,607	48.82%	57,516	43.12%	58,921	43.80%
Kirkland Fire	6,834	10.30%	6,897	10.19%	7,293	10.38%
Kirkland Police	42,703	33.84%	51,179	38.37%	51,187	38.05%
Mercer Island Police	17,000	13.47%	15,941	11.95%	15,969	11.87%
Mercer Island Fire	2,187	3.30%	2,192	3.24%	2,283	3.25%
Clyde Hill**	2,293	1.82%	3,738	2.80%	3,641	2.71%
Medina***	2,580	2.04%	5,001	3.75%	4,814	3.58%
Woodinville Fire & Safety	3,999	6.03%	4,022	5.94%	4,201	5.98%
Shoreline Fire	8,565	12.91%	9,142	13.50%	9,158	13.03%
Northshore Fire	3,313	4.99%	3,371	4.98%	3,324	4.73%
Eastside Fire and Rescue	8,620	13.00%	8,608	12.71%	8,979	12.78%
Fall City Fire	689	1.04%	736	1.09%	748	1.06%
Bothell****	4,278	6.45%	4,427	6.54%	4,684	6.67%
Redmond Fire (inc. FD 34)	9,663	14.57%	9,825	14.51%	10,298	14.65%
Snoqualmie Pass Fire	239	0.36%	310	0.46%	320	0.46%
Duvall Fire	1,000	1.51%	924	1.36%	988	1.41%
Snoqualmie	702	1.06%	820	1.21%	829	1.18%
TOTAL- PARTICIPATING AGENCIES	192,510		201,075		204,805	

\*\*Includes Yarrow Point, population 1,000

\*\*\*Includes Hunts Point, population 445

\*\*\*\*Includes Snohomish Fire Prot. District 10, population 11,000

**Appendix B****M E M O R A N D U M**

**To:** NORCOM Governing Board

**Cc:** Joint Operations Board

**From:** Chris Fischer, Executive Director

**Date:** July 22, 2008

**Subject:** 2009 Operating Budget Reductions

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After discussions at the Governing Board meeting on July 11, we were tasked with providing options for a reduction of the operating budget. This information was compiled and presented to the Joint Operations Board on 7/17 for discussion and comment. The following information is for your information as requested.

Based upon the proposed 2009 Operating Budget proposal, the following amounts are required to accomplish reductions at the indicated percentages:

5%	\$503,671
10%	\$1,007,342
15%	\$1,511,013

It goes without saying, that cuts of this magnitude cannot be accomplished without reducing employee counts and a reduction in the delivery of service. However, as requested, the following are options to achieve reductions and a brief description of the implications of each option.

**5% Reduction:****Option 1:****1. Reduce the total dispatcher FTE count by 6. Savings: \$472,664**

- a. This action will reduce the turnover margin to 10% and will require that overtime funds be added to the operations budget to cover the costs to sustain minimum staffing levels as identified in the business plan. As a result, the total savings will net only approximately \$372,664. It is very predictable that the turnover rate in the first year of operations will exceed the 10% hiring contingency and that existing staff will be required to work overtime to cover vacancies. It should be noted here that industry studies have indicated an average turnover rate for com centers of this size average from between 28-33% annually.
- b. This action will not allow for NORCOM to staff the previously identified positions that could be provided by staffing to the 20% turnover numbers identified. Specifically, the Service/Data position which could be absorbed as a part of minimum staffing with the staffing compliment requested and recommended in the business plan, will be eliminated. This impacts not only NORCOM's ability to utilize staffed positions in a flexible and efficient way, but will require that the primary police dispatchers carry more workload to run their own data. In addition, each police agency dependent upon NORCOM to handle services identified as "after hours/data services" will need to find an alternative other than the communications center.
- c. This action could be used to reduce the number of on-duty fire dispatchers from three to two and rely upon the call takers and police dispatchers for support during an increase in fire and EMS call volume. This action will limit the Center's ability to handle simultaneous events and high risk situations that require the incidents to be handled on radio multiple channels.

