CITY OF KIRKLAND
CITY COUNCIL

Penny Sweet, Mayor • Jay Arnold, Deputy Mayor • Neal Black • Kelli Curtis
Amy Falcone •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.

123 Fifth Avenue • Kirkland, Washington 98033-6189 • 425.587.3000 • TTY Relay Service 711 • www.kirklandwa.gov

AGENDA
KIRKLAND CITY COUNCIL MEETING
City Council Chamber
Tuesday, April 20, 2021
5:30 p.m. – Study Session
7:30 p.m. – Regular Meeting

COUNCIL AGENDA materials are available on the City of Kirkland website 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.

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

1. *CALL TO ORDER*
2. *ROLL CALL*
3. *STUDY SESSION*
   a. Vision Zero Action Plan and Active Transportation Update
4. *HONORS AND PROCLAMATIONS*
   a. Earth Month Proclamation
   b. Stand Against Racism Proclamation
   c. Records and Information Month Proclamation
5. *COMMUNICATIONS*
   a. *Announcements*
   b. *Items from the Audience*
   c. *Petitions*
6. *PUBLIC HEARINGS*
7. *SPECIAL PRESENTATIONS*

a. State of the College Address – Eric Murray, President of Cascadia College

b. COVID-19 Update

c. Resolution R-5434 Update

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.

***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. CONSENT CALENDAR

a. *Approval of Minutes*

(1) April 6, 2021

b. *Audit of Accounts*

c. *General Correspondence*

d. *Claims*

(1) Claims for Damage

e. *Award of Bids*

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

(1) NE 132nd Street Sidewalk Improvements

(2) Annual Street Preservation Program – 2020 Street Overlay Project

g. *Approval of Agreements*

h. *Other Items of Business*

(1) 2021 Spring and Summer Recreation Fee Notification

(2) Declaration of Surplus Vehicles and Equipment

(3) Resolution R-5472, Approving the 2021-2026 Urban Forestry Six-Year Work Plan

(4) February 2021 Financial Dashboard

(5) Procurement Report

9. BUSINESS

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.

a. 2021 Neighborhood Safety Program Recommended Projects and Neighborhood Street Lights Project Update

b. 2021 State Legislative Update #7

c. Allocation of Human Services Grant Funding from 2020 Balance and Reserves

d. Moss Bay and Everest Neighborhood Plans Update

e. Totem Bowl Community-Initiated Amendment Request (Phase I)

10. REPORTS

a. *City Council Regional and Committee Reports*

b. *City Manager Reports*

(1) Kirkland Visitor Center Sign Funding

(2) Legislative Request Memoranda

(3) Calendar Update

11. ITEMS FROM THE AUDIENCE

12. EXECUTIVE SESSION

13. ADJOURNMENT

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

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.

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.

CITY OF KIRKLAND
Public Works Department
123 5th Avenue, Kirkland, WA 98033
425.587.3800- www.kirklandwa.gov

MEMORANDUM

To: Kurt Triplett, City Manager

From: Kim Scrivner, Transportation Planner
Joel Pfundt, Transportation Manager
Julie Underwood, Director of Public Works

Date: April 8, 2021

Subject: VISION ZERO ACTION PLAN AND ACTIVE TRANSPORTATION PLAN UPDATE

RECOMMENDATION:

It is recommended that the City Council receive a presentation about the *Vision Zero Action Plan* development and the *Active Transportation Plan* update and provide feedback and direction.

VISION ZERO ACTION PLAN

BACKGROUND:

Kirkland's Vision Zero policy was adopted in 2015 as part of the *Transportation Master Plan* (TMP). The goal is that by 2035 all transportation-related fatal and serious injury crashes in Kirkland will be eliminated.

The four key elements (adopted in the TMP) include:

- **Emphasis**: On crashes resulting in fatalities and serious injuries, with a date-specific goal.
- **Partnerships**: Policy makers, Engineering, Communication, Education
- **System Approach**: Rather than exclusively faulting drivers and other users of the transportation system, Vision Zero places the core responsibility for crashes on the overall system design.
- **Data**: Carefully analyze crashes and use data to make decisions for improvements.

Staff is working now to develop a *Vision Zero Action Plan* that addresses those elements. The point of a zero-based safety plan is to raise awareness by setting aspirational goals that go beyond typical engineering and enforcement-based efforts by using a multi-facetted approach. The benefit of an action plan is to identify specific actions the City

could take to advance transportation safety, and to ensure accountability by taking steps such as reporting crash data on the City's website and providing a biennial status report to the Council. The *Vision Zero Action Plan* will also be informed by the state's Target Zero plan.

FATAL AND SERIOUS INJURY CRASH ANALYSIS

Between 2015 and 2019, there have been eight transportation-related fatalities and 55 serious injuries in Kirkland. Sixty-nine percent (69%) of these injuries or fatalities involved a person walking or bicycling. Based on this rate, and because people walking and bicycling are more likely to be injured when a crash occurs, the Vision Zero plan will include additional analyses related to people walking and bicycling. Staff will provide more detail related to the 2015-2019 crash data analysis during the Council study session.

PROPOSAL FOR DRAFT VISION ZERO ACTION PLAN OUTLINE

- Statement of commitment to transportation safety from city leadership
- Crash data analysis results (trends, contributing factors, and potential countermeasures)—data to be provided in the plan and on the website
- Objectives and Strategies could include:
    - Robust and Transparent Data Framework:
        - Additional sources to inform crash and injury data
        - Improved web interface (web-map, on-line dashboard)
        - Collect before/after data for safety improvement projects
        - Expand the traffic monitoring program to include additional analysis (pedestrian and bicycle counters, exposure analysis)
    - Promote and Institutionalize a Culture of Safety:
        - Educate and engage the public on Vision Zero
        - Work with developers and contractors to provide safe routes through active construction areas
        - Work with the school district and school resource officers to enhance traffic safety education in schools
    - Prioritize Safe Street Design and Investments:
        - Identify high crash corridors and intersections to identify potential engineering improvements
        - Focus on separating bicycle and pedestrian modes from motor vehicle traffic (such as protected bike lanes, network of neighborhood greenways, etc.)
        - Seek innovations in the design of intersections with major projects and crosswalk enhancements
        - Continue capital investments for multimodal facilities and safety features
    - Operate Safe Streets:
        - Evaluate signal timing modifications to improve pedestrian safety
        - Prevent blocking of crosswalks and bike facilities
        - Increase school enforcement traffic safety camera program
        - Evaluate speed limits across the city and consider lowering speed limits

        - Form a response team to evaluate crash factors, determine whether immediate safety improvements are needed after any fatal crash
    - Summary and plan for interdepartmental coordination to achieve proposed objectives and strategies.

TRANSPORTATION COMMISSION VISION ZERO WORKSHOP (2/24/2021)
Staff hosted a Vision Zero Workshop for the Transportation Commission at its February 24, 2021 meeting. Comments received from that workshop are summarized below:

- Ensure crash data disaggregates the various modes (bikes and pedestrians separately, motorcycles separate from motor vehicles)
- Include clear definitions for what defines a serious injury from a possible or disabling injury.
- Action Plan should include strategies for receiving data from other sources that are not reported through police reports
- Time-of-day analysis should include school hours
- Analysis should include factors such as lighting and sight distance
- Include roadway characteristics in analysis
- Additional analysis related to equity is recommended (note: age and gender are included in the data set but not race or ethnicity)
- Crosswalk obstruction because of parking or drivers not yielding to pedestrians is an issue (note: this would be an enforcement issue)
- Focus on enforcement may need to be re-evaluated based on racial and social justice concerns (a follow-up meeting with the R-5434 team suggests enforcement be under an umbrella of education and equity).
- Request to look at speed limits city-wide (systematic evaluation or where we are seeing excessive speeds)
- Focus on national best practices

NEXT STEPS

Based on Council guidance, staff will develop a draft *Vision Zero Action Plan* and return to the Council for further direction in about late summer 2021.

ACTIVE TRANSPORTATION PLAN UPDATE

BACKGROUND:

Kirkland's first non-motorized plan was developed in 1995 and was last updated in 2009. At that time, it was renamed the *Active Transportation Plan* (ATP). The 2009 update included eight primary goals, 25 objectives and 66 strategies for improving walking and bicycling in Kirkland. The 2021 update to the ATP update will address the progress that has been made to achieve those 2009 goals, and will amend the goals and strategies as deemed appropriate.

The eight primary ATP goals are:

- Goal G1. Develop the Cross Kirkland Corridor
- Goal G2. Reduce crash rates
- Goal G3. Add facilities for pedestrians
- Goal G4. Increase the number of children who use active transportation to travel to and from school.
- Goal G5. Improve safety for people crossing streets
- Goal G6. Remove physical barriers to walking
- Goal G7. Improve on-street bicycle facilities
- Goal G8. Make bicycling more convenient

The *Transportation Master Plan* (TMP) was adopted in 2015 in which revised versions of the ATP goals and policies were included. The TMP calls for periodic updates to the ATP and supports the commitment the City has made to improving the ease and safety for people walking and bicycling in Kirkland.

- Goal T-1. Complete a safe network of sidewalks, trails and improved crossings where walking is comfortable and the first choice for many trips.
- Goal T-2 Interconnect bicycle facilities that are safe, nearby, easy to use, and popular with people of all ages and abilities.

Active Transportation also is supported by the Council goal related to Balanced Transportation:

> *Reduce reliance on single occupancy vehicles and improve connectivity and multi-modal mobility in Kirkland in ways that maintain and enhance travel times, safety, health and transportation choices.*

WHAT IS ACTIVE TRANSPORTATION?

Active transportation refers to multimodal transportation solutions that connect people of all ages and abilities to where they need to go by using active modes such as walking and bicycling. Walking also includes using a wheelchair or other assistive device and bicycling includes using regular pedal bikes, electric-assist bicycles (e-bikes), tricycles, or adaptive bicycles.

PROGRESS:
2019

- Conducted analysis of progress toward implementing the 2009 ATP and the 2015 TMP actions and strategies
- Existing data sets were updated (data renovation project)
- Coordinated interdepartmentally with planning, *Safer Routes to School Action Plan* development, communications team, etc.
- Consultant services performed:
    - Toole Design Group was selected. To date, the following tasks have been accomplished:

    - Level of stress analysis completed for bicycle network (existing conditions and future conditions based on currently adopted network)
    - Analysis of pedestrian gaps to activity centers based on existing conditions
    - Draft bike and pedestrian facility implementation guidance document developed
    - Draft plan outline

- Outreach Phase 1 (Spring to Autumn 2019): Staff began the first phase of outreach, which included:

    - "Walk and Bike to School" month
    - Community meeting at City Hall
    - Neighborhood meetings
    - Online Safe and Active Transportation Plan survey (October 2019 to January 2020)

Transportation Commission presentations:

- March 2019, October 2019, and February 2020

  The Transportation Commission provided feedback to staff on considerations that help guide the criteria and analysis, which include accommodating people of all ages and abilities, supporting access to transit and land use, equity, and safety. Some additional comments from the Commission included consideration of lower cost implementation, such as through 'place-making' or demonstration projects, consideration of technology improvements, and recognizing additional barriers to walking or bicycling such as construction, vegetation, parking impacts, and others.

<u>2020</u>

In January 2020, staff developed an extensive public outreach schedule aimed at meeting with every active neighborhood association in March and April to review recommendations for the ATP Update (and the Safer Routes to School Action Plans). The meetings were intended to be used to promote the Safe and Active Transportation Summit scheduled for Saturday, March 28, 2020. In March, the neighborhood meetings and the Summit were cancelled because of the pandemic, and the ATP update ultimately was placed on hold because certain staff were redirected to address unforeseen pandemic-related tasks (e.g., take-out stalls downtown, Park Lane closure, etc.).

Both the draft ATP update and Safer Routes to School Action Plans (with public comments) were to be presented to the City Council at its April 21, 2020 meeting. However, only the Safer Routes to School Action Plans were presented to the Council at that time.

2021

Staff returned to the Transportation Commission in March to seek additional feedback related to the progress on the plan update. The Commission's feedback is summarized below:

- Detailed discussions should occur with the community and other stakeholders related to high priority corridors (Market Street was the example used at the Commission meeting)
- Level of Stress analysis conducted by consultant should be recalibrated based on community feedback. Low scoring level of stress corridors do not feel like low level of stress corridors according to a couple of Commissioners.
- Equity considerations need to be evaluated for neighborhood greenways
- Design guidance document for facilities needs to be flexible so that new innovations do not require Council authority to implement

DRAFT ACTIVE TRANSPORTATION PLAN ELEMENTS:

As proposed, the *Active Transportation Plan* update proposal will focus on bicycle and pedestrian access to transit and major activity centers. Elements of equity and safety would be a high priority.

Based on this, proposed elements for the plan are as follows:

- Background and history of Kirkland's support for walking, bicycling, and safety (such as being the first city in the region to adopt a complete streets policy, first with a pedestrian flag program, likely one of the first to adopt a walk and bike plan, etc.)

- Note progress made to implement the 2009 ATP and the TMP policies—actions and strategies.

- Refine goals, policies, and actions as deeded appropriate.

- Define the existing and updated planned bike network and pedestrian improvement areas/zones

- Identify various 'gaps' in the system and a prioritization framework to address those gaps (safety, equity, connection to land use, etc.).

- Provide preliminary cost estimates for high-priority projects

- Guidelines/standards for projects in the right-of-way and for development

NEXT STEPS:

Based on the Council's feedback, staff will proceed with finalizing a draft plan and return to the Council for further direction in about late summer 2021. This would include the following activities:

- Finalize priorities and complete data analysis
- Conduct outreach process based on plan elements and draft planned bicycle and pedestrian improvements
- Develop cost estimates for top priorities
- Finalize draft document

CITY OF KIRKLAND
City Manager's Office
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www.kirklandwa.gov

MEMORANDUM

To: City Council

From: David Barnes, Senior Planner
Environmental Services Team
Adam Weinstein, Planning & Building Director

Date: April 6, 2021

Subject: 2021 Earth Month Proclamation

RECOMMENDATION:

Staff recommends that the Mayor and City Council proclaim April 2021 as Earth Month in Kirkland, Washington.

BACKGROUND DISCUSSION:

The first Earth Day was on April 22, 1970. On that day, 20 million Americans across the nation demonstrated support for environmental protection. This year marks the 51st anniversary of Earth Day.

For over 20 years, the City has implemented various policies, regulations, and programs to protect the natural environment. Across departments, service teams such as the Environmental Service Team and for many years, the Green Team, have worked to protect the environment and encourage community participation in living more sustainably. The Sustainability Master Plan was adopted by City Council in 2020 and will build on the City's past work, coordinating sustainability efforts across City Departments and the broader community. The City's best defense against climate change comes from fostering a resilient natural environment, planning thoughtfully and engaging with the community.

The City of Kirkland has a long-standing commitment to environmental stewardship, as shown in the Council's Goal for the Environment "to protect and enhance our natural environment for current residents and future generations." In recent years, Kirkland City Council has made important policy decisions related to commitment to environmental stewardship:

2015

- City Council approved the 2035 Comprehensive Plan that included an updated Environmental Element with Goal E5 and policies addressing climate change.
- City Council adopted the Transportation Master Plan, which recognizes the role transportation plays in meeting the goals of the environmental element in the Comprehensive Plan.
- City Council adopted the 20-Year Forest and Natural Areas Restoration Plan.

2016

- The Council's adopted plastic bag reduction policy went into effect. The Kirkland City Council decided to restrict use of plastic bags to protect our environment.
- The City adopted an enhanced multifamily recycling ordinance and allocated additional funding for improving access and increasing overall multifamily recycling.

2018

- The City Council approved the Yard Smart Rain Rewards program which provides free technical and financial assistance to qualified Kirkland property owners who install landscaping projects to manage rainwater on their property. 21 Kirkland homeowners have participated in the program.
- The City developed a Greenhouse Gas Emissions Report. This is the first report to measure both community-wide and government operations greenhouse gas emissions.

2020

- The City Council adopted a Sustainability Master Plan, a plan to: identify community priorities for environmental, economic, and social sustainability; explore specific actions that the City might undertake to support the identified priorities; and prioritize the action items in a clear implementation plan.

2021

- As an early implementation step of the Sustainability Master Plan, the City signed a new extended-term Green Direct contract with Puget Sound Energy that will provide clean, renewable electricity for city operations and reduce carbon emissions.
- The City will complete construction of 12 new electric vehicle charging stations for City Building Inspectors at City Hall. This action will continue efforts to electrify the City's fleet, and directly reduce pollution and carbon emissions in Kirkland.

2021 EARTH MONTH ACTIVITIES

To recognize its commitment to protecting the environment, Kirkland proclaims and celebrates Earth Month in April by holding several recycling and community service events. The range of activities shows the variety of ways to engage with the environment and offers the community different opportunities to learn more and make a difference.

During Earth Month, the City is offering the community several events and programs including:

- Month of April: Green Home Challenge
- Five Green Kirkland Partnership volunteer events
- April 3 – Confidential Shredding Event
- April 14 – Recycling 101 Webinar
- April 22 – Alaska Suite five-piece chamber jazz ensemble
- April 28 – Virtual Recycling Center Tour

Included with this staff report is a recommended proclamation to designate April 2021 as Earth Month in the City of Kirkland. Members of the City's Environmental Services Team will be present to receive the proclamation at the Tuesday, April 20 City Council Meeting.

Attachment A: Earth Month Proclamation

A PROCLAMATION OF THE CITY OF KIRKLAND

Proclaiming April 2021 as Earth Month in Kirkland

WHEREAS, the City of Kirkland has a longstanding dedication to protecting and enhancing its natural environment; and

WHEREAS, an adopted City of Kirkland City Council Goal is to protect our natural environment through sustainable goals and practices to equitably meet the needs of all community members for a healthy environment without compromising the needs of future generations; and

WHEREAS, Earth Month is a reminder that communities and individuals can make a positive impact to reduce energy use, produce or purchase clean renewable energy to mitigate climate change and reduce environmental impacts; and

WHEREAS, Kirkland residents continually show commitment to the environment by reducing waste, recycling, composting, preventing water pollution, advocating for the environment, utilizing alternative transportation and volunteering to restore natural areas and information about participating in these programs and other environmental efforts may be found on our website; and

WHEREAS, numerous City programs across departments work to protect the environment, ranging from the Urban Forest Strategic Management Plan; special recycling events and waste reduction efforts; protection of the City creeks, wetlands and lakes; the Green Kirkland Partnership's natural parkland restoration events; and more; and

WHEREAS, the City of Kirkland is active in regional environmental efforts like the EnviroStars Green Business Program, Lake Washington/Cedar/Sammamish Watershed Salmon Recovery Council, and the King County Cities Climate Collaborative (K4C) to reduce carbon emissions, environmental impacts and improve sustainable behavior; and

WHEREAS, the City of Kirkland has adopted a city-wide Sustainability Master Plan to help coordinate all efforts and implement new actions and goals that will protect, mitigate and enhance the environment to ensure that current and future generations of the Kirkland community are able to meet their needs; and

WHEREAS, Kirkland will continue to work toward solutions to climate change and seek strategies to protect the environment for all future generations;

NOW, THEREFORE, I, Penny Sweet, Mayor of Kirkland, do hereby proclaim April 2021 as Earth Month in Kirkland, Washington, and call upon all community members to take action to reduce their impact on the environment.

Signed this 20th day of April, 2021

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Penny Sweet, Mayor

CITY OF KIRKLAND
Parks & Community Services
123 Fifth Avenue, Kirkland, WA 98033 425.587.3000
www.kirklandwa.gov

MEMORANDUM

To: Kurt Triplett, City Manager

From: Lynn Zwaagstra, Director
Leslie R Miller, Human Services Supervisor

Date: April 20, 2021

Subject: STAND AGAINST RACISM PROCLAMATION

RECOMMENDATION:

That the Mayor proclaim April 22-25, 2021, as YWCA USA's Stand Against Racism Weekend.

BACKGROUND DISCUSSION:

Stand Against Racism is a signature campaign of YWCA USA to build community among those who work for racial justice and to raise awareness about the negative impact of institutional and structural racism in communities. This campaign is one part of its larger national strategy to fulfill its mission of eliminating racism. This campaign provides an opportunity for our community to reflect on institutional and structural racism and be intentional with our own reflection and commitment.

This year's nationwide theme is "From Declarations to Change: Addressing Racism as a Public Health Crisis." Structural racism plays a large role in determining the conditions in which people are born, grow, work, live, and age. These factors affect people's access to quality housing, education, food, transportation, political power, and other social determinants of health. Understanding and addressing systemic racism from this public health perspective is crucial to eliminating racial and ethnic inequities, and to improving opportunity and well-being across communities. More information is available at www.standagainstracism.org

The YWCA Seattle | King | Snohomish invites the community to participate in its Stand Against Racism Town Hall with Ijeoma Oluo on April 30, 2021, at noon online. Register here: https://townhallseattle.org/event/10th-annual-stand-against-racism-with-ijeoma-oluo/

Below is a pledge that the YWCA USA encourages all of us to take. Sign the pledge here https://ywca.quorum.us/SAR/

*STAND AGAINST RACISM PLEDGE**

Mindful of the continuing affliction of institutional and structural racism as well as the daily realities of all forms of bias, prejudice, and bigotry in my own life, my family, my circle of

friends, my co-workers, and the society in which I live, with conviction and hope:

I take this pledge, fully aware that the struggle to eliminate racism will not end with a mere pledge but calls for an ongoing transformation within myself and the institutions and structures of our society.

I pledge to look deeply and continuously in my heart and in my mind to identify all signs and vestiges of racism; to rebuke the use of racist language and behavior towards others; to root out such racism in my daily life and in my encounters with persons I know and with strangers I do not know; and to expand my consciousness to be more aware and sensitive to my use of overt and subtle expressions of racism and racial stereotypes;

I pledge to educate myself on racial justice issues and share what I learn in my own communities even if it means challenging my family, my partner, my children, my friends, my co-workers, and those I encounter on a daily basis;

I pledge, within my means, to actively work to support public policy solutions that prominently, openly, and enthusiastically promote racial equity in all aspects of human affairs; and to actively support and devote my time to YWCA, as well as other organizations working to eradicate racism from our society.

YWCA USA is on a mission to eliminate racism and empower women. I join YWCA in taking a stand against racism today and every day.

*This pledge has been adapted by YWCA USA from the Pledge to Eliminate Racism in My Life, YWCA Bergen County which is an adaptation of the Pledge to Heal Racism in My Life, Interfaith Communities United for Justice and Peace, April 10, 2006.

A representative from the YWCA Seattle | King | Snohomish will accept the proclamation at the April 20th Council meeting.

This proclamation builds on recent, focused work by the City to create a safe, inclusive, and welcoming place and to examine and dismantle structural racism in Kirkland. On August 4, 2020, the City Council adopted Resolution R-5434, which called for several actions to ensure the safety and respect of Black people and to end structural racism in Kirkland. City staff continue to prioritize implementing the actions of R-5434 and have created a webpage on the City's website that is periodically updated with more information on the status of this important work: https://www.kirklandwa.gov/Government/City-Managers-Office/Ensuring-the-Safety-and-Respect-of-Black-People

City staff also recently created a webpage to support our Asian American and Pacific Islander community. The webpage includes the Mayor's statement on behalf of the City Council, read at the March 16, 2021, Council meeting, which condemns recent and continuing acts of violence against Asian Americans across the country and reaffirms that racism, in any form, and against any group, has no place in Kirkland. That statement has been translated into simplified Chinese, Korean, Japanese, Thai, Vietnamese, and Cambodian. The webpage also provides information on reporting hate or bias crimes, anti-Asian racism resources, and community

support resources. The webpage can be found here: https://www.kirklandwa.gov/Government/City-Managers-Office/Kirkland-Stands-With-Asian-Americans-and-Pacific-Islanders

Attachment A Stand Against Racism Proclamation

A PROCLAMATION OF THE CITY OF KIRKLAND

Proclaiming April 22-25 as "YWCA Stand Against Racism Weekend" in Kirkland, Washington

WHEREAS, all residents regardless of race, creed or ethnicity deserve to be treated with dignity, respect, compassion and justice; and

WHEREAS, on February 21, 2017, the City of Kirkland adopted Resolution R-5240, declaring Kirkland as a Safe, Inclusive and Welcoming City for All People; and

WHEREAS, on August 4, 2020, the City of Kirkland adopted Resolution R-5434, affirming that Black lives matter and approving the framework for Kirkland to become a safe, inclusive and welcoming community through actions to improve the safety and respect of Black people in Kirkland and end structural racism by partnering with those most affected; and

WHEREAS, on March 16, 2021, the City Council issued a statement condemning recent and continuing acts of violence against Asian Americans across the country and reaffirming that racism, in any form, and against any group, has no place in Kirkland, and this statement is available on the City's website along with other resources curated to support the safety of our Asian American and Pacific Islander community; and

WHEREAS, the Kirkland community values initiatives that will end race-based disparities and make the world a more equitable, inclusive and dignified place for all to live; and

WHEREAS, the elimination of racism can be achieved only with the participation of all community members in dialogue, reflection and action; and

WHEREAS, the City of Kirkland supports the YWCA's mission to eliminate racial inequalities in employment, education, healthcare, housing, human services and other areas that affect quality of life; and

WHEREAS, April 22-25, 2021, marks the occasion of the annual "Stand Against Racism weekend," a signature campaign of YWCA designed to build community among those who work for racial justice and to raise awareness about the negative impacts of institutional and structural racism; and

WHEREAS, this year's national campaign urges communities both to move beyond declarations and focus on change and to recognize that racism is a public health crisis;

NOW, THEREFORE, I, Penny Sweet, Mayor of Kirkland, do hereby proclaim April 22-25, 2021, as "YWCA Stand Against Racism Weekend" in our City and encourage residents, local businesses, educators, and community and faith-based organizations to advocate for the elimination of structural and institutional racism.

Signed this 20th day of April, 2021

_____

Penny Sweet, Mayor

CITY OF KIRKLAND
Finance and Administration
123 Fifth Avenue, Kirkland, WA 98033
425-587-3190

MEMORANDUM

To: Kurt Triplett, City Manager

From: Michael Olson, Director
Kathi Anderson, City Clerk

Date: 04/14/2021

Subject: Records and Information Management Month Proclamation

RECOMMENDATION:

It is recommended that the City Council proclaim April as Records and Information Management Month. Public records requests and proper records management are an integral part of a well-functioning and transparent government. By accepting this proclamation, the City Council highlights and acknowledges the hard work City staff do to maintain a high standard in regard to all things public records, data and management related.

BACKGROUND DISCUSSION:

Since 1995, the Association of Information Management Professionals (ARMA) has designated April as Records and Information Management Month in appreciation of the importance of records and information management. ARMA International is a professional, not-for-profit organization whose primary purpose is education in the field of records and information management.

Federal and state-mandated program requirements, changes in growth and development patterns, expanded service needs, the use of computers and other technologies for creating and using information, and the proliferation of copies in various formats, have all contributed to this enormous accumulation of records. The City of Kirkland has approximately 450 TB of data stored on our servers and over 4,000 boxes of records stored offsite, in addition to the records created and used in our City facilities every day. Every city employee has a role and responsibility in the care and management of the City's records through the lifespan of those records.

Like every organization, the City of Kirkland creates and maintain large quantities of records. These records are not only not only critical to the employees in order for them to do their jobs successfully, but also are essential to community members. The City of Kirkland processes an average of 4,000 public records requests every year; these can be accident reports, historic building plans, or correspondence and email requests.

By proclaiming the month of April 2021 as Records and Information Management Month in Kirkland all community members are invited to celebrate and reflect on the efforts of all City Staff in being responsible custodians of the records of the City of Kirkland.

Attachments:
Attachment 1 – Proclamation

A PROCLAMATION OF THE CITY OF KIRKLAND

Proclaiming Records and Information Management Month April 2021 in Kirkland

Whereas: the City of Kirkland's records are valuable assets essential to the effective operation of city government and held as a public trust, critical to protecting the rights and interests of the constituents of the City of Kirkland; and

Whereas: the management of public records, information and data is critical to every government agency for effective and efficient operations and in support of an open, transparent and accountable government; and

Whereas: the management of public records, information and data is critical to every individual for protecting rights and privacy, to every business and organization for ensuring compliance and profitability and to every government agency for serving the best interest of those within its jurisdiction; and

Whereas: technologies for creating and storing records, information and data continue to expand the amounts of information that can be created and acquired; and

Whereas: professional control and governance of records, information and data is necessary for the effective operation of modern government, as well as the reduction of risk, liability and associated costs and compliance with global standards and practices; and

Whereas: the Kirkland community experiences high quality public services supported by the important role and functions provided by records and information professionals; and

Whereas: the City of Kirkland has been recognized with national and state awards for the successes of the highly trained and dedicated employees entrusted with responsibility for the careful management, disposition and provision of access to public records on behalf of the constituents of the City of Kirkland;

NOW, THEREFORE, I, Penny Sweet, Mayor of Kirkland, on behalf of the Kirkland City Council, do hereby proclaim April as the Records and Information Month, and with this proclamation extend our gratitude and thanks to the records and management team with the City of Kirkland.

Signed this 20th day of April, 2021

_____

Penny Sweet, Mayor

CITY OF KIRKLAND
City Manager's Office
123 Fifth Avenue, Kirkland, WA 98033 425.587.3001
www.kirklandwa.gov

MEMORANDUM

To: Kurt Triplett, City Manager

From: Andreana Campbell, Management Analyst

Date: April 13, 2021

Subject: STATE OF THE COLLEGE ADDRESS FROM CASCADIA COLLEGE PRESIDENT DR. ERIC MURRAY

RECOMMENDATION:

City Council should receive a state of the college address from Cascadia College President Dr. Eric Murray (Attachment A).

BACKGROUND DISCUSSION:

Established in 2000, Cascadia College is a 128-acre community college located in Bothell, Washington on a shared campus with the University of Washington Bothell. The college was built to serve the cities of Bothell, Woodinville, Kirkland, Kenmore, Duvall, Carnation, Sammamish, Redmond and other smaller communities within the greater Seattle area.

Dr. Eric Murray has served as the President of Cascadia College since 2010 and grown student enrollment by 17%. He has also developed a new strategic plan and 20-year campus Master Plan for the development of its facilities.

For more information on Cascadia College, visit their website here: http://www.cascadia.edu/

Attachments: Attachment A - Biography

Dr. Murray comes to Cascadia as an experienced administrator and teacher in higher education. He has served students since 1992 when he began his first position at UCLA in residential housing. From UCLA, he went on to the University of Montana-Western as the Dean of Student Affairs, and then to North Idaho College where he served as Vice President of Student Services.

His educational background includes bachelor's degrees in Germanic Languages and Psychology, as well as master's and doctoral degrees in Psychology, all from UCLA. In addition to serving students outside the classroom, Dr. Murray has taught psychology and special education courses to students at each institution where he has worked.

Dr. Murray's desire to provide leadership at each of these institutions has motivated him to become an expert in college accreditation processes, strategic planning, staff management, crisis management, and student development. He has been a trainer for law enforcement, large corporations, and multiple universities and colleges.

Since 2010, under Dr. Murray's leadership, Cascadia's student enrollment has grown by 17%, the campus has developed a new strategic plan, and the campus has a new 20-year Master Plan for the development of its facilities.

Dr. Murray has led the region in developing biotech partnerships with industry and forging pathways for students to the University of Washington.

Dr. Murray has twice been the chair of the state's capital committee for Community and Technical Colleges and currently serves as the president-elect of the Washington Association of Community and Technical Colleges, a group comprised of the 34 college presidents across Washington.

As well, Dr. Murray serves on the boards of the Bothell Chamber and One Redmond.

KIRKLAND CITY COUNCIL MEETING MINUTES
April 6, 2021

1. CALL TO ORDER

Mayor Penny Sweet called the study session to order at 5:30 p.m. and called the regular meeting to order at 7:30 p.m.

2. ROLL CALL

ROLL CALL:
Members Present: Deputy Mayor Jay Arnold, Councilmember Neal Black, Councilmember Kelli Curtis, Councilmember Amy Falcone, Councilmember Toby Nixon, Councilmember Jon Pascal, and Mayor Penny Sweet.
Members Absent: None.

3. STUDY SESSION

a. NE 85th Street Station Area Plan

Senior Planner Allison Zike provided a briefing on the results of the NE 85th Street Station Area Plan Draft Supplemental Environmental Impact Statement (DSEIS) public comment period, current project status, and the project team's proposal to address previous Council direction with additional tasks, including a fiscal impact and benefit analysis. Deputy City Manager Tracey Dunlap, Berk Associate Julia Tesch, Mithun Partner Erin Christensen Ishizaki, and Mithun Senior Associate Brad Barnett also presented and were available to respond to questions.

4. HONORS AND PROCLAMATIONS

a. Sexual Assault Awareness Month Proclamation

Mayor Sweet asked Councilmember Curtis to read the proclamation which was accepted by Marnix Brinkhoff from the King County Sexual Assault Resource Center.

5. COMMUNICATIONS

a. Announcements

b. Items from the Audience

Curtis Brown
Rick Balakier
Liz Hunt

Dana Nunnelly
Ken MacKenzie
A.J. Antrim
Luis Navarro
Genn

c. Petitions

6. PUBLIC HEARINGS

None.

7. SPECIAL PRESENTATIONS

a. COVID-19 Update

City Manager Kurt Triplett provided information on recent actions related to the COVID-19 response.

b. Resolution R-5434 Update

City Manager Kurt Triplett provided a briefing on actions relating to the implementation of Resolution R-5434.

8. CONSENT CALENDAR

a. Approval of Minutes

(1) March 16, 2021

b. Audit of Accounts

Payroll: $4,288,998.30
Bills: $5,710,302.82
TB0317 Checks #718405-718524
HS317B Wire #305
HS0319 Wire #306
HS0319 Wire #306
TB0324 Checks #718525-718675
HS0323 Wire #308
HS0323 Wire #309
PCARD ACH
TB0331 Checks #718676-718750

c. General Correspondence

d. Claims

(1) Claims for Damage

Claims received from Johnny Du, Christine Lewis, and Alin Rujoni were acknowledged via approval of the consent calendar.

e. Award of Bids

f. Acceptance of Public Improvements and Establishing Lien Period

g. Approval of Agreements

h. Other Items of Business

(1) Tourism Development Committee Resignation

Council acknowledged the resignation of Danielle Dorland from the Tourism Development Committee and authorized the attached draft response via approval of the consent calendar.

(2) Major Development Projects List and Planning Work Program Status Update

Council acknowledged the list via approval of the consent calendar.

(3) Ratification of 2021 Teamsters Local #763 Collective Bargaining Agreement

Pre-approval authority was granted to the City Manager to adopt the 2018-2020 Collective Bargaining Agreement between the City and the Teamsters Local 763 via approval of the Consent Calendar.

(4) Alaska Suites Livestream Concert Funding

A fiscal note for $1,000 was approved to fund a livestream concert by musical group "Alaska Suite" in honor of the 50th National Anniversary of Earth Day on April 24, 2021, via approval of the consent calendar.

(5) School Impact Fee Report

Council acknowledged the report via approval of the consent calendar.

(6) February 2021 Sales Tax Report

Council acknowledged the report via approval of the consent calendar.

(7) Procurement Report

Council acknowledged the report via approval of the consent calendar.

Motion to Approve the consent calendar.
Moved by Councilmember Kelli Curtis, seconded by Councilmember Amy Falcone
Vote: Motion carried 7-0
Yes: Deputy Mayor Jay Arnold, Councilmember Neal Black, Councilmember Kelli Curtis, Councilmember Amy Falcone, Councilmember Toby Nixon, Councilmember Jon Pascal, and Mayor Penny Sweet.

9. BUSINESS

a. City Impact Fee Update

FCS Group Managing Principal John Ghilarducci presented an overview of the results of the Park and Transportation impact fee updates and the initial calculation of a potential Fire Impact Fee. Deputy City Manager Tracey Dunlap also responded to Council questions.

b. 2021 State Legislative Update #6

Intergovernmental Relations and Economic Development Manager Lorrie McKay provided an update on legislative activities to date related to the City's adopted 2021 legislative priorities.

Council recessed for a short break.

c. Urban Forestry Six-Year Work Plan

Urban Forester Deborah Powers presented an overview of the resolution.

(1) Resolution R-5472, Approving the 2021-2026 Urban Forestry Six-Year Work Plan

d. Amending Surface Water Regulations

Water Quality Program Coordinator Ryean-Marie Tuomisto presented an overview of the ordinance.

(1) Ordinance O-4756, Amending Surface Water Regulations

e. Animal Control Authority

Senior Assistant City Attorney Stephanie Croll presented an overview of the ordinance and the resolution.

(1) Ordinance O-4757, Amending Chapter 8.09 of the Kirkland Municipal Code Entitled "Animal Control Authority" to Clarify that Certain Violations

of the Code are Non-Traffic Civil Infractions; Declaring an Emergency and Establishing an Immediate Effective Date

Motion to Approve Ordinance O-4757 and its Summary, entitled "AN ORDINANCE OF THE CITY OF KIRKLAND AMENDING CHAPTER 8.09 OF THE KIRKLAND MUNICIPAL CODE ENTITLED "ANIMAL CONTROL AUTHORITY" TO CLARIFY THAT CERTAIN VIOLATIONS OF THE CODE ARE NON-TRAFFIC CIVIL INFRACTIONS; DECLARING AN EMERGENCY AND ESTABLISHING AN IMMEDIATE EFFECTIVE DATE."
Moved by Deputy Mayor Jay Arnold, seconded by Councilmember Amy Falcone
Vote: Motion carried 7-0
Yes: Deputy Mayor Jay Arnold, Councilmember Neal Black, Councilmember Kelli Curtis, Councilmember Amy Falcone, Councilmember Toby Nixon, Councilmember Jon Pascal, and Mayor Penny Sweet.

(2) Resolution R-5473, Amending Exhibit A to R-5262 Related to Pet License Fees and Civil Penalties Applied to Local Animal Services to Clarify That Certain Animal Control Authority Code Violations are Charged as Class 1 Civil Infractions

Motion to Approve Resolution R-5473, entitled "A RESOLUTION OF THE CITY COUNCIL OF THE CITY OF KIRKLAND AMENDING EXHIBIT A TO R-5262 RELATED TO PET LICENSE FEES AND CIVIL PENALTIES APPLIED TO LOCAL ANIMAL SERVICES TO CLARIFY THAT CE."RTAIN ANIMAL CONTROL AUTHORITY CODE VIOLATIONS ARE CHARGED AS CLASS 1 CIVIL INFRACTIONS," as amended.
Moved by Councilmember Jon Pascal, seconded by Councilmember Kelli Curtis
Vote: Motion carried 7-0
Yes: Deputy Mayor Jay Arnold, Councilmember Neal Black, Councilmember Kelli Curtis, Councilmember Amy Falcone, Councilmember Toby Nixon, Councilmember Jon Pascal, and Mayor Penny Sweet.

Motion to Amend Resolution R-5473, Exhibit A, Section II.A.2. to insert "$250" following "2. Civil infractions: Vicious animal or animal cruelty violations" and to strike "a. First violation within one year $250" and "b. Subsequent violations within one year $250", so that the section now read as, "2. Civil infractions: Vicious animal or animal cruelty violations $250."
Moved by Councilmember Jon Pascal, seconded by Councilmember Amy Falcone
Vote: Motion carried 7-0
Yes: Deputy Mayor Jay Arnold, Councilmember Neal Black, Councilmember Kelli Curtis, Councilmember Amy Falcone, Councilmember Toby Nixon, Councilmember Jon Pascal, and Mayor Penny Sweet.

Motion to Amend Resolution R-5473, Exhibit A, Section II.A.2. to strike the words "or animal cruelty" so that the section now reads as, "2. Civil infractions: Vicious animal violations $250."
Moved by Councilmember Toby Nixon, seconded by Deputy Mayor Jay Arnold
Vote: Motion carried 7-0
Yes: Deputy Mayor Jay Arnold, Councilmember Neal Black, Councilmember Kelli Curtis, Councilmember Amy Falcone, Councilmember Toby Nixon, Councilmember Jon Pascal, and Mayor Penny Sweet.

f. 2021 Board and Commission Interview Selection Committee

City Clerk Kathi Anderson drew names; the interview selection committee members chosen were Mayor Sweet and Councilmembers Curtis and Falcone.

g. Park Lane Outreach Options

Public Works Director Julie Underwood provided an overview of street closure options for Park Lane and received Council direction.

10. REPORTS

a. City Council Regional and Committee Reports

Councilmembers shared information regarding the upcoming Sound Cities Association Public Issues Committee meeting; an upcoming King Conservation District meeting; an upcoming Eastside Transportation Partnership meeting; Council designated Councilmember Pascal as the official alternate for the Eastside Transportation Partnership; a Water Resource Inventory Area (WRIA) 8 Salmon Recovery Council meeting; a Governing for Racial Equity and Inclusion (GREI) event; the recent Ismaili Community Engaged in Responsible Volunteering (i-CERV) food drive; North Seattle Transfer Station virtual tour; the Virtual Community Resource Center information session; an upcoming Sound Cities Association Equity and Inclusion Cabinet meeting; an upcoming Sit Down and Listen event; several recent correspondence regarding waste water and the North East Transfer Station siting process; an upcoming Cascade Water Alliance meeting; and phone call with King County Councilmember Claudia Balducci about the Best Starts for Kids initiative.

b. City Manager Reports

City Manager Kurt Triplett reported on the Feriton Spur Park extension project on the Cross Kirkland Corridor; a use agreement for the new addition to the Feriton Spur Park will be coming before Council at the April 20 meeting; and discussions with King County about having a supported housing site in Kirkland.

(1) Legislative Request Memoranda

Motion to Ask staff to prepare a Legislative Request Memorandum on the question of allowing allow Wheeled All-Terrain Vehicles (WATVs), also known as Utility Terrain Vehicles (UTVs) on city streets as is permitted by state law.
Moved by Councilmember Toby Nixon, seconded by Councilmember Neal Black
Vote: Motion carried 7-0
Yes: Deputy Mayor Jay Arnold, Councilmember Neal Black, Councilmember Kelli Curtis, Councilmember Amy Falcone, Councilmember Toby Nixon, Councilmember Jon Pascal, and Mayor Penny Sweet.

Motion to Ask staff to prepare a Legislative Request Memorandum on the question of relaxing restrictions for the business license requirements for small rental properties.
Moved by Councilmember Toby Nixon, seconded by Councilmember Jon Pascal
Vote: Motion carried 7-0
Yes: Deputy Mayor Jay Arnold, Councilmember Neal Black, Councilmember Kelli Curtis, Councilmember Amy Falcone, Councilmember Toby Nixon, Councilmember Jon Pascal, and Mayor Penny Sweet.

(2) Calendar Update

City Manager Kurt Triplett reminded the Council about the upcoming Council Retreat on Thursday, April 29.

11. ITEMS FROM THE AUDIENCE

None.

12. EXECUTIVE SESSION

None.

13. ADJOURNMENT

The Kirkland City Council regular meeting of April 6, 2021 was adjourned at 11:21 p.m.

Kathi Anderson, City Clerk

Penny Sweet, Mayor

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

MEMORANDUM

To: Kurt Triplett, City Manager

From: Kathi Anderson, City Clerk

Date: April 20, 2021

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) John Bacolas
11600 100th Avenue NE, A-11
Kirkland, WA 98034

Amount: $500.00

Nature of Claim: Claimant states damage occurred to their vehicle when they struck an unmarked pole in the O.O. Denny Park parking area.

(2) Curtis Thompson
127 3rd Avenue, #302
Kirkland, WA 98033

Amount: $5,715.86

Nature of Claim: Claimant states damage occurred to the right rear-end and wheel of their vehicle when struck by a snowplow exiting eastbound from I-405 onto NE 85th Street.

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

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

MEMORANDUM

To: Kurt Triplett, City Manager

From: Marius Eugenio Jr., P.E., Senior Projects Engineer
Rod Steitzer, P.E., Capital Projects Manager
Julie Thuy Underwood, Director of Public Works

Date: April 8, 2021

Subject: NE 132ND STREET SIDEWALK IMPROVEMENTS—ACCEPT WORK

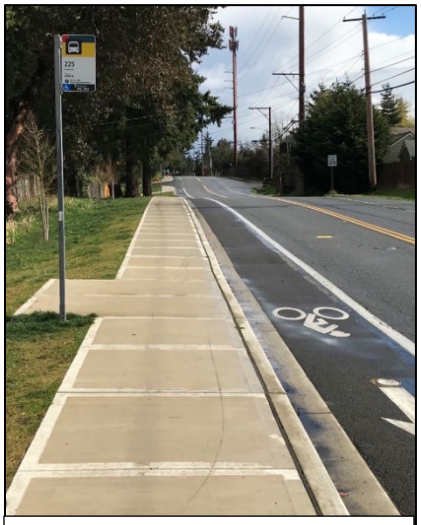
RECOMMENDATION:

It is recommended that the City Council accept the work by Trinity Contractors, Inc., of Marysville, Washington; and that the Council approve returning funds to REET 1 reserves, to Surface Water Construction reserves, and to return an unneeded amount of State grant funds.

By taking action on this item during approval of the Consent Calendar, the Council is accepting the work performed by the contractor on the referenced project, establishing the statutory lien period, and approving the return of funds to their sources.

BACKGROUND DISCUSSION:

The project is located in the Finn Hill neighborhood on NE 132nd Street and extends between 84th Avenue NE and 87th Avenue NE (see Attachment A, Vicinity and Area Map). It removed impediments, increases mobility, and reduces conflicts between motorists and pedestrians, thereby increasing pedestrian safety and comfort. The improvements also provide direct pedestrian access to Carl Sandburg and Thoreau elementary schools, Finn Hill Middle School, and to Big Finn Hill Park. The Project installed approximately 960 feet of curb, gutter, sidewalk, planter strip, and ADA-compliant curb ramps along this two-lane roadway. Because of these improvements, pedestrians no longer have to walk along the road shoulder nor contend with moving or parked vehicles, Metro buses, and a partially open ditch.



Looking East on NE 132nd Street

Budget

The project was funded in large part with a $500,000 State appropriation championed by District 1 State Senator Guy Palumbo, and with $113,800 of City funds. On October 15, 2019, the City Council awarded the construction contract to Trinity Contractors, Inc., in the amount of

$297,090.00. Construction began on December 2, 2019, was substantially complete on March 20, 2020. After the required plant establishment period, the project was physically complete on March 20, 2021, with the contractor earning a total of $271,179.54. There were no change orders issued for this project, and total expenses were about 13-percent under budget. Total funding and expenses are shown in Table 1, below, and in Attachment B, the Project Budget Report.

Table 1 Project Funding and Expenses

	NMC0710000	NMC071S000	Total
Internal Funding	$63,800	$50,000	$113,800
External Funding	$482,180	$17,820	$500,000
Total Funding	**$545,980**	**$67,820**	**$613,800**
Internal Expenses	$38,031	$14,723	$52,754
External Expenses	$460,862	$17,820	$478,682
Total Expenses	**$498,893**	**$32,543**	**$531,436**
Internal Surplus	$25,769	$35,277	$61,046
External Surplus	$21,318	$0	$21,318
Total Surplus	**$47,087**	**$35,277**	**$82,364**

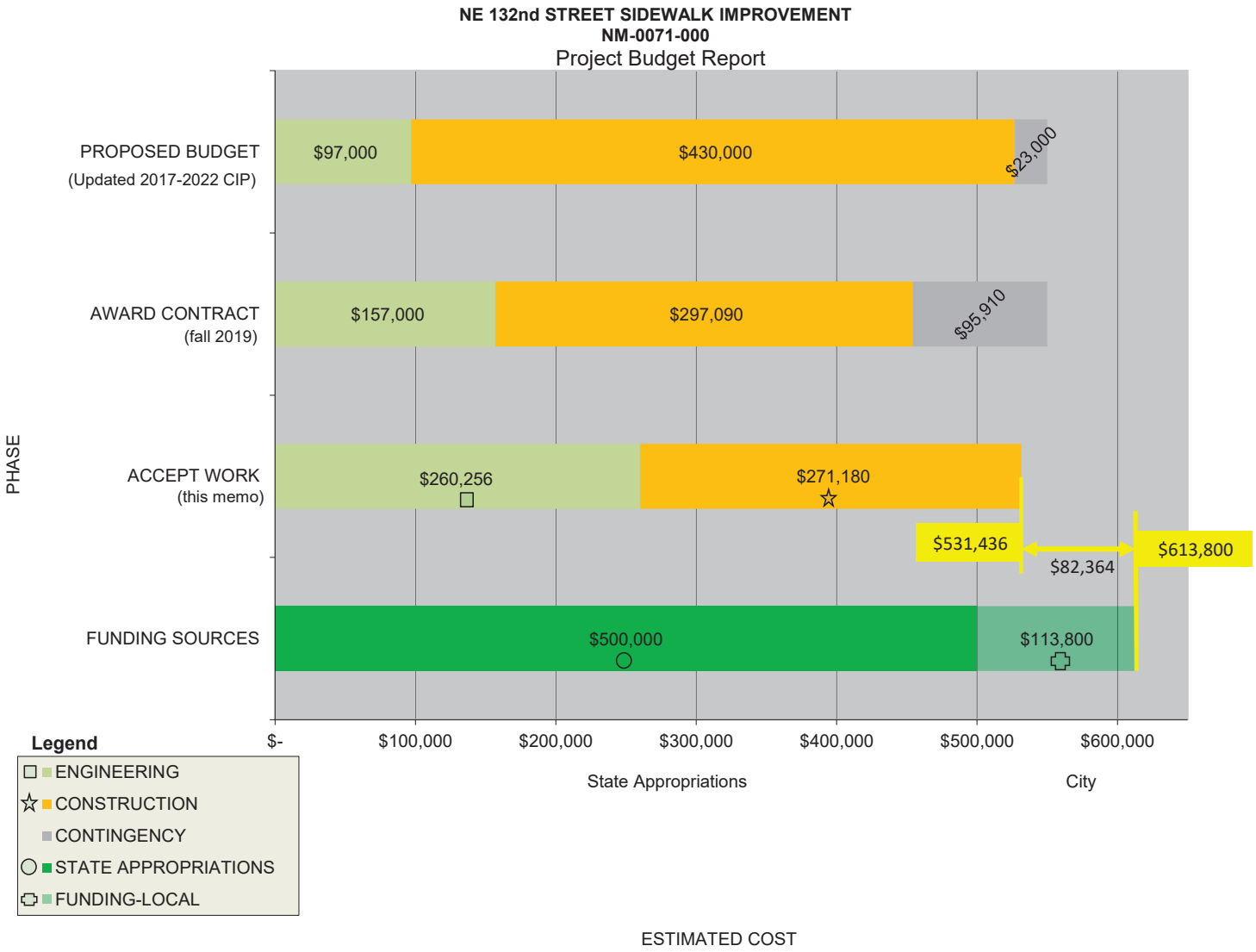
Staff utilized grant funding on all possible eligible costs to minimize the use of City revenues. The remaining costs were not eligible for grant funding. With all project costs accounted for, staff recommends returning $25,769 surplus funds to REET Reserves, $35,277 to Surface Water Construction Reserves, and not utilize $21,318 of grant funds (see Attachments B and C).

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

Attachment A

Vicinity and Area Map

NE 132nd Street Sidewalk Improvement



Attachment B

ATTACHMENT C

FISCAL NOTE

CITY OF KIRKLAND

Source of Request

Julie Underwood, Interim Director of Public Works

Description of Request

One-time transfer of unspent project balance from the NE 132nd Street Sidewalk project **(NMC0710000 & NMC071S000)** to REET and Surface Water Construction Reserves.

Legality/City Policy Basis

Fiscal Impact

- One-time transfer of approximately $25,769 of REET 1 to the REET Reserves.
- One-time transfer of approximately $35,277 to Surface Water Construction Reserves.

