



# CITY OF KIRKLAND CITY COUNCIL

Penny Sweet, Mayor • Jay Arnold, Deputy Mayor • Dave Asher • Kelli Curtis  
Tom Neir • Toby Nixon • Jon Pascal • Kurt Triplett, City Manager

## *Vision Statement*

*Kirkland is one of the most livable cities in America. We are a vibrant, attractive, green and welcoming place to live, work and play. Civic engagement, innovation and diversity are highly valued. We are respectful, fair and inclusive. We honor our rich heritage while embracing the future. Kirkland strives to be a model, sustainable city that values preserving and enhancing our natural environment for our enjoyment and future generations.*

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## AGENDA KIRKLAND CITY COUNCIL MEETING City Council Chamber Tuesday, May 21, 2019 6:00 p.m. – Study Session 7:30 p.m. – Regular Meeting

COUNCIL AGENDA materials are available on the City of Kirkland website [www.kirklandwa.gov](http://www.kirklandwa.gov). Information regarding specific agenda topics may also be obtained from the City Clerk's Office on the Friday preceding the Council meeting. You are encouraged to call the City Clerk's Office (425-587-3190) or the City Manager's Office (425-587-3001) if you have any questions concerning City Council meetings, City services, or other municipal matters. The City of Kirkland strives to accommodate people with disabilities. Please contact the City Clerk's Office at 425-587-3190. If you should experience difficulty hearing the proceedings, please bring this to the attention of the Council by raising your hand.

**PLEASE CALL 48 HOURS IN ADVANCE** (425-587-3190) if you require this content in an alternate format or if you need a sign language interpreter in attendance at this meeting.

**EXECUTIVE SESSIONS** may be held by the City Council only for the purposes specified in RCW 42.30.110. These include buying and selling real property, certain personnel issues, and litigation. The Council is permitted by law to have a closed meeting to discuss labor negotiations, including strategy discussions.

**ITEMS FROM THE AUDIENCE** provides an opportunity for members of the public to address the Council on any subject which is not of a quasi-judicial nature or scheduled for a public hearing. (Items which may not be addressed under Items from the Audience are indicated by an asterisk\*.) The Council will receive comments on other issues, whether the matter is otherwise on the agenda for the same meeting or not. Speaker's remarks will be limited to three minutes apiece. No more than three speakers may address the Council on any one subject. However, if both proponents and opponents wish to speak, then up to three proponents and up to three opponents of the matter may address the Council.

**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.

1. *CALL TO ORDER*
2. *ROLL CALL*
3. *STUDY SESSION*
  - a. Integrated Pest Management
4. *EXECUTIVE SESSION*
  - a. To Discuss Potential Litigation
5. *HONORS AND PROCLAMATIONS*
  - a. Public Works Week Proclamation
  - b. Safe Boating Week Proclamation
6. *COMMUNICATIONS*
  - a. *Announcements*
  - b. *Items from the Audience*
  - c. *Petitions*
7. *PUBLIC HEARINGS*

**\*QUASI-JUDICIAL MATTERS** Public comments are not taken on quasi-judicial matters, where the Council acts in the role of judges. The Council is legally required to decide the issue based solely upon information contained in the public record and obtained at special public hearings before the Council. The public record for quasi-judicial matters is developed from testimony at earlier public hearings held before a Hearing Examiner, the Houghton Community Council, or a city board or commission, as well as from written correspondence submitted within certain legal time frames. There are special guidelines for these public hearings and written submittals.

**8. SPECIAL PRESENTATIONS**

- a. MUNIS Update

**9. CONSENT CALENDAR**

- a. *Approval of Minutes*

- (1) May 7, 2019

- b. *Audit of Accounts and Payment of Bills and Payroll*

- c. *General Correspondence*

- d. *Claims*

- (1) Claims for Damages

- e. *Award of Bids*

- (1) CKC Surfacewater Headwall Project

- (2) Parks Maintenance Center Project

- f. *Acceptance of Public Improvements and Establishing Lien Period*

- (1) 120<sup>th</sup> Avenue N.E. Watermain and Stormwater Pipe Improvements

- (2) City Hall South Parking Lot

- g. *Approval of Agreements*

- h. *Other Items of Business*

- (1) 2018 Code Enforcement Annual Report

- (2) 2019 City Council Calendar Adjustments

- (3) Funding Authorization for the Regional Census Fund

- (4) Ordinance O-4688, Amending Kirkland Municipal Code Section 3.80.070 to Provide for Alternative Employee Pay Dates

- (5) Surplus of Equipment Rental Vehicles/Equipment

**10. BUSINESS**

- a. Cross Kirkland Corridor Historic Depot Site Project Options

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

**ORDINANCES** are legislative acts or local laws. They are the most permanent and binding form of Council action, and may be changed or repealed only by a subsequent ordinance. Ordinances normally become effective five days after the ordinance is published in the City's official newspaper.

- b. Eastside Rail Corridor Brand Launch and Funding Commission

**CITY COUNCIL COMMITTEE**  
agendas and minutes are posted on  
the City of Kirkland website,  
[www.kirklandwa.gov](http://www.kirklandwa.gov).

*11. REPORTS*

- a. *City Council Regional and Committee Reports*

- b. *City Manager Reports*

- (1) Calendar Update

*12. ITEMS FROM THE AUDIENCE*

*13. ADJOURNMENT*

**ITEMS FROM THE AUDIENCE**  
Unless it is 10:00 p.m. or later,  
speakers may continue to address  
the Council during an additional  
Items from the Audience period;  
provided, that the total amount of  
time allotted for the additional Items  
from the Audience period shall not  
exceed 15 minutes. A speaker who  
addressed the Council during the  
earlier Items from the Audience  
period may speak again, and on the  
same subject, however, speakers  
who have not yet addressed the  
Council will be given priority. All  
other limitations as to time, number  
of speakers, quasi-judicial matters,  
and public hearings discussed above  
shall apply.

**CITY OF KIRKLAND**

Department of Public Works

123 Fifth Avenue, Kirkland, WA 98033 425.587.3800

www.kirklandwa.gov

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**MEMORANDUM**

**To:** Kurt Triplett, City Manager

**From:** Kathy Brown, Public Works Director  
Lynn Zwaagstra, Parks and Community Services Director

**Date:** May 9, 2019

**Subject:** Integrated Pest Management

**RECOMMENDATION:**

City Council participates in a study session about the City's Integrated Pest Management (IPM) Program that governs use of physical, mechanical and chemical strategies to control vegetation and pests. Kirkland's policy is to minimize the use and frequency of pesticide (including herbicide) application whenever possible on lands that the City owns or manages. The purpose of the study session is for the Council to receive background on current City policies and practices and to identify additional information required for Council to evaluate current vegetation and pest management strategies and consider alternatives at a future Council meeting.

**BACKGROUND AND DISCUSSION:**

With the onset of spring and the prolific growth of vegetation, City crews are now in the midst of work associated with tending Kirkland parks, facilities, rights-of-way, roads, and public spaces. Mowing, pruning, weeding, raking, and many other tasks associated with vegetation management are increasingly visible throughout the City as the weather warms. While it is only a small part of how City crews combat undesired plant growth, the use of chemicals in vegetation management presents itself again in community discussions. Much of the conversation is generated by the highly visible signs that City staff post whenever pesticides/herbicides are used. The urgency of this topic has been heightened by national media stories about court decisions regarding the use of glyphosphate, the primary active ingredient in Roundup. The City of Kirkland uses some products that contain glyphosphate as part of the IPM program. The Kirkland products used are currently approved by the U.S. Environmental Protection Agency and the State Department of Ecology. This study session offers the opportunity to revisit and evaluate City vegetation management policies, requirements, levels of service, and resource allocation.

The City Departments of Public Works and Parks and Community Services (and to a small extent, the Facilities Division) share the role of vegetation management within the City. With more than 580 acres of parks and open spaces; 250 miles of public roads; and all the City's

public sidewalks, pathways, buildings and facilities to tend to, vegetation management is a significant undertaking for City staff. In addition, numerous open waterways and lakes, public use and interactions, and vehicular traffic patterns call for staff to utilize a variety of techniques to tend to vegetation. Over the years, the City has developed targeted and specific techniques that align with industry best practices for vegetation management.

It is important for the public to know that nearly all vegetation management done in Kirkland is for the safety of residents, visitors, and businesses or to improve the ecological health of Kirkland's natural resources. Kirkland staff evaluate all vegetation management strategies through the framework of minimizing risk to people (residents and employees), animals (pets and wildlife) and the environment. Strategies are implemented based on impacts to human health, ecology, feasibility and cost-effectiveness.

Vegetation management includes the care and treatment of desired vegetation within sport/play fields, natural environments, landscaped medians, tree canopies, and along roads and sidewalks. Vegetation management also strives towards elimination of undesired vegetation/pests, such as noxious weeds and destructive insects, that may harm City residents and pets, impact infrastructure, degrade natural resources, or impede safe travel. In Kirkland, vegetation management includes many available strategies including minimal use of chemicals employing what is known as Integrated Pest Management (IPM).

A detailed description of the City's IPM program for vegetation management, including strategies, locations, products, safety, research, and public education, can be found in the accompanying document: *Introductory Overview of Integrated Pest Management – Vegetation Management* drafted in May, 2019 (Attachment 1). Kirkland constantly strives to minimize the use of chemicals in pest management. The Council recently approved additional resources in the 2019-2020 budget to allow Park Maintenance and Green Kirkland staff to further reduce the use of herbicides in City parks.

### **Recent Glyphosate Court Cases and Media Accounts**

Over the years there has been ongoing public inquiry regarding the safety of chemical control methods, in particular the use of glyphosate (which is found in various herbicides including Roundup), for vegetation management. Scientific reports and studies related to health impacts of glyphosate are currently mixed. At the same time, the U.S. Environmental Protection Agency (EPA) and Washington Department of Ecology (Ecology) have issued guidelines related to the safe application of this product.

Thousands of individuals have filed suit against Monsanto Company, the manufacturer of Roundup, alleging that glyphosate causes cancer. Several verdicts have been returned finding liability against Monsanto for between \$78-\$80 million dollars. These verdicts are currently on appeal. The latest verdict found Monsanto liable for \$2 billion under the "failure to warn" doctrine; perhaps importantly, the jury did not conclude that the plaintiff had established a causal link between Roundup and cancer, simply that Monsanto had failed to warn the plaintiff that glyphosate could contribute to cancer. This verdict, much of it punitive in nature, will also be appealed.

The City Attorney's Office is not aware of any lawsuits against a municipality based upon the use of Roundup/glyphosate as directed by the manufacturer. The City Attorney queried the Washington Cities Insurance Agency (WCIA), which insures Kirkland, for liability and best

practices guidance regarding the use of products containing glyphosphate. The WCIA is aware of the recent court cases but is not taking a position either way on the issue at this time.

In the past, the EPA has reviewed studies regarding glyphosate and previously determined each time that there was no or insufficient evidence that glyphosate causes cancer when used as directed by the manufacturer. The EPA, however, is currently in the process of again assessing the risk of glyphosate and is expected to release its new assessment sometime in 2019. Either EPA or Ecology have the authority to ban or issue a caution against using glyphosphate. If that occurs, then the City would comply with the EPA and/or Ecology determination.

### **LOOKING FORWARD**

Council may wish to consider the following questions at this time:

- Does the City Council want staff to identify additional alternatives to chemical treatment and costs associated with those alternatives?
- Is the City currently providing appropriate levels of vegetation management on City-owned facilities and rights-of-way?
- Should the City consider stronger enforcement of ordinances requiring adjacent property owners to maintain rights-of-way and/or their private property?

### **Attachments:**

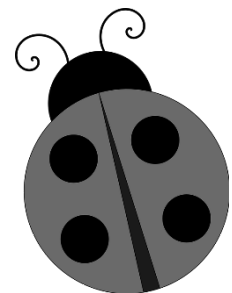
1. City of Kirkland Introductory Overview of Integrated Pest Management – Vegetation Management
2. 2019 King County Noxious Weed List



MAY 2019

# INTRODUCTORY OVERVIEW OF INTEGRATED PEST MANAGEMENT – Vegetation Management

PREPARED BY AN INTERDEPARTMENTAL TEAM INCLUDING PUBLIC  
WORKS AND PARKS AND COMMUNITY SERVICES



## TABLE OF CONTENTS

Executive Summary.....	Pg. 3
Integrated Pest Management.....	Pgs. 4-5
2019 King County Noxious Weeds.....	Pg. 6
Importance of Weed and Pest Management .....	Pg. 7
Weed and Pest Management Strategies.....	Pgs. 8 – 17
Chemical Control Locations.....	Pgs. 10 – 13
Chemical Control Strategies.....	Pg. 14
Herbicides Utilized and Applications in 2018.....	Pgs. 15 – 16
Product Comparison .....	Pg. 16
Herbicide Safety.....	Pg. 17
Weed and Pest Management Outreach and Education .....	Pgs. 18 – 19
Select Articles and Research .....	Pg. 20
Looking Forward .....	Pg. 20
For More Information .....	Pg. 20



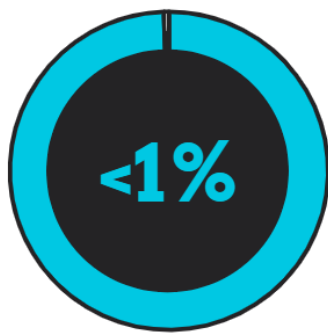
## EXECUTIVE SUMMARY

Kirkland adopted an Integrated Pest Management (IPM) Program in 2015. Through this program, the City implements a wide range of techniques, including physical (e.g., hand-pulling weeds), mechanical (mowing), and chemical strategies, to manage vegetation while minimizing risks to people, animals, and the environment.

**It is the City of Kirkland’s policy to minimize the use and frequency of pesticide (including herbicide) application whenever possible** on lands that the City owns or manages. However, for certain types of weeds and site conditions, such as fence lines, guardrails, sidewalks, and curb lines, chemical application is the best control option. In these cases, licensed City staff follow all laws and regulations as well as the City of Kirkland Pesticide Application Guidelines/Policy.

When pesticides are used, application is timed to minimize human, pet, and environmental exposure, as well as to minimize potential interaction with pollinators. Spot application (vs. broadcasting) limits where pesticides come in contact with vegetation. Clear signage points to where pesticides have been applied so that City residents and visitors can opt to avoid treated areas.

More information regarding the City of Kirkland’s approach to vegetation management can be found at [www.kirklandwa.gov/weeds](http://www.kirklandwa.gov/weeds). As we update and refine our Integrated Pest Management Program, we will post additional materials and resources to this website.



**Kirkland’s Streets, Grounds, and Parks maintenance employees all spend less than 1% of their time on herbicide application. – Public Works and Parks Maintenance and Operations**

Washington Pesticide Laws and Related Regulations [Handbook](#)

City of Kirkland Pesticide Application [Guidelines/Policy](#)

Washington State [Noxious Weed Control Laws](#)

## INTEGRATED PEST MANAGEMENT

Integrated Pest Management (IPM) is defined in Washington State Statute:

*WAC 173-270-020 "Integrated pest management" or "IPM" means the selection, integration, and implementation of pest control that consists of: prevention of pest problems; monitoring and evaluation of pests, damage and results of treatment; acknowledgment of population levels of pests that can be tolerated based on legal, economic, health, or aesthetic thresholds; use of natural control agents in an ecosystem; reliance to the maximum extent possible on non-hazardous biological, mechanical, and cultural treatment of pests; application of pesticides in a manner that minimizes damage to the ecosystem's natural controls and integrity; and use of pesticides only after all other methods have been evaluated.*

IPM is a coordinated decision-making and action process that uses the most appropriate pest control methods and strategy in an environmentally and economically sound manner to meet programmatic pest control objectives. King County programs like the Noxious Weed Control Program follow the [King County Facility Integrated Pest Management \(IPM\) Policy](#).

The elements of the King County Noxious Weed Control Board's IPM Plan include:

- Preventing noxious weed problems;
- Monitoring for the presence of noxious weeds and weed damage;
- Treating noxious weed problems to reduce populations using strategies that may include biological, cultural, mechanical, and chemical control methods - always considering human health, ecological impact, feasibility, and cost-effectiveness;
- Minimizing the use of chemical pesticides by offering information on alternative control methods and educating property owners who choose to use chemical controls on their correct use; and
- Evaluating the effects and efficacy of noxious weed control treatments.

**IPM is a process you can use to solve pest problems while minimizing risks to people and the environment. – University of California, Division of Agriculture and Natural Resources**

# What is IPM?

**Integrated Pest Management** is a science-based approach that combines a variety of techniques. By studying their life cycles and how pests interact with the environment, IPM professionals can manage pests with the most current methods to improve management, lower costs, and reduce risks to people and the environment.

**IPM tools include:**

- Alter surroundings
- Add beneficial insects/organisms
- Grow plants that resist pests
- Disrupt development of pest
- Prevention of pest problem developing
- Disrupt insect behaviors
- Use pesticides

## 1 IDENTIFY/MONITOR

Determine the causal agent and its abundance (contact your local extension agent for help).

## 2 EVALUATE

The results from monitoring will help to answer the questions: Is the pest causing damage? Do we need to act? As pest numbers increase toward the economic threshold further treatments may be necessary.

## 3 PREVENT

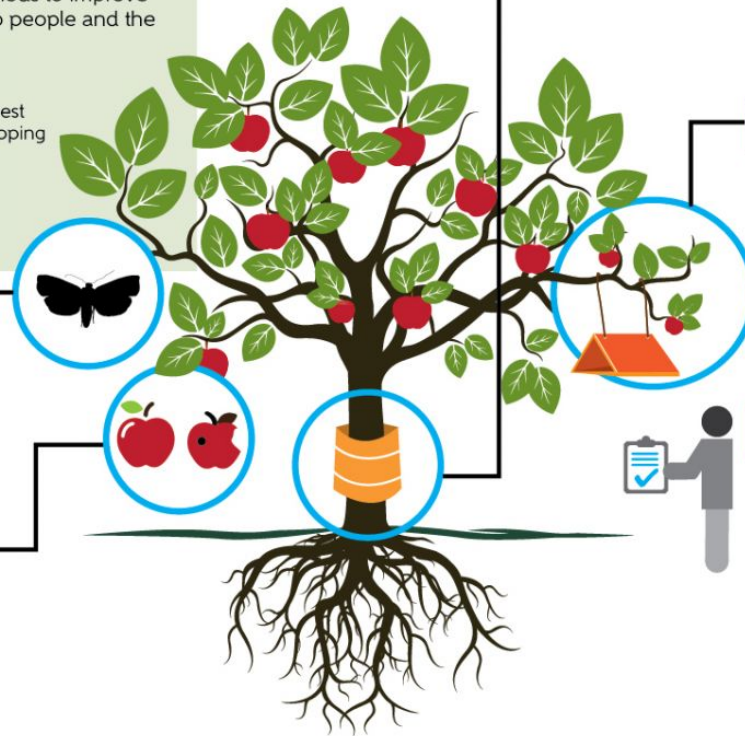
Some pest problems can be prevented by using resistant plants, planting early, rotating crops, using barriers against climbing pests, sanitation, and sealing cracks in buildings.

## 4 ACTION

IPM uses multiple tools to reduce pests below an economically damaging level. A careful selection of preventive and curative treatments will reduce reliance on any one tactic and increase likelihood of success.

## 5 MONITOR

Continue to monitor the pest population. If it remains low or decreases, further treatments may not be necessary, but if it increases and exceeds the action threshold, another IPM tool should be used.



## WHERE CAN YOU PRACTICE IPM?



### Buildings and Homes:

Inspect, identify pests, keep pests out, clean to deny pests food and water, vacuum, trap, or use low-risk pesticides.



### Farms:

Check for pests/pest damage regularly, identify accurately, choose pest-resistant plant varieties, encourage/introduce beneficial insects, time planting to avoid pests, and if needed use low-risk pesticides.



### Managed Natural Systems:

Identify the pest and use management options that have minimal risks to pollinators, humans, and pets.



The Entomological Society of America is the largest organization in the world serving the needs of entomologists and other insect scientists. ESA stands as a resource for policymakers and the general public who seek to understand the importance and diversity of earth's most diverse life form— insects. Learn more at [www.entsoc.org](http://www.entsoc.org).

<http://www.entsoc.org/sites/default/files/files/Science-Policy/ESA-Factsheet-IPM-weblarge.jpg> Accessed 4.29.2019

# 2019 KING COUNTY NOXIOUS WEED LIST

The King County Noxious Weed Control Board has adopted this Noxious Weed List in accordance with RCW 17.10 and WAC 16-750.

**REGULATED CLASS A WEEDS:** These weeds are the highest priority in the state due to their significant potential impact and limited distribution. Property owners throughout Washington are required to eradicate Class A weeds.

COMMON NAME	SCIENTIFIC NAME
common crupina <sup>δ</sup>	<i>Crupina vulgaris</i>
● cordgrass, common <sup>δ</sup>	<i>Spartina anglica</i>
cordgrass, dense flower <sup>δ</sup>	<i>Spartina densiflora</i>
cordgrass, saltmeadow <sup>δ</sup>	<i>Spartina patens</i>
cordgrass, smooth <sup>δ</sup>	<i>Spartina alterniflora</i>
● dyers woad <sup>δ</sup>	<i>Isatis tinctoria</i>
● eggleaf spurge <sup>1, δ</sup>	<i>Euphorbia oblongata</i>
● false brome <sup>δ</sup>	<i>Brachypodium sylvaticum</i>

**REGULATED CLASS B WEEDS:** Class B weeds are regulated in counties where they are limited in distribution or where they are a local priority. The following Class B weeds have been designated for control in King County by the State Weed Board or selected by the King County Weed Board. Property owners in King County are required to control these species.

COMMON NAME	SCIENTIFIC NAME
● blueweed; viper's bugloss <sup>1, δ</sup>	<i>Echium vulgare</i>
● Brazilian elodea <sup>3, δ</sup>	<i>Egeria densa</i>
○ bugloss, annual	<i>Anchusa arvensis</i>
● bugloss, common <sup>δ</sup>	<i>Anchusa officinalis</i>
camelthorn	<i>Alhagi maurorum</i>
● common reed (non-native genotypes)	<i>Phragmites australis</i>
● Dalmatian toadflax <sup>δ</sup>	<i>Linaria dalmatica</i> ssp. <i>dalmatica</i>

COMMON NAME	SCIENTIFIC NAME
● saltcedar <sup>δ</sup>	<i>Tamarix ramosissima</i>
● shiny geranium <sup>δ</sup>	<i>Geranium lucidum</i>
● spurge, leafy <sup>1, δ</sup>	<i>Euphorbia virgata</i>
starthistle, Malta	<i>Centaurea melitensis</i>
● starthistle, yellow <sup>1</sup>	<i>Centaurea solstitialis</i>
● sulfur cinquefoil	<i>Potentilla recta</i>
● tansy ragwort <sup>1, δ</sup>	<i>Jacobaea vulgaris</i>
● thistle, musk <sup>δ</sup>	<i>Carduus nutans</i>

CONTROL REQUIRED

Landowners, by state law, are responsible for controlling noxious weeds on their properties.

– King County Noxious Weed Control Board

● knapweed, bighead <sup>δ</sup>	<i>Centaurea macrocephala</i>
knapweed, Vochin <sup>δ</sup>	<i>Centaurea nigrescens</i>
kudzu <sup>δ</sup>	<i>Pueraria montana</i> var. <i>lobata</i>
meadow clary <sup>δ</sup>	<i>Salvia pratensis</i>
oriental clematis <sup>δ</sup>	<i>Clematis orientalis</i>
purple starthistle <sup>1, δ</sup>	<i>Centaurea calcitrapa</i>
● reed sweetgrass <sup>δ</sup>	<i>Glyceria maxima</i>
● ricefield bulrush <sup>δ</sup>	<i>Schoenoplectus mucronatus</i>
○ sage, clary <sup>δ</sup>	<i>Salvia sclarea</i>
sage, Mediterranean <sup>δ</sup>	<i>Salvia aethiops</i>
silverleaf nightshade <sup>1, δ</sup>	<i>Solanum elaeagnifolium</i>
● small-flowered jewelweed	<i>Impatiens parviflora</i>
● Spanish broom <sup>1, δ</sup>	<i>Spartium junceum</i>
Syrian beancaper <sup>δ</sup>	<i>Zygophyllum fabago</i>
Texas blueweed <sup>δ</sup>	<i>Helianthus ciliaris</i>
thistle, Italian <sup>δ</sup>	<i>Carduus pycnocephalus</i>
● thistle, milk <sup>1, δ</sup>	<i>Silybum marianum</i>
thistle, slenderflower <sup>δ</sup>	<i>Carduus tenuiflorus</i>
variable-leaf milfoil <sup>δ</sup>	<i>Myriophyllum heterophyllum</i>
wild four o'clock <sup>δ</sup>	<i>Mirabilis nyctaginea</i>

● hawkweed, European <sup>5, δ</sup>	<i>Hieracium sabaudum</i>
● hawkweed, orange <sup>δ</sup>	<i>Hieracium aurantiacum</i>
hawkweed oxtongue	<i>Picris hieracioides</i>
hoary alyssum	<i>Berteroa incana</i>
● houndstongue <sup>1</sup>	<i>Cynoglossum officinale</i>
indigobush <sup>δ</sup>	<i>Amorpha fruticosa</i>
knapweed, black <sup>δ</sup>	<i>Centaurea nigra</i>
○ knapweed, brown <sup>δ</sup>	<i>Centaurea jacea</i>
● knapweed, diffuse <sup>δ</sup>	<i>Centaurea diffusa</i>
● knapweed, meadow <sup>δ</sup>	<i>Centaurea x moncktonii</i>
knapweed, Russian <sup>1</sup>	<i>Rhaponticum repens</i>
● knapweed, spotted <sup>δ</sup>	<i>Centaurea stoebe</i>
● kochia <sup>δ</sup>	<i>Bassia scoparia</i>
● loosestrife, garden <sup>δ</sup>	<i>Lysimachia vulgaris</i>
● loosestrife, purple <sup>δ</sup>	<i>Lythrum salicaria</i>
● parrotfeather <sup>δ</sup>	<i>Myriophyllum aquaticum</i>
● perennial pepperweed <sup>δ</sup>	<i>Lepidium latifolium</i>
● poison-hemlock <sup>7</sup>	<i>Conium maculatum</i>
● policeman's helmet <sup>δ</sup>	<i>Impatiens glandulifera</i>
● rush skeletonweed	<i>Chondrilla juncea</i>

## REGULATED CLASS C WEEDS:

Class C weeds are generally widespread, but may be selected on a local level. The following Class C weeds have been selected by the King County Weed Board based on potential threats and feasibility of control. Property owners in King County are required to control these species.

COMMON NAME	SCIENTIFIC NAME
● absinth wormwood <sup>1</sup>	<i>Artemisia absinthium</i>
● buffalobur <sup>δ</sup>	<i>Solanum rostratum</i>

## LEGEND

- Known to occur in King County
- Historically present, but thought to be eradicated



Control noxious weeds to protect people, livestock, crops and the environment.

## IMPORTANCE OF WEED AND PEST MANAGEMENT

The City utilizes IPM strategies for vegetation management in order to:

- Comply with [federal, state, and local regulations](#);
- Create safe sightlines along transportation corridors and trails;
- Protect City infrastructure (ex: sidewalks and streets);
- Eliminate safety hazards in public walking, bicycling, or play areas; and
- Restore, create, and protect environmentally valuable areas.