**2. Reduce the number of technology positions by 1. Savings: \$95,317**

- a. This reduction will require the existing 4 technology positions to be completely cross-trained and cross-functional immediately in order to support NORCOM technology and the mobile data support of our customers. This reduction most likely will have an impact on our technology implementation schedule with less staff to support this effort.
- b. Another implication is that one technology employee from the City of Kirkland and 6 employees from the City of Bellevue have been guaranteed employment with NORCOM.

**Option 1: Total Savings: \$567,980**

**Option 2:**

- 1. Eliminate all conferences and training identified in the budget. Savings: \$84,975**
  - a. While the majority of the technology training is identified in the technology budget, the funds identified in this line item are to support attendance and recertification training and professional development training for NORCOM staff. This elimination is not recommended, especially during the first months of startup where we have expressed in our guiding principles the importance of having professional and well trained staff. Without on-going education and training, NORCOM staff will not remain as contemporary in supervisory/management issues as we should to support a highly efficient and well managed organization.
- 2. Eliminate the equipment replacement reserve and operating reserve. Savings: \$353,830**
  - a. Without operating reserves, there will not be a mechanism to fund unanticipated budget shortfalls. These are to be expected when developing a startup budget based upon only projected and estimated expenses and revenues. If an unexpected expense occurs which cannot be handled within the existing budgeted funds, it may be necessary to return to our customers and request a special assessment to cover these costs. This is also not recommended since all agency budgets are established and the implications of requesting additional funds are significant.
  - b. The asset transfer from Kirkland and Bellevue has not yet been completed and actual equipment has not been enrolled in a replacement schedule. Therefore, the \$250k is a place holder intended to begin the accumulation of funds necessary for future equipment replacement.
- 3. Eliminate one technology position. Savings: \$95,317**

**Option 2: Total Savings: \$534,122**

**Option 3:**

- 1. Eliminate 3 supervisor positions. Savings: \$329,992**
  - a. This option will only support operations supervision 12 hrs x 7 days. Lead dispatchers could most certainly be utilized to supplement "official" supervision, but this reduces the savings considerably since the leads are currently paid to perform this function.
  - b. This option does not provide for consistent supervision of floor personnel and support the service delivery qualities that NORCOM has committed to achieve.
  - c. Eliminating these positions further eliminates our ability to provide backup positions to both police and fire during peak workload times or unusual events, which trained supervisors would provide.
- 2. Eliminate 3 dispatch positions to provide 12x7 data service position coverage only. Savings: \$236,331**
  - a. While this would provide some degree of workload and support relief, this position would only be staffed during peak workload times of no more than 12 hrs per day

**Option 3: Total Savings: \$566,323**

**5% Reduction Summary** As illustrated by just a few of the reduction options listed above, even a 5% cut in NORCOM's operations budget will have an impact on not only staff positions but delivery of service in some manner and to some degree. These options are all achievable however; expectations will need to be adjusted to be realistic about the impacts of these reductions.

**10% budget reduction:**

The dollars required to achieve a reduction of this magnitude essentially equates to **12 dispatcher positions**. There are a number of ways by which this can be achieved, but the implications are significant. If this is the direction of the Governing Board, we will provide a variety of scenarios that would accomplish this reduction, but as evidenced in the 5% scenarios above, a reduction of this magnitude will alter the business plan and service delivery expectations to such a degree that the entire plan must be revised.

**15% budget reduction:**

A reduction of this amount will also have the same implications as those described above and will require an entire rewrite of the adopted business plan and service delivery expectations to achieve.

**Conclusion:**

While it was not a request of the Governing Board that a recommendation be provided, the only reduction I can recommend would be to eliminate the capital reserve placeholder of \$250k. While it doesn't provide for a significant reduction, it will help to some degree. The implications of this action are less significant since the equipment schedule has yet to be developed. However, this action only defers the contribution to a later time. This action does not impact service delivery or communications center operations. It merely defers payment of the contribution for replacement.

I am hopeful that this information is helpful as you deliberate the proposed 2009 Operating Budget. If there are further questions that I can answer, please don't hesitate to contact me.