Recommended Funding Source(s)

	Description	2022 Est End Balance	Prior Auth. 2021-22 Uses	Prior Auth. 2021-22 Additions	Amount This Request	Revised 2022 End Balance	2022 Target
Reserve	REET 1 Reserves	4,806,956	0	0	25,769	4,832,725	1,000,000
	Surface Water Reserves	6,302,876	0	422,996	35,277	6,761,149	1,788,060
	Note: REET 1 Reserves have been updated to include $4,457,846 which was originally set aside Fire Station 27.						
Revenue/Exp Savings							
Other Source							

Other Information

- REET reserve transfer to 19018304-599012-REET1
- Surface Water reserve transfer to 42325931-599014 (SDR1111001)

Prepared By	Robby Perkins-High, Financial Planning Supervisor	Date	April 8, 2021

CITY OF KIRKLAND
Department of Public Works
123 Fifth Avenue, Kirkland, WA 98033 425.587.3800
www.kirklandwa.gov

MEMORANDUM

To: Kurt Triplett, City Manager

From: George Minassian, P.E., Capital Projects Supervisor
Rod Steitzer, P.E., Capital Projects Manager
Julie Underwood, Director of Public Works

Date: April 8, 2021

Subject: ANNUAL STREET PRESERVATION PROGRAM
2020 STREET OVERLAY PROJECT—ACCEPT WORK

RECOMMENDATION:

It is recommended that the City Council accept the work for the Annual Street Preservation Program—2020 Street Overlay (Project), as completed by Lakeside Industries of Issaquah, Washington, thereby establishing the statutory lien period, and also approve the fiscal note returning unspent funds to the street preservation accounts for use in future overlay projects.

By acting on this item during approval of the consent calendar, the City Council is accepting the contracted work completed for the 2020 Street Overlay Project and approving the fiscal note.

BACKGROUND DISCUSSION:

The Annual Street Preservation Program (SPP) maintains pavement conditions for safety, level of service, and effective use of public funds. Typically, the SPP includes three construction phases: 1) concrete and ADA ramp repairs, 2) asphalt overlays, and 3) slurry seal projects. The 2020 SPP consisted of only the 2020 street overlay project, which included three streets (see Attachment A, Vicinity and Area Map):

- NE 132nd Street from Juanita Drive to 80th Avenue NE;
- 84th Avenue NE from NE 132nd Street to NE 124th Street; and
- Market Street from 16th Avenue to Central Way.

The 2020 overlay scope originally included 3rd Street from Central Way to 7th Avenue. However, progress on the development at 312 Central Way (the former Wendy's location) was delayed because of COVID-19 issues, so 3rd Street was not ready to be resurfaced as part of the 2020 program. It will be added to the 2022 SPP.

The 2020 overlay project included subgrade preparation and repair, asphalt grinding, and the application of new asphalt surface-layer totaling 5.4 lane-miles at the three locations.

The 2020 SPP concrete phase work was completed in part by the 2018 SPP and in part by the federally-funded Lakefront Pedestrian and Bicycle Improvements (NMC 089) Projects. The 2020

program did not include a slurry seal phase, because the candidate streets for 2020 did not provide sufficient volume of work to justify an economically viable project. The 2020 slurry seal candidate streets will be added to the 2021 slurry seal project.

On July 7, 2020, the City Council awarded the 2020 overlay project to Lakeside Industries in the amount of $1,543,365.15, which was under engineering estimates of $1,858,821. Construction began on August 10, 2020, and work was substantially complete on November 9, 2020.

2020 Street Preservation Program Expenditures:
Funding for this program comes in part from the Annual Street Preservation Program (STC00600) and in part from Street Levy Street Preservation (STC00603), which yielded total funding of $3,302,600. The total payments made to the contractor were $1,508,987.45. The project's funding and final expenses for the entire 2020 Street Preservation Program are shown in Table 1, below, and in Attachment B, Project Budget Report.

Table 1: 2020 Street Preservation Program (SPP) Funding vs. Expenses

Items	Funding
2020 Street Preservation	$1,432,400
2020 Street Levy Street Preservation	$1,870,200
Total 2020 SPP Budget	**$3,302,600**
	Expenses
Engineering, Admin, Outreach, Inspection	($540,629)
2020 Street Overlay Construction	($1,508,987)
Total Expenses	**($2,049,616)**
Funding Balance	**$1,252,984**

The remaining balance includes $777,730, which is the amount that had been budgeted for resurfacing 3rd Street, as stated in the July 7, 2020 contract award staff report. A project balance of $475,254 also is included in the "Funding Balance," above. There are a few notable mentions about this project including:

- While the contract award was for $1,543,365.15, the contract was underspent by $34,378.15.
- There were no change orders; therefore, the project did not use any construction contingency ($231,505).
- Additionally, staff underspent in the engineering, administration and inspection budget by $209,371 (engineering work was done in-house).
- Overall, this project was approximately 23% under budget.

The remaining funds will be returned to the Annual Street Preservation Program to be used in the subsequent year program.

Attachment A: Vicinity and Area Map
Attachment B: Project Budget Report

ATTACHMENT A

Schedule C:
84th Ave NE
&
NE 132nd St

Street	*from*	*to*
84th Ave NE	NE 124th St	NE 132nd St
NE 132nd St	80th Ave NE	Juanita Dr
Market St	Central Way	16th Ave

Schedule A includes project-wide bid

Schedule B:
Market St

Overlay Street
Parks / Open Spaces
Schools
Cross Kirkland Corridor
Regional Rail Corridor
City Limits

Area Map

0 2,040 Feet
0 0.4 Miles

Author: Name In Map Doc Properties
Name: 2020 Overlay Streets
Date Saved: 3/30/2021 10:23:57 AM

Project Vicinity & Area Map
2020 Street Overlay Project

M:\PW\Staff\GeorgeM\2020 Overlay Streets.mxd

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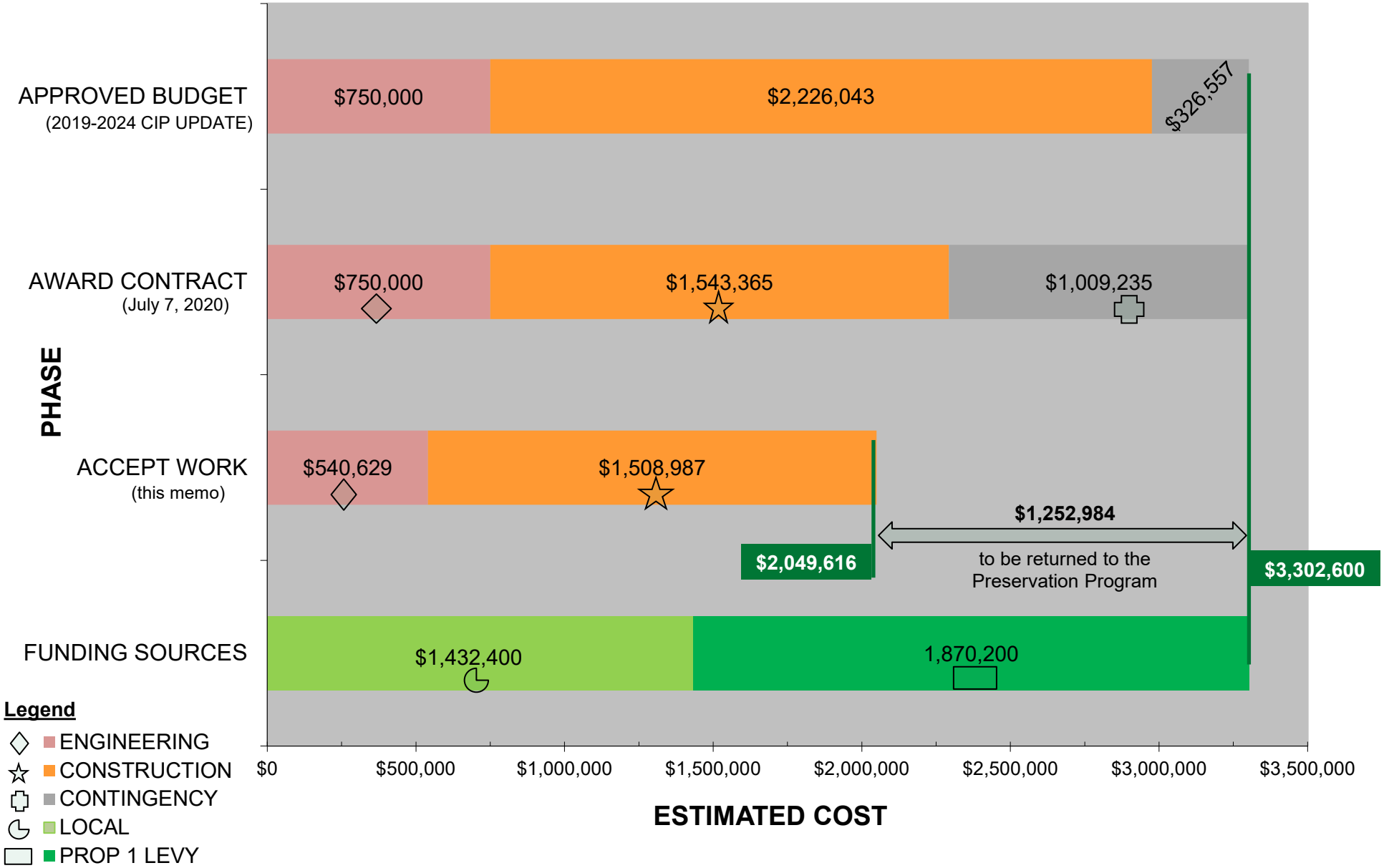
Project Budget Report

Attachment B

Annual Street Preservation - 2020 Street Overlay Project (STC0060000/STC0060300)



FISCAL NOTE

CITY OF KIRKLAND

Source of Request

Julie Underwood, Interim Director of Public Works

Description of Request

Retain approximately $982,984 in funding from the 2020 Street Overlay Program for future Street Preservation annual program use **(STC0060000 & STC0060300)**. While the 2020 program has an estimated funding balance of $1,252,984 as originally funded, $270,000 of RGRL revenue was retained in the General Fund in 2020 to help close the funding deficit generated by COVID-19 per City Council's request. Use of available funding will be revisted in coordination with the full 2021 Street Overlay Program scope.

Legality/City Policy Basis

Fiscal Impact

- Approximately $220,185 in REET 2 funds will remain in STC0060000 for future street preservation projects.
- Approximately $762,799 in Street Levy funds will remain in STC0060300 for future street preservation projects.

Recommended Funding Source(s)

	Description	2022 Est End Balance	Prior Auth. 2021-22 Uses	Prior Auth. 2021-22 Additions	Amount This Request	Revised 2022 End Balance	2022 Target
Reserve							
Revenue/Exp Savings							
Other Source							

Other Information

Prepared By	Robby Perkins-High, Financial Planning Supervisor	Date	April 8, 2021

CITY OF KIRKLAND
Department of Parks & Community Services
123 Fifth Ave, Kirkland, WA 98033 · 425.587.3300
www.kirklandwa.gov

MEMORANDUM

To: Kurt Triplett, City Manager

From: Sara Shellenbarger, Recreation Manager
John Lloyd, Deputy Director
Lynn Zwaagstra, Director

Date: April 20, 2021

Subject: 2021 Spring and Summer Recreation Fee Notification

RECOMMENDATION

City Council receive the 2021 spring and summer recreation program list and fee schedule. By approving the consent calendar, Council acknowledges receipt of the fee notification. Due to ongoing COVID-19 impacts, fee changes are minimal except as described later in the memo.

BACKGROUND DISCUSSION

In accordance with financial policy and historical practice, Parks and Community Services conducted a cost recovery study throughout 2018. The goal of a cost recovery study is to articulate and illustrate a comprehensive resource allocation philosophy and fiscal policy to ensure a sustainable system into the future by using tax revenues and fees in the most appropriate ways.

One outcome of the cost recovery study was a fiscal policy, adopted through Resolution **R-5347**, **Attachment A**, in December 2018. This resolution discussed the philosophical foundation of cost recovery, which included an articulated rationale for assessing fees. In accordance with this fiscal policy Parks and Community Services was directed to provide transparency on fees and charges by notifying the City Council of anticipated fee changes with the semi-annual publication of the recreation program guide. Below is the relevant text:

> "The Department may employ incremental periodic fee increases, typically annually, as a best practice in the parks and recreation industry to help keep up with increasing expenses. Smaller, more frequent increases are less impactful on program participants than larger increases that occur less frequently. When substantial changes are necessary, they may be implemented over a reasonable period of time.
>
> The Department will provide transparency on fees and charges for programs and services by notifying the City Council of anticipated changes prior to the semi-annual publication of the recreation program guide. Fee schedules will be posted on the City's website and other designated publicity media. The Department shall utilize key user groups and the

City's Park Board to engage the community and obtain feedback on fees, partnership and policy implementation."

Due to the tenuous situation with the COVID-19 pandemic, a recreation program brochure was not produced for the 2021 spring and summer season. Instead, all programs are cataloged online at www.KirklandParks.net so that adjustments can be made in case safety guidelines require changes to programs.

An aggregated list of fees for recreation programs offered in the spring and summer of 2021 can be found in **Attachment B**. Additionally, current facility rental and use rates can be found in **Attachment C**.

During the Council discussion regarding R-5347 and fee transparency, providing the semi-annual fee updates as part of the consent calendar was determined by the Council as the preferred option. The Council saw the consent agenda as an efficient way to provide the fee update without requiring multiple presentations to the Council. Any Councilmember who has a question about a particular fee change may also pull the item from consent and ask for more information. The use of consent for fee notification will continue to be the practice for all future minor fee adjustments (as described below) unless the Council desires a different method.

Minor fee adjustments for programs and services occur routinely with each program planning cycle. There are a few primary reasons for these changes, outlined below.

1. Due to calendar days/dates, some programs have a different number of sessions than the previous year. For example, last year's yoga class may have been 8 sessions, but this year's class is 7 sessions since one class day falls on a holiday.
2. A program changed from being instructed by a contractor to an in-house instructor, or vice versa.
3. Significant change in instructor salary, position classification or supplies needed for a program.
4. Fee charged for program or service was above or below market rate for the region.

Due to their nature, minor fee adjustments are typically not listed individually, but below is one item of note:

- Picnic shelter and picnic area rental rates were increased in accordance with market rates and to be aligned with the added value of various amenities at each site, such as access to waterfront or a shade structure over the picnic area, in addition to capacity. Rates are included on **Attachment C**.

Significant fee adjustments are occasionally proposed through the biennial or mid biennial budget cycle to fund needed resources. These proposals are brought to the Council separately through the legislative and/or budget processes and are not included in the notification. There are no significant fee adjustments to report at this time, however, it should be noted that athletic field fees began a scheduled incremental increase in 2021.

A 6-year plan to increase athletic field fees was presented to the Council at the March 17, 2020 Study Session, to align the City of Kirkland's athletic field fee structure with market rates and cost recovery goals. The fee increases began in the spring 2021 season with users already renting fields at the new rates (see **Attachment C**). Per the 6-year fee proposal, rate increases are planned through 2025.

At the February 16, 2021 Council meeting, Parks and Community Services director Lynn Zwaagstra presented and received authorization to re-open parks, recreation and some special event programs and services, which included a 50 percent discount to all users for athletic field rental fees for the first season of 2021. Full rates for fees will resume in the second season of 2021 (autumn).

Attachment A - R-5347 Parks and Community Services Fiscal Policy
Attachment B - Aggregated Fee Compilation for 2021 Spring and Summer Programs
Attachment C - Facility Rental and Use Rates

Attachment A

RESOLUTION R-5347

A RESOLUTION OF THE CITY COUNCIL OF THE CITY OF KIRKLAND ESTABLISHING A FISCAL POLICY FOR THE DEPARTMENT OF PARKS AND COMMUNITY SERVICES UTILIZING TAX REVENUES SUPPLEMENTED BY FEES, CHARGES AND OTHER IDENTIFIED SOURCES TO HELP RECOVER COSTS IN SUPPORT OF A SUSTAINABLE SYSTEM THAT MEETS COMMUNITY PARKS AND RECREATION NEEDS.

WHEREAS, establishment of a fiscal policy for the Department of Parks and Community Services ("Department") is an extension of current City of Kirkland ("City") fiscal policies adopted with the biennial budget and consistent with previous Department cost recovery studies completed in 1999, 2002 and 2005; and

WHEREAS, the goal of the fiscal policy is to help ensure a sustainable parks and recreation system into the future by responsibly using tax revenues as well as fees, charges and other identified sources (e.g. grants, donations and commercial sponsorships) in support of carrying out the Department's mission with the goal of meeting the community's health, wellness and recreation needs; and

WHEREAS, the use of fees, charges and other alternative revenue sources will allow for provision of some services that might not otherwise be possible based on tax revenues alone; and

WHEREAS, the use of fees, charges and other alternative revenue sources provides financial resources to keep up with growing costs and to help make possible the expansion of services to keep up with growing demand; and

WHEREAS, the fiscal policy will help residents, businesses and users of the parks and recreation system by providing a formal, transparent, and equitable policy basis for the use of taxes, fees, charges and alternative revenue sources to provide the parks and recreations system assets, programs and services; and

WHEREAS, the fiscal policy will also help staff establish and achieve financial targets that utilize efficiencies and cost saving measures as well as revenue generation, thereby helping maximize tax revenue support for those service areas identified by the City Council as foundational to community needs and interests, in part by better matching payments for services with the recipients of those services.

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

Section 1. The City Council supports and hereby adopts the following fiscal policy for the Department of Parks and Community Services.

i. This fiscal policy is established to help ensure a sustainable parks and recreation system that will meet the community's health, wellness and recreation needs now, and into the future.

ii. A sustainable parks and recreation system requires use of both revenue generation and efficiency measures to contribute to the Department's cost recovery level and establish the level of service provided to the community.

iii. The Department provides a basic level of programs and services to the public that are fully funded utilizing tax revenues. In addition, the use of fees, charges and other revenue sources (e.g. grants, donations and commercial sponsorships) to recover costs is considered a responsible and necessary means to supplement tax revenues to help ensure a sustainable system.

iv. In establishing fees and charges, the Department will determine the direct and indirect costs of providing services and establish goals to recover those costs. The appropriate level of cost recovery will be based on an assessment of who is benefiting from the programs and services provided, along a spectrum ranging from "mostly community benefit" to "mostly individual benefit." Cost recovery ranges will be identified by "community" versus "individual" benefit tier levels guided by the Pyramid Model, which will be periodically updated as a supplement to this fiscal policy.

v. If the benefit is to the community as a whole, it is appropriate to use tax revenues to completely or primarily fund the services where practicable. Examples of services that primarily benefit the community as a whole are play areas, parks, trails and large natural areas. The Department may also seek grants, donations and commercial sponsorships for these community benefit services as appropriate to help sustain these services.

vi. As the benefit moves along the spectrum towards primarily benefitting an individual or identified group of individuals, it is appropriate to charge fees for the service at an increasing rate of cost recovery. Supervised or instructed programs, facilities that visitors can use exclusively and products and services that may be purchased are examples where user fees are appropriate.

vii. The Department shall also consider available resources, alternative service providers, public need, the community economic climate and market rate when establishing fees and charges. Fees and charges may utilize a non-resident rate differential in recognition of the taxpayer resources provided by Kirkland residents. Other fee differentiations may be used where appropriate, including, but not limited to, "youth", "adult", "premium" and "non-profit" categories.

viii. Fees and charges can be set to recover costs in excess of direct and indirect costs where appropriate as a method of supporting other parks and recreation services desired by the community. Revenue generated through fees and charges will be returned to the Department to enhance its ability to meet the programs and services desired by the community in accordance with this fiscal policy, unless otherwise allocated during the biennial budget process.

ix. The Department may employ incremental periodic fee increases, typically annually, as a best practice in the parks and recreation industry to help keep up with increasing expenses. Smaller, more frequent increases are less impactful on program participants than larger increases that occur less frequently. When substantial changes are necessary, they may be implemented over a reasonable period of time.

x. The Department will provide transparency on fees and charges for programs and services by notifying the City Council of anticipated changes prior to the semi-annual publication of the recreation program guide. Fee schedules will be posted on the City's website and other designated publicity media. The Department shall utilize key user groups and the City's Park Board to educate and engage the community in developing proposals on fees and partnerships, and to discuss general policy implementation.

xi. The Department may subsidize, in whole or in part, the cost recovery targets for persons with economic need or other appropriately targeted populations through tax-supported fee reductions, scholarships, grants or other methods. The Department Director may also approve lower fees or fee waivers upon determination the fee arrangement will primarily benefit the public interest.

xii. The City shall adopt a scholarship policy to ensure easy access for those in economic need, establishing eligibility requirements, allowable uses, and individual and family limits. User groups,

contractors, concessionaires and vendors will be encouraged to also adopt scholarship policies.

xiii. The Department may enter into commercial sponsorship or partnership agreements that create a reduced need for taxpayer support of programs and services.

xiv. The City shall adopt sponsorship and partnership policies to provide guidelines for agreements, approval processes, and operating procedures that create equity and consistency while maximizing and leveraging resources of the Department.

Section 2. This Parks and Community Services Department fiscal policy shall hereafter be included in the City's fiscal policy section of each City biennial budget.

Passed by majority vote of the Kirkland City Council in open meeting this 11th day of December, 2018.

Signed in authentication thereof this 11th day of December, 2018.

Amy Walen, Mayor

Attest:

Kathi Anderson, City Clerk

Attachment B - 2021 Spring and Summer Recreation Program Registration Fees

The base price reflects the resident rate. The non-resident rate is an additional 20% of the base price.

Activity/Sessions	Avg Base Price
Adult Hula Dance	**$110**
Advanced Hula	$110
Beginning Hula For Adults	$110
Intermediate Hula	$110
Ballet Basics	**$44**
Ballet Basics	$44
Ballet Open Level	**$44**
Ballet - Open Level	$44
Beach Volleyball League	**$245**
2v2 Men's Open Division | Mondays	$155
4v4 Coed Lower Division | Thursdays	$275
4v4 Coed Upper Division | Tuesdays	$275
4v4 Women's Open Division | Wednesdays	$275
Boogie and Books in the Park	**$38**
Boogie and Books in the Park	$38
Challenger Sports Soccer Camp	**$207**
Challenger International Soccer Camp | AM	$181
Challenger International Soccer Camp | Full Day	$232
Cheerleading Camp	**$130**
Cheerleading Camp	$130
Edith Moulton Nature Camp	**$175**
Edith Moulton Nature Camp	$175
Fencing Beginning	**$132**
Beginning Fencing	$132
Fencing Camp	**$200**
Fence Camp for Beginners	$200
Friday Swim- Aquatots	**$25**
Aquatots | 10:30am	$25
Gnome Sweet Home	**$0**
Gnome Sweet Home	$0
Golf Instruction	**$89**
Golf Instruction	$89
Group Pickleball Clinics	**$25**
Group Pickleball Clinic	$25
Guided Kayak Tour and Lesson	**$55**
DOUBLE Occupant Guided Kayak Tour and Lesson	$70
SINGLE Occupant Guided Kayak Tour and Lesson	$40
Happy Seeds Virtual Yoga	**$25**
Happy Seeds Family Playdate Yoga	$25
Home Alone Virtual Safe Kids 101	**$33**
Home Alone Safe Kids 101 Virtual	$33
IncrediFlix Filmmaking Camp	**$170**
Animation Flix	$135
Live Action & Animation Flix | Full Day Camp	$250

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The base price reflects the resident rate. The non-resident rate is an additional 20% of the base price.

Activity/Sessions	Avg Base Price
Live Action Flix	$125
Junior Summer Day Camp	**$221**
Week 1 -Wild Kingdom	$225
Week 10 - Game On!	$225
Week 2 -Island Time	$225
Week 3 - Rock 'n Roll	$180
Week 4 -Lost in Space	$225
Week 5 - Forces of Nature	$225
Week 6 -Dumpster Diving	$225
Week 7 - Summer Snowstorm	$225
Week 8 - Pallets & Pigments	$225
Week 9 -Measure, Mix, Munch	$225
Junior Summer Day Camp Extended Care	**$20**
Week 1 -Wild Kingdom! Extended Care	$20
Week 10 - Game On! Extended Care	$20
Week 2 - Island Time Extended Care	$20
Week 3 - Rock 'n Roll Extended Care	$16
Week 4 - Lost in Space Extended Care	$20
Week 5 - Forces of Nature Extended Care	$20
Week 6 - Dumpster Diving - Extended Care	$20
Week 7 - Summer Snowstorm - Extended Care	$23
Week 8 - Pallets and Pigments - Extended Care	$20
Week 9 - Measure, Mix, Munch - Extended Care	$20
Kirkland Stepper's Walking Club	**$0**
Kirkland Steppers Club Member	$0
Kirkland's Cornhole Classic	**$20**
Kirkland's Cornhole Classic Tournament	$20
Learnin' the Ropes	**$185**
Learnin' the Ropes Jump Rope Camp	$185
Overtime Athletics	**$135**
Basketball Camp	$135
Dodgeball Camp	$135
Park Art & Play	**$75**
Park Art & Play	$75
Pee Wee Soccer Skills Clinic	**$20**
3/4 Year Olds - 10:30am Clinic	$20
3/4 Year Olds - 9:15am Clinic	$20
5/6 Year Olds - 1:00 pm Clinic	$20
5/6 Year Olds - 11:45 am Clinic	$20
Peter Kirk Day Camp	**$221**
Week 1 | 2021- Full STEAM Ahead	$225
Week 10 | 2021- Here Today...Gone to Maui	$225
Week 2 | 2021 Birds of a Feather	$225
Week 3 | 2021- It's Only Rock & Roll	$180

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Activity/Sessions	Avg Base Price
Week 4 | 2021- Game On	$225
Week 5 | 2021-Go for the Gold	$225
Week 6 | 2021- Hook, Line & Seafair	$225
Week 7 | 2021-Hungry Games	$225
Week 8 | 2021- Hocus Pocus	$225
Week 9 | 2021- Artful ANTics	$225
Peter Kirk Day Camp Extended Care	**$20**
Week 1 | 2021- Full STEAM Ahead	$20
Week 10 | 2021- Here Today...Gone to Maui	$20
Week 2 | 2021- Birds of a Feather	$20
Week 3 | 2021- It's Only Rock & Roll	$16
Week 4 | 2021- Game On	$20
Week 5 | 2021- Go for the Gold	$20
Week 6| 2021- Hook. Line & Seafair	$20
Week 7 | 2021- Hungry Games	$20
Week 8 | 2021- Hocus Pocus	$20
Week 9 | 2021- Artful ANTics	$20
Pilates Plus	**$48**
Virtual Pilates Plus	$48
PLAY-WELL Engineering Camps with LegoÂ® Materials	**$205**
Animal Architects with LEGOÂ® Materials	$205
Minecraft Engineering with LEGOÂ® Materials	$205
Minecraft Master Engineering with LEGOÂ® Materials	$205
PokÃ©mon Engineering using LEGOÂ® Materials	$205
PokÃ©mon Master Engineering using LEGOÂ® Materials	$205
Wizarding World of Engineering using LEGOÂ® Materials	$205
Play-Well On-line with LEGOÂ® Materials	**$200**
Play-Well Stem Explorations Camp	$200
Pool - Household Season Pass	**$348**
Pool - Household Season Pass	$348
Pool - Individual Season Pass	**$132**
Pool - Individual Season Pass	$132
Pool Single Admission Fee (All Ages)	**$6**
Pool Single Admission Fee (All Ages)	$6
Self Defense for Children with Parent	**$40**
Self Defense for Children	$40
Self Defense for Teen Girls Only	**$79**
Self Defense for Teen Girl	$79
Self Defense for Women	**$79**
Women's Self Defense	$79
Self Defense Virtual for Children with Parent	**$25**
Self Defense Virtual for Children with Parent	$25
Self Defense Virtual for Teen Girls	**$49**
Self Defense Virtual for Teen Girls	$49

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Activity/Sessions	Avg Base Price
Session 2- Preschool- Main Pool- PM	**$80**
Preschool Main Pool 4:30pm	$80
Preschool Main Pool 5:00pm	$80
Preschool Main Pool 5:30pm	$80
Preschool Main Pool 6:00pm	$80
Preschool Main Pool 6:30pm	$80
Preschool Main Pool 7:00pm	$80
Preschool Main Pool 7:30pm	$80
Session 2- Preschool-Main Pool-AM	**$80**
Preschool Main Pool 10:00am	$80
Preschool Main Pool 10:30am	$80
Preschool Main Pool 11:00am	$80
Preschool Main Pool 11:30am	$80
Preschool Main Pool 8:30am	$80
Preschool Main Pool 9:00am	$80
Preschool Main Pool 9:30am	$80
Session 3- Preschool Main Pool-AM	**$80**
Preschool Main Pool 11:00am	$80
Preschool Main Pool 11:30am	$80
Preschool Main Pool 10:00am	$80
Preschool Main Pool 10:30am	$80
Preschool Main Pool 8:30am	$80
Preschool Main Pool 9:00am	$80
Preschool Main Pool 9:30am	$80
Skyhawks Sports Camps	**$159**
Baseball & Swim Camp	$199
Mini-Hawk Camp | Soccer, Baseball, Basketball	$159
Multi-Sport & Swim Camp | Soccer, Baseball, Flag Football	$199
STEM & Play | Volleyball Camp	$169
Tiny-Hawk Camp | Soccer	$69
Track & Field Camp	$159
Softball League	**$660**
Summer Season 1 | Men's Division	$660
Summer Season 2 | Men's Division	$660
Stand Up Paddleboard Camps	**$300**
Stand Up Paddleboard Camp	$300
Stand Up Paddleboard Camp - MAKE UP SESSION IF NEEDED - TALK TO NICCI	$300
Steel Soccer Camps	**$230**
Steel Soccer Camp | AM	$180
Steel Soccer Camp | AM	$180
Steel Soccer Camp | Full Day	$280
Stretch & Tone	**$33**
Stretch & Tone	$33
Summer 2021 Pickleball League	**$80**

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Activity/Sessions	Avg Base Price
Coed Doubles | Saturdays	$80
Summer Yoga at Houghton Beach	**$130**
Summer Yoga at Houghton Beach with Marcos Wanless	$130
Sun, Set, & Spike Grass Volleyball Tournament	**$80**
COED Division	$80
Women's Division	$80
Sunset Stand Up Paddleboard Tours With Lesson	**$60**
Stand Up Paddle Board Lesson and Sunset Tour	$60
Super Sitter Virtual	**$43**
Super Sitters Virtual	$43
Swim Session 5- Youth 3-AM	**$80**
Youth 3 | 8:30am	$80
Youth 3 |10:00am	$80
Youth 3 |10:30am	$80
Youth 3 |11:00am	$80
Youth 3 |11:30am	$80
Youth 3 |9:00am	$80
Youth 3 |9:30am	$80
Swim Session 1 - Friday Private Swim Lessons	**$72**
Friday Private Swim | 10:00am	$72
Friday Private Swim | 8:30am	$72
Friday Private Swim | 9:00am	$72
Friday Private Swim | 9:30am	$72
Swim Session 2-Preschool Wading Pool AM	**$80**
Preschool Wading Pool 10:00am	$80
Preschool Wading Pool 10:30am	$80
Preschool Wading Pool 11:00am	$80
Preschool Wading Pool 11:30am	$80
Preschool Wading Pool 8:30am	$80
Preschool Wading Pool 9:00am	$80
Preschool Wading Pool 9:30am	$80
Swim Session 1 - Preschool - Main Pool AM	**$80**
Preschool Main Pool 8:30am	$80
Preschool Main Pool 10:00am	$80
Preschool Main Pool 10:30am	$80
Preschool Main Pool 11:00am	$80
Preschool Main Pool 11:30am	$80
Preschool Main Pool 9:00am	$80
Preschool Main Pool 9:30am	$80
Swim Session 1 - Preschool - Main Pool PM	**$80**
Preschool Main Pool 4:30pm	$80
Preschool Main Pool 5:00pm	$80
Preschool Main Pool 5:30pm	$80
Preschool Main Pool 6:00pm	$80

Attachment B - 2021 Spring and Summer Recreation Program Registration Fees

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Activity/Sessions	Avg Base Price
Preschool Main Pool 6:30pm	$80
Preschool Main Pool 7:00pm	$80
Preschool Main Pool 7:30pm	$80
Swim Session 1 - Preschool - Wading Pool AM	**$80**
Preschool Wading Pool 10:30am	$80
Preschool Wading Pool 11:00am	$80
Preschool Wading Pool 11:30am	$80
Preschool Wading Pool 9:30am	$80
Preschool Wading Pool 10:00am	$80
Preschool Wading Pool 8:30am	$80
Preschool Wading Pool 9:00am	$80
Swim Session 1 - Preschool - Wading Pool PM	**$80**
Preschool Wading Pool 4:30pm	$80
Preschool Wading Pool 5:00pm	$80
Preschool Wading Pool 5:30pm	$80
Preschool Wading Pool 6:00pm	$80
Preschool Wading Pool 6:30pm	$80
Preschool Wading Pool 7:00pm	$80
Preschool Wading Pool 7:30pm	$80
Swim Session 1 - Youth 1 - PM	**$80**
Youth 1 | 4:30pm	$80
Youth 1 | 5:00pm	$80
Youth 1 | 5:30pm	$80
Youth 1 | 6:00pm	$80
Youth 1 | 6:30pm	$80
Youth 1 |7:00pm	$80
Youth 1 |7:30pm	$80
Swim Session 1 - Youth 2 - PM	**$80**
Youth 2 | 4:30pm	$80
Youth 2 | 5:00pm	$80
Youth 2 | 6:00pm	$80
Youth 2 | 6:30pm	$80
Youth 2 | 7:00pm	$80
Youth 2 | 7:30pm	$80
Youth 2 |5:30pm	$80
Swim Session 1 - Youth 3- PM	**$80**
Youth 3 | 4:30pm	$80
Youth 3 | 5:00pm	$80
Youth 3 | 5:30pm	$80
Youth 3 | 6:00pm	$80
Youth 3 | 6:30pm	$80
Youth 3 |7:00pm	$80
Youth 3 |7:30pm	$80
Swim Session 1- Youth 2 - AM	**$80**

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Activity/Sessions	Avg Base Price
Youth 2 | 08:30am	$80
Youth 2 | 10:00am	$80
Youth 2 | 10:30am	$80
Youth 2 | 11:00am	$80
Youth 2 | 11:30am	$80
Youth 2 | 9:00am	$80
Youth 2 | 9:30am	$80
Swim Session 1- Youth 3 -AM	**$80**
Youth 3 | 10:00am	$80
Youth 3 | 10:30am	$80
Youth 3 | 11:00am	$80
Youth 3 | 11:30am	$80
Youth 3 | 8:30am	$80
Youth 3 | 9:00am	$80
Youth 3 | 9:30am	$80
Swim Session 1- Youth 4- PM	**$80**
Youth 4 | 4:30pm	$80
Youth 4 | 5:00pm	$80
Youth 4 | 5:30pm	$80
Youth 4 | 6:00pm	$80
Youth 4 | 6:30pm	$80
Youth 4 | 7:00pm	$80
Youth 4 | 7:30pm	$80
Swim Session 1-Youth 1 -AM	**$80**
Youth 1 | 10:00am	$80
Youth 1 |10:30am	$80
Youth 1 | 11:00am	$80
Youth 1 | 11:30am	$80
Youth 1 | 8:30am	$80
Youth 1 | 9:00am	$80
Youth 1 | 9:30am	$80
Swim Session 1-Youth 4-AM	**$80**
Youth 4 | 10:00am	$80
Youth 4 | 10:30am	$80
Youth 4 | 11:00am	$80
Youth 4 | 11:30am	$80
Youth 4 | 8:30am	$80
Youth 4 | 9:00am	$80
Youth 4 | 9:30am	$80
Swim Session 2 - Youth 3- PM	**$80**
Youth 3 | 4:30pm	$80
Youth 3 | 5:00pm	$80
Youth 3 | 5:30pm	$80
Youth 3 | 6:00pm	$80

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Activity/Sessions	Avg Base Price
Youth 3 | 6:30pm	$80
Youth 3 | 7:00pm	$80
Youth 3 | 7:30pm	$80
Swim Session 2 - Youth 4- AM	**$80**
Youth 4 | 11:30am	$80
Youth 4 | 8:30am	$80
Youth 4 | 9:00am	$80
Youth 4 | 9:30am	$80
Youth 4 |10:00am	$80
Youth 4 |10:30am	$80
Youth 4 |11:00am	$80
Swim Session 2 - Youth 4- PM	**$80**
Youth 4 | 4:30pm	$80
Youth 4 | 5:30pm	$80
Youth 4 | 6:00pm	$80
Youth 4 | 6:30pm	$80
Youth 4 | 7:00pm	$80
Youth 4 | 7:30pm	$80
Youth 4 |5:00pm	$80
Swim Session 2- Friday Private Swim Lessons	**$72**
Friday Private Swim | 10:00am	$72
Friday Private Swim | 8:30am	$72
Friday Private Swim | 9:00am	$72
Friday Private Swim | 9:30am	$72
Swim Session 2- Preschool-Wading Pool- PM	**$80**
Preschool Wading Pool | 7:00pm	$80
Preschool Wading Pool | 7:30pm	$80
Preschool Wading Pool |5:00pm	$80
Preschool Wading Pool |5:30pm	$80
Preschool Wading Pool |6:00pm	$80
Preschool Wading Pool |6:30pm	$80
Preschool Wading Pool 4:30pm	$80
Swim Session 2- Youth 1 -AM	**$80**
Youth 1 | 10:00am	$80
Youth 1 | 10:30am	$80
Youth 1 | 11:00am	$80
Youth 1 | 11:30am	$80
Youth 1 | 8:30am	$80
Youth 1 | 9:00am	$80
Youth 1 | 9:30am	$80
Swim Session 2- Youth 1-PM	**$80**
Youth 1 | 4:30pm	$80
Youth 1 | 5:00pm	$80
Youth 1 | 5:30pm	$80

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Activity/Sessions	Avg Base Price
Youth 1 | 6:00pm	$80
Youth 1 | 6:30pm	$80
Youth 1 | 7:00pm	$80
Youth 1 | 7:30pm	$80
Swim Session 2- Youth 2- AM	**$80**
Youth 2 | 8:30am	$80
Youth 2 | 10:00am	$80
Youth 2 | 10:30am	$80
Youth 2 | 11:00am	$80
Youth 2 | 11:30am	$80
Youth 2 | 9:00am	$80
Youth 2 | 9:30am	$80
Swim Session 2- Youth 2- PM	**$80**
Youth 2 | 4:30pm	$80
Youth 2 | 5:00pm	$80
Youth 2 | 5:30pm	$80
Youth 2 | 6:00pm	$80
Youth 2 | 6:30pm	$80
Youth 2 | 7:00pm	$80
Youth 2 | 7:30pm	$80
Swim Session 2- Youth 3- AM	**$80**
Youth 3 | 10:00am	$80
Youth 3 | 10:30am	$80
Youth 3 | 11:00am	$80
Youth 3 | 11:30am	$80
Youth 3 | 8:30am	$80
Youth 3 |9:00am	$80
Youth 3 |9:30am	$80
Swim Session 3 - Youth 2- AM	**$80**
Youth 2 | 10:00am	$80
Youth 2 | 10:30am	$80
Youth 2 | 8:30am	$80
Youth 2 | 9:00am	$80
Youth 2 | 9:30pm	$80
Youth 2 |11:00am	$80
Youth 2 |11:30am	$80
Swim Session 3- Friday Private Swim lessons	**$72**
Friday Private Swim | 10:00am	$72
Friday Private Swim | 8:30am	$72
Friday Private Swim | 9:00am	$72
Friday Private Swim | 9:30am	$72
Swim Session 3- Preschool Main Pool-PM	**$80**
Preschool Main Pool 6:00pm	$80
Preschool Main Pool 6:30pm	$80

Attachment B - 2021 Spring and Summer Recreation Program Registration Fees

The base price reflects the resident rate. The non-resident rate is an additional 20% of the base price.

Activity/Sessions	Avg Base Price
Preschool Main Pool 7;00pm	$80
Preschool Main Pool 4:30pm	$80
Preschool Main Pool 5:00pm	$80
Preschool Main Pool 5:30pm	$80
Preschool Main Pool 7:30pm	$80
Swim Session 3- Preschool Wading pool PM	**$80**
Preschool Wading Pool 4:30pm	$80
Preschool Wading Pool 5:00pm	$80
Preschool Wading Pool 5:30pm	$80
Preschool Wading Pool 6:00pm	$80
Preschool Wading Pool 6:30pm	$80
Preschool Wading Pool 7:00pm	$80
Preschool Wading Pool 7:30pm	$80
Swim Session 3- Preschool Wading Pool-AM	**$80**
Preschool Wading Pool 10:00am	$80
Preschool Wading Pool 10:30am	$80
Preschool Wading Pool 11:00am	$80
Preschool Wading Pool 11:30am	$80
Preschool Wading Pool 8:30am	$80
Preschool Wading Pool 9:00am	$80
Preschool Wading Pool 9:30am	$80
Swim Session 3- Youth 1- AM	**$80**
Youth 1 | 10:00am	$80
Youth 1 | 10:30am	$80
Youth 1 | 11:00am	$80
Youth 1 | 11:30am	$80
Youth 1 | 8:30am	$80
Youth 1 | 9:00am	$80
Youth 1 | 9:30am	$80
Swim Session 3- Youth 1 -PM	**$80**
Youth 1 | 4:30pm	$80
Youth 1 | 5:00pm	$80
Youth 1 | 5:30pm	$80
Youth 1 | 6:00pm	$80
Youth 1 | 6:30pm	$80
Youth 1 | 7:00pm	$80
Youth 1 | 7:30pm	$80
Swim Session 3- Youth 2- PM	**$80**
Youth 2 | 4:30pm	$80
Youth 2 | 5:00pm	$80
Youth 2 | 5:30pm	$80
Youth 2 | 6:00pm	$80
Youth 2 | 6:30pm	$80
Youth 2 | 7:00pm	$80

Attachment B - 2021 Spring and Summer Recreation Program Registration Fees

The base price reflects the resident rate. The non-resident rate is an additional 20% of the base price.

Activity/Sessions	Avg Base Price
Youth 2 | 7:30pm	$80
Swim Session 3- Youth 3- AM	**$80**
Youth 3 | 8:30am	$80
Youth 3 | 9:00am	$80
Youth 3 | 9:30am	$80
Youth 3 |10:00am	$80
Youth 3 |10:30am	$80
Youth 3 |11:00am	$80
Youth 3 |11:30am	$80
Swim Session 3- Youth 4- AM	**$80**
Youth 4 | 10:00am	$80
Youth 4 |10:30am	$80
Youth 4 11:00am	$80
Youth 4 11:30am	$80
Youth 4 | 8:30am	$80
Youth 4 |9:00am	$80
Youth 4 |9:30am	$80
Swim Session 3- Youth 4-PM	**$80**
Youth 4 | 5:30pm	$80
Youth 4 | 6:00pm	$80
Youth 4 | 6:30pm	$80
Youth 4 | 7:00pm	$80
Youth 4 | 7:30pm	$80
Youth 4 | 5:00pm	$80
Youth 4| 4:30pm	$80
Swim session 3-Youth 3 -PM	**$80**
Youth 3 | 5:00pm	$80
Youth 3 |4:30pm	$80
Youth 3 |5:30pm	$80
Youth 3 |6:00pm	$80
Youth 3 |6:30pm	$80
Youth 3 |7:00pm	$80
Youth 3 |7:30pm	$80
Swim Session 4- Friday Private Swim Lessons	**$72**
Friday Private Swim | 10:00am	$72
Friday Private Swim | 8:30am	$72
Friday Private Swim | 9:00am	$72
Friday Private Swim | 9:30am	$72
Swim Session 4- Preschool Swim - Main Pool-PM	**$80**
Preschool Main Pool PM 4:30pm	$80
Preschool Main Pool PM 5:00pm	$80
Preschool Main Pool PM 5:30pm	$80
Preschool Main Pool PM 6:00pm	$80
Preschool Main Pool PM 6:30pm	$80

Attachment B - 2021 Spring and Summer Recreation Program Registration Fees

The base price reflects the resident rate. The non-resident rate is an additional 20% of the base price.

Activity/Sessions	Avg Base Price
Preschool Main Pool PM 7:00pm	$80
Preschool Main Pool PM 7:30pm	$80
Swim Session 4 -Preschool-Wading Pool-AM	**$80**
Preschool Wading Pool 10:00am	$80
Preschool Wading Pool 10:30am	$80
Preschool Wading Pool 11:00am	$80
Preschool Wading Pool 11:30am	$80
Preschool Wading Pool 8:30am	$80
Preschool Wading Pool 9:00am	$80
Preschool Wading Pool 9:30am	$80
Swim Session 4- Youth 1 - PM	**$80**
Youth 1| 4:30pm	$80
Youth 1| 5:00pm	$80
Youth 1| 5:30pm	$80
Youth 1| 6:00pm	$80
Youth 1| 6:30pm	$80
Youth 1| 7:00pm	$80
Youth 1| 7:30pm	$80
Swim Session 4- Youth 1- AM	**$80**
Youth 1 | 10:00am	$80
Youth 1 | 10:30am	$80
Youth 1 | 11:00am	$80
Youth 1 | 8:30am	$80
Youth 1 |11:30am	$80
Youth 1 |9:00am	$80
Youth 1 |9:30am	$80
Swim Session 4- Youth 2-AM	**$80**
Youth 2 | 10:00am	$80
Youth 2 | 10:30am	$80
Youth 2 | 11:00am	$80
Youth 2 | 11:30am	$80
Youth 2 | 8:30am	$80
Youth 2 | 9:00am	$80
Youth 2 | 9:30am	$80
Swim Session 4- Youth 3- AM	**$80**
Youth 3 | 10:00am	$80
Youth 3 | 10:30am	$80
Youth 3 | 11:00am	$80
Youth 3 | 11:30am	$80
Youth 3 | 8:30am	$80
Youth 3 | 9:30am	$80
Youth 3 |9:00am	$80
Swim Session 4- Youth 3 -PM	**$80**
Youth 3 | 4:30pm	$80

Attachment B - 2021 Spring and Summer Recreation Program Registration Fees

The base price reflects the resident rate. The non-resident rate is an additional 20% of the base price.

Activity/Sessions	Avg Base Price
Youth 3 | 5:00pm	$80
Youth 3 | 5:30pm	$80
Youth 3 | 6:00pm	$80
Youth 3 | 6:30pm	$80
Youth 3 | 7:00pm	$80
Youth 3 | 7:30pm	$80
Swim Session 4- Youth 4- AM	**$80**
Youth 4 |10:00am	$80
Youth 4 |10:30am	$80
Youth 4 |11:00am	$80
Youth 4 |11:30am	$80
Youth 4 |8:30am	$80
Youth 4 |9:00am	$80
Youth 4 |9:30am	$80
Swim Session 4 Youth 4-PM	**$80**
Youth 4 | 4:30pm	$80
Youth 4 | 5:00pm	$80
Youth 4 | 5:30pm	$80
Youth 4 | 6:00pm	$80
Youth 4 | 6:30pm	$80
Youth 4 | 7: 00pm	$80
Youth 4 | 7:30pm	$80
Swim Session 4-Preschool Main Pool -AM	**$80**
Preschool Swim- Main Pool- 8:30am	$80
Preschool Swim- Main Pool- 9:00am	$80
Preschool Swim- Main Pool- 9:30am	$80
Preschool Swim- Main Pool-10:00am	$80
Preschool Swim- Main Pool-10:30am	$80
Preschool Swim- Main Pool-11:00am	$80
Preschool Swim- Main Pool-11:30am	$80
Swim Session 4-Preschool Wading Pool-PM	**$80**
Preschool Wading Pool | 7:30pm	$80
Preschool Wading Pool | 6:30pm	$80
Preschool Wading Pool | 4:30pm	$80
Preschool Wading Pool | 5:00pm	$80
Preschool Wading Pool | 6:00pm	$80
Preschool Wading Pool | 7pm	$80
Preschool Wading Pool |5:30pm	$80
Swim Session 4-Youth 2- PM	**$80**
Youth 2 | 4:30pm	$80
Youth 2 | 5:00pm	$80
Youth 2 | 5:30pm	$80
Youth 2 | 6:00pm	$80
Youth 2 | 6:30pm	$80

Attachment B - 2021 Spring and Summer Recreation Program Registration Fees

The base price reflects the resident rate. The non-resident rate is an additional 20% of the base price.

Activity/Sessions	Avg Base Price
Youth 2 | 7:00pm	$80
Youth 2 | 7:30pm	$80
Swim Session 5 - Youth 2 PM	**$80**
Youth 2 | 4:30pm	$80
Youth 2 | 5:00pm	$80
Youth 2 | 5:30pm	$80
Youth 2 | 6:00pm	$80
Youth 2 | 6:30pm	$80
Youth 2 | 7:00pm	$80
Youth 2 | 7:30pm	$80
Swim Session 5 - Youth 3- PM	**$80**
Youth 3 | 6:00pm	$80
Youth 3 | 6:30pm	$80
Youth 3 | 7:00pm	$80
Youth 3 | 7:30pm	$80
Youth 3 |4:30pm	$80
Youth 3 |5:00pm	$80
Youth 3 |5:30pm	$80
Swim Session 5 - Youth 4- AM	**$80**
Youth 4 | 10:00am	$80
Youth 4 | 10:30am	$80
Youth 4 | 11:00am	$80
Youth 4 | 11:30am	$80
Youth 4 | 8:30am	$80
Youth 4 | 9:00am	$80
Youth 4 | 9:30am	$80
Swim Session 5 - Youth 4- PM	**$80**
Youth 4 | 5:00pm	$80
Youth 4 | 5:30pm	$80
Youth 4 | 6:00pm	$80
Youth 4 | 6:30pm	$80
Youth 4 | 7:00pm	$80
Youth 4 | 7:30pm	$80
Youth 4 |4:30pm	$80
Swim Session 5- Friday Private Swim Lessons	**$72**
Friday Private Swim | 10:00am	$72
Friday Private Swim | 8:30am	$72
Friday Private Swim | 9:00am	$72
Friday Private Swim | 9:30am	$72
Swim Session 5- Preschool Main Pool-PM	**$80**
Preschool Main Pool | 6:00pm	$80
Preschool Main Pool | 7:00pm	$80
Preschool Main Pool | 7:30pm	$80
Preschool Main Pool | 5:00pm	$80

Attachment B - 2021 Spring and Summer Recreation Program Registration Fees

The base price reflects the resident rate. The non-resident rate is an additional 20% of the base price.

Activity/Sessions	Avg Base Price
Preschool Main Pool | 5:30pm	$80
Preschool Main Pool | 6:30pm	$80
Preschool Wading Pool | 4:30pm	$80
Swim Session 5- Preschool Wading Pool - AM	**$80**
Preschool | Wading Pool| 10:00am	$80
Preschool | Wading Pool| 10:30am	$80
Preschool | Wading Pool| 11:00am	$80
Preschool | Wading Pool| 11:30am	$80
Preschool | Wading Pool| 8:30am	$80
Preschool | Wading Pool| 9:00am	$80
Preschool | Wading Pool| 9:30am	$80
Swim Session 5- Youth 1- PM	**$80**
Youth 1 | 4:30pm	$80
Youth 1 | 5:00pm	$80
Youth 1 | 5:30pm	$80
Youth 1 | 6:00pm	$80
Youth 1 | 6:30pm	$80
Youth 1 | 7:00pm	$80
Youth 1 | 7:30pm	$80
Swim Session 5- Youth 1-AM	**$80**
Youth 1 | 8:30am	$80
Youth 1 | 9:00am	$80
Youth 1 |10:00am	$80
Youth 1 |10:30am	$80
Youth 1 |11:00am	$80
Youth 1 |11:30am	$80
Youth 1 |9:30am	$80
Swim Session 5- Youth 2- AM	**$80**
Youth 2 | 10:00am	$80
Youth 2 | 10:30am	$80
Youth 2 | 11:00am	$80
Youth 2 | 11:30am	$80
Youth 2 | 8:30am	$80
Youth 2 | 9:00am	$80
Youth 2 | 9:30am	$80
Swim Session 5-Preschool Main Pool-AM	**$80**
Preschool | 8:30am	$80
Preschool | 9:00am	$80
Preschool |10:00am	$80
Preschool |10:30am	$80
Preschool |11:00am	$80
Preschool |11:30am	$80
Preschool |9:30am	$80
Swim Session 5-Preschool-Wading Pool- PM	**$80**

Attachment B - 2021 Spring and Summer Recreation Program Registration Fees

The base price reflects the resident rate. The non-resident rate is an additional 20% of the base price.

