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 MEETING
City Council Chamber
Tuesday, June 16, 2009
6:00 p.m. – Study Session – Peter Kirk Room
7:30 p.m. – Regular 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. Proposed Annexation
4. *EXECUTIVE SESSION*
5. *SPECIAL PRESENTATIONS*
   a. Margaret (Peggy) Malkowski, Twenty Year Service Award
   b. Corporal Benedict (Ben) Sumaoang, Twenty Year Service Award
   c. Honoring the Kirkland Youth Council's Class of 2009
6. *REPORTS*
   a. *City Council*
      (1) Regional Issues
   b. *City Manager*
      (1) 2009 Final Legislative Update
      (2) Calendar Update
7. *COMMUNICATIONS*
   a. *Items from the Audience*

b. Petitions

8. CONSENT CALENDAR

a. Approval of Minutes: June 2, 2009

b. Audit of Accounts:

Payroll $

Bills $

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.

c. General Correspondence

(1) Tor Jensen, Regarding Skate Park Enhancements

(2) Liam Knox, Regarding Indoor Pool

(3) Mac McKeown, Regarding Dog Waste Bags

(4) Kim Veldee, Regarding Recycling at Everest Park

(5) Andrew Vetto, Regarding Skate Park Enhancements

d. Claims

(1) Leslie A. Donner

e. Award of Bids

(1) 2009 Slurry Seal Project, Intermountain Slurry Seal, Inc., Watsonville, CA

(2) 2009 Street Preservation Project (Schedules A, B, D, E and F), Lakeside Industries, Inc., Issaquah, WA

(3) Award Bid for 2009 Water System Improvement Project to D&G Backhoe, Inc., Lake Stevens, WA and Authorize the Use of Additional Funds

f. Acceptance of Public Improvements and Establishing Lien Period

g. Approval of Agreements

h. Other Items of Business

(1) Ordinance No. 4195, Relating to the Grant of Authority to the Director of the Police Department to Issue Limited Commissions to Those Outside the Department to Issue Civil Infraction Citations to Those Violating Certain Provisions of the Kirkland Municipal Code

(2) 2008 Annual Transportation and Park Impact Fees Report

(3) Report on Procurement Activities

P - denotes a presentation from staff or consultant

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.

9. PUBLIC HEARINGS

10. UNFINISHED BUSINESS

a. Housing and Job Growth Target Updates

b. Budget Follow Up - Proposed Process for Identifying Additional Reductions

11. NEW BUSINESS

a. Ordinance No. 4194 and its Summary, Relating to Zoning, Planning, and Land Use and Amending Ordinance 3719 as Amended, the Kirkland Zoning Ordinance and Approving a Summary Ordinance for Publication, File No. ZON09-00006 (Totem Lake 6A Zone Amendments)

12. ANNOUNCEMENTS

13. ADJOURNMENT

P - denotes a presentation from staff or consultant

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

MEMORANDUM

To: Dave Ramsay, City Manager

From: Marilynne Beard, Assistant City Manager
Annexation Staff Team

Date: June 4, 2009

Subject: POTENTIAL ANNEXATION UPDATE

RECOMMENDATION:

City Council receives an update on the potential annexation and provides direction on key policy matters concerning annexation.

BACKGROUND DISCUSSION:

On March 28, after several years of study, the City Council directed staff to prepare a resolution of intent to annex the City's potential annexation area consisting of the North Juanita, Kingsgate and Finn Hill neighborhoods. On April 7, the City Council approved the resolution and on April 8 the City filed a notice of intent with the King County Boundary Review Board (BRB) to hold an annexation election on November 3, 2009 (General Election). Since that time, staff has been completing tasks necessary for the BRB process and preparing for a November election. The purpose of the June 16 study session is to present an annexation work plan, describe activities to date and to highlight key dates and activities occurring between June and December. There are also several policy issues that require direction from Council:

1. Form and content of the ballot title
2. Process and timeline for selection of pro and con committees
3. Possible effective dates for the potential annexation
4. Implications of new legislation governing card rooms that are annexed into an existing city

Of these four issues, direction on the form and content for the ballot title is the most critical in order to meet the deadlines established by King County for the upcoming election.

WORKPLAN

A draft work plan was developed to identify near term (pre-election) and longer term activities. The work plan is in a draft stage at this point with some dates and responsibilities still needing to be identified. All departments have contributed to the work plan for annexation with specifics of the plan focused on pre-election activities at this time. Several work groups have formed and meet regularly:

- Annexation Steering Team – Consisting of the City Manager, Assistant City Manager, Intergovernmental Relations Manager, City Attorney and the directors of Finance and Planning. The Steering Team reviews work plans, communications materials and determines appropriate staff for various work items and policy issues.

- Annexation Staff Team – Consisting of representatives from all City departments and functions. The "A Team" develops and implements work plan items, prepares materials for Council and coordinates with other agencies (e.g. King County and special purpose districts) regarding service transition.

- Communications Team – Consisting of the Communications Program Manager, Information Technology Director, Annexation Administrative Assistant, Intergovernmental Relations Manager, webmaster and City Clerk. Develops and distributes informational materials, responses to citizen emails and responds to public disclosure requests.

- Operational Work Groups – Consisting of cross-departmental subgroups of the A Team. For example, the Development Services subgroup has representatives from Public Works, Planning and Building and is identifying issues related to transfer of permit functions and in-progress permits. Another interdepartmental work group is organized around solid waste collection issues.

The work plan is organized by major categories:

- **Communication** – Includes development of key messages, print materials, community meetings, web page, mailers and electronic notifications.
- **Financial Analysis** – Includes development of a cash flow model, cost tracking and development of a pre-annexation budget process.
- **Legal and Election** – Includes all election preparation steps as well as any other legal requirements.
- **Annexation Process** – Includes steps needed to complete the annexation process such as the Boundary Review Board process.
- **Intergovernmental** – Includes coordination and development of interlocal agreements with King County and eight special purpose districts.
- **Operational** (organized by department/function) – Includes identification of service transition issues, coordination with counterparts at King County and in the special purpose districts, zoning and mobilization issues.

The work plan focuses primarily on pre-election tasks by providing more specific dates and staff assignments. Post-election tasks are also identified, but in less detail pending the results of the

election. Some tasks do not have to be completed for the election itself, but require initial work to allow for a timely initiation of post-election tasks. A copy of the work plan is included as Attachment A to this memo. The work plan is a dynamic product that is constantly updated to reflect completed tasks and new tasks that were identified. The following narrative highlights key tasks and initiatives currently underway.

Communications

Public Outreach

Much of the public outreach has and will involve meetings, public hearings and informational events. All public information is based upon Key Messages (Attachment B).

Neighborhood Meetings
Staff presented an update on the annexation process at the following neighborhood meetings:

Name	Date	Number attended
Denny Creek Alliance	April 22	100+ residents
Totem Lake Neighborhood Association	May 20	20 residents

City Sponsored Community Meetings, Events & Public Hearings
The City is hosting three informational meetings to be held in June:

June 18, 7-9 p.m.	Juanita High School Auditorium	10601 NE 132nd St
June 23, 7-9 p.m.	Finn hill Jr. High Gym	8040 NE 132nd St
June 29, 7-9 p.m.	Kamiakin Jr. High Cafeteria	14111 132nd Ave NE

On June 2, the Planning Department hosted an informational Open House on the proposed zoning regulations for the potential annexation area. Approximately 10 people attended. Display information was posted to the City's website and a list serv announcement was issued about the Open House.

On June 2, the City Council held the first of two public hearings on the proposed zoning regulations. Two persons provided public comment during the public hearing. A second public hearing is scheduled for July 7.

Other Public Hearings

The Boundary Review Board (BRB) held a Public Hearing on June 8 (with the potential for continuation to June 10) to consider the City's annexation proposal. The BRB made a voted to approve the annexation proposal pending final approval of an written decision on July 9.

Print Messaging

The following Frequently Asked Question (FAQ) handouts were developed and made available at the June 2 Proposed Annexation Zoning Open House and at some neighborhood meetings (Attachment C).

- Annexation Process
- Annexation Finances
- Public Safety Services
- Zoning & Building Requirements
- Community Involvement
- Parks, Recreation and Community Services
- Utility, Solid Waste & Other Services (under development)

All FAQ's will be posted to the Annexation webpage.

In addition to the FAQs, updates on the annexation process will be published in "City Update," the City's online newsletter. The 2009 publication schedule is July 2009, September 2009 and December 2009

Web-based Messaging

The City's Annexation webpage (www.ci.kirkland.wa.us/annexation) is the main source of public information about the City's proposed annexation. The landing page received more than 10,000 visits in 2008 (January 1-December 1). So far in 2009, the site has received close to 3,000 visits; with the most visits occurring in late March/early April. (These numbers do not include visits by city staff members.)

Media Messaging

Two City-issued news releases were released since January 1, 2009:

- "City Council Considers Annexation Next Step" (March 25, 2009) http://www.ci.kirkland.wa.us/News_Room/NR032509anxmtg.htm
- "Public Participation Opportunities for Kirkland's Proposed Annexation" (May 13, 2009) http://www.ci.kirkland.wa.us/News_Room/NR051309annxpub.htm

The May/June edition of "Currently Kirkland," the City's TV news program, included a "News Desk" announcement about the June community meetings. The show can be streamed from the website at www.ci.kirkland.wa.us/depart/TV/Video_On_Demand.htm (Select May 20, 2009). When the production timing of the monthly program allows, future information will be included. The Kirkland Reporter newspaper has published several articles about the proposed annexation and several "Letters to the Editor."

Email-based Messaging

Public information about the annexation proposal is "pushed out" via email primarily using three list servs: Annexation, Neighborhood E-Bulletin, News Room. Any City news release about the proposed annexation is released via these three email notifications.

List Serv	# of subscribers as of 4/24/09	# of subscribers as of 6/1/09
Annexation	682	709
Neighborhood E Bulletin	730	740
News Room	143	153

There are currently 452 subscribers to the webpage where City Update is posted. When a new edition is posted, subscribers receive an email that includes the link to the page so that they can view the newsletter online.

In addition to list serv notices, an announcement about the June 2 Open House was emailed to 50 PAA residents who had participated in the 2008 zoning workshops sponsored by the Planning & Community Development Department.

Internal Communications

The City's Annexation Team (A-Team) has been meeting weekly since April 17 and will continue to do so for the coming months. Representatives from the core departments and major functions of the City comprise the A-Team.

CMO staff continues to maintain the Annexation Information page on KirkNet (http://srv-portal02/SiteDirectory/Annexation/Pages/default.aspx). The City Manager/Assistant City Manager's email newsletter to employees, "In Tune" often includes annexation updates and is posted to KirkNet.

Annexation updates are being presented at the City Manager's monthly "Budget Briefings" with City staff.

Financial Analysis

The financial analysis since the notice of intent was filed has focused on developing a detailed cash flow analysis that projects the probable timing of revenue receipts and expenses needed to prepare for and provide services to the annexation area. One outcome of this analysis is the development of a recommendation regarding an effective date. Operational considerations (that drive expenditures) dictate some timelines and, when compared to the expected phase in of revenue receipts, provide a range of practical effective dates. Although the actual effective date is established by the City Council after the election, it is important to have an estimated date for planning and public information purposes.

Annexation Costs

Finance is also maintaining a cumulative tally of hard costs to date related to annexation. This includes all staff that were funded from Council-approved annexation funding requests and that are assigned specifically to annexation. The City Council requested a recap of the costs of annexation to date. The costs summarized below include studies, consultants, communications, and dedicated staffing that has been added for annexation efforts.

Summary of Annexation Costs by Phase

Phase	Costs
Phase I	113,900
Phase II	620,000
Current	200,000
TOTAL	**$933,900**

Details of Phase I Annexation Costs

Phase I costs were for professional services for development of a financial model (Berk & Associates) and communication/outreach (EnviroIssues).

Details of Phase II Annexation Costs

The table on the following page summarizes the annexation-related costs incurred by the City during Phase II of the process, during 2007 and 2008.

Department / Activity	Costs
City Manager	
Annexation Public Safety Building Feasibility Analysis	29,700
Annexation Coordination	82,764
Annexation Communications – Phases 2 & 3	121,236
Annexation Administrative Support	74,806
Public Works	
Annexation PW CIP Assessment of Streets	47,270
Annexation Surface Water Facility Assessment	14,482
Finance & Administration	
Annexation Fiscal Services Resources	39,316
Planning & Community Development	
Annexation Planning Department Support	76,428
Police	
Annexation Recruitment & Liaison Officer	133,660
TOTAL	**$619,662**

Details of Current Annexation Costs

The table below summarizes the annexation-related costs in the current phase of the process which were approved by the City Council on May 5.

Item	Amount
Budget Analyst	50,000
Professional Services	10,000
Administrative Support	32,000
Communication Support	10,000
Temporary IT Resource	23,000
Planner Reallocation	75,000
TOTAL	**$200,000**

At this juncture, staff is not tracking the time spent by existing employees related to annexation. Most exempt positions within the City do not breakdown daily time into detailed tasks, since we do not bill for services hourly. Increments of regular staff time spent on annexation is considered part of the normal course of business and fluctuates greatly from week to week like many of the special projects or focused studies that we undertake as a City on behalf of the City Council. The sales tax credit from the State does not contemplate detailed time tracking for substantiation; rather the costs are expected to be identified on an allocation basis. Staff recommends continuing to track costs that are approved specifically for annexation rather than those costs already contained in the base budget.

Legal and Election

There are legal considerations surrounding all of the work associated with annexation. Existing laws governing annexation as well as new legislation must be taken into account in the planning process. Likewise, the election process is very proscribed and involves a number of deadlines that must be met to move forward. The City Attorney's Office is also providing guidance on rules governing the dissemination of information and the Public Disclosure Commission (PDC) rules for Council and staff in the election process.

Annexation Process

This category covers the procedural steps required for annexation under the election method. This includes the Boundary Review Board (BRB) process that is currently underway. In order to place an annexation election measure on the ballot, the BRB must approve the annexation proposal. Much of the staff time associated with the BRB has been related to preparation of the presentation that was delivered at the BRB hearing on June 8th. Intergovernmental activities have also informed the BRB process, identifying interests of special purpose districts that the BRB will consider in their decision.

Intergovernmental

At the time that the City Council expressed its intention to proceed with annexation, letters were sent to each of the special purpose districts informing them of Kirkland's intent to hold an annexation election. The letter also advised them that the City is interested in meeting with

them to understand their interests and to plan for service transition should the annexation proceed. This notification step is required as part of the Boundary Review Board process.

Since then, meetings have been held with various King County departments (King County Sherriff, Natural Resources, Executive, Public Works and development services), utility districts, fire districts and the park district. In some cases multiple meetings have been held. The purpose of these meetings has been to listen to the districts' concerns and to answer questions and better understand the time frames and considerations involved in a potential transition. The meetings have been productive and useful to City staff in developing work plans.

Of special note are the meetings that have been held with Woodinville Fire and Life Safety District. Annexation of the PAA would transfer between eight and nine percent of the district's valuation and service area from the district to the City. The district has one station located within the PAA from which they serve a portion of the PAA as well as portions of their district outside of our PAA. State law requires the City to assume responsibility for fire services following annexation, however, state law does not govern how that occurs. There are a number of options for how that can be accomplished including phased transition, contracting back and shared coverage. The area is already served by multiple agencies under existing automatic aid agreements.

State law also governs the transfer of assets between fire districts and cities that have annexed fire district territory. The newest legislation (SSB 5808) provides for transfer of employees between jurisdictions and maintenance of service levels. After an initial meeting with representatives from the district (including two district commissioners), we determined that the issues were sufficiently complex that we would need to "compartmentalize" them and have the appropriate individuals work together. We identified three subgroups – operations, finance and employee relations – that have representatives from the district and the City. The three subgroups have been meeting throughout May and June as have the two labor unions. A number of options have been discussed with regard to transition and the district has been helping to coordinate our meetings with them. The complexity and the need for each entity to exercise due diligence will require a significant investment of time; however, we anticipate that we can reach conceptual agreement with the district prior to the election.

Operational Planning (including zoning)

Each department has begun to identify tasks and timelines for operational planning. Although this portion of the work will begin in earnest after an election, this planning exercise identifies preliminary tasks and responsible staff.

As noted earlier in this memo, preliminary zoning has been prepared for the PAA and the first of two public hearings and an open house were held on June 2. The zoning must be adopted to be included in the ordinance for the election. Citizens from the annexation area were invited to workshops in 2008. As a result of that early involvement, we received public comment on the proposed zoning. The proposed zoning reflects the input from the PAA and the direction from the City Council. An ordinance adopting the proposed zoning will be presented on July 7 (the same meeting as the second public hearing) for Council consideration. If changes are needed, the ordinance will be presented on July 21 for adoption.

Calendar of Key Dates

A calendar showing key dates for the remainder of 2009 is provided with deadlines and Council decision points. A second calendar summarizes the timelines for all of the upcoming the election processes: annexation, potential utility tax, renewal of the Houghton Community Council, and terms for City Council, the Municipal Judge and the Houghton Community Council (Attachment D).

POLICY ISSUES

Several policy issues require Council's consideration and input at this point. At least one policy issue – the form and content of the ballot title -- requires specific direction from Council in order to comply with subsequent deadlines.

Ballot Title

The Boundary Review Board (BRB) held a public hearing on the proposed annexation on June 8, 2009. The decision of the BRB is anticipated on July 9, 2009. According to RCW 35A.14.050, the City Council must pass a resolution indicating its preference for an election date at its next regular meeting (July 21, 2009). The date of the general election (November 3, 2009), was previously identified as the Council's preferred election date (Resolution R-4751).

Submitting the Ballot Title

The resolution requesting the November 3, 2009 election date will also include language for the ballot title. The annexation proposition and the question to authorize assumption of indebtedness may be submitted to the voters in the proposed annexation area as one or two ballot measures. If the proposals are submitted separately, the proposition regarding annexation must be approved by a majority vote. A 60 percent vote is required for approval of the proposition regarding the assumption of indebtedness and the total number of persons voting may not be less than 40 percent of the total number of votes cast in the proposed annexation area at the last preceding general election.

If the measures are combined, the annexation and assumption of indebtedness are approved only if the proposition is approved by a 60 percent majority of the voters voting and the turnout represent at least 40 percent of the total number of votes cast in the area during the last preceding general election. However, the City may adopt a resolution accepting the annexation, without the assumption of indebtedness, if the combined ballot proposition is approved by a simple majority.

Timing of Submitting the Ballot Title

The City Council will need to pass the resolution requesting the election date and submitting the proposition(s) for the ballot at its July 21, 2009, meeting. The County Council will be on hiatus during the month of August. In order to maintain the schedule for November 3, 2009, election, the County Council meeting of July 27, 2009, will be the last opportunity for the County Council to pass an ordinance establishing the election date and transmitting the ballot title to the King County Elections.

Policy Question:

Does the City Council want the City Attorney to prepare a resolution showing a ballot title with the annexation and indebtedness measures combined? Or, does the City Council want the City Attorney to prepare a resolution with the annexation proposition and the question to authorize the assumption of indebtedness as two separate ballot measures?

Appointment of Pro and Con Committees

One of the tasks associated with the annexation election is the selection of committees to write the pro/con statements to be included in the voters' pamphlet. For each measure placed on the ballot, the City Council must formally appoint pro and con committees to prepare arguments advocating voters' approval or rejection of the measure. Each committee shall have no more than three members. Members are to be appointed from persons known to favor or oppose the measure as appropriate. Members should not be drawn from the Council or from staff, in order to avoid the appearance of a conflict of interest. Other than these statutory requirements, the City Council may want to consider whether the parties are residents or business owners in the PAA.

Due to the time required to put the committees in place, it is recommended that advertisement for committee members begin prior to the resolution calling for the annexation election. The City Clerk can begin to advertise for interested parties to serve on the committees in June so that Council may discuss the committee members on July 7 and select committee members on that same date the Council places the issue on the ballot (July 21) . This will allow the committees to have sufficient time to craft their arguments before the deadline. In accordance with our past practice, we will send a press release to the local media, including the Seattle Times and Kirkland Reporter, post an announcement on the City's cable channel and website and send via a listserv delivery. In the past, the City has not received more than three names for each side of an issue, so the interested parties' names were forwarded to the City Council in a memorandum for approval. If more than three individuals express an interest in either side of the issue, the City Council will need to determine the process for selection

Policy Question: Should the City Clerk begin the pro/con committee advertisement process in June to enable appointment on July21st? If there are more than three parties interested on either side of the issue, what criteria will the Council use to choose a committee?

Annexation Effective Date

There are several factors that need to be considered in determining the ideal effective date for annexation. The two primary concerns in determining the effective date for the proposed annexation area (PAA) of North Juanita, Finn Hill, and Kingsgate neighborhoods are:

- Police staffing timeline
- Timing of revenue receipts

For the purposes of this discussion the two potential annexation effective dates being considered are: April 1, 2011 and July 1, 2011. The rationale for this recommendation is presented below.

The first part of this section addresses the impact of personnel hiring timelines on determining the annexation effective date in greater detail. The second part presents the impact of the

annexation effective date on the timing of revenue receipts; potential effective dates; and the staff recommendation.

Police Staffing Timeline

The annexation staffing increase proposed to support police calls in the three district plan of the PAA will consist of 37 commissioned officers and 7.5 support personnel. Based on the projected annexation police staffing needs and hiring-process constraints, the police department has determined that it would take approximately 25 months to hire all the staff proposed for annexation. The police department has determined that a phased approach to staffing, whereby the three PAA patrol districts are staffed first, would require a minimum of 12 months from the time the hiring process begins. In order to efficiently hire and train staff, the department would have to train the trainers and generate a list of potential hires which could take several months. In light of these considerations, the police department believes that they could begin the hiring process in April 2010 and have adequate staffing in place for the three PAA police districts by April 1, 2011. The preferred alternative date to have minimum staffing on board to meet police staffing needs in the PAA is July 1, 2011.

Considerations:

The timeline for conducting job interviews, background checks, pre-academy training, completion of the police academy and field training program for a new officer is 13-14 months depending on academy availability. The timelines for hiring an officer who is currently certified by Washington State is 5-6 months. The availability of experienced officers over the next 6 months is estimated to be the highest in recent history due to the economy and layoffs across the state. We hope to take advantage of this and recruit well-qualified, experienced officers.

Support staff timelines are much shorter ranging from 2-5 months, depending on the position. Based on past experience, hiring and training 37 officers will require conducting approximately 370 interviews and 45 background investigations, with a training failure rate of 15%.

The total timeline for hiring all staff related to annexation is approximately 25 months. This is based on the limited number of officers that can be trained at any given time by the number of trainers within the Kirkland Police Department. The department would need to train 12-14 additional Police Training Officers (PTO's) who would then train the additional employees. This training requires transferring officers from their duties for one week to complete the training process, which will require overtime to backfill their positions.

The two preferred options use a phasing plan that would fill the patrol districts first followed by the specialty assignments such as detectives and traffic. Support positions and supervisor positions will be added as needed to meet the additional work load issues.

The proposed hiring approach eliminates the need to contract with the King County Sheriffs Office for police service (and the duplicate costs of simultaneously training new hires) by using funds available pre-annexation to hire and train Kirkland officers to be ready when annexation occurs.
Costs related to the hiring process will include overtime to backfill positions of members of the department conducting interviews. Background checks would be conducted by a private contractor currently averaging $2,500 per background (attempts will be made to reduce this rate with contractor due to volume).

With either of the annexation effective dates (April 1, 2011 or July 1, 2011) the Police Department would use the first several months of 2010 to create a list of candidates, create operational plans to train the trainers, conduct training, and otherwise prepare the department for the large increase in staff.

Options:

If the annexation measure is approved by voters on the November 2009 ballot, the Police Department would begin conducting new hire interviews in December 2009. The interview, hiring and training process would then be conducted based on the desired effective date (either April 1, 2011 or July 1, 2011).

Option 1 – April 1, 2011 Effective Date:

- Initiate the hiring and training process using a combination of lateral and new police officers by early April 2010. This would allow for the shortest timeline while ramping up staffing, meeting minimum staffing requirements to provide patrol service levels to the PAA on day one.
- Begin training of additional Police Training Officers (PTO's) in March 2010 to ensure there are adequate training officers for future officer hires.
- Phase in patrol officers and minimal supervisor/management staff during the ramp up process, relying on current supervision to assist until additional staff is hired in the later months.
- Phase in support staff beginning approximately one month prior to annexation, in preparation of additional work that will begin on day one.
- If this option begins early in April 2010, there would be enough patrol officers to meet the minimum requirements to patrol the PAA by April 2011. Positions would continue to be filled as quickly as possible with a projected full staff end date of March 2012.

Option 2 – July 1, 2011 Effective Date

- Initiate the hiring and training process using a combination of lateral and new police officers in July 2010. This would allow for the shortest timeline by number of trained officers while ramping up staffing meeting minimum staffing requirements to provide minimum service levels to the PAA on annexation date July 2011.
- Begin training of additional PTO's in June 2010 to prepare for first group of officers starting.
- Phase in patrol officers and minimal supervisor/management staff during the ramp up process, relying on current supervision to assist until additional staff is hired in the later months.
- Phase in support staff beginning approximately one month prior to annexation in preparation of additional work that will begin on day one.
- This option would begin hiring in early July 2010; there would be enough patrol officers to meet the minimum requirements to patrol the PAA by July 2011. We would continue to fill positions as quickly as possible with a projected end date May 2012.

Attachments E and F illustrate the hiring and deployment patterns of these two options.

The Police Department's recommendation is Option 2 (July 2011) based on the belief that a mixture of lateral entry and new hire officers is the proper blend for such a large group of new employees. Hiring a mixture of experienced officers allows us to ramp up quickly and efficiently utilize the funds related to annexation. By working with Finance we have developed this plan which demonstrates substantial savings, especially in 2010, by assuming the PAA beginning July 1st versus April 1st.

Category	Scenario #1	Scenario #2
Effective Date of Annexation	**April 1, 2011**	**July 1, 2011**
First Hires	4/1/2010	7/1/2010
Total New Hires	29.00	29.00
Total Laterals	8.00	8.00
Total Hires	**37.00**	**37.00**
At least 18 Officers Deployed on	4/1/2011	7/1/2011
Total Cost in 2010	$ 2,238,992	$ 1,332,342
Total Cost in 2011	$ 4,966,708	$ 4,785,233

This option allows the Kirkland Police Department to assume police jurisdiction of the PAA on day one without relying on contracting for police service with the King County Sheriff's department for patrol coverage. This option also eliminates the added burden of paying for the contract with King County while simultaneously paying for new Kirkland officers while they are being trained.

The July 1st date also allows more time to conduct interviews and create a hiring list of potential candidates following the annexation voting. The additional few months allows for better preparation and decision-making.

Training, equipment ordering and vehicle ordering are all decisions that take significant time, in some cases months. The July implementation date will allow police staff, Fleet and HR time to get the proper equipment and training needed to ensure a successful transition.

<u>Timing of Revenue Receipts</u>

Every annexation will have some financial impact on the annexing city. Financial analysis conducted to date has scoped the magnitude of this impact based on estimated revenues and expenditures, and potential contingencies. The analysis projected a gap between revenue and expenditures in the City's budget and the PAA for the first ten years. A critical factor in minimizing the shortfall in the PAA is the choice of the annexation effective date which impacts the timing of new revenues and in some cases the amounts received. As the Municipal Research and Services Center of Washington (MRSC) notes in its publication, "Annexation Handbook," this date is particularly important for property tax and sales and use tax revenues.

1. Property Tax

Property tax has the longest lag between the annexation effective date and the receipt of the first tax revenues. This is partly because of the fact that the levy approved by a jurisdiction the

prior November becomes effective on January 1 of a given year, with the first substantial portion due in April and the remainder due in October of each year.

RCW 84.09.030 states that for property tax purposes, the boundaries of a city are the "officially established boundaries" that exist on August 1 of the year in which the property taxes are levied. This means that in order for the City to levy taxes in the current year for receipt the following year, it should complete the annexation by August 1. If the annexation effective date is August 2 or later in any given year, the City would have to wait until November of the following year to levy its property tax on the annexed area and will not receive its first substantial property tax revenues until the May of the third year.

For example, if the annexation effective date was August 1, 2011, the City would levy property taxes on the annexed area in November 2011. The levy would become effective January 1, 2012 and the first substantial distribution to the City would be in May 2012. This would result in a lag between annexation effective date and the receipt of revenue of nine months. This would be the shortest possible lag between annexation effective date and revenue receipt.

An effective date too early in the year, that is, well before August 1, merely lengthens the lag between annexation and receipt of property tax revenues from the annexed area. And, as mentioned above, a date later than August 1 is also detrimental. Therefore, the annexation effective date that would result in the shortest lag time for receipt of property tax revenues from an annexed area would be August 1.

If the annexation effective date is April 1, 2011, the City would levy its property tax on the annexed area in November 2011 for taxes effective January 1, 2012 and receives its first substantial property tax revenues in May 2012. This would mean a lag of 13 months between the annexation effective date and the receipt of a substantial portion of the revenues.

If the annexation effective date is July 1, 2011, the City would levy its property tax on the annexed area in November 2011 and receive its first substantial property tax revenues in May 2012. This would mean a lag of 10 months between the annexation effective date and the receipt of a substantial portion of the revenues.

The better annexation effective date with relation to the timing of property tax revenues from the PAA levied by the City would be July 1, 2011. This is only one month longer than the shortest possible lag of nine months as described earlier.

July 1, 2011 is a more practical effective date because it is the beginning of a quarter which is key to the timing of sales tax revenues (described below), and while it would lengthen the lag time by a month (compared to August 1, 2011), it would provide the City with a reasonable period of time to address any issues that might potentially arise in establishing the new official City boundary.

RCW 35A.14.801 allows the City, upon annexation, to receive the revenue from the levied but uncollected county road district taxes. This revenue is required to be placed in the City's Street Fund and is not available to the General Fund. However, this would allow the potential for freeing up come City property tax currently dedicated to the Street Fund for General Fund purposes during the interim period. Application of this statute to the fire district levies is under evaluation as part of the interlocal agreement negotiations.

2. Sales and Use Tax

Sales tax changes may take effect only on January 1, April 1, July 1, or October 1. In order to receive additional sales tax revenues resulting from this annexation, the City must notify the Department of Revenue (DOR) at least 75 days before the change takes place. To maximize the sales tax revenue from the proposed annexation area, the effective date of an annexation should be the first day of a quarter – January 1, April 1, July 1, or October 1.

Following proper notification, the standard timeline for receipt of sales and use tax revenues would apply. The lag between annexation effective date and the receipt of sales and use tax revenues is three months for both of the potential annexation effective dates under consideration – April 1, 2011 and July 1, 2011.

If the effective date of annexation is April 1, 2011, taxes collected in the annexed area in April are coded to the City. The retailers remit the taxes to DOR by May 25, and the City receives its first distribution on June 30, 2011.

If the effective date of annexation is July 1, 2011. Taxes collected in the annexed area in July are coded to the City. The retailers remit the taxes to DOR by August 25, and the City receives its first distribution on September 30, 2011.

The requirement that DOR be notified 75 days before the first day of the month in which the City wants taxes to be collected creates some additional deadlines. To start collecting sales tax on April 1, for example, the City Council must pass an ordinance approving the annexation and notify DOR no later than January 16. If the effective date of the annexation is July 1, the ordinance approving the annexation and notification to DOR must be by April 17 for taxes to be levied beginning July 1.

3. State Sales Tax Credit

The adoption of SSB 6686, which allows for a credit of sales tax up to 0.2% of the total 6.5% State portion of sales tax revenues, is estimated to provide annual average funding of $4.4 million for a ten year period. While the State sales tax credit will help bridge the gap between revenues and expenditures in the proposed annexation area (PAA), the credit is only available up to the amount needed to offset shortfalls due to annexation.

The State sales tax credit is an important element in addressing the anticipated shortfall in the PAA. RCW 82.14.415 requires the City to provide DOR with an estimate the revenues, expenditures, and anticipated shortfall (labeled, "new threshold amount") in the PAA for the next fiscal year (based on the State's fiscal year which is July 1 through June 30) and notice of any applicable tax rate changes by March 1 of each year. DOR will then begin the monthly distributions on July 1 and continue until the threshold amount has been reached or end on June 30 of the following year. The distribution is set up to match the State's fiscal year of July through June.

If the effective date of annexation is April 1, 2011 and the City notifies DOR by March 1, 2011 of the anticipated shortfall in the PAA, then the credit becomes effective July 1, 2011 and the City receives the first distribution on September 30, 2011. This translates to a lag between the annexation effective date and receipt of revenue of six months.

If the effective date of annexation is July 1, 2011 and the City notifies DOR by March 1, 2011 of the anticipated shortfall in the PAA, then the credit becomes effective July 1, 2011 and the City receives the first distribution on September 30, 2011. This translates to a lag between the annexation effective date and receipt of revenue of three months.

The shorter lag time and the significant contribution the State sales tax credit makes to bridging the anticipated shortfall in the PAA makes July 1, 2011 a better annexation effective date.

Based on conversations with the State Auditor's Office, the City can begin accumulating costs toward the credit in advance of the effective date. It is important to recognize that any such costs have to be paid by the City in advance of the receipt of the credit, which may result in cash flow challenges.

4. State Shared Revenues

State-shared revenues such as gasoline tax, liquor board profits, and the liquor excise tax are distributed to cities on the basis of population. For Kirkland to have its population adjusted for annexation for purposes of state-shared revenue distributions, the Office of Financial Management (OFM) must certify the annexation, after which it will notify the appropriate state agencies of the population change. For purposes of state-shared revenues, the revised City boundaries and the new population are not recognized until the date that OFM approves the annexation certificate submitted to it by the City.

The proposed annexation is estimated to add approximately 33,800 people to the City's population. The magnitude of the population change will mean that the certification process would be very lengthy according to OFM. In this case, the following timeline would apply:

- City submits annexation certificate and supplemental documents to OFM's Forecasting Division within 30 days of annexation effective date.
- OFM needs 6 weeks' notice to process prior to its filing date with State agencies.
- OFM processes and files with State agencies 30 days prior to distribution dates, i.e., it files on the last working days of November, February, May, and August.
- State shared revenues are distributed quarterly on January 1, April 1, July 1, and October 1.

In order to minimize the lag in receipt of state shared revenues from this annexation, the effective date would have to be the first day of the last month of a quarter – March 1, June 1, September 1, or December 1.

If the receipt of state-shared revenues was the highest priority, then selecting March 1, June 1, September 1, or December 1, would be ideal, but since this is not the largest PAA revenue either of the two annexation effective dates (April 1, 2011 or July 1, 2011) under consideration would be equally acceptable. In fact, both dates would result in the same six month lag between annexation effective date and revenue receipts.

If the annexation effective date is July 1, 2011, the City would submit the required certification documents to OFM by July 31, 2011. OFM would complete its review around September 15, 2011 and file with State agencies no later than November 30, 2011. State agencies will begin distributions reflecting the change in population to the City on January 1, 2012. This would

mean that there would be a lag of six months between annexation effective date and the receipt of state-shared revenues.

Options and Staff Recommendation

As the discussion above illustrates, no matter what the date of annexation, there will always be a lag between the time the taxes are collected and when they are distributed to the City. Given the constraints of timing revenue receipts and the need to minimize the impact of the annexation effective date on the City's resources, staff identified two potential dates: April 1, 2011 and July 1, 2011. These dates assume that the annexation vote is on the ballot on November 3, 2009 and that it passes. Annexation–related Police staffing is expected to take a minimum of 18 months after election, which makes April 1 the earliest feasible effective date, as discussed previously.

The table below compares the lag in revenue receipts between the two potential effective dates of April 1 and July 1 for each of the major revenue sources discussed above.

Revenue Source (% of Year 1 Revenue)	Time (Months) between Annexation Effective Date and Revenue Receipt Date	
	April 1 Effective Date	July 1 Effective Date
Property Tax (28%)	13	10
Sales & Use Tax (8%)	3	3
State Sales Tax Credit (18%)	6	3
State Shared Revenues (4%)	6	6

Given the choice of April 1, 2011 or July 1, 2011 as annexation effective dates, staff would recommend July 1, 2011 as the annexation effective date for the proposed annexation of North Juanita, Finn Hill, and Kingsgate neighborhoods. Compared to April 1, 2011, July 1, 2011 would reduce the revenue receipt lag time by 3 months for two significant revenue sources: property tax and the State sales tax credit and allow the City to better match revenues and expenditures thereby reducing the fiscal impact of this annexation on the rest of the City.

Policy Question: Should the effective date for annexation be tentatively scheduled for April 1, 2011 or July 1, 2011 (final decision to be made after election)?

Gambling

Substitute Senate Bill 5321 stipulates that a city with a prohibition or limitation on house-banked social card game licenses that annexes an area within a county that permits house-banked social card games may allow a house-banked social card game business that existed on the effective date of the act to continue operating. The bill was signed by the Governor with an effective date of July 26, 2009. A city that allows a house-banked social card game business in an annexed area to continue operating is not required to allow additional house-banked social card game businesses. This legislation is applicable to the Casino Caribbean located in the Kingsgate neighborhood of Kirkland's PAA since Kirkland does not currently allow house-banked social card games in the city.

The Kirkland Municipal Code does have a provision for taxation of card rooms that establishes a tax rate of 20%. King County currently taxes card rooms at a rate of 11%. Annual gambling tax revenue from the social card game establishment in PAA at the King County tax rate of 11% was approximately $820,000 in 2008. Based on the City's current rate of 20%, the 2008 revenue would have been $1,490,000. One of the financial scenarios that was prepared assumed the availability of gambling tax at the County's rate of 11% (based on Council's preliminary direction to include it in at least one scenario).

The Washington State Gambling Commission (WSGC) is a law enforcement, licensing and regulatory agency with the responsibility and authority under RCW 9.46 to regulate gambling in Washington State; except for Horse Racing and the Lottery, which have separate Commissions. Legislation passed in 1997 authorized Nevada-style card games in commercial card rooms. These businesses must obtain gambling licenses from the WSGC, a process described in Attachment G or on the WSGC website: www.wsgc.wa.gov/newsletters/5-139.pdf.

The decision to allow existing casinos to continue to operate will rest with the City Council in office at the time the annexation is effective. Until the effective date, the Kirkland City Council does not have jurisdiction over gambling in the PAA. For planning purposes and in response to citizen inquiries, the Council may indicate whether their intent is to allow the casino to continue to operate after annexation. The Council may express their intent in a more formal manner by approving a resolution of intent to allow (or not allow) the casino to continue to operate.

Policy Questions:

1. Does the City Council intend to allow the casino to continue to operate?
2. If yes, at what rate would the casino be taxed?
3. Does the City Council want to consider a resolution expressing their intent?

Other Policy Issues

A variety of other policy issues will need Council's review if the annexation measure is approved. One additional issue that may warrant discussion before the election is solid waste collection. Unincorporated areas are not required to participate in solid waste collection and recycling. Individual households may self-haul garbage to the transfer station and recycling services are available at an additional charge. The Kirkland Municipal Code prohibit self-hauling

of solid waste. Staff is currently researching the legal requirements and contract obligations relative to solid waste and whether or not the City Council can apply different rules to the annexation area on a temporary basis relative to solid waste collection.

MASTER WORK PLAN - TOPIC INDEX

Attachment A

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Attachment B

Annexation Key Messages – Spring 2009

The Kirkland City Council has moved to the next stage of the annexation process.

- Kirkland has submitted a proposal to the Boundary Review Board to annex Finn Hill, North Juanita and Kingsgate neighborhoods***.***
- The area is largely residential, approximately 7 square miles, extends north of Kirkland to approximately NE 145th Street and would add approximately 33,000 people to the City if annexed.

Kirkland's potential annexation is consistent with the State Growth Management Act and Countywide Planning Policies.

- For the County to provide urban-level service to small pockets of an unincorporated area is inefficient and creates a burden for all County taxpayers.
- Cities are better suited to provide local services (e.g. police, fire, parks and streets); while counties are better equipped to provide rural and regional services (e.g. transit, wastewater treatment, elections).
- The potential annexation area has been assigned to Kirkland for many years.

The annexation process is guided by a strict sequence of events.

- The annexation proposal must be approved by the Boundary Review Board.
- The King County Council must authorize its placement on the ballot before the City can hold an annexation election.
- If the annexation is approved by the voters, the Kirkland City Council must pass an ordinance providing for annexation and setting an effective date.

Economic health is a top priority for the City Council and current and potential annexation residents.

- Similar to other cities, Kirkland has an existing structural imbalance between its revenue and expenditures.
  - The cost of doing city business continues to grow faster than revenue due to tax limitation measures and other economic forces.
  - The imbalance between Kirkland revenues and expenditures occurs with or without annexation.
  - To close the gap between revenue and expenditure and balance the 2009-2010 budget, the City Council cut expenditures, used reserves and increased taxes.
- The City has conducted an in-depth financial analysis of the impacts of annexation.
  - The most recent analysis (February, 2009) revealed that the 2009-2010 budget decisions, particularly the increase in utility taxes, have improved the financial results in the PAA.
  - Changes to assumptions regarding facilities expansion and potential gambling tax revenues also improved the annexation scenario.
- As a City considering a large annexation, Kirkland is eligible to receive up to $4.4 million in state sales tax credit funding as an incentive for a ten year period.
  - Note that the sales tax credit is only available up to the amount needed to offset shortfalls due to annexation and must be spent on services to the annexation area.
  - The City Council must commence the annexation process by January 1, 2015 to be eligible for the state funding.
  - Without the sales tax credit, annexation could have a significant fiscal impact on existing City finances.
- At this point, any actions the City Council takes to balance the existing City's budget will also close any remaining gap in the annexation area

Kirkland Annexation Study

Spring 2009

Frequently Asked Questions—Annexation Process

Since 2006, the Kirkland City Council has been carefully considering the annexation of the Finn Hill, North Juanita and Kingsgate neighborhoods, known as Kirkland's Potential Annexation Area (PAA). (*See* map on reverse side.) Throughout the City's analysis of the potential annexation, the City Council has endeavored to meet the intent of the Growth Management Act, evaluate financial impacts of annexation and provide public participation opportunities for those impacted. In April 2009, the City Council declared its intent to hold an election in November 2009 and submitted an annexation proposal to the Washington State Boundary Review Board for King County. This Frequently Asked Questions (FAQ) handout is intended to answer questions and concerns the City has heard from current City and PAA residents about the annexation process.

Annexation is a process by which new land is added to a city. Annexation can occur by an "election," "petition" or "interlocal agreement" method. Each method is guided by State law and involves a strict series of events.

Why annex?

The State's Growth Management Act (GMA) calls for annexation of unincorporated urban areas. An underlying principle of GMA is that urban services should be provided by cities and that rural and regional services should be provided by counties. Providing urban-level services to small pockets of unincorporated areas is inefficient and creates a burden for all County taxpayers. The City's PAA has long been assigned to Kirkland in the Countywide Planning Policies and in the City's Comprehensive Land Use Plan.

How does annexation occur?

The City's Annexation Study is predicated on the "election" method of annexation. The first step to initiate this process was for the City Council to approve a "Resolution of Intent" which it did on April 7, 2009. The next step was to file the Resolution along with a Notice of Intention with the Washington State Boundary Review Board for King County (BRB) which was completed on April 8, 2009. The filing sets the City on a course toward an election but several milestones must first be met.

What is the role of the Boundary Review Board?

All annexation proposals must be reviewed by the BRB. The BRB provides an independent and neutral review of proposed annexations. The City's filing has now initiated the BRB's public process. The BRB process can range from 45 days to 120 days, depending upon input from affected parties, such as special purpose districts.

What happens if the BRB approves the annexation proposal?

If the City's annexation proposal is approved by the BRB, the next step is for the King County Council to approve placing the annexation proposal on the ballot. If it is approved by the County, the City Council then needs to declare its preferred election date and notify the King County Elections Office. If the election were to be held in November 2009, the City would need to file the ballot measure with the King County Elections Office no later than August 11, 2009. The City Council's action would need to take place in late July/early August in order to meet the filing date.

For Annexation Information:

- **Visit www.ci.kirkland.wa.us/annexation**
- **Attend or watch a City Council meeting**
- **Receive Annexation updates via email**
- **Submit a comment online**
- **Call City Hall at 425-587-3001**

Upcoming Community Meetings:

June 18
Juanita High School, Auditorium, 7-9 p.m.
10601 NE 132nd Street, Kirkland WA

June 23
Finn Hill Jr. High School, Gym, 7-9 p.m.
8040 NE 132nd Street, Kirkland, WA

June 29
Kamiakin Jr. High School, Cafeteria, 7-9 p.m.
14111 132nd Ave NE, Kirkland, WA

What happens if the Boundary Review Board rejects the annexation proposal?

The annexation proposal could not move forward unless the City chose to resubmit the proposal to the BRB at least 12 or more months later.

Who gets to vote on annexation?

If the City Council places the annexation on a ballot, then registered voters of the Finn Hill, Upper Juanita and Kingsgate neighborhoods would be eligible to vote as required by State law.

Frequently Asked Questions—Annexation Process

What will voters be asked to decide on in the annexation election?

There are three questions that would be considered for the proposed annexation. The first is whether the voters of the PAA want to annex to Kirkland. At the same time, they will be asked to approve the zoning for the area as proposed by Kirkland. Both of these questions require a simple majority approval. A third question would ask voters in the PAA to assume a proportional share of outstanding debt currently held by the Kirkland. This third question requires approval by 60% of the voters and also requires that at least 40% of the voters who voted in the last general election cast a vote in the annexation election.

What happens if the ballot measure is approved by voters?

Following the certification of votes from King County that validates the necessary majority vote in favor of annexation, the next step the City Council has to take is to adopt an ordinance that provides for annexation, sets an effective date of annexation, and enacts all related provisions for the ballot measure. Simultaneous to completing post-election requirements, the City would have to notify state and county agencies and special purpose districts.

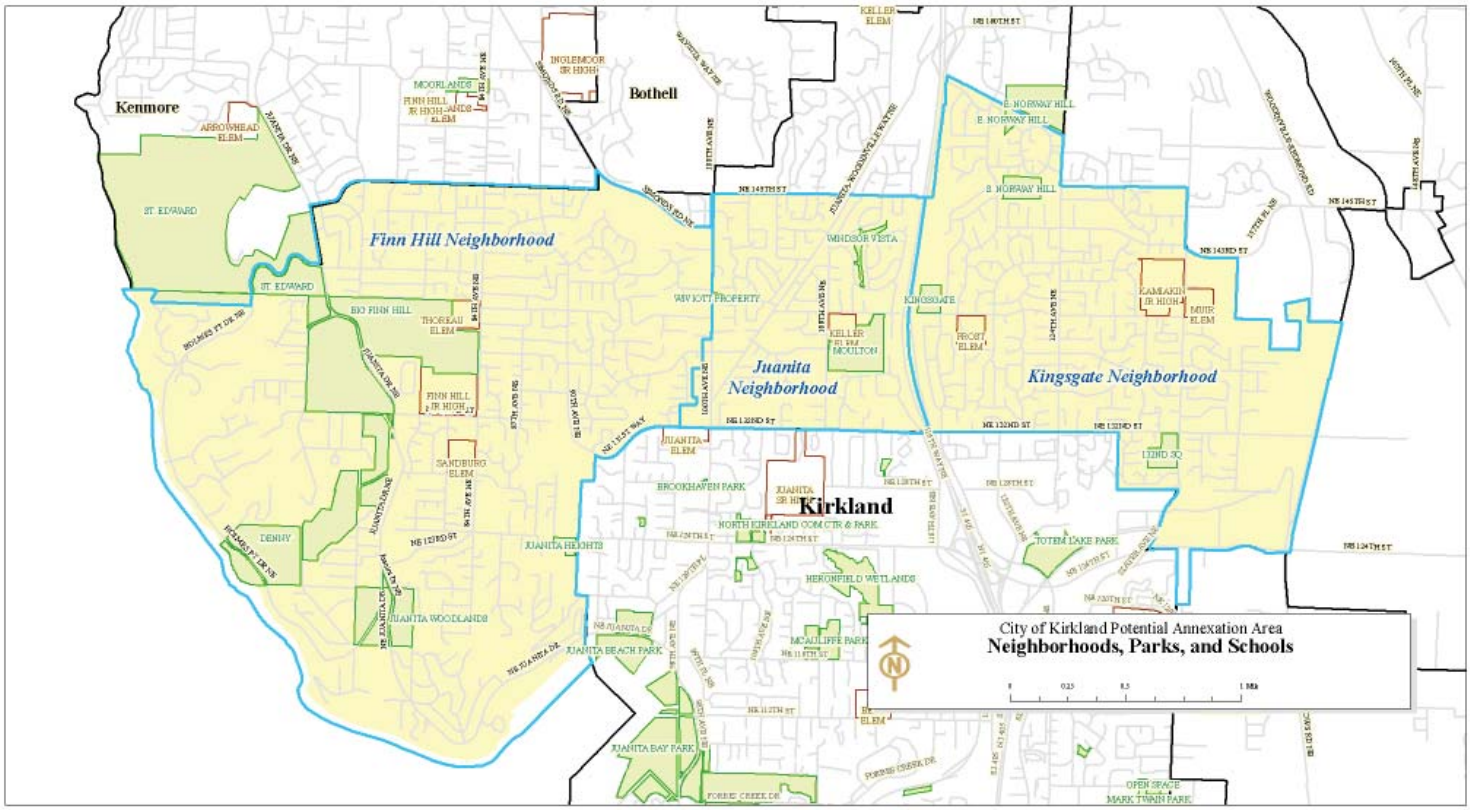
What happens if the ballot measure is not approved by voters?