**CITY OF KIRKLAND**  
**2009-10 SERVICE PACKAGE REQUEST**

<b>TITLE</b>	Corrections Staffing and NORCOM Ongoing Costs (Police & Fire)			010FA03	
<b>DEPARTMENT</b>	<b>DIVISION</b>		<b>FUND</b>		
Police; Fire/Building	Administration; Operations		General		
<b>CITY PHILOSOPHIES</b>					
Safe Community Organizational Values					
<b>DESCRIPTION AND JUSTIFICATION</b>					
<p>This service package addresses the needs of two different City services, public safety dispatch and corrections. NORCOM, the North East King County Regional Public Safety Communications Agency, was created via interlocal agreement effective November 1, 2007. Since formation, NORCOM has hired its management team and is in the process of planning for a July 1, 2009 "go live" of the combined operations of the Kirkland Dispatch Center and Eastside Communications (in Bellevue City Hall). At that time, all operational costs will be billed and paid to NORCOM. This service package recognizes the costs after the combined operations "go live" on July 1, 2009, so it reflects the removal of the costs (and related revenues) associated with the City's current operations for the second half of the 2009 and for the full year of 2010. These costs are replaced by the NORCOM costs for Fire and Police Operations for July 1, 2009 through December 31, 2010 and the addition of four corrections officers that will meet two different City needs as described below.</p> <p>The City conducted an analysis of jail options in May of 2007 performed by CRS Incorporated. That study recommended an increase in staffing in the City's jail in order to provide one transport officer and one in house correction officer at all times. The 2007-2008 budget added 5 corrections officer FTES, resulting in the current FTE count for the KPD jail at 11. With the implementation of NORCOM and in response to the recommendations in the CRS report, it is anticipated the FTE count will increase by 4 to a total of 15 FTEs in 2009-2010. This FTE count of 15 is the minimum needed to provide 24/7 monitoring of the jail, transport capabilities, and provide for completion of some of the retained duties left when the communications center transitions to NORCOM.</p> <p>[Note that \$210,000 from the EMS levy will be applied to this service package in the final budget to recognize the positive impact NORCOM will have on fire response times.]</p>					
Is this Service Package tied to a CIP Project? <input checked="" type="checkbox"/> No <input type="checkbox"/> Yes CIP # _____					
<b>NUMBER OF FTE's REQUESTED</b>	4.0 for Corrections and (19.0) for NORCOM				
<b>COST SUMMARY</b>	2009		2010		Total
	Ongoing	One-Time	Ongoing	One-Time	
Personnel Services	\$ 172,914	\$ 8,000	\$ 309,275	\$ -	\$ 490,189
Supplies & Services	\$ 917,469	\$ 41,200	\$ 2,105,863	\$ -	\$ 3,064,532
Capital Outlay	\$ -	\$ -	\$ -	\$ -	\$ -
Total Service Package Cost	<b>\$ 1,090,383</b>	<b>\$ 49,200</b>	<b>\$ 2,415,138</b>	<b>\$ -</b>	<b>\$ 3,554,721</b>
Expenditure Savings	\$ (1,036,353)	\$ -	\$ (2,171,292)	\$ -	\$ (3,207,645)
Offsetting Revenue	\$ (260,792)	\$ -	\$ (408,227)	\$ -	\$ (669,019)
Net Service Package Cost	<b>\$ 314,822</b>	<b>\$ 49,200</b>	<b>\$ 652,073</b>	<b>\$ -</b>	<b>\$ 1,016,095</b>

<b>TITLE</b>	Corrections Staffing and NORCOM Ongoing Costs (Police & Fire)	010FA03
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Description	Org Key	Object	2009		2010		Total
			Ongoing	One-Time	Ongoing	One-Time	
<b>PERSONNEL SERVICES</b>							
4 Corrections Officers-salary	0108502360	5100100	\$ 91,468		\$ 197,753		\$ 289,221
4 Corrections Officers-benefits	0108502360	5200100	\$ 77,246		\$ 103,122		\$ 180,368
Overtime	0108502360	5100300	\$ 2,700		\$ 5,400		\$ 8,100
Uniforms/Purchase & Maint.	0108502360	5204200	\$ 1,500	\$ 8,000	\$ 3,000		\$ 12,500
							\$ -
							\$ -
<b>Total</b>			<b>\$ 172,914</b>	<b>\$ 8,000</b>	<b>\$ 309,275</b>	<b>\$ -</b>	<b>\$ 490,189</b>