Activity/Sessions	Avg Base Price
Preschool Wading Pool | 7:30pm	$80
Preschool Wading Pool | 4:30pm	$80
Preschool Wading Pool | 5:00pm	$80
Preschool Wading Pool |5:35pm	$80
Preschool Wading Pool |6:00pm	$80
Preschool Wading Pool |6:30pm	$80
Preschool Wading Pool |7:00pm	$80
Tennis & Swim Camp	**$200**
Tennis & Swim Camp | Week 1	$200
Tennis & Swim Camp | Week 10	$200
Tennis & Swim Camp | Week 2	$200
Tennis & Swim Camp | Week 3	$200
Tennis & Swim Camp | Week 4	$200
Tennis & Swim Camp | Week 5	$200
Tennis & Swim Camp | Week 6	$200
Tennis & Swim Camp | Week 7	$200
Tennis & Swim Camp | Week 8	$200
Tennis & Swim Camp | Week 9	$200
TGA Tennis Camp	**$189**
TGA Tennis Camp | Week 1	$189
TGA Tennis Camp | Week 10	$189
TGA Tennis Camp | Week 2	$189
TGA Tennis Camp | Week 3	$189
TGA Tennis Camp | Week 4	$189
TGA Tennis Camp | Week 5	$189
TGA Tennis Camp | Week 6	$189
TGA Tennis Camp | Week 7	$189
TGA Tennis Camp | Week 8	$189
TGA Tennis Camp | Week 9	$189
The Cat's Meow of Kirkland	**$0**
Best AARP	$0
Duchess	$0
Garfield Like	$0
Hell Cat	$0
Smitten Kitten	$0
What's New Pussycat?	$0
The Mini Lesson Center Virtual Nutrition Classes	**$35**
Virtual Nutrition Class.- The Basics Grade K-2nd	$30
Virtual Nutrition Class.- The Basics Grade 3-5)	$40
The Mini Lesson Center Virtual Small Group Writing Classes	**$68**
African Writing Adventure Grade K-2nd	$40
Ocean Writing Adventures Grade K-2nd	$50
Writing a Research Report 8-10 yr	$100
Writing Persuasive Essays Grade 6-8	$80

Attachment B - 2021 Spring and Summer Recreation Program Registration Fees

The base price reflects the resident rate. The non-resident rate is an additional 20% of the base price.

Activity/Sessions	Avg Base Price
Ultimate Frisbee Camp Hosted by Seattle Tempest & Seattle Cascades	**$120**
Ultimate Frisbee Camp | AM	$120
Ultimate Frisbee Camp | PM	$120
Virtual The Language of Birds	**$18**
Virtual - The Language of Birds	$18
Virtual Cardio & Core with Joleen	**$32**
Cardio and Core with Joleen	$32
Virtual Computer Classes	**$28**
Virtual Windows 10	$28
Virtual Android Phones and Tablets	$28
Virtual DnD Adventure May Series	**$95**
Virtual DnD Adventure May Series	$95
Virtual DnD Character Building Session	**$18**
Virtual DnD Character Creation Session	$18
Virtual Guided Story time presented by The Mini Lesson Center	**$40**
Mr. Popper's Penguins Ages 5-7	$40
The Wild Robot- Story Time Book 1 Age 5-7	$40
Virtual Let's Get Balanced	**$16**
Virtual Let's Get Balanced	$16
Virtual Move and Grow	**$60**
Virtual Move and Grow	$60
Virtual Scat, Scat, Scat	**$18**
Virtual Scat, Scat, Scat	$18
Virtual Sensory Awareness	**$18**
Virtual Sensory Awareness	$18
Virtual Strength & Stretch	**$32**
Virtual Strength & Stretch	$32
Virtual Sunrise Stretch with Joleen	**$32**
Sunrise Stretch with Joleen	$32
Virtual Tai Chi and Meridian Stretching	**$50**
Virtual Tai Chi & Meridian Stretching	$50
Virtual The Trials of Hercules RPG	**$18**
Virtual The Trials of Hercules RPG	$18
Virtual Yoga for Beginners	**$32**
Virtual Yoga for Beginners-Monday	$32
Virtual Yoga for Beginners-Wednesday	$32
Virtual Zumba Gold	**$32**
Virtual Zumba Gold-Thursdays	$32
Virtual Zumba Gold-Tuesdays	$32
Water Exercise- Deep Water	**$48**
Water Exercise- Sunday	$48
Women's Virtual Self Defense	**$49**
Women's Self Defense	$49
Youth Tech Computer Camps	**$198**

Attachment B - 2021 Spring and Summer Recreation Program Registration Fees

The base price reflects the resident rate. The non-resident rate is an additional 20% of the base price.

Activity/Sessions	Avg Base Price
Gaming and Coding	$265
iCode	$140
iGame Creators	$140
Roblox Studio-Programming and Game Development	$160
The Gaming Academy	$315
Video Game Design	$170
Youth Volleyball Clinic Powered by USYVL	**$30**
USYVL Clinic	$30
Youth Volleyball League Powered by USYVL	**$195**
League Play	$195
Grand Total	**$90**

Attachment C

CITY OF KIRKLAND
Park User Fees
Effective March 1, 2021

Facility	Fee			
Picnic Shelters, Picnic Areas and Park Open Space	**1/2 Day (9am-2pm or 3-9pm)**		**All - Day (9am-9pm)**	
Use of an Athletic Field is available by permit, with rentals purchased seperately.	**Resident**	**Non-Resident**	**Resident**	**Non-Resident**
132nd Square Park Picnic Shelter	$ 100.00	$ 120.00	$ 190.00	$ 230.00
Crestwoods Park Picnic Area	$ 175.00	$ 210.00	$ 300.00	$ 360.00
Edith Moulton Park Picnic Shelter	$ 100.00	$ 120.00	$ 190.00	$ 230.00
Everest Park Picnic Shelter	$ 100.00	$ 120.00	$ 190.00	$ 230.00
Houghton Beach Picnic Area	$ 85.00	$ 100.00	$ 160.00	$ 190.00
Juanita Beach Picnic Shelter 1	$ 120.00	$ 145.00	$ 230.00	$ 275.00
Juanita Beach Picnic Shelter 2	$ 120.00	$ 145.00	$ 230.00	$ 275.00
Juanita Beach Picnic Shelters 1 and 2	$ 230.00	$ 275.00	$ 450.00	$ 540.00
OO Denny Park Picnic Area	$ 85.00	$ 100.00	$ 160.00	$ 190.00
OO Denny Park Picnic Shelter	$ 120.00	$ 145.00	$ 230.00	$ 275.00
Waverly Beach Picnic Shelter	$ 85.00	$ 100.00	$ 160.00	$ 190.00
Marina Park Pavilion				
Fees are Per Hour / 2 hour minimum			**Resident**	**Non-Resident**
Up to 50 People			$ 40.00	$ 50.00
51 to 100 People			$ 50.00	$ 60.00
Heritage Hall - *50% of Rental Fee due at booking. Damage deposit and remaining 50% due 60 days prior to rental.*				
Rental fees are Per Hour, 2 hour minimum Mon.-Thurs., 4 hour minimum Fri.-Sun.			**Resident**	**Non-Resident**
Damage Deposit without Alcohol (potentially refundable)			$ 300.00	$ 300.00
Damage Deposit with Alcohol (potentially refundable)			$ 500.00	$ 500.00
Sunday - Thursday*			$ 80.00	$ 96.00
Friday - Saturday*			$ 100.00	$ 120.00
All Day Friday Or Saturday Rental			$ 1,500.00	$ 1,800.00
North Kirkland Community Center - *50% of Rental Fee due at booking. Damage deposit and remaining 50% due 60 days prior to rental.*				
Rental fees Per Hour. 2, 3 and 4 hour min. required depending on day of week and room.			**Resident**	**Non-Resident**
Damage Deposit without Alcohol (potentially refundable)			$ 300.00	$ 300.00
Damage Deposit with Alcohol (potentially refundable)			$ 500.00	$ 500.00
Multi-Purpose Room (245 People Maximum)			$ 100.00	$ 120.00
Meeting Room (16 to 32 People Maximum)			$ 30.00	$ 40.00
2 Hour Birthday Party Package			$ 140.00/2 hrs	$ 168.00/2 hrs
Peter Kirk Community Center - *50% of Rental Fee due at booking. Damage deposit and remaining 50% due 60 days prior to rental.*				
Rental fees are Per Hour, 2 hour minimum Mon.-Thurs., 4 hour minimum Fri.-Sun.			**Resident**	**Non-Resident**
Damage Deposit without Alcohol (potentially refundable)			$ 300.00	$ 300.00
Damage Deposit with Alcohol (potentially refundable)			$ 500.00	$ 500.00
Multi-Purpose Room (150 People Maximum)			$ 100.00	$ 120.00
Lobby Meeting Room (50 People Maximum)			$ 50.00	$ 60.00
Meeting Room (16 to 32 People Maximum)			$ 30.00	$ 40.00
Peter Kirk Pool - Outdoor seasonal pool				**1.5 Hours**
Both Pools				$ 300.00
Athletic Fields*				
Rental fees are Per Hour, 2 hour minimum			**Resident**	**Non-Resident**
Kirkland Premium Field				
Regular Rate			$ 20.00	$ 24.00
Non-Profit Rate			$ 8.50	$ 10.00
Class 1 Fields				
Regular Rate			$ 17.00	$ 21.00
Non-Profit Rate			$ 7.00	$ 8.50
Class 2 Fields				
Regular Rate			$ 14.00	$ 17.00
Non-Profit Rate			$ 4.00	$ 6.00
Class 3 Fields				
Regular Rate			$ 13.00	$ 16.00
Non-Profit Rate			$ 3.00	$ 4.00
Lakeview Elementary Synthetic Field				
Regular Rate			$ 36.00	$ 51.00
Non-Profit Rate			$ 30.00	$ 36.00
Lake Washington High School Combination Synthetic & Dirt Fields				
Youth Rate			$ 45.00	$ 60.00
Adult Rate			$ 80.00	$ 100.00
***** *Non-Picnic Use Only. Picnic Use also requires Picnic Shelter/Park Open Space Rental and Fee.*				
Add-On Services				
Fees vary based on applicant status - Regular or Non-Profit			**Resident**	**Non-Resident**
Game Prep Fee (Per Prep)			$ 30.00	$ 36.00
Tournament Game Fee (Per Game)			$ 25.00	$ 30.00
Lights (Per Hour)			$ 20.00	$ 20.00
0ther Fees				
Administrative/Re-Booking Fee			$	25.00
Cancellation Fee - Minimum $25. Fees vary depending on cancellation timing. See rental policy for specific site.				(Minimum $25.00)

CITY OF KIRKLAND
Department of Public Works
123 Fifth Avenue, Kirkland, WA 98033 425.587.3800
www.kirklandwa.gov

MEMORANDUM

To: Kurt Triplett, City Manager

From: Archie Ferguson, Fleet Manager
Ray Steiger, PE, Superintendent
Julie Underwood, Director of Public Works

Date: April 8, 2021

Subject: DECLARATION OF SURPLUS VEHICLES AND EQUIPMENT

RECOMMENDATION:

It is recommended that the Council approve the declaration of surplus vehicles and equipment identified in this staff report, which will lead to their removal from the City's Equipment Rental Fund replacement schedule and to their disposal.

Approval of this item on the Consent Calendar will authorize the disposal of surplus vehicles and equipment.

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 Fund replacement schedule policy. Under that policy, if a declaration of surplus is approved by City Council then vehicles and/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 only exception is concerning surplus PD Interceptors. KPD has been given permission to retain surplus Patrol Units as needed, to be used as (NRO) Neighborhood Resource Officer Vehicles.

Once a vehicle or equipment is scheduled for replacement through the budget process, Fleet Management staff utilizes specific criteria to evaluate the vehicle or equipment prior to making a final recommendation for disposing of it. 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;
- The vehicle's frequency and nature of past repairs;
- Changes in the vehicle's mission as identified by the Department that it serves;
- Changes in technology;
- Vehicle right-sizing;
- The impact of future alternative fuels usage; and/or
- Specific vehicle replacement funding accrued.

The decision to recommend replacement of a vehicle requires the consensus of the Fleet Management staff and the department that it serves. Vehicles should be replaced close to the point where major repairs and expenses are anticipated to occur in order to maximize their usefulness without sacrificing resale value. Consideration of the vehicle's established accounting life (replacement cycle) is a key factor in that evaluation.

The replacement cycle of a given vehicle or piece of equipment is its years of anticipated useful life for the City. The replacement cycle enables staff to calculate a schedule and a fee to charge the home department so that the Equipment Rental Fund has sufficient resources to purchase a similar replacement if and when a replacement is needed. The replacement cycle is a guideline; the actual longevity of specific vehicles and equipment often varies somewhat from the established cycle based on the criteria listed above.

An outcome of the 2020 Fleet Rate Study was that most of our replacement cycles have been increased slightly to better reflect the actual life experienced by Kirkland's fleet. The City's updated replacement cycles are as follows:

Vehicle description	Prior replacement cycle	Current replacement cycle
Mowers/Field rakes	4 years	6 years
Patrol police cars	4 years	5 years
Small equip/Motorcycles	6 years	8 years
Vehicle/Pick-Ups	8 years	10 years
Large equipment	10 years	12 years
Dump trucks/Vans	12 years	14 years
Trailers	15 years	17 years
Fire apparatus	18 years	18 years

Based on the considerations and criteria reviewed in this staff report, the following vehicles and equipment are recommended for surplus, and staff is seeking the Council's authority to proceed. However, given that the pandemic requires that only one person use a pickup at one time, and given that the City is beginning that period of the year when it employs more seasonal workers, staff proposes to retain some of the trucks during the summer so that we have more vehicles available while only person one can be in a pickup truck. Staff then would surplus the vehicles at the end of the summer or when pandemic restrictions ease.

Fleet #	Year	Make & Model	License	Hours/ Miles
D-01	2006	International SA625 5 YD Dump	41147D	41,890
D-02	2006	International SA625 5 YD Dump	41148D	54,658
D-03	2006	International SA625 5 YD Dump	41149D	48,606
PU-76	2009	Ford F150 2WD	49181D	40,504
PU-98	2011	Ford F250 4WD	54021D	63,208
PU-99	2011	Ford F150 2WD	67506D	57,666
PU-100	2011	Ford Escape AWD Hybrid	53008D	63,510
TP-01	2001	Emuls 250 PT Sprayer Trailer	35076D	N/A
TR-11	2006	Case Backhoe 580 SM 4WD	N/A	2,130
TR-12	2006	Case Backhoe 580 SM 2WD	49779D	1,422
U-08	2006	International 7400 Aerial Left	43210D	48,217

Unit D-01 was assigned to the Public Works Department; the Unit, which is classified as a Dump Truck above, has exceeded the replacement cycle of 14 years by one year.

Unit D-02 was assigned to the Public Works Department; the Unit, which is classified as a Dump Truck above, has exceeded the replacement cycle of 14 years by one year.

Unit D-03 was assigned to the Public Works Department; the Unit, which is classified as a Dump Truck above, has exceeded the replacement cycle of 14 years by one year.

Unit PU-76 was assigned to the Public Works Department; the Unit, which is classified as a Pick-up Truck above, has exceeded the replacement cycle of 10 years by two years.

Unit PU-98 was assigned to the Transportation Department; the Unit, which is classified as a Pick -up Truck above, has completed the replacement cycle of 10 years.

Unit PU-99 was assigned to the Public Works Department; the Unit, which is classified as a Pick-up Truck above, has completed the replacement cycle of 10 years.

Unit PU-100 was assigned to the Police Department; the Unit, which is classified as a Vehicle above, has completed the replacement cycle of 10 years.

Unit TP-01 was assigned to the Public Works Department; the Unit, which is classified as a Trailer above, has exceeded the replacement cycle of 17 years by three years.

Unit TR-11 was assigned to the Public Works Department; the Unit, which is classified as Large equipment above, has exceeded the replacement cycle of 12 years by three years.

Unit TR-12 was assigned to the Public Works Department; the Unit, which is classified as Large equipment above, has exceeded the replacement cycle of 12 years by three years.

Unit U-08 was assigned to the Public Works Department; the Unit, which is classified as a Large equipment above, has exceeded the replacement cycle of 12 years by three years.

CITY OF KIRKLAND
Planning and Building Department
123 Fifth Avenue, Kirkland, WA 98033
425-587-3000

MEMORANDUM

To: City Council

From: Adam Weinstein, AICP, Director of Planning and Building
Lynn Zwaagstra, Director of Parks and Community Services
Julie Underwood, Director of Public Works
Jeremy McMahan, Deputy Director, Planning and Building Department
Deb Powers, Urban Forester

Date: April 12, 2021

Subject: RESOLUTION ADOPTING URBAN FOREST WORK PLAN 2021-2026
FILE NO. PLN21-00091

RECOMMENDATION:

That the City Council pass the attached Resolution adopting the 2021-2026 Urban Forest Six-Year Work Plan. By approving the consent calendar, the resolution and work plan are adopted.

BACKGROUND DISCUSSION:

At the March 2, 2021 City Council study session, staff presented a draft Urban Forest Six Year Work Plan (6YWP) for 2021-2026. The City Council provided suggested changes to the draft, as well as general comments and questions on the City's urban forestry work. Staff returned with a revised 6YWP and responses to the previous comments and questions at the April 6, 2021 City Council meeting. On April 6, Council provided direction to make additional changes to the draft 6YWP. The 6YWP (attached in resolution form) has been edited and reformatted to make these changes, as outlined below.

ADDITIONAL CHANGES TO THE DRAFT WORK PLAN:

1. *CITY COUNCIL: The 6YWP format should:*
   - *Incorporate the steps, terminology and timeframes from the Sustainability Master Plan (SMP).*
   - *Further differentiate the lead department/division with each action item.*

   STAFF RESPONSE: the following changes have been made to the UF 6YWP:
   - A table has been inserted into to the 6YWP cross-referencing SMP actions, timeframes and corresponding 6YWP actions.
   - The 6YWP language has been replaced with SMP terminology where applicable. In a few cases, the language in the SMP is not clear enough for a multi-departmental work plan. For example, SMP EV-10.9 states an inventory needs to be "created,"

while the appropriate implementation action is to update and maintain the existing inventory.
- Wherever a SMP task is described within a 6YWP objective (and in some cases, with a specific action), the relevant SMP action identification number is referenced in parentheses.
- A new "SMP Action" column in the 6YWP indicates the related SMP timeline and identification number.
- SMP items that have been completed or are currently underway are now shown in the 6YWP. For example, the SMP item "*identify and prioritize climate-resilient tree species for public/private tree planting programs"* (SMP EV-10.6)[1] is a task already completed by staff earlier this year. The City's tree code amendments, when resumed, are the opportunity to "*set commercial landscape design standards that use low maintenance and water-wise plants"* (SMP EV-10.10).
- As suggested at the April 6 City Council meeting, each action item indicates the applicable department/division first, to avoid confusion.

As noted above, the SMP and 6YWP operate at different levels; the SMP is a high-level master plan while 6YWP operates as a tactical implementation plan. There are many more 6YWP action items than SMP tasks, and some 6YWP actions are not reflected in the SMP. In many cases, SMP tasks refer to a broad 6YWP objective under which many actions fall, yet other SMP tasks are limited to one very specific 6YWP action. While the revised 6YWP supports the SMP and distinguishes action items by department/division, it also functions for multiple departments to:
- Efficiently develop annual work plans.
- Track operations over the six-year period.
- Inform what/how to fund and implement as opportunities arise.

2. *CITY COUNCIL: Track public tree failure/removals for future reference and reporting.*

STAFF RESPONSE: Tracking historical data on public tree removal/failure has been added to the 6YWP under Action 1.6, "assess the current inventory/GIS/work order system." IT-GIS can work with Parks and Public Works (PW) to implement this for previously-inventoried trees that are in the database and can address how to efficiently track failed/removed public trees that are not inventoried. Both will be assessed as part of the service package for this action item, in addition to accounting for trees in densely wooded areas that are not likely to be inventoried on a tree-by-tree basis, such as in park open space and unmaintained ROW areas.

3. CITY COUNCIL: Conduct tree canopy cover assessments more frequently than every 7-8 years.

STAFF RESPONSE: Trends in Kirkland's tree canopy cover are known through the City's 2002, 2010 and 2017 urban tree canopy assessments. Currently, the industry standard for accurate tree canopy cover assessment intervals is approximately every 8-10 years for three primary reasons:

[1] 2019 Revised Pre-Approved Plans Policy R-10 "Street Tree Selection List," the 2020 "staff favorites" tree list and the new DIY Guide to Tree Planting.

1. There is always a margin of error with any tree canopy assessment. Slight changes to accurate urban tree canopy cover (UTC) are usually within the margin of error and therefore not as discernable within more frequent intervals (5-6 years).
2. To stagger the cost of conducting accurate UTC assessments over time.
3. To obtain the three primary imagery types needed for accurate UTC assessments (LiDAR, multi-spectral satellite imagery and GIS leaf-off Ortho fly-over imagery).

Comprehensive accuracy is emphasized because more frequent canopy assessments can be obtained using single-imagery or alternative methodologies. The results from a simpler assessment using less data may contradict findings from prior, more robust, analysis. In its final report discussing recently undertaken canopy assessments, the City of Seattle notes that with its 3-5-year canopy cover data, Seattle experienced an approximately 2 percent canopy cover loss using a method with a +/- 3 percent margin of error, also noting the outcome was not comparable to their 2016 LiDAR assessment (the same imagery as Kirkland's most recent UTC).

Typically, neighboring communities purchase imagery together at a lower cost, which is the case with LiDAR imagery that can be used for various purposes. Procuring LiDAR imagery independently significantly increases the cost of a single project. The 6YWP applies to years 2021-2026, at the end of which a subsequent canopy assessment was planned. However, imaging technology is improving at a rapid rate and it may be that more accurate tree canopy results may be achieved at lower costs in the future. The 6YWP Action 1.5 to "conduct a citywide tree canopy assessment" has been revised to 5-6-year intervals. If the more frequent canopy assessments is implemented, staff would bring back a future budget request for Council's consideration.

4. CITY COUNCIL: Remove ivy from ROW trees (utilizing volunteer resources).

STAFF RESPONSE: To map and prioritize these areas, "inventory ivy-incursion in ROW areas" is shown in Action 1.2. Action 2.5 to "control ivy in ROW areas" has been added to the 6YWP, identifying specific actions for:

- Coordinating the work
- Negotiating with labor unions (if necessary)
- Monitoring/tracking data
- Determining who is responsible for project oversight and crew coordination, whether the work is conducted by contracted crews, volunteers, or City crews.

Because the removal of ivy growing on trees located in steep slope ROW areas was mentioned at the April 6 City Council meeting, it should be noted that professional crews (rather than volunteers) are typically contracted to work in similar terrain, based on geotechnical and worker-safety concerns. Staff will bring a future budget request to the City Council for staffing resources to inventory, coordinate, track progress and where necessary, for contracting professional crews to perform this work in City right-of-way areas with trees that are overgrown with ivy.

Final Draft 2021-2026 Urban Forest Work Plan

In summary, based on Council's additional comments, the 6YWP has been revised to:

- Incorporate the steps, terminology and timeframes from the SMP related to urban forestry and clearly differentiate similar actions by department/division
- Add "track historical data on public tree failures/removals"
- Consider assessing urban tree canopy cover at 5-6-year intervals
- Add "remove ivy from ROW trees"

Staff is seeking final adoption of the 2021-2026 Urban Forest Work Plan.

NEXT STEPS:

Following adoption, each department will establish specific goals to meet the objectives, which are distributed across annual work plans. Most of the projects in the 6YUFWP would require additional budget and staffing resources beyond those already allocated. Progress is reported to Council annually and the City may choose to adjust the work program in response to performance data.

Enclosure: Resolution R-5472 adopting the Urban Forest Work Plan 2021-2026
Exhibit A: Urban Forestry Six Work Plan 2021-2025

Exhibit A

Urban Forest Six Year Work Plan 2021-2026

Citywide Sustainable Urban Forest Management

The Urban Forest Six Year Work Plan (6YWP) specifies actions towards managing Kirkland's urban forest resource for optimal health, climate resiliency and social equity, goals that are also articulated in the City's Sustainability Master Plan (SMP). 6YWP Actions support the SMP as shown below and in the 6YWP. Timeframes from the Sustainability Master Plan refer to the number of years into 6YWP implementation.

Sustainability Master Plan Goals		SMP Timing (Years)	6YWP Actions
EV-10.1	Incorporate Actions EV-10.2 through EV-10.10 into the 2020-2026 Urban Forestry Six Year Work Plan.	0-2	-
EV-10.2	Formally recognize and support internal cross-department collaborative planning to develop and implement sustainable urban forestry strategies for the broader community.	3-6	5.0-5.4
EV-10.3	Ensure continued health and growth of public trees by improving the public tree maintenance program: provide adequate public tree maintenance resources and update and maintain the right-of-way tree inventory to manage for age and species diversity objectives.	3-6	1.1, 2.0-2.5
EV-10.4	Develop canopy enhancement strategies to mitigate public health impacts in areas that may be disproportionately affected by adverse environmental conditions which may directly, or indirectly, be associated with social disparities in income, homeownership, education, access to transportation and other services, public health outcomes, and other challenges.	3-6	1.4, 5.6
EV-10.5	Develop and implement tree planting programs in partnership with schools, regional agencies, nonprofits to increase tree canopy cover on private/public property, including rights-of-way, parks and natural areas.	3-6	3.0-3.7
EV-10.6	Identify and prioritize climate resilient tree species for public and private tree planting programs.	0-2	3.1
EV-10.7	Dedicate resources for an ongoing, robust and inclusive public education framework that engages the community, increases awareness of long-range goals and code requirements, promotes stewardship of the urban forest, communicates the value and benefits of trees, and garners public support for the planting and preservation of trees citywide.	0-2	4.0-4.3
EV-10.8	Evaluate pre-approved public works plans and look for opportunities for retention of right-of-way trees.	0-2	2.3
EV-10.9	Create a comprehensive inventory of existing and newly-planted trees, including significant trees in City spaces such as rights of way and parks. Create a city-wide tree planting program with set target areas and goals for canopy expansion in City public spaces and residential areas.	3-6	1.0-1.3, 3.0-3.7
EV-10.10	Set commercial landscape design standards that use low-maintenance and water-wise plants.	3-6	3.1

Exhibit A

	Urban Forest Six Year Work Plan 2021-2026	Lead Dept	SMP Reference	Estimated Cost[1]	Potential Funding Sources[2]
1.0	**INVENTORY TREES -** *Update and maintain a comprehensive inventory of existing and newly-planted trees in City spaces (SMP EV-10.9) and periodically assess tree canopy cover (SMP EV-10).* *Collect data for tracking/reporting purposes and to:* *- Manage for age and species diversity objectives (SMP EV-10.3)* *- Guide policy/code changes (SMP EV-10)* *-Mitigate negative impacts to public health (SMP EV-10.4)* *-Develop tree planting strategies (SMP EV-10.5, EV-10.9)*				
1.1	**ROW: Complete the street tree inventory** -Collect data on remaining 26,000 ROW trees: update 17-year old data and add trees in annexation areas -Include size/age, species, and condition data for tracking/reporting, -Volunteer: interns, citizen science or students for data collection	**PW**	EV-10.3 EV-10.9 3-6 years	$-$$ One time	2021: approved SPR[3] Potential funding: WA DNR grant, CFA, SW
1.2	**"Other" City-owned property: Inventory trees in "other" locations** -Determine locations and collect tree data in the Cross Kirkland Corridor, fire stations, set-aside areas from annexation, unimproved ROW areas, stormwater detention facilities, etc. -Inventory ROW ivy-incursion areas -Volunteer: interns, citizen science or students for data collection	**PW, Parks, IT/GIS**	EV-10.9 3-6 years	$$ One-time	2021: approved SPR[3] Potential funding: 2023-2024 SPR
1.3	**Parks open space: Complete tree inventory using Tree-iage method (vs. tree-by-tree inventory)** -Assess remaining 8 acres of open space using traditional stand management -Volunteer: GKP stewards, citizen science or students for data collection	**GKP**	EV-10.9 3-6 years	$$$ Ongoing	2021: currently unfunded Potential funding: DNR or KCD grant, CFA
1.4	**Quantify ecosystem benefits of public trees** (SMP EV-10.4) Use demographic, inventory and canopy data to: -Obtain stormwater, air quality, carbon and heat mitigation rates/values resulting from tree functions -Identify areas for canopy enhancement that may be disproportionately affected by adverse environmental conditions which may be associated with social disparities in income, homeownership, education, access to transportation and other services, public health outcomes, and other challenges. -Volunteer: N/A	**PBD, IT/GIS**	EV-10.4 EV-10.9 3-6 years	$-$$ One-time	2021: currently unfunded Potential funding: partnership opportunity with Google for heat effects study
1.5	**Conduct citywide tree canopy assessments at 5-6-year intervals** Examine trends in canopy gain or loss to identify priorities for meeting the overall goal of citywide 40% tree canopy cover by 2026: -Independently obtain LiDAR, satellite and Ortho flyover imagery	**PBD**	Goal EV-10 by 2026	$$-$$$ One-time	2021: currently unfunded Requires 2023-2024 SPR

Exhibit A

	Urban Forest Six Year Work Plan 2021-2026	Lead Dept	SMP Reference	Estimated Cost[1]	Potential Funding Sources[2]
	-Develop strategies in 6-Year Work Plans to manage Kirkland's urban forest resource for optimal health, climate resiliency and social equity -Inform planting strategies, policy/code changes and as a performance measure towards canopy goal				
1.6	**Assess the current inventory/GIS/work order system (Lucity)** -Analyze current system capacity, devices and features; consider how to streamline the data entry process for optimal efficiency. -Track public tree failure/removal as historical data for future reference/reporting -Consider feasibility of linking to permit database system. -Volunteer: N/A	**PW, GKP, Parks, IT-GIS, PBD**	EV-10.9 3-6 years	$-$$ One-time	2021: currently unfunded Potential funding: CFA, future service package request
2.0	**MAINTAIN PUBLIC TREES & NATURAL AREAS** - *Ensure continued health and growth of public trees by improving the public tree maintenance program: provide adequate public tree maintenance resources (SMP EV-10.3) to meet expected level of service for highest return on public investment.*				
2.1	**ROW: Maintain street trees proactively** -Provide adequate public tree maintenance resources -Maintain for optimal condition, species diversity and longevity -Volunteer: Tree Ambassador program (trained) for small trees, one-time event with professional partnerships	**PW**	EV-10.3 3-6 years	$$$ Ongoing	2021: General Fund, SW Potential funding: 2023-2024 SPR
2.2	**Parks: Maintain park trees proactively** -Provide adequate public tree maintenance resources -Maintain for optimal condition, species diversity and longevity -Volunteer: Tree Ambassador program (trained) for small trees, one-time event with professional partnerships	**Parks, GKP**	EV-10.3 3-6 years	$$ Ongoing	2021: currently funded through a perpetual Park Levy Potential funding: 2023-2024 SPR
2.3	**ROW: Develop solutions to reduce tree removals with development** -Evaluate and revise PW Pre-Approved Plans/policies to further retain right-of-way trees -Develop written policies and procedures to further retain right-of-way trees -Track public tree removal/failures (see Action 1.6) -Volunteer: N/A	**PW-Engineer, CIP**	EV-10.8 0-2 years	$ One-time	N/A
2.4	**Park/park open space areas: control ivy** Increase management levels in all park areas from 'proactive' to 'intensive' - Volunteer: current GKP program	**Parks/ GKP**	EV-10.3 3-6 years	$$ Ongoing	2021: currently funded through a perpetual Park Levy, volunteer support Potential funding: KCD grant

Exhibit A

	Urban Forest Six Year Work Plan 2021-2026	Lead Dept	SMP Reference	Estimated Cost[1]	Potential Funding Sources[2]
2.5	**ROW areas: control ivy** -Document ROW areas with ivy incursion (see Action 1.2) -Prioritize areas and define acceptable management levels for each location -Negotiate with labor unions (if necessary) -Determine who is responsible for project oversight and crew coordination -Volunteer opportunities: GKP or TBD	**PW**	EV-10.3 3-6 years	$$ Ongoing	Potential funding: 2023-2024 SPR, contract professional crews (Earthcorps, WCC crews.
3.0	**PLANT TREES -** *Create tree planting programs using data-driven planting strategies with targeted areas and numerical goals for canopy expansion in our City public spaces and residential areas using incentives, public outreach and community engagement. (SMP EV-10.9) Develop and implement tree planting programs to increase tree canopy cover on private and public property, including rights-of-way, parks and natural areas (SMP EV-10.5).*				
3.1	**Public/private trees: Identify/prioritize climate resilient tree species** -Create tree lists that emphasize species diversity objectives related to climate change. -Set commercial landscape design standards that use low-maintenance and water-wise plants (SMP EV-10.10).	**PW, PBD, Parks, GKP**	EV-10.6 EV-10.10 0-2 years	$ One-time, periodically	2020: revised ROW (street) tree list in Pre-Approved Plans Policy R-10, developed "Staff Favorites" tree list for private property planting. 2021: commercial landscape design standards with KZC 95 amendments
3.2	**ROW: Develop a robust street tree planting program** -Consider one-time, individual (vs. group event) volunteer programs -Replace dead/removed trees w/ minimum 1:1 ratio -Establish numerical or % tree planting goals according to canopy, inventory and other data -Select public trees using species diversity/age distribution/climate resiliency objectives -Remove/replace street trees negatively impacted by utility line clearance pruning -Volunteer: one-time event, rebate/voucher program, tree giveaways, Tree Ambassador (trained) group event (PW Policy R-10 for adjacent property owner-planted ROW may address labor union conflicts)	**PW, PBD**	EV-10.5 EV-10.9 3-6 years	$$ Ongoing	2021: currently unfunded Potential funding: 2023-2024 SPR, frontage fees, CIP, CFA, WA DNR grants, partnership with schools, regional agencies and nonprofits
3.3	**Parks/park open space: Develop a robust tree planting program** -Determine appropriate tree species, locations, with # of trees planted by completion dates -Volunteer: one-time event, Tree Ambassador (trained) group event. Continue GKP volunteer-based strategy.	**Parks/ GKP**	EV-10.5 EV-10.9 3-6 years	$$ Ongoing	2021: Perpetual Park levy, General fund Potential funding: 2023-2024 SPR, SW, CFA, WA DNR grants, partnership with schools, regional agencies, nonprofits

Exhibit A

	Urban Forest Six Year Work Plan 2021-2026	Lead Dept	SMP Reference	Estimated Cost[1]	Potential Funding Sources[2]
3.4	**PW-managed natural areas: Develop a robust tree planting program** -See Action 1.2 for inventorying locations and acquiring other relevant data -Develop management strategy for PW open space-managed areas -Determine appropriate tree species, locations and quantities planted by completion dates	**PW**	EV-10.5 EV-10.9 3-6 years	$$ Ongoing	2021: currently unfunded Potential funding: CFA, 2023-2024 SPR, partnership with schools, regional agencies and nonprofits
3.5	**Private property: Develop tree planting programs** Volunteer: consider one-time, individual (vs. group events) volunteer programs (free tree giveaways, rebates, discount coupons, etc.)	**PBD, PW-SW**	EV-10.5 EV-10.9 3-6 years	$$ One-time or ongoing	2021 only: WA Ecology grant Tree Rebate Potential funding: CFA, 2022-2023 SPR, WA DNR, KCD and other grants, partnerships with schools, regional agencies, nonprofits
3.6	**City/CIP and private property development projects: Develop public tree planting and establishment policies** -Ensure newly-planted public trees thrive. -Revise bonding procedure for CIP, ROW frontage improvements. -Consider inspection process to reduce tree mortality mid-bond. -Includes a public outreach element. -Develop Pre-Approved Plans for adequate soil volumes, installation standards, etc. for ROW tree planting. -Volunteer: high school or college-level student project, partnerships, intern	**PW-Engineering** **PW-CIP, PBD**	EV-10.5 EV-10.9 3-6 years	$$ Ongoing	2021: currently unfunded Potential funding: frontage improvement fees, CIP, partnership with schools, regional agencies and nonprofits
3.7	**City/CIP and private property development projects: Develop Tree Bank program to mitigate tree removals** Inventory City locations, establish funding structure and determine program administration. Volunteer: N/A	**PBD, Finance**	-	$$ Ongoing	2021: approved SPR[3] Potential funding: WA DNR grant, partnership with schools, regional agencies and nonprofits
4.0	**COMMUNITY ENGAGEMENT -** *Diversify outreach efforts to promote awareness of urban forestry issues, incentives and programs that provide opportunities for engagement.*				
4.1	**Dedicate resources for ongoing, robust and inclusive urban forestry-related public outreach** Offset regulatory approach with community outreach/engagement opportunities to -Communicate the value and benefits of trees -Garner support for the planting and preservation of trees citywide -Increase awareness of long-range goals and code requirements -Promote stewardship of the urban forest	**PBD**	EV-10.7 0-2 years	$$ Ongoing	Current: unfunded, although projects supported by City Communications Potential funding: 2022-2023 SPR, WA DNR or KCD grants

Exhibit A

	Urban Forest Six Year Work Plan 2021-2026	Lead Dept	SMP Reference	Estimated Cost[1]	Potential Funding Sources[2]
	-Volunteer: high school/college-level student project, intern and partnerships for communication strategy/design				
4.2	**Establish a program to promote and celebrate heritage (mature/unique) trees** Encourage mature/unique tree stewardship, ensure an even forest succession and maximize community benefits -Volunteer-based program with City support, partnerships	**PBD**	EV-10.7 0-2 years	$$ One-time	2021: currently unfunded Potential funding: WA DNR or KCD grants
4.3	**Seek project/program sustainability certification** Recognize sustainable land use and development of City/private property projects through SITES, Salmon Safe, Greenroads, etc. certification -Volunteer: N/A	**PBD**	EV-10.7 0-2 years	$ One-time	N/A
5.0	**PROGRAM FRAMEWORK -** *Formally recognize and support internal cross-department collaborative planning to develop and implement sustainable urban forestry strategies for the broader community (SMP EV-10.2)*				
5.1	**Establish a formal urban forest program framework** Provide adequate capacity to implement plan objectives, sustain expected level of service and cooperate with common goals and leadership support. -Volunteer: N/A	**?**	EV-10.2 3-6 years	$-$$$	2021: approved SPR[3] Depends on scope, ie adjust FTEs, reassignments, reorganize, etc.
5.2	**Establish uniform operational standards across divisions for improved tracking/monitoring** Ensure staff, contractors, utility agencies comply with current BMPs, industry/safety standards and tree codes. -Volunteer: professional/agency partnership	**ALL**	EV-10.2 3-6 years	$ One-time	N/A
5.3	**Develop annual work plans by department** Include Work Plan objectives to shape/track incremental efforts toward long term goals, increase internal efficiency -Volunteer: N/A	**ALL**	EV-10.2 3-6 years	$ Ongoing	N/A
5.4	**Develop annual reports to City Council** Increase accountability to decision-makers and community -Volunteer: N/A	**ALL**	EV-10.2 3-6 years	$ Ongoing	N/A

Exhibit A

	Urban Forest Six Year Work Plan 2021-2026	Lead Dept	SMP Reference	Estimated Cost[1]	Potential Funding Sources[2]
5.5	**Enforce tree codes proactively** -Explore options to fund a 3rd code enforcement officer -Revisit KMC 1.12.100 to address trespass tree violations -Volunteer: N/A	**PBD**	EV-10.9	$$ Ongoing	2023-2024 SPR
5.6	**Ensure equitable parks acquisition** Develop policy, funding & strategy to acquire park land in under-served areas as a mechanism to plant and preserve tree canopy equitably across neighborhood groups. -Volunteer: intern, college-level student project and partnerships	**Parks**	EV-10.4	$$	2021: currently unfunded Potential funding: equity-focused grants, corporate partnership

[1]Estimated resources using the key below from the UFSMP, Table 7, page 57:
$ Less than $50,000. Could be accomplished with existing City staff resources, may need planning and inter-departmental coordination.
$$ Between $50,000 and $100,000. Has budget implications; requires dedicated staffing, contractor and/or volunteer commitment.
$$$ Greater than $100,000. Involves substantial project/program management, staffing and funding commitment.
[2]Unless otherwise indicated, potential funding sources have not been secured. For more information, Potential Funding Strategies are outlined in the UFSMP, Section 4.2, pages 38-40
[3]These objectives are identified in 2 approved 2021-2022 Service Package Requests

Abbreviations/Acronyms
ALL- Public Works, Parks, Planning, GKP
BMP – Best Management Practices
CFA – City Forestry Account
CIP – Capital Improvement Projects
GKP – Green Kirkland Partnership Program
IT/GIS – Information Technology, Geographic Information System Department
KCD – King Conservation District
PBD – Planning & Building Department
PW – Public Works Department
ROW – Right of Way
SMP – Sustainability Master Plan
SW – Stormwater (funding) through Public Works
WCC – Washington Conservation Crews

RESOLUTION R-5472

A RESOLUTION OF THE CITY COUNCIL OF THE CITY OF KIRKLAND APPROVING THE 2021-2026 URBAN FORESTRY SIX-YEAR WORK PLAN.

WHEREAS, urban forests require sound and deliberate management to ensure trees function well in their intended landscape and provide optimal benefits equitably to the community; and

WHEREAS, the City Council adopted the Urban Forestry Strategic Management Plan by approving Resolution R-4986, establishing a citywide framework for cohesive, efficient, and sustainable urban forest management over a long-term horizon; and

WHEREAS, the Urban Forestry Strategic Management Plan supports the Comprehensive Plan goal to protect, enhance, and restore trees and vegetation in the natural and built environment, the City Council Operational Goal for the Environment, and the Sustainable Master Plan; and

WHEREAS, six-year work plans are developed to link urban forest management objectives to City operations, serve as a guide for annual departmental work plans, and the allocation of resources; and

WHEREAS, six-year work plans require review to assess progress towards objectives.

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

Section 1. The City Manager is hereby authorized and directed to execute on behalf of the City of Kirkland a working plan for citywide urban forest management efforts, attached as Exhibit A, which is entitled, "Urban Forest Work Plan 2021-2026."

Passed by majority vote of the Kirkland City Council in open meeting this _____ day of _____, 2021.

Signed in authentication thereof this ____ day of _____, 2021.

_____
Penny Sweet, Mayor

Attest:

_____
Kathi Anderson, City Clerk

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

MEMORANDUM

To: Kurt Triplett, City Manager

From: Michael Olson, Director of Finance and Administration
George Dugdale, Financial Planning Manager
Kevin Lowe Pelstring, Budget Analyst

Date: April 6, 2021

Subject: Monthly Financial Dashboard Report through February 28, 2021

RECOMMENDATION:
It is recommended that the City Council receive the monthly Financial Dashboard for February 2021.

BACKGROUND DISCUSSION
The Financial Dashboard is a high-level summary of some of the City's key revenue and expenditure indicators. It provides a budget to actual comparison for year-to-date revenues and expenditures for the general fund, as well as some other key revenues and expenditures. The report also compares this year's actual revenue and expenditure performance to the prior year. It is even more important during the current COVID-19 pandemic and associated economic impacts to closely track the City's revenues and expenditures.

This report reflects the continued effects of COVID-19 and the Governor's 'Safe Start' restrictions, although the impact is not as significant as at various points in 2020. Total General Fund Revenues are 15.0 percent of budget, which is slightly below the 16.7 percent budget threshold, although within the normal expected range. Typically, General Fund Revenues are 14.0 percent of budget due to the net effect of the City's conservative Sales Tax budgeting policy and the timing of Property Tax distributions by King County. Relative to 2020, General Fund Revenues are down 1.4 percent mostly due to declines in Utility Taxes (-10.4 percent) and Business Fees (-13.1 percent). Total Expenditures are 16.3 percent of budget to date and are in line with budget threshold.

The February results include Sales Tax revenues through December. Relative to 2020, Sales Tax is up 4.8 percent due to the following business sectors, which comprise about 39 percent of total revenues: Other Retail (up $103,570, or 16.7 percent), Services (up $103,242, or 16.4 percent), Miscellaneous (up $37,601 or 16.8 percent), and Wholesale (up $27,847 or 15.0 percent). These gains are offset somewhat by losses in the following business sectors, which comprise about 22 percent of total revenues: Auto/Gas Retail (down $128,038, or 13.1 percent), and Retail Eating/Drinking (down $81,329, or 26.3 percent). These declines are in sectors heavily impacted by the COVID-19 pandemic.

Property Taxes are 1.9 percent of budget, which is well below the 16.7 percent budget threshold, as is typical. King County typically distributes Property Taxes to cities primarily in April-May and October-November, so the amount received through February 28 represents almost none of the expected property taxes for the year.

Development Fees are 22.0 percent of budget, which is modestly above the 16.7 percent budget threshold, and are up 10.8 percent relative to 2020. Although a portion can be attributed to the issuance of backlogged projects, two stand out fees were for two very large mixed-use permits: $226k in Plan Check Fees for the old Totem Lake Hotel site (which will be new Lakeside Apartments), and $267,029 in Permit Fees for a large addition on Lake Street.

Gas tax revenues, which the City receives as a distribution from the State of Washington, continue to be lower than budget threshold (11.8 percent of budget, 16.7 percent through the year). This is partly because gas tax is based on miles driven and COVID-19 continues to impact commuting, and also because the increased gas tax for multimodal transportation is distributed quarterly.

Fire Suppression Overtime is 21.8 percent of budget, modestly above the budget threshold. Relative to 2020, Fire Suppression Overtime is up 49.2 percent as Kirkland firefighters provide vaccinations to area nursing homes. These overtime expenditures should be reimbursed by FEMA and Financial Planning will track overtime from the vaccine program separately so trends in overtime can be seen more clearly.

Financial Planning will continue to monitor and project these and all City revenues being affected by COVID-19 throughout 2021, providing that information where needed to inform policy decisions.

February **2021 Financial Dashboard**
April 6, 2021

City of Kirkland Financial Dashboard
Annual Budget Status as of 2/28/2021 **Budget Threshold (% Complete) : 16.7%**

	2021 Budget	Year-to-Date Actual 2021	% Received/ % Expended	February YTD	January YTD	Year-to-Date Actual 2020	YTD Change: 20 to 21 $	YTD Change: 20 to 21 %	
General Fund									
Total Revenues	102,982,984	15,470,128	15.0%			15,682,202	(212,075)	-1.4%	
Total Expenditures	105,323,812	17,203,720	16.3%			16,847,655	356,065	2.1%	
Key Indicators (All Funds)									
Revenues									
Sales Tax	23,932,560	5,014,932	21.0%			4,783,678	231,254	4.8%	
Property Taxes	20,439,615	381,626	1.9%			412,928	(31,302)	-7.6%	
Utility Taxes	13,519,349	2,140,993	15.8%			2,389,038	(248,045)	-10.4%	
Development Fees	10,269,805	2,261,014	22.0%			2,040,389	220,625	10.8%	
Business Fees	3,377,868	717,584	21.2%			825,507	(107,923)	-13.1%	
Gas Tax	2,069,037	244,443	11.8%			283,604	(39,161)	-13.8%	
Expenditures									
General Fund Salaries/Benefits	76,147,196	12,398,028	16.3%			12,205,145	192,884	1.6%	(1)
Fire Suppression Overtime	965,178	210,239	21.8%			140,883	69,356	49.2%	
Contract Jail Costs	457,306	13,665	3.0%			6,234	7,431	119.2%	
Fuel Costs	450,000	60,732	13.5%			46,061	14,672	31.9%	

Status Key
Revenues are higher than expected or expenditures are lower than expected
Revenues or expenditures are within expected range
WATCH - Revenues lower/expenditures higher than expected range or outlook is cautious

NOTES:
(1) Excludes Fire Suppression Overtime

Revenues (through 2/28/21):

- **General Fund Revenues** are 15.0 percent of budget, which is slightly below the 16.7 percent budget threshold, but within the normal expected range. Typically, General Fund Revenues are 13.7-15.2 percent of budget due to the net effect of the City's conservative Sales Tax budgeting policy and the timing of Property Tax distributions by King County. Relative to 2020, General Fund Revenues are down 1.4 percent mostly due to declines in Utility Taxes (-10.4 percent) and Business Fees (-13.1 percent).
- **Sales Tax** is 21.0 percent of budget, which is modestly above the 16.7 percent budget threshold despite COVID-19 economic impacts, primarily due to the effect of the City's modified two-year sales tax lag policy and spurred by a strong holiday season. Relative to 2020, Sales Tax is up 4.8 percent due to the following business sectors, which comprise about 39 percent of total revenues: Other Retail (up $103,570, or 16.7 percent), Services (up $103,242, or 16.4 percent), Miscellaneous (up $37,601 or 16.8 percent), and Wholesale (up $27,847 or 15.0 percent). These gains are offset somewhat by losses in the following business sectors, which comprise about 22 percent of total revenues: Auto/Gas Retail (down $128,038, or 13.1 percent), and Retail Eating/Drinking (down $81,329, or 26.3 percent). As a reminder, there is a two-month lag between when Sales Tax is generated and when it is distributed to the City (i.e., February receipts are for December retail activity).
- **Property Taxes** are 1.9 percent of budget, which is well below the 16.7 percent budget threshold, as is typical. King County typically distributes Property Taxes to cities primarily in April-May and October-November, so the amount received through February 28 represents almost none of the expected property taxes for the year.
- **Utility Taxes** are 15.8 percent of budget, which is slightly below the budget threshold. Relative to 2020, Utility Taxes are down 10.4 percent due to the net effect of a 2.0 percent increase in Electric Utility Taxes, a 36.9 percent decrease in Telephone Utility Taxes (reflecting an ongoing, double digit downward trend), a 24.8 percent decrease in Sewer Utility Taxes, a 15.8 percent decrease in Water Utility Taxes, and a 10.8 percent decrease in Solid Waste Utility Taxes. A portion of the decline in utility taxes can be attributed to timing of check receipts, which are sometimes posted to the following month due to adjusted staffing schedules and receipt policies due to COVID-19. However, there has also been a growth in missed payments and customers falling into arrears during the past year. This has caused a decline in both regular payments and late fees. Financial Planning will continue to monitor Utility Tax revenues as we enter the recovery phase of the pandemic and as the City develops policies for future collection of payments in arrears due to COVID.
- **Development Fees** are 22.0 percent of budget, which is above the 16.7 percent budget threshold and are up 10.8 percent relative to 2020. Although a portion can be attributed to the issuance of backlogged projects, two stand out fees were for two very large mixed-use permits: $226k in Plan Check Fees for the old Totem Lake Hotel site (which will be new Lakeside Apartments), and $267,029 in Permit Fees for a large addition on Lake Street.
- **Business Fees** are 21.2 percent of budget, which is above the 16.7 percent budget threshold. Given local businesses are dealing with substantial burdens from COVID-19 and frequently changing restrictions, revenue from Business Fees is expected to continue to fluctuate over time as businesses close, new ones open, and existing businesses may or may not renew on time.

Expenditures (through 2/28/21):

- **General Fund Expenditures** are 16.3 percent of budget, which is in line with the 16.7 percent budget threshold.
- **General Fund Salaries/Benefits** are 16.3 percent of budget through February, again in line with the budget threshold.
- **Contract Jail Costs** are 3.0 percent of budget through February, reflecting a lag between when invoices were receipted for the first two months of the year. Including those costs in our accounting system, costs are 10.9 percent of budget.
- **Fire Suppression Overtime** is 21.8 percent of budget, modestly above the budget threshold. Relative to 2020, Fire Suppression Overtime is up 49.2 percent as Kirkland firefighters provide vaccinations to area nursing homes. These overtime expenditures should be reimbursed by FEMA. Financial Planning will continue to monitor this throughout the year.