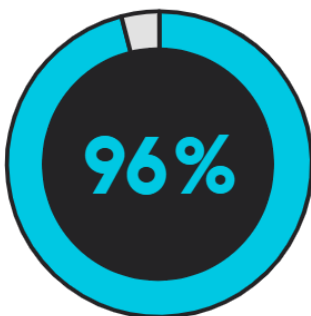


**Introduced species cost our region millions of dollars in lost agricultural production, environmental degradation and added maintenance costs. Once invasive plants spread to natural areas, they harm native plants and wildlife and can be impossible to eradicate. – [King County Noxious Weed Control Board](#)**

## WEED AND PEST MANAGEMENT STRATEGIES

The City employs the following IPM tactics for vegetation management:

- **Physical** – remove weeds (and some insects such as tent caterpillars) by hand and with hand tools;
- **Cultural** – work with the landscape to prevent weeds (ex: shade out weeds with trees, select low maintenance plants to reduce chemical use, and use natural wood mulch to prevent weed germination);
- **Mechanical** – use mowers and weed whackers when human power is not enough;
- **Educational** – educate residents about beneficial plants and insects and methods to control invasive species; and
- **Chemical** – chemical controls (organic and synthetic) are applied by trained and licensed staff in specific situations and using methods that minimize product used.



**96% of invasive shrub and ground-cover removal in Kirkland's natural areas is accomplished using manual techniques such as digging or hand-pulling. – [Green Kirkland Partnership](#)**

Parks proactively requested, and received, funding in the 2019 – 2020 biannual budget for maintenance staff to implement additional physical, cultural, mechanical, and educational vegetation management strategies to further reduce the need for chemical control strategies. Tactics being employed include applying additional layers of arborists chips and mulch to flower beds and tree rings, piloting the use of select organic products at high use locations, and investigating the potential for physical alterations such as installing concrete strips under ballfield fence lines.



**City leadership and staff continuously seek improvements to operations. For example, Public Works no longer utilizes spray trucks for chemical applications and tent caterpillar infestations are now cut from trees by hand.**  
– Public Works and Parks Maintenance and Operations

## CHEMICAL CONTROL LOCATIONS

The City utilizes chemical control techniques in specific locations following best management practices including:

- In situations where hand or mechanical removal may cause a more significant environmental impact - for example, staff and contractors do not implement hand or mechanical removal of invasive plants along steep slopes because it can destabilize the slope and/or cause soil erosion;
- In hard to maintain areas due to resource constraints\* - for example, staff and contractors may use herbicide to control weeds along fence-lines, sidewalk cracks, trails, medians, planters, transportation corridors (CKC), guardrails, and in asphalt cracks/joints prior to sealing; and
- In response to public safety hazards – for example, staff may use herbicides to control broadleaf flowering weeds in grassy areas if there have been numerous reports of visitors being stung by bees.



**\*For planning estimates, a 1000 square foot vegetated area can be treated with pre-emergent/herbicides in approximately 15 minutes while that same area requires approximately 1-5 hours to hand weed. – Public Works**

**\*Parks employees spent a total of 214 hours applying herbicide to targeted locations in 2018. This work could have taken as many as 4,280 hours (approx. 3 FTEs) to complete with hand or mechanical techniques. – Parks Operations and Maintenance**



In addition, the City utilizes chemical control strategies in parks, natural areas, and other open spaces to control regulated noxious weeds (as required by the Washington State and King County Noxious Weed Control Boards) when other methods are not effective and/or when chemical control is recommended by regulatory agencies as the best management practice for a particular species.

Mapped locations of King County listed noxious weeds requiring control. – King County iMap, April 2019

**TOXIC WEED ALERT**  
CLASS B NOXIOUS WEED CONTROL IS LEGALLY REQUIRED

KIRKLAND IS MANAGING THESE TOXIC PLANTS WITH A TARGETED HERBICIDE APPLICATION FOR YOUR SAFETY.

**POISON HEMLOCK** *Conium maculatum*

**Identification Tips**

- Stems have purple spots and are not hairy.
- Leaves are bright green and fern-like.

**Why You Should Care:**

Poison Hemlock is **very toxic**. Do not touch with bare skin.

**TANSY RAGWORT** *Jacobaea vulgaris*

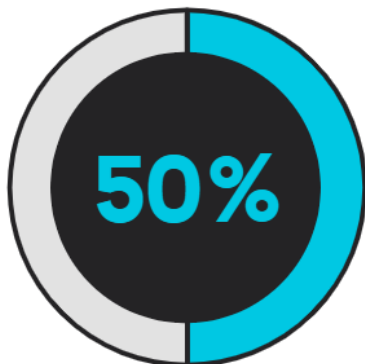
**Identification Tips**

- Leaves have a deeply cut, ruffled appearance.

**Why You Should Care:**

Tansy Ragwort is **toxic to people, pets, and livestock**.

For more information about these weeds visit: [www.kingcounty.gov/weeds](http://www.kingcounty.gov/weeds)



Almost 50% of invasive trees in parks are removed with the help of herbicide, usually with direct injection. – Green Kirkland Partnership

Most City infrastructure is not treated with herbicide per City policy (see roadway example below).



Most of the City parks' acreage is not treated with herbicide per City policy (see example from Peter Kirk Park below).



## CHEMICAL CONTROL STRATEGIES

Chemical control strategies are highly regulated and City employees follow all [WA State application rules](#). For example:

- Employees are licensed to use these chemicals (or directly overseen by someone with a license that is on-site at the time of application);
- License requires annual education for recertification;
- The chemical label is strictly followed. The label is the law and is always obeyed;
- Records of every application are kept for at least seven years;
- Guidelines apply to proper application, mixing, personal protective equipment, and disposal; and
- Volunteers **never** apply herbicide.

In addition to following all State rules, it is City policy to:

- Apply chemicals sparingly in parks and natural areas and to tolerate certain levels of weeds and damaging insects in rights-of-way (ROW);
- Use the least controlled pesticides available (this includes organic and synthetic products) and use low-mobility, short-lived chemicals whenever possible;
- Use the most targeted application method possible such as painting cut stems, injection, and backpack spraying. Spray trucks are no longer utilized;
- Apply when few visitors are expected to minimize human, pet, and environmental exposure and maximize application effectiveness;
  - Avoid planned events; and
  - Spray in morning hours (before visitors and pollinators are most active).
- Apply on calm, low-wind, dry days;
- Avoid sensitive areas (streams, lakes, wetlands)- no treatment within 100 feet unless approved by Washington State Department of Ecology (DOE); and
  - Pesticide application is avoided within 100 ft of surface waters unless control of noxious weeds is required by regulatory agencies or if other methods are not effective. Only aquatic approved pesticides are used adjacent to waterbodies.
- Avoid fruiting or flowering plants.

**[Under the authority of 15.58 RCW – the Washington Pesticide Control Act and 17.21 RCW – the Washington Pesticide Application Act, the Compliance Branch enforces federal and state regulations relating to the storage, distribution, transportation, disposal and use of pesticides. – Washington State Department of Agriculture](#)**

## HERBICIDES UTILIZED AND APPLICATIONS IN 2018

Parks and Community Services – across more than 580 acres of parks and open space.

<b>Product</b>	<b>Total mix (water and concentrate) applied</b>	<b>Total concentrate applied</b>	<b>Primary Use</b>
Safer Garden Defense	230 gallons	194 ounces	Trees, grass, and gravel parking lots
Roundup Custom	238 gallons	1611 ounces (converts to 12.6 gallons)	Fence lines, warning tracks, sidewalks, parking lots, flower beds, tree rings, and lawn turf
Roundup Quick Pro	128 gallons	325 ounces (converts to 2.5 gallons)	Same locations as Roundup Custom but 100+ feet away from all surface waters
Candor	9 gallons	23 ounces	Lawn turf
Element 3A	12 gallons	36 ounces	Spot treatment of specific noxious weeds in natural areas
EZ-Ject Copperhead	912 shells	866 grams	Invasive trees in natural areas
EZ-Ject Diamondback	374 shells	355 grams	Invasive trees in natural areas

Public Works – along more than 250 miles of public roads; and all City owned (or managed) sidewalks, pathways, buildings, and facilities.

<b>Product</b>	<b>Total mix (water and concentrate) applied</b>	<b>Total concentrate applied</b>	<b>Primary Use</b>
Roundup Quick Pro	140 gallons	~358 ounces (Ave. application rate of 2%)	Fences, parking lots, and guardrails
EZ-Ject Copperhead	509 shells	484 grams	Invasive trees

Active ingredients and application rates used in 2018 (per label):

Product	Active Ingredients	Application Rates (concentrate/water)	Percent Active Ingredient
Safer Garden Defense	Clarified Hydrophobic Extract of Neem Oil	1%	70%
Roundup Custom	Glyphosate	4-8%	53.8%
Roundup Quick Pro	Glyphosate and Diquat dibromide	1-4%	73.3% and 2.9%
Candor	2,4-D and Triclopyr	2%	34.4% and 16.5%
Element 3A	Triclopyr	2-3%	44.4%
EZ-Ject Copperhead	Imazapyr	.95 grams/shell	83.5%
EZ-Ject Diamondback	Glyphosate	.95 grams/shell	83.5%

## PRODUCT COMPARISON

Roundup Ready-To-Use is an over the counter herbicide that can be purchased in stores or online.

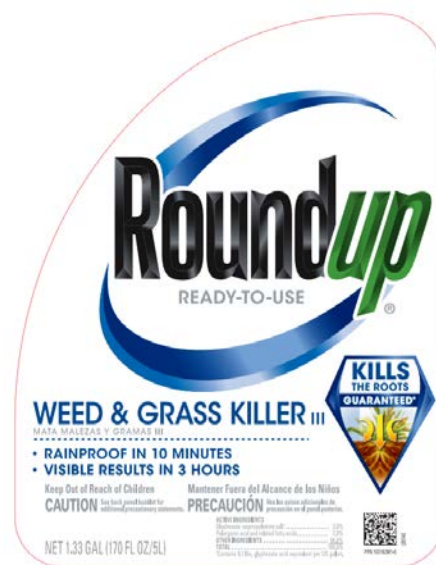
Active Ingredients – 4%

- Glyphosate, isopropylamine salt 2%
- Pelargonic acid and related fatty acids 2%

Other Ingredients – 96% (not listed)

1.33 gallon (170 fluid ounces) container covers 400sq feet.

2% glyphosate of 170 fluid ounces of mixture = 3.4 ounces of concentrated glyphosate for 400 square feet of treated area.



**A 1.33 gallon container of Roundup Ready-To-Use includes 3.4 oz of glyphosate whereas a 1.33 gallon container of Roundup Quick Pro includes 2.49 oz of glyphosate if mixed using a 2% application rate (per label guidelines).**

## HERBICIDE SAFETY

The following is an excerpt from an article published by the University of Florida that explains how herbicide safety is evaluated.

Herbicides: How Toxic Are They? Fishel et al. 2019 - <https://edis.ifas.ufl.edu/pi170> Accessed 4.29.2019.

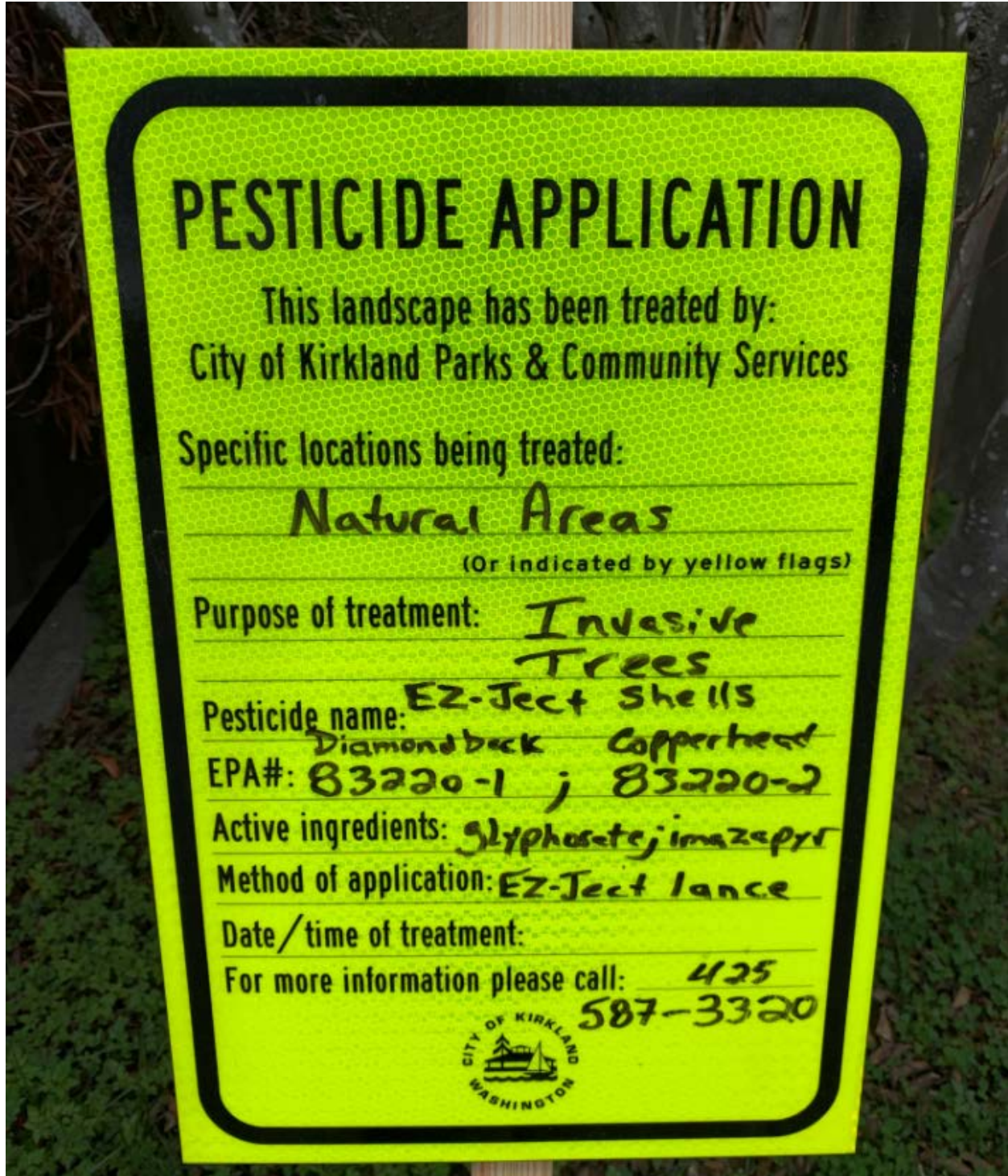
“An herbicide is any agent used to bring about plant death. Although everything from salt to soap has been used for this purpose, herbicides are primarily synthetic chemicals manufactured for use in the agriculture, industrial, and ornamental and turf industries. For many years, these products have been seen as toxins that poison plants and are equally harmful to the applicator. To compound this issue, organically produced food is becoming more popular because it is pesticide-free and is seen as being healthier. These factors have led to a prevalence of opinion that pesticides are bad for the environment and harmful to humans.

Although there have been pesticides that were toxic and dangerous to handle, most of these products are no longer used and have been replaced by newer chemistry. Pesticides now must go through rigorous testing by the U.S. Environmental Protection Agency (EPA) before they can be sold. This has led to many herbicides that possess little or no mammalian toxicity and are less harmful than many everyday household products. Surprisingly, household chemicals that many of us store under the kitchen sink pose more risk to the handler than herbicides.

Why are chemicals that are so effective on plant species not equally harmful to humans? The reason is two-fold. First, herbicides target highly specific biological or biochemical processes within plants, such as photosynthesis and production of branch-chain amino acids. However, mammals (humans included) do not photosynthesize or produce branch-chain amino acids. Therefore, herbicides that target photosynthesis or branch-chain amino acid production have no place to bind in our bodies and have very little impact. Secondly, since these herbicides do not bind in our bodies, they are often excreted in urine within 24 hours of the dose. This flushing of the herbicide does not allow concentrations to build up to toxic levels within the body. This in no way means that it is safe to intentionally ingest herbicides, but the fact is that our bodies are well equipped to safely dispose of accidental exposure to many common herbicides.”

## WEED AND PEST MANAGEMENT OUTREACH AND EDUCATION

City crews post highly visible notification signs at property entrances or next to areas being treated in advance of application and for at least 24 hours following application.



**PESTICIDE APPLICATION**

This landscape has been treated by:  
City of Kirkland Parks & Community Services

Specific locations being treated:  
Natural Areas  
(Or indicated by yellow flags)

Purpose of treatment: Invasive Trees

Pesticide name: EZ-Ject shells  
Diamondback Copperhead


EPA#: 83220-1 ; 83220-2

Active ingredients: glyphosate; imazapyr

Method of application: EZ-Ject lance

Date/time of treatment:

For more information please call: 425  
587-3320





The City also provides a variety of IPM print and online outreach materials:

- [www.kirklandwa.gov/weeds](http://www.kirklandwa.gov/weeds)
- [Pesticide Application Guidelines](#)

# MANAGING WEEDS & PESTS

When it comes to managing weeds and pests in City properties and rights of way, Kirkland staff use a **broad-based approach** called **Integrated Pest Management**.

Integrated Pest Management uses a **combination of strategies** to deal with weeds and pests while minimizing risks to people, animals and the environment.

### MANUAL/PHYSICAL STRATEGIES

Use **human power** to manage the landscape.

Remove invasive plants with hand tools.

Weed by hand.

### CULTURAL STRATEGIES

Work **with the habitat** to manage the landscape.

Plant trees or tall shrubs to shade out weeds.

Select low maintenance plants to reduce chemical and water uses.

Use wood chip mulch to keep weed seeds from germinating.

Water at the right time and in the right amounts to keep plants healthy.

### MECHANICAL STRATEGIES

Use **machines** when human power isn't enough.

Mowers for large areas, roadsides and ball fields.

Weed whackers for edges.

### EDUCATIONAL STRATEGIES

**Educate residents** about beneficial plants and insects and methods to control invasive species.

Hands-on learning at City-sponsored classes and workshops.

Volunteers and staff spend thousands of hours every year removing invasive species.

Show the benefits of native species sometimes considered "weeds".

### CHEMICAL STRATEGIES

Apply the **least harmful chemical** to target pests that don't respond to the above strategies.

**Direct injection** of herbicide into trunks of invasive trees and shrubs.

- Low risk of exposure to staff.
- Low risk of runoff.

**Spot application** on targeted weeds.

- Use along fencelines, sidewalk cracks, trails and other hard-to-maintain areas.
- Apply during dry season to prevent runoff whenever possible.
- Apply by hand or low-pressure backpacks.
- Use short-lived, low mobility chemicals whenever possible.

**Place signs** during application and leave for 24 hours.

**All City staff who apply herbicides are licensed** through the Washington State Department of Agriculture.

- License requires ongoing education for recertification.
- Must follow all WSDA guidelines for application.
- All herbicide usage recorded.

Only herbicides approved by Washington Department of Ecology for shoreline application are used to control a variety of invasive weeds in and along the shoreline of Lake Washington.

## SELECT ARTICLES AND RESEARCH

Several agencies and institutions have evaluated herbicide safety, particularly glyphosate. For example:

- IARC Monograph on Glyphosate - <https://www.iarc.fr/featured-news/media-centre-iarc-news-glyphosate/>
- Glyphosate: EFSA updates toxicological profile - <https://www.efsa.europa.eu/en/press/news/151112>
- Transparency in Crop Science - <https://www.cropscience-transparency.bayer.com/>
- Agricultural Health Study - <https://aghealth.nih.gov/>
- Glyphosate toxicity and carcinogenicity: a review of the scientific basis of the European Union assessment and its differences with IARC - <https://www.ncbi.nlm.nih.gov/pmc/articles/PMC5515989/>
- Exposure to Glyphosate-Based Herbicides and Risk for Non-Hodgkin Lymphoma: A Meta-Analysis and Supporting Evidence - <https://www.sciencedirect.com/science/article/pii/S1383574218300887>
- Draft Human health and Ecological Risk Assessments for Glyphosate - <https://www.epa.gov/ingredients-used-pesticide-products/draft-human-health-and-ecological-risk-assessments-glyphosate>

## LOOKING FORWARD

Conclusions of scientific reports and studies related to glyphosate are currently mixed. Some studies conclude that regular use and exposure to glyphosate can substantially contribute to the development of a specific cancer known as non-Hodgkin lymphoma.

In April 2019, EPA released the [Glyphosate Proposed Interim Decision](#) for public comment. As part of this action, EPA continues to find that there are no risks to public health when glyphosate is used in accordance with its current label and that glyphosate is not a carcinogen.

After reviewing public comments, EPA will release a decision in late 2019 with enforceable restrictions. After EPA completes an endangered species assessment for glyphosate by 2020, EPA will release a final registration review decision. - <https://www.epa.gov/ingredients-used-pesticide-products/glyphosate>.

City staff will continue to closely monitor the situation and are ready to adjust operations as needed to comply with all best-management-practices; recommendations; and local, state, and federal regulations.

## FOR MORE INFORMATION:

- Grounds and Streets (Public Works) – Greg Neumann x 425.587.3909
- Parks Maintenance and Operations – Jason Filan x 425.587.3341
- Green Kirkland Partnership – Jodie Galvan x 425.587.3305

# KING COUNTY'S Noxious Weed Control Program



# 2019 King County Noxious Weed List

The Program protects the natural and economic resources of county residents. We ensure that noxious weeds that are regulated in King County are controlled. Our weed specialists teach property owners to identify and control noxious weeds so they do not spread to other properties. We make sure public agencies control regulated noxious weeds on roads and public lands to reduce impacts to public resources and prevent spread to neighboring lands.

If you are unsure how to identify or control a regulated noxious weed or have a hardship that prevents you from doing so, the program can provide assistance. If a property owner refuses to control a regulated noxious weed, state law authorizes the county weed board to pursue control through a notice of violation and, if necessary, bill the landowner for the control cost. We work to avoid this and we do all we can to help landowners find a solution that works for them.

### DEFINITIONS (RCW 17.10, WAC 16-750)

**Noxious Weed** - a non-native plant that when established is highly destructive, competitive, or difficult to control

**Control** - in a given year, prevent all seed production and dispersal of all propagative parts capable of forming new plants.

**Eradicate** - completely eliminate a noxious weed within an area of infestation.

### THE NOXIOUS WEED PROGRAM IS HERE TO HELP:

- Technical assistance with ID and control
- Free workshops and info booths at events
- Brochures, fact sheets and weed guides
- Control assistance for high priority weeds
- Disposal vouchers for regulated weeds
- Weed pullers and knotweed injectors for loan

### OUR MISSION:

*To provide benefits to the environment, recreation, public health and economic resources of King County by preventing and minimizing harmful impacts of noxious weeds.*

You can help fight noxious weeds by planting only non-invasive plants, disposing of noxious weeds responsibly, reporting infestations of regulated noxious weeds that are not being controlled, and controlling weeds on your own property. Thank you for helping!

### CONTACT US:

King County Noxious Weed Control Program  
201 S. Jackson St., Suite 600, Seattle WA 98104

206-477-WEED (206-477-9333)  
noxious.weeds@kingcounty.gov  
Visit our website and report weeds at  
[kingcounty.gov/weeds](http://kingcounty.gov/weeds)



This information can be made available in alternate formats.  
Call 206-477-9333 or TTY: 711



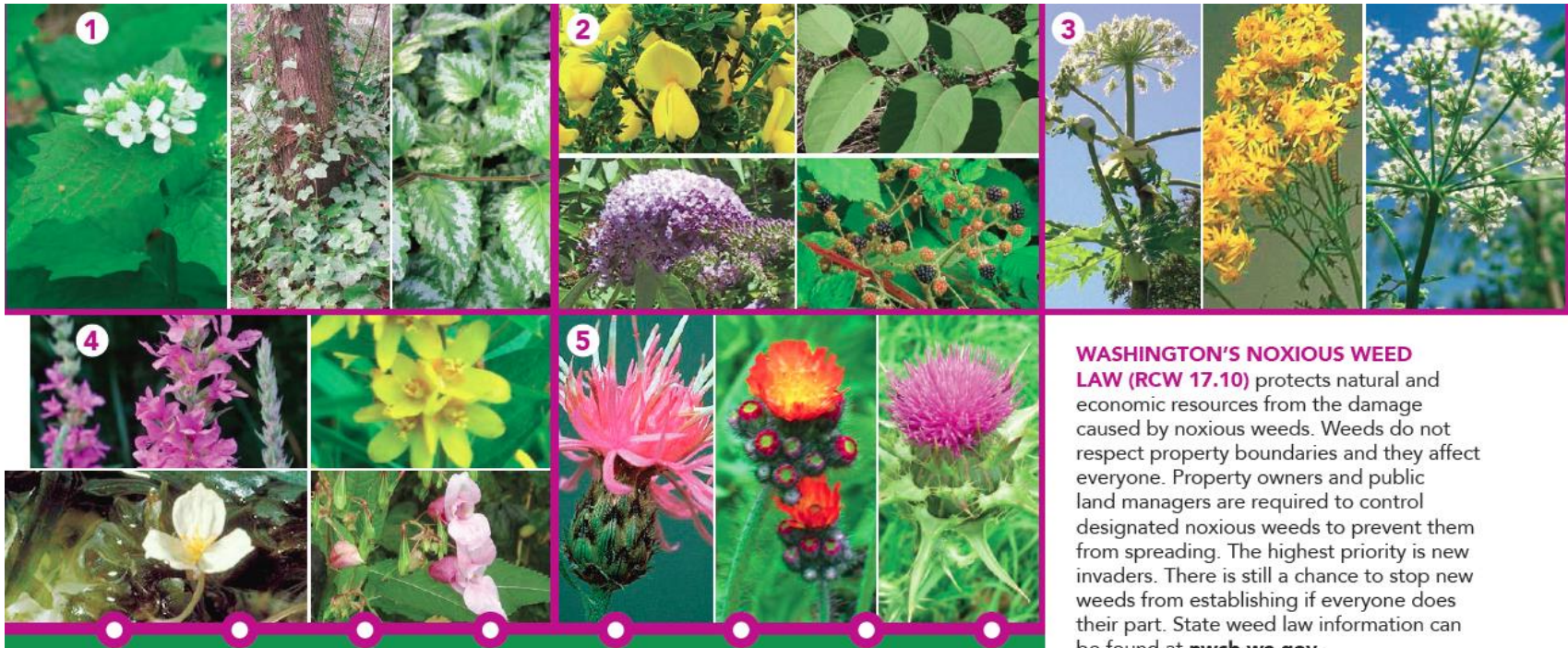
Photo credit: Karen Peterson

Poison-hemlock, Class B noxious weed

## STOP THE INVADERS!



**King County**  
Department of  
Natural Resources and Parks  
Water and Land Resources Division  
**Noxious Weed Control Program**



**NOXIOUS WEEDS** are a danger to our environment and the economy. These introduced species cost our region millions of dollars in lost agricultural production, environmental degradation and added maintenance costs. Once invasive plants spread to natural areas, they harm native plants and wildlife and can be impossible to eradicate.

- 1 Forest invaders** garlic mustard, English ivy and yellow archangel can damage trees, overwhelm native species and harm wildlife habitat.
- 2 Invasive plants** Scotch broom, knotweed, butterfly bush and Himalayan blackberry impede efforts to restore rivers and reforest timberland.
- 3 Toxic weeds** giant hogweed, tansy ragwort and poison-hemlock pose serious health risks to people and animals.
- 4 Wetland and aquatic invaders** purple and garden loosestrife, Brazilian elodea and policeman's helmet clog waterways, crowd out native plants and harm fish and wildlife habitat.
- 5 Grassland invaders** spotted knapweed, orange hawkweed and milk thistle crowd out wildflowers and healthy forage species and degrade hay fields and rangeland.