The areas would remain unincorporated unless another annexation is undertaken or the area chooses to incorporate into its own city.

If annexation is approved, when will it be effective?

The effective date for annexation would be established after the election if the voters approve the ballot measure. The City will conduct a detailed analysis of cash flow (the timing of revenue and expenses for the new area) and develop a service transition plan that assures continuity of services for both Kirkland and PAA. Given the size of the annexation and the many services and service providers involved, it is most likely that annexation would take effect late in 2010 or in 2011.

Kirkland's Proposed Annexation Area



June 1, 2009

Kirkland Annexation Study

Spring 2009

Frequently Asked Questions—City Finances

Since 2006, the Kirkland City Council has been carefully considering the annexation of the Finn Hill, North Juanita and Kingsgate neighborhoods, known as Kirkland's Potential Annexation Area (PAA). Throughout the City's analysis of the potential annexation, the City Council has endeavored to meet the intent of the Growth Management Act, evaluate financial impacts of annexation and provide public participation opportunities for those impacted should annexation occur. In April 2009, the City Council declared its intent to hold an election in November 2009 and submitted an annexation proposal to the Washington State Boundary Review Board for King County. This Frequently Asked Questions (FAQ) handout is intended to answer questions and concerns the City has heard from current City and PAA residents about the impact of the annexation on City finances.

Several financial studies were completed as part of the Annexation Study. The studies compared short- and long-term financial projections for the City with and without annexation. The analyses were designed to estimate the long-term fiscal impacts of annexation under different development, cost, and revenue scenarios.

How is the City of Kirkland impacted by the economic downturn?

Like many cities and other government agencies, Kirkland is feeling the squeeze of the current economic downturn. Sales tax generated from transactions in the City helps to fund essential services such as police, fire, emergency medical and road maintenance. Sales tax revenue has been declining since early 2008. At the same time, the City's cost of doing business increases with inflation.

The continuing decline in revenues and simultaneous increases in costs posed a challenge for the City in balancing its 2009-2010 Budget. In order to address the budget challenge, the City Council put the Annexation Study on hold last spring. To balance the budget, the City Council approved expenditure reductions, utility tax and business license fee increases, and the use of reserves.

Can the City afford to annex now?

The results of the financial analysis completed in February 2009 show that the 2009-2010 budget decisions, particularly the increase in utility taxes, have improved the financial results in the PAA. This is based, in part, on the fact that utility taxes are a much larger share of the revenues in the PAA than they are in the existing City.

The detailed financial analysis studied multiple fiscal scenarios starting with a "base case" and modeling a variety of contingencies such as slower growth in sales tax, potential gambling taxes, facilities expansion alternatives (with and without a separate public safety building) and lower utility tax rates.

This evaluation revealed that the contingencies generally improve the PAA's fiscal outlook in the near-term, especially the change in facilities alternatives and the inclusion of gambling tax revenue from social card games. Long-term projections are still somewhat worse because of the expected slowdown in sales tax revenue and anticipated increases in jail costs. However, these factors apply both to the existing City and the PAA. The shortfall projected for the PAA is smaller than that for the existing City, so the actions taken to balance the existing City will also balance the PAA.

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14111 132nd Ave NE, Kirkland, WA

If the City Council decides to allow the casino to continue to operate in the PAA, the inclusion of potential gambling tax revenue from social card games (which are currently prohibited in the City of Kirkland), at the King County gambling tax rate of 11%, balances PAA finances in the first five years after annexation (assuming use of the state sales tax credit toward projected shortfalls).

Frequently Asked Questions—City Finances

Will annexation be financially self-supporting?

With or without annexation, the City Council needs to maintain a balanced budget. Financial analysis conducted to date projects a shortfall of approximately $3.3 million, before application of the State sales tax credit. State law allows for a credit to the City of up to 0.2% of the State's portion of sales tax revenues; this payment is estimated to provide an average of up to $4.4 million per year for ten years to help offset the cost of annexation. The sales tax credit is only available up to the amount needed to offset shortfalls due to annexation and can only be spent on services for the annexation area. The state sales tax credit more than offsets the $3.3 million shortfall anticipated in the first full year of the proposed annexation and the long-term financial analysis assumes that facilities expansion debt will be retired close to the time the sales tax credit ceases. If the gambling tax revenues are not available, the sales tax credit will offset most of the shortfall and the remainder is less than the shortfall in the existing City's forecast.

Will the casino/card room in Kingsgate be allowed to continue to operate?

State legislation (ESSB 5321) adopted in May, 2009 provides the option for the City Council to allow the only casino in the PAA to continue to operate. The City Council has not formally acted on this legislation.

How much revenue will the casino/card room generate for the City if annexation occurs?

If the City Council decides to allow the casino to continue to operate, gambling tax revenue is estimated at $800,000 per year (assuming King County's tax rate of 11%).

Is the City raising the private utility tax?

As part of its strategy to balance the 2009-2010 Budget, the City Council assumed placing a 1.5% tax increase on private utilities (electric, gas, telephone and cable service) for consideration by Kirkland voters on the November 2009 ballot. As of May 2009, the Council is still considering how to proceed with this strategy.

If annexation passes, to whom will I pay property taxes?

You will continue to pay all of your property taxes to the King County Assessor's Office. King County distributes your property tax payments to all of the taxing districts serving your area.

Will I still receive property tax exemptions?

Annexation will not impact an owner's ability to qualify for property tax exemptions. Note that property tax exemption programs are administered by the King County Assessor's Office. Please visit http://www.kingcounty.gov/Assessor/Exemptions.aspx for additional information.

Would the amount of my property taxes change upon annexation?

Your property's Assessed Valuation (AV) is determined by the King County Assessor's Office. Assessed Valuation is based on the appraisal of your real and personal property at 100 percent of its true and fair market value. The 2009 Tax Comparison table compares the estimated taxes the owner of a $495,000 home in the PAA would pay (prior to annexation) compared to the owner of a similar home in the City of Kirkland.

What is bonded indebtedness?

Bonded indebtedness is debt that has been incurred by a taxing district when the district issues bonds for major capital improvements. The bonds are repaid over twenty or thirty years from property taxes. For example, Kirkland residents voted to approve bonds that were issued for improvements to parks (such as Juanita Beach Park) and a new fire station.

Would annexation area residents have to assume an equal share of Kirkland's existing debt?

Kirkland residents currently pay approximately $0.11 per $1,000 of assessed property value—about $40 per year on a $495,000 home—to pay off bonds that were issued for the improvements described above. Since annexation area residents would benefit from these facilities, the City will ask the residents of the annexation area to assume a prorated share of the outstanding debt. In this case, since the total taxpayers supporting the debt would increase, the average taxes for a home in Kirkland would decrease by about $40 and homeowners in the annexation area would pay about the same amount. Even with the additional property tax for debt, the total taxes and fees for the average homeowner in the PAA are still lower in Kirkland than in King County. The assumption of debt by annexation area residents is subject to voter approval as part of the annexation election.

See attached 2009 Tax Comparison.

Kirkland Annexation Study
Spring 2009

2009 Tax Comparison

King County (Area served by FD #41) vs. Kirkland

Property Tax Comparison
Rate per $1,000 of Assessed Valuation

King County		**City of Kirkland**	
County Road Levy (Levy Code 7337)	$1.59	Regular Levy	$1.03
Fire District #41	0.90	Debt*	0.11
Consolidated (State, Port, County)	3.26	Consolidated (State, Port, County)	3.26
Finn Hill Park District**	0.05	Finn Hill Park District**	0.05
EMS	0.27	EMS	0.27
Lake Washington School	2.23	Lake Washington School	2.23
Hospital District	0.40	Hospital District	0.40
Library District	0.42	Library District	0.40
Flood Control Zone District	0.09	Flood Control Zone District	0.09
Ferry District	0.05	Ferry District	0.05
Total County Levy	**$9.26**	**Total City Levy**	**$7.89**
Property Tax on $495,000 home	**$4,583**	**Property Tax on $495,000 home**	**$3,906**
		Difference City to County	$(678)
		Rate Difference	$(1.37)

* Includes fire protection facilities.

** Finn Hill Park District levy only applies to residents within the Finn Hill Park District boundary.

Total Tax Comparison
Rate per $1,000 of Assessed Valuation

	King County	**City of Kirkland**	**Annual Increase or (Decrease)**
Property Tax Rate	$9.26	$7.89	$(1.37)
Average Property Tax Paid^	$4,583	$3,906	$(678)
Utility Tax^^	$0	$409	$409
Surface Water Fees	$111	$170	$59
Total	**$4,694**	**$4,485**	**$(210)**

^ These figures are based on an average home value of $495,000 and assume that residents in the PAA would assume Kirkland's outstanding debt; actual property tax rates vary within different areas of the PAA.

^^ Based on current tax rate. Actual utility taxes for PAA residents may be more or less depending on the utility usage. Potential utility tax increase would add $72 per year to total taxes and fees.

Kirkland Annexation Study

Spring 2009

Frequently Asked Questions—Public Safety

Since 2006, the Kirkland City Council has been carefully considering the annexation of the Finn Hill, North Juanita and Kingsgate neighborhoods, known as Kirkland's Potential Annexation Area (PAA). Throughout the City's analysis of the potential annexation, the City Council has endeavored to meet the intent of the Growth Management Act, evaluate financial impacts of annexation and provide public participation opportunities for those impacted. In April 2009, the City Council declared its intent to hold an election in November 2009 and submitted an annexation proposal to the Washington State Boundary Review Board for King County. This Frequently Asked Questions (FAQ) handout is intended to answer questions and concerns the City has heard from current City and PAA residents about the impact of the annexation about public safety services.

One of the noticeable changes in services should annexation occur, is that PAA residents would be served by the Kirkland Police Department and not by the King County Sheriff's Office. All but a small portion of the PAA is currently served by the City of Kirkland Fire Department via a contract with King County District #41. If annexation occurs, the City of Kirkland intends to provide the same public safety services to the PAA residents as it does to Kirkland residents.

How will annexation affect police services?

If annexation occurs, the City of Kirkland Police Department intends to provide equivalent police services in the annexation area as it provides in existing city limits. Three patrol districts are planned for the PAA; adding to the existing five districts in current city limits. An officer for each of the new patrol districts and a supervisor will be on duty 24 hours a day, seven days a week. The anticipated hiring of additional officers will provide for more police coverage in the PAA than what is currently provided by the King County Sheriff's Office.

In addition to general patrol services, additional staff would be added to the Investigations, Traffic, K9, Corrections and other police support services to meet the needs of a larger city. For more information about KPD, go to www.ci.kirkland.wa.us/police.

How will the City hire additional police personnel should annexation occur?

At this time, it is anticipated that 37 new commissioned officers will be hired should annexation occur. Most new officers are trained at the State's criminal justice academy and are required to complete "field" work with Kirkland Police Department. The training process can take up to 18 months.

If annexation occurs, the City would immediately begin the hiring process so that police patrol services can be established as quickly as possible for the PAA by the effective date of annexation. Because it is unlikely that the City can hire and train such a large number of officers between the time of the election and the effective date of annexation, it will be necessary to phase in service levels over time.

The City is currently in discussion with the King County Sheriff's Office regarding transition coverage and services.

For Annexation Information:

- **Visit www.ci.kirkland.wa.us/annexation**
- **Attend or watch a City Council meeting**
- **Receive Annexation updates via email**
- **Submit a comment online**
- **Call City Hall at 425-587-3001**

Upcoming Community Meetings:

June 18
Juanita High School, Auditorium, 7-9 p.m.
10601 NE 132nd Street, Kirkland WA

June 23
Finn Hill Jr. High School, Gym, 7-9 p.m.
8040 NE 132nd Street, Kirkland, WA

June 29
Kamiakin Jr. High School, Cafeteria, 7-9 p.m.
14111 132nd Ave NE, Kirkland, WA

What will happen to police response times if I annex to Kirkland?

If annexation occurs, the City of Kirkland Police Department intends to provide equivalent police services in the annexation area as it currently provides in existing city limits. As it does now, the Dispatch Center will prioritize 911 emergency calls and dispatch officers as needed. "Priority 1" calls will have the highest priority. Such calls are requests for service of an emergency nature which require immediate police response, as there is reason to believe that a continuing serious threat to life exists.

Frequently Asked Questions—Public Safety

What about 911 and dispatch services?

The City of Kirkland, several East King County cities, and numerous fire departments are partners in the regional public safety dispatch center known as the North East King County Regional Public Safety Communications Agency (NORCOM). On July 1, 2009, dispatch services for the Kirkland Police Department will be coordinated from the NORCOM Center located at Bellevue City Hall. For more information on NORCOM, go to www.norcom.org.

Dispatch services for the Kirkland Fire Department are currently dispatched from the Bellevue Communications Center and (Fire and Emergency Medical Service) will also be provided by. Whether or not annexation occurs, there will be no noticeable changes for residents of Kirkland and the PAA who call 911.

Would the crime rate be affected if annexation occurs?

Should annexation occur, the Kirkland Police Department anticipates an increase in citizen reports of crimes as residents and businesses in the PAA begin to connect with their local police department. This has occurred with Kirkland's past annexations and with other communities' annexations. The increase in reporting crimes will result in higher crime statistics in the initial phase of transition. With a higher number of patrol officers working in a geographical area, greater emphasis can be placed in areas prone to certain crimes such as motor vehicle thefts, motor vehicle prowls and residential burglaries.

Will Kirkland police respond to vandalism and other requests at parks in the PAA that remain with King County?

The King County Sheriff's Office is the primary responder to King County Parks located within cities' corporate boundaries. Ownership and maintenance responsibilities for Big Finn Hill Park will remain with King County at this time. Currently, when no County deputy is available to respond to County parks issues, the Kirkland Police Department provides assistance on emergency type calls. This assistance will continue.

Is a jail going to be located in Kirkland?

The City of Kirkland is working with other north and east King County cities and the City of Seattle to plan for a regional jail. Most cities within King County have had contracts with the County that allow them to house their misdemeanants in the County's jails. The cities' current contract with the County expires in roughly three years. Because of projected growth in its felony population, the County has stated that it will not have room in its existing jail facilities to house city misdemeanor inmates after the contract expires, and that cities should be planning a replacement facility for the jail beds they are losing at King County. The need for additional jail space is not a result of the potential annexation.

The City of Kirkland currently operates a twelve bed municipal jail which can house a portion of the City's inmates. Like other cities, Kirkland will need to build or contract for more jail beds to house its misdemeanor inmates. A site for a new regional jail has not been chosen at this time. For more information on the regional jail planning efforts, go to www.necmunicipaljail.org.

How will annexation affect fire and emergency medical services?

The City of Kirkland Fire and Emergency Services intends to provide equivalent services in the annexation area as it currently provides in existing city limits. Presently, through a contract with King County Fire District #41, the City provides fire protection and emergency medical services to all but a small portion of the potential annexation area. The Kingsgate area is served by three separate fire districts: Woodinville Fire & Life Safety District, King County Fire District #41 (contract with City of Kirkland) and the Fire District #34 (contract with City of Redmond). Paramedic (Advanced Life Support) services are funded through the Medic One levy and provided from Kirkland's Fire Station #27 and will continue at the same level should annexation occur.

The City of Kirkland is in discussion with the fire districts that are potentially impacted by annexation regarding transition coverage and services. Recently adopted legislation (ESSB 5808) provides guidance to address annexation of fire districts, particularly the treatment of impacted fire district employees and continuation of existing services.

Does the City of Kirkland ban fireworks?

The sale, possession and discharge of fireworks are prohibited within Kirkland city limits. The ban became effective in 1999. If annexation occurs, the prohibition would apply to the entire City limits.

Will animal control services be available if annexation occurs?

Currently, the animal control is provided by King County Animal Control Services for the City and for King County. If annexation occurs, this service would continue.

Kirkland Annexation Study

Spring 2009

Frequently Asked Questions— Zoning and Building Requirements

Since 2006, the Kirkland City Council has been carefully considering the annexation of the Finn Hill, North Juanita and Kingsgate neighborhoods, known as Kirkland's Potential Annexation Area (PAA). (*See* attached map.) Throughout the City's analysis of the potential annexation, the City Council has endeavored to meet the intent of the Growth Management Act, evaluate financial impacts of annexation and provide public participation opportunities for those impacted. In April 2009, the City Council declared its intent to hold an election in November 2009 and submitted an annexation proposal to the Washington State Boundary Review Board for King County. This Frequently Asked Questions (FAQ) handout is intended to answer questions and concerns the City has heard from current City and PAA residents about zoning and building code requirements.

Zoning provides the standards and regulations that apply to land and structures in the city or county. Building safety and fire prevention codes address all aspects of construction to ensure structural integrity, proper installation and operation of electrical and other systems. For City of Kirkland residents, land use (zoning) regulations are contained in the Kirkland Zoning Code (KZC). International Code Council building and fire codes are adopted by reference into the Kirkland Municipal Code (KMC). Land use, building and fire codes for King County residents are contained in the King County Code (KCC).

Will annexation affect my zoning?

Annexation would not affect zoning within current City of Kirkland limits. If annexation is approved, the City would apply zoning districts to the PAA that are most comparable with King County's zoning. Generally, the City zoning would establish the same densities as currently allowed under King County zoning. In some cases, the difference between County codes and City codes requires some adjustments to the zoning.

In 2008, the City held several workshops with PAA residents to identify zoning concerns that should be addressed should annexation occur. Based upon the feedback, the City has developed proposed zoning regulations for the PAA. Zoning addressed in the proposed regulations includes:

- Rules such as setbacks and building height for single family development, including building homes and subdividing larger parcels
- Rules for commercial zones, including allowed uses and building heights
- Rules for protections of streams, wetlands, and steep slopes.

As part of the annexation process, State law requires that zoning regulations be adopted. State law also requires that the City Council hold two public hearings to consider the proposed zoning and take input from the community about the rules.

Will existing land uses be allowed to continue?

Existing land uses will be allowed to continue. Generally, the proposed zoning will align closely to the current King County zoning.

For Annexation Information:

- **Visit www.ci.kirkland.wa.us/annexation**
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To view existing King County zoning, view the maps at www.kingcounty.gov/operations/gis/Maps/iMAP.aspx. To view proposed zoning for the PAA, view the maps at www.ci.kirkland.wa.us/annexation.

If you have specific concerns with the proposed zoning, please contact Jeremy McMahan, Kirkland Planning & Community Development at 425-587-3229 or jmcmahan@ci.kirkland.wa.us.

Frequently Asked Questions—Zoning and Building Requirements

How will development standards change if my area is annexed?

Generally, the proposed zoning and development standards align closely with King County standards. The City held workshops for residents of the annexation area in 2008. Attendees provided feedback on comparisons between County and City residential development standards. Based on the results of those workshops, some differences are included in the draft regulations for single family development, such as:

- The County allows apartments and townhomes in the R-4 through R-8 zones. Kirkland typically restricts similar zones to single family homes. Attendees generally favored limiting these R zones to single family uses.
- The County allows building heights of 35–45 feet for homes. Kirkland currently has a maximum of 30 feet. Attendees generally favored a 30 foot or 35 foot height limit. The draft regulations include Kirkland's current 30 foot height limit.
- The County allows homes to be built within 10 feet of the front property line. Kirkland currently requires 20 feet with reduction to 13 feet for front porches. Attendees generally favored Kirkland's setbacks.
- The County does not limit the size of a home relative to the size of the lot (floor area ratio limits). Kirkland currently limits the size of homes in most residential zones to 50% of the lot area (e.g. 7,200 sq. ft. lot = 3,600 sq. ft. home). Attendees generally favored Kirkland's floor area ratio limit.

The development standards for multifamily, commercial, and industrial are also similar.

Detailed comparison charts for various development standards can be found at www.ci.kirkland.wa.us/annexation.

How will I know about opportunities to comment on proposed projects in my neighborhood?

The City's Planning & Community Development Department coordinates the legal noticing of proposed land use applications and construction projects. The City's Public Works Department routinely provides project flyers for public capital improvement projects to affected property owners.

The City's "Kirkland Permits" website, www.kirklandpermits.net, provides for online searches by permit number, address, neighborhood and person, place or name of business. Online comments for active land use projects can be submitted through the site.

What will happen to buildings or uses that do not conform to current City zoning standards should annexation occur?

Nonconforming buildings or uses are allowed to continue in perpetuity unless certain thresholds are triggered. For example:

- If a site is redeveloped, the new development must conform to current rules.
- If a non-conforming use is ceased for more than 90 days, the new use must conform to current codes.

Kirkland's zoning also allows for repair and maintenance of non-conformances that are damaged or destroyed by casualty damage (e.g. fire, earthquakes).

Will I have to go through the City's permit process if I've already requested a permit from King County?

If annexation is approved by the voters, the City and King County will develop an Interlocal Agreement to determine the specifics of which jurisdiction will follow through on the approvals and inspections of current permits.

What are the City's regulations for oversized vehicles?

Under current City of Kirkland regulations, oversized vehicle (boats, trailers, RV's greater that 9' high and 22' long) are not allowed to be parked in residential areas. The regulations provide exceptions for a period of 24 hours to load and unload the vehicle. Existing King County zoning for the PAA has no such limits on vehicle size. Based on direction from workshops held with residents of the PAA, the City will be considering regulations that would "grandfather" oversized vehicles in the PAA. This could involve a program to register existing oversized vehicles while requiring new vehicles to comply with City regulations.

Are home occupations allowed in the City of Kirkland?

Home occupations are allowed in Kirkland city limits. According to Kirkland Zoning Code (KZC), a home occupation is a "for profit" enterprise, activity, or profession which is incidental to a residential use (KZC 115.65). A home occupation use is allowed in the City of Kirkland if it meets certain land use criteria. All home occupations require a valid City business license. Both King County and Kirkland zoning allow for limited home occupations. Both codes limit those uses so they do not intrude on the residential character of the neighborhood.

For any specific home occupation permit requirements in the City, call the Planning & Community Development Department at 425-587-3225. For business license requirements in the City, call the Licensing Division at 425-587-3141. For general information, go to www.ci.kirkland.wa.us.

Frequently Asked Questions—Zoning and Building Requirements

Will Kirkland's land use requirements restrict farm animals more or less than King County's?

The following table summarizes the differences in County and City rules for keeping farm animals:

	King County	City of Kirkland
Poultry/fowl	Less than 21,780 sq. ft. lot: 3 per household More than 21,780 sq. ft. lot: 1/1 sq. ft. structure (maximum structure size is 2,000 sq. ft., must be kept in building or pen)	Less than 35,000 sq. ft. lot: not allowed More than 35, 000 sq. ft. lot: 20 plus 1 for each additional 500 sq. ft. of lot area
Livestock (horses, cows...)	Minimum 35,000 sq. ft. lot (without a permit): 6 per acre in a structure 3 per acre if outside	Minimum 35,000 sq. ft. lot (without a permit): 2 per 35,000 sq. ft. plus 1 for each 17,500 sq. ft.

Additional information about City regulations can be found in Chapter 115 of the City's online zoning code at www.ci.kirkland.wa.us).

If I'm annexed and want to build, will my traffic, park and school impact fees change?

It is likely that impact fee amounts will change. At this time, an analysis has not been completed to determine if the impact fees will increase or decrease. What we can offer at this time is the current City of Kirkland impact fees in comparison to the King County Impact fees. There are many impact fee categories, but because much of the PAA is single-family residential use, we will only list those impact fees here.

Single-family Residential Use	City of Kirkland	King County
Traffic Impact Fee	$3,825 (one overall zone)	$258–$2,295 (ranges over 9 zones)*
Park Impact Fee	$3,845	Land Dedication Required**
School Impact Fee***	$0	$6,492

*With annexation, the Kirkland Traffic Impact fees will need to be reanalyzed.

**King County does not have Park Impact Fees, but they do have single-family recreational space requirements that must be set aside as part of the development mitigation. If recreation space is not feasible, a fee-in-lieu is required based on the fair market value of the land that would have been set aside as recreation space.

***The Kirkland City Council is considering a request from the Lake Washington School District to collect impact fees on behalf of the District.

Does the City enforce private covenants, conditions and restrictions (CCRs)?

CCRs are typically restrictions on private property that are enacted and enforced by a Home Owner's Association. CCRs are intended to control the nature and character of a property for the benefit of future owners. Because they are enacted privately and are not part of adopted City or County regulations, the City and County do not enforce CCRs.

Does the City have a code enforcement program?

The City's Code Enforcement Program is within the Planning & Community Development Department. The City will investigate potential or actual code violations when a formal complaint is received. If the violation is a life safety issue, the City will investigate without a formal complaint. Complaints may be filed in person at City Hall during regular office hours, by phone at 425-587-3225 or online at www.ci.kirkland.wa.us (Enter "complaint" in search field).

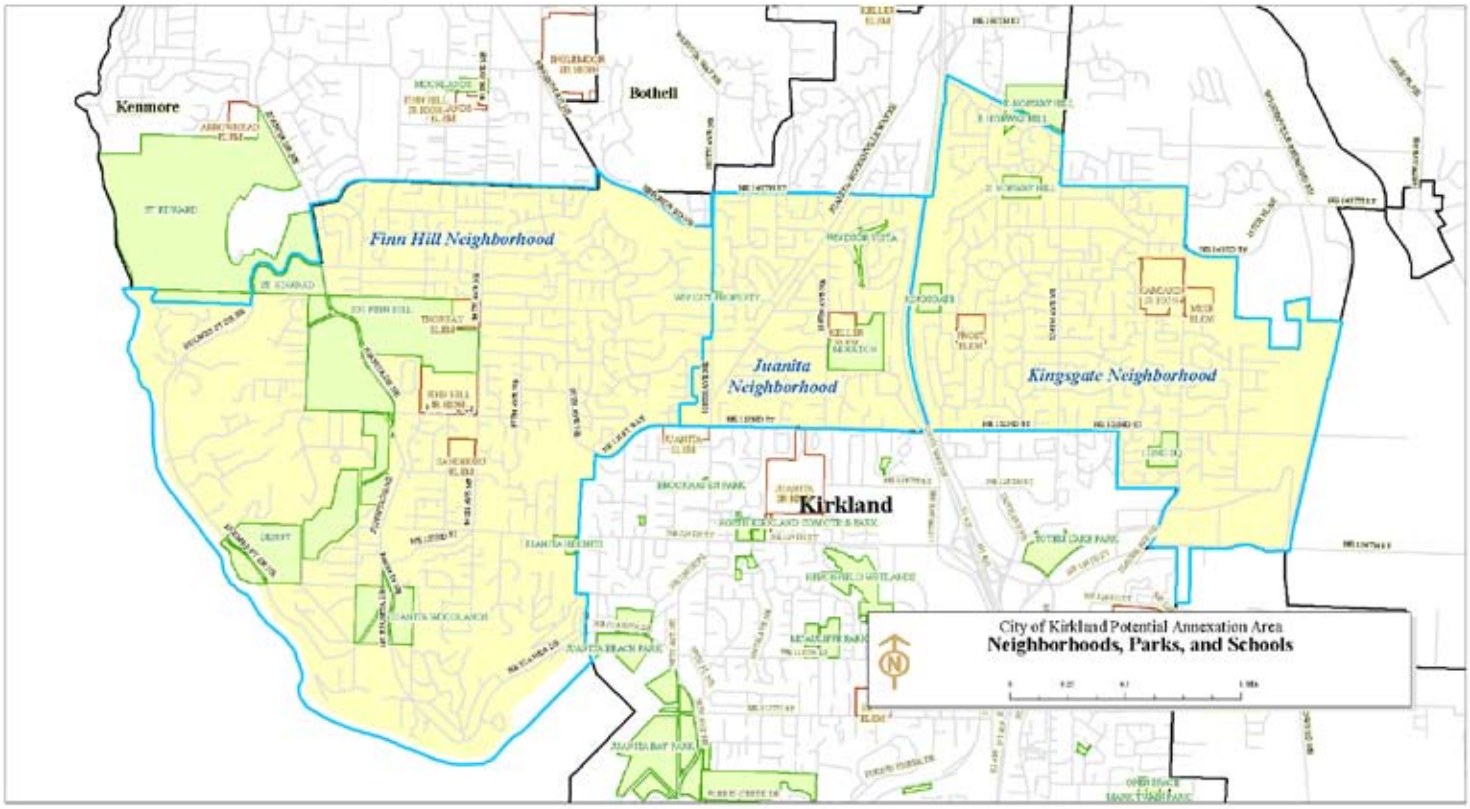
How would Kirkland's tree protection regulations affect the potential annexation area?

The City of Kirkland has tree management regulations that promote retention of healthy significant trees with a goal of retaining and enhancing Kirkland's tree canopy. For properties not under development, the regulations limit removal of significant trees to two per year with exceptions for hazardous trees. For properties being developed, the regulations require an arborist to evaluate existing trees and require retention of healthy significant trees where feasible. The regulations also establish protection measures to ensure that trees designated for retention are not damaged through the development process. Existing King County and City of Kirkland regulations also prohibit tree removal in critical areas like wetlands, streams, and their buffers.

The City is currently in the process of reviewing its tree regulations and determining where changes are needed. To learn more, contact the Kirkland Planning Department at 425-587-3225.

Frequently Asked Questions—Zoning and Building Requirements

Kirkland's Proposed Annexation Area



June 1, 2009

Kirkland Annexation Study

Spring 2009

Frequently Asked Questions—Community Involvement

Since 2006, the Kirkland City Council has been carefully considering the annexation of the Finn Hill, North Juanita and Kingsgate neighborhoods, known as Kirkland's Potential Annexation Area (PAA). (*See* map on reverse side.) Throughout the City's analysis of the potential annexation, the City Council has endeavored to meet the intent of the Growth Management Act, evaluate financial impacts of annexation and provide public participation opportunities for those impacted should annexation occur. In April 2009, the City Council declared its intent to hold an election in November 2009 and submitted an annexation proposal to the Washington State Boundary Review Board for King County. This Frequently Asked Questions (FAQ) handout is intended to answer questions and concerns the City has heard from current City and PAA residents about how to stay informed and be involved in the annexation process.

The best source of City information about the Annexation Study is its website: www.ci.kirkland.wa.us/annexation. The site contains this and other FAQs, meeting information, maps, City Council staff reports (including links to meeting videos) and background information.

If annexation occurs, will my elected representatives change?

Unincorporated King County residents are represented by the King County Executive and the King County Council members. If annexation is approved by voters in the PAA, then the local government elected representation will change from the King County Council to the Kirkland City Council. City of Kirkland residents are represented by seven City Council members. The number of City Council seats is established at by state law.

The City Council is a part-time, nonpartisan body elected at large every two years to staggered, four-year terms. The primary responsibility of the City Council is to establish the policies and long-term goals for the City, and to provide the resources and guidance necessary to carry out these policies.

Will I be able to run for City Council if I'm annexed?

To be eligible to run for the Kirkland City Council, you must be a registered voter at the time of filing and have lived in the Kirkland City limits for at least one year prior to the election.

When does the Kirkland City Council meet?

The Kirkland City Council meets the first and third Tuesday of each month at Kirkland City Hall, 123 5th Avenue. Study Sessions are typically held at 6 p.m. in the Peter Kirk Room and Regular meetings are typically held at 7:30 p.m. in the Council Chambers. A public comment period is available during the Regular Meeting for those interested in addressing the City Council about items not on the agenda.

City Council meetings are streamed live and available "on demand" to anyone with internet access from the City's website at www.ci.kirkland.wa.us/tv. For current city residents, the meetings are broadcast live and rebroadcast on KGOV (Channel 21/Comcast; Channel 31/Verizon).

For Annexation Information:

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- **Attend or watch a City Council meeting**
- **Receive Annexation updates via email**
- **Submit a comment online**
- **Call City Hall at 425-587-3001**

Upcoming Meetings:

June 2
Informational Open House on Proposed Annexation Zoning Regulations, 4-7 p.m.
Kirkland City Hall, 123 5th Avenue

City Council Public Hearing on Proposed Annexation Zoning Regulation, 7:30 p.m.
Kirkland City Hall, 123 5th Avenue

June 8
Boundary Review Board Public Hearing on Kirkland's Proposed Annexation, 7 p.m.
Lake Washington Technical College
11605 132nd Avenue NE, Room W401
Kirkland, WA

June 18
Juanita High School, Auditorium, 7-9 p.m.
10601 NE 132nd Street, Kirkland WA

June 23
Finn Hill Jr. High School, Gym, 7-9 p.m.
8040 NE 132nd Street, Kirkland, WA

June 29
Kamiakin Jr. High School, Cafeteria, 7-9 p.m.
14111 132nd Ave NE, Kirkland, WA

July 7
City Council Public Hearing on Proposed Annexation Zoning Regulation, 7:30 p.m.
Kirkland City Hall, 123 5th Avenue

Frequently Asked Questions—Community Involvement

How can I learn more about the Kirkland Annexation Study and process?

The best place to start is by visiting the City's website at: www.ci.kirkland.wa.us/annexation. The City is available to provide updates at neighborhood and community meetings. You can submit your questions and concerns to the City by emailing annexation@ci.kirkland.wa.us. To receive email updates on the Annexation process, sign up for the Annexation E-mail Alerts at www.ci.kirkland.wa.us/E-Bulletins. For more information, call the City at 425-587-3001.

Will I be able to serve on an advisory board or commission if I'm annexed?

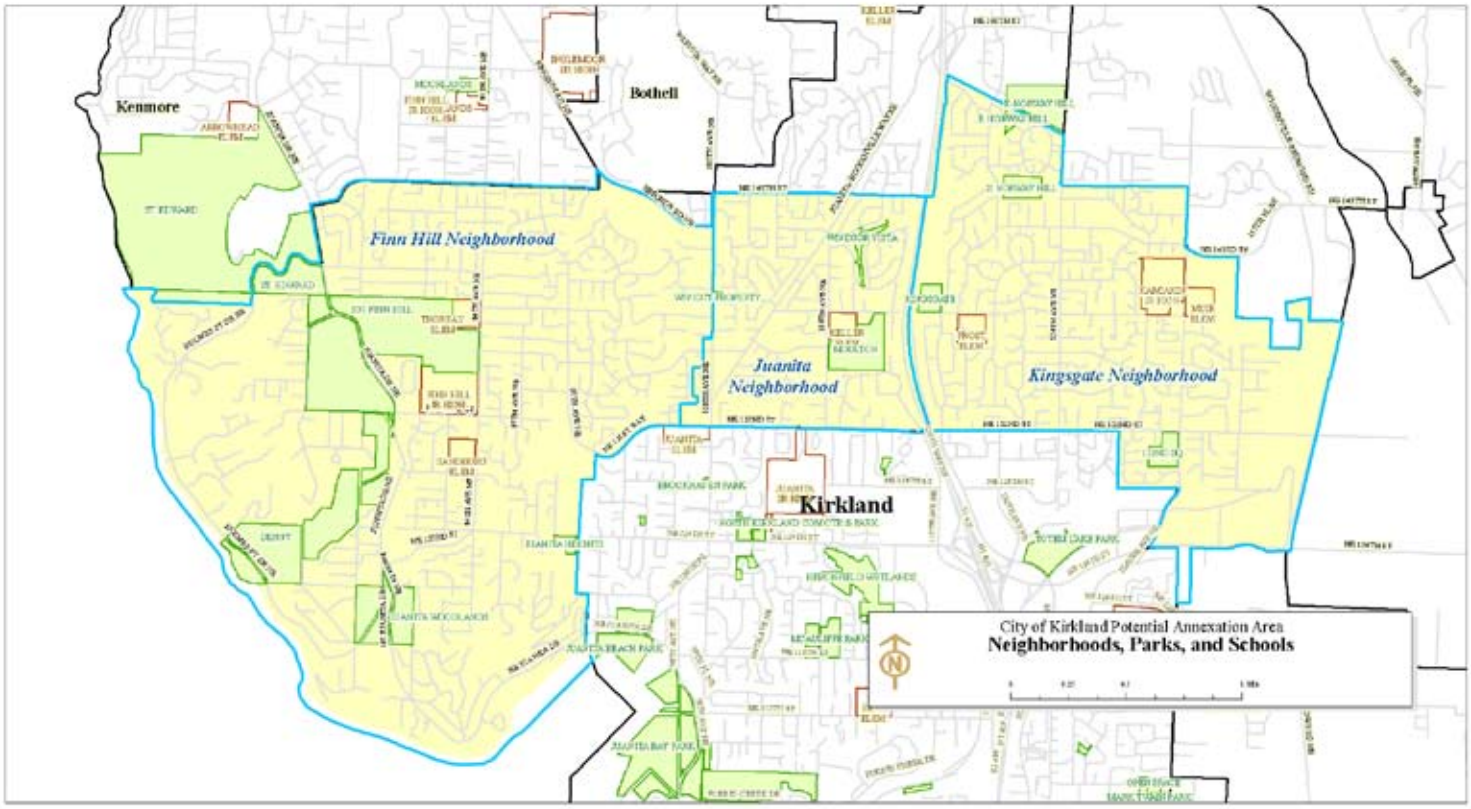
There are 12 City boards and commissions whose members are appointed by the City Council. Many of these advisory boards have adult and youth positions. Several currently have residents of the PAA serving on them. If annexation is approved, it is possible that prior to it becoming effective, the City Council would temporarily increase the number of Planning Commission and Park Board members to ensure representation from the Finn Hill, North Juanita and Kingsgate neighborhoods during the transition. After the initial appointment, annexation area members would need to apply to vacancies as they occur.

To learn more about City volunteer board and commissions, go to www.ci.kirkland.wa.us and search "Boards and Commissions."

Will I become part of a neighborhood association?

There are three neighborhood areas identified in the PAA study—Finn Hill, North Juanita and Kingsgate. There are also existing neighborhood associations and homeowners associations that are already organized. If annexation occurs, the City's Planning & Community Development Department will initiate a neighborhood planning process and develop more formal boundaries that would take into consideration existing associations and residents of that particular neighborhood area. If the PAA is annexed, the City's Neighborhood Services Program staff would provide neighborhood leaders with information and resources. To learn more about Kirkland's Neighborhood Services Program, go to www.ci.kirkland.wa.us/neighborhoods.

Kirkland's Proposed Annexation Area



June 1, 2009

Annexation Calendar

Attachment D

May 2009

MONDAY	TUESDAY	WEDNESDAY	THURSDAY	FRIDAY	SATURDAY	SUNDAY
				1	2	3
4	5	6	7	8	9	10
11	12	13	14	15	16	17
18	19 Council Meeting Proposed Annexation Zoning	20 Totem Lake Neighborhood Meeting	21 BRB materials and handouts to BRB	22	23	24
25	26	27	28	29	30	31

Attachment D

June 2009

MONDAY	TUESDAY	WEDNESDAY	THURSDAY	FRIDAY	SATURDAY	SUNDAY
1	2 Zoning Open House and 1st Public Hearing	3	4	5	6	7
8 BRB Public Hearing	9	10 BRB Hearing Continued – Preliminary Decision	11	12	13	14
15	16 Council Study Session Policy Issue Direction	17	18 -1st Community Meeting Juanita High School -Advertise for pro/con committee	19	20	21
22	23 2nd Community Meeting Finn Hill Jr. High	24	25	26	27	28
29 3rd Community Meeting Kamiakin Jr. High	30					

Attachment D

July 2009

MONDAY	TUESDAY	WEDNESDAY	THURSDAY	FRIDAY	SATURDAY	SUNDAY
		1	2	3	4	5
6	7 City Council: -2nd Zoning Public Hearing & Possible Adoption of Zoning -Review of pro-con committee applic.	8	9 BRB Final Decision	10 BRB appeal period begins	11	12
13	14	15	16	17	18	19
20	21 City Council: -Adoption of Proposed Zoning (if needed) -Approval of resolution requesting election -Appointment of pro and con committee	22 Kirkland resolution forwarded to King County	23	24	25	26
27 King County Council Meeting approve ordinance placing Annexation Measure on Ballot	28	29	30	31		

Attachment D

August 2009

MONDAY	TUESDAY	WEDNESDAY	THURSDAY	FRIDAY	SATURDAY	SUNDAY
					1	2
3	4	5	6	7	8	9
10 End of BRB Appeal Period	11 File with King County Records and Elections w/ ballot title, summary and requesting voters pamphlet	12	13	14 Explanatory Statement Reviewed Identification of pro and con committees	15	16
17	18	19 Pro and Con Arguments written by committees	20	21 Pro and Con arguments available for rebuttal	22	23
24/31	25	26	27	28	29	30

Attachment D

September 2009

MONDAY	TUESDAY	WEDNESDAY	THURSDAY	FRIDAY	SATURDAY	SUNDAY
	1	2	3	4	5	6
7	8	9	10	11	12	13
14	15	16	17	18	19	20
21	22	23	24	25	26	27
28	29	30				

Attachment D

October 2009

MONDAY	TUESDAY	WEDNESDAY	THURSDAY	FRIDAY	SATURDAY	SUNDAY
			1	2	3	4
5	6	7	8	9	10	11
12	13	14	15	16	17	18
19	20	21	22	23	24	25
26	27	28	29	30	31	

Attachment D

November 2009

MONDAY	TUESDAY	WEDNESDAY	THURSDAY	FRIDAY	SATURDAY	SUNDAY
						1
2	3 General Election	4	5	6	7	8
9	10	11	12	13	14	15
16	17	18	19	20	21	22
23	24	25	26	27	28	29
30						

Attachment D

December 2009

MONDAY	TUESDAY	WEDNESDAY	THURSDAY	FRIDAY	SATURDAY	SUNDAY
	1 City Council Meeting -- Ordinance providing for annexation and	2	3	4	5	6
7	8	9	10	11	12	13
14	15	16	17	18	19	20
21	22	23	24	25	26	27
28	29	30	31			

Consolidated Calendar

Attachment D

June 2009

MONDAY	TUESDAY	WEDNESDAY	THURSDAY	FRIDAY	SATURDAY	SUNDAY
1 Candidate Filing Period opens	2 City Council Mtg	3	4	5 Candidate Filing Period Closes	6	7
8 BRB Public Hearing	9	10 BRB PH Continued (Preliminary Decision) Primary candidate statements for voter pamphlet due	11 Advertise for HCC pro/con committees	12	13	14
15	16 City Council Mtg	17	18 Advertise for Annexation pro/con committees	19	20	21
22	23	24	25 Advertise for Utility Tax pro/con committees	26	27	28
29	30					

Attachment D

July 2009

MONDAY	TUESDAY	WEDNESDAY	THURSDAY	FRIDAY	SATURDAY	SUNDAY
		1	2	3	4	5
6	7 City Council Mtg Utility Tax PH Review of pro-con committee applicants	8	9 BRB Final Decision	10 BRB appeal period begins	11	12
13	14	15	16	17	18	19
20	21 City Council Mtg Approve Utility Tax Ord Appoint Utility Tax pro/con committees Approve Resolution R-4763 requesting annex election date Appoint annexation pro/con committees	22 King Co receives copy of R-4763	23	24	25	26
27 KC Council takes action on Ordinance setting annex election date and transmitting ballot tiltle	28	29	30	31		

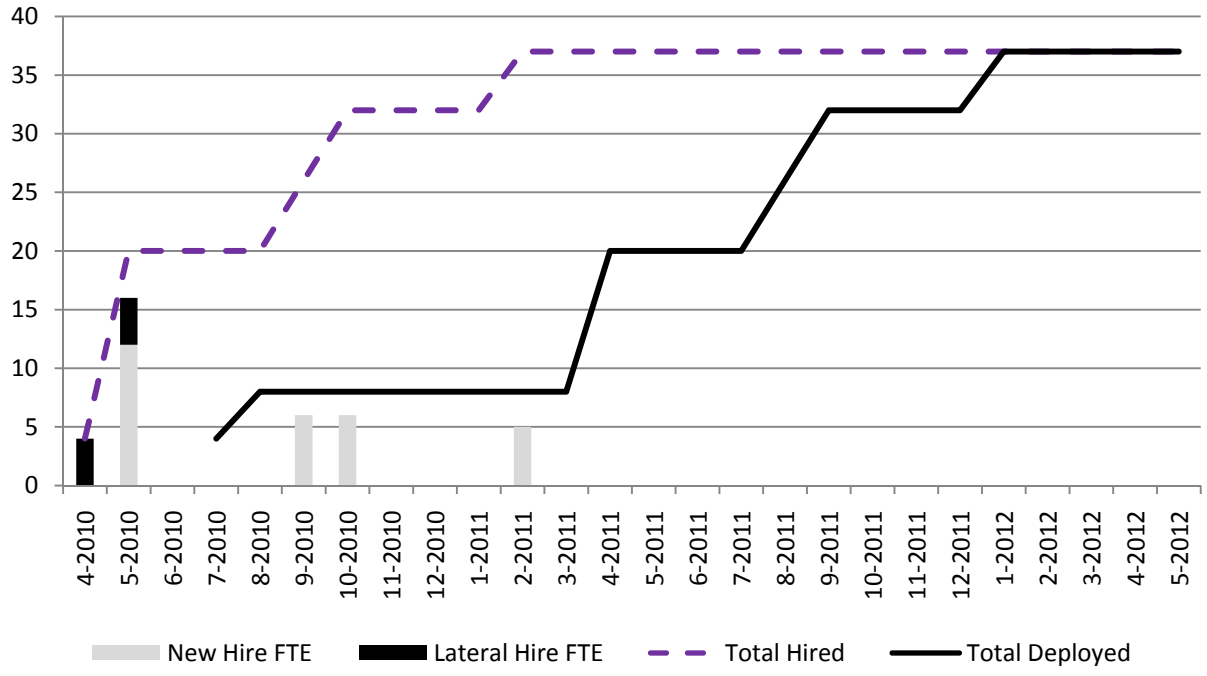
Attachment D

August 2009

MONDAY	TUESDAY	WEDNESDAY	THURSDAY	FRIDAY	SATURDAY	SUNDAY
KING COUNTY COUNCIL ON HIATUS DURING AUGUST					1	2
3	4 ONLY SCHEDULED City Council Mtg/AUG	5	6	7		9
8 End of BRB Appeal period	11 Deadline to request special election - KC Elections (Annex, Util Tax, HCC)	12	13	14 Deadline to file KC Elections: ballot title, exp stmt, comm appts for Annex, Utility Tax, HCC	15	16
17	18 PRIMARY ELECTION (if filings >2 per seat for CC, HCC, Muni Judge)	19 Pro/con stmts written by comms for pamph due (Annex, UT, HCC), opp avail after 4:30	20	21 Candidate and Rebuttal statements for voter pamphlets due (Annex, UT, HCC)	22	23
24	25	26	27	28	29	30
31	NO ADDITIONAL DUE DATES AFTER AUGUST UNTIL GENERAL ELECTION ON NOVEMBER 3rd					

Attachment E

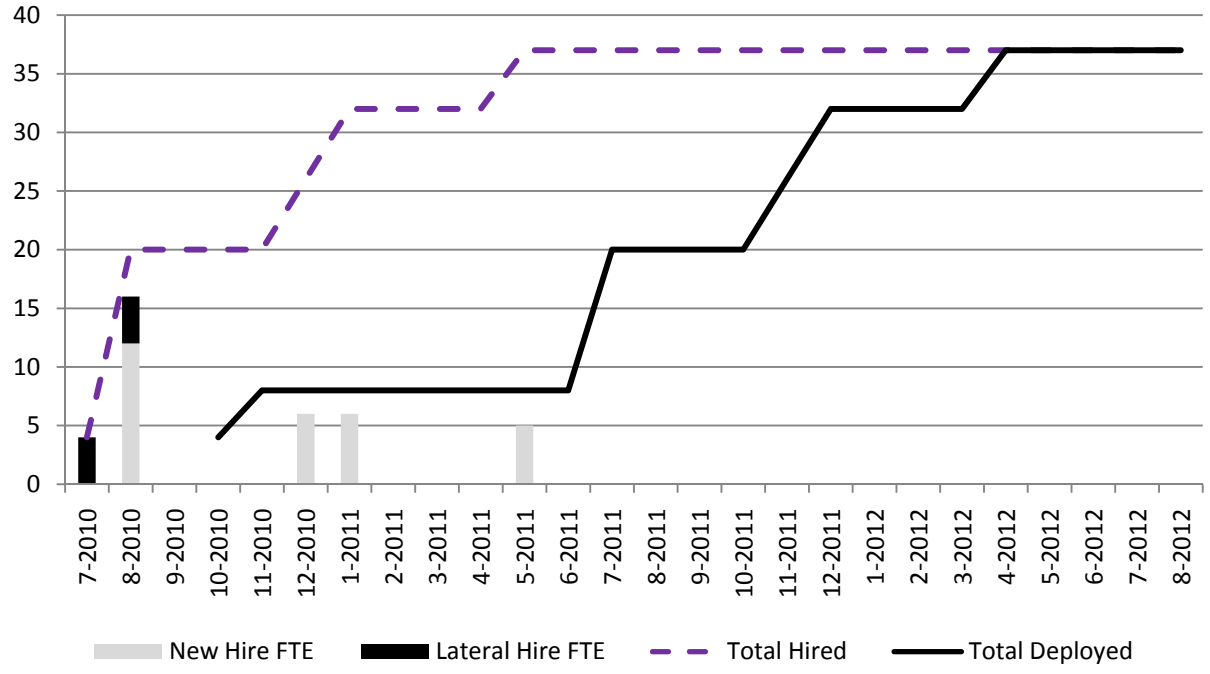
Police Annexation Staffing
Scenario #1: Annexation Effective Date of April 1, 2011



- Hiring and training of lateral police officers begins in April 2010 in order to have them available to deploy in July 2010. The hiring and training process for laterals takes approximately three months. Two rounds of lateral hiring will be completed.
- The hiring and training of new police officers begins in April 2010 in order to have them available to deploy in April 2011.