<b>SUPPLIES &amp; SERVICES</b>							
Ongoing Operating Cost-Police	0108102110	5510100	\$ 723,556		\$ 1,664,179		\$ 2,387,735
Ongoing Operating Cost-Fire	0109202220	5510100	\$ 173,916		\$ 400,007		\$ 573,923
Ammunition Increase	0108302122	5310400	\$ 350		\$ 700		\$ 1,050
B-Armor, Radio, Taser, Weapon	0108502360	5350100		\$ 23,000			\$ 23,000
Radio Operating Charge-EPSCA	0108102110	5459301	\$ 958		\$ 1,916		\$ 2,874
IT Operating Charge	0108502360	5459101	\$ 16,770		\$ 35,172		\$ 51,942
Telecom Rental	0108502360	5459401	\$ 506		\$ 1,064		\$ 1,570
Training/Travel & Subsistence	0108102140	5490200	\$ 1,200		\$ 2,400		\$ 3,600
Desk, Chair, Phone, File Cabinet	0108502360	5350200		\$ 3,200			\$ 3,200
Standard City PC	0108502360	5350300		\$ 2,500			\$ 2,500
IT Replacement Charge	0108102110	5459102	\$ 213		\$ 425		\$ 638
Background Investigations	0108202121	5410100		\$ 12,500			\$ 12,500
							\$ -
<b>Total</b>			<b>\$ 917,469</b>	<b>\$ 41,200</b>	<b>\$ 2,105,863</b>	<b>\$ -</b>	<b>\$ 3,064,532</b>

<b>CAPITAL OUTLAY</b>							
							\$ -
							\$ -
<b>Total</b>			<b>\$ -</b>				

<b>CORRESPONDING EXPENDITURE SAVINGS (if applicable)</b>							
Fire Dispatch with Bellevue	0109202220	5510100	\$ (123,871)		\$ (247,741)		\$ (371,612)
Police Communications Center	0108502880	various	\$ (875,764)		\$ (1,804,858)		\$ (2,680,622)
COLA Reserve Savings	0100901990	5990500	\$ (36,718)		\$ (118,693)		\$ (155,411)
							\$ -
<b>Total</b>			<b>\$ (1,036,353)</b>	<b>\$ -</b>	<b>\$ (2,171,292)</b>	<b>\$ -</b>	<b>\$ (3,207,645)</b>

<b>CORRESPONDING OFFSETTING REVENUE (if applicable)</b>							
Mercer Island Dispatch Contract	0100000000	3382801	\$ (132,243)		\$ (264,486)		\$ (396,729)
Medina Dispatch Contract	0100000000	3382801	\$ (41,361)		\$ (82,721)		\$ (124,082)
Fire District #41 Revenue	0100000000	3382202	\$ 12,812		\$ 38,980		\$ 51,792
E-911 Revenue	0100000000	3174101	\$ (100,000)		\$ (100,000)		\$ (200,000)
<b>Total</b>			<b>\$ (260,792)</b>	<b>\$ -</b>	<b>\$ (408,227)</b>	<b>\$ -</b>	<b>\$ (669,019)</b>

<b>NET SERVICE PACKAGE REQUEST</b>	<b>\$ 314,822</b>	<b>\$ 49,200</b>	<b>\$ 652,073</b>	<b>\$ -</b>	<b>\$ 1,016,095</b>
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**CITY OF KIRKLAND**  
**2009-10 SERVICE PACKAGE REQUEST**