**WASHINGTON'S NOXIOUS WEED LAW (RCW 17.10)** protects natural and economic resources from the damage caused by noxious weeds. Weeds do not respect property boundaries and they affect everyone. Property owners and public land managers are required to control designated noxious weeds to prevent them from spreading. The highest priority is new invaders. There is still a chance to stop new weeds from establishing if everyone does their part. State weed law information can be found at [nwcb.wa.gov](http://nwcb.wa.gov).

**KING COUNTY'S NOXIOUS WEED LIST** consists of all species set by the Washington State Noxious Weed Control Board (WAC 16-750) as Class A weeds, all Class B weeds state-designated for control in King County, and Class B and C species selected from the state list by the King County Noxious Weed Control Board. We also list additional, non-regulated invasive species for educational purposes. The list is reviewed annually and public input is encouraged.

Learn more and report weeds online at [kingcounty.gov/weeds](http://kingcounty.gov/weeds)

**See inside for the 2019 KING COUNTY WEED LIST**

# 2019 KING COUNTY NOXIOUS WEED LIST

The King County Noxious Weed Control Board has adopted this Noxious Weed List in accordance with RCW 17.10 and WAC 16-750.

**REGULATED CLASS A WEEDS:** These weeds are the highest priority in the state due to their significant potential impact and limited distribution. Property owners throughout Washington are required to eradicate Class A weeds.

COMMON NAME	SCIENTIFIC NAME
common cupina <sup>6</sup>	<i>Crupina vulgaris</i>
● cordgrass, common <sup>6</sup>	<i>Spartina anglica</i>
cordgrass, dense flower <sup>6</sup>	<i>Spartina densiflora</i>
cordgrass, saltmeadow <sup>6</sup>	<i>Spartina patens</i>
cordgrass, smooth <sup>6</sup>	<i>Spartina alterniflora</i>
● dyers woad <sup>6</sup>	<i>Isatis tinctoria</i>
● eggleaf spurge <sup>1, 6</sup>	<i>Euphorbia oblongata</i>
● false brome <sup>6</sup>	<i>Brachypodium sylvaticum</i>
● floating primrose-willow <sup>6</sup>	<i>Ludwigia peploides</i>
flowering-rush <sup>6</sup>	<i>Butomus umbellatus</i>
● French broom <sup>1, 6</sup>	<i>Genista monspessulana</i>
● garlic mustard <sup>6</sup>	<i>Alliaria petiolata</i>
● giant hogweed <sup>1, 6</sup>	<i>Heracleum mantegazzianum</i>
● goatsrue <sup>1, 6</sup>	<i>Galega officinalis</i>
○ hydrilla <sup>6</sup>	<i>Hydrilla verticillata</i>
Johnsongrass <sup>1, 6</sup>	<i>Sorghum halepense</i>
● knapweed, bighead <sup>6</sup>	<i>Centaurea macrocephala</i>
knapweed, Vochin <sup>6</sup>	<i>Centaurea nigrescens</i>
kudzu <sup>6</sup>	<i>Pueraria montana var. lobata</i>
meadow clary <sup>6</sup>	<i>Salvia pratensis</i>
oriental clematis <sup>6</sup>	<i>Clematis orientalis</i>
purple starthistle <sup>1, 6</sup>	<i>Centaurea calcitrapa</i>
● reed sweetgrass <sup>6</sup>	<i>Glyceria maxima</i>
● ricefield bulrush <sup>6</sup>	<i>Schoenoplectus mucronatus</i>
○ sage, clary <sup>6</sup>	<i>Salvia sclarea</i>
sage, Mediterranean <sup>6</sup>	<i>Salvia aethiopis</i>
silverleaf nightshade <sup>1, 6</sup>	<i>Solanum elaeagnifolium</i>
● small-flowered jewelweed	<i>Impatiens parviflora</i>
● Spanish broom <sup>1, 6</sup>	<i>Spartium junceum</i>
Syrian beancaper <sup>6</sup>	<i>Zygophyllum fabago</i>
Texas blueweed <sup>6</sup>	<i>Helianthus ciliaris</i>
thistle, Italian <sup>6</sup>	<i>Carduus pycnocephalus</i>
● thistle, milk <sup>1, 6</sup>	<i>Silybum marianum</i>
thistle, slenderflower <sup>6</sup>	<i>Carduus tenuiflorus</i>
variable-leaf milfoil <sup>6</sup>	<i>Myriophyllum heterophyllum</i>
wild four o'clock <sup>6</sup>	<i>Mirabilis nyctaginea</i>

CONTROL REQUIRED

**REGULATED CLASS B WEEDS:** Class B weeds are regulated in counties where they are limited in distribution or where they are a local priority. The following Class B weeds have been designated for control in King County by the State Weed Board or selected by the King County Weed Board. Property owners in King County are required to control these species.

COMMON NAME	SCIENTIFIC NAME
● blueweed; viper's bugloss <sup>1, 6</sup>	<i>Echium vulgare</i>
● Brazilian elodea <sup>3, 6</sup>	<i>Egeria densa</i>
○ bugloss, annual	<i>Anchusa arvensis</i>
● bugloss, common <sup>6</sup>	<i>Anchusa officinalis</i>
camelthorn	<i>Alhagi maurorum</i>
● common reed (non-native genotypes)	<i>Phragmites australis</i>
● Dalmatian toadflax <sup>6</sup>	<i>Linaria dalmatica ssp. dalmatica</i>
● European coltsfoot	<i>Tussilago farfara</i>
fanwort <sup>6</sup>	<i>Cabomba caroliniana</i>
● gorse <sup>6</sup>	<i>Ulex europaeus</i>
grass-leaved arrowhead <sup>6</sup>	<i>Sagittaria graminea</i>
● hairy willowherb <sup>6</sup>	<i>Epilobium hirsutum</i>
● hawkweeds; All non-native species and hybrids of the meadow subgenus <sup>3, 6</sup>	<i>Hieracium, subgenus Pilosella</i>
● hawkweed, European <sup>5, 6</sup>	<i>Hieracium sabaudum</i>
● hawkweed, orange <sup>6</sup>	<i>Hieracium aurantiacum</i>
hawkweed oxtongue	<i>Picris hieracioides</i>
hoary alyssum	<i>Berteroa incana</i>
● houndstongue <sup>1</sup>	<i>Cynoglossum officinale</i>
indigobush <sup>6</sup>	<i>Amorpha fruticosa</i>
knapweed, black <sup>6</sup>	<i>Centaurea nigra</i>
○ knapweed, brown <sup>6</sup>	<i>Centaurea jacea</i>
● knapweed, diffuse <sup>6</sup>	<i>Centaurea diffusa</i>
● knapweed, meadow <sup>6</sup>	<i>Centaurea x moncktonii</i>
knapweed, Russian <sup>1</sup>	<i>Rhaponticum repens</i>
● knapweed, spotted <sup>6</sup>	<i>Centaurea stoebe</i>
● kochia <sup>6</sup>	<i>Bassia scoparia</i>
● loosestrife, garden <sup>6</sup>	<i>Lysimachia vulgaris</i>
● loosestrife, purple <sup>6</sup>	<i>Lythrum salicaria</i>
● parrotfeather <sup>6</sup>	<i>Myriophyllum aquaticum</i>
● perennial pepperweed <sup>6</sup>	<i>Lepidium latifolium</i>
● poison-hemlock <sup>7</sup>	<i>Conium maculatum</i>
● policeman's helmet <sup>6</sup>	<i>Impatiens glandulifera</i>
● rush skeletonweed	<i>Chondrilla juncea</i>

COMMON NAME	SCIENTIFIC NAME
● saltcedar <sup>6</sup>	<i>Tamarix ramosissima</i>
● shiny geranium <sup>6</sup>	<i>Geranium lucidum</i>
● spurge, leafy <sup>1, 6</sup>	<i>Euphorbia virgata</i>
starthistle, Malta	<i>Centaurea melitensis</i>
● starthistle, yellow <sup>1</sup>	<i>Centaurea solstitialis</i>
● sulfur cinquefoil	<i>Potentilla recta</i>
● tansy ragwort <sup>1, 6</sup>	<i>Jacobaea vulgaris</i>
● thistle, musk <sup>6</sup>	<i>Carduus nutans</i>
thistle, plumelless <sup>6</sup>	<i>Carduus acanthoides</i>
● thistle, Scotch <sup>6</sup>	<i>Onopordum acanthium</i>
● velvetleaf <sup>6</sup>	<i>Abutilon theophrasti</i>
○ water primrose <sup>6</sup>	<i>Ludwigia hexapetala</i>
white bryony <sup>1</sup>	<i>Bryonia alba</i>
● wild chervil <sup>1, 6</sup>	<i>Anthriscus sylvestris</i>
● yellow floatingheart <sup>6</sup>	<i>Nymphoides peltata</i>
● yellow nutsedge	<i>Cyperus esculentus</i>

**REGULATED CLASS C WEEDS:**

Class C weeds are generally widespread, but may be selected on a local level. The following Class C weeds have been selected by the King County Weed Board based on potential threats and feasibility of control. Property owners in King County are required to control these species.

COMMON NAME	SCIENTIFIC NAME
● absinth wormwood <sup>1</sup>	<i>Artemisia absinthium</i>
● buffalobur <sup>6</sup>	<i>Solanum rostratum</i>

**LEGEND**

- Known to occur in King County
- Historically present, but thought to be eradicated



Control noxious weeds to protect people, livestock, crops and the environment.

**NON-REGULATED NOXIOUS WEEDS:** The following Class B and C weeds from the state noxious weed list also impact the county, but are already widespread. Property owners in King County are not required to control these species, except where noted, but control is recommended where feasible.

CONTROL RECOMMENDED

COMMON NAME	SCIENTIFIC NAME	CLASS
● blackberry, evergreen	<i>Rubus laciniatus</i>	C
● blackberry, Himalayan	<i>Rubus armeniacus</i>	C
● butterfly bush <sup>6</sup>	<i>Buddleja davidii</i>	B
● common barberry	<i>Berberis vulgaris</i>	C
● common catsear	<i>Hypochaeris radicata</i>	C
● common fennel	<i>Foeniculum vulgare</i> (except var. <i>azoricum</i> )	B
● common groundsel <sup>1</sup>	<i>Senecio vulgaris</i>	C
● common St. Johnswort	<i>Hypericum perforatum</i>	C
● common tansy <sup>1</sup>	<i>Tanacetum vulgare</i>	C
● common teasel	<i>Dipsacus fullonum</i>	C
● curlyleaf pondweed	<i>Potamogeton crispus</i>	C
● field bindweed	<i>Convolvulus arvensis</i>	C
● fragrant waterlily	<i>Nymphaea odorata</i>	C
● hairy whitetop <sup>1</sup>	<i>Lepidium appelianum</i>	C
● hawkweeds; All non-native species and hybrids of the wall subgenus <sup>5, 6</sup>	<i>Hieracium</i> , subgenus <i>Hieracium</i>	B
● hawthorn, English	<i>Crataegus monogyna</i>	C
● herb-Robert	<i>Geranium robertianum</i>	B
● hoary cress <sup>1</sup>	<i>Lepidium draba</i>	C
● Italian arum	<i>Arum italicum</i>	C
● ivy, English (four cultivars only: 'Baltica', 'Pittsburgh', 'Star', and 'Hibernica') <sup>1</sup>	<i>Hedera helix</i> 'Baltica' <i>Hedera helix</i> 'Pittsburgh' <i>Hedera helix</i> 'Star' <i>Hedera hibernica</i> 'Hibernica'	C
● jubata grass	<i>Cortaderia jubata</i>	C
● knotweed, Bohemian <sup>4, 6</sup>	<i>Polygonum x bohemicum</i>	B
● knotweed, giant <sup>4, 6</sup>	<i>Polygonum sachalinense</i>	B
● knotweed, Himalayan <sup>4, 6</sup>	<i>Persicaria wallichii</i>	B
● knotweed, Japanese <sup>4, 6</sup>	<i>Polygonum cuspidatum</i>	B
● lesser celandine <sup>6</sup>	<i>Ficaria verna</i>	B
● non-native cattails and hybrids including narrow-glauca, <i>T. domingensis</i> leaf and southern cattail (does not include native common cattail)	<i>Typha angustifolia</i> , <i>T. x</i> <i>T. domingensis</i>	C
● old man's beard <sup>1</sup>	<i>Clematis vitalba</i>	C
● oxeye daisy <sup>6</sup>	<i>Leucanthemum vulgare</i>	C
● Pampas grass	<i>Cortaderia selloana</i>	C
● perennial sowthistle	<i>Sonchus arvensis</i>	C
● Ravenna grass	<i>Saccharum ravennae</i>	B

COMMON NAME	SCIENTIFIC NAME	CLASS
● reed canarygrass	<i>Phalaris arundinacea</i>	B
● Scotch broom <sup>1, 2, 6</sup>	<i>Cytisus scoparius</i>	B
● spotted jewelweed	<i>Impatiens capensis</i>	C
● spurge laurel <sup>1</sup>	<i>Daphne laureola</i>	B
● thistle, bull	<i>Cirsium vulgare</i>	C
● thistle, Canada	<i>Cirsium arvense</i>	C
● tree-of-heaven <sup>1</sup>	<i>Ailanthus altissima</i>	C
● ventenata	<i>Ventenata dubia</i>	C
● watermilfoil, Eurasian <sup>6</sup>	<i>Myriophyllum spicatum</i>	B
● watermilfoil hybrid <sup>6</sup> , (Eurasian x northern)	<i>Myriophyllum spicatum</i> x <i>M. sibiricum</i>	C
● wild carrot <sup>6</sup>	<i>Daucus carota</i>	C
● yellow archangel <sup>6</sup>	<i>Lamiastrum galeobdolon</i>	B
● yellowflag iris <sup>1</sup>	<i>Iris pseudacorus</i>	C
● yellow toadflax	<i>Linaria vulgaris</i>	C

**WEEDS OF CONCERN:**

The following plant species are not listed as noxious weeds under state law and property owners are not required to control them. However, the King County Weed Board recognizes these non-native plants as invasive, recommends control or containment of existing populations, and discourages new plantings. King County's Critical Areas Ordinance cites this list, formerly known as the Obnoxious Weed List, as invasive vegetation that threatens native ecosystems by displacing beneficial vegetation and degrading wildlife and native plant habitat. The Noxious Weed Control Program provides education and outreach services for these weeds (as authorized by RCW 17.10.090).

COMMON NAME	SCIENTIFIC NAME
● bird cherry	<i>Prunus avium</i>
● bishop's weed	<i>Aegopodium podagraria</i>
● bittersweet nightshade <sup>1</sup>	<i>Solanum dulcamara</i>
● black locust	<i>Robinia pseudoacacia</i>
● buttercup, creeping <sup>1</sup>	<i>Ranunculus repens</i>
● buttercup, tall <sup>1</sup>	<i>Ranunculus acris</i>
● English holly <sup>1</sup>	<i>Ilex aquifolium</i>
● English laurel <sup>1</sup>	<i>Prunus laurocerasus</i>
● European mountain ash	<i>Sorbus aucuparia</i>
● hedge bindweed, morning glory	<i>Calystegia sepium</i>
● multiflora rose	<i>Rosa multiflora</i>
● rough chervil <sup>1</sup>	<i>Chaerophyllum temulum</i>
● silver lace vine	<i>Fallopia baldschuanica</i> syn. <i>Polygonum aubertii</i>

**FOOTNOTES:**

- <sup>1</sup> Reported to be toxic to livestock and/or humans. Sources: USDA Poisonous Plant Research Laboratory, USDA Natural Resources Conservation Service, WA State Weed Board. This list is for general information only and may not be all-inclusive. Contact a medical professional for information about symptoms and treatment.
- <sup>2</sup> Control of Scotch broom is required on the right-of-way of King County's section of SR-2 and on the I-90 right-of-way between mile marker 34 and the King/Kittitas County line.
- <sup>3</sup> Brazilian elodea is designated for control throughout King County except in Lake Washington, Lake Sammamish, Lake Union, Lake Fenwick, Lake Doloff and the Sammamish River.
- <sup>4</sup> Control of Bohemian, Japanese, giant and Himalayan knotweed (*Polygonum xbohemicum*, *P. cuspidatum*, *P. sachalinense*, *P. polystachyum*) is required on the Green River and its tributaries above the Auburn City Limits and on the Cedar River and its tributaries above the Renton City Limits (tributaries included are those defined as Type S, F or N aquatic areas in KCC 21A.24.355). Control of these invasive knotweed species is required up to the ordinary high water mark (or to the top of the bank if the ordinary high water mark cannot be identified) and in the adjacent buffer area as specified in KCC 21A.24.358. This requirement to control knotweed is contingent upon the noxious weed program or program partners providing knotweed control services in the selected area for affected private land landowners who request assistance.
- <sup>5</sup> Non-native yellow-flowered hawkweeds (*Hieracium* species) are consolidated into two listings by subgenus: meadow (*Pilosella*) and wall (*Hieracium*). Control of species in the meadow group is required in King County. Control of species in the wall group is not required in King County with the exception of European hawkweed (*Hieracium sabaudum*).
- <sup>6</sup> **Quarantine species.** It is prohibited to transport, buy, sell, offer for sale, or distribute plants, plant parts or seeds of this species within the state of Washington. Noxious Weed Seed and Plant Quarantine, WAC 16-752-600. Contact Washington State Department of Agriculture for complete list.
- <sup>7</sup> Control of poison-hemlock is required on public lands and public right-of-way.



**King County**  
Department of Natural Resources and Parks  
Water and Land Resources Division  
**Noxious Weed Control Program**  
206-477-9333 TTY Relay: 711  
kingcounty.gov/weeds


**CITY OF KIRKLAND**

Department of Public Works  
123 Fifth Avenue, Kirkland, WA 98033  
425.587.3800 [www.kirklandwa.gov](http://www.kirklandwa.gov)

**MEMORANDUM**

**To:** Kurt Triplett, City Manager

**From:** Kathy Brown, Public Works Director  
Ray Steiger, P.E., Public Works Superintendent

**Date:** May 6, 2019

**Subject:** 2019 PUBLIC WORKS WEEK PROCLAMATION

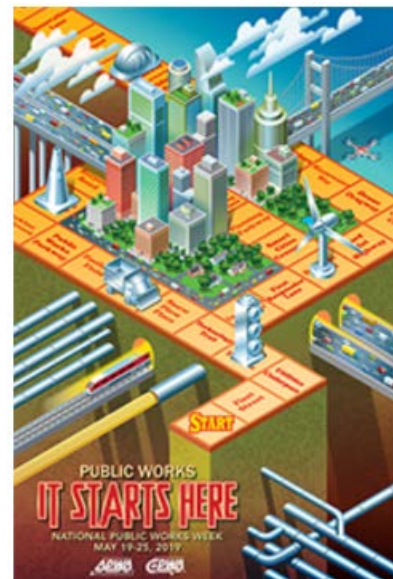
**RECOMMENDATION:**

City Council authorizes the Mayor to proclaim May 19-25, 2019, as "National Public Works Week" in the City of Kirkland.

**BACKGROUND DISCUSSION:**

Each year, the American Public Works Association promotes Public Works Week throughout the Nation, and cities, counties, and special districts can choose the extent to which they celebrate and acknowledge Public Works Week. Historically, Kirkland has adopted a proclamation designating the week, and through various means Public Works staff has provided displays or outreach to the community highlighting public works and the role the community plays in sustaining public works. This year, staff will not be providing specific outreach, but is recommending making an official proclamation. The theme for 2019 is, "IT STARTS HERE."

Public Works Week is an opportunity for the community to be reminded of the value it receives for investments in public works. Public awareness is raised, not only of the physical infrastructure necessary to support daily community needs, but also of the efforts and contributions of public works professionals such as City staff, consultants, contractors, and others. Businesses and residents provide a myriad of financing for public works and public works services through utility rates, user fees, charges, and taxes, and they benefit directly by these services. Services such as a robust multimodal transportation system, solid waste collection/disposal and recycling, clean and fresh drinking water, reliable water systems for fire protection, reduced flooding and erosion, protection of natural water courses and lakes, and wastewater collection and treatment are all made available through the community's investment.



It is also crucial to provide ongoing educational programs to inform the community members of the role they play in making good choices to help develop and maintain their public infrastructure and the natural environment. Specifically, their decisions in solid waste recycling, conserving water, travelling by alternative modes other than single occupancy vehicles, protecting natural systems, protecting and enhancing surface water

quality, tree stewardship, and reporting problems with infrastructure are some of the ways the Kirkland community can continue to participate in managing and protecting the public works systems, natural resources, and the environment.

Attachment A: Proclamation





## A PROCLAMATION OF THE CITY OF KIRKLAND

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### **Designating May 19-25, 2019, as "National Public Works Week" in the City of Kirkland, Washington**

**WHEREAS**, the American Public Works Association acknowledges "National Public Works Week" each year in the third full week in May as a way to honor the tens of thousands of men and women in North America who provide and maintain the infrastructure and services collectively known as public works, and

**WHEREAS**, the theme for the 2019 campaign is "It Starts Here;" and

**WHEREAS**, the Kirkland City Council has long recognized that the Kirkland Public Works Department provides many essential services for a healthy, safe, and vibrant community through the management, design, construction, and maintenance of vital infrastructure. Components such as clean drinking water distribution, safe and accessible multimodal infrastructure, reliable wastewater collection, efficient surface water systems, timely solid waste collection, a functional and healthy public tree canopy, and vehicles critical to emergency response are provided; and

**WHEREAS**, the City of Kirkland, through City Council action and support, has been a leader in the application of development and maintenance standards, capital investments, sustainability, recycling, and pedestrian and bicycle safety; and

**WHEREAS**, these services are provided by a diverse workforce with a variety of backgrounds and experience levels that share a common mission: "Caring for your infrastructure to keep Kirkland healthy, safe, and vibrant;" and

**WHEREAS**, Kirkland citizens and Public Works employees are essential stewards of the City's infrastructure;

**NOW, THEREFORE, I**, Penny Sweet, Mayor, do hereby proclaim the week of May 19-25, 2019, as "National Public Works Week" in the City of Kirkland, Washington, and call upon all citizens to join in celebrating their investment in the Public Works of their City.

Signed this 21st day of May, 2019,

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Penny Sweet, Mayor



**CITY OF KIRKLAND**

Fire Department · 123 Fifth Avenue, Kirkland, WA 98033  
425.587.3650 · [www.kirklandwa.gov](http://www.kirklandwa.gov)

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**MEMORANDUM**

**To:** Kurt Triplett, City Manager  
**From:** Joseph Sanford, Fire Chief  
**Date:** May 9, 2019  
**Subject:** 2019 Safe Boating Week Proclamation

**RECOMMENDATION:**

City Council authorizes the Mayor to proclaim May 18-24, 2019, as "Safe Boating Week" in the City of Kirkland.

**BACKGROUND DISCUSSION:**

Washington State waters have been utilized for everything from generating economic opportunity to affording families opportunities for recreation. The importance of our lakes and rivers to our quality of life cannot be overstated. During Safe Boating Week it's another opportunity to remind ourselves that protecting the future of our waterways rests on each of us as summer starts and we explore the waters of the region in boats.

But water can also be a hazard if we embark on it unprepared. Checking weather forecasts, filing a float plan with a family member or friend, conducting vessel safety checks and confirming the safety equipment and communications tools are in working order goes a long way in assuring a safe return home. Safety equipment includes personal floatation devices (PFD), fire extinguishers and weather radios. By always wearing PFD's and never consuming alcohol while boating, boaters and passengers can further ensure their safety and well-being and help ensure a great day on the water does not end in tragedy.

In recognition of the importance of safe boating practices, staff recommend that the Mayor proclaim May 18-24, 2019, as "Safe Boating Week" in the City of Kirkland.



## A PROCLAMATION OF THE CITY OF KIRKLAND

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### Proclaiming May 18 – 24, 2019 Safe Boating Week in Kirkland, Washington

**WHEREAS**, Kirkland's proximity to Lake Washington and a variety of waterways brings residents and visitors from all over to enjoy watersports and boating; and

**WHEREAS**, operator inattention and inexperience, improper lookout, excessive speed and alcohol and drug use are the primary contributors in boating accidents; and

**WHEREAS**, an average of 650 people die each year in boating-related accidents in the U.S., the vast majority caused by human error or poor judgment; and

**WHEREAS**, in Washington State, according to the U.S. Coast Guard's latest statistics, there were 109 recreational boating accidents counted in Washington resulting in 15 deaths and 35 injured with damages over \$1.4 million dollars; and

**WHEREAS**, the Kirkland Fire Department's Water Rescue Crews stand ready to respond and to work in conjunction with United States Coast Guard Auxiliary to promote and improve recreational boating safety by teaching boating safety and conducting vessel safety checks; and

**WHEREAS**, understanding safe boating practices, wearing a life vest and knowing the rules of the water are important in reducing risk and result in better boating precautions;

**NOW, THEREFORE, I**, Penny Sweet, Mayor of Kirkland, do hereby proclaim the week of May 18 through May 24, 2019 Safe Boating Week in Kirkland, and urge all residents and visitors to practice year-round safe boating practices, and to Boat Smart, Boat Safe and to wear life vests while enjoying our beautiful waterways.

Signed this 21<sup>st</sup> day of May, 2019

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Penny Sweet, Mayor

**CITY OF KIRKLAND**

123 Fifth Avenue, Kirkland, WA 98033 425.587.3050

www.kirklandwa.gov

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**MEMORANDUM**

**To:** Kurt Triplett, City Manager

**From:** Tracey Dunlap, Deputy City Manager  
Smitha Krishnan, IT Deputy Director

**Date:** May 21, 2019

**Subject:** HR/Finance System Implementation Update – Special Presentation

**RECOMMENDATION**

City Council receives a briefing on the successful implementation of the first two phases of the City's new HR/Finance System, Munis.

**BACKGROUND DISCUSSION**

The City recently completed the first two phases of its largest software system implementation to date, replacement of the HR/Finance System. The legacy system, IFAS, was well past its life cycle. The implementation of Munis is taking place in three phases:

- Phase 1 – went live 8/1/2018. Phase 1 included the implementation of the following Finance Modules:
  - Accounting – General Ledger, Budget, Accounts Payable
  - Bank Reconciliation
  - Project and Grant Accounting
  - Purchasing
  - Contract Management
  - Accounts Receivable
  - General Billing
  - Tyler Cashiering
- Phase 2 – went live 4/1/2019, with all employees paid using Munis starting with the April 8 paycheck. Phase 2 included the implementation of the City's new payroll system including:
  - ExecuTime, the new time entry tool
  - ESS, Employee Self-Service
- Phase 3 – In Progress. Target Go-Live Date: 6/1/2019 to 11/1/2019. Phase 3 includes the implementation of the following HR modules along with continued business process improvements to streamline business processes and increase productivity:
  - Applicant Tracking for recruitment
  - Case and Grievance Management
  - Employee initiated actions through Employee Self Service (ESS)
  - Online Benefits Enrollment

The project team for each phase included staff from Finance & Administration, HR and IT. The project is managed by Smitha Krishnan, now Deputy Director of IT, and guided by a Steering Team of Directors. The Executive Sponsor is Deputy City Manager Tracey Dunlap.