Attachment F

Police Annexation Staffing
Scenario #2: Annexation Effective Date of July 1, 2011



- Hiring and training of lateral police officers begins in July 2010 in order to have them available to deploy in October 2010. The hiring and training process for laterals takes approximately three months. Two rounds of lateral hiring will be completed.
- Hiring and training of new police officers begins in July 2010 in order to have them available to deploy in July 2011.

Gambling License Certification Program

Our Mission:
Protect the Public by Ensuring that Gambling is Legal and Honest

GAMBLING LICENSE CERTIFICATION PROGRAM

The Washington State Gambling Act (RCW 9.46) gives the public an opportunity to engage in limited charitable and social gambling without fear of organized crime infiltration or the potential for fraud by professional gamblers. **The Gambling Commission was established as a regulatory agency with its major responsibility directed toward preventing individuals with undesirable criminal backgrounds from obtaining a gambling license or working in a licensed establishment.**

The Gambling License Certification Program is an investigative process where applicants are evaluated through an in-depth analysis to ensure they are suitable to hold a gambling license..

We use the certification process as an important step in its "prevention" approach to gambling enforcement. Through careful screening and evaluation, the certification program plays a key role in preventing potentially undesirable organizations or individuals from obtaining a gambling license. All applicants must successfully prove they qualify for a license. The ability to get a gambling license rests solely on meeting the criteria outlined in the Gambling Act. We will only issue a license if an applicant successfully passes our background checks.

Who Can Be Licensed

- Bona Fide Charitable or Nonprofit Organizations
- Commercial Business
  - primarily engaged in selling food and / or drink for consumption on-site,
  OR
  - engaged in manufacturing / selling gambling equipment / supplies / services.
- Individuals working for licensed organizations or businesses (such as dealers or manufacturer representatives).
- Persons and businesses working for tribal casinos receive a certification, rather than a license (such as dealers or management companies).

General Qualifications

- **Bona Fide Charitable or Nonprofit Organizations must:**
  1. Be organized to provide one or more of these nonprofit services:
     - Educational
     - Civic
     - Patriotic
     - Political
     - Social
     - Athletic
     - Fraternal
     - Agricultural

     Or be one of the following:
     - Religious Society
     - Church
     - Fraternal Society
     - Grange
     - Agricultural Fair
  2. Be organized and operating at least 12 months prior to applying for a license.
  3. Must have at least 15 actively participating members, 18 years of age or older, each with equal voting rights.
  4. Be classified exempt by the IRS from federal income taxes.
  5. Demonstrate accomplishments of organizational purposes.
  6. Successfully complete a criminal and financial background investigation.
  7. Provide evidence of purchase / start-up funds sources.
- **Commercial Businesses must:**
  1. Demonstrate that the gambling activity would be a commercial stimulant to on-premises food and / or drink sales.
  2. Have a valid liquor license, if applicable.
  3. Provide evidence of purchase / start-up funds sources.
  4. Ensure all persons with a substantial interest successfully complete a criminal and financial background investigation.
  5. Show proof of financial arrangements, ownership, rental or lease agreements.
- **Individuals:**
  1. Must provide proof of employment status.
  2. Must successfully complete a criminal background investigation.

Licensed Gambling Activities

- **Charitable or Nonprofit Organizations may be licensed to operate:**
  1. Amusement Games
  2. Bingo Games
  3. Fund-Raising Events (Reno / Casino Nights)
  4. Punch Boards and Pull-Tabs
  5. Raffles
  6. Social Card Games
- **Commercial Businesses may be licensed to operate:**
  1. Amusement Games
  2. Card Games
  3. Punch Boards and Pull-Tabs
  4. Punch Board and Pull-Tab Service Business
  5. Distributing (equipment and supplies)
  6. Fund-Raising Event Equipment Distributor
  7. Linked Bingo Prize Provider
  8. Manufacturing (equipment and supplies)
  9. Service Supplying (consulting and other services)
- **Individuals may be licensed as a:**
  1. Cardroom Employee (such as a dealer)
  2. Commercial Gambling Manager
  3. Charitable or Non-profit Gambling Manager
  4. Distributor Representative
  5. Linked Bingo Prize Provider Representative
  6. Manufacturer Representative
  7. Services Supplier Representative
- **Individuals and Commercial Businesses may be certified to work in Tribal Casinos as:**
  1. Class III Gaming Employees (dealers)
  2. Class III Management Companies or Financiers
  3. Class III Manufacturers / Suppliers of gaming services, supplies, and equipment

Applying For A Gambling License

- Applications are available at our Lacey headquarters office and on our website.
- Applications must be signed, dated, include the proper fee, and be delivered to our Lacey headquarters office.
- The fee for the license you are applying for is listed on your application or on a fee schedule included in your application packet.
- You may be asked to supply fingerprints and provide proof of income from various sources.
- Fingerprinting services are available at our Lacey headquarters office Tuesday through Friday from 9 a.m. to 4:30 p.m. There is a $13 non-refundable fee. Have the exact amount, $13, in cash or check. We do not accept credit or debit cards. Bring your application and photo identification. Fingerprinting services may also be available at your local police department.
- It takes about 60 days to process an application. As such, you should submit your application at least 60 days before you want to open a gambling business or begin working for a gambling business.
- If you have questions, contact us before submitting your application. This is helpful in preventing problems/omissions and reducing the time to process your application.

How The Licensing Process Works

- After we receive your application, a licensing file is created and a Licensing Customer Service Specialist is assigned to review and evaluate your application.
- A Financial Investigative Unit Special Agent may be assigned to conduct a criminal background check and investigate the source of the money used in your gambling business. Investigations may involve local police as well as state, federal, national, and international authorities to ensure all persons that have a substantial interest in a gambling business are qualified to be licensed.
- A copy of your application may be sent to the local Gambling Special Agent assigned to your area. The agent may contact you to inspect your business site.

- You may be contacted during the licensing process to determine your eligibility to hold a license. We may request additional information such as leases, corporate papers, by-laws, purchase agreements, financial statements, criminal history statements, personal information forms, fingerprints, etc. You can avoid delays with timely responses to these requests.
- After the investigative process is finished, your application is reviewed to determine if you qualify for a license.

If your application is approved, a license will be mailed to you within one or two days. Accounting packets, a rules manual, problem gambling information and other special notices may be included with your license.

If your application is denied, you will be told why. You may not have qualified for a license because you did not:

- Supply the required information
- Pay the proper fees
- Pass the criminal or financial background investigations.

- You may supply additional information to prove your suitability or voluntarily withdraw your application.
- If you do not respond to requests from staff for additional information, we may close your file.
- If you do not pass our criminal or financial background checks, you may request an administrative hearing to explain your circumstances to an administrative law judge.

Commonly Asked Questions About The Application Process

Question: How long does it take to process a gambling license?
Answer: The average processing time for an in-state application is 60 days. Organizations and businesses should plan their activity to allow for this amount of processing time.

Question: Why does it take 60 days to process an application?
Answer: License applications are processed on a first come, first served basis. This amount of time is needed to conduct the criminal and financial background investigations.

Question: What can delay my application?
Answer: Delays are commonly caused by:

- Incomplete applications
- Required documents are not attached
- Delays or repeat inquiries to local and national police for background checks
- Applicant not responding to questions
- Applicant qualification problems
- Inability to verify applicant's financial sources

Question: When will the Gambling Commission issue my license?
Answer: We will issue a license **only** after we are sure you are qualified to operate or participate in the gambling activity.

Question: Can commercial business gambling licenses be transferred from one owner to another?
Answer: Once a gambling license is issued to a business, the license becomes void if the business is sold. In some special circumstances, licenses can be transferred, such as transfers to family members, incapacity, death, receivership, bankruptcy or assignment for benefit of creditors. (WAC 230-06-106, 230 06-107, 230-06-108)

Question: Why must nonprofit gambling managers attend mandatory training?
Answer: To educate the managers and increase voluntary compliance with gambling rules by:

- Creating a better understanding of our role in regulating and controlling gambling activities.
- Emphasizing manager responsibilities.
- Familiarizing managers with accounting procedures and local tax reporting requirements.
- Outlining gambling laws, rules, procedures, and other general information.

Question: What happens when a license expires?
Answer: A license is valid for one year or less. If your license expires before you have a new one, you must immediately stop all gambling activities. Your local Gambling Agent will be notified and visit you to ensure all gambling activities have stopped and / or all gambling equipment has been removed.

Washington State Gambling Commission

Mailing Address
P.O. Box 42400
Olympia, WA 98504-2400

Headquarters
4565 7th Avenue SE
Lacey, Washington 98503

Telephone: 360.486.3440
Toll-free in Washington: 800.345.2529
FAX: 360.486.3631
TDD: 360.486.3637
Website: www.wsgc.wa.gov
E-mail us at: CLD@wsgc.wa.gov

For regulatory and operational questions, please call or e-mail our Regional Field Office closest to you.

Everett..... 425.304.6300
EverettFO@wsgc.wa.gov

Spokane..... 509.325.7900
SpokaneFO@wsgc.wa.gov

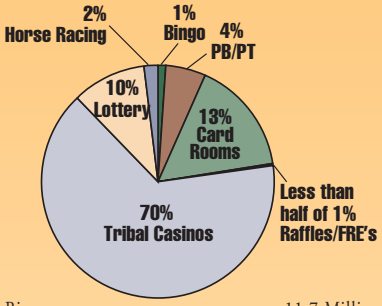
Tacoma 253.671.6280
TacomaFO@wsgc.wa.gov

If you or someone you know have a gambling problem call 800.547.6133

To inquire about the availability of this document in an alternate format, please call 360.486.3466 or 800.345.2529, ext. 3466.
Teletype (TTY) users please call 360.486.3637

Net Gambling Receipts for Gambling in Washington State in Fiscal Year 2008

Net Receipts = Gross receipts minus prizes paid



Bingo	11.7 Million
Punch boards/Pull-Tabs (PB/PT)	90.9
Card Rooms	277.8
Raffles/Fund-Raising Events	4.4
Tribal Casinos (estimated)	1,479.5
Lottery	206.2
Horse Racing	38.3
Total	**$2.109 Billion**

Gambling Tax

State law allows cities, counties or towns to tax gambling. Licensees reported paying about $39 million (about $1 million less than last year) in local gambling taxes for the fiscal year ending June 30, 2008.

Card rooms reported paying $28.1 million in gambling taxes to local governments in 2008, which was about the same as in 2007.

Punch board/pull-tab taxes declined 7.4%, from $11.3 to $10.4 million.

Bingo taxes declined 20.7%, from $535,566 to $424,470.

Business and Occupation Tax

The state does not collect a gambling tax, but does collect a B&O tax. Card room, punch board/pull-tab and bingo licensees are estimated to have paid approximately $5.7 million in B&O taxes in fiscal year 2008.

In July 2005, licensed operators with gross income of more than $50,000 began paying a tax to help fund problem gambling awareness, education and treatment.

Tribal Gaming

In the fall of 1988, President Reagan signed into law the Indian Gaming Regulatory Act (IGRA). This Federal Act confirmed the rights of Tribes to conduct gaming on Tribal lands through agreements with the state (Tribal-State Gaming Compacts) and established a statutory framework for the regulation of Indian Gaming.

- IGRA requires the state to negotiate in good faith with Indian Tribes to provide the opportunity to engage in casino type gambling activities that are allowed in some form in the State of Washington.
- The Tribes are only allowed to engage in these activities through a compact with the State.
- Under state law, the Director has been delegated the responsibility to negotiate these compacts and the Commission jointly regulates these activities with the Tribes. A federal agency, the National Indian Gaming Commission, also regulates the Tribes.
- The Commission's licensing division certifies tribal casino employees. The Commission's tribal gaming agents provide on-site enforcement and regulation. Undercover agents circulate through the casinos.
- Since 1992, the state has certified nearly 25,000 individuals to work in Tribal casinos; almost 10,500 of these individuals are currently certified.
- There are 29 federally recognized Tribes in Washington. 28 of those Tribes have successfully negotiated a Tribal-State Compact to offer Class III Nevada-style gaming. Of those Tribes, 17 are currently operating one casino, the Puyallup Tribe, the Spokane Tribe, the Tulalip Tribe, and the Muckleshoot Tribe are each operating two casinos, and the Colville Tribe is operating three casinos, for a total of 28 Tribal casinos in the state.
- The only Tribe that does not have a compact is the Cowlitz Tribe in Southwest Washington.

Tribal Lottery Machines

From the outset of gaming compact negotiations, there was disagreement between the state and Tribes on whether machine gambling was legal in Washington.

In 1994, in an effort to resolve this, several Tribes, then-Governor Lowry and then-Attorney General Gregoire asked a federal court to determine what types of gambling devices, if any, were permitted under Washington State law.

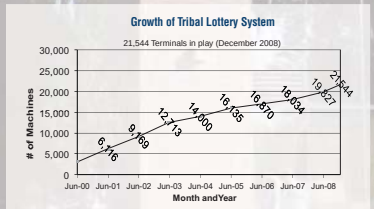
In 1997, the court ruled slot machines weren't legal, but other devices may be permitted.

After a year of negotiations between the state and twelve Tribes, a Compact Amendment was approved for machine gambling that was modeled after the Washington State Lottery's scratch ticket games.

They look like a slot machine; however, unlike a slot machine, the Tribal Lottery Machines are linked to a central computer and the winners are pulled from a pool of pre-determined winners. Tribes began operating the machines in June of 1999.

- Each Tribe is allotted 975 machines.
- Tribes may lease or purchase the rights to additional machines from other Tribes and can typically operate up to 2,500 or 3,500 machines, depending on the compact.
- Currently, Tribes operate over 21,000 machines.
- If all Tribes operated the maximum amount allowed, they could operate 27,300 machines in total.

The **Gambling Commission's Electronic Gambling Lab** tests electronic equipment related to gambling for compliance and and integrity.



Over 21,000 machines in play at tribal casinos in 12/08

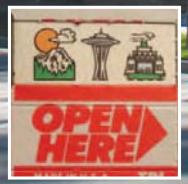
Washington State Gambling Commission

Peggy Ann Bierbaum
Commission Chair
Appointed July 2005
Term expires June 2011

Commissioner Bierbaum is an attorney in private practice in Port Townsend. She is from Chicago and moved to Seattle in 1988. She has lived in Quilcene since 1999.

Keven Rojecki,
Commission Vice Chair
Appointed July 2006
Term expires June 2012

Commissioner Rojecki is a 15-year veteran firefighter with the SeaTac Fire Department, and is a legislative liaison with the Washington State Council of Firefighters.



Washington State Gambling Commission
P.O. Box 42400, Olympia, WA 98504-2400
1-800-345-2529 • www.wsgc.wa.gov

1/09

Mission:
Protect the Public by Ensuring that Gambling is Legal and Honest

John Ellis, Commissioner
Appointed February 2005 - Term expires June 2013

Commissioner Ellis retired from the Attorney General's Office after 28 years and served as a Deputy Director for the Attorney General. He has practiced in his own law firm since 2001.

Alan Parker, Commissioner
Appointed May 2000 - Term expires June 2009

Commissioner Parker is an attorney and a faculty member of The Evergreen State College, where he serves as Director of the Northwest Indian Applied Research Institute.

Mike Amos, Commissioner
Appointed September 2008 - Term expires June 2014

Commissioner Mike Amos retired from the Yakima Police Department as patrol sergeant after 37 years of duty. He is Vice-President of the Eastern Washington State Lodge of the Fraternal Order of Police.

Ex Officio Members

Senator Margarita Prentice, 11th District
Senator Jerome Delvin, 8th District
Representative Geoff Simpson, 47th District
Representative Gary Alexander, 20th District

Who We Are

The Washington State Gambling Commission is the second oldest gambling regulatory agency in the nation.

The Legislature created the Gambling Commission in 1973 after a series of gambling related scandals.

- Five citizens are appointed by the Governor, with the consent of the Senate, to act as part-time Commissioners, for a single six-year term.
- Once appointed, a Commissioner can only be removed for cause by a subcommittee appointed by the Chief of the Supreme Court.
- This structure ensures the Commission maintains an arm's length distance from the political structure.
- Four members of the Legislature act as ex officio members and only vote to approve or amend Tribal-State Gaming Compacts.
- The Commission appoints a director, who appoints agency staff. Of the 166 full-time positions authorized, 97 are commissioned law enforcement officers responsible for enforcing gambling laws.

What We Do

We are a law enforcement, licensing and regulatory agency. The statute on which the Gambling Commission was founded (RCW 9.46) gives us the responsibility and authority to regulate gambling in Washington State; except for Horse Racing and the Lottery, which have separate Commissions.

We meet our mission of "Protecting the Public by Ensuring that Gambling is Legal and Honest" in a number of ways.

- We do everything from criminal background checks, to on-site 'spot' checks, to in-depth records reviews.
- We also investigate crimes, such as theft, cheating and bookmaking.

Underage Emphasis Patrols

In 2004, we began emphasis patrols to determine if house-banked card roms were allowing minors to gamble. Our agents work with underage operatives who try to enter card rooms and gamble. The inspections are often done in partnership with the Liquor Control Board and the operative also tries to purchase liquor.

Compliance

At first, the percentage of card rooms passing inspections was low; it has steadily improved.

Year	Inspections	Passed Inspection
2004	16	44%
2005	42	55%
2006	76	58%
2007	92	72%
2008	105	78%

Penalties

1st Violation: Citations are given to the card dealer and card room operator with a $200-$300 fine.

2nd Violation within a year: Administrative charges are isuued which may result in a suspension of the gambling license, a fine, or both.

Training

Earlier this year, our agents and Liquor Control Board agents trained card room operators and their staff on ways to prevent minors from gambling and purchasing alcohol, and how to determine a valid ID from a fake one.

House-Banked Card Games

In 1997, legislation passed authorizing Nevada-style card games, such as Blackjack, in commercial card rooms.

Prior to 1997, commercial card rooms were limited to card games in which customers played among themselves, such as poker. The "house" was not directly involved with the game. A card room operator profited from the game by collecting a chair fee from players, based on time.

- Since 1997, we have received over 279 applications for house-banked card games and issued over 156 licenses. As new card rooms open and others close, the number at any given time fluctuates. Between 2003 and 2006, the average number of house-banked card rooms was 93. In 2007, there were 84 and by the end of 2008 there were 80.
- The number of applications pending is usually one or two.
- Card rooms employ over 7,000 licensed employees.
- Card rooms can operate up to 15 tables and betting limits are capped at $300. Most locations in Western Washington are licensed to operate an average of 13 tables. In Eastern Washington, the average is 11 tables.

Illegal Gambling We Investigate

- Bookmaking - accepting bets on sporting events and charging a fee on losing bets.
- Illegal card or dice games - charging or collecting a fee beyond personal winnings. These games are legal if no fee is collected.
- Loansharking and money laundering related to gambling activities.
- Animal fights that involve betting, such as dog or cockfights.
- Internet gambling.

Did you know that in 2008...

Field Operations investigated 375 complaints from the public and initiated 570 additional investigations to ensure gambling was operating legally and honestly.

As a result of these investigations:

- 750 violations of gambling rules and laws were found
- 136 criminal violations were found
- 70 criminal cases were sent to prosecutors

Additionally, field staff inspected 4,356 licensed organizations to ensure gambling was operating correctly.

Legal Division issued administrative charges to revoke or suspend the following gambling licenses after it was determined gambling laws or rules were violated:

- 68 organizations (such as card rooms and pull-tab operators)
- 35 individuals (such as card dealers and distributor representatives)

Local Governments Banning Gambling

Under state law, the Gambling Commission has exclusive authority for the licensing of gambling activities.

Cities and counties may prohibit any and all gambling activities, but may not change the scope of activities allowed by a gambling license. Since house-banked card rooms were introduced in 1997, about 70 jurisdictions have banned card rooms.

Authority to zone card rooms in certain areas, and allow existing card rooms but prohibit new ones (grandfathering) has been the subject of much debate and some lawsuits.

At this time, we are aware of the following restrictions in city/county ordinances relating to card rooms:

Bans: 54 **Zoning Restrictions:** 11 **Grandfather:** 4
Grandfather with sunset clause: 1 **Moratorium:** 1

There have now been several cases interpreting the laws.

- In 2003, the Court of Appeals, Division 1, struck down the City of Edmonds' ordinance which had grandfather and sunset clauses.
- In 2003, Pierce County Superior Court ruled in favor of a card room and enjoined the county from enforcing the grandfather clause in their ordinance for five years. The Court of Appeals overturned this. The Supreme Court declined to review the decision.
- In September 2004, a King County Superior Court judge struck down the City of Kenmore's ordinance which had a moratorium and grandfather clause. The city banned all commercial card rooms effective 12-29-05. The U.S. Court of Appeals, Ninth Circuit issued a temporary restraining order against the ban. The case is pending before the King County Superior Court and the United States Court of Appeals, Ninth Circuit.
- In October 1999, the City of Tacoma banned card rooms effective 1-1-06. A Pierce County Superior Court Judge ruled the card rooms could remain open until a special election was held so voters could decide if the card rooms should stay open. The election was held September 2006 and the initiative did not pass. The three card rooms that were operating in Tacoma closed their doors.

Background Investigations

To ensure crime does not gain a foothold in Washington, our background investigations are among the most thorough in the nation. We conduct criminal background investigations on nearly everyone involved in a gambling business.

- For commercial businesses, we trace funds to ensure the money is from a legitimate source.
- For charitable and nonprofit organizations, we ensure funds are used as intended by state law.
- We licensed almost 3,700 commercial and charitable/nonprofit organizations in 2008.
- We regulate over 17,500 individuals (such as dealers) in the tribal and non-tribal gambling industry. This is up from 16,500 in 2007. In 2006, we licensed/certified over 17,000 individuals, up from 14,000 in 2004, 13,400 in 2003, and 12,000 in 2000.

In 2008: 22,300 Criminal history checks
3,728 Fingerprint cards processed
358 Applicants did not qualify for a license

Rick Day
Director (360) 486-3446
RickD@wsgc.wa.gov

Rick was appointed Director of agency in August 2001. He was born and raised in Montana and graduated from Montana State University with a degree in Sociology/Criminal Justice. He has a Masters degree in Public Administration from the University of Washington. Rick began his law enforcement career as a police officer in Montana. He has worked in the criminal justice system for over 31 years, 21 of which were in law enforcement-regulatory work involving tobacco, liquor, and gambling investigations.

Amy B. Hunter
Legislative Liaison and Administrator for the Communications and Legal Division (360) 486-3463
AmyB@wsgc.wa.gov

Amy has been with the agency since 1994. She oversees the agency's legal department and communication functions and has worked on legislative issues since 1998. Amy graduated from Kansas State University with a degree in Sociology/Criminal Justice and has a law degree from the University of Puget Sound School of Law.

Other staff that can assist you with legislative questions:

Dave Trujillo, *Assistant Director,*
Licensing Operations Division: (360) 486-3512
DaveT@wsgc.wa.gov

Terry Westhoff, *Administrator,*
Business Operations Division: (360) 486-3488
TerryW@wsgc.wa.gov

Arlene Dennistoun, *Staff Attorney,*
Communications and Legal Division: (360) 486-3469
ArleneD@wsgc.wa.gov

Agency Funding Source

We are a non-general fund and a non-appropriated agency. No taxes are used to fund the agency. We are funded through licensing and regulatory fees paid by licensees and tribal governments.

We reduced 8 FTEs and nearly $900,000 from our previously approved FY09 levels. This reduces both staff and expenditures by about 5%.

Mission: Protect the Public by Ensuring that Gambling is Legal and Honest

CITY OF KIRKLAND
123 FIFTH AVENUE, KIRKLAND, WASHINGTON 98033-6189 425.587.3400 FAX 425.587-3410

POLICE DEPARTMENT
MEMORANDUM

To: David Ramsay, City Manager

From: Eric Olsen, Chief of Police

Date: June 2, 2009

Subject: Presentation of 20 Year Service Award

RECOMMENDATION**:**

Approve that Council present a 20 Year Service Award to Records Supervisor Peggy Malkowski at the June 16, 2009 regular City Council meeting.

BACKGROUND DISCUSSION:

Peggy Malkowski started her career with the Kirkland Police Department as a temporary contract employee. A few months later in April of 1989, a permanent position became available for which Peggy tested and was subsequently offered full time employment in the Records division. In April of 1993, Peggy was promoted to the position of Lead. In March of 2008, the Lead position was reclassified to Records Supervisor. Peggy has volunteered for the past several years with the department's fundraising activities for Special Olympics and also assists in the coordination of the Kirkland Police Guild's annual banquet. Peggy met her husband Ed, a retired Kirkland Police Detective, at KPD, and they were married in 1991. Peggy and Ed, who reside in Kirkland, have four daughters and nine grandchildren.

CITY OF KIRKLAND

Service Award

CITY OF KIRKLAND WASHINGTON

The City of Kirkland Proudly Recognizes and Honors

Margaret Malkowski

for your contributions over the last 20 years as of April 17, 2009.

Thank you for your service.

James L. Lauinger, Mayor _____

David H. Ramsay, City Manager _____

CITY OF KIRKLAND
123 FIFTH AVENUE, KIRKLAND, WASHINGTON 98033-6189 425.587.3400 FAX 425.587-3410

POLICE DEPARTMENT
MEMORANDUM

To: David Ramsay, City Manager

From: Eric Olsen, Chief of Police

Date: June 2, 2009

Subject: Presentation of 20 Year Service Award

RECOMMENDATION**:**

Approve that Council present a 20 Year Service Award to Corporal Ben Sumaoang at the June 16, 2009 regular City Council meeting.

BACKGROUND DISCUSSION:

Ben Sumaoang began his career in law enforcement with the Honolulu Police Department in 1986. In 1989, he was hired by KPD. In April of 1999, Ben was promoted to Corporal. Ben has worked in Patrol for his entire career with KPD and is aggressive in DUI enforcement. He was the runner up for the department's DUI Enforcement Award for one year, and for three years was the award recipient. Ben and his spouse DeLacy, a Kirkland dispatcher, reside in unincorporated Kirkland and have two children.

CITY OF KIRKLAND

Service Award

CITY OF KIRKLAND WASHINGTON

The City of Kirkland Proudly Recognizes and Honors

Benedict Sumaoang

for your contributions over the last 20 years as of March 31, 2009.

Thank you for your service.

James L. Lauinger, Mayor _____

David H. Ramsay, City Manager _____

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: Mayor and Members of Council

From: Regi Schubiger, Youth Services Coordinator

Date: June 10, 2009

Subject: Honoring the Youth Council Class of 2009

This year has been another busy and successful year for the 2008-09 Youth Council. As the school year comes to a rapid close, we would like to have the Kirkland City Council recognize our graduating Seniors for all their hard work and dedication to the Youth Council and the City of Kirkland. As in previous years, the names of our graduating Seniors have been engraved on a plaque that hangs at the Parks and Community Services Offices at 505 Market. We would like to ask that the Mayor and the City Council present this plaque to our graduating Seniors at the June 16th Council meeting. The following 13 KYC members are a part of the Class of 2009:

Jerald Aranas, Juanita High School
Jessie Briant, Juanita High School
Lindsay Cragin, BEST High School
Callum Dickson, BEST High School
Dani Ferringo, Lake Washington High School
Gabe Green, Juanita High School
Candace Haghighi, Juanita High School
Shelby Herber, Juanita High School
Quinn McCorkel, Lake Washington High School
Lars Myren, Juanita High School
Anahita Nakjhiri, Lake Washington High School
Gabby Patilea, Juanita High School
Liesa Spring, Lake Washington Technical High School

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: Erin J. Leonhart, Intergovernmental Relations Manager

Date: June 4, 2009

Subject: 2009 FINAL STATE LEGISLATIVE UPDATE – JUNE 2, 2009

The 2009 Washington State Legislative Session ended on April 26 and the Governor had until May 19 to take action on bills that passed the Legislature. This is the final legislative update on the City's interests as of May 20. A detailed matrix including the final status of bills related to topics on the legislative agenda is attached.

COUNCIL LEGISLATIVE COMMITTEE 4/28

The Council Legislative Committee met with Mike Ryherd on April 28th to discuss the status of bills and the State budget. The Legislative Session adjourned Sunday, April 26th. The primary topics of conversation were:

- Annexation (ESSB5321) – This bill, as amended in the House, extends the annexation sales & use tax credit to 2015 and includes a grandfather clause for card rooms. It passed the Legislature and was forwarded to the Governor for action.
- Capital Budgets – Funding appeared to be redesignated to Park Place under the Department of Community, Trade & Economic Development (CTED) community projects in the amount of $2 million. Mike was not sure if the $3 million was still in the reappropriation area in addition to the $2 million. Action: Mike will see if it is clear in the hard copy of the budget. Kirkland staff will contact CTED staff. [CTED later confirmed that $2 million was reappropriated and redesignated.]

Mike Ryherd announced during this meeting that he was going to retire at the end of June. He requested an in-person meeting with the Committee to debrief from the session. [Meeting scheduled for June 10.]

ANNEXATION

Substitute Senate Bill 5321, relating to extending a local sales and use tax for annexation passed the Legislature and was signed by the Governor with an effective date for this act is July 26, 2009. The act extends the annexation sales and use tax credit to January 1, 2015. It also includes:

- Defines "commence annexation" as the initiation of annexation proceedings under the direct petition method or the election method under chapter 35.13 or 35A.14 RCW.
- A city or town with a prohibition or limitation on house-banked social card game licenses that annexes an area that is within a county that permits house-banked social card games may allow a house-banked social card game business that existed on the effective date of the act [July 26, 2009] to continue operating...A city or town that allows a house-banked social card game business in an annexed area to continue operating is not required to allow additional house-banked social card game businesses.

EMINENT DOMAIN

Substitute House Bill 1332 grant authority of a watershed management partnership (Cascade Water Alliance) to exercise powers of its forming governments, including eminent domain, with some restrictions. The bill passed the Legislature and was signed into law by the Governor with an effective date of July 26, 2009.

INFRASTRUCTURE AND ECONOMIC DEVELOPMENT

Second Substitute Senate Bill 5045 provides that local governments may finance public improvements using local revitalization financing. Local revitalization financing is the use of bond financing to pay for public improvements within a designated area and the use of increased local property tax revenues and increased sales and use tax revenues from within that locally defined area to pay off the bonds. Permissible public improvements are expanded beyond those allowed for Community Revitalization Financing to include bridges, rail, landscaping, environmental remediation, and utility infrastructures. To use local revitalization financing, local governments must adopt an ordinance designating a revitalization area and specifying the proposed public improvements. No revitalization area may overlap with Hospital Benefit Zones, LIFT revenue development areas, CRF increment areas, or other local revitalization areas under this act. The bill passed the Legislature and was signed into law by the Governor with an effective date of July 26, 2009.

NON-MOTORIZED TRANSPORTATION

Substitute House Bill 1793 addresses alternative student transportation. The bill that passed the Legislature places the Washington State Department of Transportation (WSDOT) Safe Routes to Schools Program (Program) in statute. The bill passed the Legislature and was signed into law by the Governor with an effective date of July 26, 2009.

TOLLING/ROADWAY PRICING

Substitute House Bill 2211 addresses the authorization, administration, collection, and enforcement of tolls on the State Route 520 corridor. This bill passed the Legislature and was signed into law by the Governor with an effective date of August 1, 2009.

STATE BUDGET – CITY OF KIRKLAND REAPPROPRIATION REQUESTS

The City of Kirkland had two requests for reappropriation in the 2009 Legislative session: a $3 million Jobs Development Fund (JDF) grant and a $750,000 appropriation for Public Safety Facilities.

The JDF grant was reappropriated at a reduced amount of $2 million and redesignated to Park Place under the Community Projects program of the Department of Community, Trade & Economic Development (CTED). House Capital Budget staff confirmed that the final amount was finalized in budget negotiations as one of many compromises. Economic Development Manager Ellen Miller-Wolfe is in contact with Dan Aarthun at CTED about the parameters of the new funding. Ellen and Capital Projects Manager Ray Steiger will continue to manage this project together.

The $750,000 appropriation for Public Safety Facilities was reappropriated at the full amount. Projects related to this funding are being directed by Internal Services Manager Donna Burris. The grant contract is in the routing process. According to Donna, the remaining funds awarded, less the CTED fee of $9,375, will be $740,625. Of this funding, required use of 40 percent ($296,250) will be land acquisition and 60 percent ($444,375) is required to be used for design activities. The land acquisition portion will be applied towards acquisition of the Municipal Court Building (in process). The remaining funds are planned to be spent in the following manner:

1) McClaren Space Needs Assessment Update & Conceptual Design Update –Contracted $137,500 (in process)
2) Balance of funds ($306,875) planned for future design work for Public Safety Expansion

Donna's contact at CTED is Beth Prihoda.

New information in **bold**, signed by Governor highlighted

CITY OF KIRKLAND 2009 FINAL LEGISLATIVE UPDATE – JUNE 16, 2009

Issue	Kirkland's 2009 Legislative Agenda	Bill Number(s)	2009 Status/Summary
Annexation – Sales Tax Credit	*Kirkland supports legislation that extends the deadline for eligibility for the State annexation sales tax credit and that provides additional funding options for annexation-related expenses.*	ESSB5321	**Signed into law by Governor Gregoire with an effective date of 7/26/2009:** • Extends the date for commencement of annexation to 2015 • Allows a city or town that has annexed an area containing a house-banked social card game business (existing on the effective date of the act) to permit the business to continue operating even if the city has an outright ban on these card rooms in the remainder of the city. If a city chooses to allow such a continuation the city is not required to allow additional card rooms. • Allows Seattle to receive the state sales tax credit at a rate of 0.85 percent. Caps the annual maximum amount Seattle may receive at $5 million. • Extends the 0.1% sales tax credit to a Bellevue annexation area with a population of 4,000. • Defines "commence annexation" as the initiation of annexation proceedings has taken place under the direct petition method or the election method under chapter 35.13 or 35A.14 RCW.
		2SSB5433 (not related to annexation as passed by Legislature)	**Signed into law by Governor Gregoire with an effective date of 7/26/2009.** Eliminates anti-supplanting language for the public safety sales & use tax and the multi-year lid lift. Also: • Allows counties to use the county public safety sales and use tax to partially supplant existing funds until 1/1/2015. • Allows counties to use the mental health/chemical dependency sales and use tax to partially supplant existing funds until 1/1/2015. • Allows multiyear lid lifts to supplant existing funds. (In King County, this is allowed only for lid lifts approved in 2009, 2010, and 2011.) • Limits the ferry district property tax rate in King County to 7.5 cents per $1000 of assessed value (currently, not to exceed 75 cents per thousand).

New information in **bold**, signed by Governor highlighted

Issue	Kirkland's 2009 Legislative Agenda	Bill Number(s)	2009 Status/Summary
			• King County is authorized to impose additional property tax at a rate not to exceed 7.5 cents per $1,000 of assessed value. The first 1 cent is dedicated to expanding transit capacity along state route 520. The remainder of money is dedicated to transit-oriented expenditures.
	Other Annexation Legislation	ESSB5808	Passed Legislature, signed into law by Governor with an effective date of 7/26/2009. Provides for a new additional method of annexation by interlocal agreement. If a city, the county and fire district(s) serving an area all agree and participate in a public involvement process, annexations may proceed w/o referendum. Other provisions involve transfer of fire district employees and assurances that fire and emergency response times will be maintained in newly annexed areas at least through the budget cycle, or the following budget cycle if the annexation occurs in the last half of the current budget cycle.
		HB1710	Did not pass out of house of origin by 3rd cutoff. Extends the annexation sales tax credit...
		SHB2249	Did not pass out of house of origin by 3rd cutoff. Extends commencement date to 1/1/2012...
Climate Change	*Kirkland supports legislation that builds on the land use and transportation planning that is already required of state and local governments to help accomplish the State's adopted greenhouse gas emissions reduction goals.*	E2SSB5735 (SHB1819 did not make 3rd cutoff)	Did not make the final cutoff. Directs the state to take a step back and consider the best way to proceed to accomplish the state's targets for reducing greenhouse gas emissions (reduce the state's overall carbon dioxide and other emissions to 1990 levels by 2020, and 50% of 1990 levels by 2050). Programs to be determined by 2011 Legislature.
	Kirkland also supports legislation that implements the Governor's Climate Advisory Team recommendations and that provides monetary incentives for reducing vehicle miles traveled and increasing fuel efficiency through annual motor vehicle license fees.	2SHB1481 (SB5418 did not make 3rd cutoff)	**Signed into law by Governor Gregoire with an effective date of 7/26/2009.** • Directs the Puget Sound Regional Council to seek federal or private funding to develop recommendations regarding development of electric vehicle infrastructure.

New information in **bold**, signed by Governor highlighted

Issue	Kirkland's 2009 Legislative Agenda	Bill Number(s)	2009 Status/Summary
			• Directs the state to install charging outlets for electric vehicles in areas such as rest stops and state parking and maintenance facilities. • Provides tax incentives for electric vehicle infrastructure. • Authorizes an alternative fuels corridor pilot project.
		E2SHB1747	Did not pass out of Senate Ways & Means by 5th cutoff. Requires development & implementation of a strategic plan to direct future code increases with targets for new buildings similar to the architecture 2030 challenge schedule.
		E2SSB5854	**Signed into law by Governor Gregoire with an effective date of 7/26/2009.** • Would require the State Building Code Council to adopt state energy codes that require homes and buildings constructed from 2013 through 2031 to move towards a 70% reduction in energy use by 2031. • The Department of Community, Trade and Economic Development (CTED) must develop a strategic plan for enhancing energy efficiency and reducing GHG in homes, buildings, districts, and neighborhoods by 12/21/2010. The strategic plan must be used to direct increases in energy efficiency in the State Building Code. • By 1/1/2010, qualifying utilities must maintain energy consumption data for all nonresidential and qualifying public agency buildings to which they provide service. Upon written authorization of a nonresidential building owner or operator, a qualifying utility must upload all of the energy consumption data to a portfolio manager. By 1/1/2011 or 2012, depending on building size, the property owner or operator of a nonresidential building must disclose energy performance data to prospective buyers, lessees, or lenders. • Includes other energy efficiency requirements for State agency buildings.

New information in **bold**, signed by Governor highlighted

Issue	Kirkland's 2009 Legislative Agenda	Bill Number(s)	2009 Status/Summary
		SHB1490/2SSB5687	Bills did not pass out of house of origin by 3rd cutoff. Establish land-use and development patterns to achieve & support state & federal greenhouse gas emissions reduction requirements.
Eminent Domain	*Kirkland supports the right of eminent domain for Cascade Water Alliance.*	SHB1332 (SB5910 did not make 3rd cutoff)	**Signed into law by Governor Gregoire with an effective date of 7/26/2009.** Granting authority of a watershed management partnership (Cascade) to exercise powers of its forming governments, including eminent domain. • Watershed partnership must provide notice to the city, town, or county with jurisdiction over the subject property by certified mail thirty days prior to the partnership board authorizing condemnation; and • With any city that is not a member of the watershed management partnership and that has water or sewer service areas within one-half mile of Lake Tapps or water or sewer service areas within five miles upstream from Lake Tapps along the White river, enter into an interlocal agreement to allow eminent domain within that city prior to exercising eminent domain authority under this section.
Housing	*Kirkland supports protection of and new state contributions to the Housing Trust Fund levels established in 2008 to support statewide public-private investment in low-income housing.*	EHB1464 (SSB5544 did not make 3rd cutoff) SHB1360 SHB1141	Signed into law by Governor Gregoire with an effective date of 7/26/2009**.** Modifies provisions governing affordable housing incentive programs that may be enacted or expanded in jurisdictions planning under the Growth Management Act. Did not make 2nd cutoff. Would dedicate future state Real Estate Excise Tax above a growth factor into the residential infrastructure program... Did not make 2nd cutoff. Exempts state & local taxes on affordable housing projects receiving public funding.
Infrastructure Funding	*Kirkland supports revisions to grant eligibility that would reward cities for accepting density in accordance with the Growth Management Act and additional grant funding to assist cities with implementation of new stormwater regulations.*	2SSB5045	Signed into law by Governor Gregoire with an effective date of 7/26/2009**.** Expands the Community Revitalization Funding program to allow local governments to finance public improvements using increased sales & use tax revenues (in addition to local property tax revenue) from a locally defined

New information in **bold**, signed by Governor highlighted

Issue	Kirkland's 2009 Legislative Agenda	Bill Number(s)	2009 Status/Summary
	Kirkland supports local infrastructure options and flexibility, such as the expanded use of Real Estate Excise Tax funds *Kirkland supports legislation that provides a new permanent source of funding for infrastructure including the $100 million allocation to the Washington Wildlife Recreation Program.*		area. Provides a state match of local revenues, up to $500,000 per year, per project, and maximum of $2.5 million per fiscal year deducted from state sales and use tax revenues. No new local sales/use tax credited against the state tax may be imposed before 7/1/2011. Expands permissible public improvements. House amendments authorize a Local Infrastructure Financing Tool (LIFT) competitive process in 2009 for cities w/populations under 300,000.
		ESSB5901	Signed into law by Governor Gregoire with an effective date of 7/26/2009. Modifies provisions of the local infrastructure financing tool (LIFT) program to encourage private investment in community revitalization areas. Sponsoring local governments must submit additional information in their annual reports. At least every three years, the sponsoring local government will include in its annual report updated estimates of how the state has benefited through increases in sales/use and property taxes since the sponsoring local government has been approved for LIFT. Sponsoring local governments that have adopted an RDA must, if they intend to incur indebtedness and issue bonds, adopt either an ordinance or a resolution that indicates such intent. Technical changes are made related to the local sales and use tax that is credited against the state sales and use tax and related to repayment of indebtedness and the expiration of the local sales and use tax.
		SHB1614	Passed the House but not the Senate. Creates the Water Pollution Account for mitigating and preventing storm water pollution from petroleum products. Authorizes a $1.50 per barrel fee on the first possession of petroleum products that contribute to storm water pollution. Allocates funds through a competitive grant process and to the Department of Ecology for funding existing storm water grant programs and low-impact development retrofit projects and capital projects that address

New information in **bold**, signed by Governor highlighted

Issue	Kirkland's 2009 Legislative Agenda	Bill Number(s)	2009 Status/Summary
			petroleum contamination of storm water through the implementation of the National Pollutant Discharge Elimination System programs.
		HB1109/SB6056	Did not make 2nd cutoff. Amends provisions regarding local infrastructure financing.
		SHB1744/SSB5630	Did not make 3rd cutoff. Allows proceeds from a locally-imposed real estate excise tax to be used for park maintenance and operation expenditures...
		SHB1591	Did not pass out of house of origin by 3rd cutoff. Clarifies the use of Transportation Benefit District funds and projects…
		HB1947	Did not make 2nd cutoff. Regulation and preservation of urban streets through a local option street utility
Non-Motorized Transportation	*Kirkland supports non-motorized transportation and issues raised by the Bicycle Alliance of Washington.*	HB1491 (SB5335 did not make 3rd cutoff)	Did not make 5th cutoff. Vehicles passing pedestrians & bicycles must allow a minimum distance of three feet.
	Other – Safe Routes to School	SHB1793 (SB5743 did not make 3rd cutoff)	**Signed into law by Governor Gregoire with an effective date of 7/26/2009**. Places the Safe Routes to School Program in statute.
		SHB1403/SB5387	Did not make 3rd cutoff. New traffic control signals detect motorcycles and bicycles…
		HB1535	Did not make 2nd cutoff. Thoroughfare through worksites…
Tolling/Roadway Pricing	*Kirkland generally supports roadway pricing as an effective tool for managing the regional transportation system and generating additional revenue to leverage against existing revenue sources.*	ESHB2211	**Signed into law by Governor Gregoire with an effective date of 7/26/2009.** Authorizes early tolling and sets rates for SR-520. • The initial imposition of tolls on the state route number 520 corridor is authorized, the state route number 520 corridor is designated an eligible toll facility; • The state route number 520 corridor consists of that portion of state route number 520 between the junctions of Interstate 5 and state route number 202. The toll imposed by

New information in **bold**, signed by Governor highlighted

Issue	Kirkland's 2009 Legislative Agenda	Bill Number(s)	2009 Status/Summary
			this section shall be charged only for travel on the floating bridge portion of the state route number 520 corridor. • In setting the toll rates for the corridor, the tolling authority shall set a variable schedule of toll rates to maintain travel time, speed, and reliability on the corridor and generate necessary revenue for sufficient to pay for the replacement of the floating bridge segment and necessary landings of SR-520; • Creates the SR-520 work group consisting of the following members: ▪ The legislators from the 43rd and 48th legislative districts; ▪ The secretary of transportation; ▪ Two legislators from each of the 46th and 45th legislative districts as jointly determined by the Speaker of the House and the President of the Senate; ▪ The chairs of the transportation committees of the legislature, who may each appoint one additional legislator from the joint transportation committee representing a legislative district outside of the SR-520 corridor; and ▪ The member of the transportation commission representing King County. • The work group must review and recommend a financing strategy, in conjunction with WSDOT, to fund the projects in the SR-520 corridor that reflects the design options that provide for a full project, including projects in the corridor for which the department applies for federal stimulus funds, that meets the needs of the region's transportation system while providing appropriate mitigation for the neighborhood and communities in the area directly impacted by the project; that does not exceed $4.65 billion.
		HB2319	Authorizes early & variable tolling on SR-520 and will add tolling on the I-90 floating bridge if avg vehicle speed in the peak direction during peak hours on I-405 decreases by more than 50% for 3 consecutive months after the imposition of tolls on

New information in **bold**, signed by Governor highlighted

Issue	Kirkland's 2009 Legislative Agenda	Bill Number(s)	2009 Status/Summary
			the SR-520 corridor... Sponsors include Reps Hunter and Eddy.
Others	*N/A*	• SB6164	• Did not make final cutoff. Provides local flexibility with existing revenues during severe economic downturns. Expands use of existing tax revenues (REET for operations, Lodging Tax for public safety, Gambling Tax for public safety) and removes public safety sales tax supplanting language through 2012.
		• SSB5301	• Did not make final cutoff. Allows King Co. to use moneys collected under the sales & use tax to supplant existing funding for chemical dependency or mental health treatment services or therapeutic courts thru 7/1/2014.
		• HB1196	• Signed into law by Governor Gregoire with an effective date of 7/26/2009. Increasing small works roster project dollar limits.
		• SHB1197	• Signed into law by Governor Gregoire with an effective date of 7/26/2009. Expands design-build project opportunities.
		• HB1199	• Signed into law by Governor Gregoire with an effective date of 7/26/2009. Public works projects - retainage adjustment.
		• 2SHB1172	• **Signed into law by Governor Gregoire with an effective date of 7/26/2009**. Establishing a framework for a regional transfer of development rights program in the central Puget Sound.
		• ESSB5967	• **Signed into law by Governor Gregoire with an effective date of 7/26/2009.** Requires parks departments to adopt or maintain an anti-discrimination policy and disseminate that policy to groups that sign contracts or agreements to use community playfields.
		• 2SHB1469/SB5543	• Did not make 3rd cutoff. Mercury-containing light recycling
		• 2SHB1165/SB5279	• Did not make 3rd cutoff. Unwanted drug disposal
Fiscal Aid for Distressed Cities & Counties	*Kirkland supports assistance for low-tax base cities and counties most impacted by the repeal of MVET but not at the expense of the Public Works Trust Fund.*	SB5592	Did not make the 2nd cutoff. Requires voter acknowledgment and approval for the continuation of government assistance tax payments to cities and counties...
Gambling – Zoning & Grandfather Existing	*Kirkland supports legislation that would clarify that local governments have the ability to ban and zone gambling activities & that would allow*	SHB2162	Did not pass out of house of origin by 3rd cutoff. Allows local governments to limit house-banked social card games within their jurisdictions…

New information in **bold**, signed by Governor highlighted

Issue	Kirkland's 2009 Legislative Agenda	Bill Number(s)	2009 Status/Summary
	grandfathering of existing gambling establishments in annexation areas without having to allow additional establishments.		
Homelessness	*Kirkland supports legislative action aimed at preventing homelessness and moving the homeless to stable, supported housing as quickly as possible.*	SHB1173	Did not make 2nd cutoff. Establishes a State Affordable Housing for All program. Multiple sponsors including Rep. Goodman
Limit to Attorney-Client Privilege	*Kirkland opposes legislation that would limit a public agency's attorney-client privilege.*	HB1471 HB1105 HB1106 HB1107	Did not make 1st cutoff. Release of collective bargaining records. Did not make 1st cutoff. Prohibiting agencies from seeking to exempt records as "work product" that are created before actual litigation is filed. Did not make 1st cutoff. Prohibiting agency injunctions. Did not make 1st cutoff. Prohibits a self-insurance program from establishing terms under which a local government entity complies with the Public Records Act.
Public Safety – Medical Costs	*Kirkland supports clarification that charging entities are responsible for offender medical costs and proposals to provide additional funds for those costs.*	HB1780	Did not make 2nd cutoff. Removes the two-year sunset provision set to expire in June 2009, which clarifies that the charging entity is responsible for offender medical costs ...
Taping of Executive Sessions	*Kirkland opposes legislation that would require public agencies to tape executive sessions.* *Other*	HB1676 HB1784	Did not make 1st cutoff. Authorizes a governing body of a public agency to record closed executive session meetings… Did not make 1st cutoff. Expands the Public Disclosure Commission's authority to the open public meetings act and open public records act.
Workforce Housing	*Kirkland supports tax incentives and targeted investments in workforce housing.*	SHB1696/SB5585	Did not make 2nd cutoff. Provides tax relief to promote employer-assisted housing...