<b>TITLE</b>	NORCOM - One-Time Costs (Police & Fire)			010FA04	
<b>DEPARTMENT</b>	<b>DIVISION</b>		<b>FUND</b>		
Police; Fire & Building	Administration		General		
<b>CITY PHILOSOPHIES</b>					
<p>-Safe Community          -Organizational Values</p>					
<b>DESCRIPTION AND JUSTIFICATION</b>					
<p>NORCOM, the North East King County Regional Public Safety Communications Agency, was created via interlocal agreement effective November 1, 2007. Since formation, NORCOM has hired its management team and is in the process of planning for a July 1, 2009 "go live" of the combined operations of the Kirkland Dispatch Center and Eastside Communications (in Bellevue City Hall). At that time, all operational costs will be billed and paid to NORCOM. In the interim, consistent with the original business plan, there are one-time costs that are required in addition to the operations budget (which is addressed in a separate service package):</p> <p>–Transitions costs, consisting of the cost of NORCOM's management team, legal costs associated with the agency (including labor negotiations), and other related costs until NORCOM "goes live." Note that these costs only apply to the first half of 2009 and are in addition to the operating costs of Eastside and Kirkland Dispatch for the first half of the year. Kirkland's share of this cost is \$110,294.</p> <p>–The technology project is being funded by a separate assessment; note that the original estimate from 2007 has been offset by the grant funds awarded to support technology acquisition (\$1.4 million from the Federal Government and \$1.5 million). Given that NORCOM will apply for additional grants for the 2010 costs, the recommended funding for the service package only reflects the 2009 costs to prevent supplanting. Kirkland's share of the this cost is \$17,827 in 2009 and \$147,598 in 2010.</p> <p>–Asset transfer costs will be collected in 2009, which reflect each agencies buy-in to the communications center assets. Kirkland's share of the assets is \$345,825.</p> <p>–A place holder of \$500,000 has been identified as a onetime cost which will be used to support backup operations for NORCOM. Kirkland's share of this cost is \$121,400.</p>					
<p>Is this Service Package tied to a CIP Project?      <input checked="" type="checkbox"/> No      <input type="checkbox"/> Yes      CIP # _____</p>					
<b>NUMBER OF FTE's REQUESTED</b>		0.00			
<b>COST SUMMARY</b>	2009		2010		Total
	Ongoing	One-Time	Ongoing	One-Time	
Personnel Services	\$ -	\$ -	\$ -	\$ -	\$ -
Supplies & Services	\$ -	\$ 595,346	\$ -	\$ 147,598	\$ 742,944
Capital Outlay	\$ -	\$ -	\$ -	\$ -	\$ -
<b>Total Service Package Cost</b>	<b>\$ -</b>	<b>\$ 595,346</b>	<b>\$ -</b>	<b>\$ 147,598</b>	<b>\$ 742,944</b>
Expenditure Savings	\$ -	\$ -	\$ -	\$ -	\$ -
Offsetting Revenue	\$ -	\$ 31,974	\$ -	\$ 7,927	\$ 39,901
<b>Net Service Package Cost</b>	<b>\$ -</b>	<b>\$ 563,372</b>	<b>\$ -</b>	<b>\$ 139,671</b>	<b>\$ 703,043</b>



RESOLUTION R-4730

A RESOLUTION OF THE CITY COUNCIL OF THE CITY OF KIRKLAND APPROVING THE CITY OF KIRKLAND'S ALLOCATION FOR THE NORTH EAST KING COUNTY REGIONAL PUBLIC SAFETY COMMUNICATIONS AGENCY (NORCOM) BUDGET.

WHEREAS, the North East King County Regional Public Safety Communications Agency (NORCOM) was formed effective November 1, 2007; and

WHEREAS, NORCOM is in the process of adopting its first annual budget for 2009; and

WHEREAS, the NORCOM Interlocal Agreement, to which the City is a party, requires that the City Council approve the City's allocation for NORCOM's budget;

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

Section 1. The City of Kirkland's allocation for the North East King County Regional Public Safety Communications Agency (NORCOM) budget, as presented in the City of Kirkland 2009 – 2010 Preliminary Budget, is hereby approved.

Passed by majority vote of the Kirkland City Council in open meeting this \_\_\_\_ day of \_\_\_\_\_, 2008.

Signed in authentication thereof this \_\_\_\_ day of \_\_\_\_\_, 2008.

\_\_\_\_\_  
MAYOR

Attest:

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