Phase 1 Team Members	Phase 2 & 3 Team Members
<p>Finance &amp; Administration</p> <ul style="list-style-type: none"> <li>• Greg Piland</li> <li>• Teresa Levine</li> <li>• Carol Wade</li> <li>• Nancy Otterholt</li> <li>• Kim Auman</li> <li>• Carmine Anderson</li> <li>• Cindy McKee</li> <li>• Tom Mikesell</li> <li>• George Dugdale</li> <li>• Doug Honma-Crane</li> <li>• Lori Wile</li> <li>• Eli Panci</li> <li>• Ellen Sumargo</li> </ul> <p>IT</p> <ul style="list-style-type: none"> <li>• Shelli Craig</li> <li>• Dmitrii Sundeev</li> </ul>	<p>Finance &amp; Administration</p> <ul style="list-style-type: none"> <li>• Maggie Eid</li> <li>• Cheryl Peterson</li> <li>• Amy Wyse</li> <li>• Ellen Sumargo</li> </ul> <p>IT</p> <ul style="list-style-type: none"> <li>• Shelli Craig</li> <li>• Dmitrii Sundeev</li> <li>• Nick Blenkush</li> <li>• Rie Levinzon</li> <li>•</li> </ul> <p>Human Resources</p> <ul style="list-style-type: none"> <li>• Shawn Friang</li> <li>• Betsy Reali</li> <li>• Kris Carlson</li> <li>• Vicky Kotsakis</li> <li>• Angela Southworth</li> <li>• Rod Lank</li> <li>• Denise Golembiewski</li> <li>• Cary Webb</li> <li>• Diane Heriot</li> </ul>

At the onset of the implementation phase, the Steering Team went through a visioning exercise with support from a consultant, Point B, and named this implementation "Project 12". Project 12 is representative of a government transformation project involving everyone in the government's 12 operating units. The goals of this project are:

1. Adopt best practices but honor our unique practices
2. Build understanding and enhance our working relations
3. Meet our commitments while implementing this new HR/Finance System
4. Balance Ownership

The project team stayed true to these goals during the implementation and will continue to carry these goals forward in Phase 3. In addition, the oversight of this implementation incorporated techniques that were highly successful with the Lucity implementation including a project steering team incorporating all impacted departments with an executive sponsor from CMO.

**Factors contributing to success**

This project was a success as it was delivered on the revised schedule and within budget. The vendor, Tyler Technologies, recognized the City of Kirkland's payroll implementation as one of their smoothest go-lives in their implementation experience. Several key factors contributed to this success.

1. **Council and Organization-wide Commitment.** The City Council's support of the project was demonstrated in many ways, including approving a budget that provided resources to make the project a success and putting the project on the 2017-2018 City Work Program ensuring it was a priority City-wide.

2. **Cross Departmental Team Commitment.** The cross-departmental team from Finance & Administration, Human Resources, and Information Technology worked long hours and collaborated to achieve success for the City as a whole.
3. **Strong Project Management.** The Steering Team made the decision to hire a dedicated, on-site Project Manager, Smitha Krishnan, with prior experience in implementing large systems.
4. **Agile Project Methodology.** The project was originally structured by the vendor using a waterfall approach, which is the more traditional approach to project management. The waterfall approach is linear and sequential. For this project, the vendor recommended five sequential steps: Initiate and Plan, Assess and Define, Build and Validate, Testing and Training, and Production Cutover. However, in each of these steps, there were multiple tracks with multiple modules being built. The Project Manager introduced Agile methodology with shorter iterations to break down each step into smaller iterations with deliverables due at the end of each iteration. This approach was highly effective in breaking down a large volume of work into manageable chunks. Additionally, the daily scrums (check-ins) prescribed in the agile methodology improved communications and relation-building within the team as well as increased accountability.
5. **Strong Governance.** The Project Manager had a clear escalation path with the Steering Team and Executive Sponsor being highly engaged in resolving issues that could not be resolved by the project team. The Steering Team also played an important role in holding the vendor accountable.
6. **Strict Vendor Management.** The team encountered a few challenges with the vendor on both phases such as:
  - a. Products and services being oversold by the vendor
  - b. Lack of strong resources from the vendor side to deliver on this aggressive scheduleThe PM escalated these issues with support of the Steering Team to Tyler Technologies and secured their attention. Several tough resourcing decisions were made during this project including changing the Tyler's Project Manager and Implementation Consultant midway through Phase 2.
7. **Dedicated Project Resources.** The team not only had a full-time project manager, but also had the following resources dedicated to the project implementation:
  - a. 1.5 IT Systems Analyst resources, and 0.2 backfill resource
  - b. 1.0 backfill resource in Finance and Administration
  - c. 1.0 backfill resource in HR Human Resources

### **Key Phase 1 and 2 Wins**

Some key wins from Phases 1 and 2 of the implementation are:

1. A stable, modern, resilient, Cloud-based, non-customized "off the shelf" Finance/HR system.
2. Improved controls for management of contracts.
3. Easily accessible query screens for employees to access information. Ability to export data to Excel for further analysis and manipulation, reducing the need for custom reports.
4. Time Entry tool, ExecuTime, is remotely accessible eliminating the need for paper timecards.
5. Employee Portal, Employee Self-Service, is externally available to employees.
6. ESS provides information about the employee's pay stub including a pay stub simulator, which is very useful for hourly staff. Employee can initiate actions on their own such as changes to their W-4, direct deposit, address, and emergency contact information.
7. Purchasing and Accounts Payable are now paperless!
8. Eliminated most of the paper PAFs with electronic workflows.
9. EnerGov and Munis, our two major systems, now share a common front-end cashiering system, enabling more streamlined flow of information between the systems.



KIRKLAND CITY COUNCIL MEETING MINUTES  
May 7, 2019

1. CALL TO ORDER

Mayor Sweet called the special joint meeting/study session to order at 6 p.m. and the regular meeting to order at 7:30 p.m.

2. ROLL CALL

ROLL CALL:

Members Present: Deputy Mayor Jay Arnold, Councilmember Dave Asher, Councilmember Kelli Curtis, Councilmember Tom Neir, Councilmember Toby Nixon, Councilmember Jon Pascal, and Mayor Penny Sweet.

Members Absent: None.

Also in attendance for the special joint meeting/study session were Park Board members Mike Holland, Uzma Butte, Amanda Judd, Vice Chair Susan Baird-Joshi, and Chair Rosalie Wessels.

3. STUDY SESSION

a. Joint Meeting with the Park Board

Joining the City Council and Park Board for the discussion were City Manager Kurt Triplett, Parks and Community Services Director Lynn Zwaagstra, Parks and Community Services Deputy Director John Lloyd, Park Planning and Development Manager Mary Gardocki and Recreation Manager Linda Murphy.

4. EXECUTIVE SESSION

a. To Discuss Labor Negotiations

Mayor Sweet announced that Council would enter into an executive session to discuss labor negotiations and would return to regular meeting at 7:30 p.m.; City Clerk Kathi Anderson announced two additional five-minute extensions to the original estimated return time and Council returned to regular meeting at 7:40 p.m. Also attending were City Manager Kurt Triplett, Deputy City Managers Marilynne Beard and Tracey Dunlap, City Attorney Kevin Raymond, Police Chief Cherie Harris and Human Resources Director Chris Thomas.

5. HONORS AND PROCLAMATIONS

a. Affordable Housing Week Proclamation

Mayor Sweet and Councilmember Asher read the proclamation.

b. Bike Everywhere Month Proclamation

Transportation Commission Chair Lisa McConnell, Vice Chair Kurt Ahrensfeld and member Faith DeBolt accepted the proclamation from Mayor Sweet and Councilmember Neir.

6. COMMUNICATIONS

a. Announcements

b. Items from the Audience

Leah Kliger  
Maura Roberts  
Lori Friedt  
Wonwoo Chang  
Owen Apfel  
Faye Lekutai  
Amalia Richburg-Martinez  
Lilian Toth  
Ignacy Misiuda  
Zachary Damm  
Wyatt Moore  
Sreshta Kalisi  
Katrina Andersson  
Reid Borsuk  
Olivia Ahna  
Junyan Lin  
Mike O'Neill  
Karen Levenson  
John Ghilarducci  
Janet Pruitt  
Bob Gregg

c. Petitions

7. PUBLIC HEARINGS

None.

8. SPECIAL PRESENTATIONS

a. Community Emergency Response Team (CERT) #27 Graduation

Emergency Manager Heather Kelly reviewed the Community Emergency Response Team (CERT) training and introduced the 27th CERT class participants who were recognized and accepted their Certificates of Completion from the City Council.



b. City Employee Emergency Preparedness Campaign

Emergency Manager Heather Kelly shared information on the program to date and provided emergency kits to the City Councilmembers.

9. CONSENT CALENDAR

a. Approval of Minutes

(1) April 9, 2019

(2) April 16, 2019

b. Audit of Accounts and Payment of Bills and Payroll

Payroll: \$3,976,361.26

Bills: \$5,270,773.98

CA190417 wire #70 checks #705076 - 705179

LB190424 checks #705181 - 705328

CA190501 checks #705329 - 705513

LB429A wire #71

LB506A wire #72

Purch Cards/March ACH

c. General Correspondence

d. Claims

(1) Claims for Damages

Claims received from the Seattle Police Department, Jia Lin Grance Chieh, Willmot Tucker and Tomoko Tucker, Jeffrey Stonehocker, Mark Weiland, and Ross Worthington were acknowledged via approval of the consent calendar.

e. Award of Bids

(1) Kirkland Justice Center, Concrete Floor Epoxy Removal

The construction contract for the Kirkland Justice Center (KJC) Concrete Floor Epoxy Removal Project, in the amount of \$53,934.47, was awarded to Crystal Soda Blast of Tukwila, Washington, via approval of the consent calendar.

f. Acceptance of Public Improvements and Establishing Lien Period

(1) 2018 Annual Street Preservation Program: Phase II, Street Overlay Project

The work for the 2018 Annual Street Preservation Program-Phase II Street Overlay Project, as completed by Lakeside Industries of Issaquah, Washington, was accepted, thereby establishing the statutory lien period; and the transfer of the final remaining surplus funding from the 2018 Street Preservation Program funds to the 2019 Street Preservation Program was authorized via approval of the consent calendar.

g. Approval of Agreements

h. Other Items of Business

(1) 3rd Street Watermain Project - Pre-bid Update

The update was acknowledged via approval of the consent calendar.

(2) Rose Point Lift Station - Pre-bid Update

The update was acknowledged via approval of the consent calendar.

(3) Finn Hill Trail Project Funding Reallocation to Juanita Heights

The funding from the 2018 CIP Budget for the Finn Hill Trail Connections (non-CKC) project (approximately \$243,800) was reallocated to a new project titled Juanita Heights Park Trail Feasibility, Acquisition and Development, via approval of the consent calendar.

(4) Procurement Report

The report was acknowledged via approval of the consent calendar.

Motion to Approve the Consent Calendar.

Moved by Councilmember Tom Neir, seconded by Councilmember Toby Nixon

Vote: Motion carried 7-0

Yes: Deputy Mayor Jay Arnold, Councilmember Dave Asher, Councilmember Kelli Curtis, Councilmember Tom Neir, Councilmember Toby Nixon, Councilmember Jon Pascal, and Mayor Penny Sweet.

## 10. BUSINESS

a. State Legislative Update #8

Intergovernmental Relations and Economic Development Manager Lorrie McKay provided the final summary of the City of Kirkland's 2019 legislative priorities and received Council's thanks for her work and results achieved.

b. Ordinance O-4686, Relating to Firearms and Weapons and Restricting the Discharge of Firearms Throughout Kirkland

Motion to Approve Ordinance O-4686, entitled "AN ORDINANCE OF THE CITY OF KIRKLAND RELATING TO FIREARMS AND WEAPONS AND RESTRICTING THE DISCHARGE OF FIREARMS" as amended.

Moved by Councilmember Toby Nixon, seconded by Councilmember Tom Neir  
Vote: Motion carried 7-0

Yes: Deputy Mayor Jay Arnold, Councilmember Dave Asher, Councilmember Kelli Curtis, Councilmember Tom Neir, Councilmember Toby Nixon, Councilmember Jon Pascal, and Mayor Penny Sweet.

Motion to Amend Ordinance O-4686, by adding a new sentence at the end of Section 1, after line 43, to read as follows: "For all purposes under this title, the term "firearm" shall have that same meaning as set forth in RCW 9.41.010(11) and as such statute may hereafter be amended."

Moved by Councilmember Toby Nixon, seconded by Councilmember Jon Pascal  
Vote: Motion carried 7-0

Yes: Deputy Mayor Jay Arnold, Councilmember Dave Asher, Councilmember Kelli Curtis, Councilmember Tom Neir, Councilmember Toby Nixon, Councilmember Jon Pascal, and Mayor Penny Sweet.

Council recessed for a short break.

c. Rose Hill Neighborhood Amendments to Zoning Code and Zoning Map

Senior Planner Janice Coogan reviewed actions to date and the proposed ordinances, and responded to Council questions.

- (1) Option A with RH 8 Zone- Ordinance O-4683, Relating to Zoning, Planning, and Land Use and Amending the Kirkland Zoning Code Ordinance 3719 as Amended, Including Chapters 20, 25, 30, 40, 45, 53, 142, Amending the Zoning Map Ordinance 3710, as Amended, to Include Legislative Rezones, and Approving a Summary Ordinance for Publication, File No. CAM19-00043.

Motion to Approve Ordinance O-4683, entitled "AN ORDINANCE OF THE CITY OF KIRKLAND RELATING TO ZONING, PLANNING, AND LAND USE AND AMENDING THE KIRKLAND ZONING CODE ORDINANCE 3719 AS AMENDED, INCLUDING CHAPTERS 20, 25, 30, 40, 45, 53, 142, AMENDING THE ZONING MAP ORDINANCE 3710, AS AMENDED, TO INCLUDE LEGISLATIVE REZONES, AND APPROVING A SUMMARY ORDINANCE FOR PUBLICATION, FILE NO. CAM19-00043."

Moved by Councilmember Tom Neir, seconded by Deputy Mayor Jay Arnold

Vote: Motion carried 6-1

Yes: Deputy Mayor Jay Arnold, Councilmember Kelli Curtis, Councilmember Tom Neir, Councilmember Toby Nixon, Councilmember Jon Pascal, and Mayor Penny Sweet.

No: Councilmember Dave Asher.

- (2) Option B without RH 8 Zone- Ordinance O-4683, Relating to Zoning, Planning, and Land Use and Amending the Kirkland Zoning Code Ordinance 3719 as Amended, Including Chapters 20, 25, 30, 40, 45, 53, 142, Amending the Zoning Map Ordinance 3710, as Amended, to Include Legislative Rezones, and Approving a Summary Ordinance for Publication, File No. CAM19-00043
- (3) Ordinance O-4687, Relating to Zoning, Planning, and Land Use and Amending the Kirkland Zoning Code Ordinance 3719 as Amended, to RH 8 Zone Sections 53.82, 53.84.020, 53.84.040, 53.84.050, 53.84.060 and Approving a Summary Ordinance for Publication, File No. CAM19-00043
- d. Ordinance O-4684, Relating to Zoning and Land Use and Amending the City of Kirkland Zoning Code, Ordinance 3719 as Amended, Regarding Development Standards for Floor Area Ratio, Lot Coverage, and Related Definitions, and Approving a Summary for Publication, File No. CAM18-00258

Planner Allison Zike provided an overview of the issues related to the proposed ordinance and responded to Council questions.

Motion to Approve Ordinance O-4684, entitled "AN ORDINANCE OF THE CITY OF KIRKLAND RELATING TO ZONING AND LAND USE AND AMENDING THE CITY OF KIRKLAND ZONING CODE, ORDINANCE 3719 AS AMENDED, REGARDING DEVELOPMENT STANDARDS FOR FLOOR AREA RATIO, LOT COVERAGE, AND RELATED DEFINITIONS, AND APPROVING A SUMMARY FOR PUBLICATION, FILE NO. CAM18-00258."

Moved by Councilmember Kelli Curtis, seconded by Councilmember Tom Neir  
Vote: Motion carried 6-1

Yes: Deputy Mayor Jay Arnold, Councilmember Kelli Curtis, Councilmember Tom Neir, Councilmember Toby Nixon, Councilmember Jon Pascal, and Mayor Penny Sweet.

No: Councilmember Dave Asher.

- e. Designating Voting Delegates for Association of Washington Cities 2019 Annual Business Meeting

Motion to Designate Councilmembers Pascal and Nixon as Kirkland's Voting Delegates for the Association of Washington Cities 2019 Annual Business Meeting.

Moved by Councilmember Tom Neir, seconded by Councilmember Kelli Curtis  
Vote: Motion carried 7-0

Yes: Deputy Mayor Jay Arnold, Councilmember Dave Asher, Councilmember Kelli Curtis, Councilmember Tom Neir, Councilmember Toby Nixon, Councilmember Jon Pascal, and Mayor Penny Sweet.

f. 2020 Census - Complete Count Funding Options

Neighborhood Services Outreach Coordinator David Wohlbrecht provided a presentation outlining proposed options for the City to support a complete count of the 2020 Census through grant funding and responded to Council questions.

Motion to Approve the staff recommendation (option A) that the City participate in the regional census fund at the level of \$30,000.

Moved by Councilmember Kelli Curtis, seconded by Councilmember Tom Neir

Vote: Motion carried 7-0

Yes: Deputy Mayor Jay Arnold, Councilmember Dave Asher, Councilmember Kelli Curtis, Councilmember Tom Neir, Councilmember Toby Nixon, Councilmember Jon Pascal, and Mayor Penny Sweet.

11. REPORTS

a. City Council Regional and Committee Reports

Councilmembers shared information regarding the upcoming Sound Cities Association Public Issues Committee meeting; the Green Kirkland Partnership Earth Day volunteer event at Edith Moulton Park; the Kirkland Police Department Promotional and Swearing-In event; a tour of the Cascade Recycling Center; a ribbon-cutting event at the opening of the Evergreen Market; a Transportation Work Group meeting; requested staff bring forward proposals for seeking sales tax credit funding for affordable housing projects; the passage of the King County Solid Waste Comprehensive Plan; a Cascade Water Alliance meeting; an upcoming King County Charter Review Committee meeting; and a North End Mayors meeting.

Motion to Add to the Planning and Economic Development Committee agenda the exploration of setting Kirkland affordable housing goals in the 30%, 50% and 80% Area Median Income (AMI) range as well as missing middle housing.

Moved by Councilmember Kelli Curtis, seconded by Councilmember Tom Neir

Vote: Motion carried 7-0

Yes: Deputy Mayor Jay Arnold, Councilmember Dave Asher, Councilmember Kelli Curtis, Councilmember Tom Neir, Councilmember Toby Nixon, Councilmember Jon Pascal, and Mayor Penny Sweet.

Motion to Authorize the Transportation Work Group to approve a letter of support for the Transit Way.

Moved by Deputy Mayor Jay Arnold, seconded by Councilmember Dave Asher

Vote: Motion carried 7-0

Yes: Deputy Mayor Jay Arnold, Councilmember Dave Asher, Councilmember Kelli Curtis, Councilmember Tom Neir, Councilmember Toby Nixon, Councilmember Jon Pascal, and Mayor Penny Sweet.

Motion to Hold a public hearing in consideration of a resolution of support of the King County Parks Levy that will be on the August 6 ballot.

Moved by Deputy Mayor Jay Arnold, seconded by Councilmember Kelli Curtis  
Vote: Motion carried 7-0

Yes: Deputy Mayor Jay Arnold, Councilmember Dave Asher, Councilmember Kelli Curtis, Councilmember Tom Neir, Councilmember Toby Nixon, Councilmember Jon Pascal, and Mayor Penny Sweet.

b. City Manager Reports

City Manager Kurt Triplett reported on a recent special A Regional Coalition for Housing (ARCH) Board meeting.

(1) Calendar Update

Councilmember Nixon requested and received approval to request staff to explore the issue of unsolicited advertising left at homes. City Manager Kurt Triplett reported on a meeting with Mayor Sweet and Microsoft to discuss their affordable housing initiative; and a meeting with Mayor Sweet, Planning and Building Department Director Adam Weinstein and GMD Development on affordable housing.

12. ITEMS FROM THE AUDIENCE

None.

13. ADJOURNMENT

The Kirkland City Council regular meeting of May 7, 2019 was adjourned at 10:52 p.m.

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Kathi Anderson, City Clerk

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Penny Sweet, Mayor



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

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## MEMORANDUM

**To:** Kurt Triplett, City Manager  
**From:** Kathi Anderson, City Clerk  
**Date:** May 9, 2019  
**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) William McDaniel  
13421 122<sup>nd</sup> Ave NE  
Kirkland, WA 98034

**Amount:** \$10.00

**Nature of Claim:** The Claimant states that he believes the City should reimburse him for the fee he paid to have his signature notarized on a previously submitted claim due to "bad advise" (sic).

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



**CITY OF KIRKLAND**  
**Department of Public Works**  
123 Fifth Avenue, Kirkland, WA 98033 425.587.3800  
[www.kirklandwa.gov](http://www.kirklandwa.gov)

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**MEMORANDUM**

**To:** Kurt Triplett, City Manager

**From:** Scott Gonsar, P.E., Project Engineer  
David Snider, P.E., Capital Projects Manager  
Kathy Brown, Public Works Director

**Date:** May 9, 2019

**Subject:** CKC SURFACEWATER HEADWALL PROJECT (SDC-106001)  
AWARD CONTRACT

**RECOMMENDATION:**

City Council to:

- Award a construction contract for the CKC Surfacewater Drainage Crestwoods Park Project (Project) to Dungeness Construction Company of Langley, Washington, in the amount of \$328,710.16.

By taking action during approval of the consent calendar, City Council is awarding the construction contract for the Project.

**BACKGROUND DISCUSSION:**

Along the Cross Kirkland Corridor, near Crestwoods Park, there exists a streambed culvert and wooden headwall constructed out of old railroad bed ties (treated wooden timbers). It is estimated that the structure was constructed in the early-1900s by railroad maintenance workers as protection for the rail line roadbed. The timbers are currently held in place by metal fence posts staked in the ground acting as support for an existing 24"-diameter reinforced concrete culvert conveying the stream. Over many decades, erosion around the culvert has resulted in an elevated pipe outfall that has cut or incised the stream channel. Leaving this situation unaddressed could result in the failure of both the 24"-diameter culvert and a portion of the CKC trail where the culvert crosses underneath (see Attachment A, "Vicinity Map").

The Project consists of installing a concrete block headwall, a manhole drop-in structure, and stream channel restoration. As designed, the improvements will prevent further stream erosion by providing for a dissipation of the energy produced by stream flows at high stream flow events.

During construction, equipment will be staged at designated areas at the dead end of 111th Avenue N.E. and on the CKC itself. Once the headwall placement is completed, the contractor will access the King County Wastewater Treatment Division property from Forbes Creek Drive as an area used to stage equipment and materials. The heavy equipment use



on the Project is estimated to take 25 working days to complete and, during that time, there will be a need to close a portion of the CKC for 10 working days. As identified in the design contract documents, the contractor is required to establish a detour route (see Attachment B, "CKC Trail Closure Temporary Routing").

### Bid Results

With an engineer's estimate was \$280,500, the Project was first advertised on March 27 and on April 3, 2019 the City received three bids. With a bid total of \$328,710.16, Dungeness Construction Company has been deemed the lowest responsible bidder, based upon the bid amount and all required paperwork received (see Table 1, below).

**Table 1—Bid Results**

<b>Contractor</b>	<b>Amount</b>
<i>Engineer's Estimate</i>	<i>\$280,500.00</i>
<b>Dungeness Const Co.</b>	<b>\$328,710.16</b>
McClure Construction Company	\$356,172.40
Road Construction Northwest, Inc	\$370,203.54

### Funding and Expenses

The overall approved Project funding is \$690,000, which includes funding for a now-complete preliminary report to more closely examine the existing situation and to establish an appropriate and cost-effective solution. The sum of all project expenses is currently estimated to be \$690,000 including the City's project elements and an appropriate contingency for the type and level of access difficulty represented by the physical work (see Table 2, below, and Attachment C, "Project Budget Report").

**Table 2—Budget vs. Expense (Amended Budget)**

<b>Funding</b>	
Surface Water Utility Funds	\$540,000
King County Flood Control Grant Funding	\$150,000
<b>Total</b>	<b>\$690,000</b>
<b>Anticipated Expenses</b>	
Design	\$185,000
Inspection/Geotechnical Testing	\$50,000
Staff/Admin	\$62,000
Construction	\$328,710
Contingency	\$64,290
<b>Total</b>	<b>\$690,000</b>

### Schedule

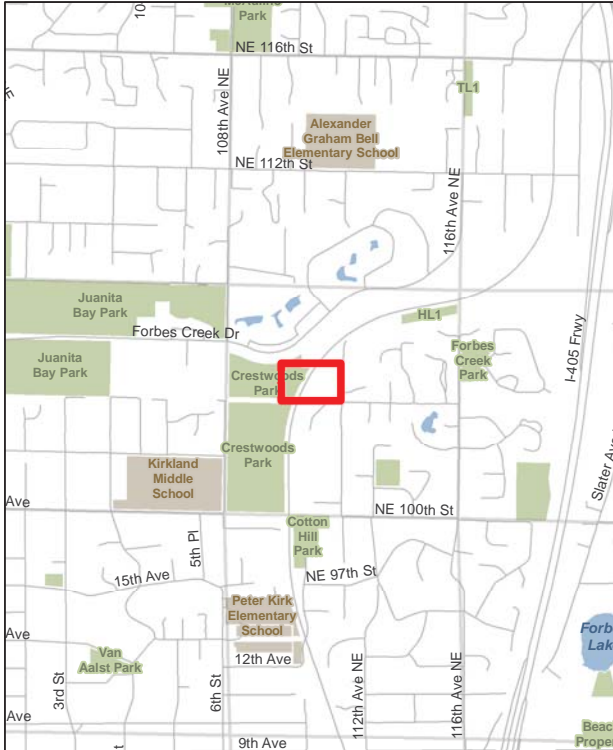
With a City Council contract award at the May 21<sup>st</sup> meeting, the contractor will begin work in summer with a requirement of completing all in-water work and surface restoration in September. Landscape plantings will follow and be finished in November 2019. The CKC trail closure, from Cotton Hill Park to 111<sup>th</sup> Avenue N.E. trail access, is anticipated to be 10 working days with notification signage and other advance warnings being made public at least one-week in advance of the closure. The actual CKC closure days will be determined through routine scheduling conversations between the Project Management Team and the contractor once the contract has been fully executed and a pre-construction conference is scheduled.