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

MEMORANDUM

To: Kurt Triplett, City Manager

From: Greg Piland, Financial Operations Manager

Date: April 8, 2021

Subject: REPORT ON PROCUREMENT ACTIVITIES FOR COUNCIL MEETING OF April 20, 2021.

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

The City's major procurement activities initiated since the last report dated March 24, 2021 are as follows:

	Project/Purchase	Process	Estimate/Price	Status
1.	Electric charging stations	Invitation for Bids	$219,618.00	Contract awarded to A&R Solar of Seattle, WA.
2.	2021 aging infrastructure design services	Request for Qualifications	$74,880.00	Contract awarded to Osborn Consulting, Inc. of Bellevue, WA based on qualifications per RCW 39.80.
3.	2021-2022 Human Services grant award	Request for Proposals	$100,000.00	Grant awarded to IKRON Corporation of Bellevue, WA.
4.	Project management consulting	Request for Qualifications	$247,457.00	Amended contract awarded to Rock Project Management Services, LLC of Renton, WA based on qualifications per RCW 39.80.
5.	Vehicle replacement purchase for Public Works	Cooperative Purchase	$54,321.41	Purchase order awarded to Columbia Ford of Longview, WA.

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: David Wolbrecht, Senior Neighborhood Services Coordinator
Julie Underwood, Director of Public Works
Iris Cabrera, Transportation Engineer

Date: April 8, 2021

Subject: 2021 NEIGHBORHOOD SAFETY PROGRAM RECOMMENDED PROJECTS AND NEIGHBORHOOD STREET LIGHT PROJECTS UPDATE

RECOMMENDATION:

It is recommended that the City Council approve by motion the recommended Neighborhood Safety Program projects for 2021 and provide direction to staff about the usage of the School Zone Safety Cameras as a funding source for the 2021 Neighborhood Safety Program. It is recommended also that the Council receive an update on the Neighborhood Street Light Projects completed in 2020 and those recommended for 2021.

THE NEIGHBORHOOD SAFETY PROGRAM

BACKGROUND DISCUSSION:

The City Council authorized the Neighborhood Safety Program (NSP) to help "re-energize neighborhoods through partnerships on capital project implementation…" In 2014, representatives from the Kirkland Alliance of Neighborhoods (KAN) and other neighborhood leaders worked with City staff to develop and implement the Neighborhood Safety Program pilot. In June 2014, the Council authorized the implementation of an ongoing program.

The goals of the NSP are to:

- Provide incentives for neighborhood participation;
- Address safety needs;
- Foster neighborhood self-help and build a sense of community;
- Increase collaboration within a neighborhood, between neighborhoods, and with City government;
- Leverage funding with match contributions and/or other agencies;
- Collaborate with businesses, schools, Parent/Teacher Student Associations (PTSAs), Cascade Bicycle Club, Feet First, Kirkland Greenways, and other organizations; and
- Create an equitable distribution of improvements throughout the City.

Funding for the Neighborhood Safety Program
Since its inception, more than $3.1 million has been allocated to neighborhood safety projects through the NSP. While program funding from the City has remained the same over the years at $350,000 per year, staff has leveraged more than $800,000 from private development fees, grants, and other City programs over the life of the program. For the list of all NSP projects to date and costs, see Attachment A, "Status of 2014-2021 NSP Projects."

The current dedicated funding source for the NSP is the Pedestrian and Bicycle Safety allocation from the 2012 Street Levy at $150,000 per year.

Historically, the Walkable Kirkland Initiative also has provided $200,000 annually to the program budget. When it was established in the 2015-2020 Capital Improvement Program, the Walkable Kirkland Initiative was funded from retiring debt related to the downtown parking garage at the end of 2014. The funds were earmarked for one-time needs in both the NSP and Safe Walk Routes to School Program through 2020. Below is an excerpt from the 2015-2016 Budget (page viii) describing the source of funds:

> *Approximately $.39 million per year resulting from retiring debt at the end of 2014 is included as a set a side in the 2025-16 budget in anticipation of offsetting the loss of the Annexation Sales Tax Credit in 2021. These funds are available for one-time needs in 2015-2016 (a total of $.78 million) and the City Manager is recommending to use them to establish a Walkable Kirkland Initiative that would continue through 2021. This additional investment, and the potential use of the set-aside funds until the Annexation Sales Tax Credit expiration, will supplement and accelerate the Street Levy Pedestrian Safety and Safe School Walk route investments and related projects identified in the Transportation Master Plan.*

Beginning with this year's NSP, these Walkable Kirkland funds are no longer available for the NSP. Council had previously agreed in concept that the $200,000 per year would be replaced by School Zone Safety Camera revenues above net program operations costs. Staff is therefore recommending the use of School Zone Speed Cameras Program reserve, which currently has a balance of $546,240. This has been an intended use for that reserve; however, staff wishes to confirm with Council that these funds may be used for this purpose, especially since the cameras had been off while schools were not meeting in person because of the pandemic. If the Council approves of this usage, then staff will return to a future Council meeting with a fiscal note authorizing the expenditure.

2021 Neighborhood Safety Program Schedule
The NSP schedule has remained relatively unchanged over the years. Although the pandemic had an impact on staff work plans and priorities, the 2021 NSP remained generally on track with previous schedules, though outreach was modified in 2020. Overall, the process starts each year with an outreach effort for project ideas through the Suggest-A-Project interactive map in the late spring and summer months, which culminates in a list of viable project suggestions from the public in late August. Outreach in 2020 was limited because of the inability to have NSP-focused in-person meetings or attend regular neighborhood association meetings. Despite a relatively lower amount of community outreach during the spring and summer, there were still several project ideas that had been collected throughout the year. As in prior years, this list was sent to the neighborhoods for their review and prioritization before the December due date for Project Ideas.

Below is an overview of the 2021 NSP timeline:

Project Idea Forms Due: December 21, 2020
Project Conferences: Mid-February 2021 (Zoom)
Applications Available: February 19, 2021
Applications Due: February 28, 2021
Staff Review/Technical Scores: March 5-9, 2021
Panel Review:
- **First Meeting:** March 11, 2021 (Zoom)
- **Second Meeting:** March 18, 2021 (Zoom)
- **Panel Decision:** March 23, 2021 (Zoom)

Transportation Commission Presentation: March 24, 2021
City Council Decision: April 20, 2021
Projects Announced: April 21, 2021
Projects Completed By: June 2022

Review and Prioritization
Neighborhood leaders and staff work closely each year to continuously improve a prioritization process that adheres to the *Transportation Master Plan* (TMP) criteria for funding safety improvements. The TMP criteria include:

- **Improved safety**—Prioritize locations based on crash history and indicators of crash risk like adjacent street auto volume, speed, and number of lanes.
- **Link to Land Use**—Choose sidewalks that expand and enhance walkability and places where current pedestrian volumes are high.
- **Connect to the Cross Kirkland Corridor**—Make numerous strong links to the CKC.
- **Make Connections**—Give high priority to filling gaps by connecting existing sidewalks.
- **Connect to Transit**—Complete walkways allowing access to regional and local transit.
- **Community input**—Because of the scale of pedestrian projects, gathering the on-the-ground knowledge through community input is particularly important in selecting pedestrian projects.
- **Cost/likeliness to receive grant funding**—Projects that have lower cost or that are good candidates for grant funding generally should have a higher priority. However, caution must be exercised so that high cost, high value projects are also considered.
- **Title VI**—Give priority to projects that serve higher risk populations. Higher risk includes populations with inactivity and/or poor health including people living in poverty, minorities, the elderly, and or/people with disabilities.

Projects are reviewed by the NSP staff Project Team as well as a Neighborhood Panel of representatives from the neighborhoods. Both groups conduct their own scoring process to generate two sets of scores: 1) the Project Team score (Technical Score), and 2) the Neighborhood Panel score. The Technical Score is the first part of a project's score, and the specific sub-criteria applied by the NSP staff team to each project is detailed in Attachment B, "Project Team Scoring Criteria." The second part of each project's score is from the Neighborhood Panel, which uses a set of criteria based on Neighborhood Benefit, Community Benefit, and Project Partnerships (see Attachment C, "Neighborhood Panel Criteria"). Each Neighborhood Panel member scores each project, and the average of the Panel members' scores for each project determines each project's Neighborhood Panel score. The Technical Score and the Neighborhood Panel Score then are added for each project, resulting in a final combined score for each project. All the projects then are arrayed highest to lowest by their combined scores, with priority placed on the highest scores.

Project Recommendations

As illustrated in Table 1, below, there are three priority levels for NSP projects, with the highest priority being very likely to be funded. Funding for the projects in the second tier will be determined after more specific engineering estimates are completed and project bids are submitted. For the last several years, approximately four projects (out of an average of 10 projects per year) have exceeded the intended NSP project limit of $50,000. Despite being beyond the $50,000 threshold, these projects have been approved by the Neighborhood Safety Panel and the City Council because they are high priority projects addressing important safety concerns. In 2021, five of the ten projects exceed the intended NSP project limit.

Table 1: Neighborhood Safety Program Project Recommendations

2021 Project Recommendations				General Cost Estimate	
Points	**NSP #**	**Project Name**	**SRTS***	**Low**	**High**
Top Priority					
122	21NSP01	JN-1 Crosswalks at 108th Ave NE and NE 137th Pl	JN 23	$35,000	$50,000
115	21NSP02	EH_1 Rapid Flashing Beacon on 132nd Ave NE at NE 129th Street	-		+$50,000
115	21NSP03	NRH_1 Rapid Flashing Beacon and crosswalk across 124th Avenue NE at NE 104th Street	NRH 05		+$50,000
Moderate Priorities					
104	21NSP04	MB_1 Rapid Flashing Beacon at State St and 2nd Ave S	MB 04		+$50,000
103	21NSP05	HL_1 Crosswalk across 116th Ave NE on the north side of NE 95th St	-	$15,000	$35,000
101	21NSP06	EV_1 Radar Speed Sign on NE 68th Street west of I-405	-		+$50,000
98	21NSP07	FH_1 Rapid Flashing Beacon across 84th Ave NE near NE 141st St	FH 25		+$50,000
Lower Priorities					
95	21NSP08	NK_1 Crosswalks on two legs of 3rd St and 4th Ave	-	$1,000	$15,000
93	21NSP09	MK_1 Crosswalk across Waverly Way at 2nd St W	-	$15,000	$35,000
83	21NSP10	CH_1 Crosswalks at 106th Ave NE and NE 55th St	-	$15,000	$35,000

SRTS: Safer Routes to School Action Plans. The Neighborhood Panel requested that staff highlight that four of the ten projects in this year's NSP are specific projects identified in the Safer Routes to School Action Plans[1], including two in the top priority NSP category. Values in this column are the specific project identifiers from the Action Plans.

[1] Safer Routes to School Action Plans: https://www.kirklandwa.gov/Government/Departments/Public-Works-Department/Transportation/Plans-and-Studies-Transportation-Division/Safer-Routes-to-School-Action-Plans

The adopted 2021-2022 CIP does include $1,049,000 million dollars as a placeholder for SRTS implementation. This amount includes $300,000 of Street Levy funds with the remainder from REET 2. REET projects must be included in the Capital Facilities Plan and so the REET 2 would not be immediately available. But the Council could choose to use the $300,000 towards some of these 2021 SRTS NSP projects.

For a map of the projects, see Attachment D.

Three neighborhoods did not apply for funding this year: Lakeview, South Rose Hill/Bridle Trails, and Totem Lake. However, both the Lakeview and South Rose Hill/Bridle Trails Neighborhoods had a representative on the NSP Panel.

Over the last two years, the average cost of projects has increased significantly, particularly for those projects involving rapid flashing beacons or radar speed signs. This has resulted in fewer projects being funded. Table 2, below, shows an overview cost breakdown of average cost, number of funded projects, and total cost of projects.

Table 2: Overview Cost of NSP Projects

Year	Average Cost	Number of Funded Projects	Total Cost of Projects
2014	$49,697	8	$397,572
2015	$47,928	12	$575,134
2016	$32,780	14	$458,920
2017	$48,559	8	$388,473
2018	$39,642	10	$396,418
2019	$78,777	7	$551,439
2020	$111,744	4	*$446,977
2021	$112,800	3	**$338,400

*High level cost estimates for the top priority projects (based on 75% engineer's estimate, including in-house and consultant costs).
**Preliminary high level cost estimates for the top priority projects (based on recent bids for similar projects).

Status of Prior NSP Projects:
Attachment A identifies the status of all NSP projects since program inception. The timeline for the 2020 NSP projects has been impacted by the City securing a federal grant to help fund the intersection improvements at Central Way and Market Street. Staff anticipate putting the 2020 NSP projects to bid this coming May, with construction expected to be completed by August 2021. All other projects are complete.

NEIGHBORHOOD STREET LIGHT PROJECTS

The City Council authorized one-time funding for the Neighborhood Street Light Projects during the adoption of the updated 2017-2022 Capital Improvement Program (CIP) in December 2017. The source of funding was an available balance of $198,000 from the closure of ST 0088 000—Arterial Street light LED Conversion. The program originally was intended to provide a neighborhood street light selection process similar to the NSP, and the program was created in partnership with KAN and Neighborhood Associations in early 2018 following Council adoption of the CIP. Based on that partnership, the program developed into a process based on technical assessment aimed at correcting light deficiencies at uncontrolled marked crosswalks. It has a spending limit of $100,000 per year and primarily has focused on:

1. High risk crosswalks at intersections; and
2. Crosswalks located on arterials, school walk routes, and other locations with high crash exposure.

Crosswalk Prioritization

As part of program development, the City's Transportation Division compiled a list of existing crosswalks with deficient street lighting on major City streets and completed an initial ranking based on risk. The list is updated yearly as locations that have been improved are removed and new candidate locations are added, evaluated, and ranked. For evaluation, the crosswalks were categorized by street functional classification (neighborhood, collector, or arterial), whether the crosswalk was on a school walk route, crash history and exposure, the North Carolina system of evaluating risk (which is based on speed, volumes, and number of lanes), and facility type (i.e., midblock versus intersection crossing). The priorities were ranked as follows:

1. Arterials were scored the highest (highest on speeds and volumes), followed by collectors (lower speeds and volumes) and then neighborhood streets (lowest speeds and volumes);
2. School Walk Routes scored higher because these have relatively high risk of potential conflicts during school hours;
3. Crosswalks with one or more documented crashes scored higher than those without a crash history; and
4. Crosswalks with a North Carolina system rating N scored the highest (in a high conflict zone needing more than a marked crosswalk), followed by P (probably could use an improvement) or C (considered adequate).

Overall, crosswalks that scored the highest are ones crossing arterials at intersections on school walk routes with high crash exposure and high North Carolina rating.

Lighting improvements at crosswalks require a lighting analysis in order to determine the appropriate type of lighting improvement at each location. Typical recommendations consist of:

1. Upgrade from High-Pressure Sodium (HPS) to Light Emitting Diode (LED) fixtures—School Walk Routes scored higher because these have relatively high risk of potential conflicts during school hours;
2. Replacement of lower LEDs with more powerful LEDs; or
3. Addition of an LED street light to an existing power pole. New poles are required when a pole does not already exist, an existing pole does not have room to add a street light, or the pole is not the type to be able to add a street light.

Street Light Progress

Staff has provided a 2021 Neighborhood Street Light Progress overview (see Attachment E), with four tables:

- Table 1 contains a list of the 14 street lighting improvements that were installed in 2020.
- Table 2 lists four crosswalk locations that were pending at the end of 2020. One of these locations, NE 80th Street at 126th Avenue NE, was implemented early in 2021. The other three locations still are pending implementation in 2021.
- Table 3 lists 15 priority high risk light-deficient crosswalk sites considered for lighting improvements in 2021, identified by the City's Transportation Division. For those

candidate locations, the result of pending lighting analysis will determine the appropriate lighting improvements. The number of sites that can be completed will be informed by how many can be resolved with upgrading fixtures versus installing new poles. Funding availability will be the deciding factor in determining the exact number of locations to be implemented in 2021.

- Table 4 summarizes estimated funding availability at the end of 2019, expenses incurred in 2020, and available funding for 2021. Since estimated funding availability at the end of 2019 was $111,896 and estimated expenses in 2020 were $36,120, available funding for 2021 is approximately $75,776. It should be mentioned that the available funding in 2021 also must cover the cost (yet to be determined) of two of the pending City locations shown on Table 3: NE 38th Place/South Kirkland Park-and-Ride and Kirkland Avenue/KPC.

The 2021 candidate sites listed in Table 3 of Attachment E will be submitted to Puget Sound Energy (PSE) for analysis and design, until the balance remaining from the original $198,000 is expended.

NEXT STEPS:

Following a City Council briefing on April 20, staff will seek Council approval by motion of the prioritized NSP project list. Staff also will seek Council direction about the use of $200,000 from the School Zone Speed Cameras Program reserves for the 2021 NSP. Given Council direction at the April 20 Council meeting, staff intends to return at the May 4 Council meeting with a fiscal note authorizing the expenditure.

Staff is not seeking additional Council action on the Neighborhood Street Lights Projects at this time. Staff will continue to work with PSE to install street lights and poles at the 2021 candidate locations until the funding is exhausted.

Attachment A: Status of 2014-2021 NSP Projects
Attachment B: NSP Technical Criteria
Attachment C: NSP Neighborhood Panel Criteria
Attachment D: NSP Map of 2021 Projects
Attachment E: 2021 Neighborhood Street Light Progress

Status of 2014-2021 NSP Projects

Attachment A

Count	Type	Neighborhood	Project #	Project Description	JFK [NM 0073]	Walkable Kirkland [NM 6-201]	Levy - Ped. [NM 6-200]	Crosswalk [NM 0012]	Private Dev./LWSD	Levy - School Rts [NM 6-100]	Other City Programs	Total Project Costs/Estimate	Status	Accept Memo
		2014 Council Update	**2014**											ACCEPT
1	RFB	Evergreen Hill	**14NSP01**	Rapid Flashing Beacon on NE 132nd Street at 121st Ave NE and turn lane (east to north bound)					$ 120,867			$ 120,867	*Complete*	$ 120,867
2	RFB	Finn Hill	**14NSP02**	Rapid Flashing Beacon on Juanita Drive at NE 137th Street connecting Big Finn Hill Park trails							$ 60,630	$ 60,630	*Complete*	$ 60,630
3	Crosswalk and \	Finn Hill	**14NSP03**	Crosswalk and curb along 84th Ave NE from NE 139th Street to NE 141st Street	$ 975							$ 975	*Complete*	$ 975
4	RFB	Juanita	**14NSP04**	Rapid Flashing Beacon on NE 132nd Street at 105th Ave NE	$ 61,174					$ 3,003		$ 64,177	*Complete*	$ 61,174
5	CKC Connection	Juanita	**14NSP05**	Trail Connection at Forbes Creek Drive and the CKC - between 113th Court NE and 115th Court NE	$ 11,006					$ 1,794		$ 12,800	*Complete*	$ 12,800
6	Crosswalk	Finn Hill	**14NSP06**	Crosswalk markings along 90th Ave NE at NE 134th Street, NE 137th Street, and NE 139th Street	$ 46,845					$ 2,245		$ 49,090	*Complete*	$ 46,845
7	Crosswalk	Finn Hill	**14NSP07**	Crosswalk markings along NE 145th Street at 84th Ave NE, 88th Ave NE, and 92nd Ave NE	$ 30,000							$ 30,000	*Complete*	$ 30,000
*	RFB	Juanita	**Grant**	Rapid Flashing Beacon on Juanita Drive at 93rd Avenue NE							$ 59,033	$ 59,033	*Complete*	$ 59,033
	2015 Award	2015 Accept	**2015**											ACCEPT
8	CKC Connection	Lakeview, Centra	**15NSP01**	Stairs from NE 68th Street to the CKC		$ 66,970				$ 9,989	$ 17,500	$ 94,459	*Complete*	$ 94,460
9	CKC Connection	Moss Bay	**15NSP02**	Sidewalk on north side of Kirkland Avenue at 6th Street South		$ 78,947				$ 3,708		$ 82,655	*Complete*	$ 82,655
10	RFB	Finn Hill	**15NSP03**	Rapid Flashing Beacon on 84th Avenue NE at NE 138th Street crosswalk		$ 37,273				$ 1,507		$ 38,780	*Complete*	$ 38,780
11	CKC Connection	Highlands	**15NSP04**	Stairs and bridge connection from 116th Avenue NE to the CKC		$ 9,523						$ 9,523	*Complete*	$ 9,523
12	CKC Connection	Central Houghton	**15NSP05**	Improved connection from NE 60th Street to the CKC		$ 5,320						$ 5,320	*Complete*	$ 5,319
13	RFB	North Rose Hill	**15NSP06**	Rapid Flashing Beacon at crosswalk on 132nd Avenue NE at NE 97th Street			$ 8,000	$ 57,029		$ 3,252		$ 68,281	*Complete*	$ 65,029
14	Crosswalk	Central Houghton	**15NSP07**	Crosswalk improvements on 112th Avenue at NE 68th Street			$ 9,016			$ 331		$ 9,347	*Complete*	$ 9,347
15	RFB	North Rose Hill	**15NSP08**	Rapid Flashing Beacon at crosswalk on 132nd Avenue NE at NE 93rd Street			$ 17,514	$ 12,971		$ 43,016		$ 73,501	*Complete*	$ 70,437
16	RFB	South Rose Hill/B	**15NSP09**	Rapid Flashing Beacon on NE 70th Place at 130th Avenue NE			$ 44,350					$ 44,350	*Complete*	$ 44,350
17	RSS	Finn Hill	**15NSP10**	Radar speed signs (2) on Juanita Drive (in the vicinity of Woodlands Park and west of Juanita Beach Park)		$ 1,967	$ 41,228			$ 5,164		$ 48,359	*Complete*	$ 48,359
18	Crosswalk	Norkirk	**15NSP11**	Crosswalk improvements on 7th Avenue S. at 1st Street, 4th Street, and 5th Street			$ 29,892			$ 2,767		$ 32,659	*Complete*	$ 32,659
19	RFB	Market	**Grant**	Rapid Flashing Beacon on Market and 4th Street							$ 67,900	$ 67,900	*Complete*	$ 67,900
	2016 Award	2016 Accept	**2016**											ACCEPT
20	Intersection	Everest	**16NSP01**	Intersection study for Kirkland Way and Railroad Ave		$ 7,500						$ 7,500	*Complete*	$ 7,500
21	Intersection	South Rose Hill/B	**16NSP02**	Intersection study for 124th Ave NE and NE 80th Street		$ 7,500						$ 7,500	*Complete*	$ 7,500
22	CKC Connection	Moss Bay	**16NSP03**	Stair connection near 2nd Ave at the CKC		$ 19,515						$ 19,515	*Complete*	$ 19,515
23	Walkway	Finn Hill	**16NSP04**	Extruded curb along 87th Ave NE and 134th Street		$ 68,264			$ 10,000			$ 78,264	*Complete*	$ 75,175
24	Crosswalk	Evergreen Hill	**16NSP05**	Crosswalk island on 124th Ave NE at 142nd Place		$ 11,290	$ 12,637		$ 26,000			$ 49,927	*Complete*	$ 55,030
2	Crosswalk	Moss Bay	**16NSP06**	New crosswalk with ramps on Kirkland Ave at Marina Park							$ 6,600	$ 6,600	*Complete*	$ 40,837
26	Walkway	Norkirk	**16NSP07**	Sight distance improvement at 15th Ave and 4th Street		$ 19,640					$ 25,000	$ 44,640	*Complete*	$ 49,360
27	RFB	Market	**16NSP08**	Rapid Flashing Beacon on Market Street at 7th Ave W			$ 53,071					$ 53,071	*Complete*	$ 44,964
28	RFB	Central Houghton	**16NSP09**	Rapid Flashing Beacon on 108th Ave NE at 62nd Street			$ 84,292					$ 84,292	*Complete*	$ 59,873
29	Walkway	Juanita	**16NSP10**	Trail lighting and gravel on walkway to NE 126th Street from NKCC		$ 13,331			$ 32,500			$ 45,831	*Complete*	$ 65,035
30	CKC Connection	Everest	**16NSP11**	Gravel walkway along 8th Street South and Railroad Ave to the CKC		$ 42,160						$ 42,160	*Complete*	$ 52,989
31	Walkway	Norkirk	**16NSP12**	Asphalt walkway along 7th Ave between 6th & 8th Streets		$ 10,800						$ 10,800	*Complete*	$ 5,514
32	CKC Connection	Highlands	**16NSP13**	Trail connection at the end of 111th Ave NE to the CKC							$ 1,320	$ 1,320	*Complete*	$ 1,320
33	Intersection	Evergreen Hill	**16NSP14**	Intersection study at NE 132nd Street and 136th Ave NE							$ 7,500	$ 7,500	*Complete*	$ 7,500
			Project #	**Project Description**	**JFK** [NM 0073]	**Walkable Kirkland** [NM 6-201]	**Levy - Ped.** [NM 6-200]	**Crosswalk** [NM 0012]	**Private Dev./LWSD**	**Levy - School Rts** [NM 6-100]	**Other City Programs**	**Total Project Costs/Estimate**	**Status**	**Accept Memo**
Award	2017 Phase 2 Accept	2017 Phase 1 Accept	**2017**											Accept 1
34	RSS	Evergreen Hill	**17NSP01**	Radar Speed Signs on NE 143rd Street and 132nd and 128th Avenue NE		$ 70,463						$ 70,463	*Complete*	####### ####
35	RFB	Juanita	**17NSP02**	Rapid Flashing Beacon on NE 120th Place south of NE 122nd Street			$ 124,938					$ 124,938	*Complete*	######## ###
36	Crosswalk	Finn Hill	**17NSP03**	Crosswalk Improvement at NE 138th Street and 84th Avenue NE							$2,601	$ 2,601	*Complete*	###### #####
37	RFB	Totem Lake	**17NSP04**	Rapid Flashing Beacon on 116th Avenue NE at 12500 block		$ 71,138	$ 25,062					$ 96,200	*Complete*	####### ####
38	Traffic Control	Central Houghton	**17NSP05**	Reflective Pavement Markers on NE 68th Street at 110th Avenue NE (criteria not met for radar speed signs)							$713	$ 713	*Complete*	#### #######
39	Intersection	Everest	**17NSP06**	Intersection Improvements on Kirkland Way and Railroad Avenue		$54,625						$ 54,625	*Complete*	####### ####
40	Intersection	South Rose Hill/B	**17NSP07**	Intersection Improvements on 124th Avenue NE and NE 80th Street		$3,774					$17,567	$ 21,341	*Complete*	####### ####
41		Norkirk		Walkway Improvement on 7th Avenue at 5th Street							$17,592	$ 17,592	*Complete*	####### ####
	2018 Award	2018 Accept	**2018**											2018 Accept
42	Bike	Juanita	**18NSP01**	Bicycle Improvements 98th Ave and 100th Ave NE					$ 34,379			$ 34,379	*Complete*	$ 34,379
43	RSS	Evergreen Hill	**18NSP02**	Radar Speed Sign on 132nd Ave NE near NE 135th St		$ 27,988					$ 25,000	$ 52,988	*Complete*	$ 52,988
44	RSS	Everest	**18NSP03**	Radar Speed Signs on Kirkland Way at CKC		$ 34,069	$ 64,485					$ 98,554	*Complete*	$ 98,554
45	CKC Connection	Central Houghton	**18NSP04**	Trail Connection on the CKC at NE 53rd Street		$ 4,989						$ 4,989	*Complete*	$ 4,989
46	Walkway	Norkirk	**18NSP05**	Walkway Improvement on 7th Ave from 5th to 6th Streets		$ 79,981						$ 79,981	*Complete*	$ 79,981
47	CKC Connection	Highlands	**18NSP06**	Stair Improvements for CKC connection along NE 100 Street at Cotton Hill Park		$ 7,228						$ 7,228	*Complete*	$ 7,228
48	RFB	South Rose Hill/B	**18NSP07**	Rapid Flashing Beacon on NE 70th Street at 120th Ave			$ 61,670					$ 61,670	*Complete*	$ 61,670
49	Crosswalk	Moss Bay	**18NSP08**	Crosswalk at Lakeshore Plaza at Marina Park		$ 10,903						$ 10,903	*Complete*	$ 10,903
50	RSS	Finn Hill	**18NSP09**	Radar Speed Sign on 131st Way east of 94th Ave NE		$ 37,209						$ 37,209	*Complete*	$ 37,209

51		Highlands		ADA Ramp at Forbes Creek Park							$ 8,518	$ 8,518	*Complete*	$ 8,518
	2019 Award	2019 Accept	**2019**											2019 Accept
52	Walkway	Finn Hill	**19NSP01**	Raised sidewalk on corner of NE 134th Street at 87th Ave NE		$ 68,516	$15,986.89					$ 84,503	*Complete*	$ 84,503
53	RFB	Evergreen Hill	**19NSP02**	Rapid Flashing Beacon on NE 132nd Street at 129th Pl NE							109482.1329	$ 109,482	*Complete*	$ 109,482
54	Traffic Control	Totem Lake	**19NSP03**	Traffic median island on Slater Ave NE at NE 119th Street		$ 19,674	$19,609.41					$ 39,283	*Complete*	$ 39,283
55	Intersection	Highlands	**19NSP04**	Intersection improvement on NE 87th Street at 114th Ave NE		$ 56,055						$ 56,055	*Complete*	$ 56,055
56	Walkway	Juanita	**19NSP05**	Walkway on NE 120th Street between 93rd Pl NE and 96th Ave NE		$ 44,454						$ 44,454	*Complete*	$ 44,454
57	Crosswalk	Lakeview	**19NSP06**	Crosswalk on Lakeview Drive north of 64th Street		$ 60,438						$ 60,438	*Complete*	$ 60,438
58	RFB	Central Houghton	**19NSP07**	Rapid Flashing Beacon on 108th Ave at NE 46th Street		$ 16,591	$93,655.89					$ 110,247	*Complete*	$ 110,247
			2020											
59	RFB, Island	Market	**20NSP01**	Intersection improvements at Central Way and Market			$ 94,530					$ 94,530	*Completion Summer 2021*	
60	Crosswalk	Evergreen Hill	**20NSP02**	Crosswalk on 132nd Ave NE at NE 129th Street		$ 105,664						$ 105,664	*Completion Summer 2021*	
61	RFB	Finn Hill	**20NSP03**	Rapid Flashing Beacon on 84th Avenue NE at NE 137th St		$ 96,472	$ 5,470					$ 101,942	*Completion Summer 2021*	
62	RFB	Moss Bay	**20NSP04**	Rapid Flashing Beacon on Central Way at Main		$ 44,842		$ 100,000				$ 144,842	*Completion Summer 2021*	
65	Walkway	Highlands	**20NSP07**	Pedestrian safety at 110th Ave NE and CKC							(CKC opportunity fund)		*Completion Summer 2021*	
			2021											
66	RFB, Island	Juanita	**21NSP01**	Crosswalks at 108th Ave NE and NE 137th Pl									*Completion Spring 2022*	
67	Crosswalk	Evergreen Hill	**21NSP02**	RFB on 132nd Ave NE at NE 129th Street									*Completion Spring 2022*	
68	RFB	North Rose Hill	**21NSP03**	RFB and crosswalk across 124th Ave NE at NE 104th St									*Completion Spring 2022*	
				TOTAL NSP	**$ 150,000**	**$ 1,315,073**	**$ 805,407**	**$ 170,000**	**$ 223,746**	**$ 76,776**	**$ 426,956**	**$ 3,167,958**		

2021 NSP Project Team Scoring Criteria

		Possible Points
Transportation Master Plan Policy Safe and convenient walkways of the appropriate size are a foundation for pedestrian activity. Kirkland's existing codes call for sidewalks on both sides of almost all streets. Because of the high cost to construct sidewalks everywhere, they are missing in many points of Kirkland's system, it is important that clear priorities are used to assign funding to the most worthy projects first. Locations should be prioritized using the following factors:		**100**
Improve safety—Prioritize locations based on crash history and indicators of crash risk like adjacent street auto volume, speed and number of lanes.		**38**
Crashes: Based upon Kirkland Police Department crash records from previous 5 years. Crash must match problem/issue.	Ped/Bike (1=6, >1=12)	12
	Vehicle (1=1, >1=2) - counted only when the project is related to auto safety	2
Roadway Design: Based upon existing conditions of the roadway.	No Sidewalk/Trails = 2 , Sidewalk 1 side = 1, Sidewalk on both sides =0 (0-2)	2
	Number of Lanes (2=1, >2=2) (turn lane counts as one lane)	2
Volume: Based upon TMP 2 way 24-hour daily auto volume counts on selected roadways and site specific traffic studies by Kirkland Public Works. Counts are made every other year.	Under 3,000 average daily trips (0)	
	Between 3,001-15,000 average daily trips (3)	
	Over 15,001 average daily trips (6)	6
Roadway Speeds: Based upon posted speed limits, study data (when available), and anecdotal information. If there is speed data from NTCP within last 5 years, the 85th percentile.	Speed limit 25 MPH and under (0)	
	Speed limit 26–30 MPH (3)	
	Speed limit 31 MPH and above (6)	6
Motorized and Nonmotorized Safety: The project enhances the safety of the following modes. Crosswalks/RFBs only enhance safety of pedestrian mode.	Bicycle (0-2) (2 if bicycle facility at this location)	2
	Pedestrian (0-2) (2 if pedestrian facility is at this location)	2
	Vehicular (0-2) (only if it addresses safety for a vehicle)	2
	Transit (0-2) (only if transit is at this location)	2
Make Connections—Give high priority to projects that fill gaps by connecting existing sidewalks.		**16**
Sidewalks: Existing sidewalk/gravel path (not applicable in parks).	Sidewalk, paved shoulder, or gravel path on both sides (0)	
	Sidewalk, paved shoulder, or gravel path on one side (4)	
	No shoulder or sidewalk either side: must walk in vehicle lane (8)	8
School Walk Route: The project extends, adds or completes a nonmotorized system identified in the School Walk Route gap analysis data.	Not located on a School Walk Route (0)	
	Improves School Walk Route where sidewalk (or extruded curb) exists on at least one side of the road (4)	
	Improves School Walk Routes where no sidewalk (or extruded curb) exists on either side of the road (8)	8
Link to Land Use—Choose sidewalks that expand and enhance walkability and places where current pedestrian volumes are high. | Connect to Transit—Complete walkways that allow easy access to transit, particularly regional transit. | Connect to the Cross Kirkland Corridor—Make numerous strong links to the CKC.		**18**
Walkability: Based upon the TMP walkability scores for roadways in Kirkland. The walkability score is made up of the followintg factors: proximity to parks, transit, schools, certain kinds of retail (See polict T-5.1 in the Transportation Master Plan).	Low—Walkability factor 1-5.5 (0) (Level 1 on map)	
	Moderate—Walkability factor 6-9 (6) (Level 2 on map)	
	High—Walkability factor of 9-13.5 (10) (Level 3 on map)	
	Very High—Walkability factor of 13.5+ (14) (Level 4 on map)	
Link: The project connects to other multimodal facilitites. (Radar speed signs do not link = 0)	No link to Pedestrian/Bicycle/Transit Facility (0)	
	Link to Pedestrian OR Bicycle OR Transit Facility (2)	
	Link to Pedestrian AND Bicycle AND Transit Facility or CKC(4)	

continued on next page >>

2021 NSP Project Team

		Possible Points
Transportation Master Plan Policy Safe and convenient walkways of the appropriate size are a foundation for pedestrian activity. Kirkland's existing codes call for sidewalks on both sides of almost all streets. Because of the high cost to construct sidewalks everywhere, they are missing in many points of Kirkland's system, it is important that clear priorities are used to assign funding to the most worthy projects first. Locations should be prioritized using the following factors:		**100**
Title VI—Health Equity Need: Projects that would serve populations at a higher risk for inactivity and/or poor health outcomes, including people living in poverty, minorities, the elderly, and/or people with disabilities.		**16**
Equity and Social Justice: Based upon WSDOT ALPACA & OSPI Report Card. * Weighted annually based on applicants.	Minority (<17%=0; 18%-29%=2; 30%<=3)	
	Free & Reduced Meals (<10%=0; 11%-20%=2; 21%<=3)	
	Language Block Group (>2%=3)	
	Disabled (<5%=0; 6%-10%=2; 10.1%<=3)	
	Elderly % Over 65 (>18%=2)	
	Veterans (>8%=2)	
Transportation Master Plan: Community input—Because of the scale of pedestrian projects, gathering the on-the-ground knowledge through community input is particularly important in selecting pedestrian projects.		**4**
Consistency with Plans: Based upon Neighborhood Plan(s), Citywide Connections, Park, Recreation, and Open Space (PROS) Plan, and Cross Kirkland Corridor Master Plan, Active Transportation Plan, Safer Routes to School AP). (Negative 10 points if RFB does not meet standards for priority sites.) Neighborhood Plans had to mention the street and problem directly. Not just general improve pedestrian safety.	Aligns with existing plan (2)	
	Does not align with existing plan (0) or -10 if does not meet RFB/Crosswalk Standards	
Neighborhood Association Support: Project was reviewed by the Neighborhood Association and received a priority ranking. **All projects get 2 points unless they are submitting 2 projects then one gets 1 point.**	Project Priority 1 (2)	
	Project Priority 2 (0)	
Transportation Master Plan: Cost/likeliness to receive grant funding—Projects that have lower cost or that are good candidates for grant funding should generally have a higher priority. However, caution must be exercised so that high cost, high value projects are also considered.		4
Project is paired with a good potential grant candidate or CIP project. NSP funds can be City match or an element of the grant project. (0–4)	Yes (4)	
	No (0)	
Maintenance		**4**
Maintenance of Project: Impacts to existing City maintenance needs. If project includes minor maintenance = 2.	Greater maintenance than existing (0)	
	Same maintenance as existing (2)	
	Less maintenance than existing (4)	

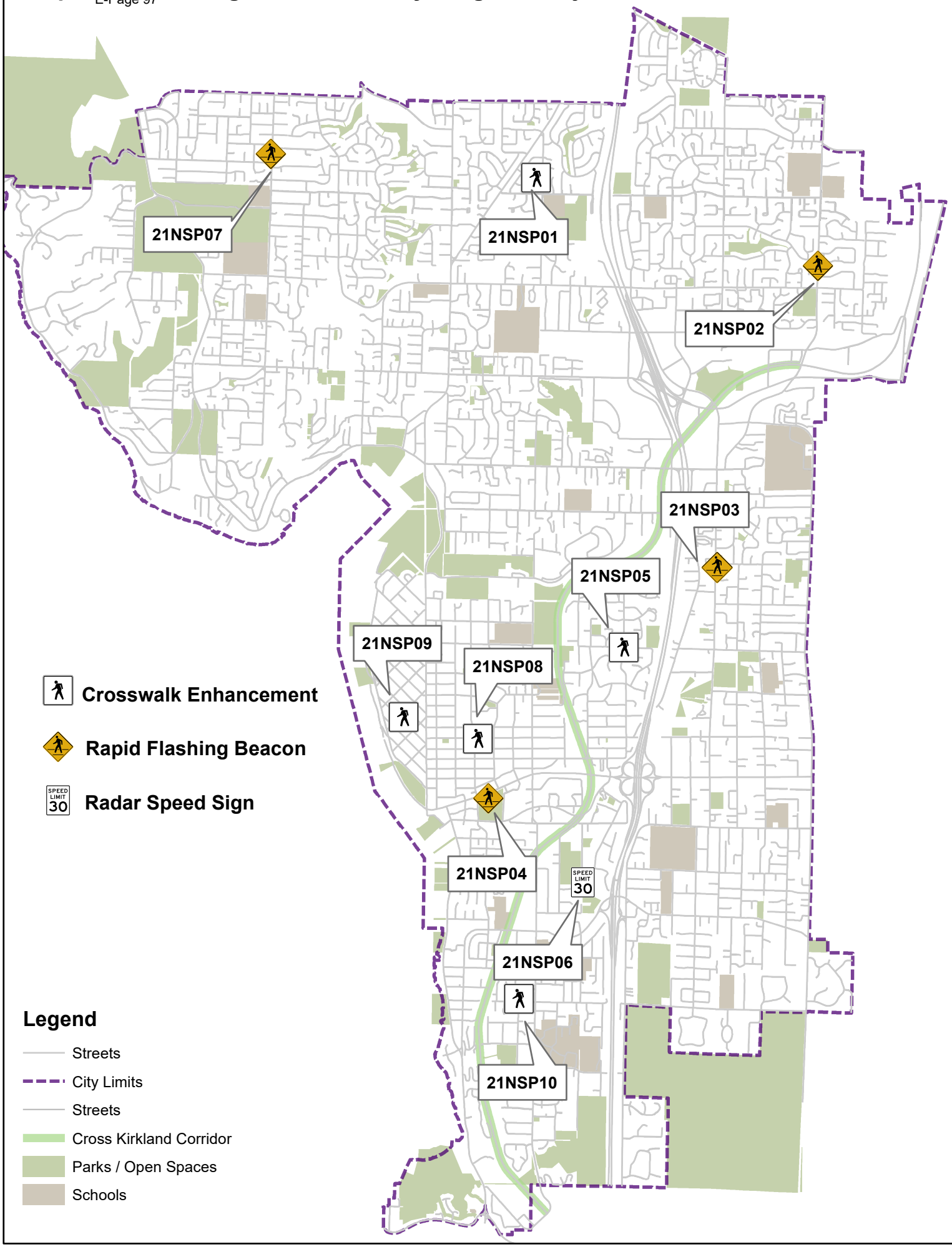
*Application for Local Planning and Community Accessibility:
http://www.wsdot.wa.gov/mapsdata/tools/communityaccessibility/
Office of Superintendent of Public Instruction:
http://reportcard.ospi.k12.wa.us/summary.aspx?groupLevel=District&schoolId=1519&reportLevel=School&year=2014-15

2021 Neighborhood Safety Program Panel Scoring

Neighborhood Safety Program The City Council authorized the Neighborhood Safety Program (NSP) in June 2014. The purpose of the Program is to reenergize Neighborhood Associations by empowering them to work collaboratively to identify, prioritize and address pedestrian and bicycle safety issues in Kirkland neighborhoods. The Program is funded by voter approved 2012 Streets Levy ($150,000 per year) and other funding sources. Each year there is a total of $350,000 available for projects.	**100**
Neighborhood Benefit/Support (Up to 60 points)	
Neighborhood Benefit: Consider the following factors when deciding how many points to assign to each project: • How many people does this project benefit? • Do the beneficiaries include school kids or other vulnerable populations? • How unsafe is the current situation? • Does the benefit justify the cost? • Does the project create an important pedestrian or bicycle connection (e.g., to a business district, park, or school)? **Neighborhood Support:** Is there support for the project within the neighborhood (e.g., businesses, schools, and PTSAs)? Were adjacent neighbors who will be impacted by the project contacted (e.g., street lights)? Were letters, emails, or a petition submitted with the application?	60
Community Benefit/Support (Up to 30 points)	
Community Benefit: Consider the following factors when deciding how many points to assign to each project: • Does this project benefit people outside the neighborhood? • Does the project create a community-wide connection? **Community Support:** Is there broad community support for the project outside the neighborhood (e.g., businesses, schools, PTSAs, and community groups)? Were letters, emails, or a petition submitted with the application?	30
Neighborhood/Community Project Partnership (Up to 10 points)	
Neighborhood(s) or community organization(s) are contributing to this project (e.g. donations or volunteer hours) and their roles have been identified.	10

Proposed 2021 Neighborhood Safety Program Projects

Attachment D



Attachment E - 2021 Neighborhood Street Light Progress

Table 1 2020 Projects

Number	Primary Street	Nearest cross street	St. Functional Type	School Walk Route	NC Rating	Facility Type	Crash Exp.	Total Score	PSE Site Number	2020 Implementation Date	Type of Improvement	Cost	Comments
1	NE 70TH PL	E OF 130TH AVE NE	3	0	2	3	5	13	40	4-Mar		$2,468.88	
2	NE 95TH ST	E OF 130TH AVE NE	2	3	1	3	0	9	41	2-Jun		$730.25	
3	108TH AVE NE	S OF NE 60TH ST	3	3	1	3	0	10	42	2-Jun		$1,369.62	
4	6TH ST	S OF 10TH AVE	2	3	1	3	0	9	43	7-Jun		$729.92	
5	18TH AVE	E OF 5TH PL	2	3	1	3	0	9	44	8-Jun		$729.92	
6	NE 100TH ST	W OF 130TH AVE NE	2	3	1	3	0	9	45	7-Jun		$364.96	
7	NE 95TH ST	E OF 128TH AVE NE	2	3	1	3	0	9	46	13-Jun		$1,672.77	
8	6TH ST	S OF 13TH AVE	2	3	1	3	0	9	47	1-Jun		$729.92	
9	84TH AVE NE	S OF NE 137TH ST	2	3	1	3	0	9	48	1-Jul		$729.92	
10	NE 132ND ST	E OF 80TH AVE NE	2	3	1	3	0	9	49	6-Jul		$2,615.65	
11	7TH AVE	E OF 2ND ST	2	3	1	3	0	9	50	7-Jul		$700.12	
12	NE 100TH ST	E OF 125TH AVE NE	2	3	1	2	0	8	52	13-Nov		$11,745.16	
13	NE 95TH ST	E OF 126TH AVE NE	2	3	1	2	0	8	53	19-Oct		$364.96	
14	NE 136TH ST	E OF 94TH AVE NE	1	3	1	3	0	8	54	17-Dec		$11,167.72	

Table 2 Pending Projects

	NE 38th Place	South Kirkland PR	2	0	2	2	0	6	36				Pending Lighting Analysis. Will not be a PSE owned street light
	Kirkland Ave	KPC	2	0	1	2	0	5	37				Pending Lighting Analysis.
3	NE 80th St	126th Ave NE	3	3	1	3	0	10	17			$22,354.24	Was implemented in early 2021
4	Lakeview Dr	NE 60th St (2)	2	3	1	3	0	9	21			$5,912.19	Lighting Analysis Under Review. Will be implemented in 2021, Cost Estimate May Change

Table 3 2021 Candidates

1	NE 60TH ST	E OF 122ND AVE NE	2	3	1	2	0	8					Pending Lighting Analysis.
2	84TH AVE NE	N OF 138TH ST	2	3	1	3	0	9					Pending Lighting Analysis.
3	NE 140TH ST	E OF 129TH PL NE	1	3	1	3	0	8					Pending Lighting Analysis.
4	NE 144TH ST	E OF 126TH AVE NE	2	3	1	2	0	8					Pending Lighting Analysis.
5	NE 140TH ST	W OF 126TH AVE NE	1	3	1	3	0	8					Pending Lighting Analysis.
6	NE 60TH ST	W OF 125TH LN NE (THE ONE WITHOUT CURB EXTENSIONS)	2	3	1	2	0	8					Pending Lighting Analysis.
7	128TH AVE NE	S OF NE 99TH LN	1	3	1	2	0	7					Pending Lighting Analysis.
8	130TH AVE NE	S OF NE 96TH PL	1	3	1	2	0	7					Pending Lighting Analysis.
9	NE 72ND PL	N OF -405 S OFFRAMP	3	0	2	2	0	7					Pending Lighting Analysis.
10	JUAN-WOOD WAY NE	NE OF NE 136TH PL	3	0	2	2	0	7					Pending Lighting Analysis.
11	124TH AVE NE	S OF NE 107TH ST	3	0	1	2	0	6					Pending Lighting Analysis.
12	108TH AVE NE	N OF NE 41ST DR	3	0	1	2	0	6					Pending Lighting Analysis.
13	4TH ST W	MARKET ST	1	0	1	3	0	5					Pending Lighting Analysis.
14	NE 124TH ST	E OF 95TH PL NE	2	0	1	2	0	5					Pending Lighting Analysis.
15	NE 132nd Street	W OF 82ND AVE NE	2		1	2	0	5					Pending Lighting Analysis.

LEGEND

2020 List	
New pole	
Luminaire Change Only	
2021 Candidate Locations	
COK	
To Be Determined	
Implementation in 2021	

Table 4 Funding Summary

Initial Funding	$198,000.00
Estimated Available Funds at the end of 2019	$111,896.14
Estimated 2020 Expenses	$36,119.77
Available at the end of 2020	**$75,776.37**

PRIMARY EVALUATION CRITERIA AND SCORING

Street Functional Classification	Arterial = 3 Collector=2 Local=1
School Walk Route	Yes=3 No=0
Safety Risk per North Carolina Method	N=3 P=2 C=1
Facility Type	Intersection=3 Midblock Crosswalk=2 Sidewalk/shoulder=1
Crash Experience during the last five years	1 or more crashes=5 No Crashes=0

Council Meeting: 04/20/2021
Agenda: Business
Item #: 9.b.

CITY OF KIRKLAND
City Manager's Office
123 Fifth Avenue, Kirkland, WA 98033 425.587.3001
www.kirklandwa.gov

MEMORANDUM

To: Kurt Triplett, City Manager

From: Lorrie McKay, Intergovernmental Relations Manager
Andreana Campbell, Management Analyst

Date: April 12, 2021

Subject: 2021 STATE LEGISLATIVE PRIORITIES UPDATE #7

RECOMMENDATION:
It is recommended that the City Council receive its seventh update on the City's 2021 State Legislative Priorities (Attachment A).

BACKGROUND DISCUSSION:
The City Council's Legislative Workgroup, consisting of Mayor Sweet, Deputy Mayor Arnold and Councilmember Curtis is staffed by the City Manager, the Intergovernmental Relations Manager and CMO's Management Analyst, with participation from Waypoint Consulting Group, the City's contracted lobbyist. Deputy Mayor Arnold is the Chair the Legislative Workgroup, which meets weekly to track the status of the City's priorities and it provides support and oversight of strategies for achieving the priorities.

The legislature is in the final two-week stretch of this long, 105-day session. April 11 was the last day to pass opposite house bills, (except initiatives and alternatives to initiatives, budgets and matters necessary to implement budgets, differences between the houses, and matters incident to the interim and closing of the session). In other words, between today and April 25, which is the last day allowed in the regular session, the focus of the legislature is to finalize the state's 21-23 Biennial Budget.

Kirkland's adopted 2021 Legislative Priorities and Status Update
This session, two of the City's adopted 2021 legislative priorities, TOD at WSDOT-owned facilities and residential street maintenance were abandoned and will be considered in 2022. The remaining priorities were four local projects for which the City is seeking funding in the capital budget. Two of these projects are still alive. While in late March, an unplanned parks project became eligible for capital budget funding in the Aquatic Lands Enhancement Account. Finally, two small transportation projects were prioritized to seek funding for late in the session.

- **Support legislative actions that facilitate Transit-Oriented Development (TOD) for the Kingsgate Park and Ride TOD Pilot project, the I-405 & NE 85th Street Station Area and future TOD projects at other WSDOT-owned properties**
  - At its January 5, Council agreed with a recommendation from its Legislative Workgroup to pull back from advancing legislation this session and continue to work with WSDOT on developing a future proposal, ideally as WSDOT agency-request legislation.
  - That said, SB 5312, a related bill that Planning & Building Department staff brought to the Workgroup's attention on March 22, concerns facilitating transit-oriented development and

increasing housing inventory. SB 5312 was amended by the House Committee on Environment & Energy to extend the grant funding that the City received through passage of HB 1923 in the 2019 session. This grant, administered through the Department of Commerce, helped to supplement the City's public engagement process for the Station Area Plan at NE 85 and I-405. The deadline for deliverables on the original grant expired on April 1, 2021. The amendment to SB 5312 would have extended the grant through 2025. After being heard in House Appropriations, where Councilmember Curtis testified in support of the amended version of HB 5312, it was referred to House Rules on April 2. While 5312 was placed on second reading by the Rules committee on April 6, it was not brought to the floor for a vote by the April 11 deadline to pass opposite house bills and it "died" in Rules. The Workgroup is exploring all remaining options with the delegation, but chances are slim for the grant extension.

- **Allow Code Cities to complete local residential street maintenance projects in-house if no contractors enter a project bid**
  - At its February 2 meeting, Council agreed with a recommendation from its Legislative Workgroup to pull back from advancing legislation this session and continue to work with the Capital Projects Advisory Review Board (CPARB) on a recommendation for legislative consideration in 2022.