KIRKLAND CITY COUNCIL REGULAR MEETING MINUTES
June 02, 2009

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. 2009-2010 Budget Status

Joining Councilmembers for this discussion in addition to City Manager Dave Ramsay were Assistant City Manager Marilynne Beard, Director of Finance and Administration Tracey Dunlap and Financial Planning Manager Sandi Hines.

4. EXECUTIVE SESSION

a. To Discuss Labor Negotiations

b. To Discuss Property Acquisition

5. SPECIAL PRESENTATIONS

a. Relay for Life Proclamation

Team "Kick Cancer's Butt" members including Beth Dotson, Devin Lambert, Janet Jonson, Charlene Luttge and Lana Starr accepted the proclamation.

b. Puget Sound Regional Council Transportation 2040 Plan Update - Mike Cummings, Transportation Planning Program Manager

c. Green Tips

Environmental Education and Outreach Specialist Sharon Rodman shared

information about the Green Kirkland Partnership Program and volunteers.

6. REPORTS

a. City Council

(1) Regional Issues

Councilmembers shared information regarding a recent Suburban Cities Association meeting topics on Sound Transit bus service; USPS Letter Carriers Food Drive; King County Emergency Management Center meeting; and an Everest/7th Ave South grading project.

b. City Manager

(1) Calendar Update

7. COMMUNICATIONS

a. Items from the Audience

Don Rohacek
Dave Aubry
Penny Sweet
John Rudolph
Meg Rohacek

b. Petitions

8. CONSENT CALENDAR

a. Approval of Minutes:

(1) May 19, 2009

(2) May 20, 2009

b. Audit of Accounts:
Payroll $ 2,062,766.45
Bills $ 2,704,915.28
run # 828 check #'s 508810 - 508819
run # 829 check #'s 508845 - 508971
run # 830 check #'s 508972 - 509076

c. General Correspondence

(1) Karen Story, Regarding Kirkland's Sign Code

(2) Suburban Cities Association, Regarding Reauthorization of King Conservation District Assessment

d. Claims

(1) Don Atkins

(2) Sara Peha

(3) Jennifer L. Starr

(4) Sweet Cakes

e. Award of Bids

(1) 2008 Sidewalk Maintenance Project contract was awarded to Merlino Brothers, LLC, of Renton, Washington in the amount of $126,622.00

f. Acceptance of Public Improvements and Establishing Lien Period

(1) The 2008 Annual Striping Program as constructed by Stripe Rite, Inc of Auburn, WA was accepted and the statutory lien period begun.

g. Approval of Agreements

(1) Resolution R-4762, entitled "A RESOLUTION OF THE CITY COUNCIL OF THE CITY OF KIRKLAND APPROVING PARTICIPATION BY THE CITY IN AN INTERLOCAL PROCUREMENT AGREEMENT WITH LAKEWOOD FIRE DISTRICT 2 AND AUTHORIZING THE CITY MANAGER TO EXECUTE SAID AGREEMENT ON BEHALF OF THE CITY OF KIRKLAND."

h. Other Items of Business

(1) Report on Procurement Activities

Motion to Approve the Consent Calendar with an edit to the response letter to item 8.c.(1). as directed.
Moved by Councilmember Mary-Alyce Burleigh, seconded by Councilmember Jessica Greenway
Vote: Motion carried 7-0
Yes: Councilmember Bob Sternoff, Mayor Jim Lauinger, Councilmember Jessica

Greenway, Deputy Mayor Joan McBride, Councilmember Mary-Alyce Burleigh, Councilmember Dave Asher, and Councilmember Tom Hodgson.

9. PUBLIC HEARINGS

a. Zoning for Proposed Annexation Area

Mayor Lauinger opened the public hearing and testimony was provided by Toby Nixon and Johanna Palmer. No further testimony was offered and the Mayor closed the public hearing. Planning Supervisor Jeremy McMahan responded to Council questions and comment.

10. UNFINISHED BUSINESS

a. NE 85th Street Improvements Project Update

Capital Projects Manager Ray Steiger updated the Council on current activities related to the NE 85th Street Corridor Improvements.

11. NEW BUSINESS

Motion to Amend the agenda to add an item under New Business as 11.a., to consider the purchase of the Municipal Court Building.
Moved by Councilmember Mary-Alyce Burleigh, seconded by Deputy Mayor Joan McBride
Vote: Motion carried 7-0
Yes: Councilmember Bob Sternoff, Mayor Jim Lauinger, Councilmember Jessica Greenway, Deputy Mayor Joan McBride, Councilmember Mary-Alyce Burleigh, Councilmember Dave Asher, and Councilmember Tom Hodgson.

a. Municipal Court Building

City Attorney Robin Jenkinson reviewed the process and the opportunity to purchase the Municipal Court Building for $2,750,000. and explained the two-week due diligence period prior to the purchase of the building.

Motion to authorize the City Manager to enter into an agreement as outlined in agenda item 11.a.
Moved by Councilmember Dave Asher, seconded by Councilmember Jessica Greenway
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.

Council recessed for a short break at 9:25 p.m.

b. 2009 - 2010 Budget Status

This item was continued from the Study Session earlier in the evening. Finance and Administrative Services Director Tracey Dunlap provided information on budget balancing strategies and related financial issues in preparation for the mid-year budget adjustments, and received comment and direction for that process.

Motion to instruct staff to include the one time outside agency funding as presented with the exception of the Kirkland Interfaith Transitions in Housing Seven Hills of Kirkland funding and we eliminate that for 2010 and revisit it when we've completed balancing the budget for the biennium to see if we can find a way of funding the others once again.
Moved by Councilmember Dave Asher, seconded by Councilmember Jessica Greenway
Vote: Motion carried 5-2
Yes: Mayor Jim Lauinger, Deputy Mayor Joan McBride, Councilmember Dave Asher, Councilmember Jessica Greenway, and Councilmember Tom Hodgson.
No: Councilmember Mary-Alyce Burleigh, and Councilmember Bob Sternoff.

12. ANNOUNCEMENTS

None.

13. ADJOURNMENT

The June 2, 2009 Kirkland City Council regular meeting was adjourned at 11:04 p.m.

City Clerk Mayor

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: Carrie Hite, Deputy Director, Parks & Community Services
Jennifer Schroder, Director, Parks & Community Services

Date: June 2, 2009

Subject: Draft response letter to Mr. Tor Jensen RE: Skate Park Enhancements

RECOMMENDATION:

It is recommended that the City Council authorize Mayor James Lauinger to sign a letter as presented or modified responding to Mr. Tor Jensen.

BACKGROUND DISCUSSION:

On May 15, 2009, a letter (Attachment 1) was received at the City, addressed to the Kirkland City Council, and authored by Mr. Tor Jensen. In the letter, Mr. Jensen proposes enhancements to the Peter Kirk skate park.

For the City Council consideration is the draft response letter to Mr. Jensen (Attachment 2)

Attachment 1: Letter from Tor Jensen, 5/15/09
Attachment 2: Draft City Council Response

May 15, 2009

Mayor James Lauinger
City of Kirkland
123 5th avenue

RECEIVED
MAY 18 2009
CITY OF KIRKLAND
CITY MANAGER'S OFFICE

Dear Mayor James Lauinger:

I am writing for you to enhance the Kirkland Skate Park to give it more variety. For most beginners the hard the ramps are too hard and the grind rails are also very difficult.
Every time I go there I cant practice because it is mostly for more advanced skaters. This is true for most beginners and if there isn't anything we can practice on then we cant get any better.

So the city of Kirkland could build onto it during the winter on the grass all around it when it is not in use. This could happen with parks and recreation funds or fund that could be collected in other fundraising ways. Also some teenagers sit and smoke and sometimes taunt others. Enhancing the Skate Park would also give others more space and not feel threatened. The park would also attract more people which is good for the businesses the area. To prove this is a need for the community I'll start a petition to show many kids would like a bigger skate park. You can reach me at Broncosrock6@msn.com. If changes are not made I will just have to find a different place to skate.

Again, I would like you to enhance the Kirkland Skate Park with more variety.I would be very happy if you took this into consideration. It would make me as well as others in the Kirkland community enjoy our city more.

Sincerely,

Tor Jensen

June 17, 2009 **D R A F T**

Tor Jensen
6th Grader
Peter Kirk Elementary School

Dear Tor,

Thank you for your letter to the Kirkland City Council dated May 15th about the City's skate park at Peter Kirk Park in downtown. We're glad that you skate at the park and appreciate your suggestion that the park should be improved for beginning skaters.

Although there are no plans at this time to change the skate park, there are plans to build a new one at Juanita Beach Park. Future improvements to this park include new little league fields and relocating the parking lot so that the skate park can be built. As proud as we are of the plans to build the skate park, it's going to take a lot of money. We have some money but need much more.

If you would like to be involved in the development of this new skate park, I encourage you to get involved with the Kirkland Youth Council. The Youth Council works on projects and programs that support youth in the Kirkland area. Please contact Regi Schubiger, Youth Services Coordinator, at rschubiger@ci.kirkland.wa.us, or 425-587-3323 to learn how to get involved with the Youth Council.

The City Council appreciates your taking the time to write a letter to share your thoughts on expanding the downtown skate park to include beginner skater features. Your letter will be shared with the Park Board and Youth Council.

Sincerely,

Kirkland City Council

By: James L. Lauinger, Mayor

cc: Park Board
Kirkland Youth Council
Jennifer Schroder, CPRP, Director, Parks and Community Services
Carrie Hite, Deputy Director, Parks and Community Services
Regula Schubiger, Youth Services Coordinator

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: Carrie Hite, Deputy Director, Parks & Community Services
Jennifer Schroder, Director, Parks & Community Services

Date: June 2, 2009

Subject: Draft response letter to Mr. Liam Knox RE: Indoor Pool

RECOMMENDATION:

It is recommended that the City Council authorize Mayor James Lauinger to sign a letter as presented or modified responding to Mr. Liam Knox.

BACKGROUND DISCUSSION:

On April 29, 2009, a letter (Attachment 1) was received at the City, addressed to the Kirkland City Council, and authored by Mr. Liam Knox. In the letter, Mr. Knox stresses Kirkland's need for an indoor public pool.

For the City Council consideration is the draft response letter to Mr. Knox (Attachment 2)

Attachment 1: Letter from Liam Knox, 4/29/09
Attachment 2: Draft City Council Response

April 29th 2009

RECEIVED
MAY 18 2009
CITY OF KIRKLAND
CITY MANAGER'S OFFICE

123 5th Avenue,
Kirkland, Wa 98033

Dear Mr. Lauinger:

My name is Liam Knox, and I am writing to you about the need for an indoor pool in Kirkland.

The only pool we have is the Peter Kirk Pool, which is an outdoor facility so it can only be used when the weather is appropriate. Kirkland residents have to drive to Redmond or Bellevue to swim at an indoor pool especially during the nine months of the year when the Kirkland outdoor pool is closed. The Carol Ann Wald Pool at St. Edwards State Park is now closed, and the Juanita High School Pool might also be closed in the near future.

If you could begin to consider this issue, I would be happy to participate and get other people involved as well. If the City of Kirkland builds a public indoor pool, most people would be a lot happier and Peter Kirk Pool wouldn't be as crowded.

Another problem is that many pools are located in private health clubs. You have to be a member to use the pool and memberships cost a lot of money.

I hope you take this issue into consideration and I look forward to hearing from you in the future.

Sincerely,

Liam Knox

June 17, 2009 **D R A F T**

Liam Knox
6th Grader
Peter Kirk Elementary School

Dear Liam:

Thank you for your letter to the Kirkland City Council dated April 29th in which you express concern and interest in the need for an indoor pool in Kirkland. The City of Kirkland supports quality of life and fitness opportunities for our citizens, and having an indoor pool would certainly help to achieve these goals.

As your letter states, the two indoor pools that serve Kirkland have been the Carole Ann Wald Pool in St. Edward Park and the Juanita Pool, located at Juanita High School. The State of Washington Parks Department recently closed the Carole Ann Wald Pool due to budget cuts. However, they are currently in discussions with possible partners to re-open and continue operation of this pool. The Lake Washington School District is also in conversation with possible partners to operate the Juanita Pool, as it is currently pending closure due to budgetary issues as well.

The City of Kirkland has recently completed a plan for a new indoor recreation center that includes a leisure pool, and a six-lane competitive lap pool. To see drawings of this proposed Center, go to the City's website and enter the words "indoor recreation center." The City is currently searching for land to build the Center, then money to build it.

The City is also in conversation with a community group – Swimming Pools for Leisure, Active Sports and Health (SPLASH) – that is working toward fulfilling aquatic needs in East King County. SPLASH seeks to bring together community partners to plan, construct, and operate a multi-purpose aquatic complex for all ages, ranges of health, level of experience, and recreation and athletic interests. You can learn more about them at www.splashforall.org. If you are interested, they would welcome your involvement.

If you would like to get involved in the City's efforts to have an Indoor Recreation Center in Kirkland, please contact Carrie Hite, Deputy Director of Parks and Community Services, at chite@ci.kirkland.wa.us, or 425-587-3320.

Thank you for taking the time to share your interests and concerns about having an indoor pool in Kirkland. Your letter will be shared with our Park Board.

Sincerely,

Kirkland City Council

By: James L. Lauinger, Mayor

cc: Park Board
Jennifer Schroder, CPRP, Director, Parks & Community Services
Carrie Hite, Deputy Director, Parks & Community Services

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: Jason Filan, Park Operations Manager
Jennifer Schroder, Director, Parks & Community Services

Date: May 29, 2009

Subject: Draft response letter to Mr. Mac McKeown RE: Dog Waste Bags

RECOMMENDATION:

It is recommended that the City Council authorize Mayor James Lauinger to sign a letter as presented or modified responding to Mr. Mac McKeown.

BACKGROUND DISCUSSION:

On April 15, 2009, a letter (Attachment 1) was received at the City, addressed to the Kirkland City Council, and authored by Mr. Mac McKeown. In the letter, Mr. McKeown expresses concerns about pet waste in Kirkland parks.

For the City Council consideration is the draft response letter to Mr. McKeown (Attachment 2)

Attachment 1: Letter from Mac KcKeown, 4/15/09
Attachment 2: Draft City Council Response

Mac Mckeown

RECEIVED
MAY 18 2009
CITY OF KIRKLAND
CITY MANAGER'S OFFICE

4-15-09

James L. Lauinger

123 5th avenue

Kirkland, WA.

98033

Dear Mayor James L. Lauinger

My problem is that dog owners don't look after their dogs and pick up their waste. On many occasions I have stepped in dog waste. And on some occasions I was wearing my nice shoes. For example on April 1st I was playing soccer with some of my friends. My team had the ball and we where about to score, but someone didn't pick up their dogs waste, so my friend had to dodge the waste but he lost the ball and the other team scored.

Maybe if the city could afford it, we could get more of those dog bag stations around the local parks. The city could also get more citizens to buy more leashes with the baggies attached to the leash. Hopefully you could make this happen by summer when the amount of people walking around the park is at its highest point.

An idea for a first offence for not picking up your dog's waste should be a warning ticket, second offence, should be a $50.00 fine, and a third offence a $300.00 fine and community poop scoop patrol (picking up other peoples dog poop) for 5 days at a 4 hour shift.

So if you bundle up enough taxpayer dollars, you could afford it. But if you don't do this I will be very unhappy. And other people will be very unhappy and patches of grass will die from to many bacteria.

So, if you install more dog waste stations around the town our town will be a better place.

Thank you for reading this.

Sincerely,

Mac Mckeown

June 17, 2009 **D R A F T**

Mr. Mac McKeown
6th Grader
Peter Kirk Elementary School

Dear Mac,

Thank you for your letter dated April 15th to the Kirkland City Council regarding pet owners not properly disposing dog waste. We're sorry to hear that by avoiding the dog waste your friend lost the soccer ball and the other team scored.

Approximately 10 years ago, the City of Kirkland started a pilot program that provided Mutt Mitt dispensers in a few of our busier parks to address the very point you bring up with pet waste. The program was a success and upon citizen request, we expanded the availability of the dog waste bags to other parks in the City. Over the years, our Parks Department has continued to receive more requests for dispensers which have been installed in many of our 40 parks. There are up to three dispensers in some of the busier parks, like Juanita Beach and Heritage Parks. A Mutt Mitt is enclosed in this letter that you might want to show your classmates.

I hope find the following facts about the Mutt Mitt program interesting:

- On average, each dispenser uses about $450 worth of baggies per year.
- The City spends $10,000-$12,000 a year to purchase dog waste bags.
- There are currently 27 dispensers at 20 different park sites.
- About 400 dog waste bags are used each day.\

The City is facing tough budget issues and many City departments are having to cut back on spending money on certain programs. As part of the Parks Department's efforts to save money, it is possible that the Mutt Mitt Program will be cut beginning in 2010.

In the coming months, the City's Public Works Department will begin a public education program that will encourage pet owners to become "Super Scoopers" by properly disposing of pet waste. Please contact Betsy Adams, Education/Outreach Specialist, at (425) 587-3858 or badams@ci.kirkland.wa.us to learn more.

The City has found public education helps to change people's behavior. Sgt. Chris Meyers, Off Leash Enhancement Officer, often makes contacts with pet owners at some our park to educate them on proper pet waste disposal. It's possible that the City could ticket someone but rarely is it witnessed when a pet owner doesn't clean up after his/her pet.

The Kirkland City Council appreciates your thoughts and concerns. It's refreshing to know that the youth of the Kirkland community cares about the health of our parks and public places.

If you have any questions and or need any assistance feel free to contact Jason Filan, Park Operations Manager, at (425) 587-3341 or jfilan@ci.kirkland.wa.us.

Sincerely,
Kirkland City Council

By: James L. Lauinger, Mayor

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: Jason Filan, Park Operations Manager
Jennifer Schroder, Director, Parks & Community Services

Date: May 29, 2009

Subject: Draft response letter to Ms. Kim Veldee RE: Recycling at Everest Park

RECOMMENDATION:

It is recommended that the City Council authorize Mayor James Lauinger to sign a letter as presented or modified responding to Ms. Kim Veldee.

BACKGROUND DISCUSSION:

On April 27, 2009, a letter (Attachment 1) was received at the City, addressed to the Kirkland City Council, and authored by Ms. Kim Veldee. In the letter, Ms. Veldee expresses concerns regarding recycling opportunities at Everest Park.

For the City Council consideration is the draft response letter to Ms. Veldee (Attachment 2)

Attachment 1: Letter from Kim Veldee, 4/27/09
Attachment 2: Draft City Council Response

RECEIVED
MAY 18 2009
CITY OF KIRKLAND
CITY MANAGER'S OFFICE

April 27th, 2009

Kirkland City Council
123 5th Avenue,
Kirkland, WA 98033

Dear Kirkland City Council Members;

Greetings! I am honored to have the privilege of writing to you. My name is Kim Veldee and I live in the Norkirk neighborhood of Kirkland. I am currently attending sixth grade in Peter Kirk Elementary and enjoy playing softball. It was softball that encouraged me to write this letter, for I have taken an interest in the recycling program at Everest Park; Kirkland's little-league baseball and softball fields. As both my brother and I play there, my family has noticed the absence of recycling bins present. Every day, players, coaches, and onlookers are forced to throw out recyclables into the garbage because there is no other option; they aren't allowed the choice to reduce the amount of garbage on the planet and recycle. According to the Everest Park snack shack, a total of approximately 650 cans and bottles are sold each week during baseball season, which adds roughly 15400 grams to the dump each week. I have also perceived that a majority of other neighboring city's ballparks encompass recycling bins, and we do not. Has not Kirkland been boasting about its contribution to recycling?

This is where you, the Kirkland City Council, could lend a hand. If you could possibly supply Everest Park with as many as four recycling bins, I am sure that the effect would be constructive towards helping create Kirkland into a greener, cleaner area. You can help me use the current year of 2009 and beyond to bring Kirkland and the world closer to becoming eco-friendly. To assist and guide people towards recycling in your contributed bins I, personally, would help my friends, teammates, and family to decide to recycle. I will feel discouraged and useless if your decision is declining my proposal and not taking into mind the importance of recycling and keeping a clean Earth. For your response, I can be reached by letter at the address above.

Please take time to consult over the decision. I am not asking for much more than a mere favor in donating a few bins to my home field. Please take into consideration my proposal, for, if you understand it and assent to giving the bins in charity, I would feel accomplished and grateful for making a difference, and would have a new respect for the City of Kirkland, for their wise decisions, and the help that they would be bringing us closer to becoming a greener, cleaner planet. I would like to thank you for taking the time to read my letter and taking into consideration what I am asking of you.

Thank you for your time and please reply soon,

Kim Veldee

Kim Veldee

June 17, 2009 **D R A F T**

Ms. Kim Veldee
6th Grader
Peter Kirk Elementary

Dear Kim,

Thank you for your letter dated April 27th to the Kirkland City Council about recycling at Everest Park. I'm pleased to report that the City has had a recycling program at Everest for about two years. About ten recycling totes are located near the snack shack and by the enclosed dumpster. We are hopeful some of the 650 weekly cans and bottles you noted in your letter that are sold by the concession stand are making their way into the blue recycling totes.

As you know there are many benefits to recycling and the more everyone recycles the better the environment. If you are willing to help spread the word to your teammates, friends, family, and others that use the park to recycle, we certainly would appreciate it. If you want to take it step further and create signs for the dugouts and stands directing park and field users to the totes, we'd appreciate that too. Please feel free to contact Park Operations Manager Jason Filan to share your ideas He can be reached at (425) 587-3341 or jfilan@ci.kirkland.wa.us.

It's great to see the youth of the Kirkland community caring enough about our parks and environment to send us a letter. We appreciate your enthusiasm and willingness to encourage more recycling at Everest Park.

We look forward to working with you.

Sincerely,
Kirkland City Council

By: James L. Lauinger, Mayor

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: Carrie Hite, Deputy Director, Parks & Community Services
Jennifer Schroder, Director, Parks & Community Services

Date: June 2, 2009

Subject: Draft response letter to Mr. Andrew Vetto RE: Skate Park Enhancements

RECOMMENDATION:

It is recommended that the City Council authorize Mayor James Lauinger to sign a letter as presented or modified responding to Mr. Andrew Vetto.

BACKGROUND DISCUSSION:

On May 15, 2009, a letter (Attachment 1) was received at the City, addressed to the Kirkland City Council, and authored by Mr. Andrew Vetto. In the letter, Mr. Vetto proposes enhancements to the Peter Kirk skate park.

For the City Council consideration is the draft response letter to Mr. Vetto (Attachment 2)

Attachment 1: Letter from Andrew Vetto, 5/14/09
Attachment 2: Draft City Council Response

May 14 2009

James lauinger

123 fifth ave

Kirkland WA 98033

RECEIVED

MAY 18 2009

CITY OF KIRKLAND
CITY MANAGER'S OFFICE

Dear Mr. Lauinger:

I think we should have a new skate park in downtown Kirkland. The current skate park is not very bike friendly so it is no fun for bmxers. I think you should remodel the skate park and make it much bigger. You should take a look at the Redmond skate park. It is great but I cannot always go there. Also you should ask some local skaters for their opinion they might have some good ideas.

For a new skate park you should start funding right away. Something I could do is put a donation/idea box down at the skate park for extra money and ideas. If you don't respond then I will feel very depressed and annoyed that you didn't care about my letter. If you don't reply I will start a petition for people who want a new skate park. At the least you could reply and say you can't do anything about it. I can be reached by mail at the address above or at snapvetto@comcast.net

Again if you can start funding that would be great. If you do anything towards getting a new skate park I would be very gracious and would go to the new skate park any chance I get.

Sincerely,

Andrew Vetto

Andrew Vetto

June 17, 2009 **D R A F T**

Andrew Vetto
6th Grader
Peter Kirk Elementary School

Dear Andrew,

Thank you for your letter to the Kirkland City Council dated May 15th about how the City's existing skate park can be improved to make it more "BMXer" friendly. We also appreciate your suggestion on fundraising.

Although there are no plans at this time to change the skate park at Peter Kirk Park, the City does have proposed plans to build a new "state of the art" skate park at Juanita Beach Park. Future improvements also include new little league fields and relocating the parking lot. The new skate park is proposed to be built where the current parking lot is on the north side of Juanita Beach Park. Although we have some money to build the skate park, we need much more. We will continue to look for funds to develop the skate park.

If you would like to be involved in the development of this new skate park, I would encourage you to get involved with the Kirkland Youth Council. The Youth Council works on projects and programs that support youth in the Kirkland area. If you would like information about the Youth Council, please contact Regi Schubiger, Youth Services Coordinator, at rschubiger@ci.kirkland.wa.us or 425-587-3323.

The City Council appreciates your taking the time to write a letter to share your thoughts on our downtown skate park. Your letter will be shared with the Park Board and the Kirkland Youth Council.

Sincerely,
Kirkland City Council

By: James L. Lauinger, Mayor

cc: Park Board
Kirkland Youth Council
Jennifer Schroder, CPRP, Director, Parks and Community Services
Carrie Hite, Deputy Directory, Parks and Community Services
Regula Schubiger, Youth Services Coordinator

Council Meeting: 06/16/2009
Agenda: Claims
Item #: 8. d.

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: June 8, 2009

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) Leslie A. Donner
6225 Lake Washington Blvd. NE # 209
Kirkland, WA 98033

Amount: $459.03

Nature of Claim: Claimant states damage to vehicle resulted from loose water valve box appurtenance.

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: Daryl Grigsby, Public Works Director
Ray Steiger, P.E., Capital Projects Manager

Date: June 4, 2009

Subject: 2009 STREET PRESERVATION PROGRAM (PHASE 1 - SLURRY SEAL PROJECT) AWARD CONTRACT

RECOMMENDATION:

It is recommended that the City Council award the contract for the 2009 Slurry Seal Project to Intermountain Slurry Seal, Inc. of Watsonville, California in the contract amount of $196,196.00.

BACKGROUND DISCUSSION:

The Slurry Seal Project is Phase 1 of the 2009 Annual Street Preservation Program which consists of applying a very thin layer of liquid asphalt slurry over low volume residential streets that are showing light to moderate surface wear. This year's Project will seal approximately 12 lane miles of roadway in three areas throughout the City (Attachment A). Phase 2 of the Annual Street Preservation Program is the Street Overlay Project and a separate award memo for that project is included in the June 16th Council Meeting Packet.

The first advertisement for this project was published on May 19, 2009 and bids were opened and read publicly on June 2, 2009; one sealed bid was received and tabulated as follows:

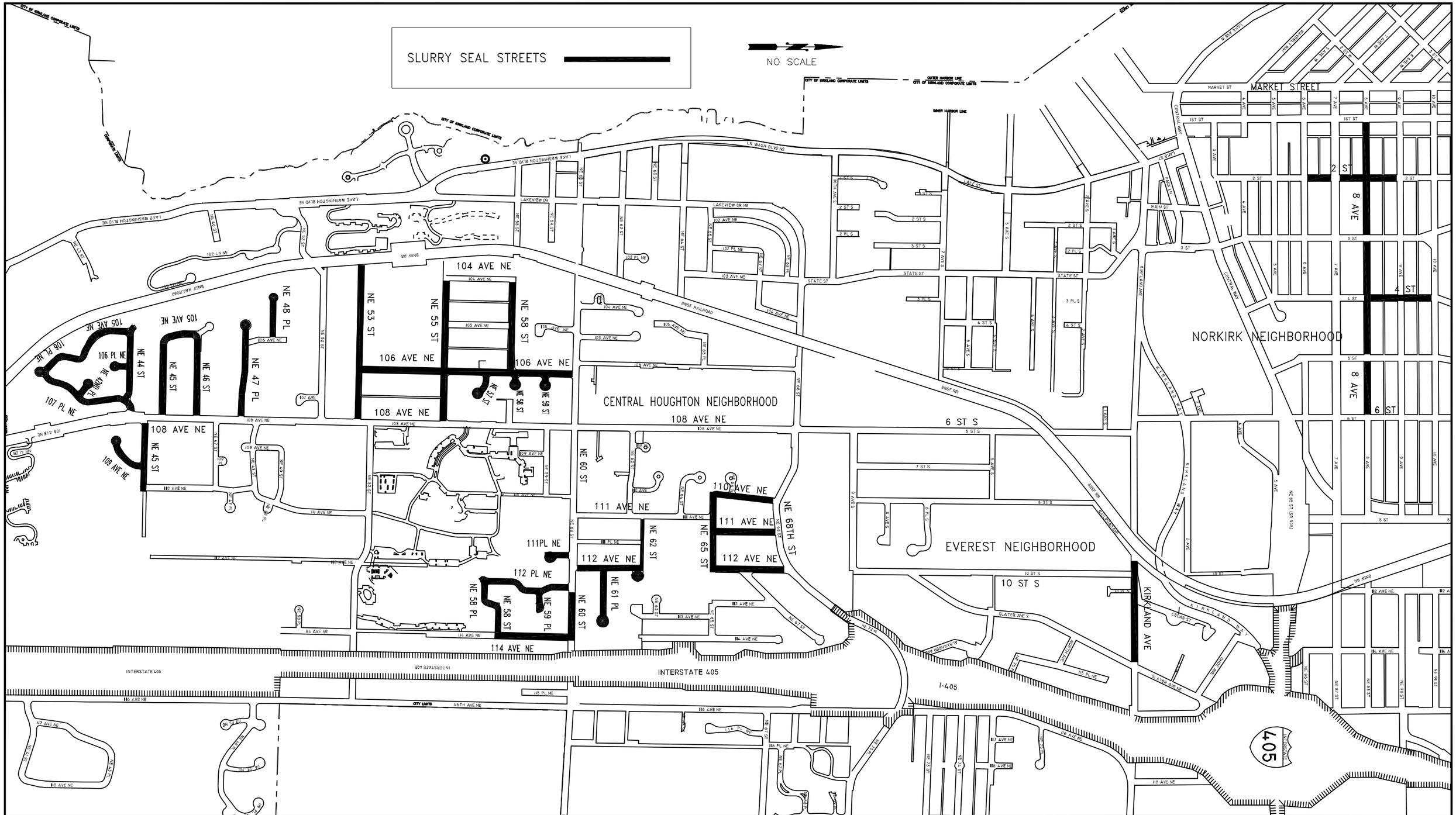
CONTRACTOR	TOTAL BID
Intermountain Slurry Seal	**$196,196.00**
Engineer's Estimate	*$279,000.00*

The last slurry seal program was constructed in 2004 and at that time the cost per square yard of slurry seal was $1.30/square yard. The cost per square yard of slurry seal received in the 2009 Slurry Seal Project bid was $1.49/square yard. This results in approximately a 15% increase in costs between 2004 and 2009 (Attachment C).

Funding for the slurry seal project comes from the Annual Street Preservation Project which has a CIP budget of $2.0 million (Attachment B).

Construction of this phase of the project is temperature dependent and will be scheduled during July, or August; the construction duration will be approximately one month. In advance of the work, Public Works staff will supply property owners living along the planned Slurry Seal routes with an informational brochure describing the City's Street Preservation Program and the Slurry Seal treatment. The information in this brochure and schedule updates will also be incorporated into the Public Works section of the City's web site. Notices will also be distributed to all adjacent homes and business at least 24 hours prior to all Slurry Seal applications.

Attachments: (3)



CITY OF KIRKLAND
WASHINGTON

CITY OF KIRKLAND
DEPARTMENT OF PUBLIC WORKS
123 FIFTH AVENUE KIRKLAND, WA 98033
(425) 587-3800 www.ci.kirkland.wa.us

NO.	DATE	BY	APPR.	REVISION

APPROVED BY:

DATE:

ANDREA MAST/JIM JENNINGS 4/2009
DESIGNED BY: DATE

JIM JENNINGS 4/2009
DRAWN BY: DATE

CHECKED BY: DATE

2009 SLURRY SEAL PROJECT
VICINITY MAP

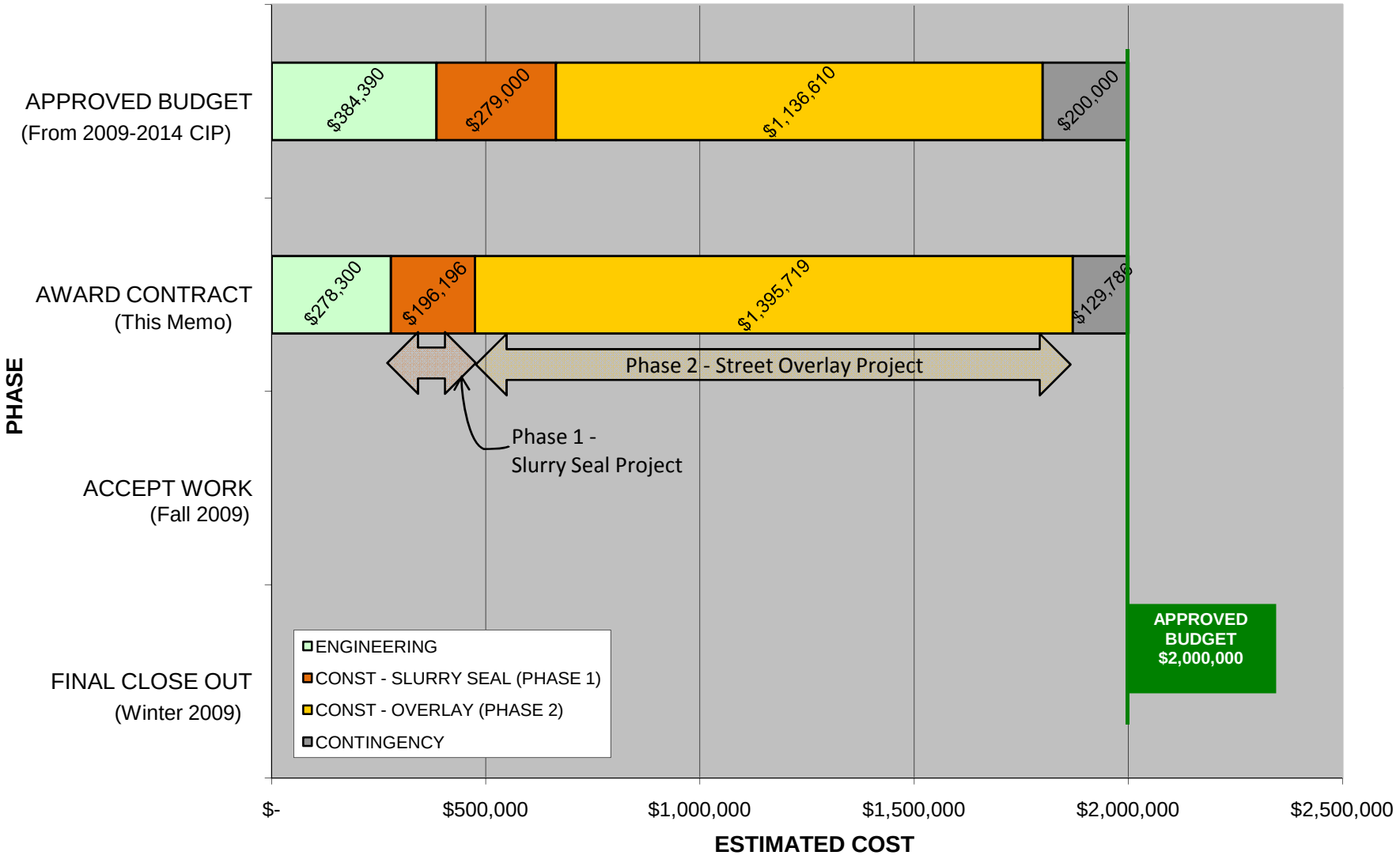
SHEET: 2/2

SCALE: N.T.S.

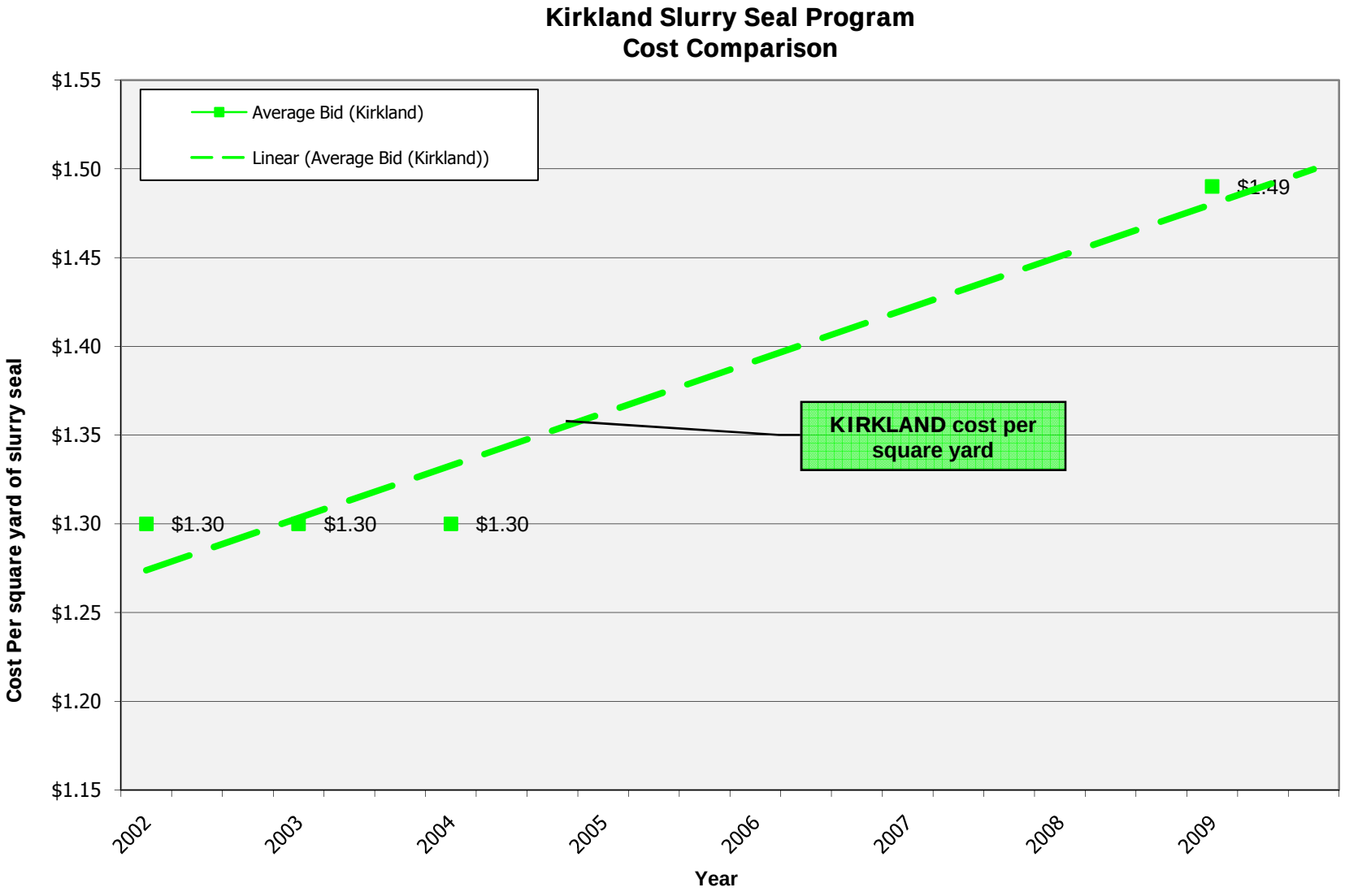
FILENAME: 2009_SS_VICIN.DWG

PROJECT BUDGET REPORT

2009Street Preservation Project (CST-0906)



Attachment B



ATTACHMENT C

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: Daryl Grigsby, Public Works Director
Ray Steiger, P.E., Capital Projects Manager

Date: June 4, 2009

Subject: 2009 STREET PRESERVATION PROGRAM (PHASE 2– STREET OVERLAY PROJECT) AWARD CONTRACT

RECOMMENDATION:

It is recommended that the City Council award the contract for Schedules A, B, D, E and F for the 2009 Street Preservation Project to Lakeside Industries, Inc., of Issaquah, Washington in the amount of $1,395,718.50.

BACKGROUND DISCUSSION:

The Street Overlay Project is Phase 2 of the 2009 Annual Street Preservation Program which maintains and rehabilitates the City's street network through subgrade repair, grinding, and the application of a new surface layer of asphalt applied to selected streets. This year's Project will resurface approximately 6.5 lane miles of roadway in four neighborhoods throughout the City (Attachment A). The work also includes installation of new curb ramps, as required by the Americans with Disabilities Act, and replaces adjacent broken curb and sidewalk panels. Phase 1 of the Annual Street Preservation Program is the Slurry Seal Project and a separate award memo for that project is included in the June 16th Council Meeting packet.

This year's project was bid as six separate schedules of work (Attachment A).

The first advertisement for this project was published on May 19, 2009 and bids were opened and read publicly on June 3, 2009; two sealed bids were received and tabulated as follows:

Contractor	Schedule A (Base Bid)*	Schedules A, B, D, E, F++	Total Bid (all schedules)
Lakeside Industries	**$519,398.70**	**$1,395,718.50**	**$1,895,074.75**
Watson Asphalt	$547,263.25	$1,396,183.80	$1,889,023.55
Engineer's Estimate	$587,000.00	$1,369,753.30	$1,852,000.00

**Schedule A (Base Bid) was used as the basis for determining award.*
++ Due to the relatively high cost of Schedule C, it is not recommended for award. It will be reprogrammed.

The Engineer's Estimate was based on information received from adjacent agencies including Bellevue, Redmond and WSDOT, as well as past year's bid tabs, and staff had estimated the cost for pavement this year would be approximately $70 per ton (Attachment C). By comparison, the average cost of asphalt received in the 2008 Street Preservation Program bids was approximately $75.88 per ton for the base bid only and approximately $75.74 per ton project wide (all schedules). The average cost of asphalt received in the 2009 base bid (Schedule A) decreased to $68.70 per ton, however, the overall average cost of asphalt for all schedules bid increased slightly to $76.05 per ton. Schedules B through F were likely higher due to the smaller quantities of work and other varying work conditions associated with these specific streets.

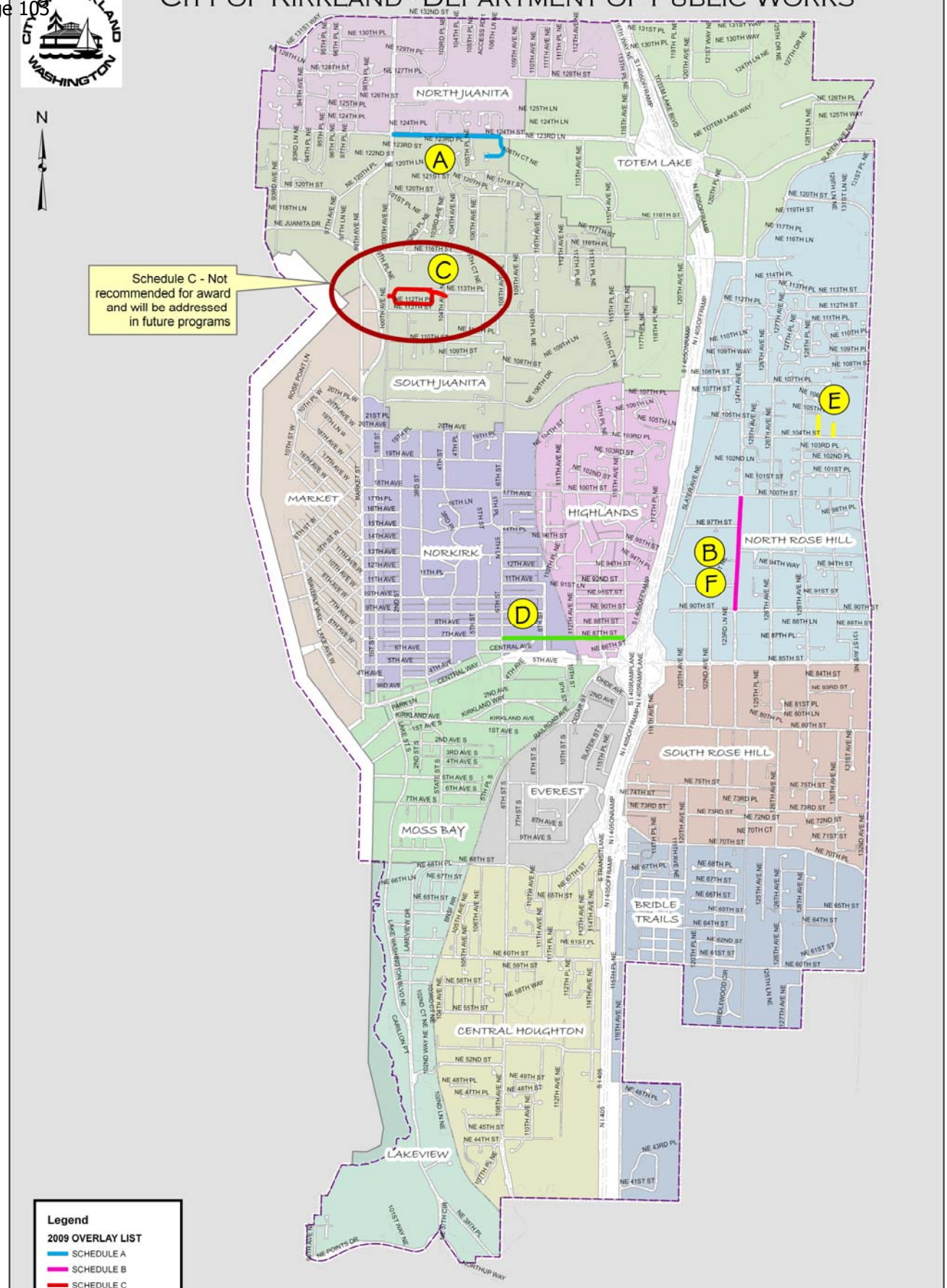
The Annual Street Preservation Project has a CIP budget of $2.0 million. Based on the bids received for both the Street Overlay Project and Slurry Seal Project, and the total project budget available, Staff recommends awarding all schedules except for Schedule C in the amount of $1,395,718.50(Attachment B); Schedule C roadways will be addressed with a future annual program.

Construction of the Project is anticipated to start in early-July with substantial completion expected by the end of October. In advance of the work, Public Works will notify adjacent properties with an informational mailing describing the City's Street Overlay Program. This information, along with a regularly updated construction schedule, will also be posted on the City's web site. Construction notice signs will be installed in advance of the overlay on higher volume streets and portable construction notice signs will be placed on residential streets a few days prior to construction. Supplemental notices will also be distributed to all adjacent homes and businesses at least 24 hours prior to construction. As the Project also includes a significant amount of sidewalk and ramp reconstruction, staff will ensure the contractor maintains safe travel for pedestrians throughout the work areas at all times.