Attachment A: Vicinity Map

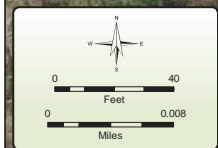
Attachment B: CKC Trail Closure Temporary Routing

Attachment C: Project Budget Report

Attachment A

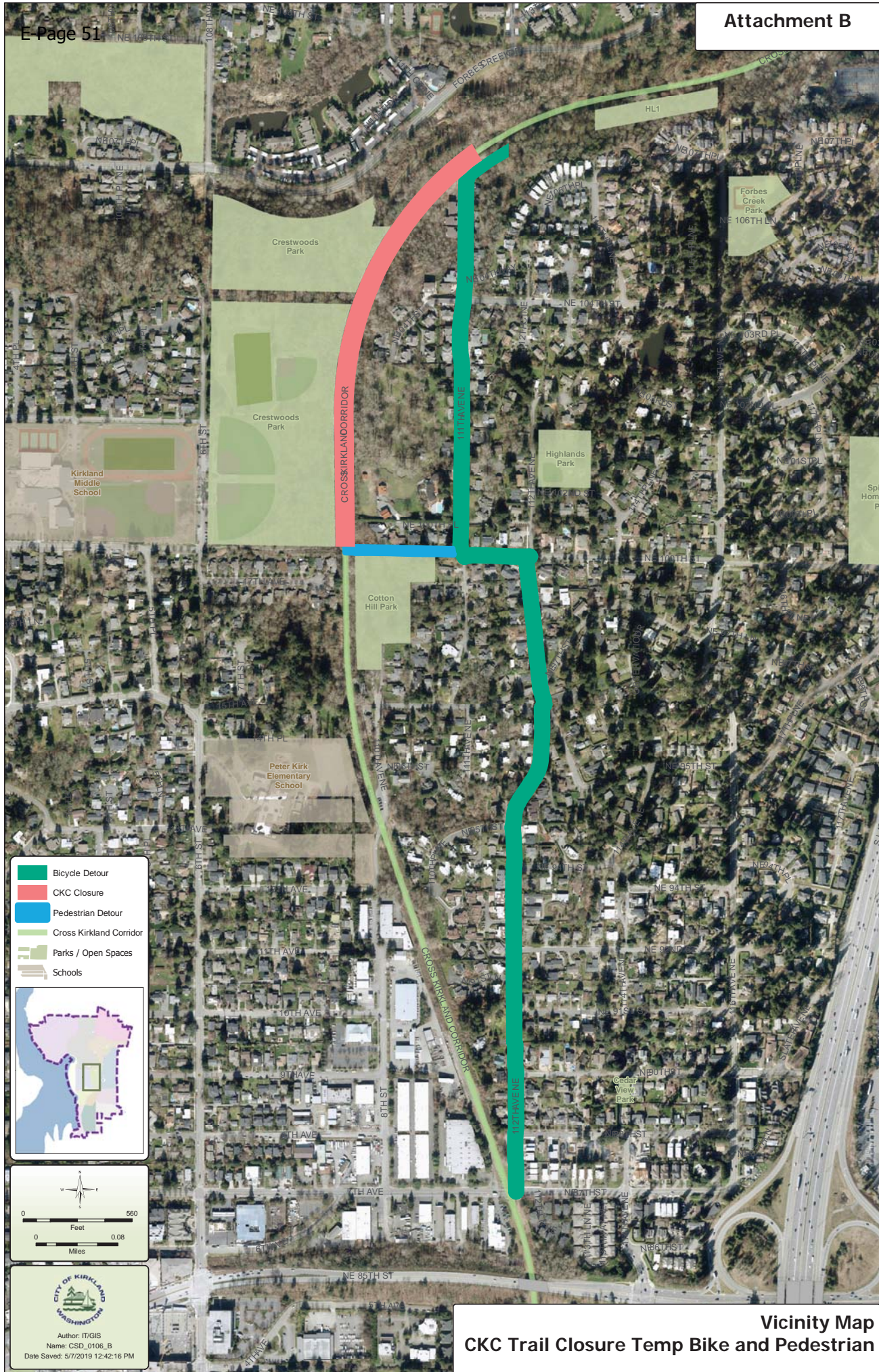


- Stream
- Culvert
- Trail
- Project Area Culvert
- Project Area Stream

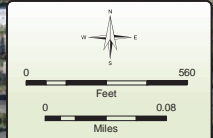



CITY OF KIRKLAND  
WASHINGTON  
Author: IT/GIS  
Name: CSD\_0106\_A  
Date Saved: 5/7/2019 3:06:21 PM

Vicinity Map  
CKC Stormwater Drainage Headwall Repair



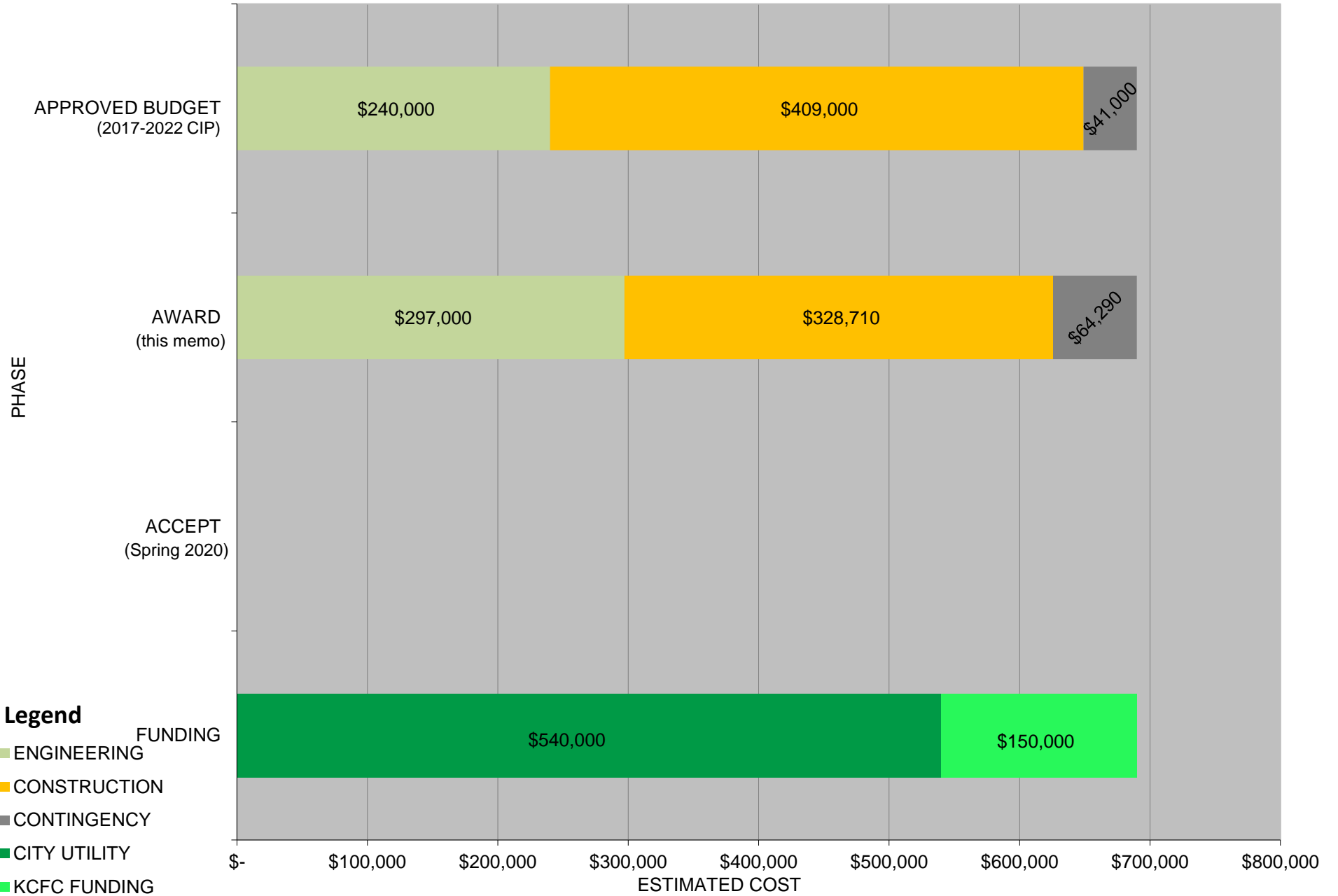
- Bicycle Detour
- CKC Closure
- Pedestrian Detour
- Cross Kirkland Corridor
- Parks / Open Spaces
- Schools



  
 Author: IT/GIS  
 Name: CSD\_0106\_B  
 Date Saved: 5/7/2019 12:42:16 PM

**Vicinity Map**  
**CKC Trail Closure Temp Bike and Pedestrian**

## CKC SURFACEWATER HEADWALL PROJECT (SD0-0106001) PROJECT BUDGET REPORT



**CITY OF KIRKLAND**

City Manager's Office  
123 Fifth Avenue, Kirkland, WA 98033 425.587.3000  
www.kirklandwa.us

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**MEMORANDUM**

**To:** Kurt Triplett, City Manager

**From:** Tracey Dunlap, Deputy City Manager  
Chris Dodd, Facilities Services Manager

**Date:** May 6, 2019

**Subject:** Parks Maintenance Center Project – Award Construction Contract

**RECOMMENDATION:**

It is recommended that the City Council award the Parks Maintenance Center Project construction contract to Klinge and Associates of Kirkland, WA in the amount of \$2,246,459.00 and approve additional funding for the renovation. Awarding the bid and authorizing funding will be approved when the Council adopts the consent calendar.

**BACKGROUND DISCUSSION**

With the annexation of North Juanita, Finn Hill and Kingsgate in 2011, the City Council identified three major facilities initiatives:

1. Constructing a facility to co-locate Police, an expanded jail, and the Municipal Court and accommodate increased staffing and vehicles. This goal was achieved in 2014 with the opening of the Kirkland Justice Center.
2. Renovating City Hall to improve customer service, house additional staff, and consolidate Human Resources and Parks and Community Services from 505 Market Street. The public areas of the project were completed in 2016 and most of the remaining project work was complete in 2017, with final acceptance of work earlier this year.
3. Expanding the maintenance capacity for Public Works and Park to serve the larger City.

Identifying options for additional maintenance center capacity for the Parks and Public Works departments was included in the 2015-2016 and the 2017-2018 City Work Programs. Completing the facility is part of the 2019-2020 City Work Program and this action will authorize the work to complete that item.

At the [February 3, 2017 City Council Retreat](#), Council was given an update and options for additional space to meet maintenance needs post-annexation. The packet for the retreat contained considerable background on the needs and other options explored. Many

properties were evaluated and at the March 6, 2018 City Council Meeting, the City Council authorized the City Manager to enter into a Purchase and Sale Agreement to purchase real property located at 12006 120<sup>th</sup> PI NE, Kirkland WA (occupied by Office Max) for expanding the Parks Maintenance capacity. The property is well located to provide Park Maintenance activities throughout the City.

Constructing a separate Park Maintenance facility was determined to be the best strategy to meet the needs of both departments. Once the New Parks Maintenance Center project is completed and the Parks Maintenance staff occupies the new facility, the current Parks Maintenance Facility located at 1129 8<sup>th</sup> Street would then be slightly modified, and Public Works could expand their operation allowing for more parking and warehouse space for their expanded services levels due to the 2011 annexation.

Staff has worked with Wagner Architects to design a facility that will include staff locker rooms, security fencing with motorized gates, material and vehicle storage both inside the facility and outside on the property, staff offices and a "bullpen" area for field staff, conference rooms, lunch room, copy center, additional restrooms near the offices, carpentry shop, welding shop and herbicide storage. A floor plan has been provided as Attachment A and a site plan has been provided as Attachment B.

## **BIDDING**

On April 9, 2019 plans and specifications were made available to the public that included Bidder Responsibility Criteria specific to completion of projects of similar size and scope. On April 23, 2019 at 10 am, the City held a mandatory site visit for potential general contractors with many sub-contractors in attendance to review the plans and ask the design team questions about the project. The bid opening was held on April 30, 2019. 4 bids were received as follows:

<u>Contractor</u>	<u>Contract Amount</u>
Accord Contractors	\$2,418,556.00
Kassel & Associates	\$3,057,000.00
Western Ventures	\$2,619,000.00
Klinge & Associates	\$2,246,459.00

With an award of the contract to Klinge and Associates by City Council at their May 21, 2019 meeting, construction will begin in June of 2019. A 120-day construction period is anticipated with an additional 30 days to complete punch list items and close out the project.

## **BUDGET**

As presented at the March 1, 2019 Council Retreat, staff presented a status report regarding the budget for the project. The current renovation funding consists of \$150,000 for design and \$1.5 million, which was set before the site was secured and design was complete. The table on the following page summarizes the project estimate at that time and the current budget estimate.

<b>Expenditures</b>	<b>Engineer's Estimate</b>	<b>Proposed Budget</b>
Bid w/o WSST	2,084,737	2,246,459
Furnishing/Fixtures/Equip.	100,000	100,000
Testing/Inspec.	10,000	10,000
In-house Proj. Mgt.	20,000	35,000
Moving	15,000	15,000
Permitting	55,000	55,000
Architect/Eng'r Fees	200,000	220,000
Contingency	300,000	200,000
Sales Tax (WSST)	285,000	226,892
KC Capacity Chg	40,635	0
<b>Total Expenditure</b>	<b>3,110,372</b>	<b>3,108,351</b>

While the construction bid is higher than the engineer's estimate, the bid includes \$100,000 for undefined City-directed work, which essentially represents a contingency. The other line items were adjusted to reflect more refined data and the budget comes in consistent with the estimate from March, assuming that the King County Sewer Capacity charge will be paid as a rate surcharge rather than upfront.

The funding sources recommended for the difference between the current funding and project budget are summarized in the table below.

<b>Current Funding</b>	
Design Budget	150,000
2019 CIP Funding	1,500,000
<b>Total Current</b>	<b>1,650,000</b>
<b>Additional Funding</b>	
Park Impact Fees	400,000
City Hall Remainder	100,000
Houghton Ct. Rental Bal.	275,933
Forrest House Rental Bal.	33,306
Deferred Debt Service	649,112
<b>Total Funding</b>	<b>3,108,351</b>

Additional funds are recommended to come from Park Impact fees collected above budget (as discussed at the March 1 Retreat), remaining funds from the City Hall Renovation (as described in the February 19, 2019 accept work memo), balances from rental accounts for structures that the City has sold (Houghton Court) or is planning to disposition (Forrest House). The remaining \$650,000 is funded using sales tax revenues from the two-year lag that were set aside in 2019 for debt service on the Totem Lake Connector (\$1.2 million). The debt for that project is not expected to be issued until the end of 2019 or early 2020, so those funds are available for other purposes. A fiscal note is attached for the additional funding authority.

**SUSTAINABLE INITIATIVES, FURNISHINGS AND FINISHES**

The adaptive re-use of the existing structure and much of its infrastructure aligns with Council initiative to use green, sustainable and reusable materials and keeping/using many of these items that would otherwise end up in the landfill. Staff was also able to locate a gently used furniture system for the offices and work spaces that was generously donated to the City by a local, Kirkland company. This furniture was the basis for the color selection for décor and finishes and provide a neutral and timeless palette that will look current many years into the future. Staff was also able to negotiate for Office Max to leave the fixed pallet racks in the warehouse space, which will meet specific needs identified by Parks Maintenance.

**PUBLIC OUTREACH**

The public is invited to a Council ground-breaking event (more of a “Wall Smashing”) at the project site on May 22, 2019 at 11:30 AM. In addition, the community will be informed of the progress of the project via the City website, social media and local and regional news outlets.

**NEXT STEPS**

At the regular meeting on May 21, 2019, City Council will be asked to award the General Contract to Klinge and Associates and approve additional funding as part of the consent calendar. With City Council approval of the contract, the project will formally begin. Staff plans to provide periodic project updates to the Council as the project progresses.



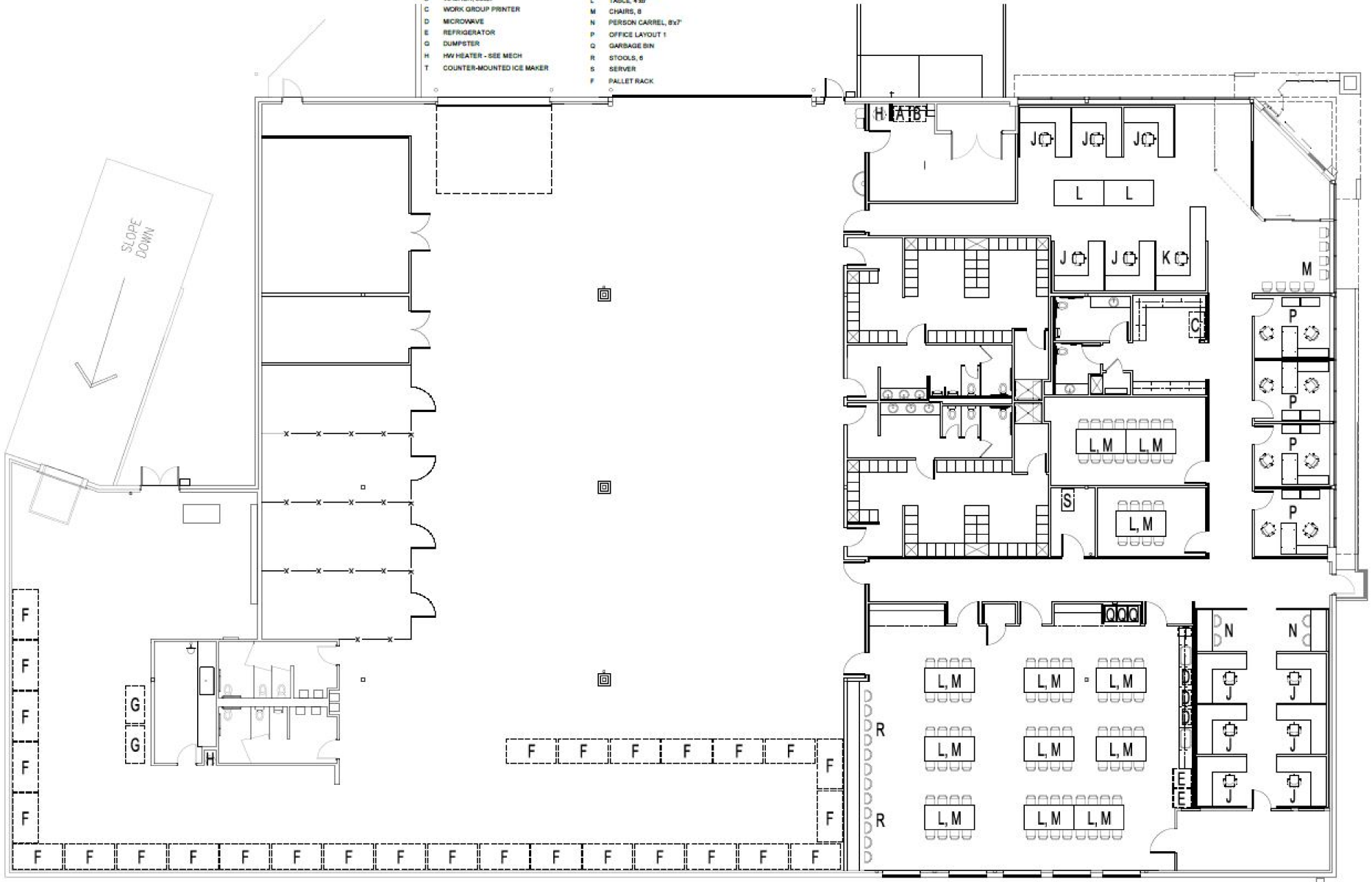
**EQUIPMENT LEGEND**

CONTRACTOR FURNISHED /  
CONTRACTOR INSTALLED (CF/CI)

- A DRYER, 30x27
- B WASHER, 30x27
- C WORK GROUP PRINTER
- D MICROWAVE
- E REFRIGERATOR
- G DUMPSTER
- H HW HEATER - SEE MECH
- T COUNTER-MOUNTED ICE MAKER

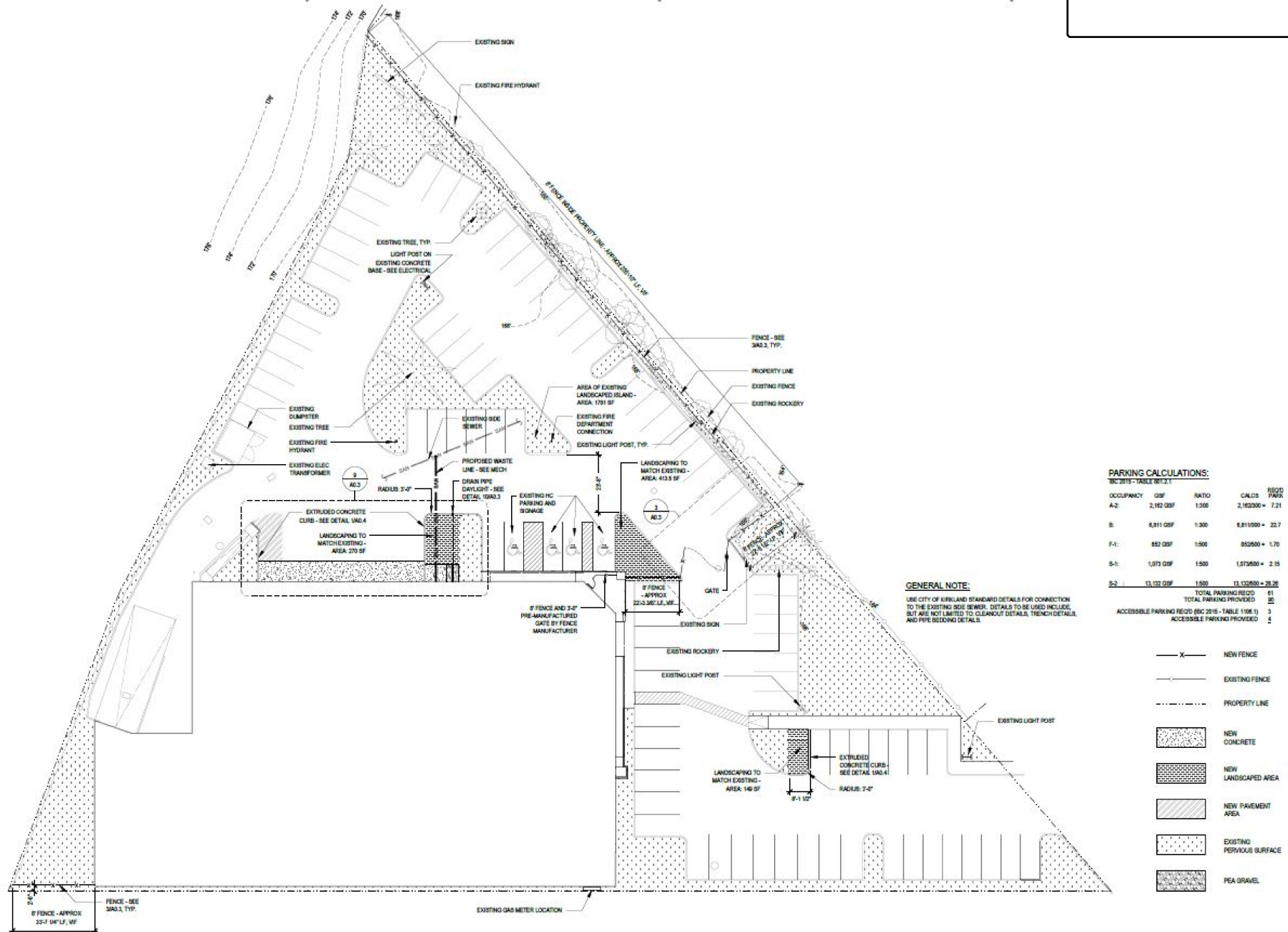
OWNER FURNISHED / OWNER INSTALLED (OF/OI)

- J WORKSTATION & RETURN, 8x6
- K WORKSTATION & RETURN, 8x8  
W/5'-0" EXTENSION
- L TABLE, 4x8'
- M CHAIRS, 8
- N PERSON CARRIEL, 8x7
- P OFFICE LAYOUT 1
- Q GARBAGE BIN
- R STOOLS, 6
- S SERVER
- F PALLET RACK



1 FURNITURE PLAN  
SCALE: 1/8" = 1'-0"





**PARKING CALCULATIONS:**  
 IRC 2015 - TABLE 801.2.1

OCCUPANCY	GSF	RATIO	CALCS	REQD PARK
A-2	2,162 GSF	1:300	2,162/300 = 7.21	
B	9,911 GSF	1:300	9,911/300 = 32.7	
F-1	852 GSF	1:500	852/500 = 1.70	
S-1	1,073 GSF	1:500	1,073/500 = 2.15	
S-2	13,332 GSF	1:500	13,332/500 = 26.66	
			<b>TOTAL PARKING REQD</b>	<b>61</b>
			<b>TOTAL PARKING PROVIDED</b>	<b>85</b>
			<b>ACCESSIBLE PARKING REQD (IRC 2015 - TABLE 1106.1)</b>	<b>3</b>
			<b>ACCESSIBLE PARKING PROVIDED</b>	<b>4</b>

**GENERAL NOTE:**  
 USE CITY OF KIRKLAND STANDARD DETAILS FOR CONNECTION TO THE EXISTING SIDE SEWER. DETAILS TO BE USED INCLUDE, BUT ARE NOT LIMITED TO: CLEANOUT DETAILS, TRENCH DETAILS, AND PIPE BEDDING DETAILS.

- X — NEW FENCE
- — — — — EXISTING FENCE
- - - - - PROPERTY LINE
- [Pattern] NEW CONCRETE
- [Pattern] NEW LANDSCAPED AREA
- [Pattern] NEW PAVEMENT AREA
- [Pattern] EXISTING PERVIOUS SURFACE
- [Pattern] PEA GRAVEL

**10 SITE PLAN**  
 SCALE: 1" = 20'

**1 LEGEND**  
 NTS



**FISCAL NOTE**

CITY OF KIRKLAND

Source of Request							
Tracey Dunlap, Deputy City Manager							
Description of Request							
Award contract for the Parks Maintenance Center project (PKC 147 0000) and approve \$1,458,351 in additional funding from the sources described below.							
Legality/City Policy Basis							
Fiscal Impact							
<b>One-time transfers of \$400,000 from Park Impact Fees; \$100,000 from the City Hall Renovation Project (GGC 035 1000) balance; \$275,933 from Houghton Court Apartments Rental (FCT 01CK 100/200) balance; \$33,306 from Forrest House Rental (FCT 01FP 100) balance; and \$649,112 from the General Fund to PKC 147 0000.</b> The balances of the aforementioned reserves and projects are adequate to meet this request.							
Recommended Funding Source(s)							
<i>Reserve</i>	Description	2020 Est End Balance	Prior Auth. 2019-20 Uses	Prior Auth. 2019-20 Additions	Amount This Request	Revised 2020 End Balance	2020 Target
	Park Impact Fees	4,972,818	0	0	(400,000)	4,572,818	
			0	0			
<i>Revenue/Exp Savings</i>	Reallocation of budgeted General Fund transfer in the amount of \$649,112 from the LTGO Debt Service Fund to the General Capital Projects Fund. (1)						
<i>Other Source</i>	General Capital Projects Fund: Balance from the City Hall Renovation project (GGC 035 1000) totaling \$100,000. Facilities Maintenance Fund: Balances from the Houghton Court Apartments Rentals (FCT 01CK 100/200) and Forrest House Rentals totaling \$309,239. (2)						
Other Information							
(1) The reallocation of the General Fund transfer described above will be accompanied by corresponding reduction in revenues (transfers in) and expenses (debt service payments) in the LTGO Debt Service Fund. (2) Project balance amounts above are estimates. Exact amounts are pending any additional activity between approval and implementation of this fiscal note.							

Prepared By	Elijah Panci, Sr. Financial Analyst & Doug Honma-Crane, Budget Analyst	Date	May 8, 2019
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**CITY OF KIRKLAND**  
Department of Public Works  
123 Fifth Avenue, Kirkland, WA 98033 425.587.3800  
[www.kirklandwa.gov](http://www.kirklandwa.gov)

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## MEMORANDUM

**To:** Kurt Triplett, City Manager

**From:** Scott Gonsar, P.E., Project Engineer  
David Snider, P.E., Capital Projects Manager  
Kathy Brown, Public Works Director

**Date:** May 9, 2019

**Subject:** 120<sup>th</sup> AVENUE N.E. WATERMAIN AND STORMWATER PIPE IMPROVEMENTS—ACCEPT WORK

## **RECOMMENDATION:**

City Council to:

- Accept the work performed by Shoreline Construction Company, Woodinville, Washington, on the 120<sup>th</sup> Avenue N.E. Watermain and Stormwater Pipe Improvements (Project), thereby establishing the statutory lien period; and
- Authorize the return of remaining Project funds to the appropriate Utility funding sources.

By taking action on this memo during approval of the consent calendar, the City Council is accepting the work for the Project and authorizing the return of all remaining funds back to the utilities.