- **Capital budget funding for prioritized local infrastructure projects**
  HB 1080 (Rep Tharinger) / SB 5083 (Sen Frockt) Concerning the capital budget
  - The City's delegation members advocate for capital budget funding for the remaining two projects listed below.
    1. PKCC New Roof and Retrofitted Generator - 45th and 48th LDs
    2. Non-motorized Improvements on NE 131st Way - 1st LD

The legislature released its capital budget proposals in late March. Two of the City's priority projects were included, totaling $1,288,000 in potential project funding. The House and the Senate included the Non-motorized Improvements on NE 131st Way project with $515,000 in funding. The Senate also included $773,000 in funding for the New Roof and Retrofitted Generator project at the Peter Kirk Community Center New Roof. Because this project was not included in the House proposal, Council's Legislative Workgroup will focus for the remainder of the session endeavoring to ensure this project is in the final capital budget.

PSHB 1080 House Capital Budget Proposal	**PSSB 5083 Senate Capital Budget Proposal**
Extruded Curb Improvements (Kirkland) $515,000 (pg 58) NEW SECTION. Sec. 1077. FOR THE DEPARTMENT OF COMMERCE 2022 Local & Community Projects *[Reps. Kloba & Duerr request: $500,000] "Nonmotorized Improvements on NE 131st Way/90th Avenue NE from 97th Avenue NE to NE 134th Street"]*	**Non-Motorized Improvements on NE 131st Way/90th Ave** (Kirkland) $515,000 (pg 44) NEW SECTION. Sec. 1069. FOR THE DEPARTMENT OF COMMERCE 2022 Local & Community Projects *[Sen. Stanford request: $500,000]*
	Peter Kirk Community Center Roof and Retrofitted Emerg (Kirkland) $773,000 (page 45) NEW SECTION. Sec. 1069. FOR THE DEPARTMENT OF COMMERCE 2022 Local & Community Projects *[Sen. Dhingra request: $772,500]*

As mentioned above, a city park project became eligible for funding in the Aquatic Lands Enhancement Account (ALEA) within the capital budget. The funding level for ALEA, proposed in the House Capital Budget, left five beneficial projects outside the proposed funding line, one of which was Kirkland's David Brink Park Shoreline Renovation Project. This project would

provide a rare opportunity to remove concrete bulkheads and improve the shoreline for both salmon habitat and public access. This restoration project would create 200 feet of pocket beaches to restore the natural aquatic ecosystem and further improve fish habitat by replacing sunlight blocking wood decking with fish-friendly grating. It would add and enhance access to the lake through the creation of ADA-compliant public access pathways, improve stairs and seating, as well as non-motorized boat access. Since its hearing on March 29, where Mayor Sweet testified in support of the capital budget and in support of the House matching the Senate's ALEA budget proposal, Representatives Walen and Slatter initiated a letter in support for matching the Senate's ALEA proposal (Attachment B)

- **Proposed Transportation Spending (new revenue) Bills**
  PSSB 5482 (Hobbs) / PSHB 1564 (Fey) Concerning additive transportation funding and appropriations / transportation spending

  Representatives Walen and Slatter advocated for the city's two small transportation projects:
  1. Rapid Flashing Beacons at 7th S. & State St. - 48th LD
  2. Sidewalks at NE 117th and 75th NE. - 48th LD

  While both projects were included in 1564, only the rapid flashing beacon project was included in 5482. Also 1564 included $750,000 for additional legal, technical and financial analysis necessary to implement the Kingsgate TOD pilot project as well as a $18 Million toward the Eastrail in Bellevue. The Senate's proposal included the Eastrail funding, but not the TOD pilot project funding. (Attachment C) These two new revenue transportation spending bills are quite complicated which makes their passage tenuous.

Kirkland's adopted 2021 Priority Coalition Advocacy Items

This year, council adopted three Priority Coalition Advocacy (PCA) items as a new segment to Kirkland's legislative agenda. The intention is to elevate important and timely legislative goals that are not Kirkland specific, and are best championed by organizations with whom the City is allied. The 2021 issue areas are Housing/Homelessness, Gun Safety/Responsibility, and Police Reforms. The organizational leads on these issues are the Washington Low Income Housing Alliance, the Alliance for Gun Responsibility, and the Association of Washington Cities respectively.

The city's position on a few PCA bills has stood at "monitor" over the course of the session. The reason for monitoring these bills was not to diminish the city's support for the issue, but to acknowledge the sheer volume and complexity of these types of bills early in session made them difficult follow carefully. Additionally, while these bills often contain elements the city supports, they also contain language that the city may not support. The "monitor" proposal is designed to recognize these limits, while allowing the city to keep a close eye on these bills.

At the writing of this memo, all but one of the PCA bills the City is tracking had been passed by both chambers. Because all but one of those bills was amended on the floor, those bills will go back to the chamber of origin for concurrence.

Washington Low Income Housing Alliance's efforts for new local funding and policy tools to address homelessness and create more affordable housing

ESHB 1070 (Ryu) Modifying allowed uses of local tax revenue for affordable housing and related services to include the acquisition and construction of affordable housing and facilities - (**Yes City Priority – Yes PCA Priority**) *This bill would modify what King County's Health Through Housing Initiative can do with HB 1590 funding, passed in 2019.*

- Feb 25 – **House passed: 56 yeas; 42 nays**
- Mar 30 – **Senate passed: 36 yeas; 13 nays**
- ❖ April 8 – 1070 Delivered to the Governor

E2SHB 1277 (Ormsby) Revenue source for eviction prevention & housing stability - (**Yes City Priority – Yes PCA Priority**) *This bill proposes an addition of $100 to the existing document recording fee.* SHB 1277 is deemed to be necessary to implement the budget (NTIB) and therefore still alive while lawmakers negotiate a final budget.

- Mar 28 – **House passed: 57 yeas, 40 nays, 0 absent, 1 excused**
- April 5 – Heard in Ways & Means
- April 10 – Executive session scheduled but no action taken in Ways & Means
- April 12 – Executive action taken in Ways & Means
- April 13 – Passed to Rules for second reading

Brief Summary of Engrossed Second Substitute House Bill 1277, as Passed House – *(prepared by non-partisan legislative staff for the use of legislative members in their deliberations. This analysis is not part of the legislation nor does it constitute a statement of legislative intent)*

- ➢ Establishes a $100 surcharge on recorded documents to fund various housing services.
- ➢ Creates the Eviction Prevention Rental Assistance Program in the Department of Commerce.

E2SSB 5160 (Kuderer) Tenant protections - (**PCA** – Support)
At its February 16 meeting, council approved (5-2) the City taking a "Support" position. E2SSB 5160 has been passed by both chambers. Because it was amended on the House floor, it will be returned to the Senate for concurrence.

- Mar 4 – **Senate passed: 29 yeas; 20 nays,**
- April 8 – **House passed: 72 yeas; 26 nays**
- ❖ **5160 – Engrossed Striker** adopted on the floor April 8, will return to Senate for concurrence

Brief Summary of Amended Bill, as of April 8. *(prepared by non-partisan legislative staff for the use of legislative members in their deliberations. This analysis is not part of the legislation nor does it constitute a statement of legislative intent)*

- ➢ Requires landlords to offer tenants a reasonable schedule for repayment of any unpaid rent accrued during the public health emergency that does not exceed monthly payments equal to one-third of the monthly rental charges during the period of accrued debt.
- ➢ Expands eligibility for claim reimbursement under the landlord mitigation program to include unpaid rent accrued during the eviction moratorium and public health emergency periods and the tenant vacated or abandoned the tenancy and any remaining unpaid rent after the tenant defaults on a repayment plan.
- ➢ Requires the court to appoint counsel for indigent tenants at the initial hearing and at trial subject to amounts appropriated.

- Requires the Administrative Office of the Courts to contract with dispute resolution centers to establish a two-year, statewide eviction resolution pilot program to facilitate the resolution of nonpayment of rent cases.

- Requires the Department of Commerce to authorize landlords an opportunity to apply to certain state rental assistance programs, if feasible, while establishing necessary application and eligibility and conditions on receipt of funds.

- Eliminates the optional notice for landlords to use in nonpayment of rent cases that instructs tenants to pay into the court registry the rent allegedly owed or file a statement denying rent is owed.

E2SHB 1220 (Peterson) Supporting emergency shelters and housing through local planning and development regulations. ("Support")
At its March 2 meeting, council approved the City taking a "Support" position on SSHB 1220, while the AWC remained in opposition and continued to work with the sponsor on concerns with sections 3 and 4 and issues of pre-emption. Senator Kuderer negotiated striker language which brought the AWC to a neutral position and the bill narrowly passed the Senate.

- Mar 3 – **House passed; 59 yeas; 39 nays; 0 absent; 2 excused**
- April 10 – **Senate passed: 25 yeas; 24 nays**
- **1220 – Engrossed Striker** adopted on the floor April 10, will return to House for concurrence

Brief Summary of Amended Bill 1220, as of April 10 – *(prepared by non-partisan legislative staff for the use of legislative members in their deliberations. This analysis is not part of the legislation nor does it constitute a statement of legislative intent)*

- Updates the housing goals of the Growth Management Act (GMA) to include planning for and accommodating affordable housing.

- Requires GMA jurisdictions to address moderate, low, very low, and extremely low-income housing, moderate density housing options, and racially disparate impacts and displacement in the housing element of the comprehensive plan.

- Requires the Department of Commerce to provide an inventory and analysis of existing and projected housing needs required in the housing element of the comprehensive plan, including emergency housing and shelters and permanent supportive housing.

- Prohibits cities from preventing transitional housing or permanent supportive housing in zones where residential dwelling units or hotels are allowed, and from preventing indoor emergency shelters and indoor emergency housing in zones where hotels are allowed except for cities with ordinances authorizing such shelters and housing in a majority of zones within one mile of transit.

- Directs GMA jurisdictions to consider certain policies that encourage the construction of accessory dwelling units to meet affordable housing goals.

ESHB 1236 (Macri) Eviction protection (**PCA** – "Support")
At its February 16 meeting, council approved (5-2) the City taking a "Support" position.

- Mar 7 – **House passed; 54 yeas; 44 nays**
- April 8 – **Senate passed: 28 yeas; 21 nays**
- **1236 Striker adopted** on the floor April 8, will return to House for concurrence

Brief Summary of Amended Bill, April 8 – *(prepared by non-partisan legislative staff for the use of legislative members in their deliberations. This analysis is not part of the legislation nor does it constitute a statement of legislative intent)*

- Specifies exclusive causes for eviction, refusal to renew a tenancy, and termination of a tenancy under the Residential Landlord-Tenant Act.
- Clarifies penalties for inclusion of unlawful provisions in rental agreements.

Alliance for Gun Responsibility's recommendations for gun safety measures that promote safe and responsible gun ownership and reduce gun violence.

- **Include a Kirkland focus on amending state law as necessary, consistent with the Washington State Constitution, to prevent the visible presence of firearms from intimidating those exercising rights to assembly.**

ESSB 5038 (Kuderer) Prohibiting the open carry of certain weapons at public demonstrations and the state capitol - (**Yes City Priority – Yes PCA Priority**)

- Feb 25 – **Senate passed: 28 yeas; 20 nays; 0 absent; 1 excused**
- Mar 28 – **House passed: 57 yeas; 40 nays; 0 absent; 1 excused**
- **5038 – Engrossed Striker** adopted on the floor March 28, will return to Senate for concurrence

Brief Summary of Amended Bill, as of March 28. *(prepared by non-partisan legislative staff for the use of legislative members in their deliberations. This analysis is not part of the legislation nor does it constitute a statement of legislative intent)*

- Prohibits the open carry of a firearm or other weapons at or near public demonstrations, the west state capitol grounds, capitol grounds buildings, and other legislative locations.
- Provides an exception for federal, state, and local law enforcement officers.
- Makes violations of these prohibitions a gross misdemeanor

Association of Washington Cities' (AWC) Statewide Policing Reforms priority.

SSB 5066 (Dhingra) Concerning a peace officer's duty to intervene - (**Yes City Priority – Yes PCA Priority**)
At its February 16 meeting, council approved elevating SSB 5259 to a be a priority bill of the City's.

- Feb 23 – **Senate passed: 28 yeas; 21 nays**
- April 7 – **House passed: 71 yeas; 27 nays**
- **5066 – Engrossed Striker** adopted on the floor April 7, will return to Senate for concurrence

Brief Summary of First Substitute Bill, as amended by House, April 7– *(prepared by non-partisan legislative staff for the use of legislative members in their deliberations. This analysis is not part of the legislation nor does it constitute a statement of legislative intent)*

- Requires a peace officer to intervene when the officer witnesses a fellow peace officer engaging in the use of excessive force.
- Requires a peace officer who observes wrongdoing by a fellow officer to report the wrongdoing to the officer's supervisor.
- Requires law enforcement agencies to adopt written policies on the duty to intervene and ensure that all law enforcement officers obtain training on the policy through the Criminal Justice Training Commission.

E2SSB 5259 (Nobles) Concerning law enforcement data collection - (**Yes City Priority – Yes PCA Priority**)
At its February 16 meeting, council approved elevating SSB 5259 to a be a priority bill of the City's.

- Mar 1 – **Senate passed: 46 yeas; 2 nays; 1 absent**
- April 6 – **House passed: 97 yeas; 1 nay**
- **5259 – Engrossed Striker** adopted on the floor April 6, will return to Senate for concurrence

Brief Summary of Engrossed Second Substitute, as amended by the House April 6 – *(prepared by non-partisan legislative staff for the use of legislative members in their deliberations. This analysis is not part of the legislation nor does it constitute a statement of legislative intent)*

- Requires the Office of the Attorney General to establish an advisory group to make recommendations for the design, development, and implementation of a statewide program for collecting, reporting, and publishing use of force data by April 1, 2022.
- Directs the Office of the Attorney General to engage in a competitive procurement process to select a Washington private or public institution of higher education to design, develop and manage the data collection program.
- Requires law enforcement agencies to report all instances of the use of force to the university no later than three months after the Office of the Attorney General determines the contractor can accept reports.

ESHB 1054 (Johnson) Establishing requirements for tactics and equipment used by peace officers - (**PCA** - Monitor)

- Feb 27 – **House passed: 54 yeas; 43 nays; 1 excused.**
- April 6 – **Senate passed: 27 yeas; 22 nays**
- **1054 Striker adopted** on the floor April 6, will return to House for concurrence

Brief Summary of First Substitute Bill, as passed by Senate amended, April 6 – *(prepared by non-partisan legislative staff for the use of legislative members in their deliberations. This analysis is not part of the legislation nor does it constitute a statement of legislative intent)*

- Prohibits a peace officer from using chokeholds and neck restraints in the course of their duties.
- Requires the Criminal Justice Training Commission to convene a work group and develop a model policy for training and use of canine teams.
- Establishes guidelines for when a law enforcement agency may authorize the use of tear gas.
- Prohibits law enforcement agencies from acquiring certain specified military equipment.

- Outlines limited parameters for when a peace officer may engage in a vehicular pursuit or fire upon a moving vehicle.

- Requires uniformed peace officers to clearly display the officer's name or other identifiable information.

- Prohibits the court from issuing a search or arrest warrant granting an exception to the requirement that the officer provide notice of the purpose of the warrant.

The Legislative Work Group advocated strongly with Senators for amendments to allow MRAP vehicles for use by SWAT and to allow vascular neck restraint only in deadly force situations where the life of the officer or another was in danger. Neither effort was successful.

E2SSB 5051 (Pedersen) Concerning state oversight and accountability of peace officers and corrections officers - (**PCA** - Monitor)

- Feb 25 – **Senate passed: 26 yeas; 19 nays; 1 absent; 3 excused**
- April 7 – **House passed: 54 yeas; 43 nay**
- **5051 – Engrossed Striker** adopted on the floor April 7, will return to Senate for concurrence

Brief Summary of Engrossed Second Substitute Bill, as amended by House, April 7 – *(prepared by non-partisan legislative staff for the use of legislative members in their deliberations. This analysis is not part of the legislation nor does it constitute a statement of legislative intent)*

- Modifies the priorities and composition of the Criminal Justice Training Commission (CJTC).

- Expands the background investigation requirements for persons applying for peace officer, reserve officer, and corrections officer positions.

- Expands the conduct for which the certification of a peace officer or a corrections officer may be revoked.

- Requires employing agencies to report all separation and disciplinary matters regarding a certified officer to the CJTC.

- Removes confidentiality of complaints, investigations, and disciplinary actions for certified officers and requires information be maintained on a publicly searchable database

Updates on Other Legislative Items & Interests

HB 1362, modifying the annual regular property tax revenue growth limit, was heard in House Finance on March 18 but no additional action was taken.

KIRKLAND'S BILL REVIEW PROCESS:

The City's review process involves subject-matter experts from each City Department being assigned relevant bills for review and analysis to determine potential impacts to the City. This process also includes staff making an initial assessment and recommendation on what the City's position should be on a given bill (Support/Oppose/Neutral/Monitor). Government Relations staff provide weekly reports of reviewed bills, their analysis and recommendations to Council's Legislative Workgroup (Attachment D). The Workgroup, whose activities are guided by the adopted legislative agenda's general principles, as well as the City Council's Goals, discuss, confirm or adjust staffs' recommendations.

The “Bill Status and Position Tracker” Report is also reviewed by the Legislative Workgroup at its weekly Fridays and represents a tool by which the City’s lobbyists make certain the City’s interests are reflected at bill hearings (Attachment E). Staff modified the Bill Tracker Report in an effort to more clearly illustrate the City’s position on bills and its multi-layered relationship to certain bills that staff have reviewed. An additional column was included to the right of the “City Priority” column, that has the header “PCA.” If the bill is an approved city priority, then the cell in the city priority column includes a “Yes”. If a bill is a PCA priority, then the cell in the PCA column will include a “Yes”. If the bill is both a city priority and a PCA priority then, a “Yes” and “Yes” will show side-by-side. Where PCA designated bills have received a position recommendation of "Monitor” it indicates that the bill is being watched as it is considered in the legislature’s committee process.

If, during the session, a proposed bill (of concern to the City) is determined to be beyond the scope of the legislative agenda’s general principles, or not in sync with the Council Goals, then the Legislative Workgroup will bring the bill proposal before the full Council for consideration and discussion at its next regular council meeting.

Attachments: A – 4/12/21 Status update on the City’s 2021 State Legislative Priorities
B – Delegation Letter Requesting Additional Funding for ALEA
C – Senate Transportation’s Washington Forward Document
D – 4/8/21 Bill Analysis & Recommendation Report
E – 4/8/21 Bill Status & Position Tracker Report

City of Kirkland 2021 Legislative Priorities – Status
Updated: April 12, 2021

Attachment A

2021 Legislative Priority	Bill #	Prime Sponsor	Status
Support facilitating TOD at Kingsgate, NE 85/405 and other WSDOT-owned properties			Re-Approach with WSDOT agency lead in 2022
Support allowing Code Cities to complete local residential street maintenance projects in-house if no contractors bid			Re-Approach with CPARB in 2022
Support capital budget funding for prioritized local infrastructure projects	PSSB 5083 PSHB 1080	Sen Frockt Rep Tharinger	House & Senate Local Project Form being completed for 1. PKCC New Roof and Retrofitted Emergency Generator ~~2. Parks M & O Center Emergency Generator~~ 3. Non-motorized Improvements on NE 131st Way ~~4. Fire training prop at site of new Fire Station 24~~ ➢ David Brink Park Shoreline Renovation Project
Concerning transportation spending	PSHB 1564 PSSB 5482	Rep Fey Sen Hobbs	1. Rapid Flashing Beacons at 7th S. & State St. 2. Sidewalks at NE 117th and 75th NE 3. Kingsgate TOD Pilot Project

2021 Priority Coalition Advocacy *evaluate support for proposed legislative agendas from the following organizations*	Bill #	Prime Sponsor	Status
Support WA Low Income Housing Alliance's efforts for new local funding and policy tools to address homelessness and create more affordable housing	SHB 1070	Rep Ryu	**2/25 – House Passed 56 yeas, 42 nays** **3/30 – Senate Passed 36 yeas, 13 nays** *Delivered to the Governor
	SHB 1277	Rep Ormsby	**3/28 – House Passed 57 yeas, 40 nays, 1 excused** 4/5 – Heard in Ways & Means 4/10 – Executive session, but no action taken. 4/12 – Scheduled for executive session
	2SSB 5160 *Support*	Sen Kuderer	**3/4 – Senate Passed 29 yeas, 20 nays** **4/8 – House Passed 72 yeas, 26 nays** ** will be returned to Senate for concurrence*
	E2SHB 1220 *Support*	Rep Peterson	**3/3 – House Passed 57 yeas, 39 nays, 2 excused** **4/10 – Senate Passed 25 yeas, 24 nays** ** will be returned to House for concurrence*
	SHB 1236 *Support*	Rep Macri	**3/7 – House Passed 54 yeas, 44 nays** **4/8 – Senate Passed 28 yeas, 21 nays** ** will be returned to House for concurrence*

City of Kirkland 2021 Legislative Priorities – Status
Updated: April 12, 2021

Attachment A

Support Alliance for Gun Responsibility's recommendations for gun safety measures that promote safe and responsible gun ownership and reduce gun violence ○ Including amending state law as necessary, consistent with the WA State Constitution, to prevent the visible presence of firearms from intimidating those exercising rights to assembly.	SSB 5038	Sen Kuderer	**2/25 – Senate Passed 28 yeas, 20 nays, 0 abs, 1 excsd** **3/28 – House Passed 57 yeas, 40 nays, 1 excused** ** will be returned to Senate for concurrence*
Support Association of Washington Cities' Statewide Policing Reforms priority.	SSB 5066	Sen. Dhingra	**2/23 – Senate Passed 28 yeas, 21 nays** **4/7 – House Passed 71 yeas, 27 nays** ** will be returned to Senate for concurrence*
	E2SSB 5259	Sen. Nobles	**3/1 – Senate Passed 46 yeas, 2 nays, 1 absent** **4/6 – House Passed 97 yeas, 1 nay** ** will be returned to Senate for concurrence*
	HB 1054 *Monitor/Support w/amendments*	Rep Johnson	**2/27 – House Passed 54 yeas, 43 nays, 1 excused** **4/6 – Senate Passed 27 yeas, 22 nays** ** will be returned to House for concurrence*
	SSB 5051 *Monitor*	Sen Pederson	**2/25 – Senate Passed 26 yeas, 19 nays, 1 abs, 3 excsd** **4/7 – House Senate Passed 54 yeas, 43 nays, 1 excsd** ** will be returned to Senate for concurrence*

* No HIGHLIGHTS = No change in status from last update.

Washington State Legislature

April 12, 2021

Dear Chairs Frockt and Tharinger,

We are writing to respectfully request that the Aquatic Lands Enhancement Account (ALEA) in the final version of the 2021-23 Capital Budget be funded at a level which would enable funding for two flagship and important environmental-enhancement projects in East King County: the David Brink Park shoreline renovation project in Kirkland and the Marymoor Park dock replacement in Redmond.

David Brink Park is located in the 48th Legislative District and the project provides a rare opportunity on Lake Washington to remove concrete bulkheads and improve the shoreline for both salmon habitat and public access. This restoration project will create 200 feet of pocket beaches to restore the natural aquatic ecosystem and further improve fish habitat by replacing sunlight blocking wood decking with fish-friendly grating.

In addition, the project will add and enhance access to the lake through the creation of ADA-compliant public access pathways, improved stairs and seating, as well as non-motorized boat access. We think this is exactly the type of project the state wants to see under ALEA, and the City of Kirkland has already budgeted $816,000 in local matching money should the state generously fund the $500,000 grant. This project is important for the community to implement strategies within the Shoreline Master Program and reflect feasibility of shoreline softening projects.

Additionally, the Marymoor Park project involves the replacement of a deteriorating dock that is nearly 50 years old (built in 1975). The current 130-foot dock is long past its useful life, with badly damaged pilings, loose decking, and unstable floats. Along with the environmental urgency of replacing this dock, it is the only public access point to the water at Marymoor Park, which is the most popular park in King County, with over three million annual visitors. Marymoor Park is located in the 48th Legislative District, and both parks (David Brink and Marymoor) are located near the border of the 45th Legislative District.

If King County, which operates Marymoor, is unable to replace this facility, it would have to close it – and the next closest public facility is 14 miles downstream. This is an important project for which King County would provide more than a 1:1 match on the state's ALEA funds.

The Governor's proposed $9.1 million allocation funded all proposed ALEA projects. The $6.86 million in the House Capital Budget and the $7.9 million in the Senate Capital Budget would leave several projects unfunded – including, in the House budget, both the David Brink Park and Marymoor Park projects.

We hope you will reconsider your final funding level for the Aquatic Lands Enhancement Account, so that these vital projects at David Brink Park and Marymoor Park can secure needed dollars.

Sincerely,

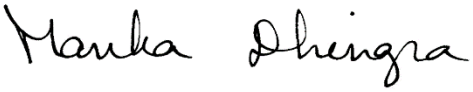
State Representative Amy Walen

State Representative Vandana Slatter

State Senator Patty Kuderer

State Representative Larry Springer

State Representative Roger Goodman



State Senator Manka Dhingra

LEAP Transportation Document 2021 NL-1 April 8, 2021
Forward Washington Projects
($ Thousands)

	Project Title	Leg Dist	Fund		Total
	Highway Improvements Program (I) Projects Total			**$**	**5,160,628**
1	SR 18 Widening - Issaquah Hobart Road to Raging River Road	5	FWA	$	500,000
2	I-90 Under/Over Crossing	5	FWA	$	3,400
3	US 97/Safe Passage	7	FWA	$	18,000
4	SR 240 & Aaron Drive - Design and Environmental Review	8	FWA	$	2,000
5	Apple Capital Loop	12	FWA	$	225,000
6	I-90/Kittitas to Vantage - Wildlife Fence	13	FWA	$	11,582
7	SR 432 Longview Grade Crossing (Industrial Way/Oregon Way Interchange) Funding Gap	19	FWA	$	13,000
8	I-5 Mounts Road to Tumwater & Nisqually Delta	22	FWA	$	7,500
9	US 101 Interchange West Olympia Project	22	FWA	$	6,000
10	SR 104 Realignment for Ferry Traffic	23	FWA	$	16,538
11	US 101 Climbing Lanes	24	FWA	$	6,500
12	US 101/Hoh Tribe Reservation Ingress/Egress Safety Project	24	FWA	$	8,000
13	US 101/Simdars Bypass	24	FWA	$	26,000
14	SR 16/Gig Harbor Transportation Congestion Relief Improvements	26	FWA	$	2,095
15	SR 16/SR 160 Roundabouts	26	FWA	$	7,440
16	SR 3/Belfair Area - Widening and Safety Improvements (Phase 2)	35	FWA	$	35,000
17	SR 3/Gorst Area - Widening	35	FWA/Fed	$	413,595
18	US 101 Shelton Centerline Safety	35	FWA	$	5,064
19	SR 530 Roundabout	39	FWA	$	4,900
20	SR 530/Chief Brown Lane Safety Improvements	39	FWA	$	12,100
21	US 2 Monroe Bypass and Widening	39	FWA	$	58,500
22	SR 20/Campbell Lake Road Roundabout	40	FWA	$	1,690
23	SR 548 (Bell Road)/Peace Portal Drive Intersection	42	FWA	$	2,294
24	SR 520 Noise Mitigation Fund	43	FWA	$	500
25	US 2 (US 2/SR 9 Interchange Interim Improvements)	44	FWA	$	9,000
26	SR 202/E Lk Samammish Pkwy Intersection Improvements	45	FWA	$	700
27	SR 202/Sahalee Intersection Roundabout	45	FWA	$	12,400
28	Woodinville SR 202 and Trestle Widening	45	FWA	$	5,000
29	SR 516/185th Ave SE to East City Limits (212th)	47	FWA	$	30,800
30	SR 520/124th St Interchange	48	FWA	$	175,000
31	SR 522 Widening	1, 39	FWA	$	90,000
32	SR 9 - 176th Street SE to SR 96 - Widening	1, 44	FWA	$	58,200
33	SR 12 & East A and Tank Farm Road Safety Improvements	9, 16	FWA	$	5,000
34	I-405/N 8th Street Direct Access Ramp	11, 37, 41	FWA/Toll	$	245,000
35	US 12/Naches to Yakima - Safety Improvements	14, 15	FWA	$	2,777
36	US 12 Aberdeen-Hoquiam Highway-Rail Separation Project	19,24	FWA	$	50,360
37	SR 303 Adaptive Signal Improvements	23, 26	FWA	$	1,900
38	I-5/Port of Tacoma Road Interchange, Phase II	25, 27	FWA	$	35,000
39	I-5 JBLM HOV Improvements	27, 28, 29	FWA	$	200,000
40	Stormwater Retrofits & Improvements	Multiple	FFA	$	496,400
41	Watershed Fish Passage Barrier Removal	Multiple	FFA/Fed	$	2,356,393
	Highway Preservation Program (P) Projects Total			**$**	**7,108,409**
42	I-90/Urban Ramps - Paving	4	FWA	$	9,800
43	US 195/I-90 Bridge Deck Repair	6	FWA	$	816
44	SR 902/I-90 Bridge Deck Rehab	6	FWA	$	1,178
45	US 2 over I-90 Bridge Deck Rehab	6	FWA	$	2,603
46	Columbia River Bridge Replacement/Hood River to White Salmon	14	FWA/Other/Tolls	$	344,000
47	SR 397/Oregon Avenue - Overlay	16	FWA	$	3,000
48	SR 14 West Camas Slough Bridge Widening	18	FWA	$	45,000
49	SR 105 Culvert and Drainage Improvements	19	FWA	$	1,214
50	SR 6/Pluvius Bridge	19	FWA	$	17,533
51	SR 411 - Raising from Mile Post 12.0 to 12.4 in Castle Rock	20	FWA	$	4,000
52	SR 109/Moclips River Bridge Replacement	24	FWA	$	7,000
53	SR 410/White River Bridge	31	FWA	$	56,906
54	I-5 Columbia River Bridge	49	FWA/Other/Tolls	$	3,140,000

LEAP Transportation Document 2021 NL-1 April 8, 2021
Forward Washington Projects
($ Thousands)

	Project Title	Leg Dist	Fund		Total
55	US 12 White Pass Corridor Preservation	14, 20	FWA	$	80,000
56	US 2 Trestle Capacity Improvements & Westbound Trestle Replacement	38, 44	FWA	$	1,802,219
57	Highway Preservation	Multiple	FWA	$	1,593,140
	Washington State Ferries Capital Program (W) Projects Total			**$**	**1,240,000**
58	Vessel & Terminal Electrification	Multiple	FFA	$	240,000
59	Vessel & Terminal Construction/Preservation	Multiple	FFA	$	1,000,000
	Rail Program (Y) Projects Total			**$**	**238,100**
60	Spokane International Airport Transload Rail Facility	6	Other	$	500
61	Port of Benton - Rail Crossing, Tie and Rail Replacement	8	FFA	$	5,000
62	Port of Warden Rail & Road Infrastructure Expansion	13	FFA	$	5,000
63	Port of Quincy Rail Infrastructure Expansion	13	FFA	$	7,100
64	Royal Slope Railroad Extension	13	FWA	$	7,000
65	Palouse River and Coulee City RR - Rehabilitation	9, 12, 13	FFA	$	201,000
66	Clark County Chelatchie Prairie RR	17, 18, 49	FFA	$	12,500
	Public Transportation Program (V) Projects Total			**$**	**123,445**
67	Division Street Bus Rapid Transit - Spokane Transit Authority	3	FFA	$	50,000
68	Island Transit's Terry's Corner Staff Support Facility	10	FFA	$	310
69	City of Mabton - Park and Ride SR 22	15	FFA	$	48
70	City of Zillah Teapot Dome Park & Ride	15	FFA	$	710
71	Intercity Transit Maintenance Facility Renovation	22	FFA	$	5,046
72	S 356th Street - Link Light Rail Access	30	FFA	$	20,000
73	Transit Corridor Improvements: Rainier	37	FFA	$	4,000
74	Skagit Transit-Whatcom Transportation Authority Regional Transit (County Connector)	40	FFA	$	4,600
75	Bellingham Station Expansion (Whatcom Transportation Authority)	42	FFA	$	4,540
76	Transit Corridor Improvements: Roosevelt	43	FFA	$	6,000
77	King County Metro RapidRide I Line (Auburn Segment)	47	FFA	$	8,000
78	Swift Bus Rapid Transit - Green Line Extension (Community Transit)	1,38	FFA	$	10,000
79	Terrace Heights Transit Extension (Yakima Transit)	14,15	FFA	$	191
80	Pierce Transit Bus Rapid Transit II Corridor Improvements	27, 28, 29	FFA	$	10,000
	Local Programs (Z) Projects Total			**$**	**949,789**
	Local Improvements				
81	Bothell Way NE/ Bothell Everett Highway Widening	1	FWA	$	7,000
82	Bigelow/Forker Corridor	4	FWA	$	12,200
83	Pines Road Grade Separation	4	FWA	$	29,000
84	Inchelium Vicinity Road Improvements	7	FWA	$	2,500
85	Kartar Valley Road Improvements	12	FWA	$	5,000
86	Nespelem School Loop Rd & Columbia River Rd Improvements	12	FWA	$	7,300
87	Wenatchee Valley Charging and Hydrogen Fueling Stations	12	FWA	$	3,000
88	6th Avenue Road improvements Walnut St to River Road	14	FWA	$	6,000
89	North 1st Street Revitalization Phase 2 MLK	14	FWA	$	10,700
90	E 4th Street Widening/Brezee Creek Culvert Removal/Multimodal Access	18	FWA	$	10,500
91	132nd St. SW/Beverly Park Rd to SR 525	21	FWA	$	2,975
92	Alderwood Mall Parkway/SR 525 to 168th St SW	21	FWA	$	2,000
93	SR 99 Revitalization Project	21	FWA	$	22,500
94	City of Tumwater E Street Connection	22	FWA	$	6,600
95	Evacuation Street Relocation	24	FWA	$	1,300
96	Kla Ook Wa Drive Extension	24	FWA	$	1,700
97	Canyon Road Regional Connection Project	25	FWA	$	50,000
98	Puyallup Avenue Transit/Complete Street Improvements	28	FWA	$	9,000
99	City Center Access Project - Federal Way	30	FWA	$	30,000
100	Dash Point Road at 4th Ave S Safety Improvements	30	FWA	$	650
101	S 314th Street Improvements	30	FWA	$	2,200
102	Poplar Way Bridge	32	FWA	$	39,000
103	Highland Park Way SW & SW Holden St Roundabout	34	FWA	$	2,500
104	Paine Field Access (100th St. SW) - Everett	38	FWA	$	8,400

LEAP Transportation Document 2021 NL-1 April 8, 2021
Forward Washington Projects
($ Thousands)

	Project Title	Leg Dist	Fund		Total
105	156th Street Railroad Overcrossing	38	FWA	$	1,000
106	Grove Street Overcrossing	38	FWA	$	24,000
107	Galena Street Extension Project	39	FWA	$	400
108	Jones/John Liner/Trail Road Corridor Projects	39	FWA	$	15,000
109	Commercial Avenue Complete Streets Project - 13th to 34th Street	40	FWA	$	25,000
110	Meridian Street/Birchwood Avenue Roundabout	42	FWA	$	7,000
111	Slater Road Elevation Project	42	FWA	$	3,000
112	20th Street NE & Main Street Improvements	44	FWA	$	1,000
113	Bickford Avenue & Weaver Road Intersection New Traffic Signal	44	FWA	$	792
114	Louis Thompson Road NE Tightline	45	FWA	$	3,000
115	224th Corridor Completion	47	FWA	$	20,600
116	16th Avenue & Tieton Drive Intersection Improvements	14, 15	FWA	$	6,200
117	SR 99 BAT Lanes: 148th St SW to Airport Rd - Everett	21, 38	FWA	$	25,000
	Local Preservation				
118	Gifford Ferry Rd Chip Seal	7	FWA	$	2,000
119	10 Bridge Replacements in Adams & Grant Counties	9	FWA	$	26,393
120	42nd Ave Bridge	11	FWA	$	17,000
121	Moclips Highway/SR 109 to US 101 Chip Seal	24	FWA	$	1,200
122	West Seattle High Bridge Repair	34	FWA	$	25,000
123	Ballard-Interbay Regional Transportation (BIRT) System Corridor	36	FWA	$	54,000
124	Guemes Ferry Boat Replacement Project (All Electric)	40	FFA	$	7,000
125	Lummi Island Ferry System Modernization and Preservation	42	FFA	$	30,000
126	Silver Creek Paving (15 miles)	7, 12	FWA	$	15,000
127	Fishing Wars Memorial Bridge Corridor	25, 27	FWA	$	180,000
	Bicycle & Pedestrian				
128	Cook Street Greenway Bicycle/Pedestrian Improvements	3	FFA	$	2,200
129	Pacific Avenue Greenway Bicycle/Pedestrian Improvements	3	FFA	$	3,900
130	Millwood Trail - Spokane	3	FFA	$	5,800
131	Usk Bridge Shared-Use Pathway Retrofit (Kalispell Tribe)	7	FFA	$	9,600
132	East-West Corridor	14	FFA	$	3,200
133	Pacific Northwest University of Health Sciences Crosswalk	15	FFA	$	750
134	SR 395/Sylvester St Bicycle & Pedestrian Overpass	16	FFA	$	4,000
135	Mukilteo Waterfront Promenade	21	FFA	$	800
136	Warren Avenue Bridge	23	FFA	$	25,000
137	31st and Parkway Safe Route to School	28	FFA	$	1,620
138	148th Street Non-Motorized Bridge Project Phases 1 & 2	32	FFA	$	19,900
139	Interurban Trail Improvements	33	FFA	$	2,000
140	Barnes Creek Trail South Segment - Des Moines	33	FFA	$	3,500
141	White Center Pedestrian Safety Improvements	34	FFA	$	500
142	Tommy Thompson Trail/ Fidalgo Bay Restoration	40	FFA	$	6,000
143	Bradley Road Safe Routes Pedestrian Improvements	42	FFA	$	430
144	State Route 547 Pedestrian and Bicycle Safety Trail (Kendall Trail)	42	FFA	$	4,129
145	16th Street NE Centennial Trail Connector - Phase I	44	FFA	$	2,500
146	South Lake Stevens Road Multi-Use Path - Phase 2	44	FFA	$	3,000
147	Snohomish River Bridge and Trail Project	44	FFA	$	22,400
148	Town Center to Burke Gilman Trail Connector	46	FFA	$	100
149	61st Ave NE Sidewalk Replacement Project	46	FFA	$	3,500
150	Rapid Flashing Beacon on State St at 7th Avenue S	48	FFA	$	150
151	Eastrail Multi-Use Corridor through Bellevue	48	FFA	$	18,000
152	Mountains to Sound Greenway Trail "Bellevue Gap"	5, 41, 45, 48	FFA	$	6,900
153	Puyallup to Tacoma Bike/Pedestrian Safety Link	25, 27	FFA	$	2,300
154	North Aurora Safety Improvements	32, 36, 43, 46	FFA	$	30,000
155	Eastrail Corridor South	33, 41	FFA	$	6,000

Note Aging and phasing of project delivery is subject to further negotiation. Fund Detail: FWA - Forward Washington Account; FFA - Forward Flexible Account; Fed - federal funding assumed; Toll - unspecified toll revenue.

Reviewer Analysis & Position Recommendation Report (04/01/21-04/08/21)
City of Kirkland

4/8/2021

Bill #	Short Description	Sponsor	Date Completed	City Priority	PCA	Summary	Rec. Position
E3SHB 1091 (SB 5231)	Reducing greenhouse gas emissions by reducing the carbon intensity of transportation fuel.	Fitzgibbon	03/31/2021			PW Fleets recommends "monitor" and provided no further analysis.	Monitor
HB 1564	Concerning transportation spending.	Fey	04/02/2021	Yes		Kirkland respectfully requests that committee provide funding to ensure the I-405/State Route 522 to 527 capacity improvements that were included on the Forward Washington Projects. These improvements are needed for the timely completion of Sound Transit 405 Bus Rapid Transit service. Maintaining the funding timeline for the development of the I-405 express toll lane system, rather than allow the two-year delay proposed in the toll bonding bill, is critical to the overall mobility of the entire I-405 corridor. Our region canâ afford to delay this work. Projects specific to Kirkland that we appreciate seeing proposed for funding include projects with relatively modest levels of funding, such as a Rapid Flashing Beacon on State Street, the Sidewalk on East Side of 116th Avenue NE and the Kingsgate Park and Ride TOD Pilot Project. We are excited to see more significant level funding proposed for projects that will benefit our region, like the Eastrail Multiâ se Corridor through Bellevue, and the Mountains to Sound Greenway Trail "Bellevue Gap" project.	Support
SB 5312	Facilitating transit-oriented development and increasing housing inventory.	Mullet	04/02/2021			Planning recommends "support" - This bill, which clarifies that Department of Commerce grants for TOD can be used for the preparation of SEPA documents, planned action ordinances, subarea plans, costs associated with the utilization of other tools under SEPA, and the costs of local code adoption and implementation of such efforts, seems reasonable.Â	Support

Bill Status Report
City of Kirkland

4/8/2021

Bill #	Abbrev. Title	Leg. Status	Sponsor	Position	City Priority	PCA
HB 1000	Law enf. mental health	H Approps	Maycumber	Support		
HB 1001	Law enf. professional dev.	H Spkr Signed	Maycumber	Support		
HB 1012	B&O tax credit/COVID-19	H Finance	MacEwen	Support		
HB 1038	Firearm possession/crimes	H Civil R & Judi	Walen	Support		
ESHB 1054	Peace officer tactics, equip	S Passed 3rd	Johnson	Support w/amendments		Yes
HB 1058	Cultural access programs/tax	H Finance	Bateman	Support		
E2SHB 1069	Local gov fiscal flexibility	S 2nd Reading	Pollet	Support		
ESHB 1070	Housing/local tax revenue	Del to Gov	Ryu	Support	Yes	Yes
SHB 1088 (SB 5067)	Impeachment disclosures	S Passed 3rd	Lovick	Monitor		
E2SHB 1089 (SB 5069)	Law enforcement audits	S Passed 3rd	Ramos	Monitor		
E3SHB 1091 (SB 5231)	Transportation fuel/carbon	S 2nd Reading	Fitzgibbon	Monitor		
E2SHB 1099	Comprehensive planning	S Transportation	Duerr	Support		
ESHB 1108	Foreclosure assistance	S Passed 3rd	Orwall	Support		Yes
HB 1118 (SB 5022)	Recycling, waste, & litter	H Env & Energy	Berry	Support		
HB 1125	Energy investments	H Env & Energy	Shewmake	Support		
SHB 1128	Housing benefit districts	H Finance	Ryu	Monitor		
HB 1133	Lost or stolen firearms	H Civil R & Judi	Berry	Monitor		
SHB 1135 (SB 5165)	Transp. budget 2021-2023	H Rules R	Fey	Monitor		
HB 1136 (SB 5166)	Supp. transportation budget	H Transportation	Fey	Monitor	Yes	
SHB 1151	Public assistance	Del to Gov	Leavitt	Support		
E2SHB 1152 (SB 5173)	Comp health districts	S 2nd Reading	Riccelli	Support		
HB 1164 (SB 5078)	Firearm safety	H Civil R & Judi	Valdez	Monitor		Yes
HB 1175	Host homes/property tax	H Finance	Johnson	Monitor		
HB 1183	Home sharing support grants	H Rules C	Caldier	Support		
HB 1188	B&O tax payment deferral	H Finance	MacEwen	Support		
ESHB 1189 (SB 5211)	Tax increment financing	S Passed 3rd	Duerr	Support		
2SHB 1202	Police misconduct/civil rem.	H Rules C	Thai	Monitor		
SHB 1203	Community oversight boards	H Rules R	Johnson	Monitor		
SHB 1204 (SB 5256)	Transp. electrification	H Rules R	Macri	Monitor		
HB 1212	Repair of electronics	H ConsPro&Bus	Gregerson	Support		
E2SHB 1220	Emergency shelters & housing	S 2nd Reading	Peterson	Support		
ESHB 1236	Residential tenants	S Passed 3rd	Macri	Support	Yes	Yes
ESHB 1241	Growth management act plans	S 2nd Reading	Duerr	Monitor		
SHB 1259	Women & minority contracting	S Rules 2	Santos	Monitor		
ESHB 1267	Police use of force	S 2nd Reading	Entenman	Monitor		
E2SHB 1277 (SB 5279)	Housing/revenue source	S Ways & Means	Ormsby	Support	Yes	Yes
SHB 1283	Criminal mischief/weapons	H Rules R	Senn	Support		
E2SHB 1310	Uses of force by officers	S 2nd Reading	Johnson	Monitor		
E2SHB 1320 (SB 5297)	Civil protection orders	S 2nd Reading	Goodman	Monitor		
ESHB 1336	Public telecomm. service	S 2nd Reading	Hansen	Support		
HB 1362	Property tax revenue growth	H Finance	Duerr	Support		
ESHB 1368 (SB 5344)	Federal funding/COVID-19	C 3 L 21	Ormsby	Support		
SHB 1391 (SB 5356)	Public works/bidding	S Housing & Local	Goehner	Support		

SHB 1438	Property tax/health expenses	S 2nd Reading	Orcutt	Support		
HB 1507	Indep. prosecutions/police	H Public Safety	Entenman	Monitor		
ESHB 1512	Lodging-related assessments	S 2nd Reading	Ryu	Monitor		
SHB 1514 (SB 5457)	Transportation demand	S Passed 3rd	Taylor	Support		
HB 1564	Transportation spending	H Transportation	Fey	Support	Yes	
SB 5032	Alt public works contracting	H Passed 3rd	Hasegawa	Support		
ESSB 5038	Open carry of weapons	H Passed 3rd	Kuderer	Monitor	Yes	Yes
SB 5043	School employee housing	H Cap Budget	Salomon	Support		
E2SSB 5051 (HB 1082)	Peace & corrections officers	H Passed 3rd	Pedersen	Monitor		Yes
SB 5054	Impaired driving	H Approps	Padden	Monitor		
SSB 5055	Law enforcement grievances	Del to Gov	Nguyen	Monitor		
SSB 5066	Officer duty to intervene	H Passed 3rd	Dhingra	Support	Yes	Yes
SB 5067 (HB 1088)	Impeachment disclosures	S Law & Justice	Dhingra	Monitor		
SB 5069 (HB 1089)	Law enforcement audits	S Law & Justice	Dhingra	Monitor		Yes
SSB 5078 (HB 1164)	Firearm safety	S Rules X	Liias	Support		Yes
SSB 5089	Peace officer hiring & cert.	S Rules X	Kuderer	Monitor		Yes
SB 5094	Vascular neck restraints	S Law & Justice	Padden	Monitor		
2SSB 5126	Climate commitment act	S 2nd Reading	Carlyle	Support		
SB 5134	Law enforcement	S Labor, Comm &	Salomon	Monitor		
ESB 5135	Unlawfully summoning police	H 2nd Reading	Das	Monitor		
SSB 5157	Behavioral disorders/justice	H Passed 3rd	Wagoner	Monitor		
E2SSB 5160	Landlord-tenant relations	H 2nd Reading	Kuderer	Support		Yes
SSB 5165 (HB 1135)	Transp. budget 2021-2023	H Passed 3rd	Hobbs	Monitor		
SB 5166 (HB 1136)	Supp. transportation budget	S Transportation	Hobbs	Monitor	Yes	
SSB 5169	Provider PPE reimbursement	S Pres Signed	Frockt	Support		
E2SSB 5188	Public financial cooperative	H 2nd Reading	Kuderer	Monitor		
SB 5212	Sports wagering	S Labor, Comm &	King	Monitor		
ESSB 5226	License suspensions/traffic	H Rules R	Salomon	Monitor		
SB 5256 (HB 1204)	Transp. electrification	S Environment, E	Liias	Support		
E2SSB 5259 (HB 1092)	Law enforcement data	H Passed 3rd	Nobles	Support	Yes	Yes
SB 5261	Police data collection	S Law & Justice	Padden	Monitor		
E2SSB 5287	Afford. housing incentives	H 2nd Reading	Das	Monitor		
SB 5297 (HB 1320)	Civil protection orders	S Law & Justice	Dhingra	Monitor		
SB 5312	Transit-oriented development	H 2nd Reading	Mullet	Support		
SB 5341	Local sales tax uses	H Finance	Wilson	Support		
SB 5344 (HB 1368)	Federal funding/COVID-19	S Ways & Means	Rolfes	Support		
ESSB 5353	Law enf community engagement	H Rules R	Conway	Monitor		
ESB 5356 (HB 1391)	Public works/bidding	S Pres Signed	Short	Support		
SSB 5436	Law enf. ombuds/bargaining	S Rules X	Billig	Monitor		
SB 5476	State v. Blake decision	S Ways & Means	Dhingra	Monitor		

CITY OF KIRKLAND
Department of Parks & Community Services
123 5th Avenue, Kirkland, WA 98033 425.587.3300
www.kirklandwa.gov

MEMORANDUM

To: Kurt Triplett, City Manager

From: Lynn Zwaagstra, Director
Leslie R. Miller, Human Services Supervisor

Date: April 8, 2021

Subject: ALLOCATION OF HUMAN SERVICES RESERVES

RECOMMENDATION

That City Council consider the staff recommended allocation of a portion of the Human Services Reserve.

BACKGROUND DISCUSSION

In recognition of the changing needs in human services because of the impacts of the pandemic, the City Council chose to set aside some of the money ($423,563) it allocated for human services as part of its 2021-2022 budget process. Early this year the City learned that a sales tax audit by the State resulted in unexpected one-time revenue for the city. On March 16th the City Council set aside approximately two thirds of this revenue ($834,690) for the Human Services Reserve with a focus on homelessness and rental assistance. City staff recommends that Council allocate some of this funding now to address the homelessness crisis.

Human Services Reserve Summary Table

Sources	Date Available	Totals
2021 Body Camera Implementation Fund	Adoption of 2021-2022 City Budget, December 8, 2020	$423,563
Sales Tax Audit Revenue	Budget Adjustment, Ordinance O-4755, March 16, 2021	$834,690
HUMAN SERVICES RESERVE TOTAL		**$1,258,253**

The following recommendations shore up the response to homelessness within the City of Kirkland and contribute to the effort of the Cities of Bellevue, Kirkland and Redmond to close the funding gap for the 24/7 shelters in the short term while the cities advocate for additional community stakeholders to step forward to provide funding. Providers of services to unhoused community members have been stretched thin with the continuing strong demand for services, which has been additionally challenged by the COVID-19 pandemic. The system will likely face increased demand for services depending upon the region and the state's mitigation of the impact of the end of the eviction moratorium. For these reasons it is critical that the programs

have full funding for services. The funding gap for the men and young adult services are addressed here along with some related support services and food programs. Support to address the funding gap for women and families with children will be included in the allocation recommendation of Community Development Block Grant funding that will be available later this spring.

Unless otherwise indicated, the recommendations listed below includes the total for each year in the biennium. Please see **Attachment A** for these recommendations alongside the original agency requests, Council allocation made on December 8, 2020 and the unfunded Human Services Commission (HSC) October recommendations.