Attachments: (3)

Attachment A

CITY OF KIRKLAND - DEPARTMENT OF PUBLIC WORKS



2009 STREET PRESERVATION PROGRAM OVERLAY STREETS

F SCHEDULE F IS PAVEMENT REPAIR ALONG 124TH AVE. NE

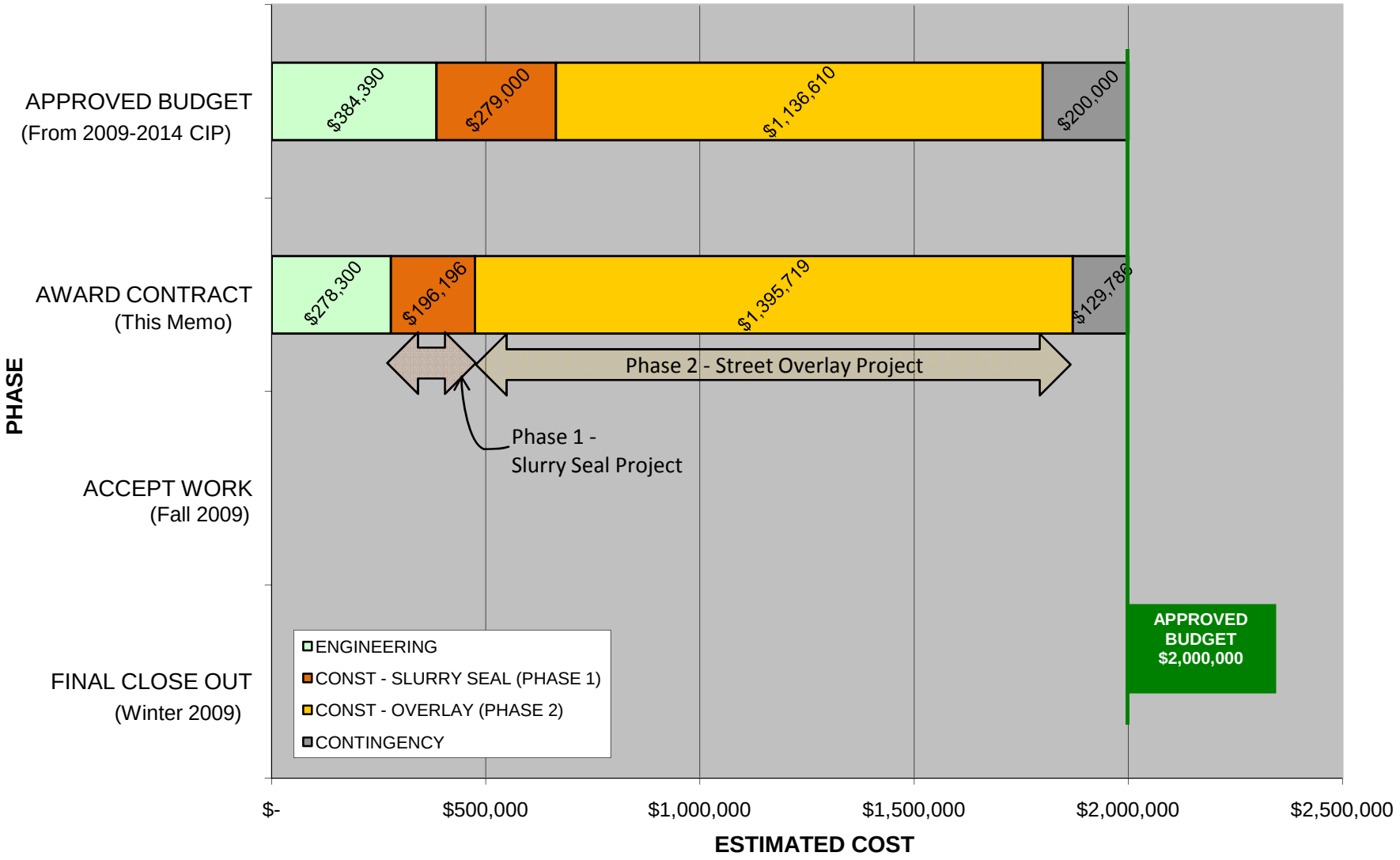
REVISION DATE: June 3, 2009
H:\Pw\CIP group\Project Files\ST\CST0006\CST0906\GIS\cokspp2009-Overlay.mxd

0 1,000 2,000 4,000 Feet

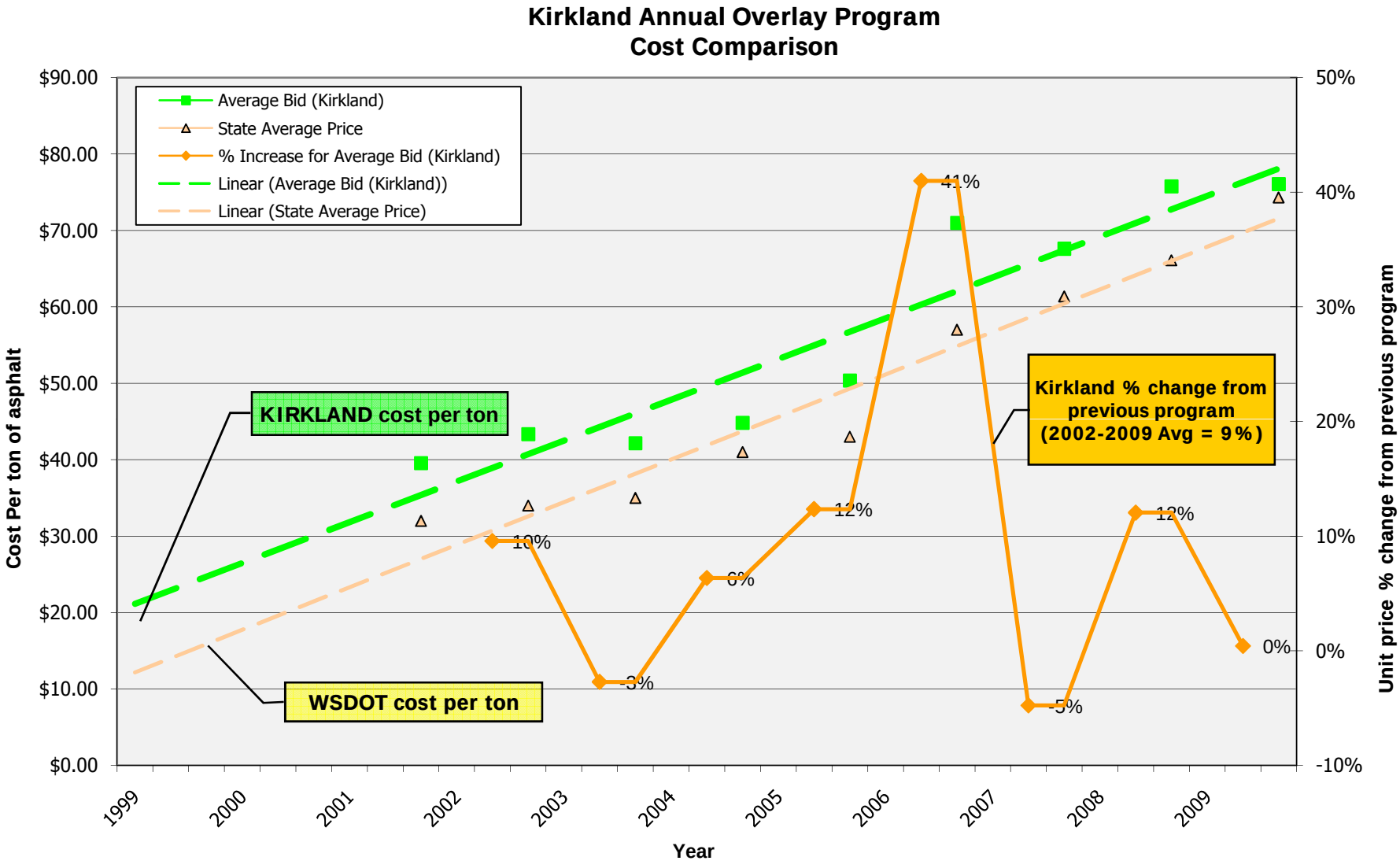
1 inch = 2,000 feet

PROJECT BUDGET REPORT

2009Street Preservation Project (CST-0906)



Attachment B



ATTACHMENT C

CITY OF KIRKLAND
Department of Public Works
123 Fifth Avenue, Kirkland, WA 98033 425.587.3809
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: June 4, 2009

Subject: 2009 WATER SYSTEM IMPROVEMENT PROJECT– AWARD CONTRACT

RECOMMENDATION:

It is recommended that Council award the 2009 Water System Improvement Project to D&G Backhoe, Inc. of Lake Stevens, WA for the amount of $345,316.96 and advance the use of $128,000 approved for this project in 2010.

BACKGROUND AND DISCUSSION:

The 2009 Water System Improvement Project is made up of three individual projects and consists of a combined total of 2,300 lineal feet of 8-inch and 12-inch ductile iron pipe (Attachment A). Project WA-0142 will extend an existing dead ended 8-inch line located in the alleyway north of the Heathman Hotel and will connect to an existing waterline to the west on Main Street. This work will help to reduce impacts during the planned 3rd Street Water Main Upgrade project to be constructed concurrent with the Transit Center redevelopment beginning in October of this year. Both project WA-0141 and project WA-0117 replace aging Asbestos Cement (AC) water main that is susceptible to breaks and incapable of meeting the anticipated fire flow requirements.

At their meeting of May 19, 2009, Council authorized advertisement of bids, and on May 20, 2009, bids were first advertised, and this was followed by a bid opening on June 4, 2009; eleven contractor bids were received and tabulated. The total bid prices ranged from $345,317 to $462,517 with an average bid equal to $408,044 as the current economic climate continues to support a competitive construction market with lower than typical construction bids (Attachment B). The eleven bids and engineer's estimate are as follows:

Contractor	Total Bid
D&G Backhoe, Inc	**$345,316.96**
B&L Utility, Inc.	$ 367,285.61
VJM Construction Co., Inc.	$373,262.12
Laser Underground & Earthworks, Inc.	$388,422.12
Kar-Vel Construction	$395,519.14
Archer Construction Inc.	$418,917.98
Mosbrucker Excavating, Inc.	$422,308.65
Buno Construction, LLC	$424,376.45
T.E. Briggs Construction Co.	$429,015.53
Santana Trucking & Excavating	$461,543.60
Westerlund Excavation LLC	$462,517.05
Engineers Estimate	***$504,000.00***

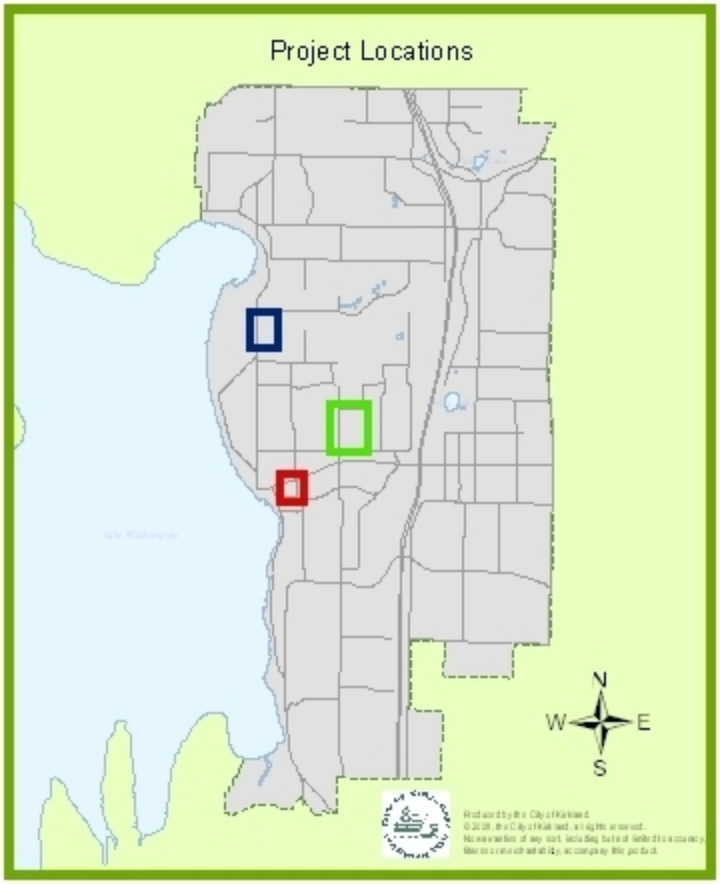
At the same May meeting, staff reported to Council that both project WA-0142 and project WA-0117 have funding in both 2009 and 2010 with the original intent to complete design work in 2009 and construct in 2010; this is the historical timeframe for water project delivery. While the total project budget between 2009 and 2010 is more than adequate to complete the project, the costs to design and then construct the entire project in 2009 exceeds the available 2009 funding by approximately $128,000 (Attachment C). In order to proceed with the work this year and take advantage of lower than anticipated construction bids, staff recommends the use of funding that was originally programmed in 2010 with the CIP (Attachment D).

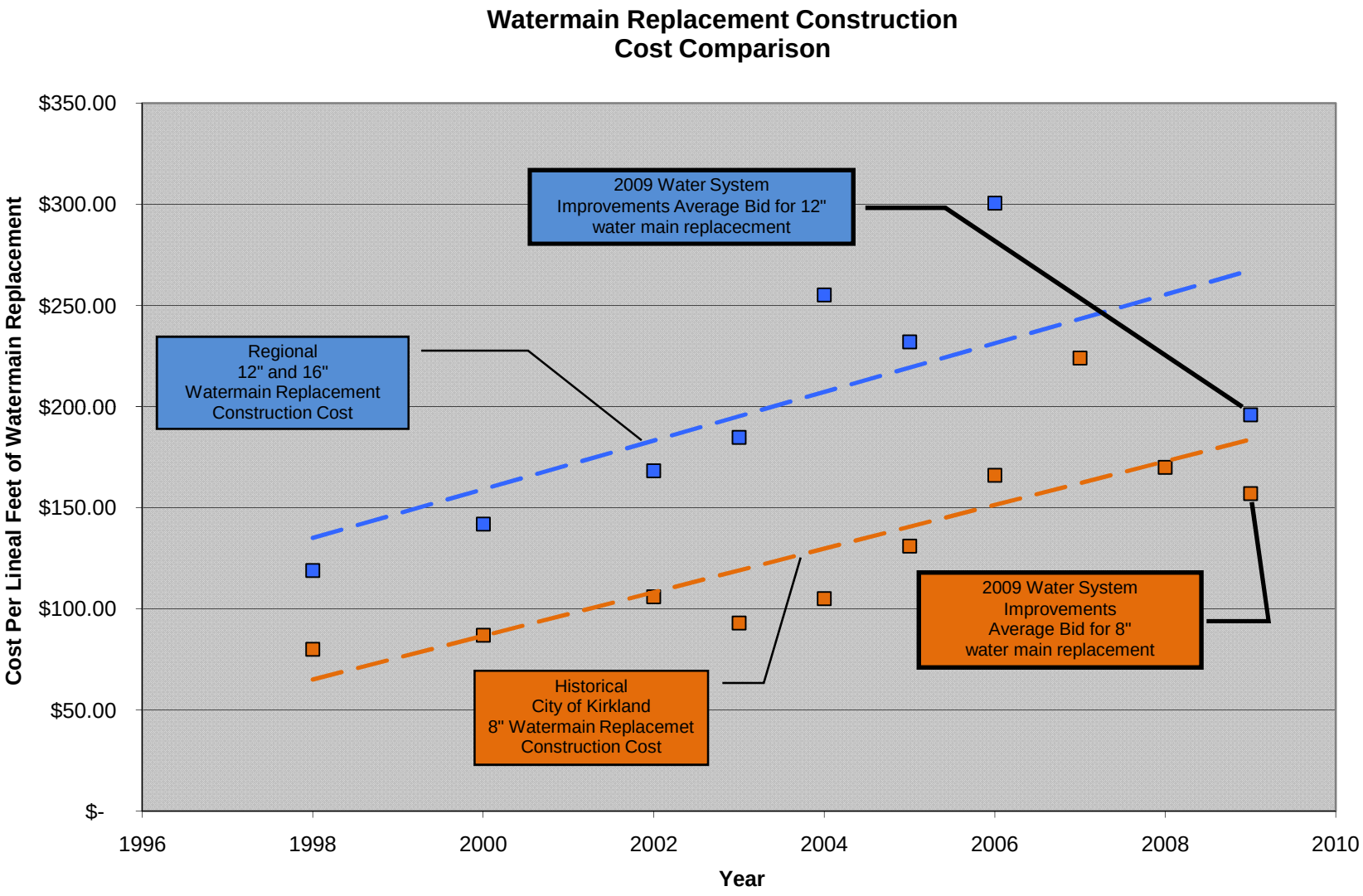
With Council approval, construction will begin in July, 2009 with substantial completion expected in October, 2009.

Attachments (4)

Site Map

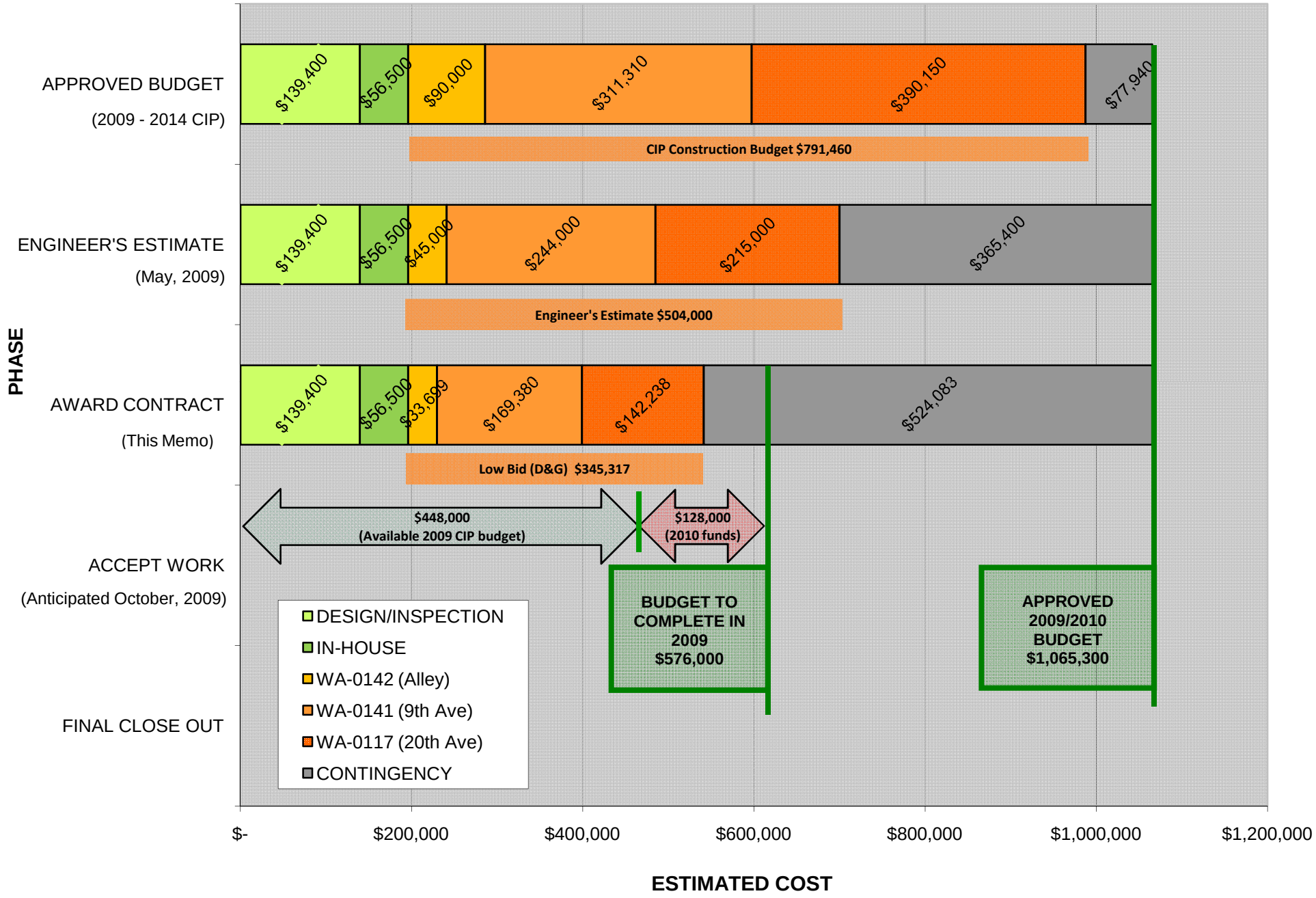
2009 Water System Improvements Project
WA-0142 WA-0141 WA-0117





Attachment B

Project Budget Report
2009 Water System Improvements Project
WA-0142 WA-0141 WA-0117



Attachment C

ATTACHMENT D

FISCAL NOTE

CITY OF KIRKLAND

Source of Request

Daryl Grigsby, Public Works Director

Description of Request

Request for advance use of funding of $128,000 from the Water/Sewer Capital Contingency for the completion of the 2009 Water System Improvement Project. This project was originally budgeted to be completed in 2010. Lower than anticipated construction bids offer an opportunity to complete this project in 2009. This request augments the amount budgeted for this project in 2009.

Legality/City Policy Basis

Fiscal Impact

One-time use of $128,000 of the Water/Sewer Capital Contingency. The contingency is able to fully fund this request.

Recommended Funding Source(s)

	Description	2010 Est End Balance	Prior Auth. 2009-10 Uses	Prior Auth. 2009-10 Additions	Amount This Request	Revised 2010 End Balance	2010 Target
Reserve	Water/Sewer Capital Contingency	3,018,240	53,540	0	128,000	2,836,700	2,756,710
	2009-2010 Prior Authorized Uses of this reserve include: $53,540 for the Supply Station #2 Improvements.						
Revenue/Exp Savings							
Other Source							

Other Information

Prepared By	Sri Krishnan, Sr. Financial Analyst	Date	June 8, 2009

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: Dave Ramsay, City Manager

From: Eric Olsen, Police Chief
Jennifer Schroder, Director, Parks & Community Services

Date: June 4, 2009

Subject: Limited Commission / Off-Leash Enforcement

Recommendation

City Council adopt Ordinance No. 4195, amending Kirkland Municipal Code 3.16.020. This amendment allows the Director of the Police Department to issue limited commissions to persons outside the police department for the purpose of allowing enforcement capabilities to areas such as animal control and parks.

Background

On June 21, 2005 City Council authorized the City Manager to execute an agreement with King County Animal Control (KCAC) to provide an enhanced off-leash enforcement program. Over the past 4 years the City has entered into contracts with King County for animal enforcement services. The contract value has remained the same however, due to the increased expense from King County, the amount of hours provided for this contract have decreased. For example, in 2005, the City's investment with King County gave us over 300 hours of service. Currently, for the 2009 contract, this same investment will provide us only 164 hours of service.

This program has been instrumental in helping us educate and enforce our leash law. Progress has been made over the past four years. However, with diminished service levels, and lack of consistency and continuity of this program, there have been more citizen concerns in regards to public safety in our parks. In an effort to make our investment in the off-leash program as efficient and effective as possible, establishing a limited commission would allow us to leverage our existing resources to provide a higher service level.

This ordinance will allow the Director of the Police Department to issue a limited commission to persons outside the police department to have limited enforcement capabilities in areas such as, but not limited to, parking, parks, and animal control. These limited commissions will specifically state the areas for which the holder may issue citations for civil infractions. The limited commission may be revoked at any time by the Director of the Police Department.

Specifically, this ordinance will allow the City to hire a non-commissioned animal enforcement employee directly, without paying large administrative overhead costs to King County. This will increase the service level for off leash enforcement within our current budget.

ORDINANCE NO. 4195

AN ORDINANCE OF THE CITY OF KIRKLAND RELATING TO THE GRANT OF AUTHORITY TO THE DIRECTOR OF THE POLICE DEPARTMENT TO ISSUE LIMITED COMMISSIONS TO THOSE OUTSIDE THE DEPARTMENT TO ISSUE CIVIL INFRACTION CITATIONS TO THOSE VIOLATING CERTAIN PROVISIONS OF THE KIRKLAND MUNICIPAL CODE.

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

Section 1. Section 3.16.020 of the Kirkland Municipal Code is hereby amended to read as follows:

3.16.020 Police department and issuance of limited commissions.

(a) In addition to the foregoing, there shall be a police department which shall have all of the duties designated and devolved upon such departments by state law generally, and specifically as to cities organized or chartered under either RCW Title 35 or 35A.

(b) The director of the police department may issue a limited commission to persons outside the police department who have a need to have limited enforcement capabilities such as, but not limited to, animal control, parking and parks. These limited commissions will specifically state the ordinances for which the holder may issue citations for civil infractions. The director will develop standards for the selection and training of those being granted a limited commission, which will be consistently applied. The limited commission may be revoked at any time by the director of the police department.

Section 3. If any provision of this ordinance or its application to any person or circumstance is held invalid, the remainder of the ordinance, or the application of the provision to other persons or circumstances is not affected.

Section 4. 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 _____, 2009.

Signed in authentication thereof this ___ day of _____, 2009.

_____
MAYOR

Attest:

_____
City Clerk

Approved as to Form:

_____
City Attorney

Council Meeting: 06/16/2009
Agenda: Other Business
Item #: 8. h. (2).

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
Angela Warmuth, Senior Accountant

Date: June 4, 2009

Subject: 2008 Annual Transportation and Park Impact Fees Report

RECOMMENDATION:

Council accept the 2008 annual transportation and park impact fee report.

BACKGROUND DISCUSSION:

The City began collecting impact fees for transportation in June 1999 and for parks in August 1999. Although impact fees are not required to be tracked and applied to projects by zones per the ordinances, impact fees are being tracked by zones for administrative purposes (see Attachment C for map). Tracking the collection and subsequent transfer of impact fees helps to analyze what area(s) of the city development is occurring in and how funding of future capacity projects is related to the amount of development.

For 2008, $680,391 in transportation impact fees and $200,870 in park impact fees were collected. Attachment A summarizes by zone all impact fees that were collected during 2008. The East zone had the greatest amount of activity that was subject to transportation impact fees. Two large developments were the Lee Johnson Kia commercial building and the Slater Avenue mixed use project. In the Southwest zone, one large development was the State Street office building. Multi-family/non-residential development was largely responsible for the transportation impact fees collected from all zones.

In 2008, the Northwest zone had the greatest amount of development activity that was subject to park impact fees, with the East and Southwest zones contributing the remainder. Multi-family development in the Northwest region contributed about 40% of the total parks-related impact fees collected in 2008. Single family development within the East zone was largely responsible for the park impact fees collected in this zone.

Five transportation projects were funded with transportation impact fees in 2008. In the Northeast zone, 124th Avenue NE Roadway Improvements (North section) (CST0059) received $40,000. In the East zone, NE 85th St/132nd Ave NE Intersection Improvement (Phase 1) (CTR0078) and NE 85th St/124th Ave Intersection Improvements (CTR0080) received $279,000 and $179,000 respectively. In the Southwest zone, NE 68th/108th Ave Intersection Improvements (CTR0085) and NE 85th St/114th Ave Intersection improvements (CTR0079) received $400,000 and $356,000 respectively.

For Parks, the Shelton Property Acquisition project (CPK0131001) in the Northwest zone received $81,574 of park impact fee funding. Additionaly, the Park and Open Space Acquisition Program (CPK0131000) received $367,500. Park impact fees were also used for the Teen Center and McAuliffe Park debt service payments of $40,185 and $231,365 respectively.

Attachment B is a cumulative report showing total transportation and park impact fees collected per zone since their inception. The development at Evergreen was largely responsible for the cumulative transportation impact fees collected in the Northeast zone. The Southwest zone includes several large multi-family developments that have contributed to the

amount collected in that area. The three primarily residential areas in the East, Northwest and Southwest zones continue to be the source of collections for park impact fees.

The 2008 year-end fund balances in transportation and park impact fees were $954,880 and $181,999 respectively. These amounts include interest and are net of impact fee revenues transferred to eligible transportation and park capacity projects and debt service payments, funded in whole or part by impact fees. The City's practice is to allocate impact fee-related revenues to qualifying capital projects in the order that they are received (i.e., first-in, first-out).

The following table shows impact fee revenues expended on projects and debt service payments since 1999.

Year	Project name (Project number)	Transportation	Parks
1999	No CIP projects were funded from impact fees in 1999.		
2000	6th St/Central Way Intersection Improvements (CTR0066)	$ 41,072 *	
	NE 68th St/State St Intersection Improvements (CTR0061)	$ 18,000	
	NE 85th St/124th Ave Intersection Improvements (CTR0062)	$ 21,900	
	NE 124th St/100th Ave Intersection Improvements (CTR0063)	$ 17,700	
	NE 132nd St/100th Ave Intersection Improvements (CTR0064)	$ 13,200	
2001	118th Ave NE Roadway Extension (CST0060)	$ 15,989 *	
2002	No CIP projects were funded from impact fees in 2002.		
2003	NE 124th St/124th Ave Intersection Improvements (CTR0070)	$ 50,000	
2004	NE 128th Street/I-405 Overpass (CST0069)	$ 500,000	
	NE 124th St/124th Ave Intersection Improvements (CTR0070)	$ 100,000	
2005	NE 128th Street/I-405 Overpass (CST0069)	$ 267,800	
	NE 124th St/124th Ave Intersection Improvements (CTR0070)	$ 329,600	
	Heritage Park Development (CPK0095)		$ 40,000 *
2006	NE 124th St/124th Ave Intersection Improvements (CTR0070)	$ 499,200	
	NE 120th Street Roadway Extension (East section) (CST0057)	$ 200,000	
	NE 85th St/132nd Ave NE Intersection Improvement (Phase I) (CTR0078)	$ 107,400	
	NE 85th St/114th Ave Intersection Improvements (CTR0079)	$ 302,900	
	NE 85th St/124th Ave NE Intersection Improvements (CTR0062)	$ 175,000	
	Heritage Park Development (CPK0095)		$ 120,000
2007	124th Ave NE Roadway Improvements (North section) (CST0059)	$ 291,000	
	NE 120th Street Roadway Extension (East section) (CST0057)	$ 309,000	
	Heritage Park Development (CPK0095)		$ 155,000

Year	Project name (Project number)	Transportation	Parks
2008	124th Ave NE Roadway Improvements (North section) (CST0059)	$ 40,000	
	NE 85th St/132nd Ave NE Intersection Improvement (Phase I) (CTR0078)	$ 279,000	
	NE 68th/108th Ave Intersection Improvements (CTR0085)	$ 400,000	
	NE 85th St/114th Ave Intersection Improvements (CTR0079)	$ 356,000	
	NE 85th/124th Ave Intersection Improvements (CTR0080)	$ 179,000	
	Park Acquisition-Shelton Property (CPK0131001)		$ 81,574
	Park & Open Space Acquisition Program (CPK0131000)		$ 367,500
	Teen Center Debt Service Payment		$ 40,185
	McAuliffe Park Debt Service Payment		$ 231,365
	Total impact fee revenues transferred to projects through 2008	**$ 4,513,761**	**$1,035,623**

* The amounts shown are net amounts as funding was returned to the impact fee account for two transportation projects (CTR0066 and CST0060). For parks, money was reprogrammed from other park projects to the Heritage Park Development (CPK0095) in 2005.

It is noteworthy to mention that impact fees were modified following an impact fee rate study in 2007. Effective February 1, 2008, impact fee rates were increased substantially for both transportation and park impact fees. The increase in park impact fees provides for the debt service payment of McAuliffe Park and a portion of the Teen Center beginning in 2008, per the recommendation of the study.

Attachments (3)

cc: Ray Steiger, Capital Projects Manager
Rob Jammerman, Development Engineering Manager
Jennifer Schroder, Parks & Community Services Director
Michael Cogle, Parks Planning & Development Manager
Teresa Swan, Senior Planner
Sandi Hines, Financial Planning Manager

City of Kirkland

2008 Impact Fee Report - Summary

Zone Collected	Amount Collected	
	Transportation	Parks
East		
Multi-Family/Non-Residential	$161,771	$21,748
Single Family Residential	$55,780	$61,094
Subtotal East	**$217,551**	**$82,842**
Northeast		
Multi-Family/Non-Residential	$68,795	$0
Subtotal Northeast	**$68,795**	**$0**
Northwest		
Multi-Family/Non-Residential	$161,888	$81,270
Single Family Residential	$23,606	$34,922
Subtotal Northwest	**$185,494**	**$116,192**
Southwest		
Multi-Family/Non-Residential	$206,413	$612
Single Family Residential	$2,138	$1,224
Subtotal Southwest	**$208,551**	**$1,836**
Total Collected - All Zones	**$680,391**	**$200,870**

City of Kirkland

Transportation Impact Fee Tracking - 2008 Revenue

Date Received	Payer/ApplicantName	Amount Received	Case # (link to P*P)
East - Multi-Family/Non-Residential			
2/28/2008	L.M.J. ENTERPRISES	$60,173	BLD07-01043
4/14/2008	JUDY SOONG HUNG VMD	$12,547	BLD08-00083
5/1/2008	L.M.J. ENTERPRISES	$781	BLD07-01043
9/4/2008	MJR DEVELOPMENT	$11,602	BLD08-00432
9/26/2008	LUNA SOL LLC	$45,579	BLD07-01107
9/26/2008	LUNA SOL LLC	$30,472	BLD07-01107
12/1/2008	KIRKLAND KINGDOM HALL	$616	BLD08-00587
	subtotal:	**$161,771**	
East - Single Family Residential			
1/3/2008	UNITED HOMES LLC	$966	BLD07-01112
1/22/2008	GARWIN LONG	$966	BLD07-00568
1/22/2008	JAMAX ASSOCIATES LLC	$1,172	BLD07-00615
2/5/2008	JAMAX ASSOCIATES LLC	$1,172	BLD07-00614
2/15/2008	WONG KIRKLAND LLC	$966	BLD07-00090
3/3/2008	SUNEETHA PUBBARAJU	$966	BLD07-00902
3/6/2008	MIKE TUTMARC	$966	BLD07-00464
3/13/2008	LINGAN SATKUNANTHAN & P. SATKUNANT	$966	BLD07-01210
3/25/2008	HANN HOMES	$966	BLD07-00883
4/16/2008	JET CITY DEVELOPMENT, INC	$966	BLD08-00099
5/14/2008	SINCLAIR THIMGAN HOMES INC	$3,432	BLD08-00160
5/19/2008	VILLA ROSA LLC	$966	BLD08-00052
5/19/2008	VILLA ROSA LLC	$966	BLD08-00053
5/19/2008	VILLA ROSA LLC	$966	BLD08-00054
5/21/2008	VILLA ROSA LLC	$966	BLD08-00055
5/23/2008	VILLA ROSA LLC	$966	BLD08-00056
5/23/2008	VILLA ROSA LLC	$966	BLD08-00057
5/23/2008	VILLA ROSA LLC	$966	BLD08-00058
5/23/2008	VILLA ROSA LLC	$966	BLD08-00059
6/6/2008	HANN HOMES	$966	BLD07-00404
6/23/2008	SARMEET KANG	$3,432	BLD08-00188
7/18/2008	SINCLAIR THIMGAN HOMES INC	$966	BLD07-00320
8/13/2008	JET CITY DEVELOPMENT, INC	$3,432	BLD08-00201
8/20/2008	JET CITY DEVELOPMENT, INC.	$3,432	BLD08-00179

Date Received	Payer/ApplicantName	Amount Received	Case # (link to P*P)
9/2/2008	SINCLAIR THIMGAN HOMES INC	$966	BLD07-00309
9/9/2008	CITY MINISTRIES	$966	BLD07-00942
9/9/2008	CITY MINISTRIES	$966	BLD07-00943
9/9/2008	CITY MINISTRIES	$966	BLD07-00944
9/9/2008	CITY MINISTRIES	$966	BLD07-00945
9/9/2008	CITY MINISTRIES	$966	BLD07-01056
9/9/2008	CITY MINISTRIES	$966	BLD07-01057
9/9/2008	CITY MINISTRIES	$966	BLD07-01058
9/9/2008	CITY MINISTRIES	$966	BLD07-01059
9/9/2008	CITY MINISTRIES	$966	BLD07-01060
9/9/2008	CITY MINISTRIES	$966	BLD07-01061
9/9/2008	CITY MINISTRIES	$966	BLD07-01062
9/9/2008	CITY MINISTRIES	$966	BLD07-01063
9/9/2008	CITY MINISTRIES	$966	BLD07-01064
9/12/2008	SINCLAIR THIMGAN HOMES INC	$966	BLD07-00308
9/18/2008	TENNYSON HOMES INC	$3,432	BLD08-00217
12/26/2008	MERIT HOMES, INC.	$966	BLD08-00027
12/30/2008	SINCLAIR THIMGAN HOMES INC	$3,432	BLD08-00489
	subtotal:	**$55,780**	
Northeast - Multi-Family/Non-Residential			
1/18/2008	TOTEM HILL PROPERTIES LLC	$1,128	BLD07-01120
8/13/2008	RAIRDONS CHRYSLER JEEP	$5,884	BLD08-00455
11/3/2008	Rairdons Chrysler Jeep	($5,884)	BLD08-00455
11/6/2008	BUCHAN INC.	$67,667	BLD08-00413
	subtotal:	**$68,795**	
Northwest - Multi-Family/Non-Residential			
4/3/2008	NINTENDO	$32,269	BLD08-00176
4/18/2008	AVALON BAY COMMUNITIES INC	$14,303	BLD06-01106
4/18/2008	AVALON BAY COMMUNITIES INC	$110,754	BLD06-01106
4/23/2008	PATRICK LEEWENS & LIANNE LEEWENS	$3,521	BLD06-01117
5/29/2008	DAN HEFFERNAN	$941	BLD08-00337
7/16/2008	NVSH PARTNERSHIP	$100	BLD08-00378
	subtotal:	**$161,888**	
Northwest - Single Family Residential			
1/30/2008	BAYRIDGE DEVELOPMENT LLC	$966	BLD07-00053
4/23/2008	JOE DRAZICH & LYNN DRAZICH	$966	BLD07-01233
5/1/2008	BRIAN HOUSLEY	$966	BLD07-00250

Date Received	Payer/ApplicantName	Amount Received	Case # (link to P*P)
5/6/2008	STEVE JENSEN HOMES	$3,432	BLD08-00152
5/29/2008	SAL COHEN	($966)	BLD06-00310
7/31/2008	DON DICKS & MERRILY DICKS	$3,432	BLD08-00388
8/7/2008	STEVE JENSEN HOMES	$3,432	BLD08-00436
8/7/2008	STEVE JENSEN HOMES	$3,432	BLD08-00456
9/12/2008	NORTHWEST TOWNHOMES LLC	$206	BLD07-00160
9/12/2008	NORTHWEST TOWNHOMES LLC	$586	BLD07-00161
9/12/2008	NORTHWEST TOWNHOMES LLC	$586	BLD07-00162
9/12/2008	NORTHWEST TOWNHOMES LLC	$586	BLD07-00163
9/12/2008	NORTHWEST TOWNHOMES LLC	$586	BLD07-00164
9/12/2008	NORTHWEST TOWNHOMES LLC	$586	BLD07-00165
9/12/2008	NORTHWEST TOWNHOMES LLC	$586	BLD07-00166
9/12/2008	NORTHWEST TOWNHOMES LLC	$586	BLD07-00167
9/12/2008	NORTHWEST TOWNHOMES LLC	$586	BLD07-00168
9/12/2008	NORTHWEST TOWNHOMES LLC	$586	BLD07-00169
9/17/2008	YUVAL SOFER	$966	BLD07-01066
11/3/2008	Steve Jensen Homes	($966)	BLD07-00638
11/3/2008	Steve Jensen Homes	($966)	BLD07-00666
12/3/2008	CAMWEST DEVELOPMENT	$3,432	BLD08-00585
	subtotal:	**$23,606**	
Southwest - Multi-Family/Non-Residential			
3/18/2008	SRM KSS LLC	$164,964	BLD06-00922
12/4/2008	KING COUNTY LIBRARY SYSTEM	$39,510	BLD08-00422
12/23/2008	A&B PROPERTY VENTURES, LLC	$1,939	BLD08-00694
	subtotal:	**$206,413**	
Southwest - Single Family Residential			
2/27/2008	JEFF HEINS	$966	BLD07-00578
2/28/2008	LEXINGTON DEVELOPMENT	$966	BLD07-01026
6/24/2008	MICHAEL NUEBEL	$206	BLD07-01170
	subtotal:	**$2,138**	
	Total Transportation Impact Fees:	**$680,391**	

City of Kirkland

Park Impact Fee Tracking - 2008 Revenue

Date Received	Payer/ApplicantName	Amount Received	Case # (link to P*P)
East - Multi-Family/Non-Residential			
9/26/2008	LUNA SOL LLC	$21,748	BLD07-01107
	subtotal:	**$21,748**	
East - Single Family Residential			
1/3/2008	UNITED HOMES LLC	$612	BLD07-01112
1/22/2008	GARWIN LONG	$612	BLD07-00568
2/6/2008	WASHINGTON HEIGHTS DEVELOPMENT	$612	BLD08-00009
2/15/2008	WONG KIRKLAND LLC	$612	BLD07-00090
3/6/2008	MIKE TUTMARC	$612	BLD07-00464
3/13/2008	LINGAN SATKUNANTHAN & P. SATKUNANT	$612	BLD07-01210
3/25/2008	HANN HOMES	$612	BLD07-00883
4/16/2008	JET CITY DEVELOPMENT, INC	$3,621	BLD08-00099
4/22/2008	JAMAX ASSOCIATES LLC	$430	BLD07-00660
4/22/2008	JAMAX ASSOCIATES LLC	$430	BLD07-00660
5/14/2008	SINCLAIR THIMGAN HOMES INC	$3,621	BLD08-00160
5/19/2008	VILLA ROSA LLC	$2,368	BLD08-00052
5/19/2008	VILLA ROSA LLC	$2,368	BLD08-00053
5/19/2008	VILLA ROSA LLC	$2,368	BLD08-00054
5/21/2008	VILLA ROSA LLC	$2,368	BLD08-00055
5/23/2008	VILLA ROSA LLC	$2,368	BLD08-00056
5/23/2008	VILLA ROSA LLC	$2,368	BLD08-00057
5/23/2008	VILLA ROSA LLC	$2,368	BLD08-00058
5/23/2008	VILLA ROSA LLC	$2,368	BLD08-00059
6/6/2008	HANN HOMES	$612	BLD07-00404
6/23/2008	SARMEET KANG	$3,621	BLD08-00188
7/18/2008	SINCLAIR THIMGAN HOMES INC	$612	BLD07-00320
8/13/2008	JET CITY DEVELOPMENT, INC	$3,621	BLD08-00201
8/20/2008	JET CITY DEVELOPMENT, INC.	$3,621	BLD08-00179
9/2/2008	SINCLAIR THIMGAN HOMES INC	$612	BLD07-00309
9/9/2008	CITY MINISTRIES	$430	BLD07-00942
9/9/2008	CITY MINISTRIES	$430	BLD07-00943
9/9/2008	CITY MINISTRIES	$430	BLD07-00944
9/9/2008	CITY MINISTRIES	$430	BLD07-00945
9/9/2008	CITY MINISTRIES	$430	BLD07-01056

Date Received	Payer/ApplicantName	Amount Received	Case # (link to P*P)
9/9/2008	CITY MINISTRIES	$430	BLD07-01057
9/9/2008	CITY MINISTRIES	$430	BLD07-01058
9/9/2008	CITY MINISTRIES	$430	BLD07-01059
9/9/2008	CITY MINISTRIES	$430	BLD07-01060
9/9/2008	CITY MINISTRIES	$430	BLD07-01061
9/9/2008	CITY MINISTRIES	$430	BLD07-01062
9/9/2008	CITY MINISTRIES	$430	BLD07-01063
9/9/2008	CITY MINISTRIES	$430	BLD07-01064
9/12/2008	SINCLAIR THIMGAN HOMES INC	$612	BLD07-00308
9/18/2008	TENNYSON HOMES INC	$3,621	BLD08-00217
12/26/2008	MERIT HOMES, INC.	$3,621	BLD08-00027
12/30/2008	SINCLAIR THIMGAN HOMES INC	$3,621	BLD08-00489
	subtotal:	**$61,094**	
Northwest - Multi-Family/Non-Residential			
4/18/2008	AVALON BAY COMMUNITIES INC	$81,270	BLD06-01106
	subtotal:	**$81,270**	
Northwest - Single Family Residential			
1/30/2008	BAYRIDGE DEVELOPMENT LLC	$612	BLD07-00053
4/23/2008	JOE DRAZICH & LYNN DRAZICH	$612	BLD07-01233
5/1/2008	BRIAN HOUSLEY	$612	BLD07-00250
5/6/2008	STEVE JENSEN HOMES	$3,621	BLD08-00152
5/29/2008	SAL COHEN	($612)	BLD06-00310
6/25/2008	CAMWEST DEVELOPMENT	$3,621	BLD08-00266
8/7/2008	STEVE JENSEN HOMES	$3,621	BLD08-00436
8/7/2008	STEVE JENSEN HOMES	$3,621	BLD08-00456
9/12/2008	NORTHWEST TOWNHOMES LLC	$248	BLD07-00160
9/12/2008	NORTHWEST TOWNHOMES LLC	$430	BLD07-00161
9/12/2008	NORTHWEST TOWNHOMES LLC	$430	BLD07-00162
9/12/2008	NORTHWEST TOWNHOMES LLC	$430	BLD07-00163
9/12/2008	NORTHWEST TOWNHOMES LLC	$430	BLD07-00164
9/12/2008	NORTHWEST TOWNHOMES LLC	$430	BLD07-00165
9/12/2008	NORTHWEST TOWNHOMES LLC	$430	BLD07-00166
9/12/2008	NORTHWEST TOWNHOMES LLC	$430	BLD07-00167
9/12/2008	NORTHWEST TOWNHOMES LLC	$430	BLD07-00168
9/12/2008	NORTHWEST TOWNHOMES LLC	$430	BLD07-00169
9/17/2008	YUVAL SOFER	$612	BLD07-01066
11/7/2008	SUNDQUIST HOMES, LLC	$3,621	BLD08-00589

Date Received	Payer/ApplicantName	Amount Received	Case # (link to P*P)
12/2/2008	SUNDQUIST HOMES, LLC	$3,621	BLD08-00666
12/9/2008	SUNDQUIST HOMES, LLC	$3,621	BLD08-00667
12/10/2008	SUNDQUIST HOMES, LLC	$3,621	BLD08-00665
	subtotal:	**$34,922**	
Southwest - Multi-Family/Non-Residential			
4/14/2008	LEXINGTON DEVELOPMENT	$612	BLD07-01028
	subtotal:	**$612**	
Southwest - Single Family Residential			
2/27/2008	JEFF HEINS	$612	BLD07-00578
2/28/2008	LEXINGTON DEVELOPMENT	$612	BLD07-01026
	subtotal:	**$1,224**	
	Total Park Impact Fees:	**$200,870**	

Attachment B

City of Kirkland
Cumulative Impact Fee Report - Summary
1999-2008

Zone Collected	Amount Collected	
	Transportation	Parks
East		
Multi-Family/Non-Residential	$963,643	$65,234
Single Family Residential	$377,508	$265,946
Subtotal East	**$1,341,151**	**$331,180**
Northeast		
Multi-Family/Non-Residential	$1,415,734	$0
Single Family Residential	$9,660	$612
Subtotal Northeast	**$1,425,394**	**$612**
Northwest		
Multi-Family/Non-Residential	$569,867	$271,498
Single Family Residential	$258,462	$169,260
Subtotal Northwest	**$828,329**	**$440,758**
Southwest		
Multi-Family/Non-Residential	$1,377,110	$260,646
Single Family Residential	$138,962	$74,104
Subtotal Southwest	**$1,516,072**	**$334,750**
Total Collected - All Zones	**$5,110,946**	**$1,107,300**

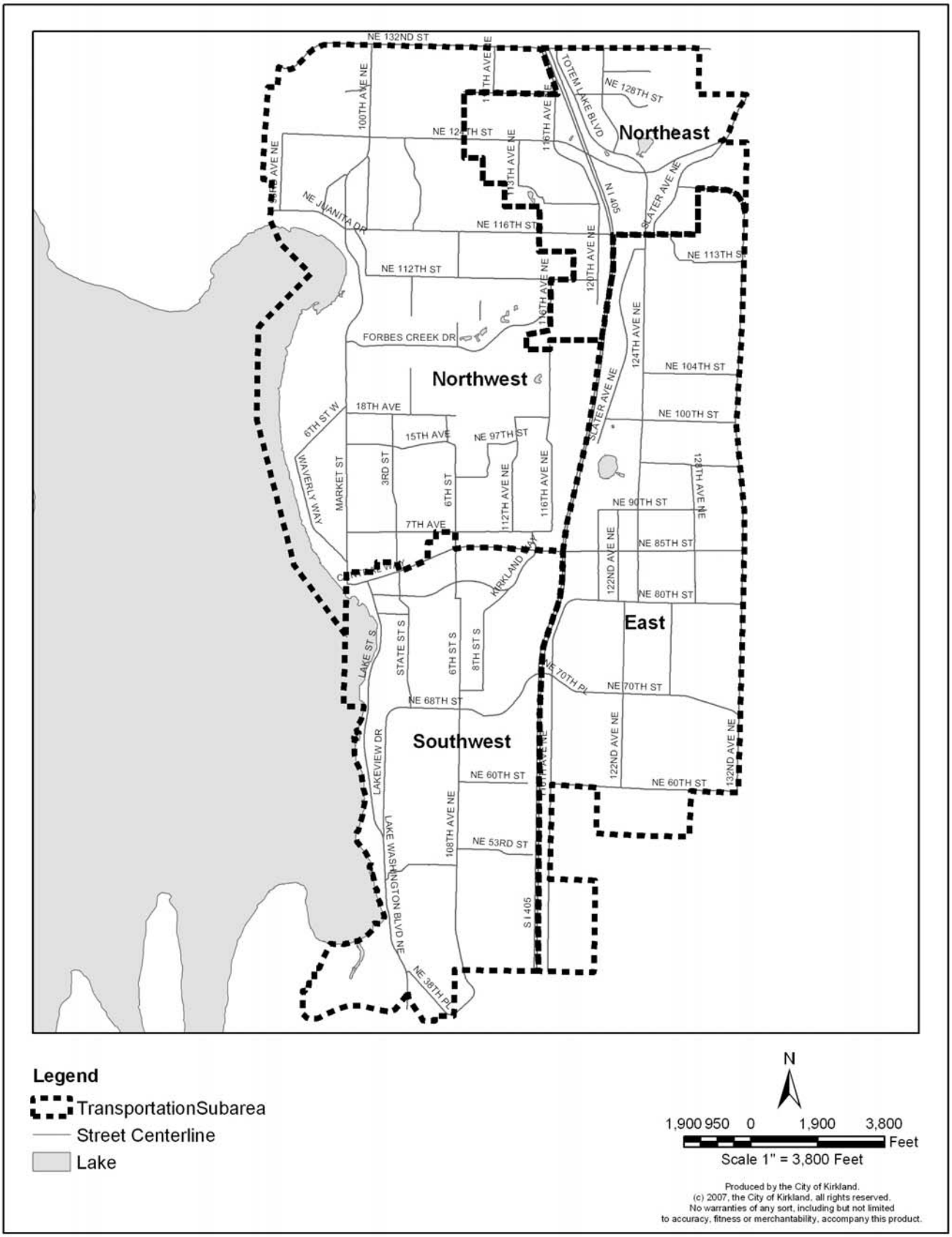


Figure T-5: Transportation Subareas

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: June 3, 2009

Subject: REPORT ON PROCUREMENT ACTIVITIES FOR COUNCIL MEETING OF JUNE 16, 2009

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

The City's major procurement activities initiated since the last report, dated May 20, 2009, are as follows:

	Project	Process	Estimate/Price	Status
1.	North Reservoir Rehabilitation/Repainting Project	Invitation for Bids	$2,800,000 - $3,300,000	Advertised on 6/2. Bids due on 6/23.