## **BACKGROUND DISCUSSION:**

The Project consisted of two City utility system improvements in the South Rose Hill neighborhood on 120th Avenue N.E. between N.E. 80th and N.E. 85th Streets (see Attachment A, "Vicinity Map"). The Project enhanced the N.E. 80th Street Watermain Improvement Project (CWA-0116) completed in 2016 and the N.E. 85th Street Project (CWA-0140) completed in 2015. The Project also provided stormwater system improvements on 120th Avenue N.E. associated with and in support of the Salt House women and family shelter development at the corner of N.E. 80th Street and 120th Avenue N.E.

On May 15, 2018, the City Council awarded a construction contract to Shoreline Construction Company in the amount of \$1,295,696.60. At that May 15 meeting, the City Council also approved a budget amendment by: 1) moving existing funding from an adjacent watermain replacement project, 2) adding surface water funding for a companion storm pipe improvement, and 3) adding Water/Sewer reserves needed to complete the Project. The approved amended total Project budget was \$2,186,000 at the time of the award, as shown in Table 1 below:

Construction began on July 16, 2018. Three change orders were issued: one for minor stormwater materials revisions, another for added asphalt work, and the third for increased night work intersection traffic control. Physical completion occurred on January 31, 2019. With a total of \$122,675 in change orders, plus deductive price adjustments due to material quantities being less-than originally estimated, payments to the contractor totaled \$1,341,777.75 resulting in a net total contract increase of \$46,081 (+4%).

**Table 1: Amended Funding (at time of award) vs Expenses**

<b>Project Fund Source</b>	<b>Amount</b>
120 <sup>th</sup> Ave NE	\$710,000
Water/Sewer Reserves	\$640,000
122 <sup>th</sup> Ave NE	\$696,000
120 <sup>th</sup> Ave NE Stormwater	\$140,000
<b>TOTAL</b>	<b>\$2,186,000</b>
	<b>Expenses</b>
Design/Insp./CM/ Staff/Permitting	\$734,279
Construction	\$1,341,778
<b>TOTAL</b>	<b>\$2,076,055</b>
<b>Estimated Funding Surplus</b>	<b>\$109,945</b>

With the construction contract costs known, there remains a current budget surplus of approximately \$110,000, with nearly \$62,000 in left-over water utility funding and just over \$48,000 in surface water funding.

Staff is recommending the return of all surplus funds to the Project funding sources once all staff time is accounted for through the Project close-out process (see Attachment B, "Project Budget Report" and Attachment C, Fiscal Note). Project close-out is estimated to be less than \$1,000 for the time and paperwork required.

Attachment A: Vicinity Map  
Attachment B: Project Budget Report  
Attachment C: Fiscal Note

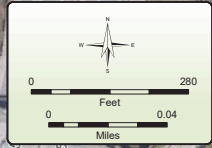
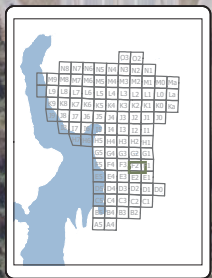
**Attachment A**



Schedule A  
120th Ave NE - CWA 0155

Schedule D  
Salt House - CSD 0110

**Vicinity map**  
**120th Ave NE Upgrade (CWA155/CSD0110)**



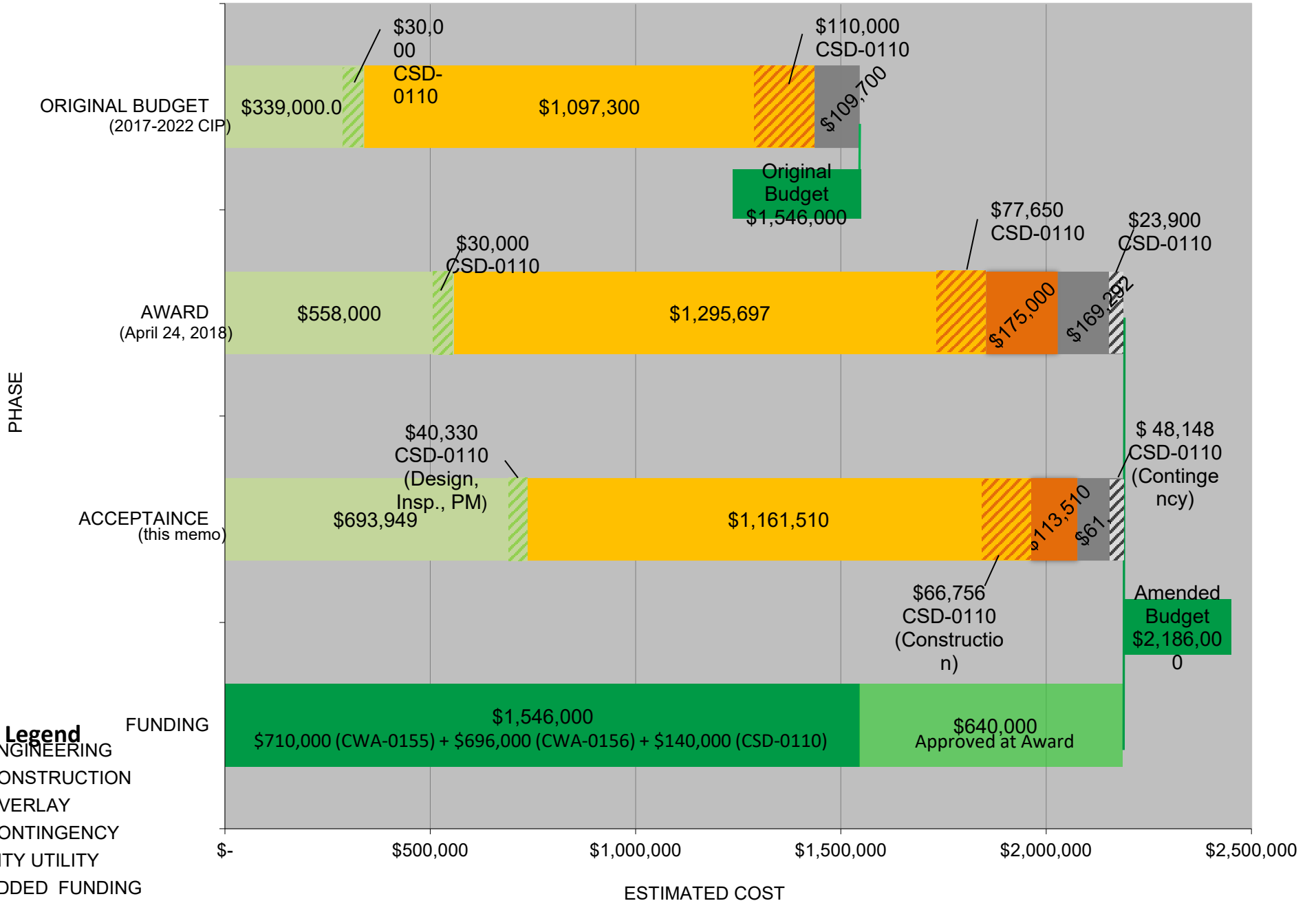
**CITY OF KIRKLAND**  
WASHINGTON

Author: Name In Map Doc Properties  
Name: 2\_Attach A Vic Map  
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120th Ave NE Watermain Improvements and Stormwater Pipe Replacement

Attachment B

PROJECT BUDGET REPORT



**FISCAL NOTE**

CITY OF KIRKLAND

Source of Request							
Kathy Brown, Public Works Director							
Description of Request							
Accept work on the 120th Avenue NE Watermain Improvement project (WAC 155) and the 120th Avenue NE Stormwater Pipe Replacement project (SDC 110) and return project balances of approximately \$61,796 to the Water/Sewer Construction Reserve and \$48,149 to the Surface Water Construction Reserve.							
Legality/City Policy Basis							
Fiscal Impact							
<b>One-time addition of \$61,796 to the Water/Sewer Construction Reserve.</b> <b>One-time addition of \$48,149 to the Surface Water Construction Reserve.</b>							
Recommended Funding Source(s)							
<i>Reserve</i>	Description	2020 Est End Balance	Prior Auth. 2019-20 Uses	Prior Auth. 2019-20 Additions	Amount This Request	Revised 2020 End Balance	2020 Target
	Water/Sewer Const. Reserve	11,100,663	-	-	61,796	11,162,459	n/a
	Surface Water Const. Reserve	2,307,965	(295,000)	-	48,149	2,061,114	n/a
	Prior uses of the Surface Water Construction Reserve include \$295,000 for the NE 141st Street & 11th Avenue NE Culvert Replacement Project.						
<i>Revenue/Exp Savings</i>							
<i>Other Source</i>							
Other Information							
Amounts returning to reserves are estimates. Exact amounts are pending final charges for staff time in the close-out process.							

Prepared By	Doug Honma-Crane, Budget Analyst	Date	May 9, 2019
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**CITY OF KIRKLAND****Department of Public Works**

123 Fifth Avenue, Kirkland, WA 98033 425.587.3800

[www.kirklandwa.gov](http://www.kirklandwa.gov)

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**MEMORANDUM**

**To:** Kurt Triplett, City Manager

**From:** Brian Baker, Senior Capital Projects Coordinator  
David Snider, P.E., Capital Projects Manager  
Kathy Brown, Public Works Director

**Date:** May 9, 2019

**Subject:** CITY HALL SOUTH PARKING LOT (CTR-0118)—ACCEPT WORK

**RECOMMENDATION:**

City Council to:

- Accept the work on the City Hall South Parking Lot Project (Project), now named "The Wester Lot" by Thomco Construction, Inc., of Lake Stevens, Washington, thereby establishing the statutory lien period; and
- Approve the return of excess Project funds to the original funding source as identified in the fiscal note.

By taking action on this memo during approval of the consent calendar, the City Council is accepting the contract work completed for the City Hall South Parking Lot Project.

**BACKGROUND DISCUSSION:**

This Project constructed a new 84-stall parking lot on two parcels abutting to the south side of the City Hall site that were vacant at the time of construction (see Attachment A, "Vicinity Map"). This lot, named the "Wester Lot" to honor architect and former Kirkland Mayor John Hansford Wester, provides free, permit-only parking for downtown employees Monday through Friday until 5:00 p.m. The lot is open for free public parking on weekends and after 5:00 p.m. Monday through Friday. The reason for constructing this new parking lot that is only a short distance from downtown businesses was to increase the supply of parking for workers, thereby freeing up parking spaces that are more proximate to downtown businesses for customers and visitors.

At its January 3, 2017, the City Council awarded a construction contract to Thomco Construction, Inc., in the amount of \$481,967.52. Construction began February 10, 2017 and was physically complete on November 28, 2018 after the plant establishment period ended.

A change order was issued to compensate the contractor for installing additional aggregate, asphalt, wheel stops, parking signs, and concrete stair modifications, all of which totaled

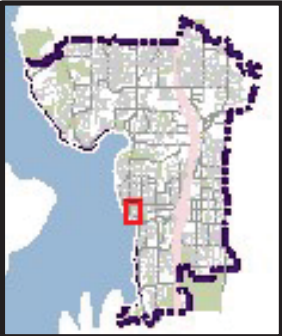
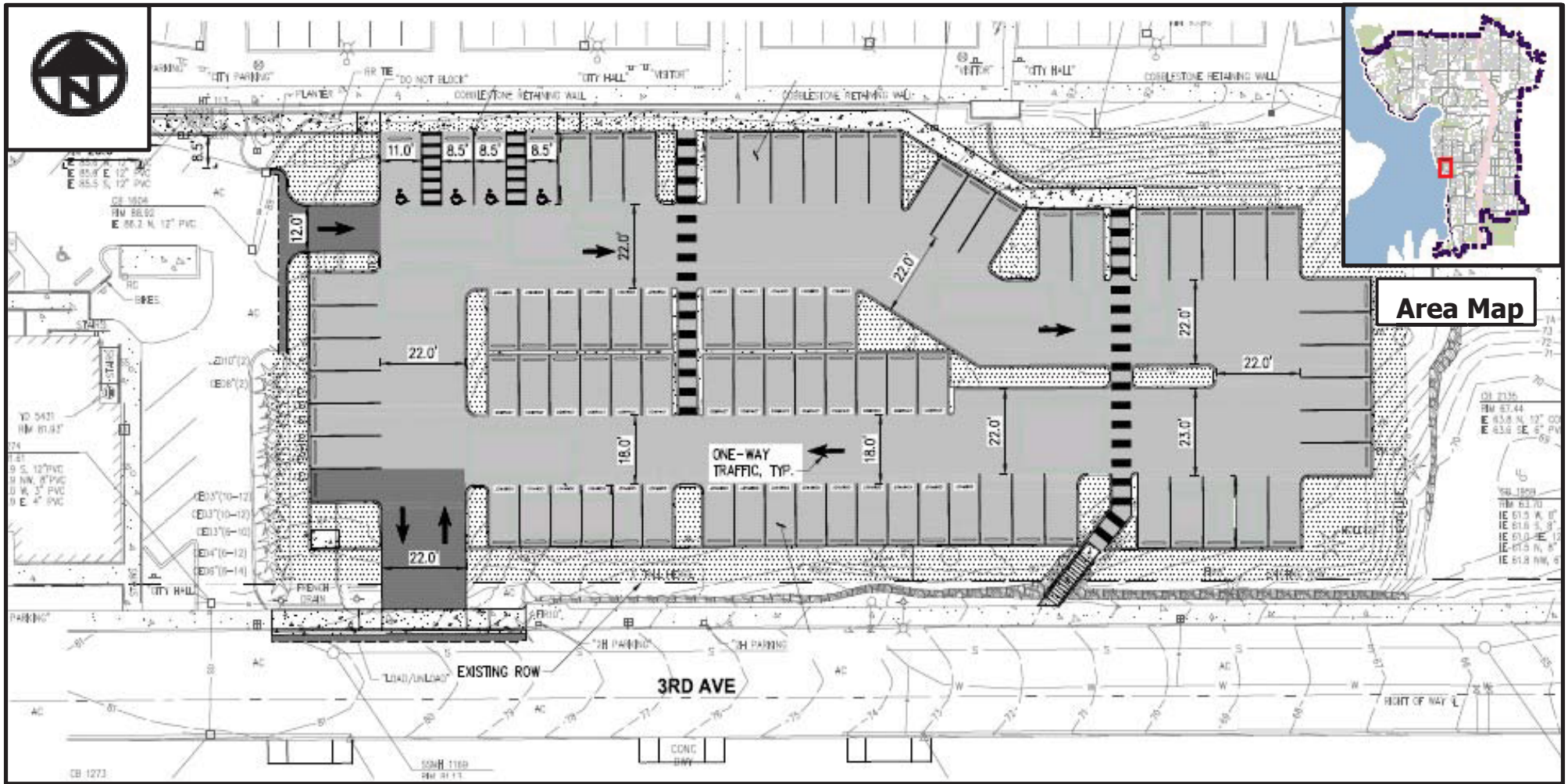
\$45,640.02. The total compensation earned by the contractor for this Project was \$511,084.68 once all bid quantities and additional work was quantified.

Toward the end of the construction, nearby residents expressed concern that headlight beams of vehicles using stalls near the south and east edges of the lot shone into their homes. Staff worked with the residents to resolve the concerns, and additional evergreen plants were installed along the lot's south and east perimeters to screen headlights. An additional \$4,345 of expense was incurred for that work.

At the end of March 2019, staff and the contractor finalized the project documentation.

Project close-out costs, which are estimated to be less than \$500, are the only known or anticipated expenses remaining. This means the Project will have a surplus of just under \$12,000. Staff recommends returning the actual surplus amount to the fund identified in the fiscal note.

Attachment A: Vicinity Map  
Attachment B: Project Budget Report  
Attachment C: Fiscal Note



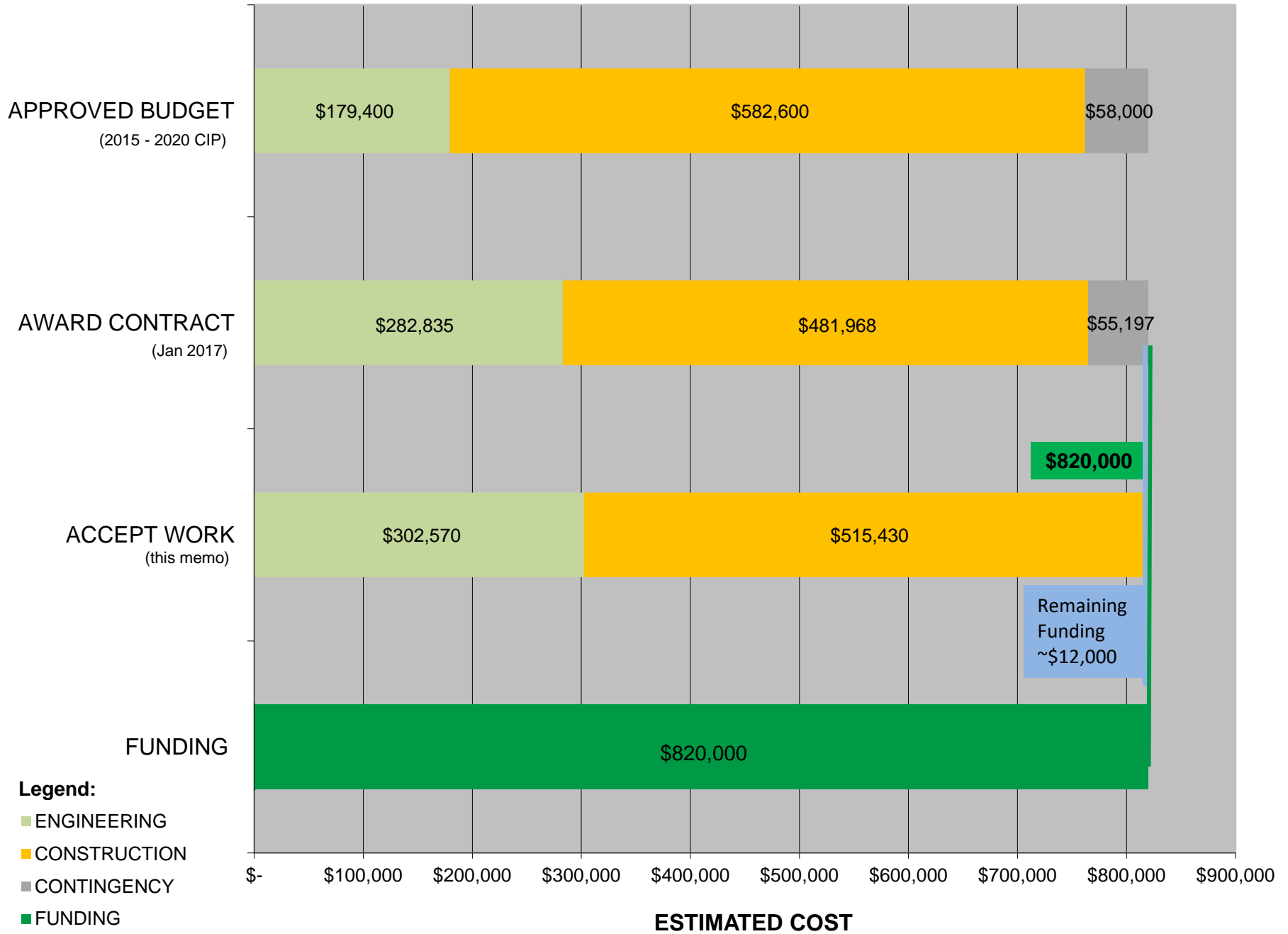
Area Map



**Vicinity Map**  
Permit Parking at City Hall  
84 Stall Configuration

**CITY HALL SOUTH PARKING LOT (CTR - 0118)  
PROJECT BUDGET REPORT**

**Attachment B**



**FISCAL NOTE***CITY OF KIRKLAND*

Source of Request							
Kathy Brown, Public Works Director							
Description of Request							
Accept the work on the City Hall South Parking Lot Project (TRC 0118) and return excess project funds of \$12,000 to REET I reserves.							
Legality/City Policy Basis							
Fiscal Impact							
One-time transfer of the remaining balance (\$12,000) from the City Hall South Parking Lot Project (TRC 0118) to REET I Reserves. The project balance can fully fund this request.							
Recommended Funding Source(s)							
<i>Reserve</i>	Description	2020 Est End Balance	Prior Auth. 2019-20 Uses	Prior Auth. 2019-20 Additions	Amount This Request	Revised 2020 End Balance	2020 Target
	REET I Reserves	1,988,840	0	0	12,000	2,000,840	1,000,000
<i>Revenue/Exp Savings</i>	\$12,000 in unspent budget authority from the City Hall South Parking Lot Project (TRC 0118)						
<i>Other Source</i>							
Other Information							
Project balance amounts above are estimates. Exact amounts are pending any additional activity between approval and implementation of this fiscal note.							

Prepared By	Elijah Panci, Senior Financial Analyst	Date	May 16, 2019
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**CITY OF KIRKLAND**

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

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**MEMORANDUM**

**To:** Kurt Triplett, City Manager

**From:** Shannon Sedlacek, Code Enforcement Officer  
Jon Regala, Planning Supervisor

**Date:** May 8, 2019

**Subject:** 2018 Code Enforcement Annual Report

**RECOMMENDATION**

The attached report is being provided for informational purposes only and no action is required by the City Council.

**BACKGROUND**

The City's policy is to protect the health, safety, and environment of the City and its residents and visitors by achieving compliance with city codes. City staff strive to obtain voluntary compliance through educating and working with the responsible party or parties and do not rely on fines as the primary means of compliance.

The last annual report provided to Council was in April 2016 for the year 2015. After two years, staff has again started to track code enforcement cases and is pleased to provide the 2018 Annual Report for Council review. The 2018 report includes the overall case numbers for 2016-2017 and more detailed information regarding the various case types investigated in 2018. The intent of the report is to provide Council with an overview of code enforcement activity as code enforcement relates to the quality of life and environment within Kirkland.

Generally, the number of code cases has increased since the 2011 annexation. Several reasons for the increase include:

- Increase in population and land associated with the 2011 annexation
- Adoption of the property maintenance code in 2011
- Adoption of the surface water enforcement provisions in 2016 (recently updated in November 2018)
- Increase in development activity
- Awareness by staff on site visits and improved coordination between City departments

Five hundred sixty-one (561) cases were opened in 2018, of which 87% were resolved and closed. A quick review of current cases for 2019 show that for the first quarter (ending April 30), Code Enforcement opened 161 cases, which is on pace with first quarter of 2018 (162 cases).

**Attachment 1** – 2018 Code Enforcement Annual Report



CITY OF KIRKLAND  
 Planning & Building Department  
 123 Fifth Avenue, Kirkland, WA 98033 425.587.3600  
 www.kirklandwa.gov

**MEMORANDUM**

**To:** Kurt Triplett, City Manager

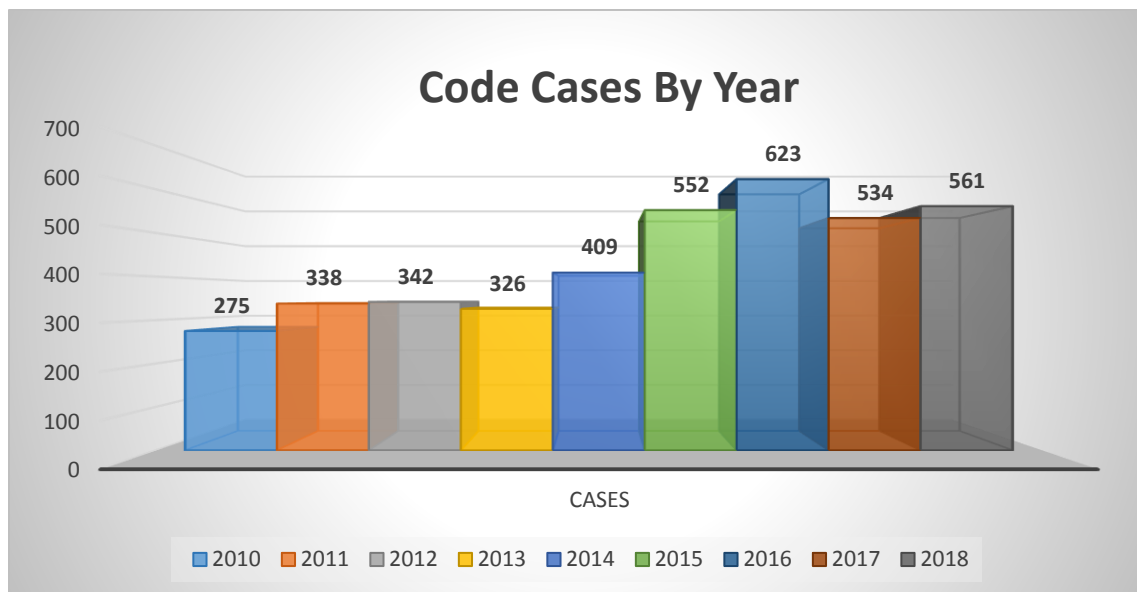
**From:** Shannon Sedlacek, Code Enforcement Officer  
 Jon Regala, Planning Supervisor

**Date:** February 25, 2019

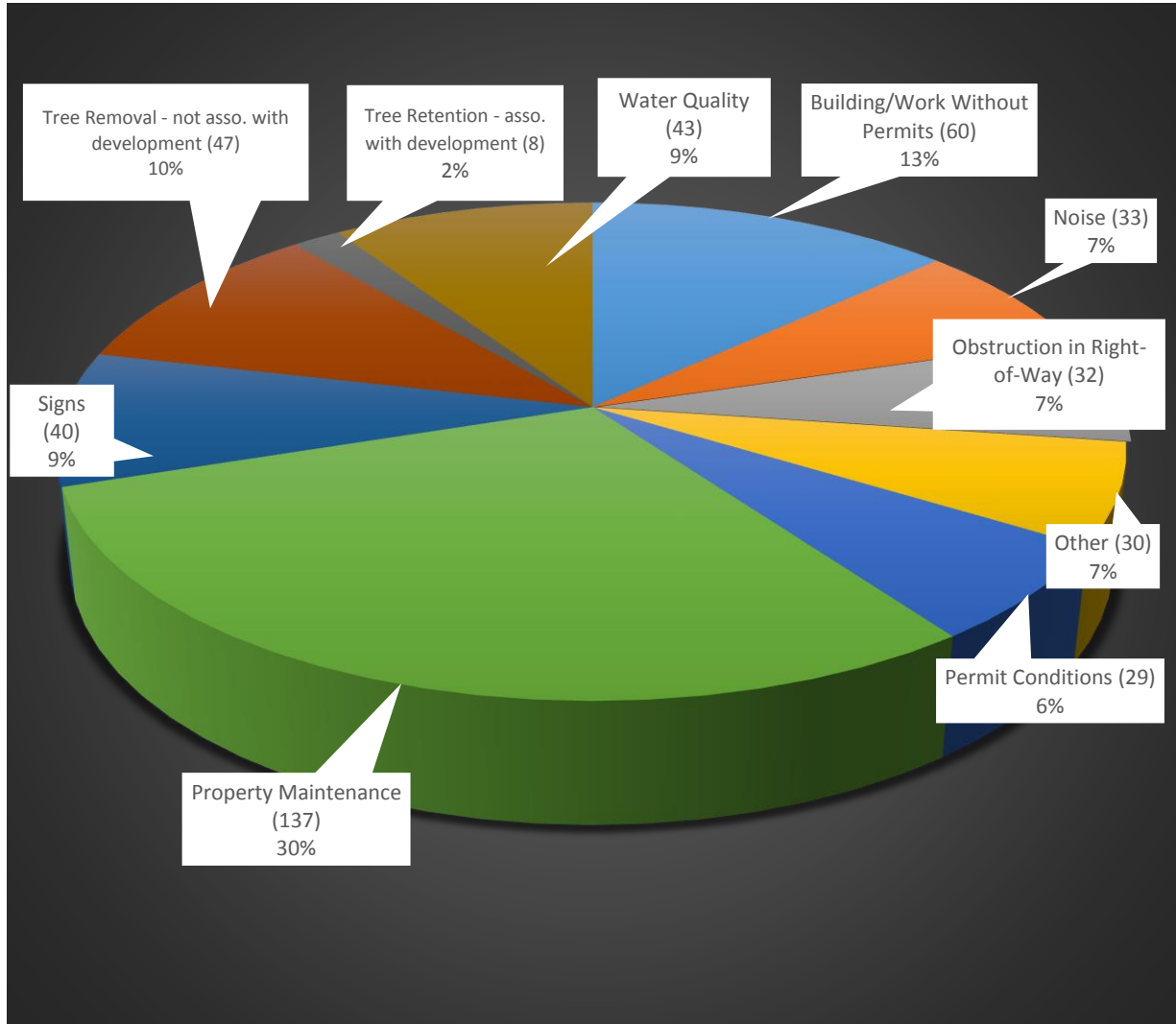
**Subject: 2018 Annual Code Enforcement Activity Report**

The overall goal of the Code Enforcement team is to deliver exceptional service while upholding and enforcing adopted codes and ordinances that were established to protect the public health, safety, and welfare of all residents, business owners, and visitors. The team strives to obtain voluntary compliance through educating and working with the responsible party or parties. There are, however, a small number of cases that result in the issuance of a Notice of Civil Violation due to noncompliance.