RECOMMENDATION TABLE

	Agency/Program	**Recommended Total for Each Year**	**Priority Areas**
1	Catholic Community Services—CReW Street Outreach Program for Kirkland (from .5 to 1 FTE)	$75,000	Response to Homelessness within Kirkland
2	Motel Voucher Program for Kirkland	$10,000	Response to Homelessness within Kirkland
3	Congregations for the Homeless—Enhanced 24/7 Shelter *(to fully fund 2021-2022 application ask)*	$48,965	Shared Eastside Response to Homelessness Crisis
3	Congregations for the Homeless—Enhanced 24/7 Shelter for Men *(additional contribution to support 24/7 operations)*	$150,000 for 2021 only	Shared Eastside Response to Homelessness Crisis
4	Friends of Youth—Day Center & Outreach *(to fully fund 2021-2022 application ask)*	$6,000	Shared Eastside Response to Homelessness Crisis
4	Friends of Youth—Youth and Young Adult Shelters *(to fully fund 2021-2022 application ask)*	$40,000	Shared Eastside Response to Homelessness Crisis
4	Friends of Youth—24/7 Support for Young Adult Day Center and Shelter *(additional contribution to support 24/7 operations)*	$100,000 For 2021 only	Shared Eastside Response to Homelessness Crisis
5	Hopelink—Emergency Food	$27,487	Pandemic Priority: Food Insecurity
6	Kindering—Families in Transition (FIT)	$22,792	Supportive Services to Families Experiencing Homelessness
7	LifeWire—Emergency Shelter Internet Access	$10,000 For 2022 only	Supportive Services to Families Experiencing Homelessness & Pandemic Domestic Violence Response
	SUBTOTAL	**$230,244 x 2**	**$460,488**
	SUBTOTAL	**$260,000 x 1**	**$260,000**
	TOTAL		**$720,488**

(1) To address the increased requests for assistance to unhoused community members and the growing impact of homelessness to the community as a whole, staff recommend that Council allocate the funding needed to support a full FTE, instead of a .5 FTE Catholic Community Services (CCS) street outreach staff person. Because the CCS's Counseling, Recovery, and Wellness (CReW) Program is state licensed as an outpatient mental health and substance use program, for the first time the City's nonprofit outreach partner will bring behavioral health support to its street outreach interactions. Staff are well positioned to support members of our unhoused community members living with behavioral health challenges.

(2) The City launched a short-term motel voucher program to support The Sophia Way and Catholic Community Services during the last winter storm in partnership with the Fire and Police Departments. This funding will allow the vouchers to be an ongoing resource not only for fire, police, and the Catholic Community Services' outreach staff, but also the new co-responders.

(3) Congregations for the Homeless (CFH) began offering 24/7 services (day center and shelter) last year. Significant County support of operations, however, begins only after these 24/7 services are offered in the new permanent shelter that will be built in the Eastgate area. This means that the agency needs additional financial support to operate 24/7 until King County begins to contribute an additional $500,000 a year. $97,930 fully funds the organizational original ask for 2021 and 2022. An additional $150,000 for 2021 by Kirkland would reduce the funding gap by almost 40 percent. This will allow CFH to hire much needed case managers to provide housing navigation and referrals to other essential services, while the effort to bring additional community stakeholders in as funders continues.

(4) Friends of Youth increased The Landing hours of operation during the pandemic and after the 2021-2022 application process closed. Continuous operation of this day center and shelter is best practice as it creates more stability for community members which enables them to focus more on accessing supportive services and less on day-to-day survival. $92,000 fully funds the day center and shelter funding requests for 2021 and 2022. An additional allocation of $100,000 in 2021 will reduce its funding gap by approximately a third while the effort to bring additional community stakeholders in as funders continues.

(5) Food Insecurity has been an ongoing challenge for people both unhoused and housed. Staff recommend that the City grant Hopelink's full ask for the biennium.

(6) Kindering's Families in Transition program supports young children experiencing homelessness and their families with developmental health services, education, outreach and connection to services delivered in the community. FIT services help children make developmental gains and build protective factors against their daily stress and trauma, as well as supporting parenting skills.

(7) With the pandemic, reliable access to an internet connection has been more critical than ever. The guests of LifeWire's emergency shelter program relied upon public access to computers before the pandemic. This funding would continue Kirkland's funding of an internet connection in each emergency shelter's family unit through 2022.

HUMAN SERVICES RESERVE SUMMARY TABLE

Human Services Reserve Available Balance	$1,258,253
2021-22 Funding Recommendations	$720,488
Human Services Reserve Remaining	$537,765

Here is a summary table that shows the proposed Kirkland totals alongside the Cities of Bellevue and Redmond commitments to the 24/7 shelters for men, women, families with children and young adults.

	Annual	**2021 Only**	**TOTAL**
City of Bellevue	$973,635	$0	$973,635
City of Kirkland	$502,990	$250,000	$752,990
City of Redmond	$341,607	$370,545	$712,152

Next Steps

Staff are requesting that Council review the funding recommendations and provide feedback. Staff will provide a corresponding fiscal note for the next Council meeting on May 4, 2021.

Staff will return to the City Council later this spring with a recommendation of how to allocate Community Development Block Grant COVID Round 1 and Round 3 Funds (totally approximately $520,000).

In anticipation of receiving American Rescue Act funding, staff is also working with neighboring cities to distribute a needs assessment survey to agencies serving Kirkland residents that will provide information on the greatest needs and recommended priorities.

Attachment A 2021-2022 Human Services Grant Awards with Additional Recommendations

2021-2022 Human Services Grant Awards with Additional Recommendations

Goal Area	Agency Program Description	2021 $ Requested	Allocated by City Council 12.08.2020	New Proposal for 2021 totals $490,244 (remaining $230,244 would be distributed in 2022)	TOTAL	HSC October Recommendations (Council chose not to allocate additional funding in December)
	TOTALS	**$2,430,398**	**$2,014,554**	**$490,244**	**$2,504,798**	**$240,306**
EMERGENCY HOMELESSNESS SERVICES						
1	**Catholic Community Services of King County** *24/7/365 shelter, day services, case management for families w/ children (50 beds)*	$100,000	$100,000		$100,000	
1	**Congregations for the Homeless** *24/7/365 emergency shelter, day services and housing case management (100 beds)*	$151,990	$103,025	$48,965	$151,990	
1	**Congregations for the Homeless** *24/7/365 emergency shelter, day services and housing case management (100 beds)* ***Additional funding for 2021 only***			$150,000	$150,000	
1	**Friends of Youth** *day services for youth and young adults experiencing homelessness*	$41,000	$35,000	$6,000	$41,000	$6,000
1	**Friends of Youth** *shelters (12 youth beds, 20 young adult beds)*	$75,000	$35,000	$40,000	$75,000	$6,000
	Friends of Youth 24/7 day and shelter services ***Additional Funding for 2021 only***			$100,000	$100,000	
1	**LifeWire** *emergency shelter for domestic violence survivors (10 units)* ***[proposal to support internet access for all units]***	$23,608	$23,608	$10,000	$33,608	
1	**The Sophia Way** *24/7/365 emergency shelter, day services and housing case management (48 beds)*	$150,000	$150,000		$150,000	
1	***SET ASIDE Kirkland Street Outreach Case Manager*** *propose new provider: Catholic Community Services, fund a .5 street outreach position* ***[proposal to support a 1.0 FTE]***	N/A	$49,750	$75,000	$124,750	
1	***City Emergency Motel Voucher Program*** *(a) provides resource for KPD and KFD to provide life-saving shelter to people experiencing shelter (b) supports agencies needing to provide staff who live out of town a safe place to sleep during snow or ice storms*			$10,000	$10,000	
	SUBTOTALS	**$541,598**	**$496,383**	**$439,965**	**$936,348**	**$12,000**
SERVICES NAVIGATION						
2	**Crisis Connections** *King County 2-1-1 provides information & referrals*	**$12,500**	**$12,500**		**$12,500**	
Food & Essential Supplies						
1	**Eastside Baby Corner (EBC)** *essential supplies for children birth to 12*	$11,318	$11,318		$11,318	

2021-2022 Human Services Grant Awards with Additional Recommendations

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1	**Hopelink** *emergency food bank, food bags and food delivery*	$81,960	$54,473	$27,487	$81,960	$27,487
1	**Lake Washington Schools Foundation** *pantry packs*	$10,000	$10,000		$10,000	
1	**MAPS--Muslim Community Resource Center** *food and gas card distribution*	$10,000	$10,000		$10,000	
1	**Sound Generations** *Meals on Wheels*	$11,976	$11,976		$11,976	
	SUBTOTALS	**$125,254**	**$97,767**	**$27,487**	**$125,254**	**$27,487**
FINANCIAL ASSISTANCE, CASE MANAGEMENT, AND LEGAL SUPPORT TO REMAIN HOUSED						
1	**WA HB 1406** *rental assistance --IAWW & 4 Tomorrow*	$211,668	$211,668		$211,668	
1	**Attain Housing** *eviction prevention and move-in assistance, information and referral and case management for families with children*	$35,000	$35,000		$35,000	
1	**Eastside Legal Assistance Program** *attorney to support housing stability through advice, representation and education*	$100,000	$100,000		$100,000	
1	**Hopelink** *assistance to address financial emergencies*	$36,828	$35,000		$35,000	$1,828
2	**Hopelink** *case management & financial assistance for families experiencing homelessness or are housing insecure*	$27,000	$23,200		$23,200	$3,800
2	**King County Bar Foundation** *courthouse eviction assistance and neighborhood legal cinics*	$5,000	$5,000		$5,000	
1	**LifeWire** *flex funds for housing stability for domestic violence survivors*	$23,677	$15,000		$15,000	$8,677
	SUBTOTALS	**$227,505**	**$424,868**	**$0**	**$424,868**	**$14,305**
FOSTERING WELL-BEING						
2	**Human Services Prop 1 Coordinator** *human services staff position*	N/A	$140,000		$140,000	
4	**Crisis Connections** *24-Hour Crisis Line*	$7,500	$7,500		$7,500	
5	**HERO House** *employment services for people living with mental illness*	$15,000	$10,000		$10,000	
2	**India Association of Western Washington** *mental health support for youth and seniors*	$35,000	$5,000		$5,000	
2	**Families of Color Seattle** *10-week parent groups for families of color*	$10,000	$10,000		$10,000	
4	**NAMI Eastside** *peer-led mental health support groups, training and information & referral*	$5,600	$5,600		$5,600	

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4	**NAMI Eastside** *suicide prevention program in the schools*	$5,250			$0	$5,000
4	**Northwest Parkinson's Foundation** *Isolation outreach, information & Referral and classes*	$1,800	$1,800		$1,800	
2	**Communities in Schools** *case management support for families and students in partnership with the Lake Washington School District*	N/A	$60,000		$60,000	
2	***SET ASIDE Indigenous Family Support***	N/A	$6,825		$6,825	
2	***SET ASIDE Latinx Family Support***	N/A	$35,000		$35,000	
2	**Boys & Girls Clubs of King County** *academic and youth development programs at the Kirkland Club*	$10,000	$10,000		$10,000	
4	**Crisis Connections** *teen one-on-one peer support, resource booklets and suicide prevention training*	$10,072	$10,000		$10,000	
5	**PROVAIL** *School-to-Work job coaching for developmentally disabled teens and young adults*	$15,000	$15,000		$15,000	
4	**Youth Eastside Services** *preventative evidence-based strategies from birth to age 7 (including Spanish-speaking staff)*	$45,039	$40,000		$40,000	
2	**Youth Eastside Services** *support program for Latinx youth*	$35,894	$35,894		$35,894	
2	**Youth Eastside Services** *support program for African-American youth* (to temporarily replace KTUB services)	$35,003	$35,003		$35,003	
	SUBTOTALS	**$173,658**	**$427,622**	**$0**	**$427,622**	**$5,000**
BEHAVORIAL HEALTH INTERVENTIONS						
4	**Asian Counseling and Referral Service** *counseling, consultations and case management for AAPI students, family members and school counselors in the LWSD*	$30,130	$26,013		$26,013	$4,117
4	**Asian Counseling and Referral Service** *whole health behavioral health services for API individuals living with chronic mental illnesses*	$10,000	$7,500		$7,500	$2,500
4	**IKRON** *counseling and psychiatric services*	$54,000	$35,000		$35,000	$19,000
5	**IKRON** *Integrated behavioral health and employment services*	$19,800	$15,000		$15,000	$4,800

2021-2022 Human Services Grant Awards with Additional Recommendations

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5	**Kindering** *consultations to improve care and prevent expulsions from childcare and preschool*	$46,907	$20,000		$20,000	$26,907
4	**Therapeutic Health Services** *drug & alcohol treatment--counseling, support groups and case management*	$14,872	$14,872		$14,872	
4	**Youth Eastside Services** *behavioral healthcare for children and youth aged 6 to 22*	$121,561	$60,000		$60,000	$61,561
	SUBTOTALS	**$297,270**	**$178,385**	**$0**	**$178,385**	**$118,885**
SUPPORT FOR DOMESTIC VIOLENCE AND SEXUAL ASSAULT SURVIVORS						
3	**Consejo Counseling and Referral Service** *domestic violence survivor advocacy, counseling and support groups*	$15,000	$15,000		$15,000	
2	**Eastside Legal Assistance Program** *advice clinics, pleadings preparation for DV survivors and lectures*	$25,000	$20,000		$20,000	
3	**Harborview Medical Center** *counseling to address sexual assault and traumatic stress*	$9,580	$9,580		$9,580	
3	**King County Sexual Assault Resource Center** *comprehensive sexual assault services in English and Spanish*	$20,560	$20,560		$20,560	
3	**LifeWire** *domestic violence survivor advocacy and counseling services*	$98,541	$70,000		$70,000	$28,541
	SUBTOTALS	**$168,681**	**$135,140**	**$0**	**$135,140**	**$28,541**
HOMELESS AND HOUSING SERVICES						
1	**Congregations for the Homeless** *rotating overnight men's shelter* (30)	$11,000			$0	$11,000
1	**Friends of Youth** *transitional housing with services for young adults/families experiencing homelessness*	$42,687	$20,917		$20,917	
1	**Hopelink** *shelter (19 units), transitional (51) and permanent housing (35) & case management for families with children*	$21,012	$21,012		$21,012	
1	**Imagine Housing** *basic supplies, information & referral and community meals for residents*	$32,700	$30,000		$30,000	
1	**MAPS--Muslim Community Resource Center** *transitional housing for adult women*	$24,000	$7,500		$7,500	
1	**The Sophia Way** *case management and shelter for women & resource center services*	$61,006	$12,240		$12,240	
	SUBTOTAL	**$192,405**	**$91,669**	**$0**	**$91,669**	**$11,000**

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SUPPORT SERVICES FOR OLDER ADULTS AND PEOPLE WITH DISABILITIES						
4	**Alpha Supported Living Services** *medical & dental appnt support for developmentally disabled residents*	$5,000			$0	$5,000
2	**Catholic Community Services of King County** *volunteer chore and in-home care*	$8,000	$6,250		$6,250	
2	**Community Homes, Inc.** *housing education & navigation services for adults with intellectual and developmental disabilities*	$5,000			$0	$5,000
4	**Kindering** *developmental screenings, evaluations and early intervention for children with disabilities experiencing homelessness*	$22,792		$22,792	$22,792	$5,000
4	**Northshore Senior Center** *adult day health and wellness*	$12,000	$10,250		$10,250	
4	**Sound Generations** *volunteers provide free transportation for essential appointments*	$11,000	$8,000		$8,000	
	SUBTOTALS	**$63,792**	**$24,500**	**$22,792**	**$47,292**	**$15,000**
DENTAL AND MEDICAL SERVICES						
4	**Bridge Disability Ministries** *medical equipment loan program*	$5,000	$5,000		$5,000	
4	**HealthPoint** *primary dental care*	$16,000	$16,000		$16,000	
4	**HealthPoint** *primary medical care*	$16,000	$16,000		$16,000	
4	**Washington Poison Center** *emergency phone calls, community education, training*	$6,471			$0	$6,471
	SUBTOTALS	**$43,471**	**$37,000**	**$0**	**$37,000**	**$6,471**
CULTURAL NAVIGATION & IMMIGRANT AND REFUGEE SUPPORT SERVICES						
2	**Chinese Information and Service Center** *information & referral and educational workshops for the Russian and Chinese communities*	$12,620	$7,500		$7,500	
2	**India Association of Western Washington** *cultural navigation case management*	$6,000	$5,000		$5,000	
2	**MAPS--Muslim Community Resource Center** *Information, referrals, & resources*	$20,000	$15,000		$15,000	
5	**Jewish Family Service** *employment, citizenship and legal services for immigrants and refugees*	$25,000	$15,000		$15,000	
	SUBTOTALS	**$63,620**	**$42,500**	**$0**	**$42,500**	**$0**

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EDUCATION AND EMPLOYMENT ASSISTANCE						
5	**Bellevue College** *career services open to the community*	$7,094	$5,062		$5,062	
5	**Child Care Resources** *information & referrals and technical assistance for providers*	$9,117	$7,500		$7,500	$1,617
5	**Hopelink** *English for Work & GED education programs*	$44,500	$10,000		$10,000	
5	**Hopelink** *employment services*	$50,000	$10,000		$10,000	
5	**YWCA of Seattle-King-Snohomish** *Basic Food Emplyment and Training services w/emphasis on cultural needs of the Black/African American communities*	$13,658	$13,658		$13,658	
	SUBTOTALS	**$124,369**	**$46,220**	**$0**	**$46,220**	**$1,617**
	TOTALS	**$487,657**	**$2,014,554**	**$490,244**	**$2,504,798**	**$34,088**
programs not included in funding recommendations:						
1	**Babies of Homelessness** *delivery of diapers, wipes and formula to families experiencing homelessness*	$5,000				
1	**Catholic Community Services of King County** *emergency financial assistance*	$10,000				
1	**Congregations for the Homeless** *affordable housing with case management for men experiencing homelessness*	$7,500				
1	**Congregations for the Homeless** *housing placement service for people experiencing homelessness*	$16,500				
1	**Congregations for the Homeless** *street outreach & case managemt*	$47,500				
1	**Fair Housing Center of Washington** *fair housing education*	$4,000				
1	**Humanize Homelessness** *creation of mobile app to connect homeless programs and volunteers*	$5,000				
1	**Kits For Peace** *supports the creation and distribution of basic needs kits to people experiencing homelessness*	$10,000				
1	**Northshore Schools Foundation** *support for school families*	$500				
1	**The Salvation Army - Eastside** *financial and transportation assistance*	$25,000				

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2	**Assistance League of the Eastside** new clothing *for LWSD students*	$9,000				
2	**Athletes for Kids** *high school athletes mentoring youth with special needs*	$5,000				
2	**Center for Human Services** *family support services including Play & Learn and education for parents*	$5,000				
2	**Chinese Information and Service Center** *Russian senior day program in Bellevue*	$2,800				
2	**India Association of Western Washington** *senior, employment mentor and youth leadership programs*	$10,000				
2	**MAPS--Muslim Community Resource Center** *outreach and household goods support for refugees and immigrants*	$20,000				
2	**Lake Washington Schools Foundation** *lunchtime mentoring program for elementary students*	$10,000				
2	**Youth Eastside Services** *case management support for LWSD families*	$67,102				
2	**Youth Eastside Services** *mentoring program for children and youth*	$8,418				
3	**The One Love Foundation in Honor of Yeardley Love** *healthy relationship workshops*	$10,000				
4	**Alpha Supported Living Services** *group activities for developmentally disabled residents*	$4,000				
4	**Bridge Disability Ministries** *guardianship services for developmentally disabled persons*	$5,000				
4	**Center for Human Services** *Behavioral Health Clinical Program*	$6,000				
4	**Easterseals Washington** *adult day health services*	$17,580				
4	**Kindering** *10-week parenting course*	$17,132				
4	**Rainier Valley Corps DBA Congolese Integration Network** *counseling and financial aid*	$2,493				
4	**Washington Autism Alliance & Advocac**y *autism website, training & support groups & case management*	$31,250				
4	**Wonderland Developmental Center** *Play & Learn groups*	$3,000				
4	**Wonderland Developmental Center** *speech, physical and occupational therapy and infant mental health services in the home*	$6,000				
5	**AtWork!** *supported employment for people living with developmental disabilities*	$8,500				

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5	**Hopelink** *financial coaching and education*	$17,000				
	SUBTOTALS	**$396,275**				
	TOTALS	**$2,430,398**	**$2,014,554**	**$490,244**	**$2,504,798**	**$240,306**

Human Services Continuum Goal Areas			
1	Food to Eat and Roof Over Head	4	Medical Needs to be Healthy
2	Supportive Relationships within Families, Neighborhoods, and Communities	5	Jobs and Education
3	A Safe Haven from All Forms of Violence and Abuse		

Council Meeting: 04/20/2021
Agenda: Business
Item #: 9.d.

CITY OF KIRKLAND
Planning and Building Department
123 5th Avenue, Kirkland, WA 98033
425-587-3600

MEMORANDUM

To: City Council

From: Adam Weinstein, AICP, Planning & Building Director
Jeremy McMahan, Deputy Director, Planning & Building
Janice Coogan-Swenson, Senior Planner
David Barnes, Senior Planner

Date: April 8, 2021

Subject: Moss Bay and Everest Neighborhood Plan Update, File: CAM21-00072 #3

Recommendation
It is recommended that City Council receive a staff presentation and provide direction on the process outlined in this memo to update the Moss Bay and Everest Neighborhood Plans in 2021.

Background Discussion
A key project on the 2021 Planning Work Program is updating the existing Moss Bay and Everest Neighborhood Plan chapters of the Comprehensive Plan. Neighborhood Plans are updated on a rotating basis and set forth the vision, goals and policies for the future growth of the areas for the next 10-20 years within the context of the citywide General Elements in the Comprehensive Plan. Revised neighborhood plan policies often result in changes in land use and zoning, code amendments, and new capital projects, and help support City-wide policy initiatives, such as those related to housing affordability and environmental sustainability. Community-initiated Amendment Requests (CAR) for changes in land use/rezones may be submitted and considered with neighborhood plan updates. Aerial maps showing the Moss Bay Neighborhood boundaries are contained in Attachment 6 and Everest Neighborhood in Attachment 7.

The last major update to the Everest Plan occurred approximately 20 years ago, although the plan was updated as part of the 2015 update to the Comprehensive Plan. In addition, policies and code amendments for the Houghton-Everest Neighborhood Center (HENC zones) commercial area along NE 68th Street were completed in 2017. The last major update to the Moss Bay Plan was approximately 13 years ago, although like the Everest Plan, the Moss Bay Plan was also updated as part of the 2015 Comprehensive Plan Update. The following is a chronological list of plan updates and studies that are relevant to Downtown Planning:

- 1970: Central Business District Plan
- 1987: Downtown Plan
- 1992: Higher Density Rezones implementing vision of Downtown Plan

- 1997: Downtown Plan Amendments in response to building height concerns resulting from Downtown Plan and zoning
- 2001: Downtown Strategic Plan to pursue public and private initiatives to implement the community vision
- 2008: Downtown Plan update as part of Moss Bay Neighborhood Plan
- 2015: Neighborhood plans updated as part of 2035 Comprehensive Plan
- 2019: Greater Downtown Plan adopted by City Council and King County Council to acknowledge the role of the greater Downtown area in meeting land use and transportation goals identified in the Countywide Planning Policies

Planning Process

Developed in 2018, the Neighborhood Plan Update Framework document (Attachment 1) is a "handbook" used by staff and the community to guide the planning process. The Framework has been modified for this year's update process and contains the expectations for process, scope of work for each neighborhood, a tentative schedule, a "cookbook of policy questions" to consider, a public outreach plan, and a new item: an Equity and Inclusion Assessment (EIA) for the plans.

The goal is to complete the updated neighborhood plans by the end of the year in order for the plans to be adopted with the other annual amendments to the Comprehensive Plan. To keep on schedule, the public outreach process and meeting schedule for both plans will be combined (for example, we will try to bring the two plans to the same Board and Commission meetings). The processes will diverge with separate Working Groups and workshops in order to dive deeper into study issues and keep the size of the Working Groups and workshops (likely virtual for the foreseeable future) more manageable. Preliminary study issues for each neighborhood are discussed below.

Diversity, inclusive and equitable objectives

In response to the passage of Resolution R-5434 in 2020 (and R-5240 in 2017), staff received strong direction from City Council that future neighborhood planning processes should involve more diverse participation from communities of color (BIPOC) and other typically under-represented groups including: immigrants; faith-based organizations; renters; lower-income residents; human services, social justice and affordable housing organizations; businesses; non-resident interest groups; and young people.

To help with this effort, staff has gathered demographic information for each neighborhood, including age, population, race, ethnicity, number of households, household income, and housing ownership/renters, from the 2010 Census and 2025 projections (see Attachments 4 and 5).

In addition to fostering more diverse participation, the Council requested that staff and the community ensure that the revised plans reflect:

- text narrative that is welcoming to those who live or work outside the boundaries of each neighborhood, including households who may desire to live in the neighborhood;

- support for citywide Missing Middle Housing (MMH) and affordable housing policies in the Housing Element, the Housing Strategy Plan objectives, and adopted MMH and Accessory Dwelling Unit code regulations;
- support for other citywide goals and policies; and
- recognition of the First Peoples who lived in the area prior to white settlement of Kirkland.

Staff learned a great deal from last year's neighborhood plan update experience and has worked with the City's equity consultant on the "equity scrub" process on how to apply these principles with this year's updates. Staff continues to work with the City Manager's office to improve these efforts. For example, staff will prepare an Equity Impact Assessment (EIA) at the beginning and end of the process (see Attachment 1 EIA section and template in Attachment 2) and strive to promote equity and inclusion through all stages of the process.

Working Groups
Members of the two small Working Groups are in the process of being selected to work closely with staff throughout the process. Their role is as a conduit between staff and their fellow community members in the neighborhood and broader community. They are expected to attend Planning Commission and other public meetings, and to review draft plans. The Neighborhood Plan Update Framework document (Attachment 1) describes in more detail the membership and role of the Working Group. In selecting the representatives for the Working Groups, we are trying to recruit a diverse range of interests (including youth and faith-based representatives) and perspectives to bring to the process while keeping the groups a manageable size.

Public Outreach Plan
The Framework document in Attachment 1 describes the schedule and public outreach plan for the neighborhood plan process. Planned outreach includes mailing postcards to all residents and property owners in both neighborhoods, issuing email announcements, conducting an online survey, conducting separate workshops for each neighborhood (visioning and issue identification), installing public notice signs throughout the neighborhoods, holding meetings with Boards and Commissions, and other opportunities. Planning staff will send out email announcements and coordinate with the communications team in the City Manager's office to issue media releases.

Preliminary study issues unique to each area
Potential study issues of concern to each neighborhood will be gathered from results of the online survey, workshops and public comments received. Staff has identified the initial scope of work and preliminary issues to study below:

Moss Bay Neighborhood Plan (moderate level of revision is expected)
- study inclusionary zoning (affordable housing) requirements
- evaluate opportunities to increase diversity of business types and vibrancy of the commercial district
- evaluate rules governing ground floor retail/commercial uses

- identify policy considerations surrounding parking requirements
- identify policy considerations surrounding a potential future Downtown foot ferry terminal
- consider policy and land use changes to connect downtown to the Bus Rapid Transit (BRT) station at NE 85th Street/I-405 and the larger Station Area Plan
- consider policies to support new Downtown recreational facilities
- evaluate policies related to public use of rights-of-way and festival streets
- consider other policy and land use changes after completion of a downtown market analysis
- reformat the existing text to be consistent with the current format for plans
- ensure that the policy intent and language used reflect Kirkland's values as a welcoming, inclusive, and equitable City
- create a vision statement (the existing plan has one for the Downtown Plan)
- re-evaluate, prioritize, and transform the existing text headings into policy statements
- revise to describe the current land uses, including changes since the last update
- add historical text about the area and recognize the First People of Kirkland
- evaluate potential for expanding home-based occupations

Everest Neighborhood Plan (low level of revision is expected)

- reformat the existing text to be consistent with current format for plans
- ensure that the policy intent and language used reflect Kirkland's values as a welcoming, inclusive, and equitable City
- re-evaluate, prioritize, and transform the existing text headings into policy statements
- evaluate potential for expanding home-based occupations
- revise to describe the current land uses, including changes since the last update
- create a vision statement (the existing plan does not have one)
- add historical text about the area and recognize the First People of Kirkland
- support pedestrian connections to the future BRT Station at NE 85th Street
- consider policy and land use changes to connect Downtown to the BRT station at NE 85th Street/I-405 and the larger Station Area Plan

Status of Project

The following tasks have been completed or are in-progress:

- ✓ Project kick off (January 2021)
- ✓ Neighborhood Plan Update Framework (Attachment 1)
- ✓ Neighborhood Association Board and General meetings
- ✓ Soliciting Work Group members
- ✓ Project webpages live: Moss Bay Neighborhood Plan and Everest Neighborhood Plan
- ✓ Email List servs created on each webpage to distribute project messages
- ✓ Kirkland Chamber of Commerce Policy Committee meeting
- ✓ Inter-departmental staff meeting
- ✓ Kirkland Youth Council meeting
- ✓ Demographic data from ESRI (see Attachments 4 and 5)

- ✓ Draft survey questions (see Attachment 3)
- ✓ Draft Equity Impact Analysis (EIA) (see Attachment 2 for template)
- ✓ Public notice signs installed throughout the two neighborhoods (5 locations)
- ✓ City wide media announcement
- ✓ April 8 Planning Commission briefing

Planning Commission briefing
On April 8, 2021, the Planning Commission was briefed on the proposed planning process for the neighborhood plan updates. Staff will inform the City Council of the Commission's comments at the April 20th meeting.

Next Steps (See Attachment 1, Table 2, Schedule)
- Conduct first Working Group meetings
- Mail postcards to property owners and residents encourage participation, survey, workshop dates
- Issue online survey
- Organize and conduct workshops
- Planning Commission, and other Boards and Commission study sessions (Transportation Commission on April 28)
- Draft Plans for public comment
- Late fall-early winter Planning Commission public hearing and final adoption by City Council

Questions for City Council
- Does the Council support the planning process outlined in this memo and the Framework document? Do you have additional suggestions for the process or public outreach plan?
- Does the Council have suggested issues to study in each neighborhood beyond those listed in this memo?

Attachments:
1. Framework Document, tables and attachments
2. EIA template
3. Draft Survey questions
4. Moss Bay demographic data (ESRI)
5. Everest demographic data (ESRI)
6. Moss Bay neighborhood map
7. Everest neighborhood map

cc: File Number CAM21-00072 #3

2021 Neighborhood Plan Update Framework

March 8, 2021

Moss Bay & Everest Neighborhood Plan Update

In 2021, the City of Kirkland Planning and Building Department in coordination with the neighborhoods and overall community is tasked with updating the Moss Bay and Everest Neighborhood Plans. The purpose of a neighborhood plan is to establish a vision for each neighborhood over the next 20 years that promotes the citywide goals and policies in the Comprehensive Plan.

The planning and public outreach process for updating the two neighborhood plans will be on a parallel schedule for public meetings with the City's Boards and Commissions and the public outreach process. Where appropriate, staff will utilize the same public information materials and combine public involvement activities. Two separate Working Groups made up of representatives from each neighborhood association, the business community, and other community members will work with city staff to help conduct this process. The goal is to complete the update process by the end of 2021 for adoptions with other citywide amendments to the Comprehensive Plan. Follow-up code amendments may be necessary to implement new policies in 2022.

Examples of known policy changes to consider with the Plans include: updating the Moss Bay Neighborhood Plan related to the King County Countywide Planning Policies designation of the Greater Downtown as an Urban Center, conducting a market analysis, studying how more affordable housing can be provided in the Downtown, reevaluating parking and ground floor retail strategies, and fostering equity and inclusion. Both Plans will need to include revised policies (such as land use changes, pedestrian connections, transportation improvements) reflecting recommendations from the Station Area Plan when it is completed.

Purpose of the Neighborhood Plan Update Framework

This document provides the scope of work, planning steps, questions to consider, plan outline, public outreach plan, and schedule for the process. This document is intended to help structure the formulation of neighborhood plans to make them more streamlined while still benefitting from strong public input that reflects the community's vision. This framework seeks to implement Comprehensive Plan[1] Implementation Strategy NP.4:

[1] The Comprehensive Plan establishes a vision, goals, policies, and implementation strategies for managing growth in Kirkland over the next 20 years.

> *Develop a comprehensive template for future neighborhood plans that provides a framework for policies addressing the possible range of issues unique to each neighborhood, recognizing that not all template items will be applicable to all neighborhoods. The intent is to make the neighborhood plans concise and streamlined.*

The City seeks to complete an update to each neighborhood plan within an 8-year timeframe. Instead of devising a new update process each time, this framework will provide a loose structure from which the community and City staff can work through neighborhood plan updates.

Special note: this framework is intended to be a starting point, not a rigid structure, and the specific needs of individual neighborhoods may lead to deviations from this framework (while being consistent with and supportive of Citywide policy). The intent is to guide the updating of neighborhood plans while:

- Identifying and incorporating the diverse aspirations of Kirkland's neighborhoods;
- Focusing on the specific ways each neighborhood will implement the Comprehensive Plan;
- Minimizing redundancy between neighborhood plans and the Comprehensive Plan; and
- Doing the above as efficiently as possible to maintain public interest in the process and complete all the plans on time.

Table of Contents

1. Expectations for Process
2. Scope of Work (Table 1)
3. Schedule (Table 2)
4. Plan Outline
5. Cookbook of Policy Questions (Table 3)
6. Public Outreach Plan (Attachment A)
7. Equity and Inclusion Assessment

1. Expectations for Process

Preparation of a neighborhood plan update requires strategic coordination between the neighborhood community, other stakeholders, and City staff. This Framework is predicated on key responsibilities and expectations being achieved by the participants. Table 1 summarizes fundamental expectations for a productive and efficient neighborhood plan update process.

Table 1: Expectations for Process

Expectation	Community Member Responsibility	Staff Responsibility
Baseline Knowledge/ Education	Come to meetings with an open mind and a collaborative attitude. Be open to learning about the neighborhood plan process, including what a neighborhood plan can achieve as well as its limits. To maximize your participation and contribution for this effort: read and understand your existing plan, think about if any changes are needed, familiarize yourself with basic principles of land use planning and urban design, and learn about the roles and responsibilities that communities have in accommodating growth anticipated for the region, and doing so in an equitable and inclusive way.	Establish clear expectations with neighborhoods regarding the scope of work of the update, expectations for input, and expected background knowledge (including baseline knowledge of the existing plan and underlying strengths/weaknesses of the neighborhood). Disseminate online tutorials, videos, and a digest of the existing plan to help neighborhoods become more familiar with the planning process and regional growth targets and review basic planning principles at initial meetings. Educate the community about the planning process via workshops, lectures and other means before, during, and after the plan formulation process. Create and update a neighborhood planning website – a resource that community members can access for baseline education about the City's plans, planning framework, and planning best practices.
Schedule	Recognize that the neighborhood plan is on a strict timeline so that every neighborhood plan in the City can be updated once every 8 years. Actively help to achieve this schedule by raising issues of concern early in the process – preferably by the time the first draft of the plan is presented to the community.	Clearly communicate expectations regarding schedule, help to identify and address concerns early in the process, and provide for meaningful public feedback.

Expectation	Community Member Responsibility	Staff Responsibility
Public Outreach	Recognize that staff is undertaking thorough public outreach, but that no outreach is as effective as word of mouth. Visit and talk to your neighbors and members of your community that may be underrepresented in the planning process and encourage then to get involved in the planning process.	Undertake a robust, inclusive public outreach process that reaches members of the community who wouldn't typically be active participants in a plan update (including business/property owners, employees, other non-residents, apartment residents/renters, people of color, youth). Find an appropriate balance of technological outreach (e.g., web surveys, email list serves) and in-person meetings to foster meaningful input. Consider who might be impacted or benefited by the project. Consider outcomes that eliminate or minimize impacts and maximize benefits. Document public comments and measure success and limitations.
Working Group	Establish a clear and open communication channel between the Working Group and community members. The Working Group should actively seek to reconcile competing ideas, so staff has clear direction on the plan update, and take "ownership" of the plan. The Working Group will also be expected to present the plan at public meetings, including to Planning Commission, City Council and the Houghton Community Council, as warranted. It is anticipated that the Working Group will meet three-four times as a group in addition to attending public meetings.	Staff will recruit and select Working Group members to be sure there is a diverse group of people and interests represented on the update process. The Working Group should be comprised of 1-2 people from each of the following communities such as: neighborhood association, residents, property owners (residential/commercial), businesses, employees, non-resident interest groups, young people, elderly, Black, Indigenous, Immigrants, and People of Color (BIPOC), faith based, renters, human services, social justice, affordable housing organizations. Staff will establish a clear and open communication channel between staff, the Working Group, and community members. Make sure that decision making is transparent and that major drafts of plan updates are presented in a public forum.
Vision	Think broadly about what your vision is for your neighborhood, focusing on big-picture ideas and not plans for specific properties. Consider the need for plan amendments from the perspective	Help reach consensus on a vision for the neighborhood, maintaining a focus on overarching ideals for the future of the neighborhood.

	of the entire neighborhood and, the broader community, not just the issues that you're most interested in.	
Expectation	**Community Member Responsibility**	**Staff Responsibility**
Plan Drafts	Understand that any up-front work conducted by staff on administrative drafts of plans is intended to help guide the planning process and not presuppose the outcome. Help staff build a plan that's reflective of the community's vision by communicating ideas about plan changes early in the process, listening to your neighbors, actively seeking out feedback from community members who may not be actively involved in the planning process, and being sensitive to legal, economic, and other constraints on plan formulation. Recognize that the City Council (based on a Planning Commission recommendation) will have a final say on the content of the plan.	Transparently identify and communicate: a) changes that have been made to an existing plan; b) the rationale for the changes; c) the derivation of those changes (i.e., public comment, Comprehensive Plan policies); and d) points of disagreement or where there is uncertainty. Be upfront when there is competing direction on plan changes and clearly describe how the plan was changed.
Plan Scope	This is the community's plan, and it should reflect the aspirations of the neighborhood, but keep in mind that the Comprehensive Plan provides an overarching vision for the City, and neighborhood plans should be consistent with that vision. The plan should not replicate or repeat policies in the Comprehensive Plan.	Foster a plan development process that is adapted to the needs of the neighborhood and educate the neighborhood about City-wide policies in the Comprehensive Plan and elsewhere, along with regional growth objectives, that should guide the formulation of the plan.

2. Scope of Work

This section includes the scope of work for the Moss Bay and Everest neighborhood plan update as a starting point for identifying key steps in the process, milestones, and opportunities and methods for public input. Some ongoing tasks (e.g., some internal meetings, creation of a project website) are not explicitly listed here but are important to the overall process. "Planning staff" may also include the use of consultant assistance.

Task 1: Internal Kick-off Meetings. Planning staff will hold several meetings with representatives of different City departments to identify stakeholders, and discuss expectations regarding the scope of work, planned projects in the vicinity, necessary background data, and the overall schedule for the project. (Deliverables: agendas, stakeholder list, list of information needs)

Task 2: Prepare Preliminary Scope/Schedule/Outreach Plan/EIA. Planning staff will prepare a preliminary scope of work and schedule, using the materials in this framework. The scope of work will also include a detailed public outreach plan. The scope will begin with development of the Equity Impact Assessment (EIA) at this stage (see Section 7 below), designed to foster meaningful, focused input while reaching members of the community that may not be typically actively involved in a neighborhood planning project, including property/business owners, employees, non-resident interest groups, young people, the elderly, and Black, Indigenous/Immigrants, and People of Color (BIPOC). (Deliverables: scope of work, schedule, public outreach plan, draft EIA)

Task 3: Prepare Background Data. As part of this task, Planning staff will begin to collect background data and compile a fact sheet about the neighborhood and base map. The fact sheet could include information about socio, economic, racial data, the potential for enhanced transit service, opportunities for bike and pedestrian linkages to achieve the City's 10-minute neighborhood walk goal, likely growth in the area, environmental issues, tax revenue generation, and other data to help understand how the neighborhood functions in the City as a whole. Data collection and compilation, including the preparation of technical studies such as economic and transportation reports, will extend across all the subsequent tasks. (Deliverables: fact sheet, base map, technical reports, and associated educational resources)

Task 4: External Project Kick-off Meeting-Working Group Planning staff will meet with the Working Group (See Table 1) to discuss expectations regarding the project schedule, public outreach plan, education plan, EIA, overall process, and to get input on stakeholder lists. A tour of each neighborhood may be conducted with the Working Group to discuss issues. Two-three additional meetings are likely to discuss study issues and the draft Plans. (Deliverables: meeting agenda, preliminary stakeholder list, and preliminary outreach/education plan)

Task 5: Release Neighborhood Survey. Working collaboratively, with Planning staff taking the lead, Planning staff and the Working Group will produce and disseminate a neighborhood survey to identify information about existing conditions (which could include walk routes, gathering places, connectivity and environmental issues) and areas where change can best be accommodated. (Deliverables: neighborhood survey, and notifications about survey)

Task 6: Attend Neighborhood Association Meeting. Planning staff and the Working Group will attend neighborhood association meetings to describe the overall planning process, identify expectations for the scope of work and schedule from both

staff and the neighborhood, and seek input on big-picture thoughts related to the neighborhood plan update. (Deliverables: handouts)

Task 7: Community-Initiated Amendment Requests (CAR). Formal Community-Initiated Amendment Requests (CARs) for change in land use, rezone, or code amendment related to their property will be considered as part of the plan update, but changes to the land use designations or development regulations that apply to individual properties will be considered in the context of the community's vision for the plan. Early submittal of the applications will ensure there is adequate time to study the request, receive a threshold determination from the Planning Commission and City Council on which have merit for further study, to receive public input on the proposal and evaluation of the request for compatibility with the neighborhood's revised vision statement. (Deliverables: applications, handouts, presentation materials)

Task 8: Conduct Visioning Workshop. Planning staff and the Working Group will conduct a visioning workshop to help ascertain the type and degree of change that is desired in the neighborhood, gathering information to draft a revised vision statement and study issues suggested by participants. Ideally, CAR requests would be introduced to the public (Deliverables: handouts, presentation materials, draft vision statement)

Task 9: Present Preliminary Issues to Planning Commission. This task will involve a check-in with the Planning Commission if warranted, to confirm the key issues that will be addressed in the neighborhood plan update. The Planning Commission's overarching objectives for the planning process (both substance and process) should be discussed at this meeting, and the community will be able to voice concerns about neighborhood issues that relate to the plan update. (Deliverables: draft scope/schedule)

Task 10: Present Preliminary Issues to City Council. As a follow-up to the previous task, Planning staff will present the key issues, CAR requests that will be addressed in the neighborhood plan update to City Council. The City Council's overarching objectives for the planning process (both substance and process) should be discussed at this meeting, and the community will be able to voice concerns about neighborhood issues that relate to the plan update. (Deliverables: final scope/schedule)

Task 11: Prepare Draft Plan #1. Based on information gathered at the previous meetings, the neighborhood survey, the visioning workshop, Working Group and background research, Planning staff will prepare Draft Plan #1. Depending on the volume of changes, Draft Plan #1 may be a mark-up version of the existing neighborhood plan. (Deliverables: Draft Plan #1)

Task 12: Present Draft Plan #1 to Community. Planning staff and the Working Group will present Draft Plan #1 to the community and will seek input on this first draft of the revised plan, including any major planning issues that should be addressed in the plan. The format of the meeting should take into account expected participation and the level of change in the draft document, but could take the form of listening sessions, topical/small group discussions, story boards, and/or large group discussion

Task 13: Check-in with Boards and Commissions. Planning staff will present Draft Plan #1 to City boards and commissions, including the Transportation Commission and Parks Board, to collect early feedback on issues of concern. (Deliverables: presentation materials)

Task 14: Submit Written Comments on Draft Plan #1. Planning staff will convey comments from the community, boards, and commissions to the Working Group. The Working Group will provide another round of review, taking into account input from the previous meetings, and provide one set of written comments on Draft Plan #1 to City staff. These comments should seek to resolve contradictory comments to the extent possible. (Deliverables: comments on Draft Plan #1)

Task 15: Prepare Draft Plan #2. Based on written and verbal comments collected from the neighborhood and Working Group since publication of Draft Plan #2, along with data from neighborhood survey #2, Planning staff will prepare Draft Plan #2. (Deliverables: Draft Plan #2)

Task 16: Present Draft Plan #2 to Community for comment. Planning staff and the Working Group will present Draft Plan #2 to the community and will seek input on this second draft of the revised plan. The format of the meeting should take into account expected participation and the level of change in the draft document, but could take the form of listening sessions, topical/small group discussions, story boards, and/or large group discussion. Planning staff will collect all public comments received and share them on the project website. (Deliverables: handouts, presentation materials)

Task 17: Present Draft Plan #2 to Other Commissions. Planning staff would present Draft Plan #2 to City boards and commissions, including the Transportation Commission and Parks Board. Any comments generated by these commissions would be presented to the Planning Commission, and City Council. (Deliverables: presentation materials)

Task 18: Planning Commission Study Session. Planning staff and the Working Group will present Draft Plan #2 to the Planning Commission, as warranted, in a study session. The focus of the meeting will be confirming that the plan is on the right track and identifying areas where the plan could be improved. (Deliverables: presentation materials)

Task 19: Prepare Draft Plan #3 and Code Amendments. Based on written and verbal comments collected from the neighborhood, the Planning Commission, if warranted, Planning staff will prepare Draft Plan #3 and associated amendments to the Zoning Code, Municipal Code, and City standards and procedures depending on scope of amendments and if schedule permits). (Deliverables: Draft Plan #3)

Task 20: Publish State Environmental Policy Act (SEPA) Addendum. This scope of work assumes that an Addendum to the Environmental Impact Statement (EIS) prepared for the Kirkland 2035 Comprehensive Plan Update would be the appropriate level of environmental documentation for a neighborhood plan update. An Addendum typically comprises a short report analyzing changes to a plan that do not result in new

significant environmental effects. Planning staff would prepare such an Addendum as part of this task. (Deliverables: Addendum)

Task 21: Department of Commerce Review Complete. This task involves a 60-day notice and review of the draft neighborhood plan update by the State Department of Commerce. Any substantive comments made by the Department of Commerce on the draft plan would be addressed prior to City Council adoption of the plan. (Deliverables: Response to comments from Department of Commerce)

Task 22: Planning Commission Public Hearing. At this public hearing, the Planning Commission would make a recommendation to the City Council regarding adoption of the neighborhood plan update and associated Code amendments. (Deliverables: staff report and presentation materials)

Task 23: City Council Study Session/City Council Adoption. These tasks would entail the meetings leading up to adoption of the neighborhood plan update and associated Zoning Code amendments. There may be 1-2 meetings associated with this task. (Deliverables: staff report, presentation, final Comprehensive Plan and Zoning Code amendments)

3. Schedule

Table 2 (attached) is the tentative schedule for the neighborhood plan update. It is anticipated that these two plans could have a low to moderate level of change over the next 8 years because there is a limited scope of issues that need to be addressed in the update. As with any neighborhood plan update, if land use changes or code amendments are recommended it may take longer to complete. Therefore, while the goal is to accomplish the update in one year's time, it may take 1.5 years to complete.

4. Plan Outline

This section presents the desired outline for the neighborhood plan. This standard template for plan organization establishes a framework for the scope and topics considered in the plan update. Ultimately, the plan update should be concise, and descriptive text should be reduced or eliminated in favor of using maps/graphics to illustrate existing conditions and policy priorities.

I. Overview and Neighborhood Facts
II. Vision Statement
III. Historical Context (include text regarding First People of Kirkland Duwamish Tribe); see Market Neighborhood plan for example.
IV. Land Use
    a. Introduction
    b. Existing and proposed Land Use Map
    c. Policies
V. Natural Environment
    a. Introduction
    b. Existing Geological Hazardous Areas, Wetlands, Streams, Lakes Maps

c. Policies

VI. Parks and Open Space
   a. Introduction
   b. Describe existing and potential new parks and open space areas

VII. Transportation
   a. Introduction
   b. Existing and proposed Street Classification, Bicycle, Pedestrian Circulation System Maps
   c. Policies

VIII. Other Topics (one or more topics of special interest to the neighborhood)
   a. Introduction
   b. Existing and proposed Conditions Map
   c. Policies

If changes to development regulations would be required to implement policies in the neighborhood plan update, the plan should be accompanied by an Implementation Plan that provides guidance on needed Municipal Code amendments. Policies in the neighborhood plan update should express the broad vision of the neighborhood and should not be mired in the minutiae of building height/setbacks and zoning in general, municipal regulations, or internal City procedures.

5. Cookbook of Policy Questions

Every neighborhood plan update should include policies that reflect the aspirations of the neighborhood. These policies should also be supportive of the overarching policies in the Comprehensive Plan. Table 3 (attached) provides a "cookbook" of questions that can be considered as part of neighborhood plan updates, keyed to corresponding Comprehensive Plan policies. This cookbook can be used as a starting point for formulating policies as part of a neighborhood plan update, and special consideration should be given to ensure that neighborhood plan policies don't restate or conflict with policies already in the Comprehensive Plan. Also, the existing Comprehensive Plan policies in Table 3 are not all-inclusive but come to mind as policies that could foster neighborhood-specific policies when plan updates are undertaken.

6. Public Outreach Plan (Attachment A)

The Public Outreach Plan in Attachment A describes the many public engagement opportunities and media channels that will be used to inform the public during the process.

7. Equity and Inclusion Assessment

When updating neighborhood plans (and other policy documents) it is important to convey the City's social justice and inclusiveness objectives stated in R-5434 (*Black Lives Matter…)* and R-5240 (*Kirkland is a safe, inclusive and welcoming city…*) adopted by City Council in 2020. Staff will draft an Equity Impact Assessment (see Task 2 above) for the plans to assess demographic data about each neighborhood and seek ways to encourage greater participation from people who have historically been underrepresented in the neighborhood planning process.

Another outcome of the EIA will be to review and amend the existing text in each neighborhood or subarea plan for policies and text that may be perceived as exclusive or inequitable to the broader community. Based on previous neighborhood plans, this review will address the following equity and inclusion principles:

- Focus on the physical characteristics of neighborhoods/places, not the people who live in them.
- Existing residents aren't the only stakeholders (consider employees, visitors, and future residents).
- Public spaces (streets, parks, schools) in a neighborhood might be used by community members throughout (and beyond) Kirkland.
- Protect natural resources and community amenities such as views but avoid policies that could have the implication of making it harder to build new housing units or spaces for new small businesses.
- Reflect the history of the Duwamish Tribe (who predated white settlement), and also be aware that our traditional policies to protect historic resources may inadvertently neglect Duwamish sites and features (very few of which are visible and/or represented in the built environment).
- Plans should not just be neutral on issues of housing diversity and inclusion -- they should enthusiastically support the City-wide policies and programs that promote these objectives.

Table 2- Schedule for Neighborhood Plan Update 2021 Moss Bay/Everest *- *Draft 03082021*		
**Where feasible we will combine the planning and public outreach process for both Moss Bay and Everest Plans. Dates subject to change*		
#	**Task**	**Month or Date**
1	Kick Off with Working Group members and Neighborhood Associations	February/March
2	Create website, Working Group meeting, release survey, mail postcard	March/April
3	Planning Commission Briefing on Scope and Schedule	April
4	Visioning workshop, survey/workshop results, draft vision	May/June
5	Draft plans #1 and comment	June
6	Planning Commission study session	June/July
7	Draft plans #2 and comment	August
8	Planning Commission conducts public hearing on Draft #3	September/October
9	SEPA compliance, finalize draft plans	November
10	City Council study session & adoption	December
11		
12		

Notes:
1. "Working Group"
2. Shading = Public Meetings

Table 3 Neighborhood Plan Framework Table 3: Cookbook of Policies (version 3-8-2021)

Existing Comprehensive Plan Policy	Questions to Generate Neighborhood Plan Policies
Community Character Element	
Policy CC-4.4: Maintain and enhance connections between neighborhoods and to the waterfront, parks, and the Cross Kirkland Corridor/Eastside Rail Corridor.	• Where might additional pedestrian, bike, visual, or other connections be developed and how might they integrate with existing parks and transportation corridors?
Policy CC-4.6: Preserve and enhance natural landforms, vegetation, and scenic areas that contribute to the City's identity and visually define the community, its neighborhoods and districts.	• What are key natural and scenic assets in the neighborhood? • How might their visibility and protection be enhanced?
Policy CC-4.7: Enhance City and neighborhood identity through features that provide a quality image that reflects the City's unique characteristics and vision.	• What makes the neighborhood unique and how might these unique qualities be enhanced? • What gateways does the neighborhood have and how might a sense of arrival/departure at those gateways be created?
Environment Element	
Policy E-1.2: Manage activities affecting air, vegetation, water, and the land to maintain or improve environmental quality, to preserve fish and wildlife habitat, to prevent degradation or loss of natural features and functions, and to minimize risks to life and property.	• What environmental threats exist in the neighborhood and how might those be addressed? • What environmental opportunities exist in the neighborhood and how might those be leveraged to create environmental and economic benefits?
Policy E-1.3: Manage the natural and built environments to achieve no net loss of the functions and values of each drainage basin; and proactively enhance and restore functions, values, and features.	• Are there degraded and undergrounded waterways in the neighborhood (both on public and private property)? • How might they be restored?
Policy E-2.1: Strive to achieve a healthy, resilient urban forest with an overall 40 percent tree canopy coverage.	• How might the tree canopy be enhanced in the neighborhood? • Are there significant tree stands that could benefit from further protection?
Policy E-4.10: Promote preservation and adaptive reuse of existing structures.	• What can be done to make it easier to repurpose older buildings?