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

Council Meeting: 06/16/2009
Agenda: Unfinished Business
Item #: 10. a.

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

Date: June 5, 2009

Subject: Housing and Job Growth Targets Update

RECOMMENDATION

Review proposed growth targets for Kirkland and other King County cities. Provide comments that can be transmitted to the Growth Management Planning Council. Staff recommends that the draft targets be recommended for adoption by the GMPC.

BACKGROUND DISCUSSION

In March, 2009, the City Council was briefed on the process for updating growth targets for King County jurisdictions. Targets represent the housing and employment growth that jurisdictions must plan for over a twenty year period. Each jurisdiction must provide sufficient development capacity to accommodate its target. The new targets will be for the twenty year period ending in 2031 and will be used in updating comprehensive plans by 2011.

To establish targets, the Growth Management Act requires that *housing* targets be adopted based on population projections prepared by the state Office of Financial Management (OFM). In addition, the King County Countywide Planning Policies (CPPs) and the Vision 2040 regional plan require that *job* targets be adopted based on forecasts prepared by the Puget Sound Regional Council (PSRC). The new targets will take effect following approval by the King County Growth Management Planning Council (GMPC), adoption by the King County Council and ratification by a majority of King County cities.

The most recent OFM population forecasts require King County cities to provide capacity for 233,700 additional housing units. To accommodate the PSRC jobs forecast, capacity for 429,300 additional jobs is needed. Note that these housing and job forecasts are less than the growth forecasts often cited from Vision 2040: 1.7 million additional people and 1.3 million additional jobs. This is because Vision 2040 covers a longer time period (through 2040), as well as a larger area (four counties).

Planning directors from King County jurisdictions have been working on draft targets with the intent of forwarding them for review by the GMPC in July. Local jurisdictions are asked to review and comment on the draft targets in June. If all goes smoothly, adoption by the GMPC would occur in September followed by King County adoption and city ratification by the end of the year.

A briefing paper on the target update process is provided as attachment 1.

There are two steps in assigning targets to individual jurisdictions. The first involves distributing growth to "regional geographies" designated by the PSRC Vision 2040 plan. Vision 2040 divides cities into five geographies based on city size and whether a city has a designated Urban Center. Each "geography" is assigned a different percentage of growth, with the "geographies" for largest cities generally assigned the greatest growth. Kirkland is one of ten cities in King County designated as a "core city." The core city group is assigned to take 31%% of the county housing growth, and 39% of the new jobs. By comparison, there are two "metropolitan cities" that are targeted to take substantially more growth (44% of the housing and 47% of the jobs!), while eight "larger cities" and 19 "small cities" are targeted to accommodate much less. A small amount of growth is targeted to urban unincorporated areas.

The second step in the process involves distributing the targets for each of the five regional geographies to the cities within each group. Planning directors from each group met separately to discuss this. In the case of core cities, our target is 72,800 housing units and 166,700 jobs. We approached the distribution by examining the growth *capacity* for each city through the target year of 2031. While all of the cities have ample land zoned to accommodate growth, particularly in our urban centers, the *capacity* for growth is more limited. Under growth management procedures, capacity is a measure of land likely to redevelop based on land values and preexisting improvements. Remarkably, when the housing capacity formula was applied to core cities, the total capacity was only 245 units less than needed to meet the core city target. Consequently, all of the core cities will be able to meet our targets if each city agrees to a target equal to its existing capacity plus an average of 25 additional units each. We felt that this was a reasonable solution since it would allow all core cities to meet our targets without any one city having to undertake significant re-zoning. Kirkland's mid range housing target would be 7200, which is about average for the ten core cities.

With regard to jobs, the core city capacity is 18,000 more than the overall target. In keeping with the approach suggested for housing targets, planning directors recommended that each city be assigned a job target equal to its capacity minus a proportionate share of the surplus capacity. Kirkland's mid range job target would be 20,200, somewhat above average.

Attachments 2 and 3 show the draft housing and job targets for each jurisdiction, with Kirkland's targets highlighted. At this point, the targets are expressed as ranges, but in the final version a single target within the range will be assigned.

Attachments:

1. Update of King County Growth, Targets Briefing Paper
2. Proposed housing Target Ranges
3. Proposed Job Target Ranges

UPDATE OF KING COUNTY GROWTH TARGETS

BRIEFING PAPER – JUNE 2009

Washington's Growth Management Act requires local jurisdictions in King County to adopt and periodically update their comprehensive plans to accommodate 20 years of anticipated population and employment growth. In King County, the amount of growth that each city must plan for is set forth in "growth targets" that are adopted in the Countywide Planning Policies. As part of a broader review and update of the CPPs occurring through 2010, the Growth Management Planning Council (GMPC) has directed staff to develop updated growth targets for consideration and potential adoption in 2009.

In King County, growth targets are policy statements indicating the minimum number of households or housing units and jobs each jurisdiction intends to accommodate during the current Growth Management planning period. The current targets, adopted in 2002, are based on Office of Financial Management (OFM) population projections along with employment forecasts produced by the Puget Sound Regional Council (PSRC).

The county is an attractive region which, over the long term, is expected to see robust amounts of both residential and employment growth. Planning for anticipated growth is essential to maintain the vitality and livability of our region. To that end, growth targets represent a local jurisdiction commitment to accommodate a share of the region's growth through planned land uses and densities, implementing regulations, and capital facilities plans and investments. However, because land development is determined by many factors beyond local government control, the targets are not an obligation to achieve a prescribed level of growth by a certain date.

In 2008, a committee of senior staff from cities throughout the county and from the county itself convened to draft updated growth targets. The "Growth Targets Committee" met monthly from July 2008 through June 2009 and developed a proposed approach, methodology, schedule, and range of numbers for a growth targets update. On April 15, 2009, the Committee recommended to GMPC an approach that addresses the following factors.

Respond to GMA timelines and local planning needs. The Growth Management Act requires comprehensive plan updates every 7 years, with the next due in 2011. GMA also requires a UGA review every 10 years that addresses 20-year growth needs. With both deadlines coming up for King County jurisdictions in the next several years, a 2009 adoption of updated growth targets ensures statutory compliance and provides cities with the information they need to plan ahead for anticipated needs. New growth targets would extend the planning period out to 2031, 20 years beyond the 2011 plan update deadline.

Incorporate new population projections from OFM. Every five years, the state Office of Financial Management issues population projections for each county in the state as a basis for GMA planning. OFM released new projections in 2007, which show King County growing at a faster rate than previously forecasted and currently planned for. According to the new projections, the county is expected to grow by about 450,000 people between 2006 and 2031 to a total population of 2.3 million. The latest employment forecasts released by PSRC in 2006 show growth in the county, over this same 25-year period, of nearly 440,000 jobs to a total of 1.7 million jobs in 2031.

Implement *Vision 2040* and the Multicounty Planning Policies. *Vision 2040* provides substantive guidance for target allocations in each of the four PSRC counties. *Vision 2040*'s Regional Growth Strategy and updated MPPs call for shifts in where growth locates within the region, among the counties, and to groupings of cities called "regional geographies." City-specific target numbers are to be worked out in each county. Regional policy guidance on targets is broadly consistent with current King County CPPs, including limiting rural growth, focusing growth in cities and Urban Centers, and improving jobs-housing balance. New growth targets for King County will move toward achieving the desired pattern of development called for in *VISION 2040*, while recognizing the long-term nature of the regional land use goals and the many challenges involved in moving away from past growth patterns.

Follow a bottoms-up process that balances regional and local factors. The county and cities are addressing the growth targets update collaboratively. Every jurisdiction is expected to take a "fair share" of the growth, determined through a process that considers best available demographic, economic, and land use data, and also incorporates regional and countywide policy direction along with unique local factors and policies. Based on these factors, the Growth Targets Committee developed a methodology to convert population and employment forecasts into proposed targets totals for each of the regional geographies in the county. The results of this process are summarized in the table below.

Table 1: Proposed Growth Allocations to Regional Geographies

Regional Geography	Proposed Growth Allocations 2006 - 2031		
	Population	Housing Units	Jobs
Metropolitan Cities	206,100	103,000	199,700
Core Cities	139,700	72,800	166,700
Larger Cities	62,200	29,000	42,700
Small Cities	22,700	10,800	9,600
Urban Unincorporated	25,300	18,100	10,600
Rural	13,000	5,400	0
King County Total	**469,000**	**239,100**	**429,300**

Within each Regional Geography, staff met to develop a proposed range of draft targets for housing and jobs for each jurisdiction. Criteria that were used to inform the allocation included the following:

- Countywide Planning Policies, including existing adopted targets for the 2001-2022 planning period
- Data from the 2007 Buildable Lands Report, including development trends and land capacity
- Current population, jobs and land area
- Location within the county, including subarea
- Local policies, plans, zoning and other regulations, and major development projects and proposals
- "Fair share" distribution of the responsibility to accommodate future growth

The results of this process are shown in the tables—Proposed Housing Target Ranges and Proposed Job Target Ranges—which are attached to this memo. The tables indicate a range of potential targets for each city and unincorporated urban area. Within the range, some regional geographies may need to plan for the high or low end in order to reach the overall total for the grouping. As a point of comparison, existing targets for the 2001-2022 planning period are also shown. These targets will be replaced by the new targets once adopted.

Next Steps. The Growth Targets Committee will present draft local target ranges to the GMPC at its next meeting on July 15. The GMPC is scheduled to take action to approve final targets at its September 16 meeting. If approved by GMPC, the targets, like any other Countywide Planning Policy, must be ratified by the King County Council and by cities.

Distribution of this memo and proposed target ranges is intended to further local review by cities. Staff will be providing this information to local city councils and other key decision makers. No action is required on the targets at this time, but feedback generated through the local review process is important as the Growth Targets Committee and the GMPC refine the targets proposal in the coming months.

Questions about the growth targets, along with the recommended policy position, should be directed to Chandler Felt, King County Strategic Planning, at (206) 263-9693 / chandler.felt@kingcounty.gov, or Michael Hubner, Suburban Cities Association, at (253) 856-5443 / mhubner@ci.kent.wa.us.

King County Growth Targets Update
Proposed Housing Target Ranges, June 2009 Local Review Draft

Regional Geography City / Subarea	Existing Household Growth Targets (2001-2022)	Allocations to Regional Geographies	Updated Plannng Targets- New Additional Housing Units (2006-2031)		
			Low	Mid	High
Metropolitan Cities					
Bellevue	10,117		15,000	17,000	19,000
Seattle	51,510		88,000	86,000	84,000
Total	61,627	103,000	103,000	103,000	103,000
Core Cities					
Auburn	5,928		8,000	8,400	8,800
Bothell	1,751		2,800	2,900	3,000
Burien	1,552		3,700	3,900	4,100
Federal Way	6,188		7,700	8,100	8,500
Kent	4,284		7,400	7,800	8,200
Kirkland	5,480		6,800	7,200	7,600
Redmond	9,083		9,200	9,700	10,200
Renton	6,198		13,300	14,000	14,700
SeaTac	4,478		5,500	5,800	6,100
Tukwila	3,200		4,600	4,800	5,000
Total	48,142	72,800	69,000	72,600	76,200
Larger Cities					
Des Moines	1,576		2,500	2,750	3,000
Issaquah	3,993		5,000	5,250	5,500
Kenmore	2,325		2,500	3,000	3,500
Maple Valley	300		1,500	1,650	1,800
Mercer Island	1,437		1,800	1,900	2,000
Sammamish	3,842		3,000	3,500	4,000
Shoreline	2,651		4,000	4,500	5,000
Woodinville	1,869		2,500	2,750	3,000
Total	17,993	29,000	22,800	25,300	27,800
Small Cities					
Algona	298		190	200	210
Beaux Arts	3		3	3	3
Black Diamond	1,099		1,900	2,000	2,100
Carnation	246		330	350	370
Clyde Hill	21		10	11	12
Covington	1,173		1,470	1,550	1,630
Duvall	1,037		1,140	1,200	1,260
Enumclaw	1,927		1,425	1,500	1,575
Hunts Point	1		1	1	1
Lake Forest Park	538		475	500	525
Medina	31		19	20	21
Milton	50		50	55	60
Newcastle	863		880	925	970
Normandy Park	100		120	125	130
North Bend	636		665	700	735
Pacific	996		285	300	315
Skykomish	20		10	10	11
Snoqualmie	1,697		1,615	1,700	1,785
Yarrow Point	28		14	15	16
Total	10,764	10,800	10,602	11,165	11,728
Urban Unincorporated					
SeaShore	1,670		1,425	1,500	1,575
South County	4,935		12,255	12,900	13,545
East County	6,801		3,515	3,700	3,885
Total	13,406	18,100	17,195	18,100	19,005
King County UGA Total	151,932	233,700	222,597	230,165	237,733

King Co. Growth Targets Committee, Growth Management Planning Council, June 2009

King County Growth Targets Update
Proposed Job Target Ranges, June 2009 Local Review Draft

Regional Geography City / Subarea	Existing Job Growth Targets (2001-2022)	Allocations to Regional Geographies	Proposed Planning Targets- New Additional Jobs (2006-2031)		
			Low	Mid	High
Metropolitan Cities					
Bellevue	40,000		50,000	51,500	53,000
Seattle	92,083		149,700	148,200	146,700
Total	132,083	199,700	199,700	199,700	199,700
Core Cities					
Auburn	6,079		18,200	19,200	20,200
Bothell	2,000		4,600	4,800	5,000
Burien	1,712		4,400	4,600	4,800
Federal Way	7,481		11,700	12,300	12,900
Kent	11,500		12,500	13,200	13,900
Kirkland	8,800		19,200	20,200	21,200
Redmond	21,760		21,850	23,000	24,150
Renton	27,597		27,300	28,700	30,100
SeaTac	9,288		24,000	25,300	26,600
Tukwila	16,000		14,700	15,500	16,300
Total	112,217	166,700	158,450	166,800	175,150
Larger Cities					
Des Moines	1,695		4,000	4,500	5,000
Issaquah	14,000		15,000	17,500	20,000
Kenmore	2,800		2,500	2,750	3,000
Maple Valley	804		1,400	1,700	2,000
Mercer Island	800		800	900	1,000
Sammamish	1,230		1,200	1,500	1,800
Shoreline	2,618		4,000	4,500	5,000
Woodinville	2,000		4,000	4,500	5,000
Total	25,947	42,700	32,900	37,850	42,800
Small Cities					
Algona	108		190	200	210
Beaux Arts	-		3	3	3
Black Diamond	2,525		950	1,000	1,050
Carnation	75		330	350	370
Clyde Hill	-		-		-
Covington	900		1,200	1,250	1,320
Duvall	1,125		760	800	840
Enumclaw	1,125		665	700	735
Hunts Point	-		-		-
Lake Forest Park	455		190	200	210
Medina	-		-		-
Milton	1,054		140	150	160
Newcastle	500		665	700	735
Normandy Park	67		55	60	65
North Bend	1,125		950	1,000	1,050
Pacific	108		330	350	370
Skykomish	-		-		-
Snoqualmie	1,800		950	1,000	1,050
Yarrow Point	-		-		-
Total	10,967	9,600	7,378	7,763	8,168
Urban Unincorporated					
SeaShore	694		2,300	2,400	2,500
South County	2,582		3,500	3,700	3,900
East County	4,637		4,250	4,500	4,700
Total	7,913	10,600	10,050	10,600	11,100
King County UGA Total	289,127	429,300	408,478	422,713	436,918

King Co. Growth Targets Committee, Growth Management Planning Council, June 2009

Council Meeting: 06/16/2009
Agenda: Unfinished Business
Item #: 10. 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 and Administration

Date: June 7, 2009

Subject: Budget Follow Up - Proposed Process for Identifying Additional Reductions

At the June 2, 2009 Study Session, Council expressed an interest in undertaking a "top-down" evaluation of core services to assist in identifying what service levels would need to be reduced in the event the voted private utility tax increase does not pass. At that meeting, a majority of Council members indicated that staff should proceed with the process of placing the private utility tax increase on the ballot. As a result, the purpose of identifying service levels to be reduced if the tax does not pass is for use in crafting our communications with the public as we move forward toward the election. Identifying core services would also be the first step in the larger exercise to match core services with core revenues, which has been discussed during the recent meetings regarding Council goals and the budget.

To assist with this exercise, staff prepared the 2010 Services Matrix (Attachment A). This matrix identifies City services into the following categories:

- **Mandated** – Required by federal or state law or contractual agreement.
- **Essential** – Service is a basic function of government, but the level of service is established by the City Council.
- **Discretionary** – Service, program, or activity established based on City Council direction.
- **Administration** – Department Directors and their Administrative Assistants.
- **Internal Services** – Insurance costs and charges from internal service funds (information technology, fleet, and facilities). Note that reductions in these costs only occur to the extent that service levels are reduced in the internal service fund budget.
- **100% Revenue Supported** – Services that are completely funded from dedicated revenue sources (e.g., utilities). Note that reductions in these services do not contribute to closing the General Fund gap, since revenue is lost offsetting any cost savings.

For each program or service, departments identified the approximate resources devoted to it, both in terms of dollars and FTEs, for 2010. The dollar estimates include whatever portion of staff is allocated to that task. It is important to note that a reduction in any given service may not save the full cost shown. Some services have some off-setting revenue or a portion of the cost that might be retained. Shaded items on the matrix are one-time funded service packages, so any savings in those areas do not contribute toward closing the on-going budget gap created by the private utility tax increase not passing.

The information provided on the matrix is a work in progress. While there is some consistency and continuity to the presentation, each department prepared their own matrix and sorted their services according to their own rationale. Questions about whether a program should be listed as mandated, essential or discretionary do not necessarily have a "right" answer. We will continue to refine and/or correct it to the extent that the Council finds it a useful tool for their budget deliberations.

To provide direction to staff on areas to consider for further budget cuts, staff is recommending that the Council review the 2010 Services Matrix to identify those services that they would designate as Core Services, defined as those services that should be supported by sustainable, predictable revenue sources. To expedite the process, we suggest the following process and timeline:

- Councilmembers indicate core services by placing am "X" in the "Core?" column on the Services Matrix and return their input to Sandi Hines by June 24, either in hard copy or we can provide you with a copy of the Excel file on request.
- Staff will tally each Councilmembers input and report back on the results of that exercise as a starting point for further discussion at the July 1 Special Study Session. The results will indicate which services each Council member designated as "Core". This will form the baseline for discussion of which services should be removed from consideration for the utility tax-related reductions, those services where a reduction in the level of service might be considered, and which services or programs might be eliminated.
- Based on the input received at the July 1 Special Study Session, staff will make necessary changes, with a follow up discussion planned for the July 7 Study Session. Assuming that the list of services to be considered for reductions is agreed upon at that session, staff will develop specific service level reductions for City Council consideration at the August 4 City Council meeting. This process should provide adequate time to craft communication materials in advance of the November election.

As a reminder, the schedule for placing the private utility tax increase on the ballot is:

Private Utility Tax Increase Proposed Election Schedule

GENERAL ELECTION NOVEMBER 3, 2009	PROPOSED DATE
Proposed Date for public hearing on proposed resolution (must occur before August 11)	July 7, 2009
Council meeting to approve resolution/ordinance (must occur before August 11)	July 21, 2009
If resolution/ordinance not approved July 21, last regularly scheduled Council meeting to approve	August 4, 2009
Appoint pro and con committees	July 7 or July 21
General election ordinance/resolution filed (84 days prior)	August 11, 2009
Submit ballot title and a summary of the measure as it will appear on the ballot	August 11, 2009
Resolution requesting special election for inclusion in Voters' Pamphlet (84 days prior) (RCW 29A.04.330)	August 11, 2009
Explanatory statement (reviewed and approved by City Attorney describing effects of the measure if passed) and committee appointments (names of persons selected to serve) for voter pamphlet due to King County	August 14, 2009
Arguments for and against the measure written by the committees due to King County Elections after 4:30 pm	August 19, 2009
Arguments prepared by the pro and con committees available to the opposing committee for rebuttal after 4:30	August 19, 2009
Rebuttal statements for voter pamphlet due	August 21, 2009
General Election Date	November 3, 2009
Earliest the City could begin receiving revenue from utility tax increase (60 days post election to increase) is one month following the increase, with taxes due to the City by the 20th of the following month	March 1, 2010

One of the major tasks associated with the election is the selection of committees to write the pro/con statements for the voters' pamphlet. Due to the time required to put the committees in place, staff recommends that the City Clerk begin to advertise for interested parties to serve on the committees on June 25, to provide adequate time to select the committee members on July 21, the date the private utility tax increase decision comes before the City Council. Appointment of the committees on July 21 will provide the committees have sufficient time to craft their arguments before the County's deadline. In accordance with our past and current practice, we will send a press release to local media, including the Seattle Times and Kirkland Reporter, post an announcement on the City's cable channel and website and send via a listserv delivery.

CITY OF KIRKLAND SERVICES MATRIX

FUND/DEPARTMENT: General Fund/City Council

Mandated Services		Core Service (X = Yes)	Expenditures	Revenue Offset? None	Revenue Offset? Partial	FTE's	Notes
CC-1	Mayor and Councilmembers		139,000	x		7.00	Salary and benefits
Essential Services		**Core Service (X = Yes)**	**Expenditures**	**Revenue Offset? None**	**Revenue Offset? Partial**	**FTE's**	**Notes**
CC-2	Puget Sound Regional Council Dues		24,000	x			
CC-3	Association of Washington Cities Dues		33,500	x			
CC-4	Suburban Cities Association Dues		26,000	x			
CC-5	Eastside Transportation Partnership Dues		500	x			
CC-6	Kirkland Chamber Dues		500	x			
Discretionary Services		**Core Service (X = Yes)**	**Expenditures**	**Revenue Offset? None**	**Revenue Offset? Partial**	**FTE's**	**Notes**
CC-7	All City Dinner		-	x			
CC-8	National League of Cities Dues		4,000	x			
CC-9	Sister City International Dues		-	x			
CC-10	City Council Meals		-	x			
CC-11	Neighborhood Council Meetings - printing and postage of notice to neighbors		6,000	x			
CC-12	City Council Travel and Training		14,000	x			
CC-13	Council Retreat		1,000	x			Changed to in-city in 2009-2010 budget
CC-14	Community Survey		30,000	x			2010 Service Package
Administration		**Core Service (X = Yes)**	**Expenditures**	**Revenue Offset? None**	**Revenue Offset? Partial**	**FTE's**	**Notes**
	Communications (fax, blackberries), Supplies		9,000	x			
100% Revenue-Supported Services		**Core Service (X = Yes)**	**Expenditures**			**FTE's**	**Notes**
	None						

FUND/DEPARTMENT: General Fund/City Council

Continued

Internal Charges & Insurance		Core Service (X = Yes)	Expenditures	Revenue Offset? None	Revenue Offset? Partial	FTE's	Notes
	Internal Charges & Insurance		94,000	x			
	Total		**381,500**			**7.00**	

CITY OF KIRKLAND SERVICES MATRIX

FUND/DEPARTMENT: General Fund/City Manager's Office

Mandated Services		Core Service (X = Yes)	Expenditures	Revenue Offset? None	Revenue Offset? Partial	FTE's	Notes
CM-1	City Manager		218,000	x		1.00	Salary and Benefits
CM-2	Judicial Services		1,000,000		x	9.74	Assumes all fines and forfeits assigned to Court
Essential Services		**Core Service (X = Yes)**	**Expenditures**	**Revenue Offset? None**	**Revenue Offset? Partial**	**FTE's**	**Notes**
CM-3	Council Support		73,000	x		0.75	Includes clerical support only, does not include policy-setting support services; .75 Exec. Asst. 1
CM-4	Court Security		40,000		x		Contracted
CM-5	Public Defender Screening		5,000		x	0.15	.15 Judicial Support Associate I
Discretionary Services		**Core Service (X = Yes)**	**Expenditures**	**Revenue Offset? None**	**Revenue Offset? Partial**	**FTE's**	**Notes**
CM-6	City Update		6,000	x			1 printed/mailed edition per year ($4,080 postage/$2,166 printing)
CM-7	On-Going KDA Funding		51,000	x			Funds KDA activities
CM-8	Economic Development/Coordinator		11,000	x		0.10	Staff administration of community and business grants (currently budgeted in regular CMO code)
CM-9	Intergovernmental and Regional Services		106,000		x	1.00	Includes staff support for legislative and regional programs, performance measurement, and special projects
CM-9	Legislative Services-State Leg. Advocate		30,000	x			One-time Service Package for State Legislative Advocate
CM-10	Neighborhood Services		223,000	x		0.70	Includes staff support, mailings and support services to neighborhoods and to the Neighborhood Connection Program
CM-11	Neighborhood Matching Grants		27,500	x			Grants to 9 neighborhoods
CM-12	Neighborhood Signs		3,500	x			Annual budget for refurbishing neighborhood entry signs
CM-13	Volunteer Services		54,000	x		0.50	This program coordinates over 20,000 hours of volunteer time annually, for a value to the City of approximately $340,000
CM-14	Combined Volunteer Appreciation/All-City Dinner Event		1,000	x			
CM-15	Economic Development Services		245,500	x		1.00	Includes staff support for the Economic development program, $12,000 in professional services for the program, and other support services

FUND/DEPARTMENT: General Fund/City Manager's Office

Continued

Discretionary Services continued		Core Service (X = Yes)	Expenditures	Revenue Offset? None	Revenue Offset? Partial	FTE's	Notes
CM-15	Economic Development-Downtown Maint.		12,500	x			One-time Service Package-Downtown Maintenance
CM-16	Economic Development Intern		8,000	x			
CM-17	Enterprise Seattle Dues		6,000	x			
CM-19	Communications Services		126,000	x		1.00	Includes staff, mailings, and support services for communications program
CM-20	Cultural and Special Events Services		26,000	x		0.25	Includes staff support of Cultural Council and special event volunteers
CM-21	Cultural Council Professional Services		5,000	x			
Administration		**Core Service (X = Yes)**	**Expenditures**	**Revenue Offset? None**	**Revenue Offset? Partial**	**FTE's**	**Notes**
CM-23	Asst. City Manager, Exec. Assts. 1 & 2		215,000	x		2.00	Includes salary; benefits; $10,000 in professional services; supplies; printing; mailings; copies; dues, training and travel not associated with specific programs
100% Revenue-Supported Services		**Core Service (X = Yes)**	**Expenditures**			**FTE's**	**Notes**
CM-22	Probation		279,000			3.35	Revenue can only be used for probation-2.0 Probation Officers, 1.0 Judical Support Associate II, .35 Judicial Support Associate I
Internal Charges & Insurance		**Core Service (X = Yes)**	**Expenditures**	**Revenue Offset? None**	**Revenue Offset? Partial**	**FTE's**	**Notes**
	Internal Charges & Insurance		449,000	x			
	Total		**3,221,000**			**21.54**	

Attachment A

CITY OF KIRKLAND SERVICES MATRIX

FUND/DEPARTMENT: General Fund/Human Resources

Mandated Services		Core Service (X = Yes)	Expenditures	Revenue Offset? None	Revenue Offset? Partial	FTE's	Notes
HR-1	Labor Relations		87,937	x		0.64	Dir.30 FTE - $52,959, HR Analyst & HR Coordinator .34 FTE - $32,753 Supplies $500, Operating Supplies $1,000, Labor Relations Travel $500 , Labor relations Trng $225 Includes: Contract negotiations, Labor management mtgs w/bargaining units stipulated by contract, contract interpretation, mediations &
HR-2	Recruitments		163,095	x		0.71	Supplies- $250; Advertising $29,500; Printing $1,500; Prof Svcs testing services mandated by contract (i.e. police, fire, etc.) $31,800; Assessment Centers Pol & Fire $26,200, Fed ex mailings $1,000; Test Scoring $450, Management Recruitment $2,500, relocation 1 management $1,500, staff time - $68,395
HR-3	Background checks		6,319	x		0.02	HR Coor .02 FTE - $1,819 Background checks for finalist and volunteer positions consistent with RCW 43.43. $10.00 fee per individual implemented June 2006 and privacy laws requiring notifying individuals of results, $4,500 fees
HR-4	Safety Program		44,826	x		0.28	WAC mandated expenses: DOT exams & CDL Exams - $1,300; Hearing Tests - $1,500; Bloodborne Pathogen Trng - $4,000; Hep B shots - $3,550; Hep C shots Fire - $1,500 First Aid Kits - $500 - Random Testing $4,000: Staff time - $28,476
HR-5	Risk Management		36,612	x		0.36	Documentation of Claims consistent with WCIA guidelines Claims management staff time: $36,612
HR-6	Monetary recovery - Claims		25,046	x		0.26	Monetary recovery, collections and follow-up staff time: $25,046
HR-7	LEOFF / Disability Board		9,302	x		0.06	Prof Svcs - $1,000; Ofc Supplies - $200 , Operating Sup - $100 Travel/Training - $1900; staff time - $6,102
HR-8	Civil Service		7,696	x		0.06	Ofc Supplies - Travel/Training - $1,061; staff time - $6,635
HR-9	Leave Administration		7,119	x		0.07	State and Federal Laws staff time: $7,119
HR-10	Policy Administration		44,303	x		0.36	staff time: $44,303 (staff time includes Director, Analyst & Coordinator time)
HR-11	Organizational Training		15,486	x		0.14	Staff time:$13,486 . Training required as affirmative legal defense by law and policy Trng-$2,000;
Essential Services		**Core Service (X = Yes)**	**Expenditures**	**Revenue Offset? None**	**Revenue Offset? Partial**	**FTE's**	**Notes**
HR-12	Industrial Psychologist		1,000	x			Evaluations for employees, Goodenough Company.
HR-13	HR Employee Services		14,086	x		0.14	HRIS, Web Maintenance, EO Updates, Kirknet, Printing (PAF's) - $600; Staff time: $13,486

CITY OF KIRKLAND SERVICES MATRIX

Attachment A

FUND/DEPARTMENT: General Fund/Human Resources

Essential Services continued		Core Service (X = Yes)	Expenditures	Revenue Offset? None	Revenue Offset? Partial	FTE's	Notes
HR-14	HR Staff Training - new hire		6,743	x		0.07	staff time:$6,743
HR-15	Orientation/Exit Interviews, ID Badges		26,973	x		0.28	Staff time: $26,973 - supply costs to be determined
HR-16	Employee Relations and Communications		101,700	x		1.00	and written warnings, grievance, and employee confidential issues. Staff time: $101,700.
HR-17	Re-Class/Reorg Salary Survey		65,346	x		0.54	Dir. .14 FTE -$24,714 , HR Analyst & HR Coordinator .40 FTE - $38,532, salary surveys internal and external, job description maintenance and certification, Salary survey publications $2,100
HR-18	MEBT Retirement Plan Committee Support		7,119	x		0.07	staff time: $7,119
HR-19	Benefits Administration - Health & Retirement		44,312	x		0.46	staff time : $44,312
HR-20	General Administration - Support		81,881	x		0.85	Budget Maintenance, PAF's, Personnel Files, AP/AR, IFAS, employee support, citizen inquiry staff time - $81,881
HR-21	Employee Assistance Program		9,500	x			The City has had 25% employee and family participation. This program is also required as part of Collective Bargaining and Federal CDL Drug testing. Fee was increased for 2009 - so HR reduced number of visits in order to contain cost for 09/10 to
HR-22	Wellness Program		12,251	x		0.03	Wellness Prg $9,200 & Flu Shots staff time - $3,051. Pending medical benefits program changes contain premium reductions for Well-City and/or Wellness Programs.
HR-23	Diversity Program		5,390	x		0.03	Trng - $2,500, Diversity program satisfying eeo eap requirements, harassment training initiative; staff time - $2,890
HR-24	Tuition Reimbursement		16,569	x		0.02	Reimbursement $14,750 - Increased use over the past two years - staff time: $1,819 Required pursuant to CBA and policy

Discretionary Services		Core Service (X = Yes)	Expenditures	Revenue Offset? None	Revenue Offset? Partial	FTE's	Notes
HR-25	On-call / Pool Administration		1,819	x		0.02	HR On-call pool administration - staff time -$1,819 This service provides short term staffing to City Hall for essential city staff
HR-26	Organizational Training		15,540	x			ECTC-$3,500, Rocky Mountain-$4,040, Cascade Mgmt (2 reg slots 1500) - $3,000, In-house Training $5,000. All external training has already been reduced by over 40%, with the remainder of legal requirements now being met with in-house
HR-27	Special Projects for Department		4,548	x		0.05	Special projects for department, including research and presentation materials requests for City Council, city manager and director - Staff time $4,548
HR-28	Employee Recognition Program		6,819	x		0.02	Service Awards - $5,000; staff time - $1,819 this impacts approximately 80 employees annually. Already reduced 60%, considering further reduction on 8% list

Attachment A

CITY OF KIRKLAND SERVICES MATRIX

FUND/DEPARTMENT: General Fund/Human Resources

Administration		Core Service (X = Yes)	Expenditures	Revenue Offset? None	Revenue Offset? Partial	FTE's	Notes
	Director & Assistants		102,057	x		0.56	Director, strategic planning, meetings, budget approval
100% Revenue-Supported Services		**Core Service (X = Yes)**	**Expenditures**			**FTE's**	**Notes**
	None						
Internal Charges & Insurance		**Core Service (X = Yes)**	**Expenditures**	**Revenue Offset? None**	**Revenue Offset? Partial**	**FTE's**	**Notes**
	Internal Charges & Insurance		90,642	x			
	Total		**1,062,036**			**7.10**	

CITY OF KIRKLAND SERVICES MATRIX

FUND/DEPARTMENT: General Fund/City Attorney's Office

Mandated Services		Core Service (X = Yes)	Expenditures	Revenue Offset? None	Revenue Offset? Partial	FTE's	Notes
CA-1	Public Defender		139,402		x		
CA-2	Prosecution		192,444		x		
CA-3	Witness Fees		5,000				
CA-4	Ordinances, instruments, and civil duties		75,000	x		0.60	e.g., "civil duties" might include legal actions brought by or against City, conducting investigations, responding to Auditor, and preparing franchises.
Essential Services		**Core Service (X = Yes)**	**Expenditures**	**Revenue Offset? None**	**Revenue Offset? Partial**	**FTE's**	**Notes**
CA-5	Interpret statutes, Kirkland Municipal Code, rules, or contracts and review key documents		85,000	x		0.65	
CA-6	Code Enforcement		20,500		x	0.05	
CA-7	Legal process and recording fees		3,500	x			
Discretionary Services		**Core Service (X = Yes)**	**Expenditures**	**Revenue Offset? None**	**Revenue Offset? Partial**	**FTE's**	**Notes**
CA-8	Advise City Council, Boards and Commissions, City Manager, and departments. Draft and review documents.		75,000	x		0.60	e.g., prepare legal memoranda and other documents relating to City business.
CA-9	Attend City Council meetings and review agenda packets		15,000	x			
CA-10	Information for service providers and WCIA requirements		20,108	x			e.g., assist WCIA outside counsel in defense of City.
CA-11	Negotiation and drafting of contracts		20,000	x		0.10	
CA-12	Outside legal counsel		12,250	x			e.g., outside counsel retained to assist with selected matters. Does not include legal services charged to the Litigation Reserve.
Administration		**Core Service (X = Yes)**	**Expenditures**	**Revenue Offset? None**	**Revenue Offset? Partial**	**FTE's**	**Notes**
	Director and administrative staff		267,687	x		2.00	

FUND/DEPARTMENT: General Fund/City Attorney's Office

Continued

100% Revenue-Supported Services		Core Service (X = Yes)	Expenditures			FTE's	Notes

Internal Charges & Insurance		Core Service (X = Yes)	Expenditures	Revenue Offset? None	Revenue Offset? Partial	FTE's	Notes
	Internal Charges & Insurance		59,879	x			
	Total		**990,770**			**4.00**	

CITY OF KIRKLAND SERVICES MATRIX

FUND/DEPARTMENT: General Fund/Parks and Community Services

Mandated Services		Core Service (X = Yes)	Expenditures	Revenue Offset? None	Revenue Offset? Partial	FTE's	Notes
PK-1	Inspections / installations		112,099	x		1.00	Inspect play areas, docks, lighting, repair and document, ADA accessibility
PK-2	Comprehensive Plan - Park Element		3,817	x		0.03	State Mandate
Essential Services		**Core Service (X = Yes)**	**Expenditures**	**Revenue Offset? None**	**Revenue Offset? Partial**	**FTE's**	**Notes**
PK-3	Cemetery Operations		118,340		x	1.00	Cemetery labor, materials, and utilities
PK-4	Ballfield Maintenance		383,326		x	3.50	Ballfield prep, maintenance, scheduling, administration
PK-5	Park Mowing / turf maintenance		333,066	x		3.00	Mowing and turf maintenance, administration
PK-6	Water Safety Instruction		103,286		x	0.35	Revenue supported program plus hourly employees. Revenue for this program is $158,400.
Discretionary Services		**Core Service (X = Yes)**	**Expenditures**	**Revenue Offset? None**	**Revenue Offset? Partial**	**FTE's**	**Notes**
PK-7	Pool Operations		238,604		x	1.55	Maintenance & Operation of pool, utilities, supplies, labor, training, staffing: Revenue $49,000
PK-8	Landscape Maintenance - Parks		176,293	x		1.25	Maintenance of Landscape areas - Parks
PK-9	Garbage / litter collection /park closure		146,860	x		1.20	Removal of garbage & litter, close parks and lock gates
PK-10	Restroom operations		298,296	x		2.20	Maintenance, repairs, labor
PK-11	Irrigation		169,860	x		1.50	Maintenance & operation of irrigation systems, utilities, supplies, labor, training
PK-12	Long-Range Park Planning		98,475	x		0.85	Includes Natural Resources team, neighborhood connection program, GIS user group, special projects, grant administration
PK-13	Human Service grants ongoing		450,299	x		-	Per capita: $10.88
PK-13	Human Service grants one-time		113,781	x		-	One-time Service Package - Human Services funding
PK-14	CDBG & H.S. grant management, H.S. Advisory Committee		71,639	x		0.63	Human service grant management, advisory committee staff salary
PK-15	Youth Council Management		88,674	x		0.75	Youth Souncil staff support, project support, school liaison
PK-15	All City Youth Summit		4,000	x		-	One-time Service Package - All City Youth Summit

FUND/DEPARTMENT: General Fund/Parks and Community Services

Continued

Discretionary Services continued		Core Service (X = Yes)	Expenditures	Revenue Offset? None	Revenue Offset? Partial	FTE's	Notes
PK-16	Teen Center Support and Management		196,837	x		0.30	Includes contract with Friends of Youth for 160,000
PK-17	Beach Lifeguards		90,273	x		0.20	seasonal staffing + program management
PK-18	Highland Center Specialized Recreation Program		7,204	x		-	Contract with Bellevue to provide specialized recreation
PK-19	NKCC Programs & Operations		192,530		x	1.65	Customer service, facilities management, program registration, supplies, drop-in programs, printing, advertising etc. General fund operation of Community Services & Revenue fund
PK-20	Senior Center Operations		191,102	x		1.20	Includes health and social services, additional hourly employees.
PK-21	Facility Rentals		35,463		x	0.30	FTE staff and additional hourly employees:Revenue $13,850
PK-22	Community Service division administration		151,814	x		1.45	Customer services, facilities management, program registration, data base management, boat launch sales
PK-23	Senior Council Support		15,255	x		0.30	This includes project money for Sr. Council
PK-23	Senior Council Support (one-time)		27,000	x		-	One-time Service Package - support for Senior Council
PK-24	Night and Weekend coverage		189,986		x	1.50	Staff for ballfield prep, garbage/litter, restroom maintenance after 5 pm Mon - Fri and all day Sat/Sun
PK-25	Art		17,000	x		-	Contracted cleaning service and staff maintenance/repairs
PK-26	Juanita bay Park Ranger Program		15,846	x		0.15	.15 FTE, supplies and training for volunteer park rangers
PK-27	Regional Human Services projects		46,507	x		0.25	Leadership with EHSF, membership to Eastside Human Services Forum, Alliance of Eastside Agencies, Communities count, EHAC
PK-28	Youth Services		112,342	x		1.00	Assets, regional support, Teen mini grants, Teen traffic court, We've Got Issues
PK-29	Business Services		186,699		X	1.30	Incl. hourly dock master and morrage attendants. Revenues include concessions, moorage, private partnerships, sponsorships, boat launch. Revenues estimate $157,300
PK-30	Special Events		127,527		x	1.00	administration, coordinate Friday Market at Juanita Beach. Revenue estimate: $35,100
PK-31	Youth Sports: programs and camps		85,538		x	0.60	Revenue supported program: Revenue = 119,880

FUND/DEPARTMENT: General Fund/Parks and Community Services
Continued

Discretionary Services continued		Core Service (X = Yes)	Expenditures	Revenue Offset? None	Revenue Offset? Partial	FTE's	Notes
PK-32	Adult Sports		91,493		x	0.55	Revenue supported program. Revenue = 99,815
PK-33	Swim/Dive Team		27,745		x	0.10	Revenue = 22,600
PK-34	Preschool Programs		98,733		x	0.40	Additional hourly employees. Revenue = 130,195
PK-35	Youth Programs & camps		148,314		x	0.30	Additional seasonal employees. Revenue = 161,434
PK-36	Adult General Programming		65,263		x	0.30	Contracted professional services. Revenue=88,241
PK-37	Adult Fitness Programs		80,392		x	0.30	Contracted professional services. Revenue=67,700
PK-38	Summer Concert Series		20,607		x	-	Program is budgeted for 2010, but with reduction of .5FTE, staffing not available to administer program in 2010.
PK-39	Recreation Brochure		41,375		x	-	Publication of two brochures per year.
PK-40	Senior Center Van Service		53,299		x	0.70	Senior transportation to PKCC, health, wellness, nutrition
PK-41	Senior Community Evening Classes		47,405		x	0.30	Revenue- 42,900
PK-42	Senior Fitness, Lifelong learning, enrichment programs		64,818		x	0.30	Revenue=55,000
PK-43	Senior Center Special Events		14,492		x	0.10	Revenue=3500
PK-44	Senior Van Trips		20,003		x	0.20	Revenue=15300
	Banking fees (credit card usage)		24,450		x	-	These are added into Recreation fees.

Administration		Core Service (X = Yes)	Expenditures	Revenue Offset? None	Revenue Offset? Partial	FTE's	Notes
	Department Administration		316,565	x		2.22	Department administration, supplies, and park board support, citizen information service, external taxes, City website/Kirknet.
	Stormwater Fees		24,000	x		-	Surface water fees

FUND/DEPARTMENT: General Fund/Parks and Community Services
Continued

100% Revenue-Supported Services		Core Service (X = Yes)	Expenditures			FTE's	Notes
PK-45	CIP Project Management		79,542			0.75	.5 FTE Planning Coordinator / .25 FTE Manager
PK-46	Environmental Stewardship/Green Kirkland		71,339			-	CIP and grant funding of .63 FTE for 2010
Internal Charges & Insurance		**Core Service (X = Yes)**	**Expenditures**	**Revenue Offset? None**	**Partial**	**FTE's**	**Notes**
	Internal Charges & Insurance		1,318,884	x			
	Total		**7,208,355**			**36.53**	

CITY OF KIRKLAND SERVICES MATRIX

FUND/DEPARTMENT: General Fund/Public Works

Mandated Services		Core Service (X = Yes)	Expenditures	Revenue Offset? None	Revenue Offset? Partial	FTE's	Notes
PW-1	Transportation Improvement Plan		6,875	x		0.05	5% Capital Projects Supervisor
PW-2	Utility Comprehensive Planning		7,811		x	0.05	5% Capital Projects Manager
PW-3	GMA Concurrency Planning		26,323	x		0.15	Transportation Eng Manager
PW-4	Monitoring of Commute Trip Reduction (CTR) Employers		6,902	x		0.05	Transportation Engineer
PW-35	Commute Trip Reduction Program		13,804	x		0.10	10% Transportation Engineer
PW-5	Administer City's Trip Reduction Program		6,902	x		0.05	Transportation Engineer
PW-6	SEPA Traffic Analysis		96,631		x	0.70	Transportation Engineer
PW-7	Training (safety, pathogens, etc)		-	x		0.00	Included in staff rates
Essential Services		**Core Service (X = Yes)**	**Expenditures**	**Revenue Offset? None**	**Revenue Offset? Partial**	**FTE's**	**Notes**
PW-9	Public Works Mapping/GIS		34,719		x	0.30	25% GIS Analyst & 5% Capital Projects Manager
PW-10	PW Customer Service @ Front Counter		49,343	x		0.60	20% Permit Tech, 10% Dev Eng Analyst, 100% (.30FTE) Vacant
PW-11	Development Review Engineering		398,903		x	3.40	Solid Waste Coord., Dev Engineer, Sr Dev Plans Examiner, 30% Permit Tech, .10 Dev Svcs Manager
PW-13	Inspection for Development		198,231		x	2.00	2 Development Engineering inspectors
PW-14	Sidewalk clearance and sight distance		33,662	x		0.30	30% NTCP Coord = .15 FTE, 30% NTCP Admin = .15 FTE
PW-15	PW Land Use Permit Review		47,441	x		0.30	.30 Development Svcs Manager
PW-16	ROW Permit and ROW Vacations (non-user vacations) Administration		52,443		x	0.50	50% Development Engineering Analyst
PW-17	Development Review Policy and Program Support/Administration		113,116	x		1.00	40% Dev Engineering Analyst, .45 Dev Svcs Manager
PW-18	Performance/Maintenance Securities Processing		42,661	x		0.50	50% Permit Tech
PW-19	Support for Parking Programs/PAB		33,311	x		0.20	15% Transportation Eng Manager, 5% Transportation Engineer
PW-20	Traffic Accident Analysis & Records Management		13,975	x		0.10	10% Transportation Engineer

FUND/DEPARTMENT: General Fund/Public Works

Continued

Essential Services continued		Core Service (X = Yes)	Expenditures	Revenue Offset? None	Revenue Offset? Partial	FTE's	Notes
PW-21	Engineering for Traffic Signing, Marking and Signals (including ITS)		115,535	x		0.75	45% Transp. Engineer, 30% Transportation Eng Manager
PW-22	Maintain BKR Traffic Model		6,902	x		0.05	5% Transportation Engineer
PW-23	Transportation Engineering Support for CIP		13,975		x	0.10	10% Transportation Engineer
PW-24	Bike, Pedestrian, Transit issue coordination		35,098	x		0.20	20% Transportation Engineering Manager
PW-25	PW Research & Analysis Support		6,988	x		0.05	5% Transportation Engineer
PW-26	Regional Interagency Coordination		29,299	x		0.25	25% Capital Projects Engineer
PW-27	Adjacent agency CIP project coordination		15,622	x		0.10	10% Capital Projects Manager
Discretionary Services		**Core Service (X = Yes)**	**Expenditures**	**Revenue Offset? None**	**Revenue Offset? Partial**	**FTE's**	**Notes**
PW-28	Traffic Counts		6,988	x		0.05	5% Transportation Engineer
PW-29	Grant Writing and Accounting		12,317	x		0.13	(.04FTE) Transportation Engineer, 33% (.09FTE) Acctg Support Associate
PW-30	Kirkland Transportation Commission Support		17,549	x		0.10	10% Transportation Engineering Manager
PW-31	Neighborhood Traffic Control Program Coordination		130,804	x		1.05	Traffic Control Coord. = .85FTE, 40% NTCP Admin =.20FTE
PW-32	PW Transportation Support for Neighborhood/Business District Planning		6,902	x		0.05	5% Transportation Engineer
PW-33	Regional Transportation Planning		17,549	x		0.10	10% Transportation Engineering Manager
PW-34	Pedestrian Flag Program		13,835		x	0.15	.15 FTE NTCP Admin
Administration		**Core Service (X = Yes)**	**Expenditures**	**Revenue Offset? None**	**Revenue Offset? Partial**	**FTE's**	**Notes**
	Director, Admin Asst, Admin Mgr, Acct		473,342	x		3.55	PW Director, Admin Asst, Sr Financial & Admin Analyst, 25% Solid Waste Coord., 10% Sr Accountant, 15% Capital Projects Manager, .05 FTE Permit Tech
	Transfer to Development Services Reserves		70,000		x		

FUND/DEPARTMENT: General Fund/Public Works

Continued

100% Revenue-Supported Services		Core Service (X = Yes)	Expenditures			FTE's	Notes
PW-8	Capital Improvement Program (CIP) Administration		196,495			1.85	60% Capital Projects Manager, 25% Capital Projects Supervisor, 100% CIP Admin Support
PW-12	CIP Review		92,514			1.00	1.0 CIP Inspector
PW-36	Emergency Sewer Program Administration		6,931			0.09	33% Accounting Support Associate
	CIP Outreach		53,718			0.50	100% CIP Neighborhood Outreach Specialist
PW-37	Capital Project Management-Engineers		831,531			7.00	6.25 project engineers, 70% Capital Proj Supervisor, 5% Capital Projects Manager
PW-38	CIP Accounting		6,732			0.09	33% Accounting Support Associate
Internal Charges & Insurance		**Core Service (X = Yes)**	**Expenditures**	**Revenue Offset? None**	**Partial**	**FTE's**	**Notes**
	Internal Charges & Insurance		424,468	x			
	Total		**$ 3,768,149**			**27.55**	

CITY OF KIRKLAND SERVICES MATRIX

FUND/DEPARTMENT: General Fund/Finance & Administration

Mandated Services		Core Service (X = Yes)	Expenditures	Revenue Offset? None	Revenue Offset? Partial	FTE's	Notes
FA-1	Financial Reporting		143,919	x		1.38	Financial statements & notes, research laws and regulations (RWC 43.09) , expenditure review, CAFR completion, GAAP knowledge thru annual training. accounting oversight, and seized property reporting (RCW 69.50.505)
FA-2	Accounts Payable		146,581	x		1.66	Invoice payments, financial system updates, check printing, 1099's, and expenditure review (RCW 43.09)
FA-3	Grant Accounting		23,535	x		0.21	Research law and regulations, department oversight, grant reporting, revenue monitoring, policy and procedure updates (Circular A-133)
FA-4	Payroll		205,118	x		2.12	Produce bi-monthly payroll for all City employees, process benefits, implement collective bargaining contract provisions (FLSA) Fair Labor Standards Act
FA-5	Tax Collections		56,467	x		0.53	Monitoring, reporting, customer contact of all tax: telephone (RCW 35A.82) admission(RCW 35.21.280) (RCW Title 80)
FA-6	Debt Service and Cash Mgmt.		128,854	x		1.45	Banking, unclaimed property reporting (RWC 63.21), security bonds
FA-7	Budget Preparation		125,691	x		1.10	Develop, balance, monitor and adjust department and fund budgets as required by (RCW 35A.34)
FA-8	Fixed Asset Management		29,298	x		0.32	Inventory, purchases & surplus all assets - capital & attractive, including depreciation ad reporting of CIP, infrastructure, equipment, land, and ROW (RCW 43.09)
FA-9	Annual Audit		108,689	x		0.53	State Auditors Office contract, data compilation, research, and department coordination $53,800 (RCW 43.09)
FA-10	Records Management		131,361	x		0.80	Meet statutory requirements for City-wide official records retention and maintenance (RCW 35A.39.010), provide training and support, public disclosure (RCW 42.56.580)
FA-11	City Council Meetings & Support		137,556	x		1.45	Meeting agenda and packet creation (RCW 35A.13), set up, staffing, minutes (RCW 42.32.030)
FA-12	Elections		134,000	x			Voter registration, primary and general election, voter pamphlet (RCW 29A)
Essential Services		**Core Service (X = Yes)**	**Expenditures**	**Revenue Offset? None**	**Revenue Offset? Partial**	**FTE's**	**Notes**
FA-13	Financial Analysis and Monitoring		58,101	x		0.50	FMR, sales tax analysis, expenditure & revenue monitoring, reserve analysis
FA-14	Contract Costing		35,708	x		0.30	Cost management and bargaining unit contract proposals, participate in mgmt strategy sessions for contract negotiations
FA-15	Special Analysis		59,197	x		0.50	Fiscal analysis of a variety of topics - i.e.. Cost of service studies, annexation, parking, jail studies, etc.

FUND/DEPARTMENT: General Fund/Finance & Administration

Continued

Essential Services continued		Core Service (X = Yes)	Expenditures	Revenue Offset? None	Revenue Offset? Partial	FTE's	Notes
FA-16	Financial System Op/Maint		18,363	x		0.16	System maintenance, GL/JL maintenance, new user training, testing, troubleshooting, and ongoing training
FA-17	Centralized Purchasing		198,829	x		2.00	Provides oversight of purchasing processes to assure compliance with City and State laws, buying and contract/bid management
FA-18	Cemetery Administration		23,738	x		0.28	Maintain cemetery records, sell plots, niches, coordinate burial arrangements
FA-19	Business License Administration		99,791		x	1.16	Maintain business license records, process annual renewals, collect delinquent accounts, provide customer support, needed to continue revenue stream
FA-20	Staff & Public Support - Records Services		57,275	x		0.45	Manage City-wide records program
Discretionary Services		**Core Service (X = Yes)**	**Expenditures**	**Revenue Offset? None**	**Revenue Offset? Partial**	**FTE's**	**Notes**
FA-21	Park Smart Support		21,081		x	0.26	Issue parking permits, provide counter customer service and send quarterly notices for updates regarding Park Smart program
FA-22	Passport		37,544		x	0.54	Process passport applications for the U.S. State Department
FA-23	False Alarm Administration		44,078		x	0.53	Administer Kirkland's False Alarm Program, process initial applications, renewals and fines for false alarm offenses, implements enforcement
FA-24	Capital Improvement Program		70,424	x		0.60	Coordinate prep of long term planning for capital infrastructure needs. Monitor and manage the program as part of prudent fiscal practice to ensure integrity of the infrastructure
FA-25	Mail Services and On-call Hourly Wages		93,932	x		1.10	Collect and distribute all incoming external and internal City mail. Manage permits and bulk mailings
FA-26	Information Desk		23,134	x		0.30	Provide citizen support to all customers, answers the main phone line, supports the mail and copier room
FA-27	Document Management (one-time Svc Pkg)		101,351	x			Implementation of City's Document Mgmt system, including training, development of procedures and documentation of city-wide processes
Administration		**Core Service (X = Yes)**	**Expenditures**	**Revenue Offset? None**	**Revenue Offset? Partial**	**FTE's**	**Notes**
FA-29	Director and Admin Assistant		297,225	x		2.00	Overall department management and administration
100% Revenue-Supported Services		**Core Service (X = Yes)**	**Expenditures**			**FTE's**	**Notes**

FUND/DEPARTMENT: General Fund/Finance & Administration

FA-28	Utility Billing		627,823			6.84	Billing and customer service for water, sewer and solid waste customers
Internal Charges & Insurance		**Core Service (X = Yes)**	**Expenditures**	**Revenue Offset? None**	**Partial**	**FTE's**	**Notes**
	Internal Charges & Insurance		408,798	x			
	Total		**3,647,463**			**29.06**	

CITY OF KIRKLAND SERVICES MATRIX

FUND/DEPARTMENT: General Fund/Planning and Community Development

Mandated Services		Core Service (X = Yes)	Expenditures	Revenue Offset? None	Revenue Offset? Partial	FTE's	Notes
PL-1	Building, mechanical & sign permits		246,613		x	2.50	Ongoing staff only including Overtime ($2,000). 2 Planners and .5 Dev Review Manager
PL-2	State mandated land use permits		228,648		x	2.00	Includes subdivisions, shoreline, SEPA, ROW vacations, some zoning. 1.0 Planning Supervisor and 1.0 Associate Planner
PL-3	Comprehensive planning, regulations & shoreline management (State mandated)		226,860		x	2.00	Includes comprehensive plan & zoning code updates. 2.0 Sr. Planners
PL-4	State mandated natural resource plans & regulations.		71,958	x		0.50	.50 Deputy Director
Essential Services		**Core Service (X = Yes)**	**Expenditures**	**Revenue Offset? None**	**Revenue Offset? Partial**	**FTE's**	**Notes**
PL-5	Public regulatory information		173,955		x	2.00	Respond to counter and phone inquiries. 2.0 Planning Info Specialists
PL-6	Code enforcement		231,107	x		2.00	1.5 Code Enforcement Officers; .50 Dev Review Manager and Communications ($2,080)
PL-7	ARCH		62,757	x			Ongoing ARCH 2010 dues only.
PL-8	Comprehenseive planning and regulations (non state mandated)		248,422	x		2.00	Includes some plan and code updates, affordable housing regs. .50 Deputy Director; .50 Planning Supervisor; 1.0 Sr. Planner
Discretionary Services		**Core Service (X = Yes)**	**Expenditures**	**Revenue Offset? None**	**Revenue Offset? Partial**	**FTE's**	**Notes**
PL-9	Land use permits not mandated by State		257,024		x	2.50	Includes discretionary permits required by Zoning Code. Reduction would require code amendments that would need short term staffing. .50 Planning Supervisor; 2.0 Planners
PL-10	Urban forestry services		49,323	x		0.50	.50 Urban Forester
PL-11	Comprehensive planning and regulations (non state mandated)		113,081		x	1.00	Includes neighborhood plans; private amendment requests and optional plan/code amendments. 1.0 Sr. Planner
PL-12	Natural Resource plans and regulations		57,589		x	0.50	.50 Sr. Planner
Administration		**Core Service (X = Yes)**	**Expenditures**	**Revenue Offset? None**	**Revenue Offset? Partial**	**FTE's**	**Notes**
	Salaries & benefits		386,940		x	3.56	Ongoing staff for budgeting; personnel; departmental management; interdepartmental coordination; coordination with councils, boards & commissions; training; records (Director, Admin. Supvervisor, 1.0 Sr. Office Spec., .5 Office Tech.) including Director travel/medical allowance ($2,700)
	Hourly Wages - Interns		4,789				Remaining Interns salaries & benefits
	Professional Services - Administrative		2,900	x			Ongoing recording secretary services for Hearing Examiner.

FUND/DEPARTMENT: General Fund/Planning and Community Development

Continued

Administration continued		Core Service (X = Yes)	Expenditures	Revenue Offset? None	Revenue Offset? Partial	FTE's	Notes
	Professional Services - Annual Retreat		1,400	x			Facility rental and consultant for department annual retreat.
	On- Call Administrative - Hourly Wages & benefits		32,647	x			Ongoing recording secretary services for PC, HCC, HE, DRB ($10,770 wages & $9,274 benefits). Also includes Admin. Aide (BS) ($878), High School Admin. Intern (JM) ($1,288), on-call for admin. vacation/sick ($2,000) and overtime ($2,000).
	Office Supplies, operating supplies, furniture		15,000	x			Department office supplies ($10,000), operating supplies ($3,000), furniture (2,000)
	Travel, training & dues for staff, PC, HCC and DRB		22,270	x			Staff and Planning Commission, Houghton Community Council and Design Review Board support. Travel ($5,600), Training ($8,655), Dues ($8,015)
	Software, repairs/maintenance		21,900	x			All software purchases ($1,600) and maintenance ($20,300)
	Advertising		11,000	x			Advertising for projects and permits
	Printing/postage/miscellaneous		24,500	x			Department printing ($23,000), postage ($500) and meeting packet delivery ($1,000)
	Professional Services		5,000	x			One-time Service Package - Cascade Cities Agenda Membership
100% Revenue-Supported Services		**Core Service (X = Yes)**	**Expenditures**			**FTE's**	**Notes**
	None						
Internal Charges & Insurance		**Core Service (X = Yes)**	**Expenditures**	**Revenue Offset? None**	**Revenue Offset? Partial**	**FTE's**	**Notes**
	Internal Charges & Insurance		286,464	x			
	Total		**2,782,147**			**21.06**	

CITY OF KIRKLAND SERVICES MATRIX

FUND/DEPARTMENT: General Fund/Police

Mandated Services		Core Service (X = Yes)	Expenditures	Revenue Offset? None	Revenue Offset? Partial	FTE's	Notes
PD-1	Responding to Calls for Service - Patrol Division		4,320,830	x		37.00	A total of 36 FTE's are allocated to the Patrol Division with oversight of the division provided by two 0.50 Management Staff personnel (Lieutenant). Uniform costs are $1,280 per Patrol FTE, Training costs are $625 per Patrol FTE, and Overtime costs are $3,701 per Patrol FTE. Costs for Management Staff are $147,840.
PD-2	Public Safety Answering Point/911 Calls		1,695,674	x		0.20	With the transition to NORCOM for dispatch services in July 2009, the department will begin paying for services on a per call basis. Fees are included for that payment as well as portions of a Captain (.10) and a Lieutenant (.10) who will provide oversight to all NORCOM related issues. NORCOM fees total $1,664,179 and costs for management staff are $31,495.
PD-3	Training			x			Training expenditures have been allocated to the position/division where the FTE(s) are budgeted.
PD-4	Jail		1,334,539		x	15.00	Expenditures include salaries, benefits, uniform costs, and all Kirkland inmate expenditures. Revenues from Point Cities for Housing & Transport, total 2008 revenue received $31,402. Training costs are $500 per FTE. Unit is managed by Corrections Manager for a cost of $136,653.
PD-5	Outside Agency Incarceration Costs		944,644	x			Inmate housing charges
PD-6	Records Maintenance		370,928	x		4.65	A total of 4.5 FTE's are allocated to Records with oversight provided by 0.15 Management Staff (Lieutenant). Uniform costs are $345 per FTE and Training costs are $500 per FTE. Overtime costs for the division are $1,444. Costs for Management Staff are $22,440.
PD-7	Evidence		86,278	x		1.10	Uniform costs are $345 for this position, Training costs are $500, and Overtime costs are $338. Oversight is provided by a Lieutenant (0.10 FTE) for a cost of $14,960.
PD-8	Accreditation		73,037	x		0.50	This position is filled by Management Staff (Lieutenant) personnel who serves as our Accreditation Manager in addition to other staff responsibilities. Included are $5,000 yearly Accreditation fees.
PD-8	Accreditation - one-time costs		5,000	x			One-time Service Package - Accreditation Expenses

FUND/DEPARTMENT: General Fund/Police
Continued

Essential Services		Core Service (X = Yes)	Expenditures	Revenue Offset? None	Revenue Offset? Partial	FTE's	Notes
PD-9	Investigations Division		946,451	x		7.15	A total of 7.0 FTE's are allocated to the Investigations Division with oversight provided by 0.15 Management Staff (Lieutenant). Uniform costs are $1,060 per FTE, Training costs are $625 per FTE, and Overtime costs are $4,444 per FTE. A fund for fees for Special Investigations ($3,000) is included with this division. Costs for Management Staff are $22,620.
PD-10	Management Staff		556,664	x		3.40	Management staff consists of 6 FTE's made up of 2 Captains and 4 Lieutenants. Portions of the Lieutenants' costs are allocated to provide oversight to other divisions within the department. Uniform costs are $1,600 per FTE and Training costs are $1,000 per FTE.
PD-11	Traffic Division		488,576		x	4.15	A total of 4.0 FTE's are allocated to the Traffic Division with oversight provided by 0.15 Management Staff (Lieutenant). The Traffic Division performs many mandated services such as investigation of fatal or serious injury traffic collisions. Revenues are available from the Traffic Safety Commission for reimbursement of costs associated with special emphasis and/or equipment. Uniform and Overtime costs are included in the total expenditures for the division, and Training costs are $625 per FTE. Costs for Management Staff are $21,911.
PD-12	Marine Patrol		39,000	x			Contract service with King County Sheriff's Office to provide for the routine patrol of waters to enforce laws and ordinances May through October of each year. Additionally, they may be called out to respond to serious emergency complaints or situations with a corresponding call out fee.

Discretionary Services		Core Service (X = Yes)	Expenditures	Revenue Offset? None	Revenue Offset? Partial	FTE's	Notes
PD-13	School Resource Officer		110,446		x	1.00	Revenues from Lake WA School District partially support this position with the current contract calling for a yearly payment from LWSD in the amount of $75,060. Uniform costs are $1,100, Training costs are $625, and Overtime costs are $4,548. Oversight of this position is provided by the Community Services Unit Supervisor.
PD-14	Neighborhood Resource Officer		106,801	x		1.00	Uniform costs are $1,100, Training costs are $625, and Overtime costs are $4,548. Oversight of this position is provided by the Community Services Unit Supervisor.
PD-15	Family Violence Detective		113,729	x		1.00	This position is assigned to the Investigations Division. Although listed as Discretionary, the position is responsible for all Domestic Violence incidents in the City. Elimination of the position would create a burden on the Investigations Division by the increased workload. Uniform costs are $1,060, Training costs are $625, and Overtime costs are $4,444.

FUND/DEPARTMENT: General Fund/Police

Continued

Discretionary Services continued		Core Service (X = Yes)	Expenditures	Revenue Offset? None	Revenue Offset? Partial	FTE's	Notes
PD-16	Family/Youth Advocate		89,640		x	1.00	Minimal revenues are generated from Advocacy services provided to the Point Cities. This position is assigned to the Investigations Division and reports to that Division's Sergeant. Although listed as Discretionary, the position is vital in providing assistance, intervention, and counseling to victims of domestic violence as well as providing immediate crisis intervention to those victims and appearing with them at court hearings. The position also oversees the DART (Domestic Abuse Response Team) volunteer program. Uniform costs are $200, Training costs are $500, and Overtime costs are $338.
PD-17	Community Services Unit Supervisor		124,470	x		0.95	The position provides direct supervision to the School Resource Officer and the Neighborhood Resource Officer. The position also interacts with citizen and business groups and provides crime prevention information to the public and serves as the department PIO. Uniform costs are $1,100, Training costs are $625, and Overtime costs are $4,548.
PD-18	Special Response Team		16,580	x		0.05	It should be noted that although categorized as discretionary, the elimination of this service/program poses liability concerns. Personnel costs for FTE's assigned to this unit are budgeted within other divisions. Training costs are $2,000. Oversight of the unit is provided by management staff personnel (0.05 Lieutenant) for a cost of $7480.
PD-19	Crisis Negotiations Team		11,480	x		0.05	It should be noted that although categorized as discretionary, the elimination of this service/program poses liability concerns. Personnel costs for FTE's assigned to this unit are budgeted within other divisions. Training costs are $1,500. Oversight of the unit is provided by management staff personnel (0.05 Lieutenant) for a cost of $7480.
PD-20	Eastside Narcotics Task Force		121,256		x	1.00	Revenues are generated from seizure of property or money associated with illicit drug activity. Revenues must be used to fund narcotics related programs or equipment. Uniform costs are $1,060, Training costs are $625, and Overtime costs are $4,444. Additionally, a narcotics investigation fund in the amount of $5,000 is attached to this position.
PD-21	Crime Analysis		99,428	x		1.00	It should be noted that although categorized as discretionary, the position is responsible for mandated crime statistic reporting. The position also provides vital information on criminal activity (patterns, MO, etc.) that assists officers in the apprehension of criminals. Uniform costs are $200, Training costs are $500 and Overtime costs are $338.

FUND/DEPARTMENT: General Fund/Police

Continued

Discretionary Services continued			Expenditures	Revenue Offset? None	Revenue Offset? Partial	FTE's	Notes
PD-22	K-9 Unit		113,487	x		1.00	Direct supervision provided by a Patrol Sergeant. Expenditures include necessary supplies for the police service dog as well as overtime for the officer. Uniform costs are $1,000 and Training costs are $1,000.
PD-23	Explorer Program		9,424	x		0.05	Although listed as discretionary, the Explorers provide a variety of assistance to the City for Special Events, such as Traffic Control, etc. Budgeted expenditures pay for a small portion of their uniforms and training. The Post generates revenue from their assistance at City and regional events, using that revenue for purchases not funded by the General Fund Police budget. Oversight of the unit is provided by the CSU Sergeant (0.05) for a total cost of $5734.
PD-24	Chaplain's Program		750	x			The Police Chaplain performs a wide variety of volunteer services for the department and its' employees. The expenditures represent fees for attendance at a yearly training conference, a portion of which is funded by the FBI.
PD-25	Volunteer Program		750	x			Necessary clothing & uniform items utilized by our volunteers including our Speed Watch volunteers & DART volunteers.
PD-26	ProAct Unit		557,963	x		5.15	A total of 5 FTE's are assigned to this unit consisting of one Sergeant, three Officers, and one support position with oversight of the unit provided by 0.15 Management Staff (Lieutenant). Expenditures include salaries and benefits for the FTE's as well as uniforms and overtime. Training costs for the unit are $3,000. A fund for fees for Special Investigations ($1,600) is included with this unit. Costs for Management Staff are $22,441.
Administration		**Core Service (X = Yes)**	**Expenditures**	**Revenue Offset? None**	**Revenue Offset? Partial**	**FTE's**	**Notes**
PD-30	Director and Staff Coordinator		285,392	x		2.00	Salaries and benefits for Chief and Staff Coordinator. Uniform costs for Chief are $1,500 and Training costs are $3,129 ($2,500 Chief, $629 Staff Coordinator).
PD-31	Support Staff		396,011	x		4.10	Staff consists of the Administrative Corporal, Training Officer, and two Administrative Support positions with oversight provided by .10 Management Staff (Lieutenant). Functions of this group include training, hiring and recruiting, background investigations, inventory and control, and the Telestaff timekeeping system for which the assigned Lieutenant has responsibility. The administrative support positions provide timekeeping and payroll, arrange all travel and training registrations, and perform a wide variety of clerical support. Uniform costs total $2,000 ($800 each for sworn position and $200 each for support position), Training costs total $2,250 ($625 each for sworn positions and $500 for each support position), and Overtime costs are $2,576 ($950 for each sworn position and $338 for each support position). Management staff costs are $14,960.

FUND/DEPARTMENT: General Fund/Police

Continued

Administration continued		Core Service (X = Yes)	Expenditures	Revenue Offset? None	Revenue Offset? Partial	FTE's	Notes
PD-36	Department Supplies & Other Miscellaneous Fees		132,663	x			Includes department supplies consisting of firearms supplies (lethal & less lethal), civil unrest supplies. replacement body armor and office & operating supplies, as well as fees for postage, repairs & maintenance of equipment, association dues, and a wide variety of professional fees that provide support for functions in both the Operations and Services Divisions.
PD-37	Communication Fees		62,190	x			Fees for all data lines, radio lines, pagers, and phones.
PD-38	Professional Fees		40,563	x			Provision of funds for costs related to grant consulting and regional records management data bases which provide vital criminal history information.
100% Revenue-Supported Services		**Core Service (X = Yes)**	**Expenditures**			**FTE's**	**Notes**
PD-27	CJTC Commander (One-time)		167,545				No FTE is associated with this position as it is a temporary position and funded only as long as the contract with the Training Commission is in effect. All costs associated with this position are reimbursed by the Criminal Justice Training Commission. Uniforms and Training for the position are provided by CJTC.
PD-28	CJTC Instructor		116,506			1.00	All costs associated with this position are reimbursed by the Criminal Justice Training Commission. Overtime costs are $3,701. Uniforms and Training for the position are provided by CJTC.
PD-29	Parking Enforcement		146,236			2.00	Expenditures include salaries and benefits for the FTE's as well as uniforms, overtime, and supplies associated with Parking Enforcement. Oversight is provided by the Traffic Sergeant. Training costs are $500 per FTE.
Internal Charges & Insurance		**Core Service (X = Yes)**	**Expenditures**	**Revenue Offset? None**	**Revenue Offset? Partial**	**FTE's**	**Notes**
	Internal Charges & Insurance		2,371,356	x			
	Total		**16,056,287**			**95.50**	

CITY OF KIRKLAND SERVICES MATRIX

FUND/DEPARTMENT: General Fund/Fire and Building

Mandated Services		Core Service (X = Yes)	Expenditures	Revenue Offset? None	Revenue Offset? Partial	FTE's	Notes
FB-1	Emergency Management		100,354	x		0.50	.50 Admin Deputy Chief/benefits+ Emr Prep Coord/benefits (50% EMPG grant - one time funded) + Operating cost = $25,214
FB-1	Emergency Prep Coordinator		106,384		x		One-time Service Package- Emerg Prep Coord (50% EMPG grant)
FB-2	Fire Training		434,989		x	2.20	20% Deputy Chief Salary/Benefits plus 2 Training Officers + Firefighter Training Costs
FB-3	Fire Inspection		368,445		x	2.70	ADC .20, Fire Marshall (.90), DFM (.80), Inspector (80), Operating Cost = $26,558
FB-4	Fire Investigation		101,905	x		0.50	.10 Fire Marshal, .20 DFM& Inspector, = Operating cost/OT Stand-by =$41,700
FB-6	Fire/Bldg Records Management		111,283		x	1.60	85% Fire Clerk, 75% Building Clerk = Professional Services cost $1,500
Essential Services		**Core Service (X = Yes)**	**Expenditures**	**Revenue Offset? None**	**Revenue Offset? Partial**	**FTE's**	**Notes**
FB-7	Fire Suppression/EMS		574,742		x	3.80	80% Deputy Chief Salary/Benefits & Operating Costs plus 3 Shift Battalion Chiefs
FB-7	Fire Suppression - Personal Protective Clothing		108,489		x		One-time Service Packages - personal protective clothing
FB-8	Station 21		1,623,000		x	12.00	Salary/Benefits + 15% of all Stations Operating Budget
FB-9	Station 22		2,183,073		x	16.00	Salary/Benefits + 20% of all Stations Operating Budget
FB-10	Station 24		202,553		x		10% of Budget plus Firefighter OT (12 Hrs)=327,442
FB-11	Station 25		1,684,150		x	12.00	Salary/Benefits + 15% of all Stations Operating Budget
FB-12	Station 26		2,454,955		x	18.00	Salary/Benefits + 20% all Stations Operating Budget
FB-13	Station 27		2,486,383		x	20.00	Salary/Benefits + 20% of all Stations Operating Budget
FB-14	Reserve Program		51,600		x		
FB-15	Trench Rescue and Training		8,100		x		
FB-16	Hazardous Materials		21,900		x		

FUND/DEPARTMENT: General Fund/Fire and Building

Continued

Essential Services continued		Core Service (X = Yes)	Expenditures	Revenue Offset? None	Revenue Offset? Partial	FTE's	Notes
FB-17	Confined Space Rescue		6,450		x		
FB-18	Water Rescue		9,750		x		
FB-19	Motor Vehicle Rescue		11,520		x		
FB-24	Addressing		55,250		x	0.75	Permit Techs; recovered from fee revenues at 88%
FB-25	Plan Review		643,442		x	6.10	Bldg. Plans Examiners, 2 (vacant) + Operating Costs; recovered from fee revenues at 88%
FB-26	Construction Inspection		610,933		x	5.85	Building Inspectors + Operating Costs; recovered from fee revenues at 88%
FB-27	Permitting		401,578		x	3.38	Permits Techs (one vacant Permit Tech position) Operating Costs; recovered from fee revenues at 88%
Discretionary Services		**Core Service (X = Yes)**	**Expenditures**	**Revenue Offset? None**	**Revenue Offset? Partial**	**FTE's**	**Notes**
FB-20	Chaplain's Program		8,400		x		Funded from Reserve Program Budget Line Item. The Chaplain's Program provides a wide variety of services and support for employees as well as citizens in crisis.
FB-21	Public Education Coordination		109,116		x	1.00	Public Education Coordinator/Benefits/OT +operating cost $11,308
FB-22	My Bldg. Permit.com		64,783		x	0.60	Transactional Credit Card –time for committees.
FB-23	Code Enforcement		83,339			0.85	Bldg. Inspectors, including landlord tenant resolution
Administration		**Core Service (X = Yes)**	**Expenditures**	**Revenue Offset? None**	**Revenue Offset? Partial**	**FTE's**	**Notes**
	Director (1); ADC (.30); Admin Asst. (2); Admin Clerk (.15)		432,700		x	3.45	Salaries/Benefits/OT/+ Operating Costs = $23,924
100% Revenue-Supported Services		**Core Service (X = Yes)**	**Expenditures**			**FTE's**	**Notes**
	None						
Internal Charges & Insurance		**Core Service (X = Yes)**	**Expenditures**	**Revenue Offset? None**	**Revenue Offset? Partial**	**FTE's**	**Notes**
	Internal Charges & Insurance		2,365,663	x			
	Total		**17,425,229**			**111.28**	

CITY OF KIRKLAND SERVICES MATRIX

FUND/DEPARTMENT: General Fund/Non-Departmental

Mandated Services		Core Service (X = Yes)	Expenditures	Revenue Offset? None	Revenue Offset? Partial	FTE's	Notes
ND-1	Puget Sound Clean Air Agency		38,000	x			Mandatory per Washington State Clean Air Act RCW 70.94.093
ND-2	2% Liquor Excise Tax		12,505	x			2% based on yearly liquor sales
ND-3	LEOFF 1 Direct Medical Payments		36,338	x			Police and Fire LEOFF 1 Direct Medical Payments
ND-4	LEOFF 1 Medical Insurance		466,433	x			Police and Fire LEOFF 1 Insurance Premiums
ND-5	Mail Services - Postage		84,000	x			Citywide Postage
ND-6	Debt Service		757,875	x			Parking Garage and City Hall
Essential Services		**Core Service (X = Yes)**	**Expenditures**	**Revenue Offset? None**	**Revenue Offset? Partial**	**FTE's**	**Notes**
ND-7	Repairs and Maintenance - Copier Maintenance		4,000	x			Routine maintenance and repairs on copy machines
ND-8	Printing, Envelopes, Letterhead, Forms		15,062	x			Stationary supplies, forms for all departments
ND-9	Operating Supplies - Office		29,815	x			Paper products, toner
Discretionary Services		**Core Service (X = Yes)**	**Expenditures**	**Revenue Offset? None**	**Revenue Offset? Partial**	**FTE's**	**Notes**
ND-10	Employee Transportation Program		30,000	x			Commuting incentive for city employees
ND-11	Credit Card Fees		30,000	x			Development Services Credit Card Fees
ND-12	KPC Admission Tax Rebate		45,000		x		Kirkland Performance Center - Admission Tax Rebate
ND-13	ARCH Funding		216,000	x			One-time Service Package - Funding for ARCH Housing Trust Fund
ND-14	Fund 125 Subsidy		50,000	x			Subsidy for Parks Maintenance Fund
ND-15	Litigation Reserve Fund 157		150,000	x			Transfer of funding for the Litigation Reserve
ND-16	Management Retreat		1,000	x			Yearly management retreat

FUND/DEPARTMENT: General Fund/Non-Departmental

Continued

Discretionary Services continued		Core Service (X = Yes)	Expenditures	Revenue Offset? None	Revenue Offset? Partial	FTE's	Notes
ND-17	Office Furniture and Equipment - Breakage		6,250	x			Unforeseen breakage/loss of small office equipment
ND-18	Misc Equipment & Supplies For Copy Room		750	x			Supplies Equipment
ND-19	Misc Repairs to Microfiche Reader/Printer		1,500	x			Microfiche Reader for Ord
ND-20	MMS		325,539	x			MMS Charges
ND-21	MultiMedia Services Intern		5,050	x			One-time Service Package - Charges for MMS Intern
ND-22	Graphic Specialist - Budget Adj		36,905	x			Restore Graphic Specialist to .5 FTE
Administration		**Core Service (X = Yes)**	**Expenditures**	**Revenue Offset? None**	**Revenue Offset? Partial**	**FTE's**	**Notes**
100% Revenue-Supported Services		**Core Service (X = Yes)**	**Expenditures**			**FTE's**	**Notes**
	None						
Internal Charges & Insurance		**Core Service (X = Yes)**	**Expenditures**	**Revenue Offset? None**	**Revenue Offset? Partial**	**FTE's**	**Notes**
	Internal Charges & Insurance		50,860	x			
	Total		**2,392,882**			**-**	

CITY OF KIRKLAND SERVICES MATRIX

FUND/DEPARTMENT: Street Operating Fund/Public Works

Mandated Services		Core Service (X = Yes)	Expenditures	Revenue Offset? None	Revenue Offset? Partial	FTE's	Notes
ST-3	Streetlight Maintenance		29,075	x		0.25	Streetlight Inspect/Repair
ST-4	Streetlight Operations		413,382	x		-	Budget Operational Costs - Streetlights
ST-5	Signal Maintenance		119,607	x		1.45	Signal Maintenance/Repair
ST-6	Electrical		43,609	x		0.10	Electrical Repair
ST-8	Signal Operations		82,354	x		-	Budget Operational Costs - Signals
ST-9	Sign Shop		114,195	x		2.00	SignShop Operations
ST-10	Sign Shop Operations		67,780	x		-	Budget Operational Costs - Signs

Essential Services		Core Service (X = Yes)	Expenditures	Revenue Offset? None	Revenue Offset? Partial	FTE's	Notes
ST-1	Bridges		6,284	x		0.20	Bridge Maintenance
ST-2	Sidewalk Grind		13,691	x		0.15	Sidewalk Offset Grinding
ST-7	Crosswalk Maintenance/Inspection		15,031	x		0.20	Lighted Crosswalk Maintenance/Inspection
ST-11	NTCP		49,500	x		-	Program Cost Budget handled by Traffic Engineering
ST-12	Parking Management		55,830		x	0.50	Program Cost Budget handled by Traffic Engineering; Parking Coordinator
ST-13	Shoulders		14,221	x		0.10	Shoulder Grading
ST-14	Curb/Gutter		8,380	x		0.05	Curb/Gutter Repair
ST-15	Temp Patch		22,602	x		0.15	Pothole Repair
ST-16	Hot Patch		356,130	x		2.46	Asphalt Hot Patching
ST-17	Saw Cuts		77,244	x		0.53	Asphalt Saw Cutting
ST-18	Extruded Curb		11,086	x		0.07	Extruded Curb Repair/Install
ST-19	Conc. Repair		37,015	x		0.33	Flat Concrete Repair

FUND/DEPARTMENT: Street Operating Fund/Public Works

Continued

Essential Services continued		Core Service (X = Yes)	Expenditures	Revenue Offset? None	Revenue Offset? Partial	FTE's	Notes
ST-20	Gravel Paths		2,386	x		0.06	Gravel Path Maintenance
ST-21	Paths/Trails		770	x		0.02	Paths/Trails Maintenance
ST-22	Paths/Trails Operations		2,704	x		-	Budget Operational Costs - Paths/Trails
ST-23	Parking Facilities		10,725	x		0.13	Parking Facilities Maintenance
ST-24	Parking Facilities Landscapes		3,075	x		0.04	Parking Facilities Landscapes Maintenance
ST-25	Parking Facilities Operations		35,980	x		-	Budget Operational Costs - Parking Facilities
ST-26	MC Import/Export		15,590	x		0.20	Spoils Loading
ST-27	MC Inventory		9,332	x		0.12	Inventory Taking
ST-28	MC Facility Operation		4,467	x		0.05	Yard Operations
ST-29	Street Sweeping		102,156	x		0.75	Street Sweeping
ST-30	Street Sweeping Operations		8,465	x		-	Budget Operational Costs - Street Sweeping
ST-31	Flail Mowing		44,465	x		0.45	Mowing activities
ST-32	Trees/Brush		64,168	x		0.25	Tree/Brush field work
ST-33	Medians		70,408	x		0.85	
ST-34	Median Operations		64,098	x		-	Budget Operational Costs - Medians
ST-35	Facility Maintenance - Grounds		26,503	x		0.37	City owned bldg landscape maintenance
ST-36	Public Grounds Operations		10,930	x		0.13	Budget Operational Costs - Public Grounds
Discretionary Services		**Core Service (X = Yes)**	**Expenditures**	**Revenue Offset? None**	**Revenue Offset? Partial**	**FTE's**	**Notes**
ST-37	Alleys		11,165	x		0.07	Alley Maintenance
ST-38	Crack Seal		19,897	x		0.13	Asphalt Crack Sealing

FUND/DEPARTMENT: Street Operating Fund/Public Works

Continued

Discretionary Services continued		Core Service (X = Yes)	Expenditures	Revenue Offset? None	Revenue Offset? Partial	FTE's	Notes
ST-39	Snow/Ice		23,666	x		0.15	Snow/Ice Control
ST-40	Snow/Ice Operations		1,294	x		-	Budget Operational Costs - Snow/Ice Removal
ST-41	Street Litter		6,152	x		0.08	Street Litter
ST-42	Spraying		12,290	x		0.11	Spray program
ST-43	Roadside Litter		4,309	x		0.05	Litter removal from roadside
ST-44	Ancillary Operations		3,044	x		-	Budget Operational Costs - Ancillary
ST-45	Graffiti		68,549	x		1.00	Graffiti Removal ROW and Parks
ST-46	CBD Appurtenance		25,211	x		0.35	CBD focus activities
Administration		**Core Service (X = Yes)**	**Expenditures**	**Revenue Offset? None**	**Revenue Offset? Partial**	**FTE's**	**Notes**
	Admin. Operations		334,122	x		1.60	Budget Operational Costs Including Maint/Supervision
	Grounds Maintenance - Admin		61,930	x		0.60	Public Grounds Supervision
100% Revenue-Supported Services		**Core Service (X = Yes)**	**Expenditures**			**FTE's**	**Notes**
	None						
Internal Charges & Insurance		**Core Service (X = Yes)**	**Expenditures**	**Revenue Offset? None**	**Revenue Offset? Partial**	**FTE's**	**Notes**
	Internal Charges & Insurance		1,516,752	x			
	Total		**4,101,619**			**16.10**	

CITY OF KIRKLAND SERVICES MATRIX

FUND/DEPARTMENT: Equipment Rental Fund/Public Works

Mandated Services		Core Service (X = Yes)	Expenditures	Revenue Offset? None	Revenue Offset? Partial	FTE's	Notes
ER-1	Vehicle Licensing		10,294		x	0.05	Fleet Supervisor's time (0.05 FTE - $6,294), and licensing fees ($4,000).
ER-2	Vehicle Insurance		70,476		x	0.05	Fleet Supervisor's time (0.05 FTE - $6,294), insurance cost ($64,182).
Essential Services		**Core Service (X = Yes)**	**Expenditures**	**Revenue Offset? None**	**Revenue Offset? Partial**	**FTE's**	**Notes**
ER-3	Fuel/Fuel System & Tanks		602,470		x	0.40	Includes all fuel ($558,310), system administration - Fleet Supervisor's time (0.20 FTE - $25,176) Fleet Admin's time (0.20 FTE - $13,888) , and fueling software support ($5,096). Gasoline for all city vehicles.
ER-4	Vehicle/Equipment Maintenance		730,338		x	4.00	Includes staff labor ($392,444) consisting (4.0 FTE) mechanics and (0.15 FTE) inventory control shared with Public Works. Plus parts, outside vendors, shop equipment, tools, tires, lubricants, shop supplies, shop repair ($310,948). Removal would require negotiations of impacts with the Teamster Union.
ER-5	Vehicle/Equipment Acquisition		468,085		x	0.15	Fleet Supervisor's time (0.15 - $18,881) plus amount budgeted for vehicle acquistion in 2010 ($448,707), plus advertising of bids ($497). Not replacing vehicles will increase the cost for repairs and maintenance.
ER-6	Vehicle/Equipment Disposition		6,294		x	0.05	Includes Supervisor's time (0.5 FTE - $6,294) included in surplusing and auction of equipment. Exclusion will impact maintenanace and replacement costs.
ER-7	800 MHZ Radio/Access Repair		173,815		x	0.20	ESPCA access charges ($108,510), repair contract ($41,096), and Fleet Supervisor's time (0.15 FTE - $18,636), and Admin Asst. time (0.05 FTE - $6,573). Elimination would degrade our ability to operate with other governmental agencies as well as internally degrading the public safety communications for the City.
Discretionary Services		**Core Service (X = Yes)**	**Expenditures**	**Revenue Offset? None**	**Revenue Offset? Partial**	**FTE's**	**Notes**
ER-8	Vehicle Cleaning		5,000		x		Vehicle washing at vendor White Swan, 90% is Police vehicles conducted by officers. Impact would be the Police officers time to care for their vehicles which would take away pubic safety duties and increase the use of the wash station at the maintenance center.

FUND/DEPARTMENT: Equipment Rental Fund/Public Works

Continued

Administration		Core Service (X = Yes)	Expenditures	Revenue Offset? None	Revenue Offset? Partial	FTE's	Notes
	General Administration - Supervisor		77,994		x	0.60	Fleet Supervisor time (0.2 FTE - $25,176) Internal Service Manager time (0.4 FTE- $52,818)
	Accounting, Budgeting, Database		70,961		x	0.90	Fleet Supervisor time (0.15 FTE - $18,881) Admin Asst (0.75 FTE - $52,080).
100% Revenue-Supported Services		**Core Service (X = Yes)**	**Expenditures**			**FTE's**	**Notes**
	None						
Internal Charges & Insurance		**Core Service (X = Yes)**	**Expenditures**	**Revenue Offset? None**	**Revenue Offset? Partial**	**FTE's**	**Notes**
	Internal Charges & Insurance		171,948	x			
	Total		**2,387,675**			**6.40**	

CITY OF KIRKLAND SERVICES MATRIX

FUND/DEPARTMENT: Information Technology Fund/Information Technology

Mandated Services		Core Service (X = Yes)	Expenditures	Revenue Offset? None	Revenue Offset? Partial	FTE's	Notes
IT-1	Support for Finance systems		333,279		x	1.12	Mandated by the state and federal agencies (reporting to IRS, DRS, etc.). Includes all parts of finance systems (General Ledger, Accounts Payable, audit support, timekeeping, payroll, human resources, etc.).
IT-2	Support for Document Management systems		93,231		x	0.37	New digital WAC mandates management of electronic records.
IT-3	City-wide desktop software licensing		145,597		x	-	Contractual relationship with Microsoft for the next three years to keep software licenses up to date. Includes Microsoft Enterprise agreement and Microsoft Software Assurance.

Essential Services		Core Service (X = Yes)	Expenditures	Revenue Offset? None	Revenue Offset? Partial	FTE's	Notes
IT-4	PC support		480,997		x	2.86	Includes help desk system, help desk staff, training, Council meeting support, PC replacements, desktop management, desktop security.
IT-4	Help Desk (one-time)		20,436	x			One-time Service Package - Help Desk position
IT-5	GIS		443,799		x	3.56	Includes data management and maintenance, data development, analysis, maps, mapbooks, GIS application maintenance, etc. GIS also receives significant CIP funding as a separate revenue source.
IT-6	Central server and network support		428,785		x	2.30	Includes staff costs, cabling and cable installation, backup tapes, network equipment maintenance, and software, network consulting and support. Replacement funding for servers and network equipment is in the CIP.
IT-7	Telecomm and support		130,936		x	0.54	Telephone system operation and maintenance, call accounting, bill management, voice mail, etc.
IT-8	Permit system and support		298,438		x	0.47	Includes permits and inspections, business licensing, and field mobility. Expenditures include transfer from CIP for permit system replacement, $214,200.
IT-9	Police system and support		204,703		x	1.19	Police systems support for internal systems, automated tickets, helping NORCOM get started, support for Court, etc.
IT-10	Fire system and support		50,387		x	0.23	Fire is dispatched through Bellevue and the majority of their system costs reside there and are paid through contract. We primarily support records management and inspection.
IT-11	Copier purchase and support		2,600		x	-	Lease and maintenance costs for city copiers.
IT-12	Franchising and management		38,449		x	0.25	Negotiate and manage telecommunication franchise agreements granted by the City. Includes antenna siting and leases, cable franchise, and franchise management.
IT-23	eCityGov Alliance		77,000		x		

FUND/DEPARTMENT: Information Technology Fund/Information Technology
Continued

Discretionary Services		Core Service (X = Yes)	Expenditures	Revenue Offset? None	Revenue Offset? Partial	FTE's	Notes
IT-13	Parks system and support		37,472		x	0.19	Includes recreation software support and staff assistance.
IT-14	Public works system and support		74,033		x	0.33	Maintenance management system which tracks utility assets such as pipes and valves and management of public works work orders.
IT-15	Web system		160,824		x	1.15	Intranet and internet system and support.
IT-15	Web Assistant (one-time)		62,220	x			One-time Service Package - Web Assistant
IT-16	Print media production		182,126		x	1.73	Supports communication to the community and within the organization. Design and create information signs that get used on park kiosks; design, create and produce brochures, posters, flyers, invitations, newsletters, manuals for the organization. Prepares graphics for use with television and for web. Includes on-call graphic support.
IT-17	City council meeting support		25,484		x	-	Produces live video of regularly scheduled Council meetings and study sessions. Includes preparation and test, actual filming and may include minor editing. Includes Granicus web streaming software.
IT-18	Television station management		111,373		x	1.22	Ensures operations comply with FCC rules, develops and maintains program schedule (for web and TV). Schedules programs for airing on the channels, trouble shooting problems and maintenance of equipment. Includes searching for free programming, seeking sponsors, promoting TV channels, networking , preparing community notices, responds to special requests and inquiries.
IT-20	Other video services		85,328		x	0.30	Youth Council, Currently Kirkland, Senior Council and other video services for the organization. Produce DVD copies, special request for services.
IT-20	Multi Media Services Intern		5,050	x			One-time Service Package - Multi Media Services Intern
Administration		**Core Service (X = Yes)**	**Expenditures**	**Revenue Offset? None**	**Revenue Offset? Partial**	**FTE's**	**Notes**
IT-22	Director and Admin Assist		282,963		x	2.00	
100% Revenue-Supported Services		**Core Service (X = Yes)**	**Expenditures**			**FTE's**	**Notes**
IT-21	Utilities systems and support		46,431			0.19	
	Northshore Fire District Support		87,020				Northshore Help Desk 1.0 temporary FTE per contract.
Internal Charges & Insurance		**Core Service (X = Yes)**	**Expenditures**	**Revenue Offset? None**	**Revenue Offset? Partial**	**FTE's**	**Notes**
	Internal Charges & Insurance		88,909	x			
	Total		**3,997,869**			**20.00**	

CITY OF KIRKLAND SERVICES MATRIX

FUND/DEPARTMENT: Facilities Maintenance Fund/Public Works

Mandated Services		Core Service (X = Yes)	Expenditures	Revenue Offset? None	Revenue Offset? Partial	FTE's	Notes
FM-1	ADA Code Compliance		25,287	x		0.10	Elevator & automatic door maintenance
FM-2	Ergonomics		16,139	x		0.25	Installation of keyboard trays, etc.
FM-3	Maintain Fire/Life & Safety Systems		49,323	x		0.15	Inspection, monitoring & maintenance of fire suppression & alarm systems (incl phone lines & Fire Station doors & alarm systems)
FM-4	L&I Compliance		5,936	x		0.05	Boiler certification, training, safety meetings
FM-5	Flags		1,802	x		0.02	Flags & conformance with "half-staff" schedule
FM-6	DOH Compliance -Backflow Tstg		1,262	x			Required testing of backflow prevention assemblies on boilers, etc.
FM-7	Pesticide Certification (Grounds)		106	x			Required certification and training for pesticide handling
Essential Services		**Core Service (X = Yes)**	**Expenditures**	**Revenue Offset? None**	**Revenue Offset? Partial**	**FTE's**	**Notes**
FM-8	24 Hour Coverage/Emergency Response		22,341		x		Standby Pay & Overtime
FM-9	HVAC/Air Quality Issues & Energy Conservation		111,361		x	0.82	Maintenance of HVAC systems at all city buildings
FM-10	Emergency Systems Support		32,773		x	0.10	Inspection & maintenance of generators & UPS
FM-11	Public Building Infrastructure & Systems Maintenance		209,497		x	1.36	Maintenance of infrastructure & systems -painting, repair, plumbing, lighting, electrical, etc. (incl. supplies & gen prof svcs & rpr/maint)
FM-12	Security Systems		34,233		x	0.30	Maintenance, installation and purchase of locks, keys, security systems, etc.
FM-13	Pest Control		7,014		x	0.01	Contracted pest control services
FM-14	Life Cycle Projects		39,837		x	0.40	Coordination, review and management of building life cycle projects
FM-15	Rental Property Management & Maintenance		29,742		x	0.05	Coordination of rental properties & fees for contracted management & maintenance & leasehold excise taxes
FM-16	Janitorial		193,801		x		Cleaning services at all city buildings
FM-17	Janitorial -Supplies		20,900		x		Supplies for cleaning all city buildings

CITY OF KIRKLAND SERVICES MATRIX

FUND/DEPARTMENT: Facilities Maintenance Fund/Public Works

Continued

Essential Services continued		Core Service (X = Yes)	Expenditures	Revenue Offset? None	Revenue Offset? Partial	FTE's	Notes
FM-18	Janitorial -Carpet & Upholstery Cleaning		31,107		x		Carpet & upholstery cleaning @ all facilities
FM-20	Landscaping -City Facilities		40,352		x	0.55	Public Grounds staff landscaping
FM-21	Landscaping -City Facilities (hourly wages)		14,612		x		Public Grounds seasonal landscaping
Discretionary Services		**Core Service (X = Yes)**	**Expenditures**	**Revenue Offset? None**	**Revenue Offset? Partial**	**FTE's**	**Notes**
FM-22	Janitorial -Window Cleaning		2,064		x		Exterior window cleaning
FM-23	Janitorial -Art Display Cleaning		1,272	x			Contracted City Hall art cleaning
FM-25	Office Reconfiguration		7,895	x		0.14	Moving furniture, reconfiguring cubicles
FM-26	New Construction/Tenant Improvements		7,360	x		0.08	New hard-wall offices, etc.
FM-27	Training		8,344		x		Dues & memberships and training needed for maintenance staff to keep level of knowledge & certifications - Travel & Subsistence included
FM-28	Inventory Control		11,075		x	0.13	Maintenance & distribution of supplies (esp. janitorial)
FM-29	Project Management		14,939		x	0.15	Management of non-Life Cycle projects
FM-30	Space Planning		7,840	x		0.04	Ongoing space planning efforts - largely coordination of consultants
FM-31	Work Order System		9,138	x		0.10	Maintenance of work order system
Administration		**Core Service (X = Yes)**	**Expenditures**	**Revenue Offset? None**	**Revenue Offset? Partial**	**FTE's**	**Notes**
	Facilities Admin		44,332	x		0.50	Internal Services Manager (45%); Maint & Inv (5%)
	Grounds Admin		43,910	x		0.40	Public Grounds Supervisor (35%); Street Division Manager (5%)
	Other Admin Costs -Facilities & Grounds		41,935	x			Office supplies, uniforms, operating supplies, printing, RFO advertising, arborist, misc. consulting & contract services, etc.
	Small Tools & Minor Equipment		5,626	x			Shop tools, broken hand tool replacements, etc.
	Interfund Transfers		465,235	x			Lifecycle project transfer

CITY OF KIRKLAND SERVICES MATRIX

FUND/DEPARTMENT: Facilities Maintenance Fund/Public Works

Continued

Administration continued		Core Service (X = Yes)	Expenditures	Revenue Offset? None	Revenue Offset? Partial	FTE's	Notes
	Municipal Court Lease		310,053	x			Lease & associated costs for Municipal Court space (rent, prop tax, prop ins, common area prof svcs)
	Parks Maintenance Bldg Lease (KCHA)		94,327	x			Lease for Parks Mainteance space
	Utilities		597,324	x			Water, Sewer, Electricity, Gas for all city buildings
	Refuse Collection & Disposal		37,470	x			Trash removal at three fire stations outside Kirkland city limits & New Waste Management Charge
	Accounts Payable		22,845	x		0.25	Requisition activities, etc.
	Communication		4,418	x			Cell phones, pager
	False Alarm Charges		735	x			Kirkland PD
100% Revenue-Supported Services		**Core Service (X = Yes)**	**Expenditures**			**FTE's**	**Notes**
	None						
Internal Charges & Insurance		**Core Service (X = Yes)**	**Expenditures**	**Revenue Offset? None**	**Revenue Offset? Partial**	**FTE's**	**Notes**
	Internal Charges & Insurance		214,965	x			
	Total		**2,840,527**			**5.95**	

Council Meeting: 06/16/2009
Agenda: New Business
Item #: 11. a.

CITY OF KIRKLAND
123 FIFTH AVENUE, KIRKLAND, WASHINGTON 98033-6189 (425) 587-3249

DEPARTMENT OF PLANNING AND COMMUNITY DEVELOPMENT
MEMORANDUM

To: David Ramsay, City Manager

From: Dorian Collins, AICP, Senior Planner
Paul Stewart, AICP, Deputy Director

Date: June 3, 2009

Subject: ADOPTION OF ORDINANCE 4194 AND ITS SUMMARY AMENDING THE KIRKLAND ZONING CODE – TL 6A
(FILE ZONO9-00006)

RECOMMENDATION

Consider the recommendation from the Planning Commission and approve the enclosed ordinance amending the Zoning Code. The changes would exempt affordable housing development meeting specific standards in the TL 6A zone from restrictions on ground-floor residential use, and requirements for additional ceiling height on the ground floor of structures.

BACKGROUND DISCUSSION

The Planning Commission began their study of possible amendments to the TL 6A zone in March of this year, following discussions of the Council Housing Committee. The Housing Committee had become aware of the problems encountered by St. Andrews Housing Group in their efforts to seek funding for the development of affordable housing in the area. Additional information about the proposal is provided in PC Hearing Packet.

The Planning Commission's recommended amendments for the TL 6A zone, revised as directed by the Planning Commission following the public hearing, appear as Attachment 1 to this memorandum.

Attachments

1. Planning Commission Recommended Amendments – TL 6A

Exhibits

A. Planning Commission Recommendation Memo

CC: ZON09-00006
Planning Commission
ARCH, ASullivan@bellevuewa.gov and KNijhuis@bellevuewa.gov
St. Andrews Housing Group, Eric Evans, erice@sahg.org

55.41 User Guide. The charts in KZC 55.45 contain the basic zoning regulations that apply in the TL 6A and TL 6B zones of the City. Use these charts by reading down the left hand column entitled Use. Once you locate the use in which you are interested, read across to find the regulations that apply to that use.

Section 55.43

Zone TL 6A, 6B

Section 55.43 – GENERAL REGULATIONS

The following regulations apply to all uses in this zone unless otherwise noted:

1. Refer to Chapter 1 KZC to determine what other provisions of this code may apply to the subject property.

2. Where feasible, primary access for nonresidential uses within TL 6 shall be from 124th Avenue NE, NE 124th Street, or NE 120th Street.

3. The ground floor of all structures with frontage on a pedestrian or vehicular circulation route, or adjacent to a pedestrian-oriented space shall be a minimum of 15 feet in height. This requirement does not apply to:
   a. The following uses: vehicle service stations, private lodges or clubs, stacked dwelling units, churches, schools, day-care centers, mini-schools or mini-day-care centers, assisted living facilities, convalescent centers or nursing homes, residential development in TL 6A where over 80% of the total units in the development are affordable to households earning no more than 60% of King County median income, public utilities, government facilities or community facilities;
   b. Parking garages;
   c. Additions to existing nonconforming development where the Planning Official determines it is not feasible; or
   d. Parcels located more than 500 feet north of NE 124th Street, east of 116th Avenue NE.

4. Within TL 6B, at least 50 percent of the gross floor area located on the ground floor of all structures with frontage on a pedestrian or vehicular route, or adjacent to a pedestrian-oriented space, must contain retail establishments, restaurants, taverns, hotels or motels. These uses shall be oriented to a major pedestrian sidewalk, a through block pedestrian pathway or an internal pathway (see also Chapter 105 KZC). This regulation does not apply to parcels located more than 500 feet north of NE 124th Street, east of 116th Avenue NE (see Plate 34G).

5. In addition to the height exceptions established by KZC 115.60, the following exceptions to height regulations in TL zones are established:
   a. Decorative parapets may exceed the height limit by a maximum of four feet; provided, that the average height of the parapet around the perimeter of the structure shall not exceed two feet.
   b. For structures with a peaked roof, the peak may extend eight feet above the height limit if the slope of the roof is equal to or greater than four feet vertical to 12 feet horizontal.

6. The review process for development in this zone is as follows:
   a. In TL 6A, any development activities requiring Design Review approval pursuant to KZC 142.15 shall be reviewed administratively (ADR), pursuant to KZC 142.25. Where gross floor area of an existing building is expanded by less than 10 percent, no design review is required.

b. In TL 6B, as set forth in Chapter 142 KZC.

7. Access for drive-through facilities must be approved by the Public Works Official. See Chapter 105 KZC for requirements.

8. Some development standards or design regulations may be modified as part of the design review process. See Chapter 92 or 142 KZC for requirements.

(GENERAL REGULATIONS CONTINUED ON NEXT PAGE)

(GENERAL REGULATIONS CONTINUED FROM PREVIOUS PAGE)

9. In TL 6B, development must provide a grid of internal access roads (see Plate 34G) pursuant to the following standards:
   a. A centralized east-west connection that forms the spine for the site. Such a connection would reduce the need for vehicular circulation on NE 124th Street.
   b. Two to three north-south connections from NE 124th Street to the east-west connection noted above. A desirable distance between access roads is between 250 and 300 feet. The maximum allowable distance between access roads shall be 350 feet. These may be public or private streets. Wider separation (up to 500 feet) may be considered where properties dedicate a minimum 30-foot-wide public pedestrian corridor.
   c. Suggested cross-sections for each of these roads:
      1) Two travel lanes (one lane each way);
      2) On-street parallel parking;
      3) Eight- to 12-foot-wide sidewalks on each side of the street with street trees placed 30 feet on-center. Sidewalk width may be reduced where planting strips (minimum four feet wide) are maintained between the street and sidewalk.

      The above access roads may be private or public.

10. The applicant shall install a through-block pathway or other pathways to link streets and/or activities. (See Plate 34G). Include at least one mid-block east-west pathway connecting uses to 116th Avenue NE and a network of north-south pathways at intervals no greater than 350 feet that link uses to NE 124th Street. Through-block pathways may be integrated with internal access roads and/or provided within separate pedestrian-only corridors. See KZC 105.19(3) for through-block pathway standards. Additional through-block pathways not shown in the Comprehensive Plan may be required by the City on parcels larger than two acres in order to enhance pedestrian access on large sites.

Section 55.45 Zone TL 6A, 6B USE ZONE CHART

	USE	Required Review Process	MINIMUMS				MAXIMUMS		Landscape Category (See Ch. 95)	Sign Category (See Ch. 100)	Required Parking Spaces (See Ch. 105)	Special Regulations (See also General Regulations)
			Lot Size	REQUIRED YARD (See Ch. 115)			Lot Coverage	Height of Structure				
				Front	Side	Rear						
.010	Vehicle Service Station	D.R., Chapter 142 KZC. See Gen. Reg. 6.	22,500 sq. ft.	40′	15′ on each side	15′	80%	35′ above average building elevation.	A	E	See KZC 105.25.	1. May not be more than two vehicle service stations at any intersection. 2. Gas pump islands may extend 20 feet into the front yard. Canopies or covers over gas pump islands may not be closer than 10 feet to any property line. Outdoor parking and service areas may not be closer than 10 feet to any property line. See KZC 115.105, Outdoor Use, Activity and Storage, for further regulations.
				See Spec. Reg. 2.								
.020	A Retail Establishment providing vehicle or boat sales or vehicle or boat service or repair. See Spec. Reg. 3.		None	10′	0′	0′						1. This use is not permitted in the TL 6B zone. 2. Outdoor vehicle or boat parking or storage areas must be buffered as required for a parking area in Chapter 105 KZC. See KZC 115.105, Outdoor Use, Activity and Storage, for further regulations. 3. Vehicle and boat rental and used vehicles or boat sales are allowed as part of this use.
.030	Restaurant or Tavern								B		1 per each 100 sq. ft. of gross floor area.	1. For restaurants with drive-in or drive-through facilities: a. One outdoor waste receptacle shall be provided for every eight parking stalls. b. Access for drive-through facilities shall be approved by the Public Works Department. Drive-through facilities shall be designed so that vehicles will not block traffic in the right-of-way while waiting in line to be served.
.040	A Retail Establishment providing storage services. See also Spec. Reg. 1.										See KZC 105.25.	1. May include accessory living facilities for resident security manager.

Zone TL 6A, 6B

USE ZONE CHART

Section 55.45	USE ⇩ / REGULATIONS ⇨	Required Review Process	MINIMUMS: Lot Size	MINIMUMS: REQUIRED YARD (See Ch. 115): Front	MINIMUMS: REQUIRED YARD (See Ch. 115): Side	MINIMUMS: REQUIRED YARD (See Ch. 115): Rear	MAXIMUMS: Lot Coverage	MAXIMUMS: Height of Structure	Landscape Category (See Ch. 95)	Sign Category (See Ch. 100)	Required Parking Spaces (See Ch. 105)	Special Regulations (See also General Regulations)
.050	Any Retail Establishment, other than those specifically listed in this zone, selling goods, or providing services including banking and related financial services	D.R., Chapter 142 KZC. See Gen. Reg. 6.	None	10′	0′	0′	80%	35′ above average building elevation.	B	E	1 per each 300 sq. ft. of gross floor area.	1. Ancillary assembly and manufacture of goods on the premises of this use are permitted only if: a. The assembled or manufactured goods are directly related to and are dependent upon this use, and are available for purchase and removal from the premises. b. The outward appearance and impacts of this use with ancillary assembly or manufacturing activities must be no different from other retail uses. 2. A delicatessen, bakery, or other similar use may include, as part of the use, accessory seating if: a. The seating and associated circulation area does not exceed more than 10 percent of the gross floor area of the use; and b. It can be demonstrated to the City that the floor plan is designed to preclude the seating area from being expanded.

Zone TL 6A, 6B

USE ZONE CHART

DIRECTIONS: FIRST, read down to find use...THEN, across for REGULATIONS

Section 55.45	USE ⇩ / REGULATIONS ⇨	Required Review Process	MINIMUMS: Lot Size	MINIMUMS: REQUIRED YARD (See Ch. 115): Front	Side	Rear	MAXIMUMS: Lot Coverage	Height of Structure	Landscape Category (See Ch. 95)	Sign Category (See Ch. 100)	Required Parking Spaces (See Ch. 105)	Special Regulations (See also General Regulations)
.060	Office Use	D.R., Chapter 142 KZC. See General Regulation 6.	None	10′	0′	0′	80%	35′ above average building elevation.	C	D	If a medical, dental or veterinary office, then 1 per each 200 sq. ft. of gross floor area. Otherwise, 1 per each 300 sq. ft. of gross floor area.	1. The following regulations apply to veterinary offices only: a. May only treat small animals on the subject property. b. Outside runs and other outside facilities for the animals are not permitted. c. Site must be designed so that noise from this use will not be audible off the subject property. A certification to this effect, signed by an acoustical engineer, must be submitted with the development permit application. 2. Ancillary assembly and manufacture of goods on the premises of this use are permitted only if: a. The ancillary assembled or manufactured goods are subordinate to and dependent on this use. b. The outward appearance and impacts of this use with ancillary assembly or manufacturing activities must be no different from other office uses.
.070	Hotel or Motel								B	E	1 per each room. See also Spec. Reg. 2.	1. May include ancillary meeting and convention facilities. 2. Excludes parking requirements for ancillary meeting and convention facilities. Additional parking requirement for these ancillary uses shall be determined on a case-by-case basis.
.080	A Retail Establishment providing entertainment, recreational or cultural activities										1 per every 4 fixed seats.	
.090	Private Lodge or Club								C	B	1 per each 300 sq. ft. of gross floor area.	

Zone TL 6A, 6B

USE ZONE CHART

DIRECTIONS: FIRST, read down to find use...THEN, across for REGULATIONS

Section 55.45	USE ⇩ / REGULATIONS ⇨	Required Review Process	MINIMUMS: Lot Size	MINIMUMS: REQUIRED YARD (See Ch. 115): Front	Side	Rear	MAXIMUMS: Lot Coverage	Height of Structure	Landscape Category (See Ch. 95)	Sign Category (See Ch. 100)	Required Parking Spaces (See Ch. 105)	Special Regulations (See also General Regulations)
.100	Attached or Stacked Dwelling Units. See Spec. Reg. 1.	D.R., Chapter 142 KZC. See General Regulation 6.	None	10′	0′	0′	80%	35′ to 65′ above average building elevation. See Spec. Reg. 2.	D	A	See KZC 105.25.	1. On parcels abutting NE 124th Street or 124th Avenue NE, no more than 10 percent of the ground floor of a structure may be in residential use within 250 feet of these streets, provided however there shall be no such restriction on ground floor residential use in TL 6A where over 80% of the total units in the development are affordable to households earning no more than 60% of King County median income, adjusted for household size. 2. Maximum building height may exceed 35 feet above average building elevation if: a. No portion of a structure on the subject property within 40 feet of Slater Avenue exceeds 30 feet above the elevation of Slater Avenue as measured at the midpoint of the frontage of the subject property on Slater Avenue; and b. At least 10 percent of the units provided in new residential developments of 10 units or greater are affordable housing units, as defined in Chapter 5 KZC. The number of affordable housing units is determined by rounding up to the next whole number (unit) if the fraction of the whole number is at least 0.66. An agreement in a form approved by the City must be recorded with the King County Department of Records and Elections to stipulate conditions under which required affordable housing units will remain as affordable housing units for the life of the project for rental units, and at least 30 years from the date of initial owner occupancy for ownership units. This regulation does not apply to developments which provide over 80% of their units as affordable to households earning no more than 60% of King County median income, adjusted for household size. Additional affordable housing incentives may be applicable to residential development (see Chapter 112 KZC). 3. Chapter 115 KZC contains regulations regarding home occupations and other accessory uses, facilities and activities associated with this use.

Section 55.45 Zone TL 6A, 6B **USE ZONE CHART**

DIRECTIONS: FIRST, read down to find use...THEN, across for REGULATIONS

Section 55.45	USE ⇩ / REGULATIONS ⇨	Required Review Process	MINIMUMS: Lot Size	MINIMUMS: REQUIRED YARD (See Ch. 115): Front	Side	Rear	MAXIMUMS: Lot Coverage	Height of Structure	Landscape Category (See Ch. 95)	Sign Category (See Ch. 100)	Required Parking Spaces (See Ch. 105)	Special Regulations (See also General Regulations)
.110	Development containing attached or stacked dwelling units and offices, restaurants or taverns, or retail uses allowed in this zone.	D.R., Chapter 142 KZC. See Gen. Reg. 6.	None	10′	0′	0′	80%	35′ to 65′ above average building elevation. See Spec. Reg. 4.	D	E	See KZC 105.25.	1. A veterinary office is not permitted in any development containing dwelling units. 2. Chapter 115 KZC contains regulations regarding home occupations and other accessory uses, facilities and activities associated with this use. 3. No more than 10 percent of the ground floor of a structure may be in residential use within 250 feet of 124th Avenue NE or NE 124th Street, provided however there shall be no such restriction on ground floor residential use in TL 6A where over 80% of the total units in the development are affordable to households earning no more than 60% of King County median income, adjusted for household size. 4. Maximum building height may exceed 35 feet above average building elevation if: a. No portion of a structure on the subject property within 40 feet of Slater Avenue exceeds 30 feet above the elevation of Slater Avenue as measured at the midpoint of the frontage of the subject property on Slater Avenue; and b. At least three stories of the building are dedicated to residential use; and c. At least 10 percent of the units provided in new residential developments of 10 units or greater are affordable housing units, as defined in Chapter 5 KZC. The number of affordable housing units is determined by rounding up to the next whole number (unit) if the fraction of the whole number is at least 0.66. An agreement in a form approved by the City must be recorded with the King County Department of Records and Elections to stipulate conditions under which required affordable housing units will remain as affordable housing units for the life of the project for rental units, and at least 30 years from the date of initial owner occupancy for ownership units. This regulation does not apply to developments which provide over 80% of their units as affordable to households earning no more than 60% of King County median income, adjusted for household size. Additional affordable housing incentives may be applicable to residential development (see Chapter 112 KZC). 5. Ancillary assembly and manufacture of goods on the premises of this use are permitted only if:

(Revised)

Zone TL 6A, 6B

USE ZONE CHART

Section 55.45	USE ⇩ / REGULATIONS ⇨	Required Review Process	MINIMUMS: Lot Size	MINIMUMS: REQUIRED YARD (See Ch. 115): Front	Side	Rear	MAXIMUMS: Lot Coverage	Height of Structure	Landscape Category (See Ch. 95)	Sign Category (See Ch. 100)	Required Parking Spaces (See Ch. 105)	Special Regulations (See also General Regulations)
		DIRECTIONS: FIRST, read down to find use...THEN, across for REGULATIONS										
.120	Wholesale Trade See Spec. Reg. 1. Packaging of Prepared Materials Wholesale Printing or Publishing Industrial Laundry Facility	D.R., Chapter 142 KZC. See Gen. Reg. 6.	None	20′	0′	0′	80%	35′ above average building elevation.	A	C	1 per each 1,000 sq. ft. of gross floor area.	1. This use is only allowed on property in TL 6A. 2. May include, as part of this use, accessory retail sales or service. 3. The building housing the use shall have been in existence on December 31, 2005, and shall not be altered, changed, or otherwise modified to accommodate the use if the cost of such alteration, change, or modification exceeds 30 percent of the replacement cost of that building. 4. The use must be discontinued when there is an alteration, change, or other work in a consecutive 12-month period to the space in which the use is located, and the cost of the alteration, change or other work exceeds 30 percent of the replacement cost of that space.
.130	Church			10′	5′ on each side	10′			C	B	1 for every 4 people based on maximum occupancy load of any area of worship. See also Spec. Reg. 2.	1. May include accessory living facilities for staff persons. 2. No parking is required for day-care or school ancillary to this use.

Section 55.45 Zone TL 6A, 6B **USE ZONE CHART**

Section 55.45	USE ⇩ / REGULATIONS ⇨	DIRECTIONS: FIRST, read down to find use...THEN, across for REGULATIONS										
		Required Review Process	MINIMUMS				MAXIMUMS		Landscape Category (See Ch. 95)	Sign Category (See Ch. 100)	Required Parking Spaces (See Ch. 105)	Special Regulations (See also General Regulations)
			Lot Size	REQUIRED YARD (See Ch. 115)			Lot Coverage	Height of Structure				
				Front	Side	Rear						
.140	School, Day-Care Center, Mini-School or Mini-Day-Care Center	D.R., Chapter 142 KZC. See Gen. Reg. 6.	None	10′	0′	0′	80%	35′ above average building elevation.	D	B	See KZC 105.25.	1. A six-foot-high fence is required only along the property lines adjacent to the outside play areas. 2. Hours of operation may be limited to reduce impacts on nearby residential uses. 3. Structured play areas must be set back from all property lines as follows: a. Twenty feet if this use can accommodate 50 or more students or children. b Ten feet if this use can accommodate 13 to 49 students or children. c. Five feet for a Mini-School or Mini-Day-Care Center. 4. An on-site passenger loading area must be provided. The City shall determine the appropriate size of the loading areas on a case-by-case basis, depending on the number of attendees and the extent of the abutting right-of-way improvements. Carpooling, staggered loading/unloading time, right-of-way improvements or other means may be required to reduce traffic impacts on nearby residential uses. 5. May include accessory living facilities for staff persons. 6. The location of parking and passenger loading areas shall be designed to reduce impacts on nearby residential uses. 7. These uses are subject to the requirements established by the Department of Social and Health Services (WAC Title 388).

Zone TL 6A, 6B

USE ZONE CHART

DIRECTIONS: FIRST, read down to find use...THEN, across for REGULATIONS

Section 55.45	USE ⇩ / REGULATIONS ⇨	Required Review Process	MINIMUMS: Lot Size	MINIMUMS: REQUIRED YARD (See Ch. 115): Front	Side	Rear	MAXIMUMS: Lot Coverage	Height of Structure	Landscape Category (See Ch. 95)	Sign Category (See Ch. 100)	Required Parking Spaces (See Ch. 105)	Special Regulations (See also General Regulations)
.150	Assisted Living Facility Convalescent Center Nursing Home			Same as the regulations for the ground floor use. See Spec. Reg. 2.						A	Assisted Living: 1.7 per independent unit. 1 per assisted living unit. Convalescent Center or Nursing Home: 1 per bed.	1. A facility that provides both independent dwelling units and assisted living units shall be processed as an assisted living facility. 2. This use may not occupy more than 10 percent of the ground floor of a structure. 3. Chapter 115 KZC contains regulations regarding home occupations and other accessory uses, facilities, and activities associated with this use.
.160	Public Utility	D.R., Chapter 142 KZC. See Gen. Reg. 6.	None	10′	0′	0′	80%	35′ above average building elevation.	A	B	See KZC 105.25.	1. Landscape Category A or B may be required depending on the type of use on the subject property and the impacts associated with the use on the nearby uses.
.170	Government Facility Community Facility								C See Spec. Reg. 1.			
.180	Public Park	Development standards will be determined on a case-by-case basis. See Chapter 49 KZC for required review process.										

Exhibit A to Staff Memo
ZON09-00006

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

MEMORANDUM

To: City Council

From: Planning Commission
Andy Held, Chair

Date: June 3, 2009

Subject: **PLANNING COMMISSION RECOMMENDATION**
ZONING CODE AMENDMENTS – TL 6A ZONE
FILE ZON09-00006

I. INTRODUCTION

I am pleased to submit, on behalf of the Planning Commission, the recommended amendments to the Zoning Code for the TL 6A zone for the consideration of the City Council. The concept for the amendments was initially discussed with the Council's Housing Committee, which supported the Planning Commission's study of the changes. The amendments will be helpful in enabling affordable housing development to locate in the zone, without a restriction on ground-floor residential use, and a requirement for higher ground floor ceiling height. We believe the proposed amendments will address the unique constraints non-profit developers often face in securing funding for affordable housing, including restrictions on the use of funds to residential use.

II. RECOMMENDATION

The Planning Commission recommends that the following amendments to the Zoning Code be approved:

A. Section 55.43 – General Regulations: Text changes to exempt affordable housing development meeting specific standards for affordability from the higher ceiling height requirement for the ground floor of structures.
B. Section 55.45.100 and 55.45.110: Revisions to exempt development providing affordable housing at the defined levels from the ground floor requirement for non-residential use.

III. KEY ISSUES

The Planning Commission discussed the proposed amendments at a study session in March, and held a public hearing on May 14th. Representatives from St. Andrews Housing Group spoke in support of the amendments. No citizens provided testimony in opposition to the changes.

When the draft amendments were presented to the Commission at the study session, staff had proposed that the exemptions apply to projects that provided at least 50% of their units as affordable. The Commission concluded that since the changes will allow residential use on the ground floor in a

zone where retail uses are also desired, the amendment should be more limited, to ensure that only those projects that are almost exclusively affordable would be eligible for the exemption. Staff revised the text to apply to housing development in which 80% or more of the units are affordable.

At the hearing, some Commissioners questioned the proposed change to the ground floor ceiling height requirement. Since the ceiling height requirement of 15′ for the ground floor of structures in the TL 6A zone was originally established to ensure that the space would be appropriate for retail use, some Commissioners wondered if the higher ceiling height should be retained in the event the housing use converted to another use. Representatives from ARCH clarified that the affordable housing agreements that would be placed on the project would be in effect for 50 years, likely beyond the life of the development.

In addition, the St. Andrews representatives provided testimony regarding the importance of allowing affordable housing projects to be exempt from this ceiling height requirement. For their project, St. Andrews hopes to use the existing plans for a former market-rate project currently under City review. If the ceiling height is not required to be 15′, the building can be viewed as having four stories of residential use over one floor of basement, enabling it to qualify as residential construction under the Davis Bacon Act for wage determination. The Davis Bacon Act uses the location of the main entrance to determine the first floor of a building. Since the St. Andrews building has been designed to locate the main entrance on the floor above the basement, it meets the standard for residential classification. If the ground floor is required to have a ceiling height of 15′, additional burying of the ground floor would be necessary due to the very narrow project site. Either the cost of additional excavation, or the change in classification to "commercial" if the ground floor were to be viewed as a first story, would result in substantial extra costs for the non-profit organization. Prevailing wages for commercial construction are considerably higher than those for residential construction. In the end, the Commission supported the changes.

cc: ZON09-00006
ARCH, ASullivan@bellevuewa.gov and KNijhuis@bellevuewa.gov
St. Andrews Housing Group, Eric Evans, erice@sahg.org

ORDINANCE NO. 4194

AN ORDINANCE OF THE CITY OF KIRKLAND RELATING TO ZONING, PLANNING, AND LAND USE AND AMENDING ORDINANCE 3719 AS AMENDED, THE KIRKLAND ZONING ORDINANCE AND APPROVING A SUMMARY ORDINANCE FOR PUBLICATION, FILE NO. ZON09-00006.

WHEREAS, the City Council has received a recommendation from the Kirkland Planning Commission to amend certain sections of the text of the Kirkland Zoning Code, Ordinance 3719 as amended, all as set forth in that certain report and recommendation of the Planning Commission dated June 3, 2009 and bearing Kirkland Department of Planning and Community Development File No. ZON09-00006; and

WHEREAS, prior to making said recommendation, the Kirkland Planning Commission, following notice thereof as required by RCW 35A.63.070, on May 14, 2009, held a public hearing, on the amendment proposals and considered the comments received at said hearing; and

WHEREAS, pursuant to the State Environmental Policy Act (SEPA), there has accompanied the legislative proposal and recommendation through the entire consideration process, a SEPA Addendum to Existing Environmental Documents issued by the responsible official pursuant to WAC 197-11-600; and

WHEREAS, in regular public meeting the City Council considered the environmental documents received from the responsible official, together with the report and recommendation of the Planning Commission.

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

Section 1. Zoning text amended: The following specified sections of the text of Ordinance 3719 as amended, the Kirkland Zoning Ordinance, be and they hereby are amended to read as follows:

As set forth in Attachment A attached to this ordinance and incorporated by reference.

Section 2. If any section, subsection, sentence, clause, phrase, part or portion of this ordinance, including those parts adopted by reference, is for any reason held to be invalid or unconstitutional by any court of competent jurisdiction, such decision shall not affect the validity of the remaining portions of this ordinance.

Section 3. This ordinance shall be in full force and effect five days from and after its passage by the Kirkland City Council and publication, pursuant to Kirkland Municipal Code 1.08.017, in the summary form attached to the original of this ordinance and by this reference approved by the City Council, as required by law.

Section 4. A complete copy of this ordinance shall be certified by the City Clerk, who shall then forward the certified copy to the King County Department of Assessments.

PASSED by majority vote of the Kirkland City Council in open meeting this _____ day of _____, 20__.

SIGNED IN AUTHENTICATION thereof this _____ day of _____, 20__.

_____
Mayor

Attest:

_____
City Clerk

Approved as to Form:

_____
City Attorney

55.41 User Guide. The charts in KZC 55.45 contain the basic zoning regulations that apply in the TL 6A and TL 6B zones of the City. Use these charts by reading down the left hand column entitled Use. Once you locate the use in which you are interested, read across to find the regulations that apply to that use.

Section 55.43

Zone TL 6A, 6B

Section 55.43 – GENERAL REGULATIONS

The following regulations apply to all uses in this zone unless otherwise noted:

1. Refer to Chapter 1 KZC to determine what other provisions of this code may apply to the subject property.

2. Where feasible, primary access for nonresidential uses within TL 6 shall be from 124th Avenue NE, NE 124th Street, or NE 120th Street.

3. The ground floor of all structures with frontage on a pedestrian or vehicular circulation route, or adjacent to a pedestrian-oriented space shall be a minimum of 15 feet in height. This requirement does not apply to:
   a. The following uses: vehicle service stations, private lodges or clubs, stacked dwelling units, churches, schools, day-care centers, mini-schools or mini-day-care centers, assisted living facilities, convalescent centers or nursing homes, residential development in TL 6A where over 80% of the total units in the development are affordable to households earning no more than 60% of King County median income, public utilities, government facilities or community facilities;
   b. Parking garages;
   c. Additions to existing nonconforming development where the Planning Official determines it is not feasible; or
   d. Parcels located more than 500 feet north of NE 124th Street, east of 116th Avenue NE.

4. Within TL 6B, at least 50 percent of the gross floor area located on the ground floor of all structures with frontage on a pedestrian or vehicular route, or adjacent to a pedestrian-oriented space, must contain retail establishments, restaurants, taverns, hotels or motels. These uses shall be oriented to a major pedestrian sidewalk, a through block pedestrian pathway or an internal pathway (see also Chapter 105 KZC). This regulation does not apply to parcels located more than 500 feet north of NE 124th Street, east of 116th Avenue NE (see Plate 34G).

5. In addition to the height exceptions established by KZC 115.60, the following exceptions to height regulations in TL zones are established:
   a. Decorative parapets may exceed the height limit by a maximum of four feet; provided, that the average height of the parapet around the perimeter of the structure shall not exceed two feet.
   b. For structures with a peaked roof, the peak may extend eight feet above the height limit if the slope of the roof is equal to or greater than four feet vertical to 12 feet horizontal.

6. The review process for development in this zone is as follows:
   a. In TL 6A, any development activities requiring Design Review approval pursuant to KZC 142.15 shall be reviewed administratively (ADR), pursuant to KZC 142.25. Where gross floor area of an existing building is expanded by less than 10 percent, no design review is required.
   b. In TL 6B, as set forth in Chapter 142 KZC.

7. Access for drive-through facilities must be approved by the Public Works Official. See Chapter 105 KZC for requirements.

8. Some development standards or design regulations may be modified as part of the design review process. See Chapter 92 or 142 KZC for requirements.

(GENERAL REGULATIONS CONTINUED ON NEXT PAGE)

(GENERAL REGULATIONS CONTINUED FROM PREVIOUS PAGE)

9. In TL 6B, development must provide a grid of internal access roads (see Plate 34G) pursuant to the following standards:
   a. A centralized east-west connection that forms the spine for the site. Such a connection would reduce the need for vehicular circulation on NE 124th Street.
   b. Two to three north-south connections from NE 124th Street to the east-west connection noted above. A desirable distance between access roads is between 250 and 300 feet. The maximum allowable distance between access roads shall be 350 feet. These may be public or private streets. Wider separation (up to 500 feet) may be considered where properties dedicate a minimum 30-foot-wide public pedestrian corridor.
   c. Suggested cross-sections for each of these roads:
      1) Two travel lanes (one lane each way);
      2) On-street parallel parking;
      3) Eight- to 12-foot-wide sidewalks on each side of the street with street trees placed 30 feet on-center. Sidewalk width may be reduced where planting strips (minimum four feet wide) are maintained between the street and sidewalk.

      The above access roads may be private or public.

10. The applicant shall install a through-block pathway or other pathways to link streets and/or activities. (See Plate 34G). Include at least one mid-block east-west pathway connecting uses to 116th Avenue NE and a network of north-south pathways at intervals no greater than 350 feet that link uses to NE 124th Street. Through-block pathways may be integrated with internal access roads and/or provided within separate pedestrian-only corridors. See KZC 105.19(3) for through-block pathway standards. Additional through-block pathways not shown in the Comprehensive Plan may be required by the City on parcels larger than two acres in order to enhance pedestrian access on large sites.

Section 55.45 Zone TL 6A, 6B **U S E Z O N E C H A R T**

0-4194

DIRECTIONS: FIRST, read down to find use...THEN, across for REGULATIONS

Section 55.45	USE ⇩ / REGULATIONS ⇨	Required Review Process	MINIMUMS: Lot Size	MINIMUMS: REQUIRED YARD (See Ch. 115) Front	Side	Rear	MAXIMUMS: Lot Coverage	Height of Structure	Landscape Category (See Ch. 95)	Sign Category (See Ch. 100)	Required Parking Spaces (See Ch. 105)	Special Regulations (See also General Regulations)
.010	Vehicle Service Station	D.R., Chapter 142 KZC. See Gen. Reg. 6.	22,500 sq. ft.	40′	15′ on each side	15′	80%	35′ above average building elevation.	A	E	See KZC 105.25.	1. May not be more than two vehicle service stations at any intersection. 2. Gas pump islands may extend 20 feet into the front yard. Canopies or covers over gas pump islands may not be closer than 10 feet to any property line. Outdoor parking and service areas may not be closer than 10 feet to any property line. See KZC 115.105, Outdoor Use, Activity and Storage, for further regulations.
				See Spec. Reg. 2.								
.020	A Retail Establishment providing vehicle or boat sales or vehicle or boat service or repair. See Spec. Reg. 3.		None	10′	0′	0′						1. This use is not permitted in the TL 6B zone. 2. Outdoor vehicle or boat parking or storage areas must be buffered as required for a parking area in Chapter 105 KZC. See KZC 115.105, Outdoor Use, Activity and Storage, for further regulations. 3. Vehicle and boat rental and used vehicles or boat sales are allowed as part of this use.
.030	Restaurant or Tavern								B		1 per each 100 sq. ft. of gross floor area.	1. For restaurants with drive-in or drive-through facilities: a. One outdoor waste receptacle shall be provided for every eight parking stalls. b. Access for drive-through facilities shall be approved by the Public Works Department. Drive-through facilities shall be designed so that vehicles will not block traffic in the right-of-way while waiting in line to be served.
.040	A Retail Establishment providing storage services. See also Spec. Reg. 1.										See KZC 105.25.	1. May include accessory living facilities for resident security manager.

Zone TL 6A, 6B

USE ZONE CHART

0-4194

Section 55.45	USE ⇩ / REGULATIONS ⇨	Required Review Process	MINIMUMS: Lot Size	MINIMUMS: REQUIRED YARD (See Ch. 115): Front	Side	Rear	MAXIMUMS: Lot Coverage	Height of Structure	Landscape Category (See Ch. 95)	Sign Category (See Ch. 100)	Required Parking Spaces (See Ch. 105)	Special Regulations (See also General Regulations)
		DIRECTIONS: FIRST, read down to find use...THEN, across for REGULATIONS										
.050	Any Retail Establishment, other than those specifically listed in this zone, selling goods, or providing services including banking and related financial services	D.R., Chapter 142 KZC. See Gen. Reg. 6.	None	10′	0′	0′	80%	35′ above average building elevation.	B	E	1 per each 300 sq. ft. of gross floor area.	1. Ancillary assembly and manufacture of goods on the premises of this use are permitted only if: a. The assembled or manufactured goods are directly related to and are dependent upon this use, and are available for purchase and removal from the premises. b. The outward appearance and impacts of this use with ancillary assembly or manufacturing activities must be no different from other retail uses. 2. A delicatessen, bakery, or other similar use may include, as part of the use, accessory seating if: a. The seating and associated circulation area does not exceed more than 10 percent of the gross floor area of the use; and b. It can be demonstrated to the City that the floor plan is designed to preclude the seating area from being expanded.

Zone TL 6A, 6B

USE ZONE CHART

DIRECTIONS: FIRST, read down to find use...THEN, across for REGULATIONS

Section 55.45	USE ⇩ / REGULATIONS ⇨	Required Review Process	MINIMUMS: Lot Size	MINIMUMS: REQUIRED YARD (See Ch. 115): Front	Side	Rear	MAXIMUMS: Lot Coverage	Height of Structure	Landscape Category (See Ch. 95)	Sign Category (See Ch. 100)	Required Parking Spaces (See Ch. 105)	Special Regulations (See also General Regulations)
.060	Office Use	D.R., Chapter 142 KZC. See General Regulation 6.	None	10′	0′	0′	80%	35′ above average building elevation.	C	D	If a medical, dental or veterinary office, then 1 per each 200 sq. ft. of gross floor area. Otherwise, 1 per each 300 sq. ft. of gross floor area.	1. The following regulations apply to veterinary offices only: a. May only treat small animals on the subject property. b. Outside runs and other outside facilities for the animals are not permitted. c. Site must be designed so that noise from this use will not be audible off the subject property. A certification to this effect, signed by an acoustical engineer, must be submitted with the development permit application. 2. Ancillary assembly and manufacture of goods on the premises of this use are permitted only if: a. The ancillary assembled or manufactured goods are subordinate to and dependent on this use. b. The outward appearance and impacts of this use with ancillary assembly or manufacturing activities must be no different from other office uses.
.070	Hotel or Motel								B	E	1 per each room. See also Spec. Reg. 2.	1. May include ancillary meeting and convention facilities. 2. Excludes parking requirements for ancillary meeting and convention facilities. Additional parking requirement for these ancillary uses shall be determined on a case-by-case basis.
.080	A Retail Establishment providing entertainment, recreational or cultural activities										1 per every 4 fixed seats.	
.090	Private Lodge or Club								C	B	1 per each 300 sq. ft. of gross floor area.	

Zone TL 6A, 6B

USE ZONE CHART

DIRECTIONS: FIRST, read down to find use...THEN, across for REGULATIONS

Section 55.45	USE ⇩	REGULATIONS ⇨	Required Review Process	MINIMUMS: Lot Size	MINIMUMS: REQUIRED YARD (See Ch. 115): Front	Side	Rear	MAXIMUMS: Lot Coverage	Height of Structure	Landscape Category (See Ch. 95)	Sign Category (See Ch. 100)	Required Parking Spaces (See Ch. 105)	Special Regulations (See also General Regulations)
.100	Attached or Stacked Dwelling Units. See Spec. Reg. 1.		D.R., Chapter 142 KZC. See General Regulation 6.	None	10′	0′	0′	80%	35′ to 65′ above average building elevation. See Spec. Reg. 2.	D	A	See KZC 105.25.	1. On parcels abutting NE 124th Street or 124th Avenue NE, no more than 10 percent of the ground floor of a structure may be in residential use within 250 feet of these streets, provided however there shall be no such restriction on ground floor residential use in TL 6A where over 80% of the total units in the development are affordable to households earning no more than 60% of King County median income, adjusted for household size. 2. Maximum building height may exceed 35 feet above average building elevation if: a. No portion of a structure on the subject property within 40 feet of Slater Avenue exceeds 30 feet above the elevation of Slater Avenue as measured at the midpoint of the frontage of the subject property on Slater Avenue; and b. At least 10 percent of the units provided in new residential developments of 10 units or greater are affordable housing units, as defined in Chapter 5 KZC. The number of affordable housing units is determined by rounding up to the next whole number (unit) if the fraction of the whole number is at least 0.66. An agreement in a form approved by the City must be recorded with the King County Department of Records and Elections to stipulate conditions under which required affordable housing units will remain as affordable housing units for the life of the project for rental units, and at least 30 years from the date of initial owner occupancy for ownership units. This regulation does not apply to developments which provide over 80% of their units as affordable to households earning no more than 60% of King County median income, adjusted for household size. Additional affordable housing incentives may be applicable to residential development (see Chapter 112 KZC). 3. Chapter 115 KZC contains regulations regarding home occupations and other accessory uses, facilities and activities associated with this use.

Section 55.45 Zone TL 6A, 6B

USE ZONE CHART

DIRECTIONS: FIRST, read down to find use...THEN, across for REGULATIONS

Section 55.45	USE ⇩ / REGULATIONS ⇨	Required Review Process	MINIMUMS: Lot Size	MINIMUMS: REQUIRED YARD (See Ch. 115): Front	Side	Rear	MAXIMUMS: Lot Coverage	Height of Structure	Landscape Category (See Ch. 95)	Sign Category (See Ch. 100)	Required Parking Spaces (See Ch. 105)	Special Regulations (See also General Regulations)
.110	Development containing attached or stacked dwelling units and offices, restaurants or taverns, or retail uses allowed in this zone.	D.R., Chapter 142 KZC. See Gen. Reg. 6.	None	10′	0′	0′	80%	35′ to 65′ above average building elevation. See Spec. Reg. 4.	D	E	See KZC 105.25.	1. A veterinary office is not permitted in any development containing dwelling units. 2. Chapter 115 KZC contains regulations regarding home occupations and other accessory uses, facilities and activities associated with this use. 3. No more than 10 percent of the ground floor of a structure may be in residential use within 250 feet of 124th Avenue NE or NE 124th Street, provided however there shall be no such restriction on ground floor residential use in TL 6A where over 80% of the total units in the development are affordable to households earning no more than 60% of King County median income, adjusted for household size. 4. Maximum building height may exceed 35 feet above average building elevation if: a. No portion of a structure on the subject property within 40 feet of Slater Avenue exceeds 30 feet above the elevation of Slater Avenue as measured at the midpoint of the frontage of the subject property on Slater Avenue; and b. At least three stories of the building are dedicated to residential use; and c. At least 10 percent of the units provided in new residential developments of 10 units or greater are affordable housing units, as defined in Chapter 5 KZC. The number of affordable housing units is determined by rounding up to the next whole number (unit) if the fraction of the whole number is at least 0.66. An agreement in a form approved by the City must be recorded with the King County Department of Records and Elections to stipulate conditions under which required affordable housing units will remain as affordable housing units for the life of the project for rental units, and at least 30 years from the date of initial owner occupancy for ownership units. This regulation does not apply to developments which provide over 80% of their units as affordable to households earning no more than 60% of King County median income, adjusted for household size. Additional affordable housing incentives may be applicable to residential development (see Chapter 112 KZC). 5. Ancillary assembly and manufacture of goods on the premises of this use are permitted only if:

Zone TL 6A, 6B

USE ZONE CHART

DIRECTIONS: FIRST, read down to find use...THEN, across for REGULATIONS

Section 55.45	USE ⇩ / REGULATIONS ⇨	Required Review Process	MINIMUMS: Lot Size	MINIMUMS: REQUIRED YARD (See Ch. 115): Front	Side	Rear	MAXIMUMS: Lot Coverage	Height of Structure	Landscape Category (See Ch. 95)	Sign Category (See Ch. 100)	Required Parking Spaces (See Ch. 105)	Special Regulations (See also General Regulations)
.120	Wholesale Trade See Spec. Reg. 1. Packaging of Prepared Materials Wholesale Printing or Publishing Industrial Laundry Facility	D.R., Chapter 142 KZC. See Gen. Reg. 6.	None	20′	0′	0′	80%	35′ above average building elevation.	A	C	1 per each 1,000 sq. ft. of gross floor area.	1. This use is only allowed on property in TL 6A. 2. May include, as part of this use, accessory retail sales or service. 3. The building housing the use shall have been in existence on December 31, 2005, and shall not be altered, changed, or otherwise modified to accommodate the use if the cost of such alteration, change, or modification exceeds 30 percent of the replacement cost of that building. 4. The use must be discontinued when there is an alteration, change, or other work in a consecutive 12-month period to the space in which the use is located, and the cost of the alteration, change or other work exceeds 30 percent of the replacement cost of that space.
.130	Church			10′	5′ on each side	10′			C	B	1 for every 4 people based on maximum occupancy load of any area of worship. See also Spec. Reg. 2.	1. May include accessory living facilities for staff persons. 2. No parking is required for day-care or school ancillary to this use.

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Section 55.45 Zone TL 6A, 6B

USE ZONE CHART

Section 55.45	USE ⇩ / REGULATIONS ⇨	Required Review Process	MINIMUMS: Lot Size	MINIMUMS: REQUIRED YARD (See Ch. 115): Front	Side	Rear	MAXIMUMS: Lot Coverage	Height of Structure	Landscape Category (See Ch. 95)	Sign Category (See Ch. 100)	Required Parking Spaces (See Ch. 105)	Special Regulations (See also General Regulations)
		DIRECTIONS: FIRST, read down to find use...THEN, across for REGULATIONS										
.140	School, Day-Care Center, Mini-School or Mini-Day-Care Center	D.R., Chapter 142 KZC. See Gen. Reg. 6.	None	10′	0′	0′	80%	35′ above average building elevation.	D	B	See KZC 105.25.	1. A six-foot-high fence is required only along the property lines adjacent to the outside play areas. 2. Hours of operation may be limited to reduce impacts on nearby residential uses. 3. Structured play areas must be set back from all property lines as follows: a. Twenty feet if this use can accommodate 50 or more students or children. b Ten feet if this use can accommodate 13 to 49 students or children. c. Five feet for a Mini-School or Mini-Day-Care Center. 4. An on-site passenger loading area must be provided. The City shall determine the appropriate size of the loading areas on a case-by-case basis, depending on the number of attendees and the extent of the abutting right-of-way improvements. Carpooling, staggered loading/unloading time, right-of-way improvements or other means may be required to reduce traffic impacts on nearby residential uses. 5. May include accessory living facilities for staff persons. 6. The location of parking and passenger loading areas shall be designed to reduce impacts on nearby residential uses. 7. These uses are subject to the requirements established by the Department of Social and Health Services (WAC Title 388).

Zone TL 6A, 6B

USE ZONE CHART

DIRECTIONS: FIRST, read down to find use...THEN, across for REGULATIONS

Section 55.45	USE ⇩ / REGULATIONS ⇨	Required Review Process	MINIMUMS: Lot Size	MINIMUMS: REQUIRED YARD (See Ch. 115): Front	Side	Rear	MAXIMUMS: Lot Coverage	Height of Structure	Landscape Category (See Ch. 95)	Sign Category (See Ch. 100)	Required Parking Spaces (See Ch. 105)	Special Regulations (See also General Regulations)
.150	Assisted Living Facility Convalescent Center Nursing Home			Same as the regulations for the ground floor use. See Spec. Reg. 2.						A	Assisted Living: 1.7 per independent unit. 1 per assisted living unit. Convalescent Center or Nursing Home: 1 per bed.	1. A facility that provides both independent dwelling units and assisted living units shall be processed as an assisted living facility. 2. This use may not occupy more than 10 percent of the ground floor of a structure. 3. Chapter 115 KZC contains regulations regarding home occupations and other accessory uses, facilities, and activities associated with this use.
.160	Public Utility	D.R., Chapter 142 KZC. See Gen. Reg. 6.	None	10′	0′	0′	80%	35′ above average building elevation.	A	B	See KZC 105.25.	1. Landscape Category A or B may be required depending on the type of use on the subject property and the impacts associated with the use on the nearby uses.
.170	Government Facility Community Facility								C See Spec. Reg. 1.			
.180	Public Park	Development standards will be determined on a case-by-case basis. See Chapter 49 KZC for required review process.										

PUBLICATION SUMMARY
OF ORDINANCE NO. 4194

AN ORDINANCE OF THE CITY OF KIRKLAND RELATING TO ZONING, PLANNING, AND LAND USE AND AMENDING ORDINANCE 3719 AS AMENDED, THE KIRKLAND ZONING ORDINANCE AND APPROVING A SUMMARY ORDINANCE FOR PUBLICATION, FILE NO. ZON09-00006.

SECTION 1. Amends the following specific sections of the text of Ordinance 3719 as amended, the Kirkland Zoning Ordinance:

A. Amends text in Section 55.43 – General Regulations
B. Amends text in Sections 55.45.100 and 55.45.110 – Special Regulations

SECTION 2. Provides a severability clause for the ordinance.

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

SECTION 4. Provides for certification of the ordinance by City Clerk and notification of King County Department of Assessments.

The full text of this Ordinance will be mailed without charge to any person upon request made to the City Clerk for the City of Kirkland. The Ordinance was passed by the Kirkland City Council at its meeting on the ____ day of _____, 20__.

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

_____
City Clerk