In 2018 the Planning and Building Department opened 561 official complaints compared to 534 in 2017, a 5% increase from the previous year and a 72% increase from just 5 years ago. There is continued growth in the number of complaints regarding areas of property maintenance, work performed without permits, surface water concerns, tree code concerns, signs, and right-of-way obstructions that involved coordination between Departments. Code Enforcement staff continues to benefit from combined internal coordination and cooperation across departments.



**Case Types and Volume**



The above chart does not reflect code violations that were reported less frequently (1 to 2 occurrences) such as septic and side sewer failures, refuse and garbage, or critical area and shoreline encroachment.

Code Enforcement resolved and closed 87% of the total cases that were opened during 2018. Of the 561 cases in 2018, only 7 resulted in hearings with the Hearings Examiner, and the City prevailed in each of those cases. Puget Sound Collections, our contracted collection agency, had one referral for past due fines of \$10,000.00, which was collected in full.

**Trees**

There were 55 violations reported of the tree code (KZC Chapter 95) compared to 56 in 2017. These cases typically involve several City staff members depending on the nature of the violation and can take many hours to resolve. Many tree cases may remain open past the end



of the year to allow for the planting of new trees or to monitor the survival of replacement trees.

There were 47 tree removal violations not associated with development in 2018, 18 of which were for City street trees. In 9 of these cases for removal without a permit, fines were waived in the amount of \$11,500.00 after speaking with the violator and learning that they were unaware that the trees in question were City trees. In these cases, the violator agreed to remove the stump (where possible) and replant an approved street tree(s) as a replacement. Jerry Merkel, Public Works Arborist coordinated on all of these public tree cases and worked with the property owner to ensure an approved tree was selected and replanted by the property owner.

There were numerous calls and/or complaints received regarding alleged tree violations that upon investigation were shown to have received City approval or were situations where proper pruning was being performed. Instances where proper pruning of right-of-way trees was performed by the owner or a tree service company were used as an opportunity for educating the responsible party of City processes and the required permitting. Many more calls and complaints were resolved but not logged due to time constraints.

### **Surface Water**

The Public Works Surface Water group responds to surface water quality complaints and conducts inspections of private storm drainage systems that discharge to the public storm drainage system. The main goal of this work is to prevent harm to Kirkland's streams, wetlands, and lakes by ensuring that the responsible party understands the impacts of their actions and is prepared with the knowledge and tools to prevent future pollution problems.

Response to surface water quality complaints is a coordinated effort of both the Storm Utility and the Surface Water Engineering staff. The priority is to stop and/or cleanup pollution and then to provide education and technical assistance to the responsible party. Of the 242 water quality complaints reported in 2018, there were 23 violations of the Surface Water Management Code (KMC 15.52.090).

Inspections of private storm drainage systems are conducted to ensure systems are working as designed and are properly maintained. Surface Water Engineering staff completed 482 inspections for 2018. These inspections are necessary to keep the system functioning as a whole, they can reduce flooding as well as improve water quality prior to discharging to the City system. City staff worked with property owners to achieve voluntary compliance as much as possible prior to sending to code enforcement. Of the 482 inspections conducted in 2018, there were 16 violations of the Surface Water Management Code (KMC 15.52.120).

### **Signs**

There were 40 cases opened for violations of the sign code (KZC 100) as compared to 23 in 2017. Many more violations were reported and handled during the day-to-day duties of Code Enforcement, these cases were resolved but not logged due to time constraints.

With the assistance of, Patrick Teft, Special Projects Coordinator, a Temporary Sign Compliance Assistant program was launched in the summer of 2018. This volunteer position assists Code Enforcement staff with temporary sign code compliance. Code Enforcement went out on "sign

sweeps” with 3 current volunteers approximately 5 times in 2018 and removed close to 450 signs, these signs were then placed in an impound area at City Hall. Code Enforcement followed up by contacting owners to educate them of the sign code. Owners were given the option to retrieve their signs at City Hall and sign the ‘Requirements for Temporary Signs’ agreement. By signing the agreement, the sign owner acknowledges understanding of the City’s temporary sign regulations and agrees to no future violations. While we do not have numbers regarding repeat offenders, there was a noticeable reduction in temporary sign placement by the end of 2018. This program will be continued in 2019.

### **Noise**

There continue to be issues of noise, typically from development activity or from the interface between industrial, residential, and/or commercial uses (KZC 115.95). Many of the complaints involved work at construction sites or maintenance at commercial properties being done outside allowable hours.

### **Noise Variance**

Noise variance applications lowered slightly from 30 in 2017 to 25 in 2018. Many of these applications were for larger development activities such as Kirkland Urban and the Totem Lake projects.

### **Building Code**

The Planning and Building Department staff continue to work closely to coordinate efforts involving building without permits, property maintenance inspections, and stop work orders. This has resulted in a more comprehensive response to complaints and violators, which in turn leads to a faster resolution of issues.

### **Graffiti**

Public Works Grounds staff track graffiti on public property through Lucity and the Planning and Building Department assists in notifying owners regarding the removal of graffiti from private property (KMC 21.41.302). There was one graffiti case reported on private property in 2018. For graffiti reported by citizens or offensive graffiti, Code Enforcement follows up with letters to property owners to encourage voluntary removal. Public Works received 29 graffiti complaints. Of those complaints, 15 were reported by staff, 14 were from the public, and all of them were resolved.

### **Additional Support**

The Police Department assisted Code Enforcement with several cases in 2018, including responses to some long running and on-going complaints, as well as working on cases involving mutual concerns. Officer Deana Lansing, Neighborhood Resource Officer has been a tremendous asset to the team providing coordination with patrol, collaboration on cases, and current information.

The addition of Jennifer Matison, Animal Control Officer has dramatically reduced the number of animal cases that Code Enforcement has managed in previous years. In 2018, Code Enforcement logged 10 animal-related cases, 9 of which were referred to Animal Control. Many more calls were received regarding animals and were referred directly to Animal Control. Logged cases show a 52% decrease from cases received by Code Enforcement in 2017.

Stephanie Croll, Senior Assistant City Attorney provided legal support on numerous cases and discussions including possible misdemeanor citations, Notice and Orders, as well as assistance with several chronic cases.



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

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## MEMORANDUM

**To:** Kurt Triplett, City Manager

**From:** Kathi Anderson, City Clerk/Public Records Officer  
Michael Olson, Director of Finance and Administration

**Date:** May 10, 2019

**Subject:** 2019 City Council Calendar Adjustments

### **RECOMMENDATION:**

That the City Council consider adjustments to its August, November and December meeting calendar. By approving the consent calendar, the Council is authorizing the changes to the Council calendar.

### **BACKGROUND DISCUSSION:**

Council's past practice has been to cancel its second meeting in the months of August and December to allow for a summer and winter recess, and to move the first meetings in August and November to allow for Councilmember participation in National Night out and Election night activities, respectively. The first meeting in December is rescheduled to a special meeting date on the second Tuesday of the month in order to accommodate end of year budget/fiscal adjustments.

The following changes to the 2019 Council calendar will be made contingent on approval of the Consent Calendar:

- Move the Tuesday, August 6<sup>th</sup> Council meeting to Wednesday, August 7<sup>th</sup> to allow Councilmembers to participate in the August 6<sup>th</sup> National Night Out activities;
- Cancel the August 20<sup>th</sup> meeting to allow for the annual Council summer recess;
- Move the Tuesday, November 5<sup>th</sup> Council meeting to Wednesday, November 6<sup>th</sup> to allow Councilmembers to participate in the November 6<sup>th</sup> election night activities;
- Cancel the December 3<sup>rd</sup> and 17<sup>th</sup> Council meetings and add a special meeting on December 10<sup>th</sup> in order to allow for the annual Council winter recess.



**CITY OF KIRKLAND**  
City Manager's Office  
123 Fifth Avenue, Kirkland, WA 98033 425.587.3001  
[www.kirklandwa.gov](http://www.kirklandwa.gov)

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## MEMORANDUM

**To:** Kurt Triplett, City Manager

**From:** James Lopez, Assistant City Manager  
David Wolbrecht, Neighborhood Services Outreach Coordinator

**Date:** May 14, 2019

**Subject:** FUNDING AUTHORIZATION FOR THE REGIONAL CENSUS FUND

### **RECOMMENDATION:**

That the City Council approve the one-time transfer of \$30,000 from Council Special Projects Reserve to the City Manager's Office for contribution to the Regional Census Fund. Approving the consent calendar authorizes the use of the funds.

### **BACKGROUND:**

At its March 19 meeting, the Council received a briefing about and provided direction on two opportunities to support a Complete Count of the 2020 decennial Census: the Mayor's participation in a Complete Count Committee for East King County and the City's participation in the Regional Census Fund. Created by a partnership of King County, the City of Seattle, and the Seattle Foundation, the Regional Census Fund will provide grant funds to organizations that could reach hard-to-count communities throughout King County to support a complete count of the 2020 Census. During its discussion at the March 19 meeting, the Council directed staff to return with options including the City participating in the Regional Census Fund and the City administering its own grant funds.

Staff returned to the May 7 Council meeting with three options for funding: participation in the Regional Census Fund; funding a community grant program that would be created and administered by the City; and no dedicated funding. During the deliberation at the May 7 meeting, the Council inquired about the overhead costs of the Regional Census Fund and the City-administered option, what information community-based organizations would supply as part of the process, any organizations that would be potential applicants, and the capacity and potential benefits of utilizing City staff resources or the Regional Census Fund resources.

At the conclusion of the May 7 discussion, Council approved contributing \$30,000 to the Regional Census Fund from the Council Special Projects Reserve. The attached Fiscal Note authorizes the expenditure. Please note that the \$150,000 allocated from the reserve for Implicit Bias training will be replenished as part of the mid-year budget update.

Attachment A – Fiscal Note

**FISCAL NOTE**

*CITY OF KIRKLAND*

<b>Source of Request</b>							
James Lopez, Assistant City Manager							
<b>Description of Request</b>							
Support the Complete Count for the 2020 Census and contribute \$30,000 to the Regional Census Fund.							
<b>Legality/City Policy Basis</b>							
<b>Fiscal Impact</b>							
<b>One-time transfer of \$30,000 from Council Special Projects Reserve to the City Manager's Office.</b> The balance of the reserve is adequate to meet this request.							
<b>Recommended Funding Source(s)</b>							
<b><i>Reserve</i></b>	Description	2020 Est End Balance	Prior Auth. 2019-20 Uses	Prior Auth. 2019-20 Additions	Amount This Request	Revised 2020 End Balance	2020 Target
	Council Special Projects Rsrv.	250,000	(156,500)	0	(30,000)	63,500	
	Prior uses of \$150,000 for Implicit Bias Training and \$6,500 for Finn Hill MS Infield Maintenance.						
<b><i>Revenue/Exp Savings</i></b>							
<b><i>Other Source</i></b>							
<b>Other Information</b>							

Prepared By	Doug Honma-Crane, Budget Analyst	Date	May 9, 2019
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**CITY OF KIRKLAND**  
**Human Resources Department**  
123 5<sup>th</sup> Avenue, Kirkland, WA 98033 425-587-3210  
www.kirklandwa.gov

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## MEMORANDUM

**To:** Kurt Triplett, City Manager

**From:** Michael Olson, Director of Finance & Administration  
Chris Thomas, Director of Human Resources

**Date:** May 3, 2019

**Subject:** Kirkland Municipal Code addressing Pay Dates on a non-business day

### **RECOMMENDATION:**

City Council approves the attached ordinance, amending the Kirkland Municipal Code which changes the procedure for pay dates that fall on a non-business day to the closest occurring business day, rather than the preceding business day. Approval of the consent calendar will approve the ordinance and the change in procedure.

### **BACKGROUND DISCUSSION:**

The need for this change was highlighted during the MUNIS Finance/HR system implementation. Kirkland's payment on the preceding business day is somewhat unique. Changing payday to the closest occurring date when a payday falls on a holiday or weekend improves both the efficiency and accuracy of payroll and is a best practice among local jurisdictions.

Currently, staff who work weekends need to estimate time worked at the end of the pay period to submit their time early in pay periods where there is a short payroll processing week. Providing an extra day for processing in those short processing weeks will help eliminate the need for estimating early and submitting corrections afterwards for unanticipated changes, benefitting employees, timekeepers and payroll staff.

The revision is also a necessary process change because the timeline for payroll approvals in MUNIS is shorter than under the previous IFAS system. Payment on the preceding business day creates a higher risk for missing payroll deadlines. Kirkland Municipal Code (KMC 3.80.070(d)) currently states that when a pay date falls on a non-business day, City employees are paid on the preceding business day. The proposed change pays employees on the closest business day to the scheduled pay date instead. This change would affect 3 pay dates in 2019 and 4 pay dates in 2020 where the pay dates are on a Sunday and the actual pay date would be moved from Friday to the Monday after the pay date. (See Attachment A.) A strike and edit version of the code amendment is listed below.

KMC 3.80.070(d) Pay Period. Employees shall be paid twice each month. Paychecks will be issued on or about the eighth and twenty-third of each month. In the event payday falls on a weekend or holiday, employees will be paid the closest occurring ~~preceding~~ business day.

# Pay Date Calendar 2019-2020

2019	Current - Earliest Business Day		Proposal - Nearest Business Day		Days Difference
	8th	23rd	8th	23rd	
January	8	23	8	23	
February	8	22	8	22	
March	8	22	8	22	
April	8	23	8	23	
May	8	23	8	23	
June	7	21	7	24	3
July	8	23	8	23	
August	8	23	8	23	
September	6	23	9	23	3
October	8	23	8	23	
November	8	22	8	22	
December	6	23	9	23	3

2020	Current - Earliest Business Day		Proposal - Nearest Business Day		Days Difference
	8th	23rd	8th	23rd	
January	8	23	8	23	
February	7	21	7	24	3
March	6	23	9	23	3
April	8	23	8	23	
May	8	22	8	22	
June	8	23	8	23	
July	8	23	8	23	
August	7	21	7	24	3
September	8	23	8	23	
October	8	23	8	23	
November	6	23	9	23	3
December	8	23	8	23	



ORDINANCE O-4688

AN ORDINANCE OF THE CITY OF KIRKLAND AMENDING KIRKLAND MUNICIPAL CODE SECTION 3.80.070 TO PROVIDE FOR ALTERNATIVE EMPLOYEE PAY DATES.

1 WHEREAS, Kirkland Municipal Code Section 3.80.070(d)  
2 currently provides that employees will be paid on the day preceding the  
3 actual pay dates of the 8<sup>th</sup> and 23<sup>rd</sup> of the month if either of those dates  
4 falls on a weekend or holiday; and

5 WHEREAS, this occasionally results in Finance Department  
6 employees having to work weekends to get the payroll information  
7 submitted on time to be paid on those preceding dates and thereafter  
8 have to reconcile any estimating that was done to meet those deadlines;  
9 and

10 WHEREAS, changing the Code to provide that the actual pay  
11 date will be on the closest occurring business day to the 8<sup>th</sup> or the 23<sup>rd</sup>  
12 eliminates the extra cost and inefficiency of paying on the preceding day  
13 and reconciling paychecks afterwards; and

14  
15 WHEREAS, the payroll processing timelines are shorter in the  
16 recently implemented MUNIS Financial system and issuing paychecks  
17 on the preceding business day increases the risk of missed payroll  
18 deadlines.

19  
20 NOW, THEREFORE, the City Council of the City of Kirkland do  
21 ordain as follows:

22  
23 Section 1. Kirkland Municipal Code Section 3.80.070 is amended  
24 to read as follows:

- 25 3.80.070 Classifications and salary.
- 26 (a) Position classification shall be prepared and maintained in such a
- 27 way that the classifications and salary range reflect current duties and
- 28 responsibilities of all positions within the city. Job descriptions shall
- 29 reflect the essential duties and responsibilities of the position.
- 30 (b) Reclassification of Positions and Compensation. Positions and
- 31 compensation shall be reclassified when appropriate in accordance with
- 32 Chapter 4-7 of the City of Kirkland Administrative Policy Manual.
- 33 (c) Overtime. Overtime shall be compensated at a rate of one and
- 34 one-half times the normal rate of pay or by compensatory time off in
- 35 lieu of overtime pay at the discretion of the employee. All overtime shall
- 36 be authorized by the employee's supervisor in advance. Requests for
- 37 overtime pay or compensatory time off must also be made in advance
- 38 and remain consistent for a period of three months. Overtime for
- 39 uniformed personnel shall be referred to current contract agreements.
- 40 If the employee requests compensatory time off, it must be taken prior
- 41 to the second payout dates of January, April, July and October.
- 42 Executive, administrative and professional employees shall not be
- 43 entitled to overtime compensation as defined in WAC 296-128-500.
- 44

45 (d) Pay Period. Employees shall be paid twice each month. Paychecks  
 46 will be issued on or about the eighth and twenty-third of each month.  
 47 In the event payday falls on a weekend or holiday, employees will be  
 48 paid the closest occurring preceding business day.

49  
 50  
 51 Section 2. This ordinance shall be in force and effect five days  
 52 from and after its passage by the Kirkland City Council and publication,  
 53 as required by law.

54  
 55 Passed by majority vote of the Kirkland City Council in open  
 56 meeting this \_\_\_\_ day of \_\_\_\_\_, 2019.

57  
 58 Signed in authentication thereof this \_\_\_\_ day of \_\_\_\_\_, 2019.

\_\_\_\_\_  
 Penny Sweet, Mayor

Attest:

\_\_\_\_\_  
 Kathi Anderson, City Clerk

Approved as to Form:

\_\_\_\_\_  
 Kevin Raymond, City Attorney

**CITY OF KIRKLAND**

Department of Public Works

123 Fifth Avenue, Kirkland, WA 98033 425.587.3800

[www.kirklandwa.gov](http://www.kirklandwa.gov)

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**MEMORANDUM**

**To:** Kurt Triplett, City Manager

**From:** Kathy Brown, Public Works Director  
Ray Steiger, P.E., Superintendent  
Archie Ferguson, Fleet Manager

**Date:** May 9, 2019

**Subject:** SURPLUS OF EQUIPMENT RENTAL VEHICLES/EQUIPMENT

**RECOMMENDATION:**

City Council approves the surplus of the Equipment Rental vehicles/equipment identified in this memo and thus removes them from the City's Equipment Rental Replacement Schedule.

Approval of the consent calendar will authorize these vehicle surplus actions.

**BACKGROUND DISCUSSION:**

The surplus of vehicles and equipment that have been replaced with new vehicles or equipment, or which no longer meet the needs of the City, is consistent with the City's Equipment Rental Replacement Schedule Policy. Under this policy, if approved by City Council, vehicles or equipment are sold or disposed of in accordance with the *Kirkland Municipal Code*, Chapter 3.86, "Sale and Disposal of Surplus Personal Property."

The criteria for replacement are reviewed annually for each vehicle by Fleet Management prior to making a recommendation. Among the replacement criteria considered are:

- Wear and tear on the engine, drive train, and transmission;
- Condition of the structural body and major component parts;
- Frequency and nature of past repairs;
- Changes in the vehicle's mission as identified by the department which it serves;
- Changes in technology;
- Vehicle right-sizing;
- The impact of future alternative fuels usage; and
- Specific vehicle replacement funding accrued.

The decision to replace a vehicle requires the consensus of the Fleet Management staff and the Department that the vehicle serves. Vehicles should be replaced close to the point where major repairs and expenses occur in order to maximize their usefulness without sacrificing resale value. Consideration is given to the vehicle's established accounting life.

The accounting life of a vehicle is the number of years of anticipated useful life to City operations. It is determined by historical averages and replacement cycles of actual City

vehicles. The accounting life provides a timeline basis for the accrual of vehicle Replacement Reserve charges so that, at the end of that timeline, there should be sufficient funds in the Replacement Reserve Fund to purchase a similar replacement vehicle. The accounting life is a guideline only, and the actual usage of vehicles typically vary from averages.

The City of Kirkland standard accounting life for a vehicle, which is also consistent with the industry standard, is eight years or 80,000 miles, whichever comes first. This life is also supported by FleetAnswers.com which recently published Municipal Vehicle Replacement Trends. Among cities, the average age of replacement for cars is 6.7 years, for class 1-5 trucks it is 7.7 years, and for police vehicles it is four years. The City's standard for Fire Engines/Pumpers and for Fire Ladder/Aerial apparatus is 18 years. The life cycle for a pull behind Air Compressor is 12 years.

The following equipment is recommended for surplus with this memo:

Fleet#	Dept.	Year	Make & Model	License	Miles	Comments
A09-03	Police Administration	2009	Toyota Camry Hybrid	49244D	91071	Exceeded normal anticipated useful life by two years & 11,000 miles.
A09-06	Police Administration	2009	Toyota Camry Hybrid	49180D	71005	Exceeded normal anticipated useful life by two years.
D09-08	Police Administration	2009	Ford Taurus SE	49243D	75276	Exceeded normal anticipated useful life by two years.
P109	Police Administration	2011	Ford Explorer	53001D	90042	Exceeded normal anticipated useful life by two years & 10,000 miles.
A07-08	Police Investigations	2007	Toyota Camry Hybrid	45592D	77594	Exceeded normal anticipated useful life by four years.
D05-07	Police Investigations	2005	Honda Accord LX	40539D	65567	Exceeded normal anticipated useful life by six years.
D07-02	Police Investigations	2007	Toyota Camry Hybrid	45591D	58251	Exceeded normal anticipated useful life by four years.
D08-04	Police Investigations	2008	Toyota Prius Hybrid	48071D	55367	Exceeded normal anticipated useful life by three years.
P06-52	Police Investigations	2006	Dodge Durango	43207D	88627	Exceeded normal anticipated useful life by five years & 8,000 miles.
P06-53	Police Investigations	2006	Chevrolet Impala	43208D	61960	Exceeded normal anticipated useful life by five years.

P118	Police Traffic	2012	Ford Interceptor SUV	54989D	55501	Exceeded normal anticipated useful life by five years.
P123	Police Traffic	2012	Honda ST1300PA Motorcycle	2671EX	32260	Exceeded normal anticipated useful life by one year.
P124	Police Traffic	2012	Honda ST1300PA Motorcycle	2649EX	36593	Exceeded normal anticipated useful life by one year.
P125	Police Traffic	2012	Honda ST1300PA Motorcycle	2614EX	59829	Exceeded normal anticipated useful life by one year.
P126	Police Traffic	2012	Honda ST1300PA Motorcycle	2615EX	59437	Exceeded normal anticipated useful life by one year.
P137	Police K9	2013	Ford Interceptor SUV	55913D	94738	Exceeded normal anticipated useful life by three years & 14,000 miles.
P142	Police Traffic	2014	Ford Interceptor Sedan AWD	58922D	83555	Exceeded normal anticipated useful life by five years & 3,000 miles.
PU-95	Parks Maintenance	2010	Ford F150	50626D	47962	Exceeded normal anticipated useful life by one year.
PU-54x	Public Works Development Engineering	2004	Chevrolet Colorado	38310D	57845	Unit was extended for a second accounting life, but now requires repair that exceeds half the value of the vehicle.
PU-71	Public Works Surface Water	2008	Ford F350	44191D	45763	Exceeded normal anticipated useful life by four years.
F-19	Public Works Wastewater	2008	Ford F550	44189D	40116	Exceeded normal anticipated useful life by three years.



**CITY OF KIRKLAND**  
City Manager's Office  
123 Fifth Avenue, Kirkland, WA 98033 425.587.3001  
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**MEMORANDUM**

**To:** Kurt Triplett, City Manager

**From:** Kathy Brown, Public Works Director  
Kari Page, Senior Neighborhood Services Coordinator

**Date:** May 9, 2019

**Subject:** KIRKLAND ROTARY-SPONSORED CROSS KIRKLAND CORRIDOR HISTORIC DEPOT SITE PROJECT

**RECOMMENDATION:**

City Council to:

- Receive a briefing about the Cross Kirkland Corridor Historic Depot Site Project sponsored by the Rotary Club of Kirkland, including reviewing three design options for a proposed picnic pavilion (Project) for the City Council to consider;
- Provide direction to staff on a preferred design option;
- If a preferred design is selected, approve by motion the addition of the Project scope and its eligibility for City financial participation with funding coming from the CKC Emergent Opportunity Fund, an approved 2019-2024 Capital Improvement Project; or
- Elect not to participate financially.

**BACKGROUND DISCUSSION:**

The CKC has become one of the hallmarks of Kirkland. It is a 5.75-mile trail that runs from the South Kirkland Park-and-Ride north to Totem Lake. At present, it is improved with a ten-foot-wide crushed gravel surface, with a long-range master plan to transform the 100 foot-wide corridor into a multimodal transportation facility for high capacity transit, pedestrians, and bikes, with community destination points and attractions along the way.

The City acquired ownership of this segment of a former Burlington Northern Santa Fe rail line in 2012. The original idea of a trail parallel to the then-active rail line began with a Kirkland Park Board discussion in the early 1990s.

From the time of the original idea, through the years to negotiate the rail line becoming a public asset, through planning and improvements, the City and the community have applied hard work and made significant investments in the CKC. The community played an integral role in the development of the CKC master plan, which gives form to the shared vision of the CKC. One of the four goals of the master plan is to activate the CKC and the City. The Plan also identifies "character zones," each having unique attributes and opportunities for growth and development. One of the nine character zones is the Everest Edge, which runs from N.E. 68<sup>th</sup> Street north to N.E. 85<sup>th</sup> Street. The master plan and the CKC have given and continue to give inspiration to the community to imagine what could be, fostering ideas for projects that will make the concepts in the master plan come to reality.

The Rotary Club of Kirkland has been so inspired. It has proposed to bring community awareness to and reinvigorate the site of the City's original Northern Pacific railroad station, which was located on Railroad Avenue near Kirkland Avenue. In the CKC Master Plan, this site is within the Everest Edge character zone.

### **Historic Depot Site Project**

The Kirkland Rotary CKC Historic Depot Site Project is the first master-plan-inspired project involving community volunteers, outside agency grant funding, and private donations. The centerpiece of the Rotary's project is a proposed picnic pavilion with picnic tables and illustrated signage describing the railroad's history in Kirkland. Also proposed are photographs of trains and of the two structures that stood successively on the site between 1912 and 1974 (see Attachment A, "Historic Photos"). The proposal includes a 60-foot section of original rails, a native plants area displaying the original vegetation along the Corridor, a railroad signal from the CKC, and a split-rail fence along the street border (see Attachment B, "Historic Depot Site Plan").