Table 3 Neighborhood Plan Framework Table 3: Cookbook of Policies (version 3-8-2021)

Existing Comprehensive Plan Policy	Questions to Generate Neighborhood Plan Policies
Land Use Element	
Policy LU-1.3: Encourage attractive site and building design that is compatible in scale and in character with existing or planned development.	• How are buildings arranged in the neighborhood in relation to the street? • How might those patterns be improved? • Where might taller buildings be appropriate in the neighborhood to generate pedestrian activity? • How can architecture and design be used to enhance the identity of the neighborhood?
Policy LU-1.4: Create effective transitions between different land uses	• What are parts of the neighborhood where transitions between land uses require special attention, and what might those transitions look like if areas are redeveloped?
Policy LU-2.2: Facilitate infill development and encourage redevelopment of underutilized land.	• Are there opportunity sites in the neighborhood, and what is the vision for those sites?
Policy LU-3.2: Encourage residential development within commercial areas.	• What commercial areas in the neighborhood might be suitable for transitioning to mixed-use environments with housing? • What might that housing look like?
Policy LU-4.5: Allow neighborhoods to propose small scale neighborhood-oriented commercial uses within residential areas to meet local needs and reduce reliance on vehicle trips to meet daily needs.	• Are there residential neighborhoods where small-scale commercial uses could be supported (e.g., retail, live/work uses)? • Where might those commercial uses be located and what might they look like?
Policy LU-5.2: Maintain and strengthen existing commercial and mixed use areas by focusing economic development within them.	• What targeted investments or policies would enhance the economic vitality of existing commercial and mixed use areas in the neighborhood?
Policy LU-5.5: Support designating the Greater Downtown area as an Urban Center	• The King County Countywide Planning Policies designated the Greater Downtown as an Urban Center. The City has a pending application with the Puget Sound Regional Council (PSRC) to designate Greater Downtown as a Regional Growth Center.
Housing Element	
Policy H-2.2: Promote the development of accessory dwelling units on single-family lots.	• How can ADU's be encouraged on single family lots?

Table 3 Neighborhood Plan Framework Table 3: Cookbook of Policies (version 3-8-2021)

Existing Comprehensive Plan Policy	Questions to Generate Neighborhood Plan Policies
Housing Element *continued*	
Policy H-2.4: Allow a broad range of housing and site planning approaches in single-family areas to increase housing supply and choice, to reduce cost, and to ensure design quality and neighborhood compatibility.	• What housing types are missing from the neighborhood and how might those be integrated into the existing fabric?
Policy H-3.3: Ensure that affordable housing opportunities are not concentrated, but are available throughout the City and especially in areas with good access to transit, employment, and shopping.	• What types of affordable housing would most effectively enhance the livability of the neighborhood? What types could feasibly be built in the short-term? • What are some neighborhood opportunities for an enhanced supply of affordable housing – including affordable by design/market-rate housing?
Economic Development Element	
Policy ED-1.2: Encourage a broad range of businesses that provide goods and services to the community.	• Are there services that are missing from the neighborhood? • How could such services be encouraged to locate in the neighborhood?
Policy ED-1.7: Encourage home-based businesses that are compatible with neighborhood character.	• Are there ways to address neighborhood needs by fostering home-based businesses?
Transportation Element	•
Policy T-1.1: Improve the safety of walking in Kirkland.	• What walk routes in the neighborhood currently feel uncomfortable and how could they be improved? • What changes to the physical environment would enhance the walkability of the neighborhood?
Policy T-2.1: Make bicycling safer.	• How easy and safe is it to navigate around the neighborhood by bike, and how could biking be improved?
Policy T-2.3: Build a network of greenways.	• Are there missing links in the existing greenway system through the neighborhood? • Might it be possible to bridge those gaps by enhancing informally-used pathways or through other means?
Policy T-3.1: Plan and construct an environment supportive of frequent and reliable transit service in Kirkland.	• What land use or design changes could be implemented in the neighborhood to support transit use?
Policy T-3.3: Integrate transit facilities with pedestrian and bicycle networks.	• Are there routes that could be created in the neighborhood to make it easier to access transit?

Table 3 Neighborhood Plan Framework Table 3: Cookbook of Policies (version 3-8-2021)

Transportation Element *continued*	
Policy T-4.3: Position Kirkland to respond to technological innovations, such as electric vehicles and autonomous vehicles.	• How might the neighborhood respond to transportation innovations in the future (e.g., self-driving cars, increased car share, electric vehicles)?
Policy T-4.4: Take an active approach to managing on-street and off-street parking.	• Are there areas in the neighborhood where parking areas are overutilized or underutilized? • In the overutilized areas, how might parking be better managed? In the underutilized areas, how might area used for parking be repurposed on a limited or long-term basis?
Policy T-4.7: Mitigate negative impacts of motor vehicles on neighborhood streets.	• Are streets in the neighborhood comfortable for walking or biking? • What could be improved?
Policy T-5.4: Develop transportation improvements tailored to commercial land use districts such as Totem Lake, Downtown and neighborhood business areas.	• Is the neighborhood commercial district easy to travel around? • What could make travel within and to/from the commercial district better?
Policy T-6.6: Create an equitable system that provides mobility for all users.	• For whom is the transportation system in the neighborhood (streets, trails, signs, transit, cars) harder to access and use than others? • How might this be improved?
Parks, Recreation and Open Space	
Policy 4.1: Trail System. Develop a network of shared-use pedestrian and bicycle trails to enable connections within parks and between parks, nearby neighborhoods, public amenities, and major pedestrian and bicycle routes identified in the Active Transportation Plan.	• Are there trails in the neighborhood that could be enhanced to serve more than one kind of user (e.g., sidewalks that could be converted into bike paths separated from the street)?
Policy 7.2: Natural Area Restoration and Management. Restore and manage City-owned or managed natural areas to protect and enhance their ecological health, sensitive habitats and native species.	• Can existing parks be enhanced to promote ecological functions while better serving the neighborhood?

Attachment A- Public Outreach Plan

The list below describes the communication and public outreach techniques that City staff will use to inform the public during the Neighborhood Plan update process. Ideally, the Working Group members will do their own outreach to their neighborhood association constituents and for consistency, use the same "messaging" received from the project manager planner.

Planners/City Staff Responsibilities

- **Organize Working Group** membership and meetings and seek Working group membership that reflects the diversity of the surrounding community
- **Attend Neighborhood Association meetings** to brief public on process
- Create **informational handout** with project description, process etc.
- Create an **informational video** about the process
- Create **Project Webpage on the City's Planning Services Webpage**- Write project webpage content, description, process, schedule, set up and maintain webpage. At a minimum the page will include opportunities to encourage public participation (update continually):
    - *Sign up and subscribe to listservs to receive email updates on upcoming meetings and events at the project website*
    - *Attend and participate in virtual and in-person workshops and open house events*
    - *Attend City Council, Planning Commission, Transportation Commission, Park Board and other study session meetings and share their ideas during public comment opportunities*
    - *Attend public hearings*
    - *Submit written or email comments that will be forwarded to the decision makers*
    - *Participate in online survey – See below…*
    - *Talk to their neighbors to let them know about the planning effort*
- Create **list serv** with IT Department to send out email announcements about the process and upcoming meetings.
- Create and maintain **email comment list** in Energov permit system.
- Create **survey(s)-** *For examples see: Housing Strategy project using Survey Monkey or www.ideasforum or survey with Finn Hill Neighborhood Association*
- Inform **Boards and Commissions** (Parks, Transportation, Planning Commission) of process, schedule
- Query **internal staff** about major projects and issues in the neighborhood
- Meet with **Communications Division** to help with public outreach and review content
- **Organize and facilitate Workshops at various stages of process** (visioning, issue identification, establish priorities)- date; location; design format; presentation; questions
- **KAN** briefing
- **Postcard mailings** to property owners, residents and businesses for open houses, public hearings, proposed land use changes or code amendments- *decide when in process to mail.*
- Install **public notice signs** throughout neighborhood to inform the community about the plan update; signs are mandatory with rezones
- **Public Notices** are required 14 days prior to public hearing
- **Business Outreach**-
    - Meet with Economic Development staff to discuss objectives, process
    - Send postcard invitations, surveys
    - Attend Chamber of Commerce Board meetings
    - Attend Kirkland Business Roundtable meetings

Attachment A- Public Outreach Plan

    - Option: Mailing to all business licenses
- Ascertain whether **other public outreach efforts** are warranted (e.g., pop-up stand at farmer's market or a local public school or smaller settings), this may be helpful for a smaller group to discuss controversial issues
- Create a graphic **"wordle"** or other visual device that encapsulates community objectives and vision
- **Communication Division, Multimedia or Social media assistance-**Coordinate with Communications staff to decide what media outlets will be most effective and create plan for integrating social media with overall communication plan such as article in City Update or produce a video. Examples of our **materials** include: websites, videos, infographics, posters, flyers, brochures, postcards, press releases, articles, op-eds, social media posts, how-to guides, meeting facilitation, outreach strategies and plans, and public participation design and implementation.

  Primary media **outreach channels** consist of:

  - **This Week In Kirkland** is the City's email newsletter and is sent out every week (deadline is Tuesday, sent out Wednesday)
    - "At the Council" article in This Week in Kirkland is produced every other week (after Council meetings)
    - All Press Releases are included in This Week in Kirkland
  - **City Update** newsletter, published quarterly
    - Posted at City Hall, City community centers, libraries and online.
  - **Press Releases** are posted to the News Room webpage
    - Linked from the homepage of the City website
    - Emailed to newspapers, local news, community and opinion blogs, as well as Seattle TV and radio stations if it's a big enough story
  - **Social media** posts on three main platforms: Nextdoor, Facebook, Twitter
    - Can post information to a targeted area (Nextdoor) or community groups (Facebook), or to subscribers at large (Twitter and Facebook).
  - Channels under development:
    - City Update online
    - Equitable and Inclusive outreach to diversify participation from Black, Indigenous, People of Color (BIPOC); renters, faith-based community and youth
  - Dave Wolbrecht, City's Neighborhood Services Outreach Coordinator is available to facilitate public meetings
- **Develop a Stakeholders List-** Individual letters and emails to relevant stakeholders- we have a stakeholders checklist we are keeping track of *(see Stakeholders list from 2019 Market, Norkirk and Highlands Neighborhood Plan update).*

EQUITY IMPACT ASSESSMENT (EIA)

Stage 1 – Big Picture Thinking

Stage 2 – Learning & Consultation

Stage 3 – Analysis

Stage 4 – Making a Plan

Stage 1 – Big Picture Thinking is about doing a preliminary assessment of the policy, program, service or initiative (PPSI) that is being reviewed. It involves stepping back from the detail and the day-to-day to ask questions about how the issue is related to equity.

Stage 2 – The learning and consultation stage involves data collection and analysis, and then using that information to plan outreach and engagement activities to learn even more. This where consulting with internal and external stakeholders happens, and most importantly, engagement with service users and residents. This stage takes the longest amount of time in the EIA process, and depending on the scale and impact of the issue, will need to incorporate feedback loops with stakeholders.

Stage 3 – Analysis requires deep reflection and critical thinking, as well as vulnerability to admit the issue may have some flaws that need addressing. This stage starts with synthesis of Stage 2 information and identification of gaps in data, feedback still needed, and missing stakeholders. It then moves into critical thinking about how PPSI may have positive or negative impacts on equity and inclusion.

Stage 4 – Making a Plan is the culmination of the EIA process, and where innovation and design come into play. Developing an inclusive and equitable issue is the goal and is accomplished by making recommendations, identifying an implementation plan and tracking steps to get there. This stage results in a document to share with decision-makers for review and feedback.

Stage 1 – Big Picture Thinking

While it may sound obvious, having a clear description of the policy, program, service or initiative is critical.

What is the PPSI?

- Why is it needed?
- Who is it aimed at?
- What are the intended outcomes?

How is the PPSI related to equity and inclusion along the following markers of difference? Is there likely to be a high, medium or low impact for certain groups of people in your community?

- Race or ethnicity?
- Gender and gender identity?
- Disability?
- Age?
- Sexual orientation?
- Religion, Faith or Belief?
- Socio-economic factors?
- Language proficiency?

Which communities and groups will need to be involved in the development of the PPSI?

Stage 2 – Learning & Consultation

EIA's should ensure that the PPSI incorporates the best available data, and that outreach and engagement approaches include communities and groups that will be most impacted. This stage should set out how equity information, research and best practice has been collected. It should also describe in detail the fieldwork plan and the feedback loops back to stakeholders and communities.

What available data do we have on the service users/customers/communities that will be impacted by this PPSI?

- Equity profile of service users by race/ethnicity, gender and gender identity, disability, age, sexual orientation, religion/faith and socio-economic status.
- Evidence from relevant surveys, complaints, outreach efforts

What do stakeholders think about the PPSI?

- How have you consulted with key stakeholders in the process of developing the PPSI?

- What do stakeholders think? What have we done already and what more do we need to do?

- What are some potential barriers to participation for different groups? What voices have been missing from your outreach?

- Gaps: Areas where more information is required and longer-term measures to be taken to strengthen data?

- How feedback and challenge from informed groups and individuals will be used to ensure that the final PPSI is robust, addresses identified need and promotes equity and inclusion.

Stage 3 – Analysis

This is where you start synthesizing your information and assessing impact. It is essential to consider not just the intended consequences of the PPSI but also any unintended consequence and barriers that might prevent it being effective for certain community groups. This section sets out how equity information has been analyzed and the likely impact identified.

- Will any groups be negatively impacted because of the PPSI?

- Will there be issues of access for some groups?

- How might the PPSI positively impact equity and inclusion?

Stage 4 – Making a Plan

This section sets out recommendations, actions to be taken to address any adverse impacts, and other areas that could promote equity and inclusion. It is recommended that Stage 4 identifies who in your organization is accountable for next steps; that it sets out clear measures for tracking progress; and clearly shows how communication will flow back to stakeholders and the broader community.

- How can we mitigate any negative issues identified in Stage 3?

- How will the PPSI promote equity and inclusion? Are there further ways to maximize the positive impacts?

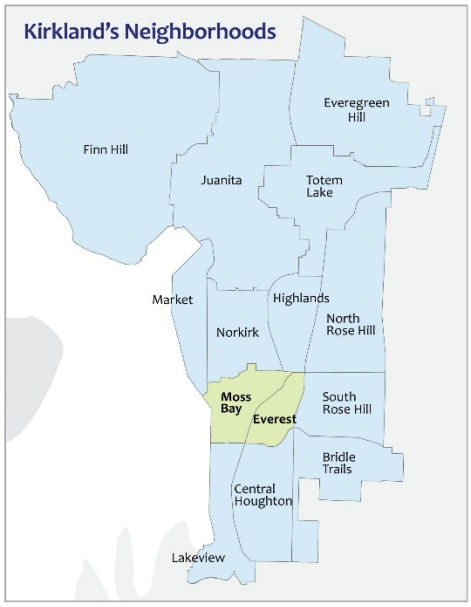
- How will the PPSI be implemented and communicated to make it accessible and transparent?

- Who is responsible for making recommendations to the appropriate body? i.e. City Manager, City Council, Department Director? How will we track progress on recommendations?

Recommendations

ATTACHMENT 3

Moss Bay and Everest Neighborhood Plans Update Survey Questions
Draft March 26, 2021



Neighborhoods are a fundamental building block of Kirkland. For cities such as Kirkland, the term "neighborhood" refers to a larger geographic area than residents and businesses usually think. In this context, Kirkland has 14 neighborhoods.

Each neighborhood has its own chapter within the Kirkland Comprehensive Plan https://www.codepublishing.com/WA/Kirkland/?html/KirklandCPNT.html, which is a document that charts the course for Kirkland's future. In collaboration with the Neighborhood Associations, residents, businesses, and visitors, in 2021 the City of Kirkland Planning and Building Department is updating the following neighborhood plans (see links to existing plans below):

- Moss Bay Neighborhood Plan
- Everest Neighborhood Plan

Please take a few minutes to participate in the following survey. By participating in this survey, you will help City staff to:

- Update a ***vision statement*** for the neighborhood
- Identify ***key issues*** to study during the neighborhood plan update process
- Develop or revise ***policies and key actions*** for Neighborhood Plan

Staff from the City will take all the survey responses and combine them with feedback gathered from upcoming workshops and other public meetings. All feedback received will be provided to the Neighborhood Plan Working Group, made up of key members of the neighborhood

associations, residents and businesses, faith-based community and youth to consider when revising the policies in each Neighborhood Plan. Survey results will be forwarded to the Planning Commission and City Council.

Please take a few minutes to answer these questions.

1. **Please identify which neighborhood you live, work in or visit**
   [Note: Please select all that apply]
   Moss Bay Resident
   Moss Bay Business
   Moss Bay Visitor
   Everest Resident
   Everest Business
   Everest Visitor

2. **Neighborhood Vision- Community Identity for Future** (Note: Each plan will be hyperlinked to the corresponding vision statement)
   A vision statement is a brief statement that expresses how a neighborhood sees itself in 20 years. Your answers to the questions below will help express your values and priorities to write a new vision statement for the neighborhood.

   a. What top 3 things makes your neighborhood a great place?
      (text box)
   b. What are the top 3 things would you like to see changed to make your neighborhood even better?
      (text box)

3. **Please select the top five values that are most important to you:**
   Using a sliding scale of 1-5 where 1 is most important from the list below:
   - Affordability for me: My purchased or rented home fits in my budget in the neighborhood.
   - Affordability for my friends and family: My friends and family can also find homes that fit their budget in the neighborhood.
   - Community: People in the neighborhood know each other; we work, live, socialize and play nearby.
   - Connectedness: I can conveniently get to where I need to go by whatever mode works best: walking, biking, taking transit, or driving.
   - Drive-ability: I can conveniently and safely drive to where I need to go and easily park when I get there.
   - Walkability: I can easily walk to places I need to go to for services, recreation or work.
   - Diversity: A variety of people live in the neighborhood.
   - Natural Environment: The neighborhood provides a safe and pleasant natural environment for all people and creatures for future generations.
   - Financial sustainability: Strength and diversity of businesses provide needed services and produce the revenue to sustain the neighborhood and city.

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- Housing opportunity: People who wish to live here can find suitable housing in the neighborhood, regardless of income, age, race, or other factors
- Schools: The School District accommodates the children in new families who move to Kirkland and the growing families who are already here.
- Safety: I feel free from the risk of danger and risk of loss, in my home, and while traveling around the neighborhood knowing I have City police, fire and emergency services available.
- Walkability/Bikeability: There are sufficient walking and bicycling corridors in my neighborhood that connect me to destinations such as schools, the Cross Kirkland Corridor and religious places.
- Other: _____

4. **What is your favorite place in your neighborhood?**
   [TEXT BOX]

5. **What are some amenities that your neighborhood currently lacks but needs? Where are they needed? Why are they important?**
   [TEXT BOX]

6. **Note your level of interest for each of these topics:**
   [1] I'm not concerned
   [2] I don't support this
   [3] Good enough as it is
   [4] Needs to be improved

- transportation infrastructure
  - safe pedestrian/bike access (routes through, and gateways to adjacent neighborhoods)
  - stoplights and other traffic control measures to protect pedestrians and cyclists
  - improved pedestrian crosswalks
  - efficient traffic flow
  - convenient public transit
  - access to/from I-405
  - plans for Sound Transit bus rapid station on I-405 at NE 85th ST (ETA: 2025)
  - pedestrian/bike connections to east side of I-405
  - "cut through" traffic on residential streets, for example, due to congestion on 6th Street, Lake Washington Blvd. or Central Way
  - commuters/business customers/employees parking in neighborhoods
  - places accessible to people with disabilities
  - additional Electric Vehicle (EV) charging stations for community-wide use
- social amenities
  - places for kids

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    - places for seniors
    - dog parks
    - social gathering places
    - iconic/gateway places
    - lookout point/scenic corridors
- recreation amenities
    - sports courts
    - trails and parks
    - accessibility to amenities for people with disabilities
    - sports fields
    - aquatics, beach, lake access
    - indoor recreation facility
    - equestrian paths
    - playgrounds
    - wooded parks like Everest Park
    - jogging paths
    - partner with private and nonprofit organizations to provide more recreation options
- housing priorities
    - housing for seniors to age-in-place
    - affordable housing
    - housing for the local workforce (i.e.: police, teachers, firefighters, retail employees)
    - variety in type of housing
    - accessory dwelling units
- environmental features
    - wetland and stream protection
    - tree protection
    - community gardens
    - rain gardens to enhance quality/quantity of stormwater
- schools (we would like to know your thoughts even though the Lake Washington School District (LWSD) has authority of how schools function in these neighborhoods)
    - there are enough classrooms and playground space for our kids
    - our schools are currently the right architectural scale or size for my neighborhood
    - schools accommodate existing and planned growth
    - schools are located in the right places
    - our children can safely walk or bike to and from school or their local school bus stop
    - City and corporate partnerships with LWSD to improve athletic facilities that are available to the community

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- Insert questions for Downtown

- What land uses, design features, amenities and community benefits would improve the Everest Commercial and Light Industrial Area along 6th Street So and NE 68th Street

[TEXT BOX]

7. Rate some ideas or experiments that should be further explored

[1] I'm not concerned
[2] I don't support this
[3] Good enough as it is
[4] Needs to be improved

- taller, mixed use buildings with residential above and street level retail shops or office below
- pilot program for pop-up businesses, such as food trucks
- additional outdoor seating for restaurants and cafes
- seasonal pedestrian mall on Park Lane that opens up more space for retail use
- better pedestrian access to Downtown Kirkland and major transit stations
- neighborhood-oriented commercial development in low density residential zones
- eliminate the requirement for street level retail uses in the Central Business District or similar commercial areas
- increase commercial development (retail or office) on the street level along (insert yes or no for each street)?
  ____NE 68th Street
  ____6th Street So
  ____State Street
  ____Lake Street So or Lake Washington Blvd
- reduced parking requirements for retail businesses
- reduce parking requirements for restaurants so they don't require twice as much parking as retail, making them easier to include in new and existing buildings
- consider redevelopment of City parking lot at Lake and Central
- Add other ideas in text box below

[TEXT BOX]

8. What are some ways that we could connect with our neighbors to discuss these topics and find out what is important to them? (locations, events, etc.)

[TEXT BOX]

9. If you have other thoughts about your neighborhood or the plan, please add them here.

[TEXT BOX]

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10. Demographic questions (required information)

Why are we collecting this information?

The City of Kirkland is working hard to be inclusive in its outreach. We want to reach as many people as possible, and the only way to know if we're achieving that is to learn a little about who takes our surveys. We won't use this information for any other purpose except interpreting our survey results and improving our civic engagement strategy.

1. **What is your housing situation?**
    a. Rent
    b. Own
    c. Unhoused
    d. Prefer not to answer
    e. Other (please specify)
2. **How long have you lived there?**
    a. 0-2 years
    b. 2-5 years
    c. 5-10 years
    d. 10+ years
    e. Prefer not to answer
    f. I don't live in the neighborhood, but I would like to
3. **What is your age?**
    a. Under 18
    b. 18-24
    c. 25-34
    d. 35-44
    e. 45-54
    f. 55-64
    g. 65+
    h. Prefer not to answer
4. **What is your household income**
    a. Under $24,999
    b. $25,000 - $74,999
    c. $75,000 - $124,999
    d. $125,000 – $174,999
    e. Over $175,000
5. **Do you consider yourself… (please check all that apply)**
    a. American Indian/Alaska Native
    b. Asian
    c. Black/African American
    d. Native Hawaiian or Other Pacific Islander
    e. White
    f. Not Listed [Text box]

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g. Prefer not to answer

6. Do you consider yourself to be Hispanic or Latino? (Optional)

a. Yes
b. No
c. Prefer not to answer

7. Which gender do you identify with? (Optional)

a. Female
b. Male
c. Non-binary or third gender

8. If you experience a disability, please let us know what kind (Optional, please check all that apply)

a. Sensory (e.g. vision or hearing impairments)
b. Mobility
c. Learning disability (e.g. ADHD, dyslexia)
d. Mental health (e.g. PTSD, Anxiety Disorder)
e. Developmental or cognitive disability
f. None
g. Prefer not to answer
h. Other (please specify)

Thank you for participating in this Neighborhood Plan Update survey!

If you're curious about the next steps in the Neighborhood Plan process, you can visit our project page and sign up to receive periodic email updates. See the City of Kirkland website at www.kirklandwa.gov search "Neighborhood Planning" (see plans in progress) or contact:

Moss Bay Neighborhood Plan: David Barnes, Senior Planner, dbarnes@kirklandwa.gov or 425-587-3250

Everest Neighborhood Plan: Janice Coogan-Swenson, Senior Planner, jcoogan@kirklandwa.gov or 425-587-3257

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Executive Summary

PL_Nbrhoods: Moss Bay

Prepared by Esri

Population	
2000 Population	3,524
2010 Population	4,323
2020 Population	5,635
2025 Population	6,305
2000-2010 Annual Rate	2.06%
2010-2020 Annual Rate	2.62%
2020-2025 Annual Rate	2.27%
2020 Male Population	48.3%
2020 Female Population	51.7%
2020 Median Age	42.4

In the identified area, the current year population is 5,635. In 2010, the Census count in the area was 4,323. The rate of change since 2010 was 2.62% annually. The five-year projection for the population in the area is 6,305 representing a change of 2.27% annually from 2020 to 2025. Currently, the population is 48.3% male and 51.7% female.

Median Age

The median age in this area is 42.4, compared to U.S. median age of 38.5.

Race and Ethnicity	
2020 White Alone	77.2%
2020 Black Alone	1.6%
2020 American Indian/Alaska Native Alone	0.6%
2020 Asian Alone	14.1%
2020 Pacific Islander Alone	0.5%
2020 Other Race	1.6%
2020 Two or More Races	4.5%
2020 Hispanic Origin (Any Race)	5.6%

Persons of Hispanic origin represent 5.6% of the population in the identified area compared to 18.8% of the U.S. population. Persons of Hispanic Origin may be of any race. The Diversity Index, which measures the probability that two people from the same area will be from different race/ethnic groups, is 44.9 in the identified area, compared to 65.1 for the U.S. as a whole.

Households	
2020 Wealth Index	188
2000 Households	2,185
2010 Households	2,672
2020 Total Households	3,422
2025 Total Households	3,803
2000-2010 Annual Rate	2.03%
2010-2020 Annual Rate	2.44%
2020-2025 Annual Rate	2.13%
2020 Average Household Size	1.65

The household count in this area has changed from 2,672 in 2010 to 3,422 in the current year, a change of 2.44% annually. The five-year projection of households is 3,803, a change of 2.13% annually from the current year total. Average household size is currently 1.65, compared to 1.62 in the year 2010. The number of families in the current year is 1,350 in the specified area.

Data Note: Income is expressed in current dollars. Housing Affordability Index and Percent of Income for Mortgage calculations are only available for areas with 50 or more owner-occupied housing units.
Source: U.S. Census Bureau, Census 2010 Summary File 1. Esri forecasts for 2020 and 2025. Esri converted Census 2000 data into 2010 geography.

March 02, 2021

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Mortgage Income	
2020 Percent of Income for Mortgage	27.5%
Median Household Income	
2020 Median Household Income	$127,412
2025 Median Household Income	$146,129
2020-2025 Annual Rate	2.78%
Average Household Income	
2020 Average Household Income	$168,603
2025 Average Household Income	$190,515
2020-2025 Annual Rate	2.47%
Per Capita Income	
2020 Per Capita Income	$99,927
2025 Per Capita Income	$112,102
2020-2025 Annual Rate	2.33%
Households by Income	

Current median household income is $127,412 in the area, compared to $62,203 for all U.S. households. Median household income is projected to be $146,129 in five years, compared to $67,325 for all U.S. households

Current average household income is $168,603 in this area, compared to $90,054 for all U.S. households. Average household income is projected to be $190,515 in five years, compared to $99,510 for all U.S. households

Current per capita income is $99,927 in the area, compared to the U.S. per capita income of $34,136. The per capita income is projected to be $112,102 in five years, compared to $37,691 for all U.S. households

Housing	
2020 Housing Affordability Index	85
2000 Total Housing Units	2,422
2000 Owner Occupied Housing Units	1,065
2000 Renter Occupied Housing Units	1,121
2000 Vacant Housing Units	236
2010 Total Housing Units	3,053
2010 Owner Occupied Housing Units	1,359
2010 Renter Occupied Housing Units	1,313
2010 Vacant Housing Units	381
2020 Total Housing Units	3,825
2020 Owner Occupied Housing Units	1,607
2020 Renter Occupied Housing Units	1,815
2020 Vacant Housing Units	403
2025 Total Housing Units	4,211
2025 Owner Occupied Housing Units	1,722
2025 Renter Occupied Housing Units	2,081
2025 Vacant Housing Units	408

Currently, 42.0% of the 3,825 housing units in the area are owner occupied; 47.5%, renter occupied; and 10.5% are vacant. Currently, in the U.S., 56.4% of the housing units in the area are owner occupied; 32.3% are renter occupied; and 11.3% are vacant. In 2010, there were 3,053 housing units in the area - 44.5% owner occupied, 43.0% renter occupied, and 12.5% vacant. The annual rate of change in housing units since 2010 is 10.54%. Median home value in the area is $838,918, compared to a median home value of $235,127 for the U.S. In five years, median value is projected to change by 3.02% annually to $973,498.

Data Note: Income is expressed in current dollars. Housing Affordability Index and Percent of Income for Mortgage calculations are only available for areas with 50 or more owner-occupied housing units.
Source: U.S. Census Bureau, Census 2010 Summary File 1. Esri forecasts for 2020 and 2025. Esri converted Census 2000 data into 2010 geography.

March 02, 2021

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Demographic and Income Profile

PL_Nbrhoods: Moss Bay

Prepared by Esri

Summary	Census 2010	2020	2025
Population	4,323	5,635	6,305
Households	2,672	3,422	3,803
Families	996	1,350	1,536
Average Household Size	1.62	1.65	1.66
Owner Occupied Housing Units	1,359	1,607	1,722
Renter Occupied Housing Units	1,313	1,815	2,081
Median Age	40.1	42.4	43.5

Trends: 2020-2025 Annual Rate	Area	State	National
Population	2.27%	1.30%	0.72%
Households	2.13%	1.30%	0.72%
Families	2.62%	1.26%	0.64%
Owner HHs	1.39%	1.31%	0.72%
Median Household Income	2.78%	1.74%	1.60%

	2020		2025	
Households by Income	Number	Percent	Number	Percent
<$15,000	120	3.5%	106	2.8%
$15,000 - $24,999	136	4.0%	115	3.0%
$25,000 - $34,999	63	1.8%	58	1.5%
$35,000 - $49,999	264	7.7%	241	6.3%
$50,000 - $74,999	259	7.6%	244	6.4%
$75,000 - $99,999	443	12.9%	451	11.9%
$100,000 - $149,999	664	19.4%	727	19.1%
$150,000 - $199,999	576	16.8%	712	18.7%
$200,000+	897	26.2%	1,150	30.2%
Median Household Income	$127,412		$146,129	
Average Household Income	$168,603		$190,515	
Per Capita Income	$99,927		$112,102	

	Census 2010		2020		2025	
Population by Age	Number	Percent	Number	Percent	Number	Percent
0 - 4	154	3.6%	178	3.2%	200	3.2%
5 - 9	106	2.5%	127	2.3%	140	2.2%
10 - 14	84	1.9%	101	1.8%	111	1.8%
15 - 19	90	2.1%	107	1.9%	119	1.9%
20 - 24	234	5.4%	279	5.0%	289	4.6%
25 - 34	1,107	25.6%	1,407	25.0%	1,504	23.9%
35 - 44	646	14.9%	779	13.8%	898	14.2%
45 - 54	574	13.3%	626	11.1%	658	10.4%
55 - 64	557	12.9%	792	14.1%	832	13.2%
65 - 74	366	8.5%	662	11.7%	801	12.7%
75 - 84	263	6.1%	380	6.7%	529	8.4%
85+	141	3.3%	197	3.5%	224	3.6%

	Census 2010		2020		2025	
Race and Ethnicity	Number	Percent	Number	Percent	Number	Percent
White Alone	3,610	83.5%	4,348	77.2%	4,627	73.4%
Black Alone	55	1.3%	88	1.6%	108	1.7%
American Indian Alone	28	0.6%	35	0.6%	39	0.6%
Asian Alone	398	9.2%	793	14.1%	1,070	17.0%
Pacific Islander Alone	18	0.4%	26	0.5%	34	0.5%
Some Other Race Alone	57	1.3%	91	1.6%	114	1.8%
Two or More Races	158	3.7%	254	4.5%	314	5.0%
Hispanic Origin (Any Race)	196	4.5%	313	5.6%	398	6.3%

Data Note: Income is expressed in current dollars.

Source: U.S. Census Bureau, Census 2010 Summary File 1. Esri forecasts for 2020 and 2025.

March 02, 2021

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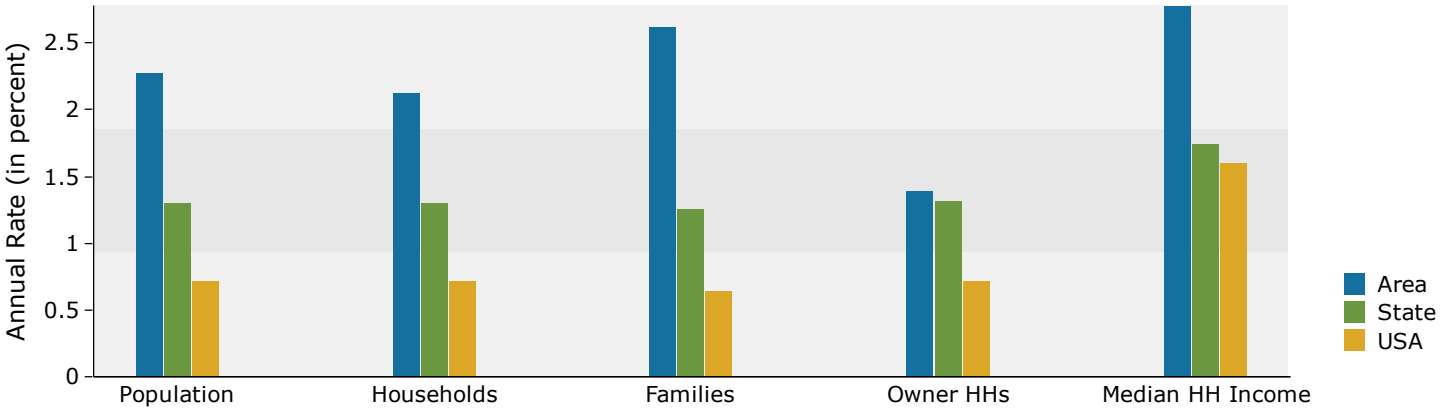
Demographic and Income Profile

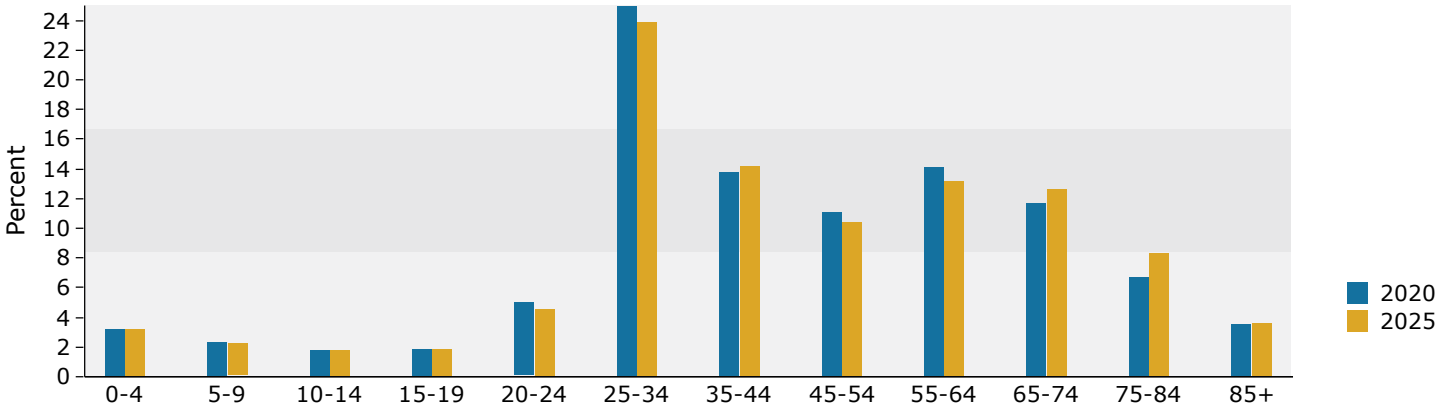
PL_Nbrhoods: Moss Bay

Prepared by Esri

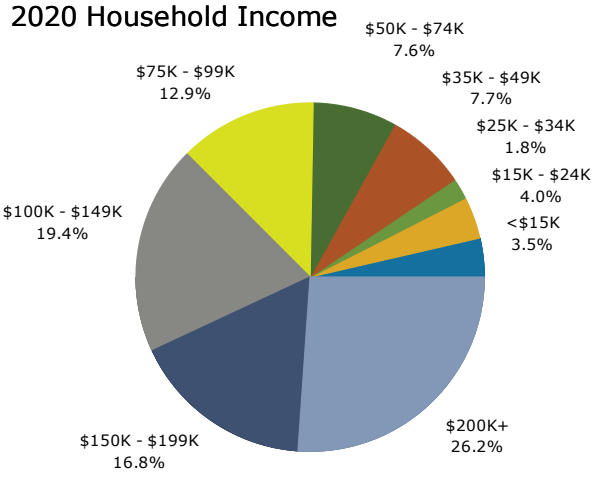
Trends 2020-2025



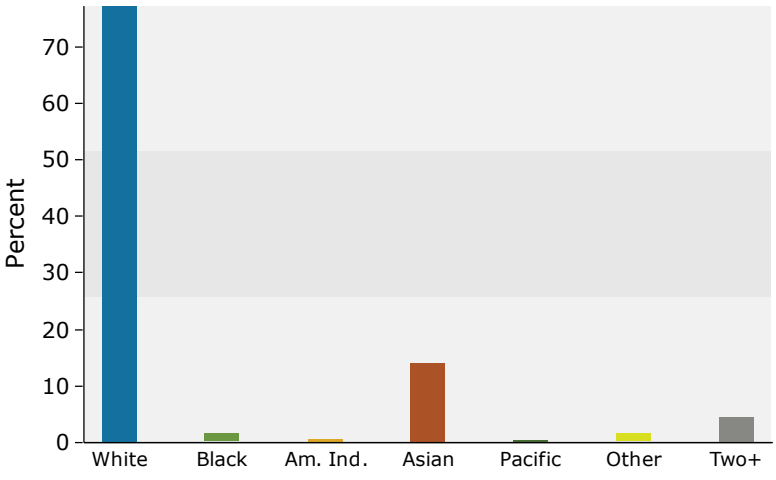
Population by Age



2020 Household Income



2020 Population by Race



2020 Percent Hispanic Origin:5.6%

Source: U.S. Census Bureau, Census 2010 Summary File 1. Esri forecasts for 2020 and 2025.

March 02, 2021

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Executive Summary

Everest
Area: 0.34 square miles

Prepared by Esri

Population	
2000 Population	1,104
2010 Population	1,178
2020 Population	1,383
2025 Population	1,490
2000-2010 Annual Rate	0.65%
2010-2020 Annual Rate	1.58%
2020-2025 Annual Rate	1.50%
2020 Male Population	48.7%
2020 Female Population	51.3%
2020 Median Age	40.6

In the identified area, the current year population is 1,383. In 2010, the Census count in the area was 1,178. The rate of change since 2010 was 1.58% annually. The five-year projection for the population in the area is 1,490 representing a change of 1.50% annually from 2020 to 2025. Currently, the population is 48.7% male and 51.3% female.

Median Age

The median age in this area is 40.6, compared to U.S. median age of 38.5.

Race and Ethnicity	
2020 White Alone	76.9%
2020 Black Alone	1.8%
2020 American Indian/Alaska Native Alone	0.7%
2020 Asian Alone	12.5%
2020 Pacific Islander Alone	0.0%
2020 Other Race	1.6%
2020 Two or More Races	6.4%
2020 Hispanic Origin (Any Race)	6.9%

Persons of Hispanic origin represent 6.9% of the population in the identified area compared to 18.8% of the U.S. population. Persons of Hispanic Origin may be of any race. The Diversity Index, which measures the probability that two people from the same area will be from different race/ethnic groups, is 47.1 in the identified area, compared to 65.1 for the U.S. as a whole.

Households	
2020 Wealth Index	142
2000 Households	607
2010 Households	598
2020 Total Households	683
2025 Total Households	729
2000-2010 Annual Rate	-0.15%
2010-2020 Annual Rate	1.31%
2020-2025 Annual Rate	1.31%
2020 Average Household Size	2.02

The household count in this area has changed from 598 in 2010 to 683 in the current year, a change of 1.31% annually. The five-year projection of households is 729, a change of 1.31% annually from the current year total. Average household size is currently 2.02, compared to 1.97 in the year 2010. The number of families in the current year is 348 in the specified area.

Data Note: Income is expressed in current dollars. Housing Affordability Index and Percent of Income for Mortgage calculations are only available for areas with 50 or more owner-occupied housing units.
Source: U.S. Census Bureau, Census 2010 Summary File 1. Esri forecasts for 2020 and 2025. Esri converted Census 2000 data into 2010 geography.

February 11, 2021

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Executive Summary

Everest
Area: 0.34 square miles

Prepared by Esri

Mortgage Income	
2020 Percent of Income for Mortgage	27.4%
Median Household Income	
2020 Median Household Income	$104,155
2025 Median Household Income	$116,774
2020-2025 Annual Rate	2.31%
Average Household Income	
2020 Average Household Income	$131,659
2025 Average Household Income	$151,029
2020-2025 Annual Rate	2.78%
Per Capita Income	
2020 Per Capita Income	$64,239
2025 Per Capita Income	$73,028
2020-2025 Annual Rate	2.60%
Households by Income	

Current median household income is $104,155 in the area, compared to $62,203 for all U.S. households. Median household income is projected to be $116,774 in five years, compared to $67,325 for all U.S. households

Current average household income is $131,659 in this area, compared to $90,054 for all U.S. households. Average household income is projected to be $151,029 in five years, compared to $99,510 for all U.S. households

Current per capita income is $64,239 in the area, compared to the U.S. per capita income of $34,136. The per capita income is projected to be $73,028 in five years, compared to $37,691 for all U.S. households

Housing	
2020 Housing Affordability Index	85
2000 Total Housing Units	632
2000 Owner Occupied Housing Units	344
2000 Renter Occupied Housing Units	262
2000 Vacant Housing Units	26
2010 Total Housing Units	645
2010 Owner Occupied Housing Units	334
2010 Renter Occupied Housing Units	264
2010 Vacant Housing Units	47
2020 Total Housing Units	731
2020 Owner Occupied Housing Units	370
2020 Renter Occupied Housing Units	313
2020 Vacant Housing Units	48
2025 Total Housing Units	778
2025 Owner Occupied Housing Units	404
2025 Renter Occupied Housing Units	326
2025 Vacant Housing Units	49

Currently, 50.6% of the 731 housing units in the area are owner occupied; 42.8%, renter occupied; and 6.6% are vacant. Currently, in the U.S., 56.4% of the housing units in the area are owner occupied; 32.3% are renter occupied; and 11.3% are vacant. In 2010, there were 645 housing units in the area - 51.8% owner occupied, 40.9% renter occupied, and 7.3% vacant. The annual rate of change in housing units since 2010 is 5.72%. Median home value in the area is $682,214, compared to a median home value of $235,127 for the U.S. In five years, median value is projected to change by 5.44% annually to $888,889.

Data Note: Income is expressed in current dollars. Housing Affordability Index and Percent of Income for Mortgage calculations are only available for areas with 50 or more owner-occupied housing units.
Source: U.S. Census Bureau, Census 2010 Summary File 1. Esri forecasts for 2020 and 2025. Esri converted Census 2000 data into 2010 geography.

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Demographic and Income Profile

Everest
Area: 0.34 square miles

Prepared by Esri

Summary	Census 2010	2020	2025
Population	1,178	1,383	1,490
Households	598	683	729
Families	293	348	377
Average Household Size	1.97	2.02	2.04
Owner Occupied Housing Units	334	370	404
Renter Occupied Housing Units	264	313	326
Median Age	39.1	40.6	40.1

Trends: 2020-2025 Annual Rate	Area	State	National
Population	1.50%	1.30%	0.72%
Households	1.31%	1.30%	0.72%
Families	1.61%	1.26%	0.64%
Owner HHs	1.77%	1.31%	0.72%
Median Household Income	2.31%	1.74%	1.60%

	2020		2025	
Households by Income	Number	Percent	Number	Percent
<$15,000	37	5.4%	33	4.5%
$15,000 - $24,999	54	7.9%	46	6.3%
$25,000 - $34,999	16	2.3%	13	1.8%
$35,000 - $49,999	53	7.8%	47	6.4%
$50,000 - $74,999	114	16.7%	106	14.5%
$75,000 - $99,999	50	7.3%	49	6.7%
$100,000 - $149,999	144	21.1%	160	21.9%
$150,000 - $199,999	93	13.6%	118	16.2%
$200,000+	123	18.0%	156	21.4%
Median Household Income	$104,155		$116,774	
Average Household Income	$131,659		$151,029	
Per Capita Income	$64,239		$73,028	

	Census 2010		2020		2025	
Population by Age	Number	Percent	Number	Percent	Number	Percent
0 - 4	82	7.0%	83	6.0%	89	6.0%
5 - 9	62	5.3%	87	6.3%	88	5.9%
10 - 14	48	4.1%	70	5.1%	85	5.7%
15 - 19	38	3.2%	51	3.7%	63	4.2%
20 - 24	66	5.6%	52	3.8%	57	3.8%
25 - 34	208	17.7%	231	16.7%	224	15.0%
35 - 44	204	17.3%	208	15.0%	239	16.0%
45 - 54	193	16.4%	193	13.9%	202	13.6%
55 - 64	165	14.0%	199	14.4%	186	12.5%
65 - 74	63	5.4%	148	10.7%	166	11.1%
75 - 84	34	2.9%	43	3.1%	70	4.7%
85+	13	1.1%	20	1.4%	21	1.4%

	Census 2010		2020		2025	
Race and Ethnicity	Number	Percent	Number	Percent	Number	Percent
White Alone	978	83.0%	1,063	76.9%	1,093	73.4%
Black Alone	17	1.4%	25	1.8%	30	2.0%
American Indian Alone	8	0.7%	10	0.7%	11	0.7%
Asian Alone	98	8.3%	173	12.5%	224	15.0%
Pacific Islander Alone	0	0.0%	0	0.0%	0	0.0%
Some Other Race Alone	15	1.3%	22	1.6%	26	1.7%
Two or More Races	62	5.3%	89	6.4%	106	7.1%
Hispanic Origin (Any Race)	66	5.6%	96	6.9%	116	7.8%

Data Note: Income is expressed in current dollars.

Source: U.S. Census Bureau, Census 2010 Summary File 1. Esri forecasts for 2020 and 2025.

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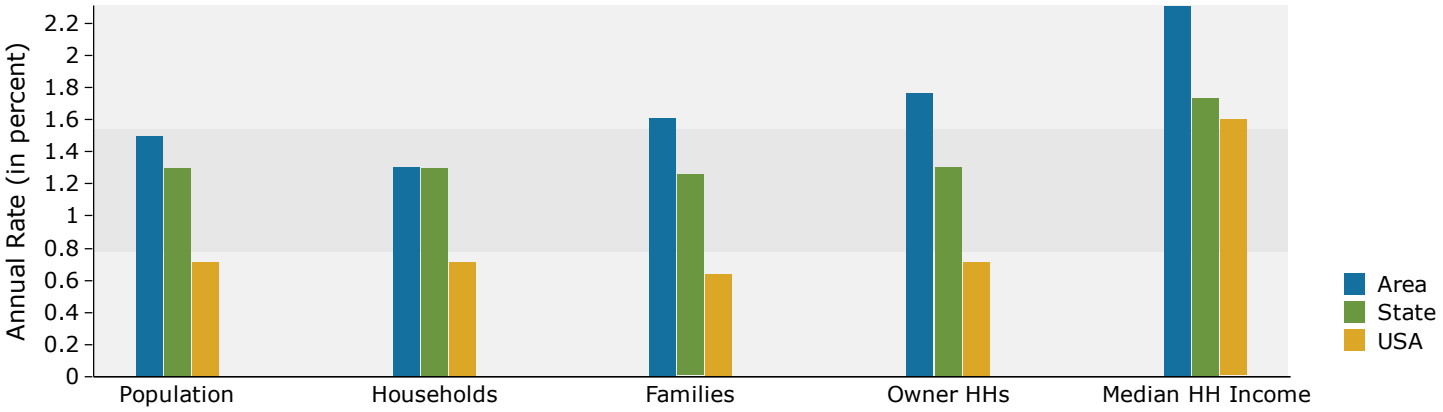
Demographic and Income Profile

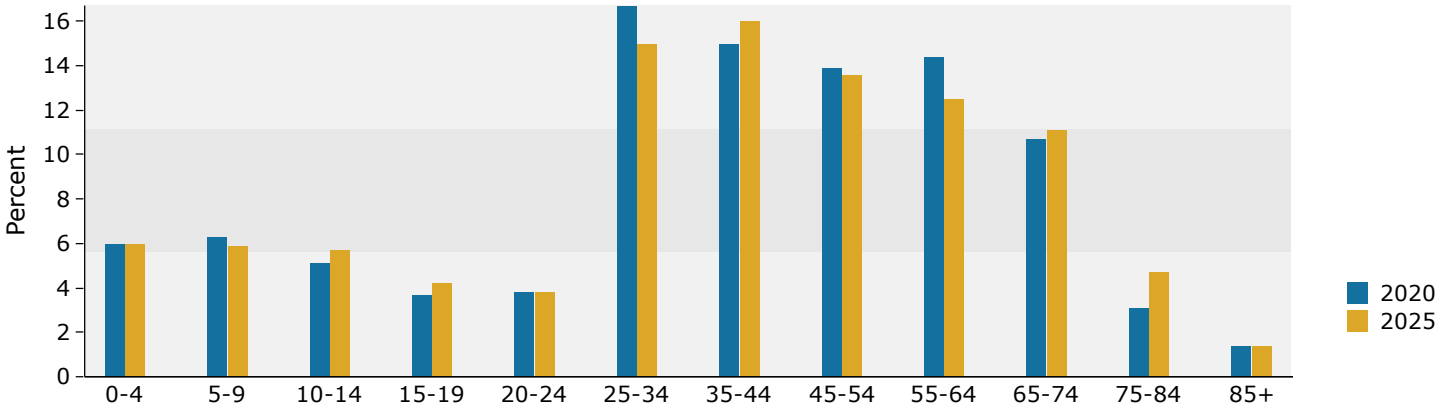
Everest
Area: 0.34 square miles

Prepared by Esri

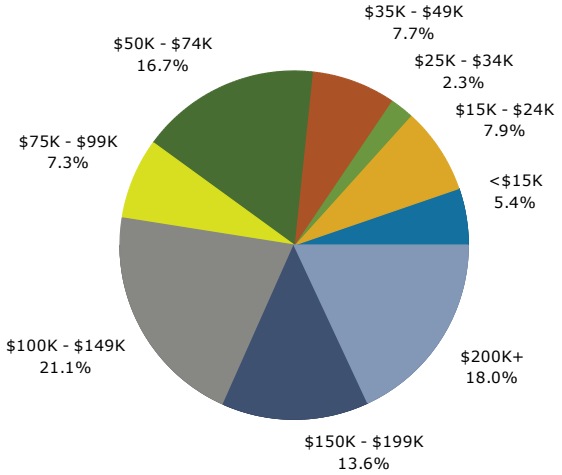
Trends 2020-2025



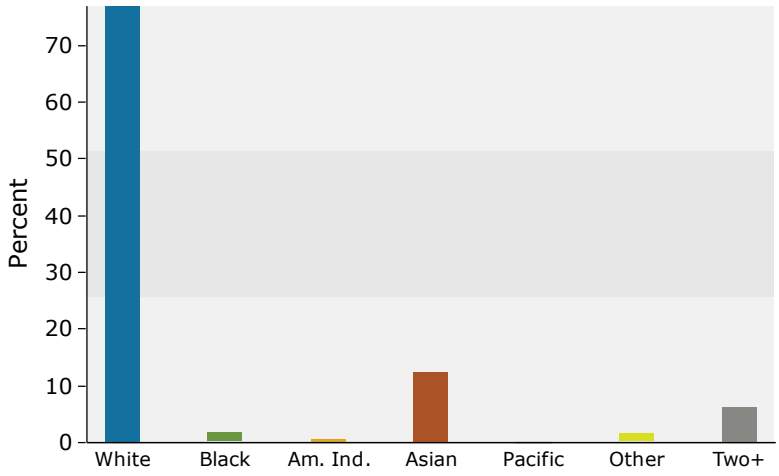
Population by Age



2020 Household Income



2020 Population by Race



2020 Percent Hispanic Origin:6.9%

Source: U.S. Census Bureau, Census 2010 Summary File 1. Esri forecasts for 2020 and 2025.

February 11, 2021

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Moss Bay Neighborhood

Van Allen Park
Tolbert Park
Peter Kirk Park
Peter Kirk Pool
Marina Park
Carillon Point Dock
Street End Park
Everett Park
Lakeview Elementary School
Sailors Landing
Marsh Park
Terrace Park
Northwest University
International Community School
Open Space
Cedar Grove Park
Cross Kirkland Corridor
Central Way
Lake Washington Blvd
Market St
Kirkland Ave
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Everest Neighborhood

Council Meeting: 04/20/2021
Agenda: Business
Item #: 9. e.

CITY OF KIRKLAND
Planning and Building Department
123 5th Avenue, Kirkland, WA 98033
425.587.3600- www.kirklandwa.gov

MEMORANDUM

To: Kurt Triplett, City Manager

From: Adam Weinstein, AICP, Planning & Building Director
Jeremy McMahan, Deputy Planning & Building Director
Scott Guter, AICP, Senior Planner

Date: April 6, 2021

Subject: Totem Bowl Community-Initiated Amendment Request (Phase 1)
File No. CAM20-00674

Staff Recommendation

It is recommended that City Council review the Planning Commission's recommendation to move ahead with further review of the proposed Community-Initiated Amendment Request (CAR) application by Totem Bowl & Investment (Totem) and provide direction on whether the proposal can proceed to Phase 2 study as recommended.

Background

Totem Bowl & Investment has applied for a Community-Initiated Amendment Request (CAR) for a zoning text amendment. The text amendment would create a new use listing in the BCX zone that would allow mixed use development up to five stories in height consistent with the policies of the Bridle Trails Neighborhood Plan.

The City uses a systematic process to amend the Comprehensive Plan, and to make changes to the Zoning Map or Zoning Code that are necessary to implement such Plan amendments. There are two ways changes can be made. The City can initiate the change, or a CAR may be initiated by the public.

CARs may be made by an individual, property owner, neighborhood organization, or other groups. CARs are considered once every other year, during odd years. Each CAR that is submitted must go through a two-phase process as described below.

<u>Phase 1</u>

The Planning Commission makes a threshold review of the CAR and recommends to the City Council if it should be considered further based on criteria specified in the Kirkland Zoning Code (see below). If the CAR is within the jurisdiction of the Houghton Community Council (HCC), the Community Council will also make a recommendation to the Planning Commission. Note the subject CAR is not within HCC jurisdiction. The City Council reviews the recommendation of the Planning Commission at a public meeting and determines if the request should be studied further. The Council also determines if the request will go to Phase 2 in the current

year or subsequent year, depending on the number of requests, available resources, and the Planning and Building Department's work program.

Phase 2

A CAR approved by City Council for additional study moves to Phase 2 following an application and payment of fees by the proponent. During the second phase, the merits of the proposal are evaluated, and potential options are considered. The City may expand the geographical study area beyond that proposed by the applicant. The Planning Commission holds a public hearing and makes a recommendation to the City Council. The City Council considers the recommendation and makes the final decision on the request. If the CAR is within the jurisdiction of the HCC, the HCC may exercise its disapproval jurisdiction for any request that is approved by the City Council.

KZC 135.25 establishes the following criteria for amending the text of the Zoning Code:

The City may amend the text of this code only if it finds that:

1. The proposed amendment is consistent with the applicable provisions of the Comprehensive Plan; and
2. The proposed amendment bears a substantial relation to public health, safety, or welfare; and
3. The proposed amendment is in the best interest of the residents of Kirkland; and
4. When applicable, the proposed amendment is consistent with the Shoreline Management Act and the City's adopted shoreline master program.

Request

The property owner of the TechCity Bowl site, Totem Bowl & Investment, has submitted a CAR for the Bridle Trails Shopping Center properties located at 13005, 13033 and 13049 NE 70th Place and 6501 and 6615 132nd Avenue NE (see Attachment 1). The request is to develop a design program, development standards, and design guidelines for all properties within the Bridle Trails Shopping Center consistent with the Comprehensive Plan's Bridle Trails Neighborhood land use Policy BT-7 (see Analysis below). The applicant's reason for the proposal is to implement the land use policy to encourage the redevelopment of the shopping center and fulfill the neighborhood plan's vision.

The project is included in the adopted 2020-2022 Planning Work Program (Resolution R-5442). Task #19, Bridle Trails Shopping Center Zoning, identifies this CAR under review through the 4th Quarter of 2021.

Analysis

Should this action proceed, amendments would need to be consistent with the following Bridle Trails Neighborhood Center policy:

> Policy BT 7:
>
> *Encourage redevelopment of the Bridle Trails Neighborhood Center into a lively, pedestrian-oriented, transit-supportive, mixed-use residential and commercial neighborhood center.*

Three-story mixed-use residential and commercial development is allowed and substantial commercial uses should continue to provide shops and services to the neighborhood. Commercial uses should be oriented to adjacent arterials with wide sidewalks and pedestrian pathways should connect uses on site and with adjacent properties. "Design Guidelines for Pedestrian Oriented Business Districts" should be used with careful attention to architectural scale, massing and upper story step backs, pedestrian orientation and connections, compatibility with surrounding residential uses and commercial uses across NE 70th St., building modulation, and use of materials to reduce the appearance of bulk and mass.

In addition to the above standards, allow mixed-use development up to five stories after the City Council has approved development standards, design guidelines, and a design program encompassing all properties within the neighborhood center. These development and design guidelines should address program requirements for such items as a minimum acreage threshold beyond which a grocery store and master sign plan would be required, pedestrian connections, vehicular access, types and organization of uses within the subject property and along adjacent streets, building and massing forms, children's recreation space, public amenities and the additional criteria/performance standards listed below:

- *Neighborhood-serving retail is provided and oriented to adjoining rights-of-way and internal pedestrian pathways, with a grocery store and mix of complementary uses such as hardware store, or drug store.*
- *Residential (rather than office) should be the predominant use on upper floors with a percentage of affordable housing units consistent with City standards.*
- *Green building standards and sustainable site standards are included in development.*
- *Taller building forms are located away from adjoining residential properties.*
- *Pedestrian-oriented design elements are incorporated into the development such as plazas to create public gathering spaces with public art, water features, and landscaping.*
- *Driveways are consolidated to minimize impacts on surrounding streets, adjacent residential uses, and to foster a pedestrian-oriented site design.*
- *Parking and transportation impacts are minimized to create a pedestrian-oriented neighborhood center.*
- *A master sign plan should be required to ensure attractive signage and wayfinding.*
- *A gateway feature is provided at the corner of NE 70th Pl. and 132nd Ave NE.*

Policy BT-7 establishes a policy framework whereby the City may allow development up to five stories in height if specifically identified public interests are achieved. If the CAR application advances to Phase 2, the process will require the applicant to demonstrate to the community and the City how these public interests will be achieved in conjunction with more intensive development of the properties.

Planning Commission Meetings & Recommendation

The Planning Commission held two meetings to consider the proposed CAR, on January 28, 2021 (meeting materials) and on March 25, 2021 (meeting materials).

At the initial meeting in January, the Planning Commission considered the requested CAR. Public comment from counsel representing the Totem's neighboring property owner in the shopping center, ROIC Washington, LLC (ROIC), stated that ROIC has an aversion to specific, binding illustrations portrayed in Totem's CAR application. Following extensive discussion and deliberation, the Planning Commission voted to delay a recommendation to City Council. The continuance was intended to provide the applicant and ROIC additional time to discuss how they could collaborate on the CAR in a manner that achieves the City objectives established in Comprehensive Plan Policy BT-7.

Attachment 2 is a joint letter from the two property owners representing their proposal for advancing the CAR application. The letter includes six conclusions and points of agreement between ROIC and Totem. The letter requests that the City and the Planning Commission consider these six points as "guardrails" that should guide the City's decision making going forward.

On March 25, 2021, the Planning Commission reviewed the joint letter and considered the following staff analysis and recommendation.

Staff Analysis of Joint Letter

Staff noted that the joint letter presents some challenges when trying to develop standards as set forth in Policy BT-7 because of the stated resistance to illustrating specific features within the shopping center. The Totem applicant is able to commit to more specificity because they are ready to redevelop their properties. ROIC is understandably less able to commit to more specificity because they have no near-term redevelopment plans and are concerned that obligating something specific (like a plaza in a specific location) could interfere with a legitimate future improvement (like a grocery store). The policy asks for a comprehensive and coordinated approach to commercial orientation, organization of uses within the subject property and along adjacent streets, massing forms, providing logical external and internal vehicular and pedestrian connections, plazas, gateway features, and other pedestrian-oriented amenities. This is the paradigm that BT-7 established, but it should be understood that the City should not expect the owners to provide illustration of concepts/regulations that might be perceived as contrary to the owner's interests. If the City concludes that an illustration or level of specificity is needed to implement a policy or regulation, then the City will need to develop that product. As with any legislative action of this nature, the property owners and all members of the community will have the opportunity to participate in the public process of creating the regulations.

Staff Recommendation

Staff recommends moving forward with Phase 2 CAR consideration with some important qualifications. The City will be undertaking a legislative process to consider whether to amend the Kirkland Zoning Code and any associated standards adopted by the Kirkland Municipal Code. This does not include a quasi-judicial master plan but will include whatever legislative regulations, guidelines, or graphics the City deems necessary to implement Policy BT-7 for development over three stories. The authority to ultimately approve or reject such amendments lies solely with the City Council, as established in KZC 160, and the City cannot agree to any "guardrails" that would limit the outcome of that legislative process before it begins. The Phase 2 process should foster collaboration between the property owners and the broader community while reserving all legislative authority around successful implementation of Policy BT-7 in a manner that serves the public interest.

Planning Commission's Recommendation

The Planning Commission concurred with staff's analysis and recommends that the CAR be allowed to proceed with further study. During their deliberations, the Planning Commission noted that the City and the shopping center owners should be cognizant of any unintended consequences of drafting standards for the shopping center since redevelopment will occur in multiple phases. In particular, it was discussed that during early phased redevelopment the community may not receive the full set of expected amenities outlined in Policy BT-7. For example, redevelopment of a smaller parcel may not yield a grocery store. However, the regulations will need to include standards such that, as development is phased in over time, the community is assured that the benefits anticipated in Policy BT-7 will be achieved and that each phase includes tangible contributions of the required amenities.

Attachments:

1. CAR Application
2. Joint Letter from Totem Bowl & ROIC

cc: File Number CAM20-00674

Applicant

Innovative - Responsive - Professional

DEVELOPMENT SERVICES

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ATTACHMENT 1

Citizen Amendment Request

(also known as Citizen Amendment Request)

Planning Department

Complete this form to submit at City Hall.

MEMORANDUM

TO: Interested Parties

DATE: April 2018

FROM: Planning and Building Department

SUBJECT: **CITIZEN AMENDMENT REQUESTS TO THE COMPREHENSIVE PLAN, ZONING CODE AND ZONING MAP**

In General, the City considers citizen amendment proposals once every other year during odd years (2017, 2019 etc.) as part of the City's Annual review of the Comprehensive Plan. All citizen initiated amendment requests must be submitted by December 1, prior to the year of their consideration. The schedule is noted below.

The purpose of this memo is to describe the process to be used for citizen amendment requests.

I. WHO MAY PROPOSE AN AMENDMENT?

Any individual, property owner, neighborhood organization or other group may propose to amend the Comprehensive Plan, The Zoning Code or the Zoning Map. For site specific requests, if the property owner is not making the request, then the property owner must be notified of the amendment (see attached Affidavit of Service). Before applying, we recommend that you contact the Planning Department to get a better understanding of the process and obtain any background information that might be relevant to the request. **Please contact Joan Lieberman-Brill at 425-587-3254 in the Kirkland Planning and Building Department for more information.**

II. WHAT IS AN APPROPRIATE PROPOSAL?

The Comprehensive Plan is a document describing the long-range plan for the City. It consists of a land use map, and general elements such as Land Use, Housing, Transportation and Capital Facilities. It also includes 14 neighborhood plans. Requests may be submitted to amend any aspect of the Plan -- the land use map, the general elements or a neighborhood plan.

A citizen amendment proposal may also amend the Zoning Map or the Zoning Code, if necessary to implement the Comprehensive Plan Change. If a rezone is requested, on order to qualify as a CAR the proposed residential density must be outside the density range shown on the applicable neighborhood plan land use map.

Citizen amendment requests that involve a significant change in use or in density for a specific property or a major policy change in a neighborhood may be deferred to the applicable neighborhood plan.

III. HOW TO APPLY AND WHAT IS THE DEADLINE FOR SUBMITTING A REQUEST?

Complete the attached application and submit to the Planning and Building Department at Kirkland City Hall, 123 5th Avenue, Kirkland, WA 98033 along with the required review fee for Phase 1. If you have any questions on completing the application, contact the Planning & Building Department at 425-587-3600 and in particular Joan Lieberman-Brill at 425-587-3254.

Applications must be submitted no later than December 1st of each year (December 1, 2018, 2020, etc.) for consideration of the request in odd years (2019, 2012, etc.). If that deadline is missed, then an interested party would need to wait and apply no later than December 1st of the next year.

IV. WHAT IS THE REVIEW PROCESS FOR AMENDMENT REQUESTS?

Phase 1 or 2	Review Process	Timeline
1	Cut-off date for applications for citizen amendment requests to be received by the city.	December 1, 2018
1	Houghton Community Council holds a study session to review the requests within their jurisdiction and prepares a threshold recommendation to the Planning Commission	February - March 2019
1	Planning Commission holds a study session and makes a threshold recommendation to the City Council.	February - April 2019
1	City Council reviews the recommendation at a public meeting and makes a threshold decision to determine which amendment requests should be further reviewed by the City. Also determined is which requests will go to Phase 2 in the current year of review or a subsequent year, depending on the number of requests, available resources and the Planning and Building Department's work program.	April - May 2019
2	Houghton Community Council (if applicable) and Planning Commission study the selected requests, For site specific proposals, the study area may be expanded to include other adjacent properties, if appropriate.	June - July - August 2019 or 2020
2	Houghton Community Council (if applicable) and Planning Commission hold public hearings and formulate recommendations whether or not the Plan Zoning Code and/or Zoning Map should be amended.	July and October 2019 or 2020
2	City Council reviews amendment requests along with the recommendations from the Planning Commission and Houghton Community Council (if applicable) and then approves, denies or modifies the request. City Council may hold a study session on the request before final action is taken.	December 2019 or 2020
2	Houghton Community Council, if request within their Jurisdiction, approves or disapproves the ordinance adopted by the City Council	December or January 2019 or 2020
2	Requests that involve the Shoreline Area Chapter of the Comprehensive Plan and/or the shoreline regulation in Chapters 83 and 141 of the Zoning Code require a hearing and approval by the State Department of Ecology along with coordination with that department.	

All dates are approximate and subject to change.
In Phase 2, some requests may be carried over to the following year for study and a final decision.

Phase 1 Fee	Phase 2 Fee
Decision whether to further study request	Study and decision on the request
The fee is due with the application submittal. Check with the Planning Department for the current fee schedule.	The fee is due before the first study session in Phase. Check with the Planning Department for the current fee schedule.

If the request is from a recognized City Neighborhood Association for an amendment to the general city-wide elements or to a neighborhood plan, the fees are waived. Fees are not waived for amendments that affect specific properties, including Comprehensive Plan, Zoning Code and / or Zoning Map changes.

VI. WHEN CAN THE APPLICANT AND THE PUBLIC PROVIDE INPUT IN THE PROCESS?

During both Phase 1 and Phase 2, the applicant and the public may provide oral comments at the study sessions and public hearings before the Planning Commission and Houghton Community Council. Written comments may be submitted for all study sessions and the public hearings.

When the City Council considers the requests in either Phase 1 or Phase 2, the applicant and public may provide oral comments on request at the beginning of their meeting under "Comments from the Audience" section of the agenda. Written comments may be submitted in advance of the meeting preferably at least 15 calendar days before the meeting so that the written comments can be included in the City Council meeting packet. No oral comments are taken at the City Council study session or when the City Council is deliberating its final decision on the amendments.

In addition to the public meetings, interested parties may contact the Planning and Building Department at 425-587-3600 to request information about the citizen amendment requests or they may come to City Hall to review the official files.

VII. WHAT CRITERIA ARE USED FOR THE THRESHOLD DETERMINATION IN PHASE 1?

The City shall use the following threshold review criteria, found in Section 140.20 of the Zoning Code, in selecting proposals for further consideration. Proposals must meet 1 and either 2 or 3:

1. The City has the resources, including staff and budget, necessary to review the proposal.
2. The proposal would correct an inconsistency within or make a clarification to a provision of the Comprehensive Plan.
3. **All of the following:**
    a. The proposal demonstrates a strong potential to serve the public interest by implementing specifically identified goals and policies of the Comprehensive Plan; and
    b. The public interest would best be served by considering the proposal in the current year rather than delaying consideration to a later neighborhood plan review or plan amendment process; and
        1. The proposal is located in a neighborhood for which a neighborhood plan has not been recently adopted (generally not within two years); and
        2. The proposal is located in a neighborhood for which a neighborhood plan will not be reviewed in the near future (generally not in the next two years). *See past and future neighborhood plan schedule attached.*

VIII. WHAT ARE THE CRITERIA USED TO APPROVE A REQUEST IN PHASE 2?

A. For a Comprehensive Plan Amendment, the City shall use the following criteria, found in Section 140.30 of the Zoning Code, in approving a request. Proposals must meet all for the following criteria:

1. The amendment must be consistent with the Growth Management Act.
2. The amendment must be consistent with the countywide planning policies.
3. The amendment must not be in conflict with the other goals, policies and provision of the Kirkland Comprehensive Plan.
4. The amendment will result in long-term benefits to the community as a whole and is in the best interest of the community.
5. When applicable, the proposed amendment must be consistent with the Shoreline Management Act and the City's adopted Shoreline Master Program. (For properties or areas within 200 feet of Lake Washington or within wetlands associated with the lake, see Chapters 83 and 141 of the Zoning Code and the Shoreline Area Chapter of the Comprehensive Plan.)

B. For a Zoning Code Amendment, the City shall use the following criteria, found in Section 135.25 of the Zoning Code, in approving a request. Proposals must meet all of the following criteria:

1. The amendment is consistent with the applicable provisions of the Comprehensive Plan; and
2. The amendment bears a substantial relation to public health, safety or welfare; and
3. The amendment is in the best interest of the residents of Kirkland.
4. When applicable, the proposed amendment is consistent with the Shoreline Management Act and the City's adopted Shoreline Master Program. (For properties or areas within 200 feet of Lake Washington or within wetlands associated with the lake, see Chapters 83 and 141 of the Zoning Code and the Shoreline Area Chapter of the Comprehensive Plan.)

C. For a Zoning Map Amendment, the City shall use the following criteria, found in Section 130.20 of the Zoning Code, in approving a request. Proposals must meet all of the following criteria:

1. Conditions have substantially changed since the property was given its present zoning or the proposal implements the policies of the Comprehensive Plan; and
2. The proposed rezone bears a substantial relationship to the public health, safety or welfare; and
3. The proposed rezone is in the best interest of the community of Kirkland.

APPLICATION FOR AMENDMENTS TO THE COMPREHENSIVE PLAN, ZONING CODE AND ZONING MAP

I. CONTACT INFORMATION:

A. Applicant Name:	Totem Bowl & Investment
B. Mailing Address:	13033 NE 70th
C. Telephone Number:	425.827.0785
D. Email Address:	Thevelomann@msn.com
E Property Owner Name if different than applicant:	Don Wells- President/Managing Partner
F. Mailing Address:	Same
G: Telephone Number:	206.818.6688
H. Email Address:	Thevelomann@msn.com

Note: If the applicant is the property owner or is representing the property owner, then the property owner must sign the last page. If the applicant is neither the property owner nor representing the property owner, then the affected property owner must be notified. Send or hand-deliver a copy of this completed application to all affected property owners. Complete the attached Affidavit of Service that this has been done.

Copies of staff reports and meeting agendas will be sent by email unless you request to the project planner that you want copies mailed to you.

II. FOR SITE SPECIFIC PROPOSAL:

A. Address of proposal (if vacant provide nearest street names):	13005, 13033 and 13049 NE 70th Place 6501 and 6615 132nd Avenue NE
B. King County Tax Parcel number(s):	See Exhibit A
C. Describe improvements on property if any:	Typical auto-oriented strip retail shopping center. Typical uses include restaurants, grocery store, bowling alley, gas station and convenience store, drugstore, hardware store and other retail uses. No housing is on site.
D. Attach a map of site that includes adjacent street names:	See Exhibit B
E. Current Zoning on subject property:	BCX
F. Current land use designation & permitted density shown on appropriate neighborhood plan land use map:	The current land use designation is commercial mixed-use (see Exhibit C). Three floors are currently allowed and a minimum of 25% of the site area is required to be retail uses, located along adjacent arterials.

III. FOR ALL PROPOSALS

A. Description of Proposal:	This proposal will address the implementation and requirements of Policy BT-7 and includes the development of a Design Program, Development Standards and Design Guidelines for all the properties within the Bridle Trails Shopping Center. The Design Program, Development Standards and Design Guidelines will address the criteria and requirements within Policy BT-7. The existing zoning code will be amended to add the necessary regulations to support the Design Program, Development Standards and Design Guidelines.
B. Description of the specific reasons for making the proposal:	To implement Bridle Trails Neighborhood Plan Policy BT-7 and encourage the redevelopment of the Bridle Trails Shopping Center to fulfill the Bridle Trails Neighborhood Plan vision.
C. Description of how the proposed amendment relates to the following criteria:	
1. The proposal demonstrates a strong potential to serve the public interest by implementing specifically identified goals and policies of the Comprehensive Plan.	This proposal will implement the Bridle Trails Neighborhood Plan Policy BT-7

2. The public interest would best be served by considering the proposal in the current year, rather than delaying consideration to a later neighborhood plan review or plan amendment process.	The Bridle Trails Neighborhood Plan was adopted in Dec 2018. This CAR proposal could be approved by the Planning Commission and City Council by the end of 2021. Therefore, the earliest redevelopment of the Tech City Bowl property could occur in 2022, four years after adoption of the Bridle Trails Neighborhood Plan. If this proposal is delayed, then redevelopment of the Tech City Bowl property could not occur until 2024 at the earliest. This would prolong the noncompliance of the Zoning Code with the Comprehensive Plan and further the delay in achieving the vision of the Bridle Trails Neighborhood Plan.
3. The proposal would correct an inconsistency within or make a clarification to a provision of the Comprehensive Plan	This proposal will provide the means to bring the Zoning Code into compliance with the Comprehensive Plan by implementing Bridle Trails Neighborhood Plan Policy BT-7.

IV. POPERTY OWNER'S SIGNATURE OR SERVICE OF AFFIDAVIT:

A. If the applicant is the property owner, or is a legal representative of the property owner, then the property owner must sign below.

ORIGINAL SIGNATURES ONLY - NO COPIES

Name - Signature:	
Name - Print:	Donald T. Wells
Property Owner or Legal Representative:	Shareholder and legal representative
Date:	November 18,2020
Address:	13033 NE 70th, Kirkland, WA 98033
Telephone:	206.818.6688

B. If the applicant is neither the property owner nor a legal representative of the property owner, then the affected property owner must be notified as follows: Send or hand-deliver a copy of this completed application to all affected property owners (Exhibit A or Exhibit B); and Complete the attached Affidavit of Service that confirms that a copy of the completed application form has been provided to all property owners. Submit the Affidavit of Service along with Exhibit A and/or Exhibit B with the application form and fee.

Attachments to include:

1. Affidavit of Service (available at the Planning Counter)
2. Exhibit A (see requirements above)
3. Exhibit B (see requirements above)

Alternate Formats: People with disabilities may request materials in alternate formats.

Title VI: Kirkland's policy is to fully comply with Title VI of the Civil Rights Act by prohibiting discrimination against any person on the basis of race, color, national origin or sex in the provision of benefits and services resulting from its programs and activities. Any person who believes his/her Title VI protection has been violated, may file a complaint with the City.

To request an alternate format, file a complaint or for questions about Kirkland's Title VI Program, contact the Title VI Coordinator at 425.587.3011 (TTY Relay: 711) or titlevicoordinator@kirklandwa.gov.

EXHIBIT A
Supplemental Application

II. For Site Specific Proposal:

B. King County Tax Parcel numbers: 124150-0277

124150-0276

124150-0285

124150-0288

124150-0310

124150-0305

EXHIBIT B

II. D. For Site Specific Proposal: Site Map

EXHIBIT C

II. F. For Site Specific Proposal: Current Land Use Designation

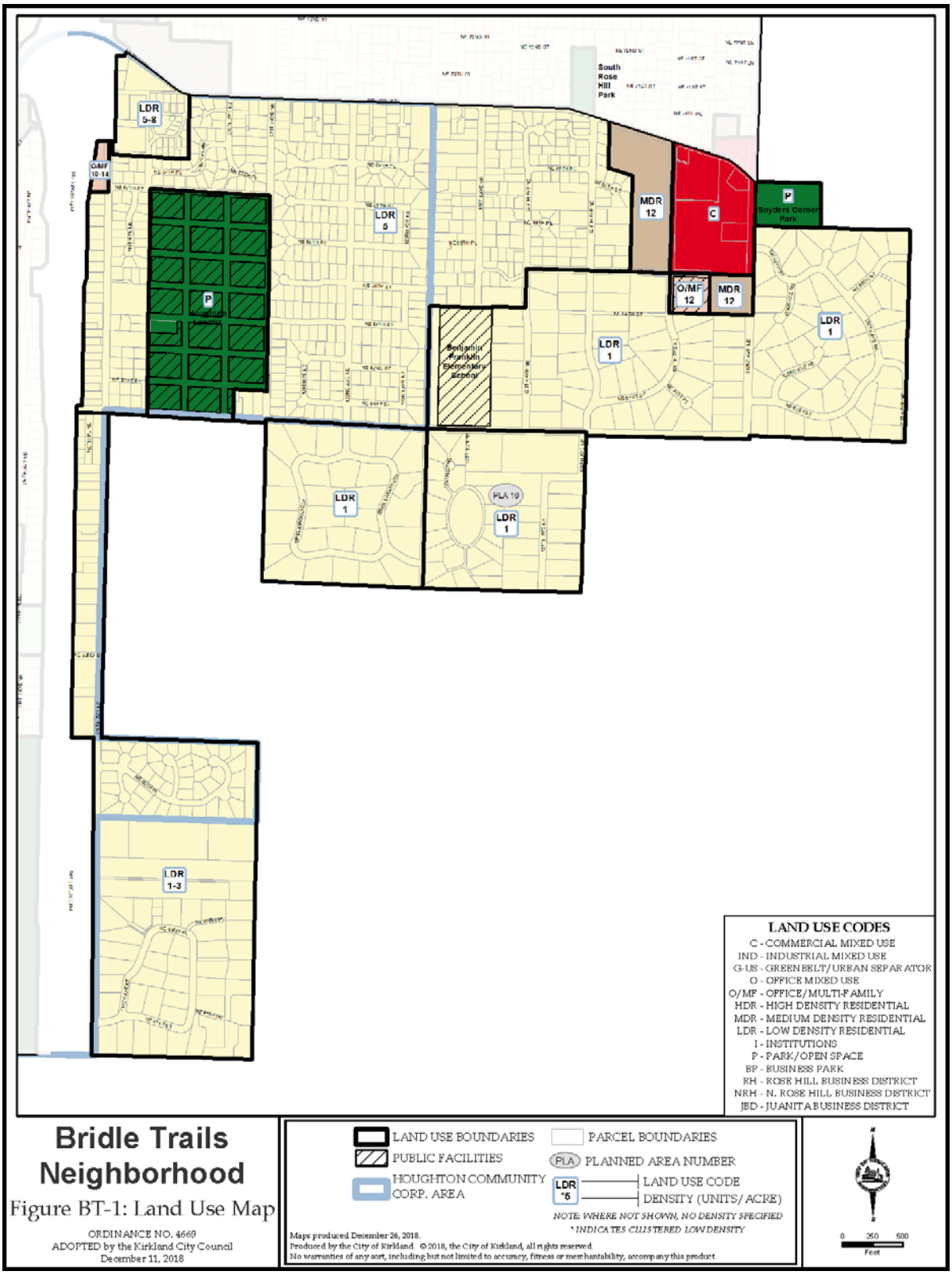


EXHIBIT D
Design Program, Development Standards,
and Design Guidelines

THE CITY OF KIRKLAND

Bridle Trails Shopping Center Mixed-Use Development

Design Program, Development Standards, and Design Guidelines

Adopted by the City Council pursuant to
Kirkland Municipal Code Section _____

Attest:

_____	_____
Penny Sweet, Mayor	Adam Weinstein, Director, Planning

Prepared by CollinsWoerman in collaboration
with HEWITT

EXHIBIT D

Design Program, Development Standards, and Design Guidelines

DRAFT OUTLINE

POLICY OVERVIEW

1. Introduction
   - Location and Boundary
   - Purpose
   - Project Naming
2. Demographics and Community Engagement
   - Neighborhood Demographics
   - Community Engagement Summary
3. Vision
4. Application
5. Review Process: Determining Compliance
6. Modifications
7. Phasing
   - Phase 1 (TCB)
   - Future Phasing
8. City of Kirkland Bridle Trails Neighborhood Plan
   - BT-7
   - BT-15
   - BT-18
   - BT-19
   - BT-29
9. Design Intent
   - Create a Vibrant Neighborhood
   - Keep the Bridle Trails unique Character Intact
   - Create safe and usable open space
   - Pedestrian and Bicycle Friendly
   - Mitigate Increased Traffic
   - Provide Affordable Housing
   - Sustainability
   - Below Grade Parking

DESIGN PROGRAM: DEVELOPMENT STANDARDS

10. Program Requirements
    - Pedestrian Space
    - Open Space
    - Arts Commitment
    - Environmental Sustainability Commitment
    - Community Serving Retail
    - Parking
11. Public Amenities, Access, and Organization of Uses
    - Proposed Street Network
    - Pedestrian Connections
    - Organization of Uses - Design Districts
    - Street Frontage
    - Pedestrian Space
    - Open Space and Community Amenities
12. Street Classification
    - Link to existing networks to contribute to a healthier, pedestrian-oriented environment
    - Street Sections

EXHIBIT D

Design Program, Development Standards, and Design Guidelines

DRAFT OUTLINE

DESIGN GUIDELINES

13. Design Guidelines: All Districts

- Site Planning
  - Streetscape
  - Public Spaces
  - Environmental Considerations
  - Pedestrian Connections and Wayfinding
  - Lighting
  - Screening of Trash and Service Areas
  - Signage
- Building design
  - Orientation to the Street
  - Massing / Articulation
  - Blank Wall Treatments
  - Encourage High-Quality Design
  - Building Diversity
  - Sustainability and Green Building Goals

14. Design Guidelines: District-Specific

- 130th Avenue NE
  - Site Planning - Character and Uses
  - Building Design - Articulation and Massing
- NE 70th Place
  - Site Planning - Character and Uses
  - Building Design - Articulation and Massing
- 132nd Avenue NE
  - Site Planning - Character and Uses
  - Building Design - Articulation and Massing
- Internal
  - Site Planning - Character and Uses
  - Building Design - Articulation and Massing

15. Open Space

NOTES

Image Credits

Acknowledgment: Some written content in this document has been excerpted and/or excerpted and edited from the previously approved *City of Kirkland Bridle Trails Neighborhood Plan.*

EXHIBIT E

AFFIDAVIT OF SERVICE - FILE NO. _____

Document Served	Process
____ Challenge (including procedures to file a Response) ____ Response to Challenge ____ Application for Community-initiated Amendment Request (check appropriate box in each column)	___ IIB ___ III ___ IV

Donald T. Wells, being first duly sworn on oath deposes and says that I am 18 years of age or older. That I served the above-indicated document by mail or personal service upon the following-named persons who constitute all of the parties entitled to receive same and to participate in the land use proceeding identified in the Planning and Building Department File No. _____. A copy of the document is attached to this affidavit.

The persons who were served by mailing, postage prepaid, and the address to which mailed are set forth in Exhibit "A" to this affidavit and which by this reference is incorporated herein.

The persons who I served by personal service are listed on Exhibit "B" to this affidavit which exhibit is by this reference incorporated herein. For the purposes of this affidavit, "personal service" means hand-delivery of the document to the person being served, or in the alternative, hand-delivery to another adult who also makes his or her home at the residence of the person served.

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

Signed this 27th day of November, 2020 at

Kirkland, WA (City and State/City and Country)

Donald T. Wells (Printed Name) 11/27/2020 (Date)

(Signature)

EXHIBIT E

EXHIBIT "A"
AFFIDAVIT OF SERVICE - FILE NO. _____

Service was accomplished as to the following persons by mailing a copy of the identified document, postage prepaid, to that person at the indicated address:

Party	Home Address	Date of Mailing
Kirkland Station LLC C/O Desa Jacqueline 7285 N Sunrise Vista Prescott, AZ 86315		11/27/2020
Kirkland Station C/O Irving Sonkin P.S. 12715 NE Bel Red Rd. Bellevue, WA. 98005-2627		11/27/2020
ROIC WA. LLC C/O Richard Schoebel 11250 El Camino Real, Sutie 200 San Diego, CA. 92130-2677		11/27/2020
City Of Kirkland Planning Department Attn: Janice Coogan 123 5th Avenue Kirkland, WA. 98033		11/27/2020

EXHIBIT E

EXHIBIT "B"
AFFIDAVIT OF SERVICE - FILE NO. _____

The following persons were served with copies of the indicated document by personal service. "Personal service" means hand delivery of the document to the person hereafter named, or in the alternative, hand delivery to another adult who also resides at the residence of the person named:

Party	Home Address	Person To Whom Delivered, if not Named Party	Date of Service

COLLINS WOERMAN

ARCHITECTURE PLANNING INTERIORS SUSTAINABILITY

710 SECOND AVENUE SUITE 1400
SEATTLE WASHINGTON 98104-1710
t. 206.245.2100 f. 206.245.2101 COLLINSWOERMAN.COM

ATTACHMENT 2

ROIC WASHINGTON, LLC
11250 El Camino Real, #200
San Diego, CA 92130

Totem Bowl and Investment
c/o Don Wells – Confidential
13033 NE 70th Pl.
Kirkland, WA. 98033

March 18, 2021

Via Email
City of Kirkland Planning Commission
PlanningCommissioners@kirklandwa.gov

RE: Bridle Trails Neighborhood Center Planning Efforts

Dear Kirkland Planning Commission:

Since the January 28th Planning Commission meeting, ROIC Washington, LLC (ROIC) and Totem Bowl & Investment (Totem) have participated in weekly meetings to determine how the parties can work together to develop zoning regulations, design guidelines, and a design program (the Regulations) for the Bridle Trails Neighborhood Center (Bridle Trails). Each meeting included ROIC's CEO and COO, Totem's principals, legal counsel, architects, and on-the-ground staff. During these meetings, the parties have acknowledged the potential difficulties involved with preparing the Regulations when Totem desires to redevelop in the near term, while ROIC desires to continue its ongoing retail operations during this time period and desires to redevelop later.

ROIC appreciates that Totem has acknowledged ROIC's concerns that "conceptual" plans drawn on ROIC's property could, without proper guardrails, be improperly construed as binding requirements that could interfere with ROIC's operations. At the same time, ROIC acknowledges that Policy BT-7 obligates Totem to prepare the Regulations for the entire Bridle Trails Area.

The parties looked to the language of Policy BT-7 to advance the City's vision, Totem's redevelopment plans, and ROIC's interest in not encumbering its existing retail operations with new regulations. ROIC and Totem used this background information to reach the following conclusions and agreements as the City moves forward through this process:

1. **Not a Master Plan.** Policy BT-7 does not call for a Bridle Trails Master Plan. It only calls for the Regulations to address the items specified in

Policy BT-7. Thus, Totem agrees that its preparation of the Regulations will not include a Master Plan on ROIC's property.

2. **Applicability.** Policy BT-7 specifies that the Regulations are applicable when a proposal exceeds three stories for "mixed-use development up to five stories." Thus, Totem agrees that its preparation of the Regulation will explicitly state that the Regulations are applicable only for a mixed-use development that exceeds the existing three-story height limit. This provision will be included in Section 4 of Totem's Outline for the Regulations, titled "Application."

3. **Equitable Allocation of BT-7 Amenities / Obligations.** ROIC and Totem agree that all property in Bridle Trails should be responsible for providing the desired amenities specified in Policy BT-7 and that the Regulations will require the amenities only when the property redevelops as a mixed-use development over three stories. The equitable allocation will require close coordination between the parties as Totem proceeds to Phase 2.

4. **Cooperation.** ROIC and Totem agree that ongoing collaboration and cooperation are necessary as Totem moves to Phase 2. Thus, Totem agrees to: (i) provide its draft Regulation materials to ROIC's for review and comment at least seven business days prior to Totem providing the materials to the City; (ii); make itself available for communications with ROIC at a mutually agreeable time prior to submittal to the City; and (iii) invite ROIC to all meetings with City Staff regarding the Regulations. ROIC agrees to timely respond to Totem's materials. The Parties will endeavor to create Regulations that are mutually beneficial and consistent with Policy BT-7.

5. **Ongoing Business Operations.** Any redevelopment of property in Bridle Trails must accommodate existing ongoing business operations, including the existing ingress/egress, customer parking, and truck loading. The parties acknowledge that real property matters, such as easements, also exist, but those are private matters that are beyond the scope of the Regulations.

6. **Informed Deliberations**. Totem, with ROIC's input, will provide the City Council, City Staff, the Planning Commission, and the public with tools to evaluate Totem's drafted Regulations. These tools will include illustrative concepts that depict how varying regulations, if adopted, could impact the redevelopment of Bridle Trails. Illustrative concepts could include massing diagrams depicting the effects of different setbacks, site plans showing the impacts of open space or lot coverage requirements, among others.

Redeveloping a Neighborhood Center with four different owners is a complicated and challenging endeavor. Totem and ROIC have spent valuable time and resources to

reach these five points of agreement that, if followed, will help make the City's vision a reality while recognizing the rights, needs, and on-the-ground realities of the Bridle Trails property owners. To build on this momentum, Totem and ROIC jointly request that City Staff and the Planning Commission acknowledge that the “guardrails” are consistent with the Bridle Trails Comprehensive Plan Amendment, including Policy BT-7. Totem and ROIC also request that the Planning Commission and the City act consistently with the guardrails as the City reviews and processes the Regulations prepared by Totem with ROIC's ongoing review and input. ROIC and Totem thank the City Staff and Planning Commission for its attention to the Bridle Trails Neighborhood Center.

Sincerely,

Stuart Tanz
ROIC, CEO

Don Wells
Totem Bowl and Investment

cc:
Scott Guter, Kirkland Senior Planner
SGuter@kirklandwa.gov

Jeremy McMahan, Deputy Director
jmcmahan@kirklandwa.gov

CITY OF KIRKLAND
City Manager's Office
123 Fifth Avenue, Kirkland, WA 98033 425.587.3001
www.kirklandwa.gov

MEMORANDUM

To: Kurt Triplett, City Manager

From: James Lopez, Deputy City Manager
Chris Hendrickson, Web & Multimedia Content Specialist

Date: April 4, 2021

Subject: FUNDING FOR EXTERIOR SIGNAGE AT THE KIRKLAND VISITOR CENTER

RECOMMENDATION:

That the City Council receive a recommendation of the Tourism Development Committee (TDC) to expend up to $20,000 in lodging tax reserves for exterior signage at the Kirkland Visitor Center and provide direction to staff on a preferred funding option.

BACKGROUND DISCUSSION:

In January of 2019, the City Council approved a TDC recommendation to use up to $6,400 from lodging tax reserve funds to support the Kirkland Downtown Association (KDA) in funding exterior signage for the Kirkland Visitor Center, originally located at 440 Central Way. A Municipal Services Agreement was executed; however, the sign project did not come to fruition within the term of the agreement, which was in effect until December 31, 2019. At that point, the funds were unencumbered.

Since that time, the KDA and the Greater Kirkland Chamber of Commerce (Chamber) have moved into a new shared space at Kirkland Urban, which now houses the new Kirkland Visitor Center at 400 Urban Plaza Suite 135. The new Kirkland Visitor Center is positioned along Central Way, a key east-west corridor which draws about 15,888 vehicles per day, based on City data collected in 2019. The City, in partnership with the Chamber and the KDA, is actively engaged in efforts to reestablish Kirkland as not only a tourism destination, but a destination for businesses, both of which the Kirkland Visitor Center serves. Currently, there is no sign that identifies the Kirkland Visitor Center or calls attention to its amenities, listed above. The Chamber and KDA's shared vision for the Kirkland Visitor Center is to restore this vital community asset and use it to enhance Kirkland's economic recovery. This sign is intended to draw in small business owners and entrepreneurs, visitors, travelers, and locals.

In alignment with Kirkland Urban requirements for external signage, the KDA is proposing two signs. The first is a "blade sign" to extend perpendicular from the side of the building. The second sign consists of lighted "channel letters," which lay flush against the building. Both have been designed with Kirkland's waterfront in mind.

The KDA received two estimates for the signage, and the preferred estimate quotes $17,036 for both signs. This is the higher of the two estimates by roughly $2,500, however the KDA would prefer to proceed with that estimate as it is from a Kirkland-based business familiar with Kirkland Urban's guidelines and criteria for signage, which will reduce the potential for complications during sign development and installation. The KDA also requested reimbursement on other possible incidental charges, such as third-party inspections, and for permit fees to be waived, in effect asking the TDC to cover City permit fees. A detailed cost breakdown can be found in the KDA presentation slides to the TDC (Attachment A).

At its April 1, 2021 meeting, the TDC passed by motion a recommendation to the City Council that the City use up to $20,000 in lodging tax reserves to fund the exterior signage, any possible incidental

charges, and to cover the City's permit fees. The motion included a directive that City staff should explore the potential of cost sharing through other funding sources within the City's budget. Being as this signage serves not only the City's tourism program but also local and regional economic development, the utilization of the City Manager's Office economic development budget would be a possible funding source.

The TDC currently has $180,716 available in its reserves. After an anticipated June budget adjustment, the CMO economic development professional services budget for 2021 will have approximately $34,000 remaining that is unencumbered or uncommitted to other uses. The economic development program intended those funds to support on-going Shop Local Kirkland consumer marketing and business onboarding efforts, local business outreach and engagement, as well as other pandemic-related small business support. However, specific uses of those funds have not been identified at this time.

Funding Source Options:

- Option 1: Use up to $20,000 from lodging tax reserves to accommodate this request.
- Option 2: Council creates a percentage split between lodging tax reserves and funds from CMO economic development professional services.

NEXT STEPS:

Staff seek Council direction at the April 20 Council meeting for which of the two funding options Council would prefer. With Council direction on April 20, 2021, staff will return to the May 4 Council meeting with a fiscal note authorizing the use of lodging tax reserves in the prescribed amount.

Attachment A: KDA Presentation Slides to the TDC

Attachment 1

Kirkland Visitor Center

400 Urban Plaza Suite 135

Kirkland Urban

Blade Sign

- Fast Signs

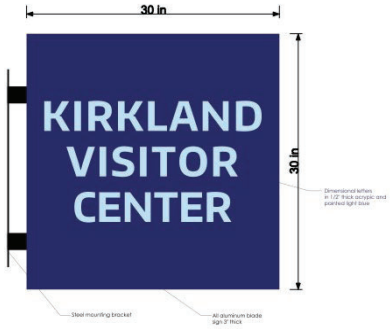
$5603

- Crossroad Sign

$5019

Estimates include design manufacture, installation , and permit acquisition. City permit fees may be additional

Sign #2 - Blade Sign Double Sided - Non-Lit



Channel Letters

- Fast Signs
- $11,433

- Crossroads Sign

$9,433

Estimates include design manufacture, installation , and permit acquisition. City permit fees may be additional

Visitor Center Request

- Two Signs and installation: from $14,452 to $17,036
- Permitting Fees waived
- Reimbursement on other charges based on hard costs

Previous 2019 agreement was approved for use of Lodging Tax Reserves up to $6,400 for Visitor Center Sign for a single blade

#LRM 042021A
City Clerk

LEGISLATIVE REQUEST MEMORANDUM

Request new legislation, or request staff resources be allocated to issues not included in current budget, City Work Program, or department work plans.

Title: Long-Term Rental Business License Review	Date: 4/07/2021
Requesting Councilmember: Toby Nixon	Department(s) Assigned: Finance & Administration

REQUEST SUMMARY

A clear, concise description of the issue(s) to be addressed, and why the City should be involved.

The request is to review and possibly modify the Kirkland Municipal Code provisions requiring business licenses for long-term rentals of residential properties (over 30 days).

The proposal is to create an exemption in Kirkland's business license code for the following *long-term* rental of residential property from obtaining a City Business License: (a) one single-family home or condo unit that you previous lived in as your primary residence; (b) an attached or detached ADU of your owner-occupied dwelling; or (c) one or more rooms in your owner-occupied dwelling. There is concern that the requirement for a business license could discourage people to rent properties, either because of the cost or the administrative burden of applying for the license.

BENEFITS

Preliminary potential benefits of the proposal.

Business license requirements could discourage residential property owners from renting their properties and instead opt to sell their property or stop renting. Dropping or modifying these requirements would return to the status prior to owner's awareness of this license requirement.

IMPACTS

Preliminary potential impacts of the proposal.

Revenue : The only data the City has on long-term rentals is through the database in the Utility Billing software. This information is not tracked as a business code in the state's business license database because the state does not currently require a state license for long-term rentals. The minimum business license fee is generally $205 ($100 for the registration and 1 FTE fee of $105), and for the long-term rentals a monthly rent of $1,000 for 12 months would produce the minimum threshold for a license and head tax. There is no data on whether the cost or administrative burden of the business license fee has resulted in an owner ceasing to rent out a property.

In 2020, Business Licensing staff reached out to identified long-term rentals, about 2,200 from the utility billing database, with notices of existing business license requirement. 15% of these were contacted by mailed letter, 85% with email. 25% of those contacted obtained a business license. 74% did not respond. One is in conversation with the City and one refused to license. Total revenue for the 25% (557 licenses) is $108,135. If all the long-term rentals who did not respond obtained business licenses that would result in additional annual revenue of $315,000.

Elimination of business license requirements entirely for long term rentals could have a potential revenue loss of $423,000 annually. Exempting sub-categories of rentals would result in a lower revenue loss that would require more staff analysis to estimate

Administrative: Implementing changes to the business code would require outreach to all potential properties affected by the change. The addition of multiple licensing categories would have to be clearly defined to avoid confusion in the application of the code to both applicants and administrative staff. It would also require the City to set up a local system separate from the State business license portal now used.

Data Tracking: Requiring a business license informs the City of all business activity occurring in Kirkland and provides contact information for those operating businesses.

Council Vision and Goals

Check all that apply.

✓	Inclusive and Equitable Community	✓	Attainable Housing
✓	Vibrant Neighborhoods	✓	Financial Stability
	Community Safety		Sustainable Environment
	Supportive Human Services	✓	Thriving Economy
	Balanced Transportation		Dependable Infrastructure
	Abundant Parks, Open Spaces, and Recreational Services		

Equity

Preliminary discussion on how the proposal may impact diversity, equity, and inclusion.

Although the City does not have data on the who rents this type of housing or the market cost of this type of housing, it is thought that long-term rentals of ADUs, rooms in owner-occupied residential properties, and some homes provide some of the more affordable housing options in Kirkland. Renting out of rooms and ADUs may also be providing important supplemental income to fixed-income or lower-income families allowing them to remain in Kirkland.

Simplifying or eliminating the business license requirements for these activities could encourage the continued availability of this housing in Kirkland, although we do not have specific data regarding the tenants occupying the types of long-term rentals exempted in the proposal. If a business license fee remains on long-term rentals, a potential exemption could be included that more specifically targets affordable housing.

Stakeholders / Outreach

Preliminary potential stakeholders impacted and outreach to be considered.

The primary stakeholders are the owners of the residential properties. Additional stakeholders would include the renters of those properties and the neighbors to these rental properties who want to be informed about rentals in their neighborhoods.

Outreach would be to the property owners of the long-term rental properties to inform them of any changes to the business license code regarding license requirements for long-term rental of residential properties.

Resources and Budget

Preliminary potential staff resources needed and whether current staff and budget authority could accommodate the request.

- Legal review required to modify Kirkland Municipal Code.
- Licensing staff required to create in-house administration of certain licenses (simplified process for constituents but additional ongoing administrative work by City staff).
- Licensing staff and resources to provide outreach to owners of long-term residential rental properties.
- Analysis is needed to determine if this administration could be handled by existing licensing staff. Could require the addition of up to a 0.5 FTE.
- Software that could be purchased to track and process specialty licenses. Cost would need to be researched.

Options

Potential options or alternatives that could be evaluated.

Additional Questions raised by Council regarding modifications to the Business License code which need to be determined:

1. How to determine which long-term rentals are required to be licensed? What factors would be used to determine requirement or non/requirement?
2. What (if any) protections to renters does a City business license provide?

Additional Options

1. Remove long-term rental business license requirements from the state BLS and process in-house to streamline and simplify process.
2. Require registration only with no fee, with in-house administration.
3. Require only 1 business license for multiple property rentals, rather than the current requirement of a license for each location.
4. Create a reduced fee for certain types of rentals, such as for long-term affordable housing rentals.
5. Take no action at this time but include this issue in the comprehensive review of business license fees that is scheduled for the first quarter of 2022.

Additional Considerations

Check all that apply.

✓	Legal analysis required
✓	Fiscal analysis required
✓	Legislative change required
	State or federal change required
	Other (please explain):

▪*Department Director responsible for acquiring Finance and Legal approval before submitting to City Manager.*

Approvals	Initial	Date
Finance Department	MO	4/8/2021
Legal Department	DE	4/9/2021
Department Director	MO	4/8/2021
Submit to City Manager		