### **CKC Master Plan Policy Support**

This proposed Project is consistent with the vision and objectives in the CKC Master Plan, particularly the following.

#### **History** (*Chapter 4.7, Page 46*)

The CKC embodies the history of Kirkland and the greater region. The physical ground of the corridor represents a cross section through history; physical artifacts (railway signage, building foundations and bridge structures) serve as reminders of the corridor's origin and its historical significance.

The master plan seeks to integrate history in two ways:

- As a layer of storytelling that can be located all along the corridor. These stories may take a number of forms and may be integrated into other corridor elements (including art), where they can add interest and bring history to life.

- At site-specific locations where historic relics remain today or at locations of critical historic moments. Recognition at these locations may take a more traditional form and be part of an educational program.

### **Everest Edge** (*Chapter 6.4, Page 79*)

#### **Character**

The Everest Edge is a stretch of calm along the CKC. The tree canopy, both on the corridor and on adjacent properties, gives this stretch a naturalistic quality that is enhanced by the daylighting of Everest Creek and the creation of a new riparian wetland, both crossed by a new bridge. Along the naturalistic stretch of trail are two cultural elements that recall the corridor's past railroad history: the site of the Kirkland depot, and the Kirkland Way Overcrossing. The celebration of ecology and history on this stretch adds interest but not overactivation.

#### **Design Influences**

Creek, canopy and ecology: The naturalistic elements are to be highlighted, even with seemingly unnatural interventions such as art and integrated interpretive elements.

Railroad history: More than anywhere else, this may be the best place to tell the corridor's railroad history. One prime location is the site of the former rail depot near Kirkland Ave.

The City Council reviewed the overall project concept at its [January 16, 2018](#) and its [April 16, 2019](#) meetings under the "Items from the Audience" agenda item. Staff was directed to continue to work with the Rotary and return with more specific information as plans evolved and funds were raised. Since the idea was first discussed with the Council, the Rotary has been diligent about raising funds, dedicating and anticipating at least 268 hours of time to make physical improvements, and obtaining grants from funding partners (see Table 1, "Site Materials," and Table 2, "Volunteer Labor," below). The value of volunteer labor combined with funds raised totals \$28,914 for site improvements; \$22,600 in funds and the value of \$6,314 in volunteer labor.

Following the tables, the concept of building a picnic pavilion on the depot site is discussed.



<b>Table 1: Site Materials</b>			
<b>Item</b>	<b>Cost</b>	<b>Funding Source</b>	<b>Status</b>
Bench	\$1,600	Everest Neighborhood	Confirmed
2 picnic tables	\$5,200	Rotary District Grant	Confirmed
Rails installation (rock, landscape cloth, forklift and truck to move rails, weed block, semaphore base)	\$6,050	4Culture Grant	Approved
Native Plants	\$3,550	Kirkland Parks Foundation Grant	Confirmed
Semaphore signal & transport	\$5,700	Bob Tjossem donation	Confirmed
Donated weed block, rock	\$500	Various	Confirmed
<b>Total</b>	<b>\$22,600</b>		

<b>Table 2: Volunteer Labor</b>			
<b>Volunteer Labor</b>	<b>Hours</b>	<b>Who</b>	<b>Status</b>
Clear site of invasive plants	80	Rotary & Green Kirkland Volunteers	Complete
Install native plants	24	Rotary volunteers	Pending
Install rail fence	24	Rotary volunteers	Pending
Design and install historic railroad signage	24	Rotary volunteers	Pending
Install railroad crossing sign	8	Rotary volunteers	Pending
Excavate & remove rails	60	Rotary volunteers	Complete
Install ballast rock	16	Rotary volunteers	Pending
Install railroad ties	16	Rotary volunteers	Pending
Install rails	16	Rotary volunteers	Pending
Total approximated hours	268	Very conservative estimate	
Total value \$23.56/hour	\$6,314		

### **Kirkland Rotary CKC Central Station Picnic Pavilion**

In addition to the \$28,914 given and pledged for site improvements, the Rotary has raised \$32,400 for a proposed picnic pavilion. The Rotary is asking the City to partner with it to fund pavilion construction. In this staff report, staff is providing the City



Original Kirkland Northern Pacific Railroad Station  
Built in 1912 and torn down in 1968.

Council with three picnic pavilion options for comparison, which have differing degrees of historical context and design detail. The proposed pavilion would be built over the depot's surviving concrete slab, which is approximately 16' x 36' (with a small extension). The Rotary Club of Kirkland would ask for a sign or plaque to recognize its contributions to this project.

Attachment A provides historic photos of the original two depots at this site.

The following three options are provided to give the City Council a range of options for the design, character, and cost of a picnic pavilion. The cost estimates are preliminary. They range from essentially an equal partnership with the Rotary to the City investing more for a contextually designed structure that is not an imitation of the original 1912 depot but is more evocative of a train depot or train platform. The City has not approached the Rotary Club to increase its contribution above its commitment for Option A.

**Option A:** Country Lane Gazebo (estimated City contribution \$33,744)

**Option B:** DC Structures (estimated City contribution \$82,308)

**Option C:** Custom Design (estimated City contribution \$108,381)

Each option is described more fully below.

## Option A: Country Lane Gazebo

*Estimated City Contribution: \$33,744*

### Description:

- 16' x 28' Alpine Wood Pavilion (Kit)
- 448 square feet plus 1' overhang
- Cedar wood posts with laminated pressure-treated wood core
- 7'3" clearance
- 8' x 8' cedar wood posts with laminated pressure-treated wood core
- Stained: Cedar
- Upgrade to Ribbed Metal Roofing: Evergreen Color

### Cost Estimate:

<b>Table 3: Option A</b>	<b>Estimate</b>
Design	\$1,000
Permit	\$2,000
Inspection	\$1,500
PE Subtotal	\$4,500
In-House	\$10,000
Materials and Labor	\$41,752
Tax (10.1%)	\$4,217
Contingency	\$4,175
Total	\$66,144
Rotary Club Funding	\$32,400
Amount of City Participation	\$33,744



Alpine Wood Pavilion (not to scale).



Alpine Wood Pavilion (similar to 16' x 28').

## Option B: DC Structures

*Estimated City Contribution: \$82,308*

### Description:

- 16' x 28' Hammerbeam Pavilion (Kit)
- 448 square feet plus 2' overhang
- Handcrafted timber frame made from Douglas fir timbers
- 8' clearance
- Douglas fir tongue and groove ceiling material
- Ribbed Metal Roofing: Evergreen Color

### Cost Estimate:

<b>Table 4: Option B</b>	<b>Estimate</b>
Design	\$1,000
Permit	\$2,000
Inspection	\$1,500
PE Subtotal	\$4,500
In-House	\$10,000
Materials & labor	\$82,188
Tax (10.1%)	\$8,301
Contingency	\$8,219
Total	\$114,708
Rotary Club Funding	\$32,400
Amount of City Participation	\$82,308



Hammerbeam Pavilion (not to scale).



Hammerbeam Pavilion (not to scale).

## Option C: Custom Design

*Estimated City Contribution: \$108,381*

### Description:

- Design (free) from local architectural firm
- Sized to match historic building size
- 16' x 36' Gable Roof Shelter
- Heavy wood timber
- 576 square feet (plus 4' overhangs)
- 8' x 8' wood columns
- 10' clearance
- Roof vent and cupola
- Ribbed Metal Roofing: Evergreen Color
- May require a higher level of maintenance

### Cost Estimate:

<b>Table 5: Option C</b>	<b>Estimate</b>
Design	Donated
Engineering	\$4,000
Permit	\$2,000
Inspection	\$1,500
PE Subtotal	\$7,500
In-House	\$10,000
Materials & Labor	\$101,400
Tax (10.1%)	\$10,241
Contingency	\$10,140
<b>Total</b>	<b>\$140,781</b>
Rotary Club Funding	\$32,400
Amount of City Participation	\$108,381



Custom-designed Gable Roof Shelter



Custom-designed Gable Roof Shelter

### Funding Source

If the City Council chooses to move forward with participating financially with the picnic pavilion, staff recommends using the CKC Emergent Project Opportunity Fund (NMC1150000). The opportunity fund is intended "for implementation of a wide range of CKC access improvements" (page 65 of the 2019 to 2024 Capital Improvement Program). Currently, there is \$293,000 in the CKC Emergent Project Opportunity Fund with \$193,000 carried forward from previous years and \$100,000 allocated in 2019. Some of other future projects vying for these funds include:

- Kalakala art project
- ADA parking at CKC at 128<sup>th</sup> Lane NE, 110<sup>th</sup> Avenue NE, and Railroad Avenue
- NE 116<sup>th</sup> Street/CKC Pedestrian and Bicycle Connection
- NE 95<sup>th</sup> Street/CKC Pedestrian and Bicycle Connection
- Engineering costs for standardized stair, railing and runnel plans for CKC connections
- Mountain bike course
- Additional trail maps
- Additional pedestrian/bicycle counters
- Wayfinding
- Adopt-a-trail signs
- ADA ramp from Terrace Park to CKC

If City Council approves the Project with a commensurate level of anticipated funding, the Department of Parks and Community Services would take on monthly inspections and routine maintenance. Parks staff estimate approximately 50 hours (or \$1,750) per year to inspect the structure and remove litter at this site. The following table estimates initial installation costs of the pavilion and annual replacement costs. Budgeting for replacement costs is advised if the structure is intended to be replaced in the long run, but not required if the structure will not be replaced.

<b>Pavilion Option</b>	<b>Assumed Cost</b>	<b>Assumed lifecycle</b>	<b>Assumed annual inflation</b>	<b>Annual replacement cost</b>	<b>Final replacement cost</b>
Option A: Country Lane Gazebo	\$66,144	20 years	2%	\$4,914	\$98,287
Option B: DC Structures	\$114,708	20 years	2%	\$8,523	\$170,450
Option C: Custom Design	\$140,781	20 years	2%	\$10,460	\$209,193

**Summary**

Following the City Council's discussion, staff is seeking direction on the preferred option and funding level the City will participate in for a picnic pavilion. The City Council also has the option to not approve the Project as a scope of work for the CKC Emergent Projects Opportunity Fund Project.

If an option and funding are approved, staff will move the Project forward with an anticipated construction start in late 2019 or early 2020.

Attachment A: Historic Photos

Attachment B: Historic Depot Site Plan

## Historic Photos

### Original Kirkland Northern Pacific Railroad Station

Built in 1912 and torn down in 1968.







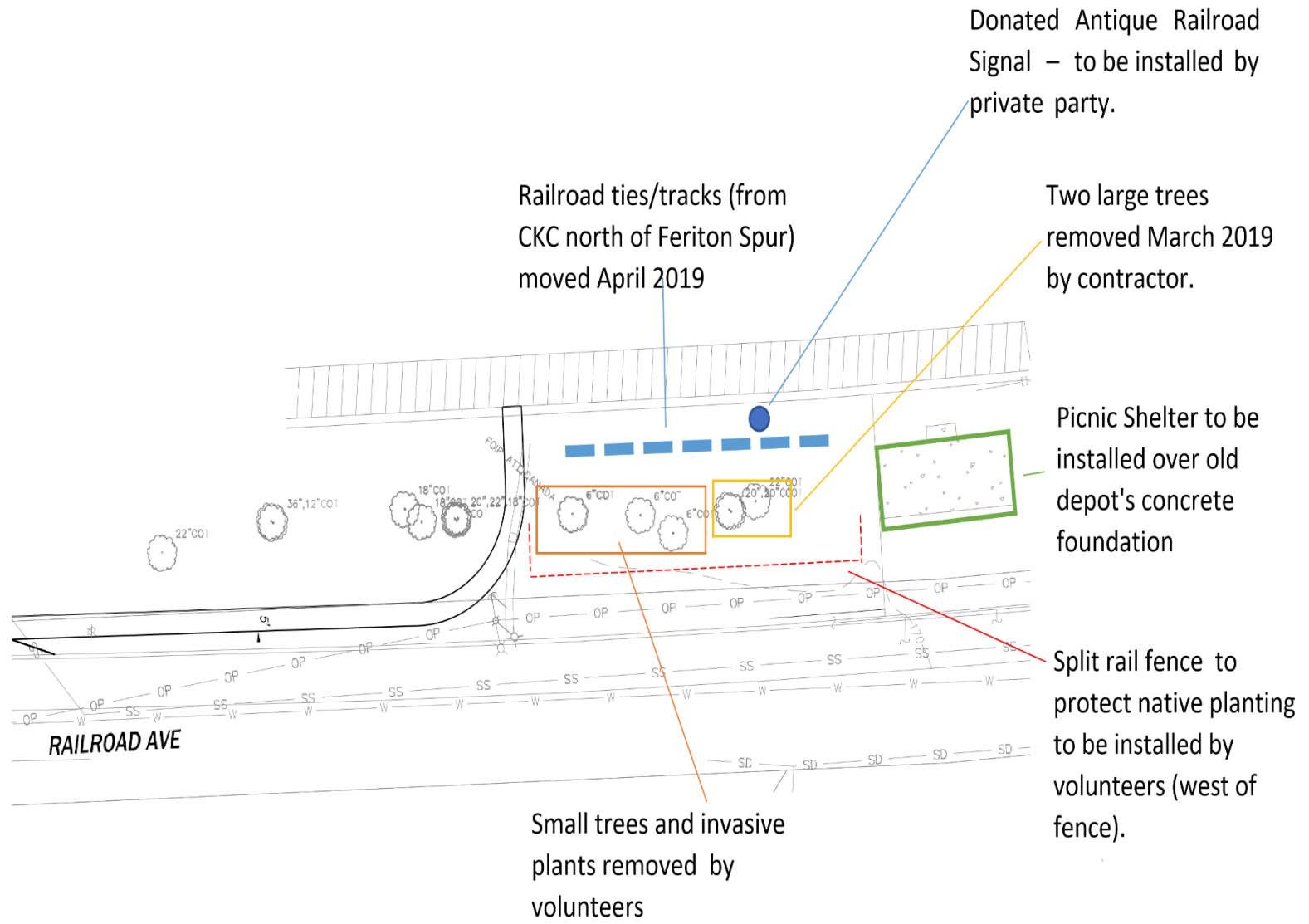
**Second Kirkland Northern Pacific Railroad Station**  
Built in 1968 and torn down in 1974.





# Historic Depot Site Plan

# Attachment B





**CITY OF KIRKLAND**  
**Department of Public Works**  
123 Fifth Avenue, Kirkland, WA 98033 425.587.3800  
[www.kirklandwa.gov](http://www.kirklandwa.gov)

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**MEMORANDUM**

**To:** Kurt Triplett, City Manager

**From:** Kathy Brown, Public Works Director  
Joel Pfundt, Transportation Manager  
Kimberly Scrivner, Transportation Planner

**Date:** May 9, 2019

**Subject:** EASTSIDE RAIL CORRIDOR BRAND LAUNCH AND FUNDING COMMISSION—  
PROPOSED CITY CONTRIBUTIONS

**RECOMMENDATION:**

City Council provides direction to staff regarding proposed financial support for two initiatives that support the Eastside Rail Corridor partnership:

- To contribute up to \$3,040 to support the launch of the EasTrail brand; and
- To contribute up to \$14,000 that would be a percentage shared by the Regional Advisory Council partners of the proposed \$100,000 to support establishing the Eastside Rail Corridor Funding Commission's new entity, called the EasTrail Partnership.

**BACKGROUND DISCUSSION:**

The Eastside Rail Corridor (ERC) is a former rail line that stretches 42 miles from Renton to Snohomish County, and the Cross Kirkland Corridor (CKC) is a 5.75-mile segment within the ERC. In 2012, the Eastside Rail Corridor Regional Advisory Council (RAC) was formed with the original members being entities that had rights or ownership interests in the corridor. Those included Sound Transit, the cities of Redmond and Kirkland, Puget Sound Energy, and King County. In 2017, the RAC was expanded to include representatives from jurisdictions through which the ERC passes (the cities of Bellevue and Renton), new ERC owners (the City of Woodinville and Snohomish County), and the Eastside Greenway Alliance. These entities work together to fulfill the RAC's vision, which is:

***Our Vision: A corridor for the Ages***

*Development of the corridor will enhance the mobility of our region by creating a critical north-south transportation corridor that will allow for multimodal connections, including high-capacity transit (e.g. heavy rail, light rail, or other forms of fixed guideway transportation) and non-motorized trail use. The corridor will enable key utility improvements to help meet the demands of a growing population. The corridor will expand the recreation network, creating equitable access for all residents, and benefitting generations of Puget Sound residents.*

Deputy Mayor Arnold is the City's representative to the RAC.

**Branding:**

On [June 6, 2017](#), a Draft ERC Regional Branding Strategy outline and a proposed regionally-shared budget was presented to the City Council. On [September 5, 2017](#), the Council received the final proposed ERC Regional Branding Strategy outline and subsequently authorized up to \$9,000 from the City Council Special Projects Reserve for Kirkland's share of the cost of the ERC Regional Branding Strategy process. The Strategy states the following goal for branding the ERC:

*Communicate the planned uses of the corridor, complement the jurisdictions' respective and shared visions and existing brands (such as the Cross Kirkland Corridor and the Redmond Central Connector), and engage the public to build momentum and excitement for the ERC.*

The first part of the ERC Regional Branding Strategy was initial research, concept development, and choosing a name for the brand. The name preferred by the majority of RAC members was EasTrail. The jurisdictions with ownership rights agreed to defer to the RAC majority and move forward with the EasTrail brand for the ERC. The second part of the process was evaluating and engaging a variety of groups through four branding logo and tagline alternatives. The RAC approved a recommended brand logo on April 5, 2019 with the tagline of "Let's Connect." The brand logo and tagline are expected to be presented to the King County Council in June 2019 followed by a brand reveal event tentatively scheduled for June. The brand logo is below:

The logo for EasTrail features the word "EASTRAIL" in a bold, green, sans-serif font. The letters "A", "S", and "T" are connected to each other, and the letters "R", "A", and "I" are also connected to each other. A vertical line separates the "T" from the "R". The entire word is underlined with a thick green line.

Now that a preferred brand has been selected, King County is seeking additional funds—totaling \$23,000—for efforts to launch the brand. The cost is proposed to be shared by the RAC partners. The brand launch efforts would include developing the following:

- **Coordinated messaging:** A consistent way of communicating what the EasTrail is, since it is shared by different stakeholders for different audiences; a "magic paragraph" that is 4-5 sentences long to be used for websites, in presentations, and in speeches;

and four “elevator pitches” that can be used for social media posts or shorter communications to specific audiences.

- **Launch Plan:** A phased communication approach and strategy for launching the EasTrail brand within the context of the RAC’s communications objectives and events.
- **Mobile Event Kit:** Approach for the event to publicly launch the EasTrail Brand and materials for a series of mini-events that include a modular set of add-on event activities appropriate for different audiences.
- **Landing Page:** Proof of concept design and content for a webpage to be used by all partners for the EasTrail that delivers information about the vision, a map with access points, progress on trail segments and upcoming events.

King County, Sound Transit, and King County Councilmember Balducci’s office all have tentatively communicated their intent to contribute to this effort. The other signatories to the MOU (noted above) are also being asked to contribute. The Eastside Greenway Alliance has communicated they are unable to contribute because their alliance is comprised of primarily non-profit organizations. King County’s proposed share for Kirkland is estimated to be up to \$3,040.

#### **Eastside Rail Corridor Funding Commission and proposed EasTrail Partnership:**

Development of the ERC has been led by the public sector, but the RAC has explored expanding participation to the private sector with the hope that private sector participation could accelerate completion of the ERC. On April 30, 2018, the RAC convened the Eastside Rail Corridor Funding Commission, comprised of community leaders from the private and non-profit sectors, tasked with developing recommendations for identifying and securing funding from private and non-governmental sources to complete development of the trail within the ERC. They convened seven times between April 2018 and January 2019.

The Funding Commission developed a three-part strategy for completing the trail that encourages public/private partnerships and contributions:

- **Connect:** Build a safe, less expensive interim trail along the entire length of the corridor and open it for use as soon as possible;
- **Construct:** Make continuous progress toward widening and paving the entire trail so that people of all ages and abilities can use it; and
- **Complete:** Develop public gathering spaces, art, and amenities along the trail to enhance the trail experience and knit the ERC into surrounding communities.

This strategy includes a set of recommendations based on the following activities:

- Create opportunities for private participation;
- Encourage land use policies and new funding tools that support trail development; and
- Create an independent entity to accelerate development and maximize the value of the ERC.

Now that the Funding Commission has developed a plan, the recommendation from the RAC is to form an independent entity called the EasTrail Partnership to accelerate the development of the ERC and to maximize its value. This new entity would act as a private/non-profit partner.

Key Functions of the proposed EasTrail Partnership Funding Entity are:

- Communications and stakeholder engagement;
- Fundraising and partnerships; and
- Advocacy.

In addition, the new EasTrail Partnership would include a Leadership Committee comprised of 12-17 members to serve as the leadership body of the EasTrail Partnership. Members may include community leaders, major employers and property owners, businesses, and representation from historically underserved or under-represented communities with an interest in or proximity to the ERC trail. This also may include organizations that support parks, trails, and/or open space.

Governance:

- The EasTrail Partnership would be a sponsored project by another organization—such as the King County Parks Foundation—to minimize startup costs and enable the EasTrail Partnership to stand up quickly.
- The Leadership Committee would direct the EasTrail Partnership activities, in consultation with the RAC and the host/sponsoring organization.
- Over time, if it makes sense, the EasTrail Partnership could spin off from host/sponsoring organization.

Expected Staffing: 1 FTE

Funding:

- YEAR ONE budget of \$200,000
  - Request for \$100,000 contribution from RAC members
  - Request for \$50,000 matching grant from King County Parks Foundation
  - Raise \$50,000 from other private and philanthropic contributors
- MOU would delineate functions supported by public funding

Kirkland's estimated share is based on the previously agreed-upon percentages from the initial ERC Regional Branding Strategy but is subject to change based on the percentage distribution with new owners, Woodinville and Snohomish County, and distribution of the Eastside Greenway Alliance's former share of 7%. This is assuming that all the RAC partners contribute. Assuming a range of 11.7% - 13.2% partnership share of the proposed \$100,000, the current estimate for the Kirkland contribution is approximately \$14,000. If Council chooses to move forward with this contribution, the likely source of funding would be the City Council Special Projects Reserve.

**NEXT STEPS:**

- If Council provides direction to support the EasTrail brand launch, the EasTrail Partnership, or both, staff will work closely with the RAC Principal Staff Team (PST) to finalize the contribution amount for each partner that will be presented to the RAC for final cost allocation.
- If the RAC receives the necessary contributions from RAC members, the King County Parks Foundation, and from other private and philanthropic efforts—and chooses to move forward with the EasTrail Partnership—staff will continue to provide support to the PST and the RAC as it works with the newly established entity to implement the recommendations.
- During the first year, one of the issues the EasTrail Partnership will need to address is how to sustain the entity long-term. There is a possibility that Kirkland could be asked to contribute in subsequent year(s), but no commitments have been made to do so.

Attachment A: Eastside Rail Corridor Funding Commission Final Business Plan



# Eastside Rail Corridor Funding Commission

## *The Eastrail Partnership: FINAL Business Plan (Updated 04/03/2019)*

### About this plan

This plan provides a framework for establishing an independent entity to support development of the Eastside Rail Corridor (ERC). For this business plan, we are calling the entity the Eastrail Partnership, recognizing it is likely to transition to a new name once established.

### Purpose of the Eastrail Partnership

The purpose of the Eastrail Partnership is to maximize the value of the ERC to all King County residents by supporting the Connect, Construct, Complete strategy.

The Eastrail Partnership will be a trusted partner of the ERC Regional Advisory Council (RAC) and take a supportive and complementary approach to achieving the best possible development of the ERC.

### Key Functions of the Eastrail Partnership

#### Communications and stakeholder engagement

- Activate the Eastrail brand
- Supplement public outreach conducted by King County and the Cities of Redmond and Kirkland, including:
  - Implement programs and events to build public support for development of the ERC
  - Publicize progress on developing the ERC trail to inspire private sector and community support

#### Fundraising and partnerships

- Establish guidelines for fundraising and joint partnerships according to best practices
- Raise funds from the private sector to implement the ERC
- Work with RAC jurisdictions to help identify and create opportunities for private sector partnership
- Establish partnerships with communities and businesses; for example, facilitate corporate sponsorships and joint ventures

#### Advocacy

- Advocate for resources and policies to support Connect-Construct-Complete, including the 2019 Parks Levy (on the ballot in August 2019)
- Conduct public opinion research and analysis for ballot measures
- Assist with trail-supportive policy development



## Eastrail Partnership Leadership Committee

The Leadership Committee—comprised of 12-17 members—will serve as the leadership body of the Eastrail Partnership. Many of the existing Trail Funding Commission members have indicated they are interested in being represented on this committee.

### Membership characteristics:

- Community leaders along the length of the ERC corridor, including and especially representation from historically underserved or under-represented communities
- Major employers and property owners with an interest in or proximity to the ERC trail
- Businesses related to trail usage (such as those providing retail or hospitality services to trail users)
- Community leaders from organizations that support parks, trails, and/or open space

### Types of expertise

- Diversity, equity, and inclusion
- Policy and land use
- Public-private partnerships
- Non-motorized transportation
- Tourism
- Financial management
- Fundraising

## Organizational Structure

### Governance

- The Eastrail Partnership will be a sponsored project by another organization—such as the King County Parks Foundation—to minimize startup costs and enable the Eastrail Partnership to stand up quickly.
- The Leadership Committee will direct the Eastrail Partnership activities, in consultation with the RAC and host organization.
- Over time, if it makes sense, the Eastrail Partnership can spin off from host organization.

### Funding

- Funding would include private sector and philanthropic investments and public funding.
- There would be a clear and documented financial reporting structure to track Eastrail Partnership functions supported by public funding. Publicly supported functions will be finalized with RAC engagement and can include activities such as establishing the Leadership Committee, hiring staff, outreach, fundraising, sponsorships, and policy development. It is expected that functions supported by private funding may include advocacy and ballot measure development and opinion research and analysis.
- RAC members would provide a total public sector commitment of \$100,000 to cover a portion of the cost of functions appropriate for public funding.

- Over the first year of operation the Eastrail Partnership will raise \$100,000 in private sector contributions. We anticipate approximately \$50,000 from the King County Parks Foundation and \$50,000 from other private sector organizations.

### Expected Staffing

- 1 FTE
- Key characteristics of staff lead
  - Strong organizational skills
  - Strong transactional skills
  - Knows ERC-related businesses and key personnel
  - Knows ERC communities
  - Well-reasoned judgement
  - Refined project execution skills

### Budget

\$200,000 for year ONE spending allocations.

### Timeline

The timeline below illustrates the proposed first year activities of the Eastrail Partnership, including those that will be supported solely by private funds.

Month 1	2	3	4	5	6	7	8	9	10	11	12	Percentage of Year 1 budget
<b>Develop</b> financial tracking and reporting structure	<b>Recruit and onboard</b> staff lead											<b>15%</b>
		<b>Develop</b> communications and stakeholder engagement plan and collateral				<b>Implement</b> communications and stakeholder engagement plan						<b>35%</b>
				<b>Develop</b> organizational funding/execution plan								<b>35%</b>
							<b>Secure</b> an exemplary corporate sponsorship and joint venture					<b>15%